



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## **BOARD OF DIRECTORS REGULAR MEETING**

DATE: Wednesday, April 8, 2015  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

### **AGENDA**

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
  - A. Achievement of an Individual Performance Objective – Josh Flanders. (Pages 5-6)
  - B. Achievement of an Organizational Objective – Cost Sharing of CSRMA Dividends. (Pages 7-8)
  - C. California Society of Municipal Finance Officers (CSMFO) Award. (Pages 9-10)

## 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 9, 2015 Community Affairs Committee Meeting (Page 11)

March 11, 2015 Regular Board Meeting (Pages 12-20)

March 24, 2015 Community Affairs Committee Meeting (Page 21)

### **8. Approval of Demands for March/April 2015**

This item provides for Board of Directors approval of all demands paid from LWD during the month of March and a portion in April 2015. (Pages 22-45)

### **9. Operations Report**

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 14 to FY 15 and flows by sub-basin. (Pages 46-49)

### **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 15 budget and discloses monthly investments. (Pages 50-57)

### **11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of March 2015. (Pages 58-59)

## EWA and COMMITTEE REPORTS

### **12. Encina Wastewater Authority Reports**

A. A Regular EWA Board meeting was held on March 25, 2015 – report by Director Sullivan. (Page 60)

B. An Encina Member Agencies Manager's Meeting was held on April 7, 2015 – report by GM Bushee. (Verbal)

### **13. Committee Reports**

A. Community Affairs Committee meeting was held on March 24, 2015 – report by Director Sullivan. (Page 61)

B. Engineering Committee meeting was held on April 7, 2015 – report by Director Kulchin. (Verbal)

## **ACTION ITEMS**

### **14. Gravity Pipeline Rehabilitation Project – Construction Services Agreement**

Authorize the General Manager to execute an Agreement with Burtech Pipeline Incorporated for construction services to complete the 2015 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$669,946 (Pages 62-67)

### **15. Engineering Design Contract Extension**

Authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services. (Page 68)

### **16. Saxony Pump Station Preliminary Design Report**

Receive and file the Saxony Pump Station Rehabilitation Preliminary Design Report completed by Infrastructure Engineering Corporation (IEC). (Pages 69-77)

### **17. Saxony Pump Station Engineering Design Services**

Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$72,266. (Pages 78-84)

### **18. Mission Statement Review**

Review LWD's Mission Statement. (Pages 85-88)

### **19. Proposed 2016 Staffing Reorganizational Changes** (Pages 89-94)

Approve a staffing reorganization that will establish an Administrative Supervisor classification that would increase full-time personnel (FTE's) from 18 to 19 employees effective January 2016.

## **INFORMATION ITEMS**

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

A. None

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

A. The 2015 Watereuse Annual Conference was held at the Millennium Biltmore Hotel in Los Angeles, CA. (Page 95)

### **22. General Manager's Report**

### **23. General Counsel's Report**

### **24. Board of Directors' Comments**

### **25. Adjournment**

# AFFIDAVIT OF POSTING

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

Date: April 2, 2015

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

MEMORANDUM

**DATE:** April 2, 2015  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Presentation and Awards – Achievement of an Individual Award

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

California Water Environment Association (CWEA) Collection System Maintenance Grade 2 Certification – Josh Flanders

Please join me in congratulating Josh Flanders who recently received his Collection System Maintenance grade 2 certification from CWEA. Josh has been working for the District since January 2015 and this is his first certification since his employment at the District. Josh has worked hard on his own time for this achievement while maintaining his full time position at LWD.

This accomplishment reflects Josh's desire to excel through continued professional development. As a result of this certification, Josh is eligible for an Individual Incentive Award of \$500.

PJB:

# CALIFORNIA WATER ENVIRONMENT ASSOCIATION

*Certification of Competence*

*THIS IS TO CERTIFY THAT*

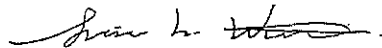
Josh Flanders

HAVING SUBMITTED ACCEPTABLE EVIDENCE OF QUALIFICATIONS  
BY EDUCATION, TRAINING AND EXPERIENCE IS HEREBY  
GRANTED THIS CERTIFICATION OF COMPETENCY IN

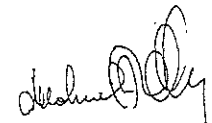
Collection System Maintenance  
Grade 2

Expires: 2/28/2016

Certificate Number 1308212141



Simon Watson, President  
California Water Environment Association



Michael James Reilly, Chair  
Technical Certification Program



## MEMORANDUM

**DATE:** April 2, 2015  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Presentation and Awards – Organizational Performance Objective

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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 2015 meeting, the CSRMA Board of Directors approved the distribution of dividend payments from the pooled liability insurance program to LWD in the amount of \$17,521 (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 \$486.69. Table 1, below, summarizes the allocation of the CSRMA dividend and calculation of this incentive compensation award.

Table 1

Dividend Amount	\$17,521
50% of Net Dividend (amount eligible for incentive compensation)	\$8,760.50
Incentive Compensation Award Per Employee (18 positions)	\$486.69

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

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

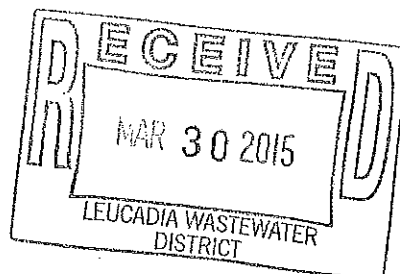
Insurance License No.: 0C36861  
Fax: 415.874.4813

## 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 27, 2015

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

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

Dear Paul:

On January 22, 2015, 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 – 2008/09. Enclosed is Leucadia Wastewater District's dividend share in the amount of \$17,521.

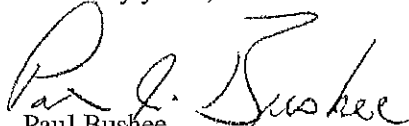
All agencies share in dividends through the formula adopted by the Board of Directors. Dividends are in addition to the Retrospective Rating Program, which limits returns to 25% of a member's original deposit. Any remaining unencumbered funds up to 25% of the amount in any one year are shared among the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

This year, our 29<sup>th</sup> year of providing service to our membership, the total amount of the dividend declared is \$1,037,643. 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 2009/10. Overall, the Pooled Liability Program has returned over \$19 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



MEMORANDUM

**DATE:** April 2, 2015  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Presentation and Awards – Financial Award**

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

CSMFO recently notified the District that its Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2013-14 qualified to receive the Certificate of Award for Outstanding Financial Reporting. This award recognizes that the District has met all CSMFO's required criteria and established professional standards for financial reporting. This is the 6<sup>th</sup> time, the District has received this award.

Please join me in congratulating LWD for receiving this award.

PJB

Attachment

# California Society of Municipal Finance Officers

*Certificate of Award*

***Outstanding Financial Reporting  
Fiscal Year Ending June 30, 2014***

*Presented to the*

***Leucadia Wastewater District***

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

*February 8, 2015*

*Pamela Arends-King*

*Pamela Arends-King  
CSMFO President*

*Michael Gomez*

*Michael Gomez, Chair  
Professional Standards and  
Recognition Committee*



*Dedicated Excellence in Municipal Financial Reporting*

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
March 9, 2015

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

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: ASM Chuck LeMay and Executive Assistant Trisha Hill

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review of Teacher Grant Applications.

Chairperson Sullivan stated that she reviewed the applications and believed that they all qualified for grants. Director Omsted agreed. The CAC asked staff if they could provide brochures or literature to the schools to help them with their projects.

ASM LeMay stated that staff will notify Ms. Beales with TRG to confirm the type of literature or brochures that the school may need for their project. EA Hill noted that the applications will be forwarded to the Board for their approval at tomorrow's meeting.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 9:45 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)



**LEUCADIA WASTEWATER DISTRICT****Minutes of a Regular Board Meeting**

March 11, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, March 11, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, and Sullivan

DIRECTORS ABSENT: Kulchin.

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, District Engineer Steve Deering with Dudek, CPA Richard Duffey and Jamie Fagnant with Infrastructure Engineering Corporation (IEC).

**3. Pledge of Allegiance**

President Juliussen led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

None.

**CONSENT CALENDAR**

GM Bushee noted that President Juliussen notified him before the meeting indicating that there was a typo in the Community Affairs Committee minutes. GM Bushee stated that staff has made the change.

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

Minutes of the following meetings:

February 10, 2015 Engineering Committee Meeting

February 11, 2015 Regular Board Meeting  
February 18, 2015 Special Board Meeting  
February 24, 2015 Community Affairs Committee Meeting  
March 4, 2015 Investment & Finance Committee Meeting  
March 4, 2015 Engineering Committee Meeting

**8. Approval of Demands for January/February 2015**

Payroll Checks numbered 17773-17831; General Checking – Checks numbered 46407-46510;

**9. Operations Report** (A copy was included in the original March 11, 2015 Agenda)

**10. Finance Report** (A copy was included in the original March 11, 2015 Agenda)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of February 2015. (A copy was included in the original March 11, 2015 Agenda)

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

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

**EWA and COMMITTEE REPORTS**

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

A. EWA Board Report – Meeting was held on February 25, 2015.

Director Sullivan reported on EWA's February 25, 2015 Board meeting.

B. An Encina Member Agencies Manager's (MAM) Meeting was held on March 3, 2015.

GM Bushee reported on Encina MAM's March 3, 2015 meeting.

**13. Committee Reports**

A. Community Affairs Committee (CAC) meeting was held on February 24, 2015 and March 9, 2015.

Director Omsted reported that the CAC reviewed the spring 2015 newsletter proposed article topics and production schedule. He stated that the newsletter will include articles about the District's Field Services Technician's job requirements and training, the North County Recycled Water Coalition, LWD's teacher grant program, wipes don't belong in the toilet and recent LWD awards and employee highlights. He noted that the CAC directed staff to proceed with the newsletter production and schedule.

He also reported on the March 9<sup>th</sup> meeting, stating that the CAC reviewed four teacher grant applications which will be reviewed later in the agenda.

B. Investment & Finance Committee meeting was held on March 4, 2015.

Director Hanson reported that the IFC received an update on how the District's finances were tracking with the Comprehensive Financial Plan. She noted that this will be reviewed by the Board later in the agenda.

C. Engineering Committee meeting was held on March 4, 2015.

President Juliussen reported that the EC reviewed the following agreements and updates:

- An agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia (L1) Force Main West Section Replacement Project in an amount not to exceed \$69,375;
- A sole source agreement with Sloan Electromechanical Service & Sales for the purchase and installation of replacement Variable Frequency Drives (VFDs) for the Leucadia and Batiquitos Pump Stations in an amount not to exceed \$200,021.24; and
- An update on the B1/B2 Force Mains Replacement Project.

### **ACTION ITEMS**

**14. Leucadia (L1) Force Main West Section Replacement Project – Engineering Design Services Agreement.**

Authorize the General Manager to execute an Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia (L1) Force Main West Section Replacement Project in an amount not to exceed \$69,375.

TSM Morishita presented the item noting background information on the project. He stated that based on the cost to assess the L1 Force Main, staff believes that the funds would be better spent on replacing the western section of the L1 Force Main. He noted that staff requested an engineering design proposal from IEC and he provided a brief explanation of their proposal. He noted that the design services for this project are included in the FY 15 budget and that staff will include funds in the FY 16 Budget for the construction phase of the project.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with IEC for engineering design services for the Leucadia (L1) Force Main West Section Replacement Project in an amount not to exceed \$69,375 by the following vote:

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



**15. Agreement to Procure and Install Variable Frequency Drives for the Leucadia and Batiquitos Pump Stations.**

Authorize the General Manager to execute a sole source Agreement with Sloan Electromechanical Service & Sales for the purchase and installation of replacement Variable Frequency Drives (VFDs) for the Leucadia and Batiquitos Pump Stations in an amount not to exceed \$200,021.24

TSM Morishita presented the item noting that it was reviewed by the EC at their March 4<sup>th</sup> meeting and it is a tactical goal in the FY 15 Tactics and Action Plan. He stated that during April 2014, IEC completed a pump station assessment and recommended that two VFDs at the Leucadia and Batiquitos Pump Stations be replaced due to operational issues. He also indicated the purpose of the VFDs and that their useful life is 10 years. He added that a team consisting of Joe Moraes with Moraes/Pham & Associates, Rock Swanson and LWD staff members researched various VFDs manufacturers in order to improve reliability, field support, and to standardize the pump station's VFDs.

He noted the reason for the sole source procurement indicating that Sloan Electromechanical Service is the only southern California representative and they are able to retrofit the VFDs.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source agreement with Sloan Electromechanical Service & Sales for the purchase and installation of replacement VFDs for the Leucadia and Batiquitos Pump Stations in an amount no to exceed \$200,021.24 by the following vote:

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

**16. Award of Contract to MSC Janitorial Service, Inc. for Janitorial Services**

Authorize the General Manager to execute an Agreement with MSC Janitorial Services to provide Janitorial services for the Administration and Operations Buildings in an amount not to exceed \$18,635.06 per year, for a three year contract totaling \$55,905.12 with an option to renew an additional two years.

EA Hill presented the item stating that the District's current Janitorial Services contract will expire at the end of the month. She provided a brief summary of the Request for Bids process and the results of the bids. She noted that the Request for Bids included language stating that factors other than cost would be considered. She added that following the review of the received bids and references checks, staff is recommending that the contract be awarded to MSC Janitorial Services as the lowest, responsive bidder.

EA Hill further explained that Prism Janitorial has not been consistently meeting the scope of work of the agreement despite being notified of the scope issues.

General Counsel Brechtel stated due to staff concerns with Prism's bid proposal and review of the reference checks that MSC Janitorial is the lowest, responsive bidder.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with MSC Janitorial Services to provide Janitorial services for the Administration and Operations Buildings in an amount not to exceed \$18,635.06 per year, for a three year contract totaling \$55,905.12 with an option to renew an additional two years by the following vote:

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

**17. Fiscal Year 2015 Gravity Pipeline Rehabilitation Project – Engineering Design Services**

Authorize the General Manager to retroactively execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2015 (FY 15) Gravity Pipeline Rehabilitation Project in an amount not to exceed \$48,841.

TSM Morishita presented the item indicating that it is a goal in the FY 15 Tactics and Action Plan and that the EC reviewed it during their July 2, 2014 meeting. He indicated that the EC recommended that this item be forwarded to the Board, however, the recommendation was inadvertently not included in July Board Meeting agenda. He also provided brief background information on the project and a summary of IEC's proposal.

Vice President Omsted asked if staff plans on completing the projects listed on the "FY 15 Repair Priority List" attachment of the agenda. TSM Morishita confirmed that all line segments will be repaired except for the asbestos pipes since additional permitting would be required to repair those lines.

GM Bushee noted that the design work has been completed for the listed projects, and that he apologized for not including this item in the July 2014 agenda.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to retroactively execute an agreement with IEC for engineering design services for FY 2015 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$48,841 by the following vote:

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

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

Receive and file the February 18, 2015 Strategic Planning Workshop Report from BHI Management Consulting.

GM Bushee presented the item stating that it is a follow up from the Board's Strategic Planning workshop. He added that Mr. Ives completed a report summarizing the planning session with items such as, the Board's review of the Mission & Vision and future issues with storm water regulations. He noted that there were also minor changes to the Board's Strategic Plan.

President Juliussen suggested that the Board should postpone the discussion of the Mission & Vision statement until the next Board meeting, since Director Kulchin was absent from tonight's meeting.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson and carried, the Board of Directors received and filed the February 18, 2015 Strategic Planning Workshop Report from BHI Management Consulting by the following vote:

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

**President Juliussen pulled agenda item no. 19. Mission Statement Review from the agenda.**

## **19. Mission Statement Review**

Review LWD's Mission Statement

## **20. Comprehensive Financial Plan Tracking**

CPA Duffey presented the item noting that the IFC reviewed it during their March 4<sup>th</sup> meeting. He provided an overview the Comprehensive Financial Plan tracking. It included the following topics:

- Reserve balances;
- Projected operating and non-operating expenses versus actual expenses;
- Projected operating and non-operating revenues versus actual revenues;
- Operating expenses trends within the past five years; and
- Future expected and unexpected financial challenges.

He concluded that the District's finances remain strong, while maintaining low rates. The District is tracking well with the Financial Plan and that staff will continue to monitor the District finances with the Financial Plan.

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

ASM LeMay presented the item stating that it is a request from CSDA and staff has no recommendation. He indicated that the current Seat A is held by Jo MacKenzie of Vista Irrigation District and she is running for re-election.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted and carried, the Board of Directors nominated Incumbent Jo MacKenzie to the CSDA

Board of Directors Seat A by the following vote:

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

## **22. Award Teacher Grants**

Award four Teach Grants totaling \$3,728.

EA Hill presented the item stating that the CAC reviewed four teacher grants at their March 9<sup>th</sup> meeting. She noted that this item is a goal in the FY 15 Tactics and Action Plan. She presented the various grants that were received.

Director Sullivan indicated that the CAC was pleased with all of the applications, noting that one of grants requested less than \$1,000. She asked if it would be possible to purchase and provide additional public outreach materials that may assist with their Public Service Announcement Project.

GC Brechtel stated that since the budget amount is within the General Manager's purchasing authority the additional public outreach items can be purchased if needed.

Vice President Omsted also recommended that the District should offer the school a tour of the District's facilities. GM Bushee noted that two elementary school classrooms toured the District facilities today.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson and carried, the Board of Directors awarded four Teacher Grants totaling \$3,728 by the following vote:

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

## **23. Fiscal Year 2016 (FY 16) Budget Development Schedule**

ASM LeMay presented the item stating that staff is in the process of preparing the FY 16 Budget. He provided the recommended date for the Special Board meeting to review the Preliminary FY 16 Budget.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted and carried, the Board of Directors scheduled a Special Board Meeting for Thursday, May 7, 2015 to review the Preliminary FY 16 Budget by the following vote:

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

## INFORMATION ITEMS

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

#### A. Thank you letter from Wave Crest Oceanfront, LLC.

GM Bushee stated that the District received a thank letter from Wave Crest Oceanfront, LLC in regards to completing the portion of the B1/B2 Force Main Project in front of their property.

### 25. Directors' Meetings and Conference Reports

None.

### 26. General Manager's Report

GM Bushee reported on the following items:

- Dudek sponsored the school's transportation to the District to take a tour of the facilities and Gafner Plant.
- An excerpt from SCAP's newsletter was provided as a handout. There was an article in their newsletter regarding LWD hosting their meeting and providing a presentation to SCAP.
- GM Bushee will be out of the office from March 12 -13, returning on Monday, March 16. He noted that ASM LeMay will be the Acting GM.

Director Sullivan thanked staff for hosting other agency's meetings at the District's offices.

### 27. General Counsel's Report

None.

### 28. Board of Directors' Comments

Vice President Omsted reminded everyone of the scheduled Watereuse Conference next week. He indicating that he is reading a book dedicated to corrosion and that it stated that water districts add extra calcium hydroxide to reduce the corrosion in the water pipes.

President Juliussen noted how he appreciates field services staff and engineering staff for their excellent work during the Engineering Committee meetings.

### 29. Closed Session

The Board of Directors met in closed session with representatives GM Bushee and ASM LeMay to discuss and provide direction regarding terms and conditions of a LWD's Accounting Services Agreement as authorized under Government Code Section 54957.6.

General Counsel Brechtel stated there was no reportable action.

### **30. Adjournment**

President Juliussen adjourned the meeting at 6:22 p.m.

