



LEADERS IN
ENVIRONMENTAL
PROTECTION

BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, January 14, 2015
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
None.

CONSENT CALENDAR

Items 7-11 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

December 9, 2014 Investment & Finance Committee Meeting (Pages 5-6)
December 10, 2014 Regular Board Meeting (Pages 7-15)
January 6, 2015 Human Resources Committee Meeting (Pages 16-17)

8. Approval of Demands for December 2014/January 2015

This item provides for Board of Directors approval of all demands paid from LWD during the month of December 2014 and a portion in January 2015. (Pages 18-40)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 13 to FY 14 and flows by sub-basin. (Pages 41-44)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 14 budget and discloses monthly investments. (Pages 45-52)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of December 2014. (Pages 53-54)

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on December 17, 2014 – report by Director Juliussen. (Page 55)

13. Committee Reports

A. Human Resources Committee meeting was held on January 6, 2015 – report by Director Kulchin. (Page 56)

ACTION ITEMS

14. Board of Directors Voting Protocol. (Page 57)

- 15. California Asset Management Program (CAMP) Individual Portfolio Program Status Report.** (Page 58)
- 16. Pickering Insurances Services Contract Extension for Benefit Brokerage Services**
Authorize the General Manager to execute a two-year extension to the Pickering Insurance Services Professional Services Agreement for as needed benefit brokerage services.
(Pages 59-60)
- 17. 2015 Board of Directors Committee Assignments.** (Pages 61-63)
- 18. Board of Directors Agenda Preparation.** (Page 64)
- 19. CA Public Employees Retirement System (CalPERS) Agency Review.** (Pages 65-69)
- 20. Board of Directors Compensation Adjustment.** (Pages 70-71)
- 21. Adopt Resolution No. 2256 – Amending the Human Resources Policy Manual.**
(Pages 72-77, Enclosure 21)

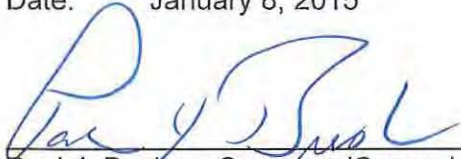
INFORMATION ITEMS

- 22. Project Status Updates and Other Informational Reports**
 - A. None.
- 23. Directors' Meetings and Conference Reports**
 - A. LAFCO Special District Advisory Committee Meeting was held on December 19, 2014.
(Verbal)
- 24. General Manager's Report**
- 25. General Counsel's Report**
- 26. Board of Directors' Comments**
- 27. Adjournment**

AFFIDAVIT OF POSTING

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

Date: January 8, 2015



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
December 9, 2014

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, December 9, 2014 at 9:00 a.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 9:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, Accounting Technician Maggie McEniry, CPA Richard Duffey with Brownell and Duffey, CPA Harvey Schroeder and CPA David Foreman of White Nelson Diehl Evans LLP.

3. Public Comment

No public comment was received.

4. New Business

A. Review and discuss the Fiscal Year 2014 Comprehensive Annual Financial Report (CAFR).

CPA Duffey provided a brief summary of the CAFR highlighting the Management's Discussion and Analysis (MD&A) which included information on the following items:

- The District's wastewater service charges were unchanged at \$258.21/EDU/year
- The District added 342 equivalent dwelling units increasing our connected units to 28,278;
- Operating revenues and expenses increased \$85,000 and \$78,000 respectively;
- Investment earnings increased \$226,000 or 93.9% from 2013;
- Gain of \$617,000 in donated subsurface lines;
- The District's net position increased \$1.8 million or 1.4% from 2013;
- The District's key financial ratios;
- Comparison between the FY14 and FY13 reserves balances;
- Statistical sections of the CAFR; and
- The FY14 Budget to Actual (without depreciation expensed)

CPA Duffey introduced Harvey Schroeder of White Nelson Diehl Evans, LLP to provide a summary of the Audit Committee Letter, financial statements and the CAFR.

Mr. Schroeder stated that the auditor's internal report indicated that the audit was a

clean, unqualified opinion for the year ending FY 2014. He provided a summary of the Basic Financial Statements and notes, along with supplemental information. He introduced David Forman to present other matters during the audit process.

Mr. Forman stated that during audit testing LWD staff was helpful and provided all necessary documents that were requested from the audit team. He stated that there were no journal entries and that there were no disagreements with management. He added that during the testing phase of the audit, the auditors found three immaterial findings. He provided a summary of each finding.

GM Bushee stated that staff has made several procedural changes and he explained that the modified procedures are currently in place.

Director Omsted asked several questions regarding the audit process and Mr. Schroeder answered his questions.

Following discussion, the IFC agreed with staff to recommend that the Board of Directors receive and file the FY14 CAFR.

5. Information Items

None.

6. Directors' Comments

Director Omsted asked if staff is planning on recommending an extension to the auditor's contract. GM Bushee indicated that staff is planning on requesting that the Board extend their contract. CPA Duffey explained that it would be best to extend their contract for one additional year due to the new financial software and the new GASB requirements.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 10:07 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting and Public Hearing
 December 10, 2014

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, December 10, 2014 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, Engineer Steve Deering with Dudek, CPA Richard Duffey, Harvey Schroeder and David Forman with White Nelson Diehl Evans, LLP, Field Services Supervisor Marvin Gonzalez, Field Services Specialist Ian Riffel, Field Services Technician I Todd Amos, Field Services Technician III Mauricio Avalos, Ann Kulchin, Leslie Saldana and resident/homeowner Kevin Scanlon.

3. Pledge of Allegiance

President Kulchin led the pledge of allegiance.

Board of Directors Oath of Office

General Counsel Brechtel administered the oath of office to Directors David Kulchin and Elaine Sullivan.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Achievement of a Individual Objective.

GM Bushee introduced Field Services Technician I Todd Amos stating that he recently received his Water Distribution Operator Grade DI certification from the State Water

Resources Control Board. He noted that this will be Todd's fifth certification since his employment. He congratulated him for his efforts and stated that Todd is eligible for a \$500 incentive as authorized under LWD's Incentive Program.

President Kulchin presented Todd with his certification and an incentive check for \$500.

The Board of Directors congratulated Todd for his efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

November 6, 2014 Employee Recognition Committee Meeting

November 12, 2014 Regular Board Meeting

December 2, 2014 Engineering Committee Meeting

8. Approval of Demands for October/November 2014

Payroll Checks numbered 17631-17677; General Checking – Checks numbered 46056-46166

9. Operations Report (A copy was included in the original December 10, 2014 Agenda)

10. Finance Report (A copy was included in the original December 10, 2014 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of November 2014. (A copy was included in the original December 10, 2014 Agenda)

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on November 19, 2014.

GM Bushee reported on EWA's November 19, 2014 Board meeting.

Director Sullivan noted that she and Director Juliussen were unable to attend the EWA Board meeting, because they were at the Special District Leadership Foundation Academy conference.

13. Committee Reports

A. Engineering Committee (EC) meeting was held on December 3, 2014.

Director Juliussen reported that the EC reviewed the following two items:

- Staff's recommendation that the Board adopt Ordinance No. 131 – Establishing the District's Capacity Fee and Amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule; and
- Staff's recommendation that the General Manager execute a sole source Purchase Agreement with Plumber's Depot for the purchase of a new trailer mounted jetter in an amount not to exceed \$51,539.

He stated that the EC agreed with both recommendations and that they will be discussed later in the agenda. He also stated that the EC received an update on the B1/B2 Force Main Replacement Project and a report on the Via Terressa sewer spill in Encinitas.

B. Investment & Finance Committee meeting was held on December 9, 2014.

Director Hanson reported that the IFC reviewed the FY14 Comprehensive Annual Financial Report (CAFR) and it will be reviewed by the Board later in the agenda.

PUBLIC HEARING

14. Public Hearing to consider the following:

A. A proposal to adopt an ordinance establishing the District's Capacity Fee and Amending the Equivalent Dwelling unit Factors Capacity Fee Schedule.

TSM Morishita stated the purpose of the public hearing is to receive comments on Ordinance No. 131.

President Kulchin opened the public hearing for comments.

No public comments were provided. President Kulchin closed the public hearing.

ACTION ITEMS

President Kulchin moved item 16 up for discussion.

16. Adopt Ordinance No. 131 – Establishing the District's Capacity Fee and Amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule.

Director Sullivan commented that the District's fees are the lowest in San Diego and the Board has reviewed this thoroughly.

Upon a motion duly made by Director Hanson, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Ordinance No. 131 – Establishing the District's Capacity Fee and Amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule by the following vote:

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

15. Receive and file the Fiscal Year 2014 (FY14) Comprehensive Annual Financial Report (CAFR).

CPA Duffey presented this item noting that the IFC reviewed the CAFR at their meeting yesterday. He presented the following MD&A's highlights indicating:

- The District's wastewater service charges were unchanged at \$258.21/EDU/year
- The District added 342 equivalent dwelling units increasing our connected units to 28,278;
- Operating revenues and expenses increased \$85,000 and \$78,000 respectively;
- Investment earnings increased \$226,000 from 2013;
- Gain of \$617,000 in donated subsurface lines;
- The District's net position increased \$1.8 million from 2013;
- Statistical sections of the CAFR; and
- The FY14 Budget to Actual (without depreciation expensed)

CPA Duffey introduced Mr. Harvey Schroeder to provide the highlights of the financial statements.

Mr. Schroeder presented the auditor's internal report indicated that the audit was a clean, unqualified opinion for the year ending FY 2014 and that no management letter was issued. He provided a summary of the Basic Financial Statements and notes, along with supplemental information. He noted that GASB 68 will be implemented during this upcoming fiscal year and the new requirement will change the net position figure demonstrating the District's pension liability in next year's audit.

Following discussion, upon a motion duly made by Vice President Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors received and filed the FY 2014 CAFR by the following vote:

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

17. Adopt Ordinance No. 132 correcting a prior Ordinance which increases the District's wastewater service charge.

GM Bushee presented the item stating that Ordinance No. 132 will correct Ordinance No. 129 relating to the District's wastewater service charge. He stated that there was an administrative error in the Ordinance which incorrectly stated the effective dates of the increases. He noted that the proposition 218 notice was correct and the Ordinance No. 132 will be consistent with the

notice.

Upon a motion duly made by Director Omsted, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors adopted Ordinance No. 132 correcting a prior Ordinance which increases the District's wastewater service charge by the following vote:

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

18. Award of Purchase Contract to Procure a Trailer Mounted Jetter

Authorize the General Manager to execute a sole source Purchase Agreement with Plumber's Depot for the purchase of a new trailer mounted jetter in an amount not to exceed \$51,539.

TSM Morishita introduced Field Services Technician III Mauricio Avalos to present an overview of staff's recommendation to purchase a new trailer mounted jetter.

FST Avalos provided an overview of staff's recommendation. He also provided information on the benefits of the jetter and how it will improve work quality. In addition, he reviewed the three different jetter technologies evaluated and recommended the preferred jetter technology to the Board.

The Board asked several questions relating to the jetter. FST Avalos answered their questions.

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source Purchase Agreement with Plumber's Depot for the purchase of a new trailer mounted jetter in an amount not to exceed \$51,539 by the following vote:

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

19. Local Agency Formation Commission (LAFCO) 2014 Special Districts Election.

EA Hill presented the item stating that LAFCO is requesting that the Board vote on two available positions, one regular district member and one alternate district member. She stated the names of the candidates running for the positions. She noted that included in the agenda is LAFCO nominating committee's report along with their recommendations. She noted that Director Hanson was on the committee.

Upon a motion duly made by Director Hanson, seconded by Director Omsted, and carried, the Board of Directors voted for Jo MacKenzie for the Regular LAFCO Special District Member and

Edmund K. Sprague for the Alternate LAFCO Special District member by the following vote:

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

20. Board of Directors Election of Officers

EA Hill presented the item stating that LWD's Resolution No. 2118 establishes a policy that calls for the Board to elect a President and Vice President.

Upon a motion duly made by Director Omsted, seconded by President Kulchin, and carried, the Board of Directors elected Vice President Juliussen as the Board President for Calendar Year 2015 by the following vote:

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

Upon a motion duly made by Director Hanson, seconded by Director Sullivan and carried, the Board of Directors elected Director Omsted as the Board Vice President for Calendar Year 2015 by the following vote:

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

Director Omsted suggested a new Board protocol on facilitating a Board meeting to Vice President Juliussen. He stated that during the CSDA Leadership Academy conference, the Board learned that after an action item is presented to the Board, the President may forego a vote by stating that if there are no objections the item passes unanimously.

21. CASA's Request that LWD Designate Agency Representatives

EA Hill presented the item stating that during May 2014 the Board approved CASA's bylaws. She indicated that the new bylaws require member agencies to designate an agency representative and two alternates that will exercise the District's voting rights and other privileges. She stated staff recommends that the Board designate the President as the agency representative, the Vice President as alternate one, and the General Manager as alternate two.

She also stated that CASA is requesting that the Board agree that the District will receive and send official communications by email. She noted that GM Bushee already receives CASA's communications by email. GM Bushee noted that the Board is also on CASA's email list.

President Kulchin motioned for the vote, there were no objections; therefore the Board unanimously approved that 1) the District's CASA designated representative is the President, alternate one is the Vice President, alternate two is the General Manager and that the District may receive and send CASA official communication by email by the following vote:

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

22. State Proposition 84 – Round 2 Grant Funding Agreement with the Olivenhain Municipal Water District.

Authorize the General Manager to execute an Agreement for the Integrated Regional Water Management Program between the Olivenhain Municipal Water District and the Local Project Participants for the Administration and Disbursement of the State Proposition 84 Round 2 Funding for Recycled Water Projects.

GM Bushee presented the item stating background on Integrated Regional Water Management Program and the approved funding amounts. He stated that in order for the District to receive its portion of the State Proposition 84 Round 2 funding this agreement must be executed.

