



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

And

**PUBLIC HEARING ON A PROPOSAL TO CONSIDER ADOPTING A NEW WASTEWATER
CAPACITY FEE ORDINANCE WITH AN UPDATED FEE SCHEDULE TO CLARIFY THE
METHOD USED TO CALCULATE EQUIVALENT DWELLING UNITS (EDUS) FOR FOOD
ESTABLISHMENTS**

And

**PUBLIC HEARING ON A PROPOSAL TO CONSIDER INCREASING THE AMOUNT THAT
MAY BE PAID TO DIRECTORS AND OFFICERS OF THE DISTRICT FOR SERVICE TO
THE DISTRICT**

DATE: Wednesday, April 13, 2016
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**

5. Approval of Agenda

6. Presentations and Awards

A. Achievement of Organizational Objective – Cost Sharing of CSRMA Dividends. (Pages 6-8)

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 7, 2016 Community Affairs Committee Meeting (Page 9)

March 9, 2016 Regular Board Meeting (Pages 10-16)

March 22, 2016 Investment and Finance Committee Meeting (Page 17)

April 6, 2016 Engineering Committee Meeting (Pages 18-20)

8. Approval of Demands for March/April 2016

This item provides for Board of Directors approval of all demands paid from LWD during the month of March and a portion in April 2016. (Pages 21-43)

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 FY 15 to FY 16 and flows by sub-basin. (Pages 44-48)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 16 budget and discloses monthly investments. (Pages 49-56)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of March 2016. (Pages 57-58)

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority Reports

A. A Regular EWA Board meeting was held on March 23, 2016 – report by Director Sullivan. (Page 59)

B. An Encina Member Agencies Manager's Meeting was held on April 5, 2016 – report by GM Bushee. (Verbal)

13. Committee Reports

A. Investment and Finance Committee was held March 22, 2016 – report by Director Hanson. (Page 60)

- B. Engineering Committee meeting was held on April 6, 2016 – report by Director Juliussen.
(Page 61)

PUBLIC HEARING

14. A proposal to consider adopting a new wastewater capacity fee ordinance establishing the District's capacity fee and amending the equivalent dwelling unit factors capacity fee schedule. (Page 62)
15. A Proposal to consider increasing the amount that may be paid to Directors and Officers of the District from \$180 to \$190 per day of Service to the District. (Page 63)

ACTION ITEMS

16. **Authorize the General Manager to execute a contract with Davis Farr, LLP for Financial Auditing Services for Fiscal Year 2016 (FY16), FY17 and FY18 in an amount not to exceed \$66,300** (Pages 64-67)
17. **Evaluation of Solid Material Discovered During Pipeline Hydro-cleaning** (Verbal)
18. **Award 2016 Gravity Pipeline Rehabilitation Project Construction Contract** (Pages 68-74)
19. **Wastewater capacity fee ordinance with an updated fee schedule**
Adopt Ordinance No.133 establishing the District's capacity fee and amending the equivalent dwelling unit factors capacity fee schedule (Pages 75-81)
20. **Board of Directors Compensation Adjustment**
Adopt Ordinance No.134 Increasing Compensation of Directors and Confirming meetings that Qualify for Director Compensation. (Pages 82-84)
21. **Adopt Resolution No. 2274 – Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Cohen Change of Organization**
(Pages 85-88)
22. **Local Agency formation Commission (LAFCO) 2015-2016 RUN-OFF Special Districts Election** (Pages 89-98)
23. **Call for Nominations to the CSDA Board of Directors Seat B** (Page 99-104)

INFORMATION ITEMS

24. **Results of the Network Intrusion Test** (Page 105)
25. **Project Status Updates and Other Informational Reports**
A. CSDA Legislative Days is scheduled for May 17-18, 2016 at the Sacramento Convention Center in Sacramento, CA. (Pages 106-107)
26. **Directors' Meetings and Conference Reports**
A. The 2016 Watereuse Annual Conference was held March 13-15, 2016 at the Hyatt Vineyard Creek Hotel and Spa in Santa Rosa, CA. (Page 108)
- B. CASA/WateReuse Joint Public Policy Forum was held April 6, 2016 at The Sutter Club in Sacramento, CA. (Page 109)

- 27. General Manager's Report**
- 28. General Counsel's Report**
- 29. Board of Directors' Comments**
- 30. 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 7, 2016



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: April 7, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
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 2016 meeting, the CSRMA Board of Directors approved the distribution of dividend payments from the pooled liability insurance program to LWD in the amount of \$25,729.00 (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 \$677.08. Table 1, below, summarizes the allocation of the CSRMA dividend and calculation of this incentive compensation award.

Table 1

Dividend Amount	\$25,729.00
50% of Net Dividend (amount eligible for incentive compensation)	\$12,864.50
Incentive Compensation Award Per Employee (19 positions)	\$677.08

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

tb: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

March 15, 2016

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

Pooled Liability Program
Twenty-Second Dividend Declaration

Dear Paul:

On January 21, 2016, 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 – 2009/10. Enclosed is Leucadia Wastewater District's dividend share in the amount of \$25,729.

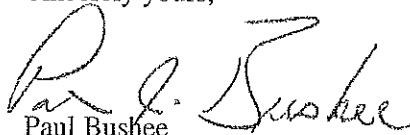
All agencies share in dividends through the formula adopted by the Board of Directors. Dividends are in addition to the Retrospective Rating Program, which limits returns to 25% of a member's original deposit. Any remaining unencumbered funds up to 25% of the amount in any one year are shared among the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

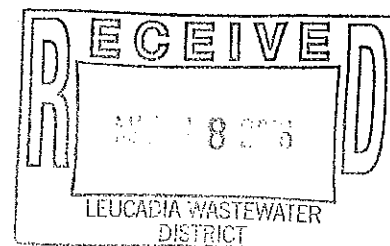
This year, our 30th year of providing service to our membership, the total amount of the dividend declared is \$1,408,347. This remarkable result is reflective of a continued effort in *effective risk management* by member agencies, as well as through the hard work of the CSRMA claims management staff, 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 2010/11. Overall, the Pooled Liability Program has returned over \$20 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



WARNING: DO NOT ACCEPT THIS CHECK UNLESS YOU CAN SEE A TRUE WATER MARK WHEN HOLDING THE CHECK TO THE LIGHT AND BANK LOGO AND KEY ICONS THAT ARE WHEN FACED

**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

9749

2/3/2016

PAY TO THE
ORDER OF LEUCADIA WASTEWATER DISTRICT

\$**25,729.00

Twenty-Five Thousand Seven Hundred Twenty-Nine and 00/100***** DOLLARS

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

VOID SIX MONTHS FROM DATE DRAWN

MEMO

PLP Dividend 15-16

AUTHORIZED SIGNATURE

⑈009749⑈ ⑆122000496⑆ 7020015599⑈

RUB OR BREATHE ON THE PINK LOGO & KEY ICONS. COLOR WILL FADE AND RETURN ON AN AUTHENTIC CHECK. IF COLOR DOES NOT FADE DO NOT ACCEPT.

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

9749

LEUCADIA WASTEWATER DISTRICT

2/3/2016

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
1/31/2016	Bill	PLP Dividend 15-16	25,729.00	25,729.00		25,729.00
					Check Amount	25,729.00

General Checking - U PLP Dividend 15-16

25,729.00

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 March 7, 2016

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held March 7, 2016 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Director Omsted called the meeting to order at 9:41 a.m.

2. Roll Call

DIRECTORS PRESENT: Omsted

DIRECTORS ABSENT: Sullivan

OTHERS PRESENT: Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, and Executive Assistant Tianne Baity

3. Public Comment

No public comment was received.

4. New Business

A. Review of Teacher Grant Applications.

Director Omsted stated that he reviewed the applications and believed that they all qualified for grants. Staff agreed with Director Omsted.

ASsup Hill noted that the applications will be forwarded to the Board for their approval at Wednesday's Board meeting.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Director Omsted adjourned the meeting at 9:45 a.m.

Paul J. Bushee
 Secretary/Manager
 (Seal)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

March 9, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, March 9, 2016 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Omsted, Hanson, Sullivan, Kulchin, and Juliussen
 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, Field Services Technician I Rick Easton, and Jared Criscuolo of Rising Tide Partners

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

President Omsted asked the Board of Directors if there were any objections to the approval of the agenda, and seeing none, the Board approved the agenda by the following vote:

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

6. Presentations and Awards

A. Achievement of an Individual Performance Objective – Richard (Rick) Easton.

GM Bushee introduced Field Services Technician I Rick Easton stating that Rick recently received his Collection System Maintenance Grade 2 Certification from the California Water Environment Association. He stated that this is his third award since his employment and he presented background information about Rick. He noted that Rick is eligible for a \$500 incentive award under the District's incentive program.

President Omsted presented Rick with his certificate and the Board of Directors congratulated Rick for his efforts.

B. 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 FY15. He noted that this is the 7th time, the District has received this award and he thanked ASM Duffey and AT McEniry 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 9, 2016 Investment and Finance Committee Meeting
- February 10, 2016 Regular Board Meeting
- February 16, 2016 Special Board Meeting
- March 1, 2016 Investment and Finance Committee Meeting
- March 2, 2016 Community Affairs Committee Meeting

8. Approval of Demands for February/March 2016

Payroll Checks numbered 18411-18468; General Checking – Checks numbered 47887-47991.

9. Operations Report (A copy was included in the original March 9, 2016 Agenda)

10. Finance Report (A copy was included in the original March 9, 2016 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of February 2016.

President Omsted asked the Board of Directors if there were any objections to the approval of the Consent Calendar, and seeing none, the Board approved the Consent Calendar by the following vote:

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on February 24, 2016.

Director Sullivan reported on EWA's February 24, 2016 Board meeting.

- B. An Encina Member Agency Manager's Meeting was held on March 1, 2016.

GM Bushee reported on EWA's MAM March 1, 2016 meeting.

13. Committee Reports

- A. Investment & Finance Committee (IFC) meeting was held on March 1, 2016.

Director Hanson reported that the IFC and staff reviewed the Audit Services Proposals. Following review of the proposals, 5 firms were selected for interviews. Staff and the IFC plan to present the recommended contract to the Board in April.

- B. Community Affairs Committee (CAC) meeting was held on March 2, 2016.

Director Sullivan reported that the CAC reviewed the following recommendations:

1. An agreement with Rising Tide Partners for as needed public information services for a period of 3 years with an option for 2 additional years and,
2. Task order No. 1 to the Rising Tide Partners Public Information Services Agreement in an amount not to exceed \$14,780.

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

- C. Community Affairs Committee meeting was held on March 7, 2016.

Director Sullivan reported on the March 7th meeting, stating that the CAC reviewed four teacher grant applications which will be reviewed later in the agenda.

ACTION ITEMS

- 14. Recommendation 1: Authorize the General Manager to execute an agreement with Rising Tide Partners for as needed public information services for a period of 3 years with an option for 2 additional years and,**

Recommendation 2: Authorize the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$14,780.00

ASM Duffey presented the recommendation and provided background information on the Public Information Services RFP procedure.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, and unanimously carried, the Board of authorized the General Manager to execute an agreement with Rising Tide Partners for as needed public information services for a period of 3 years with an option for 2 additional years by the following vote:

Director	Vote
President Omsted	Aye

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

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Juliussen and unanimously carried, the Board of authorized the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$14,780 by the following vote:

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

15. Board of Directors Compensation Adjustment

ASM Duffey presented the item indicating the date of the last Board stipend increase was May 2012 and that government code allows for a 5% adjustment per calendar year following the last adjustment. He noted that the Board is eligible for up to a 15% adjustment or \$27 increase.

GM Bushee 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.

Director Kulchin motioned that the Board direct staff to schedule a public hearing for a \$10 increase in the Board's stipend. The motion was seconded by Director Sullivan.

Following discussion, President Omsted called for a vote that the Board direct staff to prepare and notice for a public hearing for a \$10 increase in the Board's stipend. The Board members voted as follows:

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

16. Fiscal Year 2017 (FY17) Budget Development Schedule

ASM Duffey presented the item stating that staff is in the process of preparing the FY17 Budget. He provided the recommended dates for the Special Board meeting to review the Preliminary FY17 Budget.

Following discussion, the Board of Directors scheduled a Special Board Meeting for Tuesday, May 24, 2016 to review the Preliminary FY17 Budget.

17. Adopt Resolution No. 2272 – Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Frazee Change of Organization.

TSM Morishita presented the item stating that the annexation includes two parcels totaling 0.88 acres with one single family residence with an ageing septic system and an empty lot. He noted that the two parcels would share a private lateral that connects to LWD's system on Eolus Avenue.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2272 – Requesting LAFCO to take proceedings for the Frazee Change of Organization by the following vote:

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

18. Adopt Resolution No. 2273 – Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Scott Change of Organization.

TSM Morishita presented the item stating that the annexation includes one parcel totaling 0.85 acres with one single family residence with an ageing septic system. He noted the location of the property and stated that the private lateral will connect to LWD's system on Eolus Avenue.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2273 – Requesting LAFCO to take proceedings for the Scott Change of Organization by the following vote:

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

19. Call for Nominations to the CSDA Board of Directors Seat B.

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

Following discussion, the Board of Directors decided to reconsider this item at the April Board Meeting.

No action was taken.

20. Award Teacher Grants

ASsup Hill presented the item stating that this is the 8th year LWD has offered the program and that the CAC reviewed four teacher grant applications at their March 7th meeting. She stated that all the applications qualified for Teacher Grants. She noted that their projects will benefit over 6,000 students in the Encinitas Union School District and the San Dieguito Union High School District.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Sullivan and carried, the Board of Directors awarded four Teacher Grants totaling \$4,000 by the following vote:

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

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

A. The 2016 WaterReuse California Annual Conference is scheduled for March 13-15, 2016 at the Hyatt Vineyard Creek Hotel and Spa in Santa Rosa, CA.

B. The Joint Public Policy Forum CASA-WaterReuse Conference is scheduled for April 6, 2016 at The Sutter Club in Sacramento, CA.

22. Directors' Meetings and Conference Reports

A. The CWEA P3S Conference was held at the Marriott Riverside Convention Center in Riverside, CA on February 29 – March 2, 2016.

Director Juliussen reported that he was not able to complete the conference due to illness.

23. General Manager's Report

GM Bushee reported on the following items:

- GM Bushee updated the Board of Directors on the Public Records Act (PRA) requests that the Union Tribune submitted to the District a few weeks ago. He stated that the District submitted 61 emails to the Union Tribune. GM Bushee stated that the District spent about \$4,000 in associated fees, costs, and time to fulfill the Union Tribune request. GM Bushee acknowledged ASsup Hill for her efforts in fulfilling the PRA request.
- An "Active Shooter" training session for staff with Police Chief DiMaggio of Palomar College is scheduled to be held tomorrow, March 10, 2016 at 8 a.m. at the District office.
- Encinitas Union School District will have a tour for 5th and 6th grade students at the District Facilities on Wednesday, March 16, 2016.

24. General Counsel's Report

GC Brechtel reported on the following items:

- Senate Bill 885 – Senator Wolk's bill relating to construction contracts and indemnity.

25. Board of Directors' Comments

Director Kulchin said he appreciated the helpful front office staff at LWD. He also thanked LWD's EWA Board Representatives for promoting Michael Steinlicht to EWA General Manager.

Vice President Hanson provided an update on the LAFCO Election for the Alternate Special District Member Position. She stated she will be in a run-off election with Dennis Sanford and a run-off ballot will be mailed in about two weeks.

President Omsted stated the League of Women Voters met at the District on March 8, 2016 and that the League was impressed with the District facilities and front office staff.

26. Adjournment

President Omsted adjourned the meeting at 5:44 p.m.

Donald Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
March 22, 2016

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, March 22, 2016 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, and Accounting Technician Maggie McEniry

3. Public Comment

No public comment was received.

4. New Business

A. Auditor Interviews

The IFC and staff conducted interviews with the following firms:

- Vavrinek, Trine, Day & Co. LLP 9:30 A.M.
- Vasquez & Company, LLP 10:30 A.M.
- Rogers, Anderson, Malody & Scott, LLP 11:30 A.M.
- Badawi & Associates 1:30 P.M.
- Davis Farr, LLP 2:30 P.M.

The IFC and staff agreed to present Davis Farr, LLP as the recommended Professional Auditing Services contract at the April 13, 2016 Board meeting.

5. Adjournment

Chairperson Hanson adjourned the meeting at 3:30 p.m.

Paul J. Bushee
Secretary/General Manager (Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 April 6, 2016

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, April 6, 2016 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; Field Service Technician III Todd Amos; District Engineer Steve Deering and Jamie Fagnant from Infrastructure Engineering Corporation.

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute an Agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000.

TSM Morishita presented staff's recommendation noting this item is a Fiscal Year 2016 (FY16) tactical goal. He explained that the project consists of the repair of eleven (11) gravity pipeline sections and one (1) manhole identified during staff's Closed Circuit Television (CCTV) inspections. He stated that these items were Rated 3 on the Repair Priority List.

TSM Morishita said that project design was completed in March 2016 and advertised for bids. He continued that bids were due on March 29, 2016. He said that two bids were received. TSM Morishita stated that Insituform Technologies (Insituform) was the apparent low bidder. However, the bid evaluation conducted by Infrastructure Engineering Corporation (IEC) uncovered three bid discrepancies which rendered the Insituform bid nonresponsive. TSM Morishita said that the bid submitted by the second bidder, NU Line Technologies (Nu Line), was evaluated and found to be a responsive bid. Therefore, Staff recommended that the contract be awarded to Nu Line as the lowest responsive and responsible bidder in an amount not to exceed \$240,000.

After discussion, the EC concurred with staff to recommend that the Board authorize executing an Agreement with Nu Line for construction services for the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000.

B. Adopt Ordinance No. 133 establishing the District's capacity fee and amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule.

FSSpec Riffel presented staff's recommendation noting this item is a FY16 tactical goal. He stated that two events, a legal suit against the Ramona Water District and the Board adoption of Ordinance No. 131 in November 2014 which amended the District's EDU factors, served as the impetus to review the District's EDU factors. He explained that EDU factors are used to calculate capacity and sewer service fees for District customers.

FSSpec Riffel said it is critical that these factors are evaluated to ensure they are established on a well-founded, logical and justifiable basis. He continued that to begin the evaluation staff researched and assessed the methods neighboring and regional agencies use to determine their EDU factors. He stated that as a result staff used wastewater strength and flow to validate the District's current EDU factors. FSSpec Riffel stated that the evaluation confirmed that the District's EDU factors are appropriate and are established on a well-founded, logical and justifiable basis. He said that staff recommends that no changes be made to the existing District EDU factors.

Director Kulchin asked how the EDU factors affect capacity and sewer service fees. FSSpec Riffel answered that the factor is used to determine the actual amount an individual or business is required to pay in capacity and sewer service fees.

FSSpec Riffel explained the recommendation for a minor administrative change to clarify the descriptions for Limited Food Preparation Establishments and All Other Food Establishments.

After discussion, the EC concurred with staff to recommend this item to the Board for adoption at the April 2016 Board meeting.

5. Information Items

A. Network Intrusion Testing Results

TSM Morishita presented this item noting this item is a FY16 tactical goal. He presented the results of the network intrusion test performed by Progent Corporation. He went on to explain the actions DataNet, District's Information Technology Consultants, took to increase the network security level to prevent intrusion as a result of the test.

B. Saxony Pump Station Rehabilitation Project

TSM Morishita presented a status update of the Saxony Pump Station Rehabilitation Project. He stated that the installation of the new submersible pumps and valve vault piping and valves have been completed. He continued that the bypass pumping system has been removed. TSM Morishita stated that three manholes have been rehabilitated. He said that several site work items have been completed to include replacement of the perimeter fencing, generator gate, and pump station entrance gate. He stated that TC Construction will have to replace the new flow meter because the cabling is too short.

C. Evaluation of Solid Material Discovered During Pipeline Hydro-Cleaning

FSTIII Amos presented the topic. He said that recently the Field Services Staff has been finding solid chalk like material during hydro-cleaning of the gravity lines. He continued that the substance is light blue in color. FSTIII Amos passed around a sample of the substance. FSTIII Amos said that the substance was tested at the Encina Wastewater Authority laboratory and TestAmerica Laboratories and was found to be composed of silica, calcium, magnesium and aluminum. He went on to say that collection systems members of SCAP (Southern California Alliance of POTWs (Publicly Owned Treatment Works)) were surveyed to see if other agencies have experienced this situation. He also indicated that the District presented this topic at the March SCAP Collection Systems meeting.

FSTIII Amos indicated that the consensus is that the substance is pool plaster. He stated that Field Service Staff is taking action to mitigate the problem. Actions include, notifying residents when dig alerts are received by the District or when residents submit improvement plans to add a pool and placing a notification on the District's website to inform the public.

Director Kulchin recommended that the presentation be given to the Board at the April meeting.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:45 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: April 7, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of March/April Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **811,613.91**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months March 4, 2016 – April 7, 2016.

Operating expenses totaled \$**240,761.97** while Capital Improvement Program expenses totaled \$ **483,558.78**.

Payroll for employees and the Board totaled \$ **87,293.16**.

