



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, August 9, 2017

TIME: 5:00 p.m.

PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 or unanimous vote of the Board.

Any writings or documents provided to a majority of the members of Leucadia Wastewater District regarding any item on this Agenda will be made available for public inspection in the Administration Office located at 1960 La Costa Avenue, Carlsbad, CA 92009 during normal business hours.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentation and Awards**
 - A. Achievement of Individual Award. (Pages 5-6)
 - B. Achievement of Organizational Objective –Three Years No Vehicle Accidents.
(Page 7)

CONSENT CALENDAR

Items 7-13 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

July 11, 2017 Engineering Committee Meeting (Pages 8-10)

July 12, 2017 Regular Board Meeting (Pages 11-18)

August 2, 2017 Engineering Committee Meeting (Pages 19-21)

8. Approval of Demands for July/August 2017

This item provides for Board of Directors approval of all demands paid from LWD during the month of July and a portion in August 2017. (Pages 22-45)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY17 to FY18 and flows by sub-basin. (Pages 46-50)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY18 budget and discloses monthly investments. (Pages 51-58)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2017. (Pages 59-60, Attachment 11A)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2017. (Pages 61-62)

13. Fiscal Year 2018 (FY18) Pay Schedules

Adopt Resolution No. 2288 - Approving the FY18 pay schedules. (Pages 63-65)

EWA REPORTS

14. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on July 26, 2017 – report by Director Juliussen. (Page 66)

B. An Encina Member Agencies Manager's Meeting was held on August 1, 2017 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

A. Engineering Committee meeting was held on August 2, 2017 – report by Director Juliussen. (Page 67)

B. Investment and Finance Committee meeting was held on August 8, 2017 – report by Director Omsted. (Verbal)

ACTION ITEMS

16. Authorize the General Manager to execute a three-year professional services agreement with ADS Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$42,840. (Pages 68-72)
17. Authorize the General Manager to execute an engineering services contract to update the District's Asset Management Plan with Dexter Wilson Engineering, Inc. in an amount not to exceed \$99,100. (Pages 73-83)
18. Discussion of Integrated Travel Policy. (Pages 84-90)

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

- A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 17, 2017 at The Butcher Shop Steakhouse in Kearny Mesa, CA. (Pages 91-93)
- B. Memo from CASA announcing its Annual Business Meeting will be August 22-23, 2017 during the Annual Conference. (Pages 94-99)
- C. Flu Shot Clinic is scheduled for Wednesday, September 13, 2017 from 3:30pm – 5:00pm. (Verbal)
- D. The 2017 CSDA Annual Conference is scheduled for September 25-28, 2017 at the Monterey Marriott in Monterey, CA. (Verbal)
- E. Thank you letter from the Solana Beach Eco-Rotary. (Page 100)

20. Directors' Meetings and Conference Reports

None.

21. General Manager's Report

22. General Counsel's Report

23. Board of Directors' Comments

24. Adjournment

AFFIDAVIT OF POSTING

I, Paul J. Bushee, Secretary of the Leucadia Wastewater District, hereby certify that I posted a copy of the foregoing agenda in the lobby of the District office at 1960 La Costa Avenue, Carlsbad, California at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: August 3, 2017


Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: August 3, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of Individual Award**

It is my pleasure to announce that a Leucadia Wastewater District (LWD) staff member has met an individual performance objective under LWD's Incentive Program. The individual achievement is as follows:

State Water Resources Control Board Water Treatment Operator Grade T1 – Curney Russell

Field Services Technician 1 Curney Russell recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. Curney has been working for the District since April 2016 and this is his second certification since his employment at the District. Curney has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Curney's desire to excel through continued professional development. As a result of this certification, Curney is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Curney for his outstanding accomplishment.

tb:PJB

State of California
State Water Resources Control Board

IN ACCORDANCE WITH DIVISION 104, PART 1, CHAPTER 4, ARTICLE 3
OF THE HEALTH AND SAFETY CODE

Curney Russell

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER TREATMENT FACILITY
FOR PRODUCTION OF WATER FOR DOMESTIC USE AND IS HEREBY GRANTED THIS CERTIFICATE FOR

Water Treatment Operator

Grade T1

Operator Number: 40795

Issued
July 2017



Felicia Marcus
Chair



MEMORANDUM

DATE: August 3, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of an Organizational Objective**

I am pleased to report that the Leucadia Wastewater District (LWD) achieved an organizational objective under the LWD Incentive Program:

Achieve Highest Number of Consecutive Days Without a Vehicle Accident

Under the Incentive Program, an Organizational Objective is met if the District achieves the highest number of consecutive days without a vehicle accident. On July 8, 2017, LWD staff achieved three complete years without a vehicle accident. Vehicle accidents result in economic impacts due to lost productivity, damaged public and private property, workers compensation costs, and undermines employee morale. As a result of this achievement, each employee is eligible for an incentive compensation award in the amount of \$500.

Please join me with congratulating all staff for going three years without a vehicle accident.

tb:PJB

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 July 11, 2017

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, July 11, 2017 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 8:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; District Engineer Dexter Wilson; and General Counsel Wayne Brechtel

3. Public Comment

None.

4. New Business

A. Adopt Ordinance No. 136, an update of the Leucadia Wastewater District's Wastewater Ordinance.

FSSpec Riffel presented the staff recommendation. He stated that throughout the past year, staff worked with General Counsel (GC) Brechtel to update the District's core "Wastewater Ordinance", Ordinance 128. He explained that the Wastewater Ordinance defines collection system rules and regulations, authorizes sewer use, protects District sewer facilities, and ensures compliance with regulations that govern sewer operations.

FSSpec Riffel said that recently, District staff has encountered many instances of illegal discharge of pool plaster into the collection system during hydro-cleaning operations and performing closed-circuit television (CCTV) inspections. He explained that pool plaster is just one example of an illegal discharge. He continued that as a result, staff has taken a more pro-active approach to try and minimize, if not eliminate, the number of illegal discharge occurrences. FSSpec Riffel said that the illegal discharge of pool plaster continues to be an issue and, therefore, staff believes a new administrative citation process allowing the District to impose fines on violators of this ordinance is needed.

FSSpec Riffel explained that the changes in this ordinance update include minor clarifying changes and additional enforcement procedures to ensure the safe and proper use of public and private sewer facilities. He continued that the addition of Section 11.4, Administrative Citation, outlines the process, procedures, and fines for

violations of physical damage, unlawful discharge into the collection system, or failing to comply with a previously issued Notice and Order.

Chairperson Juliussen asked if the fines included recovery of District's cost for correcting the issue. GM Bushee explained that District costs are recovered separately and that recovery of District costs has always been allowed in the Wastewater Ordinance.

Director Kulchin asked if the process is new. GC Brechtel responded that the fines are new, however, the Notice and Order process has always been a part of the ordinance.

Chairperson Juliussen asked who initiates the process. GC Brechtel answered that the General Manager or his designated representative initiates the citation process.

After discussion, the EC concurred with staff to recommend that the Board adopt Ordinance 136 updating the District's Wastewater Ordinance.

- B. Authorize the General Manager to execute a proposed change order with CCL Contracting Incorporated for additional work on the Leucadia (L1) Force Main Replacement Project to install a Cured-In-Place Pipe (CIPP) liner in the force main section on the railroad bridge on La Costa Avenue for an estimated amount of \$70,000.

TSM Morishita presented the staff recommendation. He said that as part of the L1 work, CCL Contracting was required to hydrostatically test the newly constructed pipeline to ensure proper installation. He continued that potable water was used to test the new pipe and the pipe was pressurized to 50 pounds per square inch (psi). He said that upon reaching 50 psi, a pinhole leak was discovered at the top of the ductile iron pipe (DIP) section attached to the railroad bridge.

TSM Morishita noted that the section of pipe on the railroad bridge was not included for replacement under the L1 Project because it was replaced in 1998 and was considered to be in good condition. He continued that although during normal operations this section of pipe is subjected to a pressure significantly below 50 psi, staff believes that it is in the best interest of the District to repair the railroad bridge section now to ensure the long-term integrity of the pipe. TSM Morishita said that the repair consists of disconnecting the flex couplings at each end of the bridge and CIPP lining the bridge section of the pipe. He said that staff negotiated a repair cost not to exceed \$70,000 and believes that this cost is fair and reasonable.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute a proposed change order with CCL for additional work on the L1 Force Main Replacement Project.

5. Information Items

- A. Update of the Village Park No. 5 (VP5) Pump Station Replacement Project.

TSM Morishita presented an update of the VP5 Pump Station Replacement Project. He stated that SCW Contracting (SCW) has completed construction on the project. He noted that the grading and paving is complete and that only punch list items remain to be completed.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:12 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 July 12, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, July 12, 2017 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Hanson, Kulchin, Juliussen, Omsted
 DIRECTORS ABSENT: Sullivan
 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, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, Field Services Technician II Hugo Gonzalez

3. Pledge of Allegiance

President Hanson 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 Omsted, and unanimously carried, the Board of Directors approved the agenda by the following vote:

| Director | Vote |
|-------------------------|--------|
| President Hanson | Yes |
| Vice President Sullivan | Absent |
| Director Kulchin | Yes |
| Director Juliussen | Yes |
| Director Omsted | Yes |

6. Presentations and Awards

A. Achievement of Individual Award – Hugo Gonzalez

GM Bushee introduced Field Services Technician II Hugo Gonzalez stating that Hugo recently received his Grade 2 Collection System Maintenance certification from CWEA. He stated that this is his third award since his employment and he presented background information about Hugo. He noted that Hugo is eligible for a \$500 incentive award under the District’s incentive program.

President Hanson presented Hugo with his certificate and the Board of Directors congratulated Hugo for his efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- June 14, 2017 Regular Board Meeting
- June 15, 2017 Community Affairs Committee
- June 19, 2017 Investment and Finance Committee Meeting

8. Approval of Demands for June/July 2017

Payroll Checks numbered 19301-19343; General Checking – Checks numbered 49839-49942

9. Operations Report (A copy was included in the original July 12, 2017 Agenda)

10. Finance Report (A copy was included in the original July 12, 2017 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of June 2017.

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

| Director | Vote |
|-------------------------|--------|
| President Hanson | Yes |
| Vice President Sullivan | Absent |
| Director Kulchin | Yes |
| Director Juliussen | Yes |
| Director Omsted | Yes |

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on June 28, 2017.

Director Juliussen reported on EWA's June 28, 2017 Board meeting.

B. An EWA Member Agency Manager's (MAM) Meeting was held on July 11, 2017.

GM Bushee reported on EWA's MAM July 11, 2017 meeting.

13. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on June 15, 2017.

Director Kulchin reported that the CAC reviewed the following recommendation:

- Authorize the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$56,600.

The CAC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

The CAC reviewed and agreed with the summer newsletter article topics, along with the production schedule. The CAC directed staff to move forward with the newsletter and production schedule.

The CAC also reviewed the Open House Proposed Production Schedule and update of Completed Tasks. This item was for informational purposes only. No action was taken.

B. Investment and Finance Committee (IFC) Meeting was held on June 19, 2017.

Director Omsted reported that the IFC participated in the Financial Audit Entrance meeting with staff and CPA Jennifer Farr, from Davis Farr, LLP.

During the IFC Meeting Ms. Farr noted that they have begun their preliminary audit review. She went over the auditor's responsibilities, the timing of the audit, and the planned scope.

Ms. Farr stated the final phase of the audit will begin September 25, 2017. There was no action taken.

C. Engineering Committee (EC) Meeting was held on July 11, 2017.

Director Juliussen reported that the EC reviewed the following recommendations:

- Ordinance No. 136 - Update of the Leucadia Wastewater District's Wastewater Ordinance; and
- A change order with CCL Incorporated for additional work on the Leucadia (L1) Force Main Replacement Project to install a Cured-In-Place Pipe (CIPP) liner in the force main section on the railroad bridge on La Costa Avenue in an amount not to exceed \$70,000.

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 an update on the Village Park No. 5 (VP5) Pump Station Replacement Project. This item was for informational purposes and no action was taken.

PUBLIC HEARING

14. A proposal to consider adopting an update to the Leucadia Wastewater District's Wastewater Ordinance.

President Hanson opened the public hearing for comments. There were no public comments. President Hanson closed the public hearing.

ACTION ITEMS

15. **Update to Leucadia Wastewater District's Wastewater Ordinance**
Adopt Ordinance No. 136.

FSSpec Riffel presented the recommendation stating it is a fiscal year 2017 tactical goal. He provided background information on this item noting that recently District staff has been encountering illegal discharges of pool plaster into the collection system. As a result, staff has taken a more pro-active

approach to try and minimize, if not eliminate, the number of illegal discharge occurrences.

FSSpec Riffel stated that the changes in this ordinance update include minor clarifying changes and additional enforcement procedures to ensure the safe and proper use of public and private sewer facilities.

President Hanson asked if the District has ever caught anyone illegally discharging pool plaster into the sewer system more than once. FSSpec Riffel answered stating the District has only encountered one contractor discharging pool plaster into the District's sewer system.

Director Kulchin asked how will the public be informed of fines for violations of the ordinance. FSSpec Riffel answered stating the public will be notified through Facebook postings, the District newsletters, and other informational mailings. He noted that the Board approved ordinance is also posted in the San Diego Union Tribune newspaper.

Director Omsted asked how long does it take to remove the pool plaster from the sewer pipes. FSSpec Riffel answered stating a few hours to an entire day but it really depends on how much has been discharged into the system.

ASM Duffey noted that based on staff's time it has been estimated that it would cost about \$2K to remove pool plaster from the sewer system. He noted that violators could be charged this removal/clean-up cost along with the fine for illegally discharging into the sewer system.

GC Brechtel clarified that the fine enforcement procedures apply in three instances at the District's discretion; illegal discharges of anything into the sewer system, physical damages, and failure to comply with a previously issued Notice and Order.

The Board thanked FSSpec Riffel for his presentation.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Kulchin, and unanimously carried, the Board of Directors adopted Ordinance 136 - Update to Leucadia Wastewater District's Wastewater Ordinance by the following vote:

| Director | Vote |
|--------------------------------|-------------|
| President Hanson | Yes |
| Vice President Sullivan | Absent |
| Director Kulchin | Yes |
| Director Juliussen | Yes |
| Director Omsted | Yes |

16. Public Information Services Task Order No. 3

Authorize the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$56,600.

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. 2 was approved in March and covered services through June 30, 2017.

ASsup Hill provided a summary of Task Order No. 3, the scope of work, and the effective date.

President Hanson asked if the task order covered the upcoming open house. ASsup Hill answered stating it covers RTP's services for helping plan and coordinate the open house.

Upon a motion duly made by Director Kulchin, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$56,600 by the following vote:

| Director | Vote |
|--------------------------------|-------------|
| President Hanson | Yes |
| Vice President Sullivan | Absent |
| Director Kulchin | Yes |
| Director Juliussen | Yes |
| Director Omsted | Yes |

17. Leucadia (L1) Force Main West Section Replacement Project Proposed Change Order

Authorize the General Manager to execute a proposed change order with CCL Contracting Inc., for additional work on the L1 Force Main Replacement Project to install a Cured-In-Place Pipe (CIPP) liner in the force main section on the railroad bridge on La Costa Avenue in an amount not to exceed \$70,000.

TSM Morishita presented the item indicating that it is a tactical goal under the Technology and Infrastructure Strategy. He stated that as part of the L1 work, CCL Contracting was required to hydrostatically test the newly constructed pipeline to ensure proper installation. He noted that a pinhole leak was discovered at the top of the ductile iron pipe (DIP) section attached to the railroad bridge.

TSM Morishita stated that the section of pipe on the railroad bridge was not included for replacement under the L1 Project because it was replaced in 1998 and was considered to be in good condition. However, staff believes that it is in the best interest of the District to repair the railroad bridge section now to ensure the long-term integrity of the pipe. TSM Morishita stated that staff negotiated a repair cost not to exceed \$70,000 and believes that this cost is fair and reasonable.

Director Omsted asked what caused the hole in the pipe. TSM Morishita answered it was caused by internal corrosion. Director Omsted asked if other sections of the pipe could also have holes. TSM Morishita answered that the section west of the bridge had the same issue but that section of pipe was already replaced.

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 a proposed change order with CCL Contracting Inc., for additional work on the L1 Force Main Replacement Project to install a CIPP liner in the force main section on the railroad bridge on La Costa Avenue in an amount not to exceed \$70,000 by the following vote:

| Director | Vote |
|--------------------------------|-------------|
| President Hanson | Yes |
| Vice President Sullivan | Absent |
| Director Kulchin | Yes |
| Director Juliussen | Yes |
| Director Omsted | Yes |

18. CSDA Board of Directors 2017 Elections – Seat C

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 C for the southern network region. She noted the candidates' names and that staff has no recommendation.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Kulchin, and unanimously carried, the Board of Directors voted for Arlene Schafer of the Costa Mesa Sanitary District for Seat C of the CSDA Board of Directors by the following vote:

| Director | Vote |
|--------------------------------|-------------|
| President Hanson | Yes |
| Vice President Sullivan | Absent |
| Director Kulchin | Yes |
| Director Juliussen | Yes |
| Director Omsted | Yes |

19. Receive and file the Fiscal Year 2017 (FY17) Tactics and Action Plan

GM Bushee presented the item stating that the District has accomplished over 100 goals. He provided highlights of the completed tactical goals from each strategic area listed in Plan.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Omsted, and unanimously carried, the Board of Directors received and filed the FY17 Tactics and Action Plan by the following vote:

| Director | Vote |
|--------------------------------|-------------|
| President Hanson | Yes |
| Vice President Sullivan | Absent |
| Director Kulchin | Yes |
| Director Juliussen | Yes |
| Director Omsted | Yes |

20. Adopt the Fiscal Year 2018 (FY18) Tactics and Action Plan

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

- Financial Plan update;
- Continuing to update safety policies and procedures;
- Employee Satisfaction Survey;
- Open House Event;
- Smoke testing near Highway 101 and Diana Pump Station;
- New administration electrical meter;
- Asset Management Plan update;
- Pointsettia Project; and
- Leucadia Pump Station Project

Director Kulchin asked if the District employees have conducted first aid CPR training recently. ASsup Hill answered affirmatively noting that all employees received first aid CPR training in January 2017.

GM Bushee noted that first aid CPR training is conducted every two years and that the Board can be notified of future trainings if they wish to be certified or re-certified in first aid CPR.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted the FY18 Tactics and Action Plan by the following vote:

| Director | Vote |
|--------------------------------|-------------|
| President Hanson | Yes |
| Vice President Sullivan | Absent |
| Director Kulchin | Yes |
| Director Juliussen | Yes |
| Director Omsted | Yes |

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

A. Carlsbad State of the City Luncheon will be held Friday, August 18, 2017 at the Sheraton Carlsbad Resort & Spa.

EA Baity announced the date, time, and location of the Carlsbad State of the City Luncheon.

22. Directors' Meetings and Conference Reports

President Hanson stated she attended a regular LAFCO meeting. She provided a summary of the meeting and noted that LAFCO is one step closer to finding a replacement for the retiring Executive Director, Michael Ott.

23. General Manager's Report

GM Bushee reported on the following items:

- He will be presenting an overview of the Leucadia Wastewater District to the Solana Beach Eco-Rotary on July 18th; and
- He will be out of the office July 28th – August 4th visiting family back east.

24. General Counsel's Report

General Counsel Brechtel reported on the following item:

- Class action law suit challenging Ramona Municipal Water District's wastewater fee structure.

25. Board of Directors' Comments

None.

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 the Board agreed that the General Manager's performance was overall excellent.

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

Upon a motion duly made by Director Kulchin, seconded by Director Omsted, and carried, the Board of Directors approved a 2.5% salary increase from \$216,069.53 to \$221,471.27 by the following vote:

| Director | Vote |
|-------------------------|-------------|
| President Hanson | Yes |
| Vice President Sullivan | Absent |
| Director Kulchin | Yes |
| Director Juliussen | Yes |
| Director Omsted | Yes |

27. Adjournment

President Hanson adjourned the meeting at approximately 6:00 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 August 2, 2017

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, August 2, 2017 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 8:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; District Engineer Dexter Wilson; and Natalie Frascchetti from Dexter Wilson Engineering

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute a three-year professional services agreement with ADS Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$42,840.

FSSupt Stecker presented the staff recommendation. He explained that for the past ten years, the District has utilized ten Smart Covers to monitor areas of concern in the collection system. He continued that a Smart Cover is essentially a depth sensor that is mounted on the inside cover of the manhole that alerts staff if the flow begins to surcharge and potentially spill. FSSupt Stecker stated staff learned ADS offers a similar manhole sensor called the ECHO Meter. He continued that staff pilot tested an ECHO Meter this past year and was impressed by its performance. He said that one of the benefits of the ECHO Meter is that it integrates into the ADS flow metering software that staff currently uses, so staff will be able to access both the flow monitoring information and the manhole level information under one system. He explained that Smart Cover utilizes a separate software system that is not as user friendly.

FSSupt Stecker said that staff compared the cost difference over a ten year period between owning and maintaining the Smart Covers and leasing the ADS ECHO Meters. He continued that, as a result of the evaluation, the District would save \$2,419 per year by leasing the ADS ECHO Meters.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manger to execute a three-year professional services agreement with ADS for ten (10) ECHO depth meters.

- B. Authorize the General Manager to execute an Engineering Services contract to update the District's Asset Management Plan with Dexter Wilson Engineering, Inc. in an amount not to exceed \$99,100.

TSM Morishita presented the staff recommendation. He said that the Asset Management Plan (AMP) was updated in 2013 by Dexter Wilson Engineering (DWE). He continued that the AMP separates the District's assets into five categories: force mains, pump stations, gravity lines, jointly-owned gravity lines and manholes. TSM Morishita showed the EC a list of eleven Capital Improvement Projects (CIP) that were completed as a result of the 2013 AMP.

TSM Morishita explained that staff believes it is prudent to update the AMP on a five year cycle. He said that the AMP update would document the current condition of District assets, recommend future CIP and provide cost estimates for the future projects to be used in the District's Financial Plan. TSM Morishita described several Scope of Work tasks from the DWE proposal. He explained that DWE developed the initial AMP and 2013 AMP Update and has in depth knowledge of District operations through their annual auditing of the District's Sewer System Management Plan.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute an Engineering Services contract to update the Asset Management Plan with Dexter Wilson Engineering.