President Kulchin motioned for the vote, there were no objections; therefore the Board unanimously authorized the General Manager to execute an Agreement for the Integrated Regional Water Management Program between the Olivenhain Municipal Water District and the Local Project Participants for the Administration and Disbursement of the State Proposition 84 Round 2 Funding for Recycled Water Projects by the following vote:

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

INFORMATION ITEMS

23. Project Status Updates and Other Informational Reports

- A. 2015 CASA Winter Conference is scheduled for January 21-23, 2015 at the Hilton Palm Springs.

EA Hill announced the upcoming CASA Conference dates and noted that all Board members have hotel reservations. She noted that if anyone is not planning on attending to contact her.

24. Directors' Meetings and Conference Reports

GM Bushee noted an error on the agenda, indicating that there was the CSDA Leadership Academy Conference that the Board attended this month.

A. 2014 CSDA's Special District Leadership Foundation Academy was held at the Embassy Suites in Garden Grove, CA.

Director Sullivan stated that as part of her Board participation on the CSDA Board, she suggested to CSDA that they update their training courses for experienced Board members. She stated that this conference included a track for experienced Board members including sessions that updated the Board members on new regulations and information about Special Districts. She also noted that the Board attended the No Harassment course during the conference.

Director Hanson stated that the conference had good refresher courses.

Director Omsted noted that he met Board members from Alaska that attended the conference, indicating that this reflected positively for CSDA.

Vice President Juliussen stated that he attended training on the 700 form. He noted a requirement to report donations if they relate to charity businesses. He also noted the statute of limitations on the 700 form is three years.

President Kulchin stated that overall it was a good conference.

25. General Manager's Report

- The Holiday Luncheon is scheduled for tomorrow at noon located at Buca di Beppo, and
- The Board Strategic Planning session is scheduled for February 19, 2015 and Board interviews with Brent Ives have been scheduled for January 13, 2015.

26. General Counsel's Report

General Counsel Brechtel reported on a new bill that requires public agencies to disclose employee's compensation on the agency's website or a link to the State Controller's website. He noted that the new law takes effect January 2015.

He stated that he will follow up with the requirements for reporting charitable contributions on the form 700.

27. Board of Director's Comments

Director Hanson congratulated Directors Sullivan and Kulchin for winning their election.

Vice President Juliussen stated that he would like to add an agenda item to the January Board agenda. He indicated that he would like for the Board to discuss a policy that the Board President reviews the agenda prior to posting it and sending it out.

GM Bushee stated that staff will include this in the January Board agenda. He noted that he provides this option to all Board Presidents.

Director Sullivan congratulated staff on a wonderful year and wished everyone happy holidays, Merry Christmas and a Happy New Year. She also noted her vacation schedule.

President Kulchin thanked everyone and the Board for this past year. He is glad the District is using Brent Ives to facilitate the Board Strategic Planning session and that he is looking forward to his interview.

He also requested that staff add a discussion item to review the Board's stipend to the January Board agenda. GM Bushee agreed to do so.

28. Adjournment

President Kulchin adjourned the meeting at 6:04 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resources Committee Meeting
January 6, 2015

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Tuesday, January 6, 2015 at 9:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Director Hanson called the meeting to order at 9:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Kulchin and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, and Administrative Specialist II Tianne Baity

3. Public Comment

No public comment was received.

4. New Business

- A. Recommend that the Board of Directors adopt Resolution No. 2256 – Amending the Human Resources Policy Manual (HRPM).

ASM LeMay presented the item stating the purpose and background of the HRPM. He provided a summary of the major revisions to the HRPM.

The HRC asked questions and for clarification throughout the review of the HRPM's revisions. Directors Hanson and Kulchin suggested minor revisions to the HRPM. GM Bushee agreed with the revisions and stated staff will make the changes.

Following discussion, the HRC agreed with staff's recommendation. ASM LeMay noted that the revised redlined HRPM with the committee's changes will be included in the January Board agenda packet.

5. Information Items

None.

6. Directors' Comments

Directors Hanson and Kulchin confirmed their interview with Brent Ives on January 13, 2015.

7. General Manager's Comments


GM Bushee stated that Director Hanson was named Vice Chair of LAFCO's Special Districts Advisory Committee.

8. Adjournment

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

Paul J. Bushee
Secretary/General Manager
(Seal)

MEMORANDUM

DATE: January 8, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of December/January Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 797,169.06.**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months December 5, 2014 – January 8, 2015.

Operating expenses totaled **\$ 273,407.90** while Capital Improvement Program expenses totaled **\$ 401,643.10.**

Payroll for employees and the Board totaled **\$ 122,118.06.**

Attached please find a year to date Employee and Board Payroll Report from November 2013 to December 2014 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 December/January 2015
Attachment 2	Accounts Payable Check Register dated December 9, 2014
Attachment 3	Payroll Check Register dated December 10, 2014
Attachment 4	Payroll Check Register dated December 11, 2014
Attachment 5	Accounts Payable Mgrs dated December 12, 2014
Attachment 6	Accounts Payable Check Register dated December 18, 2014
Attachment 7	Accounts Payable Check Register dated December 23, 2014
Attachment 8	Payroll Check Register dated December 24, 2014
Attachment 9	Accounts Payable Check Register dated January 1, 2015
Attachment 10	Board Payroll Check Register dated January 3, 2015
Attachment 11	Payroll Check Register dated January 7, 2015
Attachment 12	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

January 14, 2015

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check-12/10/2014	17678 - 17693	\$ 40,877.56	
Payroll Check-12/11/2014	17694 - 17695 Incentive	\$ 1,225.43	
Payroll Check-12/24/2014	17696 - 17711	\$ 39,259.31	
Board Payroll Check-1/3/2015	17712 - 17716	\$ 1,313.29	
Payroll Check- 1/7/2015	17717 - 17732	\$ 39,442.47	
	Total	\$122,118.06	
General Checking -12/9/2014	46167 - 46200	\$ 79,002.07	
General Checking - 12/18/2014	46201 - 46245	\$ 480,372.89	
General Checking - 12/23/2014	46246 - 46257	\$ 13,383.93	
General Checking - 1/1/2015	46258 - 46289	\$ 102,242.11	
	TOTAL	\$ 675,001.00	
	TOTAL		\$797,119.06
<u>MGRS CHECK</u>	359	\$50.00	
	GRAND TOTAL		\$797,169.06

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/9/2014 Through 12/9/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	46167	12/9/2014	<u>3,570.00</u>	FLOW MONITORING
	Total 46167		3,570.00	
ALLAN JULIUSSEN	46168	12/9/2014	<u>637.65</u>	REIMBURSE A. J. FOR SDLF
	Total 46168		637.65	
AMERICAN REPROGRAPHICS CO.,LLC	46169	12/9/2014	<u>32.00</u>	PLANS AND SPECS
	Total 46169		32.00	
AT&T	46170	12/9/2014	<u>195.34</u>	MODEM-OLD
AT&T		12/9/2014	<u>194.88</u>	NEW DIAL IN MODEM
	Total 46170		390.22	
CARLSBAD FUELS CORPORATION	46171	12/9/2014	<u>2,065.13</u>	VEHICLE FUEL
	Total 46171		2,065.13	
CASH	46172	12/9/2014	<u>201.80</u>	PETTY CASH-NOV/DEC'14
	Total 46172		201.80	
DATA NET	46173	12/9/2014	<u>2,310.60</u>	APC 500 REPLACEMENTS
DATA NET		12/9/2014	<u>1,745.00</u>	IS MAINT AND SUPPORT
DATA NET		12/9/2014	<u>1,550.00</u>	SHAREPOINT
	Total 46173		5,605.60	
DAVID KULCHIN	46174	12/9/2014	<u>630.35</u>	REIMBURSE DK FOR CSDA-SDLF
	Total 46174		630.35	
DONALD OMSTED	46175	12/9/2014	<u>86.16</u>	REIMBURSE DO FOR CASA SDLF
	Total 46175		86.16	
DOWNEY BRAND ATTORNEYS	46176	12/9/2014	<u>4,015.00</u>	LEGAL FEES FOR CLAIM
	Total 46176		4,015.00	
ELAINE SULLIVAN	46177	12/9/2014	<u>644.87</u>	REIMBURSE E.S. FOR SDLF
	Total 46177		644.87	
EVOQUA WATER TECHNOLOGIES, LLC	46178	12/9/2014	<u>9,108.36</u>	BIOXIDE
	Total 46178		9,108.36	
ICMA RETIREMENT-303979	46179	12/9/2014	<u>20,100.00</u>	DEFERRED COMP-
	Total 46179		20,100.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 10, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17678 - 17693	12/10/2014	\$40,877.56

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 11, 2014
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17694 - 17695	12/11/2014	\$1,225.43

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1006 - UNION BANK MGRS
From 12/12/2014 Through 12/12/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO COUNTY CLERK	359	12/12/2014	<u>50.00</u>	MGRS
	Total 359		<u>50.00</u>	
Report Total			<u>50.00</u>	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/9/2014 Through 12/9/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
JUDY HANSON	46180	12/9/2014	488.28	REIMBURSE FOR SDLF
	Total 46180		488.28	
LAGUNA MOUNTAIN ENVIRO, INC	46181	12/9/2014	2,766.00	CULTURAL MONITORING
	Total 46181		2,766.00	
OFFICE DEPOT, INC.	46182	12/9/2014	59.42	OFFICE SUPPLIES
	Total 46182		59.42	
OLIVENHAIN MUNICIPAL WATER DIST	46183	12/9/2014	37.94	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		12/9/2014	215.18	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		12/9/2014	209.76	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		12/9/2014	37.94	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		12/9/2014	37.94	WATER @ VP7
	Total 46183		538.76	
PERS RETIREMENT	46184	12/9/2014	13,550.25	EMPLOYEE RETIREMENT 11/23/14
	Total 46184		13,550.25	
PLANT PEOPLE	46185	12/9/2014	158.00	PLANT MAINT. @ OFFICE
	Total 46185		158.00	
PLUMBERS DEPOT, INC	46186	12/9/2014	43.20	SUPPLIES
	Total 46186		43.20	
PURCHASE POWER	46187	12/9/2014	48.59	POSTAGE
	Total 46187		48.59	
STEVEN RICHTER	46188	12/9/2014	2,769.11	CLAIM FOR DAMAGE TO CAR
	Total 46188		2,769.11	
ROCKWELL CONSTRUCTION SERVICES, INC	46189	12/9/2014	4,062.50	SCADA CONSULTING
	Total 46189		4,062.50	
AIR POLLUTION CONTROL DISTRICT	46190	12/9/2014	302.00	ADDITIONAL AMOUNT
	Total 46190		302.00	
TIANNE BAITY	46191	12/9/2014	38.80	REIMBURSE T.BAITY FOR NOTARY SUPPLIES

