

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
July 10, 2024

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, July 10, 2024 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Roesink, Saldana, Omsted, Pacilio, Sullivan

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Field Services Superintendent Marvin Gonzalez, Executive Assistant Tianne Baity, Project Coordinator Ian Riffel, District Engineer Dexter Wilson

3. Pledge of Allegiance

Vice President Saldana led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

Upon a motion duly made by Director Sullivan seconded by Director Pacilio, and unanimously carried, the Board of Directors approved the agenda by the following vote:

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

6. Presentations and Awards

Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence Financial Reporting for Fiscal Year Ended June 30, 2023.

GM Bushee stated that LWD received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2023. GM Bushee acknowledged DFA Green for his work on the Annual Comprehensive Financial Report (ACFR).

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

June 12, 2024 Regular Board Meeting

July 1, 2024 Engineering Committee Meeting

8. Approval of Demands for June/July 2024

Payroll Checks numbered 240612-1 – 240701-4; General Checking Checks numbered 25769-25857

9. Operations Report (A copy was included in the original July 10, 2024 Agenda)

10. Finance Report (A copy was included in the original July 10, 2024 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of June 2024.

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on June 26, 2024.

Vice President Saldana reported on EWA's June 26, 2024 Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on July 2, 2024.

GM Bushee reported on EWA's July 2, 2024 MAM meeting.

13. Committee Reports

An Engineering Committee meeting was held July 1, 2024.

Director Omsted reported that the Engineering Committee (EC) reviewed the following recommendation:

- Authorize the General Manager to execute Task Order No. 8 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the FY2025 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$89,621.

The EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

The EC also received an update on the Batiqitos Pump Station Emergency Basin Lining Project.

ACTION ITEMS

14. Appropriation Carry Over to Fiscal Year 2025 (FY25) Capital Acquisition Budget

Authorize the General Manager to carry over an appropriated budgeted amount of \$50,500 from the FY2024 Capital Acquisition Budget to the FY2025 Capital Acquisition Budget for the retrofitting of a new Traffic Control Truck.

FSS Gonzalez presented the item and provided background information noting that this is a tactical goal for FY2024. FSS Gonzalez stated that in FY2024, funds were allocated within the Capital Acquisition Budget for the procurement and retrofitting of a new Traffic Control Truck.

In September 2023, staff placed an order for the truck through National Auto Fleet Group, an authorized dealer under the Sourcewell Cooperative, with an anticipated delivery date in May 2024. However, due to supply chain shortages at General Motors Company, the original order was not fulfilled. In late April, LWD staff was informed that the truck order had not been processed by General Motors Company. Consequently, LWD's Field Services Staff took proactive measures to locate an alternative truck chassis. A Ford chassis was identified locally at Ken Grody Ford in Carlsbad. In May 2024, LWD purchased the Ford chassis and transported it to Plumbers Depot for customization. Subsequently, Plumbers Depot notified the District that the customization work would not be completed until early July 2024 (FY2025).

Vice President Saldana asked if the cost for retrofitting for the truck was increased due to the delay. FSS Gonzalez stated that the cost did not increase.

Director Pacilio asked if the District had the truck in their possession and when would the retrofit be completed. FSS Gonzalez answered that the District has the truck but it is currently being retrofitted and it should be completed in 2-3 weeks.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Saldana, and unanimously carried, the Board of Directors authorized the General Manager to carry over an appropriated budgeted amount of \$50,500 from the FY2024 Capital Acquisition Budget to the FY2025 Capital Acquisition Budget for the retrofitting of a new Traffic Control Truck by the following vote:

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

15. FY 2025 Gravity Pipeline Rehabilitation Project

Authorize the General Manager to execute Task Order No. 8 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the FY2025 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$89,621.

PC Riffel presented the item and provided background information noting it is a FY2025 tactical goal. PC Riffel stated that the goal of the FY2025 Project is to repair defects that require open trench construction and he noted that the District has selected (3) sewer pipelines at (2) different locations that require repair. PC Riffel stated the first defect is located near the intersection of El Camino Real and Encinitas Boulevard, in a utility road behind Discount Tire, and the second and third defects are consecutive sewer pipelines that are located near the intersection of Piraeus Street and Olympus Street, on Piraeus Street. PC Riffel stated that the defective sewer pipelines have major sags which creates surcharging on the pipeline.

