



**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, September 13, 2017  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentation and Awards**
  - A. Achievement of an Organizational Objective – One Year No Spills. (Page 5)
  - B. Achievement of an Organizational Objective – CASA Award of Excellence. (Page 6)
  - C. Water Recycling – Receipt of Proposition 84 Grant Funding. (Page 7)

**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:

- August 8, 2017 Investment and Finance Meeting (Pages 8-9)
- August 9, 2017 Regular Board Meeting (Pages 10-15)
- August 10, 2017 Community Affairs Committee Meeting (Pages 16-17)
- August 29, 2017 Community Affairs Committee Meeting (Pages 18-19)
- September 7, 2017 Engineering Committee Meeting (Pages 20-21)

**8. Approval of Demands for August/September 2017**

This item provides for Board of Directors approval of all demands paid from LWD during the month of August and a portion in September 2017. (Pages 22-46)

**9. Operations Report**

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY17 to FY18 and flows by sub-basin. (Pages 47-51)

**10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY18 budget and discloses monthly investments. (Pages 52-59)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of August 2017. (Pages 60-61)

**12. Annual Review of LWD's Investment Policy**

Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2017 through August 31, 2018 and receive and file the annual review of the Investment Policy. (Pages 62-69)

## **EWA REPORTS**

**13. Encina Wastewater Authority Reports**

- A. A regular EWA Board Meeting was held on August 23, 2017 – report by Director Juliussen. (Page 70)
- B. An Encina Member Agencies Manager's Meeting was held on September 12, 2017 – report by GM Bushee. (Verbal)

## **COMMITTEE REPORTS**

**14. Committee Reports**

- A. Community Affairs Committee meeting was held on August 10, 2017 – report by Director Omsted. (Page 71)
- B. Community Affairs Committee meeting was held on August 29, 2017 – report by Director Omsted. (Page 72)
- C. Engineering Committee meeting was held on September 7, 2017 – report by Director Juliussen. (Page 73)

## ACTION ITEMS

### **15. FY18 Gravity Pipeline Rehabilitation Project**

Authorize the General Manager to execute Task Order No. 33 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY18 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$33,610. (Pages 74-79)

### **16. General Manager's Purchasing Authority**

Adopt Resolution No. 2289 authorizing the General Manager to purchase on behalf of LWD, goods, materials, supplies, and services not to exceed \$35,000 at any one time. (Pages 80-83)

### **17. Approving LWD's Revised Procurement Policy**

Adopt Resolution No. 2290 approving LWD's revised Procurement Policy. (Pages 84-96)

### **18. Amended Integrated Travel Authorization and Expense Reimbursement Policy**

Adopt Resolution No. 2291 amending the Integrated Travel Authorization and Expense Reimbursement Policy. (Pages 97-104)

## INFORMATION ITEMS

### **19. Project Status Updates and Other Informational Reports**

A. Memo from CSDA requesting volunteers for 2018 CSDA Committee & Expert Feedback Team Participation. (Pages 105-107)

### **20. Directors' Meetings and Conference Reports**

A. CSDA Quarterly Dinner was held on August 17, 2017 at The Butcher Shop Steakhouse in Kearny Mesa, CA. (Page 108)

B. Carlsbad State of the City Luncheon was held on August 18, 2017 at the Carlsbad Sheraton Resort & Spa in Carlsbad, CA. (Page 109)

C. CASA Annual Conference was held August 22 - 24, 2017 at the Marriott Marquis in San Diego, CA. (Page 110)

### **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: September 7, 2017

  
\_\_\_\_\_  
Paul J. Bushee, Secretary/General Manager

MEMORANDUM

Ref: 18-5535

**DATE:** September 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Achievement of an Organizational Objective

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It is my pleasure to announce that the Leucadia Wastewater District recently achieved an Organizational Objective under the Incentive Program. The achievement is as follows:

Achieve highest number of a consecutive year(s) without a reportable spill

One of the District's organizational goals is to protect our local environment, private and personal property and public assets. To achieve this goal, the District must not have a sewer spill for one consecutive year or multiple consecutive years. As of August 5, 2017, the District has achieved this goal by not having a spill for one year.

Under the Incentive Program, staff is eligible for an incentive award of \$1,000 per employee for this accomplishment.

Please join me in congratulating LWD for this outstanding accomplishment.

tb:PJB

MEMORANDUM

**DATE:** September 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** California Association of Sanitation Agencies (CASA) Award of Excellence in Public Outreach/Education

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It is my pleasure to announce that Leucadia Wastewater District (LWD) recently received the 2017 CASA Award of Excellence in Public Outreach/Education.

During April 2017, staff submitted an application to CASA under the CASA Award of Excellence Public Outreach/Education category for LWD's integrated public information program.

This award recognizes efforts for development and implementation of programs intended to impact or educate a segment(s) of the local community on issues important to the agency. LWD's public outreach program includes diverse public outreach tools and resources to inform our customers and the public about the quality services that we provide, along with current topics or construction projects that may impact the community. LWD's outreach program includes the following on-going activities:

- Two newsletters per year;
- No Wipes Down the Pipes Campaign;
- Updated Website (with new features);
- Teacher Grant Program;
- Facebook;
- Lateral Grant Program; and
- Webcam


This award qualifies as a state award under the organizational objectives of the District's Incentive Program; therefore, staff is eligible for a \$300 incentive award.

This award was presented to the District on August 23, 2017 during the CASA Annual Conference in San Diego. Please join me in congratulating both the LWD Board and staff for this outstanding accomplishment.

tb:PJB

MEMORANDUM

Ref: 18-5564

**DATE:** September 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Water Recycling – Receipt of Proposition 84 Grant Funding**

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As you are aware, LWD has been a member of the North San Diego Water Reuse Coalition (Coalition) since 2010. As part of this effort, the Coalition has received approximately \$4.9 million in the State Proposition 84 Funding and the Coalition's project has recently been approved for potential Federal Title XVI funding.

I am very pleased to announce that LWD recently received a check from the State Water Resources Control Board (SWRCB) for \$321,385 for the replacement of the secondary effluent pipeline (Forcemain B1) along Highway 101 last year. LWD is also eligible for an additional \$65,000 in funding for recycled water pump station design and the funding is expected to be received within the next year.

Staff plans to present the check to the Board of Directors at the upcoming meeting.

PJB

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
August 8, 2017

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A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, August 8, 2017 at 9:00 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Accounting Technician Maggie McEniry, and Executive Assistant Tianne Baity

**3. Public Comment**

None.

**4. New Business**

**A. General Manager's Purchasing Authority**

Adopt Resolution No. 2289 authorizing the General Manager to purchase on behalf of LWD, goods, materials, supplies, and services not to exceed \$35,000 at any one time.

ASM Duffey presented the subject recommendation indicating that it has been 17 years since Resolution No. 2095 set the General Manager's purchasing authority at \$25,000. ASM Duffey stated that staff recently conducted a survey of local agencies and their purchasing authority limits requiring Board approval and based on the survey the average spending authority limit was \$71,481.

Based on the above information and to adjust for inflation after 17 years, staff is recommending increasing the General Manager's spending authority from \$25,000 to \$35,000.

Chairperson Hanson asked how long the \$25,000 purchasing authority limit has been an issue. GM Bushee answered over the past 5 years he's noticed even the smaller contracts and projects are over \$25,000.

Director Omsted asked if the auditors review the Procurement Policy. ASM Duffey answered affirmatively.

Following discussion, the IFC concurred with staff to recommend that the Board adopt Resolution No. 2289.

GM Bushee noted that this item would be included in the September 13<sup>th</sup> Board Agenda.



**B. Revised Procurement Policy**

Adopt Resolution No. 2290 approving LWD's revised Procurement Policy.

ASM Duffey presented the subject recommendation indicating that staff recently conducted a review of the existing policy. Based on this review, staff is recommending the following changes:

- increasing the threshold amounts to reflect inflation; and
- making some clarification changes that make the policy flow and read better.

Chairperson Hanson asked why were the thresholds increased. ASM Duffey answered to keep up with inflation and also based on the GM purchasing authority limits survey that was conducted by staff.

Following discussion, the IFC agreed with staff to recommend that the Board adopt Resolution No. 2290 to update the Procurement Policy.

GM Bushee noted that this item would be included in the September 13<sup>th</sup> Board Agenda.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

GM Bushee stated that staff will be conducting a tour of the facilities for the Solana Beach Eco-Rotary at 5pm today.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 9:30 a.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 August 9, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, August 9, 2017 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson, Sullivan, Kulchin, Juliussen, Omsted

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Technician Curney Russell, District Engineer Dexter Wilson

**3. Pledge of Allegiance**

President Hanson led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

**A. Achievement of an Individual Award – Curney Russell**

GM Bushee introduced Field Services Technician I Curney Russell stating that Curney recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. He presented background information about Curney and noted that he has been employed with the District since April 2016. He noted that Curney is eligible for a \$500 incentive award under the District's incentive program.

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

B. Achievement of an Organizational Award – Three Years No Vehicle Accidents.

GM Bushee stated that on July 8<sup>th</sup>, the District had passed three years without a vehicle accident. He stated that this goal is a significant accomplishment since the Field Services staff spends approximately 10,000 hours annually behind the wheel. GM Bushee noted that staff is eligible for a \$500 incentive award under the District's incentive program. He also thanked the Board for their support of this program.

**CONSENT CALENDAR**

**7. Approval of Board and Committee Minutes**

Minutes of the following meetings:

- July 11, 2017 Engineering Committee Meeting
- July 12, 2017 Regular Board Meeting
- August 2, 2017 Engineering Committee Meeting

**8. Approval of Demands for July/August 2017**

Payroll Checks numbered 19344 -19386; General Checking – Checks numbered 49943 - 50069

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

**10. Finance Report** (A copy was included in the original August 9, 2017 Agenda)

**11. Quarterly Treasurer's Investment Report** (A copy was included in the original August 9, 2017 Agenda)

**12. Disclosure of Reimbursements**

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

**13. Fiscal Year 2018 (FY18) Pay Schedules**

Adopt Resolution No. 2288 - Approving the FY18 pay schedules. (A copy was included in the original August 9, 2017 Agenda)

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

<b>Director</b>	<b>Vote</b>
<b>President Hanson</b>	Yes
<b>Vice President Sullivan</b>	Yes
<b>Director Kulchin</b>	Yes
<b>Director Juliussen</b>	Yes
<b>Director Omsted</b>	Yes

**EWA and COMMITTEE REPORTS**

**14. Encina Wastewater Authority (EWA) Reports**

A. EWA Board Report – Meeting held on July 26, 2017.

Director Juliussen reported on EWA's July 26, 2017 Board meeting.

B. An EWA Member Agency Manager's (MAM) Meeting was held on August 1, 2017.

GM Bushee reported on EWA's MAM August 1, 2017 meeting.

**15. Committee Reports**

A. Engineering Committee (EC) Meeting was held on August 2, 2017.

Director Juliussen reported that the EC reviewed the following recommendations:

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

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

The EC also received updates on the Leucadia (L1) Force Main West Section Replacement Project and the 2017 Gravity Pipeline Rehabilitation and La Costa Gravity Sewer Alteration Project. These items were for informational purposes and no action was taken.

President Hanson asked for clarification on the update of the Asset Management Plan. GM Bushee stated that it is called an update but it is actually a full redevelopment of the plan similar to the update of the Financial Plan.

B. Investment and Finance Committee (IFC) Meeting was held on August 8, 2017.

Director Omsted reported that the IFC reviewed the following recommendations:

- Adopt Resolution No. 2289 authorizing the General Manager to purchase on behalf of LWD, goods, materials, supplies, and services not to exceed \$35,000 at any one time; and
- Adopt Resolution No. 2290 approving LWD's revised Procurement Policy and receive and file the review of the policy

The IFC concurred with staff to present these recommendations to the Board of Directors and they will be brought back for Board consideration at the September 13, 2017 Board Meeting.

**ACTION ITEMS**

**16. ADS Corporation ECHO depth meters**

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

FSSupt Stecker presented this item indicating that it was reviewed by the EC at their August 2<sup>nd</sup> meeting. He provided background information on this item noting that for the past ten years the District

has been using Smart Covers to monitor areas of concern in the collection system. He stated that ADS offers a similar manhole sensor called an ECHO Meter. He stated that staff pilot tested an ECHO Meter during the last year. He noted staff was not only impressed by its performance but also with the ability of the ECHO Meter to integrate into the ADS flow metering software currently being used. He explained that Smart Cover utilizes a separate software system that is not as user friendly.

FSSupt Stecker stated that over a ten-year period the District would save \$2,419 per year by leasing the ADS ECHO Meters, versus owning and maintaining the Smart Covers,

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a three-year professional services agreement with ADS Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$42,840 by the following vote:

<b>Director</b>	<b>Vote</b>
President Hanson	Yes
Vice President Sullivan	Yes
Director Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes

**17. Update the District’s Asset Management Plan**

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

TSM Morishita presented this item indicating it is a Fiscal Year 2018 tactical goal and he provided background information on the AMP.

TSM Morishita explained that staff believes it is prudent to update the AMP on a five-year cycle. He explained that DWE developed the initial AMP and 2013 AMP update and has in depth knowledge of District operations through their annual auditing of the District’s Sewer System Management Plan.

Director Kulchin thanked DE Wilson and stated that the District is successful because the District plans ahead, follows the AMP, and provides the equipment and resources staff need.

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute an Engineering Services contract to update the District’s AMP with Dexter Wilson Engineering, Inc. in an amount not to exceed \$99,100 by the following vote:

<b>Director</b>	<b>Vote</b>
President Hanson	Yes
Vice President Sullivan	Yes
Director Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes

## 18. Discussion of Integrated Travel Policy

GM Bushee presented this item indicating it was brought to his attention a few months ago by Director Omsted who asked that this item be added to the agenda for Board discussion. GM Bushee stated that the issue at hand is whether travel outside the State of California should require prior approval from the Board.

GM Bushee presented background information on LWD's Integrated Travel Authorization and Expense Reimbursement Policy noting that it was last revised in 2014. He stated the Board has pre-authorized travel and expense reimbursement for conferences and events hosted by 10 different organizations and these organizations are listed in the policy. He stated that under the current policy, the only time that prior Board approval is required is if the conference or event is hosted by an organization not already listed in the policy.

Director Omsted stated that he would like the Board to pre-authorize travel outside the State of California. He stated that if a Board member would like to travel out of state to attend a conference or event he would like that Board member to come before the board.

Director Sullivan asked if the WEFTEC Conference is on the list and whether or not it should be added. GM Bushee answered her question stating WEFTEC is not listed in the current policy. He said WEFTEC could be added to the list pending board approval of a revised policy. He then clarified that his understanding of the issue is that any travel out of state, even if the organization is on the list, requires prior Board approval.

Director Kulchin asked if prior Board approval is needed to attend the CASA D.C. Conference. GM Bushee answered that under the current policy approval is not needed since CASA is an approved organization listed in the policy. However, if the Board decided that out of state travel needs prior Board approval, the CASA D.C. Conference would then require pre-authorization from the Board.

Vice President Sullivan stated that she likes the current policy the way it is and she has not seen any abuse of the policy. She stated the only change she would like to see is the addition of WEFTEC to the list of pre-authorized organizations.

Director Kulchin stated he agreed with Vice President Sullivan and he has also not seen any abuse of the policy. He stated the District should exercise restraint and if there is abuse then tighten up the policy.

Following discussion, the Board reached majority consensus to update the Integrated Travel Authorization and Expense Reimbursement Policy to include prior Board approval for out of state travel and include WEFTEC on the list of pre-authorized organizations. This item will be brought back for Board consideration at the September 13<sup>th</sup> Board Meeting.

There was no action taken.

## INFORMATION ITEMS

### 19. Project Status Updates and Other Informational Reports

- A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 17, 2017 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

GM Bushee stated that a carpool will be leaving from the District office at 5:30 p.m. and that he will send an email reminder.

- B. Memo from CASA announcing its Annual Business Meeting will be August 22-23, 2017 during the Annual Conference.

GM Bushee noted there are two business items that will be addressed during the CASA Annual Conference. He provided information on the CASA Election of Directors and the approval of the dues resolution. He noted that this year President Hanson is the CASA voting member.

GM Bushee also noted that Director Juliussen will leave the CASA Conference to attend EWA's Board meeting on the morning of Wednesday, August 23.

- C. Flu Shot Clinic is scheduled for Wednesday, September 13, 2017 from 3:30pm – 5:00pm.

EA Baity announced the flu shot clinic date and time.

- D. The 2017 CSDA Annual Conference is scheduled for September 25-28, 2017 at the Monterey Marriott in Monterey, CA.

EA Baity announced the dates for the 2017 CSDA Annual Conference.

- E. Thank you letter from the Solana Beach Eco-Rotary.

GM Bushee stated that he received a thank you letter from the Solana Beach Eco-Rotary for his presentation to the Rotary on July 18, 2017.

**20. Directors' Meetings and Conference Reports**

None.

**21. General Manager's Report**

None.

**22. General Counsel's Report**

None.

**23. Board of Directors' Comments**

None.

**24. Adjournment**

President Hanson adjourned the meeting at approximately 5:47 p.m.

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Judy Hanson, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
August 10, 2017

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held August 10, 2017 at 9:00 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Omsted and Kulchin

DIRECTORS ABSENT: None

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

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review the draft text for the 2017 summer newsletter.

ASSup Hill presented the draft text for the 2017 summer newsletter. She stated the main focus of the newsletter will be on the open house event. She noted that RTP and staff made the changes suggested at the last CAC meeting.

Director Kulchin stated he would like to see more focus on the District's achievement of no vehicle accidents for 3 years.

The CAC also suggested the following edits to the newsletter:

- Changing the order of the topics/sections of the newsletter;
- Including a larger hotspot map;
- Wordsmithing the Infrastructure Improvement section; and
- Clarifying the Facilities Overview section.

Following discussion, the CAC authorized staff and RTP to proceed with the draft text of the 2017 summer newsletter.

A CAC meeting will be held at 9 a.m. on August 29, 2017 for a final review prior to printing.



**5. Information Items**

A. Facebook Update

ASsup Hill introduced Jared Criscuolo of RTP to provide a status update on LWD's Facebook (FB) page.

Mr. Criscuolo provided an overview on LWD's FB page statistics. He stated that the most successful District Facebook post was the post on wet wipes in the sewer system. He noted that this post reached over 17,000 people.

Director Kulchin stated he would like to see a FB post on the District's achievement of no vehicle accidents for 3 years. Mr. Criscuolo stated he would post this on FB. Mr. Criscuolo also stated that he would draft an article about this for the local news and social media outlet, the Encinitas Patch.

Following the FB update, Director Kulchin and Chairperson Omsted asked various questions regarding the open house event. Staff answered their questions.

Director Kulchin asked when the final summer newsletter will be distributed. ASsup Hill answered the final newsletter will be mailed out a few weeks before the open house event, most likely the first week of September. ASsup Hill also noted that open house postcards will be mailed to residents within the District.

**6. Directors' Comments**

Chairperson Omsted stated he would like to see a section in the next newsletter on disaster preparedness at the District. GM Bushee stated that can be added to the next newsletter.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Omsted adjourned the meeting at 9:43 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
August 29, 2017

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held August 29, 2017 at 9:00 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Omsted and Kulchin

DIRECTORS ABSENT: None

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

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review the final draft of the Summer 2017 newsletter.

ASSup Hill presented the final draft of the Summer 2017 newsletter. She noted RTP and staff made the changes suggested at the last CAC meeting.

ASSup Hill introduced Jared Criscuolo of RTP. Mr. Criscuolo asked the CAC for comments or suggestions on the final newsletter.

The CAC suggested a few minor edits to the newsletter. GM Bushee stated staff and RTP will make those changes.

Director Kulchin asked when the newsletter will be mailed. ASSup Hill answered the week of September 11<sup>th</sup>.

Following discussion, the CAC authorized staff and RTP to proceed with the production of the newsletter and forward the final to the Board for their review prior to printing.

B. Community Open House Event Update

ASSup Hill provided an overview of the status of the open house noting staff has been working on displays, donations, and the ordering of supplies for the event.

Mr. Criscuolo stated he is working on a press release for the event and a Facebook posting which allows people to sign up for the event through Event Brite. He also noted that he is working with the City of Encinitas to help promote the open house.

ASsup Hill stated a tour of the District facilities was given to students from Aviara Oaks Middle School yesterday. She stated staff announced the open house event to the students.

Director Kulchin asked if there will be announcements made at the open house event. ASsup Hill answered a P.A. system has been ordered for the event. She noted that ASM Duffey volunteered to be the announcer for the open house and he will be announcing the tour and prize drawing times.

This item was for information purposes only. There was no action taken.

**5. Information Items**

None.

**6. Directors' Comments**

The CAC thanked staff and Mr. Criscuolo for their work on the newsletter and the open house event.

Director Kulchin congratulated staff for winning the CASA Award in Public Outreach.

**7. General Manager's Comments**

GM Bushee stated staff has given four separate tours of the District facilities over the past month.

GM Bushee also stated the Administrative Specialist has given notice and she will be leaving the organization.

**8. Adjournment**

Chairperson Omsted adjourned the meeting at 9:27 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 September 7, 2017

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Thursday, September 7, 2017 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; District Engineer Dexter Wilson; and Jamie Fagnant and Marie Fawcett from Infrastructure Engineering Corporation.

