

#### **BOARD OF DIRECTORS**

#### REGULAR MEETING

#### And

## PUBLIC HEARING TO CONSIDER THE FISCAL YEAR 2016 COLLECTION OF WASTEWATER SERVICE CHARGES ON THE COUNTY TAX ROLL

DATE:

Wednesday, June 10, 2015

TIME:

5:00 p.m.

PLACE:

Leucadia Wastewater District

1960 La Costa Avenue, Carlsbad, CA 92009

#### AGENDA

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

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

- 1. Call to Order
- 2. Roll Call
- 3. Pledge of Allegiance
- 4. General Public Comment Period
- 5. Approval of Agenda
- 6. Presentation and Awards
  - A. Flora Vista Elementary School's Public Service Announcement video presentation. (Verbal)
  - B. FSTs Todd Amos and Ryan Rodriguez receive professional achievement awards. (Pages 6-8)

#### CONSENT CALENDAR

Items 7-12 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

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

Minutes of the following meetings:

May 13, 2015 Regular Board Meeting (Pages 9-16)

May 27, 2015 Special Board Meeting (Pages 17-19)

June 2, 2015 Community Affairs Committee Meeting (Pages 20-21)

June 3, 2015 Engineering Committee Meeting (Pages 22-24)

#### 8. Approval of Demands for May/June 2015

This item provides for Board of Directors approval of all demands paid from LWD during the month of May and a portion in June 2015. (Pages 25-41)

#### 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

This report discloses travel expense reimbursements for the month of May 2015. (Pages 54-55)

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

Adopt Resolution No. 2260 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2016 (July 1, 2015 to June 30, 2016) Pursuant to Article XIII (B) of the California Constitution. (Pages 56-60)

#### **EWA REPORTS**

#### 13. Encina Wastewater Authority Reports

- A. A regular EWA Board meeting was held on May 27, 2015 report by Director Sullivan. (Pages 61-62)
- B. An Encina Member Agencies Manager's Meeting was held on June 2, 2015 report by GM Bushee. (Verbal)

#### **COMMITTEE REPORTS**

#### 14. Committee Reports

- A. Community Affairs Committee meeting was held on June 2, 2015 report by Director Sullivan. (Page 63)
- B. Engineering Committee meeting was held on June 3, 2015 report by Director Kulchin. (Page 64)

#### **OLD BUSINESS**

15. Adopt the Fiscal Year 2016 (FY 16) Budget. (Page 65, Enclosure 15)

#### **PUBLIC HEARING**

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

A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2016 on the San Diego County Tax Roll. (Page 66)

#### **ACTION ITEMS**

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

Adopt Resolution No. 2261 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2015 – June 30, 2016. (Pages 67-69)

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

Authorize the General Manager to execute a sole source purchase agreement with Rockwell Solutions for the pre-purchase of three new Vaughan Chopper Pumps as part of the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$81,865. (Pages 70-79)

#### 19. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2259 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2015 to June 30, 2016. (Pages 80-87)

#### 20. Approving the Recommended Encina Wastewater Authority FY 16 Budget

Adopt Resolution No. 2262 Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2016 (FY 16) Operating and Capital Budgets. (Pages 88-90)

### 21. Resolution No. 2263 - Updating LWD's Records Retention Policy and Schedules. (Pages 91-109)

#### 22. Public Information Services Task Order No. 5

Authorize the General Manager to execute Task Order No. 5 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$34,090. (Pages 110-113)

#### **INFORMATION ITEMS**

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

- A. North County Water Summit is scheduled for Thursday, July 16, 2015 from 8AM 10AM. (Page 114)
- B. Thank you letter from the Encinitas Union School District Superintendent Timothy Baird. (Page 115)
- C. LWD 2015 Employee Luncheon is scheduled for Thursday, July 9, 2015. (Page 116)
- D. Carlsbad Chamber of Commerce State of the City Luncheon is scheduled for Friday, August 21, 2015 from 11AM - 1:30PM at the Sheraton Carlsbad Resort & Spa. (Page 117)
- E. Letter to the Board of Directors from White Nelson Diehl Evans LLP regarding the audit. (Pages 118-119)

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

- A. The 2015 19<sup>th</sup> Annual Water Reuse & Desalination Research Conference was held at the Waterfront Beach Resort in Huntington Beach, CA on May 3-5, 2015. (Page 120)
- B. The 2015 CSDA Legislative Days Conference was held at the Sacramento Convention Center in Sacramento, CA on May 18-20, 2015. (Page 121)
- 25. General Manager's Report
- 26. General Counsel's Report
- 27. Board of Directors' Comments
- 28. 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: June 4, 2015

Paul J. Bushee, Secretary/General Manager

#### MEMORANDUM

DATE:

June 4, 2015

TO:

**Board of Directors** 

FROM:

Paul J. Bushee, General Manager

SUBJECT:

Presentation and Awards - Achievement of Individual Awards

It is my pleasure to announce that Leucadia Wastewater District (LWD) staff members have met individual performance objectives under LWD's Incentive Program. The individual achievements are as follows:

State of California State Water Resources Control Board Water Distribution Operator Grade D2 - Todd Amos

Field Services Technician 1 Todd Amos recently received his Water Distribution Operator Grade D2 certification from the State of California State Water Resources Control Board. Todd has been working for the District since August 2012 and this is his fifth certification since his employment at the District. Todd has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Todd's desire to excel through continued professional development. As a result of this certification, Todd is eligible for an Individual Incentive Award of \$500.

State of California State Water Resources Control Board Water Distribution Operator Grade D2 - Ryan Rodriguez

Field Services In-Training Ryan Rodriguez recently received his Water Distribution Operator Grade 2 certification from the State of California State Resources Control Board. Ryan has been working for the District since January 2015 and this is his first certification since his employment at the District. Ryan has worked hard on his own time for this achievement while maintaining his full time position at LWD. As a result of this certification, Ryan is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Todd and Ryan for their outstanding accomplishments.

th:PJB

## State of California State Water Resources Control Board

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

## Todd P. Amos

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER DISTRIBUTION SYSTEM AND IS HEREBY GRANTED THIS CERTIFICATE FOR

## Water Distribution Operator

## Grade D2

Operator Number: 44380

Issued May 2015

Felicia Marcus

Chair



## State of California State Water Resources Control Board

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

## Ryan C. Rodriguez

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER DISTRIBUTION SYSTEM AND IS HEREBY GRANTED THIS CERTIFICATE FOR

# Water Distribution Operator Grade D2

Grade D2

Operator Number: 45407

Issued May 2015

Felicia Marcus Chair



Ref: 15-4541

#### LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting May 13, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, May 13, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

#### 1. Call to Order

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

#### 2. Roll Call

DIRECTORS PRESENT:

Juliussen, Omsted, Hanson, Sullivan and Kulchin

DIRECTORS ABSENT:

None

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, and District

Engineer Steve Deering with Dudek, Carol and Julia Duffey

#### 3. Pledge of Allegiance

President Juliussen led the pledge of allegiance.

#### 4. General Public Comment Period

GM Bushee stated that there is no public comment, however he introduced Carol and Julia Duffey noting that Julia is attending as part of a school project.

#### 5. Approval of Agenda

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

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

#### 6. Presentations and Awards

#### A. Teacher Grant Award.

EA Hill introduced Ms. Elaine Dolnack of Flora Vista Elementary School to provide the Board a brief update on her school's project funded by the District's teacher grant program.

Ms. Dolnack thanked the Board for the teacher grant that funded the school's Native Pollinator Garden project. She provided a brief description of the project noting that the school was planning on completing the project in fall of 2015, since the school will be closed for the summer break.

The Board thanked Ms. Dolnack for attending the meeting.

#### CONSENT CALENDAR

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

Minutes of the following meetings:

April 8, 2015 Regular Board Meeting

April 21, 2015 Community Affairs Committee Meeting

May 6, 2015 Engineering Committee Meeting

#### 8. Approval of Demands for March/April 2015

Payroll Checks numbered 17872-17938; General Checking – Checks numbered 46645-46806;

- 9. Operations Report (A copy was included in the original May 13, 2015 Agenda)
  This report discloses up-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.
- **10. Finance Report** (A copy was included in the original May 13, 2015 Agenda)
- **11. Quarterly Treasurer's Investment Report** (A copy was included in the original May 13, 2015 Agenda) This report discloses investments for the quarter ending March 31, 2015.
- **12. Disclosure of Reimbursements** (A copy was included in the original May 13, 2015 Agenda)

  This report discloses travel expense reimbursements for the month of April 2015. (A copy was included in the original May 13, 2015 Agenda)

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

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

#### **EWA and COMMITTEE REPORTS**

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

A. <u>EWA Board Report – Meeting was held on April 22, 2015.</u>

Director Sullivan reported on EWA's April 22, 2015 Board meeting.

B. An Encina Member Agencies Manager's (MAM) Meeting was held on May 5, 2015.

GM Bushee reported on Encina MAM's May 5, 2015 meeting.

#### 14. Committee Reports

A. Community Affairs Committee (CAC) meeting was held on April 21, 2015.

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

2015 newsletter. She noted that the CAC directed staff to move forward with the production of the newsletter and that it was mailed to LWD's customers.

#### B. Engineering Committee (EC) meeting was held on May 6, 2015.

Director Kulchin reported that the EC reviewed the following plans, change orders, agreements, reports and updates:

- The Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC:
- Charge order with Burtech Pipeline, Inc. for additional work to adjust the alignment of the B1/B2 Force Mains for an amount not to exceed \$37,980;
- A two-year extension to the Dudek Professional Services agreement for as needed engineering consulting services;
- Storm Water Regulations report by DE Deering;
- Potential District security issues;
- Update on the B1/B2 Force Mains Replacement Project;
- Update on the Leucadia Pump Station Generator Replacement Project; and
- Update on the L2 Force Main Anode Replacement Project.

#### C. <u>Investment & Finance Committee meeting was held on May 12, 2015.</u>

Director Hanson reported that the IFC reviewed the agreement with Brownell & Duffey for as needed accounting services. The IFC agreed with staff's recommendation that the Board authorize the General Manager to execute a six and one-half month extension to the Brownell & Duffey Professional Services Agreement.

She noted that this will be reviewed later in the agenda.

#### **ACTION ITEMS**

## 15. Receive and file the Hazard Preparedness & Mitigation Plan (Plan) completed by Titan Engineering & Consulting, LLC.

TSM Morishita presented the item noting that it was reviewed by the EC at their April 7th meeting and it is a tactical goal under the Technology and Infrastructure Strategy in the FY 15 Tactics and Action Plan. He introduced Kristin Norton with Titan Engineering & Consulting, LLC to provide an overview of the Plan.

Ms. Norton provided an overview of the Plan's development process, the hazard profiles, the vulnerability assessment, and the Plan's mitigation strategies. She explained the Plan's recommendations indicating that they were prioritized for implementation.

The Directors asked several questions relating to the Plan and their questions were answered by Ms. Norton and GC Brechtel.

TSM Morishita noted that the Plan was forwarded to IEC to implement some of the recommendations into current project designs.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors received and filed the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC by the following vote:

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

#### 16. B1/B2 Force Main Project - Approval of Burtech Pipeline, Inc. Change order

<u>Authorize the General Manager to execute a proposed change order with Burtech Pipeline, Inc. for</u> additional work to adjust the alignment of the B1/B2 Force Mains for an amount not to exceed \$37,980.

TSM Morishita presented the item noting that it was reviewed by the EC at their May 6<sup>th</sup> meeting. He provided background information on the project and explained the additional work that was completed by Burtech to adjust the alignment of the Force Mains.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a proposed change order with Burtech Pipeline, Inc. for additional work to adjust the alignment of the B1/B2 Force Mains for an amount not to exceed \$37,980 by the following vote:

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

#### 17. DUDEK Contract Extension for Engineering Services

<u>Authorize the General Manager to execute a two-year extension to the DUDEK Professional Services</u> <u>Agreement for as needed engineering services.</u>

TSM Morishita presented the item noting that it was reviewed by the EC at their May 6<sup>th</sup> meeting. He stated that Dudek's agreement was executed in June 2012 and it included an option to extend for an additional two years. He stated that based on their performance and commitment to the District, staff is recommending that the two-year contract extension be executed.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute a two-year extension to the DUDEK Professional Services Agreement by the following vote:

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

#### 18. Brownell & Duffey Contract Extension for Accounting Services

Authorize the General Manager to execute a six and one-half month extension to the Brownell & Duffey Professional Services Agreement for as needed accounting services.

GM Bushee presented the item noting that the IFC reviewed the Brownell & Duffey contract extension at the May 12<sup>th</sup> meeting. He provided background information on the contract indicating that instead of extending the contract for two additional years, staff is recommending the contract be extended for a six and one-half month until the reorganization is effective in January 2016.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute a six and one-half month extension to the Brownell & Duffey Professional Services Agreement for as needed accounting services.

#### 19. Award of Contract to Cox Business for Telephone and Internet Services

Authorize the General Manager to execute an agreement with Cox Business to provide telephone and internet service in an amount not to exceed \$14,400 (plus taxes) per year, for a three year contract totaling \$43,200 (plus taxes).

EA Hill presented the item stating that the current telephone and internet provider is Telepacific and they have been the District's provider for approximately ten years. She stated that staff was informed by our IT consultants DataNet, that the District's IT system was not fully backing-up LWD files because the bandwidth was insufficient. She noted that with the help of DataNet, staff requested quotes from local providers. She stated that two quotes were received, one by Telepacific and the other was provided by Cox Business. She noted that Cox Business provided the lowest quote with additional services; therefore, staff is recommending that Board authorize the General Manager to execute an agreement with Cox Business.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Cox Business to provide telephone and internet service in an amount not to exceed \$14,400 (plus taxes) per year, for a three year contract totaling \$43,200 (plus taxes) by the following vote:

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

#### 20. 2015 Revised Board Strategic Plan

Adopt the LWD Revised 2015 Strategic Plan.

EA Hill presented the item stating that it is a follow up from the Board's Strategic Planning workshop. She noted that the Board received and filed the Strategic Planning workshop report completed by Brent Ives and that staff has incorporated the minor housekeeping items to the Board's 2015 Strategic Plan.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted the 2015 Revised Strategic Plan by the following vote:

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

#### 21. Discuss Challenges Posed by Storm Water Regulations.

DE Deering provided an overview of recent storm water regulations and how they may pose a challenge for the District. He stated that there are three areas of regulations, which include the Industrial General Permit, Sewer Overflow Monitoring Plan and the Municipal Separate Storm Sewer System (MS4) priorities.

He addressed the three areas of regulations indicating that the District's current procedures for the Industrial General Permits meet state regulations. He added that the District had already addressed and implemented the Sewer Overflow Monitoring Plan which includes SSO reporting procedures. He stated that MS4 framework regulations focuses on agencies responsible for storm water systems and how they address priority pollutants in each watershed. He stated that the District has a proactive sewer system condition assessment, which includes an asset management strategy to limit potential for bacterial waterways impairment; therefore, no action is necessary for the District.

Vice President Omsted asked if there is pressure from regulators to treat the storm water. DE Deering answered his question indicating that during the plan check process, there has been pressure from the cities to take small collections and storm water into the sewer.

No action was taken.

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

#### **INFORMATION ITEMS**

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

A. <u>LWD's participation in the 2015 EcoFest on May 17, 2015 from 10AM-4PM at 450 Quail Gardens Drive, Encinitas.</u>

EA Hill announced that LWD will have a table at the EcoFest on May 17<sup>th</sup>.

B. Flushable wipes issue.

GM Bushee stated that Director Kulchin requested this item be presented for informational purposes. He stated that last week, wipes had clogged one of the pumps at the Batiquitos pump station. GM Bushee added that over the past three years, LWD has been working with CASA to address the flushable wipes issue. He also provided a summary of the District's public outreach efforts that addresses the wipes issue.

#### 23. Directors' Meetings and Conference Reports

A. The 2015 CASA Public Forum Conference was held at the Sheraton Hotel in Sacramento, CA on April 26 - 28, 2015.

Director Sullivan reported that CASA representative and legislators were eager to hear the District issues and thanked the Board members for attending the conference. She stated that legislators would like for their constituents to inform them of local issues. She noted that the recent bills regarding micro-beads and renewal energy development at wastewater agencies passed.

B. The 2015 CWEA Annual Conference was held at the Town & County Resort in San Diego, CA on April 29 - May 1, 2015.

Director Hanson stated that she and Director Sullivan received the 5S Golden Shovel Award from CWEA. Director Sullivan stated that she was humbled for receiving the award.

Director Omsted reported that he attended a session on storm water and that he learned if agencies would implement all storm water issues it would cost over \$100 per person to fix the storm water problems.

C. The 19th Annual Water Reuse Desalination & Research Conference was held at the Waterfront Beach Resort in Huntington Beach, CA on May 3 - 5, 2015.

Director Omsted reported that based on the sessions, we are moving closer to potable reuse. He learned from a Colorado attendee that their residents are banned from using rain barrels because people living down the stream must be able to use the water.

Director Omsted also reported on a recent news article relating to the calculations of water and how the article didn't do a good job of explaining the amount of water that will be produced from the desalination process.

Director Sullivan stated that between the three Directors, they attended sixteen sessions related to potable reuse.

#### 24. General Manager's Report

GM Bushee reported on the following items:

- The SCAP newsletter was provided as a handout. It included an article that highlighted a
  presentation by TSM Morishita and FSSupt. Stecker.
- CSDA Quarterly Dinner meeting is scheduled for Thursday, May 21<sup>st</sup>. There will be a carpool leaving the office at 5:30PM.

#### 25. General Counsel's Report

General Counsel Brechtel reported on a recent Prop. 218 case involving the city of San Juan Capistrano using tier rates to manage water usage. He noted the findings of the case, such as Prop. 218 does not allow agencies to charge their customers extra for over usage and that agencies can only charge for the cost of the service. He indicated that the burden is on the public agency to demonstrate that their fees comply with the law. He stated that the case was sent back to court for further review.

He also reported on a trial pending involving a Prop. 218 challenge against Ramona Water District for their EDU wastewater service charges. He noted that it is important that agency's EDU rates should accurately represent the current charge to provide that specific service.

#### 26. Board of Directors' Comments

Director Kulchin commented on how well the Board works together and how they contribute to the operations of the District. He commended on the District's recent newsletter and that he appreciates the statewide recognition that the District has received. In addition, he stated that he is glad to see staff resolving solutions to future issues and that the District continues to be fiscally solvent. He noted there may be an opportunity to do more regarding the flushable wipes issues.

Director Sullivan asked if staff members will be attending the upcoming CSDA Legislative Days conference. GM Bushee stated that no staff members will be attending the conference and that he will coordinate the photos for the wipes issues.

President Juliussen thanked Steve Deering, Jeff Stecker and Robin Morishita for doing an excellent job.

#### 27. Adjournment

President Juliussen adjourned the meeting at 6:37 p.m.

Allan Juliussen, President

Paul J. Bushee Secretary/General Manager (SEAL)

Ref: 15-4539

#### LEUCADIA WASTEWATER DISTRICT

Minutes of a Special Board Meeting Wednesday, May 27, 2015

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, May 27, 2015 at 10:00 a.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

#### 1. Call to Order

President Juliussen called the meeting to order at 10:10 a.m.

#### 2. Roll Call

DIRECTORS PRESENT:

Juliussen, Omsted, Hanson, and Kulchin

DIRECTORS ABSENT: OTHERS PRESENT:

Sullivan (Director Sullivan arrived at approximately 10:15AM)

General Manager (GM) Paul J. Bushee, General Counsel Tomer Gutman, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, Superintendent Jeff Stecker, Supervisor Marvin Gonzalez, Field Services Specialist Ian Riffel, CPA Richard

Duffey, and District Engineer Steve Deering.

#### 3. Pledge of Allegiance

President Juliussen led the pledge of allegiance.

#### 4. Public Comment

No public comment was received.

#### 5. Approval of Agenda

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

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

Director Sullivan arrived during the discussion of agenda item no. 6.

#### 6. Overview of Recommended Fiscal Year 2016 (FY 16) Budget

A. Review and discuss the recommended FY 16 Budget.

GM Bushee stated that this is the Board's third Budget workshop and that no action is required. He noted that staff is seeking direction or comments during the meeting. Staff will incorporate the Board's comments/direction at today's meeting and present the FY 16 Budget for approval during the June Board meeting. He introduced ASM LeMay to provide the highlights of the FY 16 budget. ASM LeMay provided FY 16 budget highlights that included the following items:

Principal Budget Objectives;

- Expense Summaries for each enterprise;
- Revenue Projections for each enterprise;
- A proposed increase in the FY 15 wastewater service charge from \$23.67 to \$26.04;
- Projected personnel budget, noting this will be discussed in closed session;
- · Cost allocation by each enterprise

He noted that the Board approved an increase in the sewer service charge for three consecutive years based on the District's Financial Plan Update and this will be the second year for the rate increase. He stated that the District's sewer service charge remains one of the lowest in San Diego County.

He stated that the proposed wastewater enterprise operating expenses increased 3% from the FY 15 Budget and there is proposed 13% increase in the Batiquitos wastewater enterprise from the FY 15 Budget. He also stated that the proposed administrative expenses represent a 2% decrease and the personnel expenses are proposed to increase 5% from the FY 15 Budget.

He provided a summary of the revenue projections stating that the total revenue for FY 16 is \$15.9 million and presented a breakdown from each enterprise.

President Juliussen asked staff to explain the reason that the reserves are named "reserves", indicating that it seems that the District is drawing funds from the reserves because there are not enough funds in the operating account to cover all the expenses.

GM Bushee explained the term "reserves" and the types of designated reserves. He stated that it is anticipated funds that will be transferred from the capital replacement reserves to fund the capital replacement projects because LWD's total revenues are projected to be insufficient to cover both operating and capital expenses.

President Juliussen requested that the term "reserves" be more specific indicating that if there is a transfer from a specific reserve account to cover capital replacement projects then the term should be changed to "capital replacement reserves". GM Bushee noted that staff will make the change.