5. Information Items

- A. Update of the Leucadia (L1) Force Main West Section Replacement Project

TSM Morishita presented an update of the L1 Force Main West Section Replacement Project. He said that Nu Line completed the Cured-In-Place Pipe (CIPP) lining of the ductile iron pipe bridge section. He continued that CCL completed the reconnection of the Flexextend couplings. TSM Morishita stated that project construction is complete and the project is in the close out phase.

- B. 2017 Gravity Pipeline Rehabilitation and La Costa Gravity Sewer Alteration Project status.

TSM Morishita presented an update of the 2017 Gravity Pipeline Rehabilitation and La Costa Gravity Sewer Alteration Project. He stated that only one bid was received from Nu Line Technologies at a bid price of \$888,000. He continued that the bid was significantly higher than the \$667,000 project estimate. TSM Morishita informed the EC that the Nu Line bid was rejected. He said that staff is currently working with Piperin Corporation to obtain a negotiated price for construction of the La Costa Gravity Sewer Alteration portion of the project because the work must be completed between September and October. He continued that the timeframe is when Omni La Costa Resort will be over seeding the south golf course. TSM Morishita stated that if a negotiated price cannot be reached, staff will rebid the project at a later date.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:22 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: August 3, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *PJB for PJB*
SUBJECT: **Approval of July/August Demands**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 2,309,773.57.**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months July 7, 2017 – August 2, 2017.

Operating expenses totaled **\$924,512.24** while Capital Improvement Program expenses totaled **\$ 1,287,869.40.**

Payroll for employees and the Board totaled **\$ 97,391.93.**

Attached, please find a year-to-date Employee and Board Payroll Report from July 2016 to August 2017, for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

| | |
|---------------|--|
| Attachment 1 | Summary of Demands by Account July/August 2017 |
| Attachment 2 | Payroll Check Register dated July 12, 2017 |
| Attachment 3 | Accounts Payable Check Register dated July 13, 2017 |
| Attachment 4 | Payroll Check Register dated July 19, 2017 |
| Attachment 5 | Accounts Payable Check Register dated July 25, 2017 |
| Attachment 6 | Accounts Payable Check Register dated July 27, 2017 |
| Attachment 7 | Board Payroll Check Register dated August 1, 2017 |
| Attachment 8 | Payroll Check Register dated August 2, 2017 |
| Attachment 9 | Accounts Payable Check Register dated August 2, 2017 |
| Attachment 10 | Year to Date Employee and Board Payroll Report |

DEMANDS SUMMARY
August 9, 2017

1. Demands

| <u>Category</u> | <u>Check #'s</u> | <u>Amount</u> | <u>Total</u> |
|--------------------------------|--------------------|------------------------|-----------------------|
| Payroll Check -7/12/2017 | 19344 Incentive | \$461.75 | |
| Payroll Check -7/19/2017 | 19345 - 19363 | \$47,204.47 | |
| Board Payroll Check - 8/1/2017 | 19364 - 19367 | \$867.88 | |
| Payroll Check - 8/2/2017 | 19368 - 19386 | <u>\$48,857.83</u> | |
| | Total | \$97,391.93 | |
| General Checking -7/13/2017 | 49943 - 49992 | \$ 293,329.89 | |
| General Checking -7/25/2017 | 49993 - 50035 | \$ 537,391.24 | |
| General Checking - 7/27/2017 | 50036 - 50037 | \$ 1,290,204.99 | |
| General Checking - 8/2/2017 | 50038 - 50069 | <u>\$ 91,455.52</u> | |
| | Total | \$ 2,212,381.64 | |
| | GRAND TOTAL | | \$2,309,773.57 |

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 12, 2017
Incentive

| <u>Check Nos.</u> | <u>Date</u> | <u>Amount</u> |
|-------------------|-------------|---------------|
| 19344 | 7/12/2017 | \$461.75 |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/13/2017 Through 7/13/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|--------------------------------------|---------------------|-----------------------|---------------------|-----------------------------------|
| A-1 LOCK & SAFE SERVICE | 49943 | 7/13/2017 | 141.96 | PADLOCKS |
| | Total 49943 | | 141.96 | |
| ADS LLC | 49944 | 7/13/2017 | 4,340.00 | FLOW METERING FOR JUNE |
| | Total 49944 | | 4,340.00 | |
| ALLIANT INSURANCE SERVICES, INC | 49945 | 7/13/2017 | 998.98 | COMMERCIAL CYBER LIABILITY INS |
| | Total 49945 | | 998.98 | |
| AT&T | 49946 | 7/13/2017 | 193.18 | PHONE SERVICE-JUNE |
| | Total 49946 | | 193.18 | |
| BAJA POOL AND SPA SERVICE | 49947 | 7/13/2017 | 125.00 | MONTHLY FOUNTAIN SERVICE-JUNE |
| | Total 49947 | | 125.00 | |
| BAY CITY ELECTRIC WORKS, INC | 49948 | 7/13/2017 | 122.10 | AIR FILTER SERVICE ON UNIT 142 |
| | Total 49948 | | 122.10 | |
| BOOT WORLD, INC | 49949 | 7/13/2017 | 200.00 | SAFETY BOOTS-J. HOETT |
| | Total 49949 | | 200.00 | |
| CALPERS | 49950 | 7/13/2017 | 44.00 | PLAN'S UNFUNDED ACCRUED LIABILITY |
| CALPERS | | 7/13/2017 | 168,046.00 | PLANS UNFUNDED ACCRUED LIABILITY |
| | Total 49950 | | 168,090.00 | |
| CITY OF CARLSBAD | 49951 | 7/13/2017 | 288.84 | WATER @ PLANT |
| CITY OF CARLSBAD | | 7/13/2017 | 295.57 | WATER @ VACTOR |
| CITY OF CARLSBAD | | 7/13/2017 | 403.86 | WATER @ VACTOR 2 |
| | Total 49951 | | 988.27 | |
| CORELOGIC INFORMATION SOLUTIONS, INC | 49952 | 7/13/2017 | 125.00 | REAL QUEST SUBSCRIPTION-JUNE |
| | Total 49952 | | 125.00 | |
| CORODATA | 49953 | 7/13/2017 | 77.44 | STORAGE FOR JUNE |
| | Total 49953 | | 77.44 | |
| COUNTY OF SAN DIEGO | 49954 | 7/13/2017 | 6,863.30 | LAFCO RENEWAL |
| | Total 49954 | | 6,863.30 | |
| COUNTY OF SAN DIEGO | 49955 | 7/13/2017 | 547.00 | PERMIT RENEWAL @ BPS |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/13/2017 Through 7/13/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|--------------------------------|---------------------|-----------------------|---------------------|--|
| COUNTY OF SAN DIEGO | | 7/13/2017 | 469.00 | PERMIT RENEWAL FOR LCPS |
| COUNTY OF SAN DIEGO | | 7/13/2017 | <u>469.00</u> | PERMIT RENEWAL FOR SPS |
| | Total 49955 | | 1,485.00 | |
| CSRMA | 49956 | 7/13/2017 | 9,493.77 | PROPERTY INS RENEWAL |
| CSRMA | | 7/13/2017 | <u>18,401.00</u> | WORKERS COMP POOL |
| | Total 49956 | | 27,894.77 | |
| DATA NET | 49957 | 7/13/2017 | 375.00 | ARCHIVE SUPPORT RENEWAL |
| DATA NET | | 7/13/2017 | 562.50 | IS MAINT AND SUPPORT |
| DATA NET | | 7/13/2017 | 176.00 | IS MAINT/SUPPORT-MANAGED SERVICES-JUNE |
| | Total 49957 | | 1,113.50 | |
| DEXTER WILSON ENGINEERING | 49958 | 7/13/2017 | 7,470.00 | ENG SERVICES FOR MAY |
| | Total 49958 | | 7,470.00 | |
| EVOQUA WATER TECHNOLOGIES, LLC | 49959 | 7/13/2017 | 19,363.00 | CARBON CHANGE OUT @ BPS |
| | Total 49959 | | 19,363.00 | |
| HARTFORD LIFE & ACCIDENT INS. | 49960 | 7/13/2017 | 454.38 | LIFE INS-JULY |
| | Total 49960 | | 454.38 | |
| HEAVILAND ENTERPRISES, INC | 49961 | 7/13/2017 | <u>840.00</u> | LANDSCAPE MAINT FOR JULY |
| | Total 49961 | | 840.00 | |
| ICMA RETIREMENT-303979 | 49962 | 7/13/2017 | <u>4,191.49</u> | DEFERRED COMP |
| | Total 49962 | | 4,191.49 | |
| JCI JONES CHEMICAL, INC | 49963 | 7/13/2017 | <u>4,113.18</u> | CHEMICALS |
| | Total 49963 | | 4,113.18 | |
| JEFF BILLS | 49964 | 7/13/2017 | <u>3,613.67</u> | CONSULTING FEES-JUNE |
| | Total 49964 | | 3,613.67 | |
| LA COSTA TOWN SQUARE | 49965 | 7/13/2017 | <u>6,373.81</u> | REFUND DEV #0593 |
| | Total 49965 | | 6,373.81 | |
| LA COSTA LOGO, LLC | 49966 | 7/13/2017 | <u>344.28</u> | LUNCH COOLERS |
| | Total 49966 | | 344.28 | |
| MALLORY SAFETY AND SUPPLY | 49967 | 7/13/2017 | <u>92.71</u> | SAFETY GLASSES |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/13/2017 Through 7/13/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|-------------------------------------|---------------------|-----------------------|---------------------|---|
| | Total 49967 | | 92.71 | |
| DODGE DATA & ANALYTICS | 49968 | 7/13/2017 | <u>1,169.37</u> | AD FOR GRAVITY PIPELINE |
| | Total 49968 | | 1,169.37 | |
| MITSUBISHI ELECTRIC US, INC | 49969 | 7/13/2017 | <u>286.07</u> | ELEVATOR MAINT AND SERVICE |
| | Total 49969 | | 286.07 | |
| NAPA AUTO | 49970 | 7/13/2017 | 30.13 | BATTERY |
| NAPA AUTO | | 7/13/2017 | <u>45.19</u> | PAINT |
| | Total 49970 | | 75.32 | |
| NATIONWIDE RETIREMENT SOLUTIONS | 49971 | 7/13/2017 | 265.78 | DEFERRED COMP |
| | Total 49971 | | <u>265.78</u> | |
| OFFICE DEPOT, INC. | 49972 | 7/13/2017 | <u>133.34</u> | OFFICE SUPPLIES |
| | Total 49972 | | 133.34 | |
| OLIVENHAIN MUNICIPAL WATER DIST | 49973 | 7/13/2017 | 43.45 | WATER @ E. ESTATES |
| OLIVENHAIN MUNICIPAL WATER DIST | | 7/13/2017 | 289.24 | WATER @ TRAVELING |
| OLIVENHAIN MUNICIPAL WATER DIST | | 7/13/2017 | 326.34 | WATER @ TRAVELING 2 |
| OLIVENHAIN MUNICIPAL WATER DIST | | 7/13/2017 | 58.61 | WATER @ VP5 |
| OLIVENHAIN MUNICIPAL WATER DIST | | 7/13/2017 | 47.24 | WATER @ VP7 |
| | Total 49973 | | <u>764.88</u> | |
| PLANT PEOPLE, INC | 49974 | 7/13/2017 | <u>158.00</u> | PLANT'S MAINT IN OFFICE-JULY |
| | Total 49974 | | 158.00 | |
| QUALITY LOCK AND SAFE | 49975 | 7/13/2017 | <u>117.50</u> | REVERSE LOCKS ON GATE |
| | Total 49975 | | 117.50 | |
| RICHARD STINSON | 49976 | 7/13/2017 | 16,150.00 | CONSTRUCTION CONSULTING-JUNE |
| | Total 49976 | | <u>16,150.00</u> | |
| ROCKWELL CONSTRUCTION SERVICES, INC | 49977 | 7/13/2017 | 3,000.00 | ELECTRICAL WORK @w VP5-JUNE |
| ROCKWELL CONSTRUCTION SERVICES, INC | | 7/13/2017 | 125.00 | ELECTRICAL WORK ON SDGE METER CHANGE-JUNE |
| | Total 49977 | | <u>3,125.00</u> | |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/13/2017 Through 7/13/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|--------------------------------------|---------------------|-----------------------|---------------------|--------------------------------------|
| SAN DIEGO EMPLOYERS ASSOCIATION | 49978 | 7/13/2017 | 659.00 | ANNUAL MEMBERSHIP RENEWAL |
| | Total 49978 | | 659.00 | |
| SAN DIEGO UNION TRIBUNE | 49979 | 7/13/2017 | 3,777.80 | SEVERAL ADS FOR PAPER |
| | Total 49979 | | 3,777.80 | |
| SAN DIEGUITO WATER DISTRICT | 49980 | 7/13/2017 | 120.11 | WATER @ BPS |
| SAN DIEGUITO WATER DISTRICT | | 7/13/2017 | 5.61 | WATER @ TANKER |
| SAN DIEGUITO WATER DISTRICT | | 7/13/2017 | 173.91 | WATER @ TANKER 2 |
| | Total 49980 | | 299.63 | |
| STATE WATER RESOURCES CONTROL BD | 49981 | 7/13/2017 | 60.00 | RENEWAL FOR M.GONZALEZ-GRADE T2 |
| | Total 49981 | | 60.00 | |
| TERMINIX | 49982 | 7/13/2017 | 56.00 | MONTHLY PEST SERVICE-JUNE |
| | Total 49982 | | 56.00 | |
| TERRAMAR RETAIL CENTERS, LLC | 49983 | 7/13/2017 | 4,344.89 | REFUND DEV #0844 |
| | Total 49983 | | 4,344.89 | |
| THE HOME DEPOT CRC/GECF | 49984 | 7/13/2017 | 313.21 | SUPPLIES |
| | Total 49984 | | 313.21 | |
| UNDERGROUND SERVICE ALERT OF | 49985 | 7/13/2017 | 309.00 | UNDERGROUND ALARM SERVICE |
| | Total 49985 | | 309.00 | |
| UNIFIRST CORPORATION | 49986 | 7/13/2017 | 194.73 | LAUNDRY SERVICE W/E 6/28/17 |
| UNIFIRST CORPORATION | | 7/13/2017 | 198.45 | LAUNDRY SERVICE-W/E 7/5/17 |
| | Total 49986 | | 393.18 | |
| UNITED PARCEL | 49987 | 7/13/2017 | 50.88 | SHIPPING |
| | Total 49987 | | 50.88 | |
| U.S. BANK | 49988 | 7/13/2017 | 760.92 | CONF/MEETINGS/TRAVEL/OFFICE SUPPLIES |
| | Total 49988 | | 760.92 | |
| U.S. HEALTHWORKS MEDICAL GROUP, P.C. | 49989 | 7/13/2017 | 60.00 | PHYSICALS |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/13/2017 Through 7/13/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|--------------------|---------------------|-----------------------|--------------------------|--------------------------------|
| | Total 49989 | | 60.00 | |
| VERIZON WIRELESS | 49990 | 7/13/2017 | <u>42.54</u> | CELL PHONES-TELEMETRY |
| | Total 49990 | | 42.54 | |
| WASTE MANAGEMENT | 49991 | 7/13/2017 | <u>242.50</u> | TRASH SERVICE-MONTHLY |
| | Total 49991 | | 242.50 | |
| XEROX CORPORATION | 49992 | 7/13/2017 | <u>100.06</u> | COPIER LEASE-MAINT-JUNE |
| | Total 49992 | | 100.06 | |
| Report Total | | | <u><u>293,329.89</u></u> | |

Leucadia Wastewater District
 Vendor Activity
 From 6/30/2017 Through 7/13/2017

| Vendor ID | Vendor Name | Trans... Source | Effective Date | Check/... Number | Expenses | GL Short Title | Transaction Description |
|--------------------------------------|-------------|--------------------|-------------------|---------------------|----------|-----------------|--------------------------------------|
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 8.95 | Train'g/Ed/Conf | BART/CSRMA-P.B. |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 177.00 | BOARD CONFERENC | CARLSBAD ST. OF CITY MEETING-BRD |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 59.00 | Train'g/Ed/Conf | CARLSBAD STATE OF CITY-PB |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 14.46 | Train'g/Ed/Conf | CSRMA MEETING-FOOD-P.B. |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 4.30 | Train'g/Ed/Conf | CSRMA MEETING-P.B. |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 32.00 | Train'g/Ed/Conf | CSRMA-PK-P.B. |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 107.45 | Train'g/Ed/Conf | FS TRAINING CONF |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 42.23 | ENGINEERING | LUNCH-D.WILSON-P.B. |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 81.23 | MEETING SUPPLIE | OFFICE SUPPLIES |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 74.35 | Mgt Support Srv | S. DERRING AWARD |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 29.95 | TELEPHONE | WEBHOST/WEBSITE |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 100.00 | TELEPHONE | WEBHOSTING |
| USBANK1 | U.S. BANK | API | 6/30/2017 | 49988 | 30.00 | TELEPHONE | WIFI |
| USBANK1 | U.S. BANK | APS | 7/13/2017 | 49988 | 0.00 | ACCOUNTS PAYABL | CONF/MEETINGS/TRAVEL/... SUPPLIES |
| Transaction Total | | | | | 760.92 | | |
| Total USBANK1 | U.S. BANK | | | | 760.92 | | |
| Report Opening/Current Balance | | | | | | | |
| Report Transaction Totals | | | | | 760.92 | | |
| Report Current Balances | | | | | | | |

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LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 19, 2017

