



## BOARD OF DIRECTORS

### REGULAR MEETING

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

### AGENDA

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

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentation and Awards**
  - A. Encina Wastewater Authority Ocean Outfall History Video (Verbal)
  - B. Leucadia Wastewater District Virtual Tour Video (Verbal)
  - C. Achievement of Organizational Objective – Cost Sharing of CSRMA Dividends (Pages 5-7)

### CONSENT CALENDAR

Items 7-11 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting.

Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

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

Minutes of the following meetings:

March 8, 2017 Regular Board Meeting (Pages 8-14)

March 29, 2017 Community Affairs Committee Meeting (Pages 15-17)

April 5, 2017 Engineering Committee Meeting (Pages 18-20)

**8. Approval of Demands March/April 2017**

This item provides for the Board of Directors approval of all demands paid from LWD during the month of March and a portion in April 2017. (Pages 21-40)

**9. Operations Report**

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY16 to FY17 and flows by sub-basin. (Pages 41-45)

**10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY17 budget and discloses monthly investments. (Pages 46-53)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of March 2017. (Pages 54-55)

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

(Pages 56-62)

## **EWA REPORTS**

**13. Encina Wastewater Authority Reports**

A. A Regular EWA Board Meeting was held on March 22, 2017 – report by Director Sullivan. (Pages 63-64)

B. An Encina Member Agencies Manager's Meeting was held on March 28, 2017 – report by GM Bushee. (Verbal)

## **COMMITTEE REPORTS**

**14. Committee Reports**

A. Community Affairs Committee Meeting was held on March 29, 2017 – report by Director Omsted. (Page 65)

B. Engineering Committee Meeting was held on April 5, 2017 – report by Director Juliussen. (Page 66)

## **ACTION ITEMS**

**15. Gafner Advanced Water Treatment (AWT) Improvement Project Construction**

Authorize the General Manager to execute an agreement with Stanek Constructors, Incorporated for construction services to complete the Gafner Advanced Water Treatment (AWT) Improvements Project in an amount not to exceed \$659,000. (Pages 67-72)

**16. Award of District As-Needed Engineering Design Services**

Authorize the General Manager to execute an as-needed Engineering Design Services contract with Infrastructure Engineering Corporation (IEC). (Pages 73-74)

**17. Professional Services Agreement with Dexter Wilson Engineering, Incorporated for Engineering Consulting Services**

Authorize the General Manager to execute a sole source three-year base professional services agreement with Dexter Wilson Engineering, Incorporated for Engineering Consulting Services in an amount not to exceed \$345,000 with an option for two additional years. (Pages 75-84)

**18. Board of Directors Strategic Planning Workshop Report**

Receive and File the February 23, 2017 Strategic Planning Workshop Report from Tamayo Group, Inc. (Pages 85-89)

**19. Award Teacher Grants** (Pages 90-95)

**INFORMATION ITEMS**

**20. Project Status Updates and Other Informational Reports**

A. Impact of the Severe Storm that occurred on February 27, 2017 on the District's Collection System. (Verbal)

B. North San Diego Water Reuse Coalition -- Sponsorship and Support of AB 869 (Rubio) Protection of Recycled Water Resources and Investments. (Pages 96-98)

C. LWD Sponsorship and Support of AB 574 (Quirk) Potable Water Reuse. (Pages 99-100)

D. Thank Note for LWD Tour. (Page 101)

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

A. The 2017 Watereuse CA Annual Conference was held March 19-21, 2017 at the Westin San Diego, CA. (Page 102)

**22. General Manager's Report**

**23. General Counsel's Report**

**24. Board of Directors' Comments**

**25. 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: April 6, 2017

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

**MEMORANDUM**

**DATE:** April 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *RAB for PJB*  
**SUBJECT:** Presentation and Awards – Organizational Performance Objective

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

Cost Sharing of CSRMA Retrospective Refunds or Dividends

At its January 2017 meeting, the CSRMA Board of Directors approved the distribution of dividend payments from the pooled liability insurance program to LWD in the amount of \$19,789.00 (see attached letter). The dividend reflects LWD's excellent risk management record and an ongoing commitment to safety. The Organizational Performance Objectives authorize a 50% cost sharing of the dividend amount with employees. Consequently, each employee is eligible for an incentive compensation award of \$520.76. Table 1, below, summarizes the allocation of the CSRMA dividend and calculation of this incentive compensation award.

Table 1

Dividend Amount	\$19,789.00
50% of Net Dividend (amount eligible for incentive compensation)	\$9,894.50
Incentive Compensation Award Per Employee (19 positions)	\$520.76

Please join me in congratulating LWD for its excellent safety awareness program.

th:PJB  
 Attachment

# CSRMA California Sanitation Risk Management Authority



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

Tel: 415.403.1400

Insurance License No.: 0C36861

Fax: 415.874.4813

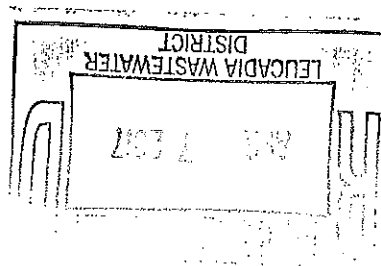
## OFFICERS:

Paul Bushee, *President*  
760.753.0155

Greg Baatrup, *Vice President*  
707.429.8930

## PAST PRESIDENTS:

Russ Baggerly  
2010-2014  
Robert Reid  
2006-2010



April 5, 2017

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

### **Pooled Liability Program** **Twenty-Fifth Dividend Declaration**

Dear Paul:

On January 18, 2017, in accordance with the Board adopted Policy and Procedure, the Board of Directors declared a dividend. Dividends declared reflect favorable results from Program Years 1986/87 – 2010/11. Enclosed is Leucadia Wastewater District's dividend share in the amount of \$19,789.

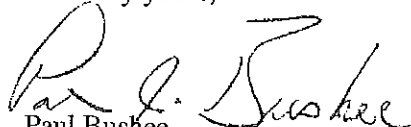
All agencies share in dividends through the formula adopted by the Board of Directors. Dividends are in addition to the Retrospective Rating Program, which limits returns to 25% of a member's original deposit. Any remaining unencumbered funds up to 25% of the amount in any one year are shared among the membership as dividends.

This year, our 32nd year of providing service to our membership, the total amount of the dividend declared is \$1,083,091. This remarkable result is reflective of a continued effort in *effective risk management* by member agencies, as well as through the hard work of the CSRMA claims management staff, Program Committee, and the Executive Board.

We expect to declare dividends again next year, the calculation of which will incorporate all prior program years including 2011/12. Overall, the Pooled Liability Program has returned over \$22 million in dividends since its inception, giving a clear indication that the program continues to remain fiscally healthy and is meeting the needs of the membership.

Thank you for your continued participation.

Sincerely yours,

  
Paul Bushee  
President

**CALIFORNIA SANITATION  
RISK MANAGEMENT AUTHORITY**

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

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

G 20367

03/13/2017

PAYEE NAME ON FILE AT THE BANK

PAY TO THE  
ORDER OF

LEUCADIA WASTEWATER DISTRICT

\$ \*\*19,789.00

Nineteen thousand seven hundred eighty-nine and 00/100\*\*\*\*\*

DOLLARS

LEUCADIA WASTEWATER DISTRICT  
1960 La Costa Avenue  
Carlsbad, CA 92009

THIS CHECK EXPIRES AND IS VOID 45 DAYS FROM ISSUE DATE

*[Signature]*  
AUTHORIZED SIGNATURE

PLP Div 2016

⑈020367⑈ ⑆122000496⑆ 2740026936⑈

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

03/13/2017

LEUCADIA WASTEWATER DISTRICT

PLP Div 2016

G 20367

19,789.00

1005.2 General Checking - UB:General Chr PLP Div 2016

19,789.00

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

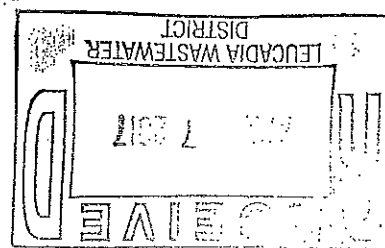
03/13/2017

LEUCADIA WASTEWATER DISTRICT

PLP Div 2016

G 20367

19,789.00



1005.2 General Checking - UB:General Chr PLP Div 2016

19,789.00

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting

March 8, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, March 8, 2017 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Steve Deering, FST III Todd Amos, FST II Rick Easton, and Jaime Fagnant of Infrastructure Engineering Corporation (IEC)

**3. Pledge of Allegiance**

President Hanson led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

A. California Society of Municipal Finance Officers (CSFMO) Award.

GM Bushee presented the item. He stated that the District received this award for its outstanding financial reporting associated with the District's Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2016. He noted that this is the 8th time the District has received this award and he thanked ASM Duffey, AT McEniry, and ASSup Hill for their efforts with the CAFR.

The Board of Directors congratulated staff for receiving this award.



## CONSENT CALENDAR

### 7. Approval of Board and Committee Minutes

Minutes of the following meetings:

February 8, 2017 Regular Board Meeting  
February 23, 2017 Special Board Meeting  
March 1, 2017 Engineering Committee Meeting

### 8. Approval of Demands for February/March 2017

Payroll Checks numbered 19071-19133; General Checking -- Checks numbered 49348-49432

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

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

### 11. Disclosure of Reimbursements

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

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

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

## EWA and COMMITTEE REPORTS

### 12. Encina Wastewater Authority (EWA) Reports

#### A. EWA Board Report – Meeting held on February 22, 2017.

Director Sullivan reported on EWA's February 22, 2017 Board meeting.

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

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

### 13. Committee Reports

#### A. Engineering Committee (EC) Meeting was held on March 1, 2017.

Director Juliussen reported that the EC reviewed the following recommendation:

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

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

The EC also received a Tactical Goal update on evaluating the need for a small vehicle to tow the mini-jetter for hydro-cleaning. This item was for informational purposes and no action was taken.

## **ACTION ITEMS**

### **14. Tactical Goal Update - Evaluate the Need for a Confined Space Entry Equipment Trailer**

FST III Amos presented the results of an evaluation for a Confined Space Entry Equipment Trailer. He stated that the evaluation is a Fiscal Year 2017 Tactical Goal. FST III Amos stated it would be beneficial and efficient to have the equipment stored and transported in a single trailer. FST III Amos noted the estimated cost of the trailer is around \$25-30K and the trailer would be customizable and towable. He stated that as a result of the evaluation, staff believes that the trailer is needed for safety and efficiency.

Vice President Sullivan asked if all the items for confined space entry are currently stored in different places. FST III Amos answered stating the confined space items are stored together in one building but require the use of multiple vehicles for transport since the items won't fit in one vehicle.

GM Bushee noted that at the February EC meeting, the EC directed staff to move forward with the purchase of the confined space equipment trailer for Fiscal Year 2017.

Director Omsted asked how often the field services staff run across toxic gas in the sewers. FST III Amos answered stating it is more common in the pump stations.

President Hanson asked if LWD has had any confined space accidents. FST Amos stated LWD has had no confined space accidents.

The Board thanked FST III Amos for his presentation.

### **15. Tactical Goal Update - Evaluate the Need to Replace District Dump Truck with a Multi - Purpose Truck to Tow the ACME (Big Blue) Emergency Pump**

FST II Easton presented the results of an evaluation of a vehicle to replace the District's Dump Truck. He stated that the evaluation is a Fiscal Year 2017 Tactical Goal. FST II Easton stated that the goals were to evaluate replacing the District's dump truck with a heavy duty vehicle to tow Big Blue and to define the capabilities and benefits of the new truck. He noted a comparable replacement vehicle would be a Ford F-750 flatbed truck. He also stated that the new truck estimated cost is between \$72-80K and the new truck would be emissions compliant, safer to drive, have an automatic transmission and improve fuel efficiency and maneuverability.

GM Bushee noted that at the February EC meeting, the EC directed staff to move forward with budgeting the purchase of a multi-purpose heavy duty truck for Fiscal Year 2018.

President Hanson asked how often Big Blue is used. FST II Easton answered a minimum of two times per year.

The Board thanked FST II Easton for his presentation.

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

TSM Morishita presented this item indicating it was reviewed by the EC at its March 1<sup>st</sup> meeting. He noted it is a Fiscal Year 2017 Tactical Goal. TSM Morishita provided background of the North San Diego Water Reuse Coalition (Coalition) and on California Proposition 84 (Prop 84) grant funding for the North San Diego County Regional Recycled Water Project (RW Project). He explained that the Prop 84 grant provides \$90,000 for the District to design the pump station. He said this design grant expires in May 2017.

TSM Morishita stated that in January 2017, staff executed Task Order Number 31 with IEC to conduct a Preliminary Design Review (PDR). He stated that Amendment Number 2 to the task order is for pump station design. TSM Morishita said that IEC submitted a proposal for \$53,305 for engineering design services that included survey and final design. TSM Morishita continued that staff believes the proposal is fair and reasonable and recommends that the Board authorize the General Manager to execute the amendment.

Director Kulchin asked if there was any fiscal impact on the District. TSM Morishita answered stating the District has to first fund the money and then ask for a reimbursement from the State.

President Hanson asked if we need to have an agreement prior to receiving reimbursement. GM Bushee explained that if we have the design, we can submit the design costs for reimbursement.

Director Omsted asked if all the work will be completed by May. GM Bushee stated all the design work will be completed by May.

Following discussion, upon a motion duly made by Director Juliussen and seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment Number 2 to Task Order Number 31 with Infrastructure Engineering Corporation (IEC) for engineering design services to design a future Recycled Water Pump Station in an amount not to exceed \$53,305 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

GM Bushee requested that Item No. 19 Discussion of LWD Open House and Item No. 20 Discussion of Recycled Water, both Strategic Planning Workshop agenda items forwarded to the March Board Agenda, be moved forward since Director Kulchin will be leaving the meeting early. The Board of Directors agreed to move items No. 19 and No. 20 forward.

**19. Discussion of LWD Open House**

ASsup Hill presented the item noting that this item was briefly discussed at the February 23, 2017 Strategic Planning Workshop. During the workshop, the Board directed staff to research and provide a cost estimate for an Open House event comparable to the one that was held in November 2011.

ASsup Hill provided background information on the costs associated with hosting an open house. She noted that the detailed list of tasks with costs were included in the Board agenda. She indicated that the tasks were divided into the following four categories: Planning Efforts; Development of Materials; Outreach; and Event Logistics.

ASsup Hill then provided the following cost estimate options:

- Option No. 1 - Budget Total \$47,340
- Option No. 2 - Budget Total \$34,240

ASsup Hill stated that Option No. 2 is less expensive since it involves the District not purchasing food and instead relying on donations, not hiring a professional photographer, holding the event on a Friday, not a Saturday, therefore paying less in employee overtime, and having staff provide more of the outreach work.

She also noted that other items to consider when conducting an open house are the date of the event, Friday versus Saturday, the availability of parking, and the amount of food sponsored by local vendors versus the District paying for food. ASsup Hill stated that if the District is going to host an open house it would take 5-6 months to plan and would be best to conduct the open house during daylight savings time.

Director Kulchin stated that he believes that an open house should be conducted on a Saturday during daylight savings time and that \$35-45K is well worth the community outreach effort.

Director Omsted stated that the District should conduct an open house.

President Hanson asked how the event would be budgeted for. ASsup Hill answered it would cost about \$10K to start the planning process in this fiscal year and the majority of the open house expenses would be budgeted for Fiscal Year 2018.

Director Sullivan asked if the open house would be held in 2017. ASsup Hill answered affirmatively but noted it would be held during Fiscal Year 2018.

GM Bushee noted that the District is looking at holding the event in late September early October 2017 and if the Board wants to move forward on this item that staff will budget sufficient funds in Fiscal Year 2018.

Director Kulchin asked how much was estimated for a photographer. ASsup Hill responded \$2K.

Director Juliussen stated he does not support having an open house, however, if the District has an open house, he thinks it should be held in the summer.

Following discussion, the majority of the Board agreed to move forward with planning an open house.

This item was for informational purposes only.

## **20. Discussion of Recycled Water**

GM Bushee presented the item noting that this item was briefly discussed at the February 23, 2017 Strategic Planning Workshop and that during the workshop, the Board directed staff to move this item to the March Board agenda for discussion.

GM Bushee provided background information on the North San Diego Water Reuse Coalition. He

reviewed the two types of coalition funding, the State Funding – Prop 84, and the Federal Funding. He reviewed LWD's current Recycled Water Program noting it is a 5 year agreement, which expires in September of 2018, with the City of Carlsbad to provide recycled water to the Omni La Costa South Golf Course.

The Board concurred with GM Bushee to pursue a potential future recycled water agreement with the Omni La Costa South Golf Course.

Director Kulchin left the meeting at 6:03 p.m.

GM Bushee also reviewed short and long term options for LWD's recycled water program stating that LWD will continue to pursue a recycled water contract with Olivenhain Municipal Water District. He also noted that LWD will keep looking for future viable potable reuse options.

This item was for informational purposes only.

#### **17. Board of Directors Compensation Adjustment**

ASM Duffey presented the item indicating the date of the last Board stipend increase was April 2016 and that government code allows for a 5% adjustment per calendar year following the last adjustment.

ASM Duffey explained that this item is for the Board to consider whether to direct staff to prepare and notice for a public hearing at the April Board Meeting, after which it could take action on a proposed a Board compensation adjustment.

He noted that the Board is eligible for up to a 5% adjustment and he provided some board per diem analytics on 24 local wastewater and water agencies.

Director Omsted stated he opposed an increase. Director Juliussen concurred with Director Omsted.

Vice President Sullivan stated she would like to see a 5% increase.

President Hanson stated she concurred with Directors Omsted, Juliussen, and Kulchin.

Following discussion, the Board consensus was to not hold a public hearing.

#### **18. Fiscal Year 2018 (FY18) Budget Development Schedule**

ASM Duffey presented the item stating that staff is in the process of preparing the FY18 Budget. He provided the recommended dates for the Special Board meeting to review the Preliminary FY18 Budget.

Following discussion, the Board of Directors did not select a date for a Special Board meeting. EA Baity will follow up with the Board of Directors to confirm the date of the Special Board Meeting. No other action was taken.

#### **21. Call for Nominations to the CSDA Board of Directors Seat C**

EA Baity presented the item stating that CSDA is seeking nominations for its Board of Directors and Staff has no recommendation on this matter.

The Board of Directors did not nominate anyone and no action was taken.

## INFORMATION ITEMS

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

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

### 23. Directors' Meetings and Conference Reports

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

President Hanson stated it was a very nice and informative conference. She noted that there seems to be a lot of hope for water infrastructure.

Director Juliussen thanked President Hanson for attending.

### 24. General Manager's Report

GM Bushee reported on the following items:

- The District received 5 proposals in response to LWD's Request for Proposals (RFP) for Engineering Design Services. Staff has interviewed 3 firms. Staff plans to present the recommended contract to the Board at the April Board Meeting.

### 25. General Counsel's Report

General Counsel Brechtel reported on the following item:

- Supreme Court rules private email accounts subject to CPRA (California Public Records Act)

Director Juliussen asked if the LWD server is a private server. GM Bushee answered stating that the LWD email exchange server is a public server since it is owned by a government agency.

### 26. Board of Directors' Comments

Vice President Hanson stated she enjoyed the presentations given by the field services staff.

President Hanson reported that she attended a San Diego LAFCO meeting on March 6, 2017.

### 27. Adjournment

President Hanson adjourned the meeting at approximately 6:39 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  
March 29, 2017

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Wednesday, March 29, 2017 at 8:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Chairperson Omsted called the meeting to order at 8:30 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 Baijy, and Jared Criscuolo with Rising Tide Partners (RTP).

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review of Teacher Grant Applications

ASsup Hill introduced the item noting that LWD received two Teacher Grant Applications after contacting the nine schools within the LWD service area. She also provided a brief summary of each application and indicated that both applicants qualified for grants.

Director Kulchin asked when LWD notifies the schools of the Teacher Grant Program. ASsup Hill responded that the schools are notified in November. Director Kulchin suggested notifying the schools earlier so more schools would submit applications.

GM Bushee and ASsup Hill stated that in the future, LWD would contact the schools in September instead of November.

Director Kulchin also suggested the following ideas to increase Teacher Grant Program participation and community outreach:

- Meeting with the school Superintendent so that schools are more aware of LWD's Teacher Grant Program;
- Adding a requirement that if you are awarded the Teacher Grant Program Award you will receive a tour of LWD's facilities; and
- Expanding the program to other organizations, such as the Boys & Girls Club.

Mr. Criscuolo suggested that in order to increase participation, LWD could ask teachers at the local schools and former award recipients when the best time is to notify schools of the Teacher Grant Program.