Vice President Omsted asked why the recycled water revenues are projected to be less than FY 15. GM Bushee responded that the District is projected to deliver less recycled water than in FY 15.

ASM LeMay provided recent operating budget trends over the last five years, indicating that the budgets have been relatively flat over this period. He further discussed the personnel and the administrative services budgets noting that the Board will meet in closed session to discuss the personnel budget in detail. ASM LeMay then introduced Superintendent Stecker to provide an overview of the operating expenses.

Superintendent Stecker stated that the operating expenses for LWD facilities totaled \$5.7 million with Encina Wastewater Authority expenses accounting for \$1.9M of that total. He summarized the field services expenses indicating they are projected to increase 3% from FY 15 due to increases in repair & maintenance and utility costs. For the Batiquitos facilities, he noted that total operating expenses were \$398K which represents a \$44,000 increase over the FY15 budget noting that the utility costs are the primary driver for the increase. For the Recycled Water Enterprise, Superintendent Stecker indicated that the proposed operating expenses are \$203K which is an increase of \$17K over the FY 15 budget due to cost increases in labor, permits and operations supplies. He also explained the development budget noting that development pays for development. Superintendent Stecker then introduced TSM Morishita to present the capital budgets.

TSM Morishita presented the capital acquisition budgets for the wastewater enterprise and the recycled water enterprise stating that the proposed budget is \$540,700. He noted that capital acquisition items typically cost more than \$5,000 and have a life expectancy greater than one year. He further explained that the majority of the capital acquisition budget will go towards the purchase of a new vactor truck. He also explained the other expenses included in the budget, such as, sewer maintenance equipment for the CCTV, office equipment and pump station equipment.

TSM Morishita provided detailed information on the capital improvement budget by reviewing the major projects which have a projected cost of \$6.8 million. He stated that the capital budget also includes EWA capital improvement costs, the recycled water costs, and the jointly owned Batiquitos facilities.

Vice President Omsted asked if LWD data is stored at another facility. TSM Morishita stated that the files are stored and backed up on an external hard drive that is located at DataNet's off-site storage facility. He noted that this option cost less than storing files on the Cloud.

Director Kulchin asked if the District is receiving more revenue than expenses. CPA Duffey answered his question explaining that the District is operating at a loss of approximately \$2 million due to planned capital improvement projects. GM Bushee explained that some years the District operates at a loss while other years the District will have enough funds to cover all expenses and transfer additional funds to the reserves.

No action was taken.

#### 7. Information Items

Vice President Omsted commented on an article from the Scientific American relating to mining gold and platinum from waste.

#### 8. Closed Session

A. Meet with District representatives General Manager Bushee and Administrative Services Manager LeMay to discuss the FY 16 Informal Input Process and provide direction regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6

General Counsel Gutman stated that the Board will meet in closed session with District representatives General Manager Bushee and Administrative Services Manager LeMay to discuss the FY 16 informal input process regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6.

The Board of Directors met in closed session and provided direction to the District's representatives. There was no other reportable action.

Director Juliussen requested to add an item to the Engineering Committee agenda to discuss the purchase of the new vactor.

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Paul J. Bushee Secretary/General Manager (SEAL)

#### LEUCADIA WASTEWATER DISTRICT

Minutes of a Community Affairs Committee Meeting June 2, 2015

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, June 2, 2015 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

#### 1. Call to Order

Chairperson Sullivan called the meeting to order at 9:32 a.m.

#### 2. Roll Call

DIRECTORS PRESENT:

Sullivan and Omsted

DIRECTORS ABSENT:

None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Service Manager Chuck LeMay, Executive Assistant Trisha Hill, Jennifer Beales and Lois Humphreys of TRG &

Associates (TRG).

#### 3. Public Comment

No public comment was received.

#### 4. New Business

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

ASM LeMay presented the recommendation stating that this is the fifth year of TRG's agreement and that Task Order No. 5 will expire in March 2016.

Director Omsted asked if their contract is based on time and materials. GM Bushee confirmed that the contract is based on time and materials.

Directors Omsted and Sullivan complimented TRG's work indicating that the recent newsletter was one of the District's best newsletters. Director Sullivan asked if the newsletter was sent to our local legislatures and staff confirmed that they are not included on our mailing list.

Ms. Humphreys recommended that we add their mailing addresses to the newsletter database.

Following discussion, the CAC agreed with staff to recommend that the Board of Directors authorize the General Manager to execute Task Order No. 5 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$34,090.

Director Omsted indicated that the Directors learned more about resource recovery at their last conference. He suggested that staff include an article in the next newsletter that discusses resources recovery. Director Sullivan provided some resource recovery examples, such as, EWA's new Fats, Oil and Grease (FOG) station that will convert

FOG into energy.

Vice President Omsted also noted that the newsletter may include an article regarding the drought and the effects of reduced water usage on LWD's sewer system. He noted that this may cause problems.

GM Bushee indicated that staff can prepare a trending analysis on sewer flows.

#### B. Flushable Wipes Issue.

ASM LeMay presented the item indicating that during the May Board meeting, Director Kulchin commented that the District could do more public outreach efforts regarding the flushable wipes issue.

GM Bushee reviewed the District's outreach efforts relating to flushable wipes. GM Bushee stated that Ms. Humphreys had completed a proposed promotional campaign about the wipes issue. He introduced Ms. Humphreys to provide a summary of the wipes campaign.

Ms. Humphreys provided a brief summary of the proposed wipes campaign.

Following discussion, the CAC agreed that many of the items in the proposed campaign warranted further discussion. Staff agreed to schedule a future CAC meeting.

#### 5. Information Items

None.

#### 6. Directors' Comments

Vice President Omsted asked if the Batiquitos Lagoon Foundation could obtain EWA's effluent data. GM Bushee stated that he believes that this data is public record and that he will check with EWA staff.

#### 7. General Manager's Comments

GM Bushee reported that on June 12<sup>th</sup> LWD's customers will be at the District touring the facilities.

#### 8. Adjournment

Chairperson Sullivan adjourned the meeting at 10:21 a.m.

Paul J. Bushee Secretary/Manager (Seal)

Ref: 15-4546

#### LEUCADIA WASTEWATER DISTRICT

Minutes of an Engineering Committee Meeting June 3, 2015

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, June 3, 2015 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

#### 1. Call to Order

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

#### 2. Roll Call

DIRECTORS PRESENT:

Juliussen and Kulchin

DIRECTORS ABSENT:

None

OTHERS PRESENT:

General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Technician III Gabriel Mendez; District Engineer Steve Deering; and Jamie Fagnant

from Infrastructure Engineering Corporation.

#### 3. Public Comment

None.

#### 4. New Business

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

TSM Morishita presented staff's recommendation noting this item is a FY 2015 tactical goal. He said that during project design, Staff requested that IEC consider installing submersible chopper pumps at Saxony to mitigate existing ragging issues. He explained that chopper pumps require a higher horsepower motor than a standard pump for the same capacity and discharge pressure. TSM Morishita said that electrical equipment including the motor control center, automatic transfer switch and emergency generator are sized accordingly. He stated that an increase in motor horsepower would require a corresponding increase in capacity for electrical components. He explained that for this reason, IEC considered horsepower a limiting factor in pump selection and selected pumps that operate with not more than the current rating of a 40 horsepower.

TSM Morishita said that after evaluation of the required pumping capacity for Saxony, IEC recommended that the current submersible pumps be replaced with two Vaughan Chopper Pumps. He stated that there was no other manufacturer identified that offered a comparable chopper pump to satisfy the performance specifications.

TSM Morishita said that Rockwell Solutions provided a quote for two replacement pumps and one spare pump. He continued that the total cost including sales tax and shipping is \$81,864.16. He said that due to the estimated delivery time of 18 weeks, it is prudent to preorder the pumps prior to bidding the contract and supply the pumps to the contractor as owner provided equipment.

TSM Morishita stated that under Section 11.1, Sole Source Procurement, of the District's Procurement Policy, sole source procurement is allowed in cases where goods and services are obtainable from only one vendor due to unique circumstances. He said that Rockwell

Solutions is the only authorized southern California vendor for Vaughan Chopper Pumps.

After discussion, the EC concurred with staff to recommend that the Board authorize the purchase of the Vaughan Chopper Pumps for Saxony through Rockwell Solutions as a sole source vendor at a total cost of \$81,865.

#### B. Discuss and provide direction regarding Vactor Combination Truck.

GM Bushee explained that during the May 2015 Special Board meeting, President Juliussen requested that the June Engineering Committee agenda include an item to discuss the Vactor Combination Truck.

Chairman Juliussen acknowledged staff's position to replace the two older Vactors with one new Vactor.

FS Supervisor Gonzalez explained that the District has expended significant funds to maintain the Vactors in the past two years. He also explained that staff will also have the mini-jetter in the near future to use for hydro-cleaning.

Chairman Juliussen then inquired if staff would like to get immediate authorization to purchase the Vactor instead of waiting until the next fiscal year.

GM Bushee responded that the Fiscal Year (FY) 2016 Budget will be considered by the Board for approval this month. He said that once the budget is approved, staff will make the necessary preparations to execute the purchase of the Vactor at the start of FY16. Therefore, a request for an additional appropriation and immediate purchase authorization would not be necessary.

Director Kulchin asked about the District's Vehicle Replacement Policy.

FS Supervisor Gonzalez explained that the threshold for the Vactors is 10 years or 100,000 miles. He said that one Vactor is 17 years old and the other is 13 years old. He continued to explain that after the 10 year point the Vactors are evaluated annually for replacement. FS Supervisor Gonzalez explained that staff performs regular Vactor maintenance on Fridays and that has kept the vehicles in good condition, enabling the District to keep both vehicles beyond the 10 year threshold.

Chairman Juliussen was satisfied with the response and thanked staff for the information provided during the discussion.

#### 5. Information Items

#### A. B1/B2 Force Mains Replacement Project Update

TSM Morishita presented a status update of the B1/B2 Force Main Replacement Project. He provided an overview of the completed work to date. He reported that Burtech Pipeline has installed the CIPP liner in the Lanikai Line and that the bypass has been dismantled. TSM Morishita said that B1 is back in service. He added that the last section of B2 and the B2 manhole was completed. He said that B2 is ready for service.

#### B. Lanikai Gravity Line Manhole Rehabilitation

FS Superintendent Stecker presented this item. He provided an overview of the process to install Arrow Lock liner in two manholes on the Lanikai Trunk Sewer. He reported that Ayala Engineering first removed the old spray-on liner, patched the cement interior in the manhole, as needed, and installed the Arrow Lock liner.

Chairman Juliussen asked about the use of a spray on liner instead of the Arrow Lock.

FS Superintendent Stecker responded that the liner that was removed was a spray-on liner. He said the liner lasted for approximately ten years. He said the Arrow Lock liner should last at least 40 years.

FS Superintendent Stecker stated that Ayala has completed the manhole repairs.

#### 6. Directors' Comments

None.

#### 7. General Manager's Comments

GM Bushee mentioned that staff will be giving a facility tour on Friday, June 12<sup>th</sup>, to a young boy and a group of his friends at the request of the boy's parents.

GM Bushee said that the water feature in front of the Headquarters Building will be drained, cleaned and taken out of service due to the drought and to support the new water restrictions.

#### 8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:16 a.m.

Paul J. Bushee, Secretary/Manager (Seal)

#### MEMORANDUM

DATE:

June 4, 2015

TO:

**Board of Directors** 

FROM:

Paul J. Bushee, General Manager

SUBJECT:

Approval of May/June Demands

#### RECOMMENDATION:

Staff requests that the Board of Directors:

Approve checks and electronic payments totaling \$ 969,467.57.

Discuss and take other action as appropriate.

#### DISCUSSION:

Attached are check registers describing all payments made by LWD for the months May 7, 2015 – June 4, 2015.

Operating expenses totaled \$ 196,308.70 while Capital Improvement Program expenses totaled \$ 682,069.18.

Payroll for employees and the Board totaled \$ 91,089.69.

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

Attachment 1	Summary of Demands by Account May/June 2015
Attachment 2	Payroll Check Register dated May 13, 2015
Attachment 3	Accounts Payable Check Register May 20, 2015
Attachment 4	Payroll Check Register dated May 27, 2015
Attachment 5	Accounts Payable Check Register dated May 27, 2015
Attachment 6	Accounts Payable Check Register dated June 1, 2015
Attachment 7	Board Payroll Check Register dated June 3, 2015
Attachment 8	Year to Date Employee and Board Payroll Report

#### **DEMANDS SUMMARY**

June 10, 2015

#### 1. Demands

Category	Check #'s	<b></b>	Am	ount	Total
Payroll Check -5/13/2015	17939 - 17956			\$42,386.44	٠
Payroll Check-5/27/15	17957 - 17974			\$42,031.05	
Board Payroll Check-6/3/2015	17975 - 17979			<u>\$6,672.20</u>	
		Total		\$91,089.69	
General Checking -5/20/2015	46807 - 46853		\$	784,367.79	
General Checking- 5/27/2015	46854 - 46883		\$	41,720.78	
General Checking -6/1/2015	46884 - 46897		\$	52,289.31	
		Total	\$	878,377.88	
		GRAND TOTAL			\$969,467.57

## LEUCADIA WASTEWATER DISTRICT EMPLOYEE PAYROLL CHECK REPORT

Payroll Date:

May 13, 2015

<u>Check Nos.</u> <u>Date</u> <u>Amount</u>

17939 - 17956

5/13/2015

\$42,386.44

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 5/20/2015 Through 5/20/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46843		2,050.00	
SLOAN ELECTRIC COMPANY	46844	5/20/2015	875.00	PUMP AND MOTOR
	Total 46844		875.00	
SOUTHERN CONTRACTING COMPANY	46845	5/20/2015	360.00	ELECTRICAL WORK @ BPS
	Total 46845		360.00	•
STEVE KRASON	46846	5/20/2015	782.18	REIMBURSE FOR CWEA CONF
	Total 46846		782.18	
TITUS INDUSTRIAL GROUP, INC	46847	5/20/2015	3,496.65	MANHOLE ÇOVERS/GASKETS
	Total 46847		3,496.65	
UNIFIRST CORPORATION	46848	5/20/2015	428.00	LAUNDRY SERVICE
	Total 46848		428.00	
URBAN PLATES LLC	46849	5/20/2015	110.00	REFUND DEV #0900-URBAN PLATES
	Total 46849		110.00	
U.S. BANK	46850	5/20/2015	3,402.46	CONF, MEETINGS, SUPPLIES, ETC
	Total 46850		3,402.46	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	46851	5/20/2015	236.00	PHYSICALS
	Total 46851		236.00	
WESTERN WATER WORKS SUPPLY CO,	46852	5/20/2015	4,958.20	Valve/gasket per quote
	Total 46852		4,958.20	
WORDEN WILLIAMS, APC	46853	5/20/2015	3,268.80	LEGAL FEES-APRIL
	Total 46853		3,268.80	
Report Total			784,367.79	

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 5/20/2015 Through 5/20/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLAN JULIUSSEN ALLAN JULIUSSEN	46807	5/20/2015 5/20/2015	476.72 685.15	REIMBURSE FOR CWEA CONF REIMBURSE FOR WATERUSE CONF
	Total 46807		1,161.87	
ALLIANT INSURANCE SERVICES	46808	5/20/2015	395.00	CRIME INS RENEWAL
	Total 46808		395.00	
AT&T	46809	5/20/2015	306.33	OFFICE ELEVATOR PHONE
	Total 46809		306.33	
AYALA ENGINEERING	46810	5/20/2015	7,800.00	REHAB WORK @ BPS
	Total 46810		7,800.00	
BROWNELL AND DUFFEY CPA	46811	5/20/2015	8,062.50	ACCT. FEES-APRIL
	Total 46811		8,062.50	
BURTECH PIPELINE, INC	46812	5/20/2015	614,475.10	BPS B/1/B/2 FORCE MAIN
	Total 46812		614,475.10	
CARLSBAD FUELS CORPORATION	46813	5/20/2015	1,481.43	VEHICLE FUEL
	Total 46813		1,481.43	
CASH	46814	5/20/2015	218.47	PETTY CASH-MAY
	Total 46814		218.47	
CSDA- SAN DIEGO CHAPTER	46815	5/20/2015	180.00	CSDA QTRLY DINNER
	Total 46815		180.00	
CWEA CWEA	46816	5/20/2015 5/20/2015	94.00 156.00	COLLEC SYSTEM RENEWAL MEMBERSHIP RENEWAL
	Total 46816		250.00	
DATA NET	46817	5/20/2015	1,125.00	IS MAINT AND SUPPORT
	Total 46817		1,125.00	
DAVID KULCHIN	46818	5/20/2015	479.24	REIMBURSE FOR CWEA CONF
	Total 46818		479.24	
DETECTION INSTRUMENTS CORP	46819	5/20/2015	298.21	CALIBRATIONS
	Total 46819		298.21	
DEXTER WILSON ENGINEERING	46820	5/20/2015	392.50	FY15 AUDIT SSMP

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 5/20/2015 Through 5/20/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46820		392,50	
DONALD OMSTED	46821	5/20/2015	64.58	REIMBURSE FOR CWEA/CASA CONF
	Total 46821		64.58	
DUDEK & ASSOCIATES	46822	5/20/2015	723.63	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES DUDEK & ASSOCIATES		5/20/2015 5/20/2015	110.00 110.00	GE/3252/0921/ROSATIS GE/3252/0927/NORMANDY RD
	Total 46822		943.63	
ELAINE SULLIVAN	46823	5/20/2015	585.50	REIMBURSE FOR WATERUSE CONF
	Total 46823		585.50	
EVOQUA WATER TECHNOLOGIES, LLC	46824	5/20/2015	6,843.24	BIOXIDE
	Total 46824		6,843.24	
FARWEST CORROSION CONTROL CO	46825	5/20/2015	14,800.00	ANODES CP TEST STATIONS
	Total 46825		14,800.00	
GABRIEL MENDEZ	46826	5/20/2015	57.08	REIMBURSE FOR CONF
	Total 46826		57.08	
HOCH CONSULTING	46827	5/20/2015	250.00	LPS GENERATOR CONSULTING
	Total 46827		250.00	
INFRASTRUCTURE ENGINEERING CORP	46828	5/20/2015	1,405.11	B2 SEWER FORCE
INFRASTRUCTURE		5/20/2015	18,770.66	FORCE MAIN REPLACEMENT
ENGINEERING CORP INFRASTRUCTURE		5/20/2015	1,007.93	FY 15 GRAVIETY SEWER
ENGINEERING CORP INFRASTRUCTURE		5/20/2015	65.00	LPS GENERATOR
ENGINEERING CORP INFRASTRUCTURE ENGINEERING CORP		5/20/2015	9,127.00	SPS REHAB
	Total 46828		30,375.70	
JACKSON & BLANC	46829	5/20/2015	442.50	MAINT/REPAIR
	Total 46829		442.50	
JCI JONES CHEMICAL, INC	46830	5/20/2015	3,874.02	CHEMICALS
	Total 46830		3,874.02	
JEFF BILLS	46831	5/20/2015	3,000.00	CONSULTING FEES-MAY
	Total 46831		3,000.00	
Date: 5/20/15 09:17:56 AM				Page: 2

Date: 5/20/15 09:17:56 AM

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 5/20/2015 Through 5/20/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
JUDY HANSON JUDY HANSON	46832	5/20/2015 5/20/2015	453,26 448.11	REIMBURSE FOR CASA CONF REIMBURSE FOR CWEA CONF
	Total 46832		901.37	
NEW PIG CORPORATION	46833	5/20/2015	202.99	ABSORBENT SOCK
	Total 46833		202.99	
nfpaccounting TECHNOLOGIES	46834	5/20/2015	2,413.00	ACCOUNTING SOFTWARE SUPPORT
	Total 46834		2,413.00	
OLIVENHAIN MUNICIPAL WATER DISTRICT	46835	5/20/2015	5,976.00	DEPOSIT FOR FURMAN GROUP
	Total 46835		5,976.00	
PERS RETIREMENT	46836	5/20/2015	14,228.24	EMPLOYEE RETIREMENT 5/10/15
	Total 46836		14,228.24	
PLANT PEOPLE	46837	5/20/2015	158.00	PLANTS MAINT IN OFFICE
	Total 46837		158.00	
RFYEAGER ENGINEERING RFYEAGER ENGINEERING	46838	5/20/2015 5/20/2015	5,145.00 3,445.00	ANNUAL CATHODIC PROTECTION CORROSION ENG STUDY
	Total 46838		8,590.00	
RICHARD STINSON	46839	5/20/2015	16,250.00	CONSTRUCTION CONSULTING FEES-APRIL
	Total 46839		16,250.00	
ROCKWELL CONSTRUCTION SERVICES, INC	46840	5/20/2015	250.00	LPS GENERATOR CONSULTING
	Total 46840		250.00	
SAN DIEGO NATURAL HISTORY MUSEUM	46841	5/20/2015	2,166.38	MONITORING
	Total 46841		2,166.38	
SAN DIEGO GAS & ELECTIRC SAN DIEGO GAS & ELECTIRC	46842	5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015	201.68 563.80 905.98 13,384.53 336.61 10.02	ELECTRIC @ AVOCADO PS ELECTRIC @ DIANA PS ELECTRIC @ ENC ESTATES ELECTRIC @ LPS/OFFICE ELECTRIC @ VP5 NAT. GAS @ E.E.
	Total 46842		15,402.62	
TIFFANY SLIPKA	46843	5/20/2015	2,050.00	LATERAL REIMBURSEMENT

## LEUCADIA WASTEWATER DISTRICT EMPLOYEE PAYROLL CHECK REPORT

Payroll Date:

May 27, 2015

<u>Check Nos.</u> <u>Date</u> <u>Amount</u>

17957 - 17974

5/27/2015

\$42,031.05

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 5/27/2015 Through 5/27/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ACTION MAIL POSTAGE	46854	5/27/2015	3,431.45	BALANCE ON NEWSLETTER
	Total 46854		3,431.45	
ANTIMITE TERMITE & PEST CONTROL	46855	5/27/2015	56.00	PEST SERVICE-MAY
	Total 46855		56.00	
BARRETT ENGINEERED PUMP	46856	5/27/2015	273.24	SUB SUMP PUMP
	Total 46856		273.24	
CARLSBAD FUELS CORPORATION	46857	5/27/2015	1,626.19	VEHICLE FUEL
	Total 46857		1,626.19	
CONEXIS	46858	5/27/2015	140.00	SEC 125 FLEX PLAN-APRIL
	Total 46858		140.00	
CORODATA	46859	5/27/2015	74.80	STORAGE
	Total 46859		74.80	
CSDA- SAN DIEGO CHAPTER	46860	5/27/2015	90.00	ADDITIONAL GUESTS FOR CSDA QTR DINNER
	Total 46860		90.00	
CWEA	46861	5/27/2015	84.00	MEMBERSHIP-COLLECTION SYSTEM GRADE 2
	Total 46861		84.00	
DONALD OMSTED	46862	5/27/2015	23.44	REIMBURSE FOR CONF
	Total 46862		23,44	
GREAT AMERICA FINANCIAL SERVICES	46863	5/27/2015	723,18	COPIER LEASE
	Total 46863		723.18	
I2B NETWORKS, INC	46864	5/27/2015	160.00	WEBCAM @ BPS
·	Total 46864		160.00	
ICMA RETIREMENT-303979	46865	5/27/2015	3,398.17	DEFERRED COMP
	Total 46865		3,398.17	
MARVIN GONZALEZ	46866	5/27/2015	161.00	TUITION REIMBURSED
	Total 46866		161.00	
MSC JANITORIAL SERVICE, INC	46867	5/27/2015	1,552.92	JANITORIAL SERVICE-MAY

Date: 5/26/15 03:27:56 PM

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 5/27/2015 Through 5/27/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46867		1,552.92	
NATIONWIDE RETIREMENT SOLUTIONS	46868	5/27/2015	487.34	DEFERRED COMP
	Total 46868		487.34	
OFFICE DEPOT, INC.	46869	5/27/2015	136.26	OFFICE SUPPLIES
	Total 46869		136.26	
PALOMAR WATER, LLC	46870	5/27/2015	236.82	BOTTLED WATER @ OFFICE
	Total 46870		236.82	
PLUMBERS DEPOT, INC PLUMBERS DEPOT, INC	46871	5/27/2015 5/27/2015	4,522.51 518.40	Cable assembly Warthog Centralizer
	Total 46871		5,040.91	
QUALITY CHEVROLET	46872	5/27/2015	322.94	MAINT/REPAIR ON TRUCK
	Total 46872		322.94	
RGB RICE GENERAL BUILDING	46873	5/27/2015	835.00	CLEANOUT AND REAPPLICATION
	Total 46873		835.00	
RICK EASTON	46874	5/27/2015	78,62	TUITION REIMBURSED
	Total 46874		78.62	
SAN DIEGO GAS & ELECTIRC SAN DIEGO GAS & ELECTIRC SAN DIEGO GAS & ELECTIRC SAN DIEGO GAS & ELECTIRC SAN DIEGO GAS & ELECTIRC	46875	5/27/2015 5/27/2015 5/27/2015 5/27/2015 5/27/2015	1,159.67 190.10 926.69 215.08 18.44	ELECTRIC @ LC PS ELECTRIC @ RANCHO VERDE PS ELECTRIC @ SAXONY PS ELECTRIC @ VP7 GAS @ OFFICE/LPS-MAY
	Total 46875		2,509.98	
TELEPACIFIC COMMUNICATIONS	46876	5/27/2015	1,067.95	PHONE SYSTEM
	Total 46876		1,067.95	
TIERRA VERDE RESOURCES, INC	46877	5/27/2015	730.00	LANDSCAPING FEES-MAY
	Total 46877		730.00	
TITAN ENGINEERING & CONSULTING	46878	5/27/2015	17,240.00	DISATER PREPAREDNESS PLAN
	Total 46878		17,240.00	
TRI COMMUNITY ANSWERING SERVICE	46879	5/27/2015	90.00	ANSWERING SERVICE-MAY

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 5/27/2015 Through 5/27/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46879		90.00	
UNIFIRST CORPORATION	46880	5/27/2015	212.38_	LAUNDRY SERVICE
	Total 46880		212.38	
UNITED PARCEL	46881	5/27/2015	25.37	SHIPPING
	Total 46881		25.37	
VERIZON WIRELESS	46882	5/27/2015	640,82	CELL PHONES
	Total 46882		640.82	
WATER ENVIRONMENT FEDERATION	46883	5/27/2015	272.00	WEF MEMBERSHIP RENEWAL-P.B.
	Total 46883		272.00	
Report Total			41,720.78	

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#### Leucadia Wastewater District

Vendor Activity - Supplemental Credit Card Report From 5/20/2015 Through 5/20/2015

Vendor Name	Tra Sou	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	5/20/2015	CC-4/22/15	0.00	1005	UNION BANK GENERAL	CONF, MEETINGS, SUPPLIES, ETC
U.S. BANK	APS	5/20/2015	CC-4/22/15	0.00	1080	DUE TO/FROM OTHER FUNDS	CONF, MEETINGS, SUPPLIES, ETC
U.S. BANK	API	5/20/2015	CC-4/22/15	825.00	4330	BOARD CONFERENCES	CASA Conf-P.B.
U.S. BANK	API	5/20/2015	CC-4/22/15	700.00	4330	BOARD CONFERENCES	CSDA Conf
U.S. BANK	API	5/20/2015	CC-4/22/15	273.00	4330	BOARD CONFERENCES	CSDA-D.O.
U.S. BANK	API	5/20/2015	CC-4/22/15	256.00	4330	BOARD CONFERENCES	CSDA-E.S
U.S. BANK	API	5/20/2015	CC-4/22/15	178.43	5040	SAFETY SUPPLIES	2 way radios
U.S. BANK	API	5/20/2015	CC-4/22/15	259.00	5260	PUBLIC INFORMATION	ECo Day Reg
U.S. BANK	API	5/20/2015	CC-4/22/15	14.95	5510	LINE MAINTENANCE	OT work-FS
U.S. BANK	API	5/20/2015	CC-4/22/15	150.00	5540	VEHICLES	Vehicle Repair
U.S. BANK	API	5/20/2015	CC-4/22/15	44.24	5580	TREATMENT PLANT R&M	COUPLINGS
U.S. BANK	API	5/20/2015	CC-4/22/15	275.00	5710	TRAINING, EDUCATION & CONFERNC	Casa Conf
U.S. BANK	API	5/20/2015	CC-4/22/15	42.00	5710	TRAINING, EDUCATION & CONFERNC	Cwea Conf
U.S. BANK	API	5/20/2015	CC-4/22/15	24.00	5710	TRAINING, EDUCATION & CONFERNC	Wtr Coalition
U.S. BANK	API	5/20/2015	CC-4/22/15	200.84	5735	EMPLOYEE RECOGNITION	work on ECR
U.S. BANK	API	5/20/2015	CC-4/22/15	30.00	5910	TELEPHONE	INTERNET CHRG
U.S. BANK	API	5/20/2015	CC-4/22/15	130.00	5910	TELEPHONE	Internet/website
				3,402.46			Transaction Total
		Total 5/20/2015		3,402.46			
Report Opening/Cui Balance	rent						
Report Tran: Totals	saction			3,402.46			
Report Curre	ent Balance	es					

## Leucadia Wastewater District

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 6/1/2015 Through 6/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	46884	6/1/2015	24,523.19	HEALTH INS-JUNE
	Total 46884		24,523.19	
DATA NET	46885	6/1/2015	1,901.25	IS MAINT AND SUPPORT
	Total 46885		1,901.25	
DAVID KULCHIN	46886	6/1/2015	633.71	REIMBURSE FOR CONF
	Total 46886		633.71	
DION INTERNATIONAL TRUCKS INC	46887	6/1/2015	1,569.90	MAINTENANCE ON VEHICLE
	Total 46887		1,569.90	
HARTFORD LIFE & ACCIDENT INS.	46888	6/1/2015	400.68	LIFE INS-JUNE
	Total 46888		400.68	
ICMA RETIREMENT-303979	46889	6/1/2015	3,398.17	DEFERRED COMP
	Total 46889		3,398.17	
MARVIN GONZALEZ	46890	6/1/2015	42.00	REIMBURSE FOR CLASS B D.L RENEWAL
	Total 46890		42.00	
MES VISION	46891	6/1/2015	356,88	VISION INS-JUNE
	Total 46891		356.88	
MIRA MESA WINDOW CLEANING	46892	6/1/2015	1,380.00	WINDOWS CLEANED
	Total 46892		1,380.00	
SOUTHERN CALIFORNIA SOIL & TESTING,	46893	6/1/2015	10,752.00	B1/B2 FORCE MAIN
	Total 46893		10,752.00	
SPECIALTY SEALS & ACCESSORIES, INC.	46894	6/1/2015	3,050.08	SEAL @ LPS
	Total 46894		3,050.08	
THE GUARDIAN	46895	6/1/2015	3,934.23	DENTAL/DISABILITY INS-JUNE
	Total 46895		3,934.23	
TODD AMOS	46896	6/1/2015	125.00	REIMBURSE FOR TEST FOR CERT
	Total 46896		125.00	

### Leucadia Wastewater District

Check/Voucher Register - CHECK REGISTER 1005 - UNION BANK GENERAL From 6/1/2015 Through 6/1/2015

Vendor Name	Check Number Effective Date		Check Amount	Transaction Description
UNIFIRST CORPORATION	46897	6/1/2015	222.22	LAUNDRY SERVICES
	Total 46897		222.22	
Report Total			52,289.31	

## LEUCADIA WASTEWATER DISTRICT BOARD PAYROLL CHECK REPORT

Payroll Date:

June 3, 2015

Check No.

<u>Date</u>

<u>Amount</u>

17975 - 17979

6/3/2015

\$6,672.20

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

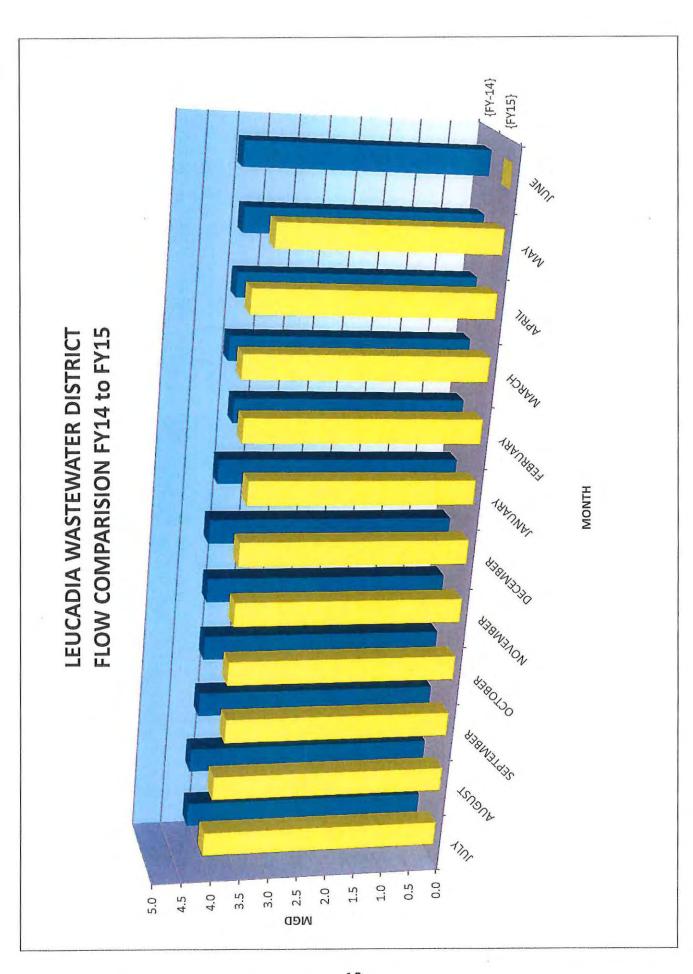
MAY	2014		
5/2/2014	Board		\$3,750.39
5/12/2014	Employee	Incentive	\$921.19
5/14/2014	Employee		\$42,793.88
5/28/2014	Employee		<u>\$41,948.64</u>
	TOTAL		\$89,414.10
JUNE			
6/2/2014	Board		\$3,803.65
6/11/2014	Employee		\$43,921.40
6/25/2014	Employee		<u>\$42,998.91</u>
	TOTAL		\$90,723.96
<u>JULY</u>			
7/3/204	Board		\$2,949.20
7/9/2014	Employee		\$43,104.03
7/23/2014	Employee		\$43,900.37
	TOTAL		\$89,953.60
<u>AUGUST</u>			
8/5/2014	Board		\$2,848.67
8/6/2014	Employee		\$44,841.35
8/13/2014	Employee	Incentive	\$18,121.75
8/20/2014	Employee		<u>\$44,093.61</u>
•	TOTAL		\$109,905.38
SEPTEMBER			
9/3/2014	Employee		\$44,446.50
9/4/2014	Board		\$4,227.18
9/16/2014	Employee	Retirement	\$10,048.90
9/17/2014	Employee		<u>\$43,570.16</u>
	TOTAL		\$102,292.74
OCTOBER			
10/1/2014	Employee		\$40,167.92
10/3/2014	Board		\$4,362.16
10/8/2014	Employee	Incentive	\$14,793.18
10/15/2014	Employee		\$40,300.04
10/29/2014	Employee		<u>\$39,487.52</u>
	TOTAL		\$139,110.82
NOVEMBER			
11/3/2014	Board		\$3,635.20
11/12/2014	Employee		\$41,419.01
11/12/2014	Employee	Incentive	\$461.75
11/26/2014	Employee		<u>\$39,964.00</u>
	TOTAL		\$85,479.96

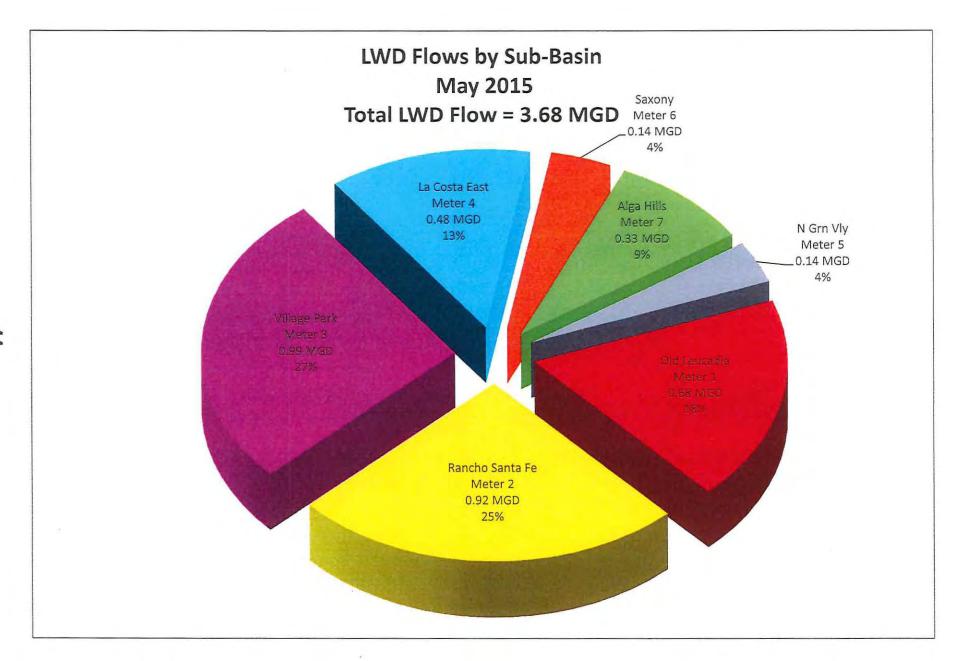
## LEUCADIA WASTEWATER DISTRICT YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

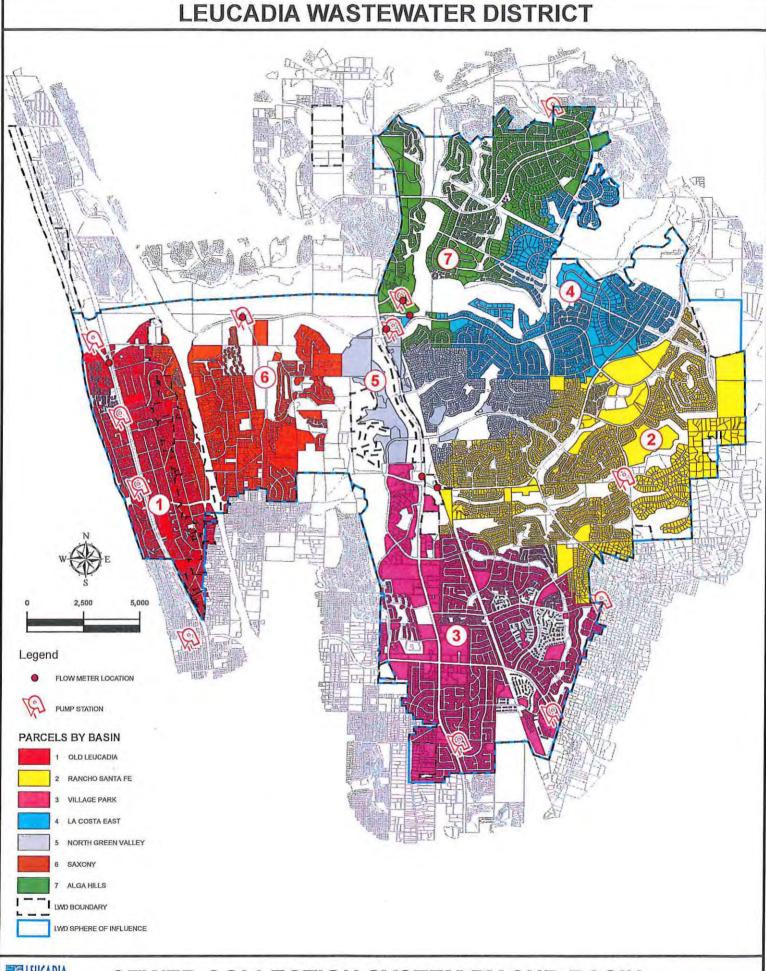
DECEMBER			
12/3/2014	Board		\$4,873.19
12/4/2014	Employee	Sick Buyback	\$18,127.34
12/10/2014	Employee		\$40,877.56
12/11/2014	Employee	Incentive	1225.43
12/24/2014	Employee		<u>39259.31</u>
	TOTAL		\$104,362.83
JANUARY	2015		
1/3/2015	Board		\$1,313.29
1/7/2015	Employee		\$39,442.47
1/21/2015	Employee		\$38,947.79
	TOTAL		\$79,703.55
FEBRUARY			
2/3/2015	Board		\$5,635.01
2/4/2015	Employee		\$41,354.90
2/11/2015	Employee	Incentive	\$1,658.70
2/18/2015	Employee		\$41,693.45
	TOTAL		\$90,342.06
MARCH			
3/3/2015	Board		\$3,328.09
3/4/2015	Employee		\$42,481.68
3/18/2015	Employee		\$41,809.70
	TOTAL		\$87,619.47
APRIL			
4/1/2015	Employee		\$42,998.28
4/3/2015	Board		\$3,450.34
4/8/2015	Employee	Incentive	\$461.75
4/9/2015	Employee	Incentive	\$7,864.64
4/15/2015	Employee		\$42,793.24
4/29/2015	Employee		<u>\$42,249.97</u>
	TOTAL		\$139,818.22
MAY			
5/3/2015	Board		\$4,550.07
5/13/2015	Employee		\$42,386.44
5/27/2015	Employee		<u>\$42,031.05</u>
	TOTAL		\$88,967.56
JUNE			
6/3/2015	Board		\$6,672.20

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

JRRENT MONT							FY 2013-2
Period	Total Rain	Total Flow	Total EDU's		GPD/EDU	RECLAIMED	ADF
	Inches	MG	28,277	(MGD)		ADF (ac-ft/mo)	(MGD)
JULY	0.00	127.10	26	4.10	145	44.47	4.18
YTD	0.00	127.10	28,303				
AUGUST	0.32	124.31	37	4.01	141	39.19	4.20
YTD	0.32	124.31	28,340				
SEPTEMBER	0.00	116.10	26	3.87	136	20.26	4.12
YTD	0.00	116.10	28,365			10000	
OCTOBER	0.00	120.90	14	3.90	137	29.66	4.10
YTD	0.00	120.90	28,380				
NOVEMBER	0.71	116.10	16	3.87	136	12.72	4.12
YTD	0.71	116.10	28,395				
DECEMBER	3.68	116.10	14	3.87	136	0.00	4.16
YTD	3.68	116.10	28,409				
JANUARY	0.49	114.12	13	3.80	134	0.00	4.08
YTD	0.49	114.12	28,422				
FEBRUARY	0.25	118.80	17	3.96	139	1.72	3.90
YTD	0.25	118.80	28,440				
MARCH	0.74	121.50	23	4.05	142	19.71	4.05
YTD	0.74	121.50	28,463				
APRIL	0.06	119.70	15	3.99	140	28.88	4.00
YTD	0.06	119.70	28,478				
MAY	1.46	110.40	10	3.68	129	5.69	3.96
YTD	1.46	110.40	28,488				
JUNE					4.		4.04
YTD	0.00	0.00	28,487.68				
Annual Total	7.71	1305.13	211			202.30	
Mo Average	0.70	118.65	19	3.92	138	18.39	4.08









SEWER COLLECTION SYSTEM BY SUB-BASIN

## Leucadia Wastewater District

## Balance Sheet As of 5/31/2015

		Current Year
Assets		
Cash & Investments	1CAS	35,004,336.93
Accounts Receivables	2A/R	66,469.62
Prepaid Expense	3PRE	649,167.21
Funds held with Encinca Wastewater Authority	4EWA	906,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	(50,096,593.63)
Total Assets		131,394,350.35
Total Assets		131,394,350.35
Liabilities		
Accounts Payable & Accrued Expenses	A/P	706,755.89
Developer Deposits	DEVD	293,030.74
Total Liabilities		999,786.63
Translation (1997)		200 706 60
Total Liabilities		999,786.63
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	37,577,007.14
Total Beginning Net Position		135,592,534.73
Current Change In Net Position		
Other		(5,197,971.01)
Total Current Change In Net Position		(5,197,971.01)
Total Net Position		130,394,563.72
Total Net Postion		130,394,563.72
Total Liabilites & Net Position		131,394,350.35