Attached, please find a year to date Employee and Board Payroll Report from March 2015 to April 2016, 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 2016 |
| Attachment 2 | Payroll Check Register dated March 9, 2016 |
| Attachment 3 | Accounts Payable Check Register dated March 10, 2016 |
| Attachment 4 | Payroll Check Register dated March 16, 2016 |
| Attachment 5 | Accounts Payable Check Register dated March 24, 2016 |
| Attachment 6 | Payroll Check Register dated March 30, 2016 |
| Attachment 7 | Accounts Payable Check Register dated March 31, 2016 |
| Attachment 8 | Accounts Payable Check Register dated April 1, 2016 |
| Attachment 9 | Board Payroll Check Register dated April 2, 2016 |
| Attachment 10 | Year to Date Employee and Board Payroll Report |

DEMANDS SUMMARY

April 13, 2016

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -3/9/2016	18469 Incentive	\$451.61	
Payroll Check -3/16/2016	18470 - 18486	\$42,023.59	
Payroll Check - 3/30/2016	18487 - 18503	\$41,286.80	
Board Payroll Check -4/2/2016	18504 - 18508	<u>\$3,531.16</u>	
	Total		\$87,293.16
General Checking -3/10/2016	47992 - 48037	\$ 226,039.30	
General Checking - 3/24/2016	48038 - 48096	\$ 436,893.79	
General Checking -3/30/2016	48097 - 48118	\$ 29,698.06	
General Checking - 4/1/2016	48119 - 48124	<u>\$ 31,689.60</u>	
	Total	\$ 724,320.75	
	GRAND TOTAL		\$811,613.91

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: March 9, 2016
 Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18469	3/9/2016	\$451.61

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/10/2016 Through 3/10/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	47992	3/10/2016	<u>3,570.00</u>	FLOW MONITORING
	Total 47992		3,570.00	
ARC DOCUMENT SOLUTIONS,LLC	47993	3/10/2016	<u>32.00</u>	PLANS AND SPECS
	Total 47993		32.00	
ANTIMITE TERMITE & PEST CONTROL	47994	3/10/2016	<u>56.00</u>	MONTHLY PEST SERVICE
	Total 47994		56.00	
APPLEONE EMPLOYMENT SERVICES	47995	3/10/2016	<u>1,193.20</u>	TEMP SERVICES-W/E 2/27/2016
	Total 47995		1,193.20	
ATEL COMMUNICATIONS, INC	47996	3/10/2016	<u>127.50</u>	VM SYSTEM
	Total 47996		127.50	
BURTECH PIPELINE, INC	47997	3/10/2016	<u>6,125.36</u>	GRAVIETY PIPELINE
	Total 47997		6,125.36	
CASH	47998	3/10/2016	<u>326.64</u>	PETTY CASH-JAN-MARCH
	Total 47998		326.64	
CINTAS FIRST AID AND SAFETY	47999	3/10/2016	<u>67.96</u>	FIRST AID KIT REFILL
	Total 47999		67.96	
CITY OF CARLSBAD	48000	3/10/2016	308.18	WATER @ OFFICE
CITY OF CARLSBAD		3/10/2016	132.78	WATER @ OFFICE/PLANT
CITY OF CARLSBAD		3/10/2016	<u>420.93</u>	WATER @ VACTOR
	Total 48000		861.89	
CITY OF ENCINITAS	48001	3/10/2016	<u>900.00</u>	PAYMENT FOR MAJOR CONSTRUCTION PERMIT
	Total 48001		900.00	
CORELOGIC INFORMATION SOLUTIONS,INC	48002	3/10/2016	<u>125.00</u>	RENEWAL OF SUBSCRIP-MONTHLY FEE
	Total 48002		125.00	
COX COMMUNICATIONS SAN DIEGO	48003	3/10/2016	<u>1,424.82</u>	PHONE AND INTERNET SERVICE
	Total 48003		1,424.82	
DATA NET	48004	3/10/2016	<u>4,451.25</u>	IS MAINT AND SUPPORT

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/10/2016 Through 3/10/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 48004		4,451.25	
DRAGER SAFETY, INC.	48005	3/10/2016	1,117.75	QUANTIVE FIT TESTING
DRAGER SAFETY, INC.		3/10/2016	<u>2,939.76</u>	SCBA CYLINDER
	Total 48005		4,057.51	
FIRE SERVICE CORP	48006	3/10/2016	<u>145.00</u>	FIRE PROTECTION SERVICE
	Total 48006		145.00	
HI-WAY SAFETY, INC	48007	3/10/2016	<u>992.84</u>	TRAFFIC CONTROL SIGNS
	Total 48007		992.84	
HOCH CONSULTING	48008	3/10/2016	12,000.00	SAXONY PS CONSTRUCTION
HOCH CONSULTING		3/10/2016	<u>1,750.00</u>	VP5 PS REVIEW
	Total 48008		13,750.00	
ICMA RETIREMENT-303979	48009	3/10/2016	<u>3,470.52</u>	DEFERRED COMP
	Total 48009		3,470.52	
INFRASTRUCTURE ENGINEERING CORP	48010	3/10/2016	200.00	AS NEEDED GIS
INFRASTRUCTURE ENGINEERING CORP		3/10/2016	11,066.75	FY2016 GRAVITY PIPELINE
INFRASTRUCTURE ENGINEERING CORP		3/10/2016	10,015.18	GAFNER CONSTRUCTION
INFRASTRUCTURE ENGINEERING CORP		3/10/2016	3,770.00	L1 FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		3/10/2016	200.00	LC TOWN SQ DRAWINGS
INFRASTRUCTURE ENGINEERING CORP		3/10/2016	1,441.31	SAXONY PS REHAB
INFRASTRUCTURE ENGINEERING CORP		3/10/2016	260.00	SCOTTS VALLEY
INFRASTRUCTURE ENGINEERING CORP		3/10/2016	4,854.71	VP5 PS REPLACEMENT
	Total 48010		31,807.95	
JACKSON & BLANC	48011	3/10/2016	<u>1,617.25</u>	MAINT AGREEMENT
	Total 48011		1,617.25	
MITSUBISHI ELECTRIC US, INC	48012	3/10/2016	<u>277.41</u>	ELEVATOR MAINT AND SERVICE
	Total 48012		277.41	
NAPA AUTO	48013	3/10/2016	66.26	FILTERS/HOSE CLAMPS/ETC
NAPA AUTO		3/10/2016	155.26	FUEL FILTERS
NAPA AUTO		3/10/2016	<u>34.52</u>	SUPPLIES
	Total 48013		256.04	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/10/2016 Through 3/10/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
NATIONWIDE RETIREMENT SOLUTIONS	48014	3/10/2016	247.72	DEFERRED COMP
	Total 48014		247.72	
OFFICE DEPOT	48015	3/10/2016	21.59	PROTECTOR SCREEN
	Total 48015		21.59	
OFFICE DEPOT, INC.	48016	3/10/2016	294.30	OFFICE SUPPLIES
	Total 48016		294.30	
OLIVENHAIN MUNICIPAL WATER DIST	48017	3/10/2016	42.66	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		3/10/2016	249.65	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		3/10/2016	249.65	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		3/10/2016	39.22	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		3/10/2016	39.22	WATER @ VP7 PS
	Total 48017		620.40	
PALOMAR WATER, LLC	48018	3/10/2016	193.28	BOTTLED WATER DELIVERED TO OFFICE
	Total 48018		193.28	
PAUL BUSHEE	48019	3/10/2016	1,518.61	REIMBURSE FOR TRAVEL
	Total 48019		1,518.61	
PERS RETIREMENT	48020	3/10/2016	106.48	BOARD RETIREMENT ENDING 2/29/16
PERS RETIREMENT		3/10/2016	11,404.37	EMPLOYEE RETIREMENT ENDING 2/14/16
	Total 48020		11,510.85	
PLANT PEOPLE, INC	48021	3/10/2016	158.00	PLANTS MAINT IN OFFICE
	Total 48021		158.00	
PLUMBERS DEPOT, INC	48022	3/10/2016	118.42	SUPPLIES
	Total 48022		118.42	
PURCHASE POWER	48023	3/10/2016	49.64	POSTAGE FEES
PURCHASE POWER		3/10/2016	102.05	POSTAGE/SHIPPING
	Total 48023		151.69	
RICHARD STINSON	48024	3/10/2016	3,300.00	CM SERVICES-FEB
	Total 48024		3,300.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/10/2016 Through 3/10/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ROCKWELL CONSTRUCTION SERVICES, INC	48025	3/10/2016	2,687.50	CM @ SPS
	Total 48025		2,687.50	
SAN DIEGUITO WATER DISTRICT	48026	3/10/2016	143.12	WATER @ BPS
	Total 48026		143.12	
STATE WATER RESOURCES CONTROL BOARD	48027	3/10/2016	1,282.00	STORM WATER PERMIT
	Total 48027		1,282.00	
TC CONSTRUCTION	48028	3/10/2016	114,194.75	SPS REHAB PROJECT
	Total 48028		114,194.75	
THE HOME DEPOT CRC/GECF	48029	3/10/2016	368.66	SUPPLIES
	Total 48029		368.66	
TRG & ASSOCIATES	48030	3/10/2016	2,059.71	FINAL BILL-PUBLIC INFORMATION
	Total 48030		2,059.71	
UNDERGROUND SERVICE ALERT OF	48031	3/10/2016	180.00	UNDERGROUND ALARM SERVICE
	Total 48031		180.00	
UNIFIRST CORPORATION	48032	3/10/2016	188.01	LAUNDRY SERVICE
	Total 48032		188.01	
U.S. BANK	48033	3/10/2016	9,069.49	CONF/MEETINGS/SUPPLIES/ETC
	Total 48033		9,069.49	
VERIZON WIRELESS	48034	3/10/2016	49.21	CELL PHONE-TELEMETRY
	Total 48034		49.21	
WASTE MANAGEMENT	48035	3/10/2016	240.10	TRASH SERVICE-FEB
	Total 48035		240.10	
WEST COAST SAFETY SUPPLY CO., INC.	48036	3/10/2016	1,714.73	GAS MONITOR
	Total 48036		1,714.73	
XEROX CORPORATION	48037	3/10/2016	91.02	MONTHLY COPIER MAINT FEE
	Total 48037		91.02	
Report Total			226,039.30	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 3/10/2016 Through 3/10/2016

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Vendor Name	Tra... Sou...	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	3/10/2016	CC-2/22/2016	0.00	1005	UNION BANK GENERAL	CONF/MEETINGS/SUPPLIES...
U.S. BANK	APS	3/10/2016	CC-2/22/2016	0.00	1080	DUE TO/FROM OTHER FUNDS	CONF/MEETINGS/SUPPLIES...
U.S. BANK	API	3/10/2016	CC-2/22/2016	399.92	4330	BOARD CONFERENCES	CASA CONF-D.O.
U.S. BANK	API	3/10/2016	CC-2/22/2016	527.96	4330	BOARD CONFERENCES	CASA CONF-E.S.
U.S. BANK	API	3/10/2016	CC-2/22/2016	527.96	4330	BOARD CONFERENCES	CASA CONF-J.H.
U.S. BANK	API	3/10/2016	CC-2/22/2016	750.00	4330	BOARD CONFERENCES	CASA-BRD
U.S. BANK	API	3/10/2016	CC-2/22/2016	507.96	4330	BOARD CONFERENCES	CASA-FLIGHT
U.S. BANK	API	3/10/2016	CC-2/22/2016	527.96	4330	BOARD CONFERENCES	CASA-FLIGHT-D.O.
U.S. BANK	API	3/10/2016	CC-2/22/2016	200.22	4330	BOARD CONFERENCES	CASA-HOTEL
U.S. BANK	API	3/10/2016	CC-2/22/2016	419.92	4330	BOARD CONFERENCES	CASA-P.B.
U.S. BANK	API	3/10/2016	CC-2/22/2016	(100.00)	4330	BOARD CONFERENCES	CREDIT-WATERUSE
U.S. BANK	API	3/10/2016	CC-2/22/2016	517.98	4330	BOARD CONFERENCES	CSDA-FLIGHT-E.S.
U.S. BANK	API	3/10/2016	CC-2/22/2016	520.00	4330	BOARD CONFERENCES	CWEA-BRD CONF
U.S. BANK	API	3/10/2016	CC-2/22/2016	27.00	4330	BOARD CONFERENCES	RENTAL CAR-D.O.
U.S. BANK	API	3/10/2016	CC-2/22/2016	450.00	4330	BOARD CONFERENCES	WATERUSE CONF
U.S. BANK	API	3/10/2016	CC-2/22/2016	507.96	4330	BOARD CONFERENCES	WATERUSE FLIGHT-E.S.
U.S. BANK	API	3/10/2016	CC-2/22/2016	450.00	4330	BOARD CONFERENCES	WATERUSE-D.O.
U.S. BANK	API	3/10/2016	CC-2/22/2016	550.00	4330	BOARD CONFERENCES	WATERUSE-E.S.
U.S. BANK	API	3/10/2016	CC-2/22/2016	507.96	4330	BOARD CONFERENCES	WATERUSE-FLIGHT-D.O.
U.S. BANK	API	3/10/2016	CC-2/22/2016	(19.33)	4910	OFFICE SUPPLIES	CREDIT-SUPPLIES
U.S. BANK	API	3/10/2016	CC-2/22/2016	34.12	4910	OFFICE SUPPLIES	OFFICE SUPPLIES
U.S. BANK	API	3/10/2016	CC-2/22/2016	59.84	5260	PUBLIC INFORMATION	PUBLIC INFO LUNCH
U.S. BANK	API	3/10/2016	CC-2/22/2016	625.00	5710	TRAINING, EDUCATION & CONFERNC	CASA CONF-P.B.
U.S. BANK	API	3/10/2016	CC-2/22/2016	204.70	5710	TRAINING, EDUCATION & CONFERNC	CASA-DC-P.B.
U.S. BANK	API	3/10/2016	CC-2/22/2016	35.00	5710	TRAINING, EDUCATION & CONFERNC	CASA-GAS
U.S. BANK	API	3/10/2016	CC-2/22/2016	250.00	5710	TRAINING, EDUCATION & CONFERNC	CASA-P.B.
U.S. BANK	API	3/10/2016	CC-2/22/2016	396.96	5710	TRAINING, EDUCATION & CONFERNC	CSRMA-P.B.
U.S. BANK	API	3/10/2016	CC-2/22/2016	30.00	5710	TRAINING, EDUCATION & CONFERNC	RENTAL CAR
U.S. BANK	API	3/10/2016	CC-2/22/2016	100.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	3/10/2016	CC-2/22/2016	30.00	5910	TELEPHONE	WIF-R.M.
U.S. BANK	API	3/10/2016	CC-2/22/2016	30.40	6420	ENCINA CAPITAL	EWA MEETING
				<u>9,069.49</u>			Transaction Total
		Total 3/10/2016		9,069.49			

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: March 16, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18470 - 18486	3/16/2016	\$42,023.59

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/24/2016 Through 3/24/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLAN JULIUSSEN	48038	3/24/2016	<u>250.80</u>	REIMBURSE A.J. FOR CONF
	Total 48038		250.80	
APPLEONE EMPLOYMENT SERVICES	48039	3/24/2016	3,281.45	BUYOUT FOR TEMP
APPLEONE EMPLOYMENT SERVICES		3/24/2016	1,193.20	TEMP HOURS W/E 3/5/16
APPLEONE EMPLOYMENT SERVICES		3/24/2016	1,193.20	TEMP HRS-W/E 3/12/16
	Total 48039		<u>5,667.85</u>	
ATEL COMMUNICATIONS, INC	48040	3/24/2016	<u>127.50</u>	VOICE MESSAGE REPAIR CALL
	Total 48040		127.50	
BASE NINE CONSULTING	48041	3/24/2016	<u>3,496.90</u>	INSTALL RADIO/ANTENNA @ BPS
	Total 48041		3,496.90	
CARLSBAD FUELS CORPORATION	48042	3/24/2016	1,539.40	VEHICLE GAS
	Total 48042		<u>1,539.40</u>	
CARLSON & BEAULOYE	48043	3/24/2016	<u>1,687.31</u>	SERVICE TO AWT AND LPS
	Total 48043		1,687.31	
CONEXIS	48044	3/24/2016	<u>140.00</u>	SEC 125 FLEX PLAN-FEB
	Total 48044		140.00	
CORODATA	48045	3/24/2016	<u>74.33</u>	STORAGE
	Total 48045		74.33	
CWEA	48046	3/24/2016	164.00	MEMBERSHIP RENEWAL FOR A.J.
CWEA		3/24/2016	164.00	MEMBERSHIP RENEWAL FOR E.S. 2016
CWEA		3/24/2016	<u>164.00</u>	MEMBERSHIP RENEWAL-2016-J.H.
	Total 48046		492.00	
DATA NET	48047	3/24/2016	<u>277.85</u>	IS MAINT AND SUPPORT
	Total 48047		277.85	
DUDEK & ASSOCIATES	48048	3/24/2016	1,595.00	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		3/24/2016	935.00	GE/3252/0844/LC TOWN
DUDEK & ASSOCIATES		3/24/2016	115.40	GE/3252/0864/FIORE
DUDEK & ASSOCIATES		3/24/2016	1,107.56	GE/3252/0874/EOLUS 4
DUDEK & ASSOCIATES		3/24/2016	220.00	GE/3252/0936/N. VULCAN
DUDEK & ASSOCIATES		3/24/2016	820.00	GE/3252/0946/SCOTTS
DUDEK & ASSOCIATES		3/24/2016	707.50	GE/3252/0955/EOLUS AVE ANNEX
DUDEK & ASSOCIATES		3/24/2016	385.00	GE/3252/0956/ORPHEUS
DUDEK & ASSOCIATES		3/24/2016	1,075.00	GE/3252/0957/EL CAMINO

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/24/2016 Through 3/24/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DUDEK & ASSOCIATES		3/24/2016	880.00	GE/3252/0960/JUST PEACHY
DUDEK & ASSOCIATES		3/24/2016	385.00	GE/3252/0961/ACACIA MKT
DUDEK & ASSOCIATES		3/24/2016	217.50	GE/3252/0963/CALIF STREET PLAN
DUDEK & ASSOCIATES		3/24/2016	<u>330.00</u>	GE/3252/0964/EL PUEBLO REST
	Total 48048		8,772.96	
ELAINE SULLIVAN	48049	3/24/2016	<u>727.58</u>	REIMBURSE E.S. FOR CONF
	Total 48049		727.58	
ENCINITAS UNIFIED SCHOOL DISTRICT	48050	3/24/2016	1,000.00	TEACHER GRANT-EUSD FARM LAB
	Total 48050		<u>1,000.00</u>	
ENCINITAS UNIFIED SCHOOL DISTRICT	48051	3/24/2016	1,000.00	TEACHER GRANT-LA COSTA HEIGHTS
	Total 48051		<u>1,000.00</u>	
EVOQUA WATER TECHNOLOGIES, LLC	48052	3/24/2016	8,424.72	BIOXIDE
	Total 48052		<u>8,424.72</u>	
EWING IRRIGATION PRODUCTS	48053	3/24/2016	14.48	PARTS FOR BPS
	Total 48053		<u>14.48</u>	
GREAT AMERICA FINANCIAL SERVICES	48054	3/24/2016	738.89	COPIER LEASE
	Total 48054		<u>738.89</u>	
HAAKER EQUIPMENT CO	48055	3/24/2016	1,225.28	SERVICE TO VACTOR
HAAKER EQUIPMENT CO		3/24/2016	<u>2,071.52</u>	SERVICE/PARTS FOR VACTOR
	Total 48055		3,296.80	
SMARTCOVER SYSTEMS	48056	3/24/2016	<u>240.00</u>	BATTERY PACKS
	Total 48056		240.00	
HARRINGTON INDUSTRIAL PLASTICS INC	48057	3/24/2016	342.49	TUBES, COUPLINGS
	Total 48057		<u>342.49</u>	
HEAVILAND ENTERPRISES, INC	48058	3/24/2016	580.00	CLEAN UP WORK @ BPS
HEAVILAND ENTERPRISES, INC		3/24/2016	840.00	MONTHLY LANDSCAPE FEES-MARCH
	Total 48058		<u>1,420.00</u>	
I2B NETWORKS, INC	48059	3/24/2016	<u>160.00</u>	WEB CAM @ BPS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/24/2016 Through 3/24/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 48059		160.00	
ICMA RETIREMENT-303979	48060	3/24/2016	<u>3,470.52</u>	DEFERRED COMP
	Total 48060		3,470.52	
INFRASTRUCTURE ENGINEERING CORP	48061	3/24/2016	547.50	ADDITIONAL DUE ON INVOICE
INFRASTRUCTURE ENGINEERING CORP		3/24/2016	200.00	AS NEEDED GIS
INFRASTRUCTURE ENGINEERING CORP		3/24/2016	5,060.00	FY15 GRAVITY REPAIR
INFRASTRUCTURE ENGINEERING CORP		3/24/2016	4,960.00	FY2016 GRAVIETY LINE
INFRASTRUCTURE ENGINEERING CORP		3/24/2016	16,363.85	GAFNER CONDITION ASSESSMENT
INFRASTRUCTURE ENGINEERING CORP		3/24/2016	1,525.00	L1 FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		3/24/2016	1,790.00	SAXONY PS
INFRASTRUCTURE ENGINEERING CORP		3/24/2016	357.50	SCOTTS VALLEY
INFRASTRUCTURE ENGINEERING CORP		3/24/2016	30,406.00	VP5 REPLACEMENT PROJECT
	Total 48061		61,209.85	
INTERSTATE BATTERIES OF SAN DIEGO	48062	3/24/2016	498.85	BATTERIES
INTERSTATE BATTERIES OF SAN DIEGO		3/24/2016	45.03	BATTERY
INTERSTATE BATTERIES OF SAN DIEGO		3/24/2016	129.49	BATTERY CHARGERS
	Total 48062		673.37	
JOHN W. SMITH	48063	3/24/2016	<u>110.00</u>	BACKFLOW PREVENTERS
	Total 48063		110.00	
JUDY HANSON	48064	3/24/2016	<u>463.88</u>	REIMBURSE FOR CONF
	Total 48064		463.88	
LA COSTA CANYON PARENT FOUNDATION	48065	3/24/2016	1,000.00	TEACHER GRANT
	Total 48065		1,000.00	
LAFCO	48066	3/24/2016	<u>3,325.00</u>	SCOTT ANNEX
	Total 48066		3,325.00	
LAFCO	48067	3/24/2016	<u>3,325.00</u>	FRAZEE ANNEX
	Total 48067		3,325.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/24/2016 Through 3/24/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
LAFCO	48068	3/24/2016	<u>2,660.00</u>	COHEN ANNEX
	Total 48068		2,660.00	
MSC JANITORIAL SERVICE, INC	48069	3/24/2016	<u>1,552.92</u>	JANITORIAL SERVICES-MARCH
	Total 48069		1,552.92	
NATIONWIDE RETIREMENT SOLUTIONS	48070	3/24/2016	<u>246.72</u>	DEFERRED COMP
	Total 48070		246.72	
OFFICE DEPOT, INC.	48071	3/24/2016	<u>360.17</u>	OFFICE SUPPLIES
	Total 48071		360.17	
PACIFIC SAFETY CENTER	48072	3/24/2016	<u>130.00</u>	ANNUAL MEMBERSHIP
	Total 48072		130.00	
PARK DALE LANE PTA	48073	3/24/2016	<u>1,000.00</u>	TEACHER GRANT
	Total 48073		1,000.00	
PAUL BUSHEE	48074	3/24/2016	<u>6.00</u>	REIMBURSE P.B. FOR MEETING
	Total 48074		6.00	
PEP BOYS	48075	3/24/2016	<u>114.27</u>	SUPPLIES
	Total 48075		114.27	
PERS RETIREMENT	48076	3/24/2016	<u>11,404.37</u>	EMPLOYEE RETIREMENT 2/28/2016
	Total 48076		11,404.37	
PITNEY BOWES INC	48077	3/24/2016	<u>66.09</u>	RED INK FOR POSTAGE METER
	Total 48077		66.09	
PITNEY BOWES GLOBAL FINANCIAL LLC	48078	3/24/2016	<u>155.88</u>	LEASINBG FOR POSTAGE METER
	Total 48078		155.88	
PLUMBERS DEPOT, INC	48079	3/24/2016	<u>59.30</u>	GAUGES
PLUMBERS DEPOT, INC		3/24/2016	<u>393.81</u>	SUPPLIES
	Total 48079		453.11	
POLYDYNE, INC	48080	3/24/2016	<u>10,976.26</u>	CLARIFLOC
	Total 48080		10,976.26	
RFYEAGER ENGINEERING, INC	48081	3/24/2016	<u>5,145.00</u>	2016 CATHODIC SURVEY
	Total 48081		5,145.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/24/2016 Through 3/24/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO COUNTY CLERK	48082	3/24/2016	50.00	COHEN ANNEXATION
	Total 48082		50.00	
SAN DIEGO COUNTY CLERK	48083	3/24/2016	50.00	SCOTT ANNEX
	Total 48083		50.00	
SAN DIEGO COUNTY CLERK	48084	3/24/2016	50.00	FRAZEE ANNEXATION
	Total 48084		50.00	
SAN DIEGO GAS AND ELECTRIC	48085	3/24/2016	13,379.42	ELECTRIC @ OFFICE/LPS
	Total 48085		13,379.42	
SAN DIEGO UNION TRIBUNE	48086	3/24/2016	438.00	BID AD FOR GRAVITY PIPELINE
	Total 48086		438.00	
SAN DIEGO GAS & ELECTIRC	48087	3/24/2016	117.23	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		3/24/2016	10,629.23	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		3/24/2016	463.94	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		3/24/2016	683.01	ELECTRIC @ E.ESTATES
SAN DIEGO GAS & ELECTIRC		3/24/2016	635.96	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		3/24/2016	1,794.88	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		3/24/2016	157.21	ELECTRIC @ RVPS
SAN DIEGO GAS & ELECTIRC		3/24/2016	301.75	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		3/24/2016	153.82	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		3/24/2016	149.67	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		3/24/2016	11.13	NAT GAS @ EE
	Total 48087		15,097.83	
SLOAN ELECTRIC COMPANY	48088	3/24/2016	6,763.00	WORK @ BPS
	Total 48088		6,763.00	
SOUTHERN CONTRACTING COMPANY	48089	3/24/2016	385.00	LIGHT FIXTURE REPAIR
SOUTHERN CONTRACTING COMPANY		3/24/2016	8,169.00	MUFFIN MONSTER CONTROL PANEL
	Total 48089		8,554.00	
TC CONSTRUCTION	48090	3/24/2016	240,274.00	SAXONY PS REHAB
	Total 48090		240,274.00	
TIM BESTAMENTE	48091	3/24/2016	200.58	REPAIR TO MENS TOILET
	Total 48091		200.58	
UNIFIRST CORPORATION	48092	3/24/2016	183.62	LAUNDRY SERVICE-3/16/16
UNIFIRST CORPORATION		3/24/2016	180.11	LAUNDRY SERVICE-3/9/2016
	Total 48092		363.73	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/24/2016 Through 3/24/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNITED PARCEL	48093	3/24/2016	17.18	SHIPPING
	Total 48093		17.18	
VALLEY CHAIN AND GEAR, INC	48094	3/24/2016	51.61	PARTS
	Total 48094		51.61	
VERIZON WIRELESS	48095	3/24/2016	675.77	CELL PHONES
	Total 48095		675.77	
WORDEN WILLIAMS, APC	48096	3/24/2016	3,188.40	LEGAL FEES-FEB
	Total 48096		3,188.40	
Report Total			436,893.79	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: March 30, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18487 - 18503	3/30/2016	\$41,286.80