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Allan Juliussen, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)



**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
March 24, 2015

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, March 24, 2015 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT:	Sullivan and Omsted
DIRECTORS ABSENT:	None.
OTHERS PRESENT:	General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Lois Humphreys and Jennifer Beales with TRG & Associates

**3. Public Comment**

None.

**4. New Business**

A. Review the draft text fall 2014 newsletter.

ASM LeMay presented the item and introduced Ms. Humphreys to present an overview of the draft 2015 spring newsletter.

The CAC suggested a few minor changes to the newsletter text which were discussed by the committee. Ms. Lois Humphreys also presented her idea for the layout of the newsletter and the CAC agreed.

Following discussion, the CAC authorized staff and TRG to proceed with the layout of the 2015 spring newsletter.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 10:13 a.m.

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Paul J. Bushee  
Secretary/Manager

## MEMORANDUM

**DATE:** April 2, 2015  
**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 \$ 1,986,058.31.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months March 6, 2015 – April 3, 2015.

Operating expenses totaled \$ 235,363.13 while Capital Improvement Program expenses totaled \$ 1,662,436.86.

Payroll for employees and the Board totaled \$ 88,258.32.

Attached please find a year to date Employee and Board Payroll Report from March 2014 to April 2015 for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

Attachment 1	Summary of Demands by Account March/April 2015
Attachment 2	Accounts Payable Check Register dated March 10, 2015
Attachment 3	Accounts Payable Check Register dated March 17, 2015
Attachment 4	Payroll Check Register dated March 18, 2015
Attachment 5	Accounts Payable Check Register dated March 19, 2015
Attachment 6	Accounts Payable Check Register dated March 26, 2015
Attachment 7	Accounts Payable Check Register dated April 1, 2015
Attachment 8	Payroll Check Register dated April 1, 2015
Attachment 9	Board Payroll Check Register dated April 3, 2015
Attachment 10	Year to Date Employee and Board Payroll Report

**DEMANDS SUMMARY**

April 8, 2015

**1. Demands**

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check-3/18/2015/	17832 - 17849	\$ 41,809.70	
Payroll Check-4/1/2015	17850 - 17867	\$ 42,998.28	
Board Payroll Check-4/3/2015	17868 - 17871	<u>\$ 3,450.34</u>	
	<b>Total</b>	<b>\$88,258.32</b>	
General Checking -3/10/2015	46511 - 46554	\$ 1,708,465.83	
General Checking- 3/17/2015	46555	\$ 250.00	
General Checking - 3/19/2015	46556 - 46597	\$ 41,601.57	
General Checking - 3/26/2015	46598 - 46626	\$ 107,397.74	
General Checking - 4/1/2015	46627 - 46644	<u>\$ 40,084.85</u>	
	<b>Total</b>	<b>\$ 1,897,799.99</b>	
	<b>GRAND TOTAL</b>		<b>\$1,986,058.31</b>

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/10/2015 Through 3/10/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ARC DOCUMENT SOLUTIONS, LLC	46511	3/10/2015	79.69	PLANS AND SPECS
	Total 46511		79.69	
AT&T	46512	3/10/2015	466.95	DIAL IN MODEM
AT&T		3/10/2015	167.74	PHONE @ BPS
	Total 46512		634.69	
BASE NINE CONSULTING	46513	3/10/2015	38,360.00	REPLACE PLC @LPS/GAFNER
	Total 46513		38,360.00	
BHI MANAGEMENT CONSULTING	46514	3/10/2015	4,600.00	STRATEGIC PLANNING
	Total 46514		4,600.00	
BROWNELL AND DUFFEY CPA	46515	3/10/2015	8,272.50	ACCOUNTING FEES-FEB
	Total 46515		8,272.50	
BURTECH PIPELINE, INC	46516	3/10/2015	736,976.75	BPS B1/B2 FORCE MAIN
	Total 46516		736,976.75	
BURTECH PIPELINE, INC	46517	3/10/2015	811,613.50	B1/B2 FORCE MAIN-FEB
	Total 46517		811,613.50	
CITY OF CARLSBAD	46518	3/10/2015	261.45	WATER @ OFFICE/PLANT
CITY OF CARLSBAD		3/10/2015	186.56	WATER @ VACTOR
CITY OF CARLSBAD		3/10/2015	266.02	WATER @ VACTOR 2
	Total 46518		714.03	
COSTCO	46519	3/10/2015	220.00	COSTCO RENEWAL-2015
	Total 46519		220.00	
CUES, INC	46520	3/10/2015	135.47	CABLES
	Total 46520		135.47	
CWEA	46521	3/10/2015	156.00	RENEWAL MEMBERSHIP-D. KULCHIN
CWEA		3/10/2015	156.00	RENEWAL MEMBERSHIP-T. AMOS
CWEA		3/10/2015	89.00	RENEWAL-G.M.-COLLECTION
CWEA		3/10/2015	79.00	RENEWAL-PLANT MAINT-I.R.
	Total 46521		480.00	
DATA NET	46522	3/10/2015	1,527.50	IS MAINT AND SUPPORT
	Total 46522		1,527.50	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/10/2015 Through 3/10/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
EVOQUA WATER TECHNOLOGIES, LLC	46523	3/10/2015	7,244.31	BIOXIDE
	Total 46523		7,244.31	
HI-WAY SAFETY, INC	46524	3/10/2015	76.68	PADDLE STOPS
	Total 46524		76.68	
ICMA RETIREMENT-303979	46525	3/10/2015	3,157.81	DEFERRED COMP
	Total 46525		3,157.81	
INFRASTRUCTURE ENGINEERING CORP	46526	3/10/2015	400.00	AS NEEDED GIS SERVICES
	Total 46526		400.00	
JEFF BEELER	46527	3/10/2015	1,300.00	CONFINED SPACE TRAINING
	Total 46527		1,300.00	
LAGUNA MOUNTAIN ENVIRO, INC	46528	3/10/2015	7,358.00	ARCHAEOLOGICAL MONITORING
	Total 46528		7,358.00	
DODGE DATA & ANALYTICS	46529	3/10/2015	1,212.68	AD-GREENSHEET
	Total 46529		1,212.68	
MITSUBISHI ELECTRIC US, INC	46530	3/10/2015	274.02	ELEVATOR SERVICE/MAINT
	Total 46530		274.02	
NATIONWIDE RETIREMENT SOLUTIONS	46531	3/10/2015	243.67	DEFERRED COMP
	Total 46531		243.67	
OFFICE DEPOT, INC.	46532	3/10/2015	65.13	OFFICE SUPPLIES
	Total 46532		65.13	
OLIVENHAIN MUNICIPAL WATER DISTRICT	46533	3/10/2015	18,000.00	DEPOSIT FOR NSDCCRWP
OLIVENHAIN MUNICIPAL WATER DISTRICT		3/10/2015	482.55	RMC PHASE 1 AND 11
	Total 46533		18,482.55	
OLIVENHAIN MUNICIPAL WATER DIST	46534	3/10/2015	37.94	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		3/10/2015	402.86	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		3/10/2015	463.58	WATER @ TRAVELING 2

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/10/2015 Through 3/10/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
OLIVENHAIN MUNICIPAL WATER DIST		3/10/2015	37.94	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		3/10/2015	37.94	WATER @ VP7
	Total 46534		980.26	
PACIFIC SAFETY CENTER	46535	3/10/2015	130.00	MEMBERSHIP RENEWAL-2015
	Total 46535		130.00	
PALOMAR WATER, LLC	46536	3/10/2015	180.65	BOTTLED WATER @ OFFICE
	Total 46536		180.65	
PAUL BUSHEE	46537	3/10/2015	42.64	REIMBURSE P. BUSHEE FOR LUNCH
	Total 46537		42.64	
PERS RETIREMENT	46538	3/10/2015	178.46	BOARD RETIREMENT 2/28/15
PERS RETIREMENT		3/10/2015	14,473.73	EMPLOYEE RETIREMENT 2/15/2015
PERS RETIREMENT		3/10/2015	14,473.81	EMPLOYEE RETIREMENT 3/1/2015
	Total 46538		29,126.00	
PLANT PEOPLE	46539	3/10/2015	158.00	PLANTS IN OFFICE-MAINT
	Total 46539		158.00	
PURCHASE POWER	46540	3/10/2015	73.38	SHIPPING-FED X
	Total 46540		73.38	
RANCHO SANTA FE SECURITY SYSTEMS	46541	3/10/2015	275.00	ON-SITE SERVICE FOR ALARM SYSTEM
	Total 46541		275.00	
RICHARD STINSON	46542	3/10/2015	15,650.00	CONSTRUCTION CONSULTING
	Total 46542		15,650.00	
R. J. SAFETY SUPPLY CO., INC.	46543	3/10/2015	277.99	SAFETY GLOVES
	Total 46543		277.99	
SAN DIEGO DAILY TRANSCRIPT	46544	3/10/2015	966.00	NOTICE FOR BIDS
	Total 46544		966.00	
SAN DIEGUITO WATER DISTRICT	46545	3/10/2015	51.04	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		3/10/2015	74.24	WATER @ TANKER 2
	Total 46545		125.28	



**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/10/2015 Through 3/10/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SOUTHERN CALIFORNIA SOIL & TESTING,	46546	3/10/2015	13,466.00	BPS B1/B2 FORCE MAIN
	Total 46546		13,466.00	
SOUTHERN CONTRACTING COMPANY	46547	3/10/2015	2,150.00	ELECTRICAL WORK @ RVPS
	Total 46547		2,150.00	
THE HOME DEPOT CRC/GEFC	46548	3/10/2015	279.06	SUPPLIES
	Total 46548		279.06	
UNDERGROUND SERVICE ALERT OF	46549	3/10/2015	265.50	UNDERGROUND ALARM SERVICE
	Total 46549		265.50	
UNIFIRST CORPORATION	46550	3/10/2015	422.82	LAUNDRY SERVICE
	Total 46550		422.82	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	46551	3/10/2015	99.00	PHYSICAL
	Total 46551		99.00	
VERIZON WIRELESS	46552	3/10/2015	49.21	CELL PHONE
	Total 46552		49.21	
WASTE MANAGEMENT	46553	3/10/2015	237.30	TRASH SERVICE
	Total 46553		237.30	
XEROX CORPORATION	46554	3/10/2015	82.76	COPIER MAINTENANCE
	Total 46554		82.76	
Report Total			1,708,465.83	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/17/2015 Through 3/17/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CITY OF ENCINITAS	46555	3/17/2015	<u>250.00</u>	INSPECTION PERMIT
	Total 46555		<u>250.00</u>	
Report Total			<u>250.00</u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: March 18, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17832 - 17849	3/18/2015	\$41,809.70

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/19/2015 Through 3/19/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
A-1 LOCK & SAFE SERVICE	46556	3/19/2015	65.00	BULLETIN BOARD LOCK
	Total 46556		65.00	
ADS LLC	46557	3/19/2015	3,570.00	FLOW MONITORING
	Total 46557		3,570.00	
ARC DOCUMENT SOLUTIONS,LLC	46558	3/19/2015	671.89	PLANS AND SPECS
	Total 46558		671.89	
ANTIMITE TERMITE & PEST CONTROL	46559	3/19/2015	56.00	MONTHLY PEST SERVICE
	Total 46559		56.00	
AT&T	46560	3/19/2015	37.26	L.D. PHONE @ BPS
	Total 46560		37.26	
BOOT WORLD, INC	46561	3/19/2015	174.92	SAFETY BOOTS-S. KRASON
	Total 46561		174.92	
CARLSBAD FUELS CORPORATION	46562	3/19/2015	1,655.34	VEHICLES GASOLINE
	Total 46562		1,655.34	
CHUCKS TIRE CENTER	46563	3/19/2015	837.98	TIRES
	Total 46563		837.98	
CONEXIS	46564	3/19/2015	140.00	SEC 125 FLEX PLAN-FEB
	Total 46564		140.00	
CORODATA	46565	3/19/2015	74.37	STORAGE
	Total 46565		74.37	
CUES, INC	46566	3/19/2015	351.34	REPAIRS/MAINT CCTV
	Total 46566		351.34	
DATA NET	46567	3/19/2015	808.75	IS MAINT AND SUPPORT
	Total 46567		808.75	
ENCINITAS UNIFIED SCHOOL DISTRICT	46568	3/19/2015	850.00	FLORA VISTA ELEMENTARY TEACHER GRANT
	Total 46568		850.00	
ENCINITAS UNIFIED SCHOOL DISTRICT	46569	3/19/2015	1,000.00	PARK DALE ELEMENTARY TEACHER GRANT

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/19/2015 Through 3/19/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46569		1,000.00	
FLORA VISTA ELEMENTARY PTA	46570	3/19/2015	878.00	FLORA VISTA ELEMENTARY TEACHER GRANT
	Total 46570		878.00	
HARRINGTON INDUSTRIAL PLASTICS INC	46571	3/19/2015	290.22	VALVE BALL
HARRINGTON INDUSTRIAL PLASTICS INC		3/19/2015	565.82	VALVE BALL CHECK
	Total 46571		856.04	
I2B NETWORKS, INC	46572	3/19/2015	160.00	WEB CAM @ BPS
	Total 46572		160.00	
ICMA RETIREMENT-303979	46573	3/19/2015	3,157.81	DEFERRED COMP
	Total 46573		3,157.81	
INDUSTRIAL SCIENTIFIC INDUSTRIAL SCIENTIFIC	46574	3/19/2015	451.44	MONITOR SERVICE
		3/19/2015	18.08	PORTABLE INSTRUMENT
	Total 46574		469.52	
INFILCO DEGREMONT INC	46575	3/19/2015	374.41	BELT/MIXER
	Total 46575		374.41	
INFRASTRUCTURE ENGINEERING CORP	46576	3/19/2015	2,393.26	FY15 GRAVIETY SEWER
	Total 46576		2,393.26	
JACKSON & BLANC	46577	3/19/2015	1,570.25	HVAC MAINT AND SERVICE
	Total 46577		1,570.25	
JEFF BILLS	46578	3/19/2015	3,000.00	CONSULTING FEES-MARCH
	Total 46578		3,000.00	
JOHN W. SMITH	46579	3/19/2015	100.00	BACKFLOW PREVENTERS
	Total 46579		100.00	
LA COSTA CANYON PARENT FOUNDATION	46580	3/19/2015	1,000.00	LA COSTA CANYON TEACHER GRANT
	Total 46580		1,000.00	
NAPA AUTO	46581	3/19/2015	62.79	SUPPLIES
	Total 46581		62.79	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/19/2015 Through 3/19/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
NATIONWIDE RETIREMENT SOLUTIONS	46582	3/19/2015	243.67	DEFERRED COMP
	Total 46582		243.67	
OFFICE DEPOT, INC.	46583	3/19/2015	7.35	OFFICE SUPPLIES
	Total 46583		7.35	
PACIFIC PIPELINE SUPPLY	46584	3/19/2015	111.65	GASKET
PACIFIC PIPELINE SUPPLY		3/19/2015	2,475.36	PLUG/VALVE
	Total 46584		2,587.01	
PITNEY BOWES GLOBAL FINANCIAL LLC	46585	3/19/2015	155.87	POSTAGE METER LEASING
	Total 46585		155.87	
PRIZM JANITORIAL SERVICES, INC	46586	3/19/2015	1,473.42	JANITORIAL SERVICE-MARCH
	Total 46586		1,473.42	
R. J. SAFETY SUPPLY CO., INC.	46587	3/19/2015	442.81	SAFETY ITEMS
	Total 46587		442.81	
SAN DIEGUITO WATER DISTRICT	46588	3/19/2015	134.67	WATER @ BPS
	Total 46588		134.67	
SOUTHERN CONTRACTING COMPANY	46589	3/19/2015	2,000.00	ELECTRICAL WORK
	Total 46589		2,000.00	
TELEPACIFIC COMMUNICATIONS	46590	3/19/2015	1,074.42	PHONE SYSTEM
	Total 46590		1,074.42	
T.S. INDUSTRIAL SUPPLY	46591	3/19/2015	49.98	GREEN MK PAINT
T.S. INDUSTRIAL SUPPLY		3/19/2015	49.53	GREEN PAINT
	Total 46591		99.51	
UNIFIRST CORPORATION	46592	3/19/2015	211.33	LAUNDRY SERVICE
	Total 46592		211.33	
UNITED PARCEL	46593	3/19/2015	17.35	SHIPPING
	Total 46593		17.35	
U.S. BANK	46594	3/19/2015	5,209.10	CONFERENCES,SUPPLIES,MEETIN...



**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/19/2015 Through 3/19/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46594		5,209.10	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	46595	3/19/2015	184.00	PHYSICALS
	Total 46595		184.00	
VERIZON WIRELESS	46596	3/19/2015	655.53	CELL PHONES
	Total 46596		655.53	
WORDEN WILLIAMS, APC	46597	3/19/2015	2,790.60	LEGAL FEES-FEB
	Total 46597		2,790.60	
Report Total			41,601.57	

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Vendor Name	Transaction Source	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	3/19/2015	US-2/23/15	0.00	1005	UNION BANK GENERAL	CONFERENCES,SUPPLIES,M...
U.S. BANK	APS	3/19/2015	US-2/23/15	0.00	1080	DUE TO/FROM OTHER FUNDS	CONFERENCES,SUPPLIES,M...
U.S. BANK	API	3/19/2015	US-2/23/15	(598.08)	4330	BOARD CONFERENCES	Casa Credit
U.S. BANK	API	3/19/2015	US-2/23/15	1,295.00	4330	BOARD CONFERENCES	Wateruse Conf
U.S. BANK	API	3/19/2015	US-2/23/15	993.08	4330	BOARD CONFERENCES	Wateruse-D.O.
U.S. BANK	API	3/19/2015	US-2/23/15	395.00	4330	BOARD CONFERENCES	Wateruse-ES
U.S. BANK	API	3/19/2015	US-2/23/15	200.00	4810	MEMBERSHIP & DUES	NCPA
U.S. BANK	API	3/19/2015	US-2/23/15	674.78	4910	OFFICE SUPPLIES	Office Camera
U.S. BANK	API	3/19/2015	US-2/23/15	691.38	5030	TOOLS	GoPro light
U.S. BANK	API	3/19/2015	US-2/23/15	110.47	5040	SAFETY SUPPLIES	flashlight
U.S. BANK	API	3/19/2015	US-2/23/15	281.44	5227	MANAGEMENT SUPPORT SERVICES	Strategic Planning
U.S. BANK	API	3/19/2015	US-2/23/15	427.18	5710	TRAINING, EDUCATION & CONFERNC	Casa Conf-P.B.
U.S. BANK	API	3/19/2015	US-2/23/15	135.00	5710	TRAINING, EDUCATION & CONFERNC	RM Cwea Training
U.S. BANK	API	3/19/2015	US-2/23/15	395.00	5710	TRAINING, EDUCATION & CONFERNC	Wateruse
U.S. BANK	API	3/19/2015	US-2/23/15	22.15	5740	MEETING SUPPLIES	Mtg Lunch-Lafco
U.S. BANK	API	3/19/2015	US-2/23/15	30.00	5910	TELEPHONE	Internet
U.S. BANK	API	3/19/2015	US-2/23/15	130.00	5910	TELEPHONE	INTERNET/WEBSITE
U.S. BANK	API	3/19/2015	US-2/23/15	26.70	6420	ENCINA CAPITAL	Ewa Meeting
				5,209.10			Transaction Total
		Total 3/19/2015		5,209.10			
Report Opening/Current Balance							
Report Transaction Totals				5,209.10			
Report Current Balances							