**3. Public Comment**

None.

**4. New Business**

- A. Authorize the General Manager to execute Task Order No. 33 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY18 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$33,610.

FSSpec Riffel presented the staff recommendation. He explained that as a result of the shift in operational focus from hydro-cleaning to Closed Circuit Television (CCTV) inspections the Repair Priority List and procedures were developed. He continued that this list is used to define the fiscal year (FY) gravity pipeline and manhole rehabilitation project.

FSSpec Riffel presented the Repair Priority List of pipeline and manhole repairs and rehabilitations included in the FY18 project. He explained that additional line items were added to the original list used for developing the FY18 Capital Improvement Budget. FSSpec Riffel mentioned that the pipeline and manhole line items from the FY17 Gravity Pipeline Rehabilitation Project will be incorporated into the FY18 Project to attract more construction firms to participate in the bid.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manger to execute Task Order No. 33 with IEC for design services for the FY18 Gravity Pipeline Rehabilitation Project.

**5. Information Items**

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

TSM Morishita presented an update of the L1 Force Main West Section Replacement Project. He stated that three change orders, totaling \$72,105 or 5.2% of the original contract price, were issued during the project. He said that the total project cost was \$1,459,836. TSM Morishita continued that the change order for lining the bridge section was negotiated to \$48,995. He reminded the EC that \$70,000 was authorized by the Board for that change order.

**6. Directors' Comments**

None.

**7. General Manager's Comments**


None.

**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:00 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**DATE:** September 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Approval of August/September Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **625,281.83**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months August 3, 2017 – September 7, 2017.

Operating expenses totaled \$ **179,939.93** while Capital Improvement Program expenses totaled \$ **334,054.42**.

Payroll for employees and the Board totaled \$ **111,287.48**.

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

- |               |   |
|---------------|---|
| Attachment 1  | Summary of Demands by Account August/September 2017     |
| Attachment 2  | Payroll Check Register dated August 9, 2017             |
| Attachment 3  | Payroll Check Register dated August 10, 2017            |
| Attachment 4  | Accounts Payable Check Register dated August 11, 2017   |
| Attachment 5  | Payroll Check Register dated August 16, 2017            |
| Attachment 6  | Accounts Payable Check Register dated August 21, 2017   |
| Attachment 7  | Payroll Check Register dated August 30, 2017            |
| Attachment 8  | Payroll Check Register dated August 31, 2017            |
| Attachment 9  | Accounts Payable Check Register dated September 1, 2017 |
| Attachment 10 | Board Payroll Check Register dated September 1, 2017    |
| Attachment 11 | Year to Date Employee and Board Payroll Report          |

**DEMANDS SUMMARY**  
September 13, 2017

**1. Demands**

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Check -8/9/2017	19387	Incentive	\$445.05	
Payroll Check -8/10/2017	19388 - 19406	Incentive	\$8,558.99	
Payroll Check - 8/16/2017	19407 - 19425		\$48,590.61	
Payroll Check - 8/30/2017	19426 - 19444		\$47,216.52	
Payroll Check - 8/31/2017	19445	Final Check	\$2,036.24	
Board Payroll Check - 9/1/2017	19446 - 19450		<u>\$4,440.07</u>	
		<b>Total</b>		<b>\$111,287.48</b>
General Checking -8/11/2017	50070 - 50112		\$ 47,779.45	
General Checking -8/21/2017	50113 - 50140		\$ 357,024.51	
General Checking -9/1/2017	50141 - 50180		<u>\$ 109,190.39</u>	
		<b>Total</b>	<b>\$ 513,994.35</b>	
		<b>GRAND TOTAL</b>		<b>\$625,281.83</b>

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 9, 2017  
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19387	8/9/2017	\$455.05



LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 10, 2017  
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19388 - 19406	8/10/2017	\$8,558.99

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/11/2017 Through 8/11/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
BAY CITY ELECTRIC WORKS, INC	50070	8/11/2017	2,510.13	REPAIRS TO #146 PORTABLE GENERATOR
	Total 50070		2,510.13	
CINTAS FIRST AID AND SAFETY	50071	8/11/2017	140.88	FIRST AID CABINET REFILL
	Total 50071		140.88	
CITY OF CARLSBAD	50072	8/11/2017	145.02	WATER @ OFFICE
CITY OF CARLSBAD		8/11/2017	139.91	WATER @ PLANT
CITY OF CARLSBAD		8/11/2017	250.36	WATER @ VACTOR
CITY OF CARLSBAD		8/11/2017	313.44	WATER @ VACTOR 2
	Total 50072		848.73	
WAGeworks, INC	50073	8/11/2017	140.00	SEC 125 FLEX PLAN-JULY
	Total 50073		140.00	
CORELOGIC INFORMATION SOLUTIONS,INC	50074	8/11/2017	125.00	REAL QUEST SUBS-JULY
	Total 50074		125.00	
CORODATA	50075	8/11/2017	138.12	STORAGE-JULY
	Total 50075		138.12	
CSDA- SAN DIEGO CHAPTER	50076	8/11/2017	150.00	CSDA QTRLY DINNER IN AUGUST
	Total 50076		150.00	
CSRMA	50077	8/11/2017	3,236.00	W/C AUDIT-PAYROLL-7/15-7/16
	Total 50077		3,236.00	
CUES, INC	50078	8/11/2017	3,600.00	SOFTWARE ENHANCE SUPPORT
	Total 50078		3,600.00	
DATA NET	50079	8/11/2017	307.25	IS MAINT AND SUPPORT
	Total 50079		307.25	
DETECTION INSTRUMENTS CORP	50080	8/11/2017	3,450.82	ODALOGS
	Total 50080		3,450.82	
DKF SOLUTIONS GROUP, LLC	50081	8/11/2017	300.00	MONTHLY SAFETY FEE-JULY
	Total 50081		300.00	
GARRET WHITE	50082	8/11/2017	2,400.00	PACP STUDENT REGISTRATION CLASS
	Total 50082		2,400.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/11/2017 Through 8/11/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
GRAINGER, INC	50083	8/11/2017	251.01	BEVERAGE COOLER
GRAINGER, INC		8/11/2017	<u>216.50</u>	LOCK OUT BOARD
	Total 50083		467.51	
HACH COMPANY	50084	8/11/2017	7,785.79	ALL WEATHER REFRIGERATED SAMPLAR
HACH COMPANY		8/11/2017	<u>35.56</u>	PROCESS VIAL
	Total 50084		7,821.35	
HEAVILAND ENTERPRISES, INC	50085	8/11/2017	<u>840.00</u>	LANDSCAPE MAINT-AUG
	Total 50085		840.00	
IAN RIFFEL	50086	8/11/2017	<u>200.00</u>	SAFETY BOOTS-I. RIFFEL
	Total 50086		200.00	
INTERSTATE BATTERIES OF SAN DIEGO	50087	8/11/2017	<u>200.48</u>	BATTERIES-#142/146 GENERATORS
	Total 50087		200.48	
MALLORY SAFETY AND SUPPLY	50088	8/11/2017	<u>138.67</u>	PARTS
	Total 50088		138.67	
mitsubishi electric us, inc	50089	8/11/2017	<u>286.07</u>	ELEVATOR MAINT/REPAIRS-AUGUST
	Total 50089		286.07	
NAPA AUTO	50090	8/11/2017	<u>32.82</u>	BATTERY
	Total 50090		32.82	
OFFICE DEPOT, INC.	50091	8/11/2017	<u>286.63</u>	OFFICE SUPPLIES
	Total 50091		286.63	
OLIVENHAIN MUNICIPAL WATER DIST	50092	8/11/2017	43.45	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		8/11/2017	304.08	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		8/11/2017	311.50	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		8/11/2017	66.19	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		8/11/2017	43.45	WATER @ VP7
	Total 50092		768.67	
PALOMAR WATER, LLC	50093	8/11/2017	<u>248.30</u>	BOTTLED WTR DELIVERED TO OFFICE-JULY
	Total 50093		248.30	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/11/2017 Through 8/11/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
PLANT PEOPLE, INC	50094	8/11/2017	158.00	MONTHLY MAINT OF PLANTS-AUGUST
	Total 50094		158.00	
RICHARD STINSON	50095	8/11/2017	6,550.00	CONSTRUCTION CONSULTING FFES-JULY
	Total 50095		6,550.00	
AIR POLLUTION CONTROL DISTRICT	50096	8/11/2017	510.00	EMMISSION FEE RENEWAL
	Total 50096		510.00	
SAN DIEGO UNION TRIBUNE	50097	8/11/2017	296.60	CLASSIFIED LEGAL NOTICE
	Total 50097		296.60	
SAN DIEGUITO WATER DISTRICT	50098	8/11/2017	11.22	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		8/11/2017	33.66	WATER @ TANKER 2
	Total 50098		44.88	
SLOAN ELECTRIC COMPANY	50099	8/11/2017	340.00	TROUBLE SHOOT @BPS
	Total 50099		340.00	
SOUTHERN CONTRACTING COMPANY	50100	8/11/2017	864.95	INSTALL NEW SWITCH @ LCPS
	Total 50100		864.95	
TERMINIX	50101	8/11/2017	56.00	MONTHLY PEST SERVICE-AUGUST
	Total 50101		56.00	
THE HOME DEPOT CRC/GEFC	50102	8/11/2017	457.27	SUPPLIES
	Total 50102		457.27	
TIM BESTAMENTE	50103	8/11/2017	100.00	REPLACE BULBS IN ELEVATOR/FILTERS ON DRINKING FOUNTAINS
	Total 50103		100.00	
UNDERGROUND SERVICE ALERT OF	50104	8/11/2017	198.10	UNDERGROUND ALARM
	Total 50104		198.10	
UNIFIRST CORPORATION	50105	8/11/2017	198.45	LAUNDRY SERVICE-W/E 8/2/17
	Total 50105		198.45	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/11/2017 Through 8/11/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNITED PARCEL	50106	8/11/2017	<u>107.97</u>	SHIPPING
	Total 50106		107.97	
WASTE MANAGEMENT	50107	8/11/2017	<u>209.21</u>	TRASH SERVICE-JULY
	Total 50107		209.21	
WATER ENVIRONMENT FEDERATION	50108	8/11/2017	<u>247.00</u>	MEMBERSHIP RENEWAL-R. MORISHITA
	Total 50108		247.00	
WESELOH CHEVROLET	50109	8/11/2017	610.45	06 SILVERADO MAINT/SERVICE
WESELOH CHEVROLET		8/11/2017	<u>142.84</u>	09 SIVERADO MAIN/REPAIR
	Total 50109		753.29	
WEST COAST SAFETY SUPPLY CO., INC.	50110	8/11/2017	<u>6,442.65</u>	2 GAS MONITORS
	Total 50110		6,442.65	
WORDEN WILLIAMS LLP	50111	8/11/2017	<u>1,497.60</u>	LEGAL FEES-JULY
	Total 50111		1,497.60	
XEROX CORPORATION	50112	8/11/2017	<u>110.05</u>	COPIER LEASE/MAINT-JULY
	Total 50112		110.05	
Report Total			<u><u>47,779.45</u></u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 16, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19407 - 19425	8/16/2017	\$48,590.61

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/21/2017 Through 8/21/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AMERICA'S FINEST FIRE PROTECTION	50113	8/21/2017	727.01	FIRE EXTINGUISHERS SERVICE
	Total 50113		727.01	
BARRETT ENGINEERED PUMP	50114	8/21/2017	8,382.97	YEOMANS PUMP @RVPS
	Total 50114		8,382.97	
BAY CITY ELECTRIC WORKS, INC	50115	8/21/2017	488.75	ELECTRICAL WORK @#146
	Total 50115		488.75	
CARLSBAD FUELS CORPORATION	50116	8/21/2017	1,924.09	VEHICLE FUELS/GASOLINE
	Total 50116		1,924.09	
CHUCKS TIRE CENTER	50117	8/21/2017	332.52	TIRES-2012 CHEV
	Total 50117		332.52	
DATA NET	50118	8/21/2017	879.90	IS MAINT AND SUPPORT
	Total 50118		879.90	
DEXTER WILSON ENGINEERING	50119	8/21/2017	12,825.00	GE/CIP/JULY -200/0359
	Total 50119		12,825.00	
DUDEK & ASSOCIATES	50120	8/21/2017	345.00	GE/3252/JUNE/1006/JASON ST
	Total 50120		345.00	
ELECTRICAL SALES, INC.	50121	8/21/2017	97.00	PARTS FOR L1 MAIN
	Total 50121		97.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/21/2017 Through 8/21/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
GOVERNMENT FINANCE OFFICER ASSOC.	50122	8/21/2017	160.00	RENEWAL FOR GFOA-17/18
	Total 50122		160.00	
SPACELINK/I2B NETWORK	50123	8/21/2017	160.00	WEB CAM @ BPS-AUG/SEPT
	Total 50123		160.00	
ICMA RETIREMENT-303979	50124	8/21/2017	4,036.83	DEFERRED COMP
	Total 50124		4,036.83	
JACKSON & BLANC	50125	8/21/2017	280.00	SERVICE FOR A/C NOT WORKING
	Total 50125		280.00	
LA COSTA LOGO, LLC	50126	8/21/2017	1,109.87	OPEN HOUSE ITEMS
LA COSTA LOGO, LLC		8/21/2017	1,435.94	OPEN HOUSE ITEMS-CANVAS BAGS
	Total 50126		2,545.81	
MSC JANITORIAL SERVICE, INC	50127	8/21/2017	1,552.92	JANITORIAL SERVICES-AUG
	Total 50127		1,552.92	
NATIONWIDE RETIREMENT SOLUTIONS	50128	8/21/2017	265.78	DEFERRED COMP
	Total 50128		265.78	
PLUMBERS DEPOT, INC	50129	8/21/2017	264.61	FIBER GLASS POLES
	Total 50129		264.61	
RFYEAGER ENGINEERING, INC	50130	8/21/2017	3,990.00	CORROSION ENG SUPPORT-L1 FM
	Total 50130		3,990.00	
RICHARD DUFFEY	50131	8/21/2017	42.72	REIMBURSE R. DUFFEY FOR TRAVEL



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/21/2017 Through 8/21/2017

33

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 50131		42.72	
CURNEY RUSSELL	50132	8/21/2017	70.00	REIMBURSE FOR CERTIFICATION TEST
	Total 50132		70.00	
SCW CONTRACTING CORP	50133	8/21/2017	271,509.37	VP5 PS REPLACEMENT
	Total 50133		271,509.37	
SAN DIEGO GAS & ELECTIRC	50134	8/21/2017	21.38	ELECTRIC -NEW ACCOUNT-ADM/OPS BLDGS
SAN DIEGO GAS & ELECTIRC		8/21/2017	857.91	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		8/21/2017	16,240.41	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		8/21/2017	714.23	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		8/21/2017	279.14	ELECTRIC @ VP#5
SAN DIEGO GAS & ELECTIRC		8/21/2017	179.40	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		8/21/2017	147.17	ELECTRICAL # RVPS
SAN DIEGO GAS & ELECTIRC		8/21/2017	806.23	ELECTRICAL @ LCPS
SAN DIEGO GAS & ELECTIRC		8/21/2017	2.99	NAT GAS @ EE PS
	Total 50134		19,248.86	
SOUTHERN CONTRACTING COMPANY	50135	8/21/2017	10,787.25	METER SWITCHING @ MAIN OFFICE BLDG
	Total 50135		10,787.25	
TERMINIX	50136	8/21/2017	32.00	PEST SERVICE-BAIT TRAPS-AUG
	Total 50136		32.00	
UNIFIRST CORPORATION	50137	8/21/2017	194.73	LAUNDRY SERVICE W/E 8/9/17
	Total 50137		194.73	
U.S. BANK	50138	8/21/2017	13,597.72	MEETINGS/CONFS/OFFICE SUPPLIES, ETC
	Total 50138		13,597.72	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/21/2017 Through 8/21/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
VERIZON WIRELESS	50139	8/21/2017	<u>1,050.87</u>	CELL PHONES-JULY/AUG
	Total 50139		1,050.87	
WESELOH CHEVROLET	50140	8/21/2017	<u>1,232.80</u>	MAINT/SERVICE- 95 GMAC
	Total 50140		1,232.80	
Report Total			<u><u>357,024.51</u></u>	

**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 6/30/2017 Through 8/21/2017

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	6/30/2017	50138	1,638.68	5540	VEHICLES	PAINT-VAN
U.S. BANK	API	6/30/2017	50138	50.10	5735	EMPLOYEE RECOGNITION	LUNCH-CAP.FEE ORDINANCE
U.S. BANK	API	6/30/2017	50138	34.30	6420	ENCINA CAPITAL	EWA BUSINESS BFAS
Transaction Total				<u>1,723.08</u>			
Total 6/30/2017				1,723.08			
U.S. BANK	API	8/15/2017	50138	2,750.00	4330	BOARD CONFERENCES	CASA CONF-BRD
U.S. BANK	API	8/15/2017	50138	580.00	4330	BOARD CONFERENCES	CSDA ANN. CONF-D.O.
U.S. BANK	API	8/15/2017	50138	580.00	4330	BOARD CONFERENCES	CSDA ANN.CONF-E.S.
U.S. BANK	API	8/15/2017	50138	580.00	4330	BOARD CONFERENCES	CSDA CONF REG-D.K.
U.S. BANK	API	8/15/2017	50138	580.00	4330	BOARD CONFERENCES	CSDA CONF REG-J.H.
U.S. BANK	API	8/15/2017	50138	598.10	4330	BOARD CONFERENCES	CSDA CONF-FLIGHT-J.H.
U.S. BANK	API	8/15/2017	50138	598.10	4330	BOARD CONFERENCES	CSDA-FLIGHT-D.O.
U.S. BANK	API	8/15/2017	50138	101.70	4330	BOARD CONFERENCES	HOTEL-TRI STATE-A.J.
U.S. BANK	API	8/15/2017	50138	99.00	4330	BOARD CONFERENCES	REG/TRI-STATE-A.J.
U.S. BANK	API	8/15/2017	50138	292.50	5040	SAFETY SUPPLIES	DATCO
U.S. BANK	API	8/15/2017	50138	474.09	5040	SAFETY SUPPLIES	INDUSTRIAL LABEL MAKER/TAPE
U.S. BANK	API	8/15/2017	50138	510.90	5040	SAFETY SUPPLIES	SAFETY HELMETS
U.S. BANK	API	8/15/2017	50138	550.00	5710	TRAINING, EDUCATION & CONFERNC	CASA CONF-REG-P.B.
U.S. BANK	API	8/15/2017	50138	274.96	5710	TRAINING, EDUCATION & CONFERNC	CASA LRP FLIGHT
U.S. BANK	API	8/15/2017	50138	50.00	5710	TRAINING, EDUCATION & CONFERNC	CASA LUNCH-T.H.
U.S. BANK	API	8/15/2017	50138	580.00	5710	TRAINING, EDUCATION & CONFERNC	CSDA CONF-REG-R.D.
U.S. BANK	API	8/15/2017	50138	150.00	5710	TRAINING, EDUCATION & CONFERNC	CSFMO TRAINING-R.D.
U.S. BANK	API	8/15/2017	50138	154.00	5710	TRAINING, EDUCATION & CONFERNC	TRI STATE CONF REG-G.M.
U.S. BANK	API	8/15/2017	50138	154.00	5710	TRAINING, EDUCATION & CONFERNC	TRI STATE CONF REG-M.A.
U.S. BANK	API	8/15/2017	50138	99.00	5710	TRAINING, EDUCATION & CONFERNC	TRI STATE CONF REG-M.G.
U.S. BANK	API	8/15/2017	50138	101.70	5710	TRAINING, EDUCATION & CONFERNC	TRI STATE CONF-M.A.
U.S. BANK	API	8/15/2017	50138	101.70	5710	TRAINING, EDUCATION & CONFERNC	TRI STATE HOTEL-G.M.
U.S. BANK	API	8/15/2017	50138	101.70	5710	TRAINING, EDUCATION & CONFERNC	TRI STATE HOTEL-J.S.
U.S. BANK	API	8/15/2017	50138	101.70	5710	TRAINING, EDUCATION & CONFERNC	TRI STATE HOTEL-M.G.
U.S. BANK	API	8/15/2017	50138	99.00	5710	TRAINING, EDUCATION & CONFERNC	TRI-STATE CONF-REG-J.S.
U.S. BANK	API	8/15/2017	50138	725.00	5710	TRAINING, EDUCATION & CONFERNC	WEFTEC REG-P.B.
U.S. BANK	API	8/15/2017	50138	33.53	5735	EMPLOYEE RECOGNITION	BUSINESS LUNCH-T.H.

