

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
December 8, 2010

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, December 8, 2010 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Project Manager Robin Morishita, Executive Assistant Trisha Hill, Field Services Supervisor Jeff Stecker, District Engineer Steve Deering, and CPA Richard Duffey

3. Pledge of Allegiance

4. Board of Directors Oath of Office

General Counsel Brechtel administered the oath of office to Directors Elaine Sullivan and David Kulchin.

5. Approval of Agenda

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

6. Public Comment

None.

7. Presentations and Awards

- A. Special District Leadership Foundation recognizes Director Elaine Sullivan and Administrative Services Manager Chuck LeMay.

President Juliussen presented Director Sullivan and ASM LeMay with their award. The Board and staff congratulated them both for their efforts.

8. Consent Calendar

- A. Minutes for the following meetings:
November 10, 2010 Regular Board meeting
November 8, 2010 Investment & Finance Committee meeting
November 19, 2010 Community Affairs Committee meeting
December 2, 2010 Engineering Committee meeting

- B. Demands for November/December 2010
Payroll Checks Numbered 15216 – 15263; General Checking – Checks numbered 40261 – 40373.
- C. Operations Report. (A copy was included in the original December 8, 2010 Agenda)
- D. Finance Report. (A copy was included in the original December 8, 2010 Agenda)

Upon a motion made by Director Sullivan, seconded by Vice President Omsted, and carried, the Board of Directors approved the consent calendar.

9. Encina Wastewater Authority (EWA) Reports

- A. Encina Wastewater Authority Report – November 17, 2010 Board meeting.

Director Sullivan reported on EWA's November 17, 2010 Board meeting.

- B. Member Agency Manager's Meeting (MAM) Report – December 8, 2010 meeting.

GM Bushee reported on the MAM December 8, 2010 meeting.

10. Committee Reports

- A. Community Affairs Committee meeting was held on November 19, 2010.

Director Sullivan reported that the CAC reviewed the second draft of the winter 2010 newsletter articles. She stated that the CAC directed KATZ and staff to make additional changes.

Director Sullivan also reported the CAC reviewed a teacher grant application and agreed with staff to award the teacher with the grant. She noted that the CAC and staff agree to extend the deadline of the program, since the District only received one application.

- B. Engineering Committee meeting was held on December 2, 2010.

Director Kulchin reported that the EC reviewed an amendment to IEC's Engineering Design Services agreement to include Environmental Consulting Services. Director Kulchin noted that the EC agreed with staff's recommendation to approve the amendment. He also indicated that staff provided information on IEC's Engineering Design services agreement that will expire in February 2011 and indicated staff will extend the agreement for an additional year. The EC concurred with staff's recommendation.

In addition, Director Kulchin reported that the EC received an update on the Carlsbad Hilton Project and the North San Diego County Regional Recycled Water Project.

11. Old Business

None.

12. New Business

A. Board of Directors Election of Officers.

Director Hanson motioned to nominate Vice President Omsted for President, seconded by Director Sullivan, and carried, the Board of Directors unanimously elected Vice President Omsted as President.

Director Sullivan motioned to nominate Director Hanson for Vice President, seconded by Vice President Omsted, and carried, the Board of Directors unanimously elected Director Hanson as Vice President.

B. Batiquitos Pump Station Rehabilitation Project – Amendment to the Engineering Design Services Agreement.

PM Morishita presented this item stating that the EC reviewed the amendment to IEC's contract at its December 2nd meeting.

PM Morishita stated background information indicating that the project is in the coastal zone that requires approval from the California Coastal Commission. He noted that a Coastal Development permit is required prior to construction. He stated that as part of the permit process, a Mitigated Negative Declaration (MND) is also required because the Batiquitos Pump Station is located near the lagoon. He indicated that the original contract with IEC did not include environmental consulting services to meet these requirements. Staff received a proposal from IEC subcontractor Helix Environmental Planning, Inc. to complete the MND and approval process.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and carried, the Board of Directors authorized the General Manager to execute an amendment to the Batiquitos Pump Station Rehabilitation Engineering Design Services Agreement with Infrastructure Engineering Corporation to include Environmental Consulting Services in an amount not to exceed \$32,992.

C. Board of Directors Strategic Planning Session.

GM Bushee stated that the Board of Directors' last strategic planning session was two years ago. He suggested that the Board consider scheduling a meeting the week of February 28 – March 4, 2011 to conduct a one or two day planning session.

GM Bushee indicated that Mr. Jeff Bills of Confidence Consulting conducted the last Board Strategic Planning session. He noted that based on his positive experience with the District, he recommends that the Board consider using Mr. Bills for its upcoming planning session.

GM Bushee noted that historically the Strategic Planning Session has been off-site, he indicated, however, that staff has not made reservations for an off site location. GM Bushee suggested that the planning session be held at the District's office in the Board meeting room.

Director Hanson suggested that the District should into look into using another

facilitator for the strategic planning meeting. Director Omsted concurred suggesting that the Board should conduct an interview process for the next facilitator. The Board of Directors discussed these options. A majority of the Board members agreed to use Mr. Bills for the upcoming strategic planning session. President Juliussen requested that the Board take a vote on the issue.

