



**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, February 14, 2018  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentation and Awards**  
Achievement of Individual Award – Jeffery Stecker (Page 5)

**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 9, 2018 Community Affairs Committee Meeting (Pages 6-7)
- January 10, 2018 Regular Board Meeting (Pages 8-12)
- January 30, 2018 Community Affairs Committee Meeting (Pages 13-14)
- February 7, 2018 Investment and Finance Committee Meeting (Pages 15-16)
- February 8, 2018 Engineering Committee Meeting (Pages 17-18)

**8. Approval of Demands for January/February 2018**

This item provides for the Board of Directors approval of all demands paid from LWD during the month of January and a portion in February 2018. (Pages 19-36)

**9. Operations Report**

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY17 to FY18 and flows by sub-basin. (Pages 37-41)

**10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY18 budget and discloses monthly investments. (Pages 42-49)

**11. Quarterly Treasurer's Report**

This report discloses investments for the quarter ending December 31, 2017. (Pages 50-51, Enclosure 11)

**12. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of January 2018. (Pages 52-53)

## **EWA REPORTS**

**13. Encina Wastewater Authority Reports**

- A. A regular EWA Board Meeting was held on January 24, 2018 – report by Director Juliussen. (Page 54)
- B. An Encina Member Agencies Manager's Meeting was held on February 6, 2018 – report by GM Bushee. (Verbal)

## **COMMITTEE REPORTS**

**14. Committee Reports**

- A. Community Affairs Committee Meeting was held on January 30, 2018 – report by Director Kulchin. (Page 55)
- B. Investment and Finance Committee Meeting was held on February 7, 2018 – report by Director Hanson. (Page 56)
- C. Engineering Committee Meeting was held on February 8, 2018 – report by Director Juliussen. (Page 57)

## **ACTION ITEMS**

- 15. 2018 Gravity Pipeline Cured-In-Place Pipe Lining Rehabilitation Project**  
Authorize the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the 2018 Gravity Pipeline Cured-in-Place Pipe Lining Rehabilitation Project in an amount not to exceed \$667,998. (Pages 58-63)
- 16. Adopt Resolution No. 2294 – Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Zinser Annexation** (Pages 64-69)
- 17. Annual Review of LWD Reserve Fund Policy**  
Receive and file the Annual Reserve Fund Policy Review Report. (Pages 70-75)
- 18. Establishing Check Signature Authority and Removing the Use of Facsimile Signatures**  
Adopt Resolution No. 2295 establishing check signatory authority for the General Manager and Administrative Services Manager and removing the use of facsimile signatures. (Pages 76-79)
- 19. April 2018 Board Meeting Conflict** (Page 80)
- 20. CASA Board of Directors Call for Candidates** (Pages 81-83)
- 21. LAFCO Call for Nominations to the San Diego County Consolidated Redevelopment Oversight Board** (Pages 84-91)

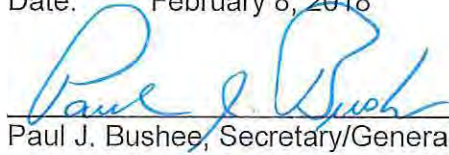
## **INFORMATION ITEMS**

- 22. Project Status Updates and Other Informational Reports**
  - A. CSDA Quarterly Dinner is scheduled for Thursday, February 15, 2018 at The Butcher Shop Steakhouse in Kearny Mesa. (Pages 92-94)
  - B. 2018 CASA & WasteReuse Public Policy Forum is scheduled for April 11, 2018 at The Sutter Club in Sacramento, CA. (Verbal)
  - C. 2018 CWEA Annual Conference is scheduled for April 17 – April 20, 2018 at the Sacramento Convention Center in Sacramento, CA. (Verbal)
- 23. Directors' Meetings and Conference Reports**
  - A. The CASA Winter Conference was held on January 24-26, 2018 at the Hilton in Palm Springs, CA. (Page 95)
- 24. General Manager's Report**
- 25. General Counsel's Report**
- 26. Board of Directors' Comments**
- 27. Adjournment**

AFFIDAVIT OF POSTING

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

Date: February 8, 2018



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Paul J. Bushee, Secretary/General Manager

MEMORANDUM

**DATE:** February 8, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Presentation and Awards – Achievement of an Individual Award**

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It is my pleasure to announce that Field Services Superintendent Jeffery Stecker was recently recognized at the California Water Environment Association (CWEA) – San Diego Section’s Annual Installation and Awards Banquet on January 27, 2018.

Jeff received the “Professional Integrity Commitment & Knowledge (PICK)” Award for his long time professional contributions to CWEA, LWD and the wastewater industry. Jeff began his wastewater career at LWD in 1980 as a collection systems worker and progressed to a certified wastewater treatment operator, supervisor, and ultimately to the Field Services Superintendent position he holds today. Jeff has also been actively involved with CWEA since 1982.

Throughout his career, Jeff has exhibited a high level of commitment and professionalism to LWD and the industry in general, and has clearly demonstrated all the qualities of the PICK award. We are very proud of Jeff for all his accomplishments and contributions.

Please join me in congratulating Jeff for this much deserved recognition.

tb:PJB

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
January 9, 2018

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, January 9, 2018 at 8:30 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Omsted called the meeting to order at 8:52 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Omsted and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Jared Criscuolo and Neal Bloom with Rising Tide Partners

**3. Public Comment**

No public comment was received.

**4. New Business**

Discussion of the 2018 Winter Newsletter Proposed Article Topics and Production Schedule.

ASsup Hill presented the subject item noting it is a fiscal year 2018 tactical goal. She then introduced Mr. Criscuolo of Rising Tide Partners (RTP). Mr. Criscuolo provided a brief summary of the following proposed newsletter article topics:

- Disaster Preparedness Plan and Special District overview;
- Open House look back;
- Schedule a tour at LWD;
- Homeowner tips;
- CIP/Construction Updates;
- Regulatory Updates;
- LWD Landscape Project;
- Call for local photographers; and
- Standout Achievements

Vice President Kulchin made some suggestions for the newsletter. These suggestions included the following:

- Adding names/captions to the photos;
- Listing the sponsors from the September Open House Event;
- Listing the number of tours or the number of people who attended tours during calendar year 2017;

- Listing where there could be traffic or road closures due to future construction projects; and
- Changing the call for local photographers into a contest with an award or cash prize to gain more interest from the community.

Vice President Kulchin and Director Omsted both agreed that the section on Regulatory Updates should be summarized to a few sentences or tied to the section on CIP/Construction Updates.

Staff and RTP agreed to make the suggested changes.

ASsup Hill then provided a brief summary of the newsletter production schedule and the next CAC meeting was scheduled for Tuesday, January 30, 2018 at 8:30 am.

Following discussion, the CAC authorized staff and RTP to proceed with the newsletter articles and the production schedule.

**5. Information Items**

None.

**6. Directors' Comments**

Director Omsted stated that this may be his last CAC meeting as he could be moving to a different committee. He noted that he has seen a lot of improvement with the newsletter during his time on the CAC. He thanked everyone for their efforts.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Omsted adjourned the meeting at 9:24 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 January 10, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, January 10, 2018 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Field Services Technician Richard Easton, District Engineer Natalie Frascchetti, Andrea Boehling of Raftelis Financial Consultants, Inc., and resident Robert Budd

**3. Pledge of Allegiance**

President Sullivan led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

Achievement of Individual Award – Richard (Rick) Easton

GM Bushee introduced Field Services Technician II Rick Easton stating that Rick recently received his Water Distribution Operator Grade D2 certification from the State Water Resources Control Board. He presented background information about Rick and noted that he has been employed with the District since September 2013. He noted that Rick is eligible for a \$500 incentive award under the District's incentive program.

President Sullivan presented Rick with his certificate and the Board of Directors congratulated Rick for his efforts.



## CONSENT CALENDAR

### 7. Approval of Board and Committee Minutes

Minutes of the following meetings:

December 13, 2017 Regular Board Meeting  
January 3, 2018 Engineering Committee Meeting  
January 4, 2018 Investment and Finance Committee Meeting

### 8. Approval of Demands for December 2017/January 2018

Payroll Checks numbered 19641 - 19682; General Checking – Checks numbered 50518 - 50615

### 9. Operations Report (A copy was included in the original January 10, 2018 Agenda)

### 10. Finance Report (A copy was included in the original January 10, 2018 Agenda)

### 11. Disclosure of Reimbursements

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

### 12. Status Update on the Fiscal Year 2018 (FY18) LWD Tactics and Action Plan

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

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

## EWA and COMMITTEE REPORTS

### 13. Encina Wastewater Authority (EWA) Reports

None.

### 14. Committee Reports

#### A. Engineering Committee (EC) Meeting was held on January 3, 2018.

Director Juliussen reported the EC received updates on the Emergency Repair of the Secondary Effluent Force Main and the Poinsettia Station Gravity Pipeline Project. These items were for informational purposes and no action was taken. The Secondary Effluent Force Main will be discussed later in the agenda.

#### B. Investment and Finance Committee (IFC) Meeting was held on January 4, 2018.

Director Hanson reported the IFC reviewed a recommendation authorizing the General Manager to execute a Professional Services Agreement with Raftelis Financial Consultants, Inc. in an amount not to exceed \$49,867 for the 2018 Financial Plan Update.

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

C. Community Affairs Committee (CAC) Meeting was held on January 9, 2018.

Director Omsted reported the CAC reviewed and agreed with the following Winter 2018 newsletter article topics, along with the production schedule:

- Disaster Preparedness Plan and Special District overview;
- Open House look back;
- Schedule a tour at LWD;
- Homeowner tips;
- CIP/Construction Updates;
- Regulatory Updates;
- LWD Landscape Project;
- Call for local photographers; and
- Standout Achievements

The CAC directed staff to move forward with the newsletter and production schedule.

### **ACTION ITEMS**

#### **15. 2018 Financial Plan Update**

Authorize the General Manager to execute a Professional Services Agreement with Raftelis Financial Consultants, Inc. in an amount not to exceed \$49,867 for the 2018 Financial Plan Update.

ASM Duffey presented the item providing the background information related to the District's Financial Plan. ASM Duffey provided a summary of the procurement process and the results of the proposals. ASM Duffey stated Raftelis Financial Consultants, Inc. (Raftelis) was selected as the most qualified firm because of the thoroughness of its presentation and submission, its experience and familiarity with local wastewater/water agencies, including, Encina Wastewater Authority and the City of Vista, and its proposed financial model.

Vice President Kulchin asked how often the Financial Plan is updated. ASM Duffey answered that it is updated every five years but it is internally updated on an annual basis.

Vice President Kulchin asked when the Financial Plan update will be completed. ASM Duffey answered May 2018.

Ms. Andrea Boehling of Raftelis then presented a demo of how the financial plan model works. The Board thanked Ms. Boehling for her presentation.

Following discussion, upon a motion duly made by Vice President Kulchin, seconded by Director Juliussen and unanimously carried, the Board of Directors authorized the General Manager to execute a Professional Services Agreement with Raftelis Financial Consultants, Inc. in an amount not to exceed \$49,867 for the 2018 Financial Plan Update.

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

**16. 2018 Board of Directors Committee Assignments**

President Sullivan stated that Director Omsted agreed to trade committees with her so she would be on the Community Affairs Committee and Director Omsted would be on the Human Resources Committee.

President Sullivan asked if any Board members would like to trade Committee assignments. No requests were received.

President Sullivan appointed herself to the Community Affairs Committee and Director Omsted to the Human Resources Committee with the new committee assignments beginning February 2018.

There were no changes to the other committees.

**INFORMATION ITEMS**

**17. Project Status Updates and Other Informational Reports**

**A. Emergency Repair of the Secondary Effluent Force Main.**

TSM Morishita presented background information on the most recent break (December 14<sup>th</sup>) and a previous break in October 2016 on the Secondary Effluent Force Main (SEFM). He continued that staff, DE Wilson and IEC met to discuss alternatives and have determined that replacing the SEFM in a new alignment is the best option. He continued that the proposed new alignment would place the SEFM in Avenida Encinas. TSM Morishita continued that the new replacement pipeline will tie into a section replaced in 1999.

TSM Morishita stated that the engineer's estimate is \$150K and that Burtech Pipeline will be providing an estimate for the cost of the repair by the end of January. He stated that staff considers this replacement an emergency repair and is targeting to complete the construction during the period that the Gafner AWT is shut down due to ongoing construction.

Director Juliussen commented that this line is the lifeblood of the recycled water project and the repair is a high priority item.

Director Hanson asked if it is possible to get a grant to help with the costs of replacing that section of the force main. TSM Morishita answered that obtaining a Bureau of Reclamation grant could delay the project for up to six months, which would not meet LWD's timeline. He stated that future grants are possible for projects on other sections of the force main.

Director Omsted asked if the portion of the pipe being replaced is a 16 inch line and if it can carry the full recycled water capacity to Gafner. TSM Morishita stated it is 16 inches but some portions are 14 inches. GM Bushee noted that the section being replaced will be able to handle the full capacity in the event that Gafner's output is increased to 3.2 MGD.

The Board concurred with staff's approach to the SEFM replacement.

B. 2018 CWEA San Diego Section Awards Banquet is scheduled for January 27, 2018 at Stone Brewing – Liberty Station in San Diego, CA.

EA Baity stated the date and location for the upcoming awards banquet.

GM Bushee noted that a carpool will leave from the District office at 5:30 p.m. and an email reminder will be sent to the Board.

C. 2018 WaterReuse CA Annual Conference is scheduled for March 25-27, 2018 at the Portola Hotel in Monterey, CA.

EA Baity stated the dates and location for the upcoming conference.

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

None.

Director Kulchin left the meeting at 5:31 p.m.

#### **19. General Manager's Report**

GM Bushee reported on the following items:

- April Board Meeting conflict with the CWEA Annual Conference (this item will be discussed at the February Board Meeting);
- LWD compensation analysis status; and
- Update on the recycled water contract with Omni La Costa Resort

#### **20. General Counsel's Report**

GC Brechtel reported on the following items:

- Cloud based records storage; and
- Employer questions prohibited during the employment hiring process

#### **21. Board of Directors' Comments**

Director Juliussen stated that he would be attending the EWA Board Meeting on January 24, 2018. Director Juliussen asked if President Sullivan would be calling into the EWA Meeting from the CASA Annual Conference. President Sullivan answered affirmatively.

President Sullivan wished everyone a happy and healthy new year.

#### **22. Adjournment**

President Sullivan adjourned the meeting at approximately 5:42 p.m.

\_\_\_\_\_  
Elaine Sullivan, President

\_\_\_\_\_  
Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 January 30, 2018

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held January 30, 2018 at 8:30 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Kulchin and Sullivan

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Jared Criscuolo and Neal Bloom of Rising Tide Partners (RTP)

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review the draft text for the 2018 Winter Newsletter.

ASsup Hill presented an overview of the draft text for the 2018 Winter Newsletter. She noted that she met with ASM Duffey and GM Bushee to discuss additional edits that were suggested by GM Bushee. ASsup Hill provided a brief summary of the edits that will be made to the draft text.

The CAC agreed with staff's suggested edits.

Chairperson Kulchin asked if the full Board will review the final newsletter before printing. ASsup Hill stated the Board will receive a copy of the final newsletter for review and comments prior to printing.

Chairperson Kulchin asked if the newsletter will be mailed to residents in March. ASsup Hill answered affirmatively.

Chairperson Kulchin suggested adding the total number of Special Districts in California to the article on Special Districts. He also suggested adding instructions on how to find LWD on Facebook and how to "share" and "like" LWD Facebook postings. Staff and RTP stated they would make these changes.

President Sullivan asked if the newsletter would mention the CSDA Video Contest and the CSDA Essay Contest. ASsup Hill stated these items would be posted on LWD's Facebook page and the LWD website.

Following discussion, the CAC authorized staff and RTP to proceed with the layout of the 2018 Winter Newsletter.

The CAC scheduled a meeting to review the final newsletter prior to printing for Monday, February 26<sup>th</sup> at 2:00 p.m.

**5. Information Items**

None.

**6. Directors' Comments**

Chairperson Kulchin and President Sullivan stated they both really liked all the articles in the draft text.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Kulchin adjourned the meeting at 9:07 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
February 7, 2018

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A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Wednesday, February 7, 2018 at 2:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Hanson called the meeting to order at 2:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, and Executive Assistant Tianne Baity

**3. Public Comment**

No public comment was received.

**4. New Business**

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

ASM 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 of the level of reserve funds by the Board of Directors.

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

ASM Duffey also provided an overview of the reserve balances for fiscal year ending June 30, 2017.

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

- B. Recommend that the Board of Directors Adopt Resolution No. 2295 establishing check signatory authority for the General Manager and Administrative Services Manager and removing the use of facsimile signatures.

ASM Duffey presented the subject recommendation noting that in September 2017 the Board adopted Resolution No. 2289 which increased the General Manager's

purchasing authority for the procurement of District goods, materials, supplies and services from \$25,000 to \$35,000. ASM Duffey noted that after 17 years the spending limits were increased to reflect today's costs and to help facilitate the purchasing process in an efficient manner.

ASM Duffey stated that proposed Resolution No. 2295 will bring the General Manager's check signatory authority in line with his/her purchasing authority of \$35,000. It will also increase the Administrative Service Manager's signatory authority to \$25,000 from \$15,000.

ASM Duffey also stated that Resolution No. 2154 previously authorized financial institutions to honor instructions, including checks or orders for payment of money, based on the use of facsimile signatures. The proposed Resolution No. 2295 removes this provision since the District does not currently use facsimile signatures.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2295.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 2:21 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)



**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 February 8, 2018

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Thursday, February 8, 2018 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; District Engineer Dexter Wilson; and Marie Fawcett from Infrastructure Engineering Corporation (IEC).

**3. Public Comment**

None.

**4. New Business**

- A. Authorize the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the 2018 Gravity Pipeline Cured-in-Place Pipe Lining Rehabilitation Project in an amount not to exceed \$667,998.

FSSpec Riffel presented staff's recommendation. He explained that the project is a combination of the Fiscal Year (FY) 2017 and FY 2018 gravity rehabilitation projects. He continued that project design was complete in December 2017 and bids were solicited shortly thereafter. FSSpec Riffel stated that the bids were due on January 24, 2018. He continued that two bids were received with Nu Line Technologies (Nu Line) submitting the apparent low bid of \$667,998. He stated that IEC evaluated the bids and discovered a minor irregularity in Nu Line's bid. He explained that Nu Line's bid item for mobilization was 5.4% of the bid price, which exceeded the 5% maximum bid limit allowed for mobilization. FSSpec Riffel continued that IEC recommended awarding the contract to Nu Line as the lowest responsible / responsive bidder and waive the minor bid irregularity. He stated that staff concurs with IEC and recommends waiving the minor bid irregularity and awarding the contract to Nu Line.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manger to execute an Agreement with Nu Line for construction services for the 2018 Gravity Pipeline Cured-In-Place Pipe Lining Rehabilitation Project in an amount not to exceed \$667,998.

