



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, January 11, 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. None.

CONSENT CALENDAR

Items 7-12 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:

December 14, 2016 Regular Board Meeting (Pages 5-11)

January 4, 2017 Engineering Committee Meeting (Pages 12-14)

8. Approval of Demands for December 2016/January 2017

This item provides for the Board of Directors approval of all demands paid from LWD during the month of December and a portion in January 2017. (Pages 15-35)

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 FY16 to FY17 and flows by sub-basin. (Pages 36-40)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY17 budget and discloses monthly investments. (Pages 41-48)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of December 2016. (Pages 49-50)

12. Status Update on the Fiscal Year 2017 (FY17) LWD Tactics and Action Plan

(Pages 51-57)

EWA REPORTS

13. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on December 14, 2016 – report by Director Sullivan. (Page 58)

COMMITTEE REPORTS

14. Committee Reports

A. Engineering Committee Meeting was held on January 4, 2017 – report by Director Juliussen. (Page 59)

ACTION ITEMS

15. Leucadia Force Main No.1 (L1) West Section Replacement Project Construction Contract

Recommendation 1: Authorize the General Manager to execute an Agreement with CCL Contracting for construction services to complete the Leucadia Force Main No.1 West Section Replacement Project in an amount not to exceed \$1,387,731 and

Recommendation 2: Authorize the transfer of funds in the amount of \$200,000 from the FY16 Gravity Pipeline Rehabilitation Construction account and \$95,000 from the FY15 Gravity Pipeline Rehabilitation Construction account for a total amount of \$295,000 to cover the full cost of project construction. (Pages 60-65)

16. Leucadia Force Main No.1 West Section Replacement Project Construction Management Contract

Authorize the General Manager to execute an Agreement with Richard Stinson Construction Management for construction management services during the construction of the Leucadia Force Main No.1 West Section Replacement Project in an amount not to exceed \$50,000. (Pages 66-67)

17. 2017 Board of Directors Committee Assignments (Pages 68-70)

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. 2017 WateReuse CA Annual Conference is scheduled for March 19-21, 2017 at the Westin San Diego in San Diego, CA. (Verbal)

19. Directors' Meetings and Conference Reports

None.

20. General Manager's Report

21. General Counsel's Report

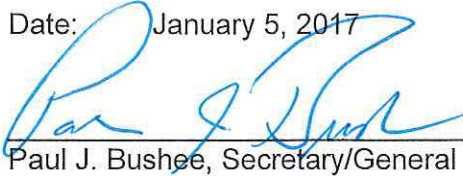
22. Board of Directors' Comments

23. 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: January 5, 2017



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

December 14, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, December 14, 2016 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Hanson, Sullivan, Kulchin and Juliussen

DIRECTORS ABSENT: Omsted

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Steve Deering, Field Services Technician III Todd Amos, and Jennifer Farr and Shannon Ayala with Davis Farr LLP

3. Pledge of Allegiance

Vice President Hanson led the pledge of allegiance.

4. Board of Directors Oath of Office

General Counsel Brechtel administered the oath of office to Vice President Hanson and Director Juliussen.

5. General Public Comment Period

None.

6. Approval of Agenda

GM Bushee noted that a handout to Board Agenda Item No. 16 had been provided.

Vice President Hanson asked the Board of Directors if there were any objections to the Approval of the Agenda, and seeing none, the Board approved the agenda by the following vote:

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

7. Presentations and Awards

Achievement of Individual Performance Objective – Todd Amos

GM Bushee introduced Field Services Technician III Todd Amos stating that Todd recently received his Collection System Grade 4 certification from the California Water Environment Association

(CWEA). GM Bushee presented background information about Todd. He noted that Todd is eligible for a \$500 incentive award under the District's incentive program.

The Board of Directors congratulated Todd for his efforts.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

- November 9, 2016 Regular Board Meeting
- November 17, 2016 Community Affairs Committee Meeting
- December 7, 2016 Engineering Committee Meeting
- December 7, 2016 Investment and Finance Committee Meeting

9. Approval of Demands for November/December 2016

Payroll Checks numbered 18911-18983; General Checking – Checks numbered 48972-49090.

10. Operations Report (A copy was included in the original December 14, 2016 Agenda)

11. Finance Report (A copy was included in the original December 14, 2016 Agenda)

12. Disclosure of Reimbursements

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

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on November 16, 2016.

Director Sullivan reported on EWA's November 16, 2016 Board meeting.

B. EWA Member Agency Manager's (MAM) - Meeting held on December 6, 2016.

GM Bushee reported on MAM's December 6, 2016 meeting.

14. Committee Reports

A. Community Affairs Committee Meeting was held on November 17, 2016.

Director Sullivan reported that the CAC and staff reviewed and commented on the draft text of the 2017 winter newsletter. Rising Tide Partners (RTP) will make the recommended changes.

The CAC directed staff to move forward with the production of the newsletter.

B. Engineering Committee (EC) Meeting was held on December 7, 2016.

Director Juliussen reported that the EC reviewed an Agreement with Insituform Technologies for construction services to complete the Leucadia Scenic Cured-In-Place Pipe Lining Project in an amount not to exceed \$172,602. He noted that the EC agreed with staff to recommend Board approval of the agreement and it will be reviewed by the Board later in the agenda.

Director Juliussen also reported that the EC reviewed a purchase Agreement with Charles King Company for the purchase of a new trailer mounted engine driven pump in an amount not to exceed \$47,668.78. He noted that the EC agreed with staff to recommend Board approval of the agreement and it will be reviewed by the Board later in the agenda.

Director Juliussen stated that the EC received an update on the Village Park No. 5 Pump Station Replacement Project. This item was for informational purposes only. No action was taken.

C. Investment and Finance (IFC) Meeting was held on December 7, 2016.

Vice President Hanson reported that the committee reviewed the Fiscal Year 2016 (FY16) Comprehensive Annual Finance Report (CAFR) and it will be reviewed by the Board later in the agenda.

ACTION ITEMS

ASM Duffey requested that Item No. 15, FY16 (CAFR), be moved to the end of the Action Items because the auditors were running late due to traffic. The Board of Directors agreed to move Item No. 15 to the end of the Action Items.

16. Leucadia Scenic Cured-In-Place Pipe (CIPP) Lining Project

Authorize the General Manager to execute an Agreement with Insituform Technologies for construction services to complete the Leucadia Scenic CIPP Lining Project in an amount not to exceed \$172,602.

TSM Morishita presented this item stating it was reviewed by the EC at their December 7th meeting. He also noted that it is a Fiscal Year 2017 (FY17) tactical goal. He explained that the project was originally part of the Leucadia (L1) Force Main West Section Replacement Project and was removed and rebid as a stand alone project.

TSM Morishita stated that the project was bid on November 14th and bids were received on November 29th. He stated that three bids were received with Insituform Technologies (Insituform) submitting the lowest bid. TSM Morishita noted that Infrastructure Engineering Corporation (IEC) evaluated the bids and determined that Insituform was the lowest responsive and responsible bidder. TSM Morishita stated that staff and IEC recommended that the contract be awarded to Insituform.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Insituform Technologies for construction services to complete the Leucadia Scenic CIPP Lining Project in an amount not to exceed \$172,602 by the following vote:

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

17. Purchase of a Trailer Mounted Engine Driven Pump

Authorize the General Manager to execute a purchase Agreement with Charles King Company (CKC) for the purchase of a new trailer mounted engine driven pump in an amount not to exceed \$47,668.78.

FSSupt Stecker presented this item stating it was reviewed by the EC at their December 7th meeting. He also noted that it is a FY17 tactical goal. FSSupt Stecker stated that the current trailer mounted pump is at the end of its useful life and that the pump will not meet the new Air Pollution Control District emissions requirements that take effect on January 1, 2017. He stated said that staff solicited sealed bids from the three pump manufacturers and received bids from all of them.

(Auditors Jennifer Farr and Shannon Ayala arrived at the meeting at 5:21p.m.)

FSSupt Stecker stated that CKC submitted the lowest bid. He continued that DE Deering evaluated CKC's bid and determined that CKC was the lowest responsive and responsible bidder.

FSSupt Stecker stated that staff and the EC recommend that the purchase of the trailer mounted pump be awarded to CKC. He noted that CKC was the only manufacturer that allowed a trade-in of the existing pump as part of the purchase.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Juliussen, and unanimously carried, the Board of Directors authorized the General Manager to execute a purchase Agreement with CKC for the purchase of a new trailer mounted engine driven pump in an amount not to exceed \$47,668.78 by the following vote:

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

15. FY16 Comprehensive Annual Financial Report (CAFR)

Receive and file the FY16 CAFR.

ASM Duffey presented the item stating that it is a FY17 tactical goal. He provided a summary of the CAFR's Management's Discussion and Analysis (MD&A) highlighting and discussing the following areas:

- Financial Highlights;
- FY16 Revenue and Expenses;
- Key Financial Ratios;
- Net Position and Reserve Balances;
- Reserve Balances Compared to Cash and Investment Balances;

- Reserve Balances Compared to Cash and Investment Balances;
- 10 Year Revenue and Expense Trend Data; and
- FY16 Budget to Actual Expenses Comparison

Director Juliussen asked what percentage of LWD’s annual service charge rate covers replacement costs.

GM Bushee answered his question stating that LWD’s service rate covers about 70 percent of LWD’s replacement expenses. GM Bushee noted that the remaining amount of replacement expense is covered by non-operating revenues, primarily the property taxes.

ASM Duffey Introduced Jennifer Farr of Davis Farr, LLP to provide a summary of the auditors’ reports and auditing process.

Ms. Farr reviewed the three separate reports issued by Davis Farr, LLP. She provided summaries for the Audit Opinion, the Internal Control Communication, and the Required Auditor Communication reports. She noted that the audit was an unmodified audit opinion noting that the financial statements and disclosures are accurate and there are no material misstatements. She also stated that there were no material weaknesses or significant deficiencies in LWD’s internal controls and no material non-compliance noted.

Ms. Farr reviewed the Significant Procedures Performed. She stated that the Financial Statement Changes included one new standard, the implementation of GASB 72 Fair Value Measurement and Application, which added an additional disclosure to the audit.

The Board thanked Ms. Farr for the presentation.

GM Bushee thanked Davis Farr, LLP and staff for their time and hard work in completing the FY16 CAFR.

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

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

18. Board of Directors Election of Officers

Vice President Hanson called for motions for the 2017 LWD Board of Directors President and Vice President Elections.

Upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors elected Vice President Hanson as the Board President for Calendar Year 2017 by the following vote:

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

Upon a motion duly made by Director Kulchin, seconded by Director Juliussen, and unanimously carried, the Board of Directors elected Director Sullivan as the Board Vice President for Calendar Year 2017 by the following vote:

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

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

A. 2017 CASA Winter Conference is scheduled for January 17-20, 2017 at the Hilton Palm Springs.

EA Baity stated that the travel reports for the upcoming conference have been provided to the Board members.

20. Directors' Meetings and Conference Reports

Vice President Hanson stated she attended a regular LAFCO meeting. She provided a summary of the meeting.

Director Juliussen stated that the WaterReuse California Annual Conference is in March 2017. EA Baity stated she would email the Board the dates and location for the conference.

21. General Manager's Report

GM Bushee reported on the following items:

- Water Infrastructure Improvements for the Nation (WIIN) Act and Title XVI Water Reclamation and Reuse;
- Thanked President Donald Omsted and the Board for another outstanding year; and
- Wished everyone happy holidays.

22. General Counsel's Report

GC Brechtel wished everyone a great holiday season.

23. Board of Directors' Comments

Vice President Hanson wished everyone happy holidays.

Directors Sullivan and Juliussen thanked everyone for a great year.

24. Adjournment

Vice President Hanson adjourned the meeting at approximately 5:59 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 January 4, 2017

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, January 4, 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; District Engineer Steve Deering; Jamie Fagnant from Infrastructure Engineering Corporation

3. Public Comment

None.

4. New Business

Leucadia Force Main No.1 (L1) West Section Replacement Project Construction Contract

A. Recommendation 1: Authorize the General Manager to execute an Agreement with CCL Contracting for construction services to complete the Leucadia Force Main No.1 (L1) West Section Replacement Project in an amount not to exceed \$1,387,731.

Recommendation 2: Authorize the transfer of funds in the amount of \$200,000 from the FY16 Gravity Pipeline Rehabilitation Construction account and \$95,000 from the FY15 Gravity Pipeline Rehabilitation Construction account for a total amount of \$295,000 to cover the full cost of project construction.

TSM Morishita presented the staff recommendation. He explained that the project was originally part of the Leucadia Force Main No.1 (L1) West Section Replacement Project that bid in early November. He continued that because the District received only two significantly high bids for the project, staff decided to break the project into two separate projects. TSM Morishita stated that the Board approved the contract for the construction of the Leucadia Scenic Cured-In-Place Pipe Lining Project in December. He said that this is a re-bid of the separated Leucadia Force Main No.1 (L1) West Section Replacement Project (L1 Force Main Replacement).

TSM Morishita stated that the project was bid on November 21st and bids were received on December 15th. He said that four bids were received with CCL Contracting, Incorporated (CCL) submitting the lowest bid. He continued that Infrastructure Engineering Corporation (IEC) evaluated the bids and determined that

CCL was the lowest responsive and responsible bidder. TSM Morishita said that IEC recommended and staff concurs that the contract be awarded to CCL.

TSM Morishita explained that separating the projects increased the competitive bid environment which resulted in the District saving \$394,217 in total cost for the two separate projects (\$172,602 + \$1,387,731 = \$1,560,333) over the original combined project bid of \$1,954,550.

TSM Morishita explained that \$295,000 is needed in the construction account for the L1 Force Main Replacement project. He continued that the amount is a result of a \$145,000 construction cost shortfall and a \$150,000 (10%) contingency. He stated that the request is to transfer \$200,000 from the FY16 Gravity Pipeline Rehabilitation Project and \$95,000 from the FY15 Gravity Pipeline Rehabilitation Project. TSM Morishita noted that the \$172,602 Leucadia Scenic Cured-In-Place Pipe Lining Project was originally part of the FY16 Gravity Pipeline Rehabilitation Project.

After discussion, the EC concurred with staff to recommend that the Board authorize executing an agreement with CCL Contracting for construction services and authorize the transfer of funds to complete the Leucadia Force Main No.1 (L1) West Section Replacement Project.

- B. Authorize the General Manager to execute an Agreement with Richard Stinson Construction Management for construction management services during the construction of the Leucadia Force Main No.1 (L1) West Section Replacement Project in an amount not to exceed \$50,000.

TSM Morishita presented the staff recommendation. He said that the Leucadia Force Main No.1 (L1) West Section Replacement Project (L1 Force Main Replacement) requires construction management support to oversee construction of the project. He stated that Richard Stinson has a proven track record of providing excellent construction management (CM) services to the District. TSM Morishita said that Mr. Stinson has provided CM services for every collection system construction project undertaken by the District since 2003. He said that Mr. Stinson submitted a proposal to provide CM services in an amount not to exceed \$50,000, an estimated 500 hours at \$100 per hour. He said that staff believes this fee is fair and reasonable.

TSM Morishita said that Mr. Stinson has consistently provided outstanding CM services on previous District projects and possesses in depth knowledge of the District's collection system and operations. TSM Morishita explained that Mr. Stinson performed the constructability review of the L1 Force Main Replacement project during the project's design phase and, therefore, has thorough knowledge of the project's plans and specifications. TSM Morishita said that retaining Mr. Stinson for CM services during construction will provide continuity, efficiency and is in the best interest of the District. TSM Morishita stated that for these reasons, the procurement of these CM services satisfies the criteria for sole sourcing allowed under Section 11.1, Sole Source Procurement, and continuity of service under Section 12.4, Continuing Services, of the District's Procurement Policy.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute an agreement with Richard Stinson Construction

Management for construction management services for the Leucadia Force Main No.1 (L1) Replacement Project.

