



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, February 10, 2016
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
 - A. Achievement of two Individual Objectives. (Pages 5-7)
 - B. Achievement of an Organizational Objective – CWEA San Diego Section 2015 Outreach Program of the Year Award. (Page 8)

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- January 12, 2016 Engineering Committee Meeting (Pages 9-10)
- January 13, 2016 Regular Board Meeting (Pages 11-17)
- February 3, 2016 Engineering Committee Minutes (Pages 18-19)

8. Approval of Demands for January/February 2016

This item provides for Board of Directors approval of all demands paid from LWD during the month of January and a portion in February 2016. (Pages 20-42)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 15 to FY 16 and flows by sub-basin. (Pages 43-47)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 16 budget and discloses monthly investments. (Pages 48-55)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending December 31, 2015. (Pages 56-57, Attachment 11A)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2016. (Pages 58-59)

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority Reports

- A. A Regular EWA Board meeting was held on January 27, 2016 – report by Director Sullivan. (Page 60)
- B. An Encina Member Agency Manager's Meeting was held on February 2, 2016 – report by GM Bushee. (Verbal)

14. Committee Reports

- A. Engineering Committee meeting was held on February 3, 2016 – report by Director Juliussen. (Page 61)
- B. Investment & Finance Committee meeting was held on February 9, 2016 – report by Director Hanson. (Verbal)

ACTION ITEMS

- 15. Gravity Pipeline Repair Priority List Procedure (Verbal)**
- 16. California Asset Management Program (CAMP) Individual Portfolio Program Status Report (Page 62)**
- 17. Resolution No. 2270 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF)**
Adopt Resolution No. 2270 - Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF). (Pages 63-65)
- 18. Resolution No. 2271 Updating and Revising Leucadia Wastewater District's Conflict of Interest Code**
Adopt Resolution No. 2271 – Updating and Revising Leucadia Wastewater District's Conflict of Interest Code. (Pages 66-70)
- 19. Annual Review of LWD Reserve Fund Policy**
Receive and file the Annual Reserve Policy Review Report. (Pages 71-76)
- 20. Comprehensive Financial Plan Tracking Update (Page 77)**
- 21. Discussion of LWD Management Consulting Services (Pages 78-86)**

INFORMATION ITEMS

- 22. Project Status Updates and Other Informational Reports**
 - A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, February 18, 2016 at The Butcher Shop Steakhouse in Kearny Mesa. (Pages 87-89)
- 23. Directors' Meetings and Conference Reports**
 - A. The CASA 2016 Winter Conference was held on January 20 – 22, 2016 at the Hilton in Palm Springs, CA. (Page 90)
- 24. General Manager's Report**
- 25. General Counsel's Report**
- 26. Board of Directors' Comments**
- 27. 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: February 4, 2016



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: February 4, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Presentation and Awards – Achievement of Two Individual Awards

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

State Water Resources Control Board Water Treatment Operator Grade T1 – Hugo Gonzalez

Field Services Technician 1 Hugo Gonzalez recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. Hugo has been working for the District since August 2013 and this is his second certification since his employment at the District. Hugo has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Hugo's desire to excel through continued professional development. As a result of this certification, Hugo is eligible for an Individual Incentive Award of \$500.

State Water Resources Control Board Water Treatment Operator Grade T1 – Ryan Rodriguez

Field Services Technician 1 Ryan Rodriguez recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. Ryan has been working for the District since January 2015 and this is his third certification since his employment at the District. Ryan has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Ryan's desire to excel through continued professional development. As a result of this certification, Ryan is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Hugo and Ryan for their outstanding accomplishments.

PJB:tb

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

Hugo A. Gonzalez

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

Water Treatment Operator

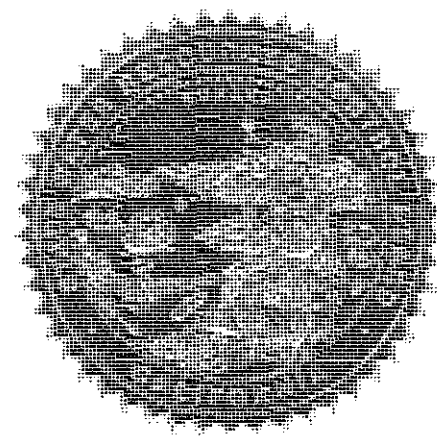
Grade T1

Operator Number: 37820

Issued
January 2016



Felicia Marcus
Chair



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

Ryan C. Rodriguez


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

Water Treatment Operator

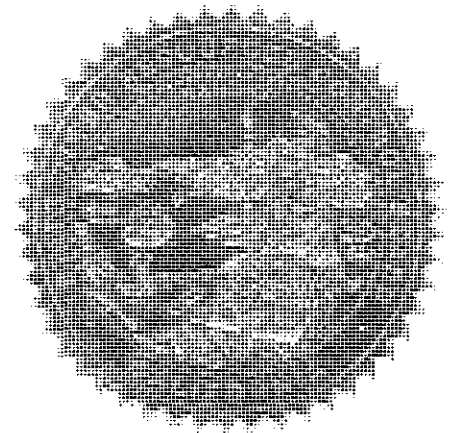
Grade T1

Operator Number: 38053

Issued
January 2016



Felicia Marcus
Chair



MEMORANDUM

Ref: 16-4833

Date: February 4, 2016
To: Board of Directors
From: Paul J. Bushee, General Manager
Subject: **Presentations and Awards**



It is my pleasure to announce that the Leucadia Wastewater District (LWD) had a successful evening at the recent California Water Environment Association (CWEA) – San Diego Section's Annual Installation and Awards Banquet. LWD was honored to receive the following two awards: the Community Engagement & Outreach Award – Small Budget and the Collection System Person of the Year. A brief summary of each award follows:

Community Engagement & Outreach Award – Small Budget

This award recognizes Leucadia Wastewater District's "No Wipes Down the Pipes" campaign. The objective of this program is to tell customers not to flush the flushable wipes down the toilet and educate our customers and the general public about the damage that "Flushable Wipes" are causing to LWD's pump stations and equipment and how they may cause a blockage in homeowner's sewer laterals. LWD used several methods to reach LWD's customers as well the general public. To reach our customers LWD mailed over 20,000 of LWD's Fall 2015 Newsletter that featured a cover article titled "No Wipes Down the Pipes!" A few weeks later, LWD hired a direct marketing company that hand delivered "No Wipes Down the Pipes!" door hangers to residents within the service area. While these methods focused on reaching our customers, LWD also used other methods to reach the general public. LWD used its Facebook page to post messages informing the public about the harmful effects of flushable wipes in collection systems and in homeowner's sewer laterals. LWD also placed magnetic signs displaying the No Wipes Down the Pipes message on 11 of LWD's vehicles.

LWD also participated in a local environmental community event that featured a display board informing the general public not to flush the "flushable" or disposal wipes down the toilet. For future community events and for customers that visit our office, we have purchased refrigerator magnets to remind customers not to dispose wipes down the toilet.

The Community Engagement & Outreach Award qualifies as a local award under the organization objectives of the LWD's Incentive Program; therefore, staff is eligible for a \$100 incentive award.

Collection System Person of the Year Award

Mr. Todd Amos, a Field Service Technician III, received the Collection System Person of the Year Award. Todd has been employed at LWD since 2012. In achieving this award, the selection committee recognized the fact that Todd is reliable and a technology wizard. As a result, he was assigned as the lead person of several Closed Circuit Television (CCTV) inspection projects throughout the District. His attention to detail, communication skills, and "can do" attitude resulted in the inspection projects being successfully completed.

Please join me in congratulating Todd and LWD as a whole for these outstanding accomplishments. Both awards will move on to the CWEA's statewide competition, which will be announced at CWEA's Annual Conference in April located in Santa Clara, CA.

tb:PJB

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 January 12, 2016

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, January 12, 2016 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; and Jamie Fagnant from Infrastructure Engineering Corporation.

3. Public Comment

None.

4. New Business

None.

5. Information Items

A. Saxony Pump Station Rehabilitation Project

TSM Morishita presented a status update of the Saxony Pump Station Rehabilitation Project. He stated that TC Construction is installing the pump station bypass system. He continued that bypassing the pump station is necessary to complete various phases of the project, including the recoating of the wet well and replacing the valve vault piping and valves. TSM Morishita said that installation and testing of the bypass system is scheduled to be completed by the end of the week.

B. Scott's Valley Pipeline Rehabilitation Project

TSM Morishita presented a project update. He said that the liner for the Cured-in-Place Manhole (CIPM) lining of last manhole has been measured and ordered by Sancon. He continued that Sancon has started the rehabilitation of the six manholes in Circulo Adorno and is estimated to be completed by Friday, January 15th.

C. Leucadia (L1) Force Main West Section Replacement Project

Jamie Fagnant presented an update of the L1 Force Main Project design. She stated that the project incorporates the recommendations from the District's Hazard Mitigation Plan (HMP). She continued that flexible expansion joints will be installed

at both ends of the La Costa Avenue bridge crossing over the railroad. Ms. Fagnant said that the extreme western section of the force main east of the railroad bridge will be moved to the south side of La Costa Avenue away from the cliff and constructed with fused pipe to prevent damage in the event of a cliff failure. The EC was satisfied that the design incorporated recommendations from the HMP.

D. Update on LWD's Environmental Performance

GM Bushee presented an update of the District's environmental performance over the past 10 years comparing the most recent 5 years with the previous 5. He stated that the total number of Sewer System Overflows (SSOs) decreased from 16 SSOs between 2006 and 2010 to 7 SSOs between 2011 and 2015. He said that comparing only gravity line SSOs, the number dropped from thirteen SSOs between 2006 and 2010 to three SSOs between 2011 and 2015. GM Bushee attributed this significant improvement to several factors including strong Board support, the shift in focus from hydro-cleaning to Closed Circuit Television (CCTV) inspections, enhanced recruitment process, and the procurement of new equipment.

Director Kulchin suggested that an article be developed using the data presented to inform the general public of the District's success in reducing SSOs to protect the environment and public health. GM Bushee responded that staff will take action on the suggestion.

The EC was pleased with the reported results.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee informed the EC that the Request for Proposals for Public Information Services resulted in proposal submissions from seven firms. He continued that four firms have been short listed for interviews to be conducted at the end of January.

8. Adjournment

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

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
January 13, 2016

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

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Omsted, Hanson, Sullivan, Kulchin, and Juliussen
 DIRECTORS ABSENT: None
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, District CPA Richard Duffey, District Engineer Steve Deering, Field Services Technician II Steve Krason, Administrative Specialist II Tianne Baity, Lois Humphreys of TRG & Associates, and Mike Harding.

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

- A. Achievement of an Individual Award – Field Services Technician II Steve Krason’s 15th year anniversary.

GM Bushee introduced FST II, Steve Krason, stating that he recently passed his 15 year anniversary at the District. He provided background information about Steve and noted that under LWD’s incentive program that Steve is eligible for a \$300 incentive award.

President Omsted presented Steve with his certificate and the Board of Directors congratulated Steve for his efforts.

Achievement of an Individual Award – Administrative Specialist II Tianne Baity's 10th year anniversary.

GM Bushee introduced Administrative Specialist II, Tianne Baity, stating that she recently passed her 10 year anniversary at the District. He provided background information about Tianne and noted that under LWD's incentive program that Tianne is eligible for a \$200 incentive award.

President Omsted presented Tianne with her certificate and the Board of Directors congratulated Tianne for her efforts.

B. Adopt Resolution No. 2269 – In Appreciation of Charles A. LeMay For His Outstanding Service and Commitment to Leucadia Wastewater District.

The Board of Directors presented ASM LeMay with the Resolution of Appreciation, noting ASM LeMay's accomplishments throughout his career at the District.

ASM LeMay stated that he was grateful for his time at the District and thanked the Board of Directors for their guidance. He also thanked staff, GM Bushee, and the Board of Directors for their knowledge and focus with District issues.

The Board and staff congratulated Chuck on his upcoming retirement.

Upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2269 - In Appreciation of Charles A. LeMay For His Outstanding Service and Commitment to Leucadia Wastewater District by the following vote:

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

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

December 9, 2015 Regular Board Meeting

8. Approval of Demands for December 2015/January 2016

Payroll Checks numbered 18307-18367; General Checking – Checks numbered 47648-47775.

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

This report discloses up-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 15 to FY 16 and flows by sub-basin.

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

11. Disclosure of Reimbursements (A copy was included in the original January 13, 2016 Agenda)
This report discloses travel expense reimbursements for the month of December 2015.

12. Status Update on the Fiscal Year 2016 (FY16) LWD Tactics and Action Plan
(A copy was included in the original January 13, 2016 Agenda)

Director Kulchin questioned a check listed in the demands for Confidence Consulting. GM Bushee answered that last June Confidence Consulting's retention contract was discontinued but the District still continued to use its services on a task order basis under the GM's signature authority. GM Bushee noted that Confidence Consulting's expenses were within the Fiscal Year 2016 (FY16) budget. Director Kulchin suggested that the Board discuss Confidence Consulting's fees. GM Bushee proposed that this item be placed on the February 2016 Agenda for discussion.

Vice President Hanson asked how much had Confidence Consulting been paid to date. GM Bushee stated that it was about \$22,000 in fees plus travel expenses.

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on December 16, 2015.

Director Sullivan reported on EWA's December 16, 2015 Board meeting.

14. Committee Reports

A. Engineering Committee (EC) meeting was held on January 12, 2016.

Director Juliussen stated that the EC received project status updates on the Saxony Pump Station Rehabilitation Project, Scott's Valley Pipeline Rehabilitation Project, and the Leucadia (L1) Force Main West Section Replacement Project. He stated that staff would provide an update on LWD's Environmental Performance Record later in the agenda.

ACTION ITEMS

15. Local Agency Formation Commission (LAFCO) 2015 Special Districts Election.

EA Trisha Hill presented the item stating that LAFCO is requesting votes for its Special District's Election. She stated that LAFCO's Nominating Committee reviewed the slate of nominees for all positions and made ten (10) recommendations for the ten (10) positions available.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors agreed to vote for the following candidates recommended by LAFCO's Nominating Committee:

Edmund K. Sprague for the Regular Special District Member, Judy Hanson for the Alternate Special District Member, and Special District Advisory Committee Members, Robert L. Thomas, Tom Kennedy, John Pastore, Kimberly Thorner, Thomas Pocklington, Jack Bebee, Gary Croucher and Erin Lump.

In addition, the Board voted "yes" to support both term extensions for the regular LAFCO special district positions by the following votes:

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

16. 2016 Board of Directors Committee Assignments

President Don Omsted presented the item stating that he is proposing to replace Director Kulchin on the Engineering Committee (EC) with himself and to assign Vice President Hanson as the District's EWA representative in place of Director Sullivan.

Director Kulchin commented that he is not in favor of changing the LWD EWA representative because Director Sullivan has represented LWD well, has a great deal of institutional memory, and a strong passion for the EWA Board. Director Kulchin also stated that he would like to continue serving on LWD's Engineering Committee.

Director Sullivan indicated the she would like to continue to serve on the EWA Board. She noted that EWA's general manager is leaving the organization and that it is very important to have continuity on the EWA Board during this management transition.

The Board discussed the committee appointments at length. Vice President Hanson noted that she is interested in serving on the EWA Board and that she was previously unable to serve because of her employment status with the City of Encinitas and the associated potential for conflict of interest. She added that now that she is retired there is no conflict.

Following discussion, the Board asked GC Brechtel for clarification on LWD's policy on this issue. GC Brechtel explained that according to the District's Board/Staff Relations policy, the President appoints the committee assignments unless two Board members request for a vote. If two Board

members request a vote then the entire Board votes on whether to uphold or not uphold the appointments.

Directors Sullivan and Kulchin requested a vote on whether to approve President Omsted's EWA Board assignment and the Engineering Committee assignment. The Board then voted as follows:

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

GC Brechtel noted that under LWD's policy, the Board must vote to make the committee assignments for 2016. Director Juliussen motioned to keep the 2016 committee assignments the same as they were in 2015. Director Sullivan seconded the motion. The Board voted as follows:

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

The motioned carried and committee assignment remained the same as 2015.

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

A. Update on LWD's Environmental Performance

GM Bushee presented an update of the District's environmental performance over the past 10 years comparing the most recent 5 years with the previous 5. He stated that the total number of Sewer System Overflows (SSOs) decreased from 16 SSOs between 2006 and 2010 to 7 SSOs between 2011 and 2015. He also provided the results of the number of gravity SSOs. GM Bushee attributed this significant improvement to several factors including strong Board support, the shift in focus from hydro-cleaning to Closed Circuit Television (CCTV) inspections, enhanced recruitment process, and the procurement of new equipment.

Director Sullivan noted that the Board trusts LWD's dedicated employees and how the employees make protecting the environment their number one job. She stated it is easy to support decisions made by staff based on this trust and the presentations that staff make to the Board.

President Omsted asked GM Bushee to explain to the Board how impressed the instructor from Haaker and FSSup Stecker were with the Field Services staff during the training for the new vector truck. GM Bushee explained that they were impressed with

FS staff engagement during the training and the complexity of their questions to the instructor.

Director Kulchin recommended that an article be written for the newsletter that portrays LWD's excellent environmental record. GM Bushee agreed to do so.

