

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 October 8, 2014

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, October 8, 2014 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, Omsted, Hanson and Sullivan

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Counsel Yin Ho, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Superintendent Jeff Stecker, Executive Assistant Trisha Hill, Engineer Steve Deering with Dudek, and CPA Richard Duffey.

3. Pledge of Allegiance

President Kulchin 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 Director Omsted, and unanimously carried, the Board of Directors approved the agenda by the following vote:

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

6. Presentations and Awards

A. Achievement of an Organization Objective.

GM Bushee presented the item stating that staff recently completed three years without a lost time injury accident which meets an organizational objective under the incentive program. He noted that each employee is eligible for a \$1000 compensation award.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

September 10, 2014 Regular Board Meeting
September 19, 2014 Community Affairs Committee Meeting

8. Approval of Demands for September/October 2014

Payroll Checks numbered 17535-17577; General Checking – Checks numbered 45826-45899

9. Operations Report (A copy was included in the original October 8, 2014 Agenda)

10. Finance Report (A copy was included in the original October 8, 2014 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of September 2014.

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

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

EWA and COMMITTEE REPORTS

President Kulchin stated that there was an Engineering Committee meeting and he asked Director Juliussen to report on the meeting.

A. Engineering Committee meeting was held on October 3, 2014.

Vice President Juliussen reported that the EC reviewed and agreed with staff on the following recommendations:

- Authorize the General Manager to execute a sole source agreement with Laguna Mountain Environmental, Inc. for archaeological and Native American monitoring services during the construction of the Batiqitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$85,950;
- Authorize the General Manager to execute a sole source agreement for professional services with Base9 Consulting Services to replace the Programmable Logic Controllers for the Leucadia Pump Station and the Gafner Reclamation Plant in the amount not to exceed \$103,600; and

- The EC received an update on the Recycled Water Pipeline Repair Project.

12. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on September 24, 2014.

Director Sullivan reported on EWA’s September 24, 2014 Board meeting.

- B. A Encina Member Agencies Manager’s (MAM) Meeting was held on October 7, 2014.

GM Bushee reported on the MAM’s October 7, 2014 meeting.

13. Committee Reports

- A. Community Affairs Committee meeting was held on September 19, 2014.

Director Sullivan reported that the CAC reviewed and commented on the draft text of the fall newsletter and directed staff to move forward with the production of the newsletter after the revisions.

ACTION ITEMS

14. Award of Professional Engineering Services for the Leucadia Pump Station and Gafner Water Reclamation Plant Programmable Logic Controllers Upgrade Project.

Authorize the General Manager to execute a sole source agreement with Base9 Consulting Services for professional services to replace the Programmable Logic Controllers (PLC) for the Leucadia Pump Station and Gafner Water Reclamation Plant in an amount not to exceed \$103,600.

FSSupt. Stecker presented the item stating that the EC reviewed this item at its October 3, 2014 meeting and that it is a goal in the tactics and action plan. He also stated the purpose and requirement of the programmable logic controllers (PLCs), noting that they are critical components of the District’s Supervisory Control and Data Acquisition (SCADA) system. He added that this project is the second phase to the SCADA update project. He indicated that Base9 Consulting worked closely with Rockwell Construction Services on the first phase of the SCADA project and has experience and knowledge of the District’s SCADA system.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorize the General Manager to execute a sole source agreement with Base9 Consulting Services for professional services to replace the programmable logic controllers for the Leucadia Pump Station and Gafner Water Reclamation Plant in an amount not to exceed \$103,600 by the following vote:

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

15. Contract Award for Archaeological and Native American Monitoring Services for the District's Batiquitos Force Mains Replacement Project.

Authorize the General Manager to execute a sole source agreement with Laguna Mountain Environment, Inc. for archaeological and Native American monitoring services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$85,950.

TSM Morishita presented the item stating that the EC reviewed this item at its October 3, 2014 meeting.

He stated that the Batiquitos (B1/B2) Force Mains Replacement Project requires archaeological and Native American Monitoring support during the construction of the project to satisfy the MND and the MMRP. He provided an explanation of the cultural monitoring and the services that will be provided. He added that Laguna Mountain Environment (LME) completed the cultural resources survey report during the development of the project environment documents and that staff believes retaining their services is the most efficient method to obtain the cultural monitoring services.

Directors Omsted and Sullivan asked questions relating to their services. TSM Morishita answered their questions.

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source agreement with Laguna Mountain Environment, Inc. for archaeological and Native American monitoring services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$85,950 by the following vote:

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

16. Board-General Manager/Staff Relations Policy.

Receive and file the Annual Review of the Board-General Manager/Staff Relations Policy Report.

ASM LeMay presented the item stating that the Policy was originally adopted in 2007 and it was last updated in 2012. He added that the Policy requires an annual review and that staff has reviewed the Policy and are not recommending any changes.

GM Bushee noted this is an opportunity for the Board of Directors to provide comments or suggest revisions to the Policy.

Director Omsted stated that he believes this Policy is the most important Policy for new Board members and that the Policy needs additional definitions and explanation of Board members rights as individuals versus as a whole. He also stated that the section in the policy relating to legal counsel requires revisions as well. The Board discussed how the District should address Director Omsted's comments.

