



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, February 8, 2017
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
 - A. Achievement of Individual Objective. (Pages 5-6)
 - B. CWEA San Diego Section 2016 Awards - Community Engagement & Outreach Project of the Year and Collection System Person of the Year (Page 7)

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 11, 2017 Regular Board Meeting (Pages 8-13)
- January 12, 2017 Community Affairs Committee Meeting (Pages 14-15)
- February 1, 2017 Investment & Finance Committee Meeting (Pages 16-17)
- February 2, 2017 Engineering Committee Meeting (Pages 18-20)

8. Approval of Demands January/February 2017

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 2017. (Pages 21-43)

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 FY16 to FY17 and flows by sub-basin. (Pages 44-48)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY17 budget and discloses monthly investments. (Pages 49-56)

11. Quarterly Treasurer's Report

This report discloses investments for the quarter ending December 31, 2016. (Pages 57-58)

12. Disclosure of Reimbursements

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

EWA REPORTS

13. Encina Wastewater Authority Reports

- A. A Regular EWA Board Meeting was held on January 25, 2017 – report by Director Sullivan. (Page 61)
- B. An Encina Member Agencies Manager's Meeting was held on February 7, 2017 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

14. Committee Reports

- A. Community Affairs Committee Meeting was held on January 12, 2017 – report by Vice President Sullivan. (Page 62)
- B. Investment & Finance Committee Meeting was held on February 1, 2017 – report by President Hanson. (Page 63)
- C. Engineering Committee Meeting was held on February 2, 2017 – report by Director Juliussen. (Page 64)

ACTION ITEMS

- 15. Encina Water Reuse Feasibility Study (Page 65)**
- 16. California Asset Management Program (CAMP) Individual Portfolio Program Status Report (Page 66)**
- 17. Annual Review of LWD Reserve Fund Policy**
Receive and file the Annual Reserve Policy Review Report. (Pages 67-72)
- 18. Comprehensive Financial Plan Tracking Update (Page 73)**
- 19. Discuss Draft Agenda for Board of Directors Strategic Planning Workshop (Pages 74-75)**
- 20. CASA Board of Directors Call for Candidates (Pages 76-78)**

INFORMATION ITEMS

- 21. Project Status Updates and Other Informational Reports**
 - A. CSDA Quarterly Dinner is scheduled for Thursday, February 16, 2017 at The Butcher Shop Steakhouse in Kearny Mesa. (Pages 79-81)
- 22. Directors' Meetings and Conference Reports**
 - A. The CASA Winter Conference was held on January 18-20, 2017 at the Hilton in Palm Springs, CA. (Page 82)
- 23. General Manager's Report**
- 24. General Counsel's Report**
- 25. Board of Directors' Comments**
- 26. Adjournment**

AFFIDAVIT OF POSTING

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

Date: February 2, 2017



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: February 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of Individual Award**

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

State Water Resources Control Board Water Treatment Operator Grade T2 – Ryan Rodriguez

Field Services Technician 1 Ryan Rodriguez recently received his Water Treatment Operator Grade T2 certification from the State Water Resources Control Board. Ryan has been working for the District since January 2015 and this is his fourth certification since his employment at the District. Ryan has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Ryan's desire to excel through continued professional development. As a result of this certification, Ryan is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Ryan for his outstanding accomplishment.

tb:PJB

State of California
State Water Resources Control Board

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

Ryan C. Rodriguez

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

Water Treatment Operator

Grade T2

Operator Number: 38053

Issued
January 2017



Felicia Marcus
Chair



MEMORANDUM

Ref: 17-5287

Date: February 2, 2017
To: Board of Directors
From: Paul J. Bushee, General Manager
Subject: **Presentations and Awards**



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

Community Engagement & Outreach Project Award – Small Budget

This award recognizes LWD’s robust outreach platform to blend social media, the website, and mapping tools to help visualize and share updates about projects that might impact the community, standout staff members, and share information in a timely manner with our community. LWD’s strategy includes sharing and expanding upon information across all media sources we use, and creating visual assets or using real images to support the written messages. Some of the strategies being used are listed below:

- Creation of brand guidelines and creating a new LWD logo;
- Improved newsletter layout reflects a more contemporary look;
- Proactively addressing the issue of wet wipes clogging pump stations through its ‘No Wipes Down the Pipes’ video and ongoing campaign;
- Release of advisories about pool plaster buildup in pipelines;
- Expanding the frequency of posts and focusing on building an audience on Facebook;
- Use of an embedded mapping tool which allows maps to be created of construction sites and FOG hotspots in the community in order to give the community a visual cue to where various projects are taking place.

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

Collection System Person of the Year Award

Mr. Rick Easton, a Field Service Technician II, received the Collection System Person of the Year Award. Rick has been employed at LWD since September 2013. In achieving this award, the selection committee recognized the fact that Rick is reliable, creative, and efficient. He has made several repairs to vehicles, equipment, pump stations, and the Gafner Water Treatment Plant resulting in timely repairs, minimal down time and a reduction of the District’s expenses. His attention to detail, strong work ethic, and “can do” attitude merit his selection as the CWEA Collection System Person of the Year.

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

tb:PJB

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 January 11, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, January 11, 2017 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

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, Administrative Services Supervisor Trisha Hill, District Engineer Steve Deering, and Jaime Fagnant with Infrastructure Engineering Corporation (IEC)

3. Pledge of Allegiance

President Hanson 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 Sullivan, and unanimously carried, the Board of Directors approved the agenda by the following vote:

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

6. Presentations and Awards

None.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

December 14, 2016 Regular Board Meeting
 January 4, 2017 Engineering Committee Meeting

8. Approval of Demands for December 2016/January 2017

Payroll Checks numbered 18984-19027; General Checking – Checks numbered 49091-49207.

9. Operations Report (A copy was included in the original January 11, 2017 Agenda)

10. Finance Report (A copy was included in the original January 11, 2017 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of December 2016.

12. Status Update on the Fiscal Year 2017 (FY17) LWD Tactics and Action Plan

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on December 14, 2016.

Director Sullivan reported on EWA's December 14, 2016 Board Meeting.

14. Committee Reports

A. Engineering Committee (EC) Meeting was held on January 4, 2017.

Director Juliussen reported that the EC reviewed an Agreement with CCL Contracting for construction services to complete the Leucadia Force Main No. 1 (L1) West Section Replacement Project in an amount not to exceed \$1,387,731.

Director Juliussen reported that the EC reviewed staff's request to transfer funds in the amount of \$200,000 from the FY16 Gravity Pipeline Rehabilitation Construction account and \$95,000 from the FY15 Gravity Pipeline Rehabilitation Construction account for a total amount of \$295,000 to cover the full cost of project construction.

Director Juliussen also reported that the EC reviewed an Agreement with Richard Stinson Construction Management for construction management services during the construction of the Leucadia Force Main No.1 (L1) West Section Replacement Project in an amount not to exceed \$50,000.

Director Juliussen noted that the EC agreed with staff to present these recommendations to the Board of Directors and they will be reviewed by the Board later in the agenda.

Director Juliussen stated that the EC received an overview on the Hazard Mitigation Plan. This item was for informational purposes only. No action was taken.

ACTION ITEMS

15. Leucadia Force Main No.1 (L1) West Section Replacement Project Construction Contract

Recommendation 1: Authorize the General Manager to execute an Agreement with CCL Contracting for construction services to complete the Leucadia Force Main No.1 (L1) West Section Replacement Project in an amount not to exceed \$1,387,731 and

Recommendation 2: Authorize the transfer of funds in the amount of \$200,000 from the FY16 Gravity Pipeline Rehabilitation Construction account and \$95,000 from the FY15 Gravity Pipeline Rehabilitation Construction account for a total amount of \$295,000 to cover the full cost of project construction.

TSM Morishita presented the items stating they were reviewed by the EC at its January 4th meeting. He also noted that it is a Fiscal Year 2017 tactical goal.

TSM Morishita noted that the Leucadia Scenic Court Project and L1 Replacement Project were originally combined as one. When the combined project was bid, only 2 bids were received that were much higher than the engineers estimate and therefore rejected. Each project was subsequently re-bid separately.

TSM Morishita stated that four bids were received on December 15th with CCL Contracting, Incorporated (CCL) submitting the lowest bid. Infrastructure Engineering Corporation (IEC) evaluated the bids and determined that CCL was the lowest responsive and responsible bidder. TSM Morishita said that IEC recommended and staff concurs that the contract be awarded to CCL.

TSM Morishita explained that separating the projects resulted in the District saving \$394,217 in total cost for the two separate projects ($\$172,602 + \$1,387,731 = \$1,560,333$) over the original combined project bid of \$1,954,550.

TSM Morishita explained that \$295,000 is needed in the construction account for the L1 Force Main Replacement project. He continued that the amount is a result of a \$145,000 construction cost shortfall and a \$150,000 (10%) contingency. He stated that the request is to transfer \$200,000 from the FY16 Gravity Pipeline Rehabilitation Project and \$95,000 from the FY15 Gravity Pipeline Rehabilitation Project. TSM Morishita noted that the \$172,602 Leucadia Scenic Cured-In-Place Pipe Lining Project was originally part of the FY16 Gravity Pipeline Rehabilitation Project.

Director Kulchin asked where the staging area will be for the project. TSM Morishita answered that the contractor makes the decision of where to stage the storage laydown area, however, TSM Morishita noted that the contractor was required to stage the project east of Sheridan Road due to the Coastal Development Permit (CDP) requirement.

Director Kulchin also asked if the staging area costs are built into the contractor's bid proposal. TSM Morishita answered affirmatively.

Director Omsted asked if the work will be done in the road or on the side of the road. TSM Morishita answered that construction work will take place in the road.

Director Omsted also asked how many lanes will be available during construction. TSM Morishita answered stating it depends on what phase of construction the project is in but it could be down to one lane. Jaime Fagnant, with IEC, stated that after reviewing the project plans there is a possibility that both lanes could be open during the construction.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Kulchin and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with CCL Contracting for construction services to complete the Leucadia Force Main No.1 (L1) West Section Replacement Project in an amount not to exceed \$1,387,731 and authorized the transfer of funds in the amount of \$200,000 from the FY16 Gravity Pipeline Rehabilitation Construction account and \$95,000 from the FY15 Gravity Pipeline Rehabilitation Construction account for a total amount of \$295,000 to cover the full cost of project construction by the following vote:

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

16. Leucadia Force Main No.1 (L1) West Section Replacement Project Construction Management Contract

Authorize the General Manager to execute an Agreement with Richard Stinson Construction Management for construction management services during the construction of the Leucadia Force Main No.1 (L1) West Section Replacement Project in an amount not to exceed \$50,000.

TSM Morishita presented background information on this item stating it was reviewed by the EC at their January 4th meeting. He also noted that it is a Fiscal Year 2017 tactical goal.

TSM Morishita also noted that Mr. Stinson submitted a proposal to provide CM services in an amount not to exceed \$50,000, an estimated 500 hours at \$100 per hour. He said that staff believes this fee is fair and reasonable.

TSM Morishita stated that for these reasons, the procurement of these CM services satisfies the criteria for sole sourcing allowed under Section 11.1, Sole Source Procurement, and continuity of service under Section 12.4, Continuing Services, of the District's Procurement Policy.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Richard Stinson Construction Management for construction management services during the construction of the Leucadia Force Main No.1 (L1) West Section Replacement Project in an amount not to exceed \$50,000 by the following vote:

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

17. 2017 Board of Directors Committee Assignments

President Hanson asked the Board if any Board members would like to trade Committee assignments.

Vice President Sullivan stated she would like to be on the Human Resources Committee. Vice President Sullivan then asked if anyone would like to trade from the Human Resources Committee to the Community Affairs Committee.

Director Kulchin stated that he would trade with Vice President Sullivan.

Following discussion, President Hanson appointed Vice President Sullivan to the Human Resources Committee and Director Kulchin to the Community Affairs Committee with the new committee assignments beginning February 2017.

There were no changes to the other committees.

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

- A. 2017 WaterReuse CA Annual Conference is scheduled for March 19-21, 2017 at the Westin San Diego in San Diego, CA.

EA Baity reviewed the upcoming WaterReuse conference noting that it will be held locally and that hotel reservations are being made for the attendees.

19. Directors' Meetings and Conference Reports

None.

20. General Manager's Report

GM Bushee reported on the following items:

- The District received the District of Distinction reaccreditation from the Special District Leadership Foundation (SDLF) and the award will be presented at the CSDA Legislative Days conference in May;
- At the February Board meeting Scott Goldman will present an overview of Encina Wastewater Authority's water reuse study; and
- The CWEA Annual Awards Banquet dinner is scheduled for Saturday, January 28, 2017. An email will be sent out confirming the time the carpool will leave from the District.

21. General Counsel's Report

None.

22. Board of Directors' Comments

Director Omsted stated that the City of Carlsbad will be conducting a Resiliency Study on the future of the coastline. He noted that the study will start in 2017 and end in 2018.

TSM Morishita stated that both he and FSSup Stecker met with the City of Carlsbad concerning the study and provided them with a copy of LWD's Hazard Mitigation Plan.

Director Juliussen and Vice President Sullivan thanked staff, the District engineers, and the EC members for their hard work on the Leucadia Force Main No.1 (L1) West Section Replacement Project.

Vice President Sullivan wished everyone a happy new year and stated she is looking forward to a great 2017.

President Hanson also stated she is looking forward to a great 2017 and the Strategic Planning session in February.

Director Juliussen and Vice President Sullivan thanked Director Omsted for serving as past President.

23. Adjournment

President Hanson adjourned the meeting at approximately 5:32 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
January 12, 2017

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, January 12, 2017 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 9:37 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

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 with Rising Tide Partners (RTP).

3. Public Comment

No public comment was received.

4. New Business

A. Review of the Winter 2017 Draft Newsletter Layout.

ASsup Hill presented the item and introduced Mr. Criscuolo of RTP to present an overview of the Winter 2017 draft newsletter layout. The CAC reviewed the newsletter and suggested some additional changes. Mr. Criscuolo noted the changes and indicated that he will return the final draft after the changes have been made.

GM Bushee stated that staff will send the revised final newsletter to the full Board for their review and comments before mailing it to the residents.

ASsup Hill stated that the Winter newsletter will be mailed the week of January 23 or the following week.

Following discussion, the CAC authorized staff and RTP to proceed with the production of the newsletter and forward the final to the Board for their review prior to printing.

5. Information Items

None.

6. Directors' Comments

Directors Sullivan and Omsted stated they liked the changes to the Winter 2017 newsletter.

Director Omsted asked if the study on the Batquitos Lagoon water quality had been completed. GM Bushee stated he would follow-up with FSSup Jeff Stecker and report back.

