



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, August 13, 2014  
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 three individual awards: (Pages 1-3)
    - FST 3 James Hoyett - 25 years Anniversary
    - FST 1 Todd Amos – Water Operator Grade T2 Certification
    - FST Rick Easton – Water Operator Grade T1 Certification
  - B. Achievement of an organizational award – No Spills during FY 2014 (Pages 4-7)

## CONSENT CALENDAR

Items 7-12 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

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

Minutes of the following meetings:

- July 9, 2014 Regular Board Meeting (Pages 8-15)
- August 5, 2014 Investment & Finance Committee Meeting (Pages 16-17)
- August 6, 2014 Community Affairs Committee Meeting (Pages 18-19)
- August 6, 2014 Engineering Committee Meeting (Pages 20-22)

### **8. Approval of Demands for July/August 2014**

This item provides for Board of Directors approval of all demands paid from LWD during the month of July and a portion in August 2014. (Pages 23-41)

### **9. Operations Report**

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 14 to FY 15 and flows by sub-basin. (Pages 42-45)

### **10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 15 budget and discloses monthly investments. (Pages 46-53)

### **11. Quarterly Treasurer's Investment Report**

This report discloses investments for the quarter ending June 30, 2014. (Pages 54-55, Attachment 11A)

### **12. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of July 2014. (Page 56)

## EWA and COMMITTEE REPORTS

### **13. Encina Wastewater Authority Reports**

- A. A regular EWA Board meeting was held on July 23, 2014 – report by Director Sullivan. (Pages 57-58)
- B. An Encina Member Agencies Manager's Meeting was held on August 5, 2014 – report by GM Bushee. (Verbal)

### **14. Committee Reports**

- A. An Investment & Finance Committee meeting was held on August 5, 2014 – report by Director Hanson (Page 59)

- B. A Community Affairs Committee meeting was held on August 6, 2014 – report by Director Sullivan (Page 60)
- C. An Engineering Committee meeting was held on August 6, 2014 – report by Director Juliussen. (Page 61)

## **ACTION ITEMS**

- 15. 2014 Update of the District’s Sewer System Management Plan (SSMP)**  
Adopt the 2014 update of the District’s SSMP completed by Dexter Wilson Engineering, Inc. (Pages 62-64)
- 16. Award of the District’s Recycled Water Pipeline Repair Project Construction Contract.**  
Authorize the General Manager to execute an Agreement with Burtech Pipeline Incorporated for construction services to complete the Recycled Water Pipeline Repair Project in an amount not to exceed \$194,950. (Pages 65-69)
- 17. Discuss EWA’s South Parcel.** (Page 70)
- 18. Integrated Travel Authorization and Expense Reimbursement Policy**  
Adopt Resolution No. 2250 – amending LWD’s Integrated Travel Authorization and Expense Reimbursement Policy. (Pages 71-79)
- 19. Revised Procurement Policy**  
Adopt Resolution No. 2251 Approving LWD’s Revised Procurement Policy and Receive and file the Annual Review of the Procurement Policy. (Pages 80-89)

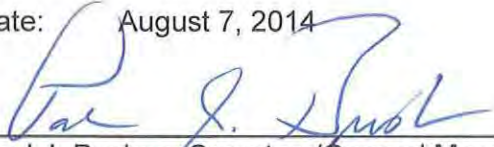
## **INFORMATION ITEMS**

- 20. Project Status Updates and Other Informational Reports**
  - A. Memo from CSDA requesting volunteers for 2015 CSDA Committee & Expert Feedback Team Participation. (Pages 90-92)
  - B. Memo from CASA announcing its Annual Business Meeting will be on August 21, 2014 during its Annual Conference. (Pages 93-99)
- 21. Directors’ Meetings and Conference Reports**  
None.
- 22. General Manager’s Report**
- 23. General Counsel’s Report**
- 24. Board of Directors’ Comments**
- 25. Adjournment**

AFFIDAVIT OF POSTING

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

Date: August 7, 2014

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

## MEMORANDUM

**DATE:** August 7, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Presentation and Awards – Achievement of Three Individual Awards

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

25 Year Service Award – James Hoyett

Last month, Field Services Technician 3 James Hoyett passed his 25<sup>th</sup> anniversary of employment at LWD. This milestone is a tribute to James' hard work, dedication, and commitment to LWD. James' exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. James is eligible for an incentive award of \$500.

State of California Department of Public Health Water Treatment Operator Grade T2 – Todd Amos

Field Services Technician 1 Todd Amos recently received his Water Treatment Operator Grade T2 certification from the Department of Public Health. Todd has been working for the District since August 2012 and this is his fourth certification since his employment at the District. Todd has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Todd's desire to excel through continued professional development. As a result of this certification, Todd is eligible for an Individual Incentive Award of \$500.

State of California State Water Resources Control Board Water Treatment Operator Grade T1 – Rick Easton

Field Services Technician Rick Easton recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. Rick has been working for the District since September 2013 and this is his first certification since his employment at the District. Rick has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Rick's desire to excel through continued professional development. As a result of this certification, Rick is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating James, Todd, and Rick for their outstanding accomplishments.

PJB:th

*State of California*  
*Department of Public Health*

IN ACCORDANCE WITH DIVISION 104, PART 1, CHAPTER 4, ARTICLE 3  
OF THE HEALTH AND SAFETY CODE

**Todd P. Amos**

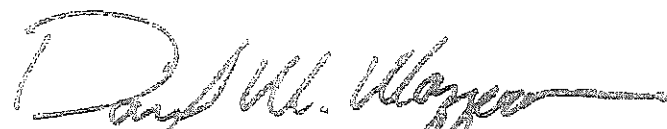
IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER TREATMENT FACILITY  
FOR PRODUCTION OF WATER FOR DOMESTIC USE AND IS HEREBY GRANTED THIS CERTIFICATE FOR

*Water Treatment Operator*  
**Grade T2**

Operator Number: 35678

Issued  
June 2014



  
STATE OF CALIFORNIA, DEPARTMENT OF PUBLIC HEALTH



*State of California*  
*State Water Resources Control Board*

IN ACCORDANCE WITH DIVISION 104, PART 1, CHAPTER 4, ARTICLE 3  
OF THE HEALTH AND SAFETY CODE

Richard W. Easton

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER TREATMENT FACILITY  
FOR PRODUCTION OF WATER FOR DOMESTIC USE AND IS HEREBY GRANTED THIS CERTIFICATE FOR

*Water Treatment Operator*

Grade T1

Operator Number: 36300

Issued  
July 2014



Felicia Marcus  
Chairman



MEMORANDUM

Ref: 14-4154

**DATE:** August 7, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Presentations and Awards – Achievement of Organizational Objectives

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

Regional Water Quality Control Board (RWQCB) Region 9 Collection System Performance Ranking

Under the Incentive Program, an organizational objective is met if LWD's collection system performance ranks in the top 3 of similar sized agencies in Region 9. The ranking is developed using spill information published annually by the RWQCB. This objective requires that a composite ranking, using a weighted average of the number of spills (40%) and volume spilled (60%), be established from the published data. This composite rank is then compared to 14 other agencies with similar sized collection systems.

During Fiscal Year 2014, LWD had no sewer spills. When compared to the other agencies, the District tied for ranking no. 1. A copy of the Spill Ranking Table and the composite ranking is attached for your review. Under the Incentive Program, staff is eligible for an incentive award of \$1,000 for finishing in first place. This is a very notable achievement since this is the fourth year, within the past eleven years, that LWD has finished in the top three and the first time LWD has finished first.

Please join me in congratulating LWD for this outstanding accomplishment.

PJB:

Attachment



**Leucadia Wastewater District  
Incentive Program - RWQCB Region 9 Spill Rankings  
Results for Fiscal Year 2014**

<u>Agency</u>	<u>Miles of System</u>	<u>FY 2014 # of Spills</u>	<u>FY 2014 Spill Rank **</u>	<u>FY 2014 Spill Volume***</u>	<u>FY 2014 Volume Rank **</u>	<u>FY 2014 Composite Score*</u>	<u>FY 2014 Final Rank</u>
City of Encinitas	123	0	1	-	1	1	1
Leucadia WD	200	0	1	-	1	1	1
City of Vista	215	0	1	-	1	1	1
US Navy	150	0	1	-	1	1	1
City of El Cajon	192	1	2	100	2	2	2
Vallecitos WD	248	1	2	320	4	3.2	3
Padre Dam MWD	161	3	4	206	3	3.4	4
City of Carlsbad	282	6	6	433	5	5.4	5
Rancho CA WD	80	1	2	7,500	9	6.2	6
South Coast CWD	138	5	5	5,271	8	6.8	7
City of San Clemente	180	13	8	791	6	6.8	7
City of Poway	185	2	3	17,679	11	7.8	8
City of La Mesa	155	30	9	3,801	7	7.8	8
USMC Camp Pendleton	104	9	7	10,341	10	8.8	9

Average # of spills:	<b>5.07</b>
Average Volume Per Spill	<b>654</b>

\* composite score based upon (40% spill, 60% volume)  
 \*\* *Manually derived*  
 \*\*\*represents Total Volume of SSOs from CIWQS website



California Integrated Water Quality System Project (CIWQS)

Spill Public Report – Summary Page

Here is the summary page with the results of your spill public report search. These results correspond to the following search criteria:

SEARCH CRITERIA: [\[REFINE SEARCH\]](#)

- Region (9)
- Spill Type (sso\_cat1\_2\_3)
- Start Date (07/01/2013)
- End Date (06/30/2014)

Please see the [Glossary of Terms](#) for explanations of the search results column headings. [More information about the report is found at the bottom of this page.](#)

**Note: For the "Collection System Performance Report" column, the Performance report will only show the most recent 12 months of data if in the original SSO Interactive Report search the date range was not specified.**

[\[VIEW PRINTER FRIENDLY VERSION\]](#)     [\[EXPORT THIS REPORT TO EXCEL\]](#)     [\[EXPORT ALL SPILL DETAILS TO EXCEL\]](#)

Region	Responsible Agency	Collection System	Total Number of SSO locations	Total Vol of SSOs (gal)	Total Vol Recover (gal)	Total Vol Reach Surface Water	Percent Recover	Percent Reach Surface Water	Miles Pressure Sewer	Miles Gravity Sewer	Miles of Laterals	WDID	Collection System Performance Report
9	CARLSBAD MWD	Carlsbad MWD CS San Diego State University	6	433	407	0	93	0	4.8	282.0	0.0	9SSO11209	Operational Performance
9	CSU San Diego	University CS	1	25	0	0	0	0	0.0	5.0	4.0	9SSO10692	Operational Performance
9	Chula Vista City	City Of Chula Vista CS	7	5,605	4,540	1,725	80	30	2.6	501.0	0.0	9SSO10646	Operational Performance
9	Coronado City	City Of Coronado CS	3	360	360	0	100	0	6.6	39.3	1.0	9SSO10647	Operational Performance
9	Del Mar City	City Of Del Mar CS	2	625	325	0	52	0	1.8	29.0	0.0	9SSO10648	Operational Performance
9	Eastern Municipal Water District	Temecula Valley RCS	3	17,065	4,075	12,890	23	75	27.0	472.0	0.0	9SSO10706	Operational Performance
9	El Cajon City	City Of El Cajon CS	1	100	5	95	5	95	0.0	192.0	0.0	9SSO10649	Operational Performance
9	Escondido City	Harrf Disch To San Elijo Oo CS	2	220	220	100	100	45	10.7	370.0	0.0	9SSO10668	Operational Performance
9	Fallbrook Public Utility Dist	Fallbrook Plant 1, Oceanside of CS	7	2,005	767	1,185	38	59	4.6	76.8	0.0	9SSO10667	Operational Performance
9	La Mesa City	City Of La Mesa CS	30	3,801	3,801	0	100	0	0.0	155.0	0.0	9SSO10652	Operational Performance
9	Laguna Beach City	City Of Laguna Beach CS	11	2,604	1,564	220	60	8	9.0	86.0	0.0	9SSO10653	Operational Performance
9	Lemon Grove City	City Of Lemon Grove CS	2	480	470	0	97	0	0.1	62.4	0.0	9SSO10654	Operational Performance
9	Marine Corps Base Camp Pendleton	Usmc Base, Camp Pendleton CS	9	10,341	4,255	250	41	2	63.4	108.3	95.0	9SSO10710	Operational Performance
9			3	11,510	5	11,505	0	99	20.0	510.0	0.0	9SSO10678	Operational Performance



	Moulton Niguel Water District	<a href="#">Moulton Niguel Water District CS</a>													<a href="#">Operational Performance</a>
9	National City	<a href="#">City Of National City CS</a>	5	645	645	0	100	0	1.0	105.0	0.0	9SSO10655			<a href="#">Operational Performance</a>
9	Oceanside City	<a href="#">La Salina WWTp Oceanside Oftr CS</a>	5	18,350	2,660	12,750	14	69	35.6	439.7	0.0	9SSO10674			<a href="#">Operational Performance</a>
9	Olivenhain Municipal Water District	<a href="#">4-S Ranch CS</a>	1	1,800	600	1,200	33	66	5.5	45.0	10.0	9SSO10644			<a href="#">Operational Performance</a>
9	Padre Dam Municipal Water District	<a href="#">Padre Dam CS</a>	3	206	206	0	100	0	4.6	161.0	0.0	9SSO10680			<a href="#">Operational Performance</a>
9	Poway City	<a href="#">City Of Poway CS</a>	2	17,679	0	0	0	0	3.4	185.0	63.5	9SSO10656			<a href="#">Operational Performance</a>
9	Rancho California Water District	<a href="#">Santa Rosa WRF- Recycled Wtr CS</a>	1	7,500	6,000	1,500	80	20	4.0	80.0	1.0	9SSO10699			<a href="#">Operational Performance</a>
9	Rancho Santa Fe Community Services District	<a href="#">Rancho Santa Fe San Dist Plant CS</a>	1	900	900	0	100	0	6.0	60.0	0.0				<a href="#">Operational Performance</a>
9	San Clemente City	<a href="#">City Of San Clemente CS</a>	15	799	786	380	98	47	3.7	174.6	0.0	9SSO10691			<a href="#">Operational Performance</a>
9	San Diego City	<a href="#">San Diego City CS (Wastewater Collection System)</a>	38	108,352	43,045	50,520	39	46	145.0	3,002.0	2,000.0	9SSO10658			<a href="#">Operational Performance</a>
9	San Diego Cnty Dept of Public Works	<a href="#">County Of San Diego CS</a>	15	12,680	7,962	125	62	0	10.0	407.0	64.0	9SSO10662			<a href="#">Operational Performance</a>
9	San Juan Capistrano City	<a href="#">City Of San Juan Capistrano CS</a>	1	10	10	0	100	0	0.2	123.0	0.0	9SSO10659			<a href="#">Operational Performance</a>
9	Santa Margarita Water Dist	<a href="#">Santa Margarita Water District CS</a>	2	436,732	428,890	4,842	98	1	12.0	605.0	165.0	9SSO10697			<a href="#">Operational Performance</a>
9	South Coast Water District	<a href="#">South Coast Water District CS</a>	5	5,271	4,620	676	87	12	3.0	138.0	0.0	9SSO10703			<a href="#">Operational Performance</a>
9	Trabuco Canyon WD	<a href="#">Trabuco Canyon Water District CS</a>	1	2,250	2,250	0	100	0	4.0	44.0	0.0	9SSO10707			<a href="#">Operational Performance</a>
9	UC San Diego	<a href="#">University Of California, San Diego CS</a>	12	2,653	508	2,000	19	75	0.5	25.0	3.0	9SSO10709			<a href="#">Operational Performance</a>
9	US Marine Corps Recruit Depot	<a href="#">MCRD CS</a>	2	165	163	10	98	6	0.0	4.0	2.5	9SSO11384			<a href="#">Operational Performance</a>
9	Vallecitos Water District	<a href="#">Meadowlark CS</a>	1	320	0	0	0	0	7.6	247.7	0.0	9SSO10676			<a href="#">Operational Performance</a>
			<b>197</b>	<b>671,486</b>	<b>520,039</b>	<b>101,973</b>			<b>396.7</b>	<b>8,734.8</b>	<b>2,409.0</b>				

Each individual SSO report contains the data related to one specific location where sewage discharged from the sanitary sewer system due to a failure (e.g., sewer pipe blockage or pump failure). A single failure within a sanitary sewer system can result in multiple sewage discharge locations and, thus, multiple SSO reports. For example, a lift station power failure can result in sewage being discharged from numerous manholes. In this example, a SSO report would be submitted for each manhole that discharged sewage with all reports sharing the same failure or cause data.

It is important to review SSO reports in detail to determine if individual sewage discharge locations share a common underlying failure or cause when assessing the performance of Enrollees and their sanitary sewer systems through SSO events. This is because it is the failures that are the ultimate problem which the Enrollees should be making all reasonable efforts to prevent.

The search results below present summary data for all sewage discharge locations, as submitted through individual SSO reports, which meet the search criteria selected. To determine if SSO reports relate to a common failure within the sanitary sewer system, the SSO reports should be reviewed in detail by selecting the specific "agency" or "collection sys" name from the table below.

The "agency", or Enrollee, listed on a SSO report is responsible for the sewage discharge described and should be contacted directly for questions related to that incident.

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting and Public Hearing  
 July 9, 2014

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, July 9, 2014 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Superintendent Jeff Stecker, Executive Assistant Trisha Hill, Engineer Mike Metts with Dudek, Rob Weber with IEC, and Bill Canepa with Wave Crest Oceanfront, LLC.

**3. Pledge of Allegiance**

President Kulchin led the pledge of allegiance.

**4. General Public Comment Period**

No public comment was received.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

None.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

June 11, 2014 Regular Board Meeting

June 16, 2014 Investment & Finance Committee Meeting

July 2, 2014 Engineering Committee Meeting

**8. Approval of Demands for June/July 2014**

Payroll Checks numbered 17371-17406; General Checking – Checks numbered 45444-45586; Voided

check 45579 (reissued)

9. **Operations Report** (A copy was included in the original July 9, 2014 Agenda)

10. **Finance Report** (A copy was included in the original July 9, 2014 Agenda)

11. **Disclosure of Reimbursement Report for January through June 2014**

Receive and file the Disclosure of Reimbursement Report for January through June 2014.

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

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

### EWA and COMMITTEE REPORTS

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

A. EWA Board Report – Meeting was held on June 25, 2014.

Director Sullivan reported on EWA's June 25, 2014 Board meeting.

13. **Committee Reports**

A. Investment & Finance Committee was held on June 16, 2014.

Director Hanson reported that the IFC reviewed LWD's Integrated Travel Authorization and Expense Reimbursement Policy. She stated that the IFC directed staff as follows:

- Not to add the California Women's Lead Organization to the pre-approved list;
- Remove Special District Institute from the pre-approved list, as it is no longer in existence;
- Revise language that describes telephone calls and the use of personal cell phones; and
- Include the reimbursement of Wi-Fi under the miscellaneous reimbursement items.

In addition, the IFC directed staff to forward these sections of policy for further discussion and direction:

- Policy language that addresses overnight accommodations within a 50-mile radius;
- Policy language that addresses detailed reimbursement report be included in the monthly Board agenda packet; and
- Discuss Board's compensation on travel days.

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

B. Engineering Committee meeting was held on June 5, 2014.

Director Juliussen reported that the EC reviewed staff's recommendation to authorize the General Manager to execute an agreement with Infrastructure Engineering for the Gravity Pipeline Rehabilitation Project in an amount not to exceed \$48,841. He stated that the EC agreed with staff's recommendation and it will be reviewed by the Board later in the agenda.

The EC also reviewed the recommendation for the Batiquitos (B2) Force Main Replacement Project Mitigated Negative Declaration (MND) and Mitigation, Monitoring and Reporting Plan (MMRP) and to proceed with the Force Main alignment Option C. He stated that the EC agreed with staff's recommendations to adopt the MMRP and to proceed with alignment Option C installation of the B2 Force Main using the abandoned portion of southbound Carlsbad Blvd.

