

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 July 11, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, July 11, 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: None  
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, and District Engineer Dexter Wilson

**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 Vice President Kulchin, 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**

None.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

- June 13, 2018 Regular Board Meeting
- June 21, 2018 Community Affairs Committee Meeting

**8. Approval of Demands for June/July 2018**

Payroll Checks numbered 19950-19992; General Checking – Checks numbered 51250-51357

9. **Operations Report** (A copy was included in the original July 11, 2018 Agenda)

10. **Finance Report** (A copy was included in the original July 11, 2018 Agenda)

11. **Disclosure of Reimbursements**

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

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

<b>Director</b>	<b>Vote</b>
President Sullivan	Yes
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

**EWA and COMMITTEE REPORTS**

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

A. EWA Board Report – Meeting held on June 27, 2018.

President Sullivan reported on EWA's June 27, 2018 Board meeting.

B. An EWA Member Agency Manager's (MAM) Meeting was held on July 10, 2018.

GM Bushee reported on EWA's MAM July 10, 2018 meeting.

13. **Committee Reports**

A. Community Affairs Committee (CAC) Meeting was held on June 21, 2018.

Vice President Kulchin reported that the CAC reviewed the following recommendations:

- The CAC reviewed and agreed with the summer newsletter article topics, along with the production schedule. The CAC directed staff to move forward with the newsletter and production schedule.
- The CAC reviewed Task Order No. 4 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$34,350. GM Bushee noted that Task Order No. 4 is within the General Manager's signature authority. Following discussion, the CAC agreed with staff to authorize the General Manager to execute Task Order No. 4 to the RTP Public Information Services Agreement in an amount not to exceed \$34,350.
- The CAC Received an update on the District Facebook page. This item was for informational purposes only. No action was taken.

B. Engineering Committee (EC) Meeting was held on July 10, 2018.

Director Juliussen reported that the EC received updates on the following:

- The Poinsettia Train Station Parallel Gravity Pipeline Project; and
- Control of Hydrogen Sulfide and Odors in Leucadia Force Mains L1 and L2.

These items were for informational purposes and no action was taken.

### **ACTION ITEMS**

#### **14. Receive and file the Fiscal Year 2018 (FY18) Tactics and Action Plan**

GM Bushee presented the item stating that the District has accomplished over 100 goals. He provided highlights of the completed tactical goals which included:

- Open House Event;
- Financial Plan update;
- Asset Management Plan update;
- Electrical Cost Savings;
- Chemical Use and Control; and
- Compensation Study

President Sullivan thanked staff and the consultants for their work in accomplishing these goals.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Hanson, and unanimously carried, the Board of Directors received and filed the FY18 Tactics and Action Plan by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Sullivan</b>	Yes
<b>Vice President Kulchin</b>	Yes
<b>Director Juliussen</b>	Yes
<b>Director Omsted</b>	Yes
<b>Director Hanson</b>	Yes

#### **15. Adopt the Fiscal Year 2019 (FY19) Tactics and Action Plan**

GM Bushee presented the item stating the Plan includes over seventy-five tactical goals. He provided the highlights of the Plan, which include the following:

- Board Strategic Planning Session;
- Leucadia Pump Station Design Project;
- Poinsettia Train Station Parallel Gravity Pipeline Project; and
- Batiquitos B3 Force Main Discharge Section Replacement

President Sullivan asked for clarification on the downsizing project at the Leucadia Pump Station. GM Bushee stated that the pump sizes at the pump station were based on planning documents from 1999 and flows at that time were projected to be higher than they currently are. GM Bushee stated that new

valves will be installed along with lower horsepower pumps which will allow the pump station to operate more efficiently.

Director Omsted asked how much flows have decreased in the past few years. DE Wilson answered stating that flows are currently around 130 gallons per EDU per day but a few years ago they were closer to 200 gallons per EDU per day.

Director Omsted asked if lowering the train tracks in Carlsbad would affect the Poinsettia Train Station Parallel Gravity Pipeline Project. Vice President Kulchin stated the tracks will only be lowered in downtown Carlsbad and not as far south as Poinsettia. ASM Duffey concurred with Vice President Kulchin.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted the FY19 Tactics and Action Plan by the following vote:

<b>Director</b>	<b>Vote</b>
President Sullivan	Yes
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

**16. CSDA Board of Directors 2018 Elections – Seat A.**

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate.

EA Baity presented the item stating that CSDA is requesting its members to vote for a candidate for Seat A for the southern network region. She noted the candidates' names and stated that staff would cast the vote electronically based on the Board's recommendation.

Following discussion, upon a motion duly made by Vice President Kulchin, seconded by Director Omsted, and unanimously carried, the Board of Directors voted for Jo MacKenzie of Vista Irrigation District for Seat A of the CSDA Board of Directors by the following vote:

<b>Director</b>	<b>Vote</b>
President Sullivan	Yes
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

**INFORMATION ITEMS**

**17. Project Status Updates and Other Informational Reports**

A. CASA Election of Officers and Approval of Dues Resolution for FY19.

GM Bushee noted there are two business items that will be addressed during the CASA Annual Conference. He provided information on the CASA Election of Directors and the approval of the dues resolution. He noted that this year President Sullivan is the CASA voting member.

B. Carlsbad State of the City Luncheon will be held Friday, August 24, 2018 at the Westin Carlsbad Resort & Spa.

EA Baity announced the date, time, and location of the Carlsbad State of the City Luncheon.

**18. Directors' Meetings and Conference Reports**

None.

**19. General Manager's Report**

GM Bushee reported on the following items:

- Thank you letter from San Dieguito Academy Foundation for the District's Teacher Grant Program;
- LWD Annual Employee Luncheon reminder; and
- August Board Meeting reminder that the meeting is pushed back to August 15<sup>th</sup> due to the conflict with the CASA Annual Conference

**20. General Counsel's Report**

General Counsel Brechtel reported on the following item:

- Tax Fairness Transparency and Accountability Act

**21. Board of Directors' Comments**

None.

**22. Closed Session**

A. Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice.

There was no reportable action.

B. Personnel matters as authorized by Government Code 54957 to review General Manager Performance.

The Board of Directors met in closed session. General Counsel Brechtel reported that the Board of Directors reviewed GM Bushee's performance. He stated that the Board agreed that the General Manager's performance was overall excellent.

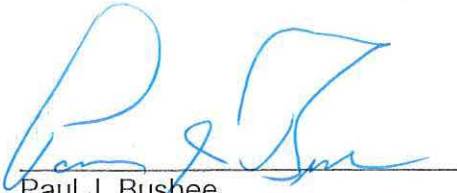
The Board then reviewed the General Manager's compensation in open session.

Upon a motion duly made by Director Kulchin, seconded by Director Juliussen, and carried, the Board of Directors approved a 4% salary increase from \$221,471.27 to \$230,330.12 by the following vote:

<b>Director</b>	<b>Vote</b>
President Sullivan	Yes
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

**23. Adjournment**

President Sullivan adjourned the meeting at approximately 6:10 p.m.



Paul J. Bushee  
Secretary/General Manager  
(SEAL)



Elaine Sullivan, President