

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

December 11, 2019

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, December 11, 2019 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Kulchin, Juliussen, Omsted, and Hanson

DIRECTORS ABSENT: Sullivan

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, and Field Services Specialist Ian Riffel

3. Pledge of Allegiance

President Kulchin led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Absent

6. Presentations and Awards

None.

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

Minutes of the following meetings:

November 13, 2019 Regular Board Meeting

November 20, 2019 Community Affairs Committee Meeting

December 4, 2019 Engineering Committee Meeting

8. Approval of Demands for November/December 2019

Payroll Checks numbered 21701-21753; General Checking Checks numbered 53515-53612

9. Operations Report (A copy was included in the original December 11, 2019 Agenda)

10. Finance Report (A copy was included in the original December 11, 2019 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of November 2019.

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

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Absent

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on November 13, 2019.

Vice President Juliussen reported on EWA's November 13, 2019 Board meeting.

B. EWA Member Agency Manager's (MAM) - Meeting held on December 3, 2019.

GM Bushee reported on EWA's MAM December 3, 2019 meeting.

13. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on November 20, 2019.

President Kulchin reported that the CAC reviewed three teacher grant applications and agreed with staff to present the applications to the Board of Directors.

This item will be reviewed by the Board of Directors later in the agenda.

B. Engineering Committee (EC) Meeting was held on December 4, 2019.

Vice President Juliussen reported that the EC reviewed the following recommendation:

- Adopt Resolution No. 2322 – Gupta Annexation

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 (B3) Discharge Section Replacement Project. This item was for information purposes and there was no action taken.

ACTION ITEMS

14. Amended Revised Establishment Document of the Encina Wastewater Authority

Adopt Resolution No. 2319 – An Amended Revised Establishment Document of the Encina Wastewater Authority.

GM Bushee presented the item stating that at Encina Wastewater Authority's (EWA) November 13, 2019 Board of Directors and Encina Joint Advisory Committee meetings, the Boards adopted an amended Revised Establishment Document (RED) and directed EWA staff to forward it to the member agencies for their adoption. GM Bushee provided background information on the RED and noted that the main purpose of the amended RED is to conform with Assembly Bill 1912 (AB1912) which requires the Member Agencies to be jointly liable for all retirement obligations in the event the Joint Powers Authority dissolves, ceases to operate or withdraws from its retirement system.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Omsted and unanimously carried, the Board of Directors adopted Resolution No. 2319 Amending the Revised Establishment Document of the Encina Wastewater Authority by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Absent

15. Award Teacher Grants

ASsup Hill introduced the item and provided background information noting that this item was reviewed by the Community Affairs Committee (CAC) on November 20th. ASsup Hill stated the District received three applications by the deadline. She noted that all three schools qualified for the grants and the grants totaled \$4,091.00.

President Kulchin stated the CAC reviewed all three applications and the CAC was impressed by all the teachers.

Following discussion, upon a motion duly made by Vice President Juliussen, seconded by Director Omsted and unanimously carried, the Board of Directors awarded three Teacher Grants totaling \$4,091.00 by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Absent

16. Adopt Resolution No. 2320 – Updating LWD’s Records Retention Policy and Schedules.

ASsup Hill presented the item noting it is a Fiscal Year 2020 tactical goal. She provided background information on the policy noting that it was last revised in 2015. She stated that the current Records Retention Policy and Schedules needs to be updated for the following reasons:

- To assure that the revised policy continues to meet applicable provisions of California law relating to the retention and destruction of public records;
- Revise the policy to include travel reports, written protests and security camera footage; and
- Update the policy with minor administrative changes.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Juliussen and unanimously carried, the Board of Directors Adopted Resolution No. 2320 – Updating LWD’s Records Retention Policy and Schedules by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Absent

17. Board of Directors Election of Officers

ASM Duffey 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 Hanson, and carried, the Board of Directors elected Vice President Juliussen as the Board President for Calendar Year 2020 by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Absent

Upon a motion duly made by Vice President Juliussen, seconded by Director Hanson, and carried, the Board of Directors elected Director Omsted as the Board Vice President for Calendar Year 2020 by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Absent

18. Adopt Resolution No. 2322 - Requesting LAFCO to Take Proceedings for the Gupta Change of Organization

DE Wilson presented the item stating that the annexation into the District of the Gupta Property (Gupta), consists of a Chevron Gas Station for planned tenant expansion (upgraded Mini-Mart and Quick Serve Restaurant) at 865 Orpheus Avenue.

DE Wilson indicated that the ultimate connection of Gupta into the District's collection system is covered under a Reimbursement Agreement, Ordinance No. 127. He explained that Ordinance No. 127 was approved in February 2013 and at that time the developer constructed an extension of the public sewer line in Orpheus Avenue to connect their commercial development to District service. Gupta will now have to reimburse the developer approximately \$57,000 to connect to public sewer facilities as part of the Reimbursement Agreement to pay their fair share of the construction costs. DE Wilson continued that the annexation of Gupta into the District's service area is required before the District can provide sewer collection services.

DE Wilson indicated that the Gupta development would connect via a single private sewer lateral to the District's collection system. He also stated that per the City of Encinitas, this connection is now required in order to provide sewer service to the new expanded Gupta commercial facilities.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2322 – Requesting LAFCO to take proceedings for the Gupta Change of Organization by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Absent

19. Local Agency Formation Commission (LAFCO) Ballot Form – Special Districts Advisory Committee Election.

EA Baity presented the item stating that LAFCO is requesting that the District select up to eight eligible nominees for the Advisory Committee. The deadline for the receipt of ballots is January 6, 2020 and staff has no recommendation on this matter.

Following discussion, upon a motion duly made by Vice President Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors agreed to support and nominate Michael Sims of Bonita-Sunnyside Fire Protection District, Jack Bebee of Fallbrook Public Utility District, James E. Gordon of Deer Springs Fire Protection District, Robert Thomas of Pomerado Cemetery District, Albert C. Lau of Santa Fe Irrigation District, Thomas Kennedy of Rainbow Municipal Water District, Kimberly A. Thorner of Olivenhain Municipal Water District, and Mark Robak of Otay Water District to the Special Districts Advisory Committee positions by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Absent

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

A. Thank You letter from Glenner Alzheimer's Family Centers.

EA Baity stated the District received a thank you letter from Glenner Alzheimer's Family Centers.

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

GM Bushee reported on the following items:

- Update on the Thanksgiving Day spill at Batiquitos Pump Station;
- LWD Holiday Luncheon;
- LAFCO Special Districts Advisory Committee Meeting on December 20th; and
- Carlsbad Police site search for suspected criminals on the run at the District site on December 6th

GM Bushee wished everyone a Merry Christmas and Happy Holidays.

23. General Counsel's Report

None.

24. Board of Directors' Comments

Vice President Juliussen thanked the Board for voting for him to be the 2020 Board President. Vice President Juliussen stated he would be the Encina Wastewater Authority Chair for 2020.

President Kulchin thanked the Board for allowing him to be the 2019 Board President. President Kulchin also thanked staff for their work during the Thanksgiving Day spill.

25. Adjournment

President Kulchin adjourned the meeting at approximately 5:29 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Allan Juliussen, President