

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

March 12, 2025

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, March 12, 2025 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Saldana, Brown, Pacilio, Sullivan, Roesink (via teleconference)

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, Capital Project Manager Ian Riffel, District Engineer Dexter Wilson, and Angela Ceja and Grant Auckland with Water Works Engineers, LLC

3. Pledge of Allegiance

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 Saldana	Yes
Vice President Brown	Yes
Director Pacilio	Yes
Director Sullivan	Yes
Director Roesink	Yes

6. Presentations and Awards

None.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

February 12, 2025 Regular Board Meeting
February 19, 2025 Community Affairs Committee Meeting
March 4, 2025 Engineering Committee Meeting

8. Approval of Demands for February / March 2025

Payroll Checks numbered 250212-1 – 250205-20; General Checking Checks numbered 26630 - 26757

9. Operations Report (A copy was included in the original March 12, 2025 Agenda)

10. Finance Report (A copy was included in the original March 12, 2025 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of February 2025.

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on February 26, 2025.

President Saldana reported on EWA's February 26, 2025 Board meeting.

Vice President Brown asked if there is a dependency on grants for the CLEAR Project. President Saldana answered that there is about \$14M of the Project budget which is relying on Federal grants. Vice President Brown asked if the CLEAR Project will receive the grants. President Saldana answered that it is not known at this time if the CLEAR Project will receive the grants.

The Board asked various questions regarding the CLEAR Project. Following a lengthy discussion, GM Bushee offered to give a brief overview of the CLEAR Project, the grant funding, and the impacts of this Project on the District at the April Board Meeting. The Board agreed.

B. An Encina Member Agency Manager's (MAM) Meeting was held on March 4, 2025.

GM Bushee reported on EWA's March 4, 2025 MAM meeting.

13. Committee Reports

A. A Community Affairs Committee (CAC) meeting was held on February 19, 2025.

Vice President Brown reported that the CAC reviewed and commented on the draft text of the 2025 Spring newsletter. The CAC suggested some minor edits and staff stated they would make the changes.

Following discussion, the CAC authorized staff and RTP to proceed with the draft layout of the newsletter.

B. An Engineering Committee (EC) meeting was held on March 4, 2025.

Director Pacilio reported that the EC reviewed the recommendations:

- Authorize the General Manager to execute a two-year extension to the Water Works Engineers, LLC contract for as-needed engineering design services;
- Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for construction services to complete the Fiscal Year 2025 Gravity Pipeline Replacement Project in an amount not to exceed \$793,052.80; and
- Authorize an additional appropriation of \$270k for project construction.

Director Pacilio noted these items will be discussed later in the agenda.

ACTION ITEMS

14. Fiscal Year 2026 (FY26) Budget Development Schedule

DFA Green presented the item stating that staff is in the process of preparing the FY26 Budget. He provided the recommended dates for the Special Board Meeting to review the Preliminary FY26 Budget.

Following discussion, the Board of Directors agreed to schedule the Special Board Meeting for Monday, May 5, 2025 from 2:00 p.m. to 4:00 p.m.

No action was taken.

15. Water Works Engineers Contract Extension for As-Needed Engineering Design Services

Authorize the General Manager to execute a two-year extension to the Water Works Engineers, LLC contract for as-needed engineering design services.

CPM Riffel presented the item and provided background information. He stated that the original three-year agreement is expiring and includes a two-year extension option to maintain efficiency and continuity of service. CPM Riffel highlighted that over the past three years, Water

Works designed nine capital projects and provided construction support for six, including the successful completion of the San Marcos Creek Crossing Diversion Project and the L1 Force Main Bridge Emergency Repair. CPM Riffel continued that the District is satisfied with Water Works performance and recommends the two-year extension. He further clarified the agreement does not establish a fixed compensation amount; instead, individual task orders are negotiated as necessary and Board approval is required for amounts exceeding the General Manager's signature authority.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Roesink, and unanimously carried, the Board of Directors authorized the General Manager to execute a two-year extension to the Water Works Engineers, LLC contract for as-needed engineering design services by the following vote:

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

16. Fiscal Year 2025 Gravity Pipeline Replacement Project – Award of Construction Contract and Authorize Additional Appropriation

Recommendation 1: Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for construction services to complete the Fiscal Year 2025 Gravity Pipeline Replacement Project in an amount not to exceed \$793,052.80.