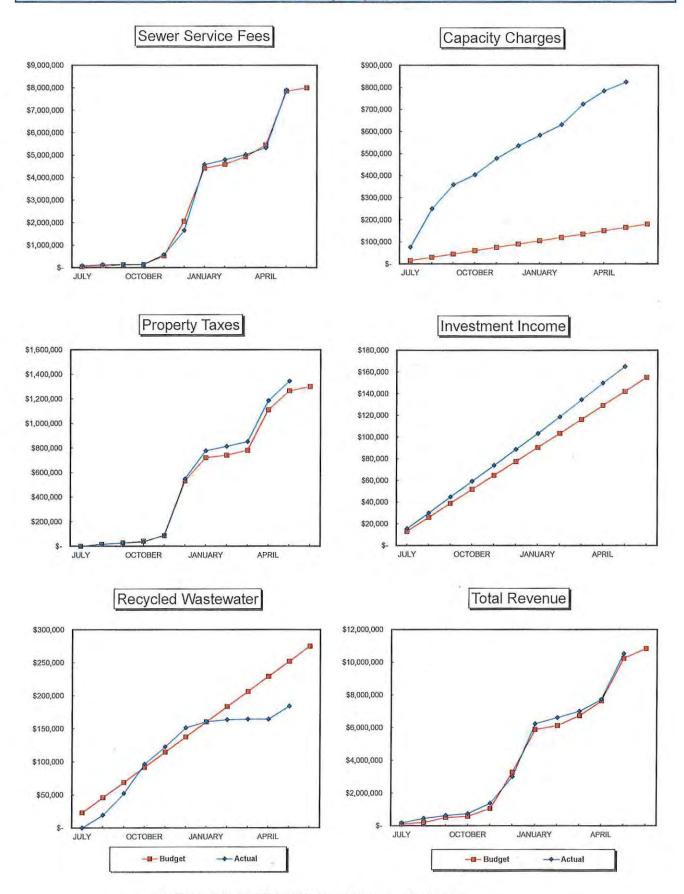
## Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses From 7/1/2014 Through 5/31/2015

Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	7,905,801.30	8,002,543.00	96,741.70	98.8%
3150 Recycled Water Sales	184,170.73	275,000.00	90,829.27	67.0%
3100 Misc. Operating Revenue	\$ 54,352.41	\$ 244,080.00	\$ 189,727.59	22.3%
TOTAL OPERATING REVENUES	\$8,144,324.44	\$8,521,623.00	\$ 377,298.56	95.6%
OPERATING EXPENSES				
4100 Salaries	\$1,403,357.31	\$1,592,462.00	\$ 189,104.69	88.1%
4200 Employee Benefits	637,562.43	818,080.00	180,517.57	77.9%
4300 Directors Expense	124,585.53	140,350.00	15,764.47	88.8%
4400 Election Expense	12,984.00	30,000.00	17,016.00	43.3%
4600 Gas, Oil & Fuel	33,534.83	46,000.00	12,465.17	72.9%
4700 Insurance Expense	121,462.59	118,000.00	(3,462.59)	102.9%
4800 Memberships	23,258.20	27,800.00	4,541.80	83.7%
4900 Office Expense	79,246.16	115,700.00	36,453.84	68.5%
5000 Operating Supplies	176,244.25	227,000.00	50,755.75	77.6%
5200 Professional Services	433,713.76	570,200.00	136,486.24	76.1%
5300 Printing & Publishing	22,647.29	32,000.00	9,352.71	70.8%
5400 Rents & Leases	14,287.77	19,100.00	4,812.23	74.8%
5500 Repairs & Maintenance	288,095.48	324,900.00	36,804.52	88.7%
5600 Monitoring & Permits	46,759.26	49,700.00	2,940.74	94.1%
5700 Training & Development	35,718.18	44,500.00	8,781.82	80.3%
5900 Utilities	416,775.08	429,400.00	12,624.92	97.1%
6100 LAFCO Operations	5,841.00	6,200.00	359.00	94.2%
6200 Encina Operating Expense	1,306,181.84	1,841,919.00	535,737.16	70.9%
6900 Admin O/H alloc to Capital	(89,687.54)	(114,164.00)	(24,476.46)	78.6%
TOTAL OPERATING EXPENSES	\$5,092,567.42	\$6,319,147.00	\$1,226,579.58	80.6%
NON-OPERATING REVENUES				
3130 Capacity Fees	824,314.62	180,270.00	(644,044.62)	457.3%
3220 Property Taxes	1,344,926.36	1,300,000.00	(44,926.36)	103.5%
3250 Investment Income	164,989.00	155,000.00	(9,989.00)	106.4%
3290 Misc. Non Op Revenue	46,172.16	677,484.00	631,311.84	6.8%
TOTAL NON-OPERATING REVENUES	\$2,380,402.14	\$2,312,754.00	\$ (67,648.14)	102.9%

## Leucadia Wastewater District Revenue FY 2015

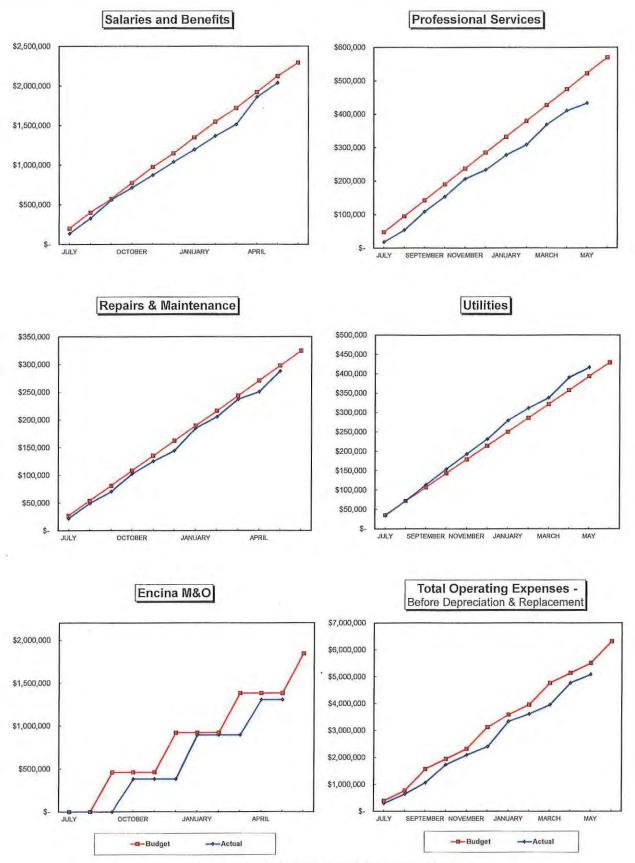
YTD through May 31, 2015



<sup>\*</sup> Preliminary: subject to future review, reconciliation, accruals, and audit

## Leucadia Wastewater District Operating Expenses FY 2015

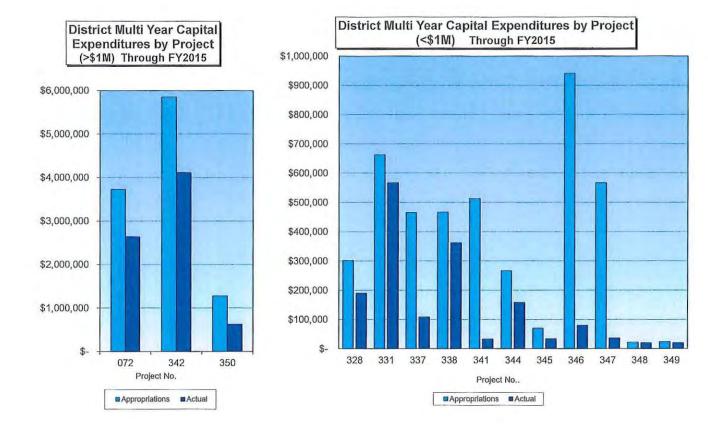
YTD through May 31, 2015



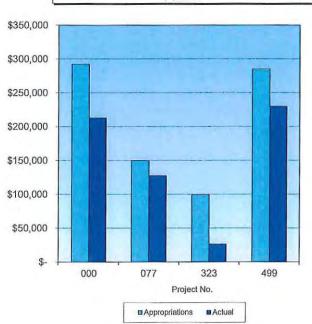
<sup>\*</sup> Preliminary: subject to future review, reconciliation, accruals, and audit

## Leucadia Wastewater District Capital Expenditures

As of May 31, 2015





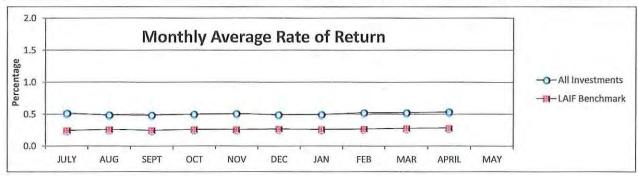


Project Legend	
Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	072
Water Recycling Group	328
Leucadia PS Generator Replacement	331
LWD Force Main Corrosion Evaluation	337
Recycled Water Effluent Line Repair	338
Scott's Valley Pipeline Repair	341
B2 Force Main Replacement Project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

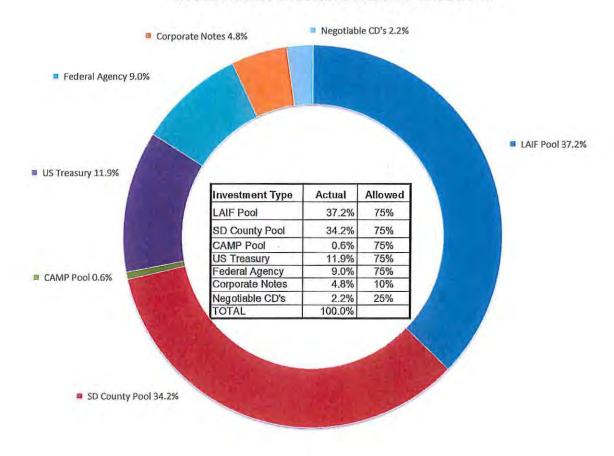
<sup>\*</sup> Preliminary: subject to future review, reconciliation, accruals, and audit

## LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary April 30, 2015

		Principal (O	April		Average		
Cash Equivalents & Investments	Mai	rch 31, 2015	1	April 30, 2015	In	terest	Rate
LAIF Pool	\$	14,222,386	\$	12,429,595	\$	3,143	0.283%
SD County Pool		11,412,041		11,424,942		4,729	0.497%
CAMP Pool		202,582		206,432	10	14	0.080%
CAMP Portfolio							
US Treasury Notes		3,992,305		3,992,305		2,750	0.830%
Federal Agency Mortgage-Backed Securities		8,624		8,386		56	7.850%
Federal Agency Discount Notes		¥		· ·			
Federal Agency Notes		2,989,880		2,989,880		2,468	0.990%
US Treasury Bonds/Notes		1,611,640		1,611,640		1,583	1.190%
Certificates of Deposit		500,000		750,000		471	0.810%
Total Camp Portfolio		9,102,448		9,352,210		7,329	0.940%
Totals	\$	34,939,458	\$	33,413,180	\$	15,214	0.534%

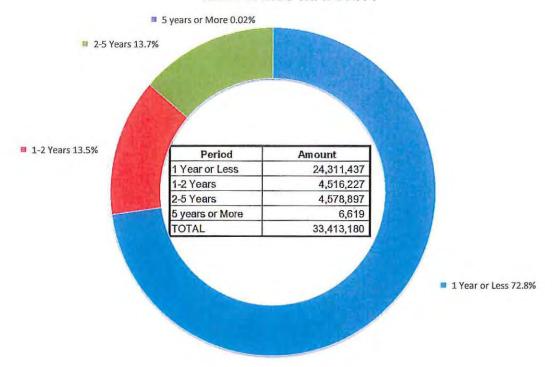


## INVESTMENT DISTRIBUTION BY CATEGORY

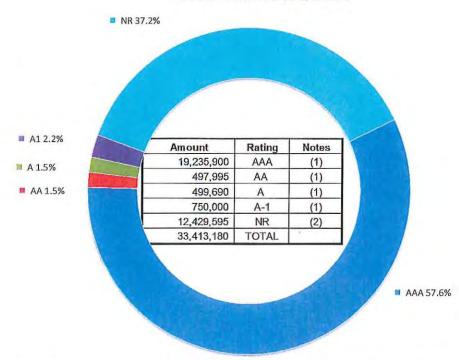


# LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary April 30, 2015 (Continued)

## **REMAINING MATURITY**



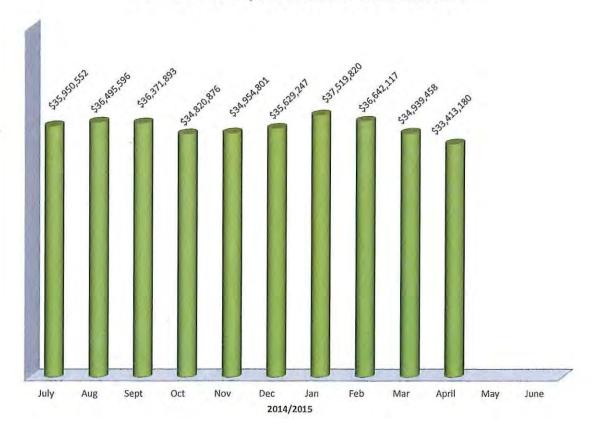
## **INVESTMENT RATINGS**



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

# LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary April 30, 2015 (Continued)

## **TOTAL CASH EQUIVALENTS & INVESTMENTS**



## INVESTMENT TRANSACTIONS For the month of April, 2015

Investment	Pi	urchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools Canadian Imperial Bank NY CD	\$	250,000	\$ 241	\$	(3)	7.85% 1.01%
TOTAL	\$	250,000	\$ 241	\$ -		

(3) Monthly principal payments from mortgage pools

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

### MEMORANDUM

Ref: 15-4537

DATE:

June 4, 2015

TO:

**Board of Directors** 

FROM:

Paul J. Bushee, General Manager

SUBJECT:

May 2015 Board Disclosure of Reimbursements Report

### RECOMMENDATION:

Staff requests that the Board of Directors:

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

#### DISCUSSION:

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

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

th:PB

Attachment

#### Leucadia Wastewater District Disclosure of Reimbursements Report May 1 - 31, 2015

Confession But	15	Director	Director	Director	Director		ector	GM	ASM	TSM	FSS	- 17	EA		
Conference Date	Description	J. Hanson	E. Sullivan	D. Omsted	D. Kulchin			P. Busnee	C. Leiviay	R. Morishita	J. Steck	er i.	HIII		
2015 0404 (	Desistration	275,00		275.00	TIS CASA LEG	isiation	rorum			_	_				
2015 CASA Legislation	Registration								-						
Forum Sheraton Hotel	Hotel	389.62		389.62							-	_			
Sacramento, CA	Airfare Meals	230.20		230.20		-						-			
	Rental Car	97.49		27.32		-				-	-	_			
April 26-28, 2015				20.00					-	_			_		
	parking			39.00		-				-		_			
	Tips			6.00							-	_			
	Fuel/mileage/taxi	6 000.04	•	97.55				•	-	•	16	-			
	Total	\$ 992.31	\$ -	\$ 1,064.69	\$ -	\$		\$ -	\$ -	\$ -	\$ -	\$	- 7		
0045 01455 4	2015 CWEA Annual Conference														
2015 CWEA Annual	Registration	577.00		547.00							1				
Conference	Hotel	380.56													
Town & County Resort	Airfare							(4)				_			
San Diego, CA	Meals	26.80		11.38				-							
April 29-30, 2015	Rental Car	- 14 44				_				100		- //			
	Parking	12.00		-											
	Tips	-													
	Fuel/mileage/coaster	28.75		20,63				-							
	Total	\$1,025.11	0.00	579.01	0.00		0.00	0.00	1.515	0.0	0 0.	00	0.00		
		2015 19th Annual Water Reuse & Desalination Conference													
2015 19th Annual	Registration		425.00	425.00			425.00								
Water Reuse &	Hotel		475.00	475.00			475.00								
	Airfare			-			-								
	Meals		72.16	27.56			73.10								
	Rental Car		-	-											
Water Reuse & Desalination Conference Waterfron Beach Resort Huntington Beach, CA May 3-5, 2015	Parking						50.00								
	Tips		6.00	11.00		N. L.	10.00								
	Fuel/mileage/taxi	A STATE OF THE STA	80.50		Total at	1	77.05								
	Total	0.00	1,058.66	0.00	0.00	1,	110.15	0.00	0.00	0.00	0.	00	0.00		
				2015 C	SDA Legislati	ve Days	Confere	ence							
2015 CSDA Legislative	Registration	175.00	175.00	175.00	175.00										
Days Conference	Hotel	396.52	396.52	396.52	396.52										
Sheraton Hotel	Airfare	228.20	256.00	243.00	362.10										
Sacramento, CA	Meals	64.88	84.03	11.39	69.94										
May 18-20, 2015	Rental Car	-	-	-	-	1									
A STATE OF THE STA	Parking	1	1. T.EC	-	90.00										
	Tips		8.50	6.00	2.00						1				
	Fuel/mileage/taxi	15.58	104.85	6,44	75.25										
	Total	880.18	1,024.90	838.35	1,170.81		0.00	0.00	0.00	0.00	0.	00	0.00		

#### Notes

- (1) Directors Hanson's & Omsted's travel expense reports were not included in April's report. Only their expenses were included in this month's report.
- (2) CASA Conference Director Hanson carpooled with Director Omsted to and from the airport.
- (3) Water Reuse Conference Director Omsted carpooled with Director Sulllivan.
- (4) CSDA Conference Director Kulchin drove Director Omsted home from the airport.
- (5) CSDA Conference Director Sullivan paid for taxi fare for herself & Director Hanson going to hotel from airport. Director Sullivan paid for the taxi fare for taxi fare going to the airport from the hotel for herself and Directors Hanson, Kulchin and Omsted.

## **MEMORANDUM**

DATE:

June 4, 2015

TO:

**Board of Directors** 

FROM:

Paul J. Bushee, General Manager

SUBJECT:

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

#### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2260 as presented.

2. Discuss and take other action as appropriate.

#### DISCUSSION:

California Government Code Section 7910 requires that the District establish an appropriations limit at the beginning of each fiscal year. The appropriations limit for FY 16 has been calculated at \$70,055,307. The planned District appropriations subject to the statutory limitation are \$1,473,535. As per Government Code Section 7910, the document used to develop the Appropriations Limit was made available to the public.

Proposed Resolution No. 2260 establishing the appropriations limit is attached for your consideration along with documentation used in the determination of the appropriations limit.

Staff recommends that the Board of Directors adopt Resolution No. 2260 as presented.

cal:PJB

Attachment

### **RESOLUTION NO. 2260**

# A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT ESTABLISHING APPROPRIATIONS LIMIT OF THE DISTRICT FOR THE FISCAL YEAR JULY 1, 2015 - JUNE 30, 2016 PURSUANT TO ARTICLE XIII(B) OF THE CALIFORNIA CONSTITUTION

**WHEREAS**, Government Code Section 7910 requires that each year the Board of Directors of this District shall, by resolution, establish the District's appropriation limit for the following fiscal year pursuant to Article XIII(B) of the California Constitution; and

**WHEREAS**, the documentation attached hereto as Exhibit "A", used in the determination of the appropriations limit, has been available to the public in accordance with Government Code Section 7910.

**NOW, THEREFORE**, THE BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT (LWD) DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

<u>Section 1.</u> The appropriations limit of LWD for the Fiscal Year July 1, 2015 - June 30, 2016 pursuant to Article XIII(B) of the California Constitution is hereby established as \$70,055,307.

