



**LINCOLN-SMD 1 WASTEWATER AUTHORITY  
MEETING AGENDA**

Regular Meeting of the Board of Directors

Lincoln City Hall, Third Floor Council Chambers  
600 Sixth Street, Lincoln, CA 95648

September 13, 2024, at 10:00 a.m.

The public may also observe and participate in the meeting via Zoom at the following videoconferencing link:

[https://us06web.zoom.us/webinar/register/WN\\_L2bYfOdARYiQxL2vDwckAQ](https://us06web.zoom.us/webinar/register/WN_L2bYfOdARYiQxL2vDwckAQ)

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**Board of Directors**

COUNTY OF PLACER

Jim Holmes, Chair  
Shanti Landon

CITY OF LINCOLN

Holly Andreatta, Vice Chair  
Dan Karleskint

**General Manager and Secretary**

Jim Mulligan

**Legal Counsel**

Wes Miliband

**PRELIMINARY MATTERS**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PUBLIC COMMENT ON NON-AGENDA ITEMS

*Any member of the public wishing to address the Board of Directors regarding items not on the Agenda within the Authority's subject matter jurisdiction should do so at this time. With respect to items on the Agenda, the Board will receive public comments at the time the item is opened for discussions, prior to any vote or other Board action. A three-minute time limit is requested. Please complete a speaker card and submit it to the General Manager at the meeting.*



## **ACTION CALENDAR**

### 1. CONSENT ITEMS

*It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an item be removed from the Consent Calendar for discussion, it will be considered separately. The consent calendar may be approved by a single motion to approve, followed by a second and then a call for vote.*

#### 1.1 Approval of Minutes – 08/09/24 Meeting

### 2. GENERAL MANAGER'S REPORT AND UPDATE – A PowerPoint and verbal report will be provided to include the following:

- Wastewater Treatment and Reclamation Facility (WWTRF) Improvement Project Draft Schedule
- WWTRU Evaluation Report Schedule
- GM Work in Progress

### 3. OPERATIONS REPORT AND UPDATE – A PowerPoint and verbal report will be provided.

### 4. CONSIDER: (1) APPROVAL OF AN AGREEMENT TO SHARE EQUALLY (50/50 SPLIT) WITH PLACER COUNTY THE EXPENSE OF LIQUID SODIUM HYDROXIDE FOR A TERM NOT TO EXCEED THREE YEARS IN AN AMOUNT NOT TO EXCEED BUDGETED OPERATIONAL EXPENSES, AND (2) DIRECT STAFF TO PERFORM A COST BENEFIT ANALYSIS PRIOR TO THE EXPIRATION OF THE THREE-YEAR TIME FRAME - A written memo and report will be provided.

### 5. CONSIDER APPROVAL OF RESOLUTION 2024-03 OF THE BOARD OF DIRECTORS OF LiSWA TO AMEND LiSWA'S CONFLICT OF INTEREST CODE AS CODIFIED IN LiSWA'S EXISTING POLICIES AND PROCEDURES MANUAL – A written and verbal report will be provided for discussion and potential action to adopt Resolution 2024-03 authorizing LiSWA to Amend Its Conflict-of-Interest Code.

### 6. LEGAL REPORT – Counsel will provide a verbal report if relevant legislative, case, or related developments have occurred.

### 7. DIRECTOR'S COMMENTS

### 8. CLOSED SESSION MATTERS: NONE

## **ADJOURNMENT**

THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST WITH PUBLIC PARTICIPATION:

Americans with Disabilities Act (ADA): In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the Lincoln City Clerk's Office at (916) 434-2490. The meeting room is wheelchair accessible and disabled parking is available. Notification at least 24



hours prior to the meeting or time when services are needed will assist staff in assuring reasonable arrangements can be made to provide accessibility to the meeting or service.

**Agenda Availability:** The main posting location of the LiSWA Agenda is on the public kiosk outside the entrance of Lincoln City Hall, 600 6th Street, Lincoln, California. Agenda Packets are available for review at the Lincoln City Clerk's Office, 600 6th Street, Lincoln, California.



**LINCOLN-SMD 1 WASTEWATER AUTHORITY  
MEETING AGENDA (MINUTES)**

Regular Meeting of the Board of Directors

August 9, 2024, at 10:00 a.m.

