



**BOARD OF DIRECTORS
REGULAR MEETING**

And

**PUBLIC HEARING ON A PROPOSAL TO CONSIDER ADOPTING AN UPDATE TO THE
LEUCADIA WASTEWATER DISTRICT WASTEWATER ORDINANCE**

DATE: Wednesday, July 12, 2017
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
 - A. Achievement of Individual Objective (Pages 5-6)

CONSENT CALENDAR

Items 7-11 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:

June 14, 2017 Regular Board Meeting (Pages 7-13)

June 15, 2017 Community Affairs Committee (Pages 14-16)

June 19, 2017 Investment and Finance Committee Meeting (Pages 17-18)

8. Approval of Demands for June/July 2017

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion in July 2017. (Pages 19-39)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY17 to FY18 and flows by sub-basin. (Pages 40-44)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY18 budget and discloses monthly investments. (Pages 45-52)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of June 2017. (Pages 53-54)

EWA REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on June 28, 2017 – report by Director Sullivan. (Page 55)

B. An EWA Member Agency Manager's (MAM) meeting was held on July 11, 2017 – report by GM Bushee (verbal)

COMMITTEE REPORTS

13. Committee Reports

A. Community Affairs Committee meeting was held on June 15, 2017 – report by Director Sullivan (Pages 56-57)

B. Investment and Finance Committee meeting was held on June 19, 2017 – report by Director Omsted. (Page 58)

C. Engineering Committee meeting was held on July 11, 2017 – report by Director Juliussen. (Verbal)

PUBLIC HEARING

- 14.** A proposal to consider adopting an update to the Leucadia Wastewater District Wastewater Ordinance No. 136. (Page 59)

ACTION ITEMS

- 15. Adopt Ordinance No. 136 - An Update of the Leucadia Wastewater District's Wastewater Ordinance.** (Pages 60-83)
- 16. Public Information Services Task Order No. 3**
Authorize the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$56,600. (Pages 84-88)
- 17. Leucadia (L1) Force Main West Section Replacement Project Proposed Change Order**
Authorize the General Manager to execute a proposed change order with CCL Contracting Inc., for additional work on the L1 Force Main Replacement Project to install a Cured-In-Place Pipe (CIPP) liner in the force main section on the railroad bridge on La Costa Avenue in an amount not to exceed \$70,000. (Pages 89-90)
- 18. CSDA Board of Directors 2016 Elections – Seat C.**
Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate. (Pages 91-105)
- 19. Receive and file the Fiscal Year 2017 (FY17) Tactics and Action Plan.**
(Pages 106-112)
- 20. Adopt the Fiscal Year 2018 (FY18) Tactics and Action Plan.** (Pages 113-118)

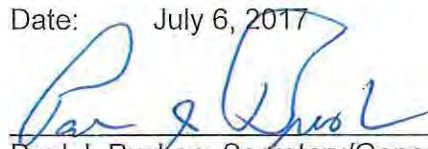
INFORMATION ITEMS

- 21. Project Status Updates and Other Informational Reports**
 - A. Carlsbad State of the City Luncheon will be held Friday, August 18, 2017 at the Sheraton Carlsbad Resort & Spa. (Verbal)
- 22. Directors' Meetings and Conference Reports**
 - A. None.
- 23. General Manager's Report**
- 24. General Counsel's Report**
- 25. Board of Directors' Comments**
- 26. Closed Session**
 - A. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)
- 27. 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: July 6, 2017



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: July 6, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of An Individual Award**

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

California Water Environment Association (CWEA) Collection System Maintenance Grade 2 Certification – Hugo Gonzalez

Field Services Technician II Hugo Gonzalez recently received his Grade 2 Collection System Maintenance certification from CWEA. Hugo has been working for LWD since September 2013 and this is his third certification since his employment at the District. Hugo has worked hard on his own time for this achievement while maintaining his fulltime position at LWD. This accomplishment reflects Hugo's desire to excel through continued professional development. As a result of this certification, Hugo is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Hugo for his outstanding accomplishment.

tb:PJB

CALIFORNIA WATER ENVIRONMENT ASSOCIATION

Certification of Competence

THIS IS TO CERTIFY THAT

Hugo Gonzalez

**HAVING SUBMITTED ACCEPTABLE EVIDENCE OF QUALIFICATIONS
BY EDUCATION, TRAINING AND EXPERIENCE IS HEREBY
GRANTED THIS CERTIFICATION OF COMPETENCY IN**

**Collection System Maintenance
Grade 2**

Expires: 6/30/2018



Debi Lewis, President
California Water Environment Association



Certificate Number 1308214709



Tony Pirondini, Chair
Technical Certification Program

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

June 14, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, June 14, 2017 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:

Hanson, Sullivan, Kulchin, Juliussen, Omsted

DIRECTORS ABSENT:

None.

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Specialist Ian Riffel, District Engineer Steve Deering, Cher Deering, Chris Deering, Sean Deering, Sophie Deering, Terese Deering, and Dexter Wilson with Dexter Wilson Engineering

3. Pledge of Allegiance

President Hanson led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

Adopt Resolution No. 2287 – In Appreciation of Stephen L. Deering For His Outstanding Service and Commitment to Leucadia Wastewater District.

The Board of Directors presented DE Steve Deering with the Resolution of Appreciation, noting DE Deering's accomplishments throughout his career at the District.

DE Deering provided background information on why he chose to become an environmental engineer. He also provided a brief history of his engineering career noting his 12 years with Engineering Science, 10 years as a Board member, and 21 years as LWD's District Engineer. DE Deering thanked the

Board of Directors and staff for letting him be part of the organization.
The Board and staff congratulated Steve on his upcoming retirement.

Upon a motion duly made by Director Juliusen, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2287 - In Appreciation of Stephen L. Deering For His Outstanding Service and Commitment to Leucadia Wastewater District by the following vote:

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

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

May 10, 2017 Regular Board Meeting
May 30, 2017 Special Board Meeting
June 7, 2017 Engineering Committee Meeting

8. Approval of Demands for May/June 2017

Payroll Checks numbered 19239-19300; General Checking – Checks numbered 49681-49838

9. Operations Report (A copy was included in the original June 14, 2017 Agenda)

10. Finance Report (A copy was included in the original June 14, 2017 Agenda)

11. Disclosure of Reimbursements

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

12. Establishing an Appropriations Limit of the LWD for Fiscal Year 2018 (FY18)

Adopt Resolution No. 2286 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2018 (July 1, 2017 to June 30, 2018) Pursuant to Article XIII (B) of the California Constitution.

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

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

Director Omsted asked staff a question in regards to the purchase of tiger tails from West Coast

Safety Supplies. FSS Stecker answered his question.

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on May 24, 2017.

Director Sullivan reported on EWA's May 24, 2017 Board meeting.

B. EWA Member Agency Manager's (MAM) - Meeting held on June 6, 2017.

GM Bushee reported on MAM's June 6, 2017 meeting.

14. Committee Reports.

A. Engineering Committee (EC) Meeting was held on June 7, 2017.

Director Juliussen reported that the EC reviewed the following recommendation:

- Ordinance No. 135 Establishing the District's Capacity Fee and Amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule.

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

The EC also received updates on the Leucadia (L1) Force Main Replacement Project and Village Park No. 5 (VP5) Pump Station Replacement Project. These items were for informational purposes and no action was taken.

OLD BUSINESS

15. Adopt the Fiscal Year 2018 (FY18) Budget.

ASM Duffey presented the item stating that the Board reviewed the recommended FY18 Budget at their Special Board meeting on May 30, 2017. He stated that during the meeting, the Board directed staff to finalize the budget. He stated that staff recommends that the Board adopt the FY18 Budget.

Upon a motion duly made by Director Kulchin, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors adopted the FY18 Budget by the following vote:

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

PUBLIC HEARING

16. A proposal to consider adopting a new wastewater capacity fee ordinance establishing the District's capacity fee and amending the equivalent dwelling unit factors capacity fee schedule.

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

17. A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2018 (FY18) on the San Diego County Tax Roll.

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

ACTION ITEMS

18. Wastewater Capacity Fee Ordinance with an Updated Fee Schedule

Adopt Ordinance No. 135 establishing the District's capacity fee and amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule.

FSSpec Riffel presented the staff recommendation. He provided background information on Senate Bill 1069 (SB 1069) and the recent legal challenges to Equivalent Dwelling Unit (EDU) factors. FSSpec Riffel stated that SB 1069 defines how sewer fees are charged for Accessory Dwelling Units (ADU). He noted that staff recommends that ADUs be assessed relative to their size in square feet. He stated that this is consistent with how the District has assessed ADU's in the past.

FSSpec Riffel said that the ADU changes are relatively minor both in administrative and financial impact.

FSSpec Riffel reviewed the adjustment of the EDU Factors for food and commercial establishments. He stated that the District's fee structure for food and commercial establishments is in conformance with state guidelines. He noted that staff is recommending several changes to further clarify the language and eliminate the potential for any inconsistencies in the assessment of fees.

FSSpec Riffel stated that the recommended changes to ADUs and food and commercial establishments will result in a reduction of approximately \$35,000 per year in service fees.

Director Omsted asked why high schools are assessed more EDUs than elementary schools. FSSpec Riffel answered that a high school student uses more water than an elementary school student due to full cafeterias and showers associated with physical education and sports teams.

Director Juliussen and Director Kulchin thanked FSSpec Riffel for his presentation and the time and effort it took to do the analysis.

Director Kulchin asked FSSpec Riffel how long it took for the EDU analysis. FSSpec Riffel answered that the analysis took 7 months.

President Hanson asked if there were any EDU increases for existing customers based on the amended EDU schedule. FSSpec Riffel answered there were no EDU increases.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors adopted Ordinance No. 135 – Establishing the District's capacity fee and amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule by the following vote:

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

19. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2018 (FY18)
Adopt Resolution No. 2283 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2017 – June 30, 2018.

ASSup Hill presented this item noting that there were no public comments received. She stated that the District has been collecting wastewater service charges on the tax roll since 1979. She noted that the FY18 sewer service rate will be \$343.68 per year per equivalent dwelling unit (EDU) and is unchanged from FY17. She stated that staff recommends that the Board adopt Resolution No. 2283 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2017 – June 30, 2018.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2283 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2017 – June 30, 2018 by the following vote:

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

20. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2284 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2017 to June 30, 2018.

ASM Duffey presented the recommendation noting that LWD employees are not formally organized and are considered unrepresented. ASM Duffey stated that staff the Salaries and Benefits Resolution was developed consistent with the Board's direction at the May 30th Special Board Meeting.

Director Omsted asked where the merit pay percentages are located. GM Bushee answered stating that merit pay is incorporated into the overall budget document for the personnel budget and is not included in the resolution as it is discretionary.

Following discussion, upon a motion duly made by President Hanson, seconded by Director Omsted, and carried, the Board of Directors adopted Resolution No. 2284 - Setting Forth Salaries, Benefits and other Working Conditions for Unrepresented Employees for the Period July 1, 2017 to June 30, 2018 by the following vote:

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

21. Approving the Recommended Encina Wastewater Authority Fiscal Year 2018 (FY18) Budget
Adopt Resolution No. 2285 Approving the Recommended Encina Wastewater Authority (EWA) FY18 Operating and Capital Budgets.

ASM Duffey presented the recommendation to approve the EWA FY18 Budget. He noted the Operating Budget is approximately \$15.2M and the Capital Budget is approximately \$14.9M. He noted the District's share is approximately \$1.9M for operating costs and \$2.4M for capital costs.

Director Kulchin asked what is LWD's ownership percentage. ASM Duffey answered 16.8% for the overall plant and 16.42% for the outfall.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2285 – Approving the Recommended Encina Wastewater Authority (EWA) FY18 Operating and Capital Budgets by the following vote:

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

INFORMATION ITEMS

22. Project Status Updates and Other Informational Reports

A. 2017 Annual Employee Luncheon is scheduled for Thursday, July 13, 2017

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

23. Directors' Meetings and Conference Reports

A. The 2017 CSDA Legislative Days Conference was held at The Grand Events Center in Sacramento, CA on May 16-17, 2017.

Vice President Sullivan stated the conference is well organized and she liked the schedule. She also stated that they were able to meet with Assemblyman Rocky Chavez.

Director Kulchin stated that Assemblyman Chavez makes time for his district constituents to meet in his office.

Director Omsted stated he was impressed with Assemblyman Chavez's questions and he enjoyed the Hoover Commission speaker.

President Sullivan stated the speakers were excellent and she was impressed with Senator Ed Hernandez. She also stated that they were able to go to the Capitol on their first day of the conference.

24. General Manager's Report

GM Bushee reported on the following items:

- Steve Deering Retirement Luncheon is on Wednesday, June 21, 2017;

- Customer complaints concerning the timing of the Leucadia Force Main No. 1 Replacement Project;
- CASA Annual Conference; and
- LWD customer thank you email regarding great customer service provided by FSSpec Riffel.

25. General Counsel's Report

General Counsel Brechtel reported on the following items:

- CASA Attorney's Meeting and discussion of SB 1069;
- San Diego Union Tribune article "Water panel says its long-held private meetings are necessary, legal"; and
- SB 496 -- Idemnity: Design Professionals was passed by the legislature.

26. Board of Directors' Comments

Director Juliussen stated he will miss DE Deeering but is happy to welcome Dexter Wilson as the new District Engineer.

President Hanson stated the Board appreciates all DE Deering has done for the District and will miss him.

Vice President Sullivan stated she will miss the July Board Meeting and the Annual Employee Luncheon since she will be on vacation.

27. Adjournment

President Hanson adjourned the meeting at approximately 6:01 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
June 15, 2017

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, June 15, 2017 at 9:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Omsted called the meeting to order at 9:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Omsted and Kulchin

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Jared Criscuolo and Neal Bloom with Rising Tide Partners (RTP).

3. Public Comment

No public comment was received.

4. New Business

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

ASsup Hill presented staff's recommendation noting the tasks included in the scope of work, along with the timeframe of the contract and costs. ASsup Hill stated that Task Order No. 2 was completed and it included the following tasks; drafting and designing the newsletter, maintaining and updating LWD's website and Facebook page, open house coordination, public outreach and construction relations media.

Director Kulchin asked if the RTP contract is a three-year contract. ASsup Hill answered affirmatively.

Director Kulchin asked Mr. Criscuolo how many employees RTP employs. Mr. Criscuolo answered 3, including himself.

Director Kulchin thanked Mr. Criscuolo for his work over the past year.

Following discussion, the CAC agreed with staff to recommend that the Board of Directors authorize the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$56,600.

B. Discussion of the 2017 Summer Newsletter Proposed Article Topics and Production Schedule.

ASsup Hill presented the subject item and provided a brief summary of the following proposed newsletter article topics and the production schedule:

- Semiannual performance November 1, 2016 - June 1, 2017;
- Getting the Word Out / Community Outreach (Open House event);
- Recycled Water Update;
- CIP / Construction Updates;
- Obstructions Reminder;
- Standout Achievements; and
- Potential Upcoming Awards

Director Kulchin stated he would like to see more picture and less text in the newsletter noting that some customers may not have time for lengthy reading material. Mr. Criscuolo indicated that he can incorporate more bullet points and icons along with informative sound bites.

Director Kulchin asked if the newsletter would mention the retirement of District Engineer Steve Deering (DE Deering). GM Bushee stated that DE Deering will be acknowledged in the summer newsletter.

Director Kulchin asked for confirmation on the date of the open house event. ASsup Hill replied Saturday, September 23 from 10am-2pm.

Chairperson Omsted suggested adding a picture to the lateral grant program emphasizing LWD's customer service perspective. ASsup Hill stated that she has already spoken to FSSpec Riffel about obtaining photos for this section of the newsletter.

ASsup Hill noted that all articles presented may not be included in the newsletter depending on how much space is available.

Director Kulchin asked when the next meeting of the CAC will take place. ASsup Hill stated it will be the week of July 10th.

Following discussion, the CAC authorized staff and RTP to proceed with the newsletter articles and the production schedule.

C. Open House Proposed production schedule and update of completed tasks.

ASsup Hill presented the subject item, noting the open house task list with timeline, the proposed giveaways, and the draft design work for the marketing materials.

Director Kulchin asked if the District can ask consultants and local vendors to donate items for the raffle. ASsup Hill stated that she has already asked some local vendors if they are interested in donating items for the raffle.

ASM Duffey asked Mr. Criscuolo to provide an overview of the raffle process during the open house. Mr. Criscuolo explained the raffle process to Chairperson Omsted and Director Kulchin.

Director Kulchin asked how LWD plans on announcing the open house event. Mr. Criscuolo stated that the event will be announced in the summer newsletter, on the LWD Facebook page, with the help of other local public agencies, and through other digital, social, and print media outlets.

Chairperson Omsted noted that the League of Women Voters (LWV) may be interested in helping sponsor the open house event. ASsup Hill informed Chairperson Omsted to have someone from the LWV contact her regarding sponsorship.

Following discussion, ASsup Hill stated that staff would continue to update the CAC as staff proceeds with coordinating and planning the open house event.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Omsted adjourned the meeting at 9:41 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
June 19, 2017

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Monday, June 19, 2017 at 9:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 9:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Jennifer Farr of Davis Farr, LLP

3. Public Comment

No public comment was received.

4. New Business

A. Audit Entrance Meeting with Davis Farr, LLP.

ASM Duffey presented the item and introduced CPA Jennifer Farr with Davis Farr, LLP.

Ms. Farr provided an overview of the audit process discussing the timing of the audit and the planned scope. She noted that a letter was sent to the Directors indicating that the audit process has begun, along with the auditor's responsibilities.

Ms. Farr identified the following areas they plan to focus on and test for any potential fraud or errors:

- Capital asset additions;
- Recording of Encina Wastewater Authority transactions; and
- Data analytics on District expenditures.

Ms. Farr stated that the final phase of the audit will begin September 25, 2017.

The IFC thanked Ms. Farr. No action was taken on this item.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments


None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 9:12 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

DATE: July 6, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of June/July Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 1,264,064.17**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months June 9, 2017 – July 6, 2017.

Operating expenses totaled **\$ 255,978.68** while Capital Improvement Program expenses totaled **\$ 912,079.23**

Payroll for employees and the Board totaled **\$ 96,006.26**.

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

Attachment 1	Summary of Demands by Account June/July 2017
Attachment 2	Accounts Payable Check Register dated June 7, 2017
Attachment 3	Accounts Payable Check Register dated June 16 2017
Attachment 4	Payroll Check Register dated June 21, 2017
Attachment 5	Accounts Payable Check Register dated June 23, 2017
Attachment 6	Accounts Payable Check Register dated June 29, 2017
Attachment 7	Board Payroll Check Register dated July 1, 2017
Attachment 8	Accounts Payable Check Register dated July 3, 2017
Attachment 9	Payroll Check Register dated July 5 2017
Attachment 10	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

July 12, 2017

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -6/21/2017	19301 - 19319	\$47,063.40	
Board Payroll Check -7/1/2017	19320 - 19324	\$1,887.30	
Payroll Check - 7/5/2017	19325 - 19343	<u>\$47,055.56</u>	
	Total	\$96,006.26	
General Checking -6/7/2017	49839	\$ 292.40	
General Checking -6/16/2017	49840 - 49895	\$ 695,115.78	
General Checking -6/23/2017	49896 - 49920	\$ 385,464.30	
General Checking - 6/29/2017	49921 - 49935	\$ 40,069.45	
General Checking - 7/3/2017	49936 - 49942	<u>\$ 47,115.98</u>	
	Total	\$ 1,168,057.91	
	GRAND TOTAL		\$1,264,064.17

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 6/7/2017 Through 6/7/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
PETTY CASH	49839	6/7/2017	<u>292.40</u>	Pety Cash for May/June
	Total 49839		<u>292.40</u>	
Report Total			<u><u>292.40</u></u>	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 6/16/2017 Through 6/16/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALPHAGRAPHICS	49840	6/16/2017	<u>587.39</u>	2018 ANNUAL BUDGET
	Total 49840		587.39	
BARRETT ENGINEERED PUMP	49841	6/16/2017	<u>29,096.84</u>	REPAIR/REBUILD #3 PUMP@LPS
	Total 49841		29,096.84	
BASE NINE CONSULTING	49842	6/16/2017	<u>3,500.00</u>	SCADA SUPPORT @BPS
	Total 49842		3,500.00	
BOOT WORLD, INC	49843	6/16/2017	<u>200.00</u>	SAFETY BOOTS-M. AVALOS
	Total 49843		200.00	
CALPERS	49844	6/16/2017	<u>5,532.00</u>	CALPERS EMPLOYER CONTRIBUTION
	Total 49844		5,532.00	
CCL CONTRACTING, INC	49845	6/16/2017	<u>561,051.00</u>	LPS FORCE MAIN WEST
	Total 49845		561,051.00	
CINTAS FIRST AID AND SAFETY	49846	6/16/2017	<u>119.62</u>	FIRST AID KIT REFILL
	Total 49846		119.62	
CITY OF CARLSBAD	49847	6/16/2017	<u>217.48</u>	WATER @ VACTOR
CITY OF CARLSBAD		6/16/2017	<u>346.32</u>	WATER @ VACTOR 2
	Total 49847		563.80	
CITY OF ENCINITAS	49848	6/16/2017	<u>21,600.00</u>	PAVEMENT REHAB/OVERLAY
	Total 49848		21,600.00	
WAGEWORKS, INC	49849	6/16/2017	<u>140.00</u>	SEC 125 FLEX PLAN-MAY
	Total 49849		140.00	
CORELOGIC INFORMATION SOLUTIONS, INC	49850	6/16/2017	<u>125.00</u>	REAL QUEST SUBS-MAY
	Total 49850		125.00	
CORODATA	49851	6/16/2017	<u>80.02</u>	STORAGE-MAY
	Total 49851		80.02	
CWEA	49852	6/16/2017	<u>172.00</u>	MEMBERSHIP RENEWAL-R. EASTON-CWEA
	Total 49852		172.00	
DATA NET	49853	6/16/2017	<u>176.00</u>	IS MAINT AND SUPPORT
DATA NET		6/16/2017	<u>44.94</u>	POWER SUPPLY

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 6/16/2017 Through 6/16/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DATA NET		6/16/2017	958.00	WATCHGUARD SUPPORT RENEWAL
	Total 49853		1,178.94	
DKF SOLUTIONS GROUP, LLC	49854	6/16/2017	300.00	MONTHLY SAFETY FEE-JUNE
	Total 49854		300.00	
DION INTERNATIONAL TRUCKS INC	49855	6/16/2017	582.14	MAINT WORK ON VACTOR #152
	Total 49855		582.14	
GARRET BEAM	49856	6/16/2017	2,270.10	LATERAL REIMBURSEMENT
	Total 49856		2,270.10	
HEAVILAND ENTERPRISES, INC	49857	6/16/2017	840.00	LANDSCAPE MAINT-JUNE
	Total 49857		840.00	
HUGO GONZALEZ	49858	6/16/2017	175.00	REIMBURSE H. GONZALEZ FOR CERT TEST
	Total 49858		175.00	
I2B NETWORKS, INC	49859	6/16/2017	160.00	WEB CAM @BPS-JUNE
	Total 49859		160.00	
ICMA RETIREMENT-303979	49860	6/16/2017	4,189.30	DEFERRED COMP
	Total 49860		4,189.30	
INFRASTRUCTURE ENGINEERING CORP	49861	6/16/2017	1,495.00	FY 17 GRAVITY LINE SEWER REPAIR-MAY
INFRASTRUCTURE ENGINEERING CORP		6/16/2017	286.60	FY 2016 GRAVITY LINE-MAY
INFRASTRUCTURE ENGINEERING CORP		6/16/2017	1,960.00	GAFNER AWT IMPROVEMENTS-MAY
INFRASTRUCTURE ENGINEERING CORP		6/16/2017	2,124.08	L1 FORCE MAIN-MAY
INFRASTRUCTURE ENGINEERING CORP		6/16/2017	1,915.00	LPS REHAB PROJECT-MAY
INFRASTRUCTURE ENGINEERING CORP		6/16/2017	390.00	VP5 REPLACEMENT PROJECT-MAY
	Total 49861		8,170.68	
JACKSON & BLANC	49862	6/16/2017	310.14	SERVICE CALL FOR HVAC
	Total 49862		310.14	
MALLORY SAFETY AND SUPPLY	49863	6/16/2017	46.87	SAFETY ITEMS
	Total 49863		46.87	
MARVIN GONZALEZ	49864	6/16/2017	305.94	REIMBURSE FOR CLASS

