

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting

July 8, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, July 8, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT: None.

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

**3. Pledge of Allegiance**

President Juliussen led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

A. Achievement of an individual award – FST III Mauricio Avalos.

GM Bushee introduced Field Services Technician 3 Mauricio Avalos stating that Mauricio recently received his Water Treatment Operator Grade T2 certification from the State of California State Water Resources Control Board. He also presented background information about Mauricio noting that he was eligible for a \$500 incentive award.

The Board of Directors congratulated Mauricio for his efforts.

President Juliussen stated that staff would like add a video developed by Flora Vista Elementary School.

B. Teacher Grant Video by Flora Vista Elementary School

GM Bushee stated that during the May Board meeting, Flora Vista presented a video that the fifth grade students created for the District. He stated that they have completed another video relating to flushable wipes and staff would like to present it the Board.

Staff presented the video to the Board. The Board indicated that it was an excellent video. GM Bushee noted that EA Hill posted the video to LWD's website and Jennifer of TRG Associates posted the video to the LWD's Facebook page.

### CONSENT CALENDAR

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

Minutes of the following meetings:

June 10, 2015 Regular Board Meeting  
July 1, 2015 Engineering Committee Meeting

8. **Approval of Demands for June/July 2015**

Payroll Checks numbered 17980-18017; General Checking – Checks numbered 46898-47017;

9. **Operations Report** (A copy was included in the original July 8, 2015 Agenda)

This report discloses up-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 14 to FY 15 and flows by sub-basin.

10. **Finance Report** (A copy was included in the original July 8, 2015 Agenda)

11. **Disclosure of Reimbursements** (A copy was included in the original July 8, 2015 Agenda)

This report discloses travel expense reimbursements for the month of June 2015.

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

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

### EWA and COMMITTEE REPORTS

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

A. EWA Board Report – Meeting was held on June 24, 2015.

Director Sullivan reported on EWA's June 24, 2015 Board meeting.

Vice President Omsted inquired about how EWA will monitor what is released into the channel by the Carlsbad desalination plant. GM Bushee noted that EWA will only monitor what is released into the sewer, not what is released into the jetty.

President Juliussen noted that EWA cancelled its July 15<sup>th</sup> Capital Improvement Committee meeting.

B. An Encina Member Agencies Manager's (MAM) Meeting was held on July 7, 2015.

GM Bushee reported on Encina MAM's July 7, 2015 meeting.

### 13. Committee Reports

A. Engineering Committee (EC) meeting was held on July 1, 2015.

Director Kulchin reported that the EC reviewed the following agreements and updates:

- The Charles King Company agreement for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in an amount not to exceed \$469,400 and to authorize an additional appropriation of \$81,000 in the FY 16 Budget to cover the construction cost;
- Infrastructure Engineering Corporation agreement for engineering design services for the FY 16 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,960;
- A sole-source agreement with Haaker Equipment Company for the purchase of a new Vactor Truck in an amount not to exceed \$366,561;
- Update on the B1/B2 Force Mains Replacement Project; and
- Update on the Leucadia Pump Station Generator Replacement Project.

TSM Morishita provided a brief update on the B1/B2 Force Mains Replacement Project and the Leucadia Pump Station Generator Replacement Project.

B. Community Affairs Committee (CAC) meeting was held on July 7, 2015.

Director Sullivan reported that the CAC reviewed the proposed Flushable Wipes Campaign and directed staff to move forward with the campaign. She noted the tasks included in the campaign. She also reported that the CAC reviewed the proposed topics and production schedule for the Fall 2015 newsletter. She stated that the CAC directed staff to move forward with the article topics.

## ACTION ITEMS

### 14. Fiscal Year 2016 (FY 16) Gravity Pipeline Rehabilitation Project Engineering Design Services.

Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,690.

TSM Morishita presented the item noting that it was reviewed by the EC at their July 1<sup>st</sup> meeting. He indicated that it is a tactical goal under the Technology and Infrastructure Strategy in the FY 16 Tactics and Action Plan.

He provided background information on the project noting that it includes a high Priority Repair list that identifies defects throughout the collection system. He stated the types of defects that were discovered

during staff's CCTV inspections noting that manholes were included in the list due to root intrusion. He stated IEC's design proposal for the project and their tasks included in the scope of work. He added that the FY 16 budget includes funds for the design of this project.

Director Sullivan thanked staff and the Engineering Committee for their efforts with this project.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with IEC for engineering design services for the Fiscal Year 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,690 by the following vote:

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

**15. Award of the District's Scott's Valley Pipeline Rehabilitation Project Construction Contract**

Authorize the General Manager to execute an Agreement with Charles King Company for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in amount not to exceed \$469,400 and authorize an additional appropriation to the Fiscal Year (FY 16) budget in an amount of \$81,000 to cover the full cost of project construction.

TSM Morishita presented the item noting that it was reviewed by the EC at their July 1<sup>st</sup> meeting. He indicated that it is a tactical goal under the Technology and Infrastructure Strategy in the FY 16 Tactics and Action Plan.

He stated that the District's flow monitoring system has indicated a higher than expected flow in the Scott's Valley area. He noted that the Field Services staff CCTV'd the sewer line in the area and results of their inspection confirmed a significant inflow and infiltration in the gravity line. He added that IEC had designed the project and they recommended that the project be constructed between September and March to avoid the bird nesting period.