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/9/2014 Through 12/9/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46191		38.80	
TIERRA VERDE RESOURCES, INC	46192	12/9/2014	5.09	LANDSCAPING PARTS
	Total 46192		5.09	
TIM BESTAMENTE	46193	12/9/2014	150.00	REPAIRS
	Total 46193		150.00	
TRG & ASSOCIATES	46194	12/9/2014	4,147.50	PUBLIC INFORMATION-NOV
	Total 46194		4,147.50	
UNDERGROUND SERVICE ALERT OF	46195	12/9/2014	174.00	UNDERGROUND ALARM
	Total 46195		174.00	
UNIFIRST CORPORATION	46196	12/9/2014	188.91	LAUNDRY SERVICE
	Total 46196		188.91	
UNITED PARCEL	46197	12/9/2014	19.12	SHIPPING
	Total 46197		19.12	
VORTEX INDUSTRIES, INC	46198	12/9/2014	498.90	REPAIRS TO STEEL DOOR
	Total 46198		498.90	
WASTE MANAGEMENT	46199	12/9/2014	237.30	TRASH SERVICE
	Total 46199		237.30	
WATEREUSE ASSOCIATION	46200	12/9/2014	1,669.20	2015 MEMBERSHIP DUES
	Total 46200		1,669.20	
Report Total			79,002.07	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/18/2014 Through 12/18/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	46201	12/18/2014	143.02	PHONE @ BPS
	Total 46201		143.02	
AT&T	46202	12/18/2014	37.04	LOGG DISTANCE @BPS
	Total 46202		37.04	
BASE NINE CONSULTING	46203	12/18/2014	5,760.00	LPS GENERATOR PROGRAMING
	Total 46203		5,760.00	
BOOT WORLD, INC	46204	12/18/2014	34.78	SAFETY BOOTS FOR M. VALQS
	Total 46204		34.78	
BURTECH PIPELINE, INC	46205	12/18/2014	358,477.75	B1/B2 FORCE MAIN
	Total 46205		358,477.75	
CITY OF CARLSBAD	46206	12/18/2014	226.08	WATER @ PLANT/OFFICE
CITY OF CARLSBAD		12/18/2014	388.58	WATER @ VACTOR
	Total 46206		614.66	
CONEXIS	46207	12/18/2014	140.00	SEC 125 FLEX PLAN-NOVEMBER
	Total 46207		140.00	
CORODATA	46208	12/18/2014	74.98	STORAGE
	Total 46208		74.98	
CWEA	46209	12/18/2014	79.00	RENEWAL MEMEBERSHIP FOR S.K.
	Total 46209		79.00	
CWEA-SDS	46210	12/18/2014	40.00	WASTEWATER CONF
	Total 46210		40.00	
DATA NET	46211	12/18/2014	952.50	IS MAINT AND SUPPORT
	Total 46211		952.50	
DION INTERNATIONAL TRUCKS INC	46212	12/18/2014	2,363.49	VACTOR REPAIR
	Total 46212		2,363.49	
DOWNSTREAM SERVICES, INC.	46213	12/18/2014	65.00	STORM WATER
	Total 46213		65.00	
DUDEK & ASSOCIATES	46214	12/18/2014	6,901.72	GE/CIP/OCT/200/346/342/347
DUDEK & ASSOCIATES		12/18/2014	4,410.00	GE/CIP/SEPT/200/346
	Total 46214		11,311.72	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/18/2014 Through 12/18/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
EVOQUA WATER TECHNOLOGIES, LLC	46215	12/18/2014	8,431.56	BIOXIDE
	Total 46215		8,431.56	
I2B NETWORKS, INC	46216	12/18/2014	160.00	WEB CAM @BPS
	Total 46216		160.00	
ICMA RETIREMENT-303979	46217	12/18/2014	2,734.01	DEFERRED COMP-ICMA
	Total 46217		2,734.01	
INFRASTRUCTURE ENGINEERING CORP	46218	12/18/2014	5,669.93	B2 SEWER FORCE MAIN REPLACMENT
INFRASTRUCTURE ENGINEERING CORP		12/18/2014	1,255.00	FY15 GRAVIETY SEWER
INFRASTRUCTURE ENGINEERING CORP		12/18/2014	1,365.00	LPS GENERATOR REPLACEMENT
INFRASTRUCTURE ENGINEERING CORP		12/18/2014	3,947.50	SAXONY PS
	Total 46218		12,237.43	
JACKSON & BLANC	46219	12/18/2014	1,570.25	HVAC MAINT
	Total 46219		1,570.25	
JEFF BILLS	46220	12/18/2014	3,000.00	CONSULTING FEES-DEC
	Total 46220		3,000.00	
NANCY MCCALED	46221	12/18/2014	3,000.00	LATERAL REIMBURSEMENT
	Total 46221		3,000.00	
MITSUBISHI ELECTRIC US, INC	46222	12/18/2014	981.00	ELEVATOR TESTING
	Total 46222		981.00	
NATIONWIDE RETIREMENT SOLUTIONS	46223	12/18/2014	125.00	DEFERRED COMP
	Total 46223		125.00	
OFFICE DEPOT, INC.	46224	12/18/2014	170.56	OFFICE SUPPLIES
	Total 46224		170.56	
ONE SOURCE DISTRIBUTERS	46225	12/18/2014	5,459.40	LOCATER MARKER BALL SYSTEM
	Total 46225		5,459.40	
PALOMAR WATER, LLC	46226	12/18/2014	139.26	BOTTLED WATER DELIVERED TO OFFICE
	Total 46226		139.26	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/18/2014 Through 12/18/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PERS RETIREMENT	46227	12/18/2014	312.30	BOARD RETIREMENT ENDING 11/30/14
PERS RETIREMENT		12/18/2014	13,550.25	EMPLOYEE RETIREMENT ENDING 12/7/14
	Total 46227		13,862.55	
PLUMBERS DEPOT, INC	46228	12/18/2014	608.64	PARTS
	Total 46228		608.64	
RICHARD STINSON	46229	12/18/2014	10,500.00	CONSTRUCTION CONSULTING
	Total 46229		10,500.00	
R. J. SAFETY SUPPLY CO., INC.	46230	12/18/2014	235.98	SAFETY ITEMS
R. J. SAFETY SUPPLY CO., INC.		12/18/2014	57.03	SAFETY LENS
	Total 46230		293.01	
ROCKS BIOLOGICAL CONSULTING	46231	12/18/2014	1,801.94	BIOLOGICAL MONITORING @B1/B2
	Total 46231		1,801.94	
ROCKWELL CONSTRUCTION SERVICES, INC	46232	12/18/2014	312.50	LPS GENERATOR
ROCKWELL CONSTRUCTION SERVICES, INC		12/18/2014	250.00	VFD REVIEW
	Total 46232		562.50	
SAN DIEGO NATURAL HISTORY MUSEUM	46233	12/18/2014	1,725.20	MONITORING
	Total 46233		1,725.20	
SAN DIEGO UNION TRIBUNE	46234	12/18/2014	81.26	PUBLIC NOTICE
	Total 46234		81.26	
SAN DIEGUITO WATER DISTRICT	46235	12/18/2014	269.12	WATER @ TANKER
	Total 46235		269.12	
SAN DIEGO GAS & ELECTIRC	46236	12/18/2014	940.23	Electric @ EEPS
SAN DIEGO GAS & ELECTIRC		12/18/2014	15,682.33	Electric @ LPS/Office
	Total 46236		16,622.56	
SOUTHERN CONTRACTING COMPANY	46237	12/18/2014	2,595.00	CHART RECORDER
SOUTHERN CONTRACTING COMPANY		12/18/2014	1,263.00	Electrical work @LPS/BPS
SOUTHERN CONTRACTING COMPANY		12/18/2014	540.40	VFD SWITCH

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/18/2014 Through 12/18/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46237		4,398.40	
TELEPACIFIC COMMUNICATIONS	46238	12/18/2014	1,068.63	PHONE SYSTEM
	Total 46238		1,068.63	
THE HOME DEPOT CRC/GEFC	46239	12/18/2014	143.96	SUPPLIES
	Total 46239		143.96	
UNIFIRST CORPORATION	46240	12/18/2014	188.91	LAUNDRY SERVICE
	Total 46240		188.91	
U.S. BANK	46241	12/18/2014	3,087.75	CONFERENCES, MEETINGS, SUPPLIES, ETC
	Total 46241		3,087.75	
VERIZON WIRELESS	46242	12/18/2014	1,411.26	CELL PHONE CHARGES-OCT-DEC
VERIZON WIRELESS		12/18/2014	49.23	CELL PHONES
	Total 46242		1,460.49	
WHITE NELSON DIEL EVANS LLP	46243	12/18/2014	2,250.00	AUDITORS
	Total 46243		2,250.00	
WORDEN WILLIAMS, APC	46244	12/18/2014	3,262.80	LEGAL FEES-NOVEMBER
	Total 46244		3,262.80	
XEROX CORPORATION	46245	12/18/2014	82.76	COPIER MAINT
	Total 46245		82.76	
Report Total			480,372.89	

Leucadia Wastewater District
US Bank Credit Card
From 12/18/2014 Through 12/18/2014

Vendor Name	Effective Date	Original Invoice Number	Check Number	Expenses	GL Code	Transaction Description	GL Title
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	(400.00)	4330	credit-CSDA	BOARD CONFERENCES
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	506.28	4330	CSDA Conf-D.O.	BOARD CONFERENCES
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	99.00	4950	Membership-Scada	COMPUTER SERVICE
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	360.00	5520	Sulfur Testing @ BPS	REPAIR & MAINT PUMP STATION
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	654.84	5540	TV Van Repairs	VEHICLES
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	489.90	5540	Vehicle Repair	VEHICLES
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	5.00	5710	Airfare CSRMA Meeting	TRAINING, EDUCATION & CONFERNC
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	346.23	5710	Cal Pers Forum	TRAINING, EDUCATION & CONFERNC
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	441.20	5710	CWEA Training-Airfare	TRAINING, EDUCATION & CONFERNC
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	236.61	5710	CWEA Training-hotel	TRAINING, EDUCATION & CONFERNC
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	135.00	5710	GFOA Webnair Training	TRAINING, EDUCATION & CONFERNC
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	26.99	5735	Dec birthday meeting	EMPLOYEE RECOGNITION
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	30.00	5910	Internet Fee	TELEPHONE
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	130.00	5910	Internet/web hosting	TELEPHONE
U.S. BANK	12/18/2014	USBANK-11/24/14	46241	<u>26.70</u>	6420	Ewa Meeting	ENCINA CAPITAL

Total
12/18/2014

3,087.75

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Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/23/2014 Through 12/23/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
BERGELECTRIC CORP	46246	12/23/2014	181.40	ELEC WORK @ LPS
	Total 46246		181.40	
BRIAN SMITH	46247	12/23/2014	2,014.83	REFUND FOR CAPACITY/SEWER
	Total 46247		2,014.83	
CWEA	46248	12/23/2014	79.00	CWEA COLLECTION-H. GONZA.
CWEA		12/23/2014	156.00	CWEA MEMBERSHIP-2015
CWEA		12/23/2014	156.00	CWEA MEMBERSHIP-MENDEZ-2015
CWEA		12/23/2014	156.00	CWEA MEMBERSHIP-RIFFEL-2015
	Total 46248		547.00	
HAAKER EQUIPMENT CO	46249	12/23/2014	473.16	PARTS
	Total 46249		473.16	
KEVIN SCANLON	46250	12/23/2014	2,014.83	REFUND FOR CAPACITY/SEWER
	Total 46250		2,014.83	
PITNEY BOWES GLOBAL FINANCIAL LLC	46251	12/23/2014	155.87	POSTAGE METER RENTAL
	Total 46251		155.87	
PLUMBERS DEPOT, INC	46252	12/23/2014	806.44	PARTS
PLUMBERS DEPOT, INC		12/23/2014	1,175.42	PARTS FOR CAMERA
	Total 46252		1,981.86	
PRIZM JANITORIAL SERVICES, INC	46253	12/23/2014	1,473.32	JANITORIAL SERVICE
	Total 46253		1,473.32	
RCP BLOCK & BRICK, INC	46254	12/23/2014	84.24	FLOOD CONTROL BAG
	Total 46254		84.24	
R. J. SAFETY SUPPLY CO., INC.	46255	12/23/2014	101.50	SAFETY ITEMS
	Total 46255		101.50	
SAN DIEGO GAS & ELECTIRC	46256	12/23/2014	139.59	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		12/23/2014	492.60	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		12/23/2014	828.67	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		12/23/2014	947.95	ELECTRIC @ LC PS
SAN DIEGO GAS & ELECTIRC		12/23/2014	156.15	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		12/23/2014	884.29	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		12/23/2014	359.05	ELECTRIC @ VP5
SAN DIEGO GAS & ELECTIRC		12/23/2014	161.93	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		12/23/2014	1.27	NAT GAS @ E.E.
	Total 46256		3,971.50	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 12/23/2014 Through 12/23/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNIFIRST CORPORATION	46257	12/23/2014	<u>384.42</u>	LAUNDRY SERVICE
	Total 46257		<u>384.42</u>	
Report Total			<u>13,383.93</u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 24, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17696 - 17711	12/24/2014	\$39,259.31

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

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ANTIMITE TERMITE & PEST CONTROL	46258	1/1/2015	56.00	MONTHLY PEST SERVICE
	Total 46258		56.00	
AT&T	46259	1/1/2015	61.02	ODOR CONTROL MODEM
AT&T		1/1/2015	247.51	OFFICE ELEVATOR PHONE
	Total 46259		308.53	
BASE NINE CONSULTING	46260	1/1/2015	16,440.00	REPLACE PLC @ AWT
BASE NINE CONSULTING		1/1/2015	14,640.00	REPLACE PLC @ LPS
	Total 46260		31,080.00	
BATTERIESPLUS	46261	1/1/2015	39.04	BAT ODALOGS @ BPS
	Total 46261		39.04	
BROWNELL AND DUFFEY CPA	46262	1/1/2015	8,902.50	ACCT FEES-DEC
	Total 46262		8,902.50	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	46263	1/1/2015	22,481.12	BRD/EMPLY HEALTH INS-JAN
	Total 46263		22,481.12	
CARLSBAD FUELS CORPORATION	46264	1/1/2015	2,020.01	VEHICLE FUEL
	Total 46264		2,020.01	
COSCO FIRE PROTECTION	46265	1/1/2015	210.00	ELEVATOR TESTING
	Total 46265		210.00	
CUES, INC	46266	1/1/2015	2,943.24	CCTV VAN REPAIRS
	Total 46266		2,943.24	
DION INTERNATIONAL TRUCKS INC	46267	1/1/2015	119.50	VACTOR SERVICE/MAINT
	Total 46267		119.50	
GABRIEL MENDEZ	46268	1/1/2015	304.12	REIMBURSE FOR CLASS
	Total 46268		304.12	
GREAT AMERICA FINANCIAL SERVICES	46269	1/1/2015	723.18	COPIER LEASE
	Total 46269		723.18	
HARTFORD LIFE & ACCIDENT INS.	46270	1/1/2015	368.00	LIFE INS-JANUARY

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

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46270		368.00	
ICMA RETIREMENT-303979	46271	1/1/2015	<u>2,683.12</u>	DEFERRED COMP
	Total 46271		2,683.12	
INFRASTRUCTURE ENGINEERING CORP	46272	1/1/2015	<u>400.00</u>	AS NEEDED GIS
	Total 46272		400.00	
MES VISION	46273	1/1/2015	<u>325.27</u>	VISION INS-JAN
	Total 46273		325.27	
NAPA AUTO	46274	1/1/2015	203.28	FILTERS/SEALANTS
NAPA AUTO		1/1/2015	20.07	FLUID
NAPA AUTO		1/1/2015	<u>19.50</u>	WIPER BLADES
	Total 46274		242.85	
NATIONWIDE RETIREMENT SOLUTIONS	46275	1/1/2015	<u>125.00</u>	DEFERRED COMP
	Total 46275		125.00	
nfpACCOUNTING TECHNOLOGIES	46276	1/1/2015	4,250.00	BALANCE ON MIP ACCOUNTING
nfpACCOUNTING TECHNOLOGIES		1/1/2015	<u>1,542.02</u>	DEPOSIT FOR ADDITIONAL LICENSES
	Total 46276		5,792.02	
OFFICE DEPOT, INC.	46277	1/1/2015	<u>270.51</u>	OFFICE SUPPLIES
	Total 46277		270.51	
PALOMAR INVESTIGATIVE GROUP	46278	1/1/2015	<u>95.00</u>	BACKGROUND SEARCH
	Total 46278		95.00	
PURCHASE POWER	46279	1/1/2015	<u>123.03</u>	POSTAGE/SHIPPING
	Total 46279		123.03	
QUALITY CHEVROLET	46280	1/1/2015	<u>957.35</u>	VEHICLE MAINT AND REPAIR
	Total 46280		957.35	
AIR POLLUTION CONTROL DISTRICT	46281	1/1/2015	<u>75.00</u>	ADDITIONAL DEPOSIT FOR PERMIT
	Total 46281		75.00	
SAN DIEGO GAS & ELECTIRC	46282	1/1/2015	<u>15,205.94</u>	ELECTRIC @ BPS
	Total 46282		15,205.94	

