



**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, July 13, 2016  
 TIME: 5:00 p.m.  
 PLACE: Leucadia Wastewater District  
 1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

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

**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:

- June 8, 2016 Regular Board Meeting (Pages 5-12)
- July 5, 2016 Community Affairs Committee (Page 13-14)
- July 6, 2016 Engineering Committee Meeting (Pages 15-18)

**8. Approval of Demands for June/July 2016**

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion in July 2016. (Pages 19-45)

**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 16 to FY 17 and flows by sub-basin. (Pages 46-50)

**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 51-58)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of June 2016. (Pages 59-60)

**EWA REPORTS**

**12. Encina Wastewater Authority Reports**

- A. A regular EWA Board meeting was held on June 22, 2016 – report by Director Sullivan. (Page 61)
  
- B. An Encina Member Agencies Manager's Meeting was held on July 5, 2016 – report by GM Bushee. (Verbal)

**COMMITTEE REPORTS**

**13. Committee Reports**

- A. Community Affairs Committee meeting was held on July 5, 2016 – report by Director Sullivan (Page 62)
  
- B. Engineering Committee meeting was held on July 6, 2016 – report by Director Juliussen. (Pages 63-64)

**ACTION ITEMS**

**14. Village Park No.5 Pump Station Replacement Project Construction**

Authorize the General Manager to execute an agreement with SCW Contracting Corporation for construction services to complete the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$780,751. (Pages 65-70 )

**15. Gafner Advanced Water Treatment (AWT) Improvement Project Design**

Authorize the General Manager to execute Task Order No. 27 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gafner Advanced Water Treatment (AWT) Improvement Project in an amount not to exceed \$60,928. (Pages 71-75)

**16. Fiscal Year 2017 (FY17) Gravity Pipeline Rehabilitation Project Engineering Design Services**

Authorize the General Manager to execute Task Order No. 28 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY17 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305. (Pages 76-81)

**17. Public Information Services Task Order No. 2**

Authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$49,950. (Pages 82-86)

**18. LWD Facebook Update** (Page 87)

**19. ADS Environmental Services Agreement for Flow Monitoring Services**

(Pages 88-93)

Authorize the General Manager to execute a five year professional services agreement with ADS Environmental Services to provide flow monitoring services in the amount of \$275,442 consisting of the following:

- a. A cost of \$67,122 over the first year for mobilization and flow monitoring services
- b. A cost of \$52,080 over the subsequent four years for flow monitoring services

**20. CSDA Board of Directors 2016 Elections – Seat B.**

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate. (Pages 94-104)

**21. Receive and file the Fiscal Year 2016 (FY16) Tactics and Action Plan.**

(Pages 105-110)

**22. Adopt the Fiscal Year 2017 (FY17) Tactics and Action Plan.** (Pages 111-117)

**INFORMATION ITEMS**

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

A. Sewer Rate Comparison (Pages 118-119)

B. Thank you letter from the Encinitas Union School District Superintendent Timothy Baird (Page 120)

**24. Directors' Meetings and Conference Reports**

None.

**25. General Manager's Report**

**26. General Counsel's Report**

**27. Board of Directors' Comments**

**28. Closed Session**

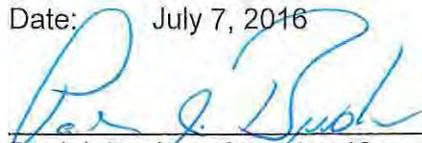
A. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)

**29. 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: July 7, 2016



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Paul J. Bushee, Secretary/General Manager

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting  
June 8, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, June 8, 2016 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Omsted, Hanson, Sullivan, Kulchin, and Juliussen  
 DIRECTORS ABSENT: None  
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager 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, Rob Weber of Infrastructure Engineering Corporation, and Lisa Rodman of Agua Hedionda Lagoon Foundation

**3. Pledge of Allegiance**

President Omsted led the pledge of allegiance.

**4. General Public Comment Period**

President Omsted stated that one speaker slip was received from Lisa Rodman of Agua Hedionda Lagoon Foundation (AHLF).

Ms. Rodman stated the purpose of her attendance was to thank the District for their support of the 2016 World Water Day Tip Top Run. Ms. Rodman then presented the District an engraved thank you stone from the AHLF.

The Board of Directors thanked Ms. Rodman for attending the meeting.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

None.

## CONSENT CALENDAR

### 7. Approval of Board and Committee Minutes

Minutes of the following meetings:

May 10, 2016 Community Affairs Committee Meeting  
May 11, 2016 Regular Board Meeting  
May 23, 2016 Community Affairs Committee Meeting  
May 24, 2016 Special Board Meeting  
June 1, 2016 Engineering Committee Meeting

### 8. Approval of Demands for May/June 2016

Payroll Checks numbered 18571-18627; General Checking – Checks numbered 48281-48386.

### 9. Operations Report (A copy was included in the original June 8, 2016 Agenda)

### 10. Finance Report (A copy was included in the original June 8, 2016 Agenda)

### 11. Disclosure of Reimbursements

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

### 12. Establishing an Appropriations Limit of the LWD for Fiscal Year 2017 (FY17)

Adopt Resolution No. 2279 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2017 (July 1, 2016 to June 30, 2017) Pursuant to Article XIII (B) of the California Constitution.

President Omsted, referring to the Approval of the Demands, asked staff about the use of solar panels at the Batiquitos Pump Station. TSM Morishita explained that last year LWD changed the electrical rate with SDG&E to a lower rate structure. The new rate structure requires that LWD reduce kWh power consumption at the Batiquitos Pump Station and the solar panels will help achieve this. TSM Morishita noted that the solar panel installation should be completed by the end of June or early next month.

President Omsted asked what the electrical savings will be annually with the new solar panels. TSM Morishita stated the monthly savings are a little over \$5,300 and about \$53,000 over the last 10 months compared to the previous year. He noted that the soft costs for installation of the solar panels is about \$20,000 - \$24,000 and that the solar panels should be paid off in about 5 months.

President Omsted, referring to the Operation Report, also inquired about the amount of CCTV inspections in the past few months. FSSup Stecker stated that the field services staff hasn't changed procedure but during March field services staff had projects and events that reduced the amount of hours spent on CCTV inspections. FSSup Stecker noted the following projects and events:

- field services staff spent six days hydro-cleaning on Rancho Santa Fe Road;
- field services staff participated in confined space training with the Carlsbad Fire Department at the Leucadia Pump station overflow basin;
- field services staff conducted two public tours of the District facilities; and
- three field services staff members attended a California Water Environment Association (CWEA) Workshop.

FSSup noted that the monthly target mileage for CCTV Inspections is 6.6 miles per month.

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

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

## EWA and COMMITTEE REPORTS

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

- A. EWA Board Report – Meeting was held on May 25, 2016.

Director Sullivan reported on EWA's May 25, 2016 Board meeting.

- B. An EWA Member Agency Manager's (MAM) Meeting was held on June 7, 2016.

GM Bushee reported on EWA's MAM June 7, 2016 meeting.

### 14. Committee Reports

- A. Community Affairs Committee (CAC) meeting was held on May 23, 2016.

Director Sullivan reported that the CAC reviewed and commented on the draft layout of the 2016 spring 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.

Director Sullivan also reported that the LWD logo has been revised based on the Board's recommendations from the May 11, 2016 Board meeting.

The CAC agreed on Updated Logo 1 and directed staff to forward to the remainder of the Board for comment. If no comments were received LWD could begin using the new logo on its publications.

- B. Engineering Committee (EC) meeting was held on June 1, 2016.

Director Kulchin reported that the EC reviewed the following recommendations:

- Adopt Resolution No. 2278 revising the Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects; and
- Project updates on the Saxony Pump Station Rehabilitation Project and the Scott's Valley Pipeline Rehabilitation Project.

Director Kulchin noted that the EC agreed with staff's recommendation on the adoption of Resolution No. 2278 revising the Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects and this item will be reviewed later in the agenda.

## OLD BUSINESS

### 15. Adopt the Fiscal Year 2017 (FY17) Budget.

ASM Duffey presented the item stating that the Board reviewed the recommended FY17 Budget at their Special Board meeting on May 24, 2016. He stated that during the meeting, the Board directed staff to finalize the budget. He stated that staff recommends that the Board adopt the FY17 Budget.

The Board discussed the FY17 Budget. Vice President Hanson stated that she agreed with the overall budget but had concerns with the personnel component of the budget. Director Kulchin asked about the frequency of changes to the salary grades. GM Bushee indicated that FY17 Budget provides an overall spending plan for the District and that the Salary and Benefits Resolution included under Item No. 18 of tonight's agenda provides for the approval of the specific personnel related items including the salary grades. GM Bushee suggested that the personnel items be discussed under Item No. 18. The Board agreed.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted the FY17 Budget by the following vote:

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

## PUBLIC HEARING

### 16. Public Hearing to consider the following:

A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2017 on the San Diego County Tax Roll.

President Omsted opened the public hearing for comments. There were no public comments. President Omsted closed the public hearing.

## ACTION ITEMS

### 17. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2017 (FY17)

Adopt Resolution No. 2275 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2016 – June 30, 2017.

ASsup Hill presented this item noting that there were no public comments received. She stated that the District has been collecting wastewater service charges on the tax roll since 1979. She noted that the FY17 sewer service rate will be \$343.68 per year per equivalent dwelling unit (EDU). She stated that staff recommends that the Board adopt Resolution No. 2275 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2016 – June 30, 2017.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Kulchin, and unanimously carried, the Board of Directors adopted Resolution No. 2275 – Adopting and Approving

the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2016 – June 30, 2017 by the following vote:

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

**18. Unrepresented Employees Salary and Benefits Resolution**

Adopt Resolution No. 2276 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2016 to June 30, 2017.

ASM Duffey presented the recommendation noting that LWD employees are not formally organized and are considered unrepresented. ASM Duffey stated that staff the Salaries and Benefits Resolution was developed consistent with the Board’s direction at the May 24<sup>th</sup> Special Board Meeting.

The Board discussed the proposed resolution. Director Kulchin asked if this resolution includes the salary range adjustment. ASM Duffey replied affirmatively. Director Kulchin stated that he supports the salary range adjustment included in the proposed resolution, however he suggested that in future years, the District should assess whether or not a salary range adjustment is warranted every year.

Vice President Hanson stated that she was concerned with the salary survey process utilized by the District. Vice President Hanson added that she did not understand how the position comparisons included in the salary survey were determined. GM Bushee responded that the position comparisons were established during a full compensation study conducted by Rewards Strategy Group (RSG) in 2008. RSG determined the comparative positions for the 17 public agencies in the study by reviewing all relative job descriptions. GM Bushee stated that the compensation study including the District’s compensation target of 10% above the average was approved by the Board as part of the FY09 Budget process. GM Bushee added that staff updates the compensation data using the same positions every year to determine how the District is tracking with its target objective.

Vice President Hanson stated that she still has concerns with compensation analysis process. President Omsted suggested having a Human Resources Committee (HRC) Meeting to review employee salaries and benefits prior to next year’s Special Board Meeting to review the budget. Staff and the Board concurred with this approach.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Juliussen, and carried, the Board of Directors adopted Resolution No. 2276 - Setting Forth Salaries, Benefits and other Working Conditions for Unrepresented Employees for the Period July 1, 2016 to June 30, 2017 by the following vote:

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

**19. Approving the Recommended Encina Wastewater Authority Fiscal Year 2017 (FY17) Budget**  
Adopt Resolution No. 2277 Approving the Recommended Encina Wastewater Authority (EWA) FY17 Operating and Capital Budgets.

ASM Duffey presented the recommendation to approve the EWA FY17 Budget. He noted the Operating Budget is approximately \$15M and the Capital Budget is approximately \$13M. He noted the District's share of the operating cost is approximately \$1.9M which is slightly less than the prior year.

Director Kulchin asked what percentage is LWD's ownership at EWA. ASM Duffey answered his question stating LWD's ownership percentage is 16.8%. ASM Duffey explained that EWA costs are allocated to the members based on ownership and usage. He also explained that the EWA budgeted amounts include both joint facilities and non-joint facilities and that LWD only shares in the joint facility expenditures.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Kulchin, and unanimously carried, the Board of Directors adopted Resolution No. 2277 – Approving the Recommended Encina Wastewater Authority (EWA) FY17 Operating and Capital Budgets by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Omsted</b>	Yes
<b>Vice President Hanson</b>	Yes
<b>Director Sullivan</b>	Yes
<b>Director Kulchin</b>	Yes
<b>Director Juliussen</b>	Yes

**20. Approving Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility**

Adopt Resolution No. 2278 revising the Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects

DE Deering presented staff's recommendation and gave a background on the history of the Standard Specification (Spec) book. He presented an overview of the Standard Spec and explained how the "Greenbook" (Standard Specifications for Public Works Construction) was incorporated into the Standard Spec. DE Deering described the major changes that were made in each section of the Standard Spec. He explained that the following topics were addressed in the update:

- Requirement of city right-of-entry permits;
- Formal plan requirement for single lateral connections;
- LWD and LAFCO emergency connection approval process;
- Interim service and dedication acceptance process refinement;
- EDU table to reference Ordinance No. 133 which was adopted in April 2016;
- Private pump station odor control;
- CCTV requirements for private development; and
- Requirement of ID ball markers for all non-metallic forcemains.

President Omsted asked how the ID ball works. DE Deering and TSM Morishita answered his question. Director Sullivan and Director Juliussen thanked the EC and DE Deering.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2278 revising the Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects by the following vote:

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

## INFORMATION ITEMS

### 21. Project Status Updates and Other Informational Reports

A. Thank you letter from the Encinitas Union School District Superintendent Timothy Baird.

ASSup Hill stated that the thank you letter was from Encinitas Union School District for the Teacher Grant funding for the Rain Barrel Pilot Project.

B. LWD 2016 Employee Luncheon is scheduled for Thursday, July 14, 2016.

EA Baity announced the date and location of LWD's 2016 Employee Luncheon.

C. Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence.

EA Baity stated that LWD received the SDLF District Transparency Certificate of Excellence and this certificate will be presented to LWD at the CSDA Annual Conference in San Diego in October.

### 22. Directors' Meetings and Conference Reports

A. The 2016 CSDA Legislative Days Conference was held at the Sacramento Convention Center in Sacramento, CA May 16-18, 2016.

Director Sullivan reported that she attended two exceptional panel discussions and she noted that the State Legislators want to see their constituents in Sacramento as well as at home.

Director Kulchin suggested that LWD invite their local representatives, Assemblyman Rocky Chavez and Senator Pat Bates, to take a tour of LWD and Encina. Vice President Hanson agreed with Director Kulchin's suggestion.

GM Bushee stated that the District would reach out to the local representatives.

### 23. General Manager's Report

GM Bushee reported on the following items:

- Vice President Hanson was elected to a four-year term as the LAFCO alternate district member; and
- The Grand Jury recently reviewed the North San Diego Water Reuse Coalition and gave the coalition a commendation for its cooperative efforts and cost effective means to protect the area's water supply.

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

GC Brechtel reported on the following items:

- SB 163 Hertzberg: amended recycle water mandate for ocean and bay discharges
- SB 1069: Eliminate ability to charge capacity fees for accessory dwelling units

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

Director Juliussen requested an updated list of local agency sewer service charges for San Diego County. GM Bushee stated that staff will provide an updated list.

Director Sullivan congratulated Vice President Hanson on her election to LAFCO.

Director Hanson stated she appreciates all LWD employees and their excellent work.

## **26. Adjournment**

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

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Donald Omsted, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 July 5, 2016

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, July 5, 2016 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 9:30 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, and Jared Criscuolo with Rising Tide Partners (RTP).

**3. Public Comment**

No public comment was received.

**4. New Business**

- A. Authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$49,950.

ASsup Hill presented staff's recommendation noting the tasks included in the scope of work, along with the timeframe of the contract and costs. ASsup Hill stated that Task Order No. 1 was completed and it only included a few tasks; such the newsletter, re-branding efforts and research of the District's public outreach program.

ASM Duffey stated that the District has a 3-year contract with RTP and this task order is to continue public outreach services for fiscal year 2017.

Following discussion, the CAC agreed with staff to recommend that the Board of Directors authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$49,950.

**5. Information Items**

- A. Facebook Update

Mr. Criscuolo, presented an overview of the Facebook update, which included a report on the increased audience members. He provided information on the ads and how they reach a certain amount of individuals within the service area. Mr. Criscuolo also noted the costs of ads versus the newsletter and that Facebook tracks the number of reaches/likes unlike the newsletter.

Director Omsted requested that Mr. Criscuolo present a brief overview of the Facebook update at the July 13<sup>th</sup> Board meeting. Mr. Criscuolo stated that he will attend the Board meeting.

B. Customer comment on "Wet Wipes Don't Belong in the Toilet" article in the Spring newsletter

The CAC received a copy of GM Bushee's email response to a customer's email regarding Cottonelle flushable wipes. Staff and the CAC reviewed Cottonelle's video on the flushable wipes and NACWA's test on flushable wipes.

**6. Directors' Comments**

Director Omsted stated that he had some computer issues and that he was unable to locate a contact email on LWD's website. GM Bushee showed Director Omsted where the [info@lwwd.org](mailto:info@lwwd.org) was located on the LWD website.

Director Omsted asked if there was a better place to have this on the website that is easier to find. GM Bushee stated that the District can ask web developer, Big Tuna, to create another "Contact Us" page that is more visible.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 10:25 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 July 6, 2016

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, July 6, 2016 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Acting District Engineer Mike Metts of Dudek; and Jane Costello of Infrastructure Engineering Corporation (IEC).

**3. Public Comment**

None.

**4. New Business**

- A. Authorize the General Manager to execute an agreement with SCW Contracting Corporation for construction services to complete the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$780,751.

TSM Morishita presented staff's recommendation noting this item is a Fiscal Year 2017 tactical goal. He continued that previously, as a result of the District's pump stations assessment, Infrastructure Engineering Corporation (IEC) recommended the replacement of the Village Park No. 5 (VP5) Pump Station with a submersible pump station. He explained that the option of rehabilitating the pump station was considered. TSM Morishita continued that after careful consideration it was determined that the advantages of pump station replacement outweighed the additional expense over rehabilitation. He stated that the Board agreed with that approach and in October 2015 authorized project design.

TSM Morishita said that IEC completed the design in May 2016 and the project was advertised for bid with bids due on June 21, 2016. He stated that seven bids were received with Metro Builders and Engineers Group (Metro) submitting the apparent low bid. He continued that the day after bid opening the District received a letter from Metro withdrawing their bid due to a clerical error. TSM Morishita explained that the error was in the bid item for electrical work. He continued that the clerical error occurred when Metro failed to carry through material costs for the Motor Control Center, Sump Pump Termination Panel and other related electrical materials in their bid calculation. TSM Morishita stated that the error resulted in Metro's bid being \$132,250 less than it should have been. He said that the contract documents allow a

bidder to withdraw their bid in writing within five days of the opening of bids if a mistake was made in preparing the bid. He continued that as a result, Metro was allowed to withdrawal their bid, establishing SCW Contracting Corporation (SCW Contracting) as the apparent low bidder.

TSM Morishita stated that the bids were reviewed by IEC and, during the process, it was discovered that SCW Contracting's bid had one issue. He said that the discrepancy was with the bid item for the sewage pumps and motors. TSM Morishita explained that SCW transposed the unit cost & total cost columns on the Bid Schedule. He said that SCW Contracting's total bid correctly reflected the cost for two pumps as specified. He said that legal counsel and IEC consider the error to be a minor irregularity and they recommend this discrepancy be waived.

After discussion, the EC concurred with staff to recommend that the Board authorize executing an agreement with SCW Contracting for construction services to complete the Village Park 5 Pump Station Replacement Project in an amount not to exceed \$780,751.

- B. Authorize the General Manager to execute Task Order No. 27 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gafner Advanced Water Treatment (AWT) Improvement Project in an amount not to exceed \$60,928.

TSM Morishita presented staff's recommendation noting this item is a Fiscal Year 2017 tactical goal. He explained that in April 2016 the Board received and filed the Gafner Condition Assessment Report completed by Infrastructure Engineering Corporation (IEC). He continued that improvements identified in the report for Gafner were focused on improving or maintaining safety items and rehabilitating or replacing critical equipment to keep the plant operating within regulatory parameters.

TSM Morishita stated that the project has transitioned into the design phase. He stated that IEC's design proposal includes the creation of electronic as-built plans from the 1961 hard copy drawings and final design of the prioritized improvements.

After discussion, the EC concurred with staff to recommend that the Board authorize executing Task Order No. 27 with IEC to complete the design for the Gafner Advanced Water Treatment (AWT) Improvement Project in an amount not to exceed \$60,928.

- C. Authorize the General Manager to execute Task Order No. 28 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2017 (FY17) Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305.

TSM Morishita presented staff's recommendation noting this item is a FY17 tactical goal. He explained that this project mirrors gravity pipeline projects completed in previous fiscal years that repaired pipelines and manholes with Rated 3 defects on the District's Repair Priority List. He stated that the FY17 project is anticipated to include the repair or rehabilitation of eight (8) gravity line segments and nine (9) manholes.

TSM Morishita explained that Infrastructure Engineering Corporation (IEC) submitted a project design proposal which includes project management and administration, preliminary engineering assessment, and final design. He explained that Staff has reviewed and discussed the scope of work and proposed fee with IEC and believes that their design proposal is fair and reasonable.

- D. After discussion, the EC concurred with staff to recommend that the Board authorize executing Task Order No. 28 with IEC to complete the design for the FY17 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305.
- E. Authorize the General Manager to execute a five year professional services agreement with ADS Environmental Services to provide flow monitoring services in the amount of \$275,442 consisting of the following:
  - 1. A cost of \$67,122 over the first year for mobilization and flow monitoring services.
  - 2. A cost of \$52,080 per year over the subsequent four years for flow monitoring services.

FSSupt Stecker presented staff's recommendation. He said that in October 2007, the Board of Directors approved a contract with ADS Environmental Services (ADS) for the installation of seven District owned flow meters in the District's collection system. He continued that the existing meters are at the end of their useful life, obsolete and their data transmitters will not be supported by the cellular service provider in the near future. FSSupt Stecker explained that the agreement is needed for continued flow monitoring services of the District's collection system.

Director Kulchin asked why the contract renewal included mobilization costs. FSSupt Stecker explained that in the past agreement the District owned the equipment. He continued that in the proposed agreement renewal ADS will provide flow monitoring services to the District and ADS will own, operate and maintain all necessary equipment to provide that service, including equipment replacement as necessary, such as upgrades. FSSupt Stecker stated that, therefore, the District will not be purchasing any equipment saving significant upfront capital costs. He explained that the renewed agreement will save capital and yearly service costs.

After discussion, the EC concurred with staff to recommend that the Board authorize the execution of a five year professional services agreement with ADS for flow monitoring services.

## **5. Information Items**

### **A. Saxony Pump Station Rehabilitation Project**

TSM Morishita presented a status update of the Saxony Pump Station Rehabilitation Project. He stated that the Notice of Completion was filed with the San Diego County Clerk on June 21, 2016. TSM Morishita presented the final cost of the project. He stated that five change orders were issued on the project that reduced the contract cost by \$149. He continued that, therefore, the final project cost was \$483,426 which was lower than the original contract amount of \$483,575.

**6. Directors' Comments**

Chairperson Juliussen inquired about the process of periodically soliciting for consulting services such as engineering design and flow monitoring. Staff explained that the process of periodically soliciting services is efficient, cost effective, facilitates team work, promotes accountability and maintains a high level of services by reducing complacency. Chairperson Juliussen was satisfied with the discussion.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:07 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Approval of June/July Demands

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 497,800.40**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months June 2, 2016 – July 7, 2016.

Operating expenses totaled **\$ 252,086.05** while Capital Improvement Program expenses totaled **\$ 104,292.98**

Payroll for employees and the Board totaled **\$ 141,421.37**.