**5. Information Items**

- A. Emergency Repair of the Secondary Effluent Force Main

TSM Morishita presented background information on the Secondary Effluent Force Main (SEFM), reviewing the break that occurred in December 2017. He continued

that staff, Andrew Oven from Dexter Wilson Engineering, Inc. and Jamie Fagnant and Marie Fawcett from IEC met with Encina staff, Tucker Southern and James Kearns, to brief them on the project to replace and realign the SEFM. TSM Morishita stated that Encina had no objections to or concerns about the project. He said that Encina staff was asked to confirm that Encina's irrigation lines were secured because water was still percolating and pooling after the District secured and drained the SEFM in December.

TSM Morishita stated that Burtech Pipeline was asked to provide a quote for project construction. He continued that the quote of \$465,520 received from Burtech Pipeline was significantly higher than the \$225,000 estimated project cost. He continued that, subsequently, the District was notified from Encina that when they secured the irrigation supply line the leak stopped. TSM Morishita said that due to the high quote received and the tight time period to construct the line, staff decided to delay the project to replace the SEFM. He noted that bidding the project should result in reasonable construction pricing and additionally, the project could possibly obtain federal grant funding through the North San Diego Water Reuse Coalition.

The EC agreed with staff's decision to delay the SEFM Replacement Project.

**B. Update of the Gafner AWT Improvements Project**

TSM Morishita presented an update of the Gafner AWT Improvement Project. He stated that Stanek Constructors installed two motor actuated plug valves, proceeded with epoxy coating steel structural elements, and installed the mounting and associated piping for the submersible pumps.

**C. Display of Outfitted Confined Space Entry Equipment Trailer**

FSSupt Stecker invited the EC to survey the outfitted new Confined Space Entry Equipment Trailer. The EC inspected the outfitted trailer.

**6. Directors' Comments**

Director Kulchin requested that GM Bushee provide the Board with a status update of the effort to formalize a recycled water agreement with La Costa Resort at the February Board meeting. GM Bushee replied that he planned and is prepared to update the Board at the meeting

**7. General Manager's Comments**


None.

**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 8:23 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**DATE:** February 8, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Approval of January/February Demands**

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **1,622,947.32**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the period January 5, 2018 through February 8, 2018.

Operating expenses totaled \$ **635,069.68**, Capital Improvement Program expenses totaled \$ **892,007.37**, and Payroll expense for District Employees and the Board totaled \$**95,870.27**.

Attachment 1	Summary of Demands by Account January 11 - February 8, 2018
Attachment 2	Accounts Payable Check Register dated January 11, 2018
Attachment 3	Payroll Check Register dated January 17, 2018
Attachment 4	Accounts Payable Check Register dated January 23, 2018
Attachment 5	Payroll Check Register dated January 31, 2018
Attachment 6	Board Payroll Check Register dated February 1, 2018
Attachment 7	Accounts Payable Check Register dated February 1, 2018

**DEMANDS SUMMARY**  
February 14, 2018

**1. Demands**

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -1/17/2018	19684 - 19701	\$44,412.93	
Payroll Check -1/31/2018	19702 - 19719	\$45,911.98	
Board Payroll Check -2/1/2018	19720 - 19724	<u>\$5,545.36</u>	
	<b>Total</b>		<b>\$95,870.27</b>
General Checking -1/11/2018	50616 - 50666	\$ 183,442.83	
General Checking -1/23/2018	50667 - 50697	\$ 112,171.16	
General Checking - 2/1/2018	50698 - 50741	<u>\$ 1,231,463.06</u>	
	<b>Total</b>	<b>\$ 1,527,077.05</b>	
	<b>GRAND TOTAL</b>		<b>\$1,622,947.32</b>

**Voided Check**

19669 Reissued to 19683

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 1/11/2018 Through 1/11/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	50616	1/11/2018	<u>4,340.00</u>	FLOW METERING-DEC
	Total 50616		4,340.00	
AGUA HEDIONDA LAGOON FOUNDATION	50617	1/11/2018	<u>750.00</u>	WORLD WATER DAY SPONSORSHIP
	Total 50617		750.00	
AIR POLLUTION CONTROL DISTRICT	50618	1/11/2018	<u>2,109.00</u>	ANNUAL EMISSION FEE @LPS
AIR POLLUTION CONTROL DISTRICT		1/11/2018	<u>849.00</u>	ANNUAL EMISSION FEES FOR BPS
	Total 50618		2,958.00	
APPLEONE EMPLOYMENT SERVICES	50619	1/11/2018	<u>595.60</u>	TEMP HRS W/E 12/30/2017
APPLEONE EMPLOYMENT SERVICES		1/11/2018	<u>1,072.08</u>	TEMP HRS-W/E 12/23/17
	Total 50619		1,667.68	
ATEL COMMUNICATIONS, INC	50620	1/11/2018	<u>403.66</u>	VOICE MAIL SERVICE
	Total 50620		403.66	
AT&T	50621	1/11/2018	<u>185.50</u>	PHONE SERVICE
	Total 50621		185.50	
AYALA ENGINEERING	50622	1/11/2018	<u>3,250.00</u>	INSTALL COMPOSITE/FRAMES
AYALA ENGINEERING		1/11/2018	<u>7,500.00</u>	RAISE MANHOLES
	Total 50622		10,750.00	
BAY CITY ELECTRIC WORKS, INC	50623	1/11/2018	<u>483.66</u>	ELECTRICAL WORK @ LPS
	Total 50623		483.66	
PETTY CASH	50624	1/11/2018	<u>329.12</u>	PETTY CASH-DEC
	Total 50624		329.12	
CINTAS FIRST AID AND SAFETY	50625	1/11/2018	<u>124.46</u>	REFILL OF FIRST AID CABINET
	Total 50625		124.46	
CITY OF CARLSBAD	50626	1/11/2018	<u>242.14</u>	WATER @ VACTOR
CITY OF CARLSBAD		1/11/2018	<u>276.45</u>	WATER @ VACTOR SERVICE
	Total 50626		518.59	
CORODATA	50627	1/11/2018	<u>83.33</u>	STORAGE DEC
	Total 50627		83.33	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 1/11/2018 Through 1/11/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
COX COMMUNICATIONS SAN DIEGO	50628	1/11/2018	1,472.84	MONTHLY PHONE/INTERNET SERVICES-DEC/JAN
	Total 50628		1,472.84	
DATA NET	50629	1/11/2018	1,118.00	IS MAINT AND SUPPORT
DATA NET		1/11/2018	907.50	IS MAINT/SUPPORT/INSTALL
DATA NET		1/11/2018	939.55	NEW MONITORS PER PO8793
DATA NET		1/11/2018	8,150.50	NEW WORKSTATIONS/COMPUTERS/M...
	Total 50629		11,115.55	
DETECTION INSTRUMENTS CORP	50630	1/11/2018	394.66	CALIBRATION @ BPS
	Total 50630		394.66	
DEXTER WILSON ENGINEERING	50631	1/11/2018	29,597.50	2017 DIST. ASSET MGMT PLAN-NOV
DEXTER WILSON ENGINEERING		1/11/2018	340.00	GE/0993/NOV/MCLEAN ANNEX
DEXTER WILSON ENGINEERING		1/11/2018	220.00	GE/1003/NOV/THE BEACON
DEXTER WILSON ENGINEERING		1/11/2018	685.00	GE/1009/NOV/URANIA AVE
DEXTER WILSON ENGINEERING		1/11/2018	110.00	GE/1022/NOV/VULCAN AVE
DEXTER WILSON ENGINEERING		1/11/2018	270.00	GE/1023/NOV/SUSHI HOUSE
DEXTER WILSON ENGINEERING		1/11/2018	435.00	GE/1024/NOV/POKI POKI
DEXTER WILSON ENGINEERING		1/11/2018	5,580.00	GE/CIP/NOV/200/0363/0361
	Total 50631		37,237.50	
DKF SOLUTIONS GROUP, LLC	50632	1/11/2018	300.00	MS SAFETY MONTHLY FEE-JAN
	Total 50632		300.00	
DION INTERNATIONAL TRUCKS INC	50633	1/11/2018	680.68	MAINT/SERVICE-TRUCK #152
	Total 50633		680.68	
DODGE DATA & ANALYTICS	50634	1/11/2018	1,169.37	GREEN SHEET AD
	Total 50634		1,169.37	
DOWNSTREAM SERVICES, INC.	50635	1/11/2018	70.00	STORMWATER MAINTENANCE
	Total 50635		70.00	
HAAKER EQUIPMENT CO	50636	1/11/2018	153.23	PARTS
HAAKER EQUIPMENT CO		1/11/2018	1,246.25	RODDER LINE

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 1/11/2018 Through 1/11/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 50636		1,399.48	
HACH COMPANY	50637	1/11/2018	<u>193.48</u>	PARTS-AWT
	Total 50637		193.48	
HARTFORD LIFE & ACCIDENT INS.	50638	1/11/2018	<u>429.54</u>	LIFE INS-JAN
	Total 50638		429.54	
HEAVILAND ENTERPRISES, INC	50639	1/11/2018	<u>840.00</u>	LANDSCAPE MAINTENANCE-JAN
	Total 50639		840.00	
ICMA RETIREMENT-303979	50640	1/11/2018	<u>4,598.05</u>	DEFERRED COMP
	Total 50640		4,598.05	
IWATER, INC	50641	1/11/2018	<u>9,000.00</u>	ANNUAL MAINT AND SUPPORT-INFRA MAP
	Total 50641		9,000.00	
JEFF BILLS	50642	1/11/2018	<u>5,711.85</u>	CONSULTING SERVICES-DEC
	Total 50642		5,711.85	
LAFCO	50643	1/11/2018	<u>2,660.00</u>	ANNEXATION FOR MCLEAN-#0993
	Total 50643		2,660.00	
MITSUBISHI ELECTRIC US, INC	50644	1/11/2018	<u>297.76</u>	ELEVATOR MAINT/SERVICE
	Total 50644		297.76	
NATIONWIDE RETIREMENT SOLUTIONS	50645	1/11/2018	<u>265.78</u>	DEFERRED COMP
	Total 50645		265.78	
OFFICE DEPOT, INC.	50646	1/11/2018	<u>145.82</u>	OFFICE SUPPLIES
	Total 50646		145.82	
OLIVENHAIN MUNICIPAL WATER DIST	50647	1/11/2018	43.45	WATER @ E.ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		1/11/2018	341.18	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		1/11/2018	341.18	WATER @ TRAVELING2
OLIVENHAIN MUNICIPAL WATER DIST		1/11/2018	51.03	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		1/11/2018	43.45	WATER @ VP7
	Total 50647		<u>820.29</u>	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 1/11/2018 Through 1/11/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PACIFIC PIPELINE SUPPLY	50648	1/11/2018	141.73	PARTS/NIPPLE @LPS
	Total 50648		141.73	
PALOMAR WATER, LLC	50649	1/11/2018	149.94	BOTTLED WTR DELIVERED
	Total 50649		149.94	
PLANT PEOPLE, INC	50650	1/11/2018	158.00	MONTHLY FEE FOR PLANT MAINT-JAN
	Total 50650		158.00	
ROCKWELL CONSTRUCTION SERVICES, INC	50651	1/11/2018	405.00	GAFNER(AWT) IMPROVEMENT PROJECT-DEC
	Total 50651		405.00	
SAN DIEGO COUNTY CLERK	50652	1/11/2018	50.00	MCLEAN ANNEX
	Total 50652		50.00	
SAN DIEGUITO WATER DISTRICT	50653	1/11/2018	146.26	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		1/11/2018	39.27	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		1/11/2018	61.71	WATER @TANKER
	Total 50653		247.24	
SOUTHERN CONTRACTING COMPANY	50654	1/11/2018	2,390.00	SOLENOID VALVES @LPS/BPS
	Total 50654		2,390.00	
STANEK CONSTRUCTORS, INC	50655	1/11/2018	68,685.00	AWT IMPROVEMENT PROJECT-DEC
	Total 50655		68,685.00	
TERMINIX	50656	1/11/2018	58.00	MONTHLY PEST SERVICE-JAN
	Total 50656		58.00	
THE HOME DEPOT CRC/GECF	50657	1/11/2018	379.45	SUPPLIES
	Total 50657		379.45	
TIM BESTAMENTE	50658	1/11/2018	350.46	MAINT AND REPAIRS
	Total 50658		350.46	
T.Y. LIN INTERNATIONAL	50659	1/11/2018	3,214.98	POINSETTIA STATION PROJECT-JAN-NOV
	Total 50659		3,214.98	



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 1/11/2018 Through 1/11/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNDERGROUND SERVICE ALERT OF	50660	1/11/2018	194.80	UNDERGROUND ALARM SERVICE
	Total 50660		194.80	
UNIFIRST CORPORATION	50661	1/11/2018	210.74	LAUNDRY SERVICE-W/E 1/3/2018
	Total 50661		210.74	
U.S. BANK	50662	1/11/2018	2,682.84	CONF/MEETINGS/OFFICE SUPPLIES/ETC
	Total 50662		2,682.84	
VERIZON WIRELESS	50663	1/11/2018	21.27	TELEMETRY-CELL PHONES
	Total 50663		21.27	
WASTE MANAGEMENT	50664	1/11/2018	245.38	TRASH SERVICE-DEC
	Total 50664		245.38	
WORDEN WILLIAMS LLP	50665	1/11/2018	2,351.30	LEGAL FEES-DEC
	Total 50665		2,351.30	
XEROX CORPORATION	50666	1/11/2018	110.05	COPIER LEASE/MAINT-SEPT-DEC
	Total 50666		110.05	
Report Total			183,442.83	

**Leucadia Wastewater District**  
**Vendor Activity**  
From 1/8/2018 Through 1/11/2018

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	1/10/2018	50662	117.65	MEETING SUPPLIE	BRD SEC MEETING SUPPLIES
USBANK1	U.S. BANK	API	1/10/2018	50662	34.53	Mgt Support Srv	BUSINESS LUNCH/J.BILLS
USBANK1	U.S. BANK	API	1/10/2018	50662	412.53	PRINTING	CONFINED SPACE PERMITS
USBANK1	U.S. BANK	API	1/10/2018	50662	50.00	Membsph & Dues	CSFMO AWARD
USBANK1	U.S. BANK	API	1/10/2018	50662	63.01	Train'g/Ed/Conf	CSRMA MEETING-P.B.
USBANK1	U.S. BANK	API	1/10/2018	50662	150.00	Train'g/Ed/Conf	EMPLOY LAW SEM./R,DUFFEY
USBANK1	U.S. BANK	API	1/10/2018	50662	150.00	Train'g/Ed/Conf	EMPLOY LAW SEM./T.HILL
USBANK1	U.S. BANK	API	1/10/2018	50662	85.18	FINANCIAL SERVI	FINANCIAL PLAN LUNCH
USBANK1	U.S. BANK	API	1/10/2018	50662	787.41	EMPLOYEE RECOGN	HOLIDAY LUNCHEON
USBANK1	U.S. BANK	API	1/10/2018	50662	142.53	OFFICE SUPPLIES	HR LABOR POSTER
USBANK1	U.S. BANK	API	1/10/2018	50662	200.00	Membsph & Dues	MEMBERSHIP-NCHRSO
USBANK1	U.S. BANK	API	1/10/2018	50662	360.00	R&M Pump Stat	PACS CARBON TESTING
USBANK1	U.S. BANK	API	1/10/2018	50662	100.00	TELEPHONE	WEB HOSTING
USBANK1	U.S. BANK	API	1/10/2018	50662	30.00	TELEPHONE	WIFI
USBANK1	U.S. BANK	APS	1/11/2018	50662	0.00	ACCOUNTS PAYABL	CONF/MEETINGS/OFFICE SUPPLIES/ETC
Transaction Total					2,682.84		
Total USBANK1	U.S. BANK				2,682.84		
Report Opening/Current Balance							
Report Transaction Totals					2,682.84		
Report Current Balances							

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LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 17, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19684 - 19701	1/17/2018	\$44,412.93

