

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
September 14, 2022

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, September 14, 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, Sullivan, Roesink, and Omsted

DIRECTORS ABSENT:

Brown

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Field Services Superintendent Jeff Stecker, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Supervisor Marvin Gonzalez, Field Services Specialist Ian Riffel, Field Services Technician III Mauricio Avalos, Field Services Technician III Gabe Mendez, District Engineer Dexter Wilson, and Patrick Danforth and Daphne Fletcher of Ledge Media & HPN Books

3. Pledge of Allegiance

Vice President Sullivan led the pledge of allegiance.

4. Adopt Resolution No. 2382 - 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. 2382 in order to hold its September 14th meeting virtually.

Vice President Sullivan asked for a COVID status update regarding in person meetings. GM Bushee provided an update. Vice President Sullivan stated she would like to continue teleconference meetings next month. Director Omsted agreed with Vice President Sullivan.

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2382 - 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	Yes
Director Brown	Absent
Director Roesink	Yes
Director Omsted	Yes

5. General Public Comment Period

GM Bushee stated that Daphne Fletcher and Patrick Danforth of Ledge Media & HPN Books are in attendance and will speak later on in the agenda. He also noted that Field Services Technician III Mauricio Avalos and Field Services Technician III Gabe Mendez are in attendance and will be presenting later in the agenda.

6. Approval of Agenda

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the agenda by the following vote:

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

7. Presentations and Awards

None.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

August 17, 2022 Regular Board Meeting

September 6, 2022 Engineering Committee Meeting

9. Approval of Demands for August/September 2022

Payroll Checks numbered 22810-1 – 220907-19; General Checking Checks numbered 23339-23479

10. Operations Report (A copy was included in the original September 14, 2022 Agenda)

11. Finance Report (A copy was included in the original September 14, 2022 Agenda)

12. Disclosure of Reimbursements

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

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the Consent Calendar by the following vote:

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on August 24, 2022.

Director Omsted reported on EWA's August 24, 2022 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on September 6, 2022.

GM Bushee reported on EWA's September 6, 2022 MAM meeting.

Director Brown entered the meeting at 5:15 p.m.

14. Committee Reports

Engineering Committee (EC) Meeting was held on September 6, 2022.

The EC reviewed the following recommendations:

- Adopt Resolution No. 2379, Briggs Annexation;
- Adopt Resolution No. 2383, Stits Annexation;
- Authorize the General Manager to execute a procurement through a cooperative purchase program with Haaker Equipment Company in the amount of \$182,497.25 to retrofit the existing CCTV Van with Envirosight RovverX Long Range CCTV System and accessories; and
- Authorize the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated for the Supervisory Control and Data Acquisition (SCADA) Central Control Upgrade Project in an amount not to exceed \$70,000.

The EC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

The EC also received an update on the Development Projects Summary and the FY 22 Gravity Pipeline Project Update. These items were for information purposes and there was no action taken.

ACTION ITEMS

15. Adopt Resolution No. 2379 –Briggs Annexation

FSSpec Riffel presented the item stating that the annexation into the District of the Briggs Property consists of one parcel totaling 2.92 acres, located east of Rancho Santa Fe Road, south of La Costa Avenue, and west of Lone Jack Road. He noted the annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. FSSpec Riffel noted that per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for the proposed construction of a 1,200 sf ADU. The private sewer lateral for the parcel will connect to the available public sewer system on the north side of Dusty Trail. He stated that there is sufficient capacity to accommodate the connection of the existing single-family dwelling and proposed ADU.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2379 – Requesting LAFCO to take proceedings for the Briggs Change of Organization by the following vote:

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

16. Adopt Resolution No. 2383 –Stits Annexation

FSSpec Riffel presented the item stating that the annexation into the District of the Stits Property consists of one parcel totaling 0.84 acres, located west of Interstate 5, north of Leucadia Boulevard, and east of Hygeia Avenue. He noted the annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. FSSpec Riffel noted that per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for a proposed lot split. The connection of the existing single-family residence and the proposed lot split to the collection system requires the construction of approximately 175 linear feet of public sewer extension on Eolus Avenue before two (2) private lateral connections can be attained. He stated that there is sufficient capacity to accommodate the connection of the existing single-family dwelling and proposed ADU.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2383 – Requesting LAFCO to take proceedings for the Stits Change of Organization by the following vote:

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

17. Retrofit Closed Circuit Television Van

Authorize the General Manager to execute a procurement from Haaker Equipment Company in the amount of \$182,497.25 to retrofit the existing CCTV Van with an Envirosight RovverX Long Range CCTV System and accessories through a cooperative purchase program.

FST III Avalos and FST III Mendez presented the item noting it is a Tactical Goal for FY 2023.

FST III Avalos stated that the District has two Closed Circuit Television (CCTV) Vehicles in its fleet for video inspection of the collection system. He said that staff is recommending the retrofit of the Van which is currently equipped with the CUES inspection system. FST III Avalos explained the reasons for the retrofit including, equipment down time, lack of customer service and support, advancement in CCTV technology and equipment standardization. He stated that staff researched different CCTV systems from Ibak, Proteus, and Envirosight.

FST III Mendez stated that staff selected the Envirosight System due to system and equipment functionality and reliability. He then reviewed the advantages to using the Envirosight System. He said that the retrofit of the Van with Envirosight will result in the CCTV Inspection Systems being the same in both inspection vehicles improving operator efficiency and performance due to system standardization.

FST III Mendez stated that the District's Procurement Policy permits the use of cooperative purchasing programs when feasible and in the best interest of the District. He noted that the retrofit of the Van from the Haaker Equipment Company will be through a cooperative purchasing program with Sourcewell Cooperative (Sourcewell).

