



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**BOARD OF DIRECTORS  
REGULAR MEETING**

**And**

**PUBLIC HEARING TO CONSIDER A PROPOSAL TO ADOPT THE MITIGATED  
NEGATIVE DECLARATION AND MITIGATION, MONITORING AND REPORTING  
PLAN FOR THE BATIQUITOS (B2) FORCE MAIN REPLACEMENT PROJECT**

**DATE:** Wednesday, July 9, 2014  
**TIME:** 5:00 p.m.  
**PLACE:** Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

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

## CONSENT CALENDAR

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

### **7. Approval of Board and Committee Minutes**

Minutes of the following meetings:

June 11, 2014 Regular Board Meeting (Pages 5-12)

June 16, 2014 Investment & Finance Committee Meeting (Pages 13-14)

July 2, 2014 Engineering Committee Meeting (Pages 15-17)

### **8. Approval of Demands for June/July 2014**

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion in July 2014. (Pages 18-41)

### **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 42-45)

### **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 46-53)

### **11. Disclosure of Reimbursements Report for January through June 2014**

Receive and file the Disclosure of Reimbursements Report for January through June 2014. (Pages 54-55)

## EWA and COMMITTEE REPORTS

### **12. Encina Wastewater Authority Reports**

A. A regular EWA Board meeting was held on June 25, 2014 – report by Director Sullivan. (Page 56)

### **13. Committee Reports**

A. An Investment & Finance Committee meeting was held on June 16, 2014 – report by Director Hanson (Page 57)

B. An Engineering Committee meeting was held on July 2, 2014 – report by Director Juliussen. (Page 58)

## **PUBLIC HEARING**

**14. Public Hearing to consider the following:**

- A. A Proposal to Adopt the Mitigated Negative Declaration and Mitigation, Monitoring and Reporting Plan for the Batiquitos (B2) Force Main Replacement Project.  
(Pages 59-74)

## **ACTION ITEMS**

**15. Adopt the Mitigated Negative Declaration and Mitigation, Monitoring and Reporting Plan for the Batiquitos (B2) Force Main Replacement Project.**  
(Pages 75-90)

**16. Amendment to the Agreement With Wave Crest Oceanfront, LLC Pertaining to the Batiquitos (B2) Force Main Replacement Project.** (Pages 91-94)

**17. Review LWD's Integrated Travel Authorization and Expense Reimbursement Policy** (Pages 95-103)

**18. CSDA Board of Directors 2014 Elections – Region 6 Seat C.**  
Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate. (Pages 104-110)

**19. Receive and file the Fiscal Year 2014 (FY 14) Tactics and Action Plan.**  
(Pages 111-116)

**20. Adopt the Fiscal Year 2015 (FY 15) Tactics and Action Plan.**  
(Pages 117-22)

## **INFORMATION ITEMS**

**21. Project Status Updates and Other Informational Reports**  
None.

**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**

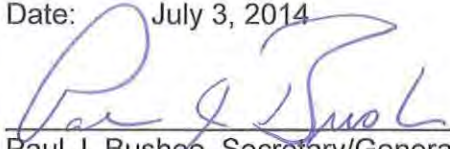
- A. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)

**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 3, 2014



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Paul J. Bushee, Secretary/General Manager

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting and Public Hearing  
 June 11, 2014

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, June 11, 2014 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

President Kulchin called the meeting to order at 5:01 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Kulchin, Juliussen, Omsted, Hanson and Sullivan  
 DIRECTORS ABSENT: None.  
 OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, District Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey; John Pastore, member of the public

**3. Pledge of Allegiance**

President Kulchin 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 Vice President Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the agenda by the following vote:

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

**PUBLIC HEARING**

**6. Public Hearing to consider the following:**

A. To Consider Increasing the District's Wastewater Service Charge for Fiscal Year 2015 – Fiscal Year 2017 at the proposed rates:

Fiscal Year	Annual Rate
2015	\$284.04
2016	\$312.44
2017	\$343.68

President Kulchin opened the public hearing for comments.

GM Bushee presented the item stating that the District followed the Proposition 218 requirements, adding that the District received eight opposition letters on the proposed rate increase. He noted that the eighth letter was received on June 10, 2014 and it was provided as a hand-out. He stated that he had prepared an overview of the rate increase. However, since there was no public it was at the Board's discretion whether he present the information or not.

The Board of Directors reached consensus to forego the proposed rate increase presentation.

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

## **ACTION ITEM**

### **7. Wastewater Service Charge Adjustment**

Adopt Ordinance No. 130 adjusting the District's Wastewater Service Charge for Fiscal Years 2015-2017.

Upon a motion duly made by Director Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Ordinance No. 130 adjusting the District's Wastewater Service Charge for Fiscal Years 2015-2017 by the following vote:

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

GM Bushee excused himself from the meeting to attend to a personal matter.

## **CONSENT CALENDAR**

### **8. Approval of Board and Committee Minutes**

Minutes of the following meetings:

May 16, 2014 Regular Board Meeting  
June 5, 2014 Engineering Committee Meeting

### **9. Approval of Demands for May/June 2014**

Payroll Checks numbered 17328-17370; General Checking – Checks numbered 45359-45443

### **10. Operations Report (A copy was included in the original June 11, 2014 Agenda)**

### **11. Finance Report (A copy was included in the original June 11, 2014 Agenda)**

**12. Establishing an Appropriations Limit of the LWD for FY 15**

Adopt Resolution No. 2249 – Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2015 (July 1, 2014 – June 30, 2015) Pursuant to Article XIII (B) of the California Constitution.

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

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

**EWA and COMMITTEE REPORTS**

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

- A. EWA Board Report – Meeting was held on May 28, 2014.

Director Sullivan reported on EWA's May 28, 2014 Board meeting.

**14. Committee Reports**

- A. Engineering Committee meeting was held on June 5, 2014.

Director Juliussen reported that the EC received updates on the following projects:

- Asset Management Plan Implementation – Gravity Pipeline Replacement Procedure;
- Gravity Line Rehabilitation Project – Notice of Completion; and
- B2 Force Main Replacement project.

**ACTION ITEMS**

**15. Adopt the Fiscal Year 2015 (FY 2015) Budget**

ASM LeMay presented the item stating that the Board reviewed the recommended FY 15 budget at their Special Board meeting on May 6, 2014. He stated that during the meeting, the Board directed staff to finalize the budget. He noted that since the meeting, staff revised the budget to include an additional \$1.3 million in the Capital Budget under the Recycled Water Program to fund the relocation of the B1 recycled water line within the same trench as the B2 sewer main line. He added that the Engineering Committee reviewed and concurred with this approach at its June 5<sup>th</sup> meeting.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted the FY 2015 Leucadia Wastewater District budget by the following vote:

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

## PUBLIC HEARING

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

- A. A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2015 on the San Diego County Tax Roll.

President Kulchin opened the public hearing for comments.

ASM LeMay presented the item and explained the benefits of collecting the wastewater service charge on the San Diego County Tax Roll, indicating that staff proposes to continue collecting the charge on the tax roll.

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

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

## ACTION ITEMS

### 17. Collection of Wastewater Service Charges on the County Tax Roll for FY 2015.

Adopt Resolution No. 2246 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2014 – June 30, 2015.

Upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2246 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2014 – June 30, 2015 by the following vote:

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



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

Adopt Resolution No. 2247 - Setting Forth Salaries, Benefits and other Working Conditions for Unrepresented Employees for the Period July 1, 2014 to June 30, 2015.

ASM LeMay presented the item stating that LWD employees are not formally organized and are considered unrepresented and stated the purpose of the resolution. He added that this Resolution is the District's first Resolution that will reinforce employees' salaries and benefits. In addition, he stated that as a result of the CalPERS audit, they required that the District adopt a resolution explaining all employees' salaries and benefits.

He noted that the salaries and benefits described in the resolution were presented to the Board at their May 6, 2014 Special Board meeting.

He also summarized the following key items in the Resolution:

- No cost of living adjustment was authorized;
- There was a 1.5% range adjustment in the salary ranges;
- Revised language from the HRPD regarding the sick leave buy-back was included; and
- CalPERS requirement to include uniform allowance language for classic employees.

Following discussion, upon a motion duly made by Vice President Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2247 – Setting Forth Salaries, Benefits and other Working Conditions for Unrepresented Employees for the Period July 1, 2014 to June 30, 2015 by the following vote:

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

**19. Approving the Recommended Encina Wastewater Authority FY 15 Budgets**

Adopt Resolution No. 2248 – Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2015 (FY 15) Operating and Capital Budgets.

ASM LeMay presented the item stating that staff recommends approving the EWA FY 15 Budget. He noted the Operating and Capital Budget amounts.

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2248 – Approving the Recommended Encina Wastewater Authority (EWA) FY 15 Operating and Capital Budgets by the following vote:

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

At this time, a member of the public, John Pastore joined the meeting. President Kulchin stated that after discussion of item no. 20, he can provide his public comment.

**20. Public Information Services Task Order No. 4**

Authorize the General Manager to execute Task Order No. 4 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$50,000.

ASM LeMay presented that item stating background information on TRG’s contract. He noted the purpose of the Task Order No. 4 and that the work order lists the District’s annual public outreach activities that will be covered in this task order. He stated that staff recommends that the Board approve TRG & Associates Task Order No. 4.

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 4 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$50,000 by the following vote:

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

At this point in the meeting, a member of the public, John Pastore, arrived at the meeting. The Board agreed to allow Mr. Pastore to speak. Mr. Pastore stated that he supported the proposed rate increase, noting that the District has kept the rates low for a number of years. He stated that he is proud to be a rate payer of District and that he appreciates the Board and staff for their work.

Vice President Juliussen thanked Mr. Pastore for attending the meeting and supporting the Board’s decision.

**INFORMATION ITEMS**

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

**A. Gravity Pipeline Rehabilitation Project – Project Completion.**

TSM Morishita reported that the Gravity Pipeline Rehabilitation Project was completed on May 28, 2014 and provided a brief summary of the completed work. He stated that final project cost was \$403,344.93, which included two change orders totaling \$26,653.93 or 7% of the original contract amount. He noted that staff filed the Notice of Completion with the County of San Diego on June 3, 2014.

Director Omsted asked if this project would be a yearly process. TSM Morishita replied yes and that staff has developed a process to annually prioritize the replacement of gravity lines and manholes as part of the Asset Management Plan Implementation.

- B. LWD 2014 Employee Luncheon is schedule for Thursday, July 10, 2014.

EA Hill announced the date and location of 2014 Employee Luncheon.

- C. Carlsbad Chamber of Commerce State of the City Luncheon is scheduled for Friday, August 22, 2014 from 11AM to 1:30PM at the Sheraton Carlsbad Resort & Spa.

President Kulchin stated that the State of the City Luncheon conflicts with the CASA's Annual Conference.

- D. Letter to Legislators regarding support funding for the recycled water programs in the water bond.

EA Hill stated that at the request of the North San Diego County Recycled Water Group, staff prepared and sent the letter enclosed in the agenda to legislatures requesting that \$1 billion of the water bond be dedicated to recycled water grant programs.

Director Juliussen suggested that the LWD Board President sign letters to legislatures. ASM LeMay indicated that GM Bushee signed the letters due to the short time constraint. He added that staff will inform GM Bushee on his request.

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

- A. The 2014 CSDA Legislative Days Conference was held at the Sacramento Convention Center on May 19-21, 2014 in Sacramento, CA.

Director Sullivan reported that she attended both the CSDA and CASA Legislation conferences. She stated that CASA's conference was more organized than CSDA's conference. She also noted that the legislatures asked for local politicians to invite them to their award ceremonies or other important events. She added that they would like for local politicians to contact them and keep them informed on local issues.

Director Hanson commented on the panel sessions that she attended.

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

- TSM Morishita reported President Obama signed the Water Resources Reform and Development Act (WRRDA) of 2014 yesterday. He stated that this is another resource that the San Diego County Recycled Water Group can apply for federal funding.
- ASM LeMay congratulated President Kulchin for being recognized as Carlsbad's Citizen of the Year and said staff was pleased to be in attendance at the City's event.

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

None.

## **25. Board of Director's Comments**

Director Juliussen thanked staff for doing a great job and Steve Deering for his contributions at the Engineering Committee meetings.

President Kulchin thanked staff for their preparation for tonight's public hearing. He suggested that in future the Board may consider smaller percentage increases each year instead of the three years on and three years off.

**26. Adjournment**

President Kulchin adjourned the meeting at 5:35 p.m.

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David Kulchin, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
June 16, 2014

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A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Monday, June 16, 2014 at 8:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None.

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

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review LWD's Integrated Travel Authorization and Expense Reimbursement Policy

GM Bushee presented the item stating that during the May Board meeting President Kulchin requested that this policy be reviewed by the IFC. He also provided background information on why President Kulchin requested that this policy should be reviewed.

The IFC and staff reviewed and discussed the current policy. The following issues were addressed:

1. IFC agreed not to add the California Women's Lead Organization to the list of pre-approved agencies within the policy;
2. IFC agreed and directed staff to remove the Special District Institute from the pre-approved list, since the agency no longer exists;
3. IFC suggested that the Board review and discuss the language in the policy that explains overnight accommodations within a 50-mile radius within the District's boundary;
4. IFC directed staff to combine the language that describes reimbursement for telephone calls and the use of personal cell phones; and
5. IFC directed staff to include the reimbursement of Wi-Fi under the miscellaneous reimbursement items.

In addition, the IFC directed staff to forward to the Board of Directors for discussion a recommendation that a detailed reimbursement report be included in the monthly Board agenda packet and that the Board discuss their

compensation on travel days.

GM Bushee stated that staff will forward IFC's recommendations and requests to the Board of Directors for discussion and/or approval.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

GM Bushee reported that a customer visited LWD's office to discuss the proposed rate increase. He stated that he and ASM LeMay presented the financial presentation to the customer that explained in detail why the District was proposing a rate increase.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 9:28 a.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 July 2, 2014

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

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Mike Metts from Dudek; and Robert Weber from Infrastructure Engineering Corporation

**3. Public Comment**

None.

**4. Old Business**

None.

**5. New Business**

- A. Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation for engineering design services for the Fiscal Year 2015 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$48,841.

TSM Morishita presented staff's recommendation. He stated 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. TSM Morishita said that staff has developed and maintains a prioritized list of pipelines with defects called the Repair Priority List. He said that the Gravity Pipeline Rehabilitation Project (Project) for Fiscal Year 2015 will focus on the repair of the prioritized collection system defects on the Repair Priority List.

TSM Morishita said Infrastructure Engineering Corporation (IEC) has submitted a proposal to complete the design phase of the Project for \$48,841. He indicated that staff reviewed the proposal and has determined that it is fair and reasonable.

After discussion, the EC concurred with staff to recommend this item to the Board for approval at the July 2014 Board meeting.

- B. Adoption of the Batiquitos (B2) Force Main Mitigated Negative Declaration and Mitigation, Monitoring and Reporting Plan and authorize Staff to proceed with project alignment Option C, using the abandoned portion of southbound Carlsbad Boulevard, for the installation of the replacement B2 Force Main.

TSM Morishita presented background on the requirement for a Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Plan (MMRP) for the B2 Force Main Replacement Project (Project). He presented the three alignment options; A, B and C; considered in the MND. TSM Morishita said that the District has reached consensus with City of Carlsbad and the California Department of Parks and Recreation to construct alignment Option C. He stated that Option C is the preferred alignment because it avoids the environmentally sensitive areas, relocates B2 away from residential development and the Hilton and reduces traffic control requirements and associated restrictive construction periods due to construction in the abandoned section of south bound Carlsbad Boulevard.

TSM Morishita explained that the CEQA process for adoption of a MND includes a 30 day public comment period. He said that this period commenced on May 27, 2014 and concluded on June 25, 2014. He indicated that written comments on the MND were received from Carlsbad, California Department of Parks and Recreation, California Coastal Commission and California Department of Fish and Wildlife. TSM Morishita explained that implementing both Option C for the B2 alignment and the Mitigation, Monitoring and Reporting Program (MMRP) developed for the project will mitigate the concerns raised in the written comments.

After discussion, the EC concurred with staff to recommend the MND and MMRP to the Board for adoption at the July 2014 Board meeting and authorize staff to proceed with alignment Option C.

## 6. Information Items

- A. Potential Amendment to the Wave Crest (Hilton) Agreement

TSM Morishita presented this item to the committee. He said the anticipated Board approval of the Option C alignment will relocate B1 and B2 into the same alignment west, across of Highway 101, from the Hilton. TSM Morishita stated that GM Bushee contacted Mr. Canepa with Wave Crest to inform him of the modified force main alignment. Mr. Canepa asked if the relocation of B3 in front of the Hilton is still required. GM Bushee explained to Mr. Canepa that the relocation of B3 was being done only as a result of the Wave Crest Funding Agreement. It is not out of operational necessity for the District. Mr. Canepa stated that, if Option C is approved, he would prefer that B3 not be realigned at this time. Mr. Canepa said that Wave Crest will still provide the agreed to \$220,000 Project funding.

GM Bushee recommended that, to honor the intent of the original agreement, an amendment to the original agreement should be executed. The amendment would state that when the B3 Force Main requires replacement, it would be relocated into the north bound lanes of Highway 101 away from the Hilton property. Mr. Canepa agreed with this approach.

After discussion, the EC concurred with staff to present the amendment to the Board for approval at the July 2014 Board meeting.



B. Leucadia Generator Replacement Project Status

TSM Morishita reported that NEWest has answered all questions regarding the proposal to install a 440 gallon auxiliary tank. He stated that IEC has reviewed the submittal and takes no exception to the NEWest proposal. TSM Morishita said that a response letter accepting the concept of installing the auxiliary tank has been sent. He said that NEWest has requested payment of their last invoice of \$195,987.45. TSM Morishita stated that, as a show of good faith, the District will pay \$95,987.45 after the satisfactory completion of the pre-construction meeting. He stated that this will leave \$100,000 plus the retention amount of approximately \$23,800 to cover any contingencies.

C. Recycled Water Effluent Line & Creek Crossing Repair Project Status

TSM Morishita reported that the project went out for bids on June 16, 2014. He said that a Pre-Bid Conference was held on June 26<sup>th</sup>. TSM Morishita stated that only one contractor attended the conference. However, there are currently 11 companies on the plan holders list. He said that bids are due on July 17<sup>th</sup>.

7. **Director's Comments**

Chairman Juliussen asked about the future Interstate 5 (I-5) expansion project and its effect on the cleaning of the collection system in the area. GM Bushee answered that DE Deering has provided comments to Caltrans and is tracking the expansion project to ensure that District's assets are protected and taken care of. FSS Gonzalez stated that once staff purchases the mini-jetter, budgeted for this fiscal year, it will make cleaning the line easier because the mini-jetter has a smaller hose and smaller foot print than a Vactor truck.

8. **General Manager's Comments**

GM Bushee mentioned that he will be requesting a meeting with the Board to discuss the Encina South Parcel. Additionally, FSSupt Stecker mentioned that the District completed Fiscal Year 2014 with no collection system spills.

9. **Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:15 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

## MEMORANDUM

DATE: July 3, 2014  
 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 \$ 576,204.69
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months June 6, 2014 – July 3, 2014.

Operating expenses totaled \$271,127.28 while Capital Improvement Program expenses totaled \$ 218,157.10.

Payroll for employees and the Board totaled \$ 86,920.31.

Attached please find a year to date Employee and Board Payroll Report from June 2013 to July 2014 for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

Attachment 1	Summary of Demands by Account June/July 2014
Attachment 2	Accounts Payable Check Register dated June 9, 2014
Attachment 3	Accounts Payable Check Register dated June 10, 2014
Attachment 4	Payroll Check Register dated June 11, 2014
Attachment 5	Accounts Payable Check Register dated June 18, 2014
Attachment 6	Payroll Check Register dated June 25, 2014
Attachment 7	Accounts Payable Check Register dated June 26, 2014
Attachment 8	Accounts Payable Check Register dated June 30, 2014
Attachment 9	Accounts Payable Check Register dated July 1, 2014
Attachment 10	Year to Date Employee and Board Payroll Report

**DEMANDS SUMMARY**

July 9, 2014

**1. Demands**

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check 6/11/2014	17371 - 17388	\$ 43,921.40	
Payroll Check-6/25/2014	17389 - 17406	\$ 42,998.91	
	<b>Total</b>		<b>\$86,920.31</b>
General Checking -6/09/2014	45444 - 45491	\$ 116,213.98	
General Checking -6/10/2014	45492	\$ 376.00	
General Checking -6/18/2014	45493 - 45541	\$ 168,819.15	
General Checking - 6/27/2014	45542 - 45569	\$ 151,386.81	
General Checking - 7/1/2014	45570 - 45573	\$ 27,862.97	
General Checking - 6/30/2014	45574 - 45586	\$ 24,625.47	
	<b>Total</b>		<b>\$489,284.38</b>
	<b>Grand Total</b>		<b>\$576,204.69</b>
<u>VOIDED CHECK</u>	45579	Reissued	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45444- 2650	1	6/09/2014	10221 ADS LLC		
	1		50603 OPEN PD-FLOW MONITORING CONTRA	2,370.00	12860.22-0514
	1		50613 FLOW MONITORING	1,200.00	12860.22-0514-
45444- 2650	1	6/09/2014	Logged *** Total ***	3,570.00	
45445- 2650	2	6/09/2014	10461 ALPHAGRAPHS		
	2		50594 ANNUAL BUDGET	867.13	35628
45445- 2650	2	6/09/2014	Logged *** Total ***	867.13	
45446- 2650	3	6/09/2014	10720 AT&T		
	3		50621 L.D. PHONE @ BPS	37.85	BPS-5/28/2014
45446- 2650	3	6/09/2014	Logged *** Total ***	37.85	
45447- 2650	4	6/09/2014	10818 AUDIO VISUAL INNOVATIONS, INC		
	4		50595 AV SYSTEM PREVENTIVE MAINTENAN	1,120.00	905693
45447- 2650	4	6/09/2014	Logged *** Total ***	1,120.00	
45448- 2650	5	6/09/2014	10914 AYALA ENGINEERING		
	5		50601 INSTALL SHORTLINERS	9,700.00	270
45448- 2650	5	6/09/2014	Logged *** Total ***	9,700.00	
45449- 2650	6	6/09/2014	11034 BAY CITY ELECTRIC WORKS, INC		
	6		50627 GEN SERVICE #133 PUMP	100.00	W126194
	6		50628 GEN SERVICE #134 PUMP	150.00	W126193
45449- 2650	6	6/09/2014	Logged *** Total ***	250.00	
45450- 2650	7	6/09/2014	11060 BARRETT ENGINEERED PUMP		
	7		50596 REBUILD/REPLACE #1 PUMP @ ENCI	5,242.80	090224
45450- 2650	7	6/09/2014	Logged *** Total ***	5,242.80	
45451- 2650	8	6/09/2014	11550 BOOT WORLD, INC		
	8		50665 SAFETY BOOTS-FARRELL,HOYETT	233.22	1110518-IN
45451- 2650	8	6/09/2014	Logged *** Total ***	233.22	
45452- 2650	9	6/09/2014	12005 CSDA- SAN DIEGO CHAPTER		
	9		50663 CSDA MEMBERSHIP RENEWAL-2014-1	150.00	14-22
45452- 2650	9	6/09/2014	Logged *** Total ***	150.00	
45453- 2650	10	6/09/2014	12025 CSRMA		
	10		50667 W/C PAYROLL AUDIT-2013	1,949.00	5751
45453- 2650	10	6/09/2014	Logged *** Total ***	1,949.00	
45454- 2650	11	6/09/2014	12360 CITY OF CARLSBAD		
	11		50646 WATER @ PLANT/OFFICE	113.35	8121300-5/14
	11		50647 WATER @ PLANT	120.43	8121305-5/14
	11		50652 WATER @ VACTOR	245.58	VACTOR-104-2014
	11		50653 WATER @ VACTOR	177.65	VACTOR-103-5/14
45454- 2650	11	6/09/2014	Logged *** Total ***	657.01	
45455- 2650	12	6/09/2014	12510 WASTE MANAGEMENT		
	12		50641 TRASH SERVICE	200.66	112514802746
45455- 2650	12	6/09/2014	Logged *** Total ***	200.66	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45456- 2650	13	6/09/2014	12585	COUNTY OF SAN DIEGO		
	13		50618	HAZARDOUS MATERIAL PERMIT@SPS	292.00	DEH2005-SPS
	13		50619	HAZARDOUS MATERIAL PERMIT@LCPS	292.00	DEH200-LCPS
45456- 2650	13	6/09/2014	Logged	*** Total ***	584.00	
45457- 2650	14	6/09/2014	13072	DATA NET		
	14		50620	IS MAINT AND SUPPORT	517.50	9746879
	14		50632	IS MAINT AND SUPPORT	28.75	9746792
	14		50633	IS MAINT AND SUPPORT	390.00	9746826
	14		50634	IS MAINT AND SUPPORT	172.50	9746812
	14		50635	IS MAINT AND SUPPORT	1,240.00	9746498
	14		50636	CREDIT	-320.00	9746819
	14		50637	SAMSUNG MONITOR	274.40	9746639
	14		50638	IS MAINT AND SUPPORT	35.00	9746792
	14		50639	IS MAINT AND SUPPORT	70.00	9746812
	14		50640	IS MAINT AND SUPPORT	2,143.75	9746810
45457- 2650	14	6/09/2014	Logged	*** Total ***	4,551.90	
45458- 2650	15	6/09/2014	13822	DUDEK & ASSOCIATES		
	15		50669	GE/3251/100/GRADING	202.50	20141823
	15		50670	GE/3252/526/FAIR OAKS	1,791.28	20141824
	15		50671	GE/3252/844/L.C. TOWNE	1,561.01	20141830
	15		50672	GE/3252/817/OLIVEHAIN RD	67.50	20141829
	15		50673	GE/3252/662/NOLAN	135.00	20141828
	15		50674	GE/3252/596/ASTOR GARDENS	303.75	20141827
	15		50675	GE/3252/593/LC TOWNE SQUARE	1,068.75	20141825
	15		50676	GE/3252/855/LC TOWN	2,225.45	20141831
	15		50677	GE/3252/864/FIORE	1,803.48	20141832
	15		50678	GE/3252/884/LC VALLEY	67.50	20141836
	15		50679	GE/3252/882/COASTAL TEN	480.00	20141835
	15		50680	GE/3252/878/MAGIC BAKERY	297.85	20141834
	15		50681	GE/3252/874/EOLUS 4	115.00	20141833
	15		50682	GE/CIP/APRIL/200/077/328/331/3	10,370.00	20141882
	15		50684	GE/3252/885/TIERRA LC	978.75	20141837
45458- 2650	15	6/09/2014	Logged	*** Total ***	21,467.82	
45459- 2650	16	6/09/2014	14028	RICHARD EASTON		
	16		50659	REIMBURSE FOR CLASS	137.50	EASTON-6/3/14
45459- 2650	16	6/09/2014	Logged	*** Total ***	137.50	
45460- 2650	17	6/09/2014	16021	GREAT AMERICA FINANCIAL SERVIC		
	17		50622	COPIER LEASE	1,240.91	15386637
45460- 2650	17	6/09/2014	Logged	*** Total ***	1,240.91	
45461- 2650	18	6/09/2014	17023	HADRONEX		
	18		50617	SMARTCOVERS	120.00	3215
	18		50666	SMARTCOVERS	378.12	3172
45461- 2650	18	6/09/2014	Logged	*** Total ***	498.12	
45462- 2650	19	6/09/2014	17324	HUGO GONZALEZ		
	19		50660	REIMBURSE FOR CLASS	201.00	GONZALEZ-6/3/14
45462- 2650	19	6/09/2014	Logged	*** Total ***	201.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45463- 2650	20	6/09/2014	18810	WATER, INC		
	20		50631	MGMT NETWORK	2,064.00	6654
45463- 2650	20	6/09/2014	Logged		2,064.00	
				*** Total ***		
45464- 2650	21	6/09/2014	21102	CASH		
	21		50683	PETTY CASH-JUNE	381.93	PETTY-6/2014
45464- 2650	21	6/09/2014	Logged		381.93	
				*** Total ***		
45465- 2650	22	6/09/2014	22027	MARS		
	22		50626	MAINTENANCE ON REFRIGERATOR	228.00	W-9301
45465- 2650	22	6/09/2014	Logged		228.00	
				*** Total ***		
45466- 2650	23	6/09/2014	22031	MAURICIO AVALOS		
	23		50658	REIMBURSE FOR CLASS	201.00	AVALOS-6/3/14
45466- 2650	23	6/09/2014	Logged		201.00	
				*** Total ***		
45467- 2650	24	6/09/2014	22214	mitsubishi electric us, inc		
	24		50629	ELEVATOR MAINTENANCE AND SERVI	266.62	253257
45467- 2650	24	6/09/2014	Logged		266.62	
				*** Total ***		
45468- 2650	25	6/09/2014	22521	ROBIN MORISHITA		
	25		50625	REIMBURSE FOR CWEA CONF-R.M.	34.54	RM-CWEA
45468- 2650	25	6/09/2014	Logged		34.54	
				*** Total ***		
45469- 2650	26	6/09/2014	24224	OFFICE DEPOT, INC.		
	26		50604	OPEN PO-OFFICE SUPPLIES	123.88	714503672001
	26		50608	OPEN PO-OFFICE SUPPLIES	109.54	715038141001
45469- 2650	26	6/09/2014	Logged		233.42	
				*** Total ***		
45470- 2650	27	6/09/2014	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	27		50654	WATER @ TRAVELING 2	314.54	TRAVELING-6/14
	27		50655	WATER @ VP5	37.94	VP5-6/1/14
	27		50656	WATER @ E. ESTATES	37.94	E.E.-6/1/14
	27		50657	WATER @ VP7	37.94	VP7-6/1/14
45470- 2650	27	6/09/2014	Logged		428.36	
				*** Total ***		
45471- 2650	28	6/09/2014	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	28		50615	RMC WATER RELIABILITY-DEPOSIT	12,066.00	DEPOSIT
45471- 2650	28	6/09/2014	Logged		12,066.00	
				*** Total ***		
45472- 2650	29	6/09/2014	24528	DONALD OMSTED		
	29		50630	REIMBURSE FOR CSDA CONF	52.74	OMSTED-5/21/14
45472- 2650	29	6/09/2014	Logged		52.74	
				*** Total ***		
45473- 2650	30	6/09/2014	25010	AT&T		
	30		50623	PHONE @ BPS	137.58	BPS-5/25/14
	30		50648	DIAL IN MODEM-OLD	184.38	6327047-5/14
	30		50649	DIAL IN MODEM-NEW	173.73	4792130-5/14
45473- 2650	30	6/09/2014	Logged		495.69	
				*** Total ***		
45474- 2650	31	6/09/2014	25011	PACIFIC PIPELINE SUPPLY		
	31		50661	GASKETS	13.33	167354

