



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, July 8, 2015
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
 - A. Achievement of an individual award – FST III Mauricio Avalos. (Pages 5-6)

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- June 10, 2015 Regular Board Meeting (Pages 7-15)
- July 1, 2015 Engineering Committee Meeting (Pages 16-18)

8. Approval of Demands for June/July 2015

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion in July 2015. (Pages 19-38)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 14 to FY 15 and flows by sub-basin. (Pages 39-42)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 15 budget and discloses monthly investments. (Pages 43-50)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of June 2015. (Pages 51-52)

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority Reports

- A. A regular EWA Board meeting was held on June 24, 2015 – report by Director Sullivan. (Page 53)
- B. An Encina Member Agencies Manager's Meeting was held on July 7, 2015 – report by GM Bushee. (Verbal)

13. Committee Reports

- A. An Engineering Committee meeting was held on July 1, 2015 – report by Director Kulchin. (Page 54)
- B. A Community Affairs Committee meeting was held on July 7, 2015 – report by Director Sullivan. (Verbal)

ACTION ITEMS

14. Fiscal Year 2016 (FY 16) Gravity Pipeline Rehabilitation Project Engineering Design Services

Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,690 and authorize an additional appropriation in the FY 16 budget in the amount of \$81,000 to cover the full cost of project construction. (Pages 55-61)

15. Award of the District's Scott's Valley Pipeline Rehabilitation Project Construction Contract

Authorize the General Manager to execute an Agreement with Charles King Company for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in amount not to exceed \$469,400. (Pages 62-68)

16. Award of Purchase Contract to Haaker Equipment Company for a New Vector Combination Truck

Authorize the General Manager to execute a sole source purchase Agreement with Haaker Equipment Company for the purchase of a new Vector Truck in an amount not to exceed \$366,561. (Pages 69-72)

17. Resolution No. 2263 – Changing the Employer Paid Member Contribution to CalPERS

Adopt Resolution No. 2263 - Changing the Employer Paid Member Contribution to CalPERS. (Pages 73-74)

18. CSDA Board of Directors 2015 Elections – Seat A.

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate. (Pages 75-80)

19. Receive and file the Fiscal Year 2015 (FY 15) Tactics and Action Plan.

(Pages 81-86)

20. Adopt the Fiscal Year 2016 (FY 16) Tactics and Action Plan.

(Pages 87-92)

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

A. Thank you note to FS staff from customer regarding the recent tour of LWD facilities.
(Page 93)

22. Directors' Meetings and Conference Reports

None.

23. General Manager's Report

24. General Counsel's Report

25. Board of Directors' Comments

26. Closed Session

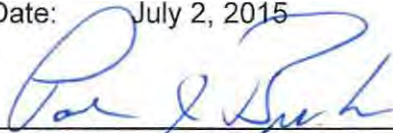
- A. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)

27. Adjournment

AFFIDAVIT OF POSTING

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

Date: July 2, 2015



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: July 2, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentations and Awards – Achievement of Individual Objectives**

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

State of California State Water Resources Control Board (SWRCB) Water Treatment Operator Grade T2 Certification – Mauricio Avalos

Field Services Technician III Mauricio Avalos recently received his Water Treatment Operator Grade T2 certification from the State of California SWRCB. Mauricio has been working for LWD since May 2011 and this is his fourth certification since his employment at the District. As you may recall, he also received his Bachelor's degree in 2013.

This accomplishment reflects Mauricio's desire to excel through continued professional development. As a result of this certification, Mauricio is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Mauricio for his outstanding accomplishment.

PJB

State of California
State Water Resources Control Board

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

Mauricio M. Avalos

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

Water Treatment Operator

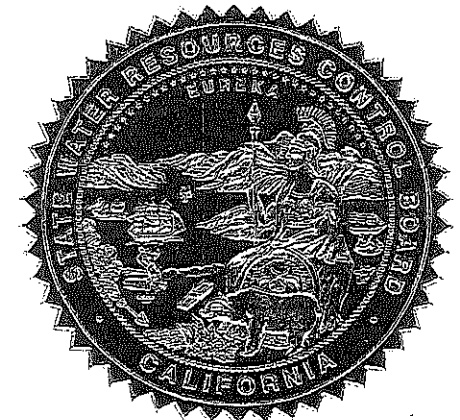
Grade T2

Operator Number: 33969

Issued
June 2015



Felicia Marcus
Chair



LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting and Public Hearing
 June 10, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, June 10, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, and Kulchin
 DIRECTORS ABSENT: Sullivan
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Tomer Gutman, Administrative Services Manager Chuck LeMay, Superintendent Jeff Stecker, Executive Assistant Trisha Hill, District Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey, Field Services Technicians Todd Amos and Ryan Rodriguez, Tracy and Ruby Willard, Sylvia and Sidney Gudger (students of Flora Vista Elementary School), John Williams of Flora Vista Elementary School, Lois and Mike Humphreys, Jennifer Beales of TRG Associates.

3. Pledge of Allegiance

President Juliussen led the pledge of allegiance.

4. General Public Comment Period

No public comment was received.

5. Approval of Agenda

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

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

6. Presentation and Awards

A. Flora Vista Elementary School's Public Service Announcement video presentation.

EA Hill stated that John Williams and students of Flora Vista Elementary are present at tonight's meeting to present their Teacher Grant Public Service Announcement video.

Mr. Williams thanked the Board for the Teacher Grant award and the opportunity to work with the students that created this video.

The Board of Directors thanked Mr. Williams and students for creating the video.

GM Bushee thanked Mr. Williams and the students for producing the FOG video noting that it is the most unique Teacher Grant project completed to date.

EA Hill noted that the video will be posted on LWD's Facebook page and website. Ms. Beales also stated that the video will be submitted for an award at an upcoming art festival.

B. FSTs Todd Amos and Ryan Rodriguez receive professional achievement awards.

GM Bushee presented the awards. GM Bushee introduced FST II Todd Amos stating that Todd recently received his Water Distribution Operator Grade D2 certification from the State of California State Water Resources Control Board. He noted that he is eligible for a \$500 incentive award for his accomplishment.

GM Bushee also introduced FST-In-Training Ryan Rodriguez stating that he recently received his Water Distribution Operator Grade D2 certification from the State of California State Water Resources Control Board. He noted that Ryan is eligible for a \$500 incentive award for his accomplishment.

The Board of Directors congratulated Todd and Ryan for their accomplishments.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- May 13, 2015 Regular Board Meeting
- May 27, 2015 Special Board Meeting
- June 2, 2015 Community Affairs Committee Meeting
- June 3, 2015 Engineering Committee Meeting

8. Approval of Demands for May/June 2015

Payroll Checks numbered 17939-17979; General Checking – Checks numbered 46807-46897

9. Operations Report (A copy was included in the original June 10, 2015 Agenda)

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

11. Disclosure of Reimbursements (A copy was included in the original June 10, 2015 Agenda)

12. Establishing an Appropriations Limit of the LWD for FY 16

Adopt Resolution No. 2260 – Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2016 (July 1, 2015 – June 30, 2016) Pursuant to Article XIII (B) of the California Constitution.

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on May 27, 2015.

Director Hanson reported on EWA's May 27, 2015 Board meeting for President Juliussen.

B. An Encina Member Agencies Manager's (MAM) Meeting was held on June 2, 2015.

GM Bushee reported on MAM's June 2, 2015 meeting. Director Kulchin asked for clarification about the MAM discussion on EWA's proposed staffing recommendations. GM Bushee responded that the purpose of the MAM discussion was to get clarification on the need of the positions and to make suggestions to the Board if necessary. He noted that the final decision is with the EWA Board of Directors.

President Juliussen noted that he suggested to EWA's General Manager that the MAM discuss EWA's staffing recommendation.

14. Committee Reports

A. Community Affairs Committee (CAC) meeting was held on June 2, 2015.

Vice President Omsted reported that the CAC reviewed Task Order No. 5 of the TRG & Associates professional services agreement for as needed public information services in an amount not to exceed \$34,090. He stated that the CAC agreed with staff's recommendation and it will be reviewed by the Board later in the agenda.

He also reported that the CAC discussed the flushable wipes issue indicating that another meeting will be scheduled to further discuss other outreach efforts related to flushable wipes.

B. Engineering Committee (EC) meeting was held on June 3, 2015.

Director Kulchin reported that the EC reviewed a sole source purchase agreement with Rockwell Solutions for the purchase of three new Vaughan Chopper Pumps as part of the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$81,865. He noted that the EC agreed with staff's recommendation and it will be reviewed later in the agenda. The EC also reviewed staff's recommendation to replace two older Vectors with one new Vector.

He also reported that the EC received an update on the B1/B2 Force Main Replacement Project and the Lanikai Gravity Line Manhole Rehabilitation Project.

OLD BUSINESS

15. Adopt the Fiscal Year 2016 (FY 16) Budget.

ASM LeMay presented the item stating that the Board reviewed the recommended FY 16 Budget at their Special Board meeting on May 27, 2015. He stated that during the meeting, the Board directed staff to finalize the budget. He stated that staff recommends that the Board adopt the FY 16 Budget.

Director Kulchin stated that there is one issue within the Administration portion of the Budget. He stated that he has an issue with the management support item budgeted for \$42,000 noting that the amount is minor in comparison with the entire budget; however, the issue is the way the contract is structured as a retainer for Mr. Jeff Bills. He suggested that it be discontinued. He added that he would prefer a task based contract rather than a retainer contract.

GM Bushee stated that he understands the Board's concern and will terminate the existing contract with Confidence Consulting. However, he would like to keep the management support item in the budget noting that any work needed by Confidence Consulting would be completed by task order within his signature authority.

Directors Kulchin and Hanson were satisfied with GM Bushee's suggestion.

Director Hanson stated that she will approve the FY 16 Budget, however, she noted that she also has an issue with the FY 16 organizational chart.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Kulchin, and unanimously carried, the Board of Directors adopted the FY 16 Budget by the following vote:

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

PUBLIC HEARING

16. Public Hearing to consider the following:

A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2016 (FY 16) on the San Diego County Tax Roll.

President Juliussen opened the public hearing for comments. GM Bushee stated that the District has not received any comments on the item. President Juliussen closed the public hearing.

ACTION ITEMS

17. Collection of Wastewater Service Charges on the County Tax Roll for FY 16

Adopt Resolution No. 2261 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2015 – June 30, 2016.

Upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2261 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2015 – June 30, 2016 by the following vote:

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

18. Award of Purchase Agreement to Rockwell Solutions for Replacement Pumps for the Saxony Pump Station Rehabilitation Project.

Authorize the General Manager to execute a sole source purchase agreement with Rockwell Solutions for the pre-purchase of three new Vaughan Chopper Pumps as part of the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$81,865.

Superintendent Stecker presented the item stating that the EC reviewed this item at its June 3, 2015 meeting. He provided background information on the Saxony Pump Station Rehabilitation Project noting that it is in design phase. He stated that there is a need for chopper pumps and indicated that IEC has recommended that the District pre-order Vaughan Chopper Pumps to have them ready for installation and prevent delaying the project.

Upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source purchase agreement with Rockwell Solutions for the pre-purchase of three new Vaughan Chopper Pumps as part of the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$81,865 by the following vote:

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

19. Unrepresented Employees Salary and Benefits Resolution.

Adopt Resolution No. 2259 - Setting Forth Salaries, Benefits and other Working Conditions for Unrepresented Employees for the Period July 1, 2015 to June 30, 2016.

ASM LeMay presented the item stating that LWD employees are not formally organized and are

considered unrepresented. He noted that the employees met during April 2015 and presented to management compensation related items for consideration. These items were incorporated into the recommendations reviewed at the May 27th Special Board meeting. He added that this Resolution will clearly identify employees' salaries and benefits. In addition, he stated that CalPERS requires that the District adopt a resolution for certain items within the resolution. ASM LeMay summarized the key Resolution changes that were authorized by the Board during their May 27th Special Board meeting.

Director Kulchin asked staff to explain the need of the Administrative Supervisor position. ASM LeMay noted that this position was authorized under the reorganization. GM Bushee added that the need of the position is due to the retirement of the Administrative Services Manager position and that staff is following the District's Succession Policy. He briefly explained the duties of the new position.

Director Kulchin questioned the new duties and asked if the new position will have increased complexities. GM Bushee replied that the position will involve increased complexity.

Vice President Omsted commented that he understands the need of the new position and that it would be difficult for CPA Duffey to assume the current duties of the ASM while still continuing the financial services that he currently provides the District.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Kulchin, and unanimously carried, the Board of Directors adopted Resolution No. 2259 – Setting Forth Salaries, Benefits and other Working Conditions for Unrepresented Employees for the Period July 1, 2015 to June 30, 2016 by the following vote:

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

20. Approving the Recommended Encina Wastewater Authority FY 16 Budgets

Adopt Resolution No. 2262 – Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2016 (FY 16) Operating and Capital Budgets.

ASM LeMay presented the item stating that staff recommends approving the EWA FY 16 Budgets. He noted the Operating and Capital Budget amounts.

Upon a motion duly made by Director Hanson, seconded by Director Kulchin, and unanimously carried, the Board of Directors adopted Resolution No. 2262 – Approving the Recommended Encina Wastewater Authority (EWA) FY 16 Operating and Capital Budgets by the following vote:

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

21. Resolution No. 2264 – Updating LWD’s Records Retention Policy and Schedules.

EA Hill presented the item stating that it is a goal in the Fiscal Year 2015 (FY 15) Tactics and Action Plan. She indicated that the current policy is the State of California’s Records Management Guidelines and that the revised policy is customized to the District’s services. She also stated that the revised policy will address the retention of emails and it will include procedures. In addition, she stated that the policy was reviewed by the District’s General Counsel.

Upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2264 – Updating LWD’s Records Retention Policy and Schedules by the following vote:

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

22. Public Information Services Task Order No. 5

Authorize the General Manager to execute Task Order No. 5 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$34,090.

ASM LeMay presented this item stating the purpose of Task Order No. 5 and indicating that the task order includes the District’s annual public outreach activities.

Director Kulchin asked if staff will advertise a Request for Proposals (RFP) at the conclusion of TRG’s two year extension. ASM LeMay indicated that an RFP process would be conducted.

Upon a motion duly made by Vice President Omsted, seconded by Director Hanson and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 5 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$34,090 by the following vote:

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

INFORMATION ITEMS

23. Project Status Updates and Other Informational Reports

A. North County Water Summit is scheduled for Thursday, July 16, 2015 from 8AM-10AM.

GM Bushee announced the meeting date for the North County Water Summit. He also discussed the topic of the meeting.

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

GM Bushee stated that the thank you letter was for the school's Teacher Grants.

C. LWD 2015 Employee Luncheon is schedule for Thursday, July 9, 2015.

EA Hill announced the date and location of LWD's 2015 Employee Luncheon.

D. Carlsbad Chamber of Commerce State of the City Luncheon is scheduled for Friday, August 21, 2015 from 11AM to 1:30PM at the Sheraton Carlsbad Resort & Spa.

EA Hill announced the event's date and time, noting that it conflicts with the last day of the CASA Conference. She asked the Board to RSVP with her if they would like to attend.

E. Letter to the Board of Directors from White Nelson Diehl Evans LLP regarding the FY 15 audit.

CPA Duffey stated that the attached letter, Communication with Those Charged with Governance, was sent to the Board of Directors to inform the Board of the upcoming audit and its schedule.

GM Bushee noted that staff plans on scheduling an audit entrance meeting with the Investment & Finance Committee in July or August.

24. Directors' Meetings and Conference Reports

A. The 2015 CSDA Legislative Days Conference was held at the Sacramento Convention Center on May 19-20, 2015 in Sacramento, CA.

Director Hanson reported that the conference was very informative and Board members were able to meet with local legislature representatives.

25. General Manager's Report

- Superintendent Stecker has scheduled tours for June 12th and July 22nd. He noted that both tours will be for LWD's customers.

26. General Counsel's Report

None.

27. Board of Director's Comments

Director Kulchin urged staff to continue its public outreach efforts including additional tours and presentations to local service clubs. He noted that intense outreach efforts need to show residents what we do at the District.

Director Hanson noted that former LWD General Counsel Dwight Worden is performing tonight at the Encinitas Library.

Vice President Omsted stated that he was elected to the League of Women Voters (LWV) Board of Directors. He stated that their meeting was held at the District office today. He added that Mark Weston spoke to the LWV about Direct Potable Reuse.

President Juliussen reported that he was re-elected to his third term on the Encinitas Proposition P Oversight Committee for another year and he will attend their June 23rd meeting.

28. Adjournment

President Juliussen adjourned the meeting at 5:58 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 July 1, 2015

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, July 1, 2015 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; District Engineer Steve Deering; and Jamie Fagnant from Infrastructure Engineering Corporation.

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute an Agreement with Charles King Company for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in an amount not to exceed \$469,400.

TSM Morishita presented staff's recommendation noting this item is a Fiscal Year 2015 (FY 15) tactical goal. He explained that in the past, continuous flow monitoring of the collection system has indicated a higher than expected early morning flow in the Scott's Valley area of the District. He continued that, as a result, Field Service staff conducted a Closed Circuit Television (CCTV) Inspection of the Scott's Valley Line. TSM Morishita said that the staff found significant inflow and infiltration (I & I) in that gravity pipeline. He explained that the project consists of Cured-in-Place Pipe (CIPP) lining of 680 feet of the pipeline, Cured-in-Place Manhole (CIPM) lining of three manholes in the Scott's Valley Line and epoxy lining of six manholes in Circulo Adorno to reduce the I & I.

TSM Morishita said the project design was completed in May 2015 and advertised for bids. He continued that the Bids were due on June 17, 2015 and that three bids were received. He said that Charles King Company (Charles King) submitted the apparent low bid. TSM Morishita stated that Infrastructure Engineering Corporation (IEC) evaluated the bids, determined that Charles King was the lowest responsive and responsible bidder, and recommended that the contract be awarded to Charles King. He requested that an additional appropriation of \$81,000 be approved to cover the construction costs for the project and a 10% contingency.

After discussion, the EC concurred with staff to recommend that the Board authorize executing an Agreement with Charles King Company for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in an amount not to exceed \$469,400 and to authorize an additional appropriation of \$81,000 to cover the construction costs for the project.

- B. Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2016 (FY 16) Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,960.

TSM Morishita presented staff's recommendation noting this item is a FY 16 tactical goal. He explained that 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. He continued that the 2016 Gravity Pipeline Rehabilitation Project (Project) for FY 16 focuses on the repair of prioritized collection system defects listed on the Staff's Repair Priority List for gravity pipelines and manholes.

TSM Morishita said that IEC submitted a proposal for the design services at a cost of \$34,690. He continued that the proposal was reviewed and Staff believes the proposal is fair and reasonable.