Vice President Hanson added that during all her years at the District, it has always been a goal to provide employees with any type of equipment they need to do their jobs.

- B. 2016 WateReuse CA Annual Conference is scheduled for March 13-15, 2016 at the Hyatt Vineyard Creek Hotel in Santa Rosa, CA.

EA Hill reviewed the upcoming WateReuse conference and noted that hotel rooms have been booked for interested Board members. She stated that flights will need to be booked and she asked that the Board notify either Ms. Baity or her if they wish to attend.

18. Directors' Meetings and Conference Reports

None.

19. General Manager's Report

GM Bushee reported on the following items:

- The District received seven proposals in response to LWD's Request for Proposals (RFP for Public Information Services). Staff will interview a shortlist of four firms later in the month. Staff's plans to present the recommended contract to the Board in February or March.
- The CWEA Annual Awards Banquet dinner is scheduled for Saturday, January 30, 2016. He noted that the District submitted several award applications to CWEA. A carpool will leave from the District office at 5:30pm on Saturday, January 30th.
- A Special Board Meeting to discuss LWD's recycled water program has been scheduled for Tuesday, February 16, 2016 at 10:00 am.

20. General Counsel's Report

None.

21. Board of Directors' Comments

Director Juliussen thanked President Omsted for his openness on his first day as President.

Director Kulchin agreed with Director Juliussen's comments and said he appreciates the fact that the Board gets along well.

Director Sullivan wished everyone a happy and healthy New Year and stated that Chuck would be missed. She also said she looks forward to working with staff in their new capacity.

President Omsted thanked everyone for his first meeting as President. He also stated that he was on the Board of Directors for the League of Women Voters North County and had been invited to give a presentation on wastewater on February 2, 2016 to Sea Crest Village.

22. Adjournment

President Omsted adjourned the meeting at approximately 5:53 p.m.

Don Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

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

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

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

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

3. Public Comment

None.

4. New Business

None.

5. Information Items

A. Saxony Pump Station Rehabilitation Project

TSM Morishita presented a status update of the Saxony Pump Station Rehabilitation Project. He stated that the installation and adhesion testing of the wet well epoxy liner was completed. He continued that TC Construction will install the new Automatic Transfer Switch (ATS) on Wednesday, February 3rd. TSM Morishita said that TC Construction has inspected the District supplied submersible chopper pumps for installation.

B. Scott's Valley Pipeline Rehabilitation Project

TSM Morishita presented a project update. He said project construction has been completed. He explained how the adhesion test is conducted on the epoxy manhole liner. He stated that a site visit with Carlsbad Parks & Recreation and the Las Olas Court Homeowner's Association is being coordinated to inspect the condition of the trail and new gates. TSM Morishita also stated that project close out is continuing.

C. Leucadia (L1) Force Main West Section Replacement Project

TSM Morishita presented the status of the L1 Force Main project design. He stated that the cured-in-place pipe (CIPP) lining of the gravity line that runs in La Costa Avenue west of Interstate 5 (I-5) then adjacent to the southbound I-5 onramp

and crosses under I-5 will be incorporated into the L1 project. TSM Morishita explained that the CIPP lining was part of the FY 2016 Gravity Pipeline Rehabilitation Project. He said that shifting the work to the L1 Project will streamline Caltrans permitting from two permits to one permit.

D. Gravity Pipeline Repair Priority List procedure update

FSSup Gonzalez presented an update of the Gravity Pipeline Repair Priority List (RPL) procedure. He explained how the procedure has been implemented within the Field Services department. He stated that the Field Services Technicians like the process because it utilizes their Closed Circuit Television (CCTV) work to develop the capital improvement project for gravity pipeline rehabilitation, repair and replacement. FSSup Gonzalez stated how the RPL procedure has reduced Sewer System Overflows (SSOs) since its implementation.

Director Kulchin asked how does this differ from field service operations conducted five years ago? FSSup Gonzalez answered that five years ago the focus was on hydro-cleaning. He continued that hydro-cleaning was not as effective as visual inspection for condition assessment of the gravity lines in maintaining collection system integrity. FSSup Gonzalez said that prior to implementation of the RPL process the field services staff had little input on gravity pipeline projects.

The EC was pleased with the report.

6. Directors' Comments

Director Kulchin recommended that an Engineering Committee meeting be scheduled on a recurring basis on the first Wednesday of every month. He continued that this will remove the need to coordinate the scheduling of a meeting every month. He said that if a meeting is not necessary, it can be canceled for that month.

Chairperson Juliussen and GM Bushee concurred with the recommendation.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:30 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: February 4, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of January/February Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 1,085,391.38**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months January 8, 2016 – February 4, 2016.

Operating expenses totaled **\$ 694,393.31** while Capital Improvement Program expenses totaled **\$ 295,120.03**.

Payroll for employees and the Board totaled **\$ 95,878.04**.

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

Attachment 1	Summary of Demands by Account January/February 2016
Attachment 2	Payroll Check Register dated January 13, 2016
Attachment 3	Accounts Payable Check Register dated January 14, 2016
Attachment 4	Payroll Check Register dated January 19, 2016
Attachment 5	Payroll Check Register dated January 20, 2016
Attachment 6	Accounts Payable Check Register dated January 22, 2016
Attachment 7	Accounts Payable Check Register dated January 26, 2016
Attachment 8	Accounts Payable Check Register dated February 1, 2016
Attachment 9	Payroll Check Register dated February 3, 2016
Attachment 10	Board Payroll Check Register dated February 3, 2016
Attachment 11	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY
February 10, 2016

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -1/13/2016	18368 - 18369 Incentive	\$461.75	
Payroll Check - 1/20/2016	18370 - 18386	\$41,432.17	
Payroll Check - 1/19/2016	18387 - 18388 - Chuck's	\$7,460.73	
Payroll Check- 2/03/2016	18389 - 18405	\$41,636.25	
Board Payroll Check-2/3/2016	18406 - 18410	<u>\$4,887.14</u>	
	Total		\$95,878.04
General Checking -1/14/2016	47777 - 47826	\$ 659,053.16	
General Checking - 1/22/2016	47827 - 47854	\$ 236,566.98	
General Checking - 1/25/2016	47855	\$ 900.00	
General Checking - 2/1/2016	47856 - 47886	\$ 92,993.20	
	Total	\$ 989,513.34	
	GRAND TOTAL		\$1,085,391.38

Voided Check

46570
47834
47845

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 13, 2016
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18368 - 18369	1/13/2016	\$461.75

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/14/2016 Through 1/14/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	47777	1/14/2016	<u>3,570.00</u>	FLOW MONITORING
	Total 47777		3,570.00	
ARC DOCUMENT SOLUTIONS,LLC	47778	1/14/2016	<u>32.00</u>	PLANS AND SPECS
	Total 47778		32.00	
ANTIMITE TERMITE & PEST CONTROL	47779	1/14/2016	<u>56.00</u>	MONTHLY PEST SERVICE
ANTIMITE TERMITE & PEST CONTROL		1/14/2016	<u>350.00</u>	SERVICE TO A RESIDENCE FOR RODENTS
	Total 47779		406.00	
AT&T	47780	1/14/2016	<u>246.28</u>	DIAL IN MODEM
AT&T		1/14/2016	<u>180.68</u>	PHONE SERVICE @ BPS
	Total 47780		426.96	
BOOT WORLD, INC	47781	1/14/2016	<u>174.94</u>	SAFETY BOOTS-M. AVALOS
	Total 47781		174.94	
BROWNELL AND DUFFEY CPA	47782	1/14/2016	<u>8,502.00</u>	ACCOUNTING FEES-DEC
	Total 47782		8,502.00	
BURTECH PIPELINE, INC	47783	1/14/2016	<u>80,805.77</u>	2015 GRAVIETY PIPELINE PROJECT
	Total 47783		80,805.77	
CALIFORNIA CHAMBER OF COMMERCE	47784	1/14/2016	<u>13.14</u>	UNEMPLOYMENT PAMPHLETS
	Total 47784		13.14	
CARLSBAD FUELS CORPORATION	47785	1/14/2016	<u>1,369.60</u>	VEHICLES GAS PURCHASES
	Total 47785		1,369.60	
CASH	47786	1/14/2016	<u>350.60</u>	PETTY CASH-DEC/JAN
	Total 47786		350.60	
CITY OF CARLSBAD	47787	1/14/2016	<u>362.70</u>	WATER @ PLANT/OFFICE
CITY OF CARLSBAD		1/14/2016	<u>194.66</u>	WATER @ VACTOR
CITY OF CARLSBAD		1/14/2016	<u>290.32</u>	WATER @ VACTOR 2
	Total 47787		847.68	
CONEXIS	47788	1/14/2016	<u>140.00</u>	SEC 125 FLEX PLAN-DEC
	Total 47788		140.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/14/2016 Through 1/14/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CORELOGIC INFORMATION SOLUTIONS,INC	47789	1/14/2016	125.00	REAL QUEST ACCESSOR MAPS SUBSCRIPTION
	Total 47789		125.00	
COX COMMUNICATIONS SAN DIEGO	47790	1/14/2016	1,422.89	PHONE/INTERNET SERVICE
	Total 47790		1,422.89	
CSRMA	47791	1/14/2016	85,548.00	POOLED LIABILITY INS PREMIUM-2015-2016
	Total 47791		85,548.00	
CUES, INC	47792	1/14/2016	454.46	CCTV VAN
	Total 47792		454.46	
DION INTERNATIONAL TRUCKS INC	47793	1/14/2016	1,551.63	VACTOR SERVICE
	Total 47793		1,551.63	
DUDEK & ASSOCIATES	47794	1/14/2016	1,320.00	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		1/14/2016	220.00	GE/3252/0596/ASTOR GARDENS
DUDEK & ASSOCIATES		1/14/2016	55.00	GE/3252/0844/LC TOWN
DUDEK & ASSOCIATES		1/14/2016	118.63	GE/3252/0851/JEREZ CT
DUDEK & ASSOCIATES		1/14/2016	110.00	GE/3252/0874/EOLUS 4
DUDEK & ASSOCIATES		1/14/2016	330.00	GE/3252/0897/OMWD
DUDEK & ASSOCIATES		1/14/2016	660.00	GE/3252/0949/N. VULCAN
DUDEK & ASSOCIATES		1/14/2016	220.00	GE/3252/0951/ANTELOPE
DUDEK & ASSOCIATES		1/14/2016	220.00	GE/3252/0952/BURGANDY
DUDEK & ASSOCIATES		1/14/2016	4,832.50	GE/CIP/NOV/200/346/353
DUDEK & ASSOCIATES		1/14/2016	9,705.00	GE/CIP/OCT/200/346/345/302
DUDEK & ASSOCIATES		1/14/2016	230.00	SSO REMEDIATION
	Total 47794		18,021.13	
HAAKER EQUIPMENT CO	47795	1/14/2016	374,065.56	NEW VACTOR
	Total 47795		374,065.56	
HACH COMPANY	47796	1/14/2016	180.76	REPLACEMENT KITS
	Total 47796		180.76	
HI-WAY SAFETY, INC	47797	1/14/2016	382.75	SAFETY SIGNS
	Total 47797		382.75	
HOCH CONSULTING	47798	1/14/2016	3,437.50	CONSTRUCTION CONSULTING
	Total 47798		3,437.50	
HUGO GONZALEZ	47799	1/14/2016	161.00	REIMBURSE FOR CLASS
HUGO GONZALEZ		1/14/2016	70.00	REIMBURSE FOR TEST

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/14/2016 Through 1/14/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47799		231.00	
ICMA RETIREMENT-303979	47800	1/14/2016	3,209.07	DEFERRED COMP
	Total 47800		3,209.07	
IWATER, INC	47801	1/14/2016	9,000.00	ANNUAL MAINT AND SUPPORT
	Total 47801		9,000.00	
JACKSON & BLANC	47802	1/14/2016	1,416.90	SERVICE A/C AND HEATER UNITS
	Total 47802		1,416.90	
NAPA AUTO	47803	1/14/2016	59.35	AUTO SUPPLIES
NAPA AUTO		1/14/2016	14.02	WD40 SPRAY
	Total 47803		73.37	
NATIONWIDE RETIREMENT SOLUTIONS	47804	1/14/2016	243.67	DEFERRED COMP
	Total 47804		243.67	
OFFICE DEPOT, INC.	47805	1/14/2016	96.11	OFFICE SUPPLIES
	Total 47805		96.11	
OLIVENHAIN MUNICIPAL WATER DIST	47806	1/14/2016	39.22	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		1/14/2016	368.11	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		1/14/2016	39.22	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		1/14/2016	39.22	WATER @ VP7
OLIVENHAIN MUNICIPAL WATER DIST		1/14/2016	961.56	WATER FOR SCOTTS VALLEY PROJ
	Total 47806		1,447.33	
PALOMAR WATER, LLC	47807	1/14/2016	186.03	BOTTLED WTR DELIVERED
	Total 47807		186.03	
PIPERIN CORPORATION	47808	1/14/2016	17,500.00	REPAIRS @ WANDERING RD
	Total 47808		17,500.00	
PLANT PEOPLE	47809	1/14/2016	158.00	PLANTS MAINT @ OFFICE
	Total 47809		158.00	
PLUMBERS DEPOT, INC	47810	1/14/2016	9,666.00	TRANSPORTER
	Total 47810		9,666.00	
R. J. SAFETY SUPPLY CO., INC.	47811	1/14/2016	172.26	SAFETY ITEMS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/14/2016 Through 1/14/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47811		172.26	
AIR POLLUTION CONTROL DISTRICT	47812	1/14/2016	3,177.00	EMISSION FEES PERMIT RENEWAL
	Total 47812		3,177.00	
SAN DIEGUITO WATER DISTRICT	47813	1/14/2016	120.56	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		1/14/2016	102.20	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		1/14/2016	112.42	WATER @ TANKER 2
	Total 47813		335.18	
SLOAN ELECTRIC COMPANY	47814	1/14/2016	16,000.00	FINAL BILL FOR RETROFIT
	Total 47814		16,000.00	
SOUTHERN CONTRACTING COMPANY	47815	1/14/2016	720.00	ELECTRICAL WORK @ VP7
	Total 47815		720.00	
S&R TOWING, INC	47816	1/14/2016	726.75	TOWING FEE
	Total 47816		726.75	
THE HOME DEPOT CRC/GEFC	47817	1/14/2016	643.58	SUPPLIES
	Total 47817		643.58	
TRG & ASSOCIATES	47818	1/14/2016	3,600.00	PUBLIC INFORMATION-DEC
	Total 47818		3,600.00	
UNDERGROUND SERVICE ALERT OF	47819	1/14/2016	187.50	UNDERGROUND ALARM SERVICE
	Total 47819		187.50	
UNIFIRST CORPORATION	47820	1/14/2016	196.44	LAUNDRY SERVICE
	Total 47820		196.44	
U.S. BANK	47821	1/14/2016	4,774.65	CONFERENCE5,MEETINGS,SUPPLI... ETC
	Total 47821		4,774.65	
V&A CONSULTING ENGINEERS	47822	1/14/2016	1,200.00	FLOW MONITORING @SM CREEK
	Total 47822		1,200.00	
VERIZON WIRELESS	47823	1/14/2016	49.25	CELL PHONES-TELEMETRY
	Total 47823		49.25	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/14/2016 Through 1/14/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
WASTE MANAGEMENT	47824	1/14/2016	<u>204.88</u>	TRASH SERVICE
	Total 47824		204.88	
WORDEN WILLIAMS, APC	47825	1/14/2016	<u>1,918.80</u>	ATTORNEY FEES-DEC
	Total 47825		1,918.80	
XEROX CORPORATION	47826	1/14/2016	<u>91.02</u>	COPIER MAINT
	Total 47826		91.02	
Report Total			<u>659,053.16</u>	

Leucadia Wastewater District
 Vendor Activity - Supplemental Credit Card Report
 From 1/14/2016 Through 1/14/2016

Vendor Name	Tra... Sou...	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	1/14/2016	CC-12/22/2015	0.00	1005	UNION BANK GENERAL	CONFERENCES,MEETINGS,... ETC
U.S. BANK	API	1/14/2016	CC-12/22/2015	1,575.00	4330	BOARD CONFERENCES	CASA REG
U.S. BANK	API	1/14/2016	CC-12/22/2015	525.00	4330	BOARD CONFERENCES	DO-CASA REG
U.S. BANK	API	1/14/2016	CC-12/22/2015	525.00	4330	BOARD CONFERENCES	ES-CASA REG
U.S. BANK	API	1/14/2016	CC-12/22/2015	40.62	4330	BOARD CONFERENCES	LAFCO MTG
U.S. BANK	API	1/14/2016	CC-12/22/2015	50.00	4810	MEMBERSHIP & DUES	CAFR AWARD
U.S. BANK	API	1/14/2016	CC-12/22/2015	83.17	5220	LEGAL SERVICES	RIVERWATCH MTG
U.S. BANK	API	1/14/2016	CC-12/22/2015	95.66	5230	BROKERS FEES	BROKER LUNCH
U.S. BANK	API	1/14/2016	CC-12/22/2015	279.96	5710	TRAINING, EDUCATION & CONFERNC	CSRMA
U.S. BANK	API	1/14/2016	CC-12/22/2015	71.10	5710	TRAINING, EDUCATION & CONFERNC	CSRMA MTG
U.S. BANK	API	1/14/2016	CC-12/22/2015	525.00	5710	TRAINING, EDUCATION & CONFERNC	PB-CASA REG
U.S. BANK	API	1/14/2016	CC-12/22/2015	777.52	5735	EMPLOYEE RECOGNITION	HOLIDAY LUNCH
U.S. BANK	API	1/14/2016	CC-12/22/2015	166.62	5910	TELEPHONE	WEBSITE FEES
U.S. BANK	API	1/14/2016	CC-12/22/2015	30.00	5910	TELEPHONE	WIFI FEES
U.S. BANK	API	1/14/2016	CC-12/22/2015	30.00	5910	TELEPHONE	WIFI FEES-CLM
				4,774.65			Transaction Total
		Total 1/14/2016		4,774.65			
Report Opening/Current Balance							
Report Transaction Totals				4,774.65			
Report Current Balances							