| <u>Check Nos.</u> | <u>Date</u> | <u>Amount</u> |
|-------------------|-------------|---------------|
| 19345 - 19363 | 7/19/2017 | \$47,204.47 |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/25/2017 Through 7/25/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|------------------------------|---------------------|-----------------------|---------------------|-------------------------------------|
| AT&T | 49993 | 7/25/2017 | <u>116.72</u> | PHONE SERVICE @ BPS |
| | Total 49993 | | 116.72 | |
| BAY CITY ELECTRIC WORKS, INC | 49994 | 7/25/2017 | 970.00 | ELECTRICAL WORK @ BPS |
| BAY CITY ELECTRIC WORKS, INC | | 7/25/2017 | 415.00 | ELECTRICAL WORK @ E. ESTATES |
| BAY CITY ELECTRIC WORKS, INC | | 7/25/2017 | 490.00 | ELECTRICAL WORK @ LC PS |
| BAY CITY ELECTRIC WORKS, INC | | 7/25/2017 | 1,350.00 | ELECTRICAL WORK @ LPS |
| BAY CITY ELECTRIC WORKS, INC | | 7/25/2017 | 565.00 | ELECTRICAL WORK @ SPS |
| BAY CITY ELECTRIC WORKS, INC | | 7/25/2017 | 470.00 | ELECTRICAL WORK @ UNIT #142 |
| BAY CITY ELECTRIC WORKS, INC | | 7/25/2017 | 310.00 | ELECTRICAL WORK @ UNIT 134 |
| BAY CITY ELECTRIC WORKS, INC | | 7/25/2017 | 490.00 | ELECTRICAL WORK @ VP5 PS |
| | Total 49994 | | 5,060.00 | |
| CARLSBAD FUELS CORPORATION | 49995 | 7/25/2017 | <u>1,427.36</u> | GASOLINE FOR TRUCKS/VEHICLES |
| | Total 49995 | | 1,427.36 | |
| PETTY CASH | 49996 | 7/25/2017 | <u>331.98</u> | PETTY CASH-JUN/JULY |
| | Total 49996 | | 331.98 | |
| CCL CONTRACTING, INC | 49997 | 7/25/2017 | <u>386,728.05</u> | LPS FORCE MAIN WEST-JUNE |
| | Total 49997 | | 386,728.05 | |
| CINTAS FIRST AID AND SAFETY | 49998 | 7/25/2017 | <u>107.54</u> | FIRST AID KIT REFILL |
| | Total 49998 | | 107.54 | |
| WAGeworks, INC | 49999 | 7/25/2017 | <u>140.00</u> | SEC 125 FLEX PLANE-JUNE |
| | Total 49999 | | 140.00 | |
| DATA NET | 50000 | 7/25/2017 | <u>1,475.00</u> | SQL SERVER AND USER LICENSE |
| | Total 50000 | | 1,475.00 | |
| DEXTER WILSON ENGINEERING | 50001 | 7/25/2017 | <u>9,930.00</u> | ENGINEERING SERVICES-JUNE |
| | Total 50001 | | 9,930.00 | |
| DKF SOLUTIONS GROUP, LLC | 50002 | 7/25/2017 | <u>300.00</u> | MONTHLY FEE-JULY FOR SAFETY PROGRAM |
| | Total 50002 | | 300.00 | |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/25/2017 Through 7/25/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|--------------------------------------|---------------------|-----------------------|---------------------|--|
| DUDEK & ASSOCIATES | 50003 | 7/25/2017 | 540.00 | GE/3251/JUNE/0100/GRADING |
| DUDEK & ASSOCIATES | | 7/25/2017 | 2,145.00 | GE/3252/JUNE/0943/LEUCADIA STREETSCAPE |
| DUDEK & ASSOCIATES | | 7/25/2017 | 150.00 | GE/3252/JUNE/0946/SCOTTS ANNEX |
| DUDEK & ASSOCIATES | | 7/25/2017 | 230.00 | GE/3252/JUNE/0957/EL CAMINO REAL SPECIAL PERMIT |
| DUDEK & ASSOCIATES | | 7/25/2017 | 150.00 | GE/3252/JUNE/0989/CAUDOR ST |
| DUDEK & ASSOCIATES | | 7/25/2017 | 150.00 | GE/3252/JUNE/0992/HWY 101 |
| DUDEK & ASSOCIATES | | 7/25/2017 | 925.00 | GE/3252/JUNE/0996/ENCINITAS BEACH |
| DUDEK & ASSOCIATES | | 7/25/2017 | 90.00 | GE/3252/JUNE/0998/URBANE CAFE |
| DUDEK & ASSOCIATES | | 7/25/2017 | 30.00 | GE/3252/JUNE/1002/GELSON'S |
| DUDEK & ASSOCIATES | | 7/25/2017 | 1,090.00 | GE/3252/JUNE/1003/THE BEACONS |
| DUDEK & ASSOCIATES | | 7/25/2017 | 915.00 | GE/3252/JUNE/1004/HEALTHY CREATIONS |
| DUDEK & ASSOCIATES | | 7/25/2017 | <u>13,432.50</u> | GE/CIP/JUNE/200/328/361 |
| | Total 50003 | | 19,847.50 | |
| ELLIOT ASSOCIATES | 50004 | 7/25/2017 | <u>544.80</u> | DATA CONVERSION |
| | Total 50004 | | 544.80 | |
| I2B NETWORKS, INC | 50005 | 7/25/2017 | <u>160.00</u> | WEB CAM @BPS-JULY |
| | Total 50005 | | 160.00 | |
| ICMA RETIREMENT-303979 | 50006 | 7/25/2017 | <u>4,197.35</u> | DEFERRED COMP |
| | Total 50006 | | 4,197.35 | |
| INFRASTRUCTURE ENGINEERING CORP | 50007 | 7/25/2017 | 1,556.07 | FY 17 GRAVITY SEWER PROJECT-JUNE |
| INFRASTRUCTURE ENGINEERING CORP | | 7/25/2017 | 195.00 | FY 2016 GRAVITY LINE PROJECT-JUNE |
| INFRASTRUCTURE ENGINEERING CORP | | 7/25/2017 | 5,239.46 | GAFNER AWT IMPROVEMENT-JUNE |
| INFRASTRUCTURE ENGINEERING CORP | | 7/25/2017 | 1,490.00 | L1 FORCE MAIN-JUNE |
| INFRASTRUCTURE ENGINEERING CORP | | 7/25/2017 | 6,250.00 | LC GOLF COURSE PROJECT-JUNE |
| INFRASTRUCTURE ENGINEERING CORP | | 7/25/2017 | 1,935.00 | VP5 PROJECT-JUNE |
| | Total 50007 | | <u>16,665.53</u> | |
| INTERSTATE BATTERIES OF SAN DIEGO | 50008 | 7/25/2017 | <u>540.05</u> | BATTERIES |
| | Total 50008 | | 540.05 | |
| JACKSON & BLANC | 50009 | 7/25/2017 | <u>1,617.25</u> | QTRLY SERVICE FOR HAVC/HEATER |
| | Total 50009 | | 1,617.25 | |
| JOHN W. SMITH | 50010 | 7/25/2017 | <u>1,166.00</u> | BACKFLOW PREVENTER |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/25/2017 Through 7/25/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|----------------------------------|---------------------|-----------------------|---------------------|-------------------------------------|
| | Total 50010 | | 1,166.00 | |
| MALLORY SAFETY AND SUPPLY | 50011 | 7/25/2017 | 301.50 | SAFETY ITEMS |
| | Total 50011 | | 301.50 | |
| MESA REPROGRAPHICS | 50012 | 7/25/2017 | 45.00 | SPECS AND PLANS |
| | Total 50012 | | 45.00 | |
| MSC JANITORIAL SERVICE, INC | 50013 | 7/25/2017 | 1,552.92 | MONTHLY JANITORIAL SERVICES-JULY |
| | Total 50013 | | 1,552.92 | |
| NAPA AUTO | 50014 | 7/25/2017 | 47.37 | AUTO PARTS |
| | Total 50014 | | 47.37 | |
| NATIONAL SAFETY SERVICES | 50015 | 7/25/2017 | 16,226.44 | 1/2 DOWN FOR CONFINED SPACE TRAILER |
| | Total 50015 | | 16,226.44 | |
| NATIONWIDE RETIREMENT SOLUTIONS | 50016 | 7/25/2017 | 265.78 | DEFERRED COMP |
| | Total 50016 | | 265.78 | |
| PALOMAR WATER, LLC | 50017 | 7/25/2017 | 274.36 | WATER @ OFFICE-JUNE |
| | Total 50017 | | 274.36 | |
| PLUMBERS DEPOT, INC | 50018 | 7/25/2017 | 491.13 | CABLES |
| | Total 50018 | | 491.13 | |
| RANCHO SANTA FE SECURITY SYSTEMS | 50019 | 7/25/2017 | 258.00 | QTRLY SECURITY SYSTEM SERVICE |
| | Total 50019 | | 258.00 | |
| RCP BLOCK & BRICK, INC | 50020 | 7/25/2017 | 23.65 | DIAMOND BLADE |
| | Total 50020 | | 23.65 | |
| RISING TIDE PARTNERS | 50021 | 7/25/2017 | 12,861.58 | PUBLIC INFORMATION FOR JUNE |
| | Total 50021 | | 12,861.58 | |
| AIR POLLUTION CONTROL DISTRICT | 50022 | 7/25/2017 | 418.00 | PERMIT REG FEES-NEW EQUIP-#135 |
| | Total 50022 | | 418.00 | |
| SAN DIEGO GAS AND ELECTRIC | 50023 | 7/25/2017 | 15,960.18 | ELECTRIC @ OFFICE/LPS |
| | Total 50023 | | 15,960.18 | |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/25/2017 Through 7/25/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|------------------------------------|---------------------|-----------------------|---------------------|-----------------------------------|
| SAN DIEGO UNION TRIBUNE | 50024 | 7/25/2017 | 299.80 | LEGAL AD |
| | Total 50024 | | 299.80 | |
| SAN DIEGO UNION TRIBUNE | 50025 | 7/25/2017 | 113.23 | NEWSPAPER SUB SERVICE TIL OCT |
| | Total 50025 | | 113.23 | |
| SCST, INC | 50026 | 7/25/2017 | 11,728.00 | May |
| | Total 50026 | | 11,728.00 | |
| SAN DIEGO GAS & ELECTIRC | 50027 | 7/25/2017 | 132.14 | ELECT. @ AVOCADO PS |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 469.84 | ELECTR. @ DIANA PS |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 11,671.18 | ELECTRIC @ BPS |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 920.51 | ELECTRIC @ E. ESTATES |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 1,823.00 | ELECTRIC @ EEPS |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 845.13 | ELECTRIC @ LC PS |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 150.71 | ELECTRIC @ RANCHO VERDE |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 800.01 | ELECTRIC @ SAXONY PS |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 273.78 | ELECTRIC @ VP5 |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 192.07 | ELECTRIC @ VP7 |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 13.48 | GAS @ OFFICE |
| SAN DIEGO GAS & ELECTIRC | | 7/25/2017 | 8.15 | NAT. GAS @ E.E. |
| | Total 50027 | | 17,300.00 | |
| TERMINIX | 50028 | 7/25/2017 | 32.00 | MONTHLY FEE FOR ANT TRAPS-JULY |
| | Total 50028 | | 32.00 | |
| UNIFIRST CORPORATION | 50029 | 7/25/2017 | 194.73 | LAUNDRY SERVICE W/E 7/12/17 |
| UNIFIRST CORPORATION | | 7/25/2017 | 201.80 | LAUNDRY SERVICE-W/E 7/19/17 |
| | Total 50029 | | 396.53 | |
| VERIZON WIRELESS | 50030 | 7/25/2017 | 920.88 | CELL PHONE USAGE |
| | Total 50030 | | 920.88 | |
| VORTEX INDUSTRIES, INC | 50031 | 7/25/2017 | 236.92 | REPAIRS TO GATE |
| VORTEX INDUSTRIES, INC | | 7/25/2017 | 276.00 | REPAIRS TO GATE @ BPS |
| | Total 50031 | | 512.92 | |
| WATER ENVIRONMENT FEDERATION | 50032 | 7/25/2017 | 312.00 | MEMBERSHIP RENEWAL FOR J. STECKER |
| | Total 50032 | | 312.00 | |
| WESELOH CHEVROLET | 50033 | 7/25/2017 | 221.89 | MAINT/SERVICE ON SILVERADO |
| | Total 50033 | | 221.89 | |
| WEST COAST SAFETY SUPPLY CO., INC. | 50034 | 7/25/2017 | 248.55 | SENSOR |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/25/2017 Through 7/25/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|---------------------|---------------------|-----------------------|--------------------------|--------------------------------|
| | Total 50034 | | 248.55 | |
| WORDEN WILLIAMS LLP | 50035 | 7/25/2017 | <u>6,224.40</u> | LEGAL FEES-JUNE |
| | Total 50035 | | <u>6,224.40</u> | |
| Report Total | | | <u><u>537,391.24</u></u> | |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/27/2017 Through 7/27/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|--------------------------------|---------------------|-----------------------|---------------------|--|
| ENCINA WASTEWATER AUTHORITY | 50036 | 7/27/2017 | 1,286,952.99 | QTRLY FOR O/M AND CAPITAL ENDING JUNE |
| | Total 50036 | | 1,286,952.99 | |
| SAN DIEGO GAS & ELECTIRC | 50037 | 7/27/2017 | 3,252.00 | THE NEW ELECTRICAL METER FOR THE BUILDING SPLIT |
| | Total 50037 | | 3,252.00 | |
| Report Total | | | 1,290,204.99 | |

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: August 1, 2017

| <u>Check No.</u> | <u>Date</u> | <u>Amount</u> |
|------------------|-------------|---------------|
| 19364 - 19367 | 8/1/2017 | \$867.88 |

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 2, 2017

| <u>Check Nos.</u> | <u>Date</u> | <u>Amount</u> |
|-------------------|-------------|---------------|
| 19368 - 19386 | 8/2/2017 | \$48,857.83 |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/2/2017 Through 8/2/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|-------------------------------------|---------------------|-----------------------|---------------------|---------------------------------|
| ADS LLC | 50038 | 8/2/2017 | <u>4,340.00</u> | FLOW METERING-JULY |
| | Total 50038 | | 4,340.00 | |
| AT&T | 50039 | 8/2/2017 | <u>193.95</u> | PHONE SERVICE-JULY |
| | Total 50039 | | 193.95 | |
| BAJA POOL AND SPA SERVICE | 50040 | 8/2/2017 | <u>145.00</u> | MONTHLY FOUNTAIN SERVICE-AUGUST |
| | Total 50040 | | 145.00 | |
| BOOT WORLD, INC | 50041 | 8/2/2017 | <u>200.00</u> | SAFETY BOOTS-R. EASTON |
| | Total 50041 | | 200.00 | |
| CAL PUBLIC EMPLOYEES' RETIRE SYSTEM | 50042 | 8/2/2017 | <u>31,381.77</u> | EMPLOYEES HEALTH INS-AUGUST |
| | Total 50042 | | 31,381.77 | |
| CAL PUBLIC EMPLOYEES' RETIRE SYSTEM | 50043 | 8/2/2017 | <u>2,995.61</u> | BOARD HEALTH INS-AUGUST |
| | Total 50043 | | 2,995.61 | |
| CARLSON & BEAULOYE | 50044 | 8/2/2017 | <u>935.26</u> | SERVICE TO AWT-COMPRESSOR |
| | Total 50044 | | 935.26 | |
| MICHAEL CORRIGAN | 50045 | 8/2/2017 | <u>3,000.00</u> | LATERAL REIMBURSEMENT |
| | Total 50045 | | 3,000.00 | |
| COSCO FIRE PROTECTION | 50046 | 8/2/2017 | <u>225.00</u> | OTRLY SPRINKLER SERVICE |
| | Total 50046 | | 225.00 | |
| COX COMMUNICATIONS SAN DIEGO | 50047 | 8/2/2017 | <u>1,470.12</u> | PHONE SERVICE/CABLE/INTERNET |
| | Total 50047 | | 1,470.12 | |
| CWEA | 50048 | 8/2/2017 | <u>85.00</u> | MEMBERSHIP RENEWAL-C. RUSSELL |
| | Total 50048 | | 85.00 | |
| DATA NET | 50049 | 8/2/2017 | <u>965.00</u> | IS MAINT AND SUPPORT |
| | Total 50049 | | 965.00 | |
| ENCINA WASTEWATER AUTHORITY | 50050 | 8/2/2017 | <u>3,611.50</u> | QTRLY LAB FEES |
| | Total 50050 | | 3,611.50 | |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/2/2017 Through 8/2/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|----------------------------------|---------------------|-----------------------|---------------------|--------------------------------|
| EVOQUA WATER TECHNOLOGIES, LLC | 50051 | 8/2/2017 | 8,817.10 | BIOXIDE |
| | Total 50051 | | 8,817.10 | |
| FEDERAL EXPRESS CORPORATION | 50052 | 8/2/2017 | 26.60 | SHIPPING |
| | Total 50052 | | 26.60 | |
| GRAINGER, INC | 50053 | 8/2/2017 | 209.66 | PARTS-WALL SWITCH, POLE |
| GRAINGER, INC | | 8/2/2017 | 57.52 | SEAT/SEAL KIT |
| | Total 50053 | | 267.18 | |
| GREAT AMERICA FINANCIAL SERVICES | 50054 | 8/2/2017 | 833.39 | COPIER LEASE-AUG |
| | Total 50054 | | 833.39 | |
| HACH COMPANY | 50055 | 8/2/2017 | 1,523.72 | HACH SERVICE PARTNER |
| HACH COMPANY | | 8/2/2017 | 44.32 | SEAL |
| | Total 50055 | | 1,568.04 | |
| HARTFORD LIFE & ACCIDENT INS. | 50056 | 8/2/2017 | 454.38 | LIFE INS-AUGUST |
| | Total 50056 | | 454.38 | |
| ICMA RETIREMENT-303979 | 50057 | 8/2/2017 | 4,084.01 | DEFERRED COMP |
| | Total 50057 | | 4,084.01 | |
| INFRASTRUCTURE ENGINEERING CORP | 50058 | 8/2/2017 | 180.00 | AS NEEDED GIS SERVICE-JUNE |
| | Total 50058 | | 180.00 | |
| MARVIN GONZALEZ | 50059 | 8/2/2017 | 919.24 | REIMBURSE FOR CONFERENCE |
| | Total 50059 | | 919.24 | |
| MES VISION | 50060 | 8/2/2017 | 386.22 | VISION INS-AUGUST |
| | Total 50060 | | 386.22 | |
| NAPA AUTO | 50061 | 8/2/2017 | 47.88 | PARTS FOR BPS |
| | Total 50061 | | 47.88 | |
| NATIONWIDE RETIREMENT SOLUTIONS | 50062 | 8/2/2017 | 265.78 | DEFERRED COMP |
| | Total 50062 | | 265.78 | |
| OFFICE DEPOT, INC. | 50063 | 8/2/2017 | 590.12 | OFFICE SUPPLIES |

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/2/2017 Through 8/2/2017

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|--------------------------------------|---------------------|-----------------------|---------------------|--------------------------------|
| | Total 50063 | | 590.12 | |
| SOUTHERN CONTRACTING COMPANY | 50064 | 8/2/2017 | 11,313.75 | REPAIRS TO BPS-CIRCUIT BREAKER |
| | Total 50064 | | 11,313.75 | |
| STANEK CONSTRUCTORS, INC | 50065 | 8/2/2017 | 7,600.00 | GAFNER AWT PROJECT-JUNE |
| | Total 50065 | | 7,600.00 | |
| THE GUARDIAN | 50066 | 8/2/2017 | 4,169.89 | DENTAL/DISABILITY INS-AUGUST |
| | Total 50066 | | 4,169.89 | |
| SOLANA PALM LLC | 50067 | 8/2/2017 | 90.00 | ANSWERING SERVICE |
| | Total 50067 | | 90.00 | |
| UNIFIRST CORPORATION | 50068 | 8/2/2017 | 194.73 | LAUNDRY SERVICE-W/E 7/26/2017 |
| | Total 50068 | | 194.73 | |
| U.S. HEALTHWORKS MEDICAL GROUP, P.C. | 50069 | 8/2/2017 | 99.00 | PHYSICALS |
| | Total 50069 | | 99.00 | |
| Report Total | | | 91,455.52 | |

**LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS**

| <u>JULY</u> | | 2016 | | |
|-------------|--------------|-----------|--|--------------------|
| 7/2/2016 | Board | | | \$1,113.05 |
| 7/6/2016 | Employee | | | \$45,209.70 |
| 7/20/2016 | Employee | | | \$45,447.42 |
| 7/21/2016 | Employee | Incentive | | <u>\$92.35</u> |
| | TOTAL | | | \$91,862.52 |

| <u>AUGUST</u> | | | | |
|---------------|--------------|-----------|--|---------------------|
| 8/1/2016 | Board | | | \$2,494.10 |
| 8/3/2016 | Employee | | | \$47,019.66 |
| 8/16/2016 | Employee | Incentive | | \$6,786.37 |
| 8/17/2016 | Employee | | | \$46,135.12 |
| 8/31/2016 | Employee | | | <u>45952.27</u> |
| | TOTAL | | | \$148,387.52 |

| <u>SEPTEMBER</u> | | | | |
|------------------|--------------|-----------|--|--------------------|
| 9/1/2016 | Board | | | \$5,336.83 |
| 9/13/2016 | Employee | Incentive | | \$552.59 |
| 9/14/2016 | Employee | | | \$46,590.94 |
| 9/14/2016 | Employee | Incentive | | \$1,137.27 |
| 9/28/2016 | Employee | | | <u>\$46,288.36</u> |
| | TOTAL | | | \$99,905.99 |

| <u>OCTOBER</u> | | | | |
|----------------|--------------|-----------|--|---------------------|
| 10/1/2016 | Board | | | \$1,750.79 |
| 10/12/2016 | Employee | | | \$48,948.76 |
| 10/20/2016 | Employee | Incentive | | \$19,567.48 |
| 10/26/2016 | Employee | | | <u>\$46,879.62</u> |
| | TOTAL | | | \$117,146.65 |

| <u>NOVEMBER</u> | | | | |
|-----------------|--------------|--|--|--------------------|
| 11/1/2016 | Board | | | \$4,759.91 |
| 11/9/2016 | Employee | | | \$47,228.39 |
| 11/23/2016 | Employee | | | <u>\$47,121.35</u> |
| | TOTAL | | | \$99,109.65 |

| <u>DECEMBER</u> | | | | |
|-----------------|--------------|--------------|--|---------------------|
| 12/1/2016 | Board | | | \$2,419.09 |
| 12/2/2016 | Employee | Sick Buyback | | \$20,167.03 |
| 12/7/2016 | Employee | | | \$47,703.49 |
| 12/14/2016 | Employee | Incentive | | \$444.65 |
| 12/21/2016 | Employee | | | <u>\$46,163.74</u> |
| | TOTAL | | | \$116,898.00 |

**LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS**

| | | | |
|------------------------|--------------|-------------|---------------------|
| <u>JANUARY</u> | | 2017 | |
| 1/1/2017 | Board | | \$1,214.82 |
| 1/4/2017 | Employee | | \$45,717.09 |
| 1/18/2017 | Employee | | <u>\$45,885.84</u> |
| | TOTAL | | \$92,817.75 |
| <u>FEBRUARY</u> | | | |
| 2/1/2017 | Employee | | \$47,491.00 |
| 2/1/2017 | Board | | \$5,367.25 |
| 2/8/2017 | Employee | Incentive | \$2,170.15 |
| 2/15/2017 | Employee | | <u>\$45,587.20</u> |
| | TOTAL | | \$100,615.60 |
| <u>MARCH</u> | | | |
| 3/1/2017 | Employee | | \$47,217.28 |
| 3/1/2017 | Board | | \$3,254.46 |
| 3/15/2017 | Employee | | \$48,226.01 |
| 3/29/2017 | Employee | | <u>\$46,338.98</u> |
| | TOTAL | | \$145,036.73 |
| <u>APRIL</u> | | | |
| 4/1/2017 | Board | | \$4,139.95 |
| 4/12/2017 | Employee | | \$47,286.60 |
| 4/13/2017 | Employee | | \$8,888.15 |
| 4/26/2017 | Employee | | <u>\$46,458.18</u> |
| | TOTAL | | \$106,772.88 |
| <u>MAY</u> | | | |
| 5/1/2017 | Board | | \$4,379.21 |
| 5/10/2017 | Employee | | \$47,492.65 |
| 5/24/2017 | Employee | | <u>\$46,669.52</u> |
| | TOTAL | | \$98,541.38 |
| <u>JUNE</u> | | | |
| 6/1/2017 | Board | | \$4,080.51 |
| 6/7/2017 | Employee | | \$48,089.35 |
| 6/21/2017 | Employee | | <u>\$47,063.40</u> |
| | TOTAL | | \$99,233.26 |
| <u>JULY</u> | | | |
| 7/1/2017 | Board | | \$1,887.30 |
| 7/5/2017 | Employee | | \$47,055.56 |
| 7/12/2017 | Employee | Incentive | \$461.75 |
| 7/19/2017 | Employee | | <u>\$47,204.47</u> |
| | TOTAL | | \$96,609.08 |

**LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS**

AUGUST

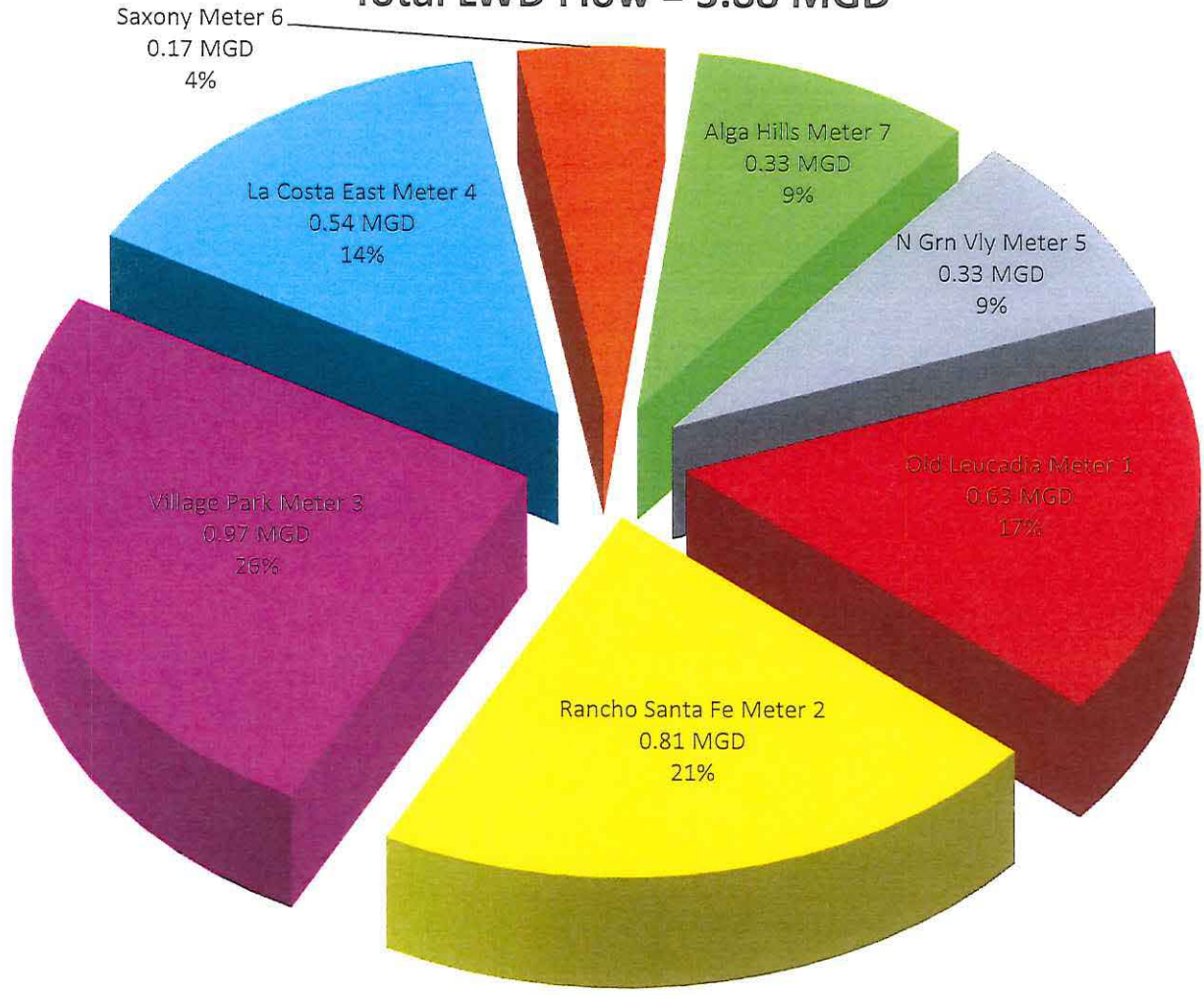
| | | |
|----------|--------------|--------------------|
| 8/1/2017 | Board | \$1,140.00 |
| 8/3/2017 | Employee | <u>\$48,857.83</u> |
| | TOTAL | \$49,997.83 |

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2017 (July 2017 - June 2018)**

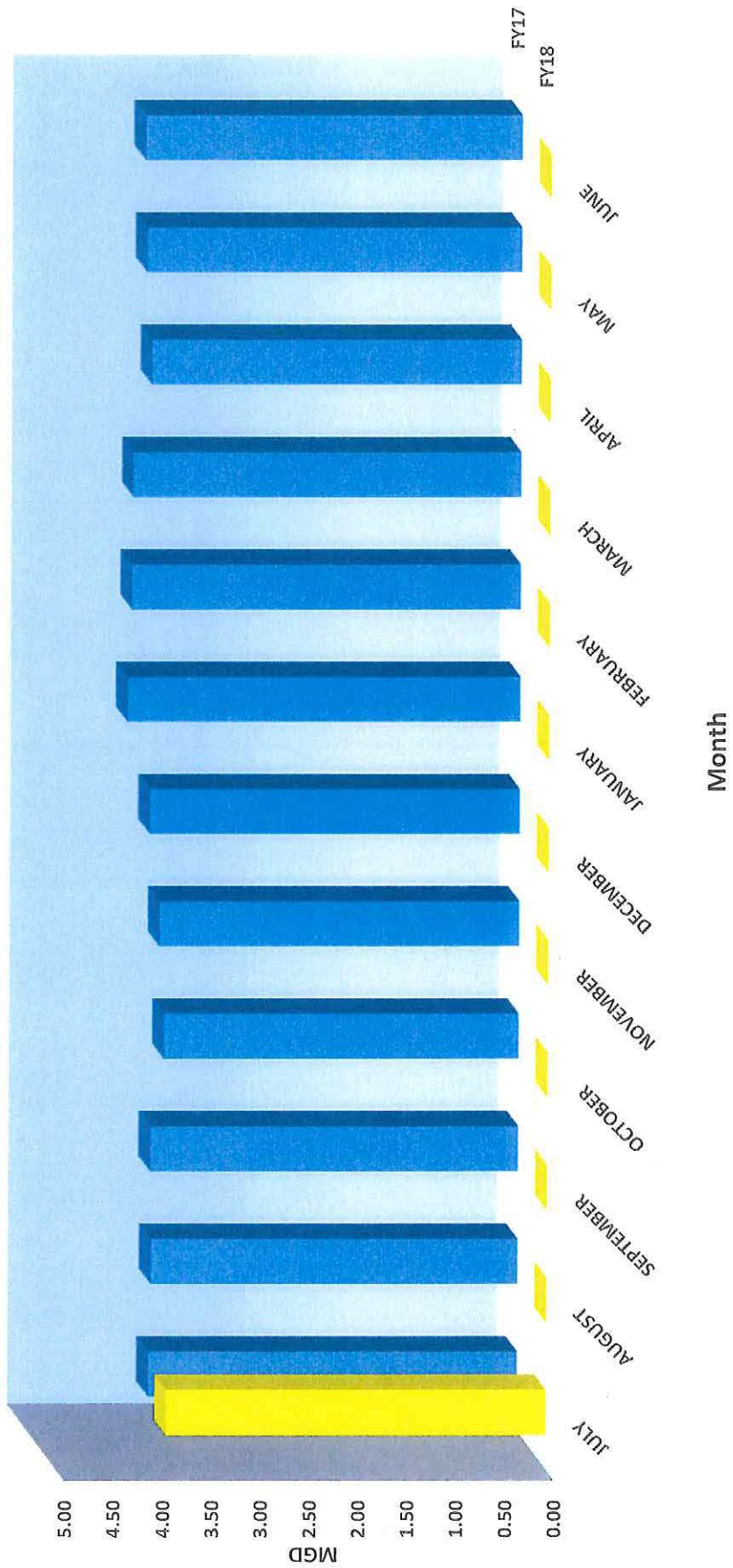
| CURRENT MONTH - July 2017 | | | | | | | FY 2016- 2017 |
|---------------------------|----------------------|------------------|--------------------------|------------------|---------|-------------------------------|------------------|
| Period | Total Rain Inches | Total Flow MG | Added EDU's 28,469.81 | LWD ADF (MGD) | GPD/EDU | RECLAIMED Total (ac-ft/mo) | LWD ADF (MGD) |
| JULY | 0.00 | 120.28 | 3.82 | 3.88 | 136 | 50.52 | 3.77 |
| YTD | | | 28,473.63 | | | | |
| AUGUST | | | | | | | 3.75 |
| YTD | | | | | | | |
| SEPTEMBER | | | | | | | 3.76 |
| YTD | | | | | | | |
| OCTOBER | | | | | | | 3.63 |
| YTD | | | | | | | |
| NOVEMBER | | | | | | | 3.68 |
| YTD | | | | | | | |
| DECEMBER | | | | | | | 3.78 |
| YTD | | | | | | | |
| JANUARY | | | | | | | 4.01 |
| YTD | | | | | | | |
| FEBRUARY | | | | | | | 3.97 |
| YTD | | | | | | | |
| MARCH | | | | | | | 3.96 |
| YTD | | | | | | | |
| APRIL | | | | | | | 3.78 |
| YTD | | | | | | | |
| MAY | | | | | | | 3.83 |
| YTD | | | | | | | |
| JUNE | | | | | | | 3.85 |
| YTD | | | | | | | |
| YTD Totals | 0.00 | 120.28 | 3.82 | | | 50.52 | |
| Mo Average | 0.00 | 120.28 | 3.82 | 3.88 | 136.27 | 50.52 | 3.81 |

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LWD Flows by Sub-Basin
June 2017
Total LWD Flow = 3.88 MGD

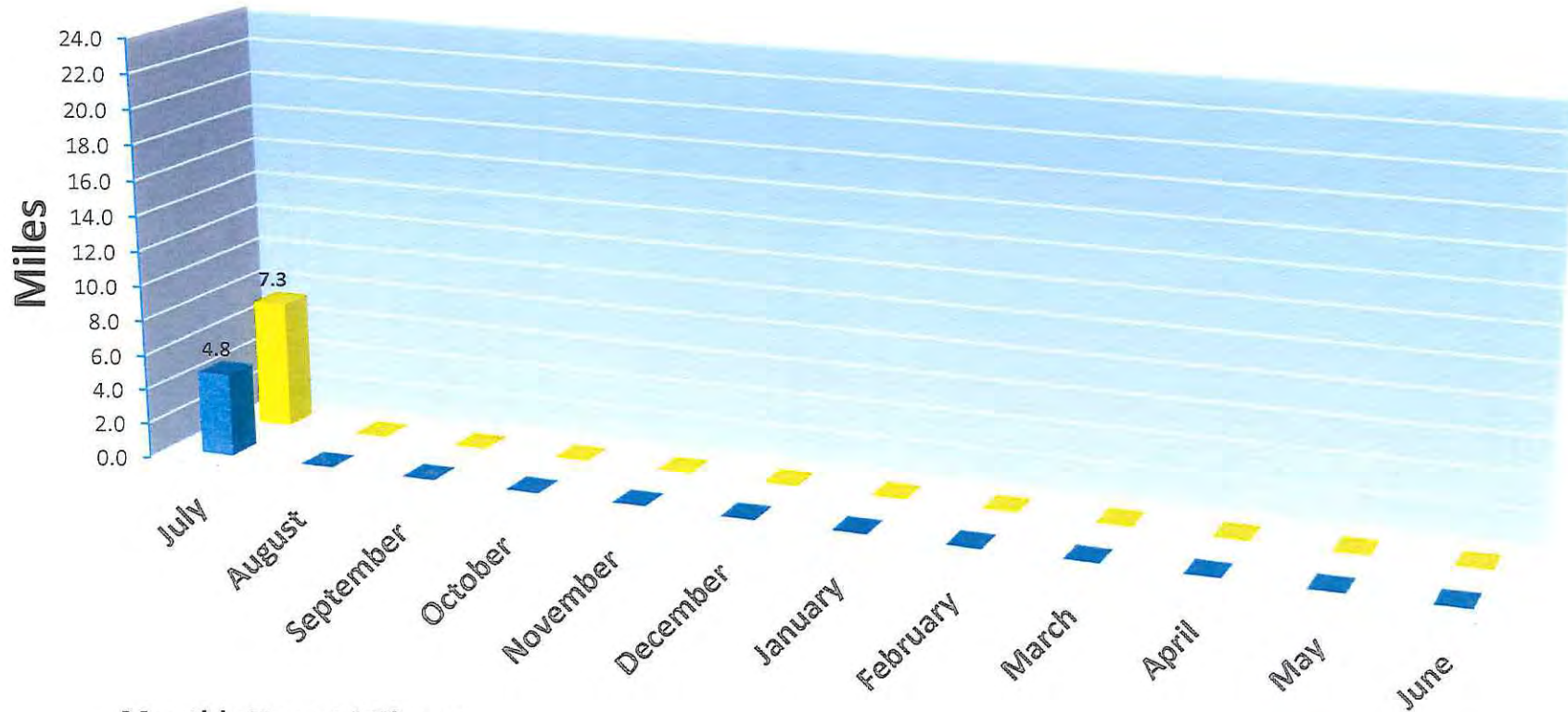


Leucadia Wastewater District Flow Comparison FY 17 to FY 18



FY-18 CCTV Inspections & Hydro Cleaning Production

49



Monthly Target Mileage

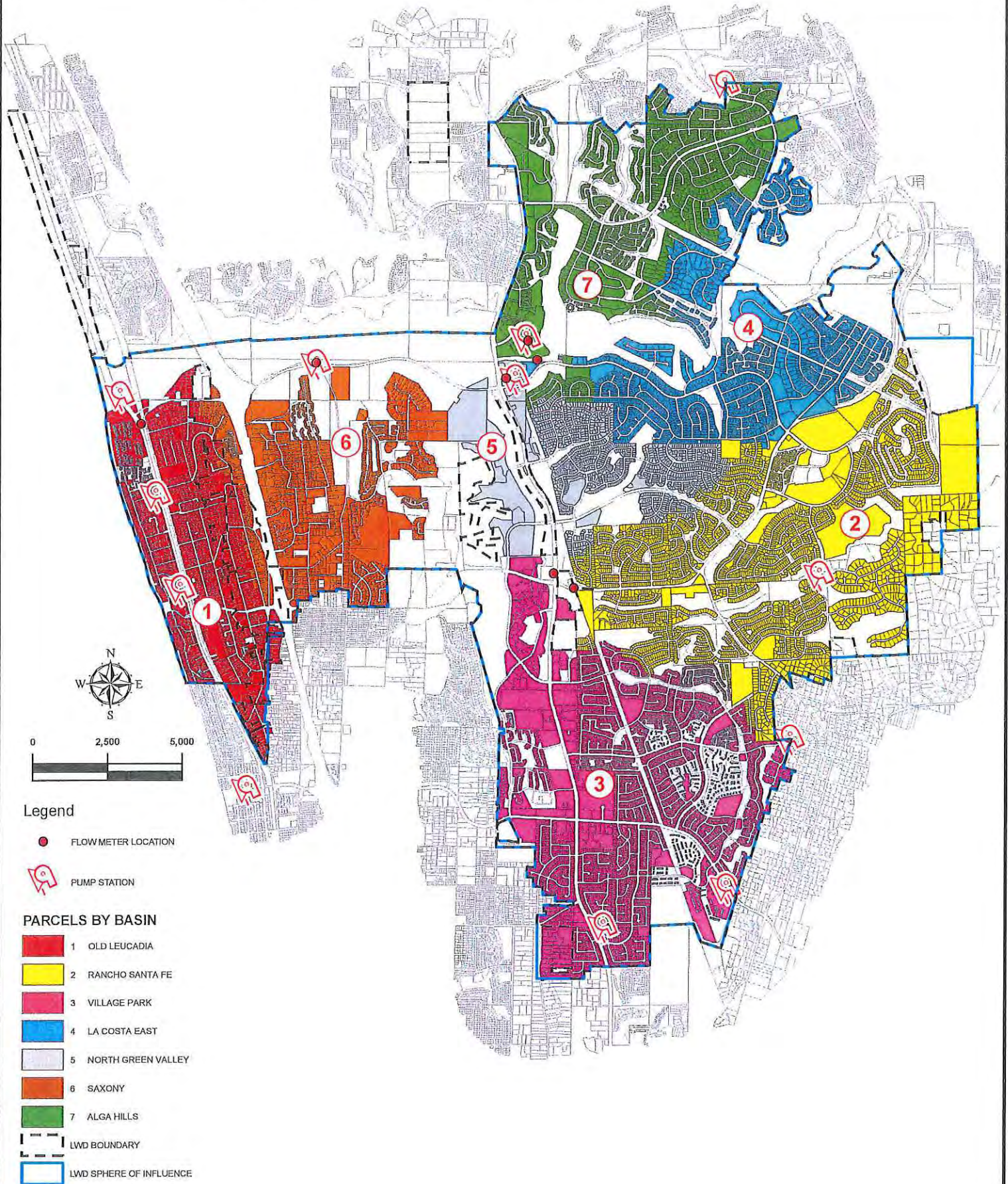
Hydo-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

Note: Both Hydro-Cleaning and CCTV Inspections down due to Easements inspections

■ CCTV Inspections
■ Total Hydro Cleaning

LEUCADIA WASTEWATER DISTRICT



Legend

-  FLOW METER LOCATION
-  PUMP STATION
- PARCELS BY BASIN**
-  1 OLD LEUCADIA
-  2 RANCHO SANTA FE
-  3 VILLAGE PARK
-  4 LA COSTA EAST
-  5 NORTH GREEN VALLEY
-  6 SAXONY
-  7 ALGA HILLS
-  LWD BOUNDARY
-  LWD SPHERE OF INFLUENCE

Leucadia Wastewater District

Balance Sheet

As of 7/31/2017

| | | Current Year |
|--|------|-----------------|
| Assets | | |
| Cash & Investments | 1CAS | 34,048,676.83 |
| Accounts Receivables | 2A/R | 236,587.10 |
| Prepaid Expense | 3PRE | 231,061.68 |
| Funds held with Encinca Wastewater Authority | 4EWA | 1,486,800.00 |
| Capital Assets | 4F/A | 154,935,953.85 |
| Less Accumulated Depreciation | 6DEP | (49,904,593.36) |
| Total Assets | | 141,034,486.10 |
| Deferred Outflows | | |
| Projected/Actual PERS Earnings Difference | 6D/O | 391,974.00 |
| PERS Proportions & Assumptions Difference | 7D/O | 26,291.00 |
| Current Year PERS Employer Contribution | 8D/O | 299,609.00 |
| Total Deferred Outflows | | 717,874.00 |
| Total Assets & Deferred Outflows | | 141,752,360.10 |
| Liabilities | | |
| Accounts Payable & Accrued Expenses | A/P | 385,935.97 |
| Developer Deposits | DEVD | 118,156.15 |
| Net Pension Liability | LTDB | 2,604,135.00 |
| Total Liabilities | | 3,108,227.12 |
| Deferred Inflows | | |
| PERS Actual/Proportion Contribution Difference | D/I2 | 141,557.00 |
| PERS Proportions & Assumptions Difference | D/I3 | 216,891.00 |
| Projected/Actual PERS Earnings Difference | D/In | 573,987.00 |
| Total Deferred Inflows | | 932,435.00 |
| Net Position | | |
| Beginning Net Position (as of June 30, 2017) | | |
| Investment in Capital Assets | IC/A | 103,352,670.49 |
| Reserves | RESV | 32,621,572.67 |
| Undesignated Net Position | UNDS | 1,825,053.50 |
| Total Beginning Net Position (as of June 30, 2017) | | 137,799,296.66 |
| Current Change In Net Position | | |
| Other | | (87,598.68) |
| Total Current Change In Net Position | | (87,598.68) |
| Total Net Position | | 137,711,697.98 |
| Total Liabilities, Deferred Inflows & Net Position | | 141,752,360.10 |

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

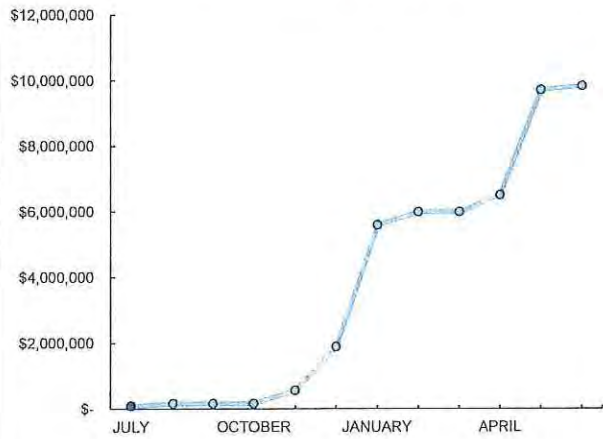
From 7/1/2017 Through 7/31/2017

| Account Title | YTD Actual | Total Annual Budget | Remaining Budget | Percentage Total Budget Used |
|-------------------------------------|----------------------|------------------------|------------------------|------------------------------|
| OPERATING REVENUES | | | | |
| 3110 Sewer Service Fees | \$ 100,183.28 | \$ 9,819,969.00 | \$ 9,719,785.72 | 1.0% |
| 3150 Recycled Water Sales | 0.00 | 269,000.00 | 269,000.00 | 0.0% |
| 3100 Misc. Operating Revenue | 0.00 | 223,710.00 | 223,710.00 | 0.0% |
| TOTAL OPERATING REVENUES | \$ 100,183.28 | \$10,312,679.00 | \$10,212,495.72 | 1.0% |
| OPERATING EXPENSES | | | | |
| 4100 Salaries | \$ 68,469.37 | \$ 1,747,174.00 | \$ 1,678,704.63 | 3.9% |
| 4200 Employee Benefits | 63,916.46 | 832,488.00 | 768,571.54 | 7.7% |
| 4300 Directors Expense | 3,341.96 | 142,400.00 | 139,058.04 | 2.3% |
| 4400 Election Expense | 0.00 | 30,000.00 | 30,000.00 | 0.0% |
| 4600 Gas, Oil & Fuel | 0.00 | 44,000.00 | 44,000.00 | 0.0% |
| 4700 Insurance Expense | 18,393.75 | 113,900.00 | 95,506.25 | 16.1% |
| 4800 Memberships | 1,121.00 | 25,900.00 | 24,779.00 | 4.3% |
| 4900 Office Expense | 2,815.30 | 137,100.00 | 134,284.70 | 2.1% |
| 5000 Operating Supplies | 5,593.41 | 227,600.00 | 222,006.59 | 2.5% |
| 5200 Professional Services | 722.50 | 464,700.00 | 463,977.50 | 0.2% |
| 5300 Printing & Publishing | 299.80 | 29,000.00 | 28,700.20 | 1.0% |
| 5400 Rents & Leases | 0.00 | 15,200.00 | 15,200.00 | 0.0% |
| 5500 Repairs & Maintenance | 7,706.53 | 441,600.00 | 433,893.47 | 1.7% |
| 5600 Monitoring & Permits | 1,903.00 | 57,300.00 | 55,397.00 | 3.3% |
| 5700 Training & Development | 826.22 | 47,200.00 | 46,373.78 | 1.8% |
| 5900 Utilities | 34,490.06 | 477,900.00 | 443,409.94 | 7.2% |
| 6100 LAFCO Operations | 6,863.30 | 9,000.00 | 2,136.70 | 76.3% |
| 6200 Encina Operating Expense | 0.00 | 1,911,730.00 | 1,911,730.00 | 0.0% |
| 6900 Admin O/H alloc to Capital | 0.00 | (137,959.00) | (137,959.00) | 0.0% |
| TOTAL OPERATING EXPENSES | \$ 216,462.66 | \$ 6,616,233.00 | \$ 6,399,770.34 | 3.3% |
| NON-OPERATING REVENUES | | | | |
| 3130 Capacity Fees | \$ 11,296.92 | \$ 240,360.00 | \$ 229,063.08 | 4.7% |
| 3220 Property Taxes | 0.00 | 1,550,000.00 | 1,550,000.00 | 0.0% |
| 3250 Investment Income | 49,151.56 | 212,000.00 | 162,848.44 | 23.2% |
| 3290 Misc. Non Op Revenue | 0.00 | 174,400.00 | 174,400.00 | 0.0% |
| TOTAL NON-OPERATING REVENUES | \$ 60,448.48 | \$ 2,176,760.00 | \$ 2,116,311.52 | 2.8% |

