

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Regular Board Meeting  
August 14, 2013

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A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, August 14, 2013 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, Field Services Technician Todd Amos, District Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey, and Jamie Fagnant with Infrastructure Engineering Corp.

**3. Pledge of Allegiance**

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

Upon a motion duly made by Director Juliussen, seconded by Director Hanson, and carried, the Board of Directors approved the agenda.

**6. Presentations and Awards**

GM Bushee introduced Field Services Technician Todd Amos and stated that he recently received his Grade III certification from the California Water Environment Association (CWEA). He also presented background information about Todd and congratulated him for his efforts.

President Sullivan presented Todd with an incentive check for \$500 as authorized under LWD's Incentive Program.

The Board of Directors congratulated Todd for his efforts.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

July 10, 2013 Regular Board Meeting

July 29, 2013 Investment & Finance Committee Meeting

August 7, 2013 Engineering Committee Meeting

**8. Approval of Demands for July/August 2013**

Payroll Checks numbered 16812-16870; General Checking – Checks numbered 44140-44281

**9. Operations Report** (A copy was included in the original August 14, 2013 Agenda)

**10. Finance Report** (A copy was included in the original August 14, 2013 Agenda)

**11. Quarterly Treasurer's Investment Report** (A copy was included in the original August 14, 2013 Agenda)

**12. Adopt Resolution No. 2238 Updating and Revising the Leucadia Wastewater District's Procurement Policy.** (A copy was included in the original August 14, 2013 Agenda)

Upon a motion duly made by Director Hanson, seconded by Director Juliussen, and carried, the Board of Directors approved the consent calendar.

### **EWA and COMMITTEE REPORTS**

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

A. EWA Board Report – Meeting was held on July 24, 2013.

Director Juliussen reported on the July 24, 2013 EWA Board of Directors meeting.

B. Encina Member Agencies Manager's (MAM) Meeting was held on August 6, 2013.

GM Bushee reported on the August 6, 2013 MAM meeting.

**14. Committee Reports**

A. Investment & Finance Committee meeting was held on July 29, 2013.

Director Hanson reported that the IFC participated in the 2013 Financial Audit Entrance Meeting with staff, and CPAs David Forman and Harvey Schroeder from White Nelson Diehl Evans, LLP. She stated that the auditors discussed the information that will be reviewed by their team and the audit schedule.

She stated that the IFC also conducted its Annual Review of LWD's Procurement Policy.

B. Engineering Committee meeting was held on June 26, 2013.

Director Juliussen reported that the EC reviewed the L1 Force Main Internal Corrosion Evaluation Project report completed by IEC. The EC agreed with staff's recommendation to receive and file the report. In addition, the EC directed staff to present a Mid-Year appropriation to the FY 14 Budget to fund the assessment of the pipeline.

He also reported that the EC reviewed a purchase order to purchase two (2) replacement Vapex odor control units for the Batiquitos and Leucadia Pump Stations from Vapex Environmental Technologies in an amount not to exceed \$143,450.

EC also reviewed a professional services agreement with Rockwell Construction Services for the Supervisory Control and Data Acquisition (SCADA) System Central Upgrade Project in an amount not to exceed \$65,500.

Furthermore, the EC reviewed a purchase order to purchase a new Computerized Maintenance Management System (CMMS) from iWater, Inc. in an amount not to exceed \$97,000.

The EC concurred with staff on these items and they will be presented later in the agenda.

C. Community Affairs Committee meeting was held on August 8, 2013.

Director Omsted reported that the CAC reviewed the fall 2013 newsletter's proposed article topics and production schedule. He provided a brief summary of the proposed newsletter articles.

The CAC also received a website update and staff is moving forward with upgrading the website.

## ACTION ITEMS

### 15. L1 Force Main Internal Corrosion Evaluation Project Report.

Receive and file the Leucadia 1 (L1) Force Main Destructive Testing Report completed by Infrastructure Engineering Corporation and approve additional appropriations to the Fiscal Year 2014 (FY 14) Budget for the Leucadia Force Main Corrosion Evaluation Project in the amounts of \$58,400 to account number 50-51-337-5211, Design, and \$348,600 to account number 50-51-337-6499, Construction, for a total of \$407,000.