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 19, 2016
Chuck's Final Checks

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18387 - 18388	1/19/2016	\$7,460.73

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 20, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18370 - 18386	1/20/2016	\$41,432.17

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/22/2016 Through 1/22/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
BURTECH PIPELINE, INC	47827	1/22/2016	<u>94,376.33</u>	2015 GRAVIETY PIPELINE
	Total 47827		94,376.33	
CHARLES KING COMPANY	47828	1/22/2016	<u>44,852.82</u>	SCOTTS VALLEY REHAB
	Total 47828		44,852.82	
CORODATA	47829	1/22/2016	<u>76.88</u>	STORAGE
	Total 47829		76.88	
COUNTY OF SAN DIEGO	47830	1/22/2016	<u>1,030.00</u>	PERMIT RENEWAL
	Total 47830		1,030.00	
CWEA	47831	1/22/2016	164.00	MEMBERSHIP RENEWAL-D KULCHIN
CWEA		1/22/2016	164.00	MEMBERSHIP RENEWAL-T. AMQS
CWEA		1/22/2016	81.00	RENEWAL-COLLECTION SYSTEMS-HG
CWEA		1/22/2016	91.00	RENEWAL-M.AVALOS-COLLECTION SYS
	Total 47831		500.00	
DATA NET	47832	1/22/2016	463.14	IS MAINT AND REPAIR
DATA NET		1/22/2016	140.00	IS MAINT AND SUPPORT
DATA NET		1/22/2016	<u>936.25</u>	IS MAINT AND SUPPPORT
	Total 47832		1,539.39	
EVOQUA WATER TECHNOLOGIES, LLC	47833	1/22/2016	<u>7,530.60</u>	BIOXIDE
	Total 47833		7,530.60	
GABRIEL MENDEZ	47834	1/22/2016	<u>197.00</u>	REIMBURSE FOR CLASS
	Total 47834		197.00	
HEAVILAND ENTERPRISES, INC	47835	1/22/2016	<u>840.00</u>	MONTHLY LANDSCAPING FEE
	Total 47835		840.00	
I2B NETWORKS, INC	47836	1/22/2016	<u>160.00</u>	WEB CAM @ BPS
	Total 47836		160.00	
ICMA RETIREMENT-303979	47837	1/22/2016	3,214.44	DEFERRED COMP-1/20/16
ICMA RETIREMENT-303979		1/22/2016	<u>20,000.00</u>	DEFERRED COMP-CLAMAY
	Total 47837		23,214.44	
JOHN W. SMITH	47838	1/22/2016	<u>60.00</u>	BACKFLOW TEST
	Total 47838		60.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/22/2016 Through 1/22/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
MSC JANITORIAL SERVICE, INC	47839	1/22/2016	<u>1,552.92</u>	JANITORIAL SERVICES-JANUARY
	Total 47839		1,552.92	
NATIONWIDE RETIREMENT SOLUTIONS	47840	1/22/2016	<u>245.27</u>	DEFERRED COMP
	Total 47840		245.27	
OFFICE DEPOT, INC.	47841	1/22/2016	<u>215.53</u>	OFFICE SUPPLIES
	Total 47841		215.53	
PACIFIC PIPELINE SUPPLY	47842	1/22/2016	<u>2,802.34</u>	COUPLINGS
	Total 47842		2,802.34	
PERS RETIREMENT	47843	1/22/2016	35.49	BOARD RETIREMENT ENDING 12/31/16
PERS RETIREMENT		1/22/2016	<u>11,824.65</u>	EMPLOYEE RETIREMENT ENDING 1/3/16
	Total 47843		11,860.14	
PLANT PEOPLE	47844	1/22/2016	<u>158.00</u>	MAINT OF LIVE PLANTS IN OFFICE
	Total 47844		158.00	
RYAN RODRIGUEZ	47845	1/22/2016	<u>342.00</u>	REIMBURSE R.R. FOR CLASS
	Total 47845		342.00	
SAN DIEGO GAS AND ELECTRIC	47846	1/22/2016	<u>14,141.93</u>	ELECTRIC @ LPS/OFFICE
	Total 47846		14,141.93	
SAN DIEGO UNION TRIBUNE	47847	1/22/2016	<u>168.00</u>	AD FOR AUDITOR SERVICES
	Total 47847		168.00	
SAN DIEGO GAS & ELECTIRC	47848	1/22/2016	136.73	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		1/22/2016	10,893.44	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		1/22/2016	523.93	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		1/22/2016	849.56	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		1/22/2016	328.36	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		1/22/2016	1,110.46	ELECTRIC @ LC PS
SAN DIEGO GAS & ELECTIRC		1/22/2016	190.54	ELECTRIC @ RV PS
SAN DIEGO GAS & ELECTIRC		1/22/2016	863.12	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		1/22/2016	383.33	ELECTRIC @ VP5
SAN DIEGO GAS & ELECTIRC		1/22/2016	194.80	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		1/22/2016	260.90	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		1/22/2016	<u>2.54</u>	NAT GAS @ EE
	Total 47848		15,737.71	
SLOAN ELECTRIC COMPANY	47849	1/22/2016	<u>1,136.57</u>	PUMP COUPLING @ LPS
	Total 47849		1,136.57	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/22/2016 Through 1/22/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SOUTHERN CALIFORNIA SOIL & TESTING,	47850	1/22/2016	388.00	2015 GRAVIETY PIPELINE
	Total 47850		388.00	
SOUTHERN CONTRACTING COMPANY	47851	1/22/2016	576.00	CABLE @ LPS
SOUTHERN CONTRACTING COMPANY		1/22/2016	360.00	ELECTRICAL WORK @ ADM BLDG
SOUTHERN CONTRACTING COMPANY		1/22/2016	480.00	ELECTRICAL WORK @ ADM OFFICE
SOUTHERN CONTRACTING COMPANY		1/22/2016	780.00	REPLACEMENT-BUBBLER @ LPS
	Total 47851		2,196.00	
TC CONSTRUCTION	47852	1/22/2016	9,975.00	SAXONY PS REHAB
	Total 47852		9,975.00	
UNIFIRST CORPORATION	47853	1/22/2016	572.76	LAUNDRY SERVICE
	Total 47853		572.76	
VERIZON WIRELESS	47854	1/22/2016	697.35	CELL PHONE CHARGES
	Total 47854		697.35	
Report Total			236,566.98	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/26/2016 Through 1/26/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CITY OF ENCINITAS	47855	1/26/2016	900.00	PAYMENT OF MAJOR CONSTRUCTION PERMIT
	Total 47855		900.00	
Report Total			900.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/1/2016 Through 2/1/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
A-1 LOCK & SAFE SERVICE	47856	2/1/2016	<u>90.18</u>	LOCKS
	Total 47856		90.18	
ABILA	47857	2/1/2016	<u>4,774.00</u>	RENEWAL MIP SOFTWARE
	Total 47857		4,774.00	
ALLAN JULIUSSEN	47858	2/1/2016	<u>749.51</u>	REIMBURSE FOR CASA CONF
	Total 47858		749.51	
APPLEONE EMPLOYMENT SERVICES	47859	2/1/2016	<u>1,193.20</u>	TEMP SERVICES
	Total 47859		1,193.20	
AT&T	47860	2/1/2016	<u>362.60</u>	OFFICE ELEVATOR PHONE
	Total 47860		362.60	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	47861	2/1/2016	<u>27,109.39</u>	HEALTH INS-FEB
	Total 47861		27,109.39	
CARLSBAD FUELS CORPORATION	47862	2/1/2016	<u>1,205.81</u>	VEHICLE FUEL
	Total 47862		1,205.81	
CUES, INC	47863	2/1/2016	<u>948.33</u>	CCTV VAN
	Total 47863		948.33	
DATA NET	47864	2/1/2016	<u>965.00</u>	IS MAINT AND SUPPORT
	Total 47864		965.00	
DAVID KULCHIN	47865	2/1/2016	<u>576.56</u>	REIMBURSE FOR CASA CONF
	Total 47865		576.56	
DONALD OMSTED	47866	2/1/2016	<u>141.76</u>	REIMBURSE FOR CASA CONF
	Total 47866		141.76	
ELAINE SULLIVAN	47867	2/1/2016	<u>631.92</u>	REIMBURSE FOR CASA CONF
	Total 47867		631.92	
ENCINA WASTEWATER AUTHORITY	47868	2/1/2016	<u>1,902.60</u>	LAB WORK
	Total 47868		1,902.60	
ESRI	47869	2/1/2016	<u>1,560.00</u>	ARC GIS MAINT
	Total 47869		1,560.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/1/2016 Through 2/1/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
GREAT AMERICA FINANCIAL SERVICES	47870	2/1/2016	738.87	COPIER LEASE
	Total 47870		738.87	
HARTFORD LIFE & ACCIDENT INS.	47871	2/1/2016	405.82	LIFE INS-FEB
	Total 47871		405.82	
HEAVILAND ENTERPRISES, INC	47872	2/1/2016	880.00	IRRIGATION REPAIRS
	Total 47872		880.00	
INFRASTRUCTURE ENGINEERING CORP	47873	2/1/2016	3,283.35	SPS REHAB
INFRASTRUCTURE ENGINEERING CORP		2/1/2016	27,463.76	VP5 REPLACEMENT PROJECT
	Total 47873		30,747.11	
J.P. COOKE COMPANY	47874	2/1/2016	56.48	NEW STAMP-OK FOR PAYMENT
	Total 47874		56.48	
JUDY HANSON	47875	2/1/2016	154.44	REIMBURSE FOR CASA CONF
	Total 47875		154.44	
MES VISION	47876	2/1/2016	333.77	VISION INS-FEB
	Total 47876		333.77	
NAPA AUTO	47877	2/1/2016	10.78	PARTS
	Total 47877		10.78	
PERS RETIREMENT	47878	2/1/2016	11,726.81	EMPLOYEE RETIREMENT-1/17/16
	Total 47878		11,726.81	
RANCHO SANTA FE SECURITY SYSTEMS	47879	2/1/2016	258.00	ALARM SYSTEM SERVICES
	Total 47879		258.00	
RICK EASTON	47880	2/1/2016	170.00	REIMBURSE FOR CLASS
	Total 47880		170.00	
RYAN RODRIGUEZ	47881	2/1/2016	105.00	REIMBURSE FOR CLASS
	Total 47881		105.00	
SPECIALTY SEALS & ACCESSORIES, INC.	47882	2/1/2016	1,351.35	PARTS/SEALS
	Total 47882		1,351.35	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/1/2016 Through 2/1/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
THE GUARDIAN	47883	2/1/2016	<u>3,458.30</u>	DENTAL/DISABILITY INS-FEB
	Total 47883		3,458.30	
THOMSON REUTERS-WEST	47884	2/1/2016	<u>105.86</u>	SUBSCRIPTION
	Total 47884		105.86	
TRI COMMUNITY ANSWERING SERVICE	47885	2/1/2016	<u>90.00</u>	ANSWERING SERVICE-JAN
	Total 47885		90.00	
UNIFIRST CORPORATION	47886	2/1/2016	<u>189.75</u>	LAUNDRY SERVICE
	Total 47886		189.75	
Report Total			<u><u>92,993.20</u></u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 3, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18389 - 18405	2/3/2016	\$41,636.25

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: February 3, 2016

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
18406 - 18410	2/3/2016	\$4,887.14

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

JANUARY

2015

1/3/2015	Board		\$1,313.29
1/7/2015	Employee		\$39,442.47
1/21/2015	Employee		<u>\$38,947.79</u>
	TOTAL		\$79,703.55

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

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

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

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

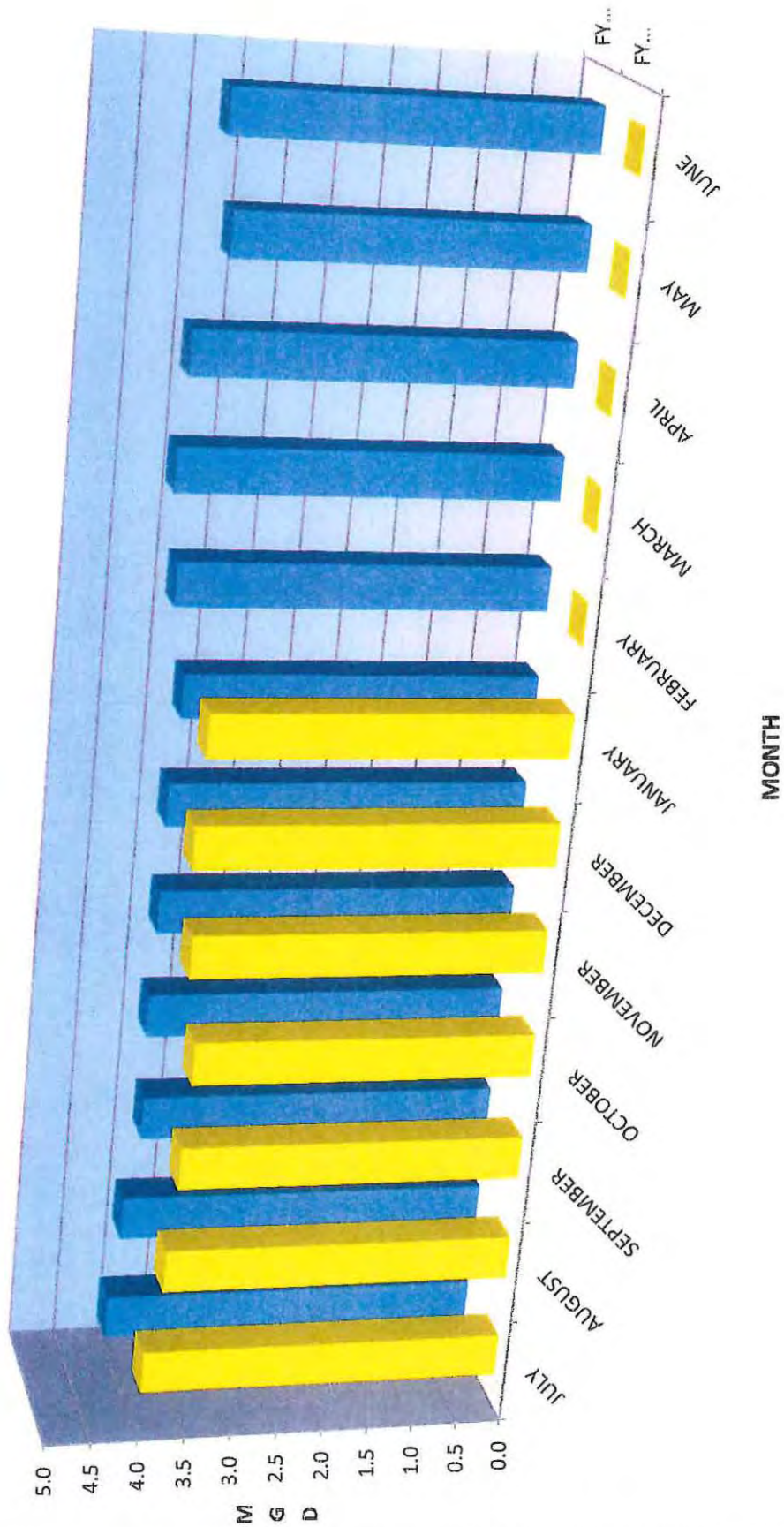
<u>JANUARY</u>		2016		
1/3/2016	Board			\$1,628.29
1/6/2016	Employee			\$43,385.98
1/13/2016	Employee		Incentive	\$461.75
1/20/2016	Employee			\$41,432.17
1/20/2016	Employee		Chucks's	<u>\$7,460.73</u>
	TOTAL			\$94,368.92
<u>FEBRUARY</u>				
2/3/2016	Employee			\$41,636.25
2/3/2016	Board			<u>\$4,887.14</u>
	TOTAL			\$46,523.39