5. Information Items

A. Hazard Mitigation Plan overview

TSM Morishita presented an overview of the District's Hazard Mitigation Plan. He presented this overview in response to Director Kulchin's request regarding the impacts to District assets related to the projected rise in sea level. TSM Morishita stated that the Hazard Preparedness and Mitigation Plan (HPMP) indicated four pump stations; Batiquitos, Leucadia, Saxony and La Costa; may be impacted if sea levels rise as projected by 4.6 feet by the year 2100. He went on to explain the mitigation and preparedness strategies presented in the plan. TSM Morishita emphasized that the Leucadia Force Main No.1 (L1) West Section Replacement Project incorporated recommendations presented in the HPMP.

Upon completion of the overview, Director Kulchin was satisfied that his concern regarding the impact of sea level rise on District's infrastructure has been and will continue to be addressed.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:25 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: January 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of December/January Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **827,195.65**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months December 8, 2016 – January 4, 2017.

Operating expenses totaled \$ **265,721.47** while Capital Improvement Program expenses totaled \$ **467,933.80**.

Payroll for employees and the Board totaled \$ **93,540.30**.

Attached, please find a year-to-date Employee and Board Payroll Report from November 2015 to December 2016, 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 December/January 2017
Attachment 2	Payroll Check Register dated December 14, 2016
Attachment 3	Accounts Payable Check Register dated December 14, 2016
Attachment 4	Payroll Check Register dated December 21, 2016
Attachment 5	Accounts Payable Check Register dated December 28, 2016
Attachment 6	Board Payroll Check Register dated January 2, 2017
Attachment 7	Accounts Payable Check Register dated January 2, 2017
Attachment 8	Payroll Check Register dated January 4, 2017
Attachment 9	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

January 11, 2017

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -12/14/2016	18984 Incentive	\$444.65	
Payroll Check -12/21/2016	18985 - 19003	\$46,163.74	
Board Payroll Check - 1/2/2017	19004 - 19008	\$1,214.82	
Payroll Check - 1/4/2017	19009 - 19027	<u>\$45,717.09</u>	
	Total		\$93,540.30
General Checking -12/14/2016	49091 - 49151	\$ 140,916.90	
General Checking -12/28/2016	49152 - 49182	\$ 507,025.23	
General Checking - 1/2/2017	49183 - 49207	<u>\$ 85,713.22</u>	
	Total	\$ 733,655.35	
	GRAND TOTAL		\$827,195.65

VOIDED CHECK

49183 Jammed in printer

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 14, 2016
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18984	12/14/2016	\$444.65

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/14/2016 Through 12/14/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	49091	12/14/2016	<u>4,340.00</u>	FLOW MONITORING-NOV
	Total 49091		4,340.00	
ALPHAGRAPHICS	49092	12/14/2016	<u>48.10</u>	BOOK COVERS FOR AUDIT-CAFR
	Total 49092		48.10	
AT&T	49093	12/14/2016	<u>193.89</u>	PHONE SERVICE-NOV
	Total 49093		193.89	
BOOT WORLD, INC	49094	12/14/2016	<u>87.46</u>	SAFETY BOOTS FOR S. KRASON
	Total 49094		87.46	
CARLSBAD FUELS CORPORATION	49095	12/14/2016	<u>1,290.37</u>	VEHICLE FUELS/GAS
	Total 49095		1,290.37	
CINTAS FIRST AID AND SAFETY	49096	12/14/2016	<u>213.78</u>	FIRST AID CABINET REFILL
	Total 49096		213.78	
CITY OF CARLSBAD	49097	12/14/2016	445.66	WATER @ PLANT/OFFICE
CITY OF CARLSBAD		12/14/2016	<u>455.01</u>	WATER @ VACTOR
	Total 49097		900.67	
WAGeworks, INC	49098	12/14/2016	<u>140.00</u>	SEC 125 FLEX PLAN-NOV
	Total 49098		140.00	
CORELOGIC INFORMATION SOLUTIONS,INC	49099	12/14/2016	<u>125.00</u>	MONTHLY FEE-NOV
	Total 49099		125.00	
CORODATA	49100	12/14/2016	<u>102.62</u>	STORAGE-NOV
	Total 49100		102.62	
COX COMMUNICATIONS SAN DIEGO	49101	12/14/2016	<u>1,421.37</u>	PHONE/INTERNET SERVICE-DEC
	Total 49101		1,421.37	
CUES, INC	49102	12/14/2016	<u>3.76</u>	PARTS/LABOR
	Total 49102		3.76	
DATA NET	49103	12/14/2016	<u>1,645.25</u>	IS MAINT AND SUPPORT
	Total 49103		1,645.25	
DKF SOLUTIONS GROUP, LLC	49104	12/14/2016	<u>300.00</u>	MONTHLY FEE-DEC
	Total 49104		300.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/14/2016 Through 12/14/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DION INTERNATIONAL TRUCKS INC	49105	12/14/2016	4,023.28	WORK ON TRUCK #152
	Total 49105		4,023.28	
DOWNSTREAM SERVICES, INC.	49106	12/14/2016	70.00	STORMWATER MAINT
	Total 49106		70.00	
ELECTRICAL SALES, INC.	49107	12/14/2016	29.79	FLUORESCENTS LAMPS
	Total 49107		29.79	
EVOQUA WATER TECHNOLOGIES, LLC	49108	12/14/2016	7,211.98	BIOXIDE-NOV
EVOQUA WATER TECHNOLOGIES, LLC		12/14/2016	19,284.00	CHANGE OPUT @ BPS
	Total 49108		26,495.98	
HARRINGTON INDUSTRIAL PLASTICS INC	49109	12/14/2016	257.70	PARTS
	Total 49109		257.70	
HOCH CONSULTING	49110	12/14/2016	1,080.00	BPS SOLAR PROJECT-SEPT-OCT
HOCH CONSULTING		12/14/2016	5,545.00	GAFNER CONSTRUCTION-SEPT/OCT
	Total 49110		6,625.00	
ICMA RETIREMENT-303979	49111	12/14/2016	3,971.49	DEFERRED COMP
ICMA RETIREMENT-303979		12/14/2016	6,000.00	DEFERRED COMP-J. STECKER
	Total 49111		9,971.49	
INFRASTRUCTURE ENGINEERING CORP	49112	12/14/2016	360.00	GIS SERVICES-OCT
	Total 49112		360.00	
JACKSON & BLANC	49113	12/14/2016	1,617.25	QTRLY BILLING FOR MAINT TO HVAC-12/1-2/28/16
	Total 49113		1,617.25	
MALLORY SAFETY AND SUPPLY	49114	12/14/2016	564.06	SAFETY ITEMS
	Total 49114		564.06	
DODGE DATA & ANALYTICS	49115	12/14/2016	1,299.30	AD-L1 PROJECT
	Total 49115		1,299.30	
MESA REPROGRAPHICS	49116	12/14/2016	18.00	PLANS AND SPECS-L1 FORCE
	Total 49116		18.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/14/2016 Through 12/14/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
MICHAEL BROWN	49117	12/14/2016	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 49117		3,000.00	
MITSUBISHI ELECTRIC US, INC	49118	12/14/2016	<u>277.41</u>	MAINT/SERVICE-ELEVATOR-DEC
	Total 49118		277.41	
MSC JANITORIAL SERVICE, INC	49119	12/14/2016	<u>1,552.92</u>	JANITORIAL SERVICES-DEC
	Total 49119		1,552.92	
NAPA AUTO	49120	12/14/2016	<u>5.93</u>	PARTS-FUSES
	Total 49120		5.93	
NATIONWIDE RETIREMENT SOLUTIONS	49121	12/14/2016	<u>125.00</u>	DEFERRED COMP
	Total 49121		125.00	
OFFICE DEPOT, INC.	49122	12/14/2016	<u>142.93</u>	OFFICE SUPPLIES
	Total 49122		142.93	
OLIVENHAIN MUNICIPAL WATER DIST	49123	12/14/2016	41.13	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		12/14/2016	585.24	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		12/14/2016	334.32	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		12/14/2016	44.69	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		12/14/2016	41.13	WATER @ VP7
	Total 49123		<u>1,046.51</u>	
PACIFIC PIPELINE SUPPLY	49124	12/14/2016	423.69	PARTS @ BPS/LPS
PACIFIC PIPELINE SUPPLY		12/14/2016	<u>192.84</u>	PARTS/SUPPLIES
	Total 49124		616.53	
PALOMAR WATER, LLC	49125	12/14/2016	<u>201.88</u>	BOTTLED WATER DELIVERED-NOV
	Total 49125		201.88	
PERS RETIREMENT	49126	12/14/2016	156.99	BOARD RETIREMENT ENDING 11/30/2016
PERS RETIREMENT		12/14/2016	11,894.35	EMPLOYEE RETIREMENT ENDING 11/20/16
	Total 49126		<u>12,051.34</u>	
PLANT PEOPLE, INC	49127	12/14/2016	<u>158.00</u>	MONTHLY MAINT OF LIVE PLANTS-DEC
	Total 49127		158.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/14/2016 Through 12/14/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PLUMBERS DEPOT, INC	49128	12/14/2016	<u>236.52</u>	NOZZLE EXTENSION
	Total 49128		236.52	
POLYDYNE, INC	49129	12/14/2016	<u>12,773.38</u>	CLARIFLOC
	Total 49129		12,773.38	
PURCHASE POWER	49130	12/14/2016	<u>142.16</u>	SHIPPING/CREDIT
	Total 49130		142.16	
RFYEAGER ENGINEERING, INC	49131	12/14/2016	<u>1,910.00</u>	FORCE MAIN ANALYSIS
	Total 49131		1,910.00	
ROCKWELL CONSTRUCTION SERVICES, INC	49132	12/14/2016	<u>135.00</u>	GAFNER PROJECT
	Total 49132		135.00	
SAN DIEGO UNION TRIBUNE	49133	12/14/2016	<u>1,932.50</u>	ADS FOR PIPELINE/L1 PROJECT
	Total 49133		1,932.50	
SAN DIEGUITO WATER DISTRICT	49134	12/14/2016	73.64	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		12/14/2016	21.04	WATER @ TANKER 2
	Total 49134		<u>94.68</u>	
SAN DIEGO GAS & ELECTIRC	49135	12/14/2016	772.52	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		12/14/2016	<u>341.04</u>	ELECTRIC @ VP5
	Total 49135		1,113.56	
SOUTHERN CONTRACTING COMPANY	49136	12/14/2016	<u>480.00</u>	ELECTRICAL WORK @ BPS/VP7
	Total 49136		480.00	
STATE WATER RESOURCES CONTROL BOARD	49137	12/14/2016	11,195.00	ANNUAL PERMIT FEE
STATE WATER RESOURCES CONTROL BOARD		12/14/2016	14,929.00	ANNUAL PERMIT FEE-GAFNER
	Total 49137		<u>26,124.00</u>	
TARGET SOLUTIONS LEARNING, LLC	49138	12/14/2016	<u>1,155.00</u>	TARGET SAFETY PROGRAM RENEWAL
	Total 49138		1,155.00	
THE HOME DEPOT CRC/GEFC	49139	12/14/2016	<u>754.20</u>	SUPPLIES
	Total 49139		754.20	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/14/2016 Through 12/14/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
TODD AMOS	49140	12/14/2016	205.00	REIMBURSE FOR CLASS/TEST
TODD AMOS		12/14/2016	<u>138.03</u>	REIMBURSE FOR SAFETY BOOTS
	Total 49140		343.03	
UNDERGROUND SERVICE ALERT OF	49141	12/14/2016	150.00	DIG ALERT SERVICES-NOV
	Total 49141		150.00	
UNIFIRST CORPORATION	49142	12/14/2016	185.59	LAUNDRY SERVICE-W/E 10/5/16
UNIFIRST CORPORATION		12/14/2016	185.34	LAUNDRY SERVICE-W/E 11/30/16
UNIFIRST CORPORATION		12/14/2016	203.44	LAUNDRY SERVICE-W/E 12/7/16
UNIFIRST CORPORATION		12/14/2016	192.03	LAUNDRY SERVICE-W/E 8/17/2016
UNIFIRST CORPORATION		12/14/2016	191.50	LAUNDRY SERVICE-W/E 8/31/2016
UNIFIRST CORPORATION		12/14/2016	<u>192.03</u>	LAUNDRY SERVICE-W/E 9/14/2016
	Total 49142		1,149.93	
U.S. BANK	49143	12/14/2016	1,722.00	CONFERENCES, TRAINING, TRAVEL, OFFICE SUPPLIES ETC
	Total 49143		1,722.00	
VERIZON WIRELESS	49144	12/14/2016	<u>53.65</u>	CELL PHONES-TELEMETRY-NOV
	Total 49144		53.65	
WASTE MANAGEMENT	49145	12/14/2016	<u>206.86</u>	MONTHLY TRASH SERVICE-NOV
	Total 49145		206.86	
WESELOH CHEVROLET	49146	12/14/2016	<u>754.45</u>	MAINT/SERVICE- 09 CHEV
	Total 49146		754.45	
WIN-911 SOFTWARE	49147	12/14/2016	990.00	RENEWAL OF SOFTWARE MAINT/SUPPORT
	Total 49147		990.00	
ANNA WOODCOCK	49148	12/14/2016	<u>2,998.50</u>	LATERAL REIMBURSEMENT
	Total 49148		2,998.50	
WOODYS CRANE SERVICE	49149	12/14/2016	<u>250.00</u>	CRANE RENTAL
	Total 49149		250.00	
WORDEN WILLIAMS LLP	49150	12/14/2016	<u>4,024.80</u>	LEGAL FEES-NOV
	Total 49150		4,024.80	
XEROX CORPORATION	49151	12/14/2016	<u>100.11</u>	COPIER LEASE/MAINT-NOV
	Total 49151		100.11	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/14/2016 Through 12/14/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			140,916.90	

Leucadia Wastewater District
Vendor Activity
 From 12/13/2016 Through 12/14/2016

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	Transaction Description	GL Short Title
USBANK1	U.S. BANK	API	12/13/2016	49143	(17.00)	CREDIT SW	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	12/13/2016	49143	110.00	CSFMO MEMBERSHIP	Membshp & Dues
USBANK1	U.S. BANK	API	12/13/2016	49143	28.10	ENCINA BREAKFAST MEETING	ENCINA CAPITAL
USBANK1	U.S. BANK	API	12/13/2016	49143	32.70	EWA BREKFAST MEETING	ENCINA CAPITAL
USBANK1	U.S. BANK	API	12/13/2016	49143	105.48	LINCH MEETING-LEGAL	LEGAL SERVICES
USBANK1	U.S. BANK	API	12/13/2016	49143	149.00	LOGIN REMOTE-SCADA	Computer SW/Srv
USBANK1	U.S. BANK	API	12/13/2016	49143	42.64	LUNCH MEETING -EWA RECYCLE WATER	ENCINA CAPITAL
USBANK1	U.S. BANK	API	12/13/2016	49143	205.00	P.B.-HOTEL DEPOSIT-CASA	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	12/13/2016	49143	20.40	R.D. CSRMA	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	12/13/2016	49143	32.00	RD CSRMA	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	12/13/2016	49143	228.96	RD-AIRFARE-SW CSRMA	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	12/13/2016	49143	90.00	RD/TRISHA-NCPA LUNCH	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	12/13/2016	49143	564.72	T.B. HOTEL-CSDA SECRETARY CONF	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	12/13/2016	49143	100.00	WEB HOSTING	TELEPHONE
USBANK1	U.S. BANK	API	12/13/2016	49143	30.00	WIFI-R.M.	TELEPHONE
USBANK1	U.S. BANK	APS	12/14/2016	49143	0.00	CONFERENCES, TRAINING, TRAVEL, OFFICE SUPPLIES ETC	ACCOUNTS PAYABL

Transaction Total 1,722.00

Total USBANK1 U.S. BANK 1,722.00

Report Opening/Current Balance

Report Transaction Totals 1,722.00

Report Current Balances

Date: 12/14/16 03:20:33 PM

Note: Partial Payments may cause totals to be overstated in the Expenses or the Charges column.

