



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, August 12, 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 individual awards: (Pages 5-6)
 - FSSupint. Jeff Stecker - 35 years Anniversary
 - FST Ryan Rodriguez – CWEA Collection System Grade 1 certificate
 - B. Achievement of an organizational award – One Year No Vehicle Accidents (Page 7)

CONSENT CALENDAR

Items 7-13 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:

July 7, 2015 Community Affairs Committee Meeting (Pages 8-9)

July 8, 2015 Regular Board Meeting (Pages 10-17)

8. Approval of Demands for July/August 2015

This item provides for Board of Directors approval of all demands paid from LWD during the month of July and a portion in August 2015. (Pages 18-45)

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 15 to FY 16 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 16 budget and discloses monthly investments. (Pages 50-57)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2015. (Pages 58-59, Attachment 11A)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2015. (Pages 60-61)

13. Fiscal Year 2016 Pay Schedules

Adopt Resolution No. 2265 - Approving the Fiscal Year 2016 pay schedules. (Pages 62-64)

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority Reports

- A. A regular EWA Board meeting was held on July 22, 2015 – report by Director Sullivan. (Pages 65-66)
- B. An Encina Member Agencies Manager's Meeting was held on August 4, 2015 – report by GM Bushee. (Verbal)

15. Committee Reports

- A. An Engineering Committee meeting was held on August 7, 2015 – report by Director Kulchin. (Handout)

- B. An Investment & Finance Committee meeting was held on August 10, 2015 – report by Director Hanson. (Handout)

ACTION ITEMS

16. Annual Review of LWD's Procurement Policy

Receive and file the annual review of the Procurement Policy. (Pages 67-75)

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

A. California Emergency Drought Relief Act. (Pages 76-82)

B. Flu Shot Clinic is scheduled for Wednesday, September 9, 2015 from 3PM – 5PM.

18. Directors' Meetings and Conference Reports

A. The North County Water Summit Meeting was held on July 16, 2015 in Vista, CA.

19. General Manager's Report

20. General Counsel's Report

21. Board of Directors' Comments

22. Closed Session

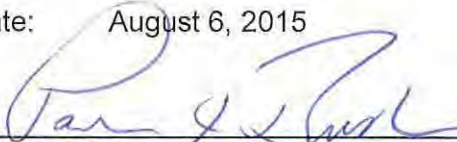
A. Personnel matters as authorized by Government Code §54957 to review General Manager Performance.

23. 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: August 6, 2015



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: August 6, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Presentation and Awards – Achievement of Individual Awards

It is my pleasure to announce that Leucadia Wastewater District (LWD) staff members have met individual performance objectives under LWD's Incentive Program. The individual achievements are as follows:

35 Year Service Award – Jeff Stecker

Last month, Field Services Superintendent Jeff Stecker passed his 35th anniversary of employment at LWD. This milestone is a tribute to Jeff's hard work, dedication, and commitment to LWD. Jeff's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Jeff is eligible for an incentive award of \$1000.

California Water Environment Association (CWEA) Collection System Maintenance Grade 1 – Ryan Rodriguez

Field Services Technician Ryan Rodriguez recently received his Collection System Maintenance Grade 1 certification from CWEA. Ryan has been working for the District since January 2015 and this is his first certification since his employment at the District. Ryan has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Ryan's desire to excel through continued professional development. As a result of this certification, Ryan is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Jeff and Ryan for their outstanding accomplishment.

PJB:

CALIFORNIA WATER ENVIRONMENT ASSOCIATION

Certification of Competence

THIS IS TO CERTIFY THAT

Ryan Rodriguez

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

Collection System Maintenance
Grade 1

Expires: 7/31/2016



Phil Scott, President
California Water Environment Association



Certificate Number 1308212859



Roy Reynolds, Chair
Technical Certification Program

MEMORANDUM

DATE: August 6, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of an Organizational Objective**

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

Achieve Highest Number of Consecutive Days Without a Vehicle Accident

Under the Incentive Program, an Organizational Objective is met if the District achieves the highest number of consecutive days without a vehicle accident. On July 9, 2015, LWD staff achieved one complete year without a vehicle accident. Vehicle accidents result in economic impacts due to lost productivity, damaged public and private property, workers compensation costs, and undermines employee morale. As a result of this achievement, each employee is eligible for an incentive compensation award in the amount of \$250.

Please join me with congratulating all staff for going one year without a vehicle accident.

th:PB

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 July 7, 2015

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, July 7, 2015 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, and Lois Humphreys of TRG & Associates (TRG).

3. Public Comment

No public comment was received.

4. Old Business

A. Discuss the Flushable Wipes Campaign.

GM Bushee introduced Ms. Humphreys of TRG to discuss the revised wipes campaign.

Ms. Humphreys provided a summary of the revised campaign. She provided the cost of each task listed in the campaign noting that the campaign is estimated at \$10,000.

Following discussion, the CAC authorized staff to proceed with the flushable wipes campaign.

5. New Business

A. Discussion of the 2015 Fall Newsletter Proposed Article Topics and Production Schedule.

GM Bushee introduced Ms. Humphreys with TRG to present the newsletter story ideas and schedule.

Ms. Humphreys stated that the cover page article will discuss the flushable wipe issue.

She also provided a brief summary of the other newsletter articles listed below:

- EWA's FOG station and its savings on electricity;
- The drought's impact to LWD and customers; and
- LWD's Awards and Employee Highlights

Following discussion, the CAC authorized staff and TRG to proceed with articles and production schedule. The CAC scheduled their next meeting for August 17th at 9:30AM.

6. Information Items

A. Flora Vista Elementary School's Public Service Announcement video.

GM Bushee stated that Flora Vista completed their second video as part of their Teacher Grant program. Staff presented the video to the CAC.

GM Bushee also showed the CAC photos of a root that was removed from a District manhole. He stated that staff will forward the photos to TRG for posting on the District's Facebook.

7. Directors' Comments

Director Omsted commented that Rancho Santa Fe Water District is looking into a program for their customers that would allow them to use recycled water that is produced from their facilities. He asked if other agencies or if LWD is looking into this as well.

GM Bushee stated that the agency must be certified by the state and they require regulatory compliance. He noted that water agencies would benefit from this type of program since they are already regulated to sell water.

8. General Manager's Comments

GM Bushee stated Field Services Superintendent Stecker has scheduled a tour for July 21st. He noted that the tour will be for a LWD customer.

9. Adjournment

Chairperson Sullivan adjourned the meeting at 10:36 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

July 8, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, July 8, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:

Juliussen, Omsted, Hanson, Sullivan and Kulchin

DIRECTORS ABSENT:

None.

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, District Engineer Steve Deering with Dudek, District CPA Richard Duffey, Field Services Technician III Mauricio Avalos, and Jamie Fagnant with Infrastructure Engineering Corporation.

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 Kulchin, 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	Aye

6. Presentations and Awards

A. Achievement of an individual award – FST III Mauricio Avalos.

GM Bushee introduced Field Services Technician III Mauricio Avalos stating that Mauricio recently received his Water Treatment Operator Grade T2 certification from the State of California State Water Resources Control Board. He also presented background information about Mauricio noting that he was eligible for a \$500 incentive award.

The Board of Directors congratulated Mauricio for his efforts.

President Juliussen stated that staff would like to add a video developed by Flora Vista Elementary School.

B. Teacher Grant Video by Flora Vista Elementary School

GM Bushee stated that during the May Board meeting, Flora Vista presented a video that the fifth grade students created for the District. He stated that they have completed another video relating to flushable wipes and staff would like to present it the Board.

Staff presented the video to the Board. The Board indicated that it was an excellent video. GM Bushee noted that EA Hill posted the video to LWD's website and Jennifer of TRG Associates posted the video to the LWD's Facebook page.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

June 10, 2015 Regular Board Meeting

July 1, 2015 Engineering Committee Meeting

8. Approval of Demands for June/July 2015

Payroll Checks numbered 17980-18017; General Checking – Checks numbered 46898-47017;

9. Operations Report (A copy was included in the original July 8, 2015 Agenda)

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

10. Finance Report (A copy was included in the original July 8, 2015 Agenda)

11. Disclosure of Reimbursements (A copy was included in the original July 8, 2015 Agenda)

This report discloses travel expense reimbursements for the month of June 2015.

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on June 24, 2015.

Director Sullivan reported on EWA's June 24, 2015 Board meeting.

Vice President Omsted inquired about how EWA will monitor what is released into the channel

by the Carlsbad desalination plant. GM Bushee noted that EWA will only monitor what is released into the sewer, not what is released into the jetty.

President Juliussen noted that EWA cancelled its July 15th Capital Improvement Committee meeting.

B. An Encina Member Agencies Manager's (MAM) Meeting was held on July 7, 2015.

GM Bushee reported on Encina MAM's July 7, 2015 meeting.

13. Committee Reports

A. Engineering Committee (EC) meeting was held on July 1, 2015.

Director Kulchin reported that the EC reviewed the following agreements and updates:

- The Charles King Company agreement for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in an amount not to exceed \$469,400 and to authorize an additional appropriation of \$81,000 in the FY 16 Budget to cover the construction cost;
- Infrastructure Engineering Corporation agreement for engineering design services for the FY 16 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,960;
- A sole-source agreement with Haaker Equipment Company for the purchase of a new Vactor Truck in an amount not to exceed \$366,561;
- Update on the B1/B2 Force Mains Replacement Project; and
- Update on the Leucadia Pump Station Generator Replacement Project.

TSM Morishita provided a brief update on the B1/B2 Force Mains Replacement Project and the Leucadia Pump Station Generator Replacement Project.

B. Community Affairs Committee (CAC) meeting was held on July 7, 2015.

Director Sullivan reported that the CAC reviewed the proposed Flushable Wipes Campaign and directed staff to move forward with the campaign. She noted the tasks included in the campaign. She also reported that the CAC reviewed the proposed topics and production schedule for the Fall 2015 newsletter. She stated that the CAC directed staff to move forward with the article topics.

ACTION ITEMS

14. Fiscal Year 2016 (FY 16) Gravity Pipeline Rehabilitation Project Engineering Design Services.

Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY 16 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,690.

TSM Morishita presented the item noting that it was reviewed by the EC at their July 1st meeting. He indicated that it is a tactical goal under the Technology and Infrastructure Strategy in the FY 16 Tactics and Action Plan.

He provided background information on the project noting that it includes a high Priority Repair list that identifies defects throughout the collection system. He stated the types of defects that were discovered during staff's CCTV inspections noting that manholes were included in the list due to root intrusion. He stated IEC's design proposal for the project and their tasks included in the scope of work. He added

that the FY 16 budget includes funds for the design of this project.

Director Sullivan thanked staff and the Engineering Committee for their efforts with this project.

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 IEC for engineering design services for the FY 16 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,690 by the following vote:

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

15. Award of the District's Scott's Valley Pipeline Rehabilitation Project Construction Contract

Authorize the General Manager to execute an Agreement with Charles King Company for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in amount not to exceed \$469,400 and authorize an additional appropriation to the Fiscal Year (FY 16) budget in an amount of \$81,000 to cover the full cost of project construction.

TSM Morishita presented the item noting that it was reviewed by the EC at their July 1st meeting. He indicated that it is a tactical goal under the Technology and Infrastructure Strategy in the FY 16 Tactics and Action Plan.

He stated that the District's flow monitoring system has indicated a higher than expected flow in the Scott's Valley area. He noted that the Field Services staff CCTV'd the sewer line in the area and results of their inspection confirmed a significant inflow and infiltration in the gravity line. He added that IEC had designed the project and they recommended that the project be constructed between September and March to avoid the bird nesting period.

He provided a summary of the bid process noting that the bids were reviewed by IEC. He stated the bids results, noting that Charles King Company was the lowest responsive and responsible bidder. He added that the received bids were higher than the engineer's opinion of probable cost and he explained the reasons for the cost increase. Based on this increase, an additional appropriation of \$81,000 to the FY 16 budget is needed to cover the construction costs with a 10% contingency.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Charles King Company for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in amount not to exceed \$469,400 and authorize an additional appropriation to the FY 16 budget in an amount of \$81,000 to cover the full cost of project construction by the following vote:

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

16. Award of Purchase Contract to Haaker Equipment Company for a New Vector Combination Truck

Authorize the General Manager to execute a sole source purchase Agreement with Haaker Equipment Company (Haaker) for the purchase of a new Vector Truck in an amount not to exceed \$366,561.

FSSupt. Stecker presented the item noting that it was reviewed by the EC at their July 1st meeting. FSSupt. Stecker provided background information on the District's current Vector fleet and he explained the District's vehicle replacement guidelines.

He stated that staff has noticed an increase in the cost and number of repairs to the two oldest Vectors which have exceeded their useful life. He stated that staff plans on trading in both Vectors 128 and 147, when the new Vector is purchased. He added that since a new trailer mounted mini-jetter was added to the District's fleet, the trade-in of the two Vectors will not reduce staff's response time to emergencies or affect collection system hydro-cleaning.

He added that Haaker is the only authorized southern California dealer for Vector trucks. Therefore under the District's procurement policy, sole source procurement is allowed where goods and services are obtainable from only one vendor due to unique circumstances.

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 execute a sole source purchase Agreement with Haaker Equipment Company for the purchase of a new Vector Truck in an amount not to exceed \$366,561 by the following vote:

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

17. Resolution No. 2263 – Changing the Employer Paid Member Contribution to CalPERS

Adopt Resolution No. 2263 - Changing the Employer Paid Member Contribution to CalPERS.

ASM LeMay presented the item stating that CalPERS requires its members to report any changes to its define benefit retirement program. He added that the Board reduced the employer paid member contributions for classic members from 3% to 1% effective July 1, 2015, therefore this change requires an updated resolution. He noted that staff will forward the updated resolution to CalPERS.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2263 – Changing the

Employer Paid Member Contribution to CalPERS.

18. CSDA Board of Directors 2015 Elections – Seat A

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate

EA Hill presented the item stating that CSDA is requesting its members to vote for a candidate for Seat A for the southern network region. She noted the candidates' names and that staff has no recommendation.

Upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors voted for Jo MacKenzie of Vista Irrigation District.

19. Receive and file the Fiscal Year 2015 (FY 15) Tactics and Action Plan.

GM Bushee presented the item stating that the District has accomplished all forty-two goals, with the exception of one; however, an additional forty goals were added and completed. He provided highlights of the completed tactical goals from each strategic area listed in Plan.

Director Sullivan stated that she appreciates staff's efforts with this report. She suggested that staff include in each Board agenda item, a note or check mark indicating that it is a tactical goal. GM Bushee indicated that staff's memos include a brief sentence indicating that the item is a tactical goal. He suggested that this sentence could be more specific or in bold.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors received and filed the FY 15 Tactics and Action Plan by the following vote:

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

20. Adopt the Fiscal Year 2016 (FY 16) Tactics and Action Plan.

GM Bushee presented the item stating the Plan includes over forty tactical goals. He provided the highlights of the Plan, which include the following:

- Leucadia Force Main West Section Replacement project,
- Scott's Valley Pipeline Repair Project;
- Saxony Pump Station Rehabilitation Project;
- Staff Team Building and Employee Satisfaction Survey
- Review the District's Capacity Fee Ordinance, and
- Update LWD Standard Specifications

President Juliussen suggested that staff include an updated Tactics and Action Plan report in the Board agenda each month. GM Bushee agreed to include a quarterly Board report, since some of the projects listed in the plan take some time to complete. Director Sullivan suggested that the Board memos that reference a tactical goal should be in red bold font. GM Bushee agreed to do so in the

next Board agenda.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted the FY 16 Tactics and Action Plan by the following vote:

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

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

- A. Thank you note to FS staff from customer regarding the recent tour of LWD facilities.

GM Bushee noted that the District received the thank you note from a customer that received a tour.

22. Directors' Meetings and Conference Reports

None.

