

## LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

October 19, 2011

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A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, October 19, 2011 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

### 1. Call to Order

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

### 2. Roll Call

DIRECTORS PRESENT: Omsted, Hanson, Sullivan, and Juliussen

DIRECTORS ABSENT: Kulchin

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Technical Services Manager Robin Morishita, Administrative Services Manager Chuck LeMay, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, CPA Richard Duffey, District Engineer Steve Deering, and Natalie Frascchetti of Dexter Wilson Engineering, Inc.

### 3. Pledge of Allegiance

### 4. Approval of Agenda

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

### 5. Public Comment

None.

### 6. Presentations and Awards

#### A. Achievement Award for an Individual Objective

President Omsted introduced Trisha Hill and stated she recently passed the California State Notary Exam. He also provided brief background information about Trisha and he indicated that under LWD's incentive program she is eligible for a \$500 incentive award.

The Board of Directors congratulated Trisha for her efforts.

### 7. Consent Calendar

GM Bushee stated that he would like to remove item 7E, Receive and file the LWD Actuarial Valuation as of June 30, 2011 from the agenda. He stated that a recent Investment & Finance Committee (IFC) meeting was cancelled and that he would like for this item to be reviewed by the IFC before Board action.

This item was removed from the consent calendar.

#### A. Minutes for the following meetings:

September 14, 2011 Regular Board meeting

- B. Demands for September/October 2011  
Payroll Checks numbered 15671-15729; General Checking – Checks numbered 41503-41641
- C. Operations Report. (A copy was included in the original October 19, 2011 Agenda)
- D. Finance Report. (A copy was included in the original October 19, 2011 Agenda)

Upon a motion duly made by Director Sullivan, seconded by Vice President, and carried, the Board of Directors approved the revised consent calendar, with item 7E removed from the consent calendar.

## **8. Encina Wastewater Authority (EWA) Reports**

- A. Encina Wastewater Authority Report – September 28, 2011 Board meeting.

Director Sullivan reported on EWA's September 28, 2011 Board meeting.

Member Agency Manager Meeting – September 22, 2011.

GM Bushee reported on the September 22, 2011 Member Agency Manager meeting.

## **9. Committee Reports**

- A. Engineering Committee (EC) meeting was held October 14, 2011.

Director Juliussen reported that the EC reviewed Dexter Wilson's Engineering, Inc. services contract to update the Asset Management Plan. He indicated that the EC directed staff to forward this item to the Board at tonight's meeting and he stated that it will be reviewed by the Board later in the agenda. He also stated that the EC received status updates on the following items:

- Replacement of the Force Main Air/Vacuum Release Valve Flanges
- Recycled Water Program
- Batiqitos Pump Station Rehabilitation Project

He noted that staff will provide an update on these items later in tonight's in agenda.

- B. Investment & Finance Committee (IFC) meeting was held on October 17, 2011.

The IFC meeting was cancelled. There is no verbal report.

- C. Community Affairs Committee (CAC) meeting was held October 17, 2011.

Director Sullivan reported that staff provided a list of tasks that are planned and/or in progress. She provided a brief summary of those tasks.

She also reported that the CAC reviewed three CSDA Teacher Grant applications. The CAC directed staff to forward all applications to the CSDA Teacher Grant review committee for their consideration.

## **10. Old Business**

None.

## 11. New Business

- A. Authorize the General Manager to execute an Engineering Services contract to update the Asset Management Plan with Dexter Wilson Engineering, Inc. in an amount not to exceed \$81,120.

TSM Morishita presented this item stating that the EC reviewed it and agreed with staff to forward it the Board for approval. He provided background information on the District's Asset Management Plan (AMP) and he also provided a summary of the items that are included in the AMP Update scope of work. He noted that staff is recommending a sole source procurement as allowed under section 11.1 of the District's Procurement policy.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and carried, the Board of Directors authorized the General Manager to execute an Engineering Services contract to update the Asset Management Plan with Dexter Wilson Engineering, Inc. in an amount not to exceed \$81,120.

- B. 2011 LAFCO Elections for one position as LAFCO's alternate member and nine positions on the Special Districts Advisory Committee.

The Board of Directors discussed the LAFCO nominees for the alternate member and Special District Advisory Committee positions. Vice President Hanson recommended that the Board vote for Jo MacKenzie for LAFCO's alternate member position.

Following discussion, the Board of Directors agreed to vote for Jo MacKenzie for LAFCO's alternate member position and the following persons for the nine positions on the Special Districts Advisory Committee:

- Judy K. Hanson (Leucadia Wastewater District)
- James R. Hernandez (Vallecitos Water District)
- Kimberly A. Thorner, Esq. (Olivenhain Water District)
- Thomas Pockington (Bonita-Sunnyside Fire Protection District)
- Gary Croucher (Otay Water District)
- Janine Sarti (Palomar-Pomerado Healthcare District)
- John Pastore (Rancho Sante Fe Community Services District)
- Jon J. Lorenz (Lakeside Fire Protection District)

EA Hill stated that staff will fax and mail the ballot by the October 21, 2011 deadline.

## 12. Information Items

- A. Power Outage After-Action Report.

ASM LeMay provided the power outage after-action report. He indicated that staff responded very well to the power outage on September 8<sup>th</sup>. He stated that incident prompted staff to review LWD's emergency response procedures and identify requirements for safe and ongoing operations during an emergency. He also provided a summary of emergency items that the District is considering to purchase.

