

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 September 18, 2024

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A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, September 18, 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, District Engineer Dexter Wilson, Field Services Supervisor Gabe Mendez, Field Services Supervisor Mauricio Avalos, Field Services Technician Matthew Anderson

**3. Pledge of Allegiance**

Director Omsted 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**

A. Achievement of Individual Award – Professional Achievement Award for Jeffrey Pivaral

GM Bushee introduced Field Services Technician II Jeffrey Pivaral and provided background information on Jeffrey stating that Jeffrey recently received his Collection System Maintenance Grade 2 certification from the California Water Environment Association (CWEA). He noted that 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.

**B. Achievement of Individual Awards – Professional Achievement Awards for Matthew Anderson**

GM Bushee introduced Field Services Technician In-Training Matthew Anderson and provided background information on Matthew stating that Matthew recently received his Associate Degree in Science in Wastewater Technology Education from Palomar College. He noted that Matthew is eligible for a \$750 incentive award under the District's incentive program.

GM Bushee also stated that Matthew recently received his Associate Degree in Science in Water Technology Education from Palomar College. He noted that Matthew is eligible for a \$750 incentive award under the District's incentive program.

The Board congratulated Matthew and thanked him for his efforts.

**CONSENT CALENDAR**

**7. Approval of Board and Committee Minutes**  
Minutes of the following meetings:

- August 14, 2024 Regular Board Meeting
- August 20, 2024 Investment & Finance Committee Meeting
- August 26, 2024 Community Affairs Committee Meeting
- September 5, 2024 Engineering Committee Meeting

**8. Approval of Demands for July/August 2024**

Payroll Checks numbered 240814-1 – 240904-18; General Checking Checks numbered 26006-26120

**9. Operations Report** (A copy was included in the original September 18, 2024 Agenda)

**10. Finance Report** (A copy was included in the original September 18, 2024 Agenda)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of July / August 2024.

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

<b>Director</b>	<b>Vote</b>
<b>President Roesink</b>	Yes
<b>Vice President Saldana</b>	Yes
<b>Director Omsted</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes

## EWA and COMMITTEE REPORTS

### 12. Encina Wastewater Authority (EWA) Reports

#### A. EWA Board Report – Meeting held on August 28, 2024.

Vice President Saldana reported on EWA's August 28, 2024 Board meeting.

#### B. An Encina Member Agency Manager's (MAM) Meeting was held on September 3, 2024.

GM Bushee reported on EWA's September 3, 2024 MAM meeting.

### 13. Committee Reports

#### A. Investment and Finance Committee (IFC) meeting was held August 20, 2024.

Director Pacilio summarized the IFC meeting recommendations. He noted that the IFC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

#### B. Community Affairs Committee (CAC) meeting was held August 26, 2024.

Vice President Saldana reported that the CAC reviewed and commented on the draft text of the 2024 Fall newsletter. Following discussion, the CAC authorized staff and RTP to proceed with the draft layout of the newsletter.

#### C. An Engineering Committee (EC) meeting was held September 5, 2024.

Director Omsted reported that the EC reviewed the following recommendation:

- Authorize the General Manager to execute a Purchase Order with Encinitas Ford, in the amount of \$75,505.13, for the purchase of a 2024 Ford F-150 Lightning Pro Electric Truck.

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 Batiquitos Pump Station Emergency Basin Lining Project and the San Marcos Creek Diversion Project. There was no action taken.

## ACTION ITEMS

### 14. Vehicle Purchase

Authorize the General Manager to execute a Purchase Order with Encinitas Ford, in the amount of \$75,505.13, for the purchase of a 2024 Ford F-150 Lightning Pro Electric Truck.

FSSup Mendez presented the item and provided background information. He stated that with the recent hiring of extra staff, it was determined that an additional light duty truck was needed to cover normal and standby operations.

FSSup Mendez noted that on January 1<sup>st</sup>, 2024, the California Air Resources Board (CARB) established Advanced Clean Fleet (ACF) regulations for local government fleets which focused on medium and heavy-duty on-road vehicles in order to transition to Zero Emission Vehicles

(ZEV). The purchase of a Ford F-150 Lightning with a long-range battery will meet both the District need for an additional emergency response vehicle and comply with the new CARB ACF regulations.

Staff solicited sealed bids for a new 2024 Ford F-150 Lightning Pro Electric Truck with a long-range battery and a factory charger from 12 Ford dealerships in Southern California. Additionally, a Notice Inviting Bids was advertised on the District website. Three (3) bids were received as follows:

- |                   |             |
|-------------------|-------------|
| 1. Encinitas Ford | \$75,505.13 |
| 2. Sedano Ford    | \$82,231.28 |
| 3. Ken Grody Ford | \$82,595.76 |

The bids were reviewed by District staff. As a result of their evaluation, staff recommended that Encinitas Ford be awarded the contract as the lowest responsive and responsible bidder. FSSup Mendez noted that the truck purchase includes the charging station equipment, however, the District needs to pay an additional \$7,077.75 for the installation.

