

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting November 14, 2007

A Regular Meeting of the Board of Directors of Leucadia Wastewater District (LWD) was held Wednesday, November 14, 2007 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, Juliussen, Kulchin and Omsted
DIRECTORS ABSENT:	None
OTHERS PRESENT:	General Manager Paul J. Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Project Manager Robin Morishita, Executive Assistant Trisha Miranda, Steve Deering with Dudek & Associates, and Joe Mansfield with Roesling Nakamura Terada Architects (RNT)

3. Pledge of Allegiance

4. Approval of Agenda

Upon motion duly made, seconded, and carried, the Board of Directors approved the agenda.

5. Public Comment

None.

6. Presentations and Awards

A. Achieve Highest Number of Consecutive Days Without a Vehicle Accident.

General Manager Bushee stated that under the Organizational Incentive program staff has achieved the goal of no vehicle accidents for one year. On September 25, 2007 LWD staff achieved one completed year without a vehicle accident. Each employee is eligible for an incentive compensation award in the amount of \$250. The Board of Directors congratulated staff for this accomplishment.

7. Consent Calendar

- A. Minutes of the following meeting:
- October 5, 2007 Investment & Finance Committee meeting.
 - October 9, 2007 Engineering Committee meeting.
 - October 10, 2007 Regular Board Meeting.
 - October 22, 2007 Community Affairs Committee meeting.
 - October 29, 2007 Employee Recognition Committee meeting.
 - November 5, 2007 Engineering Committee meeting.

- B. Demands for October/November 2007
Payroll Checks Numbered 13250 - 13311; General Checking – Checks numbered 35359 – 35511; Voided checks 35421, 35385, 35386, 35458 reissued.
- C. Operations Report (A copy was attached to the original November 14, 2007 Agenda).
- D. Finance Report (A copy was attached to the original November 14, 2007 Agenda).
- E. Quarterly Treasurer's Investment Report (A copy was enclosed with the original November 14, 2007 Agenda).

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors approved the consent calendar.

8. Encina Wastewater Authority (EWA) Reports

Director Sullivan reported on EWA's October 24, 2007 Board meeting.

GM Bushee reported on the November 7, 2007 Encina Member Agency Manager (MAM) meeting.

9. Committee Reports

- A. Community Affairs Committee meeting was held October 22, 2007 – Report by Director Omsted.

Director Omsted reported the CAC reviewed the draft layout of the fall 2007 newsletter and made a few suggestions. Staff forwarded the newsletter to the Board of Directors for review.

- B. Employee Recognition Committee meeting was held October 29, 2007 – Report by Director Sullivan.

Director Sullivan reported the ERC, management staff, and last year's Employee of Year recipient reviewed and discussed nomination forms submitted for the Employee of Year Award. After evaluating the nominations forms, the Committee and staff selected a recipient of the Award.

This item will be reviewed by the Board later in tonight's agenda.

The ERC also reviewed and discussed entertainment options for the 2007 Holiday Party. The Committee and staff agreed to schedule The National Comedy Theatre for the party.

- C. Engineering Committee meeting was held November 5, 2007 – Report by Director Juliussen.

Director Juliussen reported that the EC reviewed the following items:

- Recommendation that the Board authorize the General Manager to bid the contract for construction of the Site Improvement Project. This item will be reviewed by the Board later in tonight's agenda.

In addition, staff provided the EC with a status report on the following projects:

- Gibraltar Street Project
- Satellite Forcemain Replacement Project
- 101 Trunk Sewer/Batiquitos Gravity Line Project

10. Old Business

None.

11. New Business

- A. Authorize the General Manager to bid for construction services for the District's Site Improvement Project.

PM Morishita presented the subject recommendation. PM Morishita stated that the EC reviewed this item at its November 5, 2007 meeting. Roesling Nakamura Terada Architects (RNT) has completed the design of the LWD Site Improvement Project. The bid documents, including Construction Contract, Plans, and Specifications have been reviewed by Staff and Dudek, the Construction Manager and are ready for bidding. The updated estimated overall project cost is \$12,086,616. \$9,866,088 of the project cost is for construction of new facilities including site work.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors authorized the General Manager to bid for construction services for the District's Site Improvement Project.

