

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 March 9, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, March 9, 2016 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Omsted, Hanson, Sullivan, Kulchin, and Juliussen
 DIRECTORS ABSENT: None
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Steve Deering, Field Services Technician I Rick Easton, and Jared Criscuolo of Rising Tide Partners

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

President Omsted asked the Board of Directors if there were any objections to the approval of the agenda, and seeing none, the Board approved the agenda by the following vote:

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

6. Presentations and Awards

A. Achievement of an Individual Performance Objective – Richard (Rick) Easton.

GM Bushee introduced Field Services Technician I Rick Easton stating that Rick recently received his Collection System Maintenance Grade 2 Certification from the California Water Environment Association. He stated that this is his third award since his employment and he presented background information about Rick. He noted that Rick is eligible for a \$500 incentive award under the District’s incentive program.

President Omsted presented Rick with his certificate and the Board of Directors congratulated Rick for his efforts.

B. California Society of Municipal Finance Officers (CSFMO) Award.

GM Bushee presented the item. He stated that the District received this award for its outstanding financial reporting associated with the District's Comprehensive Annual Financial Report (CAFR) for FY15. He noted that this is the 7th time, the District has received this award and he thanked ASM Duffey and AT McEniry for their efforts with the CAFR.

The Board of Directors congratulated staff for receiving this award.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- February 9, 2016 Investment and Finance Committee Meeting
- February 10, 2016 Regular Board Meeting
- February 16, 2016 Special Board Meeting
- March 1, 2016 Investment and Finance Committee Meeting
- March 2, 2016 Community Affairs Committee Meeting

8. Approval of Demands for February/March 2016

Payroll Checks numbered 18411-18468; General Checking – Checks numbered 47887-47991.

9. Operations Report (A copy was included in the original March 9, 2016 Agenda)

10. Finance Report (A copy was included in the original March 9, 2016 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of February 2016.

President Omsted asked the Board of Directors if there were any objections to the approval of the Consent Calendar, and seeing none, the Board approved the Consent Calendar by the following vote:

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on February 24, 2016.

Director Sullivan reported on EWA's February 24, 2016 Board meeting.

- B. An Encina Member Agency Manager's Meeting was held on March 1, 2016.

GM Bushee reported on EWA's MAM March 1, 2016 meeting.

13. Committee Reports

- A. Investment & Finance Committee (IFC) meeting was held on March 1, 2016.

Director Hanson reported that the IFC and staff reviewed the Audit Services Proposals. Following review of the proposals, 5 firms were selected for interviews. Staff and the IFC plan to present the recommended contract to the Board in April.

- B. Community Affairs Committee (CAC) meeting was held on March 2, 2016.

Director Sullivan reported that the CAC reviewed the following recommendations:

1. An agreement with Rising Tide Partners for as needed public information services for a period of 3 years with an option for 2 additional years and,
2. Task order No. 1 to the Rising Tide Partners Public Information Services Agreement in an amount not to exceed \$14,780.

The CAC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

- C. Community Affairs Committee meeting was held on March 7, 2016.

Director Sullivan reported on the March 7th meeting, stating that the CAC reviewed four teacher grant applications which will be reviewed later in the agenda.

ACTION ITEMS

- 14. Recommendation 1: Authorize the General Manager to execute an agreement with Rising Tide Partners for as needed public information services for a period of 3 years with an option for 2 additional years and,**

Recommendation 2: Authorize the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$14,780.00

ASM Duffey presented the recommendation and provided background information on the Public Information Services RFP procedure.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, and unanimously carried, the Board of authorized the General Manager to execute an agreement with Rising Tide Partners for as needed public information services for a period of 3 years with an option for 2 additional years by the following vote:

Director	Vote
President Omsted	Aye

Vice President Hanson	Aye
Director Sullivan	Aye
Director Kulchin	Aye
Director Juliussen	Aye

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Juliussen and unanimously carried, the Board of authorized the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$14,780 by the following vote:

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

15. Board of Directors Compensation Adjustment

ASM Duffey presented the item indicating the date of the last Board stipend increase was May 2012 and that government code allows for a 5% adjustment per calendar year following the last adjustment. He noted that the Board is eligible for up to a 15% adjustment or \$27 increase.

GM Bushee explained that this item is for the Board to consider whether to direct staff to prepare and notice for a public hearing at the April Board Meeting, after which it could take action on a proposed a Board compensation adjustment.

