





BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, October 14, 2015

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. Presentations and Awards
 - A. Achievement of an Individual Objective. (Page 5)
 - B. Achievement of Organizational Objectives. (Pages 6-8)

CONSENT CALENDAR

Items 7-12 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

September 8, 2015 Investment & Finance Committee Meeting (Pages 9-10)

September 9, 2015 Regular Board Meeting (Pages 11-16)

September 15, 2015 Community Affairs Committee Meeting (Pages 17-18)

September 29, 2015 Employee Recognition Committee Meeting (Pages 19-20)

October 6, 2015 Engineering Committee Meeting (Pages 21-24)

October 7, 2015 Human Resources Committee Meeting (Pages 25-26)

8. Approval of Demands for September/October 2015

This item provides for Board of Directors approval of all demands paid from LWD during the month of September and a portion in October 2015. (Pages 27-54)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 15 to FY 16 and flows by sub-basin. (Pages 55-59)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 16 budget and discloses monthly investments. (Pages 60-67)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of September 2015. (Pages 68-69)

12. Status Update on the Fiscal Year 2016 (FY 16) LWD Tactics and Action Plan (Pages 70-75)

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority Reports

- A. A regular EWA Board meeting was held on September 23, 2015 report by Director Sullivan. (Pages 76-77)
- B. An Encina Member Agencies Manager's Meeting was held on October 5, 2015 report by GM Bushee. (Verbal)

14. Committee Reports

A. A Community Affairs Committee meeting was held on September 15, 2015 – report by Director Sullivan. (Page 78)

- B. An Employee Recognition Committee meeting was held on September 29, 2015 report by Director Sullivan. (Page 79)
- C. An Engineering Committee meeting was held on October 6, 2015 report by Director Kulchin. (Pages 80-81)
- D. A Human Resources Committee meeting was held on October 7, 2015 report by Director Kulchin. (Page 82)

ACTION ITEMS

15. Village Park No. 5 Pump Station Replacement Project - Engineering Design Services

Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$109,876. (Pages 83-89)

16. Award of Information System Support Services

Authorize the General Manager to execute a sole source Agreement for professional services with Data Net Solutions Group, Incorporated for information systems support services in an amount not to exceed \$48,600 over an initial three year period. (Pages 90-102)

17. Revised LWD's Incentive Program

Adopt Resolution No., 2266 – Adopting LWD's Revised Incentive Program. (Pages 103-113)

18. LWD Standing Committees

Dissolve the Employee Recognition Committee and Adopt Resolution No. 2267 – Establishing Standing Committees and Authorizing the Creation of AD HOC Committees, (Pages 114-116)

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports
None.

20. Directors' Meetings and Conference Reports

- A. The CWEA Tri-State Conference was held on September 21-24, 2015 at the South Point Hotel in Las Vegas, NV. (Page 117)
- B. The CSDA Annual Conference was held on September 21-24, 2015 at the Marriot Monterey in Monterey, CA. (Page 118)
- 21. General Manager's Report
- 22. General Counsel's Report
- 23. Board of Directors' Comments
- 24. Adjournment

AFFIDAVIT OF POSTING

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

Date: October 8, 2015

Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE:

October 8, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager

SUBJECT:

Presentation and Awards - Achievement of an Individual Award

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

10 Year Service Award - Chuck LeMay

This month, Administrative Services Manager Chuck LeMay passed his 10th anniversary of employment at LWD. This milestone is a tribute to Chuck's hard work, dedication, and commitment to LWD. Chuck's exceptional milestone meets one of the individual objectives under LWD's Incentive Program and he is eligible for an incentive award of \$200.

Please join me in congratulating Chuck for his outstanding accomplishment.

PJB:

MEMORANDUM

DATE:

October 8, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager

SUBJECT:

Presentation and Awards - Achievement of Organizational Objectives

I am pleased to report that the Leucadia Wastewater District (LWD) recently achieved two organizational objectives under the District's Incentive Program.

1. Cost Sharing of CSRMA Retrospective Refunds or Dividends

At its August 2015 meeting, the CSRMA Board of Directors approved the distribution of dividend payments from the pooled workers' compensation insurance program to LWD in the amount of \$2,260. The dividend reflects LWD's excellent safety record and an ongoing commitment to safety. LWD's Incentive Program authorizes a 50% cost sharing of the CSRMA dividends with employees. Consequently, each employee is eligible for an incentive compensation award of \$66.47. Table 1, below, summarizes the allocation of the CSRMA dividend and calculation of this incentive compensation award.

Table 1

Dividend Amount	\$2,260.00
50% of Net Dividend (amount eligible for incentive compensation)	\$1,130.00
Incentive Compensation Award Per Employee (17 positions)	\$66.47

Please join me in congratulating LWD for its excellent workers compensation safety record.

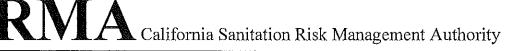
2. Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury

On September 13, 2015, LWD staff completed four years without a lost time injury accident. This achievement represents a significant accomplishment since work place injuries result in lost productivity, low morale, and increased workers' compensation costs. Consequently, avoiding workplace injuries is one of the most important accomplishments LWD staff can achieve. By reaching this goal, each employee is eligible for a \$1,000 incentive compensation award.

Please join me in congratulating LWD for these accomplishments.

th:PJB

Attachment





c/o ALLIANT INSURANCE SERVICES, INC. 100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Insurance License No.: 0C36861 Tel: 415.403.1400

Fax: 415,874,4813

OFFICERS:

Paul Bushee, President 760.753.0155 Greg Baatrup, Vice President 707.429.8930

PAST PRESIDENTS:

Russ Baggerly 2010-2014 Robert Reid 2006-2010

September 17, 2015

Mr. Paul Bushee Leucadia Wastewater District 1960 La Costa Avenue Carlsbad, CA 92009

Pooled Workers' Compensation Program Sixteenth Dividend Declaration

Dear Paul:

On August 20, 2015, the Board of Directors declared a total dividend of \$291,452 from the results of Program Years 1990-91 through 2008-09 payable to the members that participated in these coverage years. Enclosed is Lencadia Wastewater District's dividend share in the amount of \$2,260.

The total dividend is shared through a formula adopted by the Board of Directors that rewards members for good loss history. Dividends, if any, are in addition to any returns from the Retrospective Rating Program, and are paid out of the JPA's equity balance. Including this payment, the Pooled Workers' Compensation Program has returned over \$8,000,000 in dividends to the membership since the program inception in 1990. The ability to declare a dividend is a direct reflection of the members' hard work to avoid work place injuries, and control costs when injuries do occur. CSRMA has many programs in place to assist members in this effort, and we encourage our members to be actively involved in our risk control efforts.

Thank you for your efforts, and please join me in congratulating all of the members of CSRMA's Workers Compensation Program for making the Program as successful as it is, and thereby, this dividend possible. Together we will continue to reduce risk costs in a manner beneficial for employees, rate payers and the communities we serve.

Sincerely,

Paul Bushee President

Enclosure

CALIFORNIA SANITATION **RISK MANAGEMENT AUTHORITY**

C/O ALLIANT INSURANCE SERVICES, INC. 100 PINE STREET 11TH FLOOR SAN FRANCISCO, CA 94111

UNION BANK OF CALIFORNIA GOVERNMENT SERVICES #291 SAN FRANCISCO, CA 94104 16-49-1220

9/4/2015

PAY TO THE ORDER OF

LEUCADIA WASTEWATER DISTRICT

*2,260.00

Two Thousand Two Hundred Sixty and 00/100******

Leucadia Wastewater District 1960 La Costa Avenue Carlsbad, CA 92009

DOLLARS

WC Dividend

#009624# #122000496# 70 200 15599m

CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY C/O ALLIANT INSURANCE SERVICES, INC.

LEUCADIA WASTEWATER DISTRICT

9/4/2015

9624

Date 9/3/2015

Bill

Type Reference -WC Dividend Original Amt. 2,260.00

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Balance Due 2,260.00

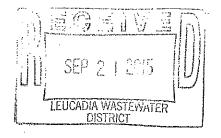
Discount 1 4 1

VOID SIX MONTHS FROM DATE DRAWN

Payment 2,260.00

Check Amount

2,260.00



General Checking - U WC Dividend 2,260.00

original the filed

Ref: 16-4709

LEUCADIA WASTEWATER DISTRICT

Minutes of an Investment & Finance Committee Meeting September 8, 2015

A meeting of the Investment & Finance Committee (IFC) of Leucadia Wastewater District (LWD) was held Tuesday, September 8, 2015 at 9:30 a.m., at the LWD Administration Office located at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 9:30 a.m.

2. Roll Call

DIRECTORS PRESENT:

Hanson and Omsted

DIRECTORS ABSENT:

None

OTHERS PRESENT:

General Manager (GM) Paul Bushee,

Administrative Services Manager Chuck LeMay

and Executive Assistant Trisha Hill

3. Public Comment

No public comment was received.

4. New Business

A. Recommend that the Board of Directors re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2015 through August 31, 2016 and receive and file the Annual Review of LWD's Investment Policy Report.

GM Bushee presented the item stating that staff has reviewed the Investment Policy and that there are no recommended changes. He also noted that the policy requires the Board of Directors to delegate authority to the General Manager to manage the investment program each year. He added that the annual policy review provides the IFC an opportunity to make any recommended changes.

Vice President Omsted asked for clarification on section 8.2 of the policy regarding socially responsible investing. GM Bushee stated that PFM follows the policy and to staff's knowledge LWD has not invested in a company that is not socially responsible. He also indicated that majority of LWD's funds are held in LAIF and in the CAMP and San Diego County pools.

Vice President Omsted also asked for clarification on the Allowable Allocation of Investments section of the policy. He indicated that there are several ten percentages that add up to eighty percent of the total investments, asking if there is an opportunity for a loss of funds due to the type of investments. He provided Orange County's bankruptcy as an example.

GM Bushee stated that LWD is limited to the ten percent and that the District does not invest in derivatives, noting that Orange County had invested in that

type of investment that aided in their bankruptcy. He also provided examples of the types of investments that the District currently has in its portfolio, noting that the policy calls for only the highest rating investments.

Following discussion, the IFC concurred with staff to forward this recommendation to the Board of Directors for approval at the September Board meeting.

5. Information Items

None.

6. Comments, Questions or Requests by Directors

Vice President Omsted asked about an item listed in the September Board agenda's demands. GM Bushee answered his question regarding the cost to repair a manhole indicating that staff would follow up with the details of the manhole repair.

7. Comments by General Manager

GM Bushee stated that last week San Diego KPBS was at the District to do a follow up video on the L.A. Times news article about the impacts of the drought on the sewer system. He presented the KPBS Friday evening news video to the IFC.

The IFC indicated that they were pleased with the video.

8. Adjournment

Chairperson Hanson adjourned the meeting at approximately 10:07 a.m.

Paul J. Bushee, Secretary/Manager (Seal)

Ref: 16-4714

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting September 9, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, September 9, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:

Juliussen, Omsted, Hanson, Sullivan (via teleconference) and Kulchin

DIRECTORS ABSENT: No

None.

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, Field Services Supervisor Marvin Gonzalez, District CPA Richard Duffey and District Engineer Steve Deering, and Jamie Fagnant of Infrastructure Engineering Corporation

(IEC).

3. Pledge of Allegiance

President Juliussen led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Achievement of an Individual Award – FSS Marvin Gonzalez 10th year anniversary

GM Bushee introduced FSS Marvin Gonzalez stating that he recently passed his 10 year anniversary working at the District. He provided background information about Marvin and noted under LWD's incentive program Marvin is eligible for a \$200 incentive award.

The Board of Directors congratulated Marvin for his efforts.

B. <u>Achievement of an Organizational Objective – CASA 2015 Technological Innovation and</u> Achievement Award

GM Bushee stated that during the recent CASA conference, the District was awarded the Technological Innovation and Achievement award for the District's program that integrates the Field Services pipeline video inspections into the Capital Improvement Program. He noted that staff is eligible for a \$300 incentive award under the District's incentive program. He also thanked the Board for their support of this program.

Director Kulchin asked if a press release was sent to the Coast News regarding the award. GM Bushee stated that staff did not send out a press release, but staff can prepare and send a press release to the media this week. He noted that staff posted the information on the District's Facebook page.

The Board of Directors congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

August 7, 2015 Engineering Committee Meeting

August 10, 2015 Investment & Finance Committee Meeting

August 12, 2015 Regular Board Meeting

August 17, 2015 Community Affairs Committee Meeting

September 2, 2015 Engineering Committee Meeting

8. Approval of Demands for August/September 2015

Payroll Checks numbered 18083-18140; General Checking – Checks numbered 47169-47288; Voided check number 47050 and reissued checks numbers 47081 and 47283

- 9. Operations Report (A copy was included in the original September 9, 2015 Agenda)
 This report discloses up-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 15 to FY 16 and flows by sub-basin.
- 10. Finance Report (A copy was included in the original September 9, 2015 Agenda)
- **11. Disclosure of Reimbursements** (A copy was included in the original September 9, 2015 Agenda) This report discloses travel expense reimbursements for the month of August 2015.

12. Annual Review of LWD Investment Policy

Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2015 through August 31, 2016 and receive and file the Annual Review of LWD Investment Policy Report . (A copy was included in the original September 9, 2015 Agenda)

Upon a motion duly made by Director Kulchin seconded by Vice President Omsted, and unanimously carried, the Board of Directors approved the consent calendar by the following vote:

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. <u>EWA Board Report – Meeting was held on August 26, 2015.</u>

Director Sullivan reported on EWA's August 26, 2015 Board meeting.

B. <u>An Encina Member Agencies Manager's (MAM) Meeting was held on September 1, 2015.</u>

GM Bushee reported on Encina MAM's September 1, 2015 meeting.

14. Committee Reports

A. Community Affairs Committee (CAC) meeting was held on August 17, 2015.

Vice President Omsted reported that the CAC reviewed the 2015 fall newsletter draft text. He noted that the CAC is scheduled to meet next week to review the layout of the newsletter.

B. Engineering Committee (EC) meeting was held on September 2, 2015.

Director Kulchin reported that the EC reviewed the following:

- An agreement with TC Construction Company for construction services to complete the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$483,575;
- An agreement with Heaviland Enterprises, Inc. for landscape maintenance services in an amount not to exceed \$30,240 over an initial three year contract period; and
- Update on the 2015 Gravity Pipeline Rehabilitation Project.
- C. Investment & Finance Committee (IFC) meeting was held on September 8, 2015.

Director Hanson reported that the IFC reviewed the Investment Policy update and staff's recommendation to re-delegate authority to manage the investment program to the General Manager effective September 1, 2015 through August 31, 2016. She stated that the committee agreed with staff's recommendation.

ACTION ITEMS

15. Award of the District's Saxony Pump Station Rehabilitation Project Construction Contract

Authorize the General Manager to execute an Agreement with TC Construction Company for construction services to complete the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$483,575 and to authorize an additional appropriation to the Fiscal Year 2016 (FY 16) budget in the amount of \$110,000 to cover the full cost of the project construction.

TSM Morishita presented this item stating that it was reviewed by the EC during its September 2, 2015 meeting and he noted it is a FY 16 tactical goal. He provided background on the Saxony Rehabilitation Project and the public bid process indicating the bids results. He stated that IEC reviewed the bids and that there were two issues with the apparent low bid submitted by TC Construction. He explained the issues and that Legal Counsel and IEC considered the error to be minor and should not result in disqualification of the bid and recommended to waive the discrepancy. He added that IEC recommended that TC Construction be awarded the contract as the lowest responsive and responsible bidder.

He also stated that an additional appropriation of \$110,000 is needed to cover additional construction costs of \$62,639 and a ten percent contingency of \$48,357.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with TC Construction Company for construction services to complete the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$483,575 and to authorize an additional appropriation to the FY 16 budget, in the amount of \$110,000, to cover the full cost of the project construction by the following vote:

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

16. Landscape Maintenance Contract

Authorize the General Manager to execute a Landscape Maintenance Contract for the District's headquarters site with Heaviland Enterprises, Incorporated at a cost not to exceed \$30,240 over an initial three year contract period.

FSSupt. Stecker presented this item stating that it was reviewed by the EC during its September 2, 2015 meeting and noted it is a FY 16 tactical goal. He provided a summary of the bid process stating the bid results with Heaviland as the lowest responsive and responsible bidder. He added that staff contacted the references provided by Heaviland and that they indicated their services are outstanding and professional.

Director Kulchin asked if staff will renegotiate with Heaviland following the conclusion of their three year contract. TSM Morishita stated that the agreement includes a clause that they can request an increase however it's tied with the CPI, adding that the contract includes a termination clause as well. In addition, he stated that it's not certain that they will request an increase.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a Landscape Maintenance Contract for the District's headquarters site with Heaviland Enterprises, Inc. at a cost not to exceed \$30,240 over an initial three year contract period by the following vote:

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

17. Call for Nominations for the Local Agency Formation Commission (LAFCO) Independent Special District Member.

EA Hill presented the item stating that LAFCO's requesting nominations for two commissioner's positions. One is the regular position and the other is the alternate position. In addition, eight positions are available on LAFCO's Special District's Advisory Committee, noting that Director Hanson is on this committee. She indicated that the deadline to receive nominations is October 9, 2015.

The Board of Directors asked Director Hanson if she would like to continue to participate on LAFCO's Special District's Advisory committee. Direction Hanson indicated that she would like to continue to participate on the committee, however she has not decided if she would like to be nominated for the Alternate position. EA Hill stated that the deadline to receive the nomination form is prior to the next Board meeting.

GM Bushee confirmed that staff will nominate Director Hanson for the LAFCO Special District Advisory Committee position and if she notifies staff before the October 9, 2015 deadline, then staff will contact LAFCO notifying them of the change and resend a revised nomination form indicating that the District is nominating her for the Alternate position.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Kulchin, and unanimously carried, the Board of Directors agreed to support and nominate Director Hanson to either the Special Districts Advisory Committee position or LAFCO's vacant alternate position by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports None.

19. Directors' Meetings and Conference Reports

A. The CASA Annual Conference was held on August 18-21, 2015 at the Manchester Grand Hyatt in San Diego, CA.

Director Kulchin reported that there were good speakers indicating that the CSRMA session was excellent and that it was nice to see Kevin Hardy as a speaker. Director Hanson reported that the CSRMA session was the best session at the conference. Director Sullivan reported that the closing presentation was excellent and very informative.

Vice President Omsted quoted the CSRMA speaker. He also reported that he learned that we use more water by turning on our lights than our faucets and showers because the plants use water for cooling. He provided an example of Texas saving 3.5 billion gallons of water by using wind generation for electricity.

20. General Manager's Report

GM Bushee reported on the following items:

 Los Angeles Times news article highlighted Leucadia Wastewater District and as a follow up to this story, KPBS San Diego aired a story relating to the how the drought impacts the sewer system. The video was presented to the Board of Directors.

Vice President Omsted asked GM Bushee to explain how the media contacted him. GM Bushee indicated that they originally contacted CASA, and CASA referred the media to him since the District was currently working on an article for the fall newsletter relating to the impacts of the drought on the sewer system.

21. General Counsel's Report

General Counsel Brechtel reported that he and Associate Counsel Gutman attended the attorney's meeting during the CASA conference. He stated that the meeting provided updated information on Conflict of Interest issues and that Mr. Gutman will be at the October Board meeting to provide an update. He also reported on the process to amend the CEQA guidelines. He noted that the updates are comprehensive and that he is monitoring the amendments and how they may affect the District's operations.

22. Board of Directors' Comments

Director Hanson reported that purple pipe is being installed in the greenbelt in her neighborhood. In addition, she stated that members of the public can pick up buckets of recycled water at the filling stations located at 4S Ranch provided by Olivenhain Municipal Water District.