**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 6/30/2017 Through 8/21/2017

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	8/15/2017	50138	58.37	5735	EMPLOYEE RECOGNITION	EMPLOYEE LUNCH SUPPLIES
U.S. BANK	API	8/15/2017	50138	613.40	5735	EMPLOYEE RECOGNITION	EMPLOYEE LUNCHEON
U.S. BANK	API	8/15/2017	50138	52.19	5735	EMPLOYEE RECOGNITION	EMPLOYEE LUNCHEON SUPPLIES
U.S. BANK	API	8/15/2017	50138	100.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	8/15/2017	50138	<u>30.00</u>	5910	TELEPHONE	WIFI
Transaction Total				<u>11,874.64</u>			
Total 8/15/2017				11,874.64			
U.S. BANK	APS	8/21/2017	50138	0.00	1005	UNION BANK GENERAL	MEETINGS/CONFS/OFFICE SUPPLIES, ETC
U.S. BANK	APS	8/21/2017	50138	0.00	1080	DUE TO/FROM OTHER FUNDS	MEETINGS/CONFS/OFFICE SUPPLIES, ETC
Transaction Total				<u>0.00</u>			
Total 8/21/2017				0.00			
Report Opening/Current Balance							
Report Transaction Totals				<u>13,597.72</u>			
Report Current Balances				<u><u>                    </u></u>			

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 30, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19426 - 19444	8/30/2017	\$47,216.52

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 31, 2017  
Jennifer's G. Final Check

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19445	8/31/2017	\$2,036.24

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/1/2017 Through 9/1/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLAN JULIUSSEN	50141	9/1/2017	<u>797.88</u>	REIMBURSE FOR CASA CONF
	Total 50141		797.88	
ALPHAGRAPHICS	50142	9/1/2017	<u>77.34</u>	GLOSS COPY OF A CHECK
	Total 50142		77.34	
AT&T	50143	9/1/2017	<u>118.15</u>	PHONE @ BPS
	Total 50143		118.15	
BAJA POOL AND SPA SERVICE	50144	9/1/2017	<u>125.00</u>	MONTHLY CHARGE FOR WEEKLY FOUNTAIN SERVICE-SEPT
	Total 50144		125.00	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	50145	9/1/2017	<u>31,381.77</u>	HEALTH INS-EMPLOYEES-SEPT
	Total 50145		31,381.77	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	50146	9/1/2017	<u>2,995.61</u>	BOARD HEALTH INS-SEPT
	Total 50146		2,995.61	
CARLSBAD FUELS CORPORATION	50147	9/1/2017	<u>1,537.35</u>	VEHICLE GAS
	Total 50147		1,537.35	
PETTY CASH	50148	9/1/2017	<u>257.91</u>	PETTY CASH-AUG
	Total 50148		257.91	
COASTAL LIVING, LLC	50149	9/1/2017	<u>2.65</u>	REFUND DEV FOR PROJECT 0882
	Total 50149		2.65	
DATA NET	50150	9/1/2017	<u>1,112.05</u>	IS MAINT AND SUPPORT
	Total 50150		1,112.05	
DAVID KULCHIN	50151	9/1/2017	770.01	REIMBURSE FOR CASA CONF
DAVID KULCHIN		9/1/2017	<u>27.82</u>	REIMBURSE FOR MILEAGE-CSDA DINNER
	Total 50151		797.83	
DOWNSTREAM SERVICES, INC.	50152	9/1/2017	<u>70.00</u>	STORMWATER MAINTENANCE
	Total 50152		70.00	
ELAINE SULLIVAN	50153	9/1/2017	<u>746.94</u>	REIMBURSE FOR CASA CONF
	Total 50153		746.94	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/1/2017 Through 9/1/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
EOLUS 4, LLC	50154	9/1/2017	<u>216.24</u>	REFUND DEV FOR PROJECT #0874
	Total 50154		216.24	
FEDERAL EXPRESS CORPORATION	50155	9/1/2017	<u>53.71</u>	SHIPPING
	Total 50155		53.71	
LOS ANGELES FREIGHTLINER	50156	9/1/2017	<u>801.26</u>	VACTOR 159 REPAIRS
	Total 50156		801.26	
GREAT AMERICA FINANCIAL SERVICES	50157	9/1/2017	<u>926.24</u>	COPIER LEASE-SEPT
	Total 50157		926.24	
HACH COMPANY	50158	9/1/2017	<u>30.31</u>	SAMPLE CELL
HACH COMPANY		9/1/2017	<u>1,622.00</u>	SERVICE CONTRACT AND CREDIT
	Total 50158		1,652.31	
HARTFORD LIFE & ACCIDENT INS.	50159	9/1/2017	<u>454.38</u>	LIFE INS-SEPT
	Total 50159		454.38	
INFRASTRUCTURE ENGINEERING CORP	50160	9/1/2017	230.00	AS NEEDED GIS-JULY
INFRASTRUCTURE ENGINEERING CORP		9/1/2017	1,695.00	BPS B1 FORCE MAIN-JULY
INFRASTRUCTURE ENGINEERING CORP		9/1/2017	416.75	FY 2016-GRAVITY LINE-JULY
INFRASTRUCTURE ENGINEERING CORP		9/1/2017	4,515.00	GAFNER AWT-JULY
INFRASTRUCTURE ENGINEERING CORP		9/1/2017	438.55	L1 FORCE MAIN-JULY
INFRASTRUCTURE ENGINEERING CORP		9/1/2017	2,296.76	LC GOLF GRAVITY LINE-JULY
INFRASTRUCTURE ENGINEERING CORP		9/1/2017	8,835.00	LPS REHAB-JULY
INFRASTRUCTURE ENGINEERING CORP		9/1/2017	3,070.74	VP5 PS REPLACEMENT-JULY
	Total 50160		21,497.80	
HENRY JAVAHERI	50161	9/1/2017	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 50161		3,000.00	
JUDY HANSON	50162	9/1/2017	<u>613.19</u>	REIMBURSE FOR CASA CONF
	Total 50162		613.19	
MES VISION	50163	9/1/2017	<u>386.22</u>	VISION INS-SEPT



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/1/2017 Through 9/1/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 50163		386.22	
NAPA AUTO	50164	9/1/2017	83.92	FUEL FILTERS FOR PS
NAPA AUTO		9/1/2017	<u>60.26</u>	SPRAY PAINT
	Total 50164		144.18	
NATIONWIDE RETIREMENT SOLUTIONS	50165	9/1/2017	265.78	DEFERRED COMP
	Total 50165		265.78	
OFFICE DEPOT, INC.	50166	9/1/2017	<u>408.05</u>	OFFICE SUPPLIES
	Total 50166		408.05	
OLIVENHAIN MUNICIPAL WATER DISTRICT	50167	9/1/2017	726.54	REFUND DEV FOR PROJECT #0897
	Total 50167		726.54	
PACIFIC PIPELINE SUPPLY	50168	9/1/2017	<u>206.57</u>	PARTS
	Total 50168		206.57	
PARADA PAINTING, INC	50169	9/1/2017	<u>4,650.00</u>	PAINTING ELECTRICAL BOXES
	Total 50169		4,650.00	
PLUMBERS DEPOT, INC	50170	9/1/2017	489.62	CABLES AND PARTS
PLUMBERS DEPOT, INC		9/1/2017	693.35	CONNECTOR, CABLE CLAMP/PARTS
PLUMBERS DEPOT, INC		9/1/2017	264.61	FIBER GLASS POLES
PLUMBERS DEPOT, INC		9/1/2017	288.21	NOZZLE AND PARTS
PLUMBERS DEPOT, INC		9/1/2017	<u>490.15</u>	PARTS-SCREWS/PAN
	Total 50170		2,225.94	
CURNEY RUSSELL	50171	9/1/2017	<u>50.00</u>	REIMBURSE FOR CERT TEST
	Total 50171		50.00	
SC VALLEY ENGINEERING	50172	9/1/2017	<u>4,235.00</u>	REFUND DEV FOR PROJECT #0942
	Total 50172		4,235.00	
SAN DIEGO GAS & ELECTIRC	50173	9/1/2017	118.24	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		9/1/2017	11,337.13	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		9/1/2017	452.51	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		9/1/2017	859.32	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		9/1/2017	1,713.85	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		9/1/2017	<u>24.40</u>	GAS @ OFFICE
	Total 50173		14,505.45	
STANEK CONSTRUCTORS, INC	50174	9/1/2017	7,125.00	GAFNER IMPROVEMENT PROJECT-JULY
	Total 50174		7,125.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/1/2017 Through 9/1/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
THE GUARDIAN	50175	9/1/2017	<u>4,101.04</u>	DENTA/DISABILITY INS-SEPT
	Total 50175		4,101.04	
SOLANA PALM LLC	50176	9/1/2017	<u>90.00</u>	ANSWERING SERVICE-AUG/SEPT
	Total 50176		90.00	
UNIFIRST CORPORATION	50177	9/1/2017	194.73	LAUNDRY SERVICE W/E 8/23/17
UNIFIRST CORPORATION		9/1/2017	<u>201.80</u>	LAUNDRY SERVICE-W/E 8/16/17
	Total 50177		396.53	
UNITED PARCEL	50178	9/1/2017	<u>74.39</u>	SHIPPING
	Total 50178		74.39	
VORTEX INDUSTRIES, INC	50179	9/1/2017	282.20	REPAIRS TO GLASS/ALUMINUM DOORS
	Total 50179		282.20	
WESELOH CHEVROLET	50180	9/1/2017	<u>81.89</u>	MAINT ON '14 CHEVY SILVERADO
	Total 50180		81.89	
Report Total			<u>109,190.39</u>	

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: September 1, 2017

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19446 - 19450	9/1/2017	\$4,440.07

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

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

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

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

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

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

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

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

**FEBRUARY**

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

**MARCH**

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

**APRIL**

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

**MAY**

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

**JUNE**

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

**JULY**

7/1/2017	Board		\$1,887.30
7/5/2017	Employee		\$47,055.56
7/12/2017	Employee	Incentive	\$461.75
7/19/2017	Employee		<u>\$47,204.47</u>
	<b>TOTAL</b>		<b>\$96,609.08</b>

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

**AUGUST**

8/1/2017	Board		\$1,140.00
8/2/2017	Employee		\$48,857.83
8/9/2017	Employee	Incentive	\$445.05
8/10/2017	Employee	Incentive	\$8,558.99
8/16/2017	Employee		\$48,590.61
8/30/2017	Employee		\$47,216.52
8/31/2017	Employee	Final Check	<u>\$2,036.24</u>
	<b>TOTAL</b>		<b>\$156,845.24</b>

**SEPTEMBER**

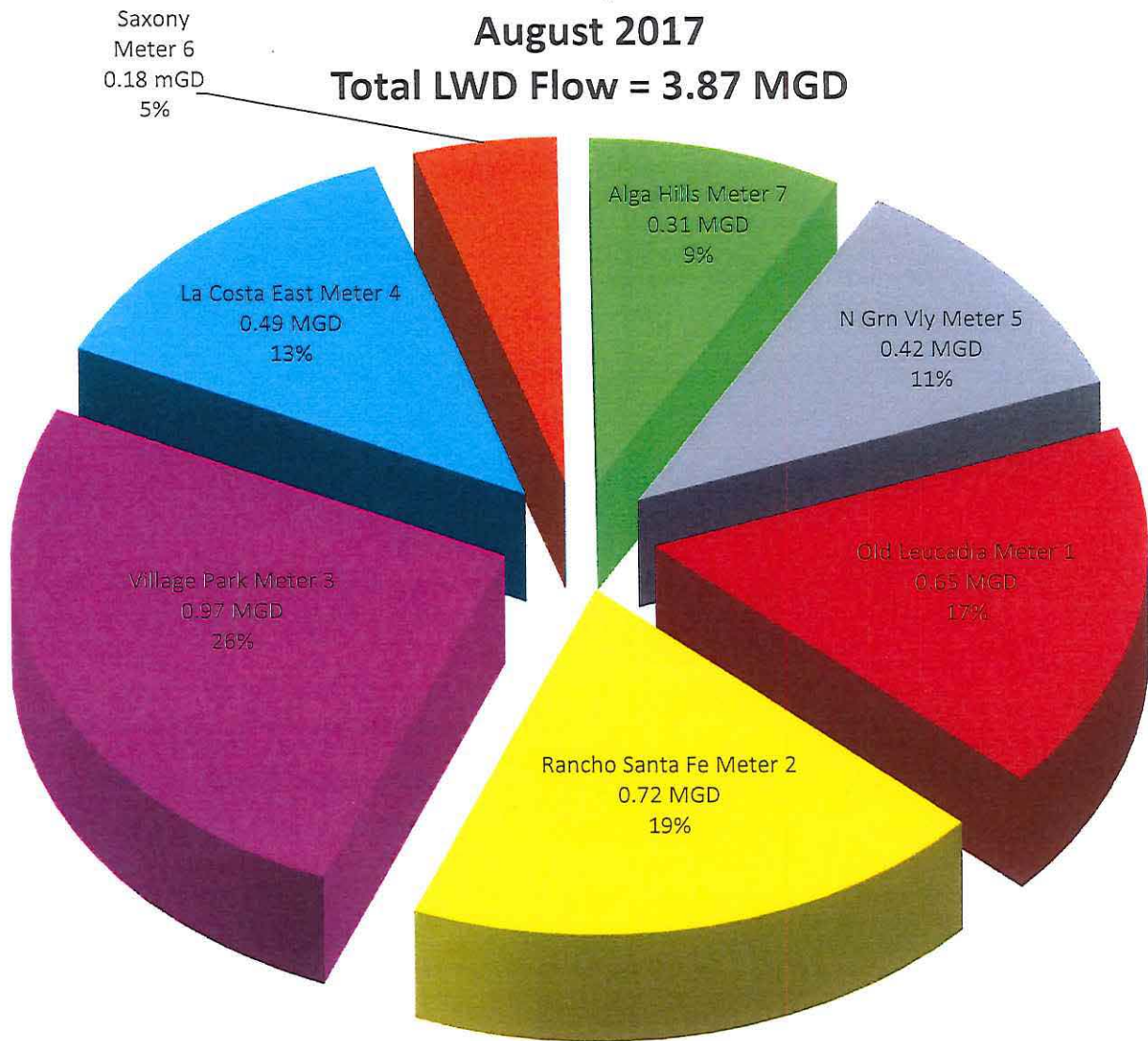
9/1/2017	Board		\$4,440.07
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**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2018 (July 2017 - June 2018)**

CURRENT MONTH - August 2017							FY 2017
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,469.81	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	120.28	3.82	3.88	136	50.52	3.77
YTD			28,473.63				
AUGUST	0.02	119.97	12.44	3.87	136	44.97	3.75
YTD			28,486.07				
SEPTEMBER							3.76
YTD							
OCTOBER							3.63
YTD							
NOVEMBER							3.68
YTD							
DECEMBER							3.78
YTD							
JANUARY							4.01
YTD							
FEBRUARY							3.97
YTD							
MARCH							3.96
YTD							
APRIL							3.78
YTD							
MAY							3.83
YTD							
JUNE							3.85
YTD							
YTD Totals	0.02	240.25	16.26			95.49	
Mo Average	0.01	120.13	8.13	3.88	136.06	47.75	3.81

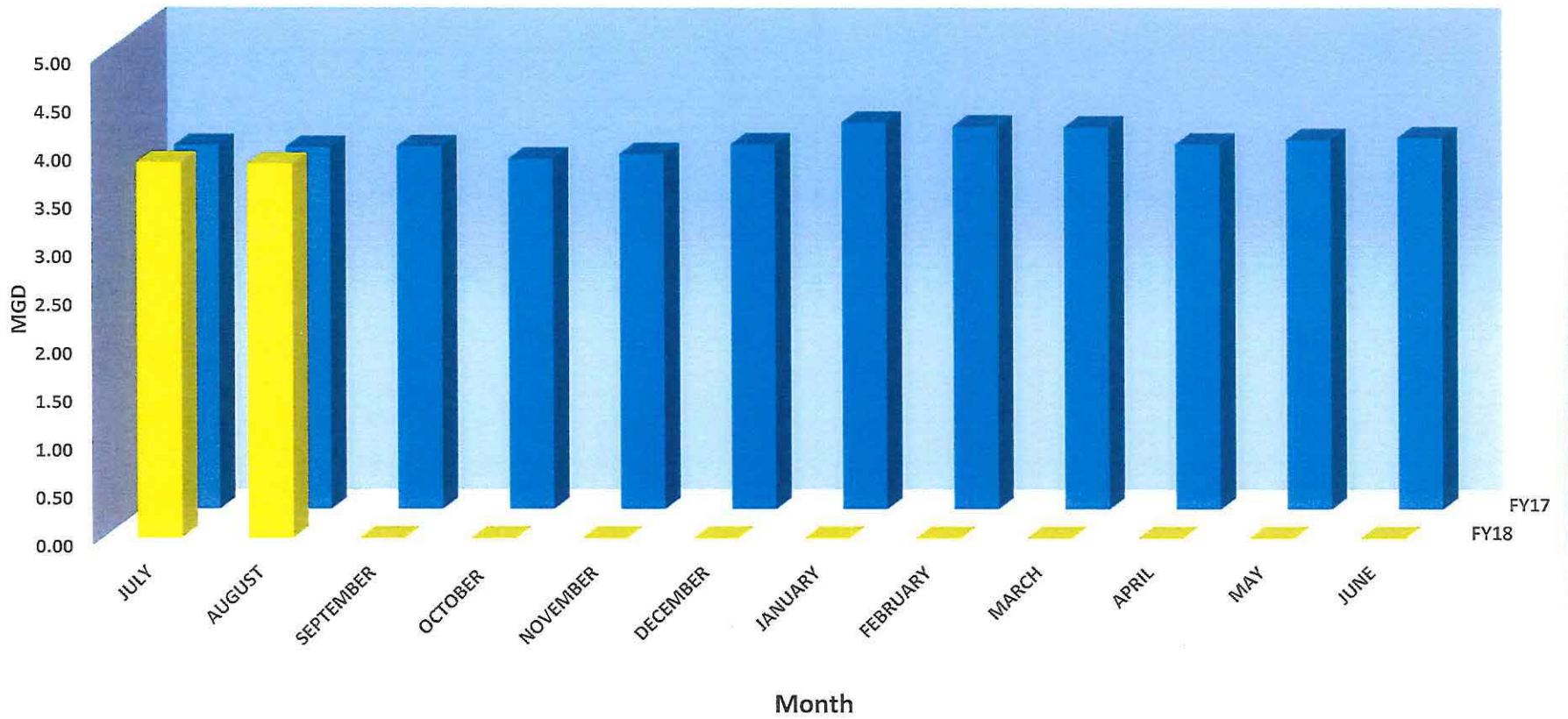
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# LWD Flows by Sub-Basin August 2017 Total LWD Flow = 3.87 MGD