Director Omsted noted that today's CAC meeting is the last day of Director Sullivan's membership on the CAC as she is moving to the Human Resources Committee (HRC). Director Omsted thanked Director Sullivan for all her years of service on the CAC.

Director Sullivan thanked everyone on the CAC.

7. General Manager's Comments

GM Bushee announced that staff has been working on a video about the District and he introduced ASsup Hill to present the video.

ASsup Hill stated that creating a District video is a tactical goal for FY17. She explained that the video she is about to present is a rough draft of an overview of the District. ASsup Hill reviewed some of the edits and additions that will be made to the video. She noted that the final video would be added to the District's Facebook page as well as the District website.

The CAC was pleased with the video.

Mr. Criscuolo then provided a brief update on the District's Facebook page.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 10:22 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
February 1, 2017

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Wednesday, February 1, 2017 at 2:00 p.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 2:00 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, Executive Assistant Tianne Baity, and Accounting Technician Maggie McEniry

3. Public Comment

No public comment was received.

4. New Business

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

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, 2016.

Director Omsted asked what happens if the District exceeds the 20 year capital replacement costs in the Replacement Reserves. ASM Duffey answered his question stating that the District would have to reduce rates or refund the rate payers.

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

5. Information Items

A. Comprehensive Financial Plan Tracking Update.

ASM Duffey explained the purpose of the Comprehensive Financial Plan and noted that the last one was completed in May of 2013. He noted that the District has a Comprehensive Financial Plan prepared about every 5 years, since conditions and assumptions change. He also noted that staff does an internal update of the Financial Plan on an annual basis to see how actual results are tracking with the original projections.

ASM Duffey provided an overview of the Comprehensive Financial Plan tracking update. Actual revenue and expenditure amount for the first 4 years and budget amounts for the 5th year of the Plan were plugged into the model and the results were compared to the projected revenues, expenditures, and reserve balances. The overview included the following topics.

- Comparison of projected and updated reserve balances
- Comparison of projected and actual revenues and expenditures for the first five years of the Plan and
- Future financial challenges

Chairperson Hanson asked why the actual operating expense were \$2.5 million less than the projected operating expenses for the five-year period. ASM Duffey answered stating that LWD's ownership component in the Encina treatment facilities decreased and that the increases in LWD facilities cost were lower than inflation.

ASM Duffey concluded that the District's finances remain strong, while maintaining low rates, and the District is Tracking well with the Comprehensive Financial Plan.

ASM Duffey also provide an overview of 2017 monthly sewer service rates in San Diego County, noting that LWD is currently the 3rd lowest rate in the county.

The IFC was pleased with the report.

No action was taken.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 9:48 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 February 2, 2017

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Thursday, February 2, 2017 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; District Engineer Steve Deering; Field Service Technician III Todd Amos; and Field Service Technician II Rick Easton.

3. Public Comment

None.

4. New Business

None.

5. Information Items

A. Tactical Goal Update - Evaluate the Need for a Confined Space Entry Equipment Trailer

FST III Amos presented the results of an evaluation for a Confined Space Entry Equipment Trailer. He stated that the evaluation is a 2017 Tactical Goal. He continued that Field Services staff conducts numerous confined space entries to maintain and operate the District's collection system. FST III Amos indicated that to conduct this task safely requires extensive equipment. He continued that it would be beneficial and efficient to have the equipment stored and transported in a single trailer. FST III Amos said the trailer would be custom made to District specifications and will contain the necessary equipment. He said that as a result of the evaluation staff believes that the trailer is needed for safety and efficiency. FST III Amos concluded that staff will include funds for the trailer purchase in the Fiscal Year 2018 Budget.

The EC tasked staff to procure the trailer and the necessary equipment in the current Fiscal Year. GM Bushee responded the staff will comply and take that task for action.

B. Tactical Goal Update - Evaluate the Need to Replace District Dump Truck with a Multi - Purpose Truck to Tow the ACME (Big Blue) Emergency Pump

FST II Easton presented the results of an evaluation of a vehicle to replace the

District's Dump Truck. He stated that the evaluation is a 2017 Tactical Goal. He continued that the goals were to evaluate replacing the District's dump truck with a heavy duty vehicle to tow Big Blue and to define the capabilities and benefits of the new truck. FST II Easton said that some of the major reasons to replace the dump truck include that it will not meet the new emission standards that go into effect in 2018, it has large blind spots (safety issue), diminished reliability due to age and it has a manual transmission. He said that a comparable replacement vehicle would be a Ford F-750 flatbed truck. FTS II Easton continued that the F-750 truck would be emissions compliant, improve driver's lines of sight for increased safety, have an automatic transmission and improve fuel efficiency and maneuverability. He said that staff will include funds for the purchase of the replacement truck in the Fiscal Year 2018 budget.

C. Impact of the January Storms on the District's Collection System

FSSup Stecker presented flow data collected during the recent storms in January. He stated that he compared the flow data from the same period in January 2016, Wednesday through Tuesday, to the storm period in January 2017. He briefed the EC on the Infiltration and Inflow (I & I) in two specific areas, Old Leucadia and Scott's Valley. FSSup Stecker said that based on the data the I & I in the Old Leucadia area was significant on January 20th.

FSS Gonzalez described the events that happened on January 20th. He stated that three pump stations lost power and the actions taken by the Field Service crew to control the situation. FSS Gonzalez also described a situation he discovered previous to the storm event where a resident in the Old Leucadia area was pumping rain runoff on their property into the collection system. He said that he talked to and warned the resident the discharge was not allowed. FSS Gonzalez said that he checked on that property on January 20th and the resident had stopped discharging into the collection system.

FSSup Stecker finished his presentation by saying that the data shows that the collection system was robust enough to handle the I & I generated by the storm. He continued that staff will be conducting smoke testing of the area to Old Leucadia area, in the future, to locate where the inflow is coming from.

D. Display of the New CCTV Inspection Van

FSSup Stecker invited the EC to survey the new Closed Circuit Television (CCTV) Van. The EC inspected the new CCTV van.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee informed the EC that he had authorized the emergency repair of Pump Number 3 at the Leucadia Pump Station. He said that the repairs were estimated at approximately \$26,000, just slightly over his approval threshold. He continued that a new pump would cost approximately \$118,000 and that it was cost effective to repair the pump.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:21 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: February 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Approval of January/February Demands**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **1,253,109.69**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months January 5, 2017 – February 2, 2017.

Operating expenses totaled \$ **766,612.07** while Capital Improvement Program expenses totaled \$ **387,753.53**

Payroll for employees and the Board totaled \$ **98,744.09**.

Attached, please find a year-to-date Employee and Board Payroll Report from January 2016 to February 2017, for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

Attachment 1	Summary of Demands by Account January/February 2017
Attachment 2	Accounts Payable Check Register dated January 11, 2017
Attachment 3	Payroll Check Register dated January 18, 2017
Attachment 4	Accounts Payable Check Register dated January 25, 2017
Attachment 5	Payroll Check Register dated February 1, 2017
Attachment 6	Board Payroll Check Register dated February 1, 2017
Attachment 7	Accounts Payable Check Register dated February 1, 2017
Attachment 8	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

February 8, 2017

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -1/18/2017	19028 - 19046	\$45,885.84	
Payroll Check -2/1/2017	19047 - 19065	\$47,491.00	
Board Payroll Check - 2/2/2017	19066 - 19070	<u>\$5,367.25</u>	
	Total	\$98,744.09	
General Checking -1/11/2017	49208 - 49258	\$ 240,673.38	
General Checking -1/25/2017	49259 - 49304	\$ 135,315.03	
General Checking - 2/1/2017	49305 - 49347	<u>\$ 778,377.19</u>	
	Total	\$ 1,154,365.60	
	GRAND TOTAL		\$1,253,109.69

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/11/2017 Through 1/11/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ABILA	49208	1/11/2017	<u>5,002.00</u>	MIP M&S RENEWAL-2017
	Total 49208		5,002.00	
ADS LLC	49209	1/11/2017	<u>4,340.00</u>	FLOW METERING-DEC
	Total 49209		4,340.00	
ARC DOCUMENT SOLUTIONS,LLC	49210	1/11/2017	<u>32.00</u>	PLANS AND SPECS
	Total 49210		32.00	
CARLSON & BEAULOYE	49211	1/11/2017	<u>13,187.40</u>	REPLACE AWT SANDFILTER
	Total 49211		13,187.40	
PETTY CASH	49212	1/11/2017	<u>213.80</u>	SUPPLIES, MILEAGE, POSTAGE,ETC
	Total 49212		213.80	
COLLIN CHAPPELLE	49213	1/11/2017	<u>2,891.25</u>	PHOTOS,VIDEO, ETC
	Total 49213		2,891.25	
CITY OF CARLSBAD	49214	1/11/2017	<u>300.38</u>	WATER @ PLANT/OFFICE
CITY OF CARLSBAD		1/11/2017	<u>459.27</u>	WATER @ VACTOR
	Total 49214		759.65	
CORELOGIC INFORMATION SOLUTIONS,INC	49215	1/11/2017	<u>125.00</u>	MONTHLY SUBSCRIPTION-DEC
	Total 49215		125.00	
CORODATA	49216	1/11/2017	<u>76.89</u>	STORAGE FILES-DEC
	Total 49216		76.89	
COX COMMUNICATIONS SAN DIEGO	49217	1/11/2017	<u>1,419.78</u>	PHONE,INTERNET,-DEC/JAN
	Total 49217		1,419.78	
CSRMA	49218	1/11/2017	<u>85,780.37</u>	POOLED LIABILITY INS-2017
	Total 49218		85,780.37	
CWEA	49219	1/11/2017	<u>83.00</u>	COLL. MAINT RENEWAL-H. GONZALEZ
	Total 49219		83.00	
DATA NET	49220	1/11/2017	<u>176.00</u>	MONTHLY SERVICE-DEC
	Total 49220		176.00	
DAVIS FARR LLP	49221	1/11/2017	<u>12,100.00</u>	AUDIT SERVICES-FINAL FOR 2016

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/11/2017 Through 1/11/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 49221		12,100.00	
DKF SOLUTIONS GROUP, LLC	49222	1/11/2017	1,550.00	EMERGENCY ACTION PLAN
DKF SOLUTIONS GROUP, LLC		1/11/2017	<u>300.00</u>	MONTHLY SUBSCRIPTION FEE-JAN
	Total 49222		1,850.00	
DUDEK & ASSOCIATES	49223	1/11/2017	1,435.00	GE/3251/100/PLAN CHECKS
DUDEK & ASSOCIATES		1/11/2017	107.50	GE/3252/0874/EOLUS 4
DUDEK & ASSOCIATES		1/11/2017	55.00	GE/3252/0882/COASTAL TEN
DUDEK & ASSOCIATES		1/11/2017	860.00	GE/3252/0943/LEUCADIA ST
DUDEK & ASSOCIATES		1/11/2017	430.00	GE/3252/0957/EL CAMINO
DUDEK & ASSOCIATES		1/11/2017	370.00	GE/3252/0966/VILLAGE SQ
DUDEK & ASSOCIATES		1/11/2017	225.00	GE/3252/0980/CORNER BAKERY
DUDEK & ASSOCIATES		1/11/2017	515.00	GE/3252/0982/BREAD/BARLEY
DUDEK & ASSOCIATES		1/11/2017	220.00	GE/3252/0983/HYMETTUS
DUDEK & ASSOCIATES		1/11/2017	<u>367.50</u>	GE/3252/0984/HYMETTUS AVE
	Total 49223		4,585.00	
ESRI	49224	1/11/2017	<u>1,558.13</u>	ARG GIS MAINT
	Total 49224		1,558.13	
HAAKER EQUIPMENT CO	49225	1/11/2017	<u>316.29</u>	AIR CYLINDER
	Total 49225		316.29	
HEAVILAND ENTERPRISES, INC	49226	1/11/2017	206.04	ADDITIONAL WORK ON LANDSCAPE
	Total 49226		206.04	
ICMA RETIREMENT-303979	49227	1/11/2017	<u>3,984.98</u>	DEFERRED COMP
	Total 49227		3,984.98	
IWATER, INC	49228	1/11/2017	<u>9,000.00</u>	ANNUAL MAINT AND SUPPORT
	Total 49228		9,000.00	
LAWNMOWERS PLUS, INC	49229	1/11/2017	<u>30.00</u>	SERVICE
	Total 49229		30.00	
LENNAR HOMES	49230	1/11/2017	<u>5,000.00</u>	REIMBURSE DEV #0864
	Total 49230		5,000.00	
MITSUBISHI ELECTRIC US, INC	49231	1/11/2017	<u>286.07</u>	ELEVATOR MAINT/SERVICE-JAN
	Total 49231		286.07	
MOOR CO.	49232	1/11/2017	<u>4,740.00</u>	WORK @ BPS
	Total 49232		4,740.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/11/2017 Through 1/11/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
NATIONWIDE RETIREMENT SOLUTIONS	49233	1/11/2017	247.22	DEFERRED COMP
	Total 49233		247.22	
NORTH COUNTY EQUIPMENT INC	49234	1/11/2017	495.64	CHAINSAW
	Total 49234		495.64	
NU-LINE TECHNOLOGIES, INC	49235	1/11/2017	49,899.33	2016 GRAVITY PIPELINE REHAB
	Total 49235		49,899.33	
OLIVENHAIN MUNICIPAL WATER DIST	49236	1/11/2017	41.13	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		1/11/2017	431.90	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		1/11/2017	376.14	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		1/11/2017	44.69	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		1/11/2017	41.13	WATER @ VP7 PS
	Total 49236		934.99	
PALOMAR WATER, LLC	49237	1/11/2017	221.50	BOTTLED WATER DELIVERED-DEC
	Total 49237		221.50	
PLANT PEOPLE, INC	49238	1/11/2017	158.00	MONTHLY MAINT OF LIVE PLANTS-JAN
	Total 49238		158.00	
PURCHASE POWER	49239	1/11/2017	614.22	SHIPPING/CLOSE OUT ACCOUNT
	Total 49239		614.22	
RICHARD STINSON	49240	1/11/2017	6,100.00	CONSTRUCTION MGMT-NOV/DEC
	Total 49240		6,100.00	
RYAN RODRIGUEZ	49241	1/11/2017	60.00	REIMBURSE FOR CERT
RYAN RODRIGUEZ		1/11/2017	201.00	REIMBURSE FOR TUITION/CLASS
	Total 49241		261.00	
RONICK MATTING SYSTEMS	49242	1/11/2017	986.00	BASE GRID FOR FRONT DOOR @ ADM BLDG
	Total 49242		986.00	
AIR POLLUTION CONTROL DISTRICT	49243	1/11/2017	1,113.00	PERMIT FEES-2017
AIR POLLUTION CONTROL DISTRICT		1/11/2017	2,064.00	PERMITS FEES-2017