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**Board of Directors**

COUNTY OF PLACER

Jim Holmes, Chair  
Shanti Landon

CITY OF LINCOLN

Holly Andreatta, Vice Chair  
Dan Karleskint

**General Manager and Secretary**

Jim Mulligan

**Legal Counsel**

Wes Miliband

**PRELIMINARY MATTERS**

- A. CALL TO ORDER -The meeting was called to order at 10:00 am.
- B. PLEDGE OF ALLEGIANCE-The pledge was led by Chair Holmes.
- C. ROLL CALL

Jim Holmes, Chair

Holly Andreatta, Vice Chair

Dan Karleskint, Director

Shanti Landon, Director

Staff present:

George Barber, General Manager and Board Secretary

Wes Miliband, Legal Counsel

- D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.



## **ACTION CALENDAR**

1. CONSENT ITEMS

1.1 Approval of Minutes – 06/28/24 Special Meeting

Motion to approve by Director Andreatta, Second by Director Landon, Approved 4-0.

2. GENERAL MANAGER'S REPORT AND UPDATE – A PowerPoint and verbal report will be provided covering topics not limited to:

A PowerPoint and verbal report were provided discussing:

- Wastewater Treatment and reclamation Facility (WWTRF) Improvement Project
- WWTRU Evaluation Report
- Capital Assets Valuation and Pending Audit
- Reformatted LiSWA Budget, Reporting and Operations Contingency

3. OPERATIONS REPORT AND UPDATE - A written and verbal report was provided by Gary Hengst, Chief Operator, Board questions were answered as he discussed projects and operations.

4. LEGAL REPORT – Counsel had nothing to report.

5. DIRECTOR'S COMMENTS – No comments from Board members.

6. CLOSED SESSION MATTERS: NONE

**ADJOURNMENT** – The meeting was adjourned at 10:37 am.



# GENERAL MANAGER'S REPORT

**LiSWA Regular Board Meeting  
September 13, 2024**





# Agenda

- WWTRF Improvement Project Draft Schedule
- WWTRU Evaluation Report Update and Schedule
- GM Work in Progress



# General Manager's Report (Cont.)

## WWTRF Improvement Project Draft Schedule

- Assumptions:
  - Traditional project delivery method of design, bid, build
  - Review of Design Documents by TAG/Jacobs/West Yost
  - Funding from Water Infrastructure Finance and Innovation Act (WIFIA)
  - Construction Begins Upon Successful Loan Approval and CEQA Process
  - WWTRU Process Completed end of 2024





ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	2025												2026				2027				2028			
							Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4					
1	☑	<b>Design</b>	163 days	Tue 8/27/24	Fri 4/11/25		[Gantt bars for Design phase]																							
2	☑	Project Scope Review	21 days	Tue 8/27/24	Tue 9/24/24		[Gantt bar]																							
3	☑	Design 60%	21 days	Tue 8/27/24	Tue 9/24/24		[Gantt bar]																							
4	☑	Partner Review of 60% Design	14 days	Tue 9/24/24	Fri 10/11/24		[Gantt bar]																							
5	☑	Design Peer Review	36 days	Tue 8/27/24	Tue 10/15/24		[Gantt bar]																							
6	☑	Design 90%	50 days	Mon 10/14/24	Fri 12/20/24		[Gantt bar]																							
7	☑	Partner Review of 90% Design	20 days	Mon 12/23/24	Fri 1/17/25		[Gantt bar]																							
8	☑	Design 100%	24 days	Mon 1/20/25	Thu 2/20/25		[Gantt bar]																							
9	☑	Partner Review of 100% Design	11 days	Mon 2/24/25	Mon 3/10/25		[Gantt bar]																							
10	☑	Bid Documents	0 days	Mon 3/31/25	Mon 3/31/25		[Gantt bar]																							
11	☑	Board Approval to Bid	0 days	Fri 4/11/25	Fri 4/11/25		[Gantt bar]																							
12	☑																													
13	☑	<b>Project Funding</b>	1054 days	Tue 8/27/24	Fri 9/8/28		[Gantt bars for Project Funding phase]																							
14	☑	Audited Financials	91 days	Tue 8/27/24	Tue 12/31/24		[Gantt bar]																							
15	☑	Finalize WWTRU Update	91 days	Tue 8/27/24	Tue 12/31/24		[Gantt bar]																							
16	☑	Third Party Review of WWTRU Policy and Charges	81 days	Fri 10/11/24	Fri 1/31/25		[Gantt bar]																							
17	☑	Loan Application Process	201 days	Thu 10/24/24	Thu 7/31/25		[Gantt bar]																							
18	☑	Loan Approved	61 days	Thu 5/8/25	Thu 7/31/25		[Gantt bar]																							
19	☑	Loan Administration/Closeout	811 days	Fri 8/1/25	Fri 9/8/28		[Gantt bar]																							
20	☑																													
21	☑	<b>CEQA Process</b>	224 days	Fri 10/11/24	Wed 8/20/25		[Gantt bars for CEQA Process phase]																							
22	☑	Public Participation Process	62 days	Fri 10/11/24	Mon 1/6/25		[Gantt bar]																							
23	☑	CEQA Documentation and Lead Agency Approval Process	163 days	Mon 1/6/25	Wed 8/20/25		[Gantt bar]																							
24	☑																													
25	☑	<b>Project Management</b>	54 days	Tue 8/27/24	Fri 11/8/24		[Gantt bars for Project Management phase]																							
26	☑	Identify and Assign a PM	54 days	Tue 8/27/24	Fri 11/8/24		[Gantt bar]																							
27	☑																													
28	☑	<b>Construction Management</b>	854 days	Mon 10/14/24	Thu 1/20/28		[Gantt bars for Construction Management phase]																							
29	☑	Third Party CM	854 days	Mon 10/14/24	Thu 1/20/28		[Gantt bar]																							
30	☑																													
31	☑	<b>Construction</b>	811 days?	Fri 8/1/25	Fri 9/8/28		[Gantt bars for Construction phase]																							
32	☑	Bid Period	27 days	Fri 8/1/25	Mon 9/8/25	18	[Gantt bar]																							
33	☑	Bid Award	0 days	Tue 9/9/25	Tue 9/9/25	32	[Gantt bar]																							
34	☑	Notice to Proceed	1 day?	Tue 9/9/25	Tue 9/9/25	33	[Gantt bar]																							
35	☑	Construction/Closeout	783 days	Wed 9/10/25	Fri 9/8/28	34	[Gantt bar]																							

Project: WWTRF Improvement P  
 Design-Bid Build Delivery  
 Date: Tue 9/3/24

	Task		Project Summary		Manual Task		Start-only		Deadline
	Split		Inactive Task		Duration-only		Finish-only		Progress
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress
	Summary		Inactive Summary		Manual Summary		External Milestone		Manual Progress



# General Manager's Report (Cont.)

## WWTRU Evaluation Report

- The evaluation purpose is to refine the Wastewater Treatment Unit (WWTRU) calculation methodology to better align with water consumption for commercial customers.
- West Yost walked through draft findings and recommendations with City and County staff on August 7.
- Under Partner Review
- City-County Workshop to Achieve Alignment September 13.



# General Manager's Report (Cont.)

## GM Work in Progress

- Optimization Studies Coordination with Jacobs
- Start the Funding Application Process
- WWTRF Improvement Project - Engineer's Estimate Review, Peer Review Coordination
- WWTRU Finalization and Third-Party Review
- County Audited Financials
- New LiSWA Web Site Address: [www.liswa-ca.gov](http://www.liswa-ca.gov)



# OPERATIONS REPORT

**LiSWA Regular Board Meeting  
September 13, 2024**





# WWTRF Operations Report (August 2024)

## Highlights

- 143.682 Million Gallons (MG) of influent, 156.640 MG was sent to reclamation and no effluent flow was sent to Auburn Ravine in the month of August.
- August 1st Jacobs transition began. Staff are continuing to be trained and introduced to new systems and methods.
- Accounts with current vendors are continuing to be vetted and set up.
- Oxidation ditch recycle pump 2B failed on Friday August 30th and was replaced with a spare on September 3rd. No significant impact. (see photo 1)
- Tertiary Storage Basin emergency gate hydraulic actuator failed on August 21st.
- Plant operation was modified to prevent any impact. Repairs are underway but full replacement is recommended in the next budget cycle. (Photo 2 and 3)
- The project inspector for the construction site east of the plant notified us of significant corrosion in the manholes tied to the LiSWA gravity sewer. Additional inspections will be made along with a comprehensive evaluation soon (see photos 4 and 5).