After discussion, the EC concurred with staff to recommend that the Board authorize executing an agreement with IEC for engineering design services for the FY 16 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,690.

- C. Authorize the General Manager to execute a sole source purchase Agreement with Haaker Equipment Company for the purchase of a new Vector Truck in an amount not to exceed \$366,561.

FSSupt Stecker presented staff's recommendation. He noted that the District has three Vector Combination Trucks (Vector) in its fleet. He continued that over the past year, staff has noticed an increase in the cost and frequency of repair of the two oldest Vectors. FSSupt Stecker said that the vehicle replacement guidelines in the District's Vehicle Replacement Policy recommend that heavy duty vehicles be replaced every 10 years or 100,000 miles. He continued that the ages of Vectors 128 and 147, 17 years and 13 years respectively, both have exceeded the 10 year age threshold. FSSupt Stecker said that due to the increase in maintenance frequency and associated cost, staff believes both Vectors have exceeded their useful life. He continued that staff intends to trade in both Vectors 128 and 147 when the new Vector is purchased. He stated that since a new trailer mounted mini-jetter has been added to the fleet, the two for one trade of Vector trucks will not reduce the capability of staff to respond to emergencies or conduct collection system hydro-cleaning.

FSSupt Stecker stated that Haaker Equipment Company (Haaker) is the only authorized southern California dealer for Vector Trucks. He noted that under Section 11.1, Sole Source Procurement, of the District's Procurement Policy, sole source procurement is allowed in cases where goods and services are obtainable from only one vendor due to unique circumstances.

FSSupt Stecker said that staff requested and received a quote from Haaker for the Vector. He continued that staff evaluated the quote submitted by Haaker and is satisfied that the Vector meets their specified combination truck requirements.

After discussion, the EC concurred with staff to recommend that the Board authorize executing a sole source purchase Agreement with Haaker Equipment Company for the purchase of a new Vector Truck

5. Information Items

- A. B1/B2 Force Mains Replacement Project Update

TSM Morishita presented a status update of the B1/B2 Force Main Replacement Project. He said that all paving is complete on the project and that project close out is in progress.

B. Leucadia Pump Station Generator Replacement Project

TSM Morishita presented this item. He said that the project is complete and the Notice of Completion has been filed with the County Clerk. He continued that three Change Orders were issued for a total of \$12,519 or 2.7% of the original cost. TSM Morishita said that the total construction cost was \$479,519.

6. Director's Comments

None.

7. General Manager's Comments

None.

8. Adjournment

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

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: July 2, 2015
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 **\$ 711,769.07.**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months June 5, 2015 – July 2, 2015.

Operating expenses totaled **\$ 314,807.03** while Capital Improvement Program expenses totaled **\$ 310,906.09.**

Payroll for employees and the Board totaled **\$ 86,055.95.**

Attached please find a year to date Employee and Board Payroll Report from June 2014 to July 2015 for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

Attachment 1	Summary of Demands by Account June/July 2015
Attachment 2	Accounts Payable Check Register dated June 8, 2015
Attachment 3	Payroll Check Register June 10, 2015
Attachment 4	Payroll Check Register dated June 10, 2015
Attachment 5	Accounts Payable Check Register dated June 17, 2015
Attachment 6	Payroll Check Register dated June 24, 2015
Attachment 7	Accounts Payable Check Register dated June 29, 2015
Attachment 8	Accounts Payable Check Register dated July 1, 2015
Attachment 9	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

July 8, 2015

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -6/10/2015	17980 - 17997	\$43,014.18	
Payroll Check-6/10/15	17998 - 17999 incentive	\$862.55	
Payroll Check-6/24/2015	18000 - 18017	<u>\$42,179.22</u>	
	Total	\$86,055.95	
General Checking -6/8/2015	46898 - 46939	\$ 124,790.91	
General Checking-6/17/2015	46940 - 46976	\$ 127,049.01	
General Checking - 6/29/2015	46977 - 47001	\$ 309,669.41	
General Checking - 7/1/2015	47002 - 47017	<u>\$ 64,203.79</u>	
	Total	\$ 625,713.12	
	GRAND TOTAL		\$711,769.07

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/8/2015 Through 6/8/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ALPHAGRAPHICS	46898	6/8/2015	<u>876.62</u>	2016 ANNUAL BUDGET
	Total 46898		876.62	
ARC DOCUMENT SOLUTIONS,LLC	46899	6/8/2015	<u>405.98</u>	PLANS AND SPECS
	Total 46899		405.98	
AT&T	46900	6/8/2015	<u>211.65</u>	DIAL IN MODEM
AT&T		6/8/2015	<u>157.25</u>	PHONE @ BPS
	Total 46900		368.90	
BOOT WORLD, INC	46901	6/8/2015	<u>155.49</u>	SAFETY BOOTS-J. HOYETT
	Total 46901		155.49	
BOYD FASTENERS	46902	6/8/2015	<u>98.10</u>	HEX BOLTS @ LCPS
	Total 46902		98.10	
BROOKFIELD ENCINITAS LLC	46903	6/8/2015	<u>13,031.43</u>	REFUND TO DEVE. #808
	Total 46903		13,031.43	
BROWNELL AND DUFFEY CPA	46904	6/8/2015	<u>6,120.00</u>	ACCT FEES-MAY
	Total 46904		6,120.00	
CHUCKS TIRE CENTER	46905	6/8/2015	<u>281.28</u>	TIRES
	Total 46905		281.28	
CITYMARK DEVELOPMENT	46906	6/8/2015	<u>527.04</u>	REFUND TO DEVE. # 817
	Total 46906		527.04	
CITY OF CARLSBAD	46907	6/8/2015	227.06	WATER @ VACTOR
CITY OF CARLSBAD		6/8/2015	229.57	WATER @ VACTOR 2
CITY OF CARLSBAD		6/8/2015	126.31	WATER FOR OFFICE/PLANT
CITY OF CARLSBAD		6/8/2015	<u>175.64</u>	WATER FOR PLANT/OFFICE
	Total 46907		758.58	
CSDA- SAN DIEGO CHAPTER	46908	6/8/2015	<u>150.00</u>	CSDA MEMBERSHIP RENEWAL
	Total 46908		150.00	
CUMMINS PACIFIC,LLC	46909	6/8/2015	<u>2,905.26</u>	REPLACE EMERGENCY GENERATOR
	Total 46909		2,905.26	
DATA NET	46910	6/8/2015	<u>528.80</u>	SAMSUNG MONITORS
	Total 46910		528.80	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/8/2015 Through 6/8/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DETECTION INSTRUMENTS CORP	46911	6/8/2015	489.20	SENSORS/CALIBRATION
	Total 46911		489.20	
DUDEK & ASSOCIATES	46912	6/8/2015	5,842.50	GE/CIP/APRIL/200/346/347/349
DUDEK & ASSOCIATES		6/8/2015	9,087.50	GE/CIP/MARCH/200/077/346/347
	Total 46912		14,930.00	
ELAINE SULLIVAN	46913	6/8/2015	592.90	REIMBURSE FOR 2015 CSDA CONF
	Total 46913		592.90	
EVOQUA WATER TECHNOLOGIES, LLC	46914	6/8/2015	7,975.80	BIOXIDE
	Total 46914		7,975.80	
EWING IRRIGATION PRODUCTS	46915	6/8/2015	14.19	ABRASIVE CLOTH
EWING IRRIGATION PRODUCTS		6/8/2015	41.54	PVC COUPLING
	Total 46915		55.73	
GABRIEL MENDEZ	46916	6/8/2015	100.56	REIMBURSE FOR CLASS
	Total 46916		100.56	
HADRONEX	46917	6/8/2015	240.00	SERVICE-POWER PACK
HADRONEX		6/8/2015	2,550.00	SMARTCOVERS @ BPS
	Total 46917		2,790.00	
JUDY HANSON	46918	6/8/2015	864.43	REIMBURSE FOR CSDA 2015 CONF
	Total 46918		864.43	
DODGE DATA & ANALYTICS	46919	6/8/2015	1,169.37	BID NOTICE FOR SCOTTS VALLEY
	Total 46919		1,169.37	
MITSUBISHI ELECTRIC US, INC	46920	6/8/2015	274.02	ELEVATOR SERVICE/MAINT
	Total 46920		274.02	
NAPA AUTO	46921	6/8/2015	13.49	BLINKERS
	Total 46921		13.49	
OFFICE DEPOT, INC.	46922	6/8/2015	194.46	OFFICE SUPPLIES
	Total 46922		194.46	
OLIVENHAIN MUNICIPAL WATER DIST	46923	6/8/2015	39.22	WATER @ E. ESTATES

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/8/2015 Through 6/8/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
OLIVENHAIN MUNICIPAL WATER DIST		6/8/2015	485.72	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		6/8/2015	39.22	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		6/8/2015	42.58	WATER @ VP7
	Total 46923		606.74	
PACIFIC PIPELINE SUPPLY	46924	6/8/2015	210.96	GASKETS,BRASS NIPPLE
	Total 46924		210.96	
PERS RETIREMENT	46925	6/8/2015	401.53	BOARD RETIREMENT ENDING 5/30/15
PERS RETIREMENT		6/8/2015	14,484.48	EMPLOYEE RETIREMENT-5/24/15
	Total 46925		14,886.01	
PLANT PEOPLE	46926	6/8/2015	158.00	PLANTS IN THE OFFICE-MAINT
	Total 46926		158.00	
PURCHASE POWER	46927	6/8/2015	106.69	POSTAGE-FEDX
	Total 46927		106.69	
RICHARD STINSON	46928	6/8/2015	13,000.00	CONSTRUCTION CONSULTING
	Total 46928		13,000.00	
RYAN RODRIGUEZ	46929	6/8/2015	145.00	REIMBURSE FOR CERT GRADE 2
RYAN RODRIGUEZ		6/8/2015	178.00	REIMBURSE FOR CLASS
RYAN RODRIGUEZ		6/8/2015	71.00	REIMBURSE FOR LICENSE
	Total 46929		394.00	
SAN DIEGO DAILY TRANSCRIPT	46930	6/8/2015	882.00	NOTICE FO BIDS
	Total 46930		882.00	
SAN DIEGUITO TROPHY	46931	6/8/2015	11.34	NAMEPLATE
	Total 46931		11.34	
SAN DIEGUITO WATER DISTRICT	46932	6/8/2015	218.08	WATER @ TANKER
	Total 46932		218.08	
SOUTHERN CALIFORNIA SOIL & TESTING,	46933	6/8/2015	758.00	CONCRETE TESTING FOR LPS
SOUTHERN CALIFORNIA SOIL & TESTING,		6/8/2015	12,867.00	SERVICES FOR FEB B1/B2
SOUTHERN CALIFORNIA SOIL & TESTING,		6/8/2015	13,802.00	SERVICES FOR MARCH-B1/B2
	Total 46933		27,427.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/8/2015 Through 6/8/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
TRG & ASSOCIATES	46934	6/8/2015	<u>10,185.00</u>	PUBLIC INFORMATION
	Total 46934		10,185.00	
UNDERGROUND SERVICE ALERT OF	46935	6/8/2015	<u>193.50</u>	UNDERGROUND DIG ALERT
	Total 46935		193.50	
UNIFIRST CORPORATION	46936	6/8/2015	<u>239.11</u>	LAUNDRY SERVICE
	Total 46936		239.11	
VERIZON WIRELESS	46937	6/8/2015	<u>49.27</u>	CELL PHONES
	Total 46937		49.27	
WASTE MANAGEMENT	46938	6/8/2015	<u>202.57</u>	TRASH SERVICE
	Total 46938		202.57	
WEST COAST SAFETY SUPPLY CO., INC.	46939	6/8/2015	<u>333.20</u>	GUIDE
	Total 46939		333.20	
Report Total			<u><u>124,760.91</u></u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 10, 2015
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17998 - 17999	6/10/2015	\$862.55

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 10, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17980 - 17997	6/10/2015	\$43,014.18

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/17/2015 Through 6/17/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	46940	6/17/2015	<u>3,570.00</u>	FLOW MONITORING
	Total 46940		3,570.00	
AT&T	46941	6/17/2015	<u>31.96</u>	L.D. PHONE @ BPS
	Total 46941		31.96	
AYALA ENGINEERING	46942	6/17/2015	<u>21,300.00</u>	REMOVE OLD COATING @ BPS
	Total 46942		21,300.00	
CARLSBAD FUELS CORPORATION	46943	6/17/2015	<u>1,455.66</u>	VEHICLE FUEL
	Total 46943		1,455.66	
CHUCKS TIRE CENTER	46944	6/17/2015	<u>10.75</u>	FOR PORTABLE PUMP
	Total 46944		10.75	
CONEXIS	46945	6/17/2015	<u>140.00</u>	SEC 125 FLEX PLAN-MAY
	Total 46945		140.00	
CORODATA	46946	6/17/2015	<u>77.30</u>	STORAGE
	Total 46946		77.30	
COUNTY OF SAN DIEGO	46947	6/17/2015	292.00	HAZARDOUS MATERIAL PERMIT @ SPS
COUNTY OF SAN DIEGO		6/17/2015	418.00	HAZARDOUS MATERIAL PERMIT @BPS
COUNTY OF SAN DIEGO		6/17/2015	292.00	HAZARDOUS MATERIAL PERMIT @LPS
	Total 46947		1,002.00	
CUES, INC	46948	6/17/2015	<u>914.40</u>	LABOR AND PARTS
	Total 46948		914.40	
DEXTER WILSON ENGINEERING	46949	6/17/2015	<u>850.00</u>	FY 15 AUDIT-SSMP
	Total 46949		850.00	
GRAINGER, INC	46950	6/17/2015	<u>275.62</u>	FLOW METERS
	Total 46950		275.62	
HAAKER EQUIPMENT CO	46951	6/17/2015	<u>2,810.09</u>	ACCUMLATER BLATTER
	Total 46951		2,810.09	
HOCH CONSULTING	46952	6/17/2015	250.00	BALANCE ON LPS GENERATOR INSPECTION

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/17/2015 Through 6/17/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
HOCH CONSULTING		6/17/2015	500.00	SAXONY PS CONSTRUCTABILITY REVIEW
	Total 46952		750.00	
I2B NETWORKS, INC	46953	6/17/2015	160.00	WEB CAM @BPS
	Total 46953		160.00	
ICMA RETIREMENT-303979	46954	6/17/2015	3,247.49	DEFERRED COMP
	Total 46954		3,247.49	
JACKSON & BLANC	46955	6/17/2015	332.50	SERVICE CALL
	Total 46955		332.50	
JEFF BILLS	46956	6/17/2015	3,689.42	CONSULTING -JUNE
	Total 46956		3,689.42	
JUDY HANSON	46957	6/17/2015	476.98	REIMBURSE FOR CONF-2015-CSDA
	Total 46957		476.98	
MENDOCINA @ ENCINITAS RANCH HOA	46958	6/17/2015	1,600.00	LATERAL REIMBURSEMENT
	Total 46958		1,600.00	
NAPA AUTO	46959	6/17/2015	77.64	BULBS
NAPA AUTO		6/17/2015	129.38	FUEL FILTERS
NAPA AUTO		6/17/2015	19.96	SILCONE/WD 40 SPRAY
	Total 46959		226.98	
NATIONWIDE RETIREMENT SOLUTIONS	46960	6/17/2015	243.67	DEFERRED COMP
	Total 46960		243.67	
OFFICE DEPOT, INC.	46961	6/17/2015	213.96	OFFICE SUPPLIES
	Total 46961		213.96	
PALOMAR WATER, LLC	46962	6/17/2015	188.94	BOTTLED WATER @ OFFICE
	Total 46962		188.94	
PLUMBERS DEPOT, INC	46963	6/17/2015	53,431.64	MONGOOSE JETTER
	Total 46963		53,431.64	
QUALITY CHEVROLET	46964	6/17/2015	174.87	SERVICE TO VEHICLE/TRUCK
	Total 46964		174.87	
SAN DIEGO UNION TRIBUNE	46965	6/17/2015	152.48	AD

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/17/2015 Through 6/17/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46965		152.48	
SAN DIEGO GAS & ELECTIRC	46966	6/17/2015	1,003.25	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		6/17/2015	14,584.93	ELECTRIC @ LPS/OFFICE
SAN DIEGO GAS & ELECTIRC		6/17/2015	406.22	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		6/17/2015	1.25	NAT GAS @ EE
	Total 46966		15,995.65	
SOUTH WEST SCAFFOLDING, INC	46967	6/17/2015	1,200.00	SCAFFOLD RENTAL
	Total 46967		1,200.00	
TELEPACIFIC COMMUNICATIONS	46968	6/17/2015	1,084.39	PHONE SYSTEM
	Total 46968		1,084.39	
THE HOME DEPOT CRC/GECF	46969	6/17/2015	289.36	SUPPLIES
	Total 46969		289.36	
UNIFIRST CORPORATION	46970	6/17/2015	215.62	LAUNDRY SERVICE
	Total 46970		215.62	
U.S. BANK	46971	6/17/2015	3,514.53	CONFERENCES,MEETINGS,SUPPLI...
	Total 46971		3,514.53	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	46972	6/17/2015	99.00	PHYSICALS
	Total 46972		99.00	
VALLECITOS WATER DISTRICT	46973	6/17/2015	496.80	EAP PROGRAM 2015-2016
	Total 46973		496.80	
VORTEX INDUSTRIES, INC	46974	6/17/2015	947.29	MILLER SAFETY EDGE FOR ROLLING STEEL DOOR
	Total 46974		947.29	
WORDEN WILLIAMS, APC	46975	6/17/2015	5,796.90	LEGAL FEES-MAY
	Total 46975		5,796.90	
XEROX CORPORATION	46976	6/17/2015	82.76	COPIER LEASE
	Total 46976		82.76	
Report Total			127,049.01	

Leucadia Wastewater District
 Vendor Activity - Supplemental Credit Card Report
 From 6/17/2015 Through 6/17/2015