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 1/23/2018 Through 1/23/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AIR POLLUTION CONTROL DISTRICT	50667	1/23/2018	460.00	NOTIC EOF VIOLATION FOR EEPS
	Total 50667		460.00	
AIR POLLUTION CONTROL DISTRICT	50668	1/23/2018	460.00	NOTICE OF VIOLATION FOR SPS
	Total 50668		460.00	
AIR POLLUTION CONTROL DISTRICT	50669	1/23/2018	460.00	NOTICE OF VIOLATION FOR LCPS
	Total 50669		460.00	
AIR POLLUTION CONTROL DISTRICT	50670	1/23/2018	460.00	NOTICE OF VIOLATION FOR VP5 PS
	Total 50670		460.00	
AIR POLLUTION CONTROL DISTRICT	50671	1/23/2018	460.00	NOTICE OF VIOLATION FOR BPS
	Total 50671		460.00	
APPLEONE EMPLOYMENT SERVICES	50672	1/23/2018	1,191.20	TEMP HRS W/E 1/13/18
APPLEONE EMPLOYMENT SERVICES		1/23/2018	952.96	TEMP HRS W/E 1/6/2017
	Total 50672		2,144.16	
BOMBARDIER MASS TRANSIT	50673	1/23/2018	458.28	ROADWAY WORKER PROTECTION CLASS
	Total 50673		458.28	
CARLSON & BEAULOYE	50674	1/23/2018	320.05	FILTERS
CARLSON & BEAULOYE		1/23/2018	1,563.58	PARTS AND LABOR FOR COMPRESSORS
	Total 50674		1,883.63	
CWEA	50675	1/23/2018	180.00	RENEWAL-D. KULCHIN
	Total 50675		180.00	
DATA NET	50676	1/23/2018	28.75	IS MAINT AND SUPPORT
DATA NET		1/23/2018	199.77	KEYBOARD
DATA NET		1/23/2018	575.00	MAPPED DRIVE TO BACKUP CCTV
DATA NET		1/23/2018	287.50	NEW COMPUTERS
	Total 50676		1,091.02	
DAVID CLARKE DESIGN	50677	1/23/2018	100.00	LANDSCAPE SIGNAGE
	Total 50677		100.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 1/23/2018 Through 1/23/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ENCINA WASTEWATER AUTHORITY	50678	1/23/2018	2,159.50	QTRLY LAB FEES
	Total 50678		2,159.50	
STEPHANIE HODGE	50679	1/23/2018	3,000.00	LATERAL REIMBURSEMENT
	Total 50679		3,000.00	
ICMA RETIREMENT-303979	50680	1/23/2018	4,599.23	DEFERRED COMP
	Total 50680		4,599.23	
INFRASTRUCTURE ENGINEERING CORP	50681	1/23/2018	3,835.00	2018 CURED IN PLACE PIPE LINING-DEC
INFRASTRUCTURE ENGINEERING CORP		1/23/2018	4,150.16	BPS FORCE MAIN PROJECT-DEC
INFRASTRUCTURE ENGINEERING CORP		1/23/2018	3,450.00	EDU ANALYSIS-DEC
INFRASTRUCTURE ENGINEERING CORP		1/23/2018	4,370.20	GAFNER AWT PROJECT-DEC
INFRASTRUCTURE ENGINEERING CORP		1/23/2018	33,181.25	LPS REHAB PROJECT-DEC
	Total 50681		48,986.61	
JOHN W. SMITH	50682	1/23/2018	325.00	BACKFLOW PREVENTORS
	Total 50682		325.00	
MESA REPROGRAPHICS	50683	1/23/2018	18.00	FILES
	Total 50683		18.00	
MINUTEMAN PRESS	50684	1/23/2018	393.50	LETTERHEAD/BUSINESS CARDS
	Total 50684		393.50	
NAPA AUTO	50685	1/23/2018	78.10	OIL, FILTERS
NAPA AUTO		1/23/2018	64.65	PARTS
NAPA AUTO		1/23/2018	22.60	PARTS FOR E.ESTATES PS
NAPA AUTO		1/23/2018	33.05	PARTS FOR PS-E.Estates PS
	Total 50685		198.40	
NATIONWIDE RETIREMENT SOLUTIONS	50686	1/23/2018	267.40	DEFERRED COMP
	Total 50686		267.40	
RANCHO SANTA FE SECURITY SYSTEMS	50687	1/23/2018	258.00	QTRLY SERVICE-ALARM SYSTEM
	Total 50687		258.00	
RISING TIDE PARTNERS	50688	1/23/2018	8,106.83	PUBLIC INFORMATION-OCT-DEC
	Total 50688		8,106.83	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 1/23/2018 Through 1/23/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGO UNION TRIBUNE	50689	1/23/2018	821.40	AD FOR GRAVITY PIPELINE PROJECT
	Total 50689		821.40	
SAN DIEGO GAS & ELECTIRC	50690	1/23/2018	120.82	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		1/23/2018	13,303.35	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		1/23/2018	394.32	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		1/23/2018	680.03	ELECTRIC @ E.ESTATES PS
SAN DIEGO GAS & ELECTIRC		1/23/2018	415.96	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		1/23/2018	865.71	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		1/23/2018	9,069.96	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		1/23/2018	3,746.13	ELECTRIC @ OFFICE
SAN DIEGO GAS & ELECTIRC		1/23/2018	160.70	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		1/23/2018	743.95	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		1/23/2018	285.57	ELECTRIC @ VP5
SAN DIEGO GAS & ELECTIRC		1/23/2018	144.71	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		1/23/2018	248.18	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		1/23/2018	3.33	NATURAL GAS @ EE
	Total 50690		30,182.72	
SOUTH BAY FOUNDRY	50691	1/23/2018	2,645.27	MANHOLES/FRAMES AND COVERS
	Total 50691		2,645.27	
SPACELINK/I2B NETWORK	50692	1/23/2018	160.00	WEB CAM @ BPS-JAN/FEB
	Total 50692		160.00	
TERMINIX	50693	1/23/2018	32.00	MONTHLY PEST TRAPS-JAN
	Total 50693		32.00	
THOMSON REUTERS-WEST	50694	1/23/2018	403.00	SUBSCRIPTION-CONSTRUCTION LAW
	Total 50694		403.00	
UNIFIRST CORPORATION	50695	1/23/2018	207.09	LAUNDRY SERVICE W/E 1/10/18
UNIFIRST CORPORATION		1/23/2018	207.09	LAUNDRY SERVICE-W/E 1/17/18
	Total 50695		414.18	
VERIZON WIRELESS	50696	1/23/2018	903.03	CELL PHONES
	Total 50696		903.03	
WAGEWORKS, INC	50697	1/23/2018	140.00	SEC 125 FLEX PLAN-DEC
	Total 50697		140.00	
Report Total			112,171.16	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 31, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19702 - 19719	1/31/2018	\$45,911.98

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: February 1, 2018

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19720 - 19724	2/1/2018	\$5,545.36



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 2/1/2018 Through 2/1/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	50698	2/1/2018	4,760.00	DEPTH METER MAINT-OCT-JAN
ADS LLC		2/1/2018	<u>4,340.00</u>	FLOW METERING-JAN
	Total 50698		9,100.00	
APPLEONE EMPLOYMENT SERVICES	50699	2/1/2018	952.96	TEMP HRS W/E 1/20/18
	Total 50699		952.96	
AT&T	50700	2/1/2018	<u>110.06</u>	PHONE @ BPS
	Total 50700		110.06	
BAJA POOL AND SPA SERVICE	50701	2/1/2018	<u>125.00</u>	FOUNTAIN SERVICE-FEB
	Total 50701		125.00	
BARRETT ENGINEERED PUMP	50702	2/1/2018	4,885.91	MECHANICAL SEAL @ LPS
BARRETT ENGINEERED PUMP		2/1/2018	<u>1,987.99</u>	PUMPS @ BPS/LPS
	Total 50702		6,873.90	
CARLSBAD FUELS CORPORATION	50703	2/1/2018	<u>3,414.26</u>	VEHICLE GAS
	Total 50703		3,414.26	
CHUCKS TIRE CENTER	50704	2/1/2018	94.48	TIRE FOR GOLF CART
CHUCKS TIRE CENTER		2/1/2018	<u>473.40</u>	TIRES-2009 TRUCK
	Total 50704		567.88	
CINTAS FIRST AID AND SAFETY	50705	2/1/2018	<u>124.11</u>	REFILL OF FIRST AID CABINET
	Total 50705		124.11	
CITY OF CARLSBAD	50706	2/1/2018	346.38	WATER @ PLANT
CITY OF CARLSBAD		2/1/2018	<u>26.40</u>	WATER-FIRE LINE
	Total 50706		372.78	
COLONIAL LIFE INS	50707	2/1/2018	<u>629.76</u>	ACCIDENT/CRITAL ILLNESS INS-JAN
	Total 50707		629.76	
COSCO FIRE PROTECTION	50708	2/1/2018	<u>695.00</u>	ANNUAL INSPECTION-FIRE SPRINKLERS
	Total 50708		695.00	
COUNTY OF SAN DIEGO	50709	2/1/2018	<u>1,185.00</u>	RENEWAL FACILITY PERMIT
	Total 50709		1,185.00	
CWEA	50710	2/1/2018	<u>180.00</u>	MEMBERSHIP RENEWAL-T. AMOS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 2/1/2018 Through 2/1/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 50710		180.00	
DATA NET	50711	2/1/2018	763.75	IS MAINT AND SUPPORT
	Total 50711		763.75	
DAVID KULCHIN	50712	2/1/2018	621.25	CASA WINTER CONF
	Total 50712		621.25	
DEXTER WILSON ENGINEERING	50713	2/1/2018	880.00	FY 17 AUDIT-SSMP-DEC
DEXTER WILSON ENGINEERING		2/1/2018	1,457.50	GE/0526/DEC/FAIR OAKS
DEXTER WILSON ENGINEERING		2/1/2018	400.00	GE/0526/NOV/FAIR OAKS VALLEY
DEXTER WILSON ENGINEERING		2/1/2018	785.00	GE/0929/DEC/CASCADA VERDE
DEXTER WILSON ENGINEERING		2/1/2018	145.00	GE/0946/NOV/SCOTT ANNEX
DEXTER WILSON ENGINEERING		2/1/2018	1,025.00	GE/0993/DEC/MCLEAN ANNEX
DEXTER WILSON ENGINEERING		2/1/2018	710.00	GE/0997/DEC/EDGEBURT
DEXTER WILSON ENGINEERING		2/1/2018	375.00	GE/1000/NOV/LC GREENS
DEXTER WILSON ENGINEERING		2/1/2018	555.00	GE/1012/NOV/ALGA RD
DEXTER WILSON ENGINEERING		2/1/2018	70.00	GE/1020/DEC/LEVANTE ST
DEXTER WILSON ENGINEERING		2/1/2018	375.00	GE/1020/NOV/LEVANTE ST
DEXTER WILSON ENGINEERING		2/1/2018	125.00	GE/1021/DEC/ZINSER ANNEX
DEXTER WILSON ENGINEERING		2/1/2018	235.00	GE/1025/DEC/ENCINITAS BLVD
DEXTER WILSON ENGINEERING		2/1/2018	790.00	GE/1026/DEC/JUICE STOP
	Total 50713		7,927.50	
DONALD OMSTED	50714	2/1/2018	15.86	CASA WINTER CONF
	Total 50714		15.86	
ENCINA WASTEWATER AUTHORITY	50715	2/1/2018	436,588.48	ENCINA QTRLY-12/31/17-O/M/CREDIT
	Total 50715		436,588.48	
ENCINA WASTEWATER AUTHORITY	50716	2/1/2018	696,906.28	ENCINA QTRLY-12/31/17-CAPITAL/CREDIT
	Total 50716		696,906.28	
ENCINA WASTEWATER AUTHORITY	50717	2/1/2018	788.00	ENCINA OTRLY 12/31/17-O/M
	Total 50717		788.00	
EVOQUA WATER TECHNOLOGIES, LLC	50718	2/1/2018	8,613.77	BIOXIDE
	Total 50718		8,613.77	
FARWEST CORROSION CONTROL CO	50719	2/1/2018	28,200.00	INSTALL ANODES @ TEST STATIONS
	Total 50719		28,200.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 2/1/2018 Through 2/1/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
FEDERAL EXPRESS CORPORATION	50720	2/1/2018	8.00	SHIPPING
	Total 50720		8.00	
GREAT AMERICA FINANCIAL SERVICES	50721	2/1/2018	770.86	COPIER LEASE
	Total 50721		770.86	
HI-WAY SAFETY, INC	50722	2/1/2018	58.92	NO PK SIGN @ BPS
	Total 50722		58.92	
ICMA RETIREMENT-303979	50723	2/1/2018	4,616.68	DEFERRED COMP
	Total 50723		4,616.68	
JACKSON & BLANC	50724	2/1/2018	833.63	MAINT AND REPAIR
	Total 50724		833.63	
MESA REPROGRAPHICS	50725	2/1/2018	18.00	PLANS AND SPECS
	Total 50725		18.00	
MES VISION	50726	2/1/2018	377.39	VISION INS-FEB
	Total 50726		377.39	
MSC JANITORIAL SERVICE, INC	50727	2/1/2018	1,552.92	JANITORIAL SERVICES-JANUARY
	Total 50727		1,552.92	
MUTUAL OF OMAHA	50728	2/1/2018	2,193.10	DISABILITY INS-JAN/FEB
	Total 50728		2,193.10	
NATIONWIDE RETIREMENT SOLUTIONS	50729	2/1/2018	270.00	DEFERRED COMP
	Total 50729		270.00	
OFFICE DEPOT, INC.	50730	2/1/2018	339.37	OFFICE SUPPLIES AND CREDIT
	Total 50730		339.37	
PACIFIC PIPELINE SUPPLY	50731	2/1/2018	93.55	VALVE BALL @ LPS
	Total 50731		93.55	
PLUMBERS DEPOT, INC	50732	2/1/2018	125.38	HALOGEN
	Total 50732		125.38	
SCST, INC	50733	2/1/2018	9,552.00	LPS L1 FORCE MAIN-JUNE
	Total 50733		9,552.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 2/1/2018 Through 2/1/2018

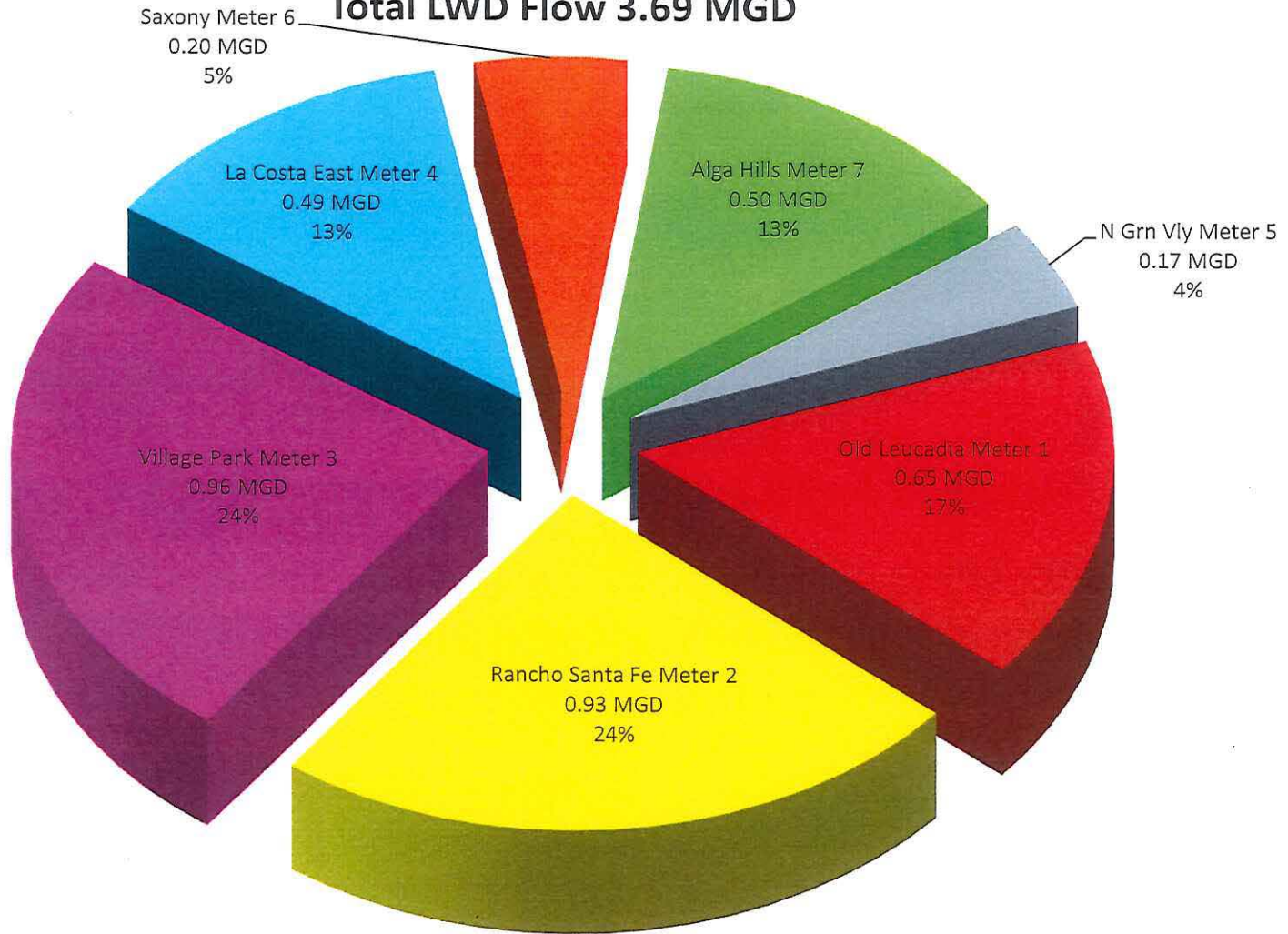
<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SOUTHERN CONTRACTING COMPANY	50734	2/1/2018	480.00	ELECTRICAL WORK @ BPS
	Total 50734		480.00	
STATE WATER RESOURCES CONTROL BOARD	50735	2/1/2018	1,400.00	ANNUAL PERMIT-GAFNER RECLAMATION
	Total 50735		1,400.00	
THE GUARDIAN	50736	2/1/2018	3,043.67	DENTAL INS-FEB
	Total 50736		3,043.67	
SOLANA PALM LLC	50737	2/1/2018	90.00	ANSWERING SERVICE-JAN/FEB
	Total 50737		90.00	
UNIFIRST CORPORATION	50738	2/1/2018	207.09	LAUNDRY SERVICE W/E 1/24/18
	Total 50738		207.09	
VORTEX INDUSTRIES, INC	50739	2/1/2018	276.00	REPAIRS TO GATE
	Total 50739		276.00	
WASTE MANAGEMENT	50740	2/1/2018	209.21	TRASH SERVICE-JAN
	Total 50740		209.21	
WEST COAST SAFETY SUPPLY CO., INC.	50741	2/1/2018	191.69	ZONE DEFENSE
	Total 50741		191.69	
Report Total			1,231,463.06	

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

CURRENT MONTH - January 2018							FY 2017
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,469.81	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	120.28	3.82	3.88	136	50.52	3.77
YTD			28,473.63				
AUGUST	0.02	119.97	12.44	3.87	136	44.97	3.75
YTD			28,486.07				
SEPTEMBER	0.00	112.80	2.50	3.76	132	44.89	3.76
YTD			28,488.57				
OCTOBER	0.00	113.77	-8.20	3.67	129	30.96	3.63
YTD			28,480.37				
NOVEMBER	0.04	114.30	5.00	3.81	134	3.44	3.68
YTD			28,485.37				
DECEMBER	0.00	116.56	-10.26	3.76	132	8.32	3.78
YTD			28,475.11				
JANUARY	2.63	114.39	4.00	3.69	130	0.00	4.01
YTD			28,479.11				
FEBRUARY							3.97
YTD							
MARCH							3.96
YTD							
APRIL							3.78
YTD							
MAY							3.83
YTD							
JUNE							3.85
YTD							
<b>YTD Totals</b>	2.69	812.07	9.30			183.10	
<b>Mo Average</b>	0.38	116.01	1.33	3.78	132.62	26.16	3.81