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/11/2017 Through 1/11/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 49243		3,177.00	
SAN DIEGO COUNTY VECTOR CONTROL	49244	1/11/2017	5.00	PROPERTY PWNER APPROVED ASSESSMENT
	Total 49244		5.00	
SAN DIEGO UNION TRIBUNE	49245	1/11/2017	527.00	AD FOR ENG. SERVICES
	Total 49245		527.00	
SAN DIEGUITO WATER DISTRICT	49246	1/11/2017	104.42	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		1/11/2017	57.86	WATER @ TANKER
	Total 49246		162.28	
SHEA HOMES, INC	49247	1/11/2017	11,318.72	REIMBURSE DEV #596
	Total 49247		11,318.72	
SOUTHERN CONTRACTING COMPANY	49248	1/11/2017	240.00	ELECTRICAL WORK @ BPS
	Total 49248		240.00	
S&R TOWING, INC	49249	1/11/2017	250.00	TOWING
	Total 49249		250.00	
TAYLOR MORRISON OF CA LLC	49250	1/11/2017	5,315.08	REIMBURSE DEV-#0855
	Total 49250		5,315.08	
TERMINIX	49251	1/11/2017	56.00	MONTHLY PEST SERVICES-DEC
	Total 49251		56.00	
THE HOME DEPOT CRC/GECF	49252	1/11/2017	325.42	SUPPLIES
	Total 49252		325.42	
UNDERGROUND SERVICE ALERT OF	49253	1/11/2017	114.00	UNDERGROUND ALARM SERVICE-DEC
	Total 49253		114.00	
UNIFIRST CORPORATION	49254	1/11/2017	192.99	LAUNDRY SERVICE-W/E 1/4/17
UNIFIRST CORPORATION		1/11/2017	186.36	LAUNDRY SERVICE-W/E 12/28/16
	Total 49254		379.35	
VERIZON WIRELESS	49255	1/11/2017	21.27	TELEMETRY-CELL PHONES
	Total 49255		21.27	
WASTE MANAGEMENT	49256	1/11/2017	242.50	TRASH SERVICE-DEC

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/11/2017 Through 1/11/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 49256		242.50	
WEST COAST SAFETY SUPPLY CO., INC.	49257	1/11/2017	172.65	FIRST AID KITS
WEST COAST SAFETY SUPPLY CO., INC.		1/11/2017	605.50	SENSORS
	Total 49257		778.15	
XEROX CORPORATION	49258	1/11/2017	100.06	COPIER LEASE MAINT AND SUPPORT
	Total 49258		100.06	
Report Total			240,673.38	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 18, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19028 - 19046	1/18/2017	\$45,885.84

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/25/2017 Through 1/25/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	49259	1/25/2017	<u>116.70</u>	PHONE SERVICE @ BPS
	Total 49259		116.70	
BAY CITY ELECTRIC WORKS, INC	49260	1/25/2017	510.19	GENERATOR SERVICE @ #142
BAY CITY ELECTRIC WORKS, INC		1/25/2017	510.91	GENERATOR SERVICE @ #146
BAY CITY ELECTRIC WORKS, INC		1/25/2017	836.15	GENERATOR SERVICE @ BPS
BAY CITY ELECTRIC WORKS, INC		1/25/2017	416.76	GENERATOR SERVICE @ EE PS
BAY CITY ELECTRIC WORKS, INC		1/25/2017	590.74	GENERATOR SERVICE @ LCPS
BAY CITY ELECTRIC WORKS, INC		1/25/2017	1,222.35	GENERATOR SERVICE @ LPS
BAY CITY ELECTRIC WORKS, INC		1/25/2017	643.11	GENERATOR SERVICE @ SPS
BAY CITY ELECTRIC WORKS, INC		1/25/2017	597.48	GENERATOR SERVICE @ VP5 PS
BAY CITY ELECTRIC WORKS, INC		1/25/2017	556.25	REPLACE ATS LEVER @ E.E.
	Total 49260		<u>5,883.94</u>	
BOOT WORLD, INC	49261	1/25/2017	<u>184.23</u>	SAFETY BOOTS-G. MENDEZ
	Total 49261		184.23	
CARLSBAD FUELS CORPORATION	49262	1/25/2017	<u>1,197.15</u>	VEHICLE FUEL-DEC
	Total 49262		<u>1,197.15</u>	
CHUCKS TIRE CENTER	49263	1/25/2017	<u>402.77</u>	TIRES-2010-CHEV
	Total 49263		402.77	
CITY OF ENCINITAS	49264	1/25/2017	<u>12,060.00</u>	RAISE 16 MANHOLES
	Total 49264		12,060.00	
WAGeworks, INC	49265	1/25/2017	<u>140.00</u>	SEC 125 FLEX PLAN-DEC
	Total 49265		140.00	
COUNTY OF SAN DIEGO	49266	1/25/2017	<u>1,030.00</u>	FACILITY PERMIT-HAZARDOUS MATERIAL
	Total 49266		<u>1,030.00</u>	
County of San Diego Treasurer-Tax Collector	49267	1/25/2017	<u>50.00</u>	2017 REGS FEES-INVESTMENT SYMPOSIUM
	Total 49267		50.00	
CUES, INC	49268	1/25/2017	<u>242.55</u>	CABLES/PARTS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/25/2017 Through 1/25/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 49268		242.55	
CWEA	49269	1/25/2017	172.00	D. KULCHIN MEMBERSHIP RENEWAL-2017
CWEA		1/25/2017	172.00	D. OMSTED MEMBERSHIP RENEWAL-2017
CWEA		1/25/2017	172.00	T. AMOS MEMBERSHIP RENEWAL-2017
	Total 49269		516.00	
DATA NET	49270	1/25/2017	1,021.62	IS MAINT AND SUPPORT
	Total 49270		1,021.62	
DUDEK & ASSOCIATES	49271	1/25/2017	14,271.25	GE/CIP/NOV/200/0302/0360/0361
	Total 49271		14,271.25	
ENCINA WASTEWATER AUTHORITY	49272	1/25/2017	2,155.50	LAB FEES
	Total 49272		2,155.50	
EVOQUA WATER TECHNOLOGIES, LLC	49273	1/25/2017	7,633.03	BIOXIDE
	Total 49273		7,633.03	
FEDERAL EXPRESS CORPORATION	49274	1/25/2017	26.60	SHIPPING
	Total 49274		26.60	
LOS ANGELES FREIGHTLINER	49275	1/25/2017	324.43	ADDITIONAL WORK ON VACTOR-PO8602
LOS ANGELES FREIGHTLINER		1/25/2017	601.54	WORK ON VACTOR
	Total 49275		925.97	
GREAT AMERICA FINANCIAL SERVICES	49276	1/25/2017	751.87	COPIER LEASE-FEB
	Total 49276		751.87	
HAAKER EQUIPMENT CO	49277	1/25/2017	121.75	CLAMPS
	Total 49277		121.75	
HACH COMPANY	49278	1/25/2017	2,781.08	ADDITIONAL WORK NEEDED
HACH COMPANY		1/25/2017	15,971.02	TRUBIDITY METERS/CONTROLLERS
	Total 49278		18,752.10	
HEAVILAND ENTERPRISES, INC	49279	1/25/2017	840.00	LANDSCAPE FEES-JAN
	Total 49279		840.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/25/2017 Through 1/25/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
I2B NETWORKS, INC	49280	1/25/2017	160.00	WEB CAM @ BPS-JAN/FEB
	Total 49280		160.00	
ICMA RETIREMENT-303979	49281	1/25/2017	3,996.08	DEFERRED COMP
	Total 49281		3,996.08	
INFRASTRUCTURE ENGINEERING CORP	49282	1/25/2017	360.00	AS NEEDED GIS SERVICES-NOV
	Total 49282		360.00	
JEFF BILLS	49283	1/25/2017	3,633.83	CONSULTING FEES-JAN
	Total 49283		3,633.83	
JOHN W. SMITH	49284	1/25/2017	60.00	BACKFLOW PREVENTER @VP7
	Total 49284		60.00	
MSC JANITORIAL SERVICE, INC	49285	1/25/2017	1,552.92	JAN JANITORIAL SERVICES
	Total 49285		1,552.92	
NAPA AUTO	49286	1/25/2017	96.91	DIESEL FOR GENERATOR @ LPS
NAPA AUTO		1/25/2017	161.54	DIESEL FOR LPS/BPS
NAPA AUTO		1/25/2017	9.15	LAMP FOR 156 TRUCK
NAPA AUTO		1/25/2017	156.54	PARTS @ VP5/VP7/DIANA/ENC/LC
	Total 49286		424.14	
NATIONWIDE RETIREMENT SOLUTIONS	49287	1/25/2017	250.00	DEFERRED COMP
	Total 49287		250.00	
OFFICE DEPOT, INC.	49288	1/25/2017	696.50	OFFICE SUPPLIES
	Total 49288		696.50	
PEP BOYS	49289	1/25/2017	38.79	SHOP SUPPLIES
	Total 49289		38.79	
PERS RETIREMENT	49290	1/25/2017	39.25	BOARD RETIREMENT ENDING 12/31/2017
PERS RETIREMENT		1/25/2017	12,647.89	EMPLOYEE RETIREMENT ENDING 1/1/2017
	Total 49290		12,687.14	
RANCHO SANTA FE SECURITY SYSTEMS	49291	1/25/2017	258.00	ALARM SYSREM-2/1-4/31/17
	Total 49291		258.00	
RISING TIDE PARTNERS	49292	1/25/2017	4,925.81	PUBLIC INFORMATION-DEC

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/25/2017 Through 1/25/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 49292		4,925.81	
SAN DIEGO GAS AND ELECTRIC	49293	1/25/2017	15,097.86	ELECTRIC @ LPS/OFFICE
	Total 49293		15,097.86	
SAN DIEGO GAS & ELECTIRC	49294	1/25/2017	363.89	ELEC. @ VP5 PS
SAN DIEGO GAS & ELECTIRC		1/25/2017	10,761.78	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		1/25/2017	868.06	ELECTRIC @ E.ESTATES
SAN DIEGO GAS & ELECTIRC		1/25/2017	362.77	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		1/25/2017	218.97	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		1/25/2017	4.07	NATURAL GAS @ EE PS
	Total 49294		12,579.54	
STATE WATER RESOURCES CONTROL BD	49295	1/25/2017	60.00	CERT RENEWAL FOR T. AMOS
	Total 49295		60.00	
THOMSON REUTERS-WEST	49296	1/25/2017	115.56	CA CODE SUBSCRIPTION
	Total 49296		115.56	
UNIFIRST CORPORATION	49297	1/25/2017	185.59	LAUNDRY SERVICE-W/E 1/11/17
UNIFIRST CORPORATION		1/25/2017	221.42	LAUNDRY SERVICE-W/E 1/18/17
	Total 49297		407.01	
UNITED PARCEL	49298	1/25/2017	35.60	SHIPPING
	Total 49298		35.60	
USA BlueBook	49299	1/25/2017	89.39	SAFETY VEST
	Total 49299		89.39	
U.S. BANK	49300	1/25/2017	6,040.07	CREDIT CARD-CONF,MEETINGS,OFFICE SUPPLIES, ETC
	Total 49300		6,040.07	
VERIZON WIRELESS	49301	1/25/2017	1,184.93	CELL PHONES
	Total 49301		1,184.93	
VORTEX INDUSTRIES, INC	49302	1/25/2017	271.00	EMERGENCY SERVICE TO GLASS DOOR
	Total 49302		271.00	
WESELOH CHEVROLET	49303	1/25/2017	110.13	VEHICLE MAINT/REPAIR
	Total 49303		110.13	
WORDEN WILLIAMS LLP	49304	1/25/2017	1,957.70	LEGAL FEES-DEC

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/25/2017 Through 1/25/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 49304		1,957.70	
			<hr/>	
Report Total			135,315.03	
			<hr/> <hr/>	

Leucadia Wastewater District
 Vendor Activity
 From 1/25/2017 Through 1/25/2017

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	Transaction Description	GL Short Title
USBANK1	U.S. BANK	API	1/25/2017	49300	175.00	CASA CONF HOTEL-D.O.	BOARD CONFERENC
USBANK1	U.S. BANK	API	1/25/2017	49300	550.00	CASA CONF REG-A.J.	BOARD CONFERENC
USBANK1	U.S. BANK	API	1/25/2017	49300	550.00	CASA CONF REG-D.K.	BOARD CONFERENC
USBANK1	U.S. BANK	API	1/25/2017	49300	550.00	CASA CONF REG-D.O.	BOARD CONFERENC
USBANK1	U.S. BANK	API	1/25/2017	49300	550.00	CASA CONF REG-E.S.	BOARD CONFERENC
USBANK1	U.S. BANK	API	1/25/2017	49300	550.00	CASA CONF REG-J.H.	BOARD CONFERENC
USBANK1	U.S. BANK	API	1/25/2017	49300	175.00	CASA CONF-HOTEL-E.S.	BOARD CONFERENC
USBANK1	U.S. BANK	API	1/25/2017	49300	205.80	CASA HOTEL DEPOSIT-A.J.	BOARD CONFERENC
USBANK1	U.S. BANK	API	1/25/2017	49300	175.00	CASA HOTEL DEPOSIT-D.K.	BOARD CONFERENC
USBANK1	U.S. BANK	API	1/25/2017	49300	0.00	CASA HOTEL DEPOSIT-D.K..	ACCOUNTS PAYABL
USBANK1	U.S. BANK	API	1/25/2017	49300	175.00	CASA HOTEL DEPOSIT-J.H.	BOARD CONFERENC
USBANK1	U.S. BANK	API	1/25/2017	49300	550.00	CASA REG-P.B.	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	1/25/2017	49300	250.00	CSDA DISTRICT AWARD APP FEE	Membshp & Dues
USBANK1	U.S. BANK	API	1/25/2017	49300	50.00	CSFMO AWARD FEE	Membshp & Dues
USBANK1	U.S. BANK	API	1/25/2017	49300	397.96	CSRMA-AIRFARE-P.B.	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	1/25/2017	49300	50.20	CSRMA-CAB FARE-P.B.	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	1/25/2017	49300	58.03	CSRMA-P.B.	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	1/25/2017	49300	855.28	HOLIDAY LUNCHEON	EMPLOYEE RECOGN
USBANK1	U.S. BANK	API	1/25/2017	49300	42.80	SAFETY SIGN	SAFETY SUPPLIES
USBANK1	U.S. BANK	API	1/25/2017	49300	100.00	WEB HOSTING	TELEPHONE
USBANK1	U.S. BANK	API	1/25/2017	49300	30.00	WIFI-R.M.	TELEPHONE
USBANK1	U.S. BANK	APS	1/25/2017	49300	0.00	CREDIT CARD-CONF,MEETINGS,OFF... SUPPLIES, ETC	ACCOUNTS PAYABL
Transaction Total					6,040.07		
Total USBANK1	U.S. BANK				6,040.07		
Report Opening/Current Balance							