Vendor Name	Tra... Sou...	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	6/17/2015	USBANK-5/22/15	0.00	1005	UNION BANK GENERAL	CONFERENCES,MEETINGS,...
U.S. BANK	APS	6/17/2015	USBANK-5/22/15	0.00	1080	DUE TO/FROM OTHER FUNDS	CONFERENCES,MEETINGS,...
U.S. BANK	API	6/17/2015	USBANK-5/22/15	1,485.55	4330	BOARD CONFERENCES	Casa/Wateruse conf
U.S. BANK	API	6/17/2015	USBANK-5/22/15	162.90	4330	BOARD CONFERENCES	CSDA Conf
U.S. BANK	API	6/17/2015	USBANK-5/22/15	68.66	5510	LINE MAINTENANCE	FOAM FOR MANHOLE
U.S. BANK	API	6/17/2015	USBANK-5/22/15	53.51	5580	TREATMENT PLANT R&M	FS TOOLS
U.S. BANK	API	6/17/2015	USBANK-5/22/15	48.60	5580	TREATMENT PLANT R&M	RW SUPPLIES
U.S. BANK	API	6/17/2015	USBANK-5/22/15	750.41	5710	TRAINING, EDUCATION & CONFERNC	Casa/CSRMA Conf-PB
U.S. BANK	API	6/17/2015	USBANK-5/22/15	385.00	5710	TRAINING, EDUCATION & CONFERNC	CSRMA meeting
U.S. BANK	API	6/17/2015	USBANK-5/22/15	104.02	5735	EMPLOYEE RECOGNITION	Admin Lunch
U.S. BANK	API	6/17/2015	USBANK-5/22/15	30.00	5910	TELEPHONE	INTERNET CHG
U.S. BANK	API	6/17/2015	USBANK-5/22/15	130.00	5910	TELEPHONE	INTERNET/WEBSITE
U.S. BANK	API	6/17/2015	USBANK-5/22/15	295.88	5910	TELEPHONE	Website Domain Names
				<u>3,514.53</u>			Transaction Total
		Total 6/17/2015		3,514.53			
Report Opening/Current Balance							
Report Transaction Totals				3,514.53			
Report Current Balances							

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 24, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18000-18017	6/24/2015	\$42,179.22

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/29/2015 Through 6/29/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ARC DOCUMENT SOLUTIONS,LLC	46977	6/29/2015	7.92	Plans and Specs
	Total 46977		7.92	
AT&T	46978	6/29/2015	306.72	Phone in Elevator
	Total 46978		306.72	
AYALA ENGINEERING	46979	6/29/2015	24,695.00	Manhole Rehab
	Total 46979		24,695.00	
BURTECH PIPELINE, INC	46980	6/29/2015	93,601.13	BPS B/1/B2 Force Main
	Total 46980		93,601.13	
CARLSBAD FUELS CORPORATION	46981	6/29/2015	1,581.03	Vehicle Fuel
	Total 46981		1,581.03	
DATA NET	46982	6/29/2015	677.50	Is Maint and Support
	Total 46982		677.50	
DUDEK & ASSOCIATES	46983	6/29/2015	220.00	GE/3251/100/Plan Checks/Grading
DUDEK & ASSOCIATES		6/29/2015	1,230.13	GE/3252/0526/Fair Oaks
DUDEK & ASSOCIATES		6/29/2015	165.00	GE/3252/0593/LC Towne
DUDEK & ASSOCIATES		6/29/2015	275.00	GE/3252/0607/Vista LC
DUDEK & ASSOCIATES		6/29/2015	897.43	GE/3252/0844/LC Town Square Comm
DUDEK & ASSOCIATES		6/29/2015	165.00	GE/3252/0855/LC Town Sq
DUDEK & ASSOCIATES		6/29/2015	165.00	GE/3252/0915/Andrew
DUDEK & ASSOCIATES		6/29/2015	860.00	GE/3252/0919/Diane Street
DUDEK & ASSOCIATES		6/29/2015	275.00	GE/3252/0922/Hermes Ave
DUDEK & ASSOCIATES		6/29/2015	605.00	GE/3252/0925/Menche
DUDEK & ASSOCIATES		6/29/2015	652.50	GE/3252/0926/Yocadia Creamery
DUDEK & ASSOCIATES		6/29/2015	967.50	GE/3252/0929/Cascada Verde
DUDEK & ASSOCIATES		6/29/2015	55.00	GE/3252/0930/Jason Street
DUDEK & ASSOCIATES		6/29/2015	165.00	Ge/3252/0931/Dominos
	Total 46983		6,697.56	
EL CAMINO RENTAL	46984	6/29/2015	242.30	Rental Propane
	Total 46984		242.30	
GREAT AMERICA FINANCIAL SERVICES	46985	6/29/2015	723.18	Copier Lease
	Total 46985		723.18	
ICMA RETIREMENT-303979	46986	6/29/2015	3,247.49	Deferred Comp
	Total 46986		3,247.49	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/29/2015 Through 6/29/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INFRASTRUCTURE ENGINEERING CORP	46987	6/29/2015	3,423.31	B2 Sewer Force Main
INFRASTRUCTURE ENGINEERING CORP		6/29/2015	18,468.25	L1 Force Main
INFRASTRUCTURE ENGINEERING CORP		6/29/2015	17,945.00	Saxony PS Rehab
INFRASTRUCTURE ENGINEERING CORP		6/29/2015	1,820.00	Scotts Vailey Sewer
	Total 46987		41,656.56	
JACKSON & BLANC	46988	6/29/2015	1,617.25	HVAC Maint and Repair
	Total 46988		1,617.25	
MORAES/PHAM & ASSOCIATES	46989	6/29/2015	1,700.00	Eng Support VFD Replacement
	Total 46989		1,700.00	
MSC JANITORIAL SERVICE, INC	46990	6/29/2015	1,552.92	June Janitorial Service
	Total 46990		1,552.92	
NATIONWIDE RETIREMENT SOLUTIONS	46991	6/29/2015	243.67	Deferred Comp
	Total 46991		243.67	
NEWEST CONSTRUCTION COMPANY	46992	6/29/2015	87,441.40	LPS Generator
	Total 46992		87,441.40	
OFFICE DEPOT, INC.	46993	6/29/2015	63.12	office supplies
	Total 46993		63.12	
PEP BOYS	46994	6/29/2015	47.49	Hitch for mini jetter
	Total 46994		47.49	
PERS RETIREMENT	46995	6/29/2015	14,527.77	Employee Retirement ending 6/21/15
PERS RETIREMENT		6/29/2015	14,527.77	Employee Retirement ending 6/7/2015
	Total 46995		29,055.54	
SAN DIEGO GAS & ELECTIRC	46996	6/29/2015	261.50	Electric @ Avocado PS
SAN DIEGO GAS & ELECTIRC		6/29/2015	7,925.05	Electric @ BPS
SAN DIEGO GAS & ELECTIRC		6/29/2015	653.15	Electric @ Diana PS
SAN DIEGO GAS & ELECTIRC		6/29/2015	830.24	Electric @ EEPS
SAN DIEGO GAS & ELECTIRC		6/29/2015	1,317.09	Electric @ LCPS
SAN DIEGO GAS & ELECTIRC		6/29/2015	202.32	Electric @ Rancho Verde PS
SAN DIEGO GAS & ELECTIRC		6/29/2015	984.76	Electric @ Saxony PS
SAN DIEGO GAS & ELECTIRC		6/29/2015	227.29	Electric @ VP7
SAN DIEGO GAS & ELECTIRC		6/29/2015	10.00	Gas @ Office

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/29/2015 Through 6/29/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46996		12,411.40	
TIERRA VERDE RESOURCES, INC	46997	6/29/2015	730.00	June Landscaping Fees
	Total 46997		730.00	
TRI COMMUNITY ANSWERING SERVICE	46998	6/29/2015	90.00	Answering Service-June
	Total 46998		90.00	
UNIFIRST CORPORATION	46999	6/29/2015	267.07	Laundry Service
	Total 46999		267.07	
VERIZON WIRELESS	47000	6/29/2015	638.16	Cell Phones
	Total 47000		638.16	
WOODYS CRANE SERVICE	47001	6/29/2015	375.00	Crane Rental
	Total 47001		375.00	
Report Total			<u>309,669.41</u>	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/1/2015 Through 7/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLIANT INSURANCE SERVICES, INC	47002	7/1/2015	8,007.00	Physical Damage Ins
	Total 47002		8,007.00	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	47003	7/1/2015	24,523.19	Health Ins-July
	Total 47003		24,523.19	
CWEA	47004	7/1/2015	156.00	Membership renewal-r.easton
CWEA		7/1/2015	79.00	Renewal for Plant Maint cert-T.A.
	Total 47004		235.00	
DUDEK & ASSOCIATES	47005	7/1/2015	11,550.00	GE/CIP/May/200/346/341/345/34...
	Total 47005		11,550.00	
EL CAMINO RENTAL	47006	7/1/2015	277.02	Arrow Board Rental
EL CAMINO RENTAL		7/1/2015	241.38	Forklift rental
	Total 47006		518.40	
EVOQUA WATER TECHNOLOGIES, LLC	47007	7/1/2015	7,504.09	Bioxide
	Total 47007		7,504.09	
HARTFORD LIFE & ACCIDENT INS.	47008	7/1/2015	443.24	Life Ins-July
	Total 47008		443.24	
MAURICIO AVALOS	47009	7/1/2015	125.00	Reimburse for Cert for T2
	Total 47009		125.00	
MES VISION	47010	7/1/2015	356.88	Vision Ins-July
	Total 47010		356.88	
PITNEY BOWES GLOBAL FINANCIAL LLC	47011	7/1/2015	155.87	Lease of mailing meter
	Total 47011		155.87	
SAN DIEGO EMPLOYERS ASSOCIATION	47012	7/1/2015	599.00	Membership renewal
	Total 47012		599.00	
SEALRIGHT PAVING	47013	7/1/2015	4,691.23	Repaving Parking Lot
	Total 47013		4,691.23	
SOUTHERN CONTRACTING COMPANY	47014	7/1/2015	1,200.00	Electrical Work @ PS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/1/2015 Through 7/1/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 47014		1,200.00	
THE GUARDIAN	47015	7/1/2015	<u>3,940.37</u>	Dental/Disability Ins-July
	Total 47015		3,940.37	
UNIFIRST CORPORATION	47016	7/1/2015	<u>222.22</u>	laundry service
	Total 47016		222.22	
ZEE MEDICAL SERVICES, INC	47017	7/1/2015	<u>132.30</u>	Refill for First aid Kit
	Total 47017		132.30	
Report Total			<u><u>64,203.79</u></u>	

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

<u>JUNE</u>		2014		
6/2/2014	Board			\$3,803.65
6/11/2014	Employee			\$43,921.40
6/25/2014	Employee			<u>\$42,998.91</u>
	TOTAL			\$90,723.96
<u>JULY</u>				
7/3/2014	Board			\$2,949.20
7/9/2014	Employee			\$43,104.03
7/23/2014	Employee			\$43,900.37
	TOTAL			\$89,953.60
<u>AUGUST</u>				
8/5/2014	Board			\$2,848.67
8/6/2014	Employee			\$44,841.35
8/13/2014	Employee	Incentive		\$18,121.75
8/20/2014	Employee			<u>\$44,093.61</u>
	TOTAL			\$109,905.38
<u>SEPTEMBER</u>				
9/3/2014	Employee			\$44,446.50
9/4/2014	Board			\$4,227.18
9/16/2014	Employee	Retirement		\$10,048.90
9/17/2014	Employee			<u>\$43,570.16</u>
	TOTAL			\$102,292.74
<u>OCTOBER</u>				
10/1/2014	Employee			\$40,167.92
10/3/2014	Board			\$4,362.16
10/8/2014	Employee	Incentive		\$14,793.18
10/15/2014	Employee			\$40,300.04
10/29/2014	Employee			<u>\$39,487.52</u>
	TOTAL			\$139,110.82
<u>NOVEMBER</u>				
11/3/2014	Board			\$3,635.20
11/12/2014	Employee			\$41,419.01
11/12/2014	Employee	Incentive		\$461.75
11/26/2014	Employee			<u>\$39,964.00</u>
	TOTAL			\$85,479.96
<u>DECEMBER</u>				
12/3/2014	Board			\$4,873.19
12/4/2014	Employee	Sick Buyback		\$18,127.34
12/10/2014	Employee			\$40,877.56
12/11/2014	Employee	Incentive		1225.43
12/24/2014	Employee			<u>39259.31</u>
	TOTAL			\$104,362.83

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

JANUARY

2015

1/3/2015	Board		\$1,313.29
1/7/2015	Employee		\$39,442.47
1/21/2015	Employee		<u>\$38,947.79</u>
	TOTAL		\$79,703.55

FEBRUARY

2/3/2015	Board		\$5,635.01
2/4/2015	Employee		\$41,354.90
2/11/2015	Employee	Incentive	\$1,658.70
2/18/2015	Employee		<u>\$41,693.45</u>
	TOTAL		\$90,342.06

MARCH

3/3/2015	Board		\$3,328.09
3/4/2015	Employee		\$42,481.68
3/18/2015	Employee		<u>\$41,809.70</u>
	TOTAL		\$87,619.47

APRIL

4/1/2015	Employee		\$42,998.28
4/3/2015	Board		\$3,450.34
4/8/2015	Employee	Incentive	\$461.75
4/9/2015	Employee	Incentive	\$7,864.64
4/15/2015	Employee		\$42,793.24
4/29/2015	Employee		<u>\$42,249.97</u>
	TOTAL		\$139,818.22

MAY

5/3/2015	Board		\$4,550.07
5/13/2015	Employee		\$42,386.44
5/27/2015	Employee		<u>\$42,031.05</u>
	TOTAL		\$88,967.56

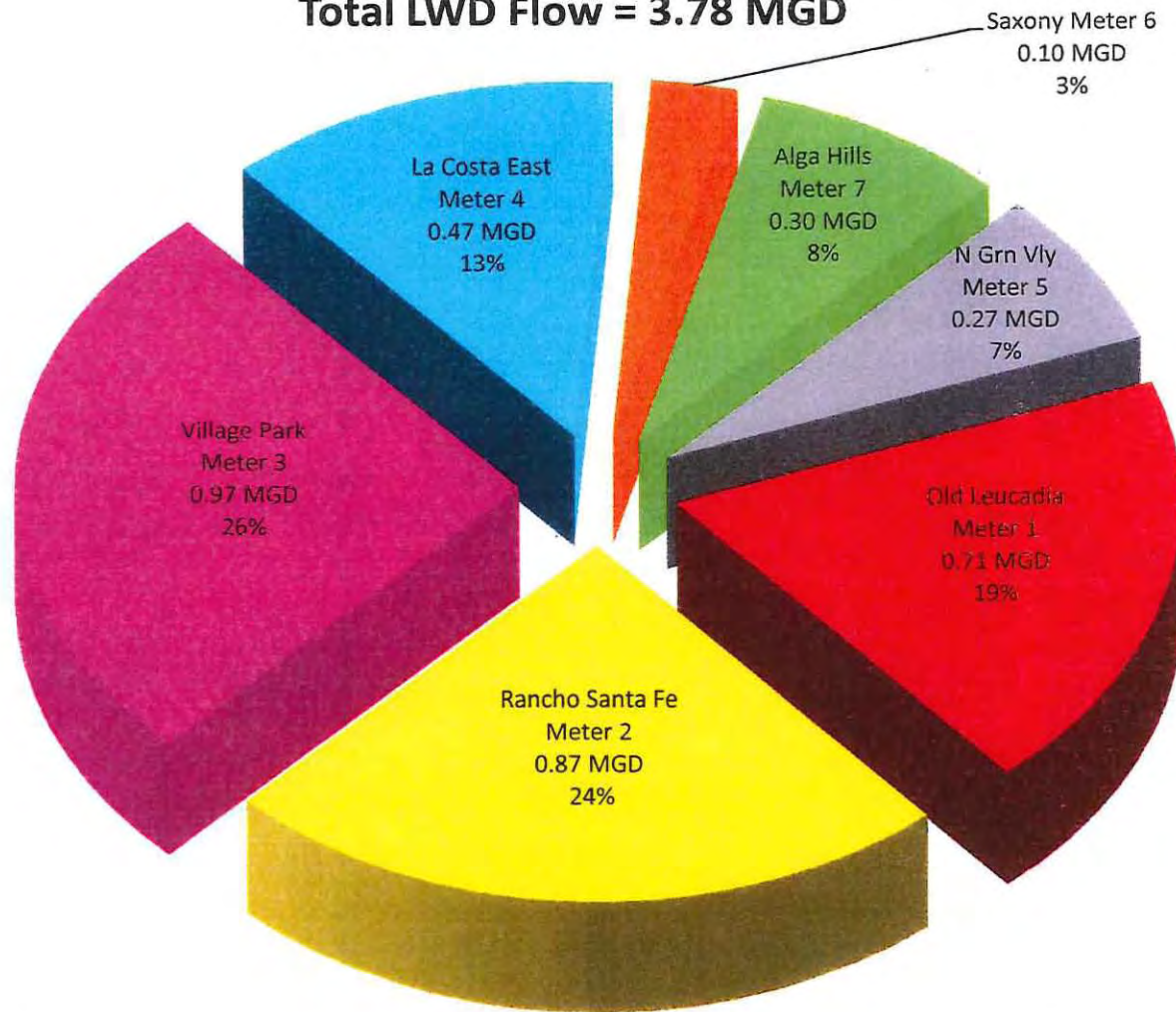
JUNE

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

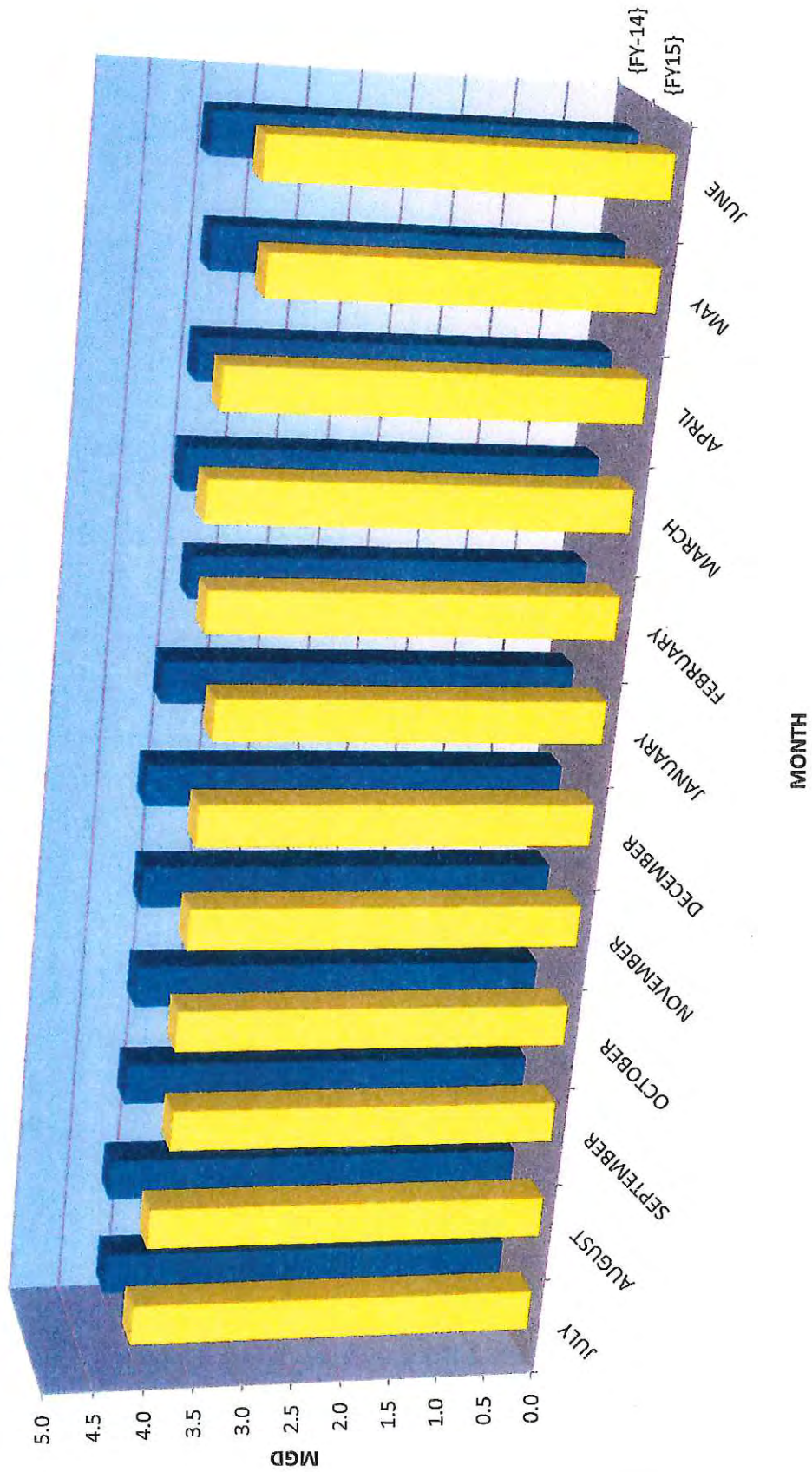
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2015 (July 2014 - June 2015)**

