

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

May 11, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, May 11, 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, District Engineer Steve Deering, Field Services Technician III Todd Amos, Field Services Technician-In-Training Russell Curney, Mim Michelove of Encinitas Union School District Farm Lab, Jodi Greenberger of Park Dale Lane Elementary, Jaime Fagnant of Infrastructure Engineering Corporation (IEC), and Jared Criscuolo of Rising Tide Partners (RTP)

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

6. Presentations and Awards**A. Teacher Grant Award**

ASsup Hill introduced Ms. Mim Michelove of Encinitas Union School District Farm Lab to provide the Board a brief update on her school's project funded by the District's teacher grant program.

Ms. Michelove thanked the Board for the teacher grant that funded the school's Israeli Rain Barrel Pilot Project. She provided a brief description of the project noting that the school would be using

the teacher grant money to produce flyers and handouts to communicate to parents, kids, and the community about the Israeli Rain Barrel Pilot Project.

ASsup Hill introduced Ms. Jodi Greenberger of Parkdale Lane Elementary School to provide the Board a brief update on her school's project funded by the District's teacher grant program.

Ms. Greenberger thanked the Board for the teacher grant that funded the school's WaterWise Learning Garden. She provided a brief description of the project noting that the school was able to purchase an additional rain barrel and an outdoor gray water sink for their WaterWise garden.

The Board thanked Ms. Michelove and Ms. Greenberger for attending the meeting.

B. Achievement of Organizational Objective

GM Bushee presented the item stating that staff recently completed one year without a spill which meets an organizational objective under the incentive program. He noted that each employee is eligible for a \$1000 compensation award.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

April 13, 2016 Board Meeting
April 21, 2016 Community Affairs Meeting
May 4, 2016 Engineering Committee Meeting

8. Approval of Demands for April/May 2016

Payroll Checks numbered 18509-18570; General Checking – Checks numbered 48125-48280.

9. Operations Report (A copy was included in the original May 11, 2016 Agenda)

10. Finance Report (A copy was included in the original May 11, 2016 Agenda)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending March 31, 2016.

12. Disclosure of Reimbursements

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

13. Status Update on the Fiscal Year 2016 (FY16) LWD Tactics and Action Plan

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

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on April 27, 2016.

Director Sullivan reported on EWA's April 27, 2016 Board meeting.

- B. An EWA Member Agency Manager's (MAM) Meeting was held on May 3, 2016.

GM Bushee reported on EWA's MAM May 3, 2016 meeting.

15. Committee Reports

- A. Community Affairs Committee (CAC) meeting was held on April 21, 2016.

Director Sullivan reported that the CAC and staff reviewed the 2016 Spring newsletter proposed article topics along with the production schedule. The CAC directed staff to move forward with the production of the newsletter.

The CAC received a presentation from Jared Criscuolo of Rising Tide Partners (RTP) on the District's branding standards. The CAC requested that the presentation be given to the Board of Directors and it will be reviewed later in the agenda.

- B. Engineering Committee (EC) meeting was held on May 4, 2016.

Director Juliussen reported that the EC reviewed the following recommendations:

- An agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000;
- Receive and file the Gafner AWT Condition Assessment Report completed by Infrastructure Engineering Corporation; and
- Authorize staff to coordinate with SANDAG and pay for the construction of extensions to the casings for the Lanikai Gravity Line and Secondary Effluent Force Main (B1) at the Carlsbad Poinsettia Train Station. Additionally, authorize staff to proceed with plans to design and construct an encased parallel gravity line at the Carlsbad Poinsettia Train Station.

The EC also received a project update on the Saxony Pump Station Rehabilitation Project.

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

C. Community Affairs Committee meeting was held on May 10, 2016.

Director Sullivan reported that the CAC and staff reviewed the draft text for the 2016 Spring newsletter.

Following discussion, the CAC authorized staff and RTP to proceed with the layout of the 2016 spring newsletter.

ACTION ITEMS

16. Award 2016 Gravity Pipeline Rehabilitation Project Construction Contract

Authorize the General Manager to execute an Agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000.

