

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 July 8, 2020

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A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, July 8, 2020 at 5:00 p.m. via teleconference.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, Sullivan and Kulchin

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, and District Engineer Dexter Wilson

**3. Pledge of Allegiance**

Vice President Omsted led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

Director	Vote
President Juliussen	Yes
Vice President Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes
Director Kulchin	Yes

**6. Presentations and Awards**

None.

**CONSENT CALENDAR**

**7. Approval of Board and Committee Minutes**

Minutes of the following meetings:

- June 10, 2020 Regular Board Meeting
- July 1, 2020 Engineering Committee Meeting

**8. Approval of Demands for June/July 2020**

Payroll Checks numbered 22071-22116; General Checking Checks numbered 54277-54400

**9. Operations Report** (A copy was included in the original July 8, 2020 Agenda)

**10. Finance Report** (A copy was included in the original July 8, 2020 Agenda)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of June 2020.

**12. Transfer of Capital Funds**

Authorize a transfer of \$50,000 in capital funds from the La Cost Golf Course Realignment Project, account 50-51-0357-6499, to the Batiquitos (B3) Force Main Discharge Section Replacement Project, account 50-51-0374-6499.

**13. Appropriation Carry Over Purchase ¾ Ton Pick-up Truck**

Authorize the General Manger to carry over an appropriated budgeted amount of \$71,500 from the Fiscal Year 2020 (FY20) Capital Acquisition Budget to the FY21 Capital Acquisition Budget for the purchase of a new ¾ Ton Pick-Up Truck.

**14. Appropriation Carry Over Purchase Vector Truck**

Authorize the General Manger to carry over an appropriated budgeted amount of \$433,000 from the Fiscal Year 2020 (FY20) Capital Acquisition Budget to the FY21 Capital Acquisition Budget for the purchase of the Vector 2110 Combination Truck.

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

Director	Vote
President Juliussen	Yes
Vice President Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes
Director Kulchin	Yes

**EWA and COMMITTEE REPORTS**

**15. Encina Wastewater Authority (EWA) Reports**

A. A regular EWA Board Meeting was held on June 24, 2020.

Director Sullivan reported on EWA's June 24, 2020 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on July 7, 2020.

GM Bushee reported on EWA's MAM July 7, 2020 meeting.

**16. Committee Reports**

A. Engineering Committee (EC) Meeting was held on July 1, 2020.

Director Kulchin reported that the EC reviewed the following recommendations:

- Authorize the General Manager to execute a sole source purchase Agreement with Vapex Environmental Technologies to purchase two (2) replacement Vapex odor control units for Batiquitos and Leucadia Pump Stations in an amount not to exceed \$192,000 and;

- Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services not to exceed \$240,000.

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 reviewed the following recommendation to authorize a transfer of \$50,000 in capital funds from the La Cost Golf Course Realignment Project, account 50-51-0357-6499, to the Batiquitos (B3) Force Main Discharge Section Replacement Project, account 50-51-0374-6499. The EC agreed to add this item to the Consent Calendar for the July Board Meeting.

The EC also received information regarding the Diana Pump Station Emergency Generator Siting. This item was for information purposes and there was no action taken.

### **ACTION ITEMS**

#### **17. Receive and file the Fiscal Year 2020 (FY20) Tactics and Action Plan Report.**

GM Bushee presented the item stating that the District has accomplished over 97 goals. He provided highlights of the completed tactical goals from each strategic area listed in the Plan.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors received and filed the FY20 Tactics and Action Plan by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Juliussen</b>	Yes
<b>Vice President Omsted</b>	Yes
<b>Director Hanson</b>	Yes
<b>Director Sullivan</b>	Yes
<b>Director Kulchin</b>	Yes

#### **18. Adopt the Fiscal Year 2021 (FY21) Tactics and Action Plan**

GM Bushee presented the item stating the Plan includes over 98 tactical goals. He provided the highlights of the Plan, which included the following:

- Board Team Building;
- Leucadia Pump Station Project; and
- Re-evaluate the Proposed Rate Increase;

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted the FY21 Tactics and Action Plan by the following vote:

Director	Vote
President Juliussen	Yes
Vice President Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes
Director Kulchin	Yes

**19. Award of Purchase Contract – Ozone Odor Control Units (2)**

Authorize the General Manager to execute a sole source purchase Agreement with Vapex Environmental Technologies to purchase two (2) replacement Vapex odor control units for Batiquitos and Leucadia Pump Stations in an amount not to exceed \$192,000.

FSS Stecker presented the item and provided background information noting that two Vapex odor control units need to be replaced due to their age. He then explained how the units provide a great solution for odor control by creating an ozone fog in conjunction with Bioxide and Carbon Scrubbers.

FSS Stecker stated that the purchase of the Vapex units satisfy sole-source procurement requirements because the units are only manufactured and sold by Vapex. He concluded by stating that adequate funds for the purchase of the two Vapex units are included in the FY 2021 Capital Acquisition budget.

