



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, March 8, 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. Certificate of Award for Outstanding Financial Reporting. (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:

- February 8, 2017 Regular Board Meeting (Pages 7-13)
- February 23, 2017 Special Board Meeting Minutes (Pages 14-16)
- March 1, 2017 Engineering Committee Meeting (Pages 17-19)

8. Approval of Demands February/March 2017

This item provides for the Board of Directors approval of all demands paid from LWD during the month of February and a portion in March 2017. (Pages 20-39)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY16 to FY17 and flows by sub-basin. (Pages 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 FY17 budget and discloses monthly investments. (Pages 45-52)

11. Disclosure of Reimbursements

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

EWA REPORTS

12. Encina Wastewater Authority Reports

- A. A Regular EWA Board Meeting was held on February 22, 2017 – report by Director Sullivan. (Page 55)
- B. An Encina Member Agencies Manager's Meeting was held on March 7, 2017 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

13. Committee Reports

- A. Engineering Committee Meeting was held on March 1, 2017 – report by Director Juliussen. (Page 56)

ACTION ITEMS

- 14. Tactical Goal Update - Evaluate the Need for a Confined Space Entry Equipment Trailer (verbal)**
- 15. Tactical Goal Update - Evaluate the Need to Replace District Dump Truck with a Multi - Purpose Truck to Tow the ACME (Big Blue) Emergency Pump (verbal)**
- 16. Authorize the General Manager to execute Amendment Number 2 to Task Order Number 31 with Infrastructure Engineering Corporation (IEC) for engineering design services to design a future Recycled Water Pump Station in an amount not to exceed \$53,305. (Pages 57-61)**

17. **Board of Directors Compensation Adjustment** (Pages 62-63)
18. **Fiscal Year 2018 (FY18) Budget Development Schedule** (Page 64)
19. **Discussion of LWD Open House** (Pages 65-66)
20. **Discussion of Recycled Water** (Page 67)
21. **Call for Nominations to the CSDA Board of Directors Seat C** (Pages 68-73)

INFORMATION ITEMS

22. Project Status Updates and Other Informational Reports

- A. The Joint Public Policy Forum CASA-WateReuse Conference is scheduled for April 19, 2017 at The Sutter Club in Sacramento, CA. (Verbal)
- B. CSDA Legislative Days is scheduled for May 16-17, 2017 at the Grand Events Center in Sacramento, CA. (Pages 74-75)

23. Directors' Meetings and Conference Reports

- A. The CASA D.C. Policy Forum was held February 27 – March 1, 2017 at the St. Regis Washington D.C. (Page 76)

24. General Manager's Report

25. General Counsel's Report

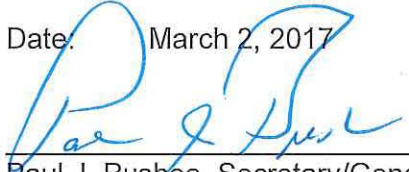
26. Board of Directors' Comments

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: March 2, 2017



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: March 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Financial Award**

I am pleased to report that the Leucadia Wastewater District (LWD) recently received a Certificate of Award for Outstanding Financial Reporting from the California Society of Municipal Finance Officers (CSMFO).

CSMFO recently notified the District that its Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2015-16 qualified to receive the award for Outstanding Financial Reporting. This award recognizes that the District has met all CSMFO's required criteria and established professional standards for financial reporting. This is the 8th time the District has received this award.

Please join me in congratulating LWD for receiving this award.

tb:PJB

Attachment

California Society of Municipal Finance Officers

Certificate of Award

Outstanding Financial Reporting Award Fiscal Year 2015-2016

Presented to the

Leucadia Wastewater District

For meeting the criteria established to achieve the Outstanding Financial Reporting Award.

January 31, 2017



Handwritten signature of John Adams in black ink.

*John Adams
CSMFO President*

Handwritten signature of Craig Boyer in black ink.

*Craig Boyer, Chair
Professional Standards and
Recognition Committee*

Dedicated Excellence in Municipal Financial Reporting

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
February 8, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, February 8, 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

DIRECTORS ABSENT: Omsted

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Steve Deering, FST I Ryan Rodriguez, FST II Rick Easton, Richard Babbe of PFM, Jeremy King of PFM, Michael Steinlicht of Encina Wastewater Authority, Scott McClelland of Encina Wastewater Authority, Ken Weinberg Consultant to Encina Wastewater Authority, Scott Goldman of RMC, and Nathan Chase of RMC.

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	Absent

6. Presentations and Awards**A. Achievement of Individual Award – Ryan Rodriguez**

GM Bushee introduced Field Services Technician I Ryan Rodriguez stating that Ryan recently received his Water Treatment Operator Grade T2 certification from the State Water Resources Control Board. He stated that this is his fourth award since his employment and he presented background information about Ryan. He noted that Ryan is eligible for a \$500 incentive award under the District's incentive program.

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

B. CWEA San Diego Section 2016 Awards - Community Engagement & Outreach Project of the Year and Collection System Person of the Year.

GM Bushee stated that the District recently received two awards. The first award was presented to Field Services Technician II Rick Easton from CWEA's San Diego Section as their 2016 Collection System Person of the Year. He provided a brief summary of Rick's accomplishments and President Hanson presented Rick with the award.

The Board of Directors congratulated Rick for his efforts.

GM Bushee stated that the District also received the Community Engagement & Outreach Award from CWEA's San Diego Section. This award recognizes Leucadia Wastewater District's outreach platform to blend social media, the website, and mapping tools to help share updates with the community in a timely manner. GM Bushee thanked ASsup Hill and Jared Criscuolo of Rising Tide Partners for their efforts in submitting for the award. He noted that under LWD's Incentive Program, employees are eligible for a \$100 incentive for the Community Engagement & Outreach Award.

ASsup Hill presented President Hanson the award and the Board of Directors congratulated staff for their efforts.

The Board of Directors also viewed LWD's District video titled "No Wipes Down the Pipes."

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

January 11, 2017 Regular Board Meeting
January 12, 2017 Community Affairs Committee Meeting
February 1, 2017 Investment & Finance Committee Meeting Engineering Committee Meeting
February 2, 2017 Engineering Committee Meeting

8. Approval of Demands for January/February 2017

Payroll Checks numbered 19028-19065; General Checking – Checks numbered 49208-49347

9. Operations Report (A copy was included in the original February 8, 2017 Agenda)

10. Finance Report (A copy was included in the original February 8, 2017 Agenda)

11. Quarterly Treasurer's Report

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

12. Disclosure of Reimbursements

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

Upon a motion duly made by Director Juliussen, seconded by Director Kulchin, 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 Juliussen	Yes
Director Omsted	Absent

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting held on January 25, 2017.

Director Sullivan reported on EWA's January 25, 2017 Board meeting.

- B. EWA Member Agency Manager's (MAM) - Meeting held on February 7, 2017.

GM Bushee reported on MAM's February 7, 2017 meeting.

14. Committee Reports

- A. Community Affairs Committee (CAC) Meeting was held on January 12, 2017.

Vice President Sullivan reported that the CAC and staff reviewed and commented on the draft layout of the 2017 Winter newsletter.

The CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

The CAC also received an update on the District Facebook page and reviewed a draft video of an overview of the District. These items were for informational purposes and no action was taken.

- B. Investment and Finance (IFC) Meeting was held on February 1, 2017.

President Hanson reported that staff presented the Annual Review of LWD's Reserve Policy and is not recommending any changes. The IFC concurred with staff to recommend that the Board of Directors to receive and file the annual review of the reserve policy. The IFC also received an update on the Comprehensive Financial Plan Tracking.

These items will be reviewed by the Board of Directors later in the agenda.

- C. Engineering Committee (EC) Meeting was held on February 2, 2017.

Director Juliussen reported that the EC received updates on the following information items:

- Tactical Goal - Evaluate the Need for a Confined Space Entry Equipment Trailer
- Tactical Goal - Evaluate the Need to Replace District Dump Truck with a Multi - Purpose Truck to Tow the ACME (Big Blue) Emergency Pump
- Impact of the January Storms on the District's Collection System
- Display of the New CCTV Inspection Van

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

ACTION ITEMS

15. Encina Water Reuse Feasibility Study

GM Bushee presented background information on the item noting that it was brought before EWA Board of Directors and the Member Agency Managers in December 2016. He stated that at the request of Director Juliussen, EWA General Manager Michael Steinlicht and Scott Goldman of RMC Water & Environmental will present an overview of the Encina Water Reuse Feasibility Study.

Mr. Goldman presented an overview of the Encina Water Reuse Feasibility Study noting that the study's purpose is to evaluate the feasibility of indirect potable reuse as well as direct potable reuse on the Encina South Parcel. Mr. Goldman provided an outline of the study which focused on the following areas:

- Review Study Objectives;
- Project Feasibility Requirements;
- Project Portfolio Options;
- Screening Criteria and Option Ranking; and
- Review Project Schedule and next steps.

Mr. Goldman reviewed the top three options for indirect and direct potable reuse noting that the number one option is the San Dieguito Reservoir and the number two option is the San Diego County Water Authority's raw aqueduct. He indicated that the next step in the process is to conduct stakeholder meetings and present a draft Feasibility Study to the EWA Board in the spring of 2017.

Director Kulchin asked if the main impediment to progress in water reuse is government regulations, technical complexity, or political or a combination of all three. Mr. Goldman answered his question stating that he didn't believe any of those were impeding progress.

President Hanson asked if the San Dieguito Reservoir in the top three options was the little reservoir. Mr. Goldman answered affirmatively.

President Hanson noted that Olivenhain Municipal Water District is conducting a ground water study and asked how far along they are. Mr. Goldman stated that Olivenhain has conducted studies on the San Elijo basin and it does not appear to be a viable option at the moment. However, the San Dieguito basin could possibly be an option if the brine can be removed.

Director Juliussen stated that he would like to see another desalination plant added to the EWA Master Plan. Mr. Goldman noted that the current desalination plant was designed to be expandable.

The Board of Directors thanked Mr. Goldman and EWA staff for their report.

This item was informational and no action was taken.

16. California Asset Management Program (CAMP) Individual Portfolio Program Status Report

GM Bushee presented the item introducing Mr. Richard Babbe with PFM to provide a status report on LWD's CAMP Individual Portfolio.

Mr. Babbe presented an overview of the economy, market trends and status of the Portfolio. He indicated that during 2016 the economy was growing moderately with a growth rate of 1.9% overall.

He noted that interest rates were very volatile during the year and rose significantly towards the end of 2016. He stated that interest rates are expected to trend up through 2017.

Mr. Babbe also provided a brief summary of the portfolio indicating that small modifications have been made. He stated that the portfolio is well diversified due to the addition of more corporate securities. He also noted that the portfolio has good credit quality and good liquidity but he anticipates moving some liquidity out as interest rates rise.

Director Juliussen asked if interest rates will stay low if President Trump decides on major infrastructure improvements. Mr. Babbe answered his question stating that interest rates are anticipated to increase but there is still uncertainty in the market.

The Board thanked Mr. Babbe for his report.

This item was informational and no action was taken.

17. Annual Review of LWD Reserve Fund Policy

ASM Duffey presented the item and reviewed the purpose of the policy. The policy calls for an annual review of the reserve funding levels by the Board of Directors. He noted that staff has reviewed the policy and has no recommended changes.

ASM Duffey reviewed the District's reserve balances for fiscal year ending June 30, 2016.

Director Kulchin asked ASM Duffey if there were any areas of concern. ASM Duffey answered LWD's finances remain strong but there is always the unknown and the potential for unexpected capital projects or disasters.

Director Kulchin also asked if there are enough reserves for major replacements or repairs. GM Bushee answered affirmatively.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Kulchin, and unanimously carried, the Board of Directors received and filed the Reserve Policy Annual Report by the following vote:

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

18. Comprehensive Financial Plan Tracking

ASM Duffey presented the item noting that the IFC reviewed it during their February 1st meeting. He noted that the District has a Comprehensive Financial Plan prepared about every 5 years, since conditions and assumptions change. He also noted that staff performs an internal update of the Plan annually to determine how actual results are tracking with the original projections.

ASM Duffey provided an overview of how LWD is tracking with its Financial Plan. The overview included the following topics.

- Comparison of projected and updated reserve balances;
- Comparison of projected and actual revenues and expenditures for the first five years of the Plan; and
- Future financial challenges

Director Kulchin asked why the District projected that it would lose 75% of property tax revenue allocation in 2015. ASM Duffey responded that the State can change or eliminate LWD's property tax revenue allocation and that LWD wanted to plan conservatively in case this happens.

ASM Duffey concluded that the District's finances remain strong, while maintaining low rates, and the District is tracking well with its Financial Plan.

ASM Duffey also provide an overview of 2017 monthly sewer service rates in San Diego County, stating that Jennifer Gabelein compiled that data for the graph. ASM Duffey noted that LWD is currently the 3rd lowest rate in the county.

Director Juliussen asked where the property tax revenue allocation comes from. GM Bushee stated the District gets a portion of the 1% ad valorem tax from LWD's customers which the State distributes out to local governments.

This item was informational and no action was taken.

19. Discuss Draft Agenda for Board of Directors Strategic Planning Session

GM Bushee presented this item stating that the Board members discussed potential topics for the upcoming Strategic Planning Workshop during their interviews with Ms. Michele Tamayo. He stated that Ms. Tamayo has developed a draft agenda for the Strategic Planning Workshop based on those interviews. He stated that this item is presented to discuss any changes or additions to the Strategic Planning Workshop agenda.

The Board of Directors had no additional items or changes to the draft Strategic Planning Workshop agenda as presented. No action was taken.

20. CASA Board of Directors Call for Candidates

GM Bushee stated that CASA has recently notified LWD that it is seeking candidates for its Board of Directors.

GM Bushee stated that he serves as the CASA Board's Vice President and is eligible to be the Board President next year. He noted he is interested in continuing to serve, however, since he is up for election this year the Board could opt to nominate someone else from LWD. He added that this item was presented to the Board as a follow up to CASA's request.

The Board did not opt to nominate anyone else. There was no action taken.

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

- CSDA Quarterly Dinner is scheduled for Thursday, February 16, 2017 at The Butcher Shop Steakhouse in Kearny Mesa.

- GM Bushee stated he will not be able to attend, however, ASM Duffey will be attending. A carpool will leave the District office at 5:30 p.m. and ASM Duffey will send a reminder next week.

22. Directors' Meetings and Conference Reports

A. The CASA Winter Conference was held on January 18 - 20, 2017 at the Hilton in Palm Springs, CA.

President Hanson stated it was a very good conference with good presentations.

Vice President Sullivan stated it was engaging and had good sessions and speakers. She noted that she has seen an improvement in the CASA Conferences.

23. General Manager's Report

GM Bushee reported on the following items:

- Authorization of an emergency repair for pump #3 at the Leucadia Pump Station for \$27K; and
- District virtual tour video

24. General Counsel's Report

General Counsel Brechtel reported on the following item:

- California Supreme Court decision on whether emails and texts sent from personal devices are public record

25. Board of Directors' Comments

Vice President Sullivan stated she loved the "No Wipes Down the Pipes" video and thanked ASsup Hill for her work on the video.

Director Juliussen stated he was pleased with the District's new CCTV truck during the inspection of the van at the EC meeting on February 2, 2017.

Director Kulchin stated he was very impressed with the presentations by FST II Rick Easton and FST III Todd Amos at the EC meeting. He noted the full Board will review these presentations at the March Board Meeting.

26. Adjournment

President Hanson adjourned the meeting at approximately 6:34 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Special Board Meeting
Thursday, February 23, 2017

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Thursday, February 23, 2017 at 8:30 a.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 8:57 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson, Sullivan, Kulchin, Juliussen, and Omsted
DIRECTORS ABSENT: None.
OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Supervisor Marvin Gonzalez, Field Services Specialist Ian Riffel, and Michele Tamayo with Tamayo Group, Inc.