President Juliussen requested that staff add an agenda item to the Engineering Committee agenda to discuss recycled water fill stations.

Director Sullivan thanked the Board for allowing her to teleconference into the meeting.

23. Adjournment

President Juliussen adjourned the meeting at approximately 5:39 p.m.

- L	
Allan Juliussen, F	President

Paul J. Bushee Secretary/General Manager (SEAL)

Ref: 16-4713

LEUCADIA WASTEWATER DISTRICT

Minutes of a Community Affairs Committee Meeting September 15, 2015

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, September 15, 2015 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 9:30 a.m.

2. Roll Call

DIRECTORS PRESENT:

Sullivan and Omsted

DIRECTORS ABSENT:

None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill and Lois

Humphreys of TRG & Associates (TRG).

3. Public Comment

No public comment was received.

4. New Business

A. Review of the Fall 2015 Draft Newsletter Layout.

The CAC reviewed the fall 2015 newsletter and suggested a few minor changes to the text. Ms. Humphreys of TRG noted the changes and indicated that she will return the final draft after those changes are made.

GM Bushee stated that staff will send the final newsletter to the Board of Directors for review prior to mailing it to the public.

Following discussion, the CAC authorized staff and TRG to proceed with the final 2015 fall newsletter.

B. Update on the No Wipes Down the Pipes campaign.

Ms. Humphreys provided an update on the No Wipes Down the Pipes campaign. She presented draft layouts of the door hangers, truck magnets and refrigerator magnets.

Chairperson Sullivan suggested a text change on the door hanger. Ms. Humphreys noted the change and will update it before they are sent to the printer. She also provided a brief timeline of the campaign indicating that the door hangers are estimated to be delivered during the second week of October.

Chairperson Sullivan also suggested that a District representative hand deliver the door hangers to La Costa Glen. Ms. Humphreys agreed to do so.

Following discussion, the CAC authorized staff and TRG to proceed with the No Wipes Down the Pipes campaign.

5. Information Items

None.

6. Directors' Comments

Vice President Omsted suggested that staff remind the Board of Directors at the next Board meeting that the November Board meeting is scheduled for November 18th instead of the 11th due to the Veterans Day Holiday. GM Bushee agreed to do so.

7. General Manager's Comments

GM Bushee stated that he had sent an email to the Board members relating to a newspaper article about LAFCO's decision not to merge the Fallbrook Public Utilities District and Rainbow Municipal Water District.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 9:55 a.m.

Paul J. Bushee Secretary/Manager (Seal)

Ref: 16-4728

LEUCADIA WASTEWATER DISTRICT

Minutes of an Employee Recognition Committee Meeting September 29, 2015

A meeting of the Employee Recognition Committee (ERC) of the Leucadia Wastewater District (LWD) was held Tuesday, September 29, 2015 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 9:30 a.m.

2. Roll Call

DIRECTORS PRESENT:

Sullivan and Hanson

DIRECTORS ABSENT: Nor

OTHERS PRESENT: General Manager Paul Bushee and Administrative Services Manager

Chuck LeMay

3. Public Comment

No public comment was received.

4. New Business

A. Review Employee Recognition Committee (ERC) Status.

GM Bushee presented the item stating that it is tactical goal in the Fiscal Year 2016 Tactics and Action Plan. He provided background information indicating that the ERC meets once a year to review the Employee of the Year (EOY) applications.

In addition, he added that last year's meeting included a discussion as to whether the ERC selected the EOY or whether the staff nomination review team made the selection. The discussion centered on the fact that the ERC members do not work on a daily basis with the nominated employees, which makes it very difficult to determine who is the most deserving of the award.

GM Bushee explained that the issue at hand is whether the ERC should continue functioning as a District standing committee or whether staff should recommend the EOY recipient directly to the Board and the ERC be discontinued. He also relayed staff's concern that the EOY was no longer an appropriate award for LWD and should be discontinued.

The ERC reviewed several options including (1) continuing the current process as is currently in place and (2) discontinuing the EOY award and eliminating the ERC as a standing committee.

Following discussion, the ERC agreed with staff recommendations and directed staff to schedule a meeting with the Human Resources Committee to review a Revised Incentive Program that eliminates the EOY award. The ERC agreed that the ERC committee should be eliminated, if the Board of Directors approves the Revised Incentive Plan without the EOY program.

- 5. Information Items
 None.
- 6. Directors' Comments
 None.
- 7. **General Manager's Comments**None.
- 8. Adjournment
 Chairperson Sullivan adjourned the meeting at 10:25 a.m.

Paul J. Bushee Secretary/Manager (Seal)

Ref: 16-4739

LEUCADIA WASTEWATER DISTRICT

Minutes of an Engineering Committee Meeting October 6, 2015

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, October 6, 2015 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:

Juliussen and Kulchin

DIRECTORS ABSENT:

None

OTHERS PRESENT:

General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Supervisor Marvin Gonzalez; District Engineer Steve Deering; and Robert Weber from Infrastructure Engineering Corporation.

3. Public Comment

None.

4. New Business

A. Authorize the General Manager to execute Task Order No. 25 with Infrastructure Engineering Corporation (IEC) for engineering design services for the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$109,876.

TSM Morishita presented staff's recommendation noting this item is a Fiscal Year 2016 (FY 16) tactical goal. He explained that staff is recommending the replacement of the pump station. He continued that there is an option to rehabilitate the pump station that would reduce the overall project cost by \$230,000. TSM Morishita explained that although more expensive in the short-term, IEC and staff have concluded that replacing VP5 with a submersible station is the best option for the District for the following reasons:

- VP5 is nearing the recommended 50 year life for the Smith & Loveless metallic dry well
- > The mechanical equipment needs to be replaced
- > The electrical components require upgrade
- > The submersible pump station will provide a safer environment for field service staff
- > Replacement will eliminate dependency on Smith & Loveless as a sole source vendor for pump station material and equipment
- > Submersible pump stations are easier, safer and more efficient to maintain and operate
 - o The drywell of the Smith & Loveless pump station is very confined making routine maintenance and replacement more difficult

TSM Morishita continued that staff believes that the advantages of replacing the station outweigh the additional expense and will require less maintenance and associated cost over the long-term. The EC agreed with staff's assessment to replace, instead of rehabilitating, the pump station.

TSM Morishita described the design services to be provided by IEC including project management and administration, survey, basis of design memorandum and final project design. He continued that IEC's proposed fee for design services for pump station replacement is \$109,876 which includes subcontractor services, such as electrical engineering services. He said that this fee is 11% of the estimated construction cost and that staff believes the proposal is fair and reasonable.

After discussion, the EC concurred with staff to recommend that the Board authorize executing Task Order No. 25 with IEC to complete the design for the VP5 Pump Station Replacement Project.

B. Authorize the General Manager to execute a sole source Agreement for professional services with Data Net Solutions Group, Incorporated for information systems support services in an amount not to exceed \$48,600 over an initial three year period.

TSM Morishita presented staff's recommendation noting this item is a FY 2016 tactical goal. He explained that the District owns and maintains its information systems network. He stated that Data Net Solutions Group, Incorporated (Data Net) has provided excellent network support services to the District for many years. He continued that as a result, staff requested that Data Net submit a scope of work and associated fees to continue to provide this vital service.

TSM Morishita stated that Data Net's proposed estimated cost per year for standard network maintenance was \$16,200. He continued that the initial three year total is \$48,600. He said that if Data Net's performance is satisfactory, the agreement may be extended for an additional two year period.

TSM Morishita stated that Data Net selected, installed and possesses in depth knowledge of the District's computer network. He continued that retaining Data Net for the District's network support services will provide continuity, efficiency and is in the best interest of the District. TSM Morishita said that for these reasons, the procurement of these services satisfies the criteria for sole sourcing allowed under Section 11.1, Sole Source Procurement, and continuity of service under Section 12.4, Continuing Services, of the District's Procurement Policy.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute a sole source Agreement with Data Net for information system support services

C. Discuss recycled water fill stations.

President Juliussen said that he requested this item and asked if staff has thought about the concept of recycled water fill stations at LWD.

GM Bushee responded that there are a few agencies that have begun operating recycled water fill stations. GM Bushee added that these facilities typically have two full time employees assisting customers when the refill station is open to the public. GM Bushee noted that the agencies that operate the refill stations are water purveyors which LWD is not. LWD has not pursued a recycled water fill station to date due to staffing and the fact that LWD is not a water purveyor.

Chairperson Juliussen stated that due to the current drought conditions we should conserve potable water and use recycled water whenever feasible. He asked that staff assess the possibility of procuring and operating a tanker truck to refill our Vactors as they operate in the service area. He also stated that the tanker truck may provide an additional safety buffer against vehicle traffic.

GM Bushee said that staff will conduct an assessment for using a tanker truck to provide recycled water to District Vactors during hydro-cleaning operations and report its findings back to the EC.

D. <u>Discuss District access to gravity pipeline near Interstate 5 through California Department of Transportation right of way.</u>

President Juliussen stated that he requested this item and asked staff about operational access to pipelines in the area of south bound ramp to Interstate 5 at La Costa Avenue.

TSM Morishita presented diagrams and described the area of concern near the on ramp to south bound Interstate 5 (I-5) at La Costa Avenue.

Chairperson Juliussen asked how field service staff cleans and inspects the gravity pipeline located along the western edge of the on ramp. He stated that he is concerned that staff is not able to safely and easily access the line to perform hydro-cleaning and inspection.

FSS Gonzalez explained that staff goes through the gated community to the southwest of the pipeline to access the manholes for line cleaning. He stated that this allows the crew to clean upstream through the line as hydro-cleaning is normally done.

Chairperson Juliussen was satisfied with FSS Gonzalez's explanation and asked if staff is involved with or have heard anything about the Caltrans I-5 expansion project. DE Deering answered that he responded a few years ago to Caltrans' initial inquiry on the possible expansion of I-5 and that he will do all he can to protect District assets as the project progresses. DE Deering said that, up to this point, Caltrans has not made additional inquiries or headway on the project.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee informed the EC that on Monday, October 5th, a 10News film crew was observed in the plaza parking lot taking pictures of the District's campus. He stated that 10News did not contact or notify him why they were photographing the site. GM Bushee informed the EC that 10News on Monday evening reported that Carlsbad residents were complaining about sewer odors along the golf course. He said that the report stated that Carlsbad said the odors were caused by recycled water provided by the Vallecitos Water District for irrigation. There was no mention of LWD in the news report.

8. Adjournment

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

Paul J. Bushee, Secretary/Manager (Seal)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Human Resources Committee Meeting October 7, 2015

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Wednesday, October 7, 2015 at 8:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Director Hanson called the meeting to order at 8:00 a.m.

2. Roll Call

DIRECTORS PRESENT:

Kulchin and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee and

Administrative Services Manager Chuck LeMay

3. Public Comment

No public comment was received.

4. New Business

A. Recommend that the Board of Directors adopt Resolution No. 2266 – Adopting LWD's Revised Incentive Program.

GM Bushee presented the item stating the purpose and background of the Incentive Program. He provided general information describing events leading up to this meeting as well as a summary of the major revisions to the Incentive Program.

The HRC asked questions and for clarification throughout the review of the Incentive Program's revisions. Directors Hanson and Kulchin suggested minor changes to the revisions specifically indicating that current incentive amounts were appropriate without adjusting for inflation. GM Bushee agreed with the HRC's recommendations and stated staff will make the changes.

Following discussion, the HRC agreed with staff's recommendation. GM Bushee noted that the revised redlined Incentive Program with the committee's changes will be included in the October Board agenda packet.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment
Director Hanson adjourned the meeting at 8:20 a.m.

Paul J. Bushee Secretary/General Manager (Seal)

MEMORANDUM

DATE:

October 8, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager

SUBJECT:

Approval of September/October Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

Approve checks and electronic payments totaling \$ 583,973.05

2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months September 3, 2015 – October 8, 2015.

Operating expenses totaled \$267,976.33 while Capital Improvement Program expenses totaled \$222,841.77.

Payroll for employees and the Board totaled \$ 93,154.95.

Attached please find a year to date Employee and Board Payroll Report from September 2014 to October 2015 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 September/October 2015
Attachment 2	Accounts Payable Check Register dated September 8, 2015
Attachment 3	Payroll Check Register September 9, 2015
Attachment 4	Payroll Check Register dated September 10, 2015
Attachment 5	Accounts Payable Check Register dated September 15, 2015
Attachment 6	Payroll Check Register dated September 16, 2015
Attachment 7	Accounts Payable Check Register dated September 23, 2015
Attachment 8	Payroll Check Register dated September 30, 2015
Attachment 9	Accounts Payable Check Register dated October 1, 2015
Attachment 10	Board Payroll Check Register dated October 3, 2015
Attachment 11	Accounts Payable Check Register dated October 6, 2015
Attachment 12	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

October 14, 2015

1. Demands

Category	Check #'s	=	Am	ount	Total
Payroll Check -9/9/2015	18141	Incentive Pay		\$184.70	
Payroll Check- 9/10/2015	18142 - 18158	Incentive Pay		\$4,686.05	
Payroll Check-9/16/2015	18159 - 18175	-		\$41,215.54	
Payroll Check-9/30/2015	18 176 - 18192			\$41,756.24	
Board Payroll Check -10/3/2015	18193 - 18197	÷		\$5,312.42	
		Total		\$93,154.95	
General Checking -9/8/2015	47289 - 47320	•	\$	71,480.47	
General Checking - 9/15/2015	47321 - 47366		\$	237,126.32	
General Checking-9/23/2015	47367 - 47392		\$	46,134.63	
General Checking - 10/1/2015	47393 - 47418		\$	73,577.50	
General Checking - 10/6/2015	47419 - 47460		\$	62,499.18	
		Total	\$	490,818.10	
		GRAND TOTAL		•	\$583,973.05
VOIDED CHECKS					
VOIDED CHECKS	# 47 194	Reissued			
	# 47 194 # 47 025	Veissnen			

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 9/8/2015 Through 9/8/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ACACIA GASOLÎNE & CAR WASH	47289	9/8/2015	102.56	VEHICLE FUEL
	Total 47289		102.56	
ADS LLC	47290	9/8/2015	3,570.00	FLOW MONITORING
	Total 47290	•	3,570.00	
ALLAN JULIUSSEN	47291	9/8/2015	1,135.96	REIMBURSE FOR CASA CONF
	Total 47291		1,135.96	•
ANTIMITE TERMITE & PEST CONTROL	47292	9/8/2015	56.00	MONTHLY PEST SERVICE
	Total 47292		56.00	
AT&T	47293	9/8/2015	255.76	DIAŁ IN MODEM
	Total 47293		255.76	
CARLSBAD CHAMBER OF COMMERCE	47294	9/8/2015	760.00	MEMBERSHIP RENEWAL-2015-2016
	Total 47294		760.00	
CASH	47295	9/8/2015	274.83	PETTY CASH-AUGUST
	Total 47295		274.83	
CITY OF CARLSBAD	47296	9/8/2015	229.05	WATER @ PLANT/OFFICE
	Total 47296		229.05	
CORELOGIC INFORMATION SOLUTIONS,INC	47297	9/8/2015	125.00	SUBSCRIPTION PAYMENT-REALQUEST
	Total 47297	÷	125.00	
COX COMMUNICATIONS SAN DIEGO	47298	9/8/2015	1,412.61	PHONE SYSTEM
	Total 47298		1,412.61	
CUES, INC	47299	9/8/2015 9/8/2015	254.10 231.50	REPAIR/MAINT TO CCTV REPAIRS/MAINT TO CCTV
	Total 47299		485.60	
DATA NET DATA NET	47300	9/8/2015 9/8/2015	543.75 930.00	IS MAINT AND SUPPORT NET APP-LABOR
	Total 47300		1,473.75	
DAVID KULCHIN	47301	9/8/2015	645,34	REIMBURSE DK FOR CONFERENCE
	Total 47301		645.34	

Date: 9/3/15 02:06:13 PM

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 9/8/2015 Through 9/8/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DION INTERNATIONAL TRUCKS INC	47302	9/8/2015	4,303.72	VACTOR REPAIR AND MAINT
	Total 47302		4,303.72	
DONALD OMSTED	47303	9/8/2015	25.63	REIMBURSE FOR CONF
	Total 47303		25,63	
ELAINE SULLIVAN	47304	9/8/2015	1,034.93	REIMBURSE FOR CASA CONF
	Total 47304		1,034.93	
FIRE SERVICE CORP	47305	9/8/2015	145.00	FIRE PROTECTION SERVICE
	Total 47305		145.00	
GRAINGER, INC	47306	9/8/2015	58.37	FAN @ BPS
	Total 47306		58.37	
ICMA RETIREMENT-303979	47307	9/8/2015	3,009.84	DEFERRED COMP
	Total 47307		3,009.84	
INFRASTRUCTURE ENGINEERING CORP	47308	9/8/2015	1,935.00	B2 SEWER FORCE MAIN
	Total 47308		1,935.00	
JEFFERY STECKER	47309	9/8/2015	35.00	REIMBURSE FOR CSRMA SEMINAR
	Total 47309		35.00	
JUDY HANSON	47310	9/8/2015	795.20	REIMBURSE FOR CASA CONF
	Total 47310		795.20	
LEE'S LOCK & SAFE	47311	9/8/2015	175.34	KEYS/LOCK5 REPAIR
	Total 47311		175.34	
NATIONWIDE RETIREMENT SOLUTIONS	47312	9/8/2015	243.67	DEFERRED COMP
	Total 47312		243.67	
PERS RETIREMENT	47313	9/8/2015	212.95	BOARD RETIREMENT ENDING 8/31/15
PERS RETIREMENT		9/8/2015	11,462.02	EMPLOYEE RETIREMENT -8/30/15
	Total 47313		11,674.97	
PURCHASE POWER PURCHASE POWER	47314	9/8/2015 9/8/2015	160.16 159.72	POSTAGE FOR METER SHIPPING
	Total 47314		319.88	

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 9/8/2015 Through 9/8/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
QUALITY CHEVROLET	47315	9/8/2015	180.08	MAINT/REPAIR ON TRUCK
	Total 47315		180.08	
SLOAN ELECTRIC COMPANY SLOAN ELECTRIC COMPANY	47316	9/8/2015 9/8/2015	19,350.00 6,900.00	RETROFIT MITSUBISHI VFD @BPS RETROFIT VFD @ BPS
	Total 47316		26,250.00	
SOUTHERN CONTRACTING COMPANY	47317	9/8/2015	700.00	LABOR-MAIN OFFICE
	Total 47317		700.00	
TRG & ASSOCIATES	47318	9/8/2015	9,487.50	PUBLIC INFO FOR AUGUST
	Total 47318		9,487.50	
WASTE MANAGEMENT	47319	9/8/2015	204.88	TRASH SERVICE
	Total 47319		204.88	
WOODYS CRANE SERVICE	47320	9/8/2015	375.00	CRANE SERVICE @ AWT
	Total 47320		375.00	
Report Total	* .		71,480.47	

LEUCADIA WASTEWATER DISTRICT EMPLOYEE PAYROLL CHECK REPORT

Payroll Date:

September 9, 2015

Incentive

<u>Check Nos.</u> <u>Date</u> <u>Amount</u>

18141

9/9/2015

\$184.70

LEUCADIA WASTEWATER DISTRICT EMPLOYEE PAYROLL CHECK REPORT

Payroll Date:

September 10, 2015

Incentive

 Check Nos.
 Date
 Amount

 18142 - 18158
 9/10/2015
 \$4,686.05

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 9/15/2015 Through 9/15/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	47321	9/15/2015	187.83	PHONE @ BPS
	Total 47321		187.83	
AVI-AUDIO VISUAL INNOVATIONS	47322	9/15/2015	464,55	BATTERY PACK
	Total 47322		464.55	
WILLIAM BARRY	47323	9/15/2015	2,262.50	LATERAL REIMBURSEMENT
	Total 47323		2,262.50	
BOOT WORLD, INC	47324	9/15/2015	97.19	BOOTS FOR RYAN R
	Total 47324		97.19	
BROWNELL AND DUFFEY CPA	47325	9/15/2015	9,410.00	ACCT/FINANCIAL FEES FOR AUG
	Total 47325		9,410.00	
BURTECH PIPELINE, INC	47326	9/15/2015	116,020.65	201S GRAVIETY PIPELINE
	Total 47326		116,020.65	
CARLSBAD FUELS CORPORATION	47327	9/15/2015	1,520.69	VEHICLE FUEL
	Total 47327		1,520.69	
CITY OF CARLSBAD CITY OF CARLSBAD	47328	9/15/2015 9/15/2015	190.61 379.42	WATER @ VACTOR WATER @ VACTOR 2
	Total 47328		570.03	
CONEXIS	47329	9/15/2015	140.00	SEC 125 FLEX PLAN-AUG
	Total 47329		140.00	
CORELOGIC INFORMATION SOLUTIONS,INC	47330	9/15/2015	125,00	MONTHLY SUBSCRIPTION PAYMENT
	Total 47330		125.00	
CORODATA	47331	9/15/2015	194.60	STORAGE
	Total 47331		194.60	
CRANEWORKS SOUTHWEST, INC	47332	9/15/2015	802.09	WORK ON THE CRANE
	Total 47332		802.09	
CUES, INC CUES, INC	47333	9/15/2015 9/15/2015	94.85 217.04	CCTV MAINT/REPAIR REPAIRS/MAINT-CCTV
	Total 47333		311.89	

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 9/15/2015 Through 9/15/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DATA NET	47334	9/15/2015	452.92	IS MAIN/SUPPORT-REPLACE SERVCER
DATA NET DATA NET		9/15/2015 9/15/2015	1,242.96 763.75	IS MAINT AND SUPPORT IS MAINT/SUPPORT
	Total 47334		2,459.63	
DEXTER WILSON ENGINEERING	47335	9/15/2015	250.00	FY AUDIT-SEWER SYSTEM
	Total 47335		250.00	
DUDEK & ASSOCIATES	47337	9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015 9/15/2015	1,045.00 1,178.01 385.00 935.00 385.00 2,770.71 275.00 921.25 440.00 550.00 165.00 275.00 820.00 765.00	GE/3251/100/GRADING GE/3252/0526/FAIR OAKS GE/3252/0593/LC TOWNE GE/3252/0844/LC TOWNE SQ GE/3252/0851/JEREZ CT GE/3252/0855/LC TOWN GE/3252/0882/COASTEL TEN GE/3252/0897/OMWD PLAN GE/3252/0928/N. COAST 101 GE/3252/0936/VULCAN AVE GE/3252/0937/PAUL ECKE GE/3252/0939/HYGEIA AVE GE/3252/0940/FLAMENCO ST GE/3252/0941/ORPHEUS AVE GE/3252/0942/OMWD
	Total 47337		11,184.97	
ENCINITAS CHAMBER OF COMMERCE	47338	9/15/2015	250.00	MEMBERSHIP RENEWAL
	Total 47338		250.00	
ENVALL DESIGN ENVALL DESIGN	47339	9/15/2015 9/15/2015	800.00 225.00	DOOR HANGERS MAGNETS
	Total 47339		1,025.00	
EVOQUA WATER TECHNOLOGIES, LLC	47340	9/15/2015	7,709.18	BIOXIDE
	Total 47340		7,709.18	
12B NETWORKS, INC	47341	9/15/2015	160.00	Web Cam @ BPS
	Total 47341		160.00	
ICMA RETIREMENT-303979	47342	9/15/2015	3,009.84	DEFERRED COMP
	Total 47342		3,009.84	
INFRASTRUCTURE ENGINEERING CORP	47343	9/15/2015	3,697.10	FY 15 GRAVIETY SEWER REPAIR
INFRASTRUCTURE ENGINEERING CORP		9/15/2015	10,716.74	FY2016 GRAVIETY LINE

Date: 9/16/15 08:22:28 AM

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 9/15/2015 Through 9/15/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INFRASTRUCTURE ENGINEERING CORP		9/15/2015	3,635.00	L1 FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		9/15/2015	12,084.85	SAXONY PS REHAB
	Total 47343		30,133.69	
JACKSON & BLANC	47344	9/15/2015	1,617.25	MAINT CONTRACT
	Total 47344		1,617.25	
MITSUBISHI ELECTRIC US, INC	47345	9/15/2015	274.02	ELEVATOR MAINT AND SERVICE
	Total 47345		274.02	
NAPA AUTO	47346	9/15/2015	264.25	FUEL FILTER5
NAPA AUTO NAPA AUTO		9/15/2015 9/15/2015	116.10 52.37	PARTS
NAPA AUTO		9/15/2015	38.86	PARTS/SUPPLIES VEHICLE MAINT
· ·	Total 47346	5/15/2015	471.58	A ELITOPE MATINI
	10(a) 1/370		471.50	
NATIONWIDE RETIREMENT SOLUTIONS	47347	9/15/2015	243.67	DEFERRED COMP
	Total 47347		243.67	
OFFICE DEPOT, INC.	47348	9/15/2015	298.33	OFFICE SUPPLIES
	Total 47348		298.33	
OLIVENHAIN MUNICIPAL WATER DIST	47349	9/15/2015	78.44	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		9/15/2015	886.37	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		9/15/2015	950.72	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		9/15/2015	81.88	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		9/15/2015	78.44	WATER @ VP7
	Total 47349		2,075.85	
HARRY OVERLOCK	47350	9/15/2015	1,609.50	LATERAL REIMBURSEMENT
	Total 47350		1,609.50	
PALOMAR WATER, LLC	47351	9/15/2015	214.24	BOTTLED WATER @ OFFICE
	Total 47351		214.24	
CHRISTINE PATRIZE	47352	9/15/2015	3,000.00	LATERAL REIMBURSEMENT
	Total 47352		3,000.00	
PLANT PEOPLE	47353	9/15/2015	158.00	PLANTS MAINT @ OFFICE

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47353		158.00	
PLUMBERS DEPOT, INC PLUMBERS DEPOT, INC	47354	9/15/2015 9/15/2015	1,020.60 209.39	LEADER HOSES VACTOR-SCROLL FOLLOWER
	Total 47354		1,229.99	
RICHARD STINSON	47355	9/15/2015	9,900.00	CONSTRUCTION CONSULTING-AUG
	Total 47355		9,900.00	
SAN DIEGUITO WATER DISTRICT	47356	9/15/2015	124.56	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		9/15/2015	117.53	WATER @ TANKER
	Total 47356		242.09	
SAN DIEGO GAS & ELECTIRC SAN DIEGO GAS & ELECTIRC SAN DIEGO GAS & ELECTIRC SAN DIEGO GAS & ELECTIRC	47357	9/15/2015 9/15/2015 9/15/2015 9/15/2015	958.18 16,800.91 392.92 11.67	ELECTRIC @ E. ESTATES ELECTRIC @ LPS/OFFICE ELECTRIC @ VP5 GAS @ E.E.
	Total 47357		18,163.68	
SOUTHERN CONTRACTING COMPANY	47358	9/15/2015	300.00	ELECTRICAL WORK @w ENCINA
	Total 47358		300.00	
THE HOME DEPOT CRC/GECF	47359	9/15/2015	458.04	SUPPLIES
	Total 47359		458.04	
UNDERGROUND SERVICE ALERT OF	47360	9/15/2015	171.00	UNDERGROUND ALARM SERVICE
	Total 47360		171.00	
UNIFIRST CORPORATION	47361	9/15/2015	449.11	LAUNDRY SERVICE
	Total 47361		449.11	
U.S. BANK	47362	9/15/2015	2,841.41	Conferences,meetings,supplies, etc
	Total 47362		2,841.41	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	47363	9/15/2015	99.00	PHYSICALS
	Total 47363		99.00	
VERIZON WIRELESS	47364	9/15/2015	49.21	CELL PHONES-TELEMENTRY
	Total 47364		49.21	
WORDEN WILLIAMS, APC	47365	9/15/2015	4,880.00	LEGAL FEES-AUGUST

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47365		4,880.00	
XEROX CORPORATION	47366	9/15/2015	91.02	COPIER LEASE
·	Total 47366		91.02	
Report Total			237,126.32	

LEUCADIA WASTEWATER DISTRICT **EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date:

September 16, 2015

Check Nos. <u>Date</u> <u>Amount</u> 18159 - 18175 9/16/2015 \$41,215.54

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CHUCKS TIRE CENTER	47367	9/23/2015	379,96	TIRES
	Total 47367		379.96	
CUES, INC	47368	9/23/2015 9/23/2015	189.89 1,006.35	CCTV MAINT/REPAIR CCTV MAINT/REPAIRS
	Total 47368		1,196.24	
DATA NET	47369	9/23/2015	505.00	IS MAINT AND SUPPORT
	Total 47369		505.00	
DION INTERNATIONAL TRUCKS INC	47370	9/23/2015	2,449.25	REPAIR/MAINT TO TRUCK/VACTOR
DION INTERNATIONAL TRUCKS INC		9/23/2015	1,177.03	VACTOR/TRUCK MAINT/REPAIR
	Total 47370		3,626.28	
DIRECT-TO-DOOR, INC	47371	9/23/2015	4,156.00	DOOR HANGERS FOR CUSTOMERS
	Total 47371		4,156.00	
DUDEK & ASSOCIATES	47372	9/23/2015	7,845.00	GE/200/346/347
	Total 47372		7,845.00	
GRAINGER, INC	47373	9/23/2015	359.65	SWITCHES @ LPS
	Total 47373		359,65	
GREAT AMERICA FINANCIAL SERVICES	47374	9/23/2015	738.87	COPIER LEASE
	Total 47374		738,87	
GREEN HOUSE SIGN AND DESIGN	47375	9/23/2015	393.00	MAGNETIC SIGNS
	Total 47375		393.00	
HOCH CONSULTING	47376	9/23/2015	2,500.00	SAXONY PS CONSULTING
•	Total 47376		2,500.00	
L&L PRINTERS	47377	9/23/2015	3,830.77	POSTAGE FOR NEWSLETTER
	Total 47377		3,830.77	
MINUTEMAN PRESS MINUTEMAN PRESS	47378	9/23/2015 9/23/2015	374.76 74.78	ENVELOPES VOUCHER PADS
	Total 47378		449.54	
MSC JANITORIAL SERVICE, INC	47379	9/23/2015	1,552.92	JANITORIAL SERVICE-SEPT
	Total 47379	·	1,552.92	

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
NAPA AUTO	47380	9/23/2015	75.04	ENGINE CYL HONE
	Total 47380		75,04	
OFFICE DEPOT, INC.	47381	9/23/2015	240.32	OFFICE SUPPLIES
	Total 47381		240,32	
PEP BOYS	47382	9/23/2015	43.18	WIPER BLADES
	Total 47382		43.18	
PERS RETIREMENT	47383	9/23/2015	11,462.02	EMPLOYEE RETIREMENT ENDING 9/13/15
	Total 47383		11,462.02	
PITNEY BOWES GLOBAL FINANCIAL LLC	47384	9/23/2015	155.87	MAILING SYSTEM LEASE
	Total 47384		155.87	
QUALITY CHEVROLET	47385	9/23/2015	194.50	VEHICLE MAINT/REPAIR
	Total 47385		194.50	
RCP BLOCK & BRICK, INC	47386	9/23/2015	40.50	WHITE FLOOD CONTOL
	Total 47386		40.50	
SAN DIEGO GAS & ELECTIRC	47387	9/23/2015 9/23/2015 9/23/2015 9/23/2015 9/23/2015 9/23/2015 9/23/2015 9/23/2015	151.28 625.18 1,068.13 1,320.91 196.36 927.88 222.42 10.00	ELECTRIC @ AVOCADO PS ELECTRIC @ DIANA PS ELECTRIC @ EEPS ELECTRIC @ LC PS ELECTRIC @ RV PS ELECTRIC @ SAXONY PS ELECTRIC @ VP7 GAS @ OFFICE
	Total 47387		4,522.16	
НТОТ ИНОС	47388	9/23/2015	300.00	LATERAL REIMBURSEMENT
	Total 47388		300.00	
UNIFIRST CORPORATION	47389	9/23/2015	233.46	LAUNDRY SERVICE
	Total 47389		233.46	
VAPEX PRODUCTS, INC	47390	9/23/2015	371,36	OXYGEN FILTERS KITS
	Total 47390		371.36	
VERIZON WIRELESS	47391	9/23/2015	856.49	CELL PHONES
	Total 47391		856.49	
ZEE MEDICAL SERVICES, INC	47392	9/23/2015	106.50	REFILL FIRST AID KIT
Date: 9/23/15 11:11:32 AM		41		Page: 2

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47392		106.50	
Report Total			46,134.63	

Vendor Name	Çheck Number	Effective Date	Check Amount	Transaction Description
BATIQUITOS LAND, LLC	47025	9/23/2015	(790.95)	REFUND DEV-BATIQUITOS BLUFFS
	Total 47025		(790.95)	
				•
Report Total			(790.95)	
		•		

LEUCADIA WASTEWATER DISTRICT **EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date:

September 30, 2015

Amount Check Nos. <u>Date</u> 9/30/2015 18176 - 18192 \$41,756.24

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	47393	10/1/2015	356,56	PHONE IN ELEVATOR
	Total 47393		356.56	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	47394	10/1/2015	22,956.10	HEALTH INS-OCTOBER
	Total 47394		22,956.10	
CARLSBAD FUELS CORPORATION	47395	10/1/2015	1,334.84	VEHICLE FUEL
	Total 47395		1,334.84	
COUNTY OF SAN DIEGO	47396	10/1/2015	292.00	RENEWAL PERMIT FOR HAZARDOUS WASTE
	Total 47396		292.00	
CWEA CWEA	47397	10/1/2015 10/1/2015 10/1/2015	164.00 164.00 164.00	CWEA RENEAL FOR H.G. CWEA RENEWAL FOR M.A. CWEA RENEWAL-MG
	Total 47397		492.00	
ELECTRICAL SALES, INC.	47398	10/1/2015	61.78	RED AND GREEN LENS
	Total 47398		61.7B	
EVOQUA WATER TECHNOLOGIES, LLC	47399	10/1/2015	8,073.79	BIOXIDE .
	Total 47399		8,073.79	
HARTFORD LIFE & ACCIDENT INS.	47400	10/1/2015	424.81	LIFE INS-OCT
	Total 47400	•	424.81	
HOPE HEALTH/IHAC	47401	10/1/2015	361.32	HEALTH LETTERS RENEWAL
	Total 47401		361.32	
INTERSTATE BATTERIES OF SAN DIEGO	47402	10/1/2015	100.59	BATTERIES
	Total 47402		100,59	
MES VISION	47403	10/1/2015	326.88	VISION INS-OCT
	Total 47403		326.88	
NAPA AUTO	47404	10/1/2015	22.67	BELT @ BPS
	Total 47404		22.67	
NATIONWIDE RETIREMENT SOLUTIONS	47405	10/1/2015	217.98	DEFERRED COMP
Date: 9/29/15 10:45:55 AM			,	Page: 1

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47405		217.98	
PLUMBERS DEPOT, INC	47406	10/1/2015	2,308.32	LIGHT BARS
	Total 47406		2,308.32	
PURCHASE POWER	47407	10/1/2015	210.46	FED X SHIPPING
	Total 47407		210.46	
R. J. SAFETY SUPPLY CO., INC.	47408	10/1/2015	277.99	SAFETY GLOVES
	Total 47408		277.99	
SAN DIEGO GAS & ELECTIRC	47409	10/1/2015	11,298.69	ELECTRIC @ BPS
	Total 47409		11,298.69	
SLOAN ELECTRIC COMPANY	47410	10/1/2015	7,365.50	INSTALL MOTOR @ LPS
	Total 47410		7,365.50	
THE GUARDIAN	47411	10/1/2015	3,693.62	DENTAL/DISABILITY INS-OCT
	Total 47411		3,693.62	
TIERRA VERDE RESOURCES, INC	47412	10/1/2015	730.00	LANDSCAPING FEES
	Total 47412		730.00	
TIM BESTAMENTE	47413	10/1/2015	221.37	MAINT AND REPAIR WORK
	Total 47413		221.37	
TITUS INDUSTRIAL GROUP, INC	47414	10/1/2015	10,562.43	MANHOLE COVERS
•	Total 47414		10,562.43	
TRI COMMUNITY ANSWERING SERVICE	47415	10/1/2015	90.00	ANSWERING SERVICE-SEPT
	Total 47415		90.00	
UNIFIRST CORPORATION	47416	10/1/2015	222.80	LAUNDRY SERVICE
	Total 47416		222.80	
V&A CONSULTING ENGINEERS	47417	10/1/2015	1,200.00	SM CREEK FLOW MONITORING
	Total 47417		1,200.00	
WOODYS CRANE SERVICE	47418	10/1/2015	375.00	CRANE RENTAL
	Total 47418		375.00	
Report Total			73,577.50	
Date: 9/29/15 10:45:55 AM		46		Page; 2

LEUCADIA WASTEWATER DISTRICT BOARD PAYROLL CHECK REPORT

Payroll Date:

October 3, 2015

 Check No.
 Date
 Amount

 18193 - 18197
 10/3/2015
 \$5,312.42

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLAN JULIUSSEN	47419	10/6/2015	370.36	CWEA CONF-TRAVEL
	Total 47419		370.36	
ARC DOCUMENT SOLUTIONS.,LLC	47420	10/6/2015	489.11	PLANS AND SPECS
	Total 47420		489.11	
AT&T AT&T	47421	10/6/2015 10/6/2015	247.07 179.42	DIAL IN MODEM PHONE SERVICE @ BPS
	Total 47421		426.49	
BOOT WORLD, INC	47422	10/6/2015	155.50	SAFETY BOOTS-R, EASTON
	Total 47422		155.50	
BROWNELL AND DUFFEY CPA	47423	10/6/2015	14,780.00	ACCOUNTING FEES-SEPT
	Total 47423		14,780.00	
CASH	47424	10/6/2015	212.59	PETTY CASH -SEPT
	Total 47424	•	212.59	
CITY OF CARLSBAD	47425	10/6/2015	273.60	WATER @ OFFICE/LPS
	Total 47425		273.60	
COX COMMUNICATIONS SAN DIEGO	47426	10/6/2015	1,417.46	PHONE SERVICE/INTERNET
	Total 47426		1,417.46	
CUES, INC	47427	10/6/2015	254,10	CABLES-CCTV VAN
	Total 47427		254,10	
DATA NET	47428	10/6/2015	677.50	IS MAINT AND SUPPORT
	Total 47428		677.50	
DAVID KULCHIN	47429	10/6/2015	790.22	CSDA CONF-TRAVEL
	Total 47429		790.22	
DONALD OMSTED	47430	10/6/2015	411.26	CSDA TRAVEL-CONF
	Total 47430		411.26	
ELAINE SULLIVAN	47431	10/6/2015	595.30	CSDA CONF-TRAVEL
	Total 47431		595.30	
ICMA RETIREMENT-303979	47432	10/6/2015	2,976,44	DEFERRED COMP
	Total 47432	•	2,976.44	

