



LEADERS IN
ENVIRONMENTAL
PROTECTION

BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, February 11, 2015
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
 - A. Achievement of an Organizational Objective – CWEA San Diego Section 2014 Engineering Achievement Award. (Page 5)
 - B. California Sanitation Risk Management Authority (CSRMA) Workers' Compensation Excellence Award. (Page 6)

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 14, 2015 Regular Board Meeting (Pages 7-13)

February 4, 2015 Investment & Finance Committee Meeting (Pages 14-15)

8. Approval of Demands for January/February 2015

This item provides for Board of Directors approval of all demands paid from LWD during the month of January and a portion in February 2015. (Pages 16-35)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 14 to FY 15 and flows by sub-basin. (Pages 36-39)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 15 budget and discloses monthly investments. (Pages 40-47)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending December 31, 2014. (Pages 48-49, Attachment 11A)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2015. (Pages 50-51)

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority Reports

- A. A Regular EWA Board meeting was held on January 28, 2015 – report by Director Sullivan. (Page 52)
- B. An Encina Member Agencies Manager's Meeting was held on February 3, 2015 – report by GM Bushee. (Verbal)

14. Committee Reports

- A. Investment & Finance Committee meeting was held on February 4, 2015 – report by Director Hanson. (Page 53)

- B. Engineering Committee meeting was held on February 10, 2015 – report by Director Kulchin. (Verbal)

ACTION ITEMS

- 15. Governmental Accounting Standards Board Update (GASB Statement No. 68).** (Page 54)
- 16. Contract Amendment No. 2 to White Nelson Diehl Evans LLP for Financial Auditing Services**
Authorize the General Manager to execute a one-year contract amendment with White Nelson Diehl Evans LLP for Financial Auditing Services for Fiscal Year 2015 (FY 15) in an amount not to exceed \$22,000. (Pages 55-57)
- 17. Annual Review of LWD Reserve Fund Policy**
Receive and file the Annual Reserve Policy Review Report. (Pages 58-63)
- 18. West Influent Pipeline Agreement**
Adopt Resolution No. 2257 - Approving an Agreement for the Ownership, Operation, and Maintenance of the West Influent Pipeline. (Pages 64-77)
- 19. Board of Directors Agenda Preparation Policy.**
Adopt Resolution No. 2258 – Board of Directors Agenda Preparation Policy. (Pages 78-80)
- 20. CASA Board of Directors Call for Candidates.** (Pages 81-84)

INFORMATION ITEMS

- 21. Project Status Updates and Other Informational Reports**
A. The WateReuse 2015 Annual Conference is scheduled for March 15 – 17, 2015 at the Millennium Biltmore Hotel in Los Angeles.
- 22. Directors' Meetings and Conference Reports**
A. The CASA 2015 Winter Conference was held on January 20 – 23, 2015 at the Hilton Palm Springs. (Page 85)
- 23. General Manager's Report**
- 24. General Counsel's Report**
- 25. Board of Directors' Comments**
- 26. 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 5, 2015



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

Ref: 15-4366

Date: February 5, 2015
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 Engineering Achievement Award and the Mechanical Technician of the Year. A brief summary of each award follows:

Engineering Achievement Award

This award recognizes the innovative trenchless technology called Horizontal Directional Drilling (HDD) that was used during the Recycled Water Pipeline Repair Project. The project involved repairing the existing 12" cement recycled water transmission pipeline that crosses the San Marcos Creek at the La Costa Resort and Spa. The HDD method was cost effective, it minimized construction time and incurred little disturbance to the golf course daily operations. The Engineering Achievement 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.


Mechanical Technician of the Year Award

Mr. Steve Krason, a Field Service Technician II, received the Mechanical Technician of the Year Award. Steve has been employed at LWD since 2000 and is known as the "guru and pump master". In achieving this award, the selection committee recognized the fact that Steve assumed a very active role in assisting with the preliminary design phase to rehabilitate the District's Saxony Pump Station. In addition, during the Batiquitos Pump Station Rehabilitation Project he worked numerous nights assisting the contractor with a 4 MGD pump station bypass. As a result the project and bypass was successfully completed without a sewer system overflow.

Please join me in congratulating Steve 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 at the San Diego Town and County Resort.

PJB:

MEMORANDUM

DATE: February 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **CSRMA Workers' Compensation Excellence Award**

It is my pleasure to announce that the Leucadia Wastewater District (LWD) continued its success by winning another award presented by the California Sanitation Risk Management Authority (CSRMA).

CSRMA Workers' Compensation Excellence Award

On January 22, 2015 at the CSRMA Board of Directors meeting, the District was presented with the Workers' Compensation Excellence Award in the Small Agency Category for Program Year 2013-2014. This award reflects LWD's ongoing commitment to safety and the fact that LWD had no workers' compensation claims during the program year.

Please join me in congratulating LWD staff for this outstanding accomplishment.

PJB:

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
January 14, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, January 14, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:

Juliussen, Omsted, Hanson, Sullivan and Kulchin

DIRECTORS ABSENT:

None.

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Superintendent Jeff Stecker, Executive Assistant Trisha Hill, Engineer Steve Deering with Dudek, CPA Richard Duffey, Randy Pickering and Polly Jones with Pickering Insurances, Inc., and Richard Babbe with PFM

3. Pledge of Allegiance

President Juliussen led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

None.

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

Minutes of the following meetings:

December 9, 2014 Investment & Finance Committee Meeting

December 10, 2014 Regular Board Meeting

January 6, 2015 Human Resources Committee Meeting

8. Approval of Demands for December 2014/January 2015

Payroll Checks numbered 17678-17732; General Checking – Checks numbered 46167-46289; Manager's Check no. 359

9. Operations Report (A copy was included in the original January 14, 2015 Agenda)

10. Finance Report (A copy was included in the original January 14, 2015 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of December 2014. (A copy was included in the original January 14, 2015 Agenda)

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on December 17, 2014.

Director Sullivan reported on EWA's December 17, 2014 Board meeting.

Vice President Omsted congratulated Director Sullivan as being elected as EWA's Chair.

13. Committee Reports

A. Human Resources Committee (HRC) meeting was held on January 6, 2015.

Director Kulchin reported that the HRC reviewed staff's recommendation that the Board approve Resolution No. 2256 - Revised Human Resources Policy Manual. The HRC made a few revisions to the policy and staff agreed to make the suggested changes. The HRC agreed with staff's recommendation and this item will be discussed later in the agenda.

ACTION ITEMS

14. Board of Directors' Voting Protocol

General Counsel Brechtel presented the item stating that during the last Board meeting, Vice President Omsted mentioned a parliamentary procedure that may expedite Board meetings. He stated that the Robert's Rules of Order procedure is acceptable with non-controversial items such as the consent calendar; however, there are two other laws that the Board must follow on actions items, such as approval of Resolutions and Ordinances. He provided a summary of Senate Bill 371 and Water Code 30525, which require an affirmative vote on Resolutions, Ordinances and items of substantial meaning.

Vice President Omsted asked if there are no objections, then it's assumed that the minutes would reflect that all Board members voted "yes". GC Brechtel clarified that in order to comply with the current law the minutes need to reflect the Board member's votes.

President Juliussen stated that he will follow the protocol for voting on action items that calls for a motion and second prior to voting on an item.

15. California Asset Management Program (CAMP) Individual Portfolio Program Status Report.

ASM LeMay presented the item introducing Mr. Richard Babbe with PFM to provide the Board with LWD's CAMP Individual Portfolio Program Status Report. He noted this report is for information only and no action is required.

Mr. Babbe presented an overview of the economy, market trends and status of the CAMP Individual Portfolio. He indicated that the economy is recovering and there has been improvement compared to previous years. He also indicated that the interest rate drivers and longer-term investments have the higher yields. He noted that the rates are still below the 10 year average; however, he anticipates that the rates will continue to improve.

In addition, he provided a brief summary of the LWD's CAMP portfolio indicating that small modifications have been made in the CAMP portfolio.

Vice President Omsted asked a few questions relating to the Euro exchange and if PERS and STRS invest into LAIF. Mr. Babbe answered his questions.

President Juliussen asked why LAIF was not rated. Mr. Babbe stated the reasons why LAIF is not rated noting that LAIF is a safe and conservative pool and that a financial rating is not required.

This item was informational and no action was taken.

16. Pickering Insurance Services Contract Extension for Benefit Brokerage Services

Authorize the General Manager to execute a two-year extension to the Pickering Insurance Services Professional Services Agreement for as needed benefit brokerage services.

ASM LeMay presented the item stating that Pickering Insurance Services Professional Services Agreement will expire next month. He stated that this agreement is a no cost contract and that they have provided excellent service to staff. He noted that they had recently provided an overview of the Affordable Care Act to staff and at the Board's discretion; they are ready to provide the same presentation.

Director Kulchin thanked Polly for their services.

Upon a motion duly made by Director Sullivan, seconded by Vice President Omsted and unanimously carried, the Board of Directors authorized the General Manager to execute a two-year extension to the Pickering Insurance Services Professional Services Agreement for as needed benefit brokerage services by the following vote:

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

17. 2015 Board of Directors Committee Assignments.

President Juliussen asked the Board members if they are satisfied with their committee assignments. There were no requests to change the committee assignments. President Juliussen stated that there are no changes to the committee assignments.

18. Agenda Preparation

President Juliussen stated that he had requested this item be added to the agenda for discussion. He stated that he believes that the Board President should be responsible for reviewing the agenda prior to the distribution of the agenda and that the District should have a formal policy regarding this matter.

The Board discussed the need for a written agenda preparation policy at length.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted and carried, the Board directed staff to draft a written Agenda Preparation Policy for the Board's review during its February 2015 meeting by the following vote:

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

19. CA Public Employees Retirement System (CalPERS) Agency Review

ASM LeMay presented the item indicating that the Board has previously reviewed this issue at a past meeting. He provided background information on the CalPERS Agency Review and their requirement that the pay scales must include the General Manager's salary.

Upon a motion duly made by Director Sullivan, seconded by Director Kulchin, and carried, the Board of Directors adopted Resolution No. 2255 retroactively approving the pay schedules for all employee classifications for Fiscal Year 2013, Fiscal Year 2014, and Fiscal Year 2015 by the following vote:

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

20. Board of Director's Compensation Adjustment.

ASM LeMay presented the item indicating that Director Kulchin requested this item be included in the agenda for discussion. He stated the date of the last Board stipend increase and that Water Code Section 20202 allows for a 5% adjustment per calendar year following the last adjustment. He noted that the Board is eligible for a 10% adjustment.

He stated that this item is for the Board to consider whether to direct staff to prepare and notice a public hearing to consider a Board adjustment.

Director Kulchin stated that the Board declined a stipend increase the last two years, and he motioned that the Board consider a 5% stipend increase. There was no second; therefore, the motion did not pass. Director Sullivan motioned that the Board consider a 10% stipend increase. There was no second and the motion did not pass.

Director Kulchin motioned that the Board consider a \$10 increase in the Board's stipend and was seconded by Director Sullivan.

The Board discussed this at length.

Following discussion, President Juliussen called for a vote that the Board consider a \$10 stipend increase and direct staff to prepare and notice for a public hearing. The Board members voted as follows:

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

Therefore, the motion did not pass and no public hearing will be noticed.

21. Amending the Human Resources Policy Manual

Adopt Resolution No. 2256 amending the Human Resources Policy Manual.

ASM LeMay presented the item stating the purpose and background of the HRPM. He provided a summary of the major revisions to the HRPM indicating that the changes will meet current federal and state laws. He noted that the Human Resources Committee (HRC) discussed the revised probationary period at its January 6th meeting.

Director Kulchin stated that the HRC agreed with the revised HRPM; however, he indicated that a one year probationary period seemed to be a long timeframe, noting that California is an "at will" state. He asked if an employee passed the probationary date, are they considered a permanent employee.

General Counsel Brechtel briefly explained the law indicating that even though we live in a "at will" state, employees who pass probation have due process rights. He explained the process the District should follow if an employee passes the probationary period versus not passing the probationary period. He also noted that the length of probation is a policy decision.

Vice President Omsted asked if the No Harassment language in the policy meets the current law. GC Brechtel confirmed that the policy was revised to meet the new law. Vice President Omsted commented on the sick leave donation section of the policy, indicating that an employee should be required to keep more than forty hours of their sick leave hours on the books. He suggested that an employee should donate to a pool.

ASM LeMay stated that no employee has used this program at LWD. GM Bushee also provided additional information about the program and provided an example of how the program would work.

Director Sullivan asked for clarification on the reason for the extended probationary period. ASM LeMay explained that the Field Services In-Training job requires that the employee pass certain certifications within one year and staff believes that it would be in the District's best interest to allow employees to obtain certifications before the end of the probationary period.

Upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and carried, the Board of Directors adopted Resolution No. 2256 amending the Human Resources Policy Manual by the following vote:

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

INFORMATION ITEMS

22. Project Status Updates and Other Informational Reports

None.

23. Directors' Meetings and Conference Reports

A. LAFCO Special District Advisory Committee Meeting was held on December 19, 2014.

Director Hanson reported that she attended the meeting and was appointed as LAFCO Special Advisory Committee's Vice Chair. GM Bushee noted that he attended the meeting as well and the committee reviewed and discussed the potential Fallbrook PUD and Rainbow Municipal Water District merge.

24. General Manager's Report

GM Bushee reported on the following items:

- The District has hired two new Field Services In-Training employees, named Ryan Rodriguez and Josh Flanders. He noted that they will attend the February Board meeting.
- The CWEA Annual Awards Banquet is scheduled for this Saturday and he will carpool from the District office at 4:30PM.

25. General Counsel's Report

GC Brechtel reported on the Behested Payment Report of the Fair Political Practices Commission

(FPPC) requirement. He provided an example of what to report if an elected official solicited or requested payments for legislative, governmental or charitable purposes.

26. Board of Director's Comments

Director Kulchin stated that his meeting with Brent Ives went well and he is looking forward to the Strategic Planning Session.

Director Sullivan wished everyone a happy new year.

Vice President Omsted stated that his neighbor complimented Ian Riffel for his excellent work and customer service.

President Juliussen noted that he has received positive comments from residents about LWD's employees, indicating that LWD's staff is pleasant to work with. He noted that he is proud of the work that they provide to our customers.

27. Adjournment

President Juliussen adjourned the meeting at 6:13 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
February 4, 2015

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Wednesday, February 4, 2015 at 2:30 p.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 2:30 p.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, CPA Richard Duffey with Brownell and Duffey

3. Public Comment

No public comment was received.

4. New Business

- A. Recommend that the Board of Directors Receive and File the Annual Review of Reserve Policy Review Report.

CPA Duffey presented the subject recommendation indicating the purpose of the policy and that it was last revised in February 2014. He noted that the policy calls for annual review by the Board of Directors.

GM Bushee noted that staff had reviewed the Reserve Policy and is not recommending changes to the policy.

CPA Duffey also provided an overview of the reserve balances for fiscal year ending June 30, 2014.

The committee asked questions relating to the reserve balances and CPA Duffey answered their questions.

GM Bushee stated that staff is planning on presenting an overview of the Updated Financial model to the Board at the March meeting.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors receive and file the Reserve Policy Annual Report.

B. GASB Update.

CPA Duffey presented a summary of the new GASB Standards Statement No. 68. He stated that Statement No. 68 will be effective in Fiscal Year 2015 and requires public agencies to include pension liabilities in their financial report. It also requires public agencies to complete an actuarial valuation of their pension liabilities every two years. He noted that CalPERS will provide the actuarial valuation at a cost.

The Committee asked several questions relating to the new GASB 68 requirements. CPA Duffey answered their questions.

He also provided information on new auditing standards relating to leases and the disclosure of fair value measurements of investments.

C. Recommend that the Board of Directors authorize the General Manager to execute a one-year contract amendment with White Nelson Diehl Evans, LLP for Financial Auditing Services for Fiscal Year 2015 (FY15) in an amount not to exceed \$22,000.

CPA Duffey presented the item stating background information on White Nelson Diehl Evans' contract. He stated that due to the new GASB 68 requirement, new audit standards, and the transition of the District's financial software; staff believes it is in the District's best interest to execute a one-year extension.

Following discussion, the IFC concurred with staff to forward the contract amendment with White Nelson Diehl Evans, LLP for Financial Auditing Services for FY 15 in an amount not to exceed \$22,000.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments


None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 3:15 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

MEMORANDUM

DATE: February 5, 2015
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 \$ **1,485,825.23**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months January 9, 2015 – February 5, 2015.

Operating expenses totaled **\$836,933.56** while Capital Improvement Program expenses totaled **\$ 562,953.97**

Payroll for employees and the Board totaled **\$ 85,937.70**.