3. Approval of Agenda

The Board unanimously approved the agenda.

4. Public Comment

No public comment was received.

5. Strategic Planning Workshop

A. Welcome/Purpose

President Hanson thanked everyone for attending the strategic planning session and noted that she appreciates staff and thinks everyone is doing a great job.

GM Bushee then introduced Michele Tamayo with Tamayo Group, Inc. to facilitate the meeting.

B. Review Agenda & Meeting Guidelines

Ms. Tamayo provided an outline of the discussion topics and noted that the main focus of today's discussion will be to provide the Board with a deeper understanding of what the District does.

C. Interview Results/Discussion

Ms. Tamayo reviewed the results of the Board interviews providing Board input on the following four strategic areas:

- Financial;
- People;
- Services; and
- Infrastructure/Technology

She also noted that the Board would like to see additional discussions regarding water recycling as well as the possibility of hosting an open house.

D. Update on Key Accomplishments

GM Bushee presented the item noting that the District's accomplishments start with the Board and link back to the District's Mission and Vision Statements. He noted that one major accomplishment has been the reduction in sewer sanitary overflows (SSO's). He then presented a graph showing there were 13 SSO's between years 2006-2010 and only 4 SSO's between years 2011-2017.

E. Understanding Our Organization & How We Work

GM Bushee presented the item stating that LWD's major functions are broken down into three major departments. These departments are Administration, Field Services, and Capital Improvement Projects (CIP).

Staff then presented on the following areas within those departments:

- Finance;
- Administration;
- Human Resources;
- Public Information / Outreach
- Risk Management / Safety;
- Development;
- Collection System;
- Recycled Water;
- Capital Program; and
- General Manager's Role

Midway through the presentations, Ms. Tamayo called for a break.

Ms. Tamayo called for a lunch break at 12noon.

Following the presentations Ms. Tamayo asked for Board reflection and comments.

The Board stated they thoroughly enjoyed the presentations and staff interaction with the Board. The Board also stated they were impressed with the complexity of the administrative side of the organization.

F. Identify/Discuss Key Priorities

Ms. Tamayo asked the Board if they would like to discuss this topic. The Board unanimously decided to move the topics of Water Recycling and Public Outreach/Open House to the 2017 March Board Meeting agenda.

GM Bushee stated that he will add these items to the March Board meeting agenda.

G. Working Together for Success – Board & Staff Roles

The Board unanimously decided to not discuss this item. No other action was taken.

At the conclusion of the meeting, Ms. Tamayo provided a brief recap of the ideas and action noted by the Board. These included:

- Receiving input from the full Board regarding ideas and suggestions for material in the fall 2017 newsletter;
- Providing an outline with associated costs for an open house and having employees present at the open house; and
- Discussing recycled water at the March Board Meeting

Director Kulchin requested that the Board be provided a copy of staff's presentation relating to staff's roles. GM Bushee agreed to do so.

The Board and staff thanked Ms. Tamayo for a great Strategic Planning Workshop.

6. Adjournment

President Hanson adjourned the meeting at 1:16 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager (SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 March 1, 2017

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, March 1, 2017 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: Technical Services Manager Robin Morishita; Field Services Supervisor Marvin Gonzalez; District Engineer Steve Deering; and Jamie Fagnant from Infrastructure Engineering Corporation

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute Amendment Number 2 to Task Order Number 31 with Infrastructure Engineering Corporation (IEC) for engineering design services to design a future Recycled Water Pump Station in an amount not to exceed \$53,305.

TSM Morishita presented the staff recommendation. He provided background of the North San Diego Water Reuse Coalition (Coalition). He explained that the Coalition was successful in obtaining California Proposition 84 (Prop 84) grant funding for the North San Diego County Regional Recycled Water Project (RW Project). TSM Morishita continued that the District's portion of the RW Project included the construction of a pump station to pump water produced at the Gafner Advance Water Treatment Facility (Gafner) into a regional recycled water distribution system. He explained that the Prop 84 grant provides \$90,000 for the District to design the pump station. He said this design grant expires in May 2017.

TSM Morishita stated that to justify the expenditure to construct the pump station, the District must have agreements in place to provide recycled water to adjacent water purveyors Carlsbad Municipal Water District (CMWD) and / or Olivenhain Municipal Water District (OMWD). He continued that although the District does not currently have these necessary agreements, staff does not want to miss the opportunity provided by the Prop 84 grant funding and believes it is prudent to develop a preliminary design for a recycled water pump station.

TSM Morishita stated that in January 2017, staff executed Task Order Number 31 with IEC to conduct a Preliminary Design Review (PDR). He continued that as IEC completes the PDR, they will proceed quickly into the design phase. He stated that

Amendment Number 2 to the task order is for pump station design. TSM Morishita said that IEC submitted a proposal for engineering design services that included survey and final design. He said that IEC's proposed fee is \$53,305. TSM Morishita continued that staff believes the proposal is fair and reasonable and recommends that the Board authorize the General Manager to execute the amendment.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute Amendment No. 2 to Task Order 31 with IEC for engineering services to design a recycled water pump station.

5. Information Items

A. Tactical Goal Update - Evaluate the Need for a Small Vehicle to Tow the Mini-Jetter for Hydro-Cleaning (verbal)

FSS Gonzalez presented the results of an evaluation to determine the need for a small vehicle to tow the mini-jetter for hydro-cleaning on the Omni La Costa Resort Golf Course. He stated that the evaluation is a 2017 Tactical Goal. He continued that the evaluation was done to improve access to lines in the golf course and reduce the risk of damage to the turf and getting the equipment stuck on the course. FSS Gonzalez stated that the mini-jetter weighs 4,900 pounds when the tanks are full. Three small utility (all-terrain type) vehicles were evaluated and none of the vehicles meet the 4,900 pound towing capacity.

FSS Gonzalez stated that as a result of the evaluation, staff recommends that when the current chase vehicle is replaced, the replacement vehicle be a four wheel drive truck. He continued that the vehicle will have the necessary towing capacity and traction to reduce the risks involved with working on the golf course. He said that this approach will not increase the number of vehicles in the District's Fleet. FSS Gonzalez said that when staff determines that the chase vehicle needs replacement, funds will be included for the purchase of the replacement truck in the fiscal year budget.

Chairperson Juliussen and Director Kulchin asked why not replace the vehicle now. FSS Gonzalez answered that although the current chase truck meets the District's criteria for replacement, it is still in good operational condition and does not require replacement. FSS Gonzalez continued that however, staff will further evaluate the condition of the chase truck and its need for replacement.

The EC thanked FSS Gonzalez for the evaluation.

6. Director's Comments

Director Kulchin stated that staff did a good job on their presentation during the Board Strategic Planning Workshop and that he appreciated the effort.

Chairperson Juliussen asked how the collection system responded to the rain throughout the day on Monday, February 27th. FSS Gonzalez answered that Vactor trucks were used to assist with the inflow at Diana Pump Station. He continued that Batiquitos and Leucadia Pump Stations overflowed into their respective overflow basins. FSS Gonzalez said that the Batiquitos Force Mains, B2 and B3, were in simultaneous operation and three of the four pumps were on line at Batiquitos Pump Station to deal with the increased flow. FSS Gonzalez stated that overall, the collection system responded well and, more importantly,

no sewer system overflow occurred.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:05 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: March 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of February/March Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **321,742.12**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months February 3, 2017 – March 2, 2017.

Operating expenses totaled \$ **185,928.18** while Capital Improvement Program expenses totaled \$ **37,584.85**

Payroll for employees and the Board totaled \$ **98,229.09**.

Attached, please find a year-to-date Employee and Board Payroll Report from February 2016 to March 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 February/March 2017
Attachment 2	Payroll Check Register dated February 8, 2017
Attachment 3	Accounts Payable Check Register dated February 9, 2017
Attachment 4	Accounts Payable Check Register dated February 14, 2017
Attachment 5	Payroll Check Register dated February 15, 2017
Attachment 6	Accounts Payable Check Register dated February 22, 2017
Attachment 7	Payroll Check Register dated March 1, 2017
Attachment 8	Board Payroll Check Register dated March 1, 2017
Attachment 9	Accounts Payable Check Register dated March 1, 2017
Attachment 10	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

March 8, 2017

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -1/18/2017	19071 - 19090 Incentive	\$2,170.15	
Payroll Check -2/15/2017	19091 - 19109	\$45,587.20	
Payroll Check - 3/1/2017	19110 - 19128	\$47,217.28	
Board Payroll Check - 3/1/2017	19129 - 19133	<u>\$3,254.46</u>	
	Total	\$98,229.09	
General Checking -2/9/2017	49348 - 49377	\$ 47,747.85	
General Checking -2/14/2017	49378	\$ 3,778.82	
General Checking - 2/22/2017	49379 - 49408	\$ 73,805.51	
General Checking - 3/1/2017	49409 - 49432	<u>\$ 98,180.85</u>	
	Total	\$ 223,513.03	
	GRAND TOTAL		\$321,742.12

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: February 8, 2017
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19071 - 19090	2/8/2017	\$2,170.15

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/9/2017 Through 2/9/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ATEL COMMUNICATIONS, INC	49348	2/9/2017	127.50	NITE MODE CALLS RESET
	Total 49348		127.50	
BRADFORD SIGNS	49349	2/9/2017	2,255.00	INTERIOR SIGNS
	Total 49349		2,255.00	
CHUCKS TIRE CENTER	49350	2/9/2017	395.92	-2009 Chev 2500 HD
	Total 49350		395.92	
CITY OF CARLSBAD	49351	2/9/2017	183.57	WATER @ VACTOR
CITY OF CARLSBAD		2/9/2017	237.36	WATER @ VACTOR 2
	Total 49351		420.93	
CORELOGIC INFORMATION SOLUTIONS, INC	49352	2/9/2017	125.00	SUBSCRIPTION RENEWAL FOR JAN
	Total 49352		125.00	
COSCO FIRE PROTECTION	49353	2/9/2017	895.00	TESTING OF SPRINKLER SYSTEM FOR FIRES
	Total 49353		895.00	
CSDA- SAN DIEGO CHAPTER	49354	2/9/2017	150.00	CSDA QTRLY DINNER-FEB
	Total 49354		150.00	
DATA NET	49355	2/9/2017	172.00	IS MAINT AND SUPPORT
	Total 49355		172.00	
DKF SOLUTIONS GROUP, LLC	49356	2/9/2017	3,400.00	DEVELOPING EMERGENCY PLAN
DKF SOLUTIONS GROUP, LLC		2/9/2017	300.00	MONTHLY SAFETY PROGRAM FEE
	Total 49356		3,700.00	
DUDEK & ASSOCIATES	49357	2/9/2017	495.00	GE/3252/0844/LC Town-Dec
DUDEK & ASSOCIATES		2/9/2017	75.00	GE/3252/0946/SCOTT ANNEX-Dec
DUDEK & ASSOCIATES		2/9/2017	107.50	GE/3252/0957/EL CAMINO REAL-Dec
DUDEK & ASSOCIATES		2/9/2017	70.00	GE/3252/0966/THEVILLAGE SQ-Dec
DUDEK & ASSOCIATES		2/9/2017	92.50	GE/3252/0975/EL FUERTE ENCROACHMENT-Dec
DUDEK & ASSOCIATES		2/9/2017	1,240.00	GE/3252/0983/HYMETTUS-Dec
DUDEK & ASSOCIATES		2/9/2017	450.00	GE/3252/0985/130 WEST JASON-Dec
DUDEK & ASSOCIATES		2/9/2017	75.00	GE/3252/0987/SPROUTS-Dec
	Total 49357		2,605.00	
ELAINE SULLIVAN	49358	2/9/2017	469.79	ADDITIONAL REIMBURSEMENT FOR E. SULLIVAN-CASA
	Total 49358		469.79	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/9/2017 Through 2/9/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
JOHN W. SMITH	49359	2/9/2017	367.50	BACKFLOW SERVICES
JOHN W. SMITH		2/9/2017	<u>430.00</u>	REPAIR WORK
	Total 49359		797.50	
MALLORY SAFETY AND SUPPLY	49360	2/9/2017	366.36	HOODED SAFETY SWEATSHIRTS
MALLORY SAFETY AND SUPPLY		2/9/2017	<u>199.34</u>	TRIPOD CARRYING BAG-SAFETY
	Total 49360		565.70	
MITSUBISHI ELECTRIC US, INC	49361	2/9/2017	<u>286.07</u>	ELEVATOR MAIN/SERVICE-FEB
	Total 49361		286.07	
NAPA AUTO	49362	2/9/2017	29.57	BULBS/CREDIT
NAPA AUTO		2/9/2017	36.61	COOLANT
NAPA AUTO		2/9/2017	64.65	SUPPLIES
NAPA AUTO		2/9/2017	<u>31.20</u>	SUPPLIES/PARTS
	Total 49362		162.03	
OFFICE DEPOT, INC.	49363	2/9/2017	<u>520.54</u>	OFFICE SUPPLIES
	Total 49363		520.54	
OLIVENHAIN MUNICIPAL WATER DIST	49364	2/9/2017	41.13	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		2/9/2017	397.05	WATER @ TRAVELING/VACTOR
OLIVENHAIN MUNICIPAL WATER DIST		2/9/2017	452.81	WATER @ TRAVLEING
OLIVENHAIN MUNICIPAL WATER DIST		2/9/2017	41.13	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		2/9/2017	44.69	WATER @ VP7 PS
	Total 49364		976.81	
PACIFIC SAFETY CENTER	49365	2/9/2017	<u>1,295.00</u>	TRAFFIC CONTROL TRAINING-SAFETY
	Total 49365		1,295.00	
PALOMAR WATER, LLC	49366	2/9/2017	<u>212.63</u>	BOTTLED WATER DELIVERY-JAN
	Total 49366		212.63	
PERS RETIREMENT	49367	2/9/2017	<u>12,958.46</u>	EMPLOYEE RETIREMENT ENDING 1/29/17
	Total 49367		12,958.46	
VANESSA SHOBLOCK	49368	2/9/2017	<u>2,140.00</u>	LATERAL REIMBURSEMENT
	Total 49368		2,140.00	
TERMINIX	49369	2/9/2017	<u>56.00</u>	MONTHLY PEST SERVICE-JAN

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/9/2017 Through 2/9/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 49369		56.00	
UNDERGROUND SERVICE ALERT OF	49370	2/9/2017	160.50	UNDERGROUND ALARM SERVICE
	Total 49370		160.50	
UNITED PARCEL	49371	2/9/2017	17.07	SHIPPING/POSTAGE/CREDIT
	Total 49371		17.07	
U.S. BANK	49372	2/9/2017	8,793.61	MEETINGS, CONFS, OFFICE SUPPLIES, ETC
	Total 49372		8,793.61	
VERIZON WIRELESS	49373	2/9/2017	21.27	TELEMETRY-CELL PHONES
	Total 49373		21.27	
VORTEX INDUSTRIES, INC	49374	2/9/2017	2,384.50	TROUBLESHOOT/REPAIR ENTRY DOORS
	Total 49374		2,384.50	
WASTE MANAGEMENT	49375	2/9/2017	89.00	BATTERY TRACKER
WASTE MANAGEMENT		2/9/2017	206.86	TRASH SERVICE-JAN
	Total 49375		295.86	
WORDEN WILLIAMS LLP	49376	2/9/2017	4,688.10	LEGAL FEES-JAN-2017
	Total 49376		4,688.10	
XEROX CORPORATION	49377	2/9/2017	100.06	COPIER LEASE-MAINT
	Total 49377		100.06	
Report Total			47,747.85	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 2/9/2017 Through 2/9/2017