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/31/2016 Through 3/31/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ARC DOCUMENT SOLUTIONS.,LLC	48097	3/31/2016	556.12	PLANS AND SPECS
	Total 48097		556.12	
APPLEONE EMPLOYMENT SERVICES	48098	3/31/2016	1,173.31	TEMP HRS. W/E 3/19/2016
	Total 48098		1,173.31	
AVI-AUDIO VISUAL INNOVATIONS	48099	3/31/2016	560.00	SERVICE CALL FOR SMARTBOARDS
	Total 48099		560.00	
CITY OF CARLSBAD	48100	3/31/2016	628.40	WATER @ LPS/OFFICE
	Total 48100		628.40	
COX COMMUNICATIONS SAN DIEGO	48101	3/31/2016	1,424.82	PHONE/INTERNET SERVICE
	Total 48101		1,424.82	
CUES, INC	48102	3/31/2016	193.63	CABLES, ETC
	Total 48102		193.63	
DATA NET	48103	3/31/2016	140.00	IS MAINT AND SUPPORT
DATA NET		3/31/2016	702.20	MONITORS
	Total 48103		842.20	
ELAINE SULLIVAN	48104	3/31/2016	149.44	REIMBURSE E.S. FOR CSDA MEETING
	Total 48104		149.44	
HAAKER EQUIPMENT CO	48105	3/31/2016	7,030.13	VACTOR SERVICE
	Total 48105		7,030.13	
HEAVILAND ENTERPRISES, INC	48106	3/31/2016	225.00	EXTRA LANDSCAPING
	Total 48106		225.00	
HI-WAY SAFETY, INC	48107	3/31/2016	220.88	SAFETY ITEMS
	Total 48107		220.88	
HOCH CONSULTING	48108	3/31/2016	10,187.50	CONSULTING SERVICES
	Total 48108		10,187.50	
ICMA RETIREMENT-303979	48109	3/31/2016	3,470.52	DEFERRED COMP
	Total 48109		3,470.52	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/31/2016 Through 3/31/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
NATIONWIDE RETIREMENT SOLUTIONS	48110	3/31/2016	247.22	DEFERRED COMP
	Total 48110		247.22	
OFFICE DEPOT, INC.	48111	3/31/2016	174.57	OFFICE SUPPLIES
	Total 48111		174.57	
PLUMBERS DEPOT, INC	48112	3/31/2016	454.95	HOSES
	Total 48112		454.95	
PURCHASE POWER	48113	3/31/2016	25.27	FEDX-SHIPPING
	Total 48113		25.27	
SCAP	48114	3/31/2016	538.00	COLLECTION SYSTEMS MEMBERSHIP
	Total 48114		538.00	
TRI COMMUNITY ANSWERING SERVICE	48115	3/31/2016	90.00	ANSWERING SERVICE-MARCH
	Total 48115		90.00	
T.S. INDUSTRIAL SUPPLY	48116	3/31/2016	50.75	GREEM MARKETING CHALK
	Total 48116		50.75	
V&A CONSULTING ENGINEERS	48117	3/31/2016	1,200.00	CREEK SAMPLING- AWT
	Total 48117		1,200.00	
WASTE MANAGEMENT	48118	3/31/2016	255.35	TRASH SERVICE
	Total 48118		255.35	
Report Total			29,698.06	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/1/2016 Through 4/1/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	48119	4/1/2016	26,073.59	HEALTH INS-APRIL
	Total 48119		26,073.59	
DONALD OMSTED	48120	4/1/2016	37.86	REIMBURSE FOR CONFERENCE
	Total 48120		37.86	
HARTFORD LIFE & ACCIDENT INS.	48121	4/1/2016	418.24	LIFE INS-APRIL
	Total 48121		418.24	
DODGE DATA & ANALYTICS	48122	4/1/2016	1,169.37	BIDS FOR GRAVITY PIPELINE
	Total 48122		1,169.37	
MES VISION	48123	4/1/2016	340.66	VISION INS-APRIL
	Total 48123		340.66	
THE GUARDIAN	48124	4/1/2016	3,649.88	DENTAL AND DISABILITY INS-APRIL
	Total 48124		3,649.88	
Report Total			31,689.60	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: April 2, 2016

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
18504 - 18508	4/2/2016	\$3,531.16

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

<u>MARCH</u>	2015		
3/3/2015	Board		\$3,328.09
3/4/2015	Employee		\$42,481.68
3/18/2015	Employee		<u>\$41,809.70</u>
	TOTAL		\$87,619.47

<u>APRIL</u>			
4/1/2015	Employee		\$42,998.28
4/3/2015	Board		\$3,450.34
4/8/2015	Employee	Incentive	\$461.75
4/9/2015	Employee	Incentive	\$7,864.64
4/15/2015	Employee		\$42,793.24
4/29/2015	Employee		<u>\$42,249.97</u>
	TOTAL		\$139,818.22

<u>MAY</u>			
5/3/2015	Board		\$4,550.07
5/13/2015	Employee		\$42,386.44
5/27/2015	Employee		<u>\$42,031.05</u>
	TOTAL		\$88,967.56

<u>JUNE</u>			
6/3/2015	Board		\$6,672.20
6/10/2015	Employee		43014.18
6/10/2015	Employee	Incentive	862.55
6/24/2015	Employee		<u>42179.22</u>
	TOTAL		\$92,728.15

<u>JULY</u>			
7/3/2015	Board		\$1,141.49
7/8/2015	Employee		\$42,280.37
7/9/2015	Employee	Incentive	\$460.23
7/9/2015	Employee		\$2,411.85
7/22/2015	Employee		<u>\$41,341.86</u>
	TOTAL		\$87,635.80

<u>AUGUST</u>			
8/3/2015	Board		\$2,144.12
8/5/2015	Employee		\$41,795.41
8/12/2015	Employee	Incentive	\$5,219.27
8/19/2015	Employee		<u>\$40,893.42</u>
	TOTAL		\$90,052.22

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

SEPTEMBER

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

OCTOBER

10/3/2015	Board		\$5,312.42
10/13/2015	Employee	Incentive	\$16,002.53
10/14/2015	Employee		\$42,620.89
10/28/2015	Employee		<u>\$44,099.43</u>
	TOTAL		\$108,035.27

NOVEMBER

11/3/2015	Board		\$2,124.85
11/11/2015	Employee		\$44,035.82
11/25/2015	Employee		<u>\$44,605.14</u>
	TOTAL		\$90,765.81

DECEMBER

12/3/2015	Board		\$1,975.10
12/4/2015	Employee	Sick Buyback	\$22,529.21
12/9/2015	Employee		\$44,069.21
12/23/2015	Employee		<u>\$42,398.10</u>
	TOTAL		\$110,971.62

JANUARY

2016

1/3/2016	Board		\$1,628.29
1/6/2016	Employee		\$43,385.98
1/13/2016	Employee	Incentive	\$461.75
1/20/2016	Employee		\$41,432.17
1/20/2016	Employee	Chucks's	<u>\$7,460.73</u>
	TOTAL		\$94,368.92

FEBRUARY

2/3/2016	Employee		\$41,636.25
2/3/2016	Board		\$4,887.14
2/10/2016	Employee	Incentive	\$1,567.35
2/10/2016	Employee	Incentive	\$879.35
2/17/2016	Employee		<u>\$41,942.42</u>
	TOTAL		\$90,912.51

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

MARCH

3/2/2016	Employee		\$42,292.77
3/2/2016	Board		\$3,136.26
3/9/2016	Employee	Incentive	\$451.61
3/16/2016	Employee		\$42,023.59
3/30/2016	Employee		<u>\$41,286.80</u>
	TOTAL		\$129,191.03

APRIL

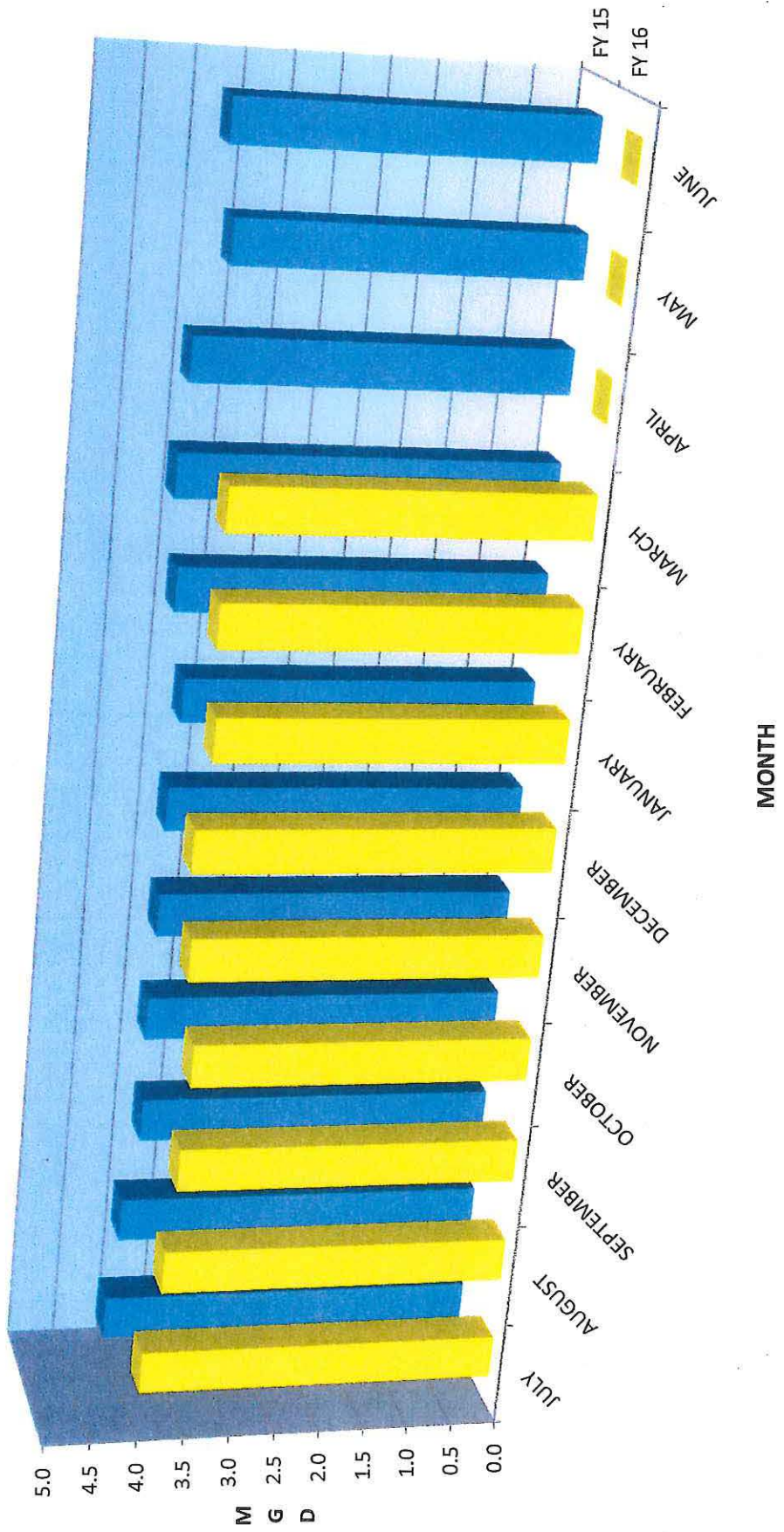
4/2/2016	Board		\$3,531.16
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**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2016 (July 2015 - June 2016)**

CURRENT MONTH - February 2016							FY 2014-2015
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,515.94	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.76	121.52	5.80	3.92	137	27.33	4.10
YTD		121.52	28,521.74				
AUGUST	0.00	116.87	8.60	3.77	132	39.88	4.01
YTD		116.87	28,530.34				
SEPTEMBER	1.14	111.00	3.00	3.70	130	32.02	3.87
YTD		111.00	28,533.34				
OCTOBER	0.70	113.15	8.50	3.65	128	18.08	3.90
YTD		113.15	28,541.84				
NOVEMBER	0.60	113.10	0.0	3.77	132	11.62	3.87
YTD		113.10	28,541.84				
DECEMBER	0.87	118.73	5.90	3.83	134	2.30	3.87
YTD		118.73	28,547.74				
JANUARY	2.61	115.01	16.00	3.71	130	0.00	3.80
YTD		115.01	28,563.74				
FEBRUARY	0.12	109.33	7.00	3.77	132	7.33	3.96
YTD		109.33	28,570.74				
MARCH	1.21	117.18	4.47	3.78	132	14.71	4.05
YTD		117.18	28,575.21				
APRIL							3.99
YTD							
MAY							3.67
YTD							
JUNE							3.78
YTD							
Annual Total	8.01	1035.89	59			153.27	
Mo Average	0.89	115.10	7	3.77	132	17.03	4.08

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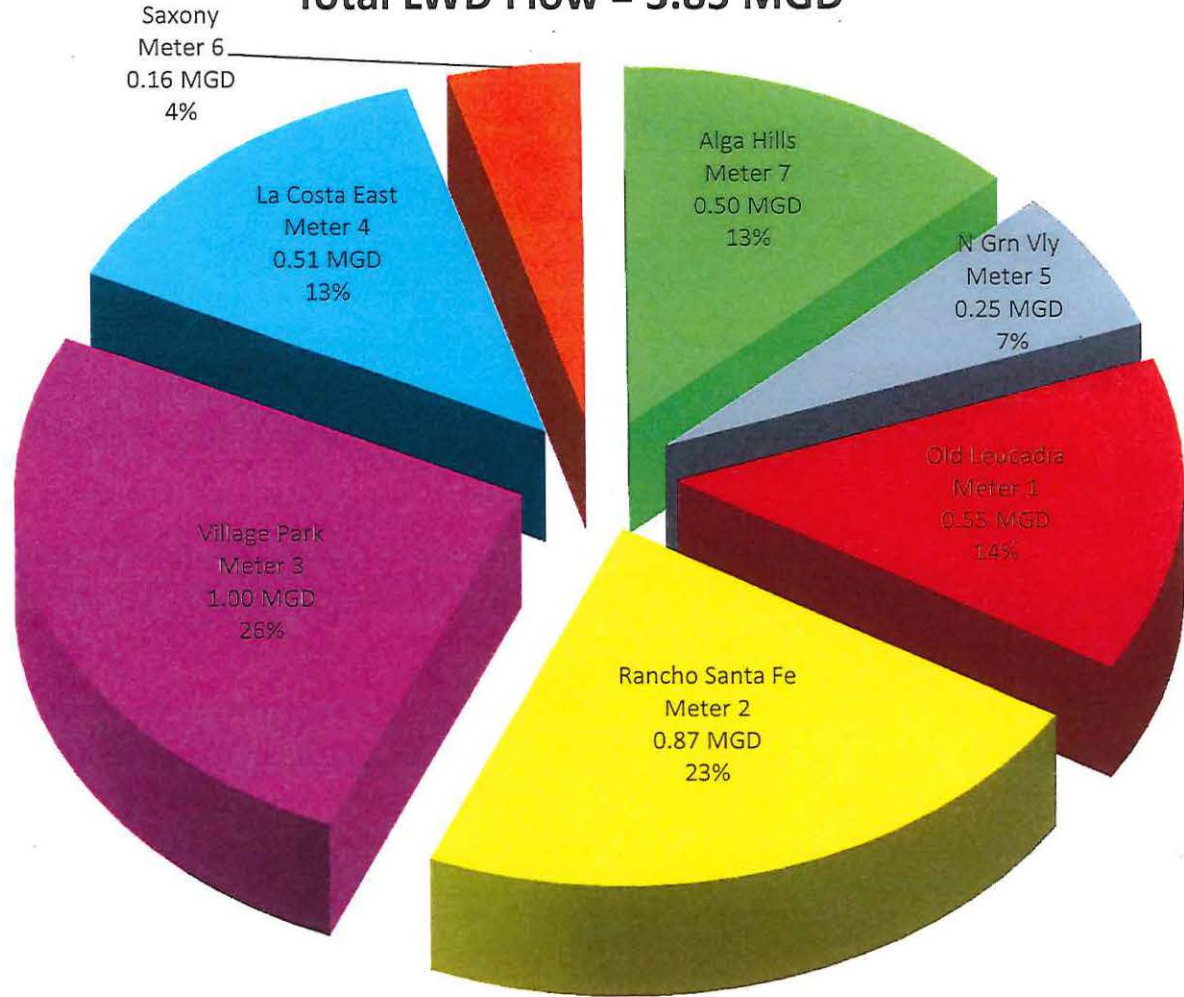
**LEUCADIA WASTEWATER DISTRICT
FLOW COMPARISON FY15 to FY16**