Attached please find a year to date Employee and Board Payroll Report from January 2014 to February 2015 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 2015
Attachment 2	Accounts Payable Check Register dated January 15, 2015
Attachment 3	Payroll Check Register dated January 21, 2015
Attachment 4	Accounts Payable Check Register dated January 26, 2015
Attachment 5	Accounts Payable Check Register dated February 2, 2015
Attachment 6	Board Payroll Check Register dated February 3, 2015
Attachment 7	Payroll Check Register dated February 4, 2015
Attachment 8	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

February 11, 2015

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check-1/21/2015	17733 - 17749	\$ 38,947.79	
Board Payroll Check-2/3/2015	17750 - 17754	\$ 5,635.01	
Payroll Check-2/4/2015	17755 - 17772	\$ 41,354.90	
	Total	\$85,937.70	
General Checking -1/15/2015	46290 - 46341	\$ 1,165,805.98	
General Checking - 1/26/2015	46342 - 46375	\$ 136,169.28	
General Checking - 2/2/2015	46376 - 46406	\$ 97,912.27	
	Total	\$ 1,399,887.53	
	TOTAL		\$1,485,825.23
	GRAND TOTAL		\$1,485,825.23

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/15/2015 Through 1/15/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	46290	1/15/2015	3,570.00	FLOW MONITORING
	Total 46290		3,570.00	
ARC DOCUMENT SOLUTIONS,LLC	46291	1/15/2015	32.00	PLANS AND SPECS
	Total 46291		32.00	
ANTIMITE TERMITE & PEST CONTROL	46292	1/15/2015	56.00	MONTHLY PEST SERVICE
	Total 46292		56.00	
AT&T	46293	1/15/2015	183.64	NEW DIAL IN MODEM
AT&T		1/15/2015	195.30	OLD DIAL IN MODEM
AT&T		1/15/2015	143.14	PHONE @ BPS
	Total 46293		522.08	
AT&T	46294	1/15/2015	37.04	L.D. PHONE @ BPS
	Total 46294		37.04	
BROWNELL AND DUFFEY CPA	46295	1/15/2015	8,467.50	ACCOUNTING FEES-DEC
	Total 46295		8,467.50	
CARLSBAD FUELS CORPORATION	46296	1/15/2015	1,315.61	VEHICLE FUEL
	Total 46296		1,315.61	
CHUCKS TIRE CENTER	46297	1/15/2015	297.16	TIRES
	Total 46297		297.16	
CITY OF CARLSBAD	46298	1/15/2015	112.37	WATER @ LPS/OFFICE
CITY OF CARLSBAD		1/15/2015	212.30	WATER @ VACTOR
CITY OF CARLSBAD		1/15/2015	218.63	WATER @ VACTOR 2
CITY OF CARLSBAD		1/15/2015	132.47	WATER @LPS/OFFICE
	Total 46298		675.77	
CITY OF ENCINITAS	46299	1/15/2015	250.00	INSPECTION PERMIT
	Total 46299		250.00	
CONEXIS	46300	1/15/2015	140.00	SEC 125 FLEX PLAN-DEC 2014
	Total 46300		140.00	
CORODATA	46301	1/15/2015	83.95	STORAGE
	Total 46301		83.95	
CSRMA	46302	1/15/2015	80,842.00	PLP POOLED DEPOSIT

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/15/2015 Through 1/15/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46302		80,842.00	
CUES, INC	46303	1/15/2015	220.35	CCTV VAN PARTS
	Total 46303		220.35	
DATA NET	46304	1/15/2015	517.50	IS MAINT AND SUPPORT
DATA NET		1/15/2015	528.80	MONITORS
	Total 46304		1,046.30	
DATCO	46305	1/15/2015	245.70	SERVICE FEES/TESTING
	Total 46305		245.70	
DOWNEY BRAND ATTORNEYS	46306	1/15/2015	182.50	LEGAL FEES
	Total 46306		182.50	
DUDEK & ASSOCIATES	46307	1/15/2015	525.00	GE/3251/100/GRADING PLANS
DUDEK & ASSOCIATES		1/15/2015	2,709.42	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		1/15/2015	434.00	GE/3252/0844/LC TOWNE COMMERCIAL
DUDEK & ASSOCIATES		1/15/2015	1,732.50	GE/3252/0855/LC TOWN SQ
DUDEK & ASSOCIATES		1/15/2015	105.00	GE/3252/0882/COASTAL TEN
DUDEK & ASSOCIATES		1/15/2015	420.00	GE/3252/0884/LC VALLEY
DUDEK & ASSOCIATES		1/15/2015	785.00	GE/3252/0893/LC VILLAS
DUDEK & ASSOCIATES		1/15/2015	312.50	GE/3252/0897/OMWD
DUDEK & ASSOCIATES		1/15/2015	107.50	GE/3252/0909/BUSHFIRE KITCHEN
DUDEK & ASSOCIATES		1/15/2015	540.00	GE/3252/0910/BAKED BEAR
DUDEK & ASSOCIATES		1/15/2015	677.50	GE/3252/0911/GAGLIONE BROS
DUDEK & ASSOCIATES		1/15/2015	315.00	GE/3252/0912/PROJECT PIE
	Total 46307		8,663.42	
ENCINA WASTEWATER AUTHORITY	46308	1/15/2015	1,000,563.25	2ND QTR EWA-O/M AND CAPITAL
	Total 46308		1,000,563.25	
ESRI	46309	1/15/2015	1,560.00	ARC GIS
	Total 46309		1,560.00	
HUGO GONZALEZ	46310	1/15/2015	161.00	REIMBURSE FOR CLASS
	Total 46310		161.00	
ICMA RETIREMENT-303979	46311	1/15/2015	3,154.11	DEFERRED COMP
	Total 46311		3,154.11	
JACKSON & BLANC	46312	1/15/2015	499.03	SERVICE ON A/C/HEATER
	Total 46312		499.03	
JEFF BILLS	46313	1/15/2015	3,551.58	CONSULTING FEES

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/15/2015 Through 1/15/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46313		3,551.58	
MITSUBISHI ELECTRIC US, INC	46314	1/15/2015	274.02	ELEVATOR SERVICE AND MAINT
	Total 46314		274.02	
NATIONWIDE RETIREMENT SOLUTIONS	46315	1/15/2015	238.69	DEFERRED COMP
	Total 46315		238.69	
OFFICE DEPOT, INC.	46316	1/15/2015	246.86	OFFICE SUPPLIES
	Total 46316		246.86	
OLIVENHAIN MUNICIPAL WATER DIST	46317	1/15/2015	37.94	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		1/15/2015	209.66	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		1/15/2015	209.66	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		1/15/2015	37.94	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		1/15/2015	41.84	WATER @ VP7 PS
	Total 46317		537.04	
PALOMAR WATER, LLC	46318	1/15/2015	136.31	WATER AT THE OFFICE
	Total 46318		136.31	
PEP BOYS	46319	1/15/2015	4.31	SUPPLIES
	Total 46319		4.31	
PERS RETIREMENT	46320	1/15/2015	44.61	BOARD RETIRMENT 12/31/2014
PERS RETIREMENT		1/15/2015	13,550.27	EMPLOYEE RETIREMENT 1/4/2015
PERS RETIREMENT		1/15/2015	13,550.25	EMPLOYEE RETIREMENT 12/21/14
	Total 46320		27,145.13	
PLANT PEOPLE	46321	1/15/2015	221.60	PLANTS MAINTENANCE
	Total 46321		221.60	
PROFORMA PRINT & PROMOTIONS	46322	1/15/2015	391.38	A/P CHECKS
	Total 46322		391.38	
PURCHASE POWER	46323	1/15/2015	183.86	SHIPPING
	Total 46323		183.86	
R. J. SAFETY SUPPLY CO., INC.	46324	1/15/2015	166.80	SAFETY ITEMS
	Total 46324		166.80	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/15/2015 Through 1/15/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AIR POLLUTION CONTROL DISTRICT	46325	1/15/2015	3,177.00	PERMIT FEES
	Total 46325		3,177.00	
SAN DIEGO UNION TRIBUNE	46326	1/15/2015	3,796.36	AD IN PAPER
	Total 46326		3,796.36	
SAN DIEGUITO WATER DISTRICT	46327	1/15/2015	127.04	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		1/15/2015	74.24	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		1/15/2015	69.60	WATER @ TANKER 2
	Total 46327		270.88	
SOUTHERN CALIFORNIA SOIL & TESTING,	46328	1/15/2015	3,416.00	GEOTECHNICAL SERVICES
	Total 46328		3,416.00	
SOUTHERN CONTRACTING COMPANY	46329	1/15/2015	2,175.00	WORK @ SAXONY PS
	Total 46329		2,175.00	
THE HOME DEPOT CRC/GECE	46330	1/15/2015	361.06	SUPPLIES
	Total 46330		361.06	
TIM BESTAMENTE	46331	1/15/2015	75.00	MAINT WORK
	Total 46331		75.00	
UNDERGROUND SERVICE ALERT OF	46332	1/15/2015	129.00	UNDERGROUND ALARM SERVICE
	Total 46332		129.00	
UNIFIRST CORPORATION	46333	1/15/2015	384.42	LAUNDRY SERVICE
	Total 46333		384.42	
U.S. HEALTH WORKS MEDICAL GROUP	46334	1/15/2015	358.00	PHYSICALS
	Total 46334		358.00	
V&A CONSULTING ENGINEERS	46335	1/15/2015	1,200.00	CREEK SAMPLING
	Total 46335		1,200.00	
VERIZON WIRELESS	46336	1/15/2015	49.23	CELL PHONE CHARGES
	Total 46336		49.23	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/15/2015 Through 1/15/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
VORTEX INDUSTRIES, INC	46337	1/15/2015	<u>748.06</u>	REPAIRS TO GATE
	Total 46337		748.06	
WEST COAST SAFETY SUPPLY CO., INC.	46338	1/15/2015	<u>73.06</u>	DUST FILTERS
	Total 46338		73.06	
WHITE NELSON DIEL EVANS LLP	46339	1/15/2015	<u>975.00</u>	AUDITOR FEES-DECEMBER
	Total 46339		975.00	
WORDEN WILLIAMS, APC	46340	1/15/2015	<u>2,852.80</u>	LEGAL FEES-DECEMBER
	Total 46340		2,852.80	
XEROX CORPORATION	46341	1/15/2015	<u>82.76</u>	COPIER SERVICE/REPAIR
	Total 46341		82.76	
Report Total			<u><u>1,165,805.98</u></u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 21, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17733 - 17749	1/21/2015	\$38,947.79

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/26/2015 Through 1/26/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ANUE WATER TECHNOLOGIES	46342	1/26/2015	405.00	DEFLECTORS
	Total 46342		405.00	
AT&T	46343	1/26/2015	61.84	ODOR CONTROL MODEM
AT&T		1/26/2015	250.94	OFFICE ELEVATOR PHONE
	Total 46343		312.78	
CALIF. SOCIETY OF MUNICIPAL FINANCE	46344	1/26/2015	110.00	RENEWAL 2015
	Total 46344		110.00	
CARLSON & BEAULOYE	46345	1/26/2015	425.54	PARTS FOR COMPRESSOR
	Total 46345		425.54	
DATA NET	46346	1/26/2015	395.00	DOC 2 NET
DATA NET		1/26/2015	718.75	IS MAINT AND SUPPORT
DATA NET		1/26/2015	1,397.64	SYMANTEC BACKUP
	Total 46346		2,511.39	
DUDEK & ASSOCIATES	46347	1/26/2015	1,052.88	GE/3251/100/GRADING PLANS
DUDEK & ASSOCIATES		1/26/2015	814.04	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		1/26/2015	481.46	GE/3252/0593/L.C. TOWNE
DUDEK & ASSOCIATES		1/26/2015	157.50	GE/3252/0596/ASTOR
DUDEK & ASSOCIATES		1/26/2015	105.00	GE/3252/0808/SEASIDE
DUDEK & ASSOCIATES		1/26/2015	326.20	GE/3252/0864/FIORE
DUDEK & ASSOCIATES		1/26/2015	627.50	GE/3252/0912/PROJECT PIE
DUDEK & ASSOCIATES		1/26/2015	367.50	GE/3252/0913/HOOKED ON SUSHI
	Total 46347		3,932.08	
ELECTRICAL SALES, INC.	46348	1/26/2015	993.37	PARTS PER QUOTE
	Total 46348		993.37	
ENCINA WASTEWATER AUTHORITY	46349	1/26/2015	1,849.00	LAB FEES
	Total 46349		1,849.00	
EVOQUA WATER TECHNOLOGIES, LLC	46350	1/26/2015	7,497.25	BIOXIDE
EVOQUA WATER TECHNOLOGIES, LLC		1/26/2015	19,442.00	CARBON CHANGE OUT @ BPS
	Total 46350		26,939.25	
HADRONEX	46351	1/26/2015	120.00	POWER PAK
	Total 46351		120.00	
I2B NETWORKS, INC	46352	1/26/2015	160.00	WEB SERVICE @ BPS
	Total 46352		160.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/26/2015 Through 1/26/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ICMA RETIREMENT-303979	46353	1/26/2015	<u>3,156.34</u>	DEFERRED COMP
	Total 46353		3,156.34	
INFRASTRUCTURE ENGINEERING CORP	46354	1/26/2015	4,758.75	B2 SEWER FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		1/26/2015	3,892.50	FY15 GRAVIETY SEWER
INFRASTRUCTURE ENGINEERING CORP		1/26/2015	455.00	LPS GENERATOR
INFRASTRUCTURE ENGINEERING CORP		1/26/2015	1,515.00	SAXONY PS REHAB
	Total 46354		<u>10,621.25</u>	
JOHN WARNER SMITH	46355	1/26/2015	<u>55.00</u>	BACKFLOW @ VP7
	Total 46355		55.00	
MINUTEMAN PRESS	46356	1/26/2015	162.98	BUSINESS CARDS-A.J.
MINUTEMAN PRESS		1/26/2015	<u>397.42</u>	LETTERHEAD
	Total 46356		560.40	
NAPA AUTO	46357	1/26/2015	7.55	BATTERY
NAPA AUTO		1/26/2015	62.02	CLAMPS
NAPA AUTO		1/26/2015	<u>17.45</u>	FLUID
	Total 46357		87.02	
NATIONWIDE RETIREMENT SOLUTIONS	46358	1/26/2015	240.94	DEFERRED COMP
	Total 46358		<u>240.94</u>	
OFFICE DEPOT, INC.	46359	1/26/2015	<u>60.69</u>	OFFICE SUPPLIES
	Total 46359		60.69	
PALOMAR INVESTIGATIVE GROUP	46360	1/26/2015	175.00	BACKGROUND CKS FOR NEW EMPLOYEES
	Total 46360		<u>175.00</u>	
RICHARD STINSON	46361	1/26/2015	17,450.00	CONSTRUCTION CONSULTING FEES
	Total 46361		<u>17,450.00</u>	
SAN DIEGO GAS AND ELECTRIC	46362	1/26/2015	<u>23,081.47</u>	ELECTRIC @ BPS
	Total 46362		23,081.47	
SAN DIEGO GAS & ELECTIRC	46363	1/26/2015	184.90	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		1/26/2015	565.89	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		1/26/2015	810.43	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		1/26/2015	447.41	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		1/26/2015	1,113.94	ELECTRIC @ LC PS

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/26/2015 Through 1/26/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGO GAS & ELECTIRC		1/26/2015	17,592.50	ELECTRIC @ LPS/OFFICE
SAN DIEGO GAS & ELECTIRC		1/26/2015	182.73	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		1/26/2015	1,033.39	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		1/26/2015	357.69	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		1/26/2015	196.61	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		1/26/2015	0.81	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		1/26/2015	6.57	NAT GAS @ EE
	Total 46363		22,492.87	
SOUTHERN CONTRACTING COMPANY	46364	1/26/2015	240.00	ELECTRICAL WORK @ E.ESTATES
SOUTHERN CONTRACTING COMPANY		1/26/2015	4,021.00	REPAIR WK @ ADMIN
	Total 46364		4,261.00	
STATE BOARD OF EQUALIZATION	46365	1/26/2015	300.00	ROGERS ANNEX
	Total 46365		300.00	
STATE WATER RESOURCES CONTROL BOARD	46366	1/26/2015	1,632.00	ANNUAL PERMIT FEE
	Total 46366		1,632.00	
TELEPACIFIC COMMUNICATIONS	46367	1/26/2015	1,056.56	PHONE SYSTEM
	Total 46367		1,056.56	
THOMSON REUTERS-WEST	46368	1/26/2015	95.04	SUBSRIPTION-CA CODE
	Total 46368		95.04	
TIERRA VERDE RESOURCES, INC	46369	1/26/2015	2,190.00	LANDSCAPING FEES-NOV-JAN
	Total 46369		2,190.00	
TRG & ASSOCIATES	46370	1/26/2015	3,675.00	PUBLIC INFO-DEC
	Total 46370		3,675.00	
UNIFIRST CORPORATION	46371	1/26/2015	205.50	LAUNDRY SERVICE
	Total 46371		205.50	
U.S. BANK	46372	1/26/2015	5,708.46	CONF., MEETINGS, SUPPLIES, ETC
	Total 46372		5,708.46	
U.S. HEALTH WORKS MEDICAL GROUP	46373	1/26/2015	259.00	PHYSICALS
	Total 46373		259.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/26/2015 Through 1/26/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
VERIZON WIRELESS	46374	1/26/2015	<u>894.54</u>	CELL PHONES
	Total 46374		894.54	
ZEE MEDICAL SERVICES, INC	46375	1/26/2015	<u>152.79</u>	FIRST AID KIT REFILLS
	Total 46375		152.79	
Report Total			<u><u>136,169.28</u></u>	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 1/26/2015 Through 1/26/2015