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 6/16/2017 Through 6/16/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 49864		305.94	
MINUTEMAN PRESS	49865	6/16/2017	407.58	VOUCHER PADS, ENVELOPES
	Total 49865		407.58	
MITSUBISHI ELECTRIC US, INC	49866	6/16/2017	286.07	MAINT/SERVICE FOR ELEVATOR
	Total 49866		286.07	
NAPA AUTO	49867	6/16/2017	91.42	AUTO SUPPLIES
NAPA AUTO		6/16/2017	60.25	PARTS
NAPA AUTO		6/16/2017	12.38	WIPER BLADES FOR TAHOE
	Total 49867		164.05	
NATIONWIDE RETIREMENT SOLUTIONS	49868	6/16/2017	265.78	DEFERRED COMP
	Total 49868		265.78	
NEOPOST, INC	49869	6/16/2017	584.03	POSTAGE/METER RENTAL/SUPPLIES
	Total 49869		584.03	
OFFICE DEPOT, INC.	49870	6/16/2017	163.14	OFFICE SUPPLIES
	Total 49870		163.14	
OLIVENHAIN MUNICIPAL WATER DISTRICT	49871	6/16/2017	375.49	PAYMENT FOR NSDCRRWP
	Total 49871		375.49	
OLIVENHAIN MUNICIPAL WATER DIST	49872	6/16/2017	43.45	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		6/16/2017	489.58	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		6/16/2017	526.68	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		6/16/2017	43.45	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		6/16/2017	43.45	WATER @ VP7
	Total 49872		1,146.61	
PALOMAR WATER, LLC	49873	6/16/2017	296.06	BOTTLED WTR DELIVERED
	Total 49873		296.06	
PAUL BUSHEE	49874	6/16/2017	32.65	REIMBURSE P. BUSHEE FOR CSRMA MEETING
	Total 49874		32.65	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 6/16/2017 Through 6/16/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PERS RETIREMENT	49875	6/16/2017	235.49	BOARD RETIREMENT ENDING 5/31/17
PERS RETIREMENT		6/16/2017	13,100.79	EMPLOYEE RETIREMENT ENDING 6/4/17
	Total 49875		13,336.28	
PLANT PEOPLE, INC	49876	6/16/2017	221.88	PLANTS MAINT IN THE OFFICE-JUNE
	Total 49876		221.88	
RICHARD STINSON	49877	6/16/2017	18,350.00	CONSTRUCTION CONSULTING-MAY
	Total 49877		18,350.00	
RICK EASTON	49878	6/16/2017	201.00	REIMBURSE FOR CLASS
	Total 49878		201.00	
RISING TIDE PARTNERS	49879	6/16/2017	3,425.77	PUBLIC INFORMATION/OPEN HOUSE-MAY
	Total 49879		3,425.77	
ROCKWELL CONSTRUCTION SERVICES, INC	49880	6/16/2017	202.50	GAFNER (AWT) IMPROVEMENTS
ROCKWELL CONSTRUCTION SERVICES, INC		6/16/2017	750.00	VP5 REPLACEMENT PROJECT
	Total 49880		952.50	
SAN DIEGUITO WATER DISTRICT	49881	6/16/2017	22.44	WATER @ TANKER
	Total 49881		22.44	
SOUTHERN CONTRACTING COMPANY	49882	6/16/2017	385.00	ELECTRICAL WORK @ LPS
	Total 49882		385.00	
TERMINIX	49883	6/16/2017	56.00	MONTHLY PEST SERVICE-JUNE
TERMINIX		6/16/2017	32.00	MONTHLY TRAP FEES-JUNE
	Total 49883		88.00	
THE HOME DEPOT CRC/GECE	49884	6/16/2017	262.64	SUPPLIES
	Total 49884		262.64	
THOMSON REUTERS-WEST	49885	6/16/2017	216.60	SUBS RENEWAL-CA CODES
	Total 49885		216.60	
UNDERGROUND SERVICE ALERT OF	49886	6/16/2017	201.00	DIGALERT

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 6/16/2017 Through 6/16/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 49886		201.00	
UNIFIRST CORPORATION	49887	6/16/2017	193.51	LAUNDRY SERVICE W/E 5/31/17
UNIFIRST CORPORATION		6/16/2017	197.23	LAUNDRY SERVICE W/E 6/7/17
	Total 49887		390.74	
UNITED PARCEL	49888	6/16/2017	17.80	SHIPPING
	Total 49888		17.80	
U.S. BANK	49889	6/16/2017	5,044.32	CONF/MEETINGS/OFFICE SUPPLIES, ETC
	Total 49889		5,044.32	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	49890	6/16/2017	99.00	PHYSICALS
	Total 49890		99.00	
V&A CONSULTING ENGINEERS	49891	6/16/2017	1,500.00	QTRLY SAN MARCOS CREEK FLOW-MARCH/JUNE
	Total 49891		1,500.00	
VERIZON WIRELESS	49892	6/16/2017	21.27	CELL PHONES-TELEMETRY
	Total 49892		21.27	
VORTEX INDUSTRIES, INC	49893	6/16/2017	1,141.00	MAINT ON GATE 2
	Total 49893		1,141.00	
WOODYS CRANE SERVICE	49894	6/16/2017	312.50	CRANE SERVICE @LPS
	Total 49894		312.50	
WORDEN WILLIAMS LLP	49895	6/16/2017	3,907.80	LEGAL FEES-MAY
	Total 49895		3,907.80	
Report Total			695,115.78	

Leucadia Wastewater District
Vendor Activity
From 6/16/2017 Through 6/16/2017

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	6/16/2017	49889	159.80	EMPLOYEE RECOGN	ADM PROF. DAY
USBANK1	U.S. BANK	API	6/16/2017	49889	(132.00)	Train'g/Ed/Conf	CREDIT
USBANK1	U.S. BANK	API	6/16/2017	49889	6.51	BOARD CONFERENC	CSDA CONF-D.O.
USBANK1	U.S. BANK	API	6/16/2017	49889	39.00	BOARD CONFERENC	CSDA PK-D.O.
USBANK1	U.S. BANK	API	6/16/2017	49889	59.60	BOARD CONFERENC	CSDA TAXI-D.O.
USBANK1	U.S. BANK	API	6/16/2017	49889	90.00	Train'g/Ed/Conf	CWEA AWARDS LUNCH-R.M./JS
USBANK1	U.S. BANK	API	6/16/2017	49889	10.00	Train'g/Ed/Conf	CWEA CONF PARK
USBANK1	U.S. BANK	API	6/16/2017	49889	8.16	BOARD CONFERENC	CWEA CONF-D.O.
USBANK1	U.S. BANK	API	6/16/2017	49889	444.36	Train'g/Ed/Conf	CWEA CONF-HOTEL
USBANK1	U.S. BANK	API	6/16/2017	49889	444.36	BOARD CONFERENC	CWEA-HOTEL-D.O.
USBANK1	U.S. BANK	API	6/16/2017	49889	435.84	BOARD CONFERENC	D.O.-CSDA HOTEL
USBANK1	U.S. BANK	API	6/16/2017	49889	31.15	ENCINA CAPITAL	EWA MEETING
USBANK1	U.S. BANK	API	6/16/2017	49889	444.36	Train'g/Ed/Conf	MG-CWEA CONF-HOTEL
USBANK1	U.S. BANK	API	6/16/2017	49889	360.00	R&M Pump Stat	PACS/BPS SAMPLING
USBANK1	U.S. BANK	API	6/16/2017	49889	360.00	R&M Pump Stat	PACS/LPS SAMPLING
USBANK1	U.S. BANK	API	6/16/2017	49889	366.96	Train'g/Ed/Conf	PB-CSRMA FLIGHT
USBANK1	U.S. BANK	API	6/16/2017	49889	80.00	Train'g/Ed/Conf	RD-CPA
USBANK1	U.S. BANK	API	6/16/2017	49889	45.50	Train'g/Ed/Conf	RD-CSRMA
USBANK1	U.S. BANK	API	6/16/2017	49889	296.39	Train'g/Ed/Conf	RD-CSRMA-HOTEL
USBANK1	U.S. BANK	API	6/16/2017	49889	510.36	Train'g/Ed/Conf	RE-CWEA CONF-HOTEL
USBANK1	U.S. BANK	API	6/16/2017	49889	510.36	Train'g/Ed/Conf	RR-CWEA CONF-HOTEL
USBANK1	U.S. BANK	API	6/16/2017	49889	343.61	VEHICLES	VACTOR MAINT
USBANK1	U.S. BANK	API	6/16/2017	49889	100.00	TELEPHONE	WEB HOSTING
USBANK1	U.S. BANK	API	6/16/2017	49889	30.00	TELEPHONE	WIFI
USBANK1	U.S. BANK	APS	6/16/2017	49889	0.00	ACCOUNTS PAYABL	CONF/MEETINGS/OFFICE SUPPLIES, ETC
Transaction Total					5,044.32		
Total USBANK1	U.S. BANK				5,044.32		
Report Opening/Current Balance							

Date: 6/27/17 02:25:12 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: June 21, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19301 - 19319	6/21/2017	\$47,063.40

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 6/23/2017 Through 6/23/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	49896	6/23/2017	<u>116.72</u>	PHONE @ BPS
	Total 49896		116.72	
CARLSBAD FUELS CORPORATION	49897	6/23/2017	<u>1,892.34</u>	VEHICLE FUEL
	Total 49897		1,892.34	
DAVID CLARKE DESIGN	49898	6/23/2017	<u>700.00</u>	LANDSCAPE RE-DESIGN
	Total 49898		700.00	
DUDEK & ASSOCIATES	49899	6/23/2017	9,205.00	GE/CIP/APRIL/200/0345/0359/03...
DUDEK & ASSOCIATES		6/23/2017	<u>9,030.00</u>	GE/CIP/MAY/200/0328/0302/0361
	Total 49899		18,235.00	
GREAT AMERICA FINANCIAL SERVICES	49900	6/23/2017	<u>753.62</u>	COPIER LEASE
	Total 49900		753.62	
HAAKER EQUIPMENT CO	49901	6/23/2017	<u>124.01</u>	PARTS
	Total 49901		124.01	
ICMA RETIREMENT-303979	49902	6/23/2017	<u>4,189.79</u>	DEFERRED COMP
	Total 49902		4,189.79	
INFRASTRUCTURE ENGINEERING CORP	49903	6/23/2017	<u>7,436.57</u>	LC GOLF COURSE-GRAVITY LINE-MAY
	Total 49903		7,436.57	
MSC JANITORIAL SERVICE, INC	49904	6/23/2017	<u>1,552.92</u>	JANITORIAL SERVICES-JUNE
	Total 49904		1,552.92	
NAPA AUTO	49905	6/23/2017	<u>82.90</u>	BELTS
	Total 49905		82.90	
NATIONWIDE RETIREMENT SOLUTIONS	49906	6/23/2017	<u>265.78</u>	DEFERRED COMP
	Total 49906		265.78	
nfpACCOUNTING TECHNOLOGIES	49907	6/23/2017	<u>2,413.00</u>	SOFTWARE SUPPORT CONTRACT FOR MIP
	Total 49907		2,413.00	
NORLAB, INC	49908	6/23/2017	<u>468.00</u>	LIQUID POWDER
	Total 49908		468.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 6/23/2017 Through 6/23/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
OFFICE DEPOT, INC.	49909	6/23/2017	<u>542.39</u>	OFFICE SUPPLIES
	Total 49909		542.39	
PACIFIC SAFETY CENTER	49910	6/23/2017	<u>1,525.00</u>	CONFINED SPACE TRAINING
	Total 49910		1,525.00	
RAY NEFF METAL FABRICATION	49911	6/23/2017	<u>1,650.00</u>	FABRICATE/INSTALL METAL @ SECURITY GATES
	Total 49911		1,650.00	
RYAN RODRIGUEZ	49912	6/23/2017	<u>236.83</u>	REIMBURSE FOR CLASS
	Total 49912		236.83	
SAN DIEGO GAS AND ELECTRIC	49913	6/23/2017	<u>11,747.47</u>	ELECTRIC @ BPS
	Total 49913		11,747.47	
SCW CONTRACTING CORP	49914	6/23/2017	<u>261,692.98</u>	VP5 PS REPLACEMENT
	Total 49914		261,692.98	
SAN DIEGO GAS & ELECTIRC	49915	6/23/2017	126.75	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		6/23/2017	484.28	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		6/23/2017	835.65	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		6/23/2017	1,103.16	ELECTRIC @ EEPs
SAN DIEGO GAS & ELECTIRC		6/23/2017	16,538.71	ELECTRIC @ OFFICE/LPS
SAN DIEGO GAS & ELECTIRC		6/23/2017	160.52	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		6/23/2017	338.01	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		6/23/2017	192.60	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		6/23/2017	1,181.72	ELECTRICAL @ LCPS
SAN DIEGO GAS & ELECTIRC		6/23/2017	823.46	ELECTRICAL @ SPS
SAN DIEGO GAS & ELECTIRC		6/23/2017	30.97	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		6/23/2017	<u>3.09</u>	NAT. GAS @ EE
	Total 49915		21,818.92	
SOUTHERN CONTRACTING COMPANY	49916	6/23/2017	1,100.00	ELECTRICAL WORK @ AVOCADO PS
SOUTHERN CONTRACTING COMPANY		6/23/2017	<u>45,590.50</u>	HQ BLDG INSTALLING METERS
	Total 49916		46,690.50	
SOLANA PALM LLC	49917	6/23/2017	<u>90.00</u>	ANSWERING SERVICE-JUNE/JULY
	Total 49917		90.00	
UNIFIRST CORPORATION	49918	6/23/2017	<u>224.36</u>	LAUNDRY SERVICE-W/E 6/14/17
	Total 49918		224.36	
VERIZON WIRELESS	49919	6/23/2017	<u>915.14</u>	CELL PHONE CHARGES
	Total 49919		915.14	

Leucadia Wastewater District
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<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
XEROX CORPORATION	49920	6/23/2017	<u>100.06</u>	MONTHLY COPIER FEES
	Total 49920		<u>100.06</u>	
Report Total			<u><u>385,464.30</u></u>	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
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Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
BAKED BEAR LA COSTA LLC	49921	6/29/2017	<u>1,321.98</u>	REFUND DEV FOR EDUS
	Total 49921		1,321.98	
BUSHFIRE GRILL, INC	49922	6/29/2017	<u>2,684.02</u>	REFUND DEV FOR EDUS
	Total 49922		2,684.02	
COX COMMUNICATIONS SAN DIEGO	49923	6/29/2017	<u>1,470.59</u>	PHONE/INTERNET SERVICE-JUNE/JULY
	Total 49923		1,470.59	
DATA NET	49924	6/29/2017	<u>1,278.95</u>	IS MAINT AND SUPPORT
	Total 49924		1,278.95	
DUDEK & ASSOCIATES	49925	6/29/2017	750.00	GE/3252/MAY/0526/FAIR OAKS
DUDEK & ASSOCIATES		6/29/2017	300.00	GE/3252/MAY/0897/OMWD PLAN CK
DUDEK & ASSOCIATES		6/29/2017	3,050.00	GE/3252/MAY/0943/LEUCADIA ST
DUDEK & ASSOCIATES		6/29/2017	450.00	GE/3252/MAY/0946/SCOTT ANNEX
DUDEK & ASSOCIATES		6/29/2017	180.00	GE/3252/MAY/0988/LUNA GRILL
DUDEK & ASSOCIATES		6/29/2017	240.00	GE/3252/MAY/0995/DEMPSEY RES
DUDEK & ASSOCIATES		6/29/2017	115.00	GE/3252/MAY/0996/ENCINITAS BEACH HOTEL
DUDEK & ASSOCIATES		6/29/2017	540.00	GE/3252/MAY/0997/EDGE BURT
DUDEK & ASSOCIATES		6/29/2017	480.00	GE/3252/MAY/0998/URBANE CAFE
DUDEK & ASSOCIATES		6/29/2017	360.00	GE/3252/MAY/0999/HYGEIA
DUDEK & ASSOCIATES		6/29/2017	300.00	GE/3252/MAY/1000/LC GREENS
DUDEK & ASSOCIATES		6/29/2017	900.00	GE/3252/MAY/1001/THE BREWERS TAP ROOM
DUDEK & ASSOCIATES		6/29/2017	900.00	GE/3252/MAY/1002/GELSON
DUDEK & ASSOCIATES		6/29/2017	270.00	GE/352/MAY/0992/1786 1/2 NC HIGHWAY
	Total 49925		8,835.00	
EVOQUA WATER TECHNOLOGIES, LLC	49926	6/29/2017	<u>8,707.06</u>	BIOXIDE
	Total 49926		8,707.06	
HAAKER EQUIPMENT CO	49927	6/29/2017	<u>72.55</u>	PARTS
	Total 49927		72.55	
HAWKINS CONSTRUCTION	49928	6/29/2017	<u>4,006.00</u>	REFUND DEV FOR EDUS-PROJECT PIE
	Total 49928		4,006.00	
LAWNMOWERS PLUS, INC	49929	6/29/2017	<u>127.58</u>	PARTS
	Total 49929		127.58	
MESA REPROGRAPHICS	49930	6/29/2017	<u>380.76</u>	PLANS AND SPECS

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 6/29/2017 Through 6/29/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 49930		380.76	
NAPA AUTO	49931	6/29/2017	37.12	PAINT FOR THE PS CABINETS
NAPA AUTO		6/29/2017	<u>52.72</u>	PARTS FOR BPS
	Total 49931		89.84	
PLANT PEOPLE, INC	49932	6/29/2017	158.00	PLANTS MAINT FOR FEB
PLANT PEOPLE, INC		6/29/2017	158.00	PLANTS MAINT FOR MARCH
PLANT PEOPLE, INC		6/29/2017	<u>158.00</u>	PLANTS MAINT FOR MAY
	Total 49932		474.00	
THE HABIT RESTAURANT LLC	49933	6/29/2017	<u>10,415.60</u>	REFUND DEV FOR EDUS
	Total 49933		10,415.60	
UNIFIRST CORPORATION	49934	6/29/2017	<u>204.45</u>	LAUNDRY SERVICE W/E 6/21/17
	Total 49934		204.45	
UNITED PARCEL	49935	6/29/2017	<u>1.07</u>	SHIPPING
	Total 49935		1.07	
Report Total			<u><u>40,069.45</u></u>	

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: July 1, 2017

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19320 - 19324	7/1/2017	\$1,887.30

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/3/2017 Through 7/3/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLIANT INSURANCE SERVICES, INC	49936	7/3/2017	480.00	COMMERCIAL CRIMES INS-17/18
ALLIANT INSURANCE SERVICES, INC		7/3/2017	7,421.00	EQUIPMENT INS RENEWAL-17/18
	Total 49936		7,901.00	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	49937	7/3/2017	31,375.15	EMPLOYEES HEALTH INS-JULY
	Total 49937		31,375.15	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	49938	7/3/2017	2,995.02	BRD HEALTH INS-JULY
	Total 49938		2,995.02	
CSDA- SAN DIEGO CHAPTER	49939	7/3/2017	150.00	MEMBERSHIP RENEWAL 17/18
	Total 49939		150.00	
MES VISION	49940	7/3/2017	386.22	VISION INS-JULY
	Total 49940		386.22	
THE GUARDIAN	49941	7/3/2017	4,173.64	DISABILITY/DENTAL INS-JULY
	Total 49941		4,173.64	
TODD AMOS	49942	7/3/2017	134.95	REIMBURSE T. AMOS FOR SAFETY BOOTS
	Total 49942		134.95	
Report Total			47,115.98	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 5, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19325 - 19343	7/5/2017	\$47,055.56

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

<u>JUNE</u>	2016		
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

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

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

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

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

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

**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		\$46,163.74
	TOTAL		\$116,898.00

JANUARY

2017

1/1/2017	Board		\$1,214.82
1/4/2017	Employee		\$45,717.09
1/18/2017	Employee		\$45,885.84
	TOTAL		\$92,817.75

FEBRUARY

2/1/2017	Employee		\$47,491.00
2/1/2017	Board		\$5,367.25
2/8/2017	Employee	Incentive	\$2,170.15
2/15/2017	Employee		\$45,587.20
	TOTAL		\$100,615.60

MARCH

3/1/2017	Employee		\$47,217.28
3/1/2017	Board		\$3,254.46
3/15/2017	Employee		\$48,226.01
3/29/2017	Employee		\$46,338.98
	TOTAL		\$145,036.73

APRIL

4/1/2017	Board		\$4,139.95
4/12/2017	Employee		\$47,286.60
4/13/2017	Employee		\$8,888.15
4/26/2017	Employee		\$46,458.18
	TOTAL		\$106,772.88

MAY

5/1/2017	Board		\$4,379.21
5/10/2017	Employee		\$47,492.65
5/24/2017	Employee		\$46,669.52
	TOTAL		\$98,541.38

JUNE

6/1/2017	Board		\$4,080.51
6/7/2017	Employee		\$48,089.35
6/21/2017	Employee		\$47,063.40
	TOTAL		\$99,233.26

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

JULY

7/1/2017	Board	\$1,887.30
7/5/2017	Employee	<u>\$47,055.56</u>
	TOTAL	\$48,942.86

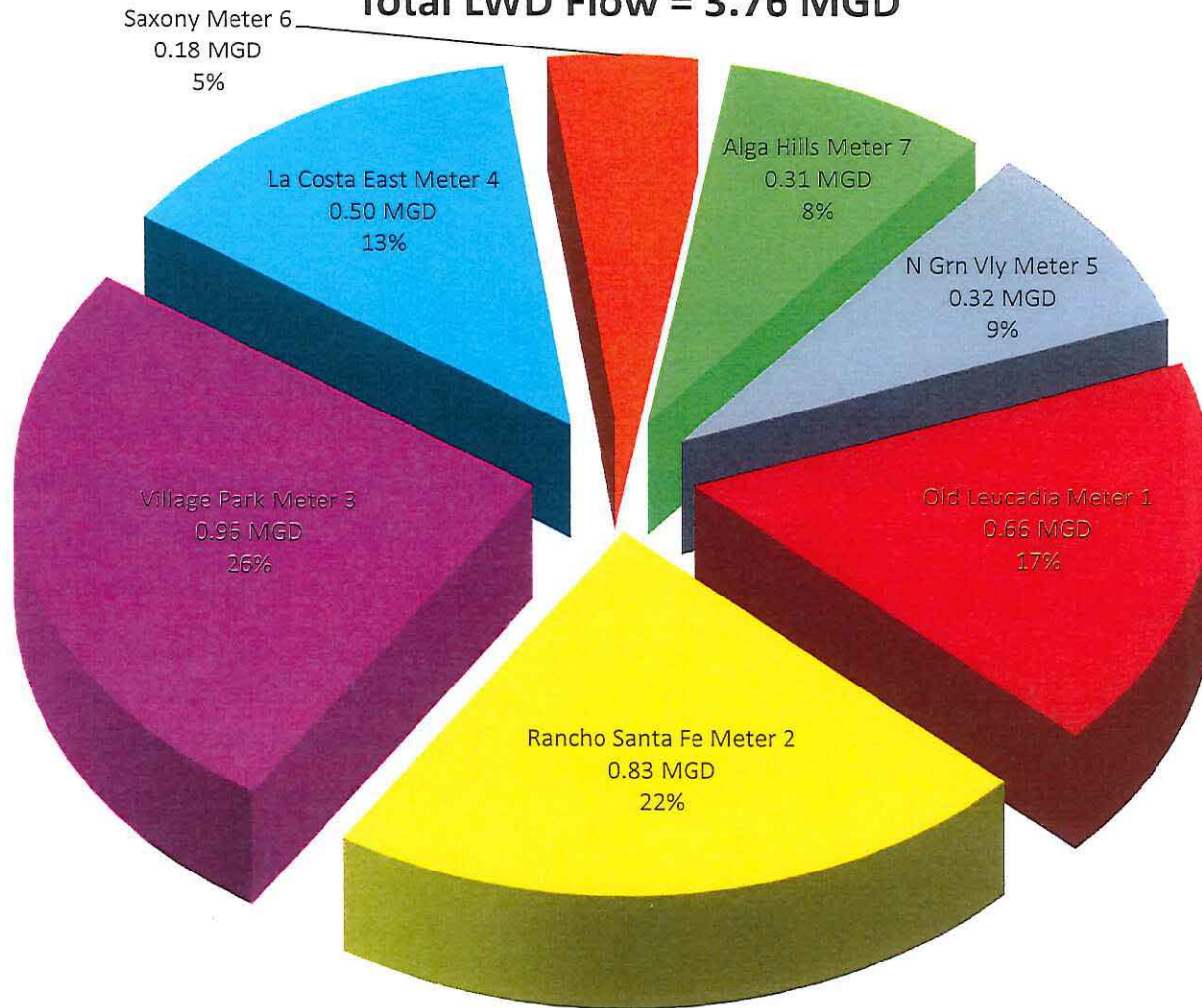
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2017 (July 2016 - June 2017)**