In addition, he stated that the EC received information and updates on the following:

- Potential amendment to the Wave Crest (Hilton) agreement pertaining to the B2 Force Main Replacement Project. He noted that the EC agreed with staff's recommendation to present the amendment to the agreement and it will be reviewed later in the agenda;
- Leucadia Generator Replacement Project; and
- The Recycled Water Effluent Line & Creek Crossing Repair Project.

## PUBLIC HEARING

**14. Public Hearing to consider the following:**

- A. A Proposal to Adopt the Mitigated negative Declaration and Mitigation, Monitoring and Reporting Plan for the Batiquitos (B2) Force Main Replacement Project.

President Kulchin opened the public hearing.

TSM Morishita stated the purpose of the public hearing noting that staff published the notice in the San Diego Union Tribune, Coast News, LWD's website and a Notice of Intent was mailed to residents that reside within 500 feet of the proposed project.

There were no comments. President Kulchin closed the public hearing.

## ACTION ITEMS

**15. Batiquitos (B2) Force Main Replacement Project**

Adopt the Mitigated Negative Declaration and Mitigation, Monitoring and Reporting Plan for the Batiquitos (B2) Force Main Replacement Project; and authorize staff to proceed with project alignment Option C, using the abandoned portion of southbound Carlsbad Blvd., for the installation of the replacement B2 Force Main.

TSM Morishita presented the item stating background information on the project noting that the project required that the District follow the California Environmental Quality Act (CEQA) process. He provided a summary of IEC's assessment of the project's environmentally sensitive areas which led to the development of a Mitigated Negative Declaration (MND). He also presented the results of the MND which included three B2 alignment options to address the environmental sensitive areas. He stated that Option C is the preferred alignment because it avoids the environmental sensitive areas, it relocates the line



away from residential development and the Hilton and it reduces traffic control requirements. In addition, he stated that by implementing Option C for the B2 alignment, this will mitigate the concerns raised in the MND comments.

Director Hanson asked if there were increased costs associated with the CEQA process. TSM Morishita answered that the CEQA process did increase cost; however, by choosing Option C for the B2 alignment it would save the District funds overall.

Following discussion, upon a motion duly made by Vice President Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted the Mitigated Negative Declaration and Mitigation, Monitoring and Reporting Plan for the Batiquitos (B2) Force main Replacement Project and authorized staff to proceed with project alignment Option C by the following vote:

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

**16. Amendment to the Agreement with Wave Crest Oceanfront, LLC Pertaining to the Batiquitos (B2) Force Main Replacement Project.**

TSM Morishita presented the item stating that the EC reviewed this item at its July 2, 2014 meeting.

He stated that based on the previous discussion and action, the Wave Crest agreement included the relocation of the B3 line, along with B1 and B2; however relocation of the B3 line is not operationally necessary. He stated that staff notified Wave Crest to inform them of the preferred modified alignment and they stated if Option C was approved they would prefer not to relocate the B3 line at this time. He noted that Wave Crest will still provide the agreed upon \$220,000 funding and staff agreed to amend the original agreement to state that when the B3 Force Main requires replacement it would still be relocated away from the Hilton property.

Mr. Bill Canepa with Wave Crest Oceanfront, LLC stated that this agreement is a win-win for both parties and that the project will cost less for the District by choosing Option C. He indicated that it is not necessary to move the B3 line at this time and that he is pleased with the agreement.

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment 1 to the Agreement with Wave Crest Oceanfront, LLC, owners of Hilton Carlsbad Oceanfront Resort & Spa, to postpone the realignment of Batiquitos (B3) Force Main contingent upon prior approval to realign the B1 and B2 Force Mains west of Highway 101 by the following vote:

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

## 17. Review LWD's Integrated Travel Authorization and Expense Reimbursement Policy.

ASM LeMay presented the item and provided background information on the policy. He stated that the IFC reviewed the policy at its June 16, 2014 meeting and that they recommended that staff present several policy revisions to the Board, along with sections that required further discussion by the Board.

He presented the sections that the IFC recommended for discussion. The Board of Directors discussed the following policy sections in detail and directed staff to make the following revisions and/or changes:

### A. Reimbursements paid by LWD shall be reported monthly to the Board (Policy Section 2 (h))

Director Hanson requested that reimbursements paid by LWD shall be reported monthly to the Board, with specific information such as the payee, the amount and a description of the expenses.

GM Bushee noted that reimbursements paid by LWD are included in the monthly demands, along with the Reimbursement Disclosure report provided to the Board every six months. Staff believed these reports satisfied the monthly report stated in the policy.

The Board discussed this item at length and directed that staff prepare a monthly detailed report and include it in the Board agenda. GM Bushee agreed that staff will prepare a separate detailed report.

### B. List of Pre-approved Organizations and Associations hosting Conferences and Seminars (Policy Section 3 (a) and (b))

ASM LeMay stated that the IFC recommended that the Special District Institute listed as a pre-approved agency be removed from the list since the organization is no longer active. He also noted that the IFC agreed not to add the California Women Lead to the approved list, since their meetings are sporadic.

President Kulchin suggested that additional language be included in the policy that states Directors can attend meetings/events in emergencies situations that are not pre-approved at their discretion and that the Board can approve the reimbursements after the meeting/event.

Counsel Brechtel stated that this section was included in the policy due to the requirement of AB 1234. He noted that is not unreasonable to attend a meeting without prior approval, as long as the Board approves reimbursement after the meeting. He noted that this language can be added to the policy. The Board agreed with IFC recommendations and directed staff to make those revisions.

### C. Overnight accommodations for multi-day conference within a 50-mile radius of LWD may be reimbursable on a case-by-case basis, considering specific factors (Policy Section 5 (b))

ASM LeMay addresses Policy Section 5 (b) regarding approval of overnight accommodations within a 50-mile radius.

Director Omsted suggested that this section be updated. He stated that the Board attends conferences in San Diego which is less than the 50-mile radius, indicating the mileage amount may need be to changed.

Director Sullivan stated that this section of the policy is reasonable since it addresses specific factors that allow Directors to be reimbursed for the overnight accommodations. She suggested that no

changes be made to this section of the policy. The majority of the Board members agreed.

Director Hanson stated that another issue that was discussed during IFC meeting was that the Directors receive a stipend for the travel days going to and from a conference. She indicated that Directors shouldn't receive a stipend for the day that a Director travels to a conference within the 50-mile radius, such as San Diego. President Kulchin indicated that if they are taking their personal time to prepare for an early meeting the following day, that they should receive a stipend. The majority of the Board members agreed.

**D. Reimbursement of Miscellaneous Expenses (Policy Section 7 (a) and (b))**

ASM LeMay presented IFC's recommendations to this section of the policy, noting that internet cost was added to the list. The Board of Directors concurred with the revisions to this section of the policy.

ASM LeMay stated that staff will make the recommended changes and a revised policy will be included in the August Board agenda.

**18. CSDA Board of Directors 2014 Elections – Region 6, Seat C**

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

EA Hill stated that during the March Board meeting, the Board of Directors nominated Director Sullivan to run for the CSDA Board of Directors Region 6, Seat C. She stated that the District recently received the ballot for the Board to vote for one of the candidate. She noted that staff will submit the ballot by deadline date.

Upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors voted for Director Sullivan for the CSDA Board of Directors 2014 Election Region 6, Seat C by the following vote:

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

**19. Receive and file the Fiscal Year 2014 (FY 14) Tactics and Action Plan.**

GM Bushee presented the item stating that at the conclusion of the each fiscal year the Board receives and files the action plan. He summarized the FY 14 tactical goals and noted that a number of additional goals were also achieved.

Upon a motion duly made by Director Omsted, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors received and filed the Fiscal Year 2014 (FY 14) Tactics and Action Plan by the following vote:

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

**20. Adopt the Fiscal Year 2015 (FY 15) Tactics and Action Plan.**

GM Bushee presented the item stating that staff developed the FY 2015 Tactics and Action Plan and categorized the goals according to the District's four Strategic focus areas. He highlighted the major tactics in the report, noting that the plan includes over 40 tactics.

Upon a motion duly made by Vice President Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted the Fiscal Year 2015 (FY 15) Tactics and Action Plan by the following vote:

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

**INFORMATION ITEMS**

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

None.

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

None.

**23. General Manager's Report**

- Director Juliussen requested that a presentation regarding EWA's south parcel issues be added to the August Board agenda. He noted it will be an open session item.
- The District received another Public Records Request for the most recent Disclosure of Reimbursement report. He stated that staff provided them with the report.
- He will be on vacation beginning on Friday, July 11<sup>th</sup> and returning Monday, July 21<sup>st</sup>. He added that ASM LeMay will be the Acting General Manager.

**24. General Counsel's Report**

General Counsel Brechtel reported on a recent Court of Appeals case that determined if personal devices such as cell phones/iPads were used to conduct business the information in the devices were not considered public records. However, the Supreme Court pulled this case to review the court's decision. He indicated that if the Supreme Court reverses their decision then information on personal devices used for business may be considered public records.

## 25. Board of Director's Comments

Director Sullivan suggested that DE Deering should receive an appreciation award for his great idea on the B2 Force Main project. She stated that the project may be submitted for an award.

President Kulchin congratulated staff and DE Deering for their excellent work on the B2 Force Main project.

GM Bushee agreed that the B2 Force Main project will be submitted for an award.

## 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 it was an overall excellent performance. 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 5% salary increase from \$193,967.86 to \$203,666.25 by the following vote:

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

## 27. Adjournment

President Kulchin adjourned the meeting at 6:50 p.m.

\_\_\_\_\_  
David Kulchin, President

\_\_\_\_\_  
Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
August 5, 2014

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A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, August 5, 2014 at 8:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Chairperson Omsted called the meeting to order at 8:40 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Omsted

DIRECTORS ABSENT: Hanson.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, Accounting Technician Maggie McEniry, CPA Richard Duffey and CPA Harvey Schroeder with White Nelson Diehl Evans, LLC.

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Audit Entrance Meeting with White Nelson Diehl Evans, LLP

ASM LeMay presented the item and introduced CPA Harvey Schroeder with White Nelson Diehl Evans LLP.

Mr. Schroeder provided an overview of the audit process discussing the auditor's responsibilities, the planned scope and timing of the audit. He noted that a letter was sent to the Directors indicating that the audit process has begun, along with the auditor's responsibilities.

Mr. Schroeder also explained how issues of material misstatement would be handled. He stated that if there was an issue, staff will be notified first in order to review all the facts. He added that if there is no resolution, the auditors would report to the IFC.

No action was taken on this item. Mr. Schroeder left the meeting at this time.

Director Omsted asked if the District plans on requesting proposals for professional audit services during this fiscal year. GM Bushee stated that staff recommends keeping the current auditors for an additional year due to the transition of the new financial software program, as well as, the implementation of the upcoming GASB 68 requirement. CPA Duffey noted that the GASB 68 requirement will be effective



next fiscal year. Director Omsted agreed with staff's approach to recommend that LWD continue with the current auditor under the current circumstances at a future Board meeting.

B. Revised Procurement Policy -- Adopt Resolution No. 2251 approving LWD's revised Procurement Policy and receive and file the annual review of the policy.

Director Omsted stated that he reviewed the policy and that he had a few minor changes to the policy.

ASM LeMay noted the minor changes to the policy indicating that they are administrative changes.

Director Omsted asked for clarification on the General Manager's spending authority. GM Bushee stated his spending authority is up to \$25,000 and any purchases greater than that amount requires Board approval. EA Hill noted that this language is included in the purchasing policy.

Following discussion, the IFC agreed with staff's recommendation.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

GM Bushee reported that LWD staff assisted with Carlsbad's July 30<sup>th</sup> spill and he summarized the sequence of events.

**8. Adjournment**

Chairperson Omsted adjourned the meeting at 9:13 a.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 August 6, 2014

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, August 6, 2014 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 9:31 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None.

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

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review the draft Communication Plan Update.

ASM LeMay presented the item stating the purpose of the Communication Plan Update. He introduced Lois Humphreys with TRG to provide an overview of the draft Communication Plan Update (Plan).

Ms. Humphreys provided an overview of the Plan including an analysis of which programs are effective and which programs can be improved.

Directors Omsted and Sullivan suggested a few minor revisions to the Plan. Ms. Humphreys noted the changes and stated that she will make the changes and forward the Plan to staff for review.

Following discussion, the CAC recommended that staff forward the Plan to the Board for approval after the revisions have been made.

GM Bushee noted that staff will include the Communication Plan Update in the September Board agenda.

B. Review and discuss the fall 2014 newsletter story ideas.

Ms. Humphreys presented proposed articles for the upcoming fall newsletter. She stated that the articles will highlight the following topics:

- Lead Article - Encina Wastewater Authority and their programs which LWD funds a portion of these programs;
- Board Committees and the issues that they discuss;
- Recycled Water Pipeline Repair and how this protects the creek

- and lagoon;
- Batiquitos Force Main Replacement;
- Reminder that Sewer Service Charges are on the property tax bill;
- Pollution prevention reminders;
- Employee Recognitions and recent awards; and
- Invitation to tour Gafner plant or presentations

GM Bushee noted that all articles presented may not be included in the newsletter, depending on how much space is available. Staff will follow up with TRG to discuss the newsletter before writing the initial draft.

Following discussion, the CAC authorized staff and TRG to proceed with the production of the newsletter.

**5. Information Items**

None.

**6. Directors' Comments**

Director Omsted asked staff if the road associated with the B2 Force Main project will be refurbished. GM Bushee stated that this area is currently a walking path and that the District will repair the road to its current condition following the project.

**7. General Manager's Comments**

GM Bushee reported that LWD staff assisted with Carlsbad's July 30th spill and he summarized the sequence of events.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 10:46 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 August 6, 2014

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, August 6 at 12:00 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Juliussen called the meeting to order at 12:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Administrative Services Manager Chuck LeMay; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; District Engineer Steve Deering; Jamie Fagnant from Infrastructure Engineering Corporation; Natalie Fraschetti and Steven Henderson from Dexter Wilson Engineering; and Scott Seitrich from Burtech Pipeline

**3. Public Comment**

None.

**4. New Business**

- A. Authorize the General Manager to execute an Agreement with Burtech Pipeline Incorporated for construction services to complete the Recycled Water Pipeline Repair Project in an amount not to exceed \$194,950.

TSM Morishita presented staff's recommendation. He stated that Recycled Water Valve and Creek Crossing Repair Project consists of three components:

1. Install an isolation valve in the recycled water supply line between San Marcos Creek and the La Costa pond.
2. Repair or replace a leaking valve in the recycled water supply line, on the District's campus, to the La Costa Resort.
3. Replace the exposed section of the recycled water line in San Marcos Creek to prevent possible damage from debris in the creek striking the exposed line.

TSM Morishita said that the isolation valve was installed in December 2013 prior to the start of the rainy season. He explained that the valve allows staff to isolate the pond prior to a significant rain event that could result in damage to the recycled water line from debris in the creek.

TSM Morishita stated that project design was completed by IEC in June and, subsequently, advertised for bids. He said that the bids were due on July 17th and that three bids were received. He stated that Burtech Pipeline Inc, was the apparent low bidder at a bid price of \$194,950.

TSM Morishita said that the bids were evaluated by IEC and they recommended that Burtech be awarded the contract as the lowest responsive and responsible bidder.

After discussion, the EC concurred with staff to recommend this item to the Board for approval at the August 2014 Board meeting.

B. Adopt the 2014 update of the Leucadia Wastewater District Sanitary Sewer Management Plan (SSMP).

FSSupt Stecker presented background on the Sanitary Sewer Management Plan (SSMP) and the requirement for updating the SSMP every five years or when there are significant changes to the SSMP.

He explained that the District's current SSMP was adopted in June 2009. Therefore, an update of the SSMP is necessary to comply with the five year update requirement. FSSupt Stecker said that, additionally the SSMP update incorporates modifications required by the recent update of the Monitoring and Reporting Program (MRP) of the Statewide Waste Discharge Requirements (WDR) that became effective September 9, 2013.

FSSupt Stecker said that the major significant change to the District's SSMP is in Section VI, Overflow Emergency Response Plan (OERP). He explained that the update of the MRP modified the Sanitary Sewer Overflow (SSO) or spill categories from two to three and added water quality monitoring requirements for SSOs in which 50,000 gallons or greater are spilled to surface waters.

Natalie Frascchetti presented an overview of the updated SSMP. She explained that a reporting flow chart was added to the SSMP as part of the OERP to reflect the modification to the MRP.

After discussion, the EC concurred with staff to recommend the Board adopt the 2014 SSMP Update at the August 2014 Board meeting.

**5. Information Items**

A. Leucadia Generator Replacement Project Status

TSM Morishita presented this item to the committee. He said that he received a call from San Elijo Joint Powers Authority that indicated that they found numerous discrepancies on the Cummins generator they specified on their project. TSM Morishita explained that the major discrepancy San Elijo found was an undersized alternator.

TSM Morishita said that he asked Rock Swanson to check the alternator on the Leucadia Pump Station generator and Mr. Swanson found that the specified alternator that was not installed in the generator. However, Mr. Swanson said that the generator passed the full load field test. TSM Morishita said that, because of the discrepancies, LWD retained Adam Hoch, a consultant, to conduct a full inspection of the generator. TSM Morishita explained that Mr. Hoch, who also inspected the San Elijo generator, found 16 discrepancies that are being reviewed by IEC, electrical engineer Joe Moraes, and Rock Swanson before Mr. Hoch finalizes his report. TM Morishita said that once the report is finalized it will be sent to NEWest for their proposed course of action to correct the discrepancies.

B. B1/B2 Force Mains Replacement Project Status

TSM Morishita reported that the project was advertised for bid on Monday, July 28<sup>th</sup>. The bids are due on Tuesday, August 26<sup>th</sup>. He stated the he intends to present the project's construction contract to the Board for award in September.

C. Carlsbad Spill Summary

FSSupt Stecker briefed the EC on the July 30<sup>th</sup> Carlsbad Poinsettia Pump Station spill. He said that, due to the emergency, Carlsbad requested that they be allowed to empty their combination trucks and contract tanker trucks into the District's Collection System. FSSupt Stecker said that because it was an emergency situation he allowed Carlsbad access to our collection system. He said that District staff was assigned to monitor the discharge of the trucks into our system. FSSupt Stecker explained that at approximately 8:30 pm, District staff was relieved on station by Carlsbad personnel. FSSupt Stecker stated that Carlsbad personnel were instructed to regulate the flow rate into District's collection system to prevent surcharging of the line. FSSupt Stecker said that on July 31<sup>st</sup>, at approximately 2:45 p.m., he was notified that a residence on Estrella Del Mar reported a spill from the cleanout in his garage. FSSupt Stecker said that it has been determined that the Carlsbad crew did not properly control the flow rate from contracted pumper trucks and caused the line to surcharge. GM Bushee stated that the resident filed a claim for \$560. GM Bushee said that the District plans to pay the claim and Carlsbad has agreed to reimburse the District.

**6. Director's Comments**

None.

**7. General Manager's Comments**

GM Bushee informed the EC of the 500 gallon spill that happened on July 13<sup>th</sup> at a residence on Candil Place in Carlsbad. He explained that the spill was in an easement in the back yard. ASM LeMay stated that the resident has submitted a claim to replace the artificial turf, drain and refill his swimming pool and miscellaneous items totaling approximately \$15,000. GM Bushee said that staff is still investigating the matter and will provide a spill report to the Board.

**8. Adjournment**


Chairperson Juliussen adjourned the meeting at approximately 1:48 p.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)



## MEMORANDUM

**DATE:** August 7, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Approval of July/August Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **1,575,296.76**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months July 4, 2014 – August 7, 2014.

Operating expenses totaled \$**793,283.09** while Capital Improvement Program expenses totaled \$ **644,370.05**.