Vendor Name	Tra... Sou...	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	1/26/2015	18561	0.00	1005	UNION BANK GENERAL	CONF., MEETINGS, SUPPLIES, ETC
U.S. BANK	APS	1/26/2015	18561	0.00	1080	DUE TO/FROM OTHER FUNDS	CONF., MEETINGS, SUPPLIES, ETC
U.S. BANK	API	1/26/2015	18561	1,437.36	4330	BOARD CONFERENCES	CASA CONF
U.S. BANK	API	1/26/2015	18561	1,500.00	4330	BOARD CONFERENCES	CASA CONF REG
U.S. BANK	API	1/26/2015	18561	699.36	4330	BOARD CONFERENCES	CONF., -E.S.
U.S. BANK	API	1/26/2015	18561	50.00	4810	MEMBERSHIP & DUES	CAFR AWARD
U.S. BANK	API	1/26/2015	18561	48.86	4910	OFFICE SUPPLIES	GAVEL/RULES OF ORDER
U.S. BANK	API	1/26/2015	18561	137.73	4910	OFFICE SUPPLIES	HR POSTERS
U.S. BANK	API	1/26/2015	18561	70.08	5211	DESIGN & OFFICE ENGINEERING	RW MEETING
U.S. BANK	API	1/26/2015	18561	500.00	5710	TRAINING, EDUCATION & CONFERNC	CASA
U.S. BANK	API	1/26/2015	18561	199.36	5710	TRAINING, EDUCATION & CONFERNC	CASA CONF
U.S. BANK	API	1/26/2015	18561	55.30	5710	TRAINING, EDUCATION & CONFERNC	CSRMA
U.S. BANK	API	1/26/2015	18561	845.22	5735	EMPLOYEE RECOGNITION	HOLIDAY LUNCHEON
U.S. BANK	API	1/26/2015	18561	5.19	5740	MEETING SUPPLIES	WATER
U.S. BANK	API	1/26/2015	18561	130.00	5910	TELEPHONE	INTERNET CRG-CLM
U.S. BANK	API	1/26/2015	18561	30.00	5910	TELEPHONE	INTERNET CRG-R.M.
				<u>5,708.46</u>	Transaction Total		
Total 1/26/2015				5,708.46			
Report Opening/Current Balance							
Report Transaction Totals				5,708.46			
Report Current Balances							

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 2/2/2015 Through 2/2/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ABILA	46376	2/2/2015	<u>4,526.00</u>	RENEWAL FOR MIP LICENSE
	Total 46376		4,526.00	
ALLAN JULIUSSEN	46377	2/2/2015	27.00	IPAD CHARGER FOR ALLAN J
ALLAN JULIUSSEN		2/2/2015	<u>874.68</u>	REIMBURSE ALLAN FOR CONF
	Total 46377		901.68	
BATTERIESPLUS	46378	2/2/2015	<u>73.67</u>	BATTERIES
	Total 46378		73.67	
BURTECH PIPELINE, INC	46379	2/2/2015	<u>9,790.99</u>	RECYCLE WATER LINE
	Total 46379		9,790.99	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	46380	2/2/2015	22,360.68	HEALTH INS FOR FEB-#6826615640
	Total 46380		22,360.68	
CARLSBAD FUELS CORPORATION	46381	2/2/2015	1,362.24	VEHICLE FUEL
	Total 46381		1,362.24	
CART MART, INC	46382	2/2/2015	<u>240.99</u>	GOLF CART REPAIRS
	Total 46382		240.99	
CASH	46383	2/2/2015	<u>406.28</u>	PETTY CASH FOR DEC/JAN
	Total 46383		406.28	
CHUCK LEMAY	46384	2/2/2015	<u>124.20</u>	REIMBURSE CHUCK FOR CONF
	Total 46384		124.20	
CHUCKS TIRE CENTER	46385	2/2/2015	<u>567.44</u>	TIRES FOR VACTOR
	Total 46385		567.44	
COUNTY OF SAN DIEGO	46386	2/2/2015	<u>879.00</u>	RENEWAL FOR PERMIT
	Total 46386		879.00	
DATA NET	46387	2/2/2015	1,280.00	DOC TO NET
DATA NET		2/2/2015	<u>140.00</u>	IS MAINT AND SUPPORT
	Total 46387		1,420.00	
DION INTERNATIONAL TRUCKS INC	46388	2/2/2015	561.06	VACTOR MAINT AND REPAIR
DION INTERNATIONAL TRUCKS INC		2/2/2015	111.74	VACTOR MAINT/REPAIR
	Total 46388		672.80	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 2/2/2015 Through 2/2/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DONALD OMSTED	46389	2/2/2015	<u>152.03</u>	REIMBURSE DON FOR CONF
	Total 46389		152.03	
DUDEK & ASSOCIATES	46390	2/2/2015	5,377.50	GE/CIP/DEC/200/331
DUDEK & ASSOCIATES		2/2/2015	<u>7,527.50</u>	GE/CIP/NOV/200/346/342/347
	Total 46390		12,905.00	
EVOQUA WATER TECHNOLOGIES, LLC	46391	2/2/2015	7,134.92	BIOXIDE
	Total 46391		7,134.92	
GREAT AMERICA FINANCIAL SERVICES	46392	2/2/2015	723.18	COPIER LEASE
	Total 46392		723.18	
HAAKER EQUIPMENT CO	46393	2/2/2015	<u>3,904.50</u>	VACTOR SERVICE
	Total 46393		3,904.50	
HARTFORD LIFE & ACCIDENT INS.	46394	2/2/2015	368.00	LIFE INS FOR FEB
	Total 46394		368.00	
LAGUNA MOUNTAIN ENVIRO, INC	46395	2/2/2015	14,216.00	B1/B2 FORCE MAIN MONITORING
	Total 46395		14,216.00	
MES VISION	46396	2/2/2015	<u>325.27</u>	VISION INS-FEB
	Total 46396		325.27	
OFFICE DEPOT, INC.	46397	2/2/2015	<u>102.82</u>	OFFICE SUPPLIES
	Total 46397		102.82	
PURCHASE POWER	46398	2/2/2015	36.41	ADDITIONAL POSTAGE/SHIPPING
PURCHASE POWER		2/2/2015	<u>420.99</u>	POSTAGE FOR METER
	Total 46398		457.40	
RANCHO SANTA FE SECURITY SYSTEMS	46399	2/2/2015	258.00	ALARM SYSTEM
	Total 46399		258.00	
RESTORATION MANAGEMENT	46400	2/2/2015	<u>419.32</u>	CLEAN UP AT HOUSE
	Total 46400		419.32	
SAN DIEGO NATURAL HISTORY MUSEUM	46401	2/2/2015	<u>5,308.60</u>	PALEONTOLOGICAL MONITORING

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 2/2/2015 Through 2/2/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46401		5,308.60	
SOUTHERN CONTRACTING COMPANY	46402	2/2/2015	3,995.00	TRANSDUCER FOR SP5
	Total 46402		3,995.00	
THE GUARDIAN	46403	2/2/2015	3,593.16	DENTAL/DISABILITY INS-FEB
	Total 46403		3,593.16	
TRI COMMUNITY ANSWERING SERVICE	46404	2/2/2015	90.00	ANSWERING SERVICE-JAN
	Total 46404		90.00	
UNIFIRST CORPORATION	46405	2/2/2015	411.00	LAUNDRY SERVICE
	Total 46405		411.00	
WEST COAST SAFETY SUPPLY CO., INC.	46406	2/2/2015	222.10	OXYGEN SENSOR
	Total 46406		222.10	
Report Total			97,912.27	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: February 3, 2015

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17750 - 17754	2/3/2015	\$5,635.01

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 4, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17755 - 17772	2/4/2015	\$41,354.90

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

<u>JANUARY</u>		2014	
1/3/2014	Board		\$1,475.84
1/8/2014	Employee		\$41,481.11
1/22/2014	Employee		<u>\$42,221.41</u>
	TOTAL		\$85,178.36
<u>FEBRUARY</u>			
2/1/2014	Board		\$3,942.03
2/5/2014	Employee		\$43,297.27
2/12/2014	Employee	Incentive	\$2,994.35
2/19/2014	Employee		<u>\$41,851.01</u>
	TOTAL		\$92,084.66
<u>APRIL</u>			
4/1/2014	Board		\$4,128.58
4/2/2014	Employee		\$41,623.74
4/9/2014	Employee	Incentive	\$921.19
4/16/2014	Employee		\$41,646.80
4/30/2014	Employee		<u>\$41,490.61</u>
	TOTAL		\$129,810.92
<u>MAY</u>			
5/2/2014	Board		\$3,750.39
5/12/2014	Employee	Incentive	\$921.19
5/14/2014	Employee		\$42,793.88
5/28/2014	Employee		<u>\$41,948.64</u>
	TOTAL		\$89,414.10
<u>JUNE</u>			
6/2/2014	Board		\$3,803.65
6/11/2014	Employee		\$43,921.40
6/25/2014	Employee		<u>\$42,998.91</u>
	TOTAL		\$90,723.96
<u>JULY</u>			
7/3/2014	Board		\$2,949.20
7/9/2014	Employee		\$43,104.03
7/23/2014	Employee		\$43,900.37
	TOTAL		\$89,953.60
<u>AUGUST</u>			
8/5/2014	Board		\$2,848.67
8/6/2014	Employee		\$44,841.35
8/13/2014	Employee	Incentive	\$18,121.75
8/20/2014	Employee		<u>\$44,093.61</u>
	TOTAL		\$109,905.38

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

12/3/2014	Board		\$4,873.19
12/4/2014	Employee	Sick Buyback	\$18,127.34
12/10/2014	Employee		\$40,877.56
12/11/2014	Employee	Incentive	1225.43
12/24/2014	Employee		<u>39259.31</u>
	TOTAL		\$104,362.83

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

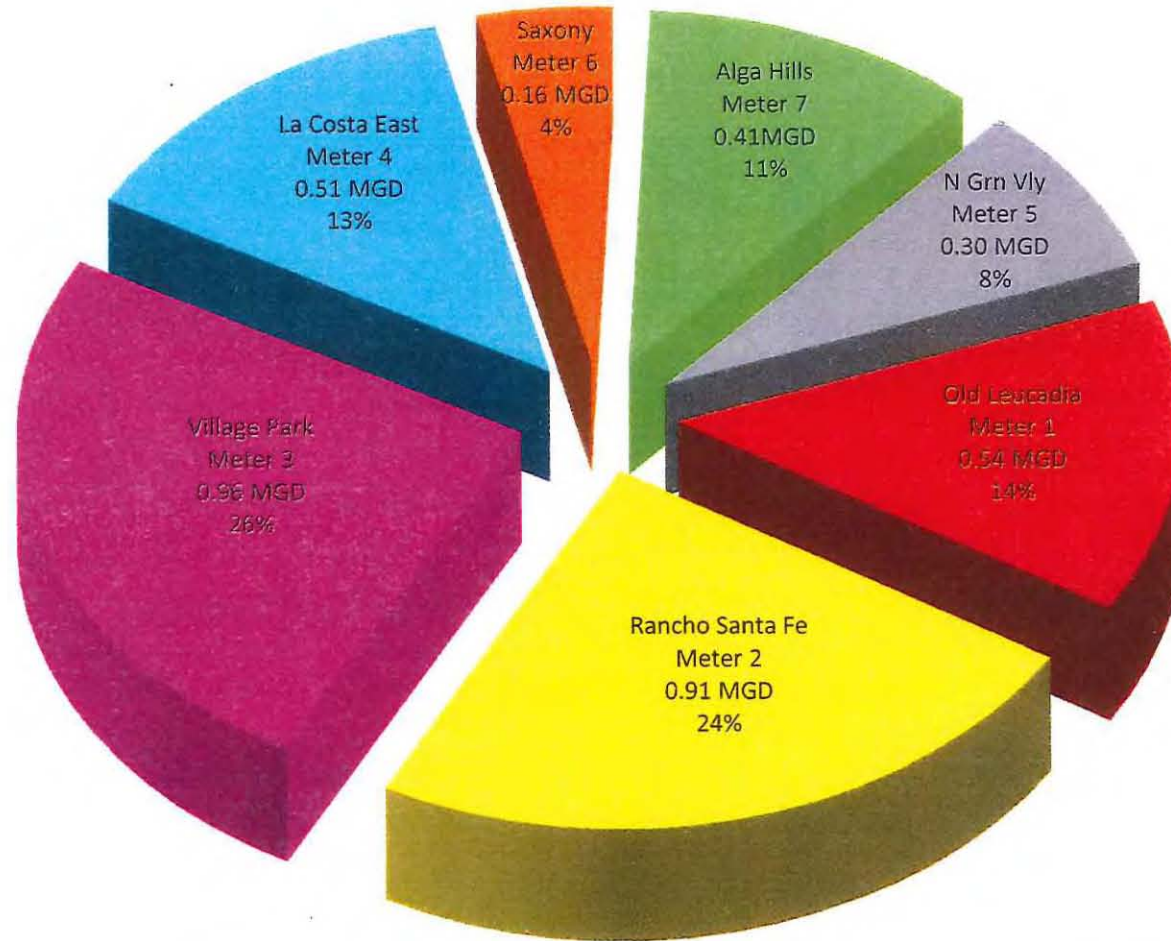
FEBRUARY

2/3/2015	Board		\$5,635.01
2/4/2015	Employee		<u>\$41,354.90</u>
	TOTAL		\$46,989.91

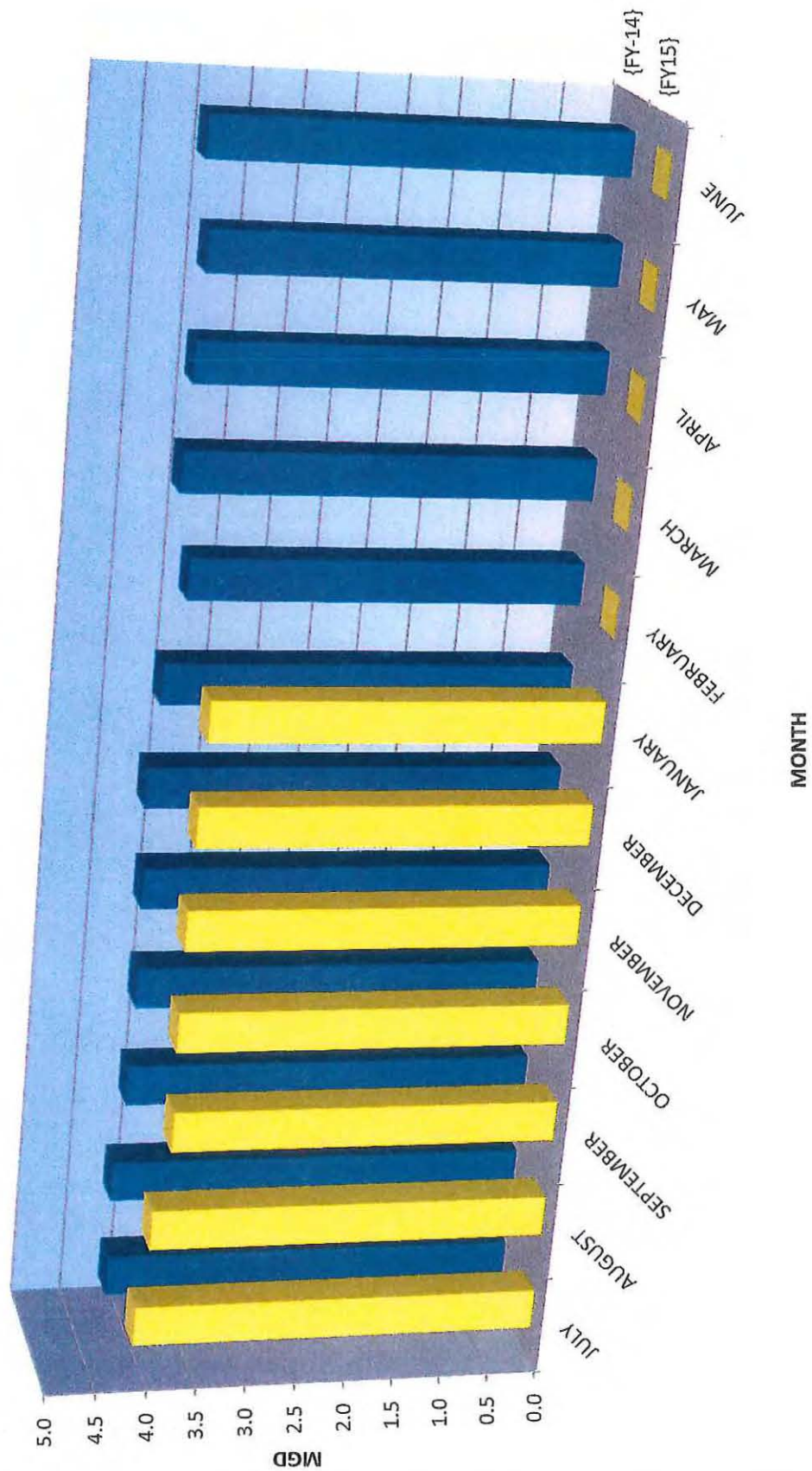
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2015 (July 2014 - June 2015)**

