



LEADERS IN
ENVIRONMENTAL
PROTECTION

BOARD OF DIRECTORS

REGULAR MEETING

And

**PUBLIC HEARING ON ESTABLISHING THE DISTRICT'S CAPACITY
FEE AND AMENDING THE EQUIVALENT DWELLING UNIT
FACTORS CAPACITY FEE SCHEDULE**

DATE: Wednesday, December 10, 2014
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
 - A. Achievement of an Individual Performance Objective. (Pages 5-6)

CONSENT CALENDAR

Items 7-11 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

November 6, 2014 Employee Recognition Committee Meeting (Page 7)

November 12, 2014 Regular Board Meeting (Pages 8-15)

December 2, 2014 Engineering Committee Meeting (Pages 16-18)

8. Approval of Demands for November/December 2014

This item provides for Board of Directors approval of all demands paid from LWD during the month of November and a portion in December 2014. (Pages 19-40)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 13 to FY 14 and flows by sub-basin. (Pages 41-44)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 14 budget and discloses monthly investments. (Pages 45-52)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of November 2014. (Pages 53-54)

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on November 19, 2014 – report by GM Bushee (Page 55)

13. Committee Reports

A. Engineering Committee meeting was held on December 3, 2014– report by Director Juliussen. (Page 56)

B. Investment & Finance Committee meeting was held on December 9, 2014 – report by Director Hanson. (Verbal)

PUBLIC HEARING

14. Public Hearing to consider the following:

A. A proposal to adopt an ordinance establishing the District's Capacity Fee and Amending the Equivalent Dwelling unit Factors Capacity Fee Schedule. (Page 57)

ACTION ITEMS

15. **Receive and file the Fiscal Year 2014 (FY 14) Comprehensive Annual Financial Report (CAFR).** (Page 58, Enclosure)
16. **Adopt an Ordinance No. 131 - Establishing the District's Capacity Fee and Amending the Equivalent Dwelling unit Factors Capacity Fee Schedule.** (Pages 59-64)
17. **Corrected Ordinance Increasing the District's Wastewater Service Charge**
Adopt Ordinance No. 132 correcting a prior Ordinance which increases the District's wastewater service charge. (Pages 65-67)
18. **Award of Purchase Contract to Procure a Trailer Mounted Jetter**
Authorize the General Manager to execute a sole source Purchase Agreement with Plumber's Depot for the purchase of a new trailer mounted jetter in an amount not to exceed \$51,539. (Pages 68-69)
19. **Local Agency Formation Commission (LAFCO) 2014 Special Districts Election.** (Pages 70-80)
20. **Board of Directors Election of Officers.** (Page 81)
21. **CASA's Request that LWD Designate Agency Representatives** (Pages 82-85)
22. **State Proposition 84 – Round 2 Grant Funding Agreement with the Olivenhain Municipal Water District**
Authorize the General Manager to execute an Agreement for the Integrated Regional Water Management Program between the Olivenhain Municipal Water District and the Local Project Participants for the Administration and Disbursement of the State Proposition 84 Round 2 Funding for Recycled Water Projects. (Pages 86-105)

INFORMATION ITEMS

23. **Project Status Updates and Other Informational Reports**
 - A. 2015 CASA Winter Conference is scheduled for January 21-23, 2015 at the Hilton Palm Springs. (Pages 106-107)
24. **Directors' Meetings and Conference Reports**
None.
25. **General Manager's Report**
26. **General Counsel's Report**
27. **Board of Directors' Comments**
28. **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: December 4, 2014



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: December 4, 2014
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 a Leucadia Wastewater District (LWD) staff member has met an individual performance objective under LWD's Incentive Program. The individual and achievement are as follows:

State of California State Water Resources Control Board Water Distribution Operator Grade DI Certification – Todd Amos

Please join me in congratulating Todd Amos who recently received his water distribution operator grade DI certification from the State Water Resources Control Board. Todd has been working for the District since August 2012 and this is his fifth certification since his employment at the District. Todd has worked hard on his own time for this achievement while maintaining his full time position at LWD.

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

PJB:

State of California
State Water Resources Control Board

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

Todd P. Amos

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER DISTRIBUTION SYSTEM
AND IS HEREBY GRANTED THIS CERTIFICATE FOR

Water Distribution Operator

Grade D1

Operator Number: 44380

Issued
November 2014



Felicia Marcus
Chairman



LEUCADIA WASTEWATER DISTRICT
Minutes of an Employee Recognition Committee Meeting
November 6, 2014

A meeting of the Employee Recognition Committee (ERC) of Leucadia Wastewater District was held November 6, 2014 at 1:30 PM at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 1:30 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Technical Services Manager Robin Morishita, and Field Services Technician III Gabe Mendez

3. Public Comment

No public comment was received.

4. New Business

A. Review of Employee of the Year Award Nomination Forms

The ERC and staff reviewed the nomination forms submitted for the Employee of the Year Award.

Following discussion, the ERC selected the recipient of this year's award. The ERC concurred with staff to recommend approval of the Employee of the Year Award at the November 12, 2014 Board Meeting, without naming the recipient. The recipient will be announced at the Annual Holiday Party on December 11, 2014 and will receive a monetary award of \$1,000.

5. Information Items

None.

6. Directors comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Sullivan adjourned the meeting at approximately 2:30 p.m.

Paul J. Bushee
Secretary/Manager

(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 November 12, 2014

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, November 12, 2014 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

President Kulchin called the meeting to order at 5:02 p.m.

2. Roll Call

DIRECTORS PRESENT: Kulchin, Juliussen, Omsted, Hanson and Sullivan
 DIRECTORS ABSENT: None.
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, Engineer Steve Deering with Dudek, CPA Richard Duffey and resident/homeowner Kevin Scanlon.

3. Pledge of Allegiance

Vice President Juliussen led the pledge of allegiance.

4. General Public Comment Period

President Kulchin stated that one speaker slip was received from resident Mr. Kevin Scanlon.

Mr. Scanlon stated the purpose of his attendance indicating that his appeal to pay the District's capacity fee for his granny flat project was rejected. He had asked that the Board consider a reduction in the capacity fee for his project. He stated that he had spoken with staff and understands the reason behind the capacity fee for a granny flat noting that there is potential for a homeowner to use the granny flat as rental property; however he stated that his will only be used for his parents that will visit his family for a few weeks per year.

The Board of Directors asked several questions relating to his project.

General Counsel Brechtel reminded the Board that they can ask questions relating to his request; however they would need to add an agenda item to a future Board meeting to take action.

GM Bushee answered the Board's questions and stated that staff can further review other options for the Board's consideration at the December Board meeting.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Achievement of a Individual Objective.

GM Bushee introduced Field Services Technician III Gabe Mendez stating that he recently received a certificate of achievement in Public Works Management Level II from Palomar College. He noted that Gabe had to complete eleven courses over a two year period to complete the program. He congratulated him for his efforts and stated that Gabe is eligible for a \$500 incentive as authorized under LWD's Incentive Program.

President Kulchin presented Gabe with his certification and an incentive check for \$500 as authorized under LWD's Incentive Program.

The Board of Directors congratulated Gabe for his efforts.

CONSENT CALENDAR

GM Bushee noted that Director Omsted had brought to his attention a typo in the Disclosure of Reimbursement Report. He noted the typo and stated that staff had made the correction to the report.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- October 3, 2014 Engineering Committee Meeting
- October 8, 2014 Regular Board Meeting
- October 15, 2014 Community Affairs Committee Meeting
- October 22, 2014 Ad Hoc Committee Meeting

8. Approval of Demands for October/November 2014

Payroll Checks numbered 17578-17630; General Checking – Checks numbered 45900-46055

9. Operations Report (A copy was included in the original November 12, 2014 Agenda)

10. Finance Report (A copy was included in the original November 12, 2014 Agenda)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2014. (A copy was included in the original November 12, 2014 Agenda)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of October 2014. (A copy was included in the original November 12, 2014 Agenda)

Director Sullivan requested that the Disclosure of Reimbursement report include a note that indicates the names of the Directors that carpool to the conferences. GM Bushee stated that staff will include this on future reports.

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on October 22, 2014.

Director Sullivan reported on EWA's October 22, 2014 Board meeting.

- B. A Encina Member Agencies Manager's (MAM) Meeting was held on November 3, 2014.

GM Bushee reported on the MAM's November 3, 2014 meeting.

14. Committee Reports

- A. Community Affairs Committee (CAC) meeting was held on October 15, 2014.

Director Sullivan reported that the CAC reviewed and commented on the text and layout of the newsletter and directed staff to move forward with the production of the newsletter after the revisions. She noted that the newsletter was mailed out the week of November 3, 2014.

She stated that the CAC also reviewed a list of topics and ideas to post on Facebook and an editorial calendar. She stated that the CAC authorized staff to proceed with the Facebook topics and the proposed calendar.

- B. Ad Hoc Committee meeting was held on October 22, 2014.

Director Omsted reported that the Ad Hoc committee reviewed and commented on the Board-General Manager/Staff Relations Policy. He noted that the committee suggested a few changes and that the Board will review the policy during tonight's meeting.

- C. Employee Recognition Committee (ERC) meeting was held on November 6, 2014.

Director Hanson reported that the ERC reviewed seven Employee of the Year nomination forms and selected the 2014 Employee of the Year recipient. She stated this item will be reviewed later in the agenda for the Board's approval.

ACTION ITEMS

15. Adopt Resolution No. 2254 – Adopting an Amended and Restated Revised Basic Agreement (RBA) for joint ownership of the Encina Wastewater Authority (EWA).

GM Bushee presented the item stating the purpose of RBA amendments. He provided a brief summary of the amendments noting that the revised RBA will reflect the new capacity and ownership percentages for the Encina Wastewater Pollution Control Facility and the methodology for allocating the expenses associated capacity and costs. In addition, the RBA was updated to

reflect current reclamation facilities and minor house-keeping administrative updates.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2254 – Adopting an Amended and Restated Revised Basic Agreement (RBA) for joint ownership of the Encina Wastewater Authority by the following vote:

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

16. Adopt the revised Board-General Manager/Staff Relations Policy.

GM Bushee presented the item stating that the Ad Hoc Committee reviewed the policy and directed staff to make revisions to the policy. He added that staff made the revisions and noted the revisions in the policy.

Director Hanson stated that the policy was well written. President Kulchin stated the policy still reflects some flexibility, however, he believes that the policy seems to be more restrictive.

Upon a motion duly made by Director Hanson, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted the revised Board-General Manager/Staff Relations Policy by the following vote:

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

17. Approve an award of \$1,000 to the recipient of the 2014 Employee of the Year Award.

GM Bushee presented the item stating that under the District's Incentive Policy, the Board is required to approve the \$1,000 Employee of the Year award. He noted that if a Board member would like to know the name of the recipient to contact him.

Upon a motion duly made by Vice President Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors approved an award of \$1,000 to the recipient of the 2014 Employee of the Year Award by the following vote:

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

18. Calendar Year 2015 Board of Directors' Meeting Schedule.

Approve the Calendar Year 2014 Board of Directors' meeting schedule.

EA Hill presented the item stating that the Board approved Resolution No. 2205 that establishes the date, time and place for regular Board meetings. It also states that the Board meetings will be held on the second Wednesday of each month at 5:00 PM. She noted that staff developed the proposed CY 2015 Board meeting schedule and coordinated the meetings with upcoming 2015 conferences. She stated that staff proposed to move the November 2015 Board meeting to the third Wednesday of the month, since its original date falls on Veterans Day holiday, when the office will be closed.

Upon a motion duly made by Director Omsted, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors approved the Calendar Year 2014 Board of Directors' meeting schedule by the following vote:

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

19. Batiquitos Lagoon Foundation Board Members 2014 Election.

Upon a motion duly made by Director Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors voted for the following candidates on the Batiquitos Lagoon Foundation Board of Directors: Don Omsted (Incumbent), Liz Paegel and David Hill by the following vote:

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

20. Call for Nominations to the San Diego Chapter CSDA Board of Directors.

EA Hill presented the item stating that the District received notification from the San Diego Chapter CSDA Board of Directors that they are receiving nominations for the President, Vice President and

Treasurer positions.

Following discussion, the Board of Directors agreed not to nominate an individual to the San Diego Chapter CSDA Board of Directors.

21. Inclusion of a Credit Card Breakdown in the Monthly Board Agenda under the Demands Section.

Director Hanson presented the item stating that she recommends an additional report be included in the demands that show a detailed description of the credit card transactions. She provided an example of another agency that provides this information in their agenda.

Director Omsted asked if this new report would be possible to generate. GM Bushee explained how the financial software generates the demands report and that staff would have to create a separate supplemental report.

Upon a motion duly made by Director Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors directed staff to include an additional report in the monthly Board agenda under the demands that will display detailed credit card transactions by the following vote:

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

INFORMATION ITEMS

22. Project Status Updates and Other Informational Reports

- A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 20, 2014 at The Butcher Shop Steakhouse in Kearny Mesa.

EA Hill announced the CSDA Quarterly Dinner Meeting date and asked the Board members to RSVP with her if they would like to attend.

President Kulchin, Vice President Juliussen and Directors Hanson and Sullivan indicated that they would like to attend.

GM Bushee stated that there will be a carpool from the District office and it will leave at 5:30PM.

- B. News article "Agreement Executed to Secure \$3.4 Million in State Grant Funds for North County Recycled Water Projects".

GM Bushee noted the press release by the North County Recycled Water Group. He stated that the San Diego Water Authority released funds to the North County Recycled Group for their overall projects. He stated the District's two projects and noted that the District must also

have an agreement with either Olivenhain Municipal Water District or the city of Carlsbad to move forward with these projects.

- C. LWD Holiday Luncheon is scheduled for Thursday, December 11, 2014 at Buca di Beppo.

23. Directors' Meetings and Conference Reports

- A. CSDA San Diego Local Section Board of Directors meeting.

Director Sullivan reported that she attended the three hour meeting and she provided a brief summary of the meeting.

- B. CSDA Professional Development Committee meeting.

Director Sullivan reported that she attended the meeting. She provided a brief summary of the meeting. She noted that the committee is reviewing possible new programs. She added that CSDA always reviews any feedback provided by their members and how important it is to provide information to CSDA.

24. General Manager's Report

- The Holiday Luncheon is scheduled for Thursday, December 11, 2014 at noon located at Buca di Beppo;
- Staff would like to schedule the Board Strategic Planning session for either February 18th or 19th. He stated that Brent Ives will be conducting the planning session. The Board of Directors scheduled the Strategic Planning Session on Thursday, February 19, 2015.
- Invitation to the Board of Directors to attend the Batiquitos Lagoon Foundation's event - Release of four Clapper Rail birds on November 18th at the lagoon. Director Omsted provided a brief summary of the event.

25. General Counsel's Report

General Counsel Brechtel reported on a new rule that will clarify that recycled water in ponds or recharge facilities is not subject to the Federal Clean Water Act. He noted that CASA drafted a comment letter addressing the new rule.

He also reported that during the State's budget crisis, Governor Brown authorized a moratorium on the predator control program. He indicated that the Batiquitos Lagoon Foundation (BLF) now assumes responsibility for the program. Director Omsted noted that BLF receives funds from the State and then they release funds to the Fish and Wildlife Department for the predator control program.

26. Board of Director's Comments

Director Sullivan asked EA Hill the date of CWEA's Annual Award Banquet. EA Hill stated that she has not received an invitation or notice about the banquet. GM Bushee stated that staff will follow up with CWEA to confirm the banquet's date.

Director Hanson congratulated Directors Sullivan and Kulchin for winning the election.

27. Closed Session

- A. Conference with Legal Counsel to discuss liability claim pursuant to California Government Code Sec. 54956.9(d)(2): California River Watch Notice of Intent to Sue.

General Counsel Brechtel reported that the Board met in closed session and considered a proposed settlement with the California River Watch organization. The Board of Directors unanimously approved the settlement agreement and directed the General Manager to proceed with finalizing the document.

28. Adjournment

President Kulchin adjourned the meeting at 6:10 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 December 2, 2014

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, December 2 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; and District Engineer Steve Deering

3. Public Comment

None.

4. New Business

A. Adopt Ordinance No. 131 Establishing the District's Capacity Fee and Amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule.

TSM Morishita presented staff's recommendation. He stated that the ordinance is a result of public comments by Mr. Kevin Scanlon at the November 2014 Board meeting. TSM Morishita explained that Mr. Scanlon felt that the capacity fee of \$4,006 for the attached "in-law flat" that he is constructing for his parents was excessive. TSM Morishita went on to explain that, as directed by the Board, staff has evaluated the capacity fee assessed for a "Guest House" as it is categorized in Ordinance No. 129.

TSM Morishita stated that staff surveyed the Vallecitos Water District and the Cities of Carlsbad, Encinitas and San Diego regarding how they assess an addition to a single family residence. He explained that the EDU factor assessed by each city varied from no fee to one (1) EDU, whereas Vallecitos uses water usage to determine their fees. TSM Morishita stated that this indicates that there is no set standard for applying EDU factors. He stated that after staff discussion and subsequent information provided by District Counsel Brechtel regarding definitions used by Carlsbad and Encinitas for home additions the following categories and EDU factors were recommended:

- Accessory Dwelling Unit (attached)
 - With kitchen and with bathroom, 750 square feet or smaller – 0.5 EDU (\$2,003)
 - With Kitchen and with bathroom, 751 square feet or larger – 1.0 EDU (\$4,006)
- Second Dwelling Unit (detached)
 - With Kitchen and with bathroom – 1.0 EDU (\$4,006)

TSM Morishita said that staff believes these EDU factors are fair and equitable. He also said that the amended EDU factors differentiate between attached and detached units.

Director Kulchin asked how many square feet was Mr. Scanlon's accessory dwelling unit. TSM Morishita answered that it is approximately 550 square feet and based on the adjusted EDU factors, Mr. Scanlon would be assessed an EDU factor of 0.5 or a \$2,003 capacity fee. Director Kulchin asked if Mr. Scanlon had already paid the original amount of \$4,006. TSM Morishita answered that Mr. Scanlon has paid \$4,006 and will be reimbursed the amount of \$2,003 once the ordinance is adopted.

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

- B. Authorize the General Manager to execute a sole source Purchase Agreement with Plumber's Depot for the purchase of a new trailer mounted jetter in an amount not to exceed \$51,539.

TSM Morishita presented staff's recommendation. He said that In June 2012, staff completed a comparison between a trailer mounted jetter (jetter) and an easement crawler and presented the results to the Engineering Committee. TSM Morishita said that as a result of the evaluation, it was determined that a jetter was better suited to meet District requirements. He went on to say that during the period of the evaluation, staff was focused on expanding its Closed Circuit Television (CCTV) Inspection program, therefore, staff decided to defer pursuing the purchase of a jetter at that time.

TSM Morishita stated that as time passed, staff has realized that a jetter is a necessary tool to effectively hydro-clean hard to access gravity lines in order to maintain the reliability and integrity of the collection system and prevent spills. He stated that staff requested four equipment suppliers to provide a demonstration of their trailer mounted jetter. TSM Morishita said that two suppliers agreed to provide jettors for field evaluation including Plumber's Depot for the Mongoose Jetter and Harden California for the Harben Jetter.

TSM Morishita explained that the Mongoose Jetter was preferred due to: ease of use; ability to adjust hose reel positions; mobile mechanical support; training costs; and the trailer is National Association of Trailer Manufacturers (NATM) certified. He said that the Mongoose Jetter is unique because it was the only trailer mounted jetter that can be towed with the tank filled with water.

TSM Morishita said that under Section 11.1, Sole Source Procurement, of the District's Procurement Policy, sole source procurement is allowed in cases where goods and services are obtainable from only one vendor due to unique circumstances. He said that Plumber's Depot is the only southern California representative for the Mongoose Jetter.

TSM Morishita stated that Plumber's Depot provided a quote of \$51,539, including sales tax, freight and delivery. He said that Harben California provided a quote of \$51,827 for its jetter. TSM Morishita explained that the cost for the preferred Mongoose Jetter was actually the lowest quote.

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

5. Information Items

A. B1/B2 Force Mains Replacement Project Update

TSM Morishita presented this item to the committee. He said that the Notice to Proceed was issued on October 17, 2014 with an estimated project completion date of June 27, 2015. TSM Morishita said that project construction started on November 19th. He said that the contractor, Burtech Pipeline, has installed approximately 560 feet of pipeline to date.

6. Director's Comments

None.

7. General Manager's Comments


GM Bushee informed the Engineering Committee that the District had a Sewer System Overflow (SSO) earlier in the morning in Encinitas on Via Terressa. He said District staff cleared the blockage and cleaned the area.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:20 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Approval of November/December Demands**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 521,134.36.**
2. Discuss and take other action as appropriate.

