



**BOARD OF DIRECTORS**

**REGULAR MEETING**

**And**

**PUBLIC HEARING ON A PROPOSAL TO CONSIDER ADOPTING A REVISED  
WASTEWATER CAPACITY FEE**

**And**

**PUBLIC HEARING ON A PROPOSAL TO CONSIDER THE FISCAL YEAR 2019  
COLLECTION OF WASTEWATER SERVICE CHARGES  
ON THE COUNTY TAX ROLL**

**DATE:** Wednesday, June 13, 2018  
**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. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Executive Assistant at (760) 753-0155. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting."

- 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. Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence. (Pages 6-7)

## 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 9, 2018 Regular Board Meeting (Pages 8-14)
- May 15, 2018 Human Resources Committee Meeting (Page 15)
- May 16, 2018 Special Board Meeting (Pages 16-18)
- May 29, 2018 Special Board Meeting (Pages 19-22)
- June 6, 2018 Engineering Committee Meeting (Pages 23-24)

### **8. Approval of Demands for May/June 2018**

This item provides for Board of Directors approval of all demands paid from LWD during the month of May and a portion in June 2018. (Pages 25-46)

### **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 FY17 to FY18 and flows by sub-basin. (Pages 47-51)

### **10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY18 budget and discloses monthly investments. (Pages 52-59)

### **11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of May 2018. (Pages 60-61)

### **12. Establishing an Appropriations Limit of the LWD for Fiscal Year 2019 (FY19)**

Adopt Resolution No. 2297 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2019 (July 1, 2018 to June 30, 2019) Pursuant to Article XIII (B) of the California Constitution. (Pages 62-66)

## EWA REPORTS

### **13. Encina Wastewater Authority Reports**

- A. A Regular EWA Board meeting was held on May 23, 2018 -- report by Director Juliussen. (Page 67)
- B. An Encina Member Agencies Manager's Meeting was held on June 12, 2018 -- report by GM Bushee. (Verbal)

## COMMITTEE REPORTS

### 14. Committee Reports

- A. Human Resources Committee meeting was held on May 15, 2018 – report by Director Hanson. (Page 68)
- B. Engineering Committee meeting was held on June 6, 2018 – report by Director Juliussen. (Page 69)

## OLD BUSINESS

- 15. Adopt the Fiscal Year 2019 (FY19) Budget. (Page 70, Enclosure)

## PUBLIC HEARING

- 16. A proposal to adopt an ordinance establishing the District's Wastewater Capacity Fee at \$5,089 per equivalent dwelling unit (EDU) for the privilege of connecting to the District's sewer system. (Page 71)
- 17. A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2019 (FY19) on the San Diego County Tax Roll. (Page 72)

## ACTION ITEMS

### 18. Capacity Fee Adjustment

Adopt Ordinance No. 137 adjusting the District's wastewater capacity fee from \$4,006 per EDU to \$5,089 per EDU. (Pages 73-78)

### 19. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2019 (FY19)

Adopt Resolution No. 2298 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2018 – June 30, 2019. (Pages 79-81)

### 20. Adoption of the 2018 Wastewater Financial Plan Study

Adopt the Leucadia Wastewater District's 2018 Wastewater Financial Plan Study and authorize staff to implement the 2018 Wastewater Financial Plan Study's recommendations. (Pages 82-87)

### 21. 2018 Wastewater Capacity Fee Report

Receive and file the 2018 Wastewater Capacity Fee Report completed by Raffelis Financial Consultants. (Pages 88-91)

### 22. 2018 Update of the Asset Management Plan

Receive and file the 2018 Asset Management Plan completed by Dexter Wilson Engineering Incorporated. (Pages 92-104)

### 23. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2300 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2018 to June 30, 2019. (Pages 105-112)

**24. Approving the Recommended Encina Wastewater Authority Fiscal Year 2019 (FY19) Budget**

Adopt Resolution No. 2299 Approving the Recommended Encina Wastewater Authority (EWA) FY19 Operating and Capital Budgets. (Pages 113-115)

**INFORMATION ITEMS**

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

A. 2018 Annual Employee Luncheon is scheduled for Thursday, July 12, 2018.  
(Page 116)

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

A. The 2018 CSDA Legislative Days Conference was held May 22 - 23, 2018 at the Sacramento Convention Center in Sacramento, CA. (Page 117)

**27. General Manager's Report**

**28. General Counsel's Report**

**29. Board of Directors' Comments**

**30. Closed Session**

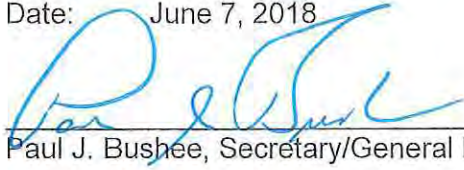
A. Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice.

**31. 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 7, 2018



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Paul J. Bushee, Secretary/General Manager



June 4, 2018

Paul Bushee, SDA, General Manager  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009-6810

RE: District Transparency Certificate of Excellence Approval

Dear Mr. Bushee:

Congratulations! The Leucadia Wastewater District has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, the Leucadia Wastewater District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Included in this letter are your window cling year stickers so that your district may showcase this important accomplishment.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

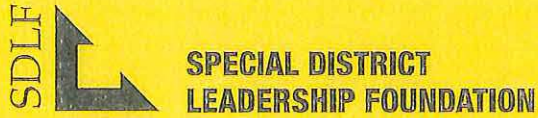
David Aranda  
SDLF Board President



*MB*



OUR COMMITMENT TO TRANSPARENCY



# DISTRICT TRANSPARENCY CERTIFICATE OF EXCELLENCE RECIPIENT

[sdlf.org](http://sdlf.org)

2018

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 May 9, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, May 9, 2018 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Administrative Specialist Mark Brechbiel, Jane Costello with Infrastructure Engineering Corporation, Bill Dean and Camille Sowinski with SWWP interns from El Camino Creek Elementary School and Capri Elementary School

**3. Pledge of Allegiance**

President Sullivan led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

GM Bushee introduced LWD's new Administrative Specialist, Mark Brechbiel. He provided background information on Mark. The Board of Directors welcomed Mark to the District.

**A. SWPPP Internship Presentations - El Camino Creek Elementary & Capri Elementary**

GM Bushee introduced Mr. Bill Dean head of the Encinitas Unified School District SWPPP Internship Program. Mr. Dean then introduced the SWPPP interns.



The interns from El Camino Creek Elementary School and Capri Elementary School presented their accomplishments relating to improving water quality flowing off their school sites. The SWPPP interns from Capri Elementary School reported on storm drain litter and parking lot pollution reduction. The SWPPP interns from El Camino Creek Elementary School reported on the building of curb bioswales. The El Camino Creek interns also presented a student video of their bioswale project.

The Board asked the SWPPP interns various questions relating to their presentations and the teams answered their questions. The Board was impressed and thanked Mr. Dean and the SWPPP interns for their efforts.

## CONSENT CALENDAR

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

Minutes of the following meetings:

- April 5, 2018 Community Affairs Committee Meeting
- April 9, 2018 Regular Board Meeting
- April 25, 2018 Investment and Finance Committee Meeting
- May 1, 2018 Engineering Committee Meeting

**8. Approval of Demands for April/May 2018**

Payroll Checks numbered 19826-19887; General Checking – Checks numbered 40985-51109

**9. Operations Report** (A copy was included in the original May 9, 2018 Agenda)

**10. Finance Report** (A copy was included in the original May 9, 2018 Agenda)

**11. Quarterly Treasurer’s Report**

This report discloses investments for the quarter ending March 31, 2018.

**12. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of April 2018.

**13. Actuarial Valuation of Leucadia Wastewater District’s Retiree Health Insurance Program**

Receive and file the Actuarial Valuation of LWD’s Retiree Health Insurance program as of June 30, 2017.

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

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

## EWA and COMMITTEE REPORTS

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

#### A. EWA Board Report – Meeting held on April 25, 2018.

President Sullivan reported on EWA's April 25, 2018 Board meeting.

### 15. Committee Reports

#### A. Investment and Finance Committee (IFC) Meeting was held on April 25, 2018.

Director Hanson reported that the IFC reviewed the recommendation to receive and file the Actuarial Valuation of LWD's Retiree Health Insurance Program as of June 30, 2017. The IFC agreed with staff to include the report in the consent calendar of the agenda.

#### B. Engineering Committee (EC) Meeting was held on May 1, 2018.

Director Juliussen reported that the Engineering Committee (EC) reviewed the following recommendations:

- Receive and file the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by Infrastructure Engineering Corporation; and
- Authorize the General Manager to execute an Amendment No. 4 to Task Order No. 29 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200.

The EC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

The EC also received information on the following:

- The Poinsettia Train Station Parallel Gravity Pipeline Project; and
- Evaluation to rebuild or replace the large mobile emergency bypass pump

The EC directed staff to move forward with bypass pump procurement in fiscal year 2019. No other action was taken.

## ACTION ITEMS

### 16. **Leucadia Pump Station Rehabilitation Preliminary Design Report**

Receive and file the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by Infrastructure Engineering Corporation (IEC).

TSM Morishita presented the item noting that the EC reviewed it during their May 1 meeting and it is a fiscal year 2018 tactical goal. He provided background information on the project and the reason for developing the Preliminary Design Report (PDR). TSM Morishita reviewed the seven key rehabilitation recommendations, including installing five new dry pit submersible pumps, installing three new Variable Frequency Drives, repositioning of the check valves, and replacing the discharge header. He continued that this major pump station rehabilitation will require bypassing the pump station.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen and unanimously carried, the Board of Directors received and filed the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by IEC by the following vote:

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

GM Bushee thanked Jane Costello and Dexter Wilson for their work on the Leucadia Pump Station Rehabilitation PDR.

**17. Leucadia Pump Station Rehabilitation Project**

Authorize the General Manager to execute an Amendment No. 4 to Task Order No. 29 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200.

TSM Morishita presented the item noting that the EC reviewed it during their May 1 meeting and it is a fiscal year 2018 tactical goal. He stated that the Preliminary Design Report has been completed and he reviewed the major project components noting that the project is transitioning into the final design phase. TSM Morishita stated that the estimated construction cost without contingency is \$2,454,000. He said that IEC has submitted a design proposal with a fee of \$180,200. He continued that staff has reviewed the proposal and has determined the proposal to be fair and reasonable. TSM Morishita said that the proposed fee is 7.3% of the estimated construction cost and there are sufficient funds to commence the project design in fiscal year 2018.

Director Hanson asked how long the major project components will last. TSM Morishita answered 10 to 15 years.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Omsted and unanimously carried, the Board of Directors authorized the General Manager to execute an Amendment No. 4 to Task Order No. 29 to the Engineering Design Services Agreement with IEC for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200 by the following vote:

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

**18. Contract Amendment No. 1 with MSC Janitorial Services, Inc. for Janitorial Services**

Authorize the General Manager to execute a contract Amendment No.1 with MSC Janitorial Services, Inc. (MSC) for janitorial services for an additional two years in an amount not to exceed \$43,240.80.

ASsup Hill presented this item stating that the original janitorial services agreement with MSC was executed in 2015 and is now up for renewal. She stated that the original contract was a three-year

contract which included an option to extend the contract for an additional two years. ASsup Hill stated that MSC has submitted a proposal for their services for the next two years, which would increase the annual cost from \$18,635.04 to \$20,112 during the first year and to \$23,128.80 during the second year.

ASsup Hill stated that during the last three years, MSC has provided the District with excellent janitorial services. She noted that MSC had previously requested an increase for their services due to the California minimum wage increases. At that time, ASsup Hill informed MSC that LWD would accept any increases until the contract was up for renewal. Based on a review of previous proposals and the continued increases in minimum wage, staff believes that the proposed cost for the additional two years is fair and reasonable.

Director Kulchin asked why LWD did not go out to bid. ASsup Hill answered that MSC's proposed rates are still competitive with the bids that the District received in 2015.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen and unanimously carried, the Board of Directors authorized the General Manager to execute a contract Amendment No.1 with MSC for janitorial services for an additional two years in an amount not to exceed \$43,240.80 by the following vote:

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

#### **19. August 2018 Board Meeting Conflict**

GM Bushee presented the item noting that last month it was discovered that the District was provided incorrect dates of August 22<sup>nd</sup> – 24<sup>th</sup>, 2018 for the CASA Annual Conference. The correct CASA Conference dates are from August 8<sup>th</sup> – 10<sup>th</sup> which conflicts with the LWD Board's August 8<sup>th</sup> scheduled meeting.

GM Bushee reviewed the alternate proposed date for the August Board meeting.

Following discussion, upon a motion duly made by Vice President Kulchin, seconded by Director Omsted and unanimously carried, the Board of Directors changed the August 2018 Board meeting date from Wednesday, August 8<sup>th</sup> at 5 p.m. to Wednesday, August 15<sup>th</sup> at 5 p.m. by the following vote:

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

## INFORMATION ITEMS

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

- A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, May 17, 2018 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

EA Baity announced the date and time of the May CSDA Quarterly Dinner. GM Bushee stated that a carpool will be leaving from the District office at 5:30 p.m. and that he will send an email reminder.