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

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SOUTHERN CONTRACTING COMPANY	46283	1/1/2015	1,980.00	ELECTRICAL WORK @ LPS
	Total 46283		1,980.00	
THE GUARDIAN	46284	1/1/2015	3,593.16	DENTAL/DISABILITY INS-JAN
	Total 46284		3,593.16	
TODD AMOS	46285	1/1/2015	306.00	REIMBURSE FOR TEST AND CLASS
	Total 46285		306.00	
TRI COMMUNITY ANSWERING SERVICE	46286	1/1/2015	90.00	ANSWERING SERVICE-DEC
	Total 46286		90.00	
TRISHA HILL	46287	1/1/2015	31.14	NOTARY SUPPLIES
	Total 46287		31.14	
UNIFIRST CORPORATION	46288	1/1/2015	188.91	LAUNDRY SERVICE
	Total 46288		188.91	
WASTE MANAGEMENT	46289	1/1/2015	202.57	TRASH SERVICE
	Total 46289		202.57	
Report Total			102,242.11	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: January 3, 2015

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17712 - 17716	1/3/2015	\$1,313.29

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 7, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17717 - 17732	1/7/2015	\$39,442.47

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

<u>DECEMBER</u>	2013		
12/2/2013	Board		\$5,776.75
12/5/2013	Employee	Sick buy back	\$20,174.25
12/11/2013	Employee		\$41,450.93
12/12/2013	Employee	Incentive	2339.09
12/25/2013	Employee		
	TOTAL		\$69,741.02

<u>JANUARY</u>	2014		
1/3/2014	Board		\$1,475.84
1/8/2014	Employee		\$41,481.11
1/22/2014	Employee		<u>\$42,221.41</u>
	TOTAL		\$85,178.36

<u>FEBRUARY</u>			
2/1/2014	Board		\$3,942.03
2/5/2014	Employee		\$43,297.27
2/12/2014	Employee	Incentive	\$2,994.35
2/19/2014	Employee		<u>\$41,851.01</u>
	TOTAL		\$92,084.66

<u>APRIL</u>			
4/1/2014	Board		\$4,128.58
4/2/2014	Employee		\$41,623.74
4/9/2014	Employee	Incentive	\$921.19
4/16/2014	Employee		\$41,646.80
4/30/2014	Employee		<u>\$41,490.61</u>
	TOTAL		\$129,810.92

<u>MAY</u>			
5/2/2014	Board		\$3,750.39
5/12/2014	Employee	Incentive	\$921.19
5/14/2014	Employee		\$42,793.88
5/28/2014	Employee		<u>\$41,948.64</u>
	TOTAL		\$89,414.10

<u>JUNE</u>			
6/2/2014	Board		\$3,803.65
6/11/2014	Employee		\$43,921.40
6/25/2014	Employee		<u>\$42,998.91</u>
	TOTAL		\$90,723.96

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

JULY

7/3/2014	Board		\$2,949.20
7/9/2014	Employee		\$43,104.03
7/23/2014	Employee		\$43,900.37
	TOTAL		\$89,953.60

AUGUST

8/5/2014	Board		\$2,848.67
8/6/2014	Employee		\$44,841.35
8/13/2014	Employee	Incentive	\$18,121.75
8/20/2014	Employee		\$44,093.61
	TOTAL		\$109,905.38

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

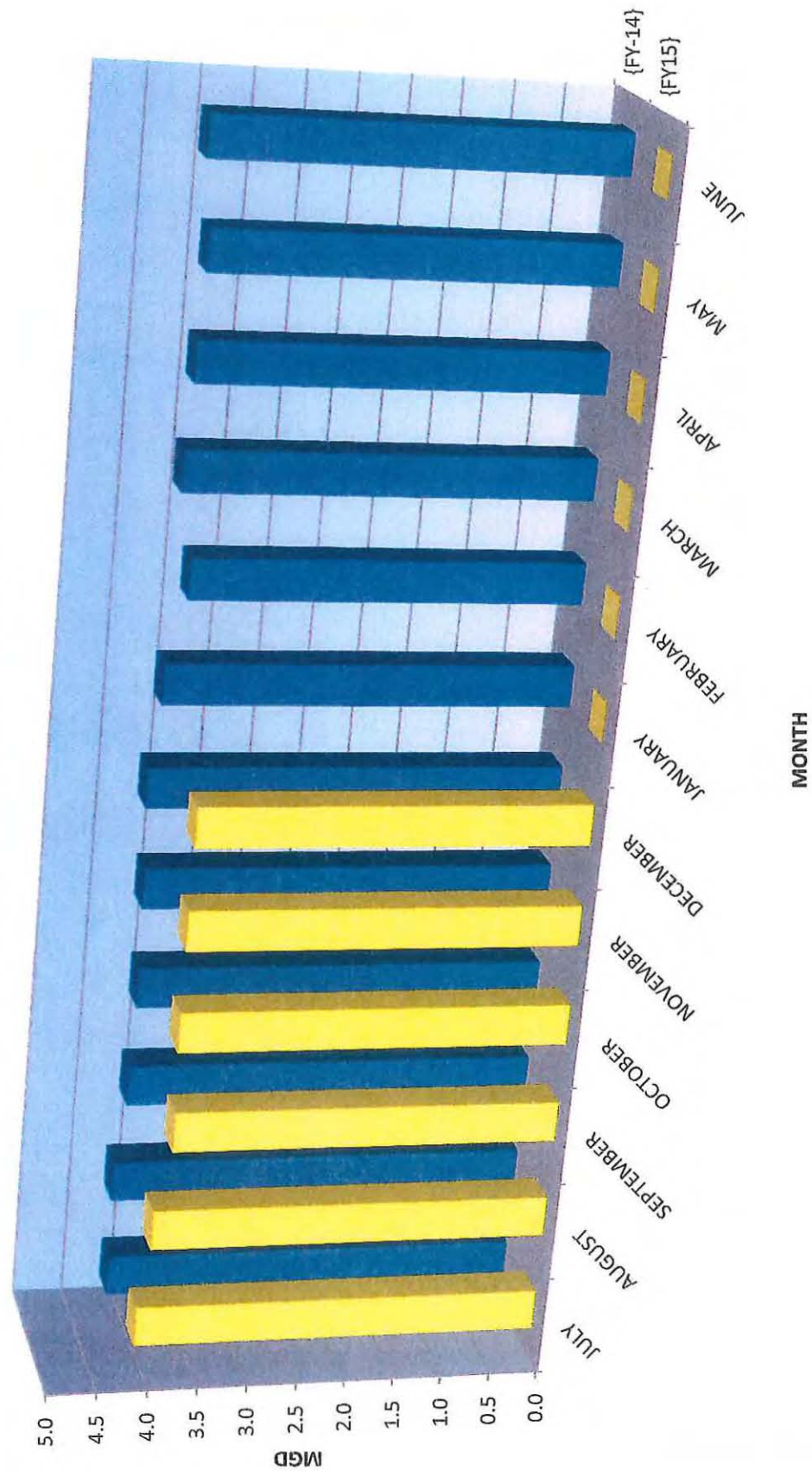
2015

1/3/2015	Board		\$1,313.29
1/7/2015	Employee		\$39,442.47
	TOTAL		\$40,755.76

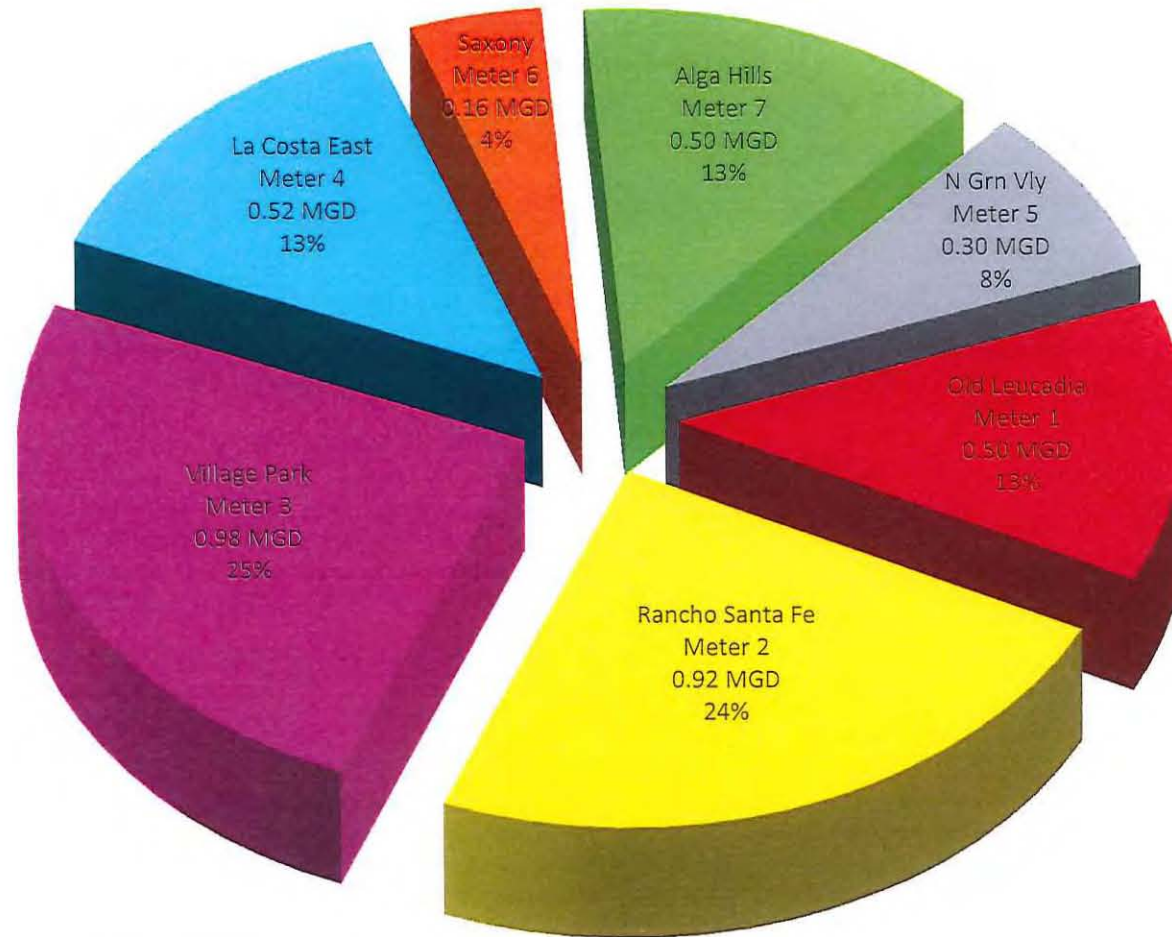
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2015 (July 2014 - June 2015)**

CURRENT MONTH - November 2014							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,277	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.00	127.10	26	4.10	145	44.47	4.18
YTD	0.00	127.10	28,303				
AUGUST	0.32	124.31	37	4.01	141	39.19	4.20
YTD	0.32	124.31	28,340				
SEPTEMBER	0.00	116.10	26	3.87	136	20.26	4.12
YTD	0.00	116.10	28,365				
OCTOBER	0.00	120.90	14	3.90	137	29.66	4.10
YTD	0.00	120.90	28,380				
NOVEMBER	0.71	117.00	16	3.90	137	12.72	4.12
YTD	0.71	117.00	28,395				
DECEMBER	3.68	116.70	14	3.89	137	0.00	4.16
YTD	3.68	116.70	28,409				
JANUARY							4.08
YTD							
FEBRUARY							3.90
YTD							
MARCH							4.05
YTD							
APRIL							4.00
YTD							
MAY							3.96
YTD							
JUNE							4.04
YTD	0.00	0.00	0.00				
Annual Total	4.71	722.11	133			146.30	
Mo Average	0.79	120.35	22	3.95	139	24.38	4.08

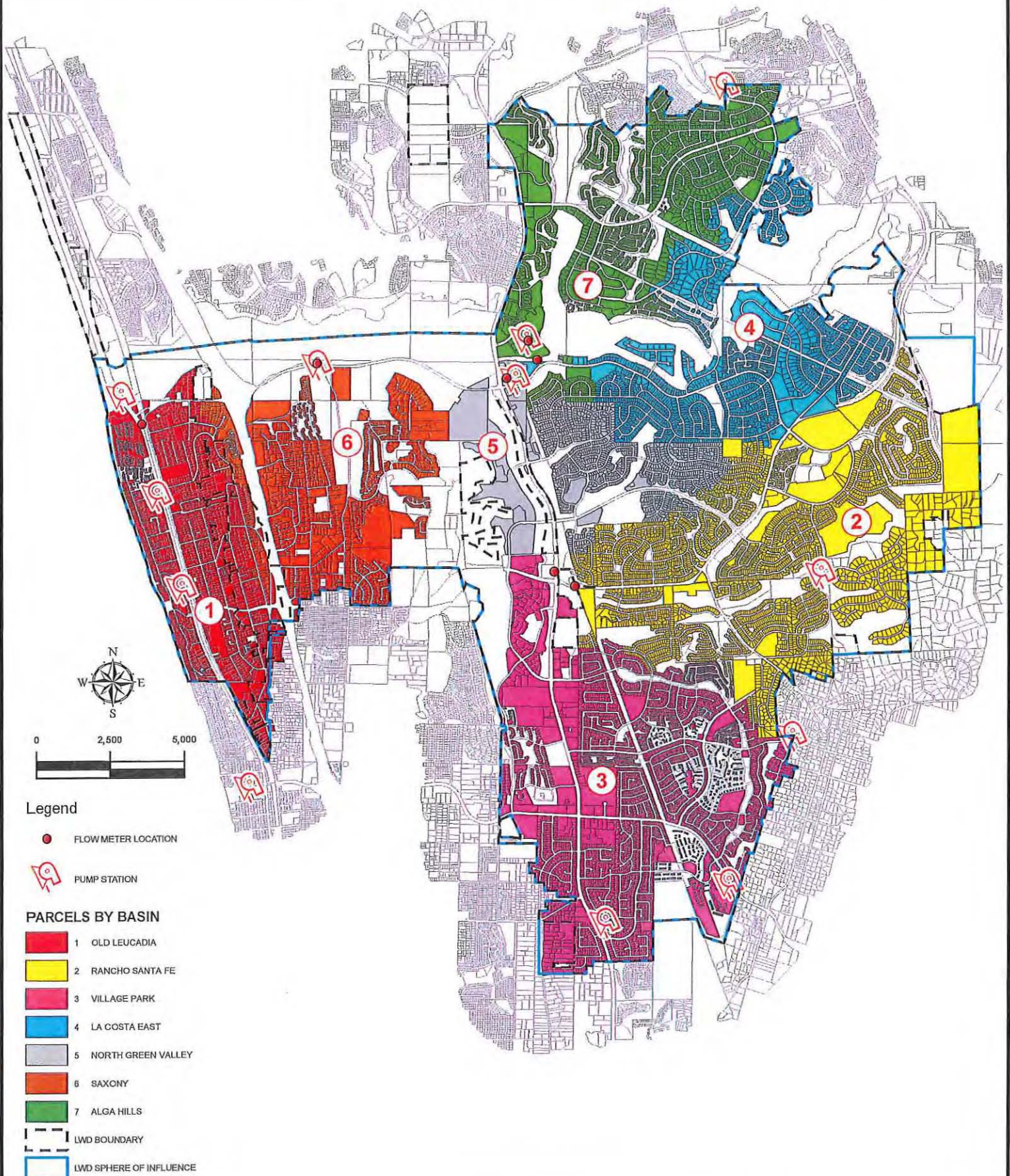
LEUCADIA WASTEWATER DISTRICT FLOW COMPARISON FY14 to FY15



