

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting

July 13, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, July 13, 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, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Mike Metts of Dudek Engineering, Jane Costello of Infrastructure Engineering Corporation, and Jared Criscuolo of Rising Tide Partners

**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 Awards**

None.

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

Minutes of the following meetings:

June 8, 2016 Regular Board Meeting

July 5, 2016 Community Affairs Committee

July 6, 2016 Engineering Committee Meeting

**8. Approval of Demands for June/July 2016**

Payroll Checks numbered 18628-18694; General Checking – Checks numbered 48387-48524.

**9. Operations Report** (A copy was included in the original July 13, 2016 Agenda)

**10. Finance Report** (A copy was included in the original July 13, 2016 Agenda)

**11. Disclosure of Reimbursements**

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

President Omsted asked the Board of Directors if there were any objections to the approval of the Consent Calendar, and seeing none, the Board approved the Consent Calendar by the following vote:

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

**EWA and COMMITTEE REPORTS**

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

A. EWA Board Report – Meeting was held on June 22, 2016.

Director Sullivan reported on EWA's June 22, 2016 Board meeting.

In addition, Director Sullivan reported on the Special Joint EWA and San Elijo Joint Powers Authority (SEJPA) Board Meeting on July 12, 2016.

B. An EWA Member Agency Manager's (MAM) Meeting was held on July 5, 2016.

GM Bushee reported on EWA's MAM July 5, 2016 meeting.

**13. Committee Reports**

A. Community Affairs Committee (CAC) meeting was held on July 5, 2016.

Director Sullivan reported that the CAC reviewed Task Order No. 2 to the RTP professional services agreement for as needed public information services in an amount not to exceed \$49,950.

Director Sullivan noted that the CAC agreed with staff's recommendation on the execution of Task Order No. 2 and this item will be reviewed later in the agenda.

B. Engineering Committee (EC) meeting was held on July 6, 2016.

Director Juliussen reported that the EC reviewed the following recommendations:

- An agreement with SCW Contracting Corporation for construction services to complete the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$780,751;
- Task Order No. 27 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gafner Advanced Water Treatment (AWT) Improvement Project in an amount not to exceed \$60,928;
- Task Order No. 28 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2017 (FY17) Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305; and
- A five year professional services agreement with ADS Environmental Services to provide flow monitoring services in the amount of \$275,442 consisting of the following:
  - A. A cost of \$67,122 over the first year for mobilization and flow monitoring services.
  - B. A cost of \$52,080 per year over the subsequent four years for flow monitoring services; and

The Board of Directors also received a Project update on the Saxony Pump Station Rehabilitation Project.

Director Juliussen noted that the EC agreed with staff's recommendations and these agreements and task orders will be reviewed later in the agenda.

## ACTION ITEMS

### 14. Village Park No. 5 Pump Station Replacement Project Construction

Authorize the General Manager to execute an agreement with SCW Contracting Corporation for construction services to complete the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$780,751.

TSM Morishita presented this item indicating that it was reviewed by the EC at their July 6<sup>th</sup> meeting. He also noted this item is a Fiscal Year 2017 tactical goal. He stated that previously, as a result of the District's pump station assessment, Infrastructure Engineering Corporation (IEC) recommended the replacement of the Village Park No. 5 (VP5) Pump Station with a submersible pump station. TSM Morishita continued that after careful consideration it was determined that the advantages of pump station replacement outweighed the additional expense over rehabilitation. He stated that the Board agreed with this approach and in October 2015 authorized project design.

TSM Morishita noted that bids were due on June 21, 2016. He stated that seven bids were received with Metro Builders & Engineers Group (Metro) submitting the apparent low bid. He continued that the day after bid opening the District received a letter from Metro withdrawing their bid due to a clerical error. TSM Morishita said that the contract documents allow a bidder to withdraw their bid in writing within five days of the opening of bids if a mistake was made in preparing the bid, and the bid withdrawal was allowed. Therefore, SCW Contracting Corporation (SCW Contracting) was the apparent low bidder.

Director Juliussen stated he was impressed by the competitive bidding and noted that there was only a \$2,000 difference between the 3<sup>rd</sup> lowest bidder and the 2<sup>nd</sup> lowest bidder, with the 2<sup>nd</sup> lowest bidder

being awarded the contract.