Mr. Criscuolo also suggested increasing the award amount from \$1,000 to \$2,500 might provide teachers more incentive to apply for the program.

GM Bushee stated a future CAC meeting will be scheduled to discuss increasing Teacher Grant Program participation.

Following discussion, the CAC and staff agreed that both schools qualified for the grants. ASsup Hill noted that the applications will be forwarded to the Board for their approval at the April 12<sup>th</sup> Board meeting.

#### B. Update on Open House

ASsup Hill presented background information on the item noting that a staff All Hands Meeting was held on March 13<sup>th</sup> to gather ideas for LWD's future open house. She then introduced Mr. Criscuolo to provide a review of what was discussed at the All Hands Meeting.

Mr. Criscuolo reviewed the following meeting objectives:

- Open House Goals - Primary and Secondary;
- Staff Ideas – Logistics and Booth Ideas; and
- Target Audiences.

Director Kulchin asked the potential date of the open house. ASsup Hill responded Friday, September 22 or Saturday, September 23. ASsup Hill noted that these dates were chosen since there were no potential conflicts with local community events for those same dates.

Following discussion, the CAC and staff agreed that a Saturday event would be preferred. GM Bushee stated that staff would continue to update the CAC as staff proceeds with coordinating and planning the open house event.

### 5. **Information Items**

#### A. Spring 2017 Newsletter Feedback

ASsup Hill presented an overview of the Spring 2017 Newsletter feedback. She noted that the majority of the feedback received was positive.

### 6. **Directors' Comments**

Chairperson Omsted welcomed Director Kulchin to the CAC.

### 7. **General Manager's Comments**

GM Bushee stated the Board of Directors headshots have been added to LWD's virtual tour video and the video is now complete.

ASsup Hill stated that the kiosk in the front lobby is now operational and the virtual tour video can now be viewed on the kiosk.



Staff and the CAC viewed the completed virtual tour video and GM Bushee thanked ASsup Hill, Mr. Criscuolo, and videographer Collin Chapelle for all their hard work on creating the LWD video.

GM Bushee noted that the video will go live on the District's Facebook page today and the video will also be shown at the April 12<sup>th</sup> Board meeting.

Director Kulchin requested that a copy of the link to the video be emailed to him. Staff stated they would email Director Kulchin the link.

**8. Adjournment**

Chairperson Omsted adjourned the meeting at 9:18 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 April 5, 2017.

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, April 5, 2017 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; District Engineer Steve Deering; Dexter Wilson from Dexter Wilson Engineering; and Jamie Fagnant from Infrastructure Engineering Corporation

**3. Public Comment**

None. -

**4. New Business**

- A. Authorize the General Manager to execute an agreement with Stanek Constructors, Incorporated for construction services to complete the Gafner Advanced Water Treatment (AWT) Improvements Project in an amount not to exceed \$659,000.

TSM Morishita presented the staff recommendation. He stated that this was the second request for bids. He continued that the initial bid was conducted in November 2016, however the bids were rejected due to the high bids received. TSM Morishita said that after the project was re-evaluated and modified, with the goal of reducing the bid price, the project was re-bid in March 2017. He continued that five bids were received with ATOM Engineering submitting the apparent low bid.

TSM Morishita stated that the bids were evaluated by Infrastructure Engineering Corporation (IEC) and as a result, Stanek Constructors (Stanek) was determined to be the lowest responsive responsible bidder. He explained that due to project complexity, stringent experience requirements were established in the Request for Bids. He continued that Stanek was the lowest bidder that satisfied all experience requirements, therefore they were the lowest responsive responsible bidder. TSM Morishita stated that this project is crucial to the safe and efficient operation of the Gafner facility and is essential to operate Gafner within regulatory requirements.

The EC expressed concerns with the high cost of the bid. After a thorough discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute an agreement with Stanek Constructors for construction of the Gafner AWT Improvements Project.

- B. Authorize the General Manager to execute an as needed Engineering Design Services contract with Infrastructure Engineering Corporation (IEC).

TSM Morishita presented the staff recommendation. He stated that to prevent complacency and evaluate the current market of engineering firms, staff believes it is prudent to distribute a Request for Proposal (RFP) for as-needed engineering design services on a five year cycle. He continued that the RFP was distributed to 29 engineering firms in December 2016 and in January 2017 five proposals were received. TSM Morishita said the proposals were evaluated by a review panel and three firms; Dudek, Infrastructure Engineering Corporation (IEC) and Psomas; were selected for interviews. He explained that the interviews were conducted in March by a three person panel consisting of GM Bushee, TSM Morishita and Richard Stinson. He continued that, as a result of the interviews, IEC was selected as the engineering firm to provide this service. TSM Morishita said that the agreement is for an initial three year term with an option to extend the agreement for two additional years.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute an As-Needed Engineering Design Services agreement with IEC.

- C. Authorize the General Manager to execute a sole source three-year base professional services agreement with Dexter Wilson Engineering, Incorporated for Engineering Consulting Services in an amount not to exceed \$345,000 with an option for two additional years.

GM Bushee presented the staff recommendation. He stated that after a distinguished 21 year career as District Engineer, Steve Deering has decided to retire effective July 2017. GM Bushee continued that after thoughtful consideration staff recommends that Dexter Wilson succeed Steve Deering as District Engineer. He continued that Mr. Wilson and his staff at Dexter Wilson Engineering, Incorporated (DWE) have an extensive and unique knowledge and technical expertise of the District's assets and its operations and maintenance procedures. GM Bushee explained that this knowledge and technical expertise was gained through DWE's previous consulting work with the District including developing, updating and annually auditing the Sewer System Management Plan (SSMP); developing and updating the Asset Management Plan; and developing the Island Area Plan. GM Bushee stated that DWE's unique knowledge and expertise satisfies the criteria for sole sourcing allowed under Section 11.1, Sole Source Procurement, of the District's Procurement Policy. He continued that, therefore, staff is recommending that the District Engineer contract be awarded on a sole source basis to DWE.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute a sole source three-year base professional services agreement with DWE for District Engineering Services.

## 5. Information Items

- A. Impact of the Severe Storm that occurred on February 27, 2017 on the District's Collection System.

FSS Stecker presented flow data collected during the torrential rain event on February 27<sup>th</sup>. He stated that he compared the flow data from the same period in February

2016. He briefed the EC on the measured flow in two specific areas, Old Leucadia and the Batiquitos Pump Station. FSS Stecker said that based on the data Batiquitos Pump Station and the Old Leucadia area experienced enormous peaks during the event.

FSSup Gonzalez described the events that happened on February 27<sup>th</sup>. He explained that Vector trucks were used to assist with the inflow at Diana Pump Station. He continued that Batiquitos and Leucadia Pump Stations overflowed into their respective overflow basins. FSSup Gonzalez said that the Batiquitos Force Mains, B2 and B3, were in simultaneous operation and three of the four pumps were on line at Batiquitos Pump Station to deal with the increased flow. FSSup Gonzalez stated that overall, the Field Services staff responded with level headed professionalism and, as a result, no sewer system overflow occurred.

The EC thanked FSS Stecker and FSSup Gonzalez for their presentation and requested that they give this presentation at the April Board meeting. GM Bushee said the Board will be informed as requested.

**6. Director's Comments**

The EC thanked DE Deering for his 21 years of faithful professional service to the District and welcomed Dexter Wilson into District service.

**7. General Manager's Comments**

GM Bushee briefed the EC on a Public Records Request from the San Diego Union-Tribune regarding District internet usage.

**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:16 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

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



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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 536,690.53.**
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months March 3, 2017, – April 6, 2017.

Operating expenses totaled **\$ 226,041.24** while Capital Improvement Program expenses totaled **\$ 211,944.35**

Payroll for employees and the Board totaled **\$ 98,704.94.**

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

- |              |  |
|--------------|--|
| Attachment 1 | Summary of Demands by Account March/April 2017       |
| Attachment 2 | Accounts Payable Check Register dated March 8, 2017  |
| Attachment 3 | Payroll Check Register dated March 15, 2017          |
| Attachment 4 | Accounts Payable Check Register dated March 20, 2017 |
| Attachment 5 | Accounts Payable Check Register dated March 28, 2017 |
| Attachment 6 | Payroll Check Register dated March 29, 2017          |
| Attachment 7 | Board Payroll Check Register dated April 1, 2017     |
| Attachment 8 | Accounts Payable Check Register dated April 3, 2017  |
| Attachment 9 | Year to Date Employee and Board Payroll Report       |

**DEMANDS SUMMARY**

April 12, 2017

**1. Demands**

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -3/15/2017	19134 - 19152	\$48,226.01	
Payroll Check -3/29/2017	19153 - 19171	\$46,338.98	
Board Payroll Check - 4/1/2017	19172 - 19176	<u>\$4,139.95</u>	
	<b>Total</b>	<b>\$98,704.94</b>	
General Checking -3/8/2017	49433 - 49467	\$ 46,187.71	
General Checking -3/20/2017	49468 - 49501	\$ 105,321.34	
General Checking - 3/28/2017	49502 - 49533	\$ 69,973.04	
General Checking - 4/3/2017	49538 - 49563 -	<u>\$ 216,503.50</u>	
	<b>Total</b>	<b>\$ 437,985.59</b>	
	<b>GRAND TOTAL</b>		<b>\$536,690.53</b>

**VOIDED CHECKS**

Spoiled/Unused

49534 - 49537

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 3/8/2017 Through 3/8/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	49433	3/8/2017	192.58	PHONE SERVICE/INTERNET, ETC-JAN
	Total 49433		192.58	
RYNE CHALOUX	49434	3/8/2017	2,181.00	LATERAL REIMBURSEMENT
	Total 49434		2,181.00	
CHUCKS TIRE CENTER	49435	3/8/2017	445.33	TIRES-2014 CHEV
	Total 49435		445.33	
CITY OF CARLSBAD	49436	3/8/2017	358.71	WATER @ PLANT
CITY OF CARLSBAD		3/8/2017	725.70	WATER @ VACTOR
CITY OF CARLSBAD		3/8/2017	268.23	WATER @ VACTOR 2
	Total 49436		852.64	
COSCO FIRE PROTECTION	49437	3/8/2017	1,694.00	REPLACE FIRE SPRINKLERS
	Total 49437		1,694.00	
COX COMMUNICATIONS SAN DIEGO	49438	3/8/2017	1,469.47	PHONE SERVICE/INTERNET-FEB
	Total 49438		1,469.47	
CUES, INC	49439	3/8/2017	265.95	CABLES, ETC
	Total 49439		265.95	
DARRELL POST	49440	3/8/2017	3,000.00	LATERAL REIMBURSEMENT
	Total 49440		3,000.00	
DATA NET	49441	3/8/2017	475.00	IS MAINT AND SUPPORT
DATA NET		3/8/2017	172.00	MONTHLY SERVICE FEE-FEB
	Total 49441		647.00	
DKF SOLUTIONS GROUP, LLC	49442	3/8/2017	300.00	MONTHLY FEE-MARCH
	Total 49442		300.00	
HARTFORD LIFE & ACCIDENT INS.	49443	3/8/2017	448.12	LIFE INS-MARCH
	Total 49443		448.12	
ICMA RETIREMENT-303979	49444	3/8/2017	4,114.33	DEFERRED COMP
	Total 49444		4,114.33	
L&L PRINTERS	49445	3/8/2017	4,789.54	NEWSLETTER
	Total 49445		4,789.54	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 3/8/2017 Through 3/8/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
McCROMETER	49446	3/8/2017	<u>1,881.32</u>	CALIBRATE/REPAIR METERS
	Total 49446		1,881.32	
MITSUBISHI ELECTRIC US, INC	49447	3/8/2017	<u>286.07</u>	ELEVATOR MAINT AND REPIAR
	Total 49447		286.07	
NATIONWIDE RETIREMENT SOLUTIONS	49448	3/8/2017	<u>265.78</u>	DEFERRED COMP
	Total 49448		265.78	
OFFICE DEPOT, INC.	49449	3/8/2017	<u>126.12</u>	OFFICE SUPPLIES
	Total 49449		126.12	
OLIVENHAIN MUNICIPAL WATER DIST	49450	3/8/2017	41.13	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		3/8/2017	341.29	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		3/8/2017	564.33	WATER @ TRAVLEING
OLIVENHAIN MUNICIPAL WATER DIST		3/8/2017	41.13	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		3/8/2017	41.13	WATER @ VP7 PS
	Total 49450		1,029.01	
PACIFIC SAFETY CENTER	49451	3/8/2017	<u>145.00</u>	ANNUAL MEMBERSHIP-SAFETY
	Total 49451		145.00	
PAUL BUSHEE	49452	3/8/2017	<u>833.63</u>	REIMBURSE FOR CASA CONF-DC
	Total 49452		833.63	
PEP BOYS	49453	3/8/2017	<u>26.93</u>	METRIC TAPE AND DIE SET
	Total 49453		26.93	
RGB RICE GENERAL BUILDING	49454	3/8/2017	<u>3,300.35</u>	ROOF REPAIR WORK
	Total 49454		3,300.35	
RICHARD STINSON	49455	3/8/2017	<u>8,550.00</u>	CONSTRUCTION MANAGEMENT-FEB
	Total 49455		8,550.00	
RISING TIDE PARTNERS	49456	3/8/2017	2,816.37	PUBLIC INFO-FEB
RISING TIDE PARTNERS		3/8/2017	<u>2,975.50</u>	PUBLIC INFO-JAN
	Total 49456		5,791.87	
SAN DIEGUITO WATER DISTRICT	49457	3/8/2017	135.80	WATER @ BPS



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 3/8/2017 Through 3/8/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGUITO WATER DISTRICT		3/8/2017	185.13	WATER @ TANKER
	Total 49457		320.93	
SOUTHERN CONTRACTING COMPANY	49458	3/8/2017	1,000.00	ELECTRICAL WORK @VP7
SOUTHERN CONTRACTING COMPANY		3/8/2017	960.00	ELECTRICAL WORK@ VP5, EE
	Total 49458		1,960.00	
TERMINIX	49459	3/8/2017	56.00	MONTHLY PEST SERVICE-FEB
	Total 49459		56.00	
THE HOME DEPOT CRC/GEFC	49460	3/8/2017	430.43	SUPPLIES
	Total 49460		430.43	
TIANNE BATTY	49461	3/8/2017	22.15	REIMBURSE FOR CONF
	Total 49461		22.15	
UNDERGROUND SERVICE ALERT OF	49462	3/8/2017	177.00	UNDERGROUND ALARM SERVICE
	Total 49462		177.00	
UNIFIRST CORPORATION	49463	3/8/2017	202.61	LAUNDRY SERVICE W/E 3/1/17
	Total 49463		202.61	
UNITED PARCEL	49464	3/8/2017	18.72	SHIPPING
	Total 49464		18.72	
VERIZON WIRELESS	49465	3/8/2017	21.27	CELL PHONE TELEMETRY
	Total 49465		21.27	
WASTE MANAGEMENT	49466	3/8/2017	242.50	TRASH SERVICE-FEB
	Total 49466		242.50	
XEROX CORPORATION	49467	3/8/2017	100.06	COPIER LEASE
	Total 49467		100.06	
Report Total			46,187.71	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: March 15, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19134 - 19152	3/15/2017	\$48,226.01

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 3/20/2017 Through 3/20/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AT&T	49468	3/20/2017	192.58	PHONE SERVICE ETC
	Total 49468		192.58	
BAY CITY ELECTRIC WORKS, INC	49469	3/20/2017	633.81	GENERATOR SERVICE @ LPS
	Total 49469		633.81	
CARLSBAD FUELS CORPORATION	49470	3/20/2017	1,715.98	VEHICLE FUEL
	Total 49470		1,715.98	
CARLSON & BEAULOYE	49471	3/20/2017	856.87	COMPRESSOR SERVICES @ LPS
	Total 49471		856.87	
WAGeworks, INC	49472	3/20/2017	140.00	SEC 125 FLEX PLAN-FEB
	Total 49472		140.00	
CORELOGIC INFORMATION SOLUTIONS, INC	49473	3/20/2017	125.00	REAL QUEST SUB-FEB
	Total 49473		125.00	
CORODATA	49474	3/20/2017	74.55	STORAGE-FEB
	Total 49474		74.55	
CWEA	49475	3/20/2017	172.00	MEMBERSHIP RENEWAL-A. J.
CWEA		3/20/2017	172.00	MEMBERSHIP RENEWAL-E. SULLIVAN
CWEA		3/20/2017	172.00	MEMBERSHIP RENEWAL-J.HANSON
	Total 49475		516.00	
DATA NET	49476	3/20/2017	125.99	IS MAINT AND SUPPORT-KEYBOARD
DATA NET		3/20/2017	300.00	IS MAINT AND SUPPORT-WATCHGUARD SUPPORT
	Total 49476		425.99	
DETECTION INSTRUMENTS CORP	49477	3/20/2017	105.93	L2 CALIBRATION @LPS
	Total 49477		105.93	
EVOQUA WATER TECHNOLOGIES, LLC	49478	3/20/2017	8,374.57	BIOXIDE
	Total 49478		8,374.57	
GRAINGER, INC	49479	3/20/2017	77.12	AXIAL FAN @ AVOCADO PS
	Total 49479		77.12	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 3/20/2017 Through 3/20/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ICMA RETIREMENT-303979	49480	3/20/2017	<u>4,114.33</u>	DEFERRED COMP
	Total 49480		4,114.33	
INFRASTRUCTURE ENGINEERING CORP	49481	3/20/2017	850.00	FY17 GRAVITY SEWER PROJECT-FEB
INFRASTRUCTURE ENGINEERING CORP		3/20/2017	10,521.95	GAFNER AWT PROJECT-FEB
INFRASTRUCTURE ENGINEERING CORP		3/20/2017	3,095.00	L1 FORCE MAIN WEST-FEB
INFRASTRUCTURE ENGINEERING CORP		3/20/2017	5,175.00	LC GOLF COURSE-FEB
INFRASTRUCTURE ENGINEERING CORP		3/20/2017	1,315.00	LPS REHAB PROJECT-FEB
INFRASTRUCTURE ENGINEERING CORP		3/20/2017	5,520.00	RECYCLED WATER PUMP-FEB
INFRASTRUCTURE ENGINEERING CORP		3/20/2017	792.50	VP5 REPLACEMENT-FEB
	Total 49481		27,269.45	
JACKSON & BLANC	49482	3/20/2017	<u>1,617.25</u>	HVAC MAINT/REPAIR CONTRACT
	Total 49482		1,617.25	
JOHN W. SMITH	49483	3/20/2017	<u>120.00</u>	WORK @ E./VPS
	Total 49483		120.00	
JUDY HANSON	49484	3/20/2017	109.06	REIMBURSE FOR CSDA POLICY FORUM
	Total 49484		109.06	
KING OF THE PAINTERS	49485	3/20/2017	<u>12,250.00</u>	FOR INTERIOR PAINTING -ADM BLDG
	Total 49485		12,250.00	
MESA REPROGRAPHICS	49486	3/20/2017	<u>576.05</u>	PLANS/SPECS FOR GAFNER/AWT
	Total 49486		576.05	
NAPA AUTO	49487	3/20/2017	<u>81.83</u>	PARTS
	Total 49487		81.83	
NATIONWIDE RETIREMENT SOLUTIONS	49488	3/20/2017	265.78	DEFERRED COMP
	Total 49488		265.78	
NEOPOST, INC	49489	3/20/2017	<u>112.98</u>	POSTAGE METER RENTAL
	Total 49489		112.98	
PACIFIC PIPELINE SUPPLY	49490	3/20/2017	<u>266.66</u>	RINGS AND GASKETS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 3/20/2017 Through 3/20/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 49490		266.66	
PALOMAR WATER, LLC	49491	3/20/2017	<u>221.50</u>	BOTTLED WATER DELIVERED
	Total 49491		221.50	
PEP BOYS	49492	3/20/2017	<u>79.82</u>	POWER PORT AND FUSES-TRUCK 153
	Total 49492		79.82	
PERS RETIREMENT	49493	3/20/2017	156.99	BOARD RETIREMENT -2/28/2017
PERS RETIREMENT		3/20/2017	<u>13,024.56</u>	EMPLOYEE RETIREMENT-2/26/17
	Total 49493		13,181.55	
SOUTHERN CONTRACTING COMPANY	49494	3/20/2017	700.00	ELECTRICAL WORK @ BPS/RVPS
SOUTHERN CONTRACTING COMPANY		3/20/2017	<u>1,236.00</u>	REPLACE LIGHT @ BPS METER
	Total 49494		1,936.00	
TAMAYO GROUP, INC	49495	3/20/2017	<u>10,000.00</u>	CONSULTING FEES-STRATEGIC
	Total 49495		10,000.00	
T.Y. LIN INTERNATIONAL	49496	3/20/2017	<u>4,628.00</u>	POINSETTIA SEWER PROJECT-DEC
	Total 49496		4,628.00	
UNIFIRST CORPORATION	49497	3/20/2017	<u>195.54</u>	LAUNDRY SERVICE W/E 3/8/17
	Total 49497		195.54	
UNITED PARCEL	49498	3/20/2017	<u>126.49</u>	SHIPPING
	Total 49498		126.49	
U.S. BANK	49499	3/20/2017	<u>7,181.35</u>	CONF/MEETINGS/OFFICE SUPPLIES/TRAVEL/ETC
	Total 49499		7,181.35	
WESELOH CHEVROLET	49500	3/20/2017	<u>3,257.30</u>	MAINT/REPAIR-09 SILVERADO
	Total 49500		3,257.30	
WORDEN WILLIAMS LLP	49501	3/20/2017	<u>4,492.00</u>	LEGAL FEES-FEB
	Total 49501		4,492.00	
Report Total			<u>105,321.34</u>	