<u>Section 2.</u> This Resolution is effective June 10, 2015 and supersedes Resolution No. 2249.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the LWD, held June 10, 2015 by the following vote:

AYES:	Directors:		
NOES:			
ABSENT:		•	
ABSTAIN:			
ATTEST:		Allan Juliussen, President	
Paul J. Busl	hee, General Manager	-	
(SEAL)			

## LEUCADIA WASTEWATER DISTRICT APPROPRIATION LIMIT FISCAL YEAR 2015-2016

FISCAL	POPULATION	CPI/PI	ADJUSTMENT	APPROPRIATION	APPROPRIATION	OVER (UNDER)
YEAR	FACTOR	FACTOR	FACTOR	LIMIT	SUBJECT TO LIMIT	LIMIT
1978-79				4,131,757		1.00
1979-80	1.1185	1.1017	1.2323	5,019,364	474,509	(4,544,855)
1980-81	1.1952	1.1053	1.3211	6,725,969	269,388	(6,456,581)
1981-82	1,0207	1.0912	1.1138	7,491,303	201,344	(7,289,959)
1982-83	1.0570	1.0679	1.1288	8,455,960	346,283	(8,109,677)
1983-84	1.0578	1.0235	1.0827	9,154,915	518,291	(8,636,624)
1984-85	1.0641	1.0474	1.1145	10,203,504	370,506	(9,832,998)
1985-86	1.0423	1.0374	1.0813	11,032,865	407,693	(10,625,172)
1986-87	1.1571	1.0230	1.1837	13,059,749	854,824	(12,204,925)
1987-88	1.0810	1.0304	1.1140	14,548,109	571,371	(13,976,738)
1988-89	1.0486	1.0393	1.0898	15,854,675	2,287,498	(13,567,177)
1989-90	1,1118	1.0498	1.1672	18,505,063	7,133,033	(11,372,030)
1990-91	1.0273	1.0421	1.0705	19,809,670	3,570,985	(16,238,685)
1991-92	1.0271	1.0414	1.0696	21,188,858	4,873,688	(16,315,170)
1992-93	1.0085	1.0064	1.0149	21,505,287	945,024	(20,560,263)
1993-94	1.0199	1.0272	1.0477	22,530,400	881,142	(21,649,258)
1994-95	1.0079	1.0071	1.0151	22,870,074	1,258,995	(21,611,079)
1995-96	1.0004	1.0472	1.0476	23,959,121	534,652	(23,424,469)
1996-97	1.0167	1.0467	1.0642	25,496,815	7,127,060	(18,369,755)
1997-98	1.0204	1.0467	1.0680	27,230,599	4,706,220	(22,524,379)
1998-99	1.0367	1.0415	1.0797	29,401,505	2,864,723	(26,536,782)
1999-00	1,0386	1.0453	1.0857	31,920,931	1,219,792	(30,701,139)
2000-01	1.0422	1.0491	1.0933	34,900,013	2,073,768	(32,826,245)
2001-02	1.0445	1.0782	1.1262	39,303,693	460,000	(38,843,693)
2002-03	1,0445	0.9873	1.0312	40,531,016	761,542	(39,769,474)
2003-04	1.0263	1.0231	1.0500	42,557,926	773,263	(41,784,663)
2004-05	1.0218	1.0328	1.0553	44,911,884	452,866	(44,459,018)
2005-06	1.0157	1.0526	1.0692	48,018,786	1,339,689	(46,679,097)
2006-07	1.0216	1.0396	1.0620	50,997,014	6,064,787	(44,932,227)
2007-08	1.0172	1.0442	1.0622	54,168,601	4,121,237	(50,047,364)
2008-09	1.0163	1.0429	1.0599	57,415,246	1,424,330	(55,990,916)
2009-10	1.0102	1.0062	1.0165	58,360,757	1,496,698	(56,864,059)
2010-11	1.0143	0.9746	0.9885	57,691,221	1,257,308	(56,433,913)
2011-12	1.0077	1.0251	1.0330	59,594,831	941,116	(58,653,715)
2012-13	1.0103	1.0377	1.0484	62,479,881	1,237,704	(61,242,177)
2013-14	1.0087	1.0512	1.0603	66,247,981	1,278,375	(64,969,606)
2014-15	1.0135	0.9977	1.0112	66,988,165	1,318,868	(65,669,297)
2015-16	1.0073	1.0382	1.0458	70,055,307	1,473,535	(68,581,772)

## LEUCADIA WASTEWATER DISTRICT APPROPRIATION LIMIT FISCAL YEAR 2015-2016

Fiscal Year	Total Appropriation				Amount
2015-2016	General District			\$	6,519,459
	Current Construction/Capit	tal			7,333,583
	Other Debt & Reserves Ex	p,			
	Reserves				32,609,618
	Subtotal				46,462,660
	Less: Prior Reserves	(Limited to above reserves)	35,192,834		32,609,618
		(Difference)	(2,583,216)	1	
	Less: Voter Approved De	•	0		
	Total Available				13,853,042
	Non-Proceeds of Taxes		12,379,507		
	Approp	riations Subject to Limit		\$	1,473,535

Fiscal Year	Revenue	Total Re	evenue	 Tax Revenue	C	Other Revenue
2015-2016	Service Charge	\$ 9	,142,733	\$ 0	\$	9,142,733
	Other Oper, Income		248,533	0		248,533
	Property Tax		1,450,000	1,450,000		0
	Other Non-Oper.		248,560	0		248,560
	Debt Service		0	0		0
	Less Voter Approved		0	0		0
	Subtotal	11	,089,826	 1,450,000		9,639,826
	Interest Income		180,000	23,535		156,465
	Other Reserve Income	2	,583,216	o		2,583,216
	Total Revenue	\$ 13	,853,042	\$ 1,473,535	\$	12,379,507

Interest Income Allocation	\$	1,450,000
	1	11,089,826
	_	13.0750473%
	*	180,000
	= \$	23,535

## APPROPRIATION LIMIT WORKSHEETS 2015-2016

		(2)		
	Total (1) 1/1/2014	Within District 1/1/2014	% of City	% of District
Carlsbad	110,169	31,784	28.9%	51.9%
Encinitas	61,204	29,510	48.2%	48.1%
Total		61,294	(to below)	100.0%

(1) Citys of Carlsbad & Encinitas population figures per SANDAG regional estimates for 1/01/2014 (per Web Site)
(2) District population figures per special request from SANDAG
Latest estimate received May 28, 2015 for Jan 2014

		201	13-2014	2014-2015		
Population	%	Total cities (3) 1/1/2014	Total district (Calc) 1/1/2014	Total cities (3) 1/1/2015	Total district (Calc) 1/1/2015	
Carlsbad	28.9%	109,900	31,706	110,653	31,924	
Encinitas	48.2%	61,042	29,432	61,518	29,661	
Total	(from above)	170,942	61,138	172,171	61,585	
Percentage change				0.719%	0.731%	

Adjustment factor calculation	2015-2016	% CHANGE	<b>FACTOR</b>
1 population change calculation		0.731%	1.0073
2 per capita personal income - (3)		3.820%	1.0382
Adjustment Factor			1.0458

(3) Per California department of Finance letter and attachments, dated May 2015

## Encina Wastewater Authority Report Regular Board Meeting May 27, 2015

## **EWA Board of Directors** - Director Sullivan reporting.

## 1. Fiscal Year 2016 (FY 16) Staffing Recommendations

The Board of Directors reviewed staff recommendation to authorize the addition of the following EWA positions:

- Four (4) Operator-In-Training Positions
- One (1) Mechanical Technician Position
- One (1) Purchasing Specialist Position
- One (1) Sampling Technician Position

The Board of Directors <u>did not</u> approve the FY 16 staffing recommendations.

## 2. Board of Directors Compensation

The Board of Directors considered whether or not to adjust the per diem earned by Directors.

The Board of Directors <u>did not</u> direct staff to schedule a Public Hearing for adjusting the Directors' compensation.

## 3. FY 16 Recommended Operating and Capital Budget

The Board of Directors adopted the FY 16 recommended Operations, Maintenance, Administration and the Capital Improvement Budgets and forwarded the recommended budgets to the Joint Advisory Committee.

## **Joint Advisory Committee**

## 4. Adoption of FY 16 Operating and Capital Budgets

The Joint Advisory Committee adopted the FY 16 recommended Operations, Maintenance, Administration and the Capital Improvement Budgets and forwarded the recommended budgets to the Boards and Councils of the Member Agencies.

There was no Executive Session.

## **Community Affairs Committee Meeting Report**

## Presented by Director Sullivan

## Meeting held June 2, 2015

1. Review Task Order No. 5 to the TRG & Associates professional services agreement for as needed public information services.

The Community Affairs Committee (CAC) reviewed Task Order No. 5 to the TRG & Associates professional services agreement for as needed public information services in an amount not to exceed \$34,090.

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

## 2. Flushable Wipes Issue

The CAC discussed whether LWD could do more to educate the public on the flushable disposable wipes issues. The CAC reviewed a proposed promotional campaign addressing the wipes issue. The CAC and staff agreed to schedule another meeting to further discuss the campaign.

No action was taken.

## **Engineering Committee Meeting Report**

## Presented by Director Kulchin

## Meeting held on June 3, 2015

1. The Engineering Committee (EC) reviewed a sole source purchase agreement with Rockwell Solutions for the prepurchase of three new Vaughan Chopper Pumps as part of the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$81,865.

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

2. The EC reviewed staff's recommendation to replace two older Vactors with one new Vactor.

The EC was satisfied with staff's recommendation.

- 3. The EC also received an update on the following projects:
  - B1/B2 Force Mains Replacement Project and
  - Lanikai Gravity Line Manhole Rehabilitation project

Ref: 15-4478

### **MEMORANDUM**

DATE:

June 4, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager,

SUBJECT:

Adoption of Fiscal Year 2016 (FY 16) Budget

#### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt the FY 16 Leucadia Wastewater District (LWD) Budget as presented.

2. Discuss and take other action as appropriate.

#### DISCUSSION:

On May 27, 2015, the Board of Directors attended a special board meeting to review the Recommended FY 16 Budget. During this meeting, staff presented highlights of the proposed operating and capital budgets. In addition, the Board also conducted a closed session meeting to review the proposed personnel budget.

Following the meeting, the Board of Directors directed staff to prepare the final FY 16 Operating and Capital Budgets.

The final budget is enclosed for the Board's review. Staff recommends that the Board of Directors adopt LWD's FY 16 Budget.

cal:PJB

Enclosure

#### **MEMORANDUM**

DATE:

June 4, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager,

SUBJECT:

Public Hearing on a Proposal to Consider Collecting the District's

Wastewater Service Charge for Fiscal Year 2016 (FY 16) on the San Diego

County Tax Roll

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

 A proposal to collect LWD's wastewater service charges for FY 16 on the County Tax Roll in the same manner, together with, and at the same time as general taxes.

The notice of this public hearing was posted at LWD beginning on May 27, 2015. It was also published in the San Diego Union Tribune on May 27, 2015 and June 3, 2015.

#### DISCUSSION:

1) <u>Collection of District Wastewater Service Charges for FY 16 on the Tax Roll of the County of San Diego</u>

LWD has collected its wastewater service charges on the San Diego County Tax Roll, concurrent with general taxes, since 1979. Staff proposes to continue collecting its wastewater service charges in this manner for FY 16. As per Government Code Section 5473, LWD has made available, for public review and inspection, a report showing the amount of the proposed wastewater service charges for each parcel of real property receiving wastewater service.

It is necessary for the Board to consider all objections or protests to the report. If the Board of Directors finds that the protests are made by the owners of a majority of separate parcels of property described in the report, then the report shall not be adopted and the wastewater service charges shall be collected separately from the tax rolls. To date, no objections or protests have been filed with the LWD regarding this report.

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 immediately following this public hearing.

cal:PJB

#### MEMORANDUM

DATE:

June 4, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager/

SUBJECT:

Adopt Resolution No. 2261 – A Resolution of the Board of Directors of the Leucadia Wastewater District Adopting and Approving the Report for the Collection of Wastewater Service Charges On County Tax Roll for the

Fiscal Year July 1, 2015 to June 30, 2016

### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2261 as presented.

2. Discuss and take other action as appropriate.

#### DISCUSSION:

LWD's wastewater service charge has been collected on the San Diego County Tax Roll since 1979. Staff is proposing to continue this practice for Fiscal Year 2016 (FY 16). Prior to this item, the Board of Directors will have conducted a public hearing regarding the collection of the FY 16 wastewater service charges on the county tax roll in accordance with Health and Safety Code Section 5473.

A written report was prepared and filed with the General Manager which contains a description of each parcel of real property and the amount of the wastewater service charge for each parcel for FY 16. The charges in the report are based on the FY 16 wastewater service charge of \$312.44 per year per equivalent dwelling unit (EDU).

Staff recommends that the Board adopt Resolution No. 2261 (attached) as presented, and/or take other action as appropriate.

cal:PJB

Attachment

### **RESOLUTION NO. 2261**

# A RESOLUTION OF THE BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT ADOPTING AND APPROVING THE REPORT FOR THE COLLECTION OF WASTEWATER SERVICE CHARGES ON THE COUNTY TAX ROLL FOR THE FISCAL YEAR JULY 1, 2015 – JUNE 30, 2016

**WHEREAS**, the Board of Directors of LEUCADIA WASTEWATER DISTRICT (LWD) has elected to have wastewater service fees for the Fiscal Year July 1, 2015 – June 30, 2016 (FY 2016) collected on the tax roll in accordance with Health and Safety Code Sections 5470-5474.10; and

**WHEREAS**, the current wastewater service fee for each equivalent dwelling unit (EDU) is \$284.04 per year (Existing Wastewater Service Fee); and

**WHEREAS**, the Board of Directors has determined that the FY 2016 Wastewater Service Fee for each EDU shall increase 10% to \$312.44 per year effective July 1, 2015; and

**WHEREAS**, a written report was prepared and filed with the General Manager of this District, which written report contains a description of each parcel of real property receiving wastewater service and the amount of the wastewater service fee for each parcel for said fiscal year, which is based on the approved FY 2016 Wastewater Service Fee; and

**WHEREAS**, notice of the hearing on said report was published in the form and manner prescribed by law; and

**WHEREAS**, at the time stated in the notice, this Board of Directors did hear and consider all objections or protests to said report.

**NOW, THEREFORE**, THE BOARD OF DIRECTORS OF LWD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

<u>Section 1.</u> The Board of Directors hereby determines that the amount of the wastewater fee for each parcel for the Fiscal Year July 1, 2015 – June 30, 2016 shall be as described in said report.

<u>Section 2.</u> The report is hereby adopted and approved.

<u>Section 3.</u> The General Manager is authorized and directed to file with the Auditor of San Diego County a copy of said report with a statement endorsed thereon over his signature that it has been finally adopted by the Board of Directors.

Leucadia Wastewater District Resolution No. 2261 Page 2

2246.	Section	4.	Effective	July 1	, 2015	this	Resolution	supersedes	Resolution	No.
June '			D ADOP e following		y the B	Soard	of Directors	s at a meetir	ng of LWD	held
AYES	S: [	Directo	ors:							
NOES	S:									
ABSE	NT:				•					
ABST	AIN:				•					
						Ā	llan Juliuss	en, President		
ATTE	ST:					-				
Paul J	l. Bushee	e, Seci	retary/Ma	nager						
(SEAL	_)									

#### **MEMORANDUM**

DATE:

June 4, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager

SUBJECT:

Award of Purchase Agreement to Rockwell Solutions for Replacement

Pumps for the Saxony Pump Station Rehabilitation Project

#### RECOMMENDATION:

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

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

#### DISCUSSION:

This item was reviewed by the EC at its June 3, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

The rehabilitation of the Saxony Pump Station is included as a goal under the Technology and Infrastructure Strategy in the Fiscal Year 2015 Tactics & Action Plan.

The rehabilitation of the Saxony Pump Station (Saxony) was recommended by Infrastructure Engineering Corporation (IEC) in the District's 2014 Pump Stations Assessment Report. The project is currently in the design phase. Included in the rehabilitation of the pump station are the replacement of two submersible pumps and the purchase of a third pump as a spare.

During project design, Staff requested that IEC consider installing submersible chopper pumps at Saxony to mitigate existing ragging issues. Typically, chopper pumps require a higher horsepower motor than a standard pump for the same capacity and discharge pressure. The existing pumps are driven by 40 horsepower motors. Electrical equipment including the motor control center, automatic transfer switch and emergency generator are sized accordingly. An increase in motor horsepower would require a corresponding increase in capacity for electrical components. For this reason, IEC considered horsepower a limiting factor in pump selection and selected pumps that operate with not more than a 40 horsepower (hp) motor.

After evaluation of the required pumping capacity for Saxony, IEC recommends that the current submersible pumps be replaced with two Vaughan Chopper Pumps with 40 hp motors. IEC's technical memo is attached for review. IEC also evaluated the Flygt F Series Chopper Pump. However, Flygt offers only a 60 hp motor on their F Series. The next lower size Flygt pump had only a 34 hp motor, which was insufficient to meet the pump requirements. No other

manufacturer was identified that offered a comparable chopper pump to satisfy the performance specifications.

Subsequently, IEC provided the pump specifications to Rockwell Solutions to obtain a quote for the replacement pumps, attached. The pump's unit price is \$24,884 resulting in a cost of \$74,652 for three pumps. The total cost including sales tax and shipping is \$81,864.16. Due to the estimated delivery time of 18 weeks, staff and IEC believe it is prudent to pre-order the pumps prior to bidding the contract, store them on site and supply the pumps to the construction contractor for installation as owner provided equipment. Project construction is planned to occur outside of the bird nesting season, between September and March, in order to minimize environmental constraints. Pre-ordering the pumps will facilitate construction within the specified timeframe.

Under Section 11.1, Sole Source Procurement, of the District's Procurement Policy, sole source procurement is allowed in cases where goods and services are obtainable from only one vendor due to unique circumstances. Rockwell Solutions is the only authorized southern California vendor for Vaughan Chopper Pumps.

Therefore, it is recommended that the Vaughan Chopper Pumps for Saxony be purchased through Rockwell Solutions as a sole source vendor at a total cost of \$81,865.

#### **FISCAL IMPACT:**

The amount appropriated for the Saxony Pump Station Rehabilitation Project in the Fiscal Year 2015 budget is sufficient to cover the procurement of the pumps.

rym:PJB

Attachment

Date:

May 27, 2015

Subject:

**Pump Selection** 

Prepared By:

Jane Costello, P.E.

Reviewed By:

Rob Weber, P.E., Jamie Fagnant, and P.E.

#### I. INTRODUCTION

In accordance with the District's Asset Management Master Plan (AMMP), IEC prepared the 2014 Pump Station Condition Assessment, which summarized previously suggested improvements and identified additional concerns from operations staff to address in a subsequent rehabilitation project of Saxony Pump Station. IEC prepared a Preliminary Design Report for the Saxony Pump Station Rehabilitation in March 2015. This technical memorandum supplements that report with a final selection for the replacement of the pumps.

### II. PUMP STATION INFLUENT FLOW REVIEW

The flow data from the District's 2013 Asset Management Plan (AMMP) and the 1999 Master Plan were reviewed to determine the current and ultimate hydraulic conditions at both the Saxony Pump Station and the Leucadia Pump Station (LPS). The hydraulic conditions at the LPS are important because the Saxony Pump Station pumps into L1 or L2, the force mains from the LPS.

In the AMMP flows were developed for the Saxony and Leucadia Pump Stations using a sewer generation rate per Equivalent Dwelling Unit (EDU) of 149 gal/EDU. The sewer generation rate was developed by dividing the total flow to the Encina Wastewater Plant (flow meter at Batiquitos Pump Station (BPS)) by the total number of connected EDUs in the District. Using land use data (EDUs) for the Drainage Basins from Table 3-2 of the AMMP, influent flows were developed for each of the stations. A summary of the EDU current and ultimate build-out and percent build-out are presented in Table 1A. Table 1B shows the current and ultimate flows for the Saxony Pump Station and the LPS: Average Dry Weather Flow (ADWF), Peak Dry Weather Flow (PDWF) and Peak Wet Weather Flow (PWWF).

The PWWF for both the Saxony Pump Station and the LPS are significantly lower than the values estimated in the 1999 Master Plan. The Master Plan which used a sewer generation rate of 215 gal/EDU. Estimated ultimate population was also higher in the 1999 Master Plan. Table 2A and 2B show the current and ultimate flow for the Saxony Pump Station and the LPS.



Table 1A – Summary of EDU Growth Projections by Drainage Areas/Pump Stations from AMMP

DRAINAGE BASIN	PUMP STATION	EXISTING EDUS (2011)	ULTIMATE EDUS	% OF BUILD-OUT
#4	Saxony	1,196	1,578	76
Total	Saxony	1,196	1,578	76
#5	LPS	1,128	1,151	98
#6	LPS	2,106	2,072	102
#7	LPS	1,811	2,012	90
#8	LPS	3,996	4,690	85.2
#9	LPS	5,489	5,588	98.2
#10	LPS	3,530	3,582	99
#11	LPS	4,672	4,769	98
Total	LPS	22,732	23,864	95.3

Table 1B - AMMP Pump Station Influent Flow - Existing and Ultimate - 149 gpd/EDU

PUMP STATION	EXISTING FLOWS (GPM)			ULTIN	ATE FLOWS	(GPM)
	ADWF	PDWF*	PWWF**	ADWF	PDWF*	PWWF**
Saxony	124	222	269	163	292	354
LPS	2,352	4,210	5,104	2,469	4,419	5,358

<sup>\*</sup>A peaking faction of 1.79 was used for PDWF from Page 3-8 of the 2013 AMMP.

Table 2A - 1999 Master Plan Summary of EDU Growth Projections by Drainage Areas/Pump Stations

DRAINAGE BASIN	PUMP STATION	EXISTING EDUS (2011)	ULTIMATE EDUS
#4	Saxony	1,000	2,250
Total	Saxony	1,000	2,250
#5	LPS	1,100	2,250
#6	LPS	2,000	4,500
#7	LPS	1,900	4,275
#8	LPS	3,200	7,200
#9	LPS	3,500	7,875
#10	LPS	2,900	6,525
#11	LPS	3,600	8,100
Total	LPS	18,200	40,725

Table 2B - 1999 Master Plan Pump Station Influent Flow - Existing and Ultimate

PUMP STATION	EXISTING FLOWS (GPM)			ULTI	MATE FLOW	(GPM)
	ADWF	PDWF	PWWF	ADWF	PDWF	PWWF
Saxony	150	310	560	290	600	850
Leucadia	2,700	4,100	5,800	3,400	5,100	6,800

At the final design kick-off meeting on April 14, 2015, in discussions with District staff, it was determined that an intermediate sewer generation rate of 170 gpd/EDU be used to estimate flow for



<sup>\*\*</sup> A peaking factor of 2.17 was used for PWWF from Page 3-11 of the 2013 AMMP.

sizing the Saxony pumps along with the current and ultimate land use from the AMMP. Table 3 shows the estimated values for ADWF, PDWF and PWWF. It should be noted that the daily peaking factor (1.79) and wet weather peaking factor (2.17) from the 2013 AMMP were used. In the Master Plan the PWWF was calculated by distributing proportionally the estimated 4.2 mgd of Infiltration/Inflow (I/I) flow by estimated pipe length across the District. While the AMMP method is simpler, the PWWF flow in Table 3 for the LPS is, in fact, about 4.5 MGD greater than the ADWF, which is close to the 4.2 MGD from the Master Plan. The LPS service area is also built-out to 95.3 %.

Table 3 – 2013 AMMP Pump Station Influent Flow – Existing and Ultimate - 170 gpd/EDU

PUMP STATION	EXISTING FLOWS (GPM)			ULTIM	IATE FLOWS	(GPM)
	ADWF	PDWF	PWWF	ADWF	PDWF	PWWF
Saxony	140	250	310	190	330	400
LPS	2,680	4,800	5,820	2,820	5,040	6,110

The hydraulic conditions of the Saxony Pump Station and the LPS will be based on the flows in Table 3.

#### III. HYDRAULIC ANALYSIS

#### **EXISTING PUMP STATION**

According to the Table 2-3 of the AMMP, the current capacities of the two pumps stations are as shown in Table 4.