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INFRASTRUCTURE ENGINEERING CORP	47433	10/6/2015	6,395.00	FY15 GRAVIETY SEWER
Infrastructure Engineering Corp		10/6/2015	520.00	LPS GENERATOR
	Total 47433		6,915.00	
JCI JONES CHEMICAL, INC	47434	10/6/2015	3,932,13	CHEMICALS
	Total 47434		3,932.13	
JEFFERY STECKER	47435	10/6/2015	102.94	CWEA-TRISTATE CONF
	Total 47435		102.94	
JUDY HANSON	47436	10/6/2015	532.61	CSDA CONF-TRAVEL
	Total 47436		532.61	· .
MARVIN GONZALEZ	47437	10/6/2015	102.02	CWEA CONF-TRAVEL
	Total 47437		102.02	
MAURICIO AVALOS	47438	10/6/2015	88.96	CWEA-TRI STATE-TRAVEL
	Total 47438		88.96	
MITSUBISHI ELECTRIC US, INC	47439	10/6/2015	274.02	MAINT ON ELEVATOR
	Total 47439		274.02	
NAPA AUTO	47440	10/6/2015	52.33	BELTS FOR LPS
Napa auto Napa auto		10/6/2015 10/6/2015	31.29 69.06	PARTS FOR BPS SHOP SUPPLIES
	Total 47440		152.68	
OFFICE DEPOT	47441	10/6/2015	43.19	OFFICE SUPPLIES
	Total 47441		43.19	
OFFICE DEPOT, INC.	47442	10/6/2015	235.57	OFFICE SUPPLIES
	Total 47442		235.57	
OLIVENHAIN MUNICIPAL WATER DIST	47443	10/6/2015	42.66	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		10/6/2015	328.76	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		10/6/2015	346,09	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		10/6/2015	39.22	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		10/6/2015	39.22	WATER @ VP7
	Total 47443		795.95	

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PIPERIN CORPORATION	47444	10/6/2015	3,600.00	CHANGE FRAME COVER @ EL CAMINO REAL
	Total 47444		3,600.00	
PLANT PEOPLE	4744S	10/6/2015	211.60	LIVE PLANTS MAINT
	Total 47445		211.60	
PLUMBERS DEPOT, INC	47446	10/6/2015	157.68	NOZZLE EXTENSION
•	Total 47446		157.68	
RICHARD STINSON	47447	10/6/2015	17,500.00	CONSTRUCTION CONSULTING-SEPT
	Total 47447		17,500.00	
ROCKWELL CONSTRUCTION SERVICES, INC	47448	10/6/2015	1,125.00	CM/INSPECTION VFD
	Total 47448		1,125.00	
AIR POLLUTION CONTROL DISTRICT	47449	10/6/2015	309.00	RENEWAL-EMISSIONS
	Total 47449		309.00	
SAN DIEGUITO WATER DISTRICT	47450	10/6/2015	153.30	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		10/6/2015	10,22	WATER @ TANKER 2
	Total 47450		163.52	
SOUTHERN CALIFORNIA SOIL & TESTING,	47451	10/6/2015	500.00	B1/B2 FORCE MAIN
	Total 47451		500.00	
SOUTHERN CONTRACTING COMPANY	47452	10/6/2015	240.00	ELECTRIC WORK @ LPS
	Total 47452		240.00	
STATE WATER RESOURCES CONTROL BD	47453	10/6/2015	55.00	RENEWAL-M. GONZALEZ
	Total 47453		55.00	
THE HOME DEPOT CRC/GECF	47454	10/6/2015	342.28	SUPPLIES
	Total 47454		342.28	
TRISHA HILL	47455	10/6/2015	517.18_	CSDA CONF-TRAVEL
	Total 47455		517.18	

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
UNDERGROUND SERVICE ALERT OF	47456	10/6/2015	201.00	UNDERGROUND ALARM SERVICE
	Total 47456		201.00	
UNIFIRST CORPORATION	47457	10/6/2015	226.31	LAUNDRY SERVICE
	Total 47457		226.31	
VERIZON WIRELESS	47458	10/6/2015	49.71	TELEMENTRY-CELL PHONES
	Total 47458		49.71	
WASTE MANAGEMENT	47459	10/6/2015	204.88	TRASH SERVICE
	Total 47459		204.88	
XEROX CORPORATION	47460	10/6/2015	91.02	COPIER MAINTENANCE
	Total 47460		91.02	
Report Total			62,499.18	

LEUCADIA WASTEWATER DISTRICT YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

<u>SEPTEMBER</u>	2014		
9/3/2014	Employee		\$44,446.50
9/4/2014	Board		\$4,227.18
9/16/2014	Employee	Retirement	\$10,048.90
9/17/2014	Employee		<u>\$43,570.16</u>
	TOTAL		\$102,292.74
<u>OCTOBER</u>			
10/1/2014	Employee		\$40,167.92
10/3/2014	Board		\$4,362.16
10/8/2014	Employee	Incentive	\$14,793.18
10/15/2014	Employee		\$40,300.04
10/29/2014	Employee		<u>\$39,487.52</u>
	TOTAL		\$139,110.82
NOVEMBER			
11/3/2014	Board		\$3,635.20
11/12/2014	Employee		\$41,419.01
11/12/2014	Employee	Incenti∨e	\$461.75
11/26/2014	Employee		\$39,964.00
	TOTAL	•	\$85,479.96
DECEMBER			
12/3/2014	Board		\$4,873.19
12/4/2014	Employee	Sick Buyback	\$18,127.34
12/10/2014	Employee		\$40,877.56
12/11/2014	Employee	Incentive	\$1,225.43
12/24/2014	Employee		<u>39259.31</u>
	TOTAL	•	\$104,362.83
<u>JANUARY</u>	2015		
1/3/2015	Board		\$1 ,313.29
1/7/2015	Employee		\$39,442.47
1/21/2015	Employee		<u>\$38,947.79</u>
	TOTAL		\$79,703.55
FEBRUARY			
2/3/2015	Board		\$5,635.01
2/4/2015	Employee		\$41,354.90
2/11/2015	Employee	Incentive	\$1,658.70
2/18/2015	Employee		<u>\$41,693.45</u>
	TOTAL		\$90,342.06

LEUCADIA WASTEWATER DISTRICT YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

<u>MARCH</u>			
3/3/2015	Board		\$3,328.09 ·
3/4/2015	Employee		\$42,481.68
3/18/2015	Employee		<u>\$41,809.70</u>
	TOTAL		\$87,619.47
APRIL			
4/1/2015	Employee		\$42,998.28
4/3/2015	Board		\$3,450.34
4/8/2015	Employee	Incentive	\$461.75
4/9/2015	Employee	Incentive	\$7,864.64
4/15/2015	Employee		\$42,793.24
4/29/2015	Employee		\$42,249.97
	TOTAL		\$139,818.22
MAY			
5/3/2015	Board		\$4,550.07
5/13/2015	Employee		\$42,386.44
5/27/2015	Employee		<u>\$42,031.05</u>
	TOTAL		\$88,967.56
JUNE			
6/3/2015	Board		\$6,672.20
6/10/2015	Employee		43014.18
6/10/2015	Employee	Incentive	862.55
6/24/2015	Employee		42179.22
	TOTAL		\$92,728.15
JULY			
7/3/2015	Board		\$1,141.49
7/8/2015	Employee		\$42,280.37
7/9/2015	Employee	Incentive	\$460.23
7/9/205	Employee		\$2,411.85
7/22/2015	Employee		<u>\$41,341.86</u>
	TOTAL		\$87,635.80
AUGUST			
8/3/2015	Board		\$2,144.12
8/5/2015	Employee	•	\$41,795.41
8/12/2015	Employee	Incentive	\$5,219.27
8/19/2015	Employee		\$40,893.42
	TOTAL		\$90,052.22

LEUCADIA WASTEWATER DISTRICT YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

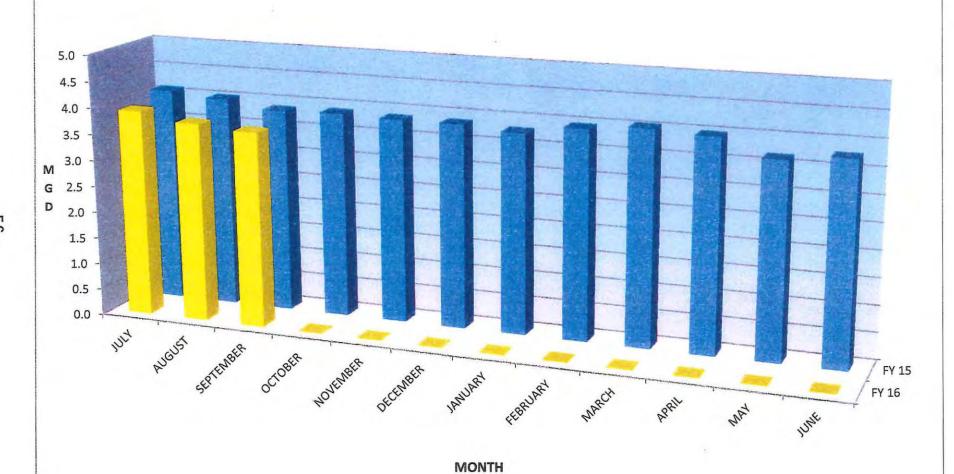
<u>SEPTEMBER</u>			
9/2/2015	Employee		\$41,538.06
9/3/2015	Board		\$4,575.80
9/9/2015	Employee	Incentive	\$184.70
9/10/2015	Employee	Incentive	\$4,686.05
9/16/2015	Employee		\$41,215.54
9/30/2015	Employee		<u>41756.24</u>
	TOTAL		\$133,956.39
OCTOBER			
10/3/2015	Board		\$5,312.42

LEUCADIA WASTEWATER DISTRICT OPERATIONS REPORT

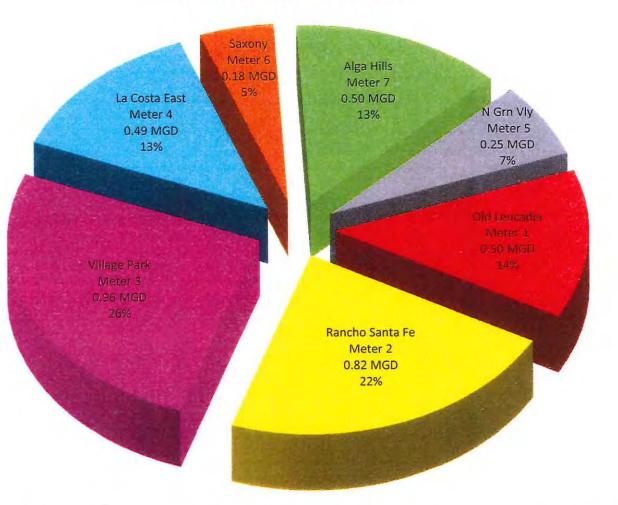
FISCAL YEAR 2016 (July 2015 - June 2016)

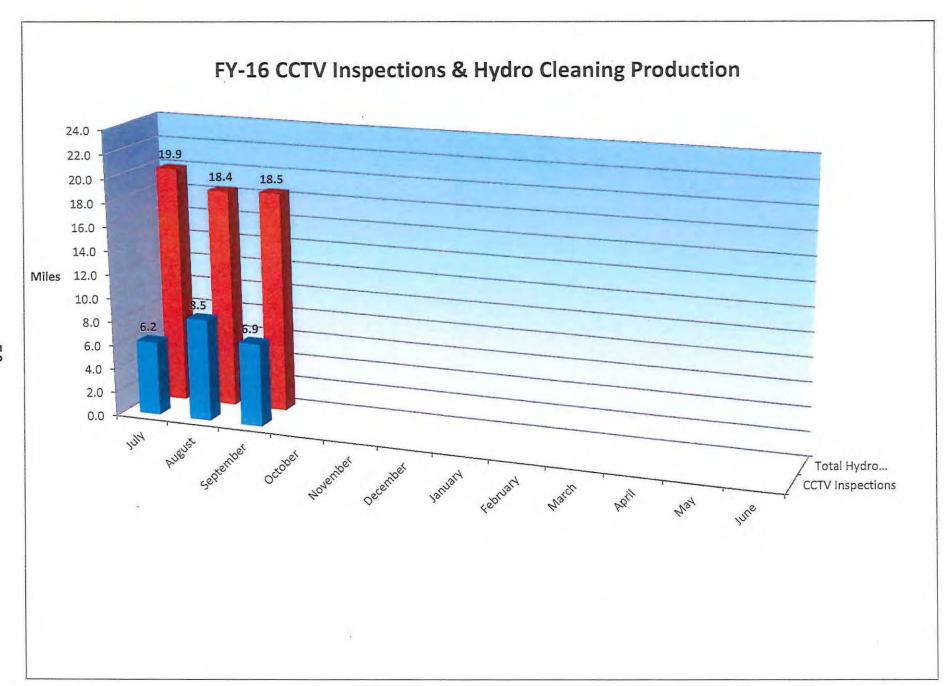
JRRENT MONTH - September 2015								
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,515.94	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)	
JULY	0.76	121.52	5.80	3.92	137	27.33	4.10	
YTD	0.76	121.52	28,521.74					
AUGUST	0.00	116.87	8.60	3.77	132	39.88	4.01	
YTD	0.00	116.87	28,530.34					
SEPTEMBER	1.14	114.70	3.00	3.70	130	32.02	3.87	
YTD	1.14	114.70	28,533.34					
OCTOBER						V	3.90	
YTD								
NOVEMBER							3.87	
YTD								
DECEMBER							3.87	
YTD								
JANUARY							3.80	
YTD								
FEBRUARY							3.96	
YTD								
MARCH							4.05	
YTD							Table 1 Table	
APRIL							3.99	
YTD								
MAY							3.67	
YTD							3 40	
JUNE							3.78	
YTD	0.00	0.00	0.00					
Annual Total	1.90	353.09	17			99.23		
Mo Average	0.63	117.70	6	3.80	133	33.08	4.08	

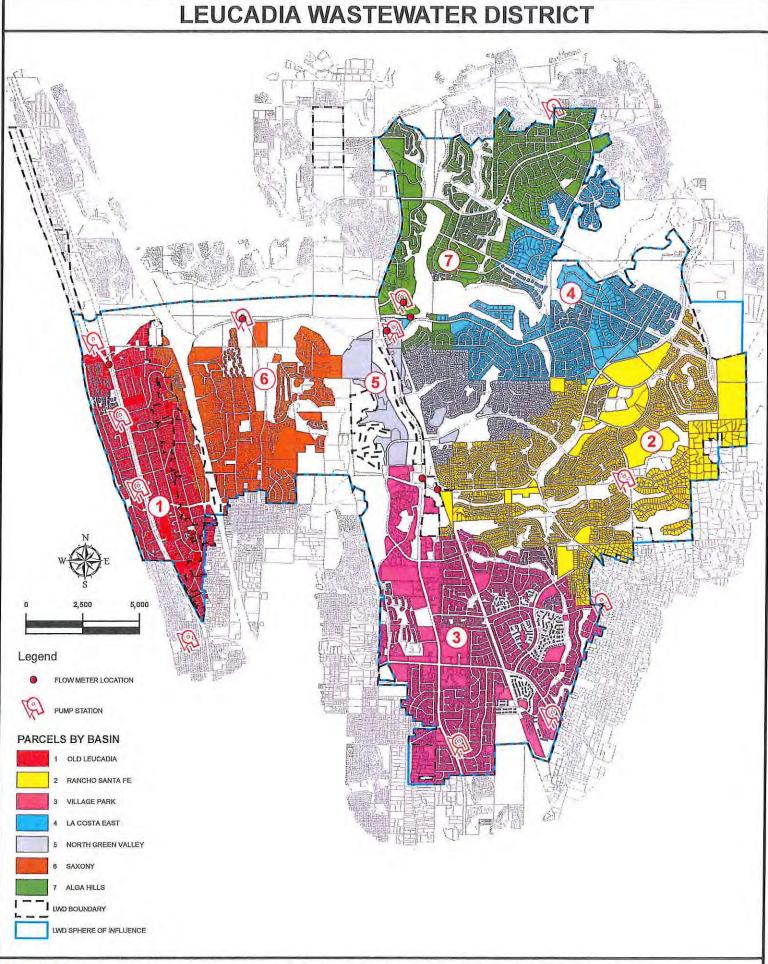
LEUCADIA WASTEWATER DISTRICT FLOW COMPARISION FY15 to FY16



LWD Flows by Sub-Basin September 2015 Total LWD Flow = 3.70 MGD









Balance Sheet As of 9/30/2015

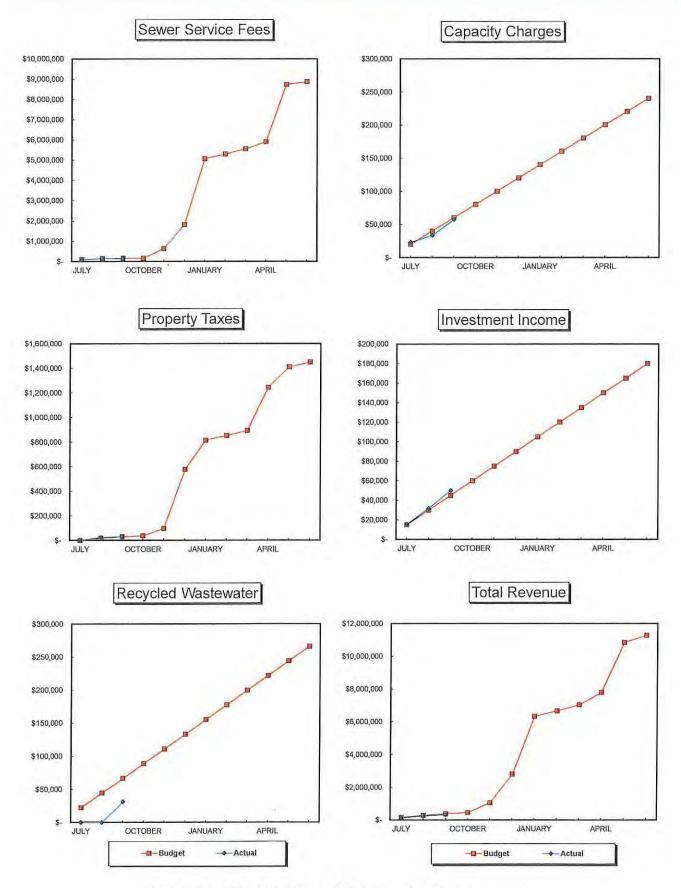
		Current Year
Assets		
Cash & Investments	1CAS	32,333,631.70
Accounts Receivables	2A/R	448,017.70
Prepaid Expense	3PRE	156,639.00
Funds held with Encinca Wastewater Authority	4EWA	1,074,849.00
Capital Assets	4F/A	151,074,210.03
Less Accumulated Depreciation	6DEP	(49,908,526.21)
Total Assets		135,178,821.22
Deferred Outflows		
Pension Related Deferred Outflows	7D/O	257,809.47
Total Deferred Outflows		257,809.47
Total Assets & Deferred Outflows		135,436,630.69
Liabilities		
Accounts Payable & Accrued Expenses	A/P	541,908.08
Developer Deposits	DEVD	141,614.13
Net Pension Liability	LTDB	2,277,414.00
Total Liabilities		2,960,936.21
Deferred Inflows		
Pension Related Deferred Inflows	D/In	814,039.00
Total Deferred Inflows		814,039.00
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	102,080,040.50
Reserves	RESV	31,557,305.31
Undesignated Net Position	UNDS	42,951.47
Total Beginning Net Position		133,680,297.28
Current Change In Net Position		
Other		(2,018,641.80)
Total Current Change In Net Position		(2,018,641.80)
Total Net Position		131,661,655.48
Total Liabilites, Deferred Inflows & Net Position		135,436,630.69

Summary Budget Comparison - Revenues and Operating Expenses From 7/1/2015 Through 9/30/2015

