

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Regular Board Meeting  
March 10, 2010

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A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, March 10, 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, Hanson, Kulchin, and Sullivan  
DIRECTORS ABSENT: Omsted  
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, and Field Services Technician I Ian Riffel, District Engineer Steve Deering of Dudek, and CPA Richard Duffey

**3. Pledge of Allegiance**

**4. Approval of Agenda**

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

**5. Public Comment**

None.

**6. Presentations and Awards**

A. Achievement of an Individual Award.

President Juliussen stated that Ian Riffel recently received his Grade II Collection System Maintenance Certification from the California Water Environment Association. President Juliussen presented background information about Ian and congratulated him for his efforts. President Juliussen presented Ian with an incentive check for \$500 as prescribed under LWD's Incentive Program.

The Board of Directors also congratulated Ian for his accomplishment. Ian thanked the Board for their encouragement and the motivation that the Board provides at the Board meeting.

B. Achievement of an Organizational Objective.

GM Bushee reported that LWD staff achieved an organizational objective under LWD's Incentive Program. On February 19, 2010, LWD staff completed seven years without a lost time injury accident. GM Bushee noted that the Field Services staff spends considerable time in the field performing manually intensive tasks; therefore

this accomplishment is very significant. GM Bushee also thanked the Board for their leadership and support. GM Bushee noted that each employee is eligible to receive an incentive award of \$1,200.

The Board of Directors congratulated staff for their efforts.

GM Bushee also noted that the District's Board and staff received CSRMA jackets, survival kits, and plaques for winning the Super Safety Award and CSRMA Loss Control Program of the Year Award.

## **7. Consent Calendar**

GM Bushee noted that CPA Duffey revised page 40 in the finance report. He added two new charts to the page.

- A. Minutes for the following meetings:  
February 10, 2010 Regular Board Meeting  
March 1, 2010 Investment & Finance Committee Meeting
- B. Demands for February/March 2010  
Payroll Checks Numbered 14746 – 14805; General Checking – Checks numbered 39007 – 39130; Voided check reissued numbered 38772.
- C. Operations Report. (A copy was included in the original March 10, 2010 Agenda)
- D. Finance Report. (A copy was included in the original March 10, 2010 Agenda)

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

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

- A. Encina Wastewater Authority Report – February 24, 2010 Board Meeting.

Director Sullivan reported on EWA's February 24, 2010 Board Meeting.

## **9. Committee Reports**

- A. Investment & Finance Committee (IFC) meeting was held on March 1, 2010.

Director Hanson reported that the IFC reviewed the early redemption option on the District's Encina Financing JPA Wastewater Revenue Refunding Bonds-1997 Series A. The Committee agreed with staff's recommendation to authorize the GM Bushee to exercise this option. She noted that this item will be reviewed by the Board later in tonight's meeting.

## **10. Old Business**

None.

## 11. New Business

- A. Authorize the General Manager to execute an Agreement with Prizm Janitorial Services to provide janitorial services for the Administration and Operation Buildings in an amount not to exceed \$15,373.80 per year, for a three year contract totaling \$46,121.40 with an option to renew an additional two years.

EA Hill presented the subject recommendation stating the reasons for requesting janitorial bids. She also provided information about the bid process including the number of bids that were received along with the results. EA Hill also noted that PM Morishita, Administrative Specialist Tianne Baity, Field Services Supervisor Jeff Stecker and she reviewed the three lowest bids. Based on the results, the team selected Prizm as the lowest responsive and responsible bidder.

Following discussion, and upon a motion duly made by Director Sullivan, seconded by Director Kulchin, and carried, the Board of Directors authorized the General Manager to execute an agreement with Prizm Janitorial Services to provide janitorial services for the Administration and Operation Buildings in an amount not to exceed \$15,373.80 per year, for a three year contract totaling \$46,121.40 with an option to renew an additional two years.

- B. Authorize the General Manager to exercise an early redemption option on the District's Encina Financing JPA Wastewater Revenue Refunding Bonds-1997 Series A.

GM Bushee noted that CPA Richard Duffey will present an overview of the early redemption option to the Board.

CPA Duffey provided a PowerPoint presentation that included the history of the bonds, the current interest rate, the balance of the bonds, and the benefit of saving money on interest if the District were to exercise the early redemption option. In addition, he described how the District could fund the early redemption option.

Following discussion, and upon a motion duly made by Director Kulchin, seconded by Director Hanson, and carried, the Board of Directors authorized the General Manager to exercise an early redemption option on the District's Encina Financing JPA Wastewater Revenue Refunding Bonds-1997 Series A.