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

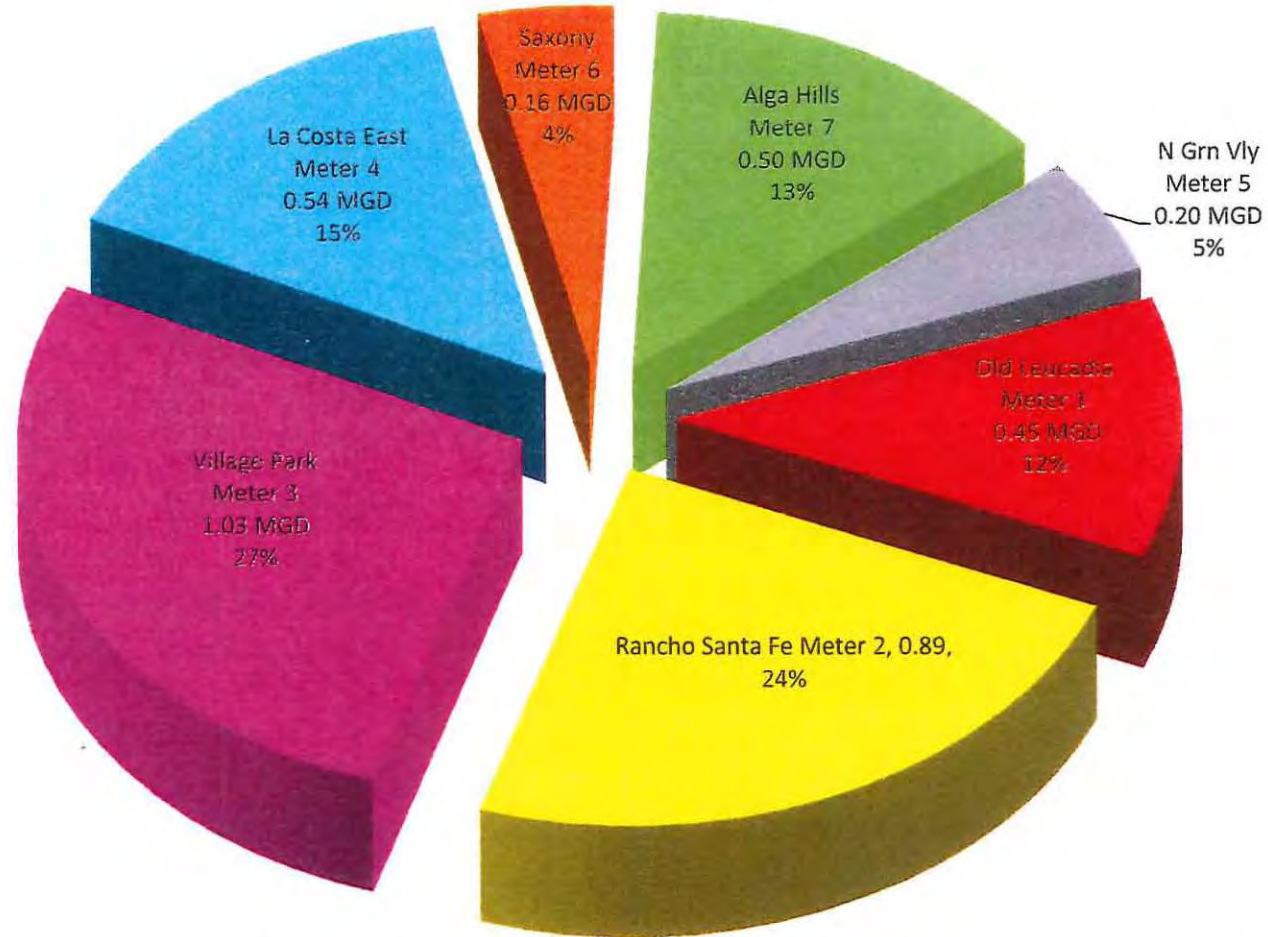
CURRENT MONTH - January 2016							FY 2014-2015
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,515.94	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.76	121.52	5.80	3.92	137	27.33	4.10
YTD	0.76	121.52	28,521.74				
AUGUST	0.00	116.87	8.60	3.77	132	39.88	4.01
YTD	0.00	116.87	28,530.34				
SEPTEMBER	1.14	111.00	3.00	3.70	130	32.02	3.87
YTD	1.14	111.00	28,533.34				
OCTOBER	0.70	113.15	8.50	3.65	128	18.08	3.90
YTD	0.70	113.15	28,541.84				
NOVEMBER	0.60	113.10	0.0	3.77	132	11.62	3.87
YTD	0.60	113.10	28,541.84				
DECEMBER	0.87	118.73	5.90	3.83	134	2.30	3.87
YTD	0.87	118.73	28,547.74				
JANUARY	2.61	117.18	15.00	3.78	132	0.00	3.80
YTD	2.61	117.18	28,562.74				
FEBRUARY							3.96
YTD							
MARCH							4.05
YTD							
APRIL							3.99
YTD							
MAY							3.67
YTD							
JUNE							3.78
YTD	0.00	0.00	0.00				
Annual Total	6.68	811.55	47			131.23	
Mo Average	0.95	115.94	7	3.77	132	18.75	4.08

43

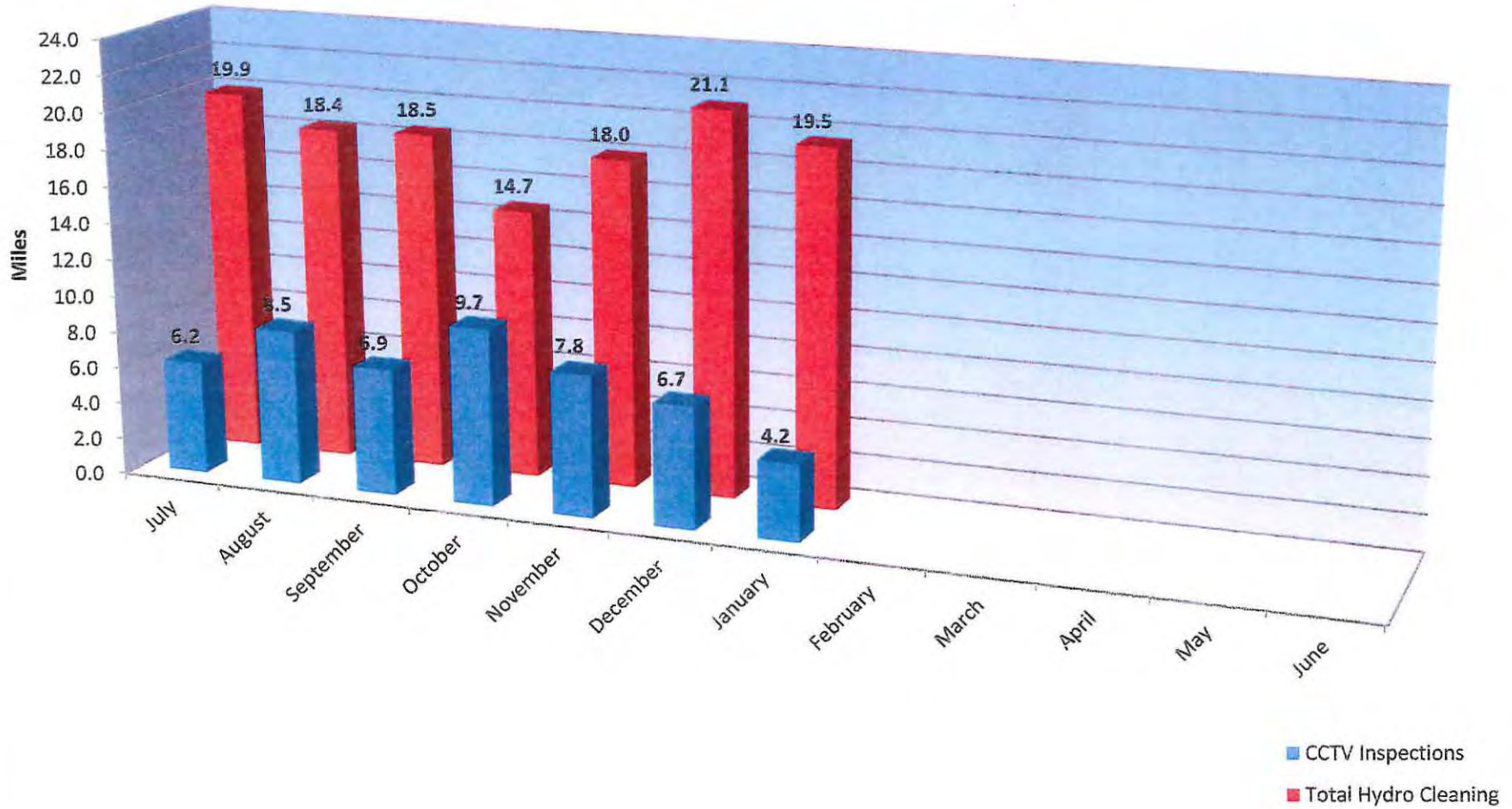
LEUCADIA WASTEWATER DISTRICT FLOW COMPARISON FY15 to FY16



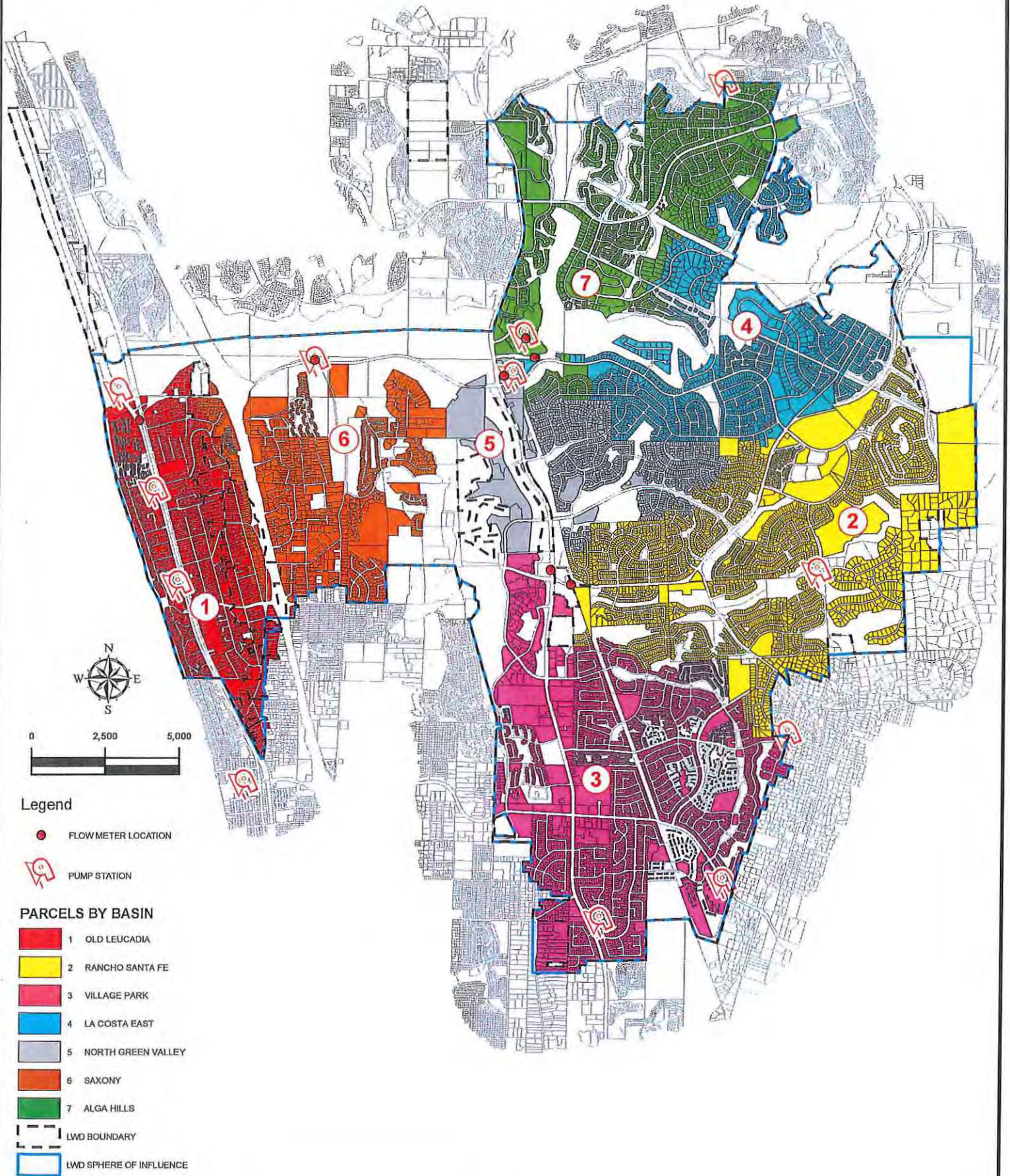
**LWD Flows by Sub-Basin
January 2016
Total LWD Flow = 3.78 MGD**



FY-16 CCTV Inspections & Hydro Cleaning Production



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet As of 1/31/2016

		Current Year
Assets		
Cash & Investments	1CAS	34,705,303.64
Accounts Receivables	2A/R	122,486.74
Prepaid Expense	3PRE	126,228.00
Funds held with Encinca Wastewater Authority	4EWA	1,074,849.00
Capital Assets	4F/A	151,074,210.03
Less Accumulated Depreciation	6DEP	(51,133,671.46)
Total Assets		135,969,405.95
Deferred Outflows		
Pension Related Deferred Outflows	7D/O	257,809.47
Total Deferred Outflows		257,809.47
Total Assets & Deferred Outflows		136,227,215.42
Liabilities		
Accounts Payable & Accrued Expenses	A/P	310,382.99
Developer Deposits	DEVD	177,004.13
Net Pension Liability	LTDB	2,277,414.00
EWA Pension Liability	LTDP	1,816,300.00
Total Liabilities		4,581,101.12
Deferred Inflows		
Pension Related Deferred Inflows	D/In	814,039.00
Total Deferred Inflows		814,039.00
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	102,080,040.50
Reserves	RESV	29,783,956.78
Undesignated Net Position	UNDS	878.00
Total Beginning Net Position		131,864,875.28
Current Change In Net Position		
Other		(1,032,799.98)
Total Current Change In Net Position		(1,032,799.98)
Total Net Position		130,832,075.30
Total Liabilities, Deferred Inflows & Net Position		136,227,215.42

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2015 Through 1/31/2016

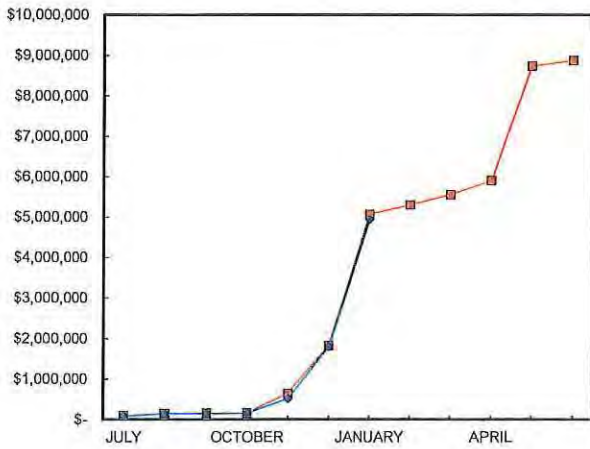
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	4,945,224.46	8,876,733.00	3,931,508.54	55.7%
3150 Recycled Water Sales	132,485.36	266,000.00	133,514.64	49.8%
3100 Misc. Operating Revenue	\$ 16,669.34	\$ 248,533.00	\$ 231,863.66	6.7%
TOTAL OPERATING REVENUES	\$5,094,379.16	\$9,391,266.00	\$4,296,886.84	54.2%
OPERATING EXPENSES				
4100 Salaries	\$ 895,372.14	\$1,647,320.00	\$ 751,947.86	54.4%
4200 Employee Benefits	421,378.91	825,559.00	404,180.09	51.0%
4300 Directors Expense	60,708.30	140,100.00	79,391.70	43.3%
4600 Gas, Oil & Fuel	17,385.15	46,000.00	28,614.85	37.8%
4700 Insurance Expense	127,075.93	118,000.00	(9,075.93)	107.7%
4800 Memberships	20,917.20	25,400.00	4,482.80	82.4%
4900 Office Expense	59,202.80	122,100.00	62,897.20	48.5%
5000 Operating Supplies	89,311.58	225,900.00	136,588.42	39.5%
5200 Professional Services	282,753.78	539,400.00	256,646.22	52.4%
5300 Printing & Publishing	9,801.64	32,000.00	22,198.36	30.6%
5400 Rents & Leases	7,752.31	15,150.00	7,397.69	51.2%
5500 Repairs & Maintenance	214,949.51	390,400.00	175,450.49	55.1%
5600 Monitoring & Permits	40,009.95	54,850.00	14,840.05	72.9%
5700 Training & Development	15,416.33	46,500.00	31,083.67	33.2%
5900 Utilities	260,285.40	497,600.00	237,314.60	52.3%
6100 LAFCO Operations	8,762.60	6,200.00	(2,562.60)	141.3%
6200 Encina Operating Expense	399,441.68	1,915,644.00	1,516,202.32	20.9%
6900 Admin O/H alloc to Capital	(60,150.46)	(128,664.00)	(68,513.54)	46.8%
TOTAL OPERATING EXPENSES	\$2,870,374.75	\$6,519,459.00	\$3,649,084.25	44.0%
NON-OPERATING REVENUES				
3130 Capacity Fees	169,956.80	240,360.00	70,403.20	70.7%
3220 Property Taxes	827,751.96	1,450,000.00	622,248.04	57.1%
3250 Investment Income	120,505.87	180,000.00	59,494.13	66.9%
3290 Misc. Non Op Revenue	60,638.31	8,200.00	(52,438.31)	739.5%
TOTAL NON-OPERATING REVENUES	\$1,178,852.94	\$1,878,560.00	\$ 699,707.06	62.8%