Director Sullivan asked if the new law will affect the vactors. FSSup Mendez answered not at the moment since vactors do not currently come in an electrified version.

Vice President Saldana asked if the electric truck will be sufficient to cover the needs of the organization on a day to day basis. FSSup Mendez answered that the electric truck will be sufficient since it will be used primarily for transportation of staff and not for towing generators or pumps since that would use too much battery. FSS Gonzalez added that the electric truck would not be used for emergency situations or to be a chase vehicle to the vactor.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a Purchase Order with Encinitas Ford, in the amount of \$75,505.13, for the purchase of a 2024 Ford F-150 Lightning Pro Electric Truck by the following vote:

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

#### 15. Annual Review of LWD's Investment Policy

Adopt Resolution No. 2413 re delegating authority to manage LWD's investment program to the General Manager effective September 1, 2024 through August 31, 2025.

DFA Green presented the item and provided background information on the Investment Policy. He noted that staff recently conducted an annual review of the Policy to determine if any amendments are warranted. DFA Green then stated that following review, there are no recommended policy changes. DFA Green asked that the Board redelegate authority to the General Manager to manage the District's investments annually, if it so chooses.

Upon a motion duly made by Director Pacilio, seconded by Vice President Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2413 re delegating

authority to manage LWD's investment program to the General Manager effective September 1, 2024 through August 31, 2025 by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Roesink</b>	Yes
<b>Vice President Saldana</b>	Yes
<b>Director Omsted</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes

**16. Authorize the General Manager to Purchase up to \$50,000 of Goods, Materials, Supplies, and Services**

Adopt Resolution No 2420 authorizing the General Manager to Purchase up to \$50,000 of Goods, Materials, Supplies, and Services.

DFA Green presented the item and provided background information on the item. DFA Green noted that it has been nearly seven years since Resolution No 2289 set the General Manager's purchasing authority at \$35,000. He continued that Staff thought it would be appropriate to adjust the purchasing authority amount to adjust for the inflationary pressures and to align with other local agencies.

DFA Green stated that Staff conducted a survey of the purchasing authority limits requiring Board/Council approval for other local agencies that provide water or wastewater services and the survey was included in the Board agenda.

Upon a motion duly made by Director Sullivan, seconded by Vice President Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2420 authorizing the General Manager to Purchase up to \$50,000 of Goods, Materials, Supplies, and Services by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Roesink</b>	Yes
<b>Vice President Saldana</b>	Yes
<b>Director Omsted</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes

**17. Annual Review of LWD's Procurement Policy**

Adopt Resolution No. 2421 approving LWD's revised Procurement Policy.

DFA Green presented the item and provided background information on the Procurement Policy noting it was most recently updated in 2022. He stated that staff recommends increasing the current procurement thresholds to adjust for inflationary pressures, and making minor clerical updates. DFA Green then reviewed the threshold adjustments.

Upon a motion duly made by Director Pacilio, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2421 approving LWD's revised Procurement Policy by the following vote:

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

## INFORMATION ITEMS

### 18. Project Status Updates and Other Informational Reports

Flu Shot Clinic is scheduled for Thursday, September 19, 2024.

EA Baity announced the date and time of the Flu Shot Clinic.

### 19. Directors' Meetings and Conference Reports

- A. CSDA Local Section Quarterly Dinner was held on August 15, 2024 at The Butcher Shop in Kearny Mesa, CA.

Director Sullivan summarized the speakers on the SDCP and CEA programs.

- B. 2024 CSDA Annual Conference was held September 9 -12, 2024 at the Renaissance Esmeralda Resort & Spa in Indian Wells, CA.

Vice President Saldana reported that the conference was very informative and he enjoyed the session on establishing good governance. He stated that the keynote speaker on the second day was really good and relatable not only to work but to everyday life. He also noted that the legislative updates were very detailed.

- C. 2024 CA Annual Watereuse Conference was held September 15 -17, 2024 at the Hyatt Regency Orange County in Garden Grove, CA.

Director Sullivan reported that the conference was well attended and she enjoyed the session by Ms. Sara Katz.

Director Pacilio stated it was a great conference and he felt that it was important he attend since he is new to the industry. He stated that he attended 12 sessions and he also enjoyed the session by Ms. Sara Katz.

### 20. General Manager's Report

GM Bushee reported on the following:

- An update on Student Career Day which will be on October 10, 2024; and
- He thanked ADS Hill, DFA Green, and AS Torres-Garcia for ordering the new LWD lapel pins.

### 21. General Counsel's Report

GC Brechtel reported on the following:

- An update on Senate Bill 937 - Development projects: fees and charges.

**22. Board of Directors' Comments**

President Roesink thanked staff for the lapel pins.

**23. Adjournment**

President Roesink adjourned the meeting at approximately 5:57 p.m.



Paul J. Bushee  
Secretary/General Manager  
(SEAL)



Chris Roesink, President