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LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 21, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18985 - 19003	12/21/2016	\$46,163.74

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/28/2016 Through 12/28/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ARC DOCUMENT SOLUTIONS,LLC	49152	12/28/2016	32.00	PLANS AND SPECS
	Total 49152		32.00	
AT&T	49153	12/28/2016	116.77	PHONE SERVIE @ BPS
	Total 49153		116.77	
BAJA POOL AND SPA SERVICE	49154	12/28/2016	125.00	MONTHLY SERVICE TO FOUNTAIN-NOV
	Total 49154		125.00	
BARRETT ENGINEERED PUMP	49155	12/28/2016	298.69	SUMP PUMP
	Total 49155		298.69	
CARLSBAD FUELS CORPORATION	49156	12/28/2016	1,234.14	VEHICLE FUELS/GAS
	Total 49156		1,234.14	
CUES, INC	49157	12/28/2016	199,762.00	FORD TV INSPECTION VAN
	Total 49157		199,762.00	
DATA NET	49158	12/28/2016	1,866.90	IS MAINT AND SUPPORT
DATA NET		12/28/2016	82.79	REPLACE BATTERY IN DELL SERVER
	Total 49158		1,949.69	
GRAINGER, INC	49159	12/28/2016	257.20	OILY WASTE CANS
	Total 49159		257.20	
GREAT AMERICA FINANCIAL SERVICES	49160	12/28/2016	755.37	COPIER LEASE-JAN
	Total 49160		755.37	
HEAVILAND ENTERPRISES, INC	49161	12/28/2016	840.00	LANDSCAPE MAINT-DEC
HEAVILAND ENTERPRISES, INC		12/28/2016	860.00	REPLACE SPRINKLERS
	Total 49161		1,700.00	
I2B NETWORKS, INC	49162	12/28/2016	160.00	WEB CAM @ BPS-DEC
	Total 49162		160.00	
ICMA RETIREMENT-303979	49163	12/28/2016	3,971.49	DEFERRED COMP
	Total 49163		3,971.49	
INFRASTRUCTURE ENGINEERING CORP	49164	12/28/2016	297.50	FY 16 GRAVITY LINE REHAB

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/28/2016 Through 12/28/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
INFRASTRUCTURE ENGINEERING CORP		12/28/2016	2,548.21	FY17 GRAVITY SEWER REPAIR-NOV
INFRASTRUCTURE ENGINEERING CORP		12/28/2016	12,715.00	LPS REHAB PROJECT-NOV
	Total 49164		15,560.71	
INTERSTATE BATTERIES OF SAN DIEGO	49165	12/28/2016	258.98	BATTERY
	Total 49165		258.98	
JACKSON & BLANC	49166	12/28/2016	270.00	SERVICE TO HVAC
	Total 49166		270.00	
MARVIN GONZALEZ	49167	12/28/2016	649.50	REIMBURSE FOR TUITION
	Total 49167		649.50	
NAPA AUTO NAPA AUTO	49168	12/28/2016	29.14	CABLES
		12/28/2016	53.96	SUPPLIES
	Total 49168		83.10	
NATIONWIDE RETIREMENT SOLUTIONS	49169	12/28/2016	125.00	DEFERRED COMP
	Total 49169		125.00	
OFFICE DEPOT, INC.	49170	12/28/2016	855.46	OFFICE SUPPLIES
	Total 49170		855.46	
PERS RETIREMENT	49171	12/28/2016	11,894.35	EMPLOYEE RETIREMENT 12/04/16
	Total 49171		11,894.35	
PLUMBERS DEPOT, INC	49172	12/28/2016	510.58	COUNTER LEFT HAND
	Total 49172		510.58	
RISING TIDE PARTNERS RISING TIDE PARTNERS	49173	12/28/2016	4,310.00	PUBLIC INFO-NOV
		12/28/2016	4,686.08	PUBLIC INFO-OCT
	Total 49173		8,996.08	
ROCKWELL CONSTRUCTION SERVICES, INC	49174	12/28/2016	2,000.00	WORK ON VFD REPLACEMENT
	Total 49174		2,000.00	
SCW CONTRACTING CORP	49175	12/28/2016	230,239.62	VP5 REPLACEMENT-NOV
	Total 49175		230,239.62	
SAN DIEGO GAS & ELECTIRC SAN DIEGO GAS & ELECTIRC	49176	12/28/2016	111.58	ELECTRIC @ AVOCADO PS
		12/28/2016	507.71	ELECTRIC @ DIANA PS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/28/2016 Through 12/28/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO GAS & ELECTIRC		12/28/2016	575.19	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		12/28/2016	947.02	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		12/28/2016	14,887.32	ELECTRIC @ OFFICE/LPS
SAN DIEGO GAS & ELECTIRC		12/28/2016	169.18	ELECTRIC @ RVPS
SAN DIEGO GAS & ELECTIRC		12/28/2016	730.14	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		12/28/2016	161.38	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		12/28/2016	133.81	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		12/28/2016	<u>2.63</u>	NAT GAS @ EE
	Total 49176		18,225.96	
SOUTHERN CONTRACTING COMPANY	49177	12/28/2016	380.00	ELECTRICAL WORK @ BPS
SOUTHERN CONTRACTING COMPANY		12/28/2016	240.00	ELECTRICAL WORK @ LPS
SOUTHERN CONTRACTING COMPANY		12/28/2016	378.00	ELECTRICAL WORK @ VP7 PS
SOUTHERN CONTRACTING COMPANY		12/28/2016	255.00	WORK @ AVOCADO PS
	Total 49177		<u>1,253.00</u>	
T.S. INDUSTRIAL SUPPLY	49178	12/28/2016	<u>106.62</u>	GREEN MARKING FLAG
	Total 49178		106.62	
T.Y. LIN INTERNATIONAL	49179	12/28/2016	3,600.00	POINSETTIA ST SEWER IMPROVEMENTS-NOV
	Total 49179		<u>3,600.00</u>	
UNIFIRST CORPORATION	49180	12/28/2016	185.34	LAUNDRY SERVICE-W/E 12/14/16
UNIFIRST CORPORATION		12/28/2016	<u>191.23</u>	LAUNDRY SERVICE-W/E 12/21/16
	Total 49180		376.57	
VERIZON WIRELESS	49181	12/28/2016	<u>881.35</u>	CELL PHONES CHARGES
	Total 49181		881.35	
VORTEX INDUSTRIES, INC	49182	12/28/2016	<u>776.00</u>	EMERGENCY SERVICE TO GATE
	Total 49182		<u>776.00</u>	
Report Total			<u><u>507,025.23</u></u>	

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: January 2, 2017

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19004 - 19008	1/2/2017	\$1,214.82

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/2/2017 Through 1/2/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AT&T	49184	1/2/2017	193.13	PHONE SERVICE
	Total 49184		193.13	
BAJA POOL AND SPA SERVICE	49185	1/2/2017	125.00	FOUNTAIN MAINT FOR DEC
	Total 49185		125.00	
CALIFORNIA CHAMBER OF COMMERCE	49186	1/2/2017	150.01	EMPLOYEE POSTERS/PAMPHLETS
	Total 49186		150.01	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	49187	1/2/2017	34,370.17	HEALTH INS-JAN
	Total 49187		34,370.17	
CHUCKS TIRE CENTER	49188	1/2/2017	479.32	TIRES-TAHOE
	Total 49188		479.32	
CUES, INC	49189	1/2/2017	876.38	MAINT/REPAIR WORK
	Total 49189		876.38	
CWEA	49190	1/2/2017	172.00	MEMBERSHIP RENEWAL-I.RIFFEL
CWEA		1/2/2017	172.00	MEMBERSHIP RENEWAL-R. RODRIGUEZ
CWEA		1/2/2017	98.00	RENEWAL FOR M.G.-GRADE 4
	Total 49190		442.00	
EVOQUA WATER TECHNOLOGIES, LLC	49191	1/2/2017	8,616.97	BIOXIDE
	Total 49191		8,616.97	
GRAINGER, INC	49192	1/2/2017	43.50	BATTERY @ BPS
	Total 49192		43.50	
HARTFORD LIFE & ACCIDENT INS.	49193	1/2/2017	441.32	LIFE INS-JAN
	Total 49193		441.32	
HOCH CONSULTING	49194	1/2/2017	9,573.75	VP5 PROJECT-nOV
	Total 49194		9,573.75	
INFRASTRUCTURE ENGINEERING CORP	49195	1/2/2017	437.50	VP5 REPLACEMENT PROJECT-NOV
	Total 49195		437.50	
INTERSTATE BATTERIES OF SAN DIEGO	49196	1/2/2017	516.13	BATTERYS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/2/2017 Through 1/2/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 49196		516.13	
LEE'S LOCK & SAFE	49197	1/2/2017	116.89	KEYS/KEY RINGS
	Total 49197		116.89	
MES VISION	49198	1/2/2017	386.22	VISION INS-JAN
	Total 49198		386.22	
MINUTEMAN PRESS	49199	1/2/2017	475.28	LETTERHEAD/CARDS
	Total 49199		475.28	
PERS RETIREMENT	49200	1/2/2017	11,894.35	EMPLOYEE RETIREMENT ENDING 12/18/16
	Total 49200		11,894.35	
SAN DIEGO GAS & ELECTIRC	49201	1/2/2017	10,294.42	ELECTRIC @ BPS
	Total 49201		10,294.42	
SOUTHERN CONTRACTING COMPANY	49202	1/2/2017	240.00	WORK @ E. ESTATES
	Total 49202		240.00	
THE GUARDIAN	49203	1/2/2017	4,187.03	DENTAL/DISABILITY INS-JAN
	Total 49203		4,187.03	
TRI COMMUNITY ANSWERING SERVICE	49204	1/2/2017	90.00	ANSWERING SERVICE-DEC
	Total 49204		90.00	
UNIFIRST CORPORATION	49205	1/2/2017	188.85	LAUNDRY SERVICE-W/E 11/23/2016
	Total 49205		188.85	
V&A CONSULTING ENGINEERS	49206	1/2/2017	1,500.00	SM FLOW-CREEK SAMPLING
	Total 49206		1,500.00	
WATEREUSE ASSOCIATION	49207	1/2/2017	75.00	ANNUAL MEMBERSHIP RENEWAL-2017
	Total 49207		75.00	
Report Total			85,713.22	

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: **January 4, 2017**

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19009 - 19027	1/4/2017	\$45,717.09

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

DECEMBER

2015

12/3/2015	Board		\$1,975.10
12/4/2015	Employee	Sick Buyback	\$22,529.21
12/9/2015	Employee		\$44,069.21
12/23/2015	Employee		<u>\$42,398.10</u>
	TOTAL		\$110,971.62

JANUARY

2016

1/3/2016	Board		\$1,628.29
1/6/2016	Employee		\$43,385.98
1/13/2016	Employee	Incentive	\$461.75
1/20/2016	Employee		\$41,432.17
1/20/2016	Employee	Chucks's	<u>\$7,460.73</u>
	TOTAL		\$94,368.92

FEBRUARY

2/3/2016	Employee		\$41,636.25
2/3/2016	Board		\$4,887.14
2/10/2016	Employee	Incentive	\$1,567.35
2/10/2016	Employee	Incentive	\$879.35
2/17/2016	Employee		<u>\$41,942.42</u>
	TOTAL		\$90,912.51

MARCH

3/2/2016	Employee		\$42,292.77
3/2/2016	Board		\$3,136.26
3/9/2016	Employee	Incentive	\$451.61
3/16/2016	Employee		\$42,023.59
3/30/2016	Employee		<u>\$41,286.80</u>
	TOTAL		\$129,191.03

APRIL

4/2/2016	Board		\$3,531.16
4/13/2016	Employee		\$44,125.93
4/14/2016	Employee	Incentive	\$11,302.63
4/27/2016	Employee		<u>\$44,434.86</u>
	TOTAL		\$103,394.58

MAY

5/2/2016	Board		\$4,924.86
5/11/2016	Employee		\$45,328.93
5/11/2016	Employee	Incentive	\$16,361.17
5/25/2016	Employee		<u>\$45,256.06</u>
	TOTAL		\$111,871.02

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

JUNE

6/2/2016	Board		\$4,900.16
6/8/2016	Employee		\$45,693.96
6/22/2016	Employee		<u>\$44,504.50</u>
	TOTAL		\$95,098.62

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

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

DECEMBER

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

JANUARY

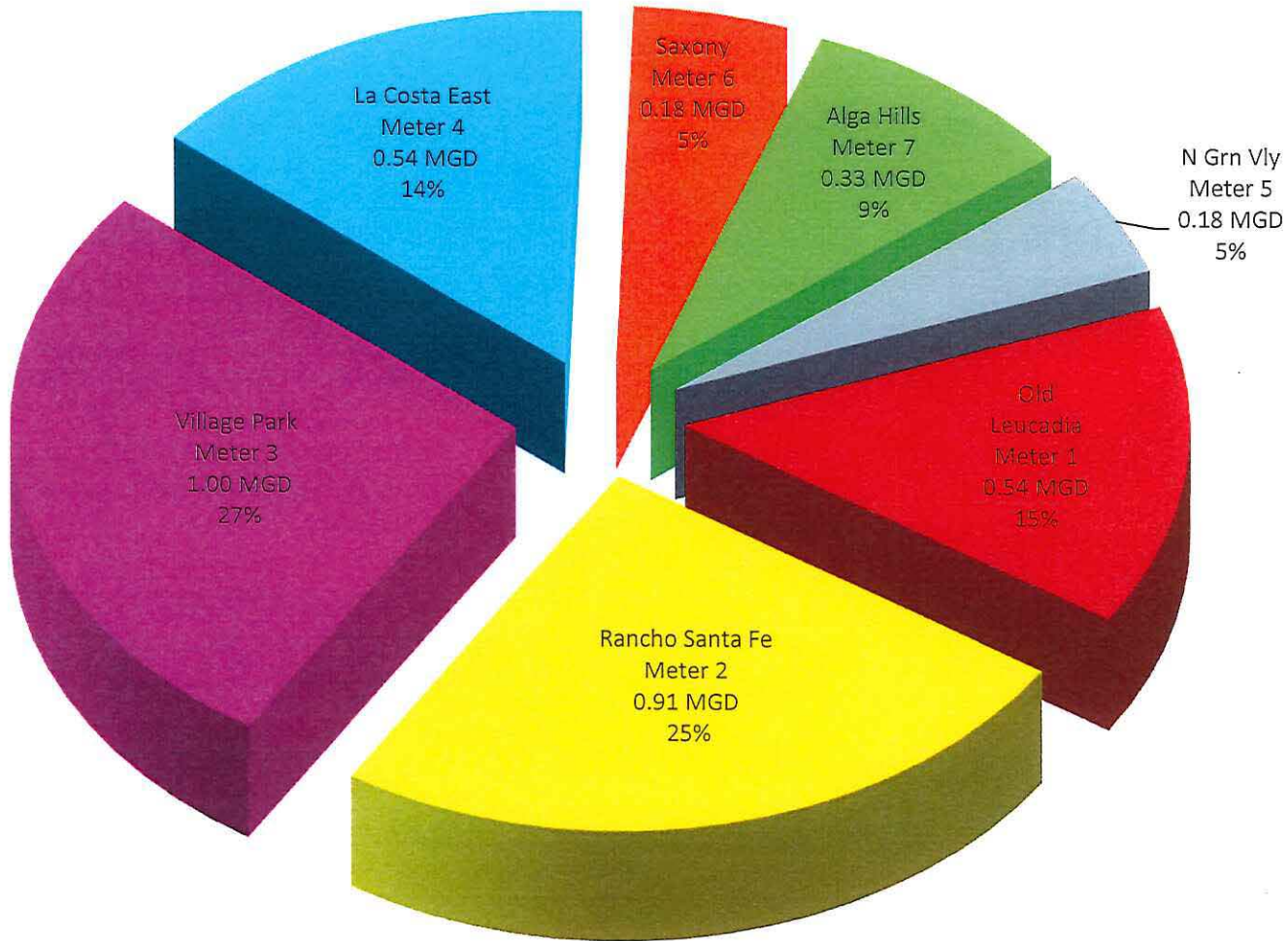
1/1/2017	Board		\$1,214.82
1/4/2017	Employee		<u>\$45,717.09</u>
	TOTAL		\$46,931.91