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

Attachment 1	Summary of Demands by Account June/July 2016
Attachment 2	Board Payroll Check Register dated June 2, 2016
Attachment 3	Accounts Payable Check Register dated June 6, 2016
Attachment 4	Payroll Check Register dated June 8, 2016
Attachment 5	Accounts Payable Check Register dated June 15, 2016
Attachment 6	Accounts Payable Check Register dated June 20, 2016
Attachment 7	Payroll Check Register dated June 22, 2016
Attachment 8	Accounts Payable Check Register dated June 29, 2016
Attachment 9	Board Payroll Check register dated July 1, 2016
Attachment 10	Accounts Payable Check Register dated July 1, 2016
Attachment 11	Payroll Check Register dated July 6, 2016
Attachment 12	Year to Date Employee and Board Payroll Report

## DEMANDS SUMMARY

July 13, 2016

### 1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Board Payroll Check -6/2/2016	18628 - 18632	\$4,900.16	
Payroll Check -6/8/2016	18633 - 18651	\$45,693.96	
Payroll Check - 6/22/2016	18652 - 18670	\$44,504.50	
Board Payroll Check - 7/1/2016	18671 - 18675	\$1,113.05	
Payroll Check - 7/6/2016	18676 - 18694	<u>\$45,209.70</u>	
	<b>Total</b>		<b>\$141,421.37</b>
General Checking -6/6/2016	48387 - 48413	\$ 94,150.18	
General Checking -6/15/2016	48414	\$ 3,793.65	
General Checking -6/20/2016	48415 - 48457	\$ 101,189.03	
General Checking -6/28/2016	48464 - 48509	\$ 92,052.79	
General Checking - 7/1/2016	48510 - 48524	<u>\$ 65,193.38</u>	
	<b>Total</b>	<b>\$ 356,379.03</b>	
	<b>GRAND TOTAL</b>		<b>\$497,800.40</b>
<b><u>VOIDED CHECKS</u></b>	<b>48458 - 48463</b>	<b>Printer issues</b>	
	<b>48498 - 48504</b>	<b>Printer issues</b>	

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: June 2, 2016

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
18628 - 18632	6/2/2016	\$4,900.16

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/6/2016 Through 6/6/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	48387	6/6/2016	<u>3,570.00</u>	FLOW METER MAINT
	Total 48387		3,570.00	
ALPHAGRAPHICS	48388	6/6/2016	<u>1,107.96</u>	2017 ANNUAL BUDGET
	Total 48388		1,107.96	
ARC DOCUMENT SOLUTIONS.,LLC	48389	6/6/2016	39.90	PLANS AND SPECS
ARC DOCUMENT SOLUTIONS.,LLC		6/6/2016	638.27	PLANS AND SPECS-VP5 PS
	Total 48389		678.17	
CARLSBAD FUELS CORPORATION	48390	6/6/2016	<u>1,164.28</u>	VEHICLE FUEL/GAS
	Total 48390		1,164.28	
PETTY CASH	48391	6/6/2016	<u>384.77</u>	PETTY CASH FOR MAY
	Total 48391		384.77	
CITY OF CARLSBAD	48392	6/6/2016	<u>722.12</u>	WATER @ PLANT
	Total 48392		722.12	
COSCO FIRE PROTECTION	48393	6/6/2016	<u>336.00</u>	INSPECTION
	Total 48393		336.00	
CUES, INC	48394	6/6/2016	<u>3,985.15</u>	CCTV SUPPLIES/PARTS/CREDIT
	Total 48394		3,985.15	
DATA NET	48395	6/6/2016	<u>152.00</u>	IS MAINT AND SUPPORT
	Total 48395		152.00	
DUDEK & ASSOCIATES	48396	6/6/2016	2,108.44	BASELINE MONITORING
DUDEK & ASSOCIATES		6/6/2016	2,436.58	GE/3251/100/GRADING PLANS
DUDEK & ASSOCIATES		6/6/2016	2,538.62	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		6/6/2016	110.00	GE/3252/0593/LC TOWNE
DUDEK & ASSOCIATES		6/6/2016	915.00	GE/3252/0897/OMWD
DUDEK & ASSOCIATES		6/6/2016	215.00	GE/3252/0946/SCOTT ANNEX
DUDEK & ASSOCIATES		6/6/2016	2,340.00	GE/3252/0956/ORPHEUS
DUDEK & ASSOCIATES		6/6/2016	215.00	GE/3252/0957/EL CAMINO REAL
DUDEK & ASSOCIATES		6/6/2016	440.00	GE/3252/0964/EL PUEBLO REST
DUDEK & ASSOCIATES		6/6/2016	487.50	GE/3252/0965/HERMES AVE
DUDEK & ASSOCIATES		6/6/2016	655.00	GE/3252/0966/VILLAGE 5Q
DUDEK & ASSOCIATES		6/6/2016	<u>21,870.00</u>	GE/CIP/APRIL/200/354/302/352/...
	Total 48396		34,331.14	
GABRIEL MENDEZ	48397	6/6/2016	<u>43.00</u>	REIMBURSE G.M. FOR CLASS
	Total 48397		43.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/6/2016 Through 6/6/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
HD SUPPLY WATERWORKS, LTD	48398	6/6/2016	4,962.64	INFLOWS, DOMES, GASKETS
	Total 48398		4,962.64	
ICMA RETIREMENT-303979	48399	6/6/2016	3,919.05	DEFERRED COMP
	Total 48399		3,919.05	
JUDY HANSON	48400	6/6/2016	487.96	REIMBURSE J.H. FOR CSDA LEGISLATIVE DAYS
	Total 48400		487.96	
MARVIN GONZALEZ	48401	6/6/2016	299.00	REIMBURSE M.G. FOR TUITION
	Total 48401		299.00	
MITSUBISHI ELECTRIC US, INC	48402	6/6/2016	277.41	ELEVATOR MAINT
	Total 48402		277.41	
PLUMBERS DEPOT, INC	48403	6/6/2016	13,397.69	KIT/WHEEL/MODULES
	Total 48403		13,397.69	
RYAN RODRIGUEZ	48404	6/6/2016	342.00	REIMBURSE R.R. FOR TUITION
	Total 48404		342.00	
SAN DIEGO GAS & ELECTIRC	48405	6/6/2016	446.96	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		6/6/2016	957.15	ELECTRIC @ LCPS-5/2016
SAN DIEGO GAS & ELECTIRC		6/6/2016	154.43	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		6/6/2016	155.75	ELECTRIC @ VP7
	Total 48405		1,714.29	
SHEA HOMES, INC	48406	6/6/2016	5,000.00	REFUND DEV # 0648
	Total 48406		5,000.00	
SLOAN ELECTRIC COMPANY	48407	6/6/2016	16,237.95	LABOR TO REPLACE PUMP 2 @ BPS
	Total 48407		16,237.95	
TRI COMMUNITY ANSWERING SERVICE	48408	6/6/2016	90.00	ANSWERING SERVICE- MAY
	Total 48408		90.00	
UNDERGROUND SERVICE ALERT OF	48409	6/6/2016	198.00	UNDERGROUND ALARM SERVICE
	Total 48409		198.00	
UNIFIRST CORPORATION	48410	6/6/2016	252.68	LAUNDRY SERVICE-5/25/16
UNIFIRST CORPORATION		6/6/2016	185.34	UNIFORM/LAUNDRY SERVICE-6/1/16

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/6/2016 Through 6/6/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 48410		438.02	
VERIZON WIRELESS	48411	6/6/2016	<u>15.68</u>	CELL PHONE-TELEMETRY
	Total 48411		15.68	
WASTE MANAGEMENT	48412	6/6/2016	<u>204.88</u>	TRASH SERVICE-MAY
	Total 48412		204.88	
XEROX CORPORATION	48413	6/6/2016	<u>91.02</u>	COPIER MAINT
	Total 48413		91.02	
Report Total			<u>94,150.18</u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 8, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18633 - 18651	6/8/2016	\$45,693.96

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/15/2016 Through 6/15/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
L&L PRINTERS	48414	6/15/2016	<u>3,793.65</u>	CK FOR POSTAGE-L&L PRINTERS
	Total 48414		<u>3,793.65</u>	
Report Total			<u><u>3,793.65</u></u>	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/20/2016 Through 6/20/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ANTIMITE TERMITE & PEST CONTROL	48415	6/20/2016	56.00	MONTHLY PEST SERVICE-JUNE
	Total 48415		56.00	
AT&T	48416	6/20/2016	190.48	PHONE SERVICE
	Total 48416		190.48	
CALPERS	48417	6/20/2016	3,514.00	OPEB PERS OBLIGATION
	Total 48417		3,514.00	
CARLSBAD FUELS CORPORATION	48418	6/20/2016	1,507.40	VEHICLE FUEL
	Total 48418		1,507.40	
CITY OF CARLSBAD	48419	6/20/2016	557.25	WATER @ VACTOR
	Total 48419		557.25	
CORELOGIC INFORMATION SOLUTIONS,INC	48420	6/20/2016	125.00	REAL QUEST SUBS-MAY
	Total 48420		125.00	
CORODATA	48421	6/20/2016	76.95	STORAGE
	Total 48421		76.95	
COX COMMUNICATIONS SAN DIEGO	48422	6/20/2016	1,424.71	PHONE/INTERNET SERVICE
	Total 48422		1,424.71	
CUES, INC	48423	6/20/2016	247.55	PARTS FOR CCTV VAN
	Total 48423		247.55	
DATA NET	48424	6/20/2016	1,125.00	IS MAINT AND SUPPORT
DATA NET		6/20/2016	247.40	MONITOR
DATA NET		6/20/2016	934.00	WATCHGUARD RENEWAL
	Total 48424		2,306.40	
DONALD OMSTED	48425	6/20/2016	15.48	REIMBURSE FOR CONFERENCE
	Total 48425		15.48	
EVOQUA WATER TECHNOLOGIES, LLC	48426	6/20/2016	7,971.24	BIOXIDE
	Total 48426		7,971.24	
FLORA VISTA ELEMENTARY PTA	48427	6/20/2016	878.00	TEACHER GRANT-REISSUE

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/20/2016 Through 6/20/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 48427		878.00	
KENT GREENE	48428	6/20/2016	3,000.00	LATERAL REIMBURSEMENT
	Total 48428		3,000.00	
HAAKER EQUIPMENT CO	48429	6/20/2016	454.60	PARTS
	Total 48429		454.60	
HEAVILAND ENTERPRISES, INC	48430	6/20/2016	390.00	ADDITIONAL LANDSCAPE MAINT
HEAVILAND ENTERPRISES, INC		6/20/2016	840.00	LANDSCAPE MAINT-JUNE
	Total 48430		1,230.00	
HOCH CONSULTING	48431	6/20/2016	687.50	CONSTRUCTION CONSULTING @ VP5
	Total 48431		687.50	
HUNTER PROPERTIES	48432	6/20/2016	3,000.00	LATERAL REIMBURSEMENT
	Total 48432		3,000.00	
I2B NETWORKS, INC	48433	6/20/2016	160.00	WEB CAM @ BP5
	Total 48433		160.00	
ICMA RETIREMENT-303979	48434	6/20/2016	3,999.01	DEFERRED COMP
	Total 48434		3,999.01	
INFRASTRUCTURE ENGINEERING CORP	48435	6/20/2016	1,235.00	FY2016 GRAVIETY LINE
INFRASTRUCTURE ENGINEERING CORP		6/20/2016	4,414.80	GAFNER WTR TREATMENT ASSESSMENT
INFRASTRUCTURE ENGINEERING CORP		6/20/2016	7,570.15	L1 FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		6/20/2016	749.05	SAXONY PS REHAB
INFRASTRUCTURE ENGINEERING CORP		6/20/2016	3,745.70	VP5 REPLACEMENT PROJECT
	Total 48435		17,714.70	
NATIONWIDE RETIREMENT SOLUTIONS	48436	6/20/2016	247.22	DEFERRED COMP
	Total 48436		247.22	
NORTH COUNTY TRANSIT DISTRICT	48437	6/20/2016	2,997.80	ANNUAL LICENSE FEES
	Total 48437		2,997.80	
OFFICE DEPOT, INC.	48438	6/20/2016	253.55	OFFICE SUPPLIES
	Total 48438		253.55	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/20/2016 Through 6/20/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
OLIVENHAIN MUNICIPAL WATER DIST	48439	6/20/2016	41.13	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		6/20/2016	355.46	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		6/20/2016	774.81	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		6/20/2016	41.13	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		6/20/2016	44.77	WATER @ VP7
	Total 48439		1,257.30	
PALOMAR WATER, LLC	48440	6/20/2016	320.67	BOTTLED WATER
	Total 48440		320.67	
PERS RETIREMENT	48441	6/20/2016	354.92	BOARD RETIREMENT ENDING 5/31/2016
PERS RETIREMENT		6/20/2016	11,904.56	EMPLOYEE RETIREMENT ENDING 5/22/16
	Total 48441		12,259.48	
FRED PRYOR SEMINARS	48442	6/20/2016	298.00	PAYROLL SEMINAR
	Total 48442		298.00	
PURCHASE POWER	48443	6/20/2016	25.40	SHIPPING
	Total 48443		25.40	
RICK EASTON	48444	6/20/2016	19.46	REIMBURSE FOR EXTRA MISC DEDUCTION
	Total 48444		19.46	
RISING TIDE PARTNERS	48445	6/20/2016	3,330.00	PUBLIC INFORMATION-MAY
	Total 48445		3,330.00	
ROCKWELL CONSTRUCTION SERVICES, INC	48446	6/20/2016	875.00	CM AND INSPECTION @ SPS
	Total 48446		875.00	
SAN DIEGO UNION TRIBUNE	48447	6/20/2016	243.28	AD-LEGAL NOTICE
	Total 48447		243.28	
SAN DIEGO GAS & ELECTIRC	48448	6/20/2016	751.40	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		6/20/2016	1,013.71	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		6/20/2016	15,830.64	ELECTRIC @ LPS/OFFICE
SAN DIEGO GAS & ELECTIRC		6/20/2016	155.47	ELECTRIC @ RANCHO VERDE
SAN DIEGO GAS & ELECTIRC		6/20/2016	667.77	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		6/20/2016	163.71	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		6/20/2016	333.13	ELECTRIC @VP5

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/20/2016 Through 6/20/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO GAS & ELECTIRC		6/20/2016	<u>2.47</u>	NAT GAS @ EE
	Total 48448		18,918.30	
SOUTHERN CONTRACTING COMPANY	48449	6/20/2016	480.00	ELECTRICAL @ LPS
SOUTHERN CONTRACTING COMPANY		6/20/2016	360.00	ELECTRICAL WORK @ BPS
SOUTHERN CONTRACTING COMPANY		6/20/2016	840.00	ELECTRICAL WORK @ VP5
	Total 48449		1,680.00	
SPECIALTY SEALS & ACCESSORIES, INC.	48450	6/20/2016	25.70	BOTTLE
	Total 48450		25.70	
THE HOME DEPOT CRC/GECF	48451	6/20/2016	<u>164.89</u>	SUPPLIES
	Total 48451		164.89	
THE HOSE PROS	48452	6/20/2016	<u>250.29</u>	HOSES PER SPECS
	Total 48452		250.29	
T.S. INDUSTRIAL SUPPLY	48453	6/20/2016	<u>127.79</u>	HOSE
	Total 48453		127.79	
UNIFIRST CORPORATION	48454	6/20/2016	185.34	LAUNDRY SERVICE-5/18/16
UNIFIRST CORPORATION		6/20/2016	<u>188.85</u>	LAUNDRY SERVICE-6/8/16
	Total 48454		374.19	
U.S. BANK	48455	6/20/2016	7,930.44	CONFERENCES,SUPPLIES, MEETINGS, ETC
	Total 48455		7,930.44	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	48456	6/20/2016	99.00	PHYSICALS
	Total 48456		99.00	
WOODYS CRANE SERVICE	48457	6/20/2016	<u>375.00</u>	CRANE RENTAL
	Total 48457		375.00	
Report Total			<u>101,189.03</u>	

**Leucadia Wastewater District**  
**Vendor Activity**  
 From 6/20/2016 Through 6/20/2016

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	Transaction Description	GL Short Title
USBANK1	U.S. BANK	API	6/20/2016	48455	138.53	ADM LUNCH	EMPLOYEE RECOGN
USBANK1	U.S. BANK	API	6/20/2016	48455	(5.00)	CREDIT	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	237.95	CSDA CONF-DO	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	237.95	CSDA CONF-ES	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	435.90	CSDA HOTEL-DO	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	91.18	CSDA-DO	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	54.94	CSDA-ES	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	551.15	CSDA-HOTEL-ES	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	237.95	CSDA-JH	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	332.95	CSRMA-PB	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	334.90	CSRMA-RD	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	4.00	CWEA CONF	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	605.07	CWEA CONF-JS	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	605.07	CWEA CONF-MG	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	605.07	CWEA CONF-TA	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	806.44	CWEA HOTEL-ES	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	201.69	CWEA HOTEL-PB	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	102.05	CWEA-DO	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	25.50	CWEA-ES	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	605.07	CWEA-HG	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	605.07	CWEA-HOTEL-DO	BOARD CONFERENC
USBANK1	U.S. BANK	API	6/20/2016	48455	238.05	CWEA-P.B.	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	194.12	CWEA-PB	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	110.70	EMPL LUNCH	EMPLOYEE RECOGN
USBANK1	U.S. BANK	API	6/20/2016	48455	149.25	GAAFR	SUBSCRIPTIONS
USBANK1	U.S. BANK	API	6/20/2016	48455	74.52	IPAD COVER	Computer SW/Srv
USBANK1	U.S. BANK	API	6/20/2016	48455	74.52	IPAD COVER-RD	Computer SW/Srv
USBANK1	U.S. BANK	API	6/20/2016	48455	54.45	LABELS	OFFICE SUPPLIES
USBANK1	U.S. BANK	API	6/20/2016	48455	60.03	MEETING	MEETING SUPPLIE
USBANK1	U.S. BANK	API	6/20/2016	48455	18.88	NCWRG-PB	DESIGN & ENGN
USBANK1	U.S. BANK	API	6/20/2016	48455	6.99	OFFICE SUPPLIES	OFFICE SUPPLIES
USBANK1	U.S. BANK	API	6/20/2016	48455	5.50	TRAINING-RD	Train'g/Ed/Conf
USBANK1	U.S. BANK	API	6/20/2016	48455	100.00	WEBSITE HOSTING	TELEPHONE
USBANK1	U.S. BANK	API	6/20/2016	48455	30.00	WIFI-R.M.	TELEPHONE

**Leucadia Wastewater District**  
 Vendor Activity  
 From 6/20/2016 Through 6/20/2016

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	Transaction Description	GL Short Title
USBANK1	U.S. BANK	APS	6/20/2016	48455	0.00	CONFERENCES,SUPPLIES, MEETINGS, ETC	ACCOUNTS PAYABL
Transaction Total					<u>7,930.44</u>		
Total USBANK1	U.S. BANK				<u>7,930.44</u>		
Report Opening/Current Balance							
Report Transaction Totals					7,930.44		
Report Current Balances							

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ATTACHMENT 6

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 22, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18652 - 18670	6/22/2016	\$44,504.50

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/29/2016 Through 6/29/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	48458		0.00	
	Total 48458		0.00	
	48459		0.00	
	Total 48459		0.00	
	48460		0.00	
	Total 48460		0.00	
	48461		0.00	
	Total 48461		0.00	
	48462		0.00	
	Total 48462		0.00	
	48463		0.00	
	Total 48463		0.00	
ARC DOCUMENT SOLUTIONS, LLC	48464	6/29/2016	14.58	PLANS AND SPECS
	Total 48464		14.58	
AYALA ENGINEERING	48465	6/29/2016	1,800.00	REHAB MH NO 08
	Total 48465		1,800.00	
BOOT WORLD, INC	48466	6/29/2016	68.02	SAFETY BOOTS-R. RODRIGUEZ
	Total 48466		68.02	
CARLSBAD FUELS CORPORATION	48467	6/29/2016	1,154.10	VEHICLE FUEL
	Total 48467		1,154.10	
PETTY CASH	48468	6/29/2016	243.09	PETTY CASH-JUNE-2016
	Total 48468		243.09	
CINTAS FIRST AID AND SAFETY	48469	6/29/2016	138.25	FIRST AID REFILL FOR KIT
	Total 48469		138.25	
CONEXIS	48470	6/29/2016	140.00	SEC 125 FLEX PLAN-MAY

*VOIDED  
printer issues*

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/29/2016 Through 6/29/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 48470		140.00	
COX COMMUNICATIONS SAN DIEGO	48471	6/29/2016	0.00 1,424.71	PHONE AND INTERNET SERVICE
	Total 48471		1,424.71	
CUMMINS PACIFIC,LLC	48472	6/29/2016	0.00 648.00	SERVICE TO GENERATOR
	Total 48472		648.00	
DATA NET	48473	6/29/2016	0.00 383.30	IS MAINT AND SUPPORT
	Total 48473		383.30	
D.S. PRODUCTS	48474	6/29/2016	0.00 254.19	REFUND DEV #0851
	Total 48474		254.19	
DUDEK & ASSOCIATES	48475	6/29/2016	0.00 21,275.00	GE/CIP/MAY/200/0361
	Total 48475		21,275.00	
TRACI ELLINWOOD	48476	6/29/2016	0.00 1,750.00	LATERAL REIMBURSEMENT
	Total 48476		1,750.00	
EWING IRRIGATION PRODUCTS	48477	6/29/2016	0.00 28.95	PVC/VALVE @ BPS
	Total 48477		28.95	
GREAT AMERICA FINANCIAL SERVICES	48478	6/29/2016	0.00 738.88	COPIER LEASE
	Total 48478		738.88	
HAAKER EQUIPMENT CO	48479	6/29/2016	0.00 75.48	PARTS
	Total 48479		75.48	
HEAVILAND ENTERPRISES, INC	48480	6/29/2016	0.00 1,200.00	MULCH APPLICATION
	Total 48480		1,200.00	
HOCH CONSULTING	48481	6/29/2016	0.00 1,272.50	CONSTR. CONSULTING @ BPS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/29/2016 Through 6/29/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 48481		1,272.50	
ICMA RETIREMENT-303979	48482	6/29/2016	0.00	DEFERRED COMP
			<u>3,999.01</u>	
	Total 48482		3,999.01	
JB SAFETY SERVICES	48483	6/29/2016	0.00	CONFINED SPACE CLASS
			<u>3,700.00</u>	
	Total 48483		3,700.00	
JCI JONES CHEMICAL, INC	48484	6/29/2016	0.00	CHEMICALS
			<u>4,075.13</u>	
	Total 48484		4,075.13	
LA COSTA LOGO, LLC	48485	6/29/2016	0.00	SHIRTS,CAPS,TOWELS
			<u>1,785.17</u>	
	Total 48485		1,785.17	
L&L PRINTERS	48486	6/29/2016	0.00	SPRING NEWSLETTER
			<u>4,665.90</u>	
	Total 48486		4,665.90	
MINUTEMAN PRESS	48487	6/29/2016	0.00	NEW ENVELOPES,LETTERHEAD
			<u>644.28</u>	
	Total 48487		644.28	
MSC JANITORIAL SERVICE, INC	48488	6/29/2016	0.00	JANITORIAL SERVICE-JUNE
			<u>1,552.92</u>	
	Total 48488		1,552.92	
NATIONWIDE RETIREMENT SOLUTIONS	48489	6/29/2016	0.00	DEFERRED COMP
			<u>247.22</u>	
	Total 48489		247.22	
OFFICE DEPOT, INC.	48490	6/29/2016	0.00	OFFICE SUPPLIES
			<u>89.86</u>	
	Total 48490		89.86	
PERS RETIREMENT	48491	6/29/2016	0.00	EMPLOYEE RETIREMENT 6/5/2016
			<u>11,941.45</u>	
	Total 48491		11,941.45	
PITNEY BOWES GLOBAL FINANCIAL LLC	48492	6/29/2016	0.00	POSTAGE METER LEASE
			<u>155.88</u>	
	Total 48492		155.88	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/29/2016 Through 6/29/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	48493		0.00	
PLANT PEOPLE, INC		6/29/2016	<u>158.00</u>	MAINT OF LIVE PLANTS @ OFFICE
	Total 48493		158.00	
	48494		0.00	
SAN DIEGO GAS & ELECTIRC		6/29/2016	1,500.96	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		6/29/2016	110.52	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		6/29/2016	11,850.12	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		6/29/2016	496.84	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		6/29/2016	696.85	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		6/29/2016	<u>18.86</u>	GAS @ OFFICE
	Total 48494		14,674.15	
	48495		0.00	
SHEA HOMES, INC		6/29/2016	<u>14.76</u>	REFUND DEV #0708
	Total 48495		14.76	
	48496		0.00	
SLOAN ELECTRIC COMPANY		6/29/2016	<u>1,130.00</u>	SERVICE CALL FOR #2 VFD
	Total 48496		1,130.00	
	48497		0.00	
SOUTH BAY FOUNDRY		6/29/2016	<u>845.97</u>	MANHOLES CLEAN OUT
	Total 48497		845.97	
	48498		0.00	
TRI COMMUNITY ANSWERING SERVICE		6/29/2016	<u>0.00</u>	ANSWERING SERVICE-JUNE
	Total 48498		0.00	
	48499		0.00	
UNIFIRST CORPORATION		6/29/2016	<u>0.00</u>	LAUNDRY SERVICE-6/15/16
UNIFIRST CORPORATION		6/29/2016	<u>0.00</u>	LAUNDRY SERVICE-6/22/16
	Total 48499		0.00	
	48500		0.00	
V&A CONSULTING ENGINEERS		6/29/2016	<u>0.00</u>	CREEK SAMPLING @ AWT
	Total 48500		0.00	
	48501		0.00	
VERIZON WIRELESS		6/29/2016	<u>0.00</u>	CELL PHONES
	Total 48501		0.00	
	48502		0.00	
WORDEN WILLIAMS, APC		6/29/2016	<u>0.00</u>	LEGAL FEES-MAY
	Total 48502		0.00	
	48505		90.00	
TRI COMMUNITY ANSWERING SERVICE		6/29/2016	<u>90.00</u>	ANSWERING SERVICE-JUNE
	Total 48505		90.00	
	48506		185.34	
UNIFIRST CORPORATION		6/29/2016	<u>185.34</u>	LAUNDRY SERVICE-6/15/16
UNIFIRST CORPORATION		6/29/2016	<u>192.03</u>	LAUNDRY SERVICE-6/22/16

