

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 April 12, 2023

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, April 12, 2023 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Vice President Roesink called the meeting to order at 5:01 p.m.

2. Roll Call

DIRECTORS PRESENT: Roesink, Saldana, Omsted, and Hanson
 DIRECTORS ABSENT: Sullivan
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Director of Technical Services Robin Morishita, Field Services Superintendent Marvin Gonzalez, Executive Assistant Tianne Baity, District Engineer Dexter Wilson, Iris Grootenhuis from Rising Tide Partners, Allan Crecelius from Rewards Strategy Group, June Honsberger and Alyson Thile from La Costa Canyon High School, Kristie Mahin from El Camino Creek Elementary, Nancy Jois from Capri Elementary, and school parents and students

3. Pledge of Allegiance

Director Saldana led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

Director	Vote
President Sullivan	Absent
Vice President Roesink	Yes
Director Saldana	Yes
Director Omsted	Yes
Director Hanson	Yes

6. Presentations and Awards

A. Teacher Grant Recipients

ASsup Hill provided background information on the Teacher Grant Program.

ASsup Hill introduced Ms. Nancy Jois of Capri Elementary to provide a brief update on her school's project funded by the District's teacher grant program. Ms. Jois shared a video created by her students on their Erosion and Storm Drains project.

ASsup Hill introduced Ms. Kristie Mahin of El Camino Creek Elementary to provide a brief update on her school's project funded by the District's teacher grant program. Ms. Mahin's students shared an update on their Hydroponics Garden project.

ASsup Hill introduced Ms. June Honsberger and Alyson Thile of La Costa Canyon High School to provide a brief update on their school's project funded by the District's teacher grant program. Ms. Honsberger and Ms. Thile shared an update on their Pollinator Plant Garden project.

The Board was very impressed by the presentations and they thanked the teachers and the students for attending the meeting.

B. Achievement of Individual Award - 20 Year Service Award Paul Bushee

General Manager Paul Bushee, passed his 20th anniversary of employment at LWD on April 3, 2023. This milestone is a tribute to Paul's hard work, dedication, and commitment to LWD. Paul is eligible for an incentive award of \$400.

The Board congratulated Paul for his achievement.

C. Achievement of Organizational Objective - One Year No Vehicle Accidents

GM Bushee stated that on March 18, 2023, LWD staff completed one year without a vehicle accident. Vehicle accidents result in economic impacts due to lost productivity, damaged public and private property, workers compensation costs, and undermines employee morale. As a result of this achievement, each employee is eligible for an incentive compensation award in the amount of \$250

The Board congratulated staff for their achievement.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

March 8, 2023 Regular Board Meeting
March 14, 2023 Community Affairs Committee Meeting
March 28, 2023 Human Resources Committee Meeting

8. Approval of Demands for March / April 2023

Payroll Checks numbered 230308-1 – 230405-18; General Checking Checks numbered 24110-24248

9. Operations Report (A copy was included in the original April 12, 2023 Agenda)

10. Finance Report (A copy was included in the original April 12, 2023 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of March 2023.

12. Status Update on the Fiscal Year 2023 (FY23) LWD Tactics and Action Plan

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

Director	Vote
President Sullivan	Absent
Vice President Roesink	Yes
Director Saldana	Yes
Director Omsted	Yes
Director Hanson	Yes

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on March 22, 2023.

Vice President Roesink reported on EWA's March 22, 2023 Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on April 4, 2023.

GM Bushee reported on EWA's MAM April 4, 2023 meeting.

14. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on February 14, 2023.

Director Saldana reported that the CAC reviewed and commented on the draft text of the 2023 Spring newsletter. The CAC suggested some minor edits and directed staff to move forward with final text and layout of the newsletter.

The CAC also viewed some of the District videos created by RTP. These videos will be viewed later in the agenda.

B. Human Resources (HRC) Meeting was held on March 22, 2023.

Director Hanson reported that the HRC met in Closed Session to review the Compensation Study conducted by Rewards Strategy Group. GM Bushee noted that this item will be reviewed in Closed Session later this evening.

There was no reportable action.