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	2/9/2017	49372	0.00	1005	UNION BANK GENERAL	MEETINGS, CONFS, OFFICE SUPPLIES, ETC
U.S. BANK	APS	2/9/2017	49372	0.00	1080	DUE TO/FROM OTHER FUNDS	MEETINGS, CONFS, OFFICE SUPPLIES, ETC
U.S. BANK	API	2/9/2017	49372	8.78	4330	BOARD CONFERENCES	CASA CONF-D.O.
U.S. BANK	API	2/9/2017	49372	28.40	4330	BOARD CONFERENCES	CASA CONF-E.S.
U.S. BANK	API	2/9/2017	49372	30.80	4330	BOARD CONFERENCES	CASA HOTEL-A.J.
U.S. BANK	API	2/9/2017	49372	442.40	4330	BOARD CONFERENCES	CASA-HOTEL-D.O.
U.S. BANK	API	2/9/2017	49372	400.00	4330	BOARD CONFERENCES	WATERUSE CONF REG-A.J.
U.S. BANK	API	2/9/2017	49372	400.00	4330	BOARD CONFERENCES	WATERUSE CONF REG-D.K.
U.S. BANK	API	2/9/2017	49372	400.00	4330	BOARD CONFERENCES	WATERUSE CONF REG-D.O.
U.S. BANK	API	2/9/2017	49372	400.00	4330	BOARD CONFERENCES	WATERUSE CONF REG-E.S.
U.S. BANK	API	2/9/2017	49372	400.00	4330	BOARD CONFERENCES	WATERUSE CONF REG-J.H.
U.S. BANK	API	2/9/2017	49372	292.50	5040	SAFETY SUPPLIES	DATCO
U.S. BANK	API	2/9/2017	49372	118.72	5040	SAFETY SUPPLIES	WATERPROOF SPRAY
U.S. BANK	API	2/9/2017	49372	55.85	5227	MANAGEMENT SUPPORT SERVICES	LEADERSHIP BOOKS-P.B.
U.S. BANK	API	2/9/2017	49372	982.80	5540	VEHICLES	SIGNS-VEHICLE DOORS-R.M.
U.S. BANK	API	2/9/2017	49372	550.00	5710	TRAINING, EDUCATION & CONFERNC	CASA CONF REG-R.D.
U.S. BANK	API	2/9/2017	49372	374.78	5710	TRAINING, EDUCATION & CONFERNC	CASA CONF-HOTEL-R.D.
U.S. BANK	API	2/9/2017	49372	46.18	5710	TRAINING, EDUCATION & CONFERNC	CASA CONF-P.B.
U.S. BANK	API	2/9/2017	49372	205.80	5710	TRAINING, EDUCATION & CONFERNC	CASA CONF-R.D.
U.S. BANK	API	2/9/2017	49372	675.00	5710	TRAINING, EDUCATION & CONFERNC	CASA DC REG-P.B.
U.S. BANK	API	2/9/2017	49372	206.60	5710	TRAINING, EDUCATION & CONFERNC	CASA HOTEL-P.B.
U.S. BANK	API	2/9/2017	49372	600.00	5710	TRAINING, EDUCATION & CONFERNC	CSDA -T.B.
U.S. BANK	API	2/9/2017	49372	400.00	5710	TRAINING, EDUCATION & CONFERNC	CSDA CONF-R.D.
U.S. BANK	API	2/9/2017	49372	1,645.00	5735	EMPLOYEE RECOGNITION	CWEA AWARDS BANQ
U.S. BANK	API	2/9/2017	49372	100.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	2/9/2017	49372	30.00	5910	TELEPHONE	WIFI-R.M.
Transaction Total				<u>8,793.61</u>			
Total 2/9/2017				<u>8,793.61</u>			

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 2/14/2017 Through 2/14/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
L&L PRINTERS	49378	2/14/2017	<u>3,778.82</u>	Postage for Newsletter
	Total 49378		<u>3,778.82</u>	
Report Total			<u><u>3,778.82</u></u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 15, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19091 - 19109	2/15/2017	\$45,587.20

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/22/2017 Through 2/22/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AT&T	49379	2/22/2017	116.61	BPS PHONE AND INTERENT SERVICES
	Total 49379		116.61	
PETTY CASH	49380	2/22/2017	183.38	PETTY CASH-FEB
	Total 49380		183.38	
WAGeworks, INC	49381	2/22/2017	365.00	SEC 125 FLEX PLAN-JAN
	Total 49381		365.00	
CORODATA	49382	2/22/2017	76.96	STORAGE FEES-JAN
	Total 49382		76.96	
CWEA	49383	2/22/2017	93.00	RENEWAL FOR G. MENDEZ-COLL GRADE 3
CWEA		2/22/2017	83.00	RENEWAL FOR I. RIFFEL-PLANT MAINT-GRADE 1
	Total 49383		176.00	
DATA NET	49384	2/22/2017	1,642.50	IS MAINT AND SUPPORT
	Total 49384		1,642.50	
DAVID KULCHIN	49385	2/22/2017	28.36	MILEAGE REIMBURSE FOR D. KULCHIN
	Total 49385		28.36	
DETECTION INSTRUMENTS CORP	49386	2/22/2017	105.49	CALIBRATIONS
DETECTION INSTRUMENTS CORP		2/22/2017	105.49	L2 CALIBRATIONS
	Total 49386		210.98	
DUDEK & ASSOCIATES	49387	2/22/2017	6,686.25	GE/CIP/DEC/200/0302
	Total 49387		6,686.25	
EVOQUA WATER TECHNOLOGIES, LLC	49388	2/22/2017	8,620.95	BIOXIDE
	Total 49388		8,620.95	
FEDERAL EXPRESS CORPORATION	49389	2/22/2017	74.26	SHIPPING COSTS
	Total 49389		74.26	
GREAT AMERICA FINANCIAL SERVICES	49390	2/22/2017	764.19	COPIER LEASE-FEB
	Total 49390		764.19	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/22/2017 Through 2/22/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
HAAKER EQUIPMENT CO	49391	2/22/2017	<u>3,297.52</u>	VACTOR MAINT AND SERVICE
	Total 49391		3,297.52	
HEAVILAND ENTERPRISES, INC	49392	2/22/2017	<u>840.00</u>	LANDSCAPE SERVICES-FEB
	Total 49392		840.00	
I2B NETWORKS, INC	49393	2/22/2017	<u>160.00</u>	WEB CAM @ BPS
	Total 49393		160.00	
ICMA RETIREMENT-303979	49394	2/22/2017	<u>4,114.33</u>	DEFERRED COMP
	Total 49394		4,114.33	
INFRASTRUCTURE ENGINEERING CORP	49395	2/22/2017	<u>2,730.00</u>	LPS REHAB PROJECT-JAN
	Total 49395		2,730.00	
MALLORY SAFETY AND SUPPLY	49396	2/22/2017	<u>63.85</u>	SAFETY ITEMS-HARD HAT
	Total 49396		63.85	
MSC JANITORIAL SERVICE, INC	49397	2/22/2017	<u>1,552.92</u>	JANITORIAL SERVICE-FEB
	Total 49397		1,552.92	
NATIONWIDE RETIREMENT SOLUTIONS	49398	2/22/2017	<u>265.78</u>	DEFERRED COMP-2/13/2017
	Total 49398		265.78	
NEOPOST, INC	49399	2/22/2017	<u>250.00</u>	POSTAGE FOR THE METER
	Total 49399		250.00	
PACIFIC SAFETY CENTER	49400	2/22/2017	<u>139.86</u>	2016 WATCBOOK
	Total 49400		139.86	
PIPERIN CORPORATION	49401	2/22/2017	<u>31,441.21</u>	DIG AND REPAIR HOLE IN LINE
	Total 49401		31,441.21	
RICHARD STINSON	49402	2/22/2017	<u>2,550.00</u>	CONSTRUCTION CONSULTING-JANUARY
	Total 49402		2,550.00	
SAN DIEGO GAS & ELECTIRC	49403	2/22/2017	116.46	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		2/22/2017	483.18	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		2/22/2017	813.94	ELECTRIC @ E.ESTATES
SAN DIEGO GAS & ELECTIRC		2/22/2017	381.32	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		2/22/2017	1,092.27	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		2/22/2017	169.33	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		2/22/2017	826.14	ELECTRIC @ SPS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/22/2017 Through 2/22/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO GAS & ELECTIRC		2/22/2017	354.28	ELECTRIC @ VP5
SAN DIEGO GAS & ELECTIRC		2/22/2017	169.94	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		2/22/2017	210.02	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		2/22/2017	<u>2.76</u>	NAT GAS @ EE
	Total 49403		4,619.64	
SOUTHERN CONTRACTING COMPANY	49404	2/22/2017	<u>1,122.00</u>	SEAL FITTINGS/AWT TURBIDTY
	Total 49404		1,122.00	
UNIFIRST CORPORATION	49405	2/22/2017	185.59	LAUNDRY SERVICE W/E 2/8/2017
UNIFIRST CORPORATION		2/22/2017	192.27	LAUNDRY SERVICE-W/E 2/1/2017
UNIFIRST CORPORATION		2/22/2017	<u>197.04</u>	LAUNDRY SERVICE-W/E 2/15/17
	Total 49405		574.90	
UNITED PARCEL	49406	2/22/2017	<u>17.80</u>	SHIPPING
	Total 49406		17.80	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	49407	2/22/2017	<u>223.00</u>	PHYSICALS/EXAMS
	Total 49407		223.00	
VERIZON WIRELESS	49408	2/22/2017	<u>897.26</u>	CELL PHONES-JAN
	Total 49408		897.26	
Report Total			<u><u>73,805.51</u></u>	

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: March 1, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19110 - 19128	3/1/2017	\$47,217.28

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: March 1, 2017

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17129 - 19133	3/1/2017	\$3,254.46

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/1/2017 Through 3/1/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	49409	3/1/2017	<u>4,340.00</u>	FLOW METERING-FEB
	Total 49409		4,340.00	
ALLIANT INSURANCE SERVICES, INC	49410	3/1/2017	<u>623.00</u>	INS-EQUIPMENT-16-17
	Total 49410		623.00	
BAJA POOL AND SPA SERVICE	49411	3/1/2017	<u>125.00</u>	FOUNTAIN SERVICE-FEB
	Total 49411		125.00	
BIGTUNA INTERACTIVE	49412	3/1/2017	<u>480.00</u>	OTLY WEB DEVELOPMENT-FEB
	Total 49412		480.00	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	49413	3/1/2017	<u>34,370.17</u>	HEALTH INS-MARCH
	Total 49413		34,370.17	
CARLSBAD FUELS CORPORATION	49414	3/1/2017	<u>1,700.91</u>	VEHCILE FUELS
	Total 49414		1,700.91	
PETTY CASH	49415	3/1/2017	<u>204.12</u>	PETTY CASH-FEB
	Total 49415		204.12	
DETECTION INSTRUMENTS CORP	49416	3/1/2017	<u>396.86</u>	SENSOR CALIBRATION @ BPS
	Total 49416		396.86	
DUDEK & ASSOCIATES	49417	3/1/2017	220.00	GE/3252/JAN/0844/LC TOWN SQ
DUDEK & ASSOCIATES		3/1/2017	23.01	GE/3252/JAN/0874/EOLUS 4
DUDEK & ASSOCIATES		3/1/2017	1,072.50	GE/3252/JAN/0982/BREAD/BARLEY
DUDEK & ASSOCIATES		3/1/2017	935.00	GE/3252/JAN/0983/HYMETTUS
DUDEK & ASSOCIATES		3/1/2017	447.50	GE/3252/JAN/0984/HYMETTUS
DUDEK & ASSOCIATES		3/1/2017	770.00	GE/3252/JAN/0986/PICK UP STIX
DUDEK & ASSOCIATES		3/1/2017	770.00	GE/3252/JAN/0987/SPROUTS
DUDEK & ASSOCIATES		3/1/2017	440.00	GE/3252/JAN/0988/LUNA GRILL
DUDEK & ASSOCIATES		3/1/2017	275.00	GE/3252/JAN/0989/CAUDER ST
DUDEK & ASSOCIATES		3/1/2017	<u>110.00</u>	GE/3252/JAN/100/GRADING PLANS
	Total 49417		5,063.01	
EWING IRRIGATION PRODUCTS	49418	3/1/2017	<u>20.80</u>	PVC ADAPTOR/VALVES
	Total 49418		20.80	
HAAKER EQUIPMENT CO	49419	3/1/2017	<u>144.61</u>	PARTS
	Total 49419		144.61	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/1/2017 Through 3/1/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
INFRASTRUCTURE ENGINEERING CORP	49420	3/1/2017	863.64	LA COSTA GOLF GRAVITY LINE/CREDIT FOR VP5-JAN
	Total 49420		863.64	
MALLORY SAFETY AND SUPPLY	49421	3/1/2017	299.34	SAFETY ITEMS-GLOVES
	Total 49421		299.34	
MES VISION	49422	3/1/2017	386.22	VISION INS-MARCH
	Total 49422		386.22	
OFFICE DEPOT, INC.	49423	3/1/2017	344.73	OFFICE SUPPLIES
	Total 49423		344.73	
PACIFIC SAFETY CENTER	49424	3/1/2017	190.00	SAFETY CLASS-DOG BITES
	Total 49424		190.00	
PERS RETIREMENT	49425	3/1/2017	313.99	BOARD RETIREMENT ENDING 1/31/2017
PERS RETIREMENT		3/1/2017	13,019.94	EMPLOYEE RETIREMENT ENDING 2/12/2017
	Total 49425		13,333.93	
RGB RICE GENERAL BUILDING	49426	3/1/2017	3,300.35	ROOF REPAIR WORK
	Total 49426		3,300.35	
SAN DIEGO GAS AND ELECTRIC	49427	3/1/2017	14,106.44	ELECTRIC @ OFFICE/LPS
	Total 49427		14,106.44	
SAN DIEGO GAS & ELECTIRC	49428	3/1/2017	11,727.57	ELECTRIC @ BPS
	Total 49428		11,727.57	
THE GUARDIAN	49429	3/1/2017	4,218.96	DENTAL/DISABILITY INS-MARCH
	Total 49429		4,218.96	
UNIFIRST CORPORATION	49430	3/1/2017	185.59	LAUNDRY SERVICE-W/E 2/22/17
	Total 49430		185.59	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	49431	3/1/2017	155.00	PHYSICALS/TESTS
	Total 49431		155.00	
WESELOH CHEVROLET	49432	3/1/2017	1,524.37	MAINT WORK-09 CHEVY
WESELOH CHEVROLET		3/1/2017	76.23	MAINT/REPAIR-09 CHEVY
	Total 49432		1,600.60	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 3/1/2017 Through 3/1/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			98,180.85	

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

<u>FEBRUARY</u>		2016		
2/3/2016	Employee			\$41,636.25
2/3/2016	Board			\$4,887.14
2/10/2016	Employee	Incentive		\$1,567.35
2/10/2016	Employee	Incentive		\$879.35
2/17/2016	Employee			<u>\$41,942.42</u>
	TOTAL			\$90,912.51
<u>MARCH</u>				
3/2/2016	Employee			\$42,292.77
3/2/2016	Board			\$3,136.26
3/9/2016	Employee	Incentive		\$451.61
3/16/2016	Employee			\$42,023.59
3/30/2016	Employee			<u>\$41,286.80</u>
	TOTAL			\$129,191.03
<u>APRIL</u>				
4/2/2016	Board			\$3,531.16
4/13/2016	Employee			\$44,125.93
4/14/2016	Employee	Incentive		\$11,302.63
4/27/2016	Employee			<u>\$44,434.86</u>
	TOTAL			\$103,394.58
<u>MAY</u>				
5/2/2016	Board			\$4,924.86
5/11/2016	Employee			\$45,328.93
5/11/2016	Employee	Incentive		\$16,361.17
5/25/2016	Employee			<u>\$45,256.06</u>
	TOTAL			\$111,871.02
<u>JUNE</u>				
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

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

2017

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

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

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		<u>\$45,587.20</u>
	TOTAL		\$100,615.60