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/26/2015 Through 3/26/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ABILA	46598	3/26/2015	248.00	LICENSE RENEWAL (ADDITIONAL FEE)
	Total 46598		248.00	
ALLAN JULIUSSEN	46599	3/26/2015	673.65	REIMBURSE A.J. FOR CONF
	Total 46599		673.65	
AT&T	46600	3/26/2015	75.20	ODOR CONTROL MODEM
AT&T		3/26/2015	305.98	OFFICE ELEVATOR PHONE
	Total 46600		381.18	
AYALA ENGINEERING	46601	3/26/2015	14,818.00	MANHOLE REHAB
	Total 46601		14,818.00	
CARLSBAD FUELS CORPORATION	46602	3/26/2015	1,687.64	VEHICLE/TRUCK FUEL
	Total 46602		1,687.64	
CUMMINS PACIFIC,LLC	46603	3/26/2015	3,030.47	SERVICE @ LCP5
	Total 46603		3,030.47	
DATA NET	46604	3/26/2015	1,811.25	IS MAINT AND SUPPORT
DATA NET		3/26/2015	1,375.00	IS MAINT AND SUPPORT-SHAREPOINT
	Total 46604		3,186.25	
DUDEK & ASSOCIATES	46605	3/26/2015	105.00	GE/3251/100/GRADING PLANS
DUDEK & ASSOCIATES		3/26/2015	525.00	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		3/26/2015	105.00	GE/3252/0593/L.C. TOWNE
DUDEK & ASSOCIATES		3/26/2015	315.00	GE/3252/0708/EATON BEACH
DUDEK & ASSOCIATES		3/26/2015	105.00	GE/3252/0808/SEASIDE RIDGE
DUDEK & ASSOCIATES		3/26/2015	282.63	GE/3252/0817/OLIVEHAIN RD
DUDEK & ASSOCIATES		3/26/2015	3,107.50	GE/3252/0844/L.C. TOWN
DUDEK & ASSOCIATES		3/26/2015	105.00	GE/3252/0855/L.C. TOWN SQ
DUDEK & ASSOCIATES		3/26/2015	367.50	GE/3252/0864/FIORE
DUDEK & ASSOCIATES		3/26/2015	157.50	GE/3252/0882/COASTEL TEN
DUDEK & ASSOCIATES		3/26/2015	420.00	GE/3252/0913/HOOKED ON SUSHI
DUDEK & ASSOCIATES		3/26/2015	630.00	GE/3252/0919/DIANA ST
DUDEK & ASSOCIATES		3/26/2015	262.50	GE/3252/0920/HYGEIA
DUDEK & ASSOCIATES		3/26/2015	472.50	GE/3252/0921/ROSATIS
	Total 46605		6,960.13	
EWING IRRIGATION PRODUCTS	46606	3/26/2015	22.51	PRIMER, CLOTH, CEMENT
	Total 46606		22.51	
HAAKER EQUIPMENT CO	46607	3/26/2015	11,107.93	VACTOR #147 SERVICE/MAINT

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/26/2015 Through 3/26/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46607		11,107.93	
HACH COMPANY	46608	3/26/2015	171.34	ELECTROLYTE-AWT
	Total 46608		171.34	
INFRASTRUCTURE ENGINEERING CORP	46609	3/26/2015	4,566.70	B2 FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		3/26/2015	9,040.00	FY15 GRAVIETY SEWER
INFRASTRUCTURE ENGINEERING CORP		3/26/2015	4,112.65	SPS REHAB
	Total 46609		17,719.35	
NATIONAL NOTARY ASSOCIATION	46610	3/26/2015	33.00	RENEWAL FOR ERRORS/OMISSION INS
	Total 46610		33.00	
nfpACCOUNTING TECHNOLOGIES	46611	3/26/2015	350.00	ACCT CLASS-R.DUFFEY
	Total 46611		350.00	
NORTH COUNTY TRANSIT DISTRICT	46612	3/26/2015	2,943.22	EASEMENT LICENSE RENEWALS
	Total 46612		2,943.22	
OFFICE DEPOT, INC.	46613	3/26/2015	91.92	OFFICE SUPPLIES
	Total 46613		91.92	
PACIFIC PIPELINE SUPPLY	46614	3/26/2015	127.44	PAMREX LOCKS/KITS
	Total 46614		127.44	
PACIFIC SAFETY CENTER	46615	3/26/2015	1,295.00	TRAFFIC CONTROL SAFETY TRAINING
	Total 46615		1,295.00	
PIPERIN CORPORATION	46616	3/26/2015	12,000.00	SEWER POINT REPAIR ON NORMANDY
	Total 46616		12,000.00	
R. J. SAFETY SUPPLY CO., INC.	46617	3/26/2015	325.08	SAFETY ITEMS
	Total 46617		325.08	
SAN DIEGO GAS AND ELECTRIC	46618	3/26/2015	16,653.26	ELECTRIC @ BPS
	Total 46618		16,653.26	
SAN DIEGO NATURAL HISTORY MUSEUM	46619	3/26/2015	6,900.00	FORCE MAIN MONITORING

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 3/26/2015 Through 3/26/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46619		6,900.00	
SAN DIEGO GAS & ELECTIRC	46620	3/26/2015	160.02	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		3/26/2015	486.32	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		3/26/2015	929.95	ELECTRIC @ EEPs
SAN DIEGO GAS & ELECTIRC		3/26/2015	1,015.06	ELECTRIC @ LC PS
SAN DIEGO GAS & ELECTIRC		3/26/2015	160.42	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		3/26/2015	856.06	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		3/26/2015	182.29	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		3/26/2015	65.04	GAS @ OFFICE
	Total 46620		3,855.16	
TIERRA VERDE RESOURCES, INC	46621	3/26/2015	730.00	LANDSCAPING FEES
	Total 46621		730.00	
TRI COMMUNITY ANSWERING SERVICE	46622	3/26/2015	90.00	ANSWERING SERVICE
	Total 46622		90.00	
UNIFIRST CORPORATION	46623	3/26/2015	215.91	LAUNDRY SERVICE
	Total 46623		215.91	
VAC-VALVE AUTOMATION AND CONTROLS	46624	3/26/2015	690.00	SERVICE FOR AWT
	Total 46624		690.00	
VORTEX INDUSTRIES, INC	46625	3/26/2015	799.00	SERVICE TO ROLLING BAY DOOR
	Total 46625		799.00	
WEST COAST SAFETY SUPPLY CO., INC.	46626	3/26/2015	292.30	LEL SENSOR
	Total 46626		292.30	
Report Total			107,397.74	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 4/1/2015 Through 4/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ARC DOCUMENT SOLUTIONS, LLC	46627	4/1/2015	8.08	plans and specs
	Total 46627		8.08	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	46628	4/1/2015	26,685.70	HEALTH INS-APRIL
	Total 46628		26,685.70	
CWEA	46629	4/1/2015	156.00	MEMBERSHIP RENEWAL
CWEA		4/1/2015	156.00	MEMBERSHIP RENEWAL-E.S.
CWEA		4/1/2015	156.00	MEMBERSHIP RENEWAL-J.H.
	Total 46629		468.00	
DATA NET	46630	4/1/2015	1,511.30	MS SERVER RENEWAL
	Total 46630		1,511.30	
ELAINE SULLIVAN	46631	4/1/2015	558.16	REIMBURSE FOR WATERUSE CONF
	Total 46631		558.16	
GREAT AMERICA FINANCIAL SERVICES	46632	4/1/2015	723.18	SERVICE/MAINT FOR COPIER
	Total 46632		723.18	
HADRONEX	46633	4/1/2015	2,550.00	E-BOX
HADRONEX		4/1/2015	120.00	SERVICE @ BPS
	Total 46633		2,670.00	
HARTFORD LIFE & ACCIDENT INS.	46634	4/1/2015	400.68	LIFE INS-APRIL
	Total 46634		400.68	
JUDY HANSON	46635	4/1/2015	543.58	REIMBURSE FOR WATERUSE CONF
	Total 46635		543.58	
MES VISION	46636	4/1/2015	356.88	VISION INS-APRIL
	Total 46636		356.88	
NATIONWIDE RETIREMENT SOLUTIONS	46637	4/1/2015	243.67	DEFERRED COMP
	Total 46637		243.67	
PEP BOYS	46638	4/1/2015	50.74	SPRAY/JAW PULLER
	Total 46638		50.74	
PRIZM JANITORIAL SERVICES, INC	46639	4/1/2015	1,473.32	JANITORIAL SERVICE-JAN

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 4/1/2015 Through 4/1/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46639		1,473.32	
PURCHASE POWER	46640	4/1/2015	109.97	SHIPPING
	Total 46640		109.97	
QUALITY CHEVROLET	46641	4/1/2015	617.53	VEHICLE MAINT/REPAIR
	Total 46641		617.53	
THE GUARDIAN	46642	4/1/2015	3,428.24	DENTAL/DISABILITY INS-APRIL
	Total 46642		3,428.24	
UNIFIRST CORPORATION	46643	4/1/2015	214.81	LAUNDRY SERVICE
	Total 46643		214.81	
UNITED PARCEL	46644	4/1/2015	21.01	SHIPPING
	Total 46644		21.01	
Report Total			40,084.85	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 4/1/2015 Through 4/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ARC DOCUMENT SOLUTIONS,LLC	46627	4/1/2015	8.08	plans and specs
	Total 46627		8.08	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	46628	4/1/2015	26,685.70	HEALTH INS-APRIL
	Total 46628		26,685.70	
CWEA	46629	4/1/2015	156.00	MEMBERSHIP RENEWAL
CWEA		4/1/2015	156.00	MEMBERSHIP RENEWAL-E.S.
CWEA		4/1/2015	156.00	MEMBERSHIP RENEWAL-J.H.
	Total 46629		468.00	
DATA NET	46630	4/1/2015	1,511.30	MS SERVER RENEWAL
	Total 46630		1,511.30	
ELAINE SULLIVAN	46631	4/1/2015	558.16	REIMBURSE FOR WATERUSE CONF
	Total 46631		558.16	
GREAT AMERICA FINANCIAL SERVICES	46632	4/1/2015	723.18	SERVICE/MAINT FOR COPIER
	Total 46632		723.18	
HADRONEX	46633	4/1/2015	2,550.00	E-BOX
HADRONEX		4/1/2015	120.00	SERVICE @ BPS
	Total 46633		2,670.00	
HARTFORD LIFE & ACCIDENT INS.	46634	4/1/2015	400.68	LIFE INS-APRIL
	Total 46634		400.68	
JUDY HANSON	46635	4/1/2015	543.58	REIMBURSE FOR WATERUSE CONF
	Total 46635		543.58	
MES VISION	46636	4/1/2015	356.88	VISION INS-APRIL
	Total 46636		356.88	
NATIONWIDE RETIREMENT SOLUTIONS	46637	4/1/2015	243.67	DEFERRED COMP
	Total 46637		243.67	
PEP BOYS	46638	4/1/2015	50.74	SPRAY/JAW PULLER
	Total 46638		50.74	
PRIZM JANITORIAL SERVICES, INC	46639	4/1/2015	1,473.32	JANITORIAL SERVICE-JAN



**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 4/1/2015 Through 4/1/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46639		1,473.32	
PURCHASE POWER	46640	4/1/2015	109.97	SHIPPING
	Total 46640		109.97	
QUALITY CHEVROLET	46641	4/1/2015	617.53	VEHICLE MAINT/REPAIR
	Total 46641		617.53	
THE GUARDIAN	46642	4/1/2015	3,428.24	DENTAL/DISABILITY INS-APRIL
	Total 46642		3,428.24	
UNIFIRST CORPORATION	46643	4/1/2015	214.81	LAUNDRY SERVICE
	Total 46643		214.81	
UNITED PARCEL	46644	4/1/2015	21.01	SHIPPING
	Total 46644		21.01	
Report Total			40,084.85	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 1, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17850 - 17867	4/1/2015	\$42,998.28

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: April 3, 2015

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17868 - 17871	4/3/2015	\$3,450.34

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

<b><u>MARCH</u></b>		<b>2014</b>		
3/3/2014	Board			\$3,174.36
3/5/2014	Employee			\$42,365.51
3/12/2014	Employee	Incentive		\$8,811.60
3/19/2014	Employee			<u>\$41,712.29</u>
	<b>TOTAL</b>			<b>\$96,063.76</b>
<b><u>APRIL</u></b>				
4/1/2014	Board			\$4,128.58
4/2/2014	Employee			\$41,623.74
4/9/2014	Employee	Incentive		\$921.19
4/16/2014	Employee			\$41,646.80
4/30/2014	Employee			<u>\$41,490.61</u>
	<b>TOTAL</b>			<b>\$129,810.92</b>
<b><u>MAY</u></b>				
5/2/2014	Board			\$3,750.39
5/12/2014	Employee	Incentive		\$921.19
5/14/2014	Employee			\$42,793.88
5/28/2014	Employee			<u>\$41,948.64</u>
	<b>TOTAL</b>			<b>\$89,414.10</b>
<b><u>JUNE</u></b>				
6/2/2014	Board			\$3,803.65
6/11/2014	Employee			\$43,921.40
6/25/2014	Employee			<u>\$42,998.91</u>
	<b>TOTAL</b>			<b>\$90,723.96</b>
<b><u>JULY</u></b>				
7/3/2014	Board			\$2,949.20
7/9/2014	Employee			\$43,104.03
7/23/2014	Employee			\$43,900.37
	<b>TOTAL</b>			<b>\$89,953.60</b>
<b><u>AUGUST</u></b>				
8/5/2014	Board			\$2,848.67
8/6/2014	Employee			\$44,841.35
8/13/2014	Employee	Incentive		\$18,121.75
8/20/2014	Employee			<u>\$44,093.61</u>
	<b>TOTAL</b>			<b>\$109,905.38</b>
<b><u>SEPTEMBER</u></b>				
9/3/2014	Employee			\$44,446.50
9/4/2014	Board			\$4,227.18
9/16/2014	Employee	Retirement		\$10,048.90
9/17/2014	Employee			<u>\$43,570.16</u>
	<b>TOTAL</b>			<b>\$102,292.74</b>

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

**OCTOBER**

10/1/2014	Employee		\$40,167.92
10/3/2014	Board		\$4,362.16
10/8/2014	Employee	Incentive	\$14,793.18
10/15/2014	Employee		\$40,300.04
10/29/2014	Employee		<u>\$39,487.52</u>
	<b>TOTAL</b>		<b>\$139,110.82</b>

**NOVEMBER**

11/3/2014	Board		\$3,635.20
11/12/2014	Employee		\$41,419.01
11/12/2014	Employee	Incentive	\$461.75
11/26/2014	Employee		<u>\$39,964.00</u>
	<b>TOTAL</b>		<b>\$85,479.96</b>

**DECEMBER**

12/3/2014	Board		\$4,873.19
12/4/2014	Employee	Sick Buyback	\$18,127.34
12/10/2014	Employee		\$40,877.56
12/11/2014	Employee	Incentive	1225.43
12/24/2014	Employee		<u>39259.31</u>
	<b>TOTAL</b>		<b>\$104,362.83</b>

**JANUARY**

**2015**

1/3/2015	Board		\$1,313.29
1/7/2015	Employee		\$39,442.47
1/21/2015	Employee		<u>\$38,947.79</u>
	<b>TOTAL</b>		<b>\$79,703.55</b>

**FEBRUARY**

2/3/2015	Board		\$5,635.01
2/4/2015	Employee		\$41,354.90
2/11/2015	Employee	Incentive	\$1,658.70
2/18/2015	Employee		<u>\$41,693.45</u>
	<b>TOTAL</b>		<b>\$90,342.06</b>

**MARCH**

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

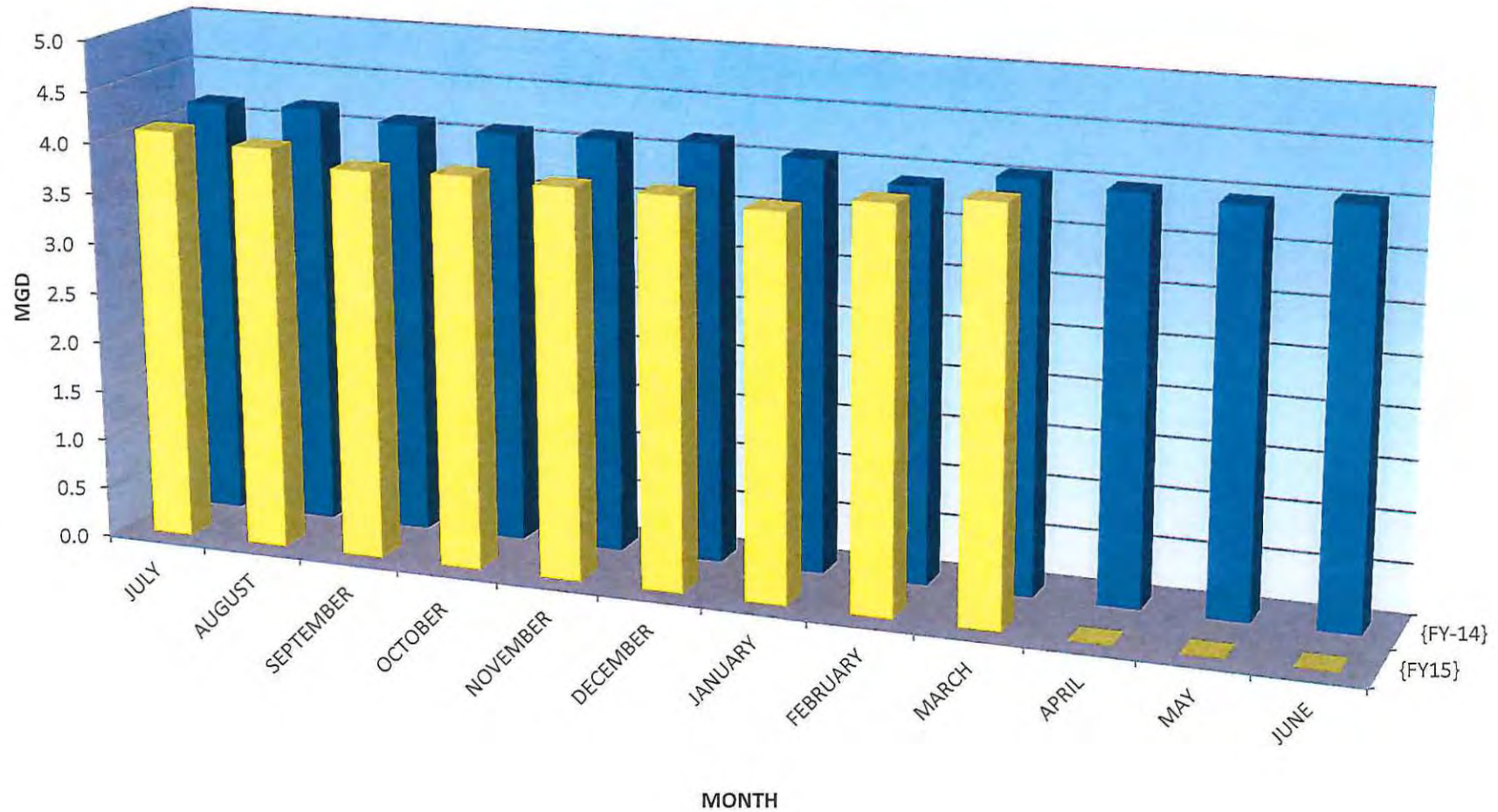
**APRIL**

4/1/2015	Employee		\$42,998.28
4/3/2015	Board		<u>\$3,450.34</u>
	<b>TOTAL</b>		<b>\$46,448.62</b>

