



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, August 17, 2016
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
 - A. Achievement of Individual Objectives. (Page 5)
 - B. Achievement of Organizational Award – Two Years No Vehicle Accidents. (Page 6)

CONSENT CALENDAR

Items 7-13 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

July 13, 2016 Regular Board Meeting (Pages 7-15)

August 3, 2016 Engineering Committee Meeting (Pages 16-17)

8. Approval of Demands for July/August 2016

This item provides for Board of Directors approval of all demands paid from LWD during the month of July and a portion in August 2016. (Pages 18-39)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY16 to FY17 and flows by sub-basin. (Pages 40-44)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY17 budget and discloses monthly investments. (Pages 45-52)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2016. (Pages 53-54, Attachment 11A)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2016. (Pages 55-56)

13. Fiscal Year 2017 (FY17) Pay Schedules

Adopt Resolution No. 2280 - Approving the FY17 pay schedules. (Pages 57-59)

EWA REPORTS

14. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on July 27, 2016 – report by Director Sullivan. (Page 60)

COMMITTEE REPORTS

15. Committee Reports

A. Engineering Committee meeting was held on August 3, 2016 – report by Director Juliussen. (Page 61)

B. Investment and Finance Committee meeting was held on August 16, 2016 – report by Director Hanson. (Verbal)

ACTION ITEMS

16. Annual Review of LWD's Procurement Policy

Adopt Resolution No. 2281 – LWD's Revised Procurement Policy and receive and file the annual review of the Procurement Policy. (Pages 62-71)

17. Award Purchase Agreement to Cues Equipment Company for a New Closed Circuit Television (CCTV) Van

Authorize the General Manager to execute a purchase Agreement with Cues Equipment Company for the purchase of a new Closed Circuit Television (CCTV) Van in an amount not to exceed \$199,762. (Pages 72-73)

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

- A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 18, 2016 at The Butcher Shop Steakhouse in Kearny Mesa, CA. (Pages 74-76)
- B. Flu Shot Clinic is scheduled for Thursday, September 22, 2016 from 3pm-5pm. (Verbal)
- C. The 2016 CSDA Annual Conference is scheduled for October 10-13, 2016 at the Sheraton San Diego Hotel and Marina in San Diego, CA. (Pages 77-79)
- D. Memo from CSDA requesting volunteers for 2017 CSDA Committee & Expert Feedback Team Participation. (Pages 80-82)

19. Directors' Meetings and Conference Reports

- A. The 2016 CASA Annual Conference was held on August 9-12, 2016 at the Monterey Marriott in Monterey, CA. (Page 83)

20. General Manager's Report

21. General Counsel's Report

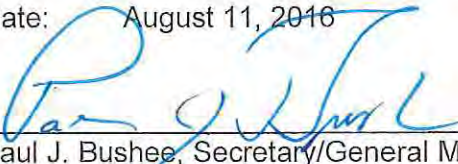
22. Board of Directors' Comments

23. Adjournment

AFFIDAVIT OF POSTING

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

Date: August 11, 2016



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: August 11, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of an Individual Award**

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

5 Year Service Award – Mauricio Avalos

On May 23, 2016, Field Services Technician Mauricio Avalos passed his 5th anniversary of employment at LWD. This milestone is a tribute to Mauricio's hard work, dedication, and commitment to LWD. Mauricio's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Mauricio is eligible for an incentive award of \$100.

15 Year Service Award – Trisha Hill

Administrative Services Supervisor, Trisha Hill passed her 15th anniversary of employment at LWD on July 30, 2016. This milestone is a tribute to Trisha's hard work, dedication, and commitment to LWD. Trisha's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Trisha is eligible for an incentive award of \$300.

Please join me in congratulating Mauricio and Trisha for their outstanding accomplishment.

tb:PJB

MEMORANDUM

DATE: August 11, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of an Organizational Objective**

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

Achieve Highest Number of Consecutive Days Without a Vehicle Accident

Under the Incentive Program, an Organizational Objective is met if the District achieves the highest number of consecutive days without a vehicle accident. On July 8, 2016, LWD staff achieved two complete years without a vehicle accident. Vehicle accidents result in economic impacts due to lost productivity, damaged public and private property, workers compensation costs, and undermines employee morale. As a result of this achievement, each employee is eligible for an incentive compensation award in the amount of \$375.

Please join me with congratulating all staff for going two years without a vehicle accident.

tb:PJB

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

July 13, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, July 13, 2016 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Mike Metts of Dudek Engineering, Jane Costello of Infrastructure Engineering Corporation, and Jared Criscuolo of Rising Tide Partners

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

None.

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

Minutes of the following meetings:

June 8, 2016 Regular Board Meeting

July 5, 2016 Community Affairs Committee

July 6, 2016 Engineering Committee Meeting

8. Approval of Demands for June/July 2016

Payroll Checks numbered 18628-18694; General Checking – Checks numbered 48387-48524.

9. Operations Report (A copy was included in the original July 13, 2016 Agenda)

10. Finance Report (A copy was included in the original July 13, 2016 Agenda)

11. Disclosure of Reimbursements

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

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on June 22, 2016.

Director Sullivan reported on EWA's June 22, 2016 Board meeting.

In addition, Director Sullivan reported on the Special Joint EWA and San Elijo Joint Powers Authority (SEJPA) Board Meeting on July 12, 2016.

B. An EWA Member Agency Manager's (MAM) Meeting was held on July 5, 2016.

GM Bushee reported on EWA's MAM July 5, 2016 meeting.

13. Committee Reports

A. Community Affairs Committee (CAC) meeting was held on July 5, 2016.

Director Sullivan reported that the CAC reviewed Task Order No. 2 to the RTP professional services agreement for as needed public information services in an amount not to exceed \$49,950.

Director Sullivan noted that the CAC agreed with staff's recommendation on the execution of Task Order No. 2 and this item will be reviewed later in the agenda.

B. Engineering Committee (EC) meeting was held on July 6, 2016.

Director Juliussen reported that the EC reviewed the following recommendations:

- An agreement with SCW Contracting Corporation for construction services to complete the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$780,751;
- Task Order No. 27 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gafner Advanced Water Treatment (AWT) Improvement Project in an amount not to exceed \$60,928;
- Task Order No. 28 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2017 (FY17) Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305; and
- A five year professional services agreement with ADS Environmental Services to provide flow monitoring services in the amount of \$275,442 consisting of the following:
 - A. A cost of \$67,122 over the first year for mobilization and flow monitoring services.
 - B. A cost of \$52,080 per year over the subsequent four years for flow monitoring services; and

The Board of Directors also received a Project update on the Saxony Pump Station Rehabilitation Project.

Director Juliussen noted that the EC agreed with staff's recommendations and these agreements and task orders will be reviewed later in the agenda.

ACTION ITEMS

14. Village Park No. 5 Pump Station Replacement Project Construction

Authorize the General Manager to execute an agreement with SCW Contracting Corporation for construction services to complete the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$780,751.

TSM Morishita presented this item indicating that it was reviewed by the EC at their July 6th meeting. He also noted this item is a Fiscal Year 2017 tactical goal. He stated that previously, as a result of the District's pump station assessment, Infrastructure Engineering Corporation (IEC) recommended the replacement of the Village Park No. 5 (VP5) Pump Station with a submersible pump station. TSM Morishita continued that after careful consideration it was determined that the advantages of pump station replacement outweighed the additional expense over rehabilitation. He stated that the Board agreed with this approach and in October 2015 authorized project design.

TSM Morishita noted that bids were due on June 21, 2016. He stated that seven bids were received with Metro Builders & Engineers Group (Metro) submitting the apparent low bid. He continued that the day after bid opening the District received a letter from Metro withdrawing their bid due to a clerical error. TSM Morishita said that the contract documents allow a bidder to withdraw their bid in writing within five days of the opening of bids if a mistake was made in preparing the bid, and the bid withdrawal was allowed. Therefore, SCW Contracting Corporation (SCW Contracting) was the apparent low bidder.

Director Juliussen stated he was impressed by the competitive bidding and noted that there was only a \$2,000 difference between the 3rd lowest bidder and the 2nd lowest bidder, with the 2nd lowest bidder

being awarded the contract.

President Omsted asked if submersible pump stations require the pumps to be lifted out of the wetwell rather than access a dry well for maintenance. TSM Morishita answered that the pumps are mounted inside the wetwell with all the controls placed above ground, therefore making maintenance and operation much easier and safer.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with SCW Contracting Corporation for construction services to complete the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$780,751 by the following vote:

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

15. Gafner Advanced Water Treatment (AWT) Improvement Project Design

Authorize the General Manager to execute Task Order No. 27 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gafner Advanced Water Treatment (AWT) Improvement Project in an amount not to exceed \$60,928.

TSM Morishita presented this item indicating that it was reviewed by the EC at their July 6th meeting. He also noted this item is a Fiscal Year 2017 tactical goal. He explained that in April 2016 the Board received and filed the Gafner Condition Assessment Report completed by IEC. He continued that improvements identified in the report for Gafner were focused on improving or maintaining safety items and rehabilitating or replacing critical equipment to keep the plant operating within regulatory parameters.

TSM Morishita stated that the project has transitioned into the design phase. He stated that IEC's design proposal includes the creation of electronic as-built plans from the 1961 hard copy drawings and final design of the prioritized improvements.

Director Kulchin thanked Marvin and Jeff for the Gafner AWT tour he received on July 12, 2016.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 27 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gafner Advanced Water Treatment (AWT) Improvement Project in an amount not to exceed \$60,928 by the following vote:

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

16. Fiscal Year 2017 (FY17) Gravity Pipeline Rehabilitation Project Engineering Design Services

Authorize the General Manager to execute Task Order No. 28 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2017 (FY17) Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305.

TSM Morishita presented staff's recommendation noting this item is a FY17 tactical goal. He explained that this project is anticipated to include the repair or rehabilitation of eight (8) gravity line segments and nine (9) manholes.

TSM Morishita provided a summary of IEC's proposal and stated staff and the EC agreed that the design proposal is fair and reasonable.

President Omsted asked what happens when manholes get old. TSM Morishita answered stating that an old manhole can corrode and the corrosion could cause the manhole to possibly collapse into the sewer system and cause a spill.

President Omsted also asked if the manhole lining will be PVC or concrete. TSM Morishita stated that IEC will make that decision during the design phase.

Director Juliussen stated that he appreciates all the work that IEC has done.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 28 to the Engineering Design Services Agreement with IEC for engineering design services for the FY17 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305 by the following vote:

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

17. Public Information Services Task Order No. 2

Authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$49,950.

ASsup Hill presented the recommendation stating that LWD entered into an agreement with RTP on March 9, 2016 to provide public information services to the District for an initial 3 year period. ASsup Hill stated that Task Order No. 1 was approved in March and covered services through June 30, 2016.

ASsup Hill provided a summary of Task Order No. 2, the scope of work, and the effective date.

Vice President Hanson asked how many newsletters are produced each year. GM Bushee responded that the District currently produces two newsletters per year, however, that may be reduced to one based on the success of the District's Facebook communications. GM Bushee stated that it is more cost effective to use social media and that social media has the potential to reach a larger audience than the newsletter.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Juliussen, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$49,950 by the following vote:

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

18. LWD Facebook Update

ASsup Hill introduced Mr. Jared Criscuolo with Rising Tide Partners (RTP) to provide the Board with an update on LWD's Facebook page.

Mr. Criscuolo gave a presentation on LWD's Facebook page. He provided an overview on the following topics:

- Audience growth
- Demographics
- Future plans for the LWD Facebook page

Mr. Criscuolo answered several questions from the Board regarding Facebook.

The Board of Directors thanked Mr. Criscuolo for the presentation.

There was no action taken.

19. ADS Environmental Services Agreement for Flow Monitoring Services

Authorize the General Manager to execute a five year professional services agreement with ADS Environmental Services (ADS) to provide flow monitoring services in the amount of \$275,442 consisting of the following:

- A. A cost of \$67,122 over the first year for mobilization and flow monitoring services
- B. A cost of \$52,080 over the subsequent four years for flow monitoring services

FSSupt Stecker presented staff's recommendation and stated this item is a Fiscal Year 2017 tactical goal. He provided background information about the ADS agreement noting that the proposed agreement states that ADS will own the equipment instead of the District and indicating that this arrangement will save capital and yearly service costs.

President Omsted asked if ADS was nationwide. FSSupt Stecker responded affirmatively.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Kulchin, and unanimously carried, the Board of Directors authorized the General Manager to execute a five year professional services agreement with ADS to provide flow monitoring services in the amount of \$275,442 by the following vote:

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

20. CSDA Board of Directors 2016 Elections – Seat B

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

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

Director Sullivan made a recommendation for Bill Nelson.

The Board of Directors reached unanimous consensus to vote for Bill Nelson for the CSDA Board of Directors Election Seat B.

21. Receive and file the Fiscal Year 2016 (FY16) Tactics and Action Plan

GM Bushee presented the item stating that the District has accomplished over 100 goals, of which 40 were not originally planned for. He provided highlights of the completed tactical goals from each strategic area listed in Plan.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors received and filed the FY16 Tactics and Action Plan by the following vote:

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

22. Adopt the Fiscal Year 2017 (FY17) Tactics and Action Plan.

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

- Board Strategic Planning;
- Employee training;
- Public information enhancements; and
- Leucadia Force Main West Section Replacement Project

Director Juliussen suggested having a monthly update on the FY17 Tactics and Action Plan. GM Bushee stated that an update is provided quarterly in the Board agenda. The Board decided a quarterly update is sufficient and they would continue to receive quarterly updates.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted the FY17 Tactics and Action Plan by the following vote:

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

INFORMATION ITEMS

23. Project Status Updates and Other Informational Reports

A. Sewer Rate Comparison

GM Bushee noted that at the June 8, 2016 Board Meeting, Director Juliussen requested a sewer rate survey. A sewer rate comparison of San Diego County agencies for Fiscal Year 2016 was included in the agenda.

B. Thank you letter from the Encinitas Union School District Superintendent Timothy Baird.

GM Bushee stated that the District received a thank you letter from Encinitas Union School District for the Teacher Grant funding.

24. Directors' Meetings and Conference Reports

None.

25. General Manager's Report

GM Bushee reported on the following items:

- CASA will hold its annual business meeting on August 10-11, 2016, during the Annual CASA Conference in Monterey, CA. The agenda for the meeting includes the Election of the Directors for FY17. The Election will take place by written ballot at the conference. The current LWD Board President is the agency representative and the representative will cast a vote. The agenda also includes approval of a 3% increase in CASA membership dues.

26. General Counsel's Report

GC Brechtel reported on the following items:

- GC Brechtel thanked the Board of Directors for their participation in the AB1825 Sexual Harassment Prevention Training workshop.

27. Board of Directors' Comments

Director Juliussen thanked staff for doing a great job.

Director Kulchin thanked Jeff and Marvin for the Gafner AWT tour he received on July 12 and stated that he recommends the tours to better understand what is going on at the District.

Director Sullivan noted that she was very impressed with the tactical goals completed and also the ones for the coming year.

President Omsted asked if any information in regards to the upcoming November Board Election had been received from the Register of Voters. EA Baity stated that the election packets had not been received yet and that she would contact the Register of Voters to follow-up.

28. 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 the Board agreed that the General Manager's performance was overall excellent.

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

Vice President Hanson stated she felt the proposed compensation increase was too high.

Upon a motion duly made by Director Sullivan, seconded by Director Kulchin, and carried, the Board of Directors approved a 3% salary increase from \$209,776.24 to \$216,069.53 by the following vote:

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

29. Adjournment

President Omsted adjourned the meeting at 7:00 p.m.