CURRENT MONTH - January 2015							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,277	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.00	127.10	26	4.10	145	44.47	4.18
YTD	0.00	127.10	28,303				
AUGUST	0.32	124.31	37	4.01	141	39.19	4.20
YTD	0.32	124.31	28,340				
SEPTEMBER	0.00	116.10	26	3.87	136	20.26	4.12
YTD	0.00	116.10	28,365				
OCTOBER	0.00	120.90	14	3.90	137	29.66	4.10
YTD	0.00	120.90	28,380				
NOVEMBER	0.71	117.00	16	3.90	137	12.72	4.12
YTD	0.71	117.00	28,395				
DECEMBER	3.68	116.10	14	3.87	136	0.00	4.16
YTD	3.68	116.10	28,409				
JANUARY	0.49	115.20	13	3.84	135	0.00	4.08
YTD	0.49	115.20	28,422				
FEBRUARY							3.90
YTD							
MARCH							4.05
YTD							
APRIL							4.00
YTD							
MAY							3.96
YTD							
JUNE							4.04
YTD	0.00	0.00	0.00				
Annual Total	5.20	836.71	146			146.30	
Mo Average	0.74	119.53	21	3.93	138	20.90	4.08

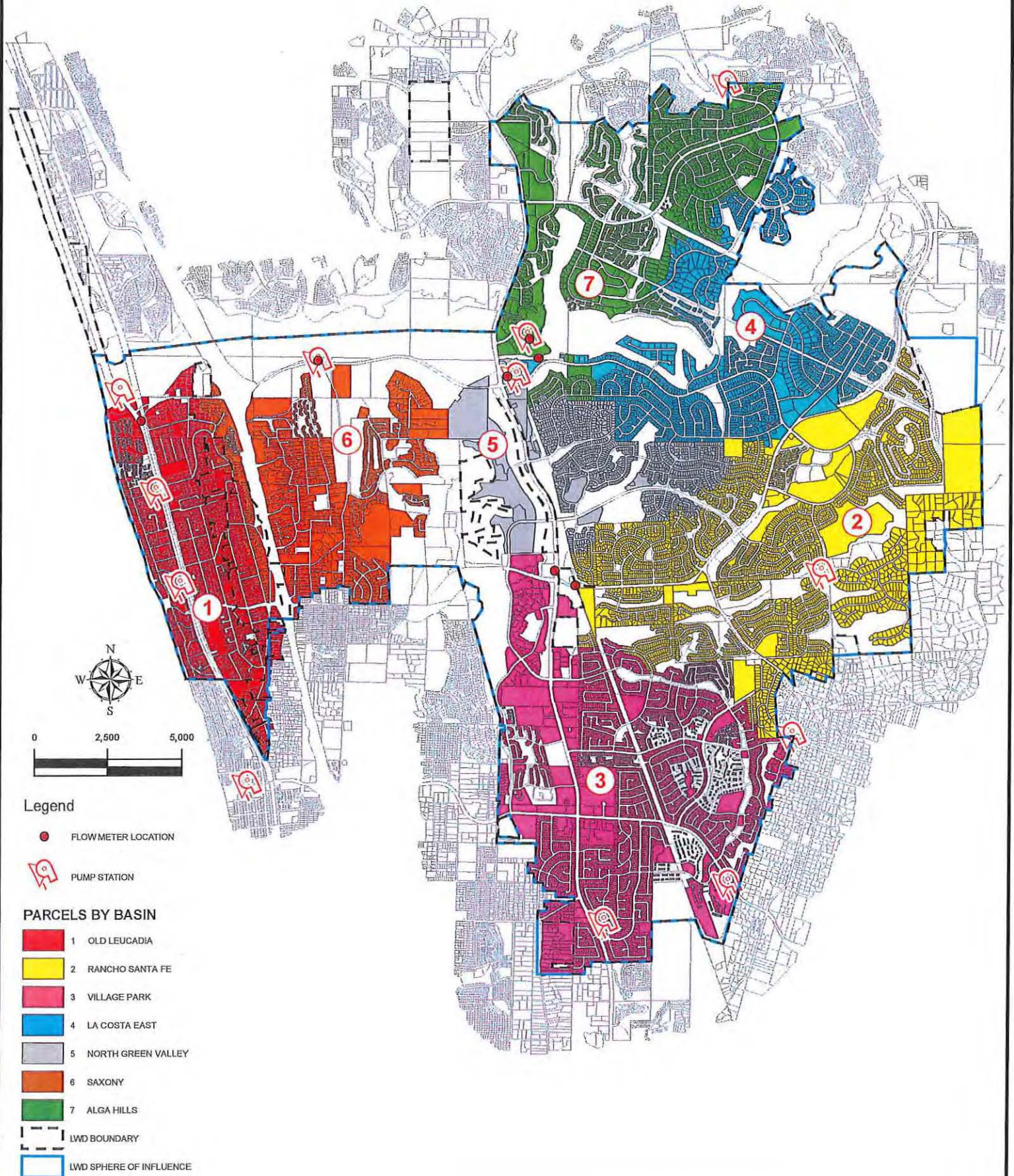
**LWD Flows by Sub-Basin
January 2015
Total LWD Flow = 3.84 MGD**



LEUCADIA WASTEWATER DISTRICT FLOW COMPARISON FY14 to FY15



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet
As of 1/31/2015

		Current Year
Assets		
Cash & Investments	1CAS	37,519,452.19
Accounts Receivables	2A/R	71,326.90
Prepaid Expense	3PRE	643,988.56
Funds held with Encinca Wastewater Authority	4EWA	906,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	(48,912,593.63)
Total Assets		<u>135,093,144.24</u>
Total Assets		<u>135,093,144.24</u>
Liabilities		
Accounts Payable & Accued Expenses	A/P	490,361.98
Developer Deposits	DEVD	264,780.74
Total Liabilities		<u>755,142.72</u>
Total Liabilities		<u>755,142.72</u>
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	37,577,007.14
Total Beginning Net Position		<u>135,592,534.73</u>
Current Change In Net Position		
Other		(1,254,533.21)
Total Current Change In Net Position		<u>(1,254,533.21)</u>
Total Net Position		<u>134,338,001.52</u>
Total Net Postion		<u>134,338,001.52</u>
Total Liabilites & Net Position		<u>135,093,144.24</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2014 Through 1/31/2015

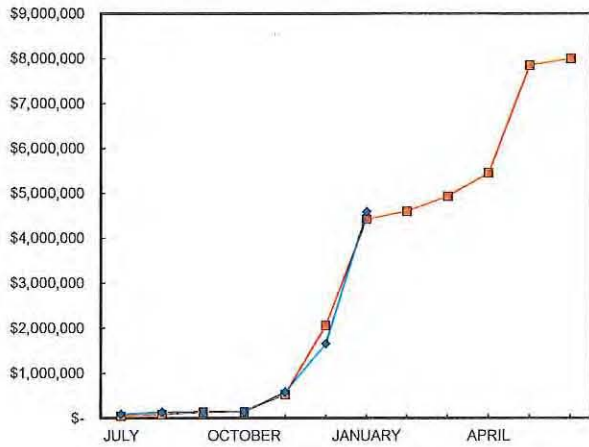
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	4,587,232.76	8,002,543.00	3,415,310.24	57.3%
3150 Recycled Water Sales	160,823.54	275,000.00	114,176.46	58.5%
3100 Misc. Operating Revenue	\$ 21,902.83	\$ 244,080.00	\$ 222,177.17	9.0%
TOTAL OPERATING REVENUES	<u>\$4,769,959.13</u>	<u>\$8,521,623.00</u>	<u>\$3,751,663.87</u>	56.0%
OPERATING EXPENSES				
4100 Salaries	\$ 878,895.21	\$1,592,462.00	\$ 713,566.79	55.2%
4200 Employee Benefits	379,420.48	818,080.00	438,659.52	46.4%
4300 Directors Expense	74,190.29	140,350.00	66,159.71	52.9%
4400 Election Expense	15,418.00	30,000.00	14,582.00	51.4%
4600 Gas, Oil & Fuel	21,204.94	46,000.00	24,795.06	46.1%
4700 Insurance Expense	135,741.18	118,000.00	(17,741.18)	115.0%
4800 Memberships	19,633.20	27,800.00	8,166.80	70.6%
4900 Office Expense	39,576.76	115,700.00	76,123.24	34.2%
5000 Operating Supplies	110,332.40	227,000.00	116,667.60	48.6%
5200 Professional Services	278,073.88	570,200.00	292,126.12	48.8%
5300 Printing & Publishing	14,871.54	32,000.00	17,128.46	46.5%
5400 Rents & Leases	11,307.12	19,100.00	7,792.88	59.2%
5500 Repairs & Maintenance	185,102.28	324,900.00	139,797.72	57.0%
5600 Monitoring & Permits	43,309.01	49,700.00	6,390.99	87.1%
5700 Training & Development	21,097.18	44,500.00	23,402.82	47.4%
5900 Utilities	279,624.35	429,400.00	149,775.65	65.1%
6100 LAFCO Operations	5,841.00	6,200.00	359.00	94.2%
6200 Encina Operating Expense	894,533.95	1,841,919.00	947,385.05	48.6%
6900 Admin O/H alloc to Capital	(60,847.91)	(114,164.00)	(53,316.09)	53.3%
TOTAL OPERATING EXPENSES	<u>\$3,347,324.86</u>	<u>\$6,319,147.00</u>	<u>\$2,971,822.14</u>	53.0%
NON-OPERATING REVENUES				
3130 Capacity Fees	583,313.66	180,270.00	(403,043.66)	323.6%
3220 Property Taxes	777,456.74	1,300,000.00	522,543.26	59.8%
3250 Investment Income	103,312.00	155,000.00	51,688.00	66.7%
3290 Misc. Non Op Revenue	2,725.24	677,484.00	674,758.76	0.4%
TOTAL NON-OPERATING REVENUES	<u>\$1,466,807.64</u>	<u>\$2,312,754.00</u>	<u>\$ 845,946.36</u>	63.4%

Leucadia Wastewater District

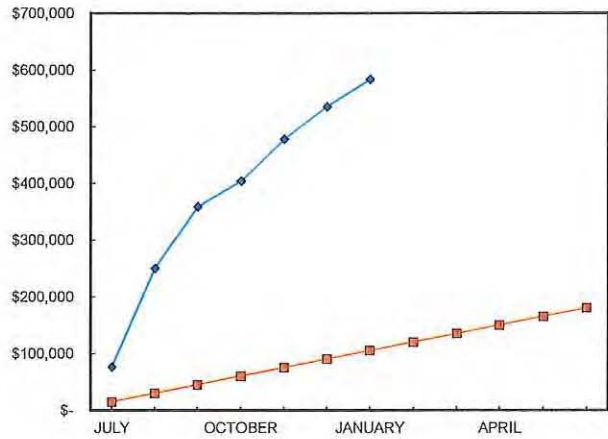
Revenue FY 2015

YTD through January 31, 2015

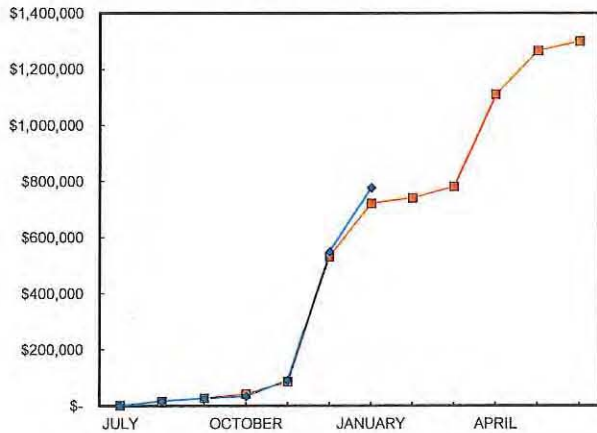
Sewer Service Fees



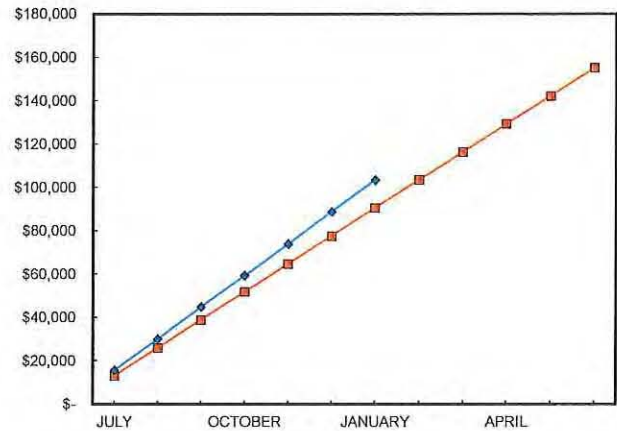
Capacity Charges



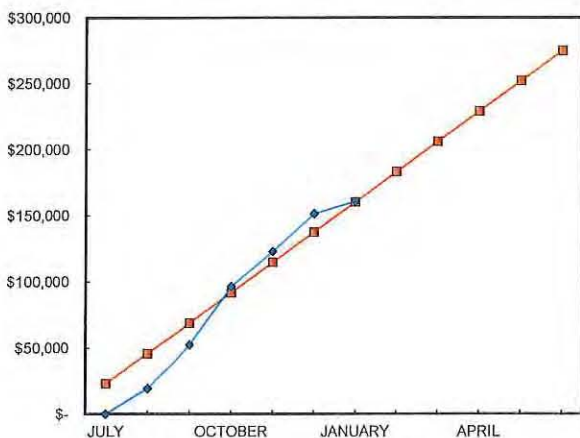
Property Taxes



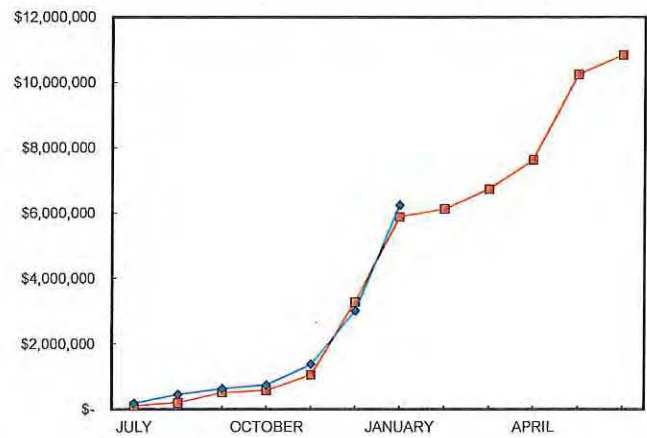
Investment Income



Recycled Wastewater



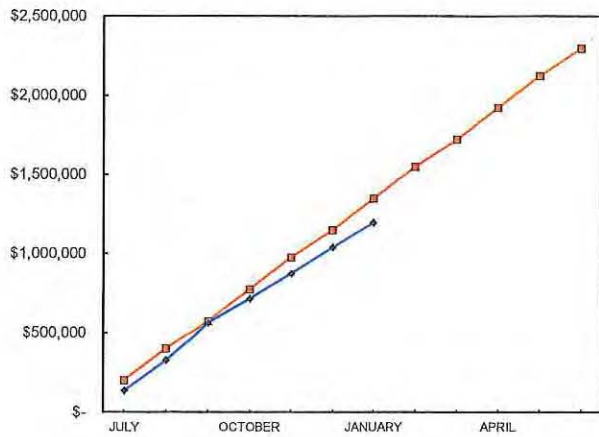
Total Revenue



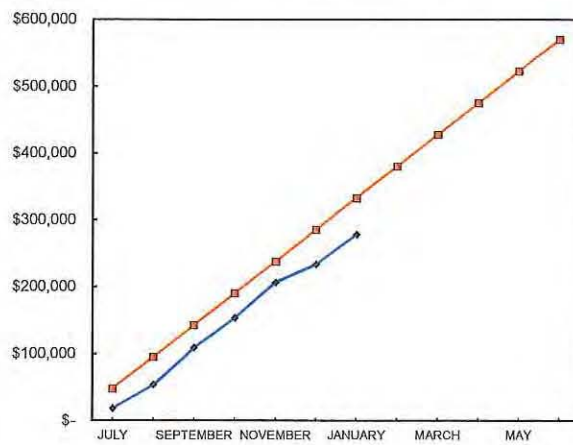
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2015 YTD through January 31, 2015