Table 4 – Summary of Saxony and Leucadia Pump Station Capacity

Pump Station	No. of Pumps	Capacity per Pump (gpm)	Pump Configuration	Drive	Remarks
Saxony	2	900	Duty/Standby	Constant	Pumps replaced in 2006
Leucadia	4	4880	Lead, Lag/Two Standby	Variable	Rebuilt in 2000

#### PROPOSED PUMP STATION CAPACITY

There are two limiting operating conditions for the pumps at the Saxony Pump Station. While no documentation of the duty point of the existing pumps was available, the flow capacity of the pumps is estimated to be 900 gallons per minutes (gpm) based on nameplate data reported in the District's 2008 AMMP. District staff have also noted operating pressures of 34 psi and 43 psi in the discharge piping of the station.

The results of an evaluation of the hydraulic system curves through which the pump station operates are shown in Tables 4 and 5. The Vaughan SE4 pump curve was used in this hydraulic analysis. In the first case a Saxony pump moves 900 gpm through the 8" forcemain at the station to the 16-inch pipe, which connects to both forcemain L1 and L2. The pump then conveys the flow over a high point at Station 11+900 to a discharge in a manhole at Station 14+000. The actual flow on the Vaughan pump curve at 83' TDH is 925 gpm.



Table 5 - Hydraulic Analysis for Saxony Pump Station with Leucadia Pump Station Off

SEGMENT	DESCRIPTION	HEADLOSS AT 900 GPM (FT)
Static Head	From low water surface elevation in the wet well (elevation -2.0 ft) to elevation of high point in 24-inch L1 or L2 at elevation 72.5 feet at Station 11+900	74.5
Frictional Loss in L1 or L2	14,000 lineal feet of 24-inch pipe; includes section of forcemain downstream of high point @ 900 gpm	0.5
Station Losses	Headlosses in the pump station piping up to the point of connection to the 24-inch pipe	8.0
	TOTAL DYNAMIC HEAD (TDH)	83.0

In the second case a Saxony pump moves an assumed flow of 900 gpm through the 8" forcemain at the station to the 16-inch pipe, which connects to both forcemain L1 and L2. (Typically only one forcemain is on-line at one time.) At this point the Saxony pump must overcome the pressure in the L1 or L2 forcemain created by the flow from the LPS. Per Table 3, the LPS Station has an ultimate build-out peak flow of 6,110 gpm. The line pressure in L1 or L2 at this flow would be 123 feet according to the pump curve provided in the LPS 2008 as-built records. Table 5 summarize the headlosses in the segment of the hydraulic profile for this condition.

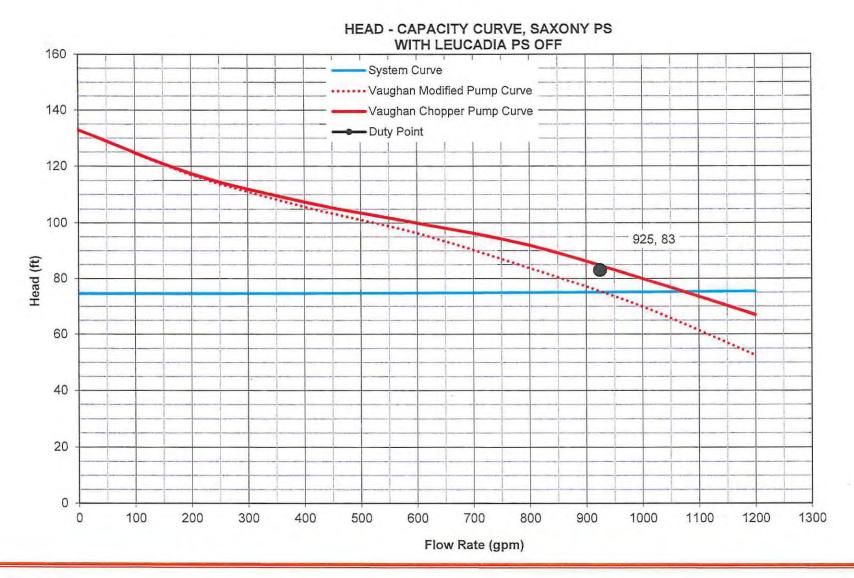
Table 6 - Hydraulic Analysis for Saxony Pump Station with Leucadia Pump Station On

SEGMENT	DESCRIPTION	HEADLOSS AT 900 GPM (FT)
Static Head	From low water surface elevation in the wet well (elevation -2.0 ft) to elevation of tie-in location to L1 or L2 at elevation 12 at Station 77+89	12
Station Losses	Headlosses in the pump station piping up to the point of connection to the 24-inch pipe	3
Pressure Head	Taken from Saxony Pump Curve (Energy Grade Line) at location of tie-in of 16-inch pipe to 24-inch L1 or L2	90
	TOTAL DYNAMIC HEAD	105

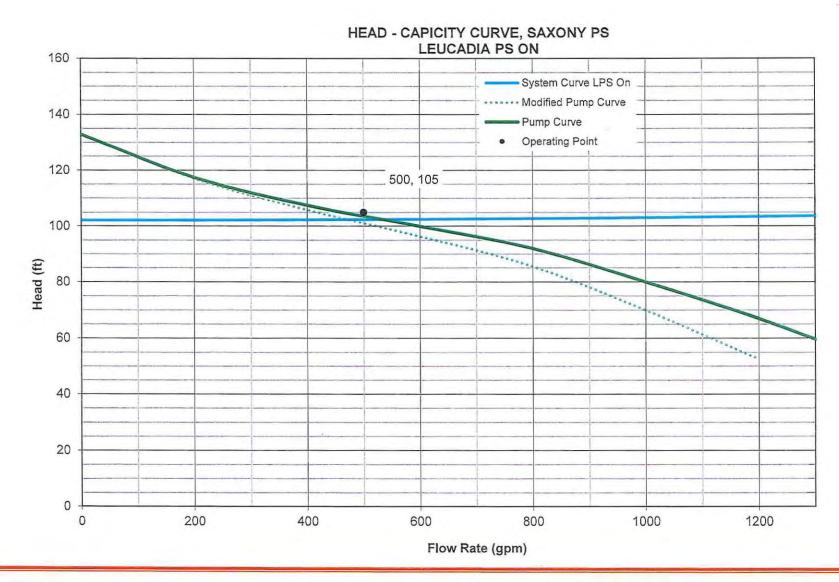
<sup>\*</sup> at 500 gpm the station losses are 3 feet; the flow was determined by an iterative process starting with an initial flow of 900 gpm.

Despite the differences in the two hydraulic systems, the TDH for the Saxony pumps differs only by 9.5 feet or 4 psi. The Saxony Pump Station will pump 925 gpm when the LPS is off and 500 gpm when the LPS is on. In the second case, it will take longer to empty the wet well.











#### IV. PUMP SELECTION AND PROCUREMENT

The District requested IEC consider submersible chopper pumps for installation at the Saxony Pump Station to mitigate existing ragging issues. In some cases chopper pumps operate at a higher horsepower for the same flow and head condition. Upsizing the motor horsepower may require subsequent upsizing of the pump motor starters and the emergency generator. The capacity of power feed to the site and the transformer would also need to be reviewed. IEC recommends that the Saxony Pump Station submersible pump be replaced with a chopper pump of similar capacity to the existing, but one that still uses a 40 HP motor so as not to trigger major electrical upgrades at the site. The Vaughan Chopper Pump Model E4S6 40 HP with 10.55" impeller will be suitable for the Saxony Pump Station. IEC evaluated the Flygt F series Chopper Pump for the duty points discussed previously, but the manufacturer offered either a 60 HP or a 34 HP to achieve something near the duty point. The 34 HP motor was overloading at the lower end of the curve. The cost for and the 60 HP was too large for the existing hatches and would have triggered an extensive electrical upgrade. In short, Flygt did not offer a good selection for the Saxony pump requirements. A Cornell Chopper Pump was also considered, but it was not available in a submersible at the desired duty point. The cost for the Vaughan Chopper Pump Model E4S6 40 HP with 10.55" impeller is \$25,000 each for a total of \$75,000 for three pumps, not including sales tax or freight.





### 1 3 VAUGHAN MODEL SE4T-108 SUBMERSIBLE CHOPPER PUMP CONSISTING OF:

- CASING AND BACK PULL-OUT PLATE, cast ductile iron, with 4" 125 LB ANSI rated discharge flange.
- IMPELLER, CUTTER NUT AND UPPER CUTTER, cast steel, heat treated to minimum 60 Rockwell C Hardness. Impeller dynamically balanced.
- CUTTER BAR, plate steel, heat treated to minimum 60 Rockwell C Hardness.
- SHAFT, heat treated alloy steel, AISI 4140
- ELASTOMERS, BUNA N
- DRIVE, 40 HP, 1750 RPM, 460 volt, 3 phase, 60 Hz, 1.15 SF, Explosion Proof (Class 1, Group C & D) submersible motor with tandem mechanical seals, moisture sensors, (3) internal thermostats, and 50 ft of power cable, manufactured by Reliance. TC outer seal faces. Motor to include 416 SS shafting.
- SUBMITTAL FINISH: Sandblasted and single coat of Tnemec 27wb primer (5-8 MDFT) and finish coat of Tnemec 27WB Epoxy (5-8 MDFT). The motor will not be sandblasted.

### 2 3 Only STANDARD GUIDE RAIL SYSTEM CONSISTING OF:

- 4" BASE ELBOW, cast ductile iron.
- 4" GUIDE BRACKET, cast ductile iron.
- TOP MOUNTING AND CHAIN HOLDER BRACKET, 316 stainless steel.
- (1) INTERMEDIATE STIFFENER BRACKETS, 316 stainless steel located every 10 feet.
- GUIDE RAILS, 316 stainless steel, 2" schedule 40 pipe, 10 feet in length each, (TOTAL OF (8) pieces @ 10' each)

#### 3 Only VAUGHAN MOISTURE RELAY CONSISTING OF:

- MOISTURE & OVER TEMPERATURE RELAY, VPMR
- 4 1 Only SERVICES CONSISTING OF:
  - FACTORY SUBMITTALS AND O&M MANUALS.

TOTAL PRICE: \$74,652 + \$5,972.16(Tax) + \$1,240(Freight) = \$81,864.16

PUMP PERFORMANCE: 875 GPM @ 93 FT. TDH

**APPLICATION: PUMP STATION** 

**INDUSTRY: MUNICIPAL** 

Cell Phone: 949-275-8100 E-mail: kent@rockwellsolutions.us

Phone: 888-357-7888 Fax: 888-214-6635

#### MEMORANDUM

Ref: 15-4476

DATE:

June 4, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager,

SUBJECT:

**Unrepresented Employees Salary and Benefits Resolution** 

#### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2259 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2015 to June 30, 2016.

2. Discuss and take other action, as appropriate.

#### BACKGROUND:

LWD employees are not organized for the purpose of negotiating salary, benefits, and other working conditions, Therefore, employees, other than the General Manager, are classified as unrepresented employees. Within the unrepresented employee group, there are two categories of employees distinguished by their status as "Exempt" (Management Employees) or "Non-Exempt". This distinction primarily relates to an employee's status as it pertains to the overtime provisions of the Fair Labor Standards Act.

LWD annually conducts an informal input process to identify unrepresented employees' preferences regarding potential changes to salary, benefits and other working conditions. This input process was last conducted during April 2015. On May 27, 2015, the Board of Directors considered staff recommendations related to the informal input process. Direction received at that time is incorporated into the proposed resolution (Attached).

The proposed resolution specifies salaries, benefits, and other working conditions approved for the unrepresented employees. The FY 2016 Operating Budget includes sufficient appropriations to fund the proposed resolution.

General Counsel has reviewed the proposed resolution and any suggested revisions have been incorporated.

Staff recommends that the Board of Director's adopt Resolution No. 2259 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2015 to June 30, 2016.

cal:PJB

Attachment

#### **RESOLUTION NO. 2259**

#### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT ADOPTING EMPLOYEE SALARY, BENEFITS AND OTHER WORKING CONDITIONS FOR FY 2016

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

**Whereas,** the LWD Board of Directors and employees desire to establish salaries, benefits and other terms and conditions of employment for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

Now, therefore, be it resolved by the Board of Directors of the Leucadia Wastewater District that the salary, benefits and other terms and conditions of employment for the employees set forth below are hereby adopted and established as those of the Leucadia Wastewater District, and shall remain in effect until further action by the LWD Board of Directors.

#### A. Employee Classifications

Regular, full-time employees defined by LWD's Human Resources Policy Manual who occupy the following classifications are subject, without limitation, to the terms and conditions of employment set forth in this Resolution and agreement, applicable provisions of other Resolutions of the LWD Board of Directors and the LWD Human Resources Policy Manual:

#### 1. Non-exempt Classifications

Accounting Technician Administrative Specialist Administrative Specialist II Administrative Supervisor Executive Assistant Field Services Specialist

Field Services Supervisor Field Services Technician-in-Training Field Services Technician I Field Services Technician II Field Services Technician III

#### 2. Exempt Management Classifications

Administrative Services Manager Field Services Superintendent Technical Services Manager

#### B. Term of Resolution

The provisions of this Resolution shall be deemed effective as of July 1, 2015 and shall terminate on June 30, 2016.

#### C. General Salary Adjustment

There shall be no general salary adjustment during the term of this Resolution and Agreement.

#### D. Salary Range Adjustment

Effective July 1, 2015, the salary range schedule for all employee classifications, excluding the General Manager, shall be adjusted by three per cent (3%) as indicated in Attachment 1.

#### E. Performance Merit Program

LWD's Human Resources Policy Manual provides that employees may be eligible for an increase in compensation within the salary range established for their classification. Increases within an employee's salary range are not automatic but are based on an employee's performance as evaluated annually by their immediate supervisor and Department Head. The General Manager provides final approval for all compensation increases.

#### F. Medical, Dental and Vision Insurance

Employees may elect coverage from the medical, dental and vision insurance programs offered by LWD. The District shall pay 100% of the insurance premiums for employees and eligible dependents. Medical coverage is provided on a calendar year basis, January through December; dental and vision coverage is provided on a fiscal year basis, July through June.

For medical coverage, new employees shall be eligible for coverage no later than the first day of the month following their first work day at LWD and in accordance with all enrollment and eligibility requirements established by the District with the insurance carriers. For dental and vision coverage, new employees shall be eligible for coverage no later than the first of the month following 30 days of employment.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

#### G. Life Insurance

The District shall provide each employee a maximum of \$50,000 of life insurance unless a greater amount has been approved as a term of employment. Dependent term life insurance coverage of \$5,000 shall be provided each employee dependent over six (6) months of age. Dependent term life insurance coverage of \$100 shall be provided each employee dependent fourteen (14) days to six (6) months of age. New employees and their dependents are eligible for life insurance coverage on the first day of the month following 30 days of employment and in accordance with all enrollment and eligibility requirements established by the District with the insurance carriers.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

#### H. Disability Insurance

The District shall provide short-term and long-term disability insurance to all LWD employees at no cost to the employee.

New employees are eligible for disability coverage on the first day of the month following 30 days of employment and in accordance with all enrollment and eligibility requirements established by the District with the insurance carriers.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

#### I. Health Flexible Spending Account (FSA)

Employees may elect to designate dollars for reimbursement of eligible medical, dental and vision expenses in accordance with the District's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction for calendar year 2015 is \$2,550.

Resolution No. 2259, Page 2

Employees shall assume responsibility for any income tax obligations resulting from participation in the health care reimbursement program.

#### J. Dependent Care Flexible Spending Account (FSA)

Employees may elect to designate dollars for reimbursement of eligible dependent care expenses in accordance with the District's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction for calendar year 2015 is \$5000.

Employees shall assume responsibility for any income tax obligations resulting from participation in the dependent care reimbursement program.

#### K. Exempt Management Administrative Leave

Management employees are exempt from overtime provisions of the Fair Labor Standards Act (FLSA). These employees shall receive forty (40) hours of administrative leave annually on July 1st. Employees in these classifications will be paid for unused administrative leave at termination.

The following LWD classifications are exempt from overtime requirements of the FLSA:

- a. Administrative Services Manager
- b. Technical Services Manager
- c. Field Services Superintendent

#### L. Vacation Leave

Employees shall earn paid vacation in accordance with LWD's Human Resources Policy Manual.

Employees may accumulate a maximum of 256 hours.

Employees shall receive payment of cash in lieu of accumulated vacation only upon termination of employment.

#### M. Sick Leave

Employees shall earn paid vacation in accordance with LWD's Human Resources Policy Manual.

Employees may not accumulate more than 1000 hours of sick leave for any purpose.

Annually, on a date or dates established by LWD, employees may choose to be paid for any accumulated sick leave hours in excess of 176 hours at a rate of 75% of their regular hourly rate.

Employees not terminated for cause and who give the District fourteen (14) calendar days (beginning on the date the notice is received by the District) written notice of termination shall be paid for all accumulated sick leave hours at a rate of 75% of their regular hourly rate.

#### N. Call Back

Employees unexpectedly ordered to report back to duty to perform necessary work following completion of their work week or work shift and their departure from the site shall be entitled to compensation calculated at one and one-half their regular hourly rate. Employees called back under these conditions shall receive a minimum of two (2) hours compensation.

Virtual call-outs are Supervisory Control and Data Acquisition (SCADA) notifications that clear themselves within 30 minutes. These notifications require on-call personnel to monitor SCADA indicators from their on-call residence without returning to LWD. On-call staff, responding to virtual call-outs, will receive a minimum of 1 hour's compensation calculated at one and one-half their regular hourly rate.

#### O. Standby Duty/On-Call

LWD shall pay each employee assigned to standby/on-call duty at the rate of \$35/day or \$70/day if the day of duty is designated as a holiday in the HRPM. This rate is equivalent to \$245.00 per week of standby/on-call duty.

#### P. Shift Differential

Employees assigned to a regular work shift other than the day shift shall receive a shift differential in addition to their base rate of pay. Shift differential pay shall be \$1.00 per hour for AM duty (12:30 AM-7:00AM) and \$.75 per hour for PM duty (4:30 Pm-12:30 AM). Shift differential pay shall be in addition to their base rate of pay for hours assigned to a work shift other than the day shift and it shall be added to the base rate of pay for the purposes of calculating overtime compensation. Temporary projects requiring work during periods other than an employee's regular work shift shall not qualify for shift differential.

#### Q. Meal Allowance

LWD shall reimburse employees a maximum of \$12.00 per meal for food and non-alcoholic beverages when the employee is unexpectedly ordered to work two (2) or more hour's overtime.

#### R. Uniform and Safety Boot Allowance

Uniforms will be furnished to each Field Services employee without cost and will be laundered at the District's expense. Employees are expected to wear the furnished uniforms during work hours. Because this uniform allowance for "classic PERS members" is considered "special compensation" by California Public Employee's Retirement Law, \$16.01 per pay period will be reported to CalPERS as the monetary value for purchase, rental and/or maintenance of required clothing.

LWD shall reimburse all Field Services employees up to \$200.00 each fiscal year for the purchase of LWD approved steel-toed safety shoes/boots. On a case by case basis, the General Manager may authorize this shoe/boot reimbursement benefit for employees not in the Field Services Department.

#### S. Retirement Plan

The District participates in the California Public Employees' Retirement System (CalPERS) program. The District retirement program is a two-tiered program based on a member's original date of PERS eligibility.

- a. Classic Employees Classic employees, as it applies to LWD's retirement program, are those employees with an original PERS eligibility date before January 1, 2013. This retirement program is based on 3% @ 60 and highest 12 month compensation formulas. For FY 2016, the District shall pay one percent (1%) of the eight percent (8%) CalPERS "Employee Contribution Rate" and the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan.
- b. New Employees New employees, as it applies to LWD's retirement program, are those employees with an original PERS eligibility date of January 1, 2013 or later. This retirement program is based on 2% @ 62 and highest 3 year compensation formulas. For FY 2016, the District shall pay the entire CalPERS "Employer Contribution Rate"

as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. New employees shall pay the entire "Employee Contribution Rate" of 6.250%.

To the maximum extent allowable, all employee contributions to CalPERS shall be made on a pre-tax basis.

#### T. Social Security/Medicare

The District shall participate in the federal Social Security Administration program. The District shall pay one-hundred percent (100%) of the employer FICA and Medicare contributions. Employee contributions shall be paid by the employee.

All employees (except those allowed by federal and state regulations) shall participate in the Social Security/Medicare program.

#### U. Deferred Compensation Program

Where the employee voluntarily participates in LWD's Deferred Compensation Program, LWD shall contribute an equal amount on a matching basis up to two percent (2%) of the employee's base salary (calculated per pay period), provided, however, that LWD's matching contribution shall not exceed two percent (2%) of the Social Security annual salary contribution maximum.

#### V. Educational Assistance

The Educational Assistance Program is intended to reimburse pre-approved out-of-pocket expenses for tuition, books, supplies and other incidental expenses specifically associated with an employee's course of study. The District's maximum reimbursement amount is \$2,000 per fiscal year.

#### W. Terms and Conditions of Employment

All other terms and conditions of employment are specified in the LWD Human Resources Policy Manual.

A classification salary range chart (Attachment 1) and a summary of benefits (Attachment 2) is attached.