- B. 2018 Annual Employee Luncheon is scheduled for Thursday, July 12, 2018 at Stagecoach Park Picnic Area #1 in Carlsbad, CA.

EA Baity announced the date, time, and location of the Annual Employee Luncheon.

### 21. Directors' Meetings and Conference Reports

- A. The 2018 CASA Joint Public Policy Forum was held April 11, 2018 at the Sutter Club in Sacramento, CA.

Director Omsted stated the session on microfibers in the water supply was informative.

President Sullivan stated it was a great conference and that the state representatives were involved and receptive.

- B. The 2018 CWEA Annual Conference was held April 17-20, 2018 at the Sacramento Convention Center in Sacramento, CA.

Director Hanson stated it was a good conference and she enjoyed all the sessions.

President Sullivan agreed with Director Hanson and noted that the conference was well attended. She also said she really enjoyed the opening session speaker, Chad Pregracke.

Director Omsted reported on information he learned at the session on pharmaceutical medicine disposal.

### 22. General Manager's Report

GM Bushee reported on the water recycling contract with the City of Carlsbad.

### 23. General Counsel's Report

GC Brechtel reported on the following items:

- Accessory Dwelling Unit Senate Bills; and
- Fair Tax Initiative

### 24. Board of Directors' Comments

Director Omsted stated he has been accepted to the Federal Grand Jury and noted it is a two-year commitment.

Director Juliussen thanked staff and Dexter Wilson for their work with the Engineering Committee. He also reported on an article about wastewater biosolids.

Vice President Kulchin asked if LWD is still negotiating a recycled water contract with Omni La Costa Resort. GM Bushee answered affirmatively and stated this will be discussed at the June Board Meeting.

**25. Adjournment**

President Sullivan adjourned the meeting at approximately 6:15 p.m.

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Elaine Sullivan, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Human Resources Committee Meeting  
May 15, 2018

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A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Tuesday, May 15, 2018 at 9:00 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, and Georg Krammer with Koff & Associates

**3. Public Comment**

No public comment was received.

**4. New Business**

None.

**5. Closed Session**

- A. Meet with General Manager Bushee and Mr. Georg Krammer with Koff & Associates to discuss the Fiscal Year 2019 Informal Input Process regarding employee compensation, as authorized under Government Code 54957.6

Following closed session, there was no reportable action.

**6. Information Items**

None.

**7. Directors' Comments**

None.

**8. General Manager's Comments**

None.

**9. Adjournment**

Chairperson Hanson adjourned the meeting at 10:20 a.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Special Board Meeting  
 May 16, 2018

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, May 16, 2018 at 10:00 a.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

President Sullivan called the meeting to order at 10:00 a.m.

**2. Roll Call**

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, and Andrea Boehling of Raftelis Financial Consultants

**3. Pledge of Allegiance**

President Sullivan led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Financial Plan Update**

- A. Review and discuss various financial models that the Leucadia Wastewater District (LWD) could use to meet its future financial obligations.

ASM Duffey presented the item stating the purpose of the meeting and providing background on the financial planning process. He noted that in January 2018 the Board retained Raftelis Financial Consultants (Raftelis) to develop the Financial Plan Update. He then introduced Ms. Andrea Boehling of Raftelis to provide an overview of the 2018 Financial Plan Update.

Ms. Boehling presented an overview of the 2018 Financial Plan Update. She provided a recent sewer rate survey that indicated that the current average sewer rate is approximately \$48.97/month. She noted that the District's sewer rate is well below this rate at \$28.64/month.



Vice President Kulchin asked who has the lowest sewer rate in the county. Ms. Boehling answered the City of Carlsbad.

Ms. Boehling also provided information on the inflationary assumptions, key inputs/assumptions, and revenue assumptions used in the two wastewater Financial Plan models. She noted that the Capital Improvement Reserve of \$645,049 will be fully depleted by the end of fiscal year 2018 (FY18) and that recycled water is treated as a separate utility.

Ms. Boehling presented the two scenarios that could be used to meet future financial obligations for the District. She stated that Scenario 1 maintains the District's current approach, which is a pay-as-you-go option. She noted Scenario 1 was based on three years on and three years off with the first increase beginning in FY21. She provided details on this scenario and stated that it includes three different rates increases: 10%, 7%, and 6%, 3 years each. Ms. Boehling then presented Scenario 2, noting it is also based on three years on and three years off. However, Scenario 2 issues a \$40M debt in fiscal year ending 2021 to fund the capital improvement plan and while there will be lower rate adjustments in the first three year increase, higher rate adjustments will be needed in the out years. She then provided details on Scenario 2.

Following the presentation on the two scenarios, Ms. Boehling stated that the recommendation is for Scenario 1. She stated that this approach has worked well for the District in the past and maintaining the pay-as-you-go capital funding avoids debt related expenses.

Ms. Boehling also reviewed the Recycled Water Financials and noted that recycled water financials continue to cover ongoing operational costs. She noted that capital needs will be underfunded since the reserves are insufficient to fund planned capital by FY20.

The Board of Directors asked various questions regarding District investments and inflation rates. Staff answered their questions.

Ms. Boehling then reviewed the District's capacity fees and noted that they were last increased in 2013. She stated that an increase of 27%, or \$1,083, is recommended. She provided details on the buy-in method and noted that this proposed buy-in approach would increase the capacity fees from \$4,006 to \$5,089 per equivalent dwelling unit (EDU). Ms. Boehling also reviewed a capacity fee comparison survey of other agencies in San Diego County noting that the current average capacity fee is \$5,687. She noted that this is still well above LWD's proposed capacity fee of \$5,089.

Director Omsted asked how a granny flat EDU is assessed. GC Brechtel answered that granny flats that are additional construction and up to 1,000 square feet are assessed at .5 EDU. Granny flats over 1,000 square feet are charged 1 EDU.

Director Hanson asked if capacity fees should be reviewed on a yearly basis. GM Bushee stated that capacity fees can be reviewed annually if the Board wishes to do so.

ASM Duffey noted that capacity fees are not normally reviewed every year since the district is close to build out and the financial impact is relatively small. Ms. Boehling also noted that a typical capacity fee study is done about every five years.

GM Bushee thanked Mark Brechbiel for compiling the data used in the Sewer Rate Survey and the Capacity Fee Survey.

Following discussion, the Board provided direction to staff to continue with the District's current pay-as-you-go approach of Scenario 1 and update the 2018 Financial Plan by using the 10%, 7%, 6% rate increases for periods of three years on. The first rate increase of 10% would begin in FY21 followed by periods of three years off.

Following discussion, the Board directed staff to prepare and notice for a public hearing at the June Board Meeting to increase the capacity fees from \$4,006 to \$5,089 per EDU.

The Board of Directors also provided direction to staff to annually review the capacity fees every May and if an increase is recommended, authorize staff to prepare, notice, and schedule a public hearing regarding the rate increase.

**7. Information Items**

GM Bushee reported that the San Dieguito Reservoir Dam Centennial and Pump Station Dedication is Wednesday, May 30 from 10 a.m. to 12noon and the final day to RSVP is May 18, 2018.

GM Bushee also reported that the CSDA Quarterly Dinner is tomorrow night and a carpool will leave the District office at 5:30 p.m.

**8. Adjournment**

President Sullivan adjourned the meeting at approximately 11:11 a.m.

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Elaine Sullivan, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Special Board Meeting  
 Tuesday, May 29, 2018

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Tuesday, May 29, 2018 at 9:00 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

President Sullivan called the meeting to order at 9:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan, Kulchin, Juliussen, Omsted, and Hanson  
 DIRECTORS ABSENT: None  
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Superintendent Jeff Stecker, District Engineer Dexter Wilson, and Field Services Supervisor Marvin Gonzalez

**3. Pledge of Allegiance**

President Sullivan led the pledge of allegiance.

**4. Public Comment**

No public comment was received.

**5. Approval of Agenda**

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

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

**6. Overview of Recommended Fiscal Year 2019 (FY19) Budget**

**A. Review and discuss the recommended FY19 Budget.**

GM Bushee stated this is the Board's sixth Budget workshop and that staff is seeking direction or comments during the meeting. He noted that staff will incorporate the Board's comments/direction at today's meeting and present the FY19 Budget for approval during the June Board meeting. He introduced ASM Duffey to provide the highlights of the FY19 Budget. ASM Duffey provided FY19 Budget highlights that included the following items:

- Principal Budget Objectives;
- Expense Summaries for each program;
- Revenue Projections for each program;

- The FY18 wastewater service charge will remain the same for FY19 at \$343.68 per EDU per year;
- Projected personnel budget, noting this will be discussed in closed session;
- Cost allocation by program; and
- Contributions from Reserves

He stated that overall revenues are projected to increase 1% from the FY18 Budget. He also stated that the proposed overall administrative expenses represent a 1% increase, operating expenses represent a 2% increase, capital expenditures represent a 17% increase, and personnel expenses represent a 6% increase from the FY18 Budget.

He provided a summary of the revenue projections stating that the total wastewater program revenues for FY19 are \$12.7 million with the largest category being sewer service charges at 77% or \$9.8 million, and recycled water program revenues are \$315K with recycled water sales at 94% or \$295K. He noted that the proposed FY19 budget does not include grant income for the recycled water plant since no grant income was projected for FY19.

ASM Duffey provided operating expense budget totals indicating that the total operating expenses for the wastewater program will increase 2%, the recycled water program will increase 18%, and total capital expenditures will increase 17% from the FY18 Budget.

ASM Duffey also reviewed the reserves noting that the wastewater program has a reserve decrease of \$1.4 million and the recycled water program has a reserve decrease of \$97K.

ASM Duffey then introduced ASsup Hill to present the administrative services budget.

ASsup Hill stated that the administrative expenses totaled approximately \$1.9 million with salaries/benefits accounting for \$1.2 million of that total while non-labor expenses totaled \$742K. ASsup Hill summarized the administrative expenses indicating that salaries/benefits are projected to increase 6% from FY18 and non-labor expenses will decrease 5%. She noted that the FY19 Budget includes election expenses of \$30K and a decrease of 23% or \$70K for professional services since there is no OPEB valuation, Financial Plan Update, or Open House for FY19. ASsup Hill then introduced FSS Stecker to present an overview of the operating expenses.

FSS Stecker stated that the operating expenses for LWD facilities are projected to be \$6.1 million with the Encina Treatment Plant expenses accounting for \$1.9 million of that total. He summarized the field services expenses indicating that Operating Supplies are projected to decrease 9% or \$14K due to a reduction in chemical costs and that Repairs and Maintenance will increase 2% or \$7K due to exterior painting of the District buildings. For the Batiquitos facilities, he noted that total operating expenses are projected to be \$426K which represents a 2% decrease over the FY18 Budget. For the Recycled Water Enterprise, FSS Stecker indicated that the proposed operating expenses are \$236K which is an increase of 18% over the FY18 Budget. He noted that Repairs and Maintenance will increase 148%, or \$33K, due to the painting of the water reclamation facility.

Vice President Kulchin asked if the Recycled Water Enterprise includes the Recycled Water Agreement with the La Costa Golf Course. FSS Stecker answered affirmatively.

Vice President Kulchin asked what happens if there is no recycled water agreement. GM Bushee stated the recycled water facility would be shut down and the expenses would decrease accordingly.

Vice President Kulchin asked when the current recycled water agreement expires. GM Bushee answered August 31.

FSS Stecker then introduced TSM Morishita to present the development and capital budgets.

TSM Morishita noted that the operating expenses for development are projected at \$119K and that development pays for development. TSM Morishita then presented the capital acquisition budgets for the wastewater program and the recycled water program. He added that capital acquisition items typically cost more than \$5,000 and have a life expectancy greater than one year and capital improvement items are for infrastructure and multi-year projects. He noted the proposed capital budget total is a little over \$7.5 million, with a proposed capital acquisition budget of \$525K and a capital improvement budget of \$7 million. He further explained that the majority of the capital acquisition budget will go towards the purchase of a new chase truck vehicle, which will also tow the mini-jetter, the replacement of sewer pump "Big Blue", and the purchase of a new golf cart. He also reviewed the additional capital acquisitions, such as, a new chopper pump and control panel and chemical metering pump.

TSM Morishita provided detailed information on the capital improvement budget by reviewing Leucadia multi-year capital improvement projects, Leucadia ongoing rehabilitation projects, and other major projects which have a projected cost of \$6.2 million. He stated that the capital budget also includes jointly owned facilities costs of \$453K, Encina capital improvement costs of \$3.6 million, and recycled water program costs of \$170K.

ASM Duffey then concluded the FY19 Proposed Budget Overview by presenting a graph showing wastewater operating budget trends compared to financial plan projections over the past 6 years. He also presented another graph showing monthly sewer rates for San Diego agencies as of May 2018. He noted that LWD is the second lowest after the City of Carlsbad.

Vice President Kulchin thanked staff for a fabulous job presenting the FY19 Proposed Budget Overview.

Director Omsted stated it was easy to understand.

No action was taken.