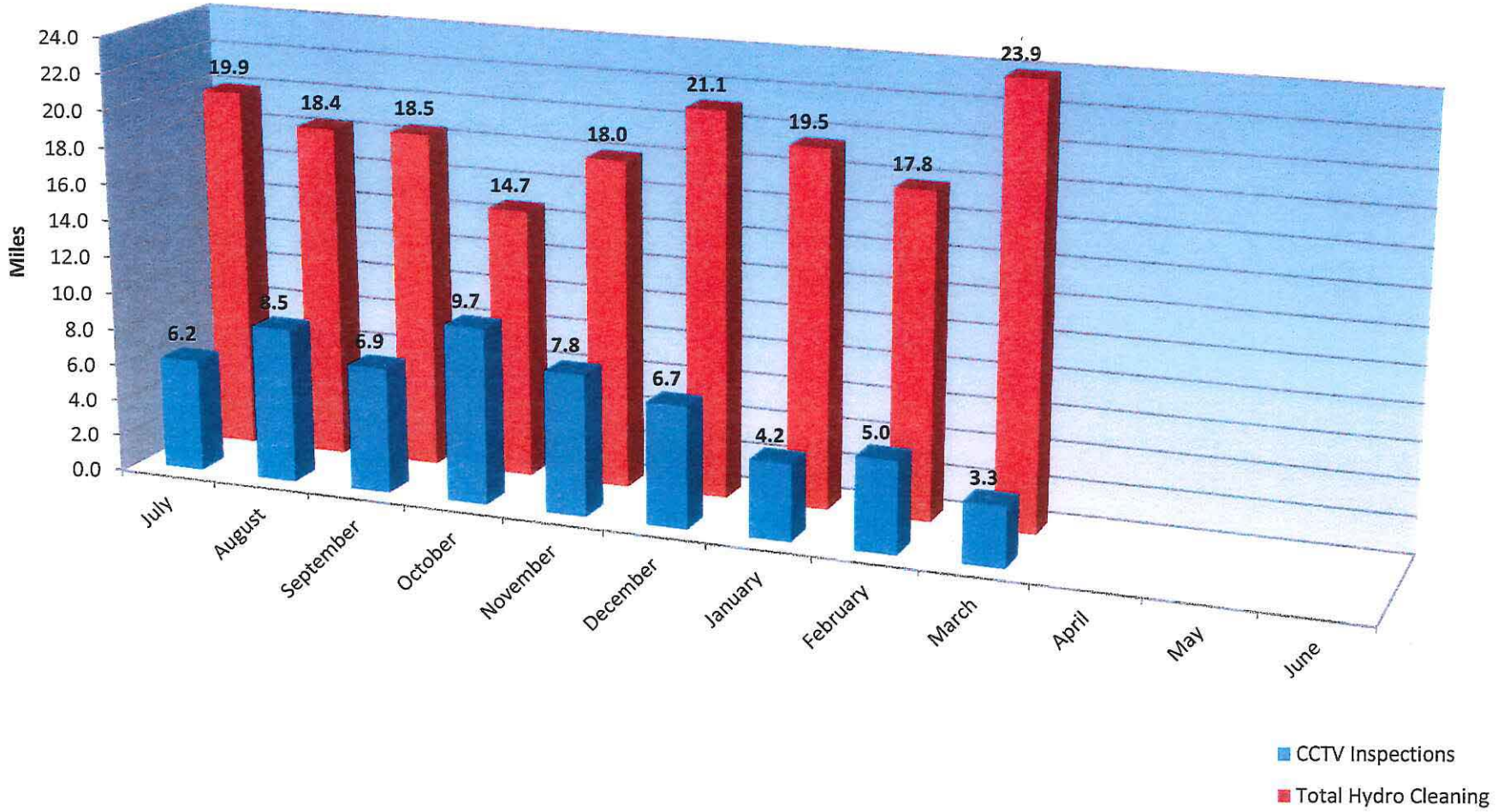
LWD Flows by Sub-Basin

March 2016

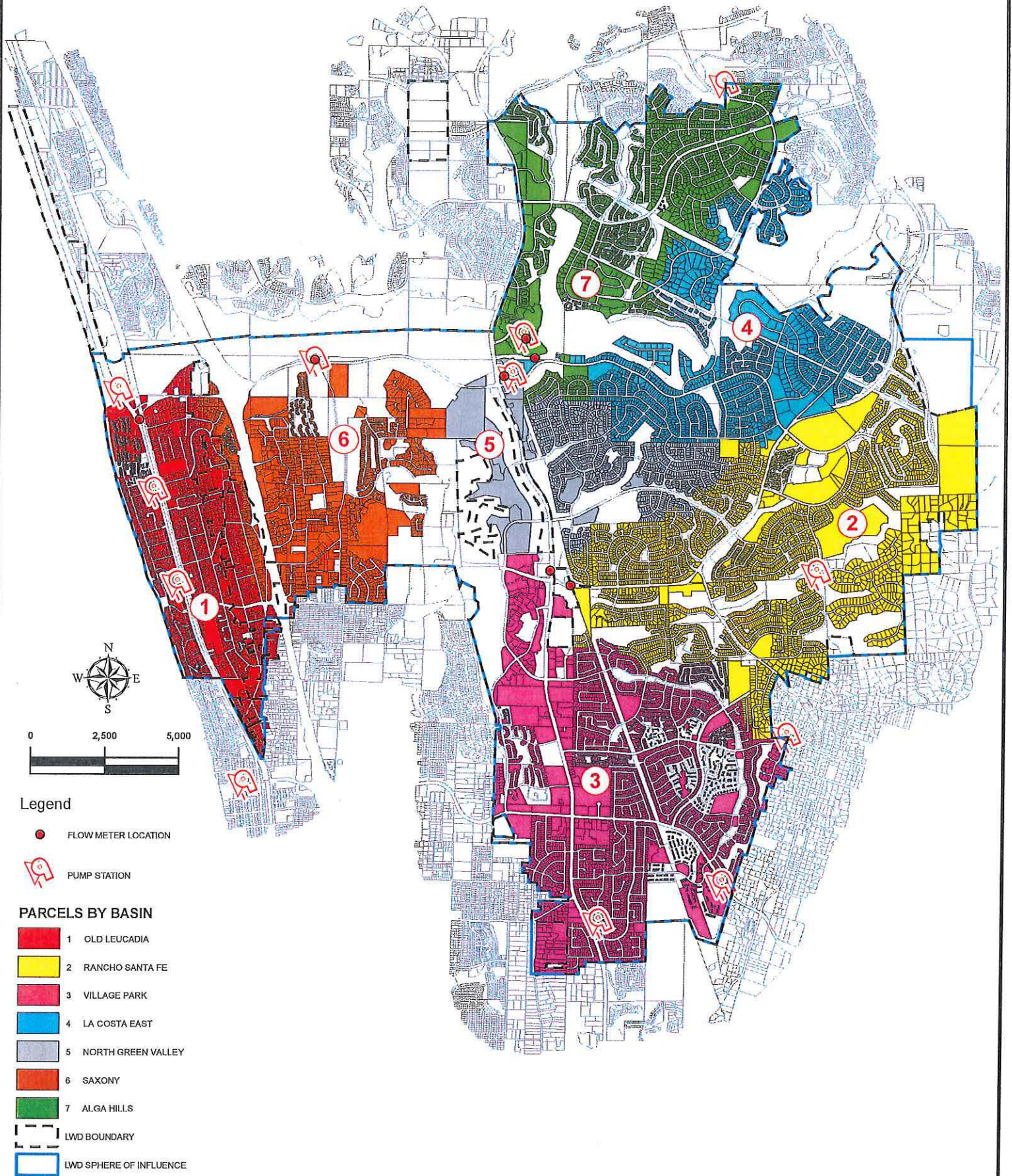
Total LWD Flow = 3.85 MGD



FY-16 CCTV Inspections & Hydro Cleaning Production



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet
As of 3/31/2016

		Current Year
Assets		
Cash & Investments	1CAS	33,030,495.73
Accounts Receivables	2A/R	93,913.13
Prepaid Expense	3PRE	99,000.00
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	151,060,726.03
Less Accumulated Depreciation	6DEP	(51,759,319.71)
Total Assets		134,011,615.18
Deferred Outflows		
PERS Proportions Difference	7D/O	15,754.00
Current Year PERS Employer Contribution	8D/O	242,055.47
Total Deferred Outflows		257,809.47
Total Assets & Deferred Outflows		134,269,424.65
Liabilities		
Accounts Payable & Accrued Expenses	A/P	295,989.41
Developer Deposits	DEVD	207,315.08
Net Pension Liability	LTDB	2,277,414.00
EWA Pension Liability	LTDP	1,816,300.00
Total Liabilities		4,597,018.49
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	48,723.00
Projected/Actual PERS Earnings Difference	D/In	765,316.00
Total Deferred Inflows		814,039.00
Net Position		
Beginning Net Position (as of June 30, 2015)		
Investment in Capital Assets	IC/A	102,080,040.50
Reserves	RESV	29,783,956.78
Total Beginning Net Position (as of June 30, 2015)		131,863,997.28
Current Change In Net Position		
Other		(3,005,630.12)
Total Current Change In Net Position		(3,005,630.12)
Total Net Position		128,858,367.16
Total Liabilities, Deferred Inflows & Net Position		134,269,424.65

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2015 Through 3/31/2016

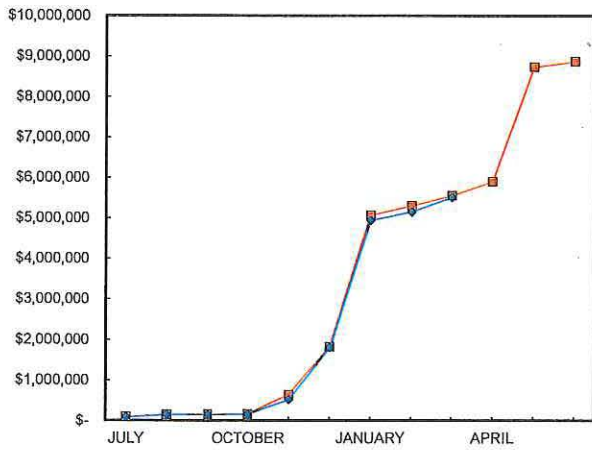
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	5,517,764.94	8,876,733.00	3,358,968.06	62.2%
3150 Recycled Water Sales	150,765.75	266,000.00	115,234.25	56.7%
3100 Misc. Operating Revenue	\$ 36,869.63	\$ 248,533.00	\$ 211,663.37	14.8%
TOTAL OPERATING REVENUES	\$5,705,400.32	\$9,391,266.00	\$3,685,865.68	60.8%
OPERATING EXPENSES				
4100 Salaries	\$1,202,003.68	\$1,647,320.00	\$ 445,316.32	73.0%
4200 Employee Benefits	567,400.14	825,559.00	258,158.86	68.7%
4300 Directors Expense	87,637.76	140,100.00	52,462.24	62.6%
4600 Gas, Oil & Fuel	22,490.02	46,000.00	23,509.98	48.9%
4700 Insurance Expense	101,586.93	118,000.00	16,413.07	86.1%
4800 Memberships	23,899.20	25,400.00	1,500.80	94.1%
4900 Office Expense	73,008.13	122,100.00	49,091.87	59.8%
5000 Operating Supplies	124,941.24	225,900.00	100,958.76	55.3%
5200 Professional Services	351,364.48	539,400.00	188,035.52	65.1%
5300 Printing & Publishing	10,983.32	32,000.00	21,016.68	34.3%
5400 Rents & Leases	10,124.82	15,150.00	5,025.18	66.8%
5500 Repairs & Maintenance	297,991.81	390,400.00	92,408.19	76.3%
5600 Monitoring & Permits	43,194.55	54,850.00	11,655.45	78.8%
5700 Training & Development	21,723.04	46,500.00	24,776.96	46.7%
5900 Utilities	319,134.90	497,600.00	178,465.10	64.1%
6100 LAFCO Operations	8,762.60	6,200.00	(2,562.60)	141.3%
6200 Encina Operating Expense	839,792.16	1,915,644.00	1,075,851.84	43.8%
6900 Admin O/H alloc to Capital	(98,432.14)	(128,664.00)	(30,231.86)	76.5%
TOTAL OPERATING EXPENSES	\$4,007,606.64	\$6,519,459.00	\$2,511,852.36	61.5%
NON-OPERATING REVENUES				
3130 Capacity Fees	195,875.62	240,360.00	44,484.38	81.5%
3220 Property Taxes	902,653.61	1,450,000.00	547,346.39	62.3%
3250 Investment Income	159,611.87	180,000.00	20,388.13	88.7%
3290 Misc. Non Op Revenue	63,760.53	8,200.00	(55,560.53)	777.6%
TOTAL NON-OPERATING REVENUES	\$1,321,901.63	\$1,878,560.00	\$ 556,658.37	70.4%

Leucadia Wastewater District

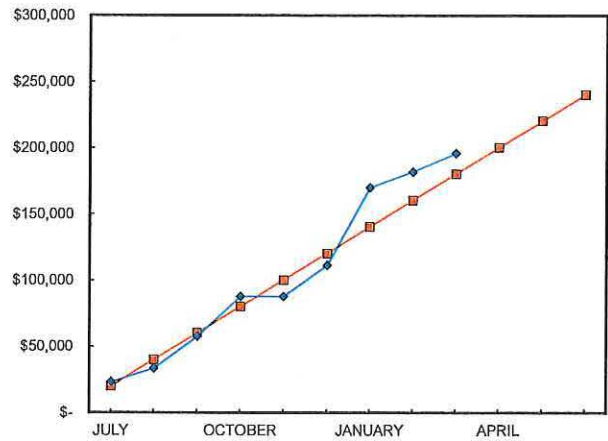
Revenue FY2016

YTD through March 31, 2016

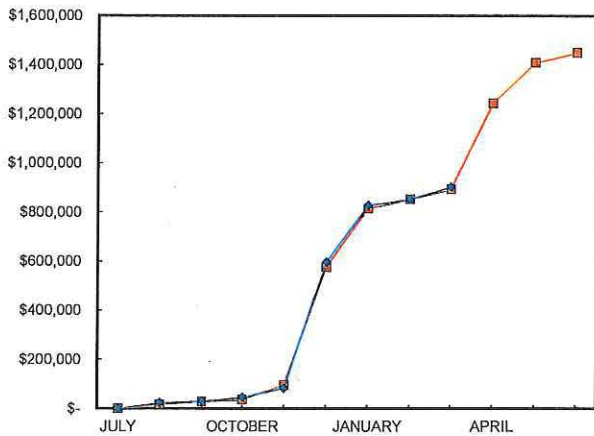
Sewer Service Fees



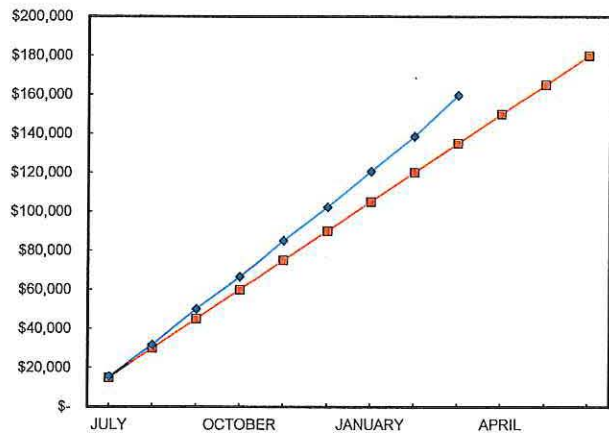
Capacity Charges



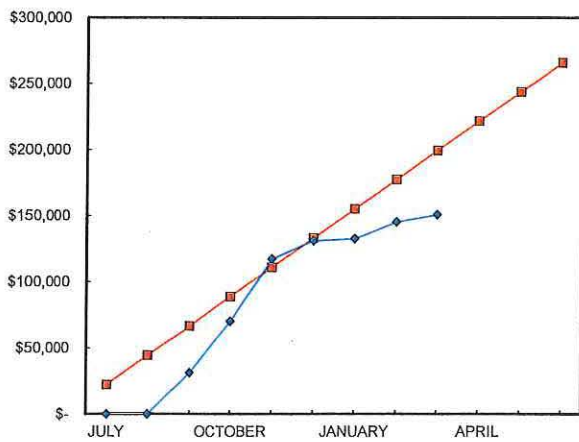
Property Taxes



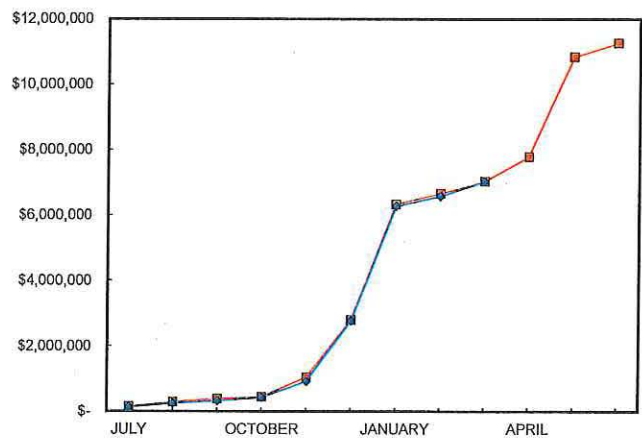
Investment Income



Recycled Wastewater



Total Revenue



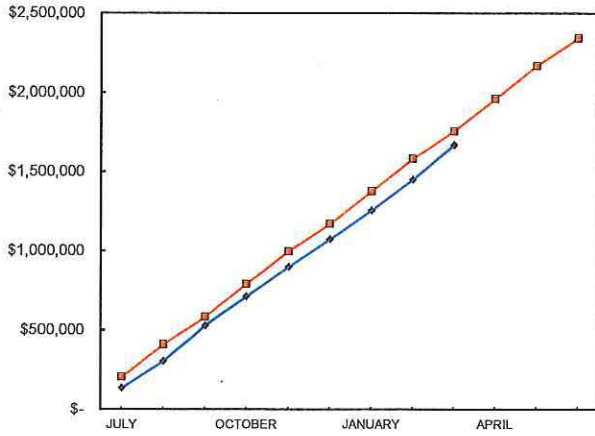
■ Budget ◆ Actual

■ Budget ◆ Actual

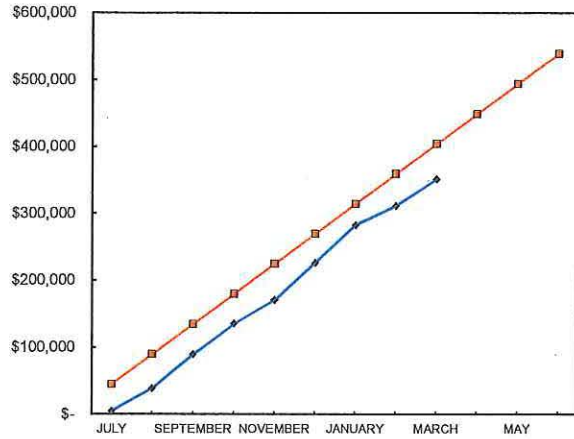
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY2016 YTD through March 31, 2016

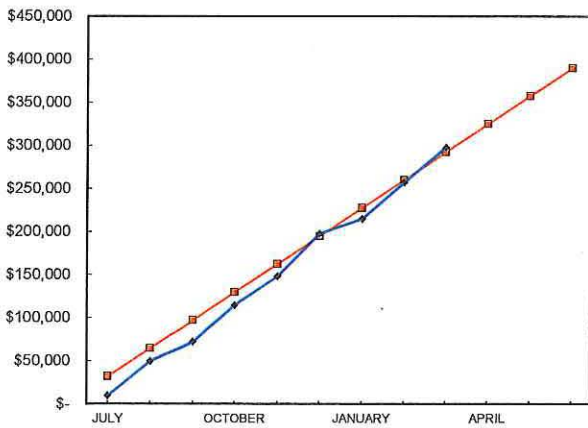
Salaries and Benefits



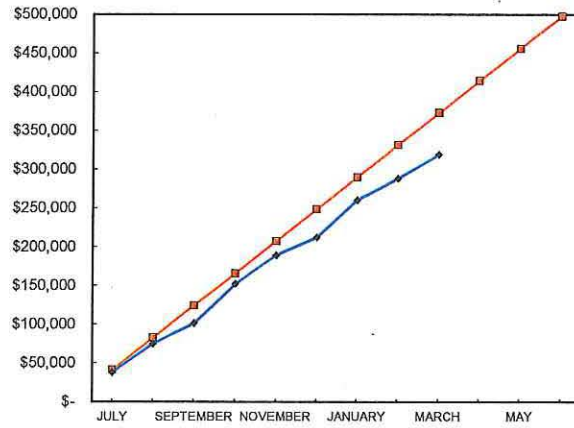
Professional Services



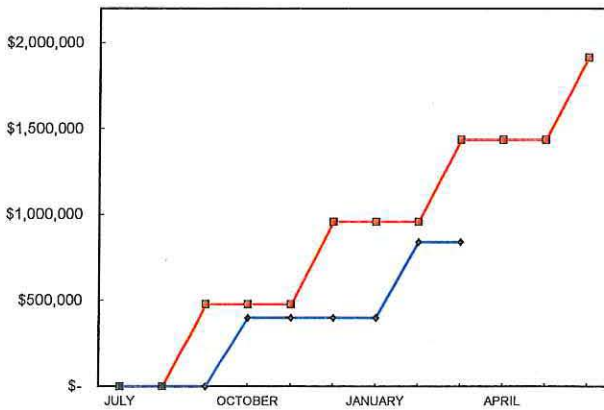
Repairs & Maintenance



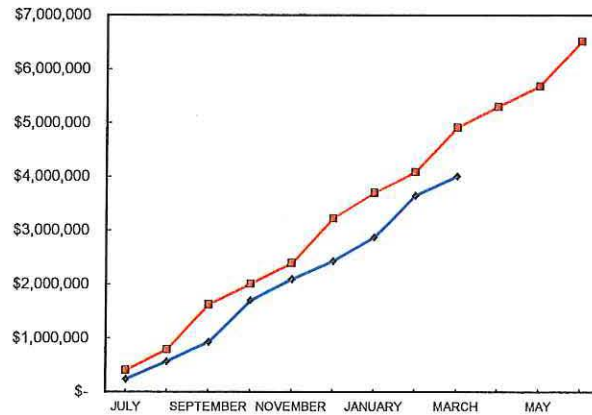
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement



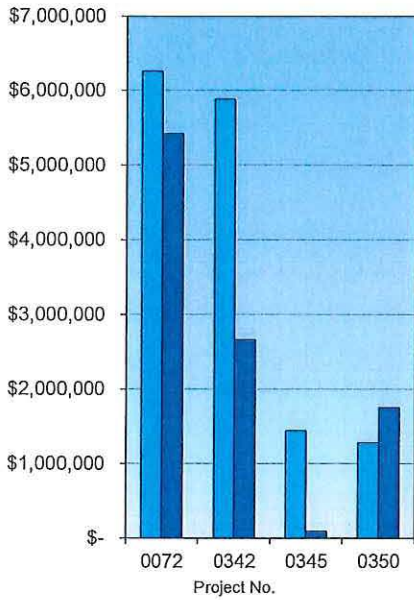
—■— Budget —◆— Actual

—■— Budget —◆— Actual

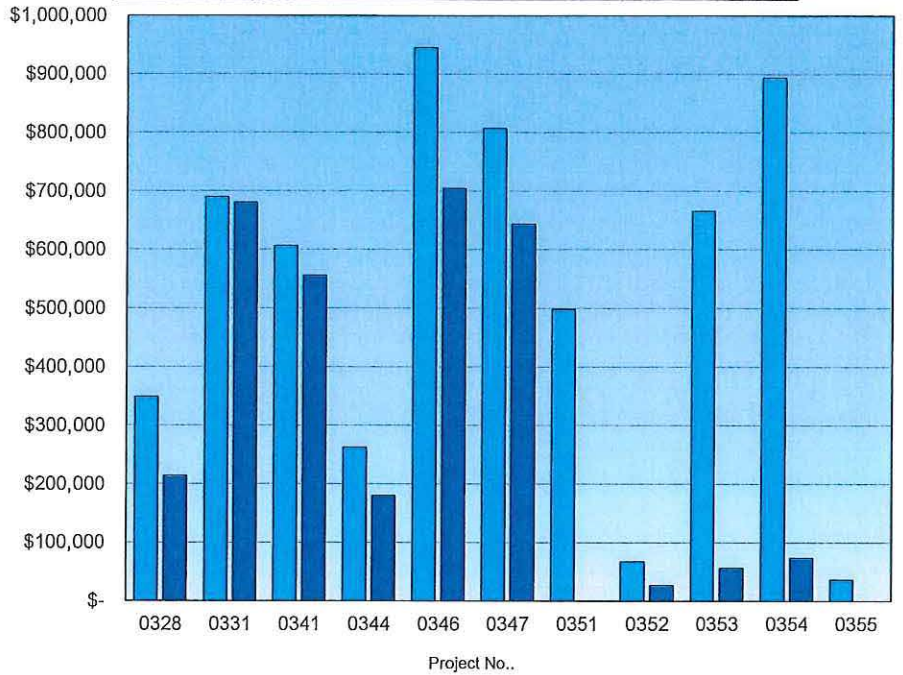
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of March 31, 2016

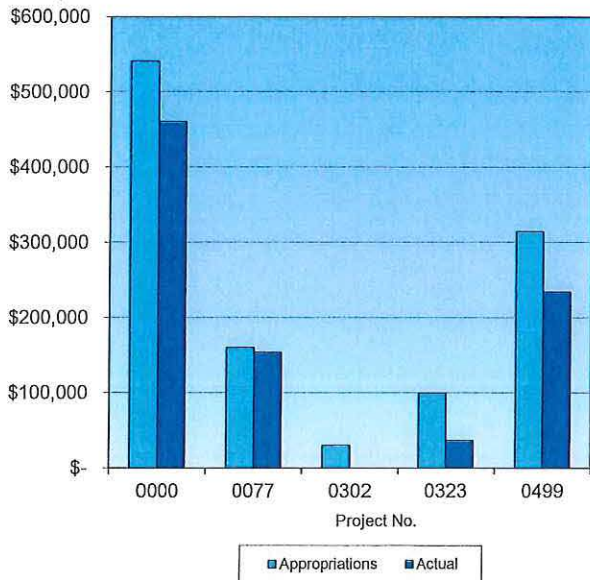
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2016



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2016



Single Year Capital Expenditures by Project FY2016



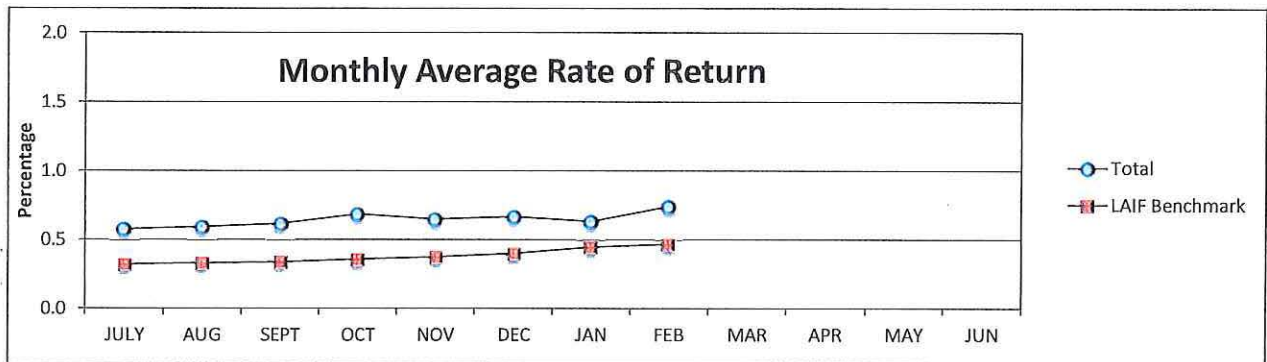
Project Legend

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

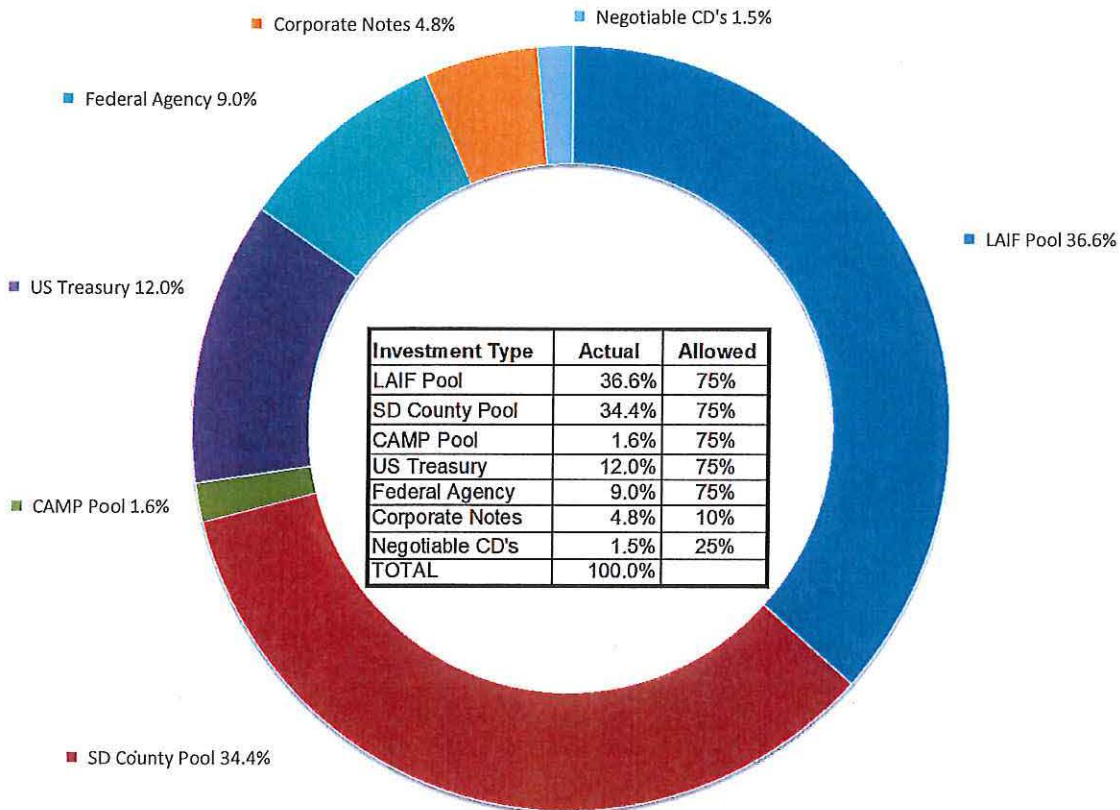
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 29, 2016

Cash Equivalents & Investments	Principal (Original Cost)		February Interest	Average Rate
	January 31, 2016	February 29, 2016		
LAIF Pool	\$ 13,518,405	\$ 12,198,405	\$ 5,004	0.467%
SD County Pool	11,469,655	11,469,655	8,382	0.877%
CAMP Pool	272,367	549,453	154	0.450%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	7,005	6,900	44	7.510%
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
Corporate Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	750,000	500,000	588	1.270%
Total Camp Portfolio	9,350,830	9,100,725	7,433	0.970%
Totals	\$ 34,611,256	\$ 33,318,237	\$ 20,973	0.741%

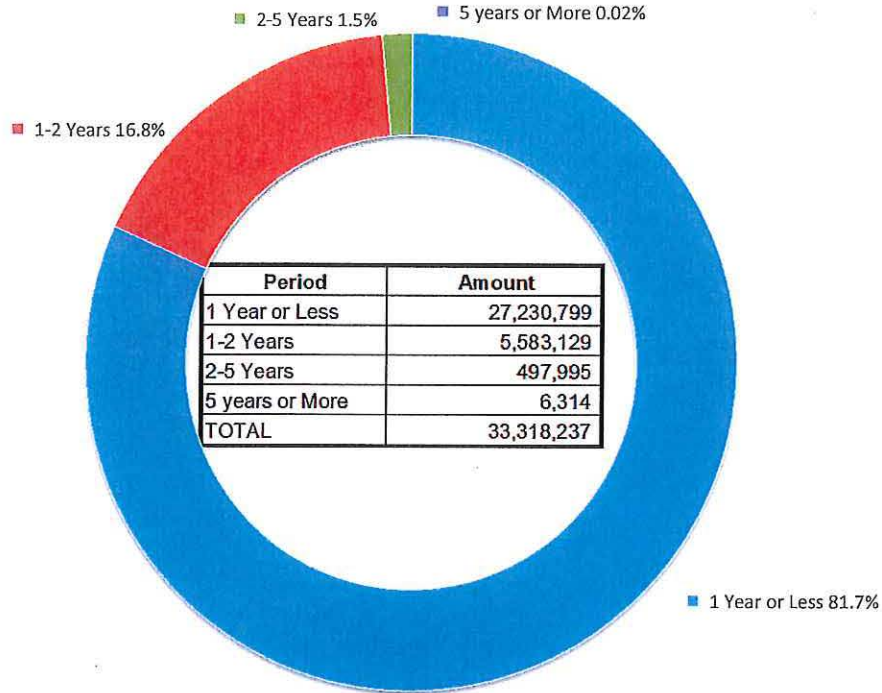


INVESTMENT DISTRIBUTION BY CATEGORY

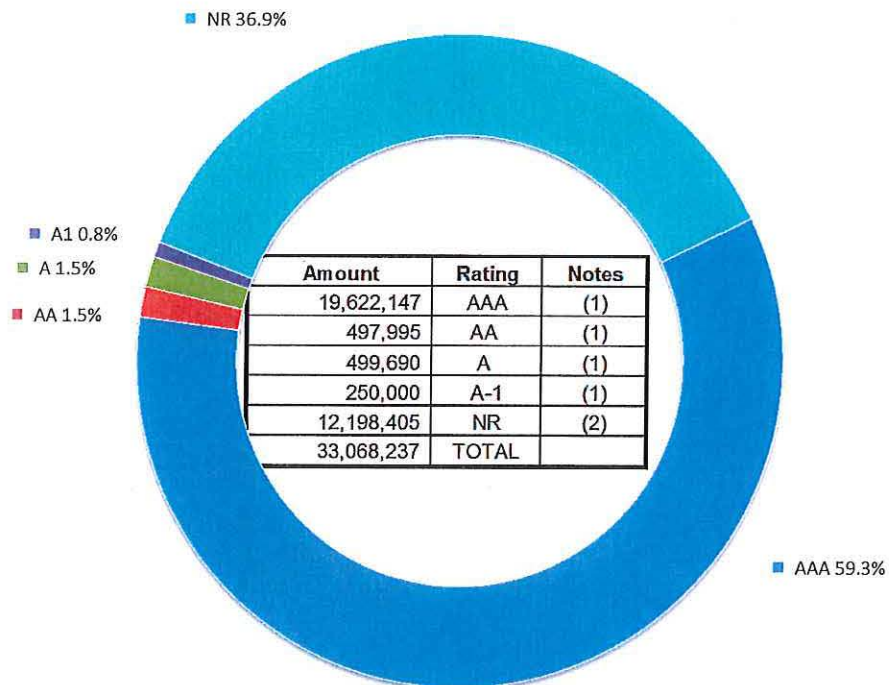


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 29, 2016
(Continued)

REMAINING MATURITY



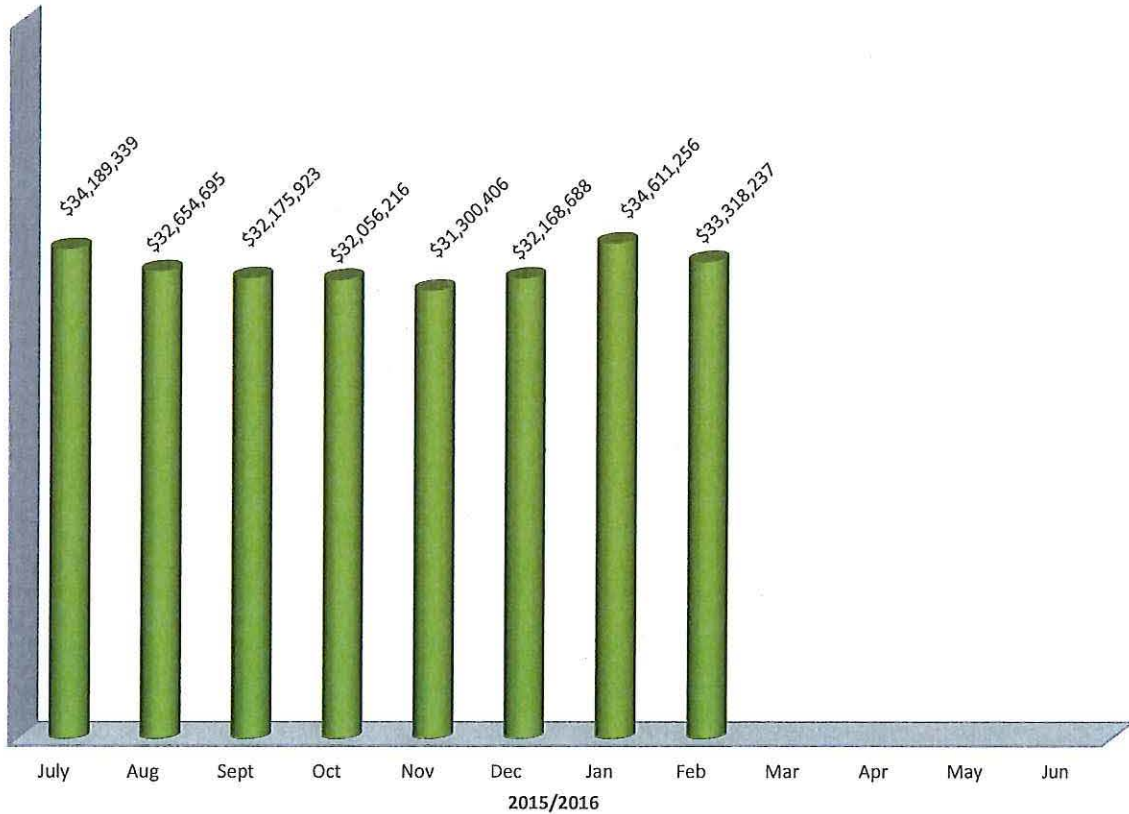
INVESTMENT RATINGS



(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 29, 2016
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of February, 2016


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 105	\$ -	(3)	7.51%
BMQ Harris Bank NA CD		\$ 250,000			0.54%
TOTAL	\$ -	\$ 250,105	\$ -		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 16-4892

DATE: April 7, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **March 2016 Board Disclosure of Reimbursements Report**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending March 2016.

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 2016 for your review.

tb:PB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
March 1-31, 2016**

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	C. LeMay	R. Morishita	J. Stecker
43rd Annual P3S Conference										
43rd Annual P3S Conference February 29-March 2, 2016 Marriott Riverside Riverside, CA 92501	Registration					520.00				
	Hotel					107.64				
	Airfare					-				
	Meals					54.60				
	Rental Car					-				
	parking					-				
	Tips					-				
	Fuel/mileage/taxi					88.56				
Total		\$ -	\$ -	\$ -	\$ -	\$ 770.80	\$ -	\$ -	\$ -	\$ -
CSDA Committee										
2016 CSDA Committee Meetings March 11, 2016 Sacramento, CA 95814	Registration		0.00							
	Hotel		0.00							
	Airfare		517.98							
	Meals		37.23							
	Rental Car		-							
	Parking/Taxi		74.95							
	Tips		-							
	Fuel/mileage/coaster		37.26							
Total		\$ -	\$ 667.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016 WateReuse Annual California Conference										
2016 WateReuse Annual California Conference March 13-15, 2016 Hyatt Vineyard Creek Hotel Santa Rosa, CA 95401	Registration	450.00	450.00	450.00						
	Hotel	434.60	468.08	444.55						
	Airfare	507.96	507.96	507.96						
	Meals	8.70	57.58	-						
	Rental Car	-	135.65	178.85						
	Parking/Toll Road	-	5.00	44.00						
	Tips	6.00	9.00	1.00						
	Fuel/mileage/taxi	14.58	52.27	45.38						
	Total	\$ 1,421.84	\$ 1,685.54	\$ 1,671.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016 WateReuse Annual California Conference										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:

- AJ attended the 43rd Annual P3S Conference. He had to leave the conference early due to illness. He only attended 2 days. One day was paid in the Feb 2016 Board Payroll Report.
- JH and DO shared a rental car for the 2016 WateReuse Annual Conference

Encina Wastewater Authority Report
Regular Board Meeting
March 23, 2016

EWA Board of Directors - Director Sullivan Reporting

1. Establishing an Other Post-Employment Benefit (OPEB)

- a. The Board of Directors adopted Resolution 2016-08: authorizing the establishment of a trust to prefund the Other Post-Employment Benefit (OPEB) obligation through the California Employers' Retiree Benefit Trust {CERBT}.
- b. The Board of Directors authorized a transfer of EWA's current Net OPEB Obligation totaling \$358,000 as of March 1, 2016, and any future Annual Required Contribution, to the CERBT.

2. Award of Design-Build Documents for SCADA Network Design Project

- a. The Board of Directors awarded a Professional Services Agreement to CDM Smith, Inc. in the amount not to exceed \$412,070 for Development of Design-Build documents for the SCADA Network Design Project.

3. Appointment of Treasurer and Auditor for Calendar Year 2016

- a. The Board of Directors appointed Ms. LeeAnn Warchol as Encina Wastewater Authority (EWA) Treasurer and Auditor for 2016.

Investment & Finance Meeting Report

Presented by Director Hanson

Meeting held March 22, 2016

1. Auditor Interviews

The IFC and staff conducted interviews with the following firms:

- Vavrinek, Trine, Day & Co. LLP
- Vasquez & Company, LLP
- Rogers, Anderson, Malody & Scott, LLP
- Badawi & Associates
- Davis Farr, LLP

Staff and the Investment and Finance Committee plan to present the recommended contract to the Board later in the agenda.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on April 6, 2016

1. The EC reviewed an agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000.

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 Ordinance No. 133 establishing the District's capacity fee and amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule.

The EC concurred with staff to recommend this item to the Board for adoption and it will be discussed later in the agenda.

3. The EC received the results of the network intrusion test performed by Progent Corporation.


This item will be reviewed later in the agenda.

4. The EC received a project update on the Saxony Pump Station Rehabilitation Project.

5. The EC received a presentation on the evaluation of solid material discovered during pipeline hydro-cleaning.

The EC requested that the presentation be given to the Board of Directors and this item will be reviewed later in the agenda.

MEMORANDUM

DATE: April 7, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Public Hearing on a Proposal to Establish the District's Capacity Fee and Amend the Equivalent Dwelling Unit (EDU) Factors Capacity Fee Schedule**

DISCUSSION:


The purpose of this public hearing is to allow the LWD Board of Directors to receive and consider public comment on the following:

- A proposal to establish the District Capacity Fee and Amend the EDU Factors Capacity Fee Schedule.

A notice was also published in the San Diego Union Tribune on March 27, 2016 and was posted on the District's web-site and at the District's administrative office.

rym:PB

MEMORANDUM

DATE: April 7, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Public Hearing on a Proposal to Consider Increasing the Amount That May Be Paid to Directors and Officers of the District for Service to the District**

The purpose of this public hearing is to allow the LWD Board of Directors to receive and consider public comment on the following:

- 1) A proposal to increase the amount that may be paid to directors and officers of the District from \$180 to \$190 per day of service;

The notice of this public hearing was posted at LWD beginning on April 4, 2016. The notice announcing the proposed Board of Directors increase was advertised in the San Diego Union Tribune on March 27, 2016.

DISCUSSION:

- 1) Board of Director's Compensation

The Board of Directors last approved a compensation increase in May 2012. The California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2012, the Board is eligible for an adjustment not to exceed 15%.

Proposed Ordinance No. 134 will be considered later in this agenda. The Ordinance provides for a 5.6% adjustment that increases compensation for a day's service to LWD from \$180 to \$190. It also confirms those meetings that qualify for director compensation.

If adopted, the compensation increase will be effective 90 days after adoption.

After receiving public testimony, the Board of Directors will close the public hearing and may consider action on the proposed item during the regular meeting immediately following this public hearing.

rad:PJB

MEMORANDUM

DATE: April 7, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award of Contract to Davis Farr, LLP for Financial Auditing Services

RECOMMENDATION:

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

1. Execute a contract with Davis Farr, LLP for Financial Auditing Services for Fiscal Year 2016 (FY16), FY17 and FY18 in an amount not to exceed \$66,300.

DISCUSSION:**Tactical Goal: Financial / RFP for Financial Audit Services**

The IFC considered this item at their February 9, 2016 and March 22, 2016 meetings. The IFC and staff recommend that this item be forwarded to the Board of Directors for consideration.

The Leucadia Wastewater District (LWD) has used White Nelson Diehl Evans LLP to conduct its year-end independent financial statement audits for the past 6 years. Although their services have been excellent, it is prudent to periodically change auditors to bring a fresh perspective to the financial auditing process. In order to procure a new auditing firm, during the month of January 2016, staff sent Request for Proposals (RFP) to 27 Certified Public Accounting (CPA) firms throughout California, advertised in the San Diego Union Tribune, and posted a notice of the RFP on the California Society of Municipal Finance Officers (CSMFO) website. Staff also held a pre-proposal conference on January 26, 2016 to review the RFP and to answer any questions from prospective CPA firms. As a result, twelve auditing service proposals were received by the February 11, 2016 deadline.

A team consisting of LWD's Investment & Finance Committee members, the Administrative Services Manager, the Administrative Services Supervisor, and the Accounting Technician reviewed the proposals. Based on the review, the following five firms were short-listed and invited for interviews.