**Leucadia Wastewater District**  
**Vendor Activity**  
From 3/20/2017 Through 3/20/2017

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	3/20/2017	49499	14.95	Computer SW/Srv	AATRIX-EFILE
USBANK1	U.S. BANK	API	3/20/2017	49499	675.00	BOARD CONFERENC	CASA DC REG-J.H.
USBANK1	U.S. BANK	API	3/20/2017	49499	228.90	BOARD CONFERENC	CASA FLIGHT-D.O.
USBANK1	U.S. BANK	API	3/20/2017	49499	137.88	BOARD CONFERENC	CASA FLIGHT-E.S.
USBANK1	U.S. BANK	API	3/20/2017	49499	228.90	BOARD CONFERENC	CASA FLIGHT-J.HANSON
USBANK1	U.S. BANK	API	3/20/2017	49499	117.88	Train'g/Ed/Conf	CASA FLIGHT-P.B.
USBANK1	U.S. BANK	API	3/20/2017	49499	275.00	BOARD CONFERENC	CASA REG-D.O.
USBANK1	U.S. BANK	API	3/20/2017	49499	275.00	BOARD CONFERENC	CASA REG-E.S.
USBANK1	U.S. BANK	API	3/20/2017	49499	275.00	BOARD CONFERENC	CASA REG-J.H
USBANK1	U.S. BANK	API	3/20/2017	49499	275.00	Train'g/Ed/Conf	CASA REG-P.B.
USBANK1	U.S. BANK	API	3/20/2017	49499	839.60	BOARD CONFERENC	CASA-FLIGHT-DC-J.HANSON
USBANK1	U.S. BANK	API	3/20/2017	49499	615.00	Train'g/Ed/Conf	CWEA CONF-J.S.
USBANK1	U.S. BANK	API	3/20/2017	49499	615.00	Train'g/Ed/Conf	CWEA CONF-M.G.
USBANK1	U.S. BANK	API	3/20/2017	49499	615.00	Train'g/Ed/Conf	CWEA CONF-REG-R.E.
USBANK1	U.S. BANK	API	3/20/2017	49499	615.00	Train'g/Ed/Conf	CWEA CONF-REG-R.R.
USBANK1	U.S. BANK	API	3/20/2017	49499	50.25	EMPLOYEE RECOGN	EMPL RECG-JAN-BDAYS
USBANK1	U.S. BANK	API	3/20/2017	49499	180.00	Train'g/Ed/Conf	FS CWEA TRAINING
USBANK1	U.S. BANK	API	3/20/2017	49499	681.20	SAFETY SUPPLIES	FS SAFETY HELMETS
USBANK1	U.S. BANK	API	3/20/2017	49499	271.02	Train'g/Ed/Conf	LUNCH-EMERG. TRAINING
USBANK1	U.S. BANK	API	3/20/2017	49499	31.78	MEETING SUPPLIE	LUNCH-STRATEGIC PLANNING
USBANK1	U.S. BANK	API	3/20/2017	49499	33.99	SAFETY SUPPLIES	TRAUMA BAG-SAFETY
USBANK1	U.S. BANK	API	3/20/2017	49499	100.00	TELEPHONE	WEB HOSTING
USBANK1	U.S. BANK	API	3/20/2017	49499	30.00	TELEPHONE	WIFI-R.M.
USBANK1	U.S. BANK	APS	3/20/2017	49499	0.00	ACCOUNTS PAYABL	CONF/MEETINGS/OFFICE SUPPLIES/TRAVEL/ETC

Transaction Total 7,181.35

Total USBANK1 U.S. BANK 7,181.35

Report  
Opening/Current  
Balance

Date: 3/20/17 03:24:30 PM

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

Page: 1

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ATTACHMENT 4

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 3/28/2017 Through 3/28/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AT&T	49502	3/28/2017	<u>116.66</u>	PHONE SERVICE @ BPS
	Total 49502		116.66	
BARRETT ENGINEERED PUMP	49503	3/28/2017	<u>226.28</u>	CORD SUMP PUMP @ BPS
	Total 49503		226.28	
CARLSBAD FUELS CORPORATION	49504	3/28/2017	<u>1,610.92</u>	VEHICLE GAS/FUELS
	Total 49504		1,610.92	
COLLIN CHAPPELLE	49505	3/28/2017	<u>850.00</u>	VIDEO EDITING
	Total 49505		850.00	
CHUCKS TIRE CENTER	49506	3/28/2017	<u>25.00</u>	TIRE REPAIR-2014 CHEV
	Total 49506		25.00	
CINTAS FIRST AID AND SAFETY	49507	3/28/2017	<u>241.38</u>	REFILL FIRST AID KIT
	Total 49507		241.38	
CO'S TRAFFIC CONTROL, INC	49508	3/28/2017	<u>2,600.00</u>	TRAFFIC CONTROL
	Total 49508		2,600.00	
CRANWORKS SOUTHWEST, INC	49509	3/28/2017	<u>118.53</u>	CABLE
	Total 49509		118.53	
CJES, INC	49510	3/28/2017	<u>938.11</u>	CAMERA REPAIR-CCTV
	Total 49510		938.11	
DATA NET	49511	3/28/2017	<u>1,658.46</u>	MS EXCHANGE SERVICE
DATA NET		3/28/2017	<u>1,591.60</u>	MS SERVER USER RENEWAL
	Total 49511		3,250.06	
DETECTION INSTRUMENTS CORP	49512	3/28/2017	<u>201.99</u>	CALIBRATION @ LPS
	Total 49512		201.99	
DRAGER SAFETY, INC.	49513	3/28/2017	<u>753.18</u>	SCBA FIT TEST AND INSPECTION
	Total 49513		753.18	
DUDEK & ASSOCIATES	49514	3/28/2017	<u>7,435.00</u>	GE/CIP/FEB/200/345/359/357/35...
DUDEK & ASSOCIATES		3/28/2017	<u>5,267.50</u>	GE/CIP/JAN/200/345/358/328/361
	Total 49514		12,702.50	
DUKE'S ROOT CONTROL	49515	3/28/2017	<u>3,790.56</u>	LINE SEGMENTS ROOT CONTROL

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 3/28/2017 Through 3/28/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 49515		3,790.56	
GREAT AMERICA FINANCIAL SERVICES	49516	3/28/2017	753.62	COPIER LEASE-MARCH
	Total 49516		753.62	
HEAVILAND ENTERPRISES, INC	49517	3/28/2017	840.00	LANDSCAPE MAINT-MARCH
	Total 49517		840.00	
I2B NETWORKS, INC	49518	3/28/2017	160.00	WEB CAM @ BPS-MARCH
	Total 49518		160.00	
J.P. COOKE COMPANY	49519	3/28/2017	56.36	STAMP
	Total 49519		56.36	
DANIEL JURMAN	49520	3/28/2017	680.00	FIRST AID TRAINING
	Total 49520		680.00	
MSC JANITORIAL SERVICE, INC	49521	3/28/2017	1,552.92	JANITORIAL SERVICES-MARCH
	Total 49521		1,552.92	
NAPA AUTO	49522	3/28/2017	51.66	AUTO PARTS
	Total 49522		51.66	
OFFICE DEPOT, INC.	49523	3/28/2017	316.46	OFFICE SUPPLIES
	Total 49523		316.46	
PERS RETIREMENT	49524	3/28/2017	13,024.56	EMPLOYEE RETIREMENT ENDING 3/12/2017
	Total 49524		13,024.56	
SAN DIEGO GAS & ELECTIRC	49525	3/28/2017	138.54	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		3/28/2017	541.05	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		3/28/2017	818.46	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		3/28/2017	382.27	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		3/28/2017	1,207.04	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		3/28/2017	15,217.85	ELECTRIC @ LPS/OFFICE
SAN DIEGO GAS & ELECTIRC		3/28/2017	180.39	ELECTRIC @ RVPS
SAN DIEGO GAS & ELECTIRC		3/28/2017	916.42	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		3/28/2017	343.42	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		3/28/2017	181.58	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		3/28/2017	167.20	GAS @ OFFICE/LPS
SAN DIEGO GAS & ELECTIRC		3/28/2017	2.72	NAT. GAS @ EE PS
	Total 49525		20,096.94	
SOUTHERN CONTRACTING COMPANY	49526	3/28/2017	240.00	WORK @ RVPS



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 3/28/2017 Through 3/28/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 49526		240.00	
TRI COMMUNITY ANSWERING SERVICE	49527	3/28/2017	90.00	ANSWERING SERVICE-MAR/APRIL
	Total 49527		90.00	
UNIFIRST CORPORATION	49528	3/28/2017	195.54	LAUNDRY SERVICE W/E 3/22/17
UNIFIRST CORPORATION		3/28/2017	199.26	LAUNDRY SERVICE-W/E 3/15/17
	Total 49528		394.80	
UNITED PARCEL	49529	3/28/2017	129.64	SHIPPING
	Total 49529		129.64	
V&A CONSULTING ENGINEERS	49530	3/28/2017	1,500.00	SM CREEK FLOW MEASUREMENT
	Total 49530		1,500.00	
VERIZON WIRELESS	49531	3/28/2017	879.19	CELL PHONES SERVICE
	Total 49531		879.19	
VORTEX INDUSTRIES, INC	49532	3/28/2017	521.00	REPAIRS TO HOLLOW METAL DOOR @ BPS
	Total 49532		521.00	
WESELOH CHEVROLET	49533	3/28/2017	1,260.72	MAINT/REPAIR-2005 CHEV
	Total 49533		1,260.72	
Report Total			69,973.04	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: March 29, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19153 - 19171	3/29/2017	\$46,338.98

**LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT**

**Payroll Date:** April 1, 2017

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19172 - 19176	4/1/2017	\$4,139.95

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 4/3/2017 Through 4/3/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLAN JULIUSSEN	49538	4/3/2017	<u>689.01</u>	REIMBURSE FOR WATERUSE CONF
	Total 49538		689.01	
BAJA POOL AND SPA SERVICE	49539	4/3/2017	<u>125.00</u>	MARCH MONTHLY MAINT FOR FOUNTAIN
	Total 49539		125.00	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	49540	4/3/2017	<u>2,995.02</u>	HEALTH INS-APRIL-BOARD
	Total 49540		2,995.02	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	49541	4/3/2017	<u>31,375.15</u>	HEALTH INS-APRIL EMPLOYEES
	Total 49541		31,375.15	
PETTY CASH	49542	4/3/2017	<u>223.40</u>	PETTY CASH - MARCH
	Total 49542		223.40	
CHUCKS TIRE CENTER	49543	4/3/2017	<u>25.00</u>	TIRE REPAIR-2011 TRUCK
	Total 49543		25.00	
CITY OF CARLSBAD	49544	4/3/2017	<u>305.28</u>	WATER @ PLANT
	Total 49544		305.28	
COX COMMUNICATIONS SAN DIEGO	49545	4/3/2017	<u>1,469.47</u>	INTERNET/PHONE
	Total 49545		1,469.47	
DATA NET	49546	4/3/2017	<u>562.50</u>	IS MAINT AND SUPPORT
	Total 49546		562.50	
DETECTION INSTRUMENTS CORP	49547	4/3/2017	<u>201.99</u>	CALIBRATION @ LPS
	Total 49547		201.99	
DION INTERNATIONAL TRUCKS INC	49548	4/3/2017	<u>6,443.15</u>	TRUCK/VACTOR MAINT/REPAIR
	Total 49548		6,443.15	
DONALD OMSTED	49549	4/3/2017	<u>21.78</u>	REIMBURSE FOR WATERUSE CONF
	Total 49549		21.78	
ELAINE SULLIVAN	49550	4/3/2017	<u>119.13</u>	REIMBURSE FOR CSDA CONF
ELAINE SULLIVAN		4/3/2017	<u>679.07</u>	REIMBURSE FOR WATERUSE CONF
	Total 49550	<b>36</b>	798.20	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 4/3/2017 Through 4/3/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ICMA RETIREMENT-303979	49551	4/3/2017	<u>4,114.33</u>	DEFERRED COMP
	Total 49551		4,114.33	
INSITUFORM TECHNOLOGIES, LLC	49552	4/3/2017	<u>158,794.40</u>	LEUCADIA SCENIC CIP-MARCH
	Total 49552		158,794.40	
JUDY HANSON	49553	4/3/2017	<u>536.01</u>	REIMBURSE FOR WATERUSE CONF
	Total 49553		536.01	
MESA REPROGRAPHICS	49554	4/3/2017	<u>43.62</u>	PLANS AND SPECS-GAFNER AWT
	Total 49554		43.62	
MES VISION	49555	4/3/2017	<u>386.22</u>	VISION INS-APRIL
	Total 49555		386.22	
NAPA AUTO	49556	4/3/2017	<u>145.45</u>	ENGINE CODE SCANNER
	Total 49556		145.45	
NATIONWIDE RETIREMENT SOLUTIONS	49557	4/3/2017	<u>265.78</u>	DEFERRED COMP
	Total 49557		265.78	
SCAP	49558	4/3/2017	<u>538.00</u>	ANNUAL MEMBERSHIP 2017/2018
	Total 49558		538.00	
SOUTHERN CONTRACTING COMPANY	49559	4/3/2017	<u>1,920.00</u>	ELECTRICAL WORK @ AWT
	Total 49559		1,920.00	
STATE WATER RESOURCES CONTROL BD	49560	4/3/2017	<u>120.00</u>	RENEWAL FOR R. EASTON FOR WTR TREAT. CERT
	Total 49560		120.00	
THE GUARDIAN	49561	4/3/2017	<u>4,166.88</u>	DENTAL/DISABILITY INS-APRIL
	Total 49561		4,166.88	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	49562	4/3/2017	<u>31.00</u>	PHYSICALS
	Total 49562		31.00	
WASTE MANAGEMENT	49563	4/3/2017	<u>206.86</u>	TRASH SERVICE-MARCH
	Total 49563		206.86	
Report Total			<u>216,503.50</u>	

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

<b><u>MARCH</u></b>	<b>2016</b>			
3/2/2016	Employee			\$42,292.77
3/2/2016	Board			\$3,136.26
3/9/2016	Employee	Incentive		\$451.61
3/16/2016	Employee			\$42,023.59
3/30/2016	Employee			<u>\$41,286.80</u>
	<b>TOTAL</b>			<b>\$129,191.03</b>
<b><u>APRIL</u></b>				
4/2/2016	Board			\$3,531.16
4/13/2016	Employee			\$44,125.93
4/14/2016	Employee	Incentive		\$11,302.63
4/27/2016	Employee			<u>\$44,434.86</u>
	<b>TOTAL</b>			<b>\$103,394.58</b>
<b><u>MAY</u></b>				
5/2/2016	Board			\$4,924.86
5/11/2016	Employee			\$45,328.93
5/11/2016	Employee	Incentive		\$16,361.17
5/25/2016	Employee			<u>\$45,256.06</u>
	<b>TOTAL</b>			<b>\$111,871.02</b>
<b><u>JUNE</u></b>				
6/2/2016	Board			\$4,900.16
6/8/2016	Employee			\$45,693.96
6/22/2016	Employee			<u>\$44,504.50</u>
	<b>TOTAL</b>			<b>\$95,098.62</b>
<b><u>JULY</u></b>				
7/2/2016	Board			\$1,113.05
7/6/2016	Employee			\$45,209.70
7/20/2016	Employee			\$45,447.42
7/21/2016	Employee	Incentive		<u>\$92.35</u>
	<b>TOTAL</b>			<b>\$91,862.52</b>
<b><u>AUGUST</u></b>				
8/1/2016	Board			\$2,494.10
8/3/2016	Employee			\$47,019.66
8/16/2016	Employee	Incentive		\$6,786.37
8/17/2016	Employee			\$46,135.12
8/31/2016	Employee			<u>45952.27</u>
	<b>TOTAL</b>			<b>\$148,387.52</b>

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

**SEPTEMBER**

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

**OCTOBER**

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

**NOVEMBER**

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>

**DECEMBER**

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

**JANUARY**

**2017**

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

**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>

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

**MARCH**

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

**APRIL**

4/1/2017	Board	\$4,139.95
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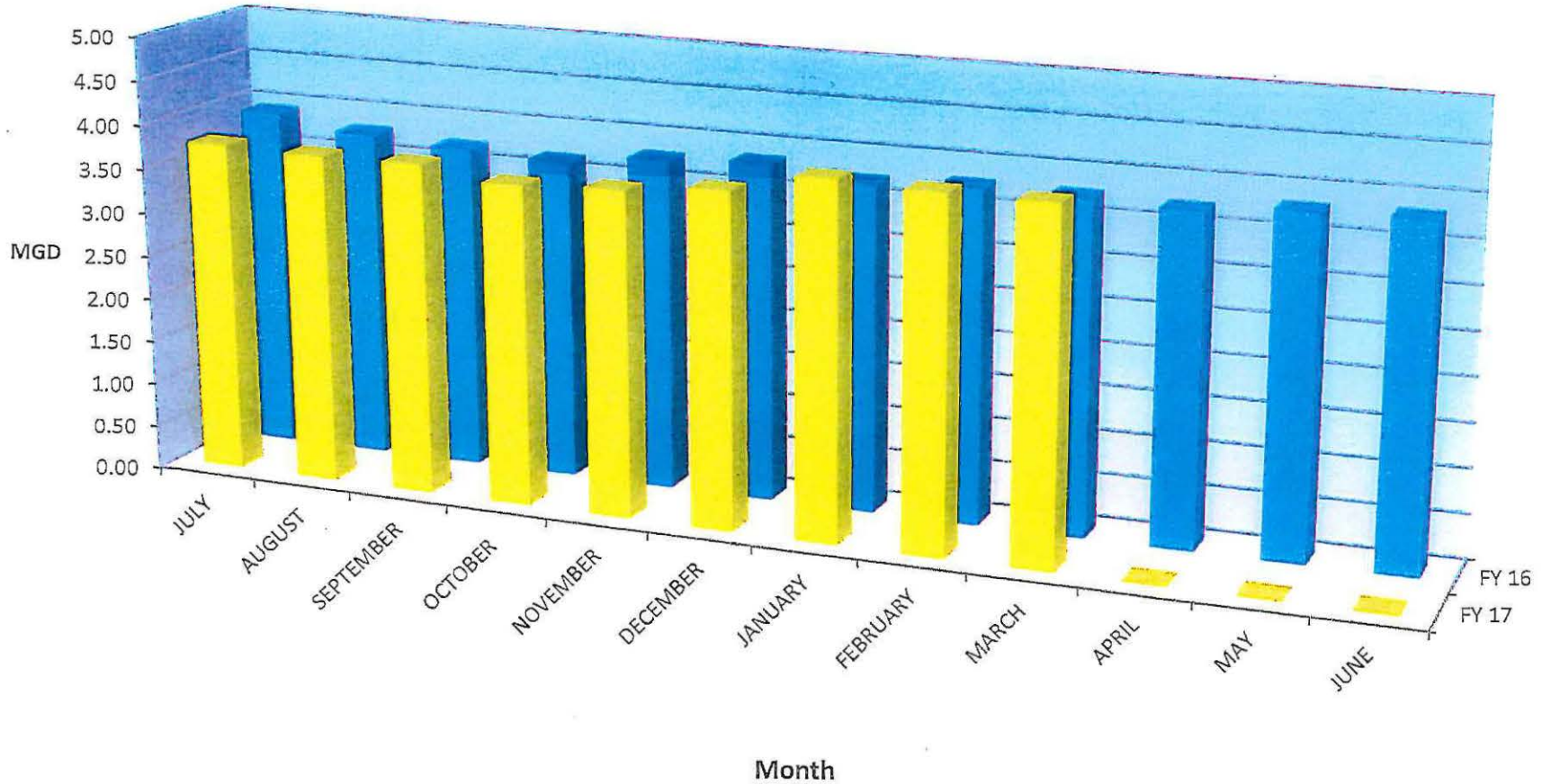


