

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

December 12, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, December 12, 2018 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 5:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan, Kulchin, Juliussen, Omsted, and Hanson

DIRECTORS ABSENT:

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 Douglas Johnson of National Demographics Corporation

3. Pledge of Allegiance

President Sullivan led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards**A. Board of Directors Oath of Office**

General Counsel Brechtel administered the oath of office to President Sullivan and Vice President Kulchin.

B. Achievement of Individual Award – Robin Morishita

GM Bushee stated that Robin Morishita passed his 15 year anniversary at the District on November 13, 2018. He acknowledged and thanked Robin for his years of service. He provided

background information about Robin and noted that under LWD's incentive program that Robin is eligible for a \$300 incentive award.

The Board of Directors congratulated Robin for his efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

November 8, 2018 Investment and Finance Committee Meeting
November 8, 2018 Human Resources Committee Meeting
November 14, 2018 Regular Board Meeting
December 4, 2018 Community Affairs Committee Meeting
December 5, 2018 Human Resources Committee Meeting
December 6, 2018 Engineering Committee Meeting

8. Approval of Demands for November/December 2018

Payroll Checks numbered 21024-21077; General Checking – Checks numbered 52228-52331

9. Operations Report (A copy was included in the original December 12, 2018 Agenda)

10. Finance Report (A copy was included in the original December 12, 2018 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of November 2018.

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

Director	Vote
President Sullivan	Yes
Vice President Kulchin	Yes
Director Juliusen	Yes
Director Omsted	Yes
Director Hanson	Yes

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on November 14, 2018.

President Sullivan reported on EWA's November 14, 2018 Board meeting.

B. An EWA Member Agency Manager's (MAM) Meeting was held on December 4, 2018.

GM Bushee reported on EWA's MAM December 4, 2018 meeting.

13. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on December 4, 2018.

Vice President Kulchin reported that the CAC reviewed and agreed with the following newsletter article topics, along with the production schedule:

- Maintaining Infrastructure – Smoke Testing;
- LWD and Homeowners partnership in Environmental Stewardship;
- Educational Opportunities (tours, teacher grant winners, SWPPP Internship);
- CIP/Construction Updates;
- Field Maintenance (CCTV, proper disposal of chemicals and medicines);
- Admin Updates (FY19 Audit Results and Owl Box Installation);
- Call for local photographers; and
- Standout Achievements

He stated that the CAC made suggested edits and directed staff to move forward with the newsletter and production schedule. He noted the next CAC meeting was scheduled for Wednesday, January 16th, 2019 at 1:00 p.m.

Vice President Kulchin also reported that the CAC also reviewed four teacher grant applications and agreed with staff to present the applications to the Board of Directors. This item will be discussed later in the agenda.

B. Human Resources Committee (HRC) Meeting was held on December 5, 2018.

Director Omsted reported that the HRC reviewed the following recommendations:

- Resolution No. 2308 - Revised LWD Board-General Manager/Staff Relations Policy; and
- Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members

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

C. Engineering Committee (EC) Meeting was held on December 6, 2018.

Director Juliussen stated that the EC received an update on the Leucadia Pump Station Rehabilitation Project. This item was for informational purposes and no action was taken.

PUBLIC HEARING

14. Public Hearing to Receive Input Regarding Draft Maps and the Composition of Electoral Districts for the Board of Directors.

President Sullivan opened the public hearing for comments. There were no public comments.

Mr. Douglas Johnson of National Demographics Corporation summarized the draft district election maps no. 101 and no. 102 and the proposed sequence of elections. He noted that the two draft

maps comply with the following:

- The rules and goals for drawing maps;
- All legal requirements including the CA Voting Rights Act;
- Reflect equal populations within each district; and
- Avoid racial gerrymandering

Director Omsted expressed concern over gerrymandering and stated he would like to see a more neutral map that doesn't involve incumbents.

Mr. Johnson stated that draft map no. 102 more closely follows the city council districts in those cities. He noted that the map the Board chooses to move forward with will only be used for 2020 since the district map has to be revisited after every census. He stated that the map that will be drawn in 2021 will be used through 2030.

GC Brechtel stated that in response to Director Omsted's concerns, staff asked Mr. Johnson to develop a third map with more compact districts that did not separate all the Board members into their own districts. GC Brechtel distributed and presented the third map which combined Director Juliussen and Director Omsted into one district and created a vacant district.

Director Hanson asked if the draft maps included all of the District service area. Mr. Johnson answered affirmatively stating he used the SanGIS map from LAFCO to create the maps.

GC Brechtel stated that staff is seeking direction from the Board on which map the Board would like to consider for adoption at the January Board Meeting. He noted that staff will publish a public notice prior to the January meeting stating which map the Board would like to adopt.

Following discussion, the Board reached consensus to proceed with map no. 102 as the preferred map for publication.

The Board thanked Mr. Johnson for his presentation and President Sullivan closed the public hearing.

ACTION ITEMS

15. Adopt Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members.

GM Bushee presented the item stating that it was reviewed by the HRC on December 5th and this item is interrelated to Board Agenda Item No.16. GM Bushee provided background information on the item noting that last month the HRC directed staff to draft amendments to Section IX of the Board-General Manager/Staff Relations Policy to reflect staggered and rotating 2 year Board committee assignments as opposed to committee appointments made by the Board President. He stated that after consideration, staff believes that issues associated with Board committees do not directly relate to the Board-General Manager/Staff Relations Policy and are best addressed in a separate stand alone policy.