Vice President Omsted asked how ozone fog fits into the odor control system. FSS Stecker answered that an ozone fog is generated by the Vapex units upstream of the wet well. He stated that the fog attacks hydrogen sulfides being released into the atmosphere. He noted that the field services staff monitors the amount being released by taking daily readings.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source purchase Agreement with Vapex Environmental Technologies to purchase two (2) replacement Vapex odor control units for Batiquitos and Leucadia Pump Stations in an amount not to exceed \$192,000 by the following vote:

Director	Vote
President Juliussen	Yes
Vice President Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes
Director Kulchin	Yes

**20. Dexter Wilson Engineering Contract Extension**

Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated (DWEI) Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000.

TSM Morishita presented the recommendation for a proposed 2-year extension to the DWEI agreement.

TSM Morishita stated that DWEI has performed exceptionally well and is recognized as a valuable asset to the District. He noted that they provide engineering guidance to staff and maintain the District’s standard specifications as well as provide Capital Improvement Program support in the form of technical review of projects and update of the Asset Management Plan. In addition, they provide

development support by performing plan checks, construction inspections and annexations.

Director Kulchin thanked DWEI for doing a fabulous job. Directors Omsted, Juliussen, and Sullivan agreed with Director Kulchin.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Kulchin, and unanimously carried, the Board of Directors authorized the General Manager to execute a two-year extension to Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000 by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Juliussen</b>	Yes
<b>Vice President Omsted</b>	Yes
<b>Director Hanson</b>	Yes
<b>Director Sullivan</b>	Yes
<b>Director Kulchin</b>	Yes

## **INFORMATION ITEMS**

### **21. Project Status Updates and Other Informational Reports**

#### **A. Operating Expense Report.**

GM Bushee provided a fiscal year 2019 Operating Expense breakdown by program as a follow up to Vice President Omsted's request at the June Board Meeting.

Vice President Omsted asked what percentage of labor costs are included in wastewater collections. GM Bushee answered that it would be roughly 27% including Encina and 40% excluding Encina.

#### **B. CASA Election of Officers Fiscal Year 2020/2021 and Approval of Dues Resolution for Calendar Year 2021.**

EA Baity noted that due to the COVID-19 pandemic the CASA Annual Conference has been changed to a virtual conference and the CASA Board Election and Approval of Dues Resolution will be voted on by written electronic ballot. She provided information on the CASA Election of Directors and the Approval of the Dues Resolution and noted that President Juliussen will be the CASA Voting member, Vice President Omsted will be the first alternate, and GM Bushee will be the second alternate.

GM Bushee then provided information on the slate of nominees.

Following discussion, the Board of Directors reached consensus to approve CASA's slate of nominees.

#### **C. The CASA Virtual Annual Conference will be held August 12 – 14, 2020.**

EA Baity announced the dates of the CASA Virtual Annual Conference noting that the August Board Meeting has been pushed back a week to August 19<sup>th</sup>.

## **22. Directors' Meetings and Conference Reports**

The 2020 CA Annual WaterReuse Virtual Conference was held June 24 - 25, 2020.

Director Sullivan stated that the WaterReuse Conference virtual platform was easier to use than CSDA's virtual platform. She noted that she really enjoyed the PFAS session.

President Juliussen stated the second day was easier to navigate. Vice President Omsted agreed with President Juliussen. Vice President Omsted also stated that he liked being able to switch technical sessions.

Director Hanson stated she enjoyed the PFAS session and the awards video.

## **23. General Manager's Report**

GM Bushee reported on the following items:

- LWD's response letter to the Gelson's Claim; and
- He will be on vacation from July 14<sup>th</sup> – July 28<sup>th</sup>

Director Kulchin asked when the new Accounting Technician started. GM Bushee answered that the new Accounting Technician, James Whittenburge, started on June 24<sup>th</sup>.

## **24. General Counsel's Report**

None.

## **25. Board of Directors' Comments**

Director Sullivan thanked EA Baity for her work supporting the Board. Directors Hanson and Juliussen agreed with Director Sullivan.

Vice President Omsted stated he would like to suggest adding some of the FY20 accomplished tactical goals to the next newsletter.

Director Kulchin thanked staff for the LWD gift bags.

## **26. Closed Session**

- A. Closed session pursuant to California Government Code Sec. 54956.8 to confer with Real Property Negotiators regarding potential terms for acquisition of utility easement: Property Location – Diana Street, Leucadia, California; Agency Negotiators – Paul Bushee and Robin Morishita; Property Owner Negotiator – Beachwalk Condominium HOA.

The Board of Directors provided guidance to staff. There was no reportable action.

- B. Personnel matters as authorized by Government Code §54957 to review General Manager Performance.

The Board of Directors met in closed session. General Counsel Brechtel reported that the Board of Directors reviewed GM Bushee's performance. He stated that the Board agreed that the General Manager's performance was overall excellent.

The Board then reviewed the General Manager's compensation in open session.

Upon a motion duly made by Vice President Omsted, seconded by Director Sullivan, and carried, the Board of Directors approved a 3.5% salary increase from \$237,240.02 to \$245,543.42 by the following vote:

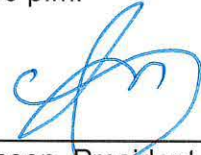
Director	Vote
President Juliussen	Yes
Vice President Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes
Director Kulchin	Yes

**27. Adjournment**

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



Paul J. Bushee  
Secretary/General Manager  
(SEAL)



Allan Juliussen, President