



## **BOARD OF DIRECTORS**

### **REGULAR MEETING**

**DATE:** Wednesday, December 13, 2017

**TIME:** 5:00 p.m.

**PLACE:** Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

### **AGENDA**

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**  
Achievement of Individual Award – Richard Easton (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 7, 2017 Engineering Committee (Pages 7-9)

November 8, 2017 Regular Board Meeting (Pages 10-17)

November 16, 2017 Investment and Finance Committee (Pages 18-19)

December 5, 2017 Engineering Committee (Pages 20-21)

**8. Approval of Demands for November/December 2017**

This item provides for Board of Directors approval of all demands paid from LWD during the month of November and a portion in December 2017. (Pages 22-45)

**9. Operations Report**

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY17 to FY18 and flows by sub-basin. (Pages 46-50)

**10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY18 budget and discloses monthly investments. (Pages 51-58)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of November 2017. (Pages 59-60)

## **EWA REPORTS**

**12. Encina Wastewater Authority Reports**

- A. A regular EWA Board Meeting was held on November 15, 2017 – report by Vice President Sullivan. (Page 61)
- B. An Encina Member Agencies Manager's Meeting was held on December 5, 2017 – report by GM Bushee. (Verbal)
- C. A regular EWA Board Meeting was held on December 13, 2017 – report by Vice President Sullivan. (Verbal)

## **COMMITTEE REPORTS**

**13. Committee Reports**

- A. Investment and Finance Committee meeting was held on November 16, 2017 – report by Director Omsted. (Page 62)
- B. Engineering Committee meeting was held on December 5, 2017 – report by Director Juliussen. (Page 63)

## **ACTION ITEMS**

- 14. Receive and file the Fiscal Year 2017 (FY17) Comprehensive Annual Financial Report (CAFR) conducted by Davis Farr, LLP. (Pages 64-69, Enclosure14)**
- 15. Receive and file the Sewer System Management Plan (SSMP) Fiscal Year 2017 (FY17) Audit conducted by Dexter Wilson Engineering, Inc. (Pages 70-81)**

16. Adopt Resolution No. 2293 – Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed McLean Annexation. (Pages 82-87)
17. Board of Directors Election of Officers. (Page 88)

## **INFORMATION ITEMS**

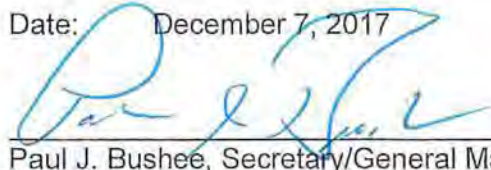
18. **Project Status Updates and Other Informational Reports**
  - A. 2018 CASA Winter Conference is scheduled for January 24-26, 2018 at the Hilton Palm Springs, CA. (Pages 89-90)
  - B. Thank You Letter from First Lego League TMLRBv2.1 (Pages 91-92)
19. **Directors' Meetings and Conference Reports**

None.
20. **General Manager's Report**
21. **General Counsel's Report**
22. **Board of Directors' Comments**
23. **Adjournment**

# AFFIDAVIT OF POSTING

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

Date: December 7, 2017



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Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: December 7, 2017  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: Presentation and Awards – Achievement of an Individual Award

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

State of California State Water Resources Control Board Water Distribution Operator Grade D2 Certification – Richard (Rick) Easton

Please join me in congratulating Rick who recently received his water distribution operator grade D2 certification from the State Water Resources Control Board. Rick has been working for the District since September 2013 and this is his fourth certification since his employment at the District. Rick has worked hard on his own time for this achievement while maintaining his full time position at LWD.

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

tb: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

**Richard W. Easton**

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

*Water Distribution Operator*

**Grade D2**

Operator Number: 49293

Issued  
November 2017



Felicia Marcus  
Chair



**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Engineering Committee Meeting  
November 7, 2017

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, November 7, 2017 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

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

**3. Public Comment**

None.

**4. New Business**

- A. Authorize the General Manager to execute a Purchase Order with Miramar Truck Center for the purchase of a 2018 Ford F-750 Heavy Duty Truck (15.5-ton) in an amount of \$83,367.73.

FSS Stecker presented staff's recommendation. He stated that the sole purpose for retaining the District's 2000 Dump Truck is to tow the ACME bypass pump commonly referred to as "Big Blue". He stated that the primary reason that the Dump Truck requires replacement is because in 2018 it will not meet the new emissions requirements. FSS Stecker continued that in March 2017 staff completed an evaluation for a replacement vehicle for the Dump Truck. He stated that it was determined that a Ford F-750 Heavy Duty Truck (F-750) would be a suitable replacement truck. He said that Field Service Technician II Easton presented the results of the evaluation to the committee and the Board.

FSS Stecker said that staff solicited sealed bids for the F-750 from ten Ford dealerships. He continued that only one bid was received from Miramar Truck Center for \$83,367.73. He explained that the reason the District received only one bid is that Miramar Truck Center specializes in larger industrial vehicles, while the other Ford dealerships sell smaller consumer trucks. FSS Stecker said that the bid submitted by Miramar Truck Center met the bid specifications and staff has determined that Miramar Truck Center is a responsive and responsible bidder.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute a Purchase Order with Miramar Truck Center for the purchase of a 2018 Ford F-750 Heavy Duty Truck in an amount of \$83,367.73.



- B. Authorize the General Manager to notify San Diego Association of Governments (SANDAG) of the District's intent to proceed with construction of the Poinsettia Station Gravity Pipeline with the stipulation that the bid price for the construction does not exceed \$600,000.

TSM Morishita presented staff's recommendation. He said that in May 2016 the Board authorized staff to coordinate with San Diego Association of Governments (SANDAG) for the construction of extensions to the casings for the Lanikai Gravity Line and Secondary Effluent Force Main (B1) at the Carlsbad Poinsettia Train Station. He continued that additionally the Board authorized staff to simultaneously proceed with plans to design and construct an encased parallel gravity line in the project area. TSM Morishita stated that all this construction is a result of SANDAG's Poinsettia Train Station Improvements Project (POSI). He said that SANDAG agreed to allow the construction of a new parallel gravity pipeline as part of POSI.

TSM Morishita said that the construction of POSI presents a unique opportunity for construction of a parallel gravity line under the railroad tracks. He continued that the environmental requirements and permits for work in the railroad right of way have been completed by SANDAG. He stated that the District executed an engineering design agreement with T.Y. Lin International, SANDAG's design engineer, to design both the casing extensions and parallel line as a cost effective and efficient measure for project design. TSM Morishita said that SANDAG has added the construction of the new parallel line as an additive bid item in the POSI bid. He continued that this will enable the removal of the parallel line construction project if the District decides not to go forward.

TSM Morishita stated that the POSI bid opening is scheduled for November 13, 2017. He said that the District has 15 days to notify SANDAG of its intent to proceed with the additive bid item to construct the parallel gravity pipeline. He said that therefore, the District must notify SANDAG by November 28<sup>th</sup> of its intent. TSM Morishita said that this date is prior to the December Board meeting and, therefore, staff is requesting that the General Manager be authorized to notify SANDAG of the District's intent.

TSM Morishita mentioned the \$600,000 stipulation in the recommendation. Chairperson Juliussen questioned the need for the cost stipulation. GM Bushee responded that staff was being cautious to enable Board oversight of the approval process. During further discussion, it was determined that the stipulation was not needed and the EC directed the removal of the \$600,000 stipulation when the item is presented to the Board.

At the completion of the presentation, the EC concurred with staff to recommend that the Board authorize the General Manager to notify SANDAG of the District's intent to proceed with construction of the Poinsettia Station Gravity Pipeline.

- C. Authorize the General Manager to execute a sole source purchase agreement with Jensen Precast for the pre-purchase of three precast manholes required for the Poinsettia Station Gravity Pipeline Project in an amount not to exceed \$92,616.

TSM Morishita presented staff's recommendation. He provided a refresher of the Predl Liner System and Jensen Precast manhole to the committee. He continued that the use of the Jensen Precast with Predl Liner (Jensen Manhole) will increase the



reliability, integrity and life of the new parallel gravity line to be installed under the Poinsettia Station railroad tracks due to its anti-corrosive characteristics.

TSM Morishita stated that Jensen estimates a six to eight week manufacturing period. He continued that as a result staff is asking for the authorization to pre-purchase the Jensen Manhole prior to the issuance of the POSI Notice to Proceed by SANDAG. He explained that Jensen Precast is the only precast manhole manufacturer that uses the Predl System. TSM Morishita stated that the pre-purchase meets the requirements of a Sole Source Procurement allowed in Section 10.1 of the District's Procurement Policy.

Chairperson Juliussen inquired about the timing of the purchase. TSM Morishita stated that staff intended to execute the purchase in early December to have the manholes ready in February 2018, SANDAG's estimated Notice to Proceed date. After discussion the EC directed staff to commence purchase of the manholes immediately after obtaining Board approval. General Manager Bushee confirmed that the procurement will be acted upon as directed.

Subsequently, the EC concurred with staff to recommend that the Board authorize the General Manager to execute a sole source purchase agreement with Jensen Precast for the pre-purchase of three precast manholes required for the Poinsettia Station Gravity Pipeline Project in an amount not to exceed \$92,616.

**5. Information Items**

**A. Notice of Violation – San Diego Air Pollution Control District (APCD)**

TSM Morishita presented information on Notice of Violations (NoV) received from the San Diego APCD. He said that that four (4) NoVs were received in October for the emergency generator engines at Saxony, Encinitas Estates, La Costa, and Village Park No. 5 Pump Station. He continued that the violations were for not conducting engine maintenance at least once per calendar year in 2016. TSM Morishita stated that response letters were sent to APCD. He stated that the letters confirmed that the maintenance was not completed until January 5 and 6, 2017. He continued that the letters described the corrective actions the staff have taken to prevent similar violations in the future.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:23 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting  
November 8, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, November 8, 2017 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson, Sullivan, Juliussen, and Omsted

DIRECTORS ABSENT: Kulchin

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, District Engineer Dexter Wilson, Debra Roberts and the First Lego League Robotics Team TMLRBv2.1, Robert Budd and Michael Bales

**3. Pledge of Allegiance**

Director Omsted led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**First Lego League Robotics Team – Flushable Wipes Presentation

Debra Roberts, assistant coach of The First Lego League (FLL) Robotics Team TMLRBv2.1, introduced her team. She noted that the team will be competing this Sunday in the FLL Competition 9-14 year old division.

Team TMLRBv2.1 gave a presentation on how flushable wipes are impacting the human water cycle by clogging the wastewater pipes. Team TMLRBv2.1 presented the results of their experiments with 8 different brands of flushable wipes. Team TMLRBv2.1 also presented their solutions to the flushable wipes problem.

The Board asked the team various questions relating to their flushable wipes experiments and the team answered the questions.

The Board was impressed with Team TMLRBv2.1 and congratulated them on their presentation. The Board thanked the team and wished them well in their competition.

## **CONSENT CALENDAR**

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

Minutes of the following meetings:

October 11, 2017 Regular Board Meeting

October 31, 2017 Human Resources Committee Meeting

### **8. Approval of Demands for October/November 2017**

Payroll Checks numbered 19510 - 19570; General Checking – Checks numbered 50295 - 50413

### **9. Operations Report** (A copy was included in the original November 8, 2017 Agenda)

### **10. Finance Report** (A copy was included in the original November 8, 2017 Agenda)

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

This report discloses investments for the quarter ending September 30, 2017.

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

This report discloses travel expense reimbursements for the month of October 2017.

### **13. Board-General Manager/Staff Relations Policy**

Receive and file the annual review of the Board-General Manager/Staff Relations Policy.

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

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

## **EWA and COMMITTEE REPORTS**

### **14. Encina Wastewater Authority (EWA) Reports**

#### **A. An EWA Member Agency Manager's (MAM) Meeting was held on October 16, 2017.**

GM Bushee reported on EWA's MAM October 16, 2017 meeting.

#### **B. EWA Board Report – Meeting was held on October 25, 2017.**

Vice President Sullivan reported on EWA's October 25, 2017 Board meeting.

- C. An EWA Member Agency Manager's (MAM) Meeting was held on November 7, 2017.

GM Bushee reported on EWA's MAM November 7, 2017 meeting.

## **15. Committee Reports**

- A. Human Resources Committee (HRC) Meeting was held on October 31, 2017.

Vice President Sullivan reported the HRC reviewed the Board-General Manager/Staff Relations Policy. Following discussion, the HRC concurred with staff to place the Board-General Manager/Staff Relations Policy on the November Board Agenda Consent Calendar.

The HRC also reviewed the following recommendations:

- Amending the Human Resources Policy Manual; and
- Evaluate the Need for a Compensation Study

The HRC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

- B. Engineering Committee (EC) Meeting was held on November 7, 2017.

Director Juliussen reported the EC reviewed a purchase order with Miramar Truck Center for the purchase of a 2018 Ford F-750 Heavy Duty Truck (15.5-ton) in an amount of \$83,367.73. The EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

Director Juliussen reported the EC reviewed an authorization to notify San Diego Association of Governments (SANDAG) of the District's intent to proceed with construction of the Poinsettia Station Gravity Pipeline with the stipulation that the bid price for the construction does not exceed \$600,000. The EC discussed this recommendation and directed staff to amend the recommendation to omit the stipulation that the construction not exceed \$600,000. The EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

Director Juliussen reported the EC reviewed a sole source purchase agreement with Jensen Precast for the pre-purchase of three precast manholes required for the Poinsettia Station Gravity Pipeline Project in an amount not to exceed \$92,616. The EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

Director Juliussen stated the EC also received an update on the Notice of Violation – San Diego Air Pollution Control District. This item was for informational purposes and no action was taken.

## **ACTION ITEMS**

### **16. Vehicle Purchase to Replace Year 2000 Dump Truck**

Authorize the General Manager to execute a Purchase Order with Miramar Truck Center for the purchase of a 2018 Ford F-750 Heavy Duty Truck (15.5-ton) in an amount of \$83,367.73

FSS Stecker presented this item indicating it is a FY18 tactical goal and it was reviewed by the EC at their November 7<sup>th</sup> meeting. He provided background information on this item stating FST II Easton presented the results of the Dump Truck replacement evaluation to the EC in the winter of 2017. During the evaluation the Ford F-750 Heavy Duty Truck was found to be best suited to replace the Dump Truck.

FSS Stecker stated staff solicited sealed bids for a 15.5 ton diesel Heavy Duty Truck from ten (10) San Diego Ford dealerships. The bids were due on September 7, 2017 and one bid was received from Miramar Truck Center for \$83,367.73.

The truck bid submitted by Miramar Truck Center has met all the bid specifications required by the District. Staff has determined that Miramar Truck Center is the lowest responsive and responsible bidder.

President Hanson asked if other agencies have this same type of truck in their fleet. GM Bushee answered stating that most agencies also have large vehicles for towing based on their needs.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted and unanimously carried, the Board of Directors authorized the General Manager to execute a purchase order with Miramar Truck Center for the purchase of a 2018 Ford F-750 Heavy Duty Truck (15.5- ton) in an amount of \$83,367.73 by the following vote:

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

#### **17. Poinsettia Station Gravity Pipeline**

Authorize the General Manager to notify San Diego Association of Governments (SANDAG) of the District's intent to proceed with construction of the Poinsettia Station Gravity Pipeline with the stipulation that the bid price for the construction does not exceed \$600,000.

TSM Morishita presented this item indicating it is a FY18 tactical goal and it was reviewed by the EC at their November 7<sup>th</sup> meeting. He stated that at EC meeting, the EC directed staff to amend the recommendation to omit the stipulation that the construction not exceed \$600,000. TSM Morishita noted that the EC reasoned that the second pipeline under the railroad tracks is a critical project and LWD should proceed even if the cost is greater than \$600,000.

TSM Morishita provided background information on the project and noted that this construction is a result of SANDAG's Poinsettia Train Station Improvements Project (POSI). He said that SANDAG agreed to allow the construction of a new parallel gravity pipeline as part of POSI. TSM Morishita said that the construction of POSI presents a unique opportunity for construction of a parallel gravity line under the railroad tracks. TSM Morishita said that SANDAG has added the construction of the new parallel line as an additive bid item in the POSI bid. He continued that this will enable the removal of the parallel line construction project if the District decides not to go forward.

TSM Morishita stated that the POSI bid opening is scheduled for November 13, 2017. He said that the District has 15 days to notify SANDAG of its intent to proceed with the additive bid item to construct the parallel gravity pipeline. He said that therefore, the District must notify SANDAG by November 28<sup>th</sup> of its intent.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to notify SANDAG of the District's intent to proceed with construction of the Poinsettia Station Gravity Pipeline by the following vote:

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

#### 18. Jensen Precast Manhole Purchase

Authorize the General Manager to execute a sole source purchase agreement with Jensen Precast for the pre-purchase of three precast manholes required for the Poinsettia Station Gravity Pipeline Project in an amount not to exceed \$92,616.

TSM Morishita presented this item indicating it is a FY18 tactical goal and it was reviewed by the EC at their November 7<sup>th</sup> meeting. He provided background information on this item noting the Jensen Precast with Predl Liner (Jensen Manhole) will increase the reliability, integrity and life of the new parallel gravity line due to its anti-corrosive characteristics. TSM Morishita also noted Jensen Precast is the only precast manhole manufacturer that uses the Predl System.

TSM Morishita stated that Jensen estimates a six to eight-week manufacturing period. He continued that staff is asking for the authorization to pre-purchase the Jensen Manhole prior to the issuance of the POSI Notice to Proceed by SANDAG. TSM Morishita stated that the pre-purchase meets the requirements of a Sole Source Procurement allowed in Section 10.1 of the District's Procurement Policy.

President Hanson asked if the City of Encinitas will pay a portion of the Poinsettia Station Project including the manholes. TSM Morishita answered affirmatively.

Director Omsted asked if the manholes will be ordered after the bid is finalized. GM Bushee answered that at the direction of the EC, the manholes would be ordered tomorrow if approved by the Board.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source purchase agreement with Jensen Precast for the pre-purchase of three precast manholes required for the Poinsettia Station Gravity Pipeline Project in an amount not to exceed \$92,616 by the following vote:

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

#### 19. Amending the Human Resources Policy Manual (HRPM)

Adopt Resolution No. 2292 Amending the HRPM.

ASM Duffey presented this item indicating staff recently learned that the District's procedures and the HRPM's language that defines its Sick Leave Payoff program did not comply with current IRS regulations. Therefore, staff revised this section of the policy in order to comply. ASM Duffey provided a summary of the Sick Leave Payoff program changes.

ASM Duffey also noted staff reviewed the HRPM in its entirety and made minor clerical revisions throughout the policy.

Director Omsted asked ASM Duffey for clarification on how many days of sick leave employees can accrue. ASM Duffey answered that it is about 30 days and it is designed that way since short-term disability would kick in after 30 days.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2292 Amending the HRRM by the following vote:

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

**20. Conduct a Compensation Study for Leucadia Wastewater District (LWD) Employees**  
Authorize the General Manager to conduct a Compensation Study for LWD employees.

GM Bushee presented the item stating it was reviewed by the HRC at their October 31<sup>st</sup> meeting. He provided background information on the item noting that during the May Budget Workshop the Board of Directors discussed the need to conduct a new compensation study for LWD employees. As a result, the Board referred the discussion of the compensation study to the HRC during Fiscal Year 2018 (FY18).