- C. Authorize the General Manager to execute a Purchase Order with Quality Chevrolet, Inc. in an amount of \$31,650.30 for the purchase of one (1) 2010 Chevrolet Pickup Truck (3/4 ton) to replace one similarly equipped District truck.

FSM Schempp presented the subject recommendation stating that the District developed a replacement schedule for the District's fleet of 14 vehicles. Staff advertised for the replacement of two 2010 Chevrolet or GMC trucks and received only 1 bid for the ¾ ton truck. FSM Schempp stated that the reason for only one bid was because General Motors had stopped production of the 2010 diesels early to re-tool for 2011, and the 1-ton trucks were no longer available locally.

FSM Schempp stated that staff reviewed Quality Chevrolet's bid and determined that the pricing of the truck was inline with other dealer pricing and determined that Quality

Chevrolet was the lowest responsive responsible bidder for the ¾ ton truck at \$31,650.30.

Following discussion, and upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and carried, the Board of Directors authorized the General Manager to execute a purchase order with Quality Chevrolet, Inc. in an amount of \$31,650.30 for the purchase of one (1) 2010 Chevrolet Pickup Truck (¾ ton) to replace one similarly equipped District truck.

D. Call for Nominations to the CSDA Board of Directors Seat B.

GM Bushee state that the District received notification for the call for nomination to the CSDA Board of Directors Seat B. GM Bushee stated that staff has no recommendation on this item. GM Bushee noted that the District's region is region 6, and the incumbent is running for reelection.

Following discussion, the Board of Director agreed not to nominate anyone to the CSDA Board of Directors Seat B.

**12. Information Items**

A. Fiscal Year 2011 (FY 11) Budget Development Schedule.

GM Bushee stated that staff would like to start scheduling committee meetings to review the FY 2011 Budget. Staff will follow up with the committee members to schedule these upcoming meetings.

B. CASA Spring Conference is scheduled for April 28-30, 2010 at the Newport Beach Marriott.

GM Bushee stated CASA is working on the preliminary agenda, but please let EA Hill know if any Board members would like to attend. All Board members stated that they will attend.

C. CWEA Annual Conference is scheduled for April 20-23, 2010 at the Sacramento Convention Center.

GM Bushee stated if any of the Board members are interested in attending this conference, please let EA Hill know. President Juliussen and Director Sullivan stated that they will attend this conference.

GM Bushee also noted that FST I Keon Nelson is competing for the Collection System Person of the Year award.

D. Thank you email from LWD customer Keith Wagner.

GM Bushee stated that FSS Frank Reynaga has been getting a lot of positive feedback from customers regarding the Lateral Grant Program. GM Bushee provided an update on the Lateral Grant Program and GM Bushee stated that Frank has been providing excellent customer service.

E. Thank you card from Teresa "Terry" Thomas, Sweetwater Authority-So. Bay Irrigation.

GM Bushee noted that the District hosted a LAFCO Special District Advisory meeting in November and the meeting went well. Teresa Thomas sent the District a thank you card.

**13. Directors' Meetings**

A. Watereuse Conference was held at the Paradise Point Resort & Spa in San Diego, CA from March 7 – 9, 2010.

Director Kulchin stated that the conference was very good and each presentation was set up very well. Director Sullivan added that she also thought it was a good conference and she stated that the Board provided feedback on the event to the Watereuse conference organizer. Director Hanson stated she enjoyed the second day sessions.

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

None.

**15. General Manager's Report**

The following items were reported:

- Update on the Recycled Water Program and information on the North County Recycling Group Program
- Staff would like to schedule a Special Board meeting in April 2010 to discuss LWD's recycled water contract with the city of Carlsbad and the result of the Groundwater Study
- Three LWD staff members attended the CSRMA Disaster Readiness and Emergency Training at Encina. The training included two days of class training and two days of disaster training.
- FSM Schempp will give a presentation/seminar on pump stations next Wednesday at the Eastern Municipal Water District.
- Two of the District's credit cards were compromised this month and staff has filed a police report and taken the appropriate steps to resolve the fraud activity. GM Bushee noted that there weren't significant charges on the cards.
- The Encinitas Chamber of Commerce is having their State of City Dinner on Friday, March 26, 2010 from 7:00-9:00 p.m. Please RSVP with EA Hill if you would like to attend.

**16. General Counsel's Report**

General Counsel Brechtel provided an update on the Marca Place claim stating that a letter was sent to them and a motion was filed. LWD will be dismissed in the claim.

**17. Adjournment**

President Juliussen adjourned the meeting at 5:43 p.m.



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Allan Juliussen, President



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Paul J. Bushee  
Secretary/General Manager  
(SEAL)