Date: 1/25/17 01:42:50 PM

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

Page: 1

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ATTACHMENT 4

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 1, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19047 - 19065	2/1/2017	\$47,491.00

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: February 1, 2017

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19066 - 19070	2/1/2017	\$5,367.25

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/1/2017 Through 2/1/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	49305	2/1/2017	<u>4,340.00</u>	FLOW METERING-JAN
	Total 49305		4,340.00	
AGUA HEDIONDA LAGOON FOUNDATION	49306	2/1/2017	<u>750.00</u>	2017 LAGOON SPONSOR-WORLD WATER DAY
	Total 49306		750.00	
AT&T	49307	2/1/2017	<u>193.14</u>	PHONE SERVICE
	Total 49307		193.14	
BAJA POOL AND SPA SERVICE	49308	2/1/2017	<u>125.00</u>	JAN SERVICE-FOUNTAIN
	Total 49308		125.00	
BAY CITY ELECTRIC WORKS, INC	49309	2/1/2017	<u>630.74</u>	ELEC. WORK @ #134 PUMP-Big Blue
	Total 49309		630.74	
BOOT WORLD, INC	49310	2/1/2017	<u>200.00</u>	SAFETY BOOTS-RYAN RODRIGUEZ
	Total 49310		200.00	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	49311	2/1/2017	<u>34,370.17</u>	HEALTH INS-FEB
	Total 49311		34,370.17	
CARLSBAD FUELS CORPORATION	49312	2/1/2017	<u>1,712.85</u>	VEHICLE FUEL
	Total 49312		1,712.85	
PETTY CASH	49313	2/1/2017	<u>266.22</u>	PETTY CASH FOR JAN-SUPPLIES, MEETINGS, ETC
	Total 49313		266.22	
CINTAS FIRST AID AND SAFETY	49314	2/1/2017	<u>221.59</u>	REFILL FIRST CABINET
	Total 49314		221.59	
CITY OF CARLSBAD	49315	2/1/2017	<u>538.94</u>	WATER @ PLANT
	Total 49315		538.94	
COX COMMUNICATIONS SAN DIEGO	49316	2/1/2017	<u>1,419.20</u>	INTERNET, PHONE SERVICES-JAN
	Total 49316		1,419.20	
CWEA	49317	2/1/2017	<u>93.00</u>	COLL. SYSTEM RENEWAL-M.A.
	Total 49317		93.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/1/2017 Through 2/1/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
DATA NET	49318	2/1/2017	<u>1,130.00</u>	IS MAINT AND SUPPORT
	Total 49318		1,130.00	
DAVID KULCHIN	49319	2/1/2017	<u>679.70</u>	REIMBURSE FOR CASA CONF
	Total 49319		679.70	
DKF SOLUTIONS GROUP, LLC	49320	2/1/2017	<u>350.00</u>	DEVELOP FIRE PROTECTION PLAN
	Total 49320		350.00	
DONALD OMSTED	49321	2/1/2017	<u>16.42</u>	REIMBURSE FOR CASA CONF
	Total 49321		16.42	
ELAINE SULLIVAN	49322	2/1/2017	<u>183.06</u>	REIMBURSE FOR CASA CONF
	Total 49322		183.06	
ENCINA WASTEWATER AUTHORITY	49323	2/1/2017	<u>375,243.32</u>	2ND QTR FY 17-O/M AND CREDIT
	Total 49323		375,243.32	
ENCINA WASTEWATER AUTHORITY	49324	2/1/2017	<u>314,240.27</u>	2ND QTR FY 17-CAPITAL/CREDIT
	Total 49324		314,240.27	
EVOQUA WATER TECHNOLOGIES, LLC	49325	2/1/2017	<u>8,601.81</u>	BIOXIDE
	Total 49325		8,601.81	
FIRE SERVICE CORP	49326	2/1/2017	<u>145.00</u>	FIRE SAFETY SERVICE
	Total 49326		145.00	
HAAKER EQUIPMENT CO	49327	2/1/2017	<u>224.12</u>	PARTS
	Total 49327		224.12	
HARTFORD LIFE & ACCIDENT INS.	49328	2/1/2017	<u>441.32</u>	LIFE INS-FEB
	Total 49328		441.32	
ICMA RETIREMENT-303979	49329	2/1/2017	<u>3,993.96</u>	DEFERRED COMP
	Total 49329		3,993.96	
INFRASTRUCTURE ENGINEERING CORP	49330	2/1/2017	682.50	2016 GRAVITY LINE REHAB PROJECT-DEC
INFRASTRUCTURE ENGINEERING CORP		2/1/2017	1,175.00	FY 2017 GRAVITY SEWER-DEC
INFRASTRUCTURE ENGINEERING CORP		2/1/2017	425.00	LPS REHAB-DEC

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/1/2017 Through 2/1/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INFRASTRUCTURE ENGINEERING CORP		2/1/2017	130.00	RECYCLED WATER PUMP PROJECT-DEC
INFRASTRUCTURE ENGINEERING CORP		2/1/2017	235.00	VP5 PS PROJECT-DEC
	Total 49330		2,647.50	
JUDY HANSON	49331	2/1/2017	659.18	REIMBURSE FOR CASA CONF
	Total 49331		659.18	
MESA REPROGRAPHICS	49332	2/1/2017	209.40	PLANS AND SPECS-CIPP
MESA REPROGRAPHICS		2/1/2017	385.78	PLANS AND SPECS-L1 FORCE
	Total 49332		595.18	
MES VISION	49333	2/1/2017	386.22	VISION INS-FEB
	Total 49333		386.22	
NAPA AUTO	49334	2/1/2017	17.22	SUPPLIES
	Total 49334		17.22	
NATIONAL NOTARY ASSOCIATION	49335	2/1/2017	33.00	INS RENEWAL FOR E&O FOR T. HILL
	Total 49335		33.00	
NATIONWIDE RETIREMENT SOLUTIONS	49336	2/1/2017	265.78	DEFERRED COMP
	Total 49336		265.78	
PERS RETIREMENT	49337	2/1/2017	12,872.18	EMPLOYEE RETIREMENT ENDING 1/15/17
	Total 49337		12,872.18	
PURCHASE POWER	49338	2/1/2017	33.65	SHIPPING-FEDX
	Total 49338		33.65	
RICHARD DUFFEY	49339	2/1/2017	25.46	REIMBURSE FOR CASA CONF
	Total 49339		25.46	
CURNEY RUSSELL	49340	2/1/2017	322.00	REIMBURSE FOR TREATMENT CLASSES/TUITION
	Total 49340		322.00	
SAN ELIJO JOINT POWERS AUTHORITY	49341	2/1/2017	611.11	SPONSORSHIP FEE
	Total 49341		611.11	
SAN DIEGO GAS & ELECTIRC	49342	2/1/2017	118.87	ELECTRIC @ AVOCADO PS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/1/2017 Through 2/1/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO GAS & ELECTIRC		2/1/2017	486.44	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		2/1/2017	1,139.24	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		2/1/2017	190.16	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		2/1/2017	895.78	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		2/1/2017	<u>183.13</u>	ELECTRIC @ VP7 PS
	Total 49342		3,013.62	
STATE WATER RESOURCES CONTROL BOARD	49343	2/1/2017	1,676.00	ANNUAL PERMIT FEE 2017
	Total 49343		1,676.00	
THE GUARDIAN	49344	2/1/2017	<u>4,187.03</u>	DENTAL/DISABILITY INS-FEB
	Total 49344		4,187.03	
TIM BESTAMENTE	49345	2/1/2017	<u>507.89</u>	REPAIR/MAINT WORK
	Total 49345		507.89	
TRI COMMUNITY ANSWERING SERVICE	49346	2/1/2017	90.00	ANSWERING SERVICE-JAN/FEB
	Total 49346		90.00	
UNIFIRST CORPORATION	49347	2/1/2017	138.75	LAUNDRY SERVICE W/E 12/14/16
UNIFIRST CORPORATION		2/1/2017	<u>185.59</u>	LAUNDRY SERVICE-W/E 1/25/17
	Total 49347		324.34	
Report Total			<u><u>778,377.19</u></u>	

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

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

<u>FEBRUARY</u>			
2/3/2016	Employee		\$41,636.25
2/3/2016	Board		\$4,887.14
2/10/2016	Employee	Incentive	\$1,567.35
2/10/2016	Employee	Incentive	\$879.35
2/17/2016	Employee		<u>\$41,942.42</u>
	TOTAL		\$90,912.51

<u>MARCH</u>			
3/2/2016	Employee		\$42,292.77
3/2/2016	Board		\$3,136.26
3/9/2016	Employee	Incentive	\$451.61
3/16/2016	Employee		\$42,023.59
3/30/2016	Employee		<u>\$41,286.80</u>
	TOTAL		\$129,191.03

<u>APRIL</u>			
4/2/2016	Board		\$3,531.16
4/13/2016	Employee		\$44,125.93
4/14/2016	Employee	Incentive	\$11,302.63
4/27/2016	Employee		<u>\$44,434.86</u>
	TOTAL		\$103,394.58

<u>MAY</u>			
5/2/2016	Board		\$4,924.86
5/11/2016	Employee		\$45,328.93
5/11/2016	Employee	Incentive	\$16,361.17
5/25/2016	Employee		<u>\$45,256.06</u>
	TOTAL		\$111,871.02

<u>JUNE</u>			
6/2/2016	Board		\$4,900.16
6/8/2016	Employee		\$45,693.96
6/22/2016	Employee		<u>\$44,504.50</u>
	TOTAL		\$95,098.62

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

JULY

7/2/2016	Board		\$1,113.05
7/6/2016	Employee		\$45,209.70
7/20/2016	Employee		\$45,447.42
7/21/2016	Employee	Incentive	<u>\$92.35</u>
	TOTAL		\$91,862.52

AUGUST

8/1/2016	Board		\$2,494.10
8/3/2016	Employee		\$47,019.66
8/16/2016	Employee	Incentive	\$6,786.37
8/17/2016	Employee		\$46,135.12
8/31/2016	Employee		<u>45952.27</u>
	TOTAL		\$148,387.52

SEPTEMBER

9/1/2016	Board		\$5,336.83
9/13/2016	Employee	Incentive	\$552.59
9/14/2016	Employee		\$46,590.94
9/14/2016	Employee	Incentive	\$1,137.27
9/28/2016	Employee		<u>\$46,288.36</u>
	TOTAL		\$99,905.99

OCTOBER

10/1/2016	Board		\$1,750.79
10/12/2016	Employee		\$48,948.76
10/20/2016	Employee	Incentive	\$19,567.48
10/26/2016	Employee		<u>\$46,879.62</u>
	TOTAL		\$117,146.65

NOVEMBER

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

DECEMBER

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

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

JANUARY

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

FEBRUARY

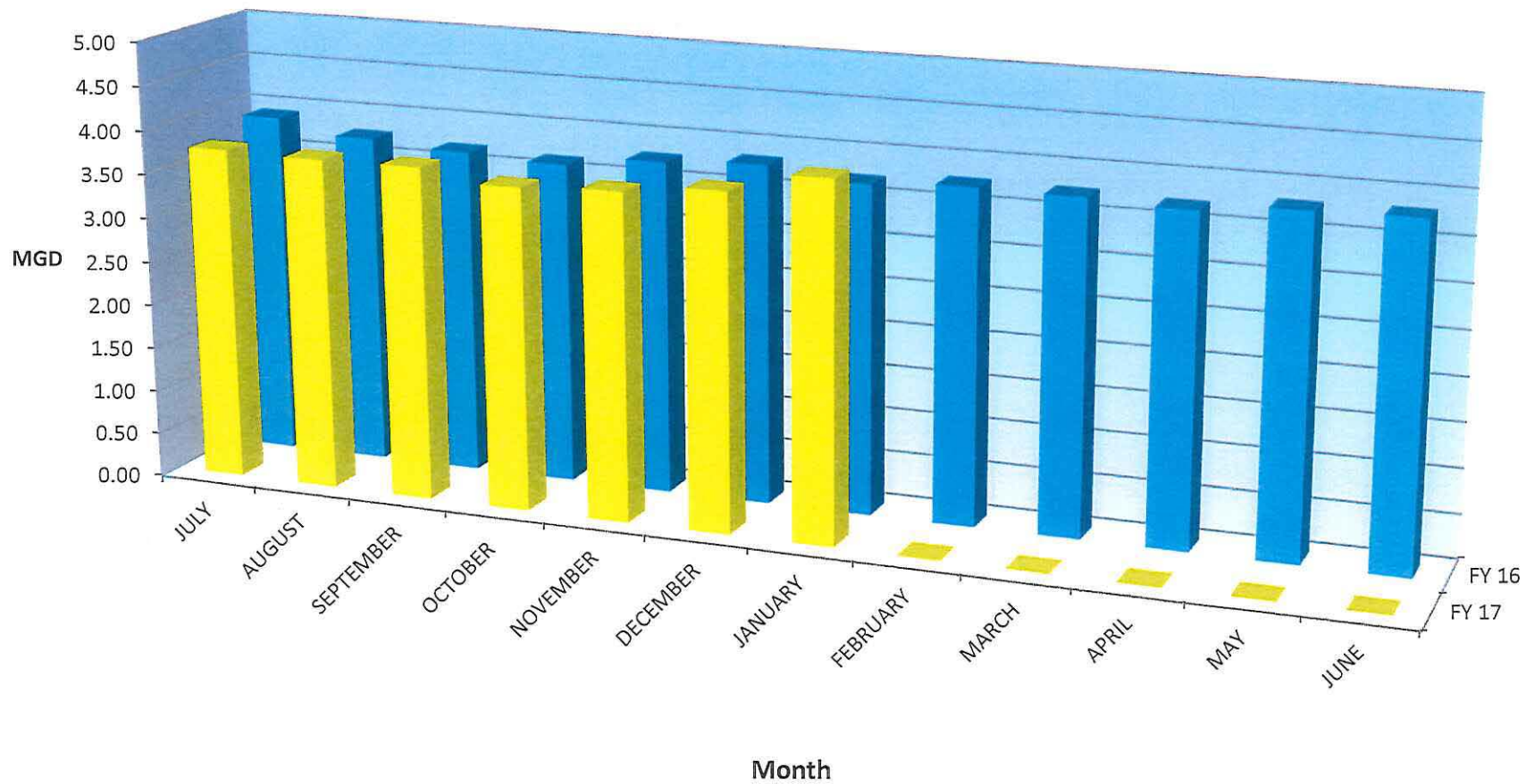
2/1/2017	Employee	\$47,491.00
2/1/2017	Board	<u>\$5,367.25</u>
	TOTAL	\$52,858.25