Vice President Sullivan congratulated FST III Avalos and FST III Mendez for a great presentation.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Roesink, and unanimously carried, the Board of Directors authorized the General Manager to execute a procurement from Haaker Equipment Company in the amount of \$182,497.25 to retrofit the existing CCTV Van with an EnviroSight RoverX Long Range CCTV System and accessories through a cooperative purchase program by the following vote:

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

18. Supervisory Control and Data Acquisition Central Upgrade Project

Authorize the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated for the Supervisory Control and Data Acquisition (SCADA) Central Control Upgrade Project in an amount not to exceed \$70,000.

FSS Stecker presented the item noting it is a Tactical Goal for FY 2023. FSS Stecker provided background information on the District's SCADA Central Control (SCC) system located in the Headquarters building. He noted that the SCC project includes the purchase of one desktop and required software; configuring the software; developing and programming the human machine interface; and staff training.

FSS Stecker stated that Base Nine Consulting, Inc. (BNCI) possess unique knowledge of the District's SCADA System and completed the previous SCC upgrade. He continued that for those reasons this is a sole source procurement for services.

Vice President Sullivan thanked FSS Stecker for his presentation.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Roesink, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated for the Supervisory Control and Data Acquisition (SCADA) Central Control Upgrade Project in an amount not to exceed \$70,000 by the following vote:

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

19. Division 4 Board of Director Vacancy

GC Brechtel presented the item noting that it is a follow-up to the August 2022 Board Meeting. He stated that there is a vacancy in Division 4 since no one decided to run for that division prior to the August 12 deadline. He stated that after contacting the San Diego County Board of Supervisors regarding the Division 4 Board vacancy, he was told that the San Diego County Board of Supervisors ultimately makes the appointment to LWD's vacant director position rather than the LWD Board. However, because LWD falls within County Supervisorial District 3, the process would be for the LWD Board to make a recommendation to District 3 Supervisor Terra Lawson-Remer by October 28, 2022. The Board of Supervisors would then appoint the new LWD director at its November 15, 2022 meeting. Once appointed, the new director serves the full four-year term as if elected.

GC Brechtel then reviewed the following potential selection options noting that the candidate must reside in District 4:

1. The Board could contact and select one candidate
2. The Board could reach out to multiple candidates and conduct interviews
3. The Board could advertise and conduct a full recruitment process

Vice President Sullivan asked if any Board member had anyone in mind for the Division 4 vacancy. Director Brown stated he had a recommendation and provided background information on his recommendation.

Director Omsted asked if any candidates that previously interviewed with the Board during a vacancy currently reside in Division 4. GM Bushee stated that two former candidates reside in Division 4.

Following discussion, the Board reached consensus to have GM Bushee reach out to the previous two candidates that currently reside in District 4, as well as the recommended candidate from Director Brown, to see if they are interested in serving on the Board. GM Bushee stated he would report back to the Board after contacting the potential candidates. GM Bushee noted that a future Special Board Meeting to conduct candidate interviews would be scheduled prior to the October Board Meeting.

20. Potential Participation in Stories of San Dieguito film/book project

ADS Hill presented and provided background information on the item. She noted that San Dieguito Heritage Ranch Museum is working with a historical publishing company called HPN Books/Ledge Media (HPN) to produce a documentary film and history book about North County San Diego. ADS Hill stated staff believes that participating in this project would be an excellent community outreach tool and recommended that the District participate at the "General Sponsor" level of \$5,000. She noted that his sponsorship level would allow for a 2 page featured article in the history book.

Ms. Daphne Fletcher of HPN then gave a presentation on the book layout.

Following discussion, upon a motion duly made by Director Brown, seconded by Director Omsted, and unanimously carried, the Board of Directors opted to participate in the project at the General Sponsor level by the following vote:

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

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

Flu Shot Clinic is scheduled for Thursday, September 15, 2022 from 3:30 – 4:30 p.m.

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

22. Directors' Meetings and Conference Reports

A. The CSDA Quarterly Dinner was held August 18, 2022 at the 94th Aero Squadron in Kearny Mesa, CA.

Director Roesink stated it was a very interesting and informative meeting and that the SANDAG speaker was very good.

B. 2022 CSDA Annual Conference was held August 22 - 25, 2022 at the J.W. Marriott Desert Springs Resort and Spa in Palm Desert, CA.

President Hanson stated there were really good presentations and speakers at the conference. She stated she enjoyed Dr. Wendy Suzuki's presentation. Vice President Sullivan agreed with President Hanson.

Director Omsted stated it was a very good conference.

Director Omsted asked if the North County Coalition has recently received any grant funding. GM Bushee stated the Coalition has received a total of \$23.9M in WIIN Title XVI funding.

C. 2022 WaterReuse CA Annual Conference was held September 11 - 13, 2022 at the Hyatt Embarcadero in San Francisco, CA.

Vice President Sullivan stated it was a great conference with an attendance of 600 people. She noted that she participated in a lot of panel discussions.

23. General Manager's Report

GM Bushee reported on the following:

- Olivenhain Municipal Water District (OMWD) Open House Event is scheduled for October 8th;
- LWD has received \$5,800 in COVID grant funding; and
- LWD has developed an orientation on Encina for any interested Board members

24. General Counsel's Report

GC Brechtel reported on the following:

- AB 2449 - open meetings and teleconferences

25. Board of Directors' Comments

Director Brown stated that the District is doing well and he is proud to be part of this organization. Director Roesink agreed with Director Brown.

26. Adjournment

President Hanson adjourned the meeting at approximately 6:49 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Judy Hanson, President