- Vavrinek, Trine, Day & Co. LLP
- Vasquez & Company, LLP
- Rogers, Anderson, Malody, & Scott, LLP
- Badawi & Associates
- Davis Farr, LLP

Interviews were held on March 22, 2016. Based on the overall quality of the proposals and the interview, Davis Farr, LLP was selected as the apparent successful firm. Attached please find the proposed scope of work for your review. The proposed agreement is a three year contract in an amount not to exceed \$66,300 (\$22,100 per year). These amounts are reasonable, are in line with similar engagements, and are comparable with prior year's auditing fees.

Davis Farr, LLP, located in Irvine, has proposed an experienced audit team. They have served many special districts throughout California that include Eastern Municipal Water District, Irvine Ranch Water District, South Coast Water District, Mesa Water District, Bighorn Desert Water District, and South Orange County Wastewater Authority. .

The term of the proposed agreement is for 3 years with an option for 2 additional years. Davis Farr LLP's auditing fee will be broken down as follows:

<u>Fiscal Year Ending</u>	<u>Audit Fees</u>
June 30, 2016	\$ 22,100
June 30, 2017	22,100
June 30, 2018	<u>22,100</u>
 Total Three Year Contract Price	 <u>\$ 66,300</u>

Should LWD exercise the two year option on the agreement, the scope and fee would be negotiated at that time. Staff plans to appropriate funds each year as part of the budget process to cover the auditing fees for that year. The FY16 Budget contains sufficient funds to cover the interim audit work for year-end FY16.

rad:PJB

Attachment

ATTACHMENT A**SCOPE OF WORK**

The audit firm, Davis Farr, LLP, will audit the financial statements of Leucadia Wastewater District as of and for the years ended June 30, 2016, 2017, and 2018. The audits are to be performed in accordance with auditing standards generally accepted in the United States of America as set forth by the American Institute of Certified Public Accountants, and in accordance with State Controller's Minimum Audit Requirements for California Special Districts.

If the audit firm considers findings discovered in the course of the audit to be either material weaknesses or significant deficiencies, it will be required to issue a management letter to the Board of Directors. The audit firm shall also issue a separate letter to District management that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are not considered to be either material weaknesses or significant deficiencies.

The auditor will be required to make an immediate (via overnight letter) written report of all irregularities and illegal acts, of which they become aware, to the Board President, General Manager, and the Investment and Finance Committee.

The District desires a Comprehensive Annual Financial Report (CAFR) to be prepared by the independent auditor. [The District will prepare the letter of transmittal and the Management's Discussion and Analysis (MD&A) and provide necessary information for the statistical section.] The District will be planning to submit the CAFR to the California Society of Municipal Finance Officers (CSMFO) for review in their Certificate of Achievement for Excellence in Financial Reporting Program. Due to the implementation of GASB statement numbers 68 & 71 in fiscal year 2014-15, comparative financial statements were not included in the CAFR; however, the District desires comparative financial statements for all fiscal years covered under this proposal. The auditing firm should mention possible changes in the format or content to District's financial statements that they consider necessary to ensure the Districts financial statements remain in conformity with all applicable professional standards

The District desires the auditor to express an opinion on the fair presentation of its basic financial statements and related notes to the financial statements, as well as all supplementary information in the Financial Section of the CAFR. Certain limited procedures should be applied to the MD&A and required supplementary information, but an expression of an opinion is not required. The auditor will not be required to express an opinion on the introductory, statistical, and other information sections

The auditing firm shall complete the audit and the Independent Auditor's Report should be submitted no later than December 1st of each year. The auditing firm shall submit a substantially complete final draft at least two weeks prior. The District will provide year-end adjusted trial balances for each fund with supporting schedules no later than September 30 of each year.

The auditing firm shall prepare and provide twenty (20) copies of the CAFR. The partner in charge of the audit shall be available to attend at least two (2) meetings at which the audit report will be discussed.

If applicable, the auditor will perform additional audit steps in accordance with the Single Audit Act. The District does not believe that a single audit will be required in fiscal year 2015-16. However, the auditor will be familiar with the Single Audit Act, and will review the District's receipts of federal financial assistance to determine the District's status with respect to the Single Audit Act's guidelines and requirements. If a Single Audit is required the audit will be conducted under Government Auditing Standards and the appropriate additional reports will be issued. A Single Audit, if required, is not part of this audit proposal and would require a separate engagement.

The firm shall make available its working papers and respond to all reasonable inquiries of successor auditors and others to review working papers of the District, upon the District's written consent. The auditing firm will retain all working papers, at the firm's expense, for a minimum of five (5) years.

AUDIT FEES

<u>Fiscal Year Ending</u>	<u>Total Audit Fees</u>
June 30, 2016	\$ 22,100
June 30, 2017	\$ 22,100
June 30, 2018	<u>\$ 22,100</u>
Total Three Year Contract Price	<u>\$ 66,300</u>

The above amounts include all out-of-pocket expenses.

Any special projects, extra work, accounting assistance, or additional assignments will be performed at the standard hourly rates indicated below:

<u>Classification</u>	<u>Standard Hourly Rate</u>
Partner	\$ 180
Manager	\$ 150
In-charge Auditor	\$ 120
Staff	\$ 100

MEMORANDUM

Ref: 16-4923

DATE: April 7, 2016
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Award of the District's 2016 Gravity Pipeline Rehabilitation Project Construction Contract

RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Infrastructure and Technology / FY16 Gravity Pipeline Rehabilitation

The EC reviewed this item at its April 6th meeting and concurred with Staff to recommend this item to the Board of Directors.

In July 2015 the Board of Directors authorized the execution of an agreement with Infrastructure Engineering Corporation (IEC) to design the 2016 Gravity Pipeline Rehabilitation Project. The goal of this project is to repair or replace any Rated 3 gravity pipeline and manhole on the Repair Priority List, populated and maintained by Field Service Staff, at the time of project design.

The 2016 project consists of the repair of eleven (11) gravity pipeline sections and one (1) manhole identified during staff's Closed Circuit Television (CCTV) inspections. The Cured in Place Pipe (CIPP) lining of the Leucadia Scenic gravity line was removed from this project and added to the Leucadia (L1) Force Main Replacement Project to encompass the combined work under a single Caltrans Right of Way permit. The Leucadia Scenic line runs adjacent to the on ramp to south bound Interstate 5 (I-5) from La Costa Avenue and east under I-5.

IEC commenced project design in July 2015. Project design was completed in March 2016 and advertised for bids. Bids were due on March 29, 2016. Two bids were received as follows:

<u>Construction Firm</u>	<u>Bid Submitted</u>
Insituform Technologies, LLC	\$222,382
Nu Line Technologies, LLC	\$240,000

The bids were reviewed by Robert Weber, Jamie Taylor and Marie Fawcett at IEC. The bid review memorandum is attached for your review. The bid submitted by Insituform Technologies (Insituform), the lowest bidder, was unresponsive due to the following reasons:

1. Insituform did not meet the requirement that the mobilization percentage not exceed 5% of the bid. Specification Section 01010 limits the mobilization cost to 5% of the overall bid. Insituform's bid listed a mobilization cost of \$61,859. This equates to 27.8% of their overall bid

of \$222,382. IEC and staff believe that the 27.8% mobilization cost is excessive and should not be waived as a minor discrepancy.

2. IEC's evaluation revealed a bid item discrepancy. Several of Insituform's bid item amounts were low in comparison to both the engineer's opinion of probable construction cost and the second lowest bidder's bid costs. In particular, Bid Item 3 is listed at \$569. The work for this bid item includes, staging traffic control in a three lane section of El Camino Real, curtain grouting two manholes, bypassing flow and installing a short length of CIPP liner. The amount of \$569 does not seem sufficient for the work required of this bid item. A full bid comparison is included in Table 1 of the attached bid review memorandum. Insituform's Bid items 5, 6, 7 and 8 are also comparatively low.
3. Failure to list required subcontractor. The plans and specifications clearly require that chemical grouting of existing infiltration is required. There is one known southern California contractor that performs this service, National Plant Services (NPS). NPS was not listed as a subcontractor on Insituform's bidding documents. From previous experience with NPS their services to perform chemical grouting would exceed 0.5% (\$1,112) of Insituform's bid price.

The second lowest bidder, Nu Line Technologies (Nu Line), submitted a bid that satisfies the requirements of the bid. Nu Line's bid was \$17,618 (7.9%) higher than Insituform's bid. Upon completion of IEC's review, it was recommended that Nu Line be awarded the contract as the lowest responsive and responsible bidder.

Nu Line's bid is \$39,000 (14%) less than the engineer's opinion of probable cost of \$279,000. Nu Line's individual bid item amounts roughly correlate with those of the engineer's opinion of probable cost. IEC reviewed Nu Line's bid and believe that the bid costs reflect the current market conditions and reasonably stringent installation guidelines and do not constitute grounds to reject the received bids.

Therefore, Staff and the EC recommend that the Board of Directors award the contract to Nu Line as the lowest responsive and responsible bidder in an amount not to exceed \$240,000.

FISCAL IMPACT:

There is sufficient appropriation in the Fiscal Year 2016 Budget to cover the construction costs of the project.

rym:PJB

Attachment



BID REVIEW MEMORANDUM

Date: April 1, 2016

Subject: 2016 Gravity Pipeline Rehabilitation Project

Prepared By: Marie Fawcett, E.I.T. and Jamie Fagnant, P.E.

Reviewed By: Rob Weber, P.E.

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

Two bids were received and opened on March 29th, 2016. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Low Bid:	\$222,382
High Bid:	\$240,000
Engineer's Opinion of Probable Cost:	\$279,000

Review of bid amounts and individual bid items is discussed further below.

REVIEW OF LOW BIDDER

Insituform Technologies, LLC. (Insituform), Chesterfield, Missouri, submitted the apparent low bid. IEC recommends the District reject Insituform's bid for the following reasons:

Excessive Mobilization Costs: Insituform listed a mobilization cost of \$61,859. This constitutes a 27.8% mobilization cost. Specification Section 01010 limits the percentage of this mobilization cost to 5% of the overall bid. In our opinion, a 27.8% mobilization cost is excessive and should not be waived as a minor discrepancy.

Bid Item Discrepancy: Several of Insituform's bid item amounts are low in comparison to both the engineer's opinion of probable construction cost and the second lowest bidder's bid costs. In particular, bid item 3 is listed at \$569. The work for this bid item includes, staging traffic control in a three lane section of El Camino Real, curtain grouting two manholes, bypassing flow and installing a short cured in place pipe liner. The amount of \$569 does not seem sufficient for the work required of this bid item. A full bid comparison is included in Table 1. Bid items 5, 6, 7 and 8 are also comparatively low.

Chemical Grouting: The plans and specifications clearly require that chemical grouting of existing infiltration is required. There is one known local subcontractor that performs this service (National Plant) and they were not listed as a subcontractor on Insituform's bidding documents. From previous experience with National Plant their services to perform chemical grouting would exceed 0.5% of Insituform's bid price. IEC contacted Insituform to clarify. Insituform indicated that they have a method self-performing chemical grouting,



that they could use a pre-liner, or that if there was too much infiltration to handle in house they would call someone in.

IEC attempted to contact Insituform again to request additional information on their method to self-perform chemical grouting. Insituform indicated that they were discussing the issue internally and did not have an immediate response. Although the chemical grouting issue was not resolved at the time this letter was prepared, there is sufficient grounds to reject Insituform's bid as not in the District's best interest on the grounds of the excessive mobilization cost and low cost shown for many of the bid items.

REVIEW OF SECOND LOWEST BIDDER

Nu Line Technologies LLC. (Nu Line or Contractor), submitted the second lowest bid. IEC has determined Nu Line to be responsive to the bid requirements and recommends that the District award the project to Nu Line. The following reviews have been completed.

Contractor's License: The Contractor holds the required Class A License (No. 997520). 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 North American Specialty Insurance Company as surety. North American Specialty Insurance Company has a Best's Key Rating of A+, XV

Signatures: The Contractor's Partners, Dominic Burtech and Frank Durazo, signed the Closing Statement, Dominic Burtech signed the Bidder's Bond, and Non-Collusion Affidavit.

Project Manager's Experience: The Contractor has identified Frank Durazo as the project manager. His resume has been enclosed as part of the bid documents. IEC has reviewed his resume and found his experience suitable to manage the 2016 Gravity Pipeline Rehabilitation.

Approach to Work: The Contractor addressed the anticipated project issues as required in the Approach to Work section of the Bid Documents as outlined below:

Nu Line Technologies, LLC is conveniently located in the immediate area. We along with our subcontractor Burtech Pipeline Inc. will require no on-site staging of equipment and materials. Our approach to this project is straightforward and simple. Once project contracts are finalized we will initiate the project and clean and CCTV of all segments on the project. We will review and submit our post cleaning CCTV work and logs for your review. All RFI's will be submitted (if applicable) and reviewed at this time for your approval. Once this phase is completed, Burtech Pipeline will mobilize and begin the dig and replace/repairs. Post repairs video work will be submitted for your review. Upon completion of all external point repairs, mechanical grouting contractor will be brought in to address any active infiltration that may be found per the CCTV review. Post grouting phase, CIPP lining crew will mobilize and begin the sewer rehabilitation CIPP lining of the project. Once CIPP segments are completed mechanical grouting subcontractor will re-mobilize to address the lateral connections on the project. CIPML liner will be installed and post CCTV inspection will be conducted upon completion of CIPP lining, liner samples will be submitted to testing lab and post video work will be submitted for review.



Worker's Compensation Insurance: Policy is in affect through 09/03/2016.

Experience Requirements: The bid documents require the Contractor to submit three project references where the Contractor was required to install at least 300 linear feet cured-in-place-pipe (CIPP) lining into an 8 inch or greater diameter pipe in each project. Nu Line's submitted experience records show more than adequate experience.

References: IEC contacted Nu Line's listed references to perform an assessment of the Contractor's prior work. In all cases, Nu Line 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 Nu Line and each of its subcontractors have met this requirement.

Contractor Legal Name	Registration Number	Registration Date	Expiration Date
Nu Line Technologies, LLC	1000003808	06/18/2015	06/30/2016
Burtech Pipeline, Inc.	1000006324	06/16/2015	06/30/2016
Sancon Technologies, Inc.	1000008879	07/02/2015	06/30/2016
National Plant Services, Inc	1000002703	07/01/2015	06/30/2016

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

List of Subcontractors:

Contractor Legal Name	Location of Business	Portion of Work
Butech Pipeline, Inc.	Encinitas, CA	Point Repair & New PVC
Sancon Technologies, Inc.	Huntington Beach, CA	Manhole Rehabilitation
National Plant Services	Long Beach, CA	Chemical Grouting

Bid Item/Cost Review: Nu Line's individual bid item amounts roughly correlate with those of the engineer's opinion of probable cost. Nu Line's bid was approximately 14% below the engineer's opinion of probable cost. Although the bid cost is lower than the engineer's opinion of probable construction cost, it is our opinion that the bid costs reflect the current market conditions and reasonably stringent installation guidelines and do not constitute grounds to reject the received bids.

Claims Filed: Nu Line has not filed claims or had claims filed against them in the last five (5) years.

At this time, IEC has no concern regarding Nu Line's ability to complete the work for the cost given.



RECOMMENDATION

IEC recommends award of the contract to Nu Line Technologies, LLC. based on their knowledge and experience record and responsiveness to the bidding requirements.

Attachments

Table 1 – Bid Summary

**LEUCADIA WASTEWATER DISTRICT
2016 GRAVITY PIPELINE REHABILITATION PROJECT
Table 1 - Bid Summary**

Item	Article	Unit	Qty.	Engineer's Opinion of Probable Construction Cost	Insituform	Nuline
1	Mobilization, Bonds, Permits, Cleanup and Demobilization	LS	1	\$13,000	\$61,859	\$12,500
2	Sheeting, Shoring and Bracing	LS	1	\$10,000	\$6,325	\$5,880
3	Cured-in-Place Pipe Lining	LS	1	\$19,800	\$569	\$9,455
4	Cured-in-Place Pipe Lining	LS	1	\$22,961	\$8,090	\$16,828
5	Cured-in-Place Pipe Lining	LS	1	\$9,240	\$1,852	\$14,872
6	Cured-in-Place Pipe Lining	LS	1	\$12,923	\$1,801	\$12,772
7	Cured-in-Place Pipe Lining	LS	1	\$15,338	\$3,187	\$12,680
8	Cured-in-Place Pipe Lining	LS	1	\$24,974	\$5,439	\$23,143
9	New 8" PVC, Cured-in-Place Pipe Lining	LS	1	\$31,964	\$12,115	\$20,452
10	Replace Existing Cleanout and Cured-in-Place Pipe Lining	LS	1	\$33,099	\$20,044	\$25,077
11	New 8" PVC	LS	1	\$34,320	\$70,707	\$52,500
12	New 8" PVC	LS	1	\$24,420	\$12,463	\$16,695
13	Cured-in-Place Pipe Lining	LS	1	\$9,240	\$2,119	\$6,796
14	Install Cured-in-Place Manhole Liner (CIPML)	LS	1	\$17,820	\$15,812	\$10,350

Engineer's Opinion of Probable Construction Cost
\$279,100

TOTAL:	\$279,100	\$222,382	\$240,000
Check Total:		\$222,382	\$240,000
Amount in Words:		\$222,382	\$240,000

MEMORANDUM

Ref: 16-4924

DATE: April 7, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Proposed Ordinance No. 133 - Amend Equivalent Dwelling Unit Factors Capacity Fee Schedule**

RECOMMENDATION:

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

1. Adopt Ordinance No. 133 – An Ordinance of the Board of Directors of the Leucadia Wastewater District Establishing the District's Capacity Fee and Amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule.
2. Discuss and take other action as appropriate.

BACKGROUND:

Recently, legal challenges have been filed questioning the use of Equivalent Dwelling Unit (EDU) factors to establish sewer service fees. An example is the case against the Ramona Water District. Additionally, in November 2014 the Board adopted Ordinance No. 131 which amended the District's EDU factors to clarify and add factors for an Accessory Dwelling Unit and a Second Dwelling Unit. These events served as the impetus to review the District's EDU factors. Staff and the EC believe that it is prudent to evaluate the EDU factors and included the evaluation as a goal under the Services Strategy in the Fiscal Year 2016 (FY16) Tactics & Action Plan.

DISCUSSION:

Tactical Goal: Services / Review and Revise EDU Factors

EDU factors are used to calculate capacity and sewer service fees for District customers. Therefore, it is critical that these factors are evaluated to ensure they are established on a well-founded, logical and justifiable basis. Doing so will ensure that the District will withstand legal challenges of its fees.

As part of the evaluation Staff researched and assessed the methods neighboring and regional agencies use to determine their EDU factors. Additionally, staff evaluated wastewater strength and flow to validate the District's current EDU factors. As a result, the evaluation confirmed that the District's EDU factors are appropriate and are established on a well-founded, logical and justifiable basis. Therefore, staff recommends the continued use of the existing District EDU factors.

As an additional validation, Staff reviewed industry text books and the State Revenue Program Guidelines from the California State Water Resources Control Board (SWRCB) Policy for

Implementing the State Revolving Fund for Construction of Wastewater Treatment Facilities. The District's EDU factors fall within those references and guidelines.

To clarify the use categories, Staff and the EC recommend administrative modifications to the EDU category for Food Establishment including Restaurants, Taverns and Similar. These administrative modifications do not change the current EDU factors. It is recommended that specific Food Preparation categories of "Limited Food Preparation Establishments - seating not included" and "All Other Food Establishments - seating not included" be specifically identified. The base EDU for Limited Food Preparation Establishments is one (1) and the base EDU for All Other food Establishments is two and six tenths (2.6). Then supplemental EDU assessments would be added for the number of customer seats within the business and whether it uses "multi-service utensils" (washed and reused) or "single-service utensils" (typically paper and plastic throw-away). For both categories of Food Establishments, the supplemental assessment is recommended at one (1) EDU for 7 seats per supplemental EDU for multi-service utensils and one (1) EDU for 15 seats per supplemental EDU for single-service utensils. The new Ordinance No. 133 implements this clarification and is attached for your review.

It should be noted that Ordinance No. 133 continues the capacity fee at the current \$4,006 per EDU. Additionally, these EDU factors will be referenced in the District's Standard Specifications and Procedures for Wastewater Facility Projects (Standard Spec).

FISCAL IMPACT:

Going forward, there will be a minor increase in capacity and sewer service fee revenue from food service establishments resulting from implementation of the amended EDU Factors Capacity Fee Schedule when the new Ordinance No. 133 takes effect.

sld:PJB

Attachment

ORDINANCE NO. 133

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ESTABLISHING THE DISTRICT'S CAPACITY FEE AND AMENDING THE
EQUIVALENT DWELLING UNIT FACTORS CAPACITY FEE SCHEDULE**

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

WHEREAS, the LWD Board of Directors has determined and set Equivalent Dwelling Unit (EDU) Factors for various Wastewater Use Categories used throughout LWD by Exhibit A of Ordinance No. 131;

WHEREAS, the LWD Board of Directors has determined that a Capacity Fee per EDU is appropriate and that the Capacity Fee has been set by Ordinance No. 131 at \$4,006 per EDU;

WHEREAS, the LWD Board of Directors has determined that the Equivalent Dwelling Unit (EDU) Wastewater Use Categories and EDU Factors Exhibit A should be amended to clarify how Food Establishments are assessed; and,

WHEREAS, a public hearing to consider continuation of the Capacity Fee per EDU and an amended EDU assessment for Food Establishments was duly noticed and held in accordance with Government Code Section 66016 on the date hereof,

NOW, THEREFORE, BE IT ORDAINED:

1. The LWD Wastewater Capacity Fee is continued at \$4,006 per Equivalent Dwelling Unit (EDU) for the privilege of capacity in the District's wastewater system.
2. That the capacity fee charges shall be assessed in accordance with the EDU Factors established by the District and amended herein as "Exhibit A".
3. That the provisions of this ordinance shall be effective immediately after its adoption, and thereafter, Ordinance No. 131 shall be void and of no further force and effect.