23. General Manager's Report

GM Bushee reported on the following items:

- Tomorrow is the District's annual barbeque at noon located at Stagecoach Park.
- The North County Water Summit is scheduled for July 16th at 8AM. He noted that the carpool will leave at 7:15AM.
- FSSupt. Stecker has scheduled a District tour for a customer on July 21st.
- He will be on vacation from July 17-27 and TSM Morishita will be the Acting General Manager.

24. General Counsel's Report

General Counsel Brechtel reported on SB 88 which allows the State Water Resources Control Board the authority to consolidate water agencies. He stated that this bill does not have an impact on LWD, because it allows the Water Authority to compel consolidation of water agencies that provide services to disadvantage communities or when the agency does not have enough safe drinking water to provide their community.

25. Board of Directors' Comments

Director Hanson stated that the demands indicated that she received two travel reimbursement checks, however, one of the checks was voided and she only received one check.

EA Hill confirmed that one of the checks was voided. GM Bushee stated that staff will resolve the issue.

President Juliussen congratulated staff and District Engineer Deering for continuing to do a great job.

26. Closed Session

A. Personnel matters as authorized by Government Code 54957 to review General Manager Performance.

The Board of Directors met in closed session. General Counsel Brechtel reported that the Board of Directors reviewed GM Bushee's performance. He stated that by a consensus vote, the Board agreed that the General Manager's performance was overall excellent. He indicated that no other action was taken during closed session.

The Board then reviewed the General Manager's compensation in open session.

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and carried, the Board of Directors approved a 3% salary increase from \$203,666.25 to \$209,776.24 by the following vote:

Director	Vote
President Juliussen	Aye
Vice President Omsted	Aye
Director Sullivan	Aye
Director Hanson	No
Director Kulchin	Aye


27. Adjournment

President Juliussen adjourned the meeting at approximately 6:30 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

MEMORANDUM

DATE: August 6, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of July/August Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 739,654.83.
2. Discuss and take other action as appropriate.

DISCUSSION:

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

Operating expenses totaled \$399,564.93 while Capital Improvement Program expenses totaled \$ 208,514.57.

Payroll for employees and the Board totaled \$ 131,575.33.

Attached please find a year to date Employee and Board Payroll Report from July 2014 to August 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 July/August 2015
Attachment 2	Board Payroll Check Register dated July 3, 2015
Attachment 3	Payroll Check Register July 8, 2015
Attachment 4	Payroll Check Register dated July 9, 2015
Attachment 5	Accounts Payable Check Register dated July 10, 2015
Attachment 6	Accounts Payable Check Register dated July 15, 2015
Attachment 7	Accounts Payable Check Register dated July 16, 2015
Attachment 8	Payroll Check Register dated July 22, 2015
Attachment 9	Accounts Payable Check Register dated July 27, 2015
Attachment 10	Accounts Payable Check Register dated August 1, 2015
Attachment 11	Board Payroll Check Register dated August 3, 2015
Attachment 12	Payroll Check Register dated August 5, 2015
Attachment 13	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

August 12, 2015

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Board Payroll Check -7/3/2015	18018 - 18022	\$1,141.49	
Payroll Check-7/8/15	18023 - 18040	\$42,280.37	
Payroll Check-7/9/2015	18041 - 18043	\$2,872.08	
Payroll Check -7/22/2015	18044 - 18060	\$41,341.86	
Board Payroll Check -8/3/2015	18061 - 18065	\$2,144.12	
Payroll Check -8/5/2015	18066 - 18082	\$41,795.41	
	Total	\$131,575.33	
General Checking -7/10/2015	47018 - 47084	\$ 221,441.99	
General Checking - 7/15/2015	47085 - 47090	\$ 3,705.78	
General Checking-7/16/2015	47091 - 47114	\$ 91,029.42	
General Checking - 7/27/2015	47115 - 47150	\$ 210,413.65	
General Checking - 8/1/2015	47151 - 47168	\$ 81,488.66	
	Total	\$ 608,079.50	
	GRAND TOTAL		\$739,654.83

VOIDED CHECKS

18018 -18020 Reissued
18041-18043 Reissued

CORRECTION:

The following correction to Void Check #46918 issued to Director Judy Hanson was made to the June 8, 2015 check register report included in the July 2015 Agenda

Expense Check #46918 in the amount of \$864.43 was voided and reissued

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: July 3, 2015

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
18018 - 18022	7/3/2015	\$1,141.49

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 8, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18023 - 18040	7/8/2015	\$42,280.37

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 9, 2015
Final Pay

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18042 - 18043	7/9/2015	\$2,411.85

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 9, 2015
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18041	7/9/2015	\$460.23

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/10/2015 Through 7/10/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	47018	7/10/2015	<u>3,570.00</u>	OPEN PO-FLOW MONITORING
	Total 47018		3,570.00	
ARC DOCUMENT SOLUTIONS.,LLC	47019	7/10/2015	<u>538.51</u>	PLANS AND SPECS
	Total 47019		538.51	
ANTIMITE TERMITE & PEST CONTROL	47020	7/10/2015	<u>56.00</u>	PEST SERVICE-JUNE
	Total 47020		56.00	
ARENAL ROAD, LLC	47021	7/10/2015	<u>49.75</u>	REFUND DEV CAMEO HOMES
	Total 47021		49.75	
AT&T	47022	7/10/2015	<u>221.48</u>	DIAL IN MODEM
AT&T		7/10/2015	<u>167.34</u>	PHONE @ BPS
	Total 47022		388.82	
AYALA ENGINEERING	47023	7/10/2015	<u>19,000.00</u>	RAISE 34 MANHOLES
	Total 47023		19,000.00	
BAKER ARCHITECTURE	47024	7/10/2015	<u>60.00</u>	REFUND DEV GAGLIONE BROS
	Total 47024		60.00	
BATIQUITOS LAND, LLC	47025	7/10/2015	<u>790.95</u>	REFUND DEV-BATIQUITOS BLUFFS
	Total 47025		790.95	
BELL VISTA ENCINITAS	47026	7/10/2015	<u>93.75</u>	REFUND DEV BELLA VISTA
	Total 47026		93.75	
BNR INVESTMENT AND DEVELOPMENT LLC	47027	7/10/2015	<u>805.55</u>	REFUND DEV RESORT VIEW TOWNHOMES
BNR INVESTMENT AND DEVELOPMENT LLC		7/10/2015	<u>87.50</u>	REFUND DEV ROMERIA POINT
	Total 47027		893.05	
BROWNELL AND DUFFEY CPA	47028	7/10/2015	<u>10,117.50</u>	ACCOUNTING FEES-JUNE
	Total 47028		10,117.50	
CALPERS	47029	7/10/2015	<u>121,644.00</u>	CALPERS EMPLOYER CONTRIBUTION
	Total 47029		121,644.00	
CHUCKS TIRE CENTER	47030	7/10/2015	<u>25.00</u>	TIRE SERVICE
	Total 47030		25.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/10/2015 Through 7/10/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CIRCA DOMINI INTERNATIONAL	47031	7/10/2015	265.00	REFUND DEV-JAMBA JUICE
	Total 47031		265.00	
CITY OF CARLSBAD	47032	7/10/2015	293.85	WATER @ OFFICE/PLANT
CITY OF CARLSBAD		7/10/2015	174.41	WATER @ VACTOR
CITY OF CARLSBAD		7/10/2015	282.22	WATER @VACTOR
	Total 47032		750.48	
COUNTY OF SAN DIEGO	47033	7/10/2015	8,762.60	LAFCO FEES-2015-2016
	Total 47033		8,762.60	
CSRMA	47034	7/10/2015	9,523.93	PROPERTY INS-7/15-16
	Total 47034		9,523.93	
DATA NET	47035	7/10/2015	240.00	AEROHIVE SUPPORT RENEWAL
DATA NET		7/10/2015	46.62	IS MAINT AND SUPPORT
DATA NET		7/10/2015	115.00	SHAREPOINT-IS MAINT/SUPPORT
DATA NET		7/10/2015	860.00	WATCHGUARD SUPPORT RENEWAL
	Total 47035		1,261.62	
DBR DEVELOPMENT, INC	47036	7/10/2015	27.82	REFUND DEV LEUCADIA HILLS
	Total 47036		27.82	
Design UA Inc (McDonalds)	47037	7/10/2015	590.00	REFUND DEV MCDONALDS
	Total 47037		590.00	
DEXTER WILSON ENGINEERING	47038	7/10/2015	2,200.00	FY15 AUDIT-SSMP-JUNE
	Total 47038		2,200.00	
FORD MANCE COMPANY	47039	7/10/2015	101.71	REFUND DEV LEVANTE/ECR MANCE
	Total 47039		101.71	
GLASSMAN PLANNING ASSOC. INC	47040	7/10/2015	82.50	REFUND DEV STARBUCKS
	Total 47040		82.50	
GOLDEN PROPERTY DEVELOPMENT LLC	47041	7/10/2015	500.00	REFUND DEVE BUFFALO WINGS
	Total 47041		500.00	
G S DEVELOPMENT CORP	47042	7/10/2015	21.25	REFUND DEV TIERRA LC
	Total 47042		21.25	
HOKED ON SUSHI	47043	7/10/2015	2.50	REFUND DEV HOKED ON SUSHI

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/10/2015 Through 7/10/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47043		2.50	
ICMA RETIREMENT-303979	47044	7/10/2015	3,248.67	DEFERRED COMP
	Total 47044		3,248.67	
GARIT IMHOFF	47045	7/10/2015	2,975.00	LATERAL REIMBURSEMENT
	Total 47045		2,975.00	
JIM D RILEY	47046	7/10/2015	635.00	REFUND DEV FOR BRITTANY RD
	Total 47046		635.00	
THE JOCKEY CLUB	47047	7/10/2015	1,405.00	LATERAL REIMBURSEMENT
	Total 47047		1,405.00	
JOHN GREISMAN	47048	7/10/2015	500.00	REFUND DEV ESTRELLA DE MAR
	Total 47048		500.00	
LEVON HALUYAN	47049	7/10/2015	379.00	REFUND DEV-MAGIC BAKERY
	Total 47049		379.00	
MASHAY, INC	47050	7/10/2015	120.00	REFUND DEV MASHAYEKAN ANNEX
	Total 47050		120.00	
MITSUBISHI ELECTRIC US, INC	47051	7/10/2015	274.02	JULY SERVICE MAINT-ELEVATOR
	Total 47051		274.02	
NATIONWIDE RETIREMENT SOLUTIONS	47052	7/10/2015	243.67	DEFERRED COMP
	Total 47052		243.67	
OLIVENHAIN MUNICIPAL WATER DIST	47053	7/10/2015	39.22	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		7/10/2015	428.36	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		7/10/2015	489.66	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		7/10/2015	39.22	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		7/10/2015	39.22	WATER @ VP7
	Total 47053		1,035.68	
ORION CONSTRUCTION CORP	47054	7/10/2015	17.03	REFUND DEV DUSTY TRAILS
	Total 47054		17.03	
PERS RETIREMENT	47055	7/10/2015	44.61	BOARD RETIREMENT 6/30/15

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/10/2015 Through 7/10/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47055		44.61	
PLANCOM, INC	47056	7/10/2015	250.00	REFUND DEV-CABO GRILL
	Total 47056		250.00	
PLANT PEOPLE	47057	7/10/2015	158.00	MONTHLY PLANTS MAINT-JULY
	Total 47057		158.00	
PREMIER FOOD CONCEPTS	47058	7/10/2015	110.00	REFUND DEV LUNA GRILL
	Total 47058		110.00	
PURCHASE POWER	47059	7/10/2015	172.59	SHIPPING
	Total 47059		172.59	
QUAIL GARDENS	47060	7/10/2015	125.00	REFUND DEV-QUAIL GARDENS
	Total 47060		125.00	
RICHARD STINSON	47061	7/10/2015	9,500.00	CONSTRUCTION CONSULTING-JUNE
	Total 47061		9,500.00	
R. J. SAFETY SUPPLY CO., INC.	47062	7/10/2015	277.99	SAFETY GLOVES
	Total 47062		277.99	
ROCKWELL CONSTRUCTION SERVICES, INC	47063	7/10/2015	1,812.50	CM/VFD PROJECT
ROCKWELL CONSTRUCTION SERVICES, INC		7/10/2015	875.00	CM/VFD REPLACEMENT-MAY
ROCKWELL CONSTRUCTION SERVICES, INC		7/10/2015	1,187.50	LPS GENERATOR
	Total 47063		3,875.00	
SAN DIEGO UNION TRIBUNE	47064	7/10/2015	126.48	NOTICE/AD
	Total 47064		126.48	
SAN DIEGUITO WATER DISTRICT	47065	7/10/2015	23.20	WATER @ TANKER
	Total 47065		23.20	
THE SEA BRIGHT COMPANY	47066	7/10/2015	23.75	REFUND DEV-ROSS SUBDIVISION
	Total 47066		23.75	
SOUTHERN CALIFORNIA SOIL & TESTING,	47067	7/10/2015	2,880.00	BPS 1 /B2
	Total 47067		2,880.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/10/2015 Through 7/10/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
STERLING KING	47068	7/10/2015	2,225.00	LATERAL REIMBURSEMENT
	Total 47068		2,225.00	
STEVEN M GRADY	47069	7/10/2015	65.00	REFUND DEV FOR LC CANYON VIEWS
	Total 47069		65.00	
TONY L KEEFER	47070	7/10/2015	200.00	REFUND DEV-CORTE VERA CRUZ
	Total 47070		200.00	
TRG & ASSOCIATES	47071	7/10/2015	4,983.75	PUBLIC INFO-JUNE
	Total 47071		4,983.75	
UNDERGROUND SERVICE ALERT OF	47072	7/10/2015	154.50	UNDERGROUND ALARM SERVICE
	Total 47072		154.50	
UNIFIRST CORPORATION	47073	7/10/2015	212.38	LAUNDRY SERVICE
	Total 47073		212.38	
UNITED PARCEL	47074	7/10/2015	25.39	SHIPPING
	Total 47074		25.39	
U.S. BANK	47075	7/10/2015	1,393.96	CONFERENCES, MEETINGS, SUPPLI...
	Total 47075		1,393.96	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	47076	7/10/2015	99.00	PHYSICALS
	Total 47076		99.00	
V&A CONSULTING ENGINEERS	47077	7/10/2015	1,200.00	CREEK SAMPLING
	Total 47077		1,200.00	
VERIZON WIRELESS	47078	7/10/2015	49.23	TELEMETRY MOBILE
	Total 47078		49.23	
VERSAI DESIGN AND DEVELOPMENT	47079	7/10/2015	46.25	REFUND DEV CANCUN MEXICAN
	Total 47079		46.25	
W2007 ENCINITAS RESORT CO., LLC	47080	7/10/2015	249.95	REFUND DEV-ARENAL RD
	Total 47080		249.95	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/10/2015 Through 7/10/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
WARREN W SCOTT ARCHITETURE WSA, INC	47081	7/10/2015	97.02	REFUND DEV-HERMES AVE
	Total 47081		97.02	
WASTE MANAGEMENT	47082	7/10/2015	202.57	TRASH SERVICE-JUNE
	Total 47082		202.57	
WEST COAST SAFETY SUPPLY CO., INC.	47083	7/10/2015	70.90	FILTERS FOR PUMP
WEST COAST SAFETY SUPPLY CO., INC.		7/10/2015	367.90	O2 SENSOR
	Total 47083		438.80	
XEROX CORPORATION	47084	7/10/2015	82.76	SERVICE MAINT COPIER
	Total 47084		82.76	
Report Total			221,441.99	