DISCUSSION:

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

Operating expenses totaled **\$313,061.67** while Capital Improvement Program expenses totaled **\$ 103,227.40.**

Payroll for employees and the Board totaled **\$ 104,845.29.**

Attached please find a year to date Employee and Board Payroll Report from November 2013 to December 2014 for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

Attachment 1	Summary of Demands by Account November/December 2014
Attachment 2	Accounts Payable Check Register dated November 12, 2014
Attachment 3	Payroll Check Register dated November 12, 2014
Attachment 4	Payroll Check Register dated November 12, 2014
Attachment 5	Accounts Payable Check Register dated November 19, 2014
Attachment 6	Payroll Check Register dated November 26, 2014
Attachment 7	Accounts Payable Check Register dated December 1, 2014
Attachment 8	Board Payroll Check Register dated December 3, 2014
Attachment 9	Payroll Check Register dated December 4, 2014
Attachment 10	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

December 10, 2014

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check-11/12/2014	17631 - 17646	\$ 41,419.01	
Payroll Check-11/12/2014/2014	17647 Incentive	\$ 461.75	
Payroll Check-11/26/2014	17648 - 17663	\$ 39,964.00	
Board Payroll Check-12/3/2014	17664 - 17668	\$ 4,873.19	
Payroll Check- 12/4/2014	17669 - 17677 Sick Buy Back	\$ 18,127.34	
	Total		\$104,845.29
General Checking -11/12/2014	46056 - 46104	\$ 87,207.80	
General Checking - 11/19/2014	46105 - 46139	\$ 246,158.07	
General Checking - 12/1/2014	46140 - 46166	\$ 82,923.20	
	TOTAL	\$ 416,289.07	
	Grand Total		\$521,134.36
<u>VOIDED CHECK</u>	46055	Reissued	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/12/2014 Through 11/12/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
A-1 LOCK & SAFE SERVICE	46056	11/12/2014	<u>57.24</u>	KEYS
	Total 46056		57.24	
ACTION MAIL POSTAGE	46057	11/12/2014	<u>3,423.67</u>	NEWSLETTER
	Total 46057		3,423.67	
ADS LLC	46058	11/12/2014	<u>3,570.00</u>	FLOW MONITORING
	Total 46058		3,570.00	
AMERICAN REPROGRAPHICS CO.,LLC	46059	11/12/2014	32.00	PLANS AND SPECS
	Total 46059		32.00	
ANTIMITE TERMITE & PEST CONTROL	46060	11/12/2014	56.00	MONTHLY PEST SERVICE
	Total 46060		56.00	
AT&T	46061	11/12/2014	180.59	DIAL IN MODEM-NEW
AT&T		11/12/2014	195.30	OLD MODEM CHARGES
AT&T		11/12/2014	<u>143.17</u>	PHONE SERVICE @ BPS
	Total 46061		519.06	
AT&T	46062	11/12/2014	<u>37.26</u>	L.D. PHONE @ BPS
	Total 46062		37.26	
BROWNELL AND DUFFEY CPA	46063	11/12/2014	<u>8,956.50</u>	ACCOUNTING FEES-OCT
	Total 46063		8,956.50	
CA ASSOC OF SANITATION AGENCIES	46064	11/12/2014	8,320.00	2015 JPA AGENCY MEMBERSHIP DUES
	Total 46064		8,320.00	
CITY OF CARLSBAD	46065	11/12/2014	100.00	4TH QTR AND 1ST QTR COP/ROW BILLING
	Total 46065		100.00	
CITY OF CARLSBAD	46066	11/12/2014	<u>226.08</u>	WATER @ PLANT
	Total 46066		226.08	
CORODATA	46067	11/12/2014	<u>279.85</u>	STORAGE
	Total 46067		279.85	
CUMMINS AND ASSOCIATES	46068	11/12/2014	<u>106.25</u>	SCOTTS VALLEY REHAB
	Total 46068		106.25	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/12/2014 Through 11/12/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
DATA NET	46069	11/12/2014	1,085.00	CONFIGURE SHAREPOINT
DATA NET		11/12/2014	807.10	IS MAINT AND SUPPORT
DATA NET		11/12/2014	3,130.72	NETGEAR
	Total 46069		5,022.82	
DETECTION INSTRUMENTS CORP	46070	11/12/2014	526.41	CALIBRATION
	Total 46070		526.41	
DION INTERNATIONAL TRUCKS INC	46071	11/12/2014	4,211.16	MAINTENANCE ON VACTOR
	Total 46071		4,211.16	
DUDEK & ASSOCIATES	46073	11/12/2014	757.40	GE/3251/100/GRADING PLANS
DUDEK & ASSOCIATES		11/12/2014	680.00	GE/3252/0704/1528 HWY 101
DUDEK & ASSOCIATES		11/12/2014	2,989.79	GE/3252/0844/LC TOWNE SQUARE
DUDEK & ASSOCIATES		11/12/2014	646.80	GE/3252/0855/LC TOWN RES
DUDEK & ASSOCIATES		11/12/2014	708.82	GE/3252/0882/COASTEL TEN
DUDEK & ASSOCIATES		11/12/2014	306.25	GE/3252/0889/THE HABIT
DUDEK & ASSOCIATES		11/12/2014	105.00	GE/3252/0891/SULLIVAN RES
DUDEK & ASSOCIATES		11/12/2014	685.00	GE/3252/0892/CHIPOLTE
DUDEK & ASSOCIATES		11/12/2014	367.50	GE/3252/0894/DULICH RES
DUDEK & ASSOCIATES		11/12/2014	1,000.00	GE/3252/0895/NOODLES COMPANY
DUDEK & ASSOCIATES		11/12/2014	2,337.50	GE/3252/0897/OMW PLANS
DUDEK & ASSOCIATES		11/12/2014	52.50	GE/3252/0898/LUNA GRILL
DUDEK & ASSOCIATES		11/12/2014	157.50	GE/3252/0900/URBAN PLATE
DUDEK & ASSOCIATES		11/12/2014	422.50	GE/3252/0901/TOMOYAMA
DUDEK & ASSOCIATES		11/12/2014	367.50	GE/3252/0904/NEPTUNE AVE
DUDEK & ASSOCIATES		11/12/2014	105.00	GE/3252/0905/HERMES AVE
DUDEK & ASSOCIATES		11/12/2014	315.00	GE/3252/0906/SUSIECAKES
DUDEK & ASSOCIATES		11/12/2014	732.50	GE/3252/0907/CAUDOR ST
DUDEK & ASSOCIATES		11/12/2014	1,462.30	GE/3252/526/FAIR OAKS
DUDEK & ASSOCIATES		11/12/2014	973.56	GE/3252/593/LC TOWNE SQ
DUDEK & ASSOCIATES		11/12/2014	210.00	GE/3252/596/ASTOR GRADENS
	Total 46073		15,382.42	
EMPLOYMENT DEVELOPMENT DEPT	46074	11/12/2014	3,292.00	UNEMPLOYMENT FOR K. BUTTS
	Total 46074		3,292.00	
ENCINA WASTEWATER AUTHORITY	46075	11/12/2014	2,987.40	LAB FEES
	Total 46075		2,987.40	
EWING IRRIGATION PRODUCTS	46076	11/12/2014	16.60	PARTS FOR BPS
	Total 46076		16.60	
ICMA RETIREMENT-303979	46077	11/12/2014	2,695.29	DEFERRED COMP

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/12/2014 Through 11/12/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46077		2,695.29	
INTERSTATE BATTERIES OF SAN DIEGO	46078	11/12/2014	362.85	BATTERIES
INTERSTATE BATTERIES OF SAN DIEGO		11/12/2014	362.85	BATTERY
	Total 46078		725.70	
JACKSON & BLANC	46079	11/12/2014	2,214.70	A/C UNIT @ LPS
	Total 46079		2,214.70	
JOHN W. SMITH	46080	11/12/2014	55.00	BACKFLOW TESTING
	Total 46080		55.00	
MITSUBISHI ELECTRIC US, INC	46081	11/12/2014	266.62	ELEVATOR SERVICE
	Total 46081		266.62	
NAPA AUTO	46082	11/12/2014	8.09	BATTERY CABLES
NAPA AUTO		11/12/2014	25.36	BATTERY CABLES/PARTS
NAPA AUTO		11/12/2014	23.74	WIPER BLADES
	Total 46082		57.19	
OFFICE DEPOT, INC.	46083	11/12/2014	93.30	HARD DRIVE
OFFICE DEPOT, INC.		11/12/2014	110.87	OFFICE SUPPLIES
	Total 46083		204.17	
OLIVENHAIN MUNICIPAL WATER DIST	46084	11/12/2014	37.94	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		11/12/2014	215.18	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		11/12/2014	270.28	WATER @ TRAVELING2
OLIVENHAIN MUNICIPAL WATER DIST		11/12/2014	37.94	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		11/12/2014	37.94	WATER @ VP7
	Total 46084		599.28	
PAUL BUSHEE	46085	11/12/2014	407.20	REIMBURSE FOR WEFTEC CONF
	Total 46085		407.20	
PEP BOYS	46086	11/12/2014	7.12	CABLES/BATTERIES
PEP BOYS		11/12/2014	11.86	WASH PRODUCT
	Total 46086		18.98	
PLANT PEOPLE	46087	11/12/2014	158.00	PLANT IN OFFICE MAINTENANCE
	Total 46087		158.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/12/2014 Through 11/12/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
PURCHASE POWER	46088	11/12/2014	211.91	POSTAGE
PURCHASE POWER		11/12/2014	<u>420.99</u>	POSTAGE FOR METER
	Total 46088		632.90	
QUALITY CHEVROLET	46089	11/12/2014	<u>2,144.96</u>	VEHICLE MAINT AND REPAIRS
	Total 46089		2,144.96	
RICHARD STINSON	46090	11/12/2014	<u>6,400.00</u>	CONSTRUCTION MANAGEMENT
	Total 46090		6,400.00	
ROCKWELL CONSTRUCTION SERVICES, INC	46091	11/12/2014	562.50	LPS GENERATOR
ROCKWELL CONSTRUCTION SERVICES, INC		11/12/2014	187.50	VFD REVIEW
	Total 46091		<u>750.00</u>	
STATE WATER RESOURCES CONTROL BD	46092	11/12/2014	55.00	D1 RENEWAL
STATE WATER RESOURCES CONTROL BD		11/12/2014	300.00	RENEWAL-J. STECKER-GRADE 111
	Total 46092		<u>355.00</u>	
THE HOME DEPOT CRC/GECF	46093	11/12/2014	<u>22.23</u>	SUPPLIES
	Total 46093		22.23	
TIM BESTAMENTE	46094	11/12/2014	<u>350.00</u>	SERVICE TO FENCING/GATE
	Total 46094		350.00	
TRISHA HILL	46095	11/12/2014	<u>152.50</u>	REIMBURSE FOR CONF
	Total 46095		152.50	
UNDERGROUND SERVICE ALERT OF	46096	11/12/2014	190.50	UNDERGROUND ALARM SERVICE
	Total 46096		<u>190.50</u>	
UNIFIRST CORPORATION	46097	11/12/2014	203.78	LAUNDRY SERVICE
UNIFIRST CORPORATION		11/12/2014	203.78	LAUNDRY SERVICE-REPLACEMENT CK
	Total 46097		<u>407.56</u>	
UNITED PARCEL	46098	11/12/2014	<u>24.04</u>	POSTAGE
	Total 46098		24.04	
VERIZON WIRELESS	46099	11/12/2014	<u>49.21</u>	CELL PHONES
	Total 46099		49.21	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/12/2014 Through 11/12/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
VORTEX INDUSTRIES, INC	46100	11/12/2014	316.92	SERVICE ON STEEL DOORS
	Total 46100		316.92	
WASTE MANAGEMENT	46101	11/12/2014	202.57	TRASH SERVICE
	Total 46101		202.57	
WHITE NELSON DIEI EVANS LLP	46102	11/12/2014	4,000.00	AUDITOR FEES- OCTOBER
	Total 46102		4,000.00	
WORDEN WILLIAMS, APC	46103	11/12/2014	6,601.80	LEGAL FEES-OCTOBER
	Total 46103		6,601.80	
XEROX CORPORATION	46104	11/12/2014	82.76	COPIER MAINT
	Total 46104		82.76	
Report Total			87,207.80	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 12, 2014
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17647	11/12/2014	\$461.75

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 12, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17631 - 17646	11/12/2014	\$41,419.01

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/17/2014 Through 11/19/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ANTIMITE TERMITE & PEST CONTROL	46105	11/19/2014	56.00	MONTHLY PEST SERVICE
	Total 46105		56.00	
BURTECH PIPELINE, INC	46106	11/19/2014	72,200.00	B1/B2 FORCE MAIN PROJECT
	Total 46106		72,200.00	
CALIFORNIA RIVER WATCH	46107	11/19/2014	35,000.00	SETTLEMENT AGREEMENT/CLAIM
	Total 46107		35,000.00	
CARLSBAD FUELS CORPORATION	46108	11/19/2014	1,842.84	VEHICLE/TRUCK GAS
	Total 46108		1,842.84	
CITY OF CARLSBAD	46109	11/19/2014	396.28	WATER @ VACTOR
	Total 46109		396.28	
CSDA- SAN DIEGO CHAPTER	46110	11/19/2014	195.00	CSDA QTRLY DINNER-NOV
	Total 46110		195.00	
CUMMINS PACIFIC,LLC	46111	11/19/2014	257.88	#133 GENERATOR
CUMMINS PACIFIC,LLC		11/19/2014	378.93	#134 ACME PUMP
CUMMINS PACIFIC,LLC		11/19/2014	279.77	#142 PORTABLE GENERATOR
CUMMINS PACIFIC,LLC		11/19/2014	279.78	#146 PORTABLE GENERATOR
CUMMINS PACIFIC,LLC		11/19/2014	542.95	BPS GENERATOR SERVICE
CUMMINS PACIFIC,LLC		11/19/2014	216.58	E. ESTATES GENERATOR
CUMMINS PACIFIC,LLC		11/19/2014	246.34	LC PS GENERATOR
CUMMINS PACIFIC,LLC		11/19/2014	839.11	LPS GENERATOR
CUMMINS PACIFIC,LLC		11/19/2014	260.80	SAXONY PS GENERATOR
CUMMINS PACIFIC,LLC		11/19/2014	256.74	VP5 GENERATOR
	Total 46111		3,558.88	
LEO DANIHEL	46112	11/19/2014	2,975.00	LATERAL REIMBURSEMENT
	Total 46112		2,975.00	
DATA NET	46113	11/19/2014	1,998.00	VMWARE
	Total 46113		1,998.00	
DEPARTMENT OF INDUSTRIAL RELATIONS	46114	11/19/2014	225.00	CONVEYANCE NOTICE
	Total 46114		225.00	
DETECTION INSTRUMENTS CORP	46115	11/19/2014	5,162.51	ODALOGERS
	Total 46115		5,162.51	
DUDEK & ASSOCIATES	46117	11/19/2014	95.20	ADDITIONAL AMOUNT OWED

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/17/2014 Through 11/19/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DUDEK & ASSOCIATES		11/19/2014	1,978.34	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		11/19/2014	840.00	GE/3252/0607/VISTA LC
DUDEK & ASSOCIATES		11/19/2014	105.00	GE/3252/0808/SEASIDE
DUDEK & ASSOCIATES		11/19/2014	5,399.80	GE/3252/0844/LC TOWN SQ COMMERCIAL
DUDEK & ASSOCIATES		11/19/2014	486.50	GE/3252/0851/JEREZ CT
DUDEK & ASSOCIATES		11/19/2014	1,007.02	GE/3252/0855/LC TOWN
DUDEK & ASSOCIATES		11/19/2014	105.00	GE/3252/0882/COASTEL TEN
DUDEK & ASSOCIATES		11/19/2014	307.50	GE/3252/0897/OMWD PLAN
DUDEK & ASSOCIATES		11/19/2014	632.50	GE/3252/0903/CRAZY BOWLS
DUDEK & ASSOCIATES		11/19/2014	225.00	GE/3252/0904/849/859 NEPTUNE
DUDEK & ASSOCIATES		11/19/2014	685.00	GE/3252/0906/SUSIECAKES
DUDEK & ASSOCIATES		11/19/2014	892.50	GE/3252/0909/BUSHFIRE KITCHEN
DUDEK & ASSOCIATES		11/19/2014	210.00	GE/3252/0910/BAKED BEAR
DUDEK & ASSOCIATES		11/19/2014	<u>262.50</u>	GE/3252/0911/GAGLIONE BROS
	Total 46117		13,231.86	
HADRONEX	46118	11/19/2014	<u>240.00</u>	SERVICE
	Total 46118		240.00	
I2B NETWORKS, INC	46119	11/19/2014	<u>160.00</u>	WEB CAM
	Total 46119		160.00	
ICMA RETIREMENT-303979	46120	11/19/2014	<u>2,778.76</u>	DEFERRED COMP
	Total 46120		2,778.76	
INFRASTRUCTURE ENGINEERING CORP	46121	11/19/2014	5,031.45	B2 SEWER FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		11/19/2014	13,093.60	FY15 GRAVIETY SEWER
INFRASTRUCTURE ENGINEERING CORP		11/19/2014	375.00	LPS GENERATOR
INFRASTRUCTURE ENGINEERING CORP		11/19/2014	2,460.00	SCOTTS VALLEY SEWER
INFRASTRUCTURE ENGINEERING CORP		11/19/2014	3,561.10	SPS REHAB
	Total 46121		<u>24,521.15</u>	
JCI JONES CHEMICAL, INC	46122	11/19/2014	<u>3,894.96</u>	CHEMICALS
	Total 46122		3,894.96	
JEFF BILLS	46123	11/19/2014	<u>3,711.52</u>	CONSULTING FEES FOR OCT/NOV
	Total 46123		3,711.52	
JEFFERY STECKER	46124	11/19/2014	146.76	REIMBURSE J.S. FOR CSRMA SUMMIT
	Total 46124		<u>146.76</u>	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/17/2014 Through 11/19/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
NATIONAL NOTARY ASSOCIATION	46125	11/19/2014	59.00	NOTARY MEMBERSHIP-T.HILL
	Total 46125		59.00	
NATIONWIDE RETIREMENT SOLUTIONS	46126	11/19/2014	125.00	DEFERRED COMP
	Total 46126		125.00	
OFFICE DEPOT, INC.	46127	11/19/2014	214.09	OFFICE SUPPLIES
	Total 46127		214.09	
PALOMAR WATER, LLC	46128	11/19/2014	192.48	BOTTLED WATER DELIVERED
	Total 46128		192.48	
PERS RETIREMENT	46129	11/19/2014	267.69	BRD RETIREMENT ENDING 10/31/14
PERS RETIREMENT		11/19/2014	13,528.82	EMPLOYEE RETIRE-10/26/14
	Total 46129		13,796.51	
PRIZM JANITORIAL SERVICES, INC	46130	11/19/2014	1,473.32	JANITORIAL SERVICE-NOVEMBER
	Total 46130		1,473.32	
R. J. SAFETY SUPPLY CO., INC.	46131	11/19/2014	45.37	EARPLUGS
	Total 46131		45.37	
SAN DIEGO COUNTY VECTOR CONTROL	46132	11/19/2014	5.86	ASSESSMENT-2014/2015
	Total 46132		5.86	
SAN DIEGO GAS AND ELECTRIC	46133	11/19/2014	17,893.22	ELECTRIC @ LPS/OFFICE
	Total 46133		17,893.22	
SAN DIEGO NATURAL HISTORY MUSEUM	46134	11/19/2014	465.00	SD HISTORY MUSEUM PARTIAL WORK ON PROJECT
	Total 46134		465.00	
SAN DIEGUITO WATER DISTRICT	46135	11/19/2014	127.04	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		11/19/2014	176.32	WATER @ TANKER
	Total 46135		303.36	
SAN DIEGO GAS & ELECTIRC	46136	11/19/2014	197.29	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		11/19/2014	16,441.11	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		11/19/2014	633.89	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		11/19/2014	911.77	ELECTRIC @ E. ESTATES

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/17/2014 Through 11/19/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO GAS & ELECTIRC		11/19/2014	1,741.64	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		11/19/2014	1,260.66	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		11/19/2014	192.99	ELECTRIC @ RVPS
SAN DIEGO GAS & ELECTIRC		11/19/2014	1,077.94	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		11/19/2014	398.65	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		11/19/2014	211.80	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		11/19/2014	3.82	NAT. GAS @ EE
	Total 46136		23,071.56	
SOUTHERN CONTRACTING COMPANY	46137	11/19/2014	360.00	ANTENA @ AWT
SOUTHERN CONTRACTING COMPANY		11/19/2014	760.00	EMERGENCY SERVICE @RANCHO VERDE PS
SOUTHERN CONTRACTING COMPANY		11/19/2014	3,630.00	REPLACE EMERGENCY BALLAST LIGHTS
SOUTHERN CONTRACTING COMPANY		11/19/2014	1,446.00	RVPS TRANSDUCER
SOUTHERN CONTRACTING COMPANY		11/19/2014	360.00	ULTRA FINE TUNING @ RVPS
SOUTHERN CONTRACTING COMPANY		11/19/2014	2,136.00	ULTRA SONIC INSTALLED @ RVPS
	Total 46137		8,692.00	
UNIFIRST CORPORATION	46138	11/19/2014	432.64	LAUNDRY SERVICE
	Total 46138		432.64	
U.S. BANK	46139	11/19/2014	7,094.14	CONFERENCES,MEETINGS,SUPPLI... ETC
	Total 46139		7,094.14	
Report Total			246,158.07	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 11/18/2014 Through 11/18/2014

Vendor Name	Tra... Sou...	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	11/18/2014	USB-10/22/14	1,400.00	4330	BOARD CONFERENCES	CSDA CONF
U.S. BANK	API	11/18/2014	USB-10/22/14	501.27	4330	BOARD CONFERENCES	CSDA CONF-E.S.-HOTEL
U.S. BANK	API	11/18/2014	USB-10/22/14	475.00	4330	BOARD CONFERENCES	CSDA CONF-REGS FEE
U.S. BANK	API	11/18/2014	USB-10/22/14	99.00	4810	MEMBERSHIP & DUES	SD BUSINESS JOURNAL
U.S. BANK	API	11/18/2014	USB-10/22/14	450.00	5040	SAFETY SUPPLIES	FLU SHOTS
U.S. BANK	API	11/18/2014	USB-10/22/14	360.00	5520	REPAIR & MAINT PUMP STATION	LPS SULFER TEST
U.S. BANK	API	11/18/2014	USB-10/22/14	1,016.78	5540	VEHICLES	VEHICLE REPAIRS
U.S. BANK	API	11/18/2014	USB-10/22/14	350.00	5710	TRAINING, EDUCATION & CONFERNC	CALPERS FROUM
U.S. BANK	API	11/18/2014	USB-10/22/14	325.20	5710	TRAINING, EDUCATION & CONFERNC	CASA MEETING
U.S. BANK	API	11/18/2014	USB-10/22/14	177.79	5710	TRAINING, EDUCATION & CONFERNC	CONF-CSDA HOTEL
U.S. BANK	API	11/18/2014	USB-10/22/14	21.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA TRAINING
U.S. BANK	API	11/18/2014	USB-10/22/14	825.76	5710	TRAINING, EDUCATION & CONFERNC	WEFETC-P.B.
U.S. BANK	API	11/18/2014	USB-10/22/14	761.88	5710	TRAINING, EDUCATION & CONFERNC	WEFETEC-R.M.
U.S. BANK	API	11/18/2014	USB-10/22/14	116.00	5735	EMPLOYEE RECOGNITION	FLOWERS-P.B.
U.S. BANK	API	11/18/2014	USB-10/22/14	54.46	5740	MEETING SUPPLIES	EC MEETING
U.S. BANK	API	11/18/2014	USB-10/22/14	30.00	5910	TELEPHONE	INTERNET-R.M.
U.S. BANK	API	11/18/2014	USB-10/22/14	130.00	5910	TELEPHONE	INTERNET/WEBSITE
				7,094.14	Transaction Total		
Total 11/18/2014				7,094.14			
Report Opening/Current Balance							
Report Transaction Totals				7,094.14			
Report Current Balances							