GM Bushee provided background information on the last compensation study which was conducted in the spring of 2008 by Rewards Strategy Group. GM Bushee stated the estimated cost of a new study is \$30,000 and he noted funds were not included in the FY18 Budget for the study. However, LWD may be able to absorb this cost in the existing budget or appropriate new funds if the Board decides to move forward. GM Bushee also noted that the cost of the compensation study is within the General Manager's signature authority, however, he wanted to get concurrence from the Board prior to moving forward.

GM Bushee stated he spoke to Director Kulchin prior to the Board meeting and Director Kulchin asked if the District had received quotes from other companies besides Rewards Strategy Group. GM Bushee stated that the District had only solicited a quote from Rewards Strategy Group, but the District would get quotes from two other companies.

Vice President Sullivan asked if the compensation study would compare compensation in the private and public sector. GM Bushee answered that the study would only compare compensation in the public sector.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to conduct a compensation study for LWD employees by the following vote:

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



## **21. Calendar Year 2018 (CY18) Board of Directors' Meeting Schedule**

### Approve the CY18 Board of Directors' Meeting Schedule.

EA Baity presented the item stating that the Board approved a resolution in 2009 that indicates that the Board meetings will be held on the second Wednesday of each month at 5:00 PM. She stated that staff developed the proposed CY18 Board meeting schedule and coordinated the meetings with upcoming conferences in 2018. She also noted that staff suggests moving the April 2018 Board meeting to the third Wednesday of the month since this date conflicts with the CASA Joint Public Policy Forum conference date.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors approved the CY18 Board of Directors' meeting schedule by the following vote:

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

## **INFORMATION ITEMS**

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

### A. 2017 Batiquitos Lagoon Foundation Board Members Election.

EA Baity presented the item stating that the Batiquitos Lagoon Foundation is requesting its members to vote for candidates for its 2017 Board Election. She noted the candidate's names and that staff has no recommendation.

Director Juliussen made a recommendation to vote for all three nominees.

The Board of Directors reached unanimous consensus to vote for Donald Omsted (Incumbent), Liz Paegel (Incumbent) and Lance Shulte for the Batiquitos Lagoon Foundation Board.

### B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 16, 2017 at The Butcher Shop Steakhouse in Kearny Mesa.

EA Baity stated the date and time of the CSDA Quarterly Dinner Meeting. She stated a carpool will be leaving from the District office at 5:30 p.m. and an email reminder will be sent.

### C. LWD Annual Holiday Luncheon is scheduled for Thursday, December 14, 2017 at Bistro West in Carlsbad.

EA Baity announced the date, time, and location of the LWD Annual Holiday Luncheon.

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

### 2017 CALAFCO Annual Conference was held October 25-27, 2017 at the Bahia Hotel Mission Bay in San Diego, CA.

President Hanson stated that this was her first time attending the CALAFCO Conference. She stated

that it was an excellent conference with over 250 different LAFCO representatives.

**24. General Manager's Report**

GM Bushee reported on the following items:

- Notice of Violation from the San Diego Air Pollution Control District;
- LWD Facility Tours;
- 2018 CSRMA Executive Board Elections; and
- LWD Staff Team Building

**25. General Counsel's Report**

None.

**26. Board of Directors' Comments**

Director Juliussen thanked TSM Morishita, FSS Stecker, and DE Wilson for a great job with the Engineering Committee.

Vice President Sullivan wished everyone a thankful and safe Thanksgiving.

**27. Adjournment**

President Hanson adjourned the meeting at approximately 6:32 p.m.

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Judy Hanson, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
**Minutes of an Investment & Finance Committee Meeting**  
**November 16, 2017**

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Thursday, November 16, 2017 at 1:30 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Accounting Technician Maggie McEniry, Executive Assistant Tianne Baity, Jennifer Farr and Shannon Ayala with Davis Farr, LLP

**3. Public Comment**

None.

**4. New Business**

Recommend that the Board of Directors Receive and File the Fiscal Year 2017 (FY17) Comprehensive Annual Financial Report (CAFR).

ASM Duffey presented this item. He provided a summary of the CAFR, highlighting the Management's Discussion and Analysis (MD&A). ASM Duffey discussed the District's FY17 Revenues and Expenses, Key Financial Ratios, Net Position, Unrestricted Reserve Balances, Reserves vs. Cash Investment Balances, Operating Revenues by Source, Operating Expenses by Activity, Net Position by Component, and the FY17 Budget to Actual Expenses.

ASM Duffey introduced Jennifer Farr of Davis Farr, LLP to provide a summary of the auditor's reports and auditing process.

Ms. Farr stated that the auditor's internal report indicated that the audit was a clean, unmodified opinion for the year ending FY17. She reviewed the Government Auditing Standard letter and the Required Auditor Communications letter. She noted that Government Auditing Standards Results found no material non-compliance. She also noted that Cash Disbursement Testing found adequate support, proper approvals, and adherence to the purchasing policy.

In conclusion, Ms. Farr stated that staff was prepared for the audit, had no material audit adjustments, and no material weaknesses or significant deficiencies in internal controls.

Directors Hanson and Omsted thanked Ms. Farr for her summary.

Following discussion, the IFC agreed with staff to recommend that the Board of Directors receive and file the FY17 CAFR.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

GM Bushee wished everyone a happy Thanksgiving.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 2:16 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 December 5, 2017

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, December 5, 2017 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; District Engineer Dexter Wilson; Natalie Fraschetti and Steven Henderson from Dexter Wilson Engineering.

**3. Public Comment**

None.

**4. New Business**

- A. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2017 (FY17) Audit conducted by Dexter Wilson Engineering, Inc.

FSS Stecker provided background information. He explained that Dexter Wilson Engineering, Incorporated (DWE) worked closely with staff to develop the SSMP and previously completed the annual audits for Fiscal Years 2010 to 2016 and the 2014 SSMP update. He introduced Steven Henderson from DWE to present the audit findings.

Mr. Henderson explained the SSMP audit process. He stated that the audit concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. He said that minor changes in the District's organization, practices, or regulations that occurred during the year were not significant enough to require a revision of the SSMP prior to June 2019, the required five year SSMP review cycle.

After discussion, the EC concurred with staff to recommend that the Board receive and file the FY17 SSMP Audit at the December Board meeting.

**5. Information Items**

- A. Update of the Poinsettia Station Gravity Pipeline Project

TSM Morishita presented an update of SANDAG's Poinsettia Station Improvements Project (POSI). He stated that the lowest bidder, USS CAL Builders, was considered non-responsive to the bid requirements and SANDAG intends to award the contract to the second lowest bidder, Flatiron/H&H (Flatiron), a joint venture, as the lowest

responsive and responsible bidder. He continued that Flatiron's total bid was \$22,576,606 and Additive Alternative C, installation of the District's parallel gravity pipeline, price was \$339,560. TSM Morishita stated that GM Bushee sent a letter of intent to proceed with construction of the new parallel gravity pipeline to SANDAG on November 28<sup>th</sup>. He stated that SANDAG has indicated that they have a funding issue because Flatiron's bid is about 25% higher than the engineer's estimate. He stated that staff is standing by for SANDAG's decision.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

GM Bushee informed the EC that staff received a verbal response from the San Diego Air Pollution Control District (APCD) regarding the Notice of Violation (NoV) that the District received for operating the Batiquitos Emergency Diesel Generator for 82.5 hours. He said that the APCD indicated they will not enforce the NoV. However, GM Bushee stated that the District received another NoV for not performing maintenance on the Batiquitos Emergency Diesel Generator at least once in calendar year 2016. He stated that the maintenance was performed in January 2017.


**8. Adjournment**

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

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**DATE:** December 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Approval of November/December Demands



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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **419,442.83**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months November 8, 2017 – December 7, 2017.

Operating expenses totaled \$ **201,814.56** while Capital Improvement Program expenses totaled \$ **50,845.93**.

Payroll for employees and the Board totaled \$ **166,782.34**.

Attached, please find a year-to-date Employee and Board Payroll Report from November 2016 to December 2017, 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 2017
Attachment 2	Payroll Check Register dated November 8, 2017
Attachment 3	Accounts Payable Check Register dated November 13, 2017
Attachment 4	Payroll Check Register dated November 22, 2017
Attachment 5	Accounts Payable Check Register dated November 22, 2017
Attachment 6	Board Payroll Check Register dated December 1, 2017
Attachment 7	Payroll Check Register dated December 4, 2017
Attachment 8	Accounts Payable Check Register dated December 5, 2017
Attachment 9	Payroll Check Register dated December 6, 2017
Attachment 10	Year to Date Employee and Board Payroll Report



**DEMANDS SUMMARY**

December 13, 2017

**1. Demands**

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -11/08/2017	19571 - 19588	\$47,274.64	
Payroll Check -11/22/2017	19589 - 19606	\$46,653.77	
Board Payroll Check -12/1/2017	19607 - 19611	\$1,721.34	
Payroll Check - 12/4/2017	19612 - 19622 Sick Buyback	\$22,917.86	
Payroll Check - 12/6/2017	19623 - 19640	<u>\$48,214.73</u>	
	<b>Total</b>	<b>\$166,782.34</b>	
General Checking -11/13/2017	50414 - 50455	\$ 67,700.44	
General Checking -11/22/2017	50456 - 50490	\$ 99,301.90	
General Checking - 12/05/2017	50491 - 50517	<u>\$ 85,658.15</u>	
	<b>Total</b>	<b>\$ 252,660.49</b>	
<b>GRAND TOTAL</b>			<b>\$419,442.83</b>

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 8, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19571 - 19588	11/8/2017	\$47,274.64

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 11/13/2017 Through 11/13/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	50414	11/13/2017	4,340.00	FLOW METERING & DATA-OCT
	Total 50414		4,340.00	
AT&T	50415	11/13/2017	200.20	PHONES-L.D.
	Total 50415		200.20	
BAJA POOL AND SPA SERVICE	50416	11/13/2017	125.00	FOUNTAIN SERVICE-NOV
	Total 50416		125.00	
CARLSBAD FUELS CORPORATION	50417	11/13/2017	2,063.34	VEHICLE FUELS
	Total 50417		2,063.34	
CINTAS FIRST AID AND SAFETY	50418	11/13/2017	134.84	REFILL FIRST AID CABINET
	Total 50418		134.84	
CITY OF CARLSBAD	50419	11/13/2017	145.02	WATER @ PLANT
CITY OF CARLSBAD		11/13/2017	143.82	WATER @ PLANT/OFFICE
CITY OF CARLSBAD		11/13/2017	217.48	WATER @ VACTOR
CITY OF CARLSBAD		11/13/2017	260.01	WATER @ VACTOR 2
	Total 50419		766.33	
CORODATA	50420	11/13/2017	83.13	STORAGE FOR OCT
	Total 50420		83.13	
CSDA- SAN DIEGO CHAPTER	50421	11/13/2017	180.00	CSDA QTRLY DINNER-NOV'17
	Total 50421		180.00	
DATA NET	50422	11/13/2017	(460.00)	CREDIT
DATA NET		11/13/2017	1,200.00	HOSTING AGREEMENT
DATA NET		11/13/2017	1,146.70	IS MAINT AND SUPPORT
DATA NET		11/13/2017	252.00	MONTHLY SERVICES FEES
	Total 50422		2,138.70	
DEXTER WILSON ENGINEERING	50424	11/13/2017	9,132.50	GE SERVICES-SEPT
DEXTER WILSON ENGINEERING		11/13/2017	275.00	GE/AUG-OCT/1011/MEADOW VISTA WAY
DEXTER WILSON ENGINEERING		11/13/2017	2,500.00	GE/AUG/SEPT/0526/FAIR OAKS
DEXTER WILSON ENGINEERING		11/13/2017	375.00	GE/AUG/SEPT/0662/NOLAN PROP
DEXTER WILSON ENGINEERING		11/13/2017	2,900.00	GE/AUG/SEPT/0946/SCOTT ANNEX
DEXTER WILSON ENGINEERING		11/13/2017	110.00	GE/AUG/SEPT/0989/CAUDOR ST
DEXTER WILSON ENGINEERING		11/13/2017	370.00	GE/AUG/SEPT/0990/HYMETTUS AVE

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 11/13/2017 Through 11/13/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DEXTER WILSON ENGINEERING		11/13/2017	275.00	GE/AUG/SEPT/0992/1/2 N HWY 101
DEXTER WILSON ENGINEERING		11/13/2017	970.00	GE/AUG/SEPT/1003/THE BEACONS
DEXTER WILSON ENGINEERING		11/13/2017	1,090.00	GE/AUG/SEPT/1005/NUTRITION JUICE
DEXTER WILSON ENGINEERING		11/13/2017	325.00	GE/AUG/SEPT/1008/NORMANDY
DEXTER WILSON ENGINEERING		11/13/2017	1,375.00	GE/AUG/SEPT/1009/URANIA AVE
DEXTER WILSON ENGINEERING		11/13/2017	490.00	GE/AUG/SEPT/1010/N.COAST HWY 101
DEXTER WILSON ENGINEERING		11/13/2017	550.00	GE/AUG/SEPT/1012/ALGA RD
DEXTER WILSON ENGINEERING		11/13/2017	440.00	GE/AUG/SEPT/1013/DOG FOOD PROCESSING
DEXTER WILSON ENGINEERING		11/13/2017	925.00	GE/AUG/SEPT/1014/GRABBA GREEN
DEXTER WILSON ENGINEERING		11/13/2017	495.00	GE/AUG/SEPT/1015/VULCAN AVE
DEXTER WILSON ENGINEERING		11/13/2017	165.00	GE/AUG/SEPT/1016/OMWD EL CAMINO
DEXTER WILSON ENGINEERING		11/13/2017	200.00	GE/AUG/SEPT/1017/ST. ALBANS DR
DEXTER WILSON ENGINEERING		11/13/2017	435.00	GE/Oct/1020/LEVANTE ST
	Total 50424		23,397.50	
DKF SOLUTIONS GROUP, LLC	50425	11/13/2017	300.00	MONTHLY SUBS FEE-NOV
	Total 50425		300.00	
EWING IRRIGATION PRODUCTS	50426	11/13/2017	199.05	PARTS FOR AWT
	Total 50426		199.05	
FEDERAL EXPRESS CORPORATION	50427	11/13/2017	36.72	SHIPPING
	Total 50427		36.72	
GRAINGER, INC	50428	11/13/2017	0.64	COPPER CAP
	Total 50428		0.64	
HARTFORD LIFE & ACCIDENT INS.	50429	11/13/2017	429.54	LIFE INS-NOV
	Total 50429		429.54	
ICMA RETIREMENT-303979	50430	11/13/2017	4,077.53	DEFERRED COMP
	Total 50430		4,077.53	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 11/13/2017 Through 11/13/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INFRASTRUCTURE ENGINEERING CORP	50431	11/13/2017	1,186.43	FY 15 GRAVITEY SEWER PROJECT-SEPTEMBER
INFRASTRUCTURE ENGINEERING CORP		11/13/2017	330.00	SAXONY PS REHAB PROJECT-SEPTEMBER
	Total 50431		1,516.43	
JCI JONES CHEMICAL, INC	50432	11/13/2017	4,200.64	CHEMICALS
	Total 50432		4,200.64	
KELLYGRN NATIVE LANDSCAPING LIVING	50433	11/13/2017	2,027.00	LANDSCAPE ENHANCEMENT PROJECT-10% DOWN
	Total 50433		2,027.00	
MALLORY SAFETY AND SUPPLY	50434	11/13/2017	250.52	SAFETY ITEMS
	Total 50434		250.52	
NATIONWIDE RETIREMENT SOLUTIONS	50435	11/13/2017	135.00	DEFERRED COMP
	Total 50435		135.00	
OFFICE DEPOT, INC.	50436	11/13/2017	230.78	OFFICE SUPPLIES
	Total 50436		230.78	
OLIVENHAIN MUNICIPAL WATER DIST	50437	11/13/2017	43.45	WATER @ E.ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		11/13/2017	289.24	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		11/13/2017	363.44	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		11/13/2017	51.03	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		11/13/2017	43.45	WATER @ VP7
	Total 50437		790.61	
PACIFIC PIPELINE SUPPLY	50438	11/13/2017	273.71	PARTS FOR AWT
PACIFIC PIPELINE SUPPLY		11/13/2017	267.67	PARTS FOR AWT IRRIGATION PUMPS
	Total 50438		541.38	
PALOMAR WATER, LLC	50439	11/13/2017	345.05	BOTTLED WATER DELIVERED-OCT
	Total 50439		345.05	
PK III ENCINITAS MARKETPLACE	50440	11/13/2017	3,505.54	REFUND OF SEWER SERVICE FEES FOR KOHLS
	Total 50440		3,505.54	
ZACH ROSCZEWSKI	50441	11/13/2017	2,750.00	LATERAL REIMBURSEMENT

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 11/13/2017 Through 11/13/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 50441		2,750.00	
AIR POLLUTION CONTROL DISTRICT	50442	11/13/2017	374.00	PERMIT FOR EMISSION FEES @ E.ESTATES PS
AIR POLLUTION CONTROL DISTRICT		11/13/2017	374.00	PERMIT FOR EMISSION FEES @ LCPS
	Total 50442		748.00	
SAN DIEGUITO WATER DISTRICT	50443	11/13/2017	104.42	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		11/13/2017	168.30	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		11/13/2017	117.81	WATER @ TANKER 2
	Total 50443		390.53	
SCST, INC	50444	11/13/2017	3,619.50	LPS L1 FORCE MAIN PROJECT-APRIL
	Total 50444		3,619.50	
SOUTHERN CONTRACTING COMPANY	50445	11/13/2017	3,705.00	CHOPPER PUMP INSTALL @ BPS
SOUTHERN CONTRACTING COMPANY		11/13/2017	480.00	CHOPPER PUMP TEST @ BPS
	Total 50445		4,185.00	
STATE WATER RESOURCES CONTROL BD	50446	11/13/2017	55.00	RENEWAL FOR M. AVALOS
	Total 50446		55.00	
STATE WATER RESOURCES CONTROL BD	50447	11/13/2017	60.00	RENEWAL FOR T. AMOS
	Total 50447		60.00	
THE HOME DEPOT CRC/GECF	50448	11/13/2017	501.44	SUPPLIES
	Total 50448		501.44	
UNDERGROUND SERVICE ALERT OF	50449	11/13/2017	171.70	UNDERGROUND ALARM SERVICE
	Total 50449		171.70	
UNIFIRST CORPORATION	50450	11/13/2017	210.33	LAUNDRY SERVICE -W/E 11/1/2017
UNIFIRST CORPORATION		11/13/2017	214.37	LAUNDRY SERVICE W/E 10/25/17
	Total 50450		424.70	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	50451	11/13/2017	424.00	PHYSICALS
	Total 50451		424.00	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 11/13/2017 Through 11/13/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
VERIZON WIRELESS	50452	11/13/2017	<u>21.27</u>	CELL PHONE-TELEMETRY
	Total 50452		21.27	
WEST COAST SAFETY SUPPLY CO., INC.	50453	11/13/2017	99.86	CARRY CASE
WEST COAST SAFETY SUPPLY CO., INC.		11/13/2017	1,873.92	CYLINDER CONCENTRATION
	Total 50453		<u>1,973.78</u>	
WOODYS CRANE SERVICE	50454	11/13/2017	<u>250.00</u>	CRANE SERVICE @ LPS
	Total 50454		250.00	
XEROX CORPORATION	50455	11/13/2017	<u>110.05</u>	COPIER MAINT AND SUPPLIES-OCT
	Total 50455		<u>110.05</u>	
Report Total			<u><u>67,700.44</u></u>	



LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 22, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19589 - 19606	11/22/2017	\$46,653.77

