

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
October 19, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, October 19, 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, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Steve Deering, Natalie Fraschetti and Steven Henderson with Dexter Wilson Engineering Inc.

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and AwardsA. Achievement of Organizational Objective.

GM Bushee reported that on September 12, 2016 staff completed five years without a lost time injury accident. This achievement meets an organizational objective under the incentive program. He noted that each employee is eligible for a \$1,200 compensation award. He stated that this award reflects staff's excellent attention to safety while working in the field.

The Board congratulated staff for their efforts.

B. Special District Leadership Foundation (SDLF) District Transparency Certificate.

GM Bushee reported that the District received the Transparency Certificate of Excellence on October 11, 2016 during the CSDA Annual Conference in San Diego, CA. GM Bushee acknowledged EA Baity for her excellent work compiling the necessary information in order to apply for this award.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- September 14, 2016 Regular Board Meeting
- September 26, 2016 Human Resources Committee Meeting
- October 5, 2016 Engineering Committee Meeting

8. Approval of Demands for September/October 2016

Payroll Checks numbered 18802-18867; General Checking – Checks numbered 48752-48857.

9. Operations Report (A copy was included in the original October 19, 2016 Agenda)

10. Finance Report (A copy was included in the original October 19, 2016 Agenda)

11. Disclosure of Reimbursements

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

12. Status Update on the Fiscal Year 2017 (FY17) LWD Tactics and Action Plan

Upon a motion duly made by Director Juliussen, seconded by Director Kulchin, and unanimously carried, the Board of Directors approved the Consent Calendar by the following vote:

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on September 28, 2016.

Director Sullivan reported on EWA's September 28, 2016 Board meeting.

B. EWA Member Agency Manager's (MAM) - Meeting held on October 4, 2016.

GM Bushee reported on MAM's October 4, 2016 meeting.

14. Committee Reports

A. Human Resources Committee (HRC) meeting held on September 26, 2016.

Vice President Hanson reported that the HRC met with staff as a follow-up to the discussion regarding LWD's compensation at the June 2016 Board of Directors meeting.

The HRC directed staff to research and provide price estimates for an efficiency study focusing on the areas of finance, staffing, job descriptions, human resources, operations, risk management, capital expenditures, board expenditures and consultant expenditures.

Another HRC meeting will be planned for the near future so that staff can report back on the estimated costs to conduct an efficiency study.

B. Engineering Committee (EC) meeting held on October 5, 2016.

Director Juliussen stated that the EC reviewed the following:

- The Sanitary Sewer Management Plan (SSMP) Fiscal Year 2016 Audit conducted by Dexter Wilson Engineering, Inc.

The EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

The EC also received information on the Batiquitos Pump Station Photo Voltaic Panel Installation. This item was for information only. No action was taken.

ACTION ITEMS

15. Receive and file the Sewer System Management Plan (SSMP) Fiscal Year 2016 (FY16) Audit conducted by Dexter Wilson Engineering (DWE), Inc.

FSSup Stecker presented this item and provided background information on the SSMP. He introduced Ms. Natalie Fraschetti of DWE to provide an overview of the audit and its results.

Ms. Fraschetti provided an overview of the FY16 SSMP Audit. She stated that the audit concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. She noted that minor changes in the District's organization, practices, or regulations that occurred during the year were not significant enough to require a revision of the SSMP prior to June 2019, the required five year SSMP review cycle.

President Omsted asked if the audit report is filed with the State Water Resources Control Board (SWRCB). Ms. Fraschetti answered his question stating that LWD does not file the audit report with the SWRCB but instead posts the audit report on the LWD website and provides the SWRCB with the link to the District's audit report.

Upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and unanimously carried, the Board of Directors received and filed SSMP FY16 Audit conducted by DWE, Inc. by the following vote:

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

16. Batiquitos Lagoon Foundation Board Members 2016 Election

EA Baity presented the item stating that the Batiquitos Lagoon Foundation is requesting its members to vote for candidates for its 2016 Board Election. She noted the candidate's names and that staff has no recommendation.

Upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, and unanimously carried, the Board of Directors voted for Jim Brown (Incumbent), Deborah Mossa (Incumbent) and Fred Sandquist (Incumbent) for the Batiquitos Lagoon Foundation Board by the following vote:

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

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

A. Direct Potable Reuse Draft Report to the Legislature.

GM Bushee reported on the Draft Report to the Legislature on the Investigation on the Feasibility of Developing Uniform Water Recycling Criteria for Direct Potable Reuse by the State Water Resources Control Board (SWRCB). GM Bushee provided background information on the independent review of direct potable reuse (DPR) and reviewed the report conclusions and recommendations to the State.

Vice President Hanson asked if anyone from the San Diego area was on the panel. GM Bushee answered stating that the Advisory Panel had representatives from the City of San Diego and the Padre Dam Municipal Water District.

President Omsted noted that he would like to have a copy of the Draft Report. GM Bushee stated that he would email President Omsted the Draft Report.

18. Directors' Meetings and Conference Reports

A. CSDA Annual Conference was held October 10-13, 2016 at the Sheraton San Diego Hotel & Marina in San Diego, CA.

Director Juliussen stated that it was a great conference.

Director Kulchin stated it was one of the best conferences.

Director Sullivan noted that it had a record attendance with great speakers and that the sessions were up to date, stimulating, and thought provoking.

Vice President Hanson stated there was something for everyone at the conference and that all the sessions she attended were beneficial.

President Omsted concurred with the Board stating it was stimulating and one of the best conferences the Board has attended.

19. General Manager's Report

GM Bushee reported on the following items:

- The Carlsbad Water Recycling Facility Dedication Event is on Tuesday, November 1, 2016 at 9 a.m. A carpool will be leaving the District office at 8:30 a.m. and GM Bushee will send an email reminder;
- LWD is in the process of repairing a leak on LWD's recycled water line at the Encina Wastewater Authority plant site;
- The Board Strategic Planning Session is scheduled for early 2017 and GM Bushee is seeking suggestions or preferences for facilitators for the session from the Board.

Director Kulchin asked if a list of facilitators and bios could be presented to the Board. GM Bushee stated he would provide a list of facilitators with bios and add this item to the November 9, 2016 Board meeting agenda for review and discussion.

President Omsted requested that the Board provide any additional facilitators prior to the November Board meeting.

20. General Counsel's Report

GC Brechtel reported on the following items:

- AB 626 Public Contracts: Claim Resolution;
- AB 1661 Sexual Harassment Prevention Training;
- AB 2257 Agenda Online Posting;
- AB 2389 District Based Elections: Reapportionment;
- AB 2801 Written Protests;
- AB 2853 Public Records;
- SB 661 Subsurface Installations;
- SB 1436 Executive Compensation and Oral Report of Final Action Recommendation; and
- SB 1069 Accessory Dwelling Units

21. Board of Directors' Comments

None.

22. Adjournment

President Omsted adjourned the meeting at 5:54 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Donald Omsted, President