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 26, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17648 - 17663	11/26/2014	\$39,964.00

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/1/2014 Through 12/1/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AT&T	46140	12/1/2014	0.23	BALANCE ON ODOR CONTROL
AT&T		12/1/2014	<u>318.23</u>	ELEVATOR PHONE
	Total 46140		318.46	
BURTECH PIPELINE, INC	46141	12/1/2014	<u>4,911.23</u>	RECYCLED WATER LINE
	Total 46141		4,911.23	
CONEXIS	46142	12/1/2014	<u>140.00</u>	SEC 125 FLEX PLAN FOR OCT
	Total 46142		140.00	
CWEA	46143	12/1/2014	79.00	CWEA GRADE 1 COLLECTION
CWEA		12/1/2014	156.00	CWEA MEMBERSHIP RENEWAL
CWEA		12/1/2014	188.00	RENEWAL FOR GRADE 4-PLANT/COLLEC
	Total 46143		423.00	
DION INTERNATIONAL TRUCKS INC	46144	12/1/2014	641.04	VACTOR REPAIR AND MAINT
	Total 46144		641.04	
EWING IRRIGATION PRODUCTS	46145	12/1/2014	47.90	PARTS
	Total 46145		47.90	
GREAT AMERICA FINANCIAL SERVICES	46146	12/1/2014	763.76	COPIER LEASE
	Total 46146		763.76	
HARTFORD LIFE & ACCIDENT INS.	46147	12/1/2014	368.00	LIFE INS-DEC
	Total 46147		368.00	
ICMA RETIREMENT-303979	46148	12/1/2014	<u>2,778.76</u>	DEFERRED COMP
	Total 46148		2,778.76	
INFRASTRUCTURE ENGINEERING CORP	46149	12/1/2014	600.00	GIS SERVICE
	Total 46149		600.00	
MES VISION	46150	12/1/2014	<u>325.27</u>	VISION INS-DEC
	Total 46150		325.27	
MITSUBISHI ELECTRIC US, INC	46151	12/1/2014	<u>266.62</u>	ELEVATOR SERVICE
	Total 46151		266.62	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/1/2014 Through 12/1/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
NATIONWIDE RETIREMENT SOLUTIONS	46152	12/1/2014	125.00	DEFERRED COMP
	Total 46152		125.00	
nfpACCOUNTING TECHNOLOGIES	46153	12/1/2014	390.00	W'2 AND 1099 TRAINING
	Total 46153		390.00	
OFFICE DEPOT, INC.	46154	12/1/2014	200.88	OFFICE SUPPLIES
	Total 46154		200.88	
PEP BOYS	46155	12/1/2014	81.24	WIPER BLADES, WINDOW WASHER, ETC
	Total 46155		81.24	
PERS RETIREMENT	46156	12/1/2014	13,572.05	EMPLOYEE RETIREMENT ENDING 11/9/14
	Total 46156		13,572.05	
PRUDENTIAL OVERALL SUPPLY	46157	12/1/2014	239.38	LAUNDRY -SHIRTS FOR IAN
	Total 46157		239.38	
PUBLIC EMPLOYEES HEALTH	46158	12/1/2014	20,683.94	HEALTH INS-BRD/EMPLOYEE-DEC
	Total 46158		20,683.94	
QUALITY CHEVROLET	46159	12/1/2014	2,702.80	VEHICLE MAINT AND REPAIR
	Total 46159		2,702.80	
AIR POLLUTION CONTROL DISTRICT	46160	12/1/2014	158.00	PERMIT @ E. ESTATES
AIR POLLUTION CONTROL DISTRICT		12/1/2014	158.00	PERMIT @ LCPS
	Total 46160		316.00	
STATE WATER RESOURCES CONTROL BOARD	46161	12/1/2014	11,195.00	ANNUAL PERMIT
STATE WATER RESOURCES CONTROL BOARD		12/1/2014	14,929.00	ANNUAL POERMIT @GAFNER WATER
	Total 46161		26,124.00	
TARGET SOLUTIONS LEARNING	46162	12/1/2014	1,895.00	TARGET ON LINE TRAINING
	Total 46162		1,895.00	
TELEPACIFIC COMMUNICATIONS	46163	12/1/2014	1,052.81	PHONE SYSTEM
	Total 46163		1,052.81	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/1/2014 Through 12/1/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
THE GUARDIAN	46164	12/1/2014	<u>3,677.15</u>	DENTAL/DISABILITY INS-DEC
	Total 46164		3,677.15	
TRI COMMUNITY ANSWERING SERVICE	46165	12/1/2014	90.00	ANSWERING SERVICE-NOV
	Total 46165		90.00	
UNIFIRST CORPORATION	46166	12/1/2014	<u>188.91</u>	LAUNDRY SERVICE
	Total 46166		188.91	
Report Total			<u>82,923.20</u>	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: December 3, 2014

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17664 - 17668	12/3/2014	\$4,873.19

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 4, 2014
Sick Buy Back

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17669 - 17677	12/4/2014	\$18,127.34

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

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

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

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

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

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

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

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

JUNE

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

JULY

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

AUGUST

8/5/2014	Board		\$2,848.67
8/6/2014	Employee		\$44,841.35
8/13/2014	Employee	Incentive	\$18,121.75
8/20/2014	Employee		<u>\$44,093.61</u>
	TOTAL		\$109,905.38

SEPTEMBER

9/3/2014	Employee		\$44,446.50
9/4/2014	Board		\$4,227.18
9/16/2014	Employee	Retirement	\$10,048.90
9/17/2014	Employee		<u>\$43,570.16</u>
	TOTAL		\$102,292.74

OCTOBER

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

NOVEMBER

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

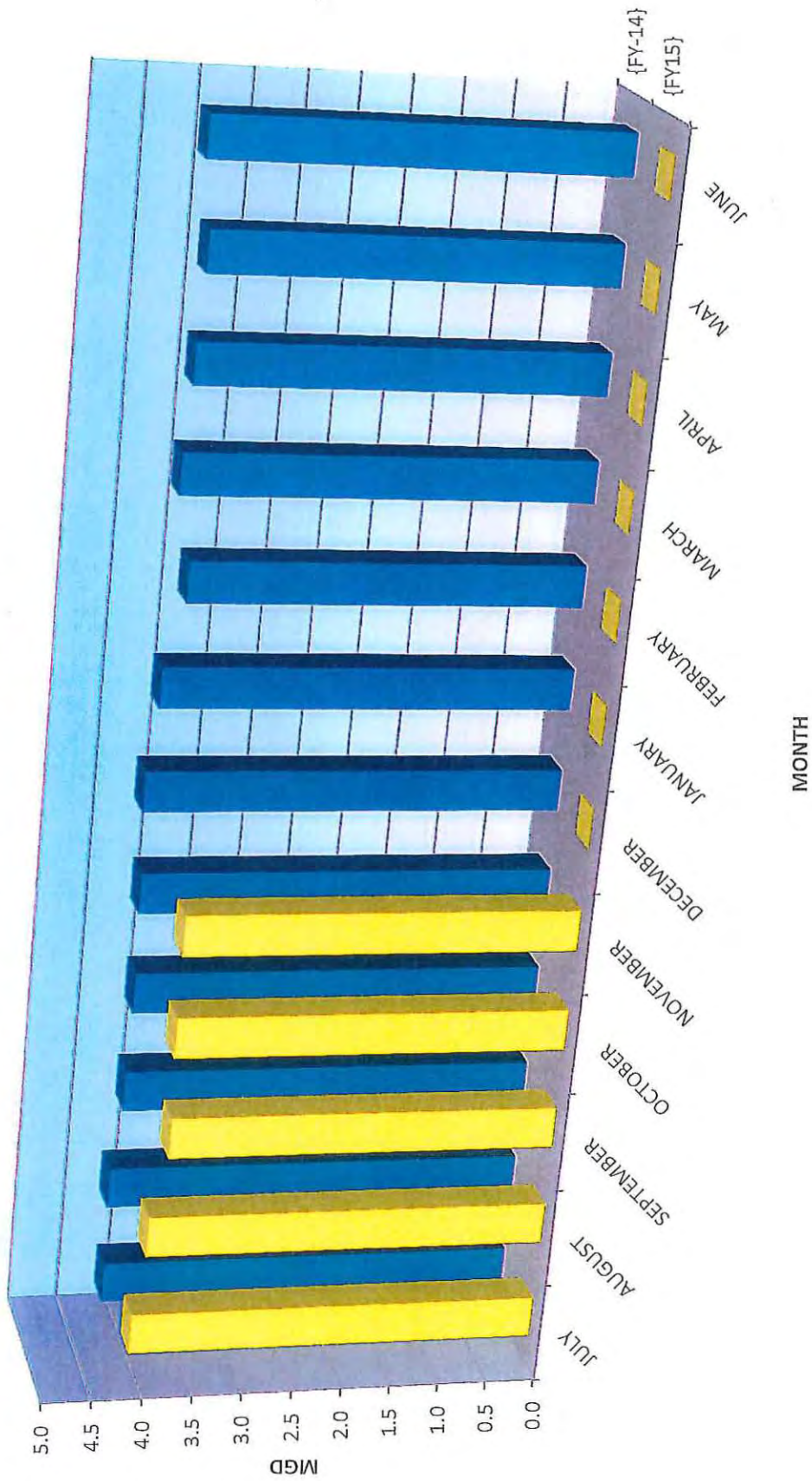
DECEMBER

12/3/2014	Board		\$4,873.19
12/4/2014	Employee	Sick Buyback	<u>\$18,127.34</u>
	TOTAL		\$23,000.53

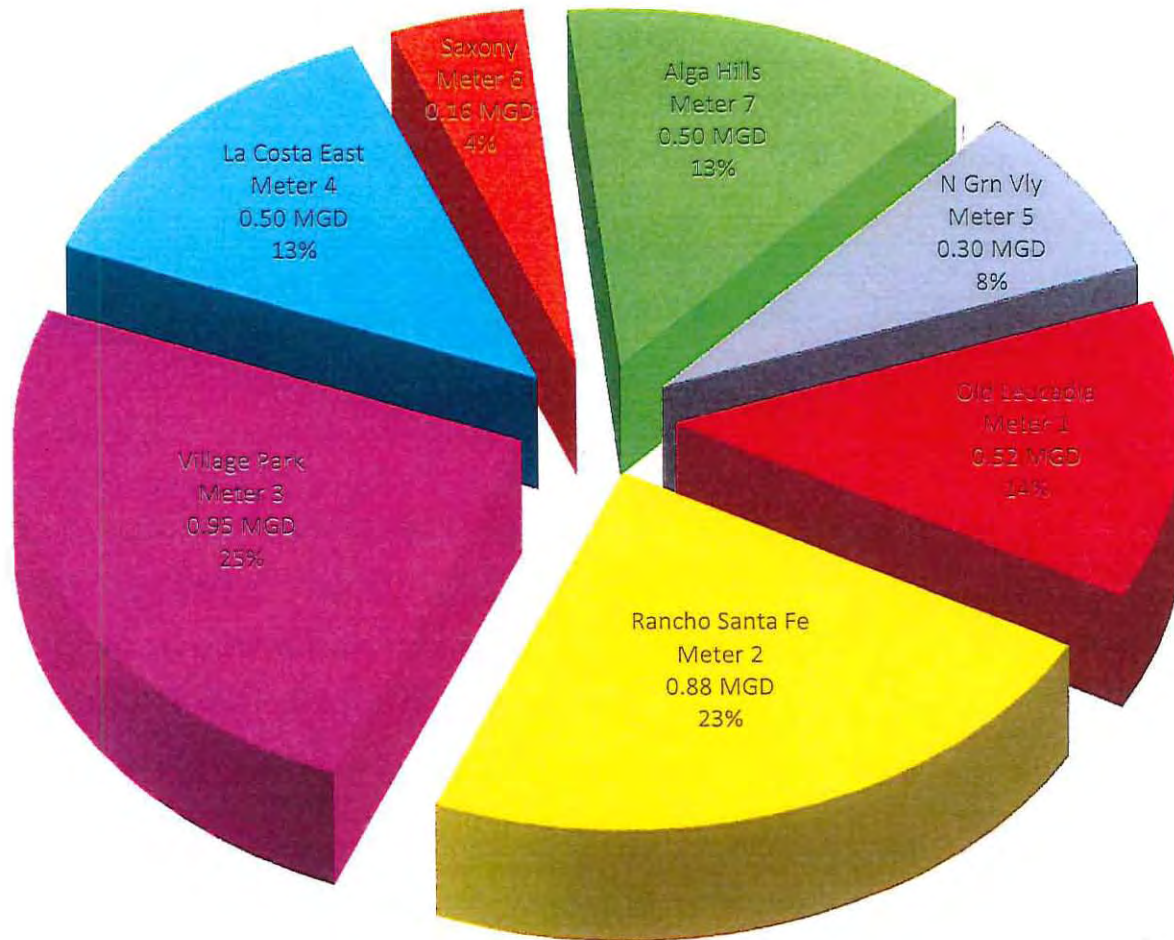
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2015 (July 2014 - June 2015)**

CURRENT MONTH - November 2014							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,277	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.00	127.10	26	4.10	145	44.47	4.18
YTD	0.00	127.10	28,303				
AUGUST	0.32	124.31	37	4.01	141	39.19	4.20
YTD	0.32	124.31	28,340				
SEPTEMBER	0.00	116.10	26	3.87	136	20.26	4.12
YTD	0.00	116.10	28,365				
OCTOBER	0.00	120.90	14	3.90	137	29.66	4.10
YTD	0.00	120.90	28,380				
NOVEMBER	0.71	117.00	16	3.90	137	12.72	4.12
YTD	0.71	117.00	28,395				
DECEMBER							4.16
YTD							
JANUARY							4.08
YTD							
FEBRUARY							3.90
YTD							
MARCH							4.05
YTD							
APRIL							4.00
YTD							
MAY							3.96
YTD							
JUNE							4.04
YTD	0.00	0.00	0.00				
Annual Total	1.03	605.41	118			146.30	
Mo Average	0.21	121.08	24	3.96	140	29.26	4.08

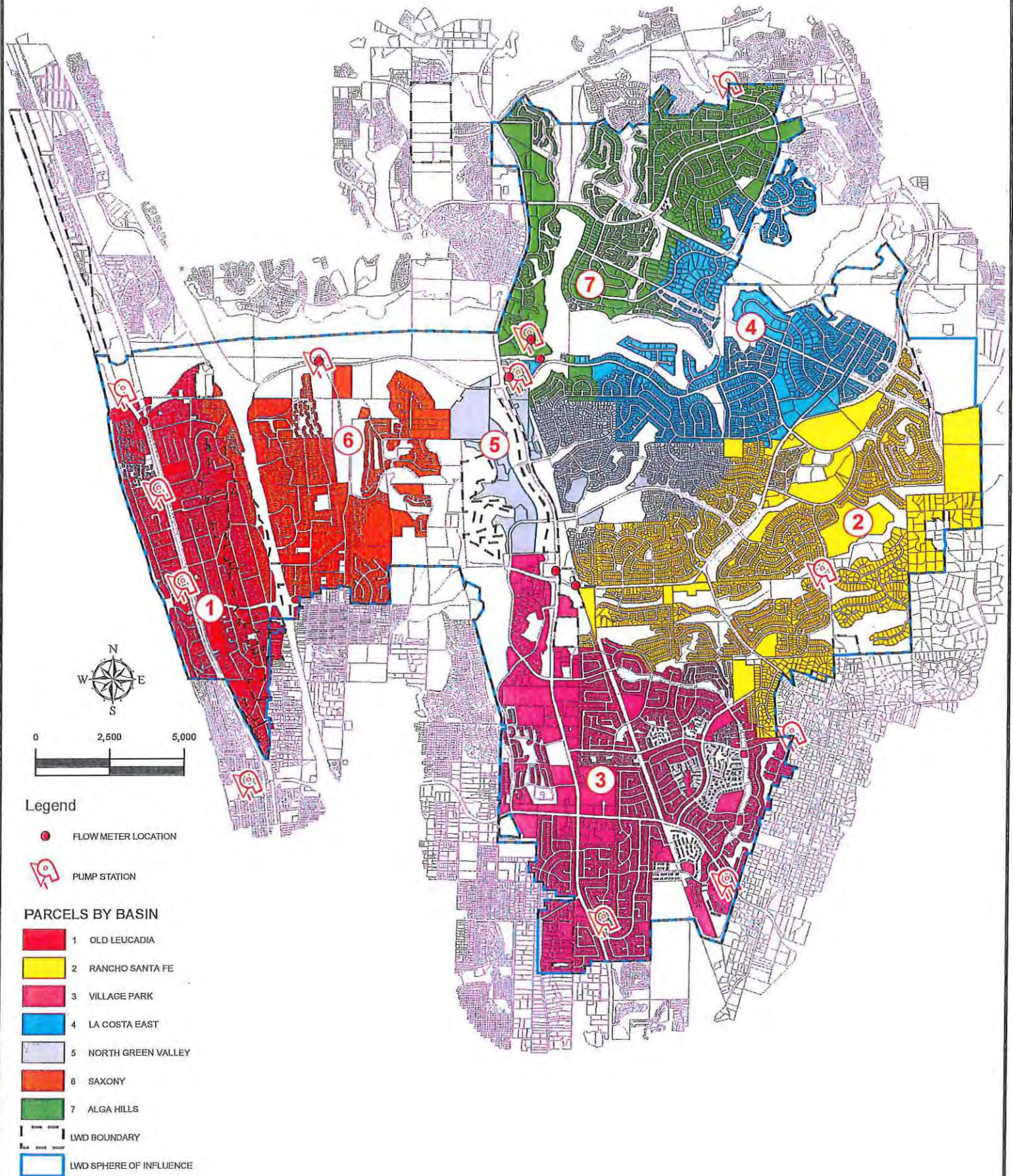
**LEUCADIA WASTEWATER DISTRICT
FLOW COMPARISON FY14 to FY15**



LWD Flows by Sub-Basin
November 2014
Total LWD Flow = 3.90 MGD



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet
As of 11/30/2014

		<u>Current Year</u>
Assets		
Cash & Investments	1CAS	34,967,869.85
Accounts Receivables	2A/R	72,272.69
Prepaid Expense	3PRE	643,988.56
Funds held with Encinca Wastewater Authority	4EWA	906,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	(48,320,593.63)
Total Assets		<u>133,134,507.69</u>
Total Assets		<u>133,134,507.69</u>
Liabilities		
Accounts Payable & Accued Expenses	A/P	487,806.36
Developer Deposits	DEVD	260,886.54
Total Liabilities		<u>748,692.90</u>
Total Liabilities		<u>748,692.90</u>
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	37,577,007.14
Total Beginning Net Position		135,592,534.73
Current Change In Net Position		
Other		(3,206,719.94)
Total Current Change In Net Position		(3,206,719.94)
Total Net Position		<u>132,385,814.79</u>
Total Net Postion		<u>132,385,814.79</u>
Total Liabilites & Net Position		<u>133,134,507.69</u>

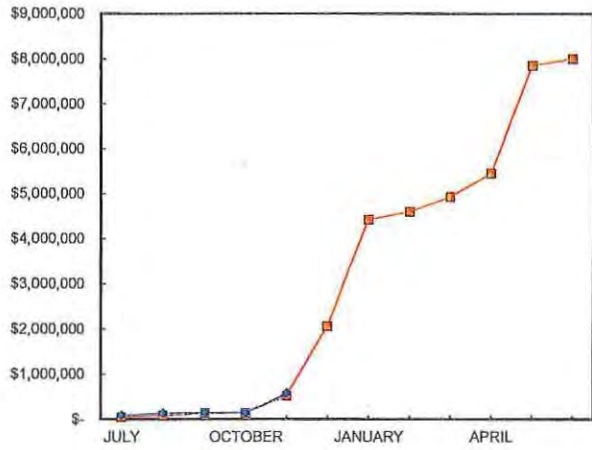
Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2014 Through 11/30/2014