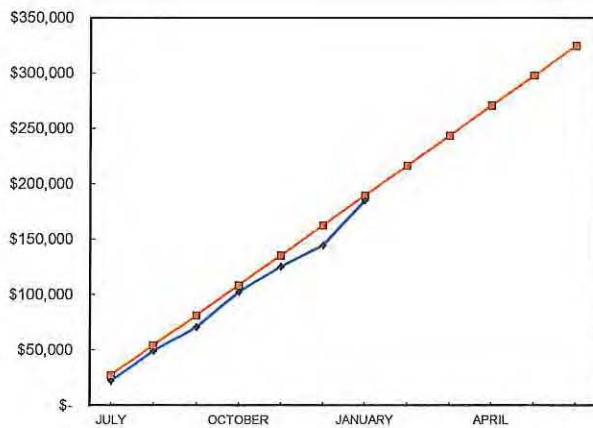
Salaries and Benefits



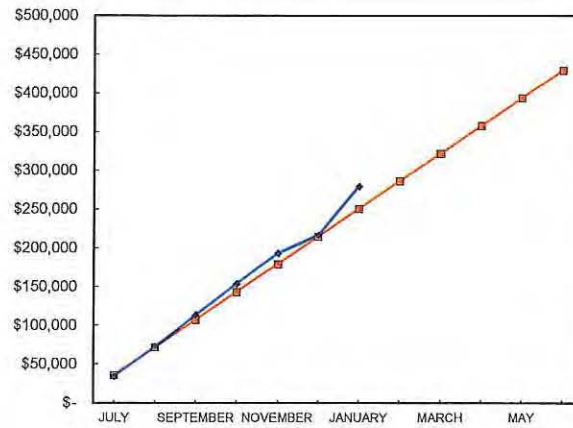
Professional Services



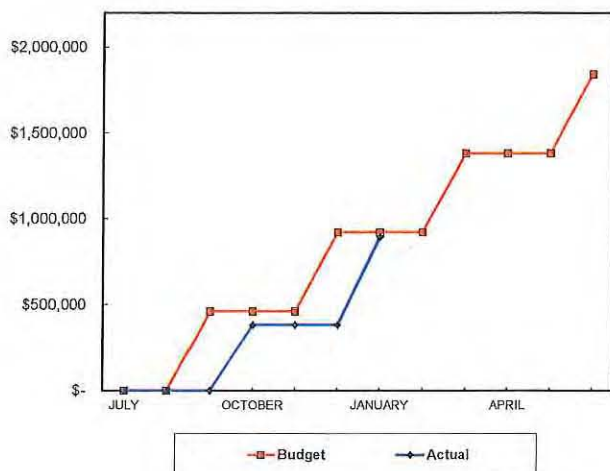
Repairs & Maintenance



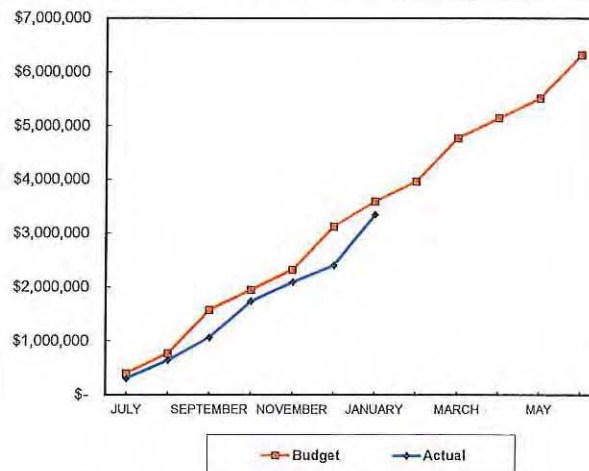
Utilities



Encina M&O



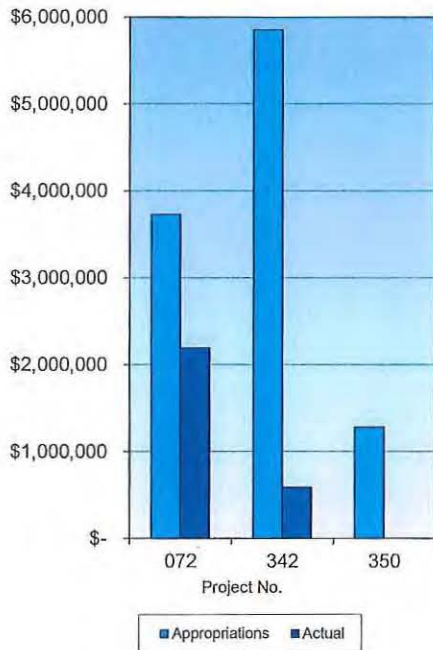
**Total Operating Expenses -
Before Depreciation & Replacement**



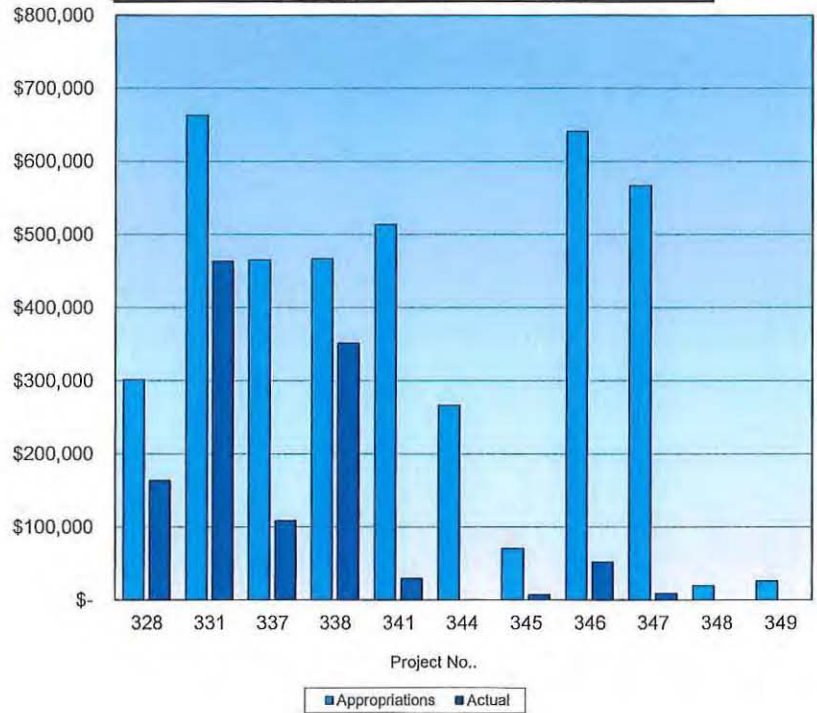
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District **Capital Expenditures** As of January 31, 2015

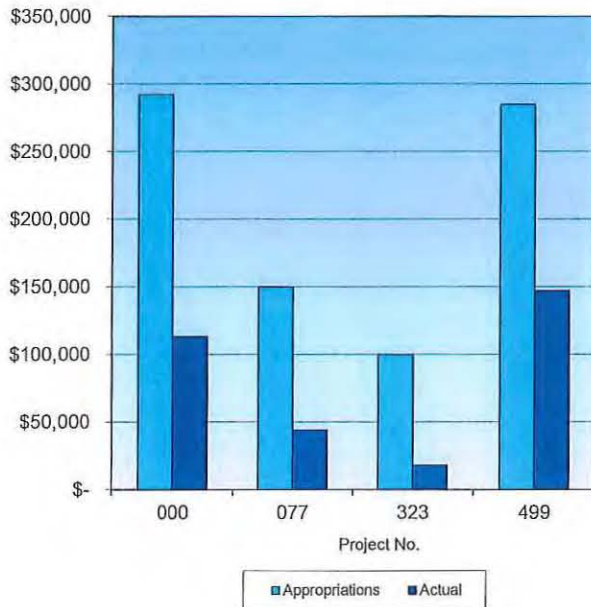
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2015



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



Single Year Capital Expenditures by Project FY2015



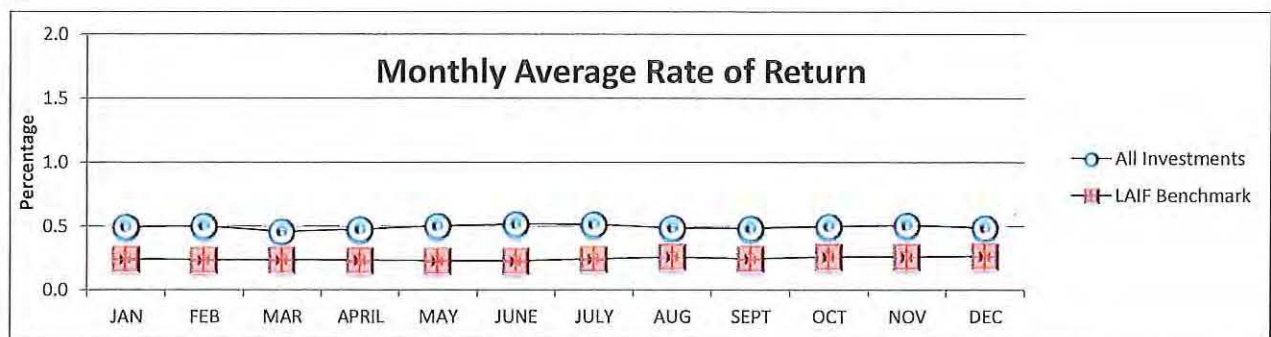
Project Legend

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

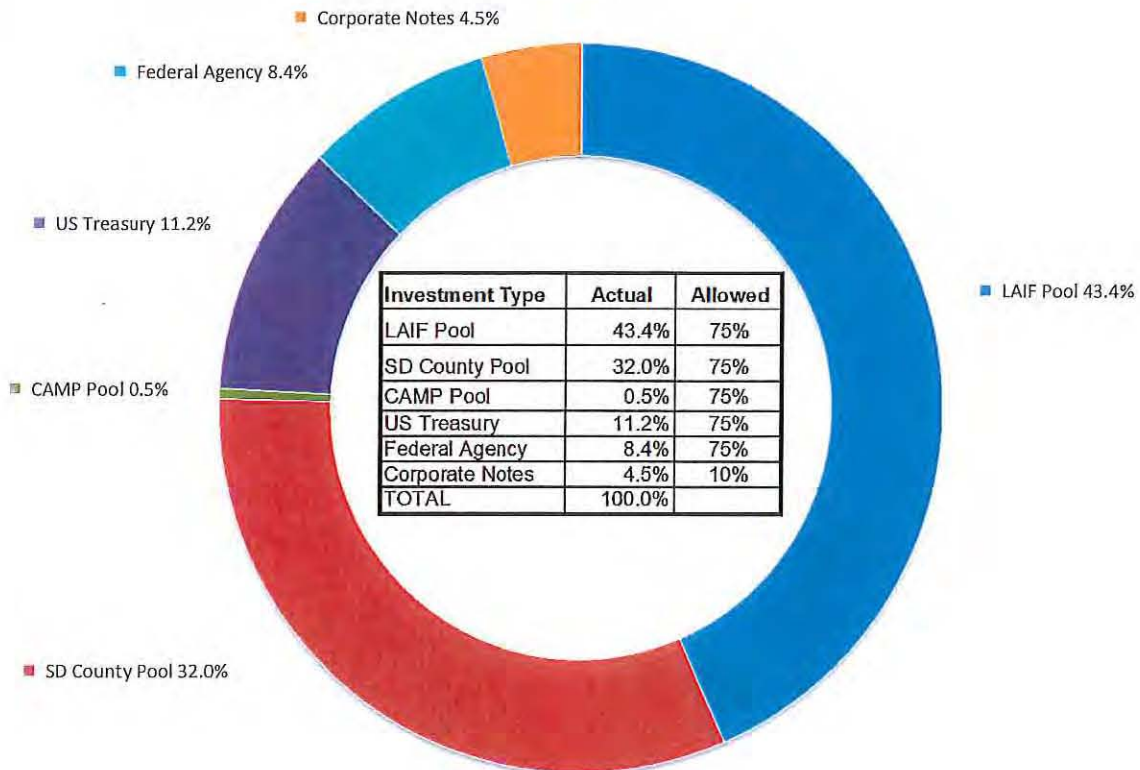
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2014

Cash Equivalents & Investments	Principal (Original Cost)		December Interest	Average Rate
	November 30, 2014	December 31, 2014		
LAIF Pool	\$ 14,788,549	\$ 15,460,549	\$ 3,365	0.267%
SD County Pool	11,400,355	11,400,355	4,114	0.433%
CAMP Pool	162,517	165,194	7	0.050%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	9,783	9,325	65	8.180%
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
US Treasury Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Total Camp Portfolio	8,603,608	8,603,150	6,866	0.960%
Totals	\$ 34,955,029	\$ 35,629,247	\$ 14,352	0.488%

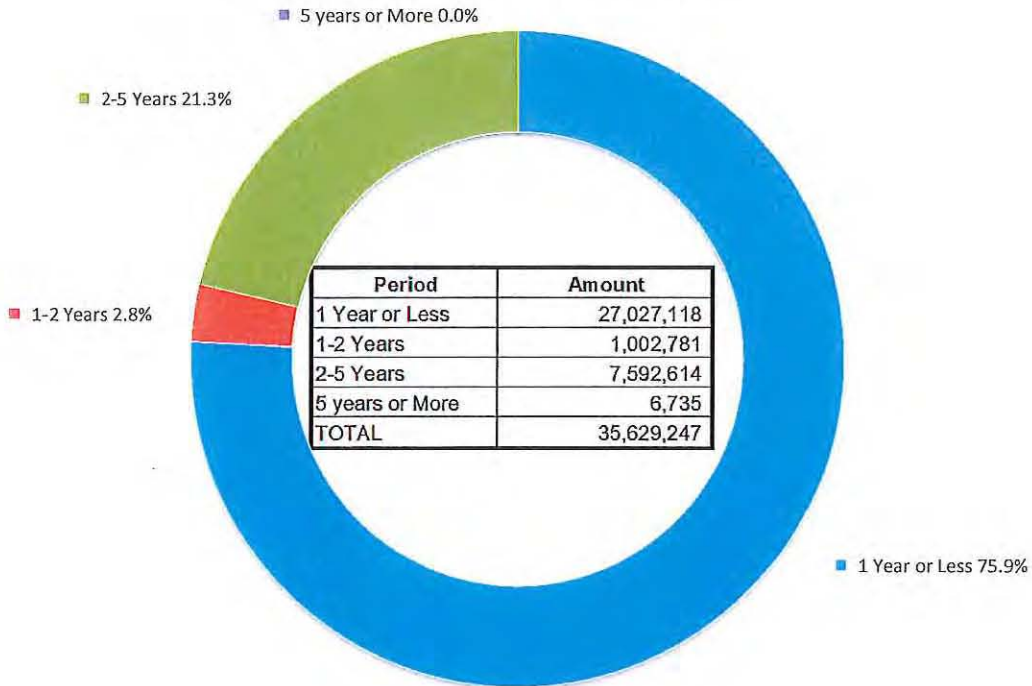


INVESTMENT DISTRIBUTION BY CATEGORY

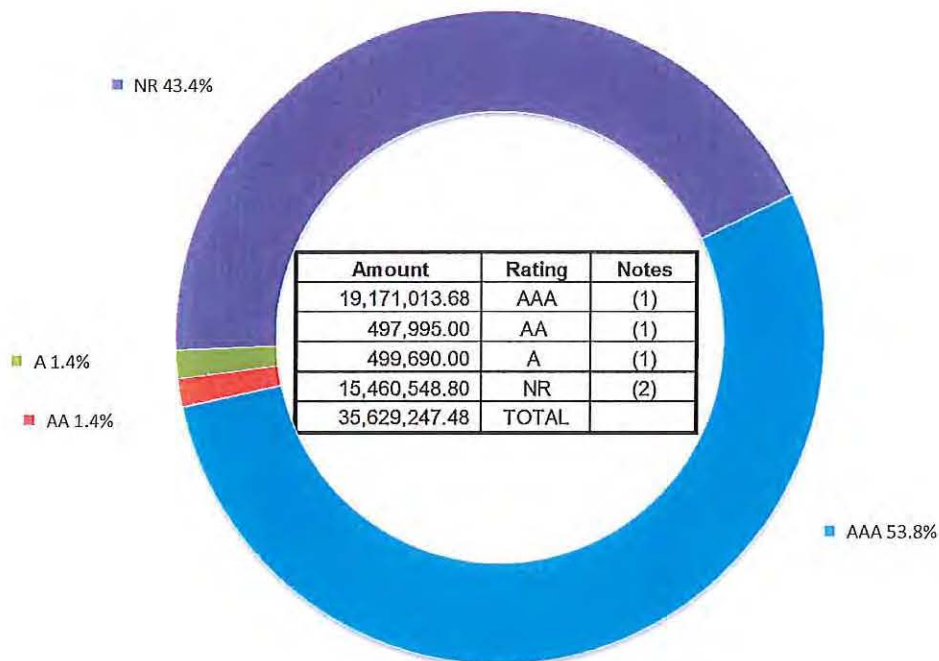


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2014
(Continued)