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2017 (July 2016 - June 2017)**

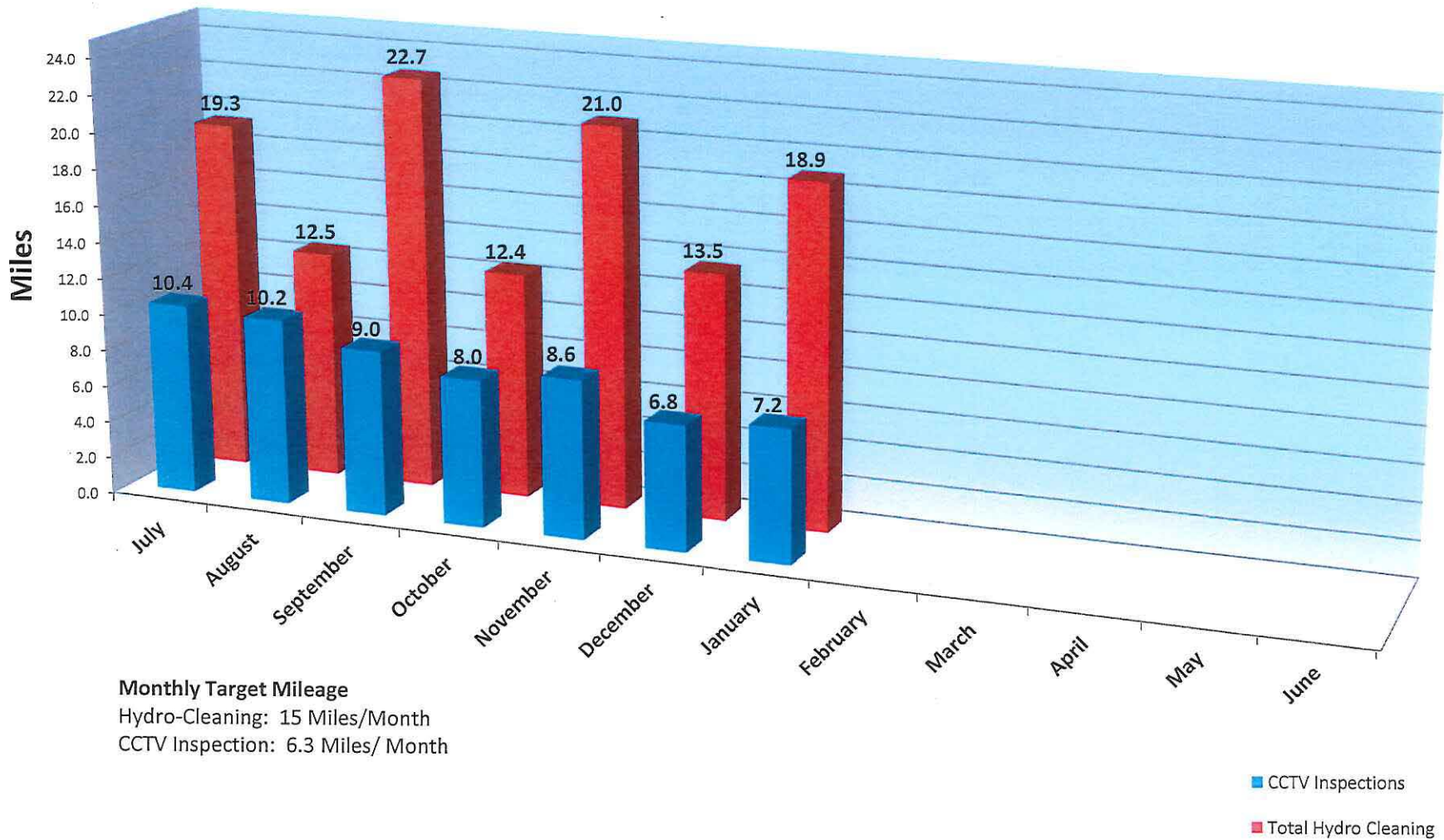
CURRENT MONTH - January 2017							FY 2015-2016
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,560.21	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	116.87	1.00	3.77	132	54.07	3.92
YTD			28,561.21				
AUGUST	0.00	116.25	1.50	3.75	131	44.02	3.77
YTD			28,562.71				
SEPTEMBER	0.24	112.80	2.00	3.76	132	47.41	3.70
YTD			28,564.71				
OCTOBER	0.33	112.53	4.50	3.63	127	18.32	3.65
YTD			28,569.21				
NOVEMBER	1.01	110.40	7.36	3.68	129	14.25	3.77
YTD			28,576.57				
DECEMBER	3.81	117.18	-2.11	3.78	132	0.00	3.83
YTD			28,574.46				
JANUARY	4.17	124.31	6.14	4.01	140	0.00	3.71
YTD			28,580.60				
FEBRUARY							3.77
YTD							
MARCH							3.76
YTD							
APRIL							3.72
YTD							
MAY							3.81
YTD							
JUNE							3.83
YTD							
YTD Totals	9.56	810.34	20.39			178.07	
Mo Average	1.37	115.76	2.91	3.77	131.91	25.44	3.77

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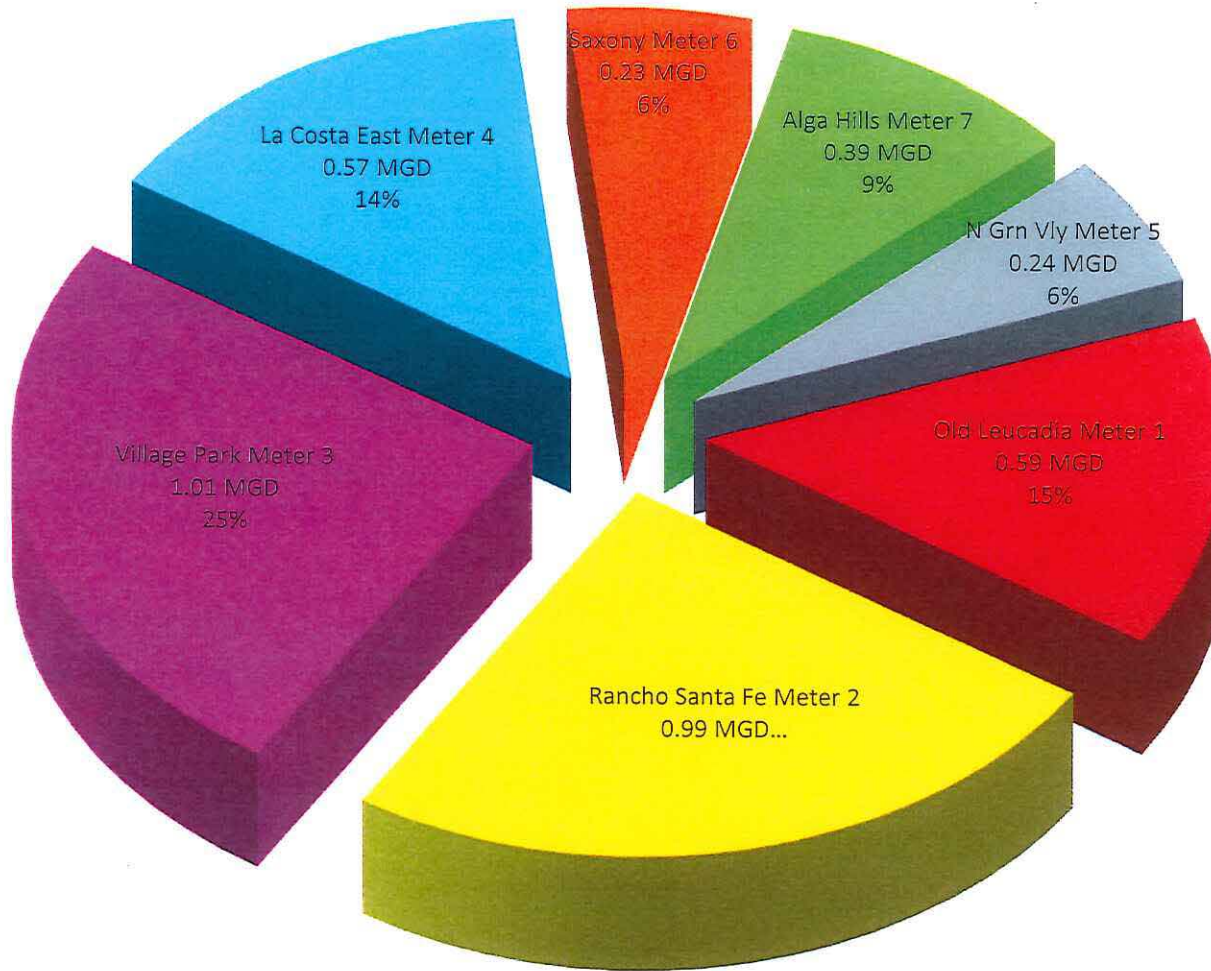
Leucadia Wastewater District Flow Comparison FY 16 to FY 17



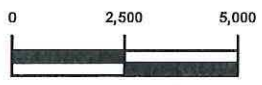
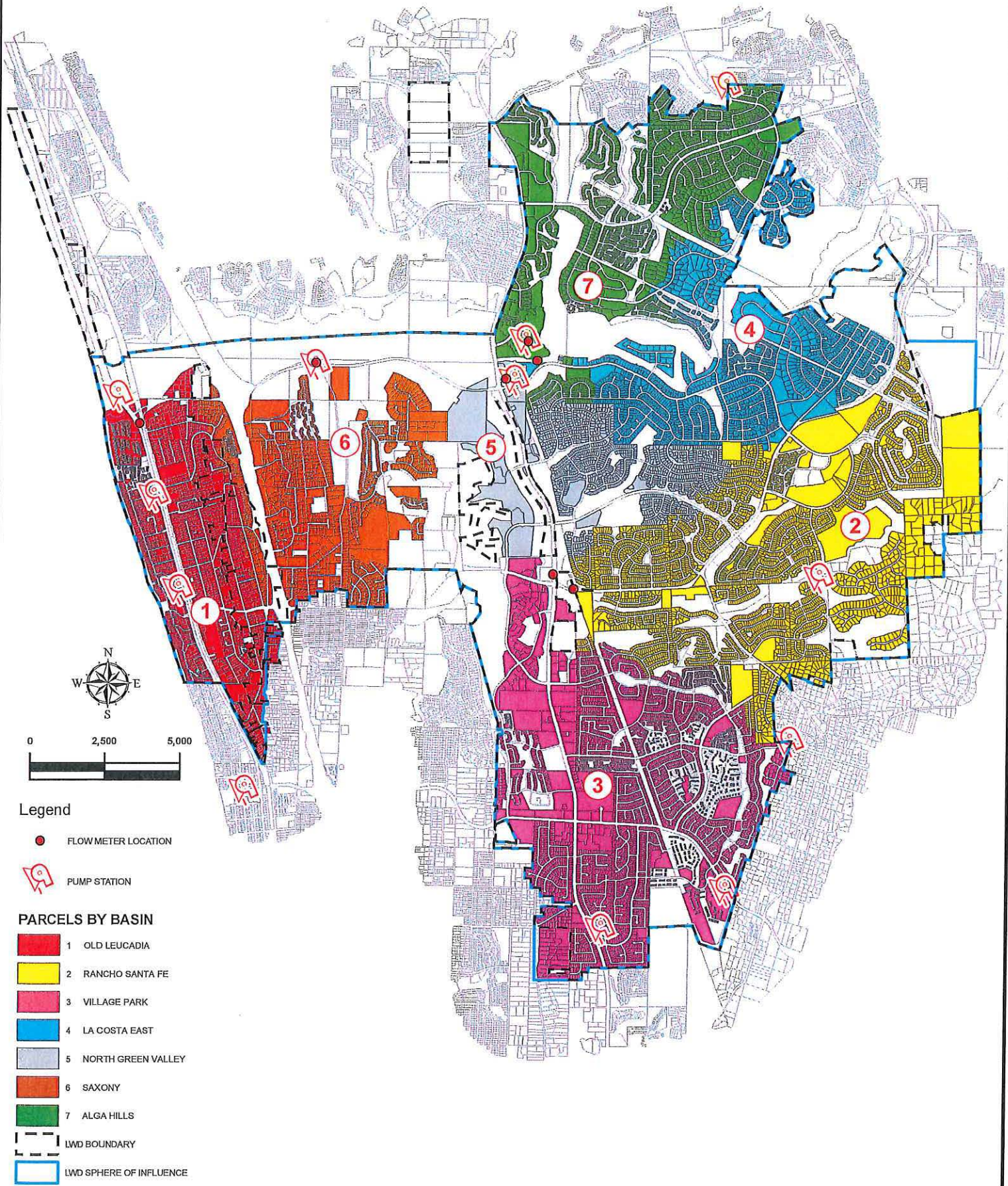
FY-17 CCTV Inspections & Hydro Cleaning Production



**LWD Flows by Sub-Basin
January 2017
Total LWD Flow = 4.03 MGD**



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 1/31/2017

		Current Year
Assets		
Cash & Investments	1CAS	36,437,539.80
Accounts Receivables	2A/R	130,069.89
Prepaid Expense	3PRE	130,015.64
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	153,257,263.85
Less Accumulated Depreciation	6DEP	(49,904,593.36)
Total Assets		141,537,095.82
Deferred Outflows		
Projected/Actual PERS Earnings Difference	6D/O	391,974.00
PERS Proportions & Assumptions Difference	7D/O	26,291.00
Current Year PERS Employer Contribution	8D/O	299,609.00
Total Deferred Outflows		717,874.00
Total Assets & Deferred Outflows		142,254,969.82
Liabilities		
Accounts Payable & Accrued Expenses	A/P	291,098.53
Developer Deposits	DEVD	94,310.67
Net Pension Liability	LTDB	2,604,135.00
Total Liabilities		2,989,544.20
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	141,557.00
PERS Proportions & Assumptions Difference	D/I3	216,891.00
Projected/Actual PERS Earnings Difference	D/In	573,987.00
Total Deferred Inflows		932,435.00
Net Position		
Beginning Net Position (as of June 30, 2016)		
Investment in Capital Assets	IC/A	103,352,670.49
Reserves	RESV	32,621,572.67
Total Beginning Net Position (as of June 30, 2016)		135,974,243.16
Current Change In Net Position		
Other		2,358,747.46
Total Current Change In Net Position		2,358,747.46
Total Net Position		138,332,990.62
Total Liabilities, Deferred Inflows & Net Position		142,254,969.82