Payroll for employees and the Board totaled \$ **137,643.62**.

Attached please find a year to date Employee and Board Payroll Report from July 2013 to August 2014 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 2014
Attachment 2	Board Payroll Check Register dated July 3, 2014
Attachment 3	Payroll Check Register dated July 9, 2014
Attachment 4	Accounts Payable Check Register dated July 10, 2014
Attachment 5	Accounts Payable Check Register dated July 15, 2014
Attachment 6	Payroll Check Register dated July 23, 2014
Attachment 7	Accounts Payable Check Register dated July 30, 2014
Attachment 8	Accounts Payable Check Register dated August 1, 2014
Attachment 9	Accounts Payable Check Register dated August 1, 2014
Attachment 10	Board Payroll Check Register dated August 5, 2014
Attachment 11	Payroll Check Register dated August 6, 2014
Attachment 12	Year to Date Employee and Board Payroll Report

## DEMANDS SUMMARY

August 13, 2014

### 1. Demands

Category	Check #'s	Amount	Total
Board Payroll Check 7/3/2014	17426 -17431	\$ 2,949.20	
Payroll Check-7/9/2014	17407 - 17425	\$ 43,104.03	
Payroll Check-7/23/2014	17432 - 17449	\$ 43,900.37	
Payroll Check-8/6/2014	17450 - 17467	\$ 44,841.35	
Board Payroll Check - 8/5/2014	17468 - 17472	\$ 2,848.67	
	<b>Total</b>		<b>\$137,643.62</b>
General Checking -7/10/2014	45587	\$ 2,231.25	
General Checking -7/15/2014	45588 - 45643	\$ 200,690.57	
General Checking -7/30/2014	45644 - 45687	\$ 1,193,883.79	
General Checking - 8/1/2014	45688 - 45703	\$ 40,287.53	
General Checking - 8/1/2014	45704	\$ 560.00	
	<b>Total</b>		<b>\$1,437,653.14</b>
	<b>Grand Total</b>		<b>\$1,575,296.76</b>
<u>VOIDED CHECK</u>	17430	Reissued	
	17414	Reissued	

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: July 3, 2014

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17426 - 17431	7/3/2014	\$2,949.20

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 9, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17407 - 17425	7/9/2014	\$43,104.03

Leucadia Wastewater District  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 7/9/2014 Through 7/9/2014

<u>ID</u>	<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Descript</u>
COUNTYOFSANDI...	COUNTY OF SAN DIEGO	45587	7/9/2014	<u>2,231.25</u>	COUNTY OF SAN DIEGO
Report Total				<u>2,231.25</u>	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 7/15/2014 Through 7/15/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	45588	7/15/2014	3,570.00	FLOW MONITORING
ALLIANT INSURANCE SERVICES, INC	45589	7/15/2014	7,206.00	INS-PHYSICAL DAMAGE-14/15
AMERICAN REPROGRAPHICS CO.,LLC	45590	7/15/2014	48.00	PLANS AND SPECS
AT&T	45591	7/15/2014	166.06	DIAL IN MODEM-NEW
AT&T		7/15/2014	184.38	DIAL IN MODEM-OLD
AT&T		7/15/2014	137.58	PHONE @ BPS
AT&T	45592	7/15/2014	37.85	L.D. @ BPS
BROWNELL AND DUFFEY CPA	45593	7/15/2014	13,087.50	ACCT FEES FOR JUNE
BRUCE DAVIS	45594	7/15/2014	600.00	LATERAL REIMBURSEMENT
CARLSBAD FUELS CORPORATION	45595	7/15/2014	2,115.67	VEHICLE FUEL
CITY OF CARLSBAD	45596	7/15/2014	120.43	WATER @ LPS/OFFICE
CITY OF CARLSBAD		7/15/2014	105.65	WATER @ OFFICE/LPS
CITY OF CARLSBAD		7/15/2014	214.78	WATER @ VACTOR
CITY OF CARLSBAD		7/15/2014	173.80	WATER @ VACTOR 2
CONEXIS	45597	7/15/2014	140.00	JUNE SEC 125 FLEX PLAN
CORELOGIC INFORMATION SOLUTIONS,INC	45598	7/15/2014	1,500.00	RENEWAL OF SUBSCRIPTION
CORODATA	45599	7/15/2014	80.59	STORAGE
COUNTY OF SAN DIEGO	45600	7/15/2014	5,841.00	LAFCO FEES-FY 14/15
COUNTY OF SAN DIEGO	45601	7/15/2014	418.00	HAZARD MATERIAL RENEWAL-BPS
CSRMA	45602	7/15/2014	9,364.07	PROPERTY INS-14/15
CSRMA		7/15/2014	33,186.00	W/C DEPOSIT ADJ 14/15
CWEA	45603	7/15/2014	317.00	RENEWAL FOR CERTS/MEMBERSHIP
DATA NET	45604	7/15/2014	240.00	IS MAINT AND SUPPORT
DATCO	45605	7/15/2014	273.00	MONTHLY SERVICE FEES
DEPT HEALTH SERVICES	45606	7/15/2014	60.00	RENEWAL-M.G. T2 CERT
DUDEK & ASSOCIATES	45607	7/15/2014	915.00	GE/3251/100/GRADING PLANS
DUDEK & ASSOCIATES		7/15/2014	3,129.44	GE/3252/056/FAIR OAKS
DUDEK & ASSOCIATES		7/15/2014	168.75	GE/3252/593/LC TOWNE
DUDEK & ASSOCIATES		7/15/2014	135.00	GE/3252/662/NOLAN PROPERTY
DUDEK & ASSOCIATES		7/15/2014	5,280.90	GE/3252/844/LC TOWN SQUARE COMMERCIAL
DUDEK & ASSOCIATES		7/15/2014	5,536.03	GE/3252/855/LC TOWN SQUARE 11
DUDEK & ASSOCIATES		7/15/2014	205.00	GE/3252/858/MASHAY...
DUDEK & ASSOCIATES		7/15/2014	705.00	GE/3252/882/COASTEL TEN
DUDEK & ASSOCIATES		7/15/2014	397.50	GE/3252/884/LC VALLEY
DUDEK & ASSOCIATES		7/15/2014	262.50	GE/3252/886/NEPTUNE
ELLIOT ASSOCIATES	45608	7/15/2014	456.00	DATA CONVERSION
GRAPHIC PRODUCTS	45609	7/15/2014	3,810.23	TORO STANDALONE
GREAT AMERICA FINANCIAL SERVICES	45610	7/15/2014	1,147.33	COPIER LEASE



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 7/15/2014 Through 7/15/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
HAAKER EQUIPMENT CO	45611	7/15/2014	281.59	VACTOR PARTS
HACH COMPANY	45612	7/15/2014	4,983.00	TURBIDITY SENSORS
I2B NETWORKS, INC	45613	7/15/2014	160.00	WEB CAM @ BPS
ICMA RETIREMENT-303979	45614	7/15/2014	3,080.84	DEFERRED COMP
JCI JONES CHEMICAL, INC	45615	7/15/2014	4,030.63	CHEMICALS-HYPOCHL...
JEFF BILLS	45616	7/15/2014	3,000.00	CONSULTING FEES
MAURICIO AVALOS	45617	7/15/2014	200.00	REIMBURSE FOR CLASS
MC GRAW-HILL	45618	7/15/2014	1,169.37	NOTICE FOR BIDS
MITSUBISHI ELECTRIC US, INC	45619	7/15/2014	266.62	ELEVATOR MAINT
MOOR CO.	45620	7/15/2014	2,748.69	REPAIR @ LPS
NAPA AUTO	45621	7/15/2014	52.91	FLUID FOR VEHICLES
NATIONWIDE RETIREMENT SOLUTIONS	45622	7/15/2014	238.69	DEFERRED COMP
OFFICE DEPOT, INC.	45623	7/15/2014	71.43	OFFICE SUPPLIES
OLIVENHAIN MUNICIPAL WATER DIST	45624	7/15/2014	37.94	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		7/15/2014	666.58	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		7/15/2014	37.94	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		7/15/2014	37.94	WATER @ VP7
PALOMAR WATER, LLC	45625	7/15/2014	155.58	BOTTLED WATER @ OFFICE
PEP BOYS	45626	7/15/2014	18.67	PARTS
PERS RETIREMENT	45627	7/15/2014	14,062.78	EMPLOYEE RETIREMENT 6/22/14
PLANT PEOPLE	45628	7/15/2014	158.00	OFFICE PLANTS MAINTENANCE
PLUMBERS DEPOT, INC	45629	7/15/2014	533.30	SWIVELS/KITS
PRIZM JANITORIAL SERVICES, INC	45630	7/15/2014	1,281.15	JANITORIAL SERVICE-JULY
ROCKWELL CONSTRUCTION SERVICES, INC	45631	7/15/2014	7,449.70	SCADA CONSULTING
SAN DIEGO GAS AND ELECTRIC	45632	7/15/2014	960.24	ELECTRIC @ E. ESTATES
SAN DIEGO GAS AND ELECTRIC		7/15/2014	396.45	ELECTRIC @ VP5
SAN DIEGO GAS AND ELECTRIC		7/15/2014	1.33	GAS @ E. ESTATES
SAN DIEGO UNION TRIBUNE	45633	7/15/2014	1,815.84	AD-PUBLIC NOTICE
SAN DIEGUITO WATER DISTRICT	45634	7/15/2014	163.94	WATER @ BPS
SHEA HOMES	45635	7/15/2014	40,162.50	REFUND DEV DEPOSIT
THE HOME DEPOT CRC/GECF	45636	7/15/2014	361.86	SUPPLIES
TIM BESTAMENTE	45637	7/15/2014	311.79	MAINTENANCE WORK
UNDERGROUND SERVICE ALERT OF	45638	7/15/2014	223.50	UNDERGROUND DIG ALERT

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 7/15/2014 Through 7/15/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNIFIRST CORPORATION	45639	7/15/2014	191.18	LAUNDRY SERVICE
U.S. BANK	45640	7/15/2014	4,048.32	CONFERENCES, MEETINGS, SUPPLIES, ETC
U.S. HEALTH WORKS MEDICAL GROUP	45641	7/15/2014	170.00	PHYSICALS
VERIZON WIRELESS	45642	7/15/2014	49.23	CELL PHONE CHARGES
WHITE NELSON DIEL EVANS LLP	45643	7/15/2014	5,775.00	AUDITOR FEES
Report Total			200,690.57	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 23, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17432 - 17449	7/23/2014	\$43,900.37

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 7/30/2014 Through 7/30/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>	<u>Document Amo</u>
AMERICAN REPROGRAPHICS CO.,LLC	45644	7/30/2014	11.58	PLANS AND SPECS	11.58
AT&T	45645	7/30/2014	226.72	ELEVATOR PHONE	282.31
AT&T		7/30/2014	55.59	ODOR CONTROL MODEM	282.31
CARLSBAD FUELS CORPORATION	45646	7/30/2014	2,107.14	VEHICLE FUEL	2,107.14
CUES, INC	45647	7/30/2014	4,222.45	REPAIR AND MAINT TO CCTV	4,222.45
CWEA	45648	7/30/2014	82.00	CWEA RENEWAL FOR S. KRASON	82.00
DATA NET	45649	7/30/2014	936.25	IS MAINT AND SUPPORT	936.25
DEXTER WILSON ENGINEERING	45650	7/30/2014	3,620.00	2014 SSMP REVISION	3,620.00
DIAMOND ENVIRONMENTAL SERVICES,LP	45651	7/30/2014	121.51	RESTROOM TRAILER RENTAL	121.51
DOWNSTREAM SERVICES, INC.	45652	7/30/2014	65.00	STORM WATER MAINT	65.00
DUDEK & ASSOCIATES	45654	7/30/2014	1,858.75	GE/3251/100/GRADING PLANS	17,801.52
DUDEK & ASSOCIATES		7/30/2014	5,411.04	GE/3252/526/FAIR OAKS	17,801.52
DUDEK & ASSOCIATES		7/30/2014	168.75	GE/3252/593/LC TOWNE	17,801.52
DUDEK & ASSOCIATES		7/30/2014	1,282.06	GE/3252/607/VISTA LA COSTA	17,801.52
DUDEK & ASSOCIATES		7/30/2014	376.85	GE/3252/817/OLIVIEH...RD	17,801.52
DUDEK & ASSOCIATES		7/30/2014	941.59	GE/3252/844/LC TOWN	17,801.52
DUDEK & ASSOCIATES		7/30/2014	3,669.90	GE/3252/851/JEREZ CT	17,801.52
DUDEK & ASSOCIATES		7/30/2014	1,316.25	GE/3252/853/YOUNG ANNEX	17,801.52
DUDEK & ASSOCIATES		7/30/2014	303.75	GE/3252/855/LC TOWN	17,801.52
DUDEK & ASSOCIATES		7/30/2014	482.58	GE/3252/864/FIORE	17,801.52
DUDEK & ASSOCIATES		7/30/2014	105.00	GE/3252/883/NEPTUNE AVE	17,801.52
DUDEK & ASSOCIATES		7/30/2014	500.00	GE/3252/887/EDIBLE ARRANGEMENTS	17,801.52
DUDEK & ASSOCIATES		7/30/2014	500.00	GE/3252/888/CAFE 477	17,801.52
DUDEK & ASSOCIATES		7/30/2014	296.25	GE/3252/891/CANCUN MEXICAN FOODS	17,801.52
DUDEK & ASSOCIATES		7/30/2014	588.75	GE/4252/889/THE HABIT	17,801.52
ENCINA WASTEWATER AUTHORITY	45655	7/30/2014	924,399.87	EWA 4TH QTR-O/M AND CAPITAL	924,399.87
EVOQUA WATER TECHNOLOGIES, LLC	45656	7/30/2014	7,745.64	CHEMICALS-BIOXIDE	7,745.64
GABRIEL MENDEZ	45657	7/30/2014	266.00	REIMBURSE G. M. FOR CLASSES	266.00
I2B NETWORKS, INC	45658	7/30/2014	160.00	WEB CAM @ BPS	160.00
ICMA RETIREMENT-303979	45659	7/30/2014	3,088.60	DEFERRED COMP-ICMA	3,088.60
INFRASTRUCTURE ENGINEERING CORP	45660	7/30/2014	41,229.95	B2 SEWER FORCE MAIN	52,648.05
INFRASTRUCTURE ENGINEERING CORP		7/30/2014	1,212.32	GIS AS NEEDED	52,648.05

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 7/30/2014 Through 7/30/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description	Document Amo
INFRASTRUCTURE ENGINEERING CORP		7/30/2014	975.00	LPS GENERATOR	52,648.05
INFRASTRUCTURE ENGINEERING CORP		7/30/2014	3,594.53	RECYCLED WATER LINE	52,648.05
INFRASTRUCTURE ENGINEERING CORP		7/30/2014	2,906.25	SCOTTS VALLEY	52,648.05
INFRASTRUCTURE ENGINEERING CORP		7/30/2014	2,730.00	ZONE 9 TRANSFERS	52,648.05
JACKSON & BLANC	45661	7/30/2014	260.00	HVAC SERVICE AND MAINT	260.00
JEFFERY STECKER	45662	7/30/2014	672.08	REIMBURSE J. S. FOR CWEA SEMINAR	672.08
NAPA AUTO	45663	7/30/2014	19.41	PUMP FILTERS	19.41
NATIONWIDE RETIREMENT SOLUTIONS	45664	7/30/2014	238.69	DEFERRED COMP	238.69
NEW PIG CORPORATION	45665	7/30/2014	242.33	ABSORBENT SOCKS	242.33
OFFICE DEPOT, INC.	45666	7/30/2014	471.21	OFFICE SUPPLIES	471.21
ONE SOURCE DISTRIBUTERS	45667	7/30/2014	1,744.54	SCADA PARTS FOR MASTER SCADA ROOM	1,744.54
PERS RETIREMENT	45668	7/30/2014	256.22	BOARD RETIRMENT ENDING 6/30/14	14,969.46
PERS RETIREMENT		7/30/2014	14,713.24	EMPLOYEE RETIREMENT ENDING 7/6/14	14,969.46
PLUMBERS DEPOT, INC	45669	7/30/2014	428.49	BLOWER	1,113.21
PLUMBERS DEPOT, INC		7/30/2014	496.80	FTBER GLASS POLES	1,113.21
PLUMBERS DEPOT, INC		7/30/2014	187.92	GRABBER	1,113.21
RANCHO SANTA FE SECURITY SYSTEMS	45670	7/30/2014	258.00	ALARM SYSTEM	258.00
SANCON ENGINEERING, INC	45671	7/30/2014	94,711.73	GRAVIETY PIPELINE	94,711.73
SAN DIEGO GAS AND ELECTRIC	45672	7/30/2014	188.35	ELECTRIC @ AVOCADO PS	36,807.34
SAN DIEGO GAS AND ELECTRIC		7/30/2014	14,313.34	ELECTRIC @ BPS	36,807.34
SAN DIEGO GAS AND ELECTRIC		7/30/2014	589.54	ELECTRIC @ DIANA PS	36,807.34
SAN DIEGO GAS AND ELECTRIC		7/30/2014	2,515.35	ELECTRIC @ EEPS	36,807.34
SAN DIEGO GAS AND ELECTRIC		7/30/2014	1,283.73	ELECTRIC @ LCPS	36,807.34
SAN DIEGO GAS AND ELECTRIC		7/30/2014	16,310.78	ELECTRIC @ LPS/OFFICE	36,807.34
SAN DIEGO GAS AND ELECTRIC		7/30/2014	169.37	ELECTRIC @ RANCHO VERDE PS	36,807.34
SAN DIEGO GAS AND ELECTRIC		7/30/2014	1,083.27	ELECTRIC @ SAXONY PS	36,807.34
SAN DIEGO GAS AND ELECTRIC		7/30/2014	221.32	ELECTRIC @ VP7	36,807.34
SAN DIEGO GAS AND ELECTRIC		7/30/2014	132.29	GAS @ LPS/OFFICE	36,807.34
SLOAN ELECTRIC COMPANY	45673	7/30/2014	496.80	MOTOR	496.80

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 7/30/2014 Through 7/30/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>	<u>Document Amo</u>
SOUTHERN CONTRACTING COMPANY	45674	7/30/2014	7,884.00	REPAIR CONDUIT @LPS	7,884.00
TELEPACIFIC COMMUNICATIONS	45675	7/30/2014	1,060.04	PHONE SYSTEM CHARGES	1,060.04
TIANNE BAITY	45676	7/30/2014	206.92	NOTARY FEES REIMBURSED TO T.B.	206.92
TIERRA VERDE RESOURCES, INC	45677	7/30/2014	730.00	LANDSCAPING FEES	730.00
TIM BESTAMENTE	45678	7/30/2014	671.38	MAINT AND REPAIR WORK	671.38
TODD AMOS	45679	7/30/2014	145.00	REIMBURSE T.A. FOR TEST	145.00
TRG & ASSOCIATES	45680	7/30/2014	6,037.50	PUBLIC INFORMATION	6,037.50
TRI COMMUNITY ANSWERING SERVICE	45681	7/30/2014	90.00	ANSWERING SERVICE-JULY	90.00
UNIFIRST CORPORATION	45682	7/30/2014	382.36	LAUNDRY SERVICE	382.36
UNITED WAY	45683	7/30/2014	10.00	EMPLOYEE CONTRIBUTIONS	10.00
U.S. HEALTH WORKS MEDICAL GROUP	45684	7/30/2014	99.00	PHYSICALS	99.00
VERIZON WIRELESS	45685	7/30/2014	643.82	CELL PHONE CHARGES	643.82
WASTE MANAGEMENT	45686	7/30/2014	237.30	TRASH SERVICE	237.30
WORDEN WILLIAMS, APC	45687	7/30/2014	6,123.75	LEGAL FEES-JUNE	6,123.75
Report Total			1,193,883.79		