**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2015 (July 2014 - June 2015)**

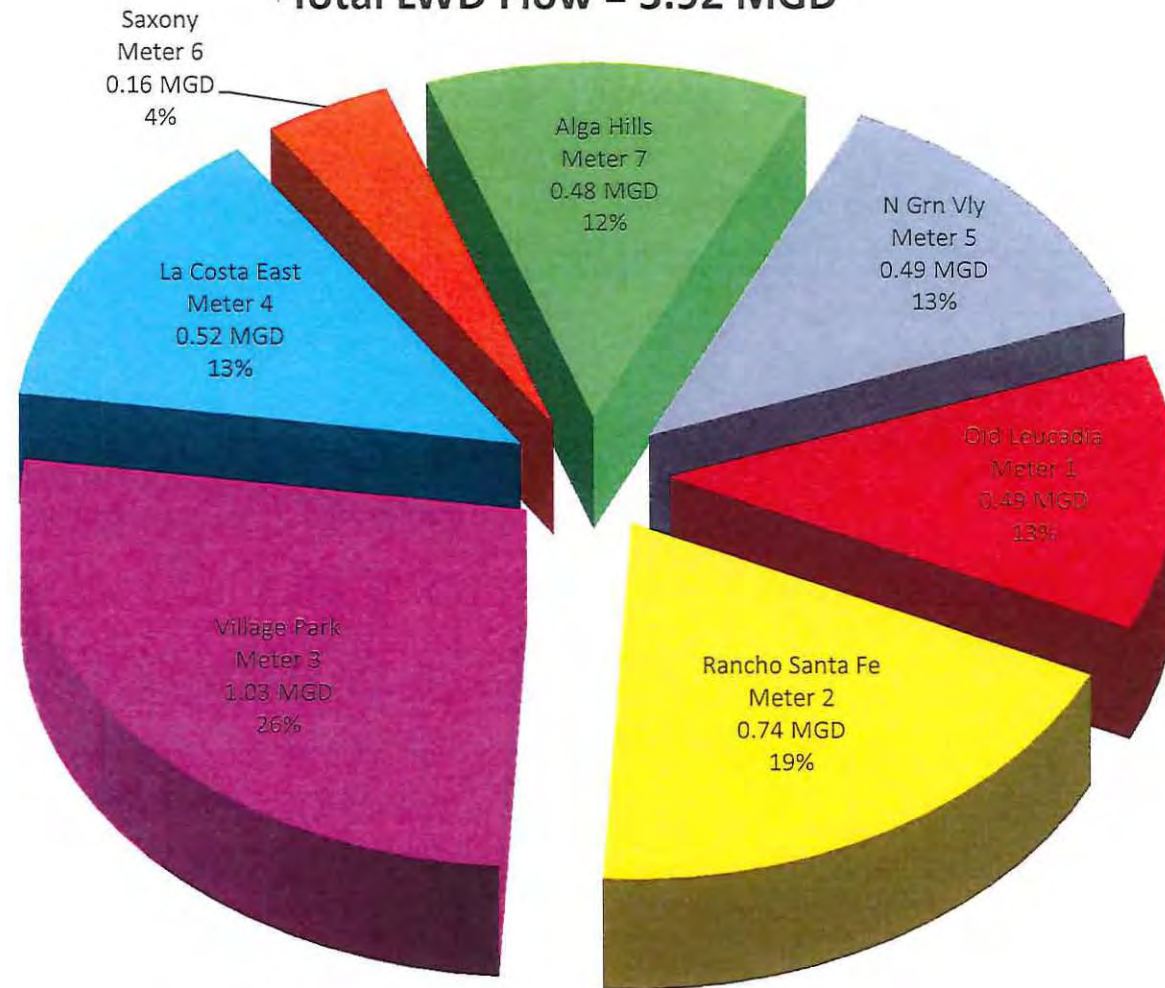
CURRENT MONTH - March 2015							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,277	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.00	127.10	26	4.10	145	44.47	4.18
YTD	0.00	127.10	28,303				
AUGUST	0.32	124.31	37	4.01	141	39.19	4.20
YTD	0.32	124.31	28,340				
SEPTEMBER	0.00	116.10	26	3.87	136	20.26	4.12
YTD	0.00	116.10	28,365				
OCTOBER	0.00	120.90	14	3.90	137	29.66	4.10
YTD	0.00	120.90	28,380				
NOVEMBER	0.71	116.10	16	3.87	136	12.72	4.12
YTD	0.71	116.10	28,395				
DECEMBER	3.68	116.10	14	3.87	136	0.00	4.16
YTD	3.68	116.10	28,409				
JANUARY	0.49	114.12	13	3.80	134	0.00	4.08
YTD	0.49	114.12	28,422				
FEBRUARY	0.25	118.80	17	3.96	139	1.72	3.90
YTD	0.25	118.80	28,440				
MARCH	0.74	121.50	23	4.05	142	19.71	4.05
YTD	0.74	121.50	28,463				
APRIL							4.00
YTD							
MAY							3.96
YTD							
JUNE							4.04
YTD	0.00	0.00	0.00				
Annual Total	6.19	1075.03	186			167.73	
Mo Average	0.69	119.45	21	3.94	139	18.64	4.08

## LEUCADIA WASTEWATER DISTRICT FLOW COMPARISION FY14 to FY15



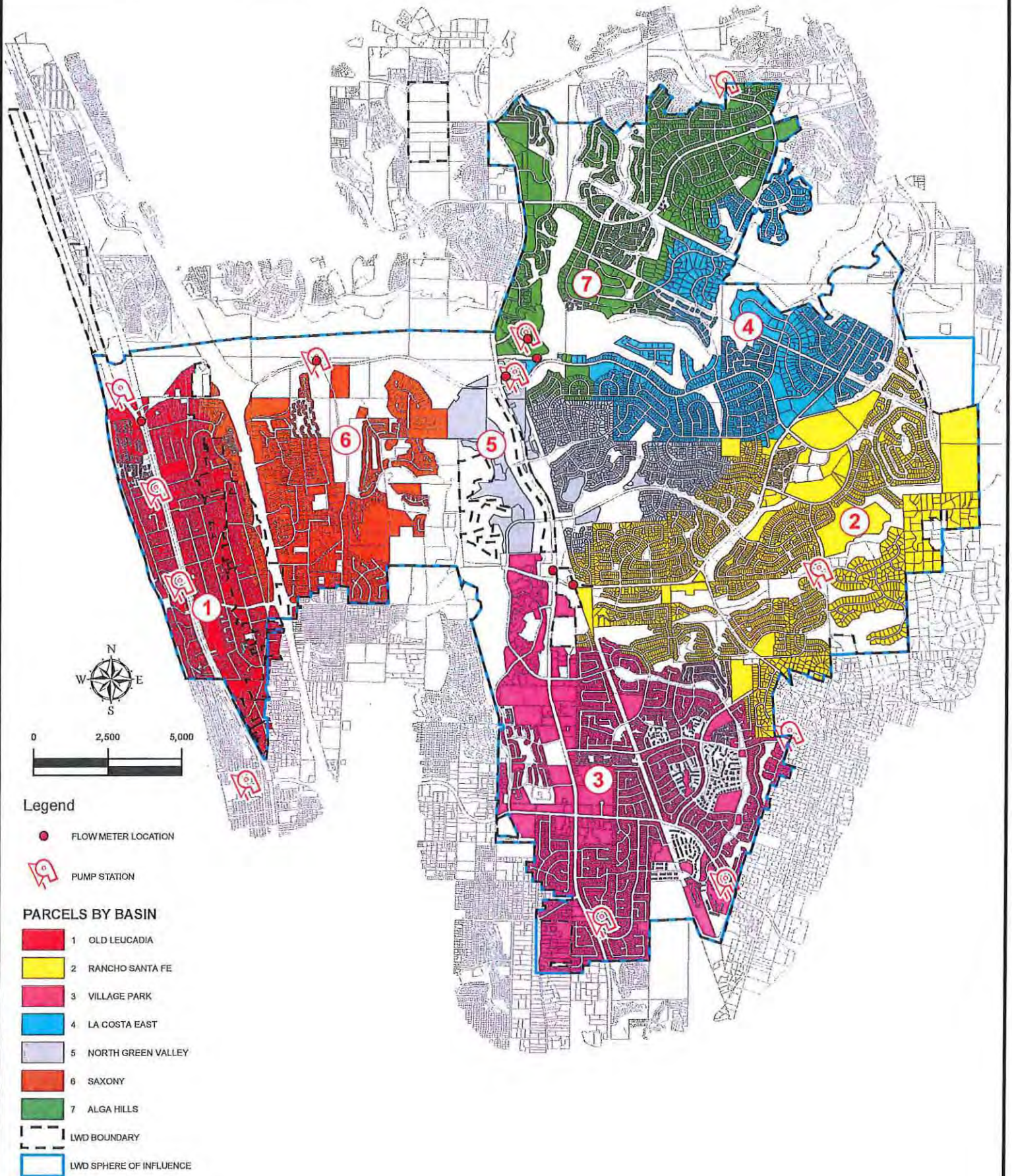


**LWD Flows by Sub-Basin  
March 2015  
Total LWD Flow = 3.92 MGD**





# LEUCADIA WASTEWATER DISTRICT





# Leucadia Wastewater District

## Balance Sheet As of 3/31/2015

		<u>Current Year</u>
<b>Assets</b>		
Cash & Investments	1CAS	34,504,485.98
Accounts Receivables	2A/R	68,598.93
Prepaid Expense	3PRE	646,754.21
Funds held with Encinca Wastewater Authority	4EWA	906,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	(49,504,593.63)
Total Assets		<u>131,486,215.71</u>
Total Assets		<u>131,486,215.71</u>
<b>Liabilities</b>		
Accounts Payable & Accrued Expenses	A/P	622,008.96
Developer Deposits	DEVD	286,780.74
Total Liabilities		<u>908,789.70</u>
Total Liabilities		<u>908,789.70</u>
<b>Net Position</b>		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	37,577,007.14
Total Beginning Net Position		<u>135,592,534.73</u>
Current Change In Net Position		
Other		(4,515,108.72)
Total Current Change In Net Position		<u>(4,515,108.72)</u>
Total Net Position		<u>131,077,426.01</u>
Total Net Postion		<u>131,077,426.01</u>
Total Liabilites & Net Position		<u>131,986,215.71</u>

# Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses  
From 7/1/2014 Through 3/31/2015

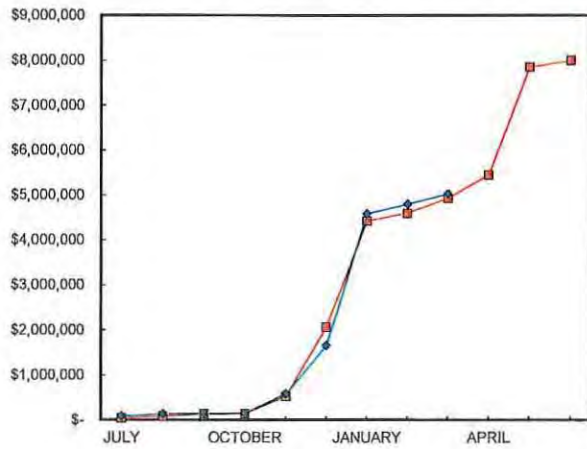
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	5,026,949.29	8,002,543.00	2,975,593.71	62.8%
3150 Recycled Water Sales	164,498.54	275,000.00	110,501.46	59.8%
3100 Misc. Operating Revenue	\$ 54,509.91	\$ 244,080.00	\$ 189,570.09	22.3%
<b>TOTAL OPERATING REVENUES</b>	<b>\$5,245,957.74</b>	<b>\$8,521,623.00</b>	<b>\$3,275,665.26</b>	<b>61.6%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$1,107,756.77	\$1,592,462.00	\$ 484,705.23	69.6%
4200 Employee Benefits	496,197.63	818,080.00	321,882.37	60.7%
4300 Directors Expense	96,958.61	140,350.00	43,391.39	69.1%
4400 Election Expense	15,418.00	30,000.00	14,582.00	51.4%
4600 Gas, Oil & Fuel	27,265.50	46,000.00	18,734.50	59.3%
4700 Insurance Expense	136,160.50	118,000.00	(18,160.50)	115.4%
4800 Memberships	21,401.20	27,800.00	6,398.80	77.0%
4900 Office Expense	60,777.67	115,700.00	54,922.33	52.5%
5000 Operating Supplies	141,734.86	227,000.00	85,265.14	62.4%
5200 Professional Services	369,382.88	570,200.00	200,817.12	64.8%
5300 Printing & Publishing	14,871.54	32,000.00	17,128.46	46.5%
5400 Rents & Leases	12,118.23	19,100.00	6,981.77	63.4%
5500 Repairs & Maintenance	237,234.95	324,900.00	87,665.05	73.0%
5600 Monitoring & Permits	44,188.01	49,700.00	5,511.99	88.9%
5700 Training & Development	27,142.45	44,500.00	17,357.55	61.0%
5900 Utilities	338,500.64	429,400.00	90,899.36	78.8%
6100 LAFCO Operations	5,841.00	6,200.00	359.00	94.2%
6200 Encina Operating Expense	894,533.95	1,841,919.00	947,385.05	48.6%
6900 Admin O/H alloc to Capital	(89,687.54)	(114,164.00)	(24,476.46)	78.6%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$3,957,796.85</b>	<b>\$6,319,147.00</b>	<b>\$2,361,350.15</b>	<b>62.6%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	724,605.28	180,270.00	(544,335.28)	402.0%
3220 Property Taxes	852,176.91	1,300,000.00	447,823.09	65.6%
3250 Investment Income	134,485.00	155,000.00	20,515.00	86.8%
3290 Misc. Non Op Revenue	46,172.16	677,484.00	631,311.84	6.8%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$1,757,439.35</b>	<b>\$2,312,754.00</b>	<b>\$ 555,314.65</b>	<b>76.0%</b>