## **7. Closed Session**

A. Meet with District representatives General Manager Bushee and Administrative Services Manager Duffey to discuss the FY19 Informal Input Process and provide direction regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6

General Counsel Brechtel stated that the Board will meet in closed session with District representatives General Manager Bushee and Administrative Services Manager Duffey to discuss the FY19 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.

**8. Adjournment**

President Sullivan adjourned the meeting at 10:30 a.m.

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Elaine Sullivan, President

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Paul J. Bushee  
Secretary/General Manager (SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Engineering Committee Meeting  
June 6, 2018

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, June 6, 2018 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; and District Engineer Representative Natalie Fraschetti from Dexter Wilson Engineering Incorporated.

**3. Public Comment**

None.

**4. New Business**

A. Receive and file the 2018 Asset Management Plan completed by Dexter Wilson Engineering.

TSM Morishita presented staff's recommendation. He provided background information on the Asset Management Plan (AMP). He said that the AMP requires updating on a periodic basis, usually every five years, as the plan is implemented and Capital Improvement Projects (CIP) are completed. TSM Morishita introduced Natalie Fraschetti from Dexter Wilson Engineering to present the AMP to the EC.

Ms. Fraschetti described the plan's purpose, the flow and capacity evaluation, the financial aspects of the short and long term financial CIP projections and recommendations to improve the management of District assets. She continued that the recommendations were in respect to day-to-day activities, pump station inspection approach and improving the feedback loop for the Repair Priority List for gravity pipelines and manholes.

Chairperson Juliussen asked if the AMP was available on the District's website. GM Bushee answered that the current 2013 AMP is on the website and the 2018 AMP update, once adopted, will be made available.

Following discussion, the EC concurred with staff to recommend that the Board receive and file the 2018 Asset Management Plan.

**5. Information Items**

**A. Update of the Poinsettia Train Station Parallel Gravity Pipeline Project.**

TSM Morishita presented an update of Poinsettia Train Station Parallel Gravity Pipeline Project. He explained that the casing and carrier pipe under the railroad tracks have been installed. He said that the three pre-purchased manholes were delivered on May 17<sup>th</sup>. He continued that Flatiron has installed the pipe in the jacking pit and back filled the pit. TSM Morishita said that Flatiron is installing the pipe to the east of the jacking pit that will eventually connection with Carlsbad's Occidental Trunk Line.

**B. Report of the Leucadia (L1) Force Main Spill that occurred on May 22, 2018**

TSM Morishita presented a report on the Leucadia (L1) Force Main spill that was caused by a single vehicle accident that occurred at 1:25 pm on May 22, 2018. He said that the spill occurred on the L1 Force Main which was off line at the time. He continued that a vehicle sheared off an Air / Vacuum Release Valve connected to L1. TSM Morishita said the spill volume was calculated by the District Engineer to be 11,700 gallons. He continued that the spill was captured in the streets, gutters and storm drain culverts. He stated that all the spilled sewage and wash down water was collected and returned to the collection system. TSM Morishita reported that no wastewater reached the Batiquitos Lagoon. GM Bushee noted that staff was in the process of filing a claim with the driver's insurance company to capture District expenses associated with the incident.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:36 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)



**DATE:** June 7, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Approval of May/June Demands



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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$597,752.31**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the period May 4, 2018 through June 7, 2018.

Operating expenses totaled **\$225,986.06**, Capital Improvement Program expenses totaled **\$215,059.29**, and Payroll expense for District Employees and the Board totaled **\$156,706.96**.

Attachment 1	Summary of Demands by Account May 4, 2018 to June 7, 2018
Attachment 2	Accounts Payable Check Register dated May 3, 2018
Attachment 3	Accounts Payable Check Register dated May 8, 2018
Attachment 4	Payroll Check Register dated May 9, 2018
Attachment 5	Accounts Payable Check Register dated May 17, 2018
Attachment 6	Payroll Check Register dated May 23, 2018
Attachment 7	Accounts Payable Check Register dated May 30, 2018
Attachment 8	Board Payroll Check Register dated June 1, 2018
Attachment 9	Accounts Payable Check Register dated June 4, 2018
Attachment 10	Payroll Check Register dated June 6, 2018

## DEMANDS SUMMARY

June 13, 2018

### 1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -5/9/2018	19888 - 19906	\$50,090.98	
Payroll Check -5/23/2018	19907 - 19925	\$49,726.67	
Board Payroll Check -6/1/2018	19926 - 19930	\$5,071.20	
Payroll Check - 6/6/2018	19931 - 19949	<u>\$51,818.11</u>	
	<b>Total</b>	<b>\$156,706.96</b>	
General Checking -5/3/2018	51110	\$ 250.00	
General Checking - 5/8/2018	51111 - 51154	\$ 142,578.45	
General Checking - 5/17/2018	51155 - 51193	\$ 101,409.98	
General Checking - 5/30/2018	51194 - 51226	\$ 181,414.34	
General Checking - 6/4/2018	51227 - 51249	<u>\$ 15,392.58</u>	
	<b>Total</b>	<b>\$ 441,045.35</b>	
	<b>GRAND TOTAL</b>		<b>\$597,752.31</b>

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/3/2018 Through 5/3/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CITY OF ENCINITAS	51110	5/3/2018	250.00	Check for City of Encinitas-Traffic Control Plan
	Total 51110		250.00	
Report Total			250.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/8/2018 Through 5/8/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
A-1 LOCK & SAFE SERVICE	51111	5/8/2018	<u>75.43</u>	KEYS
	Total 51111		75.43	
ADS LLC	51112	5/8/2018	1,190.00	DEPTH METER MAINT-APRIL
ADS LLC		5/8/2018	<u>4,340.00</u>	LPS FLOW METERING-APRIL
	Total 51112		5,530.00	
AT&T	51113	5/8/2018	<u>176.68</u>	PHONE SERVICE
	Total 51113		176.68	
EMMANUEL E. BAETGE	51114	5/8/2018	<u>5,866.23</u>	REFUND FOR SEWER SERVICE FEES
	Total 51114		5,866.23	
BAJA POOL AND SPA SERVICE	51115	5/8/2018	<u>125.00</u>	FOUNTAIN SERVICE-MAY
	Total 51115		125.00	
BASE NINE CONSULTING	51116	5/8/2018	<u>540.00</u>	SCADA SUPPORT @ AWT
	Total 51116		540.00	
BOOT WORLD, INC	51117	5/8/2018	<u>164.84</u>	SAFETY BOOTS-M. GONZALEZ
	Total 51117		164.84	
CITY OF CARLSBAD	51118	5/8/2018	27.06	WATER @ FIRE LINE
CITY OF CARLSBAD		5/8/2018	342.43	WATER @ PLANT
CITY OF CARLSBAD		5/8/2018	218.73	WATER @ VACTOR
CITY OF CARLSBAD		5/8/2018	<u>270.74</u>	WATER @ VACTOR 2
	Total 51118		858.96	
COLONIAL LIFE INS	51119	5/8/2018	419.84	ACCIDENT/CRITICAL CARE INS-APRIL
	Total 51119		419.84	
COSCO FIRE PROTECTION	51120	5/8/2018	240.00	ELEVATOR RECALL TESTING
COSCO FIRE PROTECTION		5/8/2018	<u>225.00</u>	QTRLY FIRE SPRINKLER TESTING
	Total 51120		465.00	
COX COMMUNICATIONS SAN DIEGO	51121	5/8/2018	1,474.10	PHONE/INTERNET
	Total 51121		1,474.10	
DATA NET	51122	5/8/2018	<u>280.00</u>	IS MAINT AND SUPPORT
	Total 51122		280.00	
DKF SOLUTIONS GROUP, LLC	51123	5/8/2018	<u>300.00</u>	SAFETY PROGRAM-MAY
	Total 51123		300.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/8/2018 Through 5/8/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DONALD OMSTED	51124	5/8/2018	<u>34.26</u>	REIMBURSE FOR CWEA CONF
	Total 51124		34.26	
DRAGER SAFETY, INC.	51125	5/8/2018	<u>462.17</u>	SCBA FIT TESTING
	Total 51125		462.17	
PAUL ECKE	51126	5/8/2018	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 51126		3,000.00	
EVOQUA WATER TECHNOLOGIES, LLC	51127	5/8/2018	<u>1,908.86</u>	BIOXIDE
	Total 51127		1,908.86	
GRAINGER, INC	51128	5/8/2018	<u>43.53</u>	EYE WASH
	Total 51128		43.53	
HAAKER EQUIPMENT CO	51129	5/8/2018	<u>9,366.50</u>	WIRELSS HEADSET/USER CHARGER
	Total 51129		9,366.50	
JACKSON & BLANC	51130	5/8/2018	<u>280.00</u>	MAINT WORK ON HVAC
	Total 51130		280.00	
JUDY HANSON	51131	5/8/2018	<u>954.61</u>	REIMBURSE FOR CWEA CONF
	Total 51131		954.61	
LA COSTA LOGO, LLC	51132	5/8/2018	<u>1,028.47</u>	SPORT GREY SHIRTS/FLEX FIT NAVY
	Total 51132		1,028.47	
MALLORY SAFETY AND SUPPLY	51133	5/8/2018	<u>1,218.66</u>	LIGHT LITEBOX
	Total 51133		1,218.66	
RUSH TRUCK CENTER	51134	5/8/2018	<u>82,712.81</u>	NEW HEAVY DUTY TRUCK
	Total 51134		82,712.81	
MIRA MESA WINDOW CLEANING	51135	5/8/2018	<u>1,080.00</u>	WINDOW WASHING AND SOLAR PANELS
	Total 51135		1,080.00	
MITSUBISHI ELECTRIC US, INC	51136	5/8/2018	297.76	ELEVATOR SERVICE/MAINT
MITSUBISHI ELECTRIC US, INC		5/8/2018	<u>1,098.00</u>	ELEVATOR TESTING
	Total 51136		1,395.76	
NAPA AUTO	51137	5/8/2018	<u>34.46</u>	FILTERS FOR BPS/LEUCADIA
	Total 51137		34.46	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/8/2018 Through 5/8/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PACIFIC PIPELINE SUPPLY	51138	5/8/2018	<u>7,192.50</u>	SWING CHECK
	Total 51138		7,192.50	
PACS, Inc	51139	5/8/2018	<u>360.00</u>	ANALYTICAL TESTING @ BPS
	Total 51139		360.00	
PLANT PEOPLE, INC	51140	5/8/2018	<u>221.88</u>	PLANTS MAINT IN OFFICE-MAY
	Total 51140		221.88	
PLUMBERS DEPOT, INC	51141	5/8/2018	<u>1,094.73</u>	REPAIR/PARTS CCTV
	Total 51141		1,094.73	
PROGENT	51142	5/8/2018	<u>1,750.00</u>	NETWORK VULNERABILITY TEST AND REPORT
	Total 51142		1,750.00	
RICHARD STINSON	51143	5/8/2018	<u>3,465.00</u>	CONSTRUCTION CONSULTING-APRIL
	Total 51143		3,465.00	
RYAN RODRIGUEZ	51144	5/8/2018	<u>146.69</u>	REIMBURSE RYAN R. FOR CWEA CONF
	Total 51144		146.69	
SAN DIEGUITO WATER DISTRICT	51145	5/8/2018	<u>5.61</u>	WATER @ TANKER
	Total 51145		5.61	
SARBS-CWEA	51146	5/8/2018	<u>150.00</u>	30TH ANNUAL COLLECTIONS SEMINAR
	Total 51146		150.00	
SOUTH BAY FOUNDRY	51147	5/8/2018	<u>1,842.53</u>	SIX MANHOLES FRAMES/COVERS
	Total 51147		1,842.53	
SOUTHERN CONTRACTING COMPANY	51148	5/8/2018	<u>5,280.00</u>	IR SCANNING-AWT/BPS/REMOTE PS
	Total 51148		5,280.00	
UNDERGROUND SERVICE ALERT OF	51149	5/8/2018	<u>128.80</u>	UNDERGROUND ALARM SERVICE
	Total 51149		128.80	
UNIFIRST CORPORATION	51150	5/8/2018	<u>210.74</u>	LAUNDRY SERVICE-W/E 4/25/18
UNIFIRST CORPORATION		5/8/2018	<u>207.09</u>	LAUNDRY SERVICE-W/E 5/2/2018

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/8/2018 Through 5/8/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51150		417.83	
VERIZON WIRELESS	51151	5/8/2018	<u>21.33</u>	TELEENTRY-CELL PHONES
	Total 51151		21.33	
WAGeworks, INC	51152	5/8/2018	<u>140.00</u>	SEC 125 FLEX PLAN-APRIL
	Total 51152		140.00	
WASTE MANAGEMENT	51153	5/8/2018	<u>245.38</u>	TRASH SERVICE-APRIL
	Total 51153		245.38	
WATER ENVIRONMENT FEDERATION	51154	5/8/2018	<u>320.00</u>	RENEWAL FOR P. BUSHEE
	Total 51154		320.00	
Report Total			<u><u>142,578.45</u></u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: May 9, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19888 - 19906	5/9/2018	\$50,090.98