MARCH

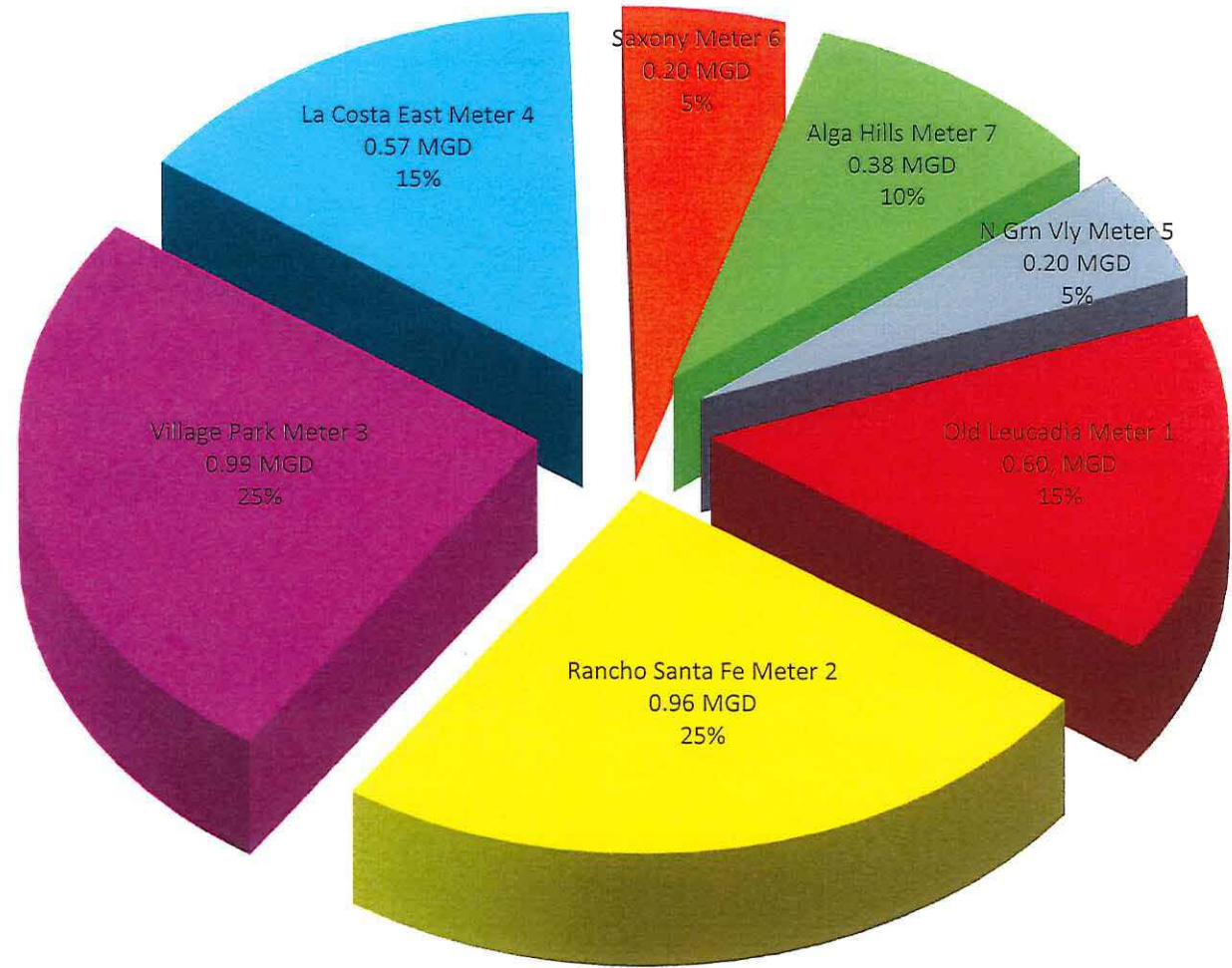
3/1/2017	Employee		\$47,217.28
3/1/2017	Board		<u>\$3,254.46</u>
	TOTAL		\$50,471.74

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

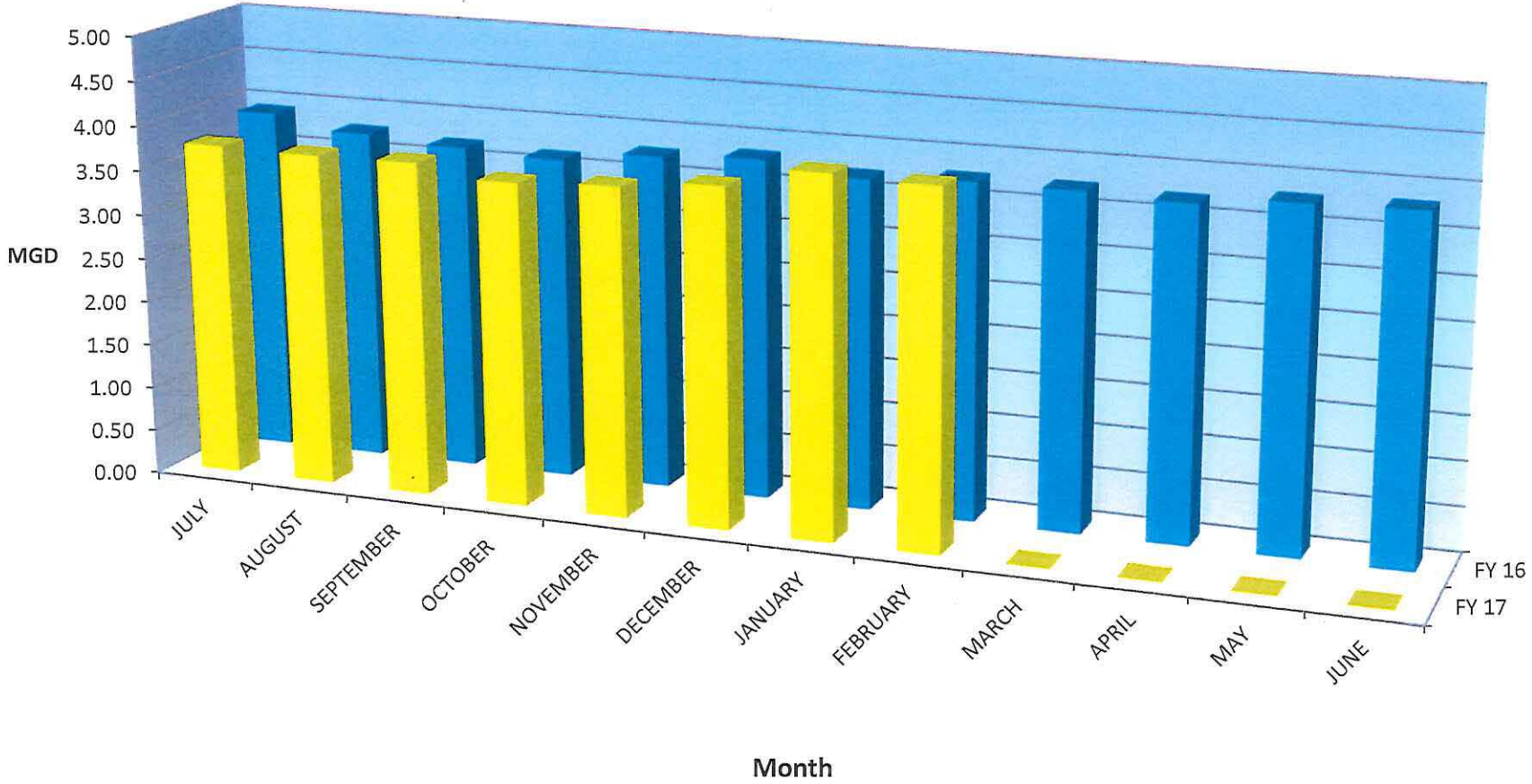
CURRENT MONTH - February 2017							FY 2015-2016
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,560.21	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	116.87	1.00	3.77	132	54.07	3.92
YTD			28,561.21				
AUGUST	0.00	116.25	1.50	3.75	131	44.02	3.77
YTD			28,562.71				
SEPTEMBER	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							3.76
YTD							
APRIL							3.72
YTD							
MAY							3.81
YTD							
JUNE							3.83
YTD							
YTD Totals	13.72	921.50	23.80			178.07	
Mo Average	1.72	115.19	2.98	3.79	132.78	22.26	3.77

40

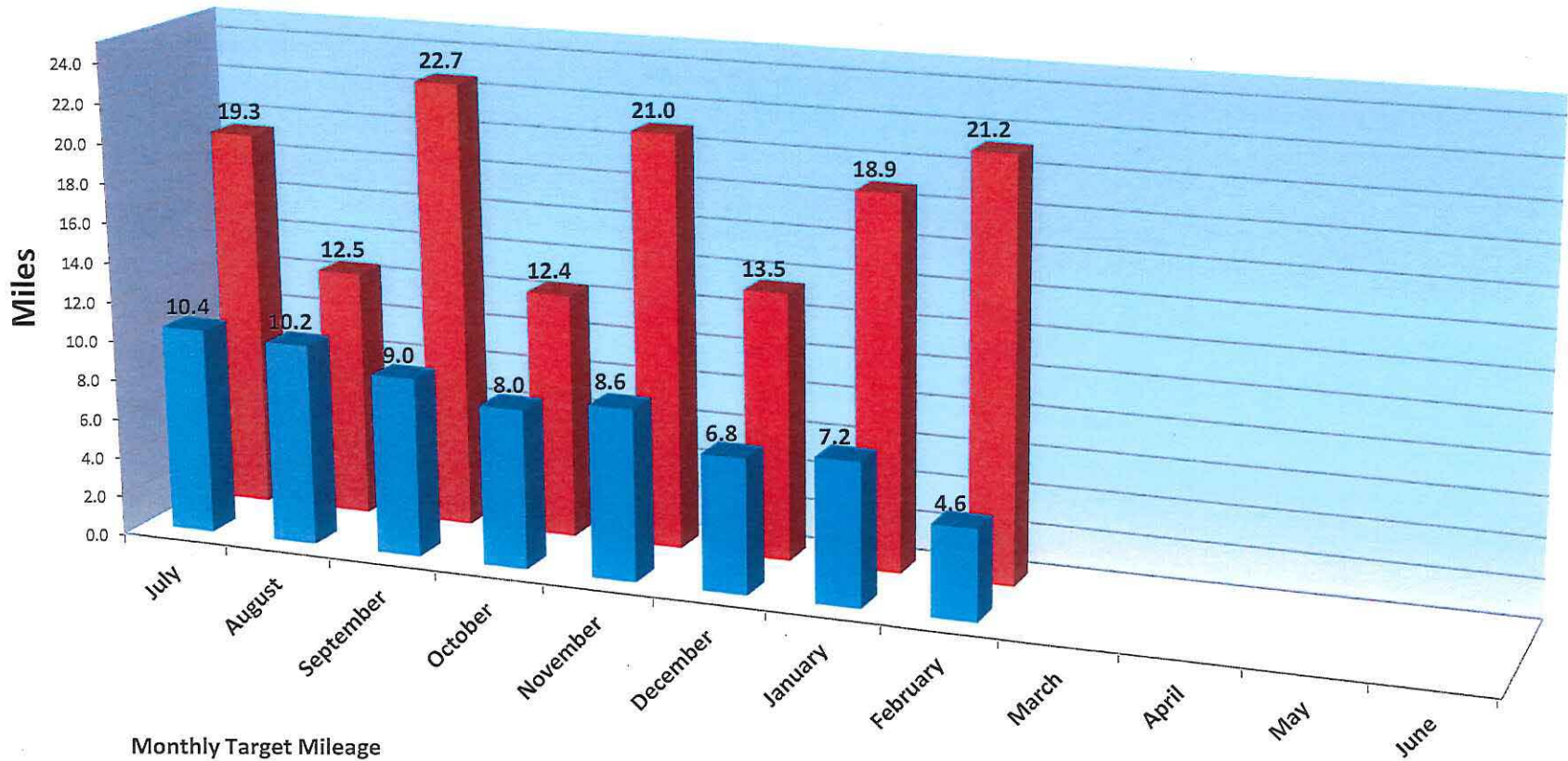
**LWD Flows by Sub-Basin
February 2017
Total LWD Flow = 3.97 MGD**



Leucadia Wastewater District Flow Comparison FY 16 to FY 17



FY-17 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

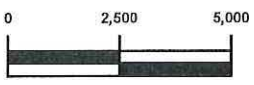
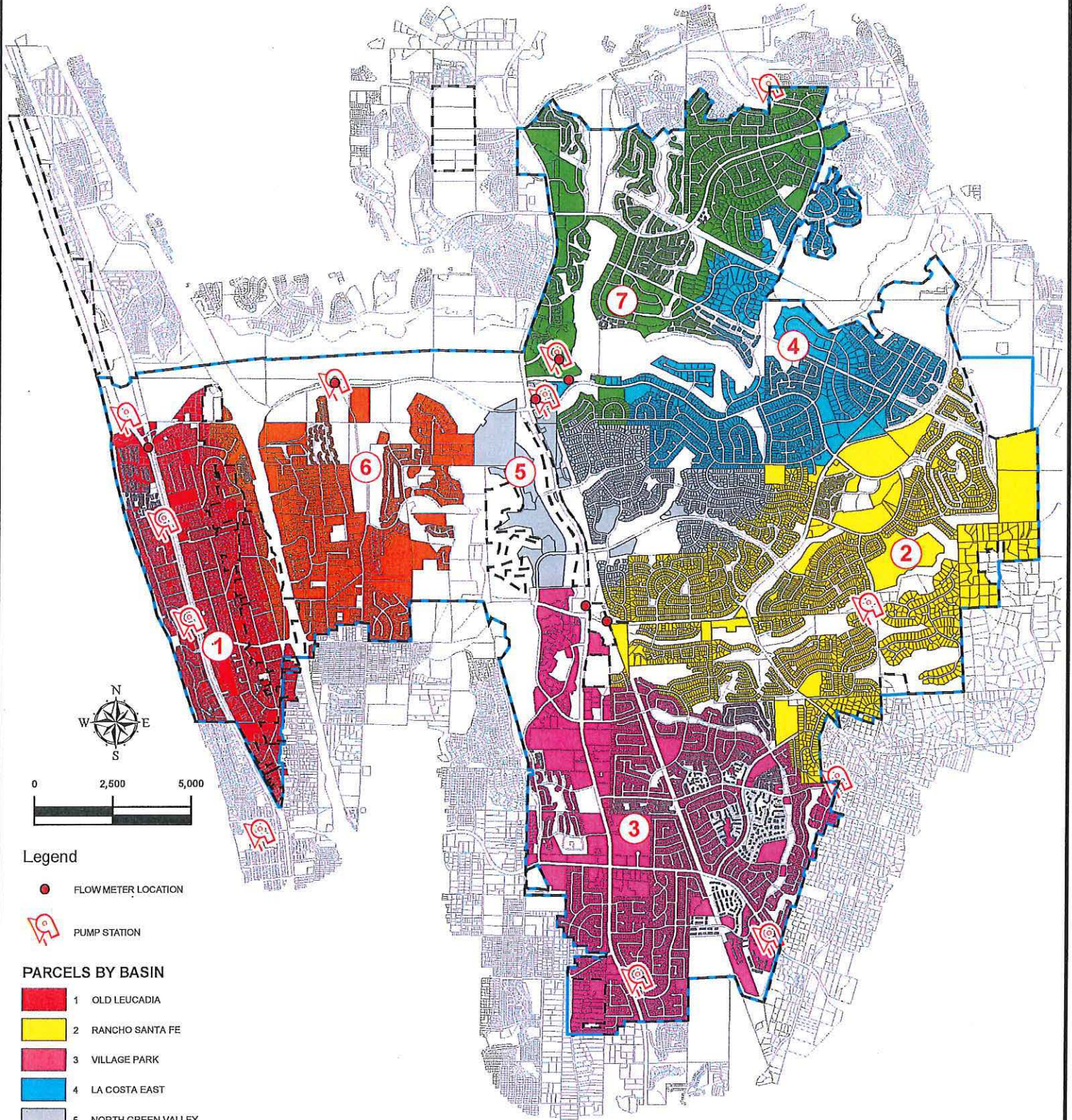
Hydro-Cleaning: 15 Miles/Month