# Leucadia Wastewater District

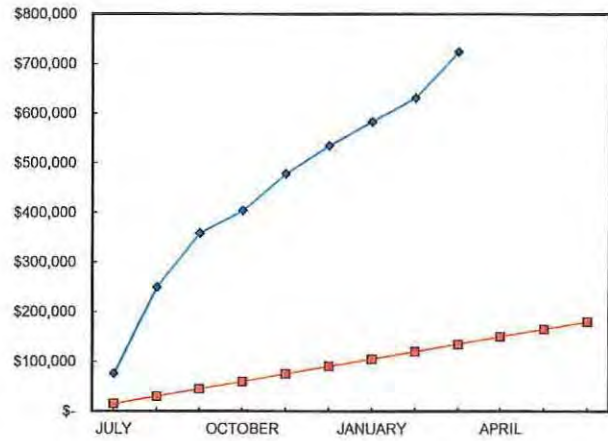
## Revenue FY 2015

YTD through March 31, 2015

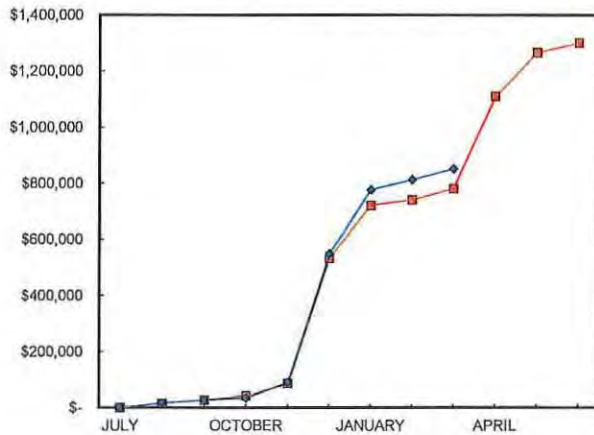
Sewer Service Fees



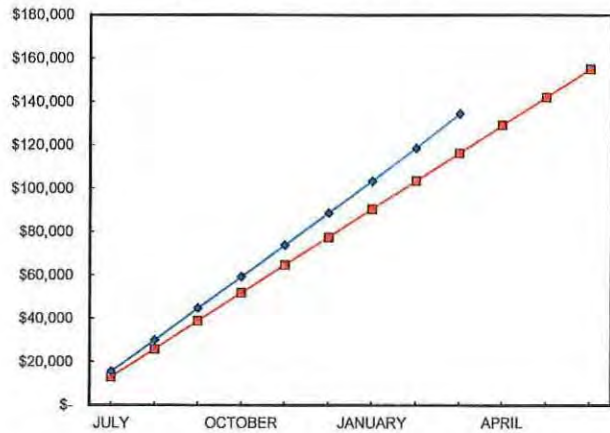
Capacity Charges



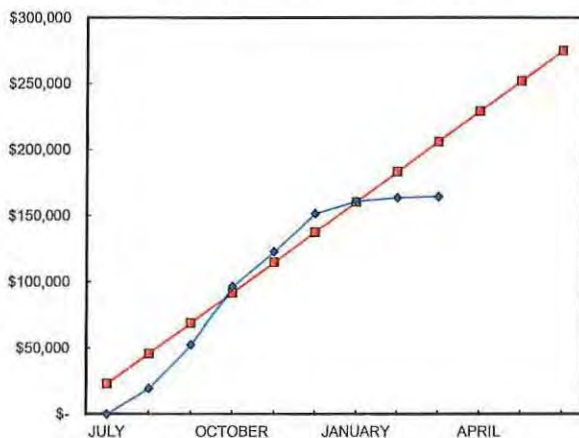
Property Taxes



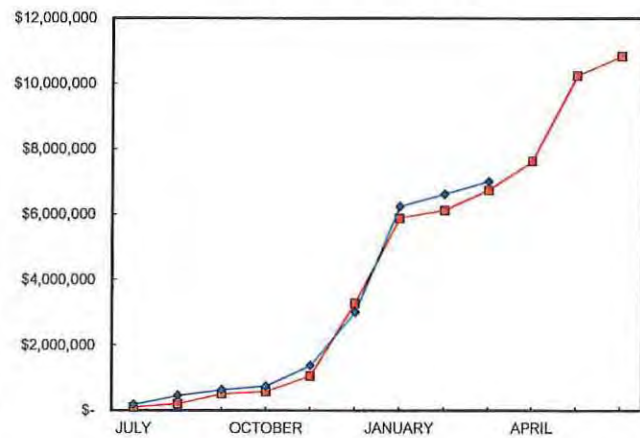
Investment Income



Recycled Wastewater



Total Revenue

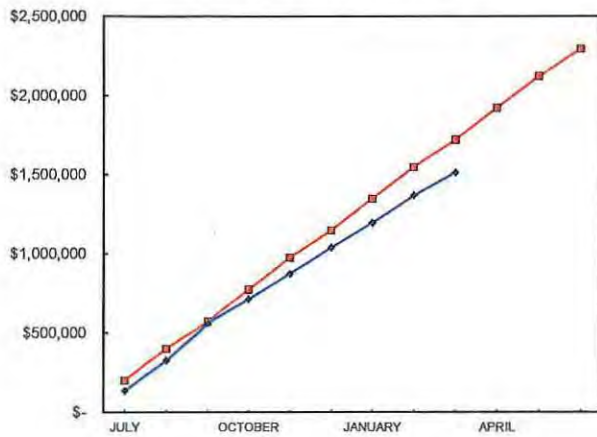


\* Preliminary; subject to future review, reconciliation, accruals, and audit

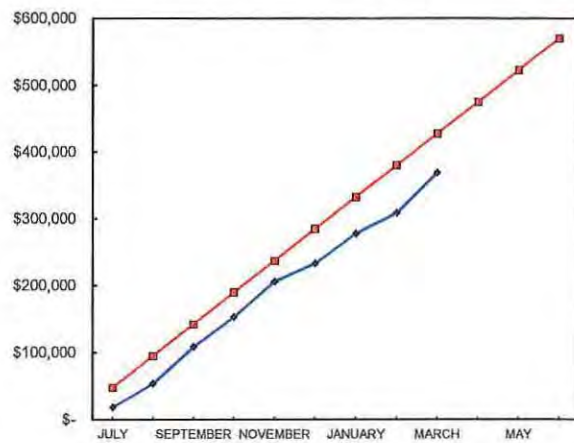


# **Leucadia Wastewater District** **Operating Expenses FY 2015** YTD through March 31, 2015

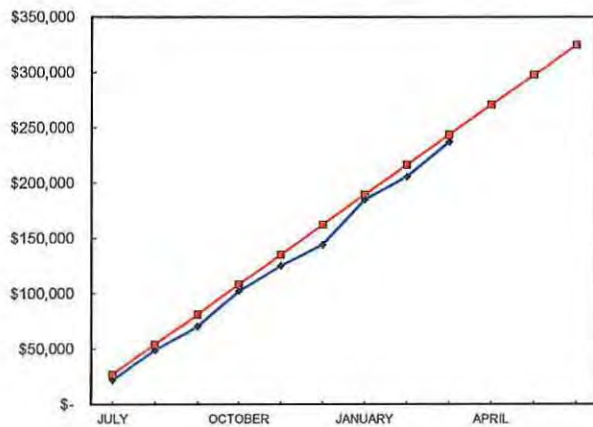
**Salaries and Benefits**



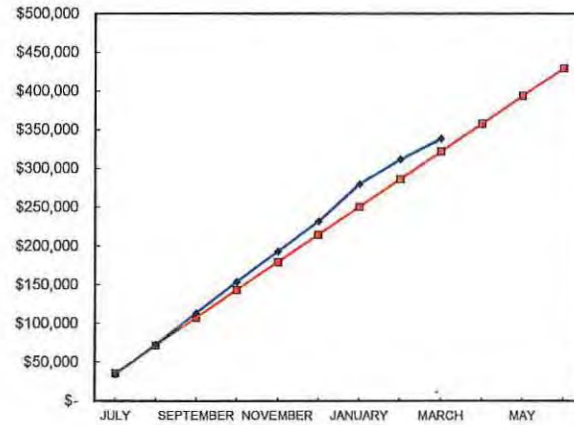
**Professional Services**



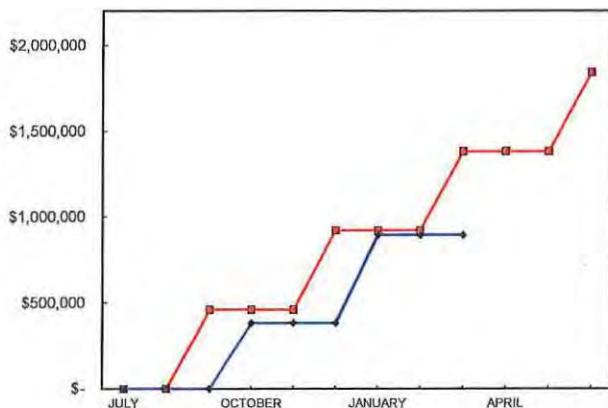
**Repairs & Maintenance**



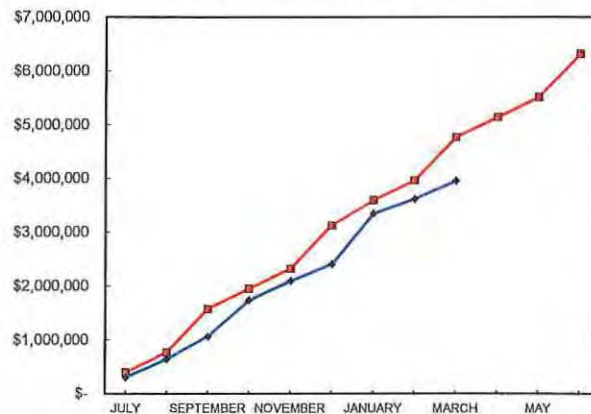
**Utilities**



**Encina M&O**



**Total Operating Expenses -  
Before Depreciation & Replacement**



— Budget    — Actual

— Budget    — Actual

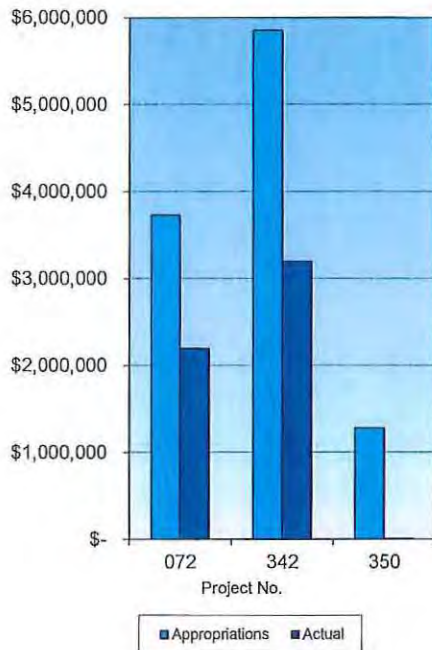
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District

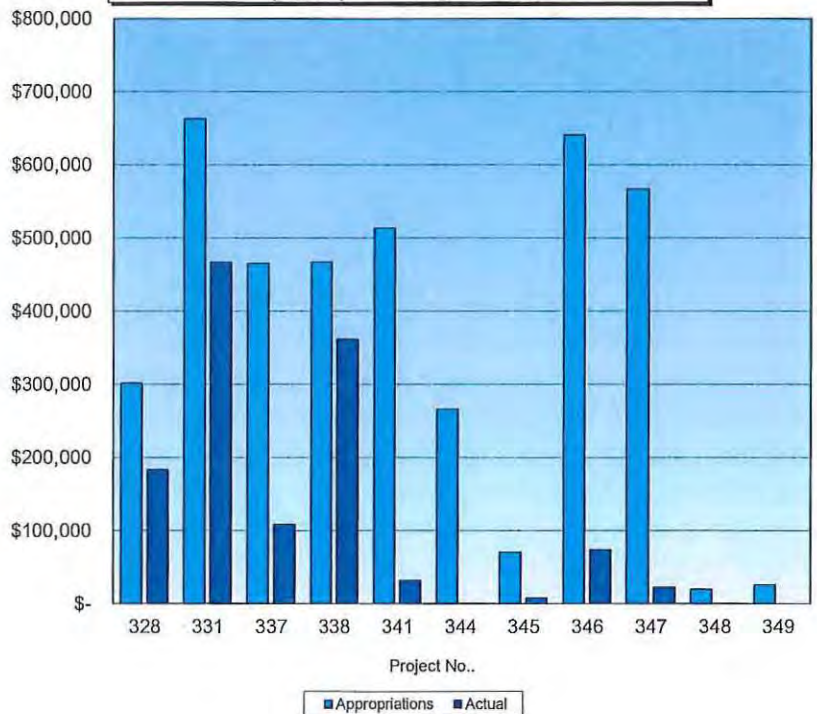
## Capital Expenditures

As of March 31, 2015

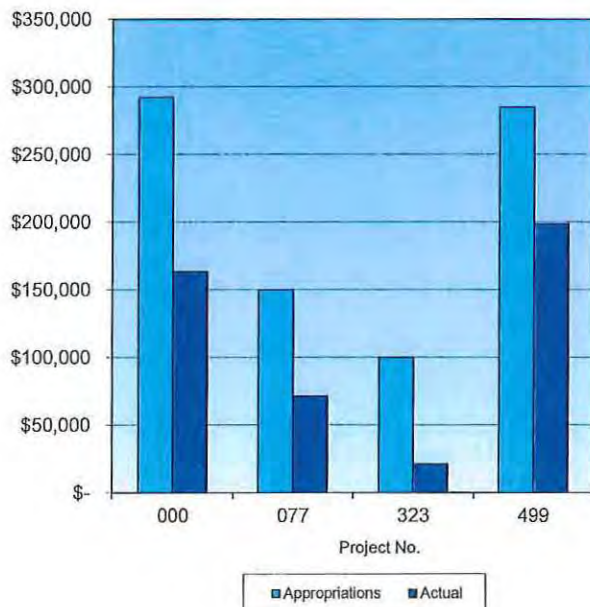
**District Multi Year Capital Expenditures by Project (>\$1M) Through FY2015**



**District Multi Year Capital Expenditures by Project (<\$1M) Through FY2015**



**Single Year Capital Expenditures by Project FY2015**



### Project Legend

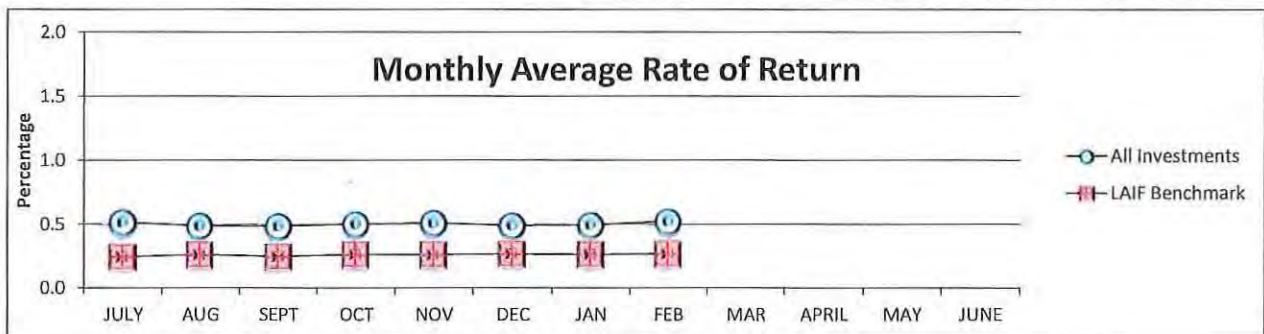
Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	072
Water Recycling Group	328
Leucadia PS Generator Replacement	331
LWD Force Main Corrosion Evaluation	337
Recycled Water Effluent Line Repair	338
Scott's Valley Pipeline Repair	341
B2 Force Main Replacement Project	342
Leucadia PS VFD Replacement	344
Leucadia FM West Section Replacmnt	345
FY2015 Gravity Pipeline Rehab	346
Saxony RS Rehab	347
L2 Cathodic Protectn - Anode Replace	348
Disaster Preparedness	349
B1 Force Main Replacement Projects	350
Single Year Capital Projects	
Description	No.
Equipment	000
Misc Pipeline Rehabilitation	077
Lateral Replace/Backflow Prevention	323
LWD Gen'l Cap Labor & O/H Allocation	499

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

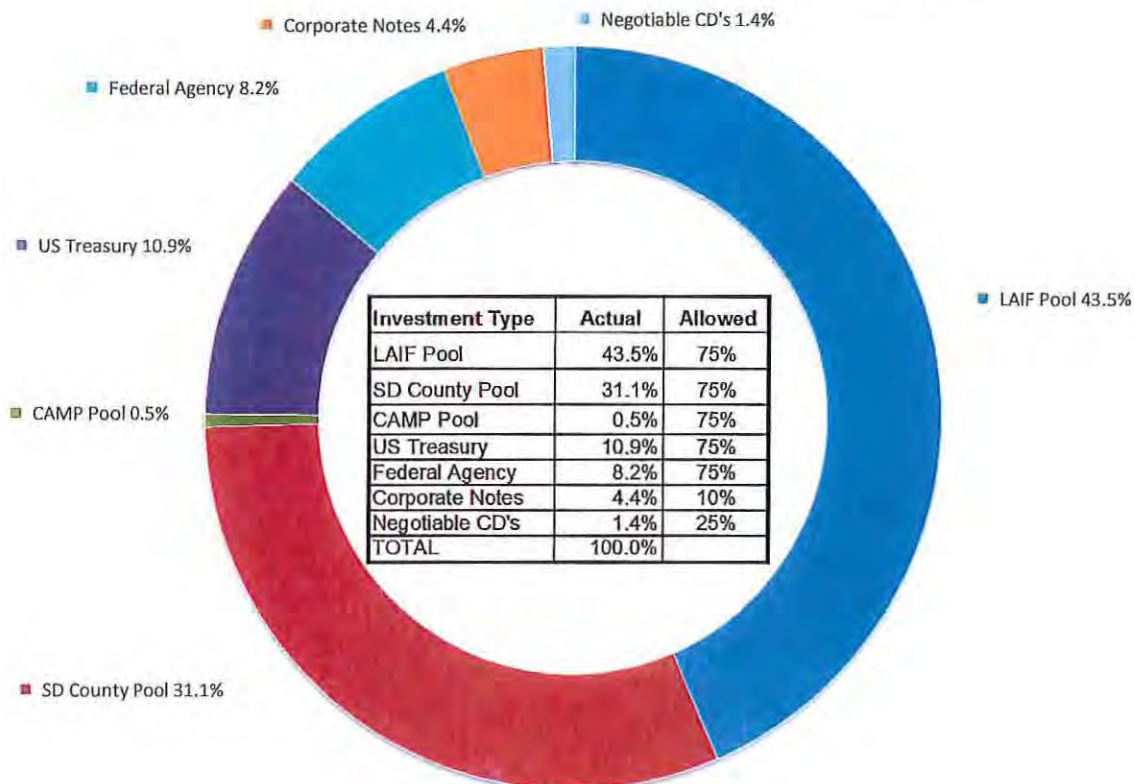


**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**February 28, 2015**

Cash Equivalents & Investments	Principal (Original Cost)		February Interest	Average Rate
	January 31, 2015	February 28, 2015		
LAIF Pool	\$ 17,326,386	\$ 15,929,386	\$ 3,686	0.266%
SD County Pool	11,412,041	11,412,041	5,430	0.571%
CAMP Pool	178,474	198,005	9	0.060%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	9,093	8,859	60	7.980%
Federal Agency Discount Notes	-	-	-	-
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
US Treasury Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	-	500,000	148	0.710%
Total Camp Portfolio	8,602,918	9,102,684	7,009	0.940%
<b>Totals</b>	<b>\$ 37,519,820</b>	<b>\$ 36,642,117</b>	<b>\$ 16,135</b>	<b>0.522%</b>

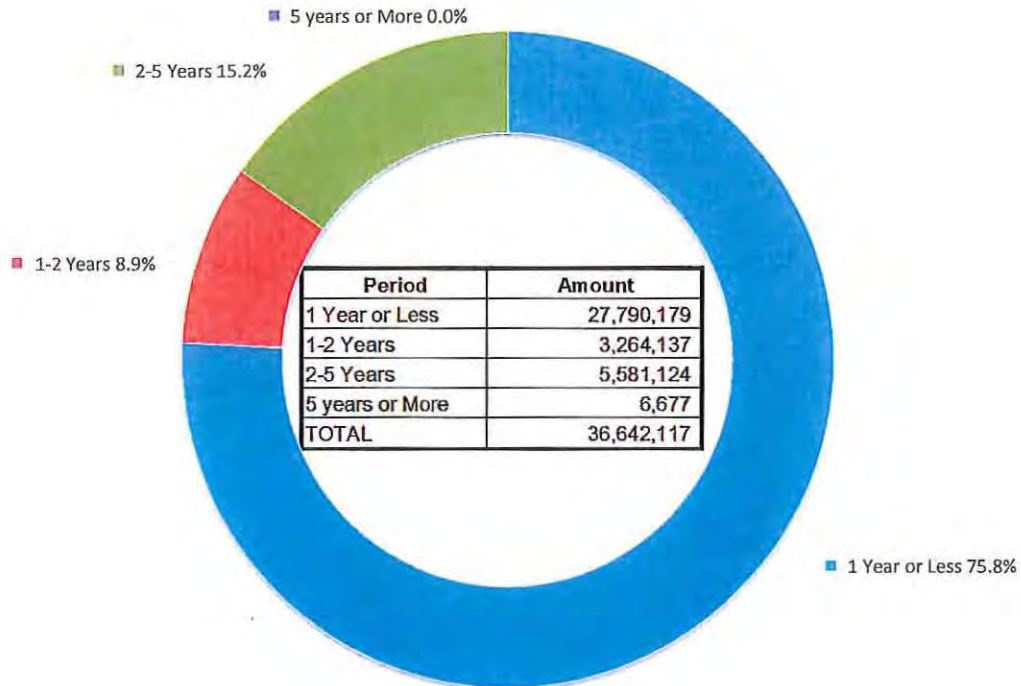


**INVESTMENT DISTRIBUTION BY CATEGORY**

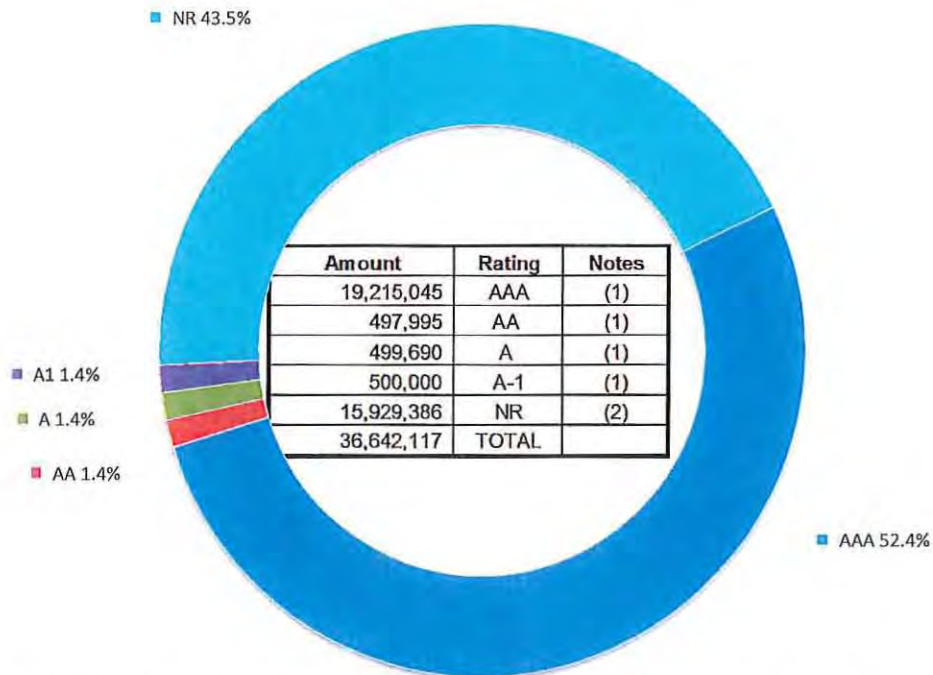


**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**February 28, 2015**  
**(Continued)**

**REMAINING MATURITY**



**INVESTMENT RATINGS**

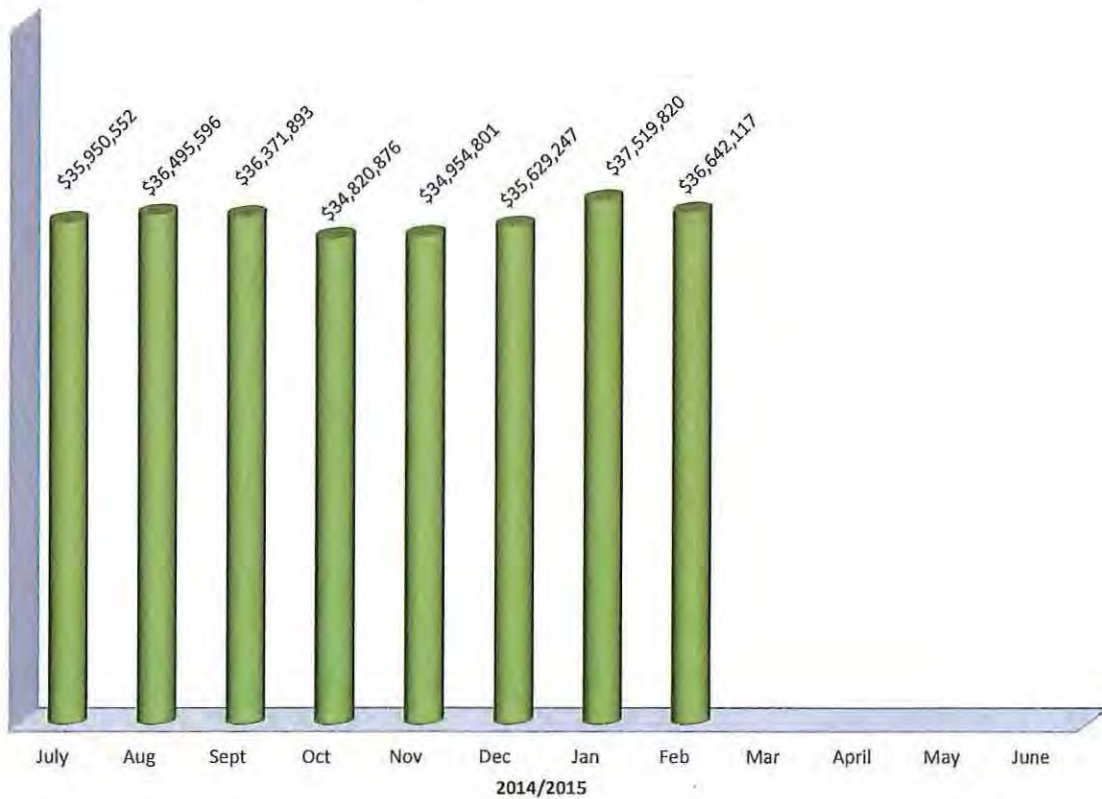


- (1) CAMP Pool, SD County Pool, & CD's are rated by Standard & Poors and Investments are rated by Moody's.  
 (2) LAIF is not rated