Donald Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 August 3, 2016

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, August 3, 2016 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; and Field Services Supervisor Marvin Gonzalez.

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute a purchase Agreement with Cues Equipment Company for the purchase of a new Closed Circuit Television (CCTV) Van in an amount not to exceed \$199,762.

FSSupt Stecker presented staff's recommendation. He stated that from 2012, when staff began using the second CCTV vehicle, there was a substantial reduction in Sewer System Overflows and staff has identified and repaired 77 defective line segments. He continued that in order to maintain the current level of CCTV inspections, staff requests the purchase of a replacement CCTV Van.

FSSupt Stecker noted that a replacement van is needed because its smaller size allows inspections of areas with restricted access such as narrow alleys and easements. He continued that the van will be outfitted with the same CCTV equipment as the CCTV Truck, facilitating the exchange of equipment and parts in an emergency. He said this also accounts for the significant cost of the van.

FSSupt Stecker stated that based on the District's Vehicle Replacement Policy the minimum replacement criteria for the van are 5 years and 75,000 miles or 7 years and any miles. He continued that the van has been in service for 16 years and has reached the end of its useful life. He said that the current CCTV Van will be traded in as part of the purchase.

FSSupt Stecker stated that staff has been using the Cues CCTV system and equipment since 2000. He said staff believes it is prudent to continue using the Cues System because of staff's knowledge and familiarity of the system. He continued that the equipment has proven to be reliable over the past 16 years of service. FSSupt Stecker said that Section 11.3, Complex and Unique Items, of the District's Procurement Policy allows for the purchase of unique equipment without

sealed bid procedures. He said staff obtained quotes from Cues Equipment Company (Cues), the manufacturer, and Plumber's Depot, an authorized vendor. FSSupt Stecker stated that Cues submitted the lowest quote of \$199,762. He continued that staff recommends awarding the CCTV Van purchase to Cues.

After discussion, the EC concurred with staff to recommend that the Board of Directors authorize the purchase of a replacement CCTV Van from Cues at the August meeting.

5. Information Items

None.

6. Directors' Comments

Chairperson Juliussen asked that FSSupt Stecker and FSSup Gonzalez ensure that safety is stressed during staff tailgate training. Chairperson Juliussen continued that the safety of District personnel is a paramount concern of the Board and they want to ensure that staff operates in a safe manner and maintains a safe environment.

7. General Manager's Comments

Poinsettia Station Gravity Pipeline Project Update

TSM Morishita presented a status update of the Poinsettia Station Gravity Pipeline Project. He stated that the major objective of the project is to improve passenger safety. He continued that the Poinsettia Station Improvements will require the extension of the casings protecting the Lanikai Gravity Trunk Line and the District's Secondary Effluent Force Main (B1). TSM Morishita stated that the District is taking the opportunity afforded by this project to install a second gravity pipeline under the railroad tracks, with the concurrence of SANDAG and NCTD.

TSM Morishita said that SANDAG intends to bid the project in September with construction to begin in February/March 2017 for 18 months. He said that the District executed an agreement with TY Lin International (TYLI), SANDAG's project design engineer, to design the casement extensions and the new parallel gravity line. He continued that the design of the District's portion of the project will be completed by the end of August.


TSM Morishita stated that Carlsbad has granted a Coastal Develop Permit exemption for the construction of the new parallel line. He also said that the CEQA Notice of Exemption has been filed with the County of San Diego Clerk. He indicated that these two items will be submitted to SANDAG by the end of August and will complete the environmental permit requirements. TSM Morishita stated that staff is working with NCTD on the license agreements for the three lines that cross under the tracks. He said that Encinitas has approved their participation in the project.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 8:57 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: August 11, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of July/August Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 550.394.38**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months July 8, 2016 – August 8, 2016.

Operating expenses totaled **\$375,125.84** while Capital Improvement Program expenses totaled **\$80,215.01**

Payroll for employees and the Board totaled **\$ 95,053.53**.

Attached, please find a year to date Employee and Board Payroll Report from July 2015 to August 2016, for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

Attachment 1	Summary of Demands by Account July/August 2016
Attachment 2	Accounts Payable Check Register dated July 11, 2016
Attachment 3	Accounts Payable Check Register dated July 13, 2016
Attachment 4	Payroll Check Register dated July 20, 2016
Attachment 5	Accounts Payable Check Register dated July 20, 2016
Attachment 6	Payroll Check Register dated July 21, 2016
Attachment 7	Board Payroll Check Register dated August 1, 2016
Attachment 8	Accounts Payable Check Register dated August 1, 2016
Attachment 9	Accounts Payable Check Register dated August 1, 2016
Attachment 10	Payroll Check register dated August 3, 2016
Attachment 11	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

August 17, 2016

1. Demands

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Check -7/20/2016	18695 - 18713		\$45,447.42	
Payroll Check -7/21/2016	18714	Incentive	\$92.35	
Board Payroll Check - 8/1/2016	18715 - 18719		\$2,494.10	
Payroll Check - 8/3/2016	18720 - 18738		<u>\$47,019.66</u>	
	Total		\$95,053.53	
General Checking -7/11/2016	48525		\$ 50.00	
General Checking -7/13/2016	48526 - 48572		\$ 311,514.89	
General Checking -7/20/2016	48573 - 48594		\$ 59,722.95	
General Checking -8/1/2016	48595 - 48623		\$ 83,783.01	
Genral Checking-8/1/2016	48624		<u>\$ 270.00</u>	
	Total		\$ 455,340.85	
	GRAND TOTAL			\$550,394.38

VOIDED CHECKS

47043 reissued
 47056 reissued
 48222 reissued
 48223 reissued
 48238 reissued
 48208
 47079
 47763 reissued

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/11/2016 Through 7/11/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
COUNTY OF SAN DIEGO	48525	7/11/2016	<u>50.00</u>	CEQA Notice for Exemption Filing
	Total 48525		<u>50.00</u>	
Report Total			<u>50.00</u>	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/13/2016 Through 7/13/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	48526	7/13/2016	<u>3,570.00</u>	FLOW MONITORING
	Total 48526		3,570.00	
ADVANCED OFFICE SERVICES	48527	7/13/2016	<u>341.10</u>	PRINTER
	Total 48527		341.10	
ARC DOCUMENT SOLUTIONS,LLC	48528	7/13/2016	<u>32.00</u>	PLANS AND SPECS
	Total 48528		32.00	
AT&T	48529	7/13/2016	<u>190.88</u>	PHONE/INTERNET SERVICE
	Total 48529		190.88	
BARRETT ENGINEERED PUMP	48530	7/13/2016	<u>9,753.20</u>	YEOMANS PUMP
	Total 48530		9,753.20	
BOOT WORLD, INC	48531	7/13/2016	<u>174.94</u>	SAFETY BOOTS-J. HOYETT
BOOT WORLD, INC		7/13/2016	<u>25.06</u>	SAFETY BOOTS-M. AVALOS
	Total 48531		200.00	
CALPERS	48532	7/13/2016	<u>139,864.00</u>	ACTUARIAL VALUATION-PERS
	Total 48532		139,864.00	
CHUCKS TIRE CENTER	48533	7/13/2016	<u>210.47</u>	TIRES
	Total 48533		210.47	
CITY OF CARLSBAD	48534	7/13/2016	<u>598.58</u>	WATER @ PLANT/OFFICE
CITY OF CARLSBAD		7/13/2016	<u>676.53</u>	WATER @ VACTOR
	Total 48534		1,275.11	
CORELOGIC INFORMATION SOLUTIONS,INC	48535	7/13/2016	<u>125.00</u>	REAL QUEST SUBSCRIPTION-JUNE
	Total 48535		125.00	
CORODATA	48536	7/13/2016	<u>74.29</u>	STORAGE-JUNE
	Total 48536		74.29	
COSCO FIRE PROTECTION	48537	7/13/2016	<u>980.00</u>	INSTALLED FRONT CHIME
	Total 48537		980.00	
CSRMA	48538	7/13/2016	<u>9,448.72</u>	PROPERTY INS
CSRMA		7/13/2016	<u>22,736.00</u>	W/C DEPOSIT 16-17
CSRMA		7/13/2016	<u>1,310.00</u>	W/C PAYROLL AUDIT
	Total 48538		33,494.72	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/13/2016 Through 7/13/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DATA NET	48539	7/13/2016	<u>1,596.10</u>	IS MAINT AND SUPPORT
	Total 48539		1,596.10	
DUDEK & ASSOCIATES	48540	7/13/2016	2,176.04	GE/3251/100/GRADING PLANS
DUDEK & ASSOCIATES		7/13/2016	1,445.00	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		7/13/2016	904.30	GE/3252/0593/LC TOWNE
DUDEK & ASSOCIATES		7/13/2016	880.00	GE/3252/0699/HYMETTUS
DUDEK & ASSOCIATES		7/13/2016	894.44	GE/3252/0864/FIORE
DUDEK & ASSOCIATES		7/13/2016	904.84	GE/3252/0882/COASTAL TEN
DUDEK & ASSOCIATES		7/13/2016	435.00	GE/3252/0963/CALIF ST
DUDEK & ASSOCIATES		7/13/2016	330.00	GE/3252/0967/HABIT BURGER
DUDEK & ASSOCIATES		7/13/2016	660.00	GE/3252/0968/HYGEIA AVE
DUDEK & ASSOCIATES		7/13/2016	<u>850.00</u>	OMWD PLAN CK
	Total 48540		9,479.62	
EVOQUA WATER TECHNOLOGIES, LLC	48541	7/13/2016	7,629.42	BIOXIDE
EVOQUA WATER TECHNOLOGIES, LLC		7/13/2016	20,027.00	CHANGE OUT-CARBON @ BPS
	Total 48541		<u>27,656.42</u>	
EWING IRRIGATION PRODUCTS	48542	7/13/2016	84.82	PARTS/SUPPLIES
	Total 48542		84.82	
SMARTCOVER SYSTEMS	48543	7/13/2016	5,508.24	PARTS/SERVICE
SMARTCOVER SYSTEMS		7/13/2016	5,864.59	RENEWAL SOFTWARE SUBSCRIPTION
	Total 48543		<u>11,372.83</u>	
HARRINGTON INDUSTRIAL PLASTICS INC	48544	7/13/2016	299.30	PARTS
	Total 48544		299.30	
HEAVILAND ENTERPRISES, INC	48545	7/13/2016	210.00	IRRIGATION REPAIRS
HEAVILAND ENTERPRISES, INC		7/13/2016	810.00	IRRIGATION REVIEW/MULCH APPLICATION
HEAVILAND ENTERPRISES, INC		7/13/2016	<u>840.00</u>	LANDSCAPE MAINT-JULY
	Total 48545		1,860.00	
HOCH CONSULTING	48546	7/13/2016	<u>1,661.25</u>	CONST CONSULTING BPS SOLAR
	Total 48546		1,661.25	
ICMA RETIREMENT-303979	48547	7/13/2016	<u>4,039.88</u>	DEFERRED COMP-ICMA
	Total 48547		4,039.88	
JACKSON & BLANC	48548	7/13/2016	<u>1,617.25</u>	MAINT AND SERVICE CONTRACT-JUNE-AUG

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/13/2016 Through 7/13/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 48548		1,617.25	
JEFF BILLS	48549	7/13/2016	2,874.33	CONSULTING FEES-JUNE
	Total 48549		2,874.33	
LA COSTA LOGO, LLC	48550	7/13/2016	787.40	TUMBLERS-EMPLOYEES
	Total 48550		787.40	
MINUTEMAN PRESS	48551	7/13/2016	210.92	PRINTING-LETTERHEAD
	Total 48551		210.92	
MITSUBISHI ELECTRIC US, INC	48552	7/13/2016	277.41	ELEVATOR SERVICE-JULY
MITSUBISHI ELECTRIC US, INC		7/13/2016	915.00	ELEVATOR TESTING
	Total 48552		1,192.41	
NAPA AUTO	48553	7/13/2016	34.52	AUTO PARTS
	Total 48553		34.52	
NATIONWIDE RETIREMENT SOLUTIONS	48554	7/13/2016	247.22	DEFERRED COMP
	Total 48554		247.22	
OFFICE DEPOT, INC.	48555	7/13/2016	137.59	OFFICE SUPPLIES
	Total 48555		137.59	
OLIVENHAIN MUNICIPAL WATER DIST	48556	7/13/2016	44.77	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		7/13/2016	506.86	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		7/13/2016	761.24	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		7/13/2016	41.13	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		7/13/2016	41.13	WATER @ VP7
	Total 48556		1,395.13	
PALOMAR WATER, LLC	48557	7/13/2016	259.39	BOTTLED WATER DELIVERED
	Total 48557		259.39	
PERS RETIREMENT	48558	7/13/2016	70.98	BOARD RETIREMENT ENDING 6/30/16
	Total 48558		70.98	
PLANT PEOPLE, INC	48559	7/13/2016	158.00	MAINT OF LIVE PLANTS-JULY
	Total 48559		158.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/13/2016 Through 7/13/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PROFORMA PRINT & PROMOTIONS	48560	7/13/2016	461.53	A/P CHECKS
	Total 48560		461.53	
QUALITY CHEVROLET	48561	7/13/2016	98.09	VEHICLE REPAIR/MAINT
	Total 48561		98.09	
SAN DIEGO EMPLOYERS ASSOCIATION	48562	7/13/2016	599.00	MEMBERSHIP RENEWAL
	Total 48562		599.00	
SAN DIEGUITO TROPHY	48563	7/13/2016	42.12	NAMEPLATES
	Total 48563		42.12	
SAN DIEGUITO WATER DISTRICT	48564	7/13/2016	128.92	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		7/13/2016	104.58	WATER @ TANKER
	Total 48564		233.50	
SOUTHERN CONTRACTING COMPANY	48565	7/13/2016	240.00	ELECTRICAL WORK-DISCONNECT FOUNTAIN
SOUTHERN CONTRACTING COMPANY		7/13/2016	866.00	GE TRANSFER SWITCH REPAIR @ VP5
SOUTHERN CONTRACTING COMPANY		7/13/2016	360.00	TEST WATER PUMP FOR FOUNTAIN
SOUTHERN CONTRACTING COMPANY		7/13/2016	972.00	WATER FOUNTAIN PUMP
	Total 48565		2,438.00	
TC CONSTRUCTION	48566	7/13/2016	49,330.54	SPS REHAB PROJECT
	Total 48566		49,330.54	
THE HOME DEPOT CRC/GECF	48567	7/13/2016	230.90	SUPPLIES
	Total 48567		230.90	
UNDERGROUND SERVICE ALERT OF	48568	7/13/2016	208.50	DIG ALERT
	Total 48568		208.50	
UNIFIRST CORPORATION	48569	7/13/2016	185.34	LAUNDRY SERVICE-6/29/16
UNIFIRST CORPORATION		7/13/2016	188.85	LAUNDRY SERVICE-7/6/16
	Total 48569		374.19	
VERIZON WIRELESS	48570	7/13/2016	21.27	TELEMETRY
	Total 48570		21.27	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/13/2016 Through 7/13/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
WASTE MANAGEMENT	48571	7/13/2016	<u>240.10</u>	TRASH SERVICE-JUNE
	Total 48571		240.10	
XEROX CORPORATION	48572	7/13/2016	<u>91.02</u>	COPIER LEASE MAINT
	Total 48572		91.02	
Report Total			<u>311,514.89</u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 20, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18695 - 18713	7/20/2016	\$45,447.42