**LWD Flows by Sub-Basin
December 2014
Total LWD Flow = 3.89 MGD**



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet
As of 12/31/2014

		Current Year
Assets		
Cash & Investments	1CAS	35,796,811.22
Accounts Receivables	2A/R	81,426.65
Prepaid Expense	3PRE	643,988.56
Funds held with Encinca Wastewater Authority	4EWA	906,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	(48,616,593.63)
Total Assets		<u>133,676,603.02</u>
Total Assets		<u>133,676,603.02</u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	493,222.58
Developer Deposits	DEVD	260,974.04
Total Liabilities		<u>754,196.62</u>
Total Liabilities		<u>754,196.62</u>
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	37,577,007.14
Total Beginning Net Position		<u>135,592,534.73</u>
Current Change In Net Position		
Other		(2,670,128.33)
Total Current Change In Net Position		<u>(2,670,128.33)</u>
Total Net Position		<u>132,922,406.40</u>
Total Net Position		<u>132,922,406.40</u>
Total Liabilities & Net Position		<u>133,676,603.02</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2014 Through 12/31/2014

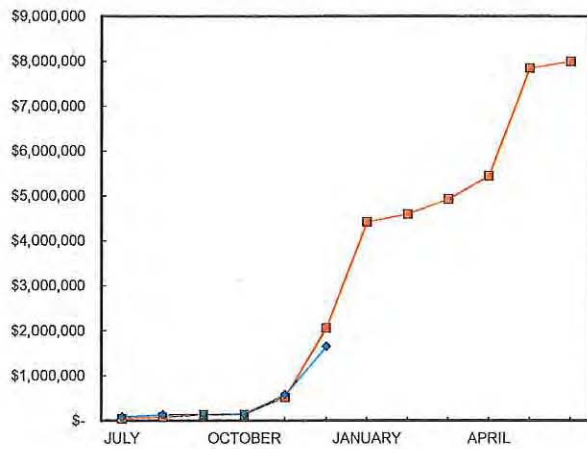
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	1,656,368.55	8,002,543.00	6,346,174.45	20.7%
3150 Recycled Water Sales	151,512.90	275,000.00	123,487.10	55.1%
3100 Misc. Operating Revenue	\$ 22,980.71	\$ 244,080.00	\$ 221,099.29	9.4%
TOTAL OPERATING REVENUES	\$1,830,862.16	\$8,521,623.00	\$6,690,760.84	21.5%
OPERATING EXPENSES				
4100 Salaries	\$ 773,516.92	\$1,592,462.00	\$ 818,945.08	48.6%
4200 Employee Benefits	328,215.31	818,080.00	489,864.69	40.1%
4300 Directors Expense	65,936.60	140,350.00	74,413.40	47.0%
4400 Election Expense	15,418.00	30,000.00	14,582.00	51.4%
4600 Gas, Oil & Fuel	17,842.68	46,000.00	28,157.32	38.8%
4700 Insurance Expense	54,899.18	118,000.00	63,100.82	46.5%
4800 Memberships	19,473.20	27,800.00	8,326.80	70.0%
4900 Office Expense	30,142.14	115,700.00	85,557.86	26.1%
5000 Operating Supplies	100,800.97	227,000.00	126,199.03	44.4%
5200 Professional Services	233,707.53	570,200.00	336,492.47	41.0%
5300 Printing & Publishing	11,075.18	32,000.00	20,924.82	34.6%
5400 Rents & Leases	10,277.05	19,100.00	8,822.95	53.8%
5500 Repairs & Maintenance	144,467.19	324,900.00	180,432.81	44.5%
5600 Monitoring & Permits	35,126.01	49,700.00	14,573.99	70.7%
5700 Training & Development	18,689.85	44,500.00	25,810.15	42.0%
5900 Utilities	216,536.11	429,400.00	212,863.89	50.4%
6100 LAFCO Operations	5,841.00	6,200.00	359.00	94.2%
6200 Encina Operating Expense	383,216.83	1,841,919.00	1,458,702.17	20.8%
6900 Admin O/H alloc to Capital	(60,847.91)	(114,164.00)	(53,316.09)	53.3%
TOTAL OPERATING EXPENSES	\$2,404,333.84	\$6,319,147.00	\$3,914,813.16	38.0%
NON-OPERATING REVENUES				
3130 Capacity Fees	535,241.66	180,270.00	(354,971.66)	296.9%
3220 Property Taxes	548,893.11	1,300,000.00	751,106.89	42.2%
3250 Investment Income	88,687.00	155,000.00	66,313.00	57.2%
3290 Misc. Non Op Revenue	2,725.24	677,484.00	674,758.76	0.4%
TOTAL NON-OPERATING REVENUES	\$1,175,547.01	\$2,312,754.00	\$1,137,206.99	50.8%

Leucadia Wastewater District

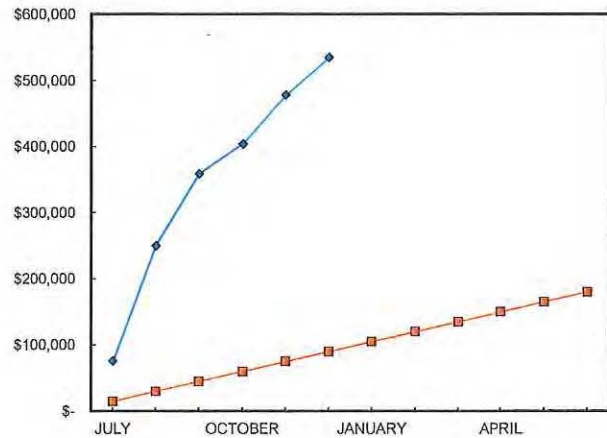
Revenue FY 2015

YTD through December 31, 2014

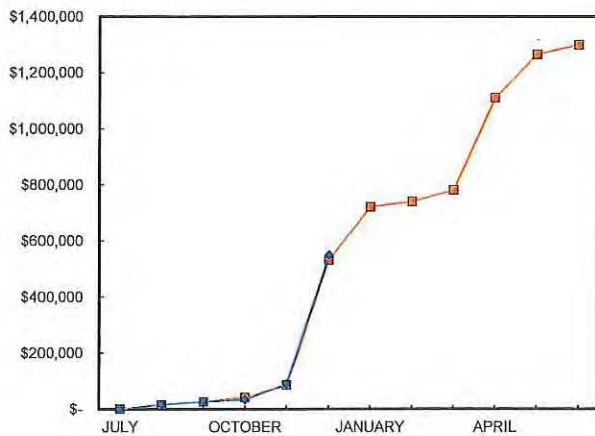
Sewer Service Fees



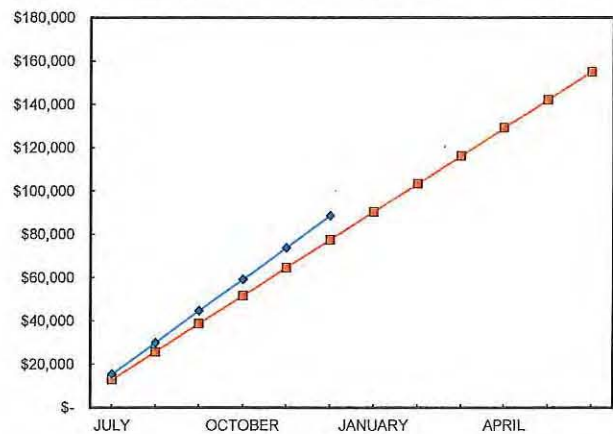
Capacity Charges



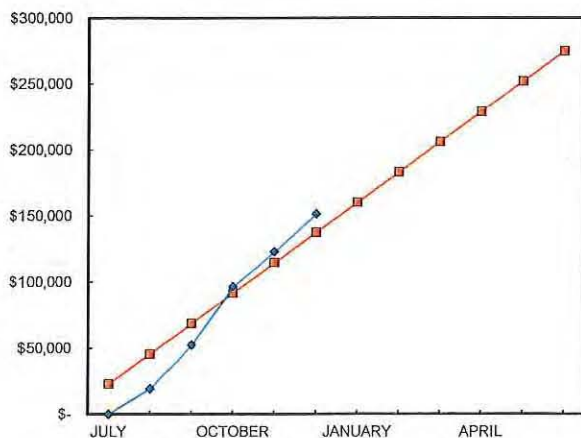
Property Taxes



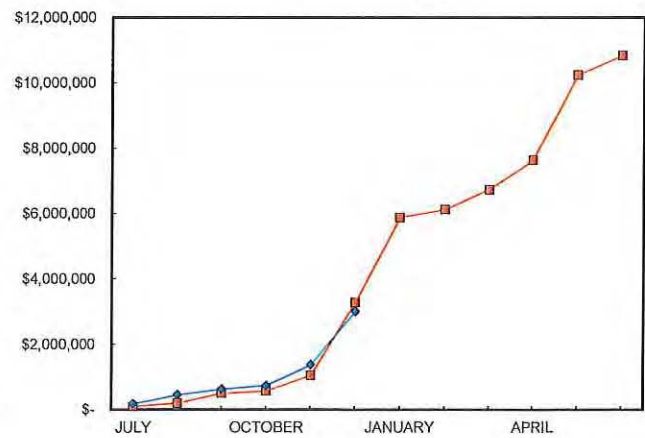
Investment Income



Recycled Wastewater



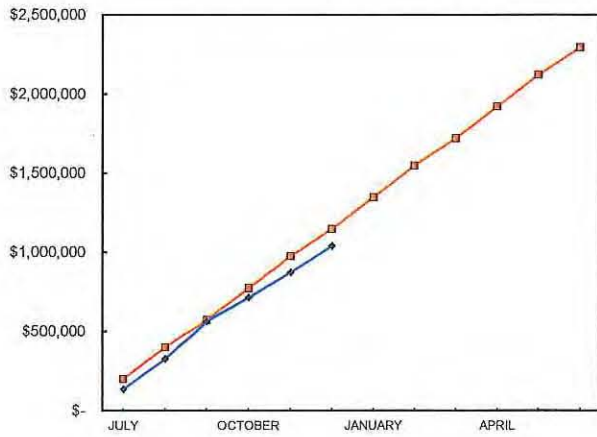
Total Revenue



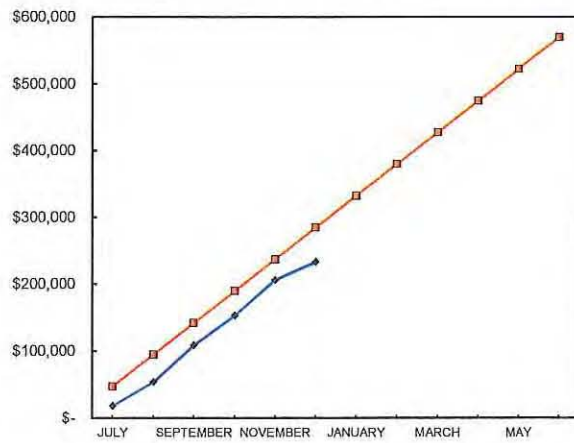
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2015 YTD through December 31, 2014