CURRENT MONTH - June 2015							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,277	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.00	127.10	26	4.10	145	44.47	4.18
YTD	0.00	127.10	28,303				
AUGUST	0.32	124.31	37	4.01	141	39.19	4.20
YTD	0.32	124.31	28,340				
SEPTEMBER	0.00	116.10	26	3.87	136	20.26	4.12
YTD	0.00	116.10	28,365				
OCTOBER	0.00	120.90	14	3.90	137	29.66	4.10
YTD	0.00	120.90	28,380				
NOVEMBER	0.71	116.10	16	3.87	136	12.72	4.12
YTD	0.71	116.10	28,395				
DECEMBER	3.68	116.10	14	3.87	136	0.00	4.16
YTD	3.68	116.10*	28,409				
JANUARY	0.49	114.12	13	3.80	134	0.00	4.08
YTD	0.49	114.12	28,422				
FEBRUARY	0.25	118.80	17	3.96	139	1.72	3.90
YTD	0.25	118.80	28,440				
MARCH	0.74	121.50	23	4.05	142	19.71	4.05
YTD	0.74	121.50	28,463				
APRIL	0.06	119.70	15	3.99	140	28.88	4.00
YTD	0.06	119.70	28,478				
MAY	1.46	110.10	10	3.67	129	5.69	3.96
YTD	1.46	110.10	28,488				
JUNE	0.03	113.40	12	3.78	133	38.38	4.04
YTD	0.03	113.40	28,499				
Annual Total	7.74	1418.23	223			240.68	
Mo Average	0.65	118.19	19	3.91	137	20.06	4.08

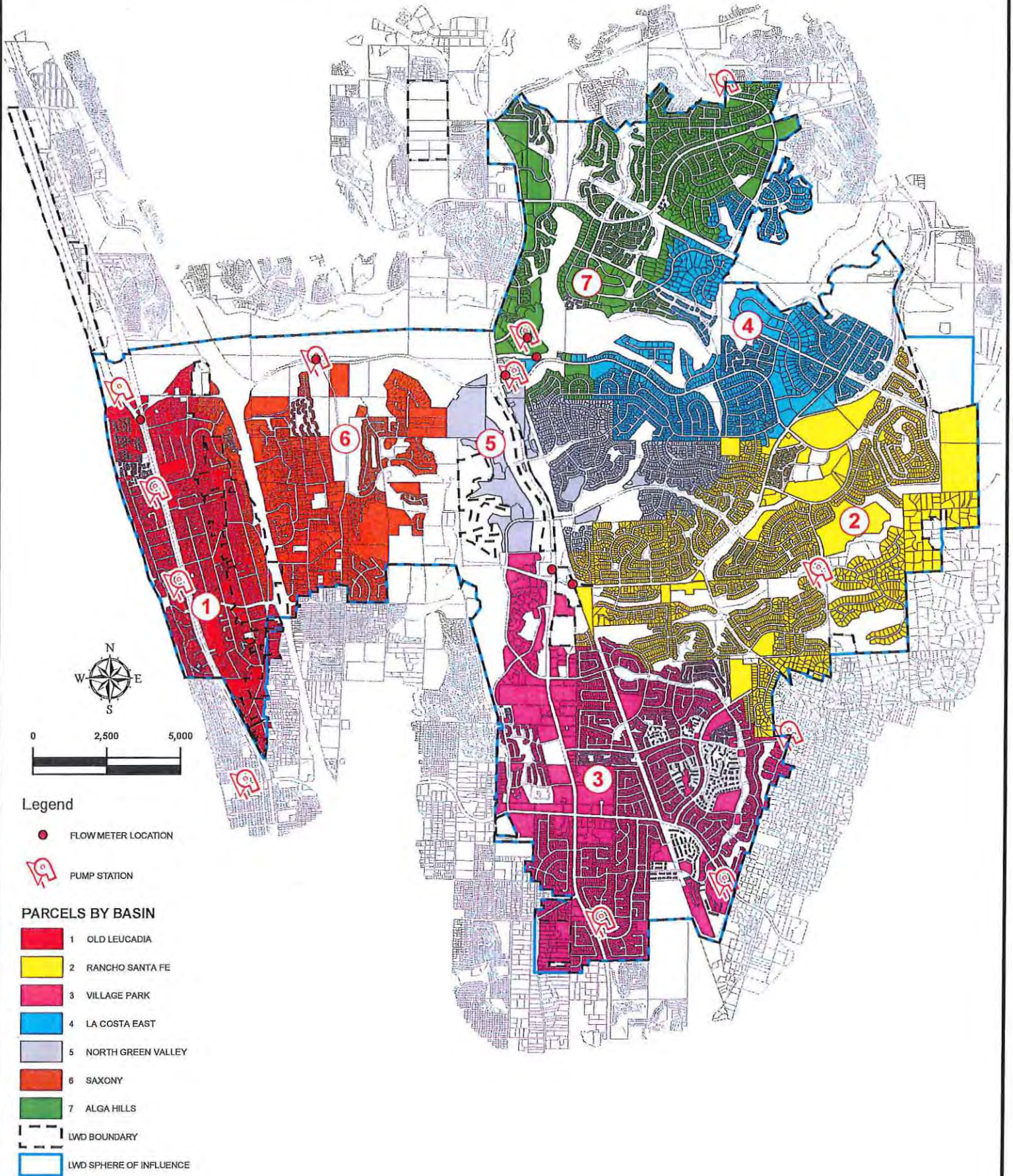
**LWD Flows by Sub-Basin
June 2015
Total LWD Flow = 3.78 MGD**



**LEUCADIA WASTEWATER DISTRICT
FLOW COMPARISON FY14 to FY15**



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet
As of 6/30/2015

		<u>Current Year</u>
Assets		
Cash & Investments	1CAS	34,845,955.95
Accounts Receivables	2A/R	131,753.25
Prepaid Expense	3PRE	649,167.21
Funds held with Encinca Wastewater Authority	4EWA	906,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	(50,392,593.63)
Total Assets		<u>131,005,253.00</u>
Total Assets		<u>131,005,253.00</u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	539,098.25
Developer Deposits	DEVD	286,472.27
Total Liabilities		<u>825,570.52</u>
Total Liabilities		<u>825,570.52</u>
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	37,577,007.14
Total Beginning Net Position		<u>135,592,534.73</u>
Current Change In Net Position		
Other		(5,412,852.25)
Total Current Change In Net Position		<u>(5,412,852.25)</u>
Total Net Position		<u>130,179,682.48</u>
Total Net Postion		<u>130,179,682.48</u>
Total Liabilites & Net Position		<u>131,005,253.00</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2014 Through 6/30/2015

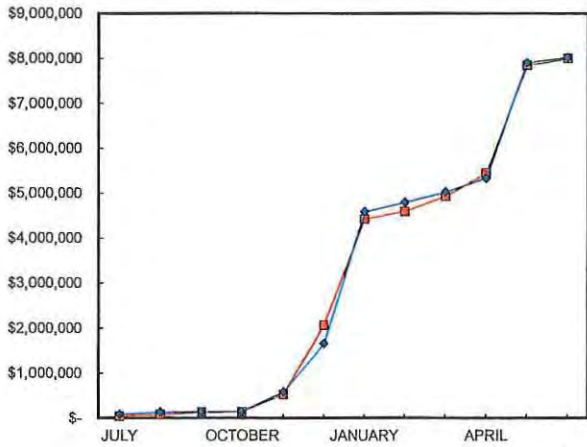
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	8,027,384.62	8,002,543.00	(24,841.62)	100.3%
3150 Recycled Water Sales	254,427.10	275,000.00	20,572.90	92.5%
3100 Misc. Operating Revenue	\$ 78,300.14	\$ 244,080.00	\$ 165,779.86	32.1%
TOTAL OPERATING REVENUES	\$8,360,111.86	\$8,521,623.00	\$ 161,511.14	98.1%
OPERATING EXPENSES				
4100 Salaries	\$1,517,388.68	\$1,592,462.00	\$ 75,073.32	95.3%
4200 Employee Benefits	695,621.08	818,080.00	122,458.92	85.0%
4300 Directors Expense	138,959.46	140,350.00	1,390.54	99.0%
4400 Election Expense	12,984.00	30,000.00	17,016.00	43.3%
4600 Gas, Oil & Fuel	36,572.77	46,000.00	9,427.23	79.5%
4700 Insurance Expense	121,462.59	118,000.00	(3,462.59)	102.9%
4800 Memberships	23,408.20	27,800.00	4,391.80	84.2%
4900 Office Expense	84,094.59	115,700.00	31,605.41	72.7%
5000 Operating Supplies	193,309.38	227,000.00	33,690.62	85.2%
5200 Professional Services	491,629.92	570,200.00	78,570.08	86.2%
5300 Printing & Publishing	23,676.39	32,000.00	8,323.61	74.0%
5400 Rents & Leases	15,494.63	19,100.00	3,605.37	81.1%
5500 Repairs & Maintenance	310,310.70	324,900.00	14,589.30	95.5%
5600 Monitoring & Permits	47,761.26	49,700.00	1,938.74	96.1%
5700 Training & Development	37,292.14	44,500.00	7,207.86	83.8%
5900 Utilities	449,011.57	429,400.00	(19,611.57)	104.6%
6100 LAFCO Operations	5,841.00	6,200.00	359.00	94.2%
6200 Encina Operating Expense	1,306,181.84	1,841,919.00	535,737.16	70.9%
6900 Admin O/H alloc to Capital	(89,687.54)	(114,164.00)	(24,476.46)	78.6%
TOTAL OPERATING EXPENSES	\$5,421,312.66	\$6,319,147.00	\$ 897,834.34	85.8%
NON-OPERATING REVENUES				
3130 Capacity Fees	871,465.24	180,270.00	(691,195.24)	483.4%
3220 Property Taxes	1,380,226.36	1,300,000.00	(80,226.36)	106.2%
3250 Investment Income	179,979.00	155,000.00	(24,979.00)	116.1%
3290 Misc. Non Op Revenue	380,611.16	677,484.00	296,872.84	56.2%
TOTAL NON-OPERATING REVENUES	\$2,812,281.76	\$2,312,754.00	\$ (499,527.76)	121.6%

Leucadia Wastewater District

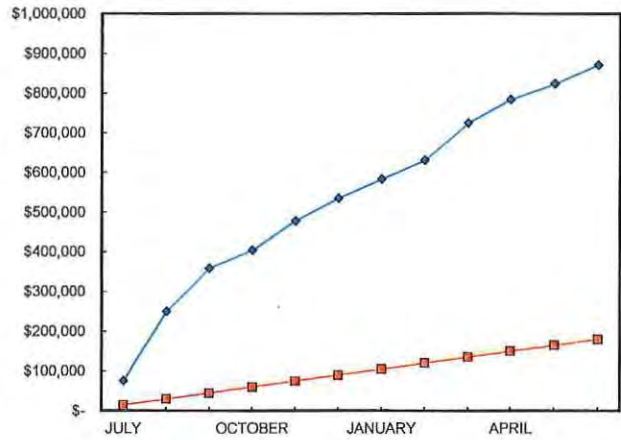
Revenue FY 2015

YTD through June 30, 2015

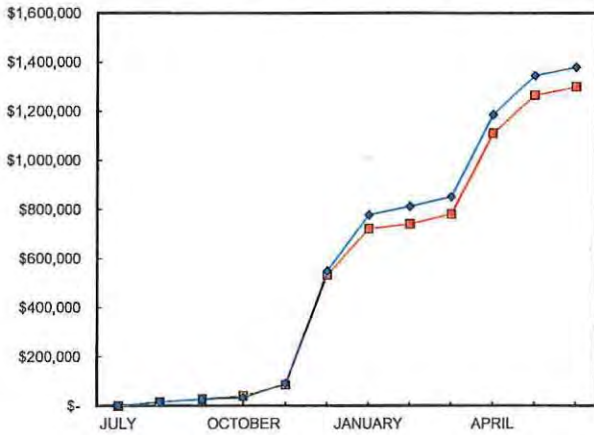
Sewer Service Fees



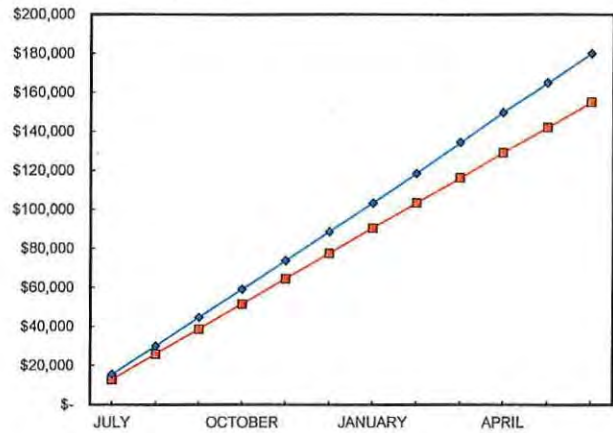
Capacity Charges



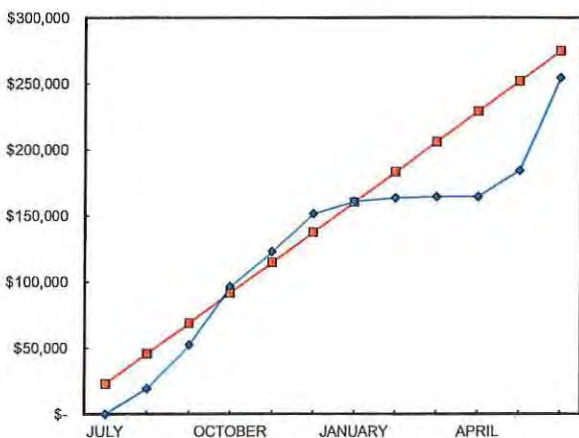
Property Taxes



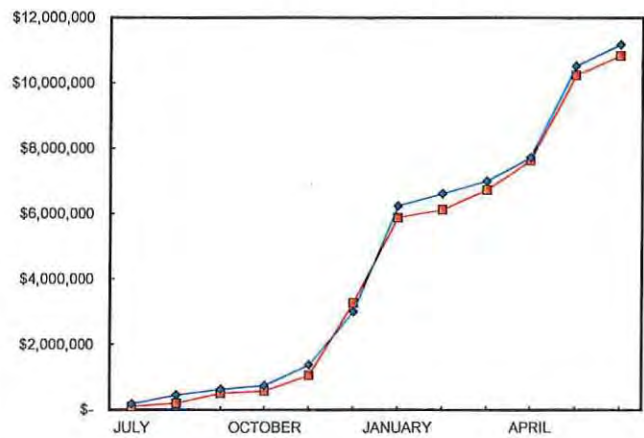
Investment Income



Recycled Wastewater



Total Revenue



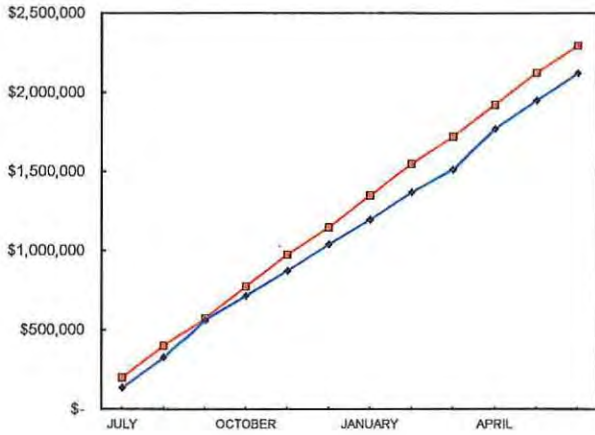
■ Budget ◆ Actual

■ Budget ◆ Actual

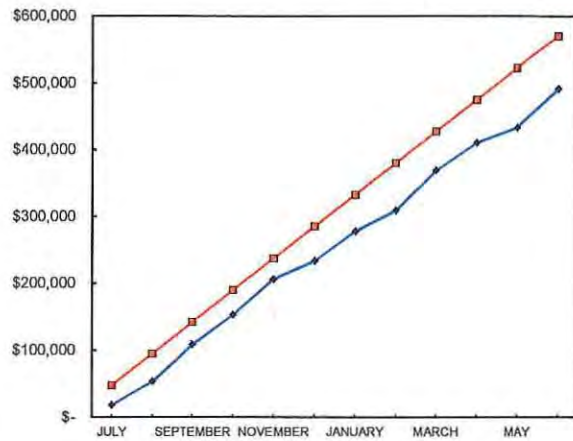
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2015 YTD through June 30, 2015