REMAINING MATURITY



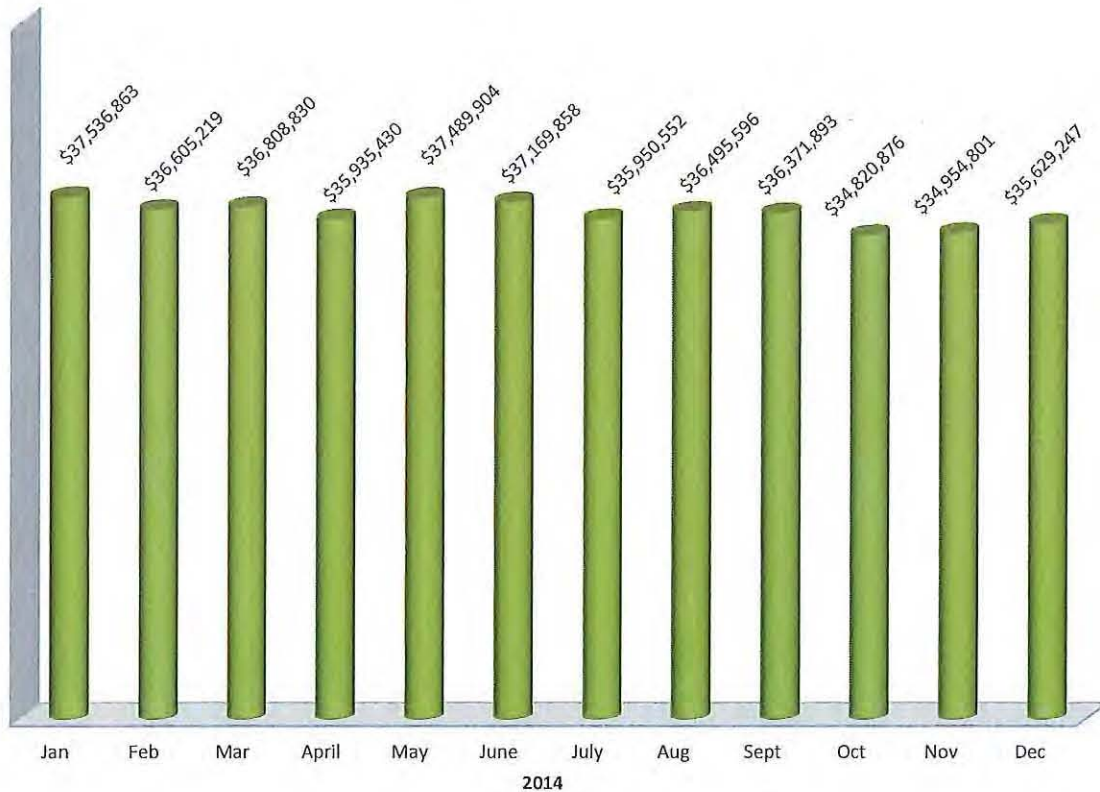
INVESTMENT RATINGS



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

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

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of December, 2014

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 233	\$ -	(3)	8.18%


TOTAL	\$ -	\$ 233	\$ -
-------	------	--------	------

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 15-4369

DATE: February 5, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

In accordance with California Government Code Section #53646, LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one page summary of LWD's investments for the quarter ending December 31, 2014 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rd:PB

Attachment
Enclosure

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

SUMMARY OF INVESTMENTS AT December 31,2014

ASSETS	AMORTIZED COST 12/31/2014	% OF TOTAL	
		Actual	Allowed
LAIF - STATE INVESTMENT POOL	\$ 15,460,548.80	43.4%	75.0%
SAN DIEGO COUNTY INVESTMENT POOL	11,400,355.06	32.0%	75.0%
CAMP - JPA INVESTMENT POOL	165,193.80	0.5%	75.0%
CAMP PORTFOLIO - US BANK Safekeeping			
US Treasury Bonds/Notes	3,993,242.60	11.2%	75.0%
Federal Agency - GNMA Pools	9,299.26	0.03%	See below
Federal Agency Bond Notes	2,993,009.47	8.4%	See below
Corporate Notes	1,565,336.57	4.4%	10.0%
	8,560,887.90		
TOTAL INVESTMENTS	\$ 35,586,985.56	100.0%	

Total Federal Agency Investments	3,002,308.73	8.4%	75%
----------------------------------	--------------	------	-----

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INTEREST FOR THE QUARTER ENDED December 31,2014

MONTH
October
November
December
TOTALS

INTEREST EARNED	AVERAGE RETURN
\$ 14,484.00	0.50%
14,618.00	0.51%
14,856.00	0.49%
\$ 43,958.00	

MEMORANDUM

Ref: 15-4370

DATE: February 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: January 2015 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 2015.

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 2015 for your review.

th:PB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
January 1 - 31, 2015**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM C. LeMay	TSM R. Morishita	FSS J. Stecker	EA T. Hill
CASA & CSRMA Seminar January 20-23, 2015 Palm Springs, CA	CASA 2015 Winter Conference										
	Registration	500.00	500.00	500.00	500.00	500.00	500.00	-			
	Hotel	1,017.84	598.08	598.08	598.08	598.08	598.08	-			
	Airfare	-	-	-	-	-	-	-			
	Meals	62.32	115.38	16.56	80.00	73.50	7.29	-			
	Rental Car	-	-	-	-	-	-	-			
	Airport parking	-	-	-	-	-	-	-			
	Tips	-	-	10.00	10.00	-	-	-			
	Fuel/mileage/taxi	-	126.50	142.03	138.00	149.50	21.17	124.20			
	Total	\$1,580.16	\$ 1,339.96	\$ 1,266.67	\$1,326.08	\$ 1,321.08	\$1,126.54	\$ 124.20	\$ -	\$ -	\$ -
	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										
	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:

- 1) Director Hanson carpooled with President Juliussen
- 2) ASM LeMay only attended the CSRMA Training

Encina Wastewater Authority Report
Regular Board Meeting
January 28, 2015

EWA Board of Directors - Director Sullivan reporting.

1. Committee Assignments for Calendar Year 2015.

The Board of Directors received and filed the Committee appointments for Calendar Year 2015.

Investment & Finance Meeting Report

Presented by Director Hanson

Meeting held February 4, 2015

1. The Committee conducted its Annual Review of the LWD Reserve Policy.

Staff presented the Annual Review of LWD's Reserve Policy and is not recommending any changes. The committee concurred with staff to recommend that the Board of Directors to receive and file the annual review of the reserve policy.

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

2. GASB Update

The Committee received an update on the new GASB Standard Statement No. 68. In addition, the Committee received an update on new auditing standards relating to leases and fair value measurements of investments.

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

3. White Nelson Diehl Evans, LLP one-year contract amendment for FY 15 for auditing services.

The Committee reviewed and agreed with staff's recommendation that the Board of Directors authorize the General Manager to execute a one-year contract amendment with White Nelson Diehl Evan, LLP for Financial Auditing Services for FY 15 in amount not to exceed \$22,000.

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

MEMORANDUM

Ref: 15-4354

DATE: February 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: GASB UPDATE



RECOMMENDATION:

1. This agenda item is provided for information only.

DISCUSSION:

This item was presented to the Investment & Finance Committee on February 4, 2015. The committee recommended that it also be presented for the Board's information.

During November 2013, staff briefed the Board of Directors on recently approved Governmental Accounting Standards Board (GASB) reporting standards that will significantly change how state and local governmental agencies, such as LWD, account and report certain transactions and liabilities such as pension obligations.

One of the new reporting standards, GASB Statement No. 68 - Pension Reporting for Employers, will take effect this year. There is also a new proposed GASB standard on leases.

Mr. Richard Duffey, LWD's accountant, will provide a brief update on how these new standards will impact LWD financial reporting.

cal:PB

MEMORANDUM

Ref: 15-4362

DATE: February 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Contract Amendment No. 2 to White Nelson Diehl Evans LLP for Financial Auditing Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute a one-year contract amendment with White Nelson Diehl Evans LLP for Financial Auditing Services for Fiscal Year 2015 (FY15) in an amount not to exceed \$22,000.

DISCUSSION:

This item was presented to the Investment & Finance Committee (IFC) on February 4, 2015. The committee recommended that it be forwarded to the full Board for approval.

During February 2010, the Board of Directors authorized an initial three-year contract with White Nelson Diehl Evans LLP for financial auditing services. A two-year extension (contract amendment No.1) was subsequently approved by the Board in January 2013 for Fiscal Years ending 2013 and 2014. During their service, White Nelson Diehl Evans has worked closely with the District to conduct thorough financial audits.

It has been customary for the District to replace District auditors after five years of service. However, since the District is in its first year with our new accounting software and because we will also be implementing GASB 68 "Pension Reporting for Employers" at year end, staff believes it is in the District's best interest to maintain continuity with our current auditing firm.

Therefore, staff and the IFC recommend that the Board of Directors authorize the General Manager to execute a one-year contract amendment with White Nelson Diehl Evans LLP. The proposed Amendment No.2, which authorizes a one-year extension, is attached for the Board's review. If approved, fees totaling \$22,000 will be included in the FY 2016 budget.

PJB:

Attachment

**AMENDMENT NO. 2
TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE LEUCADIA WASTEWATER DISTRICT
AND WHITE NELSON DIEHL EVANS LLP
FOR FINANCIAL AUDITING SERVICES**

Ref: 15-4357

This Amendment No. 2 to the AGREEMENT is made and entered into this 11th day of February, 2015 between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and WHITE NELSON DIEHL EVANS LLP, CPA's an Accountancy Corporation, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an AGREEMENT on February 10, 2010 for financial auditing services; and

WHEREAS, that AGREEMENT was extended for an additional two-years on January 9, 2013; and

WHEREAS, the DISTRICT has determined that a one-year extension is in the best interest of the District.

NOW THEREFORE, in consideration of their mutual promises, obligations, and covenants hereinafter contained, DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT

The Scope of Work shall be amended to include financial auditing services for an additional one-year period for the fiscal year ending June 30, 2015 as described in Exhibit A.

ARTICLE 4: COMPENSATION

Compensation for all work performed under Amendment No. 1 shall be calculated on a time and materials basis. Compensation for the services described in this AMENDMENT shall not exceed \$22,000. This amount shall be added to the previous amount to bring the total not to exceed amount for the AGREEMENT to \$120,250. This amount shall not be exceeded unless there is a change in scope of work, in writing and agreed to by both parties.

All other terms and conditions of the Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto caused this AGREEMENT to be executed the day and year first above written.

LEUCADIA WASTEWATER DISTRICT

WHITE NELSON DIEHL EVANS LLP

By: _____
Paul J. Bushee
General Manager

By: _____
Harvey J. Schroeder
Engagement Partner

EXHIBIT A

SCOPE OF WORK


The Scope of Work of the Agreement has been expanded to include the following:

- a. Perform annual audit and issue opinions on the District's financial statements in accordance with Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants, and in accordance with "Minimum Audit Requirements and Reporting Guidelines for California Special Districts" as required by the State Controller's office, for a one-year period for the fiscal year ending June 30, 2015.

The work shall be done on an hourly rate basis with a new ceiling of \$120,250.

MEMORANDUM

Ref: 15-4363

DATE: February 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Annual Review of LWD Reserve Fund Policy

RECOMMENDATION:

Staff and the Investment and 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:

This item was presented to the Investment & Finance Committee (IFC) on February 4, 2015. The committee recommended that it be forwarded to the Board of Directors.

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 2014, the Board received the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2014 that included the following reserve balances:

Restricted Reserves:

<u>Reserve Designation</u>	<u>Reserve Balance</u>
Capital Improvement Reserve	\$1,211,802
Total	<u>\$1,211,802</u>

Unrestricted Reserves:

<u>Reserve Designation</u>	<u>Reserve Balance</u>
Operations Reserve	\$ 2,073,044
Replacement Reserve	23,116,629
Water Recycling Reserve	3,675,534
Emergency Reserve	7,500,000
Total	<u>\$36,365,207</u>

Staff will provide an overview of the reserve activity during the board 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.

cal:PJB

Attachment

Exhibit A

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 Master 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>	
Alternative 3: LWD maintain a Large ERF of \$15 million	1) Very little risk that any emergency situation would result that funds were not available for immediate response.	1) Maintenance of large reserves is considered by some watch dog entities as a negative attribute.

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

Ref: 15-4373

DATE: February 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: West Influent Pipeline Agreement



RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2257 – Approving an Agreement for the Ownership, Operation and Maintenance of the West Influent Pipeline.
2. Discuss and provide direction as appropriate.

BACKGROUND:

In October 2010, one of the four major pipelines feeding into the Encina Water Pollution Control Facility collapsed, causing a significant wastewater spill at the treatment plant site. The pipeline, known as the West Influent Pipeline, was a 54 inch diameter concrete line that was constructed in the early 1980's and failed due to significant internal corrosion. The pipeline was replaced with a 60 inch diameter fiberglass line during the emergency.

It was also discovered during the emergency that ownership of the West Influent Pipeline had never been clearly established. As such, the four agencies that contribute flows to the pipeline; including the Leucadia Wastewater District and the Cities of Carlsbad, Vista, and Encinitas began discussions to develop a separate agreement which is the subject of this agenda item.

DISCUSSION:

The West Influent Pipeline consists of a junction structure (manhole) located in Avenida Encinas just outside the EWPCF site and approximately 300 feet of pipeline that extends eastward to the Encina Influent Junction Structure. The attached map shows the location of the West Influent Pipeline Facilities.