Account Title	γ	TD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES					
3110 Sewer Service Fees	-	153,708.57	8,876,733.00	8,723,024.43	1.7%
3150 Recycled Water Sales		31,358.98	266,000.00	234,641.02	11.8%
3100 Misc. Operating Revenue	\$	2,374.70	\$ 248,533.00	\$ 246,158.30	1.0%
TOTAL OPERATING REVENUES	\$	187,442.25	\$9,391,266.00	\$9,203,823.75	2.0%
OPERATING EXPENSES					
4100 Salaries	\$	369,876.98	\$1,647,320.00	\$1,277,443.02	22.5%
4200 Employee Benefits		189,906.82	825,559.00	635,652.18	23.0%
4300 Directors Expense		27,524.10	140,100.00	112,575.90	19.6%
4600 Gas, Oil & Fuel		7,438.33	46,000.00	38,561.67	16.2%
4700 Insurance Expense		19,704.91	118,000.00	98,295.09	16.7%
4800 Memberships		2,222.00	25,400.00	23,178.00	8.7%
4900 Office Expense		21,844.48	122,100.00	100,255.52	17.9%
5000 Operating Supplies		30,645.31	225,900.00	195,254.69	13.6%
5200 Professional Services		89,741.98	539,400.00	449,658.02	16.6%
5300 Printing & Publishing		5,831.63	32,000.00	26,168.37	18.2%
5400 Rents & Leases		5,379.83	15,150.00	9,770.17	35.5%
5500 Repairs & Maintenance		72,296.96	390,400.00	318,103.04	18.5%
5600 Monitoring & Permits		2,788.50	54,850.00	52,061.50	5.1%
5700 Training & Development		5,140.43	46,500.00	41,359.57	11.1%
5900 Utilities		101,382.08	497,600.00	396,217.92	20.4%
6100 LAFCO Operations		8,762.60	6,200.00	(2,562.60)	141.3%
6200 Encina Operating Expense		0.00	1,915,644.00	1,915,644.00	0.0%
6900 Admin O/H alloc to Capital		(29,244.41)	(128,664.00)	(99,419.59)	22.7%
TOTAL OPERATING EXPENSES	\$	931,242.53	\$6,519,459.00	\$5,588,216.47	14.3%
NON-OPERATING REVENUES					
3130 Capacity Fees	-	57,686.40	240,360.00	182,673.60	24.0%
3220 Property Taxes		30,360.85	1,450,000.00	1,419,639.15	2.1%
3250 Investment Income		50,300.83	180,000.00	129,886.00	27.8%
3290 Misc. Non Op Revenue		111.68	8,200.00	8,088.32	1.4%
TOTAL NON-OPERATING REVENUES	\$	138,272.93	\$1,878,560.00	\$1,740,287.07	7.4%

Leucadia Wastewater District Revenue FY 2015

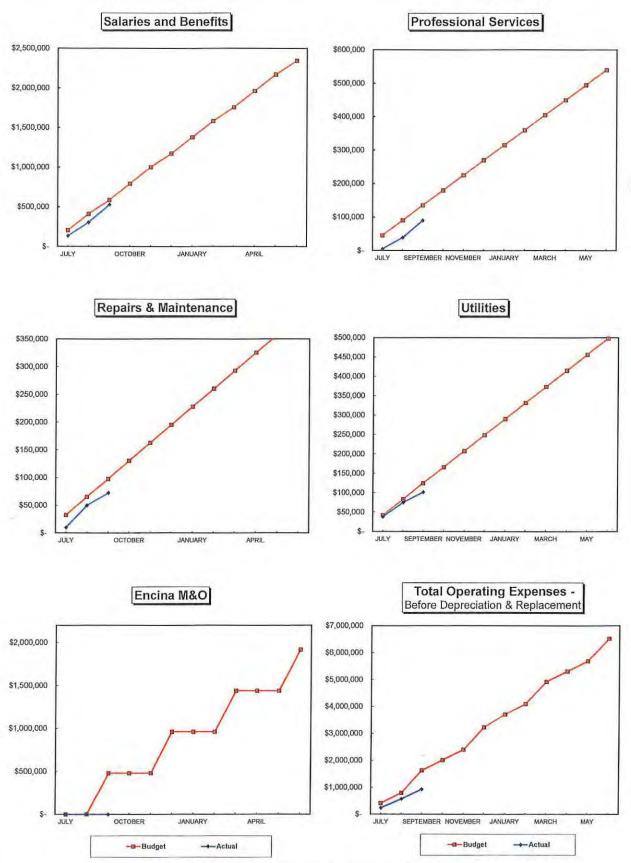
YTD through September 30, 2015



^{*} Preliminary: subject to future review, recongilation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2016

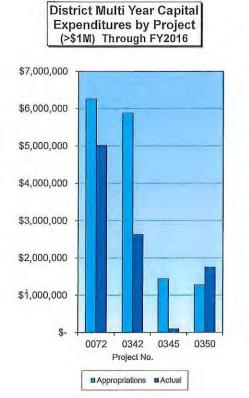
YTD through September 30, 2015

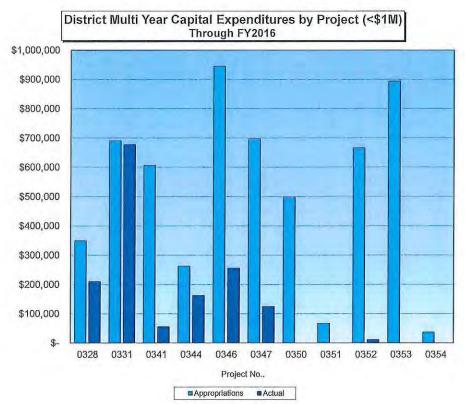


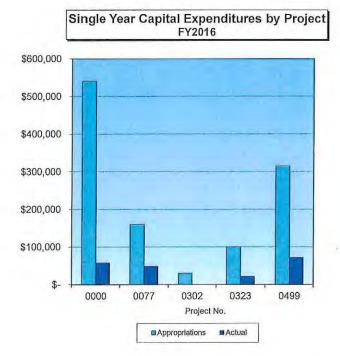
^{*} Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures

As of September 30, 2015





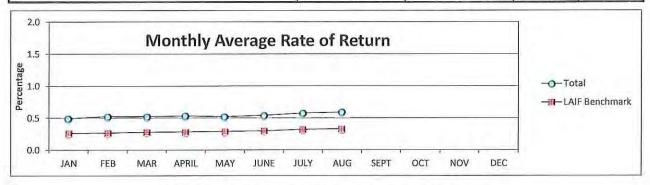


Project Legend	
Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	0072
Water Recycling Group	0328
Leucadia PS Generator Replacement	0331
Scott's Valley Pipeline Repair	0341
B2 Force Main Replacement Project	0342
LPS & BatPS VFD Replacement	0344
Leucadia FM West Section Replacmnt	0345
FY2015 Gravity Pipeline Rehab	0346
Saxony RS Rehab	0347
B1 Force Main Replacement Projects	0350
Secondary Effluent FM Replacement	0351
Gafner AWT Condition Assessment	0352
FY2016 Gravity Pipeline Rehab	0353
Village Park #5 PS Replacement	0354
Batequitos PS Solar Panels	0355
Single Year Capital Projects	
Description	No.
Equipment	0000
Misc Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

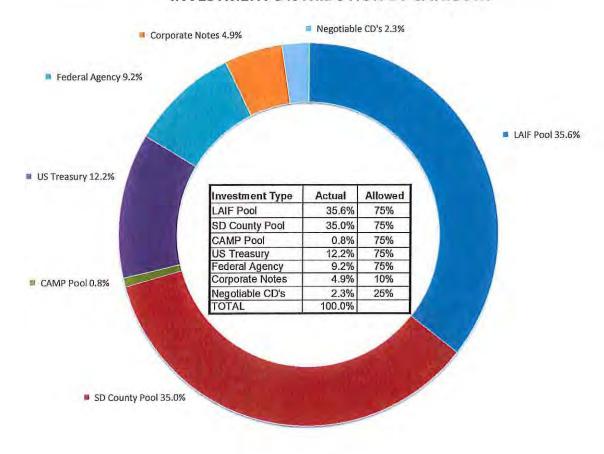
^{*} Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary August 31, 2015

	11 15 35	Principal (O	A	ugust	Average Rate		
Cash Equivalents & Investments	Jı	uly 31, 2015	August 31, 2015				Interest
LAIF Pool	\$	13,174,341	\$	11,619,341	\$	3,409	0.330%
SD County Pool		11,436,114		11,436,114		5,689	0.597%
CAMP Pool		227,438		247,895		22	0.110%
CAMP Portfolio							
US Treasury Notes	1	3,992,305		3,992,305		2,750	0.830%
Federal Agency Mortgage-Backed Securities		7,621	Yn	7,520		48	7.600%
Federal Agency Notes		2,989,880		2,989,880		2,468	0.990%
Corporate Bonds/Notes		1,611,640		1,611,640		1,583	1.190%
Certificates of Deposit		750,000		750,000		506	0.810%
Total Camp Portfolio		9,351,446		9,351,345		7,356	0.940%
Totals	\$	34,189,339	\$	32,654,695	\$	16,476	0.592%

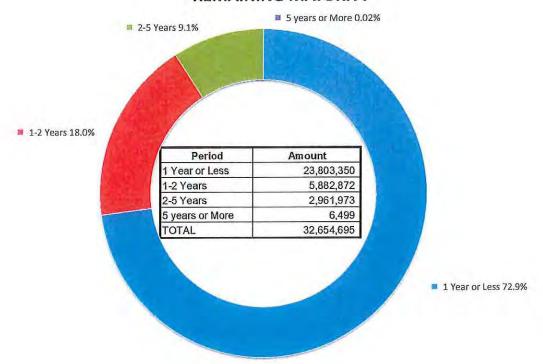


INVESTMENT DISTRIBUTION BY CATEGORY

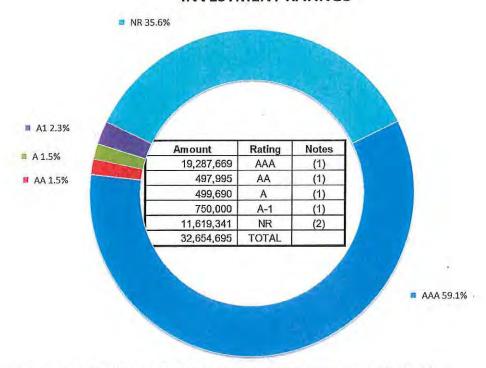


LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary August 31, 2015 (Continued)

REMAINING MATURITY



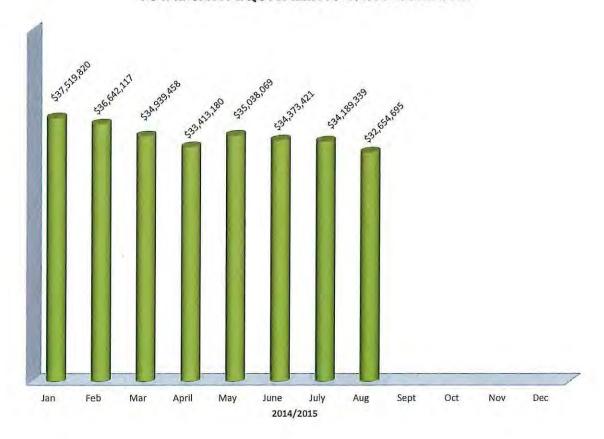
INVESTMENT RATINGS



- (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 August 31, 2015 (Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS For the month of August, 2015

Investment	Purc	hases	Mat	urities	S	ales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$	÷	\$	100	\$	÷.	(3)	7.60%
TOTAL	\$	-	\$	100	\$	- 1047		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 16-4735

DATE:

October 8, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager

SUBJECT:

September 2015 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

 Receive and file the Board Disclosure of Reimbursement Report for the month ending September 2015.

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 September 2015 your review.

th:PB

Attachment

Leucadia Wastewater District Disclosure of Reimbursements Report September 1-30, 2015

		Director	Director	Director	Director	Director	GM	ASM	TSM	FSS	EA
Conference Date	Description	J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	C. LeMay	R. Morishita	J. Stecker	T. Hill
CWEA Tri-State				20	015 CWEA 7	ri-State Semina	ar				
Conference	Registration					95.00				95.00	
	Hotel (includes hotel parking)					84.00				252.00	
September 21-24, 2015	Airfare										
Las Vegas, NV	Meals					188.43				38.17	7
	Coaster	1				-			1	-	
	parking					*				-	
	Tips					10.00				5.00	
	Fuel/mileage/taxi			100		177.10				54.60	
	Total	0.00	0.00	0.00	0.00	554.53	0.00	0.00	0.00	444.77	0.00
CSDA Annual				20	15 CSDA AI	nnual Conferen	ce				
Conference	Registration	550.00	550.00	550.00	550.00						550.00
	Hotel (includes hotel parking)	586.23	586.23	607.23	586.23						586.23
September 21-24, 2015	Airfare	242.70	217.70		286.70			4			234.20
Monterey, CA	Meals	30.92	94.54	30.92	-						101.23
	Rental Car	-	-	4	•					11	
	Tips	5.00	11.00	18.00	17.00						-
	Fuel/mileage/taxi	55.53	73.60	372.26	95.36						64.79
	Total	\$1,470.38	1,533.07	1,578.41	1,535.29	0.00	0.00	0.00	0.00	0.00	1,536.45
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Fuel/mileage/taxi										
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	B 11 0								_		
	Registration										
	Hotel										
	Airfare		1								
	Meals										
	Rental Car								-		
	Fuel/mileage/taxi	0.00	0.55	0.55	0.55						
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

1. Trisha Hill carpooled with Director Sullivan to the airport

Ref: 16-4730

MEMORANDUM

DATE:

October 8, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager

SUBJECT:

Status Update - Fiscal Year 2016 (FY 16) LWD Tactics and Action Plan

RECOMMENDED:

No action is required.

DISCUSSION:

During the July 8, 2015 Board meeting, the Board of Directors adopted the LWD FY 16 Tactics and Action Plan. At that meeting, the Board of Directors directed staff to include a quarterly status report of the Tactics and Action Plan in the agenda.

Attached for the Board's review, is the FY 16 Tactics and Action Plan's quarterly status report with an ending date of September 2015. The report indicates which goals are in progress, have been completed, and have not been started.

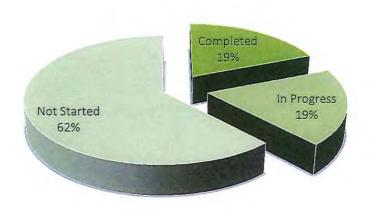
PJB:

Attachments

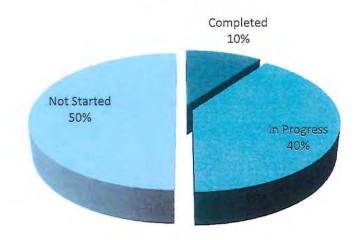
FY 2016 Tactics and Action Plan Status Report

July 1 - September 30, 2015

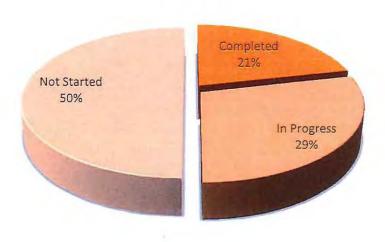
Financial Tactics



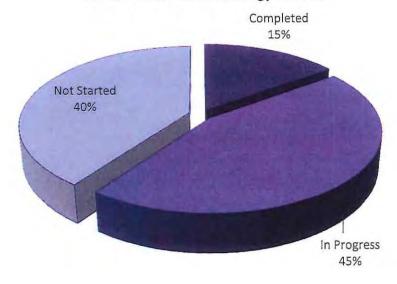
People Tactics



Services Tactics



Infrastructure & Technology Tactics



Leucadia Wastewater District Fiscal Year 2016 **Tactics & Action Plans**

Financial

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

<u>Tactics</u>	Leader	Team	Start Date	Completion Date	Status/Comments
FY 2017 Budget					
Initial Data Collection	ASM	TSM, FSS, EA, CPA	Jan-16	Feb-16	Not Started
Board Workshop	ASM	TSM, FSS, EA, CPA	May-16	May-16	Not Started
Budget Approval	ASM	TSM, AT, CPA	Jun-16	Jun-16	Not Started
Y 2015 Audit					
Data Collection	ASM	CPA, AT	Jul-15	Nov-15	In Progress
Audit Report to Board	ASM	CPA, AT	Dec-15	Dec-15	In Progress
RFP for Financial Audit Services					
Advertise RFP	ASM	CPA, AT	Nov-15	Nov-15	Not Started
Pre-Proposal Meeting	ASM	CPA, AT	Dec-15	Dec-15	Not Started
Interview/Select Auditor	ASM	CPA, AT	Jan-16	Jan-16	Not Started
Award Contract	ASM	CPA, AT	Feb-16	Feb-16	Not Started
Finance Policy Reviews					
Procurement Policy	ASM	TSM, CPA	Aug-15	Aug-15	Complete
Investment Policy	ASM	CPA	Sep-15	Sep-15	Complete
Reserve Policy	ASM	CPA	Feb-16	Feb-16	Not Started
OPEB Valuation					
Award Contract	ASM	CPA	Jul-15	Jul-15	Complete
Complete Valuation	ASM	CPA	Sep-15	Dec-15	In Progress
Finance Awards					
CSMFO	ASM	CPA, AT	Dec-15	Dec-15	Not Started
GASB 68 Pension Liability Accrual Valuation					
Complete Valuation	ASM	CPA	Jul-15	Sep-15	Complete
Complete Implementation	ASM	CPA	Aug-15	Dec-15	In Progress
Financial Plan Update					
Update Financial Plan Tracking Model & Present to Board	GM	ASM, CPA, EA	Dec-15	Feb-16	Not Started
MIP Accounting Modules (Purchase Order and Reporting)					
Evaluate & Review Modules	ASM	CPA	Nov-15	Dec-15	Not Started
Procure & Install Modules	ASM	CPA	Jan-16	Feb-16	Not Started
Implement Modules	ASM	CPA, AT	Mar-16	Apr-16	Not Started

2. People

Assure the highest qualified work force by optimizing training opportunities; promoting an excellent safety culture; and

providing competitive compensation in order to recruit and retain high quality employees.

