

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 August 17, 2022

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, August 17, 2022 at 5:00 p.m. via teleconference.

1. Call to Order

President Hanson called the meeting to order at 5:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Hanson, Brown, Roesink, and Omsted
 DIRECTORS ABSENT: Sullivan
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Field Services Technician In-Training Johnny Montoya, and District Engineer Dexter Wilson

3. Pledge of Allegiance

Director Brown led the pledge of allegiance.

4. Adopt Resolution No. 2380 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic

GM Bushee presented the item and provided background information on AB 361. Staff is recommending the Board adopt Resolution No. 2380 in order to hold its August 17th meeting virtually.

Director Brown asked the Board if they would like to resume in person meetings in September. Director Omsted stated he is a little worried with the current increase in COVID cases so he would like to continue meetings via Zoom.

Upon a motion duly made by Director Brown, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2380 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Absent
Director Brown	Yes
Director Roesink	Yes
Director Omsted	Yes

5. General Public Comment Period

None.

6. Approval of Agenda

Upon a motion duly made by Director Omsted, seconded by Director Roesink, and unanimously

carried, the Board of Directors approved the agenda by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Absent
Director Brown	Yes
Director Roesink	Yes
Director Omsted	Yes

7. Presentations and Awards

A. State Water Resources Control Board Water Treatment Operator Grade T1 – Johnny Montoya

GM Bushee introduced Field Services Technician In-Training Johnny Montoya stating that Johnny recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. He presented background information about Johnny and noted that he has been employed with the District since September 2021. He noted that Johnny is eligible for a \$500 incentive award under the District's incentive program.

California Water Environment Association (CWEA) Collection System Maintenance Grade 1 Certification – Johnny Montoya

GM Bushee introduced Field Services Technician In-Training Johnny Montoya stating that Johnny recently received his Grade 1 Collection System Maintenance certification from CWEA. He noted that Johnny is eligible for a \$500 incentive award under the District's incentive program.

The Board congratulated Johnny and thanked him for his efforts.

B. Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2021

GM Bushee stated that LWD received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2021. GM Bushee acknowledged former staff member Richard Duffey and DFA Green for their work on the Annual Comprehensive Financial Report (ACFR).

The Board congratulated staff for their efforts.

CONSENT CALENDAR

Director Brown requested that Board Agenda item number 9, Approval of Demands, be pulled from the Consent Calendar.

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

July 13, 2022 Regular Board Meeting

July 25, 2022 Community Affairs Committee Meeting

9. Approval of Demands for July/August 2022

Payroll Checks numbered 220713-1 to 220801-5; General Checking Checks numbered 23204-23338

10. Operations Report (A copy was included in the original August 17, 2022 Agenda)

11. Finance Report (A copy was included in the original August 17, 2022 Agenda)

12. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2022.
(Pages 47-48, Enclosure 12)

13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2022.

14. Fiscal Year 2023 (FY23) Pay Schedules

Adopt Resolution No. 2381 - Approving the FY23 pay schedules.

Upon a motion duly made by Director Omsted, seconded by Director Brown, and unanimously carried, the Board of Directors approved item 8 and items 10-14 of the Consent Calendar by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Absent
Director Brown	Yes
Director Roesink	Yes
Director Omsted	Yes

Director Brown asked for clarification on the Encina Wastewater Reserve Contribution Capital Adjustment. DFA Green provided clarification noting that this adjustment relates to the 4th quarter of last year when Encina adjusted the timing of the quarterly invoices to the member agencies.

Upon a motion duly made by Director Brown, seconded by Director Roesink, and unanimously carried, the Board of Directors approved Item 9, Approval of the Demands, by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Absent
Director Brown	Yes
Director Roesink	Yes
Director Omsted	Yes

EWA and COMMITTEE REPORTS

15. Encina Wastewater Authority (EWA) Reports

A regular EWA Board Meeting was held on July 27, 2022.

Director Omsted reported on EWA's July 27, 2022 Board Meeting.

16. Committee Reports

Community Affairs Committee (CAC) Meeting was held on July 25, 2022.

Director Roesink reported that the CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC made some suggested edits and staff stated they would make those

edits. The CAC then directed staff to move forward with the newsletter and proposed production schedule. The next CAC meeting was scheduled for September 14th at 1 p.m.

ACTION ITEMS

17. Revised Conflict of Interest Code

Adopt Resolution No. 2377 – Approving LWD’s Revised Conflict of Interest Code.

EA Baity presented this item and provided background information on LWD’s Conflict of Interest Code (COIC). EA Baity stated the District is required by California Code to biennially review its COIC. She noted the District last amended the Code and Appendix A on August 19, 2020.

EA Baity then summarized the recommended changes to the Designated Positions section of the COIC. EA Baity noted that GC Brechtel has reviewed the recommended changes.

Upon a motion duly made by Director Roesink, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2377 approving LWD’s revised Conflict of Interest Code by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Absent
Director Brown	Yes
Director Roesink	Yes
Director Omsted	Yes

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 18, 2022 at the 94th Aero Squadron in Kearny Mesa, CA

EA Baity announced the date and time of the CSDA Quarterly Dinner.

B. Flu Shot Clinic is scheduled for Thursday, September 15, 2022.

EA Baity announced the date and time of the Flu Shot Clinic.

19. Directors’ Meetings and Conference Reports

The 2022 CASA Annual Conference was held August 10 - 12, 2022 in Olympic Valley, CA.

President Hanson stated it was held at a beautiful location.

Director Roesink stated he enjoyed the session on microplastics. He congratulated staff on submitting for two CASA awards but noted it is hard to compete against a pure water project.

Director Omsted stated he enjoyed the sessions on non-flushable wipes and water intrusion into the Truckee Sanitation system.

Vice President Sullivan entered the meeting at 5:37 p.m.

20. General Manager's Report

GM Bushee reported on the following:

- He will be on vacation from August 18 – August 22 and DFA Green will be acting GM

21. General Counsel's Report

GC Brechtel reported on the following:

- No one filed for the November election for District 4 so the seat is vacant. He will follow up with the County Board of Supervisors on the process for filling the vacant seat

Director Brown asked GC Brechtel if he can ask the Board of Supervisors if the LWD Board can recommend someone in District 4 for the vacant seat. GC Brechtel said he will find out and report back to the Board.

22. Board of Directors' Comments

Vice President Sullivan apologized for being late to the meeting.

23. Closed Session

A. Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code 54956.9(d)(2)


The Board of Directors met in Closed Session. Following Closed Session the Board rejected the Palmer claim.

B. Meet with District Representative General Manager Bushee to discuss and provide direction regarding salaries, salary schedule and employee benefits, as authorized under Government Code 54957.6

There was no reportable action.

24. Adjournment

President Hanson adjourned the meeting at approximately 6:30 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Judy Hanson, President