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**February 28, 2015**  
**(Continued)**

**TOTAL CASH EQUIVALENTS & INVESTMENTS**



**INVESTMENT TRANSACTIONS**  
**For the month of February, 2015**

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 237	\$ -	(3)	7.98%
BMQ Harris Bank NA CD	250,000				0.54%
HSBC Bank USA NA CD	250,000				0.88%
<b>TOTAL</b>	<b>\$ 500,000</b>	<b>\$ 237</b>	<b>\$ -</b>		

(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: 15-4446

**DATE:** April 2, 2015  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** March 2015 Board Disclosure of Reimbursements Report

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

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

**DISCUSSION:**

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

Attached please find the Board Disclosure of Reimbursements report for the month of March 2015 your review.

th:PB

Attachment

**Leucadia Wastewater District  
Disclosure of Reimbursements Report  
March 1 - 31, 2015**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM C. LeMay	TSM R. Morishita	FSS J. Stecker	EA T. Hill
2015 Watereuse Annual Conference Millennium Biltmore Hotel Los Angeles, CA March 15-17, 2015	2015 Watereuse Annual Conference										
	Registration	395.00	395.00	395.00		395.00			395.00		
	Hotel	413.68	413.68	413.68		413.68			413.68		
	Airfare										
	Meals					80.49			38.27		
	Rental Car										
	parking		35.00	70.00		70.00			32.00		
	Tips	8.00									
	Fuel/mileage/taxi	121.90	109.48			109.48					
	<b>Total</b>	<b>\$ 938.58</b>	<b>\$ 953.16</b>	<b>\$ 878.68</b>	<b>\$ -</b>	<b>\$ 1,068.65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 878.95</b>	<b>\$ -</b>	<b>\$ -</b>
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	<b>Total</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Fuel/mileage/taxi										
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes: Vice President Omsted carpooled with Director Hanson and paid for her parking expense.

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**March 25, 2015**

**EWA Board of Directors** - Director Sullivan reporting.

**1. Heat Dryer Recycling System Fires Claims Update.**

The Board of Directors authorized the General Manager to expend funds for the emergency fire remediation and restoration of the Heat Dryer building and resulting Class B Biosolids hauling costs not to exceed \$688,869 pursuant to Section 9 of Resolution 2014-01 authorizing the General Manager to expend funds for emergency reconstruction efforts.

**2. Final Acceptance of the FY 2012 Major Plant Rehabilitation Project.**

The Board of Directors took final acceptance of the contract with PCL Construction Company for the construction of the FY 2012 Major Plant Rehabilitation Project and directed staff to record appropriate Notice of Completion with the San Diego County Recorder.

**Executive Session**

The Board met in Executive Session with Labor Negotiators Kevin Hardy, Michael Steinlicht, Debbie Allen and Debra Biggs as authorized by Government Code §54957.6

There was no reportable action.

## **Community Affairs Committee Meeting Report**

Presented by Director Sullivan

---

**Meeting held March 24, 2015**

**1. Review and discuss the draft text of the spring 2015 newsletter.**

The Community Affairs Committee (CAC) reviewed and commented on the draft text of the spring 2015 newsletter. TRG will make the recommended changes.

The CAC directed staff to move forward with the production of the newsletter.



## MEMORANDUM

Ref: 15-4458

**DATE:** April 2, 2015  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Award of the District's 2015 Gravity Pipeline Rehabilitation Project Construction Contract

---

### RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Burtech Pipeline Incorporated for construction services to complete the 2015 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$669,946.
2. Authorize an additional appropriation to the Fiscal Year 2015 budget in the amount of \$300,000 to cover the full cost of project construction.
3. Discuss and take other action as appropriate.

### DISCUSSION:

This item will be reviewed by the EC at its April 7, 2015 meeting and staff will forward any changes that the EC may have to the Board during the meeting.

The 2015 Gravity Pipeline Rehabilitation project is included as a goal under the Technology and Infrastructure Strategy in the Fiscal Year 2015 (FY15) Tactics & Action Plan.

In March 2015 the Board of Directors authorized the retroactive execution of an agreement with Infrastructure Engineering Corporation (IEC) to design the 2015 Gravity Pipeline Rehabilitation Project. The project consists of eighteen (18) gravity pipeline or manhole repairs of defects identified during staff's Closed Circuit Television (CCTV) inspections.

IEC commenced project design in July 2014. Project design was completed in February 2015 and advertised for bids. Bids were due on March 18, 2015. Three bids were received as follows:

<u>Construction Firm</u>	<u>Bid Submitted</u>
Burtech Pipeline	\$669,946
Piperin Corporation	\$737,000
Transtar Pipeline	\$764,000

The bids were reviewed by Robert Weber, Jamie Fagnant and Andrew Wiese at IEC. The bid review memorandum is attached for your review. Burtech Pipeline (Burtech) submitted the apparent low bid. Burtech's individual bid item amounts roughly correlated with those of the engineer's opinion of probable cost and the other bidders. However, two issues were noted:

- Bid Item 1, Mobilization, was listed as \$42,000, or 6% of the total bid. Contract documents limit the mobilization cost to 5% of the total project cost. As the proposed mobilization cost is not considered overly excessive, IEC recommends the District waive this requirement.

- Bid Item 13, consisting of an excavated repair and cured in place pipe lining was significantly lower than the engineer's opinion of probable cost and other bidder's estimates for that item. IEC contacted Frank Durazo at Burtech regarding this. Burtech has no issues with performing the work in accordance with their given bid cost including Bid Item 13.

As a result of their evaluation, IEC has determined that Burtech has the ability to complete the work for the cost given and has determined Burtech to be responsive to the bid requirements and recommends that the District award the project to Burtech.

The low bid was approximately \$122,000 (22%) greater than the engineer's opinion of probable cost. IEC reviewed the three bids and found that the bid item amounts were similar between the three bidders and roughly correlated to the engineer's opinion. Specifically, Burtech's per bid item costs were within 15% of the average bid cost for nearly three quarters of the bid items. This indicates the Contractors were interpreting the contract documents in a similar fashion.

Several aspects of this project appear to have increased costs beyond the industry average cost for the construction of similar sewer improvements. These increases arise from physical conditions at the site and from good engineering practice:

- The Contract Documents identify stringent and quantifiable limits on the amount of chemical grout that may be left in place while grouting laterals.
- There is one known subcontractor available to place chemical grout in southern California. The lack of potential competition may result in increased bid prices.
- Several project locations provide limited site access for construction equipment, some only by foot, and some require trucked sewer by-passing during installation.
- The bid items requiring replacement in place of existing sewer mains with new polyvinyl chloride (PVC) pipe are for sites that have additional complicating factors including:
  - Installations in deep trenches (up to 18 feet deep).
  - Installations in high groundwater requiring dewatering.
  - Installation in areas with high traffic requiring extensive traffic control operations.

Additionally, IEC has observed a measureable increase in new construction and a corresponding increase in bidding costs. IEC noted that several recent bid results on similar public works projects have come in higher, and in some cases significantly, than the engineer's opinion of probable cost. It is IEC's 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.

Therefore, Staff recommends that the Board of Directors award the contract to Burtech as the lowest responsive and responsible bidder in an amount not to exceed \$669,946.

#### **FISCAL IMPACT:**

Staff appropriated \$500,000 in the FY15 Budget for project construction. An additional appropriation of \$300,000 is needed to cover the construction costs for the project and a 20% contingency. The cost of the project can be reduced by deleting individual project items. However, staff recommends completing the repair of all listed items as a proactive measure in response to the California River Watch settlement and to ensure the integrity and reliability of the collection system. Therefore, staff requests the Board approve an additional appropriation of \$300,000 to the FY15 Budget for project construction.

rym:PJB

Attachment



**BID REVIEW MEMORANDUM**

Date: March 27, 2015

Subject: **FY15 Gravity Pipeline Rehabilitation Project**

Prepared By: Andrew Wiese, 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 low bid for the subject project.

**BID RESULTS**

Three bids were received and opened on March 18, 2015. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Low Bid:	\$669,946
Average Bid:	\$723,649
High Bid:	\$764,000
Engineer's Opinion of Probable Cost:	\$548,000

The low bid was approximately \$122k, or 22% greater than the engineer's opinion of probable cost. IEC reviewed the three bids and found that the bid item amounts were similar between the three bidders and roughly correlated to the engineer's opinion. Specifically, Burtech's per bid item costs were within 15% of the average bid cost for nearly three quarters of the bid items. This indicates the Contractors were interpreting the contract documents in a similar fashion.

Several aspects of this project appear to have increased costs beyond the industry average cost for the installation of similar sewer improvements. These requirements arise from physical conditions at the site and from good engineering practice:

- The Contract Documents identify stringent and quantifiable limits on the amount of chemical grout that may be left in place while grouting laterals.
- There is one known subcontractor available to place chemical grout in southern California. The lack of potential competition may result in increased bid prices.
- Several cured-in-place pipe lining installations require foot access only and some require trucked sewer by-passing during installation.
- The bid items requiring replacement in place of existing sewer mains with new polyvinyl choride (PVC) pipe are for sites that have additional complicating factors including:
  - Installations in deep trenches (up to 18 feet deep).
  - Installations in high groundwater requiring dewatering.
  - Installation in areas with high traffic requiring extensive traffic control operations.

In addition, IEC has been seeing a measureable increase in new construction and a corresponding increase in bidding costs. Although we make every attempt to account for market volatility in our engineer's opinion of probable cost, the bid results for this project appear to indicate a faster increase in market costs than expected. Several recent bid results on similar public works projects





we are aware of have come in high, and in some cases, significantly over the engineer's opinion of probable 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.

#### **REVIEW OF LOW BIDDER**

Burtech Pipeline, Inc. (Burtech or Contractor), Encinitas, California submitted the apparent low bid. IEC has determined Burtech to be responsive to the bid requirements and recommends that the District award the project to Burtech. The following reviews have been completed:

**Contractor's License:** The Contractor holds the required Class A License (No. 718202). 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 America Specialty Insurance Company as surety. This surety company has a rating of A+15 with Best's Key Rating Guide.

**Signatures:** The Contractor's President and CEO, Dominic J. Burtech and Executive Vice-President and Secretary, Julie J. Burtech signed the Closing Statement. Dominic Burtech signed the Bidder's Bond, Non-Collusion Affidavit, and the Local Preference Certification.

**Addenda Acknowledged:** Addendum No 1 was acknowledged by Burtech. Dominic Burtech signed the Addendum Certification Form.

**Project Manager's Experience:** The Contractor has identified Frank Durazo as the project manager in a follow-up phone call from IEC on 3/24/2015. His resume has been enclosed as part of the bid documents.

**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:

The Burtech Pipeline office is located near the project site. They therefore anticipate minimal onsite staging. The work in some locations may need to be performed at night due to high sewer flows, consequently minimizing public inconvenience.

**Worker's Compensation Insurance:** Policy is in affect through 9/3/2015. The most recent workers' compensation experience modification factor for Burtech is 1.12%.

**Experience Requirements:** The bid documents require the Contractor to submit three project references with installation of at least 300 linear feet of cured-in-place pipe and two-component, 100% solid, epoxy manhole coating. Burtech submitted three project references, and each one meets the requirements.

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

**Registration with the Department of Industrial Relations (DIR):**



As of 3/1/2015, contractors and their subcontractors are required to be registered with the DIR prior to bidding a public works project. The table below demonstrates that Burtech and each of its subcontractors have met this requirement.

Contractor Legal Name	Registration Number	Registration Date	Expiration Date
Burtech Pipeline, Inc.	1000006324	01/21/2015	06/30/2015
Oldcastle Precast	1000005884	01/16/2015	06/30/2015
National Plant Services, Inc.	1000002703	11/12/2014	06/30/2015
NuLine Technologies, LLC	1000003808	12/12/2014	06/30/2015
Ayala Engineering	1000005012	01/08/2015	06/30/2015

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

**Bid Item Review:** Burtech's individual bid item amounts roughly correlate with those of the engineer's opinion of probable cost and the other bidders. There were two issues with the bid item amounts:

- One bid item, item 13, consisting of an excavated repair and cured in place pipe lining was significantly lower than the engineer's opinion of probable cost and other bidder's estimates for that item. IEC contacted Frank Durazo at Burtech regarding this. Burtech has no issues with performing the work in accordance with their given bid cost including bid item 13.
- Bid item 1, mobilization, was listed as \$42,000, or 6% of the total bid. Contract documents limit the mobilization cost to 5% of the total project cost (Specification Section 01010 – Summary of Work). As the proposed mobilization cost is not considered overly excessive, IEC recommends the District waive this requirement.

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

#### RECOMMENDATION

IEC recommends award of the contract to Burtech Pipeline Inc. based on their knowledge and experience record and responsiveness to the bidding requirements.

#### Attachments

Table 1 – Bid Summary

**Leucadia Wastewater District  
2015 Gravity Pipeline Rehabilitation Project  
Table 1 - Bid Summary**

Item	Description	Unit	Qty.	Engineer's Opinion of Probable Construction Cost	Burtech	Piperin	Transtar
1	Mobilization, Bonds, Permits, Cleanup and Demobilization	LS	1	\$24,000	\$42,000	\$30,000	\$50,000
2	Sheeting, Shoring and Bracing	LS	1	\$10,000	\$25,000	\$15,000	\$15,000
3	New 8"PVC	LS	1	\$46,480	\$75,900	\$73,000	\$60,000
4	New 8"PVC	LS	1	\$60,230	\$65,600	\$87,000	\$95,000
5	Install Cured-in-Place Manhole Liner (CIPML)	LS	1	\$12,000	\$18,500	\$15,000	\$16,000
6	Not Used	LS	1	\$0	\$0	\$0	\$0
7	Not Used	LS	1	\$0	\$0	\$0	\$0
8	Not Used	LS	1	\$0	\$0	\$0	\$0
9	Cured-in-Place Pipe Lining	LS	1	\$8,210	\$8,596	\$9,000	\$10,000
10	Cured-in-Place Pipe Lining	LS	1	\$19,000	\$24,730	\$21,000	\$23,000
11	New 8"PVC and Manholes	LS	1	\$88,820	\$147,600	\$192,000	\$240,000
12	New 6" PVC, Manhole, Manhole Chimney and Cover Replacement and Cured-in- Place Patch	LS	1	\$20,700	\$45,000	\$66,000	\$46,000
13	Excavated Spot Repair and Cured-in- Place Pipe Lining	LS	1	\$26,000	\$8,520	\$26,000	\$15,000
14	Rehabilitate Existing Manhole	LS	1	\$8,000	\$10,000	\$4,000	\$4,000
15	Cured-in-Place Pipe Lining and Chemical Grouting	LS	1	\$16,100	\$18,500	\$16,000	\$18,000
16	Grind Intruding Pipe, Cured-in-Place Pipe Lining Patch and Chemical Grouting	LS	1	\$13,500	\$14,000	\$14,000	\$14,000
17	Replace Existing Clean Out with New Plastic Manhole	LS	1	\$12,000	\$24,500	\$31,000	\$28,000
18	Excavated Spot Repair and Cured-in- Place Pipe Lining	LS	1	\$28,985	\$25,000	\$28,000	\$22,000
19	Cured-in-Place Lining and Chemical Grouting	LS	1	\$23,445	\$25,000	\$27,000	\$30,000
20	Cured-in-Place Pipe Lining and Chemical Grouting	LS	1	\$21,645	\$20,000	\$15,000	\$17,000
21	Replace Existing Clean Out with New Plastic Manhole	LS	1	\$15,000	\$24,500	\$20,000	\$21,000
22	Replace Existing Clean Out with New Plastic Manhole	LS	1	\$13,000	\$20,000	\$19,000	\$20,000
23	Excavated Spot Repair and Cured-in- Place Pipe Lining	LS	1	\$31,410	\$27,000	\$29,000	\$20,000

Subtotal: \$498,525  
Contingency: \$49,853

<b>Engineer's Opinion of Probable Construction Cost</b>  <b>\$548,000</b>
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<b>Total:</b>	<b>\$548,378</b>	<b>\$669,946</b>	<b>\$737,000</b>	<b>\$764,000</b>
Check Total:		\$669,946	\$737,000	\$764,000
Amount in Words:		\$669,946	\$730,000	\$764,000



**MEMORANDUM**

**DATE:** April 2, 2015  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Infrastructure Engineering Corporation Contract Extension for Engineering Design Services**

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services.
2. Discuss and provide direction as appropriate.

**DISCUSSION:**

This item will be reviewed by the EC at its April 7, 2015 meeting and staff will forward any changes that the EC may have to the Board during the meeting.

In March 2012, the District entered into a Professional Services Agreement with Infrastructure Engineering Corporation (IEC) for as needed engineering design services. The initial contract period was for 3 years with an option to extend the agreement for 2 additional years. These terms were selected for efficiency and to allow for continuity of service beyond the initial term should it be warranted by staff and IEC.

The initial three-year period of the IEC agreement expired in March 2015. Based on their performance and commitment to the District, staff is recommending that the option for a two-year contract extension be executed.

The amendment to the basic agreement will extend the engineering design services until March 2017. As is the case with the basic contract, this extension does not have a specific compensation amount associated with it. Each design project will be issued using task orders to the agreement containing a negotiated compensation amount. If the compensation amount of an individual task order exceeds the thresholds established in the District's Procurement Policy, the task order will require Board approval prior to execution.