- B. Approve award of \$1,000 to the recipient of the Employee of Year Award for 2007.

GM Bushee presented the subject recommendation. GM Bushee stated that ERC reviewed the nominations on October 29th and selected a winner.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors approved an award of \$1,000 to the recipient of the Employee of Year Award for 2007.

- C. Adopt Resolution No. 2186 Adopting LWD's Workplace Violence Prevention Policy.

ASM LeMay presented the subject recommendation. ASM LeMay stated violence in the workplace has become a major concern for public agency employers. Therefore, LWD has made a concerted effort to ensure that everyone associated with the District, including employees and customers, never feels threatened by any employees' actions or conduct. The items in the policy amplify the information contained in LWD's Human Resources Manual. The policy was recommended by CSRMA during their

recent risk management survey. The Board discussed the policy. The Board had several questions relating to the language requiring guests to sign-in upon arrival at LWD. ASM LeMay stated that the intent of the policy is for vendors and guests to sign-in, not staff and Board members. Counsel Brechtel suggested clarifying the wording pertaining to visitors signing in. The Board concurred.

Following discussion, Resolution No. 2186 was passed and adopted as amended by the following vote:

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

D. Adopt Resolution No. 2187 – Amending the Integrated Travel Authorization and Expense Reimbursement Policy.

ASM LeMay presented the subject recommendation. ASM LeMay stated that the existing Integrated Travel Authorization and Expense Reimbursement Policy (Travel Policy) was adopted in February 2006 and then amended in October 2006 to include the requirement for detailed receipts as recommended by LWD's auditor, Fedak & Co.

LWD's Travel Policy contains a list of approved organizations and associations for which reimbursement at seminars, meetings, or conferences is authorized. The policy requires that other seminars, meetings, or conferences not specifically authorized by the policy must be approved by the Board of Directors prior to attendance for reimbursement of expenses. Staff had received a request to amend the policy to authorize attendance at the Special District Institute (SDI) and the Batiquitos Lagoon Foundation meetings. The Board of Directors agreed to include only the SDI meetings in the Travel Policy.

In addition, the Board discussed whether the Board was eligible for compensation for all the organizations listed in the Travel Policy. GM Bushee noted that under the existing Board Compensation Ordinance, Board members are eligible for compensation for attending meetings related to all the organizations listed in the Travel Policy. Some Board members were concerned that functions such as Chamber of Commerce events should not warrant Board compensation. GM Bushee stated he would bring the Board Compensation Ordinance to the Board for consideration at the December 2007 meeting. GM Bushee added that staff will survey compensation ordinances from other nearby public agencies. The Board concurred.

Following discussion, Resolution No. 2187 was passed and adopted as amended to add the attendance at SDI meetings only and omit the Batiquitos Lagoon Foundation by the following vote:

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

E. Adopt Resolution No. 2188 – Requesting LAFCO to Take Proceedings for the Hedayat Change of Organization.

FSM Schempp presented the subject recommendation. FSM Schempp stated that the proposed Heyadat Annexation into the LWD's service area involves .59 of an acre, located on the northeastern corner of Leucadia Boulevard at Orpheus Avenue, just west of interstate 5. The development project is within the District's sphere of influence and will include one commercial business. FSM Schempp concluded that this annexation is necessary to provide sewer service to this property and is in accordance with the Island Area Master Plan adopted by the Board of Directors.

Following discussion, Resolution No. 2188 was passed and adopted by the following vote:

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

F. Authorize the General Manager to Execute Option 1 to the Existing Contract with JCI to Purchase Sodium Hypochlorite Solution.