30

Vendor Name	Transaction Source	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	6/30/2015	CC-6/22/15	50.00	4330	BOARD CONFERENCES	Carlsbad chamber
U.S. BANK	API	6/30/2015	CC-6/22/15	12.05	4330	BOARD CONFERENCES	E.5.-toll rd charge
U.S. BANK	API	6/30/2015	CC-6/22/15	500.49	4910	OFFICE SUPPLIES	Supplies-folders,labels
U.S. BANK	API	6/30/2015	CC-6/22/15	32.00	5210	ENGINEERING	SSMP review
U.S. BANK	API	6/30/2015	CC-6/22/15	360.00	5520	REPAIR & MAINT PUMP STATION	BPS sulfur testing
U.S. BANK	API	6/30/2015	CC-6/22/15	48.32	5710	TRAINING, EDUCATION & CONFERNC	CSRMA meeting
U.S. BANK	API	6/30/2015	CC-6/22/15	159.84	5735	EMPLOYEE RECOGNITION	eoy award
U.S. BANK	API	6/30/2015	CC-6/22/15	41.31	5740	MEETING SUPPLIES	Budget workshop
U.S. BANK	API	6/30/2015	CC-6/22/15	30.00	5910	TELEPHONE	internet fee
U.S. BANK	API	6/30/2015	CC-6/22/15	130.00	5910	TELEPHONE	Internet/website
U.S. BANK	API	6/30/2015	CC-6/22/15	29.95	5910	TELEPHONE	website
				<u>1,393.96</u>			Transaction Total
		Total 6/30/2015		1,393.96			
Report Opening/Current Balance							
Report Transaction Totals				<u>1,393.96</u>			
Report Current Balances							

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/15/2015 Through 7/15/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ALLAN JULIUSSEN	47085	7/15/2015	329.78	Replacement Ck for Voided Payroll Ck
	Total 47085		329.78	
DAVID KULCHIN	47086	7/15/2015	332.46	Replacement Ck for voided payroll
	Total 47086		332.46	
DAVID KULCHIN	47087	7/15/2015	12.00	Bank Fee for Returned Check
	Total 47087		12.00	
DONALD OMSTED	47088	7/15/2015	159.46	Replacement Ck for Voided Payroll Ck
	Total 47088		159.46	
JOSH FLANDERS	47089	7/15/2015	2,411.85	Replacement Ck for voided Payroll Cks
	Total 47089		2,411.85	
MAURICIO AVALOS	47090	7/15/2015	460.23	Replacement ck for voided incentive check
	Total 47090		460.23	
Report Total			3,705.78	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/16/2015 Through 7/16/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CARLSBAD FUELS CORPORATION	47091	7/16/2015	1,518.05	VEHICLE FUEL
	Total 47091		1,518.05	
CASH	47092	7/16/2015	338.64	PETTY CASH-JUNE-JULY
	Total 47092		338.64	
CHARLES P. CROWLEY COMPANY, INC	47093	7/16/2015	15,035.33	TROUGH WITH V-NOTCH
	Total 47093		15,035.33	
CONEXIS	47094	7/16/2015	140.00	SEC 125 FLEX PLAN-JUNE
	Total 47094		140.00	
DATA NET	47095	7/16/2015	591.25	IS MAINT AND SUPPORT
	Total 47095		591.25	
DUDEK & ASSOCIATES	47097	7/16/2015	1,820.18	GE/3251/GRADING PLANS
DUDEK & ASSOCIATES		7/16/2015	1,175.70	GE/3252/0S26/FAIR OAKS
DUDEK & ASSOCIATES		7/16/2015	275.00	GE/3252/0607/VISTA LA COSTA
DUDEK & ASSOCIATES		7/16/2015	55.00	GE/3252/0662/NOLAN
DUDEK & ASSOCIATES		7/16/2015	545.00	GE/3252/0844/LC TOWN
DUDEK & ASSOCIATES		7/16/2015	110.00	GE/3252/0851/JEREZ CT
DUDEK & ASSOCIATES		7/16/2015	880.00	GE/3252/0874/EOLUS 4
DUDEK & ASSOCIATES		7/16/2015	110.00	GE/3252/0882/COASTEL TEN
DUDEK & ASSOCIATES		7/16/2015	382.50	GE/3252/0897/OMWD
DUDEK & ASSOCIATES		7/16/2015	495.00	GE/3252/0923/BELLA AZUL
DUDEK & ASSOCIATES		7/16/2015	382.50	GE/3252/0925/MENCHIES
DUDEK & ASSOCIATES		7/16/2015	330.00	GE/3252/0926/YOCADIA CREAMERY
DUDEK & ASSOCIATES		7/16/2015	880.00	GE/3252/0928/NO. COAST HWY
DUDEK & ASSOCIATES		7/16/2015	770.00	GE/3252/0931/DOMINOS
DUDEK & ASSOCIATES		7/16/2015	550.00	GE/3252/0932/BIRDS EYE KITCHEN
DUDEK & ASSOCIATES		7/16/2015	490.00	GE/3252/0933/ALTIVIA PLACE
DUDEK & ASSOCIATES		7/16/2015	110.00	GE/3252/0934/ATHENA ST
DUDEK & ASSOCIATES		7/16/2015	330.00	GE/3252/0935/HERMES AVE
DUDEK & ASSOCIATES		7/16/2015	605.00	GE/3252/0936/N.VULCAN AVE
DUDEK & ASSOCIATES		7/16/2015	10,035.00	GE/CIP/200/346
	Total 47097		20,330.88	
ELLIOT ASSOCIATES	47098	7/16/2015	456.00	DATA CONVERSION
	Total 47098		456.00	
EVOQUA WATER TECHNOLOGIES, LLC	47099	7/16/2015	7,285.32	BIOXIDE
	Total 47099		7,285.32	
FIRE SERVICE CORP	47100	7/16/2015	145.00	ANNUAL FIRE EXT SERVICE

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/16/2015 Through 7/16/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47100		145.00	
I2B NETWORKS, INC	47101	7/16/2015	160.00	WEB CAM @ 8PS
	Total 47101		160.00	
INFRASTRUCTURE ENGINEERING CORP	47102	7/16/2015	2,600.00	FY15 GRAVIETY SEWER REPAIR
INFRASTRUCTURE ENGINEERING CORP		7/16/2015	2,180.00	L1 FORCE MAIN WEST SIDE
INFRASTRUCTURE ENGINEERING CORP		7/16/2015	14,510.30	SAXONY PS REHAB
INFRASTRUCTURE ENGINEERING CORP		7/16/2015	4,149.60	SCOTTS VALLEY REHAB
	Total 47102		23,439.90	
JACKSON & BLANC	47103	7/16/2015	1,436.24	SERVICE @ BPS
JACKSON & BLANC		7/16/2015	864.55	SERVICE/MAINT-AWT
	Total 47103		2,300.79	
JEFF BILLS	47104	7/16/2015	3,000.00	CONSULTING FEES-JUNE
	Total 47104		3,000.00	
NORTH COUNTY EQUIPMENT INC	47105	7/16/2015	42.52	SERVICE
	Total 47105		42.52	
OFFICE DEPOT, INC.	47106	7/16/2015	222.42	OFFICE SUPPLIES
	Total 47106		222.42	
PALOMAR WATER, LLC	47107	7/16/2015	216.13	BOTTLED WATER @ OFFICE
	Total 47107		216.13	
RYAN RODRIGUEZ	47108	7/16/2015	150.00	REIMBURSE FOR CERT-MAINT 1
	Total 47108		150.00	
SAN DIEGO COUNTY CLERK	47109	7/16/2015	50.00	FILING CEQA NOTICE-GRAVITY PIPELINE
	Total 47109		50.00	
SAN DIEGO COUNTY CLERK	47110	7/16/2015	50.00	FILING CEQA NOTICE FOR SCOTTS VALLEY
	Total 47110		50.00	
SAN DIEGUITO WATER DISTRICT	47111	7/16/2015	171.57	WATER @ BPS
	Total 47111		171.57	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/16/2015 Through 7/16/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SOUTHERN CONTRACTING COMPANY	47112	7/16/2015	1,120.00	ELECTRICAL WORK @BPS
SOUTHERN CONTRACTING COMPANY		7/16/2015	10,050.00	HYDRORANGER W/TRANSDUCERS
	Total 47112		11,170.00	
UNIFIRST CORPORATION	47113	7/16/2015	215.62	LAUNDRY SERVICE
	Total 47113		215.62	
WHITE NELSON DIEL EVANS LLP	47114	7/16/2015	4,000.00	AUDITOR FEES-JULY
	Total 47114		4,000.00	
Report Total			91,029.42	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 22, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18044 - 18060	7/22/2015	\$41,341.86

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/27/2015 Through 7/27/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLAN JULIUSSEN	47115	7/27/2015	6.00	REIMBURSE FOR BANK CHG
	Total 47115		6.00	
ALLIANT INSURANCE SERVICES, INC	47116	7/27/2015	998.98	CYBER LIABILITY INS
	Total 47116		998.98	
ANTIMITE TERMITE & PEST CONTROL	47117	7/27/2015	56.00	MONTHLY PEST SERVICE-JULY
	Total 47117		56.00	
BURTECH PIPELINE, INC	47118	7/27/2015	91,656.72	BP B1/B2 FORCE MAIN
	Total 47118		91,656.72	
CHUCKS TIRE CENTER	47119	7/27/2015	583.13	TIRE SERVICE FOR EASEMENT TRUCK
	Total 47119		583.13	
CORODATA	47120	7/27/2015	74.80	STORAGE
	Total 47120		74.80	
CUES, INC	47121	7/27/2015	1,748.81	REPAIRS/MAINT TO CCTV VAN
	Total 47121		1,748.81	
DATA NET	47122	7/27/2015	906.27	ANTIVIRUS RENEWAL
DATA NET		7/27/2015	568.00	APC UNIT FOR COMMUNICATION ROOM
DATA NET		7/27/2015	95.80	IS MAINT AND SUPPORT
DATA NET		7/27/2015	57.50	IS MAINT/SUPPORT
DATA NET		7/27/2015	17,766.00	NETAPP CONTROLLER
DATA NET		7/27/2015	3,520.94	SERVER RAM UPGRADE
DATA NET		7/27/2015	4,773.60	SQL SERVER
	Total 47122		27,688.11	
DEEP MAINLINE TOOLS	47123	7/27/2015	233.28	TOOLS
	Total 47123		233.28	
DONALD OMSTED	47124	7/27/2015	19.00	REIMBURSE FOR BANK FEE
	Total 47124		19.00	
DOWNSTREAM SERVICES, INC.	47125	7/27/2015	65.00	STORM WATER MAINT
	Total 47125		65.00	
ENCINA WASTEWATER AUTHORITY	47126	7/27/2015	2,277.50	LAB FEES
	Total 47126		2,277.50	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/27/2015 Through 7/27/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
GOVERNMENT FINANCE OFFICER ASSOC.	47127	7/27/2015	160.00	RENEWAL/MEMBERSHIP
	Total 47127		160.00	
GREAT AMERICA FINANCIAL SERVICES	47128	7/27/2015	870.07	COPIER LEASE
	Total 47128		870.07	
HAAKER EQUIPMENT CO	47129	7/27/2015	17.11	PARTS FOR VACTOR
	Total 47129		17.11	
HOCH CONSULTING	47130	7/27/2015	2,000.00	SAXONY PS CONSULTING
	Total 47130		2,000.00	
HUGO GONZALEZ	47131	7/27/2015	161.00	REIMBURSE FOR CLASS
	Total 47131		161.00	
ICMA RETIREMENT-303979	47132	7/27/2015	3,153.95	DEFERRED COMP
	Total 47132		3,153.95	
MARCON PRODUCTS INC.	47133	7/27/2015	617.76	GRADE RINGS
	Total 47133		617.76	
MAURICIO AVALOS	47134	7/27/2015	12.00	REIMBURSE FOR BANK FEE
	Total 47134		12.00	
MSC JANITORIAL SERVICE, INC	47135	7/27/2015	1,552.92	JANITORIAL SERVICES-JULY
	Total 47135		1,552.92	
NATIONWIDE RETIREMENT SOLUTIONS	47136	7/27/2015	243.67	DEFERRED COMP
	Total 47136		243.67	
PEP BOYS	47137	7/27/2015	86.36	PARTS
	Total 47137		86.36	
PERS RETIREMENT	47138	7/27/2015	11,565.05	EMPLOYEE RETIREMENT ENDING 7/19/15
PERS RETIREMENT		7/27/2015	12,103.89	EMPLOYEE RETIREMENT ENDING 7/5/15
	Total 47138		23,668.94	
PIPERIN CORPORATION	47139	7/27/2015	8,500.00	RAISING MANHOLE
	Total 47139		8,500.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/27/2015 Through 7/27/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
RANCHO SANTA FE SECURITY SYSTEMS	47140	7/27/2015	258.00	ALARM SYSTEM
	Total 47140		258.00	
RCP BLOCK & BRICK, INC	47141	7/27/2015	73.68	PEBBLE ROCK
	Total 47141		73.68	
SAN DIEGO GAS AND ELECTRIC	47142	7/27/2015	17,327.40	ELECTRIC @ OFFICE/LPS
	Total 47142		17,327.40	
SAN DIEGO GAS & ELECTRIC	47143	7/27/2015	223.77	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTRIC		7/27/2015	12,628.75	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTRIC		7/27/2015	665.90	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTRIC		7/27/2015	983.97	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTRIC		7/27/2015	1,120.33	ELECTRIC @ EEPs
SAN DIEGO GAS & ELECTRIC		7/27/2015	1,414.57	ELECTRIC @ LC PS
SAN DIEGO GAS & ELECTRIC		7/27/2015	199.61	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTRIC		7/27/2015	1,025.84	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTRIC		7/27/2015	391.84	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTRIC		7/27/2015	235.72	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTRIC		7/27/2015	10.00	GAS @ OFFICE/LPS
SAN DIEGO GAS & ELECTRIC		7/27/2015	2.57	NAT. GAS @ EE
	Total 47143		18,902.87	
TELEPACIFIC COMMUNICATIONS	47144	7/27/2015	1,068.39	PHONE SYSTEM
	Total 47144		1,068.39	
TIERRA VERDE RESOURCES, INC	47145	7/27/2015	1,520.00	HWY 101 BPS CLEANUP
TIERRA VERDE RESOURCES, INC		7/27/2015	730.00	LANDSCAPING FEES-JULY
	Total 47145		2,250.00	
TIM BESTAMENTE	47146	7/27/2015	346.37	MAINT AND REPAIR WORK
	Total 47146		346.37	
T.S. INDUSTRIAL SUPPLY	47147	7/27/2015	99.07	MARKING PAINT
T.S. INDUSTRIAL SUPPLY		7/27/2015	360.89	PARTS
T.S. INDUSTRIAL SUPPLY		7/27/2015	225.95	SUPPLIES AND PARTS
	Total 47147		685.91	
UNIFIRST CORPORATION	47148	7/27/2015	420.66	LAUNDRY SERVICE
	Total 47148		420.66	
VERIZON WIRELESS	47149	7/27/2015	661.86	CELL PHONE CHARGES
	Total 47149		661.86	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/27/2015 Through 7/27/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
WORDEN WILLIAMS, APC	47150	7/27/2015	<u>1,967.40</u>	JUNE'S LEGAL FEES
	Total 47150		<u>1,967.40</u>	
Report Total			<u><u>210,413.65</u></u>	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/1/2015 Through 8/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ATEL COMMUNICATIONS, INC	47151	8/1/2015	191.25	Voice Message-labor
	Total 47151		191.25	
AT&T	47152	8/1/2015	225.38	DIAL IN MODEM
AT&T		8/1/2015	307.13	elevator phone
	Total 47152		532.51	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	47153	8/1/2015	24,517.60	HEALTH INS-AUGUST
	Total 47153		24,517.60	
HARTFORD LIFE & ACCIDENT INS.	47154	8/1/2015	424.81	Life Ins-Aug
	Total 47154		424.81	
JEFFERY STECKER	47155	8/1/2015	708.26	REIMBURSE FOR CONFERENCE
	Total 47155		708.26	
MARVIN GONZALEZ	47156	8/1/2015	991.51	REIMBURSE FOR CONFERENCE
	Total 47156		991.51	
MC GRATH CONSULTING	47157	8/1/2015	2,500.00	Update Stormn Water Plan-SWPPP
	Total 47157		2,500.00	
MES VISION	47158	8/1/2015	276.34	VISION INS-AUGUST
	Total 47158		276.34	
NEWEST CONSTRUCTION COMPANY	47159	8/1/2015	23,975.95	RETENTION RELEASED
	Total 47159		23,975.95	
PIPERIN CORPORATION	47160	8/1/2015	21,000.00	sewer repair
	Total 47160		21,000.00	
PLUMBERS DEPOT, INC	47161	8/1/2015	93.96	GRABBER
PLUMBERS DEPOT, INC		8/1/2015	196.56	HOSE LEADER
	Total 47161		290.52	
PROFORMA PRINT & PROMOTIONS	47162	8/1/2015	391.90	A/P Checks
	Total 47162		391.90	
QUALITY CHEVROLET	47163	8/1/2015	520.51	VEHICLE MAINT
	Total 47163		520.51	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/1/2015 Through 8/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SDSI BUSINESS SYSTEMS	47164	8/1/2015	190.00	resolve out of balance issue for direct billing
	Total 47164		190.00	
SOUTHERN CALIFORNIA SOIL & TESTING,	47165	8/1/2015	1,152.00	Fees for b1/B2 for June
	Total 47165		1,152.00	
STATE WATER RESOURCES CONTROL BD	47166	8/1/2015	60.00	Renewal for T2 WT Cert-Mendez
	Total 47166		60.00	
THE GUARDIAN	47167	8/1/2015	3,675.50	DENTAL/DISABILITY INS-AUG
	Total 47167		3,675.50	
TRI COMMUNITY ANSWERING SERVICE	47168	8/1/2015	90.00	Answering service-June
	Total 47168		90.00	
Report Total			81,488.66	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: August 3, 2015