# WWTRF Operations Report (Cont.)

## Compliance

-The SC1000 transmitter failed on August 25<sup>th</sup> and was repaired under the service contract on September 3<sup>rd</sup>. Manual samples were taken to remain in compliance for reporting Filter Feed Turbidity.

Major Equipment Out of Service						
Equipment	Failure Date	Redundancy	Problem	Solution	Estimated Repair Cost	Estimated Return to Service Date
Centrifuge #1 Blended Polymer Flow Meter	2/5/24	1 of 2	Erratic readings >20% error	Meters arrived June 24 <sup>th</sup> .	Reduced from \$65,000 to \$25,000	7-31-24
Centrifuge #1 Solids Feed Flow meter	2-27-24	1 of 2	Meter has failed	Meters arrived June 24 <sup>th</sup> .		7-31-24

Tertiary Storage Emergency Gate Actuator	8/21/24	1 of 1	Hydraulic cylinder failed.	Hydraulic cylinder is obsolete but we are rebuilding it.	\$300	9-9-24
Filter Feed Pump #2	3-25-24	1 of 4	Motor windings are broken down. Failed in wet weather.	Pump to be replaced with plant upgrade.	TBD	TBD



# WWTRF Operations Report (Cont.)

Photo 1. Recycle Wall Pump with broken bracket





# WWTRF Operations Report (Cont.)

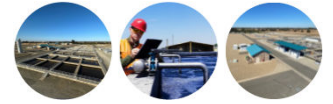
Photo 2. TSB Emergency Gate Hydraulic System



Photo 3. TSB Hydraulic Gate Cylinder.







# WWTRF Operations Report (Cont.)

Photo 4. Gravity Line Manhole.

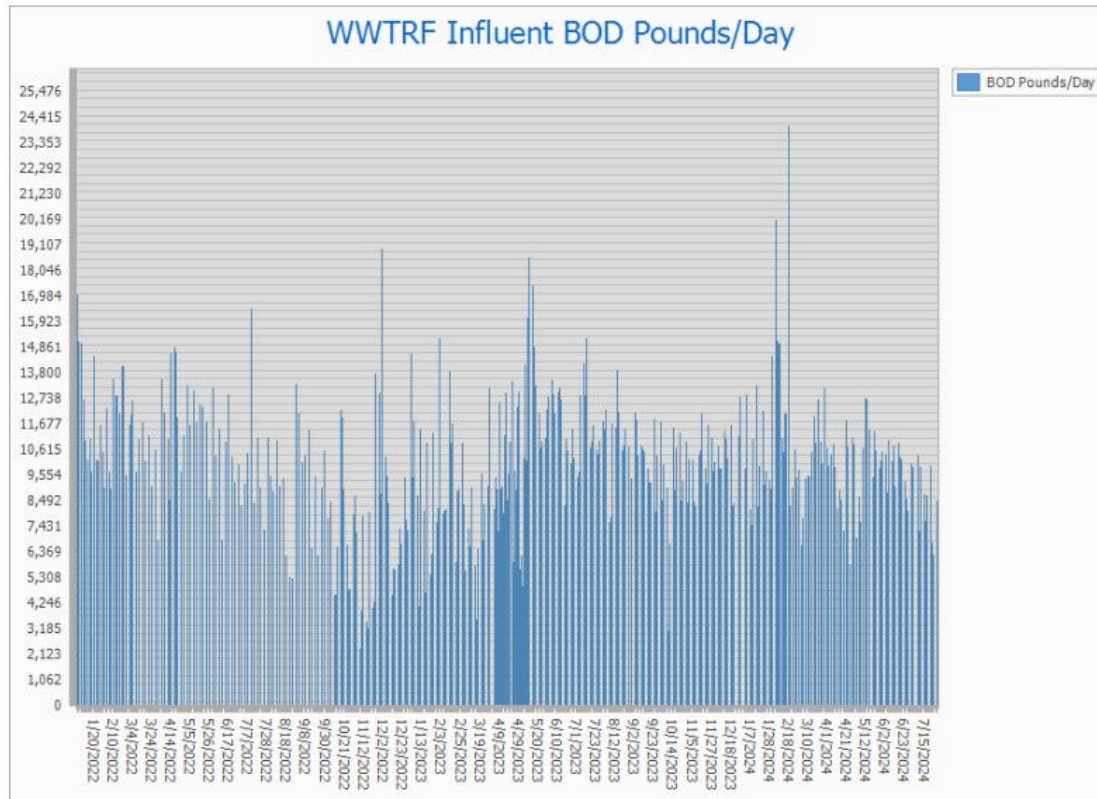


Photo 5. Barrel section removed from manhole.