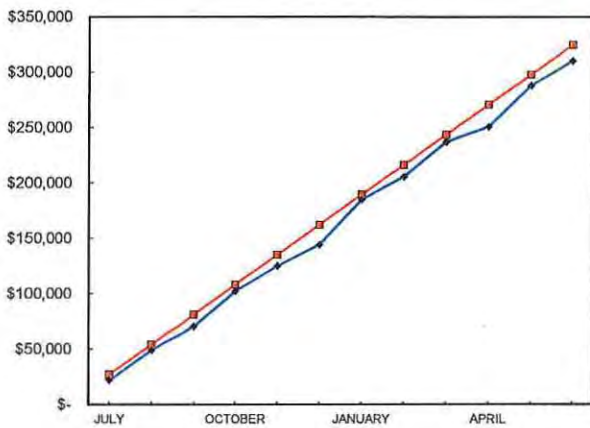
Salaries and Benefits



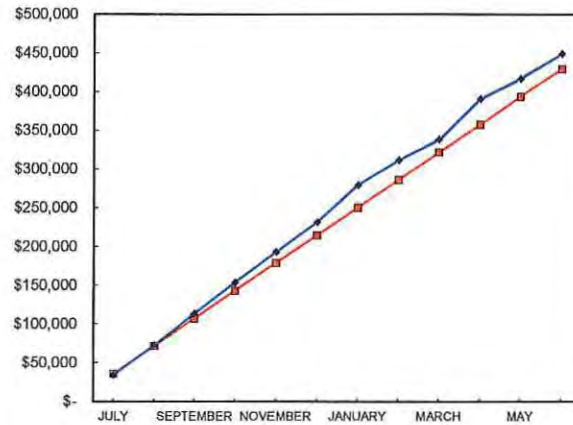
Professional Services



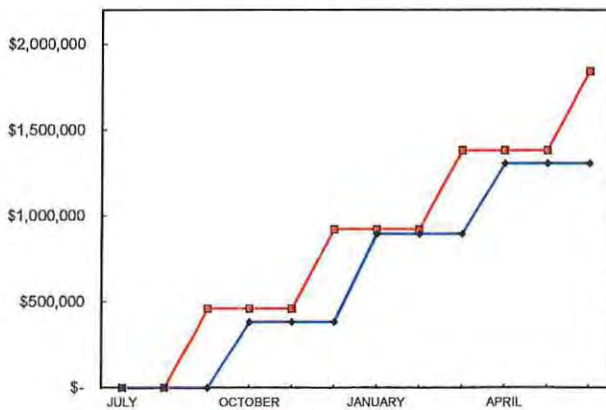
Repairs & Maintenance



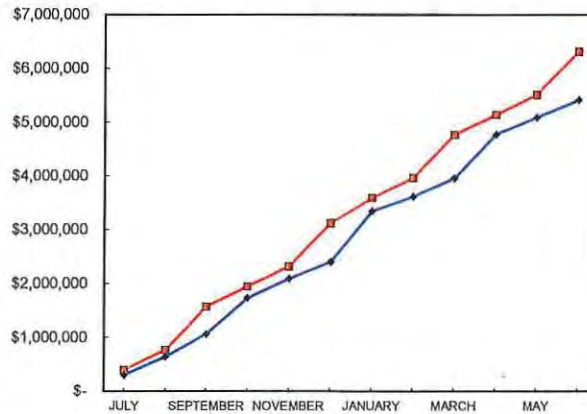
Utilities



Encina M&O



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



— Budget — Actual

— Budget — Actual

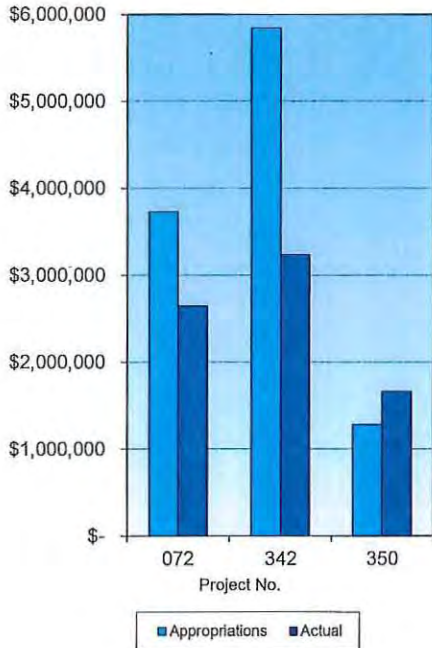
* Preliminary; subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District

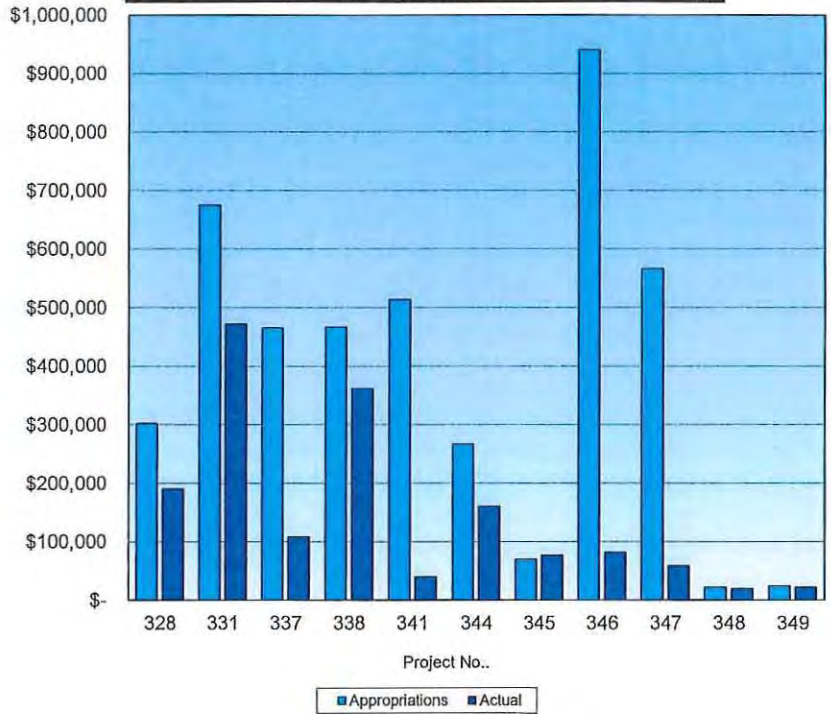
Capital Expenditures

As of June 30, 2015

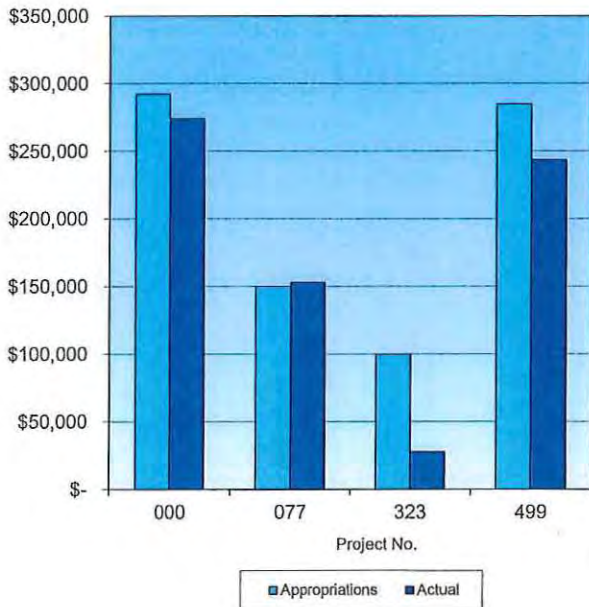
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2015



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



Single Year Capital Expenditures by Project FY2015



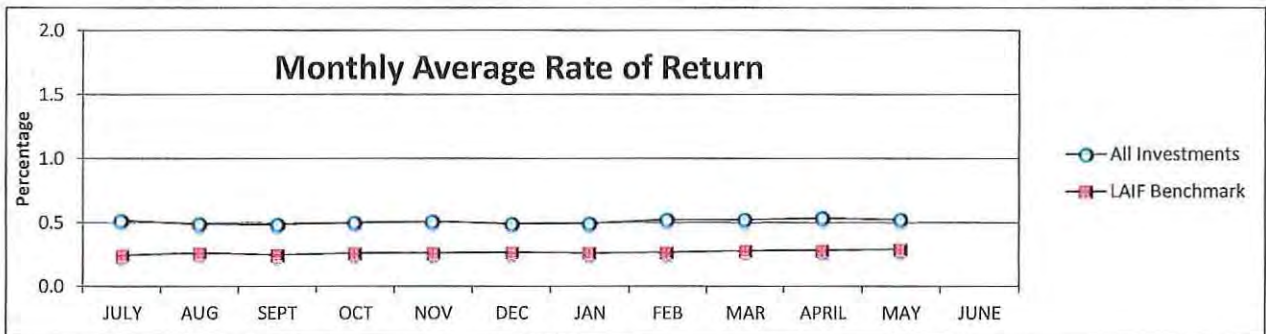
Project Legend

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

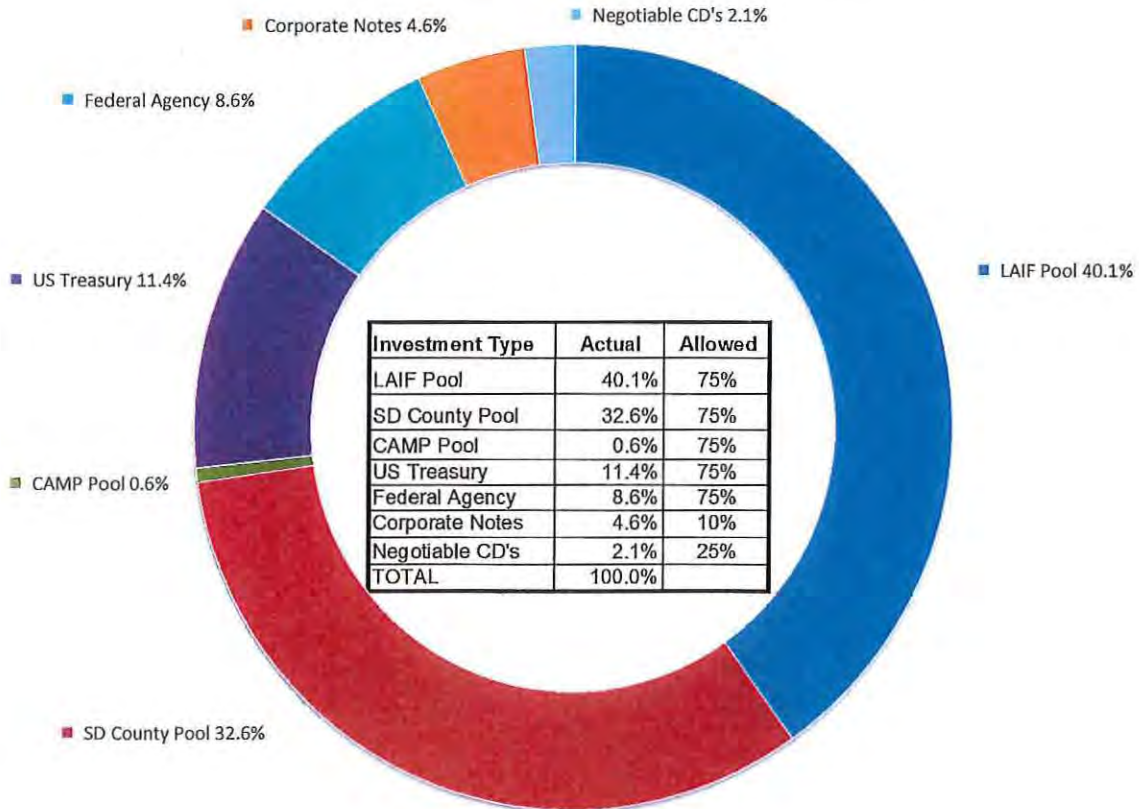
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2015

Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	April 30, 2015	May 31, 2015		
LAIF Pool	\$ 12,429,595	\$ 14,049,595	\$ 3,200	0.290%
SD County Pool	11,424,942	11,424,942	4,313	0.453%
CAMP Pool	206,432	211,561	14	0.080%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	8,386	8,146	54	7.780%
Federal Agency Discount Notes	-	-	-	-
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
US Treasury Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	750,000	750,000	471	0.810%
Total Camp Portfolio	9,352,210	9,351,971	7,327	0.940%
Totals	\$ 33,413,180	\$ 35,038,069	\$ 14,853	0.521%

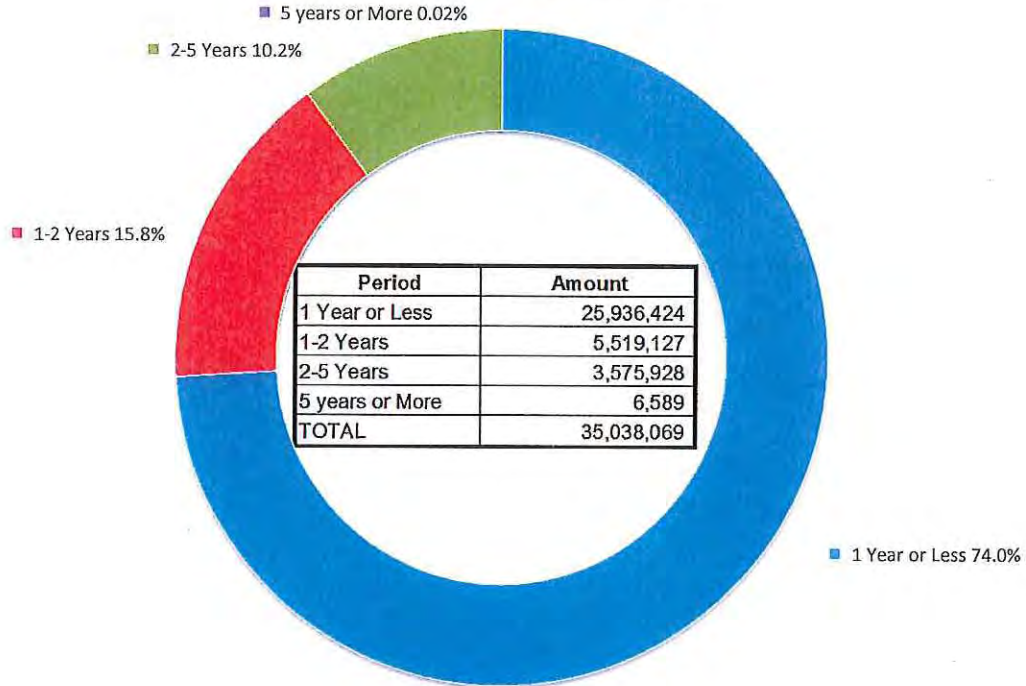


INVESTMENT DISTRIBUTION BY CATEGORY

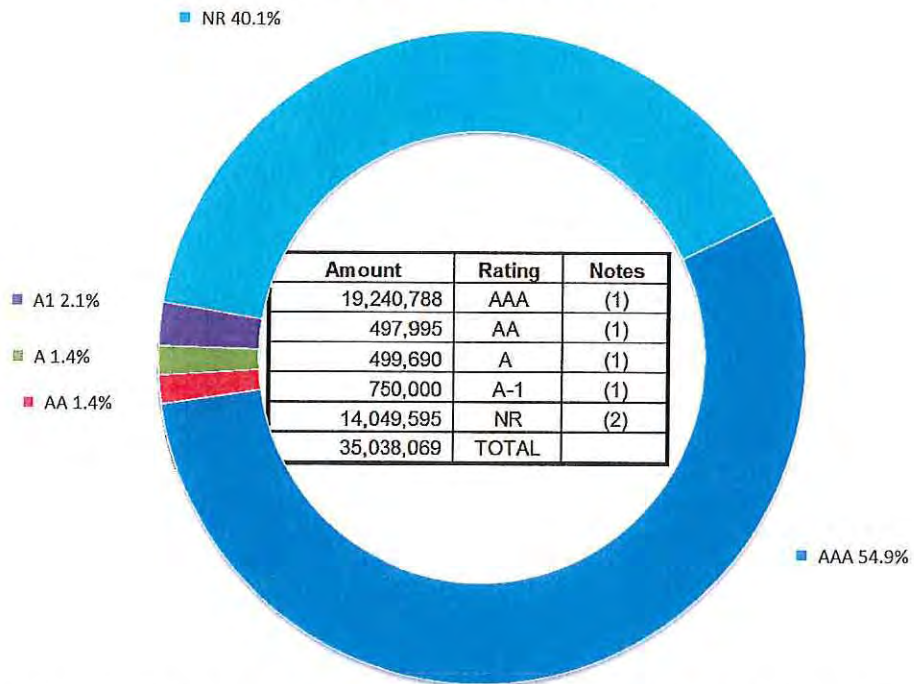


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2015
(Continued)

REMAINING MATURITY



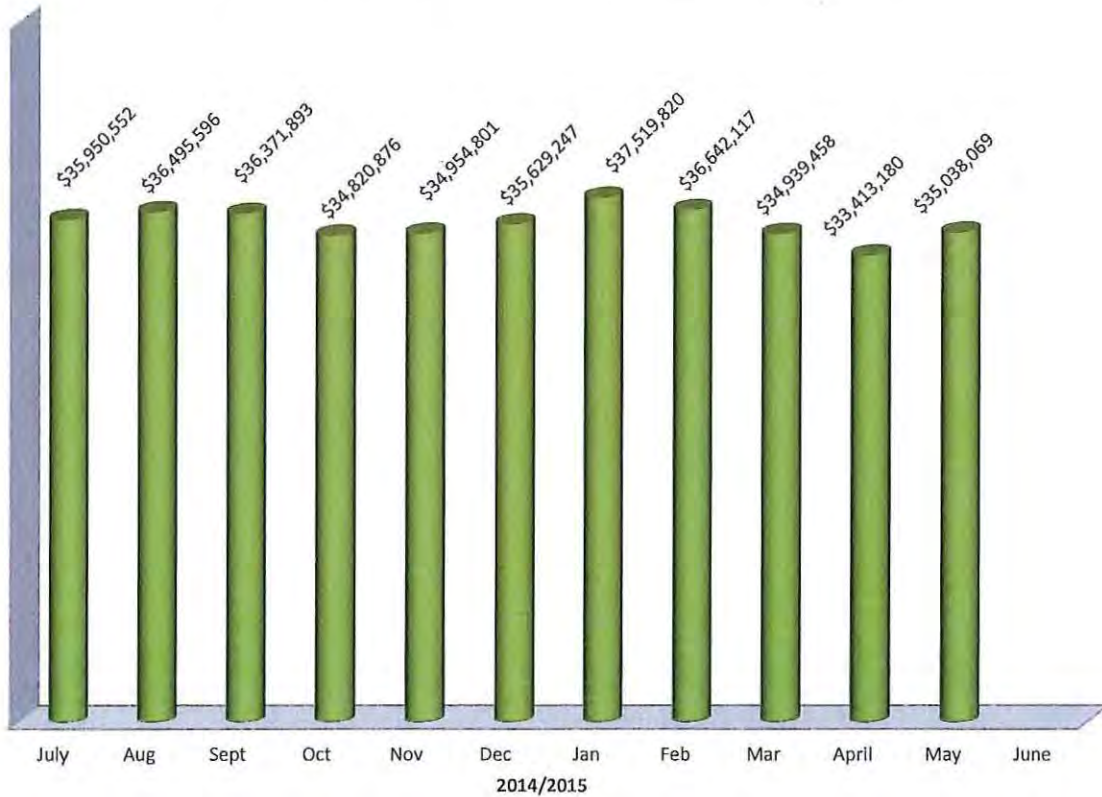
INVESTMENT RATINGS



(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, 2015
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of May, 2015


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 243	\$ -	(3)	7.78%
TOTAL	\$ -	\$ 243	\$ -		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 15-4563

DATE: July 2, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: June 2015 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending June 2015.