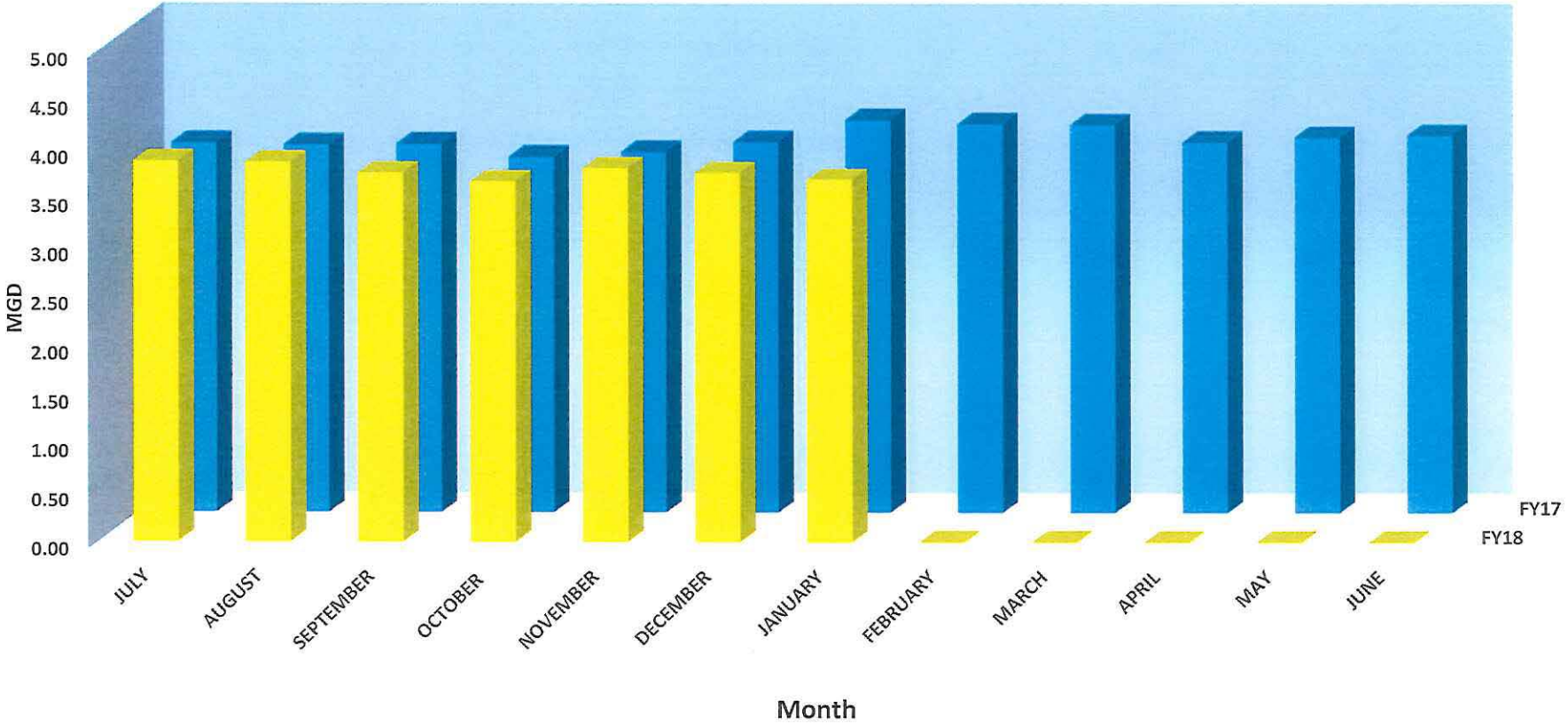
# LWD Flows by Sub-Basin January 2018

**Total LWD Flow 3.69 MGD**

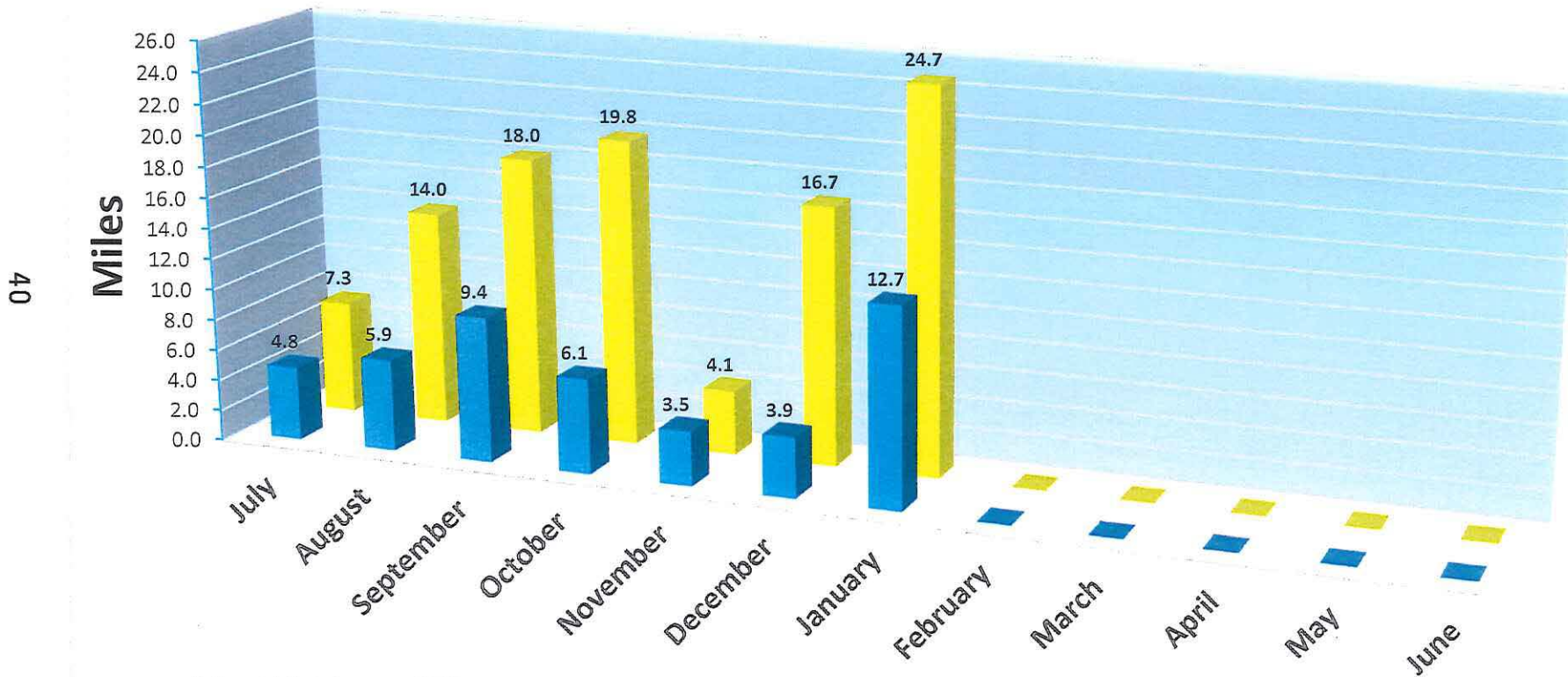


# Leucadia Wastewater District Flow Comparison FY 17 to FY 18

39



# FY-18 CCTV Inspections & Hydro Cleaning Production



## Monthly Target Mileage

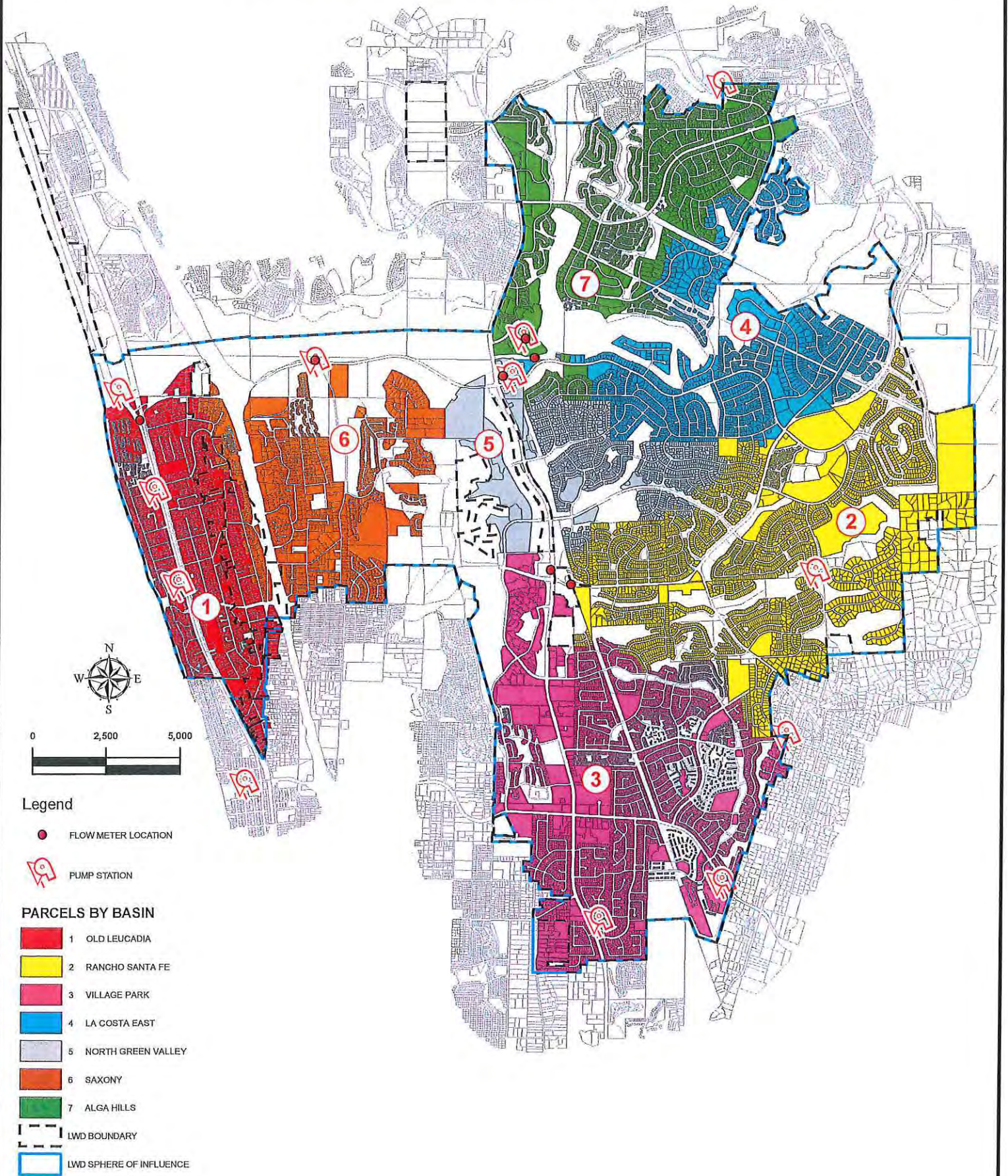
Hydo-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections  
■ Total Hydro Cleaning



# LEUCADIA WASTEWATER DISTRICT



## Legend

● FLOW METER LOCATION

📡 PUMP STATION

## PARCELS BY BASIN

- 1 OLD LEUCADIA
- 2 RANCHO SANTA FE
- 3 VILLAGE PARK
- 4 LA COSTA EAST
- 5 NORTH GREEN VALLEY
- 6 SAXONY
- 7 ALGA HILLS
- LWD BOUNDARY
- LWD SPHERE OF INFLUENCE

# Leucadia Wastewater District

## Balance Sheet

As of 1/31/2018

		Current Year
<b>Assets</b>		
Cash & Investments	1CAS	37,649,451.67
Accounts Receivables	2A/R	164,099.04
Prepaid Expense	3PRE	141,320.66
Funds held with Encina Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	159,588,635.11
Less Accumulated Depreciation	6DEP	<u>(52,675,124.16)</u>
Total Assets		<u>146,355,182.32</u>
<b>Deferred Outflows</b>		
Projected/Actual PERS Earnings Difference	6D/O	840,305.00
PERS Proportions & Assumptions Difference	7D/O	22,055.00
Current Year PERS Employer Contribution	8D/O	<u>338,781.97</u>
Total Deferred Outflows		<u>1,201,141.97</u>
<b>Total Assets &amp; Deferred Outflows</b>		<u><u>147,556,324.29</u></u>
<b>Liabilities</b>		
Accounts Payable & Accrued Expenses	A/P	1,529,296.71
Developer Deposits	DEV D	113,409.07
Net Pension Liability	LTDB	<u>3,466,620.00</u>
Total Liabilities		<u>5,109,325.78</u>
<b>Deferred Inflows</b>		
PERS Actual/Proportion Contribution Difference	D/I2	175,908.00
PERS Proportions & Assumptions Difference	D/I3	141,883.00
Projected/Actual PERS Earnings Difference	D/In	<u>382,658.00</u>
Total Deferred Inflows		<u>700,449.00</u>
<b>Net Position</b>		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	106,913,510.95
Reserves	RESV	<u>32,837,316.33</u>
Total Beginning Net Position (as of June 30, 2017)		<u>139,750,827.28</u>
Current Change In Net Position		
Other		<u>1,995,722.23</u>
Total Current Change In Net Position		<u>1,995,722.23</u>
Total Net Position		<u>141,746,549.51</u>
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>		<u><u>147,556,324.29</u></u>

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

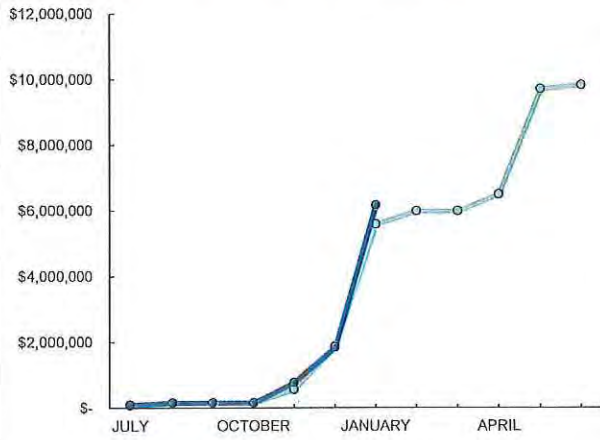
From 7/1/2017 Through 1/31/2018

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 6,173,516.19	\$ 9,827,873.00	\$ 3,654,356.81	62.8%
3150 Recycled Water Sales	214,400.72	272,000.00	57,599.28	78.8%
3100 Misc. Operating Revenue	13,124.98	205,302.00	192,177.02	6.4%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 6,401,041.89</b>	<b>\$10,305,175.00</b>	<b>\$ 3,904,133.11</b>	<b>62.1%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 1,076,066.55	\$ 1,836,787.00	\$ 760,720.45	58.6%
4200 Employee Benefits	532,350.77	963,613.00	431,262.23	55.2%
4300 Directors Expense	59,571.07	147,800.00	88,228.93	40.3%
4600 Gas, Oil & Fuel	18,601.90	41,000.00	22,398.10	45.4%
4700 Insurance Expense	104,982.75	113,600.00	8,617.25	92.4%
4800 Memberships	24,285.00	29,000.00	4,715.00	83.7%
4900 Office Expense	77,752.18	154,700.00	76,947.82	50.3%
5000 Operating Supplies	94,876.89	202,300.00	107,423.11	46.9%
5200 Professional Services	215,259.45	520,500.00	305,240.55	41.4%
5300 Printing & Publishing	9,710.74	29,500.00	19,789.26	32.9%
5400 Rents & Leases	8,231.70	15,000.00	6,768.30	54.9%
5500 Repairs & Maintenance	186,374.64	451,800.00	265,425.36	41.3%
5600 Monitoring & Permits	50,468.85	60,700.00	10,231.15	83.1%
5700 Training & Development	24,377.07	47,000.00	22,622.93	51.9%
5900 Utilities	246,720.95	427,700.00	180,979.05	57.7%
6100 LAFCO Operations	6,863.30	8,000.00	1,136.70	85.8%
6200 Encina Operating Expense	937,440.25	1,861,800.00	924,359.75	50.4%
6900 Admin O/H alloc to Capital	(63,786.61)	(140,121.00)	(76,334.39)	45.5%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,610,147.45</b>	<b>\$ 6,770,679.00</b>	<b>\$ 3,160,531.55</b>	<b>53.3%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 101,191.56	\$ 400,600.00	\$ 299,408.44	25.3%
3220 Property Taxes	1,000,614.54	1,600,000.00	599,385.46	62.5%
3250 Investment Income	233,871.56	327,000.00	93,128.44	71.5%
3290 Misc. Non Op Revenue	3,268.29	286,400.00	283,131.71	1.1%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 1,338,945.95</b>	<b>\$ 2,614,000.00</b>	<b>\$ 1,275,054.05</b>	<b>51.2%</b>

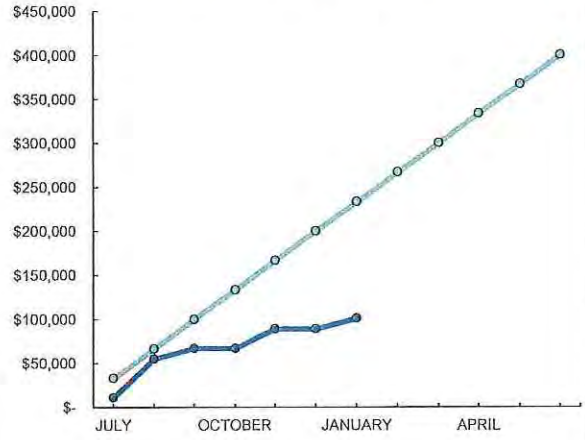
# Leucadia Wastewater District Revenue FY2018

