

LEUCADIA WASTEWATER DISTRICTMinutes of a Regular Board Meeting
August 9, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, August 9, 2017 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Hanson, Sullivan, Kulchin, Juliussen, Omsted

DIRECTORS ABSENT:

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, Field Services Technician Curney Russell, District Engineer Dexter Wilson

3. Pledge of Allegiance

President Hanson led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards**A. Achievement of an Individual Award – Curney Russell**

GM Bushee introduced Field Services Technician I Curney Russell stating that Curney recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. He presented background information about Curney and noted that he has been employed with the District since April 2016. He noted that Curney is eligible for a \$500 incentive award under the District's incentive program.

President Hanson presented Curney with his certificate and the Board of Directors congratulated Curney for his efforts.

B. Achievement of an Organizational Award – Three Years No Vehicle Accidents.

GM Bushee stated that on July 8th, the District had passed three years without a vehicle accident. He stated that this goal is a significant accomplishment since the Field Services staff spends approximately 10,000 hours annually behind the wheel. GM Bushee noted that staff is eligible for a \$500 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 11, 2017 Engineering Committee Meeting
July 12, 2017 Regular Board Meeting
August 2, 2017 Engineering Committee Meeting

8. Approval of Demands for July/August 2017

Payroll Checks numbered 19344 -19386; General Checking – Checks numbered 49943 - 50069

9. Operations Report (A copy was included in the original August 9, 2017 Agenda)

10. Finance Report (A copy was included in the original August 9, 2017 Agenda)

11. Quarterly Treasurer's Investment Report (A copy was included in the original August 9, 2017 Agenda)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2017.

13. Fiscal Year 2018 (FY18) Pay Schedules

Adopt Resolution No. 2288 - Approving the FY18 pay schedules. (A copy was included in the original August 9, 2017 Agenda)

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

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on July 26, 2017.

Director Juliussen reported on EWA's July 26, 2017 Board meeting.

B. An EWA Member Agency Manager's (MAM) Meeting was held on August 1, 2017.

GM Bushee reported on EWA's MAM August 1, 2017 meeting.

15. Committee Reports

A. Engineering Committee (EC) Meeting was held on August 2, 2017.

Director Juliussen reported that the EC reviewed the following recommendations:

- Authorize the General Manager to execute a three-year professional services agreement with ADS Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$42,840; and
- Authorize the General Manager to execute an Engineering Services contract to update the District's Asset Management Plan with Dexter Wilson Engineering, Inc. in an amount not to exceed \$99,100.

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

The EC also received updates on the Leucadia (L1) Force Main West Section Replacement Project and the 2017 Gravity Pipeline Rehabilitation and La Costa Gravity Sewer Alteration Project. These items were for informational purposes and no action was taken.

President Hanson asked for clarification on the update of the Asset Management Plan. GM Bushee stated that it is called an update but it is actually a full redevelopment of the plan similar to the update of the Financial Plan.

B. Investment and Finance Committee (IFC) Meeting was held on August 8, 2017.

Director Omsted reported that the IFC reviewed the following recommendations:

- Adopt Resolution No. 2289 authorizing the General Manager to purchase on behalf of LWD, goods, materials, supplies, and services not to exceed \$35,000 at any one time; and
- Adopt Resolution No. 2290 approving LWD's revised Procurement Policy and receive and file the review of the policy

The IFC concurred with staff to present these recommendations to the Board of Directors and they will be brought back for Board consideration at the September 13, 2017 Board Meeting.

ACTION ITEMS

16. ADS Corporation ECHO depth meters

Authorize the General Manager to execute a three-year professional services agreement with ADS Corporation (ADS) for equipment and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$42,840.

FSSupt Stecker presented this item indicating that it was reviewed by the EC at their August 2nd meeting. He provided background information on this item noting that for the past ten years the District

has been using Smart Covers to monitor areas of concern in the collection system. He stated that ADS offers a similar manhole sensor called an ECHO Meter. He stated that staff pilot tested an ECHO Meter during the last year. He noted staff was not only impressed by its performance but also with the ability of the ECHO Meter to integrate into the ADS flow metering software currently being used. He explained that Smart Cover utilizes a separate software system that is not as user friendly.

FSSupt Stecker stated that over a ten-year period the District would save \$2,419 per year by leasing the ADS ECHO Meters, versus owning and maintaining the Smart Covers,

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a three-year professional services agreement with ADS Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$42,840 by the following vote:

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

17. Update the District's Asset Management Plan

Authorize the General Manager to execute an Engineering Services contract to update the District's Asset Management Plan (AMP) with Dexter Wilson Engineering, Inc. in an amount not to exceed \$99,100.

