

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 May 9, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, May 9, 2018 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, 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, Hanson

DIRECTORS ABSENT:

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 Dexter Wilson, Administrative Specialist Mark Brechbiel, Jane Costello with Infrastructure Engineering Corporation, Bill Dean and Camille Sowinski with SWWP interns from El Camino Creek Elementary School and Capri Elementary School

3. Pledge of Allegiance

President Sullivan led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

GM Bushee introduced LWD's new Administrative Specialist, Mark Brechbiel. He provided background information on Mark. The Board of Directors welcomed Mark to the District.

A. SWPPP Internship Presentations - El Camino Creek Elementary & Capri Elementary

GM Bushee introduced Mr. Bill Dean head of the Encinitas Unified School District SWPPP Internship Program. Mr. Dean then introduced the SWPPP interns.

The interns from El Camino Creek Elementary School and Capri Elementary School presented their accomplishments relating to improving water quality flowing off their school sites. The SWPPP interns from Capri Elementary School reported on storm drain litter and parking lot pollution reduction. The SWPPP interns from El Camino Creek Elementary School reported on the building of curb bioswales. The El Camino Creek interns also presented a student video of their bioswale project.

The Board asked the SWPPP interns various questions relating to their presentations and the teams answered their questions. The Board was impressed and thanked Mr. Dean and the SWPPP interns for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- April 5, 2018 Community Affairs Committee Meeting
- April 9, 2018 Regular Board Meeting
- April 25, 2018 Investment and Finance Committee Meeting
- May 1, 2018 Engineering Committee Meeting

8. Approval of Demands for April/May 2018

Payroll Checks numbered 19826-19887; General Checking – Checks numbered 40985-51109

9. Operations Report (A copy was included in the original May 9, 2018 Agenda)

10. Finance Report (A copy was included in the original May 9, 2018 Agenda)

11. Quarterly Treasurer’s Report

This report discloses investments for the quarter ending March 31, 2018.

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of April 2018.

13. Actuarial Valuation of Leucadia Wastewater District’s Retiree Health Insurance Program

Receive and file the Actuarial Valuation of LWD’s Retiree Health Insurance program as of June 30, 2017.

Upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors approved the Consent Calendar by the following vote:

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on April 25, 2018.

President Sullivan reported on EWA's April 25, 2018 Board meeting.

15. Committee Reports

A. Investment and Finance Committee (IFC) Meeting was held on April 25, 2018.

Director Hanson reported that the IFC reviewed the recommendation to receive and file the Actuarial Valuation of LWD's Retiree Health Insurance Program as of June 30, 2017. The IFC agreed with staff to include the report in the consent calendar of the agenda.

B. Engineering Committee (EC) Meeting was held on May 1, 2018.

Director Juliussen reported that the Engineering Committee (EC) reviewed the following recommendations:

- Receive and file the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by Infrastructure Engineering Corporation; and
- Authorize the General Manager to execute an Amendment No. 4 to Task Order No. 29 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200.

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

The EC also received information on the following:

- The Poinsettia Train Station Parallel Gravity Pipeline Project; and
- Evaluation to rebuild or replace the large mobile emergency bypass pump

The EC directed staff to move forward with bypass pump procurement in fiscal year 2019. No other action was taken.

ACTION ITEMS

16. Leucadia Pump Station Rehabilitation Preliminary Design Report

Receive and file the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by Infrastructure Engineering Corporation (IEC).

TSM Morishita presented the item noting that the EC reviewed it during their May 1 meeting and it is a fiscal year 2018 tactical goal. He provided background information on the project and the reason for developing the Preliminary Design Report (PDR). TSM Morishita reviewed the seven key rehabilitation recommendations, including installing five new dry pit submersible pumps, installing three new Variable Frequency Drives, repositioning of the check valves, and replacing the discharge header. He continued that this major pump station rehabilitation will require bypassing the pump station.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen and unanimously carried, the Board of Directors received and filed the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by IEC by the following vote:

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

GM Bushee thanked Jane Costello and Dexter Wilson for their work on the Leucadia Pump Station Rehabilitation PDR.

17. Leucadia Pump Station Rehabilitation Project

Authorize the General Manager to execute an Amendment No. 4 to Task Order No. 29 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200.

TSM Morishita presented the item noting that the EC reviewed it during their May 1 meeting and it is a fiscal year 2018 tactical goal. He stated that the Preliminary Design Report has been completed and he reviewed the major project components noting that the project is transitioning into the final design phase. TSM Morishita stated that the estimated construction cost without contingency is \$2,454,000. He said that IEC has submitted a design proposal with a fee of \$180,200. He continued that staff has reviewed the proposal and has determined the proposal to be fair and reasonable. TSM Morishita said that the proposed fee is 7.3% of the estimated construction cost and there are sufficient funds to commence the project design in fiscal year 2018.