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45474- 2650	31	6/09/2014	Logged	*** Total ***	13.33	
45475- 2650	32	6/09/2014	25260	PERS RETIREMENT		
	32		50668	EMPLOYEE RETIREMENT 5/25/2014	13,988.81	DUE 6/24/14
45475- 2650	32	6/09/2014	Logged	*** Total ***	13,988.81	
45476- 2650	33	6/09/2014	25425	PLANT PEOPLE		
	33		50597	OPEN PO-MAINTAIN PLANTS IN OFF	158.00	6146114
45476- 2650	33	6/09/2014	Logged	*** Total ***	158.00	
45477- 2650	34	6/09/2014	25430	PLUMBERS DEPOT, INC		
	34		50616	SUPPLIES/PARTS	434.89	PD-24660
45477- 2650	34	6/09/2014	Logged	*** Total ***	434.89	
45478- 2650	35	6/09/2014	26804	QUALITY CHEVROLET		
	35		50593	OPEN PO-VEHICLE MAINT/REPAIR	152.62	CTCS468221
	35		50609	OPEN PO-VEHICLE MAINT/REPAIR	446.33	CTCS468130
	35		50610	OPEN PO-VEHICLE MAINT/REPAIR	451.92	CTCS468175
45478- 2650	35	6/09/2014	Logged	*** Total ***	1,050.87	
45479- 2650	36	6/09/2014	27478	R. J. SAFETY SUPPLY CO., INC.		
	36		50602	OPEN PO-SAFETY SUPPLIES	212.15	32561800
45479- 2650	36	6/09/2014	Logged	*** Total ***	212.15	
45480- 2650	37	6/09/2014	27528	ROCKWELL CONSTRUCTION SERVICES		
	37		50599	ELECTRICAL CM SERVICES-LPS GEN	125.00	681
	37		50600	LC PS ELECTRICAL/INSTRUMENT CM	812.50	680
	37		50605	SCADA CENTRAL UPGRADE PROJECT	10,312.50	694
	37		50611	LPS GENERATOR	250.00	681-
	37		50612	LCPS ELECTRICAL	125.00	680-
45480- 2650	37	6/09/2014	Logged	*** Total ***	11,625.00	
45481- 2650	38	6/09/2014	27729	RICHARD STINSON		
	38		50607	LPS GENERATOR-CM SERVICES	50.00	68
	38		50614	CONSTRUCTION CONSULTING	4,950.00	68-
45481- 2650	38	6/09/2014	Logged	*** Total ***	5,000.00	
45482- 2650	39	6/09/2014	28070	SAN DIEGUITO WATER DISTRICT		
	39		50642	WATER @ TANKER	57.72	TK645-5/13/14
	39		50643	WATER @ TANKER 2	48.84	TANKER-5/31/14
45482- 2650	39	6/09/2014	Logged	*** Total ***	106.56	
45483- 2650	40	6/09/2014	28595	SOUTHERN CONTRACTING COMPANY		
	40		50664	LABOR	825.00	4418
45483- 2650	40	6/09/2014	Logged	*** Total ***	825.00	
45484- 2650	41	6/09/2014	29716	TRG & ASSOCIATES		
	41		50598	OPEN PO-PUBLIC INFORMATION	4,410.00	31-2014
45484- 2650	41	6/09/2014	Logged	*** Total ***	4,410.00	
45485- 2650	42	6/09/2014	30515	UNIFIRST CORPORATION		
	42		50645	LAUNDRY SERVICE	197.18	3601146843

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45485- 2650	42	6/09/2014	Logged		197.18	
				*** Total ***		
45486- 2650	43	6/09/2014		30520 UNDERGROUND SERVICE ALERT OF		
	43			50644 UNDERGROUND ALARM SERVICE	186.00	520140375
45486- 2650	43	6/09/2014	Logged		186.00	
				*** Total ***		
45487- 2650	44	6/09/2014		30711 U. S. BANK		
	44			50662 ADMINISTRATION FEE	428.49	3692242
45487- 2650	44	6/09/2014	Logged		428.49	
				*** Total ***		
45488- 2650	45	6/09/2014		30723 EVOQUA WATER TECHNOLOGIES, LLC		
	45			50650 BIOXIDE	8,092.02	901716661
45488- 2650	45	6/09/2014	Logged		8,092.02	
				*** Total ***		
45489- 2650	46	6/09/2014		31232 VERIZON WIRELESS		
	46			50651 CELL PHONE CHARGES	49.21	9725857028
45489- 2650	46	6/09/2014	Logged		49.21	
				*** Total ***		
45490- 2650	47	6/09/2014		32128 WOODYS CRANE SERVICE		
	47			50624 CRANE SERVICE	250.00	1312
45490- 2650	47	6/09/2014	Logged		250.00	
				*** Total ***		
45491- 2650	48	6/09/2014		33227 XEROX CORPORATION		
	48			50606 OPEN PO-SERVICE/MAINTENANCE	75.25	074317788
45491- 2650	48	6/09/2014	Logged		75.25	
				*** Total ***		
					.00	
** Total check discount **					.00	
** Total check amount **					116,213.98	
** Total void discount **					.00	
** Total void amount **					.00	



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45492- 2651	1	6/10/2014	13636	ALLIANT INSURANCE SERVICES, IN		
	1		50685	MASTER CRIME POLICY RENEWAL-14	376.00	221249
45492- 2651	1	6/10/2014	Logged	*** Total ***	376.00	
					.00	
** Total check discount **					.00	
** Total check amount **					376.00	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 11, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17371 - 17388	6/11/2014	\$43,921.40

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
45493- 2652	1	6/18/2014	10515	BLACKBAUD FUNDWARE		
	1		50735	FUNDWARE RENEWAL-14-15	3,345.39	90723221
45493- 2652	1	6/18/2014	Logged	*** Total ***	3,345.39	
45494- 2652	2	6/18/2014	10914	AYALA ENGINEERING		
	2		50697	6 MANHOLES REHABILITATIONS	21,900.00	279
45494- 2652	2	6/18/2014	Logged	*** Total ***	21,900.00	
45495- 2652	3	6/18/2014	10914	AYALA ENGINEERING		
	3		50696	MANHOLE REPAIRS	19,850.00	275
45495- 2652	3	6/18/2014	Logged	*** Total ***	19,850.00	
45496- 2652	4	6/18/2014	11123	BLACK BOX NETWORK SERVICES		
	4		50727	PS EQUIPMENT	80.20	IN0131138
	4		50728	PS EQUIPMENT-WARRANTY	11.99	IN0136273
45496- 2652	4	6/18/2014	Logged	*** Total ***	92.19	
45497- 2652	5	6/18/2014	11550	BOOT WORLD, INC		
	5		50729	SAFETY BOOTS-M. GONZALEZ	200.00	110952-IN
	5		50730	SAFETY BOOTS-J. HOYETT	97.19	1110736-IN
45497- 2652	5	6/18/2014	Logged	*** Total ***	297.19	
45498- 2652	6	6/18/2014	12001	CA ASSOC OF SANITATION AGENCIE		
	6		50755	2014 WHEELER PLEDGE	3,000.00	13205121409WIP
45498- 2652	6	6/18/2014	Logged	*** Total ***	3,000.00	
45499- 2652	7	6/18/2014	12029	CWEA		
	7		50753	RENEWAL-T.AMOS-PLT MAINT	77.00	T. AMOS
	7		50754	RENEWAL-S. KRASON-COLLECTION	82.00	S. KRASON
45499- 2652	7	6/18/2014	Logged	*** Total ***	159.00	
45500- 2652	8	6/18/2014	12112	JEFF BILLS		
	8		50705	OPEN PO-CONSULTING FEES	3,393.17	CC6/3/14
	8		50769	CREDIT FOR OVERPAYMENT	-300.00	CREDIT-
45500- 2652	8	6/18/2014	Logged	*** Total ***	3,093.17	
45501- 2652	9	6/18/2014	12514	CONEXIS		
	9		50757	SEC 125 FLEX PLAN-MAY	140.00	0514-OR5179
45501- 2652	9	6/18/2014	Logged	*** Total ***	140.00	
45502- 2652	10	6/18/2014	12814	CUES, INC		
	10		50693	OPEN PO-REPAIRS/MAINT TO CCTV	208.10	410650
45502- 2652	10	6/18/2014	Logged	*** Total ***	208.10	
45503- 2652	11	6/18/2014	13072	DATA NET		
	11		50707	WATCHGUARD FIREWALL SUPPORT RE	860.00	9746881
	11		50743	IS MAINT AND SUPPORT	275.00	9746901
	11		50761	IS MAINT AND SUPPORT	275.00	9746905
45503- 2652	11	6/18/2014	Logged	*** Total ***	1,410.00	
45504- 2652	12	6/18/2014	13355	DION INTERNATIONAL TRUCKS INC		
	12		50704	OPEN PO-VACTOR REPAIRS/MAINTEN	769.94	EW57900

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	12		50712	OPEN PO-VACTOR REPAIRS/MAINTEN	932.52	EW57941
45504- 2652	12	6/18/2014	Logged	*** Total ***	1,702.46	
45505- 2652	13	6/18/2014		15016 VALLECITOS WATER DISTRICT		
	13			50756 EMPLOYEE ASST PROGRAM-2014-201	496.80	EAP-6/2014
45505- 2652	13	6/18/2014	Logged	*** Total ***	496.80	
45506- 2652	14	6/18/2014		16580 GOVERNMENT FINANCE OFFICER ASS		
	14			50741 GFOA MEMBERSHIP -14/15	160.00	0125001-14
45506- 2652	14	6/18/2014	Logged	*** Total ***	160.00	
45507- 2652	15	6/18/2014		16603 GRAINGER, INC		
	15			50738 PARTS	171.18	9457914936
	15			50739 PARTS	171.18	9457672351
45507- 2652	15	6/18/2014	Logged	*** Total ***	342.36	
45508- 2652	16	6/18/2014		17010 HAAKER EQUIPMENT CO		
	16			50695 VACTOR SERVICE FOR 3 VACTORS	2,642.38	W34101/100
	16			50714 VACTOR SERVICE FOR 3 VACTORS	2,605.02	W34099
	16			50715 OPEN PO-REPAIRS TO VACTORS	103.57	C04068
45508- 2652	16	6/18/2014	Logged	*** Total ***	5,350.97	
45509- 2652	17	6/18/2014		17552 THE HOME DEPOT CRC/GECF		
	17			50710 OPEN PO-SUPPLIES	334.65	HOME-5/28/14
45509- 2652	17	6/18/2014	Logged	*** Total ***	334.65	
45510- 2652	18	6/18/2014		17828 HI-WAY SAFETY, INC		
	18			50736 ARROW BOARD	920.00	76840
45510- 2652	18	6/18/2014	Logged	*** Total ***	920.00	
45511- 2652	19	6/18/2014		18150 ICMA RETIREMENT-303979		
	19			50749 DEFERRED COMP-ICMA	3,231.14	ICMA-6/11/14
45511- 2652	19	6/18/2014	Logged	*** Total ***	3,231.14	
45512- 2652	20	6/18/2014		18212 INFRASTRUCTURE ENGINEERING COR		
	20			50701 SCOTTS VALLEY PIPELINE REPAIR	9,247.50	7672
	20			50702 REPAIR RECYCLED WATER VALVE @L	3,476.39	7671
	20			50717 LPS GENERATOR	93.75	7670
45512- 2652	20	6/18/2014	Logged	*** Total ***	12,817.64	
45513- 2652	21	6/18/2014		18212 INFRASTRUCTURE ENGINEERING COR		
	21			50703 B2 FORCE MAIN REPLACEMENT PROJ	5,728.46	7673
45513- 2652	21	6/18/2014	Logged	*** Total ***	5,728.46	
45514- 2652	22	6/18/2014		18561 U.S. BANK		
	22			50763 CONFERENCES/MEETINGS/SUPPLIES/	6,477.62	US BANK-5/22/14
45514- 2652	22	6/18/2014	Logged	*** Total ***	6,477.62	
45515- 2652	23	6/18/2014		19110 JOHN CAPUZELO		
	23			50699 LATERAL REIMBURSEMENT	1,250.00	CAPUZELO
45515- 2652	23	6/18/2014	Logged	*** Total ***	1,250.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45516- 2652	24	6/18/2014	20011 JACKSON & BLANC		
	24		50706 OPEN PO-HVAC SYSTEM MAINT-LST	1,570.25	000176269
45516- 2652	24	6/18/2014	Logged	*** Total ***	1,570.25
45517- 2652	25	6/18/2014	21318 L&H AIRCO		
	25		50732 HVAC SERVICE-EMS COMPUTER	105.00	12963
45517- 2652	25	6/18/2014	Logged	*** Total ***	105.00
45518- 2652	26	6/18/2014	22532 MIRA MESA WINDOW CLEANING		
	26		50737 CLEAN SOLAR PANELS	550.00	309
45518- 2652	26	6/18/2014	Logged	*** Total ***	550.00
45519- 2652	27	6/18/2014	23068 NATIONWIDE RETIREMENT SOLUTION		
	27		50751 DEFERRED COMP	238.69	NATION-6/11/14
45519- 2652	27	6/18/2014	Logged	*** Total ***	238.69
45520- 2652	28	6/18/2014	23225 nfpACCOUNTING TECHNOLOGIES		
	28		50740 A/P TRAINING FOR NEW SOFTWARE	350.00	2001
45520- 2652	28	6/18/2014	Logged	*** Total ***	350.00
45521- 2652	29	6/18/2014	24224 OFFICE DEPOT, INC.		
	29		50708 OPEN PO-OFFICE SUPPLIES	119.53	715209856001
	29		50711 OPEN PO-OFFICE SUPPLIES	98.37	715387041001
45521- 2652	29	6/18/2014	Logged	*** Total ***	217.90
45522- 2652	30	6/18/2014	25032 PALOMAR WATER, LLC		
	30		50750 BOTTLED WATER @ OFFICE	165.03	2993896
45522- 2652	30	6/18/2014	Logged	*** Total ***	165.03
45523- 2652	31	6/18/2014	25260 PERS RETIREMENT		
	31		50758 BRD RETIREMENT 5/31/2014	213.52	DUE 6/30/14
45523- 2652	31	6/18/2014	Logged	*** Total ***	213.52
45524- 2652	32	6/18/2014	25370 PITNEY BOWES GLOBAL FINANCIAL		
	32		50694 POSTAGE MACHINE-48 MONTH LEASE	155.87	1477133-JN14
45524- 2652	32	6/18/2014	Logged	*** Total ***	155.87
45525- 2652	33	6/18/2014	25430 PLUMBERS DEPOT, INC		
	33		50725 FITTINGS	109.99	PD-24761
45525- 2652	33	6/18/2014	Logged	*** Total ***	109.99
45526- 2652	34	6/18/2014	25618 PRIZM JANITORIAL SERVICES, INC		
	34		50698 OPEN PO-JANITORIAL SERVICES	1,281.15	7727
45526- 2652	34	6/18/2014	Logged	*** Total ***	1,281.15
45527- 2652	35	6/18/2014	26804 QUALITY CHEVROLET		
	35		50700 OPEN PO-VEHICLE MAINT/REPAIR	396.43	CTCS468388
	35		50713 OPEN PO-VEHICLE MAINT/REPAIR	1,934.15	CTCS468474
	35		50716 VEHICLE MAINT AND REPAIR	479.46	CTCS468474-
45527- 2652	35	6/18/2014	Logged	*** Total ***	2,810.04
45528- 2652	36	6/18/2014	28020 SAN DIEGO GAS AND ELECTRIC		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	36		50718	ELECTRIC @ RANCHO VERDE PS	182.61	RV-6/14
	36		50719	ELECTRIC @ LC PS	1,365.66	LCPS-6/14
	36		50720	ELECTRIC @ VP7 PS	225.07	VP7-6/14
	36		50721	ELECTRIC @ SAXONY PS	1,110.86	SAXONY 6/14
	36		50722	NAT GAS @ E. E.	6.61	EE-6/14
	36		50723	ELECTRIC @ E. ESTATES	1,033.18	E.ESTATES-6/14
	36		50724	ELECTRIC @ VP5 PS	418.67	VP5-6/14
	36		50760	ELECTRIC @ BPS	15,658.78	BPS-6/2014
	36		50766	ELECTRIC @ AVOCADO PS	175.87	AVOCADO-6/14
	36		50767	ELECTRIC @ DIANA PS	530.57	DIANA-6/14
	36		50768	ELECTRIC @ EEPS	2,480.19	EEPS-6/14
45528- 2652	36	6/18/2014	Logged	*** Total ***	23,188.07	
45529- 2652	37	6/18/2014		28020 SAN DIEGO GAS AND ELECTRIC		
	37			50759 ELECTRIC @ OFFICE/LPS	16,903.77	LPS-6/2014
45529- 2652	37	6/18/2014	Logged	*** Total ***	16,903.77	
45530- 2652	38	6/18/2014		28035 SAN DIEGO DAILY TRANSCRIPT		
	38			50764 NOTICE INVITING BIDS-RECYCLED	882.00	00121498
45530- 2652	38	6/18/2014	Logged	*** Total ***	882.00	
45531- 2652	39	6/18/2014		28704 STAPLES BUSINESS ADVANTAGE		
	39			50733 BULLETIN BROAD	80.99	8030160076
	39			50734 CREDIT	-75.59	8029827067
45531- 2652	39	6/18/2014	Logged	*** Total ***	5.40	
45532- 2652	40	6/18/2014		29316 TITUS INDUSTRIAL GROUP, INC		
	40			50731 COMPOSITE COVER	141.64	4820
45532- 2652	40	6/18/2014	Logged	*** Total ***	141.64	
45533- 2652	41	6/18/2014		30515 UNIFIRST CORPORATION		
	41			50747 LAUNDRY SERVICE	191.18	3601148885
	41			50748 LAUNDRY SERVICE	191.18	3601150955
45533- 2652	41	6/18/2014	Logged	*** Total ***	382.36	
45534- 2652	42	6/18/2014		30530 SAN DIEGO UNION TRIBUNE		
	42			50752 LEGAL AD-PUBLIC NOTICE	133.64	0000360991
45534- 2652	42	6/18/2014	Logged	*** Total ***	133.64	
45535- 2652	43	6/18/2014		30560 UNITED PARCEL		
	43			50745 SHIPPING	53.16	000025YY37224
45535- 2652	43	6/18/2014	Logged	*** Total ***	53.16	
45536- 2652	44	6/18/2014		30580 UNITED WAY		
	44			50746 EMPLOYEE CONTRIBUTION	10.00	UNITED-6/11/14
45536- 2652	44	6/18/2014	Logged	*** Total ***	10.00	
45537- 2652	45	6/18/2014		30723 EVOQUA WATER TECHNOLOGIES, LLC		
	45			50744 BIOXIDE	9,005.82	901741232
45537- 2652	45	6/18/2014	Logged	*** Total ***	9,005.82	
45538- 2652	46	6/18/2014		31232 VERIZON WIRELESS		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	46		50742	CELL PHONE CHARGES	600.51	9726500451
45538- 2652	46	6/18/2014	Logged	*** Total ***	600.51	
45539- 2652	47	6/18/2014	32072	WATEREUSE ASSOCIATION		
	47		50726	NSD RW PROJECT	10,000.00	WATER REUSE
45539- 2652	47	6/18/2014	Logged	*** Total ***	10,000.00	
45540- 2652	48	6/18/2014	32347	DEXTER WILSON ENGINEERING		
	48		50709	SSMP AUDIT -FY 2013-2014	1,240.00	0514033232
45540- 2652	48	6/18/2014	Logged	*** Total ***	1,240.00	
45541- 2652	49	6/18/2014	32500	WORDEN WILLIAMS, APC		
	49		50762	LEGAL FEES-MAY	6,198.20	34024
45541- 2652	49	6/18/2014	Logged	*** Total ***	6,198.20	
					.00	
** Total check discount **					.00	
** Total check amount **					168,819.15	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 25, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17389 - 17406	6/25/2014	\$42,998.91



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45542- 2653	1	6/27/2014	10100 NAPA AUTO		
	1		50786 SCREWS	13.54	215347
45542- 2653	1	6/27/2014	Logged	*** Total ***	13.54
45543- 2653	2	6/27/2014	10914 AYALA ENGINEERING		
	2		50775 MAN HOLES REHAB AND CIPP SHORT	9,600.00	287
	2		50776 MANHOLE REHAB	6,100.00	288
45543- 2653	2	6/27/2014	Logged	*** Total ***	15,700.00
45544- 2653	3	6/27/2014	11650 BROWNELL AND DUFFEY CPA		
	3		50781 OPEN PO-ACCOUNTING/FINANCIAL F	8,467.50	061814
45544- 2653	3	6/27/2014	Logged	*** Total ***	8,467.50
45545- 2653	4	6/27/2014	12631 CORODATA		
	4		50779 OPEN PO-STORAGE	83.27	RS4091589
45545- 2653	4	6/27/2014	Logged	*** Total ***	83.27
45546- 2653	5	6/27/2014	13014 DIAMOND ENVIRONMENTAL SERVICES		
	5		50788 RESTROOM TRAILER RENTAL	121.51	0000220033
45546- 2653	5	6/27/2014	Logged	*** Total ***	121.51
45547- 2653	6	6/27/2014	13072 DATA NET		
	6		50801 IS MAINT AND SUPPORT	172.50	9746552
45547- 2653	6	6/27/2014	Logged	*** Total ***	172.50
45548- 2653	7	6/27/2014	13261 DEPT HEALTH SERVICES		
	7		50791 WT CERT-R.EASTON	70.00	EASTON
	7		50792 WTR TREAT CERT RENEWAL-M.AVALO	55.00	33969-M.A.
45548- 2653	7	6/27/2014	Logged	*** Total ***	125.00
45549- 2653	8	6/27/2014	13822 DUDEK & ASSOCIATES		
	8		50784 GE/CIP/MAY/200/077/338/342	7,095.00	20142698
45549- 2653	8	6/27/2014	Logged	*** Total ***	7,095.00
45550- 2653	9	6/27/2014	14028 RICHARD EASTON		
	9		50785 REIMBURSE FOR TEST	50.00	R.EASTON-TEST
45550- 2653	9	6/27/2014	Logged	*** Total ***	50.00
45551- 2653	10	6/27/2014	14423 ELECTRICAL SALES, INC.		
	10		50789 PARTS	47.29	4234158
45551- 2653	10	6/27/2014	Logged	*** Total ***	47.29
45552- 2653	11	6/27/2014	18150 ICMA RETIREMENT-303979		
	11		50802 DEFERRED COMP-ICMA	3,231.14	ICMA-6/25/14
45552- 2653	11	6/27/2014	Logged	*** Total ***	3,231.14
45553- 2653	12	6/27/2014	18810 iWATER, INC		
	12		50780 NEW WORK MANAGEMENT SYSTEM	92,341.00	6654-
45553- 2653	12	6/27/2014	Logged	*** Total ***	92,341.00
45554- 2653	13	6/27/2014	21121 LA COSTA LOGO, LLC		
	13		50772 CAPS,SHIRTS	671.28	LCLOGO-HATS