**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2017 (July 2016 - June 2017)**

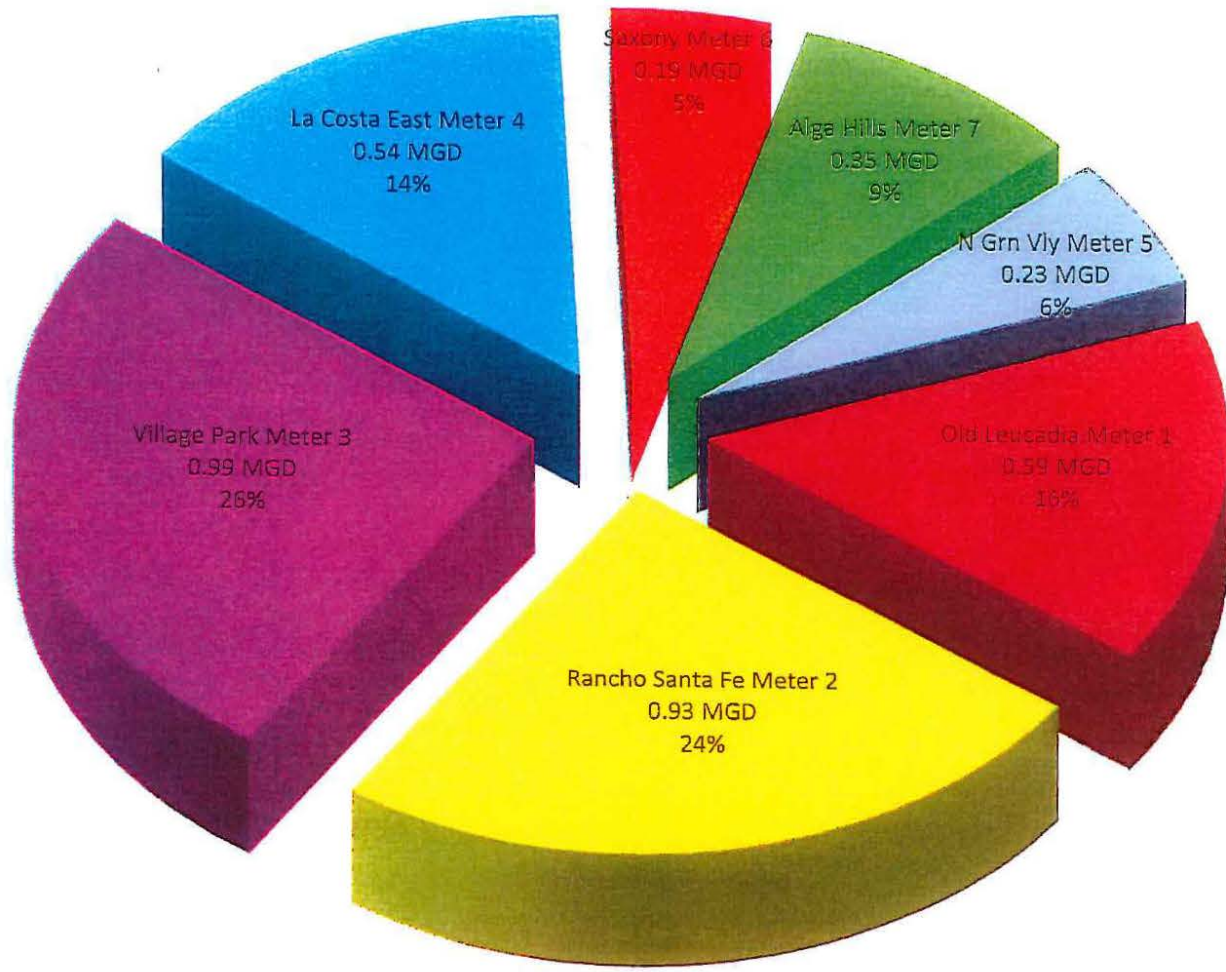
CURRENT MONTH - March 2017							FY 2015-2016
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,560.21	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	116.87	1.00	3.77	132	54.07	3.92
YTD			28,561.21				
AUGUST	0.00	116.25	1.50	3.75	131	44.02	3.77
YTD			28,562.71				
SEPTEMBER	0.24	112.80	2.00	3.76	132	47.41	3.70
YTD			28,564.71				
OCTOBER	0.33	112.53	4.50	3.63	127	18.32	3.65
YTD			28,569.21				
NOVEMBER	1.01	110.40	7.36	3.68	129	14.25	3.77
YTD			28,576.57				
DECEMBER	3.81	117.18	-2.11	3.78	132	0.00	3.83
YTD			28,574.46				
JANUARY	4.17	124.31	6.14	4.01	140	0.00	3.71
YTD			28,580.60				
FEBRUARY	4.16	111.16	3.41	3.97	139	0.00	3.77
YTD			28,584.01				
MARCH	0.06	122.76	3.00	3.96	139	5.29	3.76
YTD			28,587.01				
APRIL							3.72
YTD							
MAY							3.81
YTD							
JUNE							3.83
YTD							
YTD Totals	13.78	1044.26	26.80			183.36	
Mo Average	1.53	116.03	2.98	3.81	133.42	20.37	3.77

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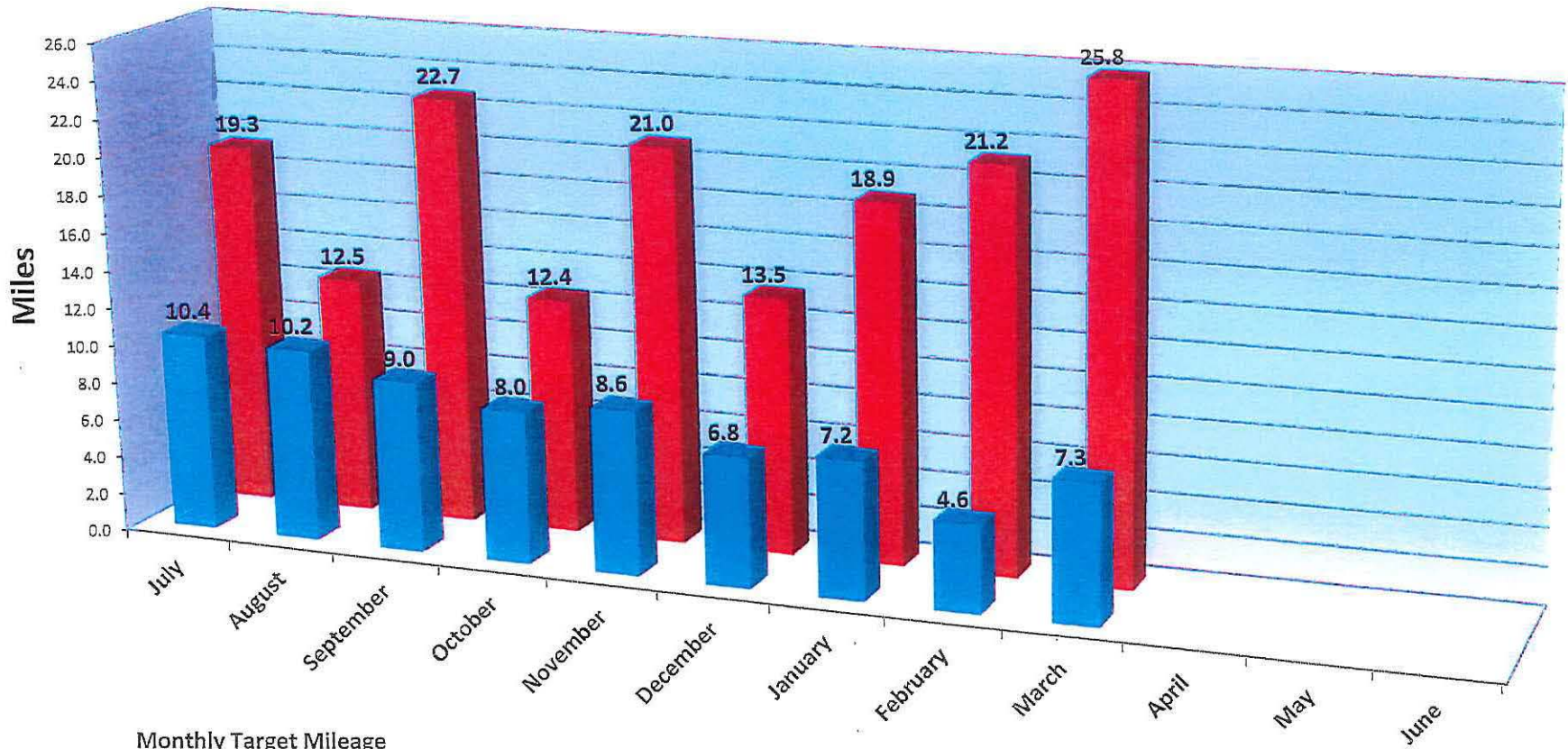
# Leucadia Wastewater District Flow Comparison FY 16 to FY 17



LWD Flows by Sub-Basin  
March 2017  
Total LWD Flow = 3.82 MGD



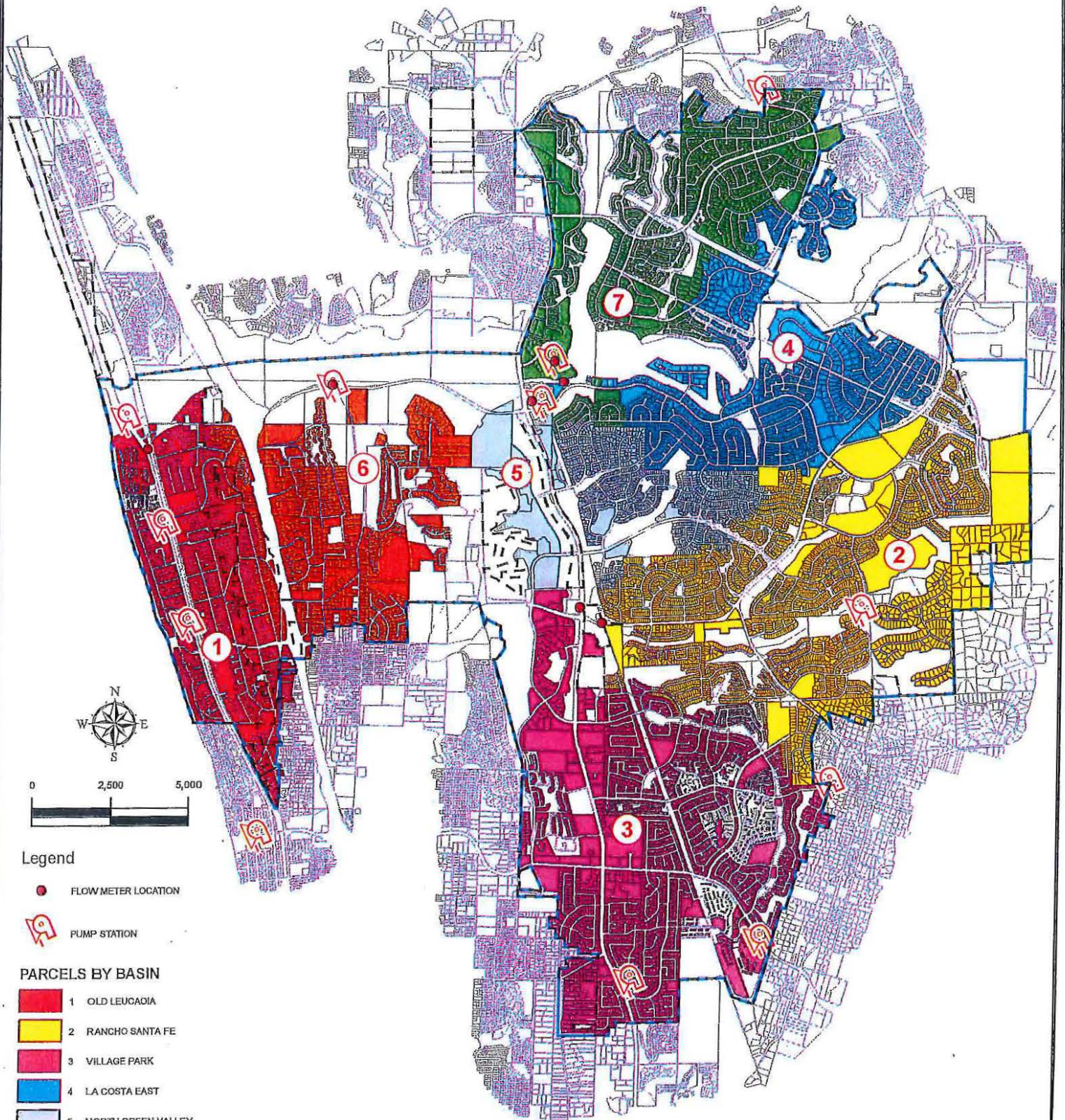
# FY-17 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage  
Hydro-Cleaning: 15 Miles/Month  
CCTV Inspection: 6.3 Miles/ Month

■ 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 3/31/2017

		<u>Current Year</u>
<b>Assets</b>		
Cash & Investments	1CAS	35,450,301.82
Accounts Receivables	2A/R	124,601.38
Prepaid Expense	3PRE	106,705.64
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	153,257,263.85
Less Accumulated Depreciation	6DEP	(49,904,593.36)
Total Assets		<u>140,521,079.33</u>
<b>Deferred Outflows</b>		
Projected/Actual PERS Earnings Difference	6D/O	391,974.00
PERS Proportions & Assumptions Difference	7D/O	26,291.00
Current Year PERS Employer Contribution	8D/O	299,609.00
Total Deferred Outflows		<u>717,874.00</u>
Total Assets & Deferred Outflows		<u>141,238,953.33</u>
<b>Liabilities</b>		
Accounts Payable & Accrued Expenses	A/P	303,808.85
Developer Deposits	DEVD	103,332.12
Net Pension Liability	LTDB	2,604,135.00
Total Liabilities		<u>3,011,275.97</u>
<b>Deferred Inflows</b>		
PERS Actual/Proportion Contribution Difference	D/I2	141,557.00
PERS Proportions & Assumptions Difference	D/I3	216,891.00
Projected/Actual PERS Earnings Difference	D/In	573,987.00
Total Deferred Inflows		<u>932,435.00</u>
<b>Net Position</b>		
Beginning Net Position (as of June 30, 2016)		
Investment in Capital Assets	IC/A	103,352,670.49
Reserves	RESV	32,621,572.67
Total Beginning Net Position (as of June 30, 2016)		<u>135,974,243.16</u>
Current Change In Net Position		
Other		1,320,999.20
Total Current Change In Net Position		<u>1,320,999.20</u>
Total Net Position		<u>137,295,242.36</u>
Total Liabilities, Deferred Inflows & Net Position		<u>141,238,953.33</u>

## Leucadia Wastewater District

### Summary Budget Comparison - Revenues and Operating Expenses

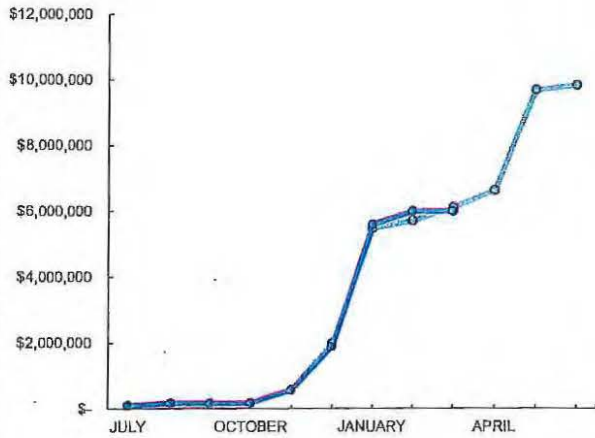
From 7/1/2016 Through 3/31/2017

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$5,989,367.49	\$ 9,819,969.00	\$ 3,830,601.51	61.0%
3150 Recycled Water Sales	194,684.56	269,000.00	74,315.44	72.4%
3100 Misc. Operating Revenue	48,692.65	223,710.00	175,017.35	21.8%
<b>TOTAL OPERATING REVENUES</b>	<b>\$6,232,744.70</b>	<b>\$10,312,679.00</b>	<b>\$ 4,079,934.30</b>	<b>60.4%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$1,292,374.69	\$ 1,747,174.00	\$ 454,799.31	74.0%
4200 Employee Benefits	649,074.16	832,488.00	183,413.84	78.0%
4300 Directors Expense	82,683.54	142,400.00	59,716.46	58.1%
4400 Election Expense	37,309.00	30,000.00	<b>(7,309.00)</b>	124.4%
4600 Gas, Oil & Fuel	24,819.68	44,000.00	19,180.32	56.4%
4700 Insurance Expense	103,491.07	113,900.00	10,408.93	90.9%
4800 Memberships	27,232.11	25,900.00	<b>(1,332.11)</b>	105.1%
4900 Office Expense	81,455.91	137,100.00	55,644.09	59.4%
5000 Operating Supplies	138,021.27	227,600.00	89,578.73	60.6%
5200 Professional Services	179,712.77	464,700.00	284,987.23	38.7%
5300 Printing & Publishing	9,694.68	29,000.00	19,305.32	33.4%
5400 Rents & Leases	10,450.72	15,200.00	4,749.28	68.8%
5500 Repairs & Maintenance	258,857.92	441,600.00	182,742.08	58.6%
5600 Monitoring & Permits	45,054.70	57,300.00	12,245.30	78.6%
5700 Training & Development	31,040.43	47,200.00	16,159.57	65.8%
5900 Utilities	303,587.84	477,900.00	174,312.16	63.5%
6100 LAFCO Operations	6,470.14	9,000.00	2,529.86	71.9%
6200 Encina Operating Expense	867,585.61	1,911,730.00	1,044,144.39	45.4%
6900 Admin O/H alloc to Capital	(96,634.07)	(137,959.00)	(41,324.93)	70.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$4,052,282.17</b>	<b>\$ 6,616,233.00</b>	<b>\$ 2,563,950.83</b>	<b>61.2%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 113,810.46	\$ 240,360.00	\$ 126,549.54	47.4%
3220 Property Taxes	926,256.79	1,550,000.00	623,743.21	59.8%
3250 Investment Income	219,047.07	212,000.00	(7,047.07)	103.3%
3290 Misc. Non Op Revenue	25,668.86	174,400.00	148,731.14	14.7%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$1,284,783.18</b>	<b>\$ 2,176,760.00</b>	<b>\$ 891,976.82</b>	<b>59.0%</b>

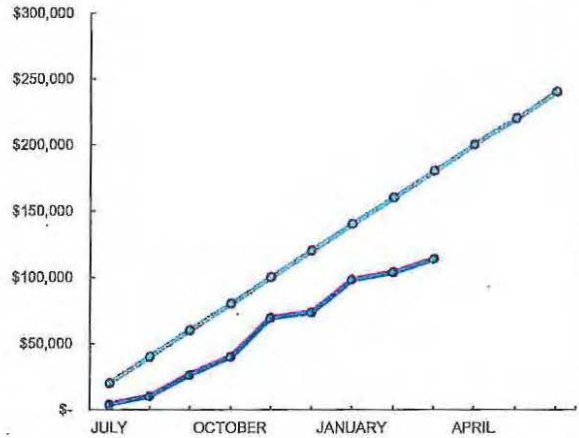
# Leucadia Wastewater District Revenue FY2017

