

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

September 12, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, September 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, 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

GC Brechtel stated that after the September agenda was finalized, LWD received a letter in regards to a violation of the California Voting Rights Act. GC Brechtel stated that due to the time sensitive nature of this item that it should be added to the agenda as a Closed Session item. GC Brechtel noted that under the Brown Act the Board can make a motion to add this item to the agenda.

Upon a motion duly made by Vice President Kulchin, seconded by Director Juliussen, and unanimously carried, the Board of Directors added a Closed Session item to the agenda and 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:

August 15, 2018 Regular Board Meeting
August 23, 2018 Community Affairs Committee Meeting
September 4, 2018 Human Resources Committee Meeting
September 4, 2018 Investment and Finance Committee Meeting
September 5, 2018 Engineering Committee Meeting

8. Approval of Demands for August/September 2018

Payroll Checks numbered 20036-20097; General Checking – Checks numbered 51476-51596

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

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

11. Disclosure of Reimbursements

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

12. Annual Review of LWD's Investment Policy

Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2018 through August 31, 2019 and receive and file the annual review of the Investment Policy.

13. Receive and file the Koff & Associates Base Salary Study Report.

(A copy was included in the original September 12, 2018 Agenda)

Upon a motion duly made by Vice President Kulchin, seconded by Director Juliussen, 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 Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on August 22, 2018.

President Sullivan reported on EWA's August 22, 2018 Board meeting.

B. An EWA Member Agency Manager's (MAM) Meeting was held September 11, 2018.

GM Bushee reported on EWA's MAM September 11, 2018 meeting.

15. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on August 23, 2018.

Vice President Kulchin reported that the CAC reviewed the final draft layout of the Summer 2018 newsletter. Rising Tide Partners (RTP) will make the recommended changes.

The CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

Vice President Kulchin also reported that the CAC reviewed the Teacher Grant Program and agreed with the list of improvements suggested by staff. There was no action taken.

B. Human Resources Committee (HRC) Meeting was held on September 4, 2018.

Director Hanson reported that the HRC reviewed the following recommendation to receive and file the Koff & Associates Base Salary Study Report. Director Hanson stated the HRC agreed with staff to recommend that the Board of Directors receive and file the Koff & Associates Base Salary Study Report. She noted that staff and the HRC agreed to add this item under Consent Calendar in the September Board Agenda.

Director Hanson stated the HRC reviewed a recommendation to adopt Resolution No. 2304 Updating LWD's Compensation Policy. The HRC agreed with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

Director Hanson also reported that the HRC received an overview of LWD's Risk Management & Safety Program. This item was informational and it will be discussed later in the agenda.

C. Investment and Finance Committee (IFC) Meeting was held on September 4, 2018.

Director Hanson reported that the IFC reviewed the recommendation to re-delegate authority to manage the investment program to the General Manager effective September 1, 2018 through August 31, 2019 and to receive and file the annual review of the Investment Policy. She noted that staff and the IFC agreed to add this item under Consent Calendar in the September Board Agenda.

Director Hanson also reported that the IFC received information on the change in banking services from Union Bank to Opus Bank. This item was informational and it will be discussed later in the agenda.

D. Engineering Committee (EC) Meeting was held on September 5, 2018.

Director Juliussen reported that the EC reviewed a recommendation authorizing the General Manager to execute a purchase order with Encinitas Ford, in the amount of \$56,990.00, for the purchase of one (1) 2019 Ford Pickup Truck (3/4 ton 4x4) to replace one similarly equipped District truck.

The EC agreed with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

Director Juliussen also reported that the EC received an update on the Poinsettia Train Station Parallel Gravity Pipeline Project. This item was informational and there was no action taken.

ACTION ITEMS

16. Vehicle Purchase to Replace One (1) LWD 2009 Pickup Truck

Authorize the General Manager to execute a Purchase Order with Encinitas Ford, in the amount of \$56,999.00, for the purchase of (1) 2019 Ford Pickup Truck (3/4 ton 4 X 4) to replace one similarly equipped District Truck.

FSS Stecker presented background information on the item noting it is a tactical goal for FY19. He explained that the Vactor Chase Truck is nine years old with 56,000 miles on it and has reached its useful life. He continued that the District's vehicle replacement criteria for this type of vehicle is five years and 60,000 miles or seven years and any miles.

FSS Stecker said that staff solicited sealed bids for a 3/4-ton diesel pickup truck from all ten San Diego County Ford dealerships. He continued that the bids were due on August 22, 2018 and only one bid was received from Encinitas Ford at \$56,999. He said that staff reviewed the bid and all required specifications have been met and that Encinitas Ford is the lowest responsive bidder.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Kulchin, and unanimously carried, the Board of Directors authorized the General Manager to execute to execute a Purchase Order with Encinitas Ford, in the amount of \$56,999.00, for the purchase of (1) 2019 Ford Pickup Truck (3/4 ton 4 X 4) to replace one similarly equipped District Truck by the following vote:

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

17. Adopt Resolution No. 2304 - Updating Leucadia Wastewater District's Compensation Policy.

GM Bushee presented background information on the item. He noted that the Compensation Policy was last adopted in November 2003 along with the initial version of the Incentive Program. He stated that since 2003 the Incentive Program has been updated several times while the Compensation Policy has never been updated.

GM Bushee stated that staff has updated the Compensation Policy to better reflect LWD's existing compensation program. He outlined the key components of the proposed policy noting that the Compensation Policy and the Incentive Program have been consolidated under one policy.

Vice President Kulchin asked if there would be an increase in healthcare costs in 2019. ASM Duffey answered stating that healthcare costs will increase by an average of 9%.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2304 – Updating Leucadia Wastewater District's Compensation Policy by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. Update on LWD's Risk Management & Safety Program.

ASsup Hill introduced the item and presented an overview of LWD's Risk Management & Safety Program. She reviewed the following key components of LWD's Program:

- LWD's Hazard Preparedness & Mitigation Plan;
- Safety Trainings & Drills;
- My Safety Officer Program; and
- Safety Committee and Ongoing Updates to LWD's Safety Programs

ASsup Hill also provided a summary of some of LWD's safety accomplishments over the past few years.

The Board of Directors thanked ASsup Hill for her presentation.

B. Change in Banking Services.

ASM Duffey presented the item noting that Union Bank has been providing banking services to LWD since 2007. ASM Duffey stated that staff has evaluated Union Bank's services and determined that LWD could obtain better services at lower costs by switching to Opus Bank. ASM Duffey then provided background information on Opus Bank noting that LWD will soon be transferring banking business over to Opus Bank.

The Board of Directors thanked ASM Duffey for his report.

C. CSDA is requesting volunteers for 2019 CSDA Committee & Expert Feedback Team Participation.

EA Baity presented the item and stated that CSDA is looking for volunteers for CSDA Committee teams or the Expert Feedback Team. She noted that the deadline to submit interest forms is October 12, 2018.

D. Flu Shot Clinic is scheduled for Thursday, September 13, 2018 from 3:00pm – 4:00pm.

EA Baity announced the date and time of the flu shot clinic.

19. Directors' Meetings and Conference Reports

A. The CSDA Quarterly Dinner was held on August 16, 2018 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

20. General Manager's Report

GM Bushee reported on the following items:

- LWD's 2018 Summer Newsletter – positive community feedback

21. General Counsel's Report

None.

22. Board of Directors' Comments

Director Hanson reported on a San Diego LAFCO meeting she attended on September 10, 2018.

23. Closed Session


- A. 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 reportable action.

24. Adjournment

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


Elaine Sullivan, President


Paul J. Bushee
Secretary/General Manager
(SEAL)