CURRENT MONTH - June 2017							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	4.17	124.31	6.14	4.01	140	0.00	3.71
YTD			28,580.60				
FEBRUARY	4.16	111.16	3.41	3.97	139	0.00	3.77
YTD			28,584.01				
MARCH	0.06	122.76	3.00	3.96	139	5.29	3.76
YTD			28,587.01				
APRIL	0.02	113.40	1.58	3.78	132	42.73	3.72
YTD			28,588.59				
MAY	1.27	118.73	0.37	3.83	134	31.24	3.81
YTD			28,588.96				
JUNE	0.05	115.50	-118.15	3.85	135	40.72	3.83
YTD			28,470.81				
YTD Totals	15.12	1391.89	-89.40			298.05	
Mo Average	1.26	115.99	-7.45	3.81	133.51	24.84	3.77

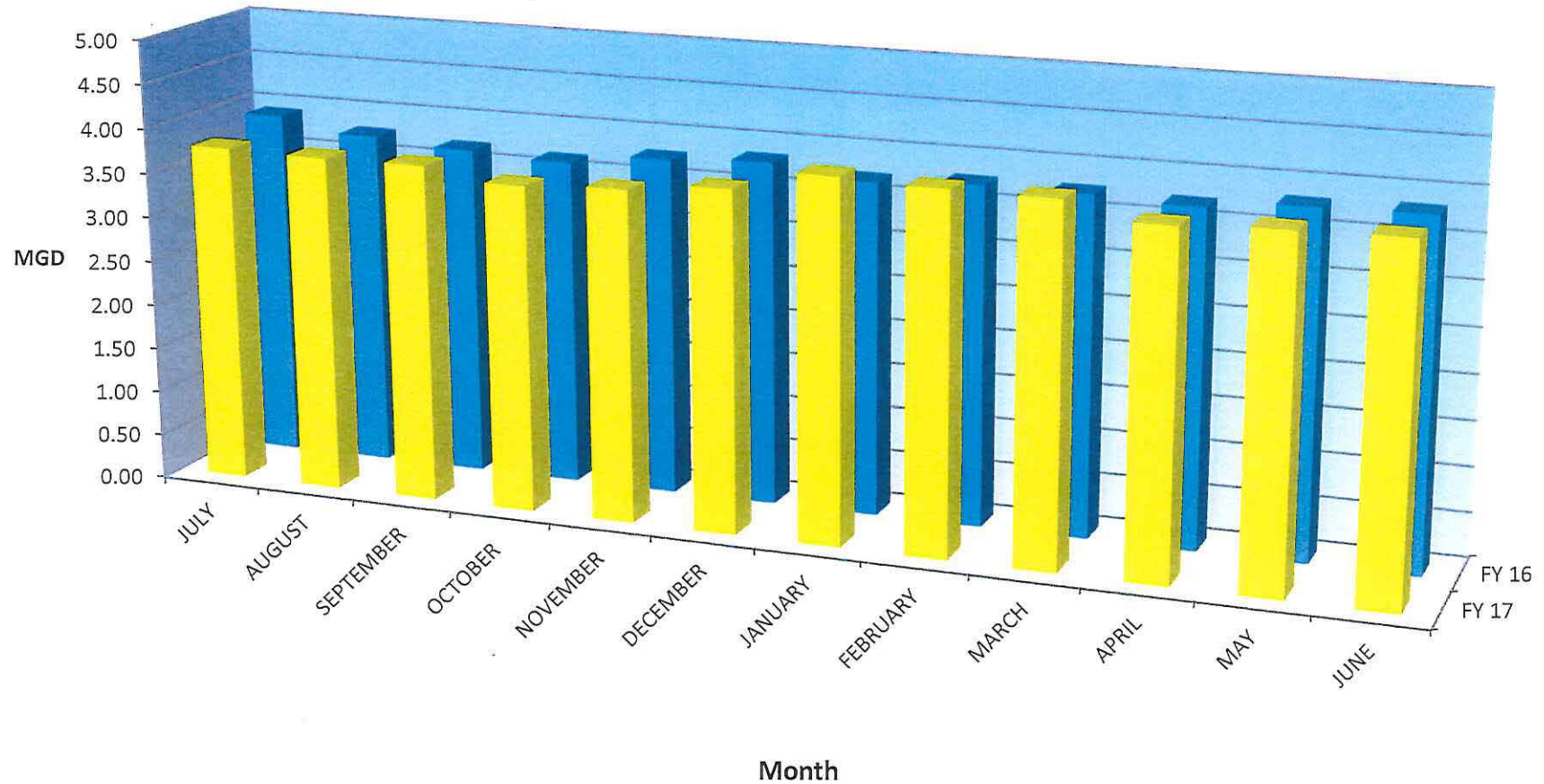
LWD Flows by Sub-Basin

June 2017

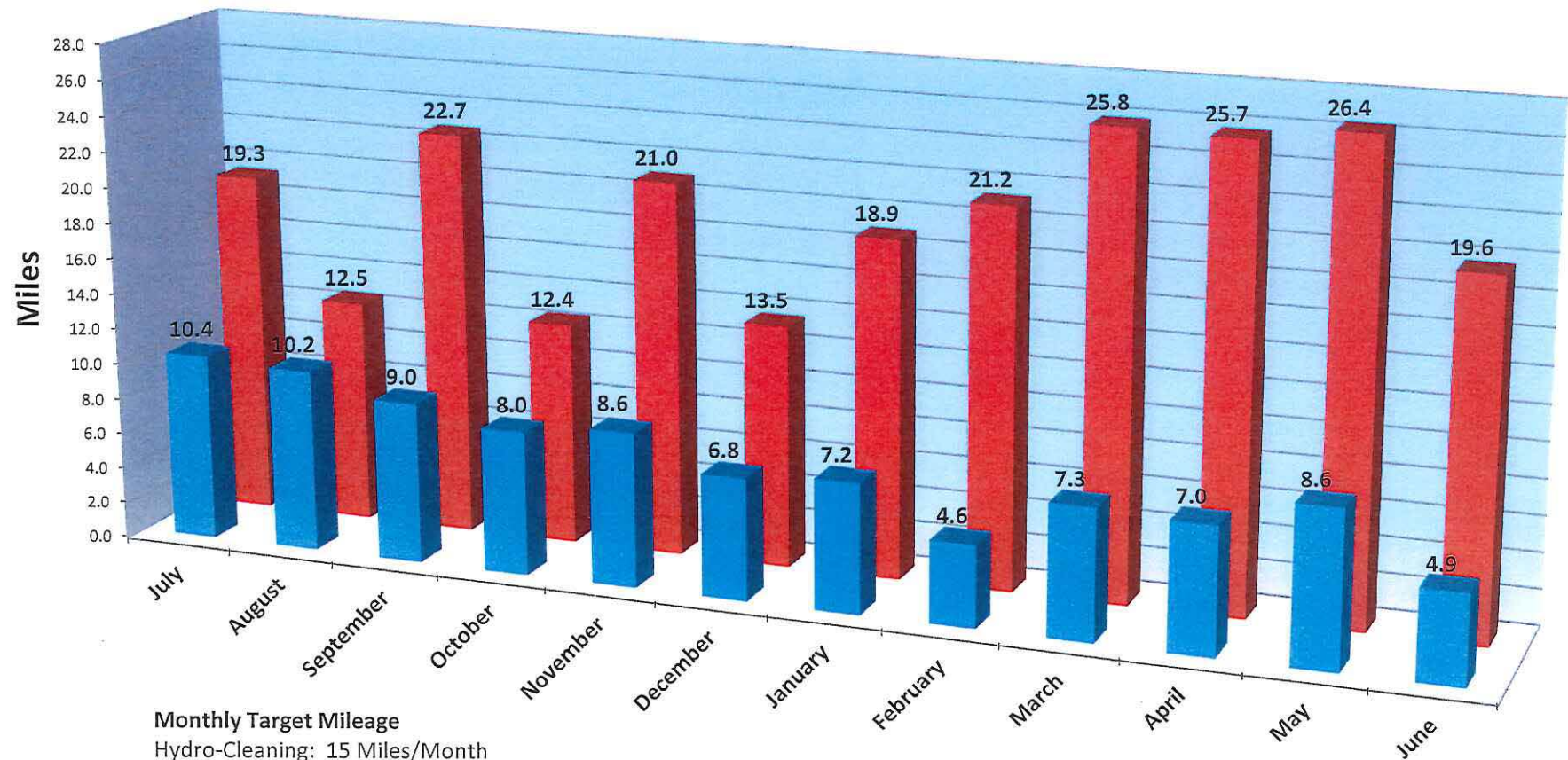
Total LWD Flow = 3.76 MGD



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: CCTV Inspections down due to easements inspections

FY- 17 Monthly averages

Miles

Hydro- Cleaning: 15.5 Miles/Month

CCTV Inspections: 7.7 Miles/Month

Total

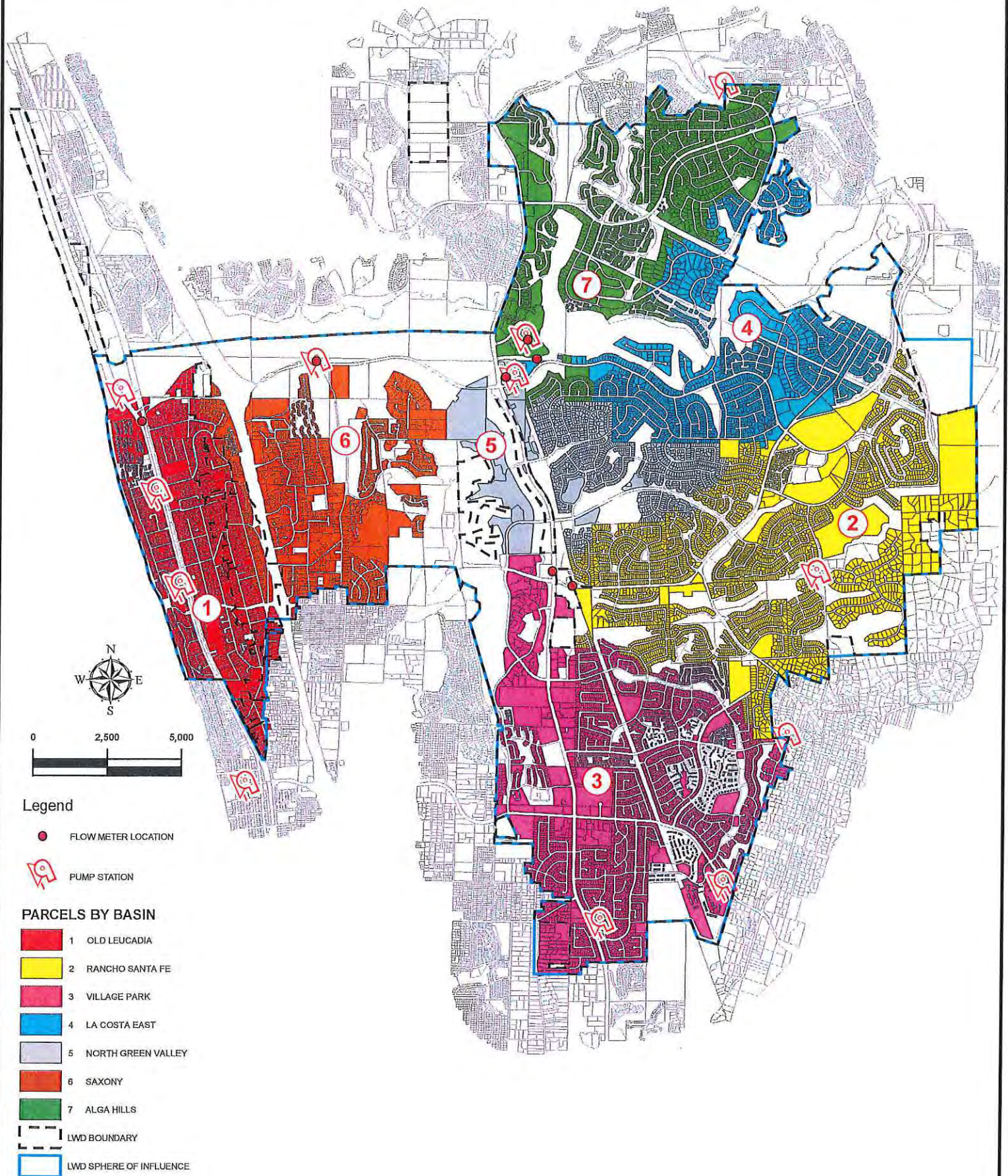
239

93

■ CCTV Inspections

■ Total Hydro Cleaning

LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet

As of 6/30/2017

		Current Year
Assets		
Cash & Investments	1CAS	36,363,974.28
Accounts Receivables	2A/R	134,962.17
Prepaid Expense	3PRE	76,979.18
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	153,257,263.85
Less Accumulated Depreciation	6DEP	(49,904,593.36)
Total Assets		<u>141,415,386.12</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>142,133,260.12</u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	381,881.51
Developer Deposits	DEVD	122,374.85
Net Pension Liability	LTDB	2,604,135.00
Total Liabilities		<u>3,108,391.36</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		2,118,190.60
Total Current Change In Net Position		<u>2,118,190.60</u>
Total Net Position		<u>138,092,433.76</u>
Total Liabilities, Deferred Inflows & Net Position		<u>142,133,260.12</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2016 Through 6/30/2017

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
---------------	------------	---------------------	------------------	------------------------------

OPERATING REVENUES

3110 Sewer Service Fees	\$ 9,809,238.27	\$ 9,819,969.00	\$ 10,730.73	99.9%
3150 Recycled Water Sales	241,517.46	269,000.00	27,482.54	89.8%
3100 Misc. Operating Revenue	57,806.82	223,710.00	165,903.18	25.8%
TOTAL OPERATING REVENUES	\$10,108,562.55	\$10,312,679.00	\$ 204,116.45	98.0%

OPERATING EXPENSES

4100 Salaries	\$ 1,701,396.00	\$ 1,747,174.00	\$ 45,778.00	97.4%
4200 Employee Benefits	879,902.40	832,488.00	(47,414.40)	105.7%
4300 Directors Expense	123,677.65	142,400.00	18,722.35	86.9%
4400 Election Expense	35,150.00	30,000.00	(5,150.00)	117.2%
4600 Gas, Oil & Fuel	33,172.21	44,000.00	10,827.79	75.4%
4700 Insurance Expense	84,223.55	113,900.00	29,676.45	73.9%
4800 Memberships	29,260.11	25,900.00	(3,360.11)	113.0%
4900 Office Expense	108,995.70	137,100.00	28,104.30	79.5%
5000 Operating Supplies	180,880.16	227,600.00	46,719.84	79.5%
5200 Professional Services	272,106.09	464,700.00	192,593.91	58.6%
5300 Printing & Publishing	11,073.46	29,000.00	17,926.54	38.2%
5400 Rents & Leases	13,205.77	15,200.00	1,994.23	86.9%
5500 Repairs & Maintenance	379,776.73	441,600.00	61,823.27	86.0%
5600 Monitoring & Permits	49,075.20	57,300.00	8,224.80	85.6%
5700 Training & Development	44,314.81	47,200.00	2,885.19	93.9%
5900 Utilities	426,204.08	477,900.00	51,695.92	89.2%
6100 LAFCO Operations	6,470.14	9,000.00	2,529.86	71.9%
6200 Encina Operating Expense	1,273,708.57	1,911,730.00	638,021.43	66.6%
6900 Admin O/H alloc to Capital	(96,634.07)	(137,959.00)	(41,324.93)	70.0%
TOTAL OPERATING EXPENSES	\$ 5,555,958.56	\$ 6,616,233.00	\$ 1,060,274.44	84.0%

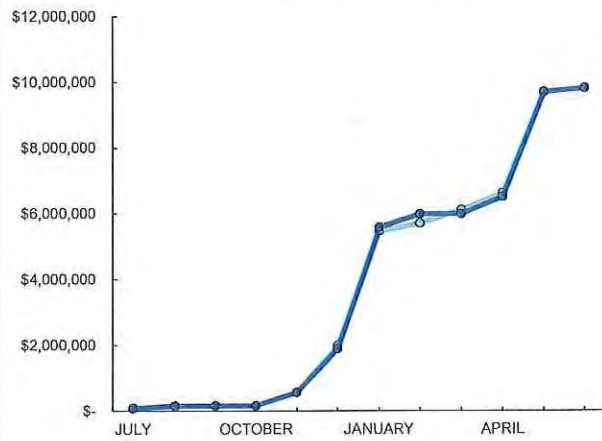
NON-OPERATING REVENUES

3130 Capacity Fees	\$ 174,261.00	\$ 240,360.00	\$ 66,099.00	72.5%
3220 Property Taxes	1,547,844.54	1,550,000.00	2,155.46	99.9%
3250 Investment Income	321,173.07	212,000.00	(109,173.07)	151.5%
3290 Misc. Non Op Revenue	29,399.61	174,400.00	145,000.39	16.9%
TOTAL NON-OPERATING REVENUES	\$ 2,072,678.22	\$ 2,176,760.00	\$ 104,081.78	95.2%

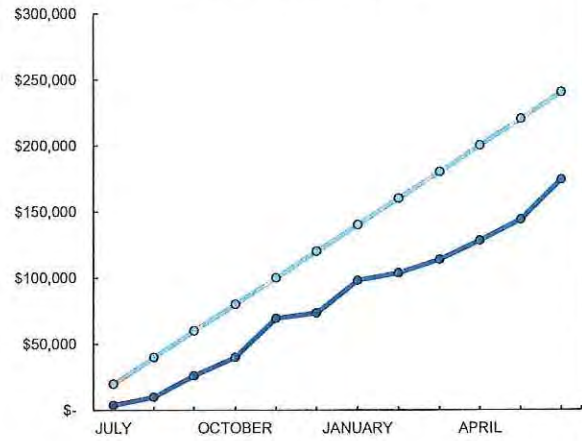
Leucadia Wastewater District Revenue FY2017

YTD through June 30, 2017

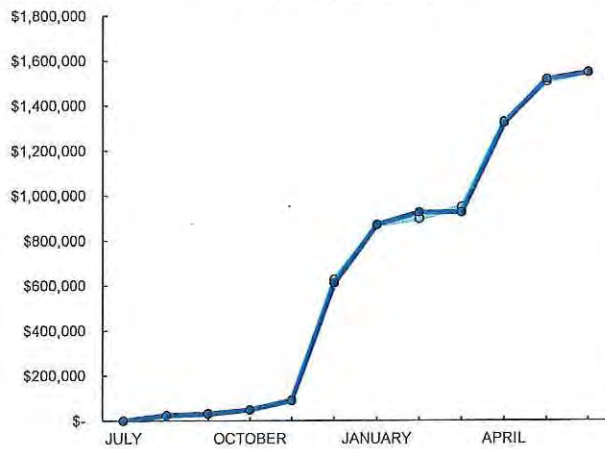
Sewer Service Fees



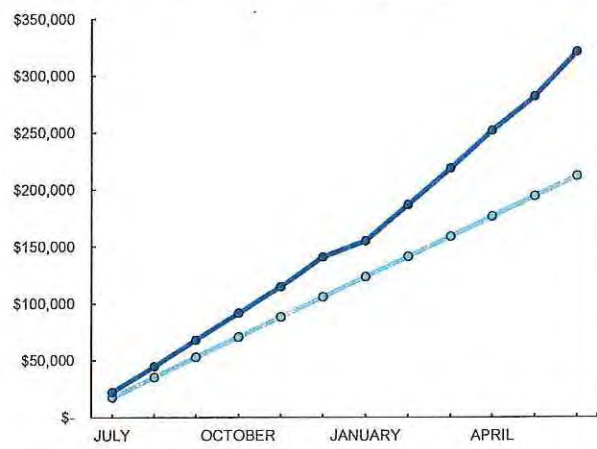
Capacity Charges



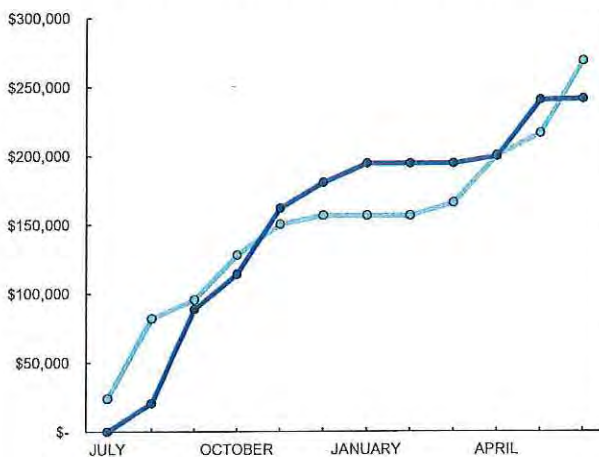
Property Taxes



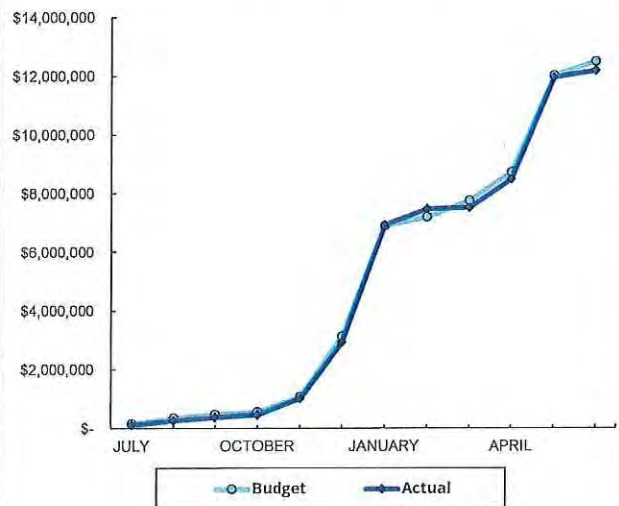
Investment Income



Recycled Wastewater Sales



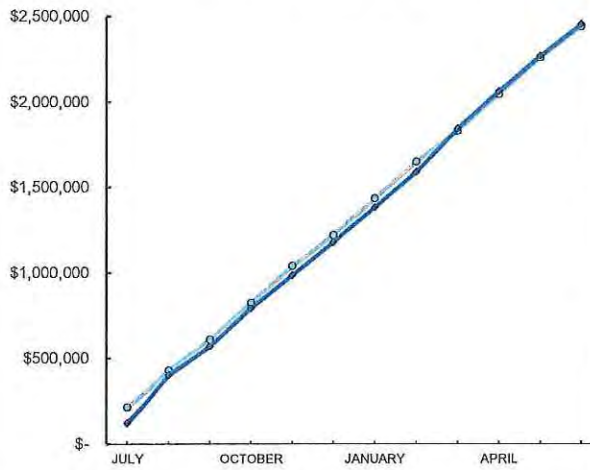
Total Revenue



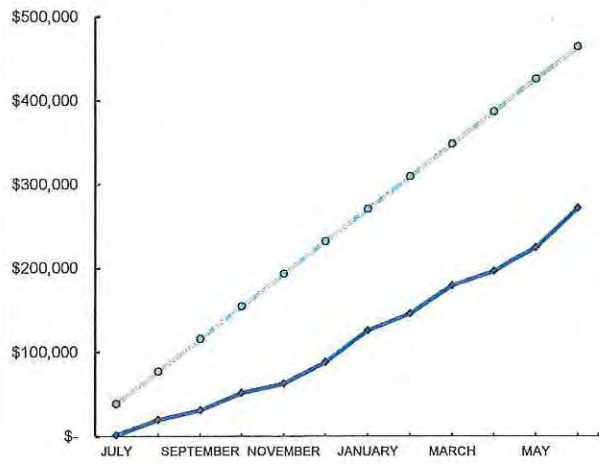
Leucadia Wastewater District Operating Expenses FY2017

