

## LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

September 13, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, September 13, 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, Omsted

DIRECTORS ABSENT: Juliussen

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, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, Marie Fawcett of Infrastructure Engineering Corporation, Jamie Fagnant of Infrastructure Engineering Corporation, and Robert Prohaska a District Resident

### 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	Absent
Director Omsted	Yes

### 6. Presentations and Awards

#### A. One Year No Spills

GM Bushee presented the item stating on August 5, 2017 staff completed one year without a spill, which meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,000 compensation award.

The Board congratulated staff for their efforts.

B. CASA Award of Excellence

GM Bushee stated LWD received the CASA Award of Excellence in Public Outreach/Education. He provided background information on this award and noted the award was presented to the District on August 23, 2017 at the CASA Annual Conference. GM Bushee noted staff is eligible for a \$300 incentive award under the District's incentive program.

The Board congratulated staff for their efforts.

C. Water Recycling – Receipt of Proposition 84 Grant Funding

GM Bushee presented the item and provided background information on the North San Diego Water Reuse Coalition (Coalition) and State Proposition 84 Funding. GM Bushee stated LWD recently received a check from the State Water Resources Control Board for \$321,385 for last year's replacement of the secondary effluent pipeline (Forcemain B1).

TSM Morishita presented the Proposition 84 grant check to the Board of Directors.

**CONSENT CALENDAR**

**7. Approval of Board and Committee Minutes**

Minutes of the following meetings:

August 8, 2017 Investment and Finance Meeting  
August 9, 2017 Regular Board Meeting  
August 10, 2017 Community Affairs Committee Meeting  
August 29, 2017 Community Affairs Committee Meeting  
September 7, 2017 Engineering Committee Meeting

**8. Approval of Demands for August/September 2017**

Payroll Checks numbered 19387 - 19450; General Checking – Checks numbered 50070 - 50180

**9. Operations Report** (A copy was included in the original September 13, 2017 Agenda)

**10. Finance Report** (A copy was included in the original September 13, 2017 Agenda)

**11. Disclosure of Reimbursements**

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

**12. Annual Review of LWD's Investment Policy**

Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2017 through August 31, 2018 and receive and file the annual review of the Investment Policy.

Upon a motion duly made by President Hanson, seconded by Vice President Sullivan, 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	Absent
Director Omsted	Yes

## EWA and COMMITTEE REPORTS

### 13. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting held on August 23, 2017.

Director Sullivan reported on EWA's August 23, 2017 Board meeting.

- B. An EWA Member Agency Manager's (MAM) Meeting was held on September 12, 2017.

TSM Morishita reported on EWA's MAM September 12, 2017 meeting.

### 14. Committee Reports

- A. Community Affairs Committee (CAC) Meeting was held on August 10, 2017.

Director Omsted reported that the CAC reviewed and commented on the draft text of the 2017 summer newsletter. Rising Tide Partners (RTP) will make the recommended changes.

The CAC directed staff to move forward with final text and layout of the newsletter.

A CAC meeting was scheduled for August 29 at 9 a.m. to review the final newsletter prior to printing.

The CAC also received an update on LWD's Facebook page. This item was for informational purposes and no action was taken.

- B. Community Affairs Committee (CAC) Meeting was held on August 29, 2017.

Director Omsted reported that the CAC reviewed and commented on the draft final layout of the 2017 summer newsletter. Rising Tide Partners (RTP) will make the recommended changes.

The CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing. The newsletter will be mailed out the week of September 11<sup>th</sup>.

The CAC also received an update on the LWD Open House. Staff will continue to update the CAC as staff proceeds with coordinating and planning the open house event. This item was for informational purposes and no action was taken.

GM Bushee reminded the Board that the Open House Event is from 10am-2pm on Saturday, September 23.

Vice President Sullivan asked if the Board of Directors could have name badges to wear at the Open House. GM Bushee answered the Board will be provided with name badges.

C. Engineering Committee (EC) Meeting was held on September 7, 2017.

Director Kulchin reported that the EC reviewed the following recommendation:

- Authorize the General Manager to execute Task Order No. 33 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY18 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$33,610.

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 an update on the Leucadia (L1) Force Main West Section Replacement Project. This item was for informational purposes and no action was taken.

### **ACTION ITEMS**

#### **15. FY18 Gravity Pipeline Rehabilitation Project**

Authorize the General Manager to execute Task Order No. 33 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2018 (FY18) Gravity Pipeline Rehabilitation Project in an amount not to exceed \$33,610.

FSSpec Riffel presented this item indicating it is a FY18 tactical goal and it was reviewed by the EC at their September 7<sup>th</sup> meeting. He provided background information on this item noting that as a result of the shift in operational focus from hydro-cleaning to Closed Circuit Television (CCTV) inspections the Repair Priority List and procedures were developed. He continued that this list is used to define the FY gravity pipeline and manhole rehabilitation project.

FSSpec Riffel presented the Repair Priority List of pipeline and manhole repairs and rehabilitations included in the FY18 project. He explained that additional line items were added to the original list used for developing the FY18 Capital Improvement Budget. FSSpec Riffel mentioned that the pipeline and manhole line items from the FY17 Gravity Pipeline Rehabilitation Project will be incorporated into the FY18 Project to attract more construction firms to participate in the bid.

Vice President Sullivan asked if the longer Repair Priority List can be attributed to the additional CCTV work. FSSpec Riffel answered affirmatively.