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45554-2653	13		50773	MENS AND LADIES JACKETS	1,115.00	LCLOGO-
	13	6/27/2014	Logged	*** Total ***	1,786.28	
45555-2653	14	6/27/2014	23068	NATIONWIDE RETIREMENT SOLUTION		
	14		50800	DEFERRED COMP	238.69	NATION-6/25
45555-2653	14	6/27/2014	Logged	*** Total ***	238.69	
45556-2653	15	6/27/2014	24111	AMERICAN REPROGRAPHICS CO.,LLC		
	15		50774	PLANS AND SPECS FOR RW PIPELIN	547.10	7564148
	15		50798	PLANS AND SPECS	88.60	7561236
45556-2653	15	6/27/2014	Logged	*** Total ***	635.70	
45557-2653	16	6/27/2014	24224	OFFICE DEPOT, INC.		
	16		50778	OPEN PO-OFFICE SUPPLIES	17.38	717021208001
	16		50782	OPEN PO-OFFICE SUPPLIES	566.95	717021264001
	16		50783	OPEN PO-OFFICE SUPPLIES	63.66	713589391001
45557-2653	16	6/27/2014	Logged	*** Total ***	647.99	
45558-2653	17	6/27/2014	25010	AT&T		
	17		50803	OFFICE ELEVATOR	224.81	6333461-6/14
	17		50804	ODOR CONTROL MODEM	55.58	4364009-6/14
45558-2653	17	6/27/2014	Logged	*** Total ***	280.39	
45559-2653	18	6/27/2014	25260	PERS RETIREMENT		
	18		50809	EMPLOYEE RETIREMENT ENDING 6/8	14,062.78	DUE:7-8-14
45559-2653	18	6/27/2014	Logged	*** Total ***	14,062.78	
45560-2653	19	6/27/2014	25265	PEP BOYS		
	19		50790	SUPPLIES	97.14	07011000113
45560-2653	19	6/27/2014	Logged	*** Total ***	97.14	
45561-2653	20	6/27/2014	25430	PLUMBERS DEPOT, INC		
	20		50787	PARTS AND SUPPLIES	300.24	PD-24891
45561-2653	20	6/27/2014	Logged	*** Total ***	300.24	
45562-2653	21	6/27/2014	28037	SAN DIEGO EMPLOYERS ASSOCIATIO		
	21		50793	ANNUAL MEMBERSHIP- 14/15	599.00	455039
45562-2653	21	6/27/2014	Logged	*** Total ***	599.00	
45563-2653	22	6/27/2014	28595	SOUTHERN CONTRACTING COMPANY		
	22		50794	WORK @ LPS	230.00	4440
	22		50795	WORK @ AWT	115.00	4439
	22		50796	WORK @ DPS	500.00	4434
	22		50797	WORK @ LPS	230.00	4433
45563-2653	22	6/27/2014	Logged	*** Total ***	1,075.00	
45564-2653	23	6/27/2014	29225	TELEPACIFIC COMMUNICATIONS		
	23		50808	PHONE SYSTEM CHARGES	1,044.41	56935054-0
45564-2653	23	6/27/2014	Logged	*** Total ***	1,044.41	
45565-2653	24	6/27/2014	29630	TRI COMMUNITY ANSWERING SERVIC		
	24		50805	ANSWERING SERVICE-JUNE	90.00	TRI-6/20/14

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45565- 2653	24	6/27/2014	Logged	*** Total ***	90.00	
45566- 2653	25	6/27/2014	29814	TIERRA VERDE RESOURCES, INC		
	25		50777	OPEN PO-LANDSCAPE MAINTENANCE	730.00	060856
45566- 2653	25	6/27/2014	Logged	*** Total ***	730.00	
45567- 2653	26	6/27/2014	30515	UNIFIRST CORPORATION		
	26		50806	LAUNDRY SERVICE	191.18	3601153029
45567- 2653	26	6/27/2014	Logged	*** Total ***	191.18	
45568- 2653	27	6/27/2014	30551	CARLSBAD FUELS CORPORATION		
	27		50807	VEHICLE FUEL	2,150.26	20140609
45568- 2653	27	6/27/2014	Logged	*** Total ***	2,150.26	
45569- 2653	28	6/27/2014	30580	UNITED WAY		
	28		50799	EMPLOYEE CONTRIBUTIONS	10.00	UNITED-6'15
45569- 2653	28	6/27/2014	Logged	*** Total ***	10.00	
					.00	
** Total check discount **					.00	
** Total check amount **					151,386.81	
** Total void discount **					.00	
** Total void amount **					.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45574- 2654	1	6/30/2014	10570 ANTIMITE TERMITE & PEST CONTRO		
	1		50822 MONTHLY PEST SERVICE	56.00	1878936
45574- 2654	1	6/30/2014	Logged *** Total ***	56.00	
45575- 2654	2	6/30/2014	12510 WASTE MANAGEMENT		
	2		50823 TRASH SERVICE-JUNE	235.06	11268270274
45575- 2654	2	6/30/2014	Logged *** Total ***	235.06	
45576- 2654	3	6/30/2014	13822 DUDEK & ASSOCIATES		
	3		50826 GE/CIP/JUNE/200/077/339/342	5,717.50	20142785
45576- 2654	3	6/30/2014	Logged *** Total ***	5,717.50	
45577- 2654	4	6/30/2014	18711 I2B NETWORKS, INC		
	4		50812 ONE YEAR OF WEB CAM @ BPS	160.00	INV50376
45577- 2654	4	6/30/2014	Logged *** Total ***	160.00	
45578- 2654	5	6/30/2014	22558 MOOR CO.		
	5		50820 A/C MAINT/REPAIR	1,006.80	50182
45578- 2654	5	6/30/2014	Logged *** Total ***	1,006.80	
45579- 2654	6	6/30/2014	25011 PACIFIC PIPELINE SUPPLY		
	6		50813 FLANGES, GASKETS, BOLTS	14,691.25	167085
45579- 2654	6	6/30/2014	Voided *** Total ***	14,691.25	
45580- 2654	7	6/30/2014	25577 PURCHASE POWER		
	7		50817 POSTAGE METER REFILL	420.99	POSTAGE-6/2014
	7		50818 FED X CHARGES	91.81	FEDERAL EXPRESS
45580- 2654	7	6/30/2014	Logged *** Total ***	512.80	
45581- 2654	8	6/30/2014	26804 QUALITY CHEVROLET		
	8		50824 VEHICLE MAINT	78.20	CTCS468885
	8		50825 VEHICLE MAINT	70.43	CTCS468869
45581- 2654	8	6/30/2014	Logged *** Total ***	148.63	
45582- 2654	9	6/30/2014	27528 ROCKWELL CONSTRUCTION SERVICES		
	9		50814 MISC ELECTRICAL ENGINEERING	187.50	697
	9		50815 MISC ELECTRICAL ENGINEERING	125.00	699
	9		50816 L.C. PS	312.50	698
45582- 2654	9	6/30/2014	Logged *** Total ***	625.00	
45583- 2654	10	6/30/2014	30515 UNIFIRST CORPORATION		
	10		50821 LAUNDRY SERVICE	197.18	3601155115
45583- 2654	10	6/30/2014	Logged *** Total ***	197.18	
45584- 2654	11	6/30/2014	31312 V&A CONSULTING ENGINEERS		
	11		50811 OPEN PO-FLOW MONITORING SERVIC	1,200.00	14769
45584- 2654	11	6/30/2014	Logged *** Total ***	1,200.00	
45585- 2654	12	6/30/2014	33227 XEROX CORPORATION		
	12		50819 COPIER MAINT	75.25	074758066
45585- 2654	12	6/30/2014	Logged *** Total ***	75.25	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45586- 2655	1	6/30/2014	25011 PACIFIC PIPELINE SUPPLY		
	1		50813 FLANGES, GASKETS, BOLTS	14,691.24	167085
45586- 2655	1	6/30/2014	Logged *** Total ***	14,691.24	

** Total check discount **	.00
** Total check amount **	.00
** Total void discount **	24,625.46
** Total void amount **	.00
	14,691.25

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 7/1/2014 Through 7/1/2014

<u>ID</u>	<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Descript</u>
HARTFORDLIFEACC	HARTFORD LIFE & ACCIDENT INS.	45570	7/1/2014	401.36	INSURANCE INVOICES-LIFE
MESVISION	MES VISION	45571	7/1/2014	363.94	INSURANCE INVOICES-VISION
PUBLICEMPLOYEES	PUBLIC EMPLOYEES HEALTH	45572	7/1/2014	2,429.92	INSURANCE INVOICES-BRD HEAL
PUBLICEMPLOYEES	PUBLIC EMPLOYEES HEALTH		7/1/2014	20,635.28	INSURANCE INVOICES-EMPLOYE HEALTH
THEGUARDIAN	THE GUARDIAN	45573	7/1/2014	4,032.47	INSURANCE INVOICES-DENTAL/I
Report Total				27,862.97	

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

**JUNE**

6/3/2013	Board		\$5,209.24
6/12/2013	Employee		\$42,002.57
6/13/2013	Employee	Incentive	\$3,420.71
6/26/2013	Employee		<u>\$38,956.28</u>
	<b>TOTAL</b>		<b>\$89,588.80</b>

**JULY**

7/3/2013	Board		\$1,835.49
7/10/2013	Employee		\$38,532.35
7/24/2013	Employee		<u>\$41,810.87</u>
	<b>TOTAL</b>		<b>\$82,178.71</b>

**AUGUST**

8/2/2013	Board		\$1,310.58
8/7/2013	Employee		\$39,608.93
8/14/2013	Employee	Incentive	\$439.79
8/21/2013	Employee		<u>\$38,726.94</u>
	<b>TOTAL</b>		<b>\$80,086.24</b>

**SEPTEMBER**

9/2/2013	Board		\$6,959.12
9/4/2013	Employee		\$39,196.09
9/18/2013	Employee		<u>\$39,236.02</u>
	<b>TOTAL</b>		<b>\$85,391.23</b>

**OCTOBER**

10/1/2013	Board		\$6,096.79
10/2/2013	Employee		\$40,219.84
10/14/2013	Employee	Incentive	\$12,051.04
10/16/2013	Employee		\$42,112.49
10/30/2013	Employee		<u>\$42,161.63</u>
			<b>\$142,641.79</b>

**NOVEMBER**

11/1/2013	Board		\$1,947.98
11/7/2013	Employee	Incentive	\$1,062.71
11/13/2013	Employee		\$42,268.87
11/27/2013	Employee		<u>\$41,964.54</u>
	<b>TOTAL</b>		<b>\$87,244.10</b>

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

**DECEMBER**

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

**JANUARY**

**2014**

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

**FEBRUARY**

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

**MARCH**

3/3/2014	Board		\$3,174.36
3/5/2014	Employee		\$42,365.51
3/12/2014	Employee	<b>Incentive</b>	\$8,811.60
3/19/2014	Employee		<u>\$41,712.29</u>
	<b>TOTAL</b>		<b>\$96,063.76</b>

**APRIL**

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

**MAY**

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



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

**JUNE**

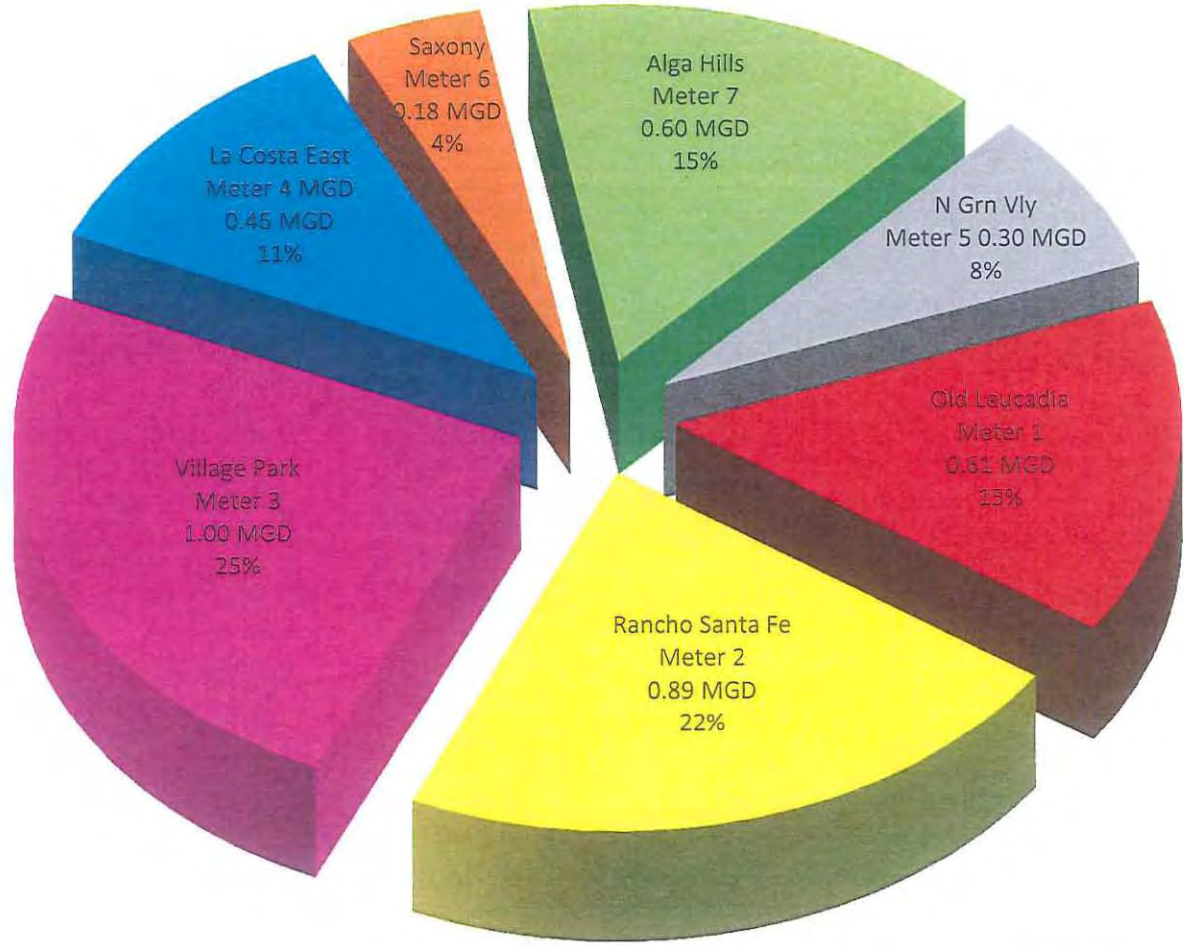
6/2/2014	Board	\$3,803.65
6/11/2014	Employee	\$43,921.40
6/25/2014	Employee	<u>\$42,998.91</u>
	<b>TOTAL</b>	<b>\$90,723.96</b>

**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2013-2014**

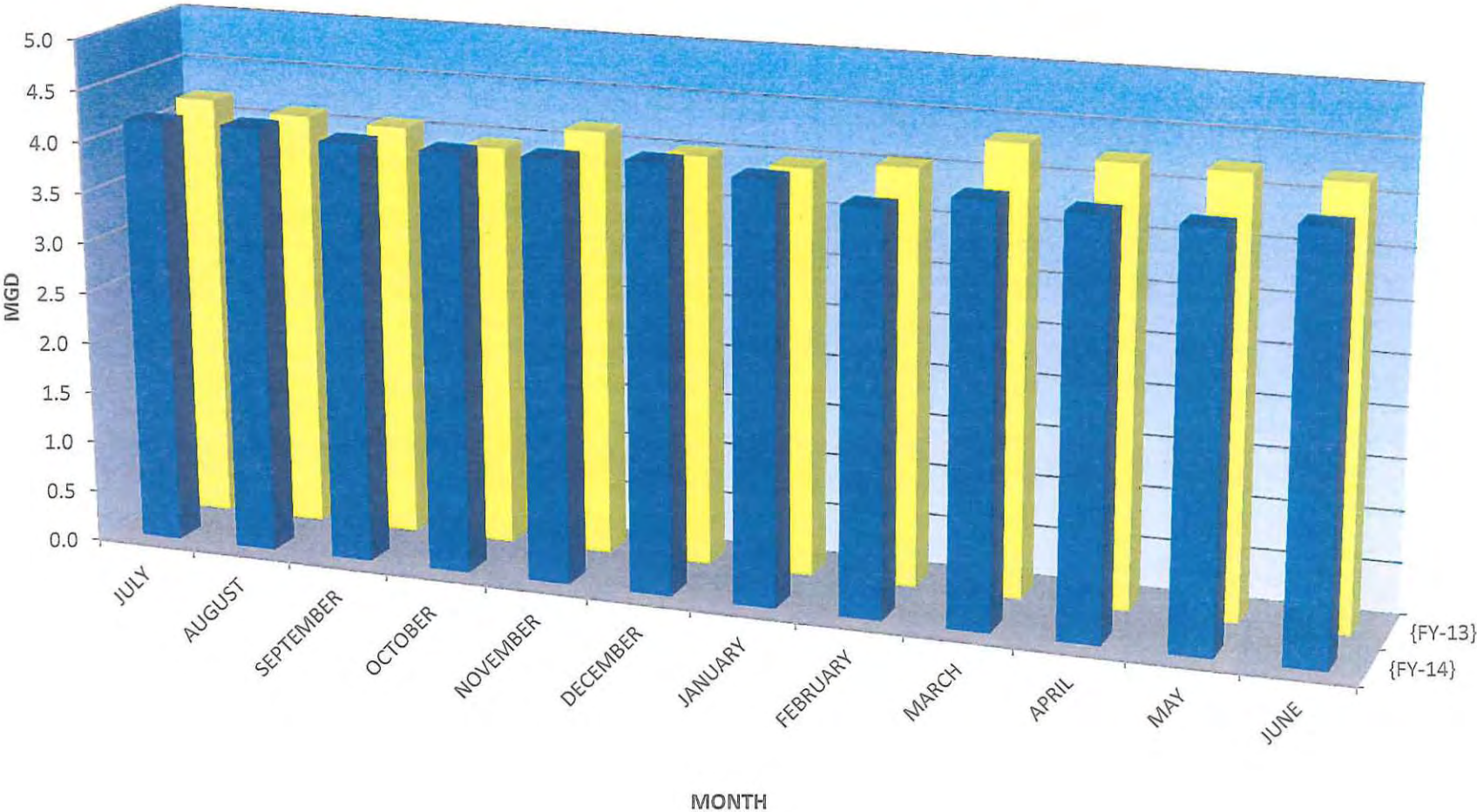
CURRENT MONTH - June 2014							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,939	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.01	129.58	-3	4.18	150	28.94	4.21
YTD	0.01	129.58	27,936				
AUGUST	0.00	130.20	3	4.20	150	46.77	4.12
YTD	0.00	130.20	27,939				
SEPTEMBER	0.00	123.60	1	4.12	147	40.32	4.08
YTD	0.00	123.60	27,940				
OCTOBER	0.45	127.22	6	4.10	147	33.95	3.95
YTD	0.45	127.22	27,946				
NOVEMBER	0.81	123.60	27	4.12	147	8.81	4.18
YTD	0.81	123.60	27,973				
DECEMBER	0.38	128.96	202	4.16	148	8.56	3.98
YTD	0.38	128.96	28,175				
JANUARY	0.04	126.48	9	4.08	145	14.37	4.06
YTD	0.04	126.48	28,184				
FEBRUARY	1.72	109.20	14	3.90	138	8.90	4.36
YTD	1.72	109.20	28,199				
MARCH	0.52	125.55	7	4.05	144	14.31	4.25
YTD	0.52	125.55	28,206				
APRIL	0.33	120.00	25	4.00	142	33.33	4.24
YTD	0.33	120.00	28,231				
MAY	0.00	122.76	35	3.96	140	50.50	4.22
YTD	0.00	122.76	28,266				
JUNE	0.00	121.20	11	4.04	143	52.41	4.14
YTD	0.00	121.20	28,277				
Annual Total	4.26	1488.35	338			341.17	
Mo Average	0.36	124.03	28	4.08	145	28.43	4.14

42

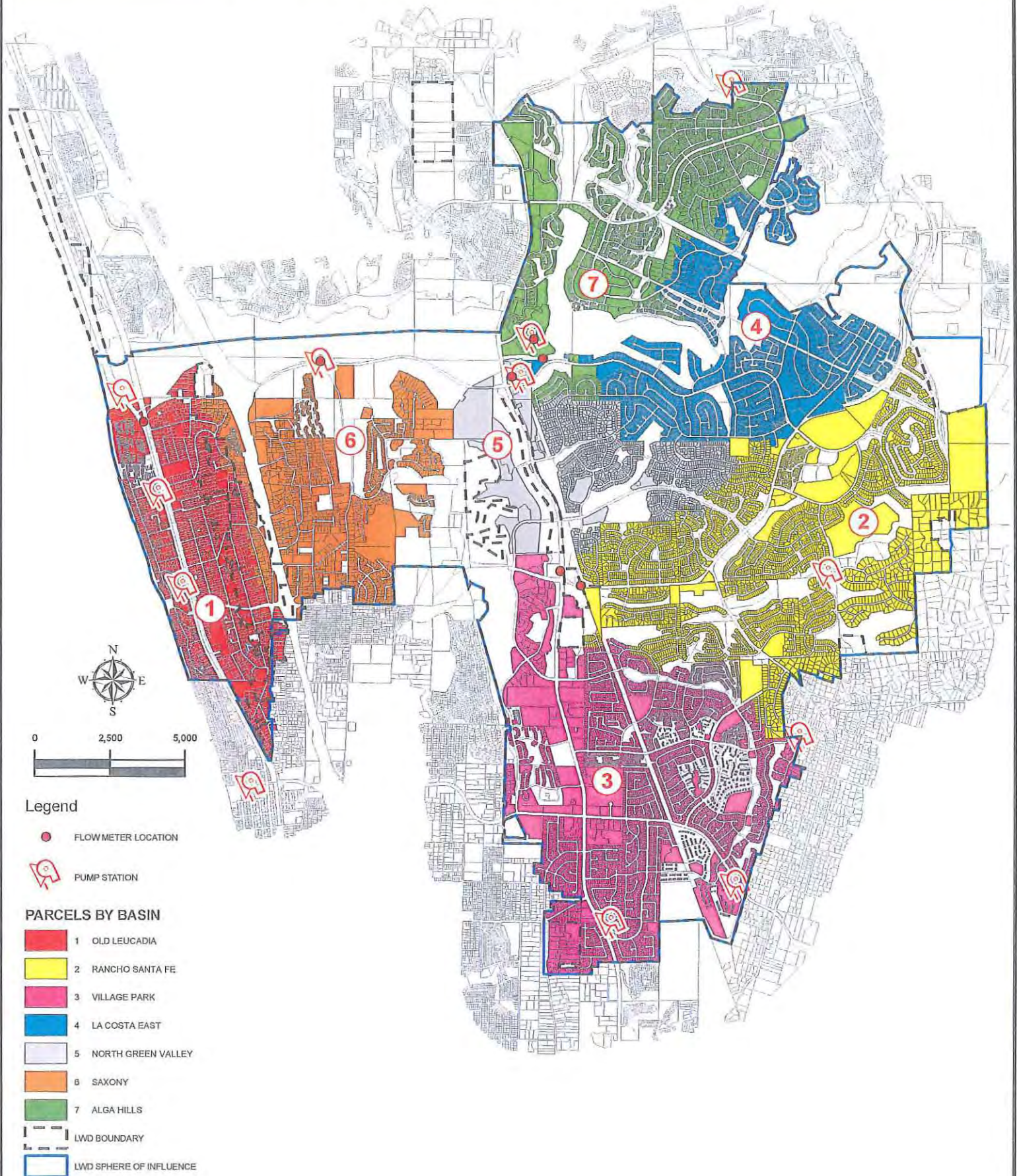
LWD Flows by Sub-Basin  
June 2014  
Total LWD Flow = 4.04 MGD



# LEUCADIA WASTEWATER DISTRICT FLOW COMPARISION FY13 to FY14



# LEUCADIA WASTEWATER DISTRICT



**LEUCADIA WASTEWATER DISTRICT**  
**SCHEDULE OF ASSETS, LIABILITIES, AND NET POSITION**  
*As of June 30, 2014*

<b>ASSETS</b>	
Cash and Investment Pools	\$ 28,541,803.32
Investments	9,165,878.71
Accounts Receivable	64,363.55
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	636,559.82
Capital Assets	141,805,692.28
Less Accumulated Depreciation	(47,042,804.93)
<b>TOTAL ASSETS</b>	<b>\$ 134,078,341.75</b>
<b>LIABILITIES</b>	
Accounts Payable and Accrued Expenses	295,225.91
Payable to Encina Wastewater Authority	205,315.00
Developer Deposits	420,877.05
<b>TOTAL LIABILITIES</b>	<b>\$ 921,417.96</b>
<b>NET POSITION</b>	
Net Investment in Capital Assets	97,565,846.35
Restricted Reserves	1,428,316.11
Unrestricted Operating Reserve	2,200,126.29
Unrestricted Non-Operating Reserves (Designated)	25,020,208.73
Unrestricted Emergency Reserve	7,500,000.00
YTD Revenue over (under) Expenditures	(557,573.69)
<b>TOTAL NET POSITION</b>	<b>\$ 133,156,923.79</b>

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

**LEUCADIA WASTEWATER DISTRICT**  
**BUDGET PERFORMANCE REPORT**  
YTD Revenue and Expenditures Through 6/30/2014 with Annual Budget

<b>OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>OPERATING REVENUES AND TRANSFERS</b>					
<b>OPERATING REVENUES</b>					
SEWER SERVICE	3110	\$ 7,217,135.85	\$ 7,200,186.00	(16,949.85)	100.2%
RECLAIMED WATER SALES & REBATES	3150	398,772.30	180,000.00	(218,772.30)	221.5%
OTHER OPERATING INCOME		52,427.34	204,448.00	152,020.66	25.6%
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 7,668,335.49</b>	<b>\$ 7,584,634.00</b>	<b>\$ (83,701.49)</b>	<b>101.1%</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	4100 & 4200	\$ 2,208,645.93	\$ 2,353,951.00	\$ 145,305.07	93.8%
BOARD EXPENSES AND ELECTION	4300 & 4400	132,486.79	140,600.00	8,113.21	94.2%
DEPRECIATION EXPENSE	4510	3,420,000.00	-	(3,420,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,510,179.00	1,510,179.00	n/a
FUELS	4600	41,045.95	46,000.00	4,954.05	89.2%
INSURANCE	4700	75,500.96	117,000.00	41,499.04	64.5%
MEMBERSHIP & DUES	4800	31,543.20	26,500.00	(5,043.20)	119.0%
OFFICE EXPENSE	4900	88,612.38	108,900.00	20,287.62	81.4%
OPERATING SUPPLIES	5000	159,797.95	217,900.00	58,102.05	73.3%
PROFESSIONAL SERVICES	5200	475,490.40	536,000.00	60,509.60	88.7%
PRINTING & PUBLISHING	5300	22,521.70	32,000.00	9,478.30	70.4%
RENTS & LEASES	5400	17,749.31	18,100.00	350.69	98.1%
REPAIR & MAINTENANCE	5500	262,110.02	320,700.00	58,589.98	81.7%
MONITORING & PERMITTING	5600	59,446.91	45,500.00	(13,946.91)	130.7%
TRAINING & DEVELOPMENT	5700	45,786.91	40,700.00	(5,086.91)	112.5%
UTILITIES	5900	388,820.28	418,600.00	29,779.72	92.9%
LAFCO OPERATIONS	6100	6,137.00	6,200.00	63.00	99.0%
ENCINA	6200	1,244,625.16	1,763,422.00	518,796.84	70.6%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 8,680,320.85</b>	<b>\$ 7,702,252.00</b>	<b>\$ (978,068.85)</b>	<b>112.7%</b>

<b>NON-OPERATING REVENUES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>NON OPERATING REVENUES</b>					
CAPACITY CHARGES	3130	\$ 1,372,055.15	\$ 120,180.00	(\$1,251,875.15)	1141.7%
PROPERTY TAXES	3220	1,259,026.71	1,250,000.00	(9,026.71)	100.7%
INTEREST INCOME	3250	177,847.00	228,000.00	50,153.00	78.0%
OTHER NON OPERATING INCOME		48,681.27	1,089,288.00	1,040,606.73	4.5%
<b>TOTAL NON OPERATING REVENUES</b>		<b>\$ 2,857,610.13</b>	<b>\$ 2,687,468.00</b>	<b>\$ (170,142.13)</b>	<b>106.3%</b>

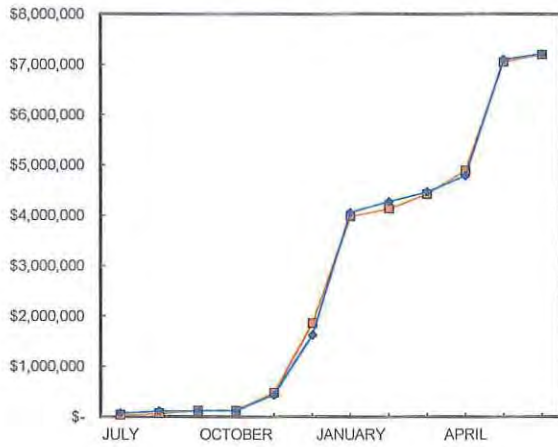
Preliminary: subject to future review, reconciliation, accruals, and audit.