<u>Tactics</u>	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-16	Feb-16	Not Started
By-pass Pumping Training @Avocado & Diana PS	FSSup	FSS, TSM	Jul-15	Dec-15	Not Started
Conduct Employee Satisfaction Survey		ASM	Nov-15	Jan-16	On Target
Conduct Employee Benefits Briefing		Pickering Ins Brokers	Nov-15	Jan-16	Not Started
Administration Policy Updates/Reviews Board Staff Relations Policy Board Policy Binders	ASM EA	AS AS	Nov-15 Jul-15	Nov-15 Aug-15	Not Started Complete
Conduct Teambuilding Workshop	GM	ASM, EA	Oct-15	Oct-15	In Progress
Salary Survey	ASM	AS	Feb-16	Mar-16	Not Started
Review Employee Recognition Committee (ERC) Status	GM	ERC Board members	Sep-15	Oct-15	In Progress
Staffing Reorganization Internal Recruitments	ASM	GM	Aug-15	Oct-15	In Progress

3. Services

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

opportunities; and pursuing strategic alliances with other organizations.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
Purchase Sandfilter Replacement Valve Purchase and Install Valve	FSS	TSM, FSSup	Oct-15	Jan-16	Not Started	
SSMP Audit	FSS	TSM, FSSup	Mar-16	Jun-16	In Progress	
Participate in North County Water Recycling Lobbying Effort		TSM, DE	Jul-15	Jun-16	In Progress	
Teacher Grant Program Awards LWD Grant CSDA Grant		AS AS	Dec-15 Aug-15	Apr-16 Dec-15	Not Started Discontinued	
Evaluate Feasibility of Using Natural Gas Pump/Generator at Leucadia and Batiquitos PS		TSM, FSSup	Oct-15	Feb-16	Not Started	
Environmental Study at Batiquitos Lagoon	FSS	TSM, FSSup	Jul-15	Oct-15	In Progress	
Purchase New Vactor Truck Board Approval Purchase Vactor	FSS FSS	TSM, FSSup TSM, FSSup	Jul-15 Jul-15	Jul-15 May-16	Complete In Progress	
Hydro-Cleaning & CCTV Inspection of Rancho Santa Fe Road and La Costa Avenue		FS Staff	Jul-15	May-16	Not Started	
Host Emergency Drill with Local Agencies		FSSup, FS Staff	Jul-15	May-16	Not Started	
Purchase Replacement Gas Monitors (2)		TSM, FSSup	Jul-15	Aug-15	Complete	
Purchase New Replacement Milltronics (2)		TMS, FSSup	Nov-15	Dec-15	Complete	
Procure Landscape Maintenance Services Develop Specifications Bid For Sevices Board Approval Services Begin		TSM, FSSup TSM, FSSup TSM, FSSup TSM, FSSup	Jul-15 Aug-15 Sep-15 Oct-15	Jul-15 Aug-15 Sep-15 Sep-18	Complete Complete Complete In Progress	
Review/Revise Ordinance 131 - EDU Factors Collect Data Evaluate Board Approval	DE DE DE	TSM, FSS, FSSpec TSM, FSS, FSSpec TSM, FSS, FSSpec	Aug-15 Oct-15 Dec-15	Sep-15 Nov-15 Dec-15	In Progress Not Started Not Started	
Update LWD Standard Specifications Conduct Review Board Approval	DE DE	GM,TSM,FSSpec,DC GM,TSM,FSSpec,DC	Jan-16 Apr-16	Mar-16 Apr-16	Not Started Not Started	
Develop Newsletters Fall Newsletter 2015 Spring Newsletter 2016	ASM ASM	GM, EA GM, EA	Aug-15 Aug-15	Oct-15 Oct-15	In Progress Not Started	
Apply for CWEA Awards		TSM, ASM, FSSup	Oct-15	Nov-15	Not Started	
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.		GM, TSM, ASM	Jul-15	Jun-16	In Progress	
RFP for Public Information Services Advertise RFP Pre-proposal Meeting Interview/Select Award Contract		GM, EA GM, EA GM, EA GM, EA	Oct-15 Nov-15 Jan-16 Feb-16	Oct-15 Nov-15 Jan-16 Feb-16	Not Started Not Started Not Started Not Started	

Infrastructure and Technology

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

<u>Tacties</u>	Leader	Team	Start Date	Completion Date	Status/Comments
Scott's Valley Pipeline Repair					
Bid Project	TSM	GM, FSS, DE	May-15	Jul-15	Complete
Construction	TSM	GM, FSS, DE	Aug-15	Nov-15	In Progress
_eucadia VFD Replacement					
Construction	TSM	GM, FSS, DE	May-15	Jul-15	In Progress
Leucadia Force Main West Section Replacement					
Project Design	TSM	GM, FSS, DE	Mar-15	Jul-15	In Progress
Bid Project	TSM	GM, FSS, DE	Sep-15	Oct-15	Not Started
Construction	TSM	GM, FSS, DE	Nov-15	Apr-16	Not Started
FY15 Gravity Pipeline Rehabilitation		was to come			
Construction	TSM	GM, FSS, DE	Jun-15	Oct-15	In Progress
Saxony Pump Station Rehabilitation	4.500	the sine on		0.184	V-01-250
Project Design	TSM	GM, FSS, DE	Apr-15	Jul-15	Complete
Bid Project	TSM	GM, FSS, DE	Aug-15	Sep-15	Complete
Construction	TSM	GM, FSS, DE	Oct-15	Feb-16	In Progress
FY16 Gravity Pipeline Rehabilitation	100	Jan Street	*		
Project Design	TSM	GM, FSS, DE	Jul-15	Oct-15	In Progress
Bid Project	TSM	GM, FSS, DE	Nov-15	Feb-16	Not Started
Construction	TSM	GM, FSS, DE	Mar-16	Jun-16	Not Started
/illage Park No.5 Pump Station Replacement		The section of the			
Project Design	TSM	GM, FSS, DE	Oct-15	Mar-16	In Progress
Bid Project	TSM	GM, FSS, DE	Apr-16	Jun-16	Not Started
Construction	TSM	GM, FSS, DE	Jul-16	Nov-16	Not Started
Gafner AWT Condition Assessment	2.57	The work and a later	1 A	Total State	The second second second
Condition Assessment	FSS	GM, TSM, DE	Dec-15	Feb-16	Not Started
Report	FSS	GM, TSM, DE	Mar-16	Mar-16	Not Started
Network Penetration Test	100	Art Caraba and a	1000		- 5. Busines
Procure Contract and Conduct Test	TSM	GM, FSS, DE	Oct-15	Feb-16	In Progress
Evaluate Information Technology (IT) Services Contract					
Action of the Control	TSM	EA, AS	Aug-15	Oct-15	In Progress

Encina Wastewater Authority Report Regular Board Meeting September 23, 2015

EWA Board of Directors - GM Bushee reporting.

1. Director of Engineering Services Staffing Proposal

The Board of Directors authorized the General Manager to increase staffing by one (1) Director of Engineering Services at Salary Range M-14 bringing the total number of authorized full time equivalent positions to 68 and authorized the General Manager to transfer \$105,874 from the approved FY 2016 Capital Improvement Program to Personnel to fund the new Director of Engineering Services position.

Executive Session

- 2. The Board met in closed session with Labor Negotiators Kevin Hardy, Michael Steinlicht, Debbie Allen and Debra Biggs regarding:
 - Labor Negotiations as authorized by Government Code 54957.6.

No reportable action was taken.

- **3.** The Board met in closed session with Negotiators Kevin Hardy and Michael Steinlicht regarding:
 - Encina's South Parcel located at 6300 block of Avenida Encinas, Carlsbad.

No reportable action was taken.

4. The Board of Directors considered a proposed "Five-Point Plan" of amendments to Encina's current Salary Schedule benefits plan and administration, and related labor relations policies at a FY 2016 cost of \$429,580 and an annualized cost of \$358,168 and approved Resolution 2015-06 - A Resolution of the Board of Directors of the Encina Wastewater Authority adopting salaries, benefits and other working conditions for the unrepresented informal group of employees.

The Board of Directors approved and adopted Resolution No. 2015-06 – Adopting salaries, benefits and other working conditions for the unrepresented informal group of employees for Fiscal Years 2016, 2017, and 2018.

Community Affairs Committee Meeting Report

Presented by Director Sullivan

Meeting held September 15, 2015

1. Review and discuss the fall draft 2015 newsletter layout.

The CAC reviewed and commented on the text and layout of the newsletter. TRG will make the recommended changes.

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 newsletter is estimated to be delivered to customers the week of October 12-16, 2015.

Employee Recognition Committee Meeting Report

Presented by Director Sullivan

Meeting held September 29, 2015

1. Review Employee Recognition Committee (ERC) Status.

The ERC reviewed and discussed the Employee of the Year Award program and the need of the ERC as a standing LWD Committee.

The ERC agreed with staff's suggestion to schedule a meeting with the Human Resources Committee to review a Revised Incentive Program that eliminates the Employee of the Year Award. The ERC also agreed that if the Employee of the Year program is eliminated then the ERC should be eliminated as well.

Engineering Committee Meeting Report

Presented by Director Kulchin

Meeting held on October 6, 2015

1. The EC reviewed an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$109,876.

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

2. The EC reviewed a sole source professional services agreement with Data Net Solutions Group, Inc. for information systems support services in an amount not to exceed \$48,600 over an initial three year contract period.

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

The EC also discussed the concept of recycled water fill stations at LWD.

Staff explained that additional staff would be required if a recycled water fill station was installed at the District. In addition, LWD is not a water purveyor and that the majority of agencies that currently operate recycled water fill stations are water purveyors.

No further direction or action was taken.

4. The EC discussed the District's access to the gravity pipeline near Interstate 5 (I-5) through California Department of Transportation right of way.

Staff presented diagrams of the area where the District's pipelines are located and explained how staff accesses the lines for maintenance and cleaning.

In addition, DE Deering indicated that a while back he responded to Caltrans' initial inquiry on the possible expansion of I-5 and that they have not requested additional inquiries or notified LWD with status report on the project.

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Human Resources Committee Report

Presented by Director Kulchin

Meeting held October 7, 2015

1. Review Resolution No. 2266 – Adopting LWD's Revised Incentive Program.

The HRC reviewed the revised Incentive Program and provided revisions to the policy. Staff agreed to make the changes.

Following discussion, the HRC agreed with staff's recommendation for the Board to approve Resolution No. 2266 Adopting LWD's Revised Incentive Program.

This item will be reviewed by the Board later in the agenda.

Ref: 16-4732

MEMORANDUM

DATE:

October 8, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager //

SUBJECT:

Village Park No. 5 Pump Station Replacement Project - Engineering Design

Services

RECOMMENDATION:

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

 Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$109,876.

2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal:

Infrastructure and Technology / Village Park No. 5 Pump Station

Replacement

This item was reviewed by the EC at its October 6, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

In April 2014, Infrastructure Engineering Corporation (IEC) completed the District's pump station assessment, which is one component of the District's Asset Management Plan implementation process.

The Village Park No. 5 (VP5) Pump Station was constructed in 1974 and has been rehabilitated several times over its life. VP5 is a Smith & Loveless packaged pump station, which means that the dry well and pumps are prefabricated and essentially buried in place.

Due to the age of the facility, IEC's evaluation included two options: 1) rehabilitate VP5 or 2) replace the facility entirely with a submersible pump station. Submersible pump stations do not have a dry well/wet well configuration and the pump and motor unit are designed to be submersed into the wet well. In recent years the District has replaced the Avocado and Diana Smith & Loveless facilities with submersible pump stations and has been very satisfied with their reliability and ease of operation and maintenance.

IEC estimated that the construction cost to rehabilitate the station is \$774,000, whereas the cost to replace it with a submersible station is \$990,000. If design costs are included, the overall cost differential is \$230,000. Although more expensive in the short-term, IEC and staff have concluded that replacing VP5 with a submersible station is the best option for the District. Staff is recommending this option for the following reasons:

VP5 is nearing the recommended 50 year life for the Smith & Loveless metallic dry well and pump station wet well

- > The mechanical equipment needs to be replaced
- > The electrical components require upgrade
- > The submersible pump station will provide a safer environment for field service staff
- > Replacement will eliminate dependency on Smith & Loveless as a sole source vendor for pump station material and equipment
- > Submersible pump stations are easier, safer and more efficient to maintain and operate
 - o The drywell of the Smith & Loveless pump station is very confined making routine maintenance and replacement more difficult

Staff believes that the advantages of replacing the station that are described above outweigh the additional expense and will require less maintenance and associated cost over the longterm.

Design Services:

To proceed with this project, staff requested that IEC submit a proposal for project design. IEC submitted their proposal, attached, to complete the design. The Scope of Work includes:

- ➤ Task 1 Project Management and Administration IEC will attend two coordination meetings, a kick-off meeting and a basis of design review meeting. Additional coordination will be addressed via e-mail and telephone.
- ➤ Task 2 Survey IEC will perform a limited site survey to develop a surface profile for the existing pump station site and survey site facilities not already included in previous site surveys.
- Task 3 Basis of Design Memorandum IEC will prepare a basis of design memorandum documenting the assumptions and design criteria used in developing the proposed pump station site layout.
- Task 4 Final Design IEC will prepare one bid package. Plans, specifications, calculations and an engineer's opinion of probable construction cost will be submitted at the 90%, 100% and Final Design levels.

IEC proposed fee for design services is \$109,876 which includes services to support project design, such as electrical engineering subcontractor services. This fee is 11% of the estimated construction cost. Staff believes the proposal is fair and reasonable. Therefore, staff recommends that the Board authorize the General Manager to execute an agreement with IEC for engineering design services for the VP5 Pump Station Replacement Project.

FISCAL IMPACT:

Staff appropriated funds in the Fiscal Year 2016 Budget for this project. The budget contains sufficient funds to cover the design services to be provided under this agreement.

rvm:PJB

Attachment



Infrastructure Engineering Corporation

September 21, 2015

Mr. Robin Morishita Leucadia Wastewater District 1960 La Costa Avenue Carlsbad, California 92009

RE: Proposal for Engineering Services for the Village Park 5 Pump Station Replacement

Dear Mr. Morishita:

Infrastructure Engineering Corporation (IEC) is pleased to provide the Leucadia Wastewater District with this proposal for Engineering Services for the Village Park 5 (VP5) Pump Station Replacement Project. The proposed scope of services and fee is based on discussions with District staff, and the recommendations from the 2014 pump station assessment report.

PROJECT BACKGROUND AND APPROACH

In the 2014 Pump Stations Assessment Report prepared by IEC, dated January 2013, it was recommended that the District consider systematically replacing the existing Smith and Loveless packaged pump stations with new submersible pump stations in order to provide a safer working environment for District staff, and to simplify pump station maintenance and operation.

We have prepared this scope and approach to provide design services for the VP5 Pump Station Replacement. We anticipate submittals will include a Basis of Design Memorandum with 50% drawings, and 90%, 100% and final submittals with calculations, plans, specifications and engineer's opinion of probable construction cost.

Basis of Design Memorandum/50% Drawings

Issues to be addressed in the basis of design memorandum include the following:

- Review of pump station influent flows and expected ultimate flows via review of the District's long range planning documents, and coordination with District staff.
- Sizing of wet well considering peak influent wet weather flows as determined per above bullet point, calculation of wet well retention time.
- Sizing and selection of pumps including evaluation of utilizing new submersible chopper pumps.
- Techniques to minimize grease accumulation and ragging issues.
- Construction phasing including the necessity and length of proposed bypass pumping
 operations and required shutdowns. It is assumed that the project will include a parallel
 construction of a new pump station to minimize pump station bypassing operations.
 However, if lack of space precludes this option we will consider a phased bypass and
 pump station replacement in place.
- Pump station site layout and 50% drawings.

Design Assumptions

The following design assumptions have been taken into consideration in drafting our scope and approach:



Mr. Robin Morishita Leucadia Wastewater District September 21, 2015 Page 2 of 4

- IEC intends to utilize existing site survey and right-of-way mapping from the Satellite Pump Stations and Force Mains Project. However, since the existing survey does not cover the eastern portion of the pump station parcel, we recommend that a supplementary survey be performed to extend the existing survey to the full extent of the pump station site.
- IEC recommends a new geotechnical boring be performed onsite to a depth of 25' to support design recommendations for the new pump station wet well and valve vault. This boring is recommended to supplement design recommendations already included in the existing geotechnical report for the Satellite Pump Stations and Force Main Replacement Project that included multiple shallower borings in support of the VP5 force main replacement.
- It is assumed that the project will include a parallel construction of a new pump station to minimize pump station bypassing operations. However, if lack of space precludes this option we will consider a phased bypass and pump station replacement in place.
- It is assumed that the pump station horsepower capacity will not be increased and the existing emergency generator and automatic transfer switch will remain in place.
- It is assumed that the new construction will not include an emergency overflow basin due
 to site space limitations. This assumption will be reviewed during the basis of design
 memorandum, but final design of an emergency overflow basin is not included in our
 scope.
- The pump station wet well and valve vault are proposed to be pre-cast and structural design of these facilities is not included in our scope.
- CEQA determination and environmental services are not included.
- Permitting assistance is not included.

SCOPE OF SERVICES

The following detailed scope of services describes the specific tasks and deliverables that will be performed.

Task 1 - Project Management and Administration

In order to expedite the project, we anticipate two coordination meetings will be required during the project, a kick-off meeting and a basis of design review meeting. Additional coordination, project status reports and schedule updates will be addressed via e-mail and telephone.

Task 2 - Survey

IEC will perform a limited site survey to develop a surface profile for the existing pump station site and survey site facilities not already included in the existing site survey from the Satellite Pump Station Project including site fencing, gate dimensions, and the existing emergency generator.

Task 3 - Basis of Design Memorandum

IEC will prepare a basis of design memorandum documenting the assumptions and design criteria used in developing the proposed pump station site layout. Issues to be addressed in the basis of design memorandum include the following:

 Review of pump station influent flows and expected ultimate flows via review of the District's long range planning documents and coordination with District staff.



Mr. Robin Morishita Leucadia Wastewater District September 21, 2015 Page 3 of 4

- Sizing of wet well considering peak influent wet weather flows, calculation of wet well retention time.
- Sizing and selection of pumps including evaluation of utilizing new submersible chopper pumps.
- Techniques to minimize grease accumulation and ragging issues.
- Construction phasing including the necessity and length of proposed bypass pumping
 operations and required shutdowns. It is assumed that the project will include a parallel
 construction of a new pump station to minimize pump station bypassing operations.
 However, if lack of space precludes this option we will consider a phased bypass and
 pump station replacement in place.
- Pump station site layout and 50% drawings.
- A supplementary geotechnical investigation based on one boring to a depth of 25' on the pump station site will be appended to the basis of design memorandum and findings discussed in the memorandum.

Task 4 - Final Design

IEC will prepare one bid package. Plans, specifications, calculations and an engineer's opinion of probable construction cost will be submitted at the 90%, 100% and Final Design levels. It is anticipated that this bid package will consist D-sized sheets, CSI format specifications, a calculations binder and an engineer's opinion of probable construction cost. The engineer's opinion of probable construction cost will be based on available bid results for similar construction projects and does not include a detailed cost estimate. The proposed drawings include the following:

General

- Title sheet
- General Notes
- Abbreviations and Legend
- Pump Curve

Civil

- Existing Site Conditions and Demolition
- Proposed Site Layout and Piping Plan
- Conceptual Bypass/Phasing Plan
- Civil Details (1)
- Mechanical Plan
- Mechanical Section
- Mechanical Details (2)

Electrical

- Standard Symbols and Abbreviations
- Electrical Site Plan
- Single Line Diagram/Elevations
- Pump Station Area Plan
- Control Diagrams
- Schedules
- Details



Mr. Robin Morishita Leucadia Wastewater District September 21, 2015 Page 4 of 4

- RTU Elevation
- RTU Power Diagram
- RTU I/O Diagram (3)
- Electrical Demolition (2)
- Phasing Plan

FEE

The proposed level of effort and fee is indicated on the attached table. Billing will be in accordance with our current agreement for as-needed engineering services. We sincerely appreciate the opportunity to provide this proposal and assist the District with this project. Please contact me at (858) 413-2400 should you have any questions or need further information.

