

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 May 5, 2020

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, May 5, 2020 at 9:30 a.m. via conference call.

1. Call to Order

Chairperson Hanson called the meeting to order at 9:39 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, and Executive Assistant Tianne Baity

3. Public Comment

No public comment was received.

4. New Business

A. Adopt Resolution No. 2329 - Leucadia Wastewater District's Telecommuting Policy.

ASsup Hill presented the item describing the purpose of the policy. She noted that in response to the global Coronavirus (COVID-19) pandemic and to protect the health of LWD's employees and members of the public, LWD implemented a temporary telecommuting work schedule beginning on March 18, 2020.

ASsup Hill then reviewed the Telecommuting Policy guidelines, procedures and key components of the policy.

- Defines the purpose and establishes authority lines;
- Explains potential need to telework due to an emergency, pandemic, or other instances, as appropriate;
- Defines procedures for equipment needs and reimbursements for reasonable business-related expenses;
- Defines procedures for safeguarding District documents (electronic/paper);
- Defines procedures for the return of equipment, documents, etc.; and
- Establishes that employees' salary and benefits will remain unchanged

Chairperson Hanson thanked ASsup Hill for her presentation.

Vice President Omsted asked about employees using personal equipment versus District provided equipment. ASsup Hill stated the District provided laptops to those employees that needed them to work from home. GM Bushee stated that the policy states when feasible, all work from home should be done on the District's secure remote server and that using personal cell phone or email for any District business is subject to the California Public Records Act, but not any personal records.

Chairperson Hanson asked how the field services staff work from home. GM Bushee stated that the field services staff are able to complete online training from home. He also stated

that when the field services staff are home, they are on-call and must be available to respond, if needed.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2329, the Leucadia Wastewater District's Telecommuting Policy.

5. Information Items

None.

6. Directors' Comments

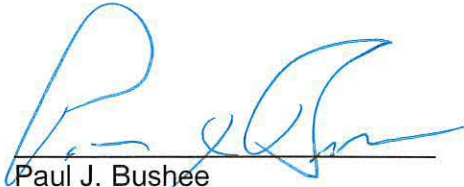
Vice President asked what the District's mask wearing policy is. GM Bushee stated that all employees must wear masks when outside. He stated that when inside the office masks are not required if the employees are practicing social distancing and are at least 6 feet apart. If employees are required to work within 6 feet of one another, masks are required.

7. General Manager's Comments

GM Bushee stated that there will be an item on the May Board Agenda to discuss the proposed sewer rate increase.

8. Adjournment

Chairperson Hanson adjourned the meeting at 10:01 a.m.



Paul J. Bushee
Secretary/General Manager
(Seal)