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 11/22/2017 Through 11/22/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALPHAGRAPHS	50456	11/22/2017	<u>43.54</u>	FINANCIAL REPORTS
	Total 50456		43.54	
AT&T	50457	11/22/2017	<u>119.64</u>	PHONE SERVICE @ BPS
	Total 50457		119.64	
BOOT WORLD, INC	50458	11/22/2017	<u>87.26</u>	SAFETY BOOTS-S. KRASON
	Total 50458		87.26	
CA ASSOC OF SANITATION AGENCIES	50459	11/22/2017	8,570.00	MEMBERSHIP RENEWAL-2018-CASA
	Total 50459		8,570.00	
WAGeworks, INC	50460	11/22/2017	<u>140.00</u>	SEC 125 FLEX PLAN-OCT
	Total 50460		140.00	
CWEA	50461	11/22/2017	180.00	RENEWAL MEMBERSHIP-G. MENDEZ
CWEA		11/22/2017	200.00	RENEWAL-J. STECKER-COLL/PLANT MAINT
CWEA		11/22/2017	<u>85.00</u>	RENEWAL-S. KRASON-MAINT
	Total 50461		465.00	
DAVIS FARR LLP	50462	11/22/2017	<u>17,100.00</u>	FINAL BILL FOR 2017 AUDIT
	Total 50462		17,100.00	
DEXTER WILSON ENGINEERING	50463	11/22/2017	165.00	GE/OCT/1009/964 URANIA AVE
DEXTER WILSON ENGINEERING		11/22/2017	165.00	GE/OCT/1022/N. VULCAN AVE
DEXTER WILSON ENGINEERING		11/22/2017	55.00	GE/OCT/0989/CAUDOR ST
DEXTER WILSON ENGINEERING		11/22/2017	1,125.00	GE/OCT/1003/THE BEACONS
DEXTER WILSON ENGINEERING		11/22/2017	220.00	GE/OCT/1006/JASON ST STORM DRAIN
DEXTER WILSON ENGINEERING		11/22/2017	925.00	GE/OCT/1018/URANIA AVE
DEXTER WILSON ENGINEERING		11/22/2017	275.00	GE/OCT/1019/LORRAINE AVE
	Total 50463		2,930.00	
EL CAMINO RENTAL	50464	11/22/2017	<u>219.21</u>	RENTAL-SIDE HITCH
	Total 50464		219.21	
EVOQUA WATER TECHNOLOGIES, LLC	50465	11/22/2017	<u>8,618.56</u>	BIOXIDE

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 11/22/2017 Through 11/22/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 50465		8,618.56	
EWING IRRIGATION PRODUCTS	50466	11/22/2017	107.24	PVC/NIPPLES
	Total 50466		107.24	
FEDERAL EXPRESS CORPORATION	50467	11/22/2017	18.36	SHIPPING
	Total 50467		18.36	
GRAINGER, INC	50468	11/22/2017	172.19	CHAIN HOIST
	Total 50468		172.19	
HEAVILAND ENTERPRISES, INC	50469	11/22/2017	840.00	LANDSCAPE MAINT-NOVEMEBER
	Total 50469		840.00	
HI-WAY SAFETY, INC	50470	11/22/2017	481.97	CUSTOM SIGNS
	Total 50470		481.97	
SPACELINK/I2B NETWORK	50471	11/22/2017	160.00	WEB CAM @ BPS
	Total 50471		160.00	
ICMA RETIREMENT-303979	50472	11/22/2017	4,081.95	DEFERRED COMP
	Total 50472		4,081.95	
JOHN W. SMITH	50473	11/22/2017	734.96	BACKFLOW SERVICES @ BPS
	Total 50473		734.96	
MALLORY SAFETY AND SUPPLY	50474	11/22/2017	2,622.65	SAFETY ITEMS
	Total 50474		2,622.65	
NATIONWIDE RETIREMENT SOLUTIONS	50475	11/22/2017	135.00	DEFERRED COMP
	Total 50475		135.00	
OFFICE DEPOT, INC.	50476	11/22/2017	246.96	OFFICE SUPPLIES
	Total 50476		246.96	
OLIVENHAIN MUNICIPAL WATER DISTRICT	50477	11/22/2017	3,612.53	RMC COSTS
	Total 50477		3,612.53	
PEP BOYS	50478	11/22/2017	48.49	TIRE GAGE
	Total 50478		48.49	
PLANT PEOPLE, INC	50479	11/22/2017	158.00	MAINT OF PLANTS FOR OCT

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 11/22/2017 Through 11/22/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PLANT PEOPLE, INC		11/22/2017	158.00	MAINTENANCE OF PLANTS FOR SEPT
PLANT PEOPLE, INC		11/22/2017	214.00	NOV. PLANTS MAINT.
	Total 50479		530.00	
SAN DIEGO GAS & ELECTIRC	50480	11/22/2017	4,057.87	ELECTRIC @ ADM. BLDG
SAN DIEGO GAS & ELECTIRC		11/22/2017	118.33	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		11/22/2017	415.24	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		11/22/2017	725.77	ELECTRIC @ EE
SAN DIEGO GAS & ELECTIRC		11/22/2017	971.78	ELECTRIC @ EEPs
SAN DIEGO GAS & ELECTIRC		11/22/2017	782.21	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		11/22/2017	11,840.36	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		11/22/2017	154.66	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		11/22/2017	698.75	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		11/22/2017	287.02	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		11/22/2017	166.58	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		11/22/2017	12,436.41	ELECTRICAL @ BPS
SAN DIEGO GAS & ELECTIRC		11/22/2017	27.06	GAS @ OFFICE BLDG
SAN DIEGO GAS & ELECTIRC		11/22/2017	10.38	NATURAL GAS @ EE
	Total 50480		32,692.42	
SOUTHERN CONTRACTING COMPANY	50481	11/22/2017	480.00	ELECTRICAL @ BPS
SOUTHERN CONTRACTING COMPANY		11/22/2017	725.00	ELECTRICAL WORK @ BPS
SOUTHERN CONTRACTING COMPANY		11/22/2017	515.00	ELECTRICAL WORK @ LPS
	Total 50481		1,720.00	
TERMINIX	50482	11/22/2017	58.00	MONTHLY PEST SERVICE-OCT
TERMINIX		11/22/2017	32.00	MONTHLY PEST SERVICE-TRAPS
	Total 50482		90.00	
T.S. INDUSTRIAL SUPPLY	50483	11/22/2017	139.94	PARTS
	Total 50483		139.94	
UNIFIRST CORPORATION	50484	11/22/2017	211.13	LAUNDRY SERVICE-W/E 11/15/17
UNIFIRST CORPORATION		11/22/2017	218.82	LAUNDRY SERVICE-W/E 11/8/17
	Total 50484		429.95	
U.S. BANK	50485	11/22/2017	6,563.29	CC-MEETINGS/CONFS/OFFICE SUPPLIES, ETC
	Total 50485		6,563.29	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	50486	11/22/2017	124.00	PHYSICALS
	Total 50486		124.00	
VERIZON WIRELESS	50487	11/22/2017	1,084.68	CELL PHONES

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 11/22/2017 Through 11/22/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 50487		1,084.68	
WATEREUSE ASSOCIATION	50488	11/22/2017	<u>1,605.00</u>	MEMBERSHIP RENEWAL-2018
	Total 50488		1,605.00	
WESELOH CHEVROLET	50489	11/22/2017	<u>1,246.11</u>	2011 CHEV MAINT AND REPAIR
	Total 50489		1,246.11	
WORDEN WILLIAMS LLP	50490	11/22/2017	<u>1,521.00</u>	LEGAL FEES-OCT
	Total 50490		1,521.00	
Report Total			<u>99,301.90</u>	

**Leucadia Wastewater District**  
Vendor Activity  
From 11/16/2017 Through 11/22/2017

35

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	11/16/2017	50485	44.20	ADVERTISING	AD-RFP-FINANCIAL-RD
USBANK1	U.S. BANK	API	11/16/2017	50485	498.47	VEHICLES	AUTOGLASS REPLACEMENT
USBANK1	U.S. BANK	API	11/16/2017	50485	209.31	BOARD CONFERENC	CASA CONF HOTEL DEP-DO
USBANK1	U.S. BANK	API	11/16/2017	50485	209.31	BOARD CONFERENC	CASA CONF HOTEL DEP-ES
USBANK1	U.S. BANK	API	11/16/2017	50485	209.31	BOARD CONFERENC	CASA CONF-HOTEL DEP-DK
USBANK1	U.S. BANK	API	11/16/2017	50485	209.31	BOARD CONFERENC	CASA CONF-HOTEL DEP-JH
USBANK1	U.S. BANK	API	11/16/2017	50485	209.31	BOARD CONFERENC	CASA HOTEL DEP-AJ
USBANK1	U.S. BANK	API	11/16/2017	50485	88.00	OFFICE SUPPLIES	CLEANING TABLECLOTHS
USBANK1	U.S. BANK	API	11/16/2017	50485	46.75	BOARD CONFERENC	CSA AIRPORT PK-ES
USBANK1	U.S. BANK	API	11/16/2017	50485	25.00	Train'g/Ed/Conf	CSDA -BAGGAGE FEE-RD
USBANK1	U.S. BANK	API	11/16/2017	50485	25.00	BOARD CONFERENC	CSDA BAGGAGE-ES
USBANK1	U.S. BANK	API	11/16/2017	50485	25.00	Train'g/Ed/Conf	CSDA CONF BAGGAGE FEE-RD
USBANK1	U.S. BANK	API	11/16/2017	50485	25.00	BOARD CONFERENC	CSDA CONF BAGGAGE-ES
USBANK1	U.S. BANK	API	11/16/2017	50485	69.90	Train'g/Ed/Conf	CSDA CONF PK-
USBANK1	U.S. BANK	API	11/16/2017	50485	49.63	Train'g/Ed/Conf	CSDA CONF-DINNER-RD
USBANK1	U.S. BANK	API	11/16/2017	50485	391.32	BOARD CONFERENC	CSDA CONF-HOTEL-DO
USBANK1	U.S. BANK	API	11/16/2017	50485	41.00	BOARD CONFERENC	CSDA DINNER -ES
USBANK1	U.S. BANK	API	11/16/2017	50485	195.66	Train'g/Ed/Conf	CSDA HOTELRECER-R
USBANK1	U.S. BANK	API	11/16/2017	50485	404.32	BOARD CONFERENC	CSDA HOTEL-ES
USBANK1	U.S. BANK	API	11/16/2017	50485	40.32	BOARD CONFERENC	CSDA LUNCH-ES
USBANK1	U.S. BANK	API	11/16/2017	50485	25.00	BOARD CONFERENC	CSDA-BAGGAGE FEE-DO
USBANK1	U.S. BANK	API	11/16/2017	50485	21.60	BOARD CONFERENC	CSDA-CAB FAIRE-DO
USBANK1	U.S. BANK	API	11/16/2017	50485	485.00	Train'g/Ed/Conf	CSFMO CONF-RD
USBANK1	U.S. BANK	API	11/16/2017	50485	25.00	Train'g/Ed/Conf	CSFMO MEETING-RD
USBANK1	U.S. BANK	API	11/16/2017	50485	180.00	Train'g/Ed/Conf	CWEA TRAINING
USBANK1	U.S. BANK	API	11/16/2017	50485	292.50	SAFETY SUPPLIES	DATCO
USBANK1	U.S. BANK	API	11/16/2017	50485	10.85	ASSESSOR PARCEL	EASEMENT DOC
USBANK1	U.S. BANK	API	11/16/2017	50485	26.99	EMPLOYEE RECOGN	EMPL LUNCH-PB
USBANK1	U.S. BANK	API	11/16/2017	50485	352.63	Train'g/Ed/Conf	EMPL LUNCH-TEAM BLDG
USBANK1	U.S. BANK	API	11/16/2017	50485	33.55	ENCINA CAPITAL	EWA BUSINESS LUNCH-PB
USBANK1	U.S. BANK	API	11/16/2017	50485	375.00	EMPLOYEE RECOGN	HOLIDAY LUNCH DEPOSIT-PB
USBANK1	U.S. BANK	API	11/16/2017	50485	168.66	Train'g/Ed/Conf	HOTEL DEP-RD
USBANK1	U.S. BANK	API	11/16/2017	50485	143.27	Train'g/Ed/Conf	J.BILLS TEAM BLDG BFAST
USBANK1	U.S. BANK	API	11/16/2017	50485	43.10	MEETING SUPPLIE	OFFICE SUPPLIES
USBANK1	U.S. BANK	API	11/16/2017	50485	10.00	SUBSCRIPTIONS	PUB-CAFR-RD

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Note: Partial Payments may cause totals to be overstated in the Expenses or the Charges column.

Page: 1

**Leucadia Wastewater District**  
Vendor Activity  
From 11/16/2017 Through 11/22/2017

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	11/16/2017	50485	76.52	OFFICE SUPPLIES	W/2'S/1099 ORDER-
USBANK1	U.S. BANK	API	11/16/2017	50485	10.69	Train'g/Ed/Conf	WATER SUMMIT BKF
USBANK1	U.S. BANK	API	11/16/2017	50485	32.00	Train'g/Ed/Conf	WATER SUMMIT PK-PB
USBANK1	U.S. BANK	API	11/16/2017	50485	117.97	Train'g/Ed/Conf	WATER SUMMIT-AIRFARE-PB
USBANK1	U.S. BANK	API	11/16/2017	50485	100.00	TELEPHONE	WEB HOSTING
USBANK1	U.S. BANK	API	11/16/2017	50485	10.21	Train'g/Ed/Conf	WEFTEC BFAST-PB
USBANK1	U.S. BANK	API	11/16/2017	50485	919.26	Train'g/Ed/Conf	WEFTEC HOTEL-PB
USBANK1	U.S. BANK	API	11/16/2017	50485	57.37	Train'g/Ed/Conf	WEFTEC LUNCH-PB
USBANK1	U.S. BANK	API	11/16/2017	50485	30.00	TELEPHONE	WIFI
USBANK1	U.S. BANK	APS	11/22/2017	50485	0.00	ACCOUNTS PAYABL	CC-MEETINGS/CONFS/OFFI...
							SUPPLIES, ETC
Transaction Total					<u>6,563.29</u>		
36	Total USBANK1	U.S. BANK			<u>6,563.29</u>		
Report Opening/Current Balance							
Report Transaction Totals					<u>6,563.29</u>		
Report Current Balances							



**LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT**

**Payroll Date:** December 1, 2017

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19607 - 19611	12/1/2017	\$1,721.34

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 4, 2017  
Sick-Buy Back

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19612 - 19622	12/4/2017	\$22,917.86

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 12/5/2017 Through 12/5/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	50491	12/5/2017	<u>4,340.00</u>	FLOW METERING-NOV
	Total 50491		4,340.00	
AYALA ENGINEERING	50492	12/5/2017	<u>8,125.00</u>	INSTALL FRAMES ANDCOVERS
	Total 50492		8,125.00	
BAJA POOL AND SPA SERVICE	50493	12/5/2017	<u>125.00</u>	DEC MAINT OF FOUNTAIN
	Total 50493		125.00	
CALIFORNIA SPECIAL DISTRICTS ASSOC	50494	12/5/2017	<u>6,842.00</u>	2018 MEMBERSHIP RENEWAL
	Total 50494		6,842.00	
CARLSBAD FUELS CORPORATION	50495	12/5/2017	<u>1,755.93</u>	VEHICLE FUELS/BPS
	Total 50495		1,755.93	
PETTY CASH	50496	12/5/2017	<u>288.83</u>	PETTY CASH REIMBURSEMENT-11/2017
	Total 50496		288.83	
CINTAS FIRST AID AND SAFETY	50497	12/5/2017	<u>150.23</u>	FIRST AID KIT REFILL
	Total 50497		150.23	
COX COMMUNICATIONS SAN DIEGO	50498	12/5/2017	<u>1,472.84</u>	NOV/DEC MONTHLY FEES FOR PHONES/INTERNET
	Total 50498		1,472.84	
DATA NET	50499	12/5/2017	836.05	IS MAINT AND SUPPORT
DATA NET		12/5/2017	<u>1,998.00</u>	VMWARE ESSENTIALS SUPPORT RENEWAL
	Total 50499		2,834.05	
DAVID KULCHIN	50500	12/5/2017	<u>27.82</u>	REIMBURSE D. KULCHIN-MILEAGE
	Total 50500		27.82	
DEXTER WILSON ENGINEERING	50501	12/5/2017	17,794.50	2017 ASSEST MGMT PLAN-SEPT/OCT
DEXTER WILSON ENGINEERING		12/5/2017	1,597.50	FY 17 AUDIT SSMP-OCT
DEXTER WILSON ENGINEERING		12/5/2017	12,370.00	GE/CIP/OCT/200/0361
DEXTER WILSON ENGINEERING		12/5/2017	1,785.00	GE/OCT/0526/FAIR OAKS
DEXTER WILSON ENGINEERING		12/5/2017	165.00	GE/OCT/0946/SCOTT ANNEX
DEXTER WILSON ENGINEERING		12/5/2017	70.00	GE/OCT/0990/HYMETTUS AVE

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 12/5/2017 Through 12/5/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 50501		33,782.00	
GREAT AMERICA FINANCIAL SERVICES	50502	12/5/2017	891.92	COPIER LEASE
	Total 50502		891.92	
INFRASTRUCTURE ENGINEERING CORP	50503	12/5/2017	12,235.00	2018 CURED IN PLACE PIPE LINING-OCT
INFRASTRUCTURE ENGINEERING CORP		12/5/2017	4,417.50	GAFNER AWT IMPROVEMENTS-OCT
INFRASTRUCTURE ENGINEERING CORP		12/5/2017	915.00	LPS REHAB PROJECT-OCT
	Total 50503		17,567.50	
MALLORY SAFETY AND SUPPLY	50504	12/5/2017	88.36	SAFETY ITEMS
	Total 50504		88.36	
MES VISION	50505	12/5/2017	377.39	VISION INS-DEC
	Total 50505		377.39	
MITSUBISHI ELECTRIC US, INC	50506	12/5/2017	286.07	MONTHLY ELEVATOR MAINT/SERVICE
	Total 50506		286.07	
MSC JANITORIAL SERVICE, INC	50507	12/5/2017	1,552.92	JANITORIAL SERVICES-NOV
	Total 50507		1,552.92	
NAPA AUTO	50508	12/5/2017	15.07	BLUE DEF
	Total 50508		15.07	
PEP BOYS	50509	12/5/2017	15.34	SPRAY
	Total 50509		15.34	
RICHARD DUFFEY	50510	12/5/2017	38.48	REIMBURSE FOR CSRMA MEETING
	Total 50510		38.48	
RICK EASTON	50511	12/5/2017	125.00	REIMBURSE FOR CERT/TEST
	Total 50511		125.00	
SAN DIEGO COUNTY VECTOR CONTROL	50512	12/5/2017	7.07	ASSESSMENT 17-18
	Total 50512		7.07	
THE GUARDIAN	50513	12/5/2017	4,021.43	DENTAL/DISABILITY INS-DES
	Total 50513		4,021.43	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 12/5/2017 Through 12/5/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SOLANA PALM LLC	50514	12/5/2017	<u>90.00</u>	ANSWERING SERVICE-NOV-DEC
	Total 50514		90.00	
UNIFIRST CORPORATION	50515	12/5/2017	211.13	LAUNDRY SERVICE W/E 11/29/2017
UNIFIRST CORPORATION		12/5/2017	<u>215.17</u>	LAUNDRY SERVICE-W/E 11/22/17
	Total 50515		426.30	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	50516	12/5/2017	124.00	PHYSICALS
	Total 50516		124.00	
WESELOH CHEVROLET	50517	12/5/2017	<u>287.60</u>	MAINT-CHEVY SILVERADO
	Total 50517		287.60	
Report Total			<u>85,658.15</u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 6, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19623 - 19640	12/6/2017	\$48,214.73

