

## LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

March 4, 2009

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A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, March 4, 2009 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

### 1. Call to Order

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

### 2. Roll Call

DIRECTORS PRESENT: Kulchin, Juliussen, Hanson, and Sullivan

DIRECTORS ABSENT: Omsted

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Field Services Manager Leo Schempp, Administrative Services Manager Chuck LeMay, Project Manager Robin Morishita, Executive Assistant Trisha Hill, Field Services Technician III Marvin Gonzalez, Richard Duffey with Brownell and Duffey, District Engineer Steve Deering, Cheryl Krawczyk with OM Workspace, and Joe Mansfield with RNT Architects

### 3. Pledge of Allegiance

### 4. Approval of Agenda

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

### 5. Public Comment

There was no public comment. GM Bushee introduced the guests at the meeting.

### 6. Presentations and Awards

#### A. Achievement of an Organizational Objective – The 2008 California Water Environment Association (CWEA) San Diego Section Awards.

GM Bushee stated that LWD was presented with two awards at the CWEA Awards & Installation Banquet. The District received the Collection System of the Year award and Field Services Technician III Marvin Gonzalez received the Operator of the Year award. GM Bushee provided a brief summary of Marvin's accomplishments. GM Bushee also noted that this is the sixth time the District has received this award.

GM Bushee stated that each employee is eligible for the \$100 incentive for the Collection System of the Year award.

GM Bushee and the Board of Directors congratulated Marvin and LWD for the awards.

B. Achievement of an Organizational Objective – Cost Sharing of CSRMA Retrospective Refunds or Dividends.

GM Bushee stated that LWD recently received a dividend payment from CSRMA worker's compensation insurance program in the amount of \$18,265. LWD's Incentive Program authorizes a 50% cost sharing of the dividend amount with employees. This dividend reflects LWD's safety record and our commitment to safety. Each employee is eligible for an incentive compensation award of \$507.36.

The Board of Directors congratulated staff for their efforts.

C. Achievement of an Organizational Objective – Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury.

GM Bushee reported that LWD staff achieved an organizational objective under LWD's Incentive Program. On February 19, 2009, LWD staff completed six years without a lost time injury accident. GM Bushee noted that the Field Services 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.

Director Sullivan requested that the Board's congratulations be expressed to all staff members for this accomplishment.

**7. Consent Calendar**

A. Minutes for the following meetings:

February 9, 2009 Engineering Committee meeting  
February 11, 2009 Regular Board meeting  
February 19, 2009 Special Board meeting  
February 20, 2009 Special Board meeting  
February 23, 2009 Engineering Committee meeting

B. Demands for February 2009

Payroll Checks Numbered 14105 - 14144; General Checking – Checks numbered 37422 – 37533.

C. Operations Report. (A copy was included in the original March 4, 2009 Agenda)

D. Finance Report.(A copy was included in the original March 4, 2009 Agenda)

E. Receive and file the 2008 Smoke Testing Report conducted by National Plant Services, Inc. (A copy was included in the original March 4, 2009 Agenda)

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

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

- A. Encina Wastewater Authority Report – February 25, 2009 Board meeting.

Director Sullivan reported on EWA's January 28, 2009 Board meeting. Vice President Juliussen noted that at the next scheduled Encina Capital Improvement Committee meeting, the committee will discuss the south parcel property.

**9. Committee Reports**

- A. Engineering Committee meeting was held February 23, 2009 - report by Vice President Juliussen.

Vice President Juliussen reported that the EC reviewed the following: a proposed contract with OM Workspace to furnish and install furnishings for the Site Improvement Project; a proposed changed order with Jaynes Corporation for the routing of the new fire service line; and a proposed two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services. All three of these items will be reviewed by the Board of Directors later in tonight's agenda.

In addition, the EC received a PowerPoint presentation on the status of the Site Improvement Project.

**10. Old Business**

- A. Adopt Resolution No. 2196 – Approving an agreement between the California Public Employees Retirement System (CalPERS) and the Leucadia Wastewater District to participate in the California Employers' Retiree Benefit Trust (CERBT) to prefund the District's retiree medical benefits obligation.

Following discussion, Resolution No. 2196 was passed and adopted by the following vote:

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

**11. New Business**

- A. Authorize the General Manager to execute a contract with OM Workspace to furnish and install furnishings for the Site Improvement Project at a cost of \$146,100.33

PM Morishita presented the subject recommendation; PM Morishita stated that this item was reviewed by the Engineering Committee at its February 23<sup>rd</sup> meeting. PM Morishita provided an overview of the competitive process for selecting the furniture vendor and PM Morishita stated that following the selection of OM Workspace, Senior Project Designer Ginny Jackson interviewed staff and developed a furniture requirement list. PM Morishita also stated staff reviewed the list, and reduced furniture items in offices for future positions, file rooms and the library to meet current, not

future needs.