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/20/2016 Through 7/20/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLIANT INSURANCE SERVICES, INC	48573	7/20/2016	998.98	COMMERCIAL CYBER LIABILITY INS
	Total 48573		998.98	
ARC DOCUMENT SOLUTIONS,LLC	48574	7/20/2016	8.09	PLANS AND SPECS-JUNE
	Total 48574		8.09	
PETTY CASH	48575	7/20/2016	293.77	PETTY CASH-JULY
	Total 48575		293.77	
CHUCKS TIRE CENTER	48576	7/20/2016	435.25	TIRES
	Total 48576		435.25	
CONEXIS	48577	7/20/2016	130.32	SEC 125 FLEX PLAN-JUNE
	Total 48577		130.32	
DUDEK & ASSOCIATES	48578	7/20/2016	13,442.46	GE/CIP/JUNE/200/353/361
	Total 48578		13,442.46	
ENCINA WASTEWATER AUTHORITY	48579	7/20/2016	2,321.50	QRTLY LAB FEES
	Total 48579		2,321.50	
I2B NETWORKS, INC	48580	7/20/2016	160.00	WEB CAM @ BPS
	Total 48580		160.00	
ICMA RETIREMENT-303979	48581	7/20/2016	3,694.94	DEFERRED COMP-7/20/16
	Total 48581		3,694.94	
INFRASTRUCTURE ENGINEERING CORP	48582	7/20/2016	1,871.16	FY 2016 GRAVITY LINE
INFRASTRUCTURE ENGINEERING CORP		7/20/2016	2,777.40	L1 FORCE MAIN
	Total 48582		4,648.56	
NAPA AUTO	48583	7/20/2016	61.00	BULB LIGHT KIT
	Total 48583		61.00	
NATIONWIDE RETIREMENT SOLUTIONS	48584	7/20/2016	247.22	DEFERRED COMP-7/20/16
	Total 48584		247.22	
OFFICE DEPOT, INC.	48585	7/20/2016	341.68	OFFICE SUPPLIES
	Total 48585		341.68	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 7/20/2016 Through 7/20/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PEP BOYS	48586	7/20/2016	40.15	AC PRO W/GAUGE
PEP BOYS		7/20/2016	33.48	COVER FOR DASHBOARD
PEP BOYS		7/20/2016	29.15	LENS RENEW KIT
PEP BOYS		7/20/2016	3.21	MINI BLADE FUSE PACK
	Total 48586		105.99	
PERS RETIREMENT	48587	7/20/2016	12,467.29	EMPLOYEE RETIREMENT ENDING 7/3/16
	Total 48587		12,467.29	
SAN DIEGO GAS & ELECTIRC	48588	7/20/2016	1,690.94	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		7/20/2016	1,083.74	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		7/20/2016	155.99	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		7/20/2016	183.81	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		7/20/2016	10.84	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		7/20/2016	1.28	NATURAL GAS @ EE
	Total 48588		3,126.60	
SOUTHERN CONTRACTING COMPANY	48589	7/20/2016	600.00	ELECTRICAL WORK-AWT/LPS
	Total 48589		600.00	
T.Y. LIN INTERNATIONAL	48590	7/20/2016	7,781.75	POINSETTIA STATION-SEWER IMPROVEMENTS
	Total 48590		7,781.75	
UNIFIRST CORPORATION	48591	7/20/2016	185.34	LAUNDRY SERVICE-W/E 7/13/16
	Total 48591		185.34	
U.S. BANK	48592	7/20/2016	4,430.98	CONFERENCES,MEETINGS,SUPPLI...
	Total 48592		4,430.98	
VERIZON WIRELESS	48593	7/20/2016	656.93	CELL PHONES USAGE
	Total 48593		656.93	
WORDEN WILLIAMS, APC	48594	7/20/2016	3,584.30	LEGAL FEES-JUNE
	Total 48594		3,584.30	
Report Total			59,722.95	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 6/30/2016 Through 6/30/2016

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	6/30/2016		550.00	4330	BOARD CONFERENCES	CASA CONF REG-D.O.
U.S. BANK	API	6/30/2016		550.00	4330	BOARD CONFERENCES	CASA CONF REG-E.S.
U.S. BANK	API	6/30/2016		216.20	4330	BOARD CONFERENCES	CASA CONF-AIR
U.S. BANK	API	6/30/2016		216.20	4330	BOARD CONFERENCES	CASA CONF-E.S.
U.S. BANK	API	6/30/2016		2,200.00	4330	BOARD CONFERENCES	CASA CONF-REG
U.S. BANK	API	6/30/2016		29.95	4950	Computer Software/Srvc/Support/Hardware	DOMAIN NAME
U.S. BANK	API	6/30/2016		44.35	5040	SAFETY SUPPLIES	AED SUPPLIES
U.S. BANK	API	6/30/2016		253.96	5710	TRAINING, EDUCATION & CONFERNC	CASA CONF-AIR
U.S. BANK	API	6/30/2016		(332.95)	5710	TRAINING, EDUCATION & CONFERNC	CREDIT-AIR
U.S. BANK	API	6/30/2016		225.00	5710	TRAINING, EDUCATION & CONFERNC	CSDA-R.D.
U.S. BANK	API	6/30/2016		43.18	5710	TRAINING, EDUCATION & CONFERNC	CSRMA HR SEMINAR
U.S. BANK	API	6/30/2016		305.09	5735	EMPLOYEE RECOGNITION	FS RECOG. BREAKFAST
U.S. BANK	API	6/30/2016		100.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	6/30/2016		30.00	5910	TELEPHONE	WIFI
Transaction Total				<u>4,430.98</u>			
Total 6/30/2016				4,430.98			
Report Opening/Current Balance							
Report Transaction Totals				4,430.98			
Report Current Balances							

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: **July 21, 2016**
 Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18714	7/21/2016	\$92.35

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: August 1, 2016

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
18715 - 18719	8/1/2016	\$2,494.10

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/1/2016 Through 8/1/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ICMA RETIREMENT-303979	48624	8/1/2016	270.00	DEFERRED COMP-ADDITIONAL AMOUNT
	Total 48624		270.00	
Report Total			270.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/1/2016 Through 8/1/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	48595	8/1/2016	29,092.46	HEALTH INS-AUGUST
	Total 48595		29,092.46	
CARLSBAD FUELS CORPORATION	48596	8/1/2016	631.20	VEHICLE FUEL
CARLSBAD FUELS CORPORATION		8/1/2016	781.32	VEHILE FUELS-JUNE
	Total 48596		1,412.52	
DAVIS FARR LLP	48597	8/1/2016	10,000.00	AUDITING FEES-JUNE
	Total 48597		10,000.00	
DUDEK & ASSOCIATES	48598	8/1/2016	440.00	GE/3251/100/GRADING
DUDEK & ASSOCIATES		8/1/2016	660.00	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		8/1/2016	275.00	GE/3252/0699/HYMETTUS
DUDEK & ASSOCIATES		8/1/2016	550.00	GE/3252/0844/LC TOWNE
DUDEK & ASSOCIATES		8/1/2016	55.00	GE/3252/0864/FIORE
DUDEK & ASSOCIATES		8/1/2016	275.00	GE/3252/0897/OMWD
DUDEK & ASSOCIATES		8/1/2016	322.50	GE/3252/0929/CASADA VERDE
DUDEK & ASSOCIATES		8/1/2016	215.00	GE/3252/0957/EL CAMINO
DUDEK & ASSOCIATES		8/1/2016	325.00	GE/3252/0967/HABIT BURGER
DUDEK & ASSOCIATES		8/1/2016	330.00	GE/3252/0972/BEACONS
DUDEK & ASSOCIATES		8/1/2016	495.00	GE/3252/0973/ANOTHER BROKEN EGG CAFE
	Total 48598		3,942.50	
ELLIOT ASSOCIATES	48599	8/1/2016	456.00	DATA PROCESSING-16/17 ANNUAL ASSESSMENT
	Total 48599		456.00	
ENCINITAS UNIFIED SCHOOL DISTRICT	48600	8/1/2016	5.00	REFUND DEV
	Total 48600		5.00	
GREAT AMERICA FINANCIAL SERVICES	48601	8/1/2016	857.60	COPIER LEASE
	Total 48601		857.60	
HARTFORD LIFE & ACCIDENT INS.	48602	8/1/2016	441.32	LIFE INS-AUG
	Total 48602		441.32	
HOCH CONSULTING	48603	8/1/2016	2,156.25	SPS CONSTRUCTION MGMT
	Total 48603		2,156.25	
HOOKE ON SUSHI	48604	8/1/2016	2.50	REFUND DEV HOOKED ON SUSHI

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/1/2016 Through 8/1/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 48604		2.50	
INFRASTRUCTURE ENGINEERING CORP	48605	8/1/2016	600.00	AS NEED GIS SERVICES
INFRASTRUCTURE ENGINEERING CORP		8/1/2016	545.00	HYMETTUS AS BUILTS
INFRASTRUCTURE ENGINEERING CORP		8/1/2016	545.00	LC RES AS BUILTS-GIS
	Total 48605		1,690.00	
JOHN W. SMITH dba NC Backflow	48606	8/1/2016	275.00	REPAIR WORK
	Total 48606		275.00	
MALLORY SAFETY AND SUPPLY	48607	8/1/2016	157.34	SAFETY ITEMS
	Total 48607		157.34	
MES VISION	48608	8/1/2016	379.33	VISION INSURANCE-AUG
	Total 48608		379.33	
MSC JANITORIAL SERVICE, INC	48609	8/1/2016	1,552.92	JANITORIAL SERVICES-JULY
	Total 48609		1,552.92	
NAPA AUTO	48610	8/1/2016	31.27	OIL, WASHER REPAIRS
	Total 48610		31.27	
NORTH COUNTY HUMAN RESOURCES	48611	8/1/2016	200.00	Membership Renewal-2016
	Total 48611		200.00	
OFFICE DEPOT, INC.	48612	8/1/2016	177.78	OFFICE SUPPLIES
	Total 48612		177.78	
PERS RETIREMENT	48613	8/1/2016	12,539.89	EMPLOYEE RETIREMENT ENDING 7/17/16
	Total 48613		12,539.89	
PLANCOM, INC	48614	8/1/2016	250.00	REFUND DEV-CABO GRILL
	Total 48614		250.00	
PLUMBERS DEPOT, INC	48615	8/1/2016	110.97	WARTHOG/SEAL
	Total 48615		110.97	
RANCHO SANTA FE SECURITY SYSTEMS	48616	8/1/2016	258.00	ALARM SYSTEM
	Total 48616		258.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/1/2016 Through 8/1/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
RREG INVENSTMENTS SERIES	48617	8/1/2016	10.00	REFUND DEV #0919
	Total 48617		10.00	
SAN DIEGO UNION TRIBUNE	48618	8/1/2016	51.08	NEWSPAPER DELIVERY SERVICE-MONTHLY
	Total 48618		51.08	
SAN DIEGO GAS & ELECTIRC	48619	8/1/2016	112.17	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		8/1/2016	11,579.27	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		8/1/2016	485.86	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		8/1/2016	788.76	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		8/1/2016	351.21	ELECTRIC @ VP5 PS
	Total 48619		13,317.27	
THE GUARDIAN	48620	8/1/2016	4,116.48	DENTAL/DISABILITY INS/AUGUST
	Total 48620		4,116.48	
TRI COMMUNITY ANSWERING SERVICE	48621	8/1/2016	90.00	ANSWERING SERVICE-AUG
	Total 48621		90.00	
UNIFIRST CORPORATION	48622	8/1/2016	192.03	LAUNDRY SERVICE-W/E 7/20/16
	Total 48622		192.03	
YOCADIA INC	48623	8/1/2016	17.50	REFUND DEV #0926
	Total 48623		17.50	
Report Total			83,783.01	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 3, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18720 - 18738	8/3/2016	\$47,019.66

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

JULY

2015

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

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

JANUARY

2016

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

FEBRUARY

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

MARCH

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

APRIL

4/2/2016	Board		\$3,531.16
4/13/2016	Employee		\$44,125.93
4/14/2016	Employee	Incentive	\$11,302.63
4/27/2016	Employee		<u>\$44,434.86</u>
	TOTAL		\$103,394.58

MAY

5/2/2016	Board		\$4,924.86
5/11/2016	Employee		\$45,328.93
5/11/2016	Employee	Incentive	\$16,361.17
5/25/2016	Employee		<u>\$45,256.06</u>
	TOTAL		\$111,871.02

JUNE

6/2/2016	Board		\$4,900.16
6/8/2016	Employee		\$45,693.96
6/22/2016	Employee		<u>\$44,504.50</u>
	TOTAL		\$95,098.62

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

JULY

7/2/2016	Board		\$1,113.05
7/6/2016	Employee		\$45,209.70
7/20/2016	Employee		\$45,447.42
7/21/2016	Employee	Incentive	<u>\$92.35</u>
	TOTAL		\$91,862.52

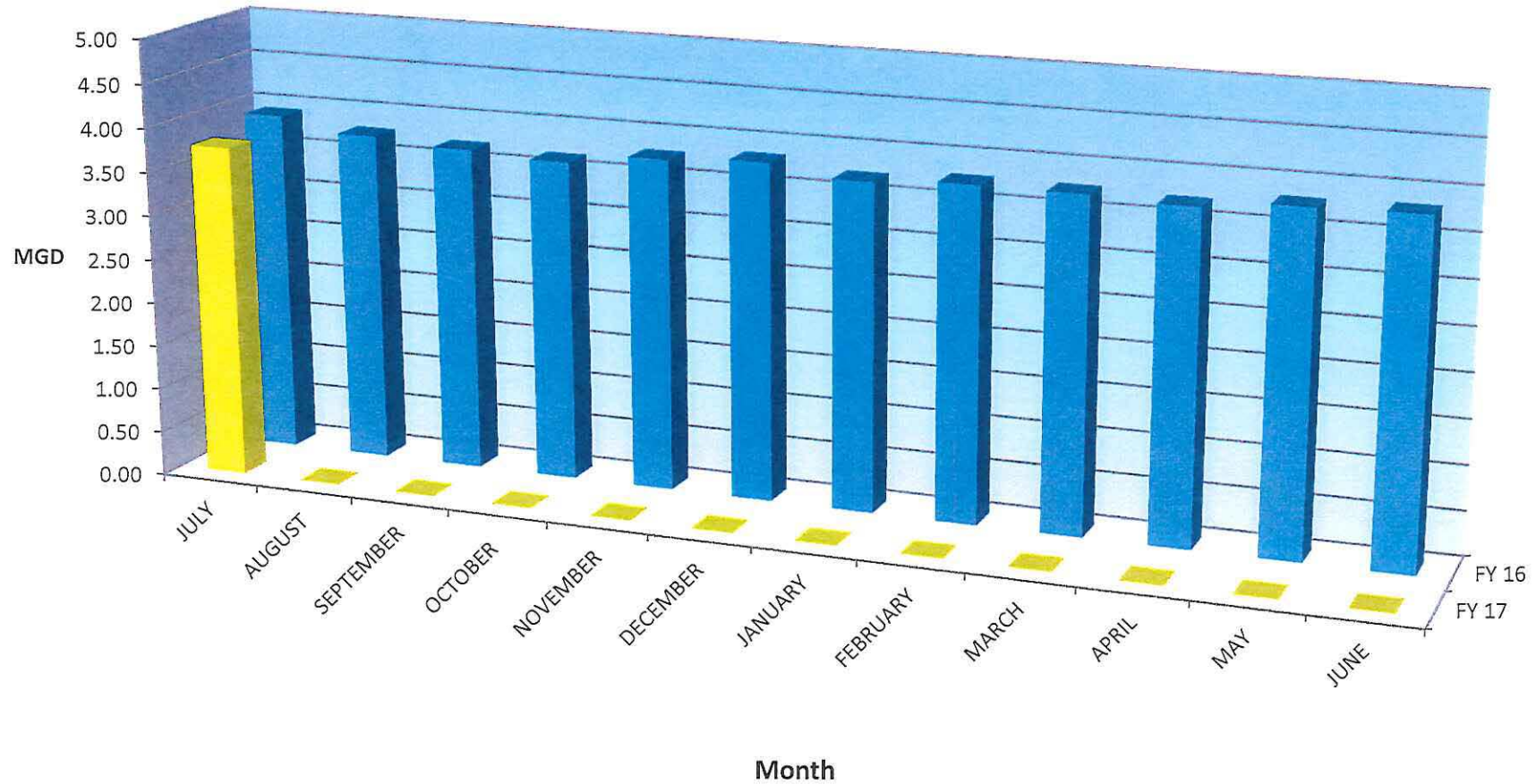
AUGUST

8/1/2016	Board		\$2,494.10
8/3/2016	Employee		<u>\$47,019.66</u>
	TOTAL		\$49,513.76