Recommendation 2: Authorize an additional appropriation of \$270k for project construction.

CPM Riffel presented the item noting that this is a FY25 tactical goal. He then provided a brief background and the location of the project.

CPM Riffel said that in July 2024, the Board authorized final design services with Water Works. Water Works completed design in December and staff advertised for bids in January. The estimated construction cost was \$1.09M. CPM Riffel reported that the District received two bids by the February 11th deadline. However, the lowest bidder, Blue Pacific Engineering, withdrew their bid the following day due to a clerical error. He continued that staff accepted the bid withdrawal, making Palm Engineering Construction Company, Inc. (Palm Construction) the next lowest bidder at \$296k below the engineer's estimate.

CPM Riffel reviewed staff's actions to ensure the bid was competitive. Based on this analysis, and the District's recent positive project history with Palm Construction, staff recommends awarding the bid to Palm Construction.

President Saldana stated that the bid amount was lower than the engineer's estimate yet an appropriation was still needed. He asked how can the District reduce appropriations in the future. CPM Riffel stated that staff uses the Repair Priority List to make a high level estimate of the project costs and that is refined as the project nears finalization. He noted that the District has an allocated budget amount of around \$600K for construction costs but during the project there are sometimes changes to the design which can increase the costs and require an additional appropriation.

GM Bushee stated that staff will recommend increasing the budget amount in the future due to inflationary pressures in the construction market.

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 an agreement with Palm Engineering Construction Company, Inc. for construction services to complete the Fiscal Year 2025 Gravity Pipeline Replacement Project in an amount not to exceed \$793,052.80 and authorized an additional appropriation of \$270k for project construction by the following vote:

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

17. Proposed Resolution No. 2425 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members

DFA Green introduced the item and provided background information noting that at the February 12th Board meeting, the Board directed staff to amend the policy to combine the Human Resources Committee (HRC) with the Investment and Finance Committee (IFC) and amend the committee appointment section to reflect that EWA representatives would not participate on LWD standing committees. DFA Green stated that Resolution No. 2425 amending the Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy has been included in the agenda for the Board's consideration. He noted that if approved, Resolution 2425 would take effect in January 2026. DFA Green then turned the item over to the Board for discussion.

Following discussion, upon a motion duly made by Director Roesink, seconded by Director Pacilio, and unanimously carried, the Board of Directors adopted amended Resolution No. 2425 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy by the following vote:

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

18. Call for Nominations to the California Special District Association (CSDA) Seat B

EA Baity presented the item stating that CSDA is seeking nominations for its Board of Directors for Seat B. She provided information regarding the nomination process and noted that the incumbent, Don Bartz, is running for re-election and that staff has no recommendation on this matter.

The Board of Directors chose not to submit a nomination.

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

2025 CSDA Legislative Days is scheduled for May 20 - 21, 2025, in Sacramento, CA.

EA Baity announced the date and location of the 2025 CSDA Legislative Days.

20. Directors' Meetings and Conference Reports

The CSDA Quarterly Dinner was held on February 27, 2025 at The Butcher Shop Steakhouse in San Diego, CA.

Director Sullivan provided a summary of the meeting. Director Sullivan stated the speakers from local fire districts were looking for support regarding the Senate Bill for Zero-Emission Vehicles (ZEV) mandates. GM Bushee noted that the District recently sent a letter supporting a bill that would revise the Zero-Emission Vehicles (ZEV) mandates. Director Sullivan thanked GM Bushee.

21. General Manager's Report

GM Bushee provided an update on the vactor fire and the insurance claims. He thanked DFA Green for his work with the insurance adjusters and the claimants.

GM Bushee also noted that the new vactor was delivered to the District last week and the Field Services team has been receiving training on the new vactor.

22. General Counsel's Report

None.

23. Board of Directors' Comments

President Saldana thanked Director Roesink for attending the meeting remotely.

24. Adjournment

President Saldana adjourned the meeting at 6:09 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Rolando Saldana, President