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2017 (July 2016 - June 2017)**

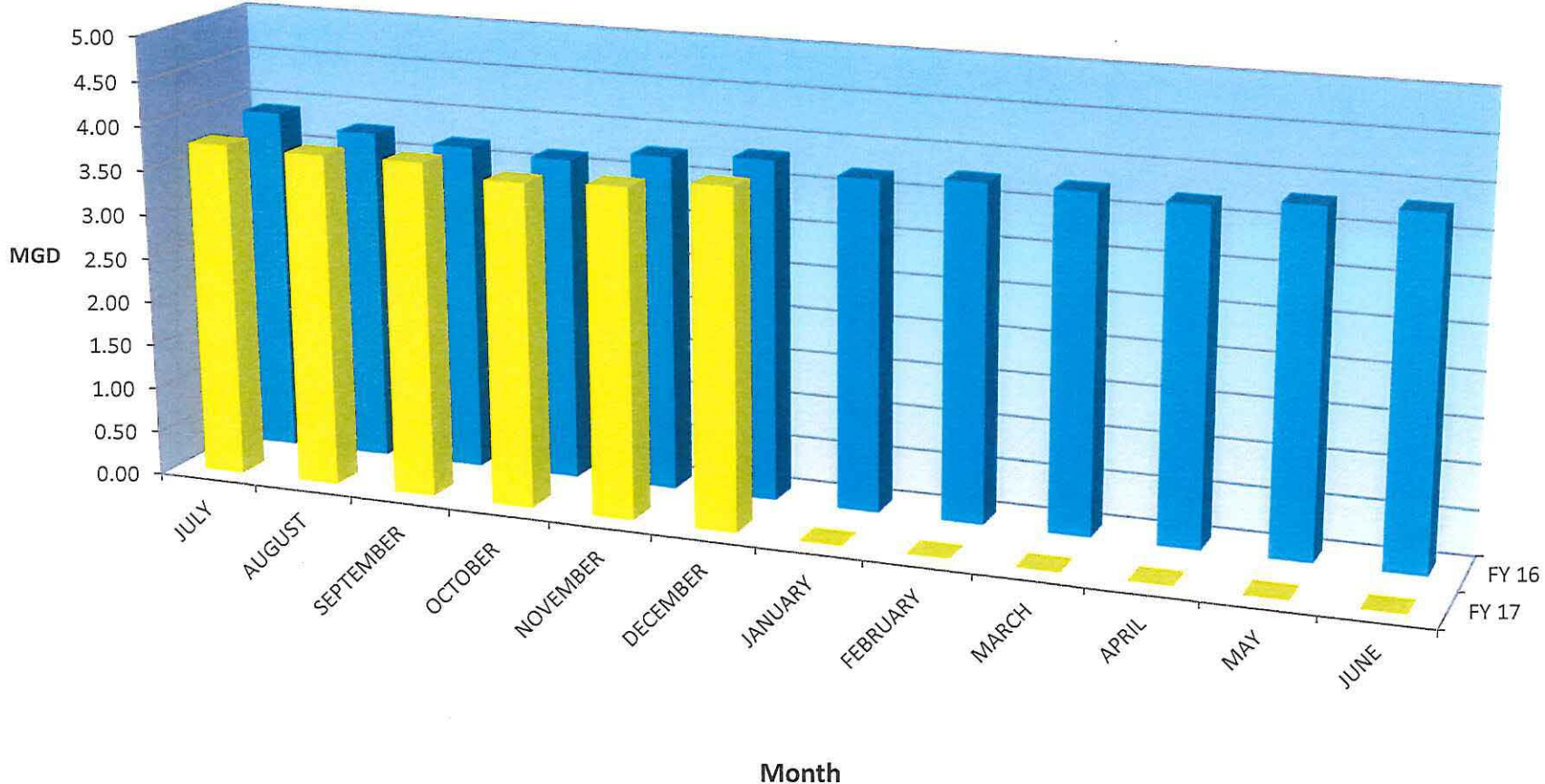
CURRENT MONTH - December 2016							FY 2015-2016
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,560.21	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	116.87	1.00	3.77	132	54.07	3.92
YTD			28,561.21				
AUGUST	0.00	116.25	1.50	3.75	131	44.02	3.77
YTD			28,562.71				
SEPTEMBER	0.24	112.80	2.00	3.76	132	47.41	3.70
YTD			28,564.71				
OCTOBER	0.33	112.53	4.50	3.63	127	18.32	3.65
YTD			28,569.21				
NOVEMBER	1.01	110.40	7.36	3.68	129	14.25	3.77
YTD			28,576.57				
DECEMBER	3.81	117.18	-2.11	3.78	132	0.00	3.83
YTD			28,574.46				
JANUARY							3.71
YTD							
FEBRUARY							3.77
YTD							
MARCH							3.76
YTD							
APRIL							3.72
YTD							
MAY							3.81
YTD							
JUNE							3.83
YTD							
YTD Totals	5.39	686.03	14.25			178.07	
Mo Average	0.90	114.34	2.38	3.73	130.51	29.68	3.77

36

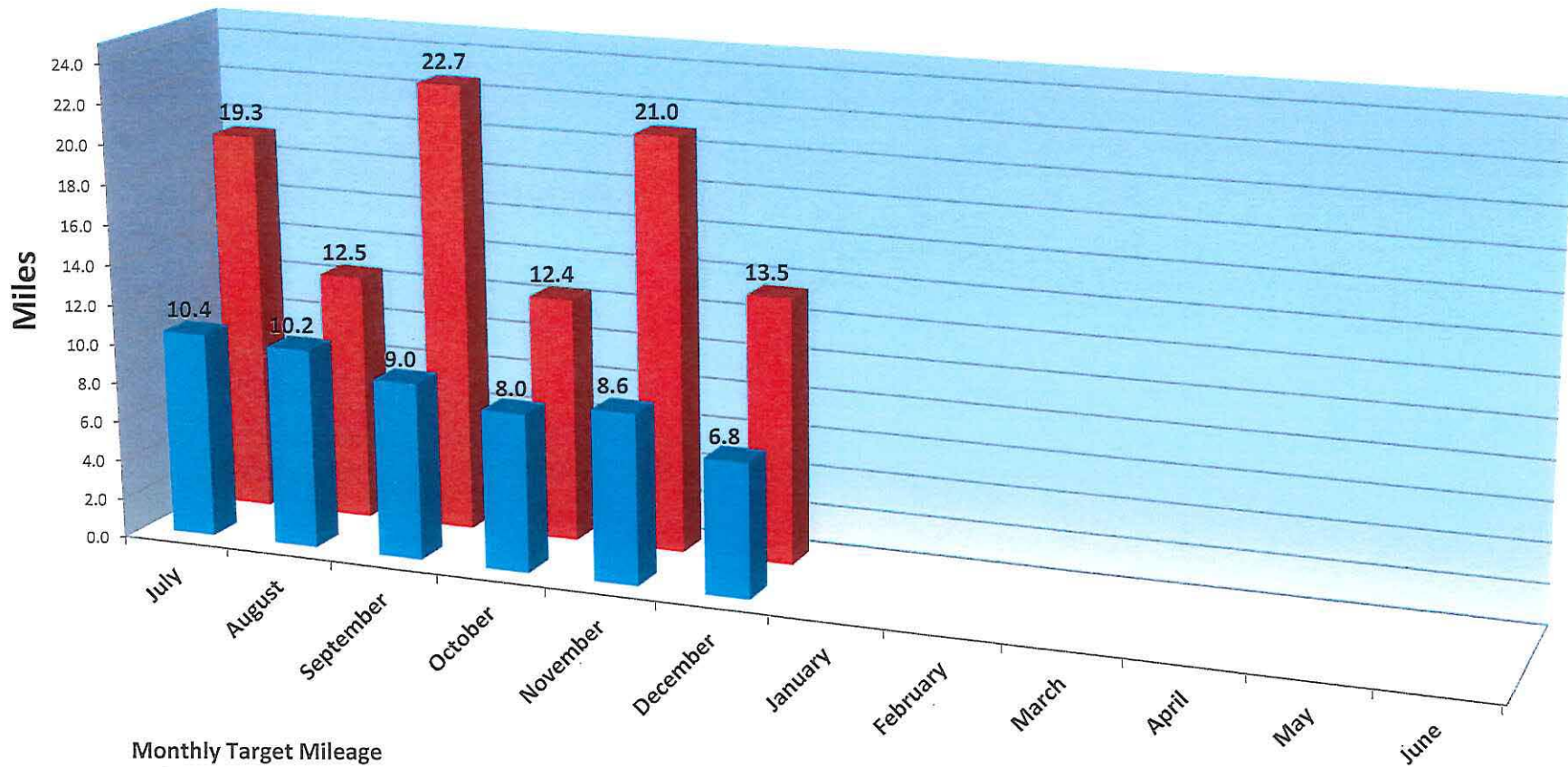
**LWD Flows by Sub-Basin
December 2016
Total LWD Flow = 3.78 MGD**



Leucadia Wastewater District Flow Comparison FY 16 to FY 17



FY-17 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

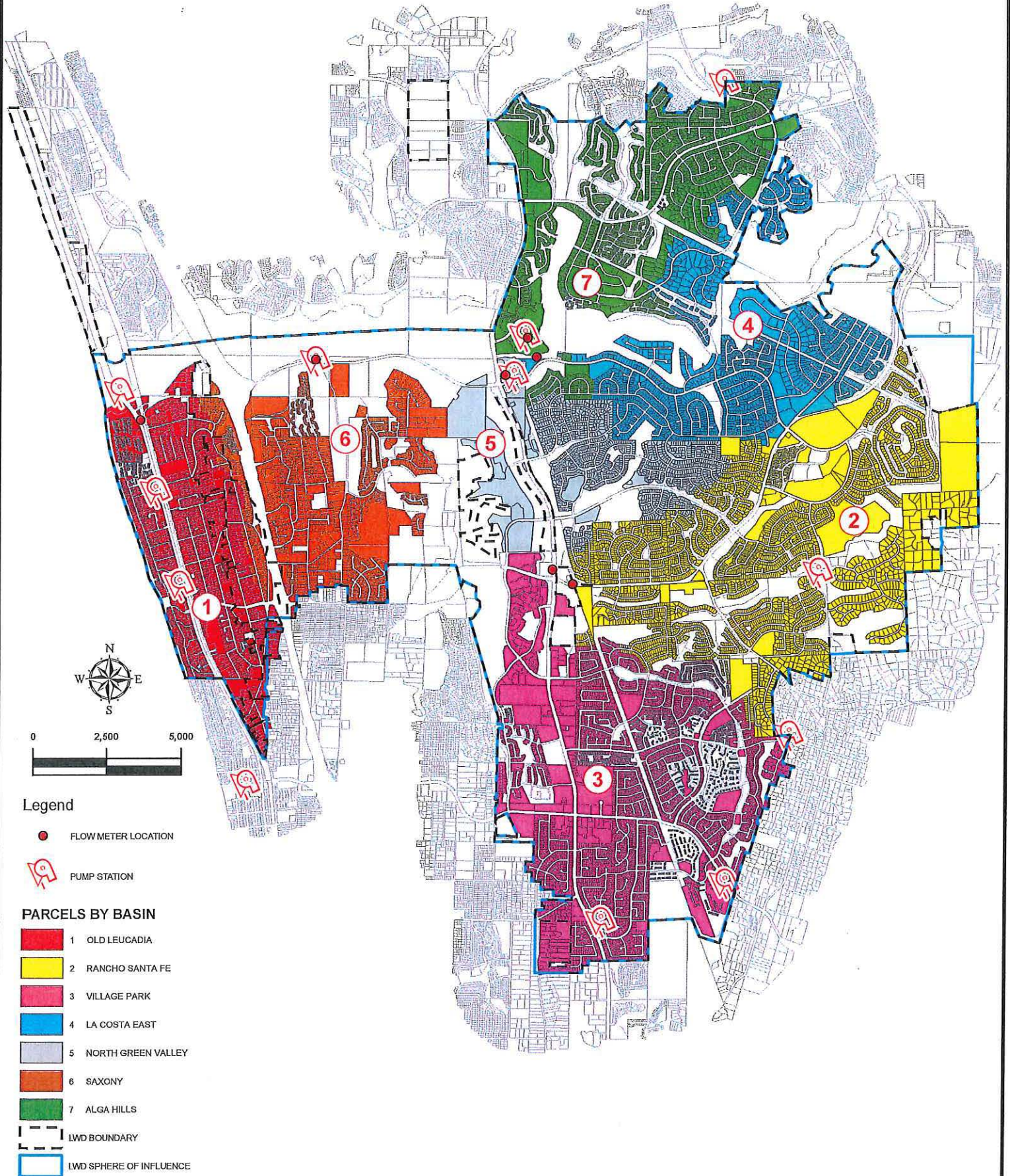
Hydro-Cleaning: 15 Miles/Month

CCTV Inspection: 6.3 Miles/ Month

NOTE: Hydro-Cleaning down due to air vac maintenance

- 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 12/31/2016

		Current Year
Assets		
Cash & Investments	1CAS	33,038,099.75
Accounts Receivables	2A/R	125,085.51
Prepaid Expense	3PRE	138,335.64
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	153,257,263.85
Less Accumulated Depreciation	6DEP	<u>(49,904,593.36)</u>
Total Assets		<u>138,140,991.39</u>
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		<u>717,874.00</u>
Total Assets & Deferred Outflows		<u>138,858,865.39</u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	283,392.32
Developer Deposits	DEV D	112,796.97
Net Pension Liability	LTDB	2,604,135.00
Total Liabilities		<u>3,000,324.29</u>
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		<u>932,435.00</u>
Net Position		
Beginning Net Position (as of June 30, 2016)		
Investment in Capital Assets	IC/A	103,352,670.49
Reserves	RESV	32,621,572.67
Total Beginning Net Position (as of June 30, 2016)		<u>135,974,243.16</u>
Current Change In Net Position		
Other		<u>(1,048,137.06)</u>
Total Current Change In Net Position		<u>(1,048,137.06)</u>
Total Net Position		<u>134,926,106.10</u>
Total Liabilities, Deferred Inflows & Net Position		<u>138,858,865.39</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