YTD through March 31, 2017

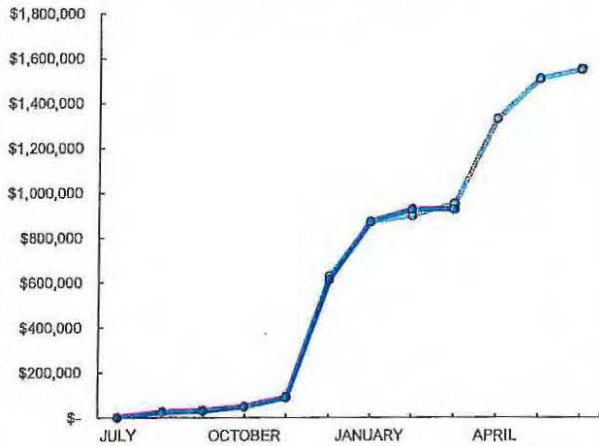
Sewer Service Fees



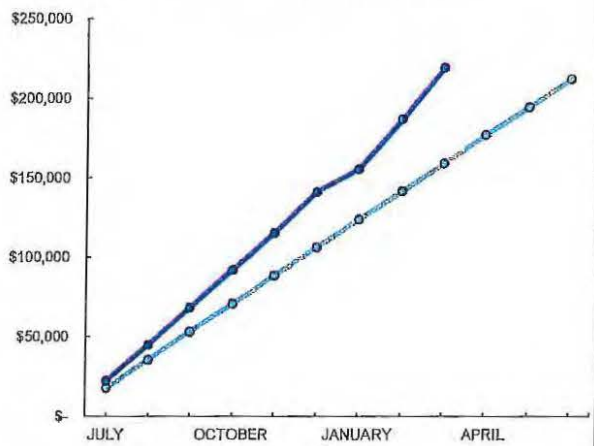
Capacity Charges



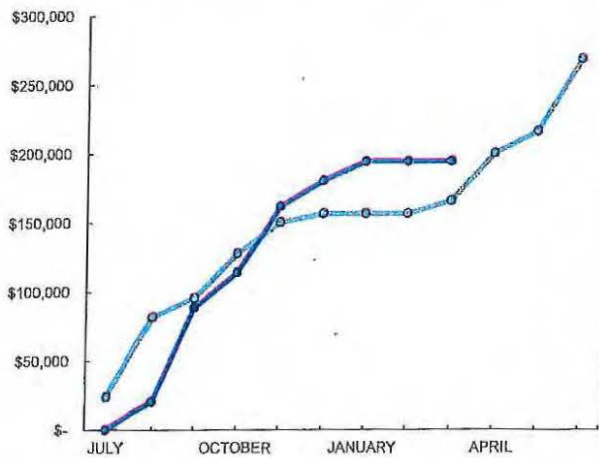
Property Taxes



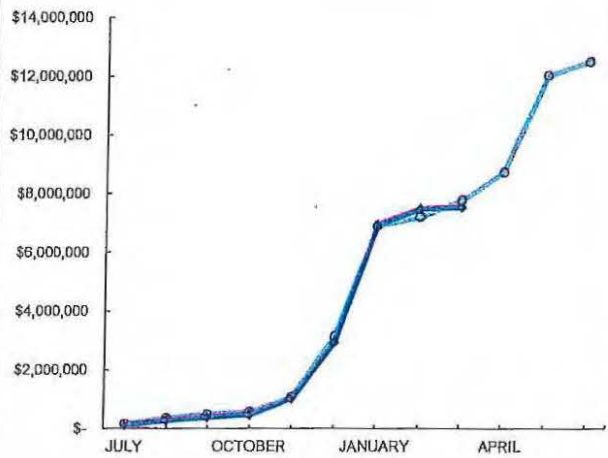
Investment Income



Recycled Wastewater Sales



Total Revenue



—○— Budget    —●— Actual

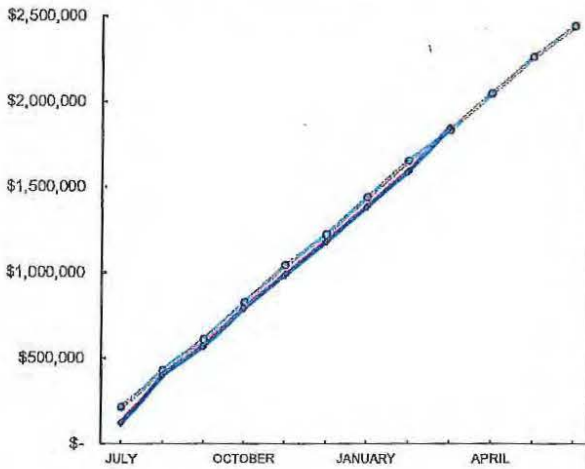
\* Preliminary: subject to future review, reconciliation, accruals, and audit



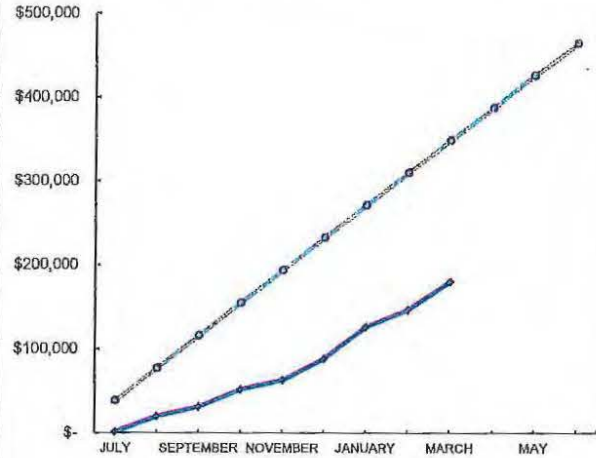
# Leucadia Wastewater District Operating Expenses FY2017

YTD through March 31, 2017

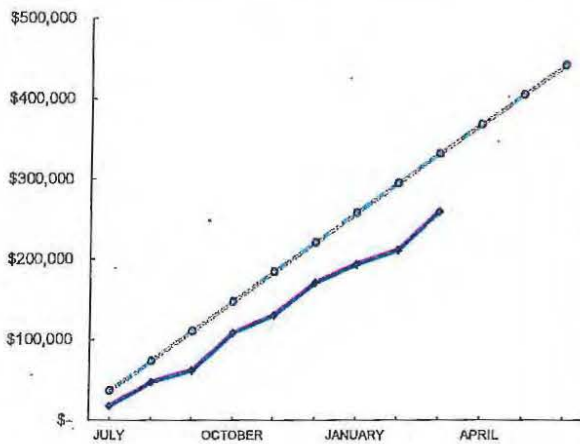
Salaries and Benefits



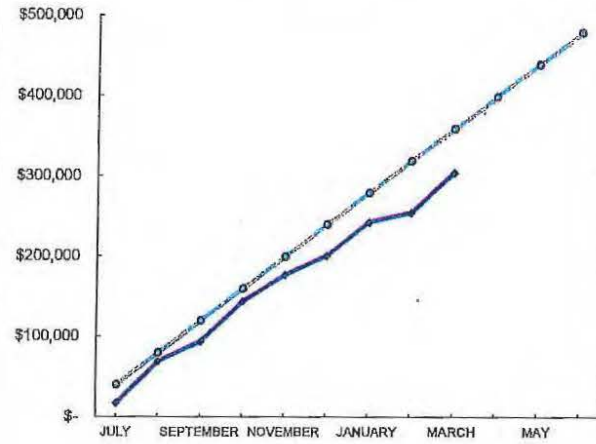
Professional Services



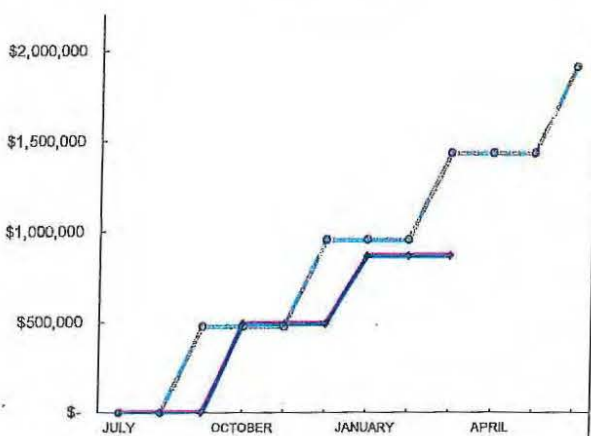
Repairs & Maintenance



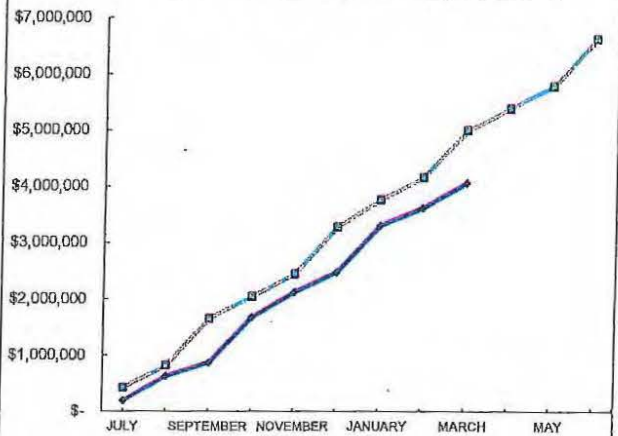
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement

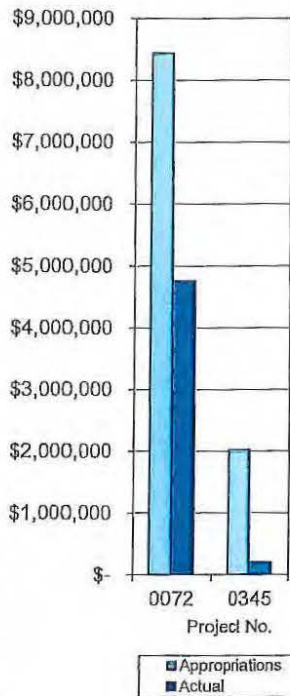


■ Budget    — Actual

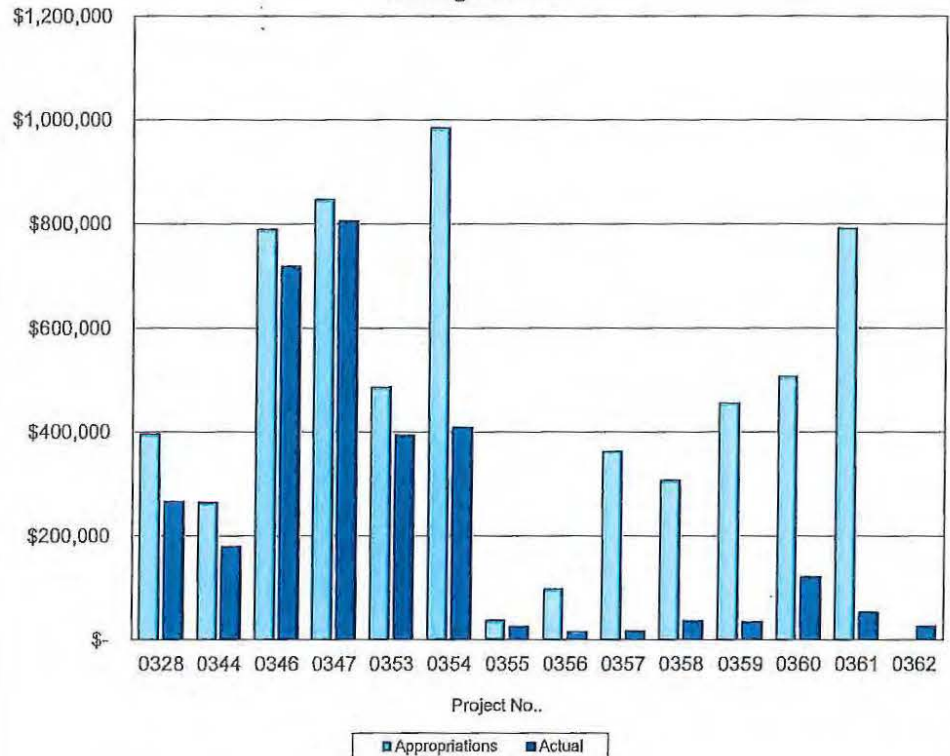
# Leucadia Wastewater District Capital Expenditures

As of March 31, 2017

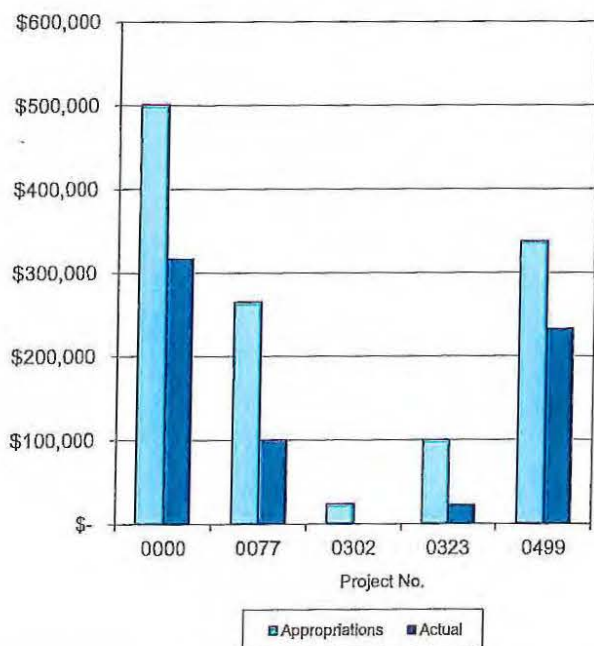
**District Multi Year Capital Expenditures by Project (>\$1M) Through FY2017**



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



**Single Year Capital Expenditures by Project FY2017**

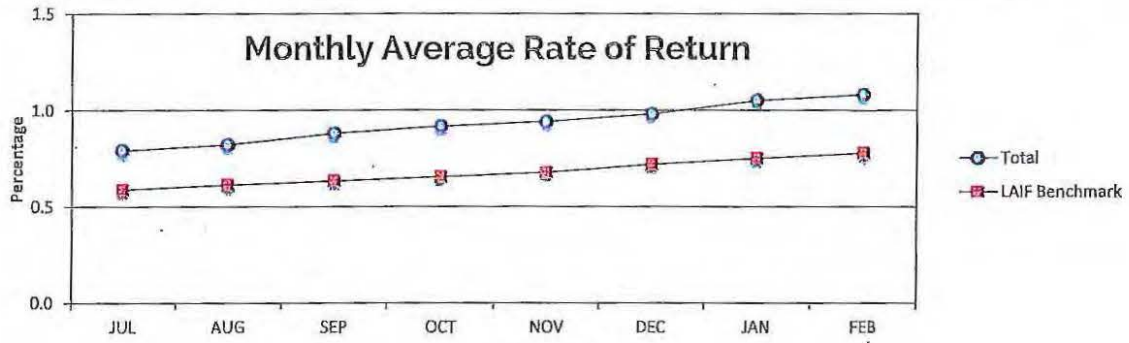


**Project Legend**

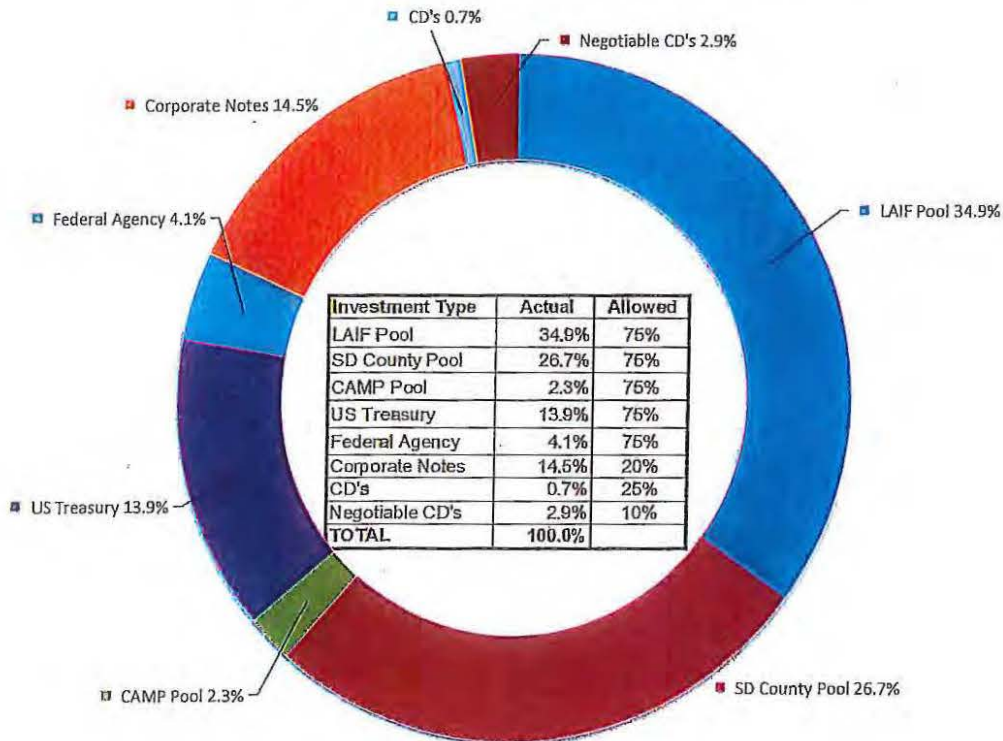
Multi-Year Capital Projects		No.
Encina Joint Facility Capital Projects		0072
North SD Water Reuse Coalition Project		0328
Scott's Valley Pipeline Repair		0344
Leucadia FM West section Replacement		0345
FY2015 Gravity Pipeline Rehabilitation		0346
Saxony Pump Station Rehabilitation		0347
FY2016 Gravity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

**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
 February 28, 2017

Cash Equivalents & Investments	Principal (Original Cost)		February Interest	Average Rate
	January 31, 2017	February 28, 2017		
LAIF Pool	\$ 13,005,893	\$ 12,469,893	\$ 8,248	0.777%
SD County Pool	9,547,851	9,547,851	9,468	1.190%
CAMP Pool	1,048,486	807,444	569	0.850%
CAMP Portfolio				
US Treasury Notes	4,984,180	4,984,180	5,064	1.220%
Federal Agency Mortgage-Backed Securities	5,953	5,919	36	7.370%
Federal Agency Notes	1,476,900	1,476,900	1,517	1.230%
Corporate Bonds/Notes	5,202,458	5,202,458	5,934	1.380%
Certificates of Deposit	250,000	250,000	321	1.540%
Negotiable CD's	750,000	1,020,000	1,276	1.640%
Total Camp Portfolio	12,669,490	12,939,456	14,148	1.330%
<b>Totals</b>	<b>\$ 36,271,719</b>	<b>\$ 35,764,643</b>	<b>\$ 32,433</b>	<b>1.081%</b>