Director Sullivan had several questions on the items indicated on the list. GM Bushee explained how the items were categorized and the impact on the District's operations if they were not purchased.

This item was for information only.

B. Replacement of Force Main Air/Vacuum Release Valve Flanges.

FS Superintendent Stecker presented an overview of the replacement of the Force Main Air/Vacuum Release Valve Flanges.

C. Status of the Recycled Water Program.

GM Bushee provided a status update on the recycled water program. He stated that the North County Recycled Water Group met on October 3<sup>rd</sup>, and the group discussed various funding opportunities such as, the federal Title 16 funding, and Propositions 84 and 50 funding provided by the state. In addition, the group discussed the possibility of conducting or preparing a programmatic Environmental Impact Report (EIR), and developing public outreach tools for the project. He indicated that the group will continue to meet on a monthly basis at the District office to work on these issues.

D. Update on the Batiquitos Pump Station Rehabilitation Project.

TSM Morishita provided a status update on the Batiquitos Pump Station Rehabilitation project. He stated that the District received ten bids and the apparent lowest bidder was NEWest Construction with a bid at \$2.37 million. The second lowest bidder was PCL Construction. He stated that IEC is reviewing the bids and verifying company references. In addition, he noted that the engineer's estimate for the project was approximately \$2.5 and that all of the bids were close to the engineer's estimate.

E. LWD's Holiday Party is scheduled for Thursday, December 15, 2011 at The Crossings in Carlsbad at 6 p.m.

Board members indicated that they will attend the holiday dinner.

### 13. Directors' Meetings

A. California Special District Association (CSDA) Board's Role in Finance Seminar was held at the Richard A. Reynolds Desalination Facility in Chula Vista, CA on September 22, 2011.

Director Kulchin attended the seminar, but did not attend the Board meeting. Therefore, no report was provided.

B. California Water Environment Association (CWEA) Tri-State Seminar was held at the Primm Valley Resort in Primm, Nevada on September 27-29.

Director Juliussen stated that he attended the conference. He noted that it was a technical conference that was great for the field services staff members. Staff noted that several members of field services team attended the conference as well.

C. CSDA Annual Conference was held at the Monterey Marriott in Monterey, CA on October 10-13, 2011.

All of the Board members attended this conference. President Omsted stated that he attended a session regarding Board members liability presented by CSRMA. He noted that the group discussed Government code section 61051 indicating that the members of the Board are protected from litigation when conducting Board business and acting on behalf of the Board majority. President Omsted added that Board members acting as individuals may not be protected from litigation.

Director Sullivan reported that the theme of this year's annual conference was leadership, passion, and high performance. She indicated that the sessions were motivating.

Vice President Hanson reported that she attended the Chapter round table meeting that discussed the fact that CSDA does not have an affiliation agreement with its member's agencies. She indicated that CSDA may draft an agreement. In addition, she noted that the speakers were excellent.

D. Water Environment Federation (WEFTEC) Conference was held at the Los Angeles Convention Center in Los Angeles, CA on October 17-19, 2011.

Director Juliussen stated that it was a good conference. He indicated that future WEFTEC conferences will be held only in New Orleans, LA and Chicago, IL. He noted that WEFTEC will alternate between these locations.

President Omsted noted that this was a technical conference. He reported on a session that he attended regarding anaerobic digestion and its potential to produce ethanol for energy.

#### **14. Comments, Questions or Requests by Directors**

Director Juliussen thanked the field services employees for their good work replacing the air vacuum flanges.

#### **15. General Manager's Report**

The following items were reported:

- Staff provided Pacific Ridge middle schools students with a tour of the District's operation facilities. He acknowledged TSM Morishita, FST II Riffel, and EA Hill for the facilitating this very successful the tour.
- GM Bushee will be at the CASA Executive Board of Director retreat on October 24-26, 2011 and the TSM Morishita will be the acting General Manager.
- The bi-annual team building session for staff is scheduled for Thursday, October 27, 2011. Mr. Jeff Bills will be the facilitator.
- On October 1<sup>st</sup>, a small 120 gallons sewer spill occurred due to roots in the main sewer line. He acknowledged staff members from the city of Carlsbad, whom initially received and responded to the call. He also acknowledged LWD staff members FST II Ian Riffle and FST In-Training Gabriel Mendez for responding to the call and assisting with the spill.

#### **16. General Counsel's Report**

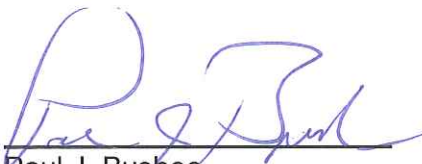
General Counsel Brechtel stated that Governor Brown signed AB 1354 which reduced the retention from 10% to 5% for contractors working on public works projects. He also reported on a bill that requires Board members to report during meetings if he/she received a stipend for a simultaneous meeting.

He also reported on the Attorney General's opinion regarding a quorum of Board members attending meetings and/or conferences such as the CSDA quarterly meetings, the CSDA annual conference and the CASA conferences for the purpose of gathering information or conducting District business. He reported that this may be considered a Brown Act meeting. Counsel Brechtel will continue to monitor this topic and provide updates if actions are required to post agendas for these meetings.

**17. Adjournment**

President Omsted adjourned the meeting at 6:13 p.m.

  
Donald Omsted, President

  
Paul J. Bushee  
Secretary/General Manager  
(SEAL)