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

<b><u>NOVEMBER</u></b>		<b>2016</b>	
11/1/2016	Board		\$4,759.91
11/9/2016	Employee		\$47,228.39
11/23/2016	Employee		<u>\$47,121.35</u>
	<b>TOTAL</b>		<b>\$99,109.65</b>

<b><u>DECEMBER</u></b>			
12/1/2016	Board		\$2,419.09
12/2/2016	Employee	Sick Buyback	\$20,167.03
12/7/2016	Employee		\$47,703.49
12/14/2016	Employee	Incentive	\$444.65
12/21/2016	Employee		<u>\$46,163.74</u>
	<b>TOTAL</b>		<b>\$116,898.00</b>

<b><u>JANUARY</u></b>		<b>2017</b>	
1/1/2017	Board		\$1,214.82
1/4/2017	Employee		\$45,717.09
1/18/2017	Employee		<u>\$45,885.84</u>
	<b>TOTAL</b>		<b>\$92,817.75</b>

<b><u>FEBRUARY</u></b>			
2/1/2017	Employee		\$47,491.00
2/1/2017	Board		\$5,367.25
2/8/2017	Employee	Incentive	\$2,170.15
2/15/2017	Employee		<u>\$45,587.20</u>
	<b>TOTAL</b>		<b>\$100,615.60</b>

<b><u>MARCH</u></b>			
3/1/2017	Employee		\$47,217.28
3/1/2017	Board		\$3,254.46
3/15/2017	Employee		\$48,226.01
3/29/2017	Employee		<u>\$46,338.98</u>
	<b>TOTAL</b>		<b>\$145,036.73</b>

<b><u>APRIL</u></b>			
4/1/2017	Board		\$4,139.95
4/12/2017	Employee		\$47,286.60
4/13/2017	Employee		\$8,888.15
4/26/2017	Employee		<u>\$46,458.18</u>
	<b>TOTAL</b>		<b>\$106,772.88</b>

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

**MAY**

5/1/2017	Board		\$4,379.21
5/10/2017	Employee		\$47,492.65
5/24/2017	Employee		<u>\$46,669.52</u>
	<b>TOTAL</b>		<b>\$98,541.38</b>

**JUNE**

6/1/2017	Board		\$4,080.51
6/7/2017	Employee		\$48,089.35
6/21/2017	Employee		<u>\$47,063.40</u>
	<b>TOTAL</b>		<b>\$99,233.26</b>

**JULY**

7/1/2017	Board		\$1,887.30
7/5/2017	Employee		\$47,055.56
7/12/2017	Employee	Incentive	\$461.75
7/19/2017	Employee		<u>\$47,204.47</u>
	<b>TOTAL</b>		<b>\$96,609.08</b>

**AUGUST**

8/1/2017	Board		\$1,140.00
8/2/2017	Employee		\$48,857.83
8/9/2017	Employee	Incentive	\$445.05
8/10/2017	Employee	Incentive	\$8,558.99
8/16/2017	Employee		\$48,590.61
8/30/2017	Employee		\$47,216.52
8/31/2017	Employee	Final Check	<u>\$2,036.24</u>
	<b>TOTAL</b>		<b>\$156,845.24</b>

**SEPTEMBER**

9/1/2017	Board		\$4,440.07
9/13/2017	Employee		\$46,835.23
9/14/2017	Employee	Incentive	\$20,059.37
9/27/2017	Employee		<u>\$49,775.76</u>
	<b>TOTAL</b>		<b>\$121,110.43</b>

**OCTOBER**

10/1/2017	Board		\$3,864.90
10/11/2017	Employee	Incentive	\$18,772.78
10/11/2017	Employee		\$47,077.85
10/25/2017	Employee		<u>\$46,751.62</u>
	<b>TOTAL</b>		<b>\$116,467.15</b>



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

**NOVEMBER**

11/1/2017	Board		\$2,202.71
11/8/2017	Employee		\$47,274.64
11/22/2017	Employee		<u>\$46,653.77</u>
	<b>TOTAL</b>		<b>\$96,131.12</b>

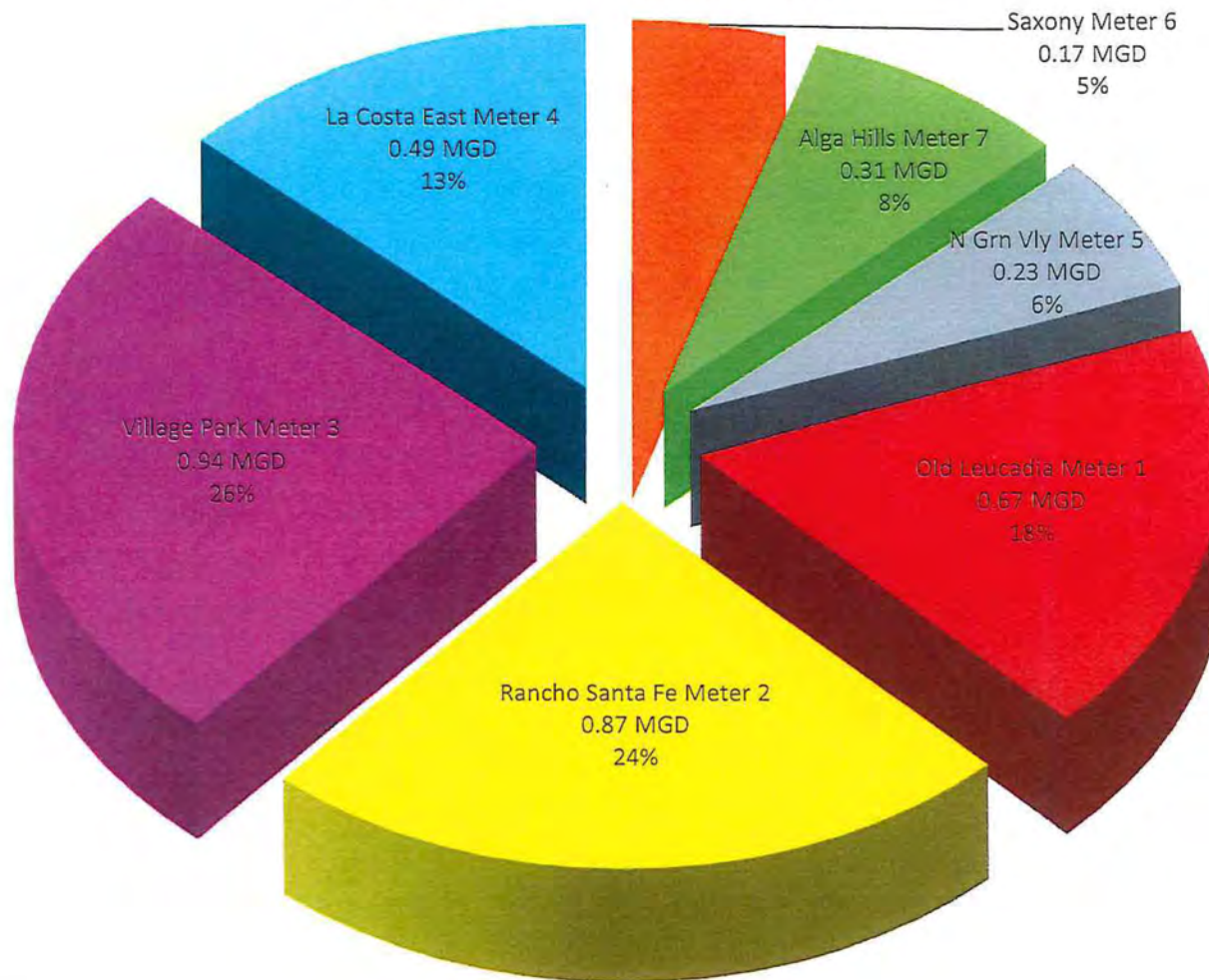
**DECEMBER**

12/1/2017	Board		\$1,721.34
12/4/2017	Employee	Sick buy-back	\$22,917.86
12/6/2017	Employee		<u>\$48,214.73</u>
	<b>TOTAL</b>		<b>\$72,853.93</b>

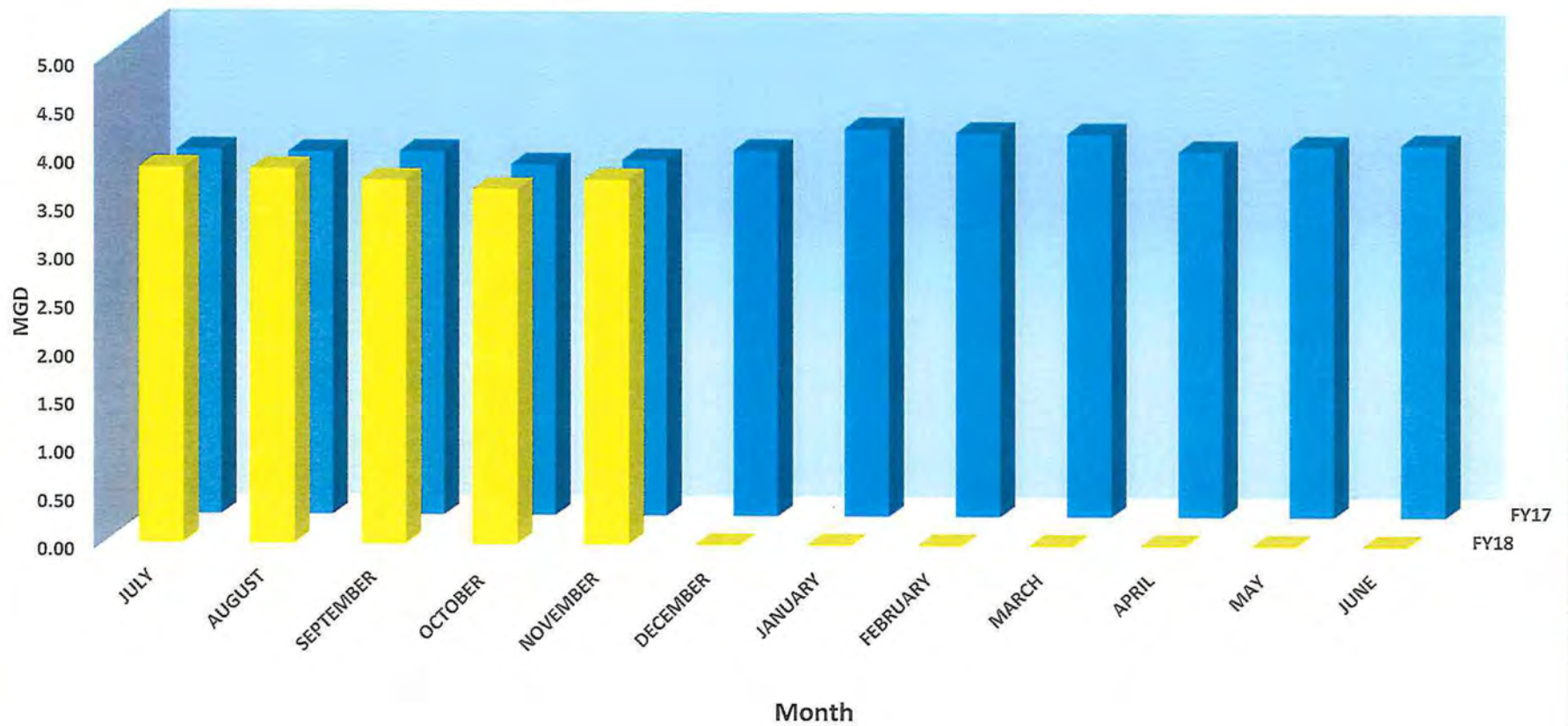
**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2018 (July 2017 - June 2018)**

CURRENT MONTH - October 2017							FY 2017 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,469.81	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
JULY	0.00	120.28	3.82	3.88	136	50.52	3.77
YTD			28,473.63				
AUGUST	0.02	119.97	12.44	3.87	136	44.97	3.75
YTD			28,486.07				
SEPTEMBER	0.00	112.80	2.50	3.76	132	44.89	3.76
YTD			28,488.57				
OCTOBER	0.00	113.77	-8.20	3.67	129	30.96	3.63
YTD			28,480.37				
NOVEMBER	0.04	113.10	5.00	3.77	132	3.44	3.68
YTD			28,485.37				
DECEMBER							3.78
YTD							
JANUARY							4.01
YTD							
FEBRUARY							3.97
YTD							
MARCH							3.96
YTD							
APRIL							3.78
YTD							
MAY							3.83
YTD							
JUNE							3.85
YTD							
YTD Totals	0.06	579.92	15.56			174.78	
Mo Average	0.01	115.98	3.11	3.79	133.06	34.96	3.81

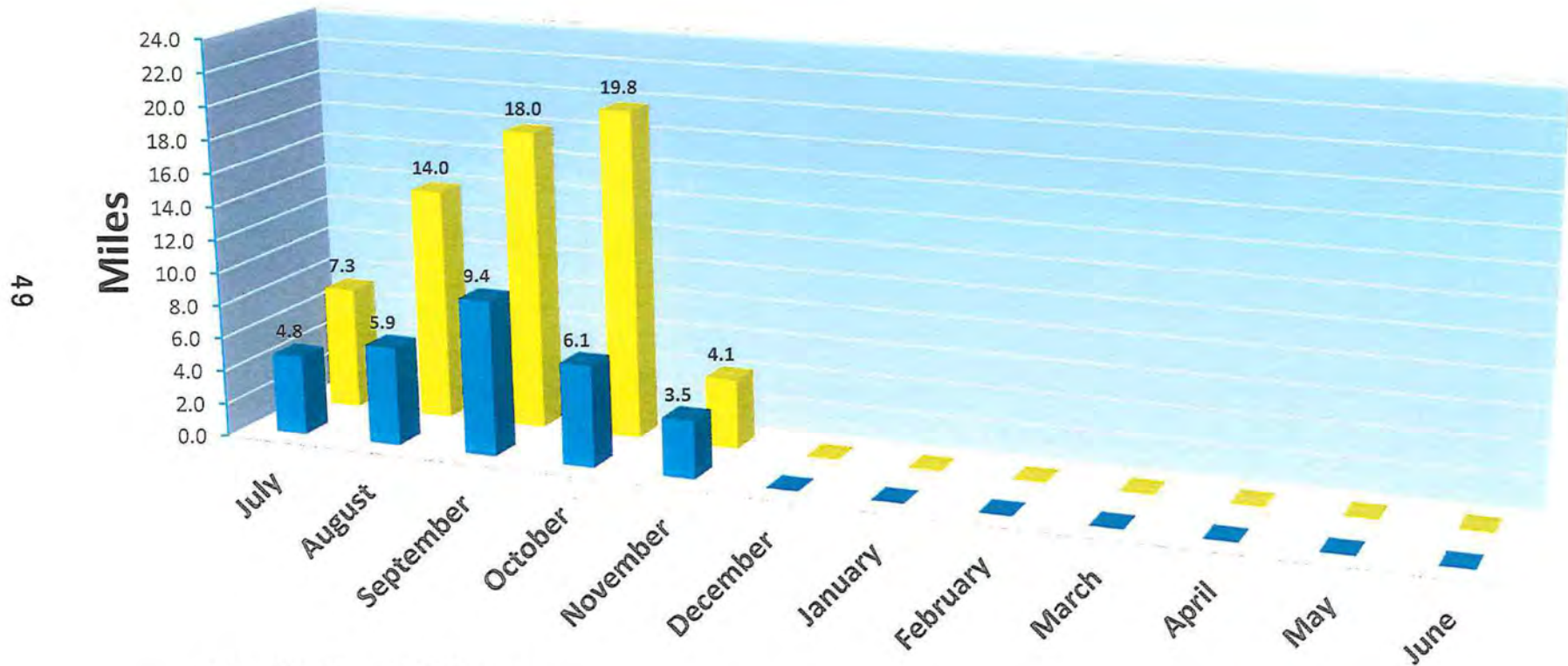
**LWD Flows by Sub-Basin  
November 2017  
Total LWD Flow 3.77 MGD**



## Leucadia Wastewater District Flow Comparison FY 17 to FY 18



# FY-18 CCTV Inspections & Hydro Cleaning Production



## Monthly Target Mileage

Hydo-Cleaning: 15 Miles/Month

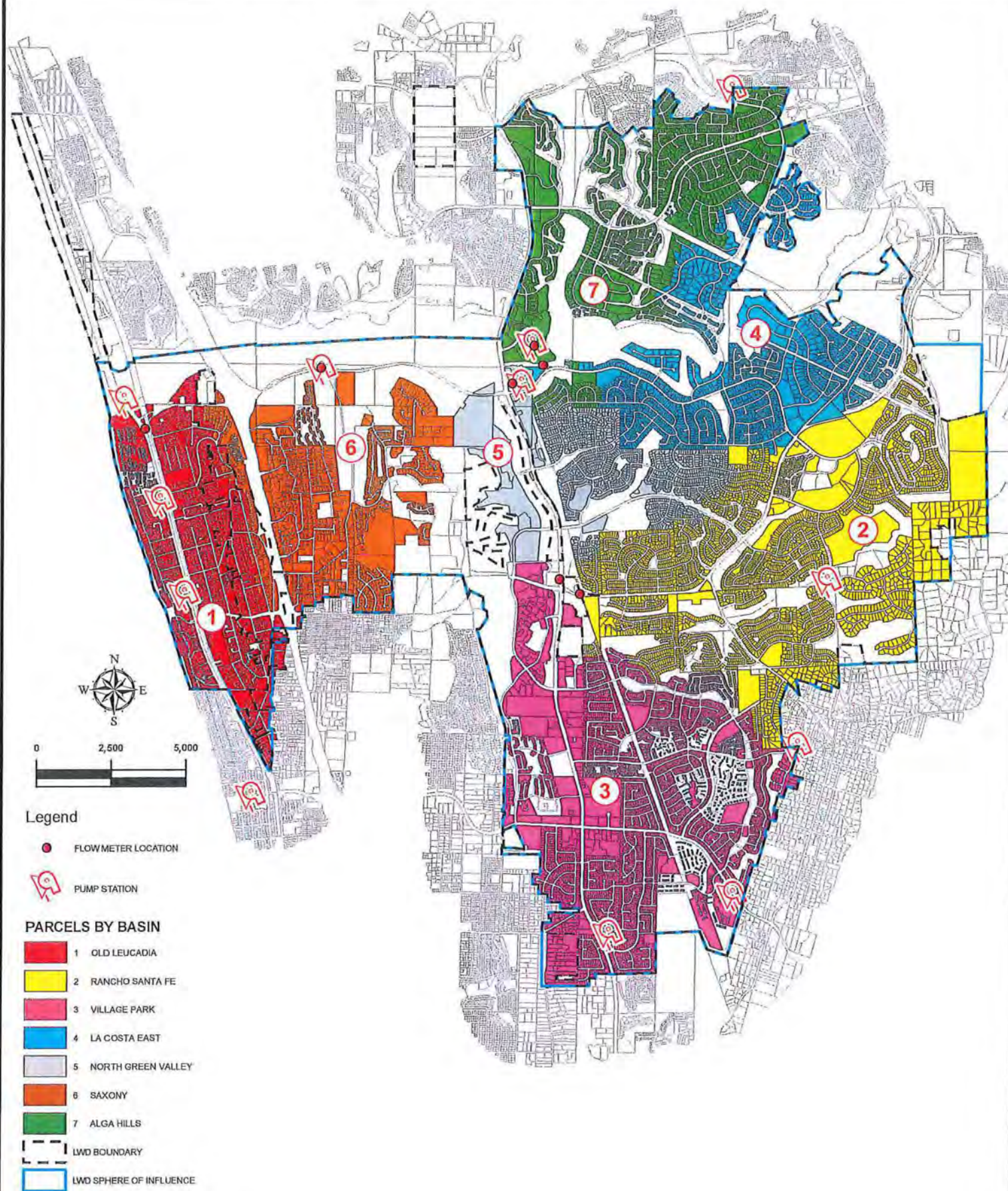
CCTV Inspections: 6.3 Miles/Month

Note: Both Hydro-Cleaning and CCTV Production down due to wet well cleaning at Batiquitos pump station