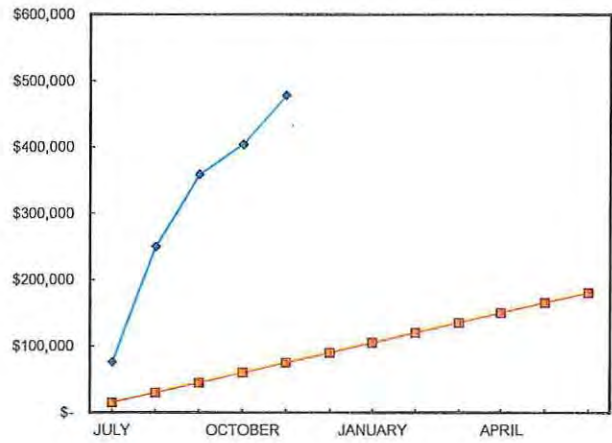
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	583,209.52	8,002,543.00	7,419,333.48	7.3%
3150 Recycled Water Sales	122,752.63	275,000.00	152,247.37	44.6%
3100 Misc. Operating Revenue	\$ 22,480.71	\$ 244,080.00	\$ 221,599.29	9.2%
TOTAL OPERATING REVENUES	\$ 728,442.86	\$8,521,623.00	\$7,793,180.14	8.5%
OPERATING EXPENSES				
4100 Salaries	\$ 626,062.73	\$1,592,462.00	\$ 966,399.27	39.3%
4200 Employee Benefits	279,494.11	818,080.00	538,585.89	34.2%
4300 Directors Expense	54,749.55	140,350.00	85,600.45	39.0%
4400 Election Expense	15,418.00	30,000.00	14,582.00	51.4%
4600 Gas, Oil & Fuel	15,776.28	46,000.00	30,223.72	34.3%
4700 Insurance Expense	52,130.07	118,000.00	65,869.93	44.2%
4800 Memberships	17,101.00	27,800.00	10,699.00	61.5%
4900 Office Expense	25,265.42	115,700.00	90,434.58	21.8%
5000 Operating Supplies	81,641.23	227,000.00	145,358.77	36.0%
5200 Professional Services	206,571.78	570,200.00	363,628.22	36.2%
5300 Printing & Publishing	10,993.92	32,000.00	21,006.08	34.4%
5400 Rents & Leases	9,308.83	19,100.00	9,791.17	48.7%
5500 Repairs & Maintenance	125,318.00	324,900.00	199,582.00	38.6%
5600 Monitoring & Permits	8,384.01	49,700.00	41,315.99	16.9%
5700 Training & Development	14,707.22	44,500.00	29,792.78	33.0%
5900 Utilities	193,035.85	429,400.00	236,364.15	45.0%
6100 LAFCO Operations	5,841.00	6,200.00	359.00	94.2%
6200 Encina Operating Expense	383,216.83	1,841,919.00	1,458,702.17	20.8%
6900 Admin O/H alloc to Capital	(30,310.64)	(114,164.00)	(83,853.36)	26.6%
TOTAL OPERATING EXPENSES	\$2,094,705.19	\$6,319,147.00	\$4,224,441.81	33.1%
NON-OPERATING REVENUES				
3130 Capacity Fees	478,076.04	180,270.00	(297,806.04)	265.2%
3220 Property Taxes	90,574.00	1,300,000.00	1,209,426.00	7.0%
3250 Investment Income	73,831.00	155,000.00	81,169.00	47.6%
3290 Misc. Non Op Revenue	2,624.30	677,484.00	674,859.70	0.4%
TOTAL NON-OPERATING REVENUES	\$ 645,105.34	\$2,312,754.00	\$1,667,648.66	27.9%

Leucadia Wastewater District Revenue FY 2015 YTD through November 30, 2014

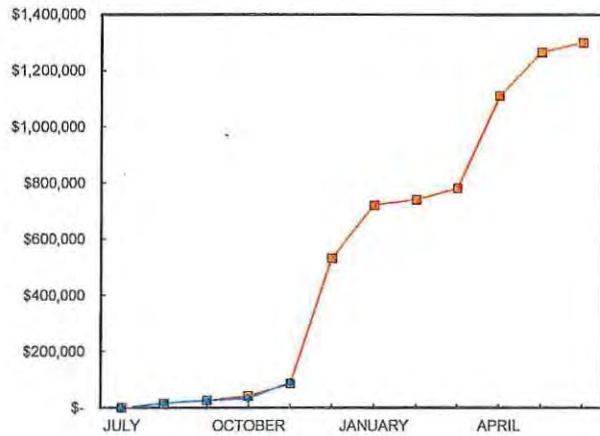
Sewer Service Fees



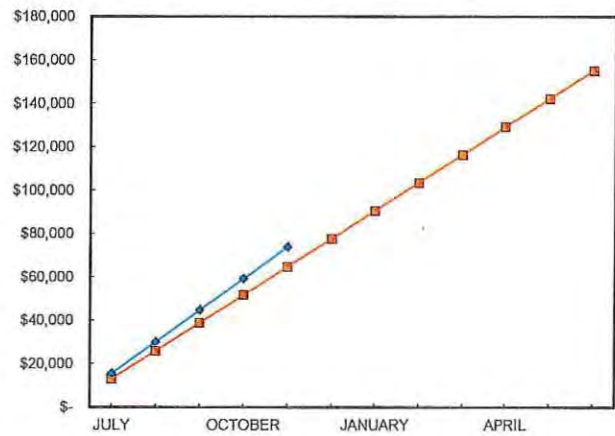
Capacity Charges



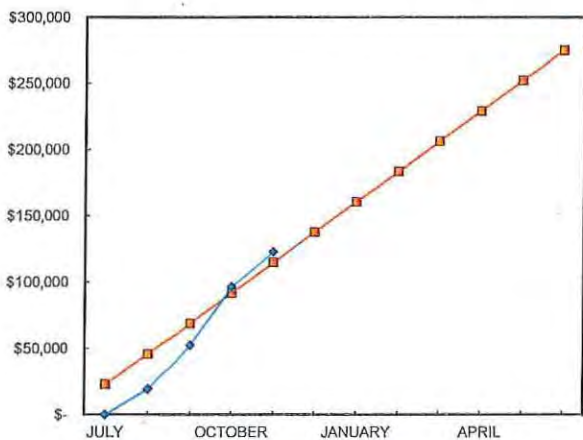
Property Taxes



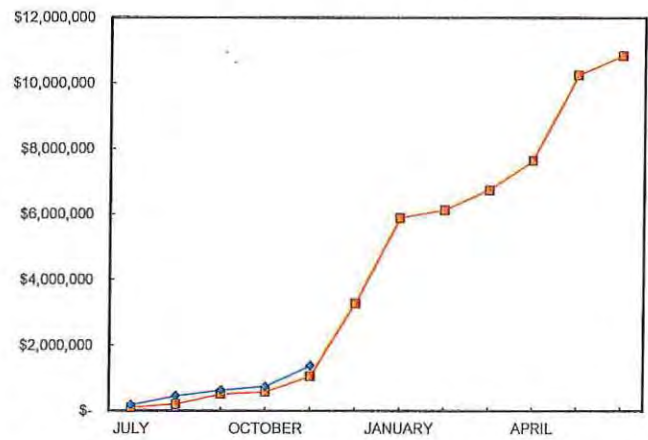
Investment Income



Recycled Wastewater



Total Revenue



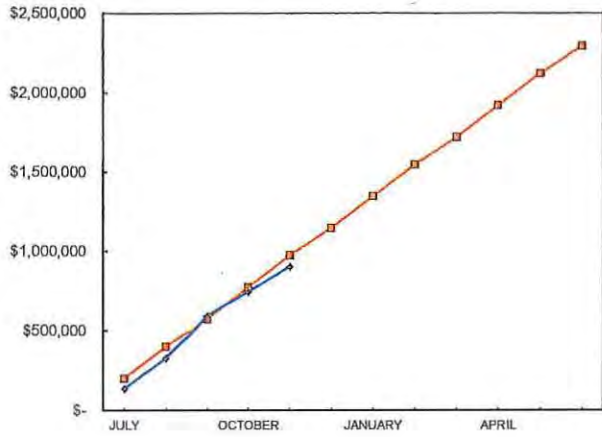
Legend: Budget (orange line with square markers), Actual (blue line with diamond markers)

Legend: Budget (orange line with square markers), Actual (blue line with diamond markers)

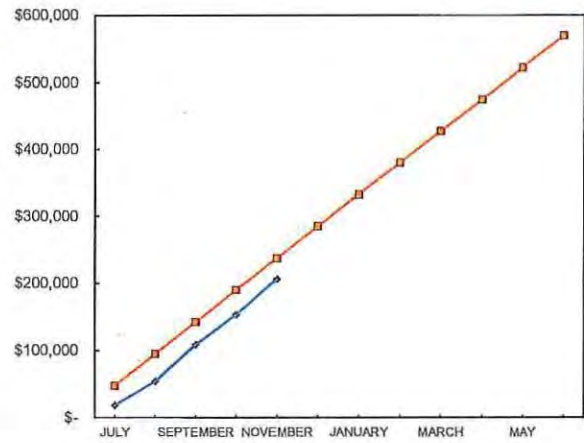
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2015 YTD through November 30, 2014

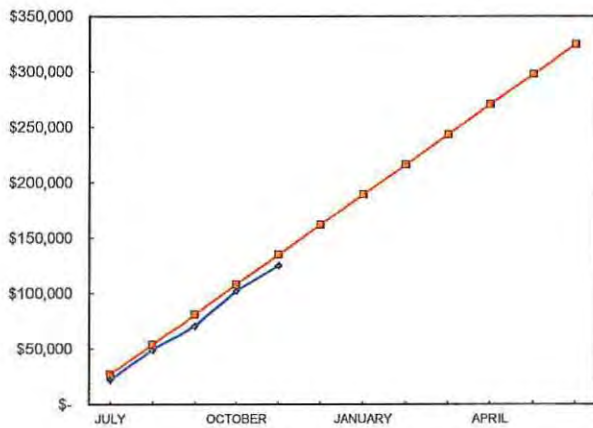
Salaries and Benefits



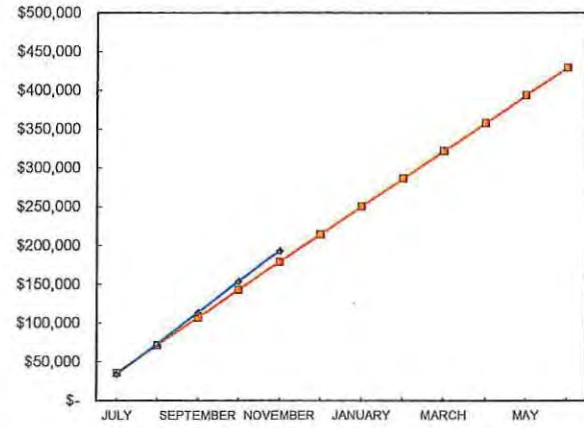
Professional Services



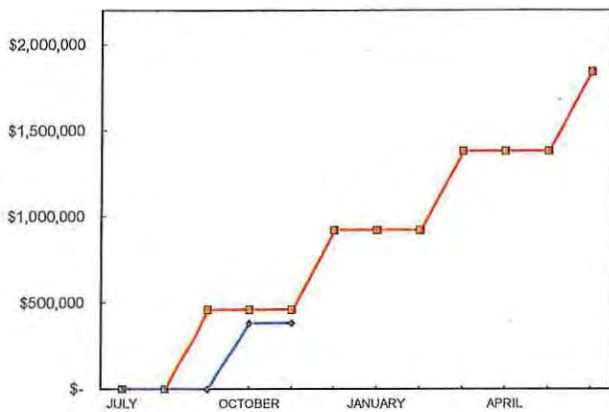
Repairs & Maintenance



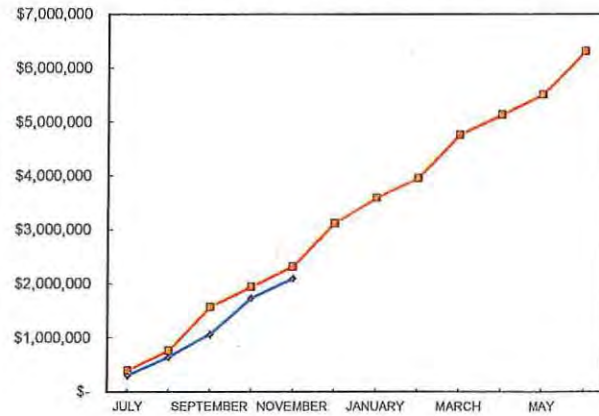
Utilities



Encina M&O



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



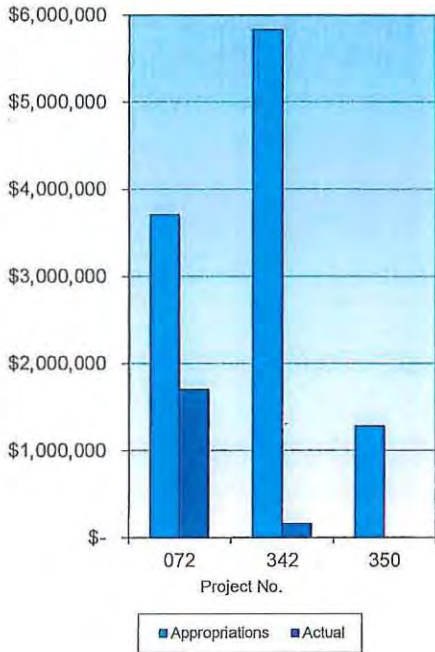
— Budget — Actual

— Budget — Actual

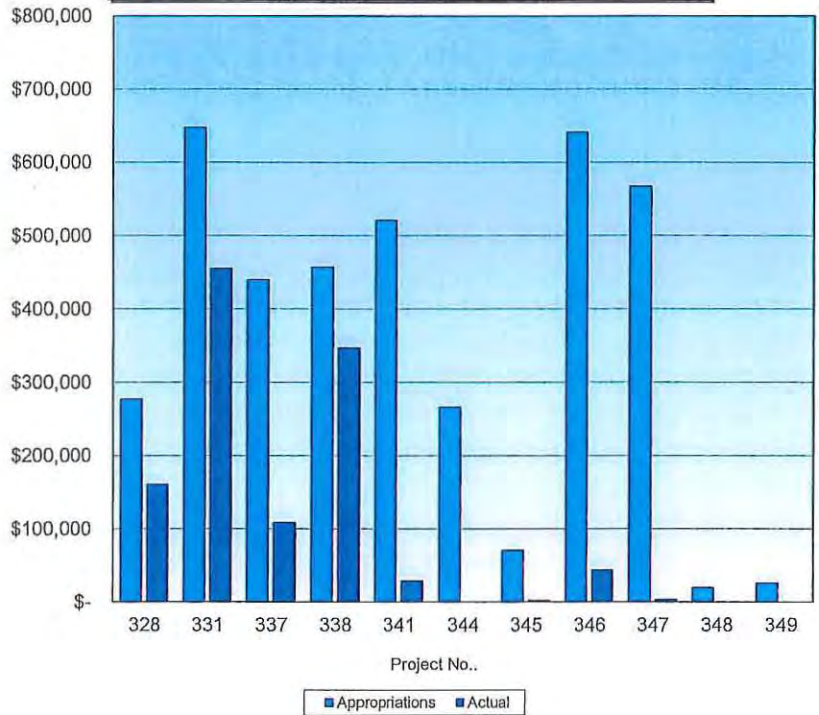
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of November 30, 2014

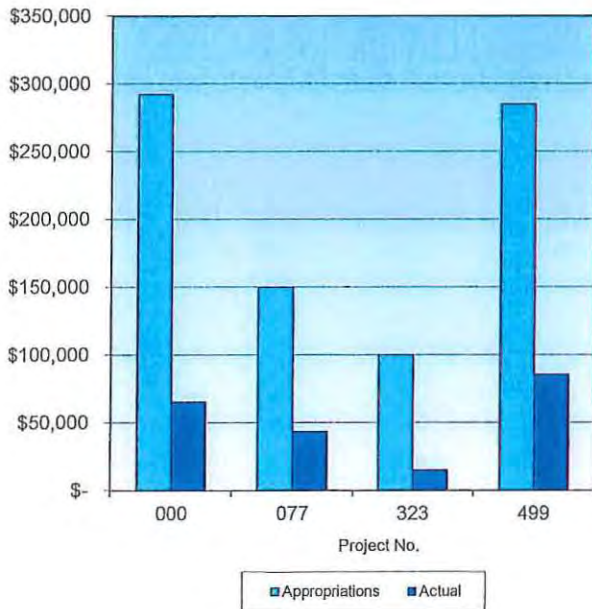
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2015



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



Single Year Capital Expenditures by Project FY2015



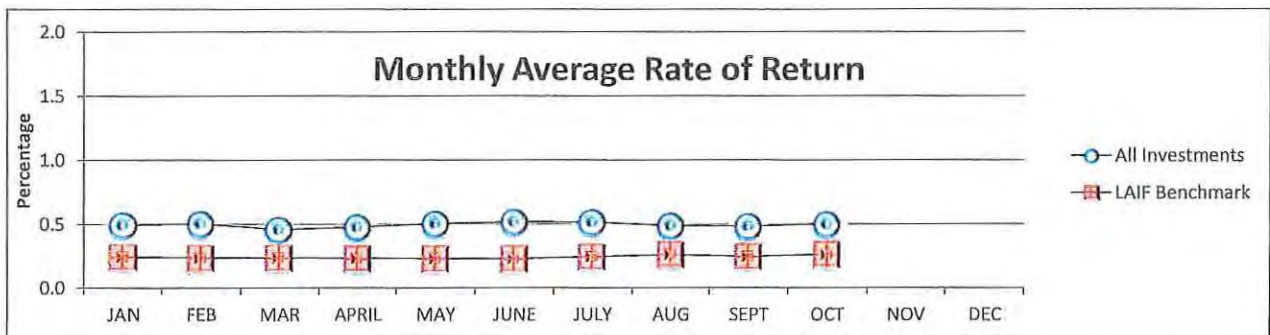
Project Legend

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

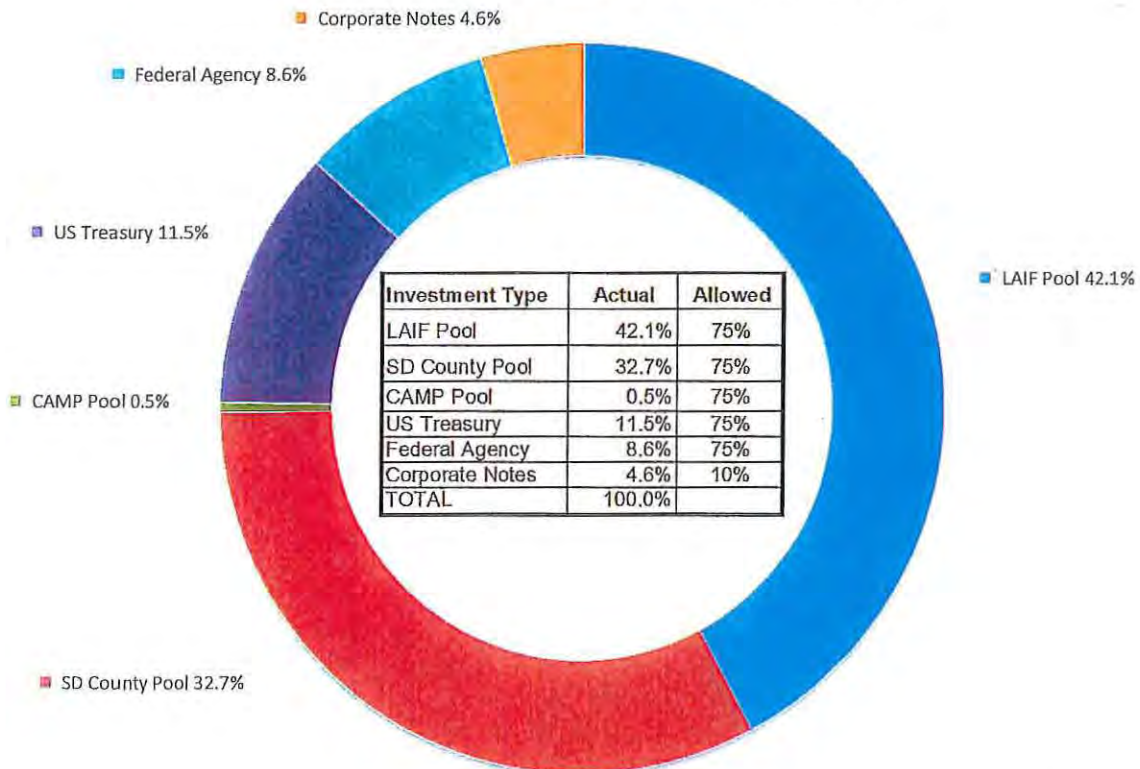
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary October 31, 2014

Cash Equivalents & Investments	Principal (Original Cost)		October Interest	Average Rate
	September 30, 2014	October 31, 2014		
LAIF Pool	\$ 16,352,505	\$ 14,659,549	\$ 3,373	0.261%
SD County Pool	11,390,113	11,400,355	4,549	0.479%
CAMP Pool	153,441	157,365	6	0.050%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	10,009	9,783	68	8.180%
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
US Treasury Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Total Camp Portfolio	8,603,834	8,603,608	6,869	0.960%
Totals	\$ 36,499,893	\$ 34,820,876	\$ 14,797	0.498%