# Leucadia Wastewater District

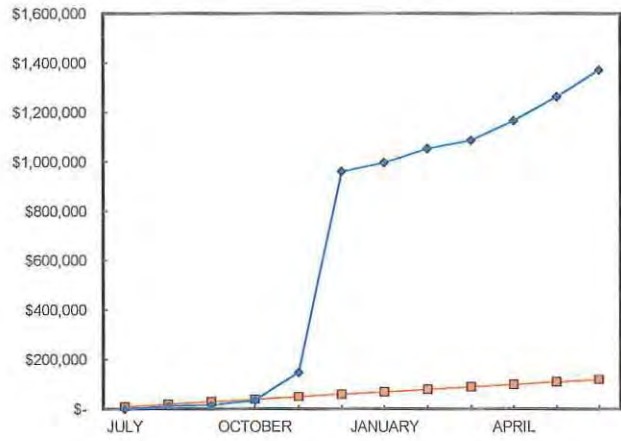
## Revenue FY 2014

YTD through June 30, 2014

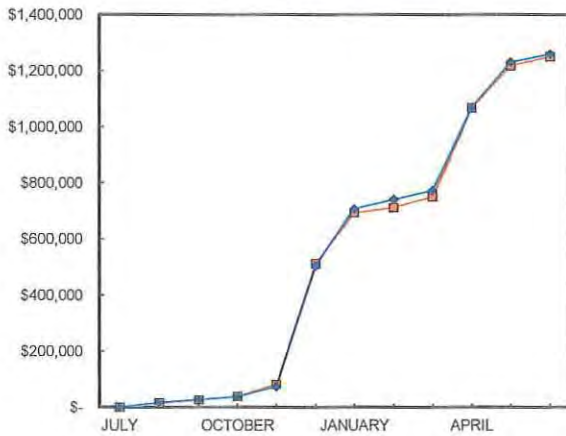
Sewer Service Fees



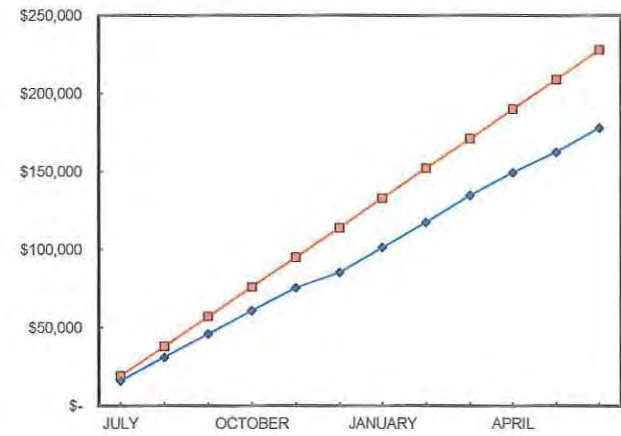
Capacity Charges



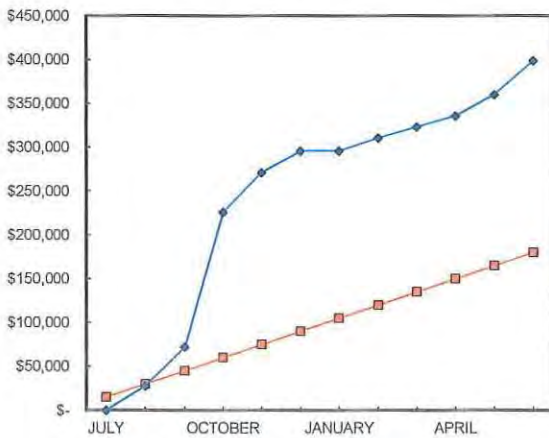
Property Taxes



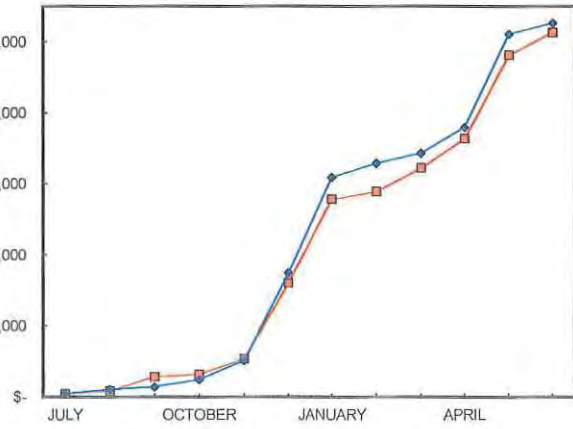
Investment Income



Recycled Wastewater



Total Revenue



— Budget — Actual

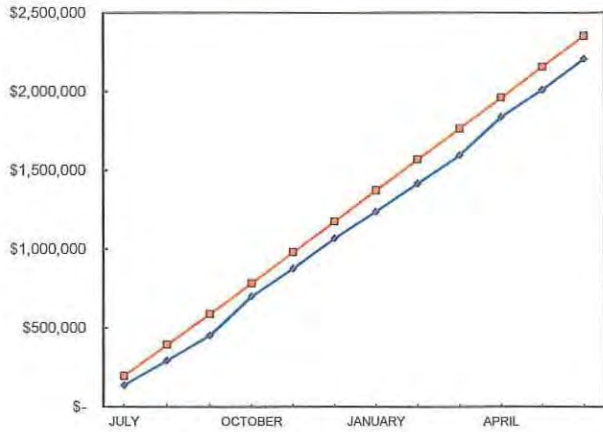
— Budget — Actual

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

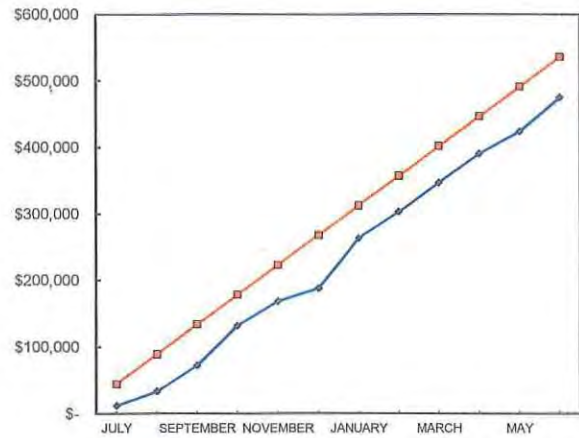


# Leucadia Wastewater District Operating Expenses FY 2014 YTD through June 30, 2014

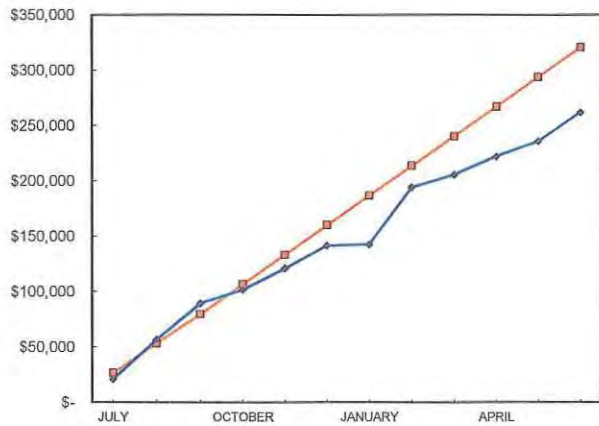
**Salaries and Benefits**



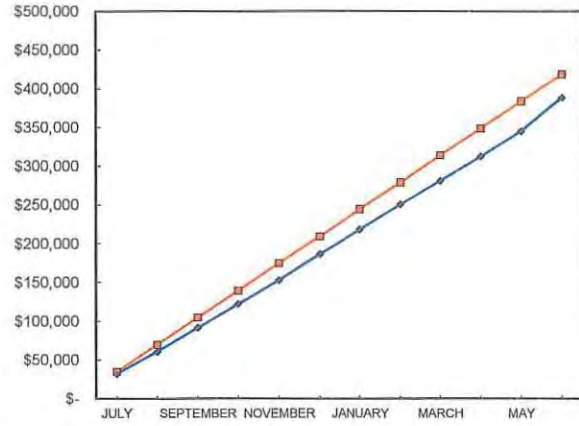
**Professional Services**



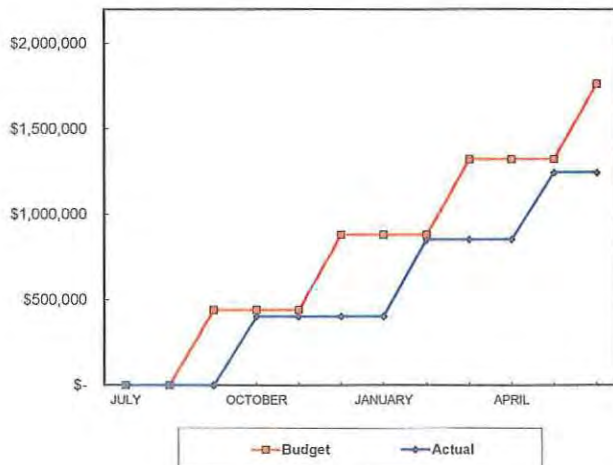
**Repairs & Maintenance**



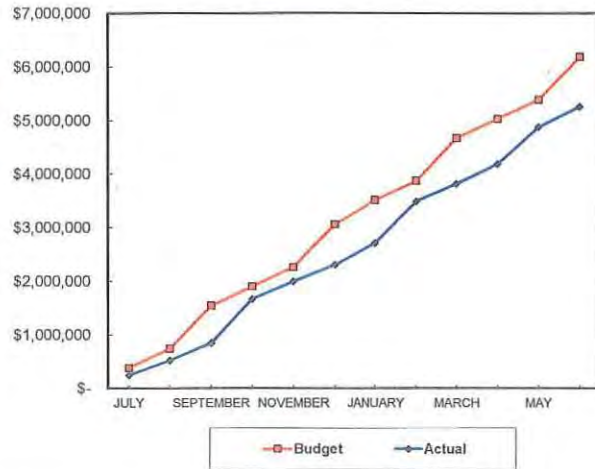
**Utilities**



**Encina M&O**



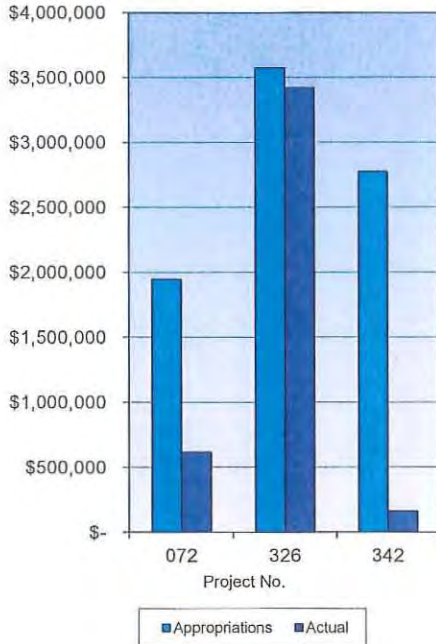
**Total Operating Expenses -  
Before Depreciation & Replacement**



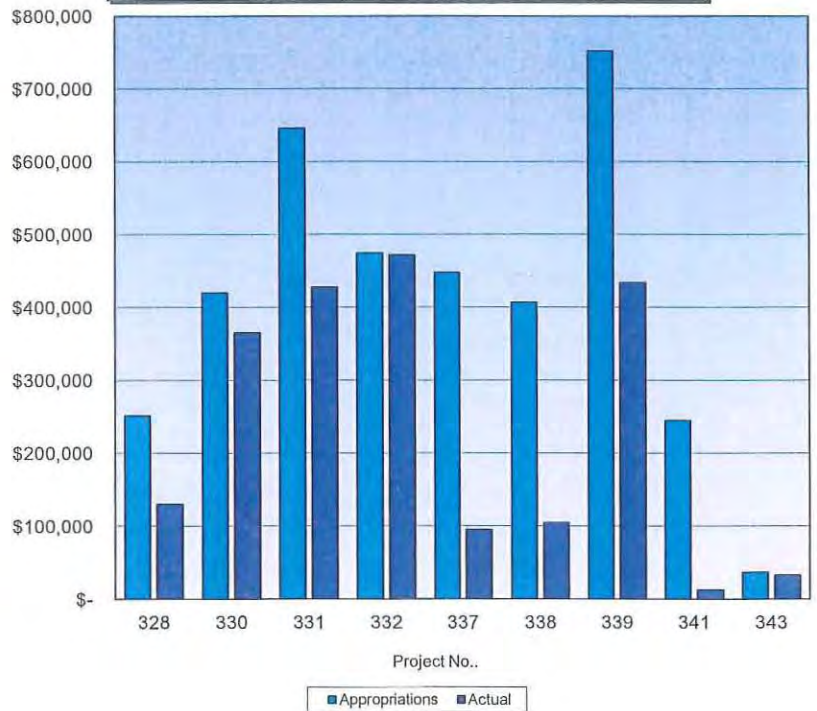
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District Capital Expenditures As of June 30, 2014

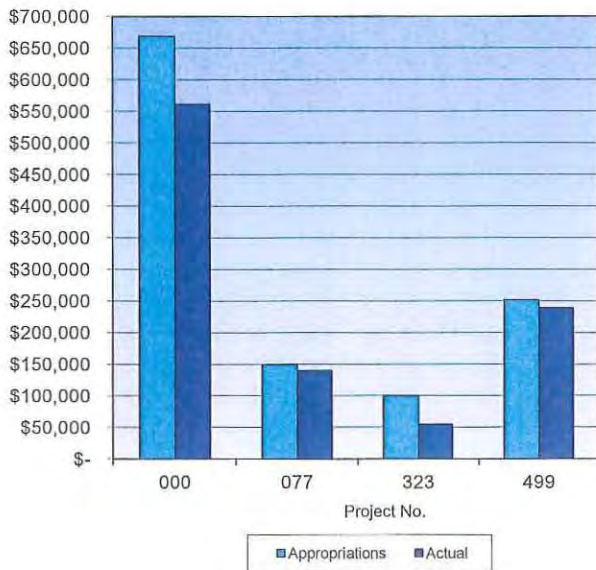
**District Multi Year Capital Expenditures by Project (>\$1M) Through FY2014**



**District Multi Year Capital Expenditures by Project (<\$1M) Through FY2014**



**Single Year Capital Expenditures by Project FY2014**



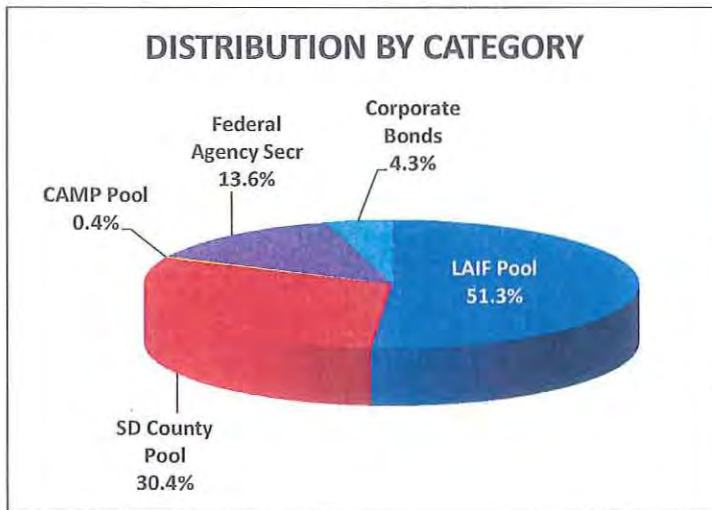
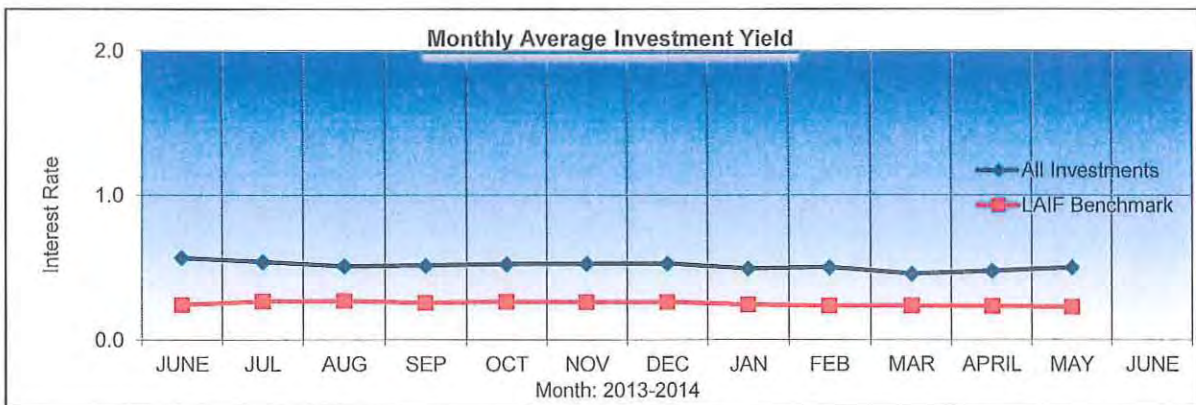
**Project Legend**

Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	072
Batiquitos PS Rehabilitation	326
Water Recycling Group	328
Lanikai Line Repair	330
Leucadia PS Generator Replacement	331
La Cost PS Rehabilitation	332
Leucadia Force Main Corrosion Eval	337
Recycled Water Effluent Line Repair	338
Gravity Pipeline Rehabilitation	339
Scott's Valley Pipeline Repair	341
B2 Force Main Replacement Project	342
Pump Station Condition Assessment	343
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, 2014**

Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	April 30, 2014	May 31, 2014		
LAIF Pool	\$ 18,559,942	\$ 19,211,942	\$ 3,588	0.228%
SD County Pool	11,378,915	11,378,915	4,021	0.424%
CAMP Pool	213,401	132,574	11	0.060%
CAMP Portfolio				
Corporate Notes	1,611,640	1,611,640	1,598	1.190%
Federal Agency Bonds/Notes	2,984,950	978,390	1,753	1.090%
GNMA mortgage pools	11,111	10,894	81	8.390%
US Treasury Bonds/Notes	1,002,227	3,922,305	2,059	0.880%
Total Camp Portfolio	5,609,928	6,523,229	5,491	0.990%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	173,244	173,244	2,205	15.273%
Total Custodial Funds	173,244	173,244	2,205	
<b>Totals</b>	<b>\$ 35,935,430</b>	<b>\$ 37,419,904</b>	<b>\$ 15,316</b>	<b>0.501%</b>



**Allocation Percentages of LWD Investments by Type (Actual and Allowable)**

Investment Type	Actual %	Allowed %
LAIF Pool	51.3%	75%
SD County Pool	30.4%	75%
CAMP Pool	0.4%	75%
Federal Agency Secur	13.6%	75%
Corporate Bonds	4.3%	10%
<b>TOTAL</b>	<b>100.0%</b>	

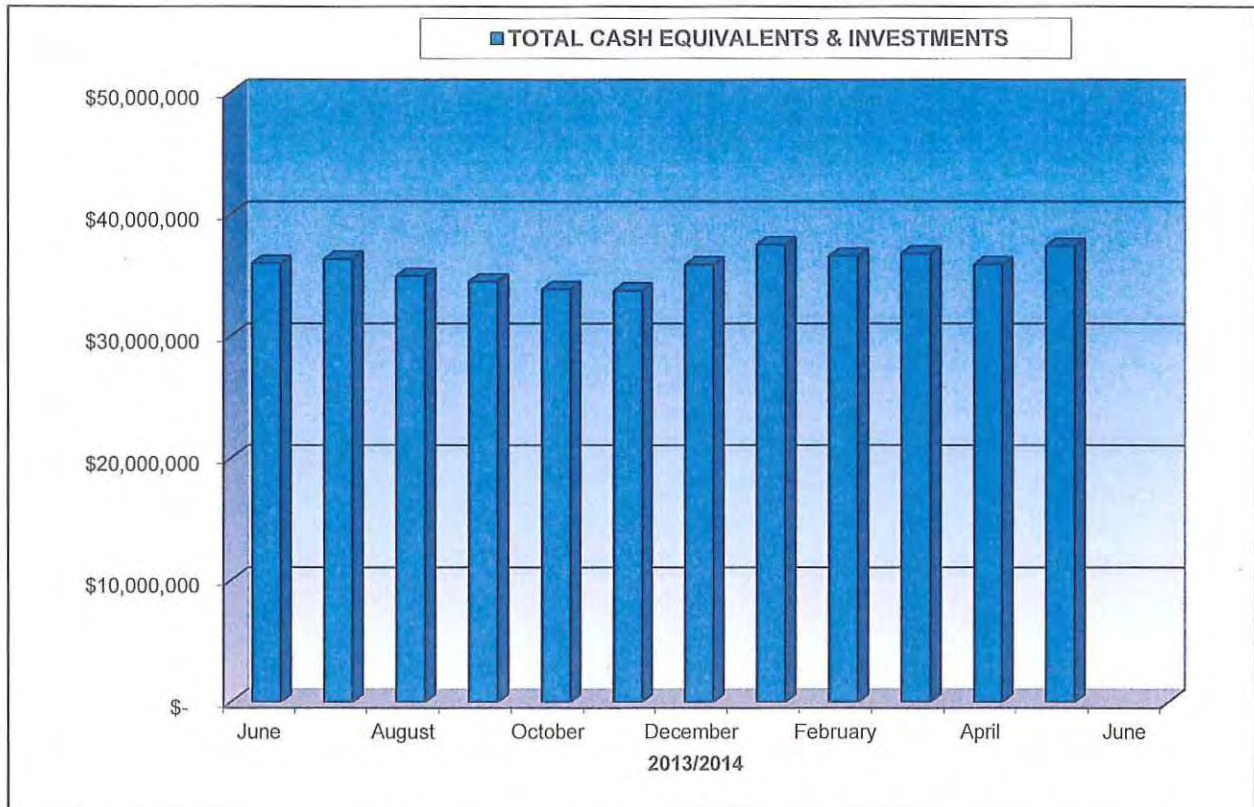
**LEUCADIA WASTEWATER DISTRICT**

*Monthly Investment Summary*

**May 31, 2014**

**(Continued)**

<b>TOTAL CASH EQUIVALENTS &amp; INVESTMENTS</b>		
<b>Month 2013/2014</b>	<b>Amount</b>	<b>Average Return Rate</b>
June	\$ 36,004,084	0.57%
July	\$ 36,345,994	0.54%
August	\$ 34,952,518	0.51%
September	\$ 34,501,141	0.52%
October	\$ 33,869,053	0.52%
November	\$ 33,770,114	0.53%
December	\$ 35,902,543	0.53%
January	\$ 37,536,863	0.50%
February	\$ 36,605,219	0.50%
March	\$ 36,808,830	0.46%
April	\$ 35,935,430	0.48%
May	\$ 37,419,904	0.50%
June		



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**May 31, 2014**  
**(Continued)**

**INVESTMENT TRANSACTIONS**  
*For the month of May, 2014*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools		\$ 220		(1)	8.39%
FHLMC Notes			\$ 1,001,780	(2)	0.64%
FHLMC Notes			1,003,190	(3)	0.71%
US Treasury Notes	\$ 1,001,211				0.58%
US Treasury Notes	1,002,969				0.77%
US Treasury Notes	985,898				1.03%
<b>TOTAL</b>	<b>\$ 2,990,078</b>	<b>\$ 220</b>	<b>\$ 2,004,970</b>		

- (1) Monthly principal payments from mortgage pools
- (2) YTM at Market = 0.06%
- (3) YTM at Market = 0.10%

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

**MEMORANDUM**

**DATE:** July 3, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Disclosure of Reimbursements Report for January through June 2014**

---

**RECOMMENDATION:**

1. Receive and File the Disclosure of Reimbursements Report for January through June 2014.

**DISCUSSION:**

Government Code Section §53065 stipulates that Special Districts must disclose reimbursements of \$100 or more on at least an annual basis. Leucadia Wastewater District (LWD) prepares the Disclosure Report every six months, which is above and beyond the requirements of Government Code Section §53065. LWD's Disclosure report for the January to June 2014 period has been attached for your review.