TSM Morishita presented the item stating that it was reviewed by the EC on August 7th. TSM Morishita provided background information on the project indicating that the project was a result of a Force Main Corrosion study. He provided a summary of the work that was conducted by Piperin in March 2013, stating that the 10 foot section of the pipe was evaluated by Yeager and IEC. He also stated that during the EC meeting, Director Juliussen suggested that an additional appropriation to the FY 14 budget for this project be presented to the Board of Directors for approval.

He introduced Mrs. Fagnant with IEC to present IEC's report. Mrs. Fagnant provided an overview of the report. She stated that based on the condition of the sample piece of pipe, IEC recommends that the District discontinue its use of the L1 Force Main until further condition assessment of the pipe has been conducted. In her overview, she presented a cost analysis of replacing the L1 Force Main and compared it with the cost to conduct an additional inspection using new technology called the Sea Snake. She added that the District would benefit from conducting an additional inspection versus replacing the entire line.

President Sullivan thanked the EC for their detailed review of this project. Directors Hanson and Juliussen thanked Mrs. Fagnant for her report.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Vice President Kulchin and carried, the Board of Directors received and filed the L1 Force Main

Destructive Testing Report completed by IEC, and approved additional appropriations to the FY 14 Budget for the L1 Force Main Corrosion Evaluation Project in the amounts of \$58,400 (Design) and \$348,600 (Construction), for a total of \$407,000.

**16. Award of Purchase for the Ozone Odor Control Units.**

Authorize the General Manager to purchase two (2) replacement Vapex odor control units for the Batiquitos and Leucadia Pump Stations from Vapex Environmental Technologies in an amount not to exceed \$143,450.

FSS Stecker presented the item stating that it was reviewed by the EC on August 7<sup>th</sup>. He provided background on the Vapex Ozone Odor Control Units and the need of these units to eliminate odor at Leucadia and Batiquitos Pump Stations. He stated that both current machines are nine years old and obsolete, indicating that they need to be replaced. He noted that funds were included in the FY 14 budget to purchase the odor control units.

Following discussion, and upon a motion duly made by Director Hanson, seconded by Director Omsted and carried, the Board of Directors authorized the General Manager to purchase two (2) replacement Vapex odor control units for the Batiquitos and Leucadia Pump Stations from Vapex Environmental Technologies in an amount not to exceed \$143,450.

**17. Award of Purchase Contract for Computerized Maintenance Management System (CMMS).**

Authorize the General Manager to purchase a new Computerized Maintenance Management System (CMMS) for Field Services from iWater, Incorporated in an amount not to exceed \$97,000.

FSS Stecker presented this item noting that it was reviewed by the EC on August 7<sup>th</sup>. He provided a summary of the District's current work management system, indicating its purpose and condition. He added that it's 14 years old and it's no longer supported by the vendor; adding that the system has become labor intensive.

He also provided a brief summary of the Field Services team's evaluation of several CMMS technologies. He discussed the benefits of the proposed Infra Map CMMS and noted that their system met the requirements that best fits the District's needs. He stated that the funds were included in the FY 14 Budget to purchase a CMMS.

Vice President Kulchin asked why the District waited this long to replace the system. GM Bushee indicated that the CMMS technology and its integration with the GIS are new. FSS Stecker added that staff waited for the technology to stabilize before upgrading its system.

Director Hanson asked how many worker orders are generated and printed. FSS Stecker stated the number of work orders generated and printed per month. He also described the process that the Field Services team follows to complete a work order.

Following discussion, and upon a motion duly made by Director Hanson, seconded by Director Juliussen and carried, the Board of Directors authorized the General Manager to purchase a new Computerized Maintenance Management System (CMMS) from iWater, Incorporated in an amount not to exceed \$97,000.

**18. Award of Professional Engineering Services for the Supervisory Control and Data Acquisition Central Upgrade Project.**

Authorize the General Manager to execute an Agreement for professional services with Rockwell Construction Services for the Supervisory Control and Data Acquisition (SCADA) System Central Upgrade Project in an amount not to exceed \$65,500.

TSM Morishita presented the item stating that it was reviewed by the EC on August 7<sup>th</sup>. He stated that the ongoing rehabilitation of the District's pump stations prompted staff to evaluate the overall condition of the SCADA system. He briefly described the system, its purpose and the condition of the District's SCADA system. He noted that this system does not have a formal maintenance program. He also stated that SCADA's software was installed in 2000 and the support for the system is inadequate. In addition, the AMMP indicated that the useful life of this system is 10 years.