Staff and the EC recommend that the Board of Directors authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services and discuss and provide direction, as appropriate.

rym:PJB

**MEMORANDUM**

**DATE:** April 2, 2015  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Saxony Pump Station Rehabilitation Project Preliminary Design Report Completion

---

**RECOMMENDATION:**

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

1. Receive and file the Saxony Pump Station Rehabilitation Preliminary Design Report completed by Infrastructure Engineering Corporation.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

This item will be reviewed by the EC at its April 7, 2015 meeting and staff will forward any changes that the EC may have to the Board during the meeting.

The Saxony Pump Station Rehabilitation Project is included as a goal under the Technology and Infrastructure Strategy in the Fiscal Year 2015 (FY15) Tactics & Action Plan.

In April 2014, Infrastructure Engineering Corporation (IEC) completed the District's pump stations assessment. As a result of the assessment, IEC recommended the rehabilitation of the Saxony Pump Station (Saxony) in Fiscal Year 2015 (FY15). Major items to be accomplished during the rehabilitation include:

- Mechanical:
  - Replace submersible pumps.
  - Replace check valves and isolation valves.
- Electrical:
  - Install new power monitors.
  - Install new automatic transfer switch.
  - Install new UPS.
- Pump station and site improvements:
  - Install FRP stairway and platform in wet well.
  - Field painting.
  - Replace wet well lining.

Subsequently, in October 2014, IEC was issued a task order to complete a Preliminary Design Report (PDR) for Saxony.

The scope of work included services to evaluate the scope of rehabilitation of the wet well, mechanical components and electrical/control components and site improvements. The PDR is complete and includes the following recommendations:

- replacement of the two existing submersible pumps with new submersible pumps and delivery of one spare pump to District offices
- replacement of piping and valves in the wet well and valve vault
- new Type 316 stainless steel safety chains on hatches

- installation of safety nets on access hatches
- replacement of wooden generator door with new fiberglass reinforced plastic (FRP) door and interior acoustic panels
- field painting including:
  - traffic bollards
  - Motor Control Center
  - generator enclosure
  - existing fence framing and replacement in place of vinyl coated chain link
- replacement of existing polyurethane wet well lining with epoxy
- installation of a drum type activated carbon scrubber and low flow fan on wet well vent
- rehabilitation of two (2) influent manholes
- new LED site lighting
- replacement of power monitors
- new automatic transfer switch and enclosure
- new uninterruptible power supply
- new Programmable Logic Control (PLC)
- replacement of emergency generator receptacle
- sealing of the driveway and pump station site asphalt

The executive summary is attached for your review. A copy of the PDR is available upon request.

It should be noted that pump station bypassing will be necessary to perform work in the pump station wet well including replacement of the wet well lining and piping replacement. Other work that is to be performed during bypassing is replacement of piping and valves in the valve vault, and replacement of the PLC.

Regarding environmental requirements, Section 7 of the PDR, Environmental Needs and Approaches, recommends the Project be constructed outside of the bird nesting season to minimize noise impacts on adjacent sensitive habitats. This would require construction from mid-September to mid-February. The project is not expected to trigger the need for a Coastal Development Permit.

Staff intends to execute an agreement with IEC for continued engineering services as the project transitions into the design/bidding phase of the project.

rym:PJB

Attachment



# SAXONY PUMP STATION REHABILITATION PRELIMINARY DESIGN REPORT

Prepared for:



Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

MARCH 2015



Prepared by:  
Infrastructure Engineering Corporation  
14271 Danielson Street  
Poway, CA 92064  
049.LWD.0047

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## EXECUTIVE SUMMARY

### 1.0 Introduction

The purpose of this preliminary design report is to define the scope of the proposed Saxony Pump Station Rehabilitation Project and advance recommendations to a preliminary design level. Improvements will take into account recommendations suggested by the 2013 Asset Management Master Plan (AMMP), the 2014 Pump Station Assessment Report, and District staff input during the preliminary design phase.

The Saxony Pump Station was built in 1963 and rehabilitated a number of times, most recently in 2000. Saxony Pump Station contains two 40 horsepower (hp) non-clog submersible pumps and motors that are reported to operate at 900 gallons per minute (gpm). Other major station components include a cast in place wet well, 10" and 15" diameter influent gravity sewer mains, an 8" diameter ductile iron force main, a cast in place valve vault and emergency connection vault, above grade electrical equipment and a 100 kilovolt (kV) emergency generator.

The Saxony Pump Station is located just north west of the intersection of Saxony Road and La Costa Avenue in the City of Carlsbad.

### 2.0 Pump Replacement

The existing pumps at Saxony pump station are recommended for replacement because they have reached the end of their design life. The pumps are reported to have a capacity of 900 gpm and to operate at approximately 40 pounds per square inch (psi). IEC developed a conceptual system curve(s) for the Saxony pump station system with which to finalize pump selection during final design. IEC recommends the following considerations be taken into account in finalizing the pump selection:

- IEC has requested one week of flow data from Leucadia Pump Station and level data from Saxony Pump Station. This data will be reviewed during the final design phase to verify current system curve and existing pump station operational parameters including pump run time, flow and operating pressure.
- Once current operating conditions are confirmed IEC recommends the following be re-evaluated as input to the final pump selection:
  - current and desired retention times in the wet well,
  - and, the maximum expected influent flow to the pump station.
- A chopper style pump could mitigate ragging issues currently seen at the pump station but should be considered in conjunction with the requirement that the overall horsepower of the station remain the same or decrease in order to avoid upsizing of the motor control center, the emergency generator, and possibly the electrical connection, meter, and transformer.

### 3.0 Valve Vault and Bypass Modifications

The valve vault mechanical equipment (check valves, plug valves, pressure gauges and flow meter) has reached the end of its useful life and is recommended for replacement. IEC recommends the District replace the piping in the valve vault in conjunction with the mechanical equipment. Proposed valve vault piping improvements are shown in Figures 3-6 (Appendix A).



IEC assessed the District's request to install a ship's ladder into the valve vault. Although space restrictions preclude the installation of a ship's ladder, IEC recommends the District install a new fiberglass reinforced plastic (FRP) ladder with a ladder up device.

Additionally, modifications to the emergency bypass connections are recommended to provide a 6" Victaulic blind flange to facilitate connection to a portable bypass pump.

### **3.0A Alternative Site Layout**

At the draft preliminary design report review meeting, a suggestion was made to evaluate replacement of the existing influent manhole on the western-most gravity inlet sewer with a new submersible lift station (SLS). Although not formally documented in past design reports, the existing wet well is generally considered oversized for peak flow operations and is considered to provide critical emergency storage capacity at this environmentally sensitive location. However, this larger wet well also tends to accumulate grit, an issue that District staff remedies by running the pumps in manual mode to pump down the wet well on a weekly basis. Although this procedure is not thought to be disruptive or unduly time or labor intensive, the concept of a new SLS that pumps out of the modified existing influent manhole with utilization of the existing wet well as an emergency overflow basin is intended to both mitigate the grit accumulation in the wet well and reduce operational retention time at the station.

Some key site and mechanical improvements required for this alternative are summarized below:

- New 12" and 15" PVC gravity sewer lines (approximately 65 total linear feet)
- New submersible lift station constructed as Cast-in-Place Concrete, Prefabricated manhole or fiberglass
- 2 new submersible pumps within the SLS
- 1 new submersible pump within the emergency wet well
- Piping to connect the SLS to piping within the existing valve vault

### **4.0 Wet Well Modifications**

The existing polyurethane lining on the wet well walls has reached the end of its useful life and is recommended for replacement with a new epoxy lining. The cast in place PVC lining on the ceiling appears to be in good condition. The existing piping in the wet well shows evidence of corrosion product and is recommended for replacement.

The District requested IEC evaluate the installation of a FRP stairway and access platform similar to that installed at Batiquitos Pump Station. However, a stairway would require a larger access hatch than currently exists. Due to the existing wet well slab reinforcement configuration, in order to install a larger access hatch, the entire roof slab would require replacement. This would entail a substantial increase in project scope. IEC recommends staff continue to access the existing floats and level detector through the existing access hatches.

### **5.0 Electrical and SCADA Modifications**

Several electrical components at the Saxony Pump Station have reached the end of their useful design life and are recommended for replacement including:

- pole mounted site lighting
- pump power monitors

- programmable logic card (PLC)
- automatic transfer switch (ATS)
- uninterruptible power supply (UPS)
- SCADA (supervisory control and data acquisition) radio
- the emergency generator connection

## 6.0 Miscellaneous Improvements

The force main was replaced in its entirety between the years 2000 and 2001. It is recommended that the force main replacement be scheduled on or about the time the design life is reached in approximately 2025 or as a part of any timely adjacent improvement project to the L1/L2 force main systems.

Other miscellaneous improvements to be addressed as a part of the Saxony Pump Station Rehabilitation Project are shown on Figures 1-2 (Appendix A) where applicable and include the following:

- a spare pump to be delivered to District offices
- safety netting and replacement of stainless steel safety chains on access hatch
- manhole rehabilitation of influent manholes (2)
- rerouting of the site sump to an influent manhole
- replacement of corroded springs on wet well access hatch
- replacement of the door to the generator enclosure with new FRP door and acoustical panels
- field painting of existing bollards, motor control center (MCC) enclosure, and existing generator enclosure
- installation of drain for the generator pad
- installation of a removeable screen on the generator intake
- installation of a carbon scrubber and low flow fan on the wet well vent

## 7.0 Environmental Needs and Approaches

This section evaluates needs and options for the project's environmental clearances. As a discretionary undertaking, the proposed rehabilitation is subject to the California Environmental Quality Act, and because it is located adjacent to sensitive habitat, it may have some potential to trigger regulatory permit requirements under the federal and/or California Endangered Species Acts (ESA/CESA).

However, as a rehabilitation of an existing facility, with no change in function or increase in capacity, the project should qualify for exemption from CEQA review, assuming there are no "unusual circumstances" creating the potential for significant impacts on the environment (CEQA Guidelines §15301).

We recommend the following best management practices to facilitate environmental clearances. Appropriate contractor-friendly language can be included as Special Technical Provisions in the project contract documents.



- Conduct mobilization, site preparation, rehabilitation, and demobilization outside the nesting season; if this not feasible, work should begin prior to the beginning of the nesting season, and should continue without interruption until complete.
- Restrict construction, staging, and access to the existing paved/disturbed footprint.
- Provide for temporary low-impact exclusion measures (orange construction fencing, pin flags, etc.) installed under qualified biologist supervision to prevent accidental incursions into sensitive habitat. Exclusion measures should be installed prior to contractor mobilization and should remain in place until demobilization is complete.
- Provide for “stop work, evaluate, and treat” precautions in the event of an unanticipated discovery of known or potential archaeological or fossil resources.

As immediate next steps to finalize the environmental clearance approach for the project, we recommend the following.

- Field-check and update the 1998 vegetation mapping for the area that will be crossed by the temporary bypass in order to (1) verify the habitat type and quality currently present in this area; and (2) determine whether the temporary piping can be connected without significant disturbance of sensitive vegetation.
- Our on-the-ground biological reconnaissance will also allow us to confirm our preliminary understanding that the pump station is outside state and federal jurisdictional limits.
- Conduct a reconnaissance evaluation of surrounding habitat within the noise disturbance radius to assess suitability for Least Bell’s Vireo, Southwestern Willow Flycatcher, and Coastal California Gnatcatcher nesting. As identified above, we assume that habitat will be found suitable for these species, but we recommend evaluating whether any of the species can be ruled out.
- If bypass piping can be restricted to areas of disturbed habitat, or the vegetative cover is open enough to allow bypass installation without disturbance, we anticipate that the project may qualify for exemption from CEQA. If removal, trimming, or other disturbance of sensitive vegetation would be required, CEQA review (presumed to be an IS/MND), and possibly also “indirect” take permitting triggered by habitat impacts, may be needed. In this case, IEC will follow up with resource agency staff to evaluate options and negotiate an approach; with a very small area of disturbance, it may be possible to obtain informal agency concurrence without the need for formal take permitting. If more than one option is available once constraints are more fully understood, we will present the options along with their pros and cons, and can then support the District in implementing the preferred approach.

## **8.0 Proposed Project Summary, Engineer’s Opinion of Probable Construction Cost, Sewer Bypassing and Construction Phasing**

The preliminary engineer’s opinion of probable construction cost for the Proposed Project is \$580,000. This is approximately \$263,000 less than the preliminary engineer’s opinion of probable construction cost for the Alternative Site Layout described in section 3.0A.

Proposed project components include the following:

- replacement of the two existing submersible pumps with new submersible pumps and delivery of one spare pump to District offices
- replacement of piping and valves in the wet well and valve vault including the following mechanical equipment
  - 3 – 8” check valves
  - 4 – 8” plug valves
  - 1 – 4” check valve
  - 1 – 4 “ plug valve
  - 8” mag meter
  - Pressure gauge
- new Type 316 stainless steel safety chains on hatches
- installation of safety nets on access hatches
- replacement of springs on wet well access hatch with new Type 316 stainless steel springs
- replacement of wooden generator door with new FRP door and interior acoustic panels
- field painting including
  - traffic bollards
  - MCC
  - generator enclosure
  - existing fence framing and replacement in place of vinyl coated chain link
- replacement of existing polyurethane wet well lining with epoxy
- installation of screen on generator intake
- installation of activated carbon scrubber and low flow fan on wet well vent
- rehabilitation of influent manholes (2 manholes)
- re-routing of sump pump drainage to influent manhole
- generator pad drain
- new LED site lighting
- replacement of power monitors
- new automatic transfer switch and enclosure
- new uninterruptible power supply
- new PLC
- replacement of emergency generator receptacle
- replacement of MCC light with new LED light
- pump station bypassing
- sealing of the driveway and pump station site asphalt

Sewer bypassing will be necessary to perform work in the pump station wet well including replacement of the wet well lining, piping replacement and installation of the FRP ladder and platform. Other work that is to be performed during sewer bypassing is replacement of piping in the valve vault, and replacement of the PLC. A short shutdown during low flow conditions will be required to replace a section of piping in the valve vault between the discharge header and the bypass connection.



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The Saxony Pump Station Rehabilitation was targeted for construction in 2015. However, section 7 of this preliminary design report, environmental needs and approaches, recommends the Project be constructed outside of bird nesting season to minimize noise impacts on adjacent sensitive habitats. This would limit construction mobilization to mid-September. Additionally, several of the equipment items have long lead times most notably the pumps (20 weeks), and valves (14 weeks). IEC recommends the District consider procuring long lead time items in advance of construction.

The Saxony Pump Station Rehabilitation Project is not expected to trigger the need for a Coastal Development Permit. IEC recommends the District prepare a technical memorandum during final design identifying the project as exempt from CDP for submittal to the City of Carlsbad.

**MEMORANDUM**

**DATE:** April 2, 2015  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Saxony Pump Station Rehabilitation Project – Engineering Design Services

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$72,266.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

This item will be reviewed by the EC at its April 7, 2015 meeting and staff will forward any changes that the EC may have to the Board during the meeting.

Previously, the Board of Directors received and filed the Saxony Pump Station Preliminary Design Report (PDR) completed by Infrastructure Engineering Corporation (IEC). As you may recall, the PDR recommended the following major project components:

- replacement of the two existing submersible pumps with new submersible pumps and delivery of one spare pump to District offices
- replacement of piping and valves in the wet well and valve vault including the following mechanical equipment
- replacement of existing polyurethane wet well lining with epoxy
- rehabilitation of influent manholes (2 manholes)
- replacement of power monitors
- new automatic transfer switch and enclosure
- new uninterruptible power supply
- new Programmable Logic Control (PLC)

The estimated construction cost with contingency is \$580,000.

The next phase of the project is the design phase. IEC has submitted a proposal, attached, to complete the design of the project. The Scope of work includes:

**I. Final Design Phase**

- Design of project as identified in the Preliminary Design Report (PDR)
- Preparation of Plans, Specifications and Cost Estimates
- Project Management and Administration
  - Three submittals at the 90%, 100% and Final Contract Document levels.
  - Three meetings are included in the scope at the kickoff, 90% review and 100% review level.

- Prepare a memorandum of CDP exemption for submittal to the City of Carlsbad.

IEC proposed fee for design services is \$72,266 which includes services to support project design, such as electrical engineering subcontractor services. This fee is 12.5% of the estimated construction cost. Staff believes the proposal is fair and reasonable. Therefore, staff recommends that the Board authorize the General Manager to execute an agreement with IEC for engineering design services for the Saxony Pump Station Rehabilitation Project.

**FISCAL IMPACT:**

Staff appropriated funds in the FY15 Budget for this project. The budget contains sufficient funds to cover the design services to be provided under this agreement.

rym:PJB

Attachment



March 27, 2015

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

**Reference: Saxony Pump Station Rehabilitation Project – Final Design**

Dear Mr. Morishita:

It has been our pleasure to assist the District with the Saxony Pump Station Rehabilitation Project. This letter summarizes the project budget and requests an amendment for additional services necessary to provide the District with engineering services to final design of the Saxony Pump Station Rehabilitation Project per the Saxony Pump Station Rehabilitation Preliminary Design Report. The services requested under this amendment supplement, and do not overlap with, services authorized under either the original task order or amendment 1.

**SCOPE OF WORK**

***Task 3 – Final Design***

The scope for the final design is as identified in the Saxony Pump Station Rehabilitation Preliminary Design Report (PDR) for the proposed rehabilitation project. The scope does not include the alternative site layout or additional environmental services. The project scope as identified in the PDR is as follows:

- Replacement of the two existing submersible pumps with new submersible chopper pumps and delivery of one spare pump to District offices.
- Replacement of piping and valves in the wet well and valve vault including the following mechanical equipment
  - 3 – 8" check valves
  - 4 – 8" plug valves
  - 1 – 4" check valve
  - 1 – 4 " plug valve
  - 8" mag meter
  - Pressure gauge, possibly with in-flange pressure gauge
- New FRP ladder and platform in wet well
- New Type 316 stainless steel safety chains on hatches
- Installation of safety nets on access hatches
- Replacement of springs on wet well access hatch with new Type 316 stainless steel springs.
- Replacement of wooden generator door with new FRP door and interior acoustic panels
- Field painting including
  - Traffic bollards
  - MCC



- Generator enclosure
- Existing fence framing and replacement in place of vinyl coated chain link
- Replacement of existing polyurethane wet well lining with epoxy lining
- Installation of screen on generator intake
- Installation of activated carbon scrubber and low flow fan on wet well vent
- Rehabilitation of influent manholes (2 manholes)
- Re-routing of sump pump drainage to influent manhole
- Generator pad drain
- New LED site lighting
- Replacement of power monitors
- New automatic transfer switch and enclosure
- New uninterruptible power supply
- New PLC
- Replacement of emergency generator receptacle
- Replacement of MCC light with new LED light
- Pump station bypassing
- Sealing of the driveway and pump station site asphalt

Contract documents will be comprised of plans, specifications and engineer's opinion of probable construction cost. Plans will be based on the previously provided CAD files from the 2001 Pump Station Rehabilitation Project. Plans are expected to be composed of the following sheets:

- (4) General Sheets - Title, general notes and pump curves
- (4) Civil Sheets – Site Layout and Demolition, Conceptual Bypass Plan
- (6) Mechanical Sheets – Mechanical Plans, Sections and Details
- (8) Electrical Sheets – Electrical Site Plan, Single Line Diagram, Conduit Schedules, P & ID and PLC details

This scope includes three submittals at the 90%, 100% and Final Contract Document levels. Three meetings are included in the scope at the kickoff, 90% review and 100% review level.

IEC will prepare a final pump selection memorandum to be appended to the preliminary design report to evaluate the existing system and serve as the basis of design for pump design and specification.