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/17/2018 Through 5/17/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	51155	5/17/2018	<u>117.19</u>	PHONE SERVICE @ BPS
	Total 51155		117.19	
BOOT WORLD, INC	51156	5/17/2018	<u>193.91</u>	SAFETY BOOTS FOR R.R.
	Total 51156		193.91	
BRADFORD SIGNS	51157	5/17/2018	<u>31.61</u>	FRONT DESK SIGN
	Total 51157		31.61	
CARLSBAD FUELS CORPORATION	51158	5/17/2018	<u>2,093.54</u>	VEHICLE GAS
	Total 51158		2,093.54	
PETTY CASH	51159	5/17/2018	<u>269.00</u>	PETTY CASH-APRIL/MAY
	Total 51159		269.00	
CINTAS FIRST AID AND SAFETY	51160	5/17/2018	<u>66.90</u>	FIRST AID CABINET REFILL
	Total 51160		66.90	
CORODATA	51161	5/17/2018	<u>64.89</u>	STORAGE-APRIL
	Total 51161		64.89	
CSDA- SAN DIEGO CHAPTER	51162	5/17/2018	<u>150.00</u>	CSDA OTRLY DINNER-MAY
	Total 51162		150.00	
CWEA	51163	5/17/2018	180.00	MEMBERSHIP RENEWAL-S. KRASON
CWEA		5/17/2018	<u>85.00</u>	RENEWAL FOR T. AMOS
	Total 51163		265.00	
DATA NET	51164	5/17/2018	<u>1,470.00</u>	IS MAINT AND SUPPORT
	Total 51164		1,470.00	
DAVID CLARK	51165	5/17/2018	<u>400.00</u>	LANDSCAPE SIGNAGE
	Total 51165		400.00	
EVOQUA WATER TECHNOLOGIES, LLC	51166	5/17/2018	3,839.25	BIOXIDE
EVOQUA WATER TECHNOLOGIES, LLC		5/17/2018	10,233.92	CHEMICAL FERROUS
	Total 51166		14,073.17	
GRAINGER, INC	51167	5/17/2018	22.88	PARTS-WINCH BAR
GRAINGER, INC		5/17/2018	<u>142.15</u>	WINCH STRAP
	Total 51167		165.03	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 5/17/2018 Through 5/17/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
HEAVILAND ENTERPRISES, INC	51168	5/17/2018	<u>840.00</u>	LANDSCAPE FEES-MAY
	Total 51168		840.00	
ICMA RETIREMENT-303979	51169	5/17/2018	<u>4,726.61</u>	DEFERRED COMP
	Total 51169		4,726.61	
INTERSTATE BATTERIES OF SAN DIEGO	51170	5/17/2018	<u>438.21</u>	BATTERY FOR BPS
	Total 51170		438.21	
KOFF & ASSOCIATES	51171	5/17/2018	<u>675.00</u>	COMPENSATION STUDY-APRIL
	Total 51171		675.00	
NAPA AUTO	51172	5/17/2018	16.69	ELECTRONIC FLASHER #154
NAPA AUTO		5/17/2018	118.49	FUEL FILTERS-DUMP TRUCK
NAPA AUTO		5/17/2018	44.64	PARTS
NAPA AUTO		5/17/2018	46.80	PARTS FOR RODDER #126
NAPA AUTO		5/17/2018	<u>158.89</u>	SERPENTINE BELT
	Total 51172		385.51	
NATIONWIDE RETIREMENT SOLUTIONS	51173	5/17/2018	<u>287.98</u>	DEFERRED COMP
	Total 51173		287.98	
NEOPOST, INC	51174	5/17/2018	<u>214.00</u>	POSTAGE FOR METER
	Total 51174		214.00	
OFFICE DEPOT, INC.	51175	5/17/2018	<u>268.74</u>	OFFICE SUPPLIES
	Total 51175		268.74	
OLIVENHAIN MUNICIPAL WATER DIST	51176	5/17/2018	45.21	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		5/17/2018	1,162.50	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		5/17/2018	49.17	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		5/17/2018	45.21	WATER @ VP7
	Total 51176		1,302.09	
PACIFIC PIPELINE SUPPLY	51177	5/17/2018	<u>42.95</u>	PARTS-AWT
	Total 51177		42.95	
PLUMBERS DEPOT, INC	51178	5/17/2018	4,608.87	LIGHT BARS
PLUMBERS DEPOT, INC		5/17/2018	251.06	WARTHOG
PLUMBERS DEPOT, INC		5/17/2018	<u>175.63</u>	WARTHOG OVERHAUL
	Total 51178		5,035.56	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/17/2018 Through 5/17/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
POLYDYNE, INC	51179	5/17/2018	<u>12,948.62</u>	CLARIFLOC CHEMICALS
	Total 51179		12,948.62	
RFYEAGER ENGINEERING, INC	51180	5/17/2018	<u>5,970.00</u>	ANNUAL CP SURBEY @ BPS/LPS
	Total 51180		5,970.00	
SAN DIEGUITO WATER DISTRICT	51181	5/17/2018	<u>120.59</u>	WATER @ BPS
	Total 51181		120.59	
SAN DIEGO GAS & ELECTIRC	51182	5/17/2018	2,548.81	ELECTRIC @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		5/17/2018	617.88	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		5/17/2018	10,543.27	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		5/17/2018	143.01	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		5/17/2018	643.88	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		5/17/2018	252.95	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		5/17/2018	124.17	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		5/17/2018	<u>3.10</u>	NATURAL GAS @ EE PS
	Total 51182		14,877.07	
SOUTHERN CONTRACTING COMPANY	51183	5/17/2018	<u>480.00</u>	ELECTRICAL WORK @ LPS/BPS
	Total 51183		480.00	
SPACELINK/I2B NETWORK	51184	5/17/2018	<u>160.00</u>	WEBCAM @ BPS-MAY/JUNE
	Total 51184		160.00	
STANEK CONSTRUCTORS, INC	51185	5/17/2018	<u>17,812.50</u>	GAFNER AWT PROJECT-APRIL
	Total 51185		17,812.50	
TERMINIX	51186	5/17/2018	<u>58.00</u>	MONTHLY PEST SERVICE-APRIL
	Total 51186		58.00	
THE HOME DEPOT CRC/GECF	51187	5/17/2018	<u>363.73</u>	SUPPLIES
	Total 51187		363.73	
UNIFIRST CORPORATION	51188	5/17/2018	<u>207.09</u>	LAUNDRY SERVICE-W/E 5/9/18
	Total 51188		207.09	
U.S. BANK	51189	5/17/2018	<u>10,826.62</u>	CONFERENCES/MEETINGS/OFFICE SUPPLIES
	Total 51189		10,826.62	
WEST COAST SAFETY SUPPLY CO., INC.	51190	5/17/2018	1,901.68	CYLINDER
WEST COAST SAFETY SUPPLY CO., INC.		5/17/2018	366.54	TIGERTAIL

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/17/2018 Through 5/17/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51190		2,268.22	
WOODYS CRANE SERVICE	51191	5/17/2018	<u>250.00</u>	CRANE RENTAL
	Total 51191		250.00	
WORDEN WILLIAMS LLP	51192	5/17/2018	<u>1,380.60</u>	LEGAL FEES-APRIL
	Total 51192		1,380.60	
XEROX CORPORATION	51193	5/17/2018	<u>110.05</u>	COPIER-MAINT/SUPPLIES
	Total 51193		110.05	
Report Total			<u>101,409.98</u>	

**Leucadia Wastewater District**  
Vendor Activity  
From 5/16/2018 Through 5/17/2018

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	5/16/2018	51189	190.52	Line Maint	Boulder Landscape
USBANK1	U.S. BANK	API	5/16/2018	51189	26.00	Train'g/Ed/Conf	Casa Conf-Airport PK-P.B.
USBANK1	U.S. BANK	API	5/16/2018	51189	16.14	Train'g/Ed/Conf	Casa Dinner-P.B.
USBANK1	U.S. BANK	API	5/16/2018	51189	56.90	BOARD CONFERENC	Casa Flight Change-E.S.
USBANK1	U.S. BANK	API	5/16/2018	51189	321.30	BOARD CONFERENC	Casa Hotel-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	351.30	BOARD CONFERENC	Casa Hotel-E.S.
USBANK1	U.S. BANK	API	5/16/2018	51189	321.30	Train'g/Ed/Conf	Casa Hotel-P.B.
USBANK1	U.S. BANK	API	5/16/2018	51189	6.51	BOARD CONFERENC	Casa Lunch-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	22.73	BOARD CONFERENC	Casa Lunch-E.S.
USBANK1	U.S. BANK	API	5/16/2018	51189	14.85	Train'g/Ed/Conf	Casa Lunch-P.B.
USBANK1	U.S. BANK	API	5/16/2018	51189	26.00	BOARD CONFERENC	Casa Pk-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	59.60	BOARD CONFERENC	CASA Taxi-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	39.60	BOARD CONFERENC	Casa Taxi-E.S.
USBANK1	U.S. BANK	API	5/16/2018	51189	3.18	BOARD CONFERENC	Casa-misc-E.S.
USBANK1	U.S. BANK	API	5/16/2018	51189	275.00	BOARD CONFERENC	Csda Conf Reg-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	236.96	BOARD CONFERENC	Csda Flight-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	236.96	BOARD CONFERENC	CSDA Flight-E.S.
USBANK1	U.S. BANK	API	5/16/2018	51189	211.96	BOARD CONFERENC	CSDA Flight-J.H.
USBANK1	U.S. BANK	API	5/16/2018	51189	150.00	BOARD CONFERENC	CSDA Reg-E.S.
USBANK1	U.S. BANK	API	5/16/2018	51189	275.00	BOARD CONFERENC	Csda Reg-J.H.
USBANK1	U.S. BANK	API	5/16/2018	51189	60.00	Train'g/Ed/Conf	Csfmo Meeting-R.D. T.H.
USBANK1	U.S. BANK	API	5/16/2018	51189	20.00	Train'g/Ed/Conf	Csrma Bart-R.D.
USBANK1	U.S. BANK	API	5/16/2018	51189	137.96	Train'g/Ed/Conf	CSRMA Flight-R.D.
USBANK1	U.S. BANK	API	5/16/2018	51189	13.62	BOARD CONFERENC	Cwea Bfast-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	656.76	BOARD CONFERENC	Cwea Hotel-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	777.46	BOARD CONFERENC	Cwea Hotel-E.S.
USBANK1	U.S. BANK	API	5/16/2018	51189	653.75	Train'g/Ed/Conf	Cwea Hotel-J.S.
USBANK1	U.S. BANK	API	5/16/2018	51189	653.75	Train'g/Ed/Conf	Cwea Hotel-M.G.
USBANK1	U.S. BANK	API	5/16/2018	51189	653.75	Train'g/Ed/Conf	Cwea Hotel-R.R.
USBANK1	U.S. BANK	API	5/16/2018	51189	653.75	Train'g/Ed/Conf	Cwea Hotel-S.K.
USBANK1	U.S. BANK	API	5/16/2018	51189	6.51	BOARD CONFERENC	Cwea Lunch-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	11.15	BOARD CONFERENC	Cwea Lunch-E.S.
USBANK1	U.S. BANK	API	5/16/2018	51189	59.60	BOARD CONFERENC	Cwea Taxi-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	292.50	SAFETY SUPPLIES	Datco
USBANK1	U.S. BANK	API	5/16/2018	51189	99.00	SUBSCRIPTIONS	Dropbox Renew

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**Leucadia Wastewater District**  
Vendor Activity  
From 5/16/2018 Through 5/17/2018

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	5/16/2018	51189	68.63	EMPLOYEE RECOGN	Lunch for Temp-P.B.
USBANK1	U.S. BANK	API	5/16/2018	51189	37.49	EMPLOYEE RECOGN	Lunch Notary Recog
USBANK1	U.S. BANK	API	5/16/2018	51189	110.70	EMPLOYEE RECOGN	Pk Permit-Emply Lunch
USBANK1	U.S. BANK	API	5/16/2018	51189	15.33	BOARD CONFERENC	Rental Car-Gas-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	2,033.00	OFFICE EQUIPMEN	Scada Backup Server
USBANK1	U.S. BANK	API	5/16/2018	51189	0.00	ACCOUNTS PAYABL	Scada Backup Sever
USBANK1	U.S. BANK	API	5/16/2018	51189	50.00	MembsHP & Dues	SDA fee Renewal-P.B.
USBANK1	U.S. BANK	API	5/16/2018	51189	511.96	BOARD CONFERENC	Wateruse Hotel-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	8.25	BOARD CONFERENC	Wateruse Lunch-D.O.
USBANK1	U.S. BANK	API	5/16/2018	51189	269.89	TELEPHONE	Web Domain Renewal
USBANK1	U.S. BANK	API	5/16/2018	51189	100.00	TELEPHONE	Website
USBANK1	U.S. BANK	API	5/16/2018	51189	30.00	TELEPHONE	Wifi
USBANK1	U.S. BANK	APS	5/17/2018	51189	0.00	ACCOUNTS PAYABL	CONFERENCES/MEETINGS/... SUPPLIES
Transaction Total					10,826.62		
Total USBANK1	U.S. BANK				10,826.62		
Report Opening/Current Balance							
Report Transaction Totals					10,826.62		
Report Current Balances							