YTD through January 31, 2018

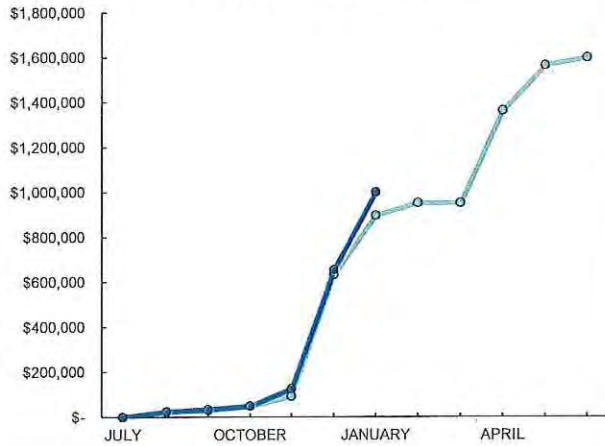
Sewer Service Fees



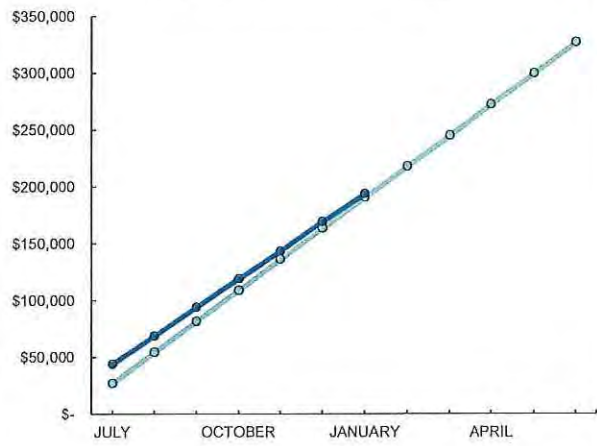
Capacity Charges



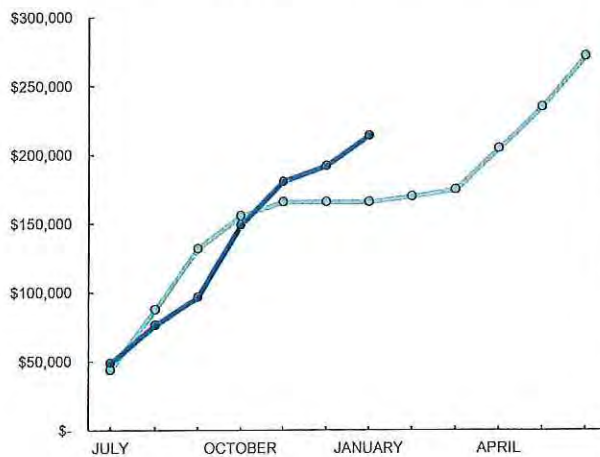
Property Taxes



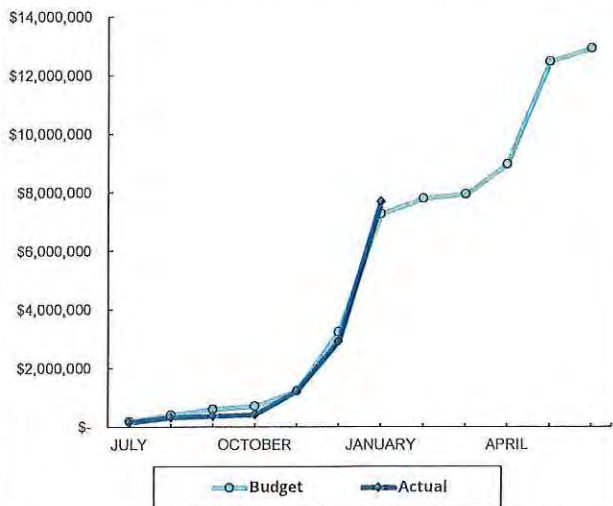
Investment Income



Recycled Wastewater Sales



Total Revenue

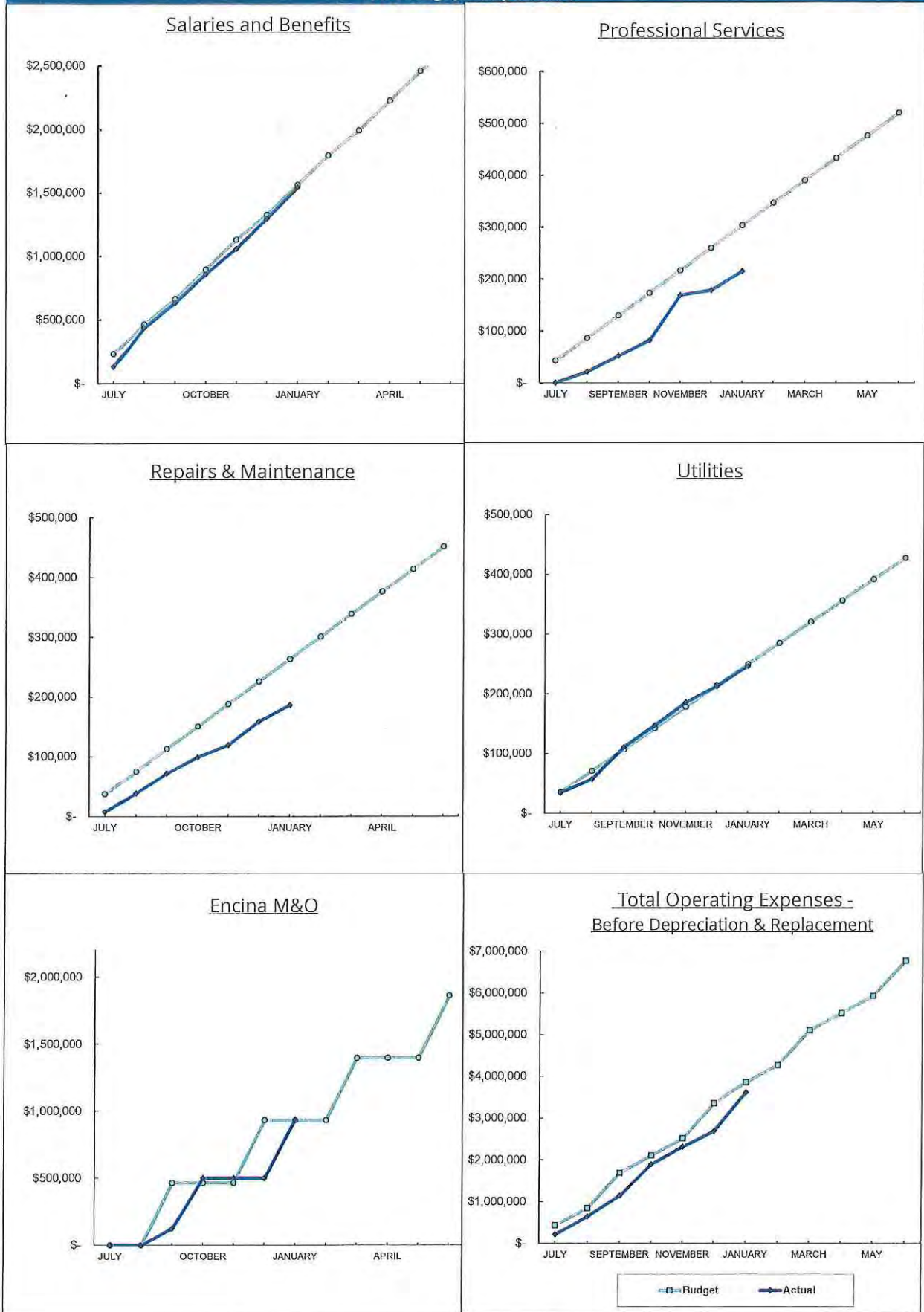


○— Budget     ●— Actual

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

# Leucadia Wastewater District Operating Expenses FY2018

YTD through January 31, 2018

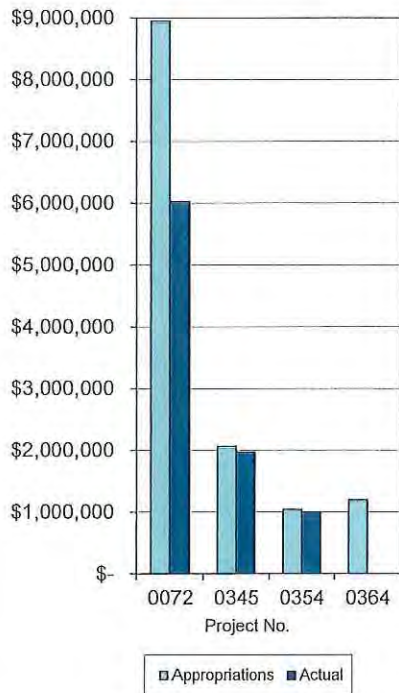


\* Preliminary: subject to future review, reconciliation, accruals, and audit

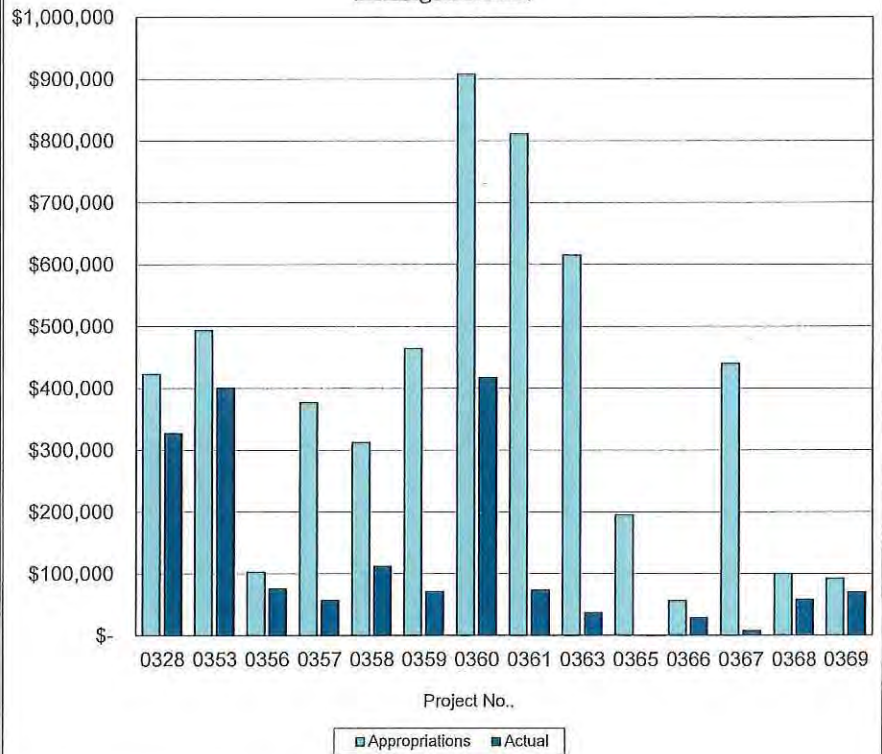
# Leucadia Wastewater District Capital Expenditures

As of January 31, 2018

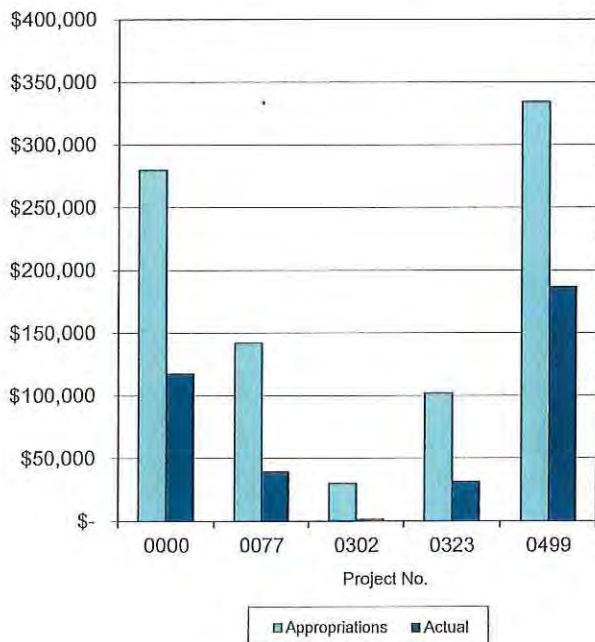
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2018



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



Single Year Capital Expenditures by Project FY2018



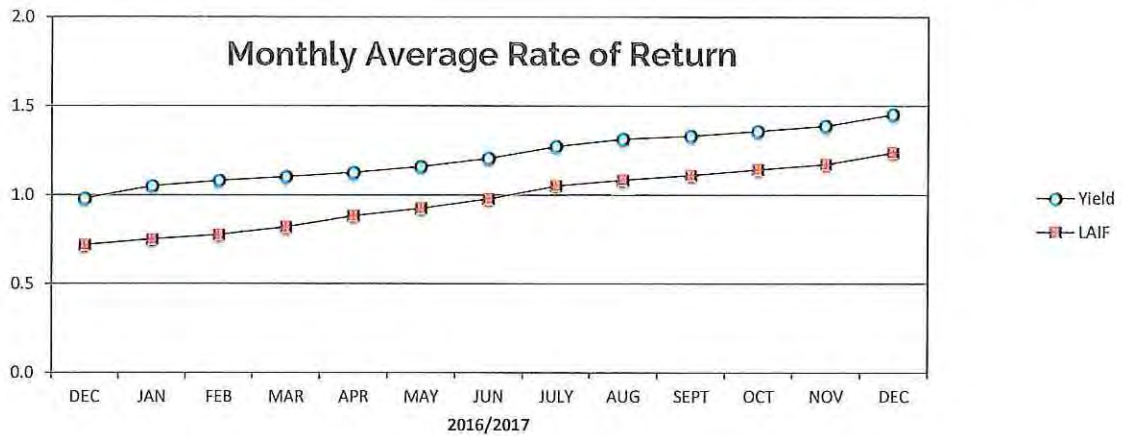
### Project Legend

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

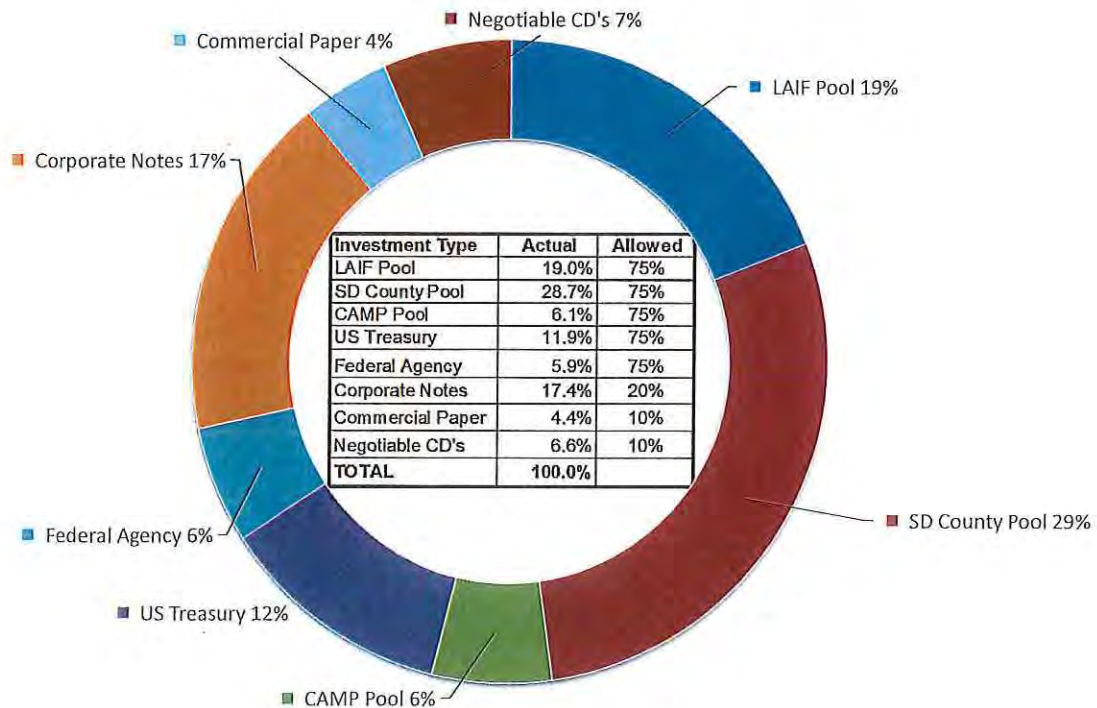
\* Preliminary: subject to future review, reconciliation, accruals, and audit

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

Cash Equivalents & Investments	Principal (Original Cost)		December Interest	Average Rate
	November 30, 2017	December 31, 2017		
LAIF Pool	\$ 6,882,193	\$ 6,382,193	\$ 6,848	1.239%
SD County Pool	9,634,474	9,634,474	11,971	1.491%
CAMP Pool	1,015,988	2,044,207	2,209	1.290%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,601	5,564	34	7.370%
Federal Agency Notes	1,975,475	1,975,475	2,182	1.320%
Corporate Bonds/Notes	5,839,653	5,839,653	7,429	1.690%
Commerical Paper	988,880	1,481,473	2,086	1.690%
Negotiable CD's	2,199,883	2,199,883	3,073	1.970%
Total Camp Portfolio	15,007,773	15,500,329	19,022	1.510%
<b>Totals</b>	<b>\$ 32,540,428</b>	<b>\$ 33,561,203</b>	<b>\$ 40,050</b>	<b>1.454%</b>