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
18061 - 18065	8/3/2015	\$2,144.12

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 5, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18066 - 18082	8/5/2015	\$41,795.41

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

<u>JULY</u>	2014		
7/3/2014	Board		\$2,949.20
7/9/2014	Employee		\$43,104.03
7/23/2014	Employee		\$43,900.37
	TOTAL		\$89,953.60
<u>AUGUST</u>			
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>
	TOTAL		\$109,905.38
<u>SEPTEMBER</u>			
9/3/2014	Employee		\$44,446.50
9/4/2014	Board		\$4,227.18
9/16/2014	Employee	Retirement	\$10,048.90
9/17/2014	Employee		<u>\$43,570.16</u>
	TOTAL		\$102,292.74
<u>OCTOBER</u>			
10/1/2014	Employee		\$40,167.92
10/3/2014	Board		\$4,362.16
10/8/2014	Employee	Incentive	\$14,793.18
10/15/2014	Employee		\$40,300.04
10/29/2014	Employee		<u>\$39,487.52</u>
	TOTAL		\$139,110.82
<u>NOVEMBER</u>			
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>
	TOTAL		\$85,479.96
<u>DECEMBER</u>			
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>
	TOTAL		\$104,362.83
<u>JANUARY</u>	2015		
1/3/2015	Board		\$1,313.29
1/7/2015	Employee		\$39,442.47
1/21/2015	Employee		<u>\$38,947.79</u>
	TOTAL		\$79,703.55

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

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

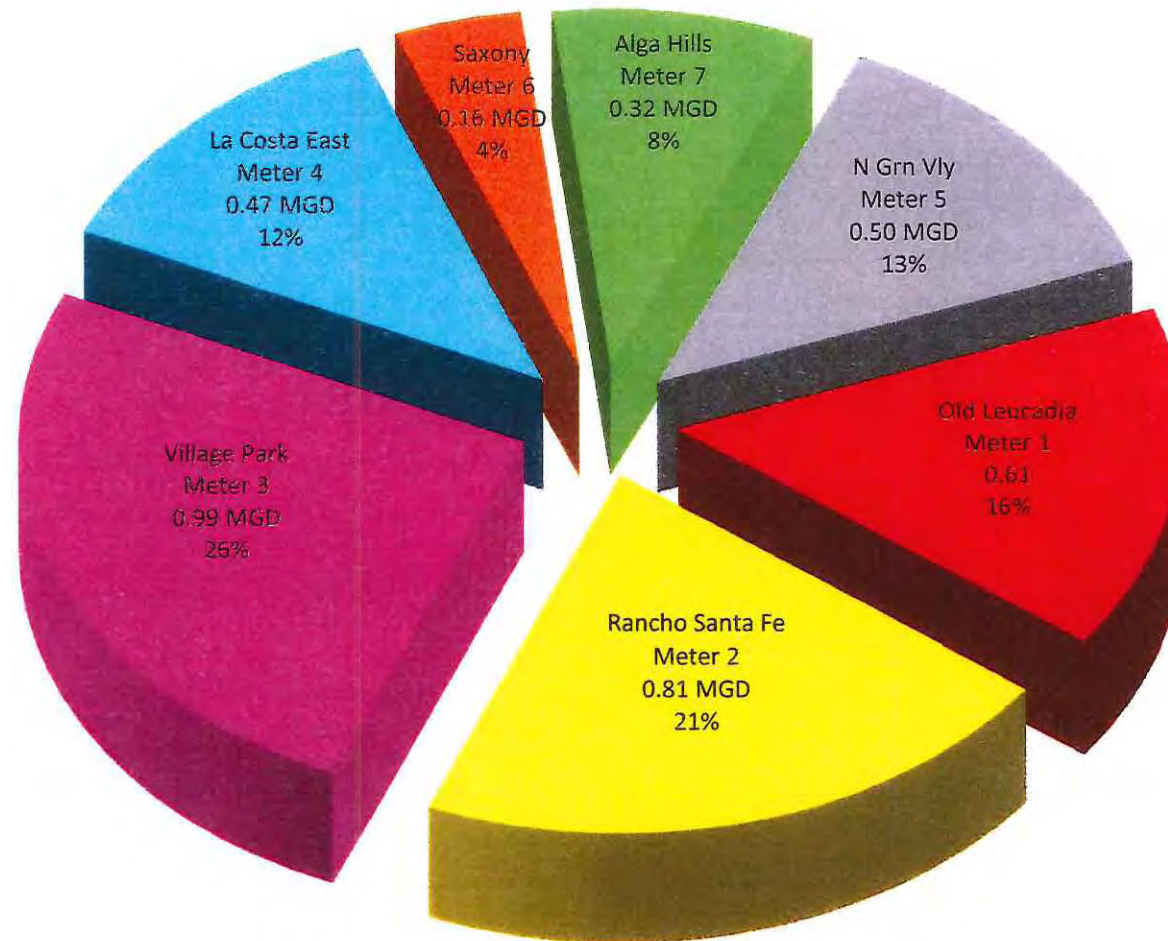
AUGUST

8/3/2015	Board		\$2,144.12
8/5/2015	Employee		<u>\$41,795.41</u>
	TOTAL		\$43,939.53

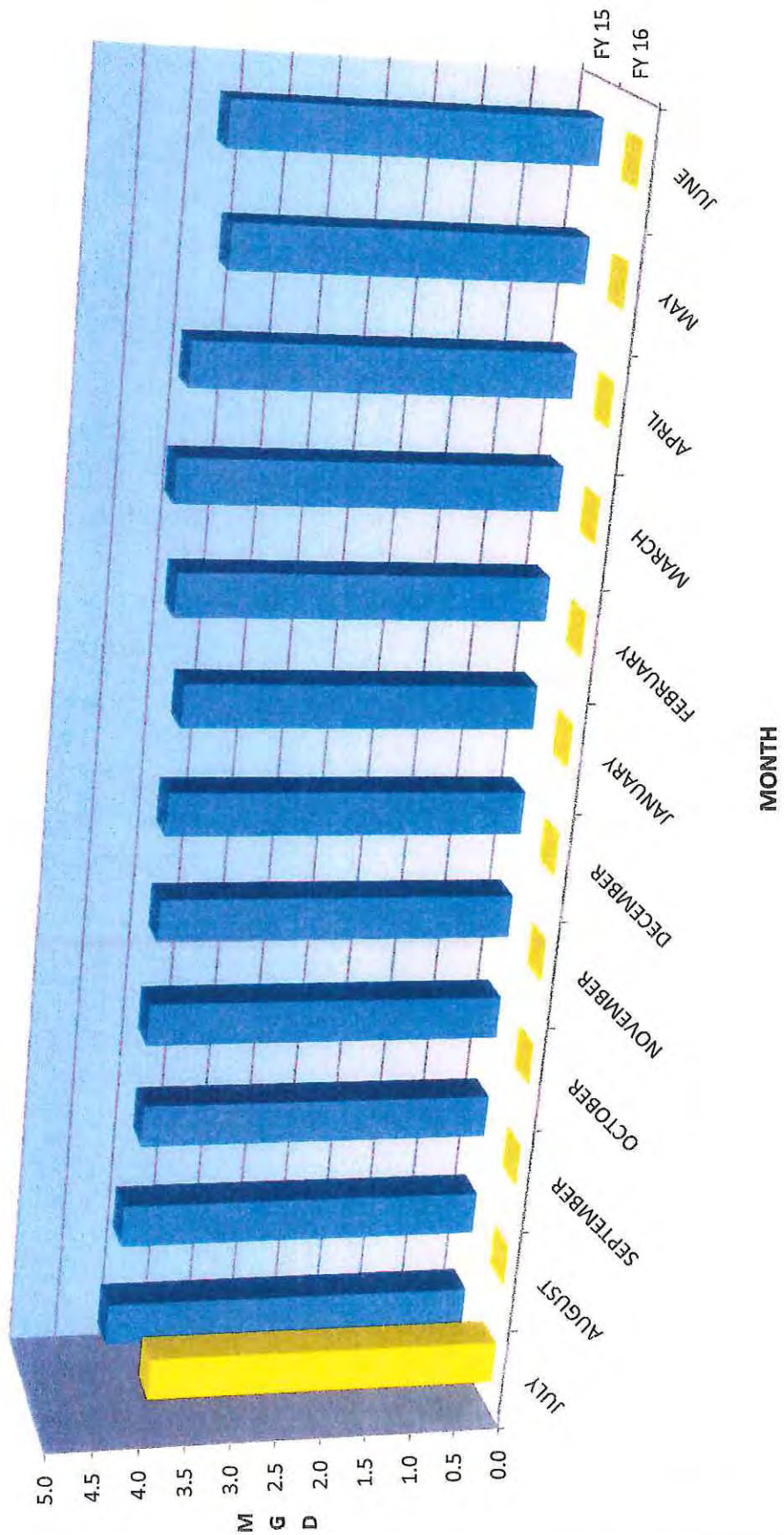
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2016 (July 2015 - June 2016)**

CURRENT MONTH - July 2015							FY 2014-2015
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,505	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.76	119.35	6	3.85	135	27.33	4.10
YTD	0.76	119.35	28,511				
AUGUST							4.01
YTD							
SEPTEMBER							3.87
YTD							
OCTOBER							3.90
YTD							
NOVEMBER							3.87
YTD							
DECEMBER							3.87
YTD							
JANUARY							3.80
YTD							
FEBRUARY							3.96
YTD							
MARCH							4.05
YTD							
APRIL							3.99
YTD							
MAY							3.67
YTD							
JUNE							3.78
YTD	0.00	0.00	0.00				
Annual Total	0.76	119.35	6			27.33	
Mo Average	0.76	119.35	6	3.85	135	27.33	4.08

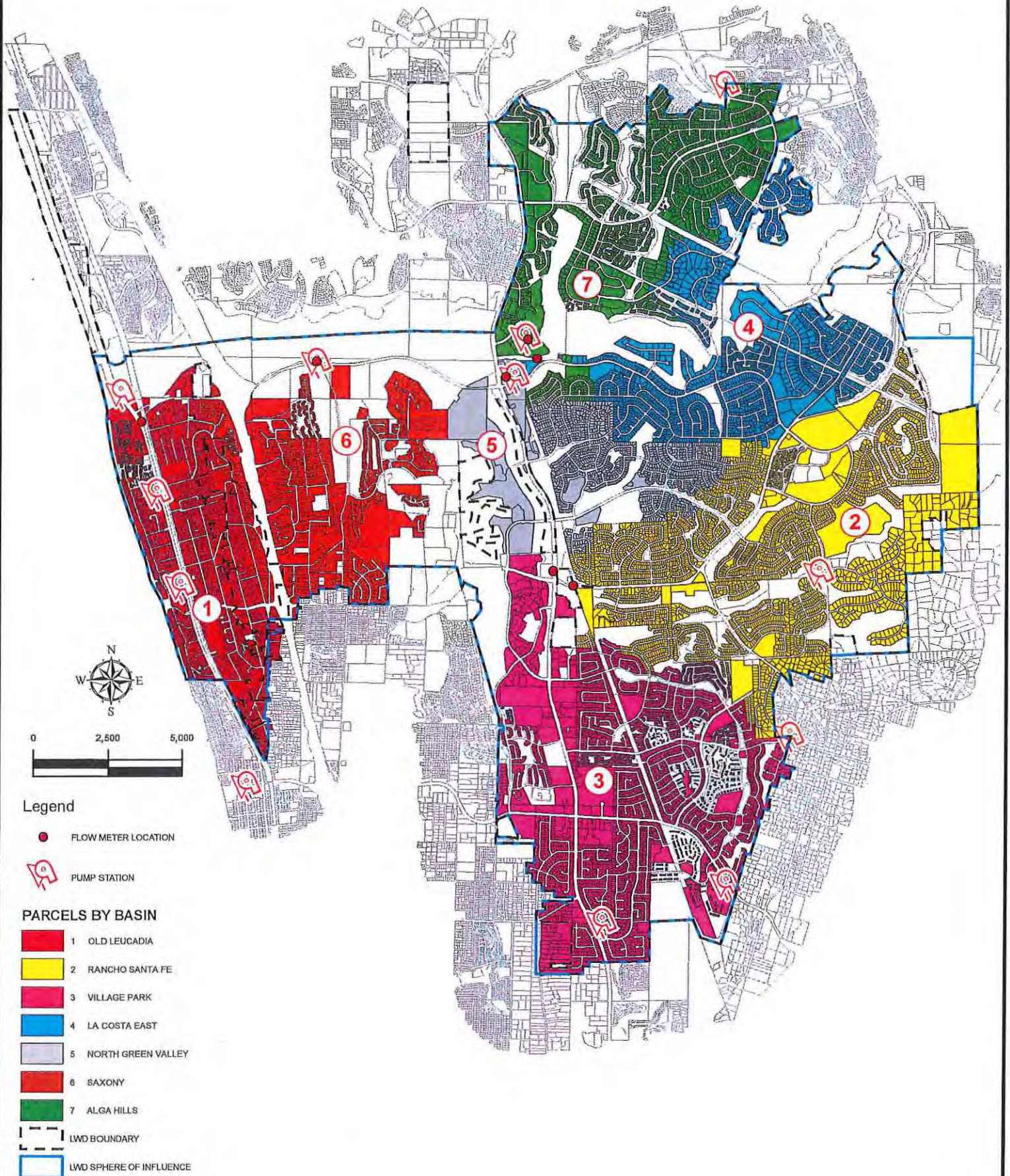
LWD Flows by Sub-Basin
July 2015
Total LWD Flow = 3.85 MGD



LEUCADIA WASTEWATER DISTRICT FLOW COMPARISON FY15 to FY16



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet
As of 7/31/2015

		<u>Current Year</u>
Assets		
Cash & Investments	1CAS	34,302,655.84
Accounts Receivables	2A/R	149,300.27
Prepaid Expense	3PRE	765,307.22
Funds held with Encinca Wastewater Authority	4EWA	906,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	(50,692,593.63)
Total Assets		<u>130,295,639.92</u>
Total Assets		<u>130,295,639.92</u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	521,399.80
Developer Deposits	DEVD	286,175.99
Total Liabilities		<u>807,575.79</u>
Total Liabilities		<u>807,575.79</u>
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	37,577,007.14
Undesignated Net Position	UNDS	(5,664,405.13)
Total Beginning Net Position		<u>129,928,129.60</u>
Current Change In Net Position		
Other		(440,065.47)
Total Current Change In Net Position		<u>(440,065.47)</u>
Total Net Position		<u>129,488,064.13</u>
Total Net Postion		<u>129,488,064.13</u>
Total Liabilites & Net Position		<u>130,295,639.92</u>