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LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: May 23, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19907 - 19925	5/23/2018	\$49,726.67

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/30/2018 Through 5/30/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	51194	5/30/2018	1,190.00	DEPTH METER MAINT-MAY
ADS LLC		5/30/2018	<u>4,340.00</u>	FLOW METERING-MAY
	Total 51194		5,530.00	
BAJA POOL AND SPA SERVICE	51195	5/30/2018	<u>125.00</u>	FOUNTAIN SERVICE-JUNE
	Total 51195		125.00	
CARLSON & BEAULOYE	51196	5/30/2018	<u>1,478.16</u>	SERVICE @ AWT AND LPS
	Total 51196		1,478.16	
CWEA	51197	5/30/2018	<u>90.00</u>	COLL. SYSTEM MAINT-S.KRASON
	Total 51197		90.00	
DATA NET	51198	5/30/2018	<u>916.70</u>	IS MAINT AND SUPPORT
	Total 51198		916.70	
DEXTER WILSON ENGINEERING	51200	5/30/2018	7,800.00	2018 HYDRAULIC MODEL UPDATE-APRIL
DEXTER WILSON ENGINEERING		5/30/2018	9,790.00	DIST ASSET MANAGEMENT PLAN-APRIL
DEXTER WILSON ENGINEERING		5/30/2018	582.50	GE/0526/APRIL/FAIR OAKS
DEXTER WILSON ENGINEERING		5/30/2018	330.00	GE/0929/APRIL/CASCADA VERDE
DEXTER WILSON ENGINEERING		5/30/2018	235.00	GE/0946/APRIL/SCOTT ANNEX
DEXTER WILSON ENGINEERING		5/30/2018	7,970.00	GE/0983/APRIL/HYMETTUS
DEXTER WILSON ENGINEERING		5/30/2018	110.00	GE/0993/APRIL/MCLEAN ANNEX
DEXTER WILSON ENGINEERING		5/30/2018	5,370.00	GE/1009/APRIL/URANIA AVE
DEXTER WILSON ENGINEERING		5/30/2018	485.00	GE/1021/APRIL/ZINSER ANNEX
DEXTER WILSON ENGINEERING		5/30/2018	162.50	GE/1022/APRIL/N. VULCAN AVE
DEXTER WILSON ENGINEERING		5/30/2018	305.00	GE/1031/APRIL/CAVA GRILL
DEXTER WILSON ENGINEERING		5/30/2018	1,005.00	GE/1032/APRIL/WESTON SUBDIVISION
DEXTER WILSON ENGINEERING		5/30/2018	715.00	GE/1033/APRIL/N. COAST HWY 101
DEXTER WILSON ENGINEERING		5/30/2018	455.00	GE/1036/APRIL/HYMETTUS AVE
DEXTER WILSON ENGINEERING		5/30/2018	330.00	GE/1038/APRIL/SUNSET DR
DEXTER WILSON ENGINEERING		5/30/2018	110.00	GE/1039/APRIL/LOT 213 LA COSTA AVE
DEXTER WILSON ENGINEERING		5/30/2018	<u>5,430.00</u>	GE/CIP/APRIL/200/0358/0361/0302
	Total 51200		41,185.00	
FEDERAL EXPRESS CORPORATION	51201	5/30/2018	40.70	SHIPPING
	Total 51201		40.70	
GRAINGER, INC	51202	5/30/2018	135.29	FIRST AID KIT/EMERGENCY SIGN
GRAINGER, INC		5/30/2018	<u>19.67</u>	LOCK OUT HASP
	Total 51202		154.96	
GREAT AMERICA FINANCIAL SERVICES	51203	5/30/2018	770.86	COPIER LEASE



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/30/2018 Through 5/30/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51203		770.86	
HAAKER EQUIPMENT CO	51204	5/30/2018	766.15	PARTS
HAAKER EQUIPMENT CO		5/30/2018	344.25	SWIVAL PART
HAAKER EQUIPMENT CO		5/30/2018	<u>323.25</u>	SWIVEL PART
	Total 51204		1,433.65	
HARBOR FREIGHT TOOLS	51205	5/30/2018	<u>10.76</u>	WHEEL COVERS
	Total 51205		10.76	
CORE & MAIN LP	51206	5/30/2018	<u>5,699.98</u>	PARSON IN FLOW DOMES
	Total 51206		5,699.98	
ICMA RETIREMENT-303979	51207	5/30/2018	<u>4,726.25</u>	DEFERRED COMP
	Total 51207		4,726.25	
INFRASTRUCTURE ENGINEERING CORP	51208	5/30/2018	822.50	2018 GRAVITY SEWER PROJECT-APRIL
INFRASTRUCTURE ENGINEERING CORP		5/30/2018	405.00	AWT IMPROVEMENTS PROJECT-April
INFRASTRUCTURE ENGINEERING CORP		5/30/2018	10,335.00	LPS REHAB PROJECT-APRIL
INFRASTRUCTURE ENGINEERING CORP		5/30/2018	3,275.00	ORCHARD WOOD SEWER PROJECT-APRIL
	Total 51208		14,837.50	
JACKSON & BLANC	51209	5/30/2018	<u>733.57</u>	REPLACE BELTS
	Total 51209		733.57	
JENSEN PRECAST	51210	5/30/2018	75,041.48	MANHOLES FOR POINSETTIA PROJECT
	Total 51210		75,041.48	
MALLORY SAFETY AND SUPPLY	51211	5/30/2018	<u>416.78</u>	SAFETY ITEMS
	Total 51211		416.78	
MSC JANITORIAL SERVICE, INC	51212	5/30/2018	1,552.92	JANITORIAL SERVICE FOR MAY
MSC JANITORIAL SERVICE, INC		5/30/2018	<u>120.00</u>	SHOWER CURTAINS
	Total 51212		1,672.92	
NAPA AUTO	51213	5/30/2018	<u>54.37</u>	PARTS FOR MINI JETTER
	Total 51213		54.37	
NATIONWIDE RETIREMENT SOLUTIONS	51214	5/30/2018	287.98	DEFERRED COMP
	Total 51214		287.98	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/30/2018 Through 5/30/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
OFFICE DEPOT, INC.	51215	5/30/2018	267.76	OFFICE SUPPLIES
	Total 51215		267.76	
PACIFIC SAFETY CENTER	51216	5/30/2018	995.00	ACTIVE SHOOTER TRAINING
	Total 51216		995.00	
PALOMAR WATER, LLC	51217	5/30/2018	288.73	BOTTLED WTR DELIVERED-APRIL
	Total 51217		288.73	
RAFTELIS	51218	5/30/2018	7,265.00	FINANCIAL PLANNING SERVICES-APRIL
	Total 51218		7,265.00	
SAN DIEGO GAS & ELECTIRC	51219	5/30/2018	128.34	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		5/30/2018	13,263.72	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		5/30/2018	349.42	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		5/30/2018	68.83	GAS @ ADM OFFICE
	Total 51219		13,810.31	
THE SHERWIN-WILLIAMS CO	51220	5/30/2018	183.11	PAINT/SUPPLIES
	Total 51220		183.11	
SOUTHERN CONTRACTING COMPANY	51221	5/30/2018	540.00	ELECTRICAL SERVICE @ AWT
	Total 51221		540.00	
STAPLES BUSINESS ADVANTAGE	51222	5/30/2018	90.48	OFFICE SUPPLIES
	Total 51222		90.48	
SOLANA PALM LLC	51223	5/30/2018	90.00	ANSWERING SERVICE-MAY/JUNE
	Total 51223		90.00	
UNIFIRST CORPORATION	51224	5/30/2018	207.09	LAUNDRY SERVICE W/E 5/16/18
UNIFIRST CORPORATION		5/30/2018	214.78	LAUNDRY SERVICE W/E 5/23/18
	Total 51224		421.87	
VERIZON WIRELESS	51225	5/30/2018	915.66	CELL PHONES USAGE
	Total 51225		915.66	
WESELOH CHEVROLET	51226	5/30/2018	488.34	MAINT AND SERVICE ON TAHOE
WESELOH CHEVROLET		5/30/2018	851.46	MAINT/SERVICE ON #154
	Total 51226		1,339.80	
Report Total			181,414.34	

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: June 1, 2018

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19926 - 19930	6/1/2018	\$5,071.20

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/4/2018 Through 6/4/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	51227	6/4/2018	<u>344.53</u>	PHONE SERVICE
	Total 51227		344.53	
CITY OF CARLSBAD	51228	6/4/2018	31.28	WATER @ FIRE LINE
CITY OF CARLSBAD		6/4/2018	<u>418.39</u>	WATER @ PLANT
	Total 51228		449.67	
COLONIAL LIFE INS	51229	6/4/2018	419.84	ACCIDENT/CRITICAL CARE INS-MAY
	Total 51229		419.84	
COX COMMUNICATIONS SAN DIEGO	51230	6/4/2018	1,474.10	PHONE/INTERNET SERVICE-MAY/JUNE
	Total 51230		1,474.10	
CWEA	51231	6/4/2018	100.00	RENEWAL-COLLECTION SYSTEM-J.H.
	Total 51231		100.00	
DATA NET	51232	6/4/2018	<u>28.75</u>	IS MAINT AND SUPPORT
	Total 51232		28.75	
DONALD OMSTED	51233	6/4/2018	<u>18.00</u>	REIMBURSE FOR CSDA CONF
	Total 51233		18.00	
ELAINE SULLIVAN	51234	6/4/2018	<u>88.40</u>	REIMBURSE FOR CSDA CONF
	Total 51234		88.40	
EVOQUA WATER TECHNOLOGIES, LLC	51235	6/4/2018	3,899.05	BIOXIDE
	Total 51235		3,899.05	
GRAINGER, INC	51236	6/4/2018	<u>53.18</u>	PARTS FOR LPS
	Total 51236		53.18	
HARTFORD LIFE & ACCIDENT INS.	51237	6/4/2018	429.54	LIFE INS-MAY
	Total 51237		429.54	
JUDY HANSON	51238	6/4/2018	<u>505.97</u>	Reimburse for CSDA Conference
	Total 51238		505.97	
MARVIN GONZALEZ	51239	6/4/2018	<u>506.26</u>	Education reimbursement
	Total 51239		506.26	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/4/2018 Through 6/4/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
MES VISION	51240	6/4/2018	<u>400.17</u>	VISION INS-JUNE
	Total 51240		400.17	
MUTUAL OF OMAHA	51241	6/4/2018	<u>1,151.64</u>	DISABILITY INS-JUNE
	Total 51241		1,151.64	
PACIFIC SAFETY CENTER	51242	6/4/2018	<u>145.00</u>	MEMBERSHIP RENEWAL-18/19
	Total 51242		145.00	
PEP BOYS	51243	6/4/2018	<u>21.45</u>	TURTLE WAX/WINDOW SHADE
	Total 51243		21.45	
SAN DIEGO UNION TRIBUNE	51244	6/4/2018	<u>112.95</u>	NEWSPAPER DELIVERY
	Total 51244		112.95	
SAN DIEGO GAS & ELECTIRC	51245	6/4/2018	798.21	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		6/4/2018	<u>889.71</u>	ELECTRIC @ LCPS
	Total 51245		1,687.92	
TERMINIX	51246	6/4/2018	<u>32.00</u>	PEST CONTROL-TRAPS
	Total 51246		32.00	
THE GUARDIAN	51247	6/4/2018	<u>3,107.86</u>	Dental Insurance for June 2018
	Total 51247		3,107.86	
UNIFIRST CORPORATION	51248	6/4/2018	<u>207.09</u>	LAUNDRY SERVICE W/E 5/30/18
	Total 51248		207.09	
WASTE MANAGEMENT	51249	6/4/2018	<u>209.21</u>	TRASH SERVICE-MAY
	Total 51249		209.21	
Report Total			<u>15,392.58</u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 6, 2018