TSM Morishita presented this item indicating that it was reviewed by the Engineering Committee (EC) at their May 4th meeting. He also noted this item is a FY 2016 tactical goal.

TSM Morishita summarized that bids were due on March 29, 2016 and that two bids were received. He stated that Insituform Technologies (Insituform) was the apparent low bidder. However, the bid evaluation conducted by Infrastructure Engineering Corporation (IEC) uncovered three bid discrepancies which rendered the Insituform bid nonresponsive. TSM Morishita said that the bid submitted by the second bidder, Nu Line Technologies (Nu Line), was evaluated as a responsive bid. Therefore, staff recommended that the contract be awarded to Nu Line as the lowest responsive and responsible bidder in an amount not to exceed \$240,000.

TSM Morishita stated that the day after the April 6th EC meeting, staff received a protest letter from Insituform. He noted that Insituform was notified in writing of their nonresponsive bid on April 4th and given 48 hours to respond, therefore, their protest letter was submitted late. TSM Morishita continued that staff believed it was prudent to allow the bid protest process to run its course and removed this item from the May 2016 Board Agenda.

TSM Morishita said that on April 14th staff responded in writing to Insituform's bid protest. He said that Insituform was informed that their protest was denied and provided explanations for the denial. He continued that Insituform was informed in accordance with the bid protest procedures, they had 10 days to file an appeal to the Board. TSM Morishita stated that Insituform did not file an appeal.

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 an Agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000 by the following vote:

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

17. Gafner Advanced Water Treatment (AWT) Condition Assessment Report

Receive and file the Gafner AWT Condition Assessment Report completed by Infrastructure Engineering Corporation (IEC).

TSM Morishita presented this item indicating that it was reviewed by the EC at their May 4th meeting. He also noted this item is a FY 2016 tactical goal. He stated that Gafner was last upgraded in 1993 to meet recycled water regulatory standards and has not undergone a major rehabilitation or equipment replacement since then. He continued that the Asset Management Plan recommended that a Gafner condition assessment be performed to identify plant rehabilitation or replacement projects for the Capital Improvement Program.

TSM Morishita stated staff executed a task order with IEC to conduct the assessment. He then asked Jamie Fagnant from IEC to present the report.

Ms. Fagnant provided an overview of IEC's findings, noting that IEC collected pre-inspection input from District staff, conducted onsite visits and met with staff to review and prioritize their findings. She explained that staff focused on plant safety and operating the plant within regulatory parameters. Ms. Fagnant noted that as a result of the prioritization, the Gafner Plant Improvements I Project was recommended at an estimated construction cost of \$368,000. TSM Morishita noted that this project will be presented in the FY17 Budget for the Board's consideration.

Following discussion, the Board of Directors reached consensus and received and filed the Gafner Advanced Water Treatment (AWT) Condition Assessment Report completed by Infrastructure Engineering Corporation.

18. Discussion of the LWD's Branding Standards

ASsup Hill presented the item indicating that it was reviewed by the CAC at their April 21st meeting. ASsup Hill noted that the Rising Tide Partners (RTP) task order includes a review of the District's brand guideline. She stated that RTP has completed their review and then introduced Mr. Criscuolo to present the results.

Mr. Criscuolo presented an overview of branding standards and why it is important to use the same color scheme, logo, and look throughout all public outreach materials. Using the LWD website as the foundation for a proposed branding strategy, Mr. Criscuolo reviewed LWD's usage of typography, color, logo, and photography.

Mr. Criscuolo suggested a few minor revisions to font size and style used in headings on the District's website. In addition, he suggested a revision to the District's logo and he provided the proposed logo revisions to the Board.

Vice President Hanson stated that she thought the proposed logo with the tagline should have a smaller font for the tagline.

Director Sullivan stated she is partial to the original logo design but is open to the proposed changes. She stated she would like to see the proposed logo revision retain some of the water design which is on the original logo. President Omsted agreed with Director Sullivan.

Director Juliussen stated that he preferred the revised logo.

Director Kulchin stated he preferred the darker blue over the teal in the word Leucadia in the proposed logo.