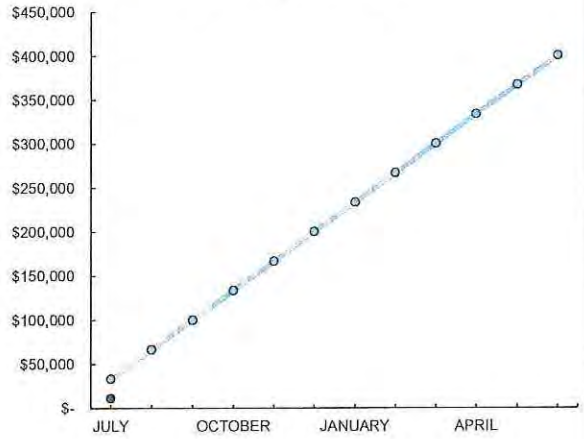
Leucadia Wastewater District Revenue FY2018

YTD through July 31, 2017

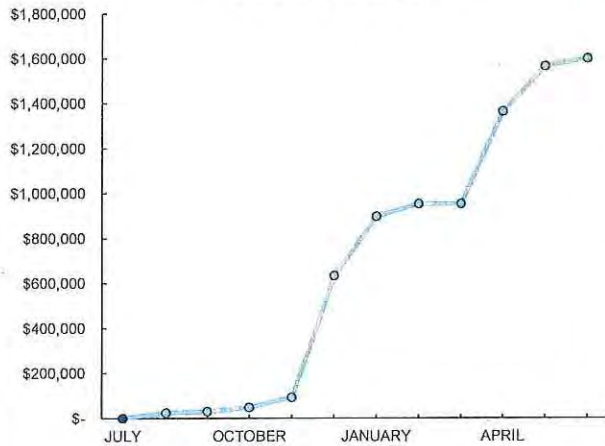
Sewer Service Fees



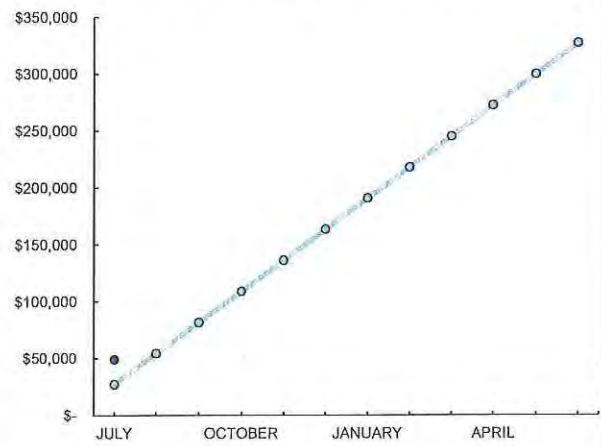
Capacity Charges



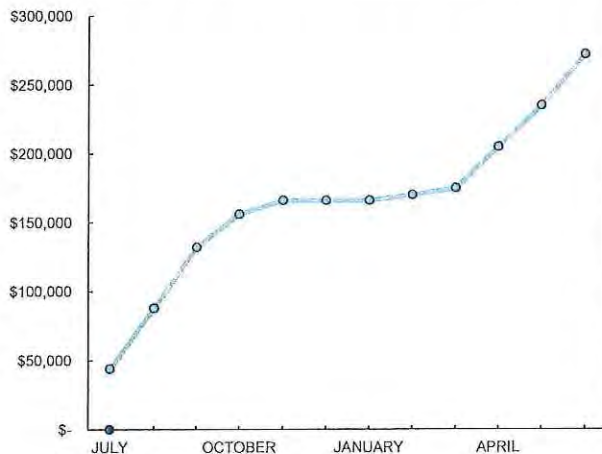
Property Taxes



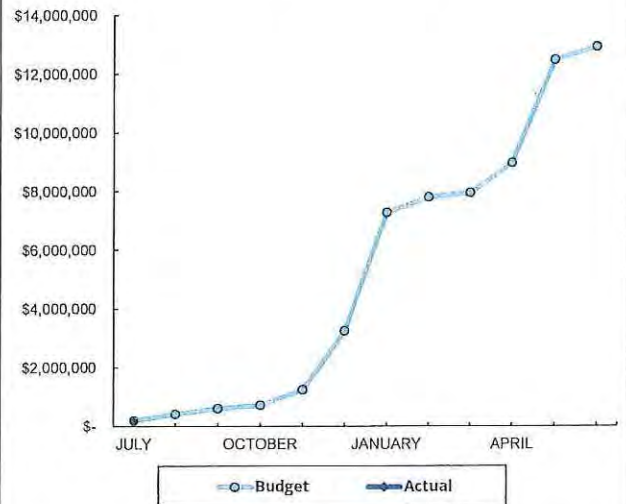
Investment Income



Recycled Wastewater Sales



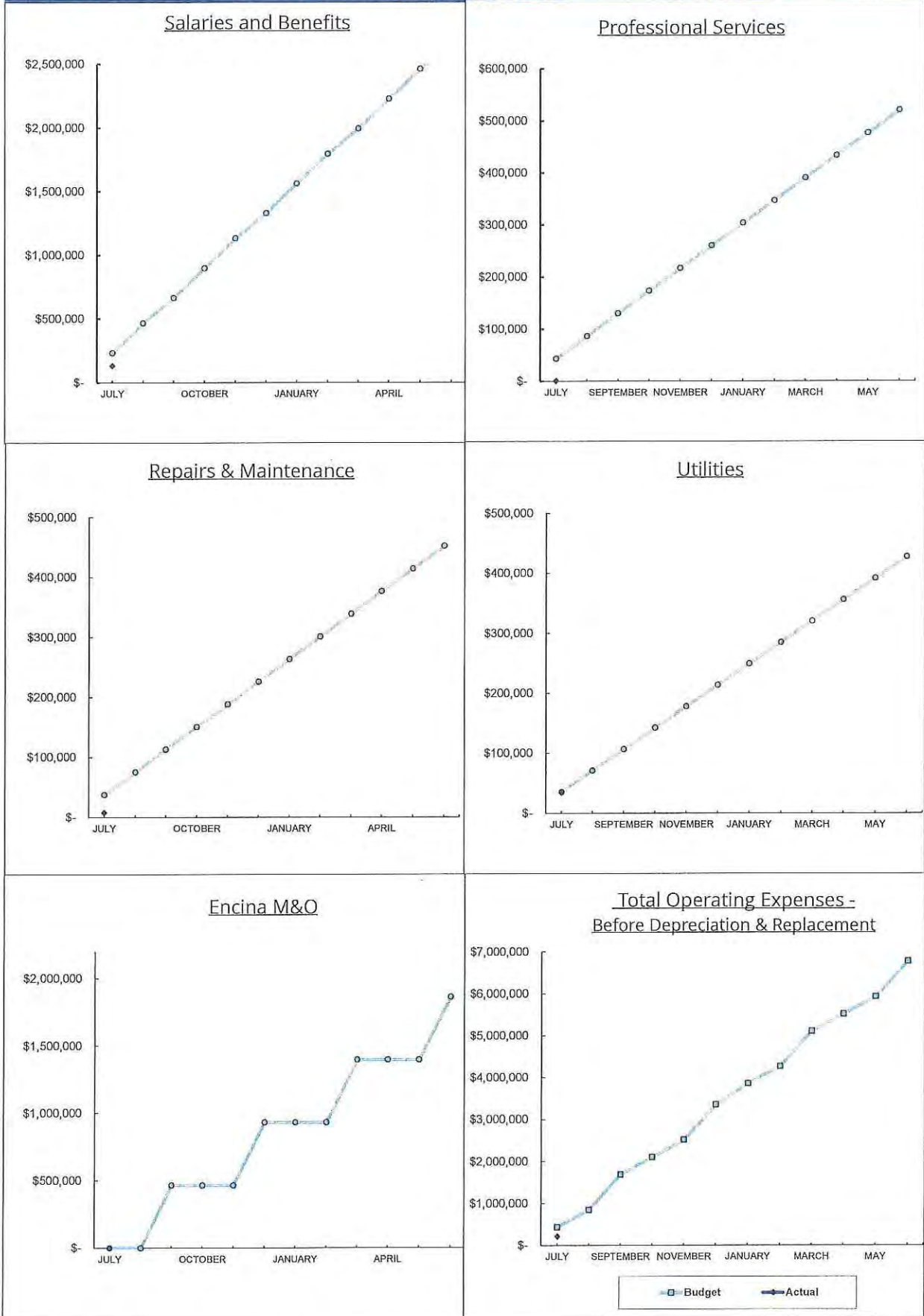
Total Revenue



* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY2018

YTD through July 31, 2017

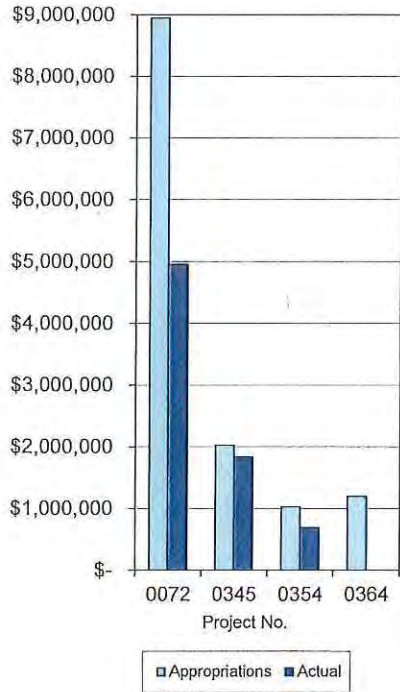


* Preliminary: subject to future review, reconciliation, accruals, and audit

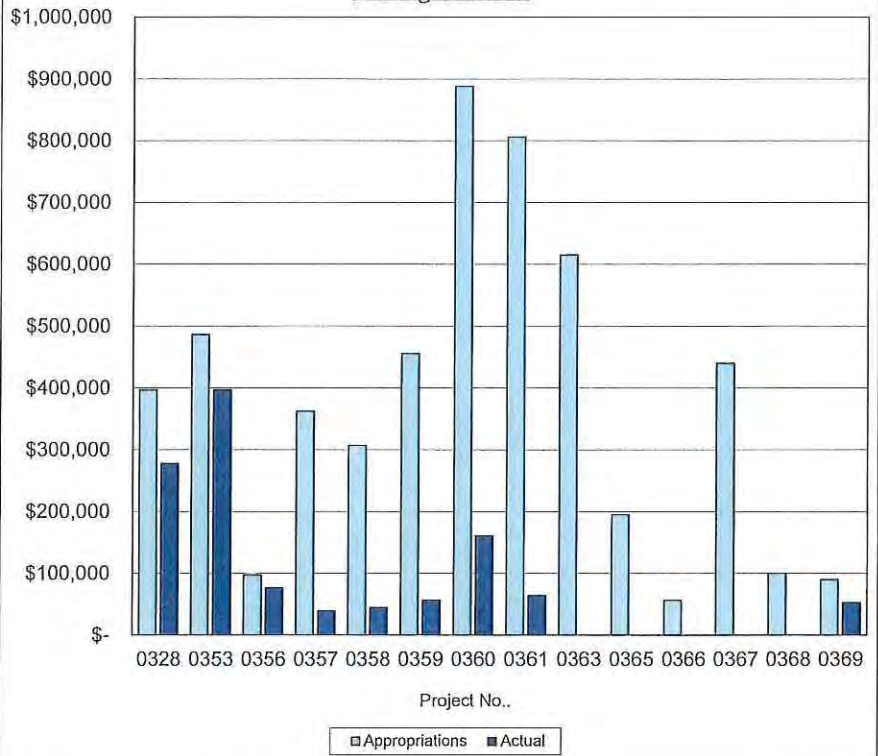
Leucadia Wastewater District Capital Expenditures

As of July 31, 2017

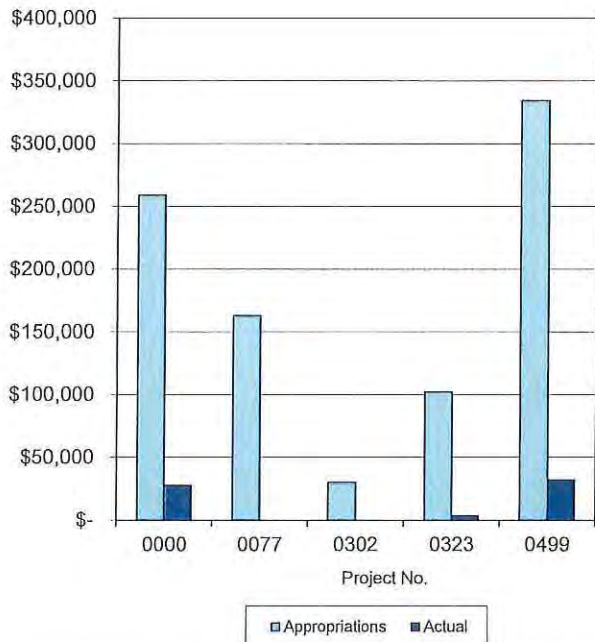
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2018



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2018



Single Year Capital Expenditures by Project FY2018



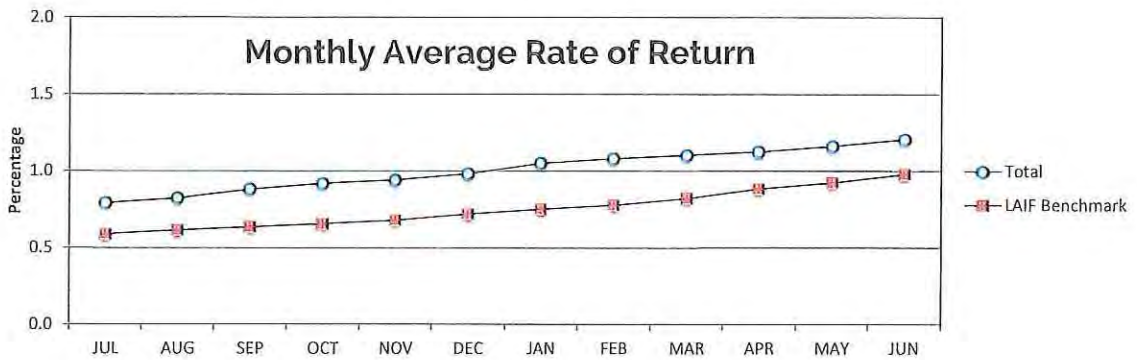
Project Legend

| Multi-Year Capital Projects | <u>No.</u> |
|---|------------|
| Encina Joint Facility Capital Projects | 0072 |
| North SD Water Reuse Coalition Project | 0328 |
| Leucadia FM West Section Replacement | 0345 |
| FY2016 Gravity Pipeline Rehabilitation | 0353 |
| Village Park No. 5 PS Replacement | 0354 |
| New Recycled Water Pump Design | 0356 |
| La Costa Golf Course Gravity Line Improv | 0357 |
| Leucadia Pump Station Rehabilitation | 0358 |
| FY2017 Gravity Pipeline Rehabilitation | 0359 |
| Gafner AWT Improvements | 0360 |
| Poinsettia Station Gravity Pipeline Rehab | 0361 |
| FY2018 Gravity Pipeline Rehabilitation | 0363 |
| Encinitas Estates Pump Station Replcmnt | 0364 |
| Orchard Wood Rd Sewer Rehab | 0365 |
| Force Main Corrossion Control | 0366 |
| B1 Force Main - North Section Replcmnt | 0367 |
| Asset Management Plan | 0368 |
| HQ Electric Meter Installation | 0369 |
| Single Year Capital Projects | <u>No.</u> |
| Equipment | 0000 |
| Misc. Pipeline Rehabilitation | 0077 |
| District Engineering Services | 0302 |
| Lateral Replace/Backflow Prevention | 0323 |
| LWD Gen'l Cap Labor & O/H Allocation | 0499 |

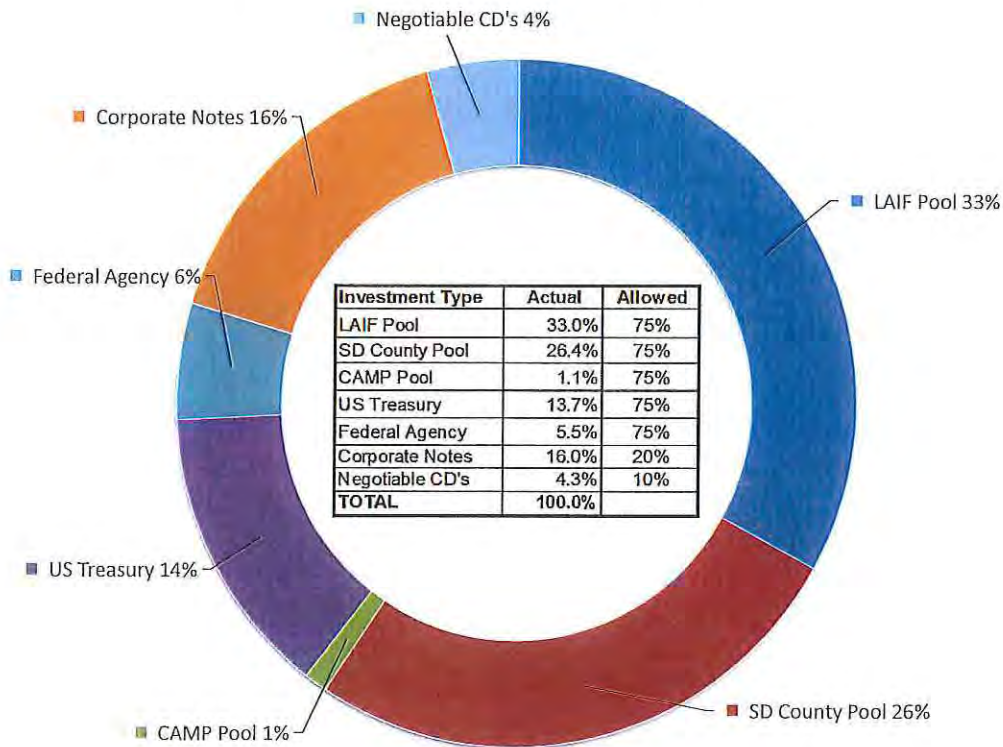
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2017

| Cash Equivalents & Investments | Principal (Original Cost) | | June Interest | Average Rate |
|---|---------------------------|----------------------|------------------|---------------|
| | May 31, 2017 | June 30, 2017 | | |
| LAIF Pool | \$ 13,098,268 | \$ 11,964,268 | \$ 10,213 | 0.978% |
| SD County Pool | 9,575,805 | 9,575,805 | 10,039 | 1.258% |
| CAMP Pool | 687,033 | 398,032 | 401 | 1.050% |
| CAMP Portfolio | | | | |
| US Treasury Notes | 4,984,180 | 4,984,180 | 5,064 | 1.220% |
| Federal Agency Mortgage-Backed Securities | 5,815 | 5,780 | 36 | 7.370% |
| Federal Agency Notes | 1,975,475 | 1,975,475 | 2,182 | 1.320% |
| Corporate Bonds/Notes | 5,502,992 | 5,804,150 | 6,684 | 1.420% |
| Negotiable CD's | 1,570,000 | 1,570,000 | 2,419 | 1.850% |
| Total Camp Portfolio | 14,038,461 | 14,339,584 | 16,384 | 1.390% |
| Totals | \$ 37,399,568 | \$ 36,277,689 | \$ 37,037 | 1.206% |

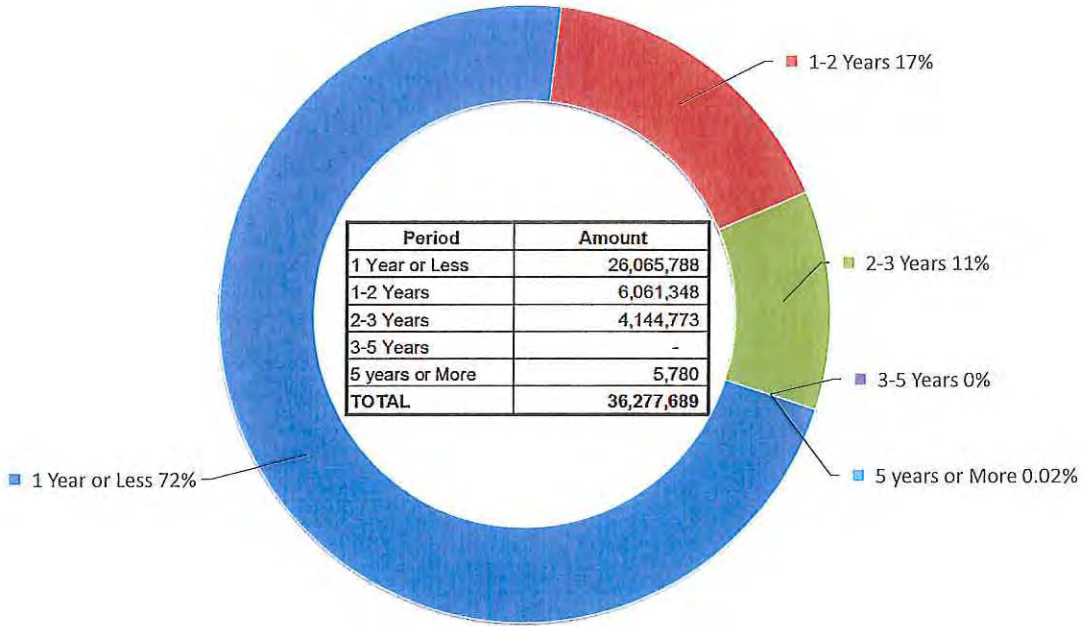


INVESTMENT DISTRIBUTION BY CATEGORY

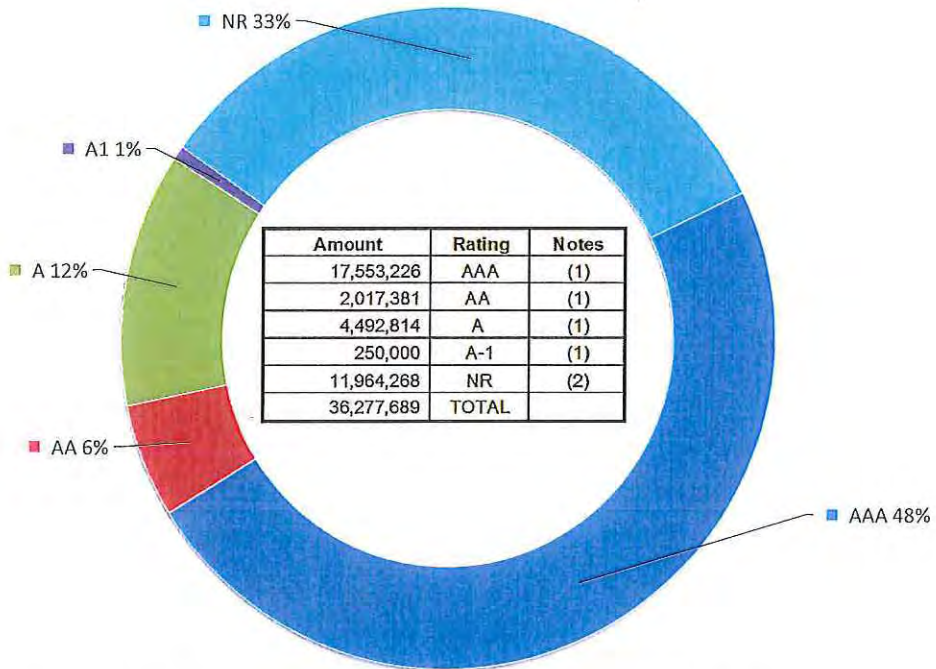


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2017
 (Continued)