This project is expected to be exempt from the requirement of a Coastal Development Permit (CDP) as a repair and maintenance project. IEC will prepare a memorandum indicating the opinion of CDP exemption for submittal to the City of Carlsbad.

Mr. Robin Morishita  
Leucadia Wastewater District  
March 27, 2015  
Page 2 of 2

#### **SCHEDULE AND FEE**

A proposed project schedule is attached.

A breakdown of the scope and fee is attached.

We propose to complete this work on a time and materials basis at a total cost not to exceed **\$72,266**. This brings the total requested project budget to **\$97,866**.

Sincerely,

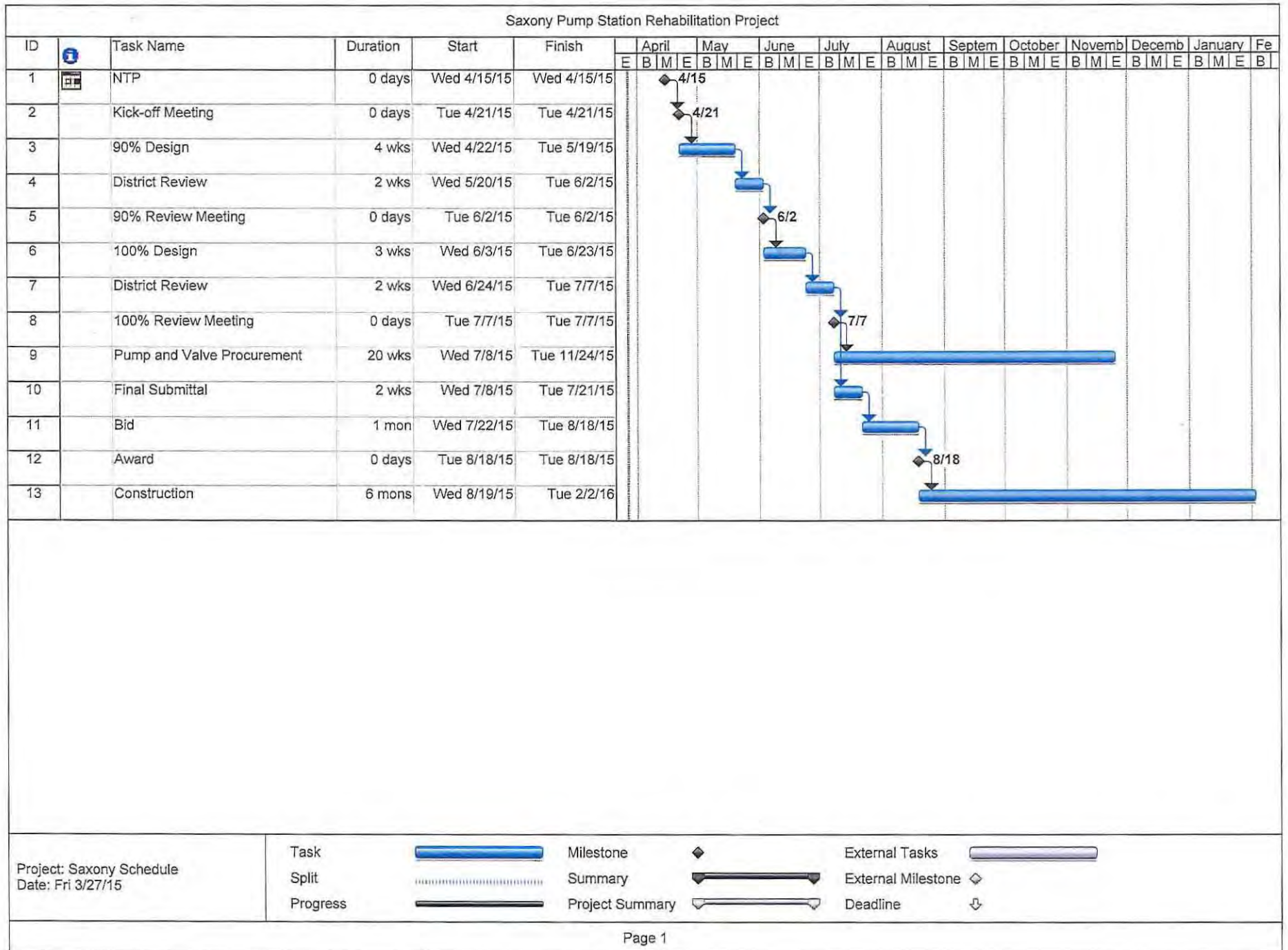
A handwritten signature in blue ink, appearing to read "Robert Weber".

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

**FEE ESTIMATE  
LEUCADIA WASTEWATER DISTRICT  
Saxony Pump Station Final Design**


Task/ Subtask	Task/Subtask Description	<i>Sr. Project Manager (Rob Weber)</i>	<i>Project Manager (Jane Costello)</i>	<i>Project Manager (Dave Padilla)</i>	<i>Project Engineer (Jamie Fagnant)</i>	<i>Project Engineer/ Designer (Rich Goodman)</i>	<i>Engineer II/ CAD II Designer (Andrew Weise)</i>	<i>Word Processor (Annette Moore)</i>	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$180.00	\$170.00	\$170.00	\$130.00	\$130.00	\$110.00	\$65.00					
<b>TASK 3</b>	<b>Final Design</b>												<b>\$72,266</b>
	Meetings (3)	6	6		9				21	\$3,270	\$150		\$3,420
	Final Pump Selection Memorandum		12				18		30	\$4,020	\$0		\$4,020
	90% Submittal	4	36	4	32	32	128	8	244	\$30,440	\$0		\$30,440
	Electrical Design		4						4	\$680	\$150	\$11,571	\$12,401
	100% Submittal	4	20	2	20	16	68	8	138	\$17,140	\$0		\$17,140
	Final Submittal	2	4	2	4	8	8	4	32	\$4,080	\$0		\$4,080
	CDP Exemption Memo	1			4			1	6	\$765	\$0		\$765
		17	82	8	69	56	222	21	475				
		\$3,060	\$13,940	\$1,360	\$8,970	\$7,280	\$24,420	\$1,365		\$60,395	\$300	\$11,571	<b>\$72,266</b>

**TOTAL NOT-TO-EXCEED FEE: \$72,266**



**MEMORANDUM**

**DATE:** April 2, 2015  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Mission Statement Review

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Review LWD's Mission Statement; and
2. Discuss and provide direction, as appropriate.

**DISCUSSION:**

On February 18, 2015, the Board of Directors conducted a Strategic Planning Session that discussed various topics of interest to the Board and Staff. One item discussed during the planning session was a request by Director Sullivan to consider a change to the District's Mission Statement. Specifically, Director Sullivan requested that the use of "wastewater" in the Mission Statement be replaced with a term that more appropriately reflects the future of water reuse. The term presented for consideration was "water resources".

The Board requested that Staff conduct research on this issue and present the findings at its March 2015 meeting. Therefore, this item has been placed on the agenda so that the Board can review the District's Mission and Vision Statement and discuss possible revisions.

To assist the Board in their discussions, attached please find the Strategic Plan's Mission and Vision statements. Also provided is an attachment that includes various Mission Statements from agencies throughout California.

Staff requests that the Board review the District's Mission Statement and provide direction as appropriate.

Attachments

cal:PJB



## Vision Statement

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

## Mission Statement

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

## Mission Statement Examples

### **Castro Valley Sanitary District**

*We protect public health and the environment by providing wastewater and solid waste services.*

### **Central Contra Costa Sanitary District**

*To protect public health and the environment by: Collecting and treating wastewater; Embracing a policy of sustainability for the responsible use of existing resources; promoting environmental stewardship.*

### **Delta Diablo**

*Protect public health and the environment of our communities by providing wastewater and other resource recovery services of exceptional quality and value.*

### **East Bay Municipal Utility District**

*To manage the natural resources with which the District is entrusted; to provide reliable, high quality water and wastewater services at fair and reasonable rates for the people of the East Bay; and to preserve and protect the environment for future generations.*

### **Eastern Municipal Water District**

*To deliver value to our customers and the communities we serve by providing safe, reliable, economical and environmentally sustainable water, wastewater and recycled water services.*

### **Encina Wastewater Authority**

*As an environmental leader, EWA provides sustainable and fiscally responsible wastewater services to the communities it serves while maximizing the use of alternative and renewable resources.*

### **Goleta Sanitary District**

*To provide to the citizens of the Goleta Valley, wastewater collection, treatment and disposal, including reclamation and utilization of treatment by products; to protect the public's health and the total environment; to conduct its operations in an efficient, dependable and cost-effective manner; to keep the public properly informed on sanitary service issues; and to do all this to meet the present and future needs of the Goleta Valley.*

### **Inland Empire Utilities Agency**

*Inland Empire Utilities Agency is committed to meeting the needs of the region by providing essential services in a regionally planned and cost effective manner while safeguarding public health, promoting economic development, and protecting the environment.*

### **Kern County Waste Management Department**

*The Mission of the Waste Management Department is to protect the health and safety of the public and enhance the quality of life by providing environmentally safe management of liquid and solid waste.*

### **Sanitation Districts of Los Angeles County**

*The Sanitation Districts protect public health and the environment through innovative and cost-effective wastewater and solid waste management, and in doing so convert waste into resources such as recycled water, energy and recycled materials.*

**Midway City Sanitary District**

*The Board of Directors and Employees of Midway City Sanitary District work diligently to provide sewer and solid waste services to the residents of the District. Our top priority is to accomplish this in an ethical, efficient, and cost effective manner that will protect the health and safety of those we serve.*

**Orange County Sanitation District**


*To protect public health and the environment by providing effective wastewater collection, treatment, and recycling.*

**Sacramento Regional County Sanitation District**

*Our mission is to protect public health and the environment through reliable and safe conveyance, treatment and disposal of wastewater in the most cost-effective manner possible, now and into the future.*



**MEMORANDUM**

**DATE:** April 2, 2015  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2016 Staffing Reorganization

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

- 1) Approve a staffing reorganization that will establish an Administrative Supervisor classification that would increase full-time personnel (FTE's) from 18 to 19 employees effective January 2016; and
- 2) Discuss and take other action as appropriate.

**BACKGROUND:**

In June 2009, the Board of Directors adopted the Leucadia Wastewater District's (LWD) Succession Plan Policy. The purpose of this policy was to ensure that employees are trained, capable and ready to fill LWD's critical positions. The policy encourages the recruitment of internal candidates when the necessary skill base is available for leadership positions within LWD.

In addition, the Board of Directors met in closed session last month to discuss LWD's accounting services agreement and potential organizational changes related to the pending retirement of Administrative Services Manager Chuck LeMay. There was no action taken, but the Board did provide direction to me to bring back a recommendation in April regarding organizational changes related to Mr. LeMay's retirement. This item is a follow-up to the Board's direction.

**DISCUSSION:**

As such, I am recommending a minor staffing reorganization that fully meets the intent of the Succession Plan Policy, which I believe is in the best long term interest of LWD. The reorganization would involve the addition of an Administrative Supervisor classification that would increase LWD's total staffing to 19 employees. This would be LWD's first staffing increase since 2003. It is anticipated that the position will be filled through an in-house recruitment process and that the successful candidate would be trained to be one of LWD's future leaders.

As proposed last month, Mr. Richard Duffey would assume the Administrative Services Manager position when Mr. LeMay retires in January 2016 and the accounting services with Brownell & Duffey would be terminated at that time. Accounting services provided by Mr. Duffey would be brought in-house and made part of the Administrative Services Manager position. The existing Brownell & Duffey agreement is scheduled to expire as of June 2015 and staff anticipates recommending a 6 month extension to the agreement at that time to cover the interim period. The addition of accounting duties to the Administrative Services Manager position would be off-set by the assistance of the new Administrative Supervisor.

The Administrative Services Manager Position would continue to have broad oversight over LWD's Finance, Administrative and Human Resource Functions. The new Administrative Supervisor classification would include supervisory responsibilities and would perform many of the day to day responsibilities in administration, public information, human resources, and risk management. The position would also provide needed assistance with the finance functions. If approved, the Administrative Supervisor's compensation will be established at Grade 17 which provides internal alignment with the Field Services Supervisor position. The reorganization provides a unique opportunity to retain an experienced management team and open up an opportunity for existing staff to advance and learn the skills needed for more senior management positions.

It is anticipated that the financial impact of eliminating the accounting services contract and adding the Administrative Supervisor position will result in an overall net savings of \$40,000 during the first year of the reorganization.

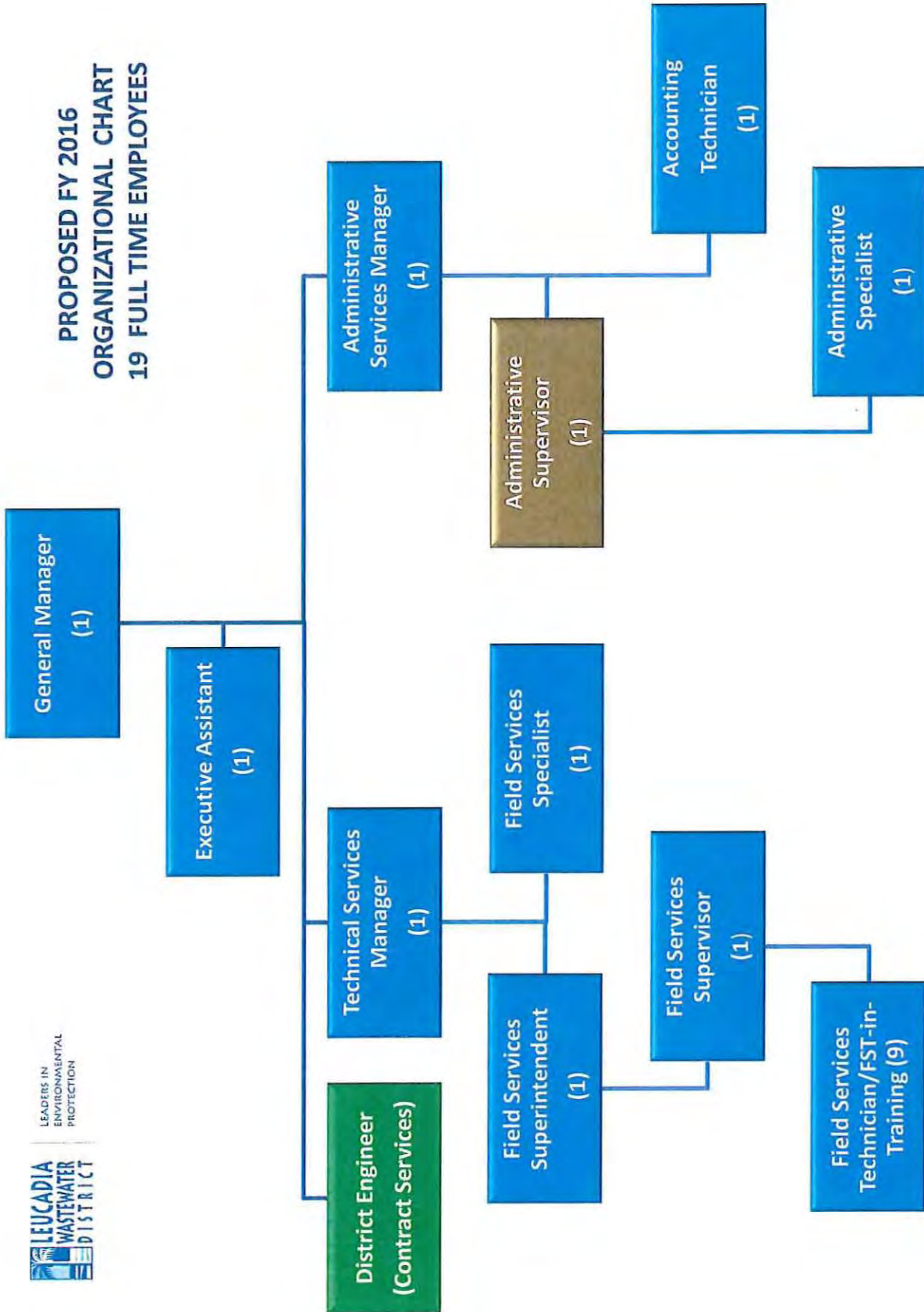
The proposed FY 2016 budget will include compensation to fund the recommended staff changes. A proposed FY 2016 Organization Chart (Attachment A) is attached for the Board's review along with a proposed job description for the Administrative Supervisor classification (Attachment B).

Staff recommends that the Board of Directors approve the proposed staffing reorganization to become effective in January 2016.

Attachments

cl:PJB

**PROPOSED FY 2016  
ORGANIZATIONAL CHART  
19 FULL TIME EMPLOYEES**





## ADMINISTRATIVE SUPERVISOR

### Summary

Under the direction of the Administrative Services Manager (ASM), performs a wide variety of tasks and activities associated with the administration, finance, human resources, public information, and risk management functions of the District. Advises and makes recommendations to the Administrative Services Manager to ensure delivery of District programs and designated services to employees and District ratepayers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Directly supervises Administrative Specialist staff.
- Assists ASM with the development and posting of Board agendas.
- Compiles data, analyzes information, and presents recommendations on a variety of administrative, financial and personnel issues.
- Serves as the District's primary agent for the administration of programs related to employee benefits, workers compensation, and risk management.
- Assists ASM in the preparation of the annual budget and the collection of information for the annual audit.
- Reviews benchmark classifications and conducts surveys on issues related to classification changes, compensation, range adjustments and merit increases.
- Administers the District's Deferred Compensation Program by ensuring compliance with program requirements and assisting employees in all aspects of the 457 program.
- Enters and reconciles compensation and health costs in the CalPERS web-site.
- Coordinates all aspects of the hiring process including the development and posting of job announcements, screening of employee applications, scheduling of interview panels, and notifications to applicants.
- Maintains the District's Human Resources Policy Manual (HRPM).
- Remains informed on Federal, State and other legislation and regulations regarding personnel administration and human resources issues. Recommends policy and program changes as appropriate.

- Under direction of the ASM, administers the District's Public Information program and coordinates the activities of LWD's public information contractor in the development of public information material including newsletters and fact sheets to educate and inform customers of District services.
- As the District's Safety Coordinator, administers the District's worker's compensation and return-to-work programs to ensure District services are performed in a safe and effective manner.

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.**

**Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:**

- Ability to understand, develop and administer programs, activities and functions related to essential duties and responsibilities.
- Knowledge of the principles of personnel and human resources management, specifically as they apply to the public sector.
- Understanding of Federal and State legal principles and regulations.
- Skills in operating a personal computer for data retrieval, spreadsheet preparation, and word processing.
- Ability to evaluate and interpret data and make appropriate recommendations.
- Ability to maintain the highly confidential nature of personnel information.
- Effective oral and written communication skills.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises Administrative Specialist staff. Carries out supervisory responsibilities in accordance with District policies and applicable laws. Responsibilities include interviewing, training; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**EDUCATION AND EXPERIENCE REQUIREMENT:** A Bachelor's Degree and 5 years related experience and/or training is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Class "C" driver's license.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in an office setting. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

### **CLASS HISTORY**

<b>Established:</b>	6/2015	<b>Revised/Reviewed:</b>	N/A
<b>FLSA Status:</b>	Non-Exempt	<b>Salary Grade:</b>	17
<b>Reports to:</b>	Admin. Services Manager	<b>Department:</b>	Administration



# Directors' Meetings

Presented by Juliussen, Omsted, Hanson and Sullivan

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## Conference

2015 Watereuse Annual Conference

## Dates and Location

March 15-17, 2015

Millennium Biltmore Hotel in Los Angeles, CA

## List of Attendees

President Juliussen

Vice President Omsted

Director 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.