FSM Schempp presented the subject recommendation. FSM Schempp stated that last November, the Board of Directors executed a contract with JCI to supply sodium hypochlorite for a period of up to 4 years. The contract was structured as a 1 year agreement with three additional 1 year options. The initial 1 year term is set to expire November 30, 2007 and staff is recommending that the Board authorize the General Manager to execute Option 1, which would allow the purchase of sodium hypochlorite from JCI for the period of December 1, 2007 through November 30, 2008. Option 1 allows for an increase in the purchase price from \$.85 per gallon to \$.0884 per gallon. The annual cost is approximately \$30,000, which exceeds the General Manager's spending authority.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors authorized the General Manager to execute Option 1 to the existing contract with JCI to purchase Sodium Hypochlorite Solution.

G. Consider Scheduling a Special Board of Director's Meeting.

GM Bushee presented the subject recommendation. GM Bushee stated that since the January Board meeting date has been extended, staff would like to schedule a Special Board meeting on December 20, 2007 to consider the contract award for the Site Improvement Project. Executing the contract in December will allow for the

administration work (insurance, etc.) to be completed over the holidays and will help keep the project on schedule.

Following discussion, the Board of Directors scheduled a Special Board of Director's meeting on December 20, 2007 at 8:00 a.m.

H. Consider Rescheduling the January 2008 Board of Director's Meeting Date.

GM Bushee presented the subject recommendation. GM Bushee stated that at the September 2007 Board meeting, the Board approved moving the January 2008 Board meeting to Monday, January 21, 2008. Staff has realized that on January 21, 2008, LWD will be closed in observance of the Dr. Martin Luther King Jr. holiday. Therefore, staff is recommending that the Board reconsider this date for the January meeting.

Following discussion, the Board of Directors rescheduled the January 2008 Board of Director's meeting date to January 22, 2008 at 5:00 p.m.

12. Informational items

A. Report of Gibraltar Pipeline Emergency Repairs.

PM Morishita provided a video presentation of the Gibraltar Pipeline Emergency Repairs.

B. "Community Support" Information item from Director Omsted.

Director Omsted stated that since he did not attend the October Board meeting, he was unable to provide his report on his attendance at the CSDA conference. Therefore, he submitted this item as part of his report on the CSDA conference. Director Omsted provided a brief overview of the Community Support information item.

C. Special District and Local Government Institute Governance Conference will be held at the Hilton Palm Springs Resort on February 7-8, 2008.

D. CSDA Quarterly Meeting will be held at the Double Tree Club Hotel on Thursday, November 15, 2007 at 6:00 p.m.

13. Directors Meetings

A. CSDA Board's Role in Human Resource seminar was held at in Ontario, CA on November 9, 2007.

Director Juliussen reported he attended the one day course.

14. Comments, Questions or Requests by Directors

Director Sullivan wished everyone a Happy Thanksgiving.

15. General Manager's Report

GM Bushee reported on the following items:

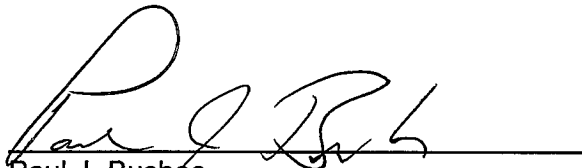
- The District had a minor sewer spill last Friday that was located on Estrella de Mar in Carlsbad, just east of the Crazy Burro shopping center. The spill was approximately 300 gallons, of which staff recovered 250 gallons.
- Staff conducted the team-building training on November 1st and staff is planning on scheduling a follow up meeting with the facilitator Jeff Bills.
- EA Miranda informed the Board of the Annual Adopt-A-Family Program
- EA Miranda informed the Board of the upcoming CASA Conference in Indian Wells is scheduled for January 9-12, 2008 and to please contact her for travel arrangements.
- EA Miranda stated that, at the September Board of Directors meeting, a hotel/airline membership sheet was provided to the Board to complete and return to her and please provide her with this information for future travel arrangements.

16. General Counsel's Report

None.

17. Adjournment

President Hanson adjourned the meeting at 6:08 p.m.


 Paul J. Bushee
 Secretary/General Manager
 (SEAL)


 Judy Hanson, President