He stated that staff asked Rockwell Construction Services to evaluate the system. He provided a summary of their evaluation, noting that Rockwell recommends upgrading the Central SCADA software. He also provided a summary of Rockwell's scope of work, noting that the contract does not include the price of the equipment. He stated that the District will purchase the equipment.

Director Omsted asked what would be the next step to upgrade the SCADA system. TSM Morishita stated that staff will order the equipment and then Rockwell will install and program the equipment.

Following discussion, and upon a motion duly made by Director Omsted, seconded by Director Juliussen and carried, the Board of Directors authorized the General Manager to execute an Agreement for professional services with Rockwell Construction Services for the Supervisory Control and Data Acquisition (SCADA) System Central Upgrade Project in an amount not to exceed \$65,500.

## INFORMATION ITEMS

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

- A. CSDA Quarterly Dinner meeting is scheduled for August 15, 2013 at 6:00 p.m. located at The Butcher Shop in San Diego.

GM Bushee announced the date of the meeting and noted that the carpool will leave the District's offices at 5:30 p.m.

- B. The CSDA article "Return of Property Tax Increment".

GM Bushee stated this item was included in the agenda to provide an update on the return and diversion of the property tax from the dissolution of the redevelopment agencies.

**20. Directors' Meetings and Conference Reports**

- A. Direct Potable Reuse Seminar was held on August 13, 2013 at the Vallecitos Water District.

President Sullivan stated that the seminar was very informative and that she has a better understanding of Direct Potable Reuse. Director Omsted asked if there are Board members

included in the North County Water Recycling group. GM Bushee stated that the majority of the members are agency staff. Vice President Kulchin stated that he was impressed with the number of attendees.

**B. The CSDA San Diego Section Board of Directors meeting was held on July 11, 2013 in San Diego, CA.**

President Sullivan reported that she attended the meeting. She stated that they discussed the speaker for the upcoming quarterly dinner meeting and how to attract additional agencies to become members of CSDA.

**C. The CSDA Board of Directors Planning Session was held on July 17-18, 2013 in Newport Beach, CA.**

President Sullivan reported that she attended the planning session. She provided a summary of the topics that were discussed during the session, noting that the hot topic was regionalization, with the goal of expanding San Diego and Orange Counties into Los Angeles (L.A.) County. She stated that she and other local Board members tried to persuade CSDA not to expand our region with L.A.'s region. In addition, she stated that beginning in 2017, CSDA would like for CSDA staff members to start recruiting new member agencies and educating Board members about the value of Special District's services.

**21. General Manager's Report**

General Manager Bushee reported on the following items:

- City of Carlsbad did not execute the Recycled Water Agreement during their July Board meeting. He noted that approval of this agreement is expected to be included in the August Carlsbad City Council agenda. He added that the recycled water agreement with La Costa Resort was extended until August 31<sup>st</sup>.
- District received a subpoena for the Office Depot vs. State of CA Community Purchasing Alliance litigation. He stated that Counsel Yin prepared a legal document stating that the District did not participate in the State of CA Community Purchase Alliance.
- He will be out of the office from August 21-23 and is unable to attend the CASA conference. He stated that ASM LeMay will be the acting General Manager in his absence.
- EA Hill stated that she provided airlines flight schedules as a handout for the upcoming CSDA Conference in Monterey. She asked that the Board members to contact her to provide their preferred flight schedule.

**22. General Counsel's Report**

General Counsel Brechtel reported the following:

- The Amended Statewide Collection System WDR Mitigation & Monitoring Program was released on July 30, 2013. He stated that the important issues were resolved and that there are new requirements. He provided an example of a reporting requirement. In addition, he stated that the state eliminated previous requirements. He reported that he and staff will continue to assess the amended program and keep the Board up-to-date.

**23. Board of Director's Comments**

Vice President Kulchin thanked Director Juliussen for his expertise during the Engineering Committee meetings.

Director Juliussen thanked staff for keeping the Board informed on the new technology that is

available and taking advantage of the technology to improve the District and its services.

President Sullivan stated that Bill Nelson asked that she forward his "Thank you" to the District for re-electing him to the CSDA Board of Directors. She noted that he won the election.

**24. Adjournment**

President Sullivan adjourned the meeting at 5:59 p.m.



Elaine Sullivan, President



Paul J. Bushee  
Secretary/General Manager  
(SEAL)