

LEUCADIA WASTEWATER DISTRICT
Minutes of a Regular Board Meeting
April 8, 2009

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, April 8, 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, Sullivan, and Omsted
DIRECTORS ABSENT: None
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, Richard Duffey with Brownell and Duffey, and District Engineer Steve Deering

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Public Comment

There was no public comment.

6. Presentations and Awards

A. CSFMO Award for Outstanding Financial Reporting

GM Bushee stated that this is LWD's third consecutive year that the District has won the CSFMO Award. GM Bushee stated that this award recognizes LWD for meeting professional standards and criteria in reporting and preparation of its annual financial statements. GM Bushee also recognized Richard Duffey, Maggie McEniry, and Chuck LeMay for their work during the reporting and preparation of the District's annual CAFR.

The Board of Directors congratulated staff for their efforts.

7. Consent Calendar

Director Juliussen removed item 7E for discussion.

E. Board of Directors Compensation Adjustment

GM Bushee provided a brief history on why this item was placed on the consent

calendar. Last year, the Board requested that legal counsel research if the Board could automatically approve the allowed 5% compensation increase each year. At that time, Counsel Brechtel indicated a public hearing must be held before the Board approves an increase in the Board's stipend. Based on this information, the Board directed staff to annually include the request for a public hearing for a stipend increase on the consent calendar. GM Bushee stated that staff has no recommendation on this item.

Following discussion and upon a motion duly made by Director Sullivan, seconded by Director Omsted, and carried, the Board of Directors directed staff to hold a public hearing for the Board of Directors compensation adjustment at the May 2009 Board of Directors meeting.

- A. Minutes for the following meetings:
 - March 4, 2009 Regular Board meeting
 - March 31, 2009 Engineering Committee meeting
 - April 1, 2009 Community Affairs Committee meeting
- B. Demands for March/April 2009
 - Payroll Checks Numbered 14145 – 14213; General Checking – Checks numbered 37534 – 37690.
- C. Operations Report. (A copy was included in the original April 8, 2009 Agenda)
- D. Finance Report. (A copy was included in the original April 8, 2009 Agenda)

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and carried, the Board of Directors approved the consent calendar items A thru D.

8. Encina Wastewater Authority (EWA) Reports

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

Director Sullivan reported on EWA's March 25, 2009 Board meeting.

Member Agency Manager Meeting – April 8, 2009

GM Bushee reported on the April 8, 2009 Member Agency Manager meeting.

9. Committee Reports

- A. Engineering Committee meeting was held March 31, 2009 - report by Vice President Juliussen.

Vice President Juliussen reported that the EC reviewed the following: a proposed purchase order with Bob Stall Chevrolet in an amount of \$64,021.71 for the purchase of two (2) Chevrolet Utility trucks; the Sanitary Sewer Management Plan (SSMP) Implementation Update; and a status report and a PowerPoint slideshow on the Site Improvement Project. All three of these items will be reviewed by the Board of Directors later in tonight's agenda.

In addition, the EC reviewed and discussed the preliminary FY 2010 Capital Acquisition Program and Capital Improvement Program budgets.

- B. Community Affairs Committee meeting was held April 1, 2009 – report by Director Omsted.

Director Omsted reported that the CAC reviewed the draft text of the spring newsletter. He noted that this newsletter will have an article regarding LWD celebrating 50 years of service and we have to postpone some articles because of the limited space that is available. The items that will not be included in the spring newsletter will be posted on LWD's website.

Director Omsted stated that the CAC reviewed three Teacher Grant applications. All the applications qualified for a \$1,000 grant. This item will be reviewed by the Board of Directors later in tonight's agenda.

10. Old Business

None.

11. New Business

- A. Authorize the General Manager to execute a Purchase Order with Bob Stall Chevrolet in an amount of \$64,021.71 for the purchase of two (2) 2009 Chevrolet Utility Trucks (1 ton and ¾ ton) to replace two similarly equipped District trucks.

Following discussion and upon a motion duly made by Vice President Juliussen, seconded by Director Omsted, and carried, the Board of Directors authorized the General Manager to execute a Purchase Order with Bob Stall Chevrolet in an amount of \$64,021.71 for the purchase of two (2) 2009 Chevrolet Utility Trucks (1 ton and ¾ ton).

- B. Authorize an additional \$1,000 grant for the Teacher Grant Program and Award three \$1,000 Teacher Grants.

Following discussion and upon a motion duly made by Director Sullivan, seconded by Director Omsted, and carried, the Board of Directors authorized an additional \$1,000 grant for the Teacher Grant Program and awarded three \$1,000 Teacher Grants.

ASM LeMay noted that the checks will be made out to the Parent Teacher Organization for the school. In addition, staff will invite the teachers to the May Board of Directors meeting.