Director Kulchin motioned that the Board direct staff to schedule a public hearing for a \$10 increase in the Board's stipend. The motion was seconded by Director Sullivan.

Following discussion, President Omsted called for a vote that the Board direct staff to prepare and notice for a public hearing for a \$10 increase in the Board's stipend. The Board members voted as follows:

Director	Vote
President Omsted	Aye
Vice President Hanson	Aye
Director Sullivan	Aye
Director Kulchin	Aye
Director Juliussen	Nay

16. Fiscal Year 2017 (FY17) Budget Development Schedule

ASM Duffey presented the item stating that staff is in the process of preparing the FY17 Budget. He provided the recommended dates for the Special Board meeting to review the Preliminary FY17 Budget.

Following discussion, the Board of Directors scheduled a Special Board Meeting for Tuesday, May 24, 2016 to review the Preliminary FY17 Budget.

17. Adopt Resolution No. 2272 – Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Frazee Change of Organization.

TSM Morishita presented the item stating that the annexation includes two parcels totaling 0.88 acres with one single family residence with an ageing septic system and an empty lot. He noted that the two parcels would share a private lateral that connects to LWD’s system on Eolus Avenue.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2272 – Requesting LAFCO to take proceedings for the Frazee Change of Organization by the following vote:

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

18. Adopt Resolution No. 2273 – Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Scott Change of Organization.

TSM Morishita presented the item stating that the annexation includes one parcel totaling 0.85 acres with one single family residence with an ageing septic system. He noted the location of the property and stated that the private lateral will connect to LWD’s system on Eolus Avenue.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2273 – Requesting LAFCO to take proceedings for the Scott Change of Organization by the following vote:

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

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

EA Baity presented the item stating that CSDA is seeking nominations for its Board of Directors and Staff has no recommendation on this matter.

Following discussion, the Board of Directors decided to reconsider this item at the April Board Meeting.

No action was taken.

20. Award Teacher Grants

ASsup Hill presented the item stating that this is the 8th year LWD has offered the program and that the CAC reviewed four teacher grant applications at their March 7th meeting. She stated that all the applications qualified for Teacher Grants. She noted that their projects will benefit over 6,000 students in the Encinitas Union School District and the San Dieguito Union High School District.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Sullivan and carried, the Board of Directors awarded four Teacher Grants totaling \$4,000 by the following vote:

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

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

- A. The 2016 WaterReuse California Annual Conference is scheduled for March 13-15, 2016 at the Hyatt Vineyard Creek Hotel and Spa in Santa Rosa, CA.
- B. The Joint Public Policy Forum CASA-WaterReuse Conference is scheduled for April 6, 2016 at The Sutter Club in Sacramento, CA.

22. Directors' Meetings and Conference Reports

- A. The CWEA P3S Conference was held at the Marriott Riverside Convention Center in Riverside, CA on February 29 – March 2, 2016.

Director Juliussen reported that he was not able to complete the conference due to illness.

23. General Manager's Report

GM Bushee reported on the following items:

- GM Bushee updated the Board of Directors on the Public Records Act (PRA) requests that the Union Tribune submitted to the District a few weeks ago. He stated that the District submitted 61 emails to the Union Tribune. GM Bushee stated that the District spent about \$4,000 in associated fees, costs, and time to fulfill the Union Tribune request. GM Bushee acknowledged ASsup Hill for her efforts in fulfilling the PRA request.
- An "Active Shooter" training session for staff with Police Chief DiMaggio of Palomar College is scheduled to be held tomorrow, March 10, 2016 at 8 a.m. at the District office.
- Encinitas Union School District will have a tour for 5th and 6th grade students at the District Facilities on Wednesday, March 16, 2016.

24. General Counsel's Report

GC Brechtel reported on the following items:

- Senate Bill 885 – Senator Wolk's bill relating to construction contracts and indemnity.

25. Board of Directors' Comments

Director Kulchin said he appreciated the helpful front office staff at LWD. He also thanked LWD's EWA Board Representatives for promoting Michael Steinlicht to EWA General Manager.

Vice President Hanson provided an update on the LAFCO Election for the Alternate Special District Member Position. She stated she will be in a run-off election with Dennis Sanford and a run-off ballot will be mailed in about two weeks.

President Omsted stated the League of Women Voters met at the District on March 8, 2016 and that the League was impressed with the District facilities and front office staff.

26. Adjournment

President Omsted adjourned the meeting at 5:44 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)


Donald Omsted, President