Leucadia Wastewater District

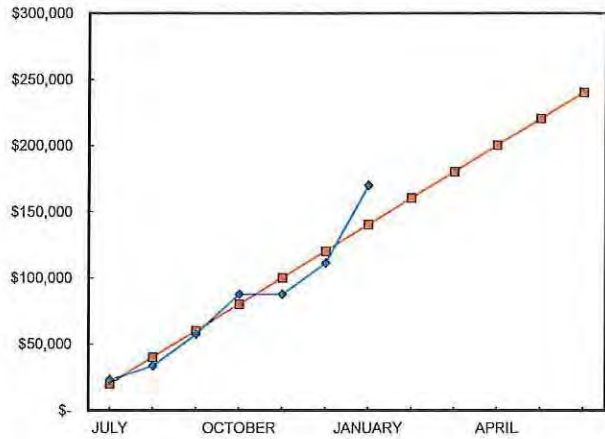
Revenue FY 2016

YTD through January 31, 2016

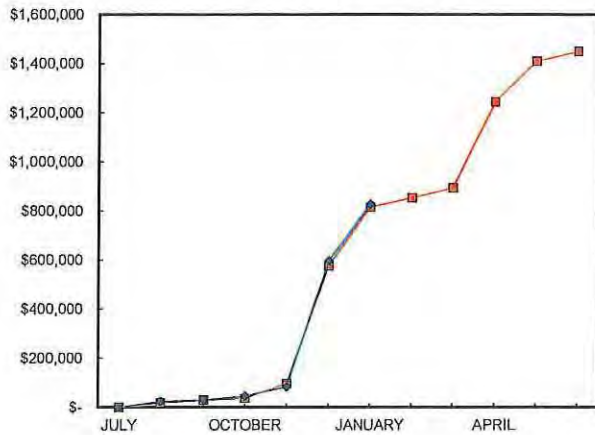
Sewer Service Fees



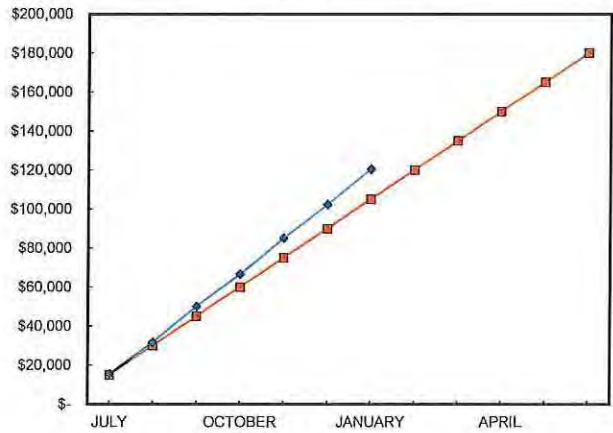
Capacity Charges



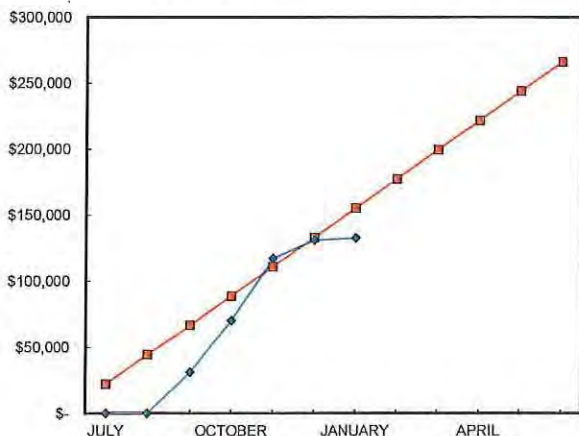
Property Taxes



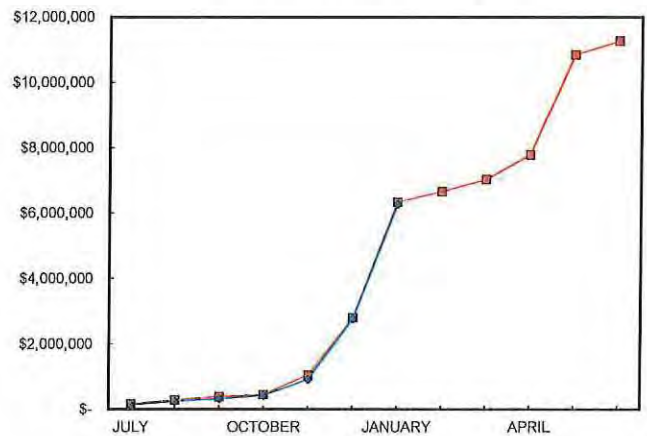
Investment Income



Recycled Wastewater



Total Revenue



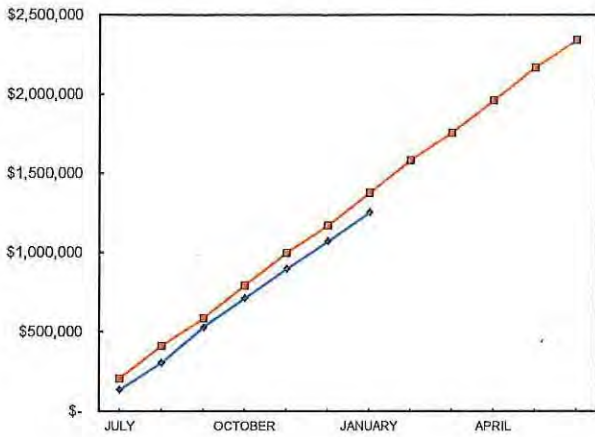
Legend: Budget (red square), Actual (blue diamond)

Legend: Budget (red square), Actual (blue diamond)

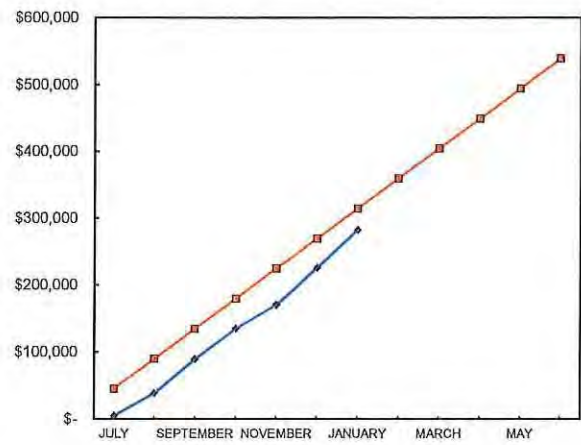
* Preliminary; subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2016 YTD through January 31, 2016

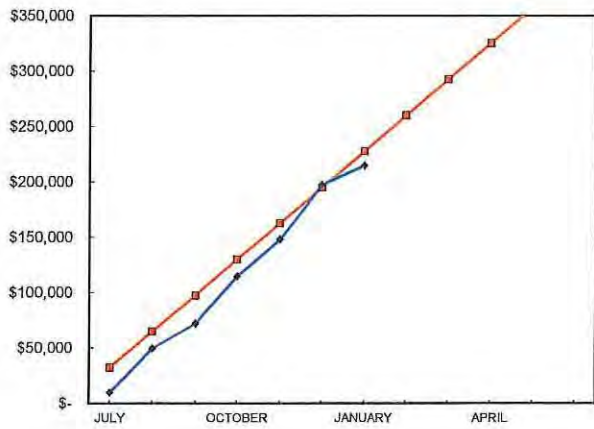
Salaries and Benefits



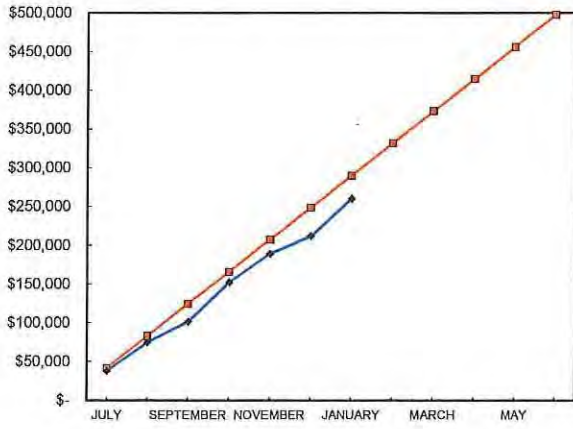
Professional Services



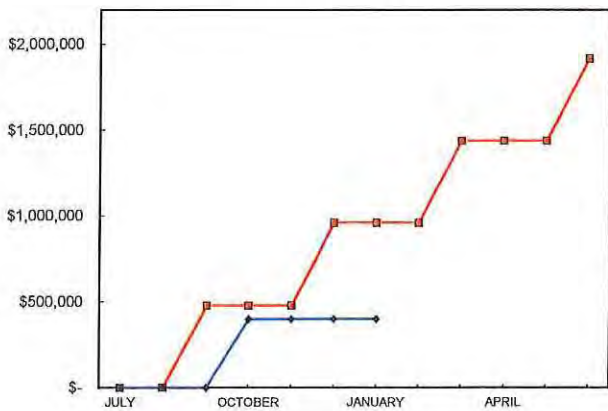
Repairs & Maintenance



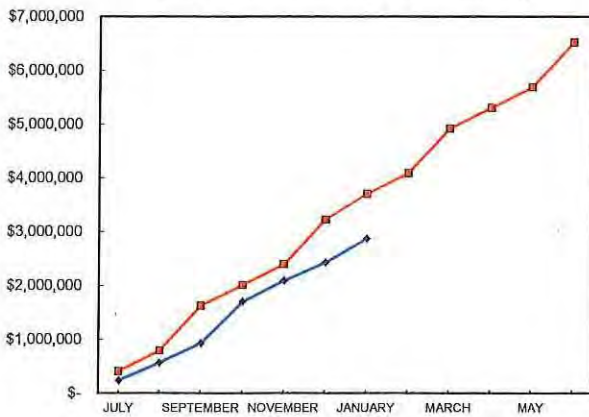
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement



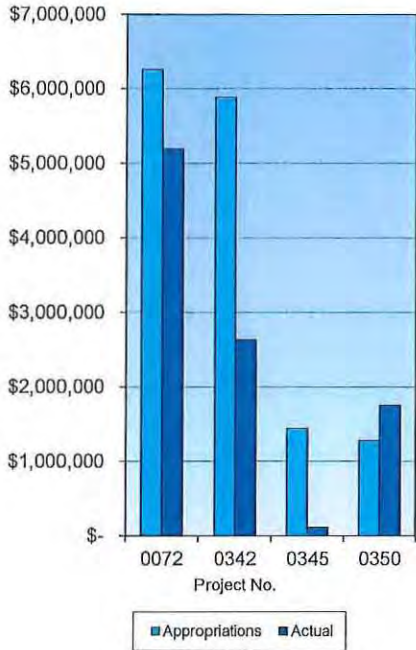
— Budget — Actual

— Budget — Actual

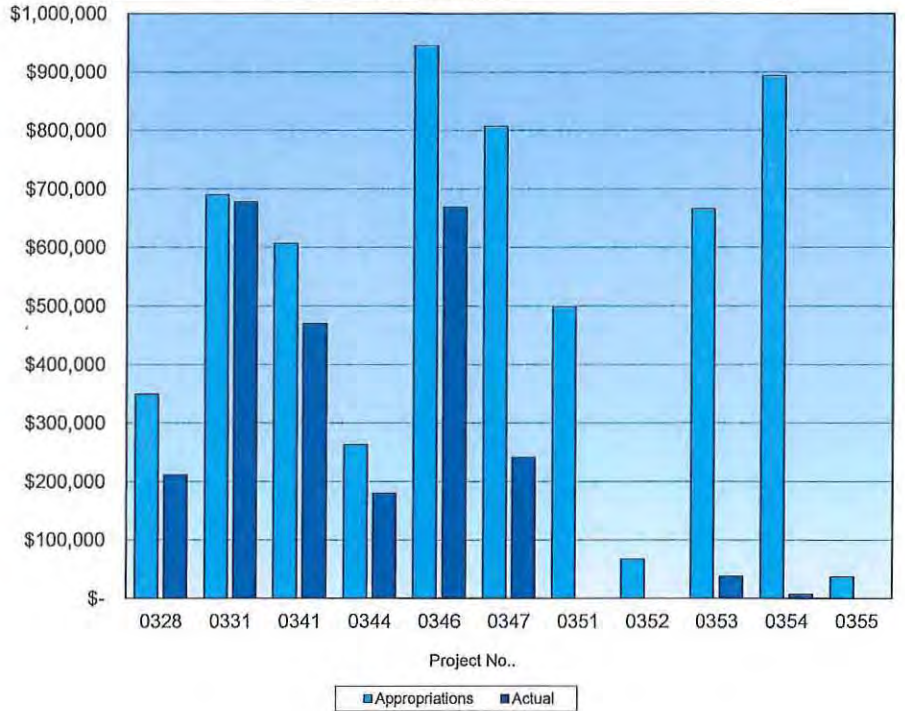
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of January 31, 2016

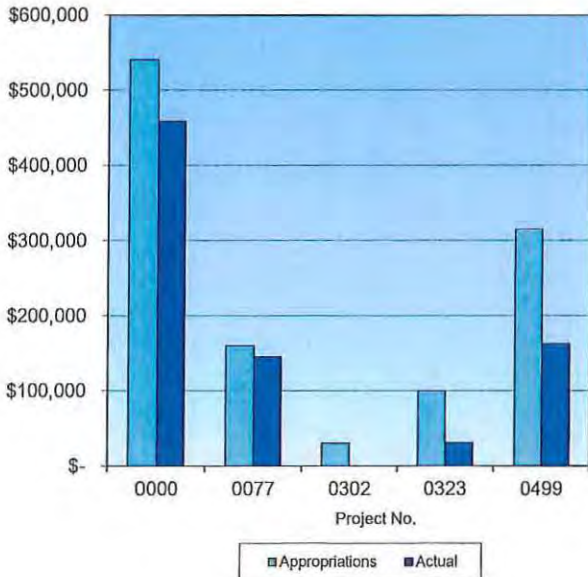
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2016



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



Single Year Capital Expenditures by Project FY2016



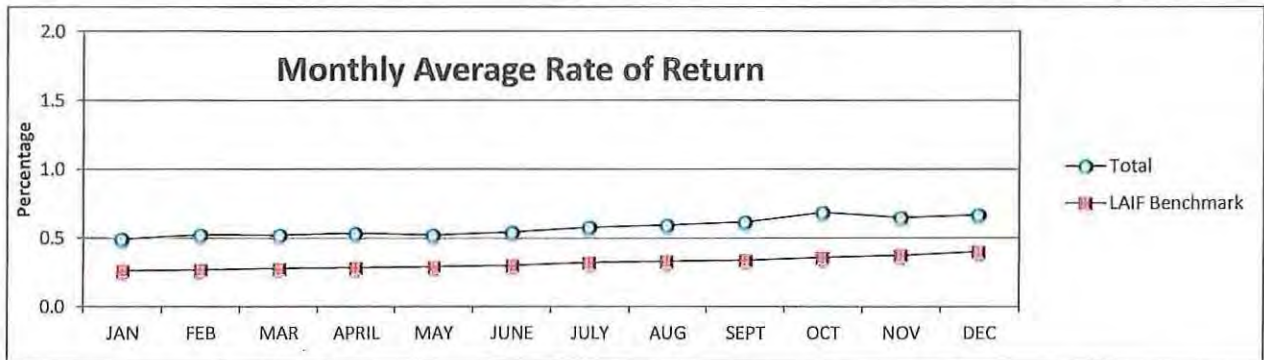
Project Legend

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

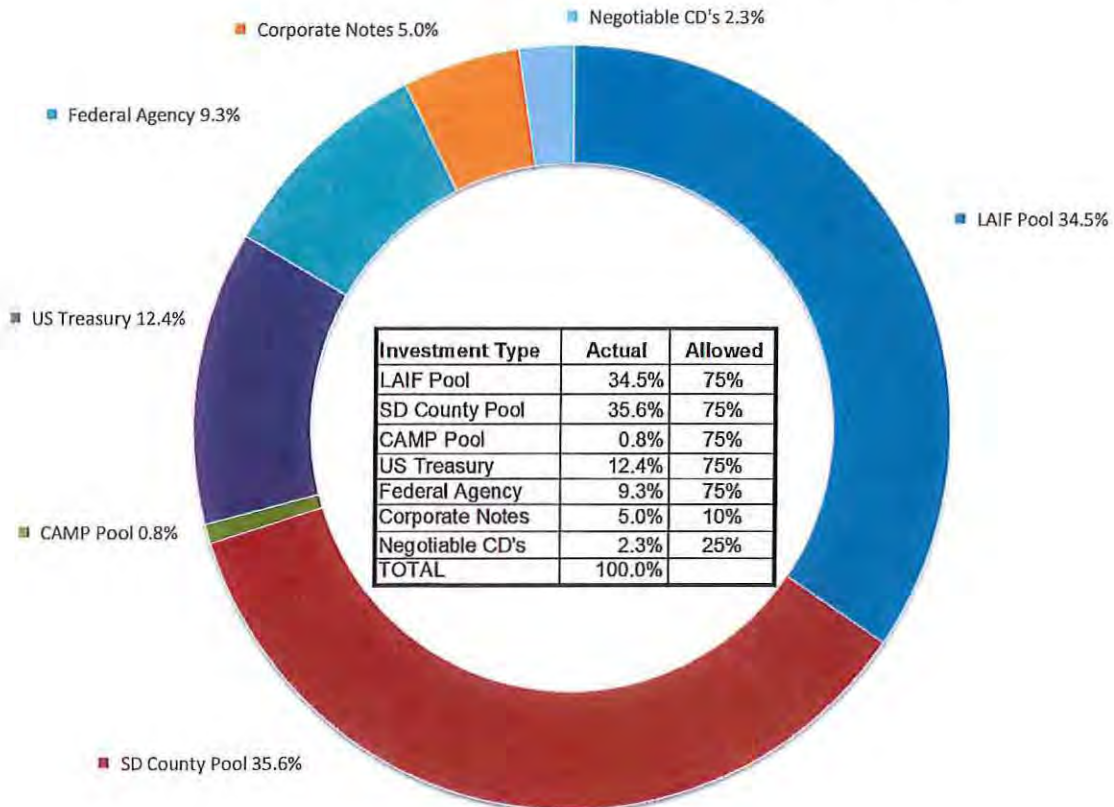
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary December 31, 2015