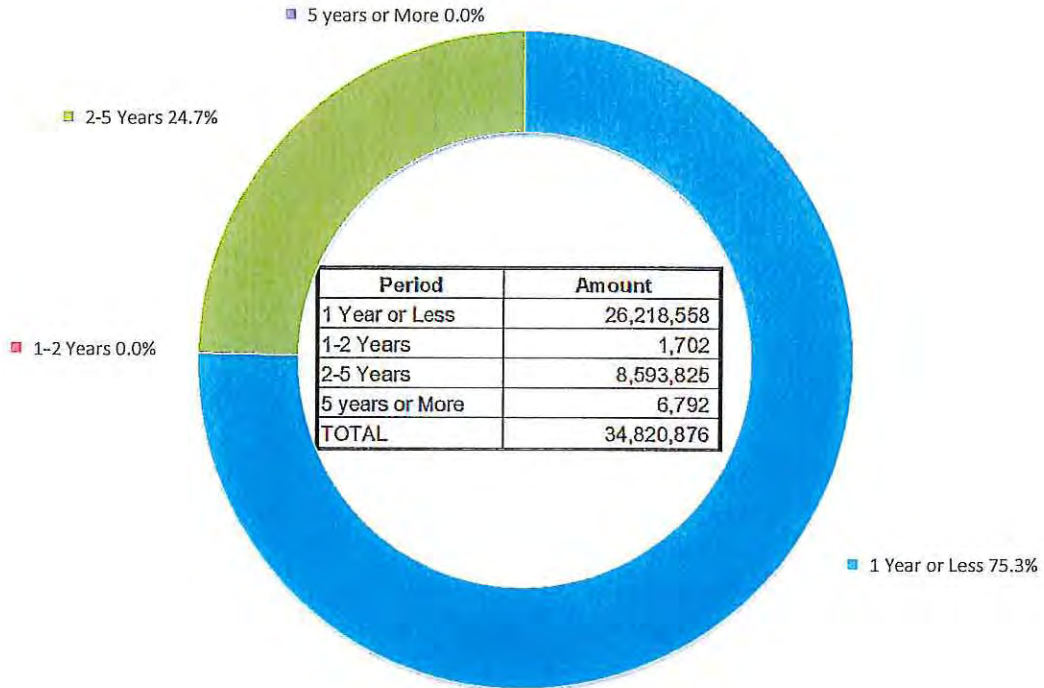


INVESTMENT DISTRIBUTION BY CATEGORY

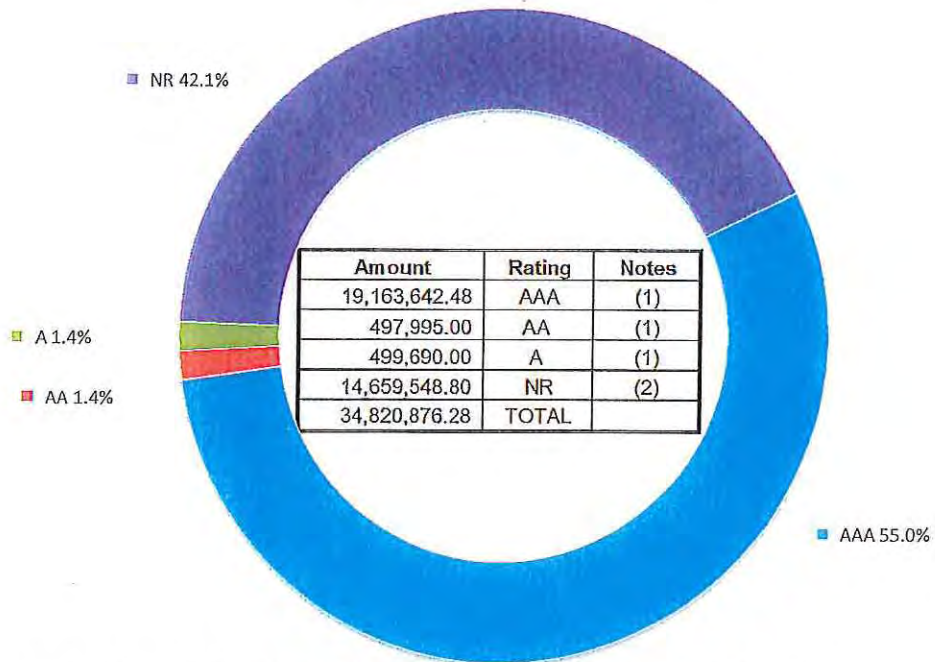


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
October 31, 2014
(Continued)

REMAINING MATURITY



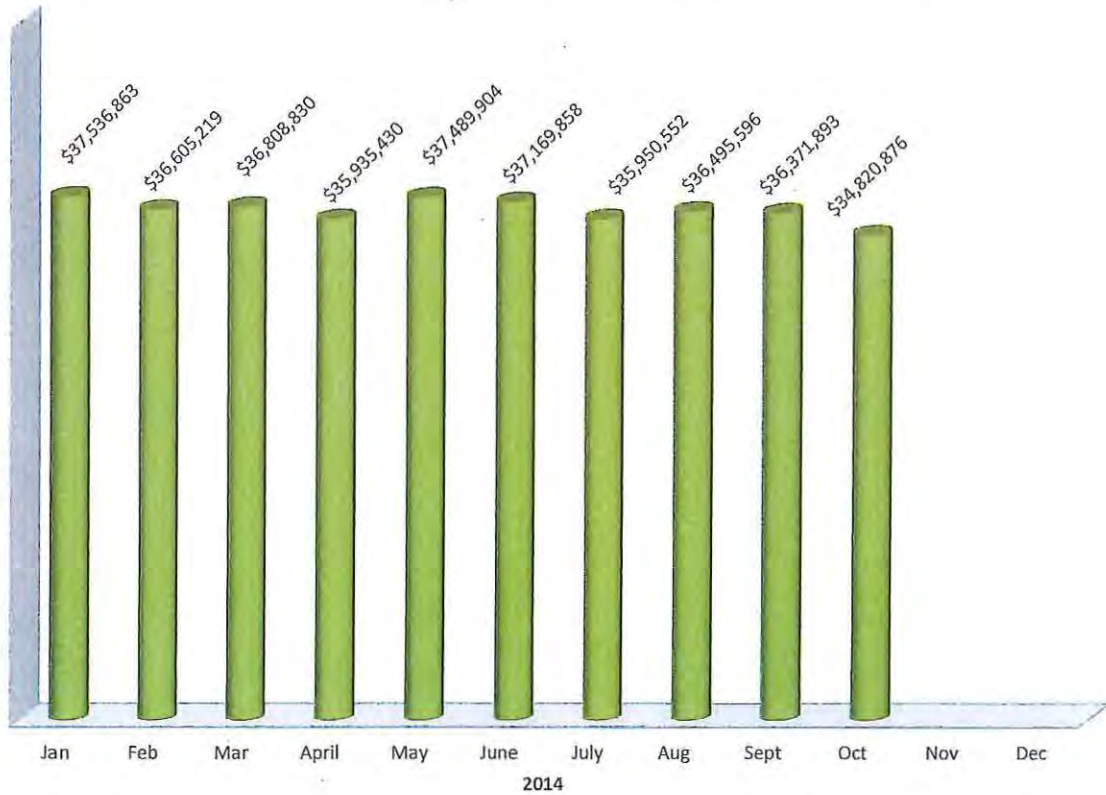
INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
October 31, 2014
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of October, 2014


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 229	\$ -	(3)	8.18%
TOTAL	\$ -	\$ 229	\$ -		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 15-4302

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **November 2014 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 November 2014.

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 November 2014 your review.

th:PB

Attachment

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

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS	EA	
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	C. LeMay	R. Morishita	J. Stecker	T. Hill	
<i>CSRMA Sewer Summit</i>												
CSRMA Sewer Summit November 12-13, 2014 Fremont, CA	Registration									-		
	Hotel									236.61		
	Airfare									441.20		
	Meals									14.76		
	Rental Car									-		
	Airport parking									32.00		
	Tips											
	Fuel/mileage/taxi									100.00		
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	824.57	0.00	
<i>CSDA - Special District Leadership Conference</i>												
CSDA Special District Leadership Conf. Nov. 16-19, 2014 Garden Grove, Ca	Registration	200.00	200.00	200.00	200.00	200.00						
	Hotel	488.28	488.28	488.28	488.28	488.28						
	Airfare	0.00	0.00	0.00	0.00	0.00						
	Meals	18.46	52.50	4.33	58.96	18.46						
	Rental Car	0.00	0.00	0.00	0.00	0.00						
	Parking	0.00	18.00	18.00	18.00	18.00						
	Tips	0.00	0.00	10.00	0.00	5.00						
	Fuel/mileage/taxi	0.00	75.60	76.16	75.60	85.12						
	Total	\$706.74	834.38	796.77	840.84	814.86	0.00	0.00	0.00	0.00	0.00	0.00
	<i>CSRMA Sewer Summit</i>											
	Registration											
	Hotel											
	Airfare											
	Meals											
	Rental Car											
	Fuel/mileage/taxi											
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Notes:

CSDA - Special District Leadership Conference

(1) Director Hanson drove with Director Juliussen

(2) Director Juliussen paid for Director Hanson's meals and one meal for Director Omsted

(3) Director Sullivan paid for a portion of Director Kulchin's meal

Encina Wastewater Authority Report
Regular Board Meeting
November 19, 2014

EWA Board of Directors - GM Bushee reporting.

Regular Board of Directors Action Item

1. Proposed 2020 Business Plan

The Board of Directors adopted the proposed 2020 Business Plan.

Executive Session

2. Discuss Lease/Sale of the Encina South Parcel located in the 6300 block of Avenida Encinas, Carlsbad.

Per Government Code Section 54956.8, the Board of Directors met in Executive Session with negotiators Kevin Hardy and Michael Steinlicht to discuss the lease of the Encina South Parcel located in the 6300 block of Avenida Encinas, Carlsbad.

There was no reportable action.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on December 2, 2014

1. The EC reviewed staff's recommendation that the Board of Directors adopt Ordinance No. 131 – Establishing the District's Capacity Fee and Amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule.


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

2. The EC reviewed staff's recommendation that the General Manager execute a sole source Purchase Agreement with Plumber's Depot for the purchase of a new trailer mounted jetter in an amount not to exceed \$51,539.

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

3. The EC received updates/reports on the following:
 - B1/B2 Force Mains Replacement Project, and
 - A General Manager's report on the Via Terressa sewer spill in Encinitas

MEMORANDUM

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Public Hearing on a Proposal to Establish the District's Capacity Fee and Amend the Equivalent Dwelling Unit (EDU) Factors Capacity Fee Schedule**

DISCUSSION:

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


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

A notice was also published in the San Diego Union Tribune on November 26, 2014 and was posted on the District's web-site and at the District's administrative office.

rym:PB

MEMORANDUM

Ref: 15-4301

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2014 (FY 14) Comprehensive Annual Financial Report

RECOMMENDATION:

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

1. Receive and File the Fiscal Year 2014 Comprehensive Annual Financial Report (CAFR).
2. Discuss and take other action, as appropriate.

DISCUSSION:

The IFC is scheduled to review this item at their December 9, 2014 meeting. Staff will forward any changes or requests to the Board during the Board meeting.

State law requires the Leucadia Wastewater District (LWD) to prepare a complete set of financial statements in conformance with generally accepted accounting principals (GAAP). The law also requires that the financial statements be audited in accordance with generally accepted auditing standards. For LWD, these documents collectively take the form of LWD's annual financial audit.

LWD prepares a more comprehensive financial audit, which is known as a Comprehensive Annual Financial Report or CAFR. This year's CAFR includes the following sections:

- Introductory section that includes the letter of transmittal
- A Financial section that includes the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements and notes, and supplemental information
- Statistical section that includes cost and revenue comparisons for the past 10 years.

The accounting firm of White Nelson Diehl Evans LLP has completed its audit of LWD's FY 14 CAFR. Staff is pleased to report that the auditors found that the financial statements fairly represent LWD's financial condition and is in conformance with GAAP.

Enclosed is a draft copy of the full CAFR for your review.

Staff along with Mr. Harvey Schroeder of White Nelson Diehl Evans LLP will present an overview of the CAFR at the upcoming meeting.

cal:PJB

Enclosure

MEMORANDUM

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule

RECOMMENDATION:

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

1. Adopt Ordinance No. 131 establishing the District's capacity fee and amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule.
2. Discuss and take other action, as appropriate.

DISCUSSION:

This item was discussed by the EC at its December 2, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

During the public comment period at the November 12, 2014 Board of Directors meeting, Mr. Kevin Scanlon requested that the Board consider reducing the \$4,006 capacity fee for the attached "in-law flat" he is constructing for his parents. Mr. Scanlon stated that the unit would be occupied for approximately three to four weeks per year and considered the \$4,006 fee to be excessive. As a result, the Board directed staff to evaluate the capacity fee assessed for a "Guest House" as it is categorized in the current ordinance. Ordinance No. 129, adopted in June 2013, establishes the Equivalent Dwelling Unit (EDU) factors to determine the appropriate capacity fees to be assessed.

The District's capacity fee is paid by new applicants for the privilege of connecting to the District's wastewater collection system. The fees allow the District to recover an equitable share of the value of the connection in facilities that are (or will be) available to serve new applicants for service. Since growth in the district has slowed, the capacity fee now essentially represents 100% buy-in.

Staff surveyed the Cities of Carlsbad, Encinitas and San Diego regarding how an addition to a single family residence is assessed. The EDU factor assessed by each city varied from no fee to one (1) EDU. This indicates that there is no set standard for applying EDU factors. Staff discussed the various parameters used by the cities and the significance of a kitchen in generating fats, oils and grease (FOG). As a result, staff recommends the following EDU Factors:

- Accessory Dwelling Unit (attached)
 - With kitchen and with bathroom, 750 square feet or smaller – 0.5 EDU (\$2,003)
 - With kitchen and with bathroom, 751 square feet or larger – 1.0 EDU (\$4,006)
- Second Dwelling Unit (detached)
 - With kitchen and with bathroom – 1.0 EDU (\$4,006)

Staff believes these EDU factors are fair and equitable. Additionally, the amended factors differentiate between attached and detached units.

It should be noted that the capacity fee of \$4,006 per EDU, established under Ordinance No. 129, remains unchanged.

Based on the adjusted EDU factors, Mr. Scanlon will be charged an EDU factor of 0.5 or a \$2,003 capacity fee. His planned Accessory Dwelling Unit is approximately 550 square feet.

Proposed Ordinance No. 131 is attached for your review. If adopted, it will repeal Ordinance No. 129 and amend the District's EDU factors for an Accessory Dwelling Unit and a Second Dwelling Unit immediately upon adoption. Staff recommends that the Board of Directors adopt the proposed ordinance.

rym:PJB

Attachment

ORDINANCE NO. 131

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

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

WHEREAS, the LWD Board of Directors has determined that a capacity fee is appropriate; and,

WHEREAS, the LWD Board of Directors has determined that the Equivalent Dwelling Unit (EDU) Factors Capacity Fee Schedule should be amended to clarify how an addition to a single family residence is assessed; and,

WHEREAS, the Guest House category has been revised to the Second Dwelling Unit (Detached) category; and

WHEREAS, an Accessory Dwelling Unit (Attached) category has been added to the EDU Factors Capacity Schedule; and

WHEREAS, a public hearing to consider a reduced capacity fee for dwelling units was duly noticed and held in accordance with Government Code Section 66016 on the date hereof,

NOW, THEREFORE, BE IT ORDAINED:

1. The LWD Wastewater Capacity Fee is \$4,006 per Equivalent Dwelling Unit (EDU) for the privilege of capacity in the District's wastewater system.
2. That the capacity fee charges shall be assessed in accordance with the EDU Factors established by the District and amended herein as "Exhibit A".
3. That the provisions of this ordinance shall be effective immediately after its adoption, and thereafter, Ordinance No. 129 shall be void and of no further force and effect.

PASSED AND ADOPTED this 10th day of December 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David Kulchin
President

ATTEST:

Paul J. Bushee
Board Secretary

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

WASTEWATER USE CATEGORIES	EDU FACTORS
<u>Single Family Residence</u>	1.0
<u>Multiple Dwelling</u> (Apartments, duplexes, condominiums, and townhouses)- Each living unit	1.0
<u>Mobile Home or Trailer Park</u> Mobile home or trailer space	1.0
<u>Motel or Hotel</u> Each Unit w/o Kitchen & Bathroom Each Unit w/Kitchen & Bathroom	0.33 0.55
<u>Second Dwelling Unit (Detached)</u> w/Kitchen and w/Bathroom	1.0
<u>Accessory Dwelling Unit (Attached)</u> w/Kitchen and w/Bathroom, 750 sq. ft. or smaller. w/Kitchen and w/Bathroom, 751 sq. ft. or larger.	0.5 1.0
<u>Medical Care or Elder Care</u> (Hospitals, skilled nursing homes, convalescent homes, retirement homes, assisted living homes, and similar facilities) Multiple dwelling without individual kitchen & with community eating facilities, Per individual bed with minimum 1.0 EDU Multiple dwelling with internal kitchen and on-site community eating facilities per living unit Multiple dwellings with internal kitchen and no on-site community eating facility per living unit Single dwellings with internal kitchens regardless of community facilities	0.4 0.8 1.0 1.0
<u>Churches, Theaters and Auditoriums</u> Each unit of 115 Persons or fraction thereof	1.0
<u>Schools</u> Elementary per 60 pupils or fraction thereof for each elementary school Junior High per 50 pupils or fraction thereof for each Jr. High school High School per 30 pupils or fraction thereof for each High school	1.0 1.0 1.0

<u>Laundries - Self Service -</u> Per each washer	0.75
<u>Food Establishments, Restaurants, or Taverns</u> Each unit of 7 seats or fraction thereof	1.0
Restaurant with no seating	2.6
The basic charge for a restaurant with seats using exclusively throw-away plates and utensils	1.0
Additional for each block of 15 seats	1.0
Tavern not serving food for each unit of 16 seats	1.0
<u>Ballrooms, Banquet Facilities, and Convention Facilities</u> Per block of 40 seats	1.0
<u>Automobile Service Stations</u> Not more than four (4) gasoline pumps	2.0
More than four (4) gasoline pumps	3.0
Additional for each washing rack, pit, or floor drain (Drains subject to collecting toxic, hazardous, or potentially explosive waste are not allowed to be connected to sewer).	2.0
Car washes shall be individually evaluated by the District Engineer based on peak net discharge rate of specific equipment to be used with internal water recycling required.	Per Review
<u>Banks and Savings and Loan Associations</u> Each 3000 SF or portion thereof	1.0
<u>Other Commercial or Industrial Users</u> Up to 1,000 SF	1.0
Plus for each additional 1,000 SF or portion thereof up to 5,000 SF	0.4
Plus For each additional 1,000 SF or portion thereof over 5,000 SF	0.6
The connection charge for establishments with unusual sewer characteristics or for any commercial use not described in the categories above shall be fixed by the Board of Directors by motion, resolution, or ordinance when each specific application is submitted.	Per Case

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

MEMORANDUM

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Corrected Ordinance Increasing the District's Wastewater Service Charge

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Ordinance No. 132 correcting a prior Ordinance which increases the District's wastewater service charge; and
2. Discuss and take other action as appropriate.

BACKGROUND:

On June 11, 2014 the Board of Directors adopted Ordinance No. 130 which increased the District's wastewater service charge for three annual increases beginning in Fiscal Year 2015, which commenced on July 1, 2014. The two remaining increases are effective on July 1, 2015 (FY 2016) and July 1, 2016 (FY 2017).

A recent review of Ordinance No. 130 identified an administrative error which incorrectly indicated the effective dates of the increases.

Proposed Ordinance No. 132 (attached) corrects the administrative error and correctly identifies the effective dates of the wastewater service charge increases. The revised dates are consistent with the Proposition 218 notice sent to each District rate-payer.

Staff recommends that the Board of Directors adopt Ordinance No. 132 correcting Ordinance No. 130.

cal:PJB

ORDINANCE NO. 132

**CORRECTED ORDINANCE OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
INCREASING THE DISTRICT'S WASTEWATER SERVICE CHARGE**

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

WHEREAS, a public hearing to consider an increase in the wastewater service charge was duly and properly noticed and held in accordance with Article XIID of the California State Constitution and the Proposition 218 Omnibus Implementation Act on June 11, 2014; and

WHEREAS, the LWD Board of Directors adopted Ordinance No. 130 on June 11, 2014, which increased the District's wastewater service charge; and

WHEREAS, the Proposition 218 notice for the wastewater service charge provided for three annual increases beginning fiscal year 2015, which commences on July 1, 2014; and

WHEREAS, Ordinance No. 130 contains typographical errors that are inconsistent with the Proposition 218 notice, specifically, that incorrectly label the annual increases as commencing on July 1, 2015, rather than July 1, 2014; and

WHEREAS, the LWD Board of Directors finds that the typographical errors are administrative in nature and can be corrected by adoption of this ordinance, which is consistent with the Proposition 218 notice,

NOW, THEREFORE, BE IT ORDAINED:

1. The LWD wastewater service charge shall be increased from \$258.21 per Equivalent Dwelling Unit (EDU) per year to \$284.04 per EDU per year effective July 1, 2014.
2. The LWD wastewater service charge shall be increased from \$284.04 per Equivalent Dwelling Unit (EDU) per year to \$312.44 per EDU per year effective July 1, 2015.
3. The LWD wastewater service charge shall be increased from \$312.44 per Equivalent Dwelling Unit (EDU) per year to \$343.68 per EDU per year effective July 1, 2016.
4. That the wastewater service charge shall be assessed in accordance with the EDU factors established by the District.
5. That the provisions of this ordinance are retroactively effective as of July 1, 2014; and supersede and replace Ordinance No. 130 in its entirety.

PASSED AND ADOPTED this 10th day of December 2014, by the following vote:

AYES:

NOES:

ABSENT:


ABSTAIN:

David Kulchin
President

ATTEST

Paul J. Bushee
Board Secretary

MEMORANDUM

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award of Purchase Contract to Procure a Trailer Mounted Jetter

RECOMMENDATION:

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

1. Authorize the General Manager to execute a sole source Purchase Agreement with Plumber's Depot for the purchase of a new trailer mounted jetter in an amount not to exceed \$51,539.
2. Discuss and take other action as appropriate.

BACKGROUND:

This item was discussed by the EC at its December 2, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

In June 2012, staff completed a comparison between a trailer mounted jetter (jetter) and an easement crawler and presented the results to the Engineering Committee. The evaluation was conducted to assess which apparatus would be more suitable to hydro-clean hard to access gravity lines, typically installed in easements. As a result of the evaluation, it was determined that a jetter was better suited to meet District requirements. The jetter would enable staff to properly clean nine miles of gravity lines that are difficult to access, including pipelines in the La Costa Resort and Spa. During the period of the evaluation, staff was focused on expanding its Closed Circuit Television (CCTV) Inspection program. Additionally, in April 2012 the Board authorized the purchase of a new CCTV truck. As a result, staff decided to defer pursuing the purchase of a jetter.

As time passed, staff has realized that a jetter is a necessary tool to effectively hydro-clean hard to access gravity lines in order to maintain the reliability and integrity of the collection system and prevent spills. Additional justification includes:

- Manually deploying and transporting the hydro-cleaning hose from a combination truck is inefficient and requires intensive manpower and labor.
- The jetter operates at a lower pressure reducing the negative impact on residential plumbing during hydro-cleaning (removal of water from plumbing traps, thereby allowing odors to spread).
- Accessibility. The recent spill from a manhole in an easement through a resident's back yard would have been stopped faster and more efficiently if a trailer mounted jetter was

available to District staff responding to the emergency. The combination truck was unable to enter the residential driveway due to its size and weight.

Therefore, staff included an appropriation in the Fiscal Year (FY) 2015 Budget for the purchase of a jetter.