Sincerely,

Robert S. Weber, P.E. Senior Project Manager

Local Welly

cc: Jamie Fagnant, P.E., IEC

FEE ESTIMATE LEUCADIA WASTEWATER DISTRICT Village Park 5 Pump Station Replacement

Task/ Subtask	Task/Subtask Description	Sr. Project Manager (Rob Weber)	Project Engineer (Jamie Fagnant)	Engineer I/ CAD I Designer (Marie Fawcett)	Project Surveyor	Word Processor (Annette Moore)	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$190.00	\$130.00	\$105.00	\$130.00	\$65.00					
TASK 1	Project Management and Administration										\$3,590
IAGKI	Design Meetings (2)	4	8				12	\$1,800	\$250	\$0	\$2,050
	Project Status Reports/Coordination	4	6				10	\$1,540	\$0	\$0	\$1,540
TASK 2	Survey										\$3,370
	Supplementary Site Survey				24		24	\$3,120	\$250	\$0	\$3,370
TASK 2	Preliminary Engineering Feasibility Assessment										\$18,590
	Basis of Design Memorandum	2	40	8			50	\$6,420	\$0	\$0	\$6,420
	50% Drawings	2	16	40			58	\$6,660	\$0	\$0	\$6,660
	Geotechnical Report		2				2	\$260	\$0	\$5,250	\$5,510
TASK 3	Final Design										\$84,326
1000	90% submittal	4	48	96		4	152	\$17,340	SO	\$0	\$17,340
	100% Submittal	8	36	72		4	120	\$14,020	\$0	\$0	\$14,020
	Final Submittal	4	18	36		4	62	\$7,140	\$0	\$0	\$7,140
	Electrical Design						0	\$0	\$0	\$45,826	\$45,826
		28	174	252	24	12	490				><
		\$5,320	\$22,620	\$26,460	\$3,120	\$780		\$58,300	\$500	\$51,076	\$109,876

TOTAL NOT-TO-EXCEED FEE: \$109,876

Ref: 16-4733

MEMORANDUM

Date:

October 8, 2015

To:

Board of Directors

From:

Paul J. Bushee, General Manager

Subject: Award of Information System Support Services

RECOMMENDATION:

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

- 1. Authorize the General Manager to execute a sole source Agreement for professional services with Data Net Solutions Group, Incorporated for information systems support services in an amount not to exceed \$48,600 over an initial three year period.
- 2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Infrastructure and Technology/Evaluate Information Technology (IT) Services Contract

This item was reviewed by the EC at its October 6, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

The District owns and maintains its information systems network. Data Net Solutions Group, Incorporated (Data Net) has provided excellent network support services to the District for many years. As a result, staff requested that Data Net submit a scope of work and associated fees to continue to provide this vital service. Data Net's scope of work includes:

Proactive Network Support:

- 聞 Regularly Scheduled Preventive Maintenance
- Scheduled every two weeks for a total of twenty six (26) visits per year, with five (5). hours maximum anticipated per visit.

■ Workstation Solutions:

- M Workstation Support and Maintenance
- **國** Workstation Hardware Installation and Configuration
- M Workstation Software Installation and Support

□ Network Solutions:

- 囲 E-mail Configuration and Troubleshooting
- I Network Backup Installation and Support
- M Network Programs Installation and Maintenance

■ Enterprise Solutions:

- 國 Installation, Configuration, Troubleshooting of Routers and Firewalls
- **囲 Citrix Server Installation and Support**
- 國 Design, Development, and Implementation Strategy for Network Architecture
- 國 Evaluation and Implementation Strategy for Future Information Technology Operations

Emergency Solutions:

- Work that requires a 2-4 Hour Response Time
- 画 2 Hour Minimum Visit

Data Net's estimated cost per year for standard network maintenance is \$16,200 to be paid on a time and material basis, including travel charges. Therefore, the initial three year total is \$48,600. If Data Net's performance is satisfactory, the agreement may be extended for an additional two year period. The agreement is attached for your review.

Data Net has consistently provided excellent network support services to the District. Data Net selected, installed and possesses in depth knowledge of the District's computer network. Retaining Data Net for the District's network support services will provide continuity, efficiency and is in the best interest of the District. For these reasons, the procurement of these services satisfies the criteria for sole sourcing allowed under Section 11.1, Sole Source Procurement, and continuity of service under Section 12.4, Continuing Services, of the District's Procurement Policy.

Therefore, Staff recommends that the Board award the contract for the District's network support services to Data Net.

FISCAL IMPACT:

There is sufficient appropriation in the Fiscal Year 2016 Budget to cover the cost of services under this agreement.

rym:PJB

Attachment

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE LEUCADIA WASTEWATER DISTRICT AND DATANET SOLUTIONS, INC. FOR INFORMATION SYSTEMS SUPPORT SERVICES

This Professional Services Agreement ("Agreement") is made on this _____ day of ______, 2015, between LEUCADIA WASTEWATER DISTRICT ("DISTRICT"), and DATANET SOLUTIONS, INC., ("CONSULTANT"), an independent CONSULTANT, with a principal place of business in Escondido, California.

ARTICLE 1 TERM OF CONTRACT

1.01. This Agreement will become effective on the date stated above, and will continue in effect for a period of three (3) years from the effective date, unless terminated under the provisions of Article 7. DISTRICT may desire to exercise the option to renew the contract for one (1) additional two (2) year period under the same Scope of Services described in Attachment A. Contract renewals will be executed, in writing, between the DISTRICT and the CONSULTANT.

ARTICLE 2 SERVICES TO BE PERFORMED BY CONSULTANT

Specific Services

- 2.01 CONSULTANT will perform the services within the Scope of Services described in Attachment A. CONSULTANT will provide DISTRICT with a service log stating the services performed, at the completion of each service call. Any changes to the scope of services or timeframes identified in Attachment A must be authorized in advance by the DISTRICT in writing.
- 2.02 CONSULTANT will determine the method, details, and means of performing the above-described services.

Status of CONSULTANT

2.03 CONSULTANT and its employee(s) are acting as independent contractors and are engaged in an independent contractor relationship with DISTRICT in performing all work, duties and obligations hereunder. DISTRICT shall not exercise any control or direction over the methods by which CONSULTANT shall perform its work and functions. DISTRICT's sole interest and responsibility is to ensure that the services covered by this Agreement are performed and rendered in a competent, satisfactory, and legal manner. The parties agree that no work, act, commission or omission of CONSULTANT or its employee(s) pursuant to this Agreement shall be construed to make CONSULTANT or its employee(s) the agent, employee, or servant of DISTRICT. CONSULTANT and its employee(s) are not entitled to receive from DISTRICT vacation pay, sick leave, retirement benefits, Social Security, workers' compensation, disability benefits, unemployment benefits, or any other employee benefit of any kind.

Payment of Income Taxes

- 2.04 CONSULTANT shall be solely responsible for paying all federal and state employment and income taxes, for carrying workers' compensation insurance, and for otherwise complying with all other employment law requirements with respect to CONSULTANT, and/or its employee(s).
- 2.05 CONSULTANT agrees to indemnify, defend and hold DISTRICT harmless from any and all liability, damages or losses (including attorneys' fees, costs, penalties and fines), against or which DISTRICT suffers claims as a result of: (a) CONSULTANT's failure to meet is obligations under paragraph 2.04, or (b) a third party's designation of CONSULTANT or its employee(s) as an employee(s) of DISTRICT, regardless of any actual or alleged negligence by DISTRICT.

Compliance with Laws/Rules

2.06 CONSULTANT will perform all services under this agreement in good faith and in the best interests of DISTRICT. In performing the services specified in this Agreement, CONSULTANT agrees to comply with all federal and state laws, rules and regulations, applicable DISTRICT policies and procedures, departmental rules, and other directives applicable to the services to be performed. Any changes to DISTRICT policies and procedures that relate to CONSULTANT will be provided to CONSULTANT in writing. CONSULTANT agrees to review and comply with all such policies, procedures, rules and directives the contents of which CONSULTANT will be deemed to have knowledge.

ARTICLE 3 PROJECT TEAM

- 3.01 DISTRICT has a primary interest in maintaining the individual services of the following key project team members:
 - 1. Rob Slaughter
 - 2. John Williams
 - 3. Sam Mack
 - 4. Mike Reyes

No member of the project team shall be removed from the project team or reassigned by CONSULTANT without prior approval of DISTRICT. Such approval shall not be unreasonably withheld or delayed. The CONSULTANT shall be required to immediately inform the DISTRICT should any of the key members become unavailable. The credentials for substitutes for key project members must be submitted to the DISTRICT for review and approval. An interview may also be required if so desired by the DISTRICT.

ARTICLE 4 COMPENSATION

4.01 Compensation for all work performed under this Agreement shall be calculated on a time and material basis in accordance with the rate schedule described in Attachment B, Platinum Member Rate. Compensation for the services described in Attachment A shall not exceed <u>Sixteen Thousand Two Hundred dollars (\$16,200)</u> per year, including travel charges, during the first three (3) year period. This amount shall not be exceeded unless there is a change in scope of work, in writing, and agreed to in advance by both parties. The parties agree that this compensation is fair and was developed in accordance with the customary and prevailing compensation level in the

community and surrounding area for comparable services. CONSULTANT and DISTRICT agree that this fee was arrived at through arms length negotiations between the parties.

4.02 The fees established by Attachment B, Platinum Member Rate, may be adjusted at the start of the first one (1) year extension. The adjusted price will be valid through the extension period if the extension is executed. The adjustment will allow for any reasonable increase or decrease in service cost. The CONSULTANT will be required to submit cost information, as requested by and to the satisfaction of the DISTRICT, in order to justify and document the amount of the adjustment being requested. The DISTRICT reserves the right to be the sole judge concerning the acceptability of the information provided by the CONSULTANT.

Payment of Expenses

4.03 DISTRICT will reimburse CONSULTANT for all reasonable expenses incurred in performing services under this Agreement as the work progresses. CONSULTANT shall submit invoices to the DISTRICT's Project Manager as services are rendered. Such invoices shall include a brief narrative description of the work performed, as well as detailed time expenditures on a task-by-task basis pursuant to Attachment A. The term "expenses" means telephone bills, and federal express charges, mailing charges, and any other pre-approved expenses by DISTRICT. CONSULTANT will provide DISTRICT with receipts for all expenses. DISTRICT shall make payment to CONSULTANT within thirty (30) days of receipt of all invoices approved by DISTRICT. Payment provision for any service other than those described in Attachment A will be set forth in a DISTRICT pre-approved amendment to the Agreement.

ARTICLE 5 OBLIGATIONS OF CONSULTANT

Non-Exclusive Relationship

5.01 CONSULTANT may represent, perform services for, and contract with as many additional clients, persons, or companies as CONSULTANT, in its sole discretion, sees fit.

Tools and Equipment

5.02 CONSULTANT will supply all tools and equipment required to perform the services under this Agreement.

CONSULTANT's Qualifications

5.03 CONSULTANT represents that it and its employee(s) have the qualifications and skills necessary to perform the services under this Agreement in a competent, professional manner, without the advice or direction of DISTRICT. This means CONSULTANT is able to fulfill the requirements of this Agreement. Failure to perform all the services required under this Agreement constitutes a material breach of this Agreement. CONSULTANT has complete and sole discretion for the manner in which the work under this Agreement will be performed.

Indemnity

5.04 CONSULTANT agrees to indemnify, defend and hold DISTRICT and its officials, officers, directors, agents, and employees free and harmless from all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest,

penalties, attorneys' fees, and costs that such entities or persons may incur as a result of any negligent act or omission by CONSULTANT or a breach by CONSULTANT of any representation or agreement contained in this Agreement. CONSULTANT's provision of insurance coverage as described in Section 5.05 below shall not affect CONSULTANT's indemnity obligations.

Insurance

- 5.05 CONSULTANT will provide and keep in full force and effect during the term of this Agreement the insurance policies with the minimum scope and limits of insurance listed below. Insurance will be purchased from insurance companies with a current A.M. Best's rating of no less than A:VII, unless otherwise agreed to in writing by DISTRICT. CONSULTANT will provide insurance coverage and policy endorsements for the DISTRICT and their respective officers, officials, directors, employees, volunteers or agents. If the CONSULTANT maintains higher limits than the minimums shown below, DISTRICT requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT.
- 5.05.1 California Workers' Compensation, in compliance with California requirements.
- 5.05.2 General Liability Insurance [occurrence form CG 00 01] on an "occurrence" basis covering bodily injury, personal injury, and property damage, including products completed operations with a combined single limit of no less than One Million Dollars (\$1,000,000) per occurrence. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- 5.05.3 Automobile Liability Insurance, Insurance Services Office Form number CA 0001, covering Automobile Liability Code 1 (any auto) or if CONSULTANT has no owned autos, Code 8 (hired) and Code 9 (non-owned) covering bodily injury and property damage, with a combined single limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
- 5.05.4 Worker's Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease.
- 5.05.5 Error and Omissions Insurance appropriate to CONSULTANT's services, with limit of no less than One Million Dollars (\$1,000,000) per occurrence or claim, Two Million Dollars (\$2,000,000) aggregate. Coverage is to be endorsed to include contractual liability.
- 5.05.6 Waiver of Subrogation

CONSULTANT here grants to DISTRICT a waiver of any right to subrogation which any insurer of the CONSULTANT may acquire against DISTRICT by virtue of the payment of any loss under such insurance. CONSULTANT agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not DISTRICT received a waiver of subrogation endorsement from the insurer.

5.05.7 Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by DISTRICT prior to commencement of services under this Agreement. At the option of DISTRICT, either: the insurer

shall reduce or eliminate such deductibles or self-insured retentions as respects the DISTRICT, its officers, official, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to DISTRICT guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

5.05.8 Verification of Coverage

CONSULTANT shall furnish DISTRICT with original certificates and amendatory endorsements effecting coverage required in this Agreement. The endorsements should be on forms provided by DISTRICT or on other than DISTRICT's forms, provided those endorsements conform to DISTRICT requirements. All certificates and endorsements are to be received and approved by DISTRICT before work commences. DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

5.05.9 Other Insurance Provisions

- 1. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
- a. The DISTRICT, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the CONSULTANT; or automobiles owned, leased, hired or borrowed by the CONSULTANT.
- b. For any claims related to this project, the CONSULTANT's insurance coverage shall be primary insurance as respects the DISTRICT, its officers, officials, employees and volunteers. The DISTRICT shall be named as an additional insured on the General Liability and auto policies. Any insurance or self-insurance maintained by the DISTRICT, its officers, officials, employees or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it, for claims arising out of CONSULTANT's performance under this Agreement.
- c. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the DISTRICT.
- 2. If the Errors and Omissions/Professional Liability or General Liability coverage is written on a Claims Made instead of occurrence based form, the coverage may be acceptable if the following requirements are satisfied:
- a. The "Retro Date" must be shown, and must be before the date of this Agreement or the beginning of work under this Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of work under this Agreement.
- c. If coverage is cancelled or non-renewed, and not replaced with another claims made policy form with a "Retro Date" prior to this Agreement's effective date, the CONSULTANT must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work under this Agreement.

d. A copy of the claims reporting requirements must be submitted to the DISTRICT for review.

Conflict of Interest

5.06 Upon the award of this Contract and periodically thereafter, CONSULTANT may be required to complete and file with the DISTRICT a Conflict of Interest form, to be provided to CONSULTANT by DISTRICT.

Assignment

5.07 Neither this Agreement nor any duties or obligations under this Agreement may be assigned by CONSULTANT without the prior written consent of the DISTRICT.

ARTICLE 6 OBLIGATIONS OF DISTRICT

6.01 DISTRICT agrees to comply with all reasonable requests of CONSULTANT and provide access to all documents reasonably necessary for the performance of CONSULTANT's duties under this Agreement.

Place of Work

6.02 DISTRICT agrees to furnish space on DISTRICT's premises for use by CONSULTANT while performing the above-described services if necessary.

Indemnity

6.03 DISTRICT agrees to indemnify, defend, and hold CONSULTANT free and harmless from all claims, demand, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, attorneys' fees, and costs, that CONSULTANT may incur as a result of a breach by the DISTRICT of any of DISTRICT's representations or obligations contained in this Agreement.

ARTICLE 7 TERMINATION OF AGREEMENT

Termination for Default

- 7.01 If either party defaults in the performance of this Agreement or materially breaches any of its provisions, the non-breaching party may immediately terminate this Agreement by giving written notification to the breaching party. Termination will take effect immediately on receipt of notice by the breaching party or five (5) days after mailing of notice, whichever occurs first. For the purposes of this paragraph, material breach of this Agreement includes, but is not limited to, the following:
- 7.01.1 CONSULTANT's failure to timely complete the services specified in ARTICLE 2 of this Agreement.
- 7.01.2 CONSULTANT's material breach of any representation, or obligation term contained in this Agreement.

7.01.3 DISTRICT's material breach of any representation or obligation contained in this Agreement.

Termination Without Cause

7.02 DISTRICT or CONSULTANT may terminate this agreement without cause upon thirty (30) days' written notice.

Compensation Upon Termination

7.03 Upon termination by either party under Section 7.01 or by DISTRICT under Section 7.02 above, DISTRICT will pay to CONSULTANT any outstanding compensation and /or expense minus any costs reasonably incurred by DISTRICT related to CONSULTANT's services under this Agreement prior to the notice of termination.

ARTICLE 8 PROPRIETARY RIGHTS

Confidential Information

- 8.01 Any written, printed, graphic, or electronically or magnetically recorded information furnished by DISTRICT for CONSULTANT's use are the sole property of DISTRICT. This proprietary information includes, but is not limited to, customer requirements, customer lists, marketing information, and information concerning DISTRICT employees, products, services, prices, operations, and subsidiaries.
- 8.02 CONSULTANT and its employee(s) will keep this confidential information in the strictest confidence, and will not disclose it by any means to any person except with DISTRICT's prior approval, and only to the extent necessary to perform the services under this Agreement. This prohibition also applies to CONSULTANT's employees, agents, and subcontractors. On termination of this Agreement, CONSULTANT will promptly return any confidential information in its possession to DISTRICT.

ARTICLE 9 GENERAL PROVISIONS

Notices

9.01 Any notices required to be given under this Agreement by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the parties at the addresses below, but each party may change the address by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first.

To DISTRICT:

Leucadia Wastewater District

1960 La Costa Avenue Carlsbad, California 92009

Attention: Robin Morishita, Technical Services Manager

Ref: 16-4683

To CONSULTANT: Datanet Solutions, Inc.

1760 S. Escondido Blvd. Escondido, CA 92025

Attention: Rob Slaughter, President

Entire Agreement of the Parties

9.02 This Agreement contains the entire understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements, or conditions, express or implied, oral or written, except as herein contained. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof. This Agreement may not be modified or amended other than by an agreement executed in writing by both parties.

Partial Invalidity

9.03 If any non-material provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

Attorneys' Fees

9.04 If any legal action, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees, expert fees, and costs which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

Document and Materials Ownership

9.05 All original drawings, diskettes, and other copies of documents and materials developed for the project, including detailed calculations, shall be furnished to and become the property of DISTRICT.

Governing Law

9.06 This Agreement and all questions relating to its validity, interpretation, performance, and enforcement (including, without limitation, provisions concerning limitations of actions), shall be governed by and construed in accordance with the laws of the state of California, notwithstanding any conflict-of-laws doctrines of such state or other jurisdiction to the contrary and without the aid of any canon, custom, or rule of law requiring construction against the draftsman.

Executed in San Diego County, California, on the day first written above.

LEUCADIA WASTEWATER DISTRICT	DATANET SOLUTIONS, INC.
By:	Ву:
Paul J Bushee, General Manager	Rob Slaughter President

Ref: 16-4683

ATTACHMENT A

SCOPE OF SERVICES

1.0 Proactive Network Support:

- Regularly Scheduled Preventive Maintenance
- Scheduled every two weeks for a total of twenty six (26) visits per year, with five (5) hours maximum anticipated per visit.
- Visits must be Monday through Friday between 8:00 AM-5:00 PM excluding holidays
- Primary and Alternate Systems Engineer assigned
- Platinum Member Rate listed on Attachment B applies to all visits
- Travel Charges apply.