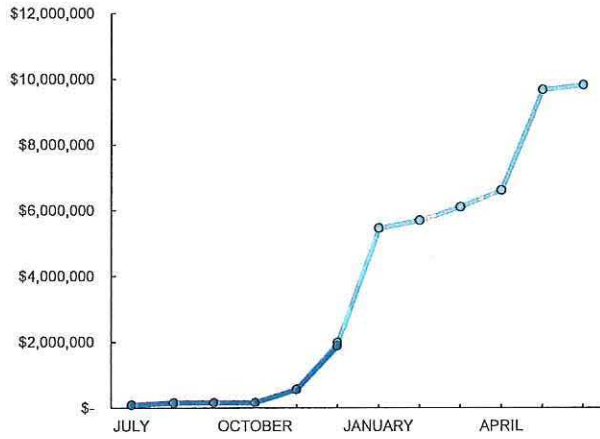
From 7/1/2016 Through 12/31/2016

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$1,896,026.10	\$ 9,819,969.00	\$ 7,923,942.90	19.3%
3150 Recycled Water Sales	180,818.09	269,000.00	88,181.91	67.2%
3100 Misc. Operating Revenue	12,452.26	223,710.00	211,257.74	5.6%
TOTAL OPERATING REVENUES	\$2,089,296.45	\$10,312,679.00	\$ 8,223,382.55	20.3%
OPERATING EXPENSES				
4100 Salaries	\$ 831,044.28	\$ 1,747,174.00	\$ 916,129.72	47.6%
4200 Employee Benefits	409,510.27	832,488.00	422,977.73	49.2%
4300 Directors Expense	48,889.71	142,400.00	93,510.29	34.3%
4400 Election Expense	37,309.00	30,000.00	(7,309.00)	124.4%
4600 Gas, Oil & Fuel	16,881.87	44,000.00	27,118.13	38.4%
4700 Insurance Expense	17,087.70	113,900.00	96,812.30	15.0%
4800 Memberships	23,212.00	25,900.00	2,688.00	89.6%
4900 Office Expense	47,199.36	137,100.00	89,900.64	34.4%
5000 Operating Supplies	87,517.15	227,600.00	140,082.85	38.5%
5200 Professional Services	88,482.81	464,700.00	376,217.19	19.0%
5300 Printing & Publishing	124.04	29,000.00	28,875.96	0.4%
5400 Rents & Leases	8,068.06	15,200.00	7,131.94	53.1%
5500 Repairs & Maintenance	170,442.83	441,600.00	271,157.17	38.6%
5600 Monitoring & Permits	34,011.20	57,300.00	23,288.80	59.4%
5700 Training & Development	16,468.74	47,200.00	30,731.26	34.9%
5900 Utilities	200,118.52	477,900.00	277,781.48	41.9%
6100 LAFCO Operations	6,470.14	9,000.00	2,529.86	71.9%
6200 Encina Operating Expense	492,342.29	1,911,730.00	1,419,387.71	25.8%
6900 Admin O/H alloc to Capital	(60,476.35)	(137,959.00)	(77,482.65)	43.8%
TOTAL OPERATING EXPENSES	\$2,474,703.62	\$ 6,616,233.00	\$ 4,141,529.38	37.4%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 73,550.16	\$ 240,360.00	\$ 166,809.84	30.6%
3220 Property Taxes	612,861.82	1,550,000.00	937,138.18	39.5%
3250 Investment Income	140,954.06	212,000.00	71,045.94	66.5%
3290 Misc. Non Op Revenue	9,861.55	174,400.00	164,538.45	5.7%
TOTAL NON-OPERATING REVENUES	\$ 837,227.59	\$ 2,176,760.00	\$ 1,339,532.41	38.5%

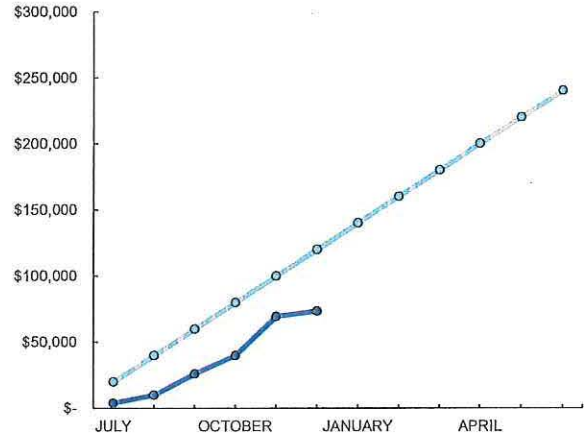
Leucadia Wastewater District Revenue FY2017

YTD through December 31, 2016

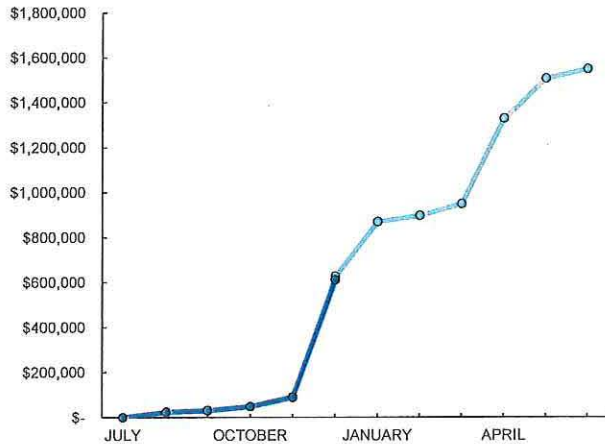
Sewer Service Fees



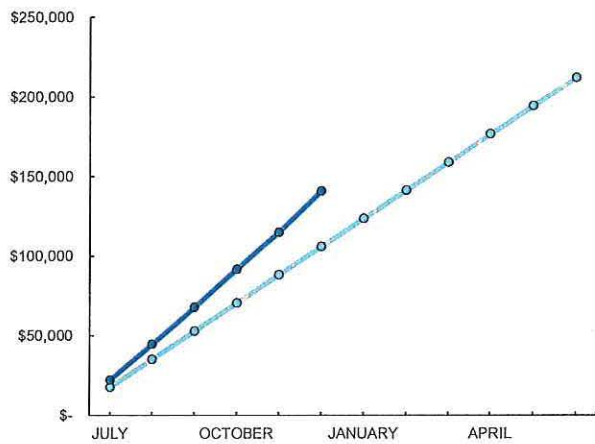
Capacity Charges



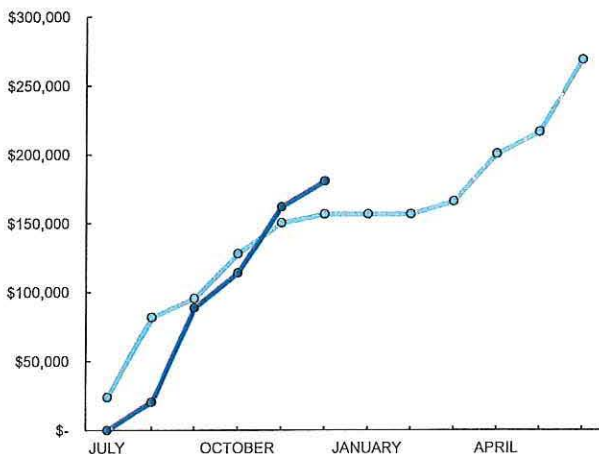
Property Taxes



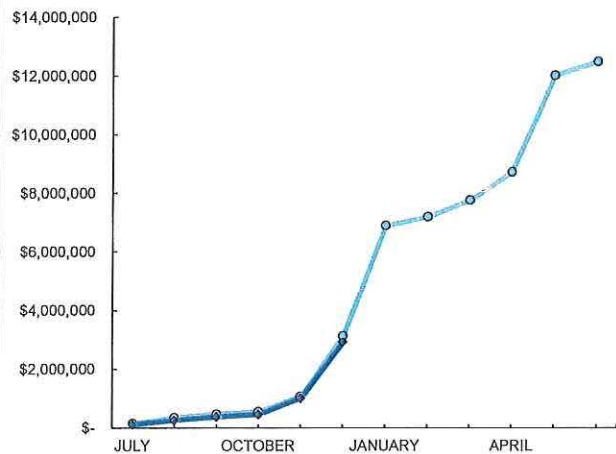
Investment Income



Recycled Wastewater Sales



Total Revenue

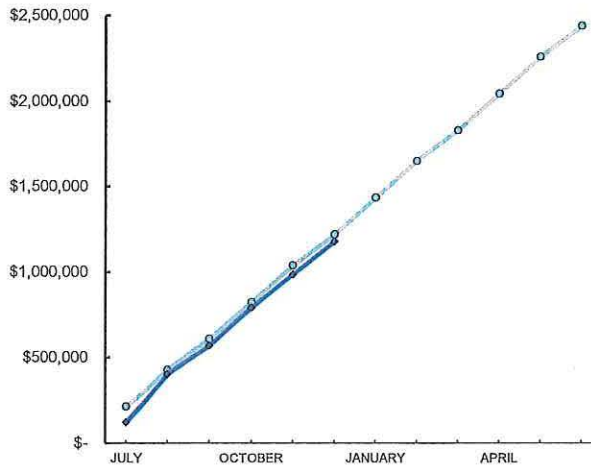


○ Budget ◆ Actual

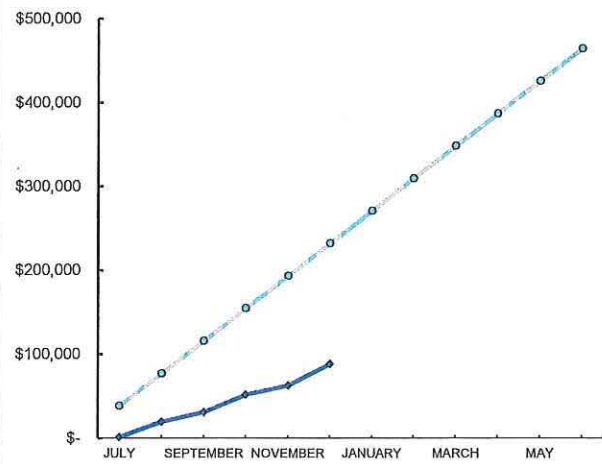
Leucadia Wastewater District Operating Expenses FY2017

YTD through December 31, 2016

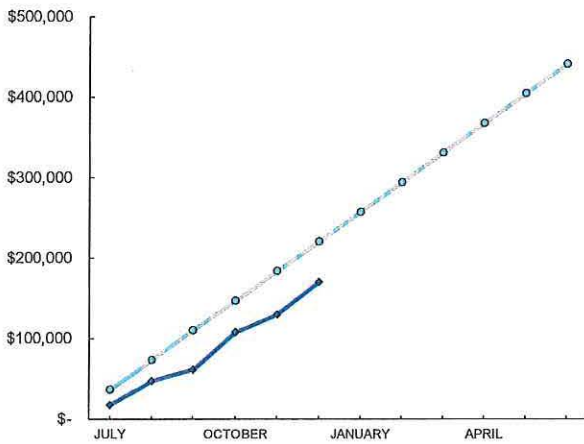
Salaries and Benefits



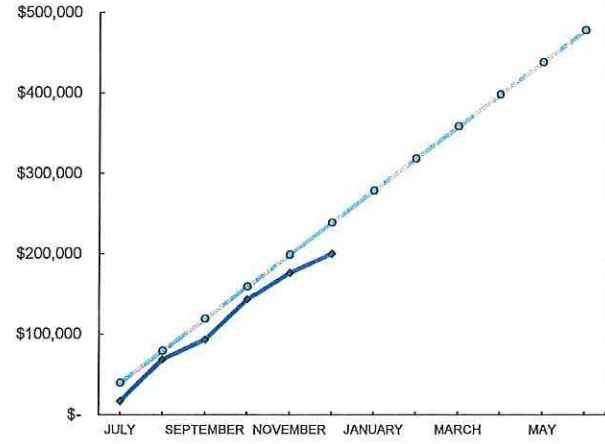
Professional Services



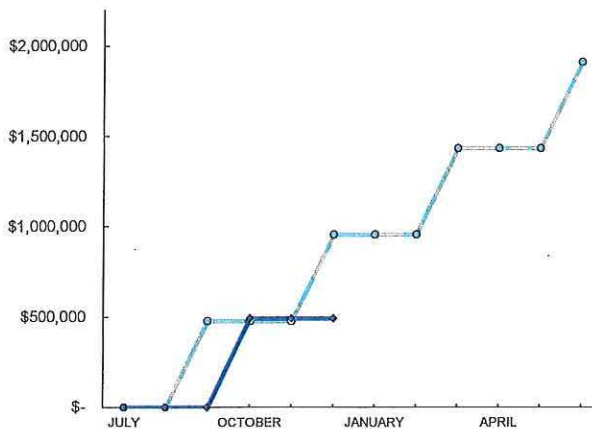
Repairs & Maintenance



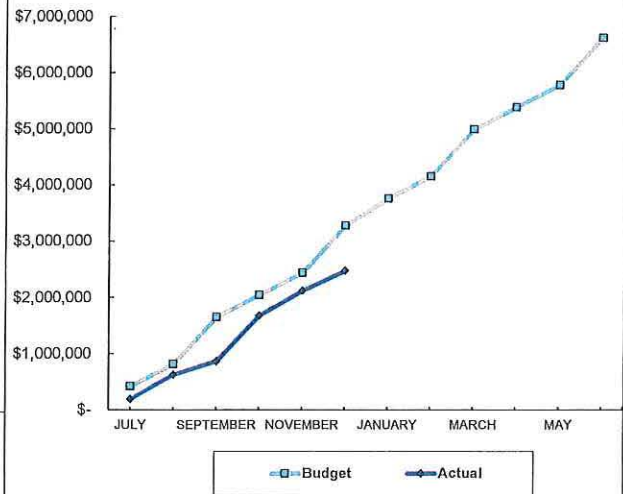
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



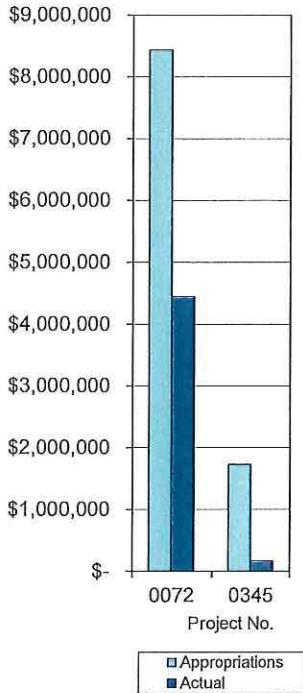
□ Budget ◆ Actual

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

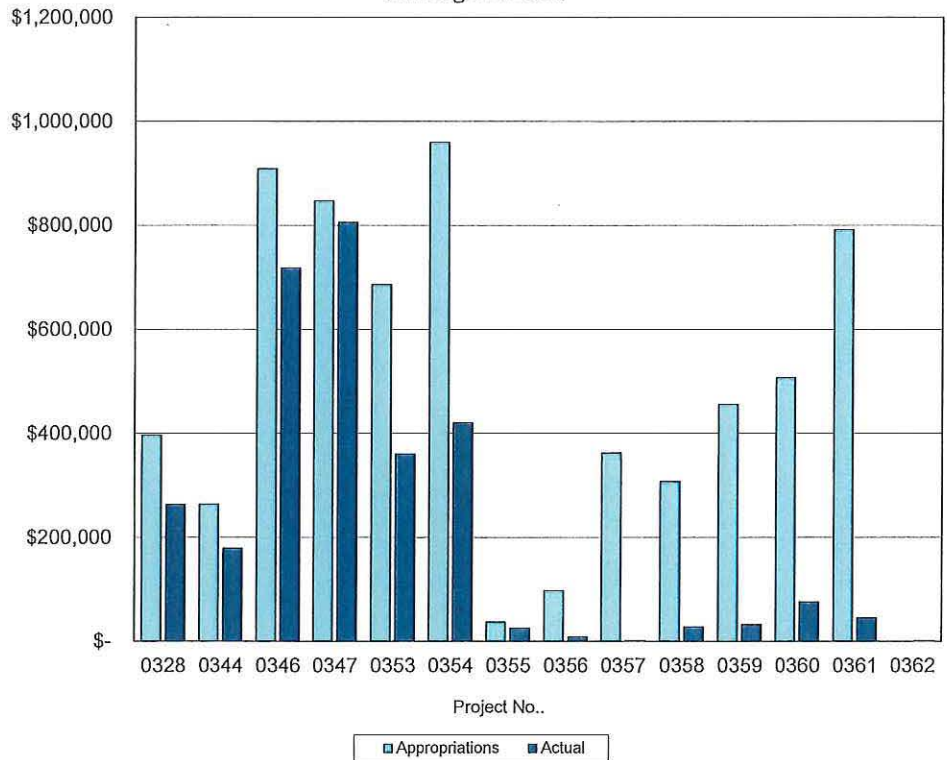
Leucadia Wastewater District Capital Expenditures