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

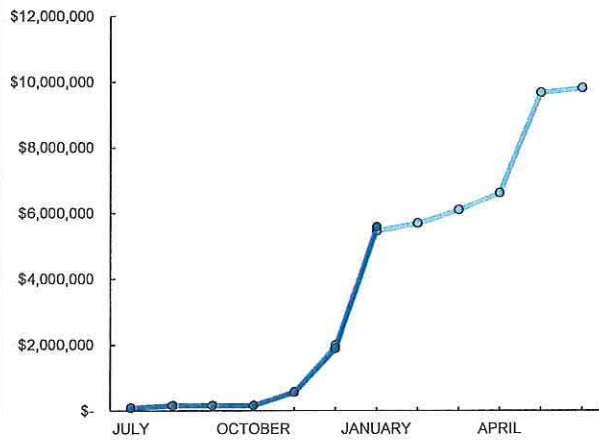
From 7/1/2016 Through 1/31/2017

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$5,585,316.14	\$ 9,819,969.00	\$ 4,234,652.86	56.9%
3150 Recycled Water Sales	194,684.56	269,000.00	74,315.44	72.4%
3100 Misc. Operating Revenue	12,452.26	223,710.00	211,257.74	5.6%
TOTAL OPERATING REVENUES	\$5,792,452.96	\$10,312,679.00	\$ 4,520,226.04	56.2%
OPERATING EXPENSES				
4100 Salaries	\$ 959,678.19	\$ 1,747,174.00	\$ 787,495.81	54.9%
4200 Employee Benefits	483,738.22	832,488.00	348,749.78	58.1%
4300 Directors Expense	57,337.95	142,400.00	85,062.05	40.3%
4400 Election Expense	37,309.00	30,000.00	(7,309.00)	124.4%
4600 Gas, Oil & Fuel	18,079.02	44,000.00	25,920.98	41.1%
4700 Insurance Expense	102,868.07	113,900.00	11,031.93	90.3%
4800 Memberships	24,530.00	25,900.00	1,370.00	94.7%
4900 Office Expense	66,085.66	137,100.00	71,014.34	48.2%
5000 Operating Supplies	106,332.57	227,600.00	121,267.43	46.7%
5200 Professional Services	126,310.91	464,700.00	338,389.09	27.2%
5300 Printing & Publishing	1,126.32	29,000.00	27,873.68	3.9%
5400 Rents & Leases	8,819.93	15,200.00	6,380.07	58.0%
5500 Repairs & Maintenance	193,227.94	441,600.00	248,372.06	43.8%
5600 Monitoring & Permits	41,878.70	57,300.00	15,421.30	73.1%
5700 Training & Development	18,846.07	47,200.00	28,353.93	39.9%
5900 Utilities	242,008.98	477,900.00	235,891.02	50.6%
6100 LAFCO Operations	6,470.14	9,000.00	2,529.86	71.9%
6200 Encina Operating Expense	492,342.29	1,911,730.00	1,419,387.71	25.8%
6900 Admin O/H alloc to Capital	(60,476.35)	(137,959.00)	(77,482.65)	43.8%
TOTAL OPERATING EXPENSES	\$2,926,513.61	\$ 6,616,233.00	\$ 3,689,719.39	44.2%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 98,147.00	\$ 240,360.00	\$ 142,213.00	40.8%
3220 Property Taxes	871,422.46	1,550,000.00	678,577.54	56.2%
3250 Investment Income	155,284.07	212,000.00	56,715.93	73.2%
3290 Misc. Non Op Revenue	9,861.55	174,400.00	164,538.45	5.7%
TOTAL NON-OPERATING REVENUES	\$1,134,715.08	\$ 2,176,760.00	\$ 1,042,044.92	52.1%

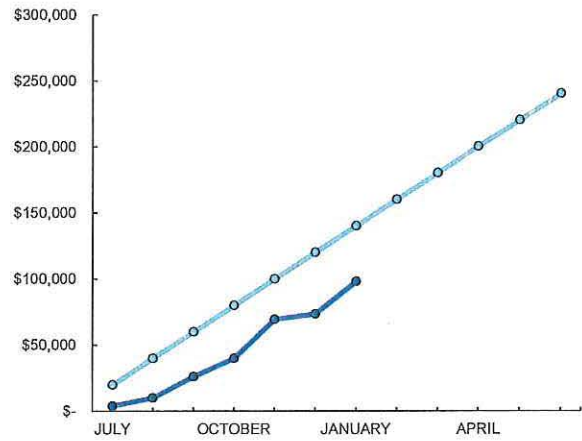
Leucadia Wastewater District Revenue FY2017

YTD through January 31, 2017

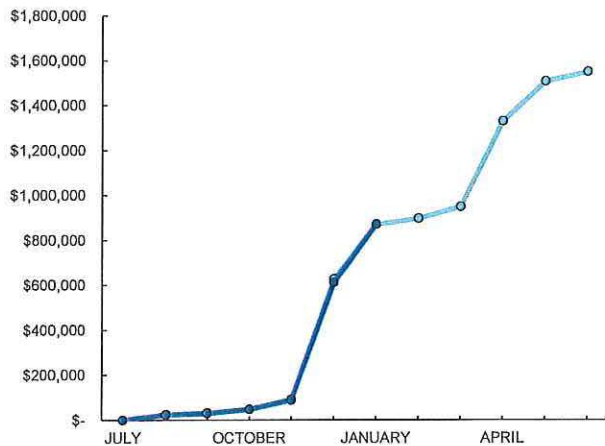
Sewer Service Fees



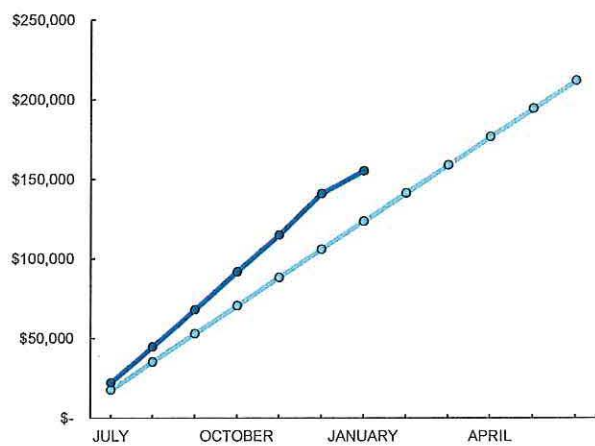
Capacity Charges



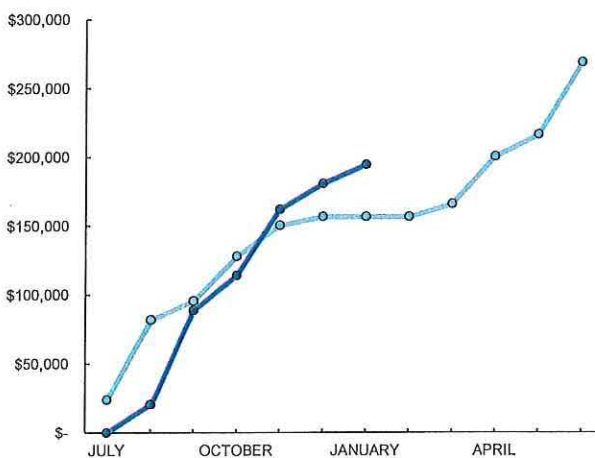
Property Taxes



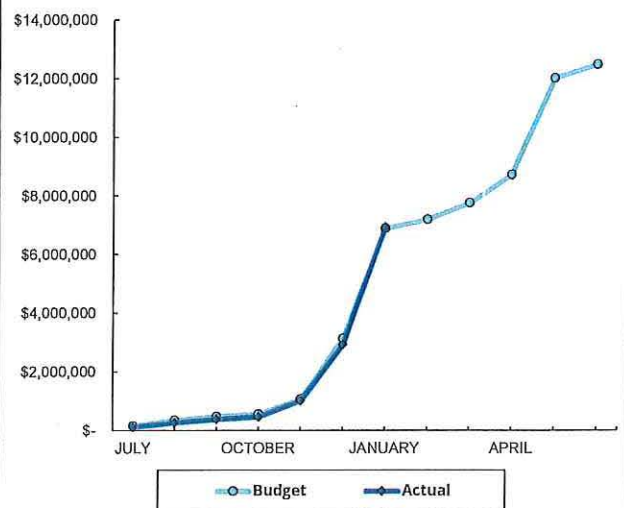
Investment Income



Recycled Wastewater Sales



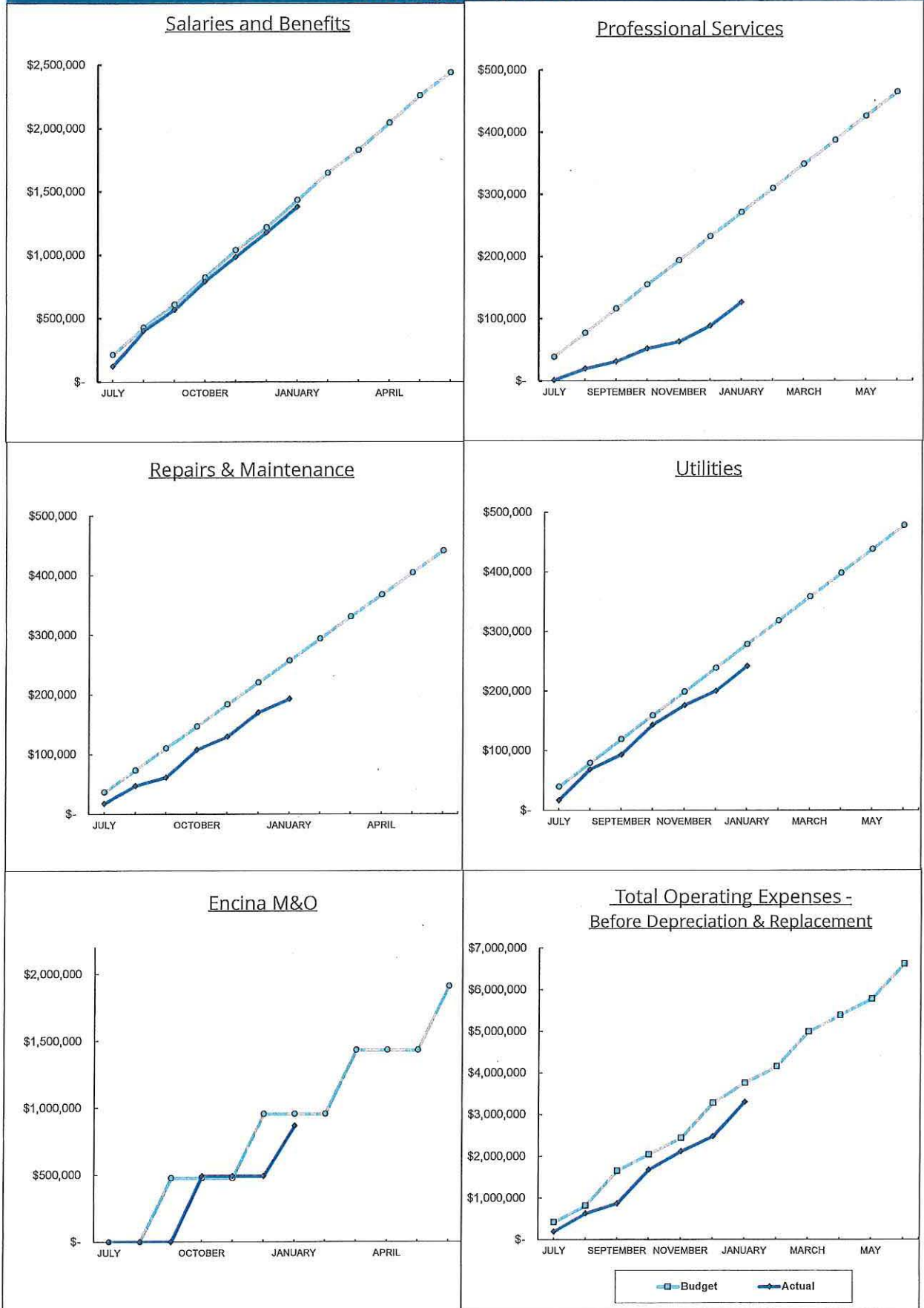
Total Revenue



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

Leucadia Wastewater District Operating Expenses FY2017

YTD through January 31, 2017

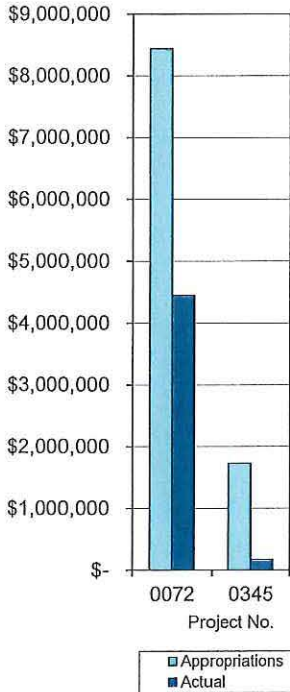


* Preliminary: subject to future review, reconciliation, accruals, and audit

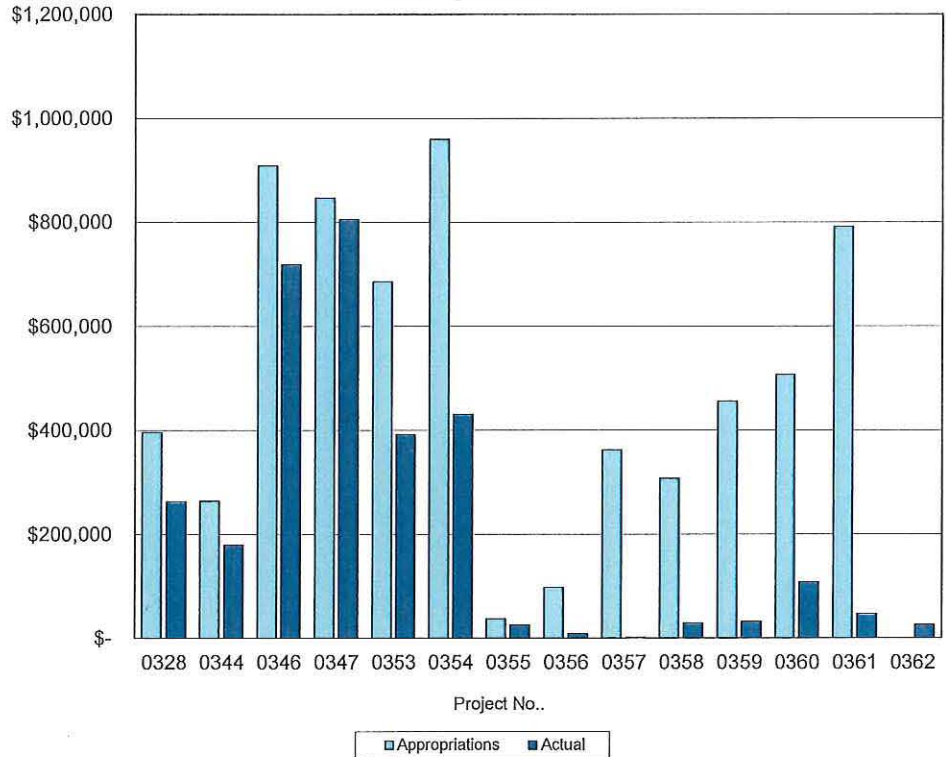
Leucadia Wastewater District Capital Expenditures