YTD through June 30, 2017

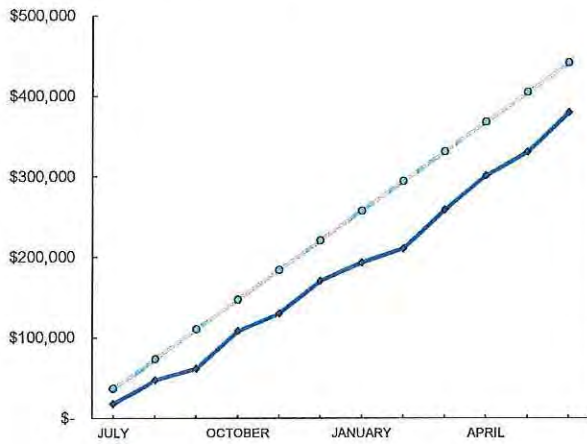
Salaries and Benefits



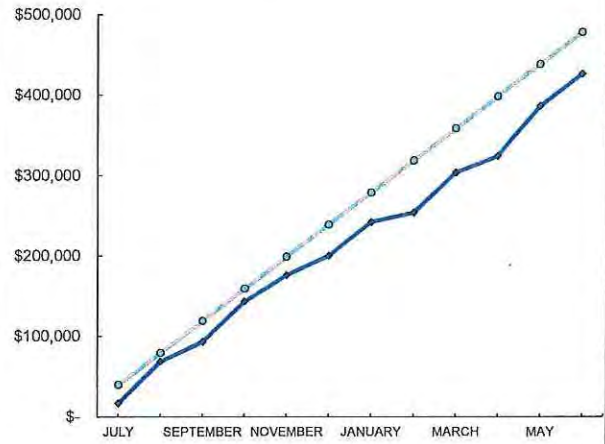
Professional Services



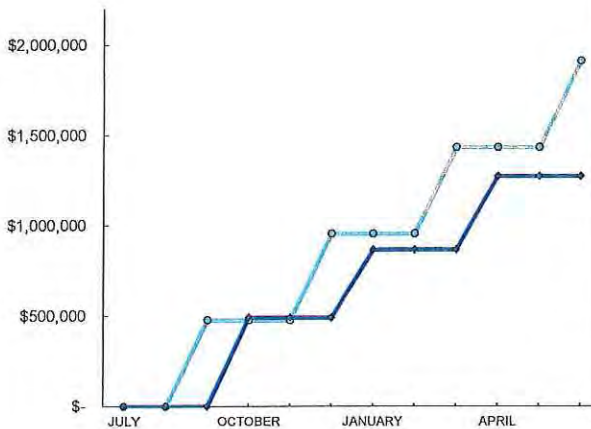
Repairs & Maintenance



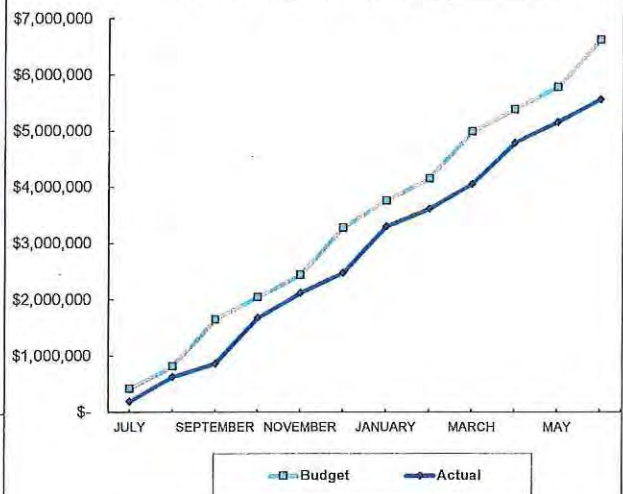
Utilities



Encina M&O



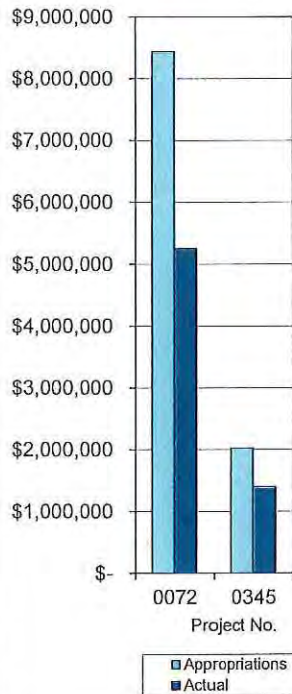
Total Operating Expenses -
Before Depreciation & Replacement



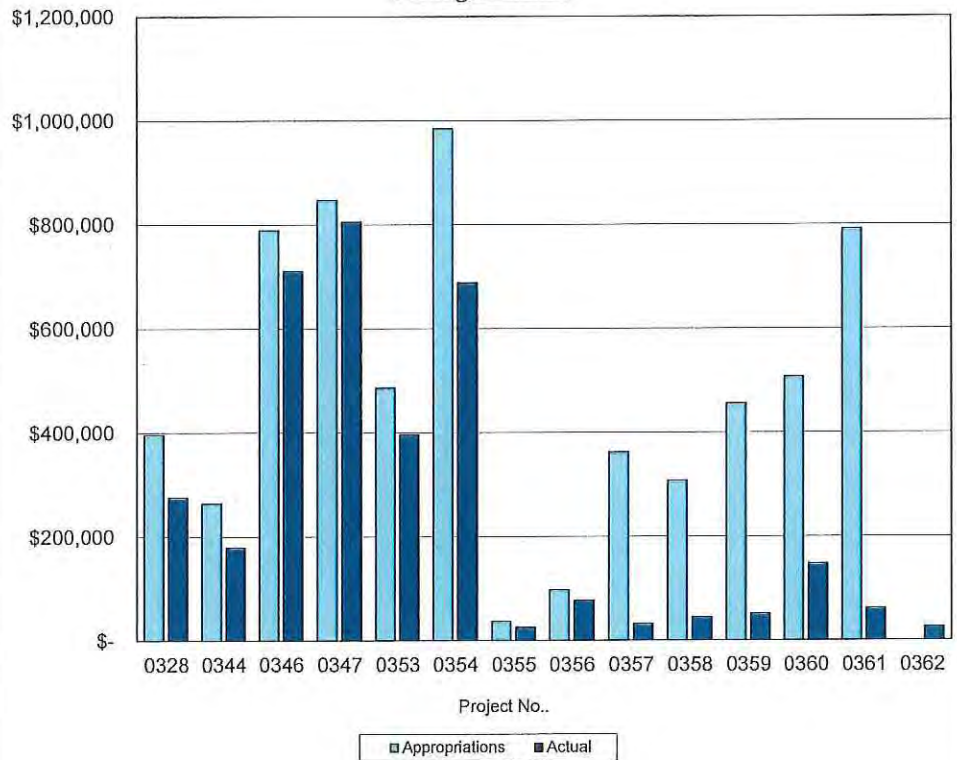
Leucadia Wastewater District Capital Expenditures

As of June 30, 2017

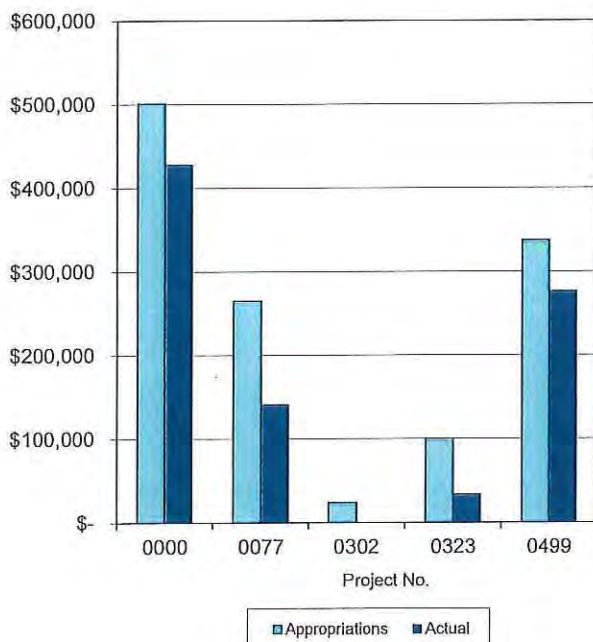
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2017



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



Single Year Capital Expenditures by Project FY2017



Project Legend

Multi-Year Capital Projects

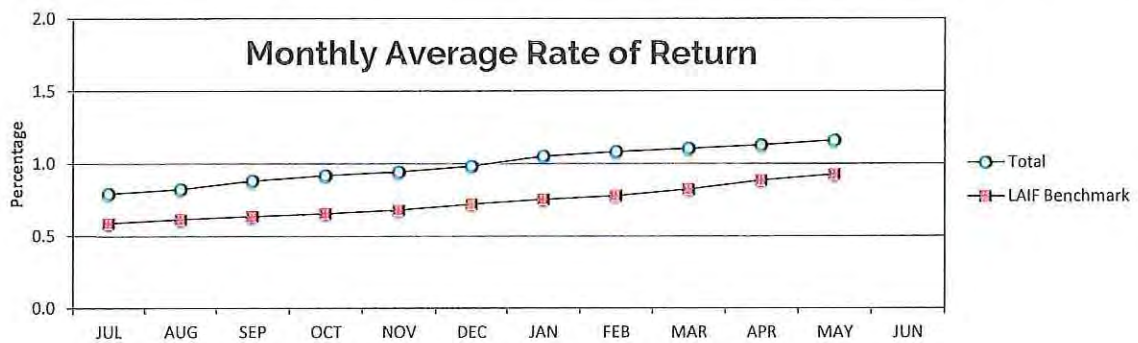
	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Scott's Valley Pipeline Repair	0344
Leucadia FM West section Replacement	0345
FY2015 Gravity Pipeline Rehabilitation	0346
Saxony Pump Station Rehabilitation	0347
FY2016 Gravity Pipeline Rehabilitation	0353
Village 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

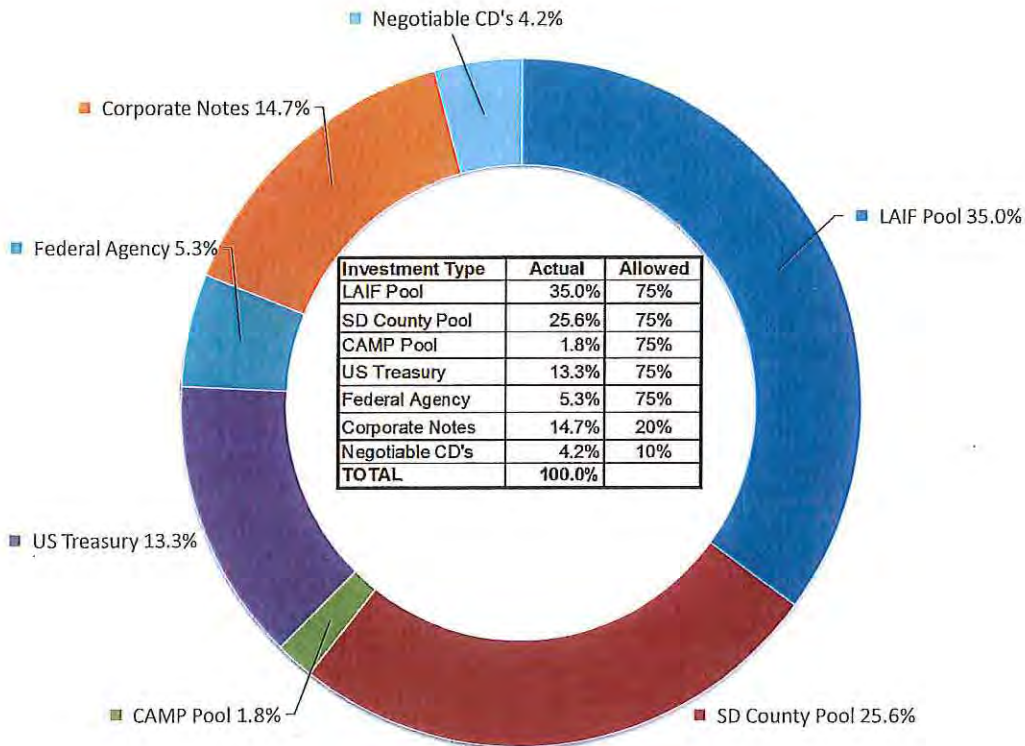
	No.
Equipment	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2017

Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	April 30, 2017	May 31, 2017		
LAIF Pool	\$ 11,499,268	\$ 13,098,268	\$ 9,480	0.925%
SD County Pool	9,572,239	9,575,805	9,734	1.220%
CAMP Pool	969,409	687,033	586	0.970%
CAMP Portfolio				
US Treasury Notes	4,984,180	4,984,180	5,064	1.220%
Federal Agency Mortgage-Backed Securities	5,850	5,815	36	7.370%
Federal Agency Notes	1,975,475	1,975,475	2,182	1.320%
Corporate Bonds/Notes	5,502,992	5,502,992	6,407	1.410%
Negotiable CD's	1,270,000	1,570,000	1,907	1.850%
Total Camp Portfolio	13,738,496	14,038,461	15,595	1.380%
Totals	\$ 35,779,412	\$ 37,399,568	\$ 35,395	1.161%

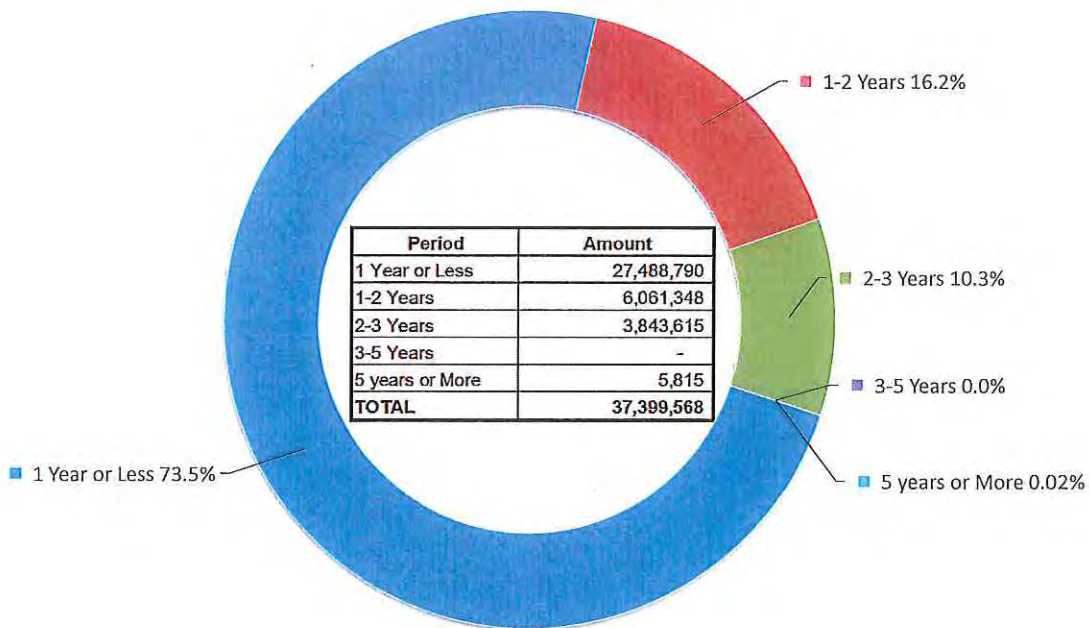


INVESTMENT DISTRIBUTION BY CATEGORY

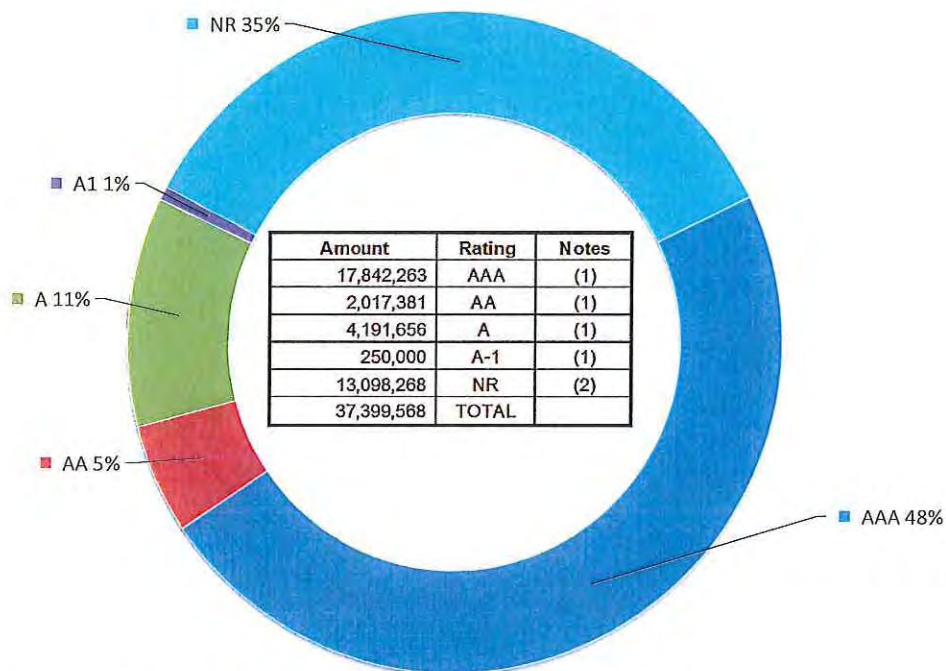


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2017
 (Continued)

REMAINING MATURITY



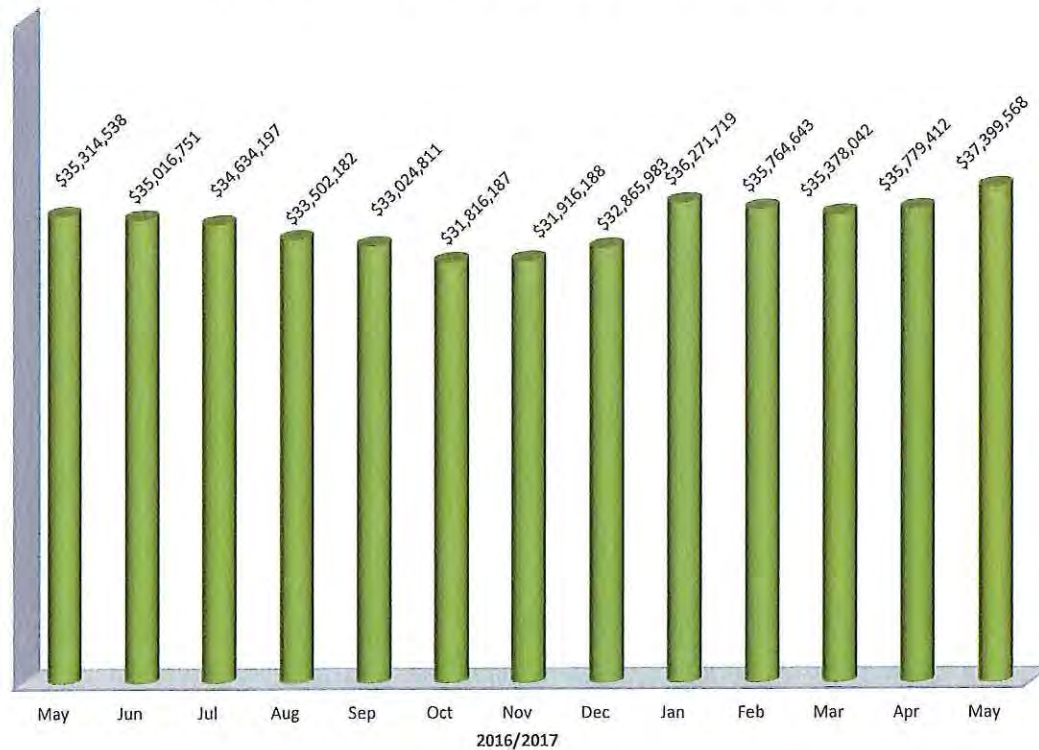
INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2017
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the months of May, 2017


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 35		(3)	7.37%
Sumitomo Mitsui Bk NY Neg CD	\$ 300,000				2.05%
TOTAL	\$ 300,000	\$ 35	\$ -		

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 17-5457

DATE: July 6, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: June 2017 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

Attached please find the Board Disclosure of Reimbursements report for the month of June 2017.

tb:PJB

Attachment

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

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	TSM R. Morishita	FSS J. Stecker	FSSup M. Gonzalez
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Registration										
	Hotel										
	Airfare										
	Meals										
	Parking										
	Taxi										
	Tips										
	Fuel/mileage										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Coaster/Trolley										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Encina Wastewater Authority Report
Regular Board Meeting
June 28, 2017

EWA Board of Directors - Director Sullivan Reporting

1. FY2015 Major Plant Rehabilitation Project Scope Expansion Change Order

- a. The Board of Directors authorized the General Manager to approve a Scope Expansion Change Order to the construction contract between Encina Wastewater Authority and J.R. Filanc Construction Company, Inc. in the amount of \$379,073 to replace the Aeration Basin Return Activated Sludge (Ras) Gates.
- b. The Board of Directors authorized the General Manager to approve the transfer of unexpended appropriations from the capital improvement program budget in the amount of \$379,073 to the FY2015 Major Plant Rehabilitation Project

2. Biosolids, Energy & Emissions Strategic Plan Update

The Board of Directors authorized the General Manager to award a Professional Services Agreement to Brown and Caldwell in the amount of \$526,110 for Engineering Services related to the Biosolids, Energy & Emissions Strategic Plan Update.

3. Board of Directors Compensation:

The Board of Directors directed staff to prepare, notice and schedule a Public Hearing to increase their stipend from \$182 to \$200 per meeting per day.

There was no Executive Session.

Community Affairs Committee Meeting Report

Presented by Director Omsted

Meeting held June 15, 2017

The CAC reviewed the following recommendations:

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

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

- 2. Discussion of the 2017 Summer Newsletter Proposed Topics and Production Schedule**

The CAC reviewed and agreed with the following newsletter article topics, along with the production schedule:

- Semiannual performance November 1, 2016 - June 1, 2017;
- Getting the Word Out / Community Outreach (Open House event);
- Recycled Water Update;
- CIP / Construction Updates;
- Obstructions Reminder;
- Standout Achievements; and
- Potential Upcoming Awards

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

3. Open House Proposed Production Schedule and update of Completed Tasks

The CAC reviewed the open house task list with timeline, the proposed giveaways, and the draft design work for the marketing materials.

Staff will continue to update the CAC as staff proceeds with coordinating and planning the open house event.

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

Investment & Finance Meeting Report

Presented by Director Hanson

Meeting held June 19, 2017

1. Financial Audit Entrance meeting with Davis Farr, LLP.

The IFC participated in the Financial Audit Entrance meeting with staff and CPA Jennifer Farr, from Davis Farr, LLP.

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

Ms. Farr stated the final phase of the audit will begin September 25, 2017.

There was no action taken.

MEMORANDUM

DATE: July 6, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Public Hearing on a Proposal to Adopt an Update to the Leucadia Wastewater District Wastewater Ordinance**

DISCUSSION:

The purpose of this public hearing is to allow the Leucadia Wastewater District (District) Board of Directors to receive and consider public comment on the following:


- A proposal to adopt an updated District Wastewater Ordinance to include fines for illegal discharges of wastewater into the public sewer in the Enforcement.

The notice of this public hearing was posted at LWD beginning July 5, 2017. It will also be published in the San Diego Union Tribune on July 7, 2017.

ier:PB

MEMORANDUM

Ref: 18-5488

DATE: July 6, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Ordinance No. 136 - Adopting the Update to the Leucadia Wastewater District's Wastewater Ordinance

RECOMMENDATION:

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

1. Adopt Ordinance No. 136 - an update of the Leucadia Wastewater District's Wastewater Ordinance.
2. Discuss and take other action, as appropriate.

DISCUSSION:

FY 17 Tactical Goal: Services / Evaluate Enforcement Procedures & Potential Fines for Illegal Discharges

This item will be reviewed by the EC at its July 11th meeting and staff will forward the EC's recommendations for the Board's consideration.

Throughout the past year, District staff worked with District Counsel to update the District's core "Wastewater Ordinance", Ordinance 128 (Ord 128). The Wastewater Ordinance defines collection system rules and regulations, authorizes sewer use, protects District sewer facilities, and ensures compliance with regulations that govern sewer operations. Additionally, the State Sanitary Sewer Waste Discharge Requirements requires agencies that operate sewer collection systems to adopt ordinances that provide clear legal authority to enforce compliance with regulations to prevent Sanitary Sewer Overflows (SSO). The Wastewater Ordinance is designed to satisfy all of these requirements and should be periodically updated to be relevant and effective.

Recently, District staff has encountered many instances of illegal discharge of pool plaster into the collection system during hydro-cleaning operations and performing closed-circuit television (CCTV) inspections. As a result, staff has taken a more pro-active approach to try and minimize, if not eliminate, the number of illegal discharge occurrences. To accomplish this, staff informs and educates contractors and homeowners on the pool plaster discharge issue through a variety of correspondence and interactions. This includes newsletters, communication from DigAlerts, and informational mailings sent directly to the pool companies and contractors. However, the illegal discharge of pool plaster continues to be an issue. Therefore, staff believes a new administrative citation process allowing the District to impose fines on violators of this ordinance is needed. This modification requires an update of Ord 128, which was adopted in May 2013.