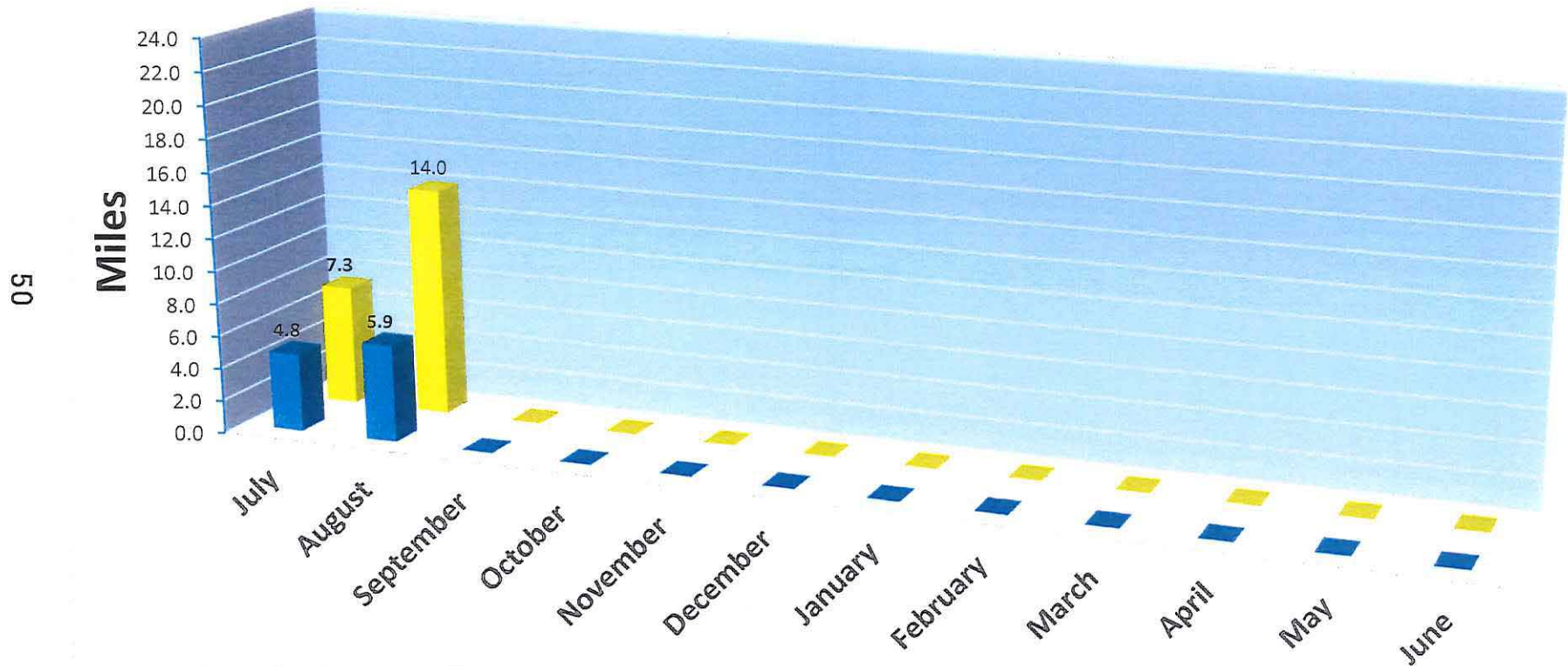




# Leucadia Wastewater District Flow Comparison FY 17 to FY 18



# FY-18 CCTV Inspections & Hydro Cleaning Production



## Monthly Target Mileage

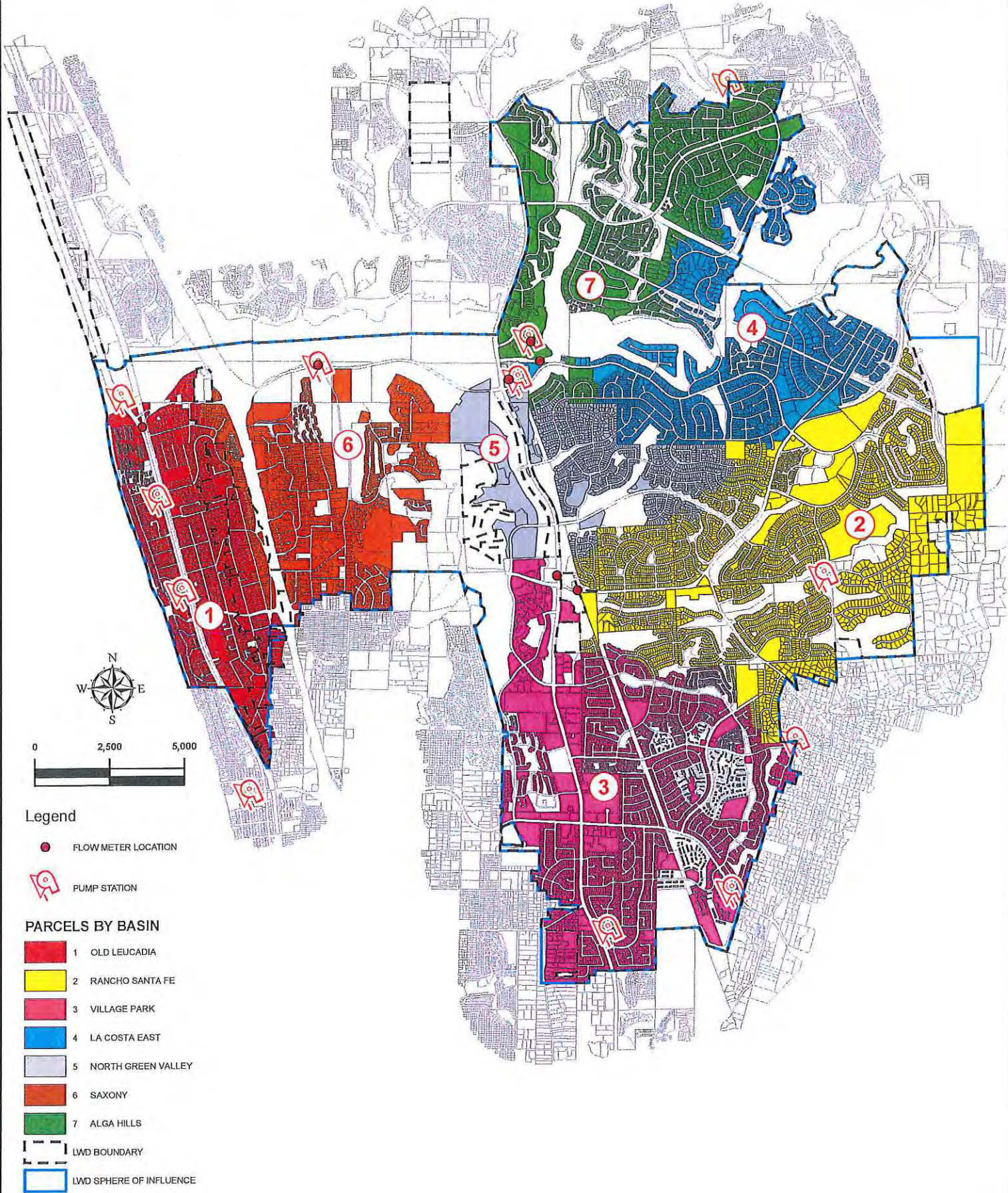
Hydo-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

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

■ CCTV Inspections  
■ Total Hydro Cleaning

# LEUCADIA WASTEWATER DISTRICT



**Legend**

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

# Leucadia Wastewater District

## Balance Sheet

As of 8/31/2017

		Current Year
<b>Assets</b>		
Cash & Investments	1CAS	33,895,622.10
Accounts Receivables	2A/R	206,484.91
Prepaid Expense	3PRE	207,871.16
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	158,901,884.18
Less Accumulated Depreciation	6DEP	(49,904,593.36)
Total Assets		144,794,068.99
<b>Deferred Outflows</b>		
Projected/Actual PERS Earnings Difference	6D/O	840,305.00
PERS Proportions & Assumptions Difference	7D/O	22,055.00
Current Year PERS Employer Contribution	8D/O	338,781.97
Total Deferred Outflows		1,201,141.97
Total Assets & Deferred Outflows		145,995,210.96
<b>Liabilities</b>		
Accounts Payable & Accrued Expenses	A/P	425,748.45
Developer Deposits	DEVD	68,413.25
Net Pension Liability	LTDB	3,466,620.00
Total Liabilities		3,960,781.70
<b>Deferred Inflows</b>		
PERS Actual/Proportion Contribution Difference	D/I2	175,908.00
PERS Proportions & Assumptions Difference	D/I3	141,883.00
Projected/Actual PERS Earnings Difference	D/In	382,658.00
Total Deferred Inflows		700,449.00
<b>Net Position</b>		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	103,352,670.49
Reserves	RESV	32,621,572.67
Undesignated Net Position	UNDS	5,860,363.99
Total Beginning Net Position (as of June 30, 2017)		141,834,607.15
Current Change In Net Position		
Other		(500,626.89)
Total Current Change In Net Position		(500,626.89)
Total Net Position		141,333,980.26
Total Liabilities, Deferred Inflows & Net Position		145,995,210.96

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

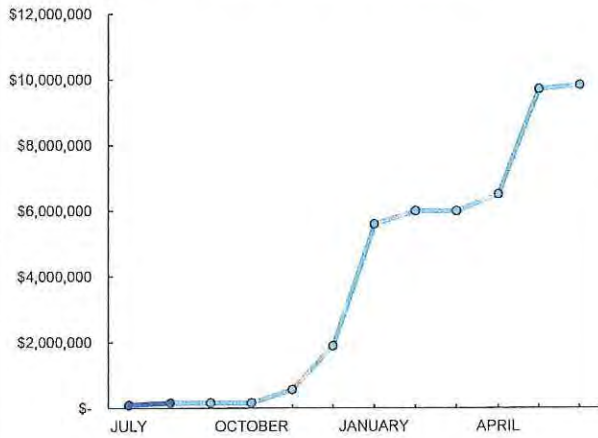
From 7/1/2017 Through 8/31/2017

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 168,624.86	\$ 9,827,873.00	\$ 9,659,248.14	1.7%
3150 Recycled Water Sales	0.00	272,000.00	272,000.00	0.0%
3100 Misc. Operating Revenue	0.00	205,302.00	205,302.00	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 168,624.86</b>	<b>\$10,305,175.00</b>	<b>\$10,136,550.14</b>	<b>1.6%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 282,926.36	\$ 1,836,787.00	\$ 1,553,860.64	15.4%
4200 Employee Benefits	154,937.19	963,613.00	808,675.81	16.1%
4300 Directors Expense	14,503.82	147,800.00	133,296.18	9.8%
4600 Gas, Oil & Fuel	1,924.09	41,000.00	39,075.91	4.7%
4700 Insurance Expense	18,393.75	113,600.00	95,206.25	16.2%
4800 Memberships	1,613.00	29,000.00	27,387.00	5.6%
4900 Office Expense	14,287.79	154,700.00	140,412.21	9.2%
5000 Operating Supplies	17,731.63	202,300.00	184,568.37	8.8%
5200 Professional Services	21,756.24	520,500.00	498,743.76	4.2%
5300 Printing & Publishing	596.40	29,500.00	28,903.60	2.0%
5400 Rents & Leases	3,655.09	15,000.00	11,344.91	24.4%
5500 Repairs & Maintenance	38,863.95	451,800.00	412,936.05	8.6%
5600 Monitoring & Permits	2,413.00	60,700.00	58,287.00	4.0%
5700 Training & Development	8,588.43	47,000.00	38,411.57	18.3%
5900 Utilities	57,558.28	427,700.00	370,141.72	13.5%
6100 LAFCO Operations	6,863.30	8,000.00	1,136.70	85.8%
6200 Encina Operating Expense	0.00	1,861,800.00	1,861,800.00	0.0%
6900 Admin O/H alloc to Capital	0.00	(140,121.00)	(140,121.00)	0.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 646,612.32</b>	<b>\$ 6,770,679.00</b>	<b>\$ 6,124,066.68</b>	<b>9.6%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 55,122.56	\$ 400,600.00	\$ 345,477.44	13.8%
3220 Property Taxes	24,470.93	1,600,000.00	1,575,529.07	1.5%
3250 Investment Income	85,928.56	327,000.00	241,071.44	26.3%
3290 Misc. Non Op Revenue	0.00	286,400.00	286,400.00	0.0%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 165,522.05</b>	<b>\$ 2,614,000.00</b>	<b>\$ 2,448,477.95</b>	<b>6.3%</b>

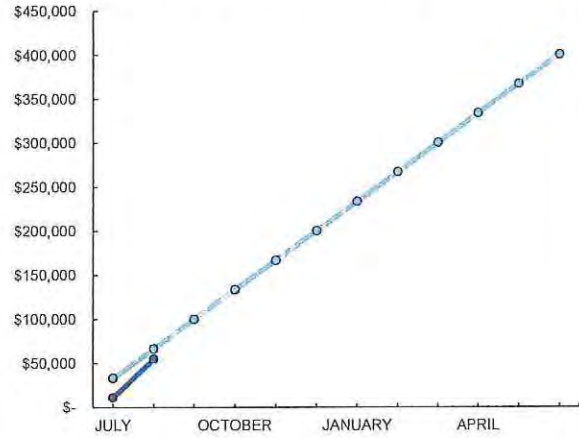
# Leucadia Wastewater District Revenue FY2018

YTD through August 31, 2017

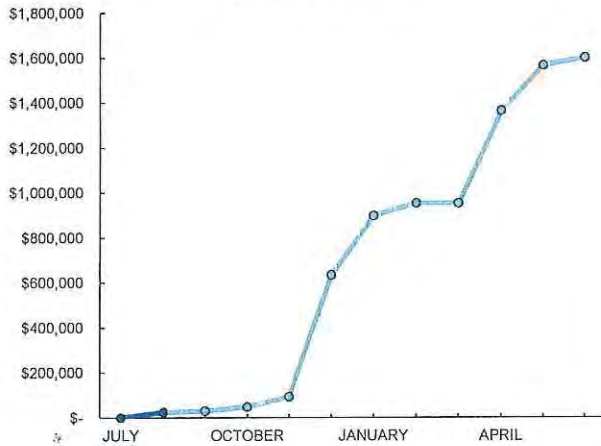
### Sewer Service Fees



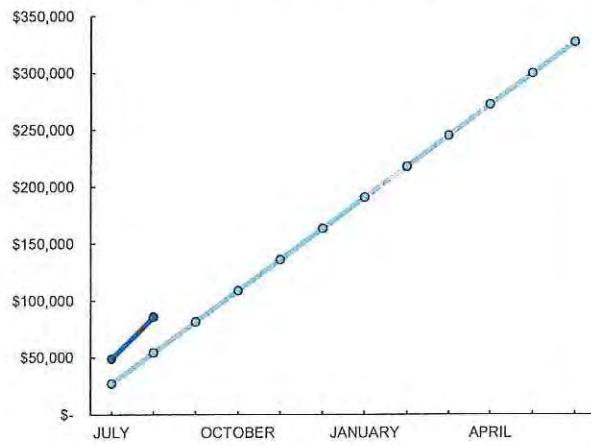
### Capacity Charges



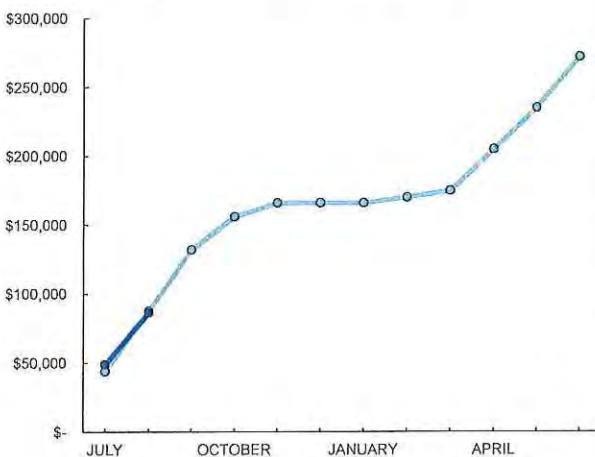
### Property Taxes



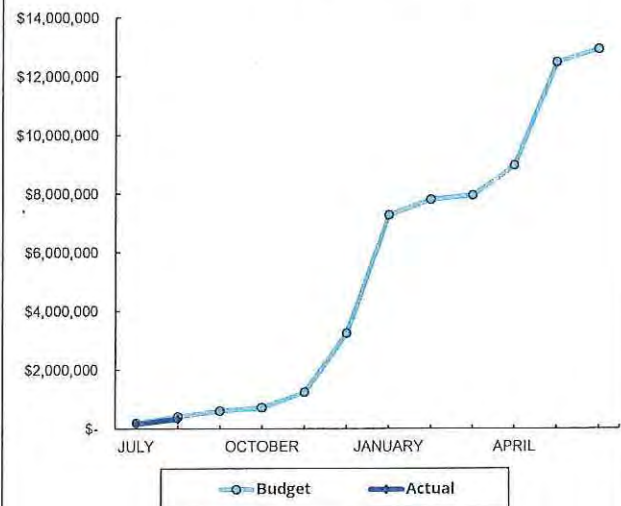
### Investment Income



### Recycled Wastewater Sales



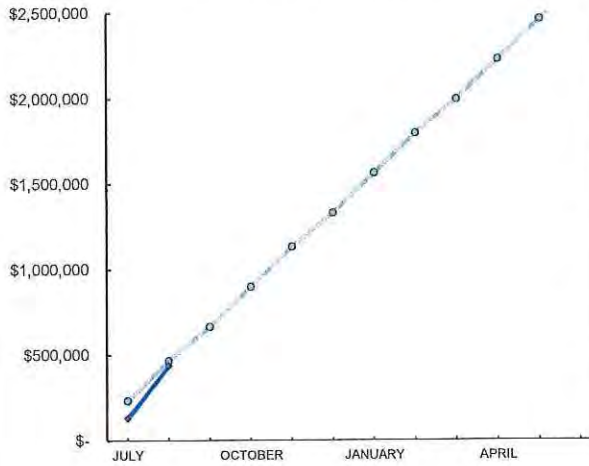
### Total Revenue



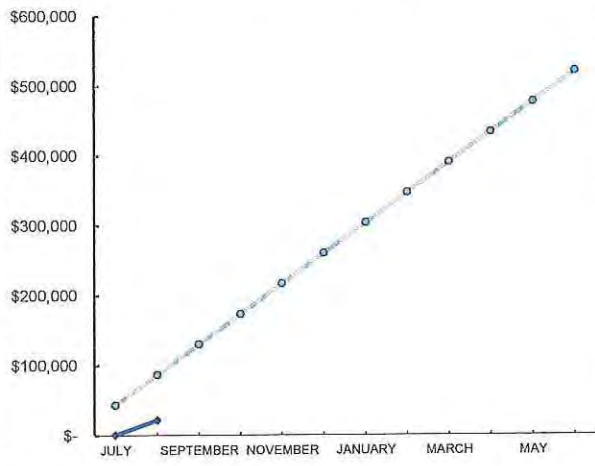
# Leucadia Wastewater District Operating Expenses FY2018

YTD through August 31, 2017

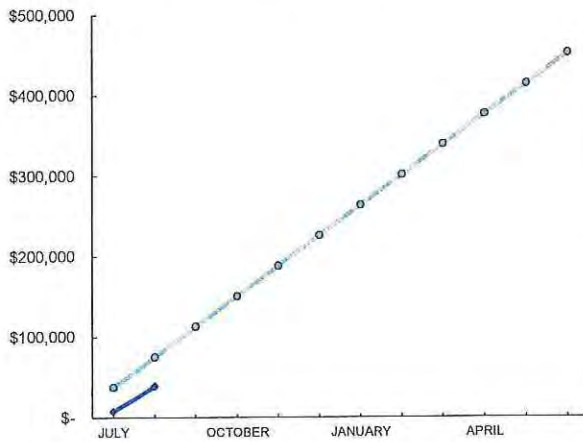
Salaries and Benefits



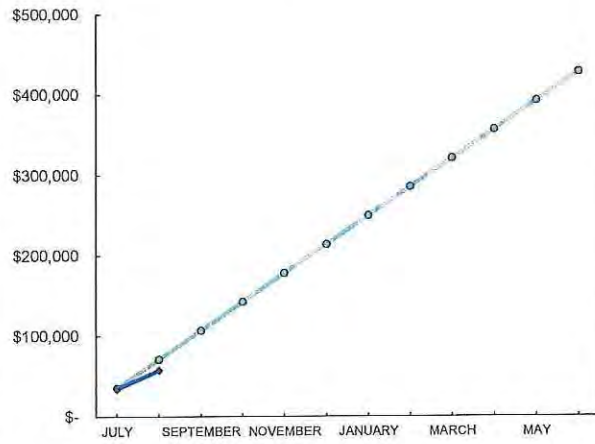
Professional Services



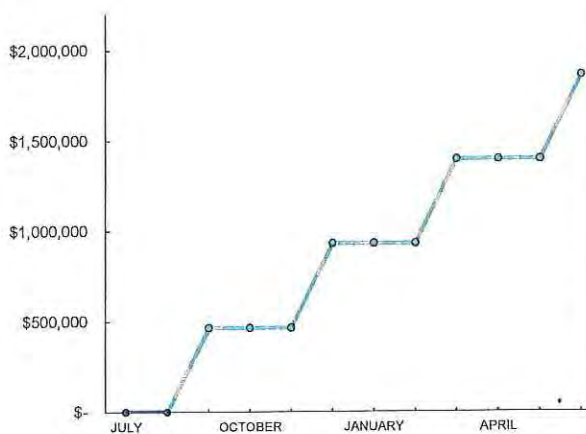
Repairs & Maintenance



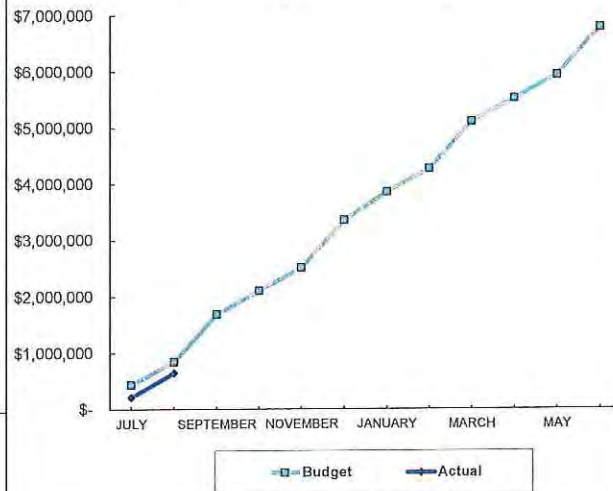
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement



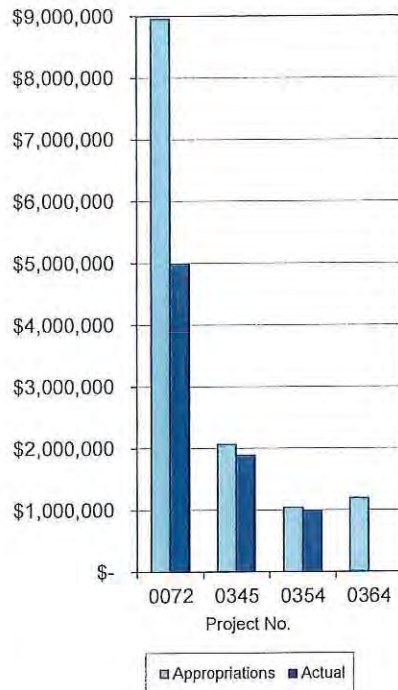
■ = Budget     — = Actual

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

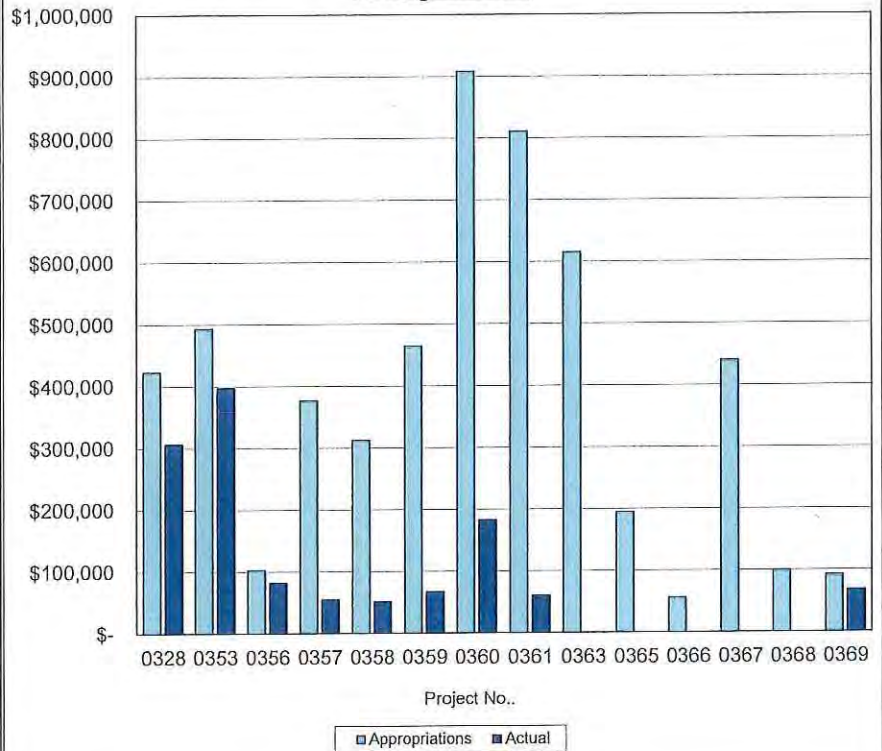
# Leucadia Wastewater District Capital Expenditures

As of August 31, 2017

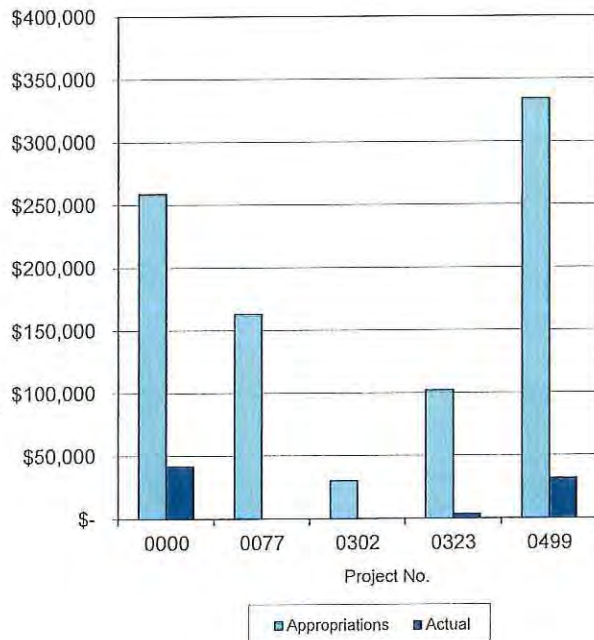
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2018



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



Single Year Capital Expenditures by Project FY2018



Project Legend

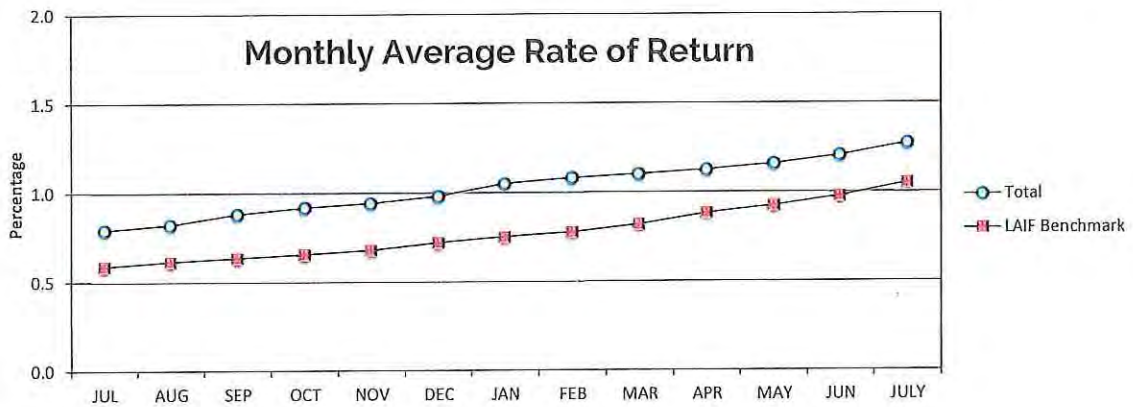
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Leucadia FM West Section Replacement	0345
FY2016 Gravity Pipeline Rehabilitation	0353
Village Park No. 5 PS Replacement	0354
New Recycled Water Pump Design	0356
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
FY2017 Gravity Pipeline Rehabilitation	0359
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Replcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
Force Main Corrossion Control	0366
B1 Force Main - North Section Replcmnt	0367
Asset Management Plan	0368
HQ Electric Meter Installation	0369
Single Year Capital Projects	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

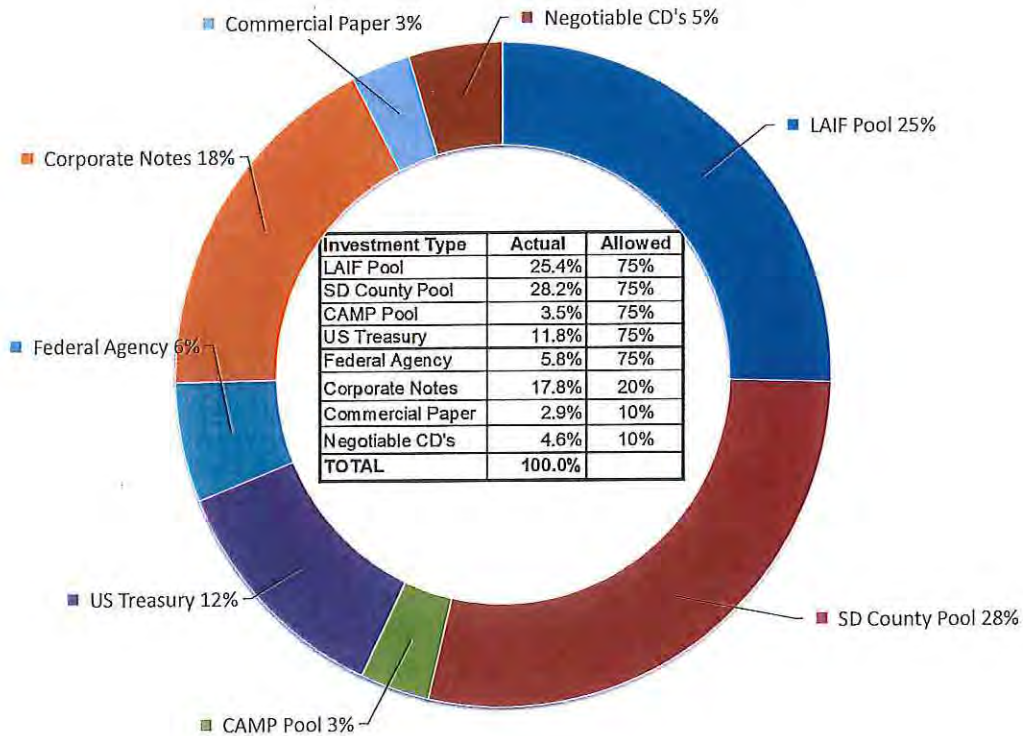


**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**July 31, 2017**

Cash Equivalents & Investments	Principal (Original Cost)		July Interest	Average Rate
	June 30, 2017	July 31, 2017		
LAIF Pool	\$ 11,964,268	\$ 8,652,658	\$ 9,028	1.051%
SD County Pool	9,575,805	9,602,357	10,188	1.275%
CAMP Pool	398,032	1,177,380	703	1.120%
CAMP Portfolio				
US Treasury Notes	4,984,180	3,998,281	4,641	1.270%
Federal Agency Mortgage-Backed Securities	5,780	5,745	35	7.370%
Federal Agency Notes	1,975,475	1,975,475	2,182	1.320%
Corporate Bonds/Notes	5,804,150	6,052,042	7,145	1.440%
Commerical Paper	0	988,880	973	1.440%
Negotiable CD's	1,570,000	1,570,000	2,419	1.850%
Total Camp Portfolio	14,339,584	14,590,423	17,395	1.430%
<b>Totals</b>	<b>\$ 36,277,689</b>	<b>\$ 34,022,817</b>	<b>\$ 37,315</b>	<b>1.274%</b>

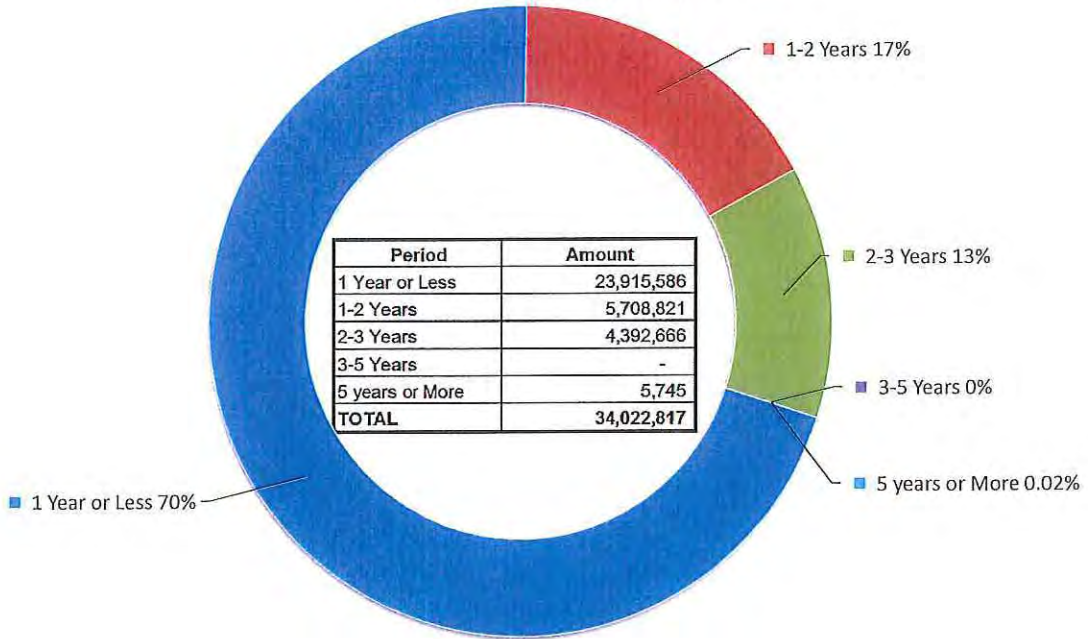


**INVESTMENT DISTRIBUTION BY CATEGORY**

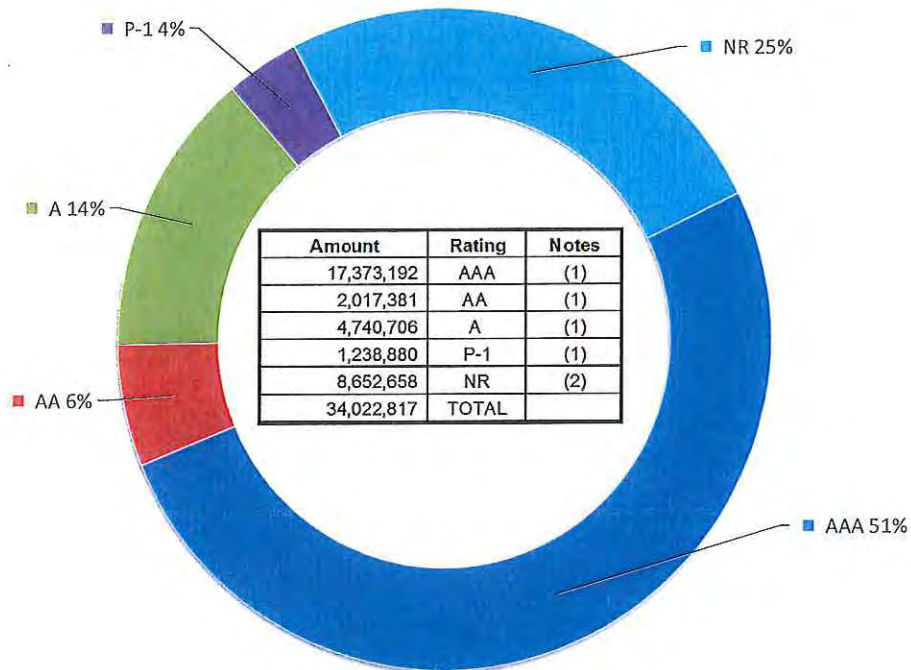


**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**July 31, 2017**  
(Continued)

**REMAINING MATURITY**



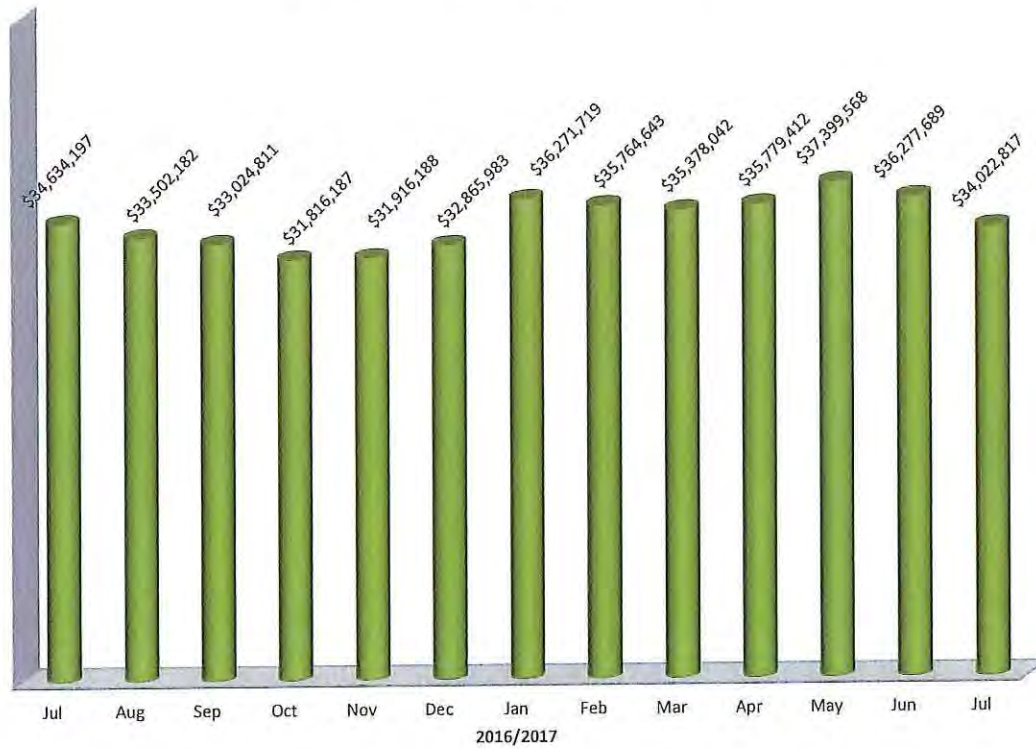
**INVESTMENT RATINGS**



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

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

**TOTAL CASH EQUIVALENTS & INVESTMENTS**



**INVESTMENT TRANSACTIONS**  
*For the months of July, 2017*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 35		(3)	7.37%
IBM Credit Corp Notes	\$ 247,893				1.93%
Bk of Tokyo/Mitsb Comm Paper	\$ 494,384				1.54%
BNP Paribas NY Comm Paper	\$ 494,495				1.51%
US Treasury Note			\$ 998,125		1.03%
<b>TOTAL</b>	<b>\$ 1,236,772</b>	<b>\$ 35</b>	<b>\$ 998,125</b>		

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 18-5555

**DATE:** September 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** August 2017 Board Disclosure of Reimbursements Report

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

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

**DISCUSSION:**

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

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

tb:PJB

Attachment

Leucadia Wastewater District  
Disclosure of Reimbursements Report  
August 1-31, 2017

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	J. Stecker
<i>2017 CASA Annual Conference</i>										
2017 CASA Annual Conference August 22-24, 2017 San Diego, CA	Registration	550.00	550.00		550.00	550.00	550.00		550.00	
	Hotel	584.30	584.30		584.30	584.30				
	Airfare									
	Meals		20.47		33.40	36.17				
	Rental Car									
	Parking		100.00		100.00	100.00	45.00		118.00	
	Tips		9.00		17.00	10.00				
	Fuel/mileage/taxi	28.89	33.17		35.31	67.41	53.31			
	<b>Total</b>	<b>1,163.19</b>	<b>1,296.94</b>	<b>0.00</b>	<b>1,320.01</b>	<b>1,347.88</b>	<b>648.31</b>	<b>0.00</b>	<b>668.00</b>	<b>0.00</b>
<i>2017 CASA Annual Conference</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/coaster									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>2017 CASA Annual Conference</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>2017 CASA Annual Conference</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>


**Notes:**

DO did not attend CASA Annual Conference

AJ mileage - left conference to attend EWA meeting on 8/23 then drove back to conference

## MEMORANDUM

Ref: 18-5547

**DATE:** September 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Annual Review of LWD Investment Policy

---

### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2017 through August 31, 2018.
2. Receive and file the Annual Review of LWD Investment Policy Report.
3. Discuss and take other action, as appropriate.

### DISCUSSION:

#### **Tactical Goal: Finance/Financial Policy Reviews/Investment Policy**

In September 2004, the Board adopted Leucadia Wastewater District's (LWD) Investment Policy (attached). The Policy, which was last amended in 2016, calls for an annual review by the Board of Directors.

The LWD Investment Policy establishes guidelines to ensure investments are in compliance with state and federal regulations. It also establishes the types of investment vehicles LWD can use, defined by the target rate of return on investments and the maximum percentages of investments in any one vehicle. Additionally, the Investment Policy requires that the Board of Directors delegate authority to manage the Investment Program. In the past, this authority has been delegated to the General Manager.

Staff reviewed the Policy to determine if any amendments are warranted. Based on this review, no changes are recommended.

Staff recommends that the Board of Directors: 1) re-delegate authority to manage LWD's Investment Program to the General Manager for the period September 1, 2017 through August 31, 2018; 2) receive and file the Investment Policy Report; and 3) discuss and take other action as appropriate.

th:PJB

Attachment



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## LEUCADIA WASTEWATER DISTRICT INVESTMENT POLICY

Ref: 17-5145

### 1.0 Purpose

This policy is intended to establish guidelines for the prudent investment of the Leucadia Wastewater District's available funds and outline the policies for safe and prudent management of District funds without sacrificing safety or liquidity. It is also intended that the Board of Directors review this policy annually.

It is the policy of the District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state statutes governing the investment of public funds.

### 2.0 Scope

The District's cash management system is designed to accurately monitor and forecast expenditures and revenues, enabling the District to invest funds to the fullest extent possible. All funds will be invested with the intent of maximizing safety and liquidity. This policy applies to all financial assets of the District, which are accounted for in the District's Audited Annual Financial Report with the exception of the following funds:

- A. The District's other post employment benefits trust funds,
- B. The District's deferred compensation funds,
- C. The proceeds of any debt issued by the District, and
- D. The District's operational funds with an approved depository.

### 3.0 Prudence

The District operates its temporary pool of cash investments under the *Prudent Investor Standard*, Government Code Section 53600.3, which states:

"When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

Investment officers acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit

risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The District may invest in a variety of vehicles provided the investment is allowable under current legislation of the State of California, permitted by this policy and complies with the aforementioned Prudent Investor Standard.

#### **4.0 Objective**

The primary objectives, in priority order, of the District's investment activities shall be:

4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions.

4.2 Liquidity: The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might reasonably be anticipated.

4.3 Return on Investments: The District's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

#### **5.0 Delegation of Authority**

Authority to manage the District's investment program is derived from the Board of Directors. Management responsibility for the investment program is hereby delegated to the General Manager for a one-year period. Subject to review, the Board of Directors may renew the delegation of the authority pursuant to this section each year. The General Manager, through approval of this policy, has established written procedures for the operation of the investment program. No person may engage in an investment transaction except as provided under the terms of this policy and other procedures consistent with this policy that may be established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. As authorized by the Board of Directors, a SEC-registered investment advisor may be utilized to assist with the District's investment program under the direction of the General Manager. The investment advisor shall follow this investment policy and such other written instructions as are provided.

#### **6.0 Ethics and Conflicts of Interests**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the General Manager any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District's portfolio. The General Manager shall make a like disclosure to the Board of Directors. Employees and officers shall subordinate their personal investment transactions to those of the District, particularly with regard to the time of purchases and sales.



## 7.0 Authorized Financial Dealers and Institutions

The General Manager shall maintain a list of financial dealers and institutions authorized for investment transactions. Direct investments made by the District in LAIF, CAMP and the San Diego County pool are exempt from these requirements. Before adding a financial institution to the approved list, the General Manager shall review the entity's credit worthiness, credit characteristics, and financial history. Annually, financial dealers and institutions doing business with the District shall submit their most recent report on financial condition and certified that they have read the District's Investment Policy. Securities dealers utilized by the District must be members of a federally regulated securities exchange. Public deposits shall be made only in a qualified public depository as established by state laws.

