

LEUCADIA WASTEWATER DISTRICT
Minutes of a Regular Board Meeting
October 10, 2012

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, October 10, 2012 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey, Field Services Technician Todd Amos and Brian Jewett with Black & Veatch, Inc.

3. Pledge of Allegiance

4. General Public Comment Period

There was no public comment.

Superintendent Jeff Stecker introduced, Todd Amos, the District's new FST-In-Training to the Board of Directors. He also provided background information about Todd.

The Board of Directors welcomed Todd to the District.

5. Approval of Agenda

Upon a motion duly made by Vice President Sullivan, seconded by Director Juliussen, and carried, the Board of Directors approved the agenda.

6. Presentations and Awards

A. Achievement of Organizational Objectives.

GM Bushee presented two organizational objectives that LWD achieved this past month. He reported that the CSRMA Board of Directors approved the distribution of dividend payments from the pooled worker's compensation insurance program. The District received the check in the amount of \$11,186. He noted that LWD's incentive program authorizes a 50% cost sharing of the dividend and each employee is eligible for a compensation award of \$310.72.

He also reported that on September 12, 2012, staff completed one year without a lost time injury accident which meets another organizational objective under the incentive program. He indicated that this goal is important since work place injuries result in lost

productivity, low morale and increased worker's compensation costs. He noted that each employee is eligible for a \$300 compensation award.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

September 12, 2012 Regular Board Meeting

September 19, 2012 Employee Recognition Committee Meeting

8. Approval of Demands for September 2012/October 2012

Payroll Checks numbered 16304-16343; General Checking – Checks numbered 42916-43019.

9. Operations Report (A copy was included in the original October 10, 2012 Agenda)

10. Finance Report (A copy was included in the original October 10, 2012 Agenda)

Upon a motion duly made by Director Allan Juliussen, seconded by Director Omsted, and carried, the Board of Directors approved the consent calendar.

EWA and COMMITTEE REPORTS

11. Encina Wastewater Authority (EWA) Reports

A. Encina Wastewater Authority Report – September 19, 2012.

Vice President Sullivan reported on EWA's September 19, 2012 Board meeting.

B. EWA Member Agencies Manager's (MAM) Report – October 9, 2012.

GM Bushee reported on the MAM's October 9, 2012 meeting.

12. Committee Reports

A. Employee Recognition Committee (ERC) meeting was held on September 19, 2012.

Vice President Sullivan reported on the ERC meeting, stating that the committee discussed several topics related to the 2012 Holiday event. She reported that the ERC agreed to continue to host the Holiday event. In addition, the ERC discussed venue options and the day and time of the event. She also stated that staff provided the results of an employee survey regarding the event.

She stated that the ERC directed staff to contact the short list of restaurants to research the availability and suitability to host the event. She asked staff for an update on their research.

EA Hill provided the results of staff's research stating that Buca di Beppo was the best option to host LWD's 2012 Holiday event on December 13, 2012 at noon.

B. Investment & Finance Committee (IFC) meeting was held on October 4, 2012.

Director Omsted reported that IFC reviewed the Professional Services Agreement with Black & Veatch Corporation in an amount not to exceed \$42,110 for the financial plan update.

He stated that the committee asked several questions relating to the scope of work and staff answered their questions. In addition, the committee requested that staff provide a brief overview to the Board of how LWD utilizes the Financial Plan as a working tool to monitor the District's finances. He stated that the committee agreed with staff's recommendation and added that this item will be reviewed by the Board of Directors later in the agenda.

ACTION ITEMS

13. Financial Plan Update Agreement

Authorize the General Manager to execute a Professional Services Agreement with Black & Veatch in an amount not to exceed \$42,110 for the Financial Plan Update.

CPA Duffey presented the item noting that it is a tactical goal in the FY 13 Tactics & Action Plan. He stated that the IFC reviewed this item at their October 4th meeting and agreed with staff's recommendation. He provided a summary of the RFP process and identified the firms that responded. He stated that Black & Veatch was the most qualified firm based on their proposal.

CPA Duffey also provided an overview of the District's Financial Plan.

Following discussion, upon a motion duly made by President Hanson, seconded by Vice President Sullivan, and carried, the Board of Directors authorized the General Manager to execute a Professional Services Agreement with Black & Veatch in an amount not to exceed \$42,110 for the Financial Plan Update.

14. Approval of the Revised Board/Staff Relation Policy

Adopt Resolution No. 2228 – Approving the Revised Board-General Manager/Staff Relations Policy.