Director Hanson asked how long the major project components will last. TSM Morishita answered 10 to 15 years.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Omsted and unanimously carried, the Board of Directors authorized the General Manager to execute an Amendment No. 4 to Task Order No. 29 to the Engineering Design Services Agreement with IEC for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200 by the following vote:

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

18. Contract Amendment No. 1 with MSC Janitorial Services, Inc. for Janitorial Services

Authorize the General Manager to execute a contract Amendment No.1 with MSC Janitorial Services, Inc. (MSC) for janitorial services for an additional two years in an amount not to exceed \$43,240.80.

ASSup Hill presented this item stating that the original janitorial services agreement with MSC was executed in 2015 and is now up for renewal. She stated that the original contract was a three-year

contract which included an option to extend the contract for an additional two years. ASsup Hill stated that MSC has submitted a proposal for their services for the next two years, which would increase the annual cost from \$18,635.04 to \$20,112 during the first year and to \$23,128.80 during the second year.

ASsup Hill stated that during the last three years, MSC has provided the District with excellent janitorial services. She noted that MSC had previously requested an increase for their services due to the California minimum wage increases. At that time, ASsup Hill informed MSC that LWD would not accept any increases until the contract was up for renewal. Based on a review of previous proposals and the continued increases in minimum wage, staff believes that the proposed cost for the additional two years is fair and reasonable.

Director Kulchin asked why LWD did not go out to bid. ASsup Hill answered that MSC's proposed rates are still competitive with the bids that the District received in 2015.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen and unanimously carried, the Board of Directors authorized the General Manager to execute a contract Amendment No.1 with MSC for janitorial services for an additional two years in an amount not to exceed \$43,240.80 by the following vote:

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

19. August 2018 Board Meeting Conflict

GM Bushee presented the item noting that last month it was discovered that the District was provided incorrect dates of August 22nd – 24th, 2018 for the CASA Annual Conference. The correct CASA Conference dates are from August 8th – 10th which conflicts with the LWD Board's August 8th scheduled meeting.

GM Bushee reviewed the alternate proposed date for the August Board meeting.

Following discussion, upon a motion duly made by Vice President Kulchin, seconded by Director Omsted and unanimously carried, the Board of Directors changed the August 2018 Board meeting date from Wednesday, August 8th at 5 p.m. to Wednesday, August 15th at 5 p.m. by the following vote:

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

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

- A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, May 17, 2018 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

EA Baity announced the date and time of the May CSDA Quarterly Dinner. GM Bushee stated that a carpool will be leaving from the District office at 5:30 p.m. and that he will send an email reminder.

- B. 2018 Annual Employee Luncheon is scheduled for Thursday, July 12, 2018 at Stagecoach Park Picnic Area #1 in Carlsbad, CA.

EA Baity announced the date, time, and location of the Annual Employee Luncheon.

21. Directors' Meetings and Conference Reports

- A. The 2018 CASA Joint Public Policy Forum was held April 11, 2018 at the Sutter Club in Sacramento, CA.

Director Omsted stated the session on microfibers in the water supply was informative.

President Sullivan stated it was a great conference and that the state representatives were involved and receptive.

- B. The 2018 CWEA Annual Conference was held April 17-20, 2018 at the Sacramento Convention Center in Sacramento, CA.

Director Hanson stated it was a good conference and she enjoyed all the sessions.

President Sullivan agreed with Director Hanson and noted that the conference was well attended. She also said she really enjoyed the opening session speaker, Chad Pregracke.

Director Omsted reported on information he learned at the session on pharmaceutical medicine disposal.

22. General Manager's Report

GM Bushee reported on the water recycling contract with the City of Carlsbad.

23. General Counsel's Report

GC Brechtel reported on the following items:

- Accessory Dwelling Unit Senate Bills; and
- Fair Tax Initiative

24. Board of Directors' Comments

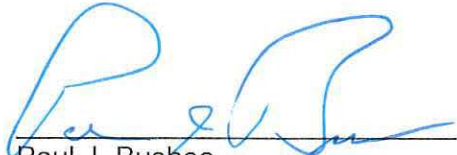
Director Omsted stated he has been accepted to the Federal Grand Jury and noted it is a two-year commitment.

Director Juliussen thanked staff and Dexter Wilson for their work with the Engineering Committee. He also reported on an article about wastewater biosolids.

Vice President Kulchin asked if LWD is still negotiating a recycled water contract with Omni La Costa Resort. GM Bushee answered affirmatively and stated this will be discussed at the June Board Meeting.

25. Adjournment

President Sullivan adjourned the meeting at approximately 6:15 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Elaine Sullivan, President