Leucadia Wastewater District

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

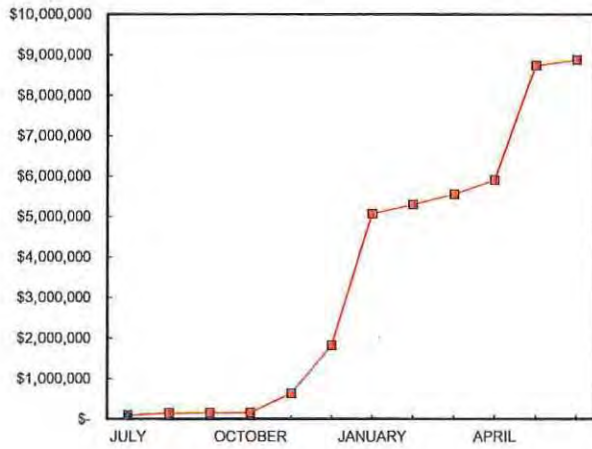
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	86,363.03	8,876,733.00	8,790,369.97	1.0%
3150 Recycled Water Sales	0.00	266,000.00	266,000.00	0.0%
3100 Misc. Operating Revenue	\$ 2,000.00	\$ 248,533.00	\$ 246,533.00	0.8%
TOTAL OPERATING REVENUES	\$ 88,363.03	\$9,391,266.00	\$9,302,902.97	0.9%
OPERATING EXPENSES				
4100 Salaries	\$ 76,993.26	\$1,647,320.00	\$1,570,326.74	4.7%
4200 Employee Benefits	60,410.36	825,559.00	765,148.64	7.3%
4300 Directors Expense	4,428.31	140,100.00	135,671.69	3.2%
4600 Gas, Oil & Fuel	1,520.62	46,000.00	44,479.38	3.3%
4700 Insurance Expense	18,529.91	118,000.00	99,470.09	15.7%
4800 Memberships	994.00	25,400.00	24,406.00	3.9%
4900 Office Expense	2,980.84	122,100.00	119,119.16	2.4%
5000 Operating Supplies	8,610.04	225,900.00	217,289.96	3.8%
5200 Professional Services	5,000.17	539,400.00	534,399.83	0.9%
5300 Printing & Publishing	126.48	32,000.00	31,873.52	0.4%
5400 Rents & Leases	1,025.94	15,150.00	14,124.06	6.8%
5500 Repairs & Maintenance	9,901.15	390,400.00	380,498.85	2.5%
5600 Monitoring & Permits	2,182.50	54,850.00	52,667.50	4.0%
5700 Training & Development	216.32	46,500.00	46,283.68	0.5%
5900 Utilities	38,112.45	497,600.00	459,487.55	7.7%
6100 LAFCO Operations	8,762.60	6,200.00	(2,562.60)	141.3%
6200 Encina Operating Expense	0.00	1,915,644.00	1,915,644.00	0.0%
6900 Admin O/H alloc to Capital	0.00	(128,664.00)	(128,664.00)	0.0%
TOTAL OPERATING EXPENSES	\$ 239,794.95	\$6,519,459.00	\$6,279,664.05	3.7%
NON-OPERATING REVENUES				
3130 Capacity Fees	23,234.80	240,360.00	217,125.20	9.7%
3220 Property Taxes	0.00	1,450,000.00	1,450,000.00	0.0%
3250 Investment Income	15,515.00	180,000.00	164,485.00	8.6%
3290 Misc. Non Op Revenue	0.00	8,200.00	8,200.00	0.0%
TOTAL NON-OPERATING REVENUES	\$ 38,749.80	\$1,878,560.00	\$1,839,810.20	2.1%

Leucadia Wastewater District

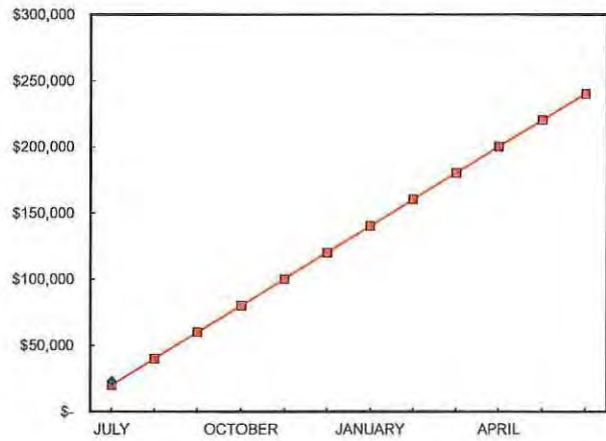
Revenue FY 2015

YTD through July 31, 2015

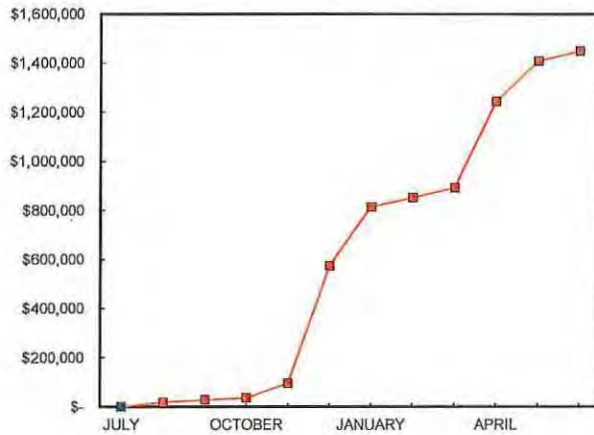
Sewer Service Fees



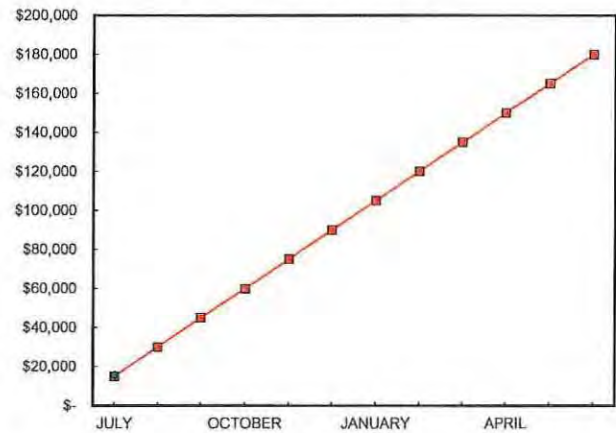
Capacity Charges



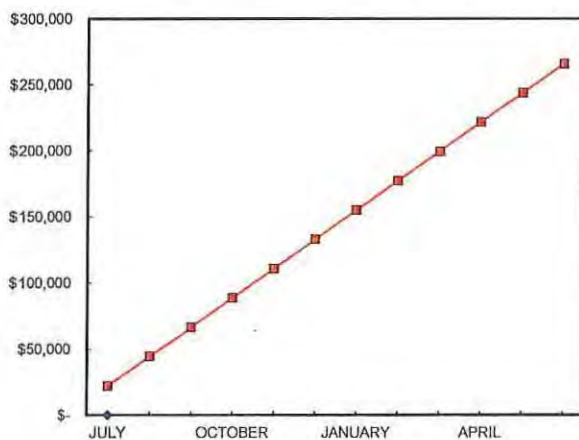
Property Taxes



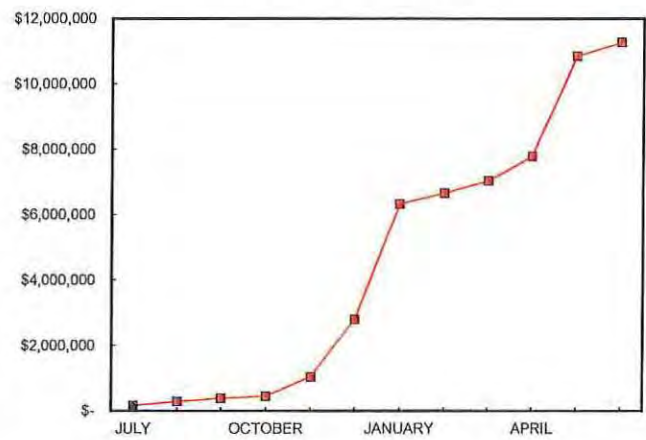
Investment Income



Recycled Wastewater



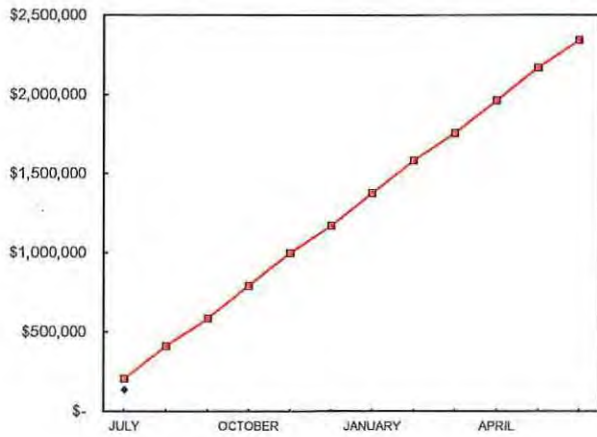
Total Revenue



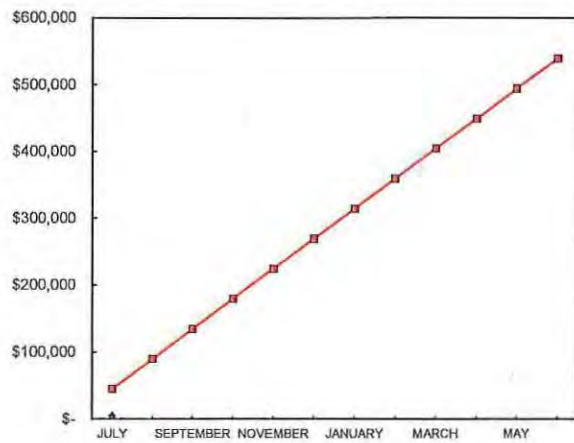
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2016 YTD through July 31, 2015

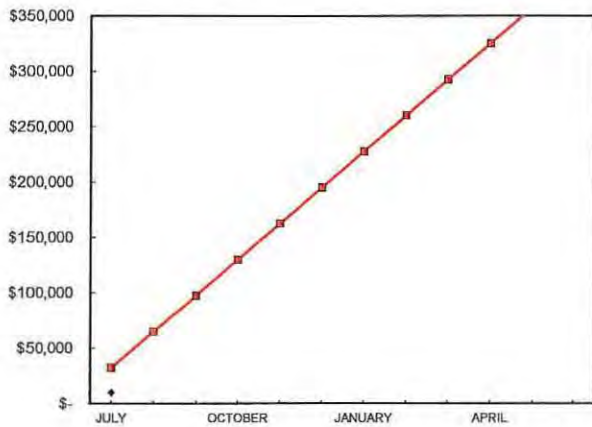
Salaries and Benefits



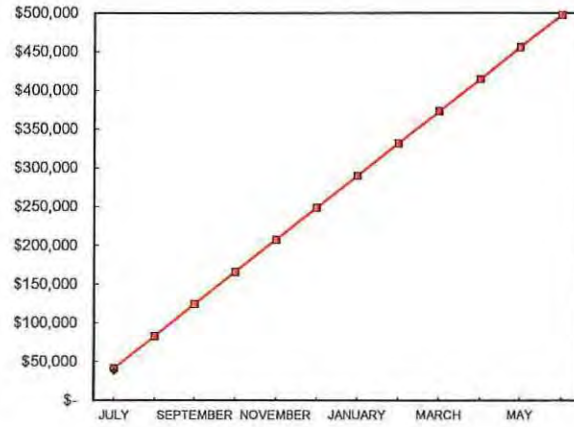
Professional Services



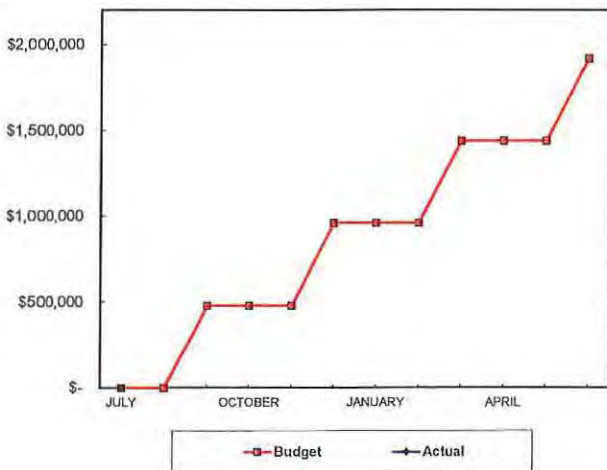
Repairs & Maintenance



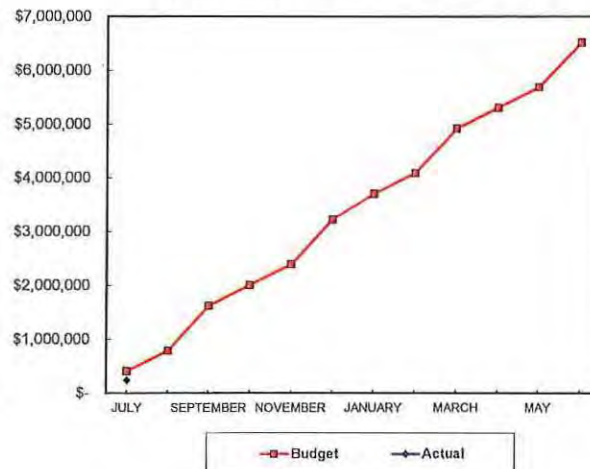
Utilities



Encina M&O



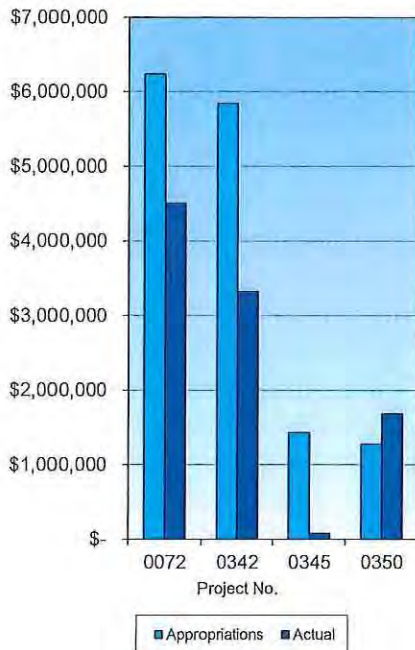
**Total Operating Expenses -
Before Depreciation & Replacement**



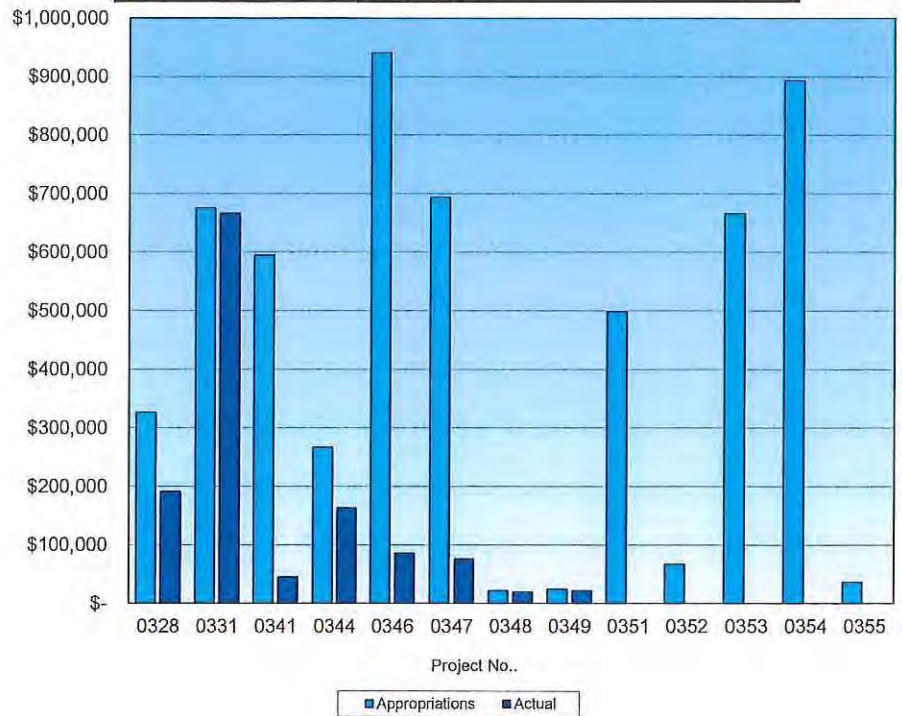
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District **Capital Expenditures** As of July 31, 2015