*voided for the issues*

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/29/2016 Through 6/29/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 48506		377.37	
V&A CONSULTING ENGINEERS	48507	6/29/2016	<u>1,200.00</u>	CREEK SAMPLING @ AWT
	Total 48507		1,200.00	
VERIZON WIRELESS	48508	6/29/2016	<u>662.97</u>	CELL PHONES
	Total 48508		662.97	
WORDEN WILLIAMS, APC	48509	6/29/2016	<u>7,433.70</u>	LEGAL FEES-MAY
	Total 48509		7,433.70	
Report Total			<u>92,052.79</u>	

**LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT**

**Payroll Date:** July 1, 2016

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
18671 - 18675	7/1/2016	\$1,113.05

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 7/1/2016 Through 7/1/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLIANT INSURANCE SERVICES, INC	48510	7/1/2016	6,640.00	PHYSICAL DAMAGE INS -16-17
	Total 48510		6,640.00	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	48511	7/1/2016	29,752.59	HEALTH INS-JULY
	Total 48511		29,752.59	
COUNTY OF SAN DIEGO	48512	7/1/2016	6,470.14	LAFCO FEES-FY 2016/2017
	Total 48512		6,470.14	
COUNTY OF SAN DIEGO	48513	7/1/2016	292.00	FACILITY PERMIT @ LCPS
COUNTY OF SAN DIEGO		7/1/2016	292.00	FACILITY PERMIT @ SPS
COUNTY OF SAN DIEGO		7/1/2016	418.00	FACILITY PERMIT FEE @ BPS
	Total 48513		1,002.00	
CSDA- SAN DIEGO CHAPTER	48514	7/1/2016	150.00	CSDA MEMBERSHIP RENEWAL 2016-2017
	Total 48514		150.00	
CWEA	48515	7/1/2016	164.00	CWEA MEMBERSHIP RENEWAL-R. EASTON
	Total 48515		164.00	
HARTFORD LIFE & ACCIDENT INS.	48516	7/1/2016	441.32	LIFE INS-JULY
	Total 48516		441.32	
MES VISION	48517	7/1/2016	379.33	VISION INS-JULY
	Total 48517		379.33	
PERS RETIREMENT	48518	7/1/2016	11,941.45	EMPLOYEE RETIREMENT ENDING 6/19/16
	Total 48518		11,941.45	
PURCHASE POWER	48519	7/1/2016	11.99	POSTAGE FEES
	Total 48519		11.99	
RISING TIDE PARTNERS	48520	7/1/2016	3,190.00	JUNES PUBLIC INFORMATION
	Total 48520		3,190.00	
STATE WATER RESOURCES CONTROL BD	48521	7/1/2016	60.00	WTR TREATMENT CERT RENEWAL
	Total 48521		60.00	
THE GUARDIAN	48522	7/1/2016	4,287.24	DENTAL/DISABILITY INS-JULY

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 7/1/2016 Through 7/1/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 48522		4,287.24	
TRI COMMUNITY ANSWERING SERVICE	48523	7/1/2016	90.00	ANSWERING SERVICE-JULY
	Total 48523		90.00	
VALLECITOS WATER DISTRICT	48524	7/1/2016	613.32	EAP PROGRAM-2016/2017
	Total 48524		613.32	
Report Total			65,193.38	



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

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

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

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

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

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

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

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

**DECEMBER**

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

**JANUARY**

**2016**

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

**FEBRUARY**

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

**MARCH**

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

**APRIL**

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

**MAY**

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

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

**JUNE**

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

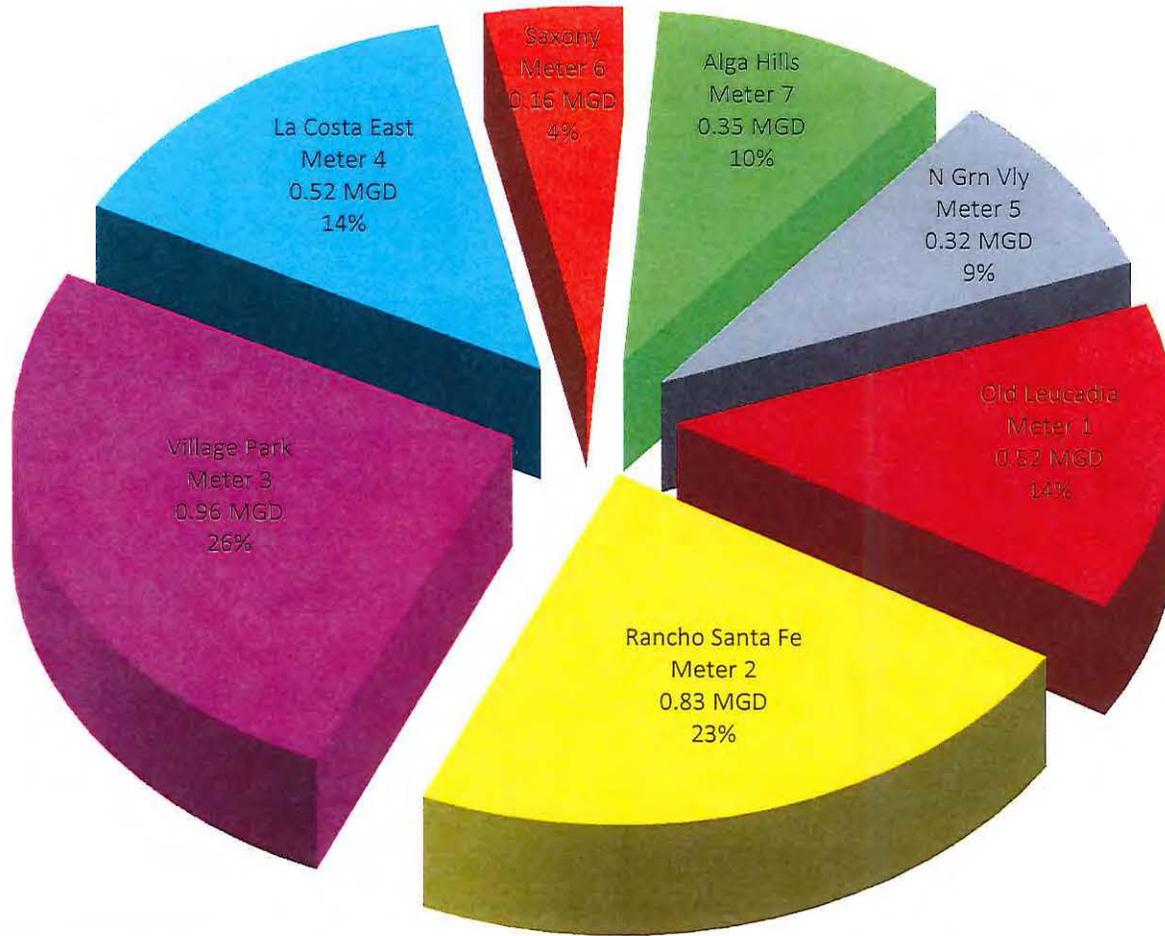
**JULY**

7/2/2016	Board	\$1,113.05
7/6/2016	Employee	<u>\$45,209.70</u>
	<b>TOTAL</b>	<b>\$46,322.75</b>

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

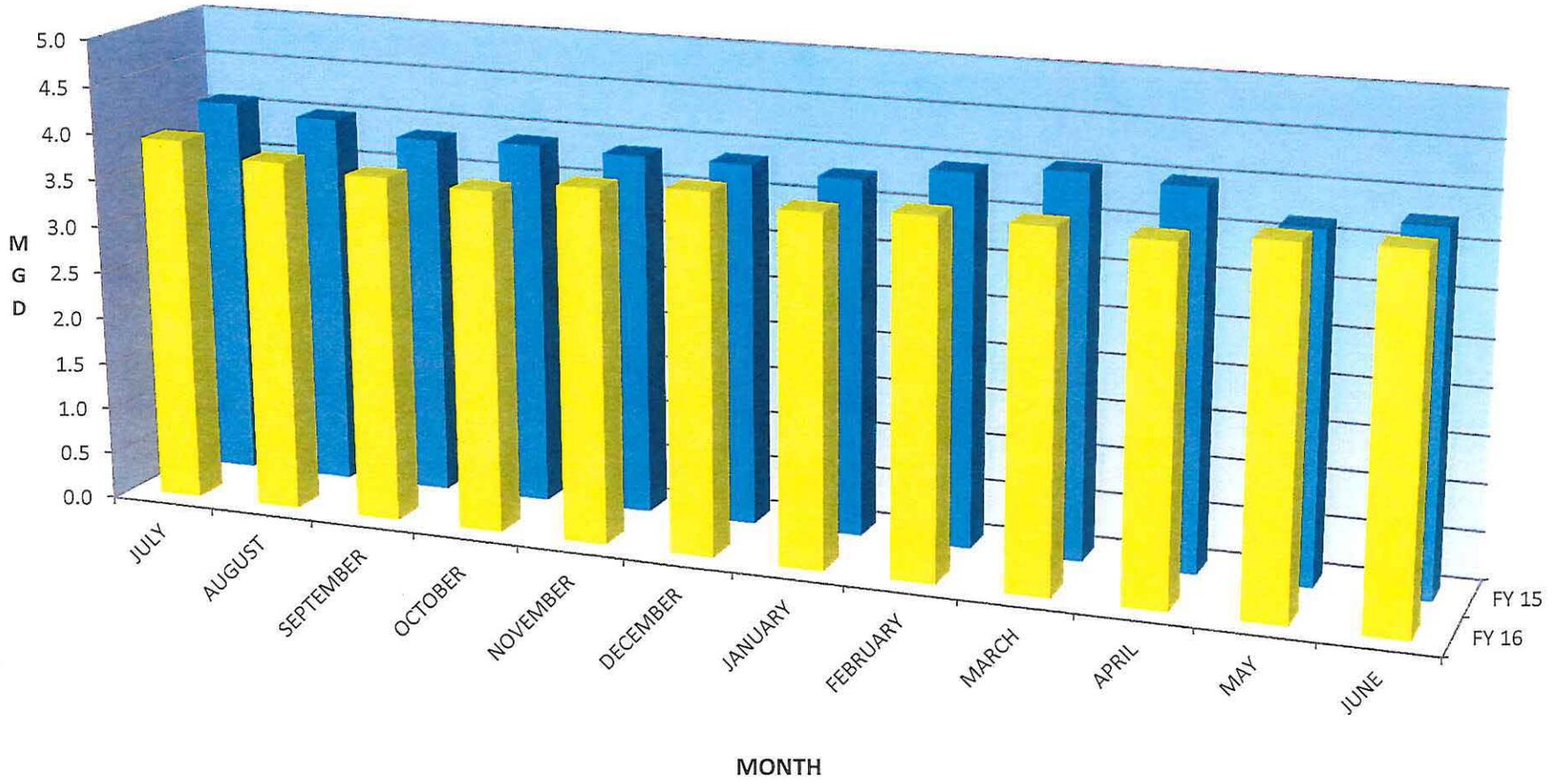
CURRENT MONTH - June 2016							FY 2014-2015
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,515.94	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.76	121.52	5.80	3.92	137	27.33	4.10
YTD			28,521.74				
AUGUST	0.00	116.87	8.60	3.77	132	39.88	4.01
YTD			28,530.34				
SEPTEMBER	1.14	111.00	3.00	3.70	130	32.02	3.87
YTD			28,533.34				
OCTOBER	0.70	113.15	8.50	3.65	128	18.08	3.90
YTD			28,541.84				
NOVEMBER	0.60	113.10	0.0	3.77	132	11.62	3.87
YTD			28,541.84				
DECEMBER	0.87	118.73	5.90	3.83	134	2.30	3.87
YTD			28,547.74				
JANUARY	2.61	115.01	16.00	3.71	130	0.00	3.80
YTD			28,563.74				
FEBRUARY	0.12	109.33	7.00	3.77	132	7.33	3.96
YTD			28,570.74				
MARCH	1.21	116.56	4.47	3.76	132	14.71	4.05
YTD			28,575.21				
APRIL	0.46	111.60	2.00	3.72	130	20.89	3.99
YTD			28,577.21				
MAY	0.33	118.11	5.67	3.81	133	32.53	3.67
YTD			28,582.88				
JUNE	0.00	114.90	-21.67	3.83	134	43.07	3.78
YTD			28,561.21				
<b>YTD Totals</b>	8.80	1379.88	45.27			249.76	
<b>Mo Average</b>	0.73	114.99	3.77	3.77	132.03	20.81	3.91

**LWD Flows by Sub-Basin  
June 2016  
Total LWD Flow = 3.67 MGD**

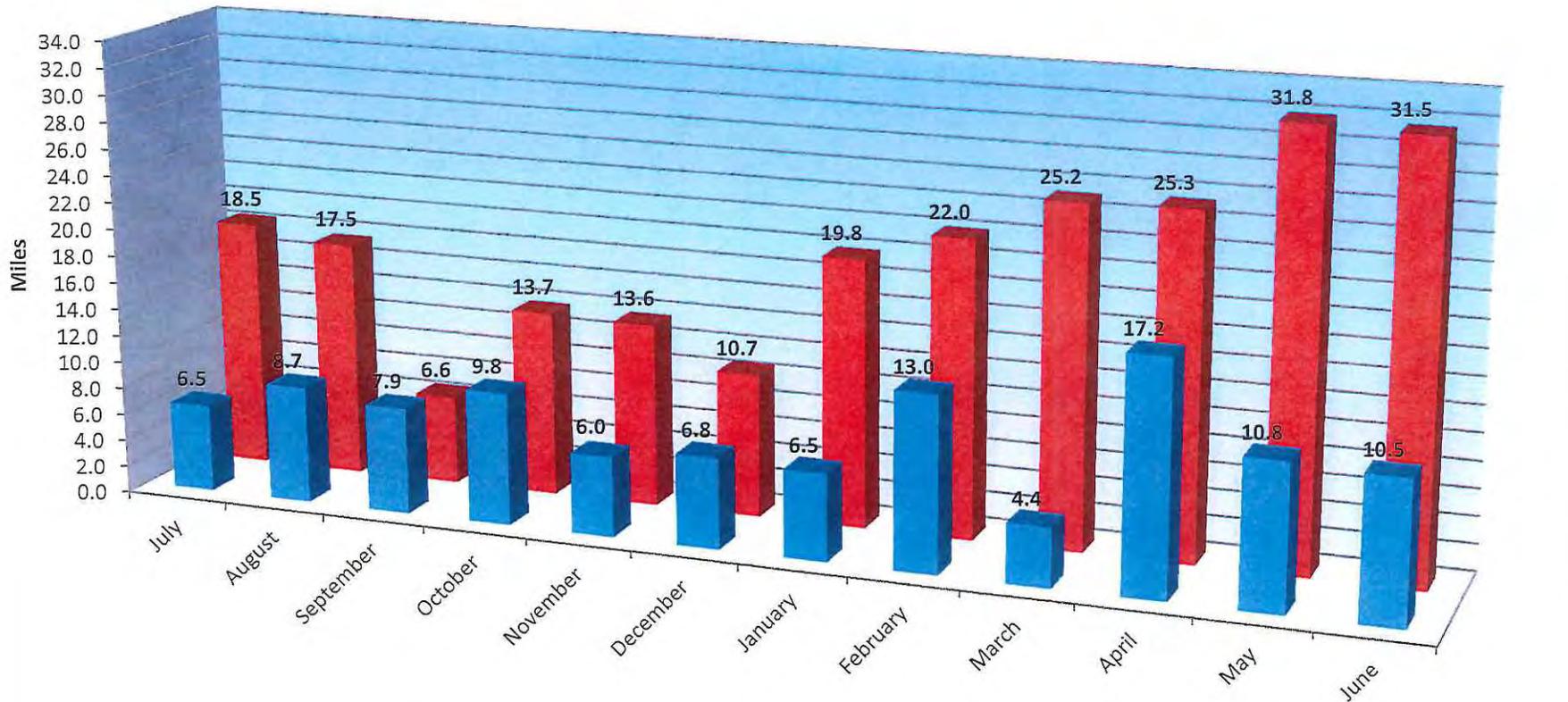


# LEUCADIA WASTEWATER DISTRICT FLOW COMPARISION FY15 to FY16

48



# FY-16 CCTV Inspections & Hydro Cleaning Production



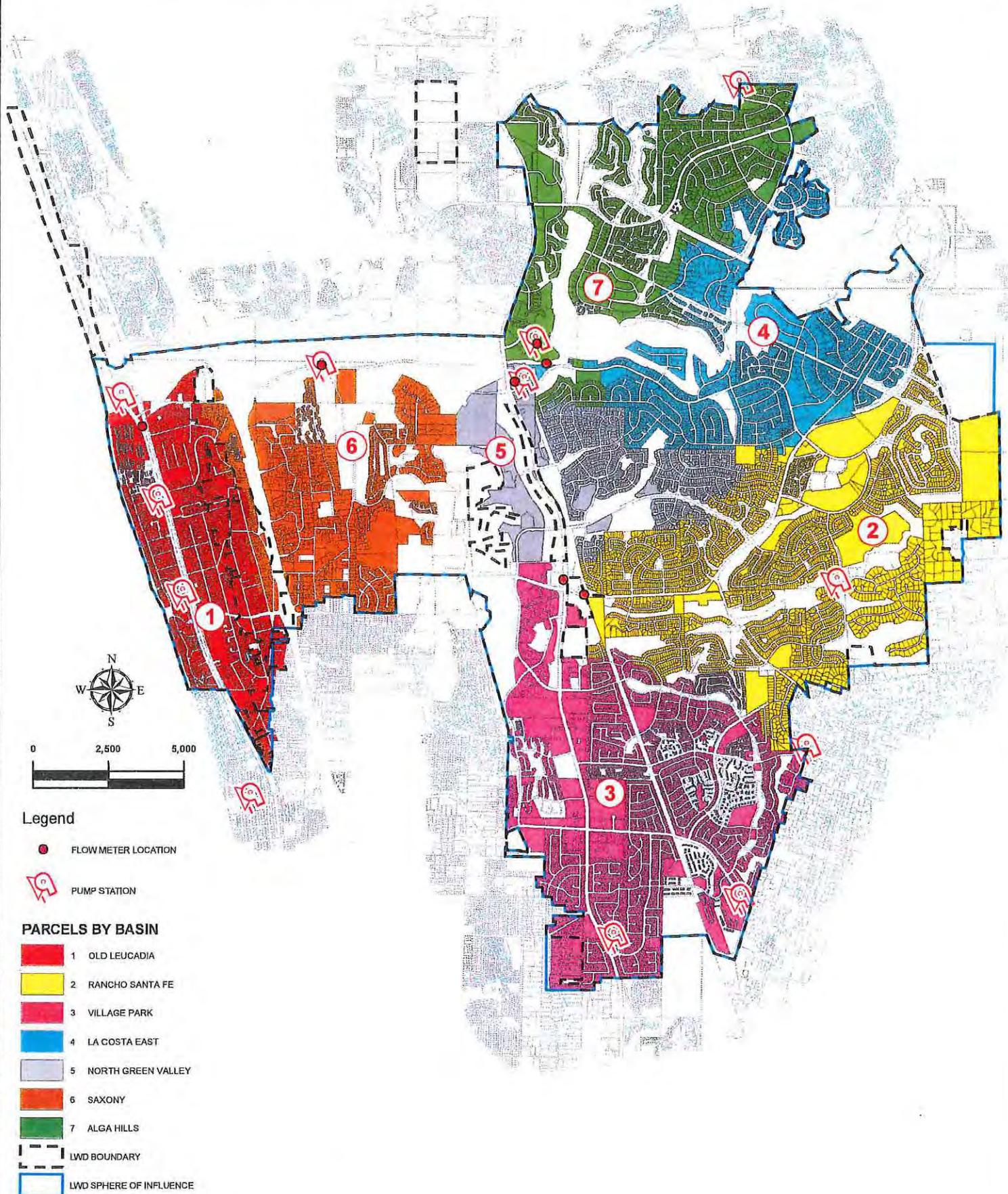
## Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month

CCTV Inspection: 6.3 Miles/ Month

- CCTV Inspections
- Total Hydro Cleaning

# LEUCADIA WASTEWATER DISTRICT



**Legend**

- FLOW METER LOCATION
  - PUMP STATION
- PARCELS BY BASIN**
- 1 OLD LEUCADIA
  - 2 RANCHO SANTA FE
  - 3 VILLAGE PARK
  - 4 LA COSTA EAST
  - 5 NORTH GREEN VALLEY
  - 6 SAXONY
  - 7 ALGA HILLS
  - LWD BOUNDARY
  - LWD SPHERE OF INFLUENCE

# Leucadia Wastewater District

Balance Sheet  
As of 6/30/2016

		Current Year
<b>Assets</b>		
Cash & Investments	1CAS	35,165,027.41
Accounts Receivables	2A/R	141,668.00
Prepaid Expense	3PRE	78,067.96
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	152,544,668.03
Less Accumulated Depreciation	6DEP	(52,380,807.32)
Total Assets		137,035,424.08
<b>Deferred Outflows</b>		
PERS Proportions Difference	7D/O	15,754.00
Current Year PERS Employer Contribution	8D/O	242,055.47
Total Deferred Outflows		257,809.47
Total Assets & Deferred Outflows		137,293,233.55
<b>Liabilities</b>		
Accounts Payable & Accrued Expenses	A/P	420,544.87
Developer Deposits	DEVD	205,396.82
Net Pension Liability	LTDB	2,277,414.00
EWA Pension Liability	LTDP	1,816,300.00
Total Liabilities		4,719,655.69
<b>Deferred Inflows</b>		
PERS Actual/Proportion Contribution Difference	D/I2	48,723.00
Projected/Actual PERS Earnings Difference	D/In	765,316.00
Total Deferred Inflows		814,039.00
<b>Net Position</b>		
Beginning Net Position (as of June 30, 2015)		
Investment in Capital Assets	IC/A	102,080,040.50
Reserves	RESV	29,783,956.78
Total Beginning Net Position (as of June 30, 2015)		131,863,997.28
<b>Current Change In Net Position</b>		
Other		(104,458.42)
Total Current Change In Net Position		(104,458.42)
Total Net Position		131,759,538.86
Total Liabilities, Deferred Inflows & Net Position		137,293,233.55

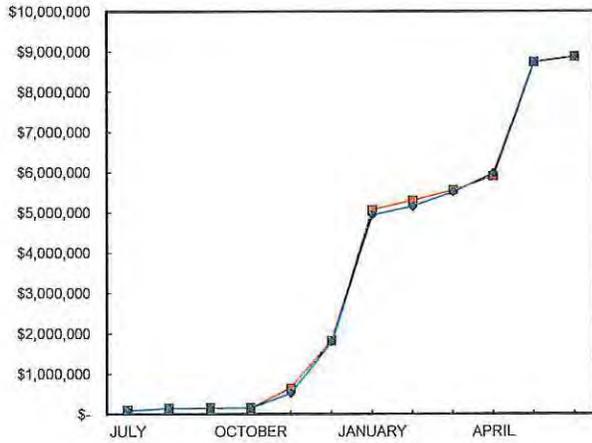
# Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses  
From 7/1/2015 Through 6/30/2016