■ CCTV Inspections  
■ Total Hydro Cleaning



# LEUCADIA WASTEWATER DISTRICT



# Leucadia Wastewater District

## Balance Sheet

As of 11/30/2017

		Current Year
<b>Assets</b>		
Cash & Investments	1CAS	32,463,636.16
Accounts Receivables	2A/R	156,923.69
Prepaid Expense	3PRE	165,848.66
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	159,588,635.11
Less Accumulated Depreciation	6DEP	(52,675,124.16)
<b>Total Assets</b>		<u>141,186,719.46</u>
<b>Deferred Outflows</b>		
Projected/Actual PERS Earnings Difference	6D/O	840,305.00
PERS Proportions & Assumptions Difference	7D/O	22,055.00
Current Year PERS Employer Contribution	8D/O	338,781.97
<b>Total Deferred Outflows</b>		<u>1,201,141.97</u>
<b>Total Assets &amp; Deferred Outflows</b>		<u>142,387,861.43</u>
<b>Liabilities</b>		
Accounts Payable & Accrued Expenses	A/P	423,174.81
Developer Deposits	DEVD	74,612.22
Net Pension Liability	LTDB	3,466,620.00
<b>Total Liabilities</b>		<u>3,964,407.03</u>
<b>Deferred Inflows</b>		
PERS Actual/Proportion Contribution Difference	D/I2	175,908.00
PERS Proportions & Assumptions Difference	D/I3	141,883.00
Projected/Actual PERS Earnings Difference	D/In	382,658.00
<b>Total Deferred Inflows</b>		<u>700,449.00</u>
<b>Net Position</b>		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	106,913,510.95
Reserves	RESV	32,837,316.33
<b>Total Beginning Net Position (as of June 30, 2017)</b>		<u>139,750,827.28</u>
Current Change In Net Position		
Other		(2,027,821.88)
<b>Total Current Change In Net Position</b>		<u>(2,027,821.88)</u>
<b>Total Net Position</b>		<u>137,723,005.40</u>
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>		<u>142,387,861.43</u>



# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2017 Through 11/30/2017

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

### OPERATING REVENUES

3110 Sewer Service Fees	\$ 779,000.52	\$ 9,827,873.00	\$ 9,048,872.48	7.9%
3150 Recycled Water Sales	149,347.77	272,000.00	122,652.23	54.9%
3100 Misc. Operating Revenue	0.00	205,302.00	205,302.00	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 928,348.29</b>	<b>\$10,305,175.00</b>	<b>\$ 9,376,826.71</b>	<b>9.0%</b>

### OPERATING EXPENSES

4100 Salaries	\$ 720,633.16	\$ 1,836,787.00	\$ 1,116,153.84	39.2%
4200 Employee Benefits	373,384.21	963,613.00	590,228.79	38.7%
4300 Directors Expense	46,518.96	147,800.00	101,281.04	31.5%
4600 Gas, Oil & Fuel	11,633.47	41,000.00	29,366.53	28.4%
4700 Insurance Expense	18,393.75	113,600.00	95,206.25	16.2%
4800 Memberships	22,135.00	29,000.00	6,865.00	76.3%
4900 Office Expense	46,357.06	154,700.00	108,342.94	30.0%
5000 Operating Supplies	74,888.23	202,300.00	127,411.77	37.0%
5200 Professional Services	169,139.43	520,500.00	351,360.57	32.5%
5300 Printing & Publishing	9,298.21	29,500.00	20,201.79	31.5%
5400 Rents & Leases	7,347.86	15,000.00	7,652.14	49.0%
5500 Repairs & Maintenance	119,458.27	451,800.00	332,341.73	26.4%
5600 Monitoring & Permits	12,851.35	60,700.00	47,848.65	21.2%
5700 Training & Development	20,394.14	47,000.00	26,605.86	43.4%
5900 Utilities	185,877.09	427,700.00	241,822.91	43.5%
6100 LAFCO Operations	6,863.30	8,000.00	1,136.70	85.8%
6200 Encina Operating Expense	500,063.77	1,861,800.00	1,361,736.23	26.9%
6900 Admin O/H alloc to Capital	(33,339.52)	(140,121.00)	(106,781.48)	23.8%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,311,897.74</b>	<b>\$ 6,770,679.00</b>	<b>\$ 4,458,781.26</b>	<b>34.1%</b>

### NON-OPERATING REVENUES

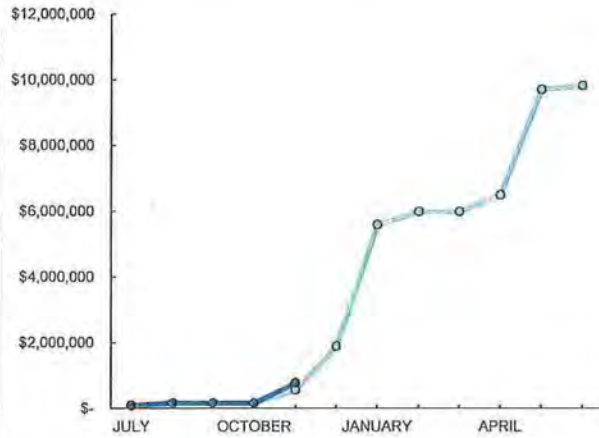
3130 Capacity Fees	\$ 89,173.56	\$ 400,600.00	\$ 311,426.44	22.3%
3220 Property Taxes	126,249.91	1,600,000.00	1,473,750.09	7.9%
3250 Investment Income	136,420.56	327,000.00	190,579.44	41.7%
3290 Misc. Non Op Revenue	437.95	286,400.00	285,962.05	0.2%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 352,281.98</b>	<b>\$ 2,614,000.00</b>	<b>\$ 2,261,718.02</b>	<b>13.5%</b>



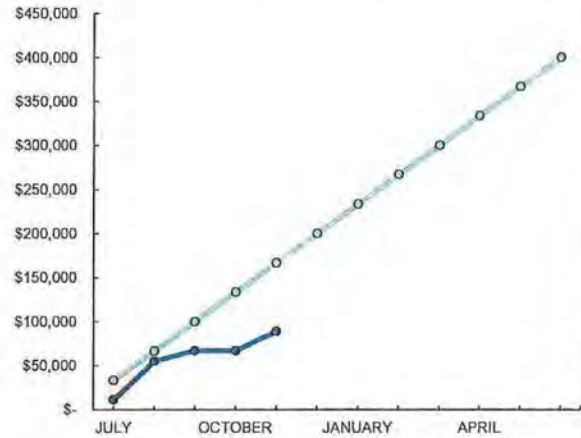
# Leucadia Wastewater District Revenue FY2018

YTD through November 30, 2017

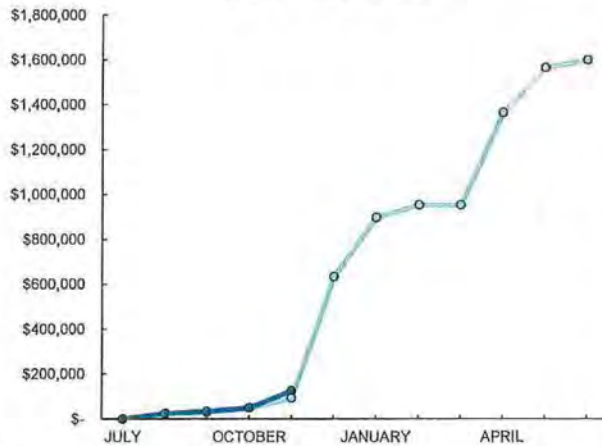
Sewer Service Fees



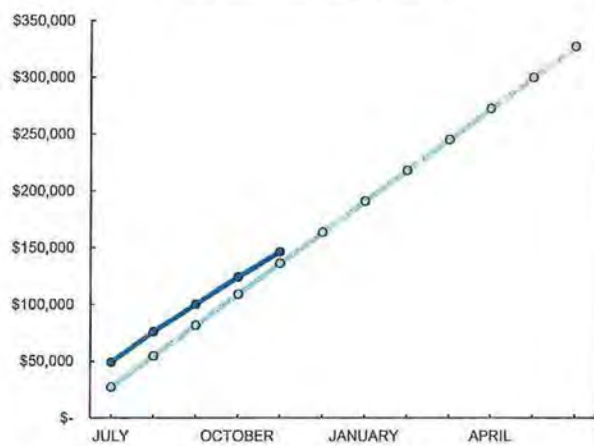
Capacity Charges



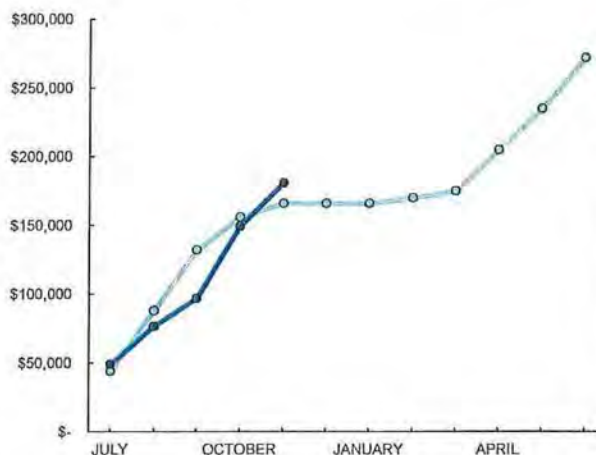
Property Taxes



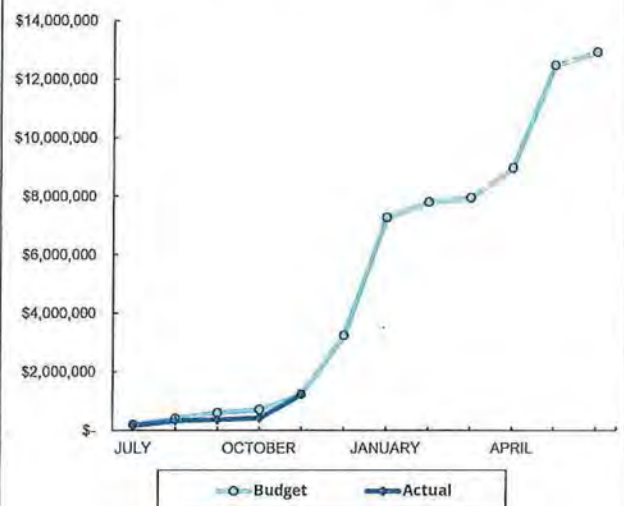
Investment Income



Recycled Wastewater Sales



Total Revenue

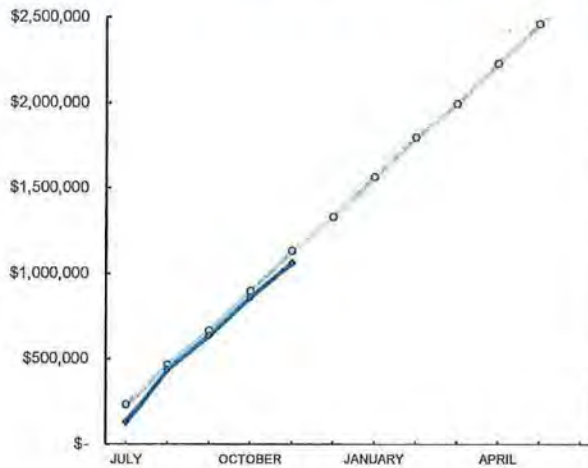


\* Preliminary: subject to future review, reconciliation, accruals, and audit

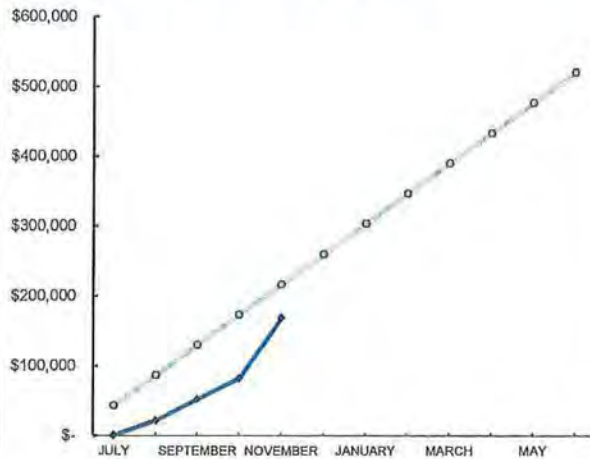
# Leucadia Wastewater District Operating Expenses FY2018

YTD through November 30, 2017

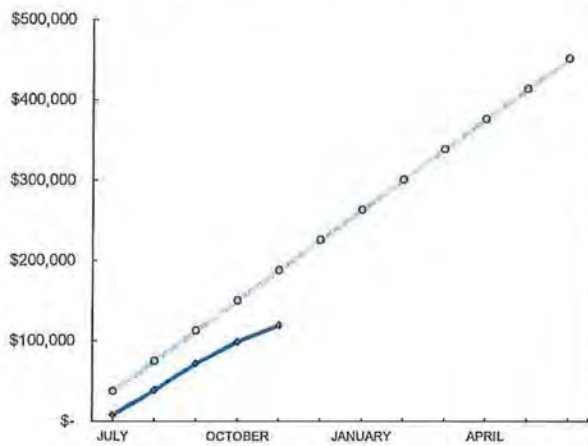
Salaries and Benefits



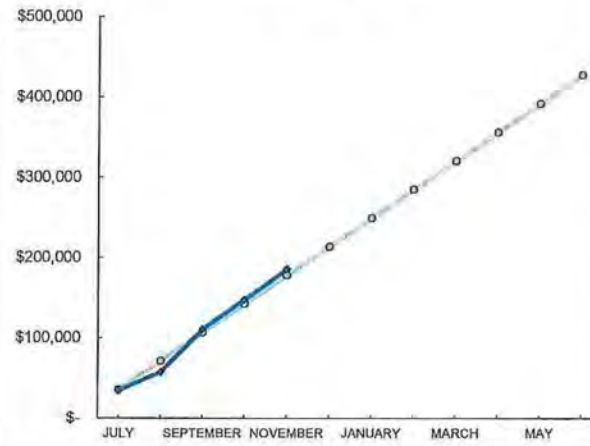
Professional Services



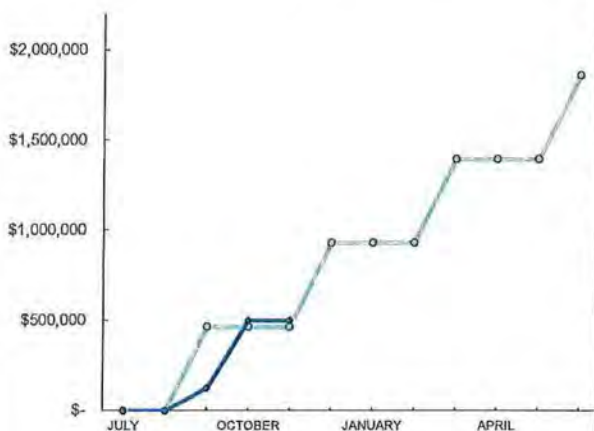
Repairs & Maintenance



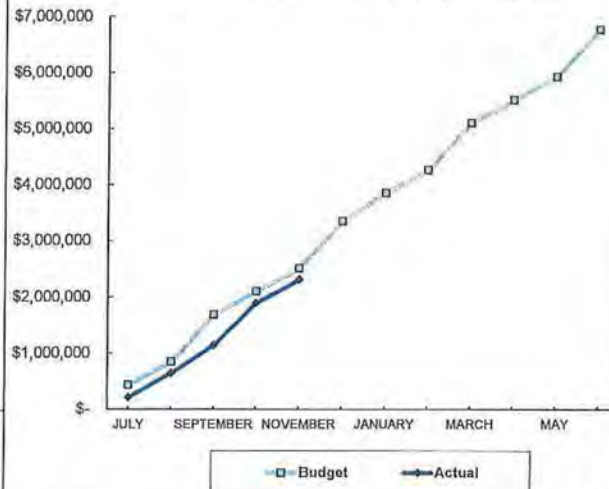
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement



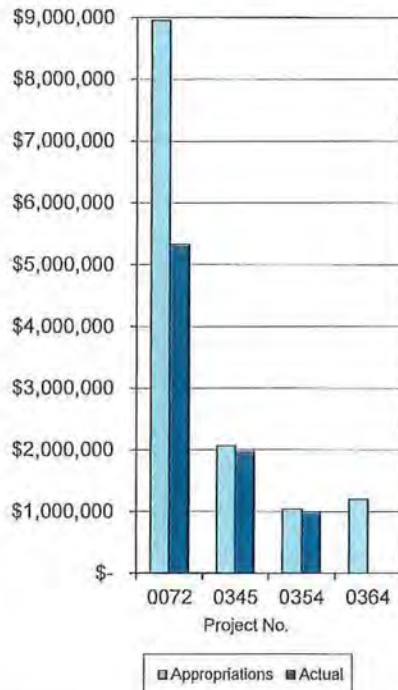
\* Preliminary: subject to future review, reconciliation, accruals, and audit



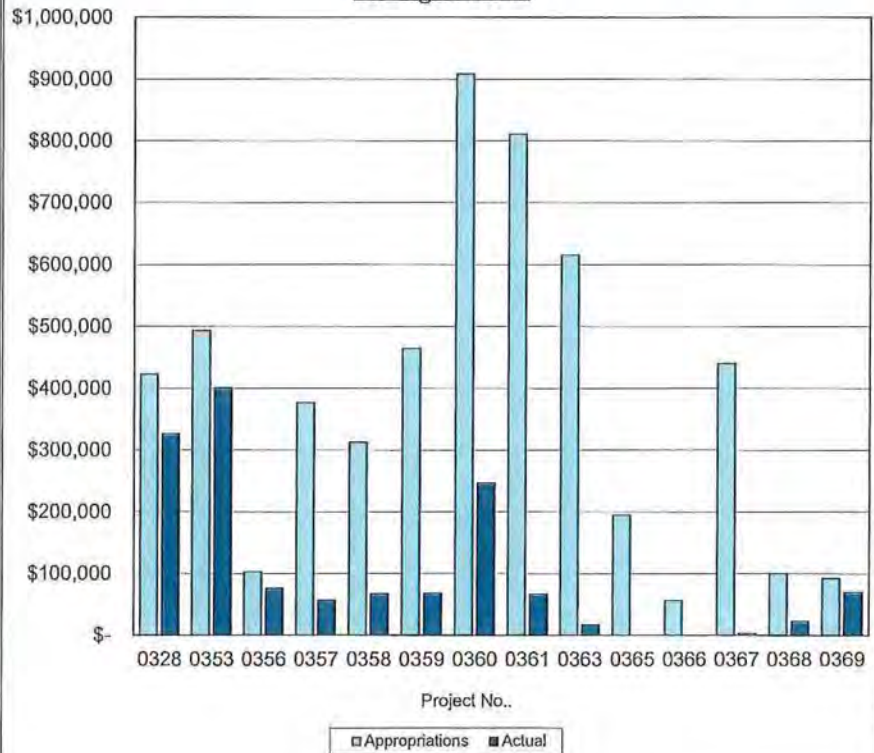
# Leucadia Wastewater District Capital Expenditures