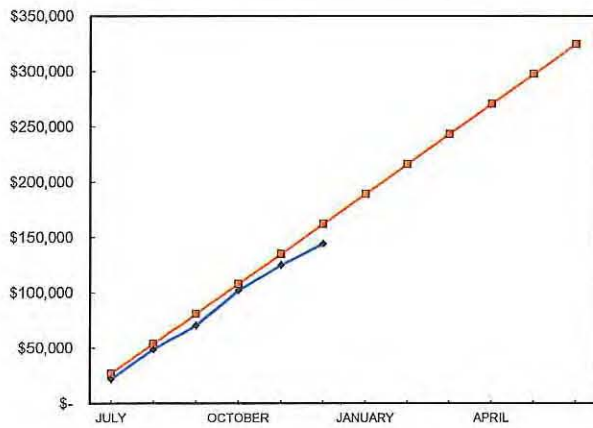
Salaries and Benefits



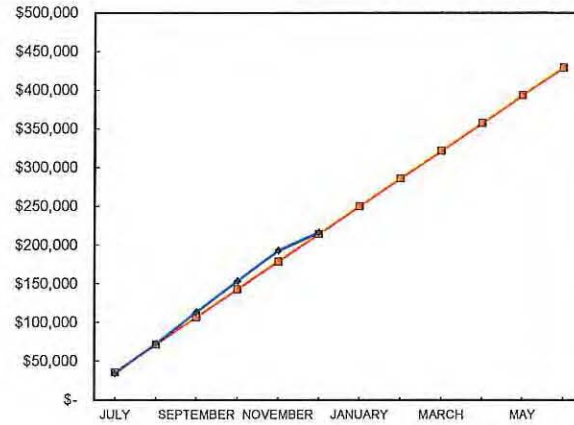
Professional Services



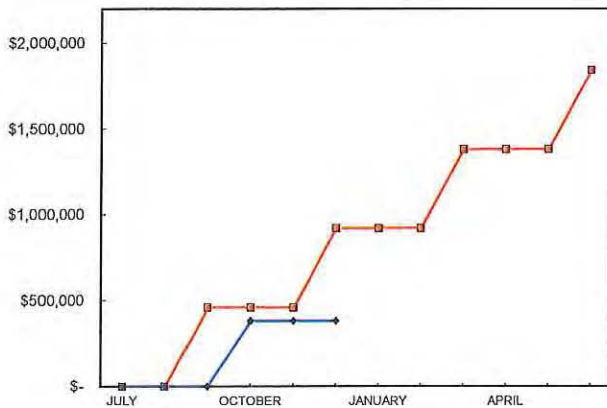
Repairs & Maintenance



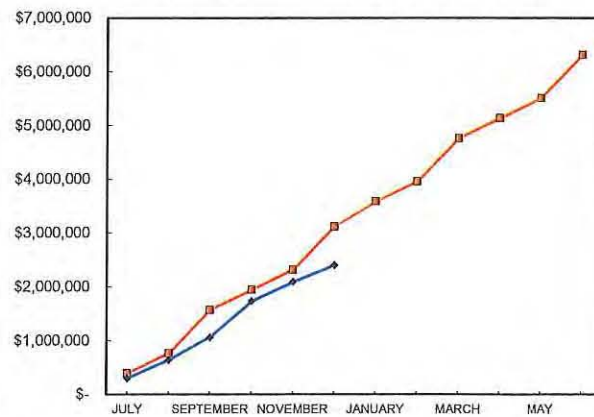
Utilities



Encina M&O



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



— Budget — Actual

— Budget — Actual

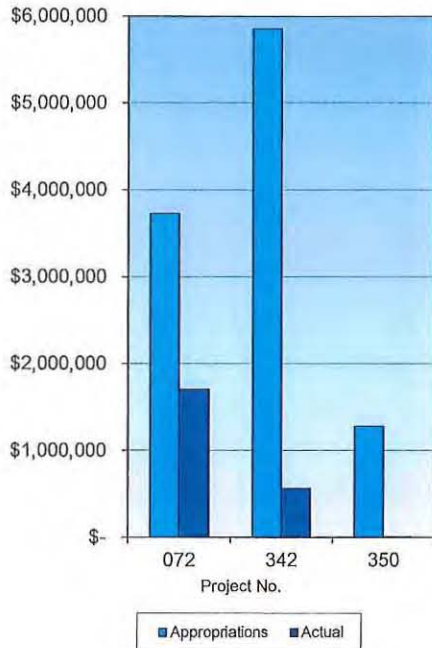
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District

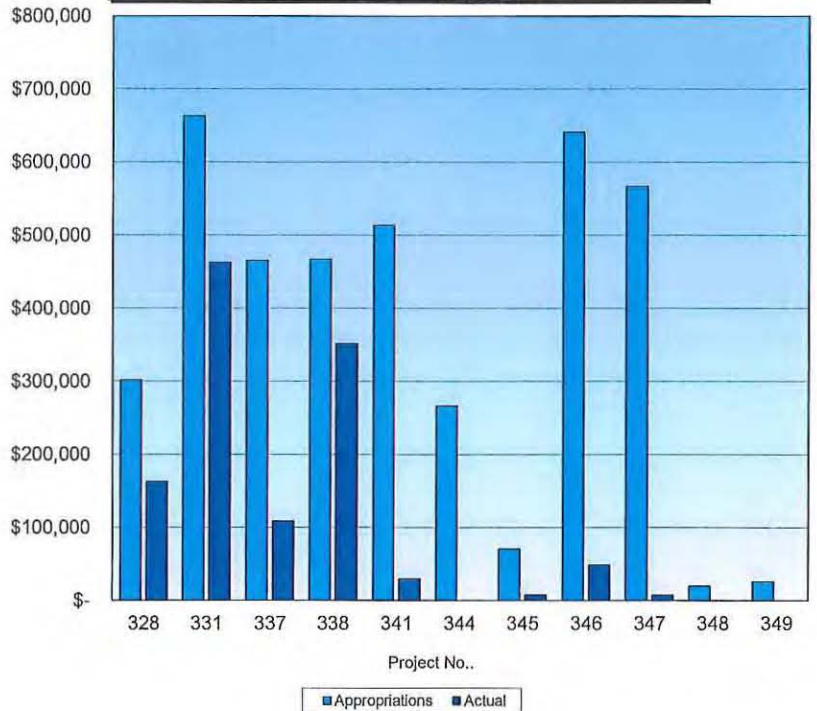
Capital Expenditures

As of December 31, 2014

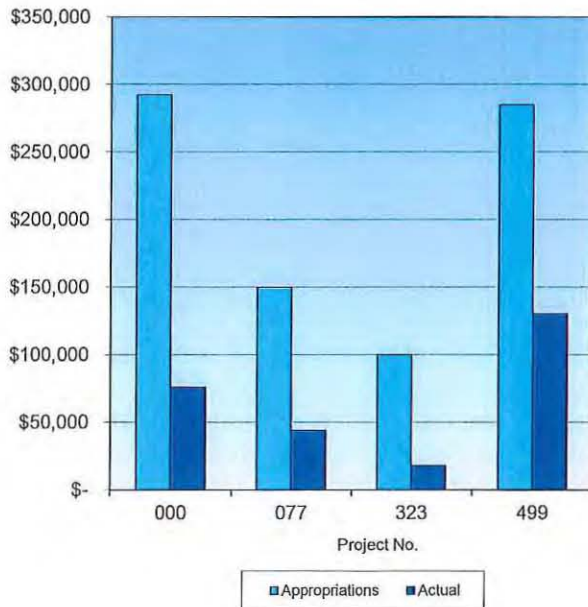
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2015



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



Single Year Capital Expenditures by Project FY2015



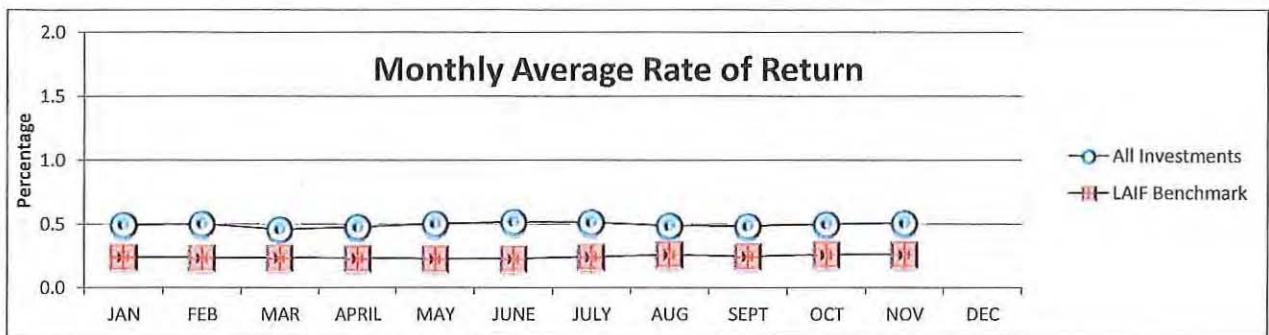
Project Legend

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

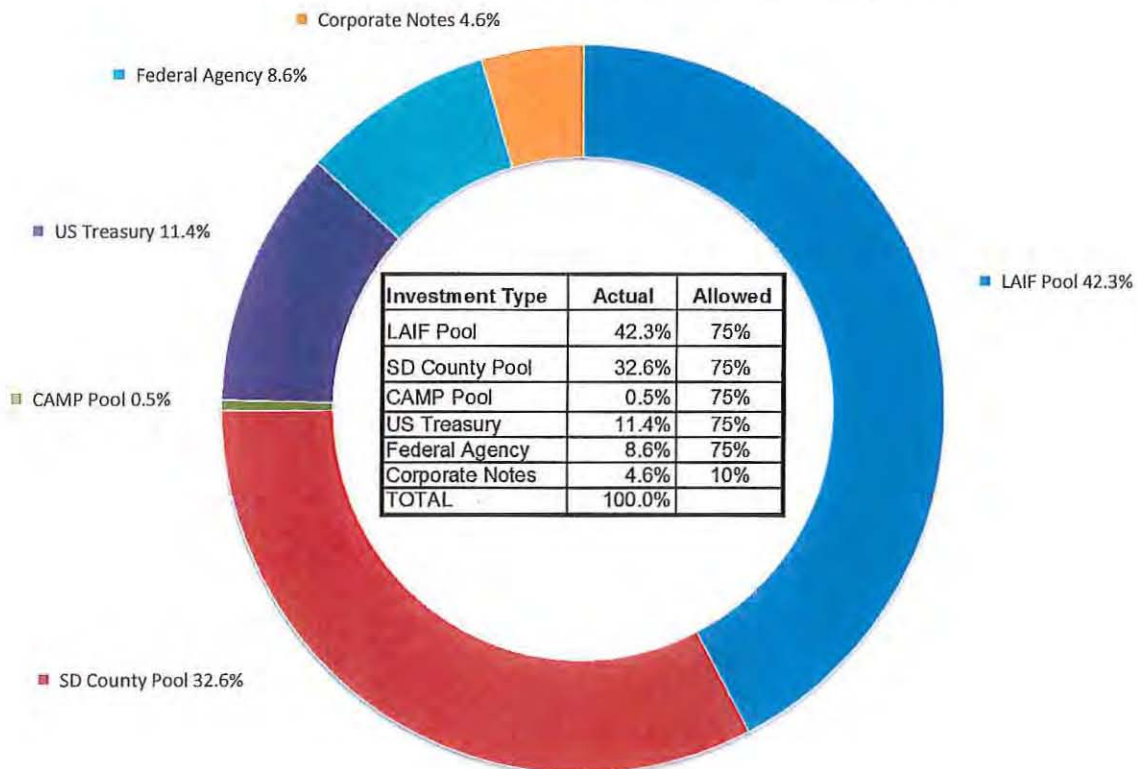
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2014

Cash Equivalents & Investments	Principal (Original Cost)		November Interest	Average Rate
	October 31, 2014	November 30, 2014		
LAIF Pool	\$ 14,659,549	\$ 14,788,549	\$ 3,202	0.261%
SD County Pool	11,400,355	11,400,355	4,703	0.495%
CAMP Pool	157,365	162,517	7	0.050%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	9,783	9,555	66	8.180%
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
US Treasury Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Total Camp Portfolio	8,603,608	8,603,380	6,867	0.960%
Totals	\$ 34,820,876	\$ 34,954,801	\$ 14,779	0.508%

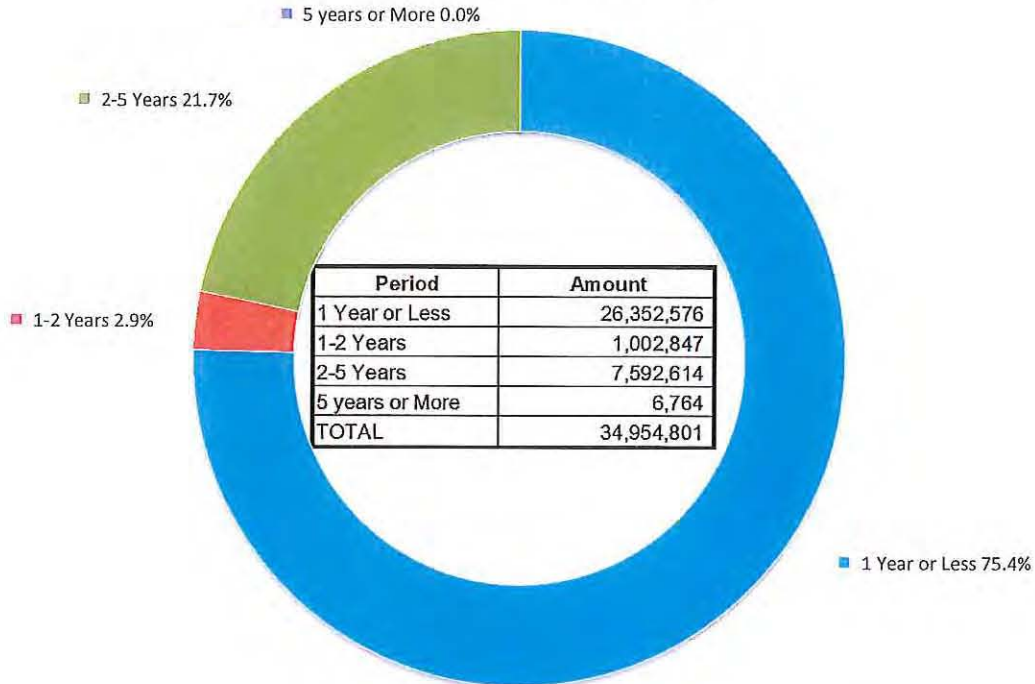


INVESTMENT DISTRIBUTION BY CATEGORY

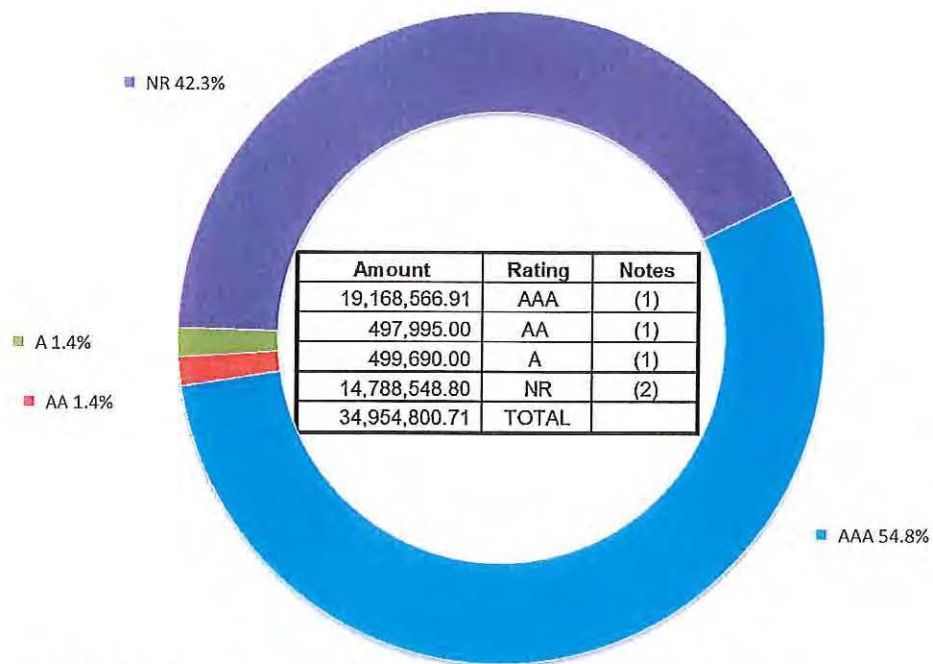


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2014
(Continued)