Leucadia Wastewater District  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/1/2014 Through 8/1/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description	Document Amo
ANTIMITE TERMITE & PEST CONTROL	45688	8/1/2014	56.00	MONTHLY PEST SERVICE	56.00
AT&T	45689	8/1/2014	186.98	DIAL IN MODEM-NEW	381.40
AT&T		8/1/2014	194.42	OLD MODEM	381.40
CASH	45690	8/1/2014	377.90	PETTY CASH 7/30/2014	377.90
DATA NET	45691	8/1/2014	906.27	SYMANTEC ANTI VIRUS RENEAL	906.27
HADRONEX	45692	8/1/2014	120.00	PARTS	120.00
HARTFORD LIFE & ACCIDENT INS.	45693	8/1/2014	401.36	LIFE INS FOR AUG	401.36
HD SUPPLY WATERWORKS, LTD	45694	8/1/2014	6,428.20	IN FLOW PROTECTORS	6,428.20
MES VISION	45695	8/1/2014	363.94	VISION INSURANCE FOR AUG	363.94
OFFICE DEPOT, INC.	45696	8/1/2014	90.58	OFFICE SUPPLIES	90.58
PLUMBERS DEPOT, INC	45697	8/1/2014	61.02	LIGHT BULBS	511.38
PLUMBERS DEPOT, INC		8/1/2014	450.36	PART-CAPTAIN HOOK TRIANGLE HANDLE	511.38
PUBLIC EMPLOYEES HEALTH	45698	8/1/2014	23,065.67	BRD/EMPLOYEE HEALTH INS FOR AUG	23,065.67
SHEA HOMES	45699	8/1/2014	2,399.29	REFUND FOR VULCAN AVE PROJECT	2,399.29
SOUTHERN CONTRACTING COMPANY	45700	8/1/2014	480.00	ELECTRIC WORK @ RVPS	840.00
SOUTHERN CONTRACTING COMPANY		8/1/2014	360.00	ELECTRICAL WORK @ AVOCADO PS	840.00
THE GUARDIAN	45701	8/1/2014	4,025.85	DENTAL/DISABILITY INS FOR AUG	4,025.85
UNIFIRST CORPORATION	45702	8/1/2014	197.18	LAUNDRY SERVICE	197.18
ZEE MEDICAL SERVICES, INC	45703	8/1/2014	122.51	SAFETY ITEMS FOR FIRST AID KIT	122.51
Report Total			40,287.53		

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/1/2014 Through 8/1/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>	<u>Document Amo</u>
ROBERT BECK	45704	8/1/2014	560.00	DAMAGE CLAIM-7/31/2014	560.00
Report Total			560.00		



LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: August 5, 2014

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17468 - 17472	8/5/2014	\$2,848.67

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 6, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17450 - 17467	8/6/2014	\$44,841.35

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

**JULY**

7/3/2013	Board		\$1,835.49
7/10/2013	Employee		\$38,532.35
7/24/2013	Employee		<u>\$41,810.87</u>
	<b>TOTAL</b>		<b>\$82,178.71</b>

**AUGUST**

8/2/2013	Board		\$1,310.58
8/7/2013	Employee		\$39,608.93
8/14/2013	Employee	Incentive	\$439.79
8/21/2013	Employee		<u>\$38,726.94</u>
	<b>TOTAL</b>		<b>\$80,086.24</b>

**SEPTEMBER**

9/2/2013	Board		\$6,959.12
9/4/2013	Employee		\$39,196.09
9/18/2013	Employee		<u>\$39,236.02</u>
	<b>TOTAL</b>		<b>\$85,391.23</b>

**OCTOBER**

10/1/2013	Board		\$6,096.79
10/2/2013	Employee		\$40,219.84
10/14/2013	Employee	Incentive	\$12,051.04
10/16/2013	Employee		\$42,112.49
10/30/2013	Employee		<u>\$42,161.63</u>
	<b>TOTAL</b>		<b>\$142,641.79</b>

**NOVEMBER**

11/1/2013	Board		\$1,947.98
11/7/2013	Employee	Incentive	\$1,062.71
11/13/2013	Employee		\$42,268.87
11/27/2013	Employee		<u>\$41,964.54</u>
	<b>TOTAL</b>		<b>\$87,244.10</b>

**DECEMBER**

12/2/2013	Board		\$5,776.75
12/5/2013	Employee	Sick buy back	\$20,174.25
12/11/2013	Employee		\$41,450.93
12/12/2013	Employee	Incentive	2339.09
12/25/2013	Employee		
	<b>TOTAL</b>		<b>\$69,741.02</b>

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

**JANUARY**

2014

1/3/2014	Board		\$1,475.84
1/8/2014	Employee		\$41,481.11
1/22/2014	Employee		<u>\$42,221.41</u>
	<b>TOTAL</b>		<b>\$85,178.36</b>

**FEBRUARY**

2/1/2014	Board		\$3,942.03
2/5/2014	Employee		\$43,297.27
2/12/2014	Employee	Incentive	\$2,994.35
2/19/2014	Employee		<u>\$41,851.01</u>
	<b>TOTAL</b>		<b>\$92,084.66</b>

**MARCH**

3/3/2014	Board		\$3,174.36
3/5/2014	Employee		\$42,365.51
3/12/2014	Employee	Incentive	\$8,811.60
3/19/2014	Employee		<u>\$41,712.29</u>
	<b>TOTAL</b>		<b>\$96,063.76</b>

**APRIL**

4/1/2014	Board		\$4,128.58
4/2/2014	Employee		\$41,623.74
4/9/2014	Employee	Incentive	\$921.19
4/16/2014	Employee		\$41,646.80
4/30/2014	Employee		<u>\$41,490.61</u>
	<b>TOTAL</b>		<b>\$129,810.92</b>

**MAY**

5/2/2014	Board		\$3,750.39
5/12/2014	Employee	Incentive	\$921.19
5/14/2014	Employee		\$42,793.88
5/28/2014	Employee		<u>\$41,948.64</u>
	<b>TOTAL</b>		<b>\$89,414.10</b>

**JUNE**

6/2/2014	Board		\$3,803.65
6/11/2014	Employee		\$43,921.40
6/25/2014	Employee		<u>\$42,998.91</u>
	<b>TOTAL</b>		<b>\$90,723.96</b>

**JULY**

7/3/2014	Board		\$2,949.20
7/9/2014	Employee		\$43,104.03
7/23/2014	Employee		\$43,900.37
	<b>TOTAL</b>		<b>\$89,953.60</b>

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

AUGUST

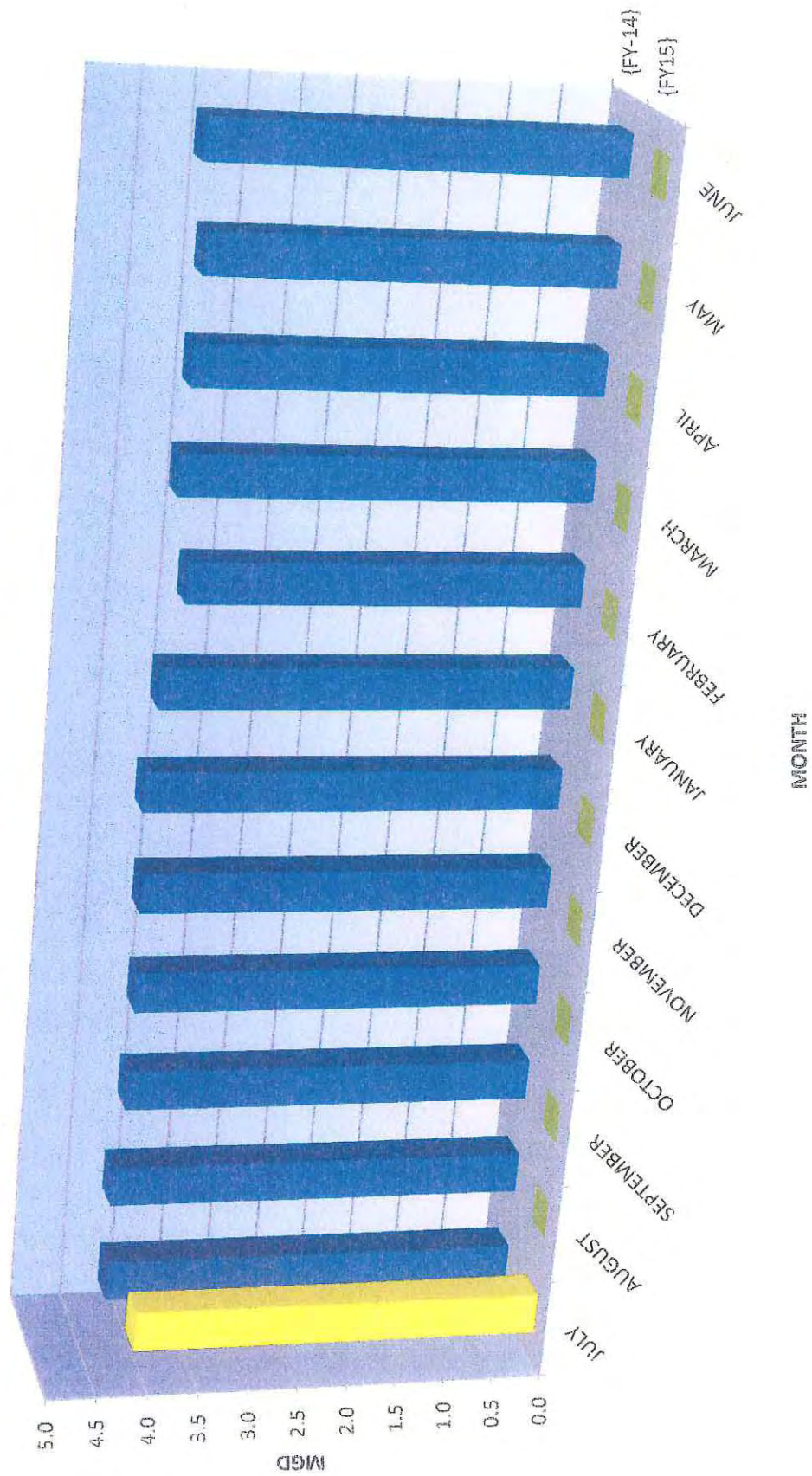
8/5/2014	Board	\$2,848.67
8/6/2014	Employee	<u>\$44,841.35</u>
	<b>TOTAL</b>	<b>\$47,690.02</b>

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

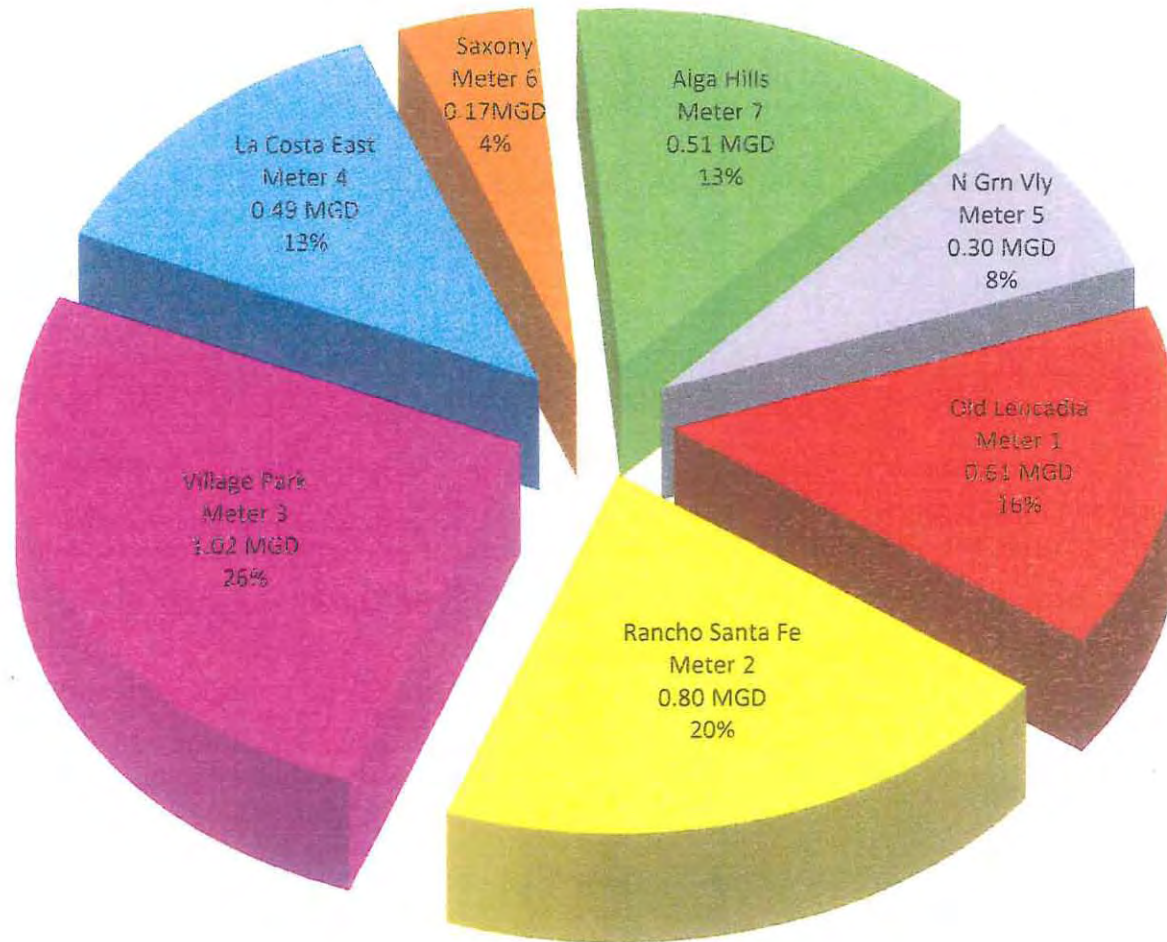
CURRENT MONTH - July 2014							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,277	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.00	127.10	26	4.10	145	44.47	4.18
YTD	0.00	127.10	28,303				
AUGUST							4.20
YTD							
SEPTEMBER							4.12
YTD							
OCTOBER							4.10
YTD							
NOVEMBER							4.12
YTD							
DECEMBER							4.16
YTD							
JANUARY							4.08
YTD							
FEBRUARY							3.90
YTD							
MARCH							4.05
YTD							
APRIL							4.00
YTD							
MAY							3.96
YTD							
JUNE							4.04
YTD	0.00	0.00	0.00				
Annual Total	0.00	127.10	26			44.47	
Mo Average	0.00	127.10	26	4.10	145	4.04	4.08

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**LEUCADIA WASTEWATER DISTRICT  
FLOW COMPARISON FY14 to FY15**

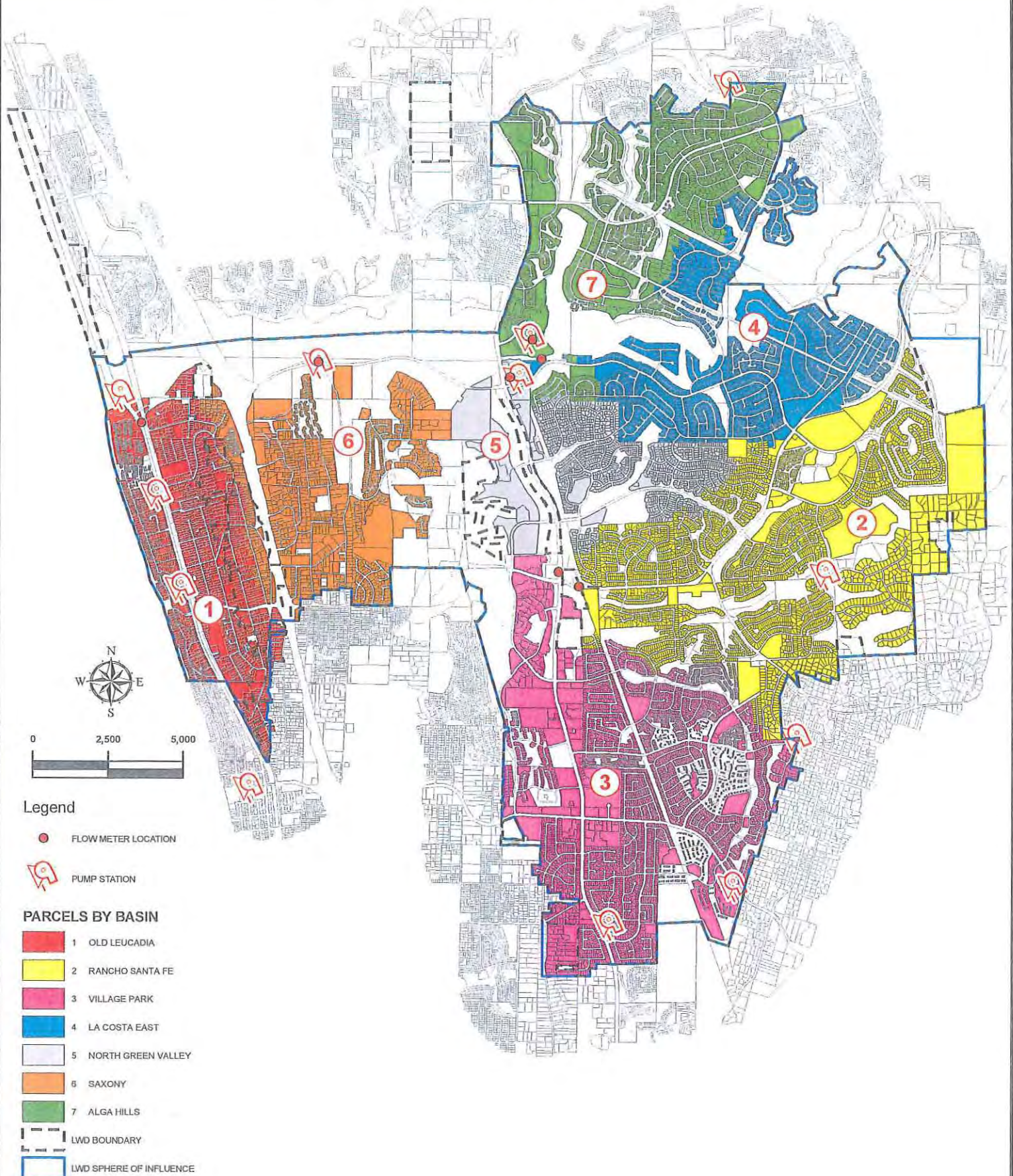


**LWD Flows by Sub-Basin  
July 2014  
Total LWD Flow = 3.91 MGD**





# LEUCADIA WASTEWATER DISTRICT





**LEUCADIA WASTEWATER DISTRICT**  
**SCHEDULE OF ASSETS, LIABILITIES, AND NET POSITION**  
*As of July 31, 2014*

<b>ASSETS</b>	
Cash & Investments	36,663,466.39
Accounts Receivable	100,216.22
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	639,776.56
Capital Assets	141,805,692.28
Less Accumulated Depreciation	(47,330,804.93)
<b>TOTAL ASSETS</b>	<b>\$ 132,785,195.52</b>
<b>LIABILITIES</b>	
Accounts Payable and Accrued Expenses	546,338.57
Payable to Encina Wastewater Authority	205,315.00
Developer Deposits	219,436.54
<b>TOTAL LIABILITIES</b>	<b>\$ 971,090.11</b>
<b>NET POSITION</b>	
Net Investment in Capital Assets	97,565,846.35
Restricted Reserves	1,428,316.11
Unrestricted Reserve	33,045,654.26
YTD Revenue over (under) Expenditures	(225,711.31)
<b>TOTAL NET POSITION</b>	<b>\$ 131,814,105.41</b>