The development of Ordinance No. 136 (Ord 136) is a result. The primary goal of the District is to be SSO free. This goal is jeopardized by the illegal discharge of pool plaster into the District's sewer system from pool companies. The plaster is illegally discharged into the collection system in liquid form, settles and hardens in the gravity pipeline and obstructs flow that can cause a sewer backup or spill. Therefore, it is critical to establish administrative procedures and corresponding fines to serve as a deterrent to potential violators.

Attached Ord 136 is included for your review. The changes in this update include minor clarifying changes and additional enforcement procedures to ensure the safe and proper use of public and private sewer facilities. The addition of Section 11.4, Administrative Citation, outlines the process, procedures, and fines for violations of physical damage, unlawful discharge into the collection system, or failing to comply with a previously issued Notice and Order.

Generally, the process is as follows:

1. The violator will receive a written Citation of the violation by the Enforcement Officer.
2. The violator will have 14 days to correct action, except when the violation is creating a health and safety concern or jeopardizing District facilities.
3. The violator will have 30 days to pay the fines.
4. If the violator challenges the Citation, a hearing officer (who is not a District employee) will be selected by the General Manager to conduct a hearing to validate and confirm the Citation.
5. The decision of the hearing officer is final.

The fines to be levied for a violation are as follows:

- Up to \$2,500 for the first offense;
- Up to \$5,000 for the second offense;
- Up to \$10,000 for the third offense.

The amounts of the fines were selected to be significant enough to be an economic deterrent to a violator or business owner. Therefore, Staff requests the Board of Directors adopt Ord 136, the updated Wastewater Ordinance.

It should be noted that adopting Ord 136 will simultaneously repeal Ord 128.

ier:PJB

Attachment

ORDINANCE NO. 136

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE UPDATED LEUCADIA WASTEWATER DISTRICT
WASTEWATER ORDINANCE**

WHEREAS, the Leucadia Wastewater District (LWD) is a county water district that operates as a special district in accordance with Government Code Section 56036; and,

WHEREAS, an updated LWD Wastewater Ordinance was adopted by the LWD Board of Directors on May 8, 2013 (Ordinance No. 128);

WHEREAS, the LWD Wastewater Ordinance is a comprehensive set of rules and regulations governing the design, construction, maintenance and use of public and private sewer facilities within LWD Boundaries;

WHEREAS, the LWD Board of Directors desires to update the LWD Wastewater Ordinance to incorporate minor clarifying changes and additional enforcement procedures to protect public health and safety and ensure the safe use of public and private sewer facilities within LWD boundaries; and,

WHEREAS, a public hearing to consider the adoption of the updated LWD Wastewater Ordinance attached hereto as Exhibit A was duly noticed and held in accordance with Water Code Section 31105 on the date hereof,

NOW, THEREFORE, BE IT ORDAINED:

1. That the LWD Board of Directors does hereby adopt the updated LWD Wastewater Ordinance attached hereto as Exhibit A and directs that it be implemented consistent with all applicable laws and related District policies.
2. That the provisions of this ordinance shall be effective immediately upon adoption.
3. That the updated LWD Wastewater Ordinance supersedes and replaces the LWD Wastewater Ordinance adopted by Ordinance No. 128.

PASSED AND ADOPTED this 12th day July 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson
President

ATTEST:

Paul J. Bushee, Board Secretary

ARTICLE I

(General Provisions)

- 1.1. Title. LWD Wastewater Ordinance.
- 1.2. Purpose. The purpose of this Ordinance is to protect sewer facilities within District boundaries, protect the environment, protect the public health and welfare, provide the maximum benefit to District customers and ensure compliance with regulations governing District operations and facilities.
- 1.3. Scope and Application of Other Laws. This Ordinance governs the design, construction, maintenance and use of sewer facilities within District boundaries. It is not a substitute for other laws and regulations governing the construction and use of sewer facilities within the District, including permitting requirements of other public agencies, such as the Encina Wastewater Authority (EWA), and the Cities of Carlsbad and Encinitas. Owners and customers are solely responsible for ensuring compliance with this Ordinance and all other applicable non-District regulations and permitting requirements.
- 1.4. Interpretation. The terms of this Ordinance shall be given their common or generally accepted meaning, except where specifically defined herein. Shall is mandatory. May is permissive. Conflicts or ambiguities regarding this Ordinance shall be resolved by the General Manager or District Engineer taking into consideration the context and purpose of the terms at issue and the purposes of this Ordinance.
- 1.5. Authority. This Ordinance is adopted pursuant to the authority granted to county water districts by the California Water Code § 30000 *et seq.* including §§ 31016, 31027, 31105 and 31106, which provide for adoption and enforcement of regulations governing sewer service and facilities.

ARTICLE II

(Definitions)

- 2.1. **Applicant.** Any person or entity that applies for sewer service and the owner of the property or building that is the subject of the application.
- 2.2. **Backflow Prevention Device.** A device designed to prevent or minimize the possibility that wastewater will back up into any structure, including but not limited to, backwater overflow devices and backwater check valves, pressure relief devices and shutoff systems.
- 2.3. **Best Management Practices (BMPs).** Maintenance procedures, activities, limitations, and other management practices designed to prevent or reduce the introduction of fats, oils and grease ("FOG") or any substance that may damage or harm the collection system or sewage treatment and disposal facilities. BMPs may be based upon industry standards, federal or state regulations or standards and procedures established by the District.
- 2.4. **BOD (Biochemical Oxygen Demand).** The quantity of oxygen, utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20 degree centigrade(C) expressed in milligrams per liter.
- 2.5. **Board.** The Board of Directors of the Leucadia Wastewater District.

2.6. **Building sewer.** Private Sewer Facilities that convey wastewater from the premises of a Customer to the Public Sewer System.

2.7. **Collection line.** The District's sewer pipeline to which private laterals are connected.

2.8. **Customer.** Any person or entity lawfully receiving sewer service from the District.

2.9. **Developer.** Same as Owner.

2.10. **Discharger.** Any person or entity that discharges or causes a discharge of wastewater directly or indirectly into the Public Sewer System.

2.11. **District.** The Leucadia Wastewater District.

2.12. **District Engineer.** A registered engineer appointed by the Board to act directly, or through properly authorized agents, on behalf of the District.

2.13. **Domestic wastewater.** The liquid and solid water born waste derived from the ordinary living processes of humans of such character as to permit discharge, without special treatment, into the Public Sewer System.

2.14. **EDU (Equivalent Dwelling Unit).** The common standard used to quantify sewer system use and to calculate capacity and sewer use charges. The wastewater discharge of one single-family home is considered one EDU or one EDU Factor. The discharge of other uses is given an EDU Factor, which could be higher or lower than a single-family dwelling. For example, the EDU Factor for a restaurant is generally higher than a single-family home. EDU Factors are approved by ordinance.

2.15. **EWA (Encina Wastewater Authority).** The Joint Powers Agency providing wastewater treatment and disposal facilities for the District, the Cities of Carlsbad, Encinitas and Vista, the Buena Sanitation District, and the Vallecitos Water District.

2.16. **EWA Pretreatment Ordinance.** The Pretreatment Ordinance adopted by EWA, which requires Industrial Discharge Permits for certain non-domestic users.

2.17. **FOG (Fats, Oils and Grease).** Any substance, such as a vegetable or animal product, that is used in, or is a byproduct of, the cooking or food preparation process, and that turns or may turn viscous or solidify with a change in temperature or other conditions.

2.18. **Food establishment.** Facilities defined in California Uniform Retail Food Services Establishments Law (CURFEL, California Health & Safety Code section 113789), and any commercial entity operating in a permanently constructed structure such as a room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG, or grease vapors, steam, fumes, smoke or odors that are required to be removed by Type I or Type II hoods. A limited food preparation establishment is not considered a food services establishment when engaged only in reheating, hot holding or assembly of ready to eat food products and as a result, there is no wastewater discharge containing a significant amount of FOG. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food.

2.19. **Food establishment wastewater.** Wastewater discharged by a food establishment.

2.20. **Food grinder.** Any device connected to sewer facilities that grinds food waste or food preparation products that are then allowed to flow into the sewer system.

2.21. **Garbage.** Solid wastes from the domestic and commercial preparation, cooking and dispensing of food and from the handling, storage and sale of produce.

2.22. **General Manager.** The General Manager of the District or his/her authorized representative

2.23. **Grease control device.** Any grease interceptor, grease trap or other mechanism, device, or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap or collect or treat FOG prior to it being discharged into the sewer system. Grease Control Devices may also include other proven methods to reduce FOG, subject to the approval of the District.

2.24. **Grease interceptor.** A multi-compartment device that is constructed in different sizes and is generally required to be located according to the California Plumbing Code, underground between a food establishment and the connection to the sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next.

2.25. **Grease trap.** A grease control device used to serve individual fixtures, and is not an approved substitute for a grease interceptor.

2.26. **Infiltration.** Water or wastewater entering the public sewer system from the ground through such means as defective pipes, pipe joints, connection of manhole walls or from unauthorized drains or connections to the Public Sewer System.

2.27. **Industrial wastewater.** All wastewater that is not domestic wastewater, septage or food establishment wastewater.

2.28. **Interference with Public Sewer Facilities.** Any discharge which, alone or in conjunction with a discharge or discharges from other sources:

- a. inhibits or disrupts Public Sewer Facilities, including those owned and operated by EWA;
 - b. causes Infiltration into Public Sewer Facilities;
 - c. creates a public nuisance;
 - d. causes a violation of any permit or law governing the Public Sewer Facilities;
- or
- e. causes a violation of the EWA Pretreatment Ordinance.

2.29. **Island Area Plan.** The Island Area Collection System Plan adopted by the District as may be updated from time to time. The Island Area Plan provides sewer facility planning and design guidance for the area within the District's sphere of influence in the City of Encinitas commonly referred to as the "Island Area" that is generally located west of Interstate 5, east of Highway 101, south of La Costa Avenue and north of Encinitas Boulevard. A copy of the Island Area Plan is available for inspection at the District office.

2.30. **Medical Waste.** Infectious agents, human blood and blood byproducts, pathological wastes, sharps, body parts, fomites, etiologic agents, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

2.31. **National Pollution Discharge Elimination System (NPDES) Permit.** The permits issued to or administered by U.S. Environmental Protection Agency (EPA) or other regulatory agencies pursuant to Section 402 of the Clean Water Act (33 U.S.C. § 1342).

2.32. **Nuisance.** Any violation of this Ordinance involving Public Sewer Facilities constitutes a public nuisance. The following shall also constitute a public nuisance: Any use or circumstance that endangers or inhibits the proper operation of Public Sewer Facilities, causes a spill or discharge of wastewater into the environment, causes or creates a risk of environmental harm or harm to the Public Sewer System, causes or creates a risk of harm to District employees or Customers, members of the public and/or public and private property. A public nuisance also includes a finding by the District that Wastewater Constituents of any user, or combination of users, creates a serious health and safety risk or risk of harm to Public Sewer Facilities.

2.33. **Owner.** Any Owner of property or structures within District boundaries or Owner of property or structures that discharge wastewater into or are the subject of an application for use of Public Sewer Facilities, including applications for annexation into the District. For District purposes, an Owner is a District Customer, Applicant, Developer and Discharger, regardless of whether there are other non-owners, such as lessees, that utilize Owner's property and/or are parties to a sewer service permit.

2.34. **Ownership Transfer.** Any sale or ownership conveyance, other than a transfer into a trust or other entity owned entirely by an existing owner, of a real property, structure, building, facility, suite, room or premises, that discharges wastewater into the Public Sewer System.

2.35. **Person.** Any individual, partnership, firm, company, public agency, association, group, society, corporation or other entity.

2.36. **pH.** The reference to both acidity and alkalinity, on a scale ranging from zero to 14, that is a logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution. A pH of 7 represents neutrality. Numbers less than 7 represent an increase in acidity, and numbers greater than 7 represent an increase in alkalinity.

2.37. **Pollutant.** Any substance or constituent which causes an impairment (reduction) of water quality to a degree that may have an adverse affect on any beneficial use of the water, including, but not limited to, dredged soil, solid waste, incinerator residue, sewage, garbage, munitions, chemical waste, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, industrial, municipal and agricultural waste and certain characteristics of waste water, such as excessively high or low pH, temperature, TSS, turbidity, color, BOD, toxicity or odor, and includes any chemical or substance on which a discharge limit is or may be imposed by regulatory bodies or laws governing Public Sewer Facilities.

2.38. **Private Sewer Facilities.** Sewer facilities that are privately constructed and not dedicated and accepted as a Public Sewer Facility by the District. Private Sewer Facilities generally include sewer facilities within a privately owned building, private laterals, private pump stations, grease interceptors, and all other facilities located between the sewer customer and the connection to the collection line, including the integral wye fitting that connects the lateral to a collection line. Sewer facilities intended for dedication to the District are Private Sewer Facilities until such time as they are accepted by the District.

2.39. **Properly shredded garbage or food waste.** The wastes from the preparation, cooking and dispensing of food that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch in size.

2.40. **Public Sewer Facilities.** Sewer facilities owned and maintained by the District, including facilities designed and constructed by the District and facilities that have been dedicated and accepted by the District. Public Sewer Facilities also include sewer treatment facilities owned and operated by EWA. Private Sewer Facilities constructed for dedication to the District do not become Public Sewer Facilities until they have been accepted by the District.

2.41. **Public Sewer System.** Same as Public Sewer Facilities.

2.42. **Reimbursement Fee.** A construction reimbursement fee for sewer service made available by a prior Developer that was required to construct oversized and/or additional sewer facilities for the benefit of other properties. A Reimbursement Fee is in addition to the Standard Capacity Fee and other fees required by the District.

2.43. **Saddle.** A private lateral connection made to a collection line by cutting or drilling a hole into the public collection line and thence attaching an adaptor (saddle) curved to the shape of the collection pipe lateral. The saddle is often attached to the collection line with stainless steel pipe bands and then concrete backfilled and encased.

2.44. **Septage.** Any liquid and solid material removed from a septic tank, cesspool, portable toilet or other similar storage or treatment device that receives wastewater.

2.45. **Service connection.** The point at which Private Sewer Facilities connect to the Public Sewer System, generally the connection of a private lateral to a collection line.

2.46. **Private lateral or lateral.** Sewer pipeline from the plumbing of a building to a collection line, including portions that extend across public rights-of-way and the Saddle, wye or other physical connection to the collection line. Private laterals are privately owned and maintained.

2.47. **Sewer.** Same as sewer facilities.

2.48. **Sewer facilities.** All facilities, public or private, used for the transfer, storage and treatment of wastewater, including, without limitation, building sewers, private laterals, collection lines, force mains, pump stations, plant headworks, grease interceptors, treatment plants and related appurtenances.

2.49. **Sewer service permit.** Permits issued by the District that authorize discharge into the Public Sewer System, including permits issued prior to adoption of this Ordinance.

2.50. **Slug discharge.** Any discharge of wastewater with a concentration of any given constituent or in quantity of flow that exceeds, for any measurable period, more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation, and/or any accidental or non-routine discharge that could cause a violation of EWA Pretreatment Ordinance standards.

2.51. **Standard Spec.** The Standard Specifications and Procedures for Wastewater Facility Projects adopted by the District as may be amended from time to time. A copy of the Standard Spec is available for inspection at the District office.

2.52. **Storm drain** (sometimes termed "**storm sewer**"). A facility that carries storm and surface waters and drainage, which must be separate and not connected to the Public Sewer System.

2.53. **Surface waters.** Water from streets, sidewalks and open areas that generally flows into storm drains or onsite detention basins and is not permitted in the public sewer system.

2.54. **Suspended solids.** Solids that either float on the surface of, or are in suspension in, water, wastewater, or other liquids and which are removable by laboratory filtering.

2.55. **Tenant.** The lessee or authorized occupant of a building, facility, suite, room or premises that discharges wastewater into the public sewer system.

2.56. **Tenant Transfer.** Any transfer of the right to use or occupy real property, building, facility, suite, room or premises that discharges wastewater into the Public Sewer System, including new or assumed leases or subleases.

2.57. **TSS (Total Suspended Solids).** The residue retained on a standard glass-fiber filter after drying to a constant weight at 103 to 105 degrees Centigrade, as set forth in Method Number 2540 D of the current approved edition of the Standard Methods for the Examination of Water and Wastewater or other comparable EPA approved methods found in 40 CFR Part 136.

2.58. **Wastewater.** Any liquid and water-carried waste and all constituents thereof, whether treated or untreated, discharged into or permitted to enter the Public Sewer System.

2.59. **Wastewater constituents and characteristics.** The individual chemical, physical, bacteriological, and radiological parameters, including volume and flow rate and such other parameters that serve to define, classify or measure the quality and quantity of wastewater.

ARTICLE III

(Sewer Service Permits)

3.1. Permit Requirement. No person shall uncover, discharge into, make any connections with, openings into, alter, disturb or use any Public Sewer Facilities without first obtaining a sewer service permit from the District.

3.2. General Permit Classes.

3.2.1 There shall be three general classes of sewer service permits:

- a. Industrial Wastewater;
- b. Food Establishment Wastewater; and
- c. Domestic Wastewater.

3.2.2 For purposes of this Ordinance, existing permits that allow discharge of only domestic wastewater are considered Domestic Wastewater Permits. Existing permits for food establishments are considered Food Establishment Wastewater Permits. All other existing permits are considered Industrial Wastewater Permits.

3.2.3 A Master Permit covering one or more permit classes may be issued for properties with multiple units and/or uses, such as commercial centers. Master Permits may be issued at the discretion of the District and shall include a recorded Master Sewer Service Permit Agreement that documents the wastewater permit rights granted. See the Standard Spec for a model Master Sewer Service Permit Agreement

3.3. Supplemental Permits. A supplemental sewer permit shall be required for the following uses, which may be disallowed if the District determines they would be inconsistent with applicable rules and regulations or otherwise pose an unacceptable risk to the Public Sewer System:

- a. Private pump stations; and
- b. Multi-unit laterals.

3.4. Permit Amendments.

3.4.1 Permit amendments and/or new sewer service permits are required in

the following circumstances:

a. Amendment of Domestic Wastewater Permits. A permit amendment is required for: (i) any construction or change in use that increases sewer discharge beyond what is authorized by an existing permit (i.e. beyond authorized EDU's), or (ii) a change in use from residential to any other use. A permit amendment is not required for changes in ownership or tenant transfers.

b. Amendment of Food Establishment and Industrial Wastewater Permits. A permit amendment is required for: (i) an increase in sewer discharge beyond what is authorized by an existing permit (i.e. beyond authorized EDU's), (ii) all ownership or tenant transfers, (iii) a change in use, or (iv) construction or tenant improvements that require city approval.

c. Amendment to Address Violations. The District may require a permit amendment to address violations of this Ordinance, including but not limited to, failure to comply with a permit condition and/or circumstances giving rise to Interference with the Public Sewer System or a public nuisance.

3.4.2 Failure to obtain a permit amendment or new sewer service permit when required shall subject the Owner and any other responsible party to enforcement procedures set forth in this Ordinance which may include, among other things, revocation of the existing sewer service permit.

3.5. Permit Process. Applicants for all permit types shall complete the application form furnished by the District and pay all permit processing fees at the time the application is submitted. A schedule of fees, which are established by separate ordinance, is available for inspection at the District office. The permit application shall include all plans, specifications or other information required by the District. The Standard Spec includes detailed application requirements for applications that involve new sewer facilities or annexation of properties into the District service area. Information required for an application will vary depending upon the proposed sewer use, and additional information may be required by the District if it is deemed necessary after the initial application review. Applications must be signed by the Owner and all other non-owner Applicants or Developers.

3.6. Payment of Outstanding Fees Prior to Permit Issuance. The Applicant shall pay any outstanding permit processing fees and pay all applicable capacity and reimbursement charges prior to issuance of the sewer service permit.

3.7. Permit Conditions.

3.7.1 General Permit Conditions. The following terms and conditions apply to all permits, of any type, issued by the District:

a. All existing and future permit holders shall comply with the written conditions of their Sewer Service Permit, all associated agreements or contracts, and the terms and conditions of this Ordinance.

b. Permit conditions for new facilities shall also include compliance with the conditions set forth in the Standard Spec.

c. Permit conditions may include additional conditions the District deems necessary to comply with current regulations governing its operations and to properly protect the Public Sewer System.

3.7.2 Food Establishment Wastewater Permit Conditions. The following additional conditions shall apply:

a. FOG Discharge Limits. Discharge of FOG, at any point in time, shall not exceed 100 milligrams per liter.

b. Grease Control Devices. Grease interceptors and/or other appropriate grease control devices shall be required. The District Engineer shall determine the appropriate grease control devices for a particular permit. Grease traps shall only be allowed in those cases where the District Engineer finds that use of a grease interceptor or other more effective grease control device is impossible or impracticable and that the proposed grease trap would not create a serious risk of harm to the public sewer system. The District may require existing permit holders to install new or updated Grease Control Devices when deemed necessary to protect the Public Sewer System, address violations, comply with new regulatory requirements, or as part of a permit amendment process.

c. BMP's. Conditions shall include BMPs that are tailored to the specific permit use and are designed to minimize discharge of FOG and other hazardous or harmful substances into the Public Sewer System. The District Engineer shall approve and/or design appropriate BMPs. Permit holders shall comply with new or updated BMPs as required by the District Engineer.

d. Maintenance. Grease Control Devices shall be maintained in efficient operating condition by periodic removal of the accumulated FOG. The discharging party and Owner shall be responsible for the proper removal and disposal by appropriate means of the material captured by a grease control device. No such materials may be released into the Public Sewer System.

e. Record Keeping. The District shall require the Owner to keep records of grease control device maintenance and FOG disposal by a licensed waste hauling company and to report on these maintenance activities to the District. The District may also require the Owner to maintain and report the results of periodic measurements of its discharge that is to include chemical analysis of oil and grease content. The Owner shall allow the District, and its representatives, ready access at reasonable times to all parts of the premises for purposes of sampling and inspections.

3.7.3. Industrial Wastewater Permit Conditions. The following additional condition shall apply:

a. Conditions shall be tailored to the specific use for which sewer service is being provided. District conditions shall be in addition to any imposed as part of an EWA Industrial Discharge Permit, where one is required. If wastewater proposed for discharge into the Public Sewer System contains substances or possesses wastewater constituents or characteristics that in the judgment of the District Engineer or General Manager may cause or create a risk of Interference with the Public Sewer System or a Public Nuisance, the District may:

1. Refuse to allow connection to the Public Sewer System;
2. Require pre-treatment of the wastewater and compliance monitoring, at the Customer's expense, to an acceptable condition for discharge to the Public Sewer System;
3. Require control and compliance monitoring, at the customer's expense, over the quantities and rates of wastewater discharge;
4. Require facilities to equalize and/or minimize flows, facilities to pretreat and/or remove grease, oil, sand or other solid materials. The design and installation of such facilities and equipment shall be subject to the review and approval of the District Engineer and subject to the requirements of all applicable codes, resolutions, ordinances and laws and shall be constructed at the Owner's expense;

5. Require installation of a suitable control manhole together with such necessary meters and other appurtenances in the building sewer to facilitate observations, sampling and measurement of the wastes. Such manholes, when required, shall be accessible and safely located and shall be constructed in accordance with plans approved by the District. The manhole shall be installed by the owner or customer at their expense and shall be maintained by the Owner so as to be safe and accessible at all times.

6. Require payment to the District to cover the added cost of monitoring, handling and treating the industrial wastewater.

3.7.4. Supplemental Permit Conditions. A supplemental permit for a multi-unit lateral shall require execution and compliance with the District standard Private Sewer Agreement for Multi-Unit Lateral. A supplemental permit for a private pump station shall require execution and compliance with the District standard Private Sewer Agreement for Private Pump Stations. Additional terms and conditions for private pump stations and multi-unit laterals are set forth in the Standard Spec.

3.7.5. Permit Amendment Conditions. Permit amendments shall include conditions appropriate for new facilities and additional conditions deemed necessary to address any violations, new circumstances or to bring existing Private Sewer Facilities into compliance with current regulations, such as retrofitting or replacement of obsolete facilities. Permit amendments for ownership or tenant transfers shall, at minimum, include a written acknowledgment by the new owner and, if applicable, new tenant that they understand and agree to abide by all permit conditions.

3.8. Permit Conditions Are Binding On Successors and Run With The Land. Permit conditions, including those requiring issuance of permit amendments, are binding on the original Owner/Applicant and their successors and assigns. In addition, permit conditions run with the land and are binding on all future Owners and/or tenants of the land or premises benefitted by the permit.