PJB:

Attachment



LEADERS IN ENVIRONMENTAL PROTECTION

Disclosure of Reimbursements Report  
January 1, 2014 - June 30, 2014

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	PM
		Hanson	Sullivan	Omsted	Kulchin	Juliussen	Bushee	LeMay	Morishita
CASA & CSRMA Seminar January 15-17, 2014 Indian Wells, CA	<b>CASA Winter Conference</b>								
	Registration	475.00	475.00	475.00	475.00	475.00	475.00		
	Hotel (includes parking)	457.20	228.60	457.20	457.20	596.32	457.20		
	Airfare	0.00	0.00	0.00	0.00	0.00	0.00		
	Meals	0.00	82.12	0.00	31.22	19.20	8.94		
	fuel/mileage/taxi	0.00	124.32	123.20	170.24	126.56	59.04		
	<b>Sub-total</b>	<b>932.20</b>	<b>910.04</b>	<b>1,055.40</b>	<b>1,133.66</b>	<b>1,217.08</b>	<b>1,000.18</b>	<b>0.00</b>	<b>0.00</b>
CASA DC Conference February 23-26, 2014 Washington DC	<b>CASA Washington DC Conference</b>								
	Registration						575.00		
	Hotel						1,004.18		
	Airfare						506.00		
	Meals						109.48		
	Rental Car/mileage/taxi						93.80		
	<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,288.46</b>	<b>0.00</b>	<b>0.00</b>
Water Reuse March 16-18, 2014 Newport Beach, CA	<b>WaterReuse Annual Conference</b>								
	Registration	375.00	375.00	375.00	375.00	375.00			
	Hotel (includes parking)	425.38	425.38	425.38	425.38	425.38			
	Airfare	0.00	0.00	0.00	0.00	0.00			
	Meals	0.00	35.00	0.00	0.00	71.40			
	Rental Car/mileage/taxi	35.17	112.32	100.19	119.35	71.68			
	<b>Sub-total</b>	<b>835.55</b>	<b>947.70</b>	<b>900.57</b>	<b>919.73</b>	<b>943.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
CASA Public Policy Forum April 27 - 29, 2014 Sacramento, CA	<b>CASA Public Policy Forum</b>								
	Registration	250.00	250.00	250.00			250.00		
	Hotel	379.80	394.75	379.80			495.00		
	Airfare	206.00	206.00	206.00			480.00		
	Meals	49.51	77.60	21.46			24.74		
	Rental Car/mileage/taxi	0.00	75.84	14.00			108.13		
	<b>Sub-total</b>	<b>885.31</b>	<b>1,004.19</b>	<b>871.26</b>	<b>0.00</b>	<b>0.00</b>	<b>1,357.87</b>	<b>0.00</b>	<b>0.00</b>
CWEA Annual Conference April 29 - May 2, 2014 Santa Clara, CA	<b>CWEA Annual Conference</b>								
	Registration	492.00	492.00	492.00	492.00				522.00
	Hotel	591.45	591.45	591.45	394.30				394.30
	Airfare	171.00	171.00	171.00	460.00				240.00
	Meals	89.05	85.42	26.65	112.67				88.79
	Car rental/mileage/taxi	268.21	304.05	410.70	89.89				52.42
	<b>Sub-total</b>	<b>1,611.71</b>	<b>1,643.92</b>	<b>1,691.80</b>	<b>1,548.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,297.51</b>
CSDA Legislative Days May 19-21, 2014 Sacramento, CA	<b>CSDA Legislative Days Conference</b>								
	Registration	175.00	150.00	175.00					
	Hotel	343.00	343.00	343.00					
	Airfare	464.00	464.00	460.00					
	Meals	79.48	108.40	14.08					
	parking/mileage/taxi	0.00	71.68	122.84					
	<b>Sub-total</b>	<b>1,061.48</b>	<b>1,137.08</b>	<b>1,114.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**June 25, 2014**

**EWA Board of Directors** - Directors Sullivan and/or Juliussen reporting.

**1. North San Diego County Regional Recycled Water Project**

The Board of Directors authorized staff to prepare and transmit Letters of Support signed by Chair Poltl for the North San Diego County Regional Recycled Water Project.



## Investment & Finance Meeting Report

Presented by Director Hanson

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**Meeting held June 16, 2014**

### **1. Review LWD's Integrated Travel Authorization and Expense Reimbursement Policy.**

The Committee reviewed LWD's Integrated Travel Authorization and Expense Reimbursement Policy.

The IFC directed staff to make the following revisions to the policy:

- The California Women's Lead Organization was not added to the pre-approved list;
- Special District Institute was removed from the pre-approved list;
- Revise language that describes telephone calls and use of personal cell phones; and
- Include the reimbursement of Wi-Fi under the miscellaneous reimbursement items.

The IFC directed staff to forward these sections of policy for further discussion and direction:

- Policy language that addresses overnight accommodations within a 50-mile radius;
- Policy language that addresses detailed reimbursement report be included in the monthly Board agenda packet; and
- Discuss Board's compensation on travel days

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

## Engineering Committee Meeting Report

Presented by Director Juliussen

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### Meeting held on July 2, 2014

1. The EC reviewed staff's recommendation to authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY 2015 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$48,841.

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

2. The EC reviewed the Batiquitos (B2) Force Main Replacement Project Mitigated Negative Declaration (MND) and Mitigation, Monitoring and Reporting Plan (MMRP) for Board adoption. Additionally, the EC reviewed force main alignment Option C for Board authorization for staff to proceed with that alignment.

The EC agreed with staff's recommendation to adopt the Project's MND and MMRP and to proceed with the project alignment Option C, using the abandoned portion of southbound Carlsbad Blvd, for the installation of the replacement B2 Force Main. This item will be discussed later in the agenda

3. The EC received information and updates on the following:
  - Potential Amendment to the Wave Crest (Hilton) Agreement pertaining to the B2 Force Main Replacement Project. The EC agreed with staff's recommendation to present this amendment to the Wave Crest (Hilton) Agreement to the Board and it will be discussed later in the agenda.
  - Leucadia Generator Replacement Project; and
  - The Recycled Water Effluent Line & Creek Crossing Repair Project.

**MEMORANDUM**

**DATE:** July 3, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Public Hearing on a Proposal to Adopt the Mitigated Negative Declaration (MND) and Mitigation, Monitoring and Reporting Plan (MMRP) for the Batiquitos (B2) Force Main Replacement Project**

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The purpose of this public hearing is to allow the LWD Board of Directors to receive and consider public comment on the following:

- 1) A proposal to adopt the Mitigated Negative Declaration (MND) and Mitigation, Monitoring and Reporting Plan (MMRP) for the Batiquitos (B2) Force Main Replacement Project.

The notice of this public hearing was advertised in the San Diego Union-Tribune on Sunday, May 25, 2014 and Coast News on May 30, 2014 and posted on the District's website on May 26, 2014. Additionally, a Notice of Intent (NOI), attached, was mailed to all property owners and occupants with a 500 feet radius of the project alignment.

**DISCUSSION:**

It is necessary for the Board to consider all comments, objections or protests to the proposed MND and MMRP for the B2 Force Main Replacement Project. To date, no objections or protests have been filed with LWD. Comments were received and have been addressed in the enclosed Consideration of Comments.

After receiving public testimony, the Board of Directors will close the public hearing and may consider action on the proposed item during the regular meeting following this public hearing.

rym: PJB



## Notice of Intent to Adopt a Mitigated Negative Declaration

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### Purpose of this Notice

This notice announces the availability of environmental documentation for public review, relative to the Leucadia Wastewater District's proposed B2 Force Main Replacement Project. The District has completed an Initial Study consistent with requirements of the California Environmental Quality Act (CEQA) and the state's CEQA Guidelines, and has concluded that with the environmental measures included in the Project and the incorporation of mitigation identified through the CEQA process, the B2 Force Main Replacement Project would not have significant adverse impacts on the environment. The District accordingly proposes to file a Mitigated Negative Declaration (MND) for the project.

### Lead Agency

Leucadia Wastewater District

### Project Name

B2 Force Main Replacement Project

### Project Location and Description

The B2 Force Main Replacement Project (Project) would replace and realign existing sanitary sewer and treated wastewater pipelines along an approximately 1.5-mile-long alignment near South Carlsbad State Beach. Project goals include replacing a critical wastewater conveyance facility that has experienced past failures; maintaining the redundancy of the District's wastewater conveyance to the Encina Water Pollution Control Facility; bringing older facilities up to current design standards; reducing the potential for future failure, major pipeline repairs, and service shut-downs; and improving coordination with City of Carlsbad land use planning. In addition, by reducing the risk of failure, the Project would improve protection of the coastal environment.

The B2 force main is an important 24-inch-diameter pipeline, currently on standby status after repairs following failures in 2010 and 2013. As a result of the 2010 failure, 1,475 feet of the original ductile iron B2 force main was replaced with polyvinyl chloride (PVC) in 2011. The District is replacing the remainder of the pipeline after the second failure on a different section of the line in 2013. The District uses PVC instead of ductile iron when replacing its force mains because of PVC's improved resistance to corrosion and longer lifespan. This project also provides an opportunity to realign portions of the B1, B2, and B3 force mains to better accommodate existing and future development in this portion of the City of Carlsbad.

The District is considering three Options for the B2 force main replacement, shown on the back of this Notice.

- **Option A** – The Option A alignment follows northbound Carlsbad Boulevard to a point approximately 400 feet north of Avenida Encinas, then crosses via the former Ponto Drive offramp alignment to Ponto Drive, continuing north to the end of Ponto Drive. There, it shifts west into the northbound lanes of Carlsbad Boulevard and at the Ponto Road intersection continues north on the eastern edge of Carlsbad Boulevard to Breakwater Road. Option A then continues north in the frontage road between Carlsbad Boulevard and the Lanikai Mobile Home Park (Lanikai) and ends at the northwest corner of Lanikai. This Option would largely follow the existing B2 force main alignment (replace-in-place installation)

*Continued on Reverse*



- **Option B** – This Option would realign a portion of the B2 force main into the eastern edge of the southbound lanes of Carlsbad Boulevard from Avenida Encinas to the intersection of Carlsbad Boulevard and Ponto Road
- **Option C** – This Option would realign a portion of the B2 force main into the disused former southbound lanes of Carlsbad Boulevard (along the eastern edge of the South Carlsbad State Beach campground) from Avenida Encinas as far north as Breakwater Road, where it crosses back east into Ponto Drive

### Public Comment Is Invited

The Initial Study and supporting documents are now being circulated for a 30-day public review period:

**May 27, 2014 – June 25, 2014**

Please provide comments by letter, email, or fax to the District’s Project Manager at the following contact:

**Mr. Robin Morishita**  
**Technical Services Manager**  
**Leucadia Wastewater District**  
**1960 La Costa Avenue, Carlsbad, CA 92009**  
**fax 760.753.3094**  
[rmorishita@lwwd.org](mailto:rmorishita@lwwd.org)

Comments must be received by 5:00 pm on June 25, 2014.

The Project will be considered at the District Board of Directors meeting: 5:00 pm, July 9, 2014 at the District office, 1960 La Costa Avenue, Carlsbad, CA 92009.

***Note:** If you challenge the Board’s decision on the Project in court, the challenge may be limited to raising only those issues previously raised during the public review period and/or before the Board.*

### Where to Review this Document

The Initial Study and supporting documents are available for review at the District office (address above), and the following additional location:

**Carlsbad City Library (Dove Library)**  
**1775 Dove Lane**  
**Carlsbad, CA 92011**

### For More Information

Contact the District’s Project Manager, Robin Morishita at 760.753.0155 x3007 or [rmorishita@lwwd.org](mailto:rmorishita@lwwd.org).

**B2 Force Main Replacement Project**  
**Initial Study and Proposed Mitigated Negative Declaration: Consideration of Comments**

Source	Comment	Discussion/Response
<p>Gail Sevrens            California Department of Fish and Wildlife  <i>Via letter dated 6/23/14</i></p>	<p>The Initial Study (IS) dated May 2014 states that mitigation for impacts under the first option (Option A) would be developed based on the HMP for the City. The Department recommends that all impacts for each option be analyzed and appropriately mitigated according to the HMP, including standards and measures not currently included in the DMND. Inclusion of a table enumerating habitat acreage impacts and mitigation formulae in compliance with Table 1 on page D-113 of the HMP would facilitate analysis of project impacts.</p>	<p>Impacts on all native vegetation types were considered in light of the City's HMP.</p> <p>Only Option A would impact native vegetation; the other two Options (B and C) were specifically developed to avoid disturbance and loss of native vegetation. As a result, Options B and C are sited entirely within existing or abandoned roadways and adjacent ornamental (non-native landscape) vegetation (see IS/MND <i>Project Information</i> section, page 1 and pages 4–5, and vegetation mapping presented in Appendix A).</p> <p>As the vegetation mapping figures in Appendix B also show, all 3 Options would involve work in close proximity to native vegetation. However, as discussed under <i>Habitat Protection</i> on IS/MND pages 6 and 20, in areas adjacent to sensitive or protected native vegetation, the District will require the following precautions:</p> <ul style="list-style-type: none"> <li>• The alignment width (construction footprint) will be narrowed to a permissible maximum of 10 feet (the minimum needed for safe and efficient contractor access); no work will be allowed outside this area</li> <li>• The limits of the work area will be defined in the field using pin flags, temporary construction fencing, or another appropriate, low-impact medium by a qualified biologist, prior to contractor mobilization</li> </ul> <p>These stipulations will be incorporated into the project construction documents so</p> <ul style="list-style-type: none"> <li>• bidding contractors will be aware of the limitations they will be operating under, and</li> <li>• the work area restrictions will be contractually binding on the contractor selected to perform the work.</li> </ul>

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Source	Comment	Discussion/Response
<p>The Department recommends that in the Final MND, in addition to coastal sage scrub (CSS), the potential for impacts to all habitat types indicated on DMND maps, such as coyote brush scrub, goldenbush scrub, and non-native and disturbed habitats, be evaluated in the context of the HMP. Any impacts to these additional habitat types should be mitigated in accordance with the HMP.</p>	<p>No new or undisclosed significant impact on native vegetation is identified in this comment and no further analysis or mitigation is warranted under CEQA.</p>	<p>The IS/MND considered impacts on all native vegetation types present within and along the project alignment, based on biological reconnaissance and detailed vegetation mapping presented in IS/MND Appendix A. In addition to coastal sage scrub, this comprised the following:</p> <ul style="list-style-type: none"> <li>• coyote brush (<i>Baccharis pilularis</i>) scrub</li> <li>• goldenbush (<i>Isocoma menziesii</i> var. <i>menziesii</i>) scrub</li> <li>• saltbush (<i>Atriplex lentiformis</i>) scrub</li> <li>• areas of planted spiny rush (<i>Juncus acutus</i> ssp. <i>leopoldii</i>)</li> </ul> <p>Vegetation mapping also considered and documented the following vegetation/land cover types along the project corridor: Developed, Developed/Ornamental, Disturbed, Ice Plant (<i>Carpobrotus edulis</i>), Ornamental, and <i>Eucalyptus</i> sp. plantings. No new or undisclosed significant impact on native vegetation is identified in this comment and no further analysis or mitigation is warranted under CEQA.</p> <p>As discussed above, only Option A would impact native vegetation; the other two Options were specifically developed to avoid disturbance and loss of native habitat. All Options would have the potential for minor impacts on areas of landscaping and ornamental vegetation, but impacts would be avoided and reduced to the extent feasible as a matter of good construction practice, and landscaping would be promptly restored following construction. Potential minor impacts on landscape vegetation are not expected to impact any species qualifying for special status, with the possible exception of species protected under the Migratory Bird Treaty Act (discussed on IS/MND page 20). Because project-related disturbance of landscape vegetation does not constitute a “take” trigger under the Endangered Species Act, it is more appropriately addressed under CEQA than under the City’s HMP. No new or undisclosed significant impact related to disturbance of ornamental/landscape/non-native vegetation is identified in this</p>

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Source	Comment	Discussion/Response
Pam Drew City of Carlsbad <i>Via email to Emmeline Kiyon (IEC), dated 6/10/14 2:16 PM</i>	Mark Biskup, Associate Engineer, and I are reviewing the environmental document for the B2 Force Main Replacement Project and I have a question/concern. Please describe the type, quantity and location of all above grade air vents. We are having some issues/concerns with the potential for above grade air vents to vent sewer odor on another project. Since one option is to locate the sewer pipeline parallel with the State Park's campgrounds we want to make sure this project will not create a sewer odor problem where none exists today.	comment and no further analysis or mitigation is warranted under CEQA.  Current practices for sewer infrastructure design and construction emphasize control of odors in proximity to sensitive receptors such as residential, and, in this case, recreational uses. There are various means of achieving this, depending on the nature of the facility.  As a force main, this project would have limited surface access. However, it may require air valves, and if so, they would be placed in below-grade manholes equipped with a sealed lid to minimize potential odor. The Project is not expected to require more air valves than on the current force main pipe, and thus would not increase the potential for odor generation.
Pam Drew City of Carlsbad <i>Via email to Robin Morishita, dated 6/10/14 2:49 PM</i>	Under the Air Quality section it states, "...there would be some potential for odors..." Since one alignment would be very close, and parallel, to the State campgrounds I want to make sure there would not be a sewer odor that would affect them. Any information on the odor control units would be helpful.	No new or undisclosed significant impact is identified in these two related comments and no further analysis is warranted under CEQA.
Pam Drew City of Carlsbad <i>Via email to Emmeline Kiyon (IEC), dated 6/10/14 4:53 PM</i>	Attached are my comments on the Initial Study. I spoke to Robin Morishita, with Leucadia Wastewater District, earlier today and he said they are most likely going to go with Option C. I'm glad to hear that as that option would not have any impacts to vegetation. Please let me know if you have any questions in regard to my attached comments.	Comment on Option C is noted.
Pam Drew City of Carlsbad <i>Via letter, dated 6/13/14</i>	<p><b><u>City of Carlsbad Planning Comments:</u></b></p> The construction schedule states that the project completion date is anticipated to be in February/March 2015. However, the Biological Resources section states that construction is planned to occur entirely outside of the bird nesting season. (February 1 – September 15). Please change the construction schedule to be consistent with the Biological Resources section; otherwise, additional mitigation and potentially recirculation would be necessary.	The District anticipates proceeding under Option C, based on recent agreement with the City of Carlsbad and State Parks.  As discussed in the IS/MND and above, no native vegetation would be impacted (trimmed, removed, or otherwise disturbed) under Option C. If the contractor identifies a need for trimming or removal of landscape or non-native vegetation, this work will be conducted before the February 1 onset of the general nesting season to avoid the potential for disturbance of nesting birds, nest, and eggs.  Once construction begins, under Option C, work will be phased such that activity in areas adjacent to native vegetation – including but not limited to coastal sage scrub that may host nesting Coastal

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Source	Comment	Discussion/Response
		<p>California Gnatcatcher – is completed prior to February 1. This will avoid noise disturbance of nesting Gnatcatchers as well as MBTA-protected common species that may also nest in these areas.</p> <p>Construction work along the portion of the alignment will be phased such that</p> <ul style="list-style-type: none"> <li>(1) completion in areas with landscape vegetation with the greatest potential to support nesting by MBTA-protected species is prioritized, and</li> <li>(2) work in all areas adjacent to landscape vegetation that may support nesting is begun prior to February 1, and continues through the beginning of the work season; this will limit nesting activity – if any – to disturbance-tolerant pairs</li> </ul> <p>This approach will be incorporated into the project construction documents so bidding contractors are aware of the limitations they will be operating under, and the selected contractor is contractually bound to proper implementation.</p> <p>With these precautions in place, impacts on nesting birds would be avoided. No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p>
	<ol style="list-style-type: none"> <li>1. Since the Option A alignment requires the wildlife agencies' approval of a restoration management and monitoring plan, these agencies should also be identified.</li> </ol>	<p>Comment is noted. The District's preferred approach is Option C; however, if Option A is ultimately selected, all appropriate coordination with the City and resource agencies will be conducted. No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p>
	<ol style="list-style-type: none"> <li>2. The Option A alignment would have impacts to sensitive habitat, therefore, Biological Resources and Mandatory Findings of Significance should be checked.</li> </ol>	<p>Impacts on sensitive habitat under Option A would be addressed by environmental commitments incorporated into the project independent and upstream of the CEQA process – i.e., the District's up-front adoption of impact reduction and compensation commitments reflecting the City's adopted HMP, which will be incorporated into the project construction documents for binding flow-down to project contractor(s).</p> <p>With these commitments incorporated, habitat impacts would be reduced and compensated for in a manner that satisfies applicable federal and state regulatory standards. Habitat impacts are thus</p>

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Source	Comment	Discussion/Response
		<p>considered less than significant with no additional mitigation required under CEQA. For this reason, Biological Resources and Mandatory Findings of Significance are not checked on the proposed Mitigated Negative Declaration form included in the initial study.</p> <p>No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p>
	<p>3. Under the Option A alignment, please include as a mitigation measure a five (5) year restoration management and monitoring plan for all areas where sensitive habitat would be removed and revegetated per the city’s Guidelines for Habitat Creation and Restoration, dated July 20, 2009. Also, please make sure the mitigation measures are clearly identified.</p>	<p>The process to avoid and compensate for impacts on sensitive habitat is discussed on page 6 of the IS/MND. As identified in the previous item, this represents an up-front commitment included in the project itself, rather than separate mitigation identified via CEQA.</p> <p>Option A is not the District’s preferred approach, but in the event it is ultimately selected, all habitat compensation would comply with the terms and requirements of the City’s adopted HMP, including the development and implementation of a 5-year management and monitoring plan.</p> <p>No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p>
	<p>4. Considering vegetation impacts of Option A and the related discussion, IV.a should be checked as “less than significant with mitigation incorporated.”</p>	<p>As identified above, the District as lead agency views the commitment to proceed in accordance with the mitigation process defined in the City’s HMP in the event Option A is adopted as an <i>a priori</i> feature of the project, rather than separate mitigation identified via the CEQA review process. The District was aware of and committed to this potential need prior to completion of CEQA review. Moreover, the project’s potential to impact Coastal California Gnatcatcher and its habitat is clearly identified in Item IV-a as circulated; no new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p>
	<p>5. Statements regarding environmental impacts note impacts are “less than significant” or “would not degrade the quality of the environment” (see pages 21, 47 and 48 for examples). These statements should also not impacts</p>	<p>As identified above, this finding depends on the incorporation of up-front environmental commitments, not mitigation identified through the CEQA review process. As such the correct finding remains as circulated; no new or undisclosed significant impact is</p>

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Source	Comment	Discussion/Response
	are less than significant because mitigation measures have been incorporated.	identified in this comment and no further analysis is warranted under CEQA. However, as discussed in previous items, the District is cognizant of the need for follow-through in implementing environmental commitments; to that end, these requirements will be included in the project construction documents so bidding contractors are aware of the restrictions they will be operating under, and the selected contractor is contractually bound to proper implementation. No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.
	<b><u>City of Carlsbad Engineering (Design Division) Comments:</u></b>	
	6. Please provide copies of the sequential design packages for the city's review and comment when they are available. Staff will review the proposed alignment for utility conflicts and any potential operation issues, including sewer odor, along the new alignment and its discharge point.	The request for design review packages is noted, and the District will continue to coordinate closely with the City and the State Department of Parks and Recreation as the design process moves ahead. This comment does not bear on the adequacy of the project IS/MND.
Christine Angulo Resident of Hanover Beach Colony 7039 Whitewater Street Carlsbad, CA 480-456-4000 <i>Via email to Robin Morishita, dated 5/29/14 3:47 PM</i>	I own a house that back up to the north side lane of Carlsbad blvd. 7039 whitewater st., carlsbad, ca 92011 (hanover beach colony) My question is: on option A- what area will be dug for these new pipes? Will be be the street, the common area between the street and my back yard, or can it possibly be that you would have to dig into my backyard? Thanks. <i>Please reply to this email so that I know you received it 😊</i>	The commenter's concern is noted. This question does not bear on CEQA adequacy, and was addressed separately by District staff (see next item), who confirmed that all work would occur in public rights-of-way. No work on private property would be needed for the Project.
Christine Angulo 480-456-4000 <i>Via phone call to Robin Morishita, 5/30/14 10:00 AM</i>	Ms. Angulo was concerned that the project would require digging up her back yard.	This comment does not bear on CEQA adequacy. District staff responded to Ms. Angulo's concern by assuring her that there would be no activity in her back yard. She expressed that she was satisfied and had no concerns with the project. On June 11, District staff followed up to confirm with Ms. Angulo that the District anticipates proceeding with the Option C