Director Omsted asked how often the pipes are inspected using CCTV. FSS Stecker answered every 2.66 years.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 33 to the Engineering Design Services Agreement with IEC for engineering design services for the FY18 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$33,610 by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Hanson</b>	Yes
<b>Vice President Sullivan</b>	Yes
<b>Director Kulchin</b>	Yes
<b>Director Juliussen</b>	Absent
<b>Director Omsted</b>	Yes

#### **16. General Manager's Purchasing Authority**

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.

ASM Duffey presented this item indicating it was reviewed by the Investment and Finance Committee (IFC) at their August 8<sup>th</sup> meeting. He provided background information on this item noting that the General Manager's purchasing authority has been set at \$25,000 for the past 17 years. ASM Duffey stated that staff recently conducted a survey of local agencies and their purchasing authority limits requiring Board approval, and based on the survey the average spending authority limit was \$71,481.

Based on the above information, to adjust for inflation after 17 years, and to make purchasing more efficient, staff is recommending increasing the General Manager's spending authority from \$25,000 to \$35,000.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Sullivan and unanimously carried, the Board of Directors adopted 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 by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Hanson</b>	Yes
<b>Vice President Sullivan</b>	Yes
<b>Director Kulchin</b>	Yes
<b>Director Juliussen</b>	Absent
<b>Director Omsted</b>	Yes

#### **17. Approving LWD's Revised Procurement Policy**

Adopt Resolution No. 2290 approving LWD's revised Procurement Policy.

ASM Duffey presented this item indicating it was reviewed by the IFC at their August 8<sup>th</sup> meeting. He provided background information on this item indicating that staff recently conducted a review of the existing policy. Based on this review, staff is recommending increasing the threshold amounts to reflect inflation and making some clarification changes to the policy.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2290 approving LWD's revised Procurement Policy by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Hanson</b>	Yes
<b>Vice President Sullivan</b>	Yes
<b>Director Kulchin</b>	Yes
<b>Director Juliussen</b>	Absent
<b>Director Omsted</b>	Yes

#### **18. Amended Integrated Travel Authorization and Expense Reimbursement Policy**

Adopt Resolution No. 2291 amending the Integrated Travel Authorization and Expense Reimbursement Policy.

ASM Duffey presented this item indicating it was discussed at the August 9<sup>th</sup> Board meeting and during that meeting the Board directed staff to update the Integrated Travel Authorization and Expense

Reimbursement Policy to include prior Board approval for out of state travel and include Water Environment Federation (WEF) on the list of pre-authorized organizations. He also noted ride sharing apps were added as a form of ground transportation.

Director Kulchin asked if the CASA D.C. Conference would require pre-approval by the Board. ASM Duffey answered affirmatively.

Following discussion, upon a motion duly made by Director Omsted, seconded by President Hanson and unanimously carried, the Board of Directors adopted Resolution No. 2291 amending the Integrated Travel Authorization and Expense Reimbursement Policy by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Yes
Director Kulchin	Yes
Director Juliusen	Absent
Director Omsted	Yes

## INFORMATION ITEMS

### 19. Project Status Updates and Other Informational Reports

Memo from CSDA requesting volunteers for 2018 CSDA Committee & Expert Feedback Team Participation.

EA Baity presented the item and stated that CSDA is looking for volunteers for CSDA Committee teams or the Expert Feedback Team. She noted that the deadline to submit interest forms is October 13, 2017.

### 20. Directors' Meetings and Conference Reports

- A. CSDA Quarterly Dinner was held on August 17, 2017 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

President Hanson stated she enjoyed the SANDAG speaker Philip Trom.

- B. Carlsbad State of the City Luncheon was held on August 18, 2017 at the Carlsbad Sheraton Resort & Spa in Carlsbad, CA.

- C. CASA Annual Conference was held August 22 - 24, 2017 at the Marriott Marquis in San Diego, CA.

Vice President Sullivan stated the CASA Conference was well done, efficient, and she really enjoyed it. She thanked GM Bushee for representing LWD at the conference and congratulated him on being elected the new President of CASA.

Director Kulchin stated it was the best location.

President Hanson stated the best part of the CASA Conference was the CSRMA speaker Gordon Graham. Vice President Sullivan agreed with President Hanson.

President Hanson stated the new Executive Director of San Diego LAFCO is Keene Simonds.

## **21. General Manager's Report**

GM Bushee reported on the following items:

- The District has conducted 4 - 5 tours of the District facilities over the past month;
- He will be attending the WEFTEC Conference October 1 - 4, 2017; and
- ASM Duffey will be attending the CSDA Conference October 25 - 28, 2017.

## **22. General Counsel's Report**

GC Brechtel reported on the following items:

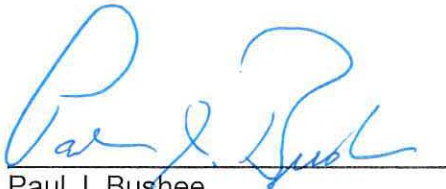
- Sukamar versus City of San Diego; and
- Emails and texts on private electronic devices

## **23. Board of Directors' Comments**


Director Kulchin asked if the Open House Event flyer could be emailed to him. GM Bushee answered staff would email him the flyer.

## **24. Adjournment**

President Hanson adjourned the meeting at approximately 5:50 p.m.



Paul J. Bushee  
Secretary/General Manager  
(SEAL)

  
Judy Hanson, President