As of December 31, 2016

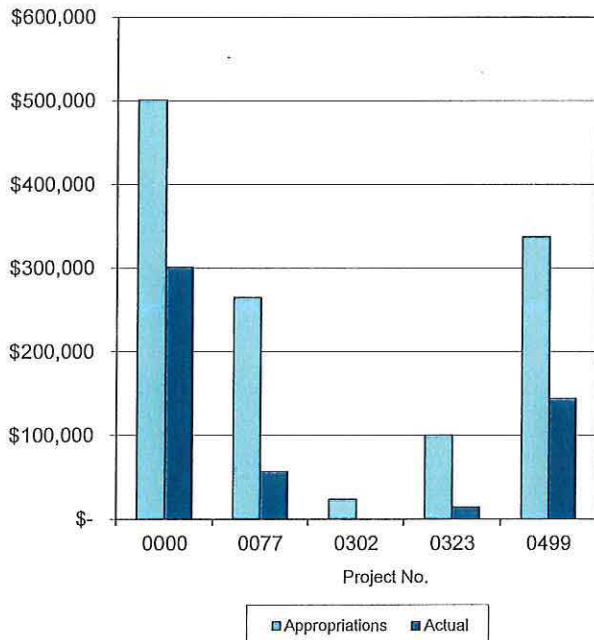
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2017



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2017



Single Year Capital Expenditures by Project FY2017



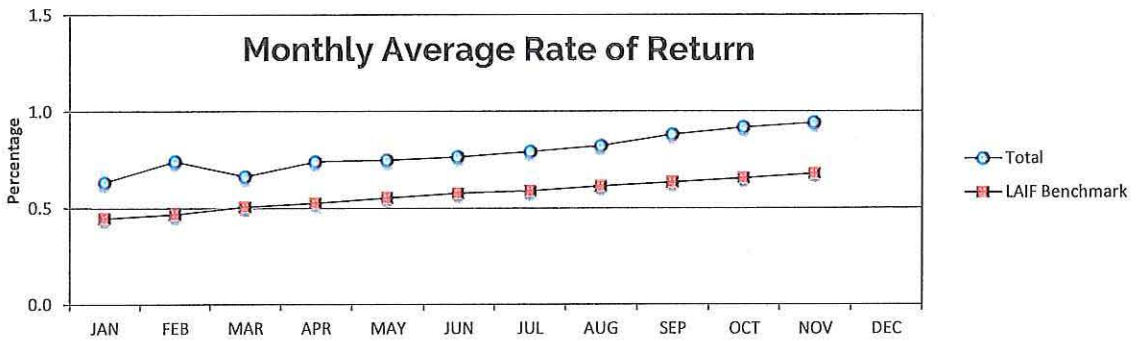
Project Legend

Multi-Year Capital Projects		<u>No.</u>
Encina Joint Facility Capital Projects		0072
North SD Water Reuse Coalition Project		0328
Scott's Valley Pipeline Repair		0344
Leucadia FM West section Replacement		0345
FY2015 Gravity Pipeline Rehabilitation		0346
Saxony Pump Station Rehabilitation		0347
FY2016 Gravity Pipeline Rehabilitation		0353
Village Park No. 5 PS Replacement		0354
Batequitos Pump Station Solar Panels		0355
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
Secondary Effluent FM Repair (at Encina)		0362
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

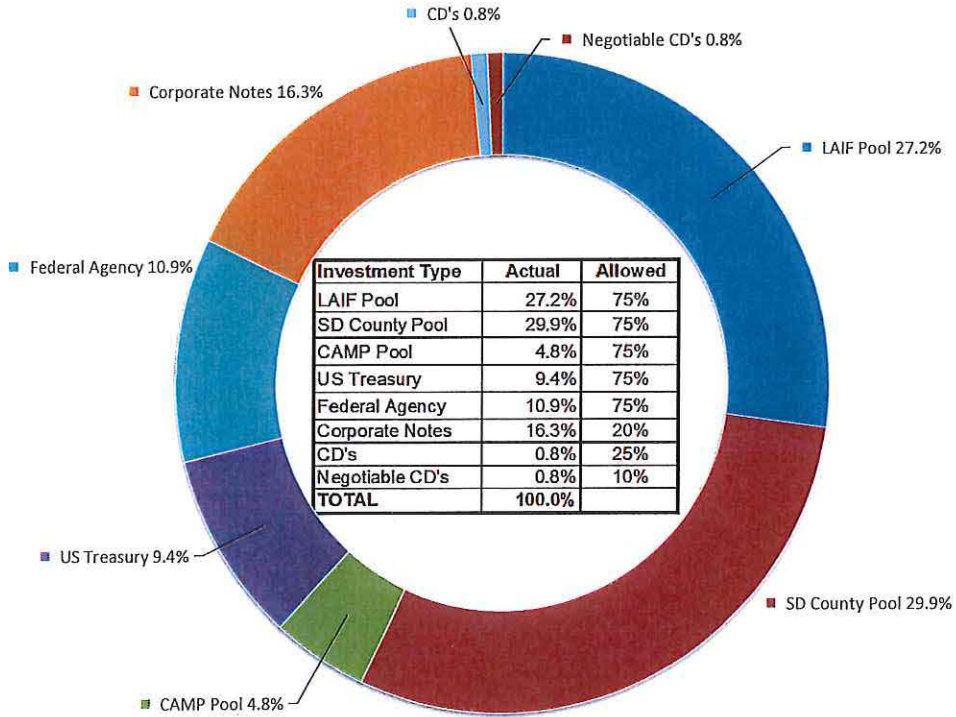
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2016

Cash Equivalents & Investments	Principal (Original Cost)		November Interest	Average Rate
	October 31, 2016	November 30, 2016		
LAIF Pool	\$ 8,583,024	\$ 8,678,024	\$ 4,876	0.678%
SD County Pool	9,527,155	9,527,155	8,225	1.036%
CAMP Pool	1,483,268	1,523,047	1,042	0.660%
CAMP Portfolio				
US Treasury Notes	3,992,305	2,991,094	2,508	0.870%
Federal Agency Mortgage-Backed Securities	6,054	6,021	37	7.370%
Federal Agency Notes	3,488,390	3,488,390	2,895	1.010%
Corporate Bonds/Notes	4,235,992	5,202,458	4,879	1.335%
Certificates of Deposit	250,000	250,000	321	1.540%
Negotiable CD's	250,000	250,000	210	1.010%
Total Camp Portfolio	12,222,740	12,187,962	10,851	1.150%
Totals	\$ 31,816,187	\$ 31,916,188	\$ 24,994	0.941%

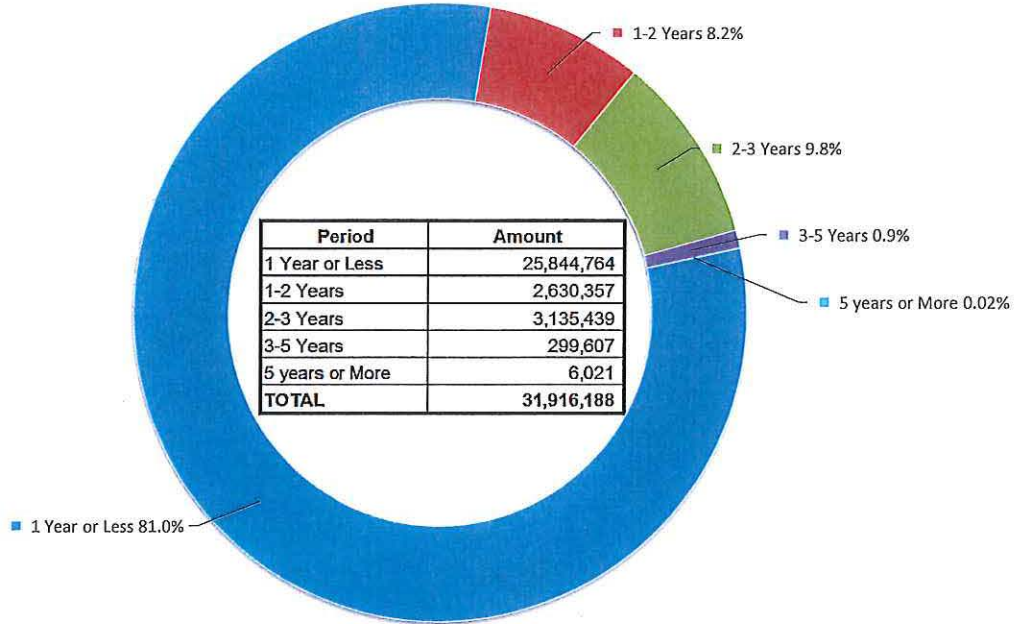


INVESTMENT DISTRIBUTION BY CATEGORY

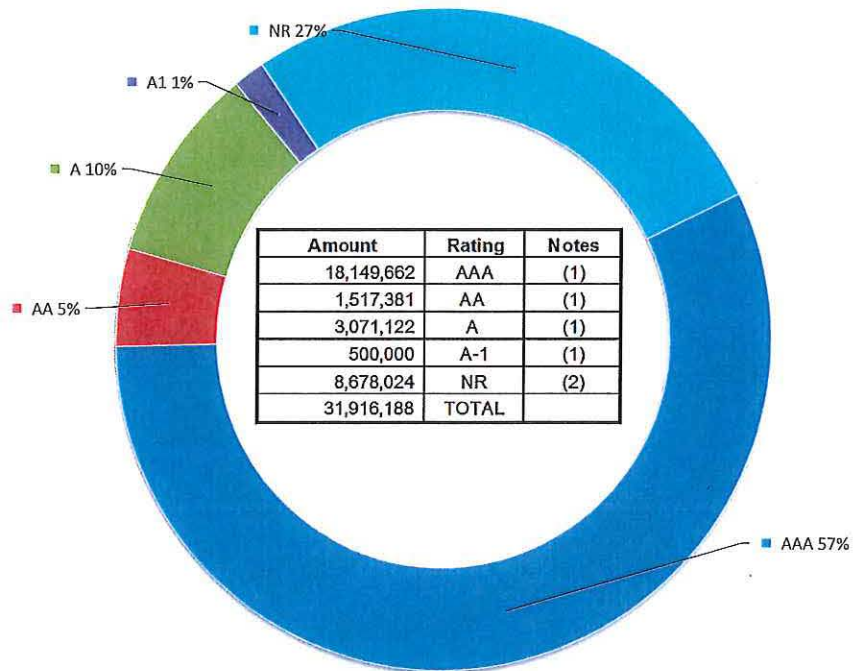


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2016
(Continued)

REMAINING MATURITY



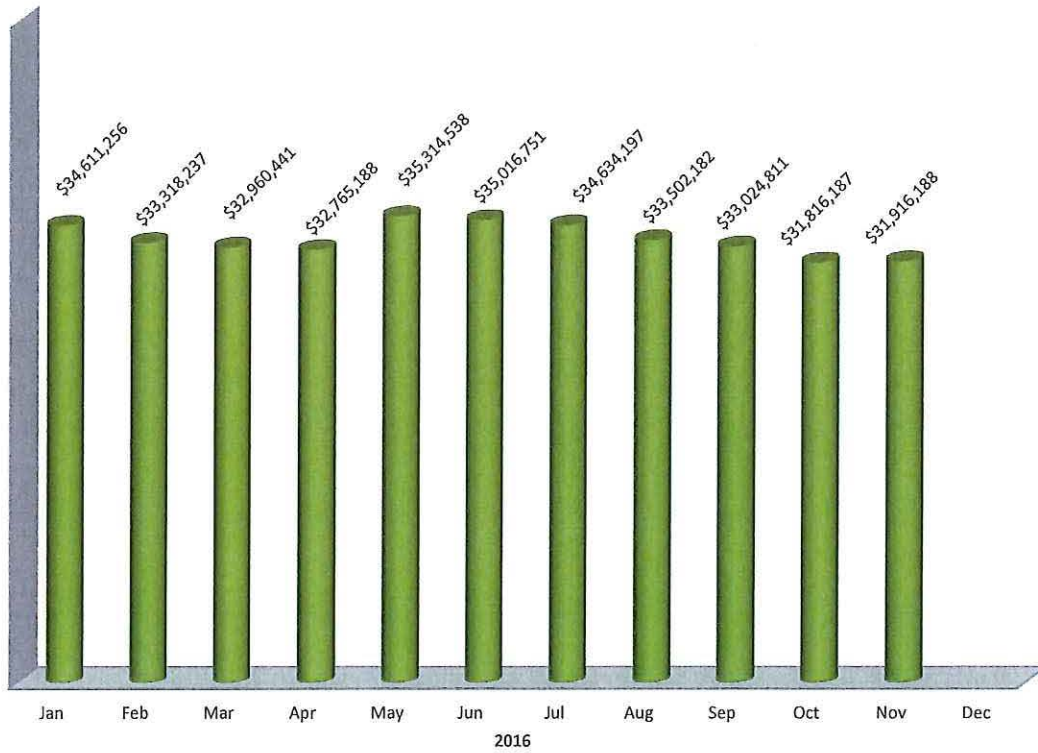
INVESTMENT RATINGS



(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
November 30, 2016
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the months of November, 2016

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 32	\$ -	(3)	7.37%
US Treasury note		\$ 1,000,000			0.58%
Chevron Corp Global Notes	321,024				1.78%
Berkshire Hathaway Inc. notes	345,835				1.75%
Pfizer Inc. corp notes	299,607				1.74%
TOTAL	\$ 966,466	\$ 1,000,032	\$ -		

(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: 17-5247

DATE: January 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: December 2016 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 December 2016.

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 December 2016.

tb:PJB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
December 1-31, 2016

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSSupln	Assup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	J. Stecker	T. Hill
	Registration										
	Hotel										
	Airfare										
	Meals										
	Coaster										
	Parking										
	Tips/Baggage										
	Fuel/mileage/taxi										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes: There was nothing to disclose for December 2016.

MEMORANDUM

DATE: January 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Status Update - Fiscal Year 2017 (FY17) LWD Tactics and Action Plan**

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 13, 2016 Board meeting, the Board of Directors adopted the LWD FY17 Tactics and Action Plan. At that meeting, the Board of Directors directed staff to include a quarterly status report of the Tactics and Action Plan in the agenda.

Attached for the Board's review, is the FY17 Tactics and Action Plan's quarterly status report with an ending date of December 2016. The report indicates which goals are in progress, have been completed, and have not been started.