GM Bushee stated staff believes that it is best to combine the procedures for the Board's election of officers with those associated with the establishment, duties and selection procedures for Board committees. He then reviewed the draft policy noting the policy incorporates language, at the

HRC's direction last month, to include rotating two-year term limits for standing committee members. GM Bushee noted the key components of the policy listed below:

1. Defines how the Board President and Vice President of District are elected.
2. Defines and explains the purpose of the Standing and/or Ad Hoc Committees.
3. Provides guidelines for appointing Board Committee members and their terms.
4. Includes required regulations by the Fair Political Practices Commission about paid committee appointments.

Director Hanson stated that she thinks it is a good idea to rotate committees. She stated that staff did a great job creating the proposed policy.

Director Omsted stated that by rotating committees you get fresh ideas and he thinks rotating committees would make the District stronger.

Vice President Kulchin stated that he respects Director Omsted's position, however, he believes that things are going well the way they are and he doesn't think the committees should be changed. Vice President Kulchin stated that he is in favor of the institutional memory the district has built with the committees. He stated that he is not in favor of removing President Sullivan or Director Juliussen from the EWA Board and he is not in favor of rotating committees.

Director Juliussen stated that he is always open for change but he also feels that there are board members that bring certain expertise and knowledge to their committees based on their backgrounds.

President Sullivan stated that she does not believe in change for change sake and she would like to remain on the EWA committee.

Vice President Kulchin stated that a possible compromise could be to rotate the committees excluding the EWA committee.

Following discussion, the Board of Directors reached consensus to not move forward on Resolution No. 2309. The Board directed staff to bring this item back for review at the January Board meeting with the following three options for Section IV - Appointment of Standing Committees Members Guidelines:

1. Status Quo – keep the committee appointment process the way it currently is; or
2. Rotate the committees, including the Encina Joint Power Authority committees, with 2 year staggered terms; or
3. Rotate the committees, excluding the Encina Joint Power Authority committees

GM Bushee suggested pulling agenda item no. 16 from the agenda and bringing it back in conjunction with the three options in January. The Board concurred with GM Bushee and agenda item no. 16 was pulled from the agenda.

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 Juliussen, and carried, the Board of Directors elected Vice President Kulchin as the Board President for Calendar Year 2019 by the following vote:

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

Upon a motion duly made by President Sullivan, seconded by Vice President Kulchin, and carried, the Board of Directors elected Director Juliussen as the Board Vice President for Calendar Year 2019 by the following vote:

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

18. Award Teacher Grants

ASsup Hill introduced the item and provided background information on the item noting that it was reviewed by the Human Resources Committee at the December 5th meeting. ASsup Hill stated that staff increased their outreach efforts this year and received more applications this year than last year. She noted that LWD received four Teacher Grant Applications and all four of the applications meet the teacher grant criteria.

Following discussion, upon a motion duly made by Vice President Kulchin, seconded by Director Omsted and unanimously carried, the Board of Directors awarded four Teacher Grants totaling \$5,934.18 by the following vote:

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

19. Call for Nominations for the Local Agency Formation Commission (LAFCO).

EA Baity presented the item stating that LAFCO's requesting nominations for two special district

commissioner's positions. One is the regular position and the other is the alternate position, noting that Director Hanson currently serves as a LAFCO Board alternate. She indicated that the deadline to receive nominations is January 7, 2019.

President Sullivan asked Director Hanson if she would like to continue to participate as a LAFCO Commissioner. Director Hanson indicated that she would like to continue to participate, and she would like to be nominated for the alternate position.

Following discussion, the Board of Directors reached consensus to support and nominate Director Hanson to LAFCO's alternate commissioner position. GM Bushee stated staff will notify LAFCO and submit Director Hanson's nomination by the nomination date.

20. Potential Strategic Planning Workshop Dates

GM Bushee presented the item stating at last month's Board meeting the Board expressed interest in using Ms. Michele Tamayo of the Tamayo Group as the facilitator for the Strategic Planning Workshop. He noted that staff has since contacted Ms. Tamayo and she is interested and available to facilitate the workshop. GM Bushee then reviewed the proposed dates for the workshop.

Following discussion, the Board of Directors scheduled the Strategic Planning Workshop for Thursday, February 21, 2019 from 8:00 a.m. to 2:00 p.m.

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

A. 2019 CASA Winter Conference is scheduled for January 23 - 25, 2019 at the Renaissance Indian Wells in Indian Wells, CA.

EA Baity reviewed the date and location of the conference and noted that the travel reports for the upcoming conference will be provided to the Board members at the January Board meeting.

22. Directors' Meetings and Conference Reports

None.

23. General Manager's Report

GM Bushee reported on the following items:

- LWD Holiday Luncheon Reminder;
- No Closed Session at tonight's meeting; and
- Thanked President Sullivan and the Board of Directors for a great year

24. General Counsel's Report

None.

25. Board of Directors' Comments

Director Juliussen thanked President Sullivan for her service and stated that he will be the Vice Chair for Encina Wastewater Authority for 2019.

Vice President Kulchin thanked President Sullivan for a great year.

President Sullivan thanked staff for their support and wished everyone happy holidays.

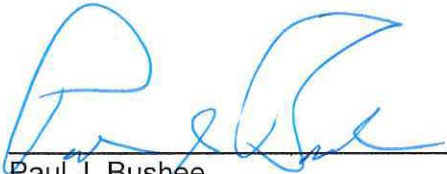
26. Closed Session

Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – Violation of California Voting Rights Act.

There was no Closed Session.

27. Adjournment

President Sullivan adjourned the meeting at approximately 6:05 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)


David Kulchin, President