As of January 31, 2017

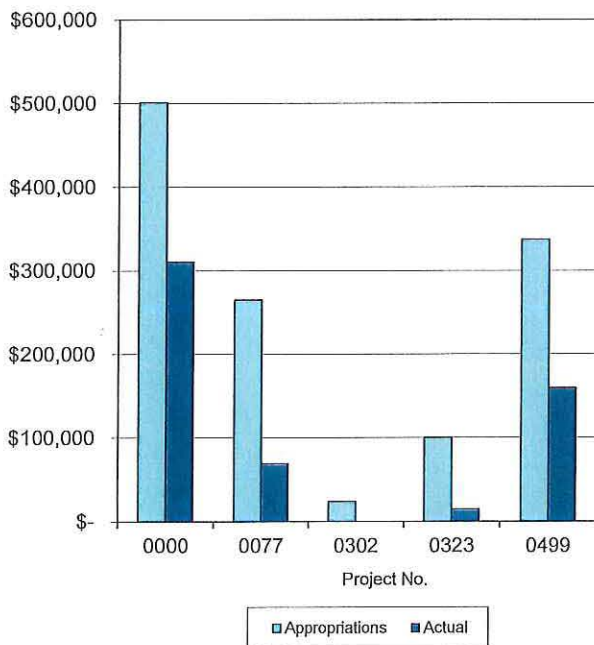
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2017



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2017



Single Year Capital Expenditures by Project FY2017



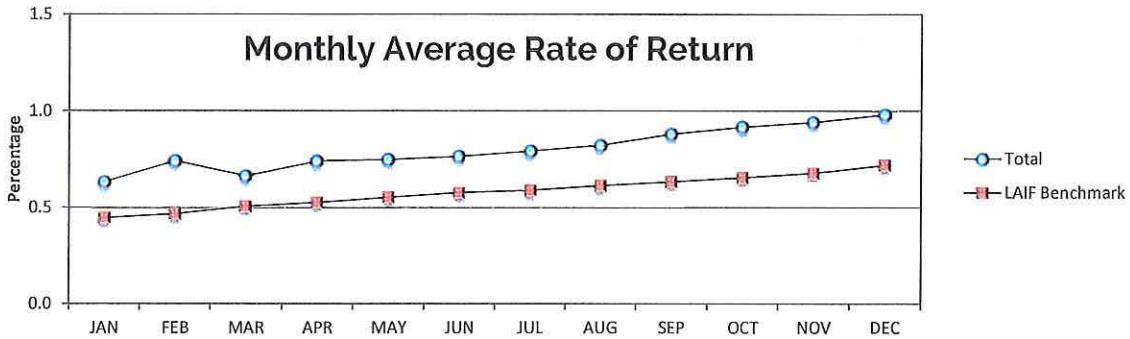
Project Legend

Multi-Year Capital Projects		No.
Encina Joint Facility Capital Projects		0072
North SD Water Reuse Coalition Project		0328
Scott's Valley Pipeline Repair		0344
Leucadia FM West section Replacement		0345
FY2015 Gravity Pipeline Rehabilitation		0346
Saxony Pump Station Rehabilitation		0347
FY2016 Gravity Pipeline Rehabilitation		0353
Village Park No. 5 PS Replacement		0354
Batequitos Pump Station Solar Panels		0355
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
Secondary Effluent FM Repair (at Encina)		0362
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

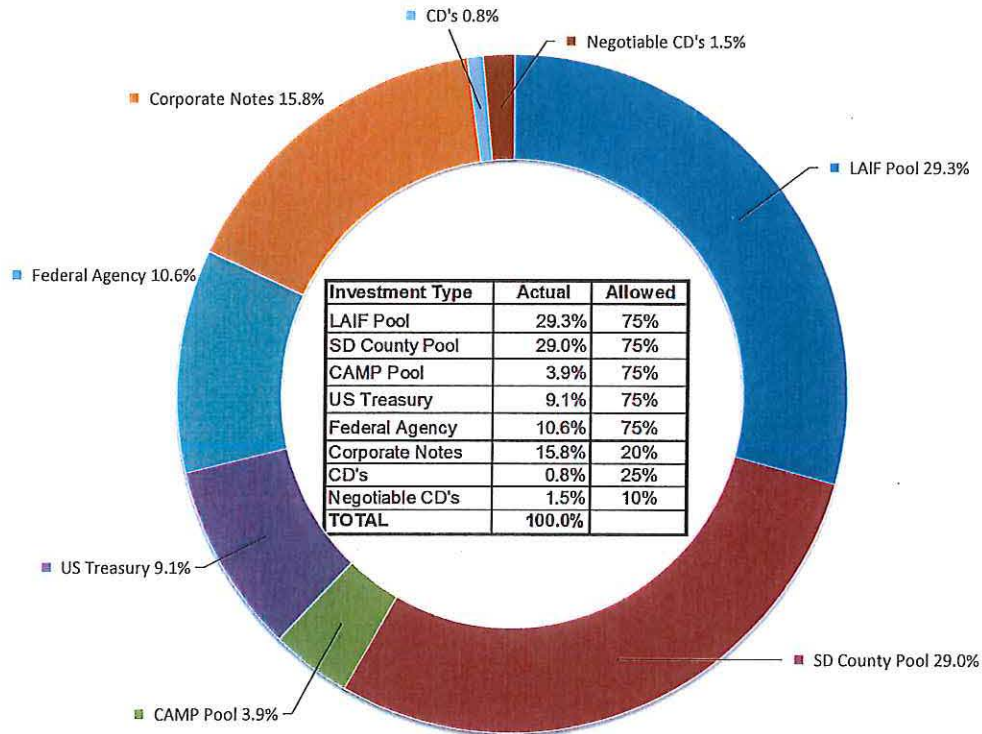
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2016

Cash Equivalents & Investments	Principal (Original Cost)		December Interest	Average Rate
	November 30, 2016	December 31, 2016		
LAIF Pool	\$ 8,678,024	\$ 9,628,024	\$ 5,484	0.719%
SD County Pool	9,527,155	9,527,155	8,241	1.038%
CAMP Pool	1,523,047	1,272,876	792	0.720%
CAMP Portfolio				
US Treasury Notes	2,991,094	2,991,094	2,267	0.910%
Federal Agency Mortgage-Backed Securities	6,021	5,987	37	7.370%
Federal Agency Notes	3,488,390	3,488,390	2,895	1.010%
Corporate Bonds/Notes	5,202,458	5,202,458	5,934	1.380%
Certificates of Deposit	250,000	250,000	321	1.540%
Negotiable CD's	250,000	500,000	514	1.375%
Total Camp Portfolio	12,187,962	12,437,928	11,967	1.160%
Totals	\$ 31,916,188	\$ 32,865,983	\$ 26,485	0.981%

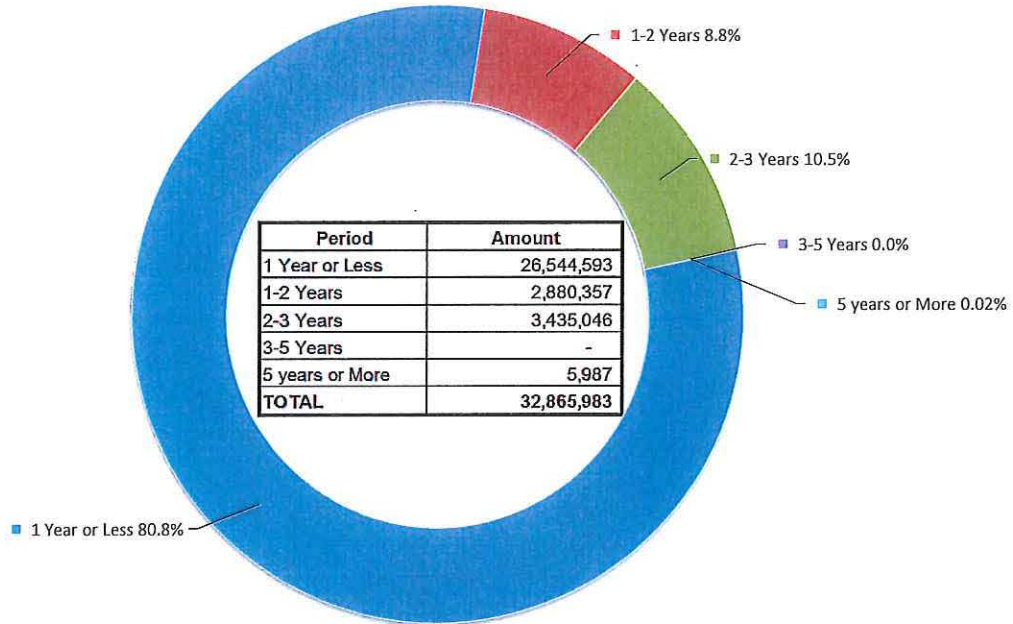


INVESTMENT DISTRIBUTION BY CATEGORY

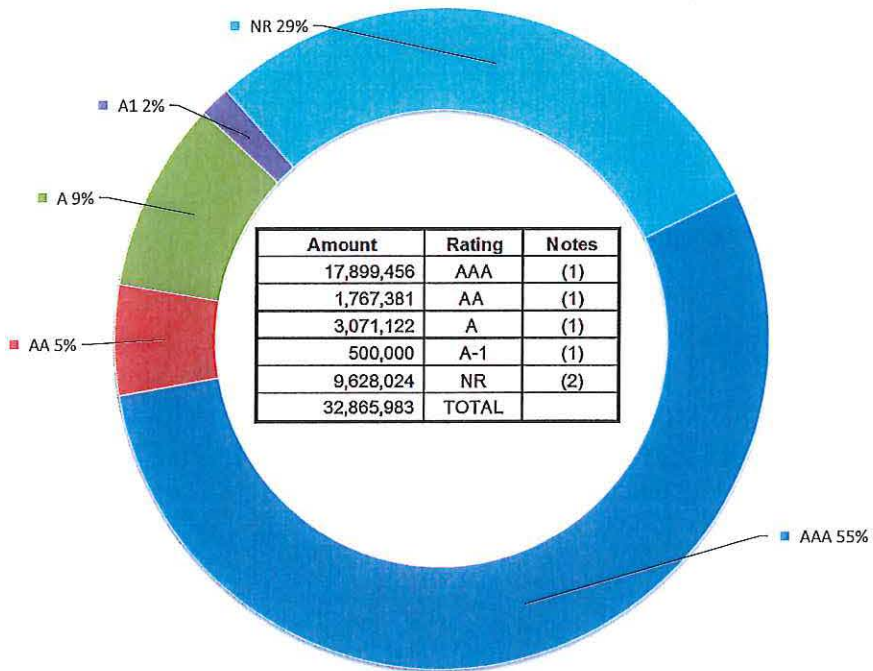


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2016
(Continued)

REMAINING MATURITY



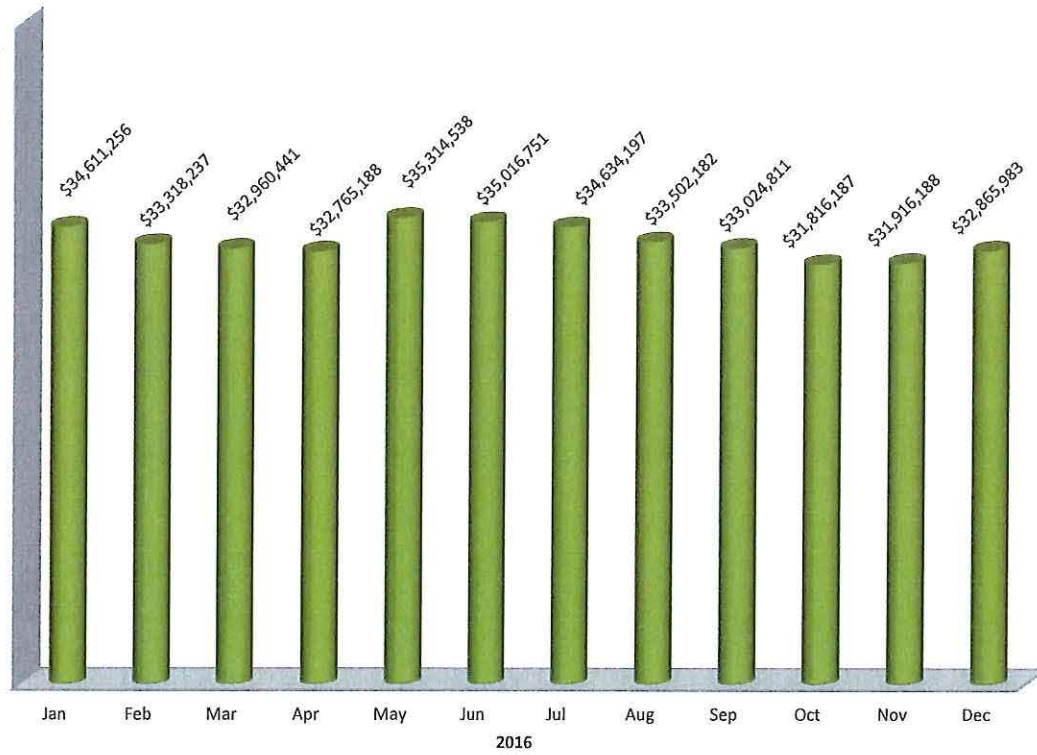
INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2016
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the months of December, 2016

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 34	\$ -	(3)	7.37%
Nordea Bank Finland NY Negotiable CD	250,000				1.76%


TOTAL	\$ 250,000	\$ 34	\$ -		
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(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: 17-5288

DATE: February 2, 2017
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, 2016 (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

12-31-16

SUMMARY OF CASH & INVESTMENTS at December 31, 2016				
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS				
ASSETS	AMORTIZED COST 12/31/2016	% OF TOTAL		MARKET VALUE 12/31/2016
		Actual	Allowed	
CASH IN BANK (Checking Accounts)	\$ 716,106	2.1%	25%	\$ 716,106
LAIF - STATE INVESTMENT POOL	\$ 9,628,024	28.7%	75%	\$ 9,622,476
SAN DIEGO COUNTY INVESTMENT POOL	\$ 9,527,155	28.4%	75%	\$ 9,439,000
CAMP - JPA INVESTMENT POOL	\$ 1,272,876	3.8%	75%	\$ 1,272,876
CAMP PORTFOLIO - US BANK Safekeeping				
Federal Agency Securities				
GNMA Pools	\$ 5,931			\$ 5,925
FNMA Benchmark & Global Notes	\$ 1,499,264			\$ 1,497,365
FHLMC Notes	\$ 1,994,440			\$ 1,998,410
Total Federal Agency Securities	\$ 3,499,635	10.4%	75%	\$ 3,501,700
US Treasury Bonds/Notes	\$ 2,996,820	8.9%	75%	\$ 3,000,037
Corporate Notes	\$ 5,102,060	15.2%	20%	\$ 5,076,542
Certificates of Deposit	\$ 250,000	0.7%	25%	\$ 250,039
Negotiable Certificates of Deposit	\$ 500,000	1.5%	10%	\$ 502,067
TOTAL CAMP PORTFOLIO	\$ 12,348,515	26.4%		\$ 12,330,385
TOTAL CASH & INVESTMENTS	\$ 33,492,676	100.0%		\$ 33,380,843

AS OF 06/30/16		QUARTERLY RESULTS			
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
\$33.4M	160	\$.3M	\$74.1K	0.95%	0.68%

MEMORANDUM

Ref: 17-5267

DATE: February 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: January 2017 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending January 2017.