GM Bushee suggested that an Ad Hoc Committee be formed to review the Policy.

Following discussion, the Board opted not to action on the Policy at this time, but instead to form a temporary Ad Hoc Committee to address this issue.

Upon a motion duly made by Director Omsted, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors formed an Ad Hoc Committee with President Kulchin and Director Omsted as the committee members to review and update the Board-General Manager/Staff Relations Policy by the following vote:

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

17. CA Public Employees Retirement System (CalPERS) Agency Review.

Adopt Resolution No. 2253 – Approving the salary range schedules for all employee classifications, excluding the General Manager, for Fiscal Years 2012-2013 and 2013-2014.

ASM LeMay presented the item stating that these Resolutions will retroactively approve prior fiscal years pay schedules to meet a requirement of the CalPERS Audit findings. He also provided background information on the CalPERS Audit and the findings in the final report. He added that during the July 2014 Board meeting, the Board adopted a resolution that approved FY 15 the pay schedule and employee benefits. This corrected one finding in the audit. The adoption of Resolution No. 2253 will resolve a second finding.

Director Hanson asked for clarification on one of the findings relating to the sick leave time. ASM LeMay answered her question.

Upon a motion duly made by Director Omsted, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2253 – Approving the salary range schedules for all employee classifications, excluding the General Manager, for Fiscal Years 2012-2013 and 2013-2014 by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. Recycled Water Program Update.

GM Bushee provided a Recycled Water Program Update that addressed background information on the North San Diego County Recycled Water Coalition Group, their plan and what the group has achieved to date. He explained the two types of funding that the group has

applied for and the process it takes to receive the funding. He noted that the group was authorized to receive funds from the State. He further explained in detail the Federal funding process and that the group is not guaranteed to receive this funding.

Director Hanson asked how much has the District spent on the program. GM Bushee stated that the District has spent approximately \$100,000, but the District will receive reimbursement for the development of the EIR. He noted that he plans on adding an agenda item to the January or February agenda for the Board to decide on the amount of funds that the District should invest into this program and renew the Furman lobbying contract. He added that the Furman contract will renew next year during April or May. He indicated that the District would also need a contract with either Olivenhain MWD or the city of Carlsbad to continue to provide recycled water and in order receive funding.

B. Batiquitos Lagoon Foundation Newsletter article "Key Milestone Achieved on New Nature Center".

Director Omsted provided a brief update on the Batiquitos Lagoon Foundation's New Nature Center Project.

C. GM Bushee's email from CASA regarding the Wheeler Funders Update Letter.

GM Bushee stated that CASA has been working with the Wheeler Institute at University of California Berkeley on a white paper that addresses citizen suits, such as, the California River Watch claim. He noted that CASA requested funding from its members to help fight these types of law suits. He added that he had authorized the District to provide \$3,000 to CASA for the Wheeler Institute Study. He noted that CSRMA had also contributed to the fund, as well as other small and large agencies.

19. Directors' Meetings and Conference Reports

A. The CWEA Tri-State Conference was held on September 23-25, 2014 at the South Point Hotel in Las Vegas, CA.

Director Sullivan reported on a social media session. She provided a brief summary of session. In addition, she also reported on a session on septic tanks. She noted that she attended several more sessions and that she was able to network with other agency's staff members.

B. The CSDA Annual Conference was held on September 29-October 2, 2014 at the Renaissance Palm Springs Hotel in Palm Springs, CA.

Director Sullivan reported that she helped lead a roundtable discussion for the local San Diego section that discussed CSDA issues and that the speakers during the conference were excellent. She noted that during the conference, the San Diego Section Local Chapter received CSDA's Local Chapter of Year award.

Director Omsted noted that the CSDA Conference demographics have improved and that the District was also recognized during the conference.

Director Juliussen stated that the conference was well organized and it was an excellent conference.

President Kulchin noted it is one of the best conferences to attend. He added that he would

like to see additional LWD staff members attend the conference.

20. General Manager's Report

- SDLF Governance training session in Anaheim during November and if anyone is interested in attending, please contact EA Hill;
- GM Kim Thorner announced at the NSDCRWG meeting that CSDA is requesting nominations for available seats on the local San Diego Chapter Board;
- The District's Facebook page has been updated and he encouraged the Board members to "like us".

Director Sullivan stated that the CSDA's San Diego Local Chapter Board meeting was cancelled yesterday and it has been rescheduled for this Friday. She requested that the Board postpone nominations until she attends the Board meeting to get more information on CSDA elections. She will provide an update about the elections.

21. General Counsel's Report

None. '

22. Board of Director's Comments

Director Sullivan reminded everyone that the Board meetings are public record and announced that CSDA's San Diego local chapter was awarded Local Chapter of the Year.

23. Closed Session

- A. Conference with Legal Counsel to discuss liability claim pursuant to California Government Code Sec. 54956.9(d)(2): California River Watch Notice of Intent to Sue.


There was no closed session.

24. Adjournment

President Kulchin adjourned the meeting at 6:02 p.m.



David Kulchin, President



Paul J. Bushee
Secretary/General Manager
(SEAL)