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 10th day of June, 2015 by the following vote:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
Attest:	Allan Juliussen, President
Paul J. Bushee, Secretary /Manager	- <del></del>

#### Attachment 1

#### LEUCADIA WASTEWATER DISTRICT FISCAL YEAR 2016 SALARY SCHEDULE

Position	Grade	Minimum Annual	Maximum Annual
Administrative Services Manager Technical Services Manager	19	\$127,116.52	\$158,895.65
Field Services Superintendent	18	\$105,930.43	\$132,413.04
Field Services Supervisor Administrative Supervisor	17	\$88,275.36	\$110,344.20
Executive Assistant Field Services Specialist	16	\$73,562.80	\$91,953.50
Field Services Technician III	15	\$66,853.57	\$83,567.34
Accounting Technician	14	\$62,475.41	\$78,094.27
Field Services Technician II Administrative Specialist II	13	\$58,379.44	\$72,974.30
Vacant	12	\$55,074.41	\$68,843.01
Administrative Specialist Field Services Technician I	11	\$52,447.33	\$65,559.17
Vacant	10	\$49,952.08	\$62,440.10
Vacant	9	\$47,574.53	\$59,468.17
Field Services Technician-in-Training	8	\$45,291.14	\$56,613.93

#### Notes.

- 1. Approved and adopted by LWD Board of Directors June 10, 2015
- 2. Effective dates: July 1, 2015 June 30, 2016
- 3. Revisions: N/A
- 4. Time base for salary amounts indicated is "annual"

#### Attachment 2

#### LEUCADIA WASTEWATER DISTRICT SCHEDULE OF BENEFITS FISCAL YEAR 2016 JULY 1, 2015 – JUNE 30, 2016

MEDICAL INSURANCE: Paid by LWD; available through CalPERS.

**DENTAL INSURANCE:** Paid by LWD; available through Guardian Ins. Co.

LIFE INSURANCE: Paid by LWD; available through Hartford.

**LONG TERM DISABILITY:** Paid by LWD; available through Guardian Ins. Co.

**CalPERS RETIREMENT PROGRAM:** Two-tiered program. LWD pays portion of employee contribution for "classic" employees as determined by Resolution. "New employees" pay 100% of employee contribution. Full vesting after 5 years.

**SOCIAL SECURITY/MEDICARE:** LWD pays 100% of employer FICA and Medicare contributions; employee contributions are paid by employee.

**DEFERRED COMPENSATION** (Optional) LWD matches up to 2% of base bi-weekly salary up to 2% of Social Security annual limit.

**VACATION:** Per Human Resources Policy Manual (HRPM). Based on time of service. Maximum 256 hour limit.

**SICK LEAVE:** Per HRPM. Maximum 1000 hour limit. Paid at 75% of employee's rate of pay.

**BEREAVEMENT LEAVE:** 5 days paid leave if one-way travel is over 500 miles; 3 days paid leave if one-way travel is less than 500 miles.

HOLIDAYS: Twelve (12) paid Holidays annually per HRPM.

LEAVE WITHOUT PAY: Per HRPM.

**STAND-BY/ON-CALL PAY:** \$\$35 per day. \$70/day if a designated holiday. Weekly rate of \$245.00

**SHIFT DIFFERENTIAL**: \$1.00 per hour (AM shift) and \$.75 per hour (PM shift).

**ADMINISTRATIVE LEAVE:** Exempt management employees receive 40 hours per fiscal year on July 1st.

**EDUCATIONAL ASSISTANCE:** \$2,000 per fiscal year maximum. Internal Revenue Code Section 127 Program provides reimbursement for coursework towards a degree or as approved by General Manager.

UNIFORMS: Provided and laundered by LWD as required.

SAFETY BOOTS: \$200 per fiscal year for Field Services' employees.

Note: See Resolution for detailed benefit information and restrictions.

Ref: 15-4482

#### MEMORANDUM

DATE:

June 4, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager

SUBJECT:

Adopt Resolution No. 2262 – A Resolution of the Board of Directors of the Leucadia Wastewater District (LWD) Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2016 (FY 16) Operating and Capital

**Budgets** 

#### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2262 as presented.

2. Discuss and take other action as appropriate.

#### DISCUSSION:

The EWA Revised Basic Agreement (RBA) and Revised Establishment Document (RED) require that the governing body of each EWA member agency take action on the proposed annual budget. The recommended FY 16 budget was approved by the EWA Board of Directors and the Joint Advisory Committee on April 22, 2015, and has been forwarded to LWD for consideration. A breakdown of the costs follows:

Operating Budget

FY 16 = \$15,205,395

Capital Budget

FY 16 = \$15,096,330

These budget figures include funding for all *joint and non-joint* facilities operated by EWA. A copy of EWA's recommended Budget is on file at LWD and is available upon request. LWD's share of the proposed FY 16 operating and capital budgets is \$1,915,644 and \$2,501,842 respectively.

Director Sullivan served on this year's EWA Policy and Finance Committee and participated in the detailed EWA budget deliberation process. Director Juliussen also served on the EWA Board and has reviewed the EWA Budget in detail. Furthermore, staff has reviewed the recommended budget documents in detail and is prepared to answer any questions the Board may have.

Resolution No. 2262 (attached) approves the EWA operating and capital budgets as required by EWA's RBA and RED. Staff recommends that the Board of Directors adopt the resolution as presented, and/or take other action as appropriate.

cal:PJB

Attachment

#### **RESOLUTION NO. 2262**

# A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT APPROVING THE ENCINA WASTEWATER AUTHORITY FISCAL YEAR 2016 OPERATING AND CAPITAL BUDGETS

**WHEREAS,** the City of Vista, City of Carlsbad, Buena Sanitation District, Vallecitos Water District, Leucadia Wastewater District and City of Encinitas are the "member agencies" of the Encina Wastewater Authority (EWA), a California joint powers authority; and

**WHEREAS**, the EWA member agencies are authorized and empowered to contract for the joint exercise of powers under the Government Code of the State of California for the operation, maintenance and administration of their jointly owned wastewater system, the Encina Joint System; and

**WHEREAS**, the member agencies recognize the need to operate, maintain and administer the Encina Joint System on a cooperative basis for the collection, transmission, treatment and disposal of wastewater, and the management of wastewater treatment byproducts; and

**WHEREAS**, LEUCADIA WASTEWATER DISTRICT (LWD) is party to certain documents entitled the Revised Basic Agreement and the Revised Establishment Document which establish the ownership, operation, maintenance and administration of the Encina Joint System and the EWA, respectively; and

**WHEREAS**, the Revised Basic Agreement governs the administration of the EWA and requires the preparation and approval by each of the member agencies of estimated Operating and Capital Improvement Program Budgets on an annual basis; and

**WHEREAS**, the Fiscal Year 2016 (FY 16) EWA Operating and Capital Budgets were approved by the EWA Joint Advisory Committee and the EWA Board of Directors on April 22, 2015, in the following amounts: Operating Budget – \$15,205,395; and Capital Budget – \$15,096,330; and

**WHEREAS**, the EWA Joint Advisory Committee and the EWA Board of Directors recommend member agency approval of the FY 16 EWA Operating and Capital Budgets in the aforementioned amounts; and

**WHEREAS**, copies of the FY 16 EWA Operating and Capital Budgets were available for review by the LWD Board of Directors at its June 10, 2015 Board of Directors meeting;

Resolution No. 2262 Page 2

**NOW, THEREFORE**, THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

<u>Section 1.</u> Approval of the recommended FY 2016 Encina Wastewater Authority Operating Budget as presented in the following amount: \$15,205,395.

<u>Section 2.</u> Approval of the recommended FY 2016 Encina Wastewater Authority Capital Budgets in the following amount: \$15,096,330.

<u>Section 3.</u> Effective July 1, 2015 this Resolution supersedes Resolution No. 2248.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the Leucadia Wastewater District held June 10, 2015 by the following vote:

AYES:	Directors:			
NOES:				
ABSENT:				
ABSTAIN:				
		•		
			Allan Juliussen, President	
ATTEST:				
Paul J. Bush	nee, Secretary/Manager	•		
(SEAL)				

#### **MEMORANDUM**

DATE:

June 4, 2015

TO:

**Board of Directors** 

FROM:

Paul J. Bushee, General Manager

SUBJECT:

Resolution No. 2264 - Updating LWD's Records Retention Policy and Schedules

#### RECOMMENDATION:

1. Adopt Resolution No. 2264 - Updating LWD's Records Retention Policy and Schedules.

2. Discuss and take other action as appropriate.

#### DISCUSSION:

Updating the District's Records Retention Policy and Schedule is included as a goal under the People Strategy in the Fiscal Year 2015 (FY 15) Tactics & Action Plan. The purpose of this goal is to:

- 1. To assure that the revised policy continues to meet applicable provisions of California law relating to the retention and destruction of public records;
- 2. Revise the policy to include emails and electronic records; and
- 3. Customize the policy to reflect the District's day to day management of records.

LWD's current policy was adopted in March 2006. The policy included the adoption of the Local Government Records Management Guidelines administered by the California State Archives Division of the Secretary of State. These guidelines addressed the record management for water and/or wastewater facilities, such as the District, and it also included records management for other special districts, cities, and other forms of local government. The revised policy will only address records relating to the District's services. In addition, the revised policy includes the records management of emails, unlike the previous policy. LWD Counsel has reviewed the proposed policy and found it in compliance with California law.

Staff is, therefore, requesting that the Board adopt Resolution No. 2264 updating LWD's records retention policy and schedules. This resolution will supersede Resolution No. 2160.

Attachment Enclosure

th:PJB

#### **RESOLUTION NO. 2264**

## A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT AMENDING AND UPDATING RECORDS RETENTION POLICY AND SCHEDULES

**WHEREAS**, the keeping of numerous records is not required after a certain period of time for the effective and efficient operation of the Leucadia Wastewater District; and

WHEREAS, Sections 60200 through 60203, and 34090 of the Government Code of the State of California allow the District to authorize the destruction or disposition of any category of records so long as the governing body of the District adopts a resolution finding that the destruction or disposition of this category of records will not adversely affect any interest of the District or of the public and maintains a categorical list of documents destroyed.

NOW, THEREFORE, BE IT RESOLIVED by the Board of Directors of the Leucadia Wastewater District as follows:

- Section 1. The Records Retention Policy and Schedules (attached) of the Leucadia Wastewater District shall be consistent with above mentioned Government Codes established by the State of California.
- Section 2. The records of the Leucadia Wastewater District as set forth in the Records Retention Policy and Schedules and incorporated herein by this reference, are hereby authorized to be destroyed after the requisite minimum holding period as provided by Sections 60200 through 60203 and 34090 of the Government Code of the State of California in accordance with the provisions of said guidelines without further action by the Board of Directors of the Leucadia Wastewater District.
- Section 3. The destruction of records not required to be retained will not adversely affect any interest of the District or of the public.
- Section 4. The destruction of any record as provided for herein shall be by shredding or other effective method of destruction and the District shall maintain a categorical list of the destroyed information that reasonably identifies the information contained in the records in each category.
- Section 5. The term "records" as used herein shall include any writing as defined by Government Code Section 6252.
- Section 6. This resolution supersedes Resolution Nos. 837, 915, 931,942, 947, 1003, 1065 and 2160.

PASSED AND ADOPTED by the Board of Direct District held June 10, 2015 by the following vote:	ctors at a meeting of the Leucadia Wastewater
AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
ATTEST:	Allan Juliussen, President
Paul J. Bushee, General Manager (SEAL)	



Ref: 15-4542

#### RECORDS RETENTION POLICY and SCHEDULES

#### PURPOSE

This Records Retention Policy ("Policy") establishes record-keeping requirements and retention periods for Leucadia Wastewater District ("District") records. In addition, it provides the District with legal authority to dispose of records within an organized and controlled system.

#### SCOPE

The guidelines of this Policy and its procedures must be consistent with California Government code sections 34090 and 60200-60203. In addition, *District Records may be subject to public disclosure* (see the District's Public Records Act Request Policy ref. 14-3862 and/or Government Code 6250 et seq.).

This Policy supersedes Resolution No. 2160 Amending and Updating Records Retention Policy and Schedules.

#### DEFINITIONS

This Policy applies to all records including paper, electronic (including emails), microfilm, magnetic/paper tapes, and any other document produced, received, owned, or used by the District regardless of its physical form or characteristics. Records are classified as District Records and Non-Records.

Definitions and examples of records are as follows:

<u>District Records</u>: Any writing or document, including electronic files, containing information relating to the conduct of the District's business that is prepared, owned, used, received, or retained by the District, regardless of physical form or characteristic.

Non-Record: Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, library/research materials, publications, blank forms. Also documents such as preliminary drafts, works in progress, preliminary electronic records used to create a final version, copies of original records, hand-written rough notes, and other material used in the preparation or analysis of other documents.

#### RECORD RETENTION SCHEDULE

The Record Retention Schedule ("Schedule") is a comprehensive list of records sorted by departments that identify the length of time each District Record must be retained based on its operational, fiscal, regulatory, referential, legal, and historical value. Records listed on the Schedule are District Records unless otherwise specified.

#### POLICY

When records have fulfilled their administrative, fiscal, or legal function they should be either sent to the District's archive facility, recycled, and/or destroyed as soon as possible in accordance with the District's Schedule (Attachment A). Destruction of paper records shall be by shredding and destruction of electronic records shall be by deleting from the system on which they reside. Deleted electronic records, including emails are considered to have been destroyed once they have been deleted from the active computer system.

#### **PROCEDURE**

Designated department staff shall periodically review/purge department paper, electronic files, and emails according to the Schedule (Attachment A) and as follows:

#### 1. Paper Files:

- Paper files that require storage at the archive facility shall be boxed and labeled, then provided to the Administrative Specialist for coordination of pick-up of boxes.
- If paper files have reached the end of their retention period, then they shall be boxed and labeled, then provided to the Administrative Specialist. The Administrative Specialist will complete a destruction approval form that lists the record's title and retention period end date. The form will need to be signed by the General Manager approving the destruction of the records.
- The Administrative Specialist will then coordinate the pick-up of boxes and will receive a certification of destruction form after the records have been destroyed by the archive facility.

#### 2. Electronic Files:

• Electronic files that are stored on the server/network in folders will need approval before deletion. Once the record has reached its retention period, the file should be transferred to the "Review and Approval for Destruction" folder on the server/network. A list of files to be destroyed and the retention period end date will be provided to the Administrative Specialist and signed by the Department Manager. The Administrative Specialist will complete a destruction approval form with the names of the files and the retention period end date. The form will need to be signed by the General Manager before the records are deleted. A destruction list of electronic records will be maintained by the Administrative Specialist.

#### 3. <u>Emails</u>:

• Employees are responsible for the management of their email boxes. All users of District computers and/or electronic communication resources should review their email at least weekly and emails that qualify as District Records should be filed appropriately in a separate folder on the server/network. Once these emails have reached their retention period they should be transferred to the "Review and Approval for Destruction" folder on the server/network. Destruction of emails that are District Records should follow the same procedures as electronic files listed above.

#### 4. Non-Records:

- Drafts used to create a final version shall be deleted after the final version or electronic file is completed, or if retained, shall be subject to the Schedule applicable to the document category.
- All other Non-Records shall be destroyed during the normal course of business when the item is no longer needed.
- Non-Record emails should be deleted in the normal course of business, generally after reading.

Records Retention Policy & Schedules Page 3

Adopted: June 10, 2015

• Non-work related emails should be immediately and permanently deleted (the same day the message is received).

#### LITIGATION HOLDS

When litigation is threatened or pending against the District or its employees, the law imposes a duty to preserve all relevant documents and records. A litigation hold directive must be issued to the legal custodians of those documents.

A litigation hold directive <u>overrides</u> this Policy, as well as any records retention schedules that may otherwise call for the transfer, disposal, or destruction of relevant documents, until the hold has been cleared.

Email and accounts of separated employees that have been placed on litigation hold status must be maintained by the District until the hold is released.

No employee who has received a litigation hold directive may alter or delete an electronic record that falls within the scope of that hold. Those employees are required to provide access to, or copies of, any relevant electronic records that they have downloaded and saved, or moved to some other storage account or device.

#### **ROLE & RESPONSIBILITIES**

Supervisors and/or Managers are responsible for providing records retention guidance to staff within their respective department. The guidance provided must be in accordance with this Policy.

Originators and custodians of electronic messages, records, and information that have lasting value are responsible for:

- Appropriately identifying and retaining such records in accordance with this Policy;
   and
- Seeking assistance when unsure about how to categorize specific types of messages.

District employees who have been notified by management of a litigation hold are responsible for preserving all messages, records, and information that fall within the scope of the hold.

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Administration	General Correspondence	Current year + 2 years	Current year + 2 years	GC 34090; 60201
Administration	Agreements - leases, equipment, services/supplies (excluding CIP)	Current year + 5 years	Current year + 5 years	CCP 337.2, 343; B&P 7042.5; GG 53066
Administration	Professional Services Agreements	7 years	7 years	GC 60201
Administration	Records Retention Schedules	Active until revised	until revised/rescinded	GC 60201
Administration	Policies and Procedures	Active until revised	until revised/rescinded	GC 60201
Administration	Legal Advertising (public notices)	Current year + 4 years	Current year + 4 years	GC 34090; CCP 343, 349 et seq.; GC 911.2
Administration	Public Records Request	Closed + 2 years	Closed + 2 years	GC 34090
Administration	Inventory of Records	Current year + 2 years	Current year + 2 years	GC 34090; 80 OPS Atty. General 106
Administration	Records Mgmt Disposition Certification	Permanent	Permanent	GC 34090
Administration	Management Reports	2 years	2 years	GC 34090
Administration	Plaques	Permanent	Permanent	Historic value
Administration	Audit hearing/review	2 years (after audit)	2 years (after audit)	GC 34090

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Administration	Articles of Incorporation	Permanent	Permanent	GC 34090
Administration	Non-Elected Conflict of Interest filings	4 years (copies)	4 years (copies)	FPPC Regulations (original forms are filed at the County office)
Administration	Insurance Programs	Superseded + 2	Superseded + 2	GC 34090
Administration	Goals & Objectives	2 years	2 years	GC 34090
Board	Board Correspondence - All incoming & outgoing	2 years	2 years	GC 60201
Board	Board Meeting Audio Recordings	Current +3 months	Current +3 months	GC 54953.5 (b); GC 34090.7
Board	Mission/Vision Statements	Active until revised	until revised/rescinded	GC 34090
Board	Ordinances (repealed ordinances can be destroyed 5 yrs. after date of repeal)	Permanent	Permanent	GC 34090 (d); 60201
Board	Resolutions	Permanent	Permanent	GC 34090 (d); 60201
Board	Agendas	2 years	2 years	GC 34090 (d) (original agendas, specia meeting notices, including cert. of postings, summaries, and attachments
Board	Agenda reports	2 years	2 years	GC 34090
Board	Minutes	Permanent	Permanent	GC 34090; 60201

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Board	Council Proclamations (not assigned a resolution/ordinance)	2 years (after superseded)	2 years (after superseded)	GC 34090
Board	Elected Conflict of Interest filings	4 years (copies)	4 years (copies)	FPPC Regulations (original forms are filed at the County office)
Board	Applications (not selected)	2 years	2 years	GC 34090
Board	Applications (selected)	5 years (after termination)	5 years (after termination)	GC 34090
Board	Articles of Incorporation	Permanent	Permanent	GC 34090
Board	Appeals	3 years	3 years	GC 34090
Board	Petitions	1 year	1 year	GC 34090
CIP/Development	Bonds (development)	10 years	10 years	CCP 337.5
CIP/Development	Work Service requests rec'd or created (connection with the performance of work/services)	2 years	2 years	GC 34090
CIP/Development	Code books	Permanent	Permanent	GC 34090 e
CIP/Development	Correspondence (working documentation)	2 years	2 years	GC 34090 (d)
CIP/Development	Development conditions	life of infrastructure	life of infrastructure	GC 34090

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
CIP/Development	Development agreements	Permanent	Permanent	GC 34090;CCP337,337.1(a);337.15;8 CFR; 4.703
CIP/Development	Permits (includes encroachments, grading)	Permanent	Permanent	GC 34090
CIP/Development	Sewer Connection Records	Permanent	Permanent	GC 34090
CIP/Development	Maps & Plats, boundary maps, drawings, zoning, tentative subdivision, parcel, land use maps	Permanent	Permanent	GC 34090 (a)
CIP/Development	Master Plans (includes special/long range program plan)	2 years	2 years	GC 34090
CIP/Development	Projects not completed/denied	Closed + 2 years	Closed + 2 years	GC 34090
CIP/Development	Engineering Studies, Special projects	Closed + 2 years	Closed + 2 years	GC 34090 (d)
CIP/Development	Flood control/drainage facilities/zones	Permanent	Permanent	GC 34090
CIP/Development	Surveys (recording data and maps)	Permanent	Permanent	GC 34090 (a)
CIP/Development	Blueprints, Specs (submitted by contractors w/ application for permit	2 years	2 years	GC 34090 (a)
CIP/Development	Construction approved (new commercial/residential/room additions, block walls/remodeling)	Permanent	Permanent	GC 34090(a)
CIP/Development	Reports, Federal and State	Permanent	Permanent	GC 34090 (a) (records that may contain records affecting title to real property/liens)

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
CIP/Development	CIP Projects (planning, design, construction/modification of local government- owned facilities, structures and systems	Permanent	Permanent	GC 34090 (a)
CIP/Development	Environmental Quality records (Asbestos, CEQA, soil reports)	Permanent	Permanent	GC 34090 (a)(d)
CIP/Development	Sphere of Influence records	Permanent	Permanent	GC 34090
CIP/Development	Abandonment (buildings, condemnation, demolition)	Permanent	Permanent	GC 34090 (a)
CIP/Development	Annexation Case files	Permanent	Permanent	GC 34090(a)
CIP/Development	Lot Split Cases	Permanent	Permanent	GC 34090
CIP/Development	Certificates	life of infrastructure	life of infrastructure	GC 34090
CIP/Development	Acquisition/Disposition of property by District	Closed + 10 years	Closed + 10 years	GC 34090 (a); GC 6254
CIP/Development	Soil Reports	Permanent	Permanent	GC 34090 (d)
CIP/Development	Environmental Review (correspondence, consultants, issues, conservation)	3 years	3 years	GC 34090 (d)
Field Services	Maintenance & Operations (work orders, inspections, repairs, cleaning, reports and complaints)	Current Year + 2 years	Current Year + 2 years	GC 34090 (d)
Field Services	Facilities (Correspondence)	Current Year + 2 years	Current Year + 2 years	GC 34090

