

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Regular Board Meeting  
March 9, 2011

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A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, March 9, 2011 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Meeting via teleconference with Director Sullivan at the following location:

7308 Calle de Fuentes, Carlsbad, CA 92009

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

**2. Roll Call**

DIRECTORS PRESENT: Omsted, Hanson, Sullivan, Juliussen, and Kulchin  
DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, District Engineer Steve Deering, and CPA Richard Duffey

**3. Pledge of Allegiance**

**4. Approval of Agenda**

The Board of Directors approved the agenda by the following votes:

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

**5. Public Comment**

None.

**6. Presentations and Awards**

A. LWD received the California Society of Municipal Finance Officers Outstanding Financial Reporting Award.

President Omsted presented the award to CPA Duffey and ASM LeMay. GM Bushee indicated that AT McEniry was unable to attend tonight's meeting, but acknowledged AT McEniry for helping prepare the award, along with CPA Duffey and ASM LeMay.

**7. Consent Calendar**

B. Demands for February/March 2011  
Payroll Checks Numbered 15346 – 15378; General Checking – Checks numbered 40617 – 40745.

President Omsted pulled the demands for discussion. President Omsted requested additional information on an accounts payable check to the Agua Hedionda Lagoon Foundation. GM Bushee indicated that the District sponsored the Agua Hedionda Lagoon Foundation World Water Day Event. He stated that the District sponsored this event last year and noted that sponsoring this event has a nexus to the District's public outreach policy. GM Bushee agreed that he would forward the date and location of the event to the Board members.

Following discussion, the Board of Directors approved demands by the following votes:

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

- A. Minutes for the following meetings:  
February 9, 2011 Regular Board Meeting
- C. Operations Report. (A copy was included in the original March 9, 2011 Agenda)
- D. Finance Report. (A copy was included in the original March 9, 2011 Agenda)

Following discussion, the Board of Directors approved the consent calendar by the following votes:

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

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

- A. Encina Wastewater Authority Report – February 23, 2011 Board meeting.

Director Juliussen reported on EWA's February 23, 2011 Board meeting.

- B. Member Agencies Managers (MAM) Meeting - February 17, 2011 meeting.

GM Bushee reported on the MAM's February 17, 2011 meeting.

**9. Committee Reports**

- A. Community Affairs Committee meeting was held on March 8, 2011.

President Omsted reported that the CAC reviewed five teacher grant applications. He stated the CAC agreed with staff to award the teacher grants and that this item will be reviewed at tonight's meeting for the Board's approval. He also reported that the CAC reviewed the TRG & Associates professional services agreement for public outreach services and the task order no. 1 to the agreement. He noted that the CAC agreed with the contracts and that these items will be on tonight's agenda for approval.

**10. Old Business**

None.

## 11. New Business

### A. Award up to \$5,000 in Teacher Grants.

EA Hill presented the item. She provided background information about the program and the projects that the teachers proposed in their applications. The Board of Directors congratulated EA Hill for her efforts with the program and they believe it's a positive program for LWD.

The Board of Directors voted and awarded five teacher grants totaling \$3,962.75 in grants by the following votes:

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

### B. Authorize the General Manager to execute an agreement with TRG & Associates for as needed public information services for a period of 3 years with an option for 2 additional years.

ASM LeMay presented this item. He provided the results of the District's request for proposals and stated that two firms were interviewed. ASM LeMay indicated that TRG & Associates was the successful firm. ASM LeMay noted that the agreement's term is for three years with an option to extend an additional two years. ASM LeMay noted that the agreement doesn't have a contract amount, because there will be a task order for their proposed projects.

The Board of Directors authorized the General Manager to execute an agreement with TRG & Associates for as needed public information services for a period of 3 years with an option for 2 additional years by the following votes:

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

### C. Authorize the General Manager to execute Task Order No. 1 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$47,430.

ASM LeMay presented this item stating that the task order number 1 to the TRG & Associates Agreement covers the first year period for TRG & Associates scope of work. ASM LeMay provided a summary of items included in the scope of work. He also stated that the CAC reviewed the task order at their March 8<sup>th</sup> meeting and agreed with staff to present it to the Board for approval.

Director Juliussen thanked the CAC for reviewing the agreement and task order.

Following discussion, the Board of Directors authorized the General Manager to execute Task Order No. 1 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$47,430 by the following votes:

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

D. Review the Fiscal Year 2012 (FY 12) Budget Development Schedule.

ASM LeMay presented the tentative Budget Development Schedule indicating that EA Hill will coordinate with the Board committee members to schedule appropriate meetings dates. Director Kulchin confirmed that the employee salary and benefits survey would be included with the Human Resources Committee agenda for review. ASM LeMay agreed the survey will be included in the agenda.

**12. Information Items**

A. Thank you letter from the Batiquitos Lagoon Foundation.

GM Bushee stated that staff received a thank you letter from the Batiquitos Lagoon Foundation's Board President.

B. CWEA Conference is scheduled for April 12-15, 2011 in Ontario, CA.

GM Bushee reminded the Board members to RSVP with EA Hill if they would like to attend. President Omsted and Vice President Hanson stated that they would like to attend the CWEA Awards luncheon only.

C. CASA Conference is scheduled for April 27-29, 2011 in Sacramento, CA.

GM Bushee reminded the Board members to RSVP with EA Hill if they would like to attend the CASA Conference in Sacramento, CA.

D. Leucadia Force Main Presentation at SCAP Collection Systems Committee Meeting.

GM Bushee stated that District Engineer Deering and PM Morishita presented a presentation to SCAP about the Force Main repair project. GM Bushee noted that there is a handout regarding a thank you letter from Mr. John Pastore with SCAP. He noted that FS Supervisor Marvin Gonzalez and FS Superintendent Jeff Stecker attended the meeting as well.

**13. Directors' Meetings**

None.

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

Director Juliussen stated that the Board Strategic Planning session was a good workshop. Director Sullivan thanked the Board for letting her participate via teleconference and congratulated Lois Humphrey's on her contract. President Omsted suggested that the Board Staff Relations Policy be reviewed for updates. GM Bushee stated that staff can review the policy and bring to the Board for updates.

**15. General Manager's Report**

The following items were reported:

- There are two Field Services vacancies at the District. Staff advertised for two FST I/In-Training positions. The District received 188 applications and staff is in the process of reviewing the applications. Staff is planning to fill those positions by May and may introduce the new employees at the May Board meeting.
- Reminder that the April Board meeting moved back one week to April 20th.
- EA Hill reported that the District received information on the upcoming CWEA Board elections and she will handout the information to the Board members after the meeting.
- There are Padre Jerseys available to the Board members if they would like one.

**16. General Counsel's Report**

General Counsel Brechtel provided information on an Assembly committee hearing that discussed the consolidation of special districts. He indicated that Assembly member Garrick was present at the meeting and that he expressed his support of special districts and the importance of special districts. General Counsel Brechtel also indicated that there is a list of transparency bills proposed to go to the legislature. He also provided examples of the proposed bills.

**17. Closed Session**

General Counsel stated that the Board of Directors will meet in closed session pursuant to Government code section 54956.9(b)(3)(C) to review two claims.


Following the closed session discussion, General Counsel reported that the Board of Directors authorized staff to reject the Cameron Lewis claim and the Andrew Baugh claim.

**18. Adjournment**

President Omsted adjourned the meeting at 6:10 p.m.



Don Omsted, President



Paul J. Bushee  
Secretary/General Manager  
(SEAL)