

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

August 12, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, August 12, 2015 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, Omsted, Hanson, Sullivan and Kulchin

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Field Services Superintendent Jeff Stecker, District CPA Richard Duffey and Field Services Technician Ryan Rodriguez.

3. Pledge of Allegiance

President Juliussen led the pledge of allegiance.

4. General Public Comment Period

None.

President Juliussen requested that the Closed Session item be moved forward for discussion after the consent calendar items because a Director must leave the Board meeting early.

5. Approval of Agenda

Upon a motion duly made by Director Sullivan seconded by Vice President Omsted and unanimously carried, the Board of Directors approved the agenda by the following vote:

| Director | Vote |
|-----------------------|------|
| President Juliussen | Aye |
| Vice President Omsted | Aye |
| Director Hanson | Aye |
| Director Sullivan | Aye |
| Director Kulchin | Aye |

6. Presentations and Awards

A. Achievement of an individual award – FSSupt. Jeff Stecker.

GM Bushee introduced FSSupt. Jeff Stecker stating that he recently passed his 35 year anniversary working at the District. He stated that he will be featured in the upcoming fall newsletter and that under LWD's incentive program Jeff is eligible for a \$1000 incentive award.

B. Achievement of an individual award – FST Ryan Rodriguez.

GM Bushee introduced Field Services Technician Ryan Rodriguez stating that Ryan recently received his Collection System Grade I certification from the California Water Environment Association (CWEA). He stated that this is second award since his employment and he presented

background information about Ryan. He noted that Ryan is eligible for a \$500 incentive award under the District's incentive program.

The Board of Directors congratulated Jeff and Ryan for their efforts.

C. Achievement of an Organizational Objective – No Vehicle Accidents

GM Bushee stated that on July 9th, the District had passed one year without a vehicle accident. He stated that this goal is a significant accomplishment since the Field Services staff spends approximately eighty percent of their time driving. He noted that staff is eligible for a \$250 incentive award under the District's incentive program. He also thanked the Board for their support of this program.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

July 7, 2015 Community Affairs Committee Meeting
July 8, 2015 Regular Board Meeting

8. Approval of Demands for July/August 2015

Payroll Checks numbered 18018-18082; General Checking – Checks numbered 47018-47168; Checks numbered 18018-18020 were reissued; Checks numbered 18041-18043 were reissued; Voided check and reissued was 46918 (correction made to the check register in the July 2015 Agenda)

9. Operations Report (A copy was included in the original August 12, 2015 Agenda)

This report discloses up-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 15 to FY 16 and flows by sub-basin.

10. Finance Report (A copy was included in the original August 12, 2015 Agenda)

11. Quarterly Treasurer's Investment Report (A copy was enclosed with the original August 12, 2015 Agenda)

12. Disclosure of Reimbursements (A copy was included in the original August 12, 2015 Agenda)

This report discloses travel expense reimbursements for the month of July 2015.

13. Fiscal Year 2016 Pay Schedules

Adopt Resolution No. 2265 – Approving the Fiscal Year 2016 pay schedules. (A copy was included in the original August 12, 2015 Agenda)

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

| Director | Vote |
|-----------------------|------|
| President Juliussen | Aye |
| Vice President Omsted | Aye |
| Director Hanson | Aye |
| Director Sullivan | Aye |
| Director Kulchin | Aye |

14. Closed Session

- A. Personnel matters as authorized by Government Code § 54957 to review General Manager Performance.

General Counsel Brechtel stated that the Board will meet in closed session as authorized by Government Code § 54957 to complete the General Manager's review process. The Board of Directors met in closed session. There was no reportable action.

EWA and COMMITTEE REPORTS

15. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on July 22, 2015.

Director Sullivan reported on EWA's July 22, 2015 Board meeting.

- B. An Encina Member Agencies Manager's (MAM) Meeting was held on August 4, 2015.

GM Bushee reported on Encina MAM's August 4, 2015 meeting.

16. Committee Reports

- A. Engineering Committee (EC) meeting was held on August 7, 2015.

Director Kulchin reported that the EC reviewed the following:

- El Niño Weather Flood Mitigation Measures at the Batiquitos Pump Station;
- Update on the B1/B2 Force Mains Replacement Project; and
- Update on the Saxony Pump Station Rehabilitation Project.

- B. Investment & Finance Committee (IFC) meeting was held on August 10, 2015.

Director Hanson reported that the IFC participated in the 2015 Financial Audit Entrance meeting with staff and CPA David Forman from White Nelson Diehl Evans, LLP. She stated that the auditors have begun their preliminary audit process and that they informed the IFC of the new GASB 68 requirements.

She stated that the IFC also conducted its annual review of LWD's Procurement Policy and that there are no recommended changes to the policy.

This item will be reviewed by the Board of Directors later in the agenda.

At approximately 5:20PM, Director Kulchin left the meeting.

ACTION ITEMS

17. Annual Review of LWD's Procurement Policy

- Receive and file the annual review of the Procurement Policy.

ASM LeMay presented this item stating that it was reviewed by the IFC during its August 10, 2015 meeting and noted it is a FY 16 tactical goal. He stated that the policy was adopted in March 2005 and last amended during August 2014. He stated that after staff's and the IFC's review of the policy, there were no

recommended changes.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors received and filed the annual review of the Procurement Policy by the following vote:

| Director | Vote |
|-----------------------|--------|
| President Juliussen | Aye |
| Vice President Omsted | Aye |
| Director Hanson | Aye |
| Director Sullivan | Aye |
| Director Kulchin | Absent |

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. The California Emergency Drought Relief Act.

GM Bushee presented the item stating that the federal bill was introduced to Congress on July 29th by Senators Feinstein and Boxer. He provided a brief summary of the bill and its goals. He indicated that the District and the North County Water Recycling Coalition could benefit from the water recycling provisions of the bill, noting that both are in support of the bill. He indicated that the bill will still need to be passed through the Senate and the House of Representatives before it's forwarded to the President.

Director Hanson thanked GM Bushee for the update.

B. Flu Shot Clinic is scheduled for Wednesday, September 9, 2015 from 3-5 PM.

President Juliussen announced the Flu Shot Clinic date and time.

19. Directors' Meetings and Conference Reports

A. The North County Water Summit Meeting was held on July 16, 2015 in Vista, CA.

Director Sullivan stated that she received a lot of information during the meeting and learned additional information relating to the drought and how it's affecting different industries. She stated that she was informed that she and Director Hanson were on the 11PM news attending the summit meeting.

Director Hanson also stated that the meeting went very well and it was informative.

Director Sullivan also provided a brief summary about Vista Irrigation District's General Manager Roy Coox's presentation relating to the use of tap water as drinking water versus bottled water. GM Bushee stated that staff will look into the feasibility of installing the water purification fill stations at the District.

20. General Manager's Report

GM Bushee reported on the following items:

- EA Hill provided an updated Board Resolution & Ordinance binder at your seat for the Board's reference. He noted that it is a tactical goal.

- Tomorrow he will be co-presenting with Kim Thorner at SCAP's meeting regarding the North County Water Recycling Coalition.
- CASA conference is scheduled for next week and that he will be out of the office from Friday, August 21-28, 2015 noting that ASM LeMay will be the acting General Manager. He also stated that the District will be receiving an award during the CASA conference and TSM Morishita will be there accepting the award.

21. General Counsel's Report

None.

22. Board of Directors' Comments

President Juliussen thanked Jeff for his 35 years of service.

23. Adjournment

President Juliussen adjourned the meeting at approximately 5:38 p.m.



Allan Juliussen, President



Paul J. Bushee
Secretary/General Manager
(SEAL)