For investment transactions initiated through an investment manager, the investment manager may use their own list of approved broker/dealers and financial institutions, which it will maintain and review periodically.

## 8.0 Authorized and Suitable Investments

8.1 All investments shall be made in accordance with Sections 53600 *et seq.* of the Government Code of California and described within the Investment Policy. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters will take precedence. The maximum maturity of individual investments shall not exceed the limits set forth below or in the California Government Code. Where no maturity limit is stated, no investment shall exceed a maturity of five years from the date of purchase unless the Board of Directors has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board of Directors no less than three months prior to the investment.

Permitted investments under the Investment Policy shall include:

U.S. Treasury Instruments. United States Treasury notes, bonds, bills or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged for payment of principal and interest.

Federal Agency and Instrumentality Securities. Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

State of California and Local Debt. Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. Purchases are limited to securities rated at least "A-" or equivalent, by a Nationally Recognized Statistical Rating Organization ("NRSRO").

Bonds issued by Leucadia Wastewater District. Bonds issued by the District, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the District or by a department, board, agency or authority of the

District.

Medium-Term Notes. Medium-term corporate notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to securities rated at least "A-," or equivalent, by a NRSRO.

Bankers Acceptances. Purchases of bankers acceptances may not exceed 180 days' maturity. Purchases are limited to issuers with senior debt ratings of at least "A-," or equivalent, by a NRSRO.

Commercial Paper. The entity that issues the commercial paper shall have met either of the following criteria: (1) The corporation shall be organized and operating within the United States, shall have total assets in excess of five hundred million dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated "A" or higher by a NRSRO; or (2) The corporation shall be organized within the United States as a special purpose corporation, trust, or limited liability company, has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond; has commercial paper that is rated "A-1" or higher, or equivalent by a NRSRO. Eligible commercial paper may not exceed 270 days' maturity nor represent more than 10 percent of the outstanding paper of an issuing corporation.

Bank Deposits. FDIC insured or collateralized bank deposits, including, without limitation, savings accounts, market rate accounts, and certificates of deposits in financial institutions located in California. No deposit of public funds shall be made except in a qualified public depository as established by state laws and the requirements of the California Government Code. Bank deposits are required to be collateralized as specified under the California Government Code Section 53630 et. seq. The General Manager may waive collateral for any portion that is covered by federal deposit insurance. The District shall have a signed agreement with any depository accepting District funds per California Government Code Section 53649.

Placement Service Deposits. Deposits placed through a deposit placement service in accordance with California Government Code Section 53601.8. The full amount of the principal and the interest that may be accrued during the maximum term of each deposit shall at all times be insured by federal deposit insurance.

Negotiable Certificates of Deposit. Negotiable certificates of deposit issued by a nationally or state-chartered bank or a state or federal association or by a state-licensed branch of a foreign bank.

Repurchase Agreements. Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The District may enter into repurchase agreements with financial institutions rated "A" or better by two NRSROs. Counterparties should also have (i) a short-term credit rating of at least "A-1" or equivalent, by a NRSRO; (ii) minimum assets and capitalized size of \$25 billion in assets and \$350 million in capital; (iii) five (5) years of acceptable audited financial results; and (iv) a strong reputation among market participants.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities will be acceptable collateral. All securities underlying repurchase agreements must be delivered to the District's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement. The total market value of all collateral for each repurchase agreement must equal or exceed 102 percent of total dollar value of the money invested by the District for the term of the investment. Since the market value underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions. Market value must be calculated each time there is a substitution of collateral.

The District or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to repurchase agreement. The District shall have properly executed a master repurchase agreement with each counterparty with which it enters into repurchase agreements.

Money Market Funds. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following). The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs. (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

State of California Local Agency Investment Fund (LAIF). If the District has funds invested in LAIF, the District shall maintain on file LAIF's current investment policy and its requirements for participation, including limitations on deposits or withdrawals.

California Asset Management Program (CAMP) Pool. California Asset Management Trust a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code of the State of California. If the District has funds invested in CAMP, the District shall maintain on file CAMP's disclosure statement listing its investment policy and its requirements for participation, including limitations on deposits or withdrawals.

San Diego County Treasurer's Pooled Money Fund. Local government investment pool managed by the San Diego County Treasurer-Tax Collector. If the District has funds invested in San Diego County Pool, the District shall maintain on file the San Diego County Treasurer's Pooled Money Fund Investment Policy and its requirements for participation, including limitations on deposits or withdrawals.

## 8.2 Socially Responsible Investing

For specific investment vehicles within the criteria of the Prudent Investor Standard the following Socially Responsible Investment criteria shall be applied to the following investments:

For bonds issued by other government agencies, the following preferences apply:

1. Geographic preference is given to agencies within this county and then to issues within the state.
2. Preference is given to projects dealing with reclamation, water, sewer, air quality, waste recycling and environmental protection.

**9.0 Investment Pools/Money Market Mutual Funds**

A thorough investigation of the pool/fund is required prior to investing, and monitoring is required on a continual basis. District staff will annually perform due diligence analysis of the pool/fund based on a standardized questionnaire developed to address investment policy and practices.

**10.0 Safekeeping and Custody**

All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the General Manager and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the District as beneficiary. The only exception to the foregoing shall be: (i) bank deposits, (ii) placement service certificates of deposit, (iii) LAIF, CAMP and the San Diego County Treasurer's Pool, and (iv) money market mutual funds, since these investments are not deliverable. Evidence of each of these investments will be held by the District.

**11.0 Diversification**

The District will diversify its investments by security type, institution, and maturities to prevent incurring unreasonable or avoidable risks regarding specific security types, individual financial institutions or maturity segments.

District funds may be invested in accordance with the following table, which summarizes the allowable allocation of investments by percentage of total funds invested. Percentage holding limits listed below apply at the time the security is purchased.

**Allowable Allocation of Investments**

<b>Authorized Investment</b>	<b>%</b>
US Treasury Instruments	<b>75%</b>
Federal Agency and Instrumentality Securities	<b>75%</b>
State of California and Local Debt	<b>10%</b>
Bonds Issued by Leucadia Wastewater District	<b>10%</b>
Medium-Term Corporate Notes	<b>20%</b>
Bankers Acceptances	<b>10%</b>
Commercial Paper	<b>10%</b>
Bank Deposits	<b>25%</b>
Placement Service Deposits	<b>25%</b>
Negotiable Certificates of Deposit	<b>10%</b>
Repurchase Agreements	<b>10%</b>
Money Market Funds	<b>10%</b>
State of California Local Agency Investment Pool (LAIF)	<b>75%</b>
California Asset Management Program (CAMP)	<b>75%</b>
San Diego County Treasurer's Pooled Money Fund (SD Pool)	<b>75%</b>

## **12.0 Internal Control**

The General Manager has established a system of internal controls to ensure compliance with the Investment Policy of the District and the California Government Code. The internal control procedures include segregation of duties in the different phases of an investment transaction, monthly reconciliation of the investment report to the general ledger, and annual policy compliance reviews. An independent audit is conducted by the District's outside auditors, which includes a compliance review of the District's investment activities to the District's Investment Policy, the California Government Code, and Government Accounting Standard Board (GASB) requirements regarding investment disclosures.

## **13.0 Performance Standards**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The District's investment strategy is passive. Given this strategy, the General Manager has selected LAIF as the benchmark to determine whether market yields are being achieved. The General Manager shall review the selected benchmark on an annual basis.

## **14.0 Reporting**

The General Manager shall submit to each member of the Board of Directors, on a monthly basis, an investment summary, describing the types of investment transactions, investments held, original costs, and average rates of return. As encouraged by Government Code 53646 (b) (1), the General Manager shall prepare a quarterly investment report. The report shall include a complete description of the portfolio; the type of investments, the issuers, maturity dates, interest rates, par values, cost and the current market values of each component of the portfolio. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy, and (2) the District will meet its expenditure obligations for the next six months, or provide an explanation as to why money shall, or may, not be available. The General Manager shall maintain a complete and timely record of all investment transactions.

## **15.0 Credit Rating Changes**

In the event a security held by the District is subject to a rating change that brings it below the minimum credit ratings specified in this policy, the General Manager should notify the Board of the change. The course of action to be followed will then be decided on a case-by-case basis, considering such factors as the reason for the rate drop, prognosis for recovery or further rate drops, and the market price of the security.

## **16.0 Investment Policy Adoption**

The District's Investment Policy shall be adopted by resolution of the Board of Directors. The policy shall be reviewed annually by the Investment and Finance Committee and the Board of Directors. The Board of Directors must approve any modifications made thereto.

Encina Wastewater Authority Report  
Regular Board Meeting  
August 23, 2017

EWA Board of Directors - Director Juliussen Reporting

**1. Primary Area Improvements Project Scope Expansion  
Change Order No.3 for Additional Design Services**

The Board of Directors authorized the General Manager to execute a Scope Expansion Change Order to the Professional Services Agreement between the Encina Wastewater Authority and CDM Smith in the amount of \$292,735 for additional design services related to critical improvements identified during the design process.

**2. South Parcel Temporary Construction Easement  
Authorization**

The Board of Directors authorized the General Manager to execute an agreement with Dempsey Construction for a temporary construction easement on the South Parcel.

**3. Alternative Fuel Supply Agreement Authorization**

The Board of Directors authorized the General Manager to execute an agreement with Stone Brewing Company (Stone) for supply of alternative fuel.

*There was no Executive Session.*

# Community Affairs Committee Meeting Report

Presented by Director Omsted

---

## **Meeting held August 10, 2017**

### **1. Review the draft text for the 2017 summer newsletter**

The Community Affairs Committee (CAC) reviewed and commented on the draft text of the 2017 summer newsletter. Rising Tide Partners (RTP) will make the recommended changes.

The CAC directed staff to move forward with final text and layout of the newsletter.

A CAC meeting was scheduled for August 29 at 9 a.m. to review the final newsletter prior to printing.

### **2. Facebook Update**

The CAC received an update on LWD's Facebook page. This item was for information purposes. There was no action taken.

# Community Affairs Committee Meeting Report

Presented by Director Omsted

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**Meeting held August 29, 2017**

## **1. Review of the Summer 2017 Newsletter**

The Community Affairs Committee (CAC) reviewed the final draft of the Summer 2017 newsletter. Rising Tide Partners (RTP) 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 will be mailed out the week of September 11<sup>th</sup>.

## **2. Community Open House Event Update**

The CAC also received an update on the LWD Open House.

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

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



## Engineering Committee Meeting Report

Presented by Director Juliussen

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### Meeting held on September 7, 2017

The EC reviewed the following recommendations:


1. Authorize the General Manager to execute Task Order No. 33 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY18 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$33,610.

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 also received an update on The Leucadia (L1) Force Main West Section Replacement Project.

This item was for informational purposes and no action was taken.

## MEMORANDUM

**DATE:** September 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2018 (FY18) Gravity Pipeline Rehabilitation Project Engineering Design Services

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute Task Order No. 33 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY18 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$33,610.
2. Discuss and take other action as appropriate.

**DISCUSSION:****Tactical Goal: Infrastructure and Technology / FY18 Gravity Pipeline Rehabilitation**

This item was reviewed by the EC at its September 7<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

The District's 2013 Asset Management Plan (AMP) included a 5 year Capital Improvement Program for each of the five District asset categories – gravity sewers, manhole, pump stations, force mains, and jointly-owned facilities. The gravity sewer pipeline category included an annual gravity pipeline project for the programmatic replacement of vitrified clay pipe (VCP). This programmatic replacement was intended to replace the older VCP lines, starting with the older Leucadia area, which have been noted to have root intrusion.

The shift in Field Services focus from hydro-cleaning to Closed Circuit Television (CCTV) inspection has resulted in the discovery of significant pipe defects throughout the collection system that are of a high priority for repair. In 2014, Staff developed a process to generate and maintain a prioritized list of pipelines with defects, a Repair Priority List, as a result of CCTV inspections. Defects discovered include major sags, severe cracks, offset joints, broken pipe and other major defects in the collection system. In 2015, Staff added manholes to the Repair Priority List. Staff believes the repair of pipelines and manholes with defects on the Repair Priority List take precedence over the programmatic replacement of VCP lines due to root intrusion. Therefore, the Gravity Pipeline Rehabilitation Project (Project) for FY18 and subsequent fiscal years will focus on the repair of prioritized collection system defects on the Repair Priority List.

The FY18 Project is anticipated to include the repair or rehabilitation of thirteen (13) gravity line segments and eight (8) manholes.

IEC has submitted a proposal, attached, to complete the design phase of the FY18 Project. The Scope of Services includes:

Task 1 – Project Management and Administration

- Two meetings – discuss preliminary engineering assessment and 90% design review.

Task 2 – Preliminary Engineering Assessment

- Prepare a preliminary engineering assessment composed of an overview map and a spreadsheet of recommendations.
- Preliminary engineering assessment will consist of:
  - Review CCTV records of facilities recommended for repair
  - Obtain and review record drawings for facilities recommended for repair
  - Perform a limited site reconnaissance for each facility to assess site constraints

Task 3 – Final Design

- Prepare bid package.

The proposed cost for these design services is \$33,610. Staff has reviewed and discussed the scope of work and proposed fee with IEC. Staff believes the proposal is fair and reasonable. Therefore, Staff and the EC recommend the execution of Task Order No. 33 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY18 Gravity Pipeline Rehabilitation Project.

**FISCAL IMPACT:**

Staff appropriated funds in the FY18 Budget in anticipation of this project. The budget contains sufficient funds to cover the design services under this agreement.

ier:PJB

Attachment



August 31, 2017

Mr. Ian Riffel  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, California 92009

**RE: Proposal for Engineering Services for FY 18 Gravity Sewer Repairs Project**

Dear Mr. Riffel:

Infrastructure Engineering Corporation (IEC) is pleased to provide the Leucadia Wastewater District with this proposal for Engineering Services for the FY 18 Gravity Sewer Repairs Project. The proposed scope of services and fee is based on discussions with District staff and the highlighted sites in the attached repair priority list.

**PROJECT BACKGROUND AND APPROACH**

As documented in the District's Asset Management Master Plan prepared by Dexter Wilson Engineering, Inc., dated January 2013, the District systematically inspects its gravity sewer system via closed circuit television (CCTV). As District staff performs these CCTV sections gravity main sections in need of repair are flagged for repair within the District's sewer maintenance and operation software system. On an annual basis, these facilities flagged for repair are compiled into a capital improvement project for potential repair or rehabilitation.

IEC prepared bid documents for the FY17 Gravity Sewer Repair Project. This project came in significantly over the engineer's estimate. IEC concurred with District staff that the project should be split into two projects and rebid. The two projects are summarized below.

- FY18 Gravity Sewer Cured-in-Place Lining Project. This project includes the cured-in-place lining repairs from the FY17 project as well as an additional thirteen (13) gravity line segments and eight (8) manholes identified as priority level 3 lining repairs since the FY17 went into design. This letter proposal is for the preliminary and final design for this project.
- FY18 Gravity Sewer Repair Project. This project will include the excavated repairs proposed under the FY17 project and identified through the priority repair process in the time since the FY17 went into design.

We have prepared this scope and approach to provide a preliminary review of all facilities identified as level three priority with the following exceptions.

- Facilities already addressed under the FY17 project. These facilities have already gone through preliminary review and final design and will be incorporated into the FY18 Gravity Sewer Cured-in-Place Lining Project.
- The Quebrada and La Costa Golf Course lines. Preliminary and final design were completed for these facilities. They will be incorporated into a later FY18 Gravity Sewer Repair Project that will be limited to excavated repairs.
- The Orchard Wood Easement Line. IEC performed a preliminary review for this line during the FY17 Gravity Sewer Project. This line has a sewer sag located in a potentially

environmentally sensitive area. IEC recommended this line be broken out from the FY17 Gravity Sewer Repair Project and receive a thorough preliminary design effort with alternatives analysis as a stand alone project. If an excavated repair is required following this analysis, and the project does not require an extended environmental permitting process, this facility would be a candidate for inclusion in the later FY18 Gravity Sewer Repair Project.

- Facilities with a broken cleanout cap. The District is exploring the repair of these twelve (12) segments utilizing a UV cured short liner. These facilities will not be included in this project.

Additionally, the 17 sewer repairs included in the 2017 Gravity Pipeline Rehabilitation will be incorporated into the FY18 project to be bid together as one project.

#### *Preliminary Engineering Assessment Format*

Per the request of District staff during previous similar projects, in lieu of a formal preliminary design report, IEC proposes to perform a preliminary engineering assessment composed of an overview map and a spreadsheet of recommendations to be discussed in a review meeting with District staff and documented in meeting minutes.

IEC's below scope is crafted to be responsive to the above approach and does not include CEQA determination of the proposed project(s), environmental support, survey services, manhole inspection, flow monitoring, or a detailed preliminary design report or memorandum.

#### **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***

To expedite the project, we anticipate two coordination meetings will be required during the project, one to discuss the results of the preliminary engineering assessment and one to review the 90% bid package during final design. Additional coordination, project status reports and schedule updates will be addressed via e-mail and telephone.

#### ***Task 2 – Preliminary Engineering Assessment***

IEC will prepare a preliminary engineering assessment composed of an overview map and a spreadsheet of recommendations. The Preliminary Engineering Assessment will consist of the following:

- Review CCTV records of facilities recommended for repair. In general, IEC will review the CCTV records for suitability of proposed repair methods. It is assumed the District will provide Go-Pro videos of existing manholes for review.
- Obtain and review record drawings for facilities recommended for repair.
- Perform a limited site reconnaissance for each facility to assess site constraints including paving requirements, traffic control, access conditions, identification of the City of jurisdiction and bypass requirements. It is anticipated that the District will notify property owners and escort IEC staff to these site visits located on private property.



Mr. Ian Riffel  
Leucadia Wastewater District  
August 31, 2017  
Page 3 of 3

***Task 3 – Final Design***

Final design is expected to consist of a bid package containing D-sized sheets, CSI format specifications and a cost estimate. The D-sized sheets are anticipated to consist of a title sheet, a general notes sheet and a sheet containing an overview map of the District’s system indicating location of facilities to be repaired or rehabilitated and a corresponding table documenting facility length, District segment number, existing pipe size and material and required repairs. A site specific plan view will be included for each site utilizing available aerial imaging.

This scope does not include right-of-way permit coordination, traffic control or surveying.

**SCHEDULE**

IEC will attend a preliminary engineering feasibility assessment meeting at the District six weeks following the notice to proceed. Following the meeting IEC will prepare meeting minutes documenting the results of the meeting within one week. Following the meeting, IEC will prepare a 90% level bid package within four weeks. Following a two week review period by the District IEC will prepare a final signed bid package incorporating District comments within three weeks. Additional drafts or a change in scope from the scope proposed herein will require additional time and budget.

**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) 316-7248 should you have any questions or need further information.

Sincerely,

Jamie Fagnant, P.E.  
Senior Project Engineer

**FEE ESTIMATE  
LEUCADIA WASTEWATER DISTRICT  
FY 18 Gravity Sewer Mains Repairs**

Task/ Subtask	Task/Subtask Description	<i>Sr. Project Manager (Rob Weber)</i>	<i>Sr. Project Engineer (Jamie Fagnant)</i>	<i>Engineer II/ CAD II Designer (Marie Fawcett)</i>	<i>Word Processor (Annette Moore)</i>	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Total Cost
		\$190.00	\$160.00	\$120.00	\$75.00				
<b>TASK 1</b>	<b>Project Management and Administration</b>								<b>\$4,010</b>
	Design Meetings (2)	4	8			12	\$2,040	\$250	\$2,290
	Project Status Reports/Coordination	4	6			10	\$1,720	\$0	\$1,720
<b>TASK 2</b>	<b>Preliminary Engineering Feasibility Assessment</b>								<b>\$10,100</b>
	Review CCTV (25 sites)		5	25		30	\$3,800	\$0	\$3,800
	Review rec dwgs/site conditions/bypass requirements	4	8	16		28	\$3,960	\$0	\$3,960
	Site Visits		8	8		16	\$2,240	\$100	\$2,340
<b>TASK 3</b>	<b>Final Design</b>								<b>\$19,500</b>
	90% submittal	4	16	80		100	\$12,920	\$0	\$12,920
	Final Submittal	2	8	36	8	54	\$6,580	\$0	\$6,580
		18	59	165	8	250			
		\$3,420	\$9,440	\$19,800	\$600		\$33,260	\$350	<b>\$33,610</b>

\$33,610

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MEMORANDUM

Ref: 18-5537

**DATE:** September 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Authorizing the General Manager to Purchase up to \$35,000 of Goods, Materials, Supplies, and Services

---

**RECOMMENDATION:**

Staff and the Investment and Finance Committee (IFC) recommend that the Board of Directors:

1. Adopt Resolution No. 2289, authorizing the General Manager to purchase on behalf of Leucadia Wastewater District (LWD) goods, materials, supplies, and services up to \$35,000.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

This item was reviewed by the IFC at its August 8th meeting and the IFC concurred with staff to present this item for the Board's consideration.