As of November 30, 2017

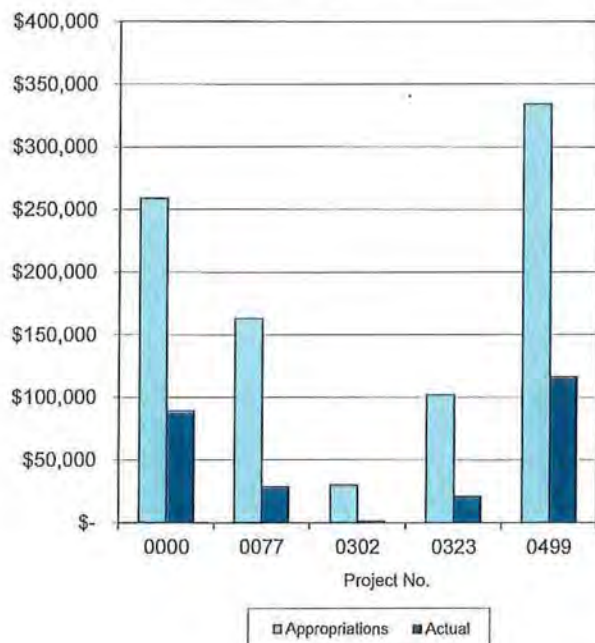
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2018



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2018



Single Year Capital Expenditures by Project FY2018



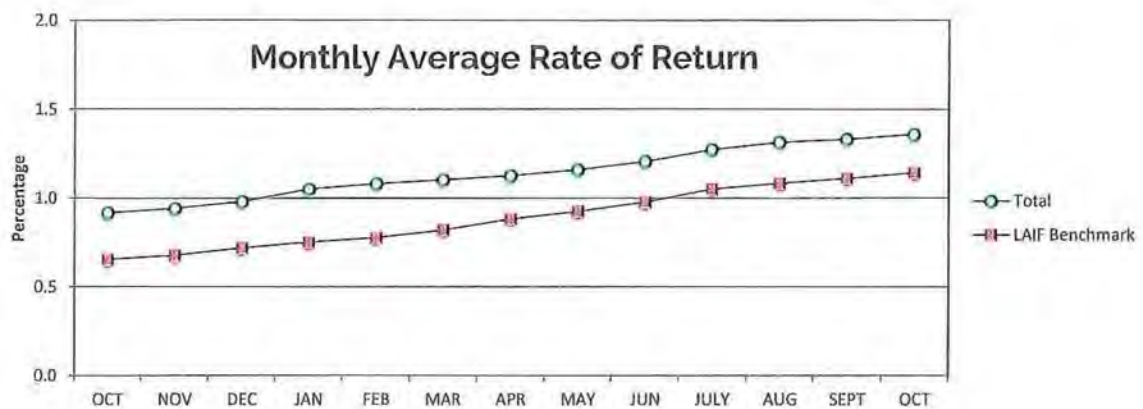
Project Legend

Multi-Year Capital Projects		No.
Encina Joint Facility Capital Projects		0072
North SD Water Reuse Coalition Project		0328
Leucadia FM West Section Replacement		0345
FY2016 Gravity Pipeline Rehabilitation		0353
Village Park No. 5 PS Replacement		0354
New Recycled Water Pump Design		0356
La Costa Golf Course Gravity Line Improv		0357
Leucadia Pump Station Rehabilitation		0358
FY2017 Gravity Pipeline Rehabilitation		0359
Gafner AWT Improvements		0360
Poinsettia Station Gravity Pipeline Rehab		0361
FY2018 Gravity Pipeline Rehabilitation		0363
Encinitas Estates Pump Station Replcmnt		0364
Orchard Wood Rd Sewer Rehab		0365
Force Main Corrosion Control		0366
B1 Force Main - North Section Replcmnt		0367
Asset Management Plan		0368
HQ Electric Meter Installation		0369
Single Year Capital Projects		No.
Equipment		0000
Misc. Pipeline Rehabilitation		0077
District Engineering Services		0302
Lateral Replace/Backflow Prevention		0323
LWD Gen'l Cap Labor & O/H Allocation		0499

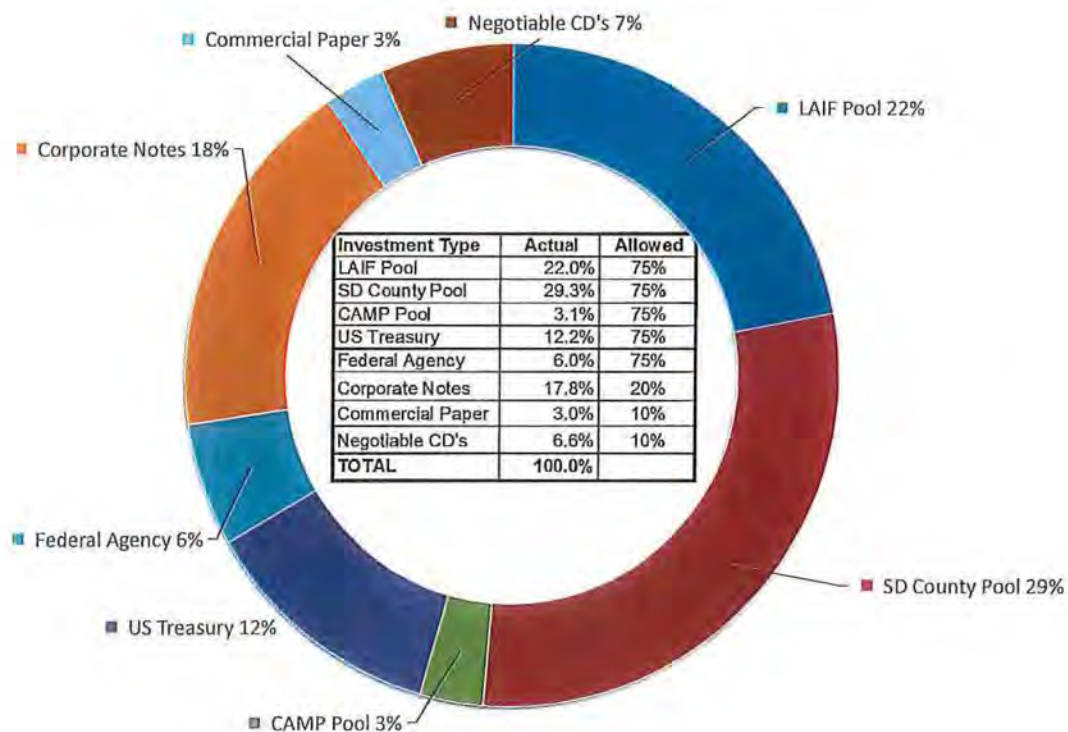
\* Preliminary: subject to future review, reconciliation, accruals, and audit

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**October 31, 2017**

Cash Equivalents & Investments	Principal (Original Cost)		October Interest	Average Rate
	September 30, 2017	October 31, 2017		
LAIF Pool	\$ 7,707,658	\$ 7,232,193	\$ 7,115	1.143%
SD County Pool	9,604,338	9,625,203	10,937	1.365%
CAMP Pool	1,410,189	1,023,364	1,197	1.170%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,673	5,637	35	7.370%
Federal Agency Notes	1,975,475	1,975,475	2,182	1.320%
Corporate Bonds/Notes	5,438,087	5,839,653	7,158	1.520%
Commerical Paper	988,880	988,880	1,257	1.520%
Negotiable CD's	2,169,883	2,169,883	3,394	1.880%
Total Camp Portfolio	14,576,279	14,977,809	18,243	1.480%
Totals	\$ 33,298,465	\$ 32,858,570	\$ 37,492	1.360%



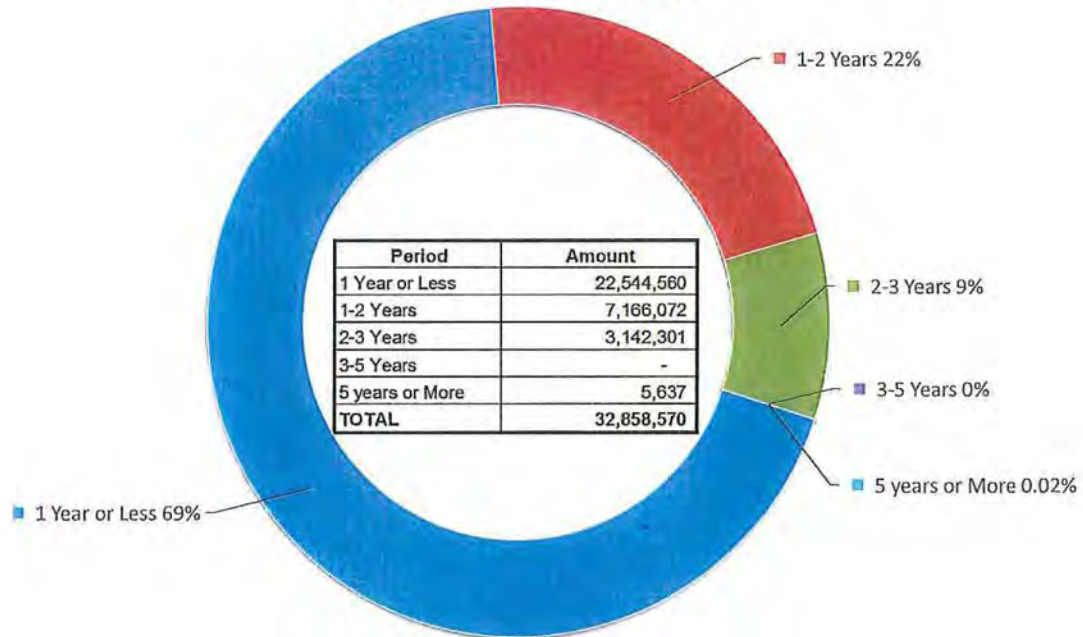
**INVESTMENT DISTRIBUTION BY CATEGORY**



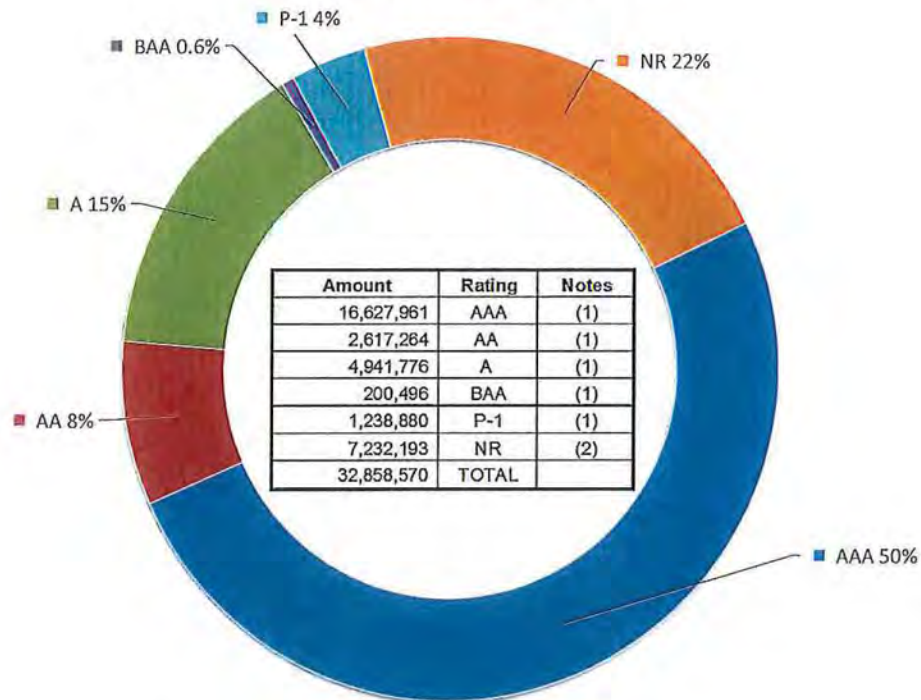


**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**October 31, 2017**  
(Continued)

**REMAINING MATURITY**



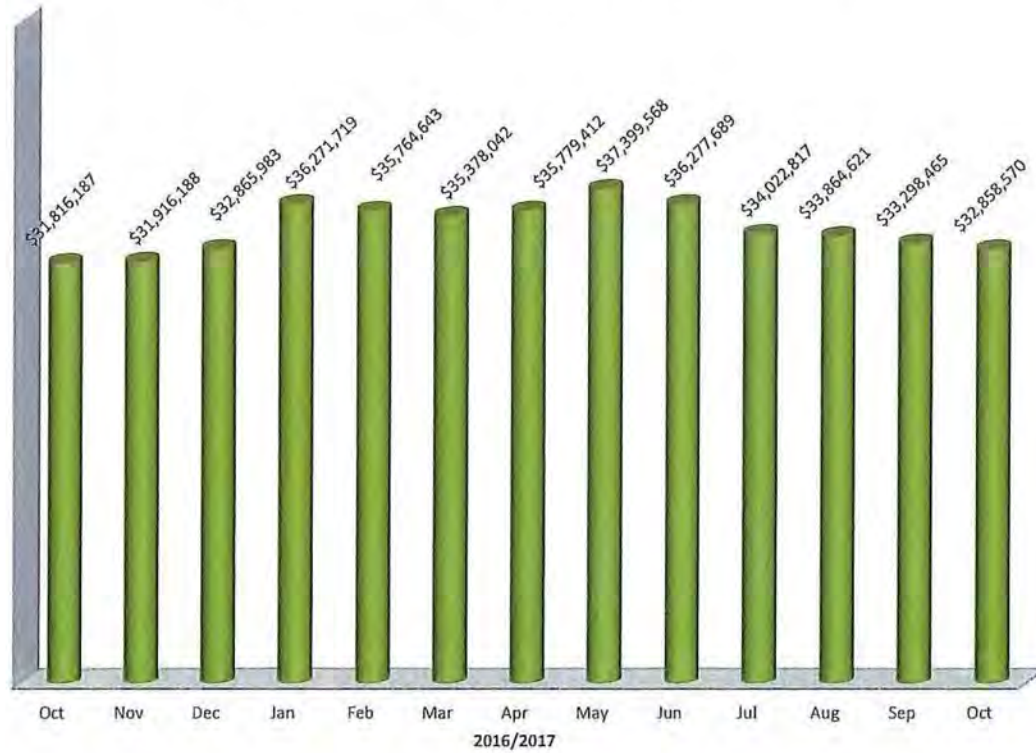
**INVESTMENT RATINGS**



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

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**October 31, 2017**  
**(Continued)**

**TOTAL CASH EQUIVALENTS & INVESTMENTS**



**INVESTMENT TRANSACTIONS**  
*For the months of October, 2017*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 36		(3)	7.37%
Goldman Sachs Grp Inc corp notes	\$ 201,070				2.04%
Bank of America corp notes	\$ 200,496				2.15%
<b>TOTAL</b>	<b>\$ 401,566</b>	<b>\$ 36</b>	<b>\$ -</b>		

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 18-6029

**DATE:** December 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** November 2017 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 2017.

**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. 2291 – 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 2017 for your review.

tb:PJB

Attachment



Leucadia Wastewater District  
Disclosure of Reimbursements Report  
November 1-30, 2017

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	FSS J. Stecker	FSSup M. Gonzalez
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Taxi/Uber									
	Parking/Misc									
	Tips/Baggage									
	Fuel/mileage/coaster									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: There are no meetings and/or conferences to report for November 2017



**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**November 15, 2017**

**EWA Board of Directors** - Vice President Sullivan Reporting

**1. Primary Area Improvements Project Screenings Equipment Purchase**

The Board of Directors authorized the General Manager to execute a contract between Encina Wastewater Authority and Huber Technology, Inc. in an amount of \$489,374 for the supply of the screenings equipment package.

**Executive Session**

**1. The Board of Directors met in closed session to discuss:**

Anticipated litigation as authorized by Government Code §54956.(d)(4) - one case: National Oilwell Varco, LP and Flo-Systems, Inc.

There was no reportable action.

## **Investment & Finance Meeting Report**

Presented by Director Omsted

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### **Meeting held November 16, 2017**

The IFC reviewed the following recommendation:

1. Receive and file the Fiscal Year 2017 (FY17) Comprehensive Annual Financial Report (CAFR).

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

# Engineering Committee Meeting Report

Presented by Director Juliussen

---

## **Meeting held on December 5, 2017**

The EC reviewed the following recommendations:

1. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2017 (FY17) Audit conducted by Dexter Wilson Engineering, Inc.

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 also received an update on the Poinsettia Station Gravity Pipeline Project.

This item was for informational purposes and no action was taken.

MEMORANDUM

Ref: 18-6043

DATE: December 7, 2017  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: Fiscal Year 2017 (FY 17) Comprehensive Annual Financial Report

---

**RECOMMENDATION:**

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

1. Receive and File the FY17 Comprehensive Annual Financial Report (CAFR).
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

**Tactical Goal: Financial / FY17 Audit**

This item was reviewed by the IFC at its November 16<sup>th</sup> meeting and the IFC concurred with staff to present this item for the Board's consideration.

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 report, 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 and the Certificate of Award for Outstanding Financial Reporting.
- A Financial section that includes the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements with notes, and Supplementary Information
- Statistical section that includes cost and revenue comparisons and other LWD statistics and trends for the last 10 years.
- Other information such as the Schedule of Use of Capacity Charge.

The accounting firm of Davis Farr LLP has completed its audit of LWD's FY17 financial statements. 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.

Attached for the Board's review is the Auditor's information letter which reports on any significant audit findings as a result of their audit, and the Auditor's Report on Internal Controls, Compliance, and Other Matters. Also provided is a copy of LWD's full FY17 CAFR which is enclosed for your review.

Staff along with Shannon Ayala, CPA of Davis Farr LLP, will present an overview of the FY17 CAFR at the upcoming meeting.

rad:PJB

Attachment  
Enclosure

To the Board of Directors  
Leucadia Wastewater District

We have audited the financial statements of Leucadia Wastewater District for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 17, 2017. Professional standards also require that we communicate to you the following information related to our audit.

#### **Significant Audit Findings**

##### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Leucadia Wastewater District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Leucadia Wastewater District's financial statements were:

Management's estimate of the which capital projects represent ordinary maintenance activities necessary to keep an asset operational for its originally intended useful life versus significant improvement, replacement, and life extending projects that should be capitalized as additions to capital assets is based on management's knowledge of the assets and their useful lives.

Management's estimate of transactions related to net pension liabilities based on actuarial information.

We evaluated the key factors and assumptions used to develop the estimates above and determined they are reasonable in relation to the financial statements taken as a whole.

There were no particularly sensitive note disclosures affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.