President Omsted asked if submersible pump stations require the pumps to be lifted out of the wetwell rather than access a dry well for maintenance. TSM Morishita answered that the pumps are mounted inside the wetwell with all the controls placed above ground, therefore making maintenance and operation much easier and safer.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with SCW Contracting Corporation for construction services to complete the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$780,751 by the following vote:

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

#### **15. Gafner Advanced Water Treatment (AWT) Improvement Project Design**

Authorize the General Manager to execute Task Order No. 27 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gafner Advanced Water Treatment (AWT) Improvement Project in an amount not to exceed \$60,928.

TSM Morishita presented this item indicating that it was reviewed by the EC at their July 6<sup>th</sup> meeting. He also noted this item is a Fiscal Year 2017 tactical goal. He explained that in April 2016 the Board received and filed the Gafner Condition Assessment Report completed by IEC. He continued that improvements identified in the report for Gafner were focused on improving or maintaining safety items and rehabilitating or replacing critical equipment to keep the plant operating within regulatory parameters.

TSM Morishita stated that the project has transitioned into the design phase. He stated that IEC's design proposal includes the creation of electronic as-built plans from the 1961 hard copy drawings and final design of the prioritized improvements.

Director Kulchin thanked Marvin and Jeff for the Gafner AWT tour he received on July 12, 2016.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 27 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gafner Advanced Water Treatment (AWT) Improvement Project in an amount not to exceed \$60,928 by the following vote:

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

**16. Fiscal Year 2017 (FY17) Gravity Pipeline Rehabilitation Project Engineering Design Services**

Authorize the General Manager to execute Task Order No. 28 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2017 (FY17) Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305.

TSM Morishita presented staff's recommendation noting this item is a FY17 tactical goal. He explained that this project is anticipated to include the repair or rehabilitation of eight (8) gravity line segments and nine (9) manholes.

TSM Morishita provided a summary of IEC's proposal and stated staff and the EC agreed that the design proposal is fair and reasonable.

President Omsted asked what happens when manholes get old. TSM Morishita answered stating that an old manhole can corrode and the corrosion could cause the manhole to possibly collapse into the sewer system and cause a spill.

President Omsted also asked if the manhole lining will be PVC or concrete. TSM Morishita stated that IEC will make that decision during the design phase.

Director Juliussen stated that he appreciates all the work that IEC has done.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 28 to the Engineering Design Services Agreement with IEC for engineering design services for the FY17 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305 by the following vote:

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

**17. Public Information Services Task Order No. 2**

Authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$49,950.

ASsup Hill presented the recommendation stating that LWD entered into an agreement with RTP on March 9, 2016 to provide public information services to the District for an initial 3 year period. ASsup Hill stated that Task Order No. 1 was approved in March and covered services through June 30, 2016.

ASsup Hill provided a summary of Task Order No. 2, the scope of work, and the effective date.

Vice President Hanson asked how many newsletters are produced each year. GM Bushee responded that the District currently produces two newsletters per year, however, that may be reduced to one based on the success of the District's Facebook communications. GM Bushee stated that it is more cost effective to use social media and that social media has the potential to reach a larger audience than the newsletter.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Juliussen, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$49,950 by the following vote:

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

### 18. LWD Facebook Update

ASsup Hill introduced Mr. Jared Criscuolo with Rising Tide Partners (RTP) to provide the Board with an update on LWD's Facebook page.

Mr. Criscuolo gave a presentation on LWD's Facebook page. He provided an overview on the following topics:

- Audience growth
- Demographics
- Future plans for the LWD Facebook page

Mr. Criscuolo answered several questions from the Board regarding Facebook.

The Board of Directors thanked Mr. Criscuolo for the presentation.

There was no action taken.

### 19. ADS Environmental Services Agreement for Flow Monitoring Services

Authorize the General Manager to execute a five year professional services agreement with ADS Environmental Services (ADS) to provide flow monitoring services in the amount of \$275,442 consisting of the following:

- A. A cost of \$67,122 over the first year for mobilization and flow monitoring services
- B. A cost of \$52,080 over the subsequent four years for flow monitoring services

FSSupt Stecker presented staff's recommendation and stated this item is a Fiscal Year 2017 tactical goal. He provided background information about the ADS agreement noting that the proposed agreement states that ADS will own the equipment instead of the District and indicating that this arrangement will save capital and yearly service costs.