TSM Morishita presented this item indicating it is a Fiscal Year 2018 tactical goal and he provided background information on the AMP.

TSM Morishita explained that staff believes it is prudent to update the AMP on a five-year cycle. He explained that DWE developed the initial AMP and 2013 AMP update and has in depth knowledge of District operations through their annual auditing of the District's Sewer System Management Plan.

Director Kulchin thanked DE Wilson and stated that the District is successful because the District plans ahead, follows the AMP, and provides the equipment and resources staff need.

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute an Engineering Services contract to update the District's AMP with Dexter Wilson Engineering, Inc. in an amount not to exceed \$99,100 by the following vote:

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

18. Discussion of Integrated Travel Policy

GM Bushee presented this item indicating it was brought to his attention a few months ago by Director Omsted who asked that this item be added to the agenda for Board discussion. GM Bushee stated that the issue at hand is whether travel outside the State of California should require prior approval from the Board.

GM Bushee presented background information on LWD's Integrated Travel Authorization and Expense Reimbursement Policy noting that it was last revised in 2014. He stated the Board has pre-authorized travel and expense reimbursement for conferences and events hosted by 10 different organizations and these organizations are listed in the policy. He stated that under the current policy, the only time that prior Board approval is required is if the conference or event is hosted by an organization not already listed in the policy.

Director Omsted stated that he would like the Board to pre-authorize travel outside the State of California. He stated that if a Board member would like to travel out of state to attend a conference or event he would like that Board member to come before the board.

Director Sullivan asked if the WEFTEC Conference is on the list and whether or not it should be added. GM Bushee answered her question stating WEFTEC is not listed in the current policy. He said WEFTEC could be added to the list pending board approval of a revised policy. He then clarified that his understanding of the issue is that any travel out of state, even if the organization is on the list, requires prior Board approval.

Director Kulchin asked if prior Board approval is needed to attend the CASA D.C. Conference. GM Bushee answered that under the current policy approval is not needed since CASA is an approved organization listed in the policy. However, if the Board decided that out of state travel needs prior Board approval, the CASA D.C. Conference would then require pre-authorization from the Board.

Vice President Sullivan stated that she likes the current policy the way it is and she has not seen any abuse of the policy. She stated the only change she would like to see is the addition of WEFTEC to the list of pre-authorized organizations.

Director Kulchin stated he agreed with Vice President Sullivan and he has also not seen any abuse of the policy. He stated the District should exercise restraint and if there is abuse then tighten up the policy.

Following discussion, the Board reached majority consensus to update the Integrated Travel Authorization and Expense Reimbursement Policy to include prior Board approval for out of state travel and include WEFTEC on the list of pre-authorized organizations. This item will be brought back for Board consideration at the September 13th Board Meeting.

There was no action taken.

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

- A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 17, 2017 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

GM Bushee stated that a carpool will be leaving from the District office at 5:30 p.m. and that he will send an email reminder.

- B. Memo from CASA announcing its Annual Business Meeting will be August 22-23, 2017 during the Annual Conference.

GM Bushee noted there are two business items that will be addressed during the CASA Annual Conference. He provided information on the CASA Election of Directors and the approval of the dues resolution. He noted that this year President Hanson is the CASA voting member.

GM Bushee also noted that Director Juliussen will leave the CASA Conference to attend EWA's Board meeting on the morning of Wednesday, August 23.

- C. Flu Shot Clinic is scheduled for Wednesday, September 13, 2017 from 3:30pm – 5:00pm.

EA Baity announced the flu shot clinic date and time.

- D. The 2017 CSDA Annual Conference is scheduled for September 25-28, 2017 at the Monterey Marriott in Monterey, CA.

EA Baity announced the dates for the 2017 CSDA Annual Conference.

- E. Thank you letter from the Solana Beach Eco-Rotary.

GM Bushee stated that he received a thank you letter from the Solana Beach Eco-Rotary for his presentation to the Rotary on July 18, 2017.

20. Directors' Meetings and Conference Reports

None.

21. General Manager's Report

None.

22. General Counsel's Report


None.

23. Board of Directors' Comments

None.

24. Adjournment

President Hanson adjourned the meeting at approximately 5:47 p.m.


Paul J. Bushee
Secretary/General Manager
(SEAL)


Judy Hanson, President