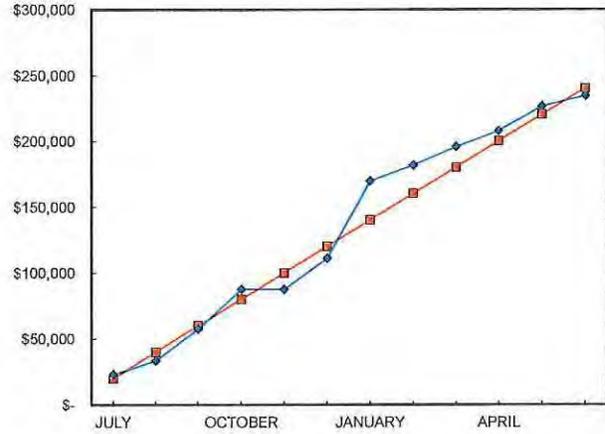
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	8,887,699.05	8,876,733.00	(10,966.05)	100.1%
3150 Recycled Water Sales	279,064.08	266,000.00	(13,064.08)	104.9%
3100 Misc. Operating Revenue	\$ 61,432.53	\$ 248,533.00	\$ 187,100.47	24.7%
<b>TOTAL OPERATING REVENUES</b>	<b>\$9,228,195.66</b>	<b>\$9,391,266.00</b>	<b>\$ 163,070.34</b>	<b>98.3%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$1,670,065.43	\$1,647,320.00	\$ (22,745.43)	101.4%
4200 Employee Benefits	811,956.15	825,559.00	13,602.85	98.4%
4300 Directors Expense	129,891.61	140,100.00	10,208.39	92.7%
4600 Gas, Oil & Fuel	30,157.48	46,000.00	15,842.52	65.6%
4700 Insurance Expense	99,399.29	118,000.00	18,600.71	84.2%
4800 Memberships	25,497.20	25,400.00	(97.20)	100.4%
4900 Office Expense	94,069.53	122,100.00	28,030.47	77.0%
5000 Operating Supplies	174,862.27	225,900.00	51,037.73	77.4%
5200 Professional Services	453,168.36	539,400.00	86,231.64	84.0%
5300 Printing & Publishing	23,726.09	32,000.00	8,273.91	74.1%
5400 Rents & Leases	12,774.25	15,150.00	2,375.75	84.3%
5500 Repairs & Maintenance	396,766.32	409,700.00	12,933.68	96.8%
5600 Monitoring & Permits	46,946.95	54,850.00	7,903.05	85.6%
5700 Training & Development	38,017.97	46,500.00	8,482.03	81.8%
5900 Utilities	421,487.73	478,300.00	56,812.27	88.1%
6100 LAFCO Operations	8,762.60	6,200.00	(2,562.60)	141.3%
6200 Encina Operating Expense	1,257,920.95	1,915,644.00	657,723.05	65.7%
6900 Admin O/H alloc to Capital	(98,432.14)	(128,664.00)	(30,231.86)	76.5%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$5,597,038.04</b>	<b>\$6,519,459.00</b>	<b>\$ 922,420.96</b>	<b>85.9%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	234,613.64	240,360.00	5,746.36	97.6%
3220 Property Taxes	1,476,695.72	1,450,000.00	(26,695.72)	101.8%
3250 Investment Income	219,584.87	180,000.00	(39,584.87)	122.0%
3290 Misc. Non Op Revenue	74,150.36	8,200.00	(65,950.36)	904.3%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$2,005,044.59</b>	<b>\$1,878,560.00</b>	<b>\$ (126,484.59)</b>	<b>106.7%</b>

# Leucadia Wastewater District Revenue FY2016 YTD through June 30, 2016

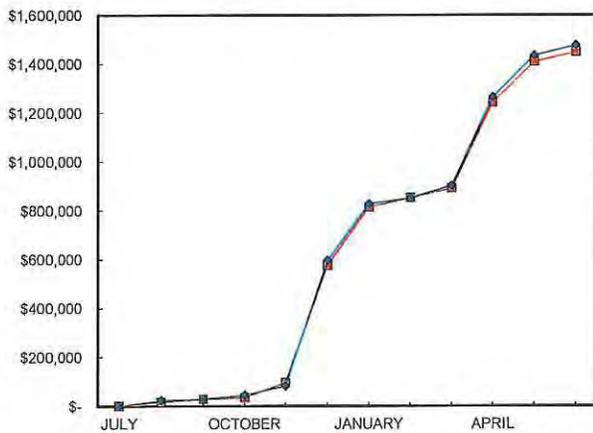
**Sewer Service Fees**



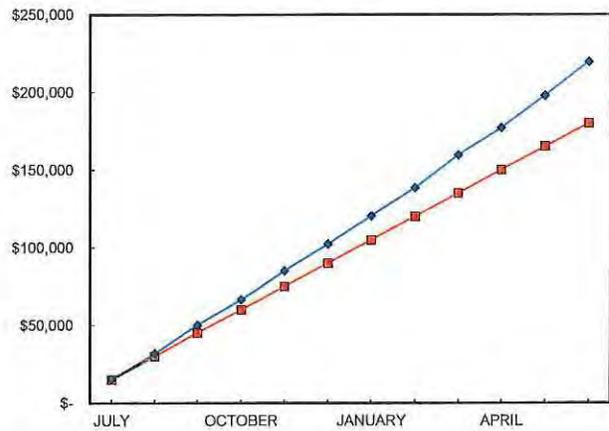
**Capacity Charges**



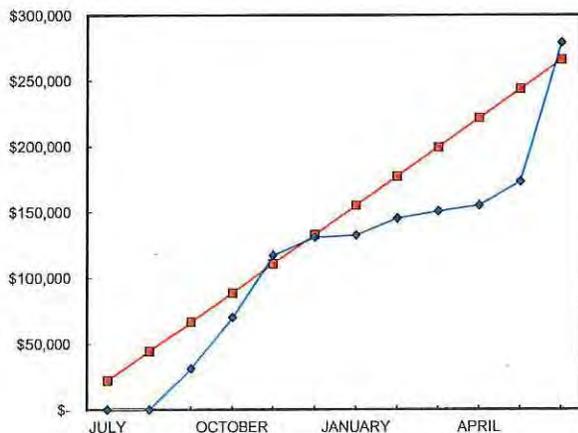
**Property Taxes**



**Investment Income**

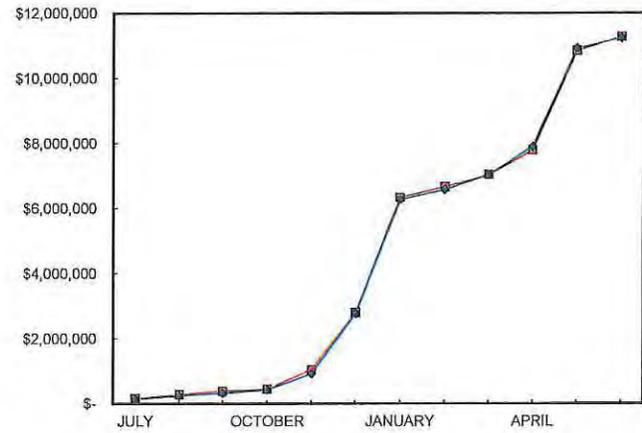


**Recycled Wastewater**



■ Budget      ◆ Actual

**Total Revenue**

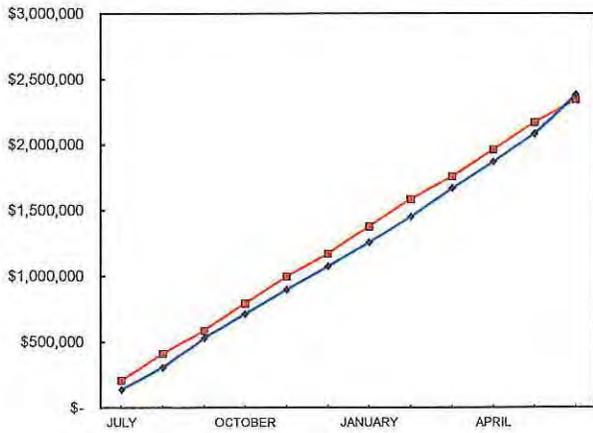


■ Budget      ◆ Actual

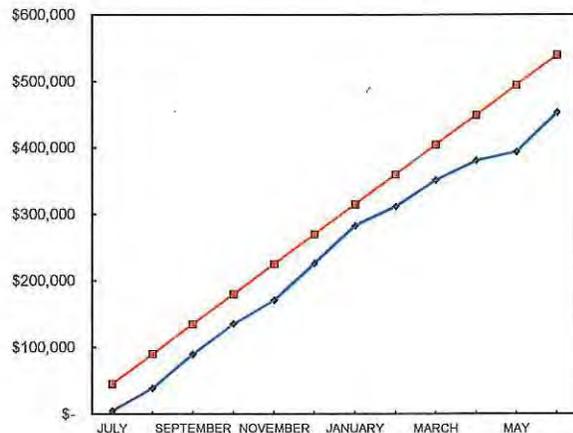
\* Preliminary: subject to future review, recalculation, accruals, and audit

# Leucadia Wastewater District Operating Expenses FY2016 YTD through June 30, 2016

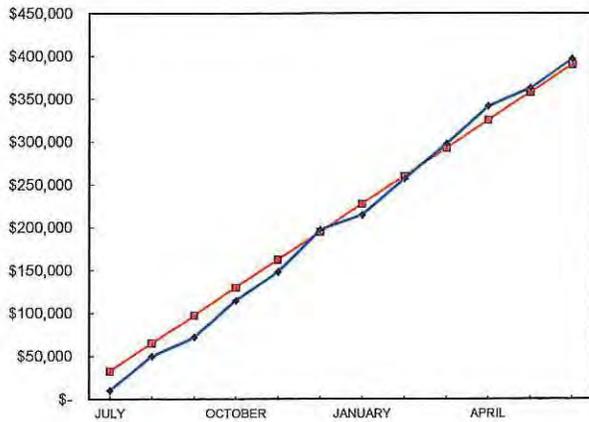
**Salaries and Benefits**



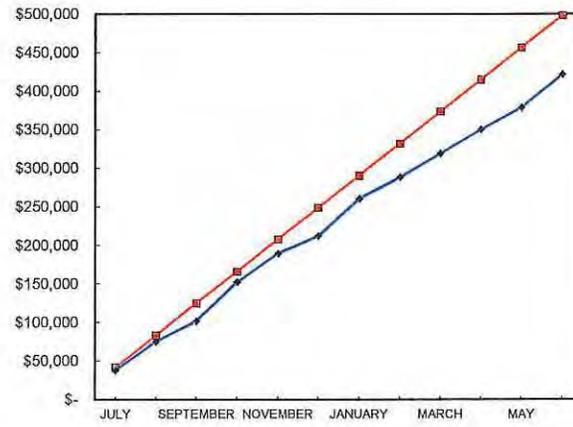
**Professional Services**



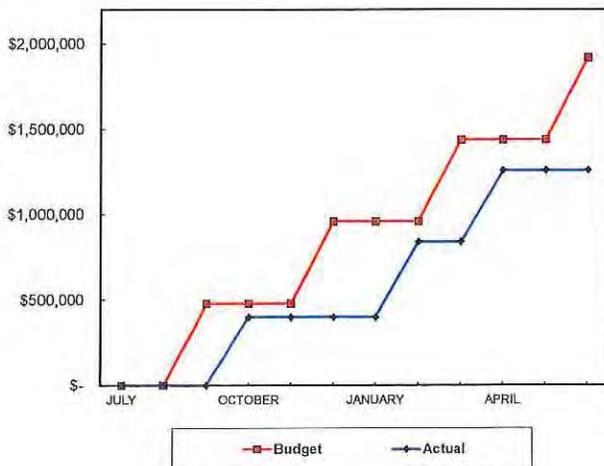
**Repairs & Maintenance**



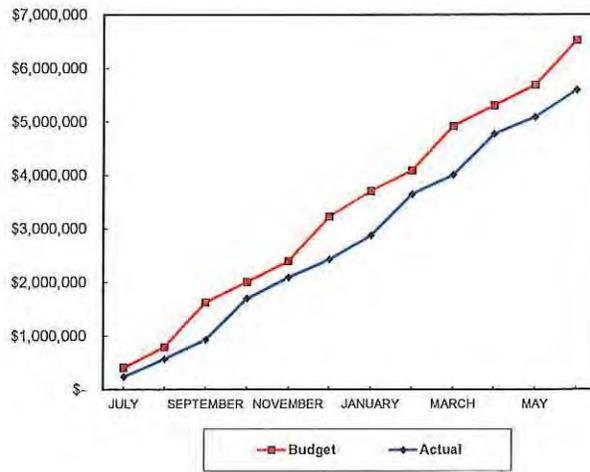
**Utilities**



**Encina M&O**



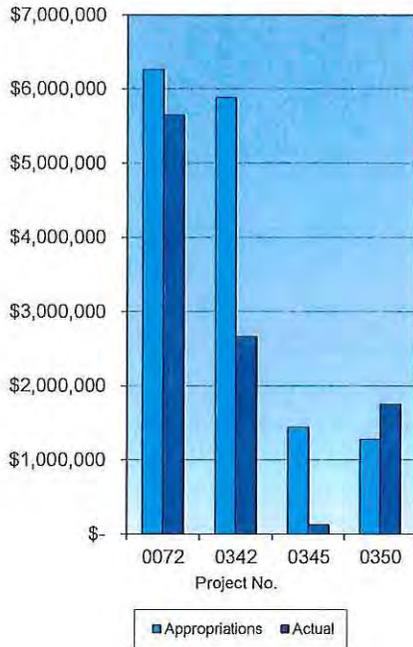
**Total Operating Expenses -  
Before Depreciation & Replacement**



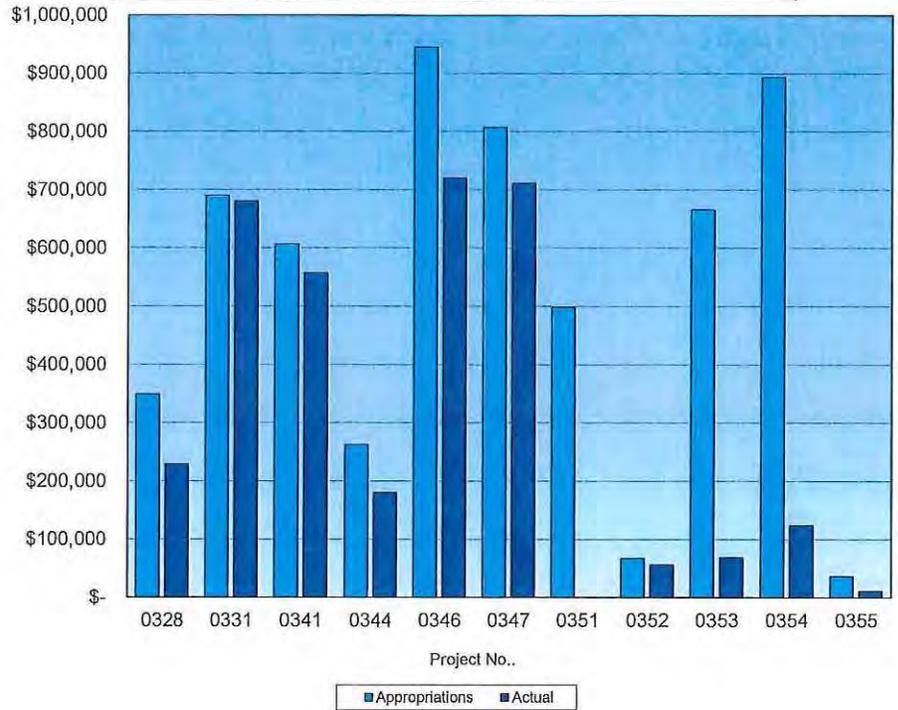
\* Preliminary; subject to future review, reconciliation, accruals, and audit

## Leucadia Wastewater District Capital Expenditures As of June 30, 2016

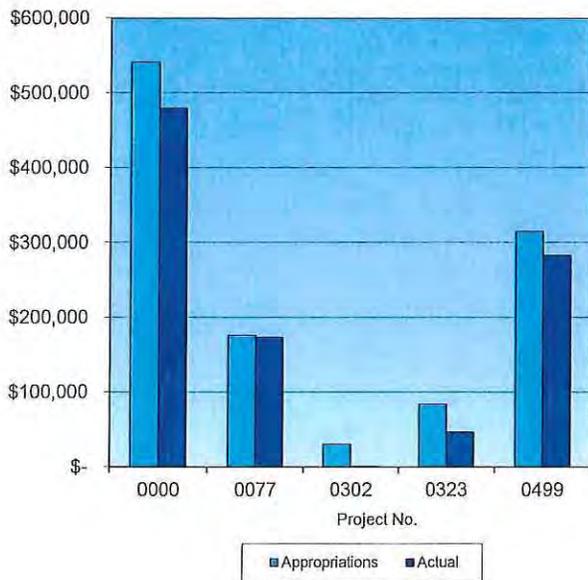
**District Multi Year Capital Expenditures by Project (>\$1M) Through FY2016**



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



**Single Year Capital Expenditures by Project FY2016**



**Project Legend**

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

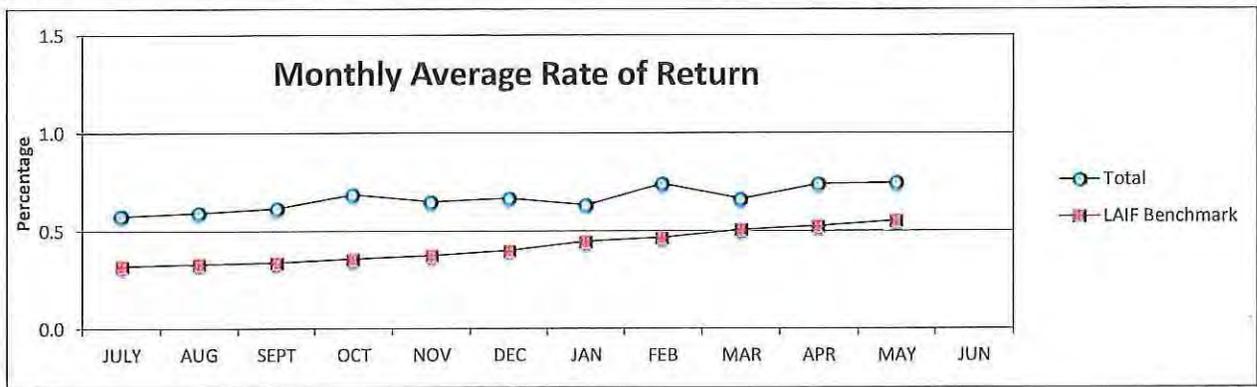
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# LEUCADIA WASTEWATER DISTRICT

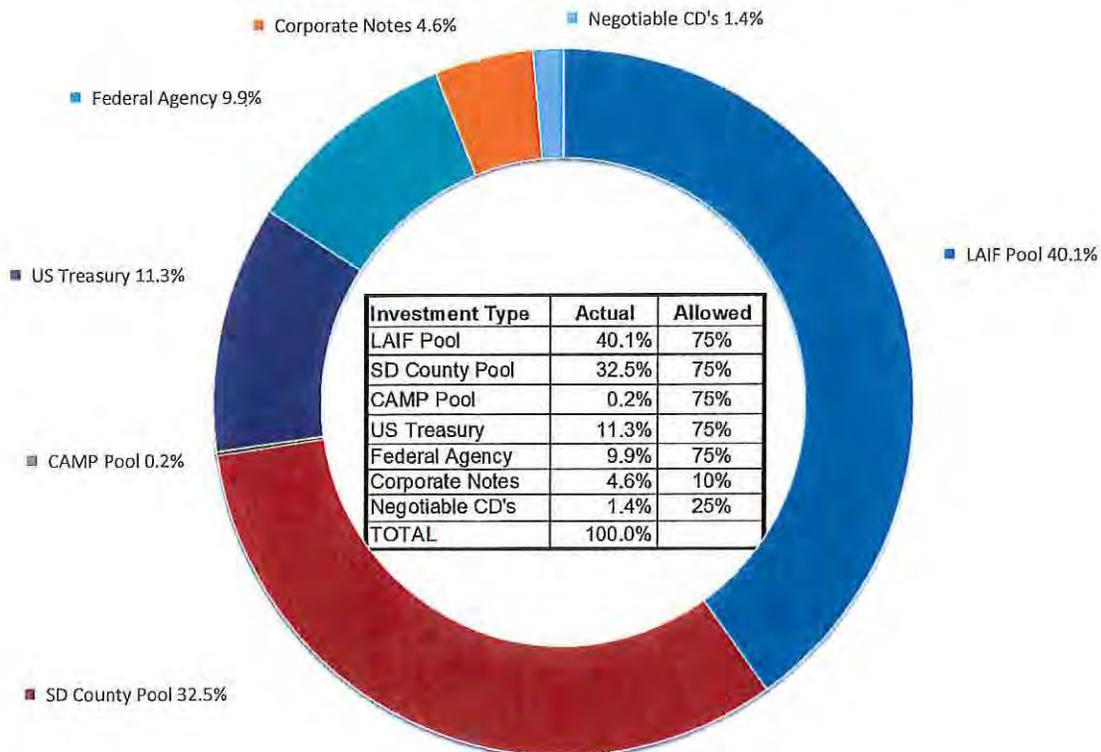
## Monthly Investment Summary

### May 31, 2016

Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	April 30, 2016	May 31, 2016		
LAIF Pool	\$ 11,624,738	\$ 14,161,738	\$ 5,931	0.552%
SD County Pool	11,485,614	11,485,614	7,418	0.775%
CAMP Pool	55,814	68,272	26	0.490%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	6,687	6,579	41	7.460%
Federal Agency Notes	3,488,390	3,488,390	2,895	1.010%
Corporate Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	500,000	500,000	531	1.270%
Total Camp Portfolio	9,599,021	9,598,914	7,802	0.980%
<b>Totals</b>	<b>\$ 32,765,188</b>	<b>\$ 35,314,538</b>	<b>\$ 21,176</b>	<b>0.747%</b>

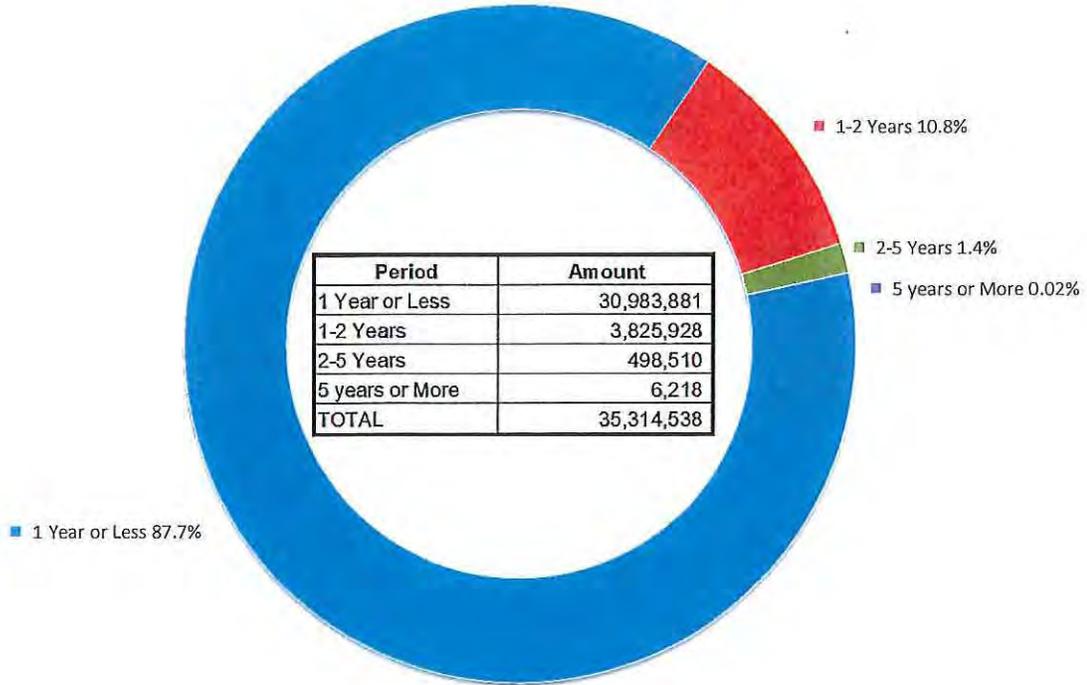


### INVESTMENT DISTRIBUTION BY CATEGORY

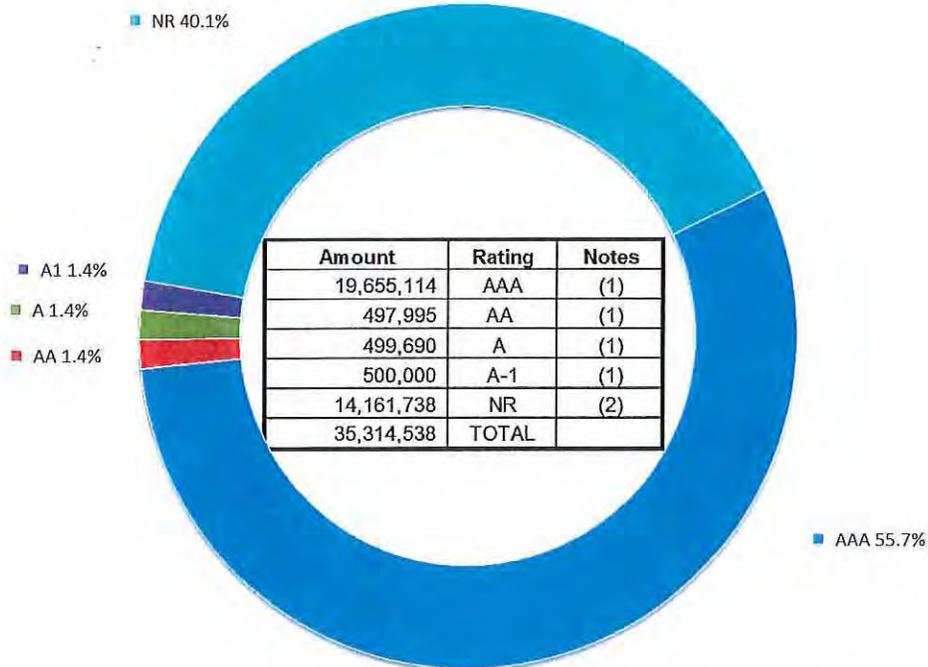


**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**May 31, 2016**  
**(Continued)**

**REMAINING MATURITY**



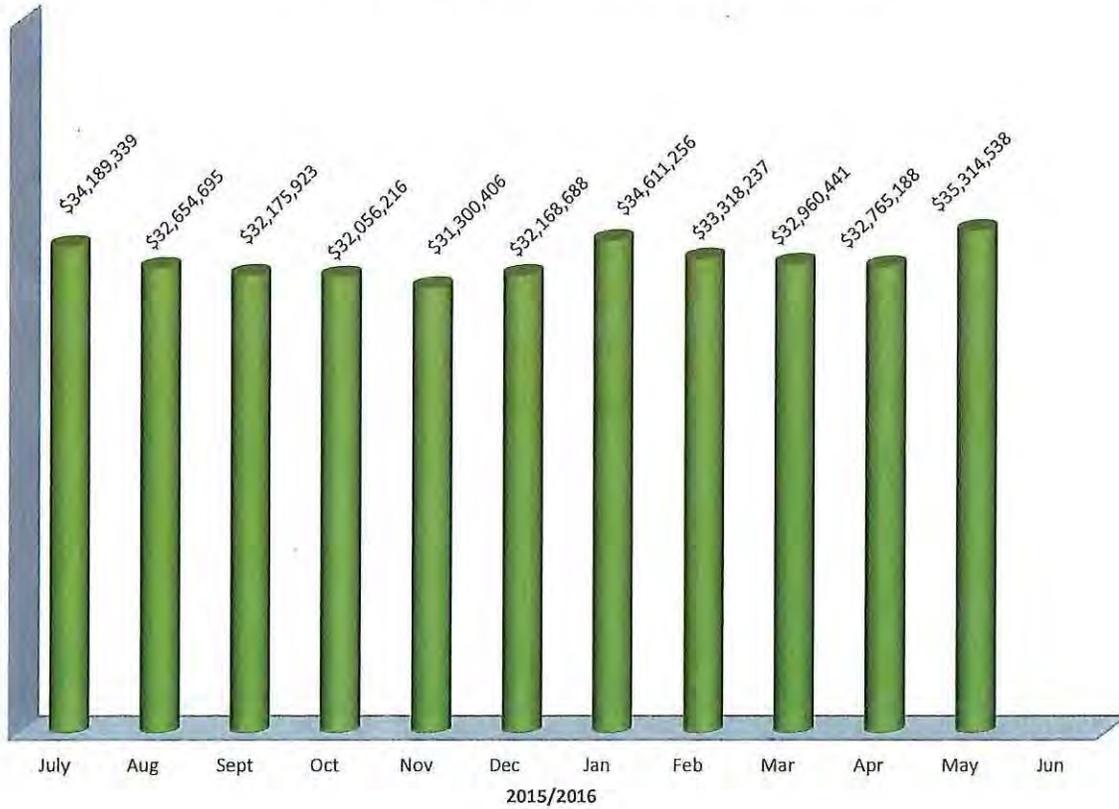
**INVESTMENT RATINGS**



(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**  
**May 31, 2016**  
**(Continued)**