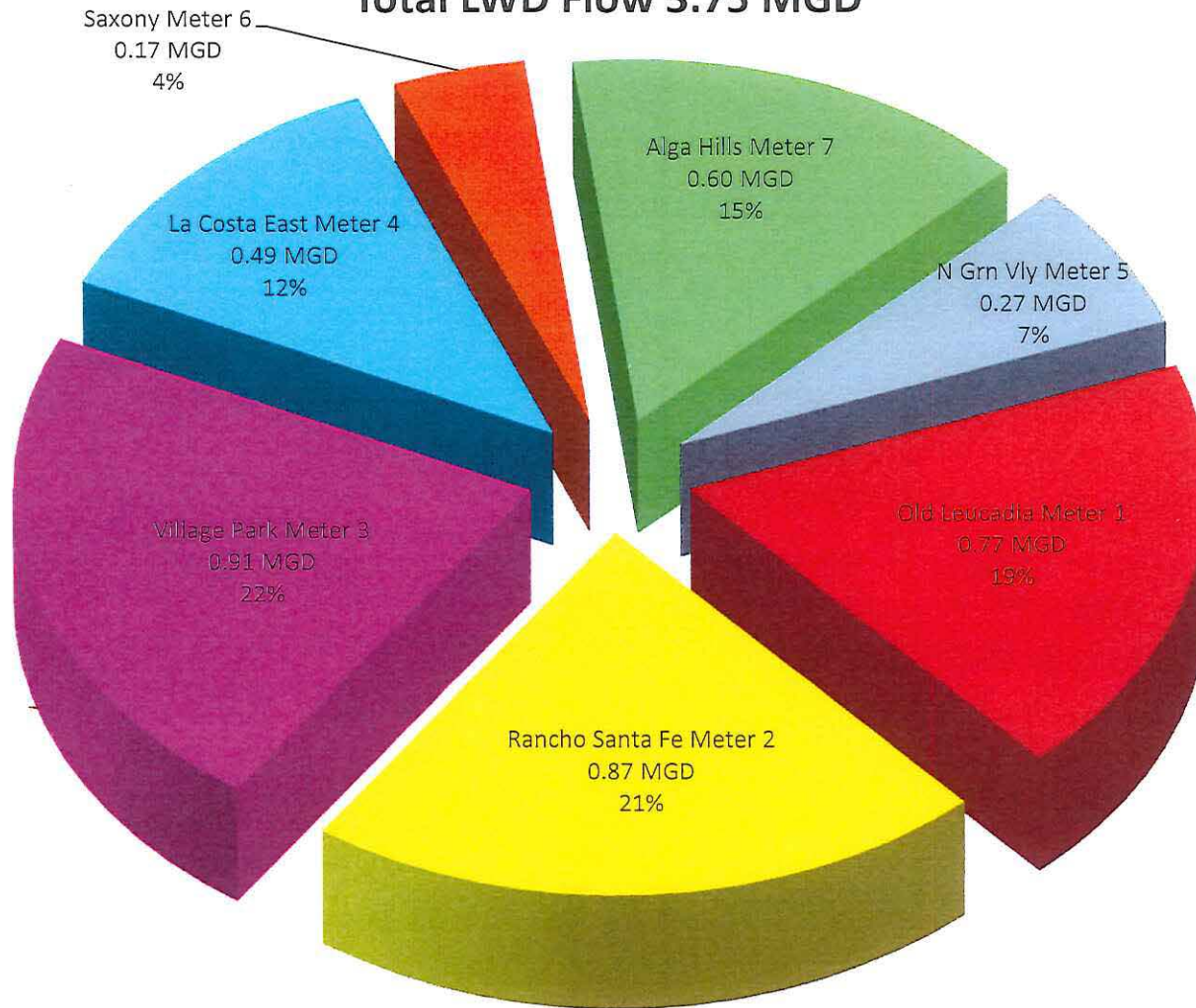
<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19931 - 19949	6/6/2018	\$51,818.11

**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2018 (July 2017 - June 2018)**

CURRENT MONTH - May 2018							FY 2017
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,469.81	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	120.28	3.82	3.88	136	50.52	3.77
YTD			28,473.63				
AUGUST	0.02	119.97	12.44	3.87	136	44.97	3.75
YTD			28,486.07				
SEPTEMBER	0.00	112.80	2.50	3.76	132	44.89	3.76
YTD			28,488.57				
OCTOBER	0.00	113.77	-8.20	3.67	129	30.96	3.63
YTD			28,480.37				
NOVEMBER	0.04	114.30	5.00	3.81	134	3.44	3.68
YTD			28,485.37				
DECEMBER	0.00	116.56	-10.26	3.76	132	8.32	3.78
YTD			28,475.11				
JANUARY	2.63	114.39	4.00	3.69	130	0.00	4.01
YTD			28,479.11				
FEBRUARY	0.35	103.32	7.40	3.69	130	0.00	3.97
YTD			28,486.51				
MARCH	1.66	116.56	21.93	3.76	132	0.00	3.96
YTD			28,508.44				
APRIL	0.06	111.30	13.59	3.71	130	10.31	3.78
YTD			28,522.03				
MAY	0.19	116.25	31.50	3.75	131	27.20	3.83
YTD			28,553.53				
JUNE							3.85
YTD							
YTD Totals	4.95	1259.50	83.72			220.61	
Mo Average	0.45	114.50	7.61	3.76	131.92	20.06	3.81