REMAINING MATURITY



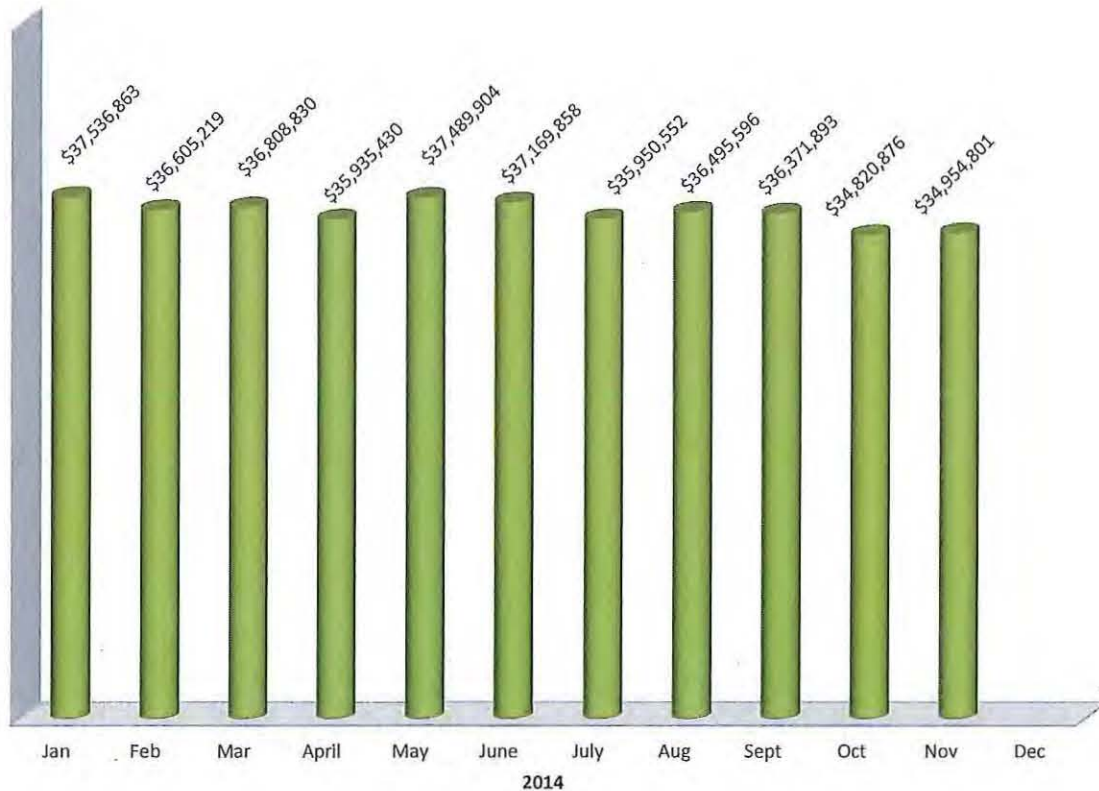
INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2014
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of November, 2014

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 231	\$ -	(3)	8.18%
TOTAL	\$ -	\$ 231	\$ -		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 15-4336

DATE: January 8, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: December 2014 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 December 2014.

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 December 2014 your review.

th:PB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
December 1 - 31, 2014**

Notes:

There were no conferences for the month of December

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM C. LeMay	TSM R. Morishita	FSS J. Stecker	EA T. Hill
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Airport parking										
	Tips										
	Fuel/mileage/taxi										
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Parking										
	Tips										
	Fuel/mileage/taxi										
	Total	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Fuel/mileage/taxi										
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Encina Wastewater Authority Report
Regular Board Meeting
December 17, 2014

EWA Board of Directors - Director Sullivan reporting.

Regular Board of Directors Action Item

1. Election of Officers for Calendar Year 2015

The Board of Directors conducted elections for the 2015 Joint Advisory Committee and Board of Directors Chair, Vice-Chair and Secretary. The election results are as follows:

- 1) Chair – Elaine Sullivan/ LWD
- 2) Vice-Chair – Keith Blackburn/City of Carlsbad
- 3) Secretary – Paula Clowar

The Board of Directors also appointed AGM Michael Steinlicht as EWA's Auditor and Treasurer for 2015.

2. Fiscal Year 2014 Comprehensive Annual Financial Report

The Board of Directors received and filed the Fiscal Year 2014 Comprehensive Annual Financial Report.

There was no executive session

Human Resources Committee Report

Presented by Director Kulchin

Meeting held January 6, 2015

1. Review Resolution No. 2256 – Approve LWD’s Revised Human Resources Policy Manual.

The HRC reviewed the revised Human Resources Policy Manual and provided revisions to the policy. Staff agreed to make the changes.

Following discussion, the HRC agreed with staff’s recommendation for the Board to approve Resolution No. 2256 Amending the Human Resources Policy Manual.

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

MEMORANDUM

Ref: 15-4338

DATE: January 8, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Board of Directors' Voting Protocol



RECOMMENDATION:

1. Discuss and provide direction as appropriate.

DISCUSSION:

During the December 2014 Board meeting, Vice President Omsted indicated that at the CSDA's Special District Leadership Academy the Board learned a new procedure on how to vote on action items using the Robert's Rules of Order.

This item has been added to the agenda for General Counsel Brechtel to clarify on how to vote on action items and still be in compliance with the Water Code Section 30525, Robert's Rules of Order and the recently passed SB 751.

The purpose of this agenda item is to allow the Board of Directors to discuss this item and provide direction to staff as appropriate.

th:PJB

MEMORANDUM

DATE: January 8, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: California Asset Management Program (CAMP) Individual Portfolio Program Status Report

RECOMMENDATION:

1. This item is presented for information purposes.

DISCUSSION:

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

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

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

cal:PJB

MEMORANDUM

DATE: January 8, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Pickering Insurance Services Contract Extension for Benefit Brokerage Services**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute a two-year extension to the Pickering Insurance Services Professional Services Agreement for as needed benefit brokerage services.
2. Discuss and provide direction as appropriate.

DISCUSSION:

During February 2012, LWD entered into a Professional Services Agreement with Pickering Insurance Services (Pickering) for Benefit Brokerage Services. The initial contract period for this agreement was for 3 years with an option to extend for 2 additional years. These terms were selected for efficiency and to allow for continuity of service beyond the initial term should it be warranted by Pickering's performance.

The initial three-year period of the Pickering agreement will expire on February 1, 2015. Based on their performance and commitment to LWD, staff is recommending that the option for a two-year contract extension be executed. Staff's recommendation is based on the following:

- achieving rate reduction in life insurance rates by transitioning to Hartford;
- achieving long-term disability (LTD) and short-term disability (STD) rate reductions by combining this coverage with our Guardian dental coverage;
- acquiring affordable enhanced vision coverage with Medical Eye Services (MES);
- acquiring multi-year rate guarantees for several lines of insurance; and
- providing invaluable assistance to employees and Board members with insurance issues.

Overall, Pickering's performance has been excellent. Our employees know that they can contact them and receive excellent service and advice. In addition, they are recognized as a valuable asset to our District.

There is no direct cost associated with this agreement. Therefore, Staff recommends that the Board of Directors review the proposed Amendment No. 1 (attached) and authorize the General Manager to execute a two-year extension to the Pickering Insurance Services Professional Services Agreement for as needed benefit brokerage services.

Mr. Randy Pickering, President of Pickering Insurance Brokers, will be available to answer any questions. He will also provide the Board with a brief update on healthcare and its impact on public agencies such as LWD.

cal:PJB

Attachment

**AMENDMENT NO. 1
TO THE AGREEMENT BETWEEN
THE LEUCADIA WASTEWATER DISTRICT
AND PICKERING INSURANCE SERVICES, INC.
FOR BENEFIT BROKERAGE SERVICES**

This Amendment No. 1 to the AGREEMENT is made and entered into this 14th day of January, 2015 by and between the Leucadia Wastewater District, hereinafter referred to as DISTRICT, and Pickering Insurance Services, Inc. hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into a three (3) year AGREEMENT for public information services on February 1, 2012; and

WHEREAS, said AGREEMENT will expire on January 31, 2015; and

WHEREAS, DISTRICT has determined it would be most efficient to amend the AGREEMENT to extend the period of services from February 1, 2015 to January 31, 2017, or a period of two (2) years.

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

ARTICLE 1. TERM OF CONTRACT

Article 1: TERM OF CONTRACT, Section 1.01 shall be amended to read as follows:

1.01 The term of this contract shall be extended for a two year period commencing on February 1, 2015 and ending on January 31, 2017, or until terminated as provided under Article 7.

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

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


PICKERING INSURANCE SERVICES, INC.

LEUCADIA WASTEWATER DISTRICT

By: _____
Randy G. Pickering

By: _____
Paul J. Bushee, General Manager

MEMORANDUM

DATE: January 8, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2015 Board of Directors Committee Assignments

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

The Leucadia Wastewater District (LWD) Board President typically reviews committee assignments for the Board of Directors on an annual basis and makes appointments to the various committees as appropriate. To facilitate this discussion, a summary of current committee assignments and appointments is attached.

This item has been placed on the agenda for discussion by the Board of Directors. Staff has no recommendation on this matter. Staff will incorporate any revisions to LWD committees and respond to other public agencies as appropriate.

Attachment

cal:PJB



LEADERS IN
ENVIRONMENTAL
PROTECTION

Board of Directors' Committee Assignments

Engineering Committee

President Allan Juliussen, Chair
Director David Kulchin

Investment & Finance Committee

Director Judy Hanson, Chair
Vice President Donald Omsted

Community Affairs Committee

Director Elaine Sullivan, Chair
Vice President Donald Omsted

Employee Recognition Committee

Director Elaine Sullivan, Chair
Director Judy Hanson

Human Resource Committee

Director Judy Hanson, Chair
Director David Kulchin



LEADERS IN
ENVIRONMENTAL
PROTECTION

Board of Directors' and Manager Appointments and Assignments

Encina Wastewater Authority (EWA) Board of Directors/Joint Advisory Committee (JAC)

Director Elaine Sullivan, (EWA/JAC Chair 2015)

President Allan Juliussen

Paul Bushee, GM (Alternate)

Other Assignments:

President Allan Juliussen

- EWA Capital Improvement Committee (CIC) Member
- Chairperson of Encinitas School District Oversight Committee

Vice President Donald Omsted

- Batiquitos Lagoon Foundation Board Member

Director Elaine Sullivan

- EWA Policy and Finance Committee
- CSDA Education Committee
- CSDA Membership Committee

Director Judy Hanson

- Vice Chairperson San Diego County LAFCO Special Districts Advisory Committee
- California Sanitation Risk Management Association (CSRMA) Board Member

Director David Kulchin

- Chairperson of Scripps Memorial Hospital Encinitas Community Advisory Board


General Manager Paul Bushee

- Encina Wastewater Authority Member Agency Managers Committee
- CSRMA Executive Board Member (Vice President)
- CSRMA Board of Directors (Alternate)
- CASA Board of Directors

MEMORANDUM

Ref: 15-4331

DATE: January 8, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Agenda Preparation



RECOMMENDATION:

1. Discuss and provide direction as appropriate.

DISCUSSION:

At the last Board meeting, President Juliussen requested that the January Board agenda include an item to discuss the agenda review process by the Board President.

The purpose of this agenda item is to allow the Board of Directors to discuss this item and provide direction to staff as appropriate.

cal:PJB

MEMORANDUM

DATE: January 8, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: CA. Public Employees Retirement System (CalPERS) Agency Review

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2255 retroactively approving the pay schedules for all employee classifications for Fiscal Year 2013, Fiscal Year 2014, and Fiscal Year 2015.
2. Discuss and take other action, as appropriate.

BACKGROUND:

During 2013, the Leucadia Wastewater District was the subject of a Public Agency Review by CalPERS. The purpose of the review was to examine LWD's reporting and member enrollment processes as they relate to LWD's contract with CalPERS. The period covered by the review was July 1, 2010 through June 30, 2013.

As a result of this review, the CalPERS Office of Audit Services noted the following finding in their report:

- LWD's pay schedule did not meet one of the requirements of California Code of Regulations (CCR) Section 570.5(a) in that it was not approved and adopted by LWD's governing body;

During July 2014, the Board adopted Resolution No. 2247 which approved the pay schedule for Fiscal Year 2015. In October 2014, the Board of Directors adopted Resolution No. 2253 retroactively approving the pay schedules for FY 2013 and FY 2014.