Director Kulchin asked GM Bushee if the proposed logo is adopted will all LWD signage be changed. GM Bushee stated that over time signage would be changed but the initial change would be incorporated into the newsletter and on District letterhead. GM Bushee stated that the monument stone in the front of the District office would not be changed.

Following discussion, the Board of Directors agreed to refer this item back to the CAC for their review. This item will then be reviewed at a later Board meeting date.

Director Kulchin left the meeting at 6:00 p.m.

19. Parallel Gravity Line at the Carlsbad Pointsettia Train Station

Authorize staff to coordinate with SANDAG and pay for the construction of extensions to the casings for the Lanikai Gravity Line and Secondary Effluent Force Main (B1) at the Carlsbad Pointsettia Train Station. Additionally, authorize staff to proceed with plans to design and construct an encased parallel gravity line at the Carlsbad Pointsettia Train Station.

TSM Morishita presented the background of this item and an overview of the project.

TSM Morishita stated that this project presents a unique opportunity for construction of a parallel gravity line under the railroad tracks. He said that SANDAG confirmed that the construction of the parallel line within the Pointsettia Project area is covered under the project's permits. He stated that SANDAG/NCTD agreed to allow the construction, only within the NCTD right-of-way (ROW), as long as the construction of the new line does not delay or conflict with the Pointsettia Project.

TSM Morishita said that staff requested a proposal from TYLI, SANDAG's design engineer, to design the extension of the two casings and the new encased parallel line to streamline project design. He said that SANDAG agreed to add the construction of the new parallel line as an additive bid item in the Pointsettia Project bid. TSM Morishita explained that this will enable the removal of the parallel line construction project if the District decides not to go forward. He noted that staff is coordinating with the cities of Carlsbad and Encinitas for permitting requirements and approval from Encinitas City Council.

DE Deering presented the preliminary design of the encasements since this is a jointly owned line, and a preliminary alignment for the new parallel line. He said that TYLI will use this preliminary alignment for the parallel line to complete full project design. Director Juliussen thanked DE Deering and staff for doing a great job on expediting this project.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized staff to coordinate with SANDAG and pay for the construction of extensions to the casings for the Lanikai Gravity Line and Secondary Effluent Force Main (B1) at the Carlsbad Pointsettia Train Station and authorized staff to proceed with plans to design and construct an encased parallel gravity line at the Carlsbad Pointsettia Train Station by the following vote:

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

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

- A. 2016 Encinitas EcoFest is scheduled for Sunday, May 15, 2016 from 10 a.m. – 5 p.m. at Coastal Roots Farm at 450 Quail Gardens Drive, Encinitas, CA
- B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, May 19, 2016 at The Butcher Shop Steakhouse in Kearny Mesa, CA

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

21. Directors' Meetings and Conference Reports

- A. The 2016 CWEA Annual Conference was held April 26-29, 2016 at the Santa Clara Convention Center in Santa Clara, CA.

Vice President Hanson reported the sessions were great and she enjoyed the session given by Bobby Larson.

Director Sullivan reported that this year the conference had more participatory program sessions for Directors. She also reported that the Board was proud to be supporting staff at the conference.

22. General Manager's Report

GM Bushee reported on the following items:

- GM Bushee reported that the Budget Workshop Meeting is scheduled for Tuesday, May 24, 2016 at 10:00 a.m.
- GM Bushee noted that Pacific Ridge School had a tour for 7th and 8th grade students at the District Facilities on Monday, May 9, 2016.
- GM Bushee also noted that FSSpec Ian Riffel gave a tour to Palomar College students in the Wastewater Technology Collections System Operator class on Thursday, April 28, 2016.

23. General Counsel's Report

GC Brechtel reported on the following items:

- The difficulty of reforming the Clean Water Act

24. Board of Directors' Comments

Director Juliussen reported that the City of Carlsbad is hosting a community meeting to discuss rising sea levels and the future of Carlsbad's coast and lagoons on May 19, 2016.

Director Sullivan reported she will be attending the CSDA Video Contest Awards on May 12, 2016 at Helix Water District.

25. Adjournment

President Omsted adjourned the meeting at 6:27 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Donald F. Omsted
Donald Omsted, President