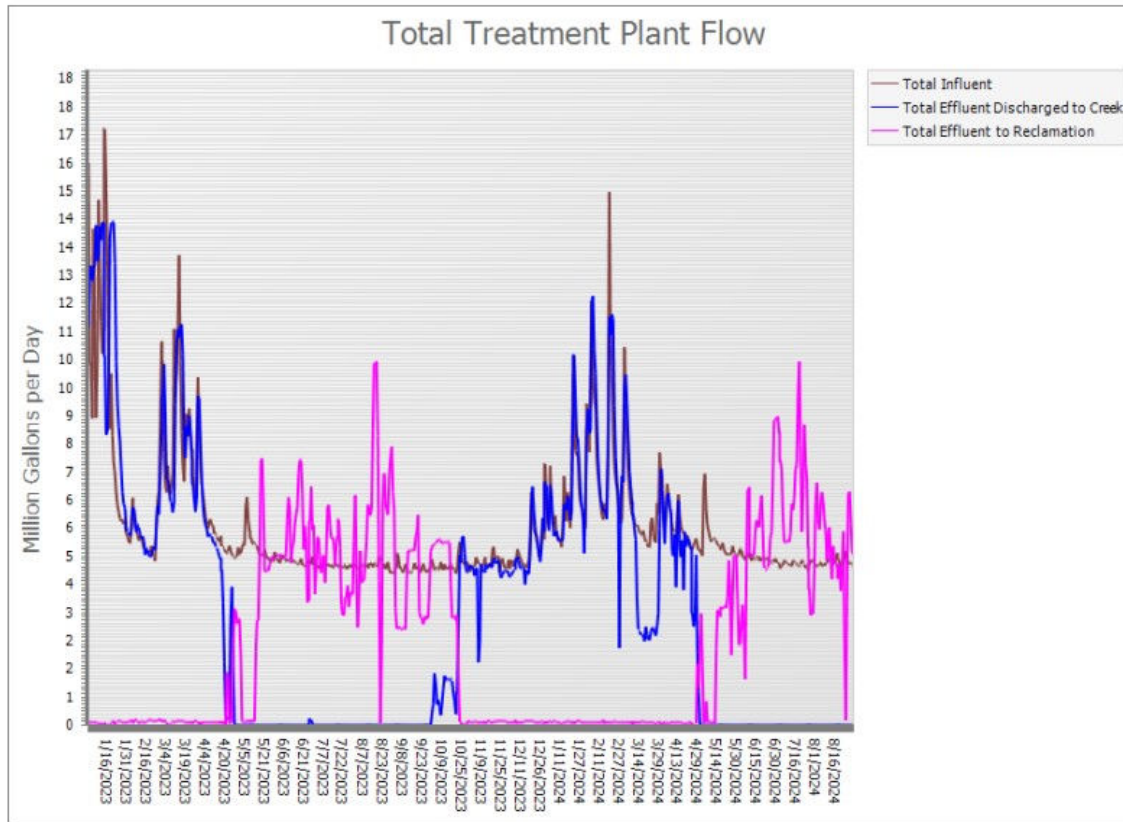


# WWTRF Operations Report (Cont.)





# WWTRF Operations Report (Cont.)





## Lincoln-SMD1 Wastewater Authority

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### Memorandum

To: Board of Directors  
From: Jim Mulligan, General Manager  
Date: 09/13/24 Regular Board Meeting

#### Agenda Item #4

SUBJECT: AGREEMENT TO SHARE THE EXPENSE OF LIQUID SODIUM HYDROXIDE WITH PLACER COUNTY 50/50 FOR A TERM NOT TO EXCEED THREE YEARS AND DIRECT STAFF TO PERFORM A COST BENEFIT ANALYSIS PRIOR TO THE EXPIRATION OF THE THREE-YEAR TIME FRAME.