At the time of these actions, discussions with CalPERS indicated that the pay schedules did not have to include the General Manager classification, a salaried position. However, upon final review, the District was recently notified that the General Manager classification must be included.

The purpose of this agenda item is to present proposed Resolution No. 2255 to the Board of Directors for consideration. This resolution retroactively approves pay schedules for all employee classifications, including the General Manager classification, for Fiscal Year 2013, Fiscal Year 2014 and Fiscal Year 2015.

Staff recommends that the Board of Directors adopt Resolution No. 2255 adopting pay schedules for FY 2013, FY 2014, and FY 2015 retroactively.

cal:PJB

RESOLUTION NO. 2255

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
RETROACTIVELY ADOPTING
PAY SCHEDULES FOR FY 2013, FY 2014, and FY 2015**

Whereas, the employees of the Leucadia Wastewater District (LWD) are a valuable and important part of the LWD organization and have had the opportunity to participate in an informal input process with designated District representatives on wages, hours, and other terms and conditions of employment; and,

Whereas, the LWD Board of Directors desire to retroactively establish and publish pay schedules in accordance with CalPERS requirements and CCR Section 570.5(a), for FY 2013, FY 2014, and FY 2015.

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors hereby retroactively adopts the LWD Fiscal Year 2013 Pay Schedule attached hereto as Attachment "1" and directs that it be posted and maintained in accordance with CalPERS requirements.
2. The LWD Board of Directors hereby retroactively adopts the LWD Fiscal Year 2014 Pay Schedule attached hereto as Attachment "2" and directs that it be posted and maintained in accordance with CalPERS requirements.
3. The LWD Board of Directors hereby retroactively adopts the LWD Fiscal Year 2015 Pay Schedule attached hereto as Attachment "3" and directs that it be posted and maintained in accordance with CalPERS requirements.
4. This Resolution supersedes Resolution No. 2253.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 14th day of January, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

Attest:

Paul J. Bushee, Secretary /Manager

Attachment 1

**LEUCADIA WASTEWATER DISTRICT
FISCAL YEAR 2013
PAY SCHEDULE**

Position	Grade	Minimum Annual	Maximum Annual
General Manager	N/A	\$188,318.31	\$188,318.31
Administrative Services Manager Technical Services Manager	19	\$118,048.78	\$147,560.97
Field Services Superintendent	18	\$98,373.98	\$122,967.48
Field Services Supervisor	17	\$81,978.32	\$102,472.90
Executive Assistant Field Services Specialist	16	\$68,315.27	\$85,394.08
Field Services Technician III	15	\$62,084.91	\$77,606.14
Accounting Technician	14	\$58,018.79	\$72,523.49
Field Services Technician II Administrative Specialist II	13	\$54,214.99	\$67,768.74
Administrative Specialist Field Services Technician I	11	\$48,706.05	\$60,882.56
Field Services Technician-in-Training	8	\$42,060.34	\$52,575.43

Notes:

1. Retroactively approved and adopted by LWD Board of Directors January 14, 2015
2. Effective dates: July 1, 2012 – June 30, 2013
3. Revisions: N/A
4. Time base for salary amounts indicated is “annual”.

Attachment 2

**LEUCADIA WASTEWATER DISTRICT
FISCAL YEAR 2014
PAY SCHEDULE**

Position	Grade	Minimum Annual	Maximum Annual
General Manager	N/A	\$193,967.86	\$193,967.86
Administrative Services Manager Technical Services Manager	19	\$121,590.24	\$151,987.80
Field Services Superintendent	18	\$101,325.20	\$126,656.50
Field Services Supervisor	17	\$84,437.67	\$105,547.08
Executive Assistant Field Services Specialist	16	\$70,364.72	\$87,955.90
Field Services Technician III	15	\$63,947.46	\$79,934.33
Accounting Technician	14	\$59,759.35	\$74,699.19
Field Services Technician II Administrative Specialist II	13	\$55,841.44	\$69,801.81
Administrative Specialist Field Services Technician I	11	\$50,167.23	\$62,709.04
Field Services Technician-in-Training	8	\$43,322.15	\$54,152.69

Notes:

5. Retroactively approved and adopted by LWD Board of Directors January 14, 2015
6. Effective dates: July 1, 2013 – June 30, 2014
7. Revisions: N/A
8. Time base for salary amounts indicated is "annual".

Attachment 3

**LEUCADIA WASTEWATER DISTRICT
FISCAL YEAR 2015
PAY SCHEDULE**


Position	Grade	Minimum Annual	Maximum Annual
General Manager	N/A	\$203,666.25	\$203,666.25
Administrative Services Manager Technical Services Manager	19	\$123,414.09	\$154,267.62
Field Services Superintendent	18	\$102,845.08	\$128,556.35
Field Services Supervisor	17	\$85,704.23	\$107,130.29
Executive Assistant Field Services Specialist	16	\$71,420.19	\$89,275.24
Field Services Technician III	15	\$64,906.67	\$81,133.34
Accounting Technician	14	\$60,655.74	\$75,819.68
Field Services Technician II Administrative Specialist II	13	\$56,679.07	\$70,848.83
Administrative Specialist Field Services Technician I	11	\$50,919.74	\$63,649.68
Field Services Technician-in-Training	8	\$43,971.98	\$54,964.98

Notes:

9. Retroactively approved and adopted by LWD Board of Directors January 14, 2015
10. Effective dates: July 1, 2014 – June 30, 2015
11. Revisions: N/A
12. Time base for salary amounts indicated is "annual".

MEMORANDUM

Ref: 15-4324

DATE: January 8, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Board of Director Compensation Adjustment

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and take action as appropriate.

DISCUSSION:

Director Kulchin requested that this item be included in the January 2015 Board agenda.

Subsequent to a duly noticed Public Hearing, the Board of Directors adopted Ordinance No. 126 regarding the compensation of Directors on May 9, 2012. Pursuant to applicable sections of the California Water Code (CWC), the Ordinance, which adjusted Director's compensation from \$173 to \$180, became effective 90 days after adoption. This item is presented for the Board's discussion and other action as appropriate.

California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2012, the Board is eligible for an adjustment not to exceed 10%. The exact amount of the increase is at the Board's discretion.

A survey of Director's compensation for other agencies is attached for review.

Staff requests that the board discuss this item and, if an increase is recommended, authorize staff to prepare, notice and schedule a public hearing.

Sufficient appropriations are available in the FY 2015 budget to fund an adjustment, if approved.

cal:PJB


Attachment

**BOARD OF DIRECTORS
PER DIEM SURVEY
FEBRUARY 2014**

	DISTRICT	Compensation 2013	Compensation 2014
1	City of Carlsbad (Water Board)	\$100.00	\$100.00
2	Eastern MWD	\$206.00	\$206.00
3	Elsinore Valley MWD	\$221.43	\$221.43
4	Encina Wastewater Authority	\$182.00	\$182.00
5	Fallbrook PUD	\$115.76	\$121.55
6	Helix Water District	\$200.00	\$200.00
7	Lakeside Water District	\$125.00	\$125.00
8	Leucadia Wastewater	\$180.00	\$180.00
9	Olivenhain MWD	\$150.00	\$150.00
10	Otay Water District	\$100.00	\$100.00
11	Padre Dam MWD	\$117.00	\$128.00 (3/1/14)
12	Rainbow MWD	\$150.00	\$150.00
13	Ramona MWD	\$100.00	\$100.00
14	Rancho Calif. Water District	\$175.00	\$175.00
15	Rincon Del Diablo MWD	\$150.00	\$160.00
16	SDCWA Directors/Officers	\$150/\$180	\$150/\$180
17	San Dieguito Water District	\$100.00	\$100.00
18	Santa Fe Irrigation District	\$200.00	\$150.00
19	South Bay Irrigation District	\$100.00	\$100.00
20	Sweetwater Authority	\$150.00	\$150.00
21	Vallecitos Water District	\$150.00	\$150.00
22	Valley Center MWD	\$100.00	\$100.00
23	Vista Irrigation District	\$189.00	\$189.00
24	Western Muni Water Dist	\$240.67	\$240.67
25	Yuima MWD	\$195.00	\$202.00

MEMORANDUM

Ref: 15-4343

DATE: January 8, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Amending the Human Resources Policy Manual

RECOMMENDATION:

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2256 amending the Human Resources Policy Manual.
2. Discuss and provide direction as appropriate.

BACKGROUND:

This item was discussed by the HRC at its January 6, 2015 meeting and the HRC concurred with staff to recommend this item for Board approval.

In order to promote an effective and motivated workforce and to comply with current federal and state laws, continuous improvement of LWD's Human Resources Policy Manual (HRPM) is essential. LWD's HRPM, as originally adopted by the Board of Directors in April 2001, provides a systematic approach to administering personnel policies and practices. The HRPM was last updated on September 13, 2006.

DISCUSSION:

The proposed HRPM provides compliance with changes in applicable federal and state laws, incorporates changes in organizational policies and resolutions, and includes clarification and clerical revisions.

Significant revisions to the HRPM are identified in the Summary of Amendments (Attachment 1). Proposed Resolution No. 2256 which amends the HRPM is provided as Attachment 2. The full text of the proposed HRPM is provided as an enclosure with significant revisions identified in red text.

General Counsel has reviewed and approved the proposed HRPM.

cal:PJB

Attachment
Enclosure

ATTACHMENT 1

SUMMARY OF AMENDMENTS TO EXISTING HRPM

Summary of Amendments

Section 2-Definition of Terms

Section 2.1-2.4: Definitions - Revises definition of part-time and temporary employees; adds definition of promotion, and alcohol/drugs.

Section 3-General Employment Practices

Section 3.2: Nondiscrimination/Equal Employment Opportunity – Updates language about protected classes and reasonable accommodation to comply with current laws.

Section 3.3: Harassment – Updates language about protected classes of employees to comply with current laws.

Section 3.8: Solicitation and Distribution – Adds language that forbids solicitations for political activity and for solicitation in general.

Section 3.9: Open Flames in the Workplace – Adds language prohibiting flames in all offices.

Section 3.10: Tobacco in the Workplace – Updates language and identifies authorized LWD smoking areas.

Section 3.11: Drug/Alcohol Free Workplace - Updates and expands language, adds definitions and clarifies procedures related to LWD's Drug/Alcohol Free Workplace Program.

Section 3.12: Information and Communication Systems and Equipment – Updates and enhances procedures related to information and communication systems and equipment to include cell phones, network security, voicemail, internet guidelines, and passwords.

Section 6-Probationary Period

Section 6.1: Defined - Extends length of probationary period from 6 months to 12 months.

Section 8-Compensation

Section 8.4: Retirement Plan – Clarifies CalPERS membership requirements for temporary and part-time employees.

Section 9-General Conditions of Work

Section 9.2: Meal and Rest Periods – Combines the language about meal and rest periods into one section and updates language to reflect current laws.

Section 9.4: Overtime – Revised and clarified language regarding overtime pay. Moves language concerning holiday pay to Section 9.11.

Section 9.7: Virtual Callouts – Revised language to address virtual callouts.

Section 9.11: Holidays – Clarifies language regarding holiday pay.

Section 9.13: Natural Disaster – Adds language concerning expectation to work during natural disasters.

Section 9.14: Valid Driver's License and Vehicle Insurance – Adds new language informing employees that privately owned vehicles (POV) are covered for liability only by CSRMA's insurance policy.

Section 9.15: Medical Examinations – Clarifies the requirement for pre-employment medical examinations and defines an applicant's rights to contest the results of the examination.

Section 9.17: Personnel Files – Identifies employee records that are considered confidential and/or sensitive which should be handled with discretion.

Section 10-Leave of Absence

Section 10.1: Authorized Administrative Leave- Adds language allowing the General Manager to place an employee on Administrative Leave for a safety violation and/or a pre-disciplinary investigation.

Section 10.2: Vacation Leave-Clarifies current policies regarding vacation accrual and use.

Section 10.3: Sick Leave-Clarifies current policies regarding sick leave accrual and use. Re-defines methodology for calculating annual sick leave payoff and sick leave pay upon termination to comply with CalPERS audit.

Section 10.4: Sick Leave Sharing- adds language clarifying sick leave sharing policy.

Section 10.9: Military Leave-Updates language to comply with current laws.

Section 10.11: Pregnancy Disability Leave (PDL)-Updates language to comply with current laws.

Section 10.12: Family and Medical Leave of Absence- Updates language to comply with current laws.

Sections 10.13: Military Spouse Leave-New section added to comply with current laws.

Section 10.14: Leave for Domestic Violence and Sexual Assault Victims- New section added to comply with current laws.

Section 10.15: Civil Air Patrol Leave- New section added to comply with current laws.

Section 12-Employee Discipline

Section 12.2: Disciplinary Investigation-Clarifies current policy regarding disciplinary investigations.

Section 12.3: Types of Discipline-Adds Corrective Counseling as a type of employee discipline.

Section 12.4: Corrective Counseling Disciplinary Process-Adds and clarifies Corrective Counseling Disciplinary process.

Minor Change Recommendations

Throughout the HRPM, various minor changes were made to improve clarity and correct grammatical spelling and format inconsistencies.

ATTACHMENT 2
RESOLUTION NO. 2256

RESOLUTION NO. 2256

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE AMENDED HUMAN RESOURCES POLICY MANUAL

Whereas, the Leucadia Wastewater District (LWD) Board of Directors originally adopted LWD's Human Resources Policy Manual in April 2001; and,

Whereas, the Human Resources Policy Manual was last updated on September 13, 2006; and

Whereas, the Board of Directors desire to amend the Human Resources Policy Manual to reflect changes in applicable federal and state laws as well organizational policies.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the amended LWD Human Resources Policy Manual attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 14th day of January, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

Attest:

Paul J. Bushee, Secretary /Manager