GM Bushee also asked the Board of Directors whether staff should increase the FY 2010 budget amount for the Teacher Grant Program from \$2,000 to \$5,000. Following discussion, the Board of Directors directed staff to increase the Teacher Grant Program to \$5,000 for the FY 2010. GM Bushee also noted that the FY 2010 Teacher Grant Program will be offered to the schools in the District during August/September 2009 timeframe.

C. Review the Sanitary Sewer Management Plan (SSMP) Implementation Update.

FSM Schempp presented the subject recommendation. FSM Schempp stated that the Sanitary Sewer Management Plan (SSMP) is a requirement of the Statewide WDR. FSM Schempp stated that the District is required by the WDR to have the following four elements included in the SSMP: 1) certification of the District's Legal Authority; 2) Operation and Maintenance program; 3) Overflow Emergency Response Program; and 4) Fats, Oils and Grease (FOG) Program. These four elements are currently in place and they must be certified by the District General Manager by May 2, 2009.

This item was presented for informational purposes. No action was taken.

D. Receive and file the 2009 Board of Directors Strategic Planning Retreat Summary.

GM Bushee presented the subject recommendation. GM Bushee stated this item is a follow up to the Board Strategic Planning Session in February. GM Bushee stated that staff received good direction and feedback from the session. The Board provided direction to staff in the following areas: 1) continue Board of Directors development and training; 2) provide more Special Board meetings and workshops 3) continue competitive wage program established last year; and 4) continue to work to maintain LWD's strong financial position. GM Bushee stated that staff will continue to work on these items directed by the Board.

GM Bushee noted that next year staff plans to have another training session with Mr. Bills.

Following discussion and upon a motion duly made by Director Sullivan, seconded by President Kulchin, and carried, the Board of Directors received and filed the 2009 Board of Directors Strategic Planning Retreat Summary.

E. Potential conflict between LWD Board meeting date and CSDA Scholarship Awards Dinner on May 13, 2009.

ASM LeMay presented the subject recommendation. ASM LeMay stated that the CSDA Scholarship dinner meeting is scheduled for May 13, 2009, which is the same day and time of the District's regular Board meeting.

Following discussion, the Board of Directors moved the May 13, 2009 Regular Board meeting to Wednesday, May 20, 2009 at 5:00 p.m.

F. 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 described the March change orders and noted that the change order percentage of the original contract cost will be 2.99%. PM Morishita also stated that the projected move in date is June 1st.

12. Information Items

- A. San Diego Union Tribune news article "Pellets for profits."

GM Bushee briefly reviewed the article relating to the Encina Wastewater Authority's Biosolids processing facility.

- B. LWD Media Preview Tour is scheduled for Tuesday, April 21, 2009 from 9:00 a.m. to 11:00 a.m.

GM Bushee stated that is tour was a suggestion by Katz & Association. GM Bushee stated this is a good opportunity to promote LWD's excellent environmental record.

- C. LWD Website Update.

GM Bushee stated that the CAC requested that staff provide an update of LWD's website to the Board of Directors. GM Bushee acknowledged Administrative Specialist Tianne Baity for her efforts in updating the website and learning the new website platform. EA Hill reviewed LWD's updated website. GM Bushee noted that a lot of the District's documents have been posted on the website and he encouraged the Board members to view it.

13. Directors' Meetings

- A. CASA Washington D.C. 2009 Conference was held at the Hotel Monaco in Washington, D.C. from March 8-11, 2009.

President Kulchin stated the conference was good and he noted that one Board member is enough to represent the District because it was an expensive trip.

- B. Watereuse 2009 Annual Conference was held at the Intercontinental Mark Hopkins Hotel in San Francisco, CA from March 22-24, 2009.

Directors Sullivan, Omsted, and Juliussen each provided a brief summary of the sessions they attended at the Watereuse Conference.

14. Comments, Questions or Requests by Directors

None.

15. General Manager's Report

The following items were reported:

- ❖ GM Bushee reminded the Board of Directors of the Special Board meeting on April 16, 2009.
- ❖ LWD received the LAFCO ballots for their upcoming election following distribution of the April agenda package. GM Bushee noted this item will be added to the April 16th Special Board meeting agenda.
- ❖ GM Bushee stated that staff received the Board of Directors plaque. The plaque

lists the names and terms all past and current Board members of LWD. GM Bushee noted that EA Hill did an excellent job researching the names and terms of the past and present Board members to help create the plaque.

- ❖ GM Bushee stated he will be out of town on April 9, 2009 and FSM Schempp will be the acting GM.

16. General Counsel's Report

General Counsel Brechtel stated he is working with District Engineer Steve Deering and FSM Schempp on updating the District's standard specs.

17. Adjournment

President Kulchin adjourned the meeting at 6:34 p.m.



David Kulchin, President



Paul J. Bushee
Secretary/General Manager
(SEAL)