Placer County approached LiSWA with the request to share the cost of liquid Sodium Hydroxide (Caustic Soda or Caustic) that is introduced at SMD-1 as this provided benefits both to LiSWA's main trunk line and the WWTRF process.

The attached memo provides more information on the introduction of Caustic at SMD-1. The issue and this memo was reviewed and discussed by the Technical Advisory Group (TAG).

After multiple discussions with the TAG, we provide the following recommendation for consideration:

#### **Staff Recommendation:**

**“Approval to equally share the cost of Caustic with Placer County for introduction at SMD-1 facilities for a term not to exceed three years from July 1, 2024, and to direct staff to perform a cost benefit analysis and provide recommendations to the Board prior to Jun 30, 2027.”**



## Lincoln-SMD1 Wastewater Authority

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### Memorandum

To: Technical Advisory Group (TAG)  
From: George Barber, Authority Engineer  
Date: 08/20/24  
SUBJECT: Caustic Use Evaluation

#### Purpose

The purpose of this memo is to provide a recommendation to the TAG on the continued use of liquid Sodium Hydroxide (Caustic Soda or Caustic) at both SMD-1 pump station and the Wastewater Treatment and Reclamation Facility (WWTRF) in order to arrive at an equitable split on the cost of the caustic between the agencies.

#### Background

Before LiSWA was established, Stantec was under contract with the City of Lincoln to operate both the SMD-1 pump station and delivery pipeline and the WWTRF. Stantec chose to add Caustic at SMD-1 to reduce odors along the pipeline and provide benefits to both the SMD-1 system, the LiSWA sewer trunk line and the process at the WWTRF. The addition of Caustic was implemented after problems were experienced with the odor reduction facility at Turkey Creek. Stantec has historically split the cost of the chemical 50-50 between SMD-1 and the WWTRF.

LiSWA now operates the WWTRF through a contract with Jacobs and Placer County took over the operation of the SMD-1 system. Placer County has requested that LiSWA share in the cost for the addition of Caustic in SMD-1 as it provides benefit to the WWTRF.

#### Evaluation

In reviewing the attached data from the WWTRF, information from Placer County and the Water Environment Federation July 2024 magazine article on hydrogen sulfide, the following findings were made:

- Caustic provides a reduction in the creation of hydrogen sulfide gas which produces objectional odors and can cause premature failure of wastewater infrastructure.
- The caustic feed rate at SMD-1 should vary throughout the season based on flow, temperature, and rainfall.
- Caustic is required to be fed at the WWTRF to manage pH and alkalinity if it is not being fed into the SMD-1 system.
- The caustic feed rate at the WWTRF is reduced when feeding Caustic into the SMD-1 system.

- LiSWA's sewer trunk line would benefit by the reduction in hydrogen sulfide gas with the introduction of Caustic into the SMD-1 system.
- The data shows there are significant periods during the year that no Caustic addition is necessary at SMD-1, particularly in the winter when the flow is diluted from infiltration of winter storms.
- It is appropriate to continue to feed the chemical at SMD-1 to preserve the Placer County pipeline and facilities and the LiSWA sewer trunk line by reducing hydrogen sulfide gas impacts to the system.
- Feeding the chemical at SMD-1 provides odor control that benefits the City of Lincoln and the County residents near and around the pipeline.
- The County has proposed a 50% cost share with LiSWA for the cost of the caustic chemical as it reduces the chemical feed amounts necessary at the WWTRF. Placer County estimates the cost of the chemical at about \$100,000 per year, and LiSWA would be paying about \$50,000 per year of that cost.

### Recommendation

The findings in this memo were discussed with the Technical Advisory Group (TAG). After that discussion, the following actions were recommended:

- LiSWA and the County to share the cost of caustic 50/50 for a term not to exceed 3 years during which time LiSWA will perform a cost benefit analysis on the appropriate odor and corrosion control plan that satisfies LiSWA and the County.
- County will adjust the caustic dosage to target an average hydrogen sulfide gas level of 20 parts per million (ppm). County will coordinate with the WWTRF on any changes to the dosing.
- Future caustic purchases will go through LiSWA's account with the Bay Area Chemical Consortium (BACC) at the discounted rate.
- LiSWA to consult with Jacobs for input into the recommendation after the initial operations of the WWTRF are up and running.