**TOTAL CASH EQUIVALENTS & INVESTMENTS**



**INVESTMENT TRANSACTIONS**  
*For the month of May, 2016*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 108	\$ -	(3)	7.46%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 108</b>	<b>\$ -</b>		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 16-5043

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **June 2016 Board Disclosure of Reimbursements Report**

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

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

**DISCUSSION:**

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

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

tb:PJB

Attachment

Leucadia Wastewater District  
Disclosure of Reimbursements Report  
June 1 - 30, 2016

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	J. Stecker
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/coaster									
	<b>Total</b>	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									
	<b>Total</b>	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									
	<b>Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: There were no conferences or other meetings that required travel reimbursements for the month of June.

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**June 22, 2016**

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

**1. Authorization to Advertise Request for Proposals for Engineering Services for Water Reuse Feasibility Study**

The Board of Directors authorized staff to advertise a Request for Proposals (RFP) for Engineering Services for a Water Reuse Feasibility Study.

**2. Encina Wastewater Authority – San Elijo Joint Powers Authority Integration Proposal**

- a. The Board of Directors received and filed the EWA-SEJPA Integration Proposal.
- b. The Board of Directors authorized the General manager to schedule a Special Board meeting in conjunction with SEJPA to discuss and consider the EWA-SEJPA Integration Proposal Recommendations.

**3. Board of Directors Compensation:**

The Board of Directors directed staff to not prepare, notice and schedule a Public Hearing and to not increase their stipend which is \$182 per meeting per day.

*There was no Executive Session.*

## Community Affairs Committee Meeting Report

Presented by Director Sullivan

---

**Meeting held July 5, 2016**

- 1. Authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$49,950.**

The Community Affairs Committee (CAC) reviewed Task Order No. 2 to the RTP professional services agreement for as needed public information services in an amount not to exceed \$49,950.

The CAC agreed with staff's recommendation and this item will be reviewed later in the agenda.

The CAC also received an update on the District's Facebook page and a comment received on the recent newsletter regarding flushable wipes.

# Engineering Committee Meeting Report

Presented by Director Juliussen

---

## **Meeting held on July 6, 2016**

1. The EC reviewed an agreement with SCW Contracting Corporation for construction services to complete the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$780,751.

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

2. The EC reviewed Task Order No. 27 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gafner Advanced Water Treatment (AWT) Improvement Project in an amount not to exceed \$60,928.

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

3. The EC reviewed Task Order No. 28 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2017 (FY17) Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305.

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

4. The EC reviewed a five year professional services agreement with ADS Environmental Services to provide flow monitoring services in the amount of \$275,442 consisting of the following:

- A. A cost of \$67,122 over the first year for mobilization and flow monitoring services.

B. A cost of \$52,080 per year over the subsequent four years for flow monitoring services.

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

5. The EC received a project update on the Saxony Pump Station Rehabilitation Project.

**MEMORANDUM**

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Village Park No. 5 Pump Station Replacement Project Construction Contract**

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an agreement with SCW Contracting Corporation for construction services to complete the Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$780,751.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

**Tactical Goal: Infrastructure and Technology / Village Park No. 5 Pump Station Replacement**

The Village Park No. 5 Pump Station Replacement Project is included as a goal under the Technology and Infrastructure Strategy in the Fiscal Year 2017 (FY17) Tactics & Action Plan.

In April 2014, Infrastructure Engineering Corporation (IEC) completed the District's pump stations assessment. As a result of the assessment, IEC recommended the replacement of the Village Park No. 5 (VP5) Pump Station (a Smith & Loveless packaged pump station) with a submersible pump station. The option of rehabilitating the pump station was considered because it would save on construction and design costs. However, after careful consideration, staff and IEC determined that the advantages of replacement outweighed the additional expense over rehabilitation. The Board agreed and in October 2015 authorized the execution of an agreement with IEC for project design.

In May 2016, IEC completed the design and the project was advertised for bid. Bids were due on June 21, 2016. Seven bids were received with the following results:

<u>Construction Firm</u>	<u>Bid Submitted</u>
Metro Builders and Engineers Group, Ltd.	\$697,000 (withdrawn)
SCW Contracting Corporation	\$780,751
Wright Construction Engineering Corporation	\$782,903
NeWest Construction Company	\$857,200
Piperin Corporation	\$875,000
Pyramid Building & Engineering Inc.	\$981,500
MMC Incorporated	\$990,130

The day after bid opening, June 22<sup>nd</sup>, the District received a letter from the apparent low bidder, Metro Builders and Engineers Group (Metro), withdrawing their bid due to a clerical error. The

error was in the bid item for electrical work. The clerical error occurred when material costs for the Motor Control Center (MCC), Sump Pump Termination Panel and other related electrical materials were not carried through in Metro's calculation. This error resulted in Metro's bid being \$132,250 less than it should have been. Section IFB-11, Withdrawal Of Bid After Bid Opening, of the contract documents allows a bidder to withdraw their bid in writing within five days of the opening of bids if a mistake was made in preparing the bid. As a result of Metro's bid withdrawal, SCW Contracting Corporation (SCW Contracting) was the apparent low bidder.

The bids were reviewed by Jane Costello, Anthony Salvani, Jamie Fagnant and Robert Weber at IEC. The bid review memorandum is attached for your review. SCW Contracting's bid had one issue. On Bid Item No. 2, Sewage Pumps and Motors, SCW transposed the unit cost & total cost columns on the Bid Schedule. However, the unit cost of each pump was correct in the "written in words" unit cost column and the total bid correctly reflected the cost for two pumps. Legal counsel and IEC consider the error to be a minor irregularity and should not result in disqualification of the bid. They recommend this discrepancy be waived.

SCW's total bid is \$142,751 or 22% more than the engineer's opinion of probable cost of \$638,000. IEC believes that the bid costs reflect the current market conditions and reasonably stringent installation guidelines. SCW's individual bid item amounts roughly correlate with those of the engineer's opinion of probable cost and the other bidders. The difference in the bid price can be attributed to the following:

- The engineer's opinion of probable cost did not capture the cost of programming and controls work by Base 9, contributing to a lower total bid estimate in comparison to SCW's. The difference was approximately \$70,000.
- SCW's Bid Item No. 10 for Electrical work was approximately 10% higher than the engineer's opinion of probable cost. The electrical design engineer stated that the market for electrical contractors appears to be tight.
- The remaining differences appear to be the valve vault & wet well preparation. The engineer's opinion of probable cost was lower.

As a result of their evaluation, IEC recommends that SCW Contracting be awarded the contract as the lowest responsive and responsible bidder. Staff and the EC agree with IEC's assessment and recommends that the Board award the construction contract for the VP5 Pump Station Replacement Project to SCW Contracting in an amount not to exceed \$780,751.

**FISCAL IMPACT:**

The FY17 budget contains sufficient funds to cover the construction of the VP5 Pump Station Replacement Project.

rjm:PJB

Attachment



**BID REVIEW MEMORANDUM**

Date: June 28, 2016

Subject: **Village Park No. 5 Pump Station Replacement Project**

Prepared By: *aml* Anthony Salvani and Jane Costello, P.E.

Reviewed By: *of* Jamie Fagnant, P.E., Rob Weber, P.E.

---

**PURPOSE**

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

**BID RESULTS**

Seven bids were received and opened on June 21st, 2016. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Apparent Low Bid:	\$697,000 (Bid Withdrawn)
Second Apparent Low Bid:	\$780,751
Average Bid:	\$852,069
High Bid:	\$990,130
Engineer's Opinion of Probable Cost:	\$638,000

The low bid was approximately 18% greater than the engineer's opinion of probable cost. IEC reviewed the seven bids and found that the bid item amounts were similar between the seven bidders and roughly correlated to the engineer's opinion. Although the bid cost is slightly higher than the engineer's opinion of probable construction cost, it is our opinion that the bid costs reflect the current market conditions and reasonably stringent installation guidelines and do not constitute grounds to reject the received bids.

**REVIEW OF LOW BIDDER**

SCW Contractors (SCW or Contractor), Santee, California submitted the apparent low bid. IEC has determined SCW to be responsive to the bid requirements and recommends that the District award the project to SCW. The following reviews have been completed:

**Contractor's License:** The Contractor holds the required Class A License (No. 630435). The license is current and active.

**Bid Bond:** A bid bond in the amount of ten percent (10%) of the bid amount was submitted with Liberty Mutual Insurance Company as surety. This surety company has a rating of A XV with Best's Key Rating Guide.

**Signatures:** The Contractor's President, Jeffery Scrape signed the Non-Collusion Affidavit, Closing Statement, and Bidders Bond. The Secretary Suzanne Scrape signed the Closing Statement as the attesting officer.

**Addenda Acknowledged:** Addenda Nos 1 and 2 were acknowledged by SCW. SCW signed the Addendum Certification Form and faxed it to LWD.



**Project Manager's Experience:** A resume for the project manager was not included in any of the bids, but was supplied upon request. IEC reviewed the resume. The Project Manager's appears to be qualified.

**Approach to Work:** The Contractor addressed the anticipated project issues as required in the Approach to Work section of the Bid Documents as outlined below:

Staging: Due to the tight site constraints, SCW will strictly coordinate delivery of equipment and materials with subcontractors and vendors. These deliveries will be scheduled well in advance to minimize impacts to the surrounding areas and Encinitas Blvd.

Fabrication: There is limited on site fabrication on this project. In the event of on site or off site fabrication, SCW will ensure their Injury and Illness Prevention Plan (IIPP) is followed, a Job Hazard Analysis (JHA) is performed, and required safety measures are implemented (i.e. fire watch, protect existing facilities, etc.)

Safety Measures & Accident Prevention: SCW performs weekly tailgate safety meetings in accordance to IIPP. These weekly meetings go over safety procedures such as personal protective equipment, hand signals, confined space, excavation & trench safety, pinch points, working around heavy equipment, lifting/hoisting, welding/cutting (hot work), proper use of chemicals, fall protection etc. SCW will hold safety meetings that follow JHA prior to commencing the work activity.

Hazardous Waste Management: At all times SCW follows BMPs (Best Management Practices) for storm water pollution prevention and hazardous material handling and storage.

Reference Documents:

Sample Job Hazard Analysis

CALOSHA Excavation Permit

CALTRANS Storm Water Quality Handbook (BMPs)\* 257 pages

SCW Injury Illness Prevention Plan\* 114 Pages

\*Due to the size this information is available electronically or hard copy upon request by the Leucadia Wastewater District

**Worker's Compensation Insurance:** Policy is in affect through 01/01/2017. The most recent workers' compensation experience modification factor for SCW is 0.097.

**Experience Requirements:** The bid documents require the Contractor to submit three project references where the Contractor was required to have bypassed 100% of the existing wastewater flow in order to complete the project with no incidents or spills. Additionally the bid documents require the Contractor to submit three project references where the Contractor replaced/rehabilitated three pumps stations with 15 hp pumps or greater. SCW submitted project references that meet the requirements.

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



**Registration with the Department of Industrial Relations (DIR):** As of 03/01/2015 contractors and their subcontractors are required to be registered with the DIR prior to bidding a public works project. The table below demonstrates that SCW and each of its subcontractors have met this requirement.

Contractor Legal Name	Registration Number	Registration Date	Expiration Date
SCW CONTRACTING CORPORATION	1000001579	06/29/2015	06/30/2016
SOUTHERN CONTRACTING	1000002172	06/04/2015	06/30/2016
MC PAINTING	1000026859	07/27/2015	06/30/2016

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

**List of Subcontractors:**

The contract documents also required the contractor to specifically utilize Base9 for this work. The Base9 quote is included in Bid Item Line No. 11, Controls Work. The Base9 quote according to Base 9 for the VP 5 project is \$82,500.

**Bid Item Review:** SCW's total bid is \$142,751 more than the engineer's opinion of probable cost. SCW's individual bid item amounts roughly correlate with those of the engineer's opinion of probable cost and the other bidders with the exception of the following:

- The engineer's opinion of probable cost did not capture the cost of controls work by Base 9, contributing to a lower total bid overall in comparison to SCW's. The difference was \$70,000.
- Item 10, consisting of Electrical work, was about 10% higher than the engineer's opinion of probable cost. The electrical design engineer states that the market for electrical contractors appears to be tight.
- The remaining differences appear to be the valve vault & wet well preparation. The engineer's opinion of probable cost judged the costs lower.

For Bid Item Line No. 2, Sewage Pumps and Motors, SCW transposed the unit cost & total cost columns, however, the unit cost of each pump was correct in the "written in words" unit cost column. IEC recommends that this minor bid form irregularity be waived.

**RECOMMENDATION**

IEC recommends award of the contract to SCW Contracting Corporation.

Attachments

Table 1 – Bid Summary

Leucadia Wastewater District  
 Village Park No. 5 Pump Station Replacement Project  
 Table 1 - Bid Summary

Item	Description	Unit	Qty.	Engineer's Opinion of Probable Construction Cost	Withdrawn		Apparent Low Bid				
					Metro Builders & Engineers Group, Ltd.	SCW Contracting	Wright Construction Engineering Group, Ltd	NEWest Construction Company	Piparin Corporation	Pyramid Building & Engineering Inc.	MMC Inc.
1	Mobilization, Bonds, Permits, Cleanup and Demobilization	LS	1	\$21,338	\$75,000	\$36,548	\$37,000	\$30,000	\$30,000	\$45,000	\$80,000
2	New Submersible Sewage Pumps (\$16,302 ea)	EA	2	\$48,906	\$102,000	\$37,540	\$67,516	\$42,000	\$40,000	\$56,000	\$96,650
3	Precast Wet Well with Hatch, PVC Liner	LS	1	\$28,175	\$55,000	\$60,652	\$66,893	\$65,000	\$75,000	\$86,000	\$88,850
4	Excavation, Overexcavation, Backfill, Export, Import	LS	1	\$50,000	\$25,000	\$35,724	\$37,368	\$99,000	\$50,000	\$93,000	\$39,750
5	Valves, Flow Meter, Vault Piping and Supports	LS	1	\$47,400	\$85,000	\$72,330	\$60,872	\$59,000	\$60,000	\$45,500	\$48,130
6	New Precast Valve Vault with Hatches & Ladders	EA	1	\$30,975	\$65,000	\$67,193	\$50,000	\$67,000	\$67,000	\$88,000	\$90,750
7	Yard Piping	LS	1	\$18,750	\$30,000	\$42,294	\$29,003	\$62,000	\$65,000	\$16,500	\$29,800
8	Existing Wet Well Modifications	LS	1	\$18,750	\$25,000	\$25,008	\$33,623	\$10,000	\$50,000	\$81,000	\$60,000
9	Bypass Pumping	LS	1	\$80,000	\$20,000	\$24,232	\$37,500	\$22,000	\$50,000	\$57,000	\$25,500
10	Electrical Work	LS	1	\$168,000	\$60,000	\$208,044	\$207,562	\$234,000	\$220,000	\$239,000	\$240,000
11	Controls Work by Base 9	LS	1	\$12,500	\$90,000	\$94,572	\$105,850	\$85,200	\$95,000	\$96,500	\$102,500
12	Painting	LS	1	\$15,000	\$15,000	\$13,795	\$1,500	\$35,000	\$10,000	\$6,000	\$20,000
13	Site Restoration	LS	1	\$15,000	\$15,000	\$32,211	\$7,566	\$12,000	\$20,000	\$18,000	\$35,500
14	Demolition	LS	1	\$12,500	\$20,000	\$20,419	\$30,000	\$17,000	\$25,000	\$38,000	\$21,750
15	Spare Submersible Sewage Pump	EA	1	\$16,302	\$15,000	\$10,189	\$10,650	\$18,000	\$18,000	\$16,000	\$10,950

Engineer's Opinion of Probable Construction Cost
\$638,000

Total: \$583,596  
 Check Total: ~~\$607,000~~ \$780,751  
 Amount in Words: Six Hundred Ninety Seven Thousand Seven Hundred Fifty One  
 \$782,903 Seven Hundred Eighty Two Thousand Nine Hundred Three  
 \$857,200 Eight Hundred Fifty Seven Thousand Five Hundred  
 \$875,000 Eight Hundred Seventy Five Thousand  
 \$981,500 Nine Hundred Eighty One Thousand Five Hundred  
 \$990,130 Nine Hundred Ninety Thousand One Hundred Thirty

## MEMORANDUM

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Gafner Advanced Water Treatment (Gafner) Improvement Project Design

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute Task Order No. 27 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gafner Improvement Project in an amount not to exceed \$60,928.
2. Discuss and take other action as appropriate.

**DISCUSSION:****Tactical Goal: Infrastructure and Technology / Gafner AWT Improvement Project**

The Gafner Improvement Project is included as a goal under the Technology and Infrastructure Strategy in the Fiscal Year 2017 (FY17) Tactics & Action Plan.

The Gafner AWT (Gafner) was last upgraded in 1993 to meet recycled water regulatory standards and has not undergone a major rehabilitation or equipment replacement since then. The 2013 Asset Management Plan (AMP) recommended that the District complete a Gafner condition assessment within five years to identify plant rehabilitation or replacement projects for the District's Capital Improvement Program. To implement this recommendation, in December 2015 staff executed a task order with Infrastructure Engineering Corporation (IEC) to conduct the assessment. As you may recall, in April 2016 the Board received and filed the Gafner Condition Assessment Report completed by IEC.

During the condition assessment, staff established priority criteria to keep cost reasonable in order to preserve as much of the \$1.7M recycled water reserve fund as possible. Additionally, the unknown nature of renewing the Carlsbad Recycled Water Agreement necessitated a cautious approach in the rehabilitation or replacement of assets at Gafner. Therefore, staff focused on improving or maintaining safety items and rehabilitating or replacing critical equipment to keep the plant operating within regulatory parameters.

As a result of the prioritization, the following items were recommended to be replaced or rehabilitated as part of a Gafner Plant Improvements project:

- Failsafe Alternative Pumps, Valves and Piping
- Influent Well Structural Retrofit
- Handrails (Safety)
- Reactor Clarifier Mixers – Rapid and Flocculator

- Sand Filters – Turbidity Meter and Covers
- Chlorine Contact Basin – Mixer and Covers
- Electrical Improvements (Safety)
- Control Valve and Actuators

The project has transitioned into the design phase. Staff and the EC requested that IEC submit a proposal for project design. IEC submitted their proposal, attached, to complete the design. The Scope of Work includes:

#### Task 4 – As Built Creation

As built or base plans for the final design need to be created from existing Gafner hard copy drawings dating back to 1961. There are currently no electronic drawing files of Gafner. The base plans to be created will include the concrete influent tank and each of the areas of the plant where a mixer or valve/actuator are to be replaced. The base plans will not encompass the entire plant.

#### Task 5 – Final Design

IEC will prepare contract documents including plans, specifications, calculations and an engineer's opinion of probable construction cost. Two submittals will be provided for staff review and comment at the 75% and 100% Final Design levels.

IEC proposed fee for design services is \$60,928 which includes services to support project design, such as electrical and structural engineering subcontractor services. This fee is 16.5% of the estimated construction cost. Staff and the EC believe the proposal is fair and reasonable. Therefore, staff and the EC recommend that the Board authorize the General Manager to execute Task Order No. 27 to the Engineering Design Services Agreement with IEC for engineering design services for the Gafner Improvement Project.

#### **FISCAL IMPACT:**

Staff appropriated funds in the FY17 Budget in anticipation of this project. The budget contains sufficient funds to cover the design services under this agreement.

rym:PJB

Attachment



June 23, 2016

Mr. Robin Morishita  
Technical Services Manager  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

**Reference: Gafner AWT Improvement Project – Design Services**

Dear Mr. Morishita:

It has been our pleasure to assist the District with the Gafner AWT Condition Assessment Project. This letter presents the scope and fee for the final design of the Proposed Project No. 1 recommended in the Condition Assessment. The project includes those items requiring replacement to maintain operability and safety at the plant.

#### **SCOPE OF WORK DESIGN SERVICES**

##### ***Task 4 – As Built Creation***

As built or base plans for the final design need to be created from existing hard copy drawings dating back to 1961. There are currently no electronic drawing files of the Gafner AWT. The base plans to be created will include the concrete influent tank and each of the areas of the plant where a mixer or valve/actuator are to be replaced. The base plans will not encompass the entire plant.

##### ***Task 5 – Final Design***

IEC will prepare contract documents comprised of plans and specifications as well as an engineer's opinion of probable construction cost. Project plans are expected to be composed of the following sheets:

- (4) General Sheets - Title, Sheet Index, General notes, Pump Curve
- (4) Civil Sheets – Partial Site Layout, Yard Piping, Pavement, Details
- (6) Structural Sheets – Structural Notes, Plans, Section and Details
- (5) Mechanical Sheets – Mechanical Plans, Sections and Details
- (6) Electrical Sheets – Standard Symbols and Abbreviations, Electrical Partial Site Plan, Single Line Diagram/Elevations/Schedules, Electrical Area Plans, Control Diagrams, Details

The Task 5 Final Design scope includes two submittals: 75% and 100% Contract Document design levels. One meeting is anticipated to review District comments on the 75% specifications and drawings.

The design submittal will include the elements of Proposed Project No. 1 including structural retrofit of the steel beams and concrete baffle walls of the influent well/clearwell; electrical improvements; new pumps and VFDs for the Fail Safe pump alternative; three mixers, three 10-

Mr. Robin Morishita  
Leucadia Wastewater District  
June 23, 2016  
Page 2 of 2

inch plug valve and actuators; guardrail replacement and repair; a turbidity meter and covers for the grating at the filters and chlorine contact basin.

**FEE ESTIMATE**

A breakdown of the scope and fee is attached.

