

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 February 8, 2023

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, February 8, 2023 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Sullivan, Roesink, Saldana, Hanson
 DIRECTORS ABSENT: Omsted
 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 Marvin Gonzalez, Executive Assistant Tianne Baity, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, Kathleen Heit of Dexter Wilson Engineering, and Tim Lewis of Water Works Engineers

3. Pledge of Allegiance

Vice President Roesink led the pledge of allegiance.

4. Adopt Resolution No. 2391 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic

Upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2391 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

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

5. General Public Comment Period

None.

6. Approval of Agenda

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

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

7. Presentations and Awards

2021 CWEA San Diego Section Awards.

GM Bushee stated that the District received an award at the CWEA San Diego Section Awards Banquet on Saturday, January 21st. He noted that the award was for Collection System Person of the Year – Steve Krason. GM Bushee provided background information on Steve and a brief summary of Steve’s accomplishments. GM Bushee stated that Steve will move on to the CWEA Statewide competition.

The Board congratulated Steve for his efforts and wished him luck on the State level.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

- January 11, 2023 Regular Board Meeting
- January 24, 2023 Ad Hoc Committee Meeting
- January 30, 2023 Investment and Finance Committee Meeting
- January 31, 2023 Engineering Committee Meeting

9. Approval of Demands for January/February 2023

Payroll Checks numbered 230111-1 – 230201-5; General Checking Checks numbered 23910-23981

10. Operations Report (A copy was included in the original February 8, 2023 Agenda)

11. Finance Report (A copy was included in the original February 8, 2023 Agenda)

12. Quarterly Treasurer’s Report

This report discloses investments for the quarter ending December 31, 2022.

13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2023.

Upon a motion duly made by Director Hanson, seconded by Director Saldana, and unanimously carried, the Board of Directors approved the Consent Calendar by the following vote:

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on January 25, 2023.

Vice President Roesink reported on EWA's Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on February 7, 2023.

GM Bushee reported on EWA's MAM Meeting.

15. Committee Reports

A. Ad Hoc Committee (AHC) Meeting was held on January 24, 2023.

Director Saldana reported that the AHC reviewed the Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy. The AHC discussed whether the current policy adequately rotates the LWD committee membership.

Following a lengthy discussion, the AHC decided to keep the policy as is. Director Omsted stated he would like historical committee assignment data, going back to January 2022, included in every January Board agenda as a reference. Staff stated they would do this.

The Ad Hoc Committee also determined that Director Saldana should serve as Chair for the Engineering Committee.

B. Investment and Finance Committee (IFC) Meeting was held on January 30, 2023

GM Bushee reported that the IFC conducted its Annual Review of the LWD Reserve Fund Policy. The IFC concurred with staff to recommend that the Board of Directors adopt a Revised Reserve Fund Policy.

This recommendation will be discussed later in the agenda.

C. Engineering Committee (EC) Meeting was held on January 31, 2023

Director Saldana reported that the Engineering Committee (EC) reviewed the following recommendations:

- Receive and file the Rancho Verde Pump Station Rehabilitation Preliminary Design Report completed by Water Works Engineers; and
- Authorize the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers (WWE) for engineering design services for the Rancho Verde Pump Station Rehabilitation Project in an amount not to exceed \$89,804.

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 updates on the Development Projects Summary and the January 2023 Storm Events Report. These items were for information purposes and there was no action taken. The January 2023 Storm Events Report will be reviewed later in the agenda.

ACTION ITEMS

16. Annual Review of LWD Reserve Fund Policy

Adopt Resolution No. 2392 approving the revised Reserve Fund Policy and File the Annual Review of the LWD Reserve Fund Review Report.

DFA Green introduced the item noting that the IFC reviewed this item at its January 30th meeting. He reviewed the purpose of the policy and indicated that it was last revised in February 2022. He noted that the policy calls for annual review by the Board of Directors.

DFA Green stated that staff and the IFC have reviewed the Reserve Policy and are recommending a few minor changes. He then reviewed those changes and provided an overview of the FY 2022 reserve balances.

Director Saldana asked if the unrestricted reserve balance grows beyond what is expected can the reserve money be moved to other reserve funds. DFA Green answered that since it is unrestricted it can be shifted amongst the reserve funds at the Board's discretion.