Resolution No. 2095, authorizing the General Manager to purchase up to \$25,000 of goods, materials, and supplies at any one time without specific prior Board approval was adopted by the Board of Directors on September 8, 2000. Such purchases are to only be made for items and at amounts within the Board approved budget.

Staff recently conducted a review of the existing resolution. It has been nearly 17 years since Resolution No. 2095 set the General Manager's purchasing authority at \$25,000. Staff thought it would be appropriate to adjust the purchasing authority amount to adjust for inflation after 17 years.

Staff also did a survey of the purchasing authority limits requiring Board/Council approval for other local agencies that provide water or wastewater services in San Diego County. Based on the survey we found that management's average spending authority limit for these 27 agencies was \$71,481 (Attachment 1).

Based on the above information, staff and the IFC are recommending increasing the General Manager's spending authority from \$25,000 to \$35,000. Staff believes a \$35,000 purchasing authorization for the General Manager is reasonable and appropriate. It would establish spending limits that reflect today's costs and would help facilitate the purchasing process in an efficient manner.

For these reasons, staff and the IFC recommend that the Board of Directors: (1) Adopt Resolution No. 2289, authorizing the General Manager to purchase up to \$35,000 of goods, materials, supplies, and services, and (2) discuss and provide direction, as appropriate.

The proposed resolution is attached for the Board's review. (Attachment 2)

rad:PJB

Attachments



**PURCHASING AUTHORITY LIMIT SURVEY  
SAN DIEGO COUNTY AGENCIES  
August 2017**

81

Agency	Dollar Limit Requiring Board or Council Approval	Notes				
Lemon Grove, City of	\$0					
Imperial Beach, City of	\$10,000					
Del Mar, City of	\$15,000					
Leucadia Wastewater District	\$25,000					
National City	\$25,000					
Rincon del Diablo Municipal Water District	\$25,000					
Solana Beach	\$25,000					
Coronado, City of	\$30,000					
Santa Fe Irrigation District	\$35,000					
El Cajon, City of	\$37,500	Average: \$25K Supplies, Equip & Maint Svcs, \$50K Prof Svcs & Public Projects				
Fallbrook Public Utility District	\$45,000					
La Mesa, City of	\$47,500	Average: \$45K Public Works, \$50K Equip, Supplies, & Prof Svcs				
Encina Wastewater Authority	\$50,000					
Oceanside, City of	\$50,000					
Olivehain Municipal Water District	\$50,000					
Padre Dam Municipal Water District	\$50,000					
Rainbow Municipal Water District	\$50,000					
Vallecitos Water District	\$50,000					
Valley Center Municipal Water District	\$50,000					
Vista Irrigation District	\$50,000					
Ramona Municipal Water District	\$60,000					
Otay Water District	\$75,000					
Carlsbad, City of	\$100,000					
Escondido, City of	\$100,000					
San Dieguito Water District	\$100,000					
Chula Vista, City of	\$150,000	Average: \$50K Cons/Legal Svcs, \$250K Bldg. Maint & Repairs				
San Diego, City of	\$625,000	Average: \$250K Consultant, \$1M Public Works				
<b>AVERAGE</b>	<b>\$71,481</b>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;"><u>Excluding Outliers</u></td> <td></td> </tr> <tr> <td style="text-align: right;">Average</td> <td style="text-align: right;">\$52,200</td> </tr> </table>	<u>Excluding Outliers</u>		Average	\$52,200
<u>Excluding Outliers</u>						
Average	\$52,200					
<b>MEDIAN</b>	<b>\$50,000</b>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Median</td> <td style="text-align: right;">\$50,000</td> </tr> </table>	Median	\$50,000		
Median	\$50,000					

RESOLUTION NO. 2289

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF LEUCADIA WASTEWATER DISTRICT  
AUTHORIZING THE GENERAL MANAGER TO PURCHASE  
UP TO \$35,000 OF GOODS, MATERIALS, SUPPLIES, AND SERVICES AT  
ANY ONE TIME WITHOUT SPECIFIC PRIOR BOARD APPROVAL

---

WHEREAS, the Board of Directors of LEUCADIA WASTEWATER DISTRICT (LWD) meet only once a month and sometimes twice a month to transact business and it is often necessary and appropriate for the General Manager to purchase goods, materials, supplies, and services in between Board Meetings; and

WHEREAS, it is the purpose of this Resolution to authorize the General Manager to purchase such goods, materials, supplies, and services subject to the conditions of this Resolution;

NOW, THEREFORE, be it hereby resolved as follows:

1. The General Manager is hereby authorized to purchase on behalf of LWD goods, materials, supplies, and services not to exceed a total cost of \$35,000 at any one time, without specific prior Board approval, subject to the following conditions.
2. Such purchases may only be made for items and at amounts within the Board approved budget.
3. The General Manager shall keep written records of all such purchases, in accordance with LWD's Records Retention Policy.
4. The General Manager shall report, in writing, all such purchases to the Board at its next regularly scheduled meeting.
5. The General Manager may not exercise this authority to purchase any goods, materials or supplies where competitive bidding statutes, any rule, regulation, or policy of LWD, would require that an alternate procedure be followed.
6. The Board of Directors hereby rescinds Resolution No. 2095.

Resolution 2289  
Page 2

PASSED, APPROVED AND ADOPTED at a Regular meeting of the Board held on September 13, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Judy Hanson, President


ATTEST:

\_\_\_\_\_  
Paul Bushee Secretary/Manager

(SEAL)

## MEMORANDUM

Ref: 18-5538

**DATE:** September 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Approving LWD's Revised Procurement Policy

---

### RECOMMENDATION:

Staff and the Investment and Finance Committee (IFC) recommend that the Board of Directors:

1. Adopt Resolution No. 2290 approving LWD's revised Procurement Policy; and
2. Discuss and take other action, as appropriate.

### DISCUSSION:

#### **Tactical Goal: Finance/Financial Policy Reviews/Procurement Policy**

This item was reviewed by the IFC at its August 8th meeting and the IFC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (LWD) Procurement Policy was adopted by the Board of Directors on March 9, 2005. It was last revised on August 16, 2016. The policy consolidates purchasing requirements under one program and provides a prudent set of controls while maintaining efficiency and flexibility in the procurement process.

Staff recently conducted an annual review of the existing policy. Based on this review, staff and the IFC are recommending increasing the threshold amounts to reflect inflation and making some clarification changes in the policy.

Overall, LWD's Procurement Policy continues to provide prudent purchasing controls and guidelines for the District. In addition, it establishes spending limits that reflect today's costs and provides staff the needed flexibility to purchase goods and services in the most efficient manner possible.

For these reasons, staff and the IFC recommend that the Board of Directors: (1) adopt Resolution No. 2290 approving LWD's revised Procurement Policy; and (2) discuss and provide direction, as appropriate.

The proposed resolution includes a strike-out version of the revised Procurement Policy (Attachment 1) for the Board's review.

rad:PJB

Attachment

RESOLUTION NO. 2290

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LEUCADIA WASTEWATER DISTRICT  
ADOPTING A REVISED PROCUREMENT POLICY

---

WHEREAS, the Leucadia Wastewater District's (LWD) existing Procurement Policy was adopted on August 17, 2016 to establish a prudent set of controls in the procurement process; and

WHEREAS, it is prudent for LWD to periodically review its Procurement Policy to reflect changes in laws and regulation as well as the escalation of prices due to inflation.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the LWD Procurement Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2281.

PASSED AND ADOPTED by the Board of Directors of Leucadia Wastewater District this 13th day of September, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Judy Hanson, President

ATTEST:

---

Paul J. Bushee, Secretary/Manager

(SEAL)

Attachment 1

# Proposed Revised Procurement Policy Strike Out Version



## PROCUREMENT POLICY

Ref: ~~17-510818-5528~~

### 1. Purpose

The purpose of this Policy is to establish the requirements and implement the rules and regulations governing the procurement of all goods and services required by the Leucadia Wastewater District (LWD).

### 2. Related LWD Board of Directors Policy

- 2.1. Resolution ~~20952289~~ authorizing the General Manager to purchase up to ~~\$25,000~~\$35,000 of goods, materials, ~~and supplies,~~ and services at any one time without specific prior Board approval dated ~~September 8, 2000~~September 13, 2017.
- 2.2. ———Resolution 2271 adopting the LWD Conflict of Interest Policy.

### 3. Policy

It is the Policy of the Board of Directors that:

- 3.1. LWD shall procure required goods and services commensurate with acceptable quality at the lowest possible cost.
- 3.2. Appropriate internal financial controls shall be exercised over all procurements.
- 3.3. No procurement shall be authorized unless sufficient funds have been appropriated pursuant to LWD's budgetary processes.
- 3.4. Cooperative purchasing with other public agencies shall be performed whenever such purchases are feasible and in the best interests of LWD.
- 3.5. The General Manager shall determine the necessity of insurance and/or appropriate insurance requirements in consultation with the originating department head and risk management advisors, and, with the advice and concurrence of the LWD General Counsel. If insurance is required, a Certificate of Insurance conforming to such requirements, and any applicable insurance industry standards, must be on file before goods are delivered or services are provided.
- 3.6. The General Manager shall execute and maintain administrative procedures to implement this Policy and to ensure that the procurement of all goods and services are properly documented and that they conform to: this Policy, related internal financial controls, and all applicable administrative procedures.

- 3.7. The General Manager shall maintain all documentation required by this Policy in conformance ~~accordance~~ with ~~applicable~~ LWD's Records Retention Policy.
- 3.8. The LWD shall not discriminate against any person or entity because of race, color, religion, national origin, gender or disability status and shall place, in all procurement related solicitations or advertisements for formal procurement of goods or services, a statement that all qualified bidders will receive consideration without regard to race, color, religion, national origin, gender or disability status.
- 3.9. The General Manager may, at his/her discretion, delegate duties under this Policy.
- 3.10. The Board of Directors may, at its sole discretion, waive all or any part of this Policy.

#### 4. Definitions Policy Coverage

This Policy is intended to cover the procurement of the following types of items:

- 4.1. Goods: An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; installation of equipment or supplies specifically for LWD; electricity; natural gas; and, water.
- 4.2. Professional Services: Services that are professional in nature and do not include the physical construction or installation of equipment for the District's infrastructure. Services in this category include, but may not be limited to, engineering design, architectural services, public information services, financial services, strategic planning services and legal services.
- 4.3. Construction Services: Services typically associated with the physical construction and/or installation of equipment necessary to improve or replace the District's infrastructure. For the purposes of this policy, landscape services shall follow the procedures associated with this category.
- 4.4. Other Services: Other Services include all purchases for services not classified as goods, construction services, or professional services, and include janitorial and uniform rental services, but may not be limited to these services.

~~Bidder: A person or firm submitting an offer to LWD in response to a Request for Bid.~~

~~Bid Security: The deposit of cash, certified check, cashier's check, bank draft, money order, or bid bond submitted with a bid and serving to guarantee to the owner that the bidder, if awarded the contract, will execute such contract in accordance with the bidding requirements and the contract documents.~~

~~Continuing Services: When a vendor or firm has satisfactorily completed one phase in the development of a project, that vendor or firm may be retained for a subsequent phase of work if their continued service is determined to be in the best interest of the District.~~

~~Construction Services: Services typically associated with the physical construction and/or installation of equipment necessary to improve or replace the District's infrastructure. For the purposes of this policy, landscape, janitorial and uniform rental services shall follow the procedures associated with this category.~~

~~Formal Procurement of Goods and Services: Procurement of goods or services resulting in total payments greater than \$50,000.~~



~~Goods: An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; installation of equipment or supplies specifically for LWD; electricity; natural gas; and, water.~~

~~Informal Procurement of Goods: Purchase of goods resulting in total payments of \$5,000.01 to \$50,000.~~

~~Informal Procurement of Services: Procurement of services resulting in contract Not to Exceed (NTE) amounts between \$25,000.01 and \$50,000.~~

~~Open Market Procurement of Goods: Purchase of goods resulting in total payments by the LWD of \$5,000 or less.~~

~~Open Market Procurement of Professional and Construction Services: Procurement of services resulting in contract Not to Exceed (NTE) amount of up to \$25,000.~~

~~Performance Bond: A written guaranty from a third party guarantor (usually a bank or an insurance company) submitted to the District by a contractor on winning the bid. A performance bond ensures payment of a sum (not exceeding a stated maximum) of money in case the contractor fails in the full performance of the contract.~~

~~Proposer: A person or firm submitting an offer to LWD in response to a Request for Proposals.~~

~~Scope of Work: A description of services required by LWD that a proposer must demonstrate the capability to provide as a prerequisite to LWD's consideration of their proposal.~~

~~Sealed Bids: A bid submitted in a sealed envelope to prevent disclosure of its content prior to the established public opening.~~

~~Professional Services: Services that are professional in nature and do not include the physical construction or/or installation of equipment for the District's infrastructure. Services in this category include engineering design, architectural services, public information services, financial services, strategic planning services and legal services. Other similar services would also be part of this category.~~

~~Sole Source Procurement: Procurement instances when the goods and/or services are obtainable from only one vendor due to unique circumstances, specifications, qualifications or continuance of service.~~

~~Specification: A description of the goods required by LWD that a bidder must satisfy precisely or through functional equivalency as a prerequisite to LWD's consideration of their bid.~~

~~Vendor / Firm / Consultant: An entity which is capable of or is interested in providing goods or services to LWD, or has been awarded a procurement agreement by LWD.~~

**24.5. Open Market Procurements for Goods and Other Services (\$5,000\$10,000 or less) and Professional Services and Construction Services (\$25,000\$35,000 or less)**

The LWD Staff shall make reasonable efforts to secure goods of suitable quality or, in the case of services, the best qualified consultant or service provider at the lowest possible cost and shall document such procurements as appropriate.

**25.6. Informal Procurements for Goods and Other Services (\$10,000.01\$5,000.01 to \$50,000\$60,000) and Construction Services (\$25,000.01\$35,000.01 to \$50,000\$60,000)**

The following defines an informal procurement for goods:

- 6.1. Minimum Requirements: The procurement of goods or materiel-services requires that Staff develop a Request for Quote to clarify and standardize the requirements of the procurement. The Request for Quote shall include, as a minimum:
- An appropriately detailed sSpecification considering the value, availability and technical complexity of the items to be procured,
  - A list of at least three (3) possible suppliers, if practicable,
  - The date and time by which LWD must receive the quote.
- 6.2. Request for Quote Distribution and Evaluation: ~~Unless impracticable,~~LWD shall distribute distribute the Request for Quote ~~to~~ at least three (3) ~~suppliers—Staff~~suppliers. Staff will evaluate the responses received to determine the lowest best responsive and responsible quote that meets or exceeds the Request for Quote specifications. Although cost is important, it is not the sole source of the award.
- 6.3. Quote Documentation: Staff will document the quotes received and the results of the evaluation. If less than three (3) quotes were received and evaluated, a brief explanatory statement will be provided.
- 6.4. Award: The General Manager shall award the procurement to the lowest best determined responsive and responsible ~~bidder—quote~~, if the total dollar cost of the procurement is \$25,000\$35,000 or less. If the total dollar cost of the procurement is \$25,000.01\$35,000.01 or more, the purchase must be approved by the Board of Directors.
- 6.5. Delegation of Authority to Award: For the purchase of goods or materielconstruction services, the General Manager may delegate the authority to award procurements by administrative procedure specifically identifying such delegates and the dollar limit of each delegate's authority.

Nothing in this policy shall prohibit staff from utilizing a formal bid process if deemed to be in the best interest of the District. If a formal bid process is elected, the procedures in Section 9-8 below shall be followed.

**7. Informal Procurements for Professional Services (Contract from \$25,000.01\$35,000.01 to \$50,000\$60,000):**

The following defines an informal procurement for professional services:

- 7.1. Minimum Requirements. Staff will develop a ~~Request for~~Proposals letter (RFP) to include, as a minimum:
- An appropriately detailed Scope of Work considering the value availability and technical complexity of the services to be procured,
  - A list of at least three (3) possible firms, if practicable,
  - The date and time by which LWD must receive the proposal,
  - If the proposed project is not identified in the budget, the Board of Directors shall review and authorize the procurement.
- 7.2. RFP-Evaluation of Proposals. Staff or a panel of evaluators designated by the General Manager will determine the best qualified proposer based on professional competency and

their ability to satisfy the Scope of Work. Whenever possible, dependent on the services required, LWD shall evaluate and document at least three (3) proposals. If less than three (3) proposals were evaluated, a brief explanatory statement will be submitted to the General Manager.

7.3. Negotiations. Staff shall negotiate with the best qualified proposer. If unable to successfully complete such negotiations, negotiate with the remaining proposers, in the order that their proposals are most beneficial to LWD, until negotiations are successfully completed.

7.4. Coordination, Review and Approval. The General Manager will assign staff and, if necessary, LWD Counsel to generate a contract or related documents. All informal procurements for professional services will require a written contract.

7.5. Award. The General Manager shall recommend that the Board of Directors award the contract to the best qualified firm with whom LWD successfully completed negotiations. The Board shall award procurements of services with a total dollar cost from \$25,000.01~~\$35,000.01~~ to \$50,000~~\$60,000~~.

7.6. Documentation of Award. The responsible staff member shall establish a Contract File that contains the RFP-Proposal documentation per Sections 87.1 through 87.5 of this Policy, signed contract and any additional documents prescribed by administrative procedure.

**8. Formal Procurements for Goods, ~~and~~ Construction Services, and Other Services (\$60,000.01~~150,000.01~~ and over):**

8.1. Additional Requirements: Formal Request for Sealed Bids (RFB). In addition to this Policy's requirements for awarding Informal Procurements, the initiating department head shall submit for the General Manager's review and approval a RFB that includes:

- An appropriately detailed sSpecification considering the value, availability and technical complexity of the items to be procured,
- Proposed procurement schedule.

8.2. Supplemental Documents: Formal RFB. Along with the RFB, the initiating department head shall submit for the General Manager's review and approval the following Supplemental Documents:

- A draft Notice Inviting Bids for publication and
- A suggested list of at least three (3) prospective vendors, if practicable.

8.3. Public Notice. Public Notice Inviting Bids for a RFB must be published in a newspaper of general circulation at least ten (10) days prior to the bid opening date.

8.4. Bid Opening. All sealed bids are opened in public and apparent low bidder is identified at the bid opening.

8.5. Bid Evaluation. After the bid opening, all bids will be evaluated to ensure compliance with the bid specifications and for acceptable quality to determine the lowest responsive and responsible bidder. All bids and bid information shall be public unless otherwise specified in the bid specifications.

8.6. Award. All sealed bid procurements shall be awarded to the lowest responsive and responsible bidder who meets or exceeds the specifications of the RFB. All formal procurements must be approved by the Board of Directors.

## 9. Formal Procurements for Professional Services (~~\$60,000~~50,000.01 and over)

9.1. Additional Requirements: Formal Request for Proposals (RFP) or Request for Qualifications (RFQ). In addition to this Policy's requirements for awarding Informal Procurements for services, the initiating department head shall submit for the General Manager's review and approval a RFP or RFQ that includes:

- A detailed Scope of Work itemizing the services required,
- Proposed schedule,
- Preliminary criteria upon which proposals / qualifications shall be evaluated,
- A draft public ~~notice~~notice, and,
- A suggested list of prospective consultants to receive the RFP/RFQ.

9.2. General Manager Approval of Proposal Publication. No publication of public notice inviting proposals shall be made unless the General Manager has approved the Formal RFP and Supplemental Documents. If the project is not identified in the budget, the Board of Directors shall review and authorize the procurement.

9.3. Public Notice. Public notice of a RFP / RFQ must be published in a newspaper of general circulation at least ten (10) days prior to the proposal / Statement of Qualification (SOQ) due date.

9.4. RFQ Evaluation. If the implementation of the RFQ process is selected to procure services, additional steps are added to the RFP process. The RFQ calls for submission of a Statement of Qualification (SOQ) instead of a proposal. The SOQs are used to establish the professional competency and capability of each firm to perform and satisfy the project's Scope of Work. Once ~~Statements of Qualifications (SOQs)~~ are received from interested firms, the General Manager will convene a panel consisting of at least three (3) individuals. The panel will evaluate the SOQs received in response to the RFQ to determine those firms that, in the panel's opinion, are best qualified to meet the Scope of Work identified in the RFQ. The panel will identify at least three (3) qualified firms, if appropriate. Once the qualified firms have been determined, only those firms will be invited by the General Manager to submit proposals (RFP) for evaluation.

9.5. Proposal Evaluation. Pursuant to the criteria established for that RFP and any additional criteria necessary and appropriate to advance the best interests of the LWD, the General Manager or a panel of evaluators selected by the General Manager shall review each proposal and may interview each firm to determine an ordinal ranking of the proposing firms. The ordinal ranking will be primarily based on the professional competency of the firms.

9.6. Negotiation. The General Manager or his/her designee shall enter into negotiations with the top ranked firm to establish the contract price and fees. If a fair price cannot be reached

with the top ranked firm, then that firm shall be eliminated from consideration and negotiations shall be initiated with the next highest ranked firm.