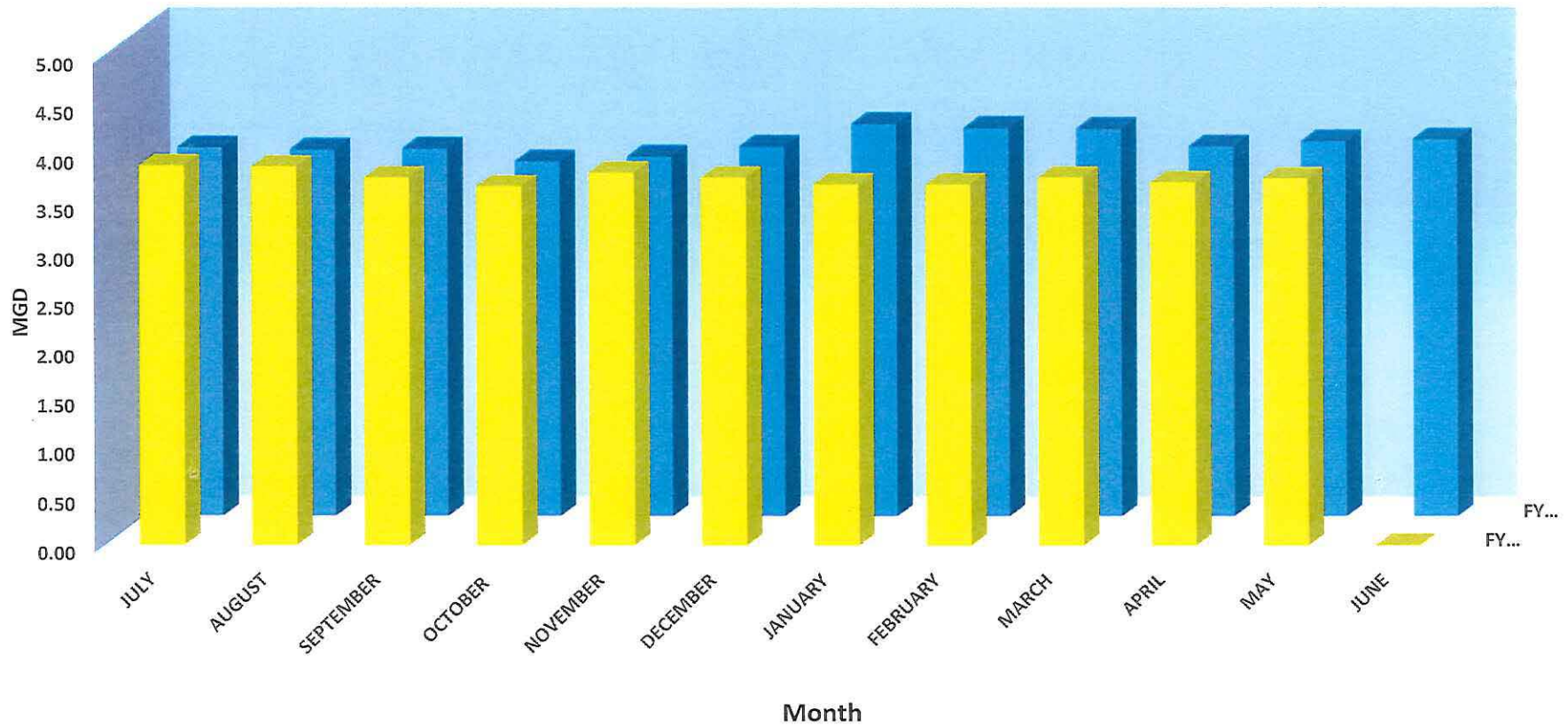
47

# LWD Flows by Sub-Basin May 2018 Total LWD Flow 3.75 MGD

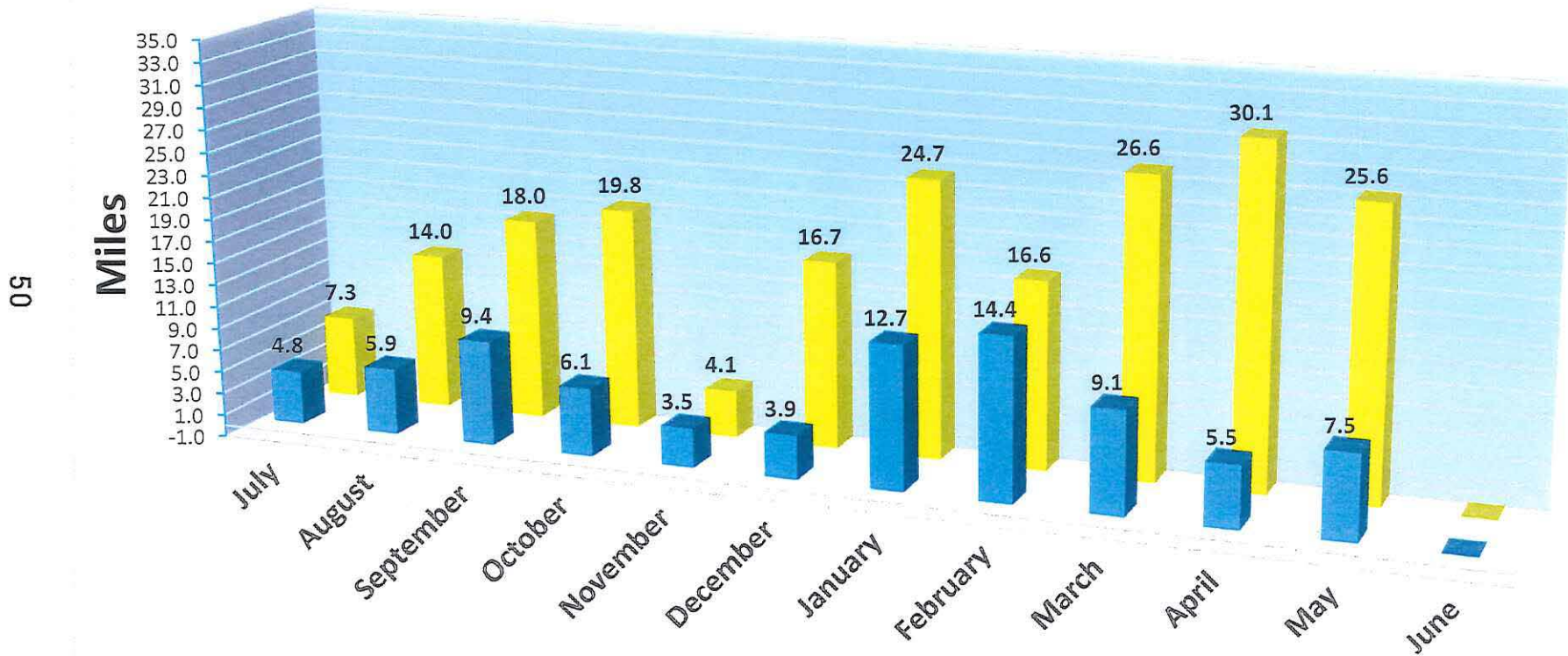




# Leucadia Wastewater District Flow Comparison FY 17 to FY 18



# FY-18 CCTV Inspections & Hydro Cleaning Production



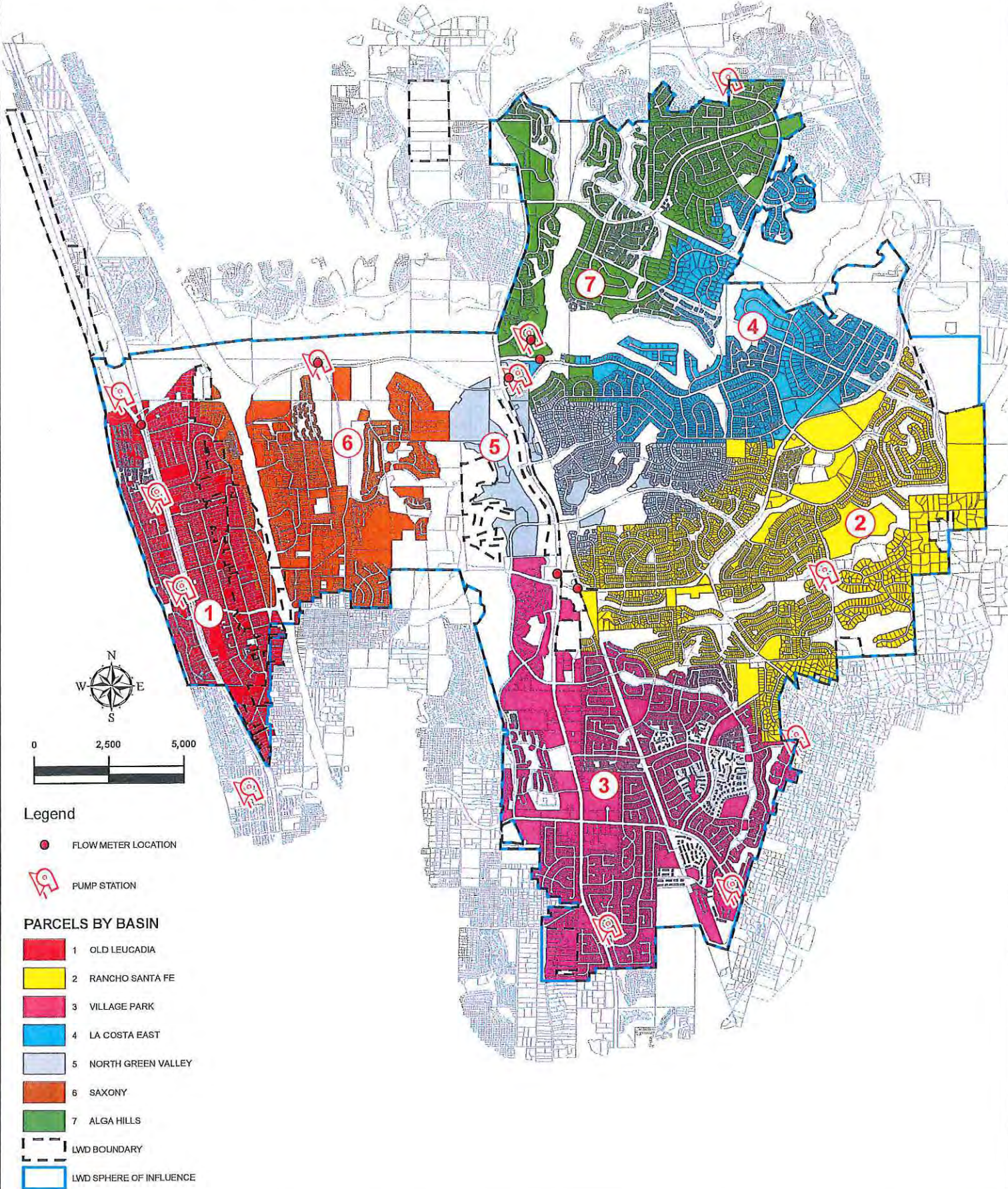
## Monthly Target Mileage

Hydo-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

- CCTV Inspections
- Total Hydro Cleaning

# LEUCADIA WASTEWATER DISTRICT



# Leucadia Wastewater District

## Balance Sheet

As of 5/31/2018

		Current Year
<b>Assets</b>		
Cash & Investments	1CAS	37,538,933.32
Accounts Receivables	2A/R	190,707.09
Prepaid Expense	3PRE	86,381.35
Funds held with Encina Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	159,588,635.11
Less Accumulated Depreciation	6DEP	(52,675,124.16)
<b>Total Assets</b>		<b>146,216,332.71</b>
<b>Deferred Outflows</b>		
Projected/Actual PERS Earnings Difference	6D/O	840,305.00
PERS Proportions & Assumptions Difference	7D/O	22,055.00
Current Year PERS Employer Contribution	8D/O	338,781.97
<b>Total Deferred Outflows</b>		<b>1,201,141.97</b>
<b>Total Assets &amp; Deferred Outflows</b>		<b>147,417,474.68</b>
<b>Liabilities</b>		
Accounts Payable & Accrued Expenses	A/P	331,657.58
Developer Deposits	DEV D	162,643.26
Net Pension Liability	LTDB	3,466,620.00
<b>Total Liabilities</b>		<b>3,960,920.84</b>
<b>Deferred Inflows</b>		
PERS Actual/Proportion Contribution Difference	D/I2	175,908.00
PERS Proportions & Assumptions Difference	D/I3	141,883.00
Projected/Actual PERS Earnings Difference	D/In	382,658.00
<b>Total Deferred Inflows</b>		<b>700,449.00</b>
<b>Net Position</b>		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	106,913,510.95
Reserves	RESV	32,837,316.33
<b>Total Beginning Net Position (as of June 30, 2017)</b>		<b>139,750,827.28</b>
Current Change In Net Position		
Other		3,005,277.56
<b>Total Current Change In Net Position</b>		<b>3,005,277.56</b>
<b>Total Net Position</b>		<b>142,756,104.84</b>
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>		<b>147,417,474.68</b>

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

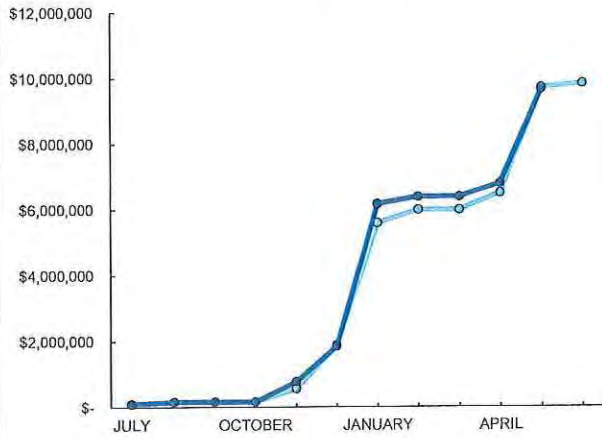
From 7/1/2017 Through 5/31/2018

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 9,666,632.45	\$ 9,827,873.00	\$ 161,240.55	98.4%
3150 Recycled Water Sales	214,400.72	272,000.00	57,599.28	78.8%
3100 Misc. Operating Revenue	56,291.30	205,302.00	149,010.70	27.4%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 9,937,324.47</b>	<b>\$ 10,305,175.00</b>	<b>\$ 367,850.53</b>	<b>96.4%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 1,631,100.40	\$ 1,836,787.00	\$ 205,686.60	88.8%
4200 Employee Benefits	834,945.02	963,613.00	128,667.98	86.6%
4300 Directors Expense	109,543.72	147,800.00	38,256.28	74.1%
4600 Gas, Oil & Fuel	29,607.87	41,000.00	11,392.13	72.2%
4700 Insurance Expense	81,416.75	113,600.00	32,183.25	71.7%
4800 Memberships	27,657.00	29,000.00	1,343.00	95.4%
4900 Office Expense	119,749.44	154,700.00	34,950.56	77.4%
5000 Operating Supplies	177,159.97	202,300.00	25,140.03	87.6%
5200 Professional Services	381,642.60	520,500.00	138,857.40	73.3%
5300 Printing & Publishing	20,381.64	29,500.00	9,118.36	69.1%
5400 Rents & Leases	12,572.66	15,000.00	2,427.34	83.8%
5500 Repairs & Maintenance	303,750.08	451,800.00	148,049.92	67.2%
5600 Monitoring & Permits	54,704.85	60,700.00	5,995.15	90.1%
5700 Training & Development	42,952.23	47,000.00	4,047.77	91.4%
5900 Utilities	376,141.84	427,700.00	51,558.16	87.9%
6100 LAFCO Operations	6,863.30	8,000.00	1,136.70	85.8%
6200 Encina Operating Expense	1,357,929.63	1,861,800.00	503,870.37	72.9%
6900 Admin O/H alloc to Capital	(106,145.87)	(140,121.00)	(33,975.13)	75.8%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 5,461,973.13</b>	<b>\$ 6,770,679.00</b>	<b>\$ 1,308,705.87</b>	<b>80.7%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 376,163.40	\$ 400,600.00	\$ 24,436.60	93.9%
3220 Property Taxes	1,590,926.26	1,600,000.00	9,073.74	99.4%
3250 Investment Income	373,752.06	327,000.00	(46,752.06)	114.3%
3290 Misc. Non Op Revenue	78,650.83	286,400.00	207,749.17	27.5%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 2,419,492.55</b>	<b>\$ 2,614,000.00</b>	<b>\$ 194,507.45</b>	<b>92.6%</b>

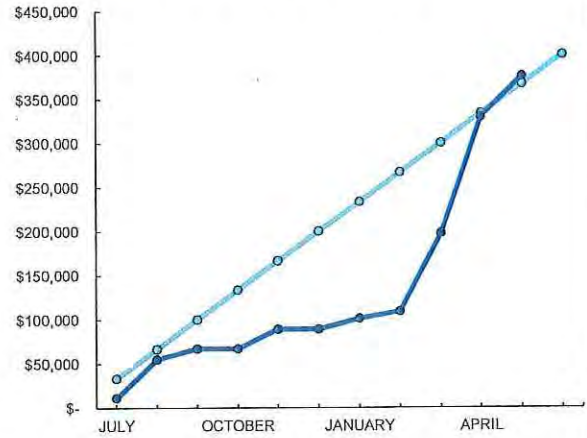
# Leucadia Wastewater District Revenue FY2018