## Lincoln-SMD1 Wastewater Authority

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### Memorandum

To: Board of Directors  
From: Wes Miliband, General Counsel  
Date: 09/06/24 for 09/13/24 Regular Board Meeting

#### **Agenda Item #5**

SUBJECT: LiSWA Conflict of Interest Code Update

Consider approval of Resolution 2024-03 authorizing LiSWA to Amend Its Conflict-of-Interest Code.

As set forth in the proposed Resolution 2024-03 for the Board's consideration, the Fair Political Practices Commission ("FPPC") requires a public agency to review its Conflict-of-Interest Code every other year. LiSWA's Board adopted LiSWA's original Policies and Procedural Manual on January 12 of this year, after a robust process to develop the bylaws, policies, and procedures for LiSWA as a newly formed entity. In doing so, LiSWA adopted the model Conflict-of-Interest Code as provided by the FPPC.

LiSWA staff has now, as part of the "biennial" update process, identified the designated positions and appropriate disclosure categories, in accordance with laws, regulations, and customs for these matters. In short, the positions consist of LiSWA's Board members and alternates, Secretary, Treasurer, Auditor, General Manager, Authority Engineer, and General Counsel. Each of the individuals holding these positions should be in Category 1 requiring "full disclosure" as more specifically set forth in the attached proposed update to the Conflict-of-Interest Code and Resolution 2024-03.

#### **Staff Recommendation:**

"Approve and adopt Resolution 2024-03 authorizing LiSWA to Amend Its Conflict-of-Interest Code."

## Lincoln-SMD 1 Wastewater Authority

### Policies and Procedures Manual: Appendix of Designated Positions and Disclosure Categories To Chapter 7, Exhibit B

1. That the adopted Conflict of Interest Code of the Lincoln-SMD 1 Wastewater Authority (“LiSWA”) pursuant to LiSWA Policies and Procedures Manual, Chapter 7, shall apply and be applicable to those persons in the service of LiSWA as listed below. Each person occupying each designated position shall be assigned the disclosure category set forth below.
2. That each person in each designated position, as listed below, shall report, as required by LiSWA’s duly adopted Conflict of Interest Code, all reportable interests for their particular disclosure category.

3. Designated Positions	Disclosure Category
Board of Directors	1
Board of Directors – Alternate	1
General Manager	1
Board Secretary	1
Authority Engineer	1
Treasurer	1
Auditor	1
General Counsel	1

Disclosure Category 1 (Full Disclosure) : Persons in this category shall disclose:

- (i) all income, including gifts, loans, and travel payments, from any source of a type which:
  - a. contracts with LiSWA to provide services, supplies, materials, machinery, equipment, or leased facilities;
  - b. designs or constructs within the jurisdiction of LiSWA;
  - c. engages in business of brokerage, acquisition or disposal of real property within the jurisdiction of LiSWA;
  - d. prepares environmental or land appraisal documents within the jurisdiction of LiSWA; and
  - e. receives grants through LiSWA.



- (ii) all investments in any business entity which:
  - a. contracts with LiSWA to provide services, supplies, materials, machinery, equipment, or leased facilities;
  - b. designs or constructs within the jurisdiction of LiSWA;
  - c. engages in business of brokerage, acquisition or disposal of real property within the jurisdiction of LiSWA;
  - d. prepares environmental or land appraisal documents within the jurisdiction of LiSWA; and
  - e. receives grants through LiSWA.
  
- (iii) interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction of any land owned or used by LiSWA; and
  
- (iv) all positions in business entities that:
  - a. contracts with LiSWA to provide services, supplies, materials, machinery, equipment, or leased facilities;
  - b. designs or constructs within the jurisdiction of LiSWA;
  - c. engages in business of brokerage, acquisition or disposal of real property within the jurisdiction of LiSWA;
  - d. prepares environmental or land appraisal documents within the jurisdiction of LiSWA; and
  - e. receives grants through LiSWA.