CCTV Inspection: 6.3 Miles/ Month

NOTE: CCTV Inspections down due to Camera repairs

■ CCTV Inspections
 ■ Total Hydro Cleaning

LEUCADIA WASTEWATER DISTRICT



Legend

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

Leucadia Wastewater District

Balance Sheet

As of 2/28/2017

		Current Year
Assets		
Cash & Investments	1CAS	35,934,084.41
Accounts Receivables	2A/R	122,746.08
Prepaid Expense	3PRE	118,360.64
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		141,014,661.62
Deferred Outflows		
Projected/Actual PERS Earnings Difference	6D/O	391,974.00
PERS Proportions & Assumptions Difference	7D/O	26,291.00
Current Year PERS Employer Contribution	8D/O	299,609.00
Total Deferred Outflows		717,874.00
Total Assets & Deferred Outflows		141,732,535.62
Liabilities		
Accounts Payable & Accrued Expenses	A/P	294,920.83
Developer Deposits	DEVD	97,192.12
Net Pension Liability	LTDB	2,604,135.00
Total Liabilities		2,996,247.95
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	141,557.00
PERS Proportions & Assumptions Difference	D/I3	216,891.00
Projected/Actual PERS Earnings Difference	D/In	573,987.00
Total Deferred Inflows		932,435.00
Net Position		
Beginning Net Position (as of June 30, 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)		135,974,243.16
Current Change In Net Position		
Other		1,829,609.51
Total Current Change In Net Position		1,829,609.51
Total Net Position		137,803,852.67
Total Liabilities, Deferred Inflows & Net Position		141,732,535.62

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

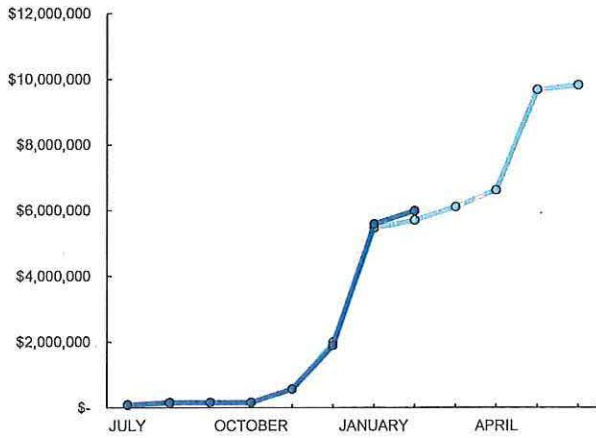
From 7/1/2016 Through 2/28/2017

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$5,988,408.05	\$ 9,819,969.00	\$ 3,831,560.95	61.0%
3150 Recycled Water Sales	194,684.56	269,000.00	74,315.44	72.4%
3100 Misc. Operating Revenue	46,372.65	223,710.00	177,337.35	20.7%
TOTAL OPERATING REVENUES	\$6,229,465.26	\$10,312,679.00	\$ 4,083,213.74	60.4%
OPERATING EXPENSES				
4100 Salaries	\$1,092,506.45	\$ 1,747,174.00	\$ 654,667.55	62.5%
4200 Employee Benefits	558,758.95	832,488.00	273,729.05	67.1%
4300 Directors Expense	72,108.92	142,400.00	70,291.08	50.6%
4400 Election Expense	37,309.00	30,000.00	(7,309.00)	124.4%
4600 Gas, Oil & Fuel	19,791.87	44,000.00	24,208.13	45.0%
4700 Insurance Expense	102,868.07	113,900.00	11,031.93	90.3%
4800 Memberships	26,716.11	25,900.00	(816.11)	103.2%
4900 Office Expense	71,647.47	137,100.00	65,452.53	52.3%
5000 Operating Supplies	126,279.79	227,600.00	101,320.21	55.5%
5200 Professional Services	146,532.04	464,700.00	318,167.96	31.5%
5300 Printing & Publishing	4,905.14	29,000.00	24,094.86	16.9%
5400 Rents & Leases	9,584.12	15,200.00	5,615.88	63.1%
5500 Repairs & Maintenance	210,744.20	441,600.00	230,855.80	47.7%
5600 Monitoring & Permits	43,554.70	57,300.00	13,745.30	76.0%
5700 Training & Development	25,386.12	47,200.00	21,813.88	53.8%
5900 Utilities	253,548.74	477,900.00	224,351.26	53.1%
6100 LAFCO Operations	6,470.14	9,000.00	2,529.86	71.9%
6200 Encina Operating Expense	867,585.61	1,911,730.00	1,044,144.39	45.4%
6900 Admin O/H alloc to Capital	(60,476.35)	(137,959.00)	(77,482.65)	43.8%
TOTAL OPERATING EXPENSES	\$3,615,821.09	\$ 6,616,233.00	\$ 3,000,411.91	54.7%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 103,795.46	\$ 240,360.00	\$ 136,564.54	43.2%
3220 Property Taxes	926,256.79	1,550,000.00	623,743.21	59.8%
3250 Investment Income	186,851.07	212,000.00	25,148.93	88.1%
3290 Misc. Non Op Revenue	21,073.56	174,400.00	153,326.44	12.1%
TOTAL NON-OPERATING REVENUES	\$1,237,976.88	\$ 2,176,760.00	\$ 938,783.12	56.9%

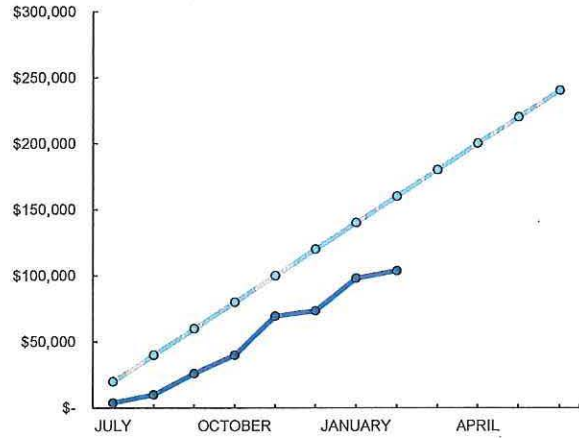
Leucadia Wastewater District Revenue FY2017

YTD through February 28, 2017

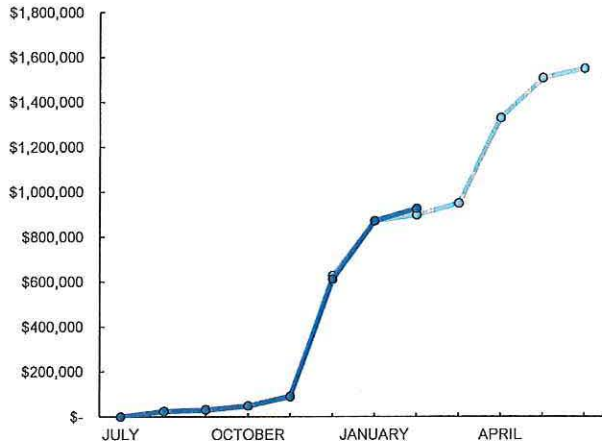
Sewer Service Fees



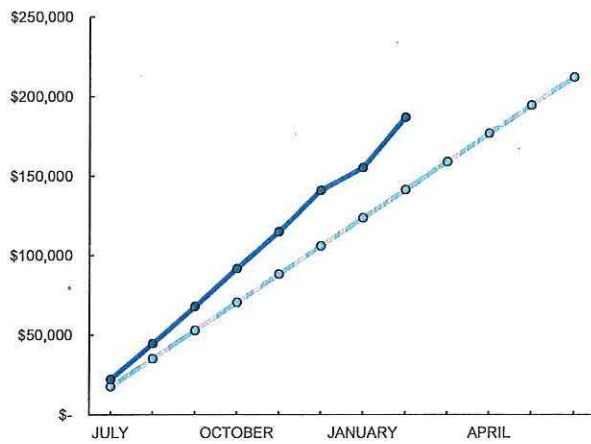
Capacity Charges



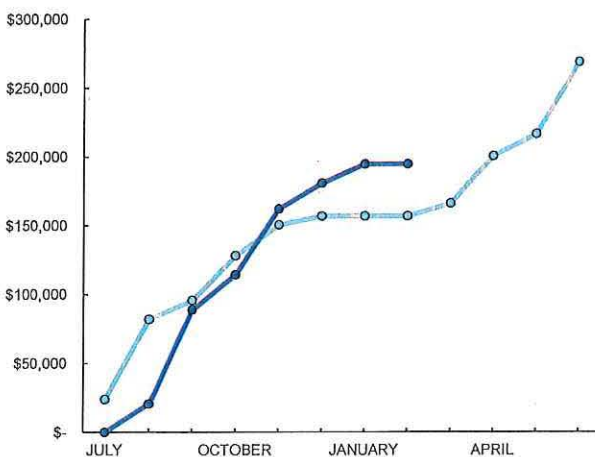
Property Taxes



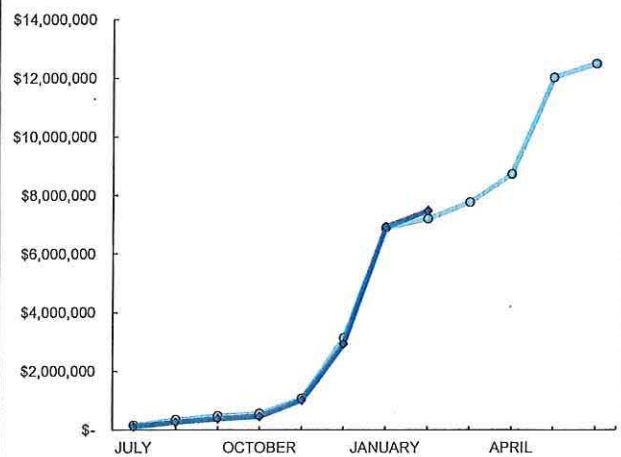
Investment Income



Recycled Wastewater Sales



Total Revenue



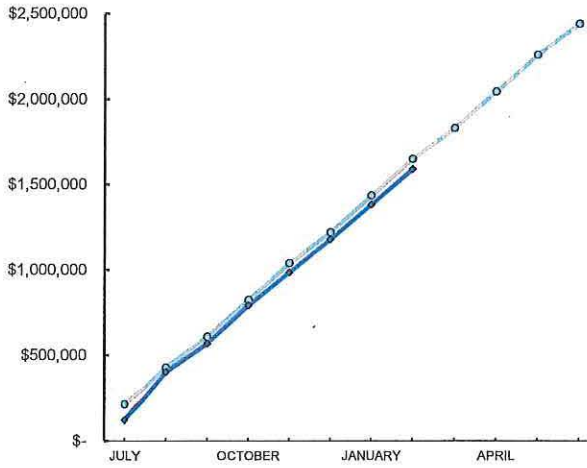
○ Budget ◆ Actual

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

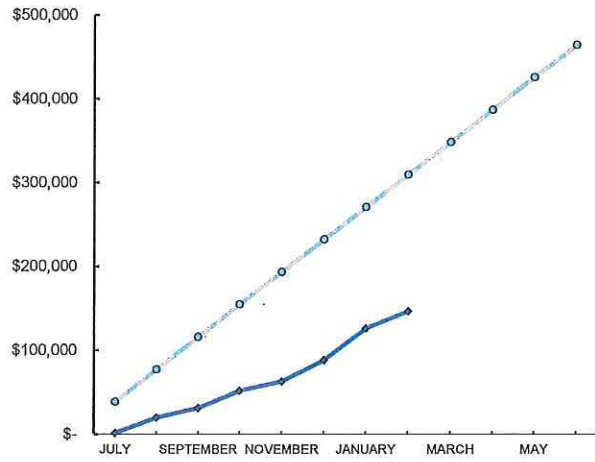
Leucadia Wastewater District Operating Expenses FY2017

YTD through February 28, 2017

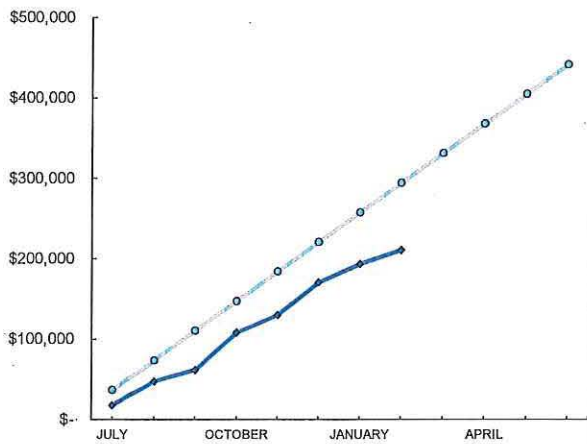
Salaries and Benefits



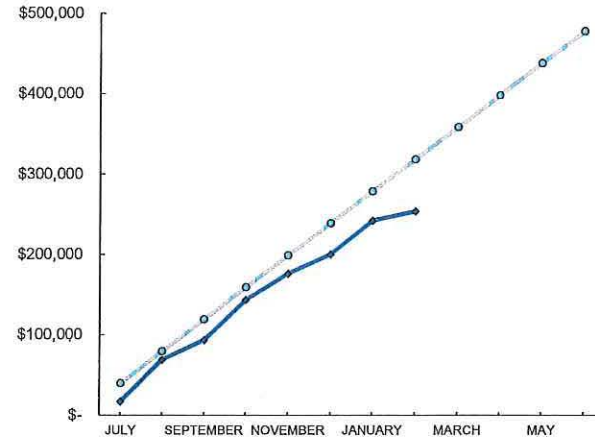
Professional Services



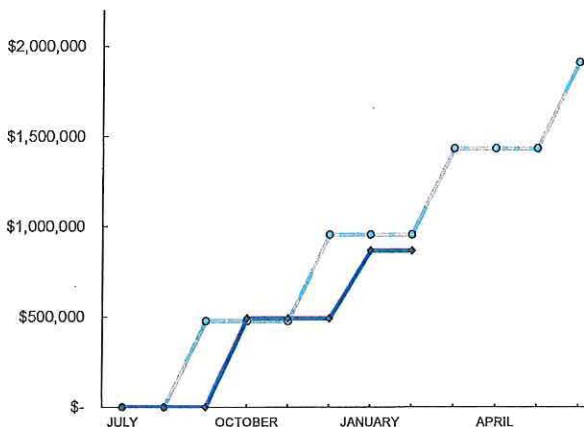
Repairs & Maintenance



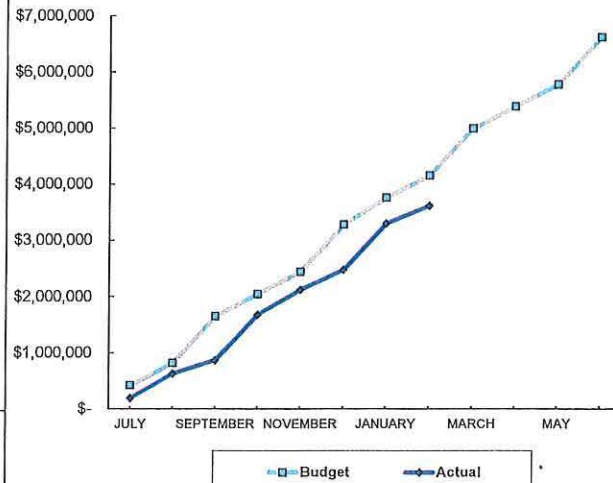
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