Preliminary: subject to future review

# Leucadia Wastewater District

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

Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	84,470.86	8,002,543.00	7,918,072.14	1.1%
3150 Recycled Water Sales	0.00	275,000.00	275,000.00	0.0%
3100 Misc. Operating Revenue	\$ 500.00	\$ 244,080.00	\$ 243,580.00	0.2%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 84,970.86</b>	<b>\$ 8,521,623.00</b>	<b>\$ 8,436,652.14</b>	<b>1.0%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 82,091.24	\$ 1,592,462.00	\$ 1,510,370.76	5.2%
4200 Employee Benefits	55,165.98	818,080.00	762,914.02	6.7%
4300 Directors Expense	8,519.10	140,350.00	131,830.90	6.1%
4400 Election Expense	0.00	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	2,107.14	46,000.00	43,892.86	4.6%
4700 Insurance Expense	49,756.07	118,000.00	68,243.93	42.2%
4800 Memberships	148.00	27,800.00	27,652.00	0.5%
4900 Office Expense	4,174.94	115,700.00	111,525.06	3.6%
5000 Operating Supplies	16,851.73	227,000.00	210,148.27	7.4%
5200 Professional Services	18,268.34	570,200.00	551,931.66	3.2%
5300 Printing & Publishing	0.00	32,000.00	32,000.00	0.0%
5400 Rents & Leases	1,147.33	19,100.00	17,952.67	6.0%
5500 Repairs & Maintenance	22,030.47	324,900.00	302,869.53	6.8%
5600 Monitoring & Permits	418.00	49,700.00	49,282.00	0.8%
5700 Training & Development	1,857.23	44,500.00	42,642.77	4.2%
5900 Utilities	34,451.83	429,400.00	394,948.17	8.0%
6100 LAFCO Operations	5,841.00	6,200.00	359.00	94.2%
6200 Encina Operating Expense	0.00	1,841,919.00	1,841,919.00	0.0%
6900 Admin O/H alloc to Capital	0.00	(114,164.00)	(114,164.00)	0.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$302,828.40</b>	<b>\$ 6,319,147.00</b>	<b>\$ 6,016,318.60</b>	<b>4.8%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	76,114.00	180,270.00	104,156.00	42.2%
3220 Property Taxes	0.00	1,300,000.00	1,300,000.00	0.0%
3250 Investment Income	15,532.00	155,000.00	139,468.00	10.0%
3290 Misc. Non Op Revenue	261.11	677,484.00	677,222.89	0.0%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 91,907.11</b>	<b>\$ 2,312,754.00</b>	<b>\$ 2,220,846.89</b>	<b>4.0%</b>

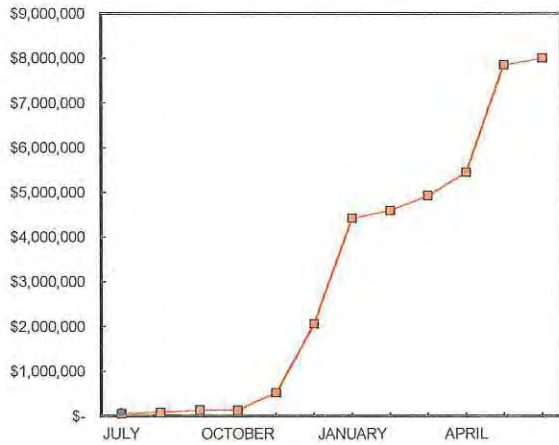


# Leucadia Wastewater District

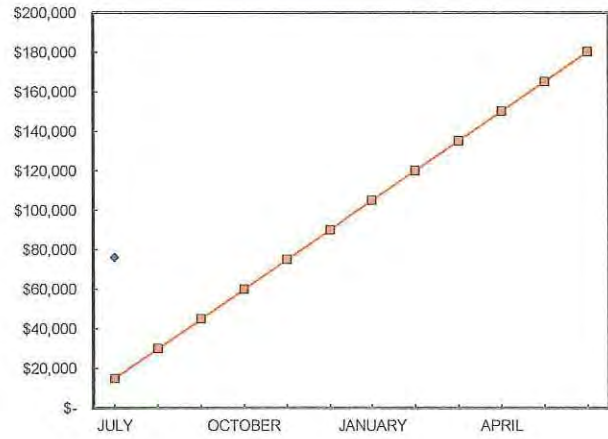
## Revenue FY 2015

YTD through July 31, 2014

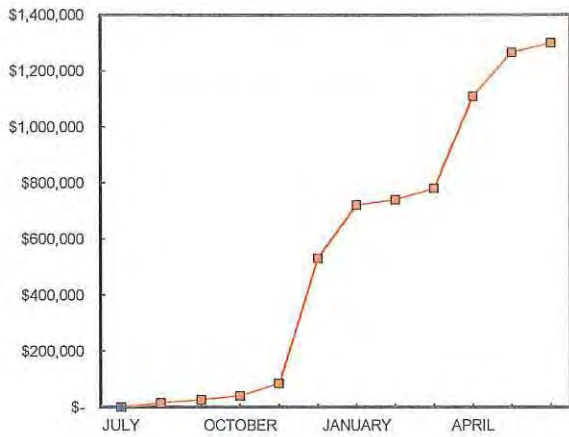
**Sewer Service Fees**



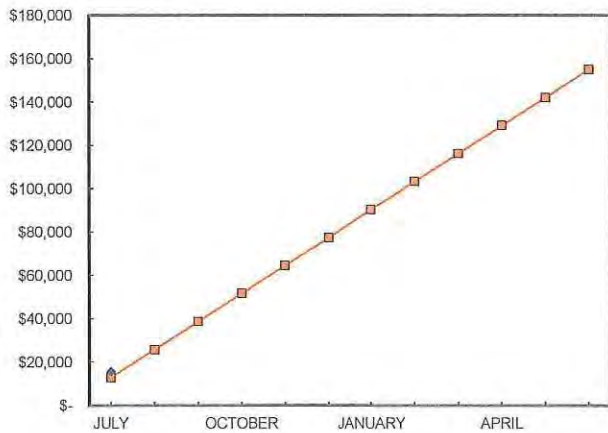
**Capacity Charges**



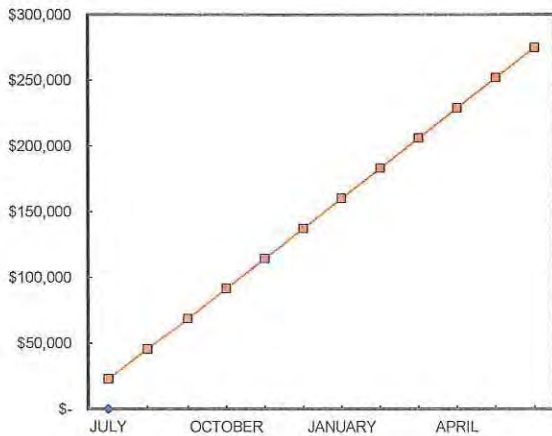
**Property Taxes**



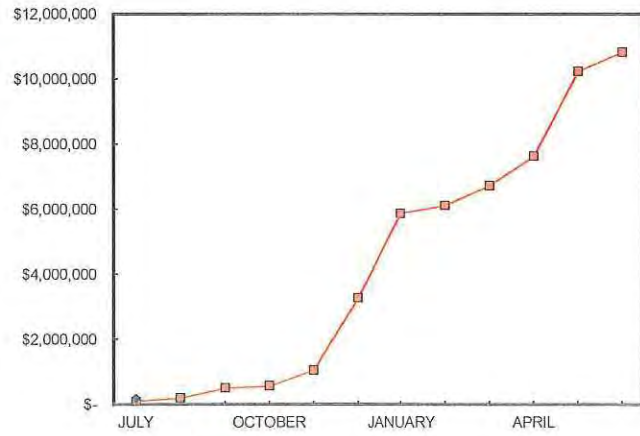
**Investment Income**



**Recycled Wastewater**



**Total Revenue**



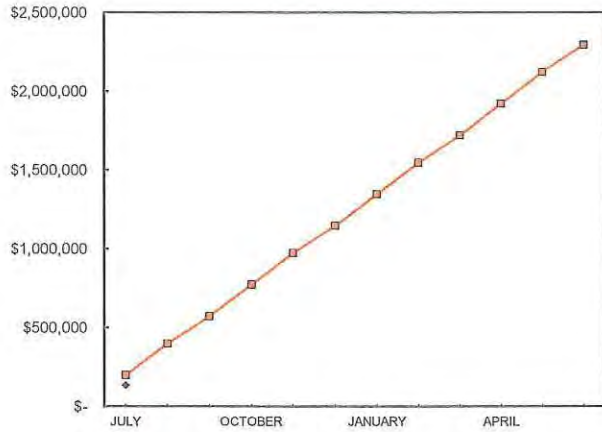
— Budget    — Actual

— Budget    — Actual

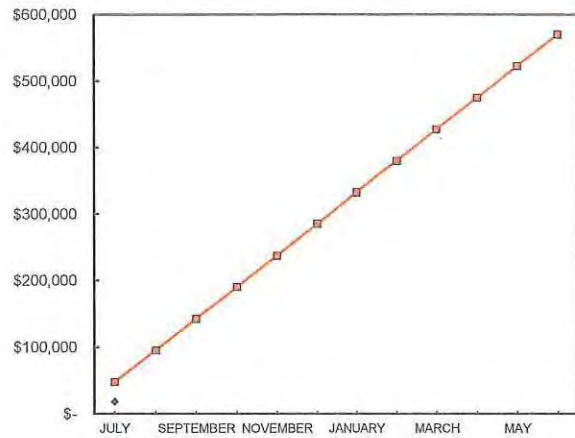
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District Operating Expenses FY 2015 YTD through July 31, 2014

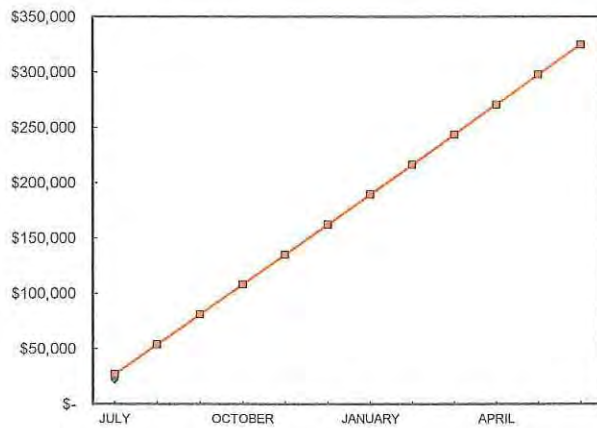
**Salaries and Benefits**



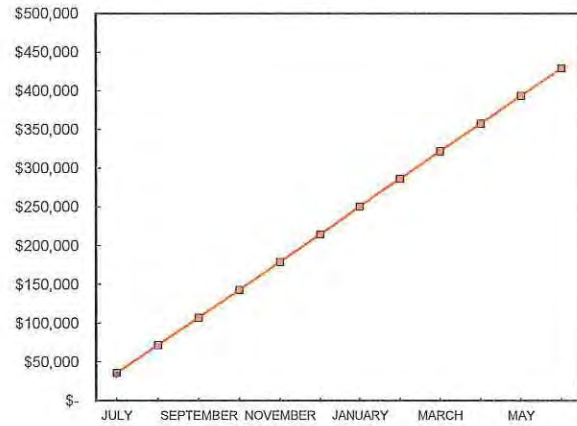
**Professional Services**



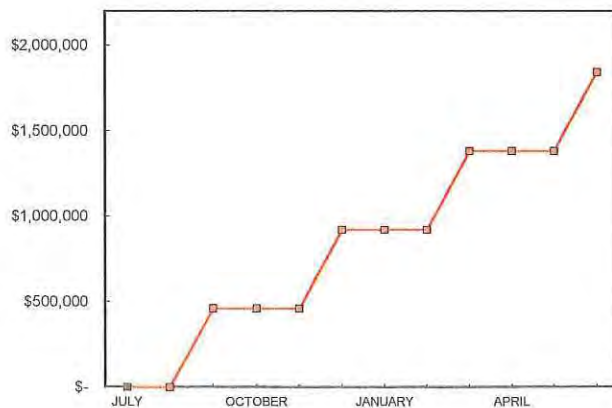
**Repairs & Maintenance**



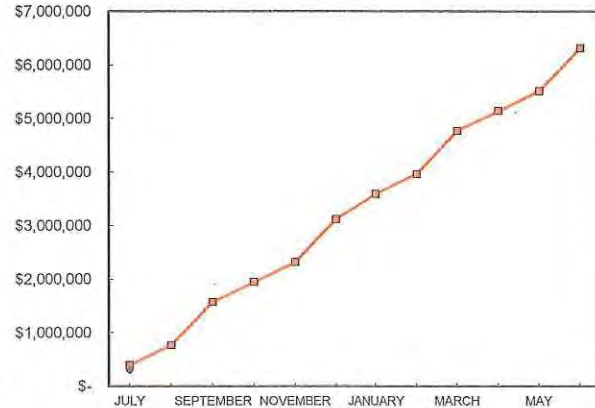
**Utilities**



**Encina M&O**



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



— Budget      ← Actual

— Budget      ← Actual

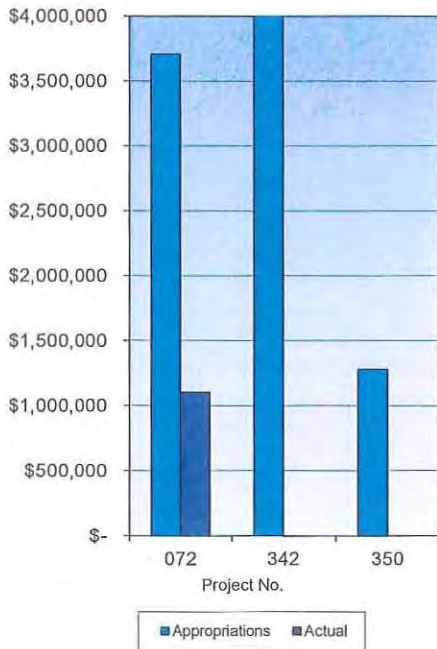
\* Preliminary; subject to future review, reconciliation, accruals, and audit



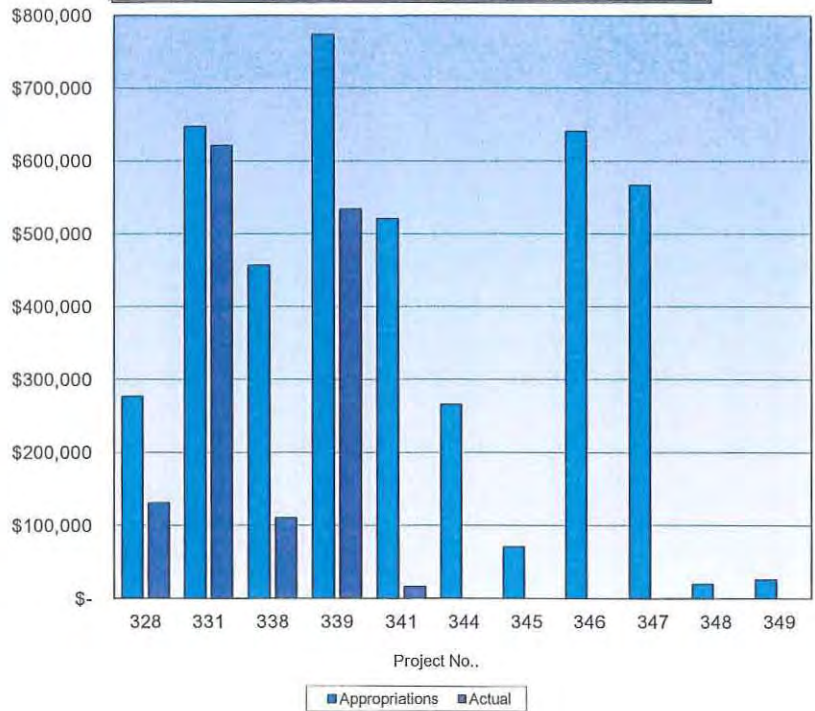
# Leucadia Wastewater District Capital Expenditures

As of July 31, 2014

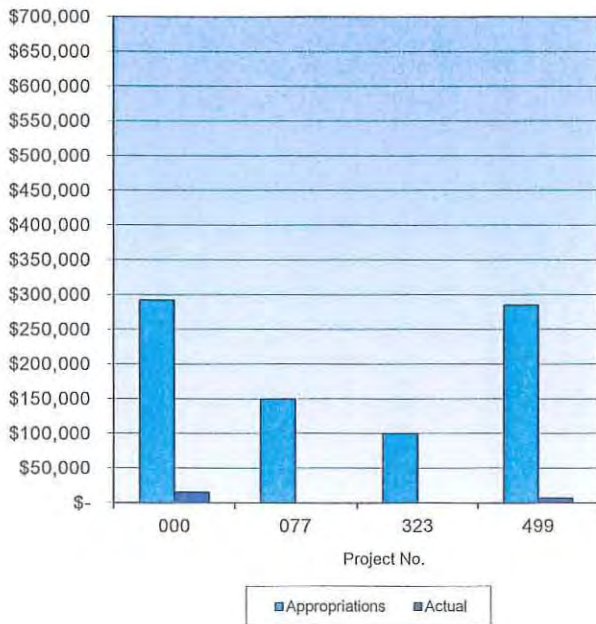
**District Multi Year Capital Expenditures by Project (>\$1M) Through FY2015**



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



**Single Year Capital Expenditures by Project FY2015**



**Project Legend**

Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	072
Water Recycling Group	328
Leucadia PS Generator Replacement	331
La Cost PS Rehabilitation	332
Recycled Water Effluent Line Repair	338
Gravity Pipeline Rehabilitation	339
Scott's Valley Pipeline Repair	341
B2 Force Main Replacement Project	342
Leucadia PS VFD Replacement	344
Leucadia FM West Section Replacmnt	345
FY2015 Gravity Pipeline Rehab	346
Saxony RS Rehab	347
L2 Cathodic Protectn - Anode Replace	348
Disaster Preparedness	349
B1 Force Main Replacement Projects	350
Single Year Capital Projects	
Description	No.
Equipment	000
Misc Pipeline Rehabilitation	077
Lateral Replace/Backflow Prevention	323
LWD Gen'l Cap Labor & O/H Allocation	499

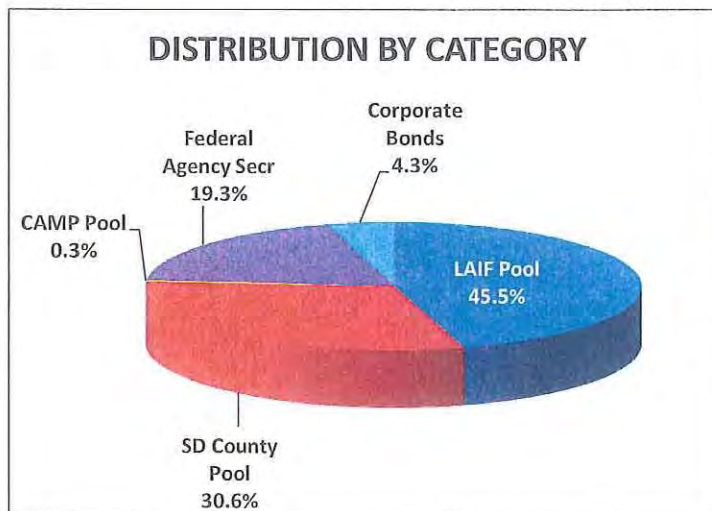
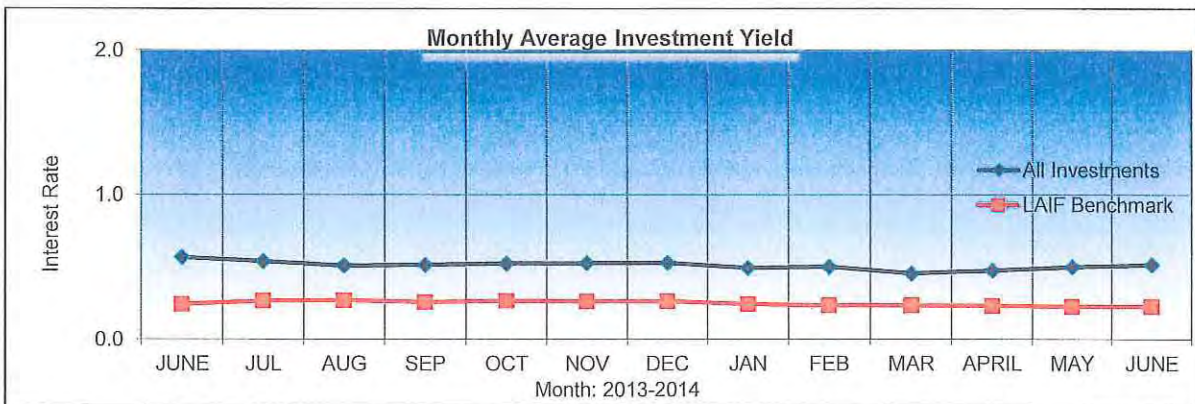
\* Preliminary: subject to future review, reconciliation, accruals, and audit

