

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

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, March 8, 2023 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

President Sullivan called the meeting to order at 5:03 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan, Roesink, Saldana, Omsted, and Hanson

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Director of Technical Services Robin Morishita, Field Services Superintendent Marvin Gonzalez, Executive Assistant Tianne Baity, District Engineer Dexter Wilson, Field Services Technician Jeffrey Pivaral, Neal Bloom from Rising Tide Partners, Barry Willis LAFCO Board Member, and District resident Dawn Kubik

3. Pledge of Allegiance

Vice President Roesink led the pledge of allegiance.

4. General Public Comment Period

Mr. Barry Willis introduced himself noting he is running for re-election for the LAFCO Special District Board Member position. He then provided some background about himself. The Board thanked Mr. Willis for attending the Board meeting.

5. Approval of Agenda

Upon a motion duly made by Director Omsted, seconded by Director Saldana, 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	Yes
Director Hanson	Yes

6. Presentations and Awards

State Water Resources Control Board Treatment Operator T1 – Jeffrey Pivaral

GM Bushee introduced Field Services Technician In-Training Jeffrey Pivaral stating that Jeffrey recently received his State Water Resources Control Board Treatment Operator T1 certification. He noted that Jeffrey is eligible for a \$500 incentive award under the District's incentive program.

The Board congratulated Jeffrey and thanked him for his efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

February 8, 2023 Regular Board Meeting
February 14, 2023 Community Affairs Committee Meeting
February 28, 2023 Human Resources Committee Meeting

8. Approval of Demands for February / March 2023

Payroll Checks numbered 230208-1 – 230301-5; General Checking Checks numbered 23982-24109

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

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

11. Disclosure of Reimbursements

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

12. Annual Review of Board-General Manager/Staff Relations Policy - Adopt Resolution No. 2394 (Pages 64-68)

Upon a motion duly made by Director Saldana, seconded by Director Hanson, 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	Yes
Director Hanson	Yes

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on February 22, 2023.

Vice President Roesink reported on EWA's February 22, 2023 Board meeting.

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

GM Bushee reported on EWA's MAM March 7, 2023 meeting.

14. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on February 14, 2023.

Director Saldana reported that the CAC reviewed the following recommendations:

1. Discussion of the Spring 2023 Newsletter Proposed Article Topics and Production Schedule

The CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC then directed staff to move forward with the newsletter and the proposed production schedule.

2. Rising Tide Partners Public Information Services

- Authorize the General Manager to execute an agreement with Rising Tide Partners for as needed public information services for a period of 3 years and 12 weeks with an option for 2 additional years; and
- Authorize the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$66,723 for services through June 30, 2024.

Director Saldana stated the CAC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

3. Public Outreach Performance Report

Director Saldana stated the CAC received an update from RTP on LWD's public outreach performance for 2022. RTP also presented a few short clips from the LWD Virtual Tour in both Spanish and English.

These items were for informational purposes and no action was taken.

B. Human Resources (HRC) Meeting was held on February 28, 2023.

Vice President Roesink reported that the HRC reviewed the following recommendations:

- Annual Review of Board-General Manager/Staff Relations Policy – Adopt Resolution No. 2394; and
- Amending the Human Resources Policy Manual - Adopt Resolution No. 2393

Vice President Roesink stated that since the changes to the Board-General Manager/Staff Relations Policy were minimal, the HRC concurred with staff to place this item on the March Board Agenda Consent Calendar. He also stated that the HRC concurred with staff to present the amended HRPM to the Board of Directors and it will be discussed later in the agenda.

ACTION ITEMS

15. Rising Tide Partners Public Information Services

- A. Authorize the General Manager to execute an agreement with Rising Tide Partners for as needed public information services for a period of 3 years and 12 weeks with an option for 2 additional years.

ADS Hill stated that the CAC reviewed this item at their February 14th meeting. She noted that RTP has provided public information services to the District since March 2016. ADS Hill

stated that LWD's current professional services agreement with RTP expires on March 8, 2023. She stated staff has proposed an as needed agreement to retain Rising Tide Partners for an initial 3 year and 12 weeks contract period with an option to extend for 2 additional years. The additional 12 weeks of the initial term is designed to align RTP's contract with the District's fiscal year (July 1st – June 30th) and its associated budget cycle. She then reviewed the tasks included in the agreement.