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Field Services	Reclamation (daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	Current year + 5 years	Current year + 5 years	40 CFR 122.41
Field Services	Reports (studies)	Current year + 2 years	Current year + 2 years	GC 34090
Field Services	Discharge monitoring reports	Current year + 5 years	Current year + 5 years	40 CFR 122.41
Field Services	Regulations (includes legislations)	until superseded + 2 years	until superseded + 2 years	GC 34090
Field Services	Tests (bacteriological analysis)	Current year + 5 years	Current year + 5 years	40 CFR 141.33
Field Services	Tests (Chemical analysis)	Current year + 10 years	Current year + 10 years	41 CFR 141.33
Field Services	Recycling Programs	until superseded + 2 years	until superseded + 2 years	GC 34090
Field Services	Sanitary Surveys	Current year + 10 years	Current year + 10 years	40 CFR 141.33
Field Services	State certification	Current year + 12 years	Current year + 12 years	40 CFR 141.91
Field Services	NPDES Permits	Permanent	Permanent	GC 34090 (Compliance w/CWA
Field Services	Rates	Current year + 2 years	Current year + 2 years	GC 34090
Field Services	Underground Tank Storage (Compliance & maintenance)	Permanent	Permanent	GC 34090

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Field Services	Location Maps/Septic Tanks	Permanent	Permanent	GC 34090
Field Services	Hazardous Waste Disposal	11 years	11 years	CAL OSHA; 40 CFR 122.21
Field Services	Vehicle Ownership & Title	life	life	VC 9900 et seq.
Finance	Accounts Payable	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Accounts Receivable	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Bank Reconciliation (statements, summaries for receipts, disbursements & reconciliation)	Audited year + 4 years	Audited year + 4 years	GC 34090; 26 CFR 16001-1
Finance	Billing records (customer name, service address, usage, payments, applications/cancellations)	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	Budget adjustments, journal entries, account transfers	Audited year +2 years	Audited year + 2 years	GC 34090
Finance	checks (includes payroll, canceled & voided)	Audited year + 5 years	Audited year +5 years	GC 34090
Finance	Deposits, Receipts	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Invoices (copies sent for fees owed, billings)	Audited year + 2 (3)	Audited year +2 (3)	GC 34090
Finance	General Ledger	Permanent	Permanent	GC 34090; CCP 337

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Utility Billings	3 years	3 years	GC 34090
Finance	Voucher (account postings w/ supporting docs.	Audited year + 4 years	Audited year + 4 years	GC 34090; CCP 337
Finance	Adopted Budget	Permanent	Permanent	GC 34090
Finance	Inventory of fixed assets	Audited year + 4 years	Audited year + 4 years	GC 34090; 26 CFR 301 65-1 (F)
Finance	Auction of surplus property	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	Disposal of surplus property	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Payroll Adjustments	Audited year + 4 years	Audited year + 4 years	GC 34090; 29 CFR, 516.5 - 516.6
Finance	Employee Time Sheets	Audited year + 6 years	Audited year + 6 years	GC 34090; 29 CFR, 516.2
Finance	PERS Employee Deduction Reports	Termination + 4 years	Termination + 4 years	GC 34090; CAC 22-1085-3; PERS lav
Finance	Register (labor costs by employee & program	Permanent	Permanent	GC 34090; GC 37207
Finance	Salary Records (deduction authorization, beneficiary designations, unemployment claims, garnishments)	Termination + 3 years	Termination + 3 years	GC 34090; CCP 337
Finance	Bids, RFQ's, RFP's Successful	Audited year + 5 years	Audited year + 5 years	GC 34090; CCP 337

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Bids, RFQ's, RFP's Unsuccessful	3 years	3 years	GC 34090; CCP 338
Finance	Purchase Orders	Audited year + 4 years	Audited year + 4 years	GC 34090; CCP 337
Finance	Vendor Register	Permanent	Permanent	GC 34090
Finance	Audits	Permanent	Permanent	GC 34090
Finance	Deferred Compensation reports	Termination + 5 years	Termination + 5 years	GC 34090; 26 CFR 16001-1
Finance	Federal & State Tax (forms 1096, 1099, W-4 & W-2)	Audited year + 4 years	Audited year + 4 years	GC 34090; 29USC 436
Finance	Investment Transactions	Permanent	Permanent	GC 34090; CCP 337; GC 5360
Finance	Labor Distribution (costs by employee & program)	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	State Controller reports	Permanent	Permanent	GC 34090
Finance	Utility Rebates	3 years	3 years	GC 34090
Finance	Bank Statements	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	Bonds Account Statements (including supporting docs.)	Closed + 10 years	Closed + 10 years	GC 34090; CCP 337.5

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Paid/Canceled Bonds	Closed + 2 years	Closed + 2 years	GC 34090; 53921
HR/Personnel	Benefit Plan Claims	Permanent	Permanent	GC 6250 et seq; OMB A-129; 29 CFR 1602.30; Lab Rel. Sect. 1174
HR/Personnel	Employee Fidelity Bonds	Termination + 2 years	Termination + 2 years	GC 34090
HR/Personnel	Employee Handbook (general employee info. Including benefit plans)	Superseded + 2 years	Superseded + 2 years	GC 34090
HR/Personnel	Employee Programs (includes EAP & Recognition)	Closed +2 years	Closed + 2 years	GC 34090; GC 12946
HR/Personnel	Employee Rights (May include arbitration, grievances, union requests, sexual harassment, civil rights, complaints, disciplinary actions)	Termination + 2 years	Termination + 2 years	GC 13946; 29 CFR 1602; 29 USC 211 (e) 203 (m); 207 (g)
HR/Personnel	Hourly Employees	Termination + 6 years	Termination + 6 years	GC 12946; GC 34090; labor relations sect. 1174
HR/Personnel	I-9 forms	Termination + 1 year	Termination +1 year	Immigration Reform Act
HR/Personnel	Medical leave (certifications, tests, W-4)	Closed + 30 years	Closed +30 years	FMLA 1993 US OSHA; 29 CFR; 1910.20
HR/Personnel	Motor Vehicle Pulls (DMV)	Closed +7 years	Closed + 7 years	GC 12946; USC 1324(a): CA 91009
HR/Personnel	Negotiation (notes, correspondence, contracts, and MOU	Permanent	Permanent	29 USC Sections: 211 C, 203 (m), 207 (g)
HR/Personnel	Personnel records (copies)	Current year + 2 years	Current year + 2 years	GC 34090; GC 6250

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
HR/Personnel	PERS, Social Security, SSI	Permanent	Permanent	29 CFR 1627.3 (2); GC 12946; 34090
HR/Personnel	Recruitment (applications, resumes, alternate lists/logs, answer sheets, job bulletins, eligibility; electronic databases)	Closed +3 years	Closed +3 years	GC 129446; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29CFR 1627.3
HR/Personnel	Reports (employee stats, benefit activity, liability loss	Current year + 2 years	Current year + 2 years	GC 34090
HR/Personnel	Classification/wage rates surveys and studies	Current year + 2 years	Current year + 2 years	GC 12946, 34090; 29 CFR 516.6 (2); 29 CFT 1602.14
HR/Personnel	Personnel training documenting internal & external training	Termination + 7 years	Termination + 7 years	GC 34090
HR/Personnel	Safety certifications/designations	Current year + 2 years	Current year + 2 years	GC 34090
HR/Personnel	Non-Safety employees release authorization; certifications; reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations; pre-employment medicals; fingerprints; identifications cards	Termination +3 years	Termination + years	29 CFR 1627.3; CCRSec. 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090
Information Services/IT	Management of policies/supporting docs, relating to internet/WWW	Superceded + 2 years	Superseded + 2 years	GC 34090
Information Services/IT	Inventory of IT (hardware/software inventory logs, manuals)	Superseded + 2 years	Superseded + 2 years	GC 34090
Information Services/IT	Network Information Systems (LAN/WAN -config. Maps&Plans)	Current year + 4 years	Current year + 4 years	GC 34090; CCP 337.2; 343
Information Services/IT	Program files and directories (Annual backup)	Current year + 2 years	Current year + 2 years	GC 34090

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
nformation Services/IT	Program files and directories (daily backup)	Current year + 2 months	Current year + 2 months	GC 34090.7
nformation Services/IT	Program files and directories (monthly backup)	Current year + 1 year	Current year + 1 year	GC 34090
nformation Services/IT	Program files and directories (weekly backup)	Current year + 6 months	Current year + 6 months	GC 34090
Legal/Legislative	Appeals (civil)	Current year + 3years	Current year + 3years	CCP 583.320 (a)(3); GC 34090
Legal/Legislative	Case logs (from closed cases)	Closed + 7 years	Closed +7 years	CCP 337.2; 343
Legal/Legislative	Case records (high profile)	Permanent	Permanent	GC 6254
Legal/Legislative	Opinions (confidential)	Superseded + 2 years	Superseded + 2 years	GC 34090; GC 6254
Legal/Legislative	Logs, Attorney Service requests	2 years	2 years	GC 34090
Legal/Legislative	Case records (includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors 3 years after attaining 18 years	Closed + 7 years	Closed + 7 years	GC 34090
Public Information/Outreach	Media Relations (includes cable, newspaper, radio, message boards and presentations)	Current Year + 2 years	Current Year + 2 Years	GC 34090
Public Information/Outreach	Brochures, publications, newsletters, bulletins	Superseded + 2 years	Superseded + 2 years	GC 34090

# Attachment A Records Retention Schedule

DEPARTMENT TYPE OF RECORD		LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE  CFR 1904.6		
Risk Management	isk Management Accident Report (relating to LWD property)		Closed +7 years			
Risk Management  Bonds and Insurance policies insuring the District's property and assets		Permanent	Permanent	CCP 337.2; 343		
Risk Management Claims/Damage (Paid & Denied)		Closed + 5 years	Closed + 5 years	GC 34090; GC 25105.5		
Risk Management Incident Reports (includes theft, arson, vandalism, property damage / similar occurrence)		Closed + 7 years	Closed + 7 years	29 CFR 1904.2; 29CFR 1904.6		
Risk Management	Insurance, Joint Powers Authority Agreement	Permanent	Permanent	GC 34090		
Risk Management	Insurance Certificates (filed separately from contracts, includes filed by licensees)	Permanent	Permanent	GC 34090		
Risk Management	Risk Management Insurance, Liability/Property (may include certificates of participation, deferred, use of facilities		Permanent	GC 34090		
Risk Management Insurance Workers Compensation (indemnity; PERS - working files; original w/ Administrator)		Permanent	Permanent	GC 6410; 29 CFR 1910.20		
Risk Management	Photographs	Closed + 2 years	Closed + 2 years	GC 34090		
Risk Management	Reports ( Federal OHSA forms; loss analysis reports, safety reports; actuarial studies)	Closed + 5 years	Closed +5 years	OMB 1220-0029; 29 CFR 1904.4; GC 34090		
Risk Management	Workers Compensation (claim files, reports, incidents (working files w/ Administrator)	Permanent   Permanent		CCR 14311; 15400.2; CA Labor Code 110-139.6		

### **MEMORANDUM**

DATE:

June 4, 2015

TO:

Board of Directors

FROM:

Paul J. Bushee, General Manager //

SUBJECT:

Public Information Services Task Order No. 5

### RECOMMENDATION:

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

- Authorize the General Manager to execute Task Order No. 5 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$34,090.
- 2. Discuss and take action, as appropriate.

### DISCUSSION:

The CAC reviewed this agenda item at their June 2, 2015 meeting and recommend that it be forwarded for the Board's consideration.

LWD entered into an agreement with TRG & Associates on March 9, 2011 to provide public information services to the District for an initial 3 year period. Task Order #1 of this agreement was effective March 9, 2011 - June 30, 2012; Task Order #2 was effective July 1, 2012 - June 30, 2013 and Task Order #3 was effective July 1, 2013 - June 30, 2014.

On March 12, 2014, the Board of Directors extended the TRG & Associates contract for an additional 2 year period to March 8, 2016.

In June, 2014, Task Order #4 was approved for the period July 1, 2014 – June 30, 2015. The purpose of this agenda item is to consider Task Order #5 for the period July 1, 2015 – March 8, 2016.

Staff has negotiated the scope of fee for Task Order No. 5 with TRG & Associates and it includes services that are most important to LWD's public information program. Specific tasks include:

- · project management services;
- · drafting and designing of two newsletters;
- assisting staff in maintaining and updating LWD's website as required;
- · drafting and designing one fact sheet, as required;
- developing project outreach and construction relations media, as required; and
- assisting with industry outreach.

As can be seen, many of the services to be provided are part of LWD's ongoing outreach efforts. Staff believes these items are important for keeping LWD's public information efforts current, as well as enhancing LWD's ability to provide timely information to the media and the public. The total proposed fee for Task Order No. 5 is \$34,090. Sufficient funds have been included in the FY 2016 budget to cover these expenses.

Proposed Task Order No. 5 which includes the Scope of Work and a budget detailing anticipated expenses is attached for the Board's review.

cal:PJB

Attachment

### TASK ORDER #5 SCOPE OF WORK FOR PUBLIC INFORMATION SERVICES July 1, 2015 – March 8, 2016

Ref: 15-4469

### DESCRIPTION OF SERVICES

The services included within this scope of work consist of the design and construction of certain public information elements critical to Leucadia Wastewater District. The services included are those specifically required by the District.

#### I. SCOPE OF SERVICES

The following scope of services describes the tasks anticipated for this phase of LWD's Public information Program.

### TASK A - PROJECT MANAGEMENT

- 1. Meet with LWD staff/Community Affairs Committee, as required
- 2. Attend LWD Board meetings as needed (to take photos or do presentations).
- 3. Ongoing communications with LWD staff and monthly activity reports and any other administrative activities.

### **TASK B - NEWSLETTERS**

- 1. Draft and manage the design, printing and mailing of one newsletter.
- 2. Meet with Community Affairs Committee up to two times to coordinate newsletter production.

### TASK C - MAINTAIN AND UPDATE WEBSITE

- 1. Review website, recommend new website content and organization
- 2. Oversee new graphics for redesigned website
- Meet with staff and selected website contractor as needed.

### TASK D - FACT SHEETS AND MATERIALS

- 1. Review existing fact sheets and recommend changes and/or additions
- 2. Draft and manage the design and printing of one fact sheet, as required.
- 3. Review media kit folders and update, as required
- 4. Develop new materials (such as newspaper advertisements) as needed

### TASK E - PROJECT OUTREACH

- 1. Draft, print and distribute construction notices, as required.
- 2. Draft and distribute news releases, as required.
- 3. Draft text and design road construction signs, as required.
- 4. Plan, coordinate and staff one small event as directed by LWD staff
- 5. Assist staff with marketing and promotion of School Grant Program and publicize and research other outreach avenues with local schools
- 6. Develop recommendations for other community outreach activities.

### TASK F - SPEAKERS BUREAU

- 1. Review and update Speakers Bureau presentation and other presentation materials as needed.
- 2. Research community groups, draft and distribute presentation request letters for LWD staff or board members.
- 3. Provide speaker training for staff or Board members as needed.

### TASK G - INDUSTRY OUTREACH

- Assist LWD staff in drafting and submitting award nominations to industry organizations.
- 2. Assist LWD staff in drafting and submitting industry conference presentations and papers.

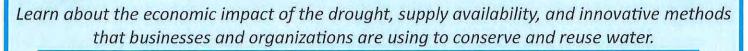
### II. FEES AND CONDITIONS

The Services described in Section I. above, will be provided on an hourly rate basis in accordance with the current TRG & ASSOCIATES Standard Rate Schedule with a not to exceed upper limit of \$34,090.

	Α	В	С	D	E	F		G
1	TRG & Associates P	ublic Outreach Budget						
2	Draft 2016 Budget th	rough March 2016.						
3			TRG Principal	TRG Staff	Envall Des.	Expenses	Total	
4			\$150	\$105	\$80			
5	Task A. Project Manageme	ent	30	15	0	\$200.00	\$	6,275.00
6								
7	Task B. Newsletters (Twice	e Yeariy)	36	16	36	\$100.00	\$	10,060.00
8								
9	Task C. Maintain and Upda	ate Website	16	18	0	\$100.00	\$	4,390.00
10		-						
11	Task D. Fact Sheets and M	aterials	12	12	10	\$100,00	\$	3,960.00
12							J	
-	Task E. Community Outrea	ach	24	18	0	\$100.00	. \$	5,590.00
14								
	Task F. Speaker's Bureau		6	4	0	\$65.00	\$	1,385.00
16			4.0					
17	Task G. Industry Outreach		12	6	0	\$0.00	\$	2,430.00
18							-	7,500,00
19						Total	\$	34,090.00
20			<u> </u>				_1	]







**Thursday, July 16, 2015** 

8:00 - 10:00 a.m. (Networking 7:00-7:45 a.m.)

**Vista Civic Center** 

200 Civic Center Drive Vista, CA 92084

# **Event Includes:**

• Exhibition Hall • San Diego County Water White Paper • Two Panels

1. The New Water Reality in North County

2. Adapting Through Innovation

<u>Moderator:</u> **Logan Jenkins,** North County News Columnist, U-T San Diego <u>Panelists:</u>

- P. Wesley Schultz, Dean, CSU San Marcos Graduate Research Studies
- Peter MacLaggan, Senior Vice President, Poseidon Resources
- Maureen Stapleton, General Manager, San Diego County Water Authority
- Gene Smith, Vice President of Marketing, Hunter Industries
- Mike Thornton, General Manager, San Elijo Joint Powers Authority
- James Kasselmann, Senior Plant Director, Gilead Sciences, Inc.
- Gary Arant, General Manager, Valley Center Municipal Water District
- Mike Sweeney, Senior Public Advisor, BIA

**RSVP** Required

To Register: <a href="http://ncwatersummit.eventbrite.com">http://ncwatersummit.eventbrite.com</a>
Contact: Stephanie Floyd, 760-510-3179 or sfloyd@sdnedc.org



**Thank You to Our Sponsors:** 











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### **Board of Trustees**

Emily Andrade Patricia Sinay Carol Skiljan Gregg Sonken Marla Strich May 13, 2015

Leucadia Wastewater District 1960 La Costa Avenue Carlsbad, CA 92009

### Superintendent

Timothy Baird, Ed.D.

Dear Leucadia Wastewater District:

### Assistant Superintendents

Leighangela Brady, Ed.D. Educational Services

Angelica Lopez Administrative Services

Dannielle Brook, CPA Business Services On behalf of the Board of Trustees, I would like to thank you for your generous donation of cash to the Flora Vista and Park Dale Lane Elementary Schools. The Board wants you to know that your donation is

very much appreciated. This type of support helps to build a stronger educational system for our children and the community.

Again, please accept our gratitude for your thoughtfulness.

Yours truly,

Timothy B. Baird, Ed.D. Superintendent

/jfe

# LEUCADIA WASTEWATER DISTRICT

# 2015 Annual Employee Luncheon

**THURSDAY, JULY 9** 

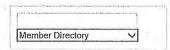
Time: 12 Noon



Location: Stagecoach Park
Picnic Area #1



Please RSVP with Trisha or Tianne by July 2 !



Business Directory Carlsbad Business Journal Events Membership Visitor & Community Info

Job Board

Home > Events Calendar > State of the City Luncheon

State of the City Luncheon

Event Date: 08/21/2015

Event Time: 11 a.m.-1:30 p.m.

Location: Sheraton Carlsbad Resort & Spa

Save the date:



August 21, 2015 11 a.m.-1:30 p.m.



Carlsbad

# **Sheraton Carlsbad Resort & Spa**

5480 Grand Pacific Dr. Carlsbad, CA 92008











June 1, 2015

To the Board of Directors Leucadia Wastewater District

We are engaged to audit the financial statements of the Leucadia Wastewater District for the year ended June 30, 2015. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

### Our Responsibilities under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated January 13, 2015, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether Leucadia Wastewater District's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Leucadia Wastewater District's compliance with those requirements.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and Analysis, the Schedule of Funding Progress for OPEB, Schedule of Proportionate Share of Net Pension Liability, and Schedule of Pension Contributions, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

1

2965 Roosevelt Street, Carlsbad, CA 92008-2389 • Tel: 760.729.2343 • Fax: 760.729.2234

### Our Responsibilities under U.S. Generally Accepted Auditing Standards (Continued)

We have been engaged to report on the Combining Schedule of Changes in Net Position for June 30, 2015 and 2014 and on the Combining Schedule of Operating Revenues and Expenses for the years ended June 30, 2015 and 2014, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the Introductory Section, the Statistical Section or the Schedule of Use of Capacity Charges for the year ended June 30, 2015, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards. If a member of the Board of Directors is aware of matters that have a material bearing on the financial statements taken as a whole (such as those described above in items 1-4), please contact David Forman or Harvey Schroeder at (760) 729-2343 or by email at dforman@wndecpa.com or hschroeder@wndecpa.com.

We expect to begin our audit on approximately June 23, 2015 and issue our report on approximately December 10, 2015.

\*\*\*

This information is intended solely for the use of the Board of Directors and management of Leucadia Wastewater District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

White Nelson Diehl Grand UP

# Directors' Meetings

# Presented by Juliussen, Omsted, and Sullivan

## Conference

2015 19th Annual Water Reuse & Desalination Research Conference

# **Dates and Location**

May 3-5, 2015 The Waterfront Beach Resort Huntington Beach, CA

## List of Attendees

President Juliussen Vice President Omsted Director Sullivan

The above mentioned Board member attended various sessions regarding the following:

- Safety of direct potable reuse (DPR),
- Innovative treatment technologies,
- · DPR Operations and water quality,
- Treatment for Indirect Potable Reuse,
- · Disinfection Byproducts,
- Development of a framework for DPR guidelines, and
- Reuse Planning Case Studies

# Directors' Meetings

# Presented by Directors Sullivan, Omsted, Kulchin and Hanson

### Conference

CSDA Legislative Days Conference

### Dates and Location

May 18-20, 2015 at the Sacramento Convention Center

### List of Attendees

Vice President Omsted Director Sullivan Director Kulchin Director Hanson

The above mentioned Board members attended meetings to Gain insights on policy changes impacting agencies and to meet with legislators on key issue experts and California's policy leaders.

The conference also included keynotes from California's highest office-holders, moderated panel discussions with the state's leading experts and issue-specific roundtable conversations covering the most pertinent issues facing each type of special district.