DISCUSSION:

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

Attached please find the Board Disclosure of Reimbursements report for the month of January 2017.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
January 1-31, 2017**

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSSupln	Assup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	J. Stecker	T. Hill
<i>CASA Winter Conference</i>											
CASA Winter Conference January 18-20, 2017 Palm Springs, CA	Registration	550.00	550.00	550.00	550.00	550.00	550.00	550.00			
	Hotel	617.40	617.40	617.40	617.40	205.80	411.60	529.69			
	Airfare										
	Meals	23.45	98.38	8.78	121.35		6.13	63.41			
	Coaster										
	Parking/Tolls	66.00						6.94			
	Tips/Baggage		11.00	10.00	13.00		6.00	6.00			
	Fuel/mileage/taxi	127.33	129.47	6.42	133.75		40.05				
Total	\$1,384.18	\$ 1,406.25	\$ 1,192.60	\$1,435.50	\$ 755.80	\$ 1,013.78	\$1,156.04	\$ -	\$ -	\$ -	
<i>CASA Winter Conference</i>											
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>CASA Winter Conference</i>											
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Notes:

AJ cancelled due to illness. Charged one night room and tax at hotel due to cancellation policy.

DO carpooled with JH to conference.

PB had 2 nights hotel.

RD received hotel discount due to issue with room.

Encina Wastewater Authority Report
Regular Board Meeting
January 25, 2017

EWA Board of Directors - Director Sullivan Reporting

1. Committee Assignments for Calendar Year 2017

The Board of Directors received and filed the Committee appointments for Calendar Year 2017.

2. FY 2016-17 Tactical Plan Quarterly Status Report

The Board of Directors received and filed the FY 2016-17 Tactical Plan Quarterly Status Report.

3. Award Agreement for Financial Auditing Services

The Board of Directors authorized the General Manager to execute a three-year agreement for Financial Auditing Services with Vasquez & Company LLP in the amount of \$27,000 for the first year.

There was no Executive Session.

Community Affairs Committee Meeting Report

Presented by Director Sullivan

Meeting held January 12, 2017

1. Review of the Winter 2017 Draft Newsletter Layout

The Community Affairs Committee (CAC) reviewed and commented on the draft layout of the 2017 Winter newsletter. Rising Tide Partners (RTP) will make the recommended changes.

The CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

The CAC also received an update on the District Facebook page and reviewed a draft video of an overview of the District. These items were for informational purposes and no action was taken.

Investment & Finance Meeting Report

Presented by President Hanson

Meeting held February 1, 2017

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

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

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

2. Comprehensive Financial Plan Tracking Update

The Committee received an update on the Comprehensive Financial Plan Tracking.

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

Engineering Committee Meeting Report

Presented by Director Juliussen


Meeting held on February 2, 2017

The EC received updates on the following items:

1. Tactical Goal - Evaluate the Need for a Confined Space Entry Equipment Trailer
2. Tactical Goal - Evaluate the Need to Replace District Dump Truck with a Multi - Purpose Truck to Tow the ACME (Big Blue) Emergency Pump
3. Impact of the January Storms on the District's Collection System
4. Display of the New CCTV Inspection Van

These items were for informational purposes only. No action was taken.

MEMORANDUM

DATE: February 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Encina Water Reuse Feasibility Study**

RECOMMENDED:

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

DISCUSSION:

The Encina Wastewater Authority (EWA) recently completed its Water Reuse Feasibility Study. An overview of the study was presented to the EWA Board of Directors and Member Agency Managers in December 2016.

The purpose of the study was to evaluate the future feasibility of both indirect potable reuse (IPR) and direct potable reuse (DPR) for EWA. At the request of Director Juliussen, EWA General Manager Michael Steinlicht and Scott Goldman of RMC Water & Environment will be on-hand at the upcoming meeting to present an overview of the study and its findings.

PJB

MEMORANDUM

DATE: February 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **California Asset Management Program (CAMP) Individual Portfolio Program Status Report**

RECOMMENDATION:

1. This item is presented for information purposes.

DISCUSSION:

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

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

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

tb:PJB

MEMORANDUM

Ref: 17-5290

DATE: February 2, 2017
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 1, 2017 meeting.

In February 2005, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) current Reserve Fund Policy which established a means for the District to ensure that sufficient funds are available for current operating and capital needs. This 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 2016, the Board received the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2016 that included the following reserve balances:

Restricted Reserves:

<u>Reserve Designation</u>	<u>Reserve Balance</u>
Capital Improvement Reserve	\$668,240
Total	\$668,240

Unrestricted Reserves:

<u>Reserve Designation</u>	<u>Reserve Balance</u>
Operations Reserve	\$ 2,174,497
Replacement Reserve	\$20,527,458
Water Recycling Reserve	\$ 1,751,378
Emergency Reserve	\$ 7,500,000
Total	\$31,953,333

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

tb:PJB

Attachment

Exhibit A

LEUCADIA WASTEWATER DISTRICT RESERVE FUND POLICY

Ref: 14-3948

A. POLICY STATEMENT:

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

B. DEFINITIONS:

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

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

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

C. LEUCADIA WASTEWATER DISTRICT RESERVES:

LWD maintains the following reserve funds:

1.0 RESTRICTED RESERVES:

a) Capital Improvement Reserve:

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

2.0 UNRESTRICTED DESIGNATED RESERVES:

a) Operating Reserve:

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

b) Replacement Reserve:

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

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

d) Water Recycling Reserve:

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

e) Emergency Reserve:

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

D. SOURCES AND USE OF FUNDS:

RESERVE	SOURCE OF FUNDS	USE OF FUNDS	NOTES
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RESTRICTED RESERVES

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

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

EXHIBIT A

Leucadia Wastewater District Discussion of Emergency Reserve Fund

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


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

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

	<p>of sewer service fee collections.</p> <p>5) Provides ability to fund one to two years of typical CIP schedule projects, while additional funding is being established.</p> <p>6) Increases liquidity of District that would be considered positively by financial markets when considering other financing issues.</p>	
<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 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Comprehensive Financial Plan Tracking**

RECOMMENDED:

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

DISCUSSION:

Tactical Goal: Financial / Financial Plan Update

This agenda item was presented to the Investment and Finance Committee at their February 1, 2017 meeting. This was included as a goal under "Finances" in the Fiscal Year 2017 (FY17) Tactics & Action Plan.

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

Each year, following the completion of our annual audit, staff updates the financial model using these audited figures. Staff has completed this year's internal update and will present an overview of how LWD is currently tracking with the 2013 Comprehensive Financial Plan for the committee's information.

tb: PJB

MEMORANDUM

DATE: February 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Draft Agenda - Strategic Planning Workshop

RECOMMENDED:

Staff recommends that the Board of Directors:

- 1) Discuss the draft strategic planning agenda and provide direction, as appropriate.

DISCUSSION:

As you are aware, the Board of Directors has scheduled its next Strategic Planning Workshop for February 23, 2017. The Board has recently met with Ms. Michele Tamayo of the Tamayo Group, Inc. to discuss issues related to the upcoming event. Based on those discussions, Ms. Tamayo has developed a draft agenda for the Workshop.

The purpose of this item is for the Board to review and discuss the draft agenda and provide any additional input, if appropriate. Staff would work with Ms. Tamayo to incorporate the Board's comments into the final Strategic Planning Workshop agenda.

PJB

Attachment

**Leucadia Wastewater District
Board Strategic Planning Update Session
February 23, 1017**

AGENDA

- 1. Welcome/Purpose (Board President)**
- 2. Review Agenda & Meeting Guidelines**
- 3. Interview Results/Discussion**
- 4. Update on Key Accomplishments (General Manager)**
- 5. Understanding our Organization & How We Work (management presentations/discussion)**
- 6. Identify/Discuss Key Priorities**
 - Water Recycling**
 - Public Outreach**
- 7. Working Together for Success—Board & Staff Roles**
- 8. Adjourn**

MEMORANDUM

Ref: 17-5281

DATE: February 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Call for Candidates – CASA Board of Directors

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and provide direction as appropriate.

DISCUSSION:

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

Under the procedures, each member agency may suggest a candidate to potentially serve on the Board. The candidates will be reviewed by a nomination committee who will develop a slate of candidates to be considered by the membership at its Annual Conference in August 2017.

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 Vice President and I am eligible to be the board president next year. I am very interested in continuing to serve however, I am up for election this year and 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 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.casaweb.org

January 25, 2017

Via Electronic Mail

TO: CASA Member Agencies

FROM: Kevin Hardy, Chair, Nominating Committee

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.

A five member nominating committee will consider all of the suggestions received, incumbents interested in reelection to the Board, and candidates identified in its own search. The committee will recommend a slate of qualified nominees to the CASA Board of Directors for approval no later than June 1. The approved slate of Directors will be presented to the membership for a vote at the annual meeting.

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

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

- Attend 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, 2017 to:

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, or me at (760) 801-9111, khardy@koffassociates.com. Thank you.



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California Association of Sanitation Agencies
Recommendation for
Board of Directors
Term August 2017 to August 2020

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, 2017
via email: nominations@casaweb.org



San Diego Chapter

California Special Districts Association

January 31, 2017

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 16, 2017**
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:

“Special Districts, Unknown Government”
by Scott Barnett
Little Hoover Commission

Be sure to read your December 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 9, 2017

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, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

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

San Diego Chapter CSDA Dinner Meeting Registration Form

Thursday, February 16, 2017

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

Reservations must be received no later than Thursday, February 9, 2017

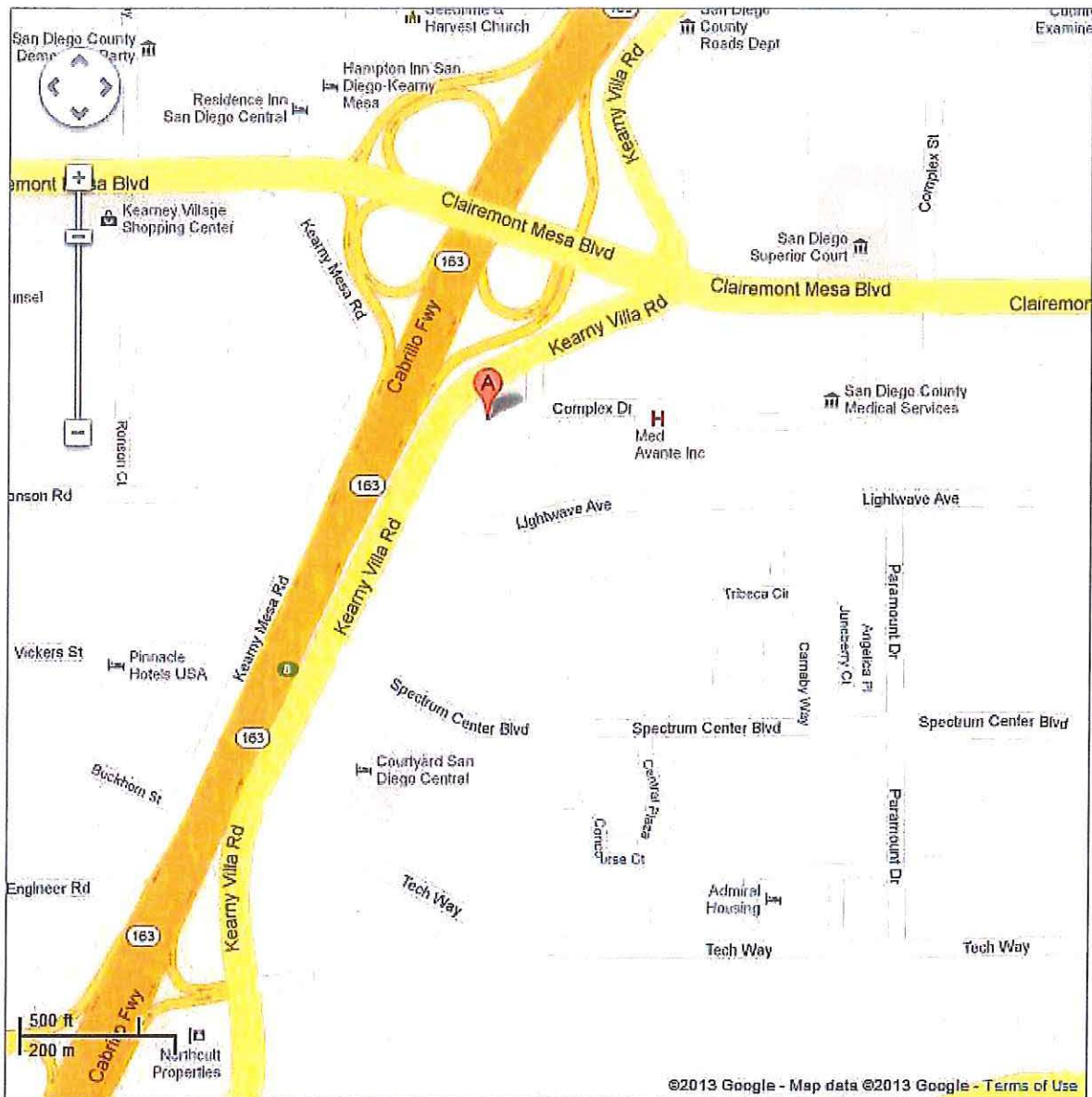
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Directions to: The Butcher Shop Steakhouse – Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

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 Hanson, Sullivan, Kulchin, and Omsted

Conference

2017 CASA Winter Conference

Dates and Location

January 17-20, 2017

Hilton Palm Springs Resort, CA

List of Attendees

President Hanson

Vice President Sullivan

Director Kulchin

Director Omsted

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