General Counsel Brechtel presented the item by providing a summary of the revisions to the Board-General/Staff Relations Policy. He also noted that language was added to reflect recent Fair Political Practices Commission (FPPC) regulations. He stated that staff will post the FPPC's Form 806 on the District's website and update it as necessary.

Upon a motion duly made by Director Juliussen, seconded by Vice President Sullivan, and carried, the Board of Directors approved Resolution No. 2228 by the following vote:

AYES: Directors Sullivan, Kulchin, Hanson, Juliussen, and Omsted
NOES: None
ABSENT: None
ABSTAIN: None

15. Report on the Recycled Water Program.

GM Bushee provided an update on the Recycled Water Program. He presented a summary of actions that staff has taken based on information that the District has the option to directly sell recycled water to the La Costa Resort & Spa. He also discussed the pros and cons of selling recycled water to La Costa and the potential outcomes if this were to occur.

GM Bushee asked the Board for a consensus to move forward with this option, adding that the next steps are to pursue approvals from RWQCB & Health Department, notify the city of Carlsbad of our intent, then pursue a recycled water purchase agreement with La Costa Resort & Spa.

Following discussion, the Board of Directors authorized the General Manager to pursue a recycled water purchase agreement with La Costa Resort & Spa.

INFORMATION ITEMS

16. Project Status Updates and Other Informational Reports

None.

17. Directors' Meetings and Conference Reports

A. The CSDA Annual Conference was held on September 24-27, 2012 at the Westin in San Diego, CA.

Vice President Sullivan reported that she attended sessions relating to improving leadership skills and improving communication between Board and staff members.

Director Kulchin noted that he would like to see more staff members attend the CSDA conference. He stated that the sessions that he attended would be valuable to staff members. Director Juliussen agreed with him and noted that it was a great conference.

Director Omsted stated that he attended a session that discussed the state travel program. He noted that he sent the information to EA Hill for review. He noted that he also met a representative that assist agencies with developing a wellness program for the employees. He stated that he will provide this information to GM Bushee for review.

President Hanson stated that the motivational speakers were great and that the conference was well run.

B. The WEFTEC's 85th Annual Conference was held on September 30- October 3, 2012 at the New Orleans Morial Convention Center in New Orleans, LA.

Director Juliussen reported that he attended the conference. He stated that this was a technical conference and it was well attended by people from all over the world. He noted that it's important for staff members to attend this conference to learn about the new technologies used in the industry. He provided information on a new odor control system that does not use chemicals to control odor.

18. General Manager's Report

General Manager Bushee reported on the following items:

- The District will be recognized by EWA as a key partner in their 50th Anniversary Celebration at their October 24, 2012 Board meeting. Vice President Sullivan encouraged all Board members to attend.
- DE Deering reported on the CalTrans I-5 Widening Project. He indicated that he previously provided comments to their EIR during July 2010, and the District does not need to provide further comments on the project.
- GM Bushee asked the Board members for their comments on the 2012 fall newsletter by tomorrow prior to sending it the printer.
- He also announced information about Council Member Ann Kulchin's retirement celebration and noted that the invitation was provided to the Board members.

19. General Counsel's Report

General Counsel Brechtel reported that he and staff drafted comments on the State Water Resources Control Board (SWRCB) proposed revised regulations on the waste discharge requirements monitoring record keeping program. He noted that the comments will be sent to the SWRCB tomorrow.

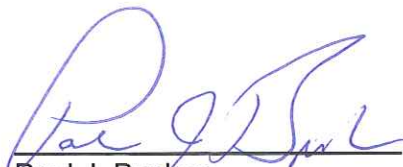
20. Board of Director's Comments

Vice President Sullivan stated she will be attending her second CSDA Board of Directors meeting on November 9, 2012 in Sacramento.

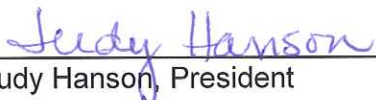
Director Omsted stated that he assisted the Batiquitos Lagoon Foundation with their Kayak event over the weekend. He stated that at that time, the city of Carlsbad was there cleaning a sewer spill. He stated that the Batiquitos Lagoon Foundation President, Fred Sandquist asked that he be present during their interview with news reporters about the spill. He stated that he was interviewed by a reporter regarding the spill and answered their questions relating to its effect on the lagoon's environment. He noted that the interview will be on the local news.

21. Adjournment

President Hanson adjourned the meeting at 6:05 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Judy Hanson, President