PC Riffel stated that Water Works has submitted a proposal to complete project final design up to the bid phase. He said the Engineer's Estimate is approximately \$703K and that Water Work's proposed fee is \$89,621 which includes geotechnical investigation and survey services. He noted that the sub-consultant services account for almost half of the design fee. PC Riffel continued that Staff believes the proposal is fair and reasonable.

Vice President Saldana asked if age was a factor in the sagging of the pipelines. GM Bushee stated that age is not always a factor and sagging can be caused by ground water or ground movement/settling. DE Wilson added that the sagging of these pipelines would be considered unexpected and the pipelines should have lasted another 50 years. He noted that sags are normally related to other things going on in the area.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Pacilio, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 8 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the FY2025 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$89,621 by the following vote:

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

16. Receive and file the Fiscal Year 2024 (FY24) Tactics and Action Plan Report

ADS Hill presented the item stating that the District has accomplished 138 goals. She provided the highlights of the Plan, which included the following:

- No sewer spills for 4.5 years
- Updated Strategic Plan;
- CCTV of sewer lines and FOG testing;
- Board Recruitment of Director Pacilio;
- Retirements of two long term employees;
- Recruitment of an Accounting Technician;
- FST III Hugo Gonzalez recognized as the Statewide CWEA Collection System Person of the Year;
- San Marcos Creek Crossing Diversion Project; and
- Prop 218 Notice for a 3-Year Rate Increase;

Following discussion the Board of Directors received and filed the FY24 Tactics and Action Plan.

17. Adopt the Fiscal Year 2025 (FY25) Tactics and Action Plan

Upon a motion duly made by Director Pacilio, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted the FY25 Tactics and Action Plan by the following vote:

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

18. CSDA Board of Directors 2024 Election – Seat A

EA Baity presented the item stating that CSDA is requesting its members to vote for a candidate for Seat A for the southern network region. The deadline for the receipt of ballots is July 26, 2024 and staff has no recommendation on this matter. EA Baity stated staff would cast the vote based on the Board’s action.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors voted for Jason Dafform, Valley Sanitary District, for the CSDA Southern Network - Seat A by the following vote:

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

19. CASA Election of Officers Fiscal Year 2024/2025 and Approval of Dues Resolution for Calendar Year 2025.

EA Baity noted there are two business items that will be addressed during the CASA Annual Conference in late July/early August. She provided information on the CASA Election of Directors and the approval of the Dues Resolution. She noted that this year President Roesink is the CASA voting member.

Upon a motion duly made by Vice President Saldana, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the CASA Election of Officers for Fiscal Year 2024/2025 and Approval of Dues Resolution for Calendar Year 2025 by the following vote:

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

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

None.

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

GM Bushee reported on the following:

- A questionnaire from the financial auditors for the Board to complete.

23. General Counsel's Report

GC Brechtel reported on the following:

- The State Supreme Court disallowed the Tax Payer Protection Accountability Act's eligibility for the 2024 election ballot.

24. Board of Directors' Comments

None.

25. Closed Session

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 Director Pacilio, seconded by Director Omsted, and carried, the Board of Directors approved a 5% salary increase from \$281,437.94 to \$295,509.84 by the following vote:

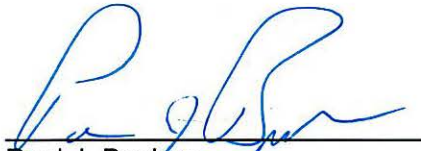
Director	Vote
President Roesink	Yes
Vice President Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes
Director Sullivan	Yes

Upon a motion duly made by Director Pacilio, seconded by Director Sullivan, and carried, the Board of Directors approved a one time bonus of \$7,500 by the following vote:

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

26. Adjournment

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



Paul J. Bushee
Secretary/General Manager
(SEAL)



Chris Roesink, President