President Omsted asked if ADS was nationwide. FSSupt Stecker responded affirmatively.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Kulchin, and unanimously carried, the Board of Directors authorized the General Manager to execute a five year professional services agreement with ADS to provide flow monitoring services in the amount of \$275,442 by the following vote:

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

**20. CSDA Board of Directors 2016 Elections – Seat B**

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate.

EA Baity presented the item stating that CSDA is requesting its members to vote for a candidate for Seat B for the southern network region. She noted the candidates’ names and that staff has no recommendation.

Director Sullivan made a recommendation for Bill Nelson.

The Board of Directors reached unanimous consensus to vote for Bill Nelson for the CSDA Board of Directors Election Seat B.

**21. Receive and file the Fiscal Year 2016 (FY16) Tactics and Action Plan**

GM Bushee presented the item stating that the District has accomplished over 100 goals, of which 40 were not originally planned for. He provided highlights of the completed tactical goals from each strategic area listed in Plan.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors received and filed the FY16 Tactics and Action Plan by the following vote:

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

**22. Adopt the Fiscal Year 2017 (FY17) Tactics and Action Plan.**

GM Bushee presented the item stating the Plan includes over ninety tactical goals. He provided the highlights of the Plan, which include the following:

- Board Strategic Planning;
- Employee training;
- Public information enhancements; and
- Leucadia Force Main West Section Replacement Project

Director Juliussen suggested having a monthly update on the FY17 Tactics and Action Plan. GM Bushee stated that an update is provided quarterly in the Board agenda. The Board decided a quarterly update is sufficient and they would continue to receive quarterly updates.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted the FY17 Tactics and Action Plan by the following vote:

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

## **INFORMATION ITEMS**

### **23. Project Status Updates and Other Informational Reports**

#### **A. Sewer Rate Comparison**

GM Bushee noted that at the June 8, 2016 Board Meeting, Director Juliussen requested a sewer rate survey. A sewer rate comparison of San Diego County agencies for Fiscal Year 2016 was included in the agenda.

#### **B. Thank you letter from the Encinitas Union School District Superintendent Timothy Baird.**

GM Bushee stated that the District received a thank you letter from Encinitas Union School District for the Teacher Grant funding.

### **24. Directors' Meetings and Conference Reports**

None.

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

GM Bushee reported on the following items:

- CASA will hold its annual business meeting on August 10-11, 2016, during the Annual CASA Conference in Monterey, CA. The agenda for the meeting includes the Election of the Directors for FY17. The Election will take place by written ballot at the conference. The current LWD Board President is the agency representative and the representative will cast a vote. The agenda also includes approval of a 3% increase in CASA membership dues.

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

GC Brechtel reported on the following items:

- GC Brechtel thanked the Board of Directors for their participation in the AB1825 Sexual Harassment Prevention Training workshop.

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

Director Juliussen thanked staff for doing a great job.

Director Kulchin thanked Jeff and Marvin for the Gafner AWT tour he received on July 12 and stated that he recommends the tours to better understand what is going on at the District.



Director Sullivan noted that she was very impressed with the tactical goals completed and also the ones for the coming year.

President Omsted asked if any information in regards to the upcoming November Board Election had been received from the Register of Voters. EA Baity stated that the election packets had not been received yet and that she would contact the Register of Voters to follow-up.

**28. Closed Session**

- A. Personnel matters as authorized by Government Code 54957 to review General Manager Performance.

The Board of Directors met in closed session. General Counsel Brechtel reported that the Board of Directors reviewed GM Bushee's performance. He stated that the Board agreed that the General Manager's performance was overall excellent.

The Board then reviewed the General Manager's compensation in open session.

Vice President Hanson stated she felt the proposed compensation increase was too high.

Upon a motion duly made by Director Sullivan, seconded by Director Kulchin, and carried, the Board of Directors approved a 3% salary increase from \$209,776.24 to \$216,069.53 by the following vote:

Director	Vote
President Omsted	Yes
Vice President Hanson	No
Director Sullivan	Yes
Director Kulchin	Yes
Director Juliussen	No

**29. Adjournment**

President Omsted adjourned the meeting at 7:00 p.m.



Paul J. Bushee  
Secretary/General Manager  
(SEAL)

  
Donald Omsted, President