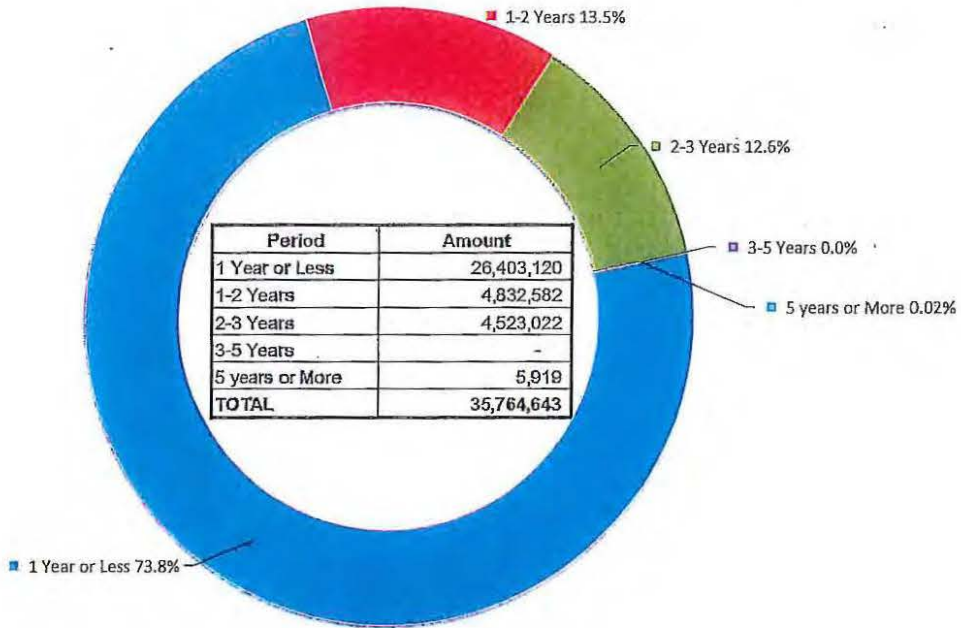


**INVESTMENT DISTRIBUTION BY CATEGORY**

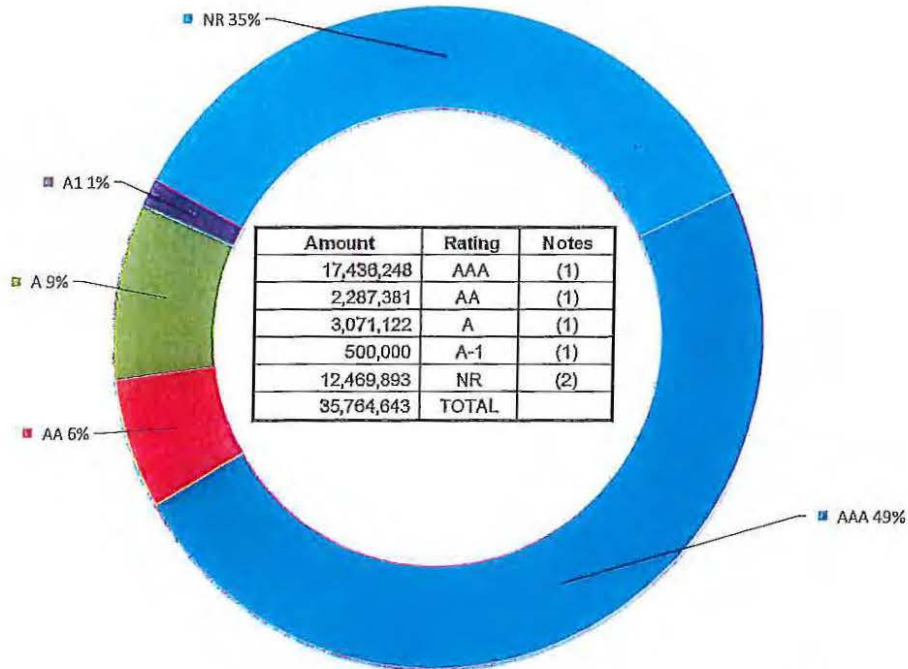


**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**February 28, 2017**  
 (Continued)

**REMAINING MATURITY**



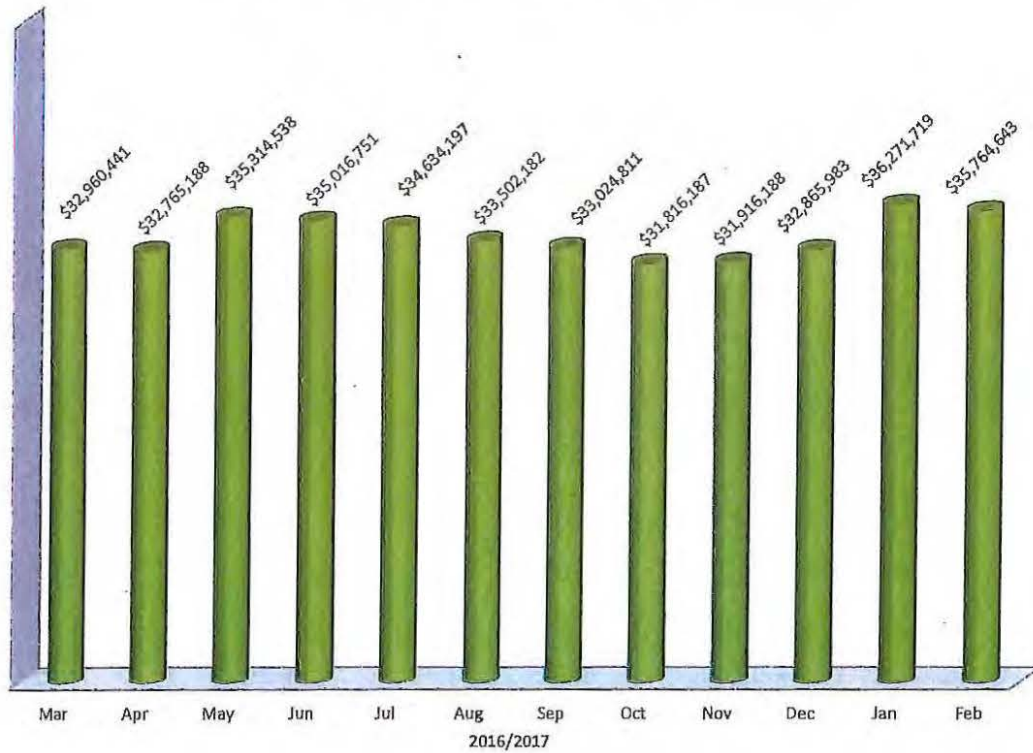
**INVESTMENT RATINGS**



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

**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**February 28, 2017**  
(Continued)

**TOTAL CASH EQUIVALENTS & INVESTMENTS**



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

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 34		(3)	7.37%
Bank of Montreal-Chicago Negotiable CD	\$ 270,000				1.90%

TOTAL	\$ 270,000	\$ 34	\$ -		
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(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 17-5334

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

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

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

tb:PJB

Attachment

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

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	TSM R. Morishita	FSSupin J. Stecker	EA T. Baity
<b>CASA DC Policy Forum</b>											
CASA DC Policy Forum February 26-March 1, 2017 St. Regis, Washington, D.C.	Registration	675.00					675.00				
	Hotel	1,082.04					1,288.14				
	Airfare	839.60					688.60				
	Meals	95.43					143.08				
	Coaster										
	Parking/Tolls										
	Tips/Baggage	50.00					92.00				
	Fuel/mileage/taxi	31.31					78.11				
Total	\$ 2,773.38	\$ -	\$ -	\$ -	\$ -	\$ 2,964.93	\$ -	\$ -	\$ -	\$ -	
<b>CSDA Leadership Academy</b>											
CSDA Leadership Academy February 27-March 1, 2017 La Jolla, CA	Registration							400.00			400.00
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										22.15
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ 422.15	
<b>WaterReuse CA Annual Conference</b>											
WaterReuse CA Annual March 19-21, 2017 San Diego, CA	Registration	400.00	400.00	400.00	400.00	400.00	300.00				
	Hotel	507.12	507.12		507.12	507.12					
	Airfare										
	Meals	22.44	30.50		49.59	44.72					
	Rental Car										
	Parking		94.00		50.00	94.00	30.00				
	Tips		10.00			10.00					
	Fuel/mileage/taxi	28.89	37.45	21.78	33.17	33.17					
Total	\$ 958.45	\$ 1,079.07	\$ 421.78	\$ 1,039.88	\$ 1,089.01	\$ 330.00	\$ -	\$ -	\$ -	\$ -	
<b>CSDA Committee Meetings</b>											
CSDA Committee Meetings March 27, 2017 Sacramento, CA	Registration										
	Hotel										
	Airfare		283.88								
	Meals		13.74								
	Rental Car										
	Parking		14.15								
	Tips										
Fuel/mileage/taxi		91.24									
Total	\$ -	\$ 403.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Notes:

2/28/17 PB paid for Uber for himself and JH and 4 other members Congress visit team, there and back  
3/1/17 PB paid for Uber for himself and JH  
DO rode coaster to WaterReuse Conference, no hotel  
PB attended WaterReuse Conference on 3/21/17 only

MEMORANDUM

**DATE:** April 6, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Status Update - Fiscal Year 2017 (FY17) LWD Tactics and Action Plan

---

**RECOMMENDED:**

1. No action is required.

**DISCUSSION:**

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

Attached for the Board's review, is the FY17 Tactics and Action Plan's quarterly status report with an ending date of March 2017. The report indicates which goals are in progress, have been completed, and have not been started.

th:PJB

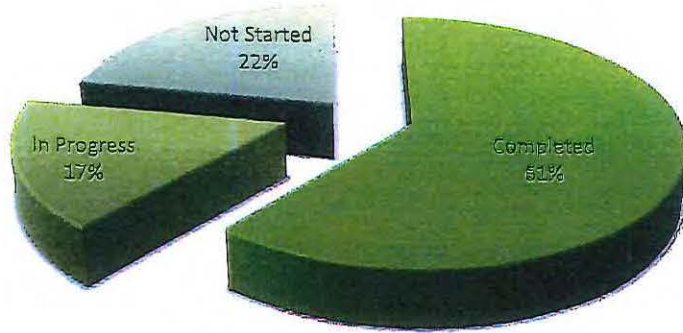
Attachments



# FY 2017 Tactics and Action Plan Status Report

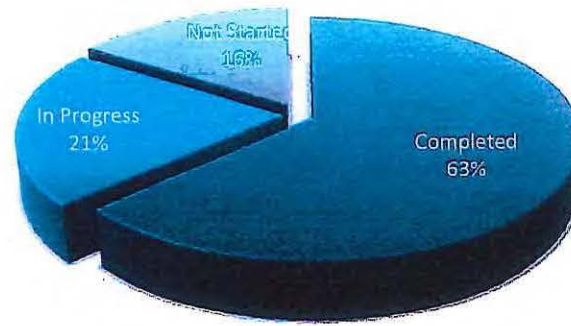
January 1 - March 31, 2017

### Financial Tactics



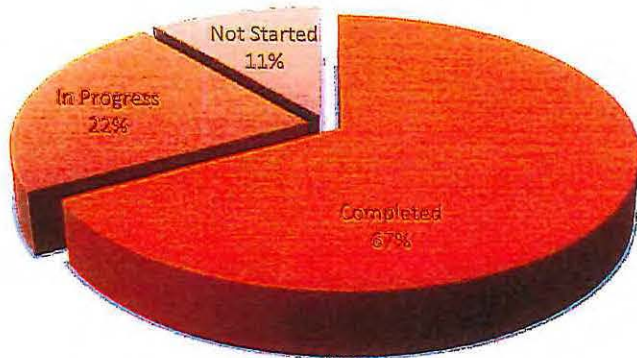
■ Completed ■ In Progress ■ Not Started

### People Tactics



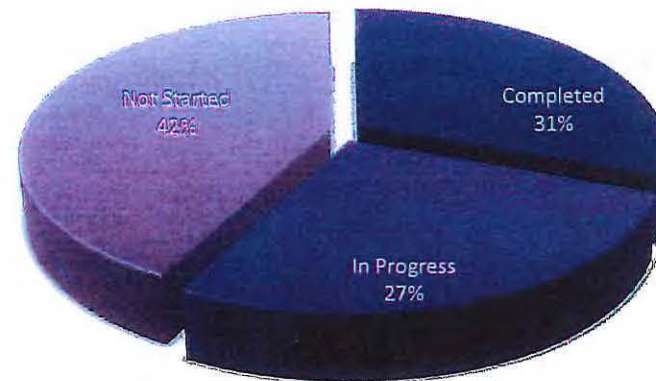
■ Completed ■ In Progress ■ Not Started

### Services Tactics



■ Completed ■ In Progress ■ Not Started

### Infrastructure & Technology Tactics



■ Completed ■ In Progress ■ Not Started

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

**1. Financial**

*competitive rates and avoid abrupt rate adjustments.*

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

## 2. People

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

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

### 3. Services

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

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

#### 4. Infrastructure and Technology

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

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

\*\*Notes: Gafner AWT Improvements

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

## List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

TSM – Technical Services Manager

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

ASsup – Administrative Services Supervisor

FSSpec – Field Services Specialist

EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist I

DE – District Engineer

Encina Wastewater Authority Report  
Regular Board Meeting  
March 22, 2017

EWA Board of Directors - Director Sullivan Reporting

**1. Primary Area Improvements Project Scope Expansion Change Order 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 \$255,045 for additional design services related to critical improvements identified during preliminary design phase.

**2. Authorization to Award Engineering Services for the FY 2018 E-Camp Update**

The Board of Directors authorized the General Manager to execute a Professional Services Agreement with Kennedy/Jenks Engineers in the amount not to exceed \$149,165 for Engineering Services for the FY 2018 E-CAMP Update.

**3. Authorization to Advertise Request for Proposals for FY 2017 Ocean Outfall Maintenance and External Inspection Services**

The Board of Directors directed the General Manager to partner with San Elijo Joint Powers Authority for the completion of the Ocean Outfall Maintenance and External Inspection.

The Board of Directors also authorized staff to advertise a Request for Proposals for FY 2017 Ocean Outfall Maintenance and External Inspection Services.

### Executive Session

1. The Board of Directors met in closed session to discuss:
  - a. Public Employment, Performance Evaluation: General Manager position as authorized per Government code §54957.

As a result of the Executive Session, an Ad Hoc Committee was formed. The Ad Hoc Committee is comprised of Elaine Sullivan, Keith Blackburn, and Jim Hernandez.

An Ad Hoc Meeting will take place on April 10, 2017 at 10:30 a.m. to discuss the General Manager's salary.



## Community Affairs Committee Meeting Report

Presented by Director Donald Omsted

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**Meeting held March 29, 2017**

### **1. Review of 2017 Teacher Grant Applications**

The CAC reviewed two teacher grant applications and agreed with staff to present the two applications to the Board of Directors.

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

### **2. Update on Open House**

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

The selected tentative date for the LWD Open House is Saturday, September 23, 2017 from 10am-2pm.

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

### **3. The CAC received updates on the following:**

- Spring 2017 newsletter feedback; and
- The LWD Virtual Tour Video

These items were for informational purposes only. No action was taken.

# Engineering Committee Meeting Report

Presented by Director Juliussen

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## Meeting held on April 5, 2017

1. The EC reviewed an agreement with Stanek Constructors, Incorporated for construction services to complete the Gafner Advanced Water Treatment (AWT) Improvements Project in an amount not to exceed \$659,000.

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

2. The EC reviewed an as-needed Engineering Design Services contract with Infrastructure Engineering Corporation (IEC).

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

3. The EC reviewed a sole source three-year base professional services agreement with Dexter Wilson Engineering, Incorporated for Engineering Consulting Services in an amount not to exceed \$345,000 with an option for two additional years.

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

4. The EC reviewed an update on the impact of the severe storm that occurred on February 27, 2017 on the District's Collection System.

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

## MEMORANDUM

**DATE:** April 6, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Gafner Advanced Water Treatment (AWT) Improvement Project Construction**

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**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an agreement with Stanek Constructors, Incorporated for construction services to complete the Gafner Advanced Water Treatment (AWT) Improvements Project in an amount not to exceed \$659,000.
2. Discuss and take other action as appropriate.

**BACKGROUND:****Tactical Goal: Infrastructure and Technology / Gafner AWT Improvement Project**

This item was reviewed by the EC at its April 5<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

The Gafner AWT (Gafner) was last upgraded in 1993 to meet recycled water regulatory standards and has not undergone a major rehabilitation or equipment replacement since then. The 2013 Asset Management Plan (AMP) recommended that the District complete a Gafner condition assessment within five years to identify plant rehabilitation or replacement projects for the District's Capital Improvement Program. As you may recall, in May 2016 the Board received and filed the Gafner Condition Assessment Report completed by Infrastructure Engineering Corporation (IEC). To continue to the project design phase, in July 2016 the Board authorized the execution of Task Order No. 27 with IEC.

IEC completed project design in October 2016. The project was advertised for bids and five bids were received on November 17, 2016. However, all bids were rejected due to the high bids received. The project scope and construction sequence were evaluated by staff and IEC in an effort to reduce the bid price. The replacement of three turbidity meters was completed separately by staff, the provision for a spare submersible pump was removed and two construction periods were reduced to one by increasing the materiel procurement time prior to construction.

**DISCUSSION:**

On March 6, 2017 the revised Gafner Improvements Project was advertised for sealed bids. The bids were due on Thursday, March 23<sup>rd</sup>. Five bids were received with the following results:

<u>Construction Firm</u>	<u>Bid Submitted</u>
AToM Engineering Construction, Incorporated	\$547,000
NeWest Construction Company, Incorporated	\$548,000
SCW Contracting Corporation	\$571,447
Stanek Constructors, Incorporated	\$659,000
CW Roen Construction Company	\$678,000

The bids were reviewed by Marie Fawcett and Jamie Fagnant at IEC. The bid review memorandum is attached for your review. Due to the potential ramifications of improper installation of equipment critical to compliance with Title 22 regulations in providing recycled water, and the potential loss of service in providing recycled water if the project is not completed in a timely fashion, the bid documents required a stringent set of experience requirements that the bidding contractors were required to submit with their bids. These experience requirements included five different areas of construction that the Contractor would be required to have sufficient experience including concrete rehabilitation, installation of submersible and vertical turbine pumps and mixing equipment, and replacement and/or refurbishment of structural steel. The Contractor was required to submit references for the successful completion of three projects for each area of expertise requiring documentation. The three lowest bidders did not meet the experience requirements for the project. AToM Engineering failed to submit any project and reference information. NeWest Construction did not have sufficient experience for installation of vertical turbine pumps. SCW Contracting did not meet the concrete rehabilitation, vertical turbine pump installation and steel support beam replacement and/or refurbishment experience requirements. Therefore, Stanek Constructors (Stanek) was the lowest responsive and responsible bidder.

Stanek's bid of \$659,000 is 27% more than the engineer's opinion of probable cost of \$518,000. IEC believes that the bid costs reflect the current market conditions, reasonably stringent installation guidelines, the project complexity and required time constraints, and a premium related to the relatively small scope of the project.

As a result of their evaluation, IEC recommends that Stanek be awarded the contract as the lowest responsive and responsible bidder. Staff agrees with IEC's assessment. Although the bid amount is significantly higher than the budgeted and estimated construction cost, staff believes this project is crucial for Gafner to operate efficiently and safely and comply with regulatory requirements. Therefore, staff and the EC recommend that the Board award the construction contract for the Gafner Improvements Project to Stanek Constructors, Inc. in an amount not to exceed \$659,000.

**FISCAL IMPACT:**

Staff appropriated funds in the Fiscal Year 2017 Budget in anticipation of this project. However, the budgeted amount for construction of \$385,000 will not cover the full cost of construction. Staff will request additional funding of \$340,000 in the Fiscal Year 2018 Budget to cover the cost of construction and a ten percent (10%) contingency.

rym:PJB

Attachment



***BID REVIEW MEMORANDUM***

Date: March 30, 2017  
Subject: **Gafner AWT Improvements Project**  
Prepared By: Marie W. Fawcett, EIT  
Reviewed By: Jamie Fagnant, P.E.

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**PURPOSE**

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

**BID RESULTS**

Five bids were received and opened on March 23, 2017. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Apparent Low Bid:	\$547,398
Lowest Responsive Bid:	\$659,000
Average Bid:	\$614,112
High Bid:	\$678,000
Engineer's Opinion of Probable Cost:	\$518,000

The low bid was approximately 6% greater than the engineer's opinion of probable cost, and the lowest responsive bid is approximately 21% greater than the engineer's opinion of probable construction cost. IBC reviewed the five bids and found that the bid item amounts were similar between the five bidders and roughly correlated to the engineer's opinion. Although the bid cost is slightly higher than the engineer's opinion of probable construction cost, it is our opinion that the bid costs reflect the current market conditions, reasonably stringent installation guidelines, the project complexity and required time constraints, and a premium related to the relatively small scope of the project. It is our opinion that the bid costs are reasonable and do not constitute grounds to reject the received bids.

**EXPERIENCE REQUIREMENTS**

Due to the potential ramifications of improper installation of equipment critical to the District's compliance with Title 22 regulations in providing recycled water, and the potential loss of service in providing recycled water if the project is not completed in a timely fashion, the District required a stringent set of experience requirements that the bidding contractors were required to document with their bids. These experience requirements included five different areas of construction that the Contractor would be required to have sufficient experience in including concrete rehabilitation, installation of submersible and vertical turbine pumps and mixing equipment, and replacement and/or refurbishment of structural steel. The Contractor was required to submit references for the successful completion of three projects for each area of expertise requiring documentation. Of the five received bids, only Stanek Constructors, Inc. (Stanek) provided references for three successfully completed projects for each required area of expertise. Stanek Constructors, Inc. were carried forward for further review as the apparent lowest responsive bidder.



#### REVIEW OF STANEK CONSTRUCTORS, INC.

**Contractor's License:** The Contractor holds the required Class A License (No. 869424). The license is current and active.

**Bid Bond:** A bid bond in the amount of ten percent (10%) of the bid amount was submitted with Great American Insurance Company as surety. This surety company has a rating of A+ with Best's Key Rating Guide.

**Signatures:** The Contractor's President, Robert S. Stanek, signed the Closing Statement. The Contractor's Vice President, George Foote, signed the Closing Statement, Non-Collusion Affidavit, and Bidders Bond.

**Addenda Acknowledged:** Addendum No. 1 was acknowledged by Stanek. The Contractor's Vice President, George Foote, signed the Addendum Certification Form included in the bid documents.

**Project Manager's Experience:** A resume for the project manager was not included in any of the bids. IEC contacted Stanek regarding their proposed project manager. The proposed project manager was identified as the project manager for several of the projects included in their submitted references. The experience noted in these references is sufficient to document the proposed project manager's experience.

**Approach to Work and Safety Policies:** The Contractor included a summary of their work and safety policies sufficient as outlined below.

- Stanek begins every project by identifying the superintendent to be ultimately responsible for onsite safety. They try to identify the expected hazards that may be encountered during the life of the project.
- Stanek holds weekly tail gate meetings every Monday morning, and perform a weekly job walk inspecting the site for unsafe conditions and correct immediately. For every new work activity, they develop a Job Safety Analysis (JSA) identifying the work that must be completed along with identifying all the tools, equipment, manpower, and safety equipment required to perform the task safely.
- Stanek requests that their insurance company visit the site quarterly and perform an inspection. At this time, they also are asked to provide any specific training required. They frequently ask the rental companies to perform training on the rental or purchased equipment, such as fork lifts or scissor lifts.