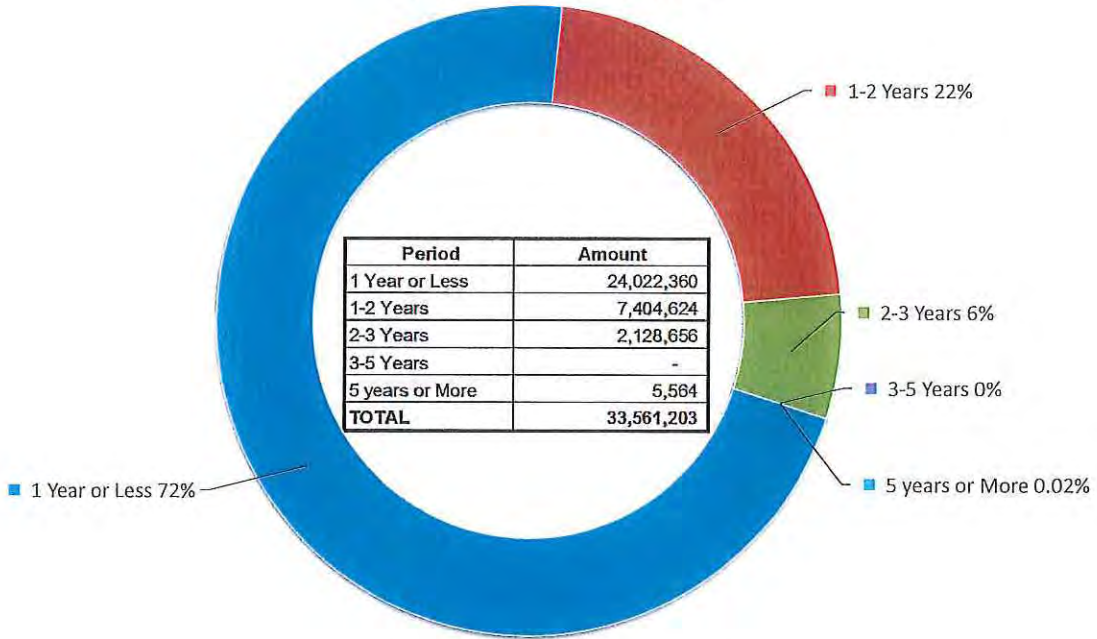


**INVESTMENT DISTRIBUTION BY CATEGORY**

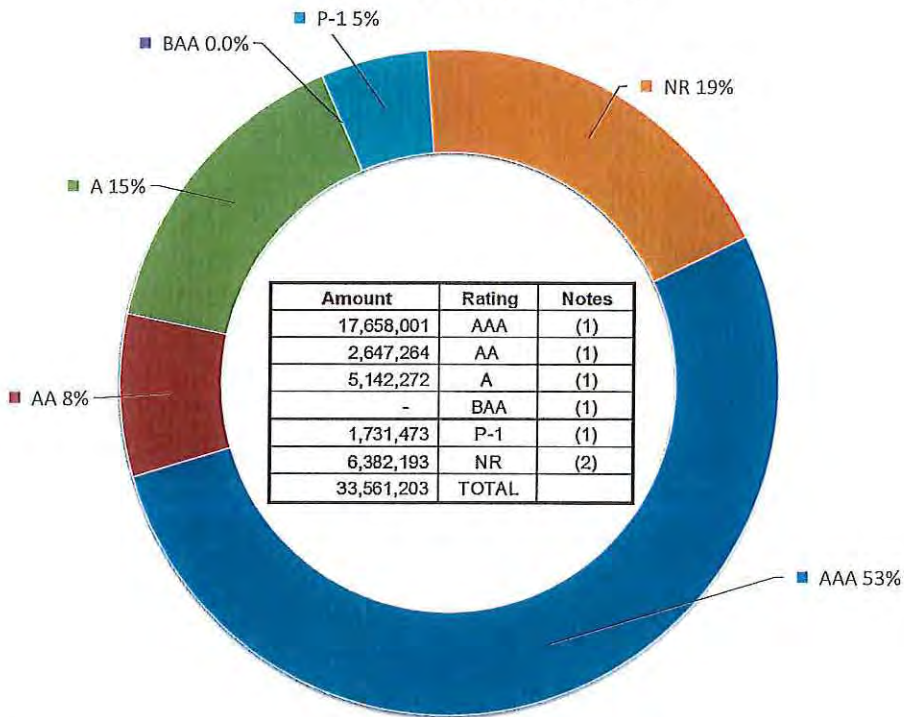


**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**December 31, 2017**  
(Continued)

**REMAINING MATURITY**



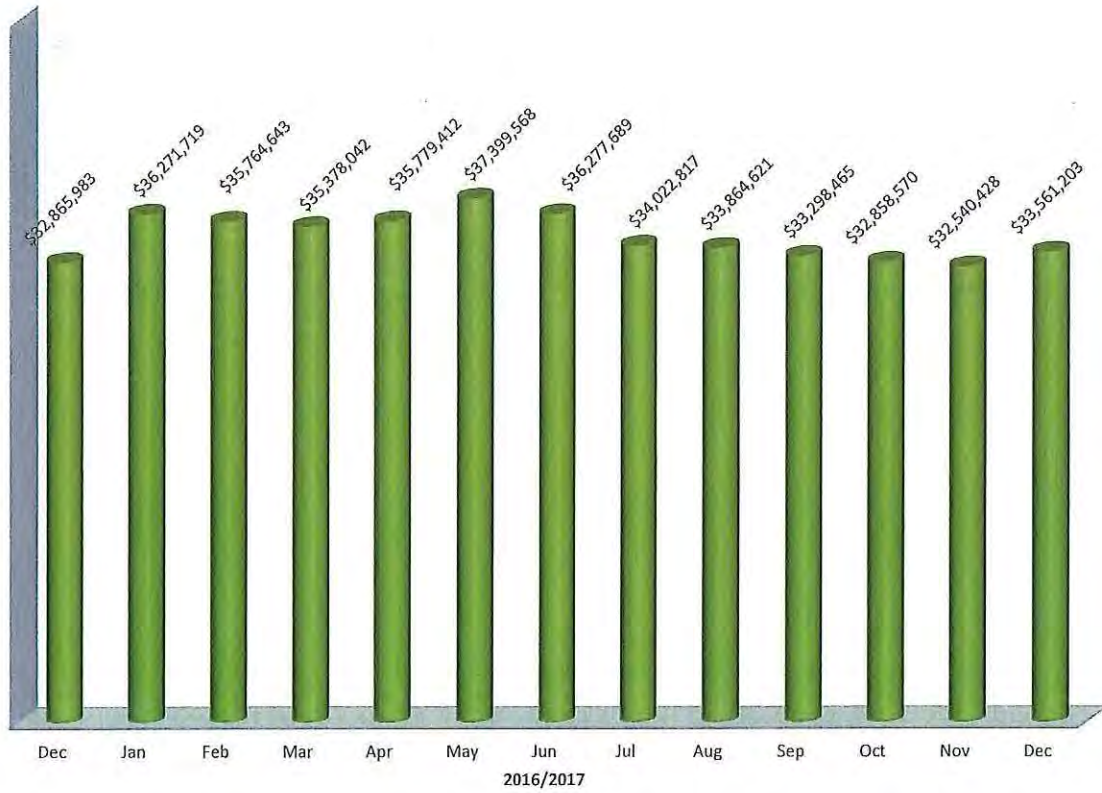
**INVESTMENT RATINGS**



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



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



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

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 37		(3)	7.37%
JP Morgan Sec LLC Comm Paper	\$ 492,593				2.02%


TOTAL	\$ 492,593	\$ 37	\$ -		
-------	------------	-------	------	--	--

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 18-6088

**DATE:** February 8, 2018  
**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, 2017 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rad:PJB

Attachment

# LEUCADIA WASTEWATER DISTRICT

## QUARTERLY TREASURER'S REPORT SUMMARY


### 12-31-17

SUMMARY OF CASH & INVESTMENTS at December 31, 2017				
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS				
ASSETS	AMORTIZED COST 12/31/2017	% OF TOTAL		MARKET VALUE 12/31/2017
		Actual	Allowed	
CASH IN BANK (Checking Accounts)	\$ 181,712	0.5%	25%	\$ 181,712
LAIF - STATE INVESTMENT POOL	\$ 6,382,193	18.9%	75%	\$ 6,370,026
SAN DIEGO COUNTY INVESTMENT POOL	\$ 9,634,474	28.5%	75%	\$ 9,538,000
CAMP - JPA INVESTMENT POOL	\$ 2,044,207	6.1%	75%	\$ 2,044,207
CAMP PORTFOLIO - US BANK Safekeeping				
Federal Agency Securities				
GNMA Pools	\$ 5,506			\$ 5,468
FNMA Benchmark & Global Notes	\$ 998,360			\$ 990,085
FHLMC Notes	\$ 999,834			\$ 999,836
Total Federal Agency Securities	\$ 2,003,700	5.9%	75%	\$ 1,995,389
US Treasury Bonds/Notes	\$ 3,998,926	11.8%	75%	\$ 3,969,438
Corporate Notes	\$ 5,819,874	17.2%	20%	\$ 5,788,135
Corporate Notes	\$ 1,489,120	4.4%	10%	\$ 1,489,033
Negotiable Certificates of Deposit	\$ 2,199,907	6.5%	10%	\$ 2,192,411
TOTAL CAMP PORTFOLIO	\$ 15,511,527	40.0%		\$ 15,434,405
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>\$ 33,754,113</b>	<b>100.0%</b>		<b>\$ 33,568,350</b>

As of December 31, 2017		QUARTERLY RESULTS			
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
<b>\$33.6M</b>	<b>198</b>	<b>\$.3M</b>	<b>\$111K</b>	<b>1.40%</b>	<b>1.18%</b>

MEMORANDUM

Ref: 18-6078

**DATE:** February 8, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** January 2018 Board Disclosure of Reimbursements Report

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending January 2018.

**DISCUSSION:**

Government Code Section §53065 stipulates that Special Districts must disclose reimbursements of \$100 or more on at least an annual basis. Leucadia Wastewater District (LWD) prepares the Disclosure Report every month in accordance with Resolution No. 2291 – The Integrated Travel Authorization and Expense Reimbursement Policy, which is above and beyond the requirements of Government Code Section §53065.

Attached please find the Board Disclosure of Reimbursements report for the month of January 2018 for your review.

tb:PJB

Attachment

Leucadia Wastewater District  
Disclosure of Reimbursements Report  
January 1-31, 2018

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	FSS	FSSup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	J. Stecker	M. Gonzalez
<i>CASA Winter Conference</i>										
CASA Winter Conference January 24 - 26, 2018 Palm Springs, CA	Registration	550.00	550.00	550.00	550.00	75.00	550.00			
	Hotel	634.88	627.93	627.93	627.93					
	Airfare									
	Meals		144.38	5.86	59.65		73.00			
	Rental Car									
	Parking									
	Tips		10.00	10.00	10.00					
	Fuel/mileage/taxi/uber	124.81	132.98		132.98		49.84			
<b>Total</b>	<b>1,309.69</b>	<b>1,465.29</b>	<b>1,193.79</b>	<b>1,380.56</b>	<b>75.00</b>	<b>672.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<i>CASA Winter Conference</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Taxi/Uber									
	Parking/Misc									
	Tips/Baggage									
	Fuel/mileage/coaster									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>CASA Winter Conference</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi			-						
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>CASA Winter Conference</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes:

- JH drove DO to conference
- PB hotel paid for by CASA
- AJ could not attend CASA due to illness, was able to get partial registration refund

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**January 24, 2018**

**EWA Board of Directors** - Director Juliussen Reporting

**1. 2017 Ocean Outfall Maintenance and External Inspection Report**

The Board of Directors received and filed the 2017 Ocean Outfall Maintenance and External Inspection Report.

**Executive Session**

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

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

Conference with Labor Negotiators as authorized by Government Code §54957.6 – Agency Representatives: Michael Steinlicht Scott McClelland and Debbie Allen

There was no reportable action.

# Community Affairs Committee Meeting Report

Presented by Vice President Kulchin

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## **Meeting held January 30, 2018**

The Community Affairs Committee (CAC) reviewed the following recommendation:

### **1. Review the draft text for the 2018 Winter newsletter**

The CAC reviewed and commented on the draft text of the 2018 Winter newsletter.

The CAC directed staff to move forward with final text and layout of the newsletter.

A CAC meeting was scheduled for February 26<sup>th</sup> at 2:00 p.m. to review the final newsletter prior to printing.

# Investment & Finance Meeting Report

Presented by Director Hanson

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**Meeting held February 7, 2018**

**1. The IFC conducted its Annual Review of the LWD Reserve Fund Policy.**

Staff presented the Annual Review of LWD's Reserve Fund Policy and is not recommending any changes.

The IFC concurred with staff to recommend that the Board of Directors to receive and file the annual review of the reserve policy and this item will be discussed later in the agenda.

**2. Adopt Resolution No. 2295 establishing check signatory authority for the General Manager and Administrative Services Manager and removing the use of facsimile signatures.**

The IFC reviewed Resolution No. 2295. The IFC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2295 and this item will be discussed later in the agenda.



# Engineering Committee Meeting Report

Presented by Director Juliussen

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## **Meeting held on February 8, 2018**

The EC reviewed the following recommendation:

- 1. Authorize the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the 2018 Gravity Pipeline Cured-in-Place Pipe Lining Rehabilitation Project in an amount not to exceed \$667,998.**

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

- 2. The EC received updates on the following:**
  - Emergency Repair of the Secondary Effluent Force Main;
  - Gafner AWT Improvements Project; and
  - Display of Outfitted Confined Space Entry Equipment Trailer.

These items were for informational purposes and no action was taken.

## MEMORANDUM

Ref: 18-6101

**DATE:** February 8, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Award of the District's 2018 Gravity Pipeline Cured-in-Place Pipe Lining Rehabilitation Project Construction Contract

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### RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the 2018 Gravity Pipeline Cured-in-Place Pipe Lining Rehabilitation Project in an amount not to exceed \$667,998.
2. Discuss and take other action as appropriate.

### BACKGROUND:

#### **Tactical Goal: Infrastructure and Technology / FY2018 Gravity Pipeline Rehabilitation**

This item was reviewed by the EC at its February 8<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

In July 2017 the District solicited bids for the 2017 Gravity Pipeline Rehabilitation and La Costa Gravity Sewer Alteration Project. The project included both cured-in-place pipe (CIPP) lining, manhole rehabilitation and open trench construction to alter the alignment of a section of the La Costa Gravity Line. In response to the bid solicitation, the District received one bid from Nu Line Technologies, LLC (Nu Line). Nu Line's bid of \$888,000 was very high considering Infrastructure Engineering Corporation's (IEC) project cost estimate of \$667,000. As a result of the single high bid received, the bid was rejected.

Based on this experience, staff decided to separate the CIPP work from the open trench work and rebid the project. Additionally, the CIPP lining rehabilitation that was designated to be accomplished in Fiscal Year (FY) 2018 was combined with the segments from the 2017 project to form a bigger project, the 2018 Gravity Pipeline Cured-In-Place Pipe (CIPP) Lining Rehabilitation Project, with the intent to attract greater interest for a more competitive bid.

### DISCUSSION:

The 2018 Gravity Pipeline CIPP Lining Rehabilitation Project (2018 CIPP Project) is included as a goal under the Technology and Infrastructure Strategy in the FY18 Tactics & Action Plan.

In September 2017 the Board of Directors authorized the execution of an agreement with IEC to design the 2018 CIPP Project. The goal of this project is to repair or replace any Rated 3 gravity pipeline and manhole on the District's Repair Priority List, populated and maintained by Field Services Staff, at the time of project design. Additionally, previously designed manhole rehabilitations and pipeline segments designated for CIPP lining from the 2017 project were folded into the project.

The 2018 CIPP Project consists of lining twenty-eight (28) gravity pipeline sections {9 sections from 2017} and nineteen (19) manholes {7 manholes from 2017}, and the installation of one (1) new manhole to replace a broken main line cleanout identified during staff's Closed-Circuit Television (CCTV) inspections.

IEC completed project design in December 2017. The project was advertised for bids on December 18<sup>th</sup>. Bids were due on January 24, 2018. Two bids were received as follows:

<u>Construction Firm</u>	<u>Bid Submitted</u>
Nu Line Technologies, LLC	\$667,998
Insituform Technologies, LLC	\$775,965

The bids were reviewed by Jamie Fagnant and Marie Fawcett at IEC. The bid review memorandum is attached for your review. Nu Line submitted the apparent low bid. Nu Line's individual bid item amounts roughly correlated with those of the engineer's opinion of probable cost and the other bidder. However, one issue was noted during the review:

- Bid Item 1, Mobilization, was listed as \$36,000, or 5.4% of the total bid. Contract documents limit the mobilization cost to 5% of the total project cost to prevent front loading of project payments.

As the proposed mobilization cost is not considered overly excessive compared to the overall project cost, IEC recommends the District consider this a minor irregularity in the bid and waive this discrepancy. Staff agrees with this assessment and recommendation.

As a result of their evaluation, IEC has determined Nu Line to be responsive to the bid requirements and recommends the District award the project to Nu Line. Nu Line's bid of \$667,998 is approximately \$84,002 or 11% less than the engineer's opinion of probable cost of \$752,000.

Therefore, staff and the EC recommend that the Board of Directors waive the minor bid irregularity and award the contract to Nu Line as the lowest responsive and responsible bidder in an amount not to exceed \$667,998.

**FISCAL IMPACT:**

There is sufficient appropriation in the FY18 Budget to cover the construction costs of the project.

ier:PJB

Attachment



**BID REVIEW MEMORANDUM**

Date: January 29, 2018

**Subject: 2018 Cured-in-Place Lining Rehabilitation Project**

Prepared By: Marie Fawcett  
 Reviewed By: Jamie Fagnant, P.E.

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**PURPOSE**

This memorandum provides a summary of our evaluation of bid results and the responsiveness of the submitted bids for the subject project.

**BID RESULTS**

Two bids were received and opened on January 24, 2018. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Low Bid:	\$667,998
High Bid:	\$775,965
Engineer's Opinion of Probable Cost:	\$752,000

Review of bid amounts and individual bid items is discussed further below.

**REVIEW OF LOW BIDDER**

Nu Line Technologies LLC. (Nu Line or Contractor), submitted the apparent low bid. IEC has determined Nu Line to be responsive to the bid requirements and recommends that the District award the project to Nu Line. The following reviews have been completed.

**Contractor's License:** The Contractor holds the required Class A License (No. 997520). The license is current and active.

**Bid Bond:** A bid bond in the amount of ten percent (10%) of the bid amount was submitted with North American Specialty Insurance Company as surety. North American Specialty Insurance Company has a Best's Key Rating of A+, XV.

**Signatures:** Dominic Burtech, one of the Contractor's Partners, signed the Closing Statement, Bidder's Bond, Non-Collusion Affidavit, California All-Purpose Acknowledgement, and Local Preference Certification.

**Project Manager's Experience:** The Contractor has identified Frank Durazo as the project manager. IEC has reviewed his resume and found his experience suitable to manage the 2018 Cured-in-Place Lining Rehabilitation Project.

**Worker's Compensation Insurance:** Policy WC551308300 is in affect through 10/01/2018.

**Experience Requirements:** The bid documents require the Contractor to submit:



(a) three project references where the Contractor installed at least 1000 linear feet of 8 inch or greater PVC gravity pipe in each project, (b) three project references where the Contractor installed at least 300 linear feet of cured-in-place-pipe (CIPP) lining into an 8 inch or greater diameter pipe in each project, and (c) three project references where the Contractor installed a total of 30 cured-in-place manhole liners (CIPML) into sewer manholes. Nu Line's submitted experience records show more than adequate experience installing cured-in-place (CIPP) lining. Although they did not report experience installing cured-in-place manhole linings (CIPML) or the required length of PVC pipe, the subcontractors they listed to perform that portion of the work, Ayala and Burtech, respectively, hold the required experience and are well known to the District and IEC due to work on previous District projects.

**References:** IEC contacted Nu Line's listed references to perform an assessment of the Contractor's prior work. In all cases, Nu Line was recommended as a good contractor with no record of claims.

**Registration with the Department of Industrial Relations (DIR):**

Contractors and their subcontractors are required to be registered with the DIR prior to bidding a public works project. The table below demonstrates that Nu Line and each of its subcontractors have met this requirement.

Contractor Legal Name	Registration Number	Registration Date	Expiration Date
Nu Line Technologies, LLC	1000003808	05/03/2017	06/30/2018
Burtech Pipeline, Inc.	1000006324	05/17/2017	06/30/2018
Ayala Engineering	1000005012	06/30/2017	06/30/2018

Source: <https://efiling.dir.ca.gov/PWCR/Search>

**List of Subcontractors:**

Contractor	License #	Location of Business	Portion of Work
Burtech Pipeline, Inc.	718202	Encinitas, CA	New PVC, Replace CO with New Manhole, Replace Broken Lateral
Ayala Engineering	959385	Anaheim, CA	CIPML, Epoxy Lining, New Frame & Cover

**Bid Item/Cost Review:**

Nu Line's bid was approximately 11% below the engineer's opinion of probable cost. Although the bid cost is lower than the engineer's opinion of probable construction cost, it is our opinion that the bid costs reflect the current market conditions and reasonably stringent installation guidelines and do not constitute grounds to reject the received bids.



Nu Line's cost for Bid Item 1, Mobilization, was listed as \$36,000, or 5.4% of the total bid. Contract documents limit the mobilization cost to 5% of the total project cost. IEC does not consider the proposed mobilization cost to be excessive, and recommends the District waive this requirement.

**Claims Filed:** Nu Line has not filed claims or had claims filed against them in the last five (5) years.

**Addenda:** Nu Line acknowledged receiving Addenda 1 & 2.

At this time, IEC has no concern regarding Nu Line's ability to complete the work for the cost given.

**RECOMMENDATION**

IEC recommends award of the contract to Nu Line Technologies, LLC. based on their knowledge and experience record and responsiveness to the bidding requirements.