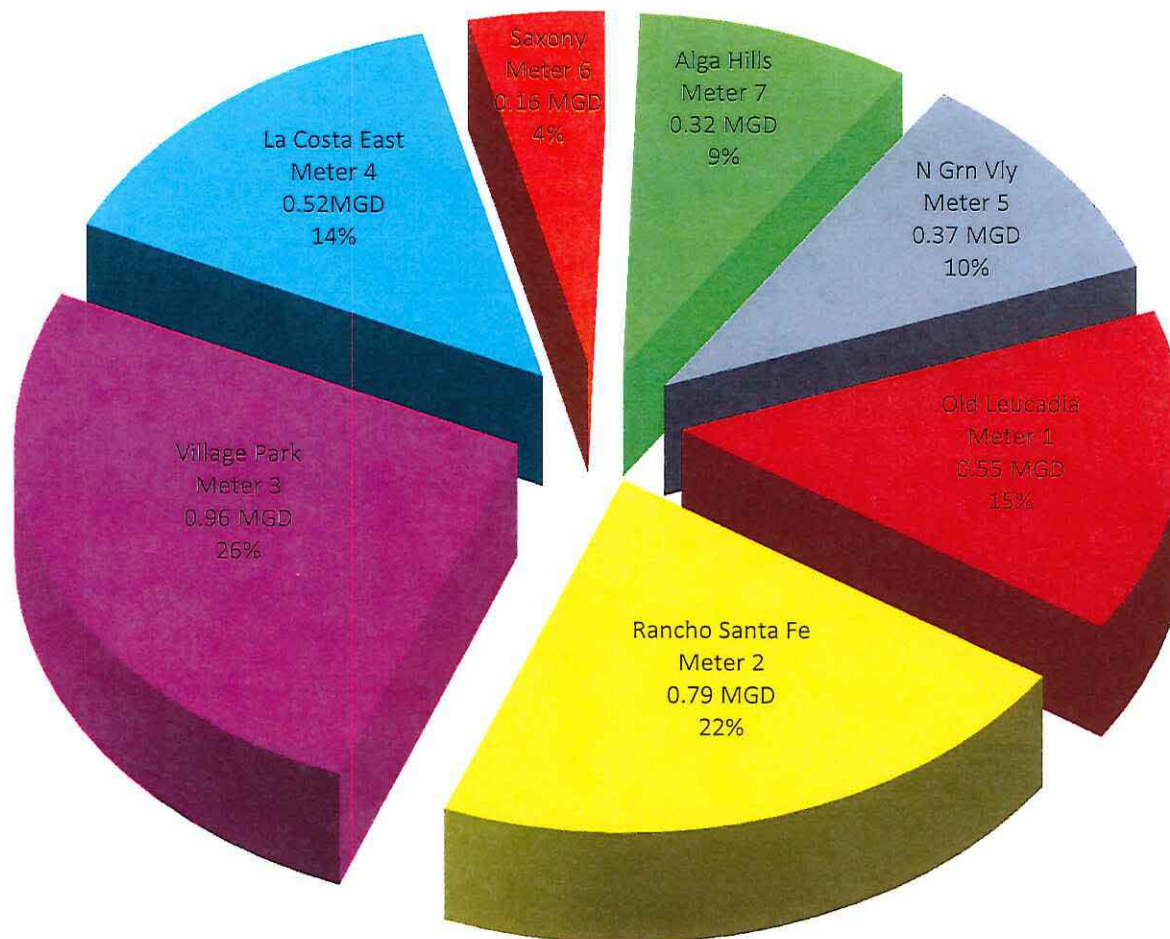
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2017 (July 2016 - June 2017)**

CURRENT MONTH - July 2016							FY 2015-2016
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,560.21	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	116.87	1.00	3.77	132	54.07	3.92
YTD			28,561.21				
AUGUST					0		3.77
YTD			28,561.21				
SEPTEMBER					0		3.70
YTD			28,561.21				
OCTOBER					0		3.65
YTD			28,561.21				
NOVEMBER					0		3.77
YTD			28,561.21				
DECEMBER					0		3.83
YTD			28,561.21				
JANUARY					0		3.71
YTD			28,561.21				
FEBRUARY					0		3.77
YTD			28,561.21				
MARCH					0		3.76
YTD			28,561.21				
APRIL					0		3.72
YTD			28,561.21				
MAY					0		3.81
YTD			28,561.21				
JUNE					0		3.83
YTD			28,561.21				
YTD Totals	0.00	116.87	1.00			54.07	
Mo Average	0.00	116.87	1.00	3.77	11.00	54.07	3.77

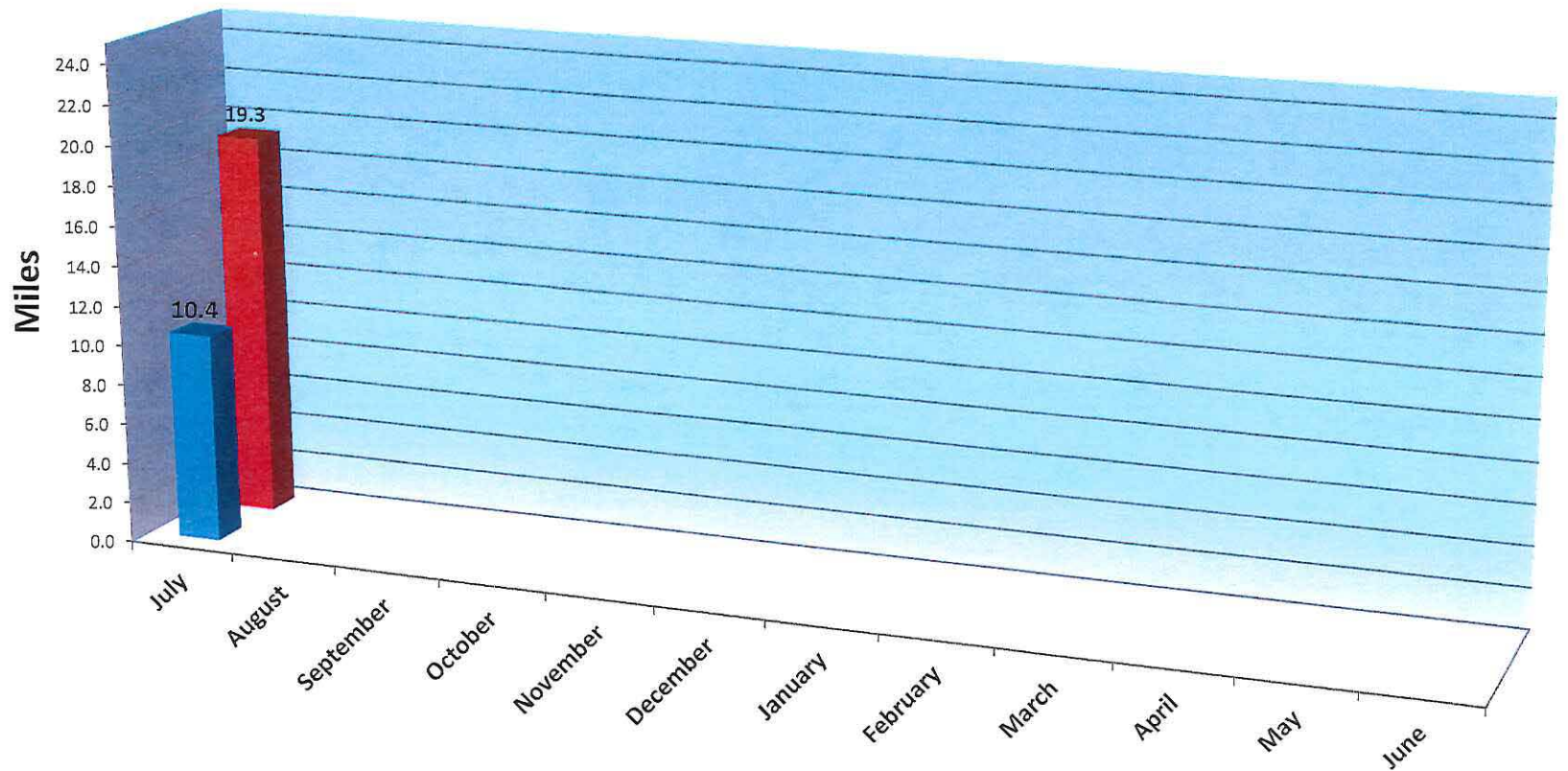
Leucadia Wastewater District Flow Comparison FY 16 to FY 17



LWD Flows by Sub-Basin
July 2016
Total LWD Flow = 3.77 MGD



FY-17 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

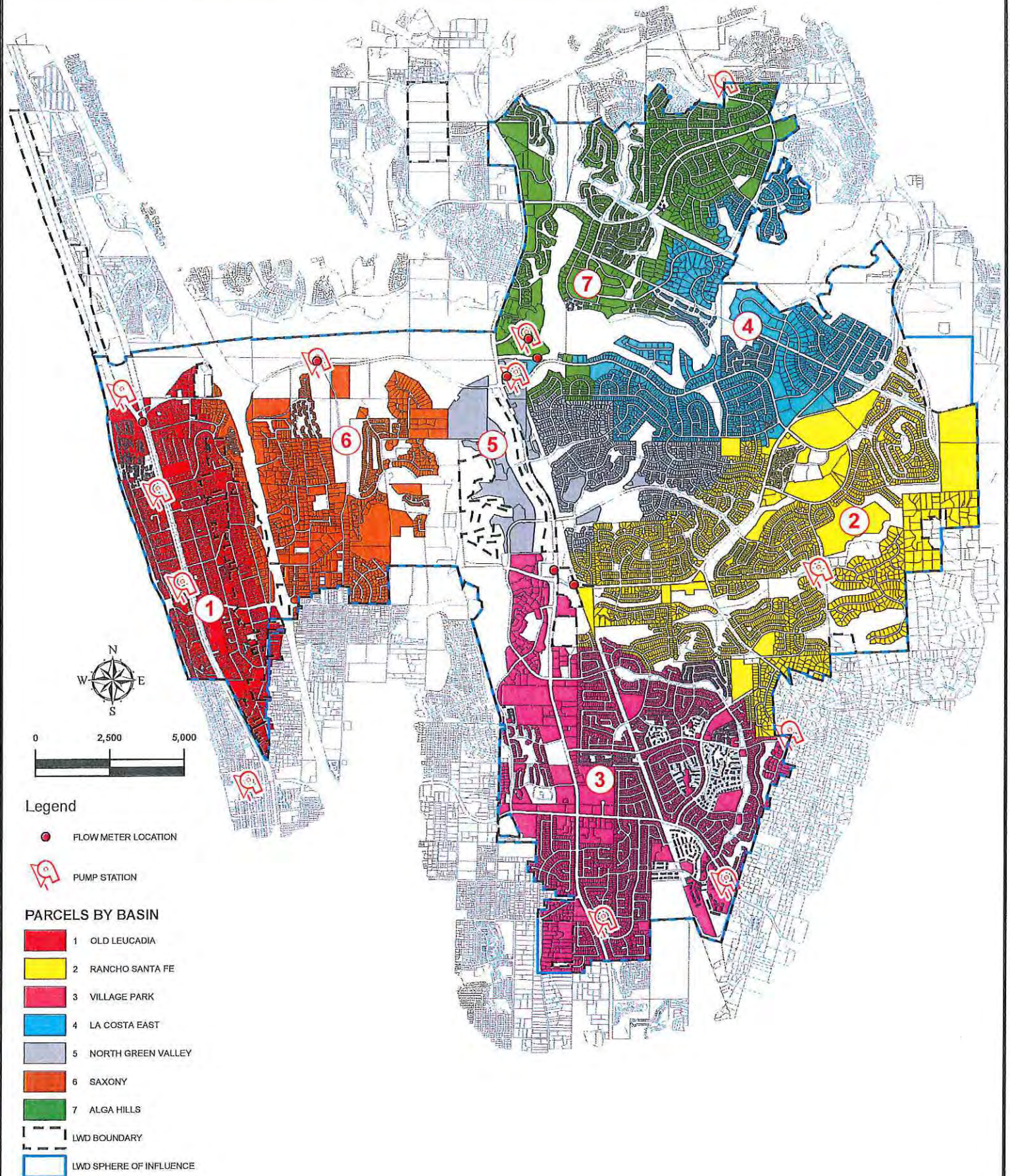
Hydro-Cleaning: 15 Miles/Month

CCTV Inspection: 6.3 Miles/ Month

■ CCTV Inspections

■ Total Hydro Cleaning

LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet As of 7/31/2016

		Current Year
Assets		
Cash & Investments	1CAS	34,764,363.71
Accounts Receivables	2A/R	131,007.53
Prepaid Expense	3PRE	196,610.64
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	152,544,668.03
Less Accumulated Depreciation	6DEP	(52,380,807.32)
Total Assets		<u>136,742,642.59</u>
Deferred Outflows		
PERS Proportions Difference	7D/O	15,754.00
Current Year PERS Employer Contribution	8D/O	242,055.47
Total Deferred Outflows		<u>257,809.47</u>
Total Assets & Deferred Outflows		<u><u>137,000,452.06</u></u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	338,662.56
Developer Deposits	DEVD	206,679.46
Net Pension Liability	LTDB	2,277,414.00
EWA Pension Liability	LTDP	1,816,300.00
Total Liabilities		<u>4,639,056.02</u>
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	48,723.00
Projected/Actual PERS Earnings Difference	D/In	765,316.00
Total Deferred Inflows		<u>814,039.00</u>
Net Position		
Beginning Net Position (as of June 30, 2016)		
Investment in Capital Assets	IC/A	102,080,040.50
Reserves	RESV	29,783,956.78
Undesignated Net Position	UNDS	(222,706.22)
Total Beginning Net Position (as of June 30, 2016)		<u>131,641,291.06</u>
Current Change In Net Position		
Other		(93,934.02)
Total Current Change In Net Position		<u>(93,934.02)</u>
Total Net Position		<u>131,547,357.04</u>
Total Liabilities, Deferred Inflows & Net Position		<u><u>137,000,452.06</u></u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2016 Through 7/31/2016

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
---------------	------------	---------------------	------------------	------------------------------