PASSED AND ADOPTED this 13th day of April, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald Omsted
President

ATTEST:

Paul J. Bushee
Board Secretary

**LEUCADIA WASTEWATER DISTRICT
 EDU FACTORS
 CAPACITY FEE SCHEDULE**

WASTEWATER USE CATEGORIES	EDU FACTORS
<u>Single Family Residence</u>	1.0
<u>Second Dwelling Unit (Detached)</u> w/Kitchen and w/Bathroom	1.0
<u>Accessory Dwelling Unit (Attached)</u> w/Kitchen and w/Bathroom, 750 sq. ft. or smaller w/Kitchen and w/Bathroom, 751 sq. ft. or greater	0.5 1.0
<u>Multiple Dwelling</u> (Apartments, duplexes, condominiums, and townhouses) Each living unit	1.0
<u>Mobile Home or Trailer Park</u> Mobile home or trailer space	1.0
<u>Motel or Hotel</u> Each Unit w/o Kitchen Each Unit w/Kitchen	0.33 0.55
<u>Medical Care or Elder Care</u> (Hospitals, skilled nursing homes, convalescent homes, retirement homes, assisted living homes, and similar facilities) Multiple dwelling without individual kitchen & with community eating facilities, Per individual bed with minimum 1.0 EDU Multiple dwelling with internal kitchen and on-site community eating facilities per living unit Multiple dwellings with internal kitchen and no on-site community eating facility per living unit Single dwellings with internal kitchens regardless of community facilities	0.4 0.8 1.0 1.0


WASTEWATER USE CATEGORIES	EDU FACTORS
<u>Churches, Theaters and Auditoriums</u> Each unit of 115 Persons or fraction thereof	1.0
<u>Schools</u> Elementary per 60 pupils or fraction thereof for each elementary school Junior High per 50 pupils or fraction thereof for each Jr. High school High School per 30 pupils or fraction thereof for each High school	1.0 1.0 1.0
<u>Laundries - Self Service</u> Per each washer	0.75
<u>Food Establishment including Restaurants, Taverns, and Similar</u> Limited Food Preparation Establishments ¹ – seating not included Additional for each unit of 7 seats with multi-service utensils (washable) Additional for each unit of 15 seats with single-service utensils (disposable) All Other Food Establishments – seating not included Additional for each unit of 7 seats with multi-service utensils Additional for each unit of 15 seats with single-service utensils	1.0 1.0 1.0 2.6 1.0 1.0
<u>Ballrooms, Banquet Facilities, and Convention Facilities</u> Per block of 40 seats	1.0
<u>Automobile Service Stations</u> Not more than four (4) gasoline pumps More than four (4) gasoline pumps Additional for each washing rack, pit, or floor drain (Drains subject to collecting toxic, hazardous, or potentially explosive waste are not allowed to be connected to sewer). Car washes shall be individually evaluated by LWD Engineer based on peak net discharge rate of specific equipment to be used with internal water recycling required.	2.0 3.0 2.0 Per Review
<u>Banks and Savings and Loan Associations</u> Each 3000 SF or portion thereof	1.0

¹ See LWD Wastewater Ordinance Section 2.18

WASTEWATER USE CATEGORIES	EDU FACTORS
<p><u>Other Commercial or Industrial Users</u></p> <p>Up to 1,000 SF</p> <p>Plus for each additional 1,000 SF or portion thereof up to 5,000 SF</p> <p>Plus for each additional 1,000 SF or portion thereof over 5,000 SF</p> <p>The capacity fee for establishments with unusual sewer characteristics or for any commercial use not described in the categories above shall be fixed by the Board of Directors by motion, resolution, or ordinance when each specific application is submitted.</p>	<p>1.0</p> <p>0.4</p> <p>0.6</p> <p>Per Case</p>

At any time the District may review the current standards of practice of any commercial or industrial customer with regard to sewer use during the previous year. If such use is not within the limits of the previous classification, the service may be reclassified accordingly and any additional capacity charges shall become due and payable immediately on request.

MEMORANDUM

DATE: April 7, 2016
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
SUBJECT: Board of Directors Compensation Adjustment

RECOMMENDATION:

Staff recommends that the Board of Directors

1. Approve Ordinance No. 134 increasing compensation for LWD Board of Directors from \$180 to \$190 and confirming meetings that qualify for director compensation.
2. Discuss and take other action as appropriate.

DISCUSSION:

Prior to this item, the Board of Directors conducted a public hearing to receive and consider public comment on this proposed ordinance to increase compensation for Directors from \$180 to \$190.

On March 9, 2016, the Board of Directors directed staff to prepare, notice and schedule a public hearing for the purpose of considering an increase in Board of Director's compensation.

Proposed Ordinance No. 134 (Attachment 1) implements the compensation adjustment in accordance with the Board's direction and specifies the types of meetings for which compensation may be paid. The proposed Ordinance provides for a 5.6% adjustment.

The Board of Directors last approved a compensation increase on May 9, 2012. The California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2012, the Board is eligible for an adjustment not to exceed 15%.

If approved, Proposed Ordinance No. 134 will supersede Ordinance No. 126 adopted on May 9, 2012.

General Counsel has reviewed the proposed Ordinance. Notice of this Public Hearing was published in the San Diego Union Tribune on March 27, 2016. If adopted, Ordinance No. 134 will become effective ninety (90) days after its adoption.

The fiscal impact of the proposed Ordinance will vary depending upon the number of meetings held by the Board of Directors and its committees and attendance at those meetings. Sufficient appropriations will be included in the Proposed FY 2017 budget to fund the resulting adjustment.

rad:PJB

Attachment

ORDINANCE NO. 134

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
INCREASING COMPENSATION OF DIRECTORS AND
CONFIRMING MEETINGS THAT QUALIFY FOR DIRECTOR COMPENSATION**

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

WHEREAS, the LWD Board of Directors desires to provide for reasonable compensation for Directors that is consistent with Water Code Section 20202; and,

WHEREAS, the LWD Board of Directors last set compensation on May 9, 2012 at \$180.00 per day of service for each Director pursuant to Ordinance No. 126; and,

WHEREAS, Ordinance 126 identified meetings which have been pre-approved and qualify for Director's compensation; and,

WHEREAS, the LWD Board of Directors has determined that an increase of 5.6% above the current rate is appropriate; and,

WHEREAS, a public hearing to consider the increase in compensation for Directors was duly noticed and held in accordance with Water Code Section 20203 on the date hereof,

NOW, THEREFORE, BE IT ORDAINED:

1. The LWD Board of Directors shall be compensated \$190 per day of service for attendance at meetings of the Board, Board committees, and conferences or seminars of the following organizations or associations:
 - California Association of Sanitation Agencies (CASA);
 - California Special Districts Association (CSDA);
 - California Sanitation Risk Management Authority (CSRMA);
 - California Water Environment Association (CWEA);
 - California WaterReuse Association;
 - Local Agency Formation Commission (LAFCO);
 - Southern California Alliance of Publicly Owned Treatment Works (SCAP); and
 - Special District Institute (SDI).

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

Attendance at other meetings, conferences and seminars not specifically authorized by this Ordinance must be approved by the Board of Directors prior to attendance for compensation.

2. That in no event shall a Director receive compensation for more than a total of ten (10) days service to LWD in any calendar month.
3. That the provisions of this ordinance shall be effective ninety (90) days after its adoption, and thereafter, Ordinance No. 126 shall be void and of no further force and effect.

PASSED AND ADOPTED this 13th day of April 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald Omsted
President

ATTEST:

Paul J. Bushee
General Manager

MEMORANDUM

DATE: April 6, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Resolution No. 2274 Requesting LAFCO to Take Proceedings for the Cohen Change of Organization**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Adopt Resolution No. 2274, Cohen Annexation, as presented.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The proposed Cohen Annexation into the Leucadia Wastewater District's (LWD) service area involves one parcel totaling 0.258 acres, located east of Vulcan Avenue, north of Encinitas Boulevard, in the center of the island area of Leucadia, west of Interstate 5 (see attached map).

This annexation is within the District's sphere of influence and includes a parcel with a duplex, two single family residences, sharing an ageing septic tank system which is showing signs of failure. The private lateral will connect to the available public sanitary sewer system in the middle of Vulcan Avenue. The annexation is necessary to provide sewer service to these residences.

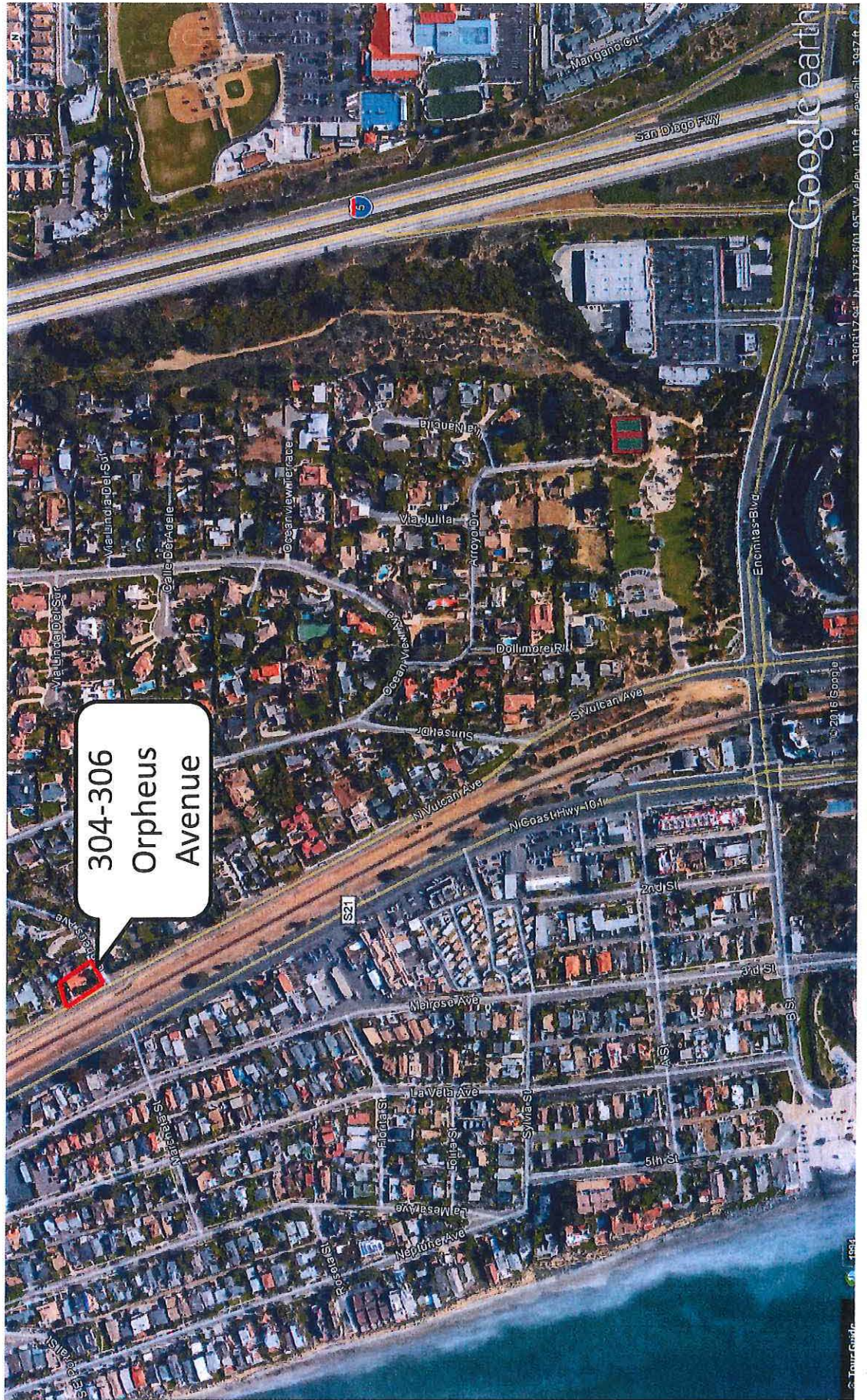
Approval of Resolution No. 2274 would authorize a boundary annexation.

LWD's collection and treatment systems have sufficient capacity to accommodate the properties. Attached please find a copy of Resolution No. 2274 for your review.

ier:PJB

Attachment

304-306 Orpheus Avenue



RESOLUTION NO. 2274

**A RESOLUTION OF APPLICATION BY THE
BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION
TO TAKE PROCEEDINGS FOR THE PROPOSED
COHEN CHANGE OF ORGANIZATION**

RESOLVED, by the Board of Directors of the Leucadia Wastewater District, that

WHEREAS, the Board of Directors of the LEUCADIA WASTEWATER DISTRICT (LWD), San Diego County, State of California, desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code for the proposed Cohen Change of Organization; and

WHEREAS, the proposed Cohen Change of Organization includes annexation of the Cohen territory (*APN 256-300-16-00*) to the LWD; and

WHEREAS, the reasons for this proposed Change of Organization are as follows:

1. LWD is empowered to and is engaged in the collection, treatment, and disposal of wastewater and has existing facilities to provide wastewater service to the territory proposed to be annexed.
2. The owners of the territory desire to utilize the LWD facilities.
3. The territory to be annexed is within LWD's Sphere of Influence.

WHEREAS, the territory subject to the proposed Change of Organization is uninhabited, and a description of the external boundary of the territory is set forth in Exhibit "A" and a map thereof is set forth in Exhibit "B", both attached hereto and by this reference incorporated herein; and

WHEREAS, LWD requests that the proposed Change of Organization be subject to the following terms and conditions:

1. The annexed property is thereafter subject to capacity fees, sewer service fees, and all other district-wide Ordinances and Resolutions of LWD.

WHEREAS, LAFCO is authorized to approve this proposed Change of Organization without notice or hearing and without an election. If no express effective date is indicated, the effective date of the Change of Organization shall be the date of recordation of the Certificate of Completion and Resolution ordering the change of organization by the County Recorder.

WHEREAS, the staff of LWD has reviewed this proposed Change of Organization under the California Environmental Quality Act (CEQA) and has found it to be categorically exempt from CEQA pursuant to Section 15319 (a) of the California Environmental Quality Act.

NOW, THEREFORE, this Resolution of Application is hereby approved and adopted by the Board of Directors of the LEUCADIA WASTEWATER DISTRICT. The Local Agency Formation Commission of San Diego County is hereby requested to take proceedings for the proposed Change of Organization that includes the territory as described in Exhibit "A" and shown in Exhibit "B", according to the terms and conditions stated above and in a manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

PASSED AND ADOPTED at a Regular meeting of the Board of Directors held on April 13, 2016 by the following vote:


AYES:
NOES:
ABSTAIN:
ABSENT:

Donald Omsted, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

MEMORANDUM

DATE: April 7, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LAFCO 2015-2016 RUN-OFF Special Districts Election

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

On March 4, 2016, the independent special districts were notified by letter that a run-off election would be required for the alternate special district member position on the Local Agency Formation Commission (LAFCO). A run-off election between the two top vote getters is necessary per the election rules, because none of the four candidates that participated in the recent election received a majority of the votes cast.

An approximate ten week time period will be provided for the run-off election for the two top vote getters (Judy Hanson and Dennis Sanford) commencing on March 25, 2016. The run-off election will be held by mailed ballot with a June 3, 2016 due date for the return ballots. The top vote getter must again receive a majority of the votes cast and the installation is tentatively scheduled for the August 1, 2016 LAFCO meeting.

The purpose of this agenda item is to present the Board of Directors with resume information on the nominees (Attachment 3) so that the Board of Directors may vote for one individual for the Alternate Member position using the ballot provided (Attachment 1).

Staff requests that the Board of Directors discuss and provide direction as appropriate.

tb:PJB

Attachments



Chairman

Bill Horn
County Board of
Supervisors

March 25, 2016

Vice Chairman

Sam Abed
Mayor
City of Escondido

TO: Independent Special Districts of San Diego County

FROM: Executive Officer
Administrative Assistant

Members

Dianne Jacob
County Board of
Supervisors

SUBJECT: **2015–2016 RUN-OFF Special Districts Election**

Andrew Vanderlaan
Public Member

Lorie Zapf
Councilmember
City of San Diego

Lorraine Wood
Councilmember
City of Carlsbad

Jo MacKenzie
Vista Irrigation District

Vacant
Special District

Alternate Members

Greg Cox
County Board of
Supervisors

Chris Cate
Councilmember
City of San Diego

Racquel Vasquez
Councilmember
City of Lemon Grove

Ed Sprague
Olivenhain Municipal
Water District

Harry Mathis
Public Member

Executive Officer

Michael D. Ott

Legal Counsel

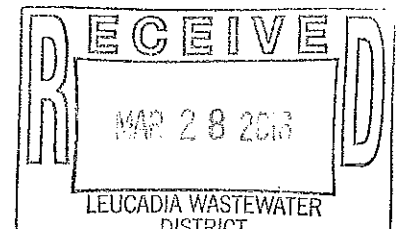
Michael G. Colantuono

On March 4, 2016, the independent special districts were notified by letter that a run-off election would be required for the alternate special district member position on the Local Agency Formation Commission (LAFCO). A run-off election between the two top vote getters is necessary per the election rules, because none of the four candidates that participated in the recent election received a majority of the votes cast. Judy Hanson of the Leucadia Wastewater District received 15 votes; Dennis Sanford of the Rainbow Municipal Water District received 9 votes; Mark Robak of the Otay Water District received 5 votes and Joel Scalzitti of the Helix Water District received 4 votes.

An approximate ten week time period will be provided for the run-off election for the two top vote getters (Judy Hanson and Dennis Sanford), commencing on **March 25, 2016**. The run-off election will be held by mailed ballot with a **June 3, 2016** due date for the return of ballots. The top vote getter must again receive a majority of the votes cast and the installation is tentatively scheduled for the August 1, 2016 LAFCO meeting.

Special District Election Ballots and Vote Certification forms on which to record the votes are attached (**Attachment 1**). A list of the eligible independent special districts is provided for your convenience in label format (**Attachment 2**). A summary of the nominations and copies of Nomination Forms are also attached (**Attachment 3**).

Ballots without a valid authorized signature, or ballots cast for more than the indicated number of positions will be disregarded.



The ballots should be considered by your full district board. As stated in the previous ballot materials, State Law and the Selection Committee Rules require a district's vote to be cast by its presiding officer, or an alternate member of the *legislative body* appointed by the other members. Therefore, the certification form has been incorporated with the ballot forms to be signed by the board member who has been designated to cast your district's votes. **A ballot received without a signed certification form will not be counted.**

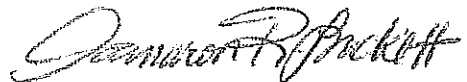
Write-in candidates are permitted, and spaces have been provided for that purpose. The deadline for receipt of the ballots by LAFCO is **June 3, 2016**. The Selection Committee Rules require that marked ballots be returned **by certified mail, return receipt requested**. Facsimile (FAX) ballots and certification forms will be accepted, **if necessary to meet the ballot deadline**, but originals must be submitted as soon as possible thereafter.

The Selection Committee Rules stipulate that a majority of the districts shall constitute a quorum for the conduct of committee business. There are 61 independent special districts in San Diego County; therefore, a minimum of **31** ballots must be received to certify that a legal election was conducted. The ballots will be kept on file in this office, and may be inspected, upon request.

Please contact me or Tamaron Lockett at (858) 614-7755 if you have any questions.



MICHAEL D. OTT
Executive Officer



TAMARON R. LUCKETT
Administrative Assistant

MDO:TRL/trl

Attachments

- (1) Special District Election Ballots and Vote Certification Run-Off Form
- (2) Independent Special District List
- (3) Independent Special District Summary of Nominations and Copies of Nomination Forms

2015-2016 RUN-OFF SPECIAL DISTRICTS ELECTION
BALLOT and VOTE CERTIFICATION
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

* **Judy Hanson** []
(Leucadia Wastewater District)

Dennis A. Sanford []
(Rainbow Municipal Water District)

Write-In

_____ []
(Print Name)

I hereby certify that I cast the votes of the _____
(Name of District)
at the 2015-2016 Special Districts Selection Committee Election as:

[] the presiding officer, or**

[] the duly-appointed alternate board member.**

(Print Name)

(Signature)

(Title)

(Date)

****The ballot and vote certification form must be signed by the board member who has been designated to cast your district's votes. A ballot received without a signed certification form will not be counted.**

* = Nominating Committee's Recommendation

Return Ballot and Vote Certification Form to:
San Diego LAFCO
Tameron Lockett
9335 Hazard Way, Suite 200
San Diego, CA 92123
(858) 614-7755 (office) · (858) 614-7766 (FAX)

LIST OF INDEPENDENT SPECIAL DISTRICTS

FIRE CHIEF BORREGO SPRINGS FPD PO BOX 898 BORREGO SPRINGS CA 92004-0898	FIRE CHIEF ALPINE FPD 1364 TAVERN ROAD ALPINE CA 91909-3831	FIRE CHIEF BONTIA--SUNNYSIDE FPD 4900 BONITA ROAD BONITA CA 91902-1725
GENERAL MANAGER CUYAMACA WATER DISTRICT PO BOX 609 JULIAN CA 92036-0609	GENERAL MANAGER BORREGO WATER DISTRICT PO BOX 1870 BORREGO SPRINGS CA 92004-1870	GENERAL MANAGER CANEBRAKE CWD 140 SMOKETREE LANE JULIAN CA 92036-9336
GENERAL MANAGER FAIRBANKS RANCH CSD C/O DUDEK & ASSOC 605 THIRD STREET ESCINITAS CA 92024-3513	FIRE CHIEF DEER SPRING FPD 8709 CIRCLE R DRIVE ESCONDIDO CA 92026-5802	GENERAL MANAGER DESCANSO CSD C/O DAN DEMOSS 4131 NORTHGATE BLVD SACRAMENTO CA 95834-1218
AMINISTRATIVE DIRECTOR GROSSMONT HEALTHCARE DIST 9001 WAKARUSA STREET LA MESA CA 91942-3300	GENERAL MANAGER FALLBROOK HEALTHCARE DIST 577 EAST ELDER STREET UNIT U FALLBROOK CA 92028-3079	GENERAL MANAGER FALLBROOK PUD PO BOX 2290 FALLBROOK CA 92088-2290
GENERAL MANAGER JULIAN CSD PO BOX 681 JULIAN CA 92036-0681	GENERAL MANAGER HELIX WATER DISTRICT 7811 UNIVERSITY AVENUE LA MESA CA 91941-0427	GENERAL MANAGER JACUMBA CSD PO BOX 425 JACUMBA CA 91934-0425
FIRE CHIEF LAKESIDE FPD 12216 LAKESIDE AVENUE LAKESIDE CA 92040-1715	FIRE CHIEF JULIAN - CUYAMACA FPD PO BOX 33 JULIAN CA 92036-0033	GENERAL MANAGER LAKE CUYAMACA REC & PARK DIST 15027 HIGHWAY 79 JULIAN CA 92036-9530
FIRE CHIEF LOWER SWEETWATER FPD 2725-B GRANGER AVENUE NATIONAL CITY CA 91950	GENERAL MANAGER LAKESIDE WATER DISTRICT 10375 VINE STREET LAKESIDE CA 92040-2440	GENERAL MANAGER LEUCADIA WASTEWATER DIST 1960 LA COSTA AVENUE CARLSBAD CA 92009-6810
GENERAL MANAGER MOOTAMAI MWD PO BOX 812 PAUMA VALLEY CA 92061-0812	GENERAL MANAGER MAJESTIC PINES CSD PO BOX 266 JULIAN CA 92036-0266	GENERAL MANAGER MISSION RCD 1588 S MISSION ROAD SUITE 100 FALLBROOK CA 92028-4112
	GENERAL MANAGER MORRO HILLS CSD PO BOX 161 FALLBROOK CA 92088-0161	GENERAL MANAGER NORTH COUNTY CEMETERY DIST 2640 GLEN RIDGE ROAD ESCONDIDO CA 92027-4532