Vice President Roesink asked if the emergency repair of the secondary effluent pipeline was billed to the Emergency Reserve fund. GM Bushee answered affirmatively.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2392 approving the revised Reserve Fund Policy and Filed the Annual Review of the LWD Reserve Fund Review Report by the following vote:

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

17. Rancho Verde Pump Station Rehabilitation Project

Receive and file the Rancho Verde Pump Station Rehabilitation Preliminary Design Report completed by Water Works Engineers.

FSSpec Riffel presented the recommendation noting this item is a Fiscal Year 2023 (FY23) tactical goal. He provided background information noting that Water Works Engineers (WWE) completed the Preliminary Design Report (PDR) in December 2022. FSSpec Riffel introduced Mr. Tim Lewis from WWE to present the PDR results. Mr. Lewis provided project location information and outlined the PDR recommendations.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors received and filed the Rancho Verde

Pump Station Rehabilitation Preliminary Design Report completed by Water Works Engineers by the following vote:

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

18. Authorize the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers (WWE) for engineering design services for the Rancho Verde Pump Station Rehabilitation Project in an amount not to exceed \$89,804.

FSSpec Riffel presented the recommendation. He stated upon receiving and filing the RVPS Preliminary Design Report (PDR) the next step in the process is final design. He continued that WWE has submitted the final design proposal. FSSpec Riffel noted that WWE's proposed fee is \$89,804 which is fair and reasonable given the size and complexity of the project.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers (WWE) for engineering design services for the Rancho Verde Pump Station Rehabilitation Project in an amount not to exceed \$89,804 by the following vote:

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

19. Receive and File the Risk Control Survey Report

DFA Green presented the item and noted that David Patzer of CSRMA conducted the survey. He stated that the audit process was lengthy and it involved many safety committee meetings, along with input from other staff members. He provided the results of the audit including its recommendations. DFA Green added that staff has already implemented many of the survey's recommendations and will address the remaining issues over the course of this year and next year.

DFA Green stated that the CSRMA Executive Board is requesting that the Board receive and file this report in order to help educate Board members with CSRMA's risk control efforts.

Following discussion, and upon a motion duly made by Director Saldana, seconded by Director Hanson and carried, the Board of Directors received and filed the CSRMA Risk Control Audit Report by the following vote:

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

20. Call for Nominations to the CSDA Board of Directors Seat C

EA Baity presented the item stating that CSDA is seeking nominations for its Board of Directors for Seat C. She provided information regarding the nomination process and noted the deadline for receipt of all nominations is April 6, 2023. She also noted that the incumbent, Arlene Schafer of Costa Mesa Sanitary District, is running for re-election and that staff has no recommendation on this matter.

Following discussion, the Board chose not to submit a nomination.

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

A. January 2023 Storm Events Report

Ms. Kathleen Heitt of Dexter Wilson Engineering provided an overview of the January 2023 storm events which included several LWD flow meter locations, differences between inflow and infiltration, and the flow comparisons amongst the various meters.

B. CWEA Annual Conference is scheduled for April 18 - 21, 2023 in San Diego, CA.

EA Baity announced the date and time of the CWEA Annual Conference.

22. Directors' Meetings and Conference Reports

The CASA Annual Conference was held January 25-27, 2023 at the Hilton Palm Springs in Palm Springs, CA.

Director Saldana stated he enjoyed the CSRMA seminar and that the speaker was excellent. He stated he attended some great sessions on PFAS, biosolids, and new requirements for air toxins.

23. General Manager's Report

GM Bushee reported on the following:

- Update on the sale of a parcel on Vulcan Avenue to the City of Encinitas;
- LAFCO Municipal Service Review (MSR) process will begin soon; and
- LWD staff completed live virtual tours in both English and Spanish with Capri Elementary School students.

24. General Counsel's Report

GC Brechtel reported on the following:


- Update on AB 361 and options for telephonic meetings moving forward; and
- Taxpayer Protection and Government Accountability Act

25. Board of Directors' Comments


President Sullivan stated she enjoyed the CWEA Awards Banquet and representing both EWA and LWD.

26. Adjournment

President Sullivan adjourned the meeting at 6:24 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Elaine Sullivan, President