DISCUSSION:

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

Attached please find the Board Disclosure of Reimbursements report for the month of June 2015 your review.

th:PB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
June 1 - 30, 2015

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

Notes:

Encina Wastewater Authority Report
Regular Board Meeting
June 24, 2015

EWA Board of Directors - Director Sullivan reporting.

1. EWA – SEJPA Employee Leasing Agreement Authorization

The Board of Directors adopted Resolution 2015-02 – Employee Leasing Agreement Authorized between the Encina Wastewater Authority and the San Elijo Joint Powers Authority.

2. Carlsbad Desalination Project Permitting

EWA Staff provided the Board a brief update on the permitting process of the Carlsbad Desalination Project.

Executive Session

3. The Board met in closed session with EWA representatives Kevin Hardy, Michael Steinlicht, Debbie Allen and Debra Biggs regarding:

- Labor Negotiations as authorized by Government Code 54957.6 and
- Public Employment and the General Manager's Performance Evaluation as authorized by Government Code 54957.

No reportable action was taken.

Engineering Committee Meeting Report

Presented by Director Kulchin

Meeting held on July 1, 2015

1. The Engineering Committee (EC) reviewed an agreement with Charles King Company for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in an amount not to exceed \$469,400 and to authorize an additional appropriation of \$81,000 in the Fiscal Year 2016 (FY 16) budget to cover the construction costs for the project.

The EC concurred with staff to present the agreement to the Board. It will be discussed later in the agenda.

2. The Engineering Committee (EC) reviewed an agreement with Infrastructure Engineering Corporation for engineering design services for the FY 16 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,960.

The EC concurred with staff to present the agreement to the Board. It will be discussed later in the agenda.

3. The Engineering Committee (EC) reviewed a sole source purchase agreement with Haaker Equipment Company for the purchase of a new Vactor Truck in an amount not to exceed \$366,561.

The EC concurred with staff to present the agreement to the Board. It will be discussed later in the agenda.

4. The EC also received an update on the following projects:
 - B1/B2 Force Mains Replacement Project and
 - Leucadia Pump Station Generator Replacement Project

MEMORANDUM

DATE: July 2, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2016 (FY16) Gravity Pipeline Rehabilitation Project Engineering Design Services

RECOMMENDATION:

Staff and the Engineering Committee recommend that the Board of Directors:

1. Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY 16 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$34,690.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the EC at its July 1, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

The Gravity Pipeline Rehabilitation project is included as a goal under the Technology and Infrastructure Strategy in the FY 16 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 major deterioration of asbestos cement pipe. 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 FY 16 and subsequent fiscal years will focus on the repair of prioritized collection system defects on the Repair Priority List.

Infrastructure Engineering Corporation (IEC) has submitted a proposal, attached, to complete the design phase of the FY 16 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 \$34,690. Staff has reviewed and discussed the scope of work and proposed fee with IEC. Staff believes the proposal is fair and reasonable.

FISCAL IMPACT:

Staff appropriated funds in the FY16 Budget in anticipation of this project. The budget contains sufficient funds to cover the design services under this agreement.

rym:PJB

Attachment



June 25, 2014

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

RE: Proposal for Engineering Services for FY 16 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 16 Gravity Sewer Repairs Project. The proposed scope of services and fee is based on discussions with District staff.

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 16 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 a scope comparable to last years' gravity sewer repair project with exceptions made for specific items as discussed with the District in the course of preparing this proposal. The FY16 Gravity Sewer Repair Project scope includes preliminary assessment and final design for the following items:

- Repair or rehabilitation of 16 facilities by cured-in-place pipe (CIPP) lining, CIPP point repair, or manhole rehabilitation.
- Repair or replacement of two sites by excavated point repairs or open trench replacement.
- CIPP lining of an existing 8" sewer gravity main through La Costa Spa and Resort (Resort) and/or rerouting of flow to an adjacent 18" gravity main. During the FY15 Gravity Sewer Repair Project IEC performed a preliminary hydraulic analysis on the existing 8" main to assess the feasibility or rerouting all or some of the flow from the gravity main crossing the Resort to a perpendicular 18" gravity sewer. Capacity was identified as available in the 18" gravity sewer and preliminary review of record drawings indicated sufficient fall to make a connection. IEC recommends additional assessment to confirm recommended improvements in this area including identifying lateral connection locations from adjacent parcels by reviewing CCTV data and coordinating with District staff, and surveying manholes on the 8" and 18" sewer to confirm record drawing information. IEC has included limited survey scope to establish horizontal and vertical control and survey six



Mr. Robin Morishita
Leucadia Wastewater District
June 25, 2014
Page 2 of 4

manholes in the area for horizontal and vertical information. Detailed survey of the site, mapping of right-of way, property lines or easements is not included.

- Inclusion of the Leucadia Scenic CIPP (design and Caltrans encroachment permit performed under the FY15 Gravity Sewer Repair Project).

Preliminary Engineering Assessment

Per the request of District staff in 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. 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. Of particular concern are limiting conditions that may preclude the use of trenchless repair methods such as an offset joint or protruding object that may require excavation and repair prior to application of a trenchless rehabilitation method.
- Obtain and review record drawings for facilities recommended for repair.
- Perform a limited site reconnaissance for each facility to assess site constraints including paving requirements, traffic control, access conditions, and identification of the City of jurisdiction and bypass requirements. It is anticipated that the majority of site reconnaissance will be performed utilizing Google Street View, however, IEC has included a day of site visits to document conditions within easements for nine facilities. It is anticipated that the District will notify property owners and escort IEC staff to these site visits located on private property.

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 and four site specific sheets, each containing two sites with proposed excavated repairs. Site specific sheets will include existing utility data plotted over a Google earth image. 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. In general, site specific sheets do not include a detailed survey or horizontal or vertical control. Horizontal and vertical control will be established for the La Costa Spa and Resort gravity main rerouting if included, and IEC will utilize existing survey at the La Costa Pump Station site, but performance and inclusion of additional detailed site survey at other sites is not included. 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, County parcel data and Google Earth images.

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



Mr. Robin Morishita
Leucadia Wastewater District
June 25, 2014
Page 3 of 4

specifically noted, manhole inspection, flow monitoring, or a detailed preliminary design report or memorandum. Site visits for additional facilities located in easements, and additional site specific details for excavated repairs other than as specifically listed herein may be provided for additional scope and fee.

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.
- Obtain and review record drawings for facilities recommended for repair.
- 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 majority of site reconnaissance will be performed utilizing Google Street View, however IEC has included site visits to document conditions at nine facilities. 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

IEC will prepare one bid package. It is anticipated that this bid package will consist 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 and two site specific sheets will including existing utility data plotted over a Google earth image. 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. Site specific sheets do not include a detailed survey or horizontal or vertical control except in the case of the potential La Costa Spa and Resort gravity main rerouting. 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, County parcel data and Google Earth images.



Mr. Robin Morishita
Leucadia Wastewater District
June 25, 2014
Page 4 of 4

This scope does not include right-of-way permit coordination, traffic control or surveying except for the previously noted survey of six manholes for the La Costa 8" gravity main.

SCHEDULE

It is anticipated 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) 413-2400 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 16 Gravity Sewer Mains Repairs**

Task/ Subtask	Task/Subtask Description	Sr. Project Manager (Rob Weber)	Project Engineer (Jamie Fagnant)	Engineer II/ CAD I Designer (Anthony Salvani)	Project Surveyor	Word Processor (Annette Moore)	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$190.00	\$130.00	\$105.00	\$130.00	\$65.00					
TASK 1	Project Management and Administration										\$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
TASK 2	Preliminary Engineering Feasibility Assessment										\$12,610
	Review CCTV (18 sites)	2	6	18			26	\$3,050	\$0	\$0	\$3,050
	Review rec dwgs/site conditions/bypass requirements	2	16	6			24	\$3,090	\$0	\$0	\$3,090
	Site Visits		6	6			12	\$1,410	\$100	\$0	\$1,510
	La Costa Gravity Sewer Survey and assessment	2	16	4	16		38	\$4,960	\$0	\$0	\$4,960
TASK 3	Final Design										\$18,490
	Excavation utility research	1	4	12			17	\$1,970	\$0	\$0	\$1,970
	90% submittal	4	24	60			88	\$10,180	\$0	\$0	\$10,180
	Final Submittal lining	2	16	32		8	58	\$6,340	\$0	\$0	\$6,340
		21	102	138	16	8	285				
		\$3,990	\$13,260	\$14,490	\$2,080	\$520		\$34,340	\$350	\$0	\$34,690

TOTAL NOT-TO-EXCEED FEE: \$34,690

61

MEMORANDUM

Ref: 15-4579

DATE: July 2, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award of the District's Scott's Valley Pipeline Rehabilitation Project Construction Contract

RECOMMENDATION:

Staff and the Engineering Committee recommend that the Board of Directors:

1. Authorize the General Manager to execute an Agreement with Charles King Company for construction services to complete the Scott's Valley Pipeline Rehabilitation Project in an amount not to exceed \$469,400.
2. Authorize an additional appropriation to the Fiscal Year 2016 (FY 16) budget in the amount of \$81,000 to cover the full cost of project construction.
3. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the EC at its July 1, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

The Scott's Valley Pipeline Rehabilitation project is included as a goal under the Technology and Infrastructure Strategy in the Fiscal Year 2015 (FY 15) Tactics & Action Plan.

In the past, continuous flow monitoring of the collection system through the installed ADS Flow Monitoring System has indicated a higher than expected early morning flow in the Scott's Valley area of the District. This prompted the Field Services Staff to conduct Closed Circuit Television (CCTV) Inspection of the Scott's Valley Line. As a result of the inspection, significant inflow and infiltration (I & I) was found in that gravity pipeline. The Scott's Valley Line is a 1,000 foot long vitrified clay pipe (VCP) pipeline (see attached map).

In April 2014, the District executed an agreement with Infrastructure Engineering Corporation (IEC) to design the Scott's Valley Pipeline Rehabilitation Project. The project consists of Cured-in-Place Pipe (CIPP) lining of 680 feet of the pipeline, Cured-in-Place Manhole (CIPM) lining of three manholes in the Scott's Valley Line and epoxy lining of six manholes in Circulo Adorno. As design progressed, it was recommended that project construction be performed between September and March to avoid the bird nesting period in compliance with the Migratory Bird Treaty Act. Additionally, the slopes surrounding the valley, to the east and west of the project area, are characteristic of the environments that support species such as the California Gnatcatcher and Least Bell's Vireo.

Project design was completed in May 2015 and advertised for bids. Bids were due on June 17, 2015. Three bids were received as follows:

<u>Construction Firm</u>	<u>Bid Submitted</u>
Charles King Company	\$469,400
Southwest Pipeline	\$534,636
Nu-Line Technologies	\$939,377

The bids were reviewed by Robert Weber, Jamie Fagnant and Scott Fleming at IEC. The bid review memorandum is attached for your review. Charles King Company (Charles King) submitted the apparent low bid. Charles King's individual bid item amounts roughly correlated with those of the engineer's opinion of probable cost and the second lowest bidder. However, one issue was noted on the bid schedule submitted by Charles King:

- Two of the bid items (items 6 and 10) were entered as a unit cost rather than the total sum. The far right column on the bid schedule is meant to total the cost for the bid item (unit cost multiplied by quantity). However, in filling out the bid schedule Charles King entered the unit cost instead of the total sum for that line item in the total column. The total bid amount was summed correctly and reflected the correct total for all bid items, accounting for quantity and unit price. IEC contacted Charles King about the discrepancy. Charles King confirmed and validated the total bid amount they submitted. This is a minor irregularity that staff recommends to be waived.

As a result of their evaluation, IEC has determined that Charles King has the ability to complete the work for the cost given and has determined Charles King to be responsive to the bid requirements and recommends that the District award the project to Charles King.

The low bid was \$144,531 (44%) greater than the engineer's opinion of probable cost. Several aspects of this project appear to have increased costs beyond the industry average cost for the construction of similar sewer improvements. These increases arise from physical conditions at the site and from good engineering practice:

- There is one known subcontractor available to place chemical grout in southern California. The lack of potential competition may result in increased bid prices.
- Several of the cured-in-place pipe and the manhole lining installations require all-terrain vehicle (ATV) access only.
- The bypass required is extensive and some portions must be installed via ATV access only.

Additionally, IEC has observed a measureable increase in new construction and a corresponding increase in bidding costs. IEC noted that several recent bid results on similar public works projects have come in higher, in some cases significantly, than the engineer's opinion of probable cost. It is IEC's opinion that the bid costs reflect the current market conditions and difficult site conditions and do not constitute grounds to reject the received bids.

Therefore, Staff recommends that the Board of Directors award the contract to Charles King as the lowest responsive and responsible bidder in an amount not to exceed \$469,400.

FISCAL IMPACT:

Staff appropriated \$270,000 in the FY 15 Budget for project construction. When combined with prior appropriations the total amount available for construction is \$435,000. An additional appropriation of \$81,000 is needed to cover the construction costs for the project with a 10% contingency. Staff recommends completing the repair as a proactive measure in response to the California River Watch settlement and to ensure the integrity and reliability of the collection system.

rym:PJB

Attachment





BID REVIEW MEMORANDUM

Date: June 25, 2015
Subject: **Scott's Valley Sewer Rehabilitation**
Prepared By: Scott Fleming, and Jamie Fagnant, P.E.
Reviewed By: 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

Three bids were received and opened on June 17, 2015. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Low Bid:	\$469,400
Average Bid:	\$647,804
High Bid:	\$939,377
Engineer's Opinion of Probable Cost:	\$324,896

IEC reviewed the three bids and found that the bid item amounts were comparable between the two lowest bidders. This indicates that the Contractors submitting the two lowest bids were interpreting the contract documents similarly.

Several aspects of this project appear to have increased costs beyond the engineer's opinion of probable construction cost and industry average cost for the installation of similar sewer improvements. These requirements arise from physical conditions at the site and from good engineering practice:

- There is one known subcontractor available to place chemical grout in southern California. The lack of potential competition may result in increased bid prices.
- Several cured-in-place pipe and manhole lining installations require ATV (all-terrain vehicle) access only.
- The bypass required is extensive and some portions must be installed via ATV access only.

In addition, IEC has been seeing a measureable increase in new construction and a corresponding increase in bidding costs. Although we make every attempt to account for market volatility in our engineer's opinion of probable cost, the bid results for this project appears to indicate a faster increase in market costs than expected. Several recent bid results on similar public works projects we are aware of have come in high, and in some cases, significantly over the engineer's opinion of probable cost.

It is our opinion that the bid costs reflect the current market conditions and difficult site conditions and do not constitute grounds to reject the received bids.



REVIEW OF LOW BIDDER

Charles King Co Inc. (Charles King Co or Contractor), Signal Hill, California submitted the apparent low bid. IEC has determined Charles King Co to be responsive to the bid requirements and recommends that the District award the project to Charles King Co Inc. The following reviews have been completed:

Contractor's License: The Contractor holds the required Class A License (No. 738236). 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 The Ohio Casualty Insurance Company as surety. This surety company has a rating of A Class XV with Best's Key Rating Guide.

Signatures: The Contractor's Vice-President, Charles King signed the Closing Statement. Charles King signed the Bidder's Bond, Non-Collusion Affidavit, and the Local Preference Certification.

Addenda Acknowledged: Addendum No 1 was acknowledged by Charles King Co. Sarah King signed the Addendum Certification Form.

Project Manager's Experience: The Contractor has identified Steve Radaich as the project manager in a follow-up phone call from IEC on 6/19/2015. Submission of his resume to IEC was pending at the time of completion of this memorandum.

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:

Contractor will establish environmental controls, install the bypass, CIPP and do manhole work and restore project.

Worker's Compensation Insurance: Policy is in affect through 6/2/2016. The most recent workers' compensation experience modification factor for Charles King Co. is 0.83%.

Experience Requirements: The bid documents require the Contractor to submit three project references that included the installation of at least 300 linear feet of cured-in-place pipe lining into a 15-inch or greater diameter pipe, five project references that included the installation of a two-component, 100% solid, epoxy manhole coating, that total to at least 50 manholes, three project references that included the installation of cured-in-place manhole liner, for a total of 30 manholes, and three project references that included the bypassing of active sewer flows of at least 500 gpm without a spill incident. Charles King Co Inc. and their subcontractors submitted fourteen project references, and together they meet the requirements.

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

Registration with the Department of Industrial Relations (DIR):



As of 3/1/2015, contractors and their subcontractors are required to be registered with the DIR prior to bidding a public works project. The table below demonstrates that Charles King Co and each of its subcontractors have met this requirement.

Contractor Legal Name	Registration Number	Registration Date	Expiration Date
Charles King Co, Inc.	1000001537	09/25/2014	06/30/2015
Sancon Engineering	1000003923	12/22/2014	06/30/2015
Insituform Technologies	1000009689	02/13/2015	06/30/2015

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

Bid Item Review: Charles King Co's individual bid item amounts roughly correlate with those of the engineer's opinion of probable cost and the second lowest bidder.

Bid Schedule: There was a discrepancy with the execution of the bid schedule. Two of the bid items (items 6 and 10) are unit cost rather than lump sum. The far right column on the bid schedule is meant to total the cost for the bid item (unit cost times quantity). However, in filling out the bid schedule Charles King Co wrote the unit cost instead of the total in the total column. The overall bid cost was summed correctly, with the correct total cost for each bid item included in the total bid price and the amount in words matches the amount in numbers. IEC contacted Charles King Co to confirm the unit costs and totals. Charles King Co acknowledged the discrepancy in the bid schedule, and confirmed the unit costs and totals. These unit costs and totals are as shown in the attached Table 1 and these unit costs should be used as basis for payment for these bid items in the event that the contract is awarded to Charles King. This is a minor irregularity that we recommend be waived.

RECOMMENDATION

IEC recommends award of the contract to Charles King Co Inc. based on their knowledge and experience record and responsiveness to the bidding requirements.

