

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting  
December 13, 2023

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, December 13, 2023 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Field Services Superintendent Marvin Gonzalez, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baily, Field Services Technician Steve Krason, Field Services Technician Johnny Montoya, District Engineer Dexter Wilson, and District resident Dawn Kubik

**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	Yes
Vice President Roesink	Yes
Director Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes

**6. Presentations and Awards**

A. Adopt Resolution No. 2409 – In Appreciation of Steve Krason For His Outstanding Service and Commitment to the Leucadia Wastewater District.

GM Bushee presented Mr. Steve Krason with the Resolution of Appreciation, noting Steve’s accomplishments during his time with the District.

The Board and staff congratulated Steve and thanked him for his hard work and contribution to the District.

Upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2409 – In Appreciation of Steve Krason For His Outstanding Service and Commitment to the Leucadia Wastewater District by the following vote:

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

B. Professional Achievement Award - Johnny Montoya.

GM Bushee introduced Field Services Technician II Johnny Montoya stating that Johnny recently received his Grade 2 Collection System Maintenance certification from CWEA. He noted that Johnny is eligible for a \$500 incentive award under the District's incentive program.

The Board of Directors congratulated Johnny for his efforts.

C. 20 Year Service Award – Robin Morishita.

GM Bushee introduced DTS Robin Morishita, stating that he recently passed his 20<sup>th</sup> year anniversary at the District. He provided background information about Robin and noted that under LWD's incentive program that Robin is eligible for a \$400 incentive award.

The Board of Directors congratulated Robin for his efforts.

D. Organizational Achievement Award – 4 Years No Spills

GM Bushee presented the item stating that on November 28, 2023 staff completed four years without a spill, which meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,500 compensation award.

The Board congratulated staff for their efforts.

## CONSENT CALENDAR

**7. Approval of Board and Committee Minutes**

Minutes of the following meetings:

November 8, 2023 Board Meeting  
December 6, 2023 Engineering Committee Meeting  
December 6, 2023 Human Resources Committee Meeting

**8. Approval of Demands for September/October 2023**

Payroll Checks numbered 231109-1 – 231201-5; General Checking Checks numbered 24996-25119

**9. Operations Report** (A copy was included in the original December 13, 2023 Agenda)

**10. Finance Report** (A copy was included in the original December 13, 2023 Agenda)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the months of October and November 2023.

**12. Annual Review of the Board-General Manager/Staff Relations Policy**

Receive and file the annual review of the Board-General Manager/Staff Relations Policy.

**13. Receive and File the Fiscal Year (FY23) Audit of the District's 2019 Sewer System Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.**

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

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

**EWA and COMMITTEE REPORTS**

**14. Encina Wastewater Authority (EWA) Reports**

A. EWA Board Report – Meeting held on November 15, 2023.

Vice President Roesink reported on EWA's November 15, 2023 Board meeting.

B. Encina Member Agency Manager's (MAM) - Meeting held on December 5, 2023.

GM Bushee reported on EWA's MAM December 5, 2023 meeting.

Director Saldana asked various questions regarding the EWA Secondaries Project construction award contract. GM Bushee answered his questions.

**15. Committee Reports**

A. An Engineering Committee meeting was held on December 6, 2023.

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

- Receive and file the FY2023 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.

The EC completed the review of the FY2023 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP). The EC and staff agreed to add this item under Consent Calendar at the December Board meeting.

The EC also received an update on the San Marcos Creek pipeline issue. This item was for information only and no action was taken.

B. A Human Resources Committee meeting was held on November 1, 2023.

Director Pacilio reported that the Human Resources Committee (HRC) reviewed the following recommendations:

- Adopt Resolution No. 2407 approving LWD's Revised Workplace Violence Prevention Policy; and
- Adopt Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy.

The HRC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

The HRC also completed the annual review of the Board-General Manager/Staff Relations Policy. Since there were no changes to the Policy the HRC and staff agreed to add this item under Consent Calendar at the December Board meeting.

C. Community Affairs Committee meeting was held on November 1, 2023.

Director Saldana reported that the CAC reviewed three teacher grant applications and agreed with staff to present the applications to the Board of Directors at the January 10, 2024 Board meeting.

## **ACTION ITEMS**

### **16. Revised Workplace Violence Prevention Policy**

Adopt Resolution No. 2407 approving LWD's Revised Workplace Violence Prevention Policy.

ADS Hill presented the item and provided background information noting that this policy was last revised in September 2013. ADS Hill stated that staff recently reviewed the policy to determine if any revisions are necessary. Based on this review, staff suggested the following revisions:

#### **Section 3 – Workplace Security Measures**

Section B: Prohibited Behaviors section was added to clarify which behaviors are prohibited in the workplace.