REMAINING MATURITY



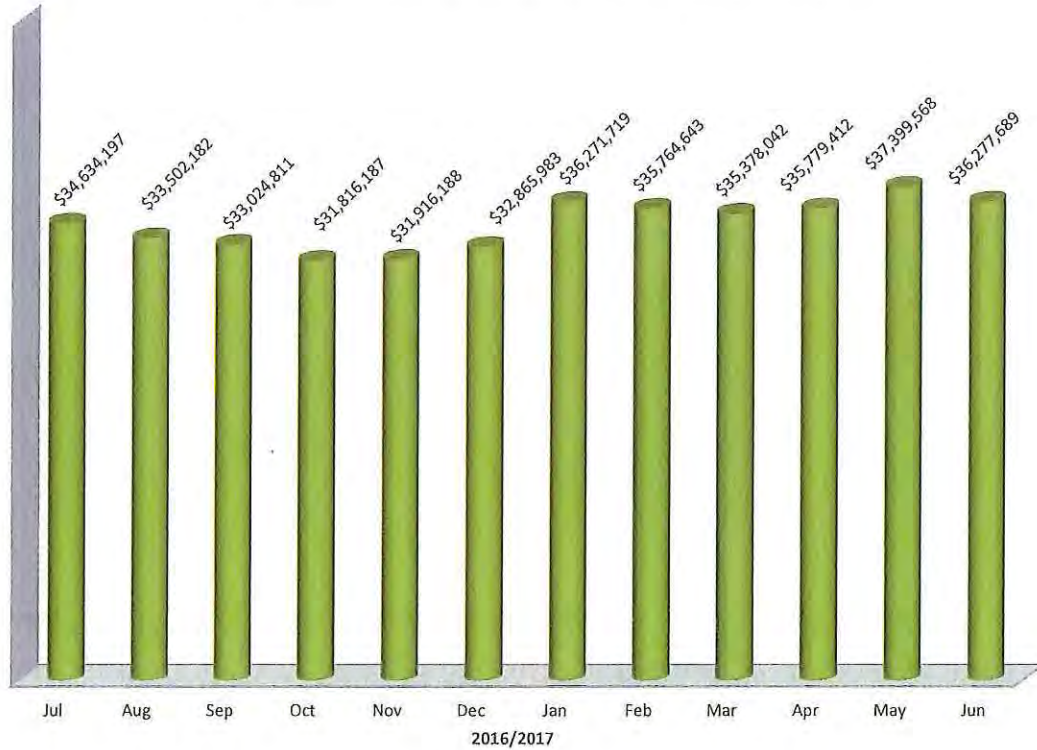
INVESTMENT RATINGS



(1) CAMP Pool, SD County Pool, & CD's are rated by Standard & Poors and Investments are rated by Moody's.
 (2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2017
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the months of June, 2017

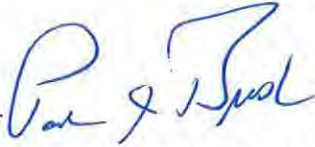
| Investment | Purchases | Maturities | Sales | Notes | YTM at Cost |
|---------------------|-------------------|--------------|-------------|-------|-------------|
| GNMA MBS 30-yr Pool | | \$ 35 | | (3) | 7.37% |
| Intel Corp Bonds | \$ 301,158 | | | | 1.71% |
| TOTAL | \$ 301,158 | \$ 35 | \$ - | | |

(3) Monthly principal payments from mortgage pool

Investment transactions above do not include transfers between checking a/c's and cash equivalents (pools)

MEMORANDUM

Ref: 18-5509

DATE: August 3, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

DISCUSSION:

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one page summary of LWD's investments for the quarter ending June 30, 2017 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rad:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY


6-30-17

| SUMMARY OF CASH & INVESTMENTS at June 30, 2017 | | | | |
|--|----------------------|---------------|---------|----------------------|
| SEE QUARTERLY TREASURER'S REPORT FOR DETAILS | | | | |
| ASSETS | AMORTIZED COST | % OF TOTAL | | MARKET VALUE |
| | 6/30/2017 | Actual | Allowed | 6/30/2017 |
| CASH IN BANK (Checking Accounts) | \$ 546,030 | 1.5% | 25% | \$ 546,030 |
| LAIF - STATE INVESTMENT POOL | \$ 11,964,268 | 32.6% | 75% | \$ 11,951,594 |
| SAN DIEGO COUNTY INVESTMENT POOL | \$ 9,575,805 | 26.1% | 75% | \$ 9,535,000 |
| CAMP - JPA INVESTMENT POOL | \$ 398,032 | 1.1% | 75% | \$ 398,032 |
| CAMP PORTFOLIO - US BANK Safekeeping | | | | |
| Federal Agency Securities | | | | |
| GNMA Pools | \$ 5,723 | | | \$ 5,697 |
| FNMA Benchmark & Global Notes | \$ 997,870 | | | \$ 995,352 |
| FHLMC Notes | \$ 997,116 | | | \$ 997,681 |
| Total Federal Agency Securities | \$ 2,000,709 | 5.4% | 75% | \$ 1,998,730 |
| US Treasury Bonds/Notes | \$ 4,996,920 | 13.6% | 75% | \$ 4,988,594 |
| Corporate Notes | \$ 5,681,686 | 15.5% | 20% | \$ 5,666,413 |
| Negotiable Certificates of Deposit | \$ 1,570,000 | 4.3% | 10% | \$ 1,572,430 |
| TOTAL CAMP PORTFOLIO | \$ 14,249,315 | 33.3% | | \$ 14,226,167 |
| TOTAL CASH & INVESTMENTS | \$ 36,733,450 | 100.0% | | \$ 36,656,823 |

| As of June 30, 2017 | | QUARTERLY RESULTS | | | |
|---------------------|----------------------|----------------------|-----------------|----------------|----------------|
| Cash & Investments | Avg Days to Maturity | Change in Cash & Inv | Interest Earned | Average Return | LAIF Benchmark |
| \$36.7M | 219 | \$1.3M | \$102.1K | 1.16% | 0.93% |

MEMORANDUM

Ref: 18-5500

DATE: August 3, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: July 2017 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending July 2017.

DISCUSSION:

Government Code Section §53065 stipulates that Special Districts must disclose reimbursements of \$100 or more on at least an annual basis. Leucadia Wastewater District (LWD) prepares the Disclosure Report every month in accordance with Resolution No. 2250 – The Integrated Travel Authorization and Expense Reimbursement Policy, which is above and beyond the requirements of Government Code Section §53065.

Attached please find the Board Disclosure of Reimbursements report for the month of July 2017 for your review.

tb:PJB


Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
July 1 - 30, 2017

| Conference Date | Description | Director | Director | Director | Director | Director | GM | ASM | TSM | FSS |
|-----------------|----------------------|-----------|-------------|-----------|------------|--------------|-----------|-----------|--------------|------------|
| | | J. Hanson | E. Sullivan | D. Omsted | D. Kulchin | A. Juliussen | P. Bushee | R. Duffey | R. Morishita | J. Stecker |
| | Registration | | | | | | | | | |
| | Hotel | | | | | | | | | |
| | Airfare | | | | | | | | | |
| | Meals | | | | | | | | | |
| | Rental Car | | | | | | | | | |
| | Parking | | | | | | | | | |
| | Tips | | | | | | | | | |
| | Fuel/mileage/taxi | | | | | | | | | |
| | Total | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Registration | | | | | | | | | |
| | Hotel | | | | | | | | | |
| | Airfare | | | | | | | | | |
| | Meals | | | | | | | | | |
| | Rental Car | | | | | | | | | |
| | Parking | | | | | | | | | |
| | Tips | | | | | | | | | |
| | Fuel/mileage/coaster | | | | | | | | | |
| | Total | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Registration | | | | | | | | | |
| | Hotel | | | | | | | | | |
| | Airfare | | | | | | | | | |
| | Meals | | | | | | | | | |
| | Rental Car | | | | | | | | | |
| | Parking | | | | | | | | | |
| | Tips | | | | | | | | | |
| | Fuel/mileage/taxi | | | | - | | | | | |
| | Total | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Registration | | | | | | | | | |
| | Hotel | | | | | | | | | |
| | Airfare | | | | | | | | | |
| | Meals | | | | | | | | | |
| | Rental Car | | | | | | | | | |
| | Parking | | | | | | | | | |
| | Tips | | | | | | | | | |
| | Fuel/mileage/taxi | | | | | | | | | |
| | Total | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Notes: There were no conferences or other meetings that required travel reimbursements for the month of July.

MEMORANDUM

DATE: August 3, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2018 (FY18) Pay Schedules

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2288 approving the FY18 pay schedules.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The purpose of this agenda item is to present proposed Resolution No. 2288 to the Board of Directors for consideration. This resolution approves pay schedules for all employee classifications, including the General Manager classification for FY18 in accordance with CalPERS regulations and by California Code of Regulations (CCR) §570.5(a).

Staff recommends that the Board of Directors adopt Resolution No. 2288 approving the FY18 pay schedules to comply with CCR §570.5(a) and CalPERS regulations.

th:PJB

RESOLUTION NO. 2288

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE FISCAL YEAR 2018 PAY SCHEDULE

Whereas, the employees of the Leucadia Wastewater District (LWD) are a valuable and important part of the LWD organization and have had the opportunity to participate in an informal input process with designated District representatives on wages, hours, and other terms and conditions of employment; and,

Whereas, the LWD Board of Directors authorized a 2.5% classification adjustment for all employees, except the General Manager, on June 14, 2017 to be effective July 1, 2017; and,

Whereas, the LWD Board of Directors authorized a 2.5% salary adjustment for the LWD General Manager adjusting compensation from \$216,069.53 to \$221,471.27 effective July 12, 2017; and,

Whereas, the LWD Board of Directors desires to establish, adopt and publish the FY 2018 Pay Schedule for all LWD employees including the General Manager in accordance with CalPERS requirements and by California Code of Regulations (CCR) §570.5(a).

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors hereby adopts the LWD Fiscal Year 2018 Pay Schedule attached hereto as Attachment "1" and directs that it be posted and maintained in accordance with CalPERS requirements and CCR §570.5(a).
2. This Resolution supersedes Resolution No. 2280.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 9th day of August, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

Attest:

Paul J. Bushee, Secretary /Manager

Attachment 1



**FISCAL YEAR 2018
SALARY SCHEDULE**

| Position | Grade | Minimum Annual | Maximum Annual |
|---|--------------|-----------------------|-----------------------|
| General Manager | N/A | \$221,471.27 | \$221,471.27 |
| Administrative Services Manager Technical Services Manager | 19 | \$143,500.00 | \$179,375.00 |
| Field Services Superintendent | 18 | \$110,750.27 | \$138,437.83 |
| Field Services Supervisor Administrative Supervisor | 17 | \$92,291.89 | \$115,364.86 |
| Executive Assistant Field Services Specialist | 16 | \$76,909.91 | \$96,137.38 |
| Field Services Technician III | 15 | \$69,895.72 | \$87,369.65 |
| Accounting Technician | 14 | \$65,318.05 | \$81,647.56 |
| Field Services Technician II Administrative Specialist II | 13 | \$61,035.70 | \$76,294.63 |
| Vacant | 12 | \$57,580.29 | \$71,975.37 |
| Administrative Specialist Field Services Technician I | 11 | \$54,833.69 | \$68,542.11 |
| Vacant | 10 | \$52,224.90 | \$65,281.13 |
| Vacant | 9 | \$49,739.18 | \$62,173.97 |
| Field Services Technician-in-Training | 8 | \$47,351.89 | \$59,189.86 |

Notes:

1. Approved and adopted by LWD Board of Directors August 9, 2017
2. Effective dates: July 1, 2017 – June 30, 2018 (All employees, except General Manager)
July 12, 2017 (General Manager salary until changed by the Board of Directors)
3. Time base for salary amounts indicated is "annual"

Encina Wastewater Authority Report
Regular Board Meeting
July 26, 2017

EWA Board of Directors - Director Juliussen Reporting

1. Board of Directors Compensation Ordinance Adjustment

The Board of Directors adopted Ordinance 17-01, increasing the Board stipend from \$182 to \$200 per meeting per day.

2. Adopt Resolution 2017-07 - Appropriating Funds for Fiscal Year 2018 Operating and Capital Program Budgets and Establishing Controls Thereon

The Board of Directors adopted Resolution 2017-07: appropriating and authorizing expenditure of \$15,793,515 in operating funds and \$14,882,012 in capital funds for the fiscal year ending June 30, 2018 as estimated in the Fiscal Year 2018 Operating and Capital Program Budget document.

3. Fiscal Year 2016-2017 Tactical Plan Achievement Report

The Board of Directors received and filed the FY 2016-2017 Tactical Plan Achievement Report.

There was no Executive Session.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on August 2, 2017

The EC reviewed the following recommendations:

1. Authorize the General Manager to execute a three-year professional services agreement with ADS Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$42,840; and
2. Authorize the General Manager to execute an Engineering Services contract to update the District's Asset Management Plan with Dexter Wilson Engineering, Inc. in an amount not to exceed \$99,100.

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

3. The EC also received updates on the following:
 - The Leucadia (L1) Force Main West Section Replacement Project; and
 - The 2017 Gravity Pipeline Rehabilitation and La Costa Gravity Sewer Alteration Project

These items were for informational purposes and no action was taken.

MEMORANDUM

DATE: August 3, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: ADS Corporation Agreement to lease ECHO SSO/Depth Meters for Monitoring, Data Analysis and Presentation, and Maintenance for Ten (10) Flow Meters

RECOMMENDATION:

Staff and the Engineering Committee (EC) recommend that the Board of Directors:

1. Authorize the General Manager to execute a three-year professional services agreement with ADS Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$42,840.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the EC at its August 2nd meeting and the EC concurred with staff to present this item for the Board's consideration.

For the past ten years, the District has utilized the Smart Cover system to monitor manhole areas of concern in the collection system. The Smart Covers are essentially a sensor that is mounted on the inside cover of the manhole that alerts LWD staff if the flow begins to surcharge and potentially spill. LWD maintains ten Smart Covers in the collection system and the existing meters are aging and will soon be obsolete.

As you may recall, LWD currently utilizes an ADS Corporation (ADS) flow monitoring system that monitors flows at seven pipeline locations throughout the service area. The system also provides an early alert alarm system that sends a text message to the operators in case of a surcharge and utilizes a unique computer software system that allows easy graphical viewing of the flow data.

Staff has recently learned that ADS offers a similar manhole sensor called the ECHO Meter. Staff pilot tested an ECHO Meter this past year and was impressed by its performance. One of the benefits of the ECHO Meter is that it integrates into the ADS software system so that staff can access both the flow meter information and the manhole level information under one system. The Smart Cover utilizes a separate software system that is not as user friendly.

At staff's request, ADS has submitted a proposal to replace the existing ten Smart Covers with ten new ECHO Meters. The proposal includes the installation, maintenance, and repair of the ten meters under a three-year lease program. Additionally, the contract will include flow data collection, analysis, and reporting. The cost of the lease would be fixed at \$14,280 per year for a total three-year cost of \$42,840. By comparison, the cost to replace ten Smart Covers is approximately \$38,690 with an additional maintenance fee of approximately \$12,830 per year.

The current equipment has been operating for over ten years. Therefore, staff used a ten-year period to compare the overall cost of the ADS proposal in the chart below.

| Smartcovers owned and maintained | Costs | Annual Costs | ADS Meters Leased | Costs | Annual Costs |
|--|-------------|--------------|--|-------------|--------------|
| Active Site Management Yearly Cost including all parts | \$1,283.00 | | ADS annual Lease Costs per meter | \$1,428.00 | |
| Number of Meters | 10 | | Number of Meters | 10 | |
| Total Annual Maintenance Costs | \$12,830.00 | \$12,830.00 | Total Annual Lease Costs | \$14,280.00 | \$14,280.00 |
| Depreciation | | | | | |
| Costs per meter | \$3,869.00 | | | | |
| Number of Meters | 10 | | | | |
| Total Costs | \$38,690.00 | | | | |
| Useful Life 10 years | 10 | | | | |
| Annual Depreciation | \$3,869.00 | \$3,869.00 | | | |
| Total Annual Costs | | \$16,699.00 | Cost per year to lease 10 meters (3 yr. lease program) | | \$14,280.00 |

As presented in the chart, the District will save \$2,419 annually or a total of \$24,190 over a ten-year period for maintenance and monitoring under the proposed ADS services agreement.

Therefore, based on the cost and system integration with the existing ADS monitoring system, staff and the EC recommend executing a three-year lease agreement with ADS for manhole level sensor monitoring services. The attached scope of work is provided for your review.

FISCAL IMPACT:

Sufficient funds have been appropriated in the fiscal year 2018 Operating Budget to cover the annualized cost of \$14,280 under this agreement.

js:PJB

Attachment

ATTACHMENT A

SCOPE OF WORK

CONSULTANT will operate a level monitoring network of ten (10) ECHO SSO/depth monitors for DISTRICT in the Cities of Carlsbad and Encinitas, California. The work will be performed as set forth below:

Phase I – Mobilization

- 1) Equipment. CONSULTANT will supply new **ADS ECHO** depth meter technology which is CONSULTANT's newest monitor. It offers a longer battery life and fewer parts for a more reliable system. The ECHO will be equipped with wireless communication which will allow for remote collection, review and alarming of all data. The ECHO equipment will stay the property of CONSULTANT.

ECHO meters are certified under IECEx (International Electrotechnical Commission Explosion Proof) Intrinsic Safety standards for use in Zone 0/Class I, Div. 1, Groups C&D rated hazardous areas.

CONSULTANT will be responsible for all parts replacements and warranty items for the duration of the contract.

- 2) Installation. Certified CONSULTANT technicians will install the ECHO monitors using a 2-person certified confined space entry crew.

Phase II – Comprehensive Service - CONSULTANT will provide services to maintain and operate the depth monitoring equipment during the Agreement period (July 1, 2017 through June 30, 2020).

- 1) Diagnostics: Remote diagnostic inspection of all equipment using the most current procedures and programs from its facilities in San Diego, CA or other service locations.
- 2) Repair: Repair and preventative maintenance services, including battery replacement (assuming a 15-minute sample rate), necessary to keep the equipment operating in accordance with the manufacturer's design specifications. CONSULTANT will respond to a malfunction within two (2) business days and perform repairs or temporary repairs within (2) business days thereafter. The types of conditions to be repaired and repair services to be performed under this Agreement include but are not limited to the following:
 - Communication link failure - including control boards, modem, and modem interface;
 - Hardware replacement – sensor malfunction;
 - Low battery voltages - Battery voltages shall be considered as being low when the voltage is less than 5.5V.
- 3) Depth Confirmations: CONSULTANT will perform annual field confirmations according to CONSULTANT's current internal quality procedures for all of the ADS ECHO depth monitors including:
 - Verification of the depth of flow within manhole channel, topside only
 - Statement of confirmation

- 4) **Service Schedule:** The field service shall occur during the normal operating hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday (excluding holidays).
- 5) **Service Statement:** CONSULTANT shall prepare a statement of repair service whenever service or diagnostic functions are performed. These forms shall be submitted to DISTRICT upon request.
- 6) **Primary Contact:** CONSULTANT shall designate a field service representative who shall be the primary contact with DISTRICT for the resolution of field problems.

Phase III - Data Collection, Data Review, and Alarming Services (July 1, 2017 through June 30, 2020). Data services will be conducted from CONSULTANT's National Data Center where trained Data Analysts utilize Flowview software, as well as Six Sigma quality assurance procedures to maximize data usability and ensure data up-time.

- 1) **Data Collection and Diagnosis:** Data will be uploaded from the depth meters every twenty-four (24) hours to the Flowview Operations web hosted system. CONSULTANT's data analysts will review the data (e.g. bi-weekly) to verify that equipment is in working order and will dispatch CONSULTANT field crews to perform equipment repair as needed.
- 2) **Data Alarming:** The Flowview web hosting system will send out real-time alarms (via the web, pagers, cell phones, emails) if any set triggers are reached at the individual depth meters. Alarm triggers can be set for Loss of Depth, Pipe Height, Overflow, and Three Levels of High.

Exclusions:

The types of services excluded under this comprehensive service agreement include the following:

- Civil Engineer's Stamp on any plans for submitted for permitting;
- Work conducted outside of Service Schedule;
- Communication line work external to depth monitoring equipment;
- Changes or alterations in specifications;
- Painting or refinishing or furnishing materials therefore except as damaged by CONSULTANT during service work;
- Installation, moving, or removing of equipment unless required as part of the repair process;
- Repairs made necessary due to the negligence of DISTRICT, its employees, agents, invitees, or contractors;
- Repairs made necessary due to attempts by DISTRICT to repair or maintain the equipment unless authorized by CONSULTANT;
- Maintenance and repair necessary to put equipment not under the comprehensive scheduled service contract in good repair;
- Equipment repair or replacement outside manufacturer's design specifications when knowingly directed by DISTRICT; and
- Repairs made necessary due to events beyond CONSULTANT's control (*force majeure*).