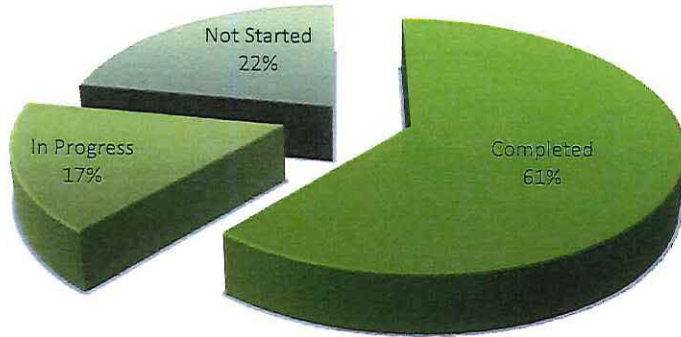
th:PJB

Attachments

FY 2017 Tactics and Action Plan Status Report

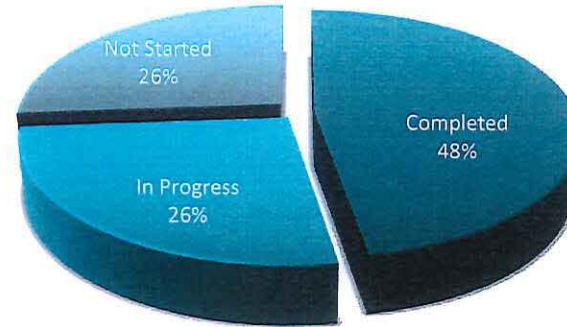
October 1 - December 31, 2016

Financial Tactics



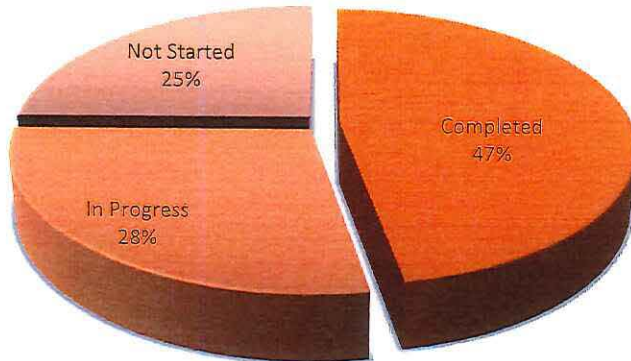
■ Completed ■ In Progress ■ Not Started

People Tactics



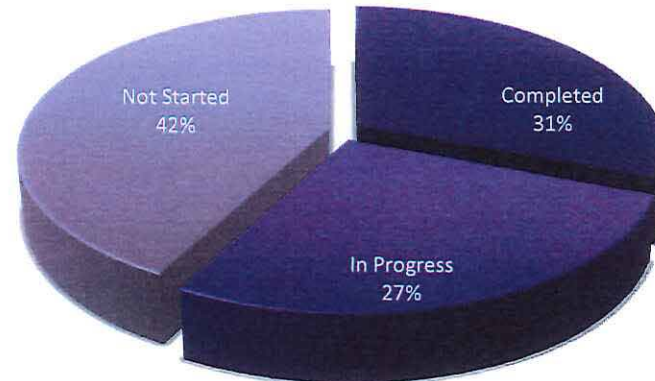
■ Completed ■ In Progress ■ Not Started

Services Tactics



■ Completed ■ In Progress ■ Not Started

Infrastructure & Technology Tactics



■ Completed ■ In Progress ■ Not Started

**Leucadia Wastewater District
Fiscal Year 2017
Tactics & Action Plans**

1. Financial

Assure fiscal stability and growth by effectively monitoring and forecasting District finances in order to provide

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
FY 2018 Budget Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, ASSup TSM, FSS, EA, ASSup TSM, FSS, ASSup	Jan-17 May-17 Jun-17	Feb-17 May-17 Jun-17	Not Started Not Started Not Started
FY 2016 Audit Data Collection & Report Preparation Coordinate with & Respond to Auditors Audit Report to Board	ASM ASM ASM	AT, ASSup AT, ASSup, EA, GM ASSup	Jul-16 Jul-16 Dec-16	Nov-16 Dec-16 Dec-16	Completed Completed Completed
Finance Policy Reviews Procurement Policy Investment Policy Reserve Policy	ASM ASM ASM	TSM, ASSup ASSup	Aug-16 Sep-16 Feb-17	Aug-16 Sep-16 Feb-17	Completed Completed In Progress
Finance Awards Apply for CSMFO Financial Reporting Award	ASM		Dec-16	Jan-17	Completed
GASB 68 Pension Liability Accrual Valuation Complete Second Valuation Create Detailed & Roll Forward Schedules for Deferrals Complete Implementation of Phase II	ASM ASM ASM	ASSup	Jul-16 Jul-16 Aug-16	Sep-16 Sep-16 Oct-16	Completed Completed Completed
Financial Plan Update Update Financial Plan Tracking Model & Present to Board	GM	ASM	Dec-16	Feb-17	In Progress
Accounting Procedures Document Payroll Processing Procedures Document Bank Reconciliation Procedures	ASM ASM	AT, AS ASSup	Jul-16 Jul-16	Sep-16 Sep-16	In Progress Completed
Internal Controls Update Documentation of LWD's Internal Controls	ASM	ASSup, AT, EA, AS, FSSpec	Sep-16	Jan-17	Not Started
Human Resource Committee Discussion of LWD Compensation	GM	ASM	Sep-16	Dec-16	Completed

2. People

Assure the highest qualified work force by optimizing training opportunities; promoting an excellent safety culture; and providing competitive compensation in order to recruit and retain high quality employees.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-16	Jan-17	Completed
Employee Training					
Conduct First Aid & CPR Training	FSS	FSSup, FS Staff	Jan-17	Feb-17	In Progress
Conduct Annual Flagger Training	FSSup	TSM, FSS	Apr-17	May-17	In Progress
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-17	Feb-17	Not Started
By-pass Pumping Training @ Batiquitos & Leucadia PS	FSSup	TSM, FSS	Jul-16	Dec-16	Completed
Hold an In-house Excel Training Session	ASM	TSM, FSS, FSSpec, Admin Staff	Aug-16	Sep-16	Completed
EAP Leadership Training	ASSup	Staff	May-17	Jun-17	Not Started
Administration Policy Updates/Reviews					
Board Staff Relations Policy	ASM	GM, ASSup	Nov-16	Nov-16	Completed
Board Policy Binders	EA	AS	Jul-16	Aug-16	Completed
Emergency Response					
Develop an Emergency Response Plan	ASSup	ASM, FSS, FSSup, FST III	Jul-16	Nov-16	Completed
Conduct an emergency response training.	ASSup	ASM, FSS, FSSup, FST III	Dec-16	Apr-17	In Progress
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, ASSup, FSS, FSSup,	Nov-16	Jan-17	In Progress
Update existing Safety Programs & Policies	ASM	GM, TSM, ASSup, FSS, FSSup,	Jan-17	Apr-17	In Progress
Add new Programs & Policies as required	ASM	GM, TSM, ASSup, FSS, FSSup,	Mar-17	Jun-17	In Progress
Salary Survey	ASM	ASSup, AS	Feb-17	Mar-17	Not Started
Conduct Employee Interviews					
General Employee Interviews	GM	ASM	Nov-16	Dec-16	Completed
Compensation	GM	ASM	May-17	Jun-17	Not Started
Employee Recognition					
Annual Employee BBQ	EA	ASSup, AS	Jul-16	Jul-16	Completed
Holiday Function	EA	ASSup, AS	Aug-16	Dec-16	Completed

3. Services

Provide exceptional services to our customers by safely collecting and transporting wastewater in order to ensure the highest level of environmental protection; educating customers on our services; pursuing viable water recycling opportunities; and pursuing strategic alliances with other organizations.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-16	Jun-17	In Progress
Teacher Grant Program Awards LWD Grant CSDA (Video Contest)	ASSup ASSup	AS AS	Dec-16 Aug-16	Apr-17 Dec-16	In Progress Completed
Purchase New Portable By-Pass Pump Obtain Bids Board Approval Purchase	FSS FSS FSS	TSM, FSSup TSM, FSSup TSM, FSSup	Aug-16 Oct-16 Oct-16	Sep-16 Oct-16 Jan-17	Completed Completed Completed
Evaluate the Opportunity to Separate the Existing Main Office and Leucadia Pump Station Joint Electrical Meter	FSS	TSM, FSSup	Jul-16	Mar-17	In Progress
Obtain Baseline Back Ground Water Samples at Various Locations	FSS	TSM, FSSup	Jul-16	Mar-17	Completed
Purchase New CCTV Van Obtain Bids Board Approval Purchase	FSS FSS FSS	TSM, FSSup TSM, FSSup TSM, FSSup	Aug-16 Sep-16 Sep-16	Aug-16 Sep-16 Dec-16	Completed Completed Completed
Renew ADS Contract for Flow Monitoring Services Board Approval	FSS	TSM, FSSup	Jul-16	Jul-16	Completed
Evaluate Enforcement Procedures and Potential Fines for Illegal Discharges Collect Data Evaluate Board Approval	FSSpec FSSpec FSSpec	TSM, FSS TSM, FSS TSM, FSS	Sep-16 Nov-16 Jan-17	Oct-16 Dec-16 Jan-17	Completed In Progress Not Started
Evaluate the Need for a Small Vehicle to Tow Mini-jetter for Hydrocleaning	FST-III	TSM, FSS, FSSup	Jan-17	Mar-17	Not Started
Evaluate the Need for an Emergency Confined Space Trailer	FSSup	TSM, FSSup	Nov-16	Mar-17	Not Started
Evaluate the Need for a Large Vehicle to Tow the ACME Pump	FST-II	TSM, FSS, FSSup	Jan-17	Mar-17	Not Started
Hydro-Cleaning & CCTV Inspection of La Costa Golf Course Gravity Lines	FSSup	FS Staff	Jul-16	Dec-16	In Progress
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-16	May-17	Not Started
Purchase Replacement Gas Monitors (2)	FSS	FSSup, FS Staff	Feb-17	Apr-17	Not Started
Purchase New Replacement Milltronics (2)	FSS	TMS, FSSup	Nov-16	Dec-16	Completed
Public Outreach Generate Content & Build Facebook Audience Update Website Graphics/Visualize LWD Key Information Create District Video Create Mailers & Signs for LWD Construction Projects Write, Design, Print, & Mail Fall/Winter Newsletter Write, Design, Print, & Mail Spring/Summer Newsletter	ASSup ASSup ASSup ASSup ASSup ASSup	GM, ASM AS GM, ASM, EA, AS GM, ASM, FSSup, FS Staff GM, TSM, ASM, AS GM, ASM, EA, AS GM, ASM, EA, AS	Jul-16 Oct-16 Oct-16 Jan-17 Oct-16 Mar-17	Jun-17 Mar-17 Jan-17 May-17 Dec-16 Jun-17	In Progress In Progress In Progress Not Started In Progress Not Started
Awards Apply for the District of Distinction Award with SDLF Apply for CWEA Awards	EA FSS	TSM, ASM, FSSup	Jul-16 Sep-16	Oct-16 Nov-16	Completed Completed
Pursue Presentation Opportunities @ CWEA, SCAP, etc.	FSS	GM, TSM, ASM	Jul-16	Jun-17	Completed
Landscape Trouble Shoot Irrigation System Low Pressure Issue Repair Irrigation System Evaluate Landscape Enhancements	FSS FSS FSS	ASM, FS Staff, Heaviland ASM, FS Staff, Heaviland ASM, FS Staff, Heaviland	Jul-16 Aug-16 Sep-16	Aug-16 Sep-16 Dec-16	Completed Completed In Progress
Paint Interior of Admin Building	FSSpec		Sep-16	Jan-17	In Progress
Records Retention Review LWD stored records and destroy those past retention period.	EA	AS	Aug-16	Oct-16	Completed

4. Infrastructure and Technology

Protect the long-term viability of the District by proactively improving and replacing the infrastructure prior to failure. Pursue technological innovation and excellence to enhance the District's infrastructure and operations to ensure maximum efficiency and cost effectiveness.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
Leucadia Force Main West Section Replacement	Project Design	TSM	GM, FSS, DE	Mar-15	Sep-16	Completed
	Bid Project	TSM	GM, FSS, DE	Oct-16	Dec-16	In Progress
	Construction	TSM	GM, FSS, DE	Jan-17	May-17	Not Started
FY16 Gravity Pipeline Rehabilitation	Construction	TSM	GM, FSS, DE	Jul-16	Sep-16	Completed
Village Park No.5 Pump Station Replacement	Bid Project	TSM	GM, FSS, DE	May-16	Jul-16	Completed
	Construction	TSM	GM, FSS, DE	Aug-16	May-17	In Progress
La Costa Golf Course Gravity Line	Project Design	TSM	GM, FSS, DE	Nov-16	Feb-17	In Progress
	Bid Project	TSM	GM, FSS, DE	Mar-17	May-17	Not Started
	Construction	TSM	GM, FSS, DE	Jun-17	Aug-17	Not Started
Leucadia Pump Station Rehabilitation	Project Design	TSM	GM, FSS, DE	Oct-16	Dec-16	In Progress
	Bid Project	TSM	GM, FSS, DE	Jan-17	Apr-17	Not Started
	Construction	TSM	GM, FSS, DE	May-17	Jul-17	Not Started
FY17 Gravity Pipeline Rehabilitation	Project Design	TSM	GM, FSS, DE	Jul-16	Oct-16	In Progress
	Bid Project	TSM	GM, FSS, DE	Nov-16	Feb-17	Not Started
	Construction	TSM	GM, FSS, DE	Mar-17	Jun-17	Not Started
Poinsettia Station Gravity Pipeline (SANDAG)	Project Design	TSM	GM, FSS, DE	May-16	Aug-16	Completed
	Bid Project	TSM	GM, FSS, DE	Sep-16	Mar-17	Not Started
	Construction	TSM	GM, FSS, DE	Apr-17	Sep-18	Not Started
Recycled Water Pump Station	Project Design	TSM	GM, FSS, DE	Dec-16	Mar-17	In Progress
Gafner AWT Improvements	Project Design	TSM	GM, FSS, DE	Jul-16	Sep-16	Completed
	Bid Project**	TSM	GM, FSS, DE	Oct-16	Dec-16	Completed
	Construction	TSM	GM, FSS, DE	Jan-17	May-17	Delayed
As Needed Engineering Services	Request for Proposals	TSM	GM, FSS, DE	Jan-17	Feb-17	In Progress
	Select Consultant	TSM	GM, FSS, DE	Mar-17	Apr-17	Not Started
Replace Computer Workstations (11)	Purchase Program & Install	TSM	GM, FSS, DE	Aug-16	Aug-16	Completed
		TSM	GM, FSS, DE	Sep-16	Oct-16	Completed

**Notes: Gafner AWT Improvements

1) Initial Bids were rejected. Rebid project in early 2017

List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

TSM – Technical Services Manager

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

ASsup – Administrative Services Supervisor

FSSpec – Field Services Specialist

EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist I

DE – District Engineer

Encina Wastewater Authority Report
Regular Board Meeting
December 14, 2016

EWA Board of Directors - Director Sullivan Reporting

1. Election of Officers for Calendar Year 2017

The Board of Directors conducted elections for the 2017 Encina Joint Advisory Committee and Encina Wastewater Authority Board of Directors Chair, Vice-Chair and Secretary and appointed a EWA Auditor and Treasurer for 2017. The results are as follows:

- Chair – Judy Ritter
- Vice Chair – Mark Muir
- Secretary – Paula Clowar
- Auditor & Treasurer – LeAnn Warchol

2. Fiscal Year 2016 (FY16) Comprehensive Annual Financial Report

The Board of Directors received and filed the FY16 CAFR.

3. Water Reuse Feasibility Study Progress Update

The Board of Directors received an update on the Water Reuse Feasibility Study.

This item was informational purposes. No action was taken

There was no Executive Session.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on January 4, 2017

1. Leucadia Force Main No.1 (L1) West Section Replacement Project Construction Contract

Recommendation 1: The EC reviewed an Agreement with CCL Contracting for construction services to complete the Leucadia Force Main No. 1 (L1) West Section Replacement Project in an amount not to exceed \$1,387,731.

Recommendation 2: The EC reviewed staff's request to transfer funds in the amount of \$200,000 from the FY16 Gravity Pipeline Rehabilitation Construction account and \$95,000 from the FY15 Gravity Pipeline Rehabilitation Construction account for a total amount of \$295,000 to cover the full cost of project construction.

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

2. The EC reviewed an Agreement with Richard Stinson Construction Management for construction management services during the construction of the Leucadia Force Main No. 1 (L1) West Section Replacement Project in an amount not to exceed \$50,000.

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

3. The EC received an overview on the Hazard Mitigation Plan.

This item was for informational purposes only. No action was taken.