2.0 Workstation Solutions:

- Workstation Support and Maintenance
- Workstation Hardware Installation and Configuration
- Windows/Web Browser Configuration
- Routine Benchwork on Computers
- Workstation Software Installation and Support
- Phone and Remote Support relating to Workstation Solutions (15 minute minimum)
- Does not require a response within 24 hours
- Scope of Work Required
- Travel Charges Apply
- Kaseya Managed Services Available if under Contract

3.0 Network Solutions:

- Windows 2003/2008/2012/Exchange/SQL Server Installation and Support
- E-mail Configuration and Troubleshooting
- Network Backup Installation and Support
- Network Programs Installation and Maintenance
- Citrix Client Support
- Phone and Remote Support relating to Network Solutions (15 minute minimum)
- Does not require a response within 24 hours
- Scope of Work Required
- Travel Charges Apply
- Kaseya Managed Services Available if under Contract

4.0 Enterprise Solutions:

- Installation, Configuration, Troubleshooting of Routers and Firewalls
- Citrix Server Installation and Support
- Design, Development, and Implementation Strategy for Network Architecture
- Evaluation and Implementation Strategy for Future IT Operations
- Phone and Remote Support relating to Specialized Solutions (15 minute minimum)
- Does not require a response within 24 hours
- Scope of Work Required
- Travel Charges Apply

Kaseya Managed Services Available if under Contract

5.0 Emergency Solutions:

- Work that requires a 2-4 Hour Response Time
- 2 Hour Minimum Visit within 50 miles of Data Net home office. Otherwise normal distance charges and minimum times apply.

6.0 Warranty Policy:

All Data Net branded systems will carry a one year parts and labor warranty. Any hardware failures that occur during that time will be repaired and returned to the systems original state at the time of sale. All labor to reinstall additional software added after the fact will be charged at the client's normal rate as stated on Attachment B.



Solution Schedule

On-site, Phone and Live Meeting Support Pricing

On-Call Rates	Standard Rate	Silver Member Rate	Gold Member Rate	Platinum Member Rate
Network Engineer	\$155	\$150	\$145	\$140
Senior Network Engineer	\$185	\$175	\$165	\$155
Enterprise and Security	\$185	\$175	\$165	\$155
Emergency Solutions	\$205	\$195	\$185	\$175

^{*}Regular hours are between 8 am and 5 pm Monday through Friday.

^{*}Travel charges apply.

Prescheduled Maintenance (PM)	Standard Rate	Silver Member Rate	Gold Member Rate	Platinum Member Rate
Maintenance Services	\$130	\$125	\$120	\$115
Senior Engineer Maintenance	\$145	\$140	\$135	\$130
Services				

^{*}Prescheduled preventative server and workstation maintenance scheduled 30 days in advance

Managed Services Back up and Disaster Recovery

Our 24/7/365 remote network, systems and application monitoring system watches over your network, letting us know about problems before they affect you. Includes patch management, ticketing, back up, and disaster recovery features. Travel charges apply to all on-site visits.

SharePoint Services	
UI Designer	\$90
SharePoint Developer	\$100
SharePoint Administrations	\$130

- *Regular hours are between 8 am and 5 pm Monday through Friday.
- *Before 8 am, after 5 pm, weekends and holidays = 1.5 x on-call rate.
- *Cancellations less than 24 hours in advance will be billed one hour.
- *A minimum of one hour will be billed for on-call work.
- *A minimum of 15 minutes will be billed for remote support work.
- *Travel charges apply.

Discount Plans	Pre-Paid Sales Plan	Optional Buy-in**	
Silver Member	Service block of 20 hrs.	\$3,500	
Gold Member	Service block of 40 hrs.	\$6,600	
Platinum Member	Service block of 80 hrs.	\$12,400	

^{*}Discount rates are calculated at the end of the calendar year and will be honored through the next calendar year.

^{**}An optional "buy-in" is available to begin receiving immediate discounts.

Travel Charges			
Distance	Rate	Minimum Time on Site	
0-50 Miles	\$45	1 Hour	151 Miles + (as quoted)
51-75 Miles	\$90	2 Hours	A Land of Contraction
76-100 Miles	\$135	3 Hours	
101-150 Miles	\$180	4 Hours	

Revised 1.23.15

Data Net Solutions Group, Inc. 1760 S. Escondido Blvd. Escondido, CA 92025 [main phone] 760-466-1200 [main facsimile] 760-466-1201 [toll free] 866-461-1200 www.4datanet.com 102

^{*}Before 8 am, after 8 pm, weekends and holidays = 1.5 x on-call rate.

^{*5} pm through 8 pm, regular work week M-F = 1.25 x on call rate.

^{*}Cancellations less than 24 hours in advance will be billed one hour.

^{*}A minimum of one hour will be billed for on-call work.

^{*}A minimum of 15 minutes will be billed for remote support work.

^{*}Minimum 2 hours per month, 2 hours per visit. Rates apply to prescheduled hours only; any other services will be billed at on-call rates.

^{*}Visits must be Monday through Friday between 8 am and 5 pm excluding holidays.

^{*}Discount rates are based on billable services provided by Data Net Solutions.

MEMORANDUM

DATE:

October 8, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager/

SUBJECT:

Revised Incentive Program

RECOMMENDATION:

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

- Adopt Resolution No. 2266 Adopting Leucadia Wastewater District's (LWD) Revised Incentive Program; and,
- 2. Discuss and take other action, as appropriate.

DISCUSSION:

This item was reviewed by the HRC at its October 7, 2015 meeting. The HRC concurred with staff to recommend this item for Board approval.

This item was prompted by a discussion at the September 29, 2015 Employee Recognition Committee (ERC). At the meeting, the ERC discussed its future status as a standing committee as well as the future of the Employee of the Year award. Based on that discussion, both staff and the ERC agreed the Employee of the Year award has run its useful course and that staff should work through the HRC and Board to remove this item from LWD's Incentive Program.

In terms of timing, the nomination process for the Employee of the Year award typically occurs in mid-October of each year; therefore staff has placed this recommendation before the HRC this month in an effort to get resolution of this matter and provide appropriate guidance to staff.

The incentive program was originally adopted in 2003 and was last updated in 2006. Since the program has not been updated in the past 9 years, staff and the HRC are recommending that several other components of the policy also be revisited. These include:

- Eliminate Employee of the Year Award
- Modify Spill Incentive Criteria
- Modify State Award Incentive
- Add 40 Year Service Milestone

Attached please find a strikeout/bold version of the recommended changes for your review. A brief explanation of each is as follows:

Eliminate Employee of the Year Award

The Employee of the Year Award was established to recognize the outstanding performance of an LWD employee based on nominations submitted by his/her peers. This award recognized employees who have exhibited not only outstanding job performance but also those who have performed above and beyond their normal duties.

For many years this award has been a notable part of our Holiday celebration. However, in recent years, the process has become more challenging due to the small number of eligible LWD employees

Subj: Revised Incentive Program October 8, 2015 Page 2

Ref: 16-4726

and our overall emphasis on "team performance". In addition, staff and the ERC believe that the method of selecting the most deserving nominee may at times be difficult since members of the nomination review committee may not work closely with the nominee.

Action: Remove Employee of the Year Award from the Incentive Program.

Modify Criteria for Consecutive Years without a Spill

Eliminating spills is a top priority for LWD and this organizational objective provides monetary incentives for meeting annual milestones for minimizing or eliminating spills. Under the current policy, LWD's spill record is compared with 13 other similar sized agencies in the San Diego Regional Water Quality Control Board regions (Region 9) on a fiscal year basis. A metric is used that weighs the number of spills by 40% and the volume spilled by 60%. The volume component was originally intended to reflect LWD's response to spills and our ability to minimize the volume spilled. An incentive award is achieved if LWD ranks in the top 3 of the 14 organizations compared.

This metric has been in place since 2003 and staff believes that it has run its useful course. During the first several years of the program the Regional Board would annually post the spill data on its website and it was easily accessible. Under the Statewide Waste Discharge Requirements, the data has been much more difficult to access on the state's data base. In addition, it has become much clearer over the years that the volume spilled has much more to do with the location of the spill than LWD's response time. For example, a spill on a large forcemain would have a much higher volume in a short period of time than a spill on a gravity line with only a few homes feeding into it.

<u>Action</u>: Simplify the spill objective by eliminating the agency comparison and metric; thereby providing monetary incentives if LWD achieves no spills on annual basis. This would align the spill incentive to the methodology used for the "No Lost Time" and "No Vehicle Accidents" incentives.

Modify State Award Incentive

The existing policy includes a monetary incentive of \$200 for receiving an "honorable mention" in a statewide competitive award process. Staff is not aware of any state award process that recognizes agencies for honorable mention and LWD has never awarded an incentive for a statewide honorable mention. Staff does not believe the honorable mention incentive is applicable to LWD and recommends that this objective be eliminated from the Incentive Program.

<u>Action</u>: Eliminate the "Honorable Mention" award from the incentive program along with its monetary award.

Add 40 Year Service Milestone

The Service Award recognizes years of service as an employee. The reason for this proposed change is that the existing Service Award objectives caps at 35 years of service. LWD has 1 employee who is presently at 35 years of service and could conceivably serve beyond 40 years. Staff is recommending a 40 Years of Service milestone to allow an award mechanism under the Incentive Program if and when that milestone is achieved.

Action: Add 40 Year Service Milestone

In summary, this issue was prompted by the recommendation to eliminate the Employee of the Year award and the time issues associated with it. In addition, it has been a number of years since the Incentive Program has been updated, therefore staff and the HRC are recommending a more comprehensive update to bring the policy in-line with LWD's current operating strategies.

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Ref: 16-4726

FISCAL IMPACT:

The recommended Incentive Program is "at risk" and monetary incentives are received only if specific objectives are achieved. The recommended program will likely have a higher fiscal impact, however staff believes this impact will be minor and dependent on LWD's success. The FY 2016 budget contains funding for any awards that would be achieved under the recommended program.

Staff and the HRC recommend that the Board of Directors adopt Resolution No. 2266 (attached) approving LWD's Revised Incentive Program.

cal: PJB Attachment

RESOLUTION NO. 2266

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT ADOPTING THE REVISED LWD INCENTIVE PROGRAM

WHEREAS, it is the mission of the Leucadia Wastewater District (LWD) to collect, transport, recycle and dispose of wastewater in the safest, most reliable, most effective, cost efficient, and environmentally sensitive manner; and

WHEREAS, the LWD employees are competent, professional and capable individuals who make vital contributions on a daily basis to protect the public health of the community and carry out the District mission; and

WHEREAS, the Board of Directors recognize that employees should be rewarded for both individual and organizational accomplishments and performance; and

WHEREAS, the Board of Directors established an Incentive Program in 2003 to provide appropriate reward and recognition to employees and to assure that LWD has the highest qualified workforce able to provide superior service to District residents; and

WHEREAS, the Incentive Program was last updated in 2006; and

WHEREAS, revisions are required to update and revise award categories and incentives.

NOW, THEREFORE, it is resolved as follows:

1. The Revised LWD Incentive Program attached hereto as Exhibit "A" is hereby approved and adopted.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this <u>14th</u> day of October, 2015 by the following vote:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
	Allan Juliussen, President
ATTEST:	
Paul Bushee, General Manager	
(SEAL)	



Incentive Program

Adopted: November 12, 2003

Last Revised: September 14, 2005

Revised: September 13, 2006

Revised: October 14, 2015

Part I

Individual Incentive Program Elements

Individual Incentive Program Elements

Exceptional Service Award

Award recognizing outstanding service and dedication. Criteria for award and evaluation are determined by General Manager, and may vary from year to year. Recipients will be recognized by the Board of Directors and receive a one-time \$500 incentive award.

Cost Savings Suggestion Award

Board Resolution 731 provides for sharing cost savings with employees who through innovative practices, ideas or suggestions save the District money. Eligibility for cost sharing will be evaluated on a case-by-case basis by the General Manager and reviewed by the Employee Recognition Committee. Final approval and determination of amount of award will require Board of Directors approval.

Service Award

The Service Award recognizes years of service as an employee. Award of a service award requires approval of the General Manager. Recipients will be recognized by the Board of Directors and receive one-time award in accordance with the following schedule:

Years of Service	Amount of Award		
5 yrs	\$100		
10 yrs	\$200		
15 yrs	\$300		
20 yrs	\$400		
25 yrs	\$500		
30 yrs	\$750		
35 yrs	\$1000		
40 yrs	<u>\$1500</u>		

Professional Achievement Award

The Professional Achievement Award recognizes individual accomplishments in the area of work related professional development such as education or technical certification. Eligibility for the Professional Achievement Award will be determined by the General Manager. Recipients will be recognized by the Board of Directors and receive a one-time award in accordance with the following schedule:

Achievement	Amount of Award
Professional certification	\$500
Associates Degree (AA)	\$750
Bachelors Degree (BA/BS)	\$1,000
Masters Degree (MA/MS/MBA)	\$2,000

Employee of the Year Award

Recipient must be nominated by employees. Candidates will be evaluated by a committee comprised of employees, and the Employee Recognition Committee. Final award will be approved by the Board of Directors. Recipient will be recognized by the Board of Directors and receive a one-time award of \$1,000.

Part II

Organizational Performance Objectives

LEUCADIA WASTEWATER DISTRICT

Organizational Performance Objectives

Single Year Objectives					
Organizational Goal(s) Supported	Objective	Exceptional	Achievement Outstanding	Level Above Average	
Protection of the Environment Protection of private & personal property	Achieve-highest-level-Region-9-RWQCB collection-system-performance-ranking	Rank is #1	Rank is #2	Rank is #3	
	*Comparative to other similar size systems		Incentive Aw	ard	
Protection of public assets	* Total of 14 agencies ranked * Ranking must be in 1-3 position *Ranking methodology includes weighted	\$4,000	\$750	\$500	
	average of number of spills in FY and the severity of spills (volume) Achieve highest number of consecutive years without a reportable spill	1 Year \$1,000	2 Years \$1,000	3-5 Years \$1,500	
Protection of the Environment	Cost Sharing of CSRMA retrospective refunds or dividends				
Protection of private & personal property	returnds or dividends	Incentive Award			
	* Includes Liability & Workers Compensation	50% share of total amount refunded			
Protection of public assets Maintain a safe & healthy workplace	* Exhibit 1 - historical refund data * Funding source is the actual refund amount				
Protection of the Environment Protection of private & personal property	Recognition Award * External recognition * CWEA, CASA, CSDA or others	State Award 1st Place	State Award Honorable mentio	Local Award n 1st Place	
Protection of public assets	Incentive Award		vard		
		\$300	\$200	\$100	
Maintain a safe & healthy workplace					

Note: Incentive award amount is per eligible employee

LEUCADIA WASTEWATER DISTRICT

Organizational Performance Objectives

Organizational Goal(s) Supported	Objective	Achievement Level		
Maintain a safe & healthy workplace Protection of public assets	IV Achieve highest number of consecutive years without a lost time injury	1 Year \$300	2 Years \$500	3-4 Years \$1,000
Promotes staff devlopment		5-9 Years \$1,200	10 - 14 Years \$1,500	15+ Years TBD
	V			0.40
Maintain a safe & healthy workplace Protection of private & personal property	Achieve highest number of consecutive years without a vehicle accident	1 Year \$250	2 Years \$375	3-4 Years \$500
Protection of public assets		5-9 Years \$750	10 - 14 Years \$1,000	15+ Years TBD

Note: (1) Incentive award amount is per eligible employee.

MEMORANDUM

DATE:

October 8, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager

SUBJECT:

Standing Committees

RECOMMENDATION:

Staff and the Employee Recognition Committee (ERC) recommend that the Board of Directors:

- 1. Dissolve the Employee Recognition Committee
- Adopt Resolution No. 2267 Establishing Standing Committees and Authorizing the Creation of AD HOC Committees; and,
- 3. Discuss and take other action, as appropriate.

DISCUSSION:

This issue was reviewed by the ERC at its September 29, 2015 meeting. The ERC concurred with staff to recommend this item for Board approval.

This item was prompted by a committee discussion which addressed the ERC's future status as a standing committee as well as the future of the Employee of the Year (EOY) award. Based on that discussion, both staff and the ERC agreed that the EOY award has run its useful course and that staff should work through the Human Resources Committee and Board to remove this item from LWD's Incentive Program. The committee also concurred that once the EOY award was eliminated, the ERC should be dissolved as an LWD standing committee.

The purpose of this agenda item is to dissolve the ERC as an LWD standing committee and to adopt Resolution No. 2267 (attached) formally establishing LWD's remaining standing committees.

Staff and the ERC recommend that the Board of Directors adopt Resolution No. 2267 establishing standing committees and authorizing the creation of ad hoc committees.

cal: PJB

Attachment

RESOLUTION NO. 2267

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT ESTABLISHING STANDING COMMITTEES AND AUTHORIZING THE CREATION OF AD HOC COMMITTEES

WHEREAS, the Board of Directors of the Leucadia Wastewater District (LWD) desires to ensure efficient administration of the Leucadia Wastewater District ("Agency") by the establishment of standing committees of the Board of Directors and the authorization for the creation of ad hoc committees of the Board; and

WHEREAS, the Board of Directors recognizes that standing committees allow for the productive use of Director's individual expertise on matters and to work with staff in developing better background information for the full Board's consideration; and

WHEREAS, all standing committees shall be subject to meeting requirements specified under the Ralph M. Brown Act, California Government Code sections 54950 through 54963.

NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES:

The Board President shall, with board consensus, appoint and publicly announce the members of the standing committees at the first regularly-scheduled meeting of the board in January of each year and at other meetings of the Board as circumstances may require.

Each committee shall have a maximum of two (2) members. Committee meetings shall be called as deemed necessary by the Board President, the Committee Chairperson, or the General Manager.

All LWD standing committee meetings shall hereafter be held at the LWD Administration Offices located at 1960 La Costa Avenue, Carlsbad, CA 92009 unless the location change is properly noticed.

The Board's standing committee shall be advisory to the Board and assigned to review Agency functions, activities, policies, and/or operations pertaining to matters within their respective responsibility as specified below. Any recommendations resulting from such reviews shall be submitted to the Board via written or oral report.

The following shall be the Board's standing committees:

Investment & Finance Committee

The Investment and Finance Committee (IFC) shall advise the Board on matters relating to District finances. Typical duties of the IFC include:

- Annual review of reserve and investment policies;
- Review of the Comprehensive Annual Financial Report (CAFR):
- Review of contracts related to financial matters; and,
- Review other financial matters, as appropriate.

Community Affairs Committee

The Community Affairs Committee (CAC) shall advise the Board on matters relating to the District's public information and outreach programs. Typical duties of the CAC include:

- Review production of the District's newsletters;
- Review the Teacher Grant Program;
- Review contracts related to public information; and,
- Review other public information and outreach matters, as appropriate.

Engineering Committee

The Engineering Committee (EC) shall advise the Board on matters relating to District's Capital Improvement Program. Typical duties of the EC include:

- Review the District's Capital Improvement and Capital Acquisition Programs;
- Review contracts related to engineering and construction services;
- Review Capital Improvement and Capital Acquisition budgets; and,
- Review other Capital Improvement matters, as appropriate.

Human Resources Committee

The Human Resources Committee (HRC) shall advise the Board on matters relating to District personnel. Typical duties of the HRC include:

- · Review personnel policies;
- Review personnel budget; and,
- Review other personnel matters, as appropriate.

Ad Hoc Committee

The Board President shall, with board consensus, appoint such ad hoc committees as may be deemed necessary by the President or the Board of Directors. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this <u>14th</u> day of <u>October, 2015</u> by the following vote:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
ATTEST:	Allan Juliussen, President
Paul Bushee, General Manager (SEAL)	

Directors' Meetings

Presented by President Juliussen

Conference

2015 CWEA Tri-State Seminar

Dates and Location

September 21-24, 2015 South Point Hotel in Las Vegas, NV

List of Attendees

President Juliussen

The above mentioned Board member attended various sessions regarding wastewater and recycled water issues.

Directors' Meetings

Presented by Directors Omsted, Hanson, Kulchin, and Sullivan

Conference

2015 CSDA Annual Conference

Dates and Location

September 21-24, 2015 Marriot Monterey in Monterey, CA

List of Attendees

Vice President Omsted Director Sullivan Director Kulchin Director Hanson

The above mentioned Board member attended various sessions such as; Special District case studies and trends, Best Practices in Board Protocols, Policies and Procedures, and Round Table discussions.