DISCUSSION:

Staff requested four equipment suppliers to provide a demonstration of their trailer mounted jetter. Two suppliers agreed to provide jettors for field evaluation as follows:

- Mongoose Jetter - Plumber's Depot
- Harben Jetter – Harben California

A third vendor, West Coast Safety Supply Company, supplier of the Dyna-Jetter referred staff to Camp Pendleton. Staff conducted a site visit and noted that the Dyna-Jetter was large and lacked compactness, leading to a final comparison between the Mongoose and Harben jettors.

As a result of the operational evaluations, staff selected the Mongoose Jetter for the following reasons:

1. Ease of Use – The Mongoose hose reel is easier to position. It is adjustable over a 180 degree arc. The Harben hose reel has 3 fixed positions.
2. Cost to rebuild pump – Mongoose cost: \$600, Harben cost: \$6,000
3. Mechanical support – Mongoose: mobile mechanic for support and first year of service included, Harben: support requires taking jetter to repair shop in Orange County
4. Repair parts – Mongoose: San Diego, Harben: Orange County
5. Training costs – Mongoose: training included in cost, Harben: additional cost for training
6. Trailer is National Association of Trailer Manufacturers (NATM) certified – Mongoose jetter is the only NATM certified trailer.

Plumber's Depot provided a quote of \$51,539, including sales tax, freight and delivery. For information purposes, Harben California provided a quote of \$51,827 for their jetter. Therefore, the cost for the preferred Mongoose Jetter was the lowest quote.

Under Section 11.1, Sole Source Procurement, of the District's Procurement Policy, sole source procurement is allowed in cases where goods and services are obtainable from only one vendor due to unique circumstances. Plumber's Depot is the only southern California representative for the Mongoose Jetter.


As a result of the research and evaluation, staff recommends that the Mongoose Jetter be purchased as a sole source procurement from Plumber's Depot at a cost of \$51,539.

FISCAL IMPACT:

The appropriation in the FY 2015 Budget is sufficient to cover the procurement of the trailer mounted jetter.

rjm:PJB

MEMORANDUM

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LAFCO 2014 Special Districts Election

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

During August 2014, the Local Agency Formation Commission (LAFCO) solicited nominations for two LAFCO positions; one regular district member and one alternate district member. LAFCO received two nominations for the Regular Commission member and three nominations for the alternate member by the October 4, 2014 deadline. However, two candidates withdrew from the LAFCO election because they were not reelected to their respective Boards. Attached please find the LAFCO's letter, along with attachments with detailed information on the election process and request for LWD's votes.

In accordance with LAFCO's Selection Committee Rules, all nominations were forwarded to LAFCO's Nominating Committee. Following the committee's review, they provided a report and their recommendations in Attachment 1.

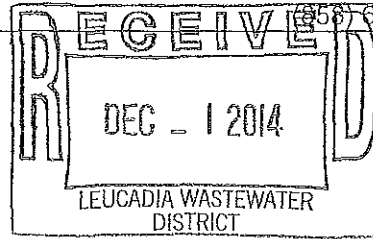
LAFCO has provided LWD with a ballot (Attachment 2) requesting the District's vote for one LAFCO Regular Commission member and one vote for the alternate member no later than January 16, 2015.

The purpose of this agenda item is to present the Board of Directors with resume information on the nominees (Attachment 4) so that the Board of Directors may vote for one individual for the Regular Commission member and one individual for the alternate member position.

Staff requests that the Board of Directors discuss and provide direction as appropriate. Staff has no recommendation on this agenda item.

cal:PJB

Attachments



Chairman

Andrew Vanderlaan
Public Member

November 25, 2014

Vice Chairman

Vacant

TO: Independent Special Districts of San Diego County

Members

Bill Horn
County Board of
Supervisors

FROM: Executive Officer
Local Agency Formation Commission

SUBJECT: 2014 Special Districts Election

Dianne Jacob
County Board of
Supervisors

Bud Pocklington
South Bay
Irrigation District

Lori Zapf
Councilmember
City of San Diego

Jim Janney
Mayor
City of Imperial Beach

Sam Abed
Mayor
City of Escondido

Alternate Members

Greg Cox
County Board of
Supervisors

Sherri Lightner
Councilmember
City of San Diego

Jo MacKenzie
Vista Irrigation District

Lorraine Wood
Councilmember
City of Carlsbad

Harry Mathis
Public Member

Executive Officer

Michael D. Ott

Special Counsel

Michael G. Colantuono

By our letter of August 11, 2014, we solicited nominations for two Local Agency Formation Commission (LAFCO) positions: one LAFCO regular district member and one LAFCO alternate district member. By the deadline of October 3, 2014, two nominations for the regular member, and three nominations for the alternate member were received. After the nomination period, two candidates withdrew from the LAFCO election, because they were not reelected to their respective boards. Therefore, the attached ballots include one nomination for the regular member position and two nominations for the alternate position. As required by the Selection Committee Rules, all eligible nominations were forwarded to the Nominating Committee. The 2014 Nominating Committee was comprised of Judy Hanson (Leucadia Wastewater District), Augie Scalzitti (Padre Dam Municipal Water District), and Dennis Shepard (North County Cemetery District). After a Candidates Forum was held on November 20, 2014 in conjunction with the San Diego Chapter of the California Special District Association's Quarterly Dinner Meeting, LAFCO Consultant Harry Ehrlich and Michael Ott met with the Nominating Committee to discuss a recommended slate of nominees for the open positions. A copy of the Nominating Committee's Report and Recommendations is attached (**Attachment 1**). Regular and Alternate Special District Election Ballots and Vote Certification forms on which to record your votes are also attached (**Attachment 2**). A list of the eligible independent special districts is provided for your convenience in label format (**Attachment 3**). Please note that LAFCO staff has not included any of the candidates' promotional materials with the election materials. Lastly, attached are the Special District Summary of Nominations and copies of Nomination Forms (**Attachment 4**).

With respect to ballots, there is a separate ballot for each position: yellow for the LAFCO regular special district member, and blue for the

LAFCO alternate special district member. **Be sure each ballot is marked only for the number of positions to be voted for in that category. A ballot that is cast for more than the indicated number of positions will be disregarded.**

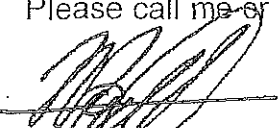
The ballots should be considered by your full district board. State Law and the Selection Committee Rules require a district's vote to be cast by its presiding officer, or an alternate member of the legislative body appointed by the other members. Therefore, the certification form has been incorporated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

All nominees are listed on the respective ballot. An asterisk indicates the nominating committee recommendations, and incumbents have been *italicized*. Write-in candidates are permitted, and spaces have been provided for that purpose.

The deadline for receipt of the ballots by LAFCO is **January 16, 2015**. The Selection Committee Rules require that marked ballots be returned **by certified mail, return receipt requested**. Facsimile (FAX) ballots and certification forms will be accepted, **if necessary to meet the ballot deadline**, but originals must be submitted as soon as possible thereafter.

The Selection Committee Rules stipulate that a majority of the districts shall constitute a quorum for the conduct of committee business. There are 61 independent special districts in the county; therefore, a minimum of **31** ballots must be received to certify that a legal election was conducted. A candidate for the LAFCO member position must receive at least a majority of the votes cast to be elected. The ballots will be kept on file in this office, and will be made available upon request.

Please call me or Tamaron Luckett if you have any questions.



MICHAEL D. OTT
Executive Officer

MDO:trl

Attachments:

- (1) Nominating Committee Report and Recommendations
- (2) Special District Election Ballot and Vote Certification Forms:
Regular Member-Yellow and Alternate Member-Blue
- (3) Independent Special District List
- (4) Independent Special District Summary of Nominations and Copies of Nomination Forms



Chairman

Andrew Vanderlaan
Public Member

November 25, 2014

Vice Chairman

Vacant

Members

Bill Horn
County Board of
Supervisors

Dianne Jacob
County Board of
Supervisors

Bud Pocklington
South Bay
Irrigation District

Lori Zapf
Councilmember
City of San Diego

Jim Janney
Mayor
City of Imperial Beach

Sam Abed
Mayor
City of Escondido

Alternate Members

Greg Cox
County Board of
Supervisors

Sherri Lightner
Councilmember
City of San Diego

Jo MacKenzie
Vista Irrigation District

Lorraine Wood
Councilmember
City of Carlsbad

Harry Mathis
Public Member

Executive Officer

Michael D. Ott

Special Counsel

Michael G. Colantuono

TO: Independent Special Districts in San Diego County
FROM: 2014 Special Districts Election Nominating Committee
SUBJECT: Nominating Committee Report and Recommendations

In 2014, independent special district nominations were solicited for: one regular district member on the Local Agency Formation Commission (LAFCO) with a term expiring in 2016 and one alternate district member with a term expiring in 2019. By the deadline of October 3, 2014, our office received two nominations for the LAFCO regular member position, and three nominations for the LAFCO alternate position. After the nomination period, two candidates withdrew from the LAFCO election, because they were not reelected to their respective boards. Therefore, the attached ballots include one nomination for the regular member position and two nominations for the alternate position.

As required by the Selection Committee Rules, a nominating committee was appointed to review the nominations submitted, and to prepare a list of recommended candidates. According to the Selection Committee Rules, the nominating committee is appointed by the chairperson or vice chair of the Special Districts Advisory Committee. A Candidates Forum, conducted by LAFCO Consultant Harry Ehrlich and Executive Officer Michael Ott was scheduled on November 20th as part of the quarterly dinner meeting of the San Diego Chapter, California Special Districts Association. All candidates were invited to attend and present a brief statement of qualifications. In the interest of impartiality, the Nominating Committee decided to conclude its deliberations after the Candidates Forum. In evaluating the nominations, the committee considered special district experience, interest, and knowledge of LAFCO issues. For those nominees who are incumbents, the committee further considered attendance records and meeting participation. The committee also wanted to ensure representation from those types of districts that most often are involved in making recommendations to LAFCO. The nominating committee's recommendation for each category follows:

NOMINATING COMMITTEE RECOMMENDATIONS

LAFCO Regular Special District Member

The Nominating Committee recommended **Jo MacKenzie** (Vista Irrigation District)

LAFCO Alternate Special District Member

The Nominating Committee recommended **Edmund K. Sprague** (Olivenhain Municipal Water District)

Copies of all nominations are attached following this report.

2014 NOMINATING COMMITTEE

AUGIE SCALZITTI
PADRE DAM DISTRICT

JUDY HANSON
LEUCADIA WASTEWATER DISTRICT

DENNIS SHEPARD
NORTH COUNTY CEMETERY DISTRICT

2014 SPECIAL DISTRICTS ELECTION
BALLOT and VOTE CERTIFICATION
FOR REGULAR LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

* *Jo MacKenzie* []
(Vista Irrigation District)

Write-In

_____ []
(Print Name)

I hereby certify that I cast the votes of the _____
(Name of District)
at the 2014 Special Districts Selection Committee Election as:

- [] the presiding officer, or
[] the duly-appointed alternate board member.

(Signature)

(Title)

(Date)

* = Nominating Committee's Recommendation

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

2014 SPECIAL DISTRICTS ELECTION
BALLOT and VOTE CERTIFICATION
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

* **Edmund K. Sprague** []
(Olivenhain Municipal Water District)

Alvin W. Gebhart []
(Fallbrook Public Utility District)

Write-In

(Print Name) []

I hereby certify that I cast the votes of the _____
(Name of District)
at the 2014 Special Districts Selection Committee Election as:

[] the presiding officer, or

[] the duly-appointed alternate board member.

(Signature)

(Title)

(Date)

Please note: The order in which the candidates' names are listed was determined by random selection.

* = Nominating Committee's Recommendation

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

2014 SPECIAL DISTRICTS ELECTION
SUMMARY OF NOMINATIONS
REGULAR LAFCO COMMISSIONER and
ALTERNATE LAFCO COMMISSIONER POSITIONS

LAFCO Regular Member Candidate

Jo Mackenzie *
(Vista Irrigation District)

LAFCO Alternate Member Candidates

Edmund K. Sprague*
(Olivenhain Municipal Water District)

Alvin W. Gebhart
(Fallbrook Public Utility District)

*= Incumbent

Please note: The order in which the candidates' names are listed was determined by random selection.

RECEIVED


DATE RECEIVED
BY LAFCO:

AUG 27 2014

2014 LOCAL AGENCY FORMATION COMMISSION
INDEPENDENT SPECIAL DISTRICT MEMBER
NOMINATION / RESUME

(Office Use)

SAN DIEGO LAFCO

NOMINATED BY:	
District Name:	Vista Irrigation District
District Phone:	760-597-3128
NAME OF NOMINEE:	
Name:	Jo MacKenzie
Address:	1578 Palomar Drive, San Marcos, CA 92069
Phone:	760-743-7969
NOMINATED FOR:	
<i>Please check one box</i>	<input checked="" type="checkbox"/> Regular Special District Member <input type="checkbox"/> Alternate Special District Member
DISTRICT EXPERIENCE:	Elected to Board in 1992, served as President in 1993, 1994, 1999, 2004, 2008 and 2011. Currently serving as First Vice President, and Chair of the Warner Ranch Committee. Fiscal Policy Committee member 1996-2008, 2011, and 2014, Chair in 1996, 1997, 2003, 2004, 2007, 2008 and 2011. Other Committees served: Water Reuse (Chair), Water Rights, and Public Affairs. Alternate LAFCO Member since 2009. LAFCO Special District Advisory Committee 1994-2009, Chair 2005-09, Vice Chair 2001-04. Past member LAFCO Municipal Service Review Working Group. Land use planner (own firm since 1986) experienced in processing annexations, dissolutions, and reorganizations for water/sewer districts and cities of San Marcos, Escondido and Vista.
LAFCO EXPERIENCE:	CSDA Board since 2003, President 2011, Legislative Committee Chair 2006-09. ACWA Local Government Committee Chair; Past City of San Marcos: Planning Commission, Affordable Housing, Budget Review. Special District Official of the Year 2011 (Public CEO.com); CSDA Legislative Advocate of the Year 2010.
ADDITIONAL INFORMATION:	
Print name: Paul E. Dorey	Presiding Officer Authorized Signature: 

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

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2014Nomination.doc>

RECEIVED


DATE RECEIVED
BY LAFCO:

SEP 15 2014

2014 LOCAL AGENCY FORMATION COMMISSION
INDEPENDENT SPECIAL DISTRICT MEMBER
NOMINATION / RESUME

(Office Use)

SAN DIEGO LAFCO

NOMINATED BY:	
District Name:	Olivenhain Municipal Water District
District Phone:	760-753-6466
NAME OF NOMINEE:	
Name:	Edmund K. Sprague
Address:	1966 Olivenhain Road
Phone:	760-753-6466
NOMINATED FOR:	
<i>Please check <u>one</u> box</i>	<input type="checkbox"/> Regular Special District Member <input checked="" type="checkbox"/> Alternate Special District Member
DISTRICT EXPERIENCE:	Appointed to OMWD Board in 2008 to represent Division 5, providing him a great deal of experience managing water, wastewater, and parks and recreation services to over 80,000 customers. Served as President of the Board from 2009 to 2012. Currently serves as Treasurer of the OMWD Board of Directors. Currently serves on OMWD's Ad Hoc Finance, Ad Hoc Outreach, and Ad Hoc Facilities Committees. Currently serves on the California Special District Association's Education Committee. Served on the Board of Directors of the Special District Risk Management Authority in 2011. Earned the Recognition in Special District Governance certification from the Special District Leadership Foundation in 2010.
LAFCO EXPERIENCE:	Extensive experience in the fields of water, wastewater, parks and recreation, and fire protection and prevention, enabling him to bring a uniquely broad perspective to LAFCO.
ADDITIONAL INFORMATION:	Currently holds the position of Deputy Fire Chief for the North County Fire Protection District (NCFPD). The NCFPD is a California Special District that covers approximately 100 square miles of unincorporated northern San Diego County and contains a population of approximately 50,000. The NCFPD facilities include five career and one volunteer fire station, a fleet maintenance facility, radio repeater sites, and an administrative office. Ed's current responsibilities include District Finance, Human Resources, Facilities, Fleet, and Information Technology functions for approximately 110 full, part time, and volunteer employees. Ed has been selected to become the District's Fire Marshal and will assume the responsibility of managing code enforcement, inspection, plan check, public education, and development-related services in October. Nearly 30 years' experience in fire protection and prevention roles. Began his career in 1986 as a Cadet Firefighter with the City of Escondido Fire Department. Worked with the City of Carlsbad as a Firefighter, Fire Engineer, Fire Captain, Battalion Chief – Training Officer, and Shift Battalion Chief. During this 26 year period, was a Public Education Officer, and was a Liaison Officer with North County Dispatch JPA. Lifetime resident of northern San Diego County. Holds bachelors and master's degrees in public administration from San Diego State University and an associate's degree in fire science from Palomar College.
Print name: Lawrence A. Watt	Presiding Officer Authorized Signature: 

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

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2014Nomination.doc>.

DATE RECEIVED
BY LAFCO:

SEP 26 2014

2014 LOCAL AGENCY FORMATION COMMISSION
INDEPENDENT SPECIAL DISTRICT MEMBER
NOMINATION / RESUME

(Office Use)


SAN DIEGO LAFCO

NOMINATED BY:	
District Name:	Fallbrook Public Utility District
District Phone:	760-728-1125, ext. 1130
NAME OF NOMINEE:	
Name:	ALVIN W. GERBHART
Address:	301 N. VINE ST Fallbrook CA 92028
Phone:	760 731-9441
NOMINATED FOR:	
Please check <u>one</u> box	<input type="checkbox"/> Regular Special District Member <input checked="" type="checkbox"/> Alternate Special District Member
DISTRICT EXPERIENCE:	DIRECTOR of SEAT 5, 2006-2010 SAT ON FINANCE COMMITTEE SEATING CURRENT DIRECTOR
LAFCO EXPERIENCE:	NONE, OTHER THAN GOING THROUGH THE PROCESS NOW WITH THE POSSIBLE MERGER OF RAINBOW AND FALLBROOK WATER DISTRICTS. ALSO HAVE BEEN A PART OF MERGER OF FPUD WATER & SEWER COMBINATION, TO SEE IT LOOK FIRST HAND
ADDITIONAL INFORMATION:	PRIVATE BUSINESS OWNER, CERTIFIED FINANCIAL PLANNER, HAVE WORKED EXTENSIVELY WITH SAN DIEGO COUNTY GOVERNMENT IN THE OPERATION/DEVELOPMENT OF AERIAL OPERATIONS
Print name: Al Gebhart	Presiding Officer Authorized Signature: <i>Al Gebhart</i>

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

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2014Nomination.doc>.

MEMORANDUM

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Board of Directors Election of Officers

RECOMMENDATION:

1. Discuss and take action, as appropriate.


DISCUSSION:

Leucadia Wastewater District's Resolution No. 2118 establishes a policy for the election of Board officers. The resolution calls for the Board of Directors to elect a President and Vice-President each December from among its members.

This item has been placed on the agenda for the Board of Directors discussion and action, as appropriate.

th:PJB

MEMORANDUM

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **CASA's Request that LWD Designate Agency Representatives**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Designate an agency representative and two alternates;
2. Agree to receive CASA's official communications by electronic transmission; and
3. Discuss and take other action as appropriate.

DISCUSSION:

During May 2014, the Board of Directors approved CASA's revised bylaws. The new bylaws require member agencies to designate an agency representative and two alternates that will exercise the voting rights and other privileges on behalf of the member agency.

LWD recently received a letter from CASA requesting that the Board of Directors designate an agency representative and two alternates. In addition, CASA is requesting that LWD agree to receive and send official communications by electronic transmission.

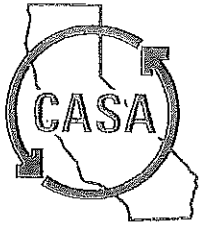
Staff recommends that the Board of Directors designate the following District positions as agency representative and alternates:

1. Board President, agency representative
2. Vice President, alternate one
3. General Manager, alternate two

Attached for your review is a copy of CASA's letter, the designation form, and the consent to receive and send official communications by electronic transmission. Staff will forward the Board's recommendation to CASA.

Attachments

th:PJB

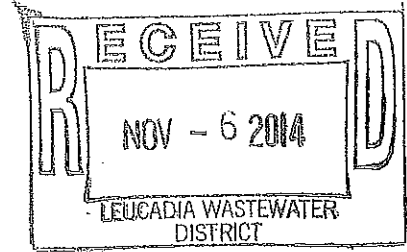


CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 → www.casaweb.org

November 4, 2014

Paul Bushee, General Manager
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009-6810



Subject: **2015 CASA Membership Dues Renewal**

On behalf of the California Association of Sanitation Agencies (CASA), I would like to personally thank you for your ongoing commitment to our Association. For more than 50 years, CASA has been recognized as the leading voice of public wastewater agencies in California before Congress, the State Legislature, regulatory agencies and other key decision makers. With your support, CASA will continue to provide leadership, advocacy, and up-to-date information to promote clean water and resource recovery programs that protect public health and the environment.

Enclosed you will find your 2015 CASA membership renewal statement. The statement reflects the dues schedule approved by the membership at the annual conference in August. The dues schedule is unchanged from 2014.

Also enclosed are two important documents that we ask you to complete and return to CASA via U.S. Mail.

- **Designation of Agency Representatives:** CASA's bylaws provide that each voting member of the Association is to designate in writing the individual who will exercise the voting rights and other privileges on behalf of the member agency, along with two alternates to that individual as well.
- **Electronic Transmission Consent Form:** California law requires that CASA obtain the written consent of its members to send meeting notices, ballots, conduct meetings, and handle other official business that requires member or board approval, by electronic transmission. It also allows members to send the same types of information to CASA via electronic transmission.

CASA's greatest strength is its loyal and dedicated membership. Your participation is vital to CASA's ability to successfully fulfill its mission and serve our members. We rely on our members' continued involvement as we embark on new challenges in the years ahead. If you have any questions or need assistance with the renewal process, please contact Debbie Welch at dwelch@casaweb.org or call the office 916-446-0388.

On behalf of the Board of Directors, thank you for your support and continuing commitment to our collective success.