#### **Section 4 – Reporting and Investigation Procedures**

- In this section, language was updated to clarify which staff members employees can report any concerns of violence or incidents of violence to.
- The paragraph about *Inspections* was moved to this section. In the prior policy, it was written as a stand-alone statement.

Section B: As with other similar policies, a section about confidentiality during an investigation was added to the policy.

ADS Hill also noted that various minor changes were made to improve clarity, correct grammatical spelling and format inconsistencies.

Director Omsted stated he was impressed with the Policy.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Pacilio, and unanimously carried, the Board of Directors adopted Resolution No. 2407 approving LWD's

Revised Workplace Violence Prevention Policy by the following vote:

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

#### 17. Travel Authorization and Expense Reimbursement Policy

Adopt Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy.

ADS Hill presented the item and provided background information noting that this policy was last revised in September 2017. ADS Hill stated that staff recently reviewed the policy to determine if any revisions are necessary. Based on this review, staff suggested the following revisions:

- Include CalPERS and the California Society of Municipal Finance Officers to the pre-authorized list of organizations eligible for expense reimbursement for staff;
- Include sexual harassment prevention training, for the purpose of complying with State law or District policy as a pre-authorized reimbursable activity for staff and the Board of Directors;
- Increase the maximum daily amount reimbursable for meals from \$75 to \$100; and
- Minor grammar changes were made throughout the policy.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy by the following vote:

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

#### 18. Rate Increase for General Counsel Services

GC Brechtel presented background information on the item stating that this item is a request to increase the general counsel rate from \$270 per hour to \$300 per hour. He noted that the increase falls in the mid-range of the general counsel rate survey which was included as part of this agenda item. GC Brechtel stated that the last general counsel rate increase was in February 2019.

Following a motion duly made by Director Saldana, seconded by Director Pacilio, and unanimously carried, the Board of Directors approved a General Counsel rate increase from \$270 per hour to \$300 per hour, by the following vote:

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

#### 19. Board of Directors Election of Officers

DFA Green presented the item stating that LWD's current policy calls for the Board to elect a President and Vice President.

Upon a motion duly made by Director Omsted, seconded by Director Pacilio, and carried, the Board of Directors elected Vice President Roesink as the Board President and Director Saldana as the Board Vice President for Calendar Year 2024 by the following vote:

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

#### 20. Board of Directors Committee Assignments

Director Omsted presented the item noting that he would like to see a change to how the District elects the EWA Board representatives. He stated that he would like the LWD Board members to serve 2 years on the EWA Board and then rotate off with the LWD Board President and Vice President to be the EWA representatives. Director Omsted then made a motion. There was no second.

GM Bushee clarified that this item is to provide staff with direction and he stated that the Policy regarding Board officers and the establishment of committees would need to be brought back at the January Board meeting to be amended.

Directors Saldana and Pacilio stated they agree with Director Omsted's suggested rotation of the EWA Board representatives.

Following a lengthy discussion, upon a motion duly made by President Sullivan, seconded by Director Saldana, and carried, the Board directed staff to bring the policy to the January 2024 Board meeting with an amendment which reflects that the LWD Board President and Vice President serve as the EWA reps, by the following vote:

Director	Vote
President Sullivan	Yes
Vice President Roesink	No
Director Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes

## INFORMATION ITEMS

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

None.

### 22. Directors' Meetings and Conference Reports

The CSDA Quarterly Dinner was held November 16, 2023 at The Butcher Shop in Kearny Mesa, CA.

President Sullivan stated it was a well attended meeting and she noted that she was re-elected as the CSDA Local Section 2<sup>nd</sup> Vice President.

### 23. General Manager's Report

GM Bushee reported on the following:

- The Holiday / Steve Krason Retirement Luncheon is tomorrow;
- The San Marcos Creek pipeline temporary repair is complete;
- Thanked Administrative Specialist Nitze Torres-Garcia for making tonight's Board meeting snacks; and
- Thanked President Sullivan and the Board for a great year.

### 24. General Counsel's Report

GC Brechtel reported on the following:

- The Taxpayer Protection and Accountability Act.

### 25. Board of Directors' Comments

Director Saldana wished everyone a great holiday and happy new year.

Vice President Roesink concurred with Director Saldana.

Director Pacilio wished everyone a wonderful holiday.

President Sullivan thanked staff and the Board for their patience and for a great year.

### 26. Adjournment

President Sullivan adjourned the meeting at approximately 6:07 p.m.



Paul J. Bushee  
Secretary/General Manager  
(SEAL)



Chris Roesink, President