## LEUCADIA WASTEWATER DISTRICT

### Monthly Investment Summary

#### June 30, 2014

Cash Equivalents & Investments	Principal (Original Cost)		June Interest	Average Rate
	May 31, 2014	June 30, 2014		
LAIF Pool	\$ 19,211,942	\$ 16,897,942	\$ 3,430	0.228%
SD County Pool	11,378,915	11,378,915	4,485	0.473%
CAMP Pool	132,574	115,256	7	0.060%
CAMP Portfolio				
Corporate Notes	1,611,640	1,611,640	1,598	1.190%
Federal Agency Bonds/Notes	978,390	2,989,880	1,529	0.990%
GNMA mortgage pools	10,894	10,676	79	8.350%
US Treasury Bonds/Notes	3,992,305	3,992,305	2,761	0.830%
Total Camp Portfolio	6,593,229	8,604,501	5,967	0.960%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	173,244	173,244	2,205	15.273%
Total Custodial Funds	173,244	173,244	2,205	
<b>Totals</b>	<b>\$ 37,489,904</b>	<b>\$ 37,169,858</b>	<b>\$ 16,095</b>	<b>0.517%</b>



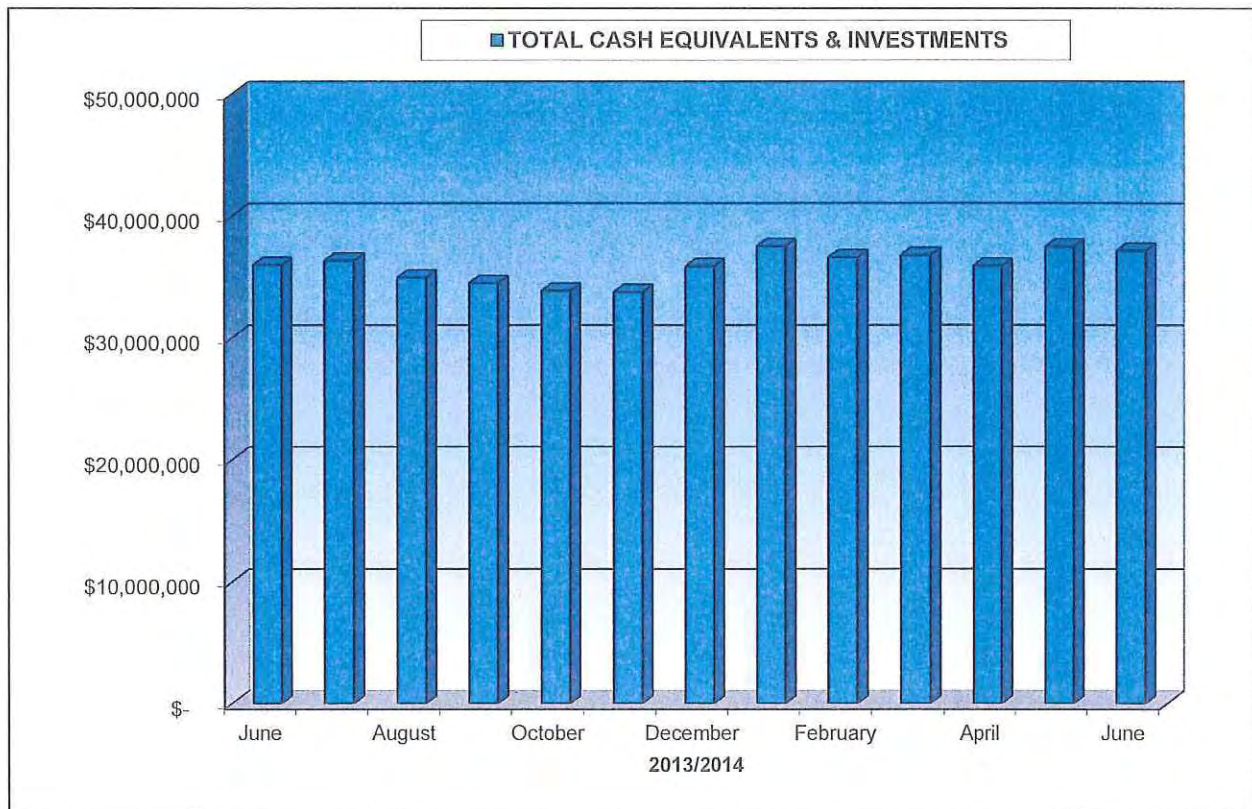
**Allocation Percentages of LWD Investments by Type (Actual and Allowable)**

Investment Type	Actual %	Allowed %
LAIF Pool	45.5%	75%
SD County Pool	30.6%	75%
CAMP Pool	0.3%	75%
Federal Agency Secur	19.3%	75%
Corporate Bonds	4.3%	10%
<b>TOTAL</b>	<b>100.0%</b>	



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**June 30, 2014**  
**(Continued)**

TOTAL CASH EQUIVALENTS & INVESTMENTS		
Month 2013/2014	Amount	Average Return Rate
June	\$ 36,004,084	0.57%
July	\$ 36,345,994	0.54%
August	\$ 34,952,518	0.51%
September	\$ 34,501,141	0.52%
October	\$ 33,869,053	0.52%
November	\$ 33,770,114	0.53%
December	\$ 35,902,543	0.53%
January	\$ 37,536,863	0.50%
February	\$ 36,605,219	0.50%
March	\$ 36,808,830	0.46%
April	\$ 35,935,430	0.48%
May	\$ 37,489,904	0.50%
June	\$ 37,169,858	0.52%





**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**June 30, 2014**  
**(Continued)**

**INVESTMENT TRANSACTIONS**

*For the month of June, 2014*


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools		\$ 222		(1)	8.35%
Freddie Mae Global Notes	1,011,050				0.82%
FHLMC Notes	1,000,440				0.86%
TOTAL	\$ 2,011,490	\$ 222	\$ -		

(1) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 15-4174

**DATE:** August 7, 2014  
**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, 2014 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rd:PB

Attachment  
Enclosure

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

**SUMMARY OF INVESTMENTS AT June 30,2014**

ASSETS	AMORTIZED COST 6/30/2014	% OF TOTAL	
		Actual	Allowed
LAIF - STATE INVESTMENT POOL	\$ 16,897,941.56	44.9%	75.0%
SAN DIEGO COUNTY INVESTMENT POOL	11,378,915.00	30.2%	75.0%
CAMP - JPA INVESTMENT POOL	115,255.62	0.3%	75.0%
CAMP PORTFOLIO - US BANK Safekeeping			
Federal Agency - GNMA Pools	10,669.38	0.03%	See below
Federal Agency Bond Notes	2,992,581.72	7.9%	See below
Corporate Notes	1,577,856.85	4.2%	10.0%
	8,573,480.47		
US BANK - CUSTODIAL ACCOUNTS			
Resolution Funding Corp Strips @Cost, Purchased 5/25/1995	173,244.00		
Interest Earned - Amortized Discount* (1)	505,450.99		
	678,694.99	1.8%	See below
<b>TOTAL INVESTMENTS</b>	<b>\$ 37,644,287.64</b>	<b>100.0%</b>	

Total Federal & Federal Agency Investments	3,681,946.09	9.8%	75%
--	--------------	------	-----

(1) Representation of interest that is accruing as these federal agency zero coupons approach maturity

**INTEREST FOR THE QUARTER ENDED June 30,2014**

MONTH	INTEREST EARNED	AVERAGE RETURN
April	\$ 14,627.00	0.48%
May	14,702.00	0.50%
June	15,412.00	0.52%
<b>TOTALS</b>	<b>\$ 44,741.00</b>	

**Leucadia Wastewater District  
Disclosure of Reimbursements Report  
July 1 - 31, 2014**

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
<i>CWEA Collection System Committee Mid-Summer Seminar</i>											
CWEA Collection System Committee Mid-Summer Seminar July 18-20, 2014 Cambria, CA	Registration									60.00	
	Hotel (includes hotel parking)									475.36	
	Airfare									-	
	Meals									39.12	
	Fuel									97.60	
	<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>672.08</b>
<i>CWEA Collection System Committee Mid-Summer Seminar</i>											
	Registration										
	Hotel (includes hotel parking)										
	Airfare										
	Meals										
	rental car/taxi/mileage										
	<b>Total</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>CWEA Collection System Committee Mid-Summer Seminar</i>											
	Registration										
	Hotel										
	Airfare										
	Meals										
	rental car/taxi/mileage										
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>CWEA Collection System Committee Mid-Summer Seminar</i>											
	Registration										
	Hotel (includes hotel parking)										
	Airfare										
	Meals										
	rental car/taxi/mileage										
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>CWEA Collection System Committee Mid-Summer Seminar</i>											
	Registration										
	Hotel (includes hotel parking)										
	Airfare										
	Meals										
	rental car/taxi/mileage										
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**July 23, 2014**

**EWA Board of Directors** - Directors Sullivan and/or Juliussen reporting.

**1. Revised Purchasing Policy and Procedure**

The Board of Directors adopted an amended and restated Purchasing Policy.

**2. Resolution Appropriating Funds for Fiscal Year 2015 Operating and Capital Program Budgets and Establishing Controls Thereon**

The Board of Directors adopted Resolution No. 2014-01 appropriating funds for the Fiscal Year 2015 Operating and Capital Program budgets and establishing controls thereon.

**3. Vision For 2040 – The EWA 2040 Master Plan**

The Board of Directors adopted the EWA 2040 Master Plan.

**Executive Session**

**4. Public Employment, Performance Evaluation: General Manager as authorized per Government Code Section 54957.**

No reportable action.

## **5. Salary and Terms of Employment for the EWA General Manager**

The Board of Directors adopted Resolution No. 2014-02 Establishing the Compensation and Terms of Employment for EWA's General Manager.

## Investment & Finance Meeting Report

Presented by Director Omsted

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### Meeting held August 5, 2014

**1. FY 2014 Financial Audit Entrance meeting with White Nelson Diehl Evans, LLP.**

The IFC participated in the 2014 Financial Audit Entrance meeting with staff, and CPA Harvey Schroeder from White Nelson Diehl Evans, LLP.

Mr. Schroeder stated that they have begun their preliminary audit process noting the audit process, the auditor's responsibilities and the planned scope and timing of the audit. He also explained how issues of material misstatement would be handled.

No action was taken.

**2. Annual Review of the LWD Procurement Policy and Adopt Resolution No. 2251- Approving LWD's revised Procurement Policy.**

The Committee conducted its Annual Review of the LWD Procurement Policy. Staff is recommending a few minor changes to the policy.

The Committee reviewed the recommended changes.

The IFC agreed with staff to present this item to the Board of Directors to receive and file the annual review and adopt Resolution No. 2251 - Approving the Revised Procurement policy.



# Community Affairs Committee Meeting Report

Presented by Director Sullivan

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**Meeting held August 6, 2014**

## **1. Review the draft Communication Plan Update**

The CAC reviewed the draft Communication Plan Update and suggested minor revisions to the Plan. The CAC recommended that staff include the Plan in the September Board agenda for review and approval.

## **2. Review the Fall 2014 newsletter proposed article topics**

The CAC reviewed and agreed with the following newsletter article topics:

- EWA and their programs which LWD funds a portion of these programs;
- Board Committees and the issues that they discuss;
- Recycled Water Pipeline Repair Project;
- Batiquitos Force Main Replacement Project; and
- Reminder – Sewer Service Charges are on the property tax bill;
- Pollution Prevention reminders;
- Employee Recognition and recent awards; and
- Invitation to tour Gafner plant or presentations.

Note: All articles that were presented may not be included depending available space in the newsletter.



## Engineering Committee Meeting Report

Presented by Director Juliussen

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### Meeting held on August 6, 2014

1. The EC reviewed staff's recommendation that the General Manager authorize an Agreement with Burtech Pipeline Incorporated for construction services to complete the Recycled Water Pipeline Repair Project in an amount not to exceed \$194,950.

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

2. The EC reviewed staff's recommendation to adopt the 2014 update of the Leucadia Wastewater District Sanitary Sewer Management Plan (SSMP)

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

3. The EC received updates on the following projects:
  - Leucadia Generator Replacement Project,
  - B1/B2 Force Mains Replacement Project, and the
  - Carlsbad Spill

## MEMORANDUM

Ref: 15-4174

**DATE:** August 7, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** 2014 Update of the District's Sewer System Management Plan (SSMP)

### RECOMMENDATION:

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

1. Adopt the 2014 update of the District's Sewer System Management Plan (SSMP) completed by Dexter Wilson Engineering, Incorporated.
2. Discuss and take other action as appropriate.

### DISCUSSION:

This item was discussed by the EC at its August 6, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

The Statewide General Waste Discharge Requirements (Statewide WDR) for Sanitary Sewer Systems, adopted in May 2006, imposed several regulations on all California agencies that operate sewage collection systems. The Statewide WDR required sewer agencies to develop and implement a system-specific Sewer System Management Plan (SSMP). To comply with this requirement the District adopted its SSMP in June 2009. Additionally, the Statewide WDR requires an update of the SSMP every five years or when there are significant changes to the SSMP. Re-certification by the governing board is required when significant changes, such as an update of the SSMP, are made. The District has complied with all prescribed Statewide WDR provisions. The District's current SSMP was adopted by the District's Board in June 2009. Therefore, an update of the SSMP is necessary to comply with the five year update requirement and to incorporate modifications required by the update of the Monitoring and Reporting Program (MRP) of the Statewide WDR that became effective September 9, 2013.

The major significant change to the District's SSMP is in Section VI, Overflow Emergency Response Plan (OERP). The update of the MRP modified the Sanitary Sewer Overflow (SSO) or spill categories from two to three and added water quality monitoring requirements for SSOs in which 50,000 gallons or greater are spilled to surface waters. These changes are incorporated into Section VI of the SSMP and the Standard Operating Procedures (SOP) used for OERP and Reporting SSOs.

Dexter Wilson Engineering (DWE) worked closely with staff to develop the original SSMP in 2009. Additionally, DWE has completed the Fiscal Years 2010, 2011, 2012 and 2013 SSMP annual audits. Due to their thorough knowledge of the plan, staff requested that DWE conduct the 2014 update of the SSMP. The executive summary is attached and a copy of the updated SSMP is available upon request.

Natalie Fraschetti, of DWE, will present an overview of the SSMP at the meeting.

jms:PJB

Attachment

## **Executive Summary**

The purpose of this Sewer System Management Plan is to document and publicly present in a central document the programs and activities utilized by the Leucadia Wastewater District (the District or LWD) in effectively managing its wastewater collection system.

### **Regulatory Background**

On May 2, 2006, in an effort to reduce the occurrences of sanitary sewer overflows (SSOs) within California, a Statewide General Waste Discharge Requirement (Statewide WDR) was adopted that imposed several new requirements on all agencies that operate sewage collection systems. To date, the District has complied with all provisions prescribed in the Statewide WDR, including enrollment in electronic spill reporting, the establishment of its legal authority to enforce sewer ordinances, certification of complete SSMP implementation on June 8, 2009 by the General Manager, and subsequent audits of the 2009 SSMP.

On July 30, 2013, revisions to the Monitoring and Reporting Program for the Statewide WDR were adopted. The adoption included revisions of spill category definitions; revisions to notification, reporting, and record keeping requirements; and enhancement of water quality monitoring requirements

This 2014 SSMP is the 5-year update to the 2009 SSMP (as required by the Statewide WDR), will be re-certified by the General Manager and reported to the State Board.

### **SSMP Development**

Dexter Wilson Engineering, Inc., a consulting engineering firm, was tasked to assist the District in completing its Sewer System Management Plan (SSMP). Prior to drafting this SSMP, every aspect of the District's activities and programs to prevent sanitary sewer overflows and to assure the proper system operation and maintenance were carefully reviewed and validated by the District. This included checks of: staff training, programs, operating procedures, historic data, and planning documents like the LWD Standard Specifications, the Asset Management Plan, and the Financial Plan Update. This review determined that the programs, procedures, plans, and management practices required for the Statewide WDR have been in place at the District for many years and are the basis for its outstanding record of environmental protection and regulatory compliance.

As an over-arching document, the SSMP strives to integrate programs and activities from the staff level to the Board level to insure that all components of District are connected and effective in preventing Sanitary Sewer Overflows. Dexter Wilson Engineering, Inc. completed annual audits of the District's 2009 SSMP and guided the District in the development of this 2014 version. The annual audit exceeds the WDR requirement of bi-annual audits and reflects the District's commitment to a proactive approach toward preventing SSOs.

### SSMP Future Activities

The performance evaluations and audits of the 2009 SSMP are incorporated into this document by reference. Similarly, performance evaluations and audits of this 2014 SSMP shall be included in the future 2019 revision.

### Definitions

ASM	Administrative Services Manager
CIP	Capital Improvement Project
CWMS	Computerized Work Management System
DE	District Engineer
EDU	Equivalent Dwelling Units
EWA	Encina Wastewater Authority
FOG	Fats, Oil, and Grease
FSS	Field Services Superintendent
gpd	gallons per day
GM	General Manager
LRO	Legal Responsible Officer
LWD	Leucadia Wastewater District
MGD	million gallons per day
PM	Project Manager
SMA	Special Maintenance Area
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
TSM	Technical Services Manager
WDR	Waste Discharge Requirement



MEMORANDUM

Ref: 15-4172

DATE: August 7, 2014  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager *Paul J. Bushee*  
 SUBJECT: Award of the District's Recycled Water Pipeline Repair Project Construction Contract

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an Agreement with Burtech Pipeline Incorporated for construction services to complete the Recycled Water Pipeline Repair Project in an amount not to exceed \$194,950.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

This item was discussed by the EC at its August 6, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

The Recycled Water Pipeline Repair project is included as a goal in the Fiscal Year 2015 Tactics and Action Plan.

In September 2013 the Board of Directors authorized the execution of an agreement with Infrastructure Engineering Corporation (IEC) to design the Recycled Water Valve and Creek Crossing Repair Project. The project consisted of three components as follows:

1. Install an isolation valve in the recycled water supply line between San Marcos Creek and the La Costa pond.
2. Repair or replace a leaking valve in the recycled water supply line, on the District's campus, to the La Costa Resort.
3. Replace the exposed section of the recycled water line in San Marcos Creek, pictured here, to prevent possible damage from debris in the creek striking the exposed line.



The isolation valve was installed in December 2013 prior to the start of the rainy season. The valve allows staff to isolate the pond prior to a significant rain event that could result in damage to the recycled water line from debris in the creek. This will prevent the draining of the pond into the creek in the event of a break.

The design for the remainder of the project, replacing the leaking valve and exposed section of pipeline, was completed by IEC in June and, subsequently, advertised for bids. Bids were due on July 17, 2014. Three bids were received with the following results:

<u>Construction Firm</u>	<u>Bid Submitted</u>
Burtech Pipeline Inc.	\$194,950
Blue Pacific Engineering	\$258,900
Cal Western General Contracting	\$374,095

The bids were reviewed by Robert Weber, Jamie Fagnant and Ross Maxwell at IEC. Upon completion of IEC's review, it was recommended that Burtech Pipeline Inc. (Burtech) be awarded the contract as the lowest responsive and responsible bidder, see attached letter.