We propose to complete this work on a time and materials basis at a total cost not to exceed **\$60,928**.

Sincerely,



Jane M. Costello, P.E.  
Project Manager

Cc: Robert S. Weber, Senior Project Manager, PE, IEC  
Jamie Fagnant, PE, IEC

**FEE ESTIMATE**  
**LEUCADIA WASTEWATER DISTRICT**  
**Gafner AWT Improvement Project - Design Services**

Task/ Subtask	Task/Subtask Description	<i>Sr. Project Manager (Rob Weber)</i>	<i>Project Manager (Jane Costello)</i>	<i>Project Engineer (Ross Maxwell)</i>	<i>Project Engineer/ Designer (Bodhan Czarnocki)</i>	<i>Engineer I/ CAD I Designer (Anthony Salvani)</i>	<i>Word Processor (Annette Moore)</i>	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$180.00	\$170.00	\$130.00	\$130.00	\$105.00	\$65.00					
<b>TASK 3</b>	<b>Preliminary Design</b>											\$7,650
	Meetings (1)	2	2	2				6	\$960	\$70	\$0	\$1,030
	Base Plans		2	16		40		58	\$6,620	\$0	\$0	\$6,620
<b>TASK 4</b>	<b>Design</b>											\$53,278
	Meetings (1)		2	2				4	\$600	\$140		\$740
	75% Submittal		8	64	64	12	8	156	\$19,780	\$0		\$19,780
	Structural Design							0	\$0	\$0	\$11,550	\$11,550
	Electrical Design							0	\$0	\$0	\$11,008	\$11,008
	100% Submittal	2	4	32	32	8		78	\$10,200	\$0		\$10,200
		4	18	116	96	60	8	238				
		\$720	\$3,060	\$15,080	\$12,480	\$6,300	\$520		\$38,160	\$210	\$22,558	<b>\$60,928</b>

**TOTAL NOT-TO-EXCEED FEE: \$60,928**

75

## MEMORANDUM

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2017 (FY17) Gravity Pipeline Rehabilitation Project Engineering Design Services

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute Task Order No. 28 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY17 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$41,305.
2. Discuss and take other action as appropriate.

**DISCUSSION:****Tactical Goal: Infrastructure and Technology / FY17 Gravity Pipeline Rehabilitation**

The FY17 Gravity Pipeline Rehabilitation project is included as a goal under the Technology and Infrastructure Strategy in the FY17 Tactics & Action Plan.

The District's 2013 Asset Management Plan (AMP) included a 5 year Capital Improvement Program for each of the five District asset categories – gravity sewers, manhole, pump stations, force mains, and jointly-owned facilities. The gravity sewer pipeline category included an annual gravity pipeline project for the programmatic replacement of vitrified clay pipe (VCP). This programmatic replacement was intended to replace the older VCP lines, starting with the older Leucadia area, which have been noted to have root intrusion.

The shift in Field Service focus from hydro-cleaning to Closed Circuit Television (CCTV) Inspection has resulted in the discovery of significant pipe defects throughout the collection system that are of a high priority for repair. In 2014, Staff developed a process to generate and maintain a prioritized list of pipelines with defects, a Repair Priority List, as a result of CCTV inspections. Defects discovered include major sags, severe cracks, offset joints, broken pipe and other major defects in the collection system. In 2015, Staff added manholes to the Repair Priority List. Staff believes the repair of pipelines and manholes with defects on the Repair Priority List take precedence over the programmatic replacement of VCP lines due to root intrusion. Therefore, the Gravity Pipeline Rehabilitation Project (Project) for FY17 and subsequent fiscal years will focus on the repair of prioritized collection system defects on the Repair Priority List.

The FY17 Project is anticipated to include the repair or rehabilitation of eight (8) gravity line segments and nine (9) manholes.

Infrastructure Engineering Corporation (IEC) has submitted a proposal, attached, to complete the design phase of the FY17 Project. The Scope of Services includes:

Task 1 – Project Management and Administration

- Two meetings – discuss preliminary engineering assessment and 90% design review.

Task 2 – Preliminary Engineering Assessment

- Prepare a preliminary engineering assessment composed of an overview map and a spreadsheet of recommendations.
- Preliminary engineering assessment will consist of:
  - Review CCTV records of facilities recommended for repair
  - Obtain and review record drawings for facilities recommended for repair
  - Perform a limited site reconnaissance for each facility to assess site constraints

Task 3 – Final Design

- Prepare bid package.

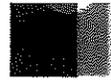
The proposed cost for these design services is \$41,305. Staff and the EC have reviewed and discussed the scope of work and proposed fee with IEC. Staff and the EC believe the proposal is fair and reasonable. Therefore, staff and the EC recommend the execution of Task Order No. 28 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY17 Gravity Pipeline Rehabilitation Project.

**FISCAL IMPACT:**

Staff appropriated funds in the FY17 Budget in anticipation of this project. The budget contains sufficient funds to cover the design services under this agreement.

rym:PJB

Attachment



June 22, 2016

Mr. Robin Morishita  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, California 92009

**RE: Proposal for Engineering Services for FY 17 Gravity Sewer Repairs Project**

Dear Mr. Morishita:

Infrastructure Engineering Corporation (IEC) is pleased to provide the Leucadia Wastewater District with this proposal for Engineering Services for the FY 17 Gravity Sewer Repairs Project. The proposed scope of services and fee is based on discussions with District staff and the highlighted sites in the attached repair priority list.

**PROJECT BACKGROUND AND APPROACH**

As documented in the District's Asset Management Master Plan prepared by Dexter Wilson Engineering, Inc., dated January 2013, the District systematically inspects its gravity sewer system via closed circuit television (CCTV). As District staff performs these CCTV sections gravity main sections in need of repair are flagged for repair within the District's sewer maintenance and operation software system. On an annual basis, these facilities flagged for repair are compiled into a capital improvement project for potential repair or rehabilitation.

We have prepared this scope and approach to provide a preliminary review of facilities identified for inclusion in the FY 17 Gravity Sewer Repair Project, repair and rehabilitation recommendations, and final design plans, specifications and engineer's opinion of probable cost. The scope of work is based on the highlighted items on the attached list. The FY17 Gravity Sewer Repair Project scope includes preliminary assessment and final design for the following items:

- Repair or rehabilitation of 13 facilities by cured-in-place pipe (CIPP) lining, CIPP point repair, or manhole rehabilitation.
- Repair or replacement of three sites by excavated point repairs or open trench replacement.

The scope and fee includes the preparation of a plan view for each site where trenchless repair will be performed utilizing available aerial imagery to document site access conditions. Utility research, utility plotting, and a profile view will be included for the three sites requiring open trench excavation in addition to the plan view based on available aerial imagery. For the point repair location on Doris/Crest St. Easement the utility mapping will be plotted based on existing record drawings against available aerial imagery and a profile will be provided utilizing existing record drawings.

The proposed project includes the repair of a sag along a City of Carlsbad trail between Camino Serbal and Quebrada Circle. For the purposes of this proposal, the repair of the sewer is assumed to be a replacement in place. Scope and fee is not included for detailed investigation of

alternative alignments. IEC recommends a more detailed design process for this site as detailed below.

- IEC recommends that project plans be based on detailed survey obtained via aerial mapping and field survey. Right of way, property lines, sewer and drainage easements, and corner monument locations will be plotted from available record drawings.
- Review of the sewer record drawings indicates the existing sewer was constructed partly in fill and partly through existing soil. To facilitate proper repair of the existing sag IEC recommends performing two geotechnical borings along the trail and obtaining geotechnical recommendations for remedial over excavation in existing fill to properly bed the replacement pipe.
- IEC recommends that the District incorporate long term access needs along the trail into the design of the sewer sag repair. This is expected to include installation of a driveway from Rancho Santa Fe onto the existing trail, and trimming of adjacent vegetation. IEC will discuss with the District the feasibility of maintaining this reach utilizing a vector truck versus an easement jetter during preliminary design.

#### *Preliminary Engineering Assessment Format*

Per the request of District staff during previous similar projects, in lieu of a formal preliminary design report, IEC proposes to perform a preliminary engineering assessment composed of an overview map and a spreadsheet of recommendations to be discussed in a review meeting with District staff and documented in meeting minutes.

IEC's below scope is crafted to be responsive to the above approach and does not include CEQA determination of the proposed project(s), environmental support, survey services except where specifically noted, manhole inspection, flow monitoring, or a detailed preliminary design report or memorandum.

#### **SCOPE OF SERVICES**

The following detailed scope of services describes the specific tasks and deliverables that will be performed.

#### ***Task 1 – Project Management and Administration***

In order to expedite the project, we anticipate two coordination meetings will be required during the project, one to discuss the results of the preliminary engineering assessment and one to review the 90% bid package during final design. Additional coordination, project status reports and schedule updates will be addressed via e-mail and telephone.

#### ***Task 2 – Preliminary Engineering Assessment***

IEC will prepare a preliminary engineering assessment composed of an overview map and a spreadsheet of recommendations. The Preliminary Engineering Assessment will consist of the following:

- Review CCTV records of facilities recommended for repair. In general, IEC will review the CCTV records for suitability of proposed repair methods. It is assumed the District will provide Go-Pro videos of existing manholes for review.
- Obtain and review record drawings for facilities recommended for repair.



Mr. Robin Morishita  
Leucadia Wastewater District  
June 22, 2016  
Page 3 of 3

- Perform a limited site reconnaissance for each facility to assess site constraints including paving requirements, traffic control, access conditions, identification of the City of jurisdiction and bypass requirements. It is anticipated that the District will notify property owners and escort IEC staff to these site visits located on private property.

**Task 3 – Final Design**

Final design is expected to consist of a bid package containing D-sized sheets, CSI format specifications and a cost estimate. The D-sized sheets are anticipated to consist of a title sheet, a general notes sheet and a sheet containing an overview map of the District’s system indicating location of facilities to be repaired or rehabilitated and a corresponding table documenting facility length, District segment number, existing pipe size and material and required repairs. A site specific plan view will be included for each site utilizing available aerial imaging. For sites requiring excavation existing utilities will also be plotted, along with a profile view. For the sewer sag repair at Quebrada the plan and profile will be developed based on a detailed aerial/field survey. At this point it is anticipated that this will be sufficient to convey design intent and site parameters such as traffic control needs (detailed traffic control plans are to be prepared by the Contractor), paving requirements, and adjacent buried utilities. IEC will conduct a Dig Alert design request, contact utility owners indicated to have buried facilities in the area and plot utilities based on data received from utility owners for the three sites requiring excavation.

This scope does not include right-of-way permit coordination, traffic control or surveying except as previously noted.

**SCHEDULE**

IEC will attend a preliminary engineering feasibility assessment meeting at the District four weeks following the notice to proceed. Following the meeting IEC will prepare meeting minutes documenting the results of the meeting within one week. Following the meeting, IEC will prepare a 90% level bid package within four weeks. Following a two week review period by the District IEC will prepare a final signed bid package incorporating District comments within three weeks. Additional drafts or a change in scope from the scope proposed herein will require additional time and budget.

**FEE**

The proposed level of effort and fee is indicated on the attached table. Billing will be in accordance with our current agreement for as-needed engineering services. We sincerely appreciate the opportunity to provide this proposal and assist the District with this project. Please contact me at (858) 842-6990 should you have any questions or need further information.

Sincerely,

Robert S. Weber, P.E.  
Senior Project Manager

cc: Jamie Fagnant, P.E., IEC

**FEE ESTIMATE  
LEUCADIA WASTEWATER DISTRICT  
FY 17 Gravity Sewer Mains Repairs**

Task/ Subtask	Task/Subtask Description	<i>Sr. Project Manager (Rob Weber)</i>	<i>Project Engineer (Jamie Fagnant)</i>	<i>Project Surveyor (Gary Rush)</i>	<i>Engineer I/ CAD I Designer (Marie Fawcett)</i>	<i>Word Processor (Annette Moore)</i>	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$190.00	\$130.00	\$130.00	\$105.00	\$65.00					
<b>TASK 1</b>	<b>Project Management and Administration</b>										\$3,590
	Design Meetings (2)	4	8				12	\$1,800	\$250	\$0	\$2,050
	Project Status Reports/Coordination	4	6				10	\$1,540	\$0	\$0	\$1,540
<b>TASK 2</b>	<b>Preliminary Engineering Feasibility Assessment</b>										\$19,465
	Review CCTV (13 sites)		4		13		17	\$1,885	\$0	\$0	\$1,885
	Review rec dwgs/site conditions/bypass requirements	4	8		6		18	\$2,430	\$0	\$0	\$2,430
	Site Visits		8		8		16	\$1,880	\$100	\$0	\$1,980
	Quebrada Geotechnical						0	\$0	\$0	\$6,825	\$6,825
	Quebrada Survey			27	8		35	\$4,350	\$0	\$1,995	\$6,345
<b>TASK 3</b>	<b>Final Design</b>										\$18,250
	Excavation utility research	1	2		8		11	\$1,290	\$0	\$0	\$1,290
	90% submittal	4	16		80		100	\$11,240	\$0	\$0	\$11,240
	Final Submittal	2	8		36	8	54	\$5,720	\$0	\$0	\$5,720
		19	60	27	159	8	273				
		\$3,610	\$7,800	\$3,510	\$16,695	\$520		\$32,135	\$350	\$8,820	<b>\$41,305</b>

**TOTAL NOT-TO-EXCEED FEE: \$41,305**

## MEMORANDUM

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Public Information Services Task Order No. 2

---

**RECOMMENDATION:**

Staff and the Community Affairs Committee (CAC) recommend that the Board of Directors:

1. Authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$49,950.
2. Discuss and take action, as appropriate.

**DISCUSSION:**

The Community Affairs Committee reviewed this item on July 5, 2016 and concurred with staff to recommend this item to the Board of Directors.

LWD entered into an agreement with RTP on March 9, 2016 to provide public information services to the District for an initial 3 year period. Task Order #1 of this agreement was effective March 9, 2016 - June 30, 2016.

Staff has negotiated the scope of fee for Task Order No. 2 with RTP and it includes services that are most important to LWD's public information program. Specific tasks include:

- project management services;
- drafting and designing of newsletters;
- assisting staff in maintaining and updating LWD's website as required;
- assisting staff in maintaining and updating LWD's Facebook as required;
- developing project outreach and construction relations media, as required; and
- assisting with industry outreach and speakers' bureau program.

As can be seen, many of the services to be provided are part of LWD's ongoing outreach efforts. Staff believes these items are important for keeping LWD's public information efforts current, as well as enhancing LWD's ability to provide timely information to the media and the public. The total proposed fee for Task Order No. 2 is \$49,950. Sufficient funds have been included in the FY17 budget to cover these expenses.

Proposed Task Order No. 2 which includes the Scope of Work and a budget detailing anticipated expenses is attached for the Board's review.

th:PJB

Attachment

**TASK ORDER NO. 2  
TO THE AGREEMENT BETWEEN  
THE LEUCADIA WASTEWATER DISTRICT  
AND RISING TIDE PARTNERS (RTP)  
FOR PROVIDING PUBLIC INFORMATION SERVICES**

Ref: 16-5061

This Task Order No. 2 to the AGREEMENT is made and entered into this 13<sup>th</sup> day of July, 2016 by and between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and RISING TIDE PARTNERS, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an initial three year AGREEMENT on March 9, 2016 for Public Information Services; and

WHEREAS, the DISTRICT has determined it would be most efficient to amend the AGREEMENT to allow CONSULTANT to provide specific public information services critical to the DISTRICT.

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

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

The Scope of Work is for the period July 1, 2016 to June 30, 2017 shall include the services described in Attachment A.

**ARTICLE 4: COMPENSATION**

Compensation for all work performed under Task Order No. 2 shall be calculated on a time and material basis. Compensation for the services described in Attachment A shall not exceed Forty-nine Thousand Nine Hundred Fifty Dollars (\$49,950). This amount shall not be exceeded unless there is a change in the scope of work and/or additional authorization by the DISTRICT, in writing and agreed to by both parties.

All other provisions of the original AGREEMENT shall remain unchanged and in full force and effect.

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

**RISING TIDE PARTNERS**

**LEUCADIA WASTEWATER DISTRICT**

By: \_\_\_\_\_  
Jared Criscuolo  
President

By: \_\_\_\_\_  
Paul J. Bushee  
General Manager

## ATTACHMENT A

### SCOPE OF WORK FOR PUBLIC INFORMATION SERVICES

July 1, 2016

#### DESCRIPTION OF SERVICES

The services included within this scope of work consist of the design and development of certain public information elements important to Leucadia Wastewater District. These services include a focus on LWD's commitment to environmental protection, financial stability, and excellent customer services, staying abreast of technology, low sewer service rates, and efficiencies in operations. The services included are those specifically required by the District.

#### I. SCOPE OF SERVICES

Based on our experience with similar public information projects, the following scope of services describes the tasks anticipated for LWD's Public information Program in Fiscal Year 2017:

##### TASK 1 – Review Existing Public Information Program

1. As-needed/periodic review of effectiveness of LWD public outreach efforts.
2. Review the Communications Plan every 6 months for improving and realigning the effectiveness of task items.

##### TASK 2 - NEWSLETTER

1. Draft and manage the design, printing and mailing of up to two District newsletter(s).
2. Meet with Community Affairs Committee up to two times for each newsletter.

##### TASK 3 – MAINTAIN WEBSITE AND UPDATE FACEBOOK

1. Build Facebook Audience
2. Develop creative taglines for Facebook ads; generate content/posts and schedule posts to ensure communications reflect current and relevant information.
3. Provide monthly operations updates on Facebook and website
4. Update website with new photos
5. Script and develop video(s) for LWD's website or Facebook.
  - ❖ Potentially engaging maintenance and operational work, blog posts, personalities, first person "Vlog" (video blog) productions, and development of small-scale "hands on" assets about the plant.
  - ❖ Vlog/videos would focus on the individuals/staff members, their knowledge base, and commitment to the local environment.
6. Copyedit the website and create visual assets to help streamline existing website text.

#### **TASK 4 – PROJECT OUTREACH**

1. Draft and outreach for press releases and media alerts, mailers to residents adjacent to major construction projects and other pipeline installations.
2. Create generic road signs to notify commuters of upcoming work.
3. Create portable signs for the vector trucks/cleaning crews in order to alert motorists to work being done and help contribute to a safer work environment in the field.

#### **TASK 5 – DEVELOP SPEAKERS BUREAU**

1. Outreach to local and state level agencies, industry groups, environmental or public interest organizations, trade groups and other interested and relevant organizations.

#### **TASK 6 – INDUSTRY OUTREACH**

1. Draft award applications for various local industry, regulatory, and community awards, and releasing information to relevant organizations about awards won by LWD.
2. Announcing partnerships, special initiatives, investments and efforts undertaken by LWD to improve operations and local water quality.

## **II. FEES AND CONDITIONS**

The Services described in Section I. above, will be provided on an hourly rate basis in accordance with the current RISING TIDE PARTNERS Standard Rate Schedule with a not to exceed upper limit of \$49,950.

**RISEING TIDE**  
PARTNERS

Task Order	Task Subcategories	Rate	Overhead	Hourly Rate	Annual Hours	Budget Total
Task 1 Review Existing Public Information Program						\$900.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	10.00	\$900.00
Task 2 Newsletters						\$7,380.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	22.00	\$1,980.00
	Copy Editor	\$125.00	20%	\$150.00	20.00	\$3,000.00
	Graphic Design	\$100.00	20%	\$120.00	20.00	\$2,400.00
Facebook						\$23,280.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	52.00	\$4,680.00
	Content Research, Generation and Scheduling	\$50.00	20%	\$60.00	260.00	\$15,600.00
	Web Developer (Drupal)	\$50.00	20%	\$60.00	50.00	\$3,000.00
Task 4 LWD Project Outreach						\$11,100.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	10.00	\$900.00
	Research	\$50.00	20%	\$60.00	80.00	\$4,800.00
	Copy Editor	\$125.00	20%	\$150.00	20.00	\$3,000.00
	Graphic Design/Layout	\$100.00	20%	\$120.00	20.00	\$2,400.00
Task 5 Develop Speakers Bureau						\$2,700.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	30.00	\$2,700.00
Task 6 Industry Outreach						\$4,590.00
	Public Outreach Strategist	\$75.00	20%	\$90.00	51.00	\$4,590.00
<b>Total RTP Task Orders Budget</b>						<b>\$49,950.00</b>

**MEMORANDUM**

Ref: 16-5070

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Facebook Update



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**RECOMMENDATION:**

1. This item is presented for information purposes.

**DISCUSSION:**

Mr. Criscuolo, presented an overview of the Facebook update at the July 5, 2016 Community Affairs Committee (CAC) meeting, which included a report on the increased audience members. He provided information on the ads and how they reach a certain amount of individuals within the service area. Mr. Criscuolo also noted the costs of ads versus the newsletter and that Facebook tracks the number of reaches/likes unlike the newsletter.

The CAC requested that Mr. Criscuolo present a brief overview of the Facebook update at the July 13<sup>th</sup> Board meeting.

This item is presented for information and discussion purposes and no action is required by the Board of Directors.

rd:PJB

**MEMORANDUM**

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** ADS Environmental Services Agreement for Flow Monitoring Services

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a five year professional services agreement with ADS Environmental Services to provide flow monitoring services in the amount of \$275,442 consisting of the following:
  - a. A cost of \$67,122 over the first year for mobilization and flow monitoring services
  - b. A cost of \$52,080 over the subsequent four years for flow monitoring services
2. Discuss and take other action as appropriate.

**DISCUSSION:**

**Tactical Goal: Services / Renew ADS Contract for Flow Monitoring Services**

In October 2007, the Board of Directors approved a contract with ADS Environmental Services (ADS) for the installation of seven District owned flow meters in the District's collection system. In addition to installation, the contract included equipment maintenance and repair along with flow data collection, analysis and reporting. The seven meters were installed at the following locations

<u>Meter No.</u>	<u>Location</u>
L1	Highway 101
L2	Olivenhain Road
L3	South Green Valley
L4	La Costa Avenue
L5	North Green Valley
L6	Saxony Pump Station (Clamp-on flow meter)
L7	La Costa Pump Station (Clamp-on flow meter)

The ADS contract is up for renewal on July 1, 2016. The existing meters are at the end of their useful life, obsolete and their data transmitters will not be supported by the cellular service provider in the near future. ADS has proposed to provide flow monitoring services to include flow metering, data collection, data analysis, graphing, reporting and ADS website access. Additionally, as part of the services, ADS will supply, install and maintain seven new meters for the five year period, from July 2016 to June 2021, for a total five year cost of \$275,442. Their proposal includes the removal and disposal of the old equipment.

In the past, the District owned the equipment. In ADS's proposed agreement, ADS will provide flow monitoring services to the District and will own, operate and maintain all necessary equipment. ADS will be responsible for the flow metering equipment including replacement as necessary, such as upgrades or equipment failure. Therefore, the District will not be purchasing any equipment saving significant upfront capital costs.

The current equipment has been operating for eight and a half years. Therefore, staff used that period to compare the overall cost of the ADS proposal to the current agreement in the chart below.

	<b>Current</b>	<b>Proposed</b>
Cost of Equipment Purchase and Installation with 6 Months of Monitoring Service (Note: Equipment was installed in the middle of the Fiscal year)	\$ 121,809.22	
Mobilization		\$ 15,042.00
Flow Monitoring Service for 8 Years	\$ 474,707.94	
Flow Monitoring Service for 8.5 Years		\$ 442,680.00
<b>Total Cost Over 8.5 Years</b>	<b>\$ 596,517.16</b>	<b>\$ 457,722.00</b>
Cost per Year for 8.5 Years	\$ 70,178.49	\$ 53,849.65

As indicated in the chart, the District will save \$138,795.16 over the eight and a half year period or \$16,328.84 per year under the proposed service agreement.

ADS provided excellent service over the past eight years. Paragraph 12.4, Continuing Services, of the District's Procurement Policy allows that, in the best interest of the District, a consultant can be retained for subsequent phases of work.

Based on the projected savings and ADS' record of excellent performance, staff and the EC recommend executing a five year agreement with ADS for flow monitoring services. The attached scope of work is provided for your review.

**FISCAL IMPACT:**

Sufficient funds have been appropriated in the Fiscal Year 2017 Operating Budget to cover the costs associated with this agreement. Sufficient funds will be appropriated in succeeding fiscal years.

js:PJB

Attachment

# ATTACHMENT A

## Scope of Work

ADS Environmental Services ("ADS") will perform turn-key sewer flow monitoring services at seven (7) locations for the Leucadia Wastewater District ("District") in the City of Carlsbad, California. The objective of this project is to deliver highly reliable and accurate sewer flow data for the term of this contract. The work will be performed as set forth below:

### 1.0 Mobilization

ADS will use new Triton+ flow meter technology which is our newest flow meter based on the proven FlowShark model. This is a multiple technology monitor that is flexible enough to collect data from almost every available sensor technology that is used in wastewater applications today. The Triton+ monitor will be equipped with wireless communication which will allow for remote collection and review of all data. The ADS Triton+ Flow meters are certified under IECEx (International Electrotechnical Commission Explosion Proof) Intrinsic Safety standards for use in Zone 0/Class I, Div. 1, Groups C&D rated hazardous areas.