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Source	Comment	Discussion/Response
<p>Kurt Huppert 6933 Catamaran Drive Carlsbad, CA <i>Via email to Robin Morishita, dated 5/28/14 10:04 AM</i></p>	<p>I am very much against proposals A &amp; B. These options would be disruptive to existing traffic patterns and would be un-safely close in the event of a pipe failure to the residential neighborhood where I and my family lives. Options C appears to be the least disruptive and safest option, given additional buffer area and unused road. Please call me if you would like greater feedback.</p>	<p>alignment. The commenter's preference is noted. Under all 3 Options, the Project would incorporate a Traffic Control Plan to reduce disruption to existing traffic patterns and provide for the safety of the numerous pedestrians, bicyclists and recreators who use the project area (see page 6 of the IS/MND). Like the project's other up-front environmental commitments, this requirement will be included in the project construction documents to provide for efficient and correct implementation. With the Traffic Control Plan in place, and given that disruption would be temporary and short term, impacts under all 3 Options are considered less than significant, as discussed on IS/MND pages 42 ff.. No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p>
<p>68 Kurt Huppert 760-525-5558 <i>Via phone call to Robin Morishita, 5/28/14 10:52 AM</i></p>	<p>Mr. Huppert was not supportive of Alignment Options A and B; he does not want a new pipeline installed in proximity to a residential area. His preference is Option C.</p>	<p>This comment does not bear on CEQA adequacy. District staff responded to Mr. Huppert's concern by clarifying that the project would replace an existing pipeline, not install a new pipeline where none exists. With this understanding, Mr. Huppert expressed that he prefers Option C, and that he had no further concerns about the project.</p>
<p>Rick and Suzanne Toman Hanover Beach Colony residents <i>Via email to Robin Morishita, dated 5/29/14 9:57 AM</i></p>	<p>Our preference would be Option C (using the former southbound lanes along the state beach campground). It's the most logical and least disruptive solution for this project. Carlsbad Blvd. is a highly utilized road and should only be impacted as a last resort.</p>	<p>The commenters' preference is noted. No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p>
<p>Rick Caswell California Coastal Commission <i>Via email to Robin Morishita, dated 5/19/14 12:31 PM</i></p>	<p>Option A appears to have the most potential for environmental impacts, so I would strongly advise against this option. Option B appears to have the least potential for environmental impacts, and, consequently, this would be my preferred option for the proposed project.</p>	<p>The commenter's preference is noted. No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA. Option A is the only Option that would impact native vegetation; it arguably would have the greatest potential to affect biological resources. It would also involve extensive work within active area roadway rights-of-way. Option B would avoid disturbance and loss</p>

Source	Comment	Discussion/Response
<p>Eugene Chappe Property owner in vicinity of Hilton Hotel 760-753-2009 <i>Via phone call to Robin Morishita, 5/27/14 11:49 AM</i></p>	<p>Mr. Chappe owns the lot on Ponto Road east of the Hilton Hotel, adjacent to and south of the hotel parking structure. He called to ask how the project would affect access to his property.</p>	<p>of native vegetation but would entail extensive work in area roadways, including Carlsbad Boulevard. By contrast, Option C would avoid disturbance and loss of native vegetation, and would also substantially reduce the need for work in active roadways, by relocating much of the alignment to the former southbound lanes that are no longer used for travel. For these reasons, the District prefers Option C.</p> <p>This comment does not bear on CEQA adequacy. District staff responded to Mr. Chappe’s question by explaining that there would be no construction in Ponto Road in front of his lot, and that the District has been working to obtain approval for the Option C alignment, which would locate construction on the far side of Carlsbad Boulevard, in the former (now disused) southbound lanes. Mr. Chappe expressed that his is supportive of the Option C Alignment and had no comment on any environmental items.</p>
<p>69 Dale Schriver Property/business owner in vicinity of Hilton Hotel 760-438-2140 <i>Via phone call to Robin Morishita, 5/27/14 1:33 PM</i></p>	<p>Mr. Schriver owns the storage facility on the northeast corner of the intersection of Ponto Drive and Ponto Road. He called to ask how the project would affect access to his property.</p>	<p>This comment does not bear on CEQA adequacy. District staff responded to Mr. Schriver’s question by explaining that he would continue to have access from Ponto Road and that no construction work would occur in front of his business. Staff also informed Mr. Schriver that the District has been working with with the City of Carlsbad to obtain approval for the Option C Alignment, which would put construction on the far side of Carlsbad Boulevard, in the former southbound lanes. Mr. Schriver expressed that he was pleased and hopeful that the District will be able to move ahead with Option C Alignment. He had no comment on any environmental items.</p>
<p>Ron Ashman Engineer at Crew Engineering 858.571.0555 <i>Via phone call to Robin Morishita, 6/19/14 12:30 PM</i></p>	<p>Mr. Ashman called to follow up on behalf of Dale Schriver.</p>	<p>This comment does not bear on CEQA adequacy. Staff explained the project to Mr. Ashman and confirmed that the District now has concurrence from City of Carlsbad and State Parks to go forward with the Option C Alignment. He had no further comments.</p>

Source	Comment	Discussion/Response
<p>Robin Greene California State Parks North Sector, San Diego Coast District <i>Via email to Robin Morishita, dated 6/9/14 4:09 PM</i></p>	<p>We can live with any of the options and have no comment if Option C is everyone's desired location.</p>	<p>The commenter's preference is noted. This comment does not bear on the adequacy of the project IS/MND.</p>
<p>Robin Greene California State Parks North Sector, San Diego Coast District <i>Via email to Robin Morishita, dated 6/10/14 9:45 AM</i></p>	<p>I would point out that IF the force main is aligned in the excess ROW and IF the State obtains the property and when we are able to develop a new campground, repairs and access to the force main will be much more problematic.</p> <p>Campsites are booked seven months in advance. I have on average four (less desirable) campsites available to move reserved people into when we have disruption like maintenance being required in their campsite. Impacts to peoples' vacations tend to be very unpopular and calls and emails fly. The closure season is very limited and the closure calendar is set in stone over 14 months in advance so planning for closure times is difficult. Urgent issues and repairs will cause much more disruption to the visiting public that if this is located under grassy landscaping and sidewalks outside of residential complexes. But I know there are a lot of 'ifs' in that scenario. Perhaps the cost savings today offset any of these type of concerns.</p>	<p>The commenter's concern is noted. This question does not bear on CEQA adequacy, and was addressed separately by District staff (via return email), as follows.</p> <p>Thank you for your comments. I agree that there are a lot of "ifs" associated with all of the alignments. We are trying to implement the best solution or option for the current situation and the near future. I'm sure our predecessors thought the current alignment (Option A) was a good one when the force main was originally installed in 1980. Subsequently, the area was developed with residential properties and a hotel. The highway off ramp was demolished and coastal sage scrub was planted its place. These changes have made alignment Option A, replacing the force main in place, a less preferred alignment. Please understand that, in the future, when the force main requires replacement the District will evaluate the options available at that time. The situation then may dictate that the force main be relocated, as we are doing now. Therefore, it may not be replaced in place.</p> <p>Please keep in mind that the polyvinyl chloride (PVC) pipe we will be installing has a predicted useful life (industry standard) of 50 years. PVC is also less susceptible to both internal and external corrosion. Therefore, it will require less repair. Additionally, force mains are not on a periodic maintenance schedule. Therefore, we will not have to access the buried pipe on a periodic basis.</p> <p>No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p>

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Source	Comment	Discussion/Response
<p>Robin Greene California State Parks North Sector, San Diego Coast District <i>Via letter, dated 6/23/14</i></p>	<p>CSP is concerned with two issues should the project be developed as proposed in Alternative "C": Interruption of access or services to campground users during construction and potential impacts to [c]ultural resources.</p> <p>CSP provides beach access to Carlsbad State Beach for both day use visitors and overnight campers. This ingress and egress must be maintained during construction without interruption. Additionally, any construction related activities shall not interrupt CSP utility service (water, sewer, communications, and electricity) to the campground or day use facilities during construction.</p>	<p>However, the District is keenly aware of the need to reduce disturbance to campground visitors and beach-goers as much as possible, and will coordinate closely with State Parks to make sure this is achieved, regardless of which Option is selected. Specifics are discussed in the items that follow.</p> <p>The commenter's concerns are noted, and are discussed in detail in the following items.</p> <p>As described on page 6 of the IS/MND, the Project would incorporate a Traffic Control Plan to reduce disruption to existing traffic patterns and provide for the safety of the numerous pedestrians, bicyclists and recreators who use the project area. In preparing the Traffic Control Plan, the Contractor will be required to coordinate with the City of Carlsbad and – if Option C is selected – with State Parks as well. The Traffic Control Plan will include at least the following requirements, in addition to other specifics to be developed based on City and State Parks input.</p> <ul style="list-style-type: none"> <li>• Wherever feasible and consistent with public and worker safety, at least one traffic lane will be maintained in operation during construction</li> <li>• Access will be provided to area businesses during normal business hours</li> <li>• If trenching occurs across driveways, access will be maintained to the extent feasible, using drivable non-skid trench plates; this will include access to Carlsbad State Beach</li> <li>• Flaggers will be provided as needed to provide for the safety of motorists, pedestrians, and bicyclists (including campground and beach users)</li> <li>• Pedestrian and bicyclist detours will be used if needed to provide for safe passage around the construction area; the</li> </ul>

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Source	Comment	Discussion/Response
<p>CSP understands that all of the proposed work will occur within the City's Right-of-Way but it's possible that there may be impacts to a site that may extend to CSP land.</p>	<p>Due to the potential for subsurface cultural resources in the area, it is recommended that all ground disturbing work not only initial shallow ground-disturbing activities (as stated under Mitigation Measure CUL-1, page 24) require an archaeological monitor and a California Indian monitor for sections of pipeline that would fall outside of the "replace-in-place" strategy and for trenching realignments.</p>	<p>detour route will be clearly marked, and, if appropriate, may also use temporary safety barriers such as K-rail</p> <ul style="list-style-type: none"> <li>Contractors will be required to comply with Part 6 of the California Manual on Uniform Traffic Control Devices (Caltrans 2012a) regarding proper placement and usage of traffic controls.</li> </ul> <p>Like the project's other up-front environmental commitments, this requirement will be included in the project construction documents to provide for efficient and correct implementation.</p> <p>There will be no need to interrupt utility service to the campground for project construction.</p> <p>No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p> <p>This general comment does not bear on the adequacy of the project IS/MND and does not identify a new or undisclosed significant impact.</p> <p>However, the District agrees with the commenter about the importance of restricting project-related activities to the right-of-way. The contractor will be explicitly required to limit all work, staging/laydown, and personnel presence to the area within the City's right-of-way. Right-of-way limits and limitations on the work and access footprint will be clearly defined in the project construction documents.</p> <p>As identified on page 25 of the IS/MND, the Project alignment is situated in areas underlain by beach, estuarine, and colluvial deposits of middle to late Pleistocene age; at &gt;100,000 years old, these strata are too old to contain cultural materials, which would be restricted to overlying younger strata, potentially including residual soils developed on the Pleistocene substrate. In this context, the project's potential to impact cultural resources would be restricted to activities involving the comparatively thin veneer of younger native substrate materials, and primarily or exclusively to younger native substrate substrate that has not been substantially disturbed for prior trenching or roadway construction.</p>

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Source	Comment	Discussion/Response
	<p>It is unclear if the Native American Heritage Commission (NAHC) or a Luiseño representative has been consulted. If not, this consultation should be included as part of the project.</p>	<p>With this in mind, Mitigation Measure CUL-1 was developed with the intent that the archaeological monitor will have the authority to</p> <ul style="list-style-type: none"> <li>• continue monitoring as long (as deep) as it is necessary his/her professional judgment</li> <li>• determine when excavation has extended below the depth where cultural materials may be encountered and monitoring is no longer necessary; at this point s/he will have the authority to discontinue monitoring</li> </ul> <p>The requirements of this mitigation measure (and the accompanying measure that protects paleontological resources potentially present in underlying sediments of Pleistocene age, CUL-2) will be incorporated into the project construction documents, to make contractors aware of their responsibilities under the measure, the potential limitations and restrictions on contractor activities, and in particular the requirement to adhere to direction from archaeological and paleontological monitors in the event a temporary stop work and/or setback is implemented in response to a find. The District is committed to including Native American monitoring as a part of the cultural resources monitoring effort.</p> <p>No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p>
	<p>It is also requested that all project related archaeological and paleontological reports, including [the] confidential isolate record documented during cultural resources survey (referenced on page 20 of <i>Cultural Resources Survey Report for the Leucadia Wastewater District B2 Force Main Replacement Project, City of</i></p>	<p>Comment is noted. NAHC was contacted during preparation of the cultural resources technical report (IS/MND Appendix B) but has not responded. Archaeological surveys conducted for the project (described in Appendix B) included both qualified archaeologist and experienced Native American monitor staff. The Native American monitors who participated in the surveys are Luiseño.</p> <p>No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.</p> <p>This comment does not bear on CEQA adequacy.</p> <p>The District would be very happy to share the cultural resources technical reports and the recordation form for the isolate find with qualified staff at both State Parks and the City. Cultural and paleontological resources monitoring results can also be shared</p>

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Source	Comment	Discussion/Response
Carlsbad, California (Pignolo 2014)[)] be submitted to San Diego Coast District (SDCD) Archaeologist Nicole Turner (Nicole.Turner@parks.ca.gov).	following the conclusion of construction. No new or undisclosed significant impact is identified in this comment and no further analysis is warranted under CEQA.	

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## MEMORANDUM

Ref: 14-4137

**DATE:** July 3, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Batiquitos (B2) Force Main Replacement Project - Adoption of the Mitigated Negative Declaration and Mitigation, Monitoring and Reporting Plan**

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### RECOMMENDATION:

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

1. Adopt the Mitigated Negative Declaration (MND) and the Mitigation, Monitoring and Reporting Plan (MMRP) for the Batiquitos (B2) Force Main Replacement Project; and
2. Authorize Staff to proceed with project alignment Option C, using the abandoned portion of southbound Carlsbad Boulevard, for the installation of the replacement B2 Force Main.
3. Discuss and take other action as appropriate.

### DISCUSSION:

This item was reviewed by the EC at its July 2, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

In February 2014 the Board of Directors (Board) received and filed the B2 Force Main Preliminary Design Report completed by Infrastructure Engineering Corporation (IEC). Additionally, the Board authorized the execution of an agreement with Wave Crest Oceanfront, LLC (Wave Crest) pertaining to the realignment of the three District force mains (B1, B2, and B3) into the north bound lanes of Highway 101 in front of the Hilton Carlsbad Resort & Spa (Hilton) as part of the B2 Force Main Replacement Project.

To construct this realignment, the three force mains will be placed in previously undisturbed soil under Highway 101. As a result, the project is required to satisfy California Environmental Quality Act (CEQA) standards. Meeting these standards requires an environmental impact assessment of the entire project alignment. IEC was tasked to conduct the assessment. During the assessment, Coastal Sage Scrub (California Gnatcatcher habitat) was discovered over the current B2 alignment in the vacant area (Ponto Area) bordered by Ponto Drive on the north and east, Carlsbad Boulevard (Highway 101) on the west and Avenida Encinas on the south, establishing the Ponto Area as environmentally sensitive. It should be noted that the area previously contained the Ponto Drive off ramp from north bound Highway 101. The ramp was demolished and the area was re-vegetated with Coastal Sage Scrub. However, the City of Carlsbad (Carlsbad) still owns the right-of-way through the area in which B2 is located. The assessment resulted in the completion of an Initial Study (IS) and development of a Mitigated Negative Declaration (MND) by IEC, enclosed.

With the Ponto Area designated as environmentally sensitive, the design team considered relocating B2 adjacent to the south bound lanes of Carlsbad Boulevard north of Avenida Encinas to prevent disturbance of the Ponto Area. Avoiding the Ponto Area would remove the

required mitigation measures of re-vegetation of the construction zone, the purchase of a mitigation land bank and construction restrictions due to the Gnatcatcher nesting season. As a result, the MND was developed to include three B2 alignment options as follows:

1. Option A – Dig and replace B2 in its current alignment except for the 800 feet in front of the Hilton which would be relocated into north bound Carlsbad Boulevard. (Figure 1a)
2. Option B – Realign B2 into the east shoulder of south bound Carlsbad Boulevard from north of Avenida Encinas to Ponto Road. The remaining B2 sections will be replaced in the current alignment. (Figure 1b)
3. Option C – Realign B2 into the west shoulder of south bound Carlsbad Boulevard from north of Avenida Encinas to Ponto Road and continue north in the abandoned section of south bound Carlsbad Boulevard to Breakwater Road. The remaining B2 sections will be replaced in the current alignment. (Figure 1c)

Including the three alignment options in the MND enabled the CEQA process to advance while staff worked with Carlsbad and the California Department of Parks and Recreation (State Parks) to reach consensus on Options B and C. Option C is the preferred alignment for the following reasons:

- Avoids the environmentally sensitive Ponto Area
- Relocates B2 away from residential development and the Hilton
- Reduces traffic control requirements and associated restrictive construction periods due to construction in the abandoned section of south bound Carlsbad Boulevard

The CEQA process for adoption of a MND includes a 30 day public comment period. This period commenced on May 27, 2014 and concluded on June 25, 2014. Having previously obtained Carlsbad concurrence on Option C, on June 8<sup>th</sup> staff received State Parks' concurrence, establishing Option C as the project alignment. Subsequently, written comments on the IS-MND were received from Carlsbad, State Parks, California Coastal Commission and California Department of Fish and Wildlife, attached for your review. Implementing Option C for the B2 alignment and the Mitigation, Monitoring and Reporting Plan (MMRP), attached, developed for the project will mitigate the concerns raised in the written comments.

In summary, the majority of impacts identified in the MND are construction related and can be mitigated through the use of best management practices and compliance with the MMRP. Overall, the MND states that no long-term significant impacts will result from the B2 Replacement Project. Therefore, Staff recommends that the Board adopt the draft MND and MMRP for the project and authorize Staff to proceed with project alignment Option C, using the abandoned portion of southbound Carlsbad Boulevard, for the installation of the replacement B2 Force Main.

Additionally, the Secondary Effluent (B1) Force Main between the Encina Water Pollution Control Facility and the Gafner Advanced Water Treatment Plant was installed circa 1970 and will require eventual replacement to enable the District to continue production of recycled water. The replacement of the B2 Force Main presents a unique opportunity to simultaneously replace the section of B1 in Carlsbad Boulevard. B1 can be placed in the same trench as B2, significantly reducing the construction costs of replacing B1 as a separate project. Therefore, the replacement of B1 will be incorporated into the B2 Replacement Project.

PJB:rym

Attachments

# **BATIQUITOS (B2) FORCE MAIN REPLACEMENT PROJECT**

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**MITIGATION, MONITORING AND REPORTING PLAN  
(MMRP)**

## B2 Force Main Replacement Project – Option C Mitigation Monitoring and Reporting Plan

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Mitigation Measure	Activities Required	Implementation Responsibilities
<p>CUL-1: Provide Qualified Archaeologist Monitoring during Ground-Disturbing Activities</p>	<ul style="list-style-type: none"> <li>• The District will retain an archaeologist meeting the Secretary of the Interior’s professional qualification standards for archaeology to monitor ground-disturbing activities, including site preparation, demolition/removal of existing pavement and other features, and excavation/trenching</li> <li>• In the event of a find of known or potential cultural material(s), deposit(s), or feature(s), the archaeologist will have the authority to temporarily suspend or divert work in the immediate area of the find; will evaluate the find; and will make recommendations for further investigation and/or treatment, as appropriate</li> <li>• The District will be responsible for following up to implement the archaeologist’s recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• District will require design consultant to include information on this measure in Project Contract Documents so bidding contractors are aware of potential constraints on work</li> <li>• District will retain archaeologist and will require the archaeologist to include an appropriately qualified Native American monitor as part of their team, such that monitoring includes both qualified archaeological and Native American staff</li> <li>• Monitoring staff will determine when/where monitoring is required, and will conduct monitoring activities</li> <li>• District will verify implementation and compliance during construction</li> </ul>
<p>CUL-2: Provide Paleontological Monitoring for New Ground Disturbance in Pleistocene Substrate Materials</p>	<ul style="list-style-type: none"> <li>• The District will retain a qualified paleontologist – an individual meeting the qualifications for “Principal Paleontologist” as defined in California Department of Transportation Standard Environmental Reference, Chapter 8 (Caltrans 2012c) or equivalent qualifications – to monitor ground-disturbing activities in previously undisturbed native substrate materials (all realignments and areas, if any, where existing trenches must be deepened or widened beyond their original extent)</li> <li>• If fossil material is discovered, work in the immediate vicinity of the discovery will cease until the find can be evaluated and any appropriate treatment</li> </ul>	<ul style="list-style-type: none"> <li>• District will require design consultant to include information on this measure in Project Contract Documents so bidding contractors are aware of potential constraints on work</li> <li>• District will retain paleontologist</li> <li>• Monitoring staff will determine when/where monitoring is required, and will conduct monitoring activities</li> <li>• District will verify implementation and compliance during construction</li> </ul>

Mitigation Measure	Activities Required	Implementation Responsibilities
<p>CUL-3: Comply with State Requirements in the Event Human Remains are Discovered</p>	<p>implemented; work may continue on other parts of the alignment while evaluation (and, if needed, treatment) takes place, as long as the find can be adequately protected</p> <ul style="list-style-type: none"> <li>• The District will be responsible for ensuring that the paleontologist’s recommendations regarding treatment and reporting are implemented.</li> <li>• If human remains are discovered, work in the vicinity of the find will cease immediately and the contractor or designated representative will notify the San Diego County Coroner; if the remains are determined to be of Native American origin, the Coroner will then notify the Native American Heritage Commission (NAHC) for identification of the mostly likely descendant</li> <li>• Work in the vicinity of the find will not resume until the most likely descendant has made a recommendation regarding the treatment, or appropriate and dignified disposition, of the remains and any associated grave goods, and that recommendation has been implemented</li> <li>• If NAHC is unable to identify a descendant, or the descendant fails to make a recommendation within 48 hours of receiving notification from NAHC, work may resume</li> <li>• The District or a delegated consultant representative will be responsible for following up with the County Coroner and NAHC to ensure that their responsibilities have been discharged</li> </ul>	<ul style="list-style-type: none"> <li>• District will require design consultant to include information on this measure in Project Contract Documents so bidding contractors are aware of potential constraints on work</li> <li>• District will retain archaeologist</li> <li>• District will verify implementation and compliance during construction</li> </ul>
<p>Noise-1: Require Augmented Construction Noise Control</p>	<p>The Project Contract Documents will include Special Provisions for noise control, which will stipulate the following requirements</p> <ul style="list-style-type: none"> <li>• All construction equipment will be equipped with the manufacturer’s standard noise control equipment, or</li> </ul>	<ul style="list-style-type: none"> <li>• District will require design consultant to incorporate the requirements of this measure into Project Contract Documents</li> <li>• District will verify incorporation</li> </ul>

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Mitigation Measure	Activities Required	Implementation Responsibilities
	<p>with an equally effective replacement that meets manufacturer specifications</p> <ul style="list-style-type: none"> <li>• Construction equipment and vehicles that require back-up alarms will be equipped with ambient-sensitive backup alarms</li> <li>• Use of jake brakes will be prohibited</li> </ul>	<ul style="list-style-type: none"> <li>• During construction, District will verify compliance</li> </ul>





0 500 1,000 Feet

**Legend**

--- Project Alignment Option A

Note: This figure is a schematic and does not represent the actual width of the alignment.

**Infrastructure**  
ENGINEERING CORPORATION

**Leucadia Wastewater District  
B2 Force Main Replacement Project  
Figure 1a: Option A Location**



**Legend**

— Project Alignment Option B

Note: This figure is a schematic and does not represent the actual width of the alignment.


**Infrastructure**  
ENGINEERING CORPORATION

**Leucadia Wastewater District  
B2 Force Main Replacement Project  
Figure 1b: Option B Location**




0 500 1,000 Feet

**Legend**

 Project Alignment Option C

Note: This figure is a schematic and does not represent the actual width of the alignment.

 **Infrastructure**  
ENGINEERING CORPORATION

**Leucadia Wastewater District  
B2 Force Main Replacement Project  
Figure 1c: Option C Location**



June 13, 2014

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

**RE: OAJ 14-03 – LEUCADIA WASTEWATER DISTRICT (COMMENTS ON THE INITIAL STUDY FOR THE B2 FORCE MAIN REPLACEMENT PROJECT)**

Dear Mr. Morishita,

Thank you for the opportunity to review the Draft Initial Study for the B2 Force Main Replacement project. Although the Leucadia Wastewater District ("District") has stated their preference would be for Option C, realigning a portion of the B2 force main into the disused former southbound lanes of Carlsbad Boulevard, three Options are analyzed in the Draft Initial Study. Therefore, the comments and concerns stated below are based on analysis of Option A, B and C alignments.

**Planning:**

The following comments were provided by me. If you have any questions about the following section, please contact me at (760) 602-4644 or [pam.drew@carlsbadca.gov](mailto:pam.drew@carlsbadca.gov).

**Description of Project - Construction Schedule and Hours**

1. The construction schedule states that the project completion date is anticipated to be in February/March 2015. However, the Biological Resources section states that construction is planned to occur entirely outside of the bird nesting season (February 1 – September 15). Please change the construction schedule to be consistent with the Biological Resources section; otherwise, additional mitigation and potentially recirculation would be necessary.
2. Since the Option A alignment requires the wildlife agencies' approval of a restoration management and monitoring plan, these agencies should also be identified.

**Environmental Factors Potentially Affected**

3. The Option A alignment would have impacts to sensitive habitat, therefore, Biological Resources and Mandatory Findings of Significance should be checked.



Biological Resources

4. Under the Option A alignment, please include as a mitigation measure a five (5) year restoration management and monitoring plan for all areas where sensitive habitat would be removed and revegetated per the city's Guidelines for Habitat Creation and Restoration, dated July 20, 2009. Also, please make sure the mitigation measures are clearly identified.
5. Considering vegetation impacts of Option A and the related discussion, IV.a. should be checked as "less than significant with mitigation incorporated."

General

6. Statements regarding environmental impacts note impacts are "less than significant" or "would not degrade the quality of the environment" (see pages 21, 47 and 48 for examples). These statements should also note impacts are less than significant because mitigation measures have been incorporated.

Engineering (Design Division):

The following comments were provided by Mark Biskup, Associate Engineer. If you have any questions about the following section, please contact him at (760) 602-2763 or [mark.biskup@carlsbadca.gov](mailto:mark.biskup@carlsbadca.gov).

7. Please provide copies of the sequential design packages for the city's review and comment when they are available. Staff will review the proposed alignment for utility conflicts and any potential operational issues, including sewer odor, along the new alignment and its discharge point.