OPERATING REVENUES

3110 Sewer Service Fees	85,327.71	9,819,969.00	9,734,641.29	0.9%
3150 Recycled Water Sales	0.00	269,000.00	269,000.00	0.0%
3100 Misc. Operating Revenue	\$ 440.00	\$ 223,710.00	\$ 223,270.00	0.2%
TOTAL OPERATING REVENUES	\$ 85,767.71	\$10,312,679.00	\$10,226,911.29	0.8%

OPERATING EXPENSES

4100 Salaries	\$ 65,926.35	\$ 1,747,174.00	\$ 1,681,247.65	3.8%
4200 Employee Benefits	56,998.92	832,488.00	775,489.08	6.8%
4300 Directors Expense	121.61	142,400.00	142,278.39	0.1%
4400 Election Expense	0.00	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	0.00	44,000.00	44,000.00	0.0%
4700 Insurance Expense	17,087.70	113,900.00	96,812.30	15.0%
4800 Memberships	809.00	25,900.00	25,091.00	3.1%
4900 Office Expense	5,916.13	137,100.00	131,183.87	4.3%
5000 Operating Supplies	374.19	227,600.00	227,225.81	0.2%
5200 Professional Services	1,460.00	464,700.00	463,240.00	0.3%
5300 Printing & Publishing	0.00	29,000.00	29,000.00	0.0%
5400 Rents & Leases	2,770.32	15,200.00	12,429.68	18.2%
5500 Repairs & Maintenance	17,705.99	441,600.00	423,894.01	4.0%
5600 Monitoring & Permits	1,002.00	57,300.00	56,298.00	1.7%
5700 Training & Development	1,038.21	47,200.00	46,161.79	2.2%
5900 Utilities	17,190.80	477,900.00	460,709.20	3.6%
6100 LAFCO Operations	6,470.14	9,000.00	2,529.86	71.9%
6200 Encina Operating Expense	0.00	1,911,730.00	1,911,730.00	0.0%
6900 Admin O/H alloc to Capital	0.00	(137,959.00)	(137,959.00)	0.0%
TOTAL OPERATING EXPENSES	\$ 194,871.36	\$ 6,616,233.00	\$ 6,421,361.64	2.9%

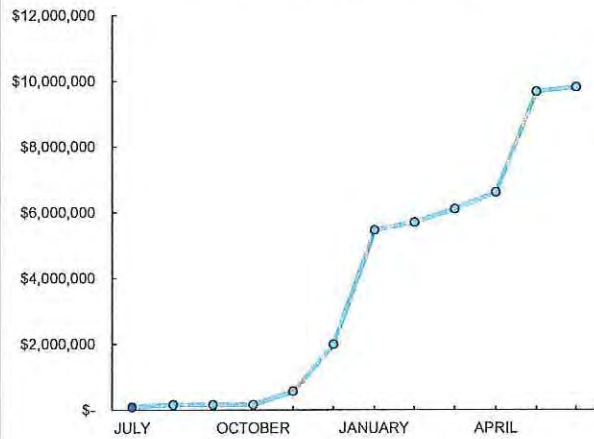
NON-OPERATING REVENUES

3130 Capacity Fees	4,006.00	240,360.00	236,354.00	1.7%
3220 Property Taxes	0.00	1,550,000.00	1,550,000.00	0.0%
3250 Investment Income	22,240.00	212,000.00	189,760.00	10.5%
3290 Misc. Non Op Revenue	0.00	174,400.00	174,400.00	0.0%
TOTAL NON-OPERATING REVENUES	\$ 26,246.00	\$ 2,176,760.00	\$ 2,150,514.00	1.2%

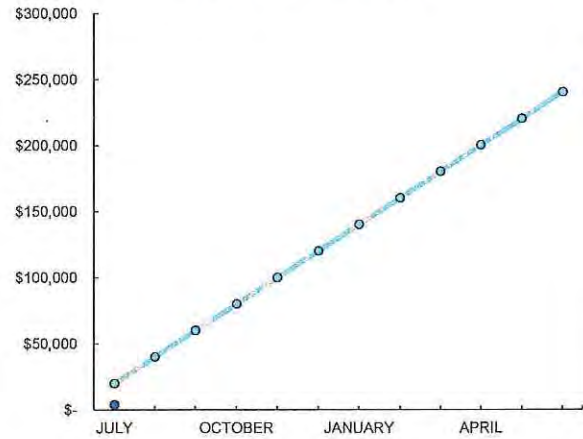
Leucadia Wastewater District Revenue FY2017

YTD through July 31, 2016

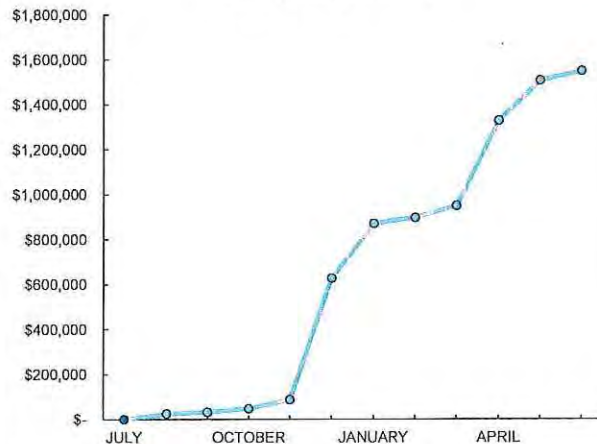
Sewer Service Fees



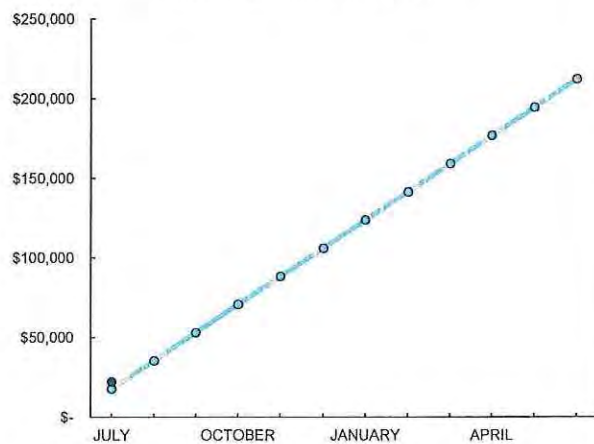
Capacity Charges



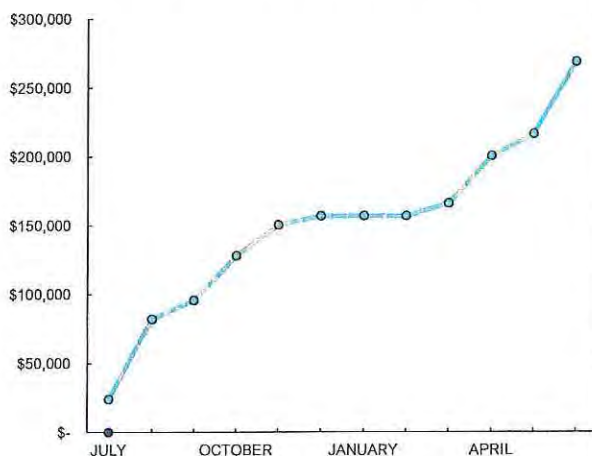
Property Taxes



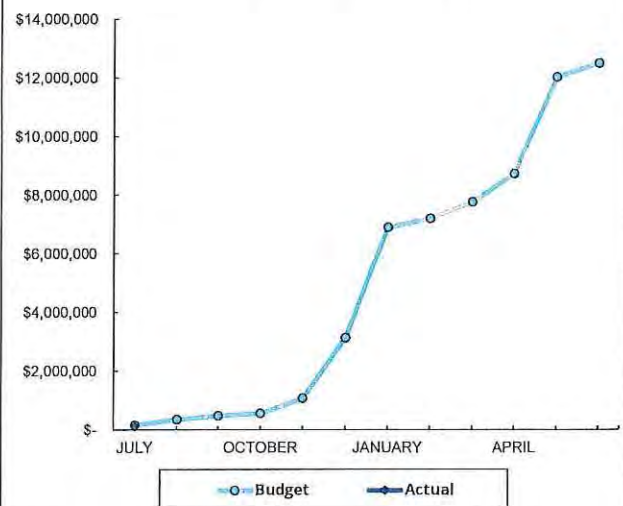
Investment Income



Recycled Wastewater Sales



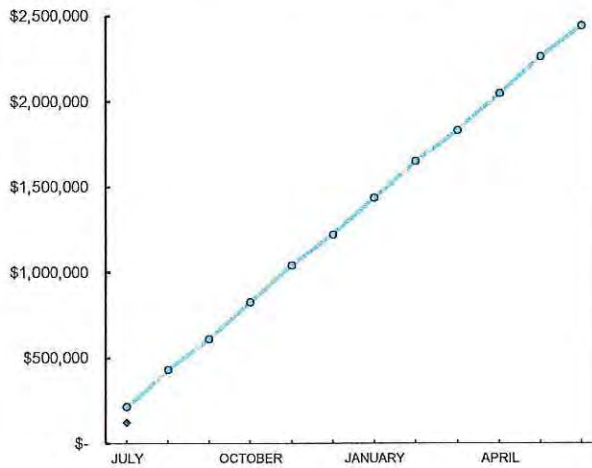
Total Revenue



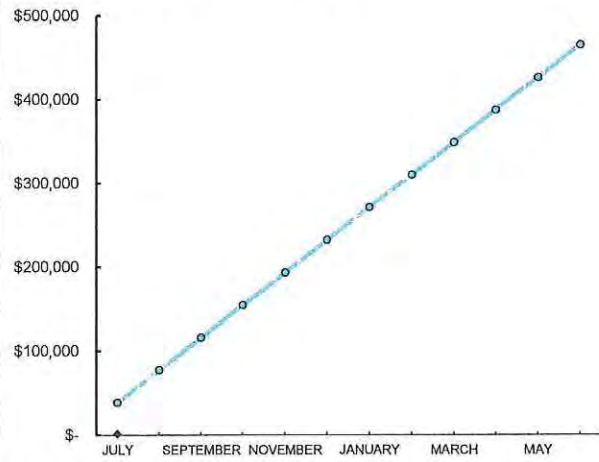
Leucadia Wastewater District Operating Expenses FY2017

YTD through July 31, 2016

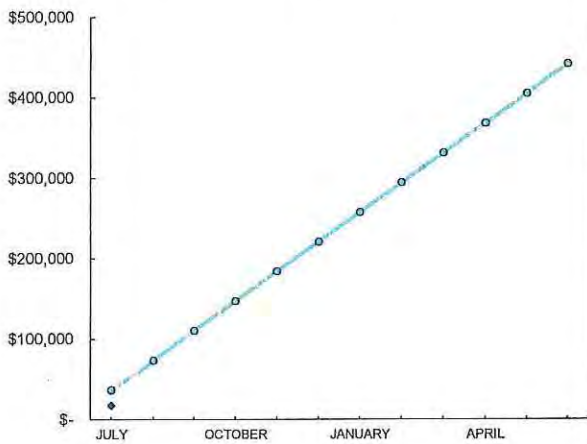
Salaries and Benefits



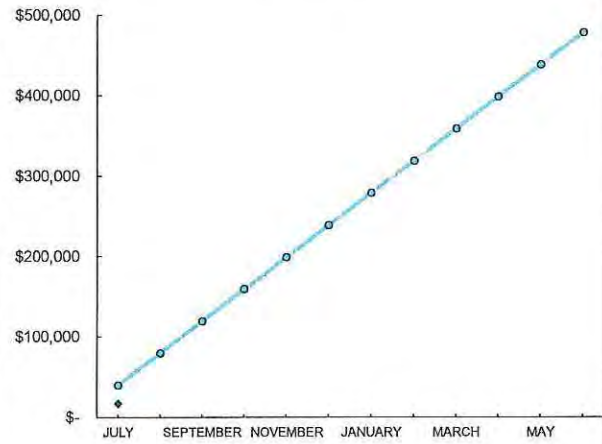
Professional Services



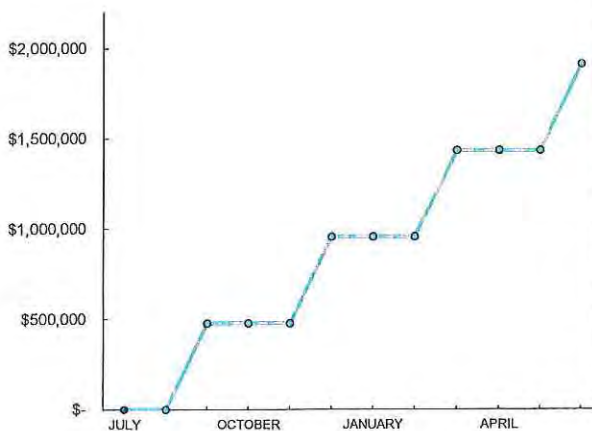
Repairs & Maintenance



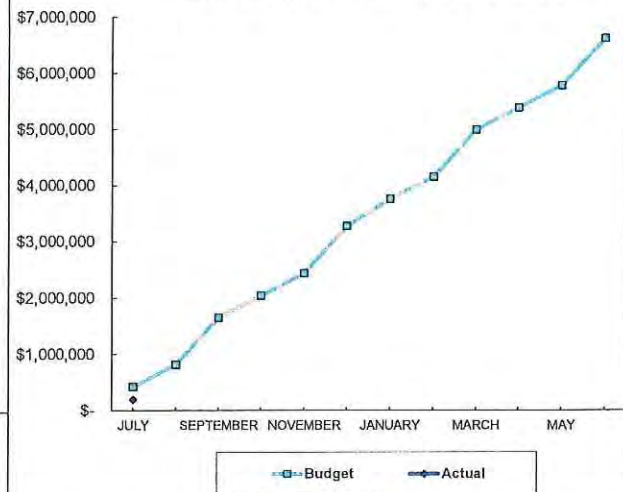
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

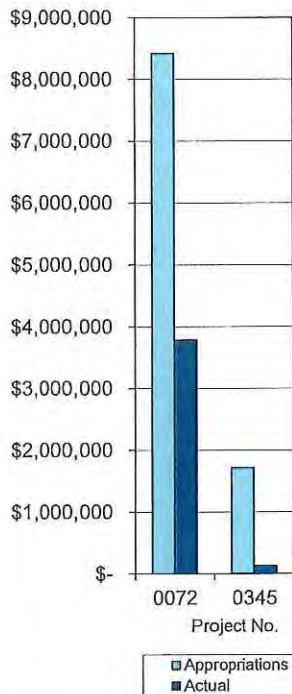


* Preliminary; subject to future review, reconciliation, accruals, and audit

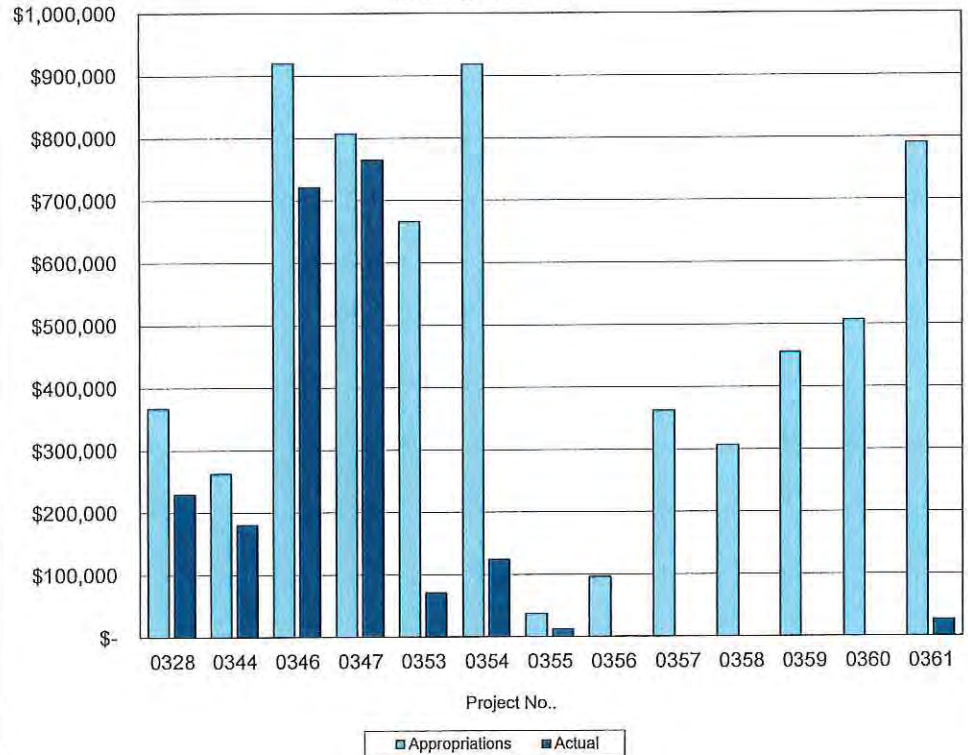
Leucadia Wastewater District Capital Expenditures