4. Designated Filing Officer: LiSWA Board Secretary

**RESOLUTION NO. 2024-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LINCOLN-SMD 1  
WASTEWATER AUTHORITY AMENDING THE CONFLICT OF INTEREST CODE AS  
PART OF THE BIENNIAL UPDATE REQUIRED BY THE FAIR POLITICAL  
PRACTICES COMMISSION**

**WHEREAS**, the Political Reform Act of 1974, as amended (“the Act”) requires that each public agency subject to the Act, including the Lincoln-SMD 1 Wastewater Authority (“LiSWA”), adopt a local Conflict of Interest Code; and

**WHEREAS**, the Act requires the designation of positions within each agency subject to the adopted Conflict of Interest Code and the types of reportable interests which must be disclosed by any such designated position; and

**WHEREAS**, the Fair Political Practices Commission in administering the Act has adopted a regulation (2 California Code of Regulations §18730) which permits agencies subject to the Act to adopt, by reference, the Model Conflict of Interest Code developed by the Fair Political Practices Commission; and

**WHEREAS**, the LiSWA Board of Directors duly approved and adopted LiSWA’s Bylaws and Policies and Procedures Manual during its Regular Board Meeting on January 12, 2024 and in so doing adopted said Model Conflict of Interest Code; and

**WHEREAS**, the designated positions are updated as reflected herein to be incorporated and effective in LiSWA’s Conflict of Interest Code so as to better ensure compliance with the Act.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LINCOLN-SMD 1  
WASTEWATER AUTHORITY DOES HEREBY RESOLVE, DETERMINE AND ORDER  
AS FOLLOWS:**

1. That the adopted Conflict of Interest Code of the Lincoln-SMD 1 Wastewater Authority (“LiSWA”) pursuant to LiSWA Policies and Procedures Manual, Chapter 7, shall apply and be applicable to those persons in the service of LiSWA as listed below. Each person occupying each designated position shall be assigned the disclosure category set forth below.
2. That each person in each designated position, as listed below, shall report, as required by LiSWA’s duly adopted Conflict of Interest Code, all reportable interests for their particular disclosure category.

3. Designated Positions	Disclosure Category
Board of Directors	1
Board of Directors – Alternate	1
General Manager	1
Board Secretary	1
Authority Engineer	1
Treasurer	1
Auditor	1
General Counsel	1

Disclosure Category 1 (Full Disclosure) : Persons in this category shall disclose:

- (i) all income, including gifts, loans, and travel payments, from any source of a type which:
  - a. contracts with LiSWA to provide services, supplies, materials, machinery, equipment, or leased facilities;
  - b. designs or constructs within the jurisdiction of LiSWA;
  - c. engages in business of brokerage, acquisition or disposal of real property within the jurisdiction of LiSWA;
  - d. prepares environmental or land appraisal documents within the jurisdiction of LiSWA; and
  - e. receives grants through LiSWA.
  
- (ii) all investments in any business entity which:
  - a. contracts with LiSWA to provide services, supplies, materials, machinery, equipment, or leased facilities;
  - b. designs or constructs within the jurisdiction of LiSWA;
  - c. engages in business of brokerage, acquisition or disposal of real property within the jurisdiction of LiSWA;
  - d. prepares environmental or land appraisal documents within the jurisdiction of LiSWA; and
  - e. receives grants through LiSWA.
  
- (iii) interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction of any land owned or used by LiSWA; and
  
- (iv) all positions in business entities that:
  - a. contracts with LiSWA to provide services, supplies, materials, machinery, equipment, or leased facilities;

- b. designs or constructs within the jurisdiction of LiSWA;
- c. engages in business of brokerage, acquisition or disposal of real property within the jurisdiction of LiSWA;
- d. prepares environmental or land appraisal documents within the jurisdiction of LiSWA; and
- e. receives grants through LiSWA.

4. Designated Filing Officer: LiSWA Board Secretary

**ADOPTED, SIGNED AND APPROVED** this \_\_ day of September, 2024.

THE BOARD OF DIRECTORS OF THE  
LINCOLN-SMD 1 WASTEWATER AUTHORITY

By: \_\_\_\_\_  
Chair of the Board of Directors of the Lincoln-SMD 1 Wastewater Authority

ATTEST:

By: \_\_\_\_\_  
Secretary of the Board of Directors of the Lincoln-SMD 1 Wastewater Authority