*Difficulties Encountered in Performing the Audit*

We encountered no difficulties in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no such misstatements noted, except for one uncorrected misstatement related to the classification of a completed asset as construction in progress. Management has determined that the effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 8, 2017.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Leucadia Wastewater District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Leucadia Wastewater District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Other Matters*

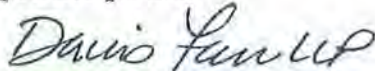
We applied certain limited procedures to Management's Discussion and Analysis, the Schedule of Funding Progress for OPEB, the Schedule of Contributions-Defined Benefit Pension Plan, and the Schedule of Proportionate Share of Net Pension Liability which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the financial statements and Combining Schedule of Changes in Net Position which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, statistical section and other information which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

*Restriction on Use*

This information is intended solely for the use of the Board of Directors and management of Leucadia Wastewater District and is not intended to be, and should not be, used by anyone other than these specified parties.



Irvine, California  
November 8, 2017

Board of Directors  
Leucadia Wastewater District  
Carlsbad, California

**Report on Internal Control Over Financial Reporting and on Compliance and Other  
Matters Based on an Audit of Financial Statements Performed in Accordance With  
*Government Auditing Standards***

**Independent Auditor's Report**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Leucadia Wastewater District (the District), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 8, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether The District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly,



we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Irvine, California  
November 8, 2017

## MEMORANDUM

Ref: 18-6042

DATE: December 7, 2017  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: Sanitary Sewer Management Plan (SSMP) Fiscal Year 2017 Audit

### RECOMMENDATION:

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

1. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2017 Audit conducted by Dexter Wilson Engineering, Inc.
2. Discuss and take other action as appropriate.

### DISCUSSION:

#### **Tactical Goal: Services / SSMP Audit**

This item was reviewed by the EC at its December 5<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

The Statewide Sanitary Sewer Systems Waste Discharge Requirements (WDR), adopted in May 2006, imposed several regulations on all California agencies that operate Sewage Collection Systems. The District has complied with all prescribed provisions, including having a written Sewer System Management Plan (SSMP) that was adopted by the District's Board of Directors in June 2009. Per the State Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-003-DWQ), the SSMP must be updated every five years and requires each agency to audit their SSMP every two years. However, the District has taken a pro-active approach and conducts its SSMP Audit annually to ensure its programs and activities remain effective in reducing Sanitary Sewer Overflows (SSO's).

Dexter Wilson Engineering (DWE) worked closely with staff to develop the SSMP and complete the 2014 SSMP Update. DWE also completed the annual audits for Fiscal Years 2010 to 2016. Due to their thorough knowledge of the plan, staff requested that DWE conduct the Fiscal Year 2017 SSMP Audit.

The audit, using a standard checklist and a comprehensive review of District operations, concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. Additionally, changes in District organization, practices, or regulations were not significant enough to require a revision of the SSMP prior to June 2019, the required WDR five-year SSMP review cycle.

The letter report of the SSMP Audit is attached for your review. A copy of the complete report, including enclosures, is available upon request.

Steven Henderson, of DWE, will present an overview of the audit at the meeting.

jms:PJB

Attachment

**LEUCADIA WASTEWATER DISTRICT  
SEWER SYSTEM MANAGEMENT PLAN  
FISCAL YEAR 2017 AUDIT**

November 21, 2017

**Prepared by:  
Dexter Wilson Engineering, Inc.  
2234 Faraday Avenue  
Carlsbad, CA 92008**



Job No. 103-015/7

DEXTER S. WILSON, P.E.  
ANDREW M. OVEN, P.E.  
STEPHEN M. NIELSEN, P.E.  
NATALIE J. FRASCHETTI, P.E.  
STEVEN J. HENDERSON, P.E.

November 21, 2017

103-015/7

Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

Attention: Paul Bushee, General Manager

Subject: Leucadia Wastewater District Sewer System Management Plan Fiscal Year  
2017 Audit

The Leucadia Wastewater District's Sewer System Management Plan (SSMP) was adopted by the District Board and certified by the General Manager in June 2014. The purpose of the SSMP is to memorialize and publicly present in a central document the programs and activities utilized by the Leucadia Wastewater District (District) to effectively manage its wastewater collection system. The SSMP requires audits of the SSMP at least every two years. The District has decided to conduct annual audits.

The purpose of this letter-report is to present the Fiscal Year 2017 (FY17) Audit (the third audit of the 2014 SSMP) in fulfillment of the District's SSMP requirements. The Audit consists of completing the Section IX SSMP Evaluation Checklist and Section X SSMP Audit Checklist. These checklists are accompanied by summaries of the SSMP activities for the year.

### Section IX SSMP Evaluation Checklist

The Statewide Waste Discharge Requirements (WDR) governing sanitary sewers specify that each Wastewater Collection Agency shall:

- maintain relevant information that can be used to establish and prioritize appropriate SSMP activities,
- monitor the implementation and measure the effectiveness of each element of the SSMP,
- assess the success of the preventative maintenance program,
- update program elements, as appropriate based on monitoring or performance evaluations, and
- identify and illustrate Sewer System Overflow (SSO) trends, including frequency, location, and volume.

Maintaining the applicability of the SSMP to District activities necessitates ongoing evaluation of the activities the District performs, their success, and improvement if necessary. The Section IX SSMP Evaluation Checklist (Evaluation Checklist) is used on an annual basis to evaluate the applicability and effectiveness of the District's SSMP.

In completing the Evaluation Checklist (found in Attachment A), we find that, in general, the District's activities, programs, and efforts meet or exceed the requirements of the SSMP. Minor changes were made to the SSMP to more accurately reflect the District's procedures and customer/community outreach. However, the changes do not necessitate a re-adoption of the SSMP prior to the scheduled June 10, 2019 revision, per the required five year cycle. In completing the Evaluation Checklist, there are several items to note, as discussed in the Audit Discussion section below.

### Section X SSMP Audit Checklist

The Statewide WDRs governing sanitary sewers specify that the District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. These audits must occur, at a minimum, every two years and a report must be prepared

and kept on file. The audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including the identification of any deficiencies in the SSMP and the steps taken to correct them.

The District has chosen to conduct their SSMP audit on an annual basis. In completing the Audit Checklist, we find all requirements of the checklist to be current and implemented. The completed Audit Checklist for FY17 can be found in Attachment B.

### **Audit Discussion**

The following paragraphs highlight notable elements of the Audit organized by the relevant SSMP Section. Additional notes can be found on the Evaluation Checklist in Attachment A.

**Sections I, II, and III (District Goals, Organization, and Legal Authority).** No appreciable changes have occurred to the District's Goals, Organization, or Legal Authority since the 2014 SSMP.

There were no new employees hired in FY17.

**Section IV (Preventative Maintenance Program).** General statistics regarding the District's preventative maintenance activities are provided in Attachment C. Also in Attachment C, Exhibit C-1 graphically illustrates those areas within the District which are readily accessible for hydrocleaning and closed circuit television (CCTV) inspection and those areas which have additional needs or requirements in order to hydroclean or CCTV, such as the need for significant traffic control procedures or night work due to day time traffic volume or wastewater flows.

Exhibit C-2 tracks the general progress of CCTV inspections in the District. Per the District's 2014 SSMP, the District strives to CCTV their entire system every three to four years. In review of Exhibit C-2, there are areas within the District which have not been CCTV inspected in the last 5 years. These areas will be CCTV inspected in FY18 and have been added to Exhibit C-1 as appropriate.

Outside of these isolated areas, the District is on track to meet its SSMP goal of CCTV inspecting all 200 miles in a three to four year timeframe.

In FY16, the District began introducing foam treatments in pipelines and manholes for the treatment of roots. The initial results were favorable and the District has incorporated foam treatment into the regular schedule of preventative maintenance activities. Twelve additional line segments utilized foam treatment for root control in FY17.

The District's Asset Management Plan (AMP) was revised in January 2013. Progress throughout FY17 with respect to this plan (and other asset planning efforts) is summarized in the Attachment I letter-report at the end of the audit. The District's AMP will be revised and updated in FY18.

The FY17 and FY18 SOP training schedules can be found in Attachment D and all updated SOPs are included on a CD in Attachment E.

In FY17, the District incorporated storm drain system information from the cities of Carlsbad and Encinitas into their geographic information system (GIS) and InfraMap software.

**Section VI (Overflow Emergency Response Plan).** A minor revision was made to the OERP. Field Services protocols were amended for SSOs that reach surface water.

**Section VII (FOG Control Program).** None of the FY17 SSOs were attributable to FOG, continuing the District's SSMP determination that a formal FOG control program is not warranted at this time.

**Section VIII (System Evaluation and Capacity Assurance).** The District continues to monitor (and address as necessary) the presence of scale in the Alga Hills area. The area was most recently CCTV inspected this past fiscal year and is hydrocleaned every six months. Any defects discovered during the CCTV inspections are incorporated into the District's Repair Priority List.



Inflow domes are present in 2,268 of the District's 5,103 manholes to aid in reducing inflow. Figure 1 shows the manhole locations where inflow domes have been installed throughout the District.

Flow analyses of the District were conducted as part of the District's 2008 and 2013 Asset Management Plans. Both documents concluded that estimates of average and peak ultimate flows are within the design values of the District and less than the flows utilized in the District's detailed capacity analyses conducted as part of the 1999 Wastewater Master Plan. There are no capacity-driven replacement projects currently identified for the District. This will be further validated in the 2018 update of the AMP.

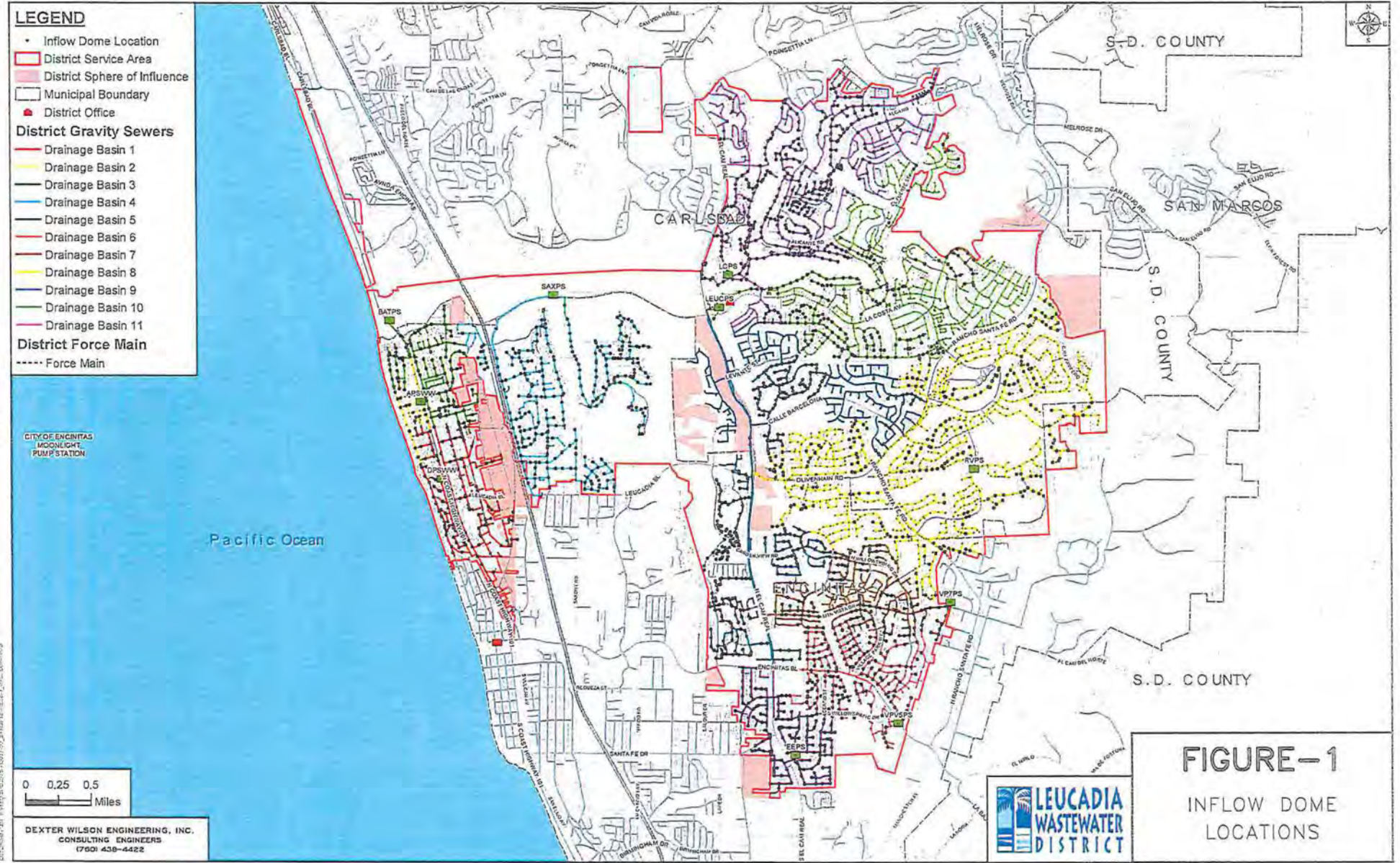
The District's monthly flow comparison between FY16 and FY17 can be found in Attachment F.

**Section IX (Monitoring, Measurement, and Program Modifications).** The District's Spill Summary through June 30, 2017 can be found in Attachment G. Eight spills occurred in FY17; seven were from private laterals and one was from a public manhole. The Category 3 spill from the public manhole was approximately 700 gallons in volume and was completely captured. Additionally, spill review checklists for each event are on file at the District office. Figure 2 identifies the location of each spill in a public line or manhole over the last eight years.

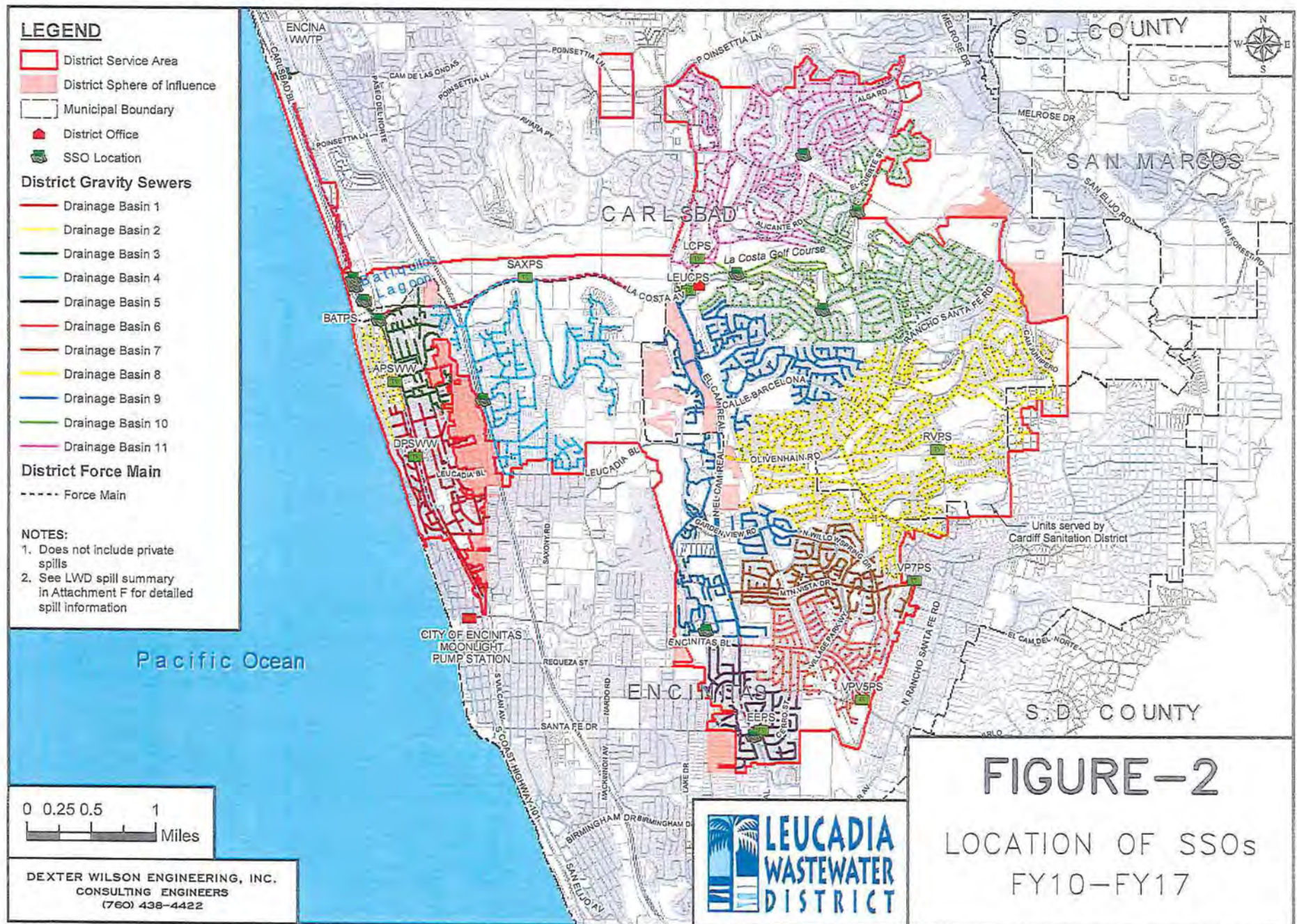
One change was made to the Evaluation Checklist (Attachment A). A question was added to verify the implementation of the District's lateral reimbursement program.

**Section XI (Communication Program).** The District has made the 2014 SSMP and subsequent audits available on its website. Additionally, a formal presentation is provided to the Engineering Committee and Board of Directors and is part of those agendas and meeting packets.









### **Recommended SSMP Edits**

Two edits are recommended to the SSMP. These edits are documented in the SSMP Change Log (Appendix B of the SSMP). The edits consist of a more detailed description of the District's lateral reimbursement program in Section IV of the SSMP and a minor revision to the OERP. Attachment H to this letter-report provides the specific edits to the SSMP. Additionally, the edits are documented in the SSMP change log (Appendix B of the SSMP). The revisions to the SSMP are not significant enough to warrant re-adoption of the District's SSMP prior to the scheduled June 10, 2019 revision.

### **Summary of Recommendations**

The following section summarizes recommended items as a result of the FY17 Audit:

- The District should consider revising the sewer sub-basin map that is included in the monthly board packet to reflect the areas that have been de-annexed.
- Ensure that El Camino Real, La Costa Golf Course and La Costa Avenue, Alga Road, and Rancho Santa Fe Road sewers, which all require additional measures (e.g. traffic control, easements, etc.), maintain three year cleaning/CCTV cycles (See Attachment C, locations 7B and 13).
- Ensure that the planned O&M activities (e.g. hydroclean and CCTV inspect every 5 years) for Lanikai and Occidental are on track (see AMPI memorandum Attachment A).
- Recommend to revise Standard Drawing S-31 to reflect the change in cleanout connections to manholes at ends of sewer mains.

### **Next Steps**

This FY17 SSMP Audit should be retained for inclusion in the next SSMP recertification by the General Manager and adoption by the District Board scheduled to occur by June 10, 2019. Please be sure to post this FY17 Audit on the District's website and include a hardcopy in the District's 2014 SSMP counter copy.



Paul Bushee  
November 21, 2017

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We appreciate the opportunity to have worked with the District on this project. Should you have any questions please do not hesitate to contact us.

Dexter Wilson Engineering, Inc.



Natalie J. Frascchetti, P.E.