Attachments  
Table 1 – Bid Summary

**LEUCADIA WASTEWATER DISTRICT  
2018 CURED-IN-PLACE LINING PROJECT  
Bid Summary**

**JANUARY 2018**

Bid Item	Quantity	Unit	Article	Engineer's Estimate	Nu Line	Insituform
1	1	LS	Mobilization, Bonds, Permits, Cleanup and Demobilization	\$35,600	\$36,000	\$8,535
2	1	LS	Sheeting, Shoring and Bracing	\$5,000	\$9,292	\$4,380
3	1	LS	Sag Repair and Cured-in-Place Pipe Lining	\$65,860	\$68,842	\$79,143
4	1	LS	Cured-in-Place Pipe Lining	\$18,732	\$10,815	\$8,318
5	1	LS	Cured-in-Place Pipe Lining	\$13,165	\$7,985	\$12,155
6	1	LS	Cured-in-Place Pipe Lining	\$16,180	\$10,742	\$10,460
7	1	LS	Cured-in-Place Pipe Lining	\$20,030	\$13,400	\$12,248
8	1	LS	New Manhole Frame and Cover, Epoxy Liner	\$10,500	\$8,996	\$9,693
9	1	LS	Cured-in-Place Manhole Lining	\$12,950	\$10,382	\$18,570
10	1	LS	Cured-in-Place Pipe Lining	\$54,575	\$36,475	\$29,730
11	1	LS	Cured-in-Place Pipe Lining	\$20,745	\$13,570	\$13,827
12	1	LS	Cured-in-Place Pipe Lining	\$7,930	\$5,800	\$11,845
13	1	LS	Cured-in-Place Pipe Lining	\$27,060	\$23,350	\$23,295
14	1	LS	Cured-in-Place Pipe Lining	\$27,785	\$18,410	\$14,066
15	1	LS	Cured-in-Place Pipe Lining	\$33,715	\$23,175	\$20,007
16	1	LS	Cured-in-Place Manhole Lining	\$13,450	\$10,382	\$18,570
17	1	LS	Cured-in-Place Manhole Lining	\$13,450	\$10,382	\$18,570
18	1	LS	Cured-in-Place Manhole Lining	\$13,450	\$10,382	\$18,570
19	1	LS	Epoxy line MH	\$7,000	\$4,588	\$4,943
20	1	LS	Cured-in-Place Manhole Lining	\$12,450	\$10,382	\$18,570
21	1	LS	Cured-in-Place Manhole Lining	\$12,450	\$10,382	\$18,570
22	1	LS	Cured-in-Place Manhole Lining	\$12,450	\$10,382	\$18,570
23	1	LS	Epoxy Line Manhole	\$7,000	\$4,588	\$4,943
24	1	LS	Cured-in-Place Manhole Lining	\$12,950	\$10,382	\$18,570
25	1	LS	Cured-in-Place Manhole Lining	\$12,950	\$10,382	\$18,570
26	1	LS	Cured-in-Place Pipe Lining	\$46,105	\$33,390	\$21,686
27	1	LS	Cured-in-Place Manhole Lining	\$12,450	\$10,382	\$18,570
28	1	LS	Cured-in-Place Pipe Lining	\$17,555	\$11,380	\$8,656
29	1	LS	Cured-in-Place Pipe Lining	\$25,860	\$17,100	\$11,188
30	1	LS	Cured-in-Place Pipe Lining	\$16,455	\$10,625	\$8,608
31	1	LS	Cured-in-Place Manhole Lining	\$50,900	\$41,115	\$74,279
32	1	LS	Cured-in-Place Pipe Lining	\$15,012	\$8,550	\$14,995
33	1	LS	Cured-in-Place Pipe Lining and New Manhole	\$20,720	\$42,925	\$47,164
34	1	LS	Cured-in-Place Pipe Lining	\$14,200	\$9,400	\$7,923
35	1	LS	Cured-in-Place Pipe Lining	\$19,960	\$25,129	\$30,324
36	1	LS	Cured-in-Place Manhole Lining	\$25,000	\$20,763	\$40,268
37	1	LS	Cured-in-Place Pipe Lining	Addendum	\$12,928	\$11,469
38	1	LS	Replace Broken Lateral Connection	Addendum	\$34,845	\$46,117
<b>TOTAL</b>				\$751,644	\$667,998	\$775,965
				\$752,000	\$667,998	\$775,965

(amt written in words) (amt written in words)

**MEMORANDUM**

**DATE:** February 8, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Resolution No. 2294 Requesting LAFCO to Take Proceedings for the Zinser Change of Organization**

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Adopt Resolution No. 2294, Zinser Annexation, as presented.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

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

This annexation is within the District's sphere of influence and includes a parcel with an existing single family residence and a proposed accessory dwelling unit. Per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for a tenant improvement. The private lateral for the residence will connect to the available public sanitary sewer system in the middle of Hymettus Avenue. The annexation is necessary to provide sewer service to this residence.

Approval of Resolution No. 2294 would authorize a boundary annexation.

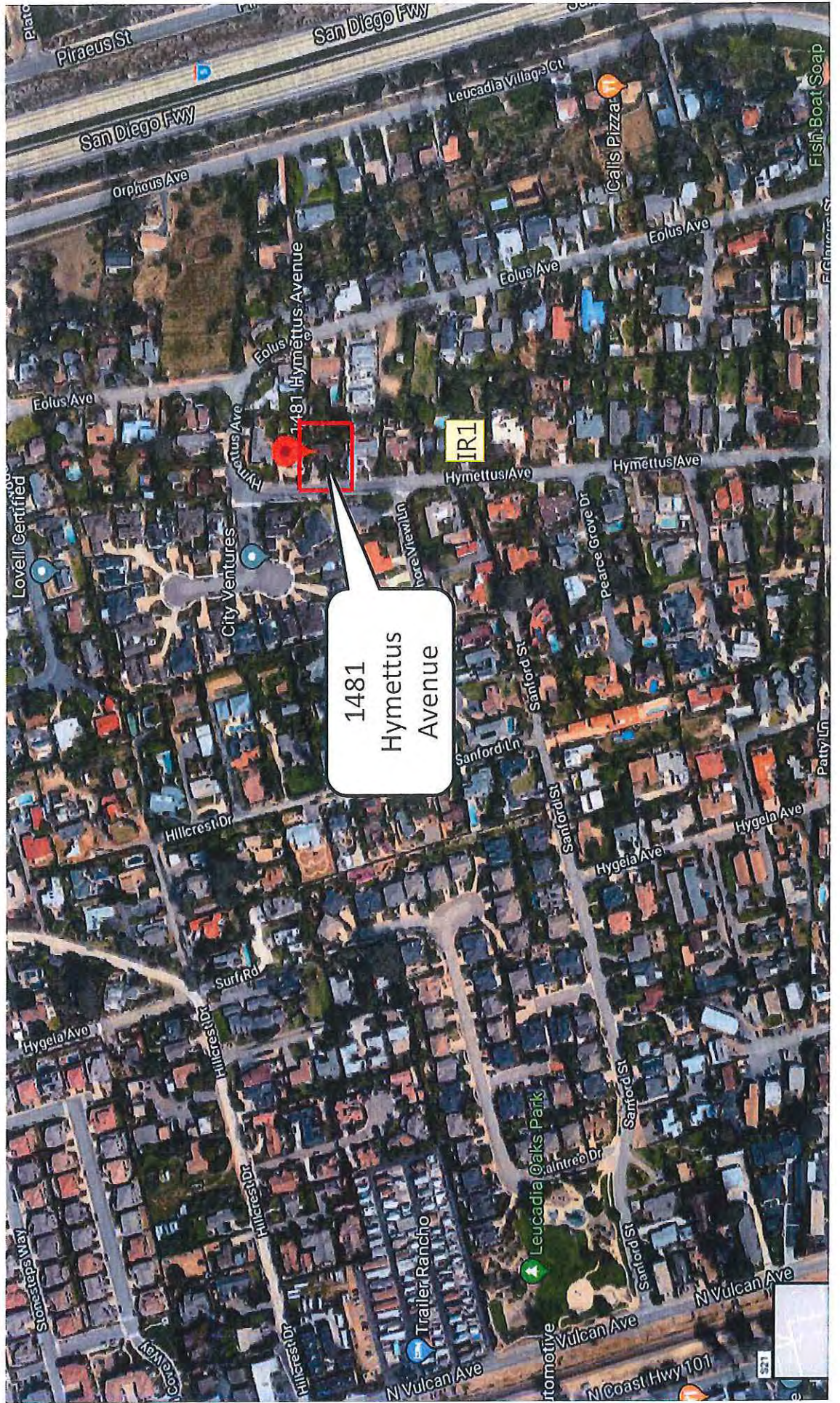
LWD's collection and treatment systems have sufficient capacity to accommodate the properties. Attached please find a copy of Resolution No. 2294 for your review.

ier:PJB

Attachment



# 1481 Hymettus Avenue



**RESOLUTION NO. 2294**

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

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

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

**WHEREAS**, the proposed Zinser Change of Organization includes annexation of the Zinser territory (*APN 254-120-02-00*) to the LWD; and

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

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

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

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

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

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

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

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

**PASSED AND ADOPTED** at a Regular meeting of the Board of Directors held on February 14, 2018 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Elaine Sullivan, President

ATTEST:

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

EXHIBIT "A"

ANNEXATION TO LEUCADIA WASTEWATER DISTRICT

GEOGRAPHICAL DESCRIPTION

APN 254-120-02-00

ANNEXATION NO. 2294

A PORTION OF LOT 4 IN BLOCK "L" OF SOUTH COAST PARK ANNEX, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO 1788 FILED IN THE OFFICE OF THE COUNTY RECORDER MARCH 29, 1924, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTERLINE OF HYMETTUS AVENUE, AS SAME IS SHOWN ON MAP NO 1788; THENCE

SOUTH 3°27'30" EAST 179.35 FEET FROM THE INTERSECTION OF SAID CENTERLINE WITH THE CENTER LINE OF EOLUS AVE, SAID POINT BEING THE NORTHWEST CORNER OF PARCEL OF LAND RECORDED APRIL 4, 1923 AS FILE NO. 19602 IN BOOK 1471, PAGE 130 OF DEEDS; THENCE

NORTHWEST CORNER BEING A POINT IN A LINE WHICH BEARS SOUTH 89°59'23" WEST FROM THE CENTERLINE OF SAID EOLUS AVENUE, DISTANT THEREON SOUTH 14°23'30" EAST 63.81 FEET FROM THE SOUTHEASTERLY TERMINUS OF A TANGENT 143.24 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY IN SAID CENTERLINE; THENCE

- 1) SOUTH 3°27'30" EAST 90.00 FEET; THENCE
- 2) NORTH 89°59'23" EAST 130.00 FEET; THENCE
- 3) NORTH 30°27'30" WEST 90 FEET; THENCE
- 4) SOUTH 89°59'23" WEST 130 FEET, TO THE TRUE POINT OF BEGINNING

CONTAINING 0.27 ACRES OF LAND MORE OR LESS.

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



MEMORANDUM

Ref: 18-6100

DATE: February 8, 2018  
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; or
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

**Tactical Goal: Financial / Finance Policy Reviews**

This item was reviewed by the IFC at its February 7<sup>th</sup> meeting and the IFC concurred with staff to present this item for the Board's consideration.

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 2017, the Board received the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2017 that included the following reserve balances:

**Restricted Reserves:**

<u>Reserve Designation</u>	<u>Reserve Balance</u>
Capital Improvement Reserve	\$645,049
<b>Total</b>	<b>\$645,049</b>

**Unrestricted Reserves:**

<u>Reserve Designation</u>	<u>Reserve Balance</u>
Operations Reserve	\$ 2,224,673
Replacement Reserve	\$20,531,522
Water Recycling Reserve	\$ 1,936,073
Emergency Reserve	\$ 7,500,000
<b>Total</b>	<b>\$31,192,268</b>

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.

rad: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.

c) 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.

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

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

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

**MEMORANDUM**

**DATE:** February 8, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Resolution No. 2295 Establishing Check Signatory Authority and Removing the Use of Facsimile Signatures**

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**RECOMMENDATION:**

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

1. Adopt Resolution No. 2295 establishing check signatory authority for the General Manager and Administrative Services Manager and removing the use of facsimile signatures.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

This item was reviewed by the IFC at its February 7<sup>th</sup> meeting and the IFC concurred with staff to present this item for the Board's consideration.

The purpose of this Resolution No. 2295 is to establish check signatory authority for the Leucadia Wastewater District (LWD) General Manager and Administrative Services Manager and to remove the use of facsimile signatures.

**A. Signatory Authority**

Resolution No. 2154 approved by the Board during December 2005, established the General Manager's check signatory authority at \$25,000 without specific prior Board approval for the purchase of District goods, materials, services, and supplies. In addition, the Administrative Services Manager is authorized to sign checks drawn on LWD accounts for amounts not to exceed \$15,000. Checks over \$25,000 required execution by the General Manager and one District Board Member.

With the adoption of Resolution No. 2289, by the Board on September 13, 2017, the General Manager's purchasing authority for the procurement of District goods, materials, supplies and services, was increased from \$25,000 to \$35,000. After 17 years, the spending limits were increased, to reflect today's costs and to help facilitate the purchasing process in an efficient manner.

The proposed Resolution No. 2295, increases the General Manager's check signatory authority from \$25,000 to \$35,000. This will bring the General Manager's check signatory authority in line with his/hers purchasing authority of \$35,000. It will also increase the Administrative Services Manager's signatory authority to \$25,000 from \$15,000.

B. Use of Facsimile Signatures

Resolution No. 2154 previously authorized financial institutions to honor instructions, including checks or orders for payment of money, based of facsimile signatures. Facsimile signatures are not currently being used by the District and haven't been for years. The proposed resolution removes this provision.

Attached for your review is Resolution No. 2295 in redline strike-out format.

Board of Director's approval is required to establish the above actions. Therefore, staff and the IFC recommend that the Board of Directors adopt Resolution No. 2295 establishing signatory authority for the General Manager and Administrative Services Manager and removing the use of facsimile signatures.

Attachments

rad:PJB

RESOLUTION NO. 21542295

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LEUCADIA WASTEWATER DISTRICT  
ESTABLISHING BOARD POLICY REGARDING  
CHECK SIGNATORY AUTHORITY **AND**  
**~~AUTHORIZING THE USE OF FACSIMILE SIGNATURES~~**

**WHEREAS**, the Board of Directors of Leucadia Wastewater District (LWD) meet only once a month and occasionally twice a month to transact business and it is often necessary and appropriate to execute checks for the purchase of goods, materials, services-supplies and supplies-services on a day-to-day basis; and

**WHEREAS**, the District desires to manage its funds in the best interest of the District;

**WHEREAS**, the District has established certain deposit accounts at financial institutions upon terms and conditions mutually agreed upon; and

**WHEREAS**, it is the purpose of this Resolution to establish Board Policy with respect to the execution of checks for payment for goods, materials, services-supplies, and supplies-services procured for District purposes and to provide specific authorization to the General Manager and the Administrative Services Manager relative to the execution of checks for said purposes; and

~~**WHEREAS**, the District desires to authorize the use of facsimile signatures to open and close accounts, to sign checks and to conduct other District business.~~

**NOW, THEREFORE, BE IT RESOLVED** as follows:

Section 1. The General Manager is hereby authorized to execute checks for amounts not to exceed ~~\$25,000~~\$35,000 without specific prior Board approval for the purchase of District goods, materials, services-supplies, and/or supplieesservices.

Section 2. The Administrative Services Manager is hereby authorized to execute checks for amounts not to exceed ~~\$15,000~~\$25,000 without specific prior General Manager approval for the purchase of District goods, materials, services-supplies, and/or supplieesservices.

Section 3. The General Manager and District Board Members are authorized to execute checks for amounts over \$35,000 for the purchase of District goods, materials, supplies, and services. All checks in an amount over ~~\$25,000~~\$35,000 require execution by the District General Manager and one District ~~board~~Board Member.

Section 4. All checks shall be executed only for items and in amounts within the Board approved budget.

~~Section 5. Any financial institution is authorized to honor instructions, including checks or orders for payment of money, based on facsimile signatures of the authorized persons on file.~~

Section 65. The General Manager and the Administrative Services Manager shall otherwise comply with all District policies and shall keep accurate written records of all checks executed on behalf of the District.

Section 76. Resolution No. ~~2022 and Resolution No. 2098 are~~2154 is hereby rescinded.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the LWD, held ~~December 14, 2005~~February 14, 2018 by the following vote:

AYES

NOES

ABSENT

ABSTAIN

David KulchinElaine Sullivan, President

Attest:

Paul J. Bushee, General Manager

(SEAL)

## MEMORANDUM

Ref: 18-6103

**DATE:** February 8, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Potential Change to the April 2018 Board of Directors Meeting Date

---

### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and take action as appropriate.

### BACKGROUND:

Resolution 2205 calls for the Board of Directors to annually establish the date and times for its regular meetings. As such, the Board approved its 2018 meeting calendar at its November 2017 meeting. Resolution 2205 also allows the Board to change its meeting dates, time and location provided that is approved by the Board ahead of time.

### DISCUSSION:

Last month, the Board briefly discussed a potential conflict with its meeting scheduled for April 18, 2018. This date conflicts with the California Water Environment Association's (CWEA) Annual Conference which is scheduled for April 17<sup>th</sup> – 20<sup>th</sup>. The Board directed staff to propose potential alternate dates for consideration at its February 2018 meeting, which is the purpose of this agenda item.

You may recall that the April meeting was pushed back one week to April 18<sup>th</sup> due a conflict with the California Association of Sanitation Agencies' (CASA) Public Policy Forum scheduled for April 11<sup>th</sup>. Staff took this into consideration and proposes the following dates.

- Monday, April 9, 2018 @ 5:00 pm
- Tuesday, April 10, 2018 @ in the morning at 8:00 am, 9:00 am or 10:00 am
- Thursday, April 12, 2018 @ 5:00 pm

Please note that these are proposed dates that staff anticipates will work with the Board's travel schedule during that timeframe. It is the Board's discretion to keep the existing date or choose another date and time that works best.

### FISCAL IMPACT:


There is no fiscal impact associated with this recommendation.

PJB



MEMORANDUM

Ref: 18-6077

**DATE:** February 8, 2018  
**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 four of twelve elected seats.

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 2018.

Please note that under CASA's bylaws; only one person per member agency can serve on the Board of Directors at a time. Presently, I serve as the CASA Board's President. I have two and a half years remaining on my term and would like to finish my term out but the Board could opt to nominate someone else from LWD.

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 8<sup>th</sup> Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • [www.casaweb.org](http://www.casaweb.org)

January 12, 2018

*Via Electronic Mail*

TO: CASA Member Agencies  
 FROM: Jeff Moorhouse, Nominating Committee Chair  
 SUBJECT: **CALL FOR CANDIDATES—CASA BOARD OF DIRECTORS**

CASA's procedures for nomination and election of directors and officers 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. This year, the committee will be recommending candidates for four of the twelve elected seats.

The 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. In 2018, the committee will be seeking a director from a southern California agency in order to help maintain this balance.

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 the CASA Annual and Winter conferences and the Washington DC and Sacramento policy forums.
- Participate in monthly Board conference calls and in person meetings.
- Assist in member recruitment and retention.
- Represent CASA at events and meetings as requested by the President.

To submit a nomination, please complete the attached form and return it via electronic mail no later than **March 15, 2018** to:

[nominations@casaweb.org](mailto:nominations@casaweb.org)

If you have any questions regarding the nominations procedures, please contact CASA's Executive Director, Bobbi Larson, at (916) 446-0388, [blarson@casaweb.org](mailto:blarson@casaweb.org).



# CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8<sup>th</sup> Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • [www.casaweb.org](http://www.casaweb.org)

California Association of Sanitation Agencies  
 Recommendation for  
 Board of Directors  
 Term August 2018 to August 2021

Recommended by:	
Agency Representative Name	
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 15, 2018  
 via email: [nominations@casaweb.org](mailto:nominations@casaweb.org)**

**MEMORANDUM**

**DATE:** February 8, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Call for Nominations for the Local Agency Formation Commission (LAFCO) Consolidated Redevelopment Oversight Board**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Discuss and take action as appropriate.