Cash Equivalents & Investments	Principal (Original Cost)		December Interest	Average Rate
	November 30, 2015	December 31, 2015		
LAIF Pool	\$ 10,233,339	\$ 11,102,339	\$ 3,556	0.400%
SD County Pool	11,449,919	11,449,919	6,536	0.685%
CAMP Pool	266,109	265,495	51	0.230%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	7,214	7,110	45	7.540%
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
Corporate Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	750,000	750,000	644	1.030%
Total Camp Portfolio	9,351,038	9,350,934	7,490	0.960%
Totals	\$ 31,300,406	\$ 32,168,688	\$ 17,633	0.667%

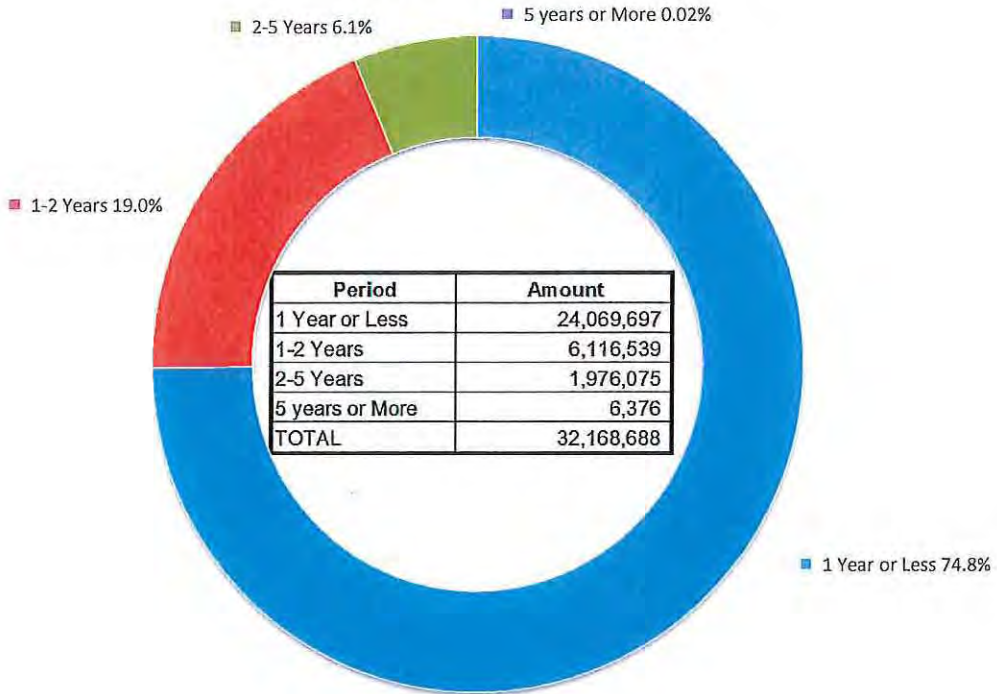


INVESTMENT DISTRIBUTION BY CATEGORY

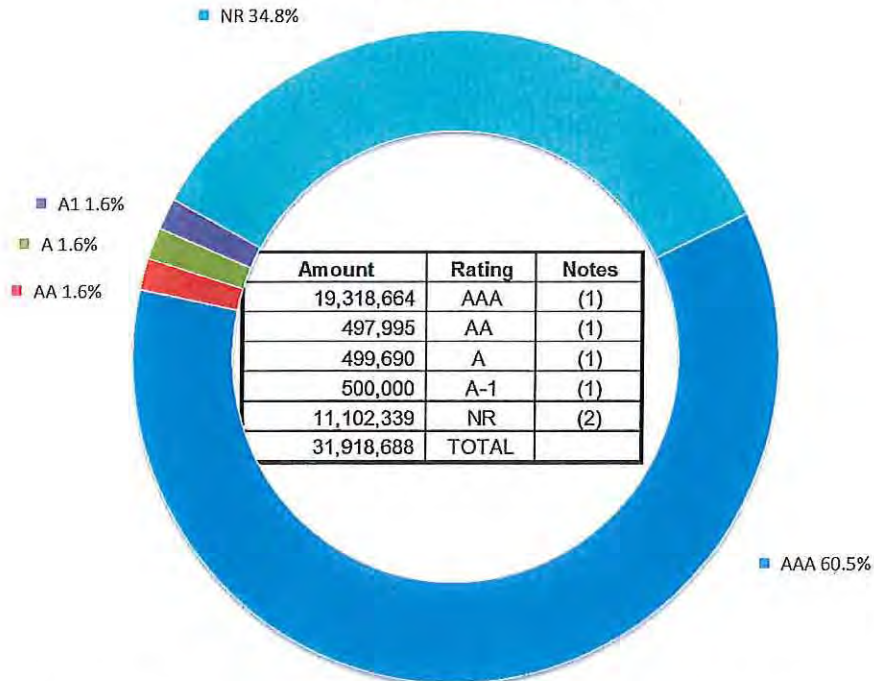


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2015
(Continued)

REMAINING MATURITY



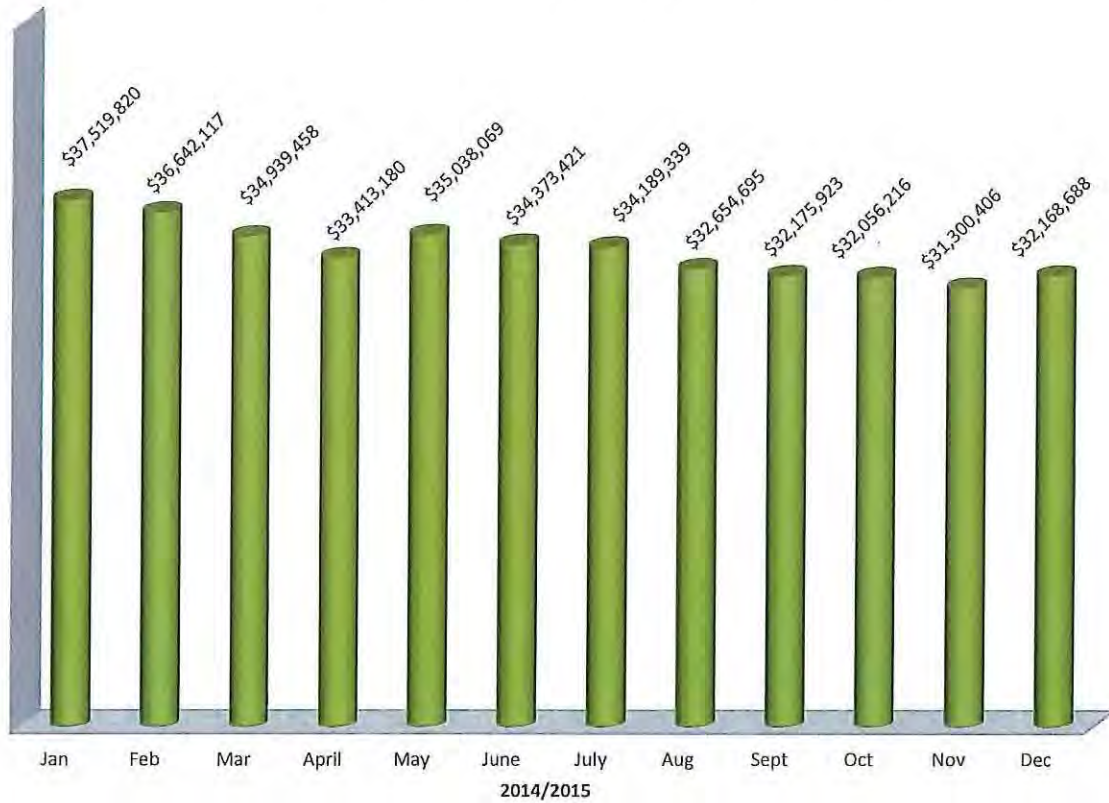
INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2015
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of December, 2015


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 103	\$ -	(3)	7.54%
TOTAL	\$ -	\$ 103	\$ -		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 16-4834

DATE: February 4, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one page summary of LWD's investments for the quarter ending December 31, 2015 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

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

SUMMARY OF INVESTMENTS AT December 31,2015

ASSETS	AMORTIZED COST 12/31/2015	% OF TOTAL	
		Actual	Allowed
LAIF - STATE INVESTMENT POOL	\$ 11,102,339	34.6%	75.0%
SAN DIEGO COUNTY INVESTMENT POOL	11,449,919	35.7%	75.0%
CAMP - JPA INVESTMENT POOL	265,495	0.8%	75.0%
CAMP PORTFOLIO - US BANK Safekeeping			
US Treasury Bonds/Notes	3,994,988	12.4%	75.0%
Federal Agency - GNMA Pools	7,055	0.02%	See below
Federal Agency Bond Notes	2,993,881	9.3%	See below
Corporate Notes	1,540,109	4.8%	10.0%
Certificates of Deposit	750,000	2.3%	
	9,286,033		
TOTAL INVESTMENTS	\$ 32,103,786	100.0%	
Total Federal Agency Investments	\$ 3,000,936	9.3%	75%

INTEREST FOR THE QUARTER ENDED December 31,2015

MONTH
October
November
December
TOTALS

INTEREST EARNED	AVERAGE RETURN
\$ 16,500	0.69%
18,285	0.65%
17,181	0.67%
\$ 51,966.00	

MEMORANDUM

Ref: 16-4826

DATE: February 4, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: January 2016 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

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

tb:PB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
January 1-31, 2016**

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS	EA
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	C. LeMay	R. Morishita	J. Stecker	T. Hill
CASA Winter Conference Palm Spings, CA Jan 19-22, 2016	Registration	525.00	525.00	525.00	525.00	525.00	525.00				
	Hotel	599.62	599.62	599.62	599.62	599.62	399.92				
	Airfare	-									
	Meals	48.71	97.00	8.48	44.88	95.48					
	Rental Car	-									
	parking	-				75.00					
	Tips	-		10.00		10.00					
	Fuel/mileage/taxi	154.44	135.00	131.76	131.76	140.40	22.00				
	Total	\$ 1,327.77	\$ 1,356.62	\$ 1,274.86	\$ 1,301.26	\$ 1,445.50	\$ 946.92	\$ -	\$ -	\$ -	\$ -
	Registration										
Hotel											
Airfare											
Meals											
Rental Car											
Parking											
Tips											
Fuel/mileage/coaster											
Total	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Registration											
Hotel											
Airfare											
Meals											
Rental Car											
Parking											
Tips											
Fuel/mileage/taxi											
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Registration											
Hotel											
Airfare											
Meals											
Rental Car											
Parking											
Tips											
Fuel/mileage/taxi											
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Notes:

Encina Wastewater Authority Report
Regular Board Meeting
January 27, 2016

EWA Board of Directors - Director Sullivan Reporting

1. Committee Assignments for Calendar Year 2016

The Board of Directors received and filed the Committee appointments for Calendar Year 2016.

2. FY 2015-16 Tactical Plan Quarterly Status Report

The Board of Directors received and filed the FY 2015-16 Tactical Plan Quarterly Status Report.

Executive Session

- 3.** The Board of Directors met in closed session to discuss public employment for the General Manager position as authorized per Government code §54957.

The Board of Directors unanimously chose Assistant General Manager Michael Steinlicht for the position of General Manager. Chair Blackburn stated that the Board of Directors will work with Mr. Steinlicht to develop an employment agreement to be presented to the EWA Board in February.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on February 3, 2016

1. The EC received project updates on the Saxony Pump Station Rehabilitation Project, the Scott's Valley Pipeline Rehabilitation Project, the Leucadia (L1) Force Main West Section Replacement Project and the Gravity Pipeline Repair Priority List procedure.

The EC requested that the Gravity Pipeline Repair Priority List procedure be presented to the Board and this item will be reviewed later in the agenda.

MEMORANDUM

DATE: February 4, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **California Asset Management Program (CAMP) Individual Portfolio Program Status Report**

RECOMMENDATION:

1. This item is presented for information purposes.

DISCUSSION:


The LWD Board of Directors initially authorized the investment of up to \$15 million dollars of reserve funds in the CAMP Individual Portfolio Program in November 2004. In April 2006, the Board of Directors authorized the investment of an additional \$5 million into the CAMP Individual Portfolio to bring the total maximum investment up to \$20 million.

Over the last couple of years, staff has been working closely with the CAMP Program administrator, Public Financial Management (PFM), to invest and reinvest LWD's authorized funding. Mr. Richard Babbe of PFM/CAMP will present a brief overview of the Individual Portfolio Program's performance to date at the meeting.

This item is presented for information purposes and there is no action required.

th:PJB

MEMORANDUM

DATE: February 4, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Resolution No. 2270 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF)**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2270 authorizing investment of funds in the Local Agency Investment Fund (LAIF).
2. Discuss and take action, as appropriate.

DISCUSSION:

Resolution No. 2270 adopted by the Board of Directors in March 2006 authorized General Manager Paul Bushee and Administrative Services Manager Charles LeMay to deposit and withdraw money in the Local Agency Investment Fund (LAIF). With the recent retirement of Mr. LeMay, the resolution requires update.

Attached for your consideration is Resolution No. 2270 designating General Manager Paul Bushee and Administrative Services Manager Richard Duffey as the LWD officers authorized to deposit and withdraw funds from LAIF.

Staff recommends that the Board of Directors adopt this resolution as presented.

If adopted, Resolution No. 2270 will supersede Resolution No. 2159.

cal:PJB

Attachment

RESOLUTION NO. 2270

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
AUTHORIZING INVESTMENT OF MONIES
IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated herein is in the best interests of the Leucadia Wastewater District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the deposit and withdrawal of Leucadia Wastewater District's monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the Leucadia Wastewater District's Officers identified herein below and/or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund.

Paul J. Bushee
(Name)

Richard A. Duffey
(Name)

General Manager
(Title)

Administrative Services Manager
(Title)

(Signature)

(Signature)

This Resolution is effective February 10, 2016 and supersedes Resolution No. 2159.

Wastewater District held February 10, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Don Omsted, President

ATTEST:

Paul J. Bushee, General Manager

MEMORANDUM

DATE: February 4, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Conflict of Interest Code


RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2271 updating and revising Leucadia Wastewater District's Conflict of Interest Code.
2. Discuss and take other action, as appropriate.

DISCUSSION:

On September 13, 1995, Leucadia Wastewater District approved Resolution No. 2027 adopting the Fair Political Practices Commission's Standard Model Conflict of Interest Code. Since then, the Board has periodically updated the Code as required. The District last amended the Code and Appendix A on August 15, 2012 when the Board adopted Resolution No. 2226.

The Leucadia Wastewater District (LWD) is required by California Code to biennially review its Conflict of Interest Code (CIC). No amendments were necessary during the 2014 review. However, staff recently reviewed and determined that an amendment to designated positions listed in Appendix A are required. The specific change includes:

- Adding the Administrative Services Supervisor designation

Resolution No. 2271 (Attachment 1) and LWD's proposed Conflict of Interest Code (Attachment 2) are attached for the Board's review. If approved, Resolution No. 2271 will rescind all previously adopted resolutions approving LWD Conflict of Interest Codes and adopt in their place the proposed code contained in Attachment 2. LWD Counsel has reviewed both attachments.

Staff therefore recommends that the Board of Directors adopt Resolution No. 2271 updating and revising LWD's Conflict of Interest Code.

Attachments

RESOLUTION NO. 2271

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, Leucadia Wastewater District (LWD) Resolution No. 2027, approved on September 13, 1995, adopted the Fair Political Practices Commission’s Standard Model Conflict of Interest Code; and

WHEREAS, LWD Resolution No. 2226, approved on August 15, 2012 last amended the Conflict of Interest Code; and

WHEREAS, LWD has completed a review of its Conflict of Interest Code and determined that changes are required to the designated positions set forth in Appendix “A” of the Code;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Leucadia Wastewater District does hereby rescind all previously adopted resolutions approving Leucadia Wastewater District Conflict of Interest Codes and re-adopts in their place and stead the Fair Political Practices Commission’s Standard Model Conflict of Interest Code and Appendix “A” attached hereto.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held February 10, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald Omsted, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

**CONFLICT OF INTEREST CODE
OF THE
LEUCADIA WASTEWATER DISTRICT**

Ref: 16-4830

The Political Reform Act of 1974 (Government Code Section 81000, et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission (FPPC) has adopted a regulation, California Code of Regulations, Title 2, Division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference as an agency's code. After public notice and hearing, the regulation may be amended by the FPPC to conform to amendments in the Political Reform Act.