Attachments

Table 1 – Bid Summary

**Leucadia Wastewater District
Scott's Valley Sewer Rehabilitation Project
Table 1 - Bid Summary**

Item	Description	Unit	Qty.	Engineer's Opinion of Probable Construction Cost	Charles King	Southwest	Nu - Line
1	Mobilization, Bonds, Permits, Cleanup and Demobilization	LS	1	\$14,000	\$24,000	\$10,000	\$35,000
2	18" Cured-in-Place Pipe Lining	LF	678	\$81,360	\$152,550	\$177,636	\$516,636
3	Sewer Bypassing	LS	1	\$120,000	\$132,350	\$215,000	\$220,000
4	Water Pollution Control*	LS	1	N/A	\$9,500	\$2,500	\$19,000
5	Traffic Control*	LS	1	N/A	\$3,000	\$2,500	\$35,000
6	Manhole Rehabilitation by Epoxy Lining of Six Manholes on Circulo Adorno	EA	6	\$32,000	\$30,000	\$24,000	\$20,670
7	Manhole Rehabilitation by Cured-in-Place Manhole Lining, Manhole 08-0285	LS	1	\$10,000	\$36,000	\$30,000	\$23,722
8	Manhole Rehabilitation by Cured-in-Place Manhole Lining, Manhole 08-0280	LS	1	\$16,000	\$32,000	\$27,000	\$22,119
9	Manhole Rehabilitation by Cured-in-Place Manhole Lining, Manhole 08-0290	LS	1	\$16,000	\$32,000	\$27,000	\$22,230
10	Manhole Rehabilitation - Chemical Grouting of Infiltration	GAL	200	\$6,000	\$6,000	\$6,000	\$10,000
11	New Access gates*	LS	1	N/A	\$12,000	\$13,000	\$15,000

* Bid Item added after 100% Engineer's Opinion of Probable Cost

Engineer's Opinion of Probable Construction Cost
\$324,896

Subtotal:	\$295,360			
Contingency (10%):	\$29,536			
Total:	\$324,896	\$469,400	\$534,636	\$939,377
Check Total:		\$469,400	\$534,636	\$939,377
Amount in Words:		\$669,946	\$730,000	\$764,000

MEMORANDUM

Ref: 15-4581

DATE: July 2 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award of Purchase Contract to Haaker Equipment Company for a New Vactor Combination Truck

RECOMMENDATION:

Staff and the Engineering Committee recommend that the Board of Directors:

1. Authorize the General Manager to execute a sole source purchase Agreement with Haaker Equipment Company for the purchase of a new Vactor Truck in an amount not to exceed \$366,561.00.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the EC at its July 1, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

The Leucadia Wastewater District (District) has three Vactor Combination Trucks (Vactor) in its fleet. Over the past year, Staff has noticed an increase in the cost and frequency of repairs of the two oldest Vactors. The oldest Vactor, number 128, was purchased in 1998 and is 17 years old. The second Vactor, number 147, was purchased in 2002 and is 13 years old. The District has been using Vactor trucks to hydro-clean its collection system since 1991. District's Field Service Staff has been specifically trained to operate and maintain the Vactor. Additionally, the Vactor has proven to be very reliable. Staff believes it is prudent for the District to continue using Vactor Combination Trucks.

Vehicle replacement guidelines in the District's Vehicle Replacement Policy recommend that heavy duty vehicles be replaced every 10 years or 100,000 miles. Based on the ages of Vactors 128 and 147, 17 years and 13 years respectively, both have exceeded the 10 year age threshold. Additionally, due to the increase in maintenance frequency and associated cost staff believes both Vactors have exceeded their useful life. Staff intends to trade in both Vactors 128 and 147 when the new Vactor is purchased. Since a new trailer mounted mini-jetter has been added to the fleet, the two for one trade of Vactor trucks will not reduce the capability of Staff to respond to emergencies or conduct collection system hydro-cleaning.

Haaker Equipment Company (Haaker) is the only authorized southern California dealer for Vactor Trucks. Under Section 11.1, Sole Source Procurement, of the District's Procurement Policy, sole source procurement is allowed in cases where goods and services are obtainable from only one vendor due to unique circumstances. Additionally, Section 11.3, Complex or Unique Items, of the District's Procurement Policy, allows for the purchase of unique equipment without following sealed bid procedures. Therefore, staff requested a quote from Haaker for the Vactor replacement and it is attached for your review.

Staff has evaluated the quote submitted by Haaker and is satisfied that the Vector meets their specified combination truck requirements. Therefore, it is recommended that the Board authorize the execution of a sole source purchase Agreement with Haaker for the purchase of a new Vector Truck.

FISCAL IMPACT:

The FY 16 Capital Acquisition Budget includes sufficient funding for the purchase of this replacement Vector truck.

js:PJB

Attachment

HAAKER

EQUIPMENT COMPANY

2070 North White Avenue, La Verne, California 91750
(909) 598-2706 ~ FAX (909) 598-1427 ~ haaker.com

PROPOSAL June 9, 2015

TO: LEUCADIA WASTE WATER
1960 La Costa Ave.
Carlsbad CA 92009

ATTN: Mr. Marvin Gonzalez
Email: mgonzalez@lwwd.org

In accordance with your request, we are pleased to submit the following proposal for your consideration and approval:

One (1) NEW VACTOR 2110 PLUS JET RODDER

10-Cubic Yard Capacity with Roots 16" Positive Displacement Blower, 1000 Gallons Of Water, Mounted on a 2016 Freightliner M2 4x2 Chassis with 370 HP, Allison Automatic Transmission with 2013 Emissions Package. Equipped with all Standard and Optional Equipment listed:

STANDARD FEATURES

- 48" x 22" x 24" Curb Side Aluminum Toolbox
- Aluminum Fenders
- Mud Flaps
- Electric/Hydraulic Four Way Boom
- Color Coded Sealed Electrical System
- Remote Pendant Control w/35' Cord
- Vansco-Electronic Package
- Double Acting Dump Hoist Cylinder
- Handgun Assy. w/1/2" x 35' Hose w/Quick Disconnects
- 3" Y-Strainer at Water Pump Inlet
- Ex-Ten Steel Cylindrical Debris Tank
- Flexible Hose Guide
- 30 Deg. Sand Nozzle w/Carbide Inserts
- 30 Deg. Sanitary Nozzle w/Carbide Inserts
- 15 Deg. Penetrator Nozzle w/Carbide Inserts
- Nozzle Storage Rack
- Vacuum Tube Storage: Curbside (2) Pipe, Rear Door (2) Pipe
- 1" Nozzle
- Flat Rear Door w/Hydraulic Locks and Door Power-up/Down, Open/Close Feature
- Dual 10" Stainless Steel Float Shut Off System/Rear Mounted
- Debris Body Vacuum Relief System
- Debris Deflector Plate
- 48" Dump Height
- Water Sight Gauge PS
- Liquid Float Level Indicator
- 3" Y-Strainer @ Water Pump w/3" Drain Valve
- Performance Package: (Hyd Variable Flow, Dual PTO's, Dual Hyd. Pumps)
- 1" Water Relief Valve for Vactor Water Pump
- Stainless Steel Microstrainer
- Blower Air Shift Controls
- Hydraulic Cooling Package
- Midship Handgun Coupling
- Side Mounted Water Pump
- Hose Wind Guide (Dual Roller)
- Hose Footage Counter - Mechanical
- Hose Reel Manual Hyd. Extend/Retract
- Hose Reel Chain Cover (Full)
- Tachometer/Chassis Engine W/Hourmeter
- Circuit Breakers
- LED Lights. Clearance, Back-Up, Stop, Tail & Turn
- Vactor Spanish Manual & CD Version
- Tow Hooks, Front and Rear
- Electronic Back-Up Alarm
- Module Paint, Dupont Imron Elite - Wet on Wet
- 8" Vacuum Pipe Package
- Emergency Flare Kit
- Fire Extinguisher 5 Lbs.
- Vactor 2100 plus Body Decal - Multi-Colored

ADDITIONAL FEATURES INCLUDED

- 3" Y-Strainer w/25' Fill Hose
- Roots 824-16" Hg. Blower
- 180 Degree Rotation, 10 Ft. Hydraulic Telescoping Boom, Front Loading 8" Suction Hose
- 80 GPM Variable Flow Water System
- 2500 PSI Water Pressure
- 1" x 600' Piranha Sewer Hose, 2500 PSI
- Hydraulic Extending/Rotating 15" Hose Reel (1" x 800') Capacity
- Debris Body Flush Out System
- Debris Body Load Limit Alarm functionally tied to Vacuum Relief
- 6" Butterfly Valve, Rear Door, 3:00 Position
- 6" Butterfly Valve, Rear Door, 6:00 Position
- Pump Off Ports Only
- Pump Off Plumbing to Front Bumper
- Centrifugal Separators
- Folding Pipe Rack, Curbside
- Folding Pipe Rack, Streetside
- Rear Door Splash Shield
- Lube Manifold
- Plastic Lube Chart
- Front Joystick Boom Control
- Jet Rodder Water System Accumulator
- Automatic Hose Level Wind Guide, Indexing
- Rodder Pump Drain Valves
- Debris Body-Up Alarm
- Whelen LED Light Package including Light bar, Hideaways, Rear LED Strobe, LED Traffic Advisor

Unit Price \$ 339,408.00
 Sales Tax (8.0%) \$ 27,153.00

TOTAL PRICE: FOB: CARLSBAD, CA: \$ 366,561.00

THE PROPERTY HEREIN IS GUARANTEED BY MANUFACTURER'S WARRANTY ONLY AND SELLER MAKES NO WARRANTY EXPRESSED OR IMPLIED, OF MERCHANTABILITY OR OTHERWISE, OR OF FITNESS FOR ANY PARTICULAR PURPOSE, THAT EXTENDS BEYOND THE ABOVE DESCRIPTION OF THE EQUIPMENT.

NOTE: Price is good until 60 Days. Cost increases due to the addition of Government mandated safety or environmental devices incurred after the date of this proposal, will be charged to you at our cost. Proof of such costs, if any, will be documented.

TAXES: SALES TAX applicable at time of delivery will be shown on our invoice. FEDERAL EXCISE TAXES, if applicable, will require payment unless a properly executed Exemption Certificate is submitted.

DELIVERY: Approx 280-340 Days **TERMS:** Net 30

We appreciate the opportunity to present this proposal and look forward to being of further and continued service.

HAAKER EQUIPMENT COMPANY **ACCEPTED BY:** _____

BY: Chay Vallejo **DATE:** _____
 JOSE "CHUY" VALLEJO
 Parts/Service/Outside Sales Mgr.

MEMORANDUM

Ref: 15-4528

DATE: July 2, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution Changing Employer Paid Member Contributions

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2263 changing the Employer Paid Member Contributions to CalPERS; and
2. Discuss and take other action, as appropriate.

DISCUSSION:

LWD contracts with the California Public Employees' Retirement System (CalPERS) for certain retirement benefit programs including the CalPERS retirement program. The CalPERS defined benefit retirement program classifies payments made into CalPERS as either: (a) employer contributions or (b) employee contributions. Employer contributions must be paid by LWD; however, employee contributions can be paid by LWD, the employee or a combined contribution from both. When the District pays all or a portion of the employee contribution, those contributions are considered "employer paid member contributions" (EPMC) and must be reported to CalPERS via resolution. This requirement applies only to classic members enrolled in CalPERS prior to January 1, 2013.

LWD last reported EPMC in July 2013 when the Board approved Resolution No. 2236. At that time, the District was paying 3% of the 8% employee contribution with the employee paying the remaining 5%. Effective July 1, 2015 (FY2016), however, the Board of Directors reduced the EPMC for classic members from 3% to 1%. This change in the EPMC requires an updated resolution.

The proposed resolution (Attachment 1) changes the EPMC for classic members from 3% to 1%. It conforms to CalPERS guidelines intended to ensure that all contributions made to CalPERS remain tax deferred – irrespective of whether the CalPERS contribution is funded by LWD or the employee.

cal:PJB

Attachment

RESOLUTION NO. 2263

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
CHANGING EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

WHEREAS, the governing body of the Leucadia Wastewater District has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the Leucadia Wastewater District has specifically agreed to provide a portion of the normal member contribution to be paid by the employer; and

WHEREAS, the governing body of the Leucadia Wastewater District has elected to change the amount of normal member contribution paid by the employer; and

WHEREAS, one of the steps in the procedures to make said change is the adoption by the governing body of the Leucadia Wastewater District of a resolution regarding said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the Leucadia Wastewater District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees classified as classic members.
- This benefit shall consist of paying 1% of the normal member contribution (1% of 8% total) as EPMC.
- The effective date of this Resolution shall be July 8, 2015.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Leucadia Wastewater District elects to pay EPMC, as set forth above.

PASSED AND ADOPTED by the Board of Directors of Leucadia Wastewater District this 8th day of July, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Allan Juliussen, President

Paul J. Bushee, Secretary/Manager

(SEAL)

MEMORANDUM

DATE: July 2, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: CSDA Board of Directors 2015 Election

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD recently received a California Special Districts Association (CSDA) ballot for the 2015 election. There is one seat (Seat A) open for the southern network region. The candidates are the following:

- Jo MacKenzie, Vista Irrigation District
- Gloria Dizmang, Palmdale 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 7, 2015.

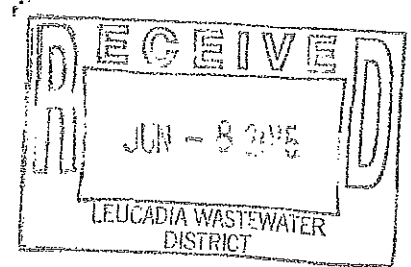
This item has been placed on the agenda for discussion and action by the Board of Directors. Staff has no recommendation on this matter. Staff will forward the Board's recommendation to CSDA by the due date.

Attachments

PJB:



**California Special
Districts Association**
Districts Stronger Together



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
2015 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 A. 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 A 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 7, 2015**.

If you do not use the enclosed envelope, please mail in your ballot to:
California Special Districts Association
Attn: 2015 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlotte@csda.net with any questions.



Candidate statement Southern network Seat A

Jo MacKenzie

PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS

It would be an honor to continue serving special districts on the CSDA Board of Directors.

I am committed to building on the present foundation of CSDA's educational programs and legislative and public outreach, so that CSDA continues to be recognized as the voice of all special districts. My enthusiasm, commitment, and comprehensive knowledge of special districts and LAFCO, along with my years of experience, will help me to be of service to your district as a member of the CSDA Board of Directors.

Representing the Southern Network, I will bring to the organization years of experience in local government and a strong understanding of how the California Special Districts Association can best serve its members.

I have served as CSDA President, Treasurer and the Chair of Legislative Committee. I know the commitment and time it takes to be an effective board member. A flexible schedule is paramount to being a successful Director. I have attended all board of director and assigned committee meetings; read through a myriad of legislation in order to relate to the Advocacy and Public Affairs Department what impact I think such legislation may have on districts' ability to provide local services

I have completed CSDA's Special District Leadership Academy which is a requirement to serve on the CSDA Board. Under my leadership, my district, Vista Irrigation District, has obtained the Special District Leadership Foundation District of Distinction Designation and the District Transparency Certificate of Excellence.

I believe it is important to the continued success and growth of CSDA that the Board of Directors remain committed to its mission: to provide legislative advocacy education and member services for all special districts.

Your District's vote will be greatly appreciated!



**California Special
Districts Association**
Districts Stronger Together

CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Jo MacKenzie

District/Company: Vista Irrigation District

Title: President, Board of Directors

Elected/Appointed/Staff: Elected

Length of Service with District: 23 years

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

- President 2011, Vice President 2010, Treasurer 2008-2009
- Finance Corporation 2007-2012, President 2012, 2013 and 2015
- Fiscal Committee, Chair 2008-2009; Audit Committee, Chair 2008
- Legislative Committee 2004-2015; Chair, 2006-2010 and 2012
- CSDA Legislative Advocate of the Year 2010
- Member Services Committee 2011-2015
- San Diego Chapter, Board of Directors 1993 to present, President 1998-2000
- Special District Leadership Foundation Board of Directors, Treasurer 2014-2015
- Graduate of CSDA Leadership Academy

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

- ACWA Board of Directors 2014-2015
- ACWA Local Government Committee 2012-2015; Chair 2014-2015
- ACWA Region 10 Board, Vice Chair, Alternate Chair, Director 1997-2010
- Special District Official of the Year by PublicCEO 2011

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

- San Diego LAFCO, Regular Special Districts Member, 2015
- San Diego LAFCO, Alternate LAFCO Commissioner, 2008-2014
- San Diego LAFCO Special District Advisory Committee 1994-2008, Chair 2005-2008
- City of San Marcos Planning Commissioner, 1979-1986
- City of San Marcos Traffic Commission, 1999-2004
- City of San Marcos Budget Review Committee, 1980-1982 and 1995-2006, Chair 1996-2006

4. List civic organization involvement:

- San Marcos Chamber of Commerce, Lifetime Ambassador
- Graduate Leadership 2000, Cal State San Marcos
- Soroptimist International

CANDIDATE STATEMENT FOR GLORIA A. DIZMANG

In December of 2011, I was sworn in as a Director of the Palmdale Water District Board. I knew little about water but I had agreed to serve an agency that was fairly beaten up—legally, economically, and in the area of morale. PWD was engaged in three lawsuits with the City of Palmdale. We had dropped in our credit rating and could no longer receive loans/grants. The employees were split into two warring camps.

Today, we are on our way to a stable and professional future, due to the actions of the new Board, on which I serve. This is what we have achieved:

- Low and consistent rate increases improved our credit to the point that we issued an \$8.5 million revenue bond for infrastructure.
- Provided a legal water rate assistance program for seniors.
- Settled all lawsuits with the City of Palmdale.
- Developed a Customer Care program to assist our rate-payers.
- Replaced 80% of our infrastructure from the 1950s.
- Reordered the organizational chart, without lay-offs, for more efficiency.
- Developed and implemented educational programs for our rate-payers. (top contender in ACWA's Best in Blue)
- Developed and continue to offer an intern program to train young people in the basic facets of the water industry.

As part of our Board, I was a leading member to move in these directions.

I believe my background in education can be of assistance in the CSDA. My experience in the area looks small in comparison to others who have served on many boards and in many organizations. Nevertheless, I can see things with a different perspective and am not afraid to speak up and to actively support change.

I would be honored to receive your vote. Thank you.

CSDA BOARD OF DIRECTORS 2015 ELECTION

OFFICIAL BALLOT



**SOUTHERN
NETWORK**

Jo MacKenzie*
Vista Irrigation District

Gloria Dizmang
Palmdale Water District

SEAT A

term ends 2018

Please vote for only one.