Over the past four years, the agencies and their respective legal counsels have been working to develop this agreement in order to establish the ownership, operation and maintenance of the West Influent Pipeline Facilities. Carlsbad has been established as the lead agency that is responsible for the maintenance of the pipeline and will bill the other three parties for the operational costs on a prorata basis. Another key provision is the ownership, which has been established as follows:

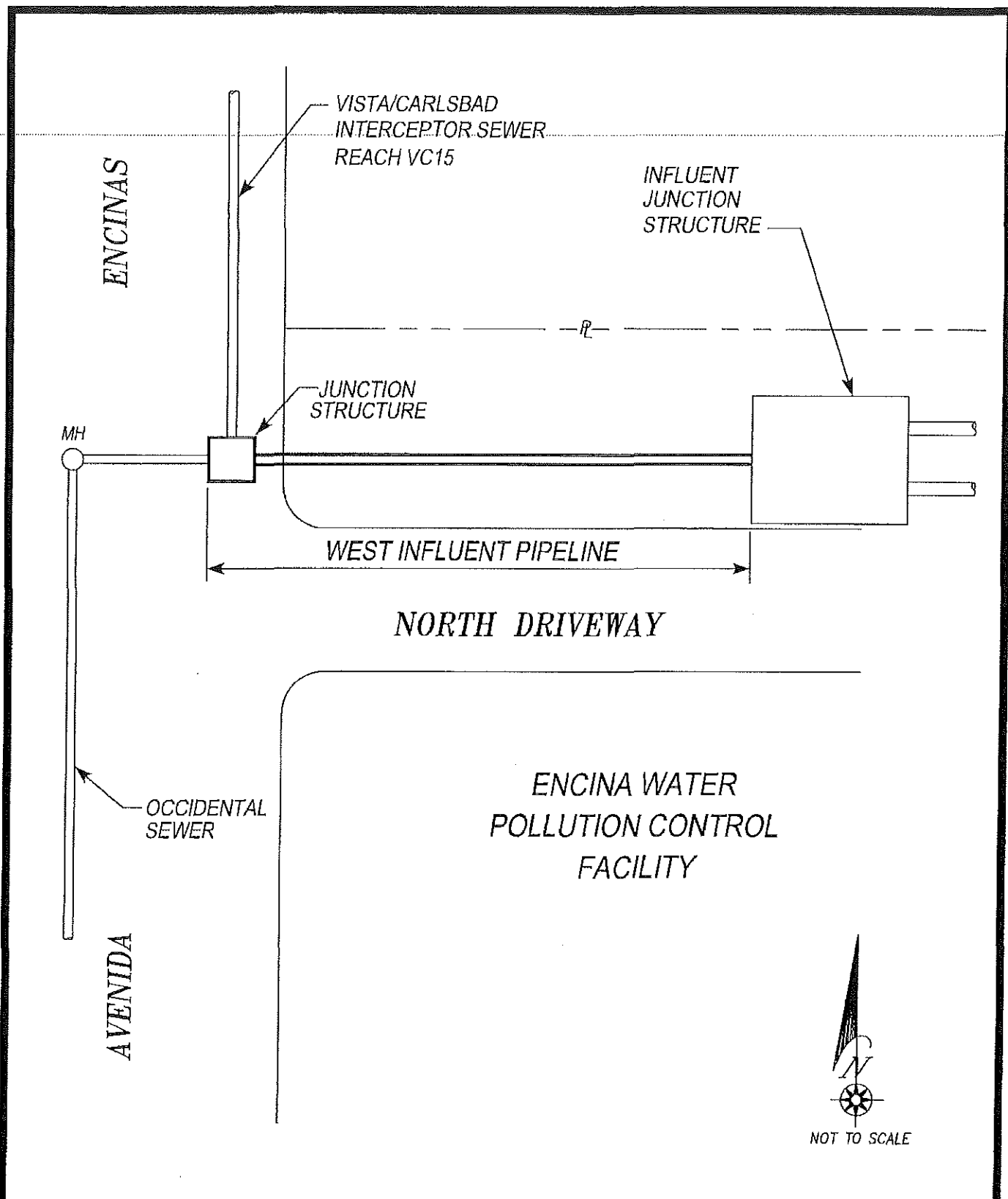
Agencies	Percentage Ownership	Capacity Ownership
City of Carlsbad	34.8%	26.7824 MGD
City of Encinitas	6.7%	5.1564 MGD
Leucadia Wastewater District	26.1%	20.0868 MGD
City of Vista	32.4%	24.9354 MGD
Total	100.0%	76.9610 MGD

Please note that when the pipeline was replaced during the emergency it was paid for by the four owners according to the ownership percentages established in the table. Other provisions of the agreement account for indemnity, future expansions, capacity rights, etc. Since the West Pipeline was recently replaced, it is not anticipated that there will be significant capital or operating costs anytime in the near future. Attached please find the full agreement for your review.

Therefore, in order to formally establish the ownership and operation of the West Influent Pipeline, staff recommends that the Board adopt Resolution 2257.

PJB:

Attachment



PROJECT NAME
 AGREEMENT FOR OWNERSHIP, OPERATION, AND
 MAINTENANCE OF THE WEST INFLUENT PIPELINE

EXHIBIT
 A

PLOTTED BY: SCOTT EVANS PLOT DATE: 11/6/14 PATH: D:\UTILITIES DEPARTMENT\DESIGN DIVISION\SMITH\WEST INFLUENT PIPELINE EXHIBIT.DWG

RESOLUTION NO. 2257

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
APPROVING AN AGREEMENT FOR THE OWNERSHIP, OPERATION, AND MAINTENANCE
OF THE WEST INFLUENT PIPELINE

Whereas, the Encina Wastewater Authority (EWA) is responsible for the operation, maintenance and administration of the Encina Water Pollution Control Facility; and,

Whereas, Leucadia Wastewater District, Carlsbad, Encinitas and Vista are four of the six members of the Encina Joint Powers Authority which owns the Encina Pollution Control Facility, and each member sends wastewater to that facility for treatment; and,

Whereas, the Leucadia Wastewater District, Carlsbad, Encinitas and Vista each sends wastewater through an interceptor sewer segment referred to as the West Influent Pipeline; and,

Whereas, the West Influent Pipeline, was reconstructed by EWA in November 2010 with the cost paid for by the Leucadia Wastewater District, Carlsbad, Encinitas and Vista; and,

Whereas, EWA and the four users of the West Influent Pipeline desire to enter into a separate agreement for its ownership, operation, and maintenance.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors approves the West Influent Pipeline Agreement attached hereto as Exhibit "A".

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 11th day of February, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

Attest:

Paul J. Bushee, Secretary /Manager

AGREEMENT FOR THE OWNERSHIP, OPERATION, AND MAINTENANCE OF THE WEST INFLUENT PIPELINE

THIS AGREEMENT is made and entered into as of December 9, 2014, by and between the City of Vista, a chartered municipal corporation ("Vista"); the City of Carlsbad, a chartered municipal corporation ("Carlsbad"); the Leucadia Wastewater District, a county water district ("LWD"); the City of Encinitas, a general law city ("Encinitas"), and the Encina Wastewater Authority, a public agency ("EWA"). These entities are also individually referred to as a "Party" and collectively as "Parties."

RECITALS

A. EWA is responsible for the operation, maintenance and administration of the Encina Water Pollution Control Facility.

B. Vista, Carlsbad, LWD, and Encinitas are four of the six members of the Encina Joint Powers Authority that own the Encina Water Pollution Control Facility, and each sends wastewater to that facility for treatment.

C. On February 26, 2002, Carlsbad and Vista entered into an agreement for the ownership, operation, and maintenance of the Vista/Carlsbad Interceptor. An interceptor sewer pipeline jointly owned by Vista and Carlsbad which extends to the Encina Water Pollution Control Facility. The individual pipeline segments of the Vista/Carlsbad Interceptor have been commonly referred to as VC1 through VC16. This agreement was amended and restated on June 11, 2013.

D. The segment formerly known as VC16 has been reconstructed by EWA and paid for by Vista, Carlsbad, LWD, and Encinitas and is now known as the West Influent Pipeline. It receives flows from both the Vista/Carlsbad Interceptor and the Occidental line which serves and is owned, operated, and maintained by Carlsbad, LWD, and Encinitas.

E. The West Influent Pipeline begins at the confluence junction structure of the V/C Interceptor Sewer and the Occidental Sewer as shown on the City of Carlsbad Drawing Number 474-8 and terminates at the influent junction structure of the Encina Water Pollution Control Facility. The West Influent Pipeline includes the confluence junction structure but excludes all sewer pipeline connections to that structure. A schematic drawing of the West Influent Pipeline is attached as Exhibit A.

F. The Parties desire to enter into an agreement for the ownership, operation, and maintenance of the West Influent Pipeline.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, the Parties agree as follows:

Section 1 DEFINITIONS

For the purposes of this Agreement, the following terms shall have the meanings indicated:

1.1 Administrator. The Administrator shall be the individuals designated to administer the functions of the sewer system for that Party. For Vista, Carlsbad, and Encinitas the

Administrator is each City's City Manager or his or her designated representative. For LWD and EWA, the Administrator is the General Manager or his or her designated representative.

1.2 Capacity. Capacity is identified in Exhibit B.

1.3 Improvement or Enlargement Costs. These include the cost of land, easements, rights-of-way, engineering, construction management, construction inspection, and construction.

1.4 Lead Agency. The Party identified in a Project Agreement as responsible for the planning, design, and construction of a given component of the West Influent Pipeline.

1.5 Ownership Interest. Vista, Carlsbad, LWD, and Encinitas jointly own the West Influent Pipeline, and their respective ownership interests in the West Influent Pipeline is set forth in Exhibit B. For purposes of this Agreement, Vista, Carlsbad, LWD, and Encinitas are referred to collectively as the "Owners."

1.6 Project Agreement. A separate agreement between Owners that defines project-specific requirements of each Owner, cost sharing for design and construction, the method of cost accounting and the payment schedule for the improvement or enlargement of the West Influent Pipeline.

1.7 Wastewater. Wastewater shall be construed to mean domestic sewage, authorized industrial discharges that are in compliance with the EWA's Source Control Program, and Inflow/Infiltration.

Section 2 JOINT PARTICIPATION

The Owners shall participate jointly in the construction, ownership, maintenance, operation, and use of the West Influent Pipeline, including the parts thereof which may be subsequently acquired or constructed for the improvement or enlargement thereof. The Owners shall pay for such construction, ownership, maintenance, operation, and use of the West Influent Pipeline in proportion to their respective Ownership Interests or as otherwise provided below.

Section 3 CAPACITY RIGHTS

3.1 Each Owner has heretofore paid for its Ownership Interest.

3.2 No Owner may grant, encumber, limit, or restrict its interest in any part of the West Influent Pipeline for any purpose other than the disposal of wastewater, without the prior written approval of all the other Owners.

3.3 None of the Owners shall exceed their Capacity rights in the West Influent Pipeline. Any use of Capacity in excess of an Owner's Ownership Interest shall be considered a trespass. Any Owner is hereby authorized to specifically enforce the terms of this section against another Owner, including through commencement of a proceeding at law or equity. The Owners agree that specific enforcement is a proper remedy in that payment of damages is not an adequate remedy for the potential losses to any Owner resulting from the loss of Capacity. For example, replacement of Capacity may be impractical and the consequences for the economic development of an Owner are not readily subject to quantification. Each Owner hereby consents to the commencement of such action or actions and waives any right it may

have to further approval of such actions under this Agreement. In addition to any injunctive relief, any Owner may seek consequential damages. In any such action, the prevailing party shall be entitled to attorney's fees and costs.

Section 4 ACQUISITION OF ADDITIONAL CAPACITY

In the event any Owner requires capacity in the West Influent Pipeline in excess of the proportionate capacity allowed under this Agreement, and the West Influent Pipeline is not being used by the other Owners to the full percentage of the total capacity to which they are entitled, the Owner requiring additional capacity may license, lease, or purchase such additional capacity from the other parties. Such license, lease, or purchase shall be accomplished by written agreement, a copy of which shall be provided to each Owner, and Exhibit B will be deemed amended to conform to the new percentages. The value of the West Influent Pipeline as of April 2011 is \$678,395. The replacement value of the West Influent Pipeline shall be calculated by multiplying the value as of April 2011, by the percentage change in the Engineering News Record Construction Cost Index for Los Angeles (ENR LA) for each calendar year starting with 2012, then adding the resulting products to the original value of the subject facility.

Section 5 RESPONSIBILITY OF LEAD AGENCY

Carlsbad shall be the Lead Agency with maintenance responsibility for the West Influent Pipeline, unless agreed upon otherwise by a separate Project Agreement. The Owners shall mutually agree on all recommendations for improvements and enlargements to the West Influent Pipeline; however, a separate Project Agreement shall be prepared and executed by the Owners for all future improvements and enlargements to the West Influent Pipeline and to determine the Lead Agency for that project.

Section 6 IMPROVEMENTS OR ENLARGEMENTS OF THE WEST INFLUENT PIPELINE

6.1 As deemed necessary, the Owners shall meet to discuss future improvements or enlargements of the West Influent Pipeline. Once it is agreed between the Owners that an improvement or enlargement is necessary, planning and design work for the improvement or enlargement of the West Influent Pipeline shall be prepared. Upon completion and acceptance by the Owners of the planning and design work schematically detailing an improvement or enlargement, a Lead Agency will be designated that will prepare a Project Agreement which will identify the project specific requirements of each Owner including the cost sharing for design and construction.

6.2 When the Project Agreement has been accepted by the legislative body of each Owner, the Lead Agency under the Project Agreement shall engage the services of a consultant or consultants to prepare plans, specifications, and related materials necessary for the acquisition and construction of the improvements or enlargements. The specifications shall contain all appropriate hold harmless clauses, insurance requirements, and indemnifications for those agencies involved in the project.

6.3 Upon completion of the plans, specifications, and related materials, their approval by the other Owners, the acquisition of necessary lands and right-of-way, and at such time as the Owners are prepared to finance their proportionate shares of the acquisition and construction cost, including determining any maximum funding commitments, the Lead Agency

under the Project Agreement shall advertise for bids for the construction of the improvements or enlargements or such portion thereof as may be hereafter agreed to by the Owners. The decision to accept bids and award the construction contract shall be the sole responsibility of the Lead Agency. The Lead Agency shall cause the work to be inspected, administer the execution of the contract, and approve necessary change orders. All records for improvements or enlargements shall be permanently retained.

Section 7 COST SHARING OF IMPROVEMENTS OR ENLARGEMENTS

All improvement or enlargement costs of the West Influent Pipeline shall be borne and paid by the Owners in proportion to each Owner's Ownership Interest or as otherwise provided in the Project Agreement. Should the percentage of capacity to be owned after improvements are constructed vary from Exhibit B, then Exhibit B shall be amended accordingly upon completion of construction.

Section 8 OPERATIONS, MAINTENANCE, AND ACCESS

8.1 Carlsbad shall be the Lead Agency for the operation and maintenance of the West Influent Pipeline and shall maintain it in good repair and working order in accordance with recognized sound engineering practice. Carlsbad shall maintain accurate records and accounts in connection with the operation and maintenance of the West Influent Pipeline for a minimum period of five years. These records and accounts shall be available for inspection by any other Party upon written request.

8.2 Operation and maintenance of the West Influent Pipeline shall include the labor, equipment, and materials required for daily operation and routine maintenance. Routine maintenance activities typically include annual visual inspections of the confluence junction structure, clearing around the structure, and replacement of corroded or damaged confluence junction structure appurtenances. Cleaning and CCTV inspections of the West Influent Pipeline will be performed at least every five years or as necessary to maintain the intended function of the West Influent Pipeline.

8.3 EWA shall provide the Owners with access and any other cooperation reasonably necessary for the operation, maintenance, improvement and/or enlargement of the West Influent Pipeline in accordance with the terms of this Agreement.

Section 9 BUDGETING AND ACCOUNTING FOR OPERATION AND MAINTENANCE

9.1 The Owners shall share in the operation and maintenance expenses of the West Influent Pipeline in proportion to their respective Ownership Interests. Special inspections and cleaning not included as part of routine maintenance will be performed as necessary by Carlsbad or a qualified contractor, as agreed by all Owners, and invoiced to each Owner on a time and materials basis in proportion to each Owner's Ownership Interest.

Section 10 EMERGENCY REPAIRS OR RECONSTRUCTION

10.1 Carlsbad shall be allowed to perform emergency repairs or reconstruction of the West Influent Pipeline, in whole or in part, without prior approval from the other Owners, as necessary to maintain the continuous operation of the system such that the need for repair or

reconstruction is necessary to prevent property damage or imminent danger to health and safety.

10.2 The Owners shall each pay all cost of emergency repair or reconstruction of the West Influent Pipeline, or portion thereof, in proportion to their Ownership Interests.

Section 11 BUDGETING AND ACCOUNTING

11.1 Each Owner shall be strictly accountable for all funds received and shall maintain adequate records of all receipts and disbursements pursuant to this Agreement. In addition, each Owner shall maintain such additional records relating to the acquisition, construction, ownership, maintenance, operation, and use of the West Influent Pipeline as is appropriate. Each of the Owners, with reasonable notice, has the right to inspect and examine the records of the other Owner insofar as such records relate to the West Influent Pipeline.

11.2 Each Owner shall maintain all records relating to the West Influent Pipeline for a minimum of five years, except records for improvements or enlargements. Records for improvements or enlargements shall be kept permanently.

Section 12 INSURANCE

Each Owner shall maintain for the duration of the Agreement, and any and all amendments, liability insurance against claims for injuries to persons or damage to property which may arise out of or in connection with performance of the services of each Owner, their agents, representatives, employees, or subcontractors. Each Party shall maintain workers' compensation coverage and limits as required by the California Labor Code.

Section 13 WASTEWATER SPILLS

13.1 In the event of a wastewater spill from the West Influent Pipeline that occurs as a result of an unforeseen condition, where such wastewater spill could not have been prevented with normal and routine maintenance, then each Owner shall be responsible for the costs for cleanup and payment of any legal fines and expenses incurred in proportion to each Owner's Ownership Interest in the West Influent Pipeline.