As of July 31, 2016

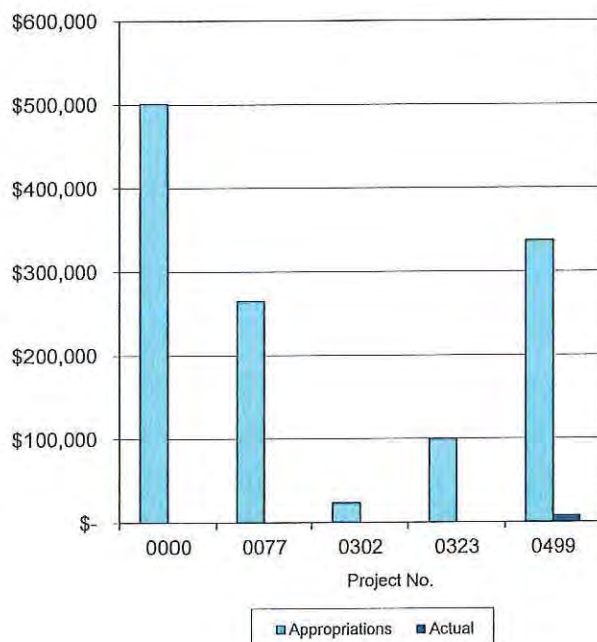
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2016



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



Single Year Capital Expenditures by Project FY2016



Project Legend

Multi-Year Capital Projects

	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Scott's Valley Pipeline Repair	0344
Leucadia PS VFD Replacement	0345
FY2015 Gravity Pipeline Rehabilitation	0346
Saxony Pump Station Rehabilitation	0347
FY2016 Gravity Pipeline Rehabilitation	0353
Village Park No. 5 PS Replacement	0354
Batequitos Pump Station Solar Panels	0355
New Recycled Water Pump Design	0356
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
FY2017 Gravity Pipeline Rehabilitation	0359
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361

Single Year Capital Projects

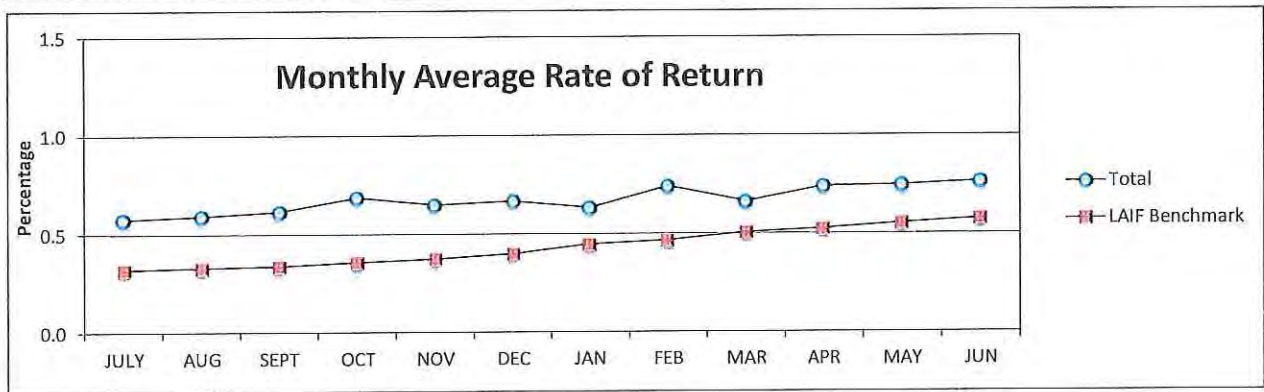
	No.
Equipment	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

LEUCADIA WASTEWATER DISTRICT

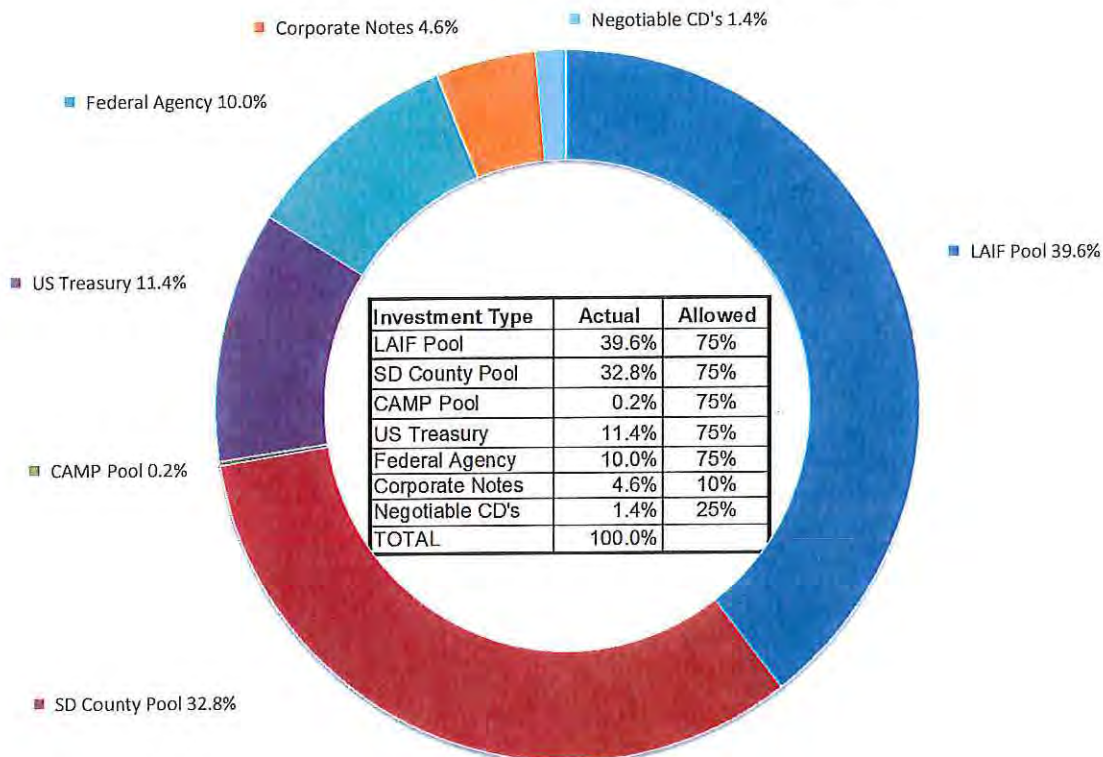
Monthly Investment Summary

June 30, 2016

Cash Equivalents & Investments	Principal (Original Cost)		June Interest	Average Rate
	May 31, 2016	June 30, 2016		
LAIF Pool	\$ 14,161,738	\$ 13,864,738	\$ 6,726	0.576%
SD County Pool	11,485,614	11,485,614	7,839	0.819%
CAMP Pool	68,272	67,878	26	0.510%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	6,579	6,186	39	7.370%
Federal Agency Notes	3,488,390	3,488,390	2,895	1.010%
Corporate Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	500,000	500,000	531	1.270%
Total Camp Portfolio	9,598,914	9,598,520	7,800	0.980%
Totals	\$ 35,314,538	\$ 35,016,751	\$ 22,391	0.764%

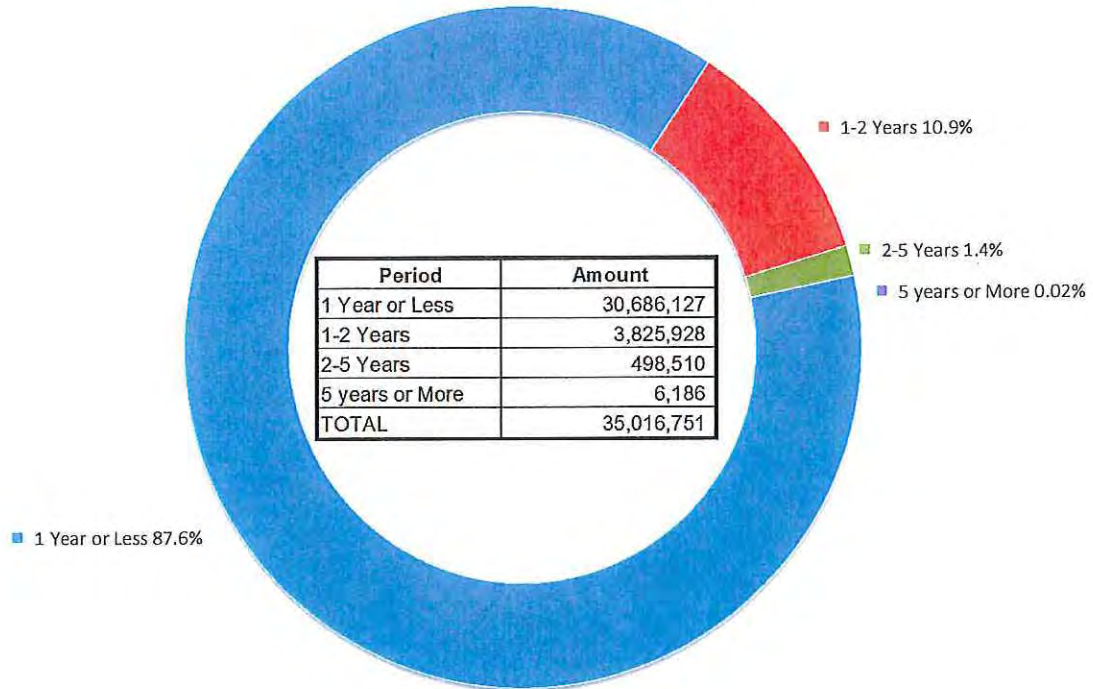


INVESTMENT DISTRIBUTION BY CATEGORY

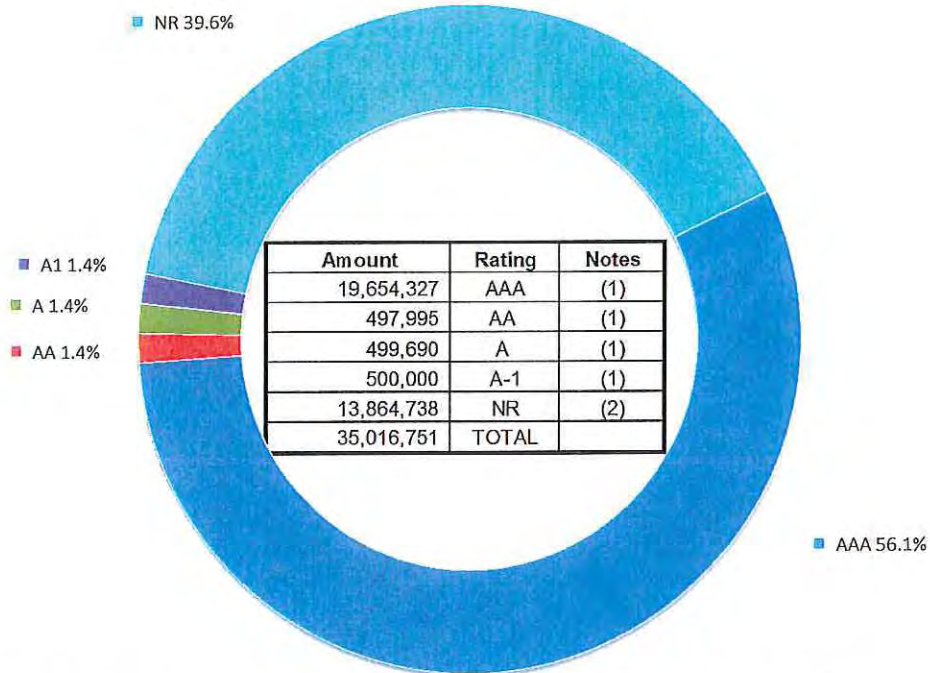


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2016
(Continued)

REMAINING MATURITY



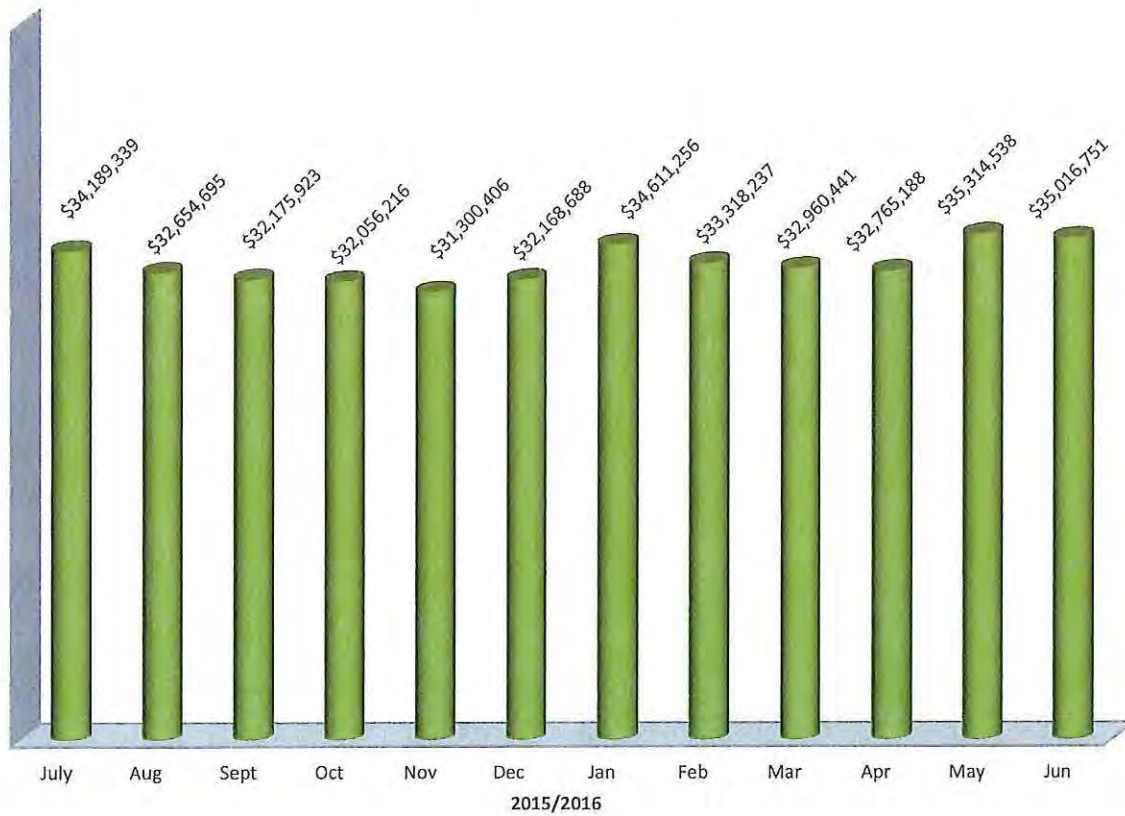
INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2016
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of June, 2016