MEMORANDUM

DATE: January 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Leucadia Force Main No. 1 (L1) West Section Replacement Project Construction Contract**

RECOMMENDATION:

Staff and the Engineering Committee recommend that the Board of Directors:

1. Authorize the General Manager to execute an Agreement with CCL Contracting for construction services to complete the Leucadia Force Main No.1 (L1) West Section Replacement Project in an amount not to exceed \$1,387,731.
2. Authorize the transfer of funds in the amount of \$200,000 from the FY16 Gravity Pipeline Rehabilitation Construction account and \$95,000 from the FY15 Gravity Pipeline Rehabilitation Construction account for a total amount of \$295,000 to cover the full cost of project construction.
3. Discuss and take other action as appropriate.

BACKGROUND:**Tactical Goal: Infrastructure and Technology / L1 Force Main West Section Replacement**

This item was reviewed by the EC at its January 4th meeting and the EC concurred with staff to present this item for the Board's consideration.

In July 2013 Infrastructure Engineering Corporation (IEC) completed the Leucadia (L1) Force Main Internal Corrosion Evaluation Project Report. Based on the condition of the sample taken from the L1 section west of Interstate 5, IEC recommended that the District discontinue use of L1 until the District conducted further condition assessments of the force main.

In October 2013, IEC researched ways to conduct the non-destructive assessment of L1. However, due to the significant cost, staff recommended and the Board agreed that the District should not perform the assessment at that time. Instead, staff thought the funds would be better spent replacing the western section of L1. Staff is confident that once the west section is replaced L1 can then be relied on for use during an emergency.

In March 2015, the Board authorized an Agreement with IEC to design the Leucadia Force Main No.1 (L1) West Section Replacement Project (L1 Force Main). Then in July 2015, the Board authorized the execution of an agreement with IEC to design the 2016 Gravity Pipeline Rehabilitation Project which included the Cured-in-Place Pipe (CIPP) lining of the Leucadia Scenic gravity line (Leucadia Scenic). Subsequently, the L1 Force Main and Leucadia Scenic projects were combined into a single project for the following reasons:

- The requirement to obtain a Caltrans right-of-way (ROW) Permit due to project location.
- Completion of the CIPP lining of the portion of the Leucadia Scenic gravity line in La Costa Avenue for added structural support of that line prior to replacement of the L1 Force Main.
- Construction scheduling of the CIPP lining and L1 Force Main replacement.

The design for the combined project, including an approved Caltrans ROW Permit, was completed and put out for bids in September 2016. Bids were due on November 3, 2016 and two bids were received. The two bids were significantly higher (39.6% and 61.3%) than the Engineer's Estimate of \$1.4M. As a result of the high bids and minimal competition from the bid solicitation, Staff rejected the two submitted bids and separated the projects with the goal of improving the bid environment and lowering project costs. The Leucadia Scenic construction project was awarded in December 2016 at a cost of \$172,602.

DISCUSSION:

In November 2016, IEC finalized the revised plans and specifications for the Leucadia Force Main No.1 (L1) West Section Replacement Project. The project includes the realignment of a portion of the L1 Force Main to the south side of La Costa Avenue to shift it away from the bluffs to the north to reduce the risk of force main damage in the event of a slope failure. Please refer to the diagram below for the L1 Force Main project location and alignment.



The project was advertised for bids on November 21st with bids due on December 15th. Four bids were received with the following results:

<u>Construction Firm</u>	<u>Bid Submitted</u>
CCL Contracting	\$1,387,731
SC Valley	\$1,795,000
Burtech Pipeline	\$1,845,000
PAL Engineering	\$1,938,731

The bids were reviewed by Scott Fleming and Jamie Fagnant at IEC. The bid review memorandum is attached for your review. Based on the required documents submitted with their bid, CCL Contracting (CCL) has the requisite knowledge and experience to perform the work on the project. The bid submitted by CCL was 22.5% lower than the Engineer's Estimate of \$1.79M.

As a result of their evaluation, IEC recommends that CCL be awarded the contract as the lowest responsive and responsible bidder. Staff concurs with IEC's assessment and recommends that the Board award the construction contract for the Leucadia Force Main No.1 (L1) West Section Replacement Project to CCL Contracting in an amount not to exceed \$1,387,731. It should be

noted that the total cost of the two projects is \$1,560,333 or a savings of \$394,217 from the original L1 Force Main and Leucadia Scenic combined project bid of \$1,954,550.

FISCAL IMPACT:

Staff appropriated a total of \$1,416,600 for the L1 West Section Replacement project construction. An additional appropriation of \$295,000 is needed to cover the total construction costs for both the L1 West Section Replacement and Leucadia Scenic projects, including contingency (\$145,000 construction cost shortfall and \$150,000 for 10% project contingency). Staff recommends completing the construction of both projects to ensure the integrity and reliability of the collection system. Therefore, staff requests the Board approve the transfer of funds in the amount of \$200,000 from the FY16 Gravity Pipeline Rehabilitation Construction account and \$95,000 from the FY15 Gravity Pipeline Rehabilitation Construction account to the L1 Force Main West Section Replacement construction account for project construction. It should be noted that the Leucadia Scenic portion of the project (\$172,602) was originally included in the FY16 Pipeline Rehabilitation Project.

rym:PJB

Attachment



BID REVIEW MEMORANDUM

Date: December 23, 2016

Subject: Leucadia L1 Sewer Force Main West Side Replacement

Prepared By: Scott Fleming, EIT
Reviewed By: Jamie Fagnant, PE

PURPOSE

This memorandum provides a summary of our evaluation of bid results and the responsiveness of the submitted bids for the subject project.

BID RESULTS

Four bids were received and opened on December 15th, 2016. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Low Bid (CCL Contracting):	\$1,387,731
2 nd Lowest Bid (S.C. Valley Engineering, Inc.):	\$1,795,000
3 rd Lowest Bid (Burtech Pipeline):	\$1,845,000
High Bid (PAL Engineering):	\$1,938,731
Engineer's Opinion of Probable Cost:	\$1,797,050

This project was originally bid in conjunction with the L1 Leucadia Scenic Cured-in-Place Pipe Lining Project. However, upon review of the bids received it was apparent that inclusion of the lining work as part of the larger force main project resulted in unusually elevated bids and a small pool of bidders. The initial bids on this larger project were rejected and the project repackaged to split the lining portion of the project out from the force main replacement. This resulted in a reduced low bids as shown above.

REVIEW OF LOW BIDDER

CCL Contracting Inc. (CCL or Contractor), Escondido, California, submitted the apparent low bid. IEC has reviewed CCL's bid and recommends the District award the project to CCL for the following reasons:

Contractor's License: The Contractor holds the required Class A License (No. 798819). The license is current and active.

Bid Bond: A bid bond in the amount of ten percent (10%) of the bid amount was submitted with Liberty Mutual Insurance Company as surety. Liberty Mutual Insurance Company has a Best's Key Rating of A, XV

Signatures: The Contractor's Contracting & Attesting Officer, Bryan Lusky signed the Closing Statement and Non-Collusion Affidavit. Bryan Lusky and the Contractor's Attorney-in-Fact, Mark D. Iatarola, signed the Bidder's Bond.

Project Manager's Experience: The Contractor has identified Brian Lusky as the project manager in a follow-up phone call from IEC on 12/16/16.



Approach to Work: The Contractor addressed the anticipated project issues as required in the Approach to Work section of the Bid Documents. IEC followed up with CCL via a phone call on December 16, 2016 to confirm that CCL fully understood the project. Rod Chilcote of CCL confirmed that they were prepared to perform the work for the bid amount provided.

Worker's Compensation Insurance: Policy is in affect through 04/01/2017. The most recent workers' compensation experience modification factor for CCL is 1.07%.

Experience Requirements: The bid documents require the Contractor to submit three project references where the Contractor was required to install at least 2,000 linear feet or greater pipeline using AWWA C905 PVC pipe with a minimum diameter of 14 inches. CCL provided the requisite project references.

References: IEC contacted CCL's listed references to perform an assessment of the Contractor's prior work. In all cases, CCL was recommended as a good contractor with no record of claims.

Registration with the Department of Industrial Relations (DIR):

As of 03/01/2015 contractors and their subcontractors are required to be registered with the DIR prior to bidding a public works project. The table below demonstrates that CCL and each of its subcontractors have met this requirement.

Contractor Legal Name	Registration Number	Registration Date	Expiration Date
CCL Contracting Inc	1000006638	06/29/2016	06/30/2017
Sealright Paving, Inc.	1000039542	07/01/2016	06/30/2017

Source: <https://efiling.dir.ca.gov/PWCR/Search.action>

List of Subcontractors:

Contractor Legal Name	Location of Business	Portion of Work
Sealright Paving, Inc.	Spring Valley, CA	Grind & Cap

At this time, IEC has no concern regarding the Contractor's ability to complete the work for the cost given.

RECOMMENDATION

IEC recommends award of the contract to CCL Contracting Inc based on their knowledge and experience record and responsiveness to the bidding requirements.

Attachments

Table 1 – Bid Summary

Leucadia Wastewater District
L1 Sewer Force Main West Side Replacement Project
Table 1 - Bid Summary


Item	Description	Unit	Qty.	Engineer's Opinion of Probable Construction Cost	CCL Contracting, Inc.	S.C. Valley Engineering, Inc.	Burtech Pipeline, Inc.	PAL General Engineering, Inc.
1	Mobilization, Insurance, Bonds, Permits, Cleanup and Demobilization	LS	1	\$85,000	\$55,000	\$80,420	\$51,030	\$172,000
2	Storm Water Pollution Prevention Plan (SWPPP) and Compliance with NPDES Requirements	LS	1	\$12,000	\$24,000	\$62,000	\$8,000	\$16,897
3	Sheeting, Shoring and Bracing	LS	1	\$36,000	\$24,000	\$77,000	\$34,000	\$18,698
4	24" PVC Sewer Force Main	LF	2442	\$1,282,050	\$1,023,198	\$1,123,320	\$1,367,520	\$705,738
5	18" PVC Sewer Force Main	LF	149	\$74,500	\$77,033	\$110,260	\$81,950	\$46,488
6	Traffic Control	LS	1	\$100,000	\$21,000	\$123,000	\$90,000	\$119,458
7	Force-Balanced Seismic Isolation Joint	EA	2	\$100,000	\$72,000	\$98,000	\$100,000	\$106,432
8	Pothole Utilities	LS	1	\$50,000	\$35,000	\$62,000	\$50,000	\$36,245
9	Air Valve Assembly	EA	1	\$25,000	\$25,000	\$26,500	\$30,000	\$48,635
10	Blow Off Assembly	EA	1	\$25,000	\$24,000	\$25,000	\$25,000	\$32,945
11	Allowance - Caltrans Inspection Fees	ALL	1	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500

* PAL Engineering used the bid schedule from the previous bid which included items pertaining to Leucadia Scenic Cured in Place Pipe Lining that were removed from the project in the rebid. PAL Engineering's total reflects the total as calculated and written in the bid forms they submitted for this bid.

Engineer's Opinion of Probable Construction Cost
\$1,797,050

	Subs: Sealright Paving, Inc.	Subs: Sealright Paving, Inc. Payco Specialties, Inc.	Subs: Sealright Paving, Inc. OldCastle Precast	Subs: MoCon Corp.	
Total:	\$1,797,050	\$1,387,731	\$1,795,000	\$1,845,000	*\$1,938,731
Check Total:		\$1,387,731	\$1,795,000	\$1,845,000	\$1,311,036
Amount in Words:		\$1,387,731	\$1,795,000	\$1,845,000	*\$1,938,731

MEMORANDUM

DATE: January 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Leucadia Force Main No.1 (L1) West Section Replacement Project Construction Management Services Contract**

RECOMMENDATION:

Staff and the Engineering Committee recommend that the Board of Directors:

1. Authorize the General Manager to execute an Agreement with Richard Stinson Construction Management for construction management services during the construction of the Leucadia Force Main No.1 (L1) West Section Replacement Project in an amount not to exceed \$50,000.
2. Discuss and take other action as appropriate.

DISCUSSION:**Tactical Goal: Infrastructure and Technology / L1 Force Main West Section Replacement**

This item was reviewed by the EC at its January 4th meeting and the EC concurred with staff to present this item for the Board's consideration.

The Leucadia Force Main No.1 (L1) West Section Replacement Project (L1 Force Main) requires construction management support to oversee construction of the project. The construction management services consist of contractor oversight, negotiating change orders, construction inspection and administration. Richard Stinson has a proven track record of providing excellent construction management (CM) services to the District. Mr. Stinson has provided CM services for a majority of the collection system construction projects undertaken by the District since 2003 including the Satellite Pump Stations, Force Mains, and Gravity Sewer Replacement Project, the Batiquitos (B1/B2) Force Main Replacement Project, Batiquitos Pump Station Rehabilitation Project and Fiscal Years 2013, 2014, 2015 and 2016 Gravity Pipeline Rehabilitation Projects. For the L1 Force Main project, Mr. Stinson submitted a proposal to provide CM services in an amount not to exceed \$50,000, an estimated 500 hours at \$100 per hour. Based on the estimated 150 calendar day period for construction and Mr. Stinson's experience and past performance, staff believes this fee is fair and reasonable.

Mr. Stinson has consistently provided outstanding CM services on previous District projects. He possesses in depth knowledge of the District's collection system and operations. Mr. Stinson performed constructability reviews of the L1 Force Main project during the project's design phase and, therefore, has thorough knowledge of the project's plans and specifications. Retaining his CM services during construction will provide continuity, efficiency and is in the best interest of the District. For these reasons, the procurement of these CM services satisfies the criteria for sole

sourcing allowed under Section 11.1, Sole Source Procurement, and continuity of service under Section 12.4, Continuing Services, of the District's Procurement Policy.

The service to be provided by Mr. Stinson will be paid on a time and material basis. Therefore, Staff recommends that the Board award the contract for CM services for the Leucadia Force Main No.1 (L1) West Section Replacement Project to Richard Stinson Construction Management.

FISCAL IMPACT:

Funds for project construction were included in the Fiscal Year 2017 budget. The appropriation is sufficient to cover the project's construction management and inspection costs.

rym:PJB

MEMORANDUM

DATE: January 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2017 Board of Directors Committee Assignments

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

The Leucadia Wastewater District (LWD) Board President typically reviews committee assignments for the Board of Directors on an annual basis and makes appointments to the various committees as appropriate. To facilitate this discussion, a summary of current committee assignments and appointments is attached.

This item has been placed on the agenda for discussion by the Board of Directors. Staff has no recommendation on this matter. Staff will incorporate any revisions to LWD committees and respond to other public agencies as appropriate.

Attachment

tb:PJB



Board of Directors' Committee Assignments

Engineering Committee

Director Allan Juliussen, Chair
Director David Kulchin

Investment & Finance Committee

President Judy Hanson, Chair
Director Donald Omsted

Community Affairs Committee

Vice President Elaine Sullivan, Chair
Director Donald Omsted

Human Resource Committee

President Judy Hanson, Chair
Director David Kulchin



LEADERS IN
ENVIRONMENTAL
PROTECTION

Board of Directors' and Manager Appointments and Assignments

Encina Wastewater Authority (EWA) Board of Directors/Joint Advisory Committee (JAC)

Director Elaine Sullivan
Director Allan Juliussen
Paul Bushee, GM (Alternate)

Other Assignments:

President Judy Hanson

- San Diego County LAFCO Special Districts (Alternate)
- California Sanitation Risk Management Association (CSRMA) Board Member

Director Allan Juliussen

- EWA Capital Improvement Committee (CIC) Member
- Chairperson of Encinitas School District Oversight Committee

Director David Kulchin

- Chairperson of Scripps Memorial Hospital Encinitas Community Advisory Board

Director Donald Omsted

- Batiquitos Lagoon Foundation Board Member

Vice President Elaine Sullivan

- EWA Policy and Finance Committee
- CSDA Professional Development Committee
- CSDA Member Services Committee

General Manager Paul Bushee

- Encina Wastewater Authority Member Agency Managers Committee
- CSRMA Executive Board Member (President)
- CSRMA Board of Directors (Alternate)
- CASA Executive Board Member (Vice President)