Therefore, the terms of Title 2, Division 6 of the California Code of Regulations Section 18730 and any future amendments to it duly adopted by the FPPC are hereby adopted and incorporated herein by reference. This regulation and the Appendix attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Leucadia Wastewater District. ~~This code shall take effect when approved by the Board of Supervisors for the County of San Diego, and shall thereupon supersede all prior codes adopted by the Leucadia Wastewater District.~~

Pursuant to Section 4 of the standard code, designated employees shall file statements of economic interests with the Secretary of the Leucadia Wastewater District. Upon receipt of the statements of the members of the Board of Directors and the General Manager, the Secretary shall make and retain copies and forward the originals of these statements to the Clerk of the San Diego County Board of Supervisors. The Leucadia Wastewater District shall retain statements for all other designated employees. Statements submitted by candidates for elected office shall be filed with the Secretary of the District on or before the deadline for filing the Declaration of Candidacy forms with the Registrar of Voters. The Leucadia Wastewater District shall also retain these statements.

Adopted by the Board of Directors of the Leucadia Wastewater District on the 10th day of February 2016.

Donald Omsted, President

ATTEST:

Paul J Bushee, Secretary/Manager

APPENDIX A

AMENDED CONFLICT OF INTEREST CODE OF LEUCADIA WASTEWATER DISTRICT DESIGNATED POSITIONS

All District officials who manage the investment of public funds are included in and governed by this Conflict of Interest Code only with respect to its disqualification provisions. For purposes of disclosure, all District officials who manage the investment of public funds are governed by the statutory conflict of interest provisions of Article 2 of Chapter 7 of the Political Reform Act of 1974. (Government Code Section 87200, et seq.)

The persons holding positions listed below are "designated employees" who are subject to the provisions of this Code. Each such designated employee is required to disclose interests only in those categories set forth, which are identified by the numbers following his or her title.

Disclosure Categories

The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property that the designated employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in, and sources of income from, all business entities that do business or own real property in the District, plan to do business or own real property in the District within the next year or have done business or owned real property in the District within the past two years.

Category 2: All interest in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities subject to the regulatory, permit or licensing authority of the Designated Employee's Department, will be subject to such authority within the next year or have been subject to such authority within the past two years.

Category 4: All investments in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property in the District, plan to engage in such activities in the District within the next year or have engaged in such activities in the District within the past two years.

Category 5: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan or other financial institutions.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery or equipment of a type purchased or leased by the District.

Category 7: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery or equipment of a type used or administered by the Designated Employee's Department.

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Technical Services Manager	6, 7
Field Services Superintendent	6, 7
Field Services Supervisor	6, 7
<u>Administrative Services Supervisor</u>	<u>6, 7</u>

<u>Consultants*</u>	<u>Disclosure Categories</u>
Financial Consultants	1, 2, 4, 5, 6
Engineering Consultants	1, 2, 6
Environmental Consultants	1, 2, 4, 6
Public Relations Consultants	1, 2, 6

The following positions are *not* covered by the code because they must file under Government Code Section 87200, and, therefore, are listed for informational purposes only:


- Board of Directors
- General Manager
- Administrative Services Manager
- General Counsel, Attorney

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations.

* Consultants shall not be required to file disclosure statements where they: (a) conduct research and arrive at conclusions with respect to rendition of information, advice, recommendation or counsel independent of control and direction of the agency or any agency official other than normal contract monitoring; and (b) possess no authority with respect to any agency decision beyond the rendition of information, advice, recommendation or counsel. The determination as to whether a consultant shall be required to file a disclosure statement shall be made by the General Manager or his or her designee.

MEMORANDUM

Ref: 16-4821

DATE: February 4, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Annual Review of LWD Reserve Fund Policy

RECOMMENDATION:

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

1. Receive and file the Annual Reserve Policy Review Report.
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Financial / Finance Policy Reviews

This item will be reviewed by the IFC at its February 9, 2016 meeting and staff will forward their recommendation to the Board for approval.

In February 2005, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Reserve Fund Policy which established a means for the District to ensure that sufficient funds are available for current operating and capital needs. The policy was last revised in February 2014.

The Reserve Fund Policy establishes two distinct reserves at LWD: 1) Restricted Reserves and 2) Unrestricted Reserves. The policy also establishes various designations within each type of reserve and calls for an annual review of the reserve balances. This report constitutes that review.

During December 2015, the Board received the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2015 that included the following reserve balances:

Restricted Reserves:

<u>Reserve Designation</u>	<u>Reserve Balance</u>
Capital Improvement Reserve	\$688,806
Total	\$688,806

Unrestricted Reserves:

<u>Reserve Designation</u>	<u>Reserve Balance</u>
Operations Reserve	\$ 2,138,831
Replacement Reserve	\$17,678,274
Water Recycling Reserve	\$1,778,044
Emergency Reserve	7,500,000
Total	\$29,095,149

Staff will provide an overview of the reserve activity during the meeting. Staff is *not* recommending any changes to the existing Reserve Fund Policy. A copy of the Policy is attached for the Board's review.

th:PJB

Attachment

**LEUCADIA WASTEWATER DISTRICT
RESERVE FUND POLICY**

Ref: 14-3948

A. POLICY STATEMENT:

One key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital and debt service cost needs. An additional critical element of fiscal responsibility is to anticipate and prepare for future funding requirements as well as for unforeseen disasters and other unforeseen events. The Leucadia Wastewater District (LWD) will at all times strive to have sufficient funding available to meet its operating, capital, and debt service cost obligations. Reserve funds will be accumulated and maintained in a manner, which allows LWD to fund costs consistent with LWD's Long Range Capital Plan and Long Range Financial Plan while avoiding significant rate fluctuations due to changes in cash flow requirements. LWD will also maintain an emergency reserve position that may be utilized to fund unexpected disasters or unanticipated major failures. The Board of Directors will annually review the level of reserve funds maintained.

B. DEFINITIONS:

Restricted Reserves: Restrictions on their use are imposed by an outside source such as creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted Reserves: Have no externally imposed use restriction. The use of Unrestricted Reserve funds is at the discretion of the Board of Directors. There are two categories of Unrestricted Reserves -Designated and Undesignated. At LWD, all Unrestricted Reserves are Designated Reserves.

Designated Reserves: Set-aside for a specific purpose, which is, determined by the Board of Directors. The Board of Directors also has the authority to redirect the use of these reserve funds as needs of LWD change.

C. LEUCADIA WASTEWATER DISTRICT RESERVES:

LWD maintains the following reserve funds:

1.0 RESTRICTED RESERVES:

a) Capital Improvement Reserve:

The purpose of the Capital Improvement Reserve is to finance future capital facilities that are expansion /growth related. These capital improvements are identified in LWD's Asset Management Plan and Comprehensive Financial Plan Update. These reserve funds are accumulated in an orderly manner in conformance with State law and drawn down as required by growth related capital projects.

2.0 UNRESTRICTED DESIGNATED RESERVES:

a) Operating Reserve:

Since the majority of operating revenues are received periodically over the fiscal year and operating expenses are incurred uniformly over the fiscal year, an operating reserve is necessary to fund those costs attributable to daily operations. To meet daily operational needs LWD has established an Operating Reserve balance at 33% of annual operating expenses.

b) Replacement Reserve:

The Replacement Reserve provides funds for capital replacement and refurbishment of existing facilities. These capital improvements are identified in LWD's Asset Management Plan and Comprehensive Financial Plan Update. Replacement reserve funds are accumulated in an orderly manner and drawn down as required to fund capital replacement projects. To avoid abrupt sewer service rate changes, this reserve may be used to stabilize rates. The Replacement Reserve shall not exceed the 20-year capital replacement costs as identified in the Comprehensive Financial Plan Update.

LWD's capacity fee represents a system buy-in that takes into account the value of existing capacity pre-built by current users that will benefit future users, and is a source of funding for the Replacement Reserve.

d) Water Recycling Reserve:

The Water Recycling Reserve will fund capital improvements and replacement of water recycling facilities. This reserve will also be used to fund operating expenses in the Water Recycling Fund whenever there is a shortfall of recycled wastewater sales revenue to operating expenses. These capital improvements are identified in LWD'S Asset Management Plan and Comprehensive Financial Plan Update. The Replacement Reserve shall not exceed the 20-year capital replacement costs as identified in the Comprehensive Financial Plan Update.

e) Emergency Reserve:

The Emergency Reserve provides funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated major failure in a period when capital improvements funds have otherwise been purposely spent down to preset limits on planned projects. The Emergency Reserve is at the discretion of the Board of Directors and is maintained at a level of \$7,500,000, which is based on the recommendation by LWD staff and the District Engineer (Exhibit A).

D. SOURCES AND USE OF FUNDS:

RESERVE	SOURCE OF FUNDS	USE OF FUNDS	NOTES
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RESTRICTED RESERVES

Capital Improvement	Interest earned on reserve	Growth related capital expenditures	Funds previously accumulated from capacity fees. Now, capacity fees reflect 100% buy-in to the system and are transferred to the Replacement Reserve
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UNRESTRICTED DESIGNATED RESERVES

Operating	Operating income and interest earned on reserve	Wastewater Operating expenses	Reserve balance maintained at 33% of budgeted operating expenses. Excess (deficit) funds transferred to/from Replacement Reserve
Replacement	Property taxes and other non-operating income, 100% of Capacity Fees, Excess operating revenues, and Interest earned on reserve	Replacement related capital expenditures and rate stabilization	Limited to 20-year capital replacement costs as identified in the Comprehensive Financial Plan Update
Water Recycling	Recycled Water sales and interest earned on reserve	Recycled Water capital improvement and replacement as well as operating expenses	Limited to 20-year capital replacement costs as identified in the Comprehensive Financial Plan Update.
Emergency	Originally funded by board action. Interest earned on reserve	Emergency repair or replacement expenditures	Reserve balance maintained at \$7,500,000 level. Excess funds transferred to Replacement Reserve

EXHIBIT A

Leucadia Wastewater District Discussion of Emergency Reserve Fund

Maintenance of an Emergency Reserve Fund (ERF) would provide the benefit of providing funds for emergency response for repair or replacement of capital facilities potentially necessary due to natural disaster damage or unanticipated major failure in a period when capital improvement funds have otherwise been purposely spent down to preset limits on planned projects. Separately, Capital Reserve Funds will be accumulated in a planned manner through financing, setting aside a portion of sewer service fees, or a combination of both methods, as determined by Board policy.

The amount to be recommended for maintenance in the ERF has been evaluated and discussed by Leucadia Wastewater District (LWD) staff and the District Engineer. The following table lists some pros and cons for three potential levels of ERF.

ERF Alternatives	Pros	Cons
Alternative 1: LWD maintain small ERF of \$1.0 million	<ol style="list-style-type: none"> 1) Reduces initial reliance on borrowing. 2) Would extend period of reduced rate increases. 	<ol style="list-style-type: none"> 1) Not enough reserve to respond to many reasonably possible emergency events. 2) Increased risk at point of ERF exhaustion that emergencies could not be responded to timely. 3) Reduced District liquidity and lesser financing qualifications. 4) Increased long term reliance on borrowing.
Alternative 2: LWD maintain a Moderate ERF of \$7.5 million	<ol style="list-style-type: none"> 1) Sufficient funds to adequately replace or repair two major District facilities on an emergency basis. 2) Sufficient funds to replace or repair about six or seven concurrent intermediate size facility problems at any given time. 3) Unlikely to deplete ERF in a time period that would not allow establishment of additional financing, if necessary. 4) Provides opportunity for investment of modest amount of about 1.5 years worth 	<ol style="list-style-type: none"> 1) Ties up \$7.5 million of funds that could be used to offset or defer rate increases. 2) May be considered as ability to pay discretionary fines in the potential event of a major wastewater spill. 3) Over time, it may be determined that the \$7.5 million amount should be decreased or increased depending on facility performance and risk tolerance.

	<p>of sewer service fee collections.</p> <p>5) Provides ability to fund one to two years of typical CIP schedule projects, while additional funding is being established.</p> <p>6) Increases liquidity of District that would be considered positively by financial markets when considering other financing issues.</p>	
<p>Alternative 3: LWD maintain a Large ERF of \$15 million</p>	<p>1) Very little risk that any emergency situation would result that funds were not available for immediate response.</p>	<p>1) Maintenance of large reserves is considered by some watch dog entities as a negative attribute.</p>

Based on an analysis of the above three ERF funding alternatives above, LWD staff and the District Engineer recommend that LWD adopt Alternative 2 – LWD Maintain a Moderate ERF of \$7.5 million.

MEMORANDUM

DATE: February 4, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Comprehensive Financial Plan Tracking



RECOMMENDED:

- 1) This item is presented for information purposes only.

DISCUSSION:

Tactical Goal: Financial Plan Update


This agenda item was presented to the Investment and Finance Committee at their February 9, 2016 meeting. This was included as a goal under "Finances" in the Fiscal Year 2016 (FY16) Tactics & Action Plan.

During 2013, Leucadia Wastewater District (LWD) updated its Comprehensive Financial Plan. The purpose of this plan is to ensure the financial stability of the District through a long-term financial planning process that projects future financial conditions and provides guidance in our decision-making process.

Each year, following the completion of our annual audit, staff updates the financial model using audited figures. Staff has completed this year's internal update and will present an overview of how LWD is tracking with the Comprehensive Financial Plan.

th: PJB

MEMORANDUM

DATE: February 4, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Discussion of LWD Management Consulting Services

Staff requests that the Board of Directors:

- 1) Discuss and provide direction, as appropriate

DISCUSSION

At last month's Board meeting, there were several questions pertaining to Confidence Consulting's fees that were listed in the demands. It was agreed, that this issue would be placed on the February 2016 Board agenda for further discussion. This item serves as the follow-up to January's discussion.

More specifically, there was a question regarding the \$19,752 in fees paid to Confidence Consulting that were listed in the demands. The breakdown of the services provided for the associated fees are as follows:

Services Provided	Fees
All Hands Teambuilding Session (October)	\$3,816.89
Management Team Coaching (November)	\$3,167.60
Employee Satisfaction Survey (December)	\$12,767.53
Total	\$19,752.02

By way of background, the Board of Directors approved a services agreement with Confidence Consulting in September 2012. The agreement called for a retention expense of \$3,000 per month plus expenses. Last year, several Board members expressed concern with the retention component of the agreement from the perspective that paying fees in times where no services were provided did not seem appropriate. As a result, staff informed the Board in late May that the retention agreement would be terminated and that staff would utilize Confidence Consulting's services in a task based approach within the General Manager's signature authority. The retention agreement called for a 30 day written notice to terminate and this notice was provided in June 2015.

Staff also indicated, during the Board's review of the FY 2016 Tactics & Action Plan, that key items under the "People" Strategic Focus area included the all hands teambuilding session and the employee satisfaction survey. Staff executed a task based agreement with Confidence Consulting that included the aforementioned items as well as some limited management coaching. A copy of the agreement has been attached for your review.

To date, the District has spent approximately \$27,000 in management support fees during FY 2016. This amount is for services that are part of the attached agreement plus remaining fees from the previous retention agreement that extended into FY 2016 due to the 30 day cancellation notice. The fees are within the FY 2016 Budget amount for these services.

This item is placed on today's agenda for the Board's discussion and to provide direction, as appropriate.

PJB:

Attachment

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE LEUCADIA WASTEWATER DISTRICT
AND CONFIDENCE CONSULTING
FOR TEAMBUILDING SERVICES**

16-4716

This Professional Services Agreement ("Agreement") is made on this 24th day of September, 2015, between the LEUCADIA WASTEWATER DISTRICT ("DISTRICT"), and CONFIDENCE CONSULTING ("CONSULTANT"), an independent contractor, with a principal place of business in Provo, Utah.

**ARTICLE 1.
TERM OF CONTRACT**

1.01. This Agreement will become retroactively effective on July 15, 2015 and will continue in effect until either all services are completed as described in Attachment A, Scope of Services or terminated as provided under Article 7.

**ARTICLE 2.
SERVICES TO BE PERFORMED BY CONSULTANT**

Specific Services

2.01. CONSULTANT will perform the deliverables within the scope described in Attachment A, Scope of Work. CONSULTANT will provide DISTRICT with periodic reports regarding the progress of services performed, at the DISTRICT's request. Any changes to the scope of services or timeframes identified in Attachment A must be authorized by the DISTRICT in writing.

2.02. CONSULTANT will determine the method, details, and means of performing the above-described services.

Status of CONSULTANT

2.03. CONSULTANT and its employee(s) are engaged in an independent contractor relationship with DISTRICT in performing all work, duties and obligations hereunder. DISTRICT shall not exercise any control or direction over the methods by which CONSULTANT shall perform its work and functions. DISTRICT's sole interest and responsibility is to ensure that the services covered by this Agreement are performed and rendered in a competent, satisfactory and legal manner. The parties agree that no work, act, commission or omission of CONSULTANT or its employee(s) pursuant to this Agreement shall be construed to make CONSULTANT or its employee(s) the agent, employee or servant of DISTRICT. CONSULTANT and its employee(s) are not entitled to receive from DISTRICT vacation pay, sick leave, retirement benefits, Social Security, workers' compensation, disability benefits, unemployment benefits or any other employee benefit of any kind.