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 393	\$ -	(3)	7.37%
TOTAL	\$ -	\$ 393	\$ -		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 17-5106

DATE: August 11, 2016
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, 2016 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rd:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY


6-30-16

SUMMARY OF CASH & INVESTMENTS at June 30, 2016				
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS				
ASSETS	AMORTIZED COST 6/30/2016	% OF TOTAL		MARKET VALUE 6/30/2016
		Actual	Allowed	
CASH IN BANK (Checking Accounts)	\$ 187,994	0.5%	25%	\$ 187,994
LAIF - STATE INVESTMENT POOL	\$ 13,864,738	39.5%	75%	\$ 13,873,351
SAN DIEGO COUNTY INVESTMENT POOL	\$ 11,485,614	32.7%	75%	\$ 11,484,000
CAMP - JPA INVESTMENT POOL	\$ 67,878	0.2%	75%	\$ 67,892
CAMP PORTFOLIO - US BANK Safekeeping				
Federal Agency Securities				
GNMA Pools	\$ 6,131			\$ 6,141
FNMA Benchmark & Global Notes	\$ 1,501,159			\$ 1,506,981
FHLMC Notes	\$ 1,991,842			\$ 2,004,103
Total Federal Agency Securities	\$ 3,499,132	10.0%	75%	\$ 3,517,225
US Treasury Bonds/Notes	\$ 3,995,863	11.4%	75%	\$ 4,008,547
Corporate Notes	\$ 1,527,402	4.3%	10%	\$ 1,532,432
Certificates of Deposit	\$ 500,000	1.4%	10%	\$ 500,193
TOTAL CAMP PORTFOLIO	\$ 9,522,397	17.1%		\$ 9,558,397
TOTAL CASH & INVESTMENTS	\$ 35,128,621	100.0%		\$ 35,171,634

AS OF 06/30/16		QUARTERLY RESULTS			
Cash & Investments	Avg. Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
\$35.2M	109	\$2.1M	\$60.K	0.75%	0.55%

MEMORANDUM

Ref: 17-5099

DATE: August 11, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: July 2016 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

Attached please find the Board Disclosure of Reimbursements report for the month of July 2016 for your review.

tb:PJB

Attachment


Leucadia Wastewater District
Disclosure of Reimbursements Report
July 1 - 30, 2016

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	TSM R. Morishita	FSS J. Stecker
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/coaster									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

MEMORANDUM

DATE: August 11, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Fiscal Year 2017 (FY17) Pay Schedules



RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2280 approving the FY17 pay schedules.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The purpose of this agenda item is to present proposed Resolution No. 2280 to the Board of Directors for consideration. This resolution approves pay schedules for all employee classifications, including the General Manager classification for FY17 in accordance with CalPERS regulations and by California Code of Regulations (CCR) §570.5(a).

Staff recommends that the Board of Directors adopt Resolution No. 2280 approving the FY17 pay schedules in order to comply with CCR §570.5(a) and CalPERS regulations.

th:PJB

RESOLUTION NO. 2280

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE FISCAL YEAR 2017 PAY SCHEDULE**

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

Whereas, the LWD Board of Directors authorized a 2% classification adjustment for all employees, except the General Manager, on June 8, 2016 to be effective July 1, 2016; and,

Whereas, the LWD Board of Directors authorized a 3% salary adjustment for the LWD General Manager adjusting compensation from \$209,776.24 to \$216,069.53 effective July 13, 2016; and,

Whereas, the LWD Board of Directors desires to establish, adopt and publish the FY 2017 Pay Schedule for all LWD employees including the General Manager in accordance with CalPERS requirements and by California Code of Regulations (CCR) §570.5(a).

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors hereby adopts the LWD Fiscal Year 2017 Pay Schedule attached hereto as Attachment "1" and directs that it be posted and maintained in accordance with CalPERS requirements and CCR §570.5(a).
2. This Resolution supersedes Resolution No. 2265.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 17th day of August, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald F. Omsted, President

Attest:

Paul J. Bushee, Secretary /Manager

Attachment 1



FISCAL YEAR 2017 SALARY SCHEDULE

Position	Grade	Minimum Annual	Maximum Annual
General Manager	N/A	\$216,069.13	\$216,069.13
Administrative Services Manager Technical Services Manager	19	\$140,000.00	\$175,000.00
Field Services Superintendent	18	\$108,049.04	\$135,061.30
Field Services Supervisor Administrative Supervisor	17	\$90,040.87	\$112,551.08
Executive Assistant Field Services Specialist	16	\$75,034.06	\$93,792.57
Field Services Technician III	15	\$68,190.95	\$85,238.69
Accounting Technician	14	\$63,724.92	\$79,656.15
Field Services Technician II Administrative Specialist II	13	\$59,547.03	\$74,433.78
Vacant	12	\$56,175.90	\$70,219.87
Administrative Specialist Field Services Technician I	11	\$53,496.28	\$66,870.35
Vacant	10	\$50,951.13	\$63,688.91
Vacant	9	\$48,526.02	\$60,657.53
Field Services Technician-in-Training	8	\$46,196.97	\$57,746.21

Notes:

1. Approved and adopted by LWD Board of Directors August 17, 2016
2. Effective dates: July 1, 2016 – June 30, 2017 (All employees, except General Manager)
July 13, 2016 (General Manager salary until changed by the Board of Directors)
3. Time base for salary amounts indicated is "annual"

Encina Wastewater Authority Report
Regular Board Meeting
July 27, 2016

EWA Board of Directors - Director Sullivan Reporting

1. Adopt Resolution 2016-10 - Appropriating Funds for Fiscal Year 2017 Operating and Capital Program Budgets and Establishing Controls Thereon

The Board of Directors adopted Resolution 2016-10: appropriating and authorizing expenditure of \$15,606,355 in operating funds and \$13,165,897 in capital funds for the fiscal year ending June 30, 2017 as estimated in the Fiscal Year 2017 Operating and Capital Program Budget document.

2. Award of Design of the Primary Area Improvements Project

The Board of Directors awarded a Professional Services Agreement to CDM Smith, Inc. in the amount not to exceed \$549,787 for Design of the Primary Area Improvements Project.

There was no Executive Session.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on August 3, 2016

1. The EC reviewed an agreement with Cues Equipment Company for the purchase of a new Closed Circuit Television (CCTV) Van in an amount not to exceed \$199,762.


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 received a project update on the Pointsettia Station Gravity Pipeline Project.

MEMORANDUM

Ref: 17-5105

DATE: August 11, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Annual Review of Procurement Policy



RECOMMENDATION:

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

1. Adopt Resolution No. 2281 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:

Tactical Goal: Finance/Financial Policy Reviews/Procurement Policy

The IFC will review this agenda item at their August 16, 2016 meeting. Any proposed changes or comments by the IFC will be provided verbally to the Board of Directors.

The Leucadia Wastewater District (LWD) Procurement Policy was adopted by the Board of Directors on March 9, 2005. It was last revised on August 12, 2014. The policy consolidates purchasing requirements under one program and provides a prudent set of controls while maintaining efficiency and flexibility in the procurement process.

Staff recently conducted an annual review of the existing policy. Based on this review, staff is recommending several minor administrative changes in the policy.

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

For these reasons, staff requests that the Board of Directors: (1) adopt Resolution No. 2281 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) includes a strike-out version of the revised Procurement Policy for the Board's review.

th:PJB

Attachment

RESOLUTION NO. 2281

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

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. 2251.

PASSED AND ADOPTED by the Board of Directors of Leucadia Wastewater District this 17th day of August, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald F. Omsted, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

Attachment 1



LEADERS IN
ENVIRONMENTAL
PROTECTION



LEUCADIA WASTEWATER DISTRICT

PROCUREMENT POLICY

Ref: ~~15-4147~~17-5108

1. Purpose

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

~~2.~~ Authority

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

~~3.2.~~ Related LWD Board of Directors Policy

~~2.1. 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.

~~2.2. 3.2~~ Resolution 2238-2271 adopting the LWD Conflict of Interest Policy.

~~4.3.~~ Policy

It is the Policy of the Board of Directors that:

~~4.1.3.1.~~ LWD shall procure required goods and services commensurate with acceptable quality at the lowest possible cost.

~~4.2.3.2.~~ Appropriate internal financial controls shall be exercised over all procurements.

~~4.3.3.3.~~ No procurement shall be authorized unless sufficient funds have been appropriated pursuant to LWD's budgetary processes.

~~4.4.3.4.~~ Cooperative purchasing with other public agencies shall be performed whenever such purchases are feasible and in the best interests of LWD.

~~4.5.3.5.~~ 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.

4.6.3.6. 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 that they conform to: this Policy, related internal financial controls, and all applicable administrative procedures.

4.7.3.7. The General Manager shall maintain all documentation required by this Policy in conformance with applicable LWD Policy.

4.8.3.8. 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.

4.9.3.9. The General Manager may, at his/her discretion, delegate duties under this Policy.

4.10.3.10. The Board of Directors may, at its sole discretion, waive all or any part of this Policy.

5.4. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Professional Services: Services that are professional in nature and do not include the physical construction or/ or installation of equipment for the District's infrastructure. Services in this category include engineering design, ~~archeetural~~-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.

6.5. 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.

7.6. 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:

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

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

7.26.2. 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.

7.36.3. 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.

7.46.4. 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.

7.56.5. 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.

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

The following defines an informal procurement for services:

8.17.1. 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.

7.2. 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.

7.3. 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.

~~7.4.~~ ~~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.

~~7.5.~~ ~~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.

~~7.6.~~ ~~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.

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

~~9.1.8.1.~~ 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.

~~9.2.8.2.~~ 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 for publication and, suitable for publication, containing all information required by this Policy, applicable administrative procedures or the General Manager; and,~~
- ~~AA~~ suggested list of at least three (3) prospective vendors, if practicable, at least three (3) vendors, if practicable, to receive the RFB.

~~9.3.8.3.~~ 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.

~~9.4.8.4.~~ Bid Opening. All sealed bids are opened in public and apparent low bidder is identified at the bid opening.

~~9.5.8.5.~~ 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.

~~9.6.8.6.~~ 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.

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

10.1.9.1. 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.

10.2.9.2. 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.

10.3.9.3. 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.

10.4.9.4. 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.

10.5.9.5. 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.

10.6.9.6. 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.

10.7.9.7. Award. All formal procurements for services must be approved by the Board of Directors.

10. 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.

11.10.1. 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.

10.2. 11.2—Emergency

If an emergency arises and there is insufficient time to comply with the above otherwise-applicable procurement procedures, an exception shall apply. An emergency situation may be determined by the General Manager if there is no time for to convene a Board meeting; ~~otherwise a finding of emergency shall be made by the Board.~~ In the case of an emergency, the General Manager can authorize procurement(s) that exceeds his designated threshold in order to resolve the situation. The General Manager will inform the Board members of the emergency procurement as soon as possible. If the General Manager determines an emergency existed and authorizes the a procurement(s) exceeding his/~~or~~ her approval authority ~~as established in this policy,~~ the actions taken a report shall be reported provided to the Board of Directors at its next regular meeting.

10.3. 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.

11. 42. Alternative or Conditional Requirements

~~12.111.1.~~ 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.

~~12.211.2.~~ 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.

~~12.311.3.~~ 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.

~~12.411.4.~~ 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.

~~12.511.5.~~ Governing Law. Nothing in this policy is intended nor shall be deemed to supersede any applicable State or Federal laws.

MEMORANDUM

Ref: 17-5117

DATE: August 11, 2016

TO: Board of Directors

FROM: Paul J. Bushee, General Manager 

SUBJECT: Award of a Purchase Agreement to Cues Equipment Company for a New Closed Circuit Television (CCTV) Van

RECOMMENDATION:

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

1. Authorize the General Manager to execute a purchase Agreement with Cues Equipment Company for the purchase of a new Closed Circuit Television (CCTV) Van in an amount not to exceed \$199,762.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Services / Purchase New CCTV Van

In 2012 Field Services Staff shifted its focus for collection systems maintenance from hydro-cleaning to concentrating more on Closed Circuit Television (CCTV) inspections. To facilitate this change, the Board approved the purchase of a new CCTV Truck in March 2012. This added a second CCTV Inspection vehicle to the District's fleet. The CCTV Van, purchased in 2000, was kept in service in 2012 due to its low mileage and overall good operating condition. This enabled staff to significantly improve the quantity and quality of CCTV inspections of the collection system resulting in a substantial reduction of Sewer System Overflows (SSOs) as shown in the following chart.

Period	Number of Gravity Line SSOs
2012 to 2016	3
2008 to 2011	8

The increase in CCTV inspections has helped identify major defects in the collection system enabling staff to replace or repair these defects in a timely manner. To date staff has identified and corrected over 77 gravity line segments, further preventing sanitary sewer overflows and improving the integrity and reliability of the collection system.

To maintain this level of CCTV inspection staff is requesting replacement of the CCTV Van. Staff requests that the replacement vehicle be a van instead of a truck because vehicle size is crucial since it allows inspections in areas where access is restricted, such as narrow alleys in old Leucadia, easements and the La Costa Golf Course. The replacement van will be outfitted with the same equipment as the larger truck. Therefore, it will have similar capabilities and if a

piece of CCTV equipment breaks or malfunctions, such as the camera or transporter, parts can be interchanged in an emergency. Outfitting the van with the same equipment also accounts for the significant cost of the vehicle.

In accordance with the District's Vehicle Replacement Policy, the minimum replacement criteria for the CCTV Van are 5 years and 75,000 miles or 7 years and any miles. The CCTV Van has been in service for 16 years and has reached the end of its useful life. Additionally, the CCTV equipment installed in the van has been in service since 2000 and requires replacement. It is important to note that staff will be trading in the current CCTV Van at the time of purchase.

The District has been using the Cues CCTV system and equipment to inspect and maintain its collection system since 2000. Staff has been specifically trained to use this equipment and it has proven to be very reliable over the years. Therefore, staff believes it is prudent to continue using the Cues CCTV system and equipment.

Section 11.3, Complex or Unique Items, of the District's Procurement Policy, allows for the purchase of unique equipment without following sealed bid procedures. Staff obtained quotes for the specified vehicle and equipment from Cues Equipment Company, the manufacturer, and Plumber's Depot, an authorized vendor. The quotes, including sales tax, were as follows:

<u>Company</u>	<u>Price</u>
Cues Equipment Company	\$199,762.00
Plumbers Depot	\$199,999.80

The quote from Cues West was \$237.80 less than Plumber's Depot. Therefore, staff recommends that the vehicle be purchased from Cues Equipment Company for \$199,762.