PM Morishita noted that OM Workspace used the San Bernardino County Purchasing Agreement to price the furniture. The initial quote provided was \$199,636.02, as a result of staff's review and reduction of items on the list, the revised price is \$146,100.38.

Director Sullivan requested that the offices for future staff to be furnished. GM Bushee suggested that the Board of Directors amend the recommendation to reflect an amount not to exceed \$160,000 for the additional furniture.

Following discussion and upon a motion duly made by Director Sullivan, seconded by Vice President Juliussen, and carried, the Board of Directors authorized the General Manager to execute the amended contract with OM Workspace to furnish and install furnishings for the Site Improvement Project at a cost of \$160,000.

PM Morishita introduced Joe Mansfield with RNT Architects and Cheryl Krawczyk with OM Workspace. Mr. Mansfield and Ms. Krawczyk provided an overview of the color scheme for Board of Directors meeting room and lobby entrance. Following discussion, the Board of Directors directed staff to include warmer colors for the wall paint and trim in the Boardroom. In addition, the Board of Directors chose the color paprika for the chairs in the Boardroom and Board chamber.

- B. Authorize the General Manager to approve a proposed change order with Jaynes Corporation for the routing of the new fire service line to avoid unanticipated underground obstructions discovered during the construction of the Site Improvement Project in an amount not to exceed \$26,710.03.

PM Morishita presented the subject recommendation. PM Morishita stated that this item was reviewed by the Engineering Committee at its February 23<sup>rd</sup> meeting. PM Morishita stated that during the installation of the new fire main service loop through the site, Jaynes discovered several unanticipated obstructions. This change order is to pay for the additional labor and material needed to remove some objects and adjust the elevation of the fire loop to avoid the obstructions that couldn't be removed.

Following discussion and upon a motion duly made by Vice President Juliussen, seconded by Director Sullivan, and carried, the Board of Directors authorized the General Manager to approve a proposed change order with Jaynes Corporation in an amount not to exceed \$26,710.03.

- C. Authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services.

PM Morishita presented the subject recommendation. PM Morishita stated that this item was reviewed by the Engineering Committee at its February 23<sup>rd</sup> meeting. PM Morishita stated that IEC's initial contract was executed in 2006 for a three year period with an option to extend for 2 additional years. PM Morishita stated that staff is satisfied with IEC's performance and professionalism.

PM Morishita noted that this contract extension does not have a specific dollar amount associated with it. Each design project will be issued using task orders to the agreement; therefore, if the amount of the individual task order exceeds the GM's \$25,000 limit, staff will request Board's approval prior to execution.

Following discussion and upon a motion duly made by Director Hanson, seconded by President Kulchin, and carried, the Board of Directors authorized the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services.

D. Fiscal Year 2010 (FY 10) Budget Development Schedule.

ASM LeMay presented the subject recommendation. ASM stated this item is presented for information purposes. ASM LeMay stated that staff has begun the budget development process and would like the Board to consider scheduling committee meetings to facilitate the budget review.

No action was taken.

E. Receive and review the Site Improvement Project Status Report for February 2009.

PM Morishita provided a PowerPoint presentation of the status for the Site Improvement Project. PM Morishita noted that including the change order for the fire line the change order percentage of the original contract cost will be 1.98%.

**12. Information Items**

- A. Notice of CSDA Special Dinner Meeting is scheduled for Thursday, March 26, 2009 at 6:00 pm. at the Courtyard by Marriott in Kearney Mesa.

GM Bushee noted that he will carpool to the dinner. A handout was provided with directions, dinner selections, and the agenda of meeting.

**13. Directors' Meetings**

None.

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

None.

**15. General Manager's Report**

The following items were reported:

- ❖ GM Bushee will be attending the CSRMA Long Range Planning Session on March 15 – 17, 2009
- ❖ GM Bushee met with La Costa Heights Elementary School principle to discuss the Teacher Grant Program.
- ❖ CASA sent information material via email to EA Miranda for the upcoming CASA Washington DC Conference. The information was provided to those Board members

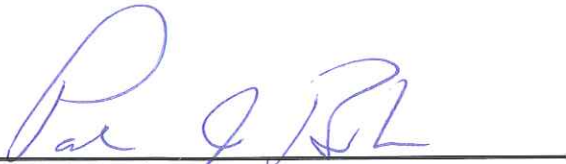
who are attending as a handout.

**16. General Counsel's Report**

General Counsel Brechtel provided handouts to the Board of Directors regarding information on the Brown Act.

**17. Adjournment**

President Sullivan adjourned the meeting at 6:02 p.m.



Paul J. Bushee  
Secretary/General Manager  
(SEAL)



David Kulchin, President