3.9. EWA Industrial Discharge Permits. Industrial Permit applicants that fall within the permit standards set forth in the EWA Pretreatment Ordinance will be required to obtain an EWA Industrial Discharge Permit as a condition of obtaining a sewer service permit from the District. The District Engineer will refer applicants that require an Industrial Discharge Permit to EWA for permit processing. Applicants are solely responsible for completion of the EWA permit process.

ARTICLE IV

(Design, Construction and Maintenance of Sewer Facilities)

4.1. Design and Construction. The Design and Construction of Sewer facilities shall comply with all rules and regulations adopted by the District, including, among others, this Ordinance, the Standard Spec and the Island Area Plan.

4.2. Policies Governing New Facilities. The availability of Public Sewer Facilities to accommodate new users is not guaranteed, and the public interest guides the review and approval of new sewer facilities. The following policies shall apply to the review and approval of applications for new sewer facilities:

a. The District does not construct additional Public Sewer Facilities to accommodate private development, and sewer service will be furnished only when adequate sewer facilities have been installed by the Owner.

b. Each Owner is responsible for the design, construction and cost of all new Public and Private Sewer Facilities required to accommodate their use;

c. Sewer facilities shall be of a size, slope, and depth necessary to serve both on-site real property and all potential properties that may need to connect to the sewer facilities in the future;

d. Sewer facilities shall be extended to adjacent properties as required by the District Engineer pursuant to the Standard Spec:

e. Each Owner shall obtain and/or provide all easements necessary to accommodate connection of their sewer facilities and connection of upstream properties to the Public Sewer System;

f. Sewer facilities intended for dedication to the District shall be constructed in the public right of way whenever feasible;

More specific policies, standards and procedures for new sewer facilities can be found in the Standard Spec.

4.3. Excavations and Work in Public Property. All excavations for sewer facilities shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, sewer easements and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the District and any other regulatory agency with jurisdiction over the work area. Required encroachment permits shall be obtained and appropriate traffic control measures shall be utilized, including those required by the City in which the work is performed.

4.4. Inspection and Connection to the Public Sewer. Physical connections to the Public Sewer System must be preapproved by a District inspector. The District inspector shall inspect sewer facilities prior to their connection to the Public Sewer System and may require that the physical connection to the Public Sewer System be made with an inspector present. The Owner must schedule an appointment with the District inspector, and provide at least 48 hours notice of the desired inspection time. Connection to the Public Sewer System shall conform to the requirements of the building and plumbing code and other applicable rules and regulations of the District. All connections shall be made gas tight and watertight. Upon inspection and approval, notification will be given by the District that the Customer may use the sewer facilities. No use of sewer facilities is permitted prior to District approval pursuant to this section.

4.5. Unauthorized Connections. Any connection made to the Public Sewer System without prior approval of the District is unauthorized and a violation of this Ordinance. If, for any reason, a connection is improperly made, it shall be the responsibility of the Owner, at the Owner's expense, to dig up or otherwise re-expose the connection so that an inspection may be made, and the Owner at the Owner's expense shall make any corrections or alterations required by the District. In the event that the Owner, for any reason, fails to take appropriate action, the District reserves the right to dig up and inspect the connection and make any corrections necessary, at the Owner's expense; or, in the alternative, to disconnect service to the unauthorized connection. Any costs incurred by the District in taking such corrective action shall be billed to the Owner. The District may also seek recovery of costs from any other responsible party.

4.6. Maintenance Responsibility. It is the responsibility of the Owner to maintain all Private Sewer Facilities, including but not limited to, the building sewer, private laterals, private pump stations, and grease removal devices, in a properly operating and free flowing condition. Responsibility for maintenance of Private Sewer Facilities includes maintenance of service lateral portions extending beyond the property of an Owner, including any portions within other private or public properties or rights-of-way, up to and including the Saddle or other physical connection to the Public Sewer System. The District is responsible for maintenance of all Public Sewer Facilities.

4.7. Private Lateral Maintenance, Video Inspection and Repair. The following requirements apply to all private laterals:

4.7.1 Owners shall ensure private laterals are in good operating condition at all times and shall undertake all necessary repairs, including replacement of dilapidated and worn out components;

4.7.2 Owners shall abate any condition that could cause a spill or failure, such as root intrusion, separated joints, pipe cracks and FOG buildup;

4.7.3 Owners shall ensure backflow prevention devices are inspected and maintained on a regular basis to ensure their uninterrupted function for the purpose for which they were designed;

4.7.4 The District may require an Owner to have a private lateral video inspected if there are reasonable grounds to suspect that the private lateral is damaged, has root intrusion, has contributed to a sanitary sewer overflow, or has other structural defects. The following procedures and requirements shall apply to private lateral video inspections:

i. Video inspections shall be completed within fourteen (14) days of written notice from the District, unless a different time is specified, be completed by a licensed plumbing contractor and include a recorded copy of the video inspection and a written report that describes the contractor's findings and recommendations;

ii. The Owner is not required to use the video inspection contractor for any repairs or corrective work. Further, the Owner may consult with additional contractors regarding their private lateral condition and the need for any repairs;

iii. Within twenty-one (21) days of written notice from the District, unless a different time is specified, the Owner shall provide District with a copy of the recorded video inspection and contractor's written report, and if problems were identified, a written description of the corrective action that will be taken to address the problems. If contractor recommendations for repair or replacement are not being followed, the Owner shall provide a written explanation of the reasons why;

iv. After receipt of the recorded video inspection and contractor's written report, the District may request additional information, request additional corrective action, or take no further action. No action taken by the District shall not relieve the Owner of the ongoing responsibility to ensure that their private lateral remains in good operating condition at all times and responsibility to make necessary repairs, even if they were not required by the District.

v. When corrective action is to be completed, the Owner shall provide a schedule for completion and provide the District with written notice when the corrective work is complete. An on-site verification by District staff while corrective work is in progress may be required. The Owner shall ensure corrective work is completed in compliance with all applicable regulations, including City building and right-of-way regulations and the Standard Spec;

4.7.5 The District may waive the video inspection requirement and approve or direct an alternative process to address private lateral concerns if the District finds that lateral deficiencies have already been corrected or can be addressed without a video inspection;

4.7.6 If an Owner refuses to conduct a video inspection, fails to take corrective action requested by the District, fails to take corrective action within the time specified, or if the District has reason to believe an Owner is otherwise not properly maintaining a private lateral, the District may, at its option:

i. Declare the private lateral a public nuisance and proceed with necessary repairs or replacement pursuant to Section 11.3 of this Ordinance; and/or

ii. Proceed with a civil enforcement proceeding pursuant to Section 11.2 of this Ordinance.

4.8 Backflow Prevention Devices. In addition to any other applicable law, the following rules and regulations apply to backflow prevention devices:

4.8.1 Owners shall comply with local building code requirements and the Standard Spec with regard to new construction and installation of backflow prevention devices.

4.8.2 In addition, the District may require Owners to retroactively install backflow devices in existing private laterals if:

i. Current building code or Standard Spec requirements would require installation of a backflow prevention device if the private lateral were part of a new construction project; and

ii. The General Manager determines, based upon specific site and/or facility conditions, that installation of a backflow prevention device is necessary to minimize the possibility of damage to property or persons.

4.8.3 The installation and maintenance of all backflow devices within private laterals shall be at the sole cost and expense of the Owner.

4.8.4 Any Owner that fails to install a backflow prevention device in violation of this Ordinance, the Standard Spec or other law or regulation, or fails to properly inspect, maintain and repair an existing backflow prevention device shall be responsible for all damage that results from the lack of a device or failure of a device to function as designed. The District shall not be liable for damage resulting from sewer overflows to a property for which a required backflow prevention device was not installed or was not properly maintained as required by this Ordinance or any other law or regulation.

ARTICLE V

(General Prohibitions and Limits on Discharge)

5.1. No person shall cause or contribute to a Public Nuisance or Interference with Public Sewer Facilities.

5.2. No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontained cooling water or unpolluted industrial process waters to any sanitary sewer.

5.3. No person shall make connection of roof downspouts, exterior foundation drains or other sources of surface runoff or groundwater to a building drain, which in turn is connected directly or indirectly to a public sanitary sewer.

5.4. Swimming pool drainage shall not be discharged to the Public Sewer System without prior approval of the General Manager.

5.5. Septage shall not be discharged into the Public Sewer System, except pursuant to a permit issued by EWA.

5.6. No person shall discharge or cause to be discharged any of the following pollutants or substances into the Public Sewer System:

- a. Any pollutants which create a fire or explosion hazard, including, but not limited to, waste stream with a closed cup flashpoint of less than 140° Fahrenheit using the test method specified in 40 CFR 261.21;
- b. Any solid or viscous pollutants (i.e. concrete, concrete-like material, pool plaster) in any amounts that could cause obstruction to the flow in the Public Sewer System;
- c. Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity or strength, either individually or by interaction with other wastes to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the wastewater treatment plant;
- d. Any acids, alkalis or other corrosive liquids, gas or substances of sufficient strength to damage sewers, manholes, pumping stations or sewer treatment plants, but in no case discharges with a pH lower than 5.0 or greater than 12.5;
- e. Any ashes, cinders, wood, sand, earth, coal, rubbish or metal of any kind;
- f. Any water or waste containing FOG in excess of one hundred (100) mg/l (milligram per liter) or that results in the deposit of solid or viscous substances onto pipes;
- g. Any garbage or food waste that has not been properly shredded to one half inch or less;
- h. Any greases, oils, solvents and sludges from service stations, garages, repair shops, machine shops, cleaning establishments or other industries or establishments;
- i. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the District or applicable State or Federal regulations;
- j. Any noxious or malodorous liquids, gasses, or solids which either singly or by interaction with other waste are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into the Public Sewer System for maintenance and repair;
- k. Any trucked or hauled wastewater, unless expressly approved by the District;
- l. Any wastewater that creates excessive discoloration not removed or in the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions;
- m. Any waste water that creates excessive foaming in the Public Sewer Facilities;
- n. Any wastewater that has a BOD that the District Engineer determines does or may cause interference with the Public Sewer System;
- o. Any slug discharges;
- p. Any wastewater with constituents, such as TSS, TDS, Medical Waste, or other substance that the District Engineer determines poses a significant public safety risk or risk of Interference or harm to the Public Sewer System; and
- q. Any discharge that would, on its own, or in combination with other discharges result in a violation of the EWA NPDES permit, EWA Pretreatment Ordinance, or otherwise create a violation of rules or regulations governing the Public Sewer System.

ARTICLE VI

(Standards for Measurement and Analysis of Discharges)

6.1 All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this Ordinance shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, the American Water Works Association, and Water Environment Federation and shall be taken at a designated control manhole if available or a more appropriate location designated by the District Engineer. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Owners shall be responsible for the cost of measurements, tests and analysis of their discharge.

ARTICLE VII

(Prohibition Against Damage)

7.1. No person shall break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is part of the Public Sewer System.

ARTICLE VIII

(Authority to Inspect and Take Corrective Action)

8.1. The General Manager, or his or her designee, bearing proper credentials and identification shall be permitted to enter all properties utilizing Public Sewer Facilities for the purpose of inspection, observation, measurement sampling and testing in accordance with the provisions of this Ordinance.

8.2. The General Manager, or his or her designee, bearing proper credentials and identification shall be permitted to enter all private properties through which the District holds an easement for the purpose of, but not limited to, inspection, observation, measurement, sampling; repair, replacement and maintenance of any portion of the sewer facilities lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the easement pertaining to the property involved.

8.3. Further, it is a condition of continuing use and connection to the Public Sewer System that the owners, tenants and all permit holders allow physical inspection of private laterals and monitoring of the constituents of the wastewater discharge entering the Public Sewer System for purposes of ensuring that the private lateral and wastewater discharge are not creating a risk of a spill, overflow or damage to the Public Sewer System.

8.4 The inspection rights in this Article are in addition to all other rights of inspection and entry provided by an individual permit, easement, contract, agreement or other law or regulation.

ARTICLE IX

(Capacity Fees)

9.1 Capacity Fees are set by ordinance of the Board and are assessed in accordance with the EDU Factors that are also established by ordinance.

9.2 An EDU Factor is applied to each customer use. A full capacity fee is charged for each EDU Factor applied to a use, and a partial capacity fee is charged for each EDU portion applied to a use.

9.3 A change in use that increases sewer discharge above the EDUs authorized by an existing sewer use permit shall require payment of an additional capacity fee for the new EDUs.

9.4 The District may make periodic inspection of a premises, and if an unauthorized increase sewer discharge is found, the owner shall be notified in writing. Upon receipt of this notice, there shall become due, owing and payable, all capacity fees resulting from the increased sewer discharge. Such fees shall become delinquent 60 days following the date they become due. Delinquent payments shall subject the Owner to an enforcement action pursuant to Article XI of this Ordinance.

9.5 Capacity fees run with the land and may not be transferred to other property. Capacity fees may be applied to new uses on the same property, provided such use is approved by the District and all necessary permits have been obtained.

9.6 The Board, in its discretion, may waive payment of all or a portion of capacity fees upon such terms and conditions as the Board may determine if the applicant is a public agency, the sewer connection is for a facility owned or operated by the public agency, and the public agency demonstrates to the satisfaction of the Board that the waiver of payment would be in the public interest or a benefit to the District.

9.7 Capacity fees may be refunded in cases where the right to use the Public Sewer System is relinquished by a customer or change in the use of a property eliminates the need for all of the EDU's authorized by a sewer service permit. Refunds shall be limited to the actual fee paid, without interest, and shall be proportional to the amount of EDU's reduced or relinquished. A reduction in the District's capacity fee is not grounds for refund. The following procedures and conditions apply to refund requests:

9.7.1 Any person seeking a refund shall file a written application with the District;

9.7.2 The refund application shall include information requested by the District, and shall at minimum, include documentary evidence demonstrating that the sewer service being relinquished is not being used or documentary evidence of the change in property use that reduces the EDUs required;

9.7.3 Refunds may only be permitted if the General Manager finds all of the following:

a. Granting the refund request will not unduly prejudice the District's financial position;

b. The applicant has provided satisfactory evidence that the sewer use at issue has been relinquished or reduced;

c. The applicant is the owner of the property benefitted by the sewer service permit for which a refund is being sought;

d. In the case of applications involving a non-Owner lessees: (i) the lessee paid the capacity fee, (ii) the record owner of the property, in writing, concurs with the refund request and waives any claim to the refund; and (iii) the lessee executes an agreement to indemnify and defend the District against third party claims if requested by the General Manager; and

e. Sewer service fees for the property that is the subject of the refund request are not delinquent.

9.7.4 Sewer service permits for which a reduction is granted shall be amended to reflect the reduced EDU's authorized, and permits that have been relinquished entirely shall be cancelled.

9.7.5 Sewer service fees shall be reduced or discontinued after a reimbursement request is approved in proportion to the EDU's for which reimbursement was granted. Where such fees are collected on the tax roll, collection will continue until the next annual assessment, and the District shall reimburse the excess fees collected in advance at the time the refund request is granted or at the end of the annual assessment period. Sewer service fees accrued prior to a refund approval are not reimbursable under any circumstances.

9.7.6 Customers who relinquish a sewer service permit or voluntarily reduce EDUs may, at any time, apply for new or amended permits to connect to the Public Sewer System or increase EDUs. Such applications shall be processed in the same manner as all other applications.

ARTICLE X

(Sewer Service Fees)

10.1. Sewer service fees are set by ordinance of the Board and are assessed on a monthly basis. Except as provided below, sewer service fees are collected from all properties benefitted by a sewer service permit. Sewer use consistent with an approved sewer service permit is presumed unless the permit has been relinquished or amended.

10.2. Sewer service fees owed for the fiscal year in which a sewer service permit is issued are collected at the time of permit issuance. Thereafter, sewer service fees are collected on the tax roll in the same manner as other property taxes.

10.3. To allow time for construction of new sewer facilities, the first 6 months after a permit is issued are not billed. Thereafter, sewer service fees are automatically billed, regardless of whether construction of sewer facilities is complete. The District may delay the commencement of sewer service fees to allow additional time for construction of sewer facilities if a written request is submitted to the District and is approved by the General Manager. The General Manager shall have full discretion to approve or disapprove the request, taking into consideration the timing of the request, reasons given, impact on District operations and any other factors the General Manager deems relevant. Extensions of time for construction of new sewer facilities shall not exceed 18 months.

10.4. Sewer service fees are collected from all properties benefitted by a sewer service permit, and fees are in accordance with the EDU's authorized. Sewer service fees may only be reduced or discontinued by cancellation or amendment of a sewer service permit, either as part of the refund process authorized by Section 9.7 of this Ordinance, or a separate process approved by the District. Fees shall be discontinued entirely if a sewer service permit is cancelled or reduced in proportion to the EDU reduction authorized by a permit amendment. Where such fees are collected on the tax roll, collection will continue until the next annual assessment, and the District shall reimburse the excess fees collected in advance at the time the permit amendment or cancellation is approved or at the end of the annual assessment period.

10.5. It is the Customer's responsibility to apply for an amendment or cancellation of a sewer service permit, and until a permit has been cancelled or amended by the District, sewer service fees shall be collected in accordance with the approved permit.

ARTICLE XI

(Enforcement)

11.1 Prosecution as Misdemeanor or Infraction. A violation of this Ordinance is a misdemeanor in accordance with California Water Code § 31106. The prosecuting officer shall have discretion to prosecute a violation as an infraction. Each person shall be guilty of a separate offense for each and every day in which any violation of the Code is committed, continued or

permitted by person and shall be punished accordingly. In lieu of, or in addition to, criminal prosecution, the District may pursue the civil enforcement options set forth in this Article.

~~11.2—Civil Enforcement Proceedings. In lieu of, or in addition to, criminal prosecution, the District may pursue the following civil enforcement process:~~

~~11.2.1~~ 11.2. Notice and Order

a. Whenever the District determines that a violation of this Ordinance, Standard Spec, District Contract or other Agreement with the District has occurred or exists, the General Manager (or his or her designee) may issue a written notice and order to the Owner and violating party ("Notice and Order").

b. The Notice and Order shall refer to the regulation or agreement terms violated and describe all violations.

c. The Notice and Order shall describe the actions required to correct a violation. Corrective action may include, among other things, immediately ceasing improper activities, and thereafter repairing or restoring sewer facilities and/or property.

d. The Notice and Order shall require full compliance by a certain date. A reasonable time shall be allowed, taking into consideration the difficulty of compliance and harm from delay. In the absence of extenuating circumstances, the Notice and Order shall provide at least 14 calendar days for compliance. If the District determines that health and safety or other extenuating circumstances cannot allow 14 days for compliance, a shorter time may be prescribed.

e. The Notice and Order may provide for termination or suspension of sewer service (including severing or blocking pertinent connections to the Public Sewer System) if a violation is not corrected as directed or if necessary to prevent or stop actual or imminent harm to the public, environment or Public Sewer Facilities.

f. The Notice and Order shall include an assessment of costs incurred by the District as a result of the violation, including staff, legal and engineering time incurred to address the violation. Costs shall also include all damages or losses suffered by the District as a result of the violations. Costs assessed may include those already incurred and any additional costs incurred to complete the compliance process, such as inspections. Notice of additional costs shall be provided as soon as reasonably practical, generally within 14 days of full compliance with a Notice and Order. All cost assessments shall be in writing and describe the date, time and cost of items assessed.

g. The Notice and Order and all cost notices shall be served upon the violators and Owners by any one of the following means:

- i. Personal service;
- ii. Certified mail, postage pre-paid, return receipt requested;
- iii. Federal Express, United Postal Service, Express Mail or other delivery service that includes confirmation of delivery; or
- iv. Posting the Notice and Order conspicuously on or in front of the property in which the violation is located; and
- v. If the Owner is not personally served and is not the occupant of the property in which the violation is located, then a copy of the Notice and Order shall also be delivered to the record owner of the property shown upon the last equalized assessment roll of the County of San Diego.

Service is complete on the date of personal service, posting or delivery to the specified address. The failure of any person with an interest in the property to receive such notice shall not affect the validity of any proceedings taken under this Section.

~~11.2.2~~ 11.2.1. Appeal of Order

a. When a Notice and Order provides less than 10 days for compliance, it is final on the date it is served and no administrative appeal is permitted, except for appeals of any costs assessed as provided below. When a Notice and Order provides at least 14 days for compliance, the recipient may submit a written appeal to the General Manager within seven days of service of the Notice and Order. Appeals shall be in writing and shall set forth any objections and/or requests for modification of the Notice and Order and provide written and documentary evidence in support of the request. The General Manager shall then issue a written decision in response to the appeal. Compliance with the Notice and Order shall be stayed pending the General Manager's determination.

b. A written decision of the General Manager shall be final 10 days after it was mailed or delivered to the appellant unless, within the 10-day period, a written notice of appeal to the Board is filed at the District office. The notice of appeal may simply state that the appellant appeals the General Manager's determination or may include additional written descriptions of the specific determinations appealed and the reasons why. If a timely appeal is filed, the matter shall be set at the next available meeting of the Board. Compliance with the Notice and Order shall be stayed pending a final decision on the appeal by the Board. The proceedings before the Board shall include an opportunity for the General Manager to present the basis of his or her determination and an opportunity for the appellant to present his or her response.

c. The Board may render its decision at the conclusion of the testimony, or if desired, may continue the matter to the next regularly scheduled meeting for further testimony and/or deliberations. The decision of the Board shall be final.

~~11.2.3~~ 11.2.2. Appeal of Costs

a. Cost assessments may be appealed as part of a general appeal or separately. Cost appeals must be filed within 7 days of receiving the cost assessment. Cost appeals shall be handled in the same manner as Notice and Order appeals.

~~11.2.4~~ 11.2.3. Failure to Comply With a Notice and Order

a. Failure to comply with a Notice and Order is a violation of the Ordinance, and the District shall pursue all legally available enforcement remedies.

11.3. Abatement of Public Nuisance. In addition to all other civil and criminal penalties provided herein, any violation of this Ordinance that causes or permits the existence of public nuisance may be abated by the District as follows:

a. The District may provide for abatement of a public nuisance using the Civil Enforcement process provided above. The Civil Enforcement Notice and Order may provide that the District will enter property and abate a nuisance if the Owner does not correct the problem within the required time limit. In addition, a civil action to abate, enjoin or otherwise compel cessation of such nuisance may also be taken by the District.

b. Where necessary to correct an existing or imminent threat to public safety, the environment or Public Sewer Facilities, such as a sewer line failure or spill, the District may immediately enter property and take those actions necessary to prevent further harm. Further, when deemed necessary for the preservation of public health or safety or for the protection of public or private property, the District may immediately suspend sewer service to any property and sever all pertinent connections to the Public Sewer System.

shall be:

c. All costs, including attorney's fees, incurred by the District to abate a nuisance

- i. A personal obligation of the person who created, caused, committed or maintained the nuisance;
- ii. A personal obligation of the Owner; and
- iii. A special assessment against the subject Property or a lien against the subject Property.

11.4. Administrative Citation. For violations of this Ordinance that involve physical damage to District facilities, the unlawful discharge of prohibited materials into the wastewater system or failure to comply with a Notice and Order, the District may issue an administrative citation to the responsible party pursuant to the procedures set forth below.

a. Administrative citations shall be issued by a designated Enforcement Officer. The General Manager shall act as the Enforcement Officer or designate one or more District employees to act as Enforcement Officers.

b. Each administrative citation shall contain the following information:

- i. The date of violation;
- ii. The address or a definite description of the location where the violation occurred;
- iii. The provision(s) violated and a description of the violation;
- iv. The amount of the fine for the violation;
- v. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
- vi. An order prohibiting the continuation or repeated occurrence of the violation described in the administrative citation;
- vii. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the procedure for requesting a hearing; and
- viii. The name and signature of the Enforcement Officer.

c. Service of Administrative Citation. Administrative citations shall be served in the same manner as a Notice and Order.

d. Administrative Fines. The following fines may be imposed for each individual violation:

- i. Up to \$2,500 for the first offense;
- ii. Up to \$5,000 for the second offense;
- iii. Up to \$10,000 for the third offense.

For continuing violations, the district shall provide at least 14 days to correct the violation before imposing additional fines, except where the violation is creating a health and safety concern or jeopardizing District facilities. Violations not corrected within the time specified, shall be subject to separate fines for each day the violation continues.

e. Payment of Fines.

- i. Fine shall be paid directly to the District within thirty days from the date of the administrative citation.

- ii. Payment of a fine under this Section shall not excuse or discharge any continuation or repeated occurrence of the violation that is the subject of the administrative citation.

f. Hearing Request.

- i. Any recipient of an administrative citation may contest that there was a violation or that they are the responsible party by filing with the District a written request for a hearing within fifteen calendar days from the date of the administrative citation.
- ii. The person requesting the hearing shall be notified in writing of the time and place set for the hearing at least ten calendar days prior to the date of the hearing.
- iii. The failure of any recipient of an administrative citation to appear at the administrative citation hearing shall constitute a forfeiture and a failure to exhaust their administrative remedies.

g. Administrative Citation Hearing.