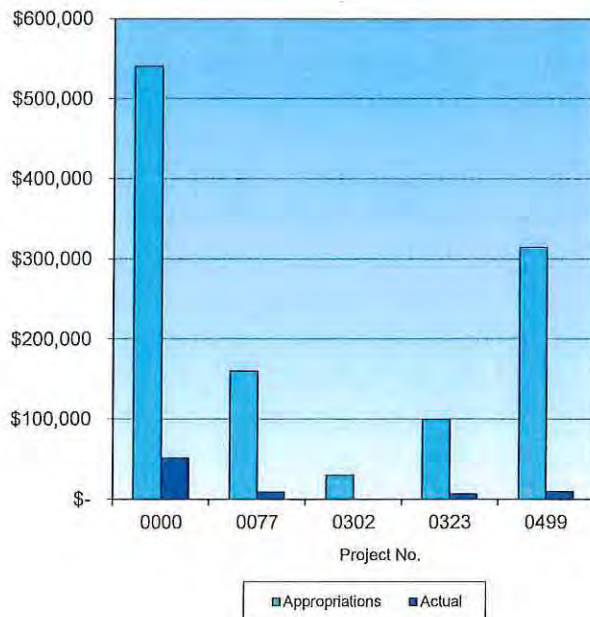
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2016



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



Single Year Capital Expenditures by Project FY2016



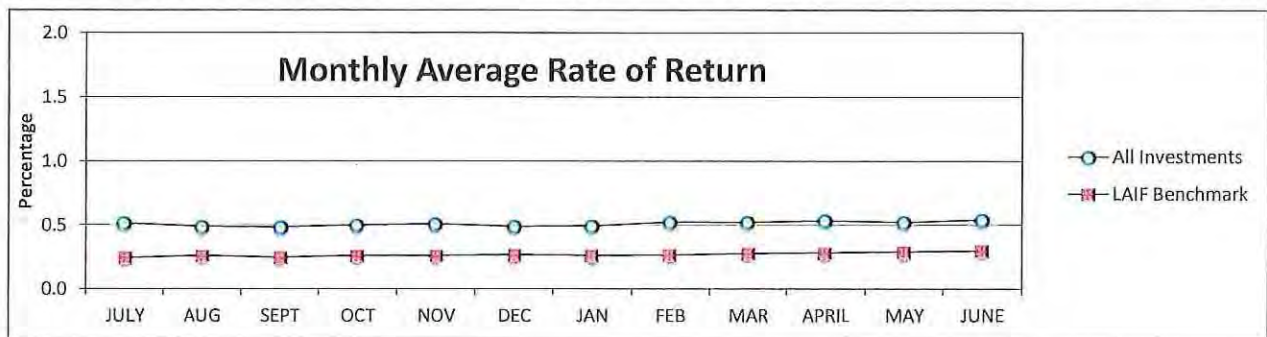
Project Legend

Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	0072
Water Recycling Group	0328
Leucadia PS Generator Replacement	0331
Scott's Valley Pipeline Repair	0341
B2 Force Main Replacement Project	0342
LPS & BatPS VFD Replacement	0344
Leucadia FM West Section Replacmnt	0345
FY2015 Gravity Pipeline Rehab	0346
Saxony RS Rehab	0347
L2 Cathodic Protectn - Anode Replace	0348
Disaster Preparedness	0349
B1 Force Main Replacement Projects	0350
Secondary Effluent FM Replacement	0351
Gafner AWT Condition Assessment	0352
FY2016 Gravity Pipeline Rehab	0353
Village Park #5 PS Replacement	0354
Batequitos PS Solar Panels	0355
Single Year Capital Projects	
Description	No.
Equipment	0000
Misc Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

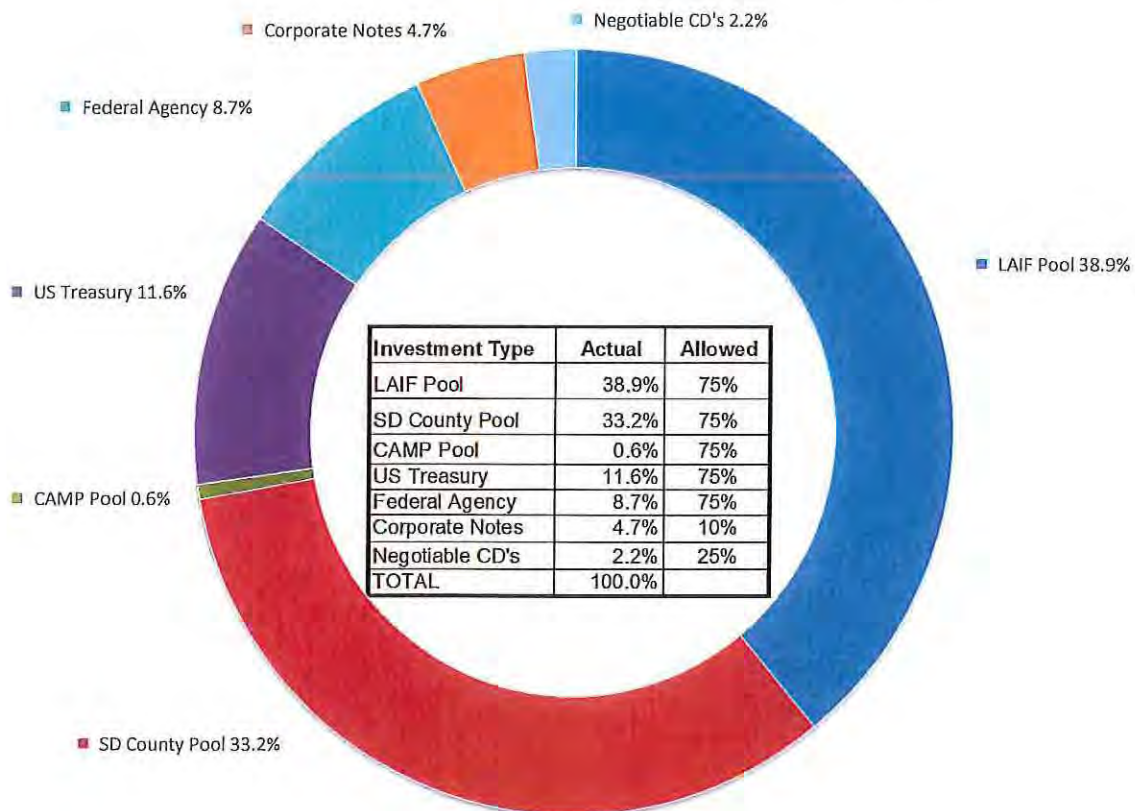
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2015

Cash Equivalents & Investments	Principal (Original Cost)		June Interest	Average Rate
	May 31, 2015	June 30, 2015		
LAIF Pool	\$ 14,049,595	\$ 13,382,595	\$ 3,418	0.299%
SD County Pool	11,424,942	11,424,942	4,846	0.509%
CAMP Pool	211,561	214,338	16	0.090%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	8,146	7,721	51	7.780%
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
Corporate Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	750,000	750,000	506	0.810%
Total Camp Portfolio	9,351,971	9,351,546	7,359	0.940%
Totals	\$ 35,038,069	\$ 34,373,421	\$ 15,638	0.541%

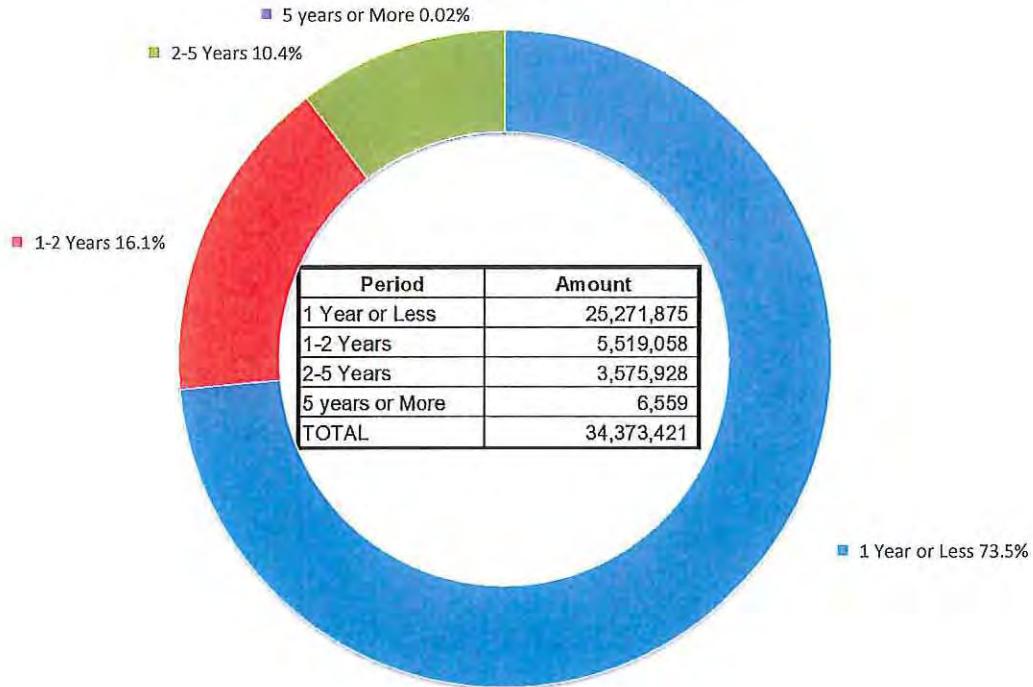


INVESTMENT DISTRIBUTION BY CATEGORY

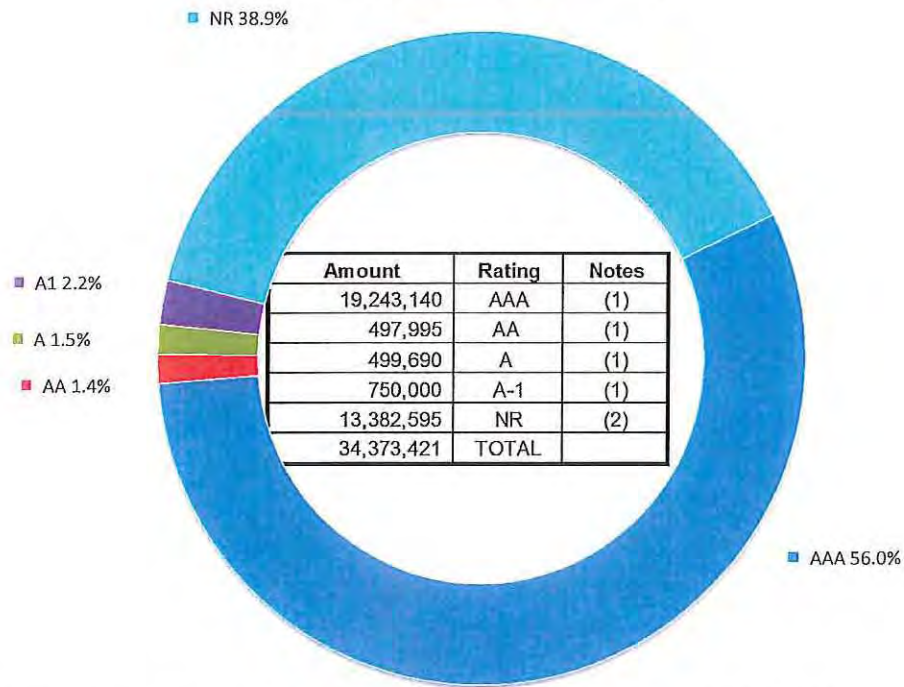


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2015
(Continued)

REMAINING MATURITY



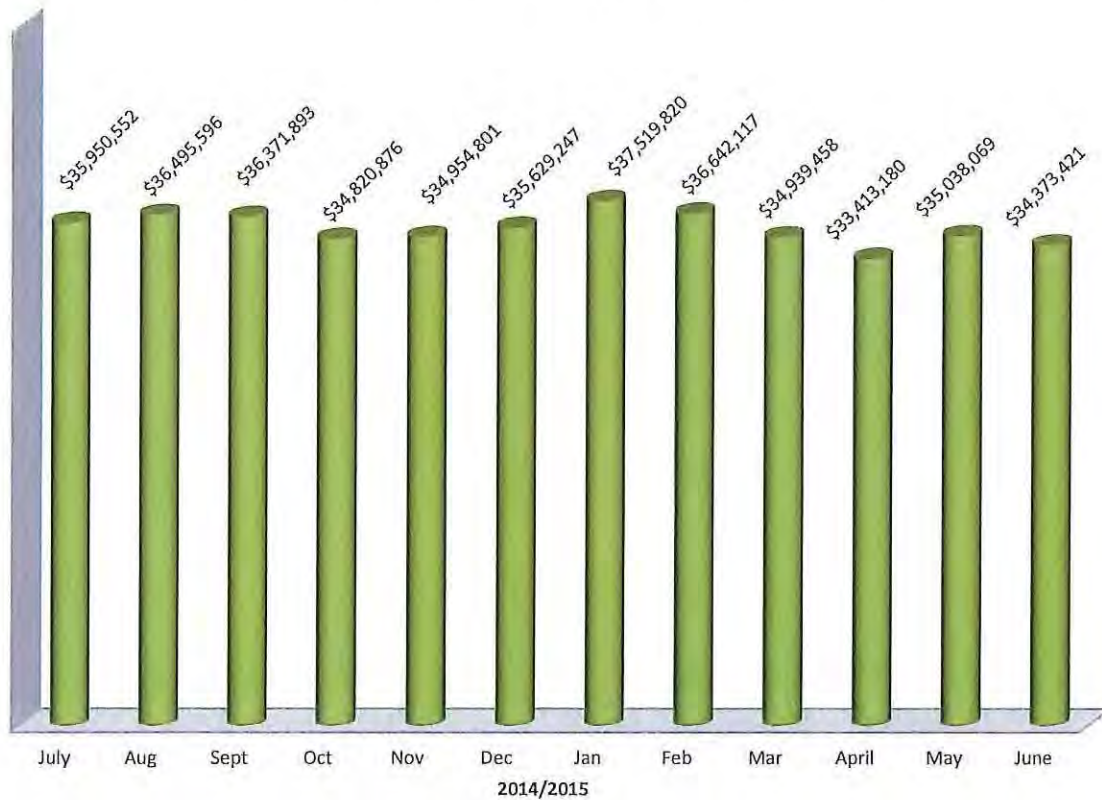
INVESTMENT RATINGS



- (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
June 30, 2015
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of June, 2015


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 434	\$ -	(3)	7.78%
TOTAL	\$ -	\$ 434	\$ -		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 16-4662

DATE: August 6, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

DISCUSSION:

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one page summary of LWD's investments for the quarter ending June 30, 2015 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

Attachment
Enclosure

rd:PB

**LEUCADIA WASTEWATER DISTRICT
QUARTERLY TREASURER'S REPORT SUMMARY**

SUMMARY OF INVESTMENTS AT June 30,2015


ASSETS	AMORTIZED COST 6/30/2015	% OF TOTAL	
		Actual	Allowed
LAIF - STATE INVESTMENT POOL	\$ 13,382,595.33	38.9%	75.0%
SAN DIEGO COUNTY INVESTMENT POOL	11,424,942.00	33.2%	75.0%
CAMP - JPA INVESTMENT POOL	214,337.85	0.6%	75.0%
CAMP PORTFOLIO - US BANK Safekeeping			
US Treasury Bonds/Notes	3,992,304.69	11.6%	75.0%
Federal Agency - GNMA Pools	7,721.00	0.02%	See below
Federal Agency Bond Notes	2,989,880.00	8.7%	See below
Corporate Notes	1,611,640.00	4.7%	10.0%
	8,601,545.69		
TOTAL INVESTMENTS	\$ 33,623,420.87	97.8%	
Total Federal Agency Investments	2,997,601.00	8.7%	75%

INTEREST FOR THE QUARTER ENDED June 30,2015

MONTH	INTEREST EARNED	AVERAGE RETURN
April	\$ 15,285.00	0.53%
May	15,219.00	0.52%
June	14,990.00	0.54%
TOTALS	\$ 45,494.00	

MEMORANDUM

Ref: 16-4653

DATE: August 6, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: July 2015 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending July 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 July 2015 your review.

th:PB


Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
July 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
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/coaster										
	Total	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: There were no conferences or other meetings that required travel reimbursements for month of July.

