

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 November 18, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, November 18, 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 and Sullivan
 DIRECTORS ABSENT: Kulchin
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, District CPA Richard Duffey, District Engineer Steve Deering, and Steven Henderson of Dexter Wilson Engineering, Inc.

3. Pledge of Allegiance

President Juliussen led the pledge of allegiance.

4. General Public Comment Period

None.

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	Absent

6. Presentations and Awards

None.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- October 14, 2015 Regular Board Meeting
- November 3, 2015 Engineering Committee Meeting
- November 5, 2015 Human Resources Committee Meeting

8. Approval of Demands for October/November 2015

Payroll Checks numbered 18198-18255; General Checking – Checks numbered 47461-47568; Voided check number 47530 and 47563.

9. Operations Report (A copy was included in the original November 18, 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 November 18, 2015 Agenda)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending September 30, 2015. (A copy was included in the original November 18, 2015 Agenda)

12. Disclosure of Reimbursements (A copy was included in the original November 18, 2015 Agenda)

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

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	Absent

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on October 28, 2015.

Director Sullivan reported on EWA's October 28, 2015 Board meeting.

B. An Encina Member Agencies Manager's (MAM) Meeting was held on November 3, 2015.

GM Bushee reported on Encina MAM's November 3, 2015 meeting.

14. Committee Reports

A. Engineering Committee (EC) meeting was held on November 3, 2015.

President Juliussen reported that the EC reviewed the following:

- The Sanitary Sewer Management Plan (SSMP) Fiscal Year 2015 Audit conducted by Dexter Wilson Engineering, Inc.;
- Staff's report on the feasibility of operating a recycled water tanker truck to refill Vector trucks during hydro-cleaning operations; and
- Project updates on the Saxony Pump Station Rehabilitation Project and the Scott's Valley

Pipeline Rehabilitation Project.

President Juliussen noted that the EC agreed with staff's recommendations on the SSMP FY 15 Audit and it will be reviewed later in the agenda.

B. Human Resources Committee (HRC) meeting was held on November 5, 2015.

Director Hanson reported that the HRC reviewed the Board-General Manager/Staff Relations Policy and directed staff to make one revision to the policy. Staff agreed to make the change. She noted that it will be reviewed later in the agenda.

ACTION ITEMS

15. Sanitary Sewer Management Plan (SSMP) Fiscal Year 2015 (FY15) Audit

Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2015 (FY15) Audit conducted by Dexter Wilson Engineering, Inc. (DWE)

FSSupt. Stecker presented this item stating that it was reviewed by the EC during its November 3, 2015 meeting and it is a FY16 tactical goal. He provided background information and the requirements of the SSMP. He introduced Steven Henderson of DWE to provide an overview of the audit and its results.

Mr. Henderson provided an overview of the FY15 SSMP Audit. He stated the results of the audit indicating that there were no major findings or major changes; however, there were a few minor sewer spills related primarily to private lateral spills. He also stated that no formal Fats, Oil, and Grease (FOG) program is necessary at this time since the District has not had any spills relating to FOG. In addition, he stated that the audit will be available for review on the District's website.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors received and filed the SSMP FY15 Audit conducted by Dexter Wilson Engineering, Inc. by the following vote:

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

16. Uniform Rental and Cleaning Services Contract

Authorize the General Manager to execute the Uniform Rental and Cleaning Services Contract with UniFirst as the lowest responsive and responsible bidder at an estimated cost of \$33,719.40 over an initial three year period.

FSSupt. Stecker presented the item stating that the District's current contract with UniFirst will expire in November and that they have been providing this service to the District for the past five years. He stated that as a good business practice, staff conducts a competitive procurement process every five years. He provided a summary of the bids received indicating that UniFirst was the lowest responsive and responsible bidder. He added that their services have been excellent over the past five years and since they are the current uniform provider, staff did not feel the need to check references. He also noted that their bid price was significantly lower than their current contract price.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute the Uniform Rental and Cleaning Services Contract with UniFirst as the lowest responsive and responsible bidder at an estimated cost of \$33,719.40 over the initial three year contract period by the following vote:

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

17. Revised Board-General Manager/Staff Relations Policy

Adopt Resolution No. 2268 – Approving the Revised Board-General Manager/Staff Relations Policy.

ASM LeMay presented the item stating that the Human Resources Committee (HRC) reviewed this item at its November 5, 2015 meeting. He stated that staff reviewed the policy and presented it to the HRC with no recommended changes. He noted that after the discussion, the HRC proposed that the annual policy review requirement be revised to an “as-needed” basis at the request of the Board or staff. He indicated that the HRC did not believe that the annual review requirement was an efficient use of the committee’s or staff’s time when there are no proposed changes. He noted that staff agreed to make the revision.

Vice President Omsted stated that this policy is one of the District’s most valuable policies and that the Board should review it at least once a year. He recommended that the revision be removed.

Director Hanson stated that the HRC didn’t feel that it was the best use of the HRC’s and staff’s time to review the policy if no changes are recommended. GM Bushee suggested that if staff is not recommending any changes, then he would contact the HRC Chair and ask if a meeting should be scheduled. In addition, the policy can be placed under the consent calendar if there are no proposed changes.