### 2.0 Comprehensive Service

ADS will provide professional services to maintain and operate the flow monitoring equipment (July 1, 2016 through June 30, 2021). As part of this Comprehensive Service Program, ADS will perform the following services:

- 1) **Diagnostics:** Remote diagnostic inspection of all equipment using the most current procedures and programs from its facilities in San Diego, CA. or other service locations.

Repair: Repair and preventative maintenance services, including battery replacement (assuming a 15-minute sample rate), necessary to keep the equipment operating in accordance with the manufacturer's design specifications. ADS will respond to a malfunction within two (2) business days and perform repairs or temporary repairs within (2) business days thereafter. The types of conditions to be repaired and repair services to be performed under this Agreement include but are not limited to the following:

- a) Communication link failure – including control boards, modem, and modem interface;
  - b) Depth sensor replacement – A depth sensor shall be considered for replacement if the sensor has less than two (2) good sensor pair firing in both directions,
  - c) Battery replacement - Battery voltages shall be considered as being low when the voltage is less than 7.0 VDC;
  - d) Velocity sensor replacement - A velocity sensor shall be considered for replacement if the sensor readings are a constant value or zero, indicating a loss of sensitivity;
  - e) Sensor scrubbing; and
  - f) Pressure sensor replacement, if applicable.
- 2) **Hydraulic Confirmations:** ADS will perform annual field confirmations according to ADS's current internal quality procedures for all of the ADS Triton+ flow monitors including:
    - a) Verification of the depth of flow measurement;
    - b) Verification of the velocity measurement;
    - c) Manual field flow to monitor flow comparison;
    - d) Pipe condition assessment; and
    - e) Statement of confirmation with the exception of the closed pipe flow meters,

- 3) **Service Schedule:** The field service shall occur during the normal operating hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday (excluding holidays).
- 4) **Service Statement:** ADS shall prepare a statement of repair whenever service or diagnostic functions are performed. These forms will be made available to the District when requested.
- 5) **Primary Contact:** ADS shall designate a field service representative who shall be the primary contact with the District for the resolution of field problems.

### 3.0 Data Analysis, Alarming, and Reporting Services Performed

Data services will be conducted from our National Data Center where trained Data Analysts utilize FlowView Operations® and Profile® software, as well as Six Sigma quality assurance procedures to maximize data usability and ensure data up-time.

- 1) **Data Collection and Diagnosis:** Raw data will be uploaded from the flow monitors every twenty-four (24) hours to the FlowView Operations™ web-hosted system. ADS data analysts will review the data (e.g. bi-weekly) to verify that equipment is in working order and will dispatch ADS field crews to perform equipment repair or hydraulic confirmations as needed.
- 2) **Data Editing and Analysis:** A trained ADS data analyst will use ADS Profile® software to directly calculate flow using the continuity equation from recorded depth and average velocity data. Flow quantities as determined by the continuity equation will be plotted. The analyst will also utilize scatter plots (depth vs. velocity readings) and field hydraulic confirmation both to verify monitor accuracy.
- 3) **Data Reporting:** The Final flow data will be reported to the District on a monthly basis via our FlowView Operations™ web hosting system, no later than thirty (30) days after the end of the monthly monitoring period, and will include the following.
  - a) Key manhole identification, pipe diameter, pipe shape, and silt levels;
  - b) Days of the week constituting the long table, up to seven (7) days;
  - c) Depth of flow in fifteen (15) minute intervals from 0:00 to 23:45;
  - d) Average Velocity in fifteen (15) minute increments in feet per second (fps);
  - e) Flows calculated in fifteen (15) minute increments in millions of gallons per day (mgd);
  - f) Minimum and maximum flows with time of occurrence measured daily in millions of gallons per day (mgd);
  - g) Average weekly flow measured in millions of gallons per day (mgd);
  - h) Daily and weekly flow totals in millions of gallons; and
  - i) Data provided in electronic format.
- 4) **Data Alarming:** The FlowView Operations™ web hosting system will send out real-time alarms (via the web, pagers, cell phones, emails) if any set triggers are reached at the individual flow monitors. Alarm triggers can be set for High Depth and Low Flow.

#### **4.0 Exclusions**

- 1) Civil Engineer's Stamp on any plans submitted for permitting;
- 2) Work conducted outside of Service Schedule,
- 3) ADS is not responsible for repair of the Districts owned Mag Mater
- 4) Communication line work external to the flow monitoring equipment;
- 5) Changes or alterations in specifications;
- 6) Painting, refinishing or furnishing materials therefore except as damaged by ADS during service work;
- 7) Installation, moving, or removing of equipment unless required as part of the repair process;
- 8) Repairs made necessary due to the negligence of the District, its employees, agents, invitees, or contractors;
- 9) Repairs made necessary due to attempts by the District to repair or maintain the equipment unless authorized by ADS;
- 10) Maintenance and repair necessary to put equipment not under the comprehensive scheduled service contract in good repair;
- 11) Equipment repair or replacement outside manufacturer's design specifications when knowingly directed by the District; and
- 12) Repairs made necessary due to events beyond ADS's control (force majeure).

#### **5.0 District Responsibilities**

- 1) Access to the site of work with sufficient area for placement of personnel and equipment, including all right-of-way and ramps, if required. This includes, but is not limited to, exposing manholes, clearing easements and/or constructing roads or ramps suitable for truck/van, if necessary.
- 2) Pay all local licenses and permits fees, if required;
- 3) Assist in obtaining and complying with any special permits;
- 4) Ensure that selected sites have been jet cleaned to minimize hydraulic deficiencies; and
- 5) Provide any information concerning bypasses, overflows, base flows, critical surcharge areas, and maintenance habits.

VI. Pricing

**Five-Year Service Period  
July 1, 2016- June 30, 2021**

Mobilization:				
Item	QTY	Description	Unit Cost	Extended Cost
1	1	Mobilization	\$ 15,042.00	\$ 15,042.00

Monthly Field Services, Analysis and Web Reporting Costs:				
Item	QTY	Description	Monthly Unit Cost	Yearly Extended Cost
2	5	Sites 1-5 - Gravity Area Velocity Flow Meters, Includes FlowView Operations Per/Month/Meter	\$ 650.00	\$ 39,000.00
3	2	Sites 6 & 7 - Pump Station Flow Meters, Includes FlowView Operations	\$ 545.00	\$ 13,080.00
			1st. Year Contract Value:	\$ 67,122.00
			2nd. Year Contract Value:	\$ 52,080.00
			3rd. Year Contract Value:	\$ 52,080.00
			* 4th. Year Contract Value	\$ 52,080.00
			* 5th. Year Contract Value:	\$ 52,080.00
			<b>2016-2021 Total Contract Value:</b>	<b>\$ 275,442.00</b>

\* Subject to CPI Increases for Year 4 & 5

**MEMORANDUM**

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** CSDA Board of Directors 2016 Election



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**RECOMMENDATION:**

1. Discuss and take action as appropriate.

**DISCUSSION:**

LWD recently received a California Special Districts Association (CSDA) ballot for the 2016 election. There is one seat (Seat B) open for the southern network region. The candidates are the following:

- Bill Nelson, Orange County Cemetery District
- John DeMonaco, Chino Valley Independent Fire District
- Ronald Coats, East Valley Water District

Attached for your review is a copy of the CSDA election ballot information (attachment A) and the candidate statements (attachment B). The ballot is due at the CSDA office in Sacramento by 5:00PM on Friday, August 5, 2016.

This item has been placed on the agenda for discussion and action by the Board of Directors. Staff has no recommendation on this matter. Staff will forward the Board's recommendation to CSDA by the due date.

Attachments

tb:PJB



**California Special  
Districts Association**

*Districts Stronger Together*

## **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

### **2016 BOARD ELECTIONS**

#### **MAIL BALLOT INFORMATION**

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat B.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat B and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 5, 2016**.

If you do not use the enclosed envelope, please mail in your ballot to:

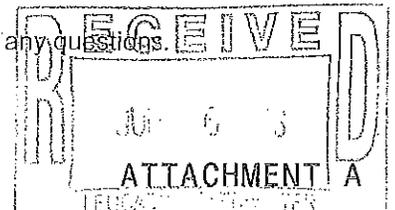
**California Special Districts Association**

**Attn: 2016 Board Elections**

**1112 I Street, Suite 200**

**Sacramento, CA 95814**

Please contact Charlotte Lowe toll-free at 877.924.CSDA or [charlottel@csgda.net](mailto:charlottel@csgda.net) with any questions.



# CSDA BOARD OF DIRECTORS 2016 ELECTION



**SOUTHERN  
NETWORK**

**SEAT B**  
term ends 2019

*Please vote for only one.*

**Bill Nelson\***  
*Orange County Cemetery District*

**John DeMonaco**  
*Chino Valley Independent Fire District*

**Ronald Coats**  
*East Valley Water District*

*All fields must be completed for ballot to be counted*

*\* incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by 5pm, August 5, 2016. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

# Re-Elect CSDA President Bill Nelson To CSDA Board of Directors



## PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS

I am committed to building on CSDA's present foundation of educational programs and legislative advocacy. My enthusiasm, commitment and comprehensive knowledge of special districts bring years of experience to the CSDA Board. It would be an honor to continue serving special districts in the Southern Network.

- ✓ EXPERIENCED LEADER
  - ✓ COMMITTED TO SPECIAL DISTRICTS
    - ✓ FISCALLY RESPONSIBLE
      - ✓ DEDICATED

### CSDA EXPERIENCE

- ❖ CSDA President 2016
- ❖ Served on the Board for five years
- ❖ Chair of Fiscal Committee 2014
- ❖ Membership Committee 2013-16

### DISTRICT EXPERIENCE

- ❖ Appointed to Board of Trustees Orange County Cemetery District in 2003
- ❖ Chair of the Board 2006, 2010 & 2014, Currently Vice Chair
- ❖ Chair of Finance Committee 2004 to present

### OTHER LEADERSHIP EXPERIENCE

- ❖ Board of Directors - California Association of Public Cemeteries 2008 to 2016
- ❖ Board of Directors - Institute for Local Government - 2016 to present
- ❖ Board of Directors - California Association of Realtors - 2004-2012
- ❖ Board of Trustees Orange County Mosquito & Vector Control - 2016 to present

### COMMUNITY INVOLVEMENT-

- ❖ Orange County Grand Jury 2002-2003
- ❖ Board of Directors - Orange County Grand Jurors Association 2005 to 2011
- ❖ City of Villa Park Investment Advisory Committee- 2008 to 2014 - Chair last two years
- ❖ Villa Park Community Services Foundation - Treasurer - 2010 to 2014
- ❖ Villa Park City Council Member - 2014 to present

### BUSINESS EXPERIENCE

- ❖ Financial Executive for 25 years with Atlantic Richfield Company (ARCO) & Southern Calif. Gas Co.

### EDUCATION

- ❖ MBA Finance University of Southern California
- ❖ BA Economics California State University Dominguez Hills

## The Future of Special Districts in 2016

***By Bill Nelson, President of the California Special Districts Association.***

In 2000, I retired from private industry and became involved in a number of different groups, one of which was the Orange County Grand Jury. This was my first exposure to government agencies, and to be frank, it did not start off as a good one. In investigating some of the agencies, I was appalled at some of the shenanigans that went on in government. When I finished my term, I informed my supervisor about my desire to learn more about these agencies.

What followed was an appointment to my local cemetery district. At that point I did not know there was such a thing as the cemetery district, as most folks do not know. That was the Orange County Cemetery District and I took a lot of grief from my friends and relatives about being part of this obscure government entity.

What I found was that this local agency served a very vital public service, as is the case with all special districts. There was definitely a need in the community and the Orange County Cemetery District served that need. That was how I first got involved with special districts. Coming from the private sector, my first impression of working within a local government was not a favorable one. I became frustrated with a system that seemed very inefficient.

Every decision seemed to take twice as long. There seemed to be endless and unnecessary rules and regulations. One of these regulations was the Brown Act, which prevented a majority of board members from speaking to one another about district business outside of a public meeting. In the private sector there was no such thing. Board members could get together and agree to an outcome before beginning the meeting. There were no rules preventing this common practice which help to speed decisions along.

After learning more about the district and the role as a public fiduciary, I learned the importance of the Brown Act and other regulations governing special districts.

The mechanisms that seemed like a huge waste of time, were the ones that were the most important aspect of managing a public agency. As a public official, I learned that I was no longer acting on behalf of a private industry. In this new role, I was acting for every resident I represented and my commitment was to provide transparency and accountability to the public.

The more time I spent with the Orange County Cemetery District, the greater my appreciation developed for the important role special districts play in their communities.

My personal involvement with the California Special Districts Association (CSDA) developed from a calling to help other special districts become more efficient while navigating through the regulations imposed on them by the state and other governments.

CSDA has become an integral part of ensuring special districts are equipped with the necessary tools to make sure they operate in the most efficient and effective manner. Their commitment to their members is what motivated me to run for president of the CSDA board.

In this role, I am looking forward to continue working with CSDA to ensure California's special districts are provided with every opportunity to enhance their professional development, and to continue our efforts to educate the public about these vital local government agencies.

During my term as president, it is my goal to help CSDA reach out to all 2,109 independent special districts, to give them a voice in the state, and assist in providing them with valuable resources to make them the best form of local government agencies California has ever seen.



California Special  
Districts Association  
*Districts Stronger Together*

## 2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Bill Nelson

District/Company: Orange County Cemetery District

Title: Trustee & Vice Chair of the Board

Elected/Appointed/Staff: Appointed

Length of Service with District: 13 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

CSDA 2016 President. Chair of Fiscal Committee - 2014, Served on the Board for five years, Served on all of CSDA Committees, attended at least 10 CSDA Legislative Days and Annual Conferences, Received Special District Leadership Foundation Recognition in Special District Governance.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Board of Directors - California Association of Public Cemeteries 2008 to 2016

Board of Directors - Institute For Local Government - 2016 to present

Board of Directors - California Association of Realtors - 2004 to 2012

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

City Council Member - City of Villa Park - 2014 to present

Trustee - Orange County Mosquito and Vector Control District - 2016 to present

4. List civic organization involvement:

Orange County Grand Jury 2002-2003

Board of Directors - Orange County Grand Jurors Association 2005-2011

City of Villa Park Investment Advisory Committee - 2008 to 2014 - Chair last two years

Villa Park Community Services Foundation - Treasurer - 2010 to 2014

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**

I am seeking election to a seat on the Board of Directors of the California Special Districts Association.

I have served on the Board of Directors of the Chino Valley Independent Fire District for ten years, elected in 2006. I am very proud to state that the Fire District is the **first** fire district to receive the District of Distinction Accreditation from the Special Districts Leadership Foundation (SDLF). We have been a District of Distinction since 2008. We also hold a District of Transparency Certificate of Excellence. I have completed the SDLF Recognition of Special District Governance.

I serve on the CSDA Legislative and the Fiscal Committees. I have previously served on the CSDA Education and Membership committees.

I am a retired Fire Chief with 33 years of Fire Service experience. I have been involved in city, county, JPAs and special districts in various capacities. I am currently on the Board of Directors of the Fire Districts Association of California and also serve on the Conference Committee. I am a Past President of the Chino Rotary Club and the current Chairman of the Chino Rotary Foundation.

I understand, and I am committed to legislative advocacy for special districts. Special Districts provide one of the most effective, efficient, and accountable forms of local service. It is vital that we continue to work together to influence and monitor policy decisions affecting California special districts.

My commitment and extensive experience, education in public service and as a special district board member & policy-maker, provides me with the ability to effectively serve as a CSDA Board Member representing all California Special Districts. I look forward to your support!

If you would like to speak with me, I can be reached at (909) 816-8396 or at [jdemonaco@chofire.org](mailto:jdemonaco@chofire.org)

John DeMonaco



California Special  
Districts Association  
*Districts Stronger Together*

## 2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John DeMonaco

District/Company: Chino Valley Independent Fire District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 10 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am on the Legislative and Fiscal Committees.

I have also served on the Education and Membership Committees.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am on the Board of Directors for the Fire Districts Association of California.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

N/A

4. List civic organization involvement:

I am a member and past president of the Rotary Club of Chino.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**

## MY FELLOW CSDA MEMBER:

As Chairman of East Valley Water District I take great pride in the opportunity to serve my community. Prior to joining the Governing Board, I was an active public participant, and felt honored when elected in 2014. I firmly believe in the importance of transparent government and public service. With these foundational principles, I look forward to representing this region in a professional manner, as the Southern Network, Seat B, Board of Directors representative for CSDA.

I have had the opportunity to work with a number of organizations through CSDA and believe that we all benefit from interacting and sharing experiences. I am a proud lifetime member of the CSDA Leadership Foundation and have participated in a number of trainings opportunities.

At East Valley Water District, we have made a commitment to good governance and accountability. This is clearly demonstrated through the numerous awards we have received from the Government Finance Officers Association, CAPIO, CalPERS, and even CSDA. But I am proud to be a part of EVWD for more than the awards, they are an organization that delivers. As a performance based agency, we continue to achieve the impossible. Whether it is constructing a headquarters facility ahead of an already tight schedule, implementing budget based rates to provide customers with rate stability during the drought emergency, or developing a succession plan to prepare for the change in our workforce; we set our sights high to enhance the quality of life of this community.

As a CSDA Director, I will bring that passion for good governance and public service. Thank you for your consideration and for allowing me the opportunity to share my experience and perspective. I look forward to serving as a representative on the CSDA Board of Directors.

Sincerely,



Ronald Coats  
EVWD Chairman



California Special  
Districts Association  
*Districts Stranger Together*

## 2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ronald L. Coats

District/Company: East Valley Water District

Title: Chairman of the Board

Elected/Appointed/Staff: Elected

Length of Service with District: 2 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am proud to be a lifetime member of the CSDA Leadership Foundation. Additionally, I have completed numerous CSDA webinars, including the CIDAC series on local agency finances and investments. Additionally, I have attended annual CSDA conferences.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am currently affiliated with ACWA, WateReuse, and AWWA. I have attended every ACWA conference since my election.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I am a member of the Association of San Bernardino County Special District's, serve on both the Citizen's Oversight Committee for the San Bernardino Community College District (3 years) and the Citizens Oversight Committee for the San Bernardino Unified School District (7 years).

4. List civic organization involvement:

Arrowhead United Way Planning and Allocations and Community Cabinet (15 years), as a member and ambassador of the San Bernardino Chamber of Commerce (17 years), Toastmasters International (10 years), American Legion (34 years), and California Sheriff's Association (27 years).

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**

**MEMORANDUM**

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2016 (FY16) LWD Tactics and Action Plan Report

---

**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Receive and file the FY16 Tactics and Action Plan Report.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

The Board of Directors adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005. During June 2013, the Strategic Plan was revised to reduce the number of strategic areas from seven to four. These strategic areas focus on the following:

1. Financial
2. People
3. Services
4. Infrastructure & Technology

In order to implement LWD objectives, the Strategic Plan included a Tactics and Action Plan, which identifies tactical goals. Staff has been busy implementing the goals identified for FY16 along with several more that surfaced over the course of the year.

Staff is pleased to report that the vast majority of the tactical goals were accomplished. The FY16 Tactics and Action Plan, including a glossary of terms, is attached for your review. Staff will provide an overview of the Plan at the Board of Directors' meeting.

PJB:

Attachment

**Leucadia Wastewater District  
Fiscal Year 2016  
Tactics & Action Plans**

**1. Financial**

*Assure fiscal stability and growth by effectively monitoring and forecasting District finances in order to provide competitive rates and avoid abrupt rate adjustments.*

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
FY 2017 Budget	Initial Data Collection	ASM	TSM, FSS, EA, CPA	Jan-16	Feb-16	Complete
	Board Workshop	ASM	TSM, FSS, EA, CPA	May-16	May-16	Complete
	Budget Approval	ASM	TSM, AT, CPA	Jun-16	Jun-16	Complete
FY 2015 Audit	Data Collection	ASM	CPA, AT	Jul-15	Nov-15	Complete
	Audit Report to Board	ASM	CPA, AT	Dec-15	Dec-15	Complete
RFP for Financial Audit Services	Advertise RFP	ASM	CPA, AT	Nov-15	Nov-15	Complete
	Pre-Proposal Meeting	ASM	CPA, AT	Dec-15	Dec-15	Complete
	Interview/Select Auditor	ASM	CPA, AT	Jan-16	Jan-16	Complete
	Award Contract	ASM	CPA, AT	Feb-16	Feb-16	Complete
Finance Policy Reviews	Procurement Policy	ASM	TSM, CPA	Aug-15	Aug-15	Complete
	Investment Policy	ASM	CPA	Sep-15	Sep-15	Complete
	Reserve Policy	ASM	CPA	Feb-16	Feb-16	Complete
OPEB Valuation	Award Contract	ASM	CPA	Jul-15	Jul-15	Complete
	Complete Valuation	ASM	CPA	Sep-15	Dec-15	Complete
Finance Awards	CSMFO	ASM	CPA, AT	Dec-15	Dec-15	Complete
GASB 68 Pension Liability Accrual Valuation	Complete Valuation	ASM	CPA	Jul-15	Sep-15	Complete
	Complete Implementation	ASM	CPA	Aug-15	Dec-15	Complete
Financial Plan Update	Update Financial Plan Tracking Model & Present to Board	GM	ASM, CPA, EA	Dec-15	Feb-16	Complete
MIP Accounting Modules (Purchase Order and Reporting)	Evaluate & Review Modules	ASM	CPA	Nov-15	Dec-15	Complete
	Procure & Install Modules	ASM	CPA	Jan-16	Feb-16	Postponed
	Implement Modules	ASM	CPA, AT	Mar-16	Apr-16	Postponed
Additional Items:	CSFMO Outstanding Financial Report	ASM	ASsup, AT	Jan-16	Mar-16	Complete
	CAMP Status Report	ASM	PFM	Feb-16	Feb-16	Complete

## 2. People

*Assure the highest qualified work force by optimizing training opportunities; promoting an excellent safety culture; and providing competitive compensation in order to recruit and retain high quality employees.*

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-16	Feb-16	Complete
By-pass Pumping Training @Avocado & Diana PS	FSSup	FSS, TSM	Jul-15	Dec-15	Complete
Conduct Employee Satisfaction Survey	GM	ASM	Nov-15	Jan-16	Complete
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-15	Jan-16	Complete
Administration Policy Updates/Reviews Board Staff Relations Policy	ASM	AS	Nov-15	Nov-15	Complete
Board Policy Binders	EA	AS	Jul-15	Aug-15	Complete
Conduct Teambuilding Workshop	GM	ASM, EA	Oct-15	Oct-15	Complete
Salary Survey	ASM	AS	Feb-16	Mar-16	Complete
Review Employee Recognition Committee (ERC) Status	GM	ERC Board members	Sep-15	Oct-15	Complete
Staffing Reorganization Internal Recruitments	ASM	GM	Aug-15	Oct-15	Complete
<b>Additional Items:</b>					
Annual Employee Barbeque	EA	All staff	Jul-15	Jul-15	Complete
Employee Satisfaction Survey	GM	All staff	Oct-15	Dec-15	Complete
CWEA - Collections Person of the Year (local Sect. T. Amos)	FSS	FSSup, TSM	Nov-16	Jan-16	Complete
CWEA - 2015 Community Engagement & Outreach Award	EA	FSSup, ASM	Nov-16	Jan-16	Complete
CSRMA Workers' Compensation Excellence Award	ASM	All staff	Jan-16	Jan-16	Complete
CWEA Engineering Achievement Award (local section)	FSS	FSSup, TSM	Nov-15	Jan-16	Complete
Pickering Insurance Brokerage Benefits Overview	ASM	ASII	Dec-15	Jan-16	Complete
FST In-Training Recruitment	FSS	FSSup, TSM, FSIII, ASsup	Jan-16	Mar-16	Complete
AS I Recruitment	ASsup	ASM, EA	Jan-16	Mar-16	Complete
Active Shooter Training	ASsup	All staff	Jan-16	Mar-16	Complete
LAFCO Board of Directors Alternate Election	GM	EA, V. Pres. Hanson	Oct-15	Jun-16	Complete
LAFCO Board of Directors run-off Election	GM	EA, V. Pres. Hanson	Mar-16	Apr-16	Complete
Employee Holiday Luncheon	EA	AS II	Oct-15	Dec-16	Complete
Chuck LeMay Retirement Ceremony	EA	ASII	Dec-15	Jan-16	Complete
GM Interviews with Staff	GM	ASsup	Jun-16	Jun-16	Complete
Employee Assistance Program Overview Training	ASsup	All staff	May-16	Jun-16	Complete
Harrassment Prevention Training	ASsup	All staff	May-16	Jun-16	Complete
Confined Space Rescue Training	FSS	Field Services staff	May-16	Jun-16	Complete
Benefits and Salary Resolution	ASsup	ASM	Jun-16	Jun-16	Complete