Sincerely,

David R. Williams
President



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.casaweb.org

DESIGNATION OF AGENCY REPRESENTATIVES

The bylaws of the California Association of Sanitation Agencies (CASA) provide that each voting member of the Association shall designate in writing the individual who shall exercise the voting rights and other privileges on behalf of the member agency, and two alternates to that individual as well. (Article II, Section 1.)

Please designate your agency's representative and two alternates and return this form to CASA. You may revise or update this designation at a future date.

Leucadia Wastewater District

Type or print name of Agency Representative

Telephone number

Email address

Type or print name of Alternate #1

Telephone number

Email address

Type or print name of Alternate #2

Telephone number

Email address

Submitted by:

Date:

Signature

Print name



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.casaweb.org

CONSENT TO ELECTRONIC TRANSMISSION

As a member of the CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) your written consent is required in order to receive official communications from, and/or to send official communications to, CASA by electronic transmission (i.e. email).

This consent form will allow CASA to send you meeting notices, ballots, conduct meetings, and handle other official business that requires member or board approval, by electronic transmission. It also allows you to send the same types of information to CASA via electronic transmission.

Before signing this consent form, please review and be aware of the following:

1. You are not required to sign this form. You may request that meeting notices, ballots, and other matters of official business be sent to you via regular mail.
2. You have the right to withdraw your written consent at any time after signing this form by providing CASA with written notice that you are withdrawing your consent relative to electronic transmission. No fee will be charged for withdrawing your consent.
3. This consent to electronic transmission is broad, and may include transmission of meeting notices, ballots, and other important information regarding CASA. It also allows CASA to conduct meetings via electronic transmission, although that will not be a frequent occurrence. This consent form represents consent under both California Corporations Code 20 and 21 (transmission from and to CASA). This consent form also meets the requirements for consent under the federal Electronic Signatures in Global and National Commerce Act (15 U.S.C. Sec. 7001(c)(1)).
4. Consenting to electronic transmission via email requires that you have access to a computer, have a current email account in your name, and have provided your current email address to CASA.

The undersigned CASA member representative has read and understands the foregoing, and hereby provides this un-revoked written consent to receive and send information, including but not necessarily limited to meeting notices, ballots, and other information regarding CASA, via electronic transmission (i.e. email), until such time as this consent is revoked in writing. This consent also allows CASA to conduct meetings via electronic transmission.

Leucadia Wastewater District

Signature of Member Agency Representative: _____

Date: _____

Print name and title: _____

*Email address for official CASA notices:

PLEASE MAIL SIGNED ORIGINAL OF THIS FORM TO:

California Association of Sanitation Agencies
Attn: Debbie Welch
1225 8th Street, Suite 595, Sacramento, CA 95814

*Please indicate if you do not have access to (or do not want) this type of transmission

MEMORANDUM

DATE: December 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: State Proposition 84 - Round 2 Grant Funding Agreement with the Olivenhain Municipal Water District

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Authorize the General Manager to execute an Agreement for the Integrated Regional Water Management Program between the Olivenhain Municipal Water District and the Local Project Participants for the Administration and Disbursement of the State Proposition 84 Round 2 Funding for Recycled Water Projects.

DISCUSSION:

You may recall that last month's Board agenda included a press release indicating that the North San Diego Water Reuse Coalition (North County Coalition) had secured \$3.45M in grant funding through the state Proposition 84 Integrated Regional Water Management program (IRWM). The Leucadia Wastewater District has been a partner in the North County Coalition since its inception.

This IRWM funding is what is known as Round 2 and the money is designated for the construction of recycled water projects. The North County Coalition previously received \$1.45M in IRWM funding under the Round 1 allocation in 2012. The Round 1 funding was designated for the planning and design of recycled projects within the Coalition.

The IRWM Funding is administered at the state level by the California Department of Water Resources, which delegates funding administration in our region to the San Diego County Water Authority. The funding administration is further delegated to the North County Coalition through the Olivenhain Municipal Water District (Olivenhain). As such, agreements must be executed amongst the various parties to ensure the proper disbursement of the funds.

Today's recommendation would allow Olivenhain to administer and disburse the Round 2 funding to the North County Coalition. A copy of the agreement has been attached for your review. Under this agreement, the \$3.45M would be allocated equally amongst the 10 coalition partners, therefore, LWD's share would be approximately \$340,000. This combined with LWD's Round 1 funding allocation of approximately \$90,000 brings LWD's total IRWM funding to over \$400,000 should a recycled water project be implemented.

Since the state has already approved the Round 2 funding and LWD cannot receive this funding without an executed agreement with Olivenhain, staff is recommending approval of this agreement.

PJB

Attachment

AGREEMENT for the INTEGRATED REGIONAL WATER MANAGEMENT
PROGRAM BETWEEN OLIVENHAIN MUNICIPAL WATER DISTRICT AND
LOCAL PROJECT PARTICIPANTS
PROJECT NO. 1-80013

This Agreement between Olivenhain Municipal Water District, a Municipal Water District organized and operating pursuant to Water Code Sections 71000 et seq. and Local Project Sponsor (hereinafter OMWD); and Carlsbad Municipal Water District (Carlsbad), the City of Escondido (Escondido), Leucadia Wastewater District (Leucadia), the City of Oceanside (Oceanside), Rincon del Diablo Municipal Water District (Rincon), San Elijo Joint Powers Authority (SEJPA), Santa Fe Irrigation District (Santa Fe), Vallecitos Water District (Vallecitos), and Vista Irrigation District (Vista) (collectively Local Project Participants, or LPP), sets forth the understanding of OMWD and the Local Project Participants for partnership and uses of a grant award from the State of California Department of Water Resources (DWR) via local grant administrator, the San Diego County Water Authority (SDCWA).

RECITALS

1. In November 2006, California voters approved the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84), which authorized \$5.388 billion in general obligation bonds to fund safe drinking water, water quality and supply, flood control, waterway and natural resource protection, water pollution and contamination control, state and local park improvements, public access to natural resources, and water conservation efforts.
2. In 2010, OMWD and LPPs came together in order to encourage the beneficial reuse of wastewater across jurisdictional boundaries. The North San Diego County Regional Recycled Water Project (NSDCRRWP) is a project included in the San Diego IRWM Plan. Participants in the project are OMWD and LPPs.
3. In September 2011, SDCWA, the City of San Diego and the County of San Diego entered into a Memorandum of Understanding (MOU) for Fiscal Years 2012-2016 Grant Program that established the San Diego Regional Water Management Group (RWMG), and the parties' roles with regard to the San Diego Integrated Regional Water Management (IRWM) Plan and the division of responsibilities for administration of IRWM grant monies.
4. Effective December 12, 2012, SDCWA, acting on behalf of the San Diego RWMG, entered into a \$ 7.9 million grant agreement with DWR for Prop 84, Funding Round 1. The San Diego RWMG committed a total of \$1.455 million of this award to the planning phase of the NSDCRRWP.
5. In July 2012, DWR solicited for projects for a second round of grants to be funded by Proposition 84. The implementation phase of the NSDCRRWP was included in the Round 2 San Diego IRWM Plan. In September 2013, the IRWM Plan was adopted by the RWMG.
6. Effective August 2014, SDCWA, acting on behalf of the San Diego RWMG, entered into a grant agreement with DWR in the value of \$10,511,225. The grant will assist in financing projects associated

with the San Diego IRWM Plan. The San Diego RWMG has committed a total of \$3.452 million in funds to the NSDCRRWP provided via the grant agreement. The grant agreement is attached as Exhibit B.

7. On October 16, 2014, OMWD entered into the Grant Agreement for the Integrated Regional Water Management Program Related to Proposition 84, Implementation Grants Between San Diego County Water Authority and Olivenhain Municipal Water District, Project Number 1-80013 (Local Project Sponsor agreement)(attached hereto as Exhibit A). In the capacity of Local Project Sponsor, OMWD is required to act on SDCWA's behalf for matters pertaining to the NSDCRRWP for the purposes of project management, oversight, compliance, operations, and maintenance. OMWD is also required to act on SDCWA's behalf in the fulfillment of SDCWA's responsibilities as specifically identified in SDCWA's agreement with DWR.

The Recitals are incorporated herein and, the Parties do agree as follows:

COVENANTS

1. **Intent.** Parties agree that the intent of this Agreement and the terms established herein are to facilitate the compliance of OMWD, in its role as Local Project Sponsor, with all terms and conditions established in the Local Project Sponsor agreement. Additionally, it is the intent of this Agreement that grant funds received via the grant agreement less permissible project administration fees to be allocated to OMWD and SDCWA will be divided equally among OMWD and LPPs, and that costs associated with compliance with the Local Project Sponsor agreement incurred prior or subsequent to the execution of this Agreement shall be borne equally by OMWD and LPPs.

2. **Definitions.** The following words and terms, unless otherwise defined, shall mean:

a. **Local Project Participant (LPP):** Sponsor of subprojects funded as part of the IRWM grant from DWR that are not serving as Local Project Sponsor. For purposes of this Agreement, LPPs are Carlsbad, Escondido, Leucadia, Oceanside, Rincon, SEJPA, Santa Fe, Vallecitos, and Vista.

i. **Marine Corps Base Camp Pendleton (Camp Pendleton)** is not an LPP. Camp Pendleton, as a federal military installation, is governed by different legal and fiscal authorities than the LPPs. However, it is the intention of OMWD and the LPPs to cooperatively share information and resources to facilitate the integration of Camp Pendleton's recycled water infrastructure and tertiary treated effluent into the regional recycled water treatment and distribution systems of northern San Diego County. Camp Pendleton will serve as a non-voting member of the partnership which will not seek or accept non-federal funds through this Agreement, but will instead coordinate, and support—where appropriate—the efforts of the LPPs to obtain funding and develop recycled water infrastructure and capabilities in northern San Diego County.

b. **Grant agreement:** Grant agreement 4600010589 between SDCWA and DWR, effective August 6, 2014, for the disbursement of \$10,511,225 in grant funds.

c. Local Project Sponsor agreement: the Grant Agreement for the Integrated Regional Water Management Program Related to Proposition 84, Implementation Grants Between San Diego County Water Authority and Olivenhain Municipal Water District, Project Number 1-80013, executed by OMWD October 16, 2014, requiring OMWD to fulfill certain responsibilities and duties pertaining to the NSDCRRWP in order to ensure SDCWA's performance with the terms of the grant agreement.

d. Project or NSDCRRWP: The North San Diego County Regional Recycled Water Project, a project listed in the grant agreement for which OMWD serves as the Local Project Sponsor. Subprojects are individual elements of the NSDCRRWP on which work will typically be carried out by one individual LPP.

3. **Term of Agreement.** The term of this Agreement begins on October 16, 2014 and terminates June 30, 2019 or when all parties' obligations under this Agreement have been fully satisfied.

4. **Grant amount.** The maximum amount payable by DWR to SDCWA for the NSDCRRWP shall not exceed \$3,452,000. As LPS, OMWD will facilitate the distribution of grant funds to LPPs according to the terms of this Agreement.

5. **Project costs.** The reasonable total cost of all subprojects of the NSDCRRWP is estimated to be \$16,201,662. LPPs shall fund the difference, if any, between the estimates of their respective subproject's cost and the portion of the grant amount to which each LPP is entitled specified in paragraph 9. Each LPP is only responsible for funding the difference for its subproject. Total cost share for the NSDCRRWP is estimated to be \$12,749,662. LPP funding match is at least 25 percent of the total project costs, unless a disadvantaged community project waiver is granted. Costs eligible to be considered part of a funding match may include cost share performed after September 30, 2008. Costs paid for by another state funding source cannot be considered as a funding match.

Additional Cost Share is the amount necessary to fund the project above the Grant Amount and the Funding Match. Additional Cost Share for the project is estimated to be \$6,717,662. Additional Cost Share will not be reviewed by DWR or SDCWA for invoicing purposes; however, LPPs are required to submit all financial records associated with the project to OMWD in accordance with the invoicing procedures described in paragraph 10, "Invoices."

6. Budget contingency.

a. OMWD and LPPs shall have no obligation to perform under this Agreement if DWR does not provide funding for the IRWM program. LPPs acknowledge that if funding for any fiscal year is reduced or deleted by DWR, DWR at its option may either (1) cancel the grant agreement with no liability occurring to DWR, SDCWA, and OMWD, or (2) amend the grant agreement to reflect the reduced amount of funding. If DWR amends the grant agreement, SDCWA would offer to amend or terminate the Local Project Sponsor agreement to reflect the reduced funding by DWR. Following amendment or termination of the Local Project Sponsor agreement, OMWD

would offer to amend or terminate this Agreement to reflect termination or amendment of the Local Project Sponsor agreement.

b. If funding is deleted by DWR, OMWD shall have no obligation to continue to serve as Local Project Sponsor and this Agreement shall be of no force and effect. In this event, LPPs shall not be obligated to perform under the Agreement.

7. Local Project Participant responsibilities.

a. LPP shall faithfully and expeditiously perform or cause to be performed all project work as described in and in accordance with this Agreement, the grant agreement, and the IRWM program. LPP shall comply with all of the terms and conditions of this Agreement and applicable California Public Resources Code (PRC) requirements.

b. Accept and agree to comply with all terms, provisions, conditions, and written commitments of this LPP agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by LPP in the grant application, documents, amendments, and communications filed in support of the request for Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 financing.

c. Comply with all applicable California laws and regulations.

d. Implement the subproject(s) in accordance with applicable provisions of the law.

e. Fulfill its obligations under the LPP, LPS, and Grant Agreements, and be responsible for the performance of its subproject.

f. LPP shall be solely responsible for work and for persons or entities engaged in work, including, but not limited to, subcontractors, suppliers, and all providers of services under this Agreement. LPP shall fulfill its obligations in a manner that is consistent with the grant agreement and the IRWM program.

g. LPP shall be responsible for all disputes arising out of its contracts for work including, but not limited to, bid disputes and payment disputes with its contractors and consultants or other entities. DWR, SDCWA, or OMWD will not mediate disputes between LPP and any other entity regarding performance of work.

h. LPP shall be responsible for oversight, compliance, operations, and maintenance of NSDCRRWP subprojects. LPP or its representatives shall perform regular inspections of any construction work in progress. LPP shall promptly perform, or cause to be performed, all IRWM program work as described in the final plans and specifications for the subprojects identified in Exhibit A.

i. LPP is solely responsible for design, construction, and operation and maintenance of subprojects identified in Exhibit A. Review or approval of plans, specifications, bid documents, or other construction documents by DWR, SDCWA, or OMWD is solely for the purpose of proper administration of grant funds and shall not relieve or limit responsibilities of LPP with regard to its contractual obligations.

j. LPP shall be responsible for funding an equivalent portion of any post-award administrative costs, not directly related to subprojects, that are incurred in order to maintain compliance with the Local Project Sponsor agreement, including but not limited to post-completion audits conducted at the discretion of SDCWA and/or DWR.

8. **Basic Conditions.** OMWD shall have no obligation to disburse money for a project under this Agreement unless LPP has satisfied the following conditions in accordance with the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006.

a. If requested, LPP shall demonstrate the availability of sufficient funds to complete the project by submitting the most recent 3 years of audited financial statements.

b. For groundwater management and recharge projects and for projects with potential groundwater impacts, the LPS shall demonstrate compliance with the groundwater compliance options set forth on page 15 of the IRWM Program Guidelines, dated November 2012.

c. For the term of this Agreement, LPP must submit timely Quarterly Progress Reports as required by Section 24 of this Agreement.

9. **Eligible costs.**

a. OMWD and each LPP are entitled to an equivalent portion of the grant funds less permissible project administration fees to be allocated to OMWD and SDCWA. These entitlements are contingent upon the fulfillment by OMWD and each LPP of portions of the minimum local match required by the grant agreement and shown in Exhibit B of the LPS agreement.

b. Eligible costs include the reasonable and necessary costs of engineering, design, land and easement acquisition, preparation of environmental documentation, environmental mitigation, and construction.

c. Only work performed after February 4, 2014 shall be eligible for reimbursement. Costs incurred after June 30, 2019 and before February 4, 2014 are not eligible for reimbursement. However, such costs may be considered, at DWR's discretion, as part of LPP's funding match, if such costs were otherwise reimbursable.

d. Costs that are not reimbursable with grant funds include, but are not limited to, the following:

- Costs incurred before February 4, 2014.
- Operation and maintenance costs, including post construction performance and monitoring costs.
- Purchase of equipment not an integral part of a subproject.
- Establishing a reserve fund.
- Purchase of water supply.
- Monitoring and assessment costs for efforts required after project construction is complete.
- Replacement of existing funding sources for ongoing programs.
- Travel and per diem costs (per diem includes subsistence and other related costs).
- Support of existing agency requirements and mandates (e.g., punitive regulatory agency requirement).
- Purchase of land in excess of the minimum required acreage necessary to operate as an integral part of a subproject, as set forth and detailed by engineering and feasibility studies, or land purchased before February 4, 2014.
- Payment of principal or interest of existing indebtedness or any interest payments for the subproject unless the debt is incurred after February 4, 2014, and SDCWA agrees in writing to the eligibility of the costs for reimbursement before the debt is incurred, and the purposes for which the debt is incurred are otherwise eligible costs.
- Overhead not directly related to project costs.

10. **Invoices.** LPP shall submit invoices to OMWD as eligible costs are incurred, which shall in turn send the invoices to SDCWA. Invoices submitted by LPP to OMWD shall include the following information:

a. Costs incurred for work performed in implementing a subproject during the period identified in the particular invoice.

b. Costs incurred for any interests in real property (land or easements) that have been necessarily acquired for a subproject during the period identified in the particular invoice for the construction, operation, or maintenance of a subproject.

c. Invoices shall be submitted on forms provided by OMWD and shall meet the following format requirements:

i. Must contain the date of the invoice, the time period covered by the invoice, and the total amount due.

ii. Must be itemized based on categories (i.e., tasks) as shown in the project budget in Exhibit A. The amount claimed for salaries/wages/consultant fees must list the a classification or title of each staff/consultant claiming labor costs and include a

calculation formula (i.e., hours or days worked times the hourly or daily rate equals the total amount claimed).

iii. Sufficient evidence (e.g., receipts, copies of checks, time sheets) as determined by OMWD, SDCWA, and DWR must be provided for all costs included in the invoice. Additional Cost Share shall be accounted for separately in the progress reports.

iv. Shall clearly delineate those costs claimed for reimbursement from DWR's grant amount, paragraph 4 above, and those costs that represent LPP's Funding Match, as applicable, paragraph 5 above.

v. OMWD will notify LPP in a timely manner when, upon review of an invoice, OMWD, SDCWA, or DWR determine that any portion or portions of the costs claimed are not eligible costs or are not supported by documentation or receipts acceptable to OMWD, SDCWA, or DWR. LPP may, within eight calendar days of such notice, submit additional documentation to SDCWA to cure such deficiency(ies). If LPP fails to submit adequate documentation curing the deficiency(ies), OMWD or SDCWA will adjust the pending invoice by the amount of ineligible or unapproved costs.

11. Requirements for disbursement.

a. By June 30, 2019, LPP shall meet all conditions precedent to the disbursement of money as listed below. Failure by LPP to comply by this date may, at the option of OMWD, result in termination of this Agreement. For disbursements of funds for each subproject, LPP shall continue to meet the conditions for disbursement, paragraph 12, "Disbursement by OMWD."

i. LPP shall ensure the availability of sufficient funds to complete the subprojects identified in Exhibit A.

ii. LPP shall comply with all applicable requirements of the California Environmental Quality Act and the National Environmental Policy Act, where applicable. If applicable, before construction or implementation begins on a subproject, LPP shall submit to OMWD copies of environmental documents, including environmental impact reports, environmental impact statements, negative declarations, mitigation agreements, and environmental permits that are required.

iii. For the term of the Agreement, LPP shall submit timely periodic progress reports as required by paragraph 24, "Submission of reports."

b. Before disbursement of funds for each subproject, LPP shall submit the following to OMWD, if applicable:

i. Final plans and specifications certified by a California Registered Civil Engineer.

ii. Documents required by the LPP's subproject under the California Environmental Quality Act (CEQA).

iii. Documents demonstrating subproject's compliance with all applicable requirements of the National Environmental Policy Act, where applicable (e.g., copies of any environmental documents, including environmental impact statements, Finding of No Significant Impact, mitigation monitoring programs, and environmental permits as may be required prior to beginning construction/implementation).

iv. A written statement that all necessary permits, easements, rights-of-way, and approvals as may be required by other state, federal, and/or local agencies as specified in paragraph 23, "Permits, licenses, approvals, and compliance with laws," have been obtained.

12. Disbursement by OMWD. Upon receipt of reimbursement from SDCWA for costs incurred by OMWD and LPPs, OMWD will distribute grant funds to each agency equal to the amounts invoiced by each LPP less permissible project administration fees. OMWD and each LPP are entitled to an equivalent portion of the grant funds less permissible project administration fees to OMWD and SDCWA. These grant funds are subject to the conditions described in the grant agreement and the Local Project Sponsor agreement and must meet all conditions in this Agreement.

13. Compliance with terms. LPP shall comply with all terms and conditions of the grant agreement and Local Project Sponsor agreement, as applicable. LPP shall comply with all requirements imposed upon OMWD under the Local Project Sponsor agreement, as applicable, unless otherwise specified in this Agreement. OMWD shall possess all rights afforded SDCWA and/or DWR by the Local Project Sponsor agreement, as applicable, unless otherwise specified in this Agreement.

14. Amendment. All amendments or modification of this Agreement shall be in writing and signed by the parties. No oral understanding or agreement not incorporated in the Agreement is binding on the parties.

15. Audits. OMWD reserves the right to conduct an audit of LPP at any time between the execution of this Agreement and the completion of the grant agreement program, with the costs of the audit to be borne by SDCWA or DWR. Following completion of the project, SDCWA and/or DWR may require OMWD to conduct a final audit or may perform the audit at OMWD's expense. Costs incurred by OMWD for audits performed up to three years after project completion will be divided evenly among OMWD and LPPs. For post completion audits initiated by SDCWA, costs of an independent auditor firm will be borne by SDCWA provided that no misappropriation of funds is discovered as a result of such audit. Failure or refusal by LPP to comply with this provision shall be considered a breach of this Agreement, and OMWD, SDCWA, and DWR may take any action to protect their interests.