- i. An administrative citation hearing shall be held by the hearing officer in the manner and form set forth in this section.
- ii. The General Manager shall designate the hearing officer for the administrative citation hearing. The hearing officer shall not be a District employee.
- iii. The administrative citation and any additional documents submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents.
- iv. At least three days prior to the hearing, the recipient of an administrative citation shall be provided with copies of the citations, reports and other documents submitted or relied upon by the enforcement officer. No other discovery is permitted.
- v. Formal rules of evidence shall not apply. The hearing officer shall have authority and discretion to decide when oral and documentary evidence may or may not be introduced, and to rule on questions which are raised during the hearing pertaining to matters of procedure.
- vi. The hearing shall be recorded by tape recording or court reporter service.
- vii. The District shall have the burden of proving the violations cited by a preponderance of the evidence.
- viii. The person contesting the citation and the District shall have the opportunity to present documentary evidence and to cross examine witnesses in support of their position.

h. Hearing Officer Decision.

- i. After considering all of the testimony and evidence submitted at the hearing, the hearing officer shall issue a written decision to uphold or cancel the administrative citation and shall state in the decision the reasons for that decision. The decision of the hearing officer shall be final.
- ii. If the hearing officer determines that the administrative citation should be upheld, the hearing officer shall determine the amount of the fine to be imposed, and shall specify a date by which the fine is to be paid to the District.

- iii. The recipient of the administrative citation shall be served a copy of the hearing officer's written decision by certified mail, return receipt requested.

11.4. 5. Judicial Review.

a. Any party aggrieved by a hearing officer decision regarding an administrative citation may obtain review by filing a petition for review with the superior court in accordance with the timelines and provisions set forth in Government Code Section 53069.4.

b. Judicial review of all other civil enforcement orders or determinations, including any determinations regarding a Notice and Order, cost assessment or abatement of a public nuisance, shall be made pursuant to Section 1094.5 of the Code of Civil Procedure and only if the petition for writ of mandate is filed no later than the 90th day following the date on which the decision becomes final.

11.5.6. Administrative Complaint. In accordance with Government Code § 54740.5, the District may issue an administrative complaint against any user that has violated the terms of this Ordinance.


11.6.7. Remedies not Exclusive. The administrative enforcement actions and any other remedies provided in this Ordinance are not exclusive, and are in addition to any other administrative, civil or criminal remedy established by law which may be pursued by the District or other state or federal regulatory agencies to address violations of this Ordinance and federal and state law. Among other things, the District may petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate, restraining any person from the continued violation of any District Ordinance, agreement or regulation, ordering the cessation of illegal discharges, or ordering the disconnection of service entirely for a violation of this Ordinance, for non-payment of sewer fees or when necessary to protect Public Sewer Facilities or the public health and welfare.

ARTICLE XII

(General Terms)

12.1 Severability. If any provision of this Ordinance is held unconstitutional or otherwise invalid, only that provision shall be invalidated, and the validity of the entire Ordinance or any of its remaining provisions shall not be affected.

MEMORANDUM

DATE: July 6, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Public Information Services Task Order No. 3

RECOMMENDATION:

Staff and the Community Affairs Committee (CAC) recommend that the Board of Directors:

1. Authorize the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$56,600.
2. Discuss and take action, as appropriate.

DISCUSSION:

The CAC reviewed this item on June 15, 2017 and concurred with staff to recommend this item to the Board of Directors.

LWD entered into an agreement with RTP on March 9, 2016 to provide public information services to the District for an initial 3-year period. Task Order #1 of this agreement was effective March 9, 2016 - June 30, 2016. Task Order #2 of this agreement was effective July 1, 2016 to June 30, 2017.

Staff has negotiated the scope of work and fee for Task Order No. 3 with RTP. It includes services that are most important to LWD's public information program and includes tasks relating to the 2017 Community Open House event. Specific tasks include:

- project management services;
- drafting and designing of newsletter(s);
- assisting staff in maintaining and updating LWD's website as required;
- assisting staff in maintaining and updating LWD's Facebook as required;
- developing project outreach and construction relations media, as required; and
- assisting with industry outreach and speakers' bureau program.

As can be seen, many of the services to be provided are part of LWD's ongoing outreach efforts. Staff believes these items are important for keeping LWD's public information efforts current, as well as enhancing LWD's ability to provide timely information to the media and the public. The total proposed fee for Task Order No. 3 is \$56,600. Sufficient funds have been included in the FY18 budget to cover these expenses.

Proposed Task Order No. 3 which includes the Scope of Work and a budget detailing anticipated expenses is attached for the Board's review.

th:PJB

Attachment

**TASK ORDER NO. 3
TO THE AGREEMENT BETWEEN
THE LEUCADIA WASTEWATER DISTRICT
AND RISING TIDE PARTNERS (RTP)
FOR PROVIDING PUBLIC INFORMATION SERVICES**

Ref: 17-5448

This Task Order No. 3 to the AGREEMENT is made and entered into this 12th day of July, 2017 by and between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and RISING TIDE PARTNERS, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an initial three year AGREEMENT on March 9, 2016 for Public Information Services; and

WHEREAS, the DISTRICT has determined it would be most efficient to amend the AGREEMENT to allow CONSULTANT to provide specific public information services critical to the DISTRICT.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT

The Scope of Work is for the period July 1, 2017 to June 30, 2018 shall include the services described in Attachment A.

ARTICLE 4: COMPENSATION

Compensation for all work performed under Task Order No. 3 shall be calculated on a time and material basis. Compensation for the services described in Attachment A shall not exceed Fifty-six Thousand Six Hundred Dollars (\$56,600). This amount shall not be exceeded unless there is a change in the scope of work and/or additional authorization by the DISTRICT, in writing and agreed to by both parties.

All other provisions of the original AGREEMENT shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto caused this Task Order to be executed the day and year first written above.

RISING TIDE PARTNERS

LEUCADIA WASTEWATER DISTRICT

By: _____
Jared Criscuolo
President

By: _____
Paul J. Bushee
General Manager

ATTACHMENT A

SCOPE OF WORK FOR PUBLIC INFORMATION SERVICES

July 1, 2017

DESCRIPTION OF SERVICES

The services included within this scope of work consist of the design and development of certain public information elements important to Leucadia Wastewater District. These services include a focus on LWD's commitment to environmental protection, financial stability, and excellent customer services, staying abreast of technology, low sewer service rates, and efficiencies in operations. The services included are those specifically required by the District.

I. SCOPE OF SERVICES

Based on our experience with similar public information projects, the following scope of services describes the tasks anticipated for LWD's Public Information Program in Fiscal Year 2018:

TASK 1 – Review Existing Public Information Program

1. As-needed/periodic review of effectiveness of LWD public outreach efforts.
2. Review the Communications Plan every 6 months for improving and realigning the effectiveness of task items.

TASK 2 - NEWSLETTER

1. Draft and manage the design, printing, and mailing of *up to* two District newsletter(s).
2. Meet with Community Affairs Committee up to two times for each newsletter.

TASK 3 – MAINTAIN WEBSITE AND UPDATE FACEBOOK

1. Build Facebook Audience
2. Develop creative taglines for Facebook ads; generate content/posts and schedule posts to ensure communications reflect current and relevant information.
3. Provide monthly operations updates on Facebook and website
4. Script and develop video(s) for LWD's website or Facebook.
 - ❖ Potentially engaging maintenance and operational work, blog posts, personalities, first person "Vlog" (video blog) productions, and development of small-scale "hands on" assets about the plant.
 - ❖ Vlog/videos would focus on the individuals/staff members, their knowledge base, and commitment to the local environment.
5. Copyedit the website and create visual assets to help streamline existing website text.

TASK 4 – PROJECT OUTREACH

1. Draft and outreach for press releases and media alerts to residents adjacent to major construction projects and other pipeline installations.

TASK 5 – DEVELOP SPEAKERS BUREAU

1. Outreach to local and state level agencies, industry groups, environmental or public interest organizations, trade groups and other interested and relevant organizations.

TASK 6 – INDUSTRY OUTREACH

1. Draft award applications for various local industry, regulatory, ad community awards, and releasing information to relevant organizations about awards won by LWD.
2. Announcing partnerships, special initiatives, investments, and efforts undertaken by LWD to improve operations and local water quality.

TASK 7 – COMMUNITY OPEN HOUSE EVENT

1. Assist with planning efforts, such as attendance at staff and CAC meetings, reviewing open house content and preparing for the event.
2. Develop the event's press release, update website and Facebook content, invitations, and media management.
3. Provide logistic support and assist with management of vendor and sponsor outreach.

II. FEES AND CONDITIONS

The Services described in Section I. above, will be provided on an hourly rate basis in accordance with the current RISING TIDE PARTNERS Standard Rate Schedule with a not to exceed upper limit of \$56,600.

Task Order	Task Subcategories	Rate	Overhead	Hourly Rate	Annual Hours	Budget Total
Task 1 Review Existing Public Information Program						\$900.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	10.00	\$900.00
Task 2 Newsletters						\$7,380.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	22.00	\$1,980.00
	Copy Editor	\$125.00	20%	\$150.00	20.00	\$3,000.00
	Graphic Design	\$100.00	20%	\$120.00	20.00	\$2,400.00
Facebook						\$23,280.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	52.00	\$4,680.00
	Content Research, Generation and Scheduling	\$50.00	20%	\$60.00	260.00	\$15,600.00
	Web Developer (Drupal)	\$50.00	20%	\$60.00	50.00	\$3,000.00
Task 4 LWD Project Outreach						\$11,100.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	10.00	\$900.00
	Research	\$50.00	20%	\$60.00	80.00	\$4,800.00
	Copy Editor	\$125.00	20%	\$150.00	20.00	\$3,000.00
	Graphic Design/Layout	\$100.00	20%	\$120.00	20.00	\$2,400.00
Task 5 Develop Speakers Bureau						\$2,700.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	30.00	\$2,700.00
Task 6 Industry Outreach						\$4,590.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	51.00	\$4,590.00
Task 7 Open House						\$6,630.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	44.00	\$3,960.00
	Graphic Design	\$100.00	20%	\$120.00	6.00	\$720.00
	Copy Writer	\$125.00	20%	\$150.00	13.00	\$1,950.00
Total RTP Task Orders Budget						\$56,580.00

MEMORANDUM

Ref: 18-5497

DATE: July 6, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Leucadia (L1) Force Main West Section Replacement Project Proposed Change Order

RECOMMENDATION:

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

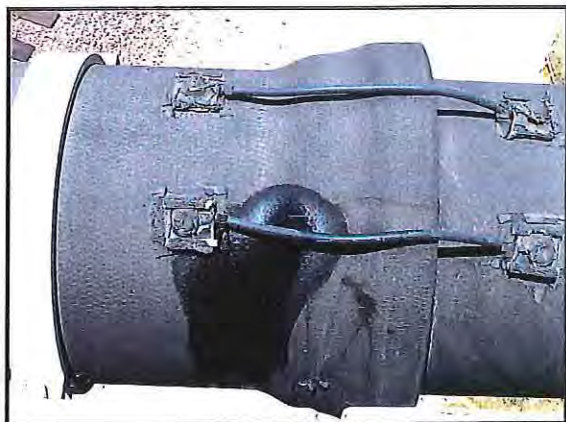
1. Authorize the General Manager to execute a proposed change order with CCL Contracting Incorporated for additional work on the Leucadia (L1) Force Main Replacement Project to install a Cured-In-Place Pipe (CIPP) liner in the force main section on the railroad bridge on La Costa Avenue in an amount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

DISCUSSION:

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

This item will be reviewed by the EC at its July 11th meeting and staff will forward the EC's recommendations for the Board's consideration.

In May 2017, CCL Contracting Incorporated (CCL) commenced construction of the L1 West Section Force Main Replacement Project. CCL recently completed the construction component of the project. As part of its work, CCL was required to hydrostatically test the pipeline to ensure proper installation and this work was conducted on June 23rd. Potable water was used to test the new pipe and the pipe was pressurized to 50 pounds per square inch (psi). Upon reaching 50 psi, a pinhole leak was discovered at the top of the pipe in the ductile iron pipe (DIP) section attached to the railroad bridge, pictured below:



Please note that the section of pipe on the railroad bridge was not included for replacement under the L1 Project because it was replaced in 1998 and considered to be in good condition. Typically, DIP has a much longer life than 19 years.

Although during normal operations, this section of pipe is subjected to a pressure significantly below 50 psi, staff believes that it is in the best interest of LWD to repair the railroad bridge section now to ensure the long-term integrity of the pipe. The picture below shows the bridge section prior to the pressure test.



The repair consists of disconnecting the flex couplings at each end of the bridge and CIPP lining the bridge section of the pipe. Staff had negotiated a repair cost not to exceed \$70,000. Staff believes that this cost is fair and reasonable based on the repair work to be done.

FISCAL IMPACT:

To date, one (1) change order has been approved for a total of \$5,710. The approval of this change order will result in a new change order total of approximately \$75,710 which is 5.5% of the original contract amount of \$1,387,731.

There are sufficient funds in the L1 Force Main West Section Replacement Project construction account to cover this change order.

rym:PJB

MEMORANDUM

DATE: July 6, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: CSDA Board of Directors 2017 Election



RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD recently received a California Special Districts Association (CSDA) ballot for the 2017 election. There is one seat (Seat C) open for the southern network region. The candidates are the following:

- Arlene Schafer, Costa Mesa Sanitary District
- Kristin Bloomer, Desert Water Agency
- John DeMonaco, Chino Valley Independent Fire District
- Richard Hall, Mojave Water Agency
- Michael Mack, Rainbow Municipal Water District

Attached for your review is a copy of the CSDA election ballot information (attachment A) and the candidate statements (attachment B). The ballot is due at the CSDA office in Sacramento by 5:00PM on Friday, August 4, 2017.

This item has been placed on the agenda for discussion and action by the Board of Directors. Staff has no recommendation on this matter. Staff will forward the Board's recommendation to CSDA by the due date.

Attachments

tb:PJB



California Special
Districts Association
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2017 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its network.

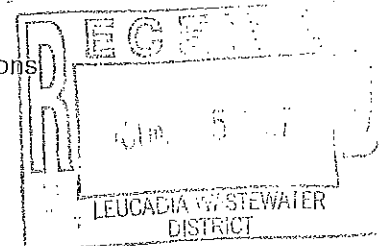
We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat C, **unless otherwise noted on the actual ballot**, and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 4, 2017**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2017 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Beth Hummel at 877.924.2732 or bethh@csla.net with any questions.



CSDA BOARD OF DIRECTORS 2017 ELECTION



**SOUTHERN
NETWORK**

SEAT C

term ends 2020

Please vote for only one.

- ☐ **Arlene Schafer***
Costa Mesa Sanitary District
- ☐ **Kristin Bloomer**
Desert Water Agency
- ☐ **John DeMonaco**
Chino Valley Independent Fire District
- ☐ **Richard Hall**
Mojave Water Agency
- ☐ **Michael Mack**
Rainbow Municipal Water District

All fields must be completed for ballot to be counted.

** Incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by 5pm, August 4, 2017. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Arlene Schafer

District/Company: Costa Mesa Sanitary District

Title: Secretary

Elected/Appointed/Staff: Elected

Length of Service with District: 20 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Current member of the CSDA Board of Directors, Legislative Committee, Membership Commission Chair, Fiscal Committee and attendee of Legislative Days, Annual Conference, SDLA certificate holder.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Member of CSAC and was a member of the League when serving on the City Council.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCO member representing special districts, former Chair and Vice Chair of the ISDOC and currently serving as an Executive Committee member, OCCOG Board member.

4. List civic organization involvement:

President of Harbor-Mesa Lions (2 terms), Costa Mesa Republican Federation of Women, OC Federation of Women, 3rd Vice President Ways & Means, Costa Mesa for Responsible Government member.

RE-ELECT ARLENE SCHAFER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SOUTHERN NETWORK

Arlene Schafer—Secretary Costa Mesa Sanitary District



As the former Mayor of the City of Costa Mesa, it has been an honor to serve as your representative on the California Special Districts Association (CSDA) for the past two years and now I humbly ask for your support to re-elect me to the Southern Network for another term. I believe my 28 years of experience as a local government leader that includes 20 years serving special districts in a variety of different capacities makes me the best candidate. In March, the Little Hoover Commission will release its report on special districts and its very likely the report will focus on the role Local Agency Formation Commissions play in special district formation and reorganization. CSDA was an active participant in the public hearings where commissioners learned how special districts provide vital services in our communities and are directly accountable to our voters and ratepayers. During my term as a member of the Board of Directors, CSDA successfully advocated for special districts by using the latest technology for outreaching such as CSDA's campaign website, "Districts Make the Difference" and the new online video, "Districts Empower our Communities." I believe it is extremely important for CSDA to keep its foot on the pedal on advocacy by letting legislators, media, business leaders, schools and the general public know how important we are in our communities.

PREVIOUS CSDA EXPERIENCE

- ◆ Board President
- ◆ Board Vice President
- ◆ Board Secretary
- ◆ Finance Corporation
- ◆ Legislation Committee
- ◆ Fiscal Committee
- ◆ CSDA Membership Committee
- ◆ Recruitment & Planning Committee

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 20 years. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence for four consecutive years and CMSD is one of few special districts in California that received Gold Recognition in Special District Governance.

If re-elected, I will continue to support CSDA's public outreach campaign about the essential services we provide and I will work collaboratively with CSDA Board of Directors and staff on providing essential training and professional development to help your agency succeed. Please vote for Arlene Schafer by August 4, 2017.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Kristin Bloomer

District/Company: Desert Water Agency

Title: Secretary-Treasurer

Elected/Appointed/Staff: Elected

Length of Service with District: 12/4/15 - Current

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I recently attended the CSDA Legislative Days event.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am a member of ACWA and attend their conferences.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

City of Palm Springs Measure J Oversight Committee, Desert Water Agency Finance and Legislative Committees

4. List civic organization involvement:

Palm Springs SunUp Rotary Club, Palm Springs Woman's Club, St. Theresa

School PTA President, Desert Roundtable

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

Kristin Bloomer's Candidate Statement

I was first elected to the Desert Water Agency Board in 2015 and currently serve as Secretary-Treasurer on the Board of Desert Water Agency. However, service to my community has always played an important role in my life. I am dedicated to improving the quality of life for my community. Throughout my life, influence in community affairs and local government has grown. I have focused on the priority of shaping local government to strengthen the local and regional economies and create solutions to local and regional challenges. Southern California is faced with many challenges and I believe that challenges present opportunities, and that the Southern Network cannot afford to miss capitalizing upon those opportunities.

I am a longtime Palm Springs resident. My community service started early, when as a teenager, I volunteered with The Braille Institute and the National Charity League of Palm Springs.

My dedication to community service includes:

- Palm Springs Measure J Oversight Commission Vice-Chair
- Palm Springs Sunup Rotary Club past-President and current Assistant District Governor
- Founding President of the Desert Valley Women's Club
- Member of the Palm Springs Woman's Club
- St Theresa School Parent Teacher Group Board President
- Volunteer Volleyball Coach at Palm Springs High School
- Finance and Legislative Committee of Desert Water Agency



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John DeMonaco

District/Company: Chino Valley Independent Fire District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 11 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am on the Legislative and Fiscal Committees

I have also served on the Education and Membership Committees

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am on the Board of Directors for the Fire Districts Association of California

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

N/A

4. List civic organization involvement:

I am a member and past Chairman of the Rotary Club of Chino. I am also a Board Member of the Chino Rotary Foundation.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

I am seeking election to a seat on the Board of Directors of the California Special Districts Association.

I have served on the Board of Directors of the Chino Valley Independent Fire District for 11 years, elected in 2006. I am very proud to state that our Fire District is the **first** fire district to receive the District of Distinction Accreditation from the Special Districts Leadership Foundation (SDLF). We have been a District of Distinction since 2008. We also have obtained a District of Transparency Certificate of Excellence. I have completed the SDLF Recognition of Special District Governance.

I serve on the CSDA Legislative and the Fiscal Committees. I have previously served on the CSDA Education and Membership committees.

I am a retired Fire Chief with 33 years of Fire Service experience. I have been involved in city, county, JPAs and special districts in various capacities. I am currently on the Board of Directors of the Fire Districts Association of California and also serve on their Conference Committee. I am a Past President of the Chino Rotary Club and past Chairman of the Chino Rotary Foundation.

I understand, and I am committed to legislative advocacy for special districts. Special Districts provide one of the most effective, efficient, and accountable forms of local service. It is vital that we continue to work together to influence and monitor policy decisions affecting California special districts.

My commitment, extensive experience, and education in public service and as a special district board member and policy-maker, provides me with the ability to effectively serve as a CSDA Board Member representing all California Special Districts. I look forward to your support!

Please contact me at (909) 816-8396 or email at jdemonaco@chofire.org.

John DeMonaco

John DeMonaco
jdemonaco@chofire.org
(909) 816-8396

June 1, 2017

Dear CSDA Colleague,

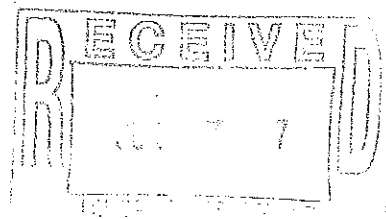
My name is John DeMonaco and I am requesting your **VOTE** in the upcoming 2017 election for a seat on the Board of Directors of the California Special Districts Association, Southern Network. The CSDA Southern Network is very large and includes approximately 180 Special Districts within the Counties of San Diego, Imperial, Riverside, San Bernardino, Los Angeles and Orange.

I am a strong advocate of Special Districts. I believe that Special Districts are the strongest form of government that impacts our residents on a daily basis. Immediately after I was elected, I became involved with CSDA and volunteered to serve on numerous committees. I have previously served on the CSDA Education and Membership Committees and I now serve on the CSDA Legislative and the Fiscal Committees. I also serve on the CSDA Little Hoover Commission Working Group.

Serving on these main CSDA committees has given me the insight and understanding into the "workings" of the association. I understand CSDA'S budget and finances, the educational programs, and what CSDA needs to offer its member districts. With this experience, I will be an effective board member from the "get-go."

Serving on the Legislative Committee, I understand, and I am committed to legislative advocacy for special districts. I recognize the importance of working together to represent the common interest of all California Special Districts and the residents we serve. Special Districts provide one of the most effective, efficient, and accountable forms of local service. The California Special District Association monitors ALL legislation so that special districts can continue to deliver core services and can continue to be efficient. It is vital that the CSDA Legislative Staff with the direction of the Board of Directors continues to work to influence and monitor policy decisions affecting California special districts.

I am on the Board of Directors of the Chino Valley Independent Fire District since 2006, serving my community for 11 years. I will be up for re-election in 2020. I am very proud to state that our Fire District is the **first** fire district to receive the District of Distinction Accreditation from the Special Districts Leadership Foundation (SDLF). We have been a District of Distinction since 2008. We also have obtained a District of Transparency Certificate of Excellence. I have completed the Special District Leadership Academy and have earned the SDLF Recognition of Special District Governance. Our District Board is in process of receiving the SDLF Gold Recognition of Special District Governance.



I am a retired Fire Chief with 33 years of Fire Service experience. I have been involved in city, county, JPAs and special districts in various capacities. I am currently on the Board of Directors of the Fire Districts Association of California and also serve on the FDAC Conference Committee. I am a current board member and Past President of the Chino Rotary Club and past Chairman and member of the Chino Rotary Foundation.

I believe in Special Districts and the service that we provide. Special Districts provide one of the most effective, efficient, and accountable forms of local service. I am committed to legislative advocacy for special districts. It is vital that we continue to work together to influence and monitor policy decisions affecting California special districts.

My commitment and extensive experience, education in public service and as a special district board member & policy-maker, provides me with the ability to effectively serve as a CSDA Board Member representing all California Special Districts. If elected, I will work hard to support all Special Districts. Your District's **VOTE** will be greatly appreciated. I look forward to your support. If you would like to speak with me or I can be of any assistance, please contact me at (909) 816-8396 or email at jdemonaco@chofire.org. Thank you.

Respectfully,



John DeMonaco



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Richard Hall

District/Company: Mojave Water Agency

Title: Director, Division 3

Elected/Appointed/Staff: Elected

Length of Service with District: 17 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Currently serving on the Professional Development Committee and Membership Committee

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Mojave Water Agency is a member of ACWA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Currently President of the Association of San Bernardino County Special Districts

4. List civic organization involvement:

member of the Elks Association, Kiwanis, Summit Valley Property Owners

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.