ACTION ITEMS

15. Adopt Resolution No. 2398 - Updating LWD's Records Retention Policy and Schedules

ADS Hill presented the item and provided background information on the policy noting that it was last revised in 2019. She stated that the current Records Retention Policy and Schedules needs to be updated for the following reasons:

- Include language under the procedures section that defines historical value of records.

- Include the retention period for Teacher Grant applications.
- Include the retention period for Lateral Grant applications.
- Update the retention period for Conflict of Interest filings.
- Update the retention period for Field Services maintenance and operations records.
- Update the policy with minor administrative changes.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2398 - Updating LWD's Records Retention Policy and Schedules by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Roesink	Yes
Director Saldana	Yes
Director Omsted	Yes
Director Hanson	Yes

16. Board of Directors Compensation Adjustment

DFA Green presented the item indicating the date of the last Board stipend increase was August 2019 and at that time the stipend was increased from \$190 to \$200 per day. He stated that government code allows for a 5% adjustment per calendar year following the last adjustment and the Board is eligible to receive an increase between \$0 and \$40. DFA Green explained that this item is for the Board to consider whether to direct staff to prepare and notice for a public hearing at the May Board Meeting, after which it could take action on a proposed a Board compensation adjustment.

He then provided some board per diem analytics on local wastewater and water agencies.

Director Hanson stated she thought the Board stipend should stay the same. Director Omsted agreed with Director Hanson.

Director Saldana stated that the Board is reasonably compensated and the Board stipend should stay the same. Vice President Roesink concurred.

Following discussion, the Board decided to keep the stipend at \$200 per day. There was no action taken.

17. LAFCO Election and Ballot Form – Regular and Alternate Special District Board Members

EA Baity presented the item stating that LAFCO is requesting that the District select one Regular and one Alternate Special District Board Member for a vacant and unexpired term. The deadline for the receipt of ballots is April 14, 2023 and staff has no recommendation on this matter.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Saldana, and carried, the Board of Directors voted for Barry Willis of Alpine Fire Protection District for the LAFCO Regular Board Member by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Roesink	No
Director Saldana	Yes
Director Omsted	Yes
Director Hanson	Yes

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Hanson, and unanimously carried, the Board of Directors voted for David Drake of Rincon del Diablo Municipal Water District for the LAFCO Alternate Board Member by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Roesink	Yes
Director Saldana	Yes
Director Omsted	Yes
Director Hanson	Yes

18. LAFCO San Diego County Consolidated Redevelopment Oversight Board Call for Ballots

EA Baity presented the item stating that LWD recently received a LAFCO election ballot for the San Diego County Consolidated Redevelopment Oversight Board seeking one special district representative. The deadline for the receipt of ballots is May 1, 2023 and staff has no recommendation on this matter.

Following discussion, upon a motion duly made by Director Saldana, seconded by Director Omsted, and unanimously carried, the Board of Directors voted for Patrick Sanchez of Vista Irrigation District for the San Diego County Consolidated Redevelopment Oversight Board by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Roesink	Yes
Director Saldana	Yes
Director Omsted	Yes
Director Hanson	Yes

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

Rising Tide Partner (RTP) Video Excerpts Presentation

RTP presented a few of the District videos they have created.

The Board was pleased with the videos and thanked RTP for their work.

20. Directors' Meetings and Conference Reports

None.

21. General Manager's Report

None.

22. General Counsel's Report

None.

23. Board of Directors' Comments

None.

24. Closed Session

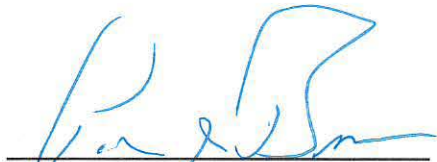
Meet with General Manager Bushee and Mr. Allan Crecelius with Rewards Strategy Group to discuss the Fiscal Year 2024 Informal Input Process regarding employee compensation, as authorized under Government Code 54957.6

Director Hanson left the meeting at 6:35 p.m.


There was no reportable action.

25. Adjournment

Vice President Roesink adjourned the meeting at approximately 6:56 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Elaine Sullivan, President