LPPs shall be subject to the examination and audit of the California State Auditor and/or SDCWA for a period of three years after completion of the grant agreement. All records of LPPs and their

subcontractors shall be preserved for at least three years after completion of the grant agreement or through June 30, 2022, whichever is later.

16. Disposition of equipment. LPP shall consult with OMWD on the scope of the inventory not less than 60 days before the submission of the final subproject invoice. Not less than 30 days before submission of its final invoice, LPP shall provide to OMWD a final inventory of equipment purchased with grant funds. The inventory shall include all items with a current estimated fair market value of more than \$5000 per item. Within 60 days of receipt of the inventory, DWR will provide SDCWA with a list of the items on the inventory to which DWR will take title. All other items shall become the property of LPP. DWR will arrange for delivery from LPP of items to which it takes title. Cost of transportation, if any, will be borne by DWR.

17. Independent capacity. In the performance of this Agreement, LPP, its officers, agents, contractors, volunteers, and employees, shall act in an independent capacity and not as officers, employees, or agents of DWR, SDCWA, or OWMD.

18. No third party rights. The parties to this Agreement do not intend to create rights in, or grant remedies to, any third party as a beneficiary of this Agreement, or of any duty, covenant, obligation or undertaking established herein.

19. Severability of unenforceable provision. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, all other provisions of this Agreement shall be construed to remain fully valid, enforceable, and binding on the parties.

20. Successors and Assigns. This Agreement and all of its provisions shall apply to and bind the successors and assigns of the parties. No assignment or transfer of this Agreement or any part thereof, rights hereunder, or interest herein by LPPs shall be valid unless and until it is approved in writing by DWR and made subject to such reasonable terms and conditions as DWR may impose.

21. Timeliness. Time is of the essence in this Agreement.

22. Default provisions.

a. LPP will be in default under this Agreement if any of the following occur:

- Failure to perform any material term of this Agreement;
- Making any false representation or statement;
- Failure to construct, operate, or maintain subprojects in accordance with this Agreement;
- Failure to submit in a timely manner information on subprojects to be included in progress reports to SDCWA;
- Failure to submit in a timely manner cost information to be included in invoices to SDCWA; or
- Failure to remit unexpended funds.

b. If an event of default occurs, OMWD may do the following:

- Declare that the grant amounts be repaid immediately, with interest, which shall be equal to State of California general obligation bond interest rate in effect at the time of the default;
- Terminate any obligation to make future payments to LPP;
- Terminate this Agreement; and
- Take any other action that it deems necessary to protect its interests.

23. **Permits, licenses, approvals, and compliance with laws.** LPP shall ensure all permits, licenses, and approvals required for performing their obligations under this Agreement are obtained, including those necessary to perform, design, construct, or operate and maintain subproject. LPPs shall comply with all applicable federal, state, and local laws, rules, and regulations, guidelines, specifically including, but not limited to, environmental, procurement, and safety laws, rules, regulations, and ordinances, and also specifically including the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C., 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA and requirements for each project described in Exhibit A.

24. **Submission of reports.** All reports shall be submitted to OMWD or its designee. The submittal and approval of all reports is a requirement for the successful completion of this Agreement. Reports shall be submitted in electronic form, shall meet generally accepted professional standards for technical reporting, and shall be proofread for content and accuracy before submission. LPP shall promptly provide any additional information requested by OMWD, SDCWA, or DWR for approval of reports. Reports shall be presented in the formats described in Exhibit A. The submittal and approval of reports is a requirement for initial and continued disbursement of DWR funds. Submittal of a Project Completion Report is a requirement for the release of any retention.

- Quarterly Reports: Beginning in the first quarter after signing this Agreement and for the duration of the grant agreement, LPP shall submit to OMWD a quarterly report that explains the status of each subproject described in Exhibit A. Reports shall be submitted seven calendar days after the end of the previous quarter. OMWD will notify LPPs of the quarter period cycle once the determination is made by SDCWA.
- Project Completion Reports: Within 45 calendar days of completion of all project tasks, LPP shall submit to OMWD a Project Completion Report for each subproject as described included in Exhibit A.
- Project Performance Reports: LPP shall submit a Project Completion Report for its respective subproject to OMWD within 45 calendar days after the first operational year of the project has elapsed, in accordance with Exhibit A. This record-keeping and reporting process shall be repeated for each project annually for a total of 10 years after the completed project begins operation.

25. **IRWM Program Performance and Assurances.** LPP agrees to promptly perform or cause to be performed all IRWM Program work as described in the final plans and specifications for its subproject and implement the subproject in accordance with applicable provisions of the law. If OMWD and/or SDCWA must enforce this provision by legal action, LPP shall pay all costs incurred by OMWD and/or SDCWA including, but not limited to, reasonable attorneys' fees, legal expenses, expert fees, and other costs.

26. **Labor compliance.** LPP agrees to comply with all applicable California Labor Code requirements. LPP must, independently or through a third party, adopt and enforce a Department of Industrial Relations-certified Labor Compliance Program (LCP) meeting the requirements of Labor Code section 1771.5 for projects funded by Proposition 84 (Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006; PRC sections 75075 *et seq.*). Proof of compliance with this section must be furnished to OMWD upon request.

27. Operation and maintenance of projects.

a. For the useful life of the projects and in consideration of the grant made by DWR, LPP shall ensure the commencement and continued operation of the subproject(s), and shall ensure the subprojects are operated in an efficient and economical manner; shall ensure all repairs, renewals, and replacements necessary for the efficient operation of the same are provided; and shall ensure or cause the same to be maintained in as good and efficient condition as upon its construction, ordinary and reasonable wear and depreciation excepted. All operations and maintenance costs of the facilities and structures shall be the responsibility of LPP for its subproject(s). DWR, SDCWA, or OMWD shall not be liable for any cost of maintenance, management, or operation.

b. For purposes of this Agreement, "operation costs" include direct costs incurred for material and labor needed for operations, utilities, insurance, and similar expenses. "Maintenance costs" include ordinary repairs and replacements of a recurring nature necessary for capital assets and basic structures, and the expenditure of funds necessary to replace or reconstruct capital assets or basic structures. Refusal of LPP to ensure operation and maintenance of the subprojects in accordance with this provision may, at the option of OMWD, be considered a breach of this Agreement and may be treated as default under paragraph 22.

28. **Monitoring requirements.** LPP shall ensure that all groundwater subprojects and subprojects that include groundwater monitoring requirements are consistent with the Groundwater Quality Monitoring Act of 2001 (Part 2.76, commencing with Section 10780 of Division 6 of the Water Code). Where applicable, subprojects that affect water quality shall include a monitoring component that allows the integration of data into statewide monitoring efforts, including where applicable, the Surface Water Ambient Monitoring Program carried out by State Water Resources Control Board. Exhibit A provides guidance on such monitoring requirements.

29. **Notification of OMWD.** For each subproject, LPP shall promptly notify OMWD in writing of the following occurrences:

a. Events or proposed changes that could affect the scope, budget, or work performed under this Agreement. LPP agrees that no substantial change in the scope of a subproject will be undertaken until written notice of the proposed change has been provided to OMWD and OMWD has given written approval of such change.

b. Any public or media event publicizing the accomplishments or results of this Agreement that provides the opportunity for OMWD, SDCWA, or DWR representatives to attend and participate. LPP shall notify OMWD at least 28 calendar days before the event.

c. Completion of work on a subproject.

d. Final inspection of a subproject by a California Registered Professional (Civil Engineer or Geologist, as appropriate). LPP shall notify DWR, SDCWA, and OMWD at least 28 calendar days before the inspection and provide DWR, SDCWA, and OMWD the opportunity to participate in the inspection.

30. **Project managers.** Any party may change its Project Manager upon written notice to the other parties.

- DWR's Project Manager shall be the Chief, Division of Integrated Regional Water Management, Department of Water Resources. DWR's Project Manager shall be DWR's representative and shall have the authority to make determinations and findings with respect to each controversy arising under or in connection with the interpretation, performance, or payment for work performed under DWR grant agreement.
- SDCWA's Project Manager shall be Mark Stadler, Principal Water Resources Specialist. SDCWA's Project Manager shall be its representative for the administration of this Agreement and shall have full authority to act on behalf of SDCWA, including authority to execute all payment requests.
- OMWD's Project Manager, Kimberly Thorner, shall be its representative for the administration of this Agreement and shall have full authority to act on behalf of OMWD including authority to execute all payment requests.

31. **Notices.** All notice, demand, request, consent, or approval that any party desires or is requested to give to one or more of the other parties shall be in writing. Notices may be sent by mail, courier, electronic mail, or any other means of delivery. Any party may, by written notice to the others, designate a different address that shall be substituted for the one below.

State of California
Department of Water Resources
Division of Integrated Regional Water Management
Attention: Chief, Division, of Integrated Regional Water Management Financial
Assistance Branch
P.O. Box 942836
Sacramento, CA 94236-0001

Mark Stadler
Principal Water Resources Specialist
San Diego County Water Authority
4677 Overland Avenue
San Diego, CA 92123

Kimberly Thorner
General Manager
Olivenhain Municipal Water District
1966 Olivenhain Road
Encinitas, CA 92024

Wendy Chambers
General Manager
Carlsbad Municipal Water District
5950 El Camino Real
Carlsbad, CA 92008

Chris McKinney
Director of Utilities
City of Escondido
201 North Broadway
Escondido, CA 92025

Paul Bushee
General Manager
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Cari Dale
Water Utilities Director
City of Oceanside
300 North Coast Highway
Oceanside, CA 92054

Greg Thomas
General Manager
Rincon del Diablo Municipal Water District
1920 North Iris Lane
Escondido, CA 92026

Michael Thornton
General Manager

San Elijo Joint Powers Authority
2695 Manchester Avenue
Cardiff, CA 92007

Michael Bardin
General Manager
Santa Fe Irrigation District
5920 Linea del Cielo
PO Box 409
Rancho Santa Fe, CA 92067-0409

Dennis Lamb
General Manager
Vallecitos Water District
201 Vallecitos de Oro
San Marcos, CA 92069

Roy Coox
General Manager
Vista Irrigation District
1391 Engineer Street
Vista, CA 92081

32. **Termination, immediate repayment, interest.** The Agreement may be terminated by written notice at any time before completion of the IRWM Program at the option of OMWD, SDCWA, or DWR if LPP breaches the Agreement, and has been asked to cure the breach within a reasonable time and fails to do so. If the Agreement is terminated, LPP shall, upon demand, immediately repay to DWR an amount equal to the amount of grant funds disbursed to LPP. Interest shall accrue on all amounts due at the State of California's general obligation bond interest rate from the date that notice of termination is mailed to LPP to the date of full repayment.

33. Indemnification.

a. To the fullest extent permitted by law, LPP shall (1) immediately defend, and (2) indemnify and hold harmless OMWD, SDCWA, and DWR and their directors, officers, and employees from and against all liabilities including inverse condemnation regardless of nature or type arising out of or resulting from LPP's performance of services under this contract, or any negligent or wrongful act or omission of the LPP or LPP's officers, employees, agents, or subcontractors. Liabilities subject to the duties to defend and indemnify include, without limitation all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. The LPP's obligation to indemnify applies unless it is adjudicated that its liability was caused by the sole negligence or willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused by the

comparative active negligence or willful misconduct of an indemnified party, the LPP indemnification obligation shall be reduced in proportion to the established comparative liability of the indemnified party.

b. The duty to defend is a separate and distinct obligation from the LPP's duty to indemnify. The LPP shall be obligated to defend, in all legal, equitable, administrative, or special proceedings, with counsel approved by OMWD, SDCWA, and DWR, and their directors, officers, and employees, immediately upon tender to the LPP of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination of comparative active negligence or willful misconduct by an indemnified party does not relieve the LPP from its separate and distinct obligation to defend OMWD, SDCWA, and DWR. The obligation to defend extends through final judgment, including exhaustion of any appeals.

c. The review, acceptance, or approval of LPP's work or work product by any indemnified party shall not affect, relieve, or reduce the LPP's indemnification or defense obligations. This section survives completion of the services or the termination of this contract. The provisions of this section are not limited by and do not affect the provisions of this contract relating to insurance.

d. LPP shall require its contractors or subcontractors to name OMWD, SDCWA, and DWR, its officers, agents, and employees as additional insured on their liability insurance for activities undertaken pursuant to this Agreement.

34. Insurance.

a. The LPP shall procure and maintain during the period of performance of this Agreement insurance from insurance companies admitted to do business in the State of California, as set forth in this section or as additionally required by supplemental condition. An approved combination of pooled and self-insurance coverage is an acceptable alternative for general liability, automobile coverage, or workers compensation. These policies shall be primary insurance as to OMWD so that any other coverage held by OMWD shall not contribute to any loss under LPP's insurance. Coverage may be provided by a combination of primary and excess insurance policies, provided all insurers meet the requirements of this section.

b. All insurance shall cover occurrences during the coverage period.

c. The coverage amount of each policy of insurance shall be as required by OMWD.

i. The following insurance and limits are required for the contract:

Commercial General Liability: Coverage at least as broad as ISO form GC
00 01 10 01

Limit per occurrence: \$2,000,000

d. The insurance policies shall be endorsed as follows:

i. For the general commercial liability as well as excess or umbrella insurance covering risks within the scope of that type insurance, OMWD, its directors, officers, employees and agents are included as additional insureds with regard to liability and defense of suits or claims arising from the operations, products and activities performed by or on behalf of the named insured. The LPP's insurance applies separately to each insured, including insureds added pursuant to this paragraph, against whom claim is made or suit is brought except with respect to the policy limits of liability. The inclusion of any person or entity as an insured shall not affect any right which the person or entity would have as a claimant if not so included. Any failure of the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the insureds added pursuant to this paragraph. The additional insured endorsement shall provide coverage at least as broad as ISO form CG 20 10 10 93.

ii. The LPP's insurance shall be primary. Any other insurance or self-insurance available to OMWD or persons stated in paragraph (i) shall be in excess of and shall not contribute to the contractor's insurance.

iii. The insurance shall not be canceled or materially reduced in coverage except after 30 days prior written notice receipted delivery has been given to OMWD, except 10 days' notice shall be allowed for non-payment of premium.

e. Unless otherwise specified, the insurance shall be provided by an acceptable insurance provider, as determined by OMWD, which satisfies the following minimum requirements: An insurance carrier admitted to do business in California and maintaining an agent for process within the State of California. Such insurance carrier shall maintain a current A.M. Best rating classification of "A-" (A minus) or better and a financial size of \$10 million to \$24 million (Class V) or better, or a Lloyds of London program provided by syndicates of Lloyds of London and other London insurance carriers, providing all participants are qualified to do business in California and the policy provides for an agent for process in the State of California and the program assures a financial capability at least equal to the required classification and size for admitted insurers.

f. Certificates of insurance and endorsements shall be provided by the LPP and approved by OMWD before execution of the contract. Endorsements may be provided on forms provided by OMWD, or substantially equivalent forms provided by the insurer. All consultants/contractors performing the scope of work on behalf of the LPP shall name OMWD, SDCWA, and DWR (including their directors, officers, employees, and agents) as an additional insured on their Commercial General Liability policy and the policy shall be endorsed with use of an ISO form CG 20 10 10 93 or equivalent.

35. **Laws and venue.** This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court in San Diego County.

36. **Assignment.** A party shall not assign, sublet, or transfer this Agreement or any rights or interest in this Agreement without the written consent of OMWD, which may be withheld for any reason.

37. **Integration.** This Agreement represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding should be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by the parties.

38. **Incorporation of standard conditions and grantee commitments.** The following exhibits are attached and made a part of this Agreement by this reference:

Exhibit A – Local Project Sponsor Agreement

Exhibit B – Grant Agreement

39. **Signatures.** The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date below:

DATED: _____

OLIVENHAIN MUNICIPAL WATER DISTRICT

By: _____
Kimberly Thorner, General Manager

DATED: _____

CARLSBAD MUNICIPAL WATER DISTRICT

By: _____
Wendy Chambers, General Manager

DATED: _____

CITY OF ESCONDIDO

By: _____
Chris McKinney, Director of Utilities

DATED: _____

LEUCADIA WASTEWATER DISTRICT

By: _____
Paul Bushee, General Manager

DATED: _____

CITY OF OCEANSIDE

By: _____
Cari Dale, Water Utilities Director

DATED: _____

RINCON DEL DIABLO MUNICIPAL WATER DISTRICT

By: _____
Greg Thomas, General Manager

DATED: _____

SAN ELIJO JOINT POWERS AUTHORITY

By: _____
Michael Thornton, General Manager

DATED: _____

SANTA FE IRRIGATION DISTRICT

By: _____
Michael Bardin, General Manager

DATED: _____

VALLECITOS WATER DISTRICT

By: _____
Dennis Lamb, General Manager

DATED: _____

VISTA IRRIGATION DISTRICT

By: _____
Roy Coox, General Manager



2015 CASA Winter Conference Preliminary Program January 21 - 23 Hilton Palm Springs

Wednesday, January 21

- 8:00 a.m. - 12:00 p.m. CSRMA Training Seminar
- 9:00 a.m. - 5:00 p.m. Registration
- 10:30 a.m. - 12:30 p.m. CASA Board of Directors Meeting
- 1:00 p.m. - 3:00 p.m. Concurrent Sessions

Track 1: Technical & Regulatory

Residential Recycled Water Fill Station

Dan Gallager, Dublin San Ramon Services District

Rincon Point Septic to Sewer Conversion Project

Craig Murry, General Manager, Carpinteria Sanitary District

Hilary Houser, Executive Director, Heal the Ocean (invited)

New Toxicity Test Guidelines - Latest Update on Dialogue with Regulators

Ann Heil, Supervising Engineer, Los Angeles County Sanitation Districts

Regulatory Update

Greg Kester, Director of Renewable Resource Programs

Track 2: Best Practices for Directors

Best Practices for Governing the Utility of the Future - Board Orientation and Leadership

Brent Ives, BHI Management Consulting and Mayor of the City of Tracy

Design Build: A Case Study and Primer

from the Davis Woodland Joint Wastewater Treatment Plant

Michael Lindquist, Project Manager, City of Davis

Jeff Pelz, P.E., Vice President, West Yost Associates

Track 3: Innovative Technologies and Practices

Asset Management

Alexander Quinn, Director of Sustainable Economics, AECOM

Back to Basics: Nutrient Sidestream Treatment

JB Neethling, Ph.D., Technical Director for Wastewater Treatment and Effluent Management, HDR Cambi

Tracy Stigers, Vice President, Brown and Caldwell

Karen Kubrick, Wastewater Enterprise Capital Program Director, San Francisco Public Utilities Commission (invited)

Track 4: Communications

Communications For Engineers

Shery Vang, Communications Manager, CASA

Social Media: Standing Out In The Digital World

Tatiana Halstead, Senior Associate, Mercury Public Affairs

- 3:15 p.m. - 4:15 p.m. Utility Leadership Committee
- 4:15 p.m. - 5:30 p.m. Associates Committee Meeting
- 5:00 p.m. - 6:30 p.m. CSRMA Executive Board Meeting

New Year, New Opportunities



ENSURING CLEAN WATER FOR CALIFORNIA

2015 CASA Winter Conference Preliminary Program

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Thursday, January 22

- 7:30 a.m. - 9:00 a.m. Continental Breakfast
- 7:30 a.m. - 9:00 a.m. CSRMA Board of Directors Meeting
- 7:30 a.m. - 9:00 a.m. Federal Legislative Committee
- 8:00 a.m. - 9:00 a.m. Communications Workgroup Meeting
- 9:00 a.m. - 12:00 p.m. **Morning Session - California's Water Future: Beyond the Water Bond**
- 9:00 a.m. - 9:45 a.m. Keynote: Felicia Marcus, Chair, State Water Board
- The Next Big Thing: Direct Potable Reuse**
- 9:45 a.m. - 10:15 a.m. Jennifer West, Managing Director, WateReuse California
- 30 minute Break BREAK
- 10:45 a.m. - 11:45 a.m. **Managing a Utility in Changing Times -- Challenges and Opportunities**
- Volumetric Wastewater Pricing: The Debate Continues**
- Adam Link, Director of Government Affairs, CASA
- 12:00 p.m. - 1:30 p.m. **Conference Luncheon & Business Session**
- Federal and State Legislative Updates
- 1:45 p.m. - 4:30 p.m. **Afternoon Session - Renewable Energy Success Projects**
- Omnivore Renewable Energy System**
- Logan Olds, General Manager, Victor Valley Wastewater Treatment Plant
- Central Marin Food-To-Energy Program**
- Jason Dow, General Manager, Central Marin Sanitation Agency
- Kim Scheibly, Marin Sanitary Service
- 30 minute Break BREAK
- Hill Canyon Wastewater Treatment Plant Energy Self Sufficiency**
- Chuck Rogers, Wastewater Superintendent, City of Thousand Oaks
- Food Waste Recycling via Biosolids Co-Digestion**
- Early Findings From LACSD's Demonstration Project**
- Mark McDannell, Supervising Engineer, Los Angeles County Sanitation Districts
- 5:00 p.m. - 5:30 p.m. CASA Education Foundation Silent Auction Preview
- 5:30 p.m. - 6:30 p.m. Associates Recognition Reception and CASA Education Foundation Silent Auction

Friday, January 23

- 7:30 a.m. - 1:00 p.m. Registration
- 7:30 a.m. - 9:30 a.m. All American Breakfast
- 7:30 a.m. - 9:00 a.m. State Legislative Committee Meeting
- 9:00 am - 11:00 a.m. **Closing Session**
- Perspectives on Collections Systems Practices**
- The Best of the Best, And The Collection System of the Future**
- Vivian Housen, V.W. Housen & Associates, Moderator
- Blake Tresan, General Manager, Truckee Sanitary District
- Phil Scott, General Manager, West Bay Sanitary District
- Paul Bushee, General Manager, Leucadia Wastewater District
- Re-branding and Marketing Wastewater**
- Mike Van Ham, President, Silvas Associates
- 11:00 a.m. - 3:00 p.m. Attorneys Committee Meeting