MEMORANDUM

DATE: August 6, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: FISCAL YEAR 2016 (FY 16) PAY SCHEDULES

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2265 approving the FY 16 pay schedules.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The purpose of this agenda item is to present proposed Resolution No. 2265 to the Board of Directors for consideration. This resolution approves pay schedules for all employee classifications, including the General Manager classification, for FY 16 in accordance with California Code of Regulations (CCR) Section 570.5(a).

Staff recommends that the Board of Directors adopt Resolution No. 2265 approving the FY 16 pay schedules

cal:PJB

RESOLUTION NO. 2265

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE FISCAL YEAR 2016 PAY SCHEDULE**

Whereas, the employees of the Leucadia Wastewater District (LWD) are a valuable and important part of the LWD organization and have had the opportunity to participate in an informal input process with designated District representatives on wages, hours, and other terms and conditions of employment; and,

Whereas, the LWD Board of Directors authorized a 3% classification adjustment for all employees, except the General Manager, on June 10, 2015 to be effective July 1, 2015; and,

Whereas, the LWD Board of Directors authorized a 3% salary adjustment for the LWD General Manager adjusting compensation from \$203,666.25 to \$209,776.24 effective July 8, 2015; and,

Whereas, the LWD Board of Directors desires to establish, adopt and publish the FY 2016 Pay Schedule for all LWD employees including the General Manager in accordance with CalPERS requirements and CCR Section 570.5(a).

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors hereby adopts the LWD Fiscal Year 2016 Pay Schedule attached hereto as Attachment "1" and directs that it be posted and maintained in accordance with CalPERS requirements.
2. This Resolution supersedes Resolution No. 2255.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 12th day of August, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

Attest:

Paul J. Bushee, Secretary /Manager

Attachment 1

**LEUCADIA WASTEWATER DISTRICT
FISCAL YEAR 2016
SALARY SCHEDULE**

Position	Grade	Minimum Annual	Maximum Annual
General Manager	N/A	\$209,776.24	\$209,776.24
Administrative Services Manager Technical Services Manager	19	\$127,116.52	\$158,895.65
Field Services Superintendent	18	\$105,930.43	\$132,413.04
Field Services Supervisor Administrative Supervisor	17	\$88,275.36	\$110,344.20
Executive Assistant Field Services Specialist	16	\$73,562.80	\$91,953.50
Field Services Technician III	15	\$66,853.57	\$83,567.34
Accounting Technician	14	\$62,475.41	\$78,094.27
Field Services Technician II Administrative Specialist II	13	\$58,379.44	\$72,974.30
Vacant	12	\$55,074.41	\$68,843.01
Administrative Specialist Field Services Technician I	11	\$52,447.33	\$65,559.17
Vacant	10	\$49,952.08	\$62,440.10
Vacant	9	\$47,574.53	\$59,468.17
Field Services Technician-in-Training	8	\$45,291.14	\$56,613.93

Notes:

1. Approved and adopted by LWD Board of Directors August 12, 2015
2. Effective dates: July 1, 2015 – June 30, 2016 (All employees, except General Manager)
July 8, 2016 until changed by the Board of Directors
3. Revisions: N/A
4. Time base for salary amounts indicated is "annual"

Encina Wastewater Authority Report
Regular Board Meeting
July 22, 2015

EWA Board of Directors - Director Sullivan reporting.

1. Final Acceptance of the Alternative Fuel Receiving Facility Project

The Board of Directors took final acceptance of the contract with Filanc Construction Company, Inc. for the construction of the Alternative Fuel Receiving Facility Project and directed staff to record the appropriate Notice of Completion with the San Diego County Recorder.

2. Appropriating Funds for Fiscal Year 2016 Operating and Capital Program Budgets and Establishing Controls Thereon

The Board of Directors adopted Resolution No. 2015-04 appropriating funds for the Fiscal Year 2016 Operating and Capital Program Budgets and establishing control thereon.

Executive Session

3. The Board met in closed session with Labor Negotiators Kevin Hardy, Michael Steinlicht, Debbie Allen and Debra Biggs regarding:


- Labor Negotiations as authorized by Government Code 54957.6 and
- Public Employment and the General Manager's Performance Evaluation as authorized by Government Code 54957.

No reportable action was taken.

4. The Board of Directors adopted Resolution No. 2015-03 establishing the compensation and terms of employment for EWA's General Manager.

MEMORANDUM

Ref: 16-4596

DATE: August 6, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Annual Review of Procurement Policy

RECOMMENDATION:

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

1. Receive and file the annual review of the Procurement Policy; and
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Finance/Financial Policy Reviews/Procurement Policy

The IFC will review this agenda item at their August 10, 2015 meeting. Any proposed changes or comments by the IFC will be provided verbally to the Board of Directors.

The Leucadia Wastewater District (LWD) Procurement Policy was adopted by the Board of Directors on March 9, 2005. It was last revised on August 13, 2014. The policy consolidates purchasing requirements under one program and provides a prudent set of controls while maintaining efficiency and flexibility in the procurement process.

Staff recently conducted an annual review of the existing policy. Based on this review, staff is not recommending any changes.

Overall, LWD's Procurement Policy (Attachment 1) continues to provide prudent purchasing controls and guidelines for the District. In addition, it establishes spending limits that reflect today's costs and provides staff the needed flexibility to purchase goods and services in the most efficient manner possible.

For these reasons, staff requests that the Board of Directors: (1) receive and file the annual review of the policy; and (2) discuss and provide direction, as appropriate.

cal:PJB

Attachment



LEADERS IN
ENVIRONMENTAL
PROTECTION

LEUCADIA WASTEWATER DISTRICT

PROCUREMENT POLICY

Ref: 15-4147

1. Purpose

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

2. Authority

- 2.1. Resolution 2251 adopted by the Board of Directors on August 13, 2014.

3. Related LWD Board of Directors Policy

- 3.1 Resolution 2095 authorizing the General Manager to purchase up to \$25,000 of goods, materials, and supplies at any one time without specific prior Board approval dated September 8, 2000.
- 3.2 Resolution 2238 adopting the LWD Conflict of Interest Policy.

4. Policy

It is the Policy of the Board of Directors that:

- 4.1. LWD shall procure required goods and services commensurate with acceptable quality at the lowest possible cost.
- 4.2. Appropriate internal financial controls shall be exercised over all procurements.
- 4.3. No procurement shall be authorized unless sufficient funds have been appropriated pursuant to LWD's budgetary processes.
- 4.4. Cooperative purchasing with other public agencies shall be performed whenever such purchases are feasible and in the best interests of LWD.
- 4.5. The General Manager shall determine the necessity of insurance and/or appropriate insurance requirements in consultation with the originating department head and risk management advisors, and, with the advice and concurrence of the LWD General Counsel. If insurance is required, a Certificate of Insurance conforming to such

requirements, and any applicable insurance industry standards, must be on file before goods are delivered or services are provided.

- 4.6. The General Manager shall execute and maintain administrative procedures to implement this Policy and to ensure that the procurement of all goods and services are properly documented and conform to this Policy, related internal financial controls and all applicable administrative procedures.
- 4.7. The General Manager shall maintain all documentation required by this Policy in conformance with applicable LWD Policy.
- 4.8. The LWD shall not discriminate against any person or entity because of race, color, religion, national origin, gender or disability status and shall place, in all procurement related solicitations or advertisements for formal procurement of goods or services, a statement that all qualified bidders will receive consideration without regard to race, color, religion, national origin, gender or disability status.
- 4.9. The General Manager may, at his/her discretion, delegate duties under this Policy.
- 4.10. The Board of Directors may, at its sole discretion, waive all or any part of this Policy.

5. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6. Open Market Procurements for Goods (\$5,000 or less) and Professional Services and Construction Services (\$25,000 or less)

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

7. Informal Procurements for Goods (\$5,000.01 to \$50,000) and Construction Services (\$25,000.01 to \$50,000)

The following defines an informal procurement for goods:

7.1 Minimum Requirements: The procurement of goods or materiel requires that Staff develop a Request for Quote to clarify and standardize the requirements of the procurement. The Request for Quote shall include, as a minimum:

- An appropriately detailed Specification considering the value, availability and technical complexity of the items to be procured,
- A list of at least three (3) possible suppliers, if practicable,
- The date and time by which LWD must receive the quote.

- 7.2 Request for Quote Distribution and Evaluation: Unless impracticable, LWD shall distribute the Request for Quote to at least three (3) suppliers. Staff will evaluate the responses received to determine the lowest responsive and responsible quote that meets or exceeds the Request for Quote specifications.
- 7.3 Quote Documentation: Staff will document the quotes received and the results of the evaluation. If less than three (3) quotes were received and evaluated, a brief explanatory statement will be provided.
- 7.4 Award: The General Manager shall award the procurement to the lowest responsive and responsible bidder if the total dollar cost of the procurement is \$25,000 or less. If the total dollar cost of the procurement is \$25,000.01 or more, the purchase must be approved by the Board of Directors.
- 7.5 Delegation of Authority to Award: For the purchase of goods or materiel, the General Manager may delegate the authority to award procurements by administrative procedure specifically identifying such delegates and the dollar limit of each delegate's authority.

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

8. Informal Procurements for Professional Services (Contract from \$25,000.01 to \$50,000):

The following defines an informal procurement for services:

- 8.1 Minimum Requirements. Staff will develop a Request for Proposals (RFP) to include, as a minimum:
- An appropriately detailed Scope of Work considering the value availability and technical complexity of the services to be procured,
 - A list of at least three (3) possible firms, if practicable,
 - The date and time by which LWD must receive the proposal.
 - If the proposed project is not identified in the budget, the Board of Directors shall review and authorize the procurement.
- 8.2 RFP Evaluation. Staff or a panel of evaluators designated by the General Manager will determine the best qualified proposer based on professional competency and their ability to satisfy the Scope of Work. Whenever possible, dependent on the services required, LWD shall evaluate and document at least three (3) proposals. If less than three (3) proposals were evaluated, a brief explanatory statement will be submitted to the General Manager.
- 8.3 Negotiations. Staff shall negotiate with the best qualified proposer. If unable to successfully complete such negotiations, negotiate with the remaining proposers, in the order that their proposals are most beneficial to LWD, until negotiations are successfully completed.

- 8.4 Coordination, Review and Approval. The General Manager will assign staff and, if necessary, LWD Counsel to generate a contract or related documents. All informal procurements for services will require a written contract.
- 8.5 Award. The General Manager shall recommend that the Board of Directors award the contract to the best qualified firm with whom LWD successfully completed negotiations. The Board shall award procurements of services with a total dollar cost from \$25,000.01 to \$50,000.
- 8.6 Documentation of Award. The responsible staff member shall establish a Contract File that contains the RFP documentation per Sections 8.1 through 8.5 of this Policy, signed contract and any additional documents prescribed by administrative procedure.

9. Formal Procurements for Goods and Construction Services (\$50,000.01 and over)

- 9.1. Additional Requirements: Formal Request for Sealed Bids (RFB). In addition to this Policy's requirements for awarding Informal Procurements, the initiating department head shall submit for the General Manager's review and approval a RFB that includes:
- An appropriately detailed Specification considering the value, availability and technical complexity of the items to be procured,
 - Proposed procurement schedule.
- 9.2. Supplemental Documents: Formal RFB. Along with the RFB, the initiating department head shall submit for the General Manager's review and approval the following Supplemental Documents:
- A draft Notice Inviting Bids, suitable for publication, containing all information required by this Policy, applicable administrative procedures or the General Manager; and,
 - A suggested list of prospective vendors, at least three (3) vendors, if practicable, to receive the RFB.
- 9.3. Public Notice. Public Notice Inviting Bids for a RFB must be published in a newspaper of general circulation at least ten (10) days prior to the bid opening date.
- 9.4. Bid Opening. All sealed bids are opened in public and apparent low bidder is identified at the bid opening.
- 9.5. Bid Evaluation. After the bid opening, all bids will be evaluated to ensure compliance with the bid specifications and for acceptable quality to determine the lowest responsive and responsible bidder. All bids and bid information shall be public unless otherwise specified in the bid specifications.
- 9.6. Award. All sealed bid procurements shall be awarded to the lowest responsive and responsible bidder who meets or exceeds the specifications of the RFB. All formal procurements must be approved by the Board of Directors.

10. Formal Procurements for Professional Services (\$50,000.01 and over)

- 10.1. Additional Requirements: Formal Request for Proposals (RFP) or Request for Qualifications (RFQ). In addition to this Policy's requirements for awarding Informal Procurements for services, the initiating department head shall submit for the General Manager's review and approval a RFP or RFQ that includes:
- A detailed Scope of Work itemizing the services required,
 - Proposed schedule,
 - Preliminary criteria upon which proposals / qualifications shall be evaluated,
 - A draft public notice. and,
 - A suggested list of prospective consultants to receive the RFP/RFQ.
- 10.2. General Manager Approval of Proposal Publication. No publication of public notice inviting proposals shall be made unless the General Manager has approved the Formal RFP and Supplemental Documents. If the project is not identified in the budget, the Board of Directors shall review and authorize the procurement.
- 10.3. Public Notice. Public notice of a RFP / RFQ must be published in a newspaper of general circulation at least ten (10) days prior to the proposal / Statement of Qualification (SOQ) due date.
- 10.4. RFQ Evaluation. If the implementation of the RFQ process is selected to procure services, additional steps are added to the RFP process. The RFQ calls for submission of a Statement of Qualification (SOQ) instead of a proposal. The SOQs are used to establish the professional competency and capability of each firm to perform and satisfy the project's Scope of Work. Once Statements of Qualifications (SOQ) are received from interested firms, the General Manager will convene a panel consisting of at least three (3) individuals. The panel will evaluate the SOQs received in response to the RFQ to determine those firms that, in the panel's opinion, are best qualified to meet the Scope of Work identified in the RFQ. The panel will identify at least three (3) qualified firms, if appropriate. Once the qualified firms have been determined, only those firms will be invited by the General Manager to submit proposals (RFP) for evaluation.
- 10.5. Proposal Evaluation. Pursuant to the criteria established for that RFP and any additional criteria necessary and appropriate to advance the best interests of the LWD, the General Manager or a panel of evaluators selected by the General Manager shall review each proposal and may interview each firm to determine an ordinal ranking of the proposing firms. The ordinal ranking will be primarily based on the professional competency of the firms.
- 10.6. Negotiation. The General Manager or his/her designee shall enter into negotiations with the top ranked firm to establish the contract price and fees. If a fair price cannot be reached with the top ranked firm, then that firm shall be eliminated from consideration and negotiations shall be initiated with the next highest ranked firm.
- 10.7. Award. All formal procurements for services must be approved by the Board of Directors.