9.7. Award. All formal procurements for services must be approved by the Board of Directors.

#### ~~10. Emergencies and Exceptions:~~

#### 10.

The following exceptions shall apply to the foregoing bidding procedures. When an exception applies, supplies, equipment and/or services may be purchased following whatever procedures are determined necessary under the circumstances as determined by the General Manager, at his or her discretion.

#### 10.2.10.1. Sole Source Procurement

- A. In certain instances, goods and services are obtainable from only one vendor due to unique circumstances. These circumstances include:
- The good or service is of such a unique, proprietary or technical nature that it is only manufactured or provided by a single vendor; ~~or,~~
  - The good or service must match or be compatible with other goods or services, currently in use by LWD, obtained from a certain vendor. In this instance, it must be demonstrated that the matching or compatible good or service can only be supplied by this same vendor, ~~or,~~
  - When a vendor or firm possesses unique knowledge of LWD or is providing continuance of service as described in paragraph ~~12~~1.4, Continuing Services.
- B. All sole source purchases for goods over ~~\$5,000~~\$10,000 and sole source procurements for services over ~~\$25,000~~\$35,000 require an explanation justifying the sole source procurement under this Policy to the General Manager and/or Board of ~~Directors.~~Directors.
- C. Sole source procurements shall comply with all award threshold requirements set forth in this Policy.
- D. Complex or Unique Items
- A.—In the event that the supplies and/or equipment sought to be purchased are unique and/or complex such that it is unlikely that there would be more than one bidder.
  - B.—It is unlikely that there would be any economic benefit to the public to be gained from bidding, the General Manager, at his or her discretion may authorize direct negotiations in lieu of bidding.
  - C.—An explanation to the Board of Directors is required justifying the procurement of critical or unique items.

#### 40.3.10.2. Emergency

If an emergency arises and there is insufficient time to comply with the above applicable procurement procedures, an exception shall apply. An emergency situation may be determined by the General Manager if there is no time to convene a Board meeting. In the case of an emergency, the General Manager can authorize procurement(s) that exceeds his designated threshold in order to resolve the situation. The General Manager will inform the Board members of the emergency procurement as soon as possible. If the General Manager determines an emergency existed and authorizes a procurement(s) exceeding his/her approval authority, then a staff report shall be provided to the Board of Directors at its next regular meeting.

#### ~~40.4.9.1. Complex or Unique Items~~

- ~~A. In the event that the supplies and/or equipment sought to be purchased are unique and/or complex such that it is unlikely that there would be more than one bidder.~~
- ~~B. It is unlikely that there would be any economic benefit to the public to be gained from bidding, the General Manager, at his or her discretion may authorize direct negotiations in lieu of bidding.~~
- ~~C. An explanation to the Board of Directors is required justifying the procurement of critical or unique items.~~

#### **44. Alternative or Conditional Requirements:**

##### 11.

- 11.1. Bid Security. Bidder's security may be prescribed in the public notice inviting bids at LWD's sole discretion. Bidders shall be entitled to return of bid security except that a successful bidder shall forfeit his bid security upon the bidder's refusal or failure to execute a contract within ten (10) days after the Notice of Award has been mailed.
- 11.2. Rejection of Bids/Proposals. The General Manager or Board of Directors, at their discretion, may reject any and all bids or proposals / SOQs and proceed pursuant to this Policy.
- 11.3. Performance Bond. LWD shall retain unilateral authority to require a performance bond before entering a contract. The amount of such a bond shall be set as determined reasonably necessary to protect the best interests of LWD. If LWD requires a performance bond, the form and amount of the bond shall be described in the public notice inviting bids or proposals.
- 11.4. Continuing Services. Where a vendor or firm has satisfactorily completed one phase in the development of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain this vendor or firm for a subsequent phase of work, the General Manager, or his designee, shall be authorized to proceed directly with the negotiations for compensation with this entity. If required by this Policy, the Board of Directors **shall must** approve the resulting contract or amendment.

In the event that a fair price cannot be reached, then the appropriate procurement requirements set forth in this Policy shall apply.

11.5. Governing Law. Nothing in this policy is intended nor shall be deemed to supersede any applicable State or Federal laws.

## **12. Definitions:**

Bidder: A person or firm submitting an offer to LWD in response to a Request for Bids.

Bid Security: The deposit of cash, certified check, cashier's check, bank draft, money order, or bid bond submitted with a bid and serving to guarantee to the owner that the bidder, if awarded the contract, will execute such contract in accordance with the bidding requirements and the contract documents.

Continuing Services: When a vendor or firm has satisfactorily completed one phase in the development of a project, that vendor or firm may be retained for a subsequent phase of work if their continued service is determined to be in the best interest of the District.

Construction Services: Services typically associated with the physical construction and/or installation of equipment necessary to improve or replace the District's infrastructure. For the purposes of this policy, landscape, janitorial and uniform rental services shall follow the procedures associated with this category.

Formal Procurement of Goods and Services: Procurement of goods or services resulting in total payments greater than ~~\$50,000~~\$60,000.

Goods: An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; installation of equipment or supplies specifically for LWD; electricity; natural gas; and, water.

Informal Procurement of Goods: Purchase of goods resulting in total payments of ~~\$510,000.01~~ to ~~\$50,000~~\$60,000.

Informal Procurement of Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amounts between ~~\$25,000.01~~\$35,000.01 and ~~\$50,000~~\$60,000.

Open Market Procurement of Goods: Purchase of goods resulting in total payments by the LWD of ~~\$5,000~~\$10,000 or less.

Open Market Procurement of Professional and Construction Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amount of up to ~~\$25,000~~\$35,000.

Other Services: Other Services include all purchases for services not classified as goods, construction services, or professional services, and include janitorial and uniform rental services.

Performance Bond: A written guaranty from a third party guarantor (usually a bank or an insurance company) submitted to the District by a contractor on winning the bid. A performance bond ensures payment of a sum (not exceeding a stated maximum) of money in case the contractor fails in the full performance of the contract.

Proposer: A person or firm submitting an offer to LWD in response to a Request for Proposals.

Scope of Work: A description of services required by LWD that a proposer must demonstrate the capability to provide as a prerequisite to LWD's consideration of their proposal.

Sealed Bids: A bid submitted in a sealed envelope to prevent disclosure of its content prior to the established public opening.

Professional Services: Services that are professional in nature and do not include the physical construction or/or installation of equipment for the District's infrastructure. Services in this category include, but not limited to, engineering design, architectural services, public information services, financial services, strategic planning services and legal services. Other similar services would also be part of this category.

Sole Source Procurement: Procurement instances when the goods and/or services are obtainable from only one vendor due to unique circumstances, specifications, qualifications or continuance of service.

Specification: A description of the goods required by LWD that a bidder must satisfy precisely or through functional equivalency as a prerequisite to LWD's consideration of their bid.

Vendor / Firm / Consultant: An entity which is capable of or is interested in providing goods or services to LWD, or has been awarded a procurement agreement by LWD.



MEMORANDUM

Ref: 18-5551

**DATE:** September 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Integrated Travel Authorization and Expense Reimbursement Policy**

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2291 Amending the Integrated Travel Authorization and Expense Reimbursement Policy and/or;
2. Discuss and take other action as appropriate

**DISCUSSION:**

At the last board meeting, on August 9, 2017, there was discussion about the Board of Directors travel to conferences outside the State of California. The issue was whether Board travel outside of California should require prior approval by the Board.

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

There was also discussion about adding the Water Environment Federation (WEF) as an approved organization.

As such, the only instances where prior Board approval is required is for Board attendance at those events that are not specifically authorized under the policy. Following discussion, the Board reached a majority consensus to update the Integrated Travel Authorization and Expense Reimbursement Policy to include prior Board approval for out of state travel and include WEF on the list of pre-authorized organizations.

Proposed Resolution No. 2291, which includes the amended Integrated Travel Authorization and Expense Reimbursement Policy, is attached in bold/strikeout format for the Boards review.

rad PJB:

Attachment

RESOLUTION NO. 2291

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LEUCADIA WASTEWATER DISTRICT (LWD)  
AMENDING THE INTEGRATED TRAVEL AUTHORIZATION AND  
EXPENSE REIMBURSEMENT POLICY

**WHEREAS**, LWD Directors and employees are encouraged and, at times, obligated to attend conferences, meetings, seminars and committee and other meetings on behalf of LWD; and,

**WHEREAS**, California Government Code Section 53232.2 requires LWD to adopt a policy that identifies occurrences for which Board members may receive reimbursement, and specifies reasonable reimbursement rates for travel, meals, lodging, and other actual and necessary expenses; and

**WHEREAS**, California Government Code Section 53232.3(a) requires LWD to provide expense report forms to be filled out by Board members; and

**WHEREAS**, the LWD Board of Directors adopted Resolution No. 2250 on August 13, 2014 amending LWD's Integrated Travel Authorization and Expense Reimbursement Policy that authorizes attendance at such meetings and provides for payment or reimbursement of legitimate expenses incurred by persons traveling on behalf of LWD.

**NOW, THEREFORE**, it is resolved as follows:

1. The LWD Board of Directors further amends the LWD Integrated Travel Authorization and Expense Reimbursement Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2250.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held September 13, 2017 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Judy Hanson, President

**ATTEST:**

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Paul Bushee, General Manager/Board Secretary

## EXHIBIT A

**LEUCADIA WASTEWATER DISTRICT**  
**INTEGRATED TRAVEL AUTHORIZATION AND**  
**EXPENSE REIMBURSEMENT POLICY**Ref: [14-412318-5550](#)**1. Purpose**

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

**2. Overview**

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

Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008  
August 13, 2014  
[September 13, 2017 \(Proposed\)](#)

3. Authorization

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

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

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

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

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

- California Association of Sanitation Agencies (CASA)
- California Special Districts Association (CSDA)
- California Sanitation Risk Management Authority (CSRMA)
- California Water Environment Association (CWEA)
- Local Agency Formation Commission (LAFCO)
- WaterReuse Association
- Southern California Alliance of Publicly Owned Treatment Works (SCAP)

Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008  
August 13, 2014  
September 13, 2017 (Proposed)

- Batiquitos Lagoon Foundation
- Water Environment Federation (WEF)

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

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

#### 4. Reimbursement of Authorized Transportation Expenses

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

Policy Adopted: February 8, 2006  
 Policy Amended: October 11, 2006  
 November 14, 2007  
 January 22, 2008  
 August 13, 2014  
September 13, 2017 (Proposed)

## 5. Reimbursement of Authorized Overnight Accommodations

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

## 6. Reimbursement of Authorized Meals

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

## 7. Reimbursement of Authorized Miscellaneous Expenses

- a. The following miscellaneous items are also reimbursable:
  - reasonable costs for internet access to conduct LWD business;
  - reasonable transportation costs to local restaurants or other destinations related to participation in the authorized activity;
  - customary and usual tips for baggage handling, transportation and other travel, lodging and meals related services; and,

4

Policy Adopted: February 8, 2006  
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September 13, 2017 (Proposed)

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

**8. Travel Advance**

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

**9. Expense Reimbursement Claim Form**

- a. Within twenty-one (21) working days of return, all persons requesting reimbursement for LWD authorized business travel expenses shall fill out and deliver to the General Manager a Travel Expense Report Form (this "Form" is Attachment 1 to this Policy).
- b. All items for which reimbursement is requested must be supported by receipts except for tips and published rates paid to public transportation systems that do not provide receipts or where the receipt document may be used in lieu of cash to acquire other public transportation services. Receipts, provided for reimbursement, shall show an itemized summary of services provided or items purchased.
- c. Transportation expenses shall be supported by documentation provided by the carrier including flight or route numbers, dates and cost.
- d. Lodging expenses shall be supported by detailed documentation provided by the vendor.
- e. Meals expenses shall be supported by documentation provided by the restaurant or activity host, or, a credit card billing stating the date, location and amount of the meal.
- f. Where an attendee pays or shares any expenses of another person (including other LWD Directors and employees) the receipt submitted shall note the name of the individual and his or her public agency or affiliation to the authorized activity.
- g. In no event shall expenses incurred by a guest be reimbursed by LWD.

Policy Adopted: February 8, 2006  
 Policy Amended: October 11, 2006  
 November 14, 2007  
 January 22, 2008  
 August 13, 2014  
September 13, 2017 (Proposed)

- h. Advances, or other credits such as a prepayment by LWD, must be included as a deduction on the Form.
- i. In the event a travel advance exceeds the amount chargeable to the District, the Director or employee shall refund the District the difference between the travel advance and the expenditures chargeable to the District.
- j. Incomplete forms, including forms not supported by documentation as required by this Policy shall be returned to the attendee unprocessed along with written communication specifying the documentation required.

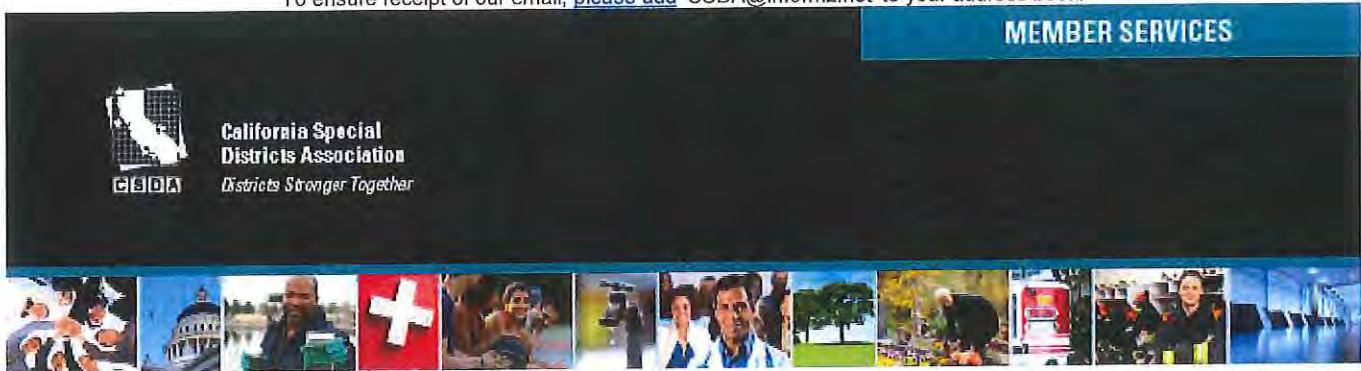
Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008  
August 13, 2014  
September 13, 2017 (Proposed)



Tianne Baity

**From:** Neil McCormick <neilm@cdda.net>  
**Sent:** Wednesday, August 16, 2017 9:01 AM  
**To:** Tianne Baity  
**Subject:** Join a CSDA Committee for 2018!

If this email does not display properly, please view our [online version](#).  
To ensure receipt of our email, [please add 'CSDA@informz.net'](#) to your address book.



## 2018 CSDA Committee & Expert Feedback Team Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district board members and staff and Business Affiliate members in the work of the association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district or company (staff and/or board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

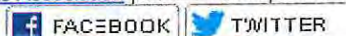
If you or any others from your district or company would like to become even more involved as a member of CSDA, please review and complete [this form](#). Committees need dedicated participants who can expend the time to provide their expertise in directing the activities and policies of CSDA. ***CSDA does not reimburse for committee related travel expenses.***

Regarding **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA advocacy staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions, and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and, on rare occasions, they may be contacted by phone.

Please return the [form](#) by **5:00 PM on October 13, 2017**. The selection and ratification of CSDA's 2018 committees will take place in November and selected participants will be notified by the end of November. Committee participation begins in January 2018.

Email your completed [form](#) to Beth Hummel [bethh@cdda.net](mailto:bethh@cdda.net) or mail directly to CSDA. Thank you for your continued support of CSDA!

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



If you prefer not to receive any further email from CSDA, please [unsubscribe here](#). Please note: unsubscribing from individual mailings will unsubscribe you from all mailings, including the CSDA e-News - one of CSDA's major benefits and sources of news to our members.



**California Special  
Districts Association**

*Districts Stronger Together*

**2018 COMMITTEE AND EXPERT FEEDBACK TEAM  
INTEREST FORM**

Please make additional copies for each participant.  
***Please use actual contact information where you can be reached***

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

District/Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

We hope your District or Company will participate in one or more of CSDA's committees or expert feedback teams. The CSDA Board of Directors encourages the participation of both board members and staff from member agencies, as well as Business Affiliates.

**COMMITTEES:** As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: 1 = 1<sup>st</sup> choice; 2 = 2<sup>nd</sup> choice; 3 = 3<sup>rd</sup> choice

**If we are able to place you on more than one committee, how many committees would you like to serve on?**  
\_\_\_\_\_ (maximum 3)

**NOTE:** All committees meet in-person at least twice annually. Committees generally meet in Sacramento; however, locations may vary.

\_\_\_\_\_ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

\_\_\_\_\_ **Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

\_\_\_\_\_ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

\_\_\_\_\_ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

\_\_\_\_\_ **Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

\_\_\_\_\_ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets three times annually in Sacramento and four times annually via webinar. Committee members must additionally attend CSDA's Special Districts Legislative Days in Sacramento, CA (May 22-23) and Annual Conference in Indian Wells, CA (September 24-27). All 2018 Legislative Committee applicants are also invited to join the 2017 committee members and CSDA staff for a legislative planning session on November 3, 2017.

Each Legislative Committee member will be assigned to 1 or 2 working groups. Please rank from 1 to 6 which working groups you prefer to serve on (1 being most preferred):

- \_\_\_\_\_ Environment Working Group
- \_\_\_\_\_ Formation and Reorganization Working Group
- \_\_\_\_\_ Governance Working Group
- \_\_\_\_\_ Human Resources and Personnel Working Group
- \_\_\_\_\_ Public Works and Facilities Working Group
- \_\_\_\_\_ Revenue Working Group

I prefer to serve on \_\_\_\_ (1 or 2) Legislative Committee working groups

\_\_\_\_\_ **Alternative Option: CSDA Blog and Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list will be subscribed to receive "real-time" e-mail updates from the CSDA Blog and will be copied on Legislative Committee e-mails. Select this option instead of the Legislative Committee if you are unable to meet the commitment of serving on the Legislative Committee, but still want to keep informed of the latest legislative issues impacting special districts and provide input to CSDA as appropriate.

**EXPERT FEEDBACK TEAMS:** In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts, we depend on the expertise of the people who are directly affected in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

\_\_\_\_\_ **Environment:** CEQA; Greenhouse Gas/AB 32/AB 398; Land Use; Renewable Energy; Sustainable Communities/SB 375

\_\_\_\_\_ **Formation and Reorganization:** LAFCO

\_\_\_\_\_ **Governance:** Audits and Reporting; Bankruptcy; Elections; Ethics; Mandates and Mandate Reimbursement; Political Reform/Conflict of Interest/FPPC; Transparency and Accountability

\_\_\_\_\_ **Human Resources and Personnel:** Contracted Services; Occupational Safety; Labor Relations; Retirement and Other Benefits; Workers' Compensation and Other Insurance

\_\_\_\_\_ **Legal:** General legal matters affecting special districts

\_\_\_\_\_ **Public Works and Facilities:** Bidding Process (Design Build, JOC, P3, Best Value); Bonds and Financings; Indemnification; Prevailing Wage; Retention Proceeds

\_\_\_\_\_ **Revenue:** Benefit Assessments; Fees/Prop 218; Mello-Roos/CFDs; Property Taxes; Redevelopment Agencies/(E)FIDs; Special Taxes

**Please note that by submitting this signed application, selected members commit to the above-stated commitments and acknowledge that the Association does not reimburse any expenses incurred from this participation.** CSDA strives to keep travel costs to a minimum for committee members through use of webinars, conference calls, and e-mail when appropriate.

\*Either the District GM/Board President or Company President must authorize below:

Name - Please Print \_\_\_\_\_ Title \_\_\_\_\_

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form to Beth Hummel at CSDA by mail, or email [bethh@csga.net](mailto:bethh@csga.net) no later than 5:00 PM on Friday, October 13, 2017.

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887 [www.csga.net](http://www.csga.net)

## Directors' Meetings

Presented by Directors Hanson, Sullivan, Kulchin, and Juliussen

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### Conference

CSDA Quarterly Dinner

### Dates and Location

August 17, 2017

The Butcher Shop Steakhouse in Kearny Mesa, CA

### List of Attendees

President Judy Hanson

Vice President Elaine Sullivan

Director David Kulchin

Director Allan Juliussen

The above mentioned Board members heard a presentation by SANDAG Senior Transportation Planner, Philip Trom, titled "SANDAG's Regional Plan".

# Directors' Meetings

Presented by Directors Sullivan, Kulchin, and Juliussen

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## Conference

2017 Carlsbad State of the City Luncheon

## Dates and Location

August 18, 2017

Sheraton Resort Hotel and Spa in Carlsbad, CA

## List of Attendees

Vice President Elaine Sullivan

Director David Kulchin

Director Allan Juliussen

The above mentioned Board members heard an update on Carlsbad's state of affairs and the city's strategic policy goals.

# Directors' Meetings

Presented by Directors Hanson, Sullivan, Kulchin, Juliussen

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## Conference

2017 CASA Annual Conference

## Dates and Location

August 22-24, 2017

CSRMA Seminar August 22

CASA Conference August 22-24

Marriott Marquis in San Diego, CA

## List of Attendees

President Judy Hanson

Vice President Elaine Sullivan

Director David Kulchin

Director Allan Juliussen

The above mentioned Board members attended various sessions regarding governance and management of wastewater operations.