Payment of Income Taxes

2.04. CONSULTANT shall be solely responsible for paying all federal and state employment and income taxes, for carrying workers' compensation insurance and for otherwise complying with all other employment law requirements with respect to CONSULTANT or its employee(s).

2.05. Relating solely to the payment of taxes, CONSULTANT agrees to indemnify, defend and hold DISTRICT harmless from any and all liability, damages or losses (including attorneys' fees, costs, penalties and fines) DISTRICT suffers as a result of (a) CONSULTANT's failure to meet its obligations under paragraph 2.04, or (b) a third party's designation of CONSULTANT or its employee as an employee of DISTRICT, regardless of any actual or alleged negligence by DISTRICT.

Compliance with Laws/Rules

2.06. CONSULTANT will perform all services under this agreement in good faith and in the best interests of DISTRICT. In performing the services specified in this Agreement, CONSULTANT agrees to comply with all federal and state laws, rules and regulations, applicable DISTRICT policies and procedures, departmental rules and other directives applicable to the services to be performed. Any changes to DISTRICT policies and procedures that relate to CONSULTANT will be provided to CONSULTANT in writing. CONSULTANT agrees to review such policies, procedures, rules and directives the contents of which CONSULTANT will be deemed to have knowledge.

ARTICLE 3 PROJECT TEAM

3.01 DISTRICT has a primary interest in maintaining the individual services of the following key project team member:

1. Jeff K. Bills

No member of the project team shall be removed from the project team or reassigned by CONSULTANT without prior approval of DISTRICT. Such approval shall not be unreasonably withheld or delayed. The CONSULTANT shall be required to immediately inform the DISTRICT should any of the key members become unavailable. The credentials for substitutes for key project members must be submitted to the DISTRICT for review and approval. An interview may also be required if so desired by the DISTRICT.

ARTICLE 4 COMPENSATION

4.01 Compensation for all work performed under this Agreement shall be on a task basis for the services described in Attachment A and shall not exceed \$22,400 plus incidental expenses. The parties agree that this compensation was developed in accordance with the customary and prevailing compensation level in the community and surrounding area for comparable services. CONSULTANT and DISTRICT agree that this fee was arrived at through arm's length negotiations between the parties.

Payment of Expenses

4.02 DISTRICT will reimburse CONSULTANT for all reasonable expenses incurred in performing services under this Agreement as the work progresses. CONSULTANT shall submit invoices to the DISTRICT'S Project Manager. Such invoices shall include a brief narrative description of the work performed, as well as detailed time expenditures on a task by task basis pursuant to Attachment A. The term "incidental expenses" means travel expenses approved by the District, telephone bills, federal express charges, mailing charges and any other pre-approved expenses by DISTRICT. CONSULTANT will provide DISTRICT with receipts for all

expenses. DISTRICT shall make payment to CONSULTANT within forty-five (45) days of receipt of approved invoice. Payment provision for any service other than those described in Attachment A will be set forth in an amendment to the Agreement.

**ARTICLE 5
OBLIGATIONS OF CONSULTANT**

Non-Exclusive Relationship

5.01 CONSULTANT may represent, perform services for, and contract with as many additional clients, persons, or companies as CONSULTANT, in its sole discretion, sees fit.

Tools, Materials, and Equipment

5.02 CONSULTANT will supply all tools materials, and equipment required to perform the services under this Agreement.

CONSULTANT's Qualifications

5.03 CONSULTANT represents that its employee(s) has the qualifications and skills necessary to perform the services under this Agreement in a competent, professional manner, without the advice or direction of DISTRICT. This means CONSULTANT is able to fulfill the requirements of this Agreement. Failure to perform all the services required under this Agreement constitutes a material breach of the Agreement. CONSULTANT has complete and sole discretion for the manner in which the work under this Agreement will be performed.

Indemnity

5.04 CONSULTANT agrees to indemnify, defend, and hold DISTRICT and its officials, officers, directors, agents and employees free and harmless from all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including for bodily injury and property damage, interest, penalties, attorneys' fees, litigation expenses and costs that such entities or persons may incur as a result of any negligent act or omission by CONSULTANT or a breach by CONSULTANT of any representation or agreement contained in this Agreement.

Conflict of Interest

5.05 Upon the award of this Contract and periodically thereafter, CONSULTANT may be required to complete and file with the DISTRICT a Conflict of Interest form, to be provided to CONSULTANT by DISTRICT.

Assignment

5.06 Neither this Agreement nor any duties or obligations under this Agreement may be assigned by CONSULTANT without the prior written consent of DISTRICT.

**ARTICLE 6
OBLIGATIONS OF DISTRICT**

6.01 DISTRICT agrees to comply with all reasonable requests of CONSULTANT and provide access to all documents reasonably necessary to the performance of CONSULTANT's duties under this Agreement.

Indemnity

6.02 DISTRICT agrees to indemnify, defend, and hold CONSULTANT and its officials, officers, directors, agents and employees free and harmless from all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including for bodily injury and property damage, interest, penalties, attorneys' fees, litigation expenses and costs that such entities or persons may incur as a result of any negligent act or omission by DISTRICT or breach by DISTRICT of any representation or agreement contained in this Agreement.

**ARTICLE 7
TERMINATION OF AGREEMENT**

Termination for Default

7.01 If either party defaults in the performance of this Agreement or materially breaches any of its provisions, the non-breaching party may immediately terminate this Agreement by giving written notification to the breaching party. Termination will take effect immediately on receipt of notice by the breaching party or five (5) calendar days after mailing of notice, whichever occurs first. For the purposes of this paragraph, material breach of this Agreement includes, but is not limited to, the following:

7.01.1 CONSULTANT's failure to complete the services specified in Article 2 of this Agreement.

7.01.2 CONSULTANT's material breach of any representation or term contained in this Agreement.

7.01.3 DISTRICT's material breach of any representation or agreement contained in this Agreement.

Termination Without Cause

7.02 EITHER party may terminate or abandon any portion or all of the work without cause by giving thirty (30) calendar days written notice. Notice shall be delivered by certified mail, return receipt requested. In such event, EITHER party shall negotiate a revision to the compensation based on documentation of work completed to-date, however, no amount shall be allowed for anticipated profits or unperformed services. Upon termination of the agreement, DISTRICT will be given immediate title to all written data, original drawings and other documents, developed for that portion of the work for which compensation has been received by CONSULTANT.

Compensation Upon Termination

7.03 Upon termination of this agreement under Sections 7.01 or 7.02 above, DISTRICT will pay to CONSULTANT any outstanding service fees or expenses minus any costs reasonably

incurred by DISTRICT related to CONSULTANT's services under this Agreement prior to the notice of termination.

**ARTICLE 8
PROPRIETARY RIGHTS
Confidential Information**

8.01 Any written, printed, graphic, or electronically or magnetically recorded information furnished by DISTRICT for CONSULTANT's use are the sole property of DISTRICT. This proprietary information includes, but is not limited to, customer requirements, customer lists, marketing information, and information concerning DISTRICT employees, products, services, prices, operations, and subsidiaries.

8.02 CONSULTANT and its employee(s) will keep this confidential information in the strictest confidence, and will not disclose it by any means to any person except with DISTRICT approval, and only to the extent necessary to perform the services under this Agreement. This prohibition also applies to CONSULTANT's employees, agents, and subcontractors. On termination of this Agreement, CONSULTANT will promptly return any confidential information in its possession to DISTRICT.

**ARTICLE 9
GENERAL PROVISIONS
Notices**

9.01 Any notices required to be given under this Agreement by either party to the other may be affected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the parties at the addresses below, but each party may change the address by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first.

To DISTRICT: Leucadia Wastewater District
 1960 La Costa Avenue
 Carlsbad, California 92009
 Attention: Mr. Paul J. Bushee, General Manager

To CONSULTANT: Confidence Consulting
 2733 North University Avenue
 Provo, Utah 84604
 Attention: Mr. Jeff K. Bills

Entire Agreement of the Parties

9.02 This Agreement contains the entire understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements, or conditions, express or implied, oral or written, except as herein contained. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof. This Agreement may not be modified or amended other than by an agreement in writing.

Partial Invalidity

9.03 If any non-material provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

Attorneys' Fees

9.04 If any legal action, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

Document and Materials Ownership

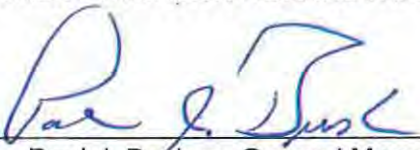
9.05 All original drawings, diskettes, and other copies of documents and materials developed for the project, including detailed calculations, shall be furnished to and become the property of DISTRICT. The DISTRICT agrees to indemnify the CONSULTANT for claims, damages, or liabilities caused by any use by the DISTRICT of the plans, drawings, specifications, and all information gathered by the CONSULTANT on any project other than the one for which such plans, drawings, and specifications were prepared and information gathered by the CONSULTANT.

Governing Law

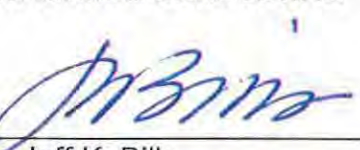
9.06 This Agreement and all questions relating to its validity, interpretation, performance, and enforcement (including, without limitation, provisions concerning limitations of actions), shall be governed by and construed in accordance with the laws of the state of California, notwithstanding any conflict-of-laws doctrines of such state or other jurisdiction to the contrary and without the aid of any canon, custom, or rule of law requiring construction against the draftsman.

Executed in San Diego County, California, on the day first written above.

LEUCADIA WASTEWATER DISTRICT

By: 
Paul J. Bushee, General Manager

CONFIDENCE CONSULTING

By: 
Jeff K. Bills

ATTACHMENT A
SCOPE OF WORK

Scope:

DATE	WORK DESCRIPTION	AMOUNT
7.15.15	MANAGEMENT TEAM LEADERSHIP DEVELOPMENT SESSION TOPIC: PERSONAL GROWTH AND DEVELOPMENT HOW TO KEEP HIGH ACHIEVERS FROM DISRUPTING THEIR OWN LIVES	\$2500.00
9.24.15	PRE-EMPLOYMENT ASSESSMENTS / CONSULTATION WITH LEADERSHIP ASSESSMENT INTERVIEWS FOR POTENTIAL NEW HIRES	2400.00
10.27.15	FULL STAFF TEAM BUILDING SESSION ¾ DAY ALL STAFF TEAM BUILDING SESSION TO IMPROVE COMMUNICATION AND TRUST AMONG ALL STAFF	3000.00
Week of 11.9.15	MANAGEMENT TEAM COACHING SESSION QUARTERLY COACHING SESSION WITH MEMBERS OF THE LEADERSHIP TEAM. TOPIC: COMMUNICATION TECHNIQUES FOR IMPROVING INDIVIDUAL EMPLOYEE PERFORMANCE	2500.00
12.01.15	EMPLOYEE OPINION SURVEY COMPLETION OF THE INDIVIDUAL INTERVIEWS WITH ALL STAFF AND ASSESSING RESULTS FOR STAFF SATISFACTION	12,000.00
TOTAL		\$22,400.00

EXPENSES:

IN ADDITION TO THE WORK DESCRIBED ABOVE, EXPENSES WILL BE BILLED IN ADDITION AND INCLUDE AIR FARE, HOTEL, MEAL COSTS, RENTAL CAR AND PARKING.



San Diego Chapter

California Special Districts Association

February 2, 2016

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

Board of Directors

President
Michael J. Bardin
Santa Fe Irrigation District

First Vice-President
Jim Peasley
Padre Dam Municipal Water
District

Second Vice-President
Tim Gieser
Deer Springs Fire
Protection District

Treasurer
Richard Stevenson
Sweetwater Authority

Secretary
Diana Towne
Rincon del Diablo Municipal
Water District

Past President
Kathleen Coates Hedberg
Helix Water District

State CSDA Director
Jo MacKenzie
Vista Irrigation District

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

Cyber Security and Control Systems

presented by Brian Croom, Padre Dam MWD Information Systems Manager, and
Rich Mellor, Padre Dam MWD SCADA Technician

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

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

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

Tri-Tip Steak, with Bordelaise Sauce, Garlic Mashed Potatoes and Vegetables
Fresh Fillet of Tilapia, Baked and Topped with a Lemon-Caper Butter Sauce
Vegetarian Pasta, Mushrooms, Spinach, Feta Cheese with Pappardelle Pasta

Registration deadline is: Thursday, February 11, 2016

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

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

San Diego Chapter CSDA Dinner Meeting Registration Form

Thursday, February 18, 2016

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

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

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

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

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

Agency: _____ Contact Name: _____

Phone Number: _____ Email: _____

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

Entrée Selection 1 2 3

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Name/Title: _____ Choice:

Name/Title: _____ Choice:

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

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

Make check payable to San Diego Chapter CSDA

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

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

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

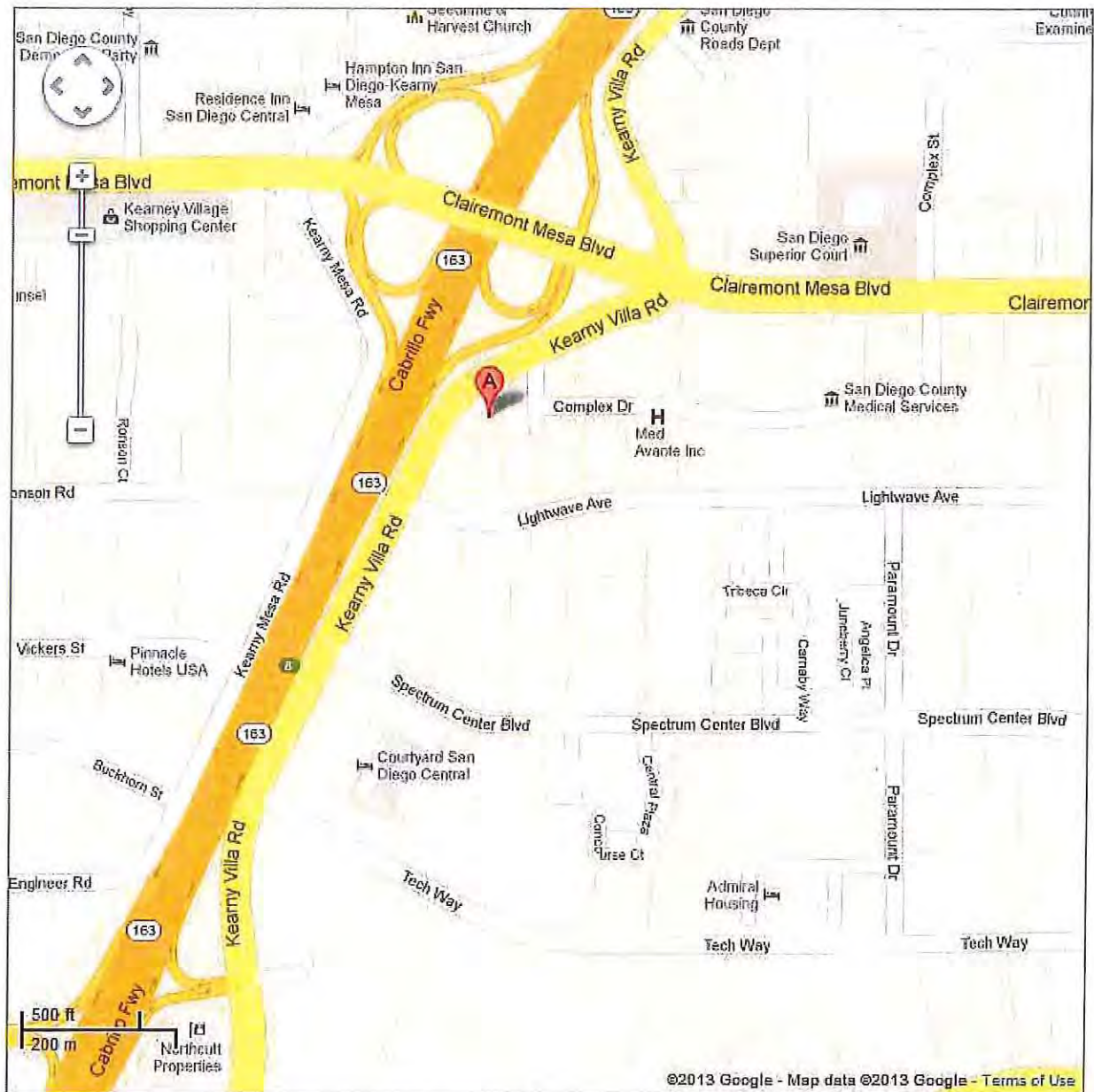
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Directions to: The Butcher Shop Steakhouse – Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Located just off HWY 163 & Clairemont Mesa Blvd.

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

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



Directors' Meetings

Presented by Directors Omsted, Hanson, Sullivan, Kulchin, and Juliussen

Conference

2016 CASA Winter Conference

Dates and Location

January 19-22, 2016

Hilton Palm Springs Resort, CA

List of Attendees

President Don Omsted

Vice President Judy Hanson

Director Elaine Sullivan

Director Dave Kulchin

Director Allan Juliussen

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