- B. Authorize the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$66,723 for services through June 30, 2024.

ADS Hill introduced the item. She reviewed Task Order No. 1 noting it has been designed to cover services for the remainder of FY23 through FY24, which ends in June 2024. She stated Staff has negotiated a scope of work for Task Order No. 1 and associated fees. She then reviewed the task order specifics.

Director Omsted stated he felt that RTP is the best public information services provider the District has ever used.

President Sullivan stated the CAC gets to see more of the things that RTP does for the District versus the full Board. She asked if RTP can present some of the videos they have created to the full Board. GM Bushee answered affirmatively stating that they could present some short video excerpts at the April Board meeting.

Vice President Roesink thanked RTP for their work.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Rising Tide Partners for as needed public information services and to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement by the following vote:

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

16. Fiscal Year 2024 (FY24) Budget Development Schedule

DFA Green presented the item stating that staff is in the process of preparing the FY24 Budget. He provided the recommended dates for the Special Board Meeting to review the Preliminary FY24 Budget.

Following discussion, the Board of Directors agreed to schedule the Special Board Meeting for Thursday, May 11, 2023 from 10:00 a.m. to 12:00 p.m.

No action was taken.

17. Amending the Human Resources Policy Manual – Adopt Resolution No. 2393

ADS Hill presented background information on the item noting that the HRC reviewed this item at their February 28th meeting. She stated that the proposed changes to the HRPM are related to several federal and state laws, and includes revisions that align with current procedures, along with clerical and formatting updates. Staff has updated the policy to reflect employment law updates that are applicable to the District. She then summarized the major changes to the HRPM including:

- Section 3 - General Employment Policies; and
- Section 10 - Leave of Absence

ADS Hill also noted that minor changes were made to improve clarity and correct grammatical spelling and format inconsistencies.

Director Omsted asked if staff has been briefed on the recent HRPM changes. GM Bushee stated that once the Board approves the changes, staff will be briefed and provided a copy of the updated HRPM.

Director Omsted asked if there is a shortened summary of the HRPM for employees so they know where to go when there is an issue. GC Brechtel stated that the HRPM is a detailed policy but it does direct employees on where to go if they have a question or issue.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2393 – Amending the Human Resources Policy Manual by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

2023 CSDA Legislative Days is scheduled for May 16-17, 2023 at the Sheraton Grand Hotel in Sacramento, CA

EA Baity announced the date and time of the 2023 CSDA Legislative Days.

19. Directors’ Meetings and Conference Reports

CSDA Quarterly Dinner was held February 16, 2023 at The Butcher Shop Steakhouse in San Diego, CA.

President Sullivan stated it was a great meeting and it was nice to be back at The Butcher Shop. She stated that there was a great group of speakers.

20. General Manager’s Report

GM Bushee reported on the following item:

- Staff would like to schedule a Special Board Meeting to review the draft Financial Plan update on March 30th or April 6th. EA Baity will follow up with the Board to confirm the date and time.

21. General Counsel's Report

None.

22. Board of Directors' Comments

Director Omsted stated he was happy to be meeting in person and it is great to be back.

Director Saldana stated he just attended the Special District Leadership Foundation (SDLF) Academy in Palm Springs, CA. He stated that he looks forward to putting into practice the things he learned at the training.


Vice President Roesink stated he just completed a virtual Board orientation with Encina Wastewater Authority. He thanked GM Bushee for his help on understanding how Encina operates. Vice President Roesink also stated he couldn't attend the SDLF Academy with Director Saldana but he plans on attending the SDLF Academy in October 2023.

President Sullivan stated she is happy to be meeting in person again. She also stated she is happy to be back on the Encina Board. She noted that she was appointed to be on the Encina Ad Hoc Committee.

23. Adjournment

President Sullivan adjourned the meeting at approximately 5:58 p.m.


Elaine Sullivan, President


Paul J. Bushee
Secretary/General Manager
(SEAL)