Sincerely,



PAM DREW  
Associate Planner

- c: Scott Donnell, Senior Planner  
Mark Biskup, Associate Engineer  
Anna Buising, Ph.D, P.G., Principal-Environmental Services, Infrastructure Engineering Corporation, Suite K, 39221 Paseo Padre Parkway, Fremont, CA 94538



DEPARTMENT OF PARKS AND RECREATION  
San Diego Coast District  
4477 Pacific Highway  
San Diego, CA 92110  
(619) 688-3260 FAX (619) 688-3229

Major General Anthony L. Jackson, USMC (Ret), Director

June 23, 2014

Robin Morishita  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009  
rmorishita@lwwd.org

RE: Initial Study for B2 Force Main Replacement Project (SCH 2014051077)

Dear Mr. Morishita,

Thank you for the opportunity to comment on the Force Main Replacement Project Initial Study (May 2014) located in Carlsbad, CA. California State Parks (CSP) is a Trustee Agency and is mandated by law to protect the natural, cultural and recreational resources found within the State Park system. We submit the following comments to assist you in developing project alternatives which avoid impacts to CSP Property and park visitors. The Proposed Alternative "C" Alignment is within the City of Carlsbad's (City's) Right-of-Way but in close proximity to the South Carlsbad Beach Campground (Campground). CSP is concerned with two issues should the project be developed as proposed in Alternative "C": Interruption of access or services to campground users during construction and potential impacts to Cultural resources.

CSP provides beach access to Carlsbad State Beach for both day use visitors and overnight campers. This ingress and egress must be maintained during construction without interruption. Additionally, any construction related activities shall not interrupt CSP utility service (water, sewer, communications, and electricity) to the campground or day use facilities during construction.

CSP understands that all of the proposed work will occur within the City's Right-of-Way but it's possible that there may be impacts to a site that may extend to CSP land. Due to the potential for subsurface cultural resources in the area, it is recommended that all ground disturbing work, not only initial shallow ground-disturbing activities (as stated under Mitigation Measure CUL-1, page 24), require an archaeological monitor and a California Indian monitor for sections of pipeline that would fall outside of the "replace-in-place" strategy and for trenching realignments. It is unclear if the Native American Heritage Commission (NAHC) or a Luiseño representative has been consulted. If not, this consultation should be included as part of the project. It is also requested that all project related archaeological and paleontological reports, including confidential Isolate record documented during cultural resources survey (referenced on page 20 of *Cultural Resources Survey Report for the Leucadia Wastewater District B2 Force main Replacement Project, City of Carlsbad, California* (Pignolo 2014) be submitted to San

Diego Coast District (SDCD) Archaeologist Nicole Turner  
(Nicole.Turner@parks.ca.gov).

In conclusion, we appreciate the opportunity to comment on the MND and hope that our comments contribute to a better project. Please contact me or Darren Smith if you have any questions or comments.

Sincerely,



Robin Greene  
State Park Superintendent III

Cc Clay Phillips, San Diego Coast District Superintendent  
Darren Smith, District Services Manager  
Reading File

## Tianne Baity

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**From:** Casswell, Rick@Coastal <Rick.Casswell@coastal.ca.gov>  
**Sent:** Wednesday, June 18, 2014 12:31 PM  
**To:** Robin Morishita  
**Subject:** Re: B2 Force Main Replacement Project (SCH#2014051077)

Hello Robin,

Having reviewed the initial study referenced within the subject line of this email, I would like to provide you with the following comments:

Option A appears to have the most potential for environmental impacts, so I would strongly advise against this option. Option B appears to have the least potential for environmental impacts, and, consequently, this would be my preferred option for the proposed project.

Please let me know if you have any questions or comments.

Sincerely,

***Rick Casswell***  
*Coastal Program Analyst II*  
*California Coastal Commission*  
*San Diego District Office*  
*(619) 767-2370*  
[\*rick.casswell@coastal.ca.gov\*](mailto:rick.casswell@coastal.ca.gov)







State of California – Natural Resources Agency  
DEPARTMENT OF FISH AND WILDLIFE  
South Coast Region  
3883 Ruffin Road  
San Diego, CA 92123  
(858) 467-4201  
www.wildlife.ca.gov

EDMUND G. BROWN JR., Governor  
CHARLTON H. BONHAM, Director



June 23, 2014

Mr. Robin Morishita, Technical Services Manager  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, California 92009  
rmorishita@lwwd.org

**Subject: Comments on the Draft Mitigated Negative Declaration for the B2 Force Main Replacement Project, Leucadia Wastewater District, City of Carlsbad, California**

Dear Mr. Morishita:

The California Department of Fish and Wildlife (Department) has reviewed the above-referenced Draft Mitigated Negative Declaration (DMND) for the B2 Force Main Replacement Project (Project) for the Leucadia Wastewater District (District) in the City of Carlsbad (City). The following statements and comments have been prepared pursuant to the Department's authority as Trustee Agency with jurisdiction over natural resources affected by the project (California Environmental Quality Act, [CEQA] Guidelines § 15386) and pursuant to our authority as a Responsible Agency under CEQA Guidelines section 15381 over those aspects of the proposed project that come under the purview of the California Endangered Species Act (Fish and Game Code § 2050 *et seq.*) and Fish and Game Code section 1600 *et seq.* The Department also administers the Natural Community Conservation Planning (NCCP) program. The City is participating in the Department's NCCP by implementing its approved Multiple Habitat Conservation Program (MHCP) Subarea Plan (SAP) and Habitat Management Plan (HMP).

The project alignment extends in a generally north-south direction along the Carlsbad coast near Carlsbad State Beach, beginning just north of Batiquitos Lagoon and terminating near 6500 Ponto Drive. The DMND analyzes three options. Under the first option, B1, B2 and B3 force mains would be replaced at existing diameters and realigned along an approximately 800-foot section in front of the Carlsbad Hilton Hotel. Under the second option a section would be abandoned and the B2 force main would be realigned in a new trench along the eastern edge of the southbound lanes of Carlsbad Boulevard. Under the third option, a new force main would be installed in the former and now abandoned southbound lanes of Carlsbad Boulevard. Pipeline installation would be primarily accomplished using conventional open trench methods. In this method, pavement is removed, heavy equipment is used to open a trench and the trench is backfilled after placement of the new pipeline. Single pipeline trenches are expected to be four feet wide and joint pipeline trenches would be six feet wide. Both types would be 8 to 13 feet deep.

The Department offers the following comments and recommendations to assist the District in avoiding or minimizing potential project impacts on biological resources:

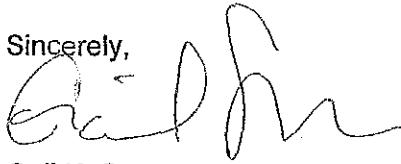
*Conserving California's Wildlife Since 1870*

Mr. Robin Morishita, Technical Services Manager  
Leucadia Wastewater District  
June 23, 2014  
Page 2 of 2

The Initial Study (IS) dated May 2014 states that mitigation for impacts under the first option (Option A) would be developed based on the HMP for the City. The Department recommends that all impacts for each option be analyzed and appropriately mitigated according to the HMP, including standards and measures not currently included in the DMND. Inclusion of a table enumerating habitat acreage impacts and mitigation formulae in compliance with Table 11 on page D-113 of the HMP would facilitate analysis of project impacts. The Department recommends that in the Final MND, in addition to coastal sage scrub (CSS), the potential for impacts to all habitat types indicated on DMND maps, such as coyote brush scrub, goldenbush scrub, and non-native and disturbed habitats, be evaluated in the context of the HMP. Any impacts to these additional habitat types should be mitigated in accordance with the HMP.

We appreciate the opportunity to comment on the referenced DMND. Questions regarding this letter and further coordination on these issues should be directed to Eric Hollenbeck at (858-467-2720) or [Eric.Hollenbeck@wildlife.ca.gov](mailto:Eric.Hollenbeck@wildlife.ca.gov).

Sincerely,



Gail K. Sevrens  
Environmental Program Manager  
South Coast Region

cc: Janet Stuckrath (U.S. Fish and Wildlife Service)  
Scott Morgan (State Clearinghouse)

## MEMORANDUM

**Date:** July 3, 2014  
**To:** Board of Directors  
**From:** Paul J. Bushee, General Manager   
**Subject:** Amendment to the Agreement With Wave Crest Oceanfront, LLC Pertaining to the Batiquitos (B2) Force Main Replacement Project

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**RECOMMENDATION:**

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

1. Authorize the General Manager to execute Amendment 1 to the Agreement with Wave Crest Oceanfront, LLC, owners of Hilton Carlsbad Oceanfront Resort & Spa, to postpone the realignment of Batiquitos (B3) Force Main contingent upon prior approval to realign the B1 and B2 Force Mains west of Highway 101.
2. Discuss and take other action as appropriate.

**BACKGROUND:**

This item was discussed by the EC at its July 2, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

In February 2014, the Board of Directors authorized an agreement with Wave Crest Oceanfront, LLC (Wave Crest), owners of Hilton Carlsbad Oceanfront Resort & Spa (Hilton) to contribute the sum of \$220,000 towards the realignment of Batiquitos Force Mains B1, B2, and B3 into north bound Carlsbad Boulevard (Highway 101) as part of the Batiquitos (B2) Force Main Replacement Project (Project).

The key provisions of this agreement were as follows:

- LWD would realign not only B2, but also B1 and B3 in the approximate 800 linear foot frontage area of the Hilton to the northbound lanes of Highway 101.
- Hilton would contribute the sum of \$220,000 to help offset the additional cost of the realignment in that area.
- LWD would ensure that the construction in the Hilton area would occur between October 1<sup>st</sup> and April 1<sup>st</sup> to coincide with the Hilton's offseason.

The contribution of \$220,000 of private funding represents a high level of commitment on the Hilton's part and also covers a significant portion of the additional cost to realign the force mains in the Hilton area as opposed to replacing only B2. This figure was derived based on the cost differential between the District replacing all the force mains in their existing alignment at the Hilton and realigning the pipelines into Highway 101.

The realignment of the three force mains resulted in the project being required to satisfy California Environmental Quality Act (CEQA) standards. Meeting these standards required an

environmental impact assessment of the entire project alignment. During the assessment, Coastal Sage Scrub (California Gnatcatcher habitat) was discovered over the current B2 alignment in the vacant area (Ponto Area) northwest of the intersection of Ponto Drive and Avenida Encinas, establishing the area as environmentally sensitive. The assessment resulted in the completion of an Initial Study (IS) and development of a Mitigated Negative Declaration (MND).

With the Ponto Area designated as environmentally sensitive, the design team considered relocating B2 into Highway 101 north of Avenida Encinas to prevent disturbance of the Ponto Area. As a result, the MND was developed to include three B2 alignment options, Options A, B and C. Prior to this item, the Board will have considered authorizing staff to proceed with Option C. Under this option B2 will be realigned into the west shoulder of south bound Carlsbad Boulevard from north of Avenida Encinas to Ponto Road and continue north in the abandoned section of south bound Carlsbad Boulevard to Breakwater Road. The remaining B2 sections will be replaced in the current alignment.

#### **DISCUSSION:**

Board approval of the Option C alignment will relocate B1 and B2 into the same alignment west, across Highway 101, from the Hilton. Staff contacted Wave Crest to inform them of the modified alignment. Wave Crest asked if the relocation of B3 in front of the Hilton is still required. The relocation of B3 was being done only as a result of the Wave Crest Funding Agreement. It is not out of operational necessity to the District. Therefore, Wave Crest stated that, if Option C is approved, they would prefer that B3 not be realigned at this time. Wave Crest will still provide the agreed to \$220,000 Project funding. To maintain the intent of the original agreement, staff agreed to amend the original agreement to state that when the B3 Force Main requires replacement, it would be relocated into the north bound lanes of Highway 101 away from the Hilton property. The amendment is attached for your review. Based on the continued positive public-private partnership between Wave Crest and the District, staff recommends that the Board of Directors execute this amendment with Wave Crest Oceanfront, LLC.

rym:PJB

Attachment

## AMENDMENT TO FUNDING CONTRIBUTION AGREEMENT

This Amendment modifies the Funding Contribution Agreement by and between the Leucadia Wastewater District, a County Water District (“District”) and Wave Crest Oceanfront, LLC (“Wave Crest”) dated February 12, 2014 (“Agreement”).

### RECITALS

A. WHEREAS, the Agreement provides that Wave Crest will make a Funding Contribution in exchange for the District’s agreement to relocate all three Force Mains (B1, B2 and B3) at the same time and to an alignment that is within the north bound lanes of Highway 101 (identified in the Agreement as the “Realignment Option” and shown on the attached exhibits as Option A).

B. WHEREAS, the District has determined that there are feasible options to move at least two of the Force Mains even further away from the Hilton to the alignment locations identified on the attached exhibits as Options B and C.

C. WHEREAS, the District desires to relocate Force Mains B1 and B2 to the Option C alignment at this time, and to defer relocation of Force Main 3 to a later date.

D. WHEREAS, Wave Crest agrees that relocation of Force Mains B1 and B2 to the Option C alignment is appropriate and does not object to deferral of the Force Main B3 relocation, provided that its eventual relocation is consistent with the terms and conditions of this Amendment,

NOW, THEREFORE, Wave Crest and the District agree to amend the Agreement as follows:

1. At this time, the District plans to relocate Force Mains B1 and B2 to the Option C alignment. If for any reason, the District elects to not relocate Force Mains B1 and B2 to the Option C alignment, they shall be relocated to alignments that are consistent with Options A or B.

2. At this time, the District plans to defer relocation of Force Main B3, provided that when it is relocated: (i) the relocation adjacent to the Hilton shall be within an alignment consistent with Option A, B or C, and the District shall use its best efforts to ensure any work within the right-of-way adjacent to Hilton occurs between September 15<sup>th</sup> and April 1<sup>st</sup> unless an actual or imminent Force Main failure requires work to be done outside of the designated work period. Should the District elect not to relocate Force Mains B1 & B2 to the Option C alignment as described in Section 1 of this Amendment, the District agrees to relocate all three forcemains in the area of the Hilton in a manner consistent with the original February 12, 2014 Agreement.

3. The Funding Contribution shall be paid to the District within fourteen (14) business days of the public meeting at which the District Board of Directors does all of the following: (i) adopts the Mitigated Negative Declaration for the Force Main Relocation Project,

(ii) authorizes the General Manager to proceed forward with bids for the Project that includes Relocation of Force Mains B1 and B2 to the Option C alignment, and (iii) approves this Amendment.

4. The parties agree that payment of the Funding Contribution shall be full and adequate compensation that covers the private benefit of incorporating the realignment options approved by the Agreement, as amended herein, and that Wave Crest shall not be required to make any additional contributions to the Force Main Replacement Project.

5. The parties further agree that should Wave Crest make the Funding Contribution, and thereafter, the District relocate any of the Force Mains in a manner that is not in accordance with the Agreement, as amended herein, Wave Crest shall be entitled to a full refund of the Funding Contribution.

6. Except as provided herein, all terms and conditions of the Agreement remain in full force and effect.

7. Each individual signing this Amendment represents and warrants that he or she has been authorized to do so by the proper action of the party on whose behalf he or she has signed.

DATED: July 9, 2014

LEUCADIA WASTEWATER DISTRICT

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

DATED: July 9, 2014

WAVE CREST OCEANFRONT, LLC

By \_\_\_\_\_  
William L. Canepa, President

## MEMORANDUM

**DATE:** July 3, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Integrated Travel Authorization and Expense Reimbursement Policy

---

**RECOMMENDATION:**

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

1. Discuss and provide direction, as appropriate.

**BACKGROUND:**

On February 8, 2006, the Board of Directors adopted Resolution No. 2158 establishing an Integrated Travel Authorization and Expense Reimbursement Policy. The policy updated reimbursement guidance as required by AB 1234 and integrated this guidance into a single policy for Directors and staff. On October 11, 2006 and November 14, 2007, the policy was amended to include the requirement for detailed receipts and to add the Special District Institute as an organization for which reimbursement of reasonable expenses were authorized. It was last updated on January 22, 2008 to authorize attendance at Batiquitos Lagoon Foundation (BLF) seminars, meetings, or conferences.

At the May 16, 2014 Board of Directors' meeting, the Board requested that staff bring this policy to the IFC and Board for review. The IFC reviewed the policy at their June 16, 2014 meeting and recommended minor changes to the policy that are indicated in the attached red-line strike-out form. In addition, the IFC also recommended that several areas be discussed by the full Board of Directors.

**DISCUSSION:**

The following areas were recommended for Board discussion:

1. **Policy Section 2 (h):**

**Reimbursements paid by LWD shall be reported monthly to the LWD Board of Directors. This report shall state the payee, the amount and provide a description of the expense(s).**

LWD currently reports all reimbursements (to Board members and employees) on a monthly basis in the "Demands" section of the Board agenda. This reporting is consistent with the current policy. In addition, staff also prepares a more detailed "Disclosure of Reimbursements Report" which is provided to the Board every six months. This report exceeds the requirement of Government Code Section 53065 which requires, at a minimum, an annual report.

This item is proposed for discussion to determine if a more detailed monthly report is required by the Board.

**2. Policy Section 3 (a) and (b):**

LWD's Integrated Travel Authorization and Expense Reimbursement Policy contains a list of approved organizations and associations for which reimbursement at seminars, meetings or conferences is authorized. The policy requires that other seminars, meetings, or conferences not specifically authorized by the policy must be approved by the Board of Directors prior to attendance.

The IFC recommends that the current list of approved seminars, meetings and conferences be revised to remove the Special District Institute as shown in the attachment. This organization is no longer active and should be removed. The IFC also considered adding other organizations such as California Women Lead where attendance is on a sporadic basis. After discussion, however, the IFC determined that the current list adequately covers those organizations regularly attended by LWD Board or employees. In addition, the policy also allows for attendance at other meetings with appropriate Board approval as required.

This item is proposed for discussion to determine if additional revisions to the list of seminars, meetings or conferences are warranted.

**3. Policy Section 5 (b):**

**Overnight accommodations for multi-day conferences within a 50-mile radius of the Leucadia Wastewater District may be reimbursable, on a case-by-case basis, considering attendee specific factors, scheduling factors, and other factors reasonably related to the authorized activity that are not within the attendee's control.**

Current policy allows reimbursement of expenses for attendance at conferences within a 50 mile radius of LWD on a case-by-case basis with approval by the General Manager. In addition, the Board receives a stipend for the initial day of travel to these conferences.

This item is proposed for discussion to determine if reimbursement of expenses should be authorized "with-out exception" or on a "case-by-case" basis. In addition, the IFC also requests that the Board consider if stipends for the initial travel-day is warranted and if the General Manager is the appropriate approval authority for "case-by-case" reimbursements submitted by the Board.

**4. Policy Section 7 (a) and (b):**

Section 7 of the Travel and Reimbursement Policy authorizes reimbursement of miscellaneous expenses. The IFC recommends that the this list be revised as shown in the attachment to allow for reimbursement of internet access for LWD business and to encourage cell phone use for business and personal calls home while on authorized overnight stays.



**CONCLUSION:**

Staff and the IFC requests that the Board discuss the items noted above and provide direction, as desired. Staff will make changes to the policy as directed and bring it back to the Board in August for final approval.

cal:PJB

Attachment

**LEUCADIA WASTEWATER DISTRICT**  
**INTEGRATED TRAVEL AUTHORIZATION AND**  
**EXPENSE REIMBURSEMENT POLICY**

Ref: [07-083414-4123](#)

**1. Purpose**

The purpose of this policy is to establish requirements and implement rules and regulations governing travel authorization and expense reimbursement for LWD Directors and staff.

**2. Overview**

- a. Directors and employees are encouraged to participate in those outside activities and organizations that in the judgment of the Board of Directors further LWD's interests.
- b. Expenses incurred by Directors and employees in connection with such activities are reimbursable provided that they are permitted by this Policy or otherwise authorized by the Board of Directors or General Manager where appropriate.
- c. All expenses incurred while participating in activities and organizations on LWD's behalf must be moderate, reasonable and necessary. Directors and employees are encouraged to exercise prudence in all expenditures. This policy is intended to result in no personal gain or loss to a Director or employee.
- d. Reimbursement shall be made only for legitimate expenses supported by vendor provided documentation or as may be allowable under applicable Internal Revenue Service (IRS) guidelines.
- e. Legitimate expenses shall include: transportation to and from activity destinations; ground transportation to and from airports, train, bus or trolley stations, activity locations, and lodging; overnight accommodations; meals; car rental, and certain related miscellaneous expenses described in this Policy.
- f. The most economical mode and class of transportation reasonably consistent with scheduling and cargo requirements shall be used.
- g. All reimbursements shall be made pursuant to a signed Travel Expense Report conforming to applicable requirements stated in this Policy.
- h. Reimbursements paid by LWD shall be reported monthly to the LWD Board of Directors. This report shall state the payee, the amount and provide a description of the expense(s).

Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008

### 3. Authorization

- a. LWD shall pay reimbursement for reasonable expenses incurred for attendance at such meetings, conferences and seminars budgeted by the Board, concerning official district business, from which the District derives a benefit through the attendance of a representative. Reimbursement is authorized for attendance at meetings, conferences, and seminars held by the following organizations or associations:

- California Association of Sanitation Agencies (CASA)
- California Special Districts Association (CSDA)
- California Sanitation Risk Management Authority (CSRMA)
- California Water Environment Association (CWEA)
- California WaterReuse Association
- Carlsbad Chamber of Commerce
- Encinitas Chamber of Commerce
- Local Agency Formation Commission (LAFCO)
- Southern California Alliance of Publicly Owned Treatment Works (SCAP)
- ~~Special District Institute~~
- Batiquitos Lagoon Foundation

Also authorized for reimbursement are expenses associated with attendance at a conference or organized educational activity conducted in compliance with subdivision (c) of Government Code Section 54952.2, including, but not limited to, ethics training required by Government Code Sections 53234-53235.5.

Attendance at other meetings, conferences and seminars not specifically authorized by this Policy must be approved by the Board of Directors prior to attendance for reimbursement of expenses.

- b. The General Manager or his/her designee shall authorize all employee travel prior to departure. LWD shall pay reimbursement for reasonable expenses incurred by the General Manager and/or staff at meetings, conferences and seminars for the following organizations or associations:

- California Association of Sanitation Agencies (CASA)
- California Special Districts Association (CSDA)
- California Sanitation Risk Management Authority (CSRMA)
- California Water environment Association (CWEA)
- Local Agency Formation Commission (LAFCO)
- California WaterReuse Association
- Southern California Alliance of Publicly Owned Treatment Works (SCAP)
- ~~Special District Institute~~
- Batiquitos Lagoon Foundation

Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008

Other meetings, conferences and seminars not specifically authorized by this Policy must be approved by the General Manager prior to attendance for reimbursement of expenses.

- c. No travel shall be authorized unless sufficient appropriated funds are available.

#### **4. Reimbursement of Authorized Transportation Expenses**

- a. Attendees traveling by airplane shall fly using the lowest cost mode and class reasonably consistent with scheduling requirements. Attendees shall take the most direct and time-efficient route reasonably available. In the event a more expensive mode or class of air transportation is used, or a less direct route is taken, the reimbursable amount shall be limited to the cost of the lowest cost commercial airfare available via the most direct route.
- b. Attendees driving their personal vehicle to an activity shall be limited to the IRS specified rate in an amount not exceeding the lowest cost airfare plus normal ground transportation costs for the trip taken by personal vehicle. Where an LWD vehicle is used gasoline and other necessary maintenance or repair expenses shall be reimbursable.
- c. Where practical and reasonable, attendees may elect to travel by train via the most economical mode and class reasonably consistent with scheduling requirements and shall be reimbursable at the lesser of: the actual amount paid, the lowest cost airfare plus normal ground transportation costs, or, LWD's costs to reimburse for the use of a personal vehicle.
- d. Only the most economic form of ground transportation reasonably consistent with scheduling requirements shall be reimbursable. Public transportation including buses, light rail, commuter trains and commercial vehicles including shuttles and taxicabs should be used in lieu of car rental.
- e. Rental car expenses for the lowest priced class of vehicle appropriately suited for the use intended and traveling conditions shall be reimbursable where other modes of transportation are not reasonable or practical considering destination and scheduling requirements. Rental cars should, whenever possible, be reserved in advance to ensure the choice of vehicle class most appropriately suited is available. The purchase of rental car insurance above that required by the agency is not reimbursable.
- f. Airport and train station parking shall be reimbursable at long-term rates for travel exceeding twenty-four (24) hours. Destination parking for personal, LWD and rental vehicles shall be reimbursable at self-parking rates where available.
- g. The use of promotional or discounted fares, corporate or government rates and, in the case of multiple attendees, ride and rental car sharing, shall be utilized when available. The cost for tolls, ferries, short-term parking, and other expenses reasonably related to the authorized activity shall be reimbursable.

#### **5. Reimbursement of Authorized Overnight Accommodations**

- a. Expenses for overnight accommodations incurred within the LWD Service Area shall not be reimbursable.

Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008

- b. Overnight accommodations for multi-day conferences within a 50-mile radius of the Leucadia Wastewater District may be reimbursable, on a case-by-case basis, considering attendee specific factors, scheduling factors, and other factors reasonably related to the authorized activity that are not within the attendee's control.
- c. LWD shall reimburse for prearranged overnight accommodations at single room rates using discounted conference, government, or corporate rates at locations reasonably proximate to the activity for which the overnight accommodations were authorized. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Director/employee at the time of booking. If the group rate is not available, the Director/employee shall use comparable lodging that is consistent with the activity's government or group rates. Where attendees share a room, reimbursement shall be made at the double occupancy rate.
- d. Overnight accommodations shall be reimbursed when the authorized activity starts too early to permit a reasonable travel itinerary on that day or when the authorized activity concludes too late to permit a reasonable travel itinerary that evening.

## 6. Reimbursement of Authorized Meals

- a. Expenses for meals, including non-alcoholic beverages and tips ordinarily associated with normal eating customs, shall be reimbursable. The reimbursable amount shall be limited to the typical cost of meals in the region during the course of travel and while attending the authorized activity. The IRS publishes locally calculated meal and incidental expense guidelines that shall provide a basis for analyzing the reasonableness of meal expense reimbursement requests.
- b. The maximum daily amount reimbursable for meals, including beverages and tips, is \$75.00.
- c. Exceptions to these limitations shall be made in situations where participation in the authorized activity makes it necessary to eat at a specific place or to attend special meal functions.
- d. Expenses incurred by paying for another guest's meal shall be reimbursable provided that the guest's presence at the meal is reasonably related to the authorized activity.

## 7. Reimbursement of Authorized Miscellaneous Expenses

- a. The following miscellaneous items are also reimbursable:
  - ~~telephone calls to conduct LWD business;~~
  - reasonable costs for internet access to conduct LWD business one telephone call home for each overnight stay on authorized travel;
  - reasonable transportation costs to local restaurants or other destinations related to participation in the authorized activity;

Policy Adopted: February 8, 2006  
 Policy Amended: October 11, 2006  
 November 14, 2007  
 January 22, 2008

- customary and usual tips for baggage handling, transportation and other travel, lodging and meals related services; and,
  - other unavoidable, necessary and reasonable expenses related to the authorized travel.
- b. The use of cellular telephones, if available, is encouraged when conducting LWD business or calling home ~~in accordance with Section 7 (a) above~~. If a cellular telephone is not available, LWD will reimburse telephone calls to conduct LWD business and one telephone call home for each overnight stay while on authorized travel.
  - c. LWD shall not pay or reimburse expenses for entertainment, movies, recreational activities, laundry services, parking or traffic violation fines, tours, side trips or any other similar activities.
  - d. All Director expenses that do not fall within this travel reimbursement policy shall be approved by the Board of Directors, in a public meeting before the expense is incurred.
  - e. All employee expenses that do not fall within this travel reimbursement policy shall be approved by the General Manager before the expense is incurred.