**Worker's Compensation Insurance:** Policy is in affect through 07/01/2017. The most recent workers' compensation experience modification factor for SCI in the State of California is 1.40.

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

**Registration with the Department of Industrial Relations (DIR):** As of 03/01/2015 contractors and their subcontractors are required to be registered with the DIR prior to bidding a public works project. The table below demonstrates that SCI and each of its subcontractors have met this requirement.



Contractor Legal Name	Registration Number	Registration Date	Expiration Date
STANEK CONSTRUCTORS, INC.	1000000499	06/07/2016	06/30/2017
SOUTHERN CONTRACTING	1000002172	05/25/2016	06/30/2017
MC.PAINTING	1000026859	05/23/2016	06/30/2017

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

**List of Subcontractors:**

- MC Painting – License 695478 – Portion on Work: Painting
- Southern Contracting – License 222252 – Portion on Work: Electrical

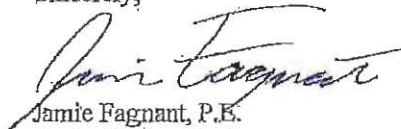
The contract documents also require the contractor to specifically utilize Base9 for this work, as described in Bid Item Line No. 14 – System Integration by Base9. The Base9 quote for that bid item is \$4000.

**RECOMMENDATION**

IEC recommends award of the Gafner AWT Improvements Project contract to Stanek Constructors, Inc.

Thank you for the opportunity to provide a bid review memorandum for the Gafner AWT Improvements Project. If you have any questions regarding this review please do not hesitate to call me at 858.413.2400.

Sincerely,

  
Jamie Fagnant, P.E.  
Senior Project Engineer

Attachments  
Table 1 – Bid Summary

Cc: Jane Costello, P.E.


Lancaster Wastewater District  
 Gafner AWT Improvement Project  
 Table 1 - Bid Summary

Item	Description	Unit	Qty.	Engineer's Opinion of Probable Construction Cost	Unit Cost	ATEM Engineering	NEWest Construction Company	SCW Contracting	Streck Construction, Inc.	CW Roen
1	Mobilization, Bond, Permits, Cleanup and Demobilization	LS	1	\$25,000		\$22,198	\$27,000	\$28,562	\$30,000	\$32,000
2	Demolition	LS	1	\$60,000		\$18,000	\$30,000	\$54,765	\$70,000	\$62,000
3	Fail/Safe Pumps	\$/EA	3	\$40,000	\$20,000	\$58,000	\$37,500	\$48,872	\$60,000	\$54,000
4	Fail/Safe Piping, Valves, Pressure Gauges, and Other Piping Appurtenances and Painting, Remounting of Secondary Effluent and RW Supply Pumps	LS	1	\$45,400		\$47,000	\$38,000	\$60,548	\$55,000	\$119,000
5	Reactor Clarifier Mixer - Rapid Mix	LS	1	\$25,000		\$25,000	\$30,000	\$29,720	\$25,000	\$25,000
6	Reactor Clarifier Mixer - Flocculator	LS	1	\$28,000		\$24,000	\$24,000	\$30,960	\$28,000	\$25,000
7	Chlorine Contact Tank - Rapid Mixer	LS	1	\$43,000		\$26,000	\$24,000	\$28,307	\$27,000	\$26,000
8	Three Way Plug Valves and Actuators	\$/EA	3	\$71,000	\$33,900	\$102,000	\$98,400	\$98,079	\$99,000	\$117,000
9	Structural Steel Pump Supports	LS	1		\$7,000	\$39,000	\$30,500	\$26,715	\$35,000	\$30,000
10	Structural Rehabilitation - Influent Well and Clearwell - Concrete Crack Repair	\$/LF	500			\$31,500	\$27,500	\$25,000	\$23,000	\$30,000
11	Structural Rehabilitation - Influent Well and Clearwell - Concrete Surface Repair	\$/CUFT	60	\$82,500	\$10	\$23,200	\$17,500	\$16,080	\$14,000	\$17,000
12	Structural Rehabilitation - Influent Well and Clearwell - Concrete Misc Repair for Blemishes, Holes, Embedded Bolt Removal. Actual Allowance to be determined during construction.	BID ALLOWANCE	1		\$60	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
13	Electrical Improvements	LS	1	\$29,875		\$46,000	\$50,800	\$63,176	\$60,000	\$48,000
14	System Integration by Base 9	LS	1	\$4,000		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
15	Handrails	\$/LF	150	\$14,000		\$28,500	\$45,200	\$19,050	\$48,000	\$18,000
16	Grating	\$/SF	400	\$13,000	\$30	\$24,000	\$34,000	\$12,400	\$40,000	\$32,000
17	Paintin and Grating Covers	LS	1	\$5,000	\$0	\$24,000	\$23,400	\$20,415	\$36,000	\$19,000
				Engineer's Opinion of Probable Construction Cost						
				\$518,000						
				Total:	\$518,000	\$547,398	\$548,000	\$571,447	\$659,000	\$678,000
				Check Total:						
				Amount in Words:		\$547,398	\$548,000	\$571,447	\$659,000	\$678,000

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## MEMORANDUM

**Date:** April 6, 2017  
**To:** Board of Directors  
**From:** Paul J. Bushee, General Manager   
**Subject:** Award of District As-Needed Engineering Design Services

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**RECOMMENDATION:**

Staff and the Engineering Committee (EC) recommend:

1. The Board of Directors authorize the General Manager to execute an as-needed Engineering Design Services contract with Infrastructure Engineering Corporation (IEC).
2. Discuss and take other action as appropriate.

**DISCUSSION:****Tactical Goal: Infrastructure and Technology / As-Needed Engineering Services**

This item was reviewed by the EC at its April 5<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

In order to continue execution of the Asset Management Plan (AMP) and repair collection system defects that are found as a result of the focus on Closed Circuit Television (CCTV) Inspection program (Repair Priority List), it is necessary for the District to secure engineering design services. For the past 11 years, Infrastructure Engineering Corporation (IEC) has provided excellent design services to the District. However, Staff believes it is prudent to periodically undertake a Request for Proposal (RFP) process to prevent complacency and to evaluate firms that are willing to provide these services.

To select an engineering firm, staff developed an engineering design services RFP. The typical core services to be provided by the selected firm will be:

1. Project design services, to include preliminary design review/evaluation and final design. The final design will result in the development of technical specifications and plans for bidding the project.
2. Bidding assistance, to include technical support during the bid phase, pre-bid conference attendance, preparation of bid addenda, evaluation of bids and award recommendation.
3. Office engineering services during the construction phase. This includes attending the pre-construction conference(s); providing technical interpretation of specifications and drawings; reviewing shop drawings and construction submittals for technical compliance; and answering inquiries, Request for Information (RFI), made by the Contractor regarding design issues.

The agreement is for an initial 3 year term with an option for a 2 year extension of services. These terms were selected for efficiency and to allow for continuity of service beyond the initial term should the selected consultant's performance warrant it.

In December 2016, staff advertised the RFP and distributed it to 29 firms. Proposals were submitted by the following five (5) consultants:

CONSULTANT	CONSULTANT
1. Dudek	4. Psomas
2. Infrastructure Engineering Corporation	5. T.Y. Lin International
3. Lee & Ro	

The proposals were evaluated by a four (4) person panel consisting of District Staff, Richard Stinson and Dexter Wilson. Additionally, Director Juliussen reviewed the proposals as an observer in the process. As a result, the following three firms were short listed for interviews:

1. Dudek
2. Infrastructure Engineering Corporation (IEC)
3. Psomas

The three firms were interviewed on March 8, 2017 by District staff and Richard Stinson. As a result of the interviews, IEC was evaluated to be the most qualified firm to provide the required engineering services.

Therefore, it is recommended that the as needed Engineering Design Services contract be awarded to IEC. This agreement does not have a specific compensation amount associated with it. Each design project will be issued using task orders to the agreement containing a negotiated compensation amount. If the compensation amount of an individual task order exceeds the thresholds established in the District's Purchasing Policy, the task order will require Board approval prior to execution.

rym:PJB

## MEMORANDUM

**DATE:** April 6, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Professional Services Agreement with Dexter Wilson Engineering, Incorporated for Engineering Consulting Services

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**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a sole source three-year base professional services agreement with Dexter Wilson Engineering, Incorporated for Engineering Consulting Services in an amount not to exceed \$345,000 with an option for two additional years.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

This item was reviewed by the EC at its April 5<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

District Engineer Steve Deering recently announced his retirement effective the end of June 2017 ending a distinguished 21 year career as District Engineer. The District Engineer is a critical consultant position that integrates with staff to address and resolve engineering issues related to the Capital Improvement Program, asset management, development and daily collection systems operations and maintenance. Staff has discussed and considered who would be a suitable replacement. As a result, staff recommends Dexter Wilson as the appropriate person for District Engineer and requests authorization for the General Manager to execute a sole source professional services agreement with Dexter Wilson Engineering, Incorporated (DWE) for a three year base period, from July 1, 2017 to June 30, 2020, with an option to extend the agreement for two additional years.

In the past, DWE has provided engineering consultant services to the District such as developing, updating and annually auditing the Sewer System Management Plan (SSMP); developing and updating the Asset Management Plan; and developing the Island Area Plan. Through their experience, they have gained a unique working knowledge and technical expertise of the District and the operation and maintenance of the collection system. For these reasons, the procurement of the District Engineer services satisfies the criteria for sole sourcing allowed under Section 11.1, Sole Source Procurement, of the District's Procurement Policy. Therefore, staff and the EC is recommending that the Board approve the District Engineer contract on a sole source basis.

The attached is a summary of the scope of work and DWE's proposal for review. The tasks include services that support District Engineering, Capital Improvement Program and development functions.

The proposed annual fee for DWE services is approximately \$115,000 per year for a total of \$345,000 over the initial three-year agreement period. Sufficient funds to cover these services for Fiscal Year 2018 will be included in the annual budget. Therefore, staff and the EC recommend that the Board of Directors authorize the General Manager to execute a sole source three-year professional services agreement with Dexter Wilson Engineering, Inc.

If approved, the agreement would commence on July 1, 2017. Staff plans to execute an interim agreement with DWE within staff's signature authority to allow DWE to coordinate with DE Deering to allow for a smooth transition.

rym:PJB

Attachments

## **ENGINEERING CONSULTING SERVICES SCOPE OF WORK**

Dexter Wilson Engineering (Consultant) shall provide the following services, which are necessary to continue District Engineering (DE) and Capital Improvement Program Management (CIPM) Consulting Services. General descriptions of the respective consulting services to be provided at the discretion of the District are as follows:

### 1. District Engineering

- Provide general Professional Engineering guidance to the District staff and Board of Directors;
- Attend Board Meetings and Engineering Committee Meetings;
- Interface with District Legal Counsel and other District consultants;
- Represent the District in meetings and matters relating to land development, District planning, interagency relations, and other District matters;
- Interface with the general public and District customers;
- Interpret the District's standard specifications and policies as related to engineering issues;
- Complete other tasks as directed.

### 2. Capital Improvement Program Management

- Assist with technical review of CIP projects;
- Attend CIP project review and scheduling meetings;
- Attend contractor pre-bid meetings and bid openings, as requested by the District;
- Provide contractor construction bid evaluations;
- Assist District with preparation, distribution and advertisement of District RFP's;
- Assist the District with long range planning and implementation of the Wastewater CIP;
- Complete other tasks as directed.

### 3. Development Plan Checking and Construction Inspection

- Conduct development plan checking, construction inspection of development projects, and miscellaneous development related work as requested by District and as-needed. All work conducted by Developers shall be funded by Developer deposits to the District. Expenses and invoicing shall be tracked by District Location Codes for each development task.

The DE and CIPM services shall be billed and tracked on a time and materials basis with initial estimated limits of approximately \$64,300 and \$50,700, respectively, for each component. The DE and CIPM budgets augment each other, only as necessary, and to the extent that the total initial annual fee authorization of \$115,000 is not exceeded without further District authorization. Development Plan Checking and Construction Inspection shall be billed and tracked on a time and materials basis as-needed, as funded by Developers, and as-authorized by the District.

The hourly billing rate for DWE's services will be maintained for the first three years of the contract. The hourly rates will be reviewed with mutually acceptable consideration given to adjustment after the initial three years upon exercise of the option to renew or extend the agreement for two (2) additional years.

Expended-to-date and projected fees will be reviewed by Consultant with the District on a monthly basis at the time of invoicing.

DEXTER WILSON ENGINEERING, INC.

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DEXTER S. WILSON, P.E.  
ANDREW M. OVEN, P.E.  
STEPHEN M. NIELSEN, P.E.  
NATALIE J. FRASCHETTI, P.E.

March 29, 2017

103-000

Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

Attention: Paul Bushee, General Manager

Subject: Proposal for District Engineering Services for FY2017/18

We are pleased to provide the Leucadia Wastewater District with the following proposal for engineering services. The work, as further described in the Scope of Services below, consists of providing District Engineering Services, which include attending Board and Engineering Committee meetings, assisting with management of the Capital Improvement Program, and performing development driven tasks.

The detailed scope of services is provided below. Exhibit "A" provides a summary of the scope as well as an estimate of hours and costs by task which total to \$114,660. The hours spent on each task are an estimate of what will be requested by the General Manager and are subject to change. Exhibit B presents the schedule of rates for Dexter Wilson Engineering, Inc. We propose to maintain these rates for the District for a three year period. As such, the total amount of this proposal is for \$343,980 to provide District Engineering Services for FY 2017/18, FY 2018/19, and FY 2019/20.

SCOPE OF SERVICES

Task 1 – District Engineering

- a. Provide general Professional Engineering guidance to the District staff and Board of Directors;
- b. Attend Board Meetings and Engineering Committee Meetings;
- c. Attend weekly Staff Meetings;
- d. Interface with District Legal Counsel and other District consultants;
- e. Represent the District in meetings and matters relating to land development, District planning, interagency relations, and other District concerns;
- f. Interface with the general public and District customers;
- g. Interpret the District's standard specifications and policies as related to engineering issues;
- h. Complete other tasks as directed by the General Manager.

Task 2 – Capital Improvements Program Management

- a. Assist with technical review of CIP projects;
- b. Attend CIP project review meetings;
- c. Attend contractor pre-bid meetings and bid openings, as requested by the District;
- d. Review contractor construction bid evaluations;
- e. Assist District with preparation, distribution and advertisement of District RFP's;
- f. Assist the District with long range planning and implementation of the Wastewater CIP;
- g. Complete other tasks as directed by the General Manager.

Paul Bushee  
March 29, 2017  
Page 8

Task 3 – Development Plan Checking and Construction Inspection

- a. Conduct development plan checking and miscellaneous development related work as requested by the General Manager. All work conducted by Developers shall be funded by Developer deposits to the District. Expenses and invoicing shall be tracked by District Location Codes for each development task.
- b. Provide Construction Inspection for Developer projects.

PERSONNEL

Dexter S. Wilson, P.E. shall be the primary person providing District Engineering Services. If Mr. Wilson is unable to attend meetings then Natalie Frascchetti, P.E. will attend in his place. Natalie Frascchetti will coordinate the services for the Capital Improvement Program and Development tasks.

COMPENSATION

Work completed under this contract will be billed on a monthly basis. Fees will be calculated on an hourly rate basis by multiplying the actual hours worked on the tasks in each classification by the rates in the schedule attached as Exhibit "B". These rates are valid for three years.

QUALIFICATIONS

Dexter S. Wilson will provide the services described above. Mr. Wilson is a Registered Civil Engineer in California and graduated from Stanford University with a Bachelor of Science in Chemistry, and from the University of Arizona with a Master of Science in Civil Engineering.



Paul Bushee  
March 29, 2017  
Page 4

Natalie J. Frascetti will assist with the services described above. Ms. Frascetti is a Registered Civil Engineer in the State of California and graduated from the University of Florida with a Bachelor of Science degree in Environmental Engineering Sciences.

Thank you for the opportunity to provide a proposal on this project. If this proposal meets your approval, please prepare a contract in your format for our signature.

Respectfully submitted,

Dexter Wilson Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Dexter Wilson', with a stylized flourish at the end.

Dexter S. Wilson, P.E.

DSW:ps

Attachments

**EXHIBIT A  
SUMMARY OF ESTIMATED HOURS AND COST**

<b>Task</b>	<b>Description</b>	<b>Estimated Professional Hours</b>	<b>Hourly Rates</b>	<b>Professional Costs \$</b>
<b>1</b>	<b>District Engineering</b>			
1a	Provide general Professional Engineering guidance to the District staff and Board of Directors	36	210	7,560
1b	Attend Board Meetings and Engineering Committee Meetings	48	210	10,080
1c	Attend weekly Staff Meetings	52	210	10,920
1d	Interface with District Legal Counsel and other District consultants	32	210	6,720
1e	Represent the District in meetings and matters relating to land development, District planning, interagency relations, and other District matters	24	210	5,040
1f	Interface with the general public and District customers	24	210	5,040
1g	Interpret the District's standard specifications and policies as related to engineering issues	12	210	2,520
1h	Complete other tasks as directed by the General Manager	78	210	16,380
	<b>Subtotal</b>	<b>306</b>		<b>\$64,260</b>
<b>2</b>	<b>Capital Improvements Program Management</b>			
2a	Assist with Technical Review of CIP projects	80	180	14,400
2b	Attend CIP project meetings	36	180	6,480
2c	Attend contractor pre-bid meetings and bid openings, as requested by the District	24	180	4,320
2d	Review contractor construction bid evaluations	12	180	2,160
2e	Assist District with preparation, distribution and advertisement of District RFPs	24	180	4,320
2f	Assist the District with long range planning and implementation of the Wastewater CIP	36	180	6,480
2g	Complete other tasks as directed by the General Manager	68	180	12,240
	<b>Subtotal</b>	<b>280</b>		<b>\$50,400</b>

**EXHIBIT A  
SUMMARY OF ESTIMATED HOURS AND COST**

<b>Task</b>	<b>Description</b>	<b>Estimated Professional Hours</b>	<b>Hourly Rates</b>	<b>Professional Costs \$</b>
3	<b>Development Plan Checking and Construction Inspection</b> All work conducted for new development shall be funded by Developer deposits to the District. Expenses and invoicing shall be tracked by District Location Codes for each development task.			
3a	Conduct development plan checking and miscellaneous development related work as requested by the General Manager.		Funded by Development, as necessary	
3b	Provide Construction Inspection.		Funded by Development, as necessary	
	<b>TOTAL</b>	<b>586</b>		<b>\$114,660</b>

EXHIBIT B

DEXTER WILSON ENGINEERING, INC.

Rate Schedule  
Effective January 1, 2017

PERSONAL CLASSIFICATION

HOURLY RATE

Planning/Design

Principal Engineer (RCE)	\$ 210.00
Managing Engineer (RCE)	\$ 200.00
Project Engineer (RCE)	\$ 180.00
Senior Engineer (RCE)	\$ 140.00
Design Engineer (RCE)	\$ 130.00
Associate Engineer II	\$ 120.00
Associate Engineer I	\$ 110.00
Engineering Aide II	\$ 110.00
Engineering Aide I	\$ 95.00


Drafting/Design

Senior Designer	\$ 115.00
Senior Drafter	\$ 105.00
Drafter II	\$ 90.00
Drafter I	\$ 80.00

Clerical

\$ 65.00

## MEMORANDUM

**DATE:** April 6, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Strategic Planning Workshop Report

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Receive and file the February 23, 2017 Strategic Planning Workshop Report from the Tamayo Group, Inc.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

The Board of Directors conducted its Strategic Planning Workshop on February 23, 2017. Michele Tamayo facilitated the workshop. Prior to the workshop, Ms. Tamayo conducted interviews with the Board and key staff members. Based on the Board interviews, Ms. Tamayo recommended that the workshop focus on the Board gaining a deeper understanding of what the District does and how the work gets done.

As such, LWD staff presented detailed information on the various functions they perform in order to provide a high level of service to LWD's customers. Key follow-up items from the workshop included:

1. Staff to seek input from the full Board on future Newsletter topics.
2. Staff to provide an outline for the scope and cost of an LWD Open House. **(Completed)**
3. Staff follow-up with a LWD Recycled Water Program Update at the March 2017 Board meeting. **(Completed)**

Overall, staff believes that the Strategic Planning Workshop was very productive and staff was pleased that the Board was interested in learning more about the functions they perform. Ms. Tamayo has since developed a summary report of the workshop and the report has been attached for your review.

Staff is recommending that the Board receive and file the Strategic Planning Workshop Report.

Attachment

PJB

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LEUCADIA WASTEWATER DISTRICT  
Strategic Planning Process 2017  
Summary Report



**LWD Board Planning Process**  
Summary Report  
March 8, 2017

**BACKGROUND**

The LWD Board of Directors developed a strategic plan in 2005; revised and updated in 2007 and 2013. The Plan includes the District's Vision and Mission, and outlines four broad Strategies.