NJF:SH:ps

Attachment(s)

## LIST OF ATTACHMENTS

A – SSMP Evaluation Checklist

B – SSMP Audit Checklist

C – District Preventative Maintenance Statistics

D – SOP Training Schedule

E – Field Services SOPs

F – District Flow Comparison FY16 to FY17

G – LWD Spill Summary through June 30, 2017

H – SSMP Revisions

I – Letter-Report to LWD General Manager Regarding AMP Implementation

**MEMORANDUM**

**DATE:** December 7, 2017  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Resolution No. 2293 Requesting LAFCO to Take Proceedings for the McLean Change of Organization

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Adopt Resolution No. 2293, McLean Annexation, as presented.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

The proposed McLean Annexation into the Leucadia Wastewater District's (LWD) service area involves one parcel totaling 0.27 acres, located east of Highway 101, north of Leucadia Boulevard and west of Interstate 5 (see attached map).

This annexation is within the District's sphere of influence and includes a parcel with one single family residence with an aging septic tank system. The private lateral for the residence will connect to the available public sanitary sewer system in the middle of Sanford Street. The annexation is necessary to provide sewer service to this residence.

Approval of Resolution No. 2293 would authorize a boundary annexation.

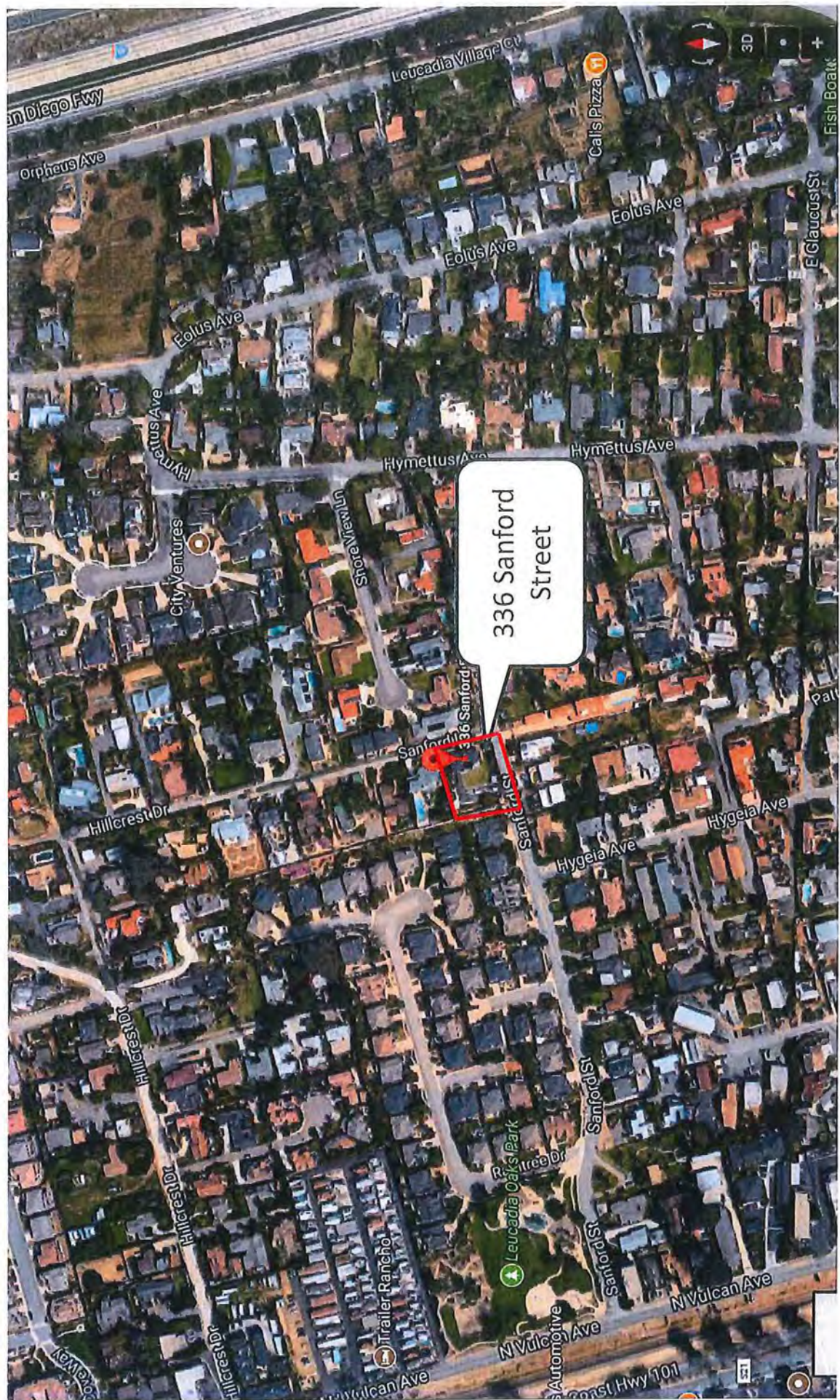
LWD's collection and treatment systems have sufficient capacity to accommodate the property. Attached please find a copy of Resolution No. 2293 for your review.

ier:PJB

Attachment



# 336 Sanford Street





## **RESOLUTION NO. 2293**

### **A RESOLUTION OF APPLICATION BY THE BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO TAKE PROCEEDINGS FOR THE PROPOSED MCLEAN CHANGE OF ORGANIZATION**

---

**RESOLVED**, by the Board of Directors of the Leucadia Wastewater District, that

**WHEREAS**, the Board of Directors of the LEUCADIA WASTEWATER DISTRICT (LWD), San Diego County, State of California, desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code for the proposed McLean Change of Organization; and

**WHEREAS**, the proposed McLean Change of Organization includes annexation of the McLean territory (**APN 254-102-27-00**) to the LWD; and

**WHEREAS**, the reasons for this proposed Change of Organization are as follows:

1. LWD is empowered to and is engaged in the collection, treatment, and disposal of wastewater and has existing facilities to provide wastewater service to the territory proposed to be annexed.
2. The owners of the territory desire to utilize the LWD facilities.
3. The territory to be annexed is within LWD's Sphere of Influence.

**WHEREAS**, the territory subject to the proposed Change of Organization is inhabited, and a description of the external boundary of the territory is set forth in Exhibit "A" and a map thereof is set forth in Exhibit "B", both attached hereto and by this reference incorporated herein; and

**WHEREAS**, LWD requests that the proposed Change of Organization be subject to the following terms and conditions:

1. The annexed property is thereafter subject to capacity fees, sewer service fees, and all other district-wide Ordinances and Resolutions of LWD.

**WHEREAS**, LAFCO is authorized to approve this proposed Change of Organization without notice or hearing and without an election. If no express effective date is indicated, the effective date of the Change of Organization shall be the date of recordation of the Certificate of Completion and Resolution ordering the change of organization by the County Recorder.



**WHEREAS**, the staff of LWD has reviewed this proposed Change of Organization under the California Environmental Quality Act (CEQA) and has found it to be categorically exempt from CEQA pursuant to Section 15319 (a) of the California Environmental Quality Act.

**NOW, THEREFORE**, this Resolution of Application is hereby approved and adopted by the Board of Directors of the LEUCADIA WASTEWATER DISTRICT. The Local Agency Formation Commission of San Diego County is hereby requested to take proceedings for the proposed Change of Organization that includes the territory as described in Exhibit "A" and shown in Exhibit "B", according to the terms and conditions stated above and in a manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

**PASSED AND ADOPTED** at a Regular meeting of the Board of Directors held on December 13, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Judy Hanson, President

ATTEST:

\_\_\_\_\_  
Paul Bushee, General Manager  
(SEAL)

EXHIBIT "A"

ANNEXATION TO LEUCADIA WASTEWATER DISTRICT

GEOGRAPHICAL DESCRIPTION

APN 254-102-27-00

ANNEXATION NO. 2293

ALL THAT CERTAIN PROPERTY, SITUATE IN THAT PORTION OF LOT 7, BLOCK 22, OF NORTH LEUCADIA, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO 524, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID SAN DIEGO COUNTY, APRIL 6, 1880 TOGETHER WITH A PORTION OF SANFORD ST. AS SHOWN ON SAID MAP 524, DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTERLINE INTERSECTION OF SANFORD ST. AND HYGEIA AVE. AS SHOWN SAID MAP NO 524; THENCE

NORTHEASTERLY ALONG THE CENTERLINE OF SAID SANFORD STREET NORTH 74°56'12" EAST 640.00 FEET TO A POINT OF INTERSECTION WITH THE SOUTHEASTERLY PROLONGATION OF THE NORTHEASTERLY LINE OF SAID LOT 7; THENCE

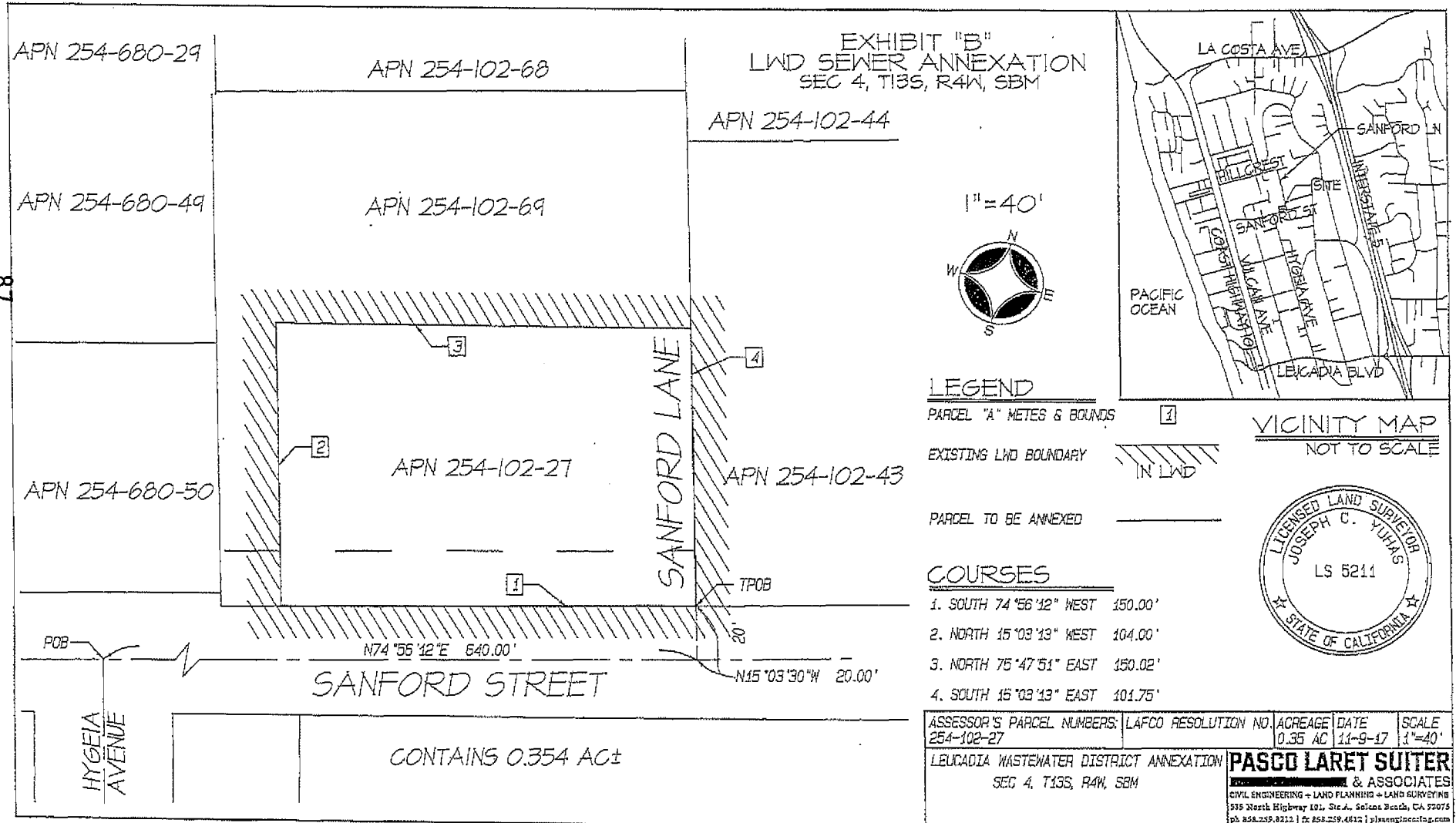
NORTHWESTERLY ALONG SAID PROLONGATION NORTH 15°03'13" WEST 20.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE

- 1) SOUTH 74°56'12" WEST 150.00 FEET; THENCE
- 2) NORTH 15°03'13" WEST 104.00 FEET; THENCE
- 3) NORTH 75°47'51" EAST 150.02 FEET; THENCE
- 4) SOUTH 15°03'13" EAST 101.75 FEET, TO THE TRUE POINT OF BEGINNING

CONTAINING 0.354 ACRES OF LAND MORE OR LESS.


FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

Exhibit "B"



MEMORANDUM

**DATE:** December 7, 2017  
**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.

tb:PJB



### Preliminary Program

#### Wednesday, January 24, 2018

- |                         |                                       |
|-------------------------|---------------------------------------|
| 7:30 a.m. – 12:00 p.m.  | CSRMA Training Seminar                |
| 8:00 a.m. – 5:00 p.m.   | Registration                          |
| 10:30 a.m. – 12:00 p.m. | CASA Board of Directors Meeting       |
| 12:00 p.m. – 1:00 p.m.  | Lunch on Your Own                     |
| 12:00 p.m. – 1:30 p.m.  | Associates Committee Meeting          |
| 12:00 p.m. – 1:30 p.m.  | Communications Workgroup Meeting      |
| 12:00 p.m. – 1:30 p.m.  | CSRMA Executive Board Meeting         |
| 1:30 p.m. – 4:00 p.m.   | <b>Roundtable Series</b>              |
| 1:30 p.m. – 2:30 p.m.   | Session 1 (15 Table topics)           |
| 2:30 p.m. – 3:00 p.m.   | Networking Break                      |
| 3:00 p.m. – 4:00 p.m.   | Session 2 (Repeat from Session 1)     |
| 4:15 p.m. – 5:15 p.m.   | Federal Legislative Committee Meeting |
| 4:15 p.m. – 5:30 p.m.   | CSRMA Board of Directors Meeting      |
| 5:30 p.m. – 6:30 p.m.   | Icebreaker Reception                  |

#### Thursday, January 25, 2018

- |                        |   |
|------------------------|---|
| 7:30 a.m. – 4:30 p.m.  | Registration                                |
| 8:00 a.m. – 9:00 a.m.  | Utility Leadership Committee Meeting        |
| 8:00 a.m. – 9:30 a.m.  | Breakfast                                   |
| 9:15 a.m. – 11:45 a.m. | <b>General Session</b>                      |
|                        | Keynote Speaker: TBD                        |
|                        | Under Fire: Santa Rosa's Emergency Response |
|                        | TBD, SR City Council member                 |
|                        | Ben Horenstein, City of Santa Rosa          |

**Panel: Protecting Your Assets**

Moderator: Robert Grantham, Santa Margarita Water District  
Systems Efficiency by Design, Carrie Mattingly, City of San Luis Obispo  
Disaster Preparedness, Vicki Conway, County Sanitation District of Los Angeles  
Top 10 Mistakes Water Utilities Make on Cybersecurity and How to Avoid Them,  
Daniel Groves, West Yost Associates

12:00 p.m. – 1:30 p.m.

**Luncheon**

Federal Legislative Report  
CASA Education Foundation Scholarship Recipients/Update

2:00 p.m. – 4:00 p.m.

**Afternoon Session**

**Collection System Panel**

CUWA Survey Impacts from Drought and Conservation  
Other topics TBD

Implementing CA's Organics Diversion Law  
Speaker TBD, CalRecycle

4:30 p.m. – 5:30 p.m.

Bay Area Biosolids Coalition Meeting

5:30 p.m. – 6:30 p.m.

Associates Reception and Education Foundation Auction

**Friday, January 26, 2018**

8:15 a.m. – 9:15 a.m.

State Legislative Committee Meeting

8:00 a.m. – 9:30 a.m.

Breakfast

8:00 a.m. – 11:00 a.m.

Registration

9:30 a.m. – 11:00 a.m.

**Closing Session**

**Pensions and Politics**

Amy Brown, Dimare Brown Hicks Kessler

**Flushable Wipes Panel**

Defining Flushability Through Standards, Statutes and Lawsuits (working title)  
Cynthia Finley, NACWA;  
What 2 Flush Campaign, Jennifer Cabral, Orange County Sanitation District  
CASA's Action Plan—Adam Link

President's Closing Remarks

11:00 a.m. – 3:00 p.m.

Attorneys Committee Meeting

November 25, 2017

Dear Board of Directors for the Leucadia Wastewater District,

It has been a busy few weeks for our team after we presented to you at the November 8th board meeting. The team went to the FLL Qualifying Tournament and they won the championship so they will be continuing on to the Regional Tournament at Legoland on December 3rd.

Our team and coaches wanted to thank the board for your time to listen to their presentation and to challenge them to take their project further. From Mrs. Sullivan's suggestion to contact the reporters, the team contacted the Carmel Valley News and the paper did an article on the team and the flushable wipes project. They also contacted Consumer Bob from the channel 7 news and they are still waiting to hear if he would be interested in doing a story.

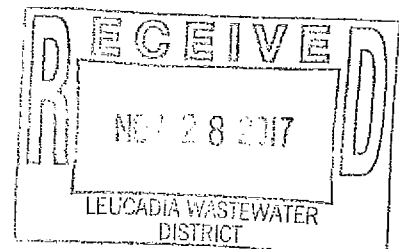
The team did receive letters back after the board meeting from the big wipe companies and all of them basically said that their wipes meet the criteria of the nationally accepted Flushability Guidelines which we know as INDA. They make no mention in the letter that this INDA group is not a governmental approved guideline.

Our team had one suggestion for your customers. We know you made magnets to hand out to remind your customers "No Wipes Down the Pipes" but we thought a cling would be better for the bathroom. A static cling label can be attached to the toilet lid or to the bathroom mirror to get that reminder closer to where the flushing happens. The team will send out to you cling samples and a copy of the letter that was sent out to water customers with their monthly bill in a district in Michigan. This might be another way to continue your No Wipes Down the Pipes campaign.

Thank you again for your time and guidance.

Sincerely,  
The Meep LEGO Robot Builders v2.1

Augustine Park  
Lucas Barron  
Jackson Kampf  
Carson Janicik  
Noland Roberts  
Michael Smee







## NO Wipes in the Pipes!

Biodegradable or Disposable should NOT be flushed!

Convenience wipes such as baby, hygienic, cleaning and disinfectant, as well as toilet bowl scrubbers and even paper towels might be labeled as "disposable or flushable" but these items should NOT go down the drain. Products like these do not disintegrate or break down in the sewer system causing plugs in sewer pipes and pumps, resulting in sewage backups, costly cleanups and environmental consequences that can result in rate increases for both you and your neighbors.

### How can YOU help?

Do not flush objects down the toilet such as wipes, diapers, feminine hygiene products, or dental floss.

Dispose of these items in your household or business trash receptacle.

Inform those who clean your house or business of proper disposal methods for convenience products.

Select cleaning supplies that can be washed and reused.

The following items should never be flushed down the toilet:

Diapers—cloth, disposable, flushable

Facial tissues

Baby wipes, disinfectant wipes, moist wipes, etc.

Toilet bowl scrub pads

Swiffer pads

Napkins—paper or cloth, paper towels

Dental Floss

Egg shells, nutshells and coffee grounds

Fats, oils and greases of any kind

Food items containing seeds and peelings

Hair

Sanitary napkins, tampons, condoms or any non organic material

Vitamins, medicines or other pharmaceuticals

Wash clothes, towels, rags (no cloth whatsoever)

Plastic of any kind

Cat litter

***Bottom-line—Nothing should be flushed except toilet paper and human waste!***