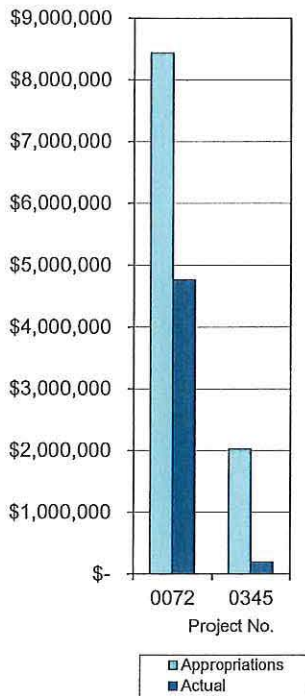
■ Budget ◆ Actual

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

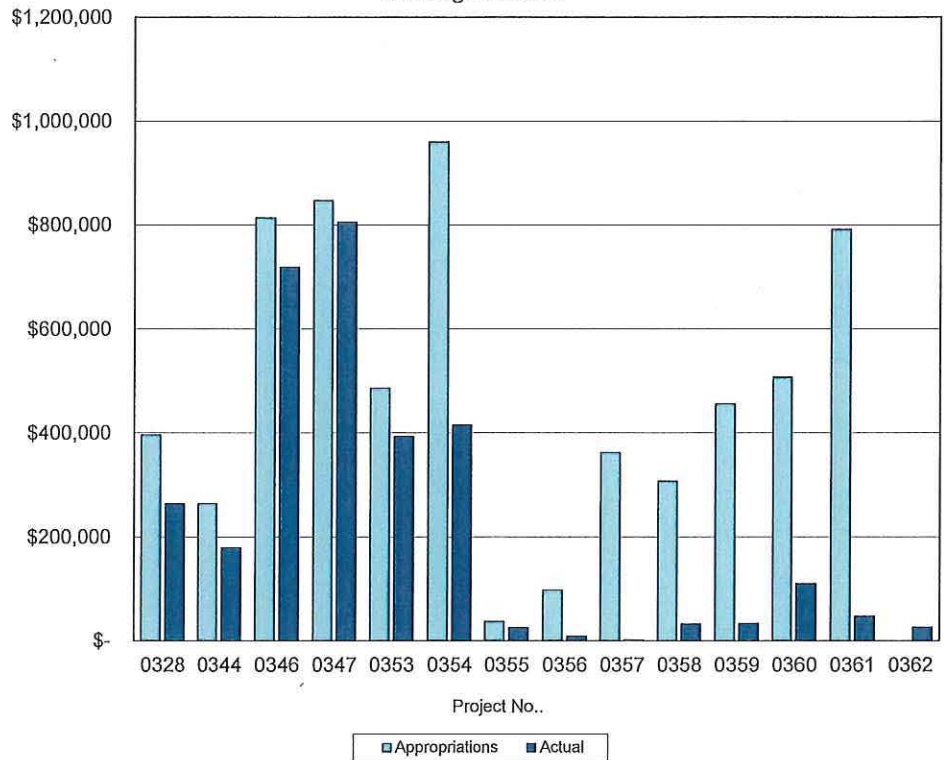
Leucadia Wastewater District Capital Expenditures

As of February 28, 2017

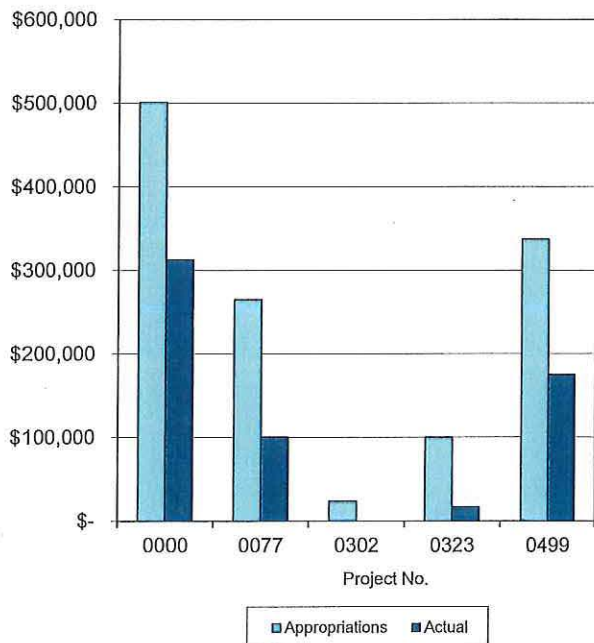
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2017



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



Single Year Capital Expenditures by Project FY2017



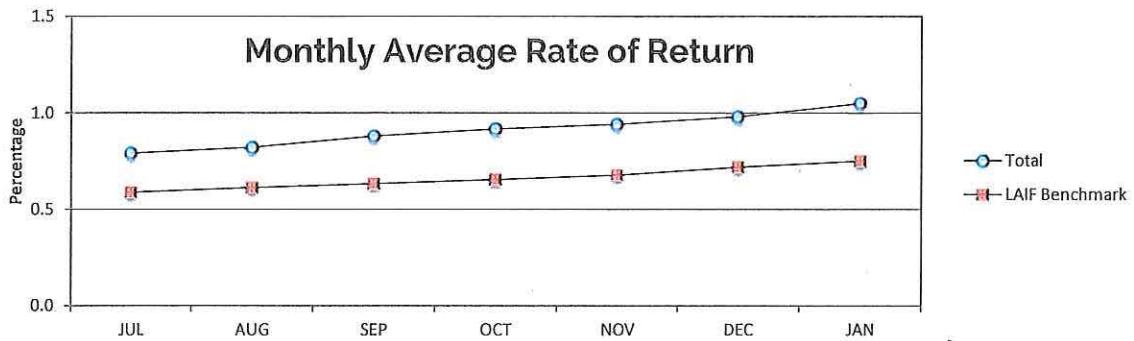
Project Legend

Multi-Year Capital Projects	<u>No.</u>
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Scott's Valley Pipeline Repair	0344
Leucadia FM West section Replacement	0345
FY2015 Gravity Pipeline Rehabilitation	0346
Saxony Pump Station Rehabilitation	0347
FY2016 Gravity Pipeline Rehabilitation	0353
Village Park No. 5 PS Replacement	0354
Batequitos Pump Station Solar Panels	0355
New Recycled Water Pump Design	0356
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
FY2017 Gravity Pipeline Rehabilitation	0359
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
Secondary Effluent FM Repair (at Encina)	0362
Single Year Capital Projects	<u>No.</u>
Equipment	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

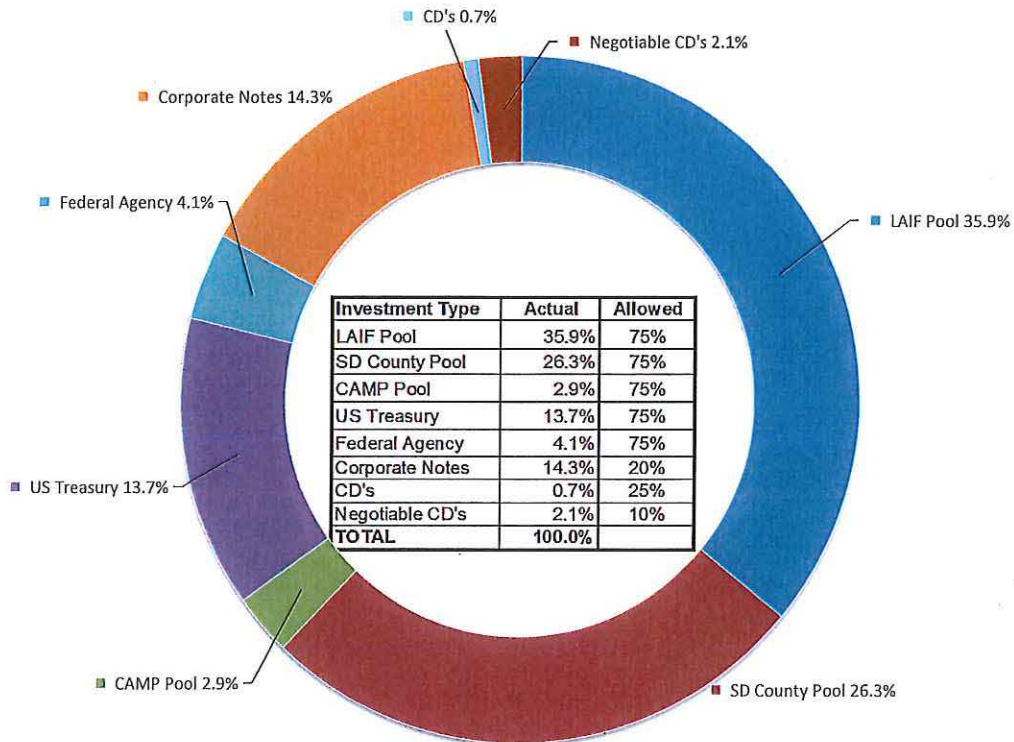
* Preliminary; subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2017

Cash Equivalents & Investments	Principal (Original Cost)		January Interest	Average Rate
	December 31, 2016	January 31, 2017		
LAIF Pool	\$ 9,628,024	\$ 13,005,893	\$ 7,083	0.751%
SD County Pool	9,527,155	9,547,851	8,918	1.122%
CAMP Pool	1,272,876	1,048,486	808	0.850%
CAMP Portfolio				
US Treasury Notes	2,991,094	4,984,180	4,613	1.220%
Federal Agency Mortgage-Backed Securities	5,987	5,953	37	7.370%
Federal Agency Notes	3,488,390	1,476,900	1,714	1.230%
Corporate Bonds/Notes	5,202,458	5,202,458	5,934	1.380%
Certificates of Deposit	250,000	250,000	321	1.540%
Negotiable CD's	500,000	750,000	817	1.553%
Total Camp Portfolio	12,437,928	12,669,490	13,435	1.310%
Totals	\$ 32,865,983	\$ 36,271,719	\$ 30,243	1.050%

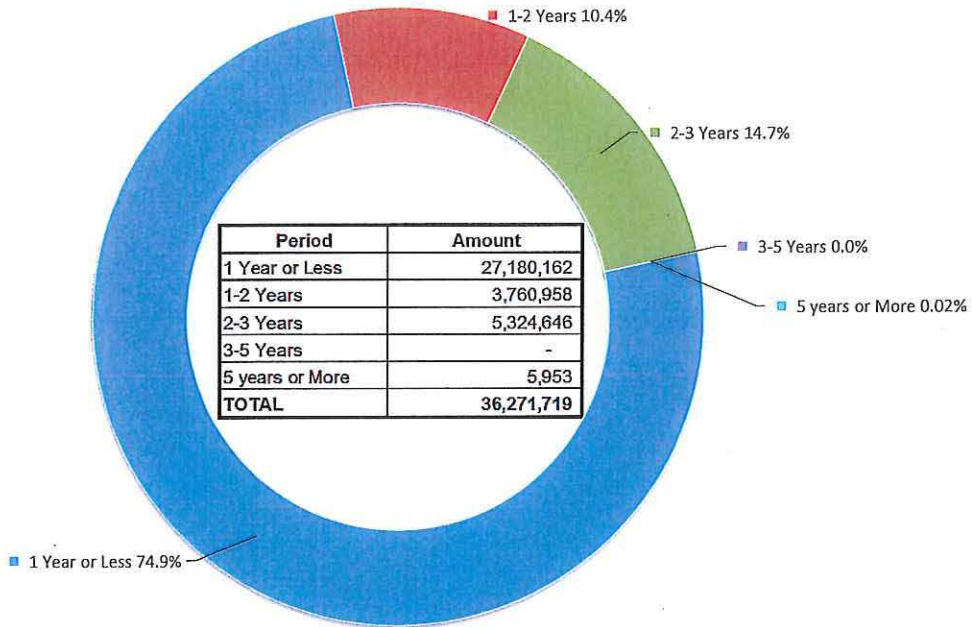


INVESTMENT DISTRIBUTION BY CATEGORY

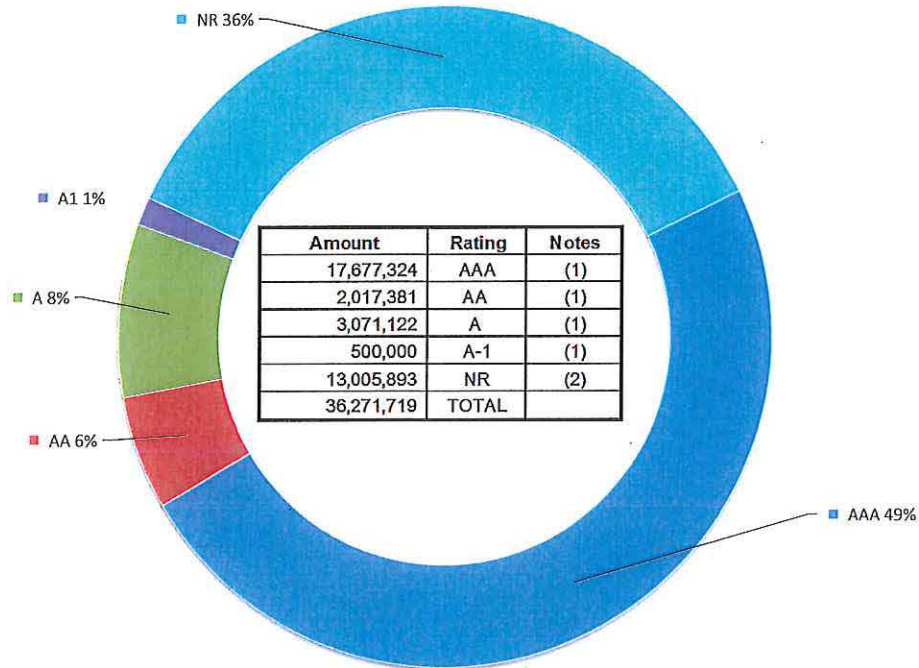


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2017
 (Continued)

REMAINING MATURITY



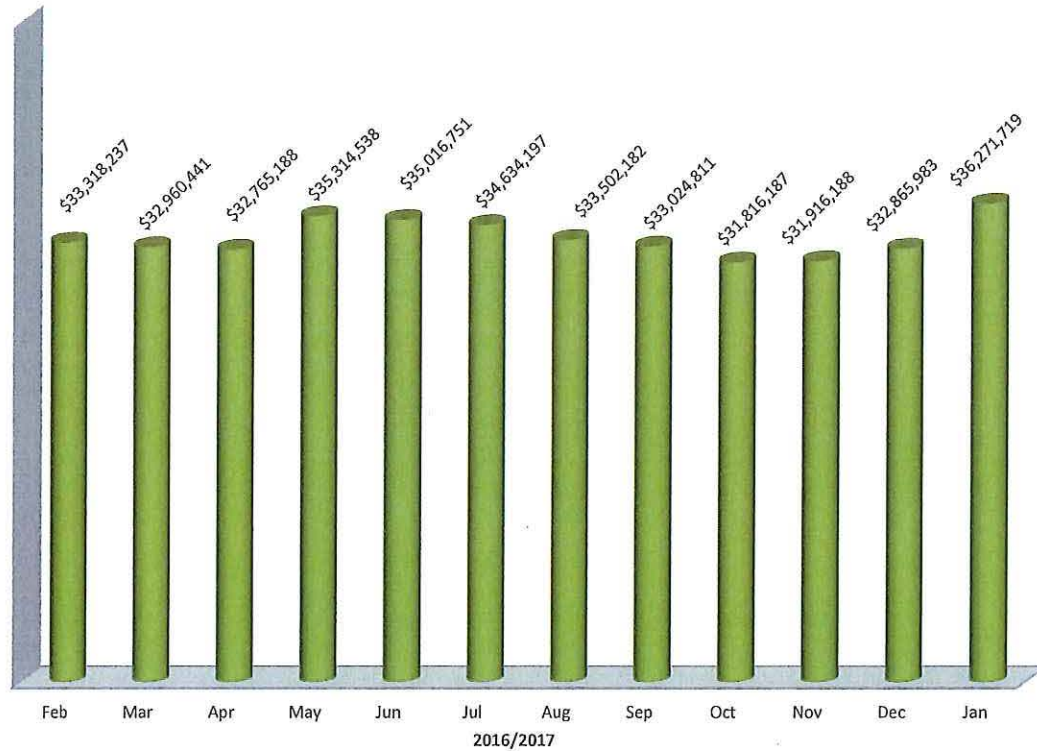
INVESTMENT RATINGS



(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
January 31, 2017
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the months of January, 2017

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 34		(3)	7.37%
US Treasury Notes			\$ 1,001,055		0.93%
US Treasury Notes			\$ 1,001,016		0.77%
FNMA Global Notes (Fed Agency)			\$ 1,000,490		0.82%
FHLMC Notes (Fed Agency)			\$ 1,000,430		0.86%
US Treasury Notes	\$ 794,563				1.13%
US Treasury Notes	\$ 805,094				1.17%
US Treasury Notes	\$ 799,844				1.26%
US Treasury Notes	\$ 805,813				1.34%
US Treasury Notes	\$ 792,969				1.43%
Svenska Handelsbanken NY Negotiable CD	\$ 250,000				1.91%
TOTAL	\$ 4,248,281	\$ 34	\$ 4,002,991		

(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: 17-5305

DATE: March 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: February 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 February 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 February 2017.

tb:PJB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
February 1-28, 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	FSSupln J. Stecker	Assup T. Hill
	Registration										
	Hotel										
	Airfare										
	Meals										
	Coaster										
	Parking/Tolls										
	Tips/Baggage										
	Fuel/mileage/taxi										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes: The CASA DC Conference covered the end of February and one day in March. This conference will appear on the March Disclosure of Reimbursements Report.