DISTRICT Responsibilities:

- 1) Access to the site of work with sufficient area for placement of personnel and equipment, including all right-of-way and ramps, if required. This includes, but is not limited to, exposing manholes, clearing easements and/or constructing roads or ramps suitable for truck/van, if necessary.
- 2) Pay all local licenses and permits fees, if required;

- 3) Assist in obtaining and complying with any special permits;
- 4) Ensure that selected sites have been jet cleaned to minimize hydraulic deficiencies; and
- 5) Provide any information concerning bypasses, overflows, base flows, critical surcharge areas, and maintenance habits.

Pricing:

**Three-Year Service Period
July 1, 2017 - June 30, 2020***

| Item | No of Depth Monitors | Monthly amount per monitor | Total No. of Monitor- Months per year | Annual Amount** |
|--|----------------------------|----------------------------------|--|---------------------|
| Installation, Service and Data Review, Flowview Operations | 10 | \$ 119.00 | 120 | \$ 14,284.00 |
| Move Monitor @ \$350 per/move | | | | N/A |
| Confined Space @ \$250 per/entry | | | | N/A |
| 2017-2018 Total Annual Fee: | | | | \$ 14,280.00 |
| 2018-2019 Total Annual Fee: | | | | \$ 14,280.00 |
| 2019-2020 Total Annual Fee: | | | | \$ 14,280.00 |
| Total 3-Year, Contract Amendment Amount: | | | | \$ 42,840.00 |

* Pricing is valid for the three-year contract period. CONSULTANT reserves the right to request reasonable pricing increases for contract extensions for periods after June 30, 2020.

** Payment due within 30 days of receipt of quarterly invoice.

*** The DISTRICT can add ECHO Depth Monitors as needed for the duration of this contract.

MEMORANDUM

Ref: 18-5520

DATE: August 3, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Update of the Asset Management Plan



RECOMMENDATION:

Staff and the Engineering Committee (EC) recommend that the Board of Directors:

1. Authorize the General Manager to execute an Engineering Services contract to update the District's Asset Management Plan with Dexter Wilson Engineering, Inc. in an amount not to exceed \$99,100.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Infrastructure and Technology / Asset Management Plan Update

This item was reviewed by the EC at its August 2nd meeting and the EC concurred with staff to present this item for the Board's consideration.

In January 2013 the Board of Directors adopted the updated District's Asset Management Plan (AMP) developed by Dexter Wilson Engineering (DWE). As you may recall, a unique aspect of the AMP is that it developed a methodical approach to analyze and potentially replace District's assets prior to failure. As a result of implementing the 2013 AMP, Infrastructure Engineering Corporation (IEC) completed an assessment of the District's pump stations in 2014. The results of this assessment were used to identify and define the scope of pump station projects. Additionally, a gravity pipeline trial lining project, including lateral connections to the District's main line, was completed in 2014. Subsequently, the continued implementation of the AMP resulted in the completion of the following capital improvement projects:

- 2015 Gravity Pipeline Rehabilitation
- 2016 Gravity Pipeline Rehabilitation
- Baticuitos B1/B2 Force Main Replacement
- Recycled Water Valve & Creek Crossing Repair
- La Costa Pump Station Rehabilitation
- Scott's Valley Pipeline Repair
- Saxony Pump Station Rehabilitation
- Gafner AWT Condition Assessment
- Village Park No.5 Pump Station Replacement
- Leucadia (L1) Force Main West Section Replacement

As capital projects are completed, staff believes it is prudent to update the District's AMP to document the general condition of District assets, recommend capital improvements and provide an estimated cost for the recommended future projects. Typically the AMP is updated on a 5 year cycle. DWE was asked to provide a proposal to complete the update. The Scope of Services in DWE's proposal, attached for your review, includes:

1. Update of background information, historic flow data and Equivalent Dwelling Units.
2. Update all asset category chapters (for example gravity lines, pump stations, etc.).
3. Utilize the predictive failure model to forecast gravity line estimated future expenditures.
4. Revise pump station and force main expenditures and replacement reports to incorporate completion of recent projects.
5. Review the implementation of the Island Area Master Plan.
6. Prepare a 5-year CIP and 20-year summary of capital expenditures.

DWE was requested to submit a proposal because: 1) DWE worked closely with staff to develop the initial and 2013 AMP update; 2) DWE developed the predictive failure model used for assessing gravity lines and manholes; 3) DWE has in depth knowledge of the District's operations from their work on developing and auditing the District's Sewer System Management Plan (SSMP); 4) it provides continuity in the AMP process; and 5) it is the most efficient way to update the AMP. Based on these reasons, the procurement of this engineering service with DWE satisfies the criteria for sole sourcing allowed under Section 10.1, Sole Source Procurement, and Section 11.4, Continuing Services, of the District's Procurement Policy.

The AMP is a District cornerstone document. It was developed as a "living" document which requires updating as part of its implementation. Therefore, staff and the EC request authorization for the General Manager to execute an Engineering Services contract to update the District's AMP with Dexter Wilson Engineering, Inc.

rym:PJB

Attachment

DEXTER WILSON ENGINEERING, INC.

DEXTER S. WILSON, P.E.
ANDREW M. OVEN, P.E.
STEPHEN M. NIELSEN, P.E.
NATALIE J. FRASCHETTI, P.E.

July 24, 2017

103-017

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Attention: Robin Morshita, Technical Services Manager

Subject: 2017 Leucadia Wastewater District Asset Management Plan

Leucadia Wastewater District's previous Asset Management Plan was developed in 2012 and finalized in January 2013. A key recommendation in the Asset Management Plan was to build upon the District's enhanced CCTV efforts, which begin in the 2011-2012 timeframe, to develop a process by which structural and operational issues within the gravity sewers were identified and addressed.

The District has established a methodology, has an ongoing list of prioritized repairs, and has replaced or repaired numerous gravity sewer segments as a result. It takes approximately three years to CCTV the District gravity sewers. Because the District now has a robust system in place to identify and prioritize for replacement, use of the predictive failure model for its original intention (to identify potential areas of concern) is no longer relevant. As such, this Asset Management Plan will utilize the 2013 predictive failure model, and subsequent CCTV evaluations, to assist in projecting the estimated timing of expenditures into the future.

In addition to the gravity sewers, the update to the Asset Management Plan will focus on identifying long-term capital expenditures expected for the District's manholes, pump stations, and force main assets in addition to the Gafner Water Reclamation Plant and ownership at Encina Wastewater Authority.

The detailed Scope of Services anticipated for the Asset Management Plan is provided below. Exhibit "A" presents a summary of hours for each task within the Scope of Services. Exhibit "B" presents a summary of costs for each task.

SCOPE OF SERVICES

To revise the Asset Management Plan (AMP), we propose to complete the following tasks. The corresponding chapters from the 2013 AMP are shown in parentheses.

1. Review and incorporation of District background documents
 - a. SSMP and Subsequent Audits
 - b. IEC Pump Station Inspection
 - c. Financial Plan

2. Update background information
 - a. Update weather and rainfall section (Chapter 1) -- discuss drought over last few years, wet winter flows, and provide annual rainfall since 2007.
 - b. Note any changes to drainage basins and other existing system components (Chapter 2).

3. Update historic flow data and EDUs (Chapter 3) through June 2017. Confirm that Chapter 3 flow and EDU conclusions are still relevant.
 - a. Incorporate historic flow data through June 2017.
 - b. Update EDU percent of buildout by drainage basin.
 - c. Review LWD sub-basin monitoring data for trends.

4. Revise Ultimate EDU projections for the District (new Chapter). This requires review of SANDAG land use information from Cities of Carlsbad and Encinitas to evaluate buildout land uses and EDUs within the District.
5. Work with IEC to model those drainage basins that either (1) have an Ultimate EDU projection significantly greater than prior projection or (2) projected buildout flows exceed what was modeled previously. This task assumes modeling of 50 percent of the District. DWEI would direct IEC's modeling efforts. IEC cost to be provided separately.
6. Evaluate average sewage factors of 215 gpd/EDU, 250 mg/l BOD, and 250 mg/L TSS using available data from Encina Wastewater Authority quarterly sampling.
7. Update Gravity Sewer Pipeline Recommendations (Chapter 4)
 - a. Based on SSMP work, update status of SMA evaluation and VCP pipe cradle inspection (and other areas as directed by the District to develop 5 year CIP).
 - b. Document and evaluate CCTV progress. Specifically, review pipeline and manhole repair priority lists, CIP projects and miscellaneous line repair projects since 2012 AMP. Review CCTV inspection status. Provide CIP and process recommendations.
 - c. Compare CCTV status to 2012 AMP predictive failure model results. Identify areas recommended for focused inspection.
 - d. Identify CIP projects.
8. Update Gravity Sewer Manhole Recommendations (Chapter 5.) Provide discussion/evaluation of manhole rehabilitation methods based on District experience.
9. Build on CIP projects and SSMP work to update pump station replacement reports, revise pump station expenditures, and incorporate into 5-year CIP and 20-year Capital Expenditures (Chapter 6).
10. Regarding Pump Stations, Chapter 6 presently provides pump nameplate capacity information. Add estimates of actual pumping rates, flow rates to the station based

on EDUs and LWD sub-meters, the design wet well setpoints, actual operating set points, and wet well operational volumes to evaluate pump starts.

11. Update forcemain chapter based on CIP projects since 2012 (Chapter 7). Identify 5-year CIP and 20-year Capital Expenditures.
12. Update jointly-owned facility chapter based on CIP projects since 2012 (Chapter 8). Identify 5-year CIP and 20-year Capital Expenditures.
13. Update recycled water facilities chapter based on CIP projects since 2012 (Chapter 9). Identify 5-year CIP and 20-year Capital Expenditures.
14. Update Encina capital project tables (Chapter 10) and incorporate into 5-year CIP and 20-Year Capital Expenditures.
15. Prepare 5-year CIP and 20-year summary of Capital Expenditures (Chapter 11). Compare rate of gravity sewer pipeline replacement recommendations in 2012 AMP to actual CIP projects. Update Predictive Failure Model summaries of total length and cost to replace based on remaining Useful Life (2012 AMP Tables E-3 and E-4). Compare to CIP spending since 2012 AMP.
16. Island Area Master Plan (new chapter) – Document portions of the IAMP which have been constructed. Provide discussion on connection policy approach (e.g., connect in easiest manner rather than strict adherence to IAMP).
17. Develop first draft of AMP (5 copies) for District review.
18. Incorporate revisions for final AMP. Produce 10 copies of final AMP.
19. Attend meetings with District staff as necessary.
20. Prepare presentation for Engineering Committee and Board Meeting after completion of final AMP.

Assumptions:

1. Work will build upon the 2013 Predictive Failure Model.
2. Update of the District's financial model and 50 year CIP are outside this scope of work.

COMPENSATION

Work completed under this contract will be billed on a monthly basis. Fees will be calculated on an hourly rate basis by multiplying the actual hours worked on the job in each classification by the rates in the schedule attached as Exhibit "C". These rates are subject to change in January of each year.

All direct costs will be billed outside the proposed cost ceiling at cost plus 10 percent.

TIME OF PERFORMANCE

All tasks will be performed in a timely manner. We anticipate the minimum time to complete all tasks is four months from execution of this contract.

QUALIFICATIONS

Dexter S. Wilson will supervise the services described above. Mr. Wilson is a Registered Civil Engineer in California and graduated from Stanford University with a Bachelor of Science in Chemistry, and from the University of Arizona with a Master of Science in Civil Engineering.

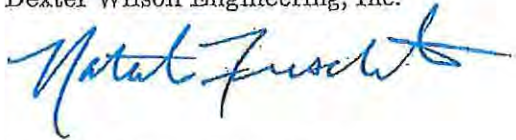
Natalie J. Frascchetti will provide the services described above. Ms. Frascchetti is a Registered Civil Engineer in California and graduated from the University of Florida with a Bachelor of Science degree in Environmental Engineering Sciences.

Robin Morshita
July 24, 2017
Page 6

Thank you for the opportunity to provide a proposal on this project. If this proposal meets your approval, please prepare a contract in your format for our signature.

Respectfully submitted,

Dexter Wilson Engineering, Inc.



Natalie J. Frascchetti, P.E.

NF:ps

Attachments

Exhibit "A"

Summary of Hours by Task

| Task | Professional | Technical | Clerical | Total |
|--------------|--------------|------------|------------|------------|
| 1 | 24 | 0 | 0 | 24 |
| 2 | 12 | 4 | 0 | 16 |
| 3 | 40 | 8 | 0 | 48 |
| 4 | 40 | 70 | 0 | 110 |
| 5 | 32 | 16 | 0 | 48 |
| 6 | 40 | 0 | 0 | 40 |
| 7 | 60 | 24 | 0 | 84 |
| 8 | 16 | 0 | 0 | 16 |
| 9 | 16 | 0 | 8 | 24 |
| 10 | 40 | 0 | 8 | 48 |
| 11 | 8 | 0 | 0 | 8 |
| 12 | 8 | 0 | 0 | 8 |
| 13 | 8 | 0 | 0 | 8 |
| 14 | 8 | 0 | 0 | 8 |
| 15 | 40 | 8 | 16 | 64 |
| 16 | 24 | 16 | 0 | 40 |
| 17 | 24 | 8 | 40 | 72 |
| 18 | 16 | 8 | 40 | 64 |
| 19 | 24 | 0 | 0 | 24 |
| 20 | 8 | 0 | 0 | 8 |
| TOTAL | 488 | 162 | 112 | 798 |

Exhibit "B"

Summary of Costs by Task

| Task | Cost, \$ |
|--------------|-----------------|
| 1 | 3,600 |
| 2 | 2,320 |
| 3 | 7,040 |
| 4 | 13,800 |
| 5 -- DWE | 6,240 |
| 5 -- IEC | TBD |
| 6 | 6,000 |
| 7 | 12,120 |
| 8 | 2,400 |
| 9 | 2,920 |
| 10 | 6,520 |
| 11 | 1,200 |
| 12 | 1,200 |
| 13 | 1,200 |
| 14 | 1,200 |
| 15 | 8,080 |
| 16 | 5,680 |
| 17 | 7,240 |
| 18 | 6,040 |
| 19 | 3,600 |
| 20 | 1,200 |
| TOTAL | \$99,100 |

Exhibit "C"

DEXTER WILSON ENGINEERING, INC.

Rate Schedule
Effective January 1, 2017

| CLASSIFICATION | HOURLY RATE |
|--------------------------|-------------|
| Office Personnel: | |
| Planning/Design | |
| Principal Engineer (RCE) | \$210.00 |
| Managing Engineer (RCE) | \$200.00 |
| Project Engineer (RCE) | \$180.00 |
| Senior Engineer (RCE) | \$140.00 |
| Design Engineer (RCE) | \$130.00 |
| Associate Engineer II | \$120.00 |
| Associate Engineer I | \$110.00 |
| Engineering Aide II | \$110.00 |
| Engineering Aide I | \$ 95.00 |
| Drafting/Design | |
| Senior Designer | \$115.00 |
| Senior Drafter | \$105.00 |
| Drafter II | \$ 90.00 |
| Drafter I | \$ 80.00 |
| Clerical | \$ 65.00 |

MEMORANDUM

Ref: 18-5522

DATE: August 3, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Discussion of Integrated Travel Policy



RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and provide direction as appropriate

DISCUSSION:

Director Omsted recently requested that the issue of Board of Directors travel to conferences outside the State of California be placed on the agenda for the Board's discussion. The issue at hand is whether Board travel outside of California should require prior approval by the Board.

By way of background, Board and staff travel is generally governed by LWD's Integrated Travel Authorization and Expense Reimbursement Policy which was last adopted by the Board in August 2014. Under the existing travel policy, the Board has pre-authorized the reimbursement of travel and expense for conferences and events hosted by 10 different organizations including CASA, CSDA and CWEA.

As such, the only instances where prior Board approval is required is for Board attendance at those events that are not specifically authorized under the policy. Staff has attached a copy of LWD's travel policy to facilitate the discussion.

Staff is recommending that the Board review this issue and provide direction, as appropriate. Any changes to the Travel Policy would be brought back at a later Board meeting date for review and approval.

PJB:

Attachment



LEADERS IN
ENVIRONMENTAL
PROTECTION

LEUCADIA WASTEWATER DISTRICT
INTEGRATED TRAVEL AUTHORIZATION AND
EXPENSE REIMBURSEMENT POLICY

Ref: 14-4123

1. Purpose

The purpose of this policy is to establish requirements and implement rules and regulations governing travel authorization and expense reimbursement for LWD Directors and staff.

2. Overview

- a. Directors and employees are encouraged to participate in those outside activities and organizations that in the judgment of the Board of Directors further LWD's interests.
- b. Expenses incurred by Directors and employees in connection with such activities are reimbursable provided that they are permitted by this Policy or otherwise authorized by the Board of Directors or General Manager where appropriate.
- c. All expenses incurred while participating in activities and organizations on LWD's behalf must be moderate, reasonable and necessary. Directors and employees are encouraged to exercise prudence in all expenditures. This policy is intended to result in no personal gain or loss to a Director or employee.
- d. Reimbursement shall be made only for legitimate expenses supported by vendor provided documentation or as may be allowable under applicable Internal Revenue Service (IRS) guidelines.
- e. Legitimate expenses shall include: transportation to and from activity destinations; ground transportation to and from airports, train, bus or trolley stations, activity locations, and lodging; overnight accommodations; meals; car rental, and certain related miscellaneous expenses described in this Policy.
- f. The most economical mode and class of transportation reasonably consistent with scheduling and cargo requirements shall be used.
- g. All reimbursements shall be made pursuant to a signed Travel Expense Report conforming to applicable requirements stated in this Policy.
- h. Reimbursements and expenses paid by LWD shall be reported monthly to the LWD Board of Directors. This report shall state the payee, the amount and provide a description of the expense(s) to include a break-down of expenses when charges are to be split among directors or employees.

1

Policy Adopted: February 8, 2006
Policy Amended: October 11, 2006
November 14, 2007
January 22, 2008
August 13, 2014

3. Authorization

- a. LWD shall pay reimbursement for reasonable expenses incurred for attendance at such meetings, conferences and seminars budgeted by the Board, concerning official district business, from which the District derives a benefit through the attendance of a representative. Reimbursement is authorized for attendance at meetings, conferences, and seminars held by the following organizations or associations:

- California Association of Sanitation Agencies (CASA)
- California Special Districts Association (CSDA)
- California Sanitation Risk Management Authority (CSRMA)
- California Water Environment Association (CWEA)
- WateReuse Association
- Carlsbad Chamber of Commerce
- Encinitas Chamber of Commerce
- Local Agency Formation Commission (LAFCO)
- Southern California Alliance of Publicly Owned Treatment Works (SCAP)
- Batiquitos Lagoon Foundation

Also authorized for reimbursement are expenses associated with attendance at a conference or organized educational activity conducted in compliance with subdivision (c) of Government Code Section 54952.2, including, but not limited to, ethics training required by Government Code Sections 53234-53235.5.

Attendance at other meetings, conferences and seminars not specifically authorized by this Policy must be approved by the Board of Directors prior to attendance for reimbursement of expenses. In the event that a meeting, conference or seminar not specifically authorized above occurs before the next regular meeting of the Board of Directors, a Board member may attend such meeting at his/her own discretion. However, expenses for such meetings, conferences or seminars will not be approved until attendance at the meeting has been authorized by the Board of Directors.

- b. The General Manager or his/her designee shall authorize all employee travel prior to departure. LWD shall pay reimbursement for reasonable expenses incurred by the General Manager and/or staff at meetings, conferences and seminars for the following organizations or associations:

- California Association of Sanitation Agencies (CASA)
- California Special Districts Association (CSDA)
- California Sanitation Risk Management Authority (CSRMA)
- California Water Environment Association (CWEA)
- Local Agency Formation Commission (LAFCO)
- WateReuse Association

2

Policy Adopted: February 8, 2006
Policy Amended: October 11, 2006
November 14, 2007
January 22, 2008
August 13, 2014

- Southern California Alliance of Publicly Owned Treatment Works (SCAP)
- Batiquitos Lagoon Foundation

Other meetings, conferences and seminars not specifically authorized by this Policy must be approved by the General Manager prior to attendance for reimbursement of expenses.

- c. No travel shall be authorized unless sufficient appropriated funds are available.

4. Reimbursement of Authorized Transportation Expenses

- a. Attendees traveling by airplane shall fly using the lowest cost mode and class reasonably consistent with scheduling requirements. Attendees shall take the most direct and time-efficient route reasonably available. In the event a more expensive mode or class of air transportation is used, or a less direct route is taken, the reimbursable amount shall be limited to the cost of the lowest cost commercial airfare available via the most direct route.
- b. Attendees driving their personal vehicle to an activity shall be limited to the IRS specified rate in an amount not exceeding the lowest cost airfare plus normal ground transportation costs for the trip taken by personal vehicle. Where an LWD vehicle is used gasoline and other necessary maintenance or repair expenses shall be reimbursable.
- c. Where practical and reasonable, attendees may elect to travel by train via the most economical mode and class reasonably consistent with scheduling requirements and shall be reimbursable at the lesser of: the actual amount paid, the lowest cost airfare plus normal ground transportation costs, or, LWD's costs to reimburse for the use of a personal vehicle.
- d. Only the most economic form of ground transportation reasonably consistent with scheduling requirements shall be reimbursable. Public transportation including buses, light rail, commuter trains and commercial vehicles including shuttles and taxicabs should be used in lieu of car rental.
- e. Rental car expenses for the lowest priced class of vehicle appropriately suited for the use intended and traveling conditions shall be reimbursable where other modes of transportation are not reasonable or practical considering destination and scheduling requirements. Rental cars should, whenever possible, be reserved in advance to ensure the choice of vehicle class most appropriately suited is available. The purchase of rental car insurance above that required by the agency is not reimbursable.
- f. Airport and train station parking shall be reimbursable at long-term rates for travel exceeding twenty-four (24) hours. Destination parking for personal, LWD and rental vehicles shall be reimbursable at self-parking rates where available.
- g. The use of promotional or discounted fares, corporate or government rates and, in the case of multiple attendees, ride and rental car sharing, shall be utilized when available. The cost for tolls, ferries, short-term parking, and other expenses reasonably related to the authorized activity shall be reimbursable.