**Vision**

To be a recognized leader in wastewater services, water recycling, and environmental protection.

**Mission**

To serve the public by collecting, transporting, recycling and treating wastewater in a safe, reliable, efficient, cost effective, and environmentally responsive manner, while providing excellent service to our customers.

**Strategies**

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

This plan has worked well for the District and continues to serve as a framework for guiding its continued success. A tactical plan is developed and updated regularly with specific actions that support the four Strategies.

**2017 PLANNING PROCESS**

Michele Tamayo of Tamayo Group, Inc. was retained to facilitate a strategic plan check-in process. The purpose of this process was for the Board and Management to review the existing strategies, assess current needs and modify or update the Plan, as needed.

Ms. Tamayo conducted one-on-one interviews with Board members and key management staff. A summary report of the interview findings was prepared and presented to the Board at their workshop on February 23, 2017.

**LWD Board Planning Process**  
Summary Report  
March 8, 2017

**INTERVIEW RESULTS**

Interview results revealed that the Board is very pleased with the District's progress. Specifically, board members are proud of the competent staff, the long-standing board, the organization's culture, its strategic plan, and its financial responsibility and stability. When asked to review the four strategies, board members were unanimous in their praise and support of the actions taken to support the strategies.

Interviews revealed two areas for further focus and development:

1. Water recycling
2. Public Outreach

One theme that emerged from the interviews was that the Board wanted a deeper understanding of what the District does and how the work gets done. Although Board members clearly understand the purpose and general work done for the District to complete its mission, there was a desire to gain a more thorough understanding of the nature of the work that is performed. To address this need, Michele suggested the management staff prepare presentations to more fully explain the various functions District staff performs.

**BOARD WORKSHOP**

The February 23 workshop began with a welcome from Board President Hanson and an acknowledgment and appreciation of staff for the good work they do. Michele Tamayo reviewed the agenda and presented meeting guidelines for the day. Michele then presented the interview summary. Paul Bushee provided a brief update on some recent key accomplishments.

The majority of the workshop was devoted to Department presentations. These included the following 10 topic areas:

1. Finance
2. Administration
3. Human Resources
4. Public Information/Outreach
5. Risk Management/Safety
6. Development
7. Collection System
8. Recycled Water
9. Capital Program
10. General Manager's role



**LWD Board Planning Process**  
Summary Report  
March 8, 2017

Each presentation elicited several questions and comments. At the conclusion of the presentations, board members expressed their appreciation for the staff and the detailed and thorough work that is done by all to contribute to the District's success.

**ACTION ITEMS**

Throughout the presentations and discussion, three items were mentioned for further action or follow up:

1. Staff to ask for input from the full board regarding ideas/suggestions for the Fall 2017 newsletter
2. Staff provide an outline with associated costs for another Open House; include employees as presenters for the event
3. Discuss Recycled Water update at the March Board meeting

The workshop concluded with feedback from Board members. All agreed that the time spent was worthwhile and they learned a lot from the presentations. Each board member expressed appreciation for the staff.

MEMORANDUM

DATE: April 6, 2017  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager  
 SUBJECT: Award Teacher Grants

**RECOMMENDATION:**

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

1. Award two Teacher Grants totaling \$2,000; and
2. Discuss and provide direction, as appropriate.

**DISCUSSION:**

**Tactical Goal: Services / Teacher Grant Program Awards**

This item was reviewed by the CAC at its March 29, 2017 meeting.

During November 2016, staff provided grant information to nine elementary schools, one middle school, and one high school indicating that the submission deadline was March 2, 2017. As a result, the following two applications were received:

Applicants	School	Amount Requested:	Project
Curtis Fillmore	La Costa Canyon High School	\$1,000	Functional Food Production Garden
Jennifer Smith	El Camino Creek	\$1,000	Rain Garden Educational Pathway

**Total: \$2,000**

The applications have been attached for your review. The fiscal year 2017 budget includes \$5,000, which is intended to fund up to five \$1,000 teacher grant applications.

jg:PJB

Attachments



**LEUCADIA  
WASTEWATER  
DISTRICT**

LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**Grant Application Form**

During the 2016-2017 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to five grants up to \$1,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT. Completed applications MUST BE emailed to jgabelain@lwwd.org or received by Thursday, March 2, 2017.

IDENTIFYING INFORMATION

Curtis Fillmore  
Teacher's name

9-12 Grade      Special Education Subject

LA COSTA CANYON HS School name      San Dieguito High School District  
*Union*

1 Maverick Way, Carlsbad, CA 92009  
School address, including street, city and zip

Bryan Marcus Principal's name      760-436-6136 School phone number

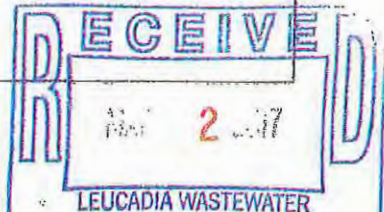
La Costa Canyon High School Foundation  
Name of parent organization (i.e. PTA or school foundation)

Functional Food Production Garden Project title      1,000 Grant amount requested

*Curtis Fillmore*  
Teacher's signature

Please tell us how you heard about this program

Posture/Flyer    Web site    Another Educator    Newsletter    Other



## Functional Food Production Garden

### A. Description of Project:

La Costa Canyon High School- Functional Life Skills classroom is hoping to enrich the experience our students with special needs through education around food production, and food sourcing. The garden will be located in the backyard space of the Special Education classroom, which is adjacent to the culinary arts program. The two programs will join forces to aide in food production that will utilize local organic spices and various produce for food preparation in the culinary arts classes. The project will allow students to experience nature and build connections between local climate, the water cycle, food producing plants , and all the while mentoring students with special needs. We plan to incorporate lessons that focus on designing, planting, and maintaining gardens through the Science department and student run clubs on campus. These plans and hands on experiences require garden tools, soil & compost, produce seeds, water tools, and mulch. Funds are needed to make this garden project a success. The grant would be used to purchase necessary supplies. Our dream is to develop a safe, welcoming, and functional garden space for students with and without special needs can enjoy. This garden project will involve two classroom teachers, over 140 high school science and culinary art students, grades 9-12. The project will be ongoing, continues project that aims to begin in April 2017. Each general class will be responsible for one rotation of checking in on the garden per week and the special needs will also monitor the garden on a daily basis throughout the duration of the school year.

### B. Learning Objectives

Students will investigate plant life cycles, flowering, seed production and understand the water cycle. Students will demonstrate the responsibility of caring for plants and watering cycles necessary to maintain healthy growth.

### C. Budget

Item	Quantity/vendor	Amount	Non-Consumables
Wheelbarrow	2 @ 50.00- Home Depot	\$100	x
Hose reel	1 @ 50.00- Home Depot	\$50	x
50' hose & nozzle	2 @ 25.00 – Home Depot	\$50	x
Garden Soil & Compost	30 @ 5.00 – Home Depot	\$150	x
Watering cans	10 @ 5.00 – Home Depot	\$ 50	x
Plants, Trees & Seeds	Sunshine Gardens/Andersons	\$600	
	<b>Total</b>	<b>\$1000</b>	



**LEUCADIA  
WASTEWATER  
DISTRICT**

LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**Grant Application Form**

During the 2016-2017 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to five grants up to \$1,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. **IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.** Completed applications **MUST BE** emailed to [jgabelein@lwwd.org](mailto:jgabelein@lwwd.org) or received by Thursday, March 2, 2017.

**IDENTIFYING INFORMATION**

Jennifer Smith  
Teacher's name

5 Grade Multiple Subjects Subject

El Camino Creek School name Encinitas District

7885 Paseo Aliso School address, including street, city and zip Carlsbad, CA 92009

Jenli Greenberger Principal's name 760-943-2051 School phone number

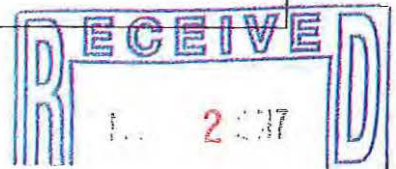
SWPPP, PTA (fund disbursement) Name of parent organization (i.e. PTA or school foundation)

Rain Garden Educational Pathway Project title \$1,000 Grant amount requested

[Signature] Teacher's signature

Please tell us how you heard about this program

Posture/Flyer  Web site  Another Educator  Newsletter  Other



**A. DESCRIPTION OF PROJECT**

**1. Summary:**

Our school club "hires" students to study stormwater pollution on their school campus and to develop and present structural and educational recommendations in accordance with industry standards. Our 5<sup>th</sup> and 6<sup>th</sup> grade interns meet one time per week for the entire school year learning about their local watershed, observing drains on campus, collecting and testing stormwater samples and designing best management solutions to mitigate observed problems. During rain events, the 2016-2017 students have noted a large amount of debris flowing from a hillside into a stormwater drain in their teacher's parking lot and they have devised a solution which, in part, requires funding.

- a. Phase I: Eagle Scout Pathway and Fencing Construction (Completed)
- b. Phase II: Implement BMP – Curb Cuts & Grading (LWWD Grant Proposal)
- c. Phase III: Landscape & Build Path Bridge (Funds and Volunteer Services secured)

**2. Number of those involved:**

Our Stormwater Club has 23 students who are involved in Phases I, II and III. Our Green Team has 30 students volunteering in Phase III along with other community members. Our 700+/- student body will benefit from the educational pathway as they learn first-hand about the benefits of bioswales, rain gardens and how to prevent ocean water pollution by utilizing natural resources. We will have specific curriculum for use by our Garden Science, Lab Science and for our Eco-Literacy Ambassadors (Green Team) to further explore the subject of stormwater.

**3. Describe the Project:**

The students have devised a plan to slow the flow of stormwater with curb cuts by redirecting the overflow to permeable areas to allow for natural filtration, thereby avoiding excessive run-off of stormwater that may be carrying pollutants out to the ocean. The proposed funds from this grant application will be used to professionally hire a contractor to provide the cement work in accordance with District standards and to assist in the removal of dirt for grading purposes to properly construct the bioswale.

**4. In-kind Resources/Matching Funds:**

- a. Eagle Scout funded Phase I
- b. PTA-will fund Phase III

**5. Location/Timeline:**

- a. School Parking Lot/ Ideally prior to end of school year, June 2017

**B. OBJECTIVES**

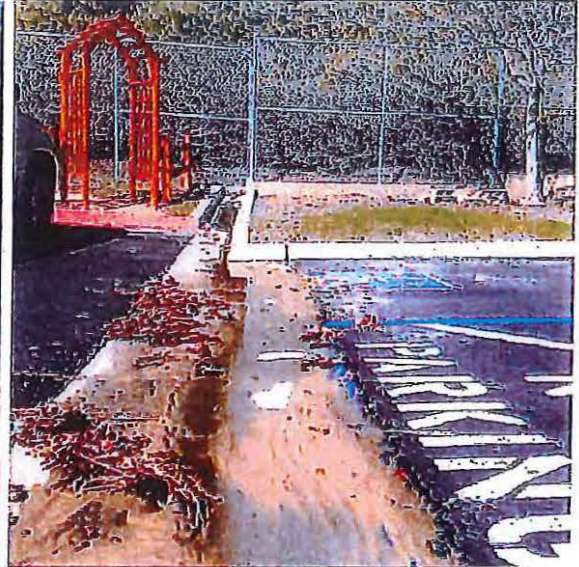
- a. Our goals for this project are two part: First, to physically implement a structural best management practice that our students have devised for the betterment of our school environment so they will experience first-hand the real-world positive impact of seeing a project through from its inception to completion. Second, our goal is for this project to be a springboard to educate students about the higher altitude issues stemming from epidemic ocean pollution on a global scale.

C. BUDGET

PHASE II IMPLEMENTATION OF CURB CUTS

Concrete Work via District Sub-Contractor	\$700
Grading and Dirt Removal for Bioswale	\$300
Total	\$1,000

Location Photos:



Proposed BMP: Curb Cuts East & West



Thank you and we appreciate your support of our environmental youth leaders!



**NORTH SAN DIEGO  
WATER REUSE**  
c o a l i t i o n

March 23, 2017

Assembly Member Blanca Rubio  
State Capitol  
Sacramento CA 95814

**Re: Sponsorship and Support of AB 869 (Rubio) Protection of Recycled Water Resources and Investments --- As proposed to be amended**

Dear Assembly Member Rubio,

On behalf of the North San Diego Water Reuse Coalition, thank you for introducing AB 869 and your leadership in protecting recycled water resources and investments. The Coalition is proud to sponsor AB 869 and is committed to broaden statewide support for this very important measure.

The North San Diego Water Reuse Coalition is comprised of ten northern San Diego County water and wastewater agencies—Carlsbad Municipal Water District, City of Escondido, Leucadia Wastewater District, City of Oceanside, Olivenhain Municipal Water District, Rincon del Diablo Municipal Water District, San Elijo Joint Powers Authority, Santa Fe Irrigation District, Vallecitos Water District, and Vista Irrigation District—that began collaborating in 2010 to reduce potable water use and strengthen local drought resilience regionally through water recycling and reuse.

The Coalition developed a Regional Recycled Water Facilities Plan in 2012, and many individual construction elements of the Coalition's Regional Recycled Water Project are underway. Upon completion of all long-term project elements, the project will add nearly 32 million gallons per day of recycled water and potable reuse water to northern San Diego County's water supply.

AB 869 places into statute protections for recycled water under long-term conservation regulations and drought-response, conservation actions by declaring that recycled water is an efficient use of water, equivalent to other water-efficiency measures such as conservation. It also defines recycled water to include potable reuse, consistent with other changes in law recognizing both outdoor and indoor uses for recycled water. Finally, it fully exempts recycled



water from restrictions of water use efficiency targets and states the Legislature's intent to encourage recycled water production and its use as a drought-resilient water supply.

Recycled water is the ultimate in conservation because it uses the same drop of water, over and over again, after extensive treatment. Given significant investments in our regional project by both the Coalition's ratepayers and the state via the Integrated Regional Water Management Program, the Coalition applauds AB 869 for recognizing the importance of developing local, drought-resilient supplies that reduce day-to-day demand on imported water and reduce wastewater discharges to the Pacific Ocean.

Additionally, water use targets should be applied only to imported water; drought-resilient supplies such as recycled water should be excluded in order to recognize the reliability of these sources. Years of planning for recycled water could be detrimentally affected if any new statewide water use targets include recycled water, forcing reductions in its use across the state. Past efforts, SB x7-7, specifically did not include recycled water. Why change course after years of investment and effort by public agencies to utilize recycled water as a sustainable supply, reducing ocean discharge?

Restricting recycled water use only penalizes the investments made in existing systems and will have a chilling effect on local decisions to invest ratepayer funds in future projects.

Olivenhain Municipal Water District is a founding member of the North San Diego Water Reuse Coalition and I serve as the administrative lead. If you or your staff should have any questions regarding the North San Diego County Regional Recycled Water Project or Coalition goals to expand the use of recycled water, please do not hesitate to contact the undersigned at 760-753-6466.

Regards,



Kimberly A. Thorner  
General Manager  
Olivenhain Municipal Water District

CC: Wendy Chambers, General Manager, Carlsbad Municipal Water District  
Christopher McKinney, Utilities Director, City of Escondido  
Paul Bushee, General Manager, Leucadia Wastewater District  
Cari Dale, Water Utilities Director, City of Oceanside  
Greg Thomas, General Manager, Rincon del Diablo Municipal Water District  
Mike Thornton, General Manager, San Elijo Joint Powers Authority  
Mike Bardin, General Manager, Santa Fe Irrigation District  
Glenn Pruijm, General Manager, Vallecitos Water District  
Eldon Boone, General Manager, Vista Irrigation District  
Assemblywoman Marie Waldron  
Assemblyman Rocky Chavez

Assemblyman Brian Maienschein  
Assemblyman Todd Gloria  
Senator Pat Bates  
Senator Joel Anderson  
Senator Toni Atkins  
Mark Muir, Board Chairman, San Diego County Water Authority



**LEUCADIA**  
WASTEWATER  
DISTRICT

LEADERS IN  
ENVIRONMENTAL  
PROTECTION

BOARD OF DIRECTORS  
Judy K. Hanson, President  
Elaine Sullivan, Vice President  
Allan Juliusson, Director  
David Kulchin, Director  
Donald F. Omsted, Director  
Paul J. Bushee, General Manager

Ref: 17-5335

March 16, 2017

The Honorable Bill Quirk  
California State Assembly  
Chair, Environmental Safety and Toxic Materials Committee  
State Capitol Room 2163  
Sacramento, CA 95814

**Re: Assembly Bill 574 - Support**

Dear Assembly Member Quirk,

On behalf of Leucadia Wastewater District, I am writing to thank you for introducing and express our support for Assembly Bill 574, which will ensure the regulatory framework for potable water reuse is completed in a responsible manner that protects public health.

Established in 1959, LWD collects, transports, treats and disposes of wastewater for approximately 60,000 customers in a 16-square-mile area that includes the La Costa area of Carlsbad and the Leucadia and the Village Park areas of Encinitas. The District manages nearly 4 million gallons of treated wastewater and produces nearly 1 million gallons of recycled water daily. District operations maintain a highly technical system of equipment, pump stations and pipelines used to safely transport wastewater to ensure protection of our local wetlands and beaches and the public's health and safety.

We appreciate the recognition of the importance in developing safe and sustainable water supplies for California and the declaration of the need for the timely development of regulations to expand potable reuse. We further support the intent of the legislature to encourage the development of potable reuse to mitigate the impact of drought and climate change.

AB 574 incorporates definitions and suggestions from the recent report to the legislature from the State Water Resources Control Board on the feasibility of developing recycled water as drinking water and the findings of the expert panel of scientists convened by the board to advise regulators. This report lays the groundwork for creating regulations for a sustainable, reliable source of potable water. AB 574 is the critical next step to ensure the report is implemented, clarifies the term "potable reuse" and defines the associated reuse methods that can be used to augment a public water system.

If you or your staff should need any additional details pertaining to our assessment of this important legislation, please do not hesitate to contact me at (760) 753-0155.

Best regards,

Paul J. Bushee  
General Manager

CC: Kim Craig, Deputy Cabinet Secretary, Office of Governor Edmund G. Brown, Jr., via email [Kim.Craig@GOV.CA.GOV](mailto:Kim.Craig@GOV.CA.GOV)  
Assemblywoman Marie Waldron, via fax (916) 319-2175  
Assemblyman Rocky Chavez, via fax (916) 319-2176  
Assemblyman Brian Maienschein, via fax (916) 319-2177  
Assemblyman Todd Gloria, via fax (916) 319-2178  
Senator Pat Bates, via fax (916) 651-4936  
Senator Joel Anderson, via fax (916) 651-4938  
Senator Toni Atkins, via fax (916) 651-4939  
Mark Muir, Board Chairman, San Diego County Water Authority, via email [Mmuir@encinitasca.gov](mailto:Mmuir@encinitasca.gov)  
Tom Howard, Executive Director, State Water Resources Control Board, via email [Tom.Howard@waterboards.ca.gov](mailto:Tom.Howard@waterboards.ca.gov)  
Eric Oppenheimer, Chief Deputy Director, State Water Resources Control Board Planning and Performance, via email [eoppenheimer@waterboards.ca.gov](mailto:eoppenheimer@waterboards.ca.gov)  
Dave Bolland, Director of Regulatory Relations, Association of California Water Agencies, via email [DaveB@acwa.com](mailto:DaveB@acwa.com)  
Jennifer West, WaterReuse California, via email [Jwest@watereuse.org](mailto:Jwest@watereuse.org)

ear Gabe, Mauricio, Ian,  
mes, Rick, Steve, and Jennifer,

Thank you so much for giving  
is such a well organized  
nd wonderful tour. We appreciate  
ou taking time out of your  
usy day to help us. It was so  
interesting to learn about the purification  
rocess, the camera robot, and the  
roblems that are facing you. We  
ipe to create a good project  
make you proud.

...and you deserve  
a great big  
thank you!

Austin Laquette

Brady Nicol

Sincerely,  
Brady and Austin

April 5 2017

## Directors' Meetings

Presented by Directors Hanson, Sullivan, Kulchin, Juliussen,  
and Omsted

---

### Conference

2017 WaterReuse CA Annual Conference

### Dates and Location

March 19-21, 2017  
Westin San Diego  
San Diego, CA 92101

### List of Attendees

President Hanson  
Vice President Sullivan  
Director Kulchin  
Director Juliussen  
Director Omsted

The above mentioned Board member attended various sessions regarding the design, management, operations, and use of water recycling and/or desalination facilities and projects in California.