The CSDA Leadership Academy covered the end of February and one day in March. This conference will appear on the March Disclosure of Reimbursements Report.

Encina Wastewater Authority Report
Regular Board Meeting
February 22, 2017

EWA Board of Directors - Director Sullivan Reporting

1. Digester Area Settlement Mitigation Project Award

The Board of Directors awarded a contract to J.R. Filanc Construction Company Inc. in the amount of \$326,136 for construction of the Digester Area Settlement Mitigation Project.

2. EWA Ocean Outfall History Video

The Board of Directors reviewed the EWA Ocean Outfall History Video.

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

Executive Session

1. The Board of Directors met in closed session to discuss:

- a. Public Employment, Performance Evaluation: General Manager position as authorized per Government code §54957.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on March 1, 2017


1. The EC reviewed Amendment Number 2 to Task Order Number 31 with Infrastructure Engineering Corporation (IEC) for engineering design services to design a future Recycled Water Pump Station in an amount not to exceed \$53,305.

The EC concurred with staff to recommend that the Board authorize the General Manager to execute Amendment No. 2 to Task Order 31 with IEC and it will be discussed later in the agenda.

2. Tactical Goal Update - Evaluate the Need for a Small Vehicle to Tow the Mini-Jetter for Hydro-Cleaning

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

MEMORANDUM

DATE: March 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager  for PJB
SUBJECT: Recycled Water Pump Station – Engineering Design Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute Amendment Number 2 to Task Order Number 31 with Infrastructure Engineering Corporation (IEC) for engineering design services to design a future Recycled Water Pump Station in an amount not to exceed \$53,305.
2. Discuss and take other action as appropriate.

BACKGROUND:**Tactical Goal: Infrastructure and Technology / Recycled Water Pump Station Design**

This item was reviewed by the EC at its March 1st meeting and the EC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (District) was one of the agencies that established the North San Diego Water Reuse Coalition (Coalition) in 2010. The Coalition has been successful in obtaining grant funding for the Coalition's North San Diego County Regional Recycled Water Project (RW Project) under California State Proposition 84 (Prop 84); The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. The grant funding awarded to the Coalition has been divided equally between the ten Coalition member agencies. As a result, the District has been allocated a \$90,000 grant to design our portion of the RW Project. This design grant expires in May 2017.

One of the components of the District's portion of the RW Project is to construct a recycled water pump station. This pump station is needed to pump recycled water produced at the Gafner Advance Water Treatment Facility (Gafner) into a regional recycled water system. It is envisioned that the RW Project would interconnect the District with either or both the adjacent Carlsbad Municipal Water District (CMWD) and Olivenhain Municipal Water District (OMWD) recycled water distribution systems, thereby forming a portion of the regional recycled water distribution system. However, to justify the expenditure to construct the pump station, the District must have agreements in place to provide recycled water to CMWD and / or OMWD. Although the District does not currently have these necessary agreements, staff does not want to lose the benefit of the Prop 84 grant funding and believes it is prudent to develop a preliminary design for a recycled water pump station. If the agreements are executed in the future the design can be modified, as necessary, into a final design to construct the pump station.

DISCUSSION:

In January 2017, staff executed Task Order Number 31 with Infrastructure Engineering Corporation (IEC) to conduct a Recycled Water Pump Station Preliminary Design Review (PDR). For design purposes, staff selected OMWD as the most likely agency that will need additional

recycled water supplies. As IEC completes the PDR, they will proceed quickly into the design phase. Amendment Number 2 is for pump station design. IEC submitted a proposal, attached, for engineering design services. The Scope of Work includes:

- Survey
IEC will complete a digital topographic survey utilizing aerial photography and supporting field surveying (including survey of rim and invert elevations of storm drains and sanitary sewers) for the District's Gafner site. Easements, right-of-way, APNs, and property lines will be mapped per record information.

- Final Design
IEC will prepare general, civil and mechanical plans, specifications and an engineer's opinion of probable construction costs for the proposed Recycled Water Pump Station. The plans and specifications are proposed to consist of general, civil and mechanical design components and do not include a geotechnical investigation, structural or electrical design. The planset is expected to be comprised of the following:
 - ❖ Three (3) General sheets including a title sheet, list of abbreviations, legend, general notes and key map.
 - ❖ One (1) sheet showing existing site conditions and demolition
 - ❖ One (1) civil site plan showing proposed site layout, grading and surface improvements
 - ❖ Two (2) piping plan and profile sheets.
 - ❖ One (1) civil detail sheet.
 - ❖ Three (3) mechanical plan and section sheets
 - ❖ One (1) mechanical detail sheet

IEC's proposed fee for design services is \$53,305. The PDR cost is \$22,320 which includes Amendment Number 1 for \$4,220 for hydraulic analysis of OMWD's Northwest Quadrant Phase II Project. The hydraulic analysis is required to evaluate and establish the parameters for pumping recycled water into OMWD's distribution system. The estimated total cost for design is \$75,625. Staff believes the Amendment Number 2 proposal is fair and reasonable. The remaining amount of approximately \$14,000 will be used as a contingency for possible additional engineering services as design progresses. Therefore, staff and the EC recommend that the Board authorize the General Manager to execute Amendment Number 2 to Task Order Number 31 with IEC for engineering design services for the Recycled Water Pump Station Design.

FISCAL IMPACT:

Staff appropriated funds in the FY17 Budget for this project. The budget contains sufficient funds to cover the design services to be provided under this amendment. It should be noted that Prop 84 grant funding is a State reimbursement. Therefore, the District must first disburse the funds for the services then submits for reimbursement from the State.

rym:PJB

Attachment



February 22, 2017

Mr. Robin Morishita
Technical Services Manager
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Reference: Recycled Water Pump Station - Request for Amendment 2 – Final Design

Dear Mr. Morishita:

It has been our pleasure to assist the District with the Recycled Water Pump Station Project. This letter summarizes the project budget and requests an amendment to provide the District with additional engineering design services for the final design phase for the recycled water pump station. The services requested under this amendment supplement, and do not overlap with, services authorized under either the original task order or amendment 1.

IEC is in the process of finalizing a preliminary engineering report for the subject project. The preliminary engineering report included a site scoping study, hydraulic modeling of the Olivenhain Municipal Water District receiving recycled water system, and pump selection. IEC based the site scoping study on the District's available CADD files from the LWD Administrative Building site upgrades. The CADD files included sufficient information for a scoping study, however, they do not include an as-built topographic survey. IEC recommends the existing topographic conditions be verified by an updated aerial based topographic survey.

As discussed with the District, the design of the pump station includes civil and mechanical design only. This design will provide a pump station mechanical plan and sections, identify grading and drainage modifications to allow for construction of the new pump station, and design new pipeline connections to the pump station. Electrical and structural design, geotechnical investigations and relocation of chemical, electrical or treatment facilities is not included in this scope.

SCOPE OF WORK

Task 4 – Survey

IEC will complete a digital topographic survey utilizing aerial photography and supporting field surveying (including survey of rim and invert elevations of storm drains and sanitary sewers) for the District's Gafner site. Easements, right-of-way, APNs, and property lines will be mapped per record information.

Task 5 – Final Design

IEC will prepare general, civil and mechanical plans, specifications and an engineer's opinion of probable construction costs for the proposed Recycled Water Pump Station. The plans and specifications are proposed to consist of general, civil and mechanical design components and do

not include a geotechnical investigation, structural or electrical design. The planset is expected to be comprised of the following:

- Three (3) General sheets including a title sheet, list of abbreviations, legend, general notes and key map.
- One (1) sheet showing existing site conditions and demolition
- One (1) civil site plan showing proposed site layout, grading and surface improvements
- Two (2) piping plan and profile sheets.
- One (1) civil detail sheet.
- Three (3) mechanical plan and section sheets
- One (1) mechanical detail sheet

The design submittal will be based on the preliminary engineering report and will include the following level of detail:

- Plans will clearly show the proposed pump station site layout, piping and grading. Impacted surface improvements will be identified but detailed demolition details for work inside buildings such as removing electrical panels in the Gafner electrical control room or relocating chemical feed pumps and piping in the chemical building will not be included in this scope and will be indicated to be designed and constructed by others.
- Specifications will include the civil and mechanical specifications. Specialty structural and electrical specifications will not be included in this scope and structural and electrical components will be noted in the plans to be provided by others.
- The Engineer's Opinion of Probable Construction Cost will include the base civil and mechanical design, and a planning level cost opinion for the structural, electrical and demolition work not included in the scope of this design. A 35% contingency will be applied to account for the planning level nature of the cost opinions for work not included in this design.

This scope assumes a 90%, 100% and final submittal with a review meeting at the 90% and 100% project milestones.

FEE ESTIMATE

A breakdown of the scope and fee is attached.

We propose to complete this work on a time and materials basis at a total cost not to exceed \$53,305. This brings the total requested project budget to \$75,625.

Sincerely,



Jamie Fagnant, P.E.
Senior Project Engineer

Cc: Robert S. Weber, P.E.

**FEE ESTIMATE
LEUCADIA WASTEWATER DISTRICT
FY16 Gravity Lines Repair Project**

Task/ Subtask	Task/Subtask Description	Sr. Project Manager (Rob Weber)	Project Manager (Jane Costello)	Project Manager (Dave Padillo)	Project Engineer (Jamie Pognant)	Project Surveyor (Gary Rush)	Engineer I/ CAD I Designer (Marie Favcetti)	Word Processor (Annette Moore)	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$180.00	\$170.00	\$170.00	\$130.00	\$130.00	\$110.00	\$65.00					
TASK 4	Survey												\$6,955
	Survey				1	24	6		31	\$3,910	\$420	\$2,625	\$6,955
TASK 5	Final Design												\$46,350
	Plans	1	24		20		192		237	\$27,980	\$0	\$0	\$27,980
	Specifications	1	12		16		16	6	51	\$6,450	\$0	\$0	\$6,450
	Engineer's Opinion of Probable Construction Cost	1	4		8		16		29	\$3,660	\$0	\$0	\$3,660
	QA/QC	1	2	16	8		20		47	\$6,480	\$0	\$0	\$6,480
	Review Meetings (2)				6		8		14	\$1,660	\$120	\$0	\$1,780
		4	42	16	59	24	258	6	409				
		\$720	\$7,140	\$2,720	\$7,670	\$3,120	\$28,380	\$390		\$50,140	\$540	\$2,625	\$53,305

TOTAL NOT-TO-EXCEED FEE: \$53,305

MEMORANDUM

Ref: 17-5306

DATE: March 2, 2017

TO: Board of Directors

FROM: Paul J. Bushee, General Manager



SUBJECT: Board of Director Compensation Adjustment

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and take action as appropriate.

DISCUSSION:

Subsequent to a duly noticed Public Hearing, the Board of Directors adopted Ordinance No. 134 regarding the compensation of Directors on April 13, 2016. Pursuant to applicable sections of the California Water Code (CWC), the Ordinance, which adjusted Director's compensation from \$180 to \$190, became effective 90 days after adoption. This item is presented for the Board's consideration and staff has no recommendation on this matter.

California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2016, the Board is eligible for an adjustment not to exceed 5%. The exact amount of the increase, up to the limit, is at the Board's discretion.

A survey of Director's compensation for other agencies is attached for review.

Staff requests that the board discuss this item and, if an increase is recommended, authorize staff to prepare, notice and schedule a public hearing concurrent with the April 2017 Board meeting.


tb:PJB

Attachment

**BOARD OF DIRECTORS
PER DIEM SURVEY
FEBRUARY 2017**

	<i>DISTRICT</i>	<i>2016</i>	<i>2017</i>
1	City of Carlsbad (Water Board)	\$100.00	\$100.00
2	Eastern MWD	\$211.00	\$216.00
3	Elsinore Valley MWD	\$221.43	\$221.47
4	Encina Wastewater Authority	\$182.00	\$182.00
5	Fallbrook PUD	\$134.01	\$140.71
6	Helix Water District	\$200.00	\$200.00
7	Lakeside Water District	\$125.00	\$125.00
8	Leucadia Wastewater	\$180.00	\$190.00
9	Olivenhain MWD	\$150.00	\$150.00
10	Otay Water District	\$100.00	\$100.00
11	Padre Dam MWD	\$134.00	\$137.00
12	Rainbow MWD	\$150.00	\$150.00
13	Ramona MWD	\$100.00	\$100.00
14	Rancho Calif. Water District	\$200.00	\$200.00
15	Rincon Del Diablo MWD	\$160.00	\$160.00
16	SDCWA Directors/Officers	\$150/\$180	\$150/\$180
17	San Dieguito Water District	\$100.00	\$100.00
18	Santa Fe Irrigation District	\$150.00	\$150.00
19	South Bay Irrigation District	\$100.00	\$100.00
20	Sweetwater Authority	\$150.00	\$150.00
21	Vallecitos Water District	\$200.00	\$200.00
22	Valley Center MWD	\$100.00	\$100.00
23	Vista Irrigation District	\$200.00	\$200.00
24	Yuima MWD	\$204.00	\$206.00

MEMORANDUM

DATE: March 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2018 (FY18) Budget Development Schedule

RECOMMENDED:

- 1) This item is presented for information purposes only.

DISCUSSION:

Staff has commenced the budget development process to prepare the preliminary FY18 Budget. It will be presented, in its entirety, at a Special Board meeting.

Staff is proposing the following FY18 budget schedule:

- 1) Special Board Meeting to review Preliminary FY18 Budget

- a. Proposed Dates: Wednesday, May 3, 2017 (9:00 – 11:00 AM),
Thursday, May 11, 2017 (9:00 – 11:00 AM),
Tuesday, May 30, 2017 (9:00 – 11:00 AM),
or Wednesday, May 31, 2017 (9:00 – 11:00 AM)

- 2) Board of Directors Review of Final FY18 Budget

- a. Regular Board Meeting – Wednesday, June 14, 2017

Staff requests that the Board of Directors review the schedule and provide direction to staff regarding the budget development schedule.

rad: PJB

MEMORANDUM

DATE: March 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Community Open House Review

Robert O. for PJB

RECOMMENDATION:

1. This item is provided for discussion.

DISCUSSION:

During the Board's Strategic Planning Session, the Board of Directors requested that staff provide a cost estimate for efforts to plan and hold a Community Open House comparable to the one during November 2011.