Upon a motion duly made by Vice President Omsted, seconded by Director Kulchin, the majority Board of Directors agreed to use Mr. Jeff Bills of Confidence Consulting to facilitate the Strategic Planning session on Thursday, March 3, 2011 at the District's facilities by the following votes:

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

13. Information Items

A. Occidental Line Survey.

PM Morishita presented an overview of the Occidental Line Survey.

He indicated that the District met with the city of Carlsbad to discuss coordination of the cleaning and televising of the Occidental Line. He discussed the results of the line assessment noting that the sewer main is in good condition, but the manholes are in poor condition. PM Morishita stated that the current agreement stipulates that Carlsbad is responsible for maintaining the line. PM noted the cost of TV inspection and line cleaning is \$32,000 and that the District's portion will be approximately 40% of the final cost. He stated that this cost is not included in the FY 2011 budget and staff will request at a future Board meeting that the Board appropriate funds to the budget once the final costs are determined.

PM Morishita and GM Bushee answered the Board's questions relating to the agreement and the condition of the manholes. GM Bushee noted that the agreement between the District and the city of Carlsbad should be updated.

B. Carlsbad Hilton Project.

District Engineer Deering presented a status report on the Carlsbad Hilton Project. Mr. Deering stated that the District received plans for the first phase of the Hilton Project which is in the development review process. He also noted that he commented on the project's EIR and provided requirements in order to protect the force main. The developer Wave Crest is proposing to place private improvements over the District's force main. He indicated that the District will coordinate with the city of Carlsbad and the developer to discuss the District's requirement before issuing an encroachment permit. He indicated the various options to the developer regarding replacing or not replacing the force main and the risks associated with not repairing the force main before the Hilton construction starts in January 2011.

GM Bushee noted the EC discussed this project at its meeting. GM Bushee indicated

that the District met with the developers and asked Wave Crest if they would be interested in participating in the cost to replace the force main. GM Bushee indicated that Wave Crest may be willing to contribute up to 10% of the replacement cost.

GM Bushee stated that as part of the District's Force Main repair project, LH Woods excavated the North end of force mains B1 and B2 and found that they are in good condition; therefore, the force mains located near Hilton project may not need to be replaced. GM Bushee stated that the developers will receive another quote to replace the line before they move forward with the project and staff will keep the Board updated on the project.

C. Update on the North San Diego County Regional Recycled Water Project (NSDCRRWP).

GM Bushee presented this item stating that the eleven agencies met on November 17, 2010 to discuss the preparation of grant funding and the technical report that will be used to help receive the grant funding. He presented information on the two components of the grant funding, which are the state Proposition 84 funding that was approved for \$2.0 million and the Federal Title 16 grant funding. He indicated that to receive the Federal Title 16 funding, the agencies would need to hire a lobbyist. GM Bushee noted that the Olivenhain Municipal Water District (OMWD) Board members will consider approving a contract with a lobbyist in the near future.

GM Bushee stated that the technical report for the NSDCRRWP is 85% complete. He provided a brief overview of the report. He noted the report should be finalized in January and it will be used as the basis for the grant funding.

GM Bushee also offered to invite Engineer Scott Goldman of RMC to present information about the report at the next Board meeting.

D. Automobile Incident Claim Settlement.

ASM LeMay reported that on October 19th a District vehicle was involved in a minor incident located at the Encina Wastewater Authority (EWA) facilities that caused damage to a parked vehicle belonging to an EWA employee. He noted that there was no damage to the District's vehicle and indicated that staff worked closely with the EWA employee to ensure repairs were made to his vehicle. The work was completed and the final cost of the claim is \$1,723.03.

E. CASA Mid-Year Conference is scheduled for January 12-14, 2011 at the JW Marriott in Palm Desert.

EA Hill reported the CASA conference dates and location. She indicated that all Board members have reservations at the JW Marriott and their registration for the event is completed. She noted that their travel packets were distributed at tonight's meeting.

- F. San Diego Section CWEA 2011 Awards & Installation Banquet is scheduled for January 29, 2011 at the Catamaran Resort Hotel in San Diego.

EA Hill reported the date and location of the upcoming CWEA Awards & Installation Banquet. She also noted a RSVP is needed by January 19th.

14. Directors' Meetings

None.

15. Comments, Questions or Requests by Directors

President Juliussen thanked everyone for their support while he served as the Board President.

16. General Manager's Report

The following items were reported:


- The Holiday party is scheduled for tomorrow evening at the Crossings; dinner will be served at 7:00 p.m.
- EA Hill thanked everyone for their participation in the Carlsbad Adopt-A-Family project. She noted that the District donated \$389.98 in gift cards and additional gifts for the family.

17. General Counsel's Report

None.

18. Adjournment

President Juliussen adjourned the meeting at 6:11 p.m.


Don Omsted, President


Paul J. Bushee
Secretary/General Manager
(SEAL)