CANDIDATE STATEMENT

My name is Richard Hall and I am currently a Director for the Mojave Water Agency and President of the Association of the San Bernardino County Special Districts and have served as an elected official for more than 35 years in two Special District organizations. I am interested in the CSDA Board of Directors position for Southern District Seat C – here is a list of my qualifications:

- First-hand knowledge and experience to ensure that we have safe, quality drinking water.
- Knowledge and experience in Recreation and Parks through 20 years on the Hesperia Recreation and Parks Special District board and served as president four times.
- Knowledge and experience in Property Owners Association in Summit Valley, California where I helped to bring electricity and natural gas to the owners and served as president.
- Knowledge and experience in Engineering and Management at General Dynamics Program Office working with the Federal and State government.
- Reduced taxes through leadership as well as set policy to purchase quality water, build water discharge facilities, and given tax money back to residents who helped reduce water usage.
- Continue to fight to bring 21st century technology to our Agency to study in order to better ensure management of our water resources by advanced computer systems, deep monitor wells, and other state of the art methods.
- Worked closely with community leaders and residents for best policies and strategies including getting State and Federal funding for safe, drinkable water and other needed projects and programs..
- Support funding colleges and students for research and development for continued new resource solutions for present and future issues.

I know that more needs to be done and have plans to meet these challenges. Let us protect our future and provide leadership with someone who knows how.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Michael Mack

District/Company: Rainbow Municipal Water District

Title: Director, Division 5

Elected/Appointed/Staff: Elected

Length of Service with District: 5 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am the officially appointed Rmwd representative for CSDA.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I serve as the Rmwd representative of both ACWA & CSDA.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I worked for the city of San Marcos, CA for over 30 years as Parks Superintendent.

4. List civic organization involvement:

Past President of P.T.A.

* SEE ATTACHED STATEMENT *

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

ENDLESS POSSIBILITIES




My name is Michael Mack and I am honored to be seeking election to be on the Board of Directors of California Special Districts Association.

I was elected to the Rainbow Municipal Water District Board of Directors in December 2016 and appointed to serve as the District's representative at both ACWA and CSDA. My background includes a degree in horticulture and worked for the City of San Marcos for over thirty years. As the Parks Department Supervisor, I had many responsibilities including reviewing plans and inspection of new park and street median installations. I was both a Certified Playground Inspector and Irrigation Auditor. One of my main responsibilities was ensuring efficient usage of water resources. I calculated, determined, and programmed water requirements for the plant material for all parks and street medians within the City.

I have learned the importance of CSDA is we are the support system to help ensure efficient and productive services to both small and large communities throughout California at the local level of city governments. As your CSDA Board Member, I see endless possibilities and promise to tackle and meet the challenges our districts face. We all must work together for present and future needs for our special districts and by doing so we can and will achieve our goals. We must be proactive with our legislators and with this energy and commitment we can make the difference between success and failure.

I am very honored to have this chance to serve all of you and given this opportunity. I feel extensive service and experience in the public sector, I will work effortlessly to make those endless possibilities become reality.

MEMORANDUM

DATE: July 6, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2017 (FY17) LWD Tactics and Action Plan Report

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Receive and file the FY17 Tactics and Action Plan Report.
2. Discuss and take other action as appropriate.

DISCUSSION:

The Board of Directors adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005. During June 2013, the Strategic Plan was revised to reduce the number of strategic areas from seven to four. These strategic areas focus on the following:

1. Financial
2. People
3. Services
4. Infrastructure & Technology

In order to implement LWD objectives, the Strategic Plan included a Tactics and Action Plan, which identifies tactical goals. Staff has been busy implementing the goals identified for FY17 along with several more that surfaced over the course of the year.

Staff is pleased to report that 102 tactical goals were accomplished. The FY17 Tactics and Action Plan, including a glossary of terms, is attached for your review. Staff will provide an overview of the Plan at the Board of Directors' meeting.

PJB

Attachment

**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 competitive rates and avoid abrupt rate adjustments.

<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	Completed Completed Completed
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, GM, ASSup, EA ASSup, GM, EA ASSup, GM, EA	Aug-16 Sep-16 Feb-17	Aug-16 Sep-16 Feb-17	Completed Completed Completed
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		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	Completed
Accounting Procedures	Document Payroll Processing Procedures Document Bank Reconciliation Procedures	ASM ASM	AT, AS ASSup	Jul-16 Jul-16	Sep-16 Sep-16	Completed Completed
Internal Controls	Update Documentation of LWD's Internal Controls	ASM	ASSup, AT, EA, AS, FSSpec	Sep-16	Jun-17	Completed
Human Resource Committee	Discussion of LWD Compensation	GM	ASM	Sep-16	Dec-16	Completed
Additional Items:	LWD Sewer Rate Comparison with SD County Agencies Review & Update District Investment Strategy LWD Investment Overview with Board 2 Quarterly Investment Overview Presentations Update CalPERS Reporting Procedures Respond to 2 Public Information Requests	ASM ASM ASM ASM ASSup GM	ASSup, AS GM PFM EA ASM, ASSup, AE	Jan-17 Jul-16 Feb-17 Oct-16 May-17 Jun-17	Jan-17 Sep-16 Feb-17 May-17 May-17 Jun-17	Completed Completed Completed Completed Completed 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.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
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	Completed
Conduct Annual Flagger Training	FSSup	TSM, FSS	Apr-17	May-17	Completed
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-17	Jun-17	Completed
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	Completed
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	Completed
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, ASSup, FSS, FSSup,	Nov-16	Jan-17	Completed
Update existing Safety Programs & Policies	ASM	GM, TSM, ASSup, FSS, FSSup,	Jan-17	Apr-17	Completed
Add new Programs & Policies as required	ASM	GM, TSM, ASSup, FSS, FSSup,	Mar-17	Jun-17	Completed
Salary Survey	ASM	ASSup, AS	Feb-17	Mar-17	Completed
Conduct Employee Interviews					
General Employee Interviews	GM	ASM	Nov-16	Dec-16	Completed
Compensation	GM	ASM	May-17	Jun-17	Completed
Employee Recognition					
Annual Employee BBQ	EA	ASSup, AS	Jul-16	Jul-16	Completed
Holiday Function	EA	ASSup, AS	Aug-16	Dec-16	Completed
Additional Items:					
No Vehicle Accidents - 2 Yrs.	GM	All staff	Jul-16	Jul-16	Completed
No Lost Time Accidents - 5 Yrs.	GM	All staff	Sep-16	Sep-16	Completed
Review of LWD Organizational Efficiency	GM	ASM, HRC, Board	Sep-16	Nov-16	Completed
Board Strategic Planning Workshop	GM	Tamayo Group, Board, Staff	Dec-16	Feb-17	Completed
I2P2 Update	ASSup	Safety Committee	Jul-16	Jan-17	Completed
Emergency Fire Drill	ASSup	Safety Committee	Nov-17	Jan-17	Completed
Emergency Action Plan	ASSup	Safety Committee	Jul-16	Feb-17	Completed
Fire Prevention Plan	ASSup	Safety Committee	Jul-16	Feb-17	Completed
Respiratory Protection Plan Update	ASSup	Safety Committee	Jul-16	Apr-17	Completed
Staff Development - FST Spec Riffel Presentations (2)	FSSpec.	TSM, GM	Feb-17	Jun-17	Completed
Staff Development - FST II Easton Presentation	FST II	TSM, FSS, FSSup	Mar-17	Mar-17	Completed
Staff Development - FST III Amos Presentations (2)	FST III	TSM, FSS, FSSup	Mar-17	May-17	Completed
DE Deering Retirement Resolution and Luncheon	GM	EA	May-17	Jun-17	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.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-16	Jun-17	Completed
Teacher Grant Program Awards LWD Grant CSDA (Video Contest)	ASSup ASSup	AS AS	Dec-16 Aug-16	Apr-17 Dec-16	Completed 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	Completed
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 Aug-17	Oct-16 Dec-16 Aug-17	Completed Completed Scheduled - July
Evaluate the Need for a Small Vehicle to Tow Mini-jetter for Hydrocleaning	FST-III	TSM, FSS, FSSup	Jan-17	Mar-17	Completed
Evaluate the Need for an Emergency Confined Space Trailer	FSSup	TSM, FSSup	Nov-16	Mar-17	Completed
Evaluate the Need for a Large Vehicle to Tow the ACME Pump	FST-II	TSM, FSS, FSSup	Jan-17	Mar-17	Completed
Hydro-Cleaning & CCTV Inspection of La Costa Golf Course Gravity Lines	FSSup	FS Staff	Jul-16	Dec-16	Completed
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	Completed
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 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 Aug-17	Completed Completed Completed Completed Completed In Progress
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

3. Services (Continued)

Landscape						
Trouble Shoot Irrigation System Low Pressure Issue	FSS	ASM, FS Staff, Heaviland	Jul-16	Aug-16	Completed	
Repair Irrigation System	FSS	ASM, FS Staff, Heaviland	Aug-16	Sep-16	Completed	
Evaluate Landscape Enhancements	FSS	ASM, FS Staff, Heaviland	Sep-16	Dec-16	Completed	
Paint Interior of Admin Building	FSSpec		Sep-16	Jan-17	Completed	
Records Retention						
Review LWD stored records and destroy those past retention period.	EA	AS	Aug-16	Oct-16	Completed	
Additional Items:						
SSMP Audit	FSS	FSSup, FS Staff	Aug-16	Oct-16	Completed	
Citizen Suit Presentation - Sewer Summit	TSM		Oct-16	Oct-16	Completed	
Moderate CASA Sessions	GM		Aug-16	Apr-17	Completed	
CSDA District Transparency Cert. of Excellence	EA	AS	Jul-16	Oct-16	Completed	
No Wipes Down Pipes Article (Encinitas Patch)	ASsup	RTP, FSSup	Oct-16	Oct-16	Completed	
EWA Presentation - Water Recycling Study	GM	EA, EWA staff	Feb-17	Feb-17	Completed	
CWEA - 2016 Community Engagement & Outreach Award	ASsup	RTP, ASM	Nov-16	Jan-16	Completed	
CWEA - Collections Person of the Year (local & State R. Easton)	FSS	FSSup, TSM	Nov-16	Feb-17	Completed	
No Wipes Down Pipes Video	ASsup	RTP, ASM	Jan-17	Feb-17	Completed	
LWD Virtual Tour Video	ASsup	RTP, ASM	Jan-17	Apr-17	Completed	
New District Engineering Agmt.	GM	TSM, DE	Jan-17	Apr-17	Completed	
N. County Coalition - Title XVI Funding Approval	GM	TSM, DE	Jul-16	Apr-17	Completed	
LWD Tour - District Customers	FSS	FSSup, FS Staff	Mar-17	Apr-17	Completed	
Palomar College Tour	FSSpec	FST III Mendez, FST II Gonzalez	Mar-17	Apr-17	Completed	
Confined Space Trailer Purchase Agmt.	FST III Amos	FSS, FSS Sup	Mar-17	May-17	Completed	
Admin. Bldg. Electric Meter Install Agmt (Southern)	FSS	TSM, DE	Mar-17	May-17	Completed	
Ordinance 135 - Capacity Fee Schedule Update	FSSpec	DE, GC, TSM	Nov-16	Jun-17	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 Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Mar-15 Oct-16 Jan-17	Sep-16 Dec-16 Jul-17	Completed Completed Substantially Complete
FY16 Gravity Pipeline Rehabilitation	Construction TSM	GM, FSS, DE	Jul-16	Sep-16	Completed
Village Park No.5 Pump Station Replacement	Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE	May-16 Aug-16	Jul-16 May-17	Completed Completed
La Costa Golf Course Gravity Line	Project Design TSM Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Nov-16 Mar-17 Jun-17	Feb-17 May-17 Aug-17	Completed Redirected to FY 17 Project
Leucadia Pump Station Rehabilitation	Project Design TSM Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Oct-16 Jan-17 May-17	Dec-16 Apr-17 Jul-17	Delayed Not Started Not Started
FY17 Gravity Pipeline Rehabilitation	Project Design TSM Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-16 Jun-17 Aug-17	May-17 Jul-07 Oct-17	Completed In Progress Not Started
Poinsettia Station Gravity Pipeline (SANDAG)	Project Design TSM Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	May-16 Sep-16 Dec-17	Aug-16 Nov-17 May-19	Completed Not Started Not Started Note SANDAG Lead
Recycled Water Pump Station	Project Design TSM	GM, FSS, DE	Dec-16	Mar-17	Completed
Gafner AWT Improvements	Project Design TSM Bid Project** TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-16 Oct-16 Jan-17	Sep-16 Dec-16 May-17	Completed Completed In Progress
As Needed Engineering Services	Request for Proposals TSM Select Consultant TSM	GM, FSS, DE GM, FSS, DE	Jan-17 Mar-17	Feb-17 Apr-17	Completed Completed
Replace Computer Workstations (11)	Purchase TSM Program & Install TSM	GM, FSS, DE GM, FSS, DE	Aug-16 Sep-16	Aug-16 Oct-16	Completed Completed

**Notes: Gafner AWT Improvements

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

Additional Items:					
Raised 70 Manholes in the City of Encinitas	FSSpec	TSM, FSS, FSSup	Dec-16	Jun-17	Completed
Completed 1 clean out & 3 spot line emergency repairs	FSSup	TSM, FSS, FSSpec	Sep-16	Feb-17	Completed

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

MEMORANDUM

DATE: July 6, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2018 (FY18) LWD Tactics and Action Plan

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Adopt the FY18 LWD Tactics and Action Plan.
2. Discuss and take other action as appropriate.

DISCUSSION:

As you are aware, the Board of Directors originally adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005. It was most recently updated in June 2013 to better reflect the Board's strategic areas which were reduced from seven to four. In order to maintain the Strategic Plan as a "living" document, staff annually develops a Tactics and Action Plan which covers these strategic areas:

For FY18, staff has developed an ambitious plan that includes over 53 tactical goals. A copy of the FY18 Tactics and Action Plan is attached for your review along with a glossary of terms. Staff will provide a brief overview of the plan at the Board of Directors meeting.

PJB

Attachments

**Leucadia Wastewater District
Fiscal Year 2018
Tactics & Action Plans**

1. Financial

Assure fiscal stability and growth by effectively monitoring and forecasting District finances in order to provide competitive rates and avoid abrupt rate adjustments.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>	
FY 2019 Budget	Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, ASSup TSM, FSS, EA, ASSup TSM, FSS, ASSup	Jan-18 May-18 Jun-18	Feb-18 May-18 Jun-18	Not Started Not Started Not Started
FY 2017 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-17 Jul-17 Dec-17	Nov-17 Dec-17 Dec-17	Not Started Not Started Not Started
Finance Policy Reviews	Procurement Policy Investment Policy Reserve Policy	ASM ASM ASM	TSM, GM, ASSup, EA ASSup, GM, EA ASSup, GM, EA	Aug-17 Sep-17 Feb-18	Aug-17 Sep-17 Feb-18	Not Started Not Started Not Started
Finance Awards	Apply for CSMFO Financial Reporting Award	ASM		Dec-17	Jan-18	Not Started
GASB 74 & 75 OPEB Liability Accrual Valuation	Complete Valuation Complete Deferral Schedules and Record in Accounting	ASM ASM	ASSup	Jul-17 Jul-17	Sep-17 Sep-17	Not Started Not Started
Comprehensive Financial Plan Update	RFP Process Update Financial Plan Financial Plan Presentation and Approval	ASM ASM ASM	ASSup, TSM, EA ASSup, TSM, EA ASSup, TSM, EA	Sep-17 Jan-18 Apr-18	Dec-17 Mar-18 Jun-18	Not Started Not Started Not Started
Accounting Procedures	Document Accounts Payable Processing Procedures Update Purchasing Procedures	ASM ASM	AT, AS AT, ASSup	Aug-17 Jul-17	Feb-18 Aug-17	Not Started Not Started

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.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-17	Jan-18	Not Started
Conduct Employee Satisfaction Survey	GM	ASM, ASsup	Nov-17	Jan-18	Not Started
Employee Training					
Conduct Annual Flagger Training	FSSup	TSM, FSS	Apr-18	May-18	Not Started
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-18	Feb-18	Not Started
Conduct Annual Harrassment Prevention Training	ASsup	Staff	Apr-18	Jun-18	Not Started
Administration Policy Updates/Reviews					
Board Staff Relations Policy	ASM	GM, ASsup	Nov-17	Nov-17	Not Started
Board Policy Binders	EA	AS	Jul-17	Aug-17	Not Started
Conduct Team Building Workshop	GM	ASM, EA, ASsup	Oct-17	Oct-17	Not Started
Emergency Response					
Conduct an Emergency Response Training	ASsup	ASM, FSS, FSSup, FST III	Dec-17	Jun-18	Not Started
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, ASsup, FSS, FSSup,	Jul-17	Jan-18	Not Started
Update existing Safety Programs & Policies	ASM	GM, TSM, ASsup, FSS, FSSup,	Jan-18	Apr-18	Not Started
Add new Programs & Policies as required	ASM	GM, TSM, ASsup, FSS, FSSup,	Mar-18	Jun-18	Not Started
Evaluate the Need for a Compensation Study	GM	ASM, ASsup	Sep-17	Dec-17	Not Started
Salary Survey	ASM	ASsup, AS	Feb-18	Mar-18	Not Started
Evaluate and Update Job Descriptions	ASM	GM, TSM, ASsup, FSS, FSSup,	Oct-17	Mar-18	Not Started
Evaluate Standing Workstations	ASM	ASsup, AS	Jul-17	Oct-17	Not Started
Conduct Employee Interviews					
Compensation	GM	ASM	May-18	Jun-18	Not Started
Employee Recognition					
Annual Employee BBQ	EA	ASsup, AS	Jul-17	Jul-17	Not Started
Holiday Function	EA	ASsup, AS	Aug-17	Dec-17	Not Started

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
SSMP Audit	FSS	TSM, FSSup	Oct-17	Jan-18	Not Started
Update Standard Operating Procedures (SOPs)	FSS	TSM, FSSup	Oct-17	Jan-18	Not Started
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-17	Jun-18	Not Started
Teacher Grant Program Awards	ASsup	AS	Sep-17	Nov-17	Not Started
LWD Grant CSDA (Video Contest)	ASsup	AS	Aug-17	Dec-17	Not Started
Purchase a Large Vehicle to Tow the ACME Pump	FSSup	TSM, FSS, FSSup	Jul-17	Dec-17	Not Started
Evaluate Need to Rebuild or Replace Large Emergency Pump (Big Blue) for 2020 APCD Compliance	FSS	FSSup, FS Staff	Aug-17	Nov-17	Not Started
Evaluate the Purchase of Equipment for BPS (grease issue)	FSS	FSSup, FS Staff	Jul-17	Sep-17	Not Started
Hydro-Cleaning High Traffic Areas	FSSup	FSS, FS Staff	Feb-18	Apr-18	Not Started
Green Valley Trunk Lines	FSSup	FSS, FS Staff	Nov-17	Dec-17	Not Started
Rancho Santa Fe Rd & North El Camino Real	FSSup	FSS, FS Staff	Aug-17	Sep-17	Not Started
Alga Rd & north entrance of La Costa Golf Course	FSSup	FSS, FS Staff			
Smoke Testing near Diana Pump Station	FSS	FSSup, FS Staff	Jul-17	Sep-17	Not Started
By-Pass Pumping Drills	FSSup	FSS, FS Staff	Aug-17	Oct-17	Not Started
Avocado Pump Station	FSSup	FSS, FS Staff	Aug-17	Oct-17	Not Started
Diana Pump Station	FSSup	FSS, FS Staff			
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-16	May-17	Not Started
Update Aerial Photos on the Geographic Information System	FSSpec	FSSup, FS Staff	Jul-17	Aug-17	Not Started
Public Outreach	ASsup	All Staff	Jul-17	Sep-17	In Progress
Plan and Host the FY18 Community Open House Event	ASsup	GM, ASM, EA, AS	Jul-17	Jun-18	In Progress
Update Website	ASsup	GM, ASM, FSSup, FS Staff	Jul-17	Jun-18	In Progress
Build Facebook Audience	ASsup	GM, ASM, EA, AS	Jul-17	Mar-18	Not Started
Evaluate Teacher Grant Program	ASsup	GM, ASM, EA, AS	Jul-17	Aug-17	In Progress
Complete 2017 Summer Newsletter	ASsup	GM, ASM, EA, AS	Nov-17	Feb-18	Not Started
Write, Design, Print, & Mail Winter Newsletter	ASsup	GM, ASM, EA, AS	May-18	Aug-18	Not Started
Begin 2018 Summer Newsletter	ASsup	GM, ASM, EA, AS			
Awards	FSS	TSM, ASM, FSSup	Sep-17	Nov-17	Not Started
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Sep-17	Nov-17	Not Started
Pursue Presentation Opportunities @ CWEA, SCAP, etc.	GM	FSS, TSM, ASM	Jul-17	Jun-18	Not Started
Landscape	ASM	FSS, FS Staff	Sep-17	Dec-17	Not Started
Refresh entrance landscape with drought tolerant planting	FSS	FSSup, FS Staff	Jul-17	Oct-17	Not Started
Purchase two irrigation pumps	FSS	FSSup, FS Staff			
Records Retention	EA	AS	Aug-17	Oct-17	Not Started
Review stored records destroy those past retention period	EA	AS	Aug-17	Oct-17	Not Started
Enter into a New Agreement to Sell Recycled Water	GM	ASM, TSM, FSS, EA	Jul-17	Dec-17	In Progress
Install New Admin. Bldg. Electric Meter (Energy Savings)	FSS	TSM	Jul-17	Aug-17	In Progress
Eval. Headquarter Site Energy Saving Opportunities	FSS	ASM	Nov-17	Feb-18	Not Started
Optimize Bioxide Pumping Scheme	FSS	DE, FSSup	Jul-17	Sep-17	In Progress
Summer vs. Winter (Chemical Reduction)	FSS	DE, FSSup	Jul-17	Sep-17	In Progress

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.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Leucadia Force Main West Section Replacement Complete Construction	TSM	GM, FSS, DE	Jul-17	Aug-17	In Progress
Leucadia Pump Station Rehabilitation					
Project Design	TSM	GM, FSS, DE	Jul-17	Nov-17	In Progress
Bid Project	TSM	GM, FSS, DE	Dec-17	Feb-18	Not Started
Construction	TSM	GM, FSS, DE	Mar-18	Mar-19	Not Started
FY17 Gravity Pipeline Rehabilitation					
Bid Project	TSM	GM, FSS, DE	Jul-17	Aug-17	In Progress
Construction	TSM	GM, FSS, DE	Sep-17	May-18	Not Started
Poinsettia Station Gravity Pipeline (SANDAG)					
Bid Project	TSM	GM, FSS, DE	Jul-17	Dec-17	Not Started
Construction	TSM	GM, FSS, DE	Jan-18	Jan-19	Not Started
Gafner AWT Improvements					
Construction	TSM	GM, FSS, DE	Dec-17	Mar-18	In Progress
B1 Replacement - North Section					
Project Design	TSM	GM, FSS, DE	Jul-17	Aug-17	In Progress
Bid Project	TSM	GM, FSS, DE	Sep-17	Nov-17	Not Started
Construction	TSM	GM, FSS, DE	Dec-17	Feb-18	Not Started
FY18 Gravity Pipeline Rehabilitation					
Project Design	TSM	GM, FSS, DE	Sep-17	Dec-17	Not Started
Bid Project	TSM	GM, FSS, DE	Jan-18	Mar-18	Not Started
Construction	TSM	GM, FSS, DE	Apr-18	Jul-18	Not Started
Orchard Wood Road Pipeline Replacement					
Project Design	TSM	GM, FSS, DE	Aug-17	May-18	Not Started
Bid Project	TSM	GM, FSS, DE	Jun-18	Aug-18	Not Started
Construction	TSM	GM, FSS, DE	Sep-18	Dec-18	Not Started
Encintas Estates Pump Station Replacement					
Project Design	TSM	GM, FSS, DE	Oct-17	Mar-18	Not Started
Bid Project	TSM	GM, FSS, DE	Apr-18	Jun-18	Not Started
Construction	TSM	GM, FSS, DE	Jul-18	Nov-18	Not Started
Force Main Corrosion Control Anode Replacement					
Project Design	TSM	GM, FSS, DE	Jan-18	Mar-18	Not Started
Construction	TSM	GM, FSS, DE	Apr-18	May-18	Not Started
Network Intrusion Testing					
Procure Contract and Conduct Test	TSM	GM, EA	Feb-18	May-18	Not Started
Asset Management Plan Update					
AMP Update	TSM	GM, FSS, DE	Jul-17	Nov-17	Not Started

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