13.2 An Owner, which by its sole negligence or willful misconduct, causes a wastewater spill shall be solely responsible for all costs for cleanup and payment of any legal fines and expenses incurred.

Section 14 APPORTIONMENT OF LIABILITY

14.1 Any liability incurred by the Owners, which liability arises out of or in connection with the construction, operation, or maintenance of the West Influent Pipeline, shall be discharged by payment by each Owner in proportion to its Ownership Interest.

14.2. Notwithstanding the provisions of Government Code Section 895.2, Owners shall, to the fullest extent allowed by law, indemnify, defend, and hold EWA and the member agencies of EWA which have no ownership interest in the West Influent Pipeline, their officers, directors, agents, and employees harmless from any and all claims, demands, liens, actions, liabilities, costs, and expenses, including attorney's fees, based upon or arising out of, or

claimed to have arisen out of, any act or omission by EWA related to this Agreement, other than actual intentional or willful misconduct of an EWA employee, officer, or agent.

14.3. Owners also agree to hold harmless and defend such agencies and EWA, their directors, officers, agents, and employees with respect to claims or legal proceedings or judgments made, filed, or presented against the foregoing, by reason of Owners', or their officers', agents', or employees' negligence, intentional or willful misconduct regarding the West Influent Pipeline during the term of this Agreement.

Section 15 NOTICE

Any notice or demand which may or must be given or made by a Party under the terms of this Agreement or any statute or ordinance shall be in writing; and shall be deemed received on: (a) the day of delivery if delivered by hand (including overnight courier service) during receiving Party's regular business hours or by facsimile before or during receiving Party's regular business hours; or (b) the day of delivery shown on a return receipt for registered or certified United States mail.

Section 16 SETTLEMENT OF DISPUTES OR CONTROVERSIES

Should any dispute or controversy arise in connection with this Agreement or in connection with the acquisition, construction, maintenance, operation, repair, reconstruction, or enlargement of the West Influent Pipeline or in connection with any of the affairs or operation thereof, or the execution of the term of this Agreement, the Parties shall make reasonable efforts to resolve the dispute. In the event that the Parties are unable to reach a resolution to the dispute and prior to initiating any legal action, the Parties shall select a neutral mediator to assist in the resolution of the dispute. Each Party shall share equally in the cost of the mediator.

Section 17 MODIFICATION OF AGREEMENT

This Agreement shall contain all of the terms and conditions made between the Parties hereto and shall not be amended except by an agreement in writing signed by all Parties.

Section 18 SEVERABILITY

If any section, subsection, sentence, clause, phrase, or word of this Agreement, or the application thereof, to any Party, to any other person or circumstance is for any reason held invalid, it shall be deemed severable and the validity of the remainder of the Agreement or the application of such provision to the other Parties, or to any other person or circumstance shall not be affected thereby. Each Party hereby declares that it would have entered into this Agreement and each section, subsection, sentence, clause, phrase, and word thereof irrespective of the fact that one or more section, subsection, sentence, clause, phrase, or word, or the application thereof to any Party or any other person or circumstance be held invalid.

Section 18 COUNTERPARTS AND EXHIBITS


This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any exhibit, the provisions of this Agreement shall prevail.

Section 19 TERM

The initial Termination Date of this Agreement will be 20 years from the date first above written. This Agreement shall automatically renew as provided below unless a Party gives written notice of non-renewal at least 12 calendar months prior to the initial Termination Date or any succeeding Termination Date. Unless such notice of non-renewal is timely given, this Agreement shall automatically renew for an additional 10 years, and a new Termination Date shall be accordingly established.

IN WITNESS WHEREOF, each Party has, pursuant to resolution duly passed and adopted by its respective governing body, approved this Agreement and caused it to be executed and be effective as of the date first above written.


CITY OF VISTA, a chartered municipal corporation

By: 
JUDY RITTER, Mayor

ATTEST:
Marci Killian, City Clerk

By: 

APPROVED AS TO FORM:
Darold Pieper, City Attorney

By: 
APPROVED
Darold Pieper
1704 111214

CITY OF ENCINITAS, a general law city

By: _____
KRISTIN GASPAR, Mayor

ATTEST:
Kathy Hollywood, City Clerk

By: _____

APPROVED AS TO FORM:
Glenn Sabine, City Attorney

By: _____

CITY OF CARLSBAD, a chartered municipal corporation

By: _____
MATT HALL, Mayor

ATTEST:
Lorraine M. Wood, City Clerk

By: _____

APPROVED AS TO FORM:
Celia A. Brewer, City Attorney

By: _____

LEUCADIA WASTEWATER DISTRICT, a county sanitation district

By: _____
Allan Juliussen, President

ATTEST:
Paul J. Bushee, Secretary

By: _____

APPROVED AS TO FORM:
Wayne Brechtel, District Counsel

By: _____

ENCINA WASTEWATER AUTHORITY

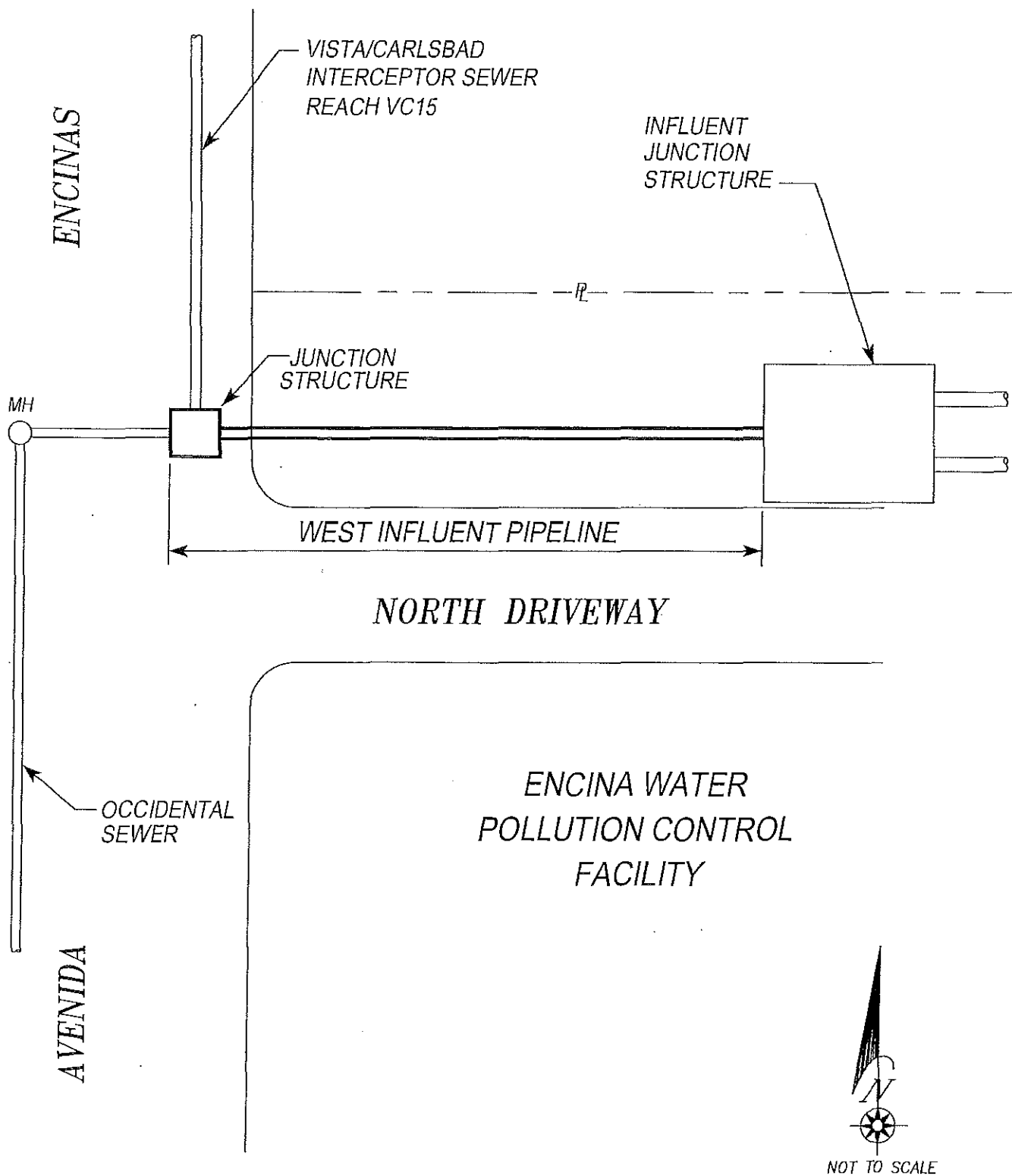
By: _____

ATTEST:

By: _____

APPROVED AS TO FORM:
Gregory Moser, General Counsel

By: _____



PROJECT NAME
 AGREEMENT FOR OWNERSHIP, OPERATION, AND
 MAINTENANCE OF THE WEST INFLUENT PIPELINE

EXHIBIT
 A

PIPELINE CAPACITY

EXHIBIT B

The Capacity of West Influent Pipeline is 76.961 MGD.

The percentage ownership and capacity ownership of each of the Owners is shown below:

	Percentage Ownership	Capacity Ownership
City of Carlsbad	34.8%	26.7824 MGD
City of Encinitas	6.7%	5.1564 MGD
Leucadia Wastewater District	26.1%	20.0868 MGD
City of Vista	32.4%	24.9354 MGD
Total	100.0%	76.9610 MGD

PROJECT NAME

AGREEMENT FOR OWNERSHIP, OPERATION, AND
MAINTENANCE OF THE WEST INFLUENT PIPELINE

EXHIBIT

B

MEMORANDUM

Ref: 15-4371

DATE: February 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Agenda Preparation Policy



RECOMMENDATION:

1. Adopt Resolution No. 2258 – Approve the Agenda Preparation Policy; and/or
2. Discuss and provide direction as appropriate.

DISCUSSION:

At the last Board meeting, the Board of Directors directed staff to draft an Agenda Preparation Policy that authorizes the Board President to review the monthly agenda topics prior to distribution. In addition, the policy ensures that Board agendas are prepared and posted in sufficient time to meet all the requirements of the Ralph M. Brown Act (Brown Act).

Staff recommends that the Board of Directors adopt Resolution 2258 – Approving the Agenda Preparation Policy.

PJB

Attachment

RESOLUTION NO. 2258

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
APPROVING THE AGENDA PREPARATION POLICY**

Whereas, the Leucadia Wastewater District (District) Board of Directors desires to conduct District business in an orderly, productive, and timely manner; and,

Whereas, the District has developed an Agenda Preparation Policy to streamline the agenda development process and ensure that agenda items are reviewed and finalized in a timely manner.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors approves the Agenda Preparation Policy attached hereto as Exhibit "A".

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 11th day of February, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

Attest:

Paul J. Bushee, Secretary /Manager



LEADERS IN
ENVIRONMENTAL
PROTECTION

AGENDA PREPARATION POLICY

General

It is the goal of the Leucadia Wastewater District to conduct business in an orderly, productive and timely manner. Therefore, in order to streamline the agenda preparation process and ensure that agenda items are reviewed and finalized in a timely manner, the Board of Directors has adopted a policy for the placement of agenda topics on the Board agenda. This policy shall be adhered to by Board Members and staff.

Agenda Authority


The General Manager is responsible for ensuring the development of Board and Committee agendas. Each agenda shall be prepared and posted in sufficient time to meet all requirements of the Ralph M. Brown Act (Brown Act).

Agenda Topics

In addition to topics developed by staff, proposed agenda topics may be requested by any member of the Board of Directors. In order to meet all requirements of the Brown Act, agenda topics must be received at least one week prior to agenda posting and/or delivery. At the Board President's discretion, the General Manager will review the proposed agenda topics with the Board President prior to distribution of the agenda. Based on the Board President's review, the Board agenda may be modified, as appropriate.

MEMORANDUM

Ref: 15-4367

DATE: February 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Call for Candidates – CASA Board of Directors

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and provide direction as appropriate.

DISCUSSION:

You may recall that the California Association of Sanitation Agencies (CASA) recently underwent a complete reorganization. As part of that effort, CASA adopted a new set of bylaws as well as new procedures for the nomination and election of its Board of Directors. CASA has recently notified the membership that it is currently seeking candidates for its Board of Directors.

Under the procedures, each member agency may suggest a candidate to potentially serve on the Board. The candidates will be reviewed by a nomination committee who will develop a slate of candidates to be considered by the membership at its Annual Conference in August 2015.

Please note that under CASA's bylaws; only one person per member agency can serve on the Board of Directors at a time. Since I currently serve on the CASA Board and I am not up for election, no other person from LWD can be suggested at this time. However, the Board may suggest a candidate from another CASA member agency if it so chooses.

This item is presented as a follow-up to CASA's request and is for the Board to discuss and provide direction as appropriate. Attached please find CASA's call for candidates request for your review.

PJB:

Attachment



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

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

January 9, 2015

Via Electronic Mail

TO: CASA Member Agencies

FROM: Paul Bushee, Chair, Nominating Committee

SUBJECT: **CALL FOR CANDIDATES—CASA BOARD OF DIRECTORS**

Board of Directors

President
DAVID R. WILLIAMS
Central Contra Costa Sanitary District

Vice President
KEVIN M. HARDY
Encina Wastewater Authority

Secretary-Treasurer
JEFF MOORHOUSE
Carpinteria Sanitary District

DAVID BACHTEL
HDR, Inc.

TIMOTHY P. BECKER
Oro Loma Sanitary District

PAUL BUSHEE
Leucadia Wastewater District

JASON DOW
Central Marin Sanitation Agency

SCOTT M. GOLDMAN
El Toro Water District

JOHN E. HOAGLAND
Rancho California Water District

STEPHEN A. HOGG
City of Fresno

WILLIAM C. LONG
Novato Sanitary District

TRACI MINAMIDE
City of Los Angeles, LA Sanitation

E.J. SHALABY
West County Wastewater District

Executive Director
ROBERTA L. LARSON

In September 2014, the CASA Board of Directors adopted new procedures for nomination and election of directors and officers. The procedures complement the revised Bylaws adopted by the membership in June 2014.

In August 2014, the membership elected 12 Directors. The terms were staggered such that only four of the 12 seats on the Board will turn over in any given year. In 2015, the membership will be asked to elect a slate of four directors to serve three-year terms beginning August 2015. The election procedures provide members the opportunity to suggest candidates for the open seats on the Board of Directors. Voting members may suggest someone from their agency or another voting member for the available elected director seats. A five member Nominating Committee will consider all of the suggestions received, incumbents interested in reelection to the Board, and candidates identified in its own search. The Committee will recommend a slate of qualified nominees to the CASA Board of Directors for approval no later than June 1. The approved slate of Directors will be presented to the membership for a vote at the annual meeting.

The Nominating Committee's task is to develop a slate of candidates that provides well-balanced, experienced leadership for the Association. To the extent possible, the slate should facilitate a balance on the Board of elected officials and appointed agency staff, large and small agencies, various parts of the state, collection systems only as well as treatment facilities and special districts, joint powers agencies and cities.

The CASA Board of Directors is the governing body responsible for policy decisions and oversight of the Executive Director. Board members are expected to:

- Attend CASA conferences, the Washington DC meeting and the Sacramento Public Policy Forum.
- Participate in monthly Board conference calls.
- Assist in member recruitment and retention.
- Represent CASA at events and meetings as requested by the President.

If your agency wishes to suggest a candidate for consideration by the Nominating Committee, please complete the attached form and return it via electronic mail **no later than March 2, 2015** to:

nominations@casaweb.org

If you have any questions regarding the nomination and election procedures, please contact CASA's Executive Director, Bobbi Larson, at (916) 446-0388, blarson@casaweb.org, or me at (760) 753-0155, PBushee@lwwd.org. Thank you.

cc: CASA Board of Directors
Bobbi Larson, Executive Director



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

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

Recommendation for
Board of Directors
Term: August 2015 to August 2018

Recommended by:	
Voting Member Agency	
Name of Voting Member Representative	
Email	
Telephone	
Candidate Information	
Name	
Position (Director, General Manager, etc.)	
Agency	
Address	
Telephone	
Email	
Qualifications (Please briefly summarize why you believe the candidate should be considered for nomination)	
Please share any additional information relevant to the nominations process.	
Date:	Signature:

All Recommendations Must be Received by March 2, 2015
via email: nominations@casaweb.org

Directors' Meetings

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

Conference

2015 CASA Winter Conference

Dates and Location

January 20-23, 2015

Hilton Palm Springs Resort, CA

List of Attendees

President Allan Juliussen

Vice President Don Omsted

Director Judy Hanson

Director Elaine Sullivan

Director Dave Kulchin

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