He provided a summary of the bid process noting that the bids were reviewed by IEC. He stated the bids results, noting that Charles King Company was the lowest responsive and responsible bidder. He added that the received bids were higher than the engineer's opinion of probable cost and he explained the reasons for the cost increase. Base on this increase, an additional appropriation of \$81,000 to the FY 16 budget is needed to cover the construction costs with a 10% contingency.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Charles King Company for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in amount not to exceed \$469,400 and authorize an additional appropriation to the FY 16 budget in an amount of \$81,000 to cover the full cost of project construction by the following vote:

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

**16. Award of Purchase Contract to Haaker Equipment Company for a New Vector Combination Truck**

Authorize the General Manager to execute a sole source purchase Agreement with Haaker Equipment Company (Haaker) for the purchase of a new Vector Truck in an amount not to exceed \$366,561.

FSSupt. Stecker presented the item noting that it was reviewed by the EC at their July 1<sup>st</sup> meeting. FSSupt. Stecker provided background information on the District's current Vector fleet and he explained the District's vehicle replacement guidelines.

He stated that staff has noticed an increase in the cost and number of repairs to the two oldest Vectors which have exceeded their useful life. He stated that staff plans on trading in both Vectors 128 and 147, when the new Vector is purchased. He added that since a new trailer mounted mini-jetter was added to the District's fleet, the trade-in of the two Vectors will not reduce staff's response time to emergencies or affect collection system hydro-cleaning.

He added that Haaker is the only authorized southern California dealer for Vector trucks. Therefore under the District's procurement policy, sole source procurement is allowed where goods and services are obtainable from only one vendor due to unique circumstances.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source purchase Agreement with Haaker Equipment Company for the purchase of a new Vector Truck in an amount not to exceed \$366,561 by the following vote:

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

**17. Resolution No. 2263 – Changing the Employer Paid Member Contribution to CalPERS**

Adopt Resolution No. 2263 - Changing the Employer Paid Member Contribution to CalPERS.

ASM LeMay presented the item stating that CalPERS requires its members to report any changes to its define benefit retirement program. He added that the Board reduced the employer paid member contributions for classic members from 3% to 1% effective July 1, 2015, therefore this change requires an updated resolution. He noted that staff will forward the updated resolution to CalPERS.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2263 – Changing the

Employer Paid Member Contribution to CalPERS.

**18. CSDA Board of Directors 2015 Elections – Seat A**

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

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

Upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors voted for Jo MacKenzie of Vista Irrigation District.

**19. Receive and file the Fiscal Year 2015 (FY 15) Tactics and Action Plan.**

GM Bushee presented the item stating that the District has accomplished all forty-two goals, with the exception of one; however, an additional forty goals were added and completed. He provided highlights of the completed tactical goals from each strategic area listed in Plan.

Director Sullivan stated that she appreciates staff's efforts with this report. She suggested that staff include in each Board agenda item, a note or check mark indicating that it is a tactical goal. GM Bushee indicated that staff's memos include a brief sentence indicating that the item is a tactical goal. He suggested that this sentence could be more specific or in bold.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors received and filed the FY 15 Tactics and Action Plan by the following vote:

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

**20. Adopt the Fiscal Year 2016 (FY 16) Tactics and Action Plan.**

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

- Leucadia Force Main West Section Replacement project,
- Scott's Valley Pipeline Repair Project;
- Saxony Pump Station Rehabilitation Project;
- Staff Team Building and Employee Satisfaction Survey
- Review the District's Capacity Fee Ordinance, and
- Update LWD Standard Specifications

President Juliussen suggested that staff include an updated Tactics and Action Plan report in the Board agenda each month. GM Bushee agreed to include a quarterly Board report, since some of the projects listed in the plan take some time to complete. Director Sullivan suggested that the Board memos that reference a tactical goal should be in red bold font. GM Bushee agreed to do so in the

next Board agenda.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted the FY 16 Tactics and Action Plan by the following vote:

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

## INFORMATION ITEMS

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

- A. Thank you note to FS staff from customer regarding the recent tour of LWD facilities.

GM Bushee noted that the District received the thank you note from a customer that received a tour.

### 22. Directors' Meetings and Conference Reports

None.

### 23. General Manager's Report

GM Bushee reported on the following items:

- Tomorrow is the District's annual barbeque at noon located at Stagecoach Park.
- The North County Water Summit is scheduled for July 16<sup>th</sup> at 8AM. He noted that the carpool will leave at 7:15AM.
- FSSupt. Stecker has scheduled a District tour for a customer on July 21<sup>st</sup>.
- He will be on vacation from July 17-27 and TSM Morishita will be the Acting General Manager.

### 24. General Counsel's Report

General Counsel Brechtel reported on SB 88 which allows the State Water Resources Control Board the authority to consolidate water agencies. He stated that this bill does not have an impact on LWD, because it allows the Water Authority to compel consolidation of water agencies that provide services to disadvantage communities or when the agency does not have enough safe drinking water to provide their community.

### 25. Board of Directors' Comments

Director Hanson stated that the demands indicated that she received two travel reimbursement checks, however, one of the checks was voided and she only received one check.

EA Hill confirmed that one of the checks was voided. GM Bushee stated that staff will resolve the issue.

President Juliussen congratulated staff and District Engineer Deering for continuing to do a great job.

**26. 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 by a consensus vote, the Board agreed that the General Manager's performance was overall excellent. He indicated that no other action was taken during closed session.

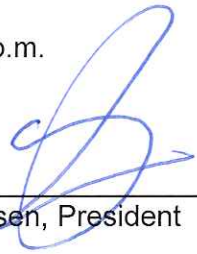
The Board then reviewed the General Manager's compensation in open session.

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and carried, the Board of Directors approved a 3% salary increase from \$203,666.25 to \$209,776.24 by the following vote:


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

**27. Adjournment**

President Juliussen adjourned the meeting at approximately 6:30 p.m.



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Allan Juliussen, President



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Paul J. Bushee  
Secretary/General Manager  
(SEAL)