

LEUCADIA WASTEWATER DISTRICT
Minutes of a Regular Board Meeting
February 13, 2008

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, February 13, 2008 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., 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, Hanson, and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul J. Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Project Manager Robin Morishita, Executive Assistant Trisha Miranda, District Engineer Steve Deering, Jeff Bills with Confidence Consulting

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Public Comment

There was no public comment.

GM Bushee introduced Jeff Bills with Confidence Consulting, and noted that Mr. Bills will report to the Board later in tonight's agenda.

6. Presentations and Awards

None.

7. Consent Calendar

A. Minutes for the following meetings:

January 22, 2008 Regular Board meeting

February 4, 2008 Engineering Committee meeting

February 6, 2008 Investment & Finance Committee meeting

B. Demands for January 2008/February 2008

Payroll Checks Numbered 13442 - 13481; General Checking – Checks numbered 35781 – 35844; Manager's Account check number 330; Voided checks 35800 (reissued) and 35839.

C. Operations Report (A copy was attached to the original February 13, 2008 Agenda)

- D. Finance Report (A copy was attached to the original February 13, 2008 Agenda)
- E. Quarterly Treasurer's Investment Report (A copy is enclosed with the original February 13, 2008 Agenda)

Following discussion and upon a motion duly made by Director Hanson, seconded by Vice President Kulchin, and carried, the Board of Directors approved the consent calendar.

8. Encina Wastewater Authority (EWA) Reports

Director Juliussen reported on EWA's January 23, 2008 Board meeting.
GM Bushee reported on the MAM's February 13, 2008 meeting.

9. Committee Reports

Engineering Committee Meeting – February 4, 2008 – Reported by Director Juliussen

Director Juliussen stated that the EC reviewed the recommendation that the Board of Directors authorize the General Manager to execute an agreement with Roesling Nakamura Terada (RNT) Architects for providing architectural services during construction for the District's Site Improvement Project.

In addition, staff provided status reports on the following items:

- Site Improvement Project
- Permanent Flow Meter Installation
- Wet weather flow report

Investment & Finance Committee Meeting – February 6, 2008 – Reported by Director Hanson

Director Hanson stated that the IFC reviewed the LWD Reserve Policy.

10. Old Business

None.

11. New Business

- A. Authorize the General Manager to execute an agreement with RNT Architects for providing architectural services during construction for the District's Site Improvement Project in an amount not to exceed \$178,320.

PM Morishita presented the subject recommendation. Following discussion, and upon a motion duly made by Director Hanson, seconded by Director Omsted, and carried, the Board of Directors authorized the General Manager to execute an agreement with RNT Architects for providing architectural services during construction for LWD's Site Improvement Project in an amount not to exceed \$178,320.

B. Receive and File the Employee Opinion Survey Report.

GM Bushee stated that Mr. Jeff Bills facilitated a staff teambuilding session in late November 2007. As a follow-up to the teambuilding session, Mr. Bills also conducted an Employee Opinion Survey that involved confidential interviews with all LWD employees. GM Bushee noted that the goal of the teambuilding and employee opinion survey was to receive input so that LWD can continue to improve as an organization. GM Bushee introduced Mr. Jeff Bills to present the results of the Employee Opinion Survey Report. Mr. Bills presented an overview of the survey report. During the presentation and discussion, GM Bushee and staff excused themselves from the room.

Following discussion, and upon a motion made by Director Kulchin, seconded by Director Hanson, the Board of Directors unanimously voted to receive and file the Employee Opinion Survey Report as presented.

C. Receive and File the Annual Review of the LWD Reserve Policy.

ASM LeMay provided an overview of the subject recommendation. ASM LeMay stated the IFC reviewed the Reserve Policy during a meeting on February 6, 2008. The IFC and staff are not recommending any changes to the existing policy.

Following discussion, and upon a motion made by Director Juliussen, seconded by Director Hanson, the Board of Directors unanimously voted to receive and file the Annual Review of the LWD Reserve Policy.

12. Information Items

GM Bushee reported on the following information items:

- A. CSDA San Diego Chapter Quarterly Meeting will be held on Thursday, February 21, 2008 at the DoubleTree Club Hotel, San Diego.
- B. CWEA Annual Conference will be held on April 13 – 16, 2008 in Sacramento, CA.
- C. North County Times article "Vista, Carlsbad reach deal with water quality regulators."

13. Directors' Meetings

- A. Special District Institute Governance Seminar was held at the Hilton Palms Springs Resort in Palm Springs, CA on February 6 – 9, 2008.

Directors Sullivan, Hanson, and Juliussen attended the Special District Institute Governance Seminar that included various sessions regarding the governance of wastewater and other types of special districts. Director Hanson stated that the seminar was excellent. The seminar also provided updated information on special districts.

- B. CSDA Educational Committee meeting was held in Sacramento, CA on January 30, 2008.

Vice President Kulchin reported that he attended the CSDA Educational Committee meeting. Vice President Kulchin stated that he learned valuable background information on the logistics for hosting conferences, as well as the importance of continued education.

14. Comments, Questions or Requests by Directors

Vice President Kulchin wished everyone a Happy Valentines Day.

15. General Manager's Report

GM Bushee reported on the following items:


- The District is currently recruiting for a Field Services Technician/Utility Worker position.
- GM Bushee will be at a CSRMA Long-Range Planning session in Northern California on March 16-18, 2008 and subsequently on vacation on March 19 – 21, 2008; therefore, ASM LeMay will facilitate the March 19th Board of Director's meeting.
- The Site Improvement Project Ground Breaking Ceremony is scheduled for Friday, March 22, 2008 at 11:00 a.m.

16. General Counsel's Report

None.

17. Adjournment

President Sullivan adjourned the meeting at 6:12 p.m.



Elaine Sullivan, President



Paul J. Bushee
Secretary/General Manager
(SEAL)