FISCAL IMPACT:

The Fiscal Year 2017 Capital Acquisition Budget includes sufficient funding for the purchase of the replacement CCTV van.

js:PJB



San Diego Chapter

California Special Districts Association

July 29, 2016

To: San Diego Chapter CSDA Member Agencies
From: Michael Bardin, San Diego Chapter President
Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
Event Date: **Thursday, August 18, 2016**
Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**
Location: **The Butcher Shop Steakhouse – Kearny Mesa**
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Board of Directors

President
Michael J. Bardin
Santa Fe Irrigation District

First Vice-President
Jim Peasley
Padre Dam Municipal Water District

Second Vice-President
Tim Gieser
Deer Springs Fire Protection District

Treasurer
Richard Stevenson
Sweetwater Authority

Secretary
Diana Towne
Rincon del Diablo Municipal Water District

Past President
Kathleen Coates Hedberg
Helix Water District

State CSDA Director
Jo MacKenzie
Vista Irrigation District

Join us for a dynamic, interactive and educational evening as SDCSDA presents:

“Lessons Learned: Twenty-Five Years in Workplace Violence Prevention” **by Dr. Steve Albrecht**

Be sure to read your August San Diego Chapter CSDA Newsletter for more great information.

Dinner Menu Selections – \$30 per person (\$40 non-member)

Public is invited to attend the dinner at the \$40 non-member price

Tri-Tip Steak with Bordelaise Sauce, New Potatoes and Vegetables
Fillet of Atlantic Salmon- Sauteed Salmon Fillet with Dill Buerre Blanc
Mediterranean Pasta - Garlic, Sun Dried Tomatoes, Olives, Feta Cheese with Linguini Pasta

Registration deadline is: Thursday, August 11, 2016

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Mike Bardin at (858) 756-5598; mbardin@sfidwater.org, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.

San Diego Chapter CSDA Dinner Meeting Registration Form

Thursday, August 18, 2016

The Butcher Shop Steakhouse - 5255 Kearny Villa Road, San Diego

6:00 PM No-Host Social Hour ~ 6:45 PM Dinner/Program

Dinner - \$30.00 (\$40.00 non-members)

Public is invited to attend at the \$40 non-member price

Choice of: 1. Tri-Tip Steak 2. Salmon 3. Vegetarian Pasta

Agency: _____ Contact Name: _____

Phone Number: _____ Email: _____

Make reservations as follows, check dinner choice - Please print clearly

	Entrée Selection	1	2	3
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosed is our check for _____ reservation(s) at \$30.00 each = \$ _____

Non-member _____ reservation(s) at \$40.00 each = \$ _____

Make check payable to San Diego Chapter CSDA

Mail To: Rich Stevenson ~ Phone: (619) 409-6711
San Diego Chapter CSDA Treasurer
Sweetwater Authority
505 Garrett Avenue
Chula Vista, CA 91910

Or Fax: (619) 425-7469 Or Email: rstevenson@sweetwater.org

Reservations must be received no later than Thursday, August 11, 2016

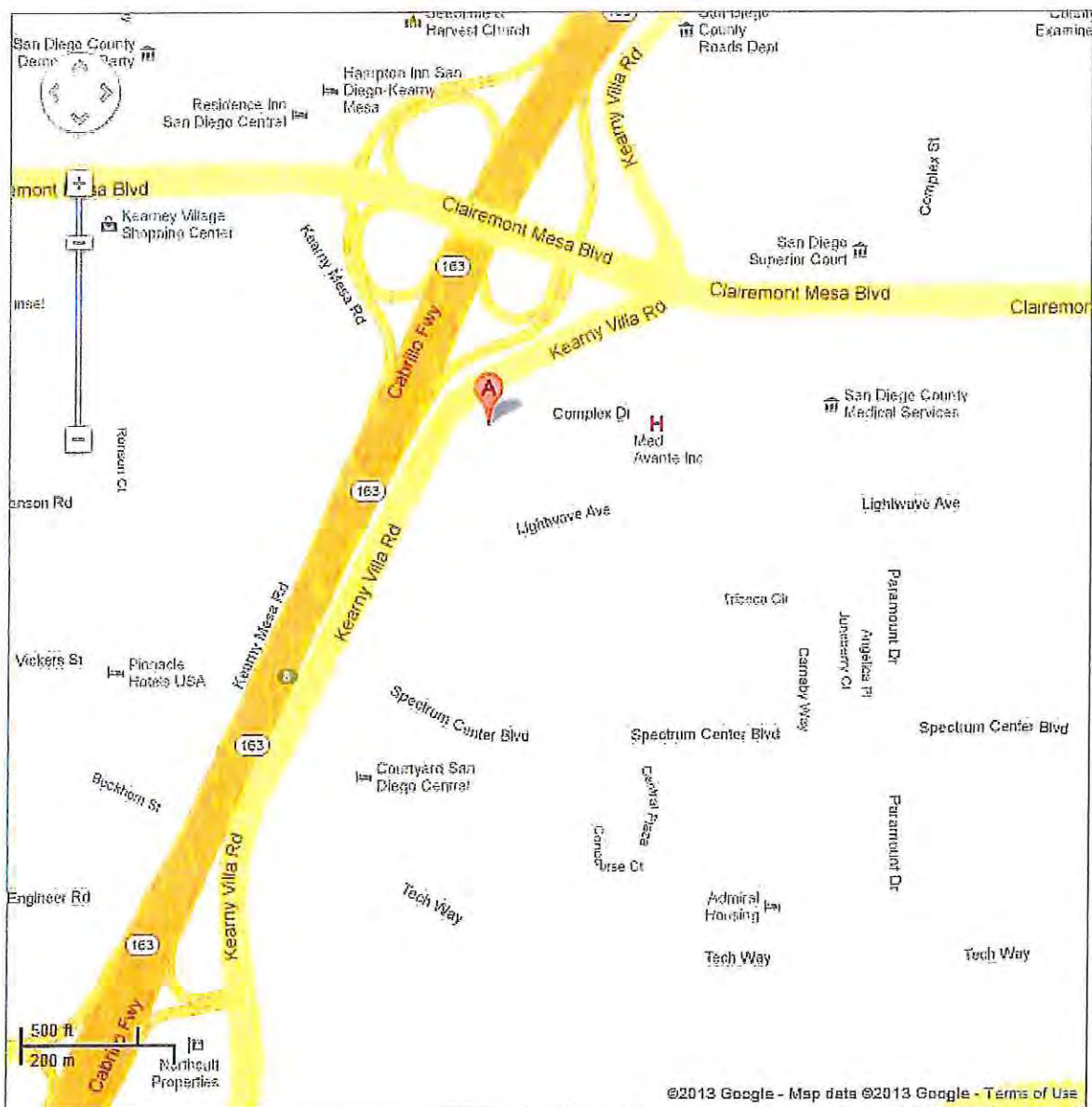
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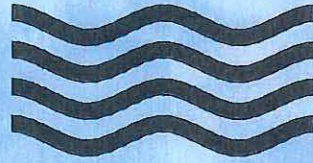
Directions to: The Butcher Shop Steakhouse – Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Located just off HWY 163 & Clairemont Mesa Blvd.

From South: Take 163 North to Clairemont Mesa Blvd East. Take the first two rights. We are on the left side of the street.

From North: Take 163 South to Clairemont Mesa Blvd East. Cross the 163 overpass and take the first right. Once again we are on the left side of the street.





'16 CSDA ANNUAL
CONFERENCE

San Diego • Oct. 10-13



set sail
to San Diego this fall

ATTENDEE REGISTRATION

CSDA Annual Conference and Exhibitor Showcase

The leadership conference for special districts.



**California Special
Districts Association**
Districts Stronger Together

quick guide at a glance

MONDAY, OCTOBER 10

9:00 a.m. - 3:00 p.m.	PRE-CONFERENCE WORKSHOP: Special District Leadership Academy: Governance Foundations
10:00 a.m. Tee Times Begin	CSDA ANNUAL GOLF TOURNAMENT: Coronado Municipal Golf Course
12:00 - 3:45 p.m.	PRE-CONFERENCE WORKSHOP: Communication Strategies for Board Members and General Managers
12:00 - 3:00 p.m.	PRE-CONFERENCE TOUR: Carlsbad Desalination Plant
2:00 - 4:00 p.m.	SPECIAL DISTRICT LEADERSHIP FOUNDATION: Special District Administrator (SDA) Exam
4:00 - 5:00 p.m.	DISTRICT NETWORKS MEETINGS
5:30 - 7:30 p.m.	PRESIDENT'S RECEPTION WITH THE EXHIBITORS

TUESDAY, OCTOBER 11

7:30 - 8:45 a.m.	CONTINENTAL BREAKFAST WITH THE EXHIBITORS
9:00 - 10:45 a.m.	OPENING KEYNOTE PRESENTATION Ross Shafer "How to Stay Relevant"
11:00 a.m. - 12:00 p.m.	BREAKOUT SESSIONS
12:00 - 1:45 p.m.	LUNCH WITH THE EXHIBITORS
2:00 - 3:15 p.m.	BREAKOUT SESSIONS
3:30 - 4:30 p.m.	BREAKOUT SESSIONS
4:30 - 6:00 p.m.	MIX & MINGLE IN THE EXHIBIT HALL

WEDNESDAY, OCTOBER 12

8:15 - 9:00 a.m.	SDRMA FULL PLATED BREAKFAST
9:00 - 10:45 a.m.	SDRMA GENERAL SESSION, SAFETY AWARDS, AND KEYNOTE: Kai Kight "Composing Your World"
11:00 a.m. - 4:45 p.m.	SDRMA SAFETY SPECIALIST CERTIFICATE PROGRAM
11:00 a.m. - 12:15 p.m.	BREAKOUT SESSIONS
12:30 - 2:00 p.m.	AWARDS LUNCHEON
2:15 - 3:30 p.m.	BREAKOUT SESSIONS
3:45 - 4:45 p.m.	BREAKOUT SESSIONS
6:00 - 8:00 p.m.	SDLF TASTE OF THE CITY: Oktoberfest

THURSDAY, OCTOBER 13

8:30 - 10:00 a.m.	BREAKOUT SESSIONS
10:15 a.m. - 12:00 p.m.	CSDA CLOSING BRUNCH: 2016 Legislative Impacts on Special Districts



"This conference is a great, once-a-year opportunity for special district elected officials and managers to share and learn among our peers."

Joe Barget, SDA
General Manager



2016 Conference

ATTENDEE REGISTRATION FORM

one form per attendee, please print



Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at conference.csda.net
2. FAX your registration form to 916.520.2465. All faxed forms must include payment.
3. MAIL CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form along with payment. Check should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at cathrinel@csda.net or call toll-free 877.924.2732.

Full conference registration fee includes:

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- All Breakout Sessions on Tuesday, Wednesday, and Thursday
- SDLF "Taste of the City" Reception on Wednesday
- Closing Brunch on Thursday

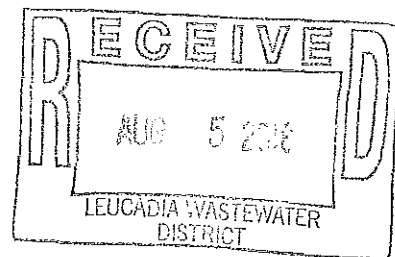
Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member			
Emergency Contact:		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
Conference Registration Fees		Early Bird (on or before Sept. 9)	Regular (after Sept. 9)
<input type="checkbox"/> CSDA Member - Full Conference		\$580.00	\$630.00
<input type="checkbox"/> Non-member - Full Conference		\$870.00	\$945.00
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$275.00	\$315.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$275.00 each day	\$290.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$415.00 each day	\$435.00 each day
Separate Registration Fees		Member	Non-member
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Oct. 10		\$225.00	\$340.00
<input type="checkbox"/> Pre-Conference Workshop: Communication Strategies for Board and Managers - Oct. 10		\$150.00	\$225.00
<input type="checkbox"/> Tour: Carlsbad Desalination Plant - Oct. 10		\$ 35.00 (includes transportation/lunch) (limited to 45 attendees)	
<input type="checkbox"/> CSDA Annual Golf Tournament - Oct. 10		\$ 95.00 (includes lunch)	
<input type="checkbox"/> SDRMA Safety Specialist Certificate Program - Oct. 12		No cost (SDRMA Members Only)	
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Oct. 12		\$ 45.00	
<input type="checkbox"/> SDLF "Taste of the City" Reception (Guests only) - Oct. 12		\$ 60.00 CSDA Member Guest	\$ 90.00 Non-member Guest
TOTAL			
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA not later than Friday, September 16, 2016. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after September 16, 2016. Substitutions are acceptable and must be done in writing no later than September 23, 2016. Please submit any cancellation notice or substitution request to lindseys@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.



**California Special
Districts Association**
Districts Stronger Together



MEMORANDUM

DATE: August 1, 2016

TO: CSDA Members (Regular, Associate, and Business Affiliate)

FROM: Bill Nelson, CSDA President
Neil McCormick, Chief Executive Officer

SUBJECT: 2017 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 board members and staff and Business Affiliate members 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 or company (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 or company 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 14, 2016**. The selection and ratification of CSDA's 2017 committees will take place in November and selected participants will be notified by the end of November 2016. Committee participation begins in January 2017.

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
1112 I Street, Suite 300
Sacramento, CA 95814
Toll Free: 800-537-7790
Fax: 916-231-4111

CSDA Finance Corporation
1121 I Street, Suite 200
Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Fax: 916-442-7889



**California Special
Districts Association**

Districts Stronger Together

**2017 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/Company: _____

Telephone: _____ Fax: _____

E-mail: _____

COMMITTEES: We hope your District or Company 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 = 1st choice; 2 = 2nd choice; 3 = 3rd 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 up to six times a year in Sacramento. Attending CSDA's Special Districts Legislative Days (May 16-17) and Annual Conference (September 25-28) is expected if you serve on this committee. All 2017 Legislative Committee applicants are invited to join the 2016 committee members and CSDA staff for a legislative planning session on November 3, 2016.

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):

- _____ Environment Working Group
- _____ Formation & Reorganization Working Group
- _____ Governance Working Group
- _____ Human Resources & Personnel Working Group
- _____ Public Works & Facilities Working Group
- _____ Revenue 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.

_____ **Environment:** CEQA; Greenhouse Gas/AB 32; Land Use; Renewable Energy; Sustainable Communities/SB 375

_____ **Formation & Reorganization:** LAFCO

_____ **Governance:** Audits and Reporting; Bankruptcy; Elections; Ethics; Mandates and Mandate Reimbursement; Political Reform/Conflict of Interest/FPPC; Transparency and Accountability

_____ **Human Resources & Personnel:** Contracted Services; Occupational Safety; Labor Relations; Retirement and Other Benefits; Workers' Compensation and Other Insurance

_____ **Legal:** General legal matters affecting special districts

_____ **Public Works & Facilities:** Bidding Process (Design Build, JOC, P3, Best Value); Bonds and Financings; Indemnification; Prevailing Wage; Retention Proceeds

_____ **Revenue:** Benefit Assessments; Fees/Prop 218; Mello-Roos/CFDs; Property Taxes; Redevelopment Agencies/(E)FIDs; Special Taxes

Committee and Expert Feedback Team participation is open to both member district board members and staff as well as Business Affiliates. **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 GM/Board President or Company 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@cdda.net no later than **5:00 PM on Friday, October 14, 2016.**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 www.cdda.net

Directors' Meetings

Presented by Directors Omsted, Hanson, and Sullivan

Conference

2016 CASA Annual Conference

Dates and Location

August 9-12, 2016

CSRMA Seminar August 9, CASA Conference August 10-12

Monterey Marriott in Monterey, CA

List of Attendees

President Don Omsted

Vice President Judy Hanson

Director Elaine Sullivan

Director David Kulchin

The above mentioned Board members attended various sessions regarding governance and management of wastewater operations.