FIRE CHIEF
NORTH COUNTY FPD
330 SOUTH MAIN AVENUE
FALLBROOK CA 92028-2938

GENERAL MANAGER
OLIVENHAIN MWD
1966 OLIVENHAIN ROAD
ENCINITAS CA 92024-5676

GENERAL MANAGER
OTAY WATER DISTRICT
2554 SWEETWATER SPRINGS BLVD
SPRING VALLEY CA 91978-2004

GENERAL MANAGER
PADRE DAM MWD
PO BOX 719003
SANTEE CA 92072-9003

GENERAL MANAGER
PALOMAR HEALTH
975 SOUTH ANDREASEN DRIVE
ESCONDIDO CA 92029-1934

GENERAL MANAGER
PAUMA MWD
PO BOX 706
PAUMA VALLEY CA 92061-0706

GENERAL MANAGER
PAUMA VALLEY CSD
33129 COLE GRADE ROAD
PAUMA VALLEY CA 92061-9518

FIRE CHIEF
PINE VALLEY FPD
PO BOX 130
PINE VALLEY CA 91962-0130

GENERAL MANAGER
POMERADO CEMETERY DISTRICT
14361 TIERRA BONITA ROAD
POWAY CA 92064-3027

GENERAL MANAGER
QUESTHAVEN MWD
20560 QUESTHAVEN ROAD
SAN MARCOS CA 92078-6810

GENERAL MANAGER
RAINBOW MWD
3707 OLD HIGHWAY 395
FALLBROOK CA 92028-9372

GENERAL MANAGER
RAMONA CEMETERY DISTRICT
532 ASH STREET
RAMONA CA 92065-1404

GENERAL MANAGER
RAMONA MWD
105 EARLHAM STREET
RAMONA CA 92065-1558

GENERAL MANAGER
C/O DUDEK & ASSOCIATES
605 THIRD STREET
ENCINITAS CA 92024-3513

FIRE CHIEF
RANCHO SANTA FE FPD
PO BOX 410
RANCHO SANTA FE CA 92067-0410

GENERAL MANAGER
RESOURCE CONSERVATION DIST
OF GREATER SAN DIEGO COUNTY
11769 WATERHILL ROAD
LAKESIDE CA 92040-2905

GENERAL MANAGER
RINCON DEL DIABLO MWD
1920 NORTH IRIS LANE
ESCONDIDO CA 92026-1318

GENERAL MANAGER
RINCON RANCH CSD
PO BOX 882
PAUMA VALLEY CA 92061-0882

FIRE CHIEF
SAN DIEGO RURAL FPD
14024 PEACEFUL VALLEY RANCH RD
JAMUL CA 91935-3202

GENERAL MANAGER
SAN LUIS REY MWD
5328 HIGHWAY 76
FALLBROOK CA 92028-7806

FIRE CHIEF
SAN MIGUEL CONSOL FPD
2850 VIA ORANGE WAY
SPRING VALLEY CA 91978-1746

GENERAL MANAGER
SANTA FE IRRIGATION DISTRICT
PO BOX 409
RANCHO SANTA FE CA 92067-0409

GENERAL MANAGER
SOUTH BAY IRRIGATION DISTRICT
PO BOX 2328
CHULA VISTA CA 91912-2328

ADMINISTRATION
TRI-CITY HEALTHCARE DISTRICT
4002 VISTA WAY
OCEANSIDE CA 92056-4506

GENERAL MANAGER
UPPER SAN LUIS REY RCD
PO BOX 921
PAUMA VALLEY CA 92061-0921

GENERAL MANAGER
VALLECITOS WATER DISTRICT
201 VALLECITOS DE ORO
SAN MARCOS CA 92069-1453

GENERAL MANAGER
VALLEY CENTER CEMETERY DIST
PO BOX 645
VALLEY CENTER CA 92082-0645

GENERAL MANAGER
VALLEY CENTER PARKS AND REC DIST
PO BOX 141
VALLEY CENTER CA 92082-0141

FIRE CHIEF
VALLEY CENTER FPD
28234 LILAC ROAD
VALLEY CENTER CA 92082-5413

GENERAL MANAGER
VALLEY CENTER MWD
PO BOX 67
VALLEY CENTER CA 92082-0067

FIRE CHIEF
VISTA FPD
955 VALE TERRACE DRIVE #A
VISTA CA 92084-5213

GENERAL MANAGER
VISTA IRRIGATION DISTRICT
1391 ENGINEER STREET
VISTA CA 92081-8840

GENERAL MANAGER
WYNOLA WATER DISTRICT
PO BOX 193
SANTA YSABEL CA 92070-0193

GENERAL MANAGER
WHISPERING PALMS CSD
C/O DUDEK & ASSOCIATES
605 THIRD STREET
ENCINITAS CA 92024-3513

GENERAL MANAGER
YUIMA MWD
PO BOX 177
PAUMA VALLEY CA 92061-0177

SUMMARY OF NOMINATIONS

LAFCO Alternate Special District Member Nominees

Judy Hanson (Leucadia Wastewater District)

Dennis A. Sanford (Rainbow Municipal Water District)

RECEIVED

DATE RECEIVED
BY LAFCO:

OCT - 8 2015

2015 LOCAL AGENCY FORMATION COMMISSION
NOMINATION / RESUME

(Office Use)

SAN DIEGO LAFCO

NOMINATED BY:

District Name:	Leucadia Wastewater District
District Phone:	(760) 753-0155

NAME OF NOMINEE:

Name:	Judy Hanson
Address:	1960 La Costa Avenue, Carlsbad, CA 92009
Phone:	(760) 753-0155

NOMINATED FOR:

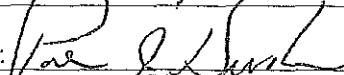
<i>Please check <u>one</u> box Refer to the List of Incumbents.</i>	LAFCO POSITION:
	<input type="checkbox"/> Regular Special District Member (Term expires in 2017) <input checked="" type="checkbox"/> Alternate Special District Member (Term expires in 2019)

	SPECIAL DISTRICTS ADVISORY COMMITTEE POSITION: <input type="checkbox"/> Special Districts Advisory Committee (Term expires in 2019)
--	--

DISTRICT EXPERIENCE:	Ms. Hanson has served on Leucadia Wastewater District (LWD) Board of Directors since 1983 and was re-elected in 2012. She is also a member of LWD's Human Resources, Investment & Finance, and Employee Recognition Committees.
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LAFCO EXPERIENCE:	Ms. Hanson has served on the Special Districts Advisory Committee since 1996 and has consistently attended LAFCO meetings.
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ADDITIONAL INFORMATION:	Ms. Hanson also serves as a Board member of the California Sanitation Risk Management Authority (CSRMA). In addition, she has served on the San Diego Chapter of California Special District Association (CSDA) for approximately seven years, where she held various positions including the Chapter President.
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Print name: Paul J. Bushee, General Manager	Presiding Officer Authorized Signature: 
---	---

**In accordance with Government Code Section 56332, LAFCO Regular and Alternate Special District Commissioners must be members of the legislative body of an independent Special District who reside in San Diego County.*

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2015Nomination.doc>.

ATTACHMENT 2

RECEIVED

DATE RECEIVED
BY LAFCO:

SEP 21 2015

2015 LOCAL AGENCY FORMATION COMMISSION
NOMINATION / RESUME

(Office Use)

SAN DIEGO LAFCO

NOMINATED BY:

District Name:	Rainbow Municipal Water District
District Phone:	760-728-1178

NAME OF NOMINEE:

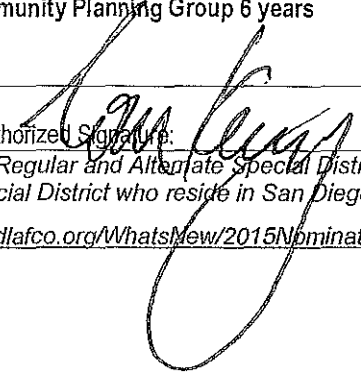
Name:	Dennis A. Sanford
Address:	3707 Old Highway 395 Rainbow CA 92028
Phone:	714-299-9865

NOMINATED FOR:

Please check <u>one</u> box Refer to the List of Incumbents.	LAFCO POSITION: () Regular Special District Member (Term expires in 2017) (x) Alternate Special District Member (Term expires in 2019)
	SPECIAL DISTRICTS ADVISORY COMMITTEE POSITION: () Special Districts Advisory Committee (Term expires in 2019)
DISTRICT EXPERIENCE:	Served as Director for 5 years Served as President of the Board of Directors 1 year Served as President of North County JPA 1 year Served as Director San Diego County Water Authority 2 years Served as RMWD Santa Margarita Watershed Representative 3 years
LAFCO EXPERIENCE:	As President and Director the RMWD Board of Directors during the FPUD/RMWD situation, I have developed a very good working knowledge of the importance of LAFCO and its functions over the past 2 years. I believe, due to my experience with various public agencies in San Diego County, I could lend valuable insight and favorably contribute to the LAFCO Commission. I have also served as the RMWD LAFCO representative for the past 3 years.
ADDITIONAL INFORMATION:	Served at President of Rainbow Community Planning Group 2 years Served a member of Rainbow Community Planning Group 6 years

Print name: Dennis A. Sanford

Presiding Officer Authorized Signature:




**In accordance with Government Code Section 56332, LAFCO Regular and Alternate Special District Commissioners must be members of the legislative body of an independent Special District who reside in San Diego County.*

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2015Nomination.doc>.

ATTACHMENT 2

MEMORANDUM

DATE: April 7, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Call for Nominations to the CSDA Board of Directors Seat B**

RECOMMENDATION:

That the Board of Directors considers the following:

1. Discuss and take action as appropriate.

DISCUSSION:

This item was originally discussed at the March 2016 board meeting. The board requested this item be brought back to the April 2016 board meeting for reconsideration.

Leucadia Wastewater District received notification that nominations are being solicited for Seat B on CSDA's Board of Directors. Any regular member of an Independent Special District is eligible to nominate one person, a board member or managerial employee, for the election. CSDA Board members serve three year terms. The deadline for receipt of all nominations is May 20, 2016. The nomination form must include a Board resolution/minute action supporting the candidate.

All nominees will receive a Candidate's Packet in the mail. CSDA will mail ballots on June 3, 2016 and the original ballots must be received by CSDA by August 5, 2016 by 5:00 p.m. The successful candidates will be notified no later than August 8, 2016 and he/she will be introduced at the Annual Conference in San Diego in October.

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

rad:PJB

Attachments



**California Special
Districts Association**
Districts Stronger Together

DATE: February 19, 2016
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

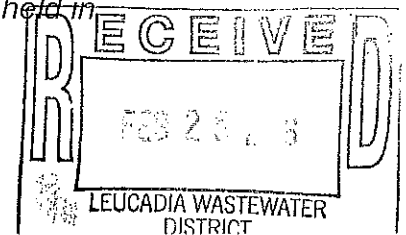
The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2017 - 2019 term.

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

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

Commitment and Expectations:

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



Nomination Procedures: Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 20, 2016.** Nominations and supporting documentation may be mailed or faxed.

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

CSDA will mail ballots on June 3rd. The ballots must be received by CSDA no later than 5:00 p.m. August 5, 2016. The successful candidates will be notified no later than August 8th. All selected Board Members will be introduced at the Annual Conference in San Diego, CA in October.

Expiring Terms

(See enclosed map for regional breakdown)

Northern Network	Seat B Greg Orsini, McKinleyville Community Services District*
Sierra Network	Seat B Ginger Root, Country Club Sanitary District*
Bay Area Network	Seat B Sherry Sterrett, Pleasant Hill Recreation & Park District
Central Network	Seat B Tim Ruiz, East Niles Community Services District*
Coastal Network	Seat B N/A
Southern Network	Seat B Bill Nelson, Orange County Cemetery District*
	Seat B Kathy Tiegs, Cucamonga Valley Water District

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csda.net.



California Special
Districts Association
Districts Stronger Together

2016 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____

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

Fax: _____

E-mail: _____

Nominated by (optional): _____

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

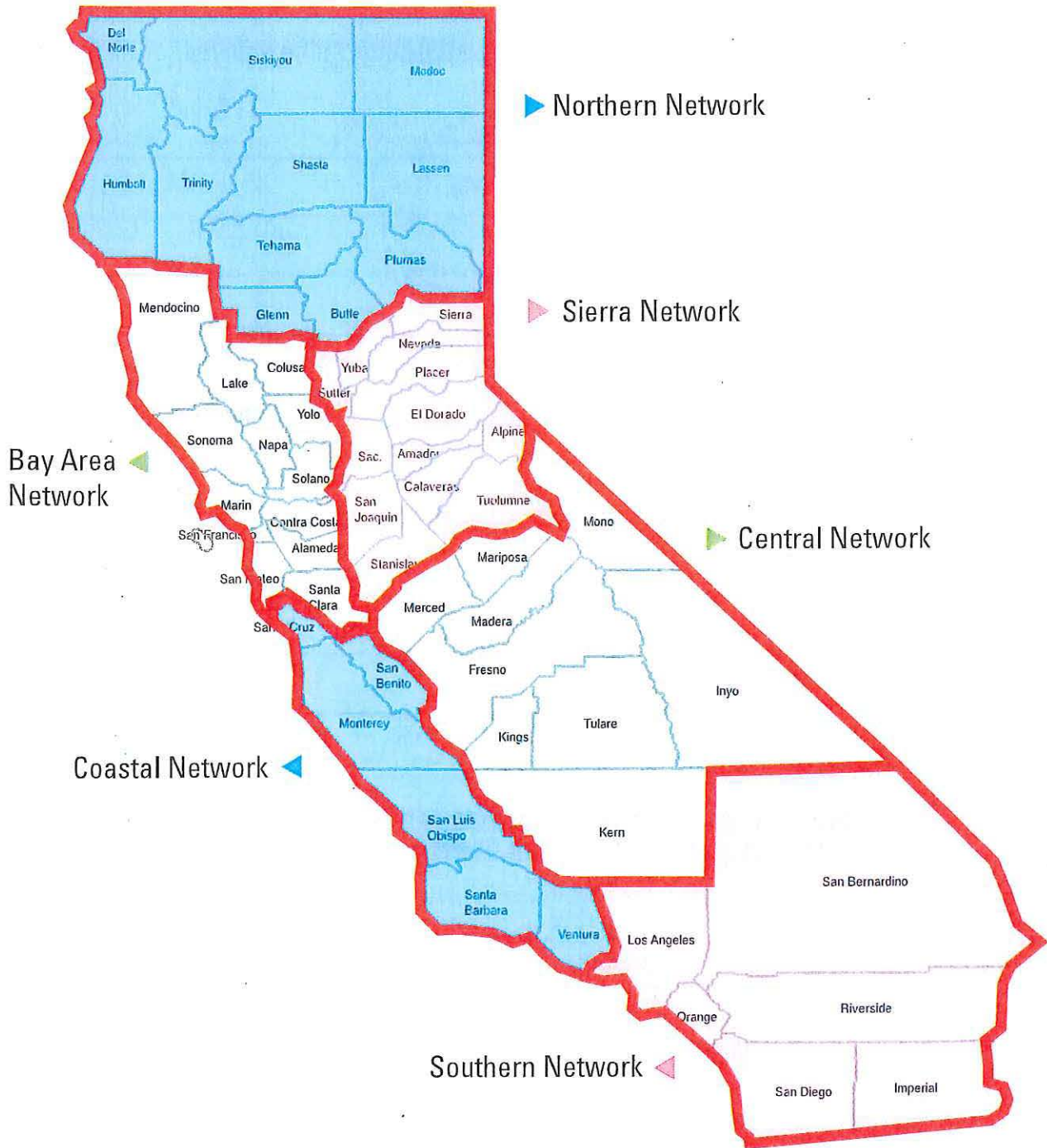
CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 20, 2016



California Special Districts Association

DISTRICT NETWORKS





2016 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

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

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

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

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**

MEMORANDUM

Ref: 16-4925

DATE: April 7, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Results of the Network Intrusion Test**



RECOMMENDATION:

This item is presented for information purposes.

DISCUSSION:

Tactical Goal: Infrastructure and Technology/Network Intrusion Test

With the current environment of constant cyber attacks, staff believes it is prudent to conduct a network intrusion test of the District's information systems network on a periodic basis. The objective of this test is to reveal weaknesses in the network's security software and hardware. The results of this test will enable staff to correct or modify the security protocols and/or equipment to maintain the integrity of the network and defend against cyber attacks. Progent Corporation was contracted to perform the intrusion test on the District's network and report its findings. The results of the test will be presented to the committee.

rym:PJB



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

A proud California Special Districts Alliance partner.

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Permit No. 316
Sacramento, CA

Agenda At A Glance

Agenda subject to change

TUESDAY, MAY 17	
9:00 – 10:00 a.m.	REGISTRATION
10:00 – 10:15 a.m.	WELCOME
10:15 – 11:00 a.m.	LEGISLATORS PANEL
11:00 a.m. – 12:00 p.m.	GRASSROOTS ADVOCACY AND PUBLIC OUTREACH PRESENTATION
12:00 – 2:00 p.m.	LUNCH: LEGISLATIVE BRIEFING
2:00 – 5:00 p.m.	LEGISLATIVE VISITS
5:00 – 6:30 p.m.	LEGISLATIVE RECEPTION
WEDNESDAY, MAY 18	
7:45 – 8:30 a.m.	DISTRICT NETWORKS CAFÉ
8:30 – 8:40 a.m.	WELCOME
8:40 – 9:00 a.m.	LEGISLATOR OF THE YEAR
9:00 – 9:45 a.m.	KEYNOTE SPEAKER
9:45 – 10:30 a.m.	ROUNDTABLES
10:30 – 11:15 a.m.	HOT TOPIC ISSUES
11:15 a.m. – 12:00 p.m.	AWARDS AND LEGISLATIVE PRIORITIES OUTLOOK

HOTEL INFORMATION

Hyatt Regency Sacramento
1209 L Street
Sacramento, CA 95814

\$189 CSDA room rate. Call to reserve at 1-888-421-1442.

Room reservation cut-off April 25, 2016.

*****MIXED AADC 945
Leucadia Wastewater District
Paul Bushee
1960 La Costa Ave
Carlsbad, CA 92009-6810

704
16



@SPECIALDISTRICT



FACEBOOK.COM/SPECIALDISTRICT



California Special Districts Association
Districts Stronger Together

SPECIAL DISTRICTS LEGISLATIVE DAYS



Join movers and shakers from all over California. This event provides the opportunity to meet with and educate your legislators on the significant contributions special districts make throughout the state.

Hear about the latest legislative proposals directly affecting the delivery of essential local services. Explore how decisions are really made in the Capitol and learn how, together, we can make a difference.

EARLY BIRD DISCOUNT! Register at legislativedays.csdanet

May 17-18, 2016

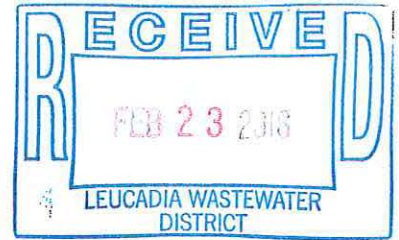
SACRAMENTO CONVENTION CENTER

1400 J Street • Sacramento, CA 95814





SPECIAL DISTRICTS LEGISLATIVE DAYS



EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 15, 2016

- **CSDA Member - \$175 Early Registration / \$225 Regular Registration**
- **Non-Member - \$240 Early Registration / \$265 Regular Registration**

Three Ways to Register

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

Who qualifies for “member” rates?

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

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

CSDA Member: \$175/EARLY BIRD **Non-Member: \$240/EARLY BIRD**
 CSDA Member: \$225/AFTER APRIL 15 **Non-Member: \$265/AFTER APRIL 15** Total \$:

Name/Title: _____

District: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____

Emergency Contact Name/Phone Number: _____

LEGISLATIVE VISITS

CSDA will make every attempt to schedule meetings with your region's legislative representatives or staff.

Yes, I want to participate in prearranged meetings in the Capitol No, I do not want to participate in prearranged meetings in the Capitol

PAYMENT

Check Visa MasterCard Discover American Express

Acct. name: _____ Acct. Number: _____

Expiration date: _____ Authorized Signature: _____

SPECIAL NEEDS

Vegetarian Other: _____

CANCELLATION POLICY: Cancellations must be made IN WRITING and received via fax or mail three days prior to event. All cancellations made within the specified time will be refunded less a \$75 processing fee. NO EXCEPTIONS.

Directors' Meetings

Presented by Omsted, Hanson, and Sullivan

Conference

2016 Watereuse Annual Conference

Dates and Location

March 13-15, 2016

Hyatt Vineyard Creek Hotel and Spa

Santa Rosa, CA 95401

List of Attendees

President Omsted

Vice President Hanson

Director Sullivan

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.

Directors' Meetings

Presented by Omsted, Hanson, and Sullivan

Conference

2016 CASA/WateReuse Joint Public Policy Forum

Dates and Location

April 6, 2016

The Sutter Club

Sacramento, CA 95814

List of Attendees

President Omsted

Vice President Hanson

Director Sullivan

The above mentioned Board members attended sessions regarding Effective Advocacy at the California Legislature, Water Recycling, Regulatory Relief and California's Drought issue, and Key Legislative Issues, along with visits to legislative offices in the State Capitol.