As a brief recap of the 2011 Open House event, the purpose of the event was to introduce the local community to LWD staff and the services that the District provides. The event focused on and highlighted operational services, such as CCTV operations, line cleaning, water recycling and pump station operations. Other agencies attended the event, such as, Encina Wastewater Authority and the Batiquitos Lagoon Foundation. Staff had also coordinated with the stores and restaurants in the shopping center to provide food and raffle prizes for the attendees. Planning for event took approximately 5 months and the total cost was approximately \$47,000. Despite periods of heavy rain, staff estimated that over 250 members of the community attended the open house event.

Staff held a meeting with Rising Tide Partners (RTP) to discuss what is needed to prepare for an Open House event and to establish a list of tasks and expenses that are required. Based on the meeting, staff and RTP determined the following list of tasks and expenses that is associated with an Open House.

- Attend planning meetings
- Design and print post cards, display boards, fliers, diagrams, and newspaper ad
- Create and develop the press release, invitations, update website and Facebook
- Assist LWD staff with coordinating with vendors, sponsors, permits, etc.
- Expenses, such as; food, rental equipment, give-a-ways, etc.

FISCAL IMPACT:

The total cost estimate for efforts to plan and hold an Open House is \$47,340 and it is attached for your review.

If the Board decides to move forward with an Open House event, staff anticipates that this would occur during the fall of 2017. Staff would include funds in the Fiscal Year 2018 Budget. Some funds would likely be incurred during FY 17 and staff believes that the expenses could be absorbed in this year's budget.

This item is for Board to discuss and take action as appropriate.

th:PJB

**LWD Open House
Projected Fall 2017 Open House Costs**

3/2/2017

Task	Task Subcategories	Outreach Consultant	Other Expenses	Budget Total
Planning				
Board and CAC Content and Event Workshop	Public Outreach Strategist	\$ 180		\$ 180
Staff Content and Event Workshop	Public Outreach Strategist	\$ 180		\$ 180
Review, Strategy, and Followup	Public Outreach Strategist	\$ 900		\$ 900
		\$ 1,260	\$ -	\$ 1,260
Developing Creative Assets				
Overall Creative Direction	Public Outreach Strategist	\$ 1,440		\$ 1,440
Direct Mail Card	Graphic Design	\$ 408		\$ 408
Newspaper and Digital Ad	Graphic Design	\$ 408		\$ 408
Flier(s) (Schools, Businesses, Local Govt, NGO's, \	Graphic Design	\$ 408		\$ 408
Website Assets (Derived from Digital Ad)	Graphic Design	\$ 408		\$ 408
Update Process Charts	Graphic Design	\$ 408		\$ 408
Update Board Chart	Graphic Design	\$ 408		\$ 408
Diagrams - Pump Station, Water Recycling, LWD Timeline, Collection System/JPA Map	Graphic Design	\$ 408		\$ 408
Event Schedule	Graphic Design	\$ 408		\$ 408
		\$ 4,704	\$ -	\$ 4,704
Outreach				
Press Release	Copy Writer	\$ 480		\$ 480
Website Copy	Copy Writer	\$ 480		\$ 480
Invitations and Correspondence	Copy Writer	\$ 1,200		\$ 1,200
Social Media	Public Outreach Strategist	\$ 600		\$ 600
News Submission and Media Management	Public Outreach Strategist	\$ 900		\$ 900
		\$ 3,660	\$ -	\$ 3,660
Event Logistics				
Logistic Support	Public Outreach Strategist	\$ 1,800		\$ 1,800
Print Direct Mail Card	L&L Printers Budgetary Estimate		\$ 1,848	\$ 1,848
Postage Direct Mail Card	L&L Printers Budgetary Estimate		\$ 3,768	\$ 3,768
Display Boards	Printers		\$ 600	\$ 600
Ad Spend	Facebook, Coast News-6 Week Ad		\$ 4,000	\$ 4,000
Invitations and Followup (schools, agencies, munis, districts, NGOs, community groups, foundations, watershed groups)	Public Outreach Strategist	\$ 900		\$ 900
Staff Meetings	Public Outreach Strategist	\$ 1,800		\$ 1,800
Vendor Outreach and Management	Public Outreach Strategist	\$ 900		\$ 900
Sponsor Outreach and Management	Public Outreach Strategist	\$ 2,250		\$ 2,250
Rental Equipment Procurement	Public Outreach Strategist	\$ 1,350		\$ 1,350
Rental Equipment	TBD (estimated)		\$ 2,500	\$ 2,500
Take Home Items/Water Saving Devices	Sponsors/Vendors May Provide (est)		\$ 3,000	\$ 3,000
Permits	City of Carlsbad - TBD (estimated)		\$ 500	\$ 500
Misc Supplies and Delivery	TBD (estimated)		\$ 500	\$ 500
Photographer	TBD		\$ 2,000	\$ 2,000
Food	Sponsors/Vendors May Provide (est)		\$ 5,000	\$ 5,000
LWD Staff Overtime	Saturday Event		\$ 5,000	\$ 5,000
		\$ 9,000	\$ 28,716	\$ 37,716
Total Open House Budget		\$ 18,624	\$ 28,716	\$ 47,340

MEMORANDUM

DATE: March 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Discussion of Recycled Water



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.


DISCUSSION:

At the February 23, 2017 Strategic Planning Workshop, the Board briefly discussed the key priority of water recycling. As a result, the Board directed staff to move this discussion to the March 2017 Board agenda.

This item is placed on today's agenda for the Board's discussion and to provide direction, as appropriate.

tb:PJB

MEMORANDUM

DATE: March 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Call for Nominations to the CSDA Board of Directors Seat C

RECOMMENDATION:

That the Board of Directors considers the following:

1. Discuss and take action as appropriate.

DISCUSSION:

Leucadia Wastewater District received notification that nominations are being solicited for Seat C on CSDA's Board of Directors. Any regular member of an Independent Special District is eligible to nominate one person, a board member or managerial employee, for the election. CSDA Board members serve three year terms. The deadline for receipt of all nominations is May 19, 2017. The nomination form must include a Board resolution/minute action supporting the candidate.

All nominees will receive a Candidate's Packet in the mail. CSDA will mail ballots on June 2, 2017 and the original ballots must be received by CSDA by August 4, 2017 by 5:00 p.m. The successful candidates will be notified no later than August 8, 2017 and he/she will be introduced at the Annual Conference in Monterey in September.

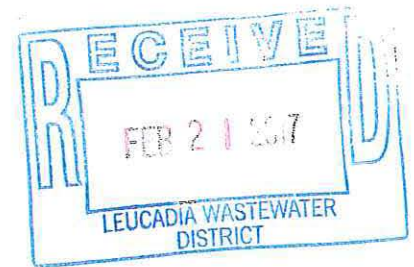
Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached is CSDA's notification letter that includes a list of incumbents, the nomination form, and a map showing the CSDA regions.

tb:PJB

Attachments



**California Special
Districts Association**
Districts Stronger Together



DATE: February 17, 2017
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2018 - 2020 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend CSDA's two annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years.
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 19, 2017.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 2nd. The ballots must be received by CSDA no later than 5:00 p.m. August 4, 2017. The successful candidates will be notified no later than August 8, 2017. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September 2017.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat C Fred Ryness, Burney Water District*
Sierra Network	Seat C Peter Kampa, Saddle Creek Community Services District*
Bay Area Network	Seat C Stanley Caldwell, Mt. View Sanitary District*
Central Network	Seat C Sandi Miller, Selma Cemetery District*
Coastal Network	Seat C Vincent Ferrante, Moss Landing Harbor District*
Southern Network	Seat C Arlene Schafer, Costa Mesa Sanitary District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or bethh@cda.net.



**California Special
Districts Association**
Districts Stronger Together

2017 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

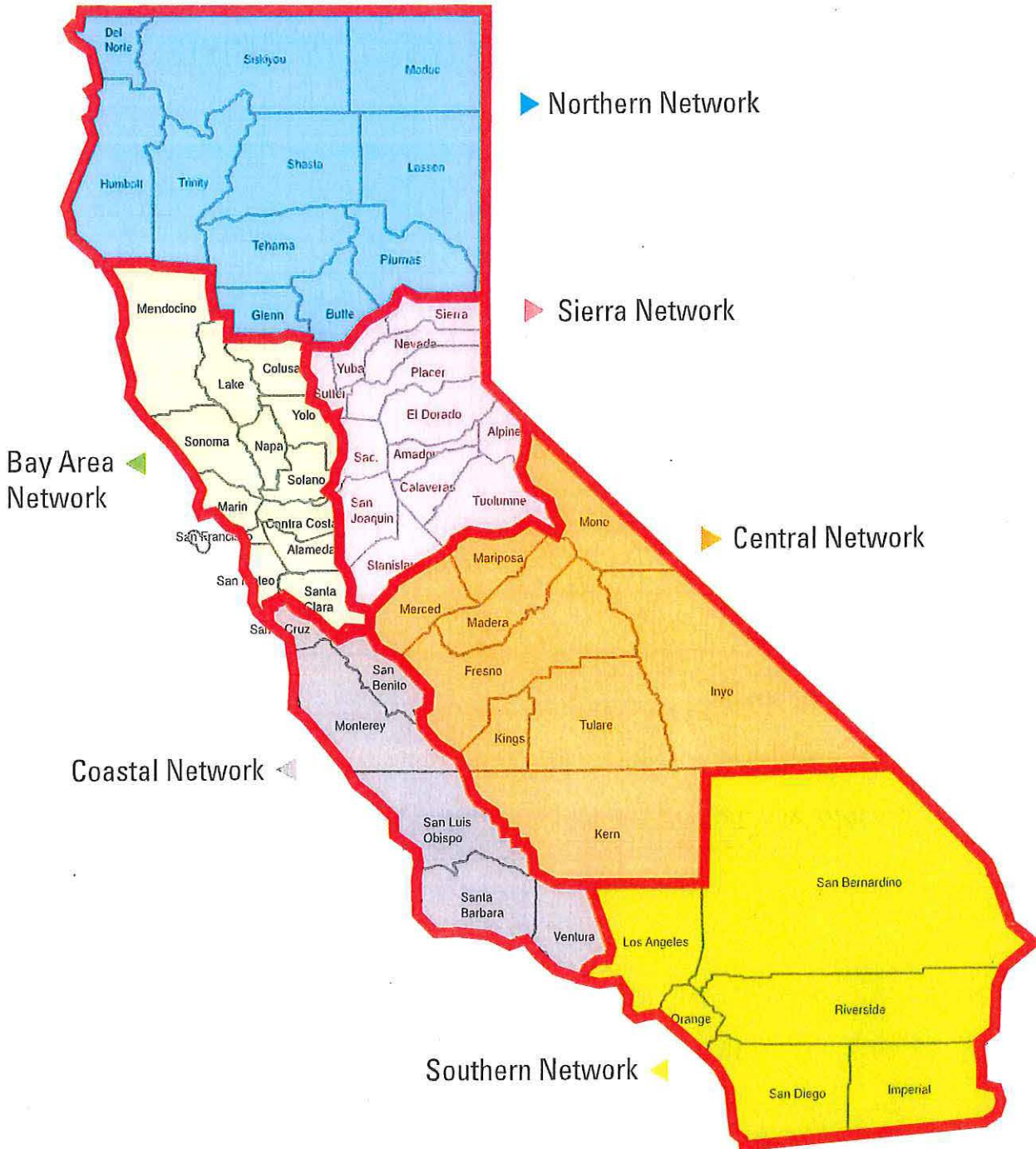
Return this **form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet** by fax or mail to:

CSDA
Attn: Beth Hummel
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 19, 2017



California Special Districts Association
DISTRICT NETWORKS





**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: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

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

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

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

4. List civic organization involvement:

****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.**



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

A proud California Special Districts Alliance partner.

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SPECIAL DISTRICTS LEGISLATIVE DAYS

May 16-17, 2017

HELD AT THE GRAND EVENTS CENTER
1215 J Street • Sacramento, CA 95814
Across from the Sheraton Hotel

Join movers and shakers from all over California at THE legislative conference for special districts. This event provides local government leaders the opportunity to meet with and educate their legislators about the significant contributions special districts make in their communities and throughout the state.

EARLY BIRD DISCOUNT!
Register today at:
legislativedays.csdanet.net

HOTEL INFORMATION

Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento, CA 95814

\$189 CSDA room rate. Call to reserve at 1-800-325-3535. Room reservation cut-off April 14.

Agenda At A Glance

Agenda subject to change

TUESDAY, MAY 16	
9:00–10:00 a.m.	REGISTRATION Partake in refreshments and networking opportunities
10:00–10:15 a.m.	WELCOME - Day one officially begins
10:15–11:00 a.m.	LEGISLATORS PANEL Participate in audience Q and A with key legislators focused on local government policies
11:15 a.m.–12 p.m.	LEGISLATOR OF THE YEAR Honor a legislative champion for special districts
12:00–2:00 p.m.	LUNCH: LEGISLATIVE BRIEFING Learn the issues from CSDA's lobbyists
2:00–5:00 p.m.	LEGISLATIVE OFFICE VISITS Attend pre-arranged visits to legislative offices to advocate as a group on the top issues facing special districts
5:00–6:30 p.m.	HOSTED LEGISLATIVE RECEPTION Rub elbows in a casual environment with legislators and Capitol staff
WEDNESDAY, MAY 17	
7:45–8:30 a.m.	DISTRICT NETWORKS CAFÉ Enjoy breakfast with your local network's public affairs field coordinators, CSDA Board Members, and fellow special district leaders
8:30–8:45 a.m.	WELCOME - Day two officially begins
8:45–9:45 a.m.	KEYNOTE SPEAKER Hear from a statewide official about the latest opportunities and challenges facing special districts in California
10:00–11:00 a.m.	POLICY PANEL What's next for special districts following the Little Hoover Commission report on special districts due out in March?
11:00–11:30 a.m.	AWARDS AND LEGISLATIVE PRIORITIES OUTLOOK Recognize the good work of your peers and hear concluding remarks on CSDA's legislative priorities

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SPECIAL DISTRICTS LEGISLATIVE DAYS

EARLY BIRD DISCOUNT!
Register at legislatedays.csda.net.

EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 14, 2017

- CSDA Member - \$175 Early Registration / \$225 Regular Registration
- Non-Member - \$265 Early Registration / \$340 Regular Registration

Three Ways to Register

- *Online:* Visit legislatedays.csda.net
- *Fax number:* 916.520.2465. All faxed forms must include credit card payment.
- *Mail:* CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Who qualifies for "member" rates?

All California Special Districts Association and Special District Risk Management Authority members.
Not sure if you are a member? Simply contact Cathrine Lemaire at cathrine1@csda.net or call toll-free at 877-924-2732.
It's not too late to become a CSDA member.

Registration includes the evening reception, legislative visits arranged by CSDA, written materials, and meals as indicated in the agenda.
Payment must accompany registration in order to process.

<input type="checkbox"/> CSDA Member: \$175/EARLY BIRD	<input type="checkbox"/> Non-Member: \$265/EARLY BIRD	
<input type="checkbox"/> CSDA Member: \$225/AFTER APRIL 14	<input type="checkbox"/> Non-Member: \$340/AFTER APRIL 14	Total \$: <input type="text"/>

Name/Title:		
District:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		
Emergency Contact Name/Phone Number:		
LEGISLATIVE OFFICE VISITS		
CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts.		
<input type="checkbox"/> Yes, I want to participate in prearranged meetings in the Capitol. <input type="checkbox"/> No, I do not want to participate in prearranged meetings in the Capitol.		
PAYMENT		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. name:	Acct. Number:	
Expiration date:	Authorized Signature:	
SPECIAL NEEDS		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		
CANCELLATION POLICY: Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the event. All cancellations made within the specified time will be refunded less a \$75 processing fee.		

Directors' Meetings

Presented by President Hanson

Conference

2017 CASA Washington, D.C. Policy Forum

Dates and Location

February 27-March 1, 2017
St. Regis, Washington, D.C.

List of Attendees

President Hanson

The above mentioned Board member attended various sessions regarding drought, water resources, and the environment.