The bid price of \$194,950 is approximately \$15,865 or 7.5% less than the \$210,815 estimated construction cost. Therefore, Staff recommends that the Board of Directors award the contract to Burtech as the lowest responsive and responsible bidder.

**FISCAL IMPACT:**

There are sufficient funds appropriated in the Fiscal Year 2015 Budget to cover the construction costs for the project.

rym:PJB

Attachment



**BID REVIEW MEMORANDUM**

Date: July 29, 2014

Subject: **Recycled Water Pipeline Repair Project**

Prepared By: Jamie Fagnant, P.E.; Andrew Wiese, EIT

Reviewed By: Dave Padilla, P.E.

**PURPOSE**

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

**BID RESULTS**

Bids were opened on July 17, 2014 and three bids were received. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Low Bid:	\$194,950
Average Bid:	\$275,982
High Bid:	\$374,095
Engineer's Estimate:	\$210,815

**REVIEW OF LOW BIDDER**

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

**Contractor's License:** The Contractor holds the required Class A License (No. 718202). The license is current and active.

**Bid Bond:** A bid bond in the amount of ten percent (10%) of the bid amount was submitted with North American Specialty Insurance Company as surety. This surety company has a rating of A+15 with Best's Key Rating Guide.

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

**Addenda Acknowledged:** Addendum No 1 was not acknowledged with the submitted bid documents. Upon notification of this, Burtech promptly faxed acknowledgement of the Addendum to the District. IEC recommends the District waive this anomaly and accept the faxed Addendum acknowledgement.

**Project Manager's Experience:** The Contractor has identified Scott Seitrich as the project manager in a follow up phone call from IEC on 7/29/2014.

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





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

- Staging: Burtech proposes to use the east end of the work area for staging and fabrication. Fusible pipe will be stringed on the west end and they expect only foot traffic for the most part in that area.

**Worker's Compensation Insurance:** Policy is in effect through September 2014. The most recent workers' compensation experience modification factor for Burtech is 1.12.

**Experience Requirements:** The bid documents require the Contractor to submit three project references on projects with a horizontal directional drill (HDD) of at least 300 linear feet of 12 inch or greater diameter pipe. Burtech submitted the required experience with the exception that one of the projects was 150 linear feet. IEC requested additional project experience information and received an additional HDD project reference consisting of 407 linear feet of 30" HDPE. These projects fulfill the experience requirements in the bid documents.

Additionally, although it wasn't stated as a requirement in the bid documents, IEC requested verification from Burtech that the HDD subcontractor proposed was significantly involved in a majority of their experience requirement projects. Longs Directional Boring was the HDD subcontractor for three of the four submitted experience requirement projects.

**References:** IEC contacted Burtech's listed references to perform an assessment of the Contractor's prior work. In all cases, Burtech was recommended as a good Contractor with no record of claims. The clients would consider awarding another Contract to Burtech. In one reference check, the client indicated that there had been an issue with a foreman on the job. IEC contacted Burtech regarding this reference and Burtech confirmed that the foreman in question is no longer employed by the company.

**Bid Item Review:** Bid item amounts generally correlate with the Engineer's Estimate and the total bid is within 7.5% of the Engineer's Estimate.

#### **RECOMMENDATION**

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

#### Attachments

Table 1 – Bid Summary



**Table 1 - Bid Summary**  
 Leucadia Wastewater District  
 Recycled Water Pipeline Repair

Item	Description	Unit	Qty.	Engineer's Estimate	Burtech	Blue Pacific	Cal Western
1	Mobilization, Bonds, Permits, Cleanup and Demobilization	LS	1	\$9,000	\$16,450	\$10,000	\$40,000
2	Sheeting, Shoring and Bracing	LS	1	\$2,000	\$2,500	\$5,000	\$10,000
3	Storm Water Pollution Prevention Plan	LS	1	\$2,000	\$3,200	\$3,000	\$5,000
4	Horizontal Directional Drilling	LS	1	\$105,000	\$120,000	\$159,000	\$240,000
5	Connections to Existing Pipeline	EA	2	\$32,000	\$14,000	\$24,000	\$20,000
6	12" Isolation Valve at Gafner Treatment Plant Site	LS	1	\$25,000	\$10,000	\$10,000	\$20,000
7	New Blowoff Connection at Gafner Treatment Plant Site	LS	1	\$1,000	\$8,000	\$15,000	\$12,000
8	Air Valve	LS	1	\$5,500	\$7,500	\$10,000	\$10,000
9	Dewatering	LS	1	\$8,000	\$9,000	\$10,000	\$10,000
10	Turf Restoration	SF	4,300	\$2,150	\$4,300	\$12,900	\$7,095

<b>Engineer's Estimate (with 10% contingency)</b>
<b>\$210,815</b>

<b>Total:</b>	<b>\$191,650</b>	<b>\$194,950</b>	<b>\$258,900</b>	<b>\$374,095</b>
Check Total:		\$194,950	\$258,900	\$374,095
Amount in Words:		\$194,950	\$258,900	\$374,095

MEMORANDUM

Ref: 15-4181

**DATE:** August 7, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Encina South Parcel

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Discuss and provide direction as appropriate.

**DISCUSSION:**

Vice President Juliussen has requested that this item be placed on the Board of Director's agenda for review and discussion. The Encina Member Agencies purchased the Encina South Parcel in 1996. The property is located immediately adjacent to the south of the Encina treatment plant property. The Encina Flow Equalization and Carlsbad Water Recycling Facility have been constructed on the property since its purchase.

For the past 2 years, Encina Wastewater Authority (EWA) staff, the EWA Board of Directors and the Member Agency Managers have been discussing options for the remaining available acreage on the property. The EWA Board is scheduled to further discuss the South Parcel at its September 18<sup>th</sup> Planning Workshop. Prior to the workshop, Vice President Juliussen felt that it was important for the LWD Board of Directors to review the issues surrounding the property and possibly form a position on what to do with the property.

Staff plans to provide an overview of the property's history and current issues surrounding the property at the upcoming meeting. This item is presented so that Board can review and discuss the South Parcel and provide direction to staff has appropriate.

PJB

## MEMORANDUM

**DATE:** August 7, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Integrated Travel Authorization and Expense Reimbursement Policy

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2250 amending LWD's Integrated Travel Authorization and Expense Reimbursement Policy.
2. Discuss and provide direction, as appropriate.

**DISCUSSION:**

At the July 9, 2014 Board of Director's meeting, the Board discussed in detail proposed changes to the District's Integrated Travel Authorization and Expense Reimbursement Policy. Following discussion, the Board directed staff to make the following changes to the policy.

1. **Policy Section 2:**

**Current:** Reimbursements paid by LWD shall be reported monthly to the LWD Board of Directors. This report shall state the payee, the amount and provide a description of the expense(s).

**Revised:** Reimbursements **and expenses** paid by LWD shall be reported monthly to the LWD Board of Directors. This report shall state the payee, the amount and provide a description of the expense(s) **to include a bread-down of expenses when charges are to be split among directors or employees.**

2. **Policy Section 3:**

**Current:**

- Includes "Special District Institute" as authorized meeting.
- Attendance at other meetings, conferences and seminars not specifically authorized by this Policy must be approved by the Board of Directors prior to attendance for reimbursement of expenses.

**Revised:**

- Deletes "Special District Institute" as authorized meeting.
- Attendance at other meetings, conferences and seminars not specifically authorized by this Policy must be approved by the Board of Directors prior to attendance for reimbursement of expenses. **In the event that a meeting, conference or seminar not specifically authorized above occurs before the next regular meeting of the Board of**

Directors, a Board member may attend such meeting at his/her own discretion. However, expenses for such meetings, conferences or seminars will not be approved until attendance at the meeting has been authorized by the full Board of Directors.

**3. Policy Section 7:**

Current:

- Does not include "internet access" as an allowable expense

Revised:

- Adds reasonable costs for internet access to conduct LWD business as allowable expense.
- The use of cellular telephones, if available, is encouraged when conducting LWD business or calling home. If a cellular telephone is not available, LWD will reimburse telephone calls to conduct LWD business and one telephone call home for each overnight stay while on authorized travel.

Proposed Resolution No. 2250 which includes the amended Integrated Travel Authorization and Expense Reimbursement Policy as Exhibit A is attached for the Board's review. Proposed revisions detailed above are shown in "strike-out" form.

Staff recommends that the Board adopt Resolution No. 2250 amending LWD's Integrated Travel Authorization and Expense Reimbursement Policy.

cal:PJB

Attachment

**RESOLUTION NO. 2250**

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

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

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

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

**WHEREAS**, the LWD Board of Directors adopted Resolution No. 2189 on January 22, 2008 amending LWD's Integrated Travel Authorization and Expense Reimbursement Policy that authorizes attendance at such meetings and provides for payment or reimbursement of legitimate expenses incurred by persons traveling on behalf of LWD.

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

1. The LWD Board of Directors further amends the LWD Integrated Travel Authorization and Expense Reimbursement Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2189.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held August 13, 2014 by the following vote:

**AYES:**

**OPPOSED:**

**ABSENT:**

**ABSTAIN:**

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David Kulchin, President

**ATTEST:**

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Paul Bushee, Board Secretary



EXHIBIT A

LEUCADIA WASTEWATER DISTRICT

INTEGRATED TRAVEL AUTHORIZATION AND  
EXPENSE REIMBURSEMENT POLICY

Ref: [07-083414-4123](#)

1. Purpose

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

2. Overview

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

1

Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008  
August 13, 2014

### 3. Authorization

- a. LWD shall pay reimbursement for reasonable expenses incurred for attendance at such meetings, conferences and seminars budgeted by the Board, concerning official district business, from which the District derives a benefit through the attendance of a representative. Reimbursement is authorized for attendance at meetings, conferences, and seminars held by the following organizations or associations:
- California Association of Sanitation Agencies (CASA)
  - California Special Districts Association (CSDA)
  - California Sanitation Risk Management Authority (CSRMA)
  - California Water Environment Association (CWEA)
  - WateReuse Association
  - Carlsbad Chamber of Commerce
  - Encinitas Chamber of Commerce
  - Local Agency Formation Commission (LAFCO)
  - Southern California Alliance of Publicly Owned Treatment Works (SCAP)
  - ~~Special District Institute~~
  - Batiquitos Lagoon Foundation

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

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

- b. The General Manager or his/her designee shall authorize all employee travel prior to departure. LWD shall pay reimbursement for reasonable expenses incurred by the General Manager and/or staff at meetings, conferences and seminars for the following organizations or associations:
- California Association of Sanitation Agencies (CASA)
  - California Special Districts Association (CSDA)
  - California Sanitation Risk Management Authority (CSRMA)
  - California Water Environment Association (CWEA)
  - Local Agency Formation Commission (LAFCO)

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Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008  
August 13, 2014



- WateReuse Association
- Southern California Alliance of Publicly Owned Treatment Works (SCAP)
- [Special District Institute](#)
- Batiquitos Lagoon Foundation

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

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

#### 4. Reimbursement of Authorized Transportation Expenses

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

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



when available. The cost for tolls, ferries, short-term parking, and other expenses reasonably related to the authorized activity shall be reimbursable.

## **5. Reimbursement of Authorized Overnight Accommodations**

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

## **6. Reimbursement of Authorized Meals**

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

## **7. Reimbursement of Authorized Miscellaneous Expenses**

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Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008  
August 13, 2014

- a. The following miscellaneous items are also reimbursable:
  - ~~telephone calls to conduct LWD business;~~
  - reasonable costs for internet access to conduct LWD business one telephone call home for each overnight stay on authorized travel;
  - reasonable transportation costs to local restaurants or other destinations related to participation in the authorized activity;
  - customary and usual tips for baggage handling, transportation and other travel, lodging and meals related services; and,
  - other unavoidable, necessary and reasonable expenses related to the authorized travel.
- b. The use of cellular telephones, if available, is encouraged when conducting LWD business or calling home ~~in accordance with Section 7 (a) above.~~ If a cellular telephone is not available, LWD will reimburse telephone calls to conduct LWD business and one telephone call home for each overnight stay while on authorized travel.
- c. LWD shall not pay or reimburse expenses for entertainment, movies, recreational activities, laundry services, parking or traffic violation fines, tours, side trips or any other similar activities.
- d. All Director expenses that do not fall within this travel reimbursement policy shall be approved by the Board of Directors, in a public meeting before the expense is incurred.
- e. All employee expenses that do not fall within this travel reimbursement policy shall be approved by the General Manager before the expense is incurred.

## 8. Travel Advance

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

## 9. Expense Reimbursement Claim Form

- a. Within twenty-one (21) working days of return, all persons requesting reimbursement for LWD authorized business travel expenses shall fill out and deliver to the General Manager a Travel Expense Report Form (this "Form" is Attachment 1 to this Policy).
- b. All items for which reimbursement is requested must be supported by receipts except for tips and published rates paid to public transportation systems that do not provide receipts or where the receipt document may be used in lieu of cash to acquire other public transportation services. Receipts, provided for reimbursement, shall show an itemized summary of services provided or items purchased.



- c. Transportation expenses shall be supported by documentation provided by the carrier including flight or route numbers, dates and cost.
- d. Lodging expenses shall be supported by detailed documentation provided by the vendor.
- e. Meals expenses shall be supported by documentation provided by the restaurant or activity host, or, a credit card billing stating the date, location and amount of the meal.
- f. Where an attendee pays or shares any expenses of another person (including other LWD Directors and employees) the receipt submitted shall note the name of the individual and his or her public agency or affiliation to the authorized activity.
- g. In no event shall expenses incurred by a guest be reimbursed by LWD.
- h. Advances, or other credits such as a prepayment by LWD, must be included as a deduction on the Form.
- i. In the event a travel advance exceeds the amount chargeable to the District, the Director or employee shall refund the District the difference between the travel advance and the expenditures chargeable to the District.
- j. Incomplete forms, including forms not supported by documentation as required by this Policy shall be returned to the attendee unprocessed along with written communication specifying the documentation required.

Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008  
August 13, 2014

## MEMORANDUM

Ref: 15-4148

**DATE:** August 7, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Revised Procurement Policy



### RECOMMENDATION:

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

1. Adopt Resolution No. 2251 approving LWD's revised Procurement Policy;
2. Receive and file the annual review of the Procurement Policy; and
3. Discuss and take other action, as appropriate.

### DISCUSSION:

The IFC reviewed this item at their August 5, 2014 meeting and recommended that it be forwarded to the full Board for consideration.

The Leucadia Wastewater District (LWD) Procurement Policy was adopted by the Board of Directors on March 9, 2005. It was last revised on August 14, 2013. 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, which was listed as a Tactical Goal in the FY 2015 Tactics and Action Plan, staff is recommending several minor administrative changes in the policy.

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

For these reasons, staff and the IFC recommend that the Board of Directors: (1) adopt Resolution No. 2251 approving LWD's revised Procurement Policy; (2) receive and file the annual review of the policy; and (3) discuss and provide direction, as appropriate.

The proposed resolution (Attachment 1) and a strike-out version of the revised Procurement Policy (Attachment 2) are attached for the Board's review.

cal:PJB

Attachments

**RESOLUTION NO. 2251**

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

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WHEREAS, the Leucadia Wastewater District's (LWD) existing Procurement Policy was adopted on March 9, 2005 to establish a prudent set of controls in the procurement process; and

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

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the LWD Procurement Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2238.

PASSED AND ADOPTED by the Board of Directors of Leucadia Wastewater District this 13th day of August, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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David Kulchin, President

ATTEST:

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Paul J. Bushee, Secretary/Manager

(SEAL)

Attachment 1



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## LEUCADIA WASTEWATER DISTRICT

### PROCUREMENT POLICY

Ref: ~~44-377915-4147~~

#### 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 22~~5138~~ 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 22~~3826~~ 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. ~~Sufficient funds shall be available in the Board approved LWD Budget.~~

Informal Procurement of Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amounts between \$25,000.01 and \$50,000. ~~Funds shall be available in the Board approved LWD Budget.~~

Open Market Procurement of Goods: Purchase of goods resulting in total payments by the LWD of \$5,000 or less. ~~Sufficient funds shall be available in the Board approved LWD Budget.~~



Open Market Procurement of Professional and Construction Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amount of up to \$25,000. ~~Sufficient funds shall be available in the Board approved LWD Budget.~~

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

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

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

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

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

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

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

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

## **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 material 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.



**California Special  
Districts Association**  
*Districts Stronger Together*

## MEMORANDUM

**DATE:** August 1, 2015  
**TO:** CSDA Members (Board and Staff)  
**FROM:** Noelle Mattock, CSDA President  
Neil McCormick, Chief Executive Officer  
**SUBJECT:** 2015 CSDA Committee & Expert Feedback Team Participation

---

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

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

If you or any others from your district would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

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

Please return the attached form by **5:00 PM on October 10, 2014**. The selection and ratification of CSDA's 2015 committees will take place in November and selected participants will be notified by the end of November 2014. Committee participation begins in January 2015.

**Thank you for your continued support of CSDA!**

**California Special Districts Associations**  
1112 I Street, Suite 200  
Sacramento, CA 95814  
Toll Free: 877-924-CSDA (2732)  
Phone: 916-442-7887  
Fax: 916-442-7889

**A proud California Special Districts Alliance partner**  
**Special District Risk Management Authority** **CSDA Finance Corporation**  
1112 I Street, Suite 300 1121 I Street, Suite 200  
Sacramento, CA 95814 Sacramento, CA 95814  
Toll Free: 800-537-7790 Toll Free: 877-924-CSDA (2732)  
Fax: 916-231-4111 Fax: 916-442-7889



**California Special  
Districts Association**

*Districts Stronger Together*

**2015 COMMITTEE AND EXPERT FEEDBACK TEAM  
INTEREST FORM**

Please make additional copies for each participant.  
***Please Use Actual Contact Information where you can be reached***

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

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

District/Organization: \_\_\_\_\_

District Address: \_\_\_\_\_

Personal Address: \_\_\_\_\_

Telephone:(District) \_\_\_\_\_ (Contact): \_\_\_\_\_

Fax (District): \_\_\_\_\_ (Contact): \_\_\_\_\_

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

**COMMITTEES:** We hope your District will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of individuals from member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: **1 = 1<sup>st</sup> choice; 2 = 2<sup>nd</sup> choice; 3 = 3<sup>rd</sup> choice**

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

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

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

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

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

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

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



\_\_\_\_\_ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets six times a year in Sacramento. Attending CSDA's Special Districts Legislative Days (May 19-20) and Annual Conference (September 21-24) is expected if you serve on this committee. All 2015 Legislative Committee applicants are invited to join the 2014 committee members and CSDA staff for a legislative planning session on November 7, 2014.

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

- \_\_\_\_\_ Budget, Finance & Taxation Working Group
- \_\_\_\_\_ Environment Working Group
- \_\_\_\_\_ Formation & Reorganization Working Group
- \_\_\_\_\_ Governance Working Group
- \_\_\_\_\_ Human Resources & Personnel Working Group
- \_\_\_\_\_ Public Works & Contracting Working Group

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

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

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

\_\_\_\_\_ **Budget, Finance & Taxation:** Assessments; Bankruptcy; Bonds; Mandates; CFDs (Mello-Roos); Property Tax Allocations; Public Financing; Prop 218; Redevelopment; Special Taxes

\_\_\_\_\_ **Environment:** CEQA; Greenhouse Gas Emissions; Natural Resources; Renewable Energy; Sustainable Communities

\_\_\_\_\_ **Formation & Reorganization:** Cortese-Knox-Hertzberg; Consolidation; Dissolution; LAFCO; MSR; SOI

\_\_\_\_\_ **Governance:** Audits and Reporting; Brown Act; Elections; Ethics; Public Records Act; Political Reform Act; Transparency and Accountability

\_\_\_\_\_ **Human Resources & Personnel:** Health and Other Benefits; Industrial Safety; Labor; Public Retirement; Workers' Compensation and Other Insurance

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

\_\_\_\_\_ **Public Works & Contracting:** Basic Contracting; Bidding Process; Design-Build; Indemnification; Prevailing Wage & Contracted Labor; Public Private Partnerships; Retention Proceeds

Committee and Expert Feedback Team participation is open to both member district/agency Board Members and Staff. **Please note that the Association does not reimburse any expenses incurred from this participation.** CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through webinars, conference calls and e-mail; however, most committees do meet at least two times a year in person.