### 3. Services

*Provide exceptional services to our customers by safely collecting and transporting wastewater in order to ensure the highest level of environmental protection; educating customers on our services; pursuing viable water recycling opportunities; and pursuing strategic alliances with other organizations.*

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Purchase Sandfilter Replacement Valve Purchase and Install Valve	FSS	TSM, FSSup	Oct-15	Jan-16	Postponed
SSMP Audit	FSS	TSM, FSSup	Mar-16	Jun-16	Complete
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-15	Jun-16	Ongoing
Teacher Grant Program Awards LWD Grant CSDA Grant (Video Contest)	EA EA	AS AS	Dec-15 Aug-15	Apr-16 Dec-15	Complete Complete
Evaluate Feasibility of Using Natural Gas Pump/Generator at Leucadia and Batiquitos PS	FSS	TSM, FSSup	Oct-15	Feb-16	In Progress
Environmental Study at Batiquitos Lagoon	FSS	TSM, FSSup	Jul-15	Oct-15	Complete
Purchase New Vector Truck Board Approval Purchase Vector	FSS FSS	TSM, FSSup TSM, FSSup	Jul-15 Jul-15	Jul-15 May-16	Complete Complete
Hydro-Cleaning & CCTV Inspection of Rancho Santa Fe Road and La Costa Avenue	FSSup	FS Staff	Jul-15	May-16	Complete
Host Emergency Drill with Local Agencies (Carlsbad Fire Department)	FSS	FSSup, FS Staff	Jul-15	May-16	Complete
Purchase Replacement Gas Monitors (2)	FSS	TSM, FSSup	Jul-15	Aug-15	Complete
Purchase New Replacement Milltronics (2)	FSS	TMS, FSSup	Nov-15	Dec-15	Complete
Procure Landscape Maintenance Services Develop Specifications Bid For Sevices Board Approval Services Begin	FSS FSS FSS FSS	TSM, FSSup TSM, FSSup TSM, FSSup TSM, FSSup	Jul-15 Aug-15 Sep-15 Oct-15	Jul-15 Aug-15 Sep-15 Sep-18	Complete Complete Complete Complete
Review/Revise Ordinance 131 - EDU Factors Collect Data Evaluate Board Approval	DE DE DE	TSM, FSS, FSSpec TSM, FSS, FSSpec TSM, FSS, FSSpec	Aug-15 Oct-15 Dec-15	Sep-15 Nov-15 Dec-15	Complete Complete Complete
Update LWD Standard Specifications Conduct Review Board Approval	DE DE	GM,TSM,FSSpec,DC GM,TSM,FSSpec,DC	Jan-16 Apr-16	Mar-16 Apr-16	Complete Complete
Develop Newsletters Fall Newsletter 2015 Spring Newsletter 2016	ASM ASM	GM, EA GM, EA	Aug-15 A	Oct-15 Oct-15	Complete Complete
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Oct-15	Nov-15	Complete
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	FSS	GM, TSM, ASM	Jul-15	Jun-16	Complete
RFP for Public Information Services Advertise RFP Pre-proposal Meeting Interview/Select Award Contract	ASM ASM ASM ASM	GM, EA GM, EA GM, EA GM, EA	Oct-15 Nov-15 Jan-16 Feb-16	Oct-15 Nov-15 Jan-16 Feb-16	Complete Complete Complete Complete
Additional Items: One year no vehicle accidents SCAP Presentation - North SD Water Recycling Coalition LA Times Article Special Water Recycling Workshop SDLF Transparency Certificate LWD Tour - Encinitas SWPPP Program Participated in Encinitas EcoFest No Wipes Down the Pipe Campaign Procure Uniform Contract B1/B2 Force Mains Replacement Presentation - BLF Gravity Pipeline Proactive Repair Procedure Presentation PRA Response - All emails Branding Efforts - Revised District Logo Revised Newsletter Layout Solid Material in System Presentation - SCAP LWD Tour - Pacific Ridge School One year - No sewer spills	GM GM GM EA FSSup EA ASM FSSup TSM FSSup GM ASup ASup FSTIII FSSup	All staff Board of Directors ASup FSS, Field Services staff ASup, Field Services staff EA EA President Omsted FSS, Field Services staff ASup, ASM ASM, CAC ASM, CAC TSM, FSSup FSS, Field Services staff All staff	Jul-15 Aug-15 Aug-15 Jan-16 Jan-16 Mar-16 Jan-16 Jul-15 Sep-15 Feb-16 Jan-16 Mar-16 Mar-16 Apr-16 Apr-16 Apr-16 Apr-16 May-16	Aug-15 Aug-15 Aug-15 Feb-16 May-16 Apr-16 May-16 Dec-15 Nov-15 Feb-16 Feb-16 Mar-16 Apr-16 Jun-16 Apr-16 May-16 May-16	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete

#### 4. Infrastructure and Technology

*Protect the long-term viability of the District by proactively improving and replacing the infrastructure prior to failure. Pursue technological innovation and excellence to enhance the District's infrastructure and operations to ensure maximum efficiency and cost effectiveness.*

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
Scott's Valley Pipeline Repair	Bid Project Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	May-15 Aug-15	Jul-15 Nov-15	Complete Complete
Leucadia VFD Replacement	Construction	TSM	GM, FSS, DE	May-15	Jul-15	Complete
Leucadia Force Main West Section Replacement	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Mar-15 Sep-15 Nov-15	Jul-15 Oct-15 Apr-16	In Progress Not Started Not Started
FY15 Gravity Pipeline Rehabilitation	Construction	TSM	GM, FSS, DE	Jun-15	Oct-15	Complete
Saxony Pump Station Rehabilitation	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Apr-15 Aug-15 Oct-15	Jul-15 Sep-15 Feb-16	Complete Complete Complete
FY16 Gravity Pipeline Rehabilitation	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-15 Nov-15 Mar-16	Oct-15 Feb-16 Jun-16	Complete Complete In Progress
Village Park No.5 Pump Station Replacement	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Oct-15 Apr-16 Jul-16	Mar-16 Jun-16 Nov-16	Complete Complete In Progress
Gafner AWT Condition Assessment	Condition Assessment Report	FSS FSS	GM, TSM, DE GM, TSM, DE	Dec-15 Mar-16	Feb-16 Mar-16	Complete Complete
Network Penetration Test	Procure Contract and Conduct Test	TSM	GM, FSS, DE	Oct-15	Feb-16	Complete
Evaluate Information Technology (IT) Services Contract		TSM	EA, AS	Aug-15	Oct-15	Complete
Additional Items:						
Cohen Annexation	DE	FSS, TSM	Feb-16	Apr-16	Complete	
Poinsettia Train Station Parallel Gravity Line Project	TSM		May-16	May-16	In Progress	
Presentation of the Network Penetration Test	TSM		Jan-16	Apr-16	Complete	
SB 272 - Enterprise Systems Catalog and post on website	Assup	AS, FSS, TSM	May-16	Jun-16	Complete	

## List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

TSM – Technical Services Manager

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

ASSup – Administrative Services Supervisor

FSSpec – Field Services Specialist

EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist I

DE – District Engineer

**MEMORANDUM**

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2017 (FY17) LWD Tactics and Action Plan

---

**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Adopt the FY17 LWD Tactics and Action Plan.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

As you are aware, the Board of Directors originally adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005. It was most recently updated in June 2013 to better reflect the Board's strategic areas which were reduced from seven to four. In order to maintain the Strategic Plan as a "living" document, staff annually develops a Tactics and Action Plan which covers these strategic areas.

For FY17, staff has developed an ambitious plan that includes over 90 tactical goals. A copy of the FY17 Tactics and Action Plan is attached for your review along with a glossary of terms. Staff will provide a brief overview of the plan at the Board of Directors meeting.

PJB:

Attachments

**Leucadia Wastewater District  
Fiscal Year 2017  
Tactics & Action Plans**

**1. Financial**

*Assure fiscal stability and growth by effectively monitoring and forecasting District finances in order to provide competitive rates and avoid abrupt rate adjustments.*

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>	
FY 2018 Budget	Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, ASSup TSM, FSS, EA, ASSup TSM, FSS, ASSup	Jan-17 May-17 Jun-17	Feb-17 May-17 Jun-17	Not Started Not Started Not Started
FY 2016 Audit	Data Collection & Report Preparation Coordinate with & Respond to Auditors Audit Report to Board	ASM ASM ASM	AT, ASSup AT, ASSup, EA, GM ASSup	Jul-16 Jul-16 Dec-16	Nov-16 Dec-16 Dec-16	Not Started Not Started Not Started
Finance Policy Reviews	Procurement Policy Investment Policy Reserve Policy	ASM ASM ASM	TSM, ASSup ASSup	Aug-16 Sep-16 Feb-17	Aug-16 Sep-16 Feb-17	Not Started Not Started Not Started
Finance Awards	Apply for CSMFO Financial Reporting Award	ASM		Dec-16	Jan-17	Not Started
GASB 68 Pension Liability Accrual Valuation	Complete Second Valuation Create Detailed & Roll Forward Schedules for Deferrals Complete Implementation of Phase II	ASM ASM ASM	ASSup	Jul-16 Jul-16 Aug-16	Sep-16 Sep-16 Oct-16	Not Started Not Started Not Started
Financial Plan Update	Update Financial Plan Tracking Model & Present to Board	GM	ASM	Dec-16	Feb-17	Not Started
Accounting Procedures	Document Payroll Processing Procedures Document Bank Reconciliation Procedures	ASM ASM	AT, AS ASSup	Jul-16 Jul-16	Sep-16 Sep-16	Not Started Not Started
Internal Controls	Update Documentation of LWD's Internal Controls	ASM	ASSup, AT, EA, AS, FSSpec	Sep-16	Jan-17	Not Started
Human Resource Committee	Discussion of LWD Compensation	GM	ASM	Sep-16	Dec-16	Not Started

## 2. People

Assure the highest qualified work force by optimizing training opportunities; promoting an excellent safety culture; and providing competitive compensation in order to recruit and retain high quality employees.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-16	Jan-17	Not Started
Employee Training					
Conduct First Aid & CPR Training	FSS	FSSup, FS Staff	Jan-17	Feb-17	Not Started
Conduct Annual Flagger Training	FSSup	TSM, FSS	Apr-17	May-17	Not Started
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-17	Feb-17	Not Started
By-pass Pumping Training @ Batiquitos & Leucadia PS	FSSup	TSM, FSS	Jul-16	Dec-16	Not Started
Hold an In-house Excel Training Session	ASM	TSM, FSS, FSSpec, Admin Staff	Aug-16	Sep-16	Not Started
EAP Leadership Training	ASSup	Staff	May-17	Jun-17	Not Started
Administration Policy Updates/Reviews					
Board Staff Relations Policy	ASM	GM, ASSup	Nov-16	Nov-16	Not Started
Board Policy Binders	EA	AS	Jul-16	Aug-16	Not Started
Emergency Response					
Develop an Emergency Response Plan	ASSup	ASM, FSS, FSSup, FST III	Jul-16	Nov-16	Not Started
Conduct an emergency response training.	ASSup	ASM, FSS, FSSup, FST III	Dec-16	Apr-17	Not Started
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, ASSup, FSS, FSSup,	Nov-16	Jan-17	Not Started
Update existing Safety Programs & Policies	ASM	GM, TSM, ASSup, FSS, FSSup,	Jan-17	Apr-17	Not Started
Add new Programs & Policies as required	ASM	GM, TSM, ASSup, FSS, FSSup,	Mar-17	Jun-17	Not Started
Salary Survey	ASM	ASSup, AS	Feb-17	Mar-17	Not Started
Conduct Employee Interviews					
General Employee Interviews	GM	ASM	Nov-16	Dec-16	Not Started
Compensation	GM	ASM	Nov-16	Dec-16	Not Started
Employee Recognition					
Annual Employee BBQ	EA	ASSup, AS	Jul-16	Jul-16	Not Started
Holiday Function	EA	ASSup, AS	Aug-16	Dec-16	Not Started

### 3. Services

*Provide exceptional services to our customers by safely collecting and transporting wastewater in order to ensure the highest level of environmental protection; educating customers on our services; pursuing viable water recycling opportunities; and pursuing strategic alliances with other organizations.*

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-16	Jun-17	Not Started
Teacher Grant Program Awards	LWD Grant CSDA (Video Contest)	ASSup ASSup	Dec-16 Aug-16	Apr-17 Dec-16	Not Started Not Started
Purchase New Portable By-Pass Pump	Obtain Bids Board Approval Purchase	FSS FSS FSS	Aug-16 Oct-16 Oct-16	Sep-16 Oct-16 Jan-17	Not Started Not Started Not Started
Evaluate the Opportunity to Separate the Existing Main Office and Leucadia Pump Station Joint Electrical Meter	FSS	TSM, FSSup	Jul-16	Mar-17	Not Started
Obtain Baseline Back Ground Water Samples at Various Locations	FSS	TSM, FSSup	Jul-16	Mar-17	Not Started
Purchase New CCTV Van	Obtain Bids Board Approval Purchase	FSS FSS FSS	Aug-16 Sep-16 Sep-16	Aug-16 Sep-16 Dec-16	Not Started Not Started Not Started
Renew ADS Contract for Flow Monitoring Services	Board Approval	FSS	Jul-16	Jul-16	Not Started
Evaluate Enforcement Procedures and Potential Fines for Illegal Discharges	Collect Data Evaluate Board Approval	FSSpec FSSpec FSSpec	Sep-16 Nov-16 Jan-17	Oct-16 Dec-16 Jan-17	Not Started Not Started Not Started
Evaluate the Need for a Small Vehicle to Tow Mini-jetter for Hydrocleaning	FST-III	TSM, FSS, FSSup	Jan-17	Mar-17	Not Started
Evaluate the Need for an Emergency Confined Space Trailer	FSSup	TSM, FSSup	Nov-16	Mar-17	Not Started
Evaluate the Need for a Large Vehicle to Tow the ACME Pump	FST-II	TSM, FSS, FSSup	Jan-17	Mar-17	Not Started
Hydro-Cleaning & CCTV Inspection of La Costa Golf Course Gravity Lines	FSSup	FS Staff	Jul-16	Dec-16	Not Started
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-16	May-17	Not Started
Purchase Replacement Gas Monitors (2)	FSS	FSSup, FS Staff	Feb-17	Apr-17	Not Started
Purchase New Replacement Milltronics (2)	FSS	TMS, FSSup	Nov-16	Dec-16	Not Started
Public Outreach Generate Content & Build Facebook Audience Update Website Graphics/Visualize LWD Key Information Create District Video Create Mailers & Signs for LWD Construction Projects Write, Design, Print, & Mail Fall/Winter Newsletter Write, Design, Print, & Mail Spring/Summer Newsletter	ASSup ASSup ASSup ASSup ASSup ASSup	GM, ASM AS GM, ASM, EA, AS GM, ASM, FSSup, FS Staff GM, TSM, ASM, AS GM, ASM, EA, AS GM, ASM, EA, AS	Jul-16 Oct-16 Oct-16 Jan-17 Oct-16 Mar-17	Jun-17 Mar-17 Jan-17 May-17 Dec-16 Jun-17	Not Started Not Started Not Started Not Started Not Started Not Started

Awards Apply for the District of Distinction Award with SDLF Apply for CWEA Awards	EA FSS	TSM, ASM, FSSup	Jul-16 Sep-16	Oct-16 Nov-16	Not Started Not Started
Pursue Presentation Opportunities @ CWEA, SCAP, etc.	FSS	GM, TSM, ASM	Jul-16	Jun-17	Not Started
Landscape Trouble Shoot Irrigation System Low Pressure Issue Repair Irrigation System Evaluate Landscape Enhancements	FSS FSS FSS	ASM, FS Staff, Heaviland ASM, FS Staff, Heaviland ASM, FS Staff, Heaviland	Jul-16 Aug-16 Sep-16	Aug-16 Sep-16 Dec-16	Not Started Not Started Not Started
Paint Interior of Admin Building	FSSpec		Sep-16	Jan-17	Not Started
Records Retention Review LWD stored records and destroy those past retention period.	EA	AS	Aug-16	Oct-16	Not Started

#### 4. Infrastructure and Technology

*Protect the long-term viability of the District by proactively improving and replacing the infrastructure prior to failure. Pursue technological innovation and excellence to enhance the District's infrastructure and operations to ensure maximum efficiency and cost effectiveness.*

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Leucadia Force Main West Section Replacement					
Project Design	TSM	GM, FSS, DE	Mar-15	Sep-16	In Progress
Bid Project	TSM	GM, FSS, DE	Oct-16	Dec-16	Not Started
Construction	TSM	GM, FSS, DE	Jan-17	May-17	Not Started
FY16 Gravity Pipeline Rehabilitation					
Construction	TSM	GM, FSS, DE	Jul-16	Sep-16	Not Started
Village Park No.5 Pump Station Replacement					
Bid Project	TSM	GM, FSS, DE	May-16	Jul-16	In Progress
Construction	TSM	GM, FSS, DE	Aug-16	May-17	Not Started
La Costa Golf Course Gravity Line					
Project Design	TSM	GM, FSS, DE	Nov-16	Feb-17	Not Started
Bid Project	TSM	GM, FSS, DE	Mar-17	May-17	Not Started
Construction	TSM	GM, FSS, DE	Jun-17	Aug-17	Not Started
Leucadia Pump Station Rehabilitation					
Project Design	TSM	GM, FSS, DE	Oct-16	Dec-16	Not started
Bid Project	TSM	GM, FSS, DE	Jan-17	Apr-17	Not Started
Construction	TSM	GM, FSS, DE	May-17	Jul-17	Not Started
FY17 Gravity Pipeline Rehabilitation					
Project Design	TSM	GM, FSS, DE	Jul-16	Oct-16	Not Started
Bid Project	TSM	GM, FSS, DE	Nov-16	Feb-17	Not Started
Construction	TSM	GM, FSS, DE	Mar-17	Jun-17	Not Started
Poinsettia Station Gravity Pipeline (SANDAG)					
Project Design	TSM	GM, FSS, DE	May-16	Aug-16	In Progress
Bid Project	TSM	GM, FSS, DE	Sep-16	Mar-17	Not Started
Construction	TSM	GM, FSS, DE	Apr-17	Sep-18	Not Started
Recycled Water Pump Station					
Project Design	TSM	GM, FSS, DE	Dec-16	Mar-17	Not Started
Gafner AWT Improvements					
Project Design	TSM	GM, FSS, DE	Jul-16	Sep-16	Not Started
Bid Project	TSM	GM, FSS, DE	Oct-16	Dec-16	Not Started
Construction	TSM	GM, FSS, DE	Jan-17	May-17	Not Started

## List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

TSM – Technical Services Manager

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

ASSup – Administrative Services Supervisor

FSSpec – Field Services Specialist

EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist I

DE – District Engineer

**MEMORANDUM**

Ref: 16-5070

**DATE:** July 7, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Sewer Rate Comparison

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**RECOMMENDATION:**

1. This item is presented for information purposes.

**DISCUSSION:**

At the June 8, 2016 Board Meeting, Director Juliussen requested a sewer rate survey. Attached for your review is the most recent sewer rate comparison of San Diego County agencies for fiscal year 2016.

This item is presented for information and discussion purposes and no action is required by the Board of Directors.

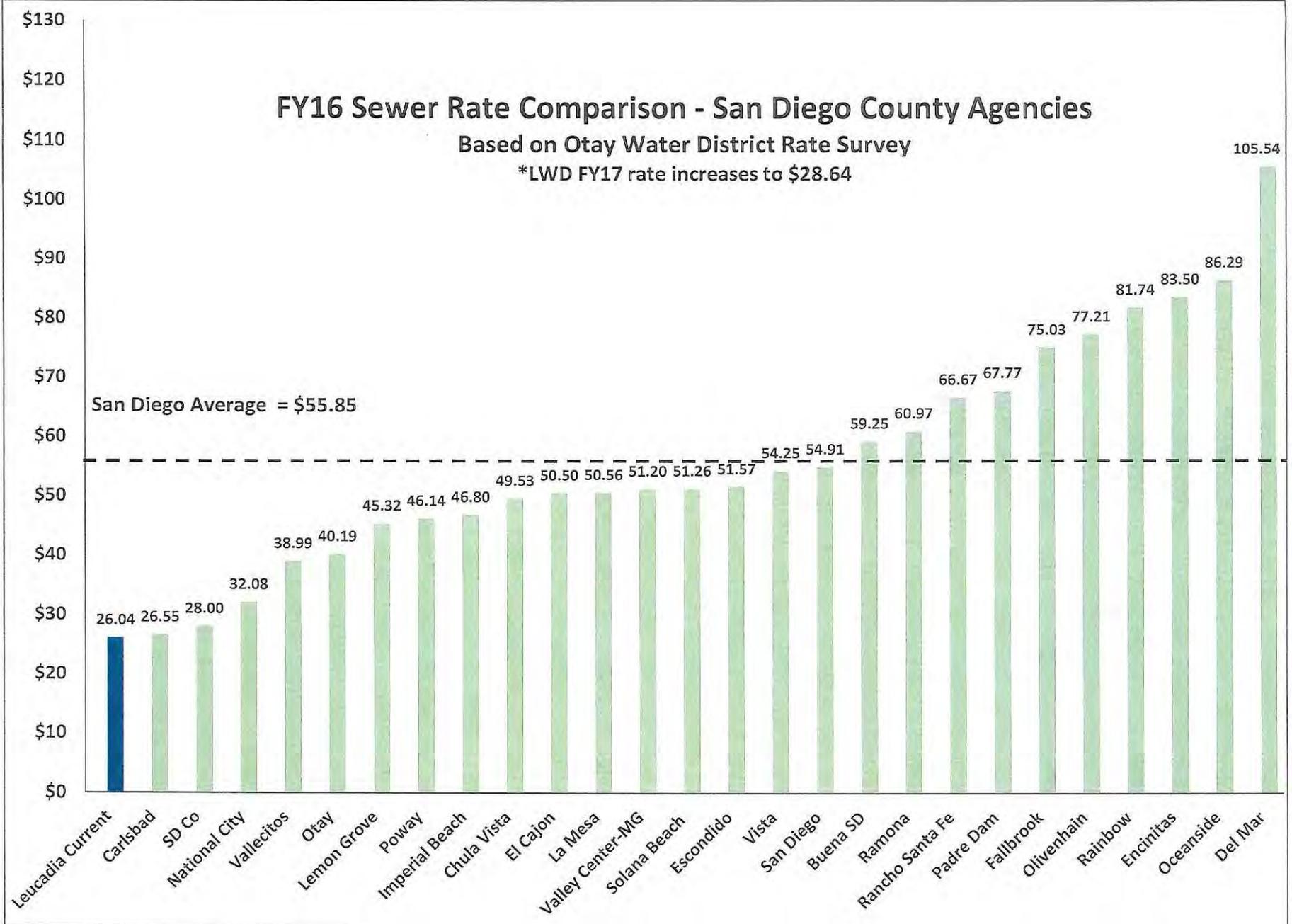
tb:PJB

Attachment

# FY16 Sewer Rate Comparison - San Diego County Agencies

Based on Otay Water District Rate Survey

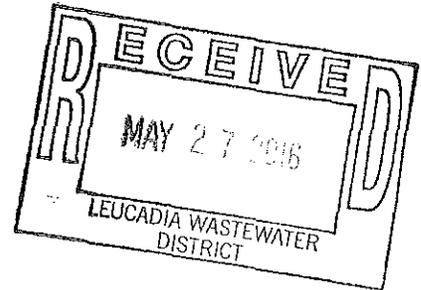
\*LWD FY17 rate increases to \$28.64



# Encinitas

UNION SCHOOL DISTRICT

101 S. Rancho Santa Fe Road  
Encinitas, CA 92024-4349  
Phone: (760) 944-4300  
FAX: (760) 942-7094  
www.eusd.net



**Board of Trustees**

Emily Andrade  
Patricia Sinay  
Carol Skiljan  
Gregg Sonken  
Marla Strich

May 25, 2016

Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

**Superintendent**

Timothy Baird, Ed.D.

Dear Leucadia Wastewater District:

**Assistant Superintendents**

Leighangela Brady, Ed.D.  
Educational Services

On behalf of the Board of Trustees, I would like to thank you for your generous donation of cash to the La Costa Heights Elementary School for teacher grants. The Board wants you to know that your donation is very much appreciated. This type of support helps to build a stronger educational system for our children and the community.

Angelica Lopez  
Administrative Services

Again, please accept our gratitude for your thoughtfulness.

Dannielle Brook, CPA  
Business Services

Yours truly,

A handwritten signature in cursive script that reads "Timothy B. Baird".

Timothy B. Baird, Ed.D.  
Superintendent

/jfe