Director Sullivan asked staff if they believe that the policy includes all the necessary language. GM Bushee indicated that staff has reviewed the policy and staff is not recommending any changes. He noted that this policy was thoroughly reviewed by staff and the Board over the past few years.

GM Bushee stated that staff will remove the proposed change. He asked that Board approve the policy with a resolution number to be consistent with District’s procedures when adopting policies. He noted that the Board approved a revised policy last year, but it was not adopted by resolution.

Following discussion, upon a motion duly made by Director Sullivan as amended to keep the annual review language in the policy, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2268 – Approving the Board-General Manager/Staff Relations Policy by the following vote:

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

18. Calendar Year 2016 Board of Directors' Meeting Schedule

Approve the Calendar Year 2016 (CY16) Board of Directors' meeting schedule.

EA Hill presented the item stating that the Board approved a Resolution that indicates that the Board meetings will be held on the second Wednesday of each month at 5:00 PM. She noted that staff developed the proposed CY16 Board meeting schedule and coordinated the meetings with upcoming 2016 conferences. She noted that staff suggests moving the August and October 2016 Board meetings to the third Wednesday of the month, since these dates conflict with the CASA and CSDA Annual conference dates.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors approved the CY16 Board of Directors' meeting schedule by the following vote:

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

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

A. Overview of Recent Fair Political Practices Commission (FPPC) Rule Changes.

General Counsel (GC) Brechtel provided an overview of recent California FPPC rule changes. He indicated that individuals that are affected by the new regulations are those that file the conflict of interest forms or make financial decisions or may have financial interest in the decision making process. He explained the various types of financial interests that may disqualify a Board member from voting or influencing decisions in the governmental decision making process. He also explained the gift and loan limits within a twelve month period and the gift exceptions.

The Board thanked GC Brechtel for the update.

B. CSRMA 2016 Executive Board Elections – Call for Nominations.

GM Bushee noted that this item is for information only indicating that he is on the Board and CSRMA generally allows only one Board member per member agency.

C. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 19, 2015 at The Butcher Shop Steakhouse in Kearny Mesa.

GM Bushee stated that the program features the LAFCO election process and the carpool to the event will leave at 5:30PM.

D. LWD's Press Release "Leucadia Wastewater District receives award" was printed in the Encinitas Advocate in their September 18, 2015 issue.

GM Bushee thanked Director Hanson for providing the article.

- E. LWD Holiday Luncheon is scheduled for noon on Tuesday, December 15th at Bistro West.

GM Bushee announced the date of the Holiday luncheon noting that it is scheduled for the week following the Board meeting.

- F. Letter from Olivenhain Municipal Water District requesting support for Mr. Edmund (Ed) Sprague for LAFCO's Regular Special District Commissioner position and Mrs. Kimberly Thorner for the Special District's Advisory Committee position.

GM Bushee noted that staff included this support letter in the agenda as requested by Olivenhain MWD.

- G. Letter from Rainbow Municipal Water District requesting support for Mr. Dennis Sanford for LAFCO's Alternate Special District Commissioner position.

GM Bushee noted that staff included this support letter in the agenda as requested by Rainbow MWD. He noted that LAFCO will be mailing the ballots in December.

20. Directors' Meetings and Conference Reports

- A. The CSDA Board Secretary Conference was held on October 19-20, 2015 at the Lake Tahoe Resort Hotel in Lake Tahoe, CA.

Director Sullivan reported that she attended this conference because she volunteers on the CSDA Educational committee and that CSDA staff recommended that she attend this conference. She reported on the sessions noting what she learned about the roles and responsibilities of Board Secretaries. She also stated that as a Board member attendee, she was able to contribute information to other attendees during the sessions.

21. General Manager's Report

GM Bushee reported on the following items:

- A letter from Helix Water District requesting support for Mr. Joel Scalzitti for the LAFCO Alternate position was provided as a handout to each Board member at the request of Helix Water District.
- An email was sent to LAFCO members requesting votes for Director Hanson for the LAFCO Alternate position. A hard copy letter will be mailed the first week in December.
- The District conducted an internal recruitment process for Executive Assistant position. Tianne Baily accepted the position and she will begin in January.

22. General Counsel's Report

General Counsel Brechtel provided an update on the Prop. 218 case that involved a group challenging a public agency's sewer and capacity fees. He stated that the court dismissed the case because the group suing Ramona Water District failed to participate in the District's Prop. 218 hearing process which is a prerequisite for filing litigation.

23. Board of Directors' Comments

Director Sullivan wished everyone a happy and safe Thanksgiving.

Director Hanson wished everyone a happy Thanksgiving.

Vice President Omsted thanked General Counsel Brechtel for his services indicating that he appreciates his work.

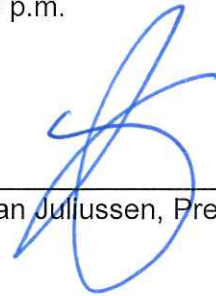
President Juliussen requested that staff send the Board members a copy of the PowerPoint presentation on the updated FPPC rules. He also thanked staff for their work.

24. Adjournment

President Juliussen adjourned the meeting at approximately 6:03 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Allan Juliussen, President