**\*Either the District/Company General Manager or Board President must authorize below**

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

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email [charlottel@cstda.net](mailto:charlottel@cstda.net) no later than **5:00 PM on Friday, October 10, 2014**

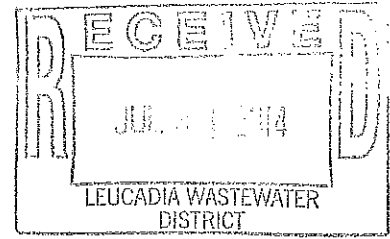
CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 [www.cstda.net](http://www.cstda.net)





# CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8<sup>th</sup> Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • [www.casaweb.org](http://www.casaweb.org)



July 31, 2014

TO: CASA MEMBER AGENCIES

FROM: Stephen A. Hogg, President

SUBJECT: **CASA ANNUAL BUSINESS MEETING—AUGUST 21, 2014  
MONTEREY MARRIOTT**

## Executive Board

President  
**STEPHEN A. HOGG**  
City of Fresno

1st Vice President  
**DAVID R. WILLIAMS**  
Central Contra Costa Sanitary District

2nd Vice President  
**KEVIN M. HARDY**  
Encina Wastewater Authority

Secretary-Treasurer  
**TOM SELFRIDGE**  
Truckee Sanitary District

- Directors-at-Large  
**TIMOTHY P. BECKER**  
Oro Loma Sanitary District

**PAUL BUSHEE**  
Leucadia Wastewater District

**VIVIAN W. HOUSEN**  
V.W. Housen & Associates

**WILLIAM C. LONG**  
Novato Sanitary District

**JEFF M. MOORHOUSE**  
Carpinteria Sanitary District

**MARGIE L. RICE**  
Midway City Sanitary District

**E.J. SHALABY**  
West County Wastewater District

- Past Presidents  
**JOHN E. HOAGLAND**  
Rancho California Water District

**GARY W. DARLING**  
Delta Diablo Sanitation District

Executive Director  
**ROBERTA L. LARSON**

CASA Members,

CASA will hold its annual business meeting on August 21, 2014 during the luncheon at the Annual Conference at the Monterey Marriott. The agenda for the meeting is as follows:

- **Election of the Board of Directors for FY 2015:** Under the new bylaws, approved by the membership in June, the membership will be asked to approve a slate of 12 directors recommended by the Nominations Committee. The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms.
- **Approval of the Dues Resolution for FY 2015:** No changes are proposed to the dues levels from FY 2014.
- **Approved FY 2015 Budget and Year End FY 2014 Treasurer's Report:** The bylaws now provide that the Board of Directors shall approve the annual budget. On June 9, 2014, the Board approved the FY 2015 budget, which will be presented to the membership as an information item. In addition, the year-end Treasurer's Report shows that CASA ended the year in the black and exceeded its membership revenue targets due to the recruitment of new members.

My term as President has seen many positive changes for the Association, including convening of the first Sacramento Public Policy Forum, comprehensive revisions to the bylaws, and the transition of accounting and budgeting functions from the Secretary Treasurer to the CASA staff. I look forward to seeing you in Monterey to celebrate our successes and look ahead to new challenges.



# California Association of Sanitation Agencies Annual Business Meeting

Thursday, August 21, 2014  
12:00 PM – 1:00 PM  
Marriott, Monterey, CA

## AGENDA

**Pledge of Allegiance**

**Call to Order, Welcome and Introductions**

President Stephen A. Hogg

**Determination of a Quorum**

Item	Presenter	Recommendation
1. Election of the Board of Directors FY 2015	Steve Hogg and John E. Hoagland, Nominations Committee Chair	Elect the proposed slate of Directors
2. 2015 Membership Dues Resolution	Steve Hogg	Adopt the proposed resolution.
3. FY 2015 Budget and FY 2014 Year End Treasurer's Report	Roberta Larson	Information

**2015 Calendar of Events**

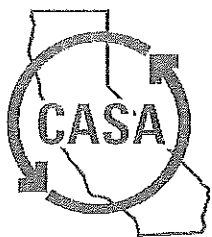
Winter Conference, January 21-23, Hilton, Palm Springs

Washington D.C. Conference, February 23-25, Mayflower, Washington, DC

Public Policy Forum, April 27-28, Sheraton Grand, Sacramento

Summer Annual Conference, August 19-21, Manchester Grand Hyatt, San Diego

**Adjourn**



# CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8<sup>th</sup> Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • [www.casaweb.org](http://www.casaweb.org)

July 31, 2014

**TO:** CASA Members  
**FROM:** Board of Directors

**SUBJECT: NOMINATIONS FOR CASA BOARD OF DIRECTORS FY 2015**

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The recently approved CASA bylaws call for the election of a 12 member Board of Directors at the annual conference. On July 14, 2014, the Board of Directors accepted the Nominations Committee recommendations for the FY 2015 slate.

The members of the Nominations Committee are:

- Chair John E. Hoagland, Director, Rancho California Water District, Past President
- Vice Chair Gary W. Darling, General Manager, Delta Diablo Sanitation District, Past President
- Judy Gugulielmana, Director, Elsinore Valley Municipal Water District
- Jason Warner, General Manager, Oro Loma Sanitary District
- Logan Olds, General Manager, Victor Valley Water Reclamation Authority

At the Annual Business meeting on August 21, 2014, the membership will be asked to elect the following slate of directors:

Timothy P. Becker	Oro Loma Sanitary District	Director (North)
Paul Bushee	Leucadia Wastewater District	Manager (South)
Jason Dow	Central Marin Sanitation Agency	Manager (North)
Scott M. Goldman	South Orange County Wastewater Authority	Director (South)
Kevin M. Hardy	Encina Wastewater Authority	Manager (South)
John E. Hoagland	Rancho California Water District	Director (South)
Stephen A. Hogg	City of Fresno	Manager (North)
William Long	Novato Sanitary District	Director (North)
Traci Minamide	City of Los Angeles, Bureau of Sanitation	Manager (South)
Jeff Moorhouse	Carpinteria Sanitary District	Director (South)
E. J. Shalaby	West County Wastewater District	Manager (North)
David R. Williams	Central Contra Costa Sanitary District	Director (North)

In addition to the elected directors, the President will be appointing an Associate Director, David R. Bachtel.

**PROPOSED RESOLUTION NO. 14-201**

**California Association of Sanitation Agencies**

**ESTABLISHING CASA ANNUAL MEMBERSHIP DUES**

Annual membership dues shall be determined as follows:

- 1. **Active Member.** Dues shall be based on the member agency's annual operations and maintenance budget. The following dues schedule shall become effective for calendar year 2015.

<u>Agency Operations &amp; Maintenance Budget</u>	<u>2015 Dues</u>
Up to \$500,000	\$ 830
\$500,001 - \$1,000,000	\$ 1,560
\$1,000,001 - \$2,500,000	\$ 4,160
\$2,500,001 - \$5,000,000	\$ 8,320
\$5,000,001 -- \$10,000,000	\$ 12,480
\$10,000,001 - \$20,000,000	\$ 15,600
\$20,000,001 - \$100,000,000	\$ 18,720
\$100,000,001 and over	\$ 26,000

- 2. **Associate Member.** Dues for Associate Members shall be:

Associate Member firms with 1-5 employees	\$ 450
Associate Member firms with 6-15 employees	\$ 910
Associate Member firms with 16-29 employees	\$ 1,360
Associate Member firms with 30-74 employees	\$ 1,810
Associate Member firms with 75-120 employees	\$ 2,270
Associate Member firms with over 121 employees	\$ 2,720

- 3. **Honorary Member.** There shall be no dues charge for Honorary Members.

Adopted by the California Association of Sanitation Agencies at its Annual Conference held in Monterey, California this 21st day of August 2014.

ATTEST:

\_\_\_\_\_  
Secretary Treasurer



## CASA FY 2015 BUDGET

Account	General Fund	Contingency Fund	Cash Flow Equalization Fund	Challenges/ Opportunities Fund	Total All Board Funds	Restricted Funds:					Total Budget
						Associates Fund	Regulatory TAC Fund	Pesticides Fund	CWCCG Fund	Wheeler Fund	
Fund Balance July 1, 2014	1,008,382	540,000	182,660	252,554	1,983,596	19,585	6,992	2,256	14,482	67,250	2,094,161
<b>INCOME</b>											
1000 Member Dues	1,353,000				1,353,000	17,127					1,370,127
Total											
1050 Conf. Reg. Fees	326,000				326,000						326,000
1100 Contributions	17,000				17,000		4,000	22,000	55,000	57,750	155,750
1550 Interest Income	5,000				5,000						5,000
1700 Interfund Transfer (CASA Contrib.)	5,000				5,000		2,000	10,000	25,000		42,000
<b>INCOME TOTAL</b>	<b>1,706,000</b>				<b>1,706,000</b>	<b>17,127</b>	<b>6,000</b>	<b>32,000</b>	<b>80,000</b>	<b>57,750</b>	<b>1,898,877</b>
<b>EXPENSE</b>											
2000 Employee Expenses	861,460				861,460						861,460
2500 Office Expenses	41,000				41,000						41,000
2600 Office Startup Costs	4,000				4,000						4,000
3001 Professional Services	305,070				305,070				91,982		397,052
3100 Technical Support	20,000				20,000			31,756		125,000	176,756
3200 Legal Support	5,000				5,000						5,000
3400 Travel & Meetings	58,000				58,000						58,000
3600 Conference Expenses	230,000				230,000	13,500					243,500
3700 Committee Expenses	12,000				12,000	5,000	7,500				24,500
3800 Assoc. Memberships	24,000				24,000						24,000
3901 Dues & Subscriptions	1,500				1,500						1,500
4000 Office Supplies	3,000				3,000						3,000
4100 Telephone	15,000				15,000						15,000
4200 Postage	2,200				2,200						2,200
4300 Printing & Publication	2,500				2,500						2,500
4400 Insurance	12,000				12,000						12,000
4600 Licenses & Fees	300				300						300
4900 Awards	3,500				3,500						3,500
5000 Communication Exp.	40,000				40,000						40,000
5100 Admin. Exp.	2,200				2,200						2,200
5300 Taxes	25				25						25
7000 Interfund Transfer Exp.	35,000				35,000			2,500	2,500		40,000
<b>EXPENSE TOTAL</b>	<b>1,677,755</b>				<b>1,677,755</b>	<b>18,500</b>	<b>7,500</b>	<b>34,256</b>	<b>94,482</b>	<b>125,000</b>	<b>1,957,493</b>
Income less Expenses:	28,245				28,245	(1,373)	(1,500)	(2,256)	(14,482)	(67,250)	(58,616)
Projected Fund Balance - June 30, 2015	1,036,627	540,000	182,660	252,554	2,011,841	18,212	5,492	0	0	-	2,035,545



**California Association of Sanitation Agencies  
TREASURER'S REPORT**

As of: June 30, 2014

Acct.	Description	ALL FUNDS			ALL BOARD FUNDS			Cash Flow, Distribution and Status at End of Period
		Actual Year to Date	FY14 Budget	% of Budget	Actual Year to Date	FY14 Budget	% of Budget	
<b>INCOME:</b>								<b>CASH BALANCES:</b>
								Balance as of 6/30/13 \$1,957,316.21
1000	Member Dues	\$1,373,427.20	\$1,350,320	102	\$1,355,872.70	\$1,333,320	102	
1050	Conference Registration Fees	\$258,957.90	\$267,925	97	\$258,957.90	\$267,925	97	Income to 6/30/14 \$1,796,578.42
1100	Contributions	\$129,250.00	\$70,500	183	\$5,000.00	\$0		
1550	Interest Earnings	\$4,599.30	\$4,075	113	\$4,599.30	\$4,000	115	Expenditures to 6/30/14 (\$1,659,732.83)
1700	Interfund Transfer - Inc.	\$30,344.02	\$30,000	101	\$5,000.00	\$5,000	100	Current Balance \$2,094,161.80
	<b>TOTAL INCOME</b>	<b>\$1,796,578.42</b>	<b>\$1,722,820</b>	<b>104</b>	<b>\$1,629,429.90</b>	<b>\$1,610,245</b>	<b>101</b>	
<b>EXPENDITURES:</b>								<b>BANK ACCOUNT DISTRIBUTION:</b>
2600	Employee Expenses	\$645,656.59	\$753,181	86	\$645,656.59	\$753,181	86	Bank of America Checking \$48,815.93
2700	Office Expenses	\$34,406.94	\$44,662	77	\$34,406.94	\$44,662	77	Bank of America CD (yield=0.03%) \$125,262.06
2800	Office Startup Expenses	\$32,611.28	\$29,965	109	\$32,611.28	\$29,965	109	LAIF (yield=0.244%) \$1,940,108.81
3000	Professional Services	\$505,801.87	\$481,500	105	\$405,017.51	\$411,500	98	<u>\$2,114,186.80</u>
3100	Technical Support	\$59,048.76	\$67,500	87	\$24,872.51	\$30,000	83	
3200	Legal Support	\$1,415.10	\$10,000	14	\$1,415.10	\$10,000	14	<b>FUND STATUS:</b>
3400	Travel & Meetings	\$35,627.48	\$25,000	143	\$35,528.48	\$25,000	142	<b>Board Designated Funds</b>
3600	Conference Expenses	\$227,876.69	\$192,300	119	\$216,038.44	\$180,320	120	General Fund \$1,008,381.83
3700	Committees	\$12,291.11	\$16,000	77	\$4,046.33	\$5,000	81	Contingency Fund \$540,000.00
3800	Association Memberships	\$28,947.00	\$27,500	105	\$28,947.00	\$27,500	105	Cash Flow Equalization Fund \$182,660.00
4000	Office Supplies	\$1,561.93	\$250	625	\$1,481.98	\$250	593	Challenges and Opportunities Fund \$252,554.34
4100	Telephone	\$15,105.68	\$6,000	252	\$14,947.28	\$6,000	249	<u>Subtotal \$1,983,596.17</u>
4200	Postage	\$1,628.88	\$2,500	65	\$1,628.88	\$2,500	65	
4300	Printing/Publications	\$828.60	\$5,000	17	\$828.60	\$5,000	17	<b>Restricted Funds</b>
4400	Insurance	\$8,183.43	\$6,000	136	\$8,183.43	\$6,000	136	Associates Fund \$19,585.20
4900	Awards	\$1,162.53	\$2,000	58	\$1,162.53	\$2,000	58	Pyrethroid Fund \$2,256.08
5000	Communications	\$14,830.97	\$20,000	74	\$14,830.97	\$20,000	74	Tri-Tac Fund \$6,991.97
5100	Administrative Expenses	\$2,393.97	\$500	479	\$2,393.97	\$500	479	CWCCG Fund \$14,482.38
5300	Taxes	\$10.00	\$10	100	\$10.00	\$10	100	Wheeler Fund \$67,250.00
7000	Interfund Transfer - Exp.	\$30,344.02	\$33,500	91	\$25,344.02	\$26,500	89	
	<b>TOTAL EXPENDITURES</b>	<b>\$1,659,732.83</b>	<b>\$1,723,368</b>	<b>96</b>	<b>\$1,499,351.84</b>	<b>\$1,567,888</b>	<b>94</b>	<b>Total All Funds \$2,094,161.80</b>
	<b>NET INCOME</b>	<b>\$136,845.59</b>	<b>(\$548)</b>		<b>\$130,078.06</b>	<b>\$22,357</b>		
								Thomas S. Selfridge Secretary-Treasurer

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**CALIFORNIA ASSOCIATION OF SANITATION AGENCIES  
TREASURER'S REPORT  
Fiscal Year 2014**

June 30, 2014		Board-Designated Funds					Restricted Funds					
Acct.	CASA Fund Designation	General Operating Fund	Contingency Fund	Cash Flow Equalization Fund	Challenges/ Opportunities Fund	Total Board Funds	Associates Fund	TriTAC Fund	Pyrethroid Fund	CWCCG Fund	Wheeler Fund	Total All Funds
	Fund Balance July 1, 2013	858,039	540,000	182,660	272,819	1,853,518	13,835	14,297	6,927	68,738	0	1,957,316
	<b>REVENUES</b>											
1000	Member Dues & Assessments	1,355,873	0	0	0	1,355,873	17,555	0	0	0	0	1,373,427
1050	Conference Registration Fees	258,958	0	0	0	258,958	0	0	0	0	0	258,958
1100	Contributions	5,000	0	0	0	5,000	0	0	22,000	35,000	67,250	129,250
1550	Interest on Reserves	4,599	0	0	0	4,599	0	0	0	0	0	4,599
1700	Interfund Transfer - Inc.	5,000	0	0	0	5,000	34	53	10,005	15,253	0	30,344
	<i>Total Revenue</i>	1,629,430	0	0	0	1,629,430	17,588	53	32,005	50,253	67,250	1,796,578
	<b>EXPENDITURES</b>											
2600	Employee Expenses	645,657	0	0	0	645,657	0	0	0	0	0	645,657
2700	Office Expenses	34,407	0	0	0	34,407	0	0	0	0	0	34,407
2800	Office Startup Expenses	32,611	0	0	0	32,611	0	0	0	0	0	32,611
3001	Professional Services	405,018	0	0	0	405,018	0	0	0	100,784	0	505,802
3100	Technical Support	9,608	0	0	15,265	24,873	0	0	34,176	0	0	59,049
3200	Legal Support	1,415	0	0	0	1,415	0	0	0	0	0	1,415
3400	Travel & Meetings	35,528	0	0	0	35,528	0	0	0	99	0	35,627
3600	Conference Expenses	216,038	0	0	0	216,038	11,838	0	0	0	0	227,877
3700	Committees	4,046	0	0	0	4,046	0	7,358	0	887	0	12,291
3800	Association Memberships	23,947	0	0	5,000	28,947	0	0	0	0	0	28,947
4000	Office Supplies	1,482	0	0	0	1,482	0	0	0	80	0	1,562
4100	Telephone	14,947	0	0	0	14,947	0	0	0	158	0	15,106
4200	Postage	1,629	0	0	0	1,629	0	0	0	0	0	1,629
4300	Printing/Publications	829	0	0	0	829	0	0	0	0	0	829
4400	Insurance	8,183	0	0	0	8,183	0	0	0	0	0	8,183
4900	Awards	1,163	0	0	0	1,163	0	0	0	0	0	1,163
5000	Communications	14,831	0	0	0	14,831	0	0	0	0	0	14,831
5100	Administrative Expenses	2,394	0	0	0	2,394	0	0	0	0	0	2,394
5300	Taxes	10	0	0	0	10	0	0	0	0	0	10
7000	Interfund Transfer - Exp.	25,344	0	0	0	25,344	0	0	2,500	2,500	0	30,344
	<i>Total Expenditures</i>	1,479,087	0	0	20,265	1,499,352	11,838	7,358	36,676	104,509	0	1,659,733
	Annual Revenue minus Expense	150,343	0	0	-20,265	130,078	5,750	-7,305	-4,671	-54,256	67,250	136,846
	<b>Current Fund Balance</b>	<b>1,008,382</b>	<b>540,000</b>	<b>182,660</b>	<b>252,554</b>	<b>1,983,596</b>	<b>19,585</b>	<b>6,992</b>	<b>2,256</b>	<b>14,482</b>	<b>67,250</b>	<b>2,094,162</b>

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