Policy Adopted: February 8, 2006
 Policy Amended: October 11, 2006
 November 14, 2007
 January 22, 2008
 August 13, 2014

5. Reimbursement of Authorized Overnight Accommodations

- a. Expenses for overnight accommodations incurred within the LWD Service Area shall not be reimbursable.
- b. Overnight accommodations for multi-day conferences within a 50-mile radius of the Leucadia Wastewater District may be reimbursable, on a case-by-case basis, considering attendee specific factors, scheduling factors, and other factors reasonably related to the authorized activity that are not within the attendee's control.
- c. LWD shall reimburse for prearranged overnight accommodations at single room rates using discounted conference, government, or corporate rates at locations reasonably proximate to the activity for which the overnight accommodations were authorized. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Director/employee at the time of booking. If the group rate is not available, the Director/employee shall use comparable lodging that is consistent with the activity's government or group rates. Where attendees share a room, reimbursement shall be made at the double occupancy rate.
- d. Overnight accommodations shall be reimbursed when the authorized activity starts too early to permit a reasonable travel itinerary on that day or when the authorized activity concludes too late to permit a reasonable travel itinerary that evening.

6. Reimbursement of Authorized Meals

- a. Expenses for meals, including non-alcoholic beverages and tips ordinarily associated with normal eating customs, shall be reimbursable. The reimbursable amount shall be limited to the typical cost of meals in the region during the course of travel and while attending the authorized activity. The IRS publishes locally calculated meal and incidental expense guidelines that shall provide a basis for analyzing the reasonableness of meal expense reimbursement requests.
- b. The maximum daily amount reimbursable for meals, including beverages and tips, is \$75.00.
- c. Exceptions to these limitations shall be made in situations where participation in the authorized activity makes it necessary to eat at a specific place or to attend special meal functions.
- d. Expenses incurred by paying for another guest's meal shall be reimbursable provided that the guest's presence at the meal is reasonably related to the authorized activity.

7. Reimbursement of Authorized Miscellaneous Expenses

- a. The following miscellaneous items are also reimbursable:
 - reasonable costs for internet access to conduct LWD business ;

Policy Adopted: February 8, 2006
Policy Amended: October 11, 2006
November 14, 2007
January 22, 2008
August 13, 2014

- reasonable transportation costs to local restaurants or other destinations related to participation in the authorized activity;
 - customary and usual tips for baggage handling, transportation and other travel, lodging and meals related services; and,
 - other unavoidable, necessary and reasonable expenses related to the authorized travel.
- b. The use of cellular telephones, if available, is encouraged when conducting LWD business or calling home. If a cellular telephone is not available, LWD will reimburse telephone calls to conduct LWD business and one telephone call home for each overnight stay while on authorized travel.
 - c. LWD shall not pay or reimburse expenses for entertainment, movies, recreational activities, laundry services, parking or traffic violation fines, tours, side trips or any other similar activities.
 - d. All Director expenses that do not fall within this travel reimbursement policy shall be approved by the Board of Directors, in a public meeting before the expense is incurred.
 - e. All employee expenses that do not fall within this travel reimbursement policy shall be approved by the General Manager before the expense is incurred.

8. Travel Advance

- a. A travel advance in a sum equal to the estimated expenditures chargeable to the District for the trip may be made if requested by the Director or employee. The amount of the advance shall be approved by the General Manager.

9. Expense Reimbursement Claim Form

- a. Within twenty-one (21) working days of return, all persons requesting reimbursement for LWD authorized business travel expenses shall fill out and deliver to the General Manager a Travel Expense Report Form (this "Form" is Attachment 1 to this Policy).
- b. All items for which reimbursement is requested must be supported by receipts except for tips and published rates paid to public transportation systems that do not provide receipts or where the receipt document may be used in lieu of cash to acquire other public transportation services. Receipts, provided for reimbursement, shall show an itemized summary of services provided or items purchased.
- c. Transportation expenses shall be supported by documentation provided by the carrier including flight or route numbers, dates and cost.
- d. Lodging expenses shall be supported by detailed documentation provided by the vendor.

Policy Adopted: February 8, 2006
 Policy Amended: October 11, 2006
 November 14, 2007
 January 22, 2008
 August 13, 2014

- e. Meals expenses shall be supported by documentation provided by the restaurant or activity host, or, a credit card billing stating the date, location and amount of the meal.
- f. Where an attendee pays or shares any expenses of another person (including other LWD Directors and employees) the receipt submitted shall note the name of the individual and his or her public agency or affiliation to the authorized activity.
- g. In no event shall expenses incurred by a guest be reimbursed by LWD.
- h. Advances, or other credits such as a prepayment by LWD, must be included as a deduction on the Form.
- i. In the event a travel advance exceeds the amount chargeable to the District, the Director or employee shall refund the District the difference between the travel advance and the expenditures chargeable to the District.
- j. Incomplete forms, including forms not supported by documentation as required by this Policy shall be returned to the attendee unprocessed along with written communication specifying the documentation required.

Policy Adopted: February 8, 2006
Policy Amended: October 11, 2006
November 14, 2007
January 22, 2008
August 13, 2014



San Diego Chapter

California Special Districts Association

August 17, 2017

To: San Diego Chapter CSDA Member Agencies
From: Tom Kennedy, San Diego Chapter President
Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
Event Date: **Thursday, August 17, 2017**
Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**
Location: **The Butcher Shop Steakhouse – Kearny Mesa**
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Board of Directors

President

Tom Kennedy
Rainbow Municipal Water
District

First Vice-President

Jim Peasley
Padre Dam Municipal Water
District

Second Vice-President

Elaine Sullivan
Leucadia Wastewater
District

Treasurer

Richard Stevenson
Sweetwater Authority

Secretary

Diana Towne
Rincon del Diablo Municipal
Water District

Past President

Michael J. Bardin
Santa Fe Irrigation District

State CSDA Director

Jo MacKenzie
Vista Irrigation District

Join us for an enjoyable and informative evening as we hear the comprehensive long range integrated transportation planning for our area through 2050 as SDCSDA presents:

“SANDAG’s Regional Plan” by Philip Trom Senior Transportation Planner for SANDAG

Be sure to read your August San Diego Chapter CSDA Newsletter for more great information.

Dinner Menu Selections – \$30 per person (\$40 non-member)
Public is invited to attend the dinner at the \$40 non-member price

Tri-Tip Steak with Bordelaise Sauce, New Potatoes and Vegetables
Fillet of Atlantic Salmon- Sauteed Salmon Fillet with Dill Buerre Blanc
Pasta Primavera - Fettuccine, Baby Zucchini, Baby Squash, Tomatoes, Fresh Basil, Garlic, Crushed Red Peppers, and Parmesan Cheese Tossed in a White Wine Sauce

Registration deadline is: Thursday, August 10, 2017

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Tom Kennedy at (760) 728-1178 Ext. 130; tkennedy@rainbowmwd.com, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.

San Diego Chapter CSDA Dinner Meeting Registration Form

Thursday, August 17, 2017

The Butcher Shop Steakhouse - 5255 Kearny Villa Road, San Diego

6:00 PM No-Host Social Hour ~ 6:45 PM Dinner/Program

Dinner - \$30.00 (\$40.00 non-members)

Public is invited to attend at the \$40 non-member price

Choice of: 1. Tri-Tip Steak 2. Salmon 3. Vegetarian Pasta

Agency: _____ Contact Name: _____

Phone Number: _____ Email: _____

Make reservations as follows, check dinner choice - Please print clearly

Entrée Selection 1 2 3

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Enclosed is our check for _____ reservation(s) at \$30.00 each = \$ _____

Non-member _____ reservation(s) at \$40.00 each = \$ _____

Make check payable to San Diego Chapter CSDA

Mail To: Rich Stevenson ~ Phone: (619) 409-6711
San Diego Chapter CSDA Treasurer
Sweetwater Authority
505 Garrett Avenue
Chula Vista, CA 91910

Or Fax: (619) 425-7469 Or Email: rstevenson@sweetwater.org

Reservations must be received no later than Thursday, August 10, 2017

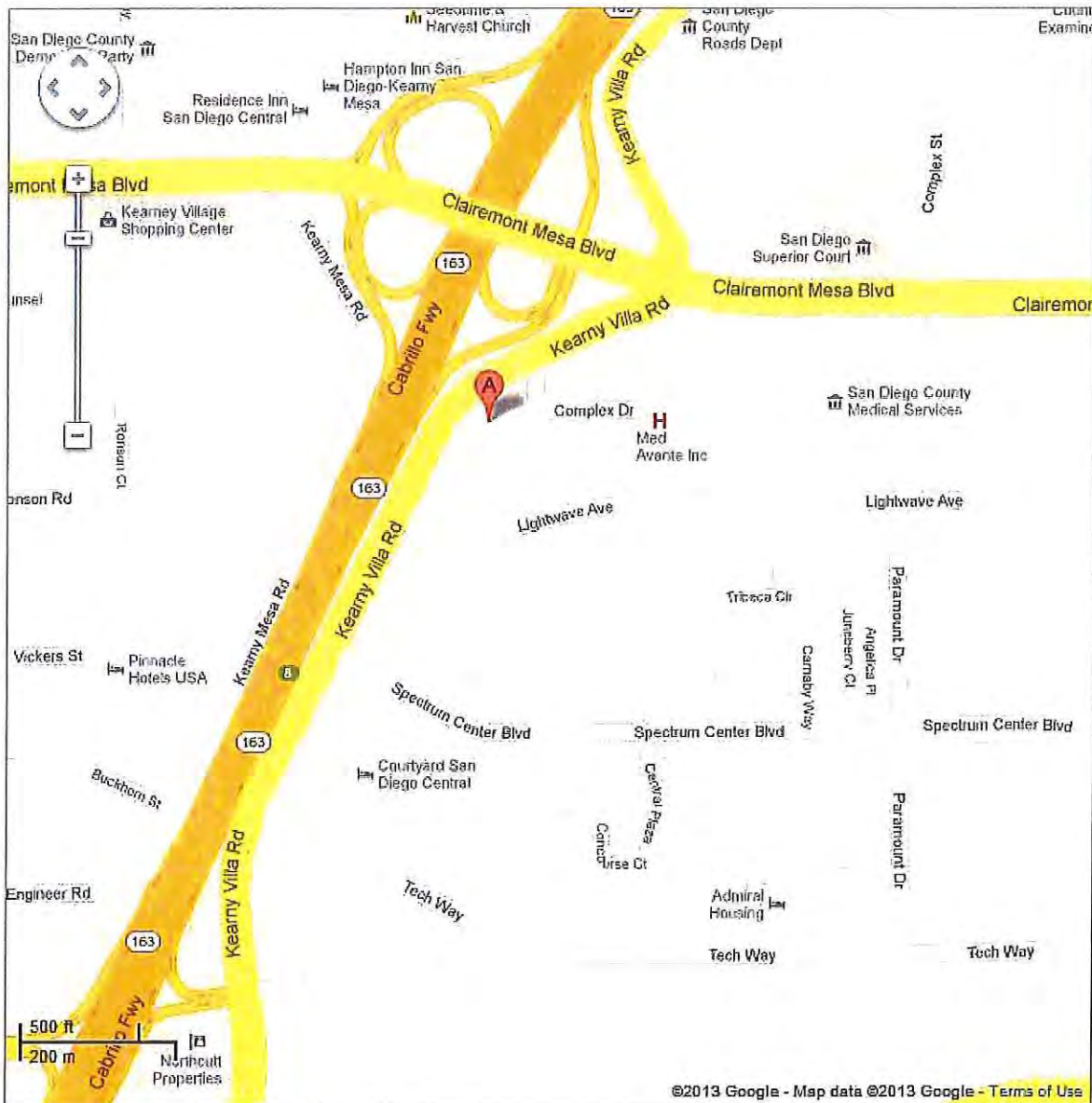
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Directions to: The Butcher Shop Steakhouse – Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Located just off HWY 163 & Clairemont Mesa Blvd.

From South: Take 163 North to Clairemont Mesa Blvd East. Take the first two rights. We are on the left side of the street.

From North: Take 163 South to Clairemont Mesa Blvd East. Cross the 163 overpass and take the first right. Once again we are on the left side of the street.





CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.casaweb.org

July 17, 2017

TO: CASA MEMBER AGENCIES
FROM: Jeff M. Moorhouse, President
SUBJECT: **CASA ANNUAL BUSINESS MEETING—AUGUST 22-23, Marriott Marquis, San Diego, CA**

CASA Members,

CASA will hold its annual business meeting on August 22-23, 2017 during the Annual Conference at the Marriott Marquis in downtown San Diego. The agenda for the meeting is as follows:

- **Election of the Directors for FY 2017:** The membership will be asked to approve a slate of five nominees for the open seats on the Board of Directors. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are:

Three-Year Term:

Paul Bushee, General Manager, Leucadia Wastewater District
Jasmin Hall, Director, Inland Empire Utilities Agency
Ashwini Kantak, Assistant Director of Environment Services, City of San Jose
Bill Long, Director, Novato Sanitary District

One-Year Term:

Jeff Moorhouse, Director, Carpinteria Sanitary District

Brief biographies of the nominees are attached.

If elected, the five Directors will join seven incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Marco Palilla, to a one-year term. The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President.

This year, the election will take place by written ballot at the conference. Agency representatives attending the meeting may cast their votes up until 5:00 p.m. on Wednesday, August 23, 2017.

The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms.

- **Approval of the Dues Resolution for FY 2018:** The proposed dues resolution is attached.

The dues resolution carries forward the dues from the current year with no increases. The members will be asked to approve the dues resolution during the conference luncheon.

In addition to the action items, the members will receive for their information the FY 2018 Budget, approved by the Board on June 12, 2017, and year-end FY 2017 Treasurer's Report, which shows that CASA ended the year in the black.

My term as President has seen many positive changes for the Association. We hired the association's first in-house Manager of Legislative Affairs to lead our state legislative program. We continued to emphasize partnerships, including jointly sponsoring the April Sacramento Public Policy Forum with WaterReuse CA, collaborating with the Association of California Water Agencies (ACWA) for a reception and Wednesday morning session at the Washington D.C. Policy Forum. We launched the new "Members Only" data management system and web access, which allows members to populate and update their profiles. And we continued our robust advocacy to advance awareness, increase funding and secure policy changes that support the advancement of the utility of the future in California.

I look forward to seeing you in San Diego as we look to turn uncertainty into opportunity.

Nominees for the CASA Board of Directors FY 2018

Paul Bushee, Leucadia Wastewater District



Paul Bushee is the general manager of the Leucadia Wastewater District in Carlsbad. He initially joined the District as its assistant general manager and served in that capacity for approximately a year and a half. Prior to Leucadia, Paul worked for the Encina Wastewater Authority for 13 years, serving in various capacities and concluding as the Authority's Capital Program Manager. In addition to his duties as General Manager, Paul has been active with several statewide organizations. He chaired CASA's Managers and Program Committees before accepting a position on the Executive Board. Paul has also been involved with the California Sanitation Risk Manager Authority (CSRMA) since 2005 and is currently vice president of its Executive Board of Directors. Furthermore, Paul served on the Water Reuse Finance Authority's Board of Directors from 2004 to 2010.

Jasmin Hall, Inland Empire Utilities Agency



Jasmin Hall serves as Secretary Treasurer of the Inland Empire Utilities Agency Board of Directors where she represents Division 4, the City of Fontana and portions of the Cities of Rialto and Bloomington. Ms. Hall was appointed to the Board of Directors in October 2013, and elected in November 2014. Ms. Hall serves as Chair on the Agency's Finance & Administration Committee, and as an alternate Committee member on the Community & Legislative Affairs Committee and the Audit Committee. Ms. Hall is the Secretary/Treasurer on the Santa Ana Watershed Project Authority (SAWPA) Commission, and serves on the Orange County Sanitation District/SAWPA Joint Policy Committee. Ms. Hall is also the Agency's representative to California Association of Sanitation Agencies (CASA), Chino Desalter Authority, and Association of California Water Agencies. Ms. Hall serves as the Vice Chair for both the Inland Empire Regional Composting Authority and the CASA Utility Leadership Committee. She also serves as President on the Chino Basin Regional Financing Authority. She has over thirteen years of experience working on Inland Empire utility issues. Ms. Hall has extensive experience in community leadership by serving as the Fontana Planning Commission Secretary and serving as Chairwoman for the Fontana Parks and Recreation Commission. Ms. Hall initiated the process that earned Inland Empire Utilities Agency the *Special District Leadership Foundation's District Transparency Certificate of Excellence*.

Ms. Hall received a *Recognition in Special District Governance* certificate, which is designed to honor special district Board members and trustees that demonstrate their

commitment to continuing education and special districts governance. The recognition covers the essentials of good governance, as well as service-specific education.

Ms. Hall holds an M.B.A. degree with a specialization in Human Resource Management from National University, San Diego, a B.S. degree in Business Management from University of Phoenix, San Diego, and a Project Management Certification from University of Irvine.

Ashwini Kantak, City of San Jose



Ms. Kantak is Assistant Director in the Environmental Services Department in the City of San Jose and oversees administrative services, the sustainability and compliance division, and a multi-billion dollar capital program for the San Jose/Santa Clara regional wastewater facility. Prior to this role, Ashwini was an Assistant to the City Manager and led the development and implementation of several citywide policies and programs related to infrastructure and environmental sustainability. Ashwini has an undergraduate degree in Architecture from Mumbai, India, a graduate degree in Architecture from Iowa State University, and a graduate degree in Public Policy and Administration from Northwestern University. She is a licensed architect in California since 1997 and a LEED Accredited professional. She enjoys combining her educational and professional training with her interest in sustainable communities to advance the City's goals of economic growth, environmental sustainability and a better quality of life for the residents of San Jose.

William "Bill" Long, Novato Sanitary District



Bill Long is a four-term board member at Novato Sanitary District. He is also a member of the board of the North Bay Water Reuse Authority – a coalition of water and wastewater agencies and local governments in Napa, Sonoma and Marin counties. Bill's focus has been on resource reuse and recovery which includes the solid waste handled by the trash collector franchised by the District. His other interests include preservation of open space and outdoor recreation. Bill is chair of the Bay Area Ridge Trail Council and a board member of the San Francisco Bay Trail. In 2011 he was honored for environmental leadership by the North Bay Leadership Council.

Bill has a Bachelor of Science and Masters of Science in chemical engineering from MIT and is retired.

Jeff Moorhouse, Carpinteria Sanitary District



Jeff Moorhouse has been a member of the Carpinteria Sanitary District Board of Directors since 1997. Jeff is a Certified Financial Planner™ and financial advisor with Moorhouse Financial Services, Inc. located in Carpinteria.

Jeff is a committed community servant – he is a Past President of the Carpinteria Lions Club, member of the Carpinteria Masonic Lodge and was an assistant coach for the Carpinteria High School Warriors Football team for over 15 years. He has served on the Boards of the Carpinteria Valley Chamber of Commerce (past President), Carpinteria Education Foundation Board (past President), California Avocado Festival (Past President and Chief Financial Officer), Carpinteria Relay for Life and numerous other community groups.

In 2010 Jeff was elected as a Commissioner to the Santa Barbara Local Agency Formation Commission (LAFCO) and is currently serving a second term (re-elected in 2014). Also in 2010 Jeff was elected to the Board of Directors of the Santa Barbara County Special District Association. Jeff is the Treasurer of the Carpinteria Sanitary District Board and Chairman of the Finance and Utility Committees and serves on the California State Legislative Committee and Federal Legislative Committee for CASA. Additionally, Jeff served on the CASA Education Scholarship Formation Committee and currently serves as a Board Member of the recently established Foundation. In addition, Jeff was appointed to the California Sanitation Risk Management Authority (CSRMA) pooled liability committee after serving two years on the CSRMA Finance Committee.



CASA Annual Membership Dues

Annual membership dues shall be determined as follows:

1. **Active Member.** Dues are based on the member agency's annual operations and maintenance budget. The dues schedule for calendar year 2018 shall be:

| Agency Operations & Maintenance Budget | 2018 Dues |
|--|-----------|
| Up to \$500,000 | \$ 855 |
| \$500,001 - \$1,000,000 | \$ 1607 |
| \$1,000,001 - \$2,500,000 | \$ 4285 |
| \$2,500,001 - \$5,000,000 | \$ 8570 |
| \$5,000,001 - \$10,000,000 | \$ 12,855 |
| \$10,000,001 - \$20,000,000 | \$ 16,068 |
| \$20,000,001 - \$100,000,000 | \$ 19,282 |
| \$100,000,001 and over | \$ 26,780 |

2. **Associate Member.** Dues for associate members shall be:

| | |
|--|----------|
| Associate member firms with 1-5 employees | \$ 460 |
| Associate member firms with 6-15 employees | \$ 930 |
| Associate member firms with 16-29 employees | \$ 1,388 |
| Associate member firms with 30-74 employees | \$ 1,850 |
| Associate member firms with 75-120 employees | \$ 2,323 |
| Associate member firms with over 121 employees | \$ 2,785 |

3. **Honorary Member.** There shall be no dues for honorary members.

Adopted by the California Association of Sanitation Agencies at its annual conference held in San Diego, California on August 23, 2017.

ATTEST:

X _____

Traci Minamide
Secretary Treasurer

Paul Bushee

From: Dick Stevens <dstevens@westcoastmortgage.biz>
Sent: Sunday, July 23, 2017 5:06 PM
To: Paul Bushee
Subject: Thanks for a great presentation

Hi Paul

I really appreciate you taking the time to bring us up to speed on your Leucadia Wastewater Dist. I had no idea that it was so capital intensive. I guess I thought that the County was responsible for all your capital infrastructure and the District just maintained it. Obviously I was greatly mistaken.

We have a BD meeting tomorrow night & I intend to bring up a field trip to see your facility. Once I get the green light I'll be in touch to figure out a time that works for you. My guess it will be a Saturday of your choice.

Again many thanks, sorry more of our group couldn't have heard your excellent presentation.
Dick