## **8. Travel Advance**

- a. A travel advance in a sum equal to the estimated expenditures chargeable to the District for the trip may be made if requested by the Director or employee. The amount of the advance shall be approved by the General Manager.

## **9. Expense Reimbursement Claim Form**

- a. Within twenty-one (21) working days of return, all persons requesting reimbursement for LWD authorized business travel expenses shall fill out and deliver to the General Manager a Travel Expense Report Form (this "Form" is Attachment 1 to this Policy).
- b. All items for which reimbursement is requested must be supported by receipts except for tips and published rates paid to public transportation systems that do not provide receipts or where the receipt document may be used in lieu of cash to acquire other public transportation services. Receipts, provided for reimbursement, shall show an itemized summary of services provided or items purchased.
- c. Transportation expenses shall be supported by documentation provided by the carrier including flight or route numbers, dates and cost.
- d. Lodging expenses shall be supported by detailed documentation provided by the vendor.
- e. Meals expenses shall be supported by documentation provided by the restaurant or activity host, or, a credit card billing stating the date, location and amount of the meal.

Policy Adopted: February 8, 2006  
 Policy Amended: October 11, 2006  
 November 14, 2007  
 January 22, 2008

- f. Where an attendee pays or shares any expenses of another person (including other LWD Directors and employees) the receipt submitted shall note the name of the individual and his or her public agency or affiliation to the authorized activity.
- g. In no event shall expenses incurred by a guest be reimbursed by LWD.
- h. Advances, or other credits such as a prepayment by LWD, must be included as a deduction on the Form.
- i. In the event a travel advance exceeds the amount chargeable to the District, the Director or employee shall refund the District the difference between the travel advance and the expenditures chargeable to the District.
- j. Incomplete forms, including forms not supported by documentation as required by this Policy shall be returned to the attendee unprocessed along with written communication specifying the documentation required.

Policy Adopted: February 8, 2006  
Policy Amended: October 11, 2006  
November 14, 2007  
January 22, 2008

**MEMORANDUM**

**DATE:** July 3, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** CSDA Board of Directors 2014 Election

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**RECOMMENDATION:**

1. Discuss and take action as appropriate.

**DISCUSSION:**

LWD recently received a California Special Districts Association (CSDA) ballot for the 2014 election. There is one seat (Seat C) open for the Region 6 Director. The candidates are the following:

- Elaine Sullivan, Leucadia Wastewater District
- Arlene Schafer, Costa Mesa Sanitary District
- Judy Corl-Lorono, Bighorn-Desert View Water Agency
- Sheryl Landrum, Resource Conservation District of Greater San Diego
- Dan Kirby, San Gabriel Valley Mosquito & Vector Control 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 1, 2014.

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

### 2014 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 Region for Seat C. Each of CSDA's six (6) regional divisions 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 geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat C and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). 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 1, 2014**.

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

**California Special Districts Association**

**Attn: 2014 Board Elections**

**1112 I Street, Suite 200**

**Sacramento, CA 95814**

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



**CSDA Region 6 Candidate Statement**

**Elaine Sullivan**

**Leucadia Wastewater District (LWD) Board Member  
Carlsbad, CA 92009**

I am seeking CSDA member's votes to re-elect me to represent Region 6 because I have a passion for special districts and I believe that I can use that passion to continue serving CSDA members. I have been on the CSDA Board of Directors since 2013 and serve on their Membership and Education Committees.

I believe that I bring a unique and proven set of skills from my 26 years of experience as past President, and a member of various committees with the LWD Board of Directors and the Encina Wastewater Authority's (EWA) Board. I have held these positions, with over 98% attendance.

During my tenure, both agencies have been recognized for numerous recognitions and awards, such as:

- LWD is a Special District Leadership Foundation (SDLF) District of Distinction (since 2008),
- LWD received SDLF District Transparency Certificate of Excellence,
- LWD received California Water Environment Association's (CWEA) 2012 Small Collection System of the Year Award,
- LWD received the California Society of Municipal Finance Officers 2013 Outstanding Financial Reporting Award (since 2010),
- EWA Outstanding Compliance with EPA regulations,
- EWA received CWEA's 2013 Treatment Plant of the Year Award.

LWD is currently debt-free and maintains one of the lowest rates in San Diego County.

Other public service experience includes:

- Serving 12 years as a member of the California Water Reuse Finance Authority Board,
- Serving 16 years with CSDA San Diego Chapter's Scholarship Committee and;
- Serving the Carlsbad Chamber of Commerce Ambassador Committee,

I have enjoyed committing my time and energy to CSDA's various continuing goals and engaging in new projects being launched. I would appreciate the opportunity to continue to contribute and serve the Special District Region 6; therefore, I ask for your ongoing support and vote.

# ELECT ARLENE SCHAFER

## CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

### REGION 6, SEAT C

Arlene Schafer—Director  
Costa Mesa Sanitary District



#### PREVIOUS CSDA EXPERIENCE

- ◆ Board President (2009)
- ◆ Board Vice President
- ◆ Board Secretary
- ◆ Finance Corporation
- ◆ Task Force Committee
- ◆ Legislation Committee
- ◆ Fiscal Committee
- ◆ Membership Committee
- ◆ Recruitment & Planning Committee

I would be honored to serve as your representative on the California Special Districts Association (CSDA) Board of Directors Region 6, Seat C. I believe my 24 years of experience as a local government leader that includes 15 years serving on CSDA in a variety of different capacities makes me the best candidate. In recent years, special districts have been scrutinized by the State legislature, grand juries and the press, which is why I believe it's important for CSDA to continue serving as an advocate for special districts by informing the legislature and the public the important and essential services we provide to our communities. Furthermore, I believe it's important for special districts to demonstrate good governance that will help earn the public's trust. If elected, I will work with the Board and staff to ensure cost efficient programs, education and training seminars are still available to you.

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 16 years. CMSD provides solid waste and wastewater collection services to over 116,000 residents residing in the City of Costa Mesa and portions of Newport Beach and the unincorporated Orange County. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence and most recently, CMSD received Gold Recognition in Special District Governance.

If elected, I will continue to promote CSDA benefits to special districts and I will work collaboratively with CSDA Board of Directors on finding partnership opportunities for different services to help avoid membership dues from increasing. I believe my experience, knowledge and commitment to special districts will enable me to represent you well. Please vote for Arlene Schafer by **August 1, 2014**.

April 17, 2014

Candidate Statement

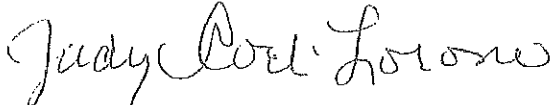
When I was first elected in 2007, I realized I knew nothing about being an elected official.

California Special Districts offered the Governance Academy. I graduated your classes and feel the opportunity allowed me to be a better citizen as well as a better Director for my water agency and my community. I have since taken your numerous online classes to keep up to date.

It would be my Honor to be the Candidate for our region and be able to contribute to the CSDA and therefore my constituents.

Thank you for this opportunity.

Sincerely,

  
Judy Corl-Lorono

President of Board of Directors

Bighorn Desert View Water Agency



Resource Conservation District of Greater San Diego County  
11769 Waterhill Rd., Lakeside, CA 92040  
Phone: (619) 562-0096 ✨ Fax: (619) 562-4799  
Website: [www.rcdsandiego.org](http://www.rcdsandiego.org)

## ELECT SHERYL LANDRUM CALIFORNIA SPECIAL DISTRICTS ASSOCIATION REGION 6, SEAT C



**Sheryl Landrum  
District Manager**

CSDA member since 2009  
CARCD member since 2009  
RCD Employee since 2009  
Small business owner 2004-  
2009  
Controller/Accountant/Office  
Manager 1986-2012

My name is Sheryl Landrum and I am the District Manager of the Resource Conservation District of Greater San Diego and an Executive Director of the Fire Safe Council of San Diego County. It would be a privilege to serve as your representative on the CSDA Board of Directors for Region 6 and I promise to work hard to fulfill the CSDA's vision and goals.

As the District Manager of the RCD, our programs provide San Diego communities with educational and technical assistance in conservation/resource management. The RCD also manages the programs and funds of the Fire Safe Council of SD County which strives to keep San Diego fire safe.

For the past eighteen months, I have been working with the California Association of Resource Conservation Districts to develop a strong vision, standards of excellence, and messaging for RCDs to deliver to our communities and our legislators. I would like to aid the CSDA in its quest for respected acknowledgment as well.

This May I gave testimony before the Assembly and Senate Budget Committees for the release of 10 million dollars in State Responsibility Area fees. I also met with numerous other legislators to promote funding for Special District work as well. I am honored to advocate for Special Districts and to ask for funding for our much needed programs and services.

I am hard working and dedicated to excellence. My RCD's management of USFS grant funds is held as the standard of excellence by the USFS grant clearing house and my work with the SD County Fire Authority led them to ask for a long term MOU between our two agencies. I will bring the same level of excellence to the Board of the CSDA and respectfully ask for your vote.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Sheryl Landrum".

Sheryl Landrum, District Manager and Executive Director

## **Dan Kirby**

### **President, San Gabriel Valley Mosquito and Vector Control District**

Dan Kirby is a life-long Southern Californian and was appointed to the Monrovia City Council in March of 2003. After serving for two years, he was elected outright by a margin of three to one in 2005. He was appointed to the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) in 2004 and now serves as its Board President. During his time in public office, Dan has built solid relationships with lawmakers locally and in Sacramento.



In addition to serving as President of the board, Dan serves as the Chair of the Personnel and Legislative Committees at the District. He participates regularly at the MVCAC Legislative days in Sacramento and represents SGVMVCD at state conferences.

Dan often refers to himself a life-long learner and demonstrates that with his passion is youth and education. He has worked with children at Kare Youth League in Southern California for over 35 years and has taught in the classroom at Rio Hondo Preparatory School in Arcadia since 1985.

As a youth counselor, Dan has travelled with students on educational tours, visiting no less than 48 states, six Canadian Provinces, and Baja California, Mexico.

Dan also has business experience. In 1985 Dan opened a graphic design, commercial printing and sign company, which he still manages today.

**MEMORANDUM**

**DATE:** July 3, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2014 (FY 14) LWD Tactics and Action Plan Report

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**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Receive and file the FY 14 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 14 along with several more that surfaced over the course of the year.

Staff is pleased to report that the vast majority of the FY 14 tactical goals were accomplished. A copy of the 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 2014 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 2015 Budget	Initial Data Collection	ASM	TSM, FSS, EA, CPA	Jan-14	Feb-14	Completed
	Board Workshop	ASM	TSM, FSS, EA, CPA	May-14	May-14	Completed
	Budget Approval	ASM	TSM, CPA, AT, CPA	Jun-14	Jun-14	Completed
FY 2013 Audit	Data Collection	ASM	CPA, AT	Jul-13	Nov-13	Completed
	Audit Report to Board	ASM	CPA, AT	Dec-13	Dec-13	Completed
Upgrade Financial Software	Board Approval	ASM	CPA, AT	Jan-14	Jan-14	Completed
	Software Selection	ASM	CPA, AT	Jan-14	Jan-14	Completed
	Data Transfer Complete	ASM	CPA, AT	Apr-14	May-14	Completed
	Implementation	ASM	CPA, AT	Jun-14	Jun-14	Completed
Finance Policy Reviews	Procurement Policy	ASM	TSM, CPA	Aug-13	Aug-13	Completed
	Investment Policy	ASM	CPA	Sep-13	Sep-13	Completed
	Reserve Policy	ASM	CPA	Feb-14	Feb-14	Completed
Finance Awards	CSMFO	ASM	CPA, AT	Dec-13	Dec-13	Completed
OPEB Valuation	ASM	CPA	Jul-13	Nov-13	Completed	

**Additional Items:**

GASB 63 & 68 Update	CPA	ASM	Nov-13	Nov-13	Completed
CAMP Individual Portfolio Update Presentation	ASM	CPA, GM	Jan-14	Jan-14	Completed
Financial Plan Tracking Update	GM	CPA, EA, ASM	Jan-14	Jan-14	Completed
Encina Phase V Reconciliation	CPA	GM, ASM	Jul-13	Apr-14	Completed
Financial Plan - Rate Increase Overview	GM	CPA, ASM	May-14	May-14	Completed
Rate Increase Approved	GM	Board, CPA, ASM	Mar-14	Jun-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	TSM, FSSup, ASM	Apr-14	May-14	Completed	
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Oct-13	Nov-13	Completed	
By-pass Pumping Training	FSSup	FSS, TSM	Jul-13	Aug-13	Completed	
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	FSS	GM, TSM, ASM	Jul-13	Jun-14	Completed (see below)	
Administration Policy Updates/Reviews	HRPM	ASM	AS	Jul-13	Feb-14	In Progress
Workplace Violence Policy	ASM	GM	Sep-13	Nov-13	Completed	
Board Staff Relations Policy	ASM	AS	Oct-13	Oct-13	Completed	
Employee Training						
Harrassment Training	ASM	Legal Counsel	Oct-13	Oct-13	Completed	
Workplace Violence Training	ASM	GM	Nov-13	Nov-13	Completed	
HRPM	ASM	GM	Feb-14	Feb-14	Pending	
Conduct Employee Satisfaction Survey	GM	ASM	Nov-13	Mar-14	Completed	
Salary Survey	ASM	AS	Feb-13	Mar-13	Completed	
Evaluate Safety Policies	ASM	TSM, FSS, AS	Oct-13	Feb-14	Completed	
Evaluate Disaster Planning Response						
Complete Risk Analysis	TSM/ASM	FSS, FSSup	Sep-13	Dec-13	In Progress	
Prioritize Requirements	TSM/ASM	FSS, FSSup	Jan-14	Mar-14	Delayed	
Present Recommendations	TSM/ASM	FSS, FSSup	Apr-14	May-14	Delayed	

### Additional Items:

Adopted PERS 2nd Tier Retirement System	ASM	EA, AS, CPA	Jul-13	Jul-13	Completed
Presentation - OC Waste Disch. Steering Com.	TSM	FSS	Jul-13	Jul-13	Completed
Organizational Behavior Training	GM	All Staff	Jul-13	Jul-13	Completed
Amended Health Flexible Spending Account	ASM	AS, CPA	Sep-13	Oct-13	Completed
No Lost Time - 2 Yrs.	GM	All Staff	Ongoing	Oct-13	Completed
Employee of Yr. Award	ASM	ERC, Mgmt. Team	Oct-13	Dec-13	Completed
Presentation - WateReuse Local Section	DE		Jan-14	Jan-14	Completed
Presentation - Carlsbad Hi-Noon Rotary	GM	Dir. Kulchin	Feb-14	Feb-14	Completed
CSRMA Workers Comp. Excellence Award	ASM	GM	Jan-14	Feb-14	Completed
Field Services Specialist Recruitment	TSM	FSS, FSSup., ASM	Feb-14	Mar-14	Completed
Presentation - CWEA Wake Up to Wastewater	FSS		Apr-14	Apr-14	Completed
Presentation - CWEA Annual Conference	TSM	FSS	May-14	May-14	Completed
Employee Salary & Benefit Resolution	ASM	GM	May-14	Jun-14	Completed
10 Individual Incentive Awards	ASM	All Staff		Thr/out FY 14	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.*

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Purchase and Implement New Work Management System (WMS)					
Approval/Purchase	FSS	TSM, FSSup	Jul-13	Jul-13	Completed
Data Conversion	FSS	TSM, FSSup	Aug-13	Oct-13	Completed
Training and Implementation	FSS	TSM, FSSup	Nov-13	Dec-13	Completed
Revise Confined Space Policy and Procedures	FSS	TSM, FSSup	Mar-13	May-13	Completed
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-13	Jun-14	Completed
Update Communication Plan	ASM	EA, TRG	Aug-13	Oct-13	In Progress
Teacher Grant Program Awards (CSDA & LWD Program)	EA	AS	Dec-13 Aug-13	Apr-14 Dec-13	Completed
Purchase New Vapex Units for Leucadia and Batiquitos Pump Stations					
Board Approval	FSS	TSM, FSSup	Jul-13	Jul-13	Completed
Purchase Vapex Units			Jul-13	Jul-13	Completed
Install Vapex Units:					
Batiquitos Pump Station			Sep-13	Sep-13	Completed
Leucadia Pump Station			Sep-13	Sep-13	Completed
Purchase New Replacement District Vehicle					
Bid Vehicle	FSS	TSM, FSSup	Sep-13	Sep-13	Completed
Purchase Vehicle	FSS	TSM, FSSup	Oct-13	Oct-13	Completed
Assist / Host Emergency Drill with Local Agencies	TSM	FSS, FSSup, FS Staff	Oct-13	Nov-13	Completed
Renew ADS Service Agreement	FSS	TSM, FSSup	Jul-13	Jul-13	Completed
Purchase New Replacement Chlorine Analyzers	FSS	TMS, FSSup	Oct-13	Dec-13	Completed
Develop an Electronic Records Policy	EA	ASM, AS	Mar-14	Jun-14	Postponed
Prop 218 Notice for Sewer Rate Increase	ASM	EA, AS	May-14	Apr-14	Completed
Evaluate SDF District Transparency Program	EA	ASM, GM	Jul-13	Aug-13	Completed (see below)
Submit for the District of Distinction	EA	ASM, GM	Mar-14	May-14	In Progress

**Additional Items:**

Carlsbad Recycled Water Agreement (5 Years)	GM	ASM, EA	Oct-07	Jul-13	Completed
SSMP Audit	FSS	FSSup., TSM	Jul-13	Sep-13	Completed
CSRMA Risk Control Audit	ASM	Safety Committee	Jul-13	Oct-13	Completed
CWEA Local Section Safety Award	FSS	ASM, FSSup.	Nov-13	Feb-14	Completed
Public Records Act Policy	EA	ASM, GM	Jan-14	Mar-14	Completed
TRG Agmt. Extension	ASM	EA	Mar-14	Jun-14	Completed
Board Consideration of Name Change	ASM	GM, EA	Mar-14	Apr-14	Completed
Cleaned and Televised South El Camino Real	FSSup.	Field Service Team	Mar-14	May-14	Completed
Brown Act Policy	EA	ASM, Counsel	Mar-14	Apr-14	Completed
SDF Transparency Certificate	EA	ASM, GM	Jul-13	May-14	Completed
Provided two tours to the public	FSSup.	EA, Staff	Apr-14	May-14	Completed
Encinitas Environmental Day	ASM	EA, Staff	Mar-14	Jun-14	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.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Leucadia PS Generator Replacement Construction	TSM	GM, FSS, DE	May-13	Mar-14	Substantially Complete
La Costa PS Rehabilitation Project Construction	TSM	GM, FSS, DE	Jul-13	Nov-13	Completed
Gravity Pipeline Rehabilitation Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Mar-13 Jul-13 Oct-13	Jun-13 Sep-13 Jan-14	Completed Completed Completed
Scott's Valley Pipeline Repair Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Nov-13 Apr-14 Jul-14	Mar-14 Jun-14 Aug-14	Substantially Complete Delayed Delayed
Pump Station Condition Assessment Conduct Assessment Present Report to EC and Board	TSM TSM	GM, FSS, DE GM, FSS, DE	Jul-13 Nov-13	Oct-13 Nov-13	Completed Completed
B2 Force Main Replacement Project Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-13 Dec-13 Apr-14	Nov-13 Mar-14 Oct-14	Substantially Complete Delayed (Hilton Agmt.) Delayed (Hilton Agmt.)
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 Feb-14 May-14	Jan-14 Apr-14 Jul-14	Completed In Progress Partial Completion
Purchase and Install New Server	TSM	ASM, AS	Oct-13	Dec-13	Completed
Web-site Upgrade Board Approval Software Selection/Conversion Upgrade Complete	EA EA EA	ASM, AS, TRG ASM, AS, TRG ASM, AS, TRG	Sep-13 Oct-13 Dec-13	Sep-13 Dec-13 Mar-14	Completed Completed Completed
Evaluate MIS Security	TSM/ASM	EA, AS	Nov-13	Apr-14	Completed

**Additional Items:**

L1 Forcemain Corrosion Evaluation	TSM	FSS	Jul-13	Aug-13	Completed
Board Transition to Electronic Agendas - Tablets	Bd	GM, TSM, ASM, EA	Oct-13	Dec-13	Completed
Village Park 5 Structural Repair Presentation	FSS	ASM	Oct-13	Oct-13	Completed
Install Batiquitos PS Wet Well Washers	FSS	FSSup.	Nov-13	Jan-14	Completed
Hilton Hotel (WaveCrest) Agmt - B2 Forcemain Proj	GM	TSM, DE	Oct-13	Feb-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 3, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2015 (FY 15) LWD Tactics and Action Plan

---

**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Adopt the FY 15 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 15, staff has developed an ambitious plan that includes over 40 tactical goals. A copy of the FY 15 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 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	Not Started Not Started Not Started
FY 2014 Audit	Data Collection Audit Report to Board	ASM ASM	CPA, AT CPA, AT	Jul-14 Dec-14	Nov-14 Dec-14	Not Started Not Started
Evaluate Financial Auditor's Contract		ASM	CPA, AT	Oct-14	Nov-14	Not Started
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	Not Started Not Started Not Started
Finance Awards	CSMFO	ASM	CPA, AT	Dec-14	Dec-14	Not Started
Review & Update Financial Internal Control Systems		ASM	CPA, AT, EA	Aug-14	Dec-14	Not Started
Evaluate GASB 68 Implementation	Board Report	CPA	ASM	Mar-15	Jun-15	Not Started
Update Finance Plan Tracking Model & Present to Board		GM	CPA, ASM, EA	Dec-14	Feb-15	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-15	Feb-15	Not Started
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Oct-14	Nov-14	Not Started
By-pass Pumping Training	FSSup	FSS, TSM	Jul-14	Dec-14	Not Started
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	FSS	GM, TSM, ASM	Jul-14	Jun-15	Not Started
Administration Policy Updates/Reviews Board Staff Relations Policy Records Retention Policy	ASM EA	AS AS	Oct-14 Jan-15	Oct-14 Mar-15	Not Started Not Started
Employee Training CPR/First Aid Flagger (FS Staff)	ASM FSSup	ASM FSS	Jan-15 Mar-15	Jan-15 Apr-15	Not Started Not Started
Conduct Board Strategic Planning Workshop	GM	ASM, EA	Feb-15	Feb-15	Not Started
Salary Survey	ASM	AS	Feb-15	Mar-15	Not Started
Develop Safety Plan	ASM	TSM, FSS, AS	Oct-14	Jun-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
Re-Seal Parking Lot & Restrip					
Obtain Quotes	FSS	TSM, FSSup	Jul-14	Jul-14	Not Started
Issue Purchase Order	FSS	TSM, FSSup	Aug-14	Aug-14	Not Started
Re-Seal Parking Lot & Restrip	FSS	TSM, FSSup	Sep-14	Oct-14	Not Started
SSMP Audit	FSS	TSM, FSSup	Mar-15	Jun-15	Not Started
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-14	Jun-15	Not Started
Teacher Grant Program Awards (CSDA & LWD Program)	EA	AS	Dec-14 Aug-14	Apr-15 Dec-14	Not Started
Replace SCADA Leucadia PS and Gafner AWT					
Develop Specifications	FSS	TSM, FSSup	Jul-14	Jul-14	Not Started
Obtain Price	FSS	TSM, FSSup	Aug-14	Aug-14	Not Started
Board Approval	FSS	TSM, FSSup	Sep-14	Sep-14	Not Started
SCADA Purchase	FSS	TSM, FSSup	Sep-14	Sep-14	Not Started
Install SCADA:					
Gafner Recycling Plant	FSS	TSM, FSSup	Dec-14	Mar-15	Not Started
Leucadia Pump Station	FSS	TSM, FSSup	Oct-14	Nov-14	Not Started
Purchase New Trailer Mounted Mini- Jetter					
Develop Specifications	FSS	TSM, FSSup	Jan-15	Feb-15	
Bid Mini-Jetter	FSS	TSM, FSSup	Mar-15	Mar-15	Not Started
Board Approval	FSS	TSM, FSSup	Apr-15	Apr-15	Not Started
Purchase Mini-Jetter	FSS	TSM, FSSup	Apr-15	Jun-15	Not Started
Hydro-Cleaning & CCTV Inspection of the North Green Valley Line	FSSup	FS Staff	Jul-14	May-14	Not Started
Assist / Host Emergency Drill with Local Agencies	FSS	FSS, FSSup, FS Staff	Jul-14	May-15	Not Started
Purchase Replacement Gas Monitors (2)	FSS	TSM, FSSup	Jul-14	Aug-14	Not Started
Purchase New Replacement Odaloggers (3)	FSS	TMS, FSSup	Nov-14	Dec-14	Not Started
Complete Communication Plan	ASM	EA	May-14	Oct-14	In-Progress
Develop Newsletters					
	ASM	EA	Jul-14	Oct-14	Not Started
	ASM	EA	Feb-15	Jun-15	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>
Leucadia PS Generator Replacement Construction	TSM	GM, FSS, DE	Jul-14	Dec-14	In Progress
Scott's Valley Pipeline Repair Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Apr-14 Aug-14 Nov-14	Jul-14 Sep-14 Feb-15	In Progress Not Started Not Started
Leucadia VFD Replacement Project Design Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	Oct-14 Dec-14	Oct-14 Mar-15	Not Started Not Started
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	Not Started 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	Not Started Not Started Not Started
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	Not Started 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	Not Started Not Started
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 Apr-15	In Progress Not Started Not Started
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	In Progress Not Started Not Started
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 Apr-15	Not Started Not Started Not Started
Convert Doc-to-Net electronic records to Microsoft SharePoint software	EA	AS, TSM	Jul-14	Oct-14	Not Started
Renew Ricoh Copy Machine Agreement	EA	AS	Jul-14	Aug-14	Not Started
Organize Electronic Files on File Server	EA	ASM, TSM, AS	Jul-14	Jun-14	Not Started

## List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

TSM – Technical Services Manager

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

FSSpec – Field Services Specialist

EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist II

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