**DISCUSSION:**

Leucadia Wastewater District recently received notification that nominations are being solicited to appoint eligible representatives to serve on the San Diego County Consolidated Redevelopment Oversight Board. The election is tasked with appointing (a) one regular district representative and (b) one alternate district representative on the Oversight Board. The deadline for receipt of all nominations is Thursday, February 15, 2018.

At the close of the nomination period San Diego LAFCO will work with the Special District Advisory Committee (SDAC) in establishing additional dates and deadlines going forward in completing the appointment process ahead of the July 1, 2018 statutory deadline.

Attached are the following documents from LAFCO:

- LAFCO's notification letter;
- An outline of LAFCO policies and procedures adopted by LAFCO implementing the statute (Attachment A);
- List of all eligible independent special districts allowed to participate in nominating eligible candidates (Attachment B);
- List of all special districts enrolled in the Redevelopment Property Tax Trust Fund (Attachment C); and
- LAFCO Nomination Form (Attachment D)

Staff has no recommendation on this matter and is seeking direction from the Board of Directors.

tb:PJB

Attachments

## Chair

Jo MacKenzie, Director  
Vista Irrigation District

## CALL FOR NOMINATIONS

## Vice Chair

Ed Sprague, Director  
Olivenhain Municipal Water

January 4, 2018

## Members

Catherine Blakespear, Mayor  
City of Encinitas

Bill Horn, Supervisor  
County of San Diego

Dianne Jacob, Supervisor  
County of San Diego

Andrew Vanderlaan  
Public Member

Bill Wells, Mayor  
City of El Cajon

Lorie Zapf, Councilmember  
City of San Diego

## Alternate Members

Lorie Bragg, Mayor Pro Tem  
City of Imperial Beach

Chris Cate, Councilmember  
City of San Diego

Greg Cox, Supervisor  
County of San Diego

Judy Hanson, Director  
Leucadia Wastewater District

Harry Mathis  
Public Member


## Executive Officer

Keene Simonds

## Counsel

Michael G. Colantuono

**TO:** General Managers, Independent Special Districts

**FROM:** Keene Simonds, Executive Officer 

**SUBJECT:** **Start of Nomination Period |  
Appointment to Consolidated Redevelopment Oversight Board**

This communication serves as formal notice the San Diego Local Agency Formation Commission (LAFCO) is calling an election by mail among independent special districts to appoint eligible representatives to serve on the San Diego County Consolidated Redevelopment Oversight Board. This election is ultimately tasked with appointing (a) one regular district representative and (b) one alternate district representative on the Oversight Board. Additional background information – including an outline of the policies and procedures adopted by LAFCO in implementing the statute – was previously mailed to all independent special districts on December 5, 2017 and provided as Attachment A.

With the preceding in mind, San Diego LAFCO is now commencing with the nomination period. To this end, and consistent with adopted policies, the presiding officers and/or their delegated alternates for all 60 independent special districts in San Diego County are encouraged to submit nominations using the attached form. A listing of all independent special districts allowed to participate in nominating an eligible candidate is provided in Attachment B. In considering making potential nominations please note all of the following:

- As referenced all 60 independent special districts are eligible to make one nomination through their presiding officer or authorized delegate. Nominations must be signed.
- To be eligible nominees must be an elected or appointed member of the legislative body of one of the 19 independent special districts that are enrolled in the Redevelopment Property Tax Trust Fund (RPTTF). A listing of all enrolled independent special districts is provided in Attachment C.



January 4, 2018

- Nominations are for the regular voting member representative. The alternate will be determined during the subsequent voting process and based on the candidate finishing with the second most votes.
- Nominations must be received by San Diego LAFCO no later than by 5:00 p.m. on **Thursday, February 15, 2018**. Nominations received after this date/time will be invalid.
- Nominations may be submitted by mail, courier, or hand-delivered to the San Diego LAFCO office at 9335 Hazard Way, Suite 200 in San Diego. Additionally, and as an encouraged alternative, nominations may be submitted by e-mail and directed to Executive Assistant Tammy Lockett at [tamaron.lockett@sdcounty.ca.gov](mailto:tamaron.lockett@sdcounty.ca.gov). Nominations received by e-mail will be confirmed by LAFCO and taken as consent to transmit subsequent communications – including ballots – by e-mail unless otherwise specified.

At the close of the nomination period San Diego LAFCO will work with the Special District Advisory Committee (SDAC) in establishing additional dates and deadlines going forward in completing the appointment process ahead of the July 1, 2018 statutory deadline. This includes an expectation SDAC will consider the results of the nomination process and next steps as early as its regular meeting scheduled for Friday, February 16<sup>th</sup>.

Should you have any questions or related follow up, please do not hesitate to contact me directly via e-mail at [keene.simonds@sdcounty.ca.gov](mailto:keene.simonds@sdcounty.ca.gov)) or telephone at 858.614.7755.

Thank you.

Attachments:

- A) Memorandum on Adopted Policies and Procedures in Appointing Special District Members to RDA Oversight Board
- B) List of the 60 Independent Districts Eligible to Make a Nomination
- C) List of the 19 Independent Special District Enrolled in RPTTF Whose Board Members are Eligible for Nominations
- D) Nomination Form

cc: Jon Baker, County of San Diego  
SDAC Members

**Chairman**

Sam Abed, Mayor  
City of Escondido

**MEMORANDUM**

**Vice Chairwoman**

Jo MacKenzie, Director  
Vista Irrigation District


December 5, 2017

**Members**

Catherine Blakespear, Mayor  
City of Encinitas

**TO:** Special Districts  
Other Interested Parties

Bill Horn, Supervisor  
County of San Diego

**FROM:** Keene Simonds, Executive Officer 

Dianne Jacob, Supervisor  
County of San Diego

**SUBJECT:** Notice of Approved Policy Amendments |  
Procedures to Appoint a Special District Representative on  
Consolidated Redevelopment Oversight Board

Ed Sprague, Director  
Olivenhain Municipal Water

This memorandum provides notice of policy amendments approved by the San Diego Local Agency Formation Commission (LAFCO) at its December 4, 2017 meeting. The approved policy amendments address new legislation for LAFCO to oversee and conduct elections to appoint a special district representative to a consolidated oversight board tasked with winding-down redevelopment activities in San Diego County. The amendments were developed with feedback from LAFCO's Special District Advisory Committee and establish specific eligibility, allowances, and procedures in conducting an election ahead of the inaugural July 1, 2018 appointment deadline.

Andrew Vanderlaan  
Public Member

Lorie Zapf, Councilmember  
City of San Diego

**Alternate Members**

Chris Cate, Councilmember  
City of San Diego

Greg Cox, Supervisor  
County of San Diego

A summary of the policy amendments and its implementation therein is enclosed. Additional materials – including a related call for nominations – will be transmitted to eligible special districts in the near future.

Judy Hanson, Director  
Leucadia Wastewater District

Harry Mathis  
Public Member

Should you have any questions please contact me by telephone at 858-614-7755 or by e-mail at [keene.simonds@sdcounty.ca.gov](mailto:keene.simonds@sdcounty.ca.gov).

Racquel Vasquez, Mayor  
City of Lemon Grove

**Executive Officer**

Keene Simonds

Enclosures: as stated

**Counsel**

Michael G. Colantuono

### Legislative Directive

Senate Bill 107 was passed by the Legislature with the Governor's signature in September 2015 and mandates – among other items – the consolidation of all 17 successor redevelopment agencies in San Diego County by July 1, 2018. This consolidation will be carried out through a seven-member oversight board and marks the latest and presumably final act by the Legislature in achieving the planned dissolution of redevelopment agency activities in all 58 counties. The legislation directs the oversight board to complete all remaining redevelopment projects and restore incremental property tax revenue; the latter of which presently tallies more than \$130 billion in San Diego County. The legislation also provides one of the seven seats on the oversight board shall be filled by a special district representative and through the framework of LAFCO's existing administrator role of the Independent Special Districts Selection Committee (ISDSC).

### Implementing Local Policies

At its December 4, 2017 meeting San Diego LAFCO approved policy amendments to address its new responsibilities under SB 107 to administer an appointment of a special district representative to a consolidated redevelopment oversight board. The amendments were developed with feedback from LAFCO's Special District Advisory Committee and address ambiguity in the legislation with respect to appointment eligibility, standards, and procedures. Key implementing policies follow.

- All independent special districts comprising the ISDSC are eligible to participate in the process to appoint (nominate and vote) a representative to serve on the oversight board. However, only board members from those independent special districts that are also enrolled in the Redevelopment Property Tax Trust Fund administered by the County of San Diego Auditor Controller's Office are eligible to be nominated and serve on the oversight board. A list of the 19 eligible special districts meeting this referenced criteria is attached.
- An alternate appointee to the oversight board is allowed.
- Election materials shall be transmitted from LAFCO by e-mail with prior concurrence of the presiding officer of the special district.
- So long as a voting quorum is achieved the nominee receiving the most votes will be appointed to the oversight board. The nominee with the second most votes will be the alternate.

### Next Steps

LAFCO anticipates issuing a call for nominations on Thursday, January 4, 2018. (A request to transmit subsequent materials by e-mail will also be addressed.) The deadline to submit nominations will be Thursday, February 15<sup>th</sup>. Additional dates – and most notably the issuance of ballots – will be determined thereafter and in consultation with LAFCO's Special District Advisory Committee.



## Attachment B

### Independent Special Districts in San Diego County

- Eligible to Make a Nomination for Appointment to Oversight Board -

Alpine Fire Protection District	Rancho Santa Fe Fire Protection
Bonita-Sunnyside Fire Protection	Resource Conservation District of San Diego County
Borrego Springs Fire Protection	Rincon Del Diablo Muni Water District
Borrego Water District	Rincon Ranch Community Services District
Canebrake County Water District	San Luis Rey Municipal Water District
Cuyamaca Water District	San Miguel Consolidated Fire Protection District
Deer Springs Fire Protection	Santa Fe Irrigation District
Descanso Community Services District	South Bay Irrigation District
Fairbanks Ranch Community Services District	Tri City Hospital District
Fallbrook Healthcare District	Upper San Luis Rey Resource Conservation District
Fallbrook Public Utility District	Vallecitos Water District
Grossmont Healthcare District	Valley Center Cemetery District
Helix Water District	Valley Center Parks & Recreation
Jacumba Community Services District	Valley Center Fire Protection
Julian Community Services District	Valley Center Municipal Water District
Julian-Cuyamaca Fire Protection	Vista Fire Protection District
Lake Cuyamaca Recreation & Park	Vista Irrigation District
Lakeside Fire Protection District	Whispering Palms Community Services District
Lakeside Water District	Wynola Water District
Leucadia Wastewater District	Yuima Municipal Water District
Lower Sweetwater Fire Protection	
Majestic Pines Community Services District	
Mission Resource Conservation	
Mootamai Municipal Water District	
Morro Hills Community Services District	
North County Cemetery District	
North County Fire Protection	
Olivenhain Municipal Water District	
Otay Water District	
Padre Dam Municipal Water District	
Palomar Health Care District	
Pauma Municipal Water District	
Pauma Valley Community Services District	
Pine Valley Fire Protection District	
Pomerado Cemetery District	
Questhaven Municipal Water District	
Rainbow Municipal Water District	
Ramona Cemetery District	
Ramona Municipal Water District	
Rancho Santa Fe Community Services District	

## Attachment C

### **Independent Special Districts in San Diego County | Enrolled in Redevelopment Property Tax Trust Fund (RPTTF)**

- Elected or Appointed Board Members are Eligible for Nomination to Oversight Board -

Grossmont Healthcare District  
Lakeside Fire Protection District  
Lakeside Water District  
Leucadia Wastewater District  
Lower Sweetwater Fire Protection District  
North County Cemetery District  
Olivenhain Municipal Water District  
Otay Water District  
Padre Dam Municipal Water District  
Palomar Healthcare District  
Pomerado Cemetery District  
Resource Conservation District of Greater San Diego County  
Rincon del Diablo Municipal Water District  
San Marcos Fire Protection District  
San Miguel Consolidated Fire Protection District  
Santa Fe Irrigation District  
Tri-City Healthcare District  
Vallecitos Water District  
Vista Irrigation District

## Attachment D

### NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE TO THE REDEVELOPMENT OVERSIGHT BOARD

The \_\_\_\_\_ is  
(Name of Independent Special District)

pleased to nominate \_\_\_\_\_ as a candidate for  
(Name of Candidate)

appointment as the SPECIAL DISTRICT REPRESENTATIVE

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district with territory within the boundary of the particular RDA Oversight Board to which the individual seeks appointment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Title)

#### PLEASE ATTACH RESUME OR CANDIDATE STATEMENT FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form



# San Diego Chapter

## California Special Districts Association

February 1, 2018

To: San Diego Chapter CSDA Member Agencies  
From: Tom Kennedy, San Diego Chapter President  
Subject: San Diego Chapter CSDA Quarterly Dinner Meeting  
Event Date: **Thursday, February 15, 2018**  
Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**  
Location: **The Butcher Shop Steakhouse – Kearny Mesa**  
5255 Kearny Villa Road, San Diego - (858) 565-2272  
<http://www.butchershopsd.signonsandiego.com>

### Board of Directors

President  
Tom Kennedy  
Rainbow Municipal Water  
District

First Vice-President  
Jim Peasley  
Padre Dam Municipal Water  
District

Second Vice-President  
Elaine Sullivan  
Leucadia Wastewater  
District

Treasurer  
Richard Stevenson  
Sweetwater Authority

Secretary  
Diana Towne  
Rincon del Diablo Municipal  
Water District

Past President  
Michael J. Bardin  
Santa Fe Irrigation District

State CSDA Director  
Jo MacKenzie  
Vista Irrigation District

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

### **“San Diego’s Current Economic Outlook” by Dan McAllister, San Diego County Treasurer – Tax Collector**

Be sure to read your February 2018 San Diego Chapter CSDA Newsletter for more great information.

***Dinner Menu Selections – \$30 per person (\$40 non-member)***  
*Public is invited to attend the dinner at the \$40 non-member price*

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

**Registration deadline is: Thursday, February 8, 2018**

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Tom Kennedy at (760) 728-1178 Ext. 130; [tkennedy@rainbowmwd.com](mailto:tkennedy@rainbowmwd.com), or Rich Stevenson at (619) 409-6711; [rstenenson@sweetwater.org](mailto:rstenenson@sweetwater.org)

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

# San Diego Chapter CSDA Dinner Meeting Registration Form

Thursday, February 15, 2018

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

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

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

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

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

Agency: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

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

**Make check payable to San Diego Chapter CSDA**

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

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

**Reservations must be received no later than Thursday, February 8, 2018**

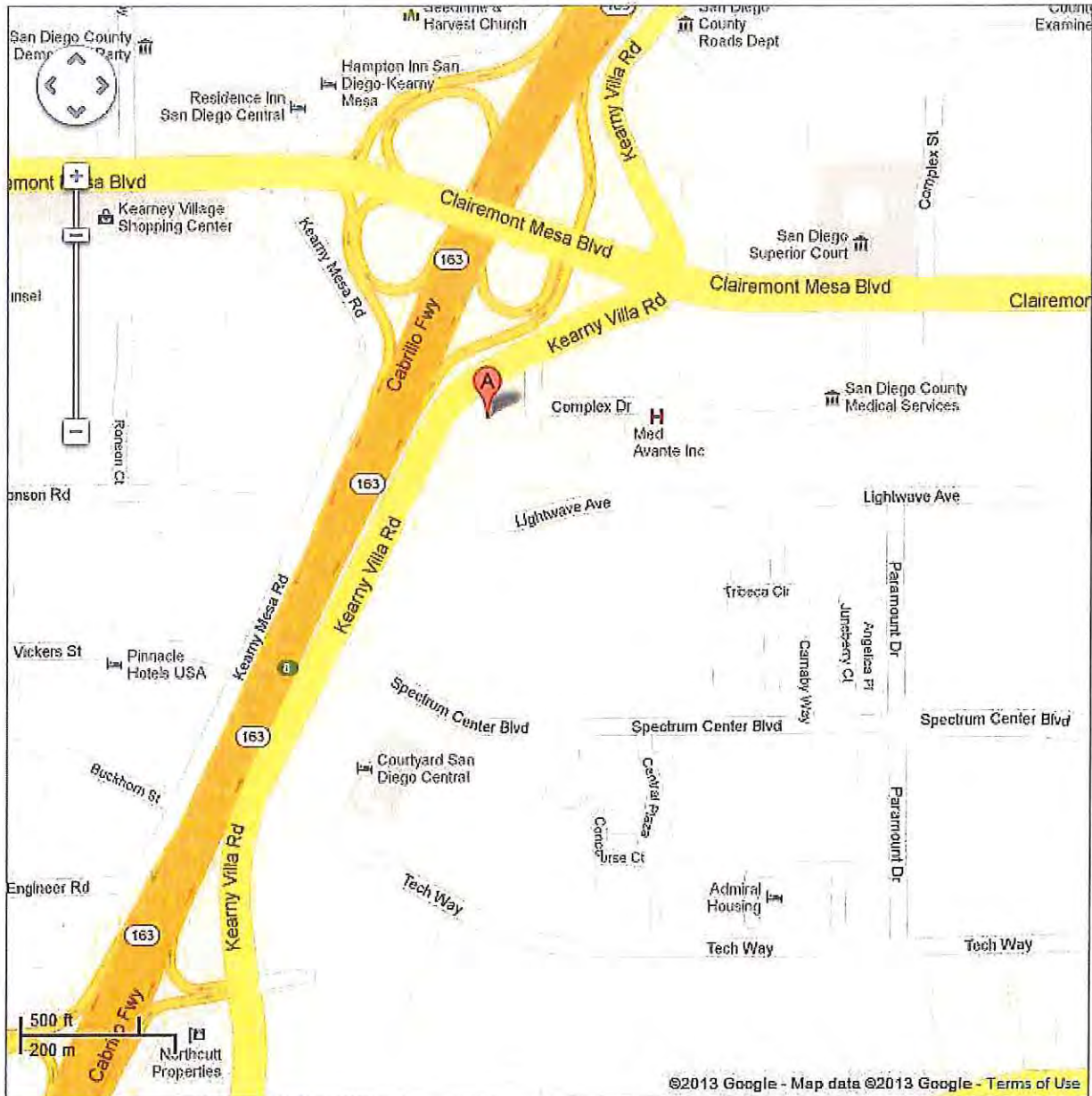
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**Directions to: The Butcher Shop Steakhouse – Kearny Mesa**  
**5255 Kearny Villa Road, San Diego - (858) 565-2272**  
**<http://www.butchershopsd.signonsandiego.com>**

Located just off HWY 163 & Clairemont Mesa Blvd.

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

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



# Directors' Meetings

Presented by Directors Sullivan, Kulchin, Omsted, and Hanson

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## Conference

2018 CASA Winter Conference

## Dates and Location

January 24-26, 2018

Hilton Palm Springs, CA

## List of Attendees

President Sullivan

Vice President Kulchin

Director Omsted

Director Hanson

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