11. Emergencies and Exceptions

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

11.1 Sole Source Procurement

- A. In certain instances, goods and services are obtainable from only one vendor due to unique circumstances. These circumstances include:
 - The good or service is of such a unique, proprietary or technical nature that it is only manufactured or provided by a single vendor; or,
 - The good or service must match or be compatible with other goods or service, currently in use by LWD, obtained from a certain vendor. In this instance, it must be demonstrated that the matching or compatible good or service can only be supplied by this same vendor.
 - When a vendor or firm possesses unique knowledge of LWD or is providing continuance of service as described in paragraph 12.4, Continuing Services.
- B. All sole source purchases for goods over \$5,000 and sole source procurements for services over \$25,000 require an explanation justifying the sole source procurement under this Policy to the General Manager and/or Board of Directors..
- C. Sole source procurements shall comply with all award threshold requirements set forth in this Policy.

11.2 Emergency

If an emergency arises and there is insufficient time to comply with the otherwise applicable procurement procedures, an exception shall apply. An emergency may be determined by the General Manager if there is no time for a Board meeting; otherwise a finding of emergency shall be made by the Board. If the General Manager determines an emergency existed and the procurement exceeded his or her approval authority as established in this policy, the actions taken shall be reported to the Board of Directors at its next regular meeting.

11.3 Complex or Unique Items

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


12. Alternative or Conditional Requirements

- 12.1 Bid Security. Bidder's security may be prescribed in the public notice inviting bids at LWD's sole discretion. Bidders shall be entitled to return of bid security except that a successful bidder shall forfeit his bid security upon the bidder's refusal or failure to execute a contract within ten (10) days after the Notice of Award has been mailed.
- 12.2 Rejection of Bids/Proposals. The General Manager or Board of Directors, at their discretion, may reject any and all bids or proposals / SOQs and proceed pursuant to this Policy.
- 12.3 Performance Bond. LWD shall retain unilateral authority to require a performance bond before entering a contract. The amount of such a bond shall be set as determined reasonably necessary to protect the best interests of LWD. If LWD requires a performance bond, the form and amount of the bond shall be described in the public notice inviting bids or proposals.
- 12.4 Continuing Services. Where a vendor or firm has satisfactorily completed one phase in the development of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain this vendor or firm for a subsequent phase of work, the General Manager, or his designee, shall be authorized to proceed directly with the negotiations for compensation with this entity. If required by this Policy, the Board of Directors shall approve the resulting contract or amendment. In the event that a fair price cannot be reached, then the appropriate procurement requirements set forth in this Policy shall apply.
- 12.5 Governing Law. Nothing in this policy is intended nor shall be deemed to supersede any applicable State or Federal laws.

MEMORANDUM

Ref: 16-4666

DATE: August 6, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: California Emergency Drought Relief Act



RECOMMENDATION:

1. This item is presented for information purposes

DISCUSSION:

On July 29, 2015, Senators Feinstein and Boxer introduced the California Drought Relief Act (S. 1984) to Congress. The goal of S. 1984 is to provide short and long-term solutions to California's severe drought situation. The bill was developed using input from a variety of stakeholders, including the North San Diego Water Reuse Coalition (Coalition).

S. 1984 covers a wide range of projects that are designed to lessen the impact of the drought while still providing strong environmental protections as provided by existing federal law. The areas covered range from storage and water recycling to desalination and groundwater recharge. Attached for your review, please find the press release for S. 1984 including a summary of its provisions.

Of most importance to LWD and the Coalition is the water recycling provisions. These provisions call for the revitalization of the Federal Title XVI program administered by the U.S. Bureau of Reclamation. The bill is proposing that \$200 million be allocated to this program and specifically lists over 100 projects in California including LWD and the other Coalition projects. This would be of great help to the Coalition and LWD in that our previous recycled water funding has gone through Title XVI and we are familiar with the Bureau of Reclamation administrative requirements.

S. 1984 still needs to pass through the U.S. Senate and House of Representatives before it is forwarded to the President for consideration. It is anticipated that the bill will change as it goes through the legislative process. The Coalition is in support of the bill and will continue to monitor it closely and provide input as appropriate.

This item is presented for information and discussion purposes and no action is required by the Board of Directors.

PB

Attachment



For Immediate Release
July 29, 2015

Contacts:
Tom Mentzer (Feinstein), 202-224-9629
Zachary Coile (Boxer), 202-224-8120

Feinstein, Boxer Introduce California Emergency Drought Relief Act

Provisions to help communities affected by drought include significant environmental protections, adhere to law and biological opinions

Programs and funding included to support long-term projects such as desalination, water recycling, storage

Washington—Senators Dianne Feinstein and Barbara Boxer (both D-Calif.) today introduced the California Emergency Drought Relief Act, a bill with both short- and long-term provisions designed to help communities cope with the ongoing drought and combat future droughts.

The bill is the product of months of meetings between Senator Feinstein and her staff, federal, state and local officials, environmental groups, water districts and other stakeholders. Feinstein staff visited dozens of water projects throughout the state to collect ideas, while Washington staff consulted frequently with federal agencies.

“I’m hopeful the bill we’re introducing today will serve as a template for the kinds of short-term and long-term solutions California needs to address this devastating drought,” Senator Feinstein said. “Next steps for this bill will include a public committee hearing in the fall, after which I expect California-specific language will be folded into a broader Western drought bill in the Energy Committee. In the meantime, my staff will continue to collect feedback on ways to improve and build on the bill.

Senator Feinstein continued: “I’ve introduced a lot of bills over the years, and this one may be the most difficult, and a warming climate will only make things worse. For months now my staff and I have held meetings with many interested parties. My state staff has visited almost 50 water agencies, and my Washington staff has consulted closely with federal agencies to ensure the bill adheres to

environmental laws. I think the bill we're introducing today can achieve broad congressional and public support and will be a great help to California."

Senator Boxer said: "I am pleased to be sponsoring Senator Feinstein's new water bill, which addresses California's devastating drought in a multi-faceted way. I am now sponsoring three drought bills because of the enormity of this crisis, and I hope we can advance the best of these measures to help alleviate the pain being felt across California."

The bill includes a range of provisions with the goals of moving and creating water long-term to help those communities suffering the worst effects of the drought, while remaining completely compliant with environmental laws such as the *Endangered Species Act* and *Clean Water Act* as well as all biological opinions.

A summary of the key provisions follows:

Assistance for drought-stricken communities

Many rural and disadvantaged communities throughout California are at risk of running out of clean water. Approximately 2,091 wells are already dry or will soon run dry, endangering thousands of families. As more wells and other water supplies dry up, the federal government has an obligation to step up and help those communities and families.

- Creates a new USDA program to help stabilize water supplies for rural and disadvantaged communities with fewer than 10,000 residents. Larger communities may also qualify if they have experienced a significant decline in quantity or quality of drinking water. Funds can be used for both short-term solutions (such as bottled water deliveries) and long-term solutions (such as water treatment systems). *Rep. Huffman introduced similar legislation that provides increased funding for the USDA's emergency grant program.*
- Prioritizes State Revolving Funds for communities most at risk of running out of water. By directing funds to these communities most at risk, the Act provides the State with the tools necessary to provide water for public health and safety and to increase drought resiliency.

Desalination

Major desalination projects like the \$1 billion Poseidon plant in Carlsbad (which will soon generate enough water to supply 300,000 San Diego County residents) prove that new technology is quickly making desalination a viable option for many communities. The bill would enable the federal government to help support desalination projects and research, with the goal of further reducing costs and environmental impacts.

- The bill identifies 26 desalination projects throughout California capable of producing more than 330,000 acre-feet of water per year.

- Reauthorizes the *Desalination Act* and authorizes \$50 million over five years for feasibility and design for both sea and brackish water desalination projects. *Senator Boxer also introduced legislation that would reauthorize the Desalination Act, but at lower funding levels.*
- Reauthorizes the *Desalination Act* and authorizes \$50 million over five years for desalination research projects, such as improving existing reverse osmosis and membrane technology, reducing the environmental effects of seawater desalination and developing next-generation technologies to reduce the cost of desalination. *This is similar to a provision in a bill introduced by Senator Boxer.*

Storage projects

Given the consensus that droughts will grow more severe and the storms that follow more devastating, storing water during wet years for use in dry years is vital. The severity of this drought has highlighted the inadequacy of California's reservoir capacity. The bill takes steps to promote the building of new reservoirs or increasing the capacity of existing reservoirs.

- Establishes deadlines for the Bureau of Reclamation to complete feasibility studies to allow Calfed storage projects to compete for Proposition 1 bond funds.
- Authorizes \$600 million for Calfed water storage projects, which may include both federal projects (Shasta) and non-federal projects (Sites, Temperance Flat, Los Vaqueros).
- Updates Army Corps dam operations to increase water supply while reducing flood risk. *Rep. Huffman introduced legislation with a similar program.*

Water recycling

Major advancements have been made in the field of water recycling. Orange County Water District, for example, recently completed an expansion of its water reuse facility to provide more than 100 million gallons per day. As communities continue to conserve water, more can be done to support these projects.

- The bill identifies 105 potential recycling projects with the ability to produce almost 854,000 acre-feet of water. *This provision expands upon the list of water-recycling projects included in legislation introduced by Rep. McNerney.*
- Authorizes \$200 million in increased funds for the Bureau of Reclamation's water recycling and reuse program (Title XVI) to help fund projects to reclaim and reuse wastewaters and naturally impaired ground and surface water. This provision would also remove the congressional requirement for the authorization of specific projects. *This provision is similar to legislation introduced by Rep. Matsui.*

Conservation and groundwater recharge

Communities throughout California are subject to mandatory conservation rates as high as 35 percent. As consumers do more to save water, there are additional steps that can be taken by government and the agriculture industry.

- Facilitates increased agricultural conservation and groundwater recharge. This provision authorizes Interior and other water users to pay irrigators to install drip irrigation or other technologies to conserve water, and receive in return the majority of the water conserved. A portion of the saved water must be used for groundwater recharge.
- Authorizes an EPA program to label water-efficient products for consumers. *Senator Boxer also introduced a bill that authorizes the same EPA program.*
- Requires water conservation projects at California military installations.
- Authorizes a Department of the Interior program to establish an open system with data on water quality, climate and weather effects and erosion. *Senator Boxer introduced a bill that authorizes the same program.*

Additional funding programs

By providing funds for the most cost-effective federal programs, Washington can help state and local agencies leverage existing dollars into larger projects.

- **Loan guarantees:** Authorizes \$200 million for the *Reclamation Infrastructure Finance and Innovation Act* (RIFIA). This loan-guarantee program will allow water districts and municipalities to leverage loans and loan guarantees for water projects, reducing repayment loan costs by as much as 25 percent. This is modeled after TIFIA, a successful loan-guarantee program for transportation projects. *Senator Boxer and Rep. Huffman have introduced legislation with a similar program.*
- **WaterSMART:** Authorizes \$100 million in increased funds for the Bureau of Reclamation's WaterSMART program to help finance water reclamation and reuse projects as well as water efficiency initiatives. *Rep. Huffman has introduced similar legislation that increases funding for WaterSMART.* This provision would also create a new grant program for integrated regional water management, reclamation and recycling, with a maximum federal contribution up to \$20 million or 25 percent of a project's cost.
- **Bureau of Reclamation funds:** Additional long-term funding of \$150 million per year beginning in fiscal year 2026 for storage, water recycling and desalination projects, financed out of the annual surplus in the Reclamation Fund in the U.S. Treasury.

Research and innovation

Making sure the newest and most cost-effective technology is available will continue to address the worst effects of the drought. Supporting and utilizing the latest science is a key goal of the bill.

- Authorizes \$35 million in grants for technological innovations for companies that devise innovative solutions in areas such as water metering, well-monitoring, on-site recycling and stormwater capture.

Protecting endangered and threatened fish and wildlife

There are a number of short-term, low-cost proposals to protect and assist in the protection and recovery of fish populations including salmon and smelt.

- **Endangered Species Act recovery plan:** Authorizes \$20 million to begin implementation of NMFS' *Endangered Species Act* recovery plan, a tool to provide habitat and flow restoration throughout the Sacramento and San Joaquin basins.
- **Trapping and barging:** Authorizes \$3 million to trap and barge fish to reduce mortality rates on migration through the Delta. *Rep. Huffman has a provision on barging hatchery fish.*
- **Predator species:** Addresses key stressors on fish populations including limiting invasive species like striped bass and removing predator habitat, to be paid for by participating water districts. *Rep. Valadao and Rep. Denham introduced legislation with a similar provision.*
- **Spawning habitat:** Authorizes \$4 million to create additional spawning habitat.
- **Water system management:** Authorizes \$11.5 million for federal agencies to manage the water system more precisely using updated science and tools, including smelt distribution studies and refined temperature models. *Rep. Huffman includes a provision on updated forecasting and temperature models.*
- **Actions to benefit refuges:** Authorizes \$2 million annually for five years for improved conveyance of water to refuges to help restore and protect critical wetland habitat for wildlife refuges, one of the goals of the Central Valley Project Improvement Act.

Moving water to communities that need it most

Provisions in the bill to help move water efficiently to those areas where it is most needed were carefully drafted to remain consistent with environmental laws including the *Endangered Species Act* and the *Clean Water Act*, as well as all biological opinions.

These provisions, closely based on the 2014 Feinstein/Boxer legislation that was unanimously approved by the Senate, include changes limited to additional environmental and water rights protections and the removal of several controversial provisions.

Environmental protections added since 2014 bill:

- **Adhering to environmental law:** Makes clear that all actions in the bill must be taken consistent with law and that none of the provisions violate the *Endangered Species Act*, the *Clean Water Act*, biological opinions, the Central Valley Improvement Act or state law.
- **Water transfers:** Water transfers between sellers and buyers help stretch California's water supplies in dry times. The bill includes a provision to allow limited Delta water transfers in April and May so communities and farms can make up for reduced deliveries. Specifically, the bill allows transfers to occur under certain circumstances at a 1:1 ratio. The provision includes significant safeguards:
 - The agencies may only use the 1:1 ratio for transfers if it avoids adverse effects on endangered species not considered by the biological opinions.
 - The water covered by the 1:1 ratio must be additional flow on top of the regular flow of the river. Any environmental effects of transferred water must be permissible under applicable law.
 - National Marine Fisheries Service and U.S. Fish and Wildlife Service (the agencies that implement the *Endangered Species Act*), in providing technical

assistance on the bill, have stated that these safeguards ensure the provision is in compliance with environmental laws and biological opinions.

- **Environmental review:** A requirement in the 2014 bill for 30-day environmental reviews of water transfers and installation/removal of temporary barriers was eliminated. Instead, these reviews must take place within “the shortest practicable time period.”
- **Water rights:** The bill includes additional provisions to protect water rights.

Provisions included from 2014 Senate bill to help move water to areas that most need it:

- **Pumping levels:** Any time more water is pumped from the Delta, that pumping must remain consistent with the *Endangered Species Act* and biological opinions. This will allow for more water to be pumped to those who most need it while protecting endangered and threatened species.
- **Monitoring for smelt:** During periods when water turbidity is high and smelt are likely to move near pumps, scientists must daily monitor for the presence of the fish. Pumps may only run at high levels when smelt are not present. *This language is similar to language in a bill introduced by Rep. Valadao.*
- **Reviewing transfers and barriers:** Environmental reviews of water transfers and the installation and removal of temporary barriers will be expedited. These reviews will ensure these actions are consistent with environmental laws. *This language is similar to language in a bill introduced by Rep. Valadao.*
- **Cross-Channel Gates:** Delta Cross-Channel Gates may only be opened for additional time if doing so remains consistent with water quality-related orders issued by the State Water Resources Control Board. *This language is similar to language in a bill introduced by Rep. Valadao.*
- **Water transfers:** Water transfers sent into the Delta in April and May can only be withdrawn at a 1:1 ratio if the transfers adhere to environmental law and biological opinions. The water covered by the 1:1 ratio must be additional flow on top of the regular flow of the river, and the environmental effects of the transferred water must be permissible under applicable law. *This language is similar to language in a bill introduced by Rep. Valadao.*

###