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 7, 2015. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

MEMORANDUM

DATE: July 2, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2015 (FY 15) LWD Tactics and Action Plan Report

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Receive and file the FY 15 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 FY 15 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 FY 15 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 2015
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 2016 Budget	Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, CPA TSM, FSS, EA, CPA TSM, CPA, AT, CPA	Jan-15 May-15 Jun-15	Feb-15 May-15 Jun-15	Completed Completed Completed
FY 2014 Audit	Data Collection Audit Report to Board	ASM ASM	CPA, AT CPA, AT	Jul-14 Dec-14	Nov-14 Dec-14	Completed Completed
Evaluate Financial Auditor's Contract		ASM	CPA, AT	Oct-14	Nov-14	Completed
Finance Policy Reviews	Procurement Policy Investment Policy Reserve Policy	ASM ASM ASM	TSM, CPA CPA CPA	Aug-14 Sep-14 Feb-15	Aug-14 Sep-14 Feb-15	Completed Completed Completed
Finance Awards	CSMFO	ASM	CPA, AT	Dec-14	Dec-14	Completed
Review & Update Financial Internal Control Systems		ASM	CPA, AT, EA	Aug-14	Dec-14	Completed
Evaluate GASB 68 Implementation	Board Report	CPA	ASM	Mar-15	Jun-15	Completed
Update Finance Plan Tracking Model & Present to Board		GM	CPA, ASM, EA	Dec-14	Feb-15	Completed

Additional Items:

Negotiation and Settlement of River Watch Suit	GM	GC, TSM, ASM, Fsup	Aug-14	Nov-14	Completed
CalPERs Audit Compensation Resolution	ASM	CPA, GM	May-14	Oct-14	Completed

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-15	Feb-15	Completed
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Oct-14	Nov-14	Completed (see below)
By-pass Pumping Training	FSSup	FSS, TSM	Jul-14	Dec-14	Completed
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	FSS	GM, TSM, ASM	Jul-14	Jun-15	Completed (see below)
Administration Policy Updates/Reviews Board Staff Relations Policy Records Retention Policy	ASM EA	AS AS	Oct-14 Jan-15	Oct-14 Jun-15	Completed Completed
Employee Training CPR/First Aid Flagger (FS Staff)	ASM FSSup	ASM FSS	Jan-15 Mar-15	Jan-15 Apr-15	Completed Completed
Conduct Board Strategic Planning Workshop	GM	ASM, EA	Feb-15	Feb-15	Completed
Salary Survey	ASM	AS	Feb-15	Mar-15	Completed
Review Safety Plans	ASM	TSM, FSS, AS	Oct-14	Jun-15	Completed

Additional Items:

Frank Reynaga Retirement Ceremony	EA	ASII, ASM	Aug-14	Sep-14	Completed
No Lost Time - 3 Yrs.	ASM	All Staff	Sep-14	Sep-14	Completed
CSDA Education Committee	N/A	Dir. Sullivan	Oct-14	Oct-14	Completed
Board Staff Relations Policy Ad Hoc Committee	GM	Dir. Omsted & Kulchin	Oct-14	Nov-15	Completed
GM Interviews w/ LWD Staff	GM	All Staff	Nov-14	Nov-14	Completed
Employee of Yr. Award	ASM	ERC, Mgmt. Team	Oct-14	Dec-14	Completed
Human Resource Policy Manual Update	ASM	EA, AS II, Mgmt Team	Jul-14	Jan-15	Completed
FST in Training Recruitment	FSS	FSSup, TSM, FST III	Oct-14	Jan-15	Completed
Pickering Insurance Brokerage Agreement	ASM	AS II	Jan-15	Jan-15	Completed
Presentation - CASA Collection System of Future	GM		Jan-15	Jan-15	Completed
CSRMA - Workers Comp. Excellence Award	ASM	All Staff	Jan-15	Jan-15	Completed
CWEA - Engineering Achievement Award (local section)	FSS	FSSup, TSM	Nov-15	Jan-15	Completed
CWEA - Mechanical Tech of Yr. (local sectin - S. Krason)	FSS	FSSup, TSM	Nov-15	Jan-15	Completed
Presentation - SCAP - Citizen Lawsuits	GM	TSM	Feb-15	Feb-15	Completed
Strategic Planning - Board Interviews	GM	EA, BHI Consulting, Bd	Feb-15	Feb-15	Completed
Presentation - Batiquitos Lagoon Foundation	GM	TSM	Feb-15	Feb-15	Completed
Presentation - SCAP - Asset Mgmt Prioritization Program	TSM	FSSup, FSS	Apr-15	Apr-15	Completed
FY 16 Staffing Reorganization	GM	ASM	Mar-15	Apr-15	Completed
FY 16 Compensation Resolution	ASM	GM	May-15	Jun-15	Completed
GM Interviews w/ LWD Staff (compensation)	GM	All Staff	Jun-15	Jun-15	Completed

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>
Re-Seal Parking Lot & Restrip					
Obtain Quotes	FSS	TSM, FSSup	Jul-14	Jul-14	Completed
Issue Purchase Order	FSS	TSM, FSSup	May-15	May-15	Completed
Re-Seal Parking Lot & Restrip	FSS	TSM, FSSup	Jun-15	Jun-15	Completed
SSMP Audit	FSS	TSM, FSSup	Mar-15	Jun-15	Substantially Complete
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-14	Jun-15	Completed
Teacher Grant Program Awards (CSDA & LWD Program)	EA	AS	Dec-14 Aug-14	Apr-15 Dec-14	Completed Completed
Replace SCADA Leucadia PS and Gafner AWT					
Develop Specifications	FSS	TSM, FSSup	Jul-14	Jul-14	Completed
Obtain Price	FSS	TSM, FSSup	Aug-14	Aug-14	Completed
Board Approval	FSS	TSM, FSSup	Sep-14	Sep-14	Completed
SCADA Purchase	FSS	TSM, FSSup	Sep-14	Sep-14	Completed
Install SCADA:					
Gafner Recycling Plant	FSS	TSM, FSSup	Dec-14	Mar-15	Completed
Leucadia Pump Station	FSS	TSM, FSSup	Oct-14	Nov-14	Completed
Purchase New Trailer Mounted Mini- Jetter					
Develop Specifications	FSS	TSM, FSSup	Jan-15	Feb-15	Completed
Bid Mini-Jetter	FSS	TSM, FSSup	Mar-15	Mar-15	Completed
Board Approval	FSS	TSM, FSSup	Apr-15	Apr-15	Completed
Purchase Mini-Jetter	FSS	TSM, FSSup	Apr-15	Jun-15	Completed
Hydro-Cleaning & CCTV Inspection of the North Green Valley Line	FSSup	FS Staff	Jul-14	May-14	Completed
Assist / Host Emergency Drill with Local Agencies	FSS	FSS, FSSup, FS Staff	Jul-14	May-15	Completed
Purchase Replacement Gas Monitors (2)	FSS	TSM, FSSup	Jul-14	Aug-14	Completed
Purchase New Replacement Odaloggers (3)	FSS	TMS, FSSup	Nov-14	Dec-14	Completed
Complete Communication Plan	ASM	EA	May-14	Oct-14	Completed
Develop Newsletters					
	ASM	EA	Jul-14	Oct-14	Completed
	ASM	EA	Feb-15	Jun-15	Completed

Additional Items:

Integrated Travel Policy Review	ASM	GM, Board	Jul-14	Jul-14	Completed
Encina South Parcel Status Board Update	GM	TSM, ASM	Aug-14	Aug-14	Completed
SDLF District of Distinction Recognition	EA	ASM	Jul-14	Aug-14	Completed
Ordinance 101 - Capacity Fee Update	TSM	DE, FSSpec	Oct-14	Dec-14	Completed
Prop 84 Grant Funding Agmt w/ OMWD	GM	TSM	Nov-14	Dec-14	Completed
LWD Presentation to CASA	GM	ASM	Dec-14	Dec-14	Completed
SDG& Rate Analysis	FSSup	TSM	Dec-14	Jan-15	Completed
Janitorial Services Contract	EA	TSM, AS	Dec-14	Apr-15	Completed
SDG&E Tariff Change (more cost effective rate)	FSSup	TSM	Jan-15	Jan-15	Completed
West Influent Pipeline Agmt.	GM	GC	Jul-14	Feb-15	Completed
Board Agenda Preparation Policy	ASM	GM, Pres. Juluissen	Jan-15	Feb-15	Completed
Participated in the Encinitas EcoFest	ASM	EA, FS Staff	Feb-15	May-15	Completed
LWD Tour - Encinitas Elementary SWPP Program	FSSup	FS Staff	Mar-15	Mar-15	Completed
District Engineering Contract Extension	TSM	ASM	May-15	May-15	Completed
Bd. Presentation - Flushable Wipes	GM	ASM, EA, FSS	May-15	May-15	Completed
CPA Contract Extension	ASM	GM, CPA	May-15	May-15	Completed
TRG Public Info Contract Extension	ASM	EA	Jun-15	Jun-15	Completed
Tour - LWD Customers	FSSup	FS Staff	Jun-15	Jun-15	Completed
Facebook Page Regular Updates	ASM	EA, TRG	Jun-14	Jun-15	Completed

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.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Leucadia PS Generator Replacement Construction	TSM	GM, FSS, DE	Jul-14	Jun-15	Completed
Scott's Valley Pipeline Repair Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Apr-14 Jun-15 Sep-15	Jul-14 Jul-15 Jan-15	Completed In Progress Scheduled
Leucadia VFD Replacement Project Design Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	Jan-15 Mar-15	Feb-15 Jun-15	Completed Completed
Leucadia Force Main West Section Replacement Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Feb-15 Jul-15 Oct-15	Jun-15 Aug-15 Jan-16	In Progress Not Started Not Started
FY15 Gravity Pipeline Rehabilitation Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-14 Nov-14 Mar-15	Oct-14 Jan-15 Jun-15	Completed Completed In Progress
Saxony Pump Station Rehabilitation Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Aug-14 Feb-15 May-15	Jan-15 Mar-15 Oct-15	In Progress Not Started Not Started
L2 Cathodic Protection Anode Replacement Obtain Quote Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	Jan-15 Feb-15	Jan-15 Apr-15	Completed Completed
B2 Force Main Replacement Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Oct-13 Jul-14 Oct-14	Jun-14 Aug-14 Jun-15	Completed Completed Completed
RW Effluent Line & Creek Crossing Repair Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Oct-13 Jun-14 Sep-14	May-14 Jul-14 Dec-14	Completed Completed Completed
Disaster Preparedness Planning Risk Assessment Prioritize Requirements Report	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Sep-14 Dec-14 Apr-15	Nov-14 Mar-15 May-15	Completed Completed Completed
Convert Doc-to-Net electronic records to Microsoft SharePoint software	EA	AS, TSM	Jul-14	Oct-14	Completed
Renew Ricoh Copy Machine Agreement	EA	AS	Jul-14	Aug-14	Completed
Organize Electronic Files on File Server	EA	ASM, TSM, AS	Jul-14	Jun-14	Completed

Additional Items:

Wavecrest Agmt - B2/B1 Forcemain Western Realignment	GM	TSM	Jul-14	Jul-14	Completed
Adopted CEQA MMD for B2/B1 Forcemain Project	TSM	GM, ASM	Feb-14	Jul-14	Completed
Telecommunications Contract with Cox Business	EA	TSM	Apr-15	May-14	Completed

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

FSSpec – Field Services Specialist

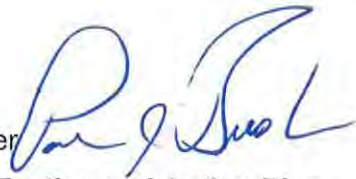
EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist II

DE – District Engineer

MEMORANDUM

DATE: July 2, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Fiscal Year 2016 (FY 16) LWD Tactics and Action Plan**

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Adopt the FY 16 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 FY 16, staff has developed an ambitious plan that includes over 40 tactical goals. A copy of the FY 16 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 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.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>	
FY 2017 Budget	Initial Data Collection	ASM	TSM, FSS, EA, CPA	Jan-16	Feb-16	Not Started
	Board Workshop	ASM	TSM, FSS, EA, CPA	May-16	May-16	Not Started
	Budget Approval	ASM	TSM, AT, CPA	Jun-16	Jun-16	Not Started
FY 2015 Audit	Data Collection	ASM	CPA, AT	Jul-15	Nov-15	Not Started
	Audit Report to Board	ASM	CPA, AT	Dec-15	Dec-15	Not Started
RFP for Financial Audit Services	Advertise RFP	ASM	CPA, AT	Nov-15	Nov-15	Not Started
	Pre-Proposal Meeting	ASM	CPA, AT	Dec-15	Dec-15	Not Started
	Interview/Select Auditor	ASM	CPA, AT	Jan-16	Jan-16	Not Started
	Award Contract	ASM	CPA, AT	Feb-16	Feb-16	Not Started
Finance Policy Reviews	Procurement Policy	ASM	TSM, CPA	Aug-15	Aug-15	Not Started
	Investment Policy	ASM	CPA	Sep-15	Sep-15	Not Started
	Reserve Policy	ASM	CPA	Feb-16	Feb-16	Not Started
OPEB Valuation	Award Contract	ASM	CPA	Jul-15	Jul-15	Not Started
	Complete Valuation	ASM	CPA	Sep-15	Dec-15	Not Started
Finance Awards	CSMFO	ASM	CPA, AT	Dec-15	Dec-15	Not Started
GASB 68 Pension Liability Accrual Valuation	Complete Valuation	ASM	CPA	Jul-15	Sep-15	Not Started
	Complete Implementation	ASM	CPA	Aug-15	Dec-15	Not Started
Financial Plan Update	Update Financial Plan Tracking Model & Present to Board	GM	ASM, CPA, EA	Dec-15	Feb-16	Not Started
MIP Accounting Modules (Purchase Order and Reporting)	Evaluate & Review Modules	ASM	CPA	Nov-15	Dec-15	Not Started
	Procure & Install Modules	ASM	CPA	Jan-16	Feb-16	Not Started
	Implement Modules	ASM	CPA, AT	Mar-16	Apr-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.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-16	Feb-16	Not Started
By-pass Pumping Training @Avocado & Diana PS	FSSup	FSS, TSM	Jul-15	Dec-15	Not Started
Conduct Employee Satisfaction Survey	GM	ASM	Nov-15	Jan-16	Not Started
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-15	Jan-16	Not Started
Administration Policy Updates/Reviews Board Staff Relations Policy Board Policy Binders	ASM EA	AS AS	Nov-15 Jul-15	Nov-15 Aug-15	Not Started Not Started
Conduct Teambuilding Workshop	GM	ASM, EA	Oct-15	Oct-15	Not Started
Salary Survey	ASM	AS	Feb-16	Mar-16	Not Started
Review Employee Recognition Committee (ERC) Status	GM	ERC Board members	Sep-15	Oct-15	Not started
Staffing Reorganization Internal Recruitments	ASM	GM	Aug-15	Oct-15	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.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Purchase Sandfilter Replacement Valve Purchase and Install Valve	FSS	TSM, FSSup	Oct-15	Jan-16	Not Started
SSMP Audit	FSS	TSM, FSSup	Mar-16	Jun-16	Not Started
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-15	Jun-16	Not Started
Teacher Grant Program Awards	LWD Grant EA CSDA Grant EA	AS AS	Dec-15 Aug-15	Apr-16 Dec-15	Not Started Not Started
Evaluate Feasibility of Using Natural Gas Pump/Generator at Leucadia and Batiquitos PS	FSS	TSM, FSSup	Oct-15	Feb-16	Not Started
Environmental Study at Batiquitos Lagoon	FSS	TSM, FSSup	Jul-15	Oct-15	Not Started
Purchase New Vector Truck	Board Approval FSS Purchase Vector FSS	TSM, FSSup TSM, FSSup	Jul-15 Jul-15	Jul-15 May-16	Not Started Not Started
Hydro-Cleaning & CCTV Inspection of Rancho Santa Fe Road and La Costa Avenue	FSSup	FS Staff	Jul-15	May-16	Not Started
Host Emergency Drill with Local Agencies	FSS	FSS, FSSup, FS Staff	Jul-15	May-16	Not Started
Purchase Replacement Gas Monitors (2)	FSS	TSM, FSSup	Jul-15	Aug-15	Not Started
Purchase New Replacement Milltronics (2)	FSS	TMS, FSSup	Nov-15	Dec-15	Not Started
Procure Landscape Maintenance Services	Develop Specifications FSS Bid For Services FSS Board Approval FSS Services Begin 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	Not Started Not Started Not Started Not Started
Review/Revise Ordinance 131 - EDU Factors	Collect Data DE Evaluate DE Board Approval DE	TSM, FSS, FSSpec TSM, FSS, FSSpec TSM, FSS, FSSpec	Aug-15 Oct-15 Dec-15	Sep-15 Nov-15 Dec-15	Not Started Not Started Not Started
Update LWD Standard Specifications	Conduct Review DE Board Approval DE	GM, TSM, FSSpec, DC GM, TSM, FSSpec, DC	Jan-16 Apr-16	Mar-16 Apr-16	Not Started Not Started
Develop Newsletters	Fall Newsletter 2015 ASM Spring Newsletter 2016 ASM	GM, EA GM, EA	Aug-15 Aug-15	Oct-15 Oct-15	Not Started Not Started
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Oct-15	Nov-15	Not Started
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	FSS	GM, TSM, ASM	Jul-15	Jun-16	Not Started
RFP for Public Information Services	Advertise RFP ASM Pre-proposal Meeting ASM Interview/Select ASM Award Contract 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	Not Started Not Started Not Started 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.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Scott's Valley Pipeline Repair Bid Project Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	May-15 Aug-15	Jul-15 Nov-15	In Progress Not Started
Leucadia VFD Replacement Construction	TSM	GM, FSS, DE	May-15	Jul-15	In Progress
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	In Progress
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	In Progress Not Started Not Started
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	Not Started Not Started Not Started
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	Not Started Not Started Not Started
Gafner AWT Condition Assessment Condition Assessment Report	FSS FSS	GM, TSM, DE GM, TSM, DE	Dec-15 Mar-16	Feb-16 Mar-16	Not Started Not Started
Network Penetration Test Procure Contract and Conduct Test	TSM	GM, FSS, DE	Oct-15	Feb-16	Not Started
Evaluate Information Technology (IT) Services Contract	TSM	EA, AS	Aug-15	Oct-15	Not Started

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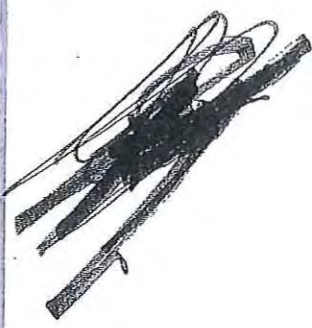
FSSpec – Field Services Specialist

EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist II

DE – District Engineer



~~Handwritten signature~~
HAPPY BIRTHDAY
HHH

Dear Jeff, Gabe, and James,
Thank you for hosting our group and providing us with such an informative tour for John's birthday. We all enjoyed learning about the important work you do for our community. John loved learning about water treatment and the sewage pipe video was a highlight!

Sincerely,
Nicole Thompson, John