YTD through May 31, 2018

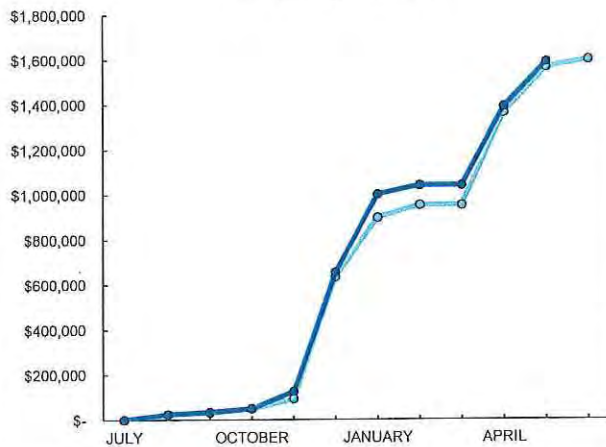
### Sewer Service Fees



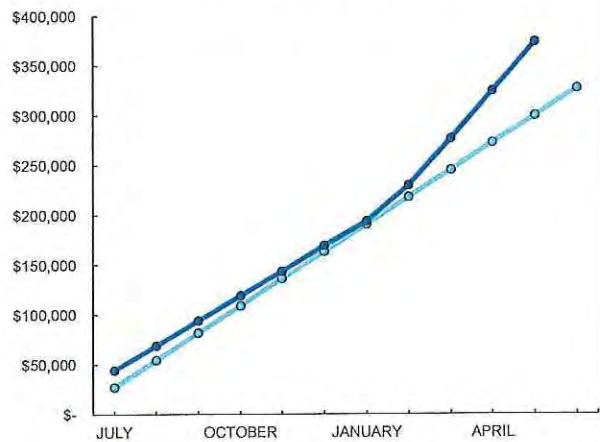
### Capacity Charges



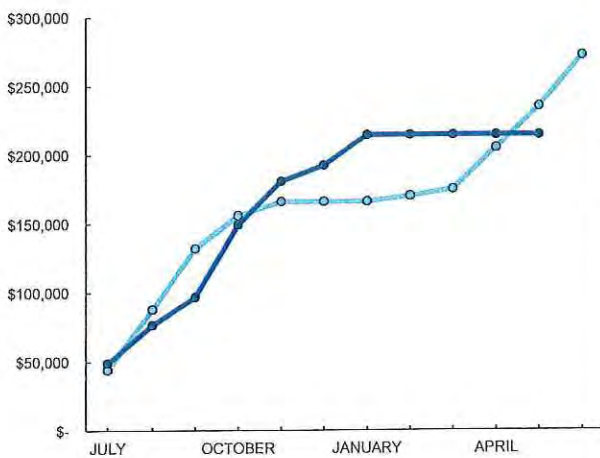
### Property Taxes



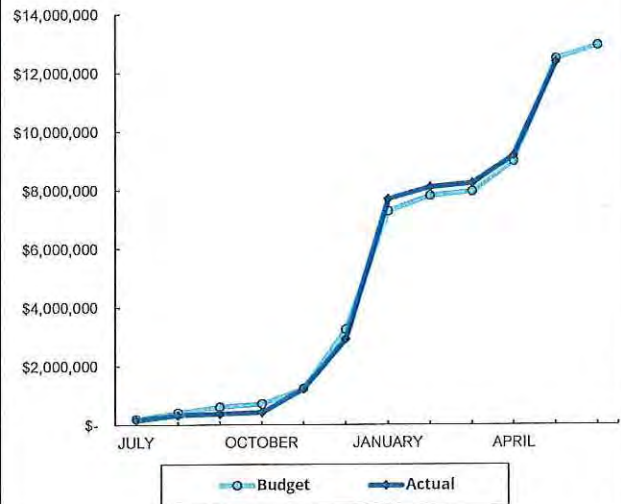
### Investment Income



### Recycled Wastewater Sales



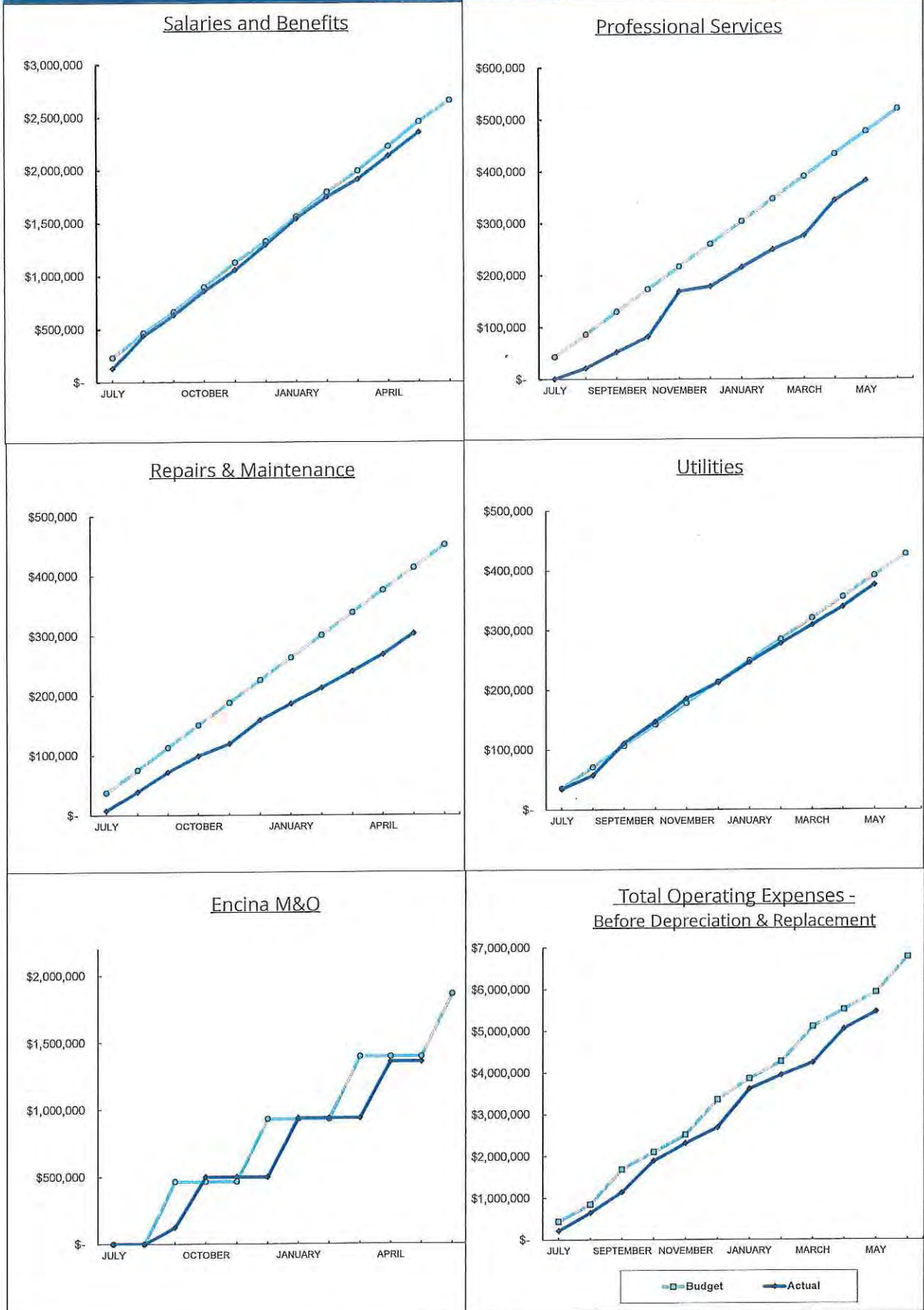
### Total Revenue



○ Budget      ◆ Actual

# Leucadia Wastewater District Operating Expenses FY2018

YTD through May 31, 2018

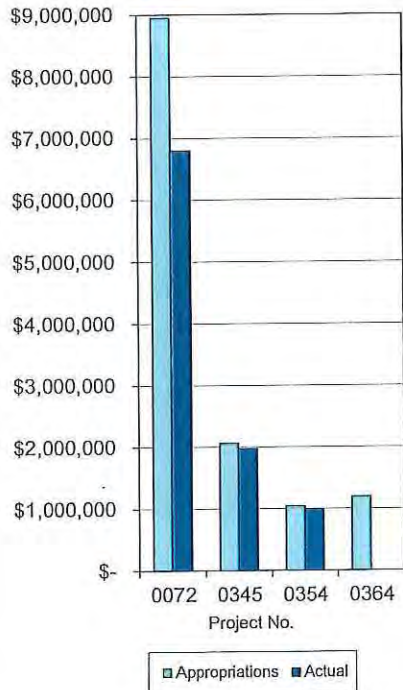


\* Preliminary: subject to future review, reconciliation, accruals, and audit

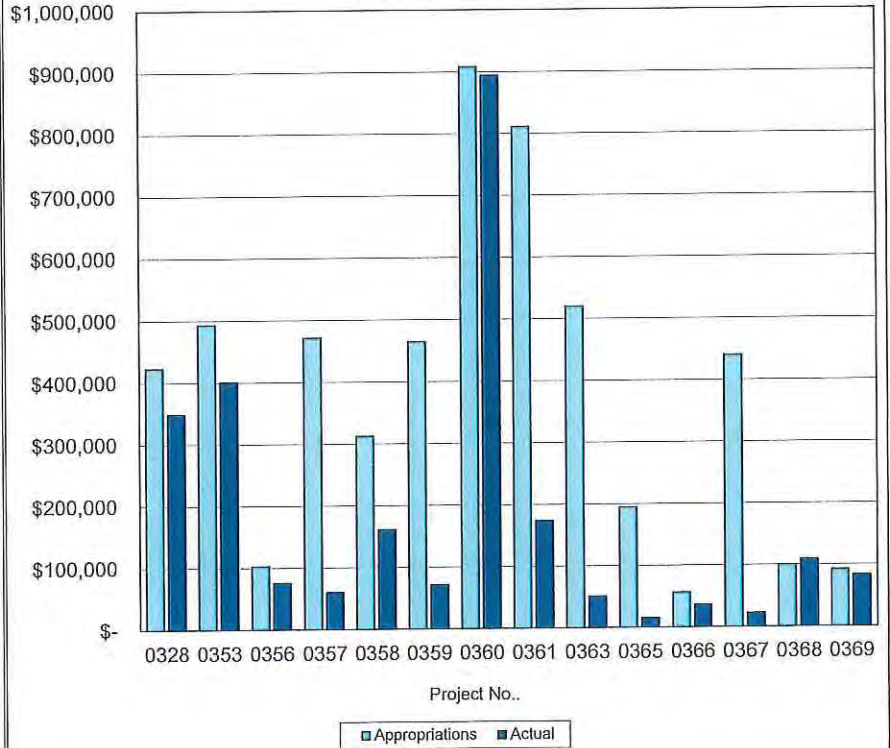
# Leucadia Wastewater District Capital Expenditures

As of May 31, 2018

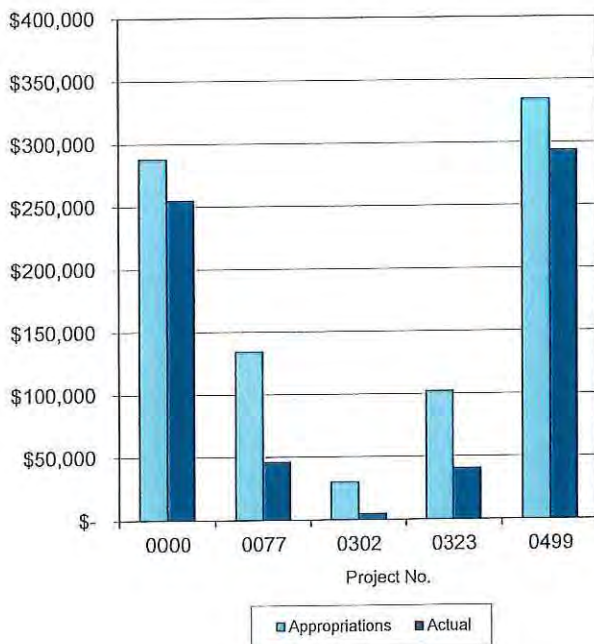
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2018



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2018



Single Year Capital Expenditures by Project FY2018



Project Legend

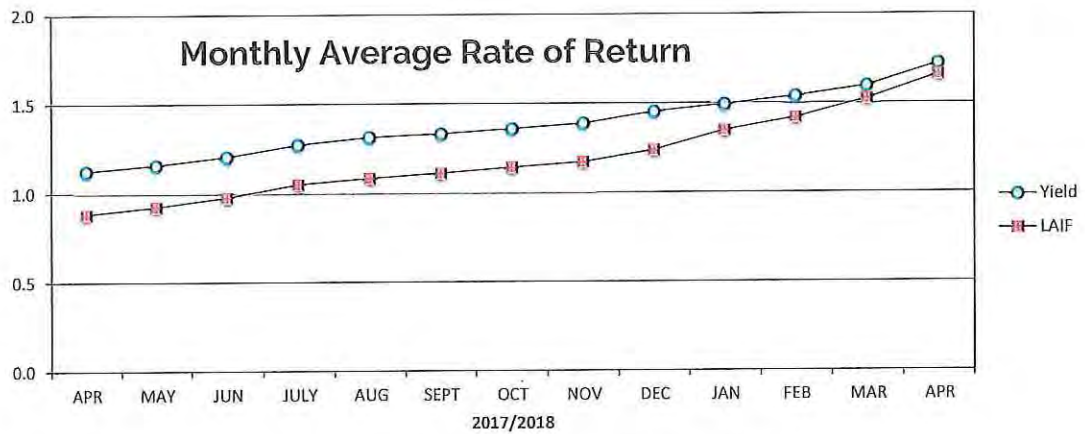
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Leucadia FM West Section Replacement	0345
FY2016 Gravity Pipeline Rehabilitation	0353
Village Park No. 5 PS Replacement	0354
New Recycled Water Pump Design	0356
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
FY2017 Gravity Pipeline Rehabilitation	0359
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Replcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
Force Main Corrosion Control	0366
B1 Force Main - North Section Replcmnt	0367
Asset Management Plan	0368
HQ Electric Meter Installation	0369
Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

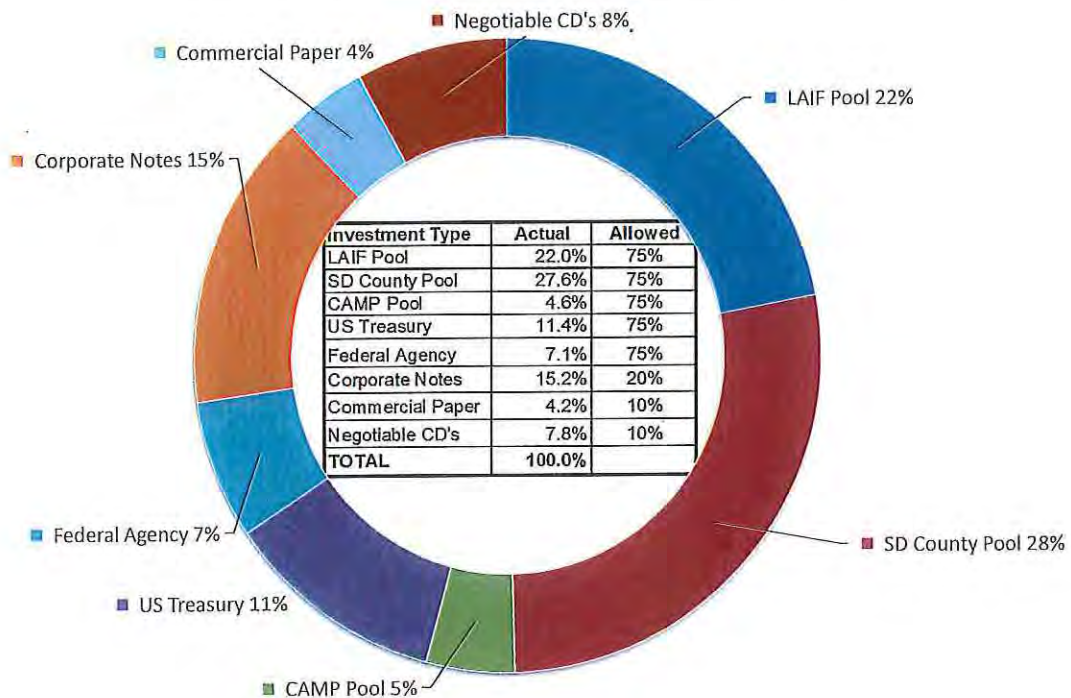


**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**April 30, 2018**

Cash Equivalents & Investments	Principal (Original Cost)		April Interest	Average Rate
	March 31, 2018	April 30, 2018		
LAIF Pool	\$ 8,688,477	\$ 7,726,079	\$ 11,360	1.661%
SD County Pool	9,668,242	9,676,772	14,444	1.792%
CAMP Pool	1,586,905	1,618,684	2,472	1.840%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,452	5,415	33	7.370%
Federal Agency Notes	2,479,535	2,479,535	3,853	1.870%
Corporate Bonds/Notes	5,339,963	5,339,963	6,800	1.530%
Commerical Paper	1,481,473	1,480,451	2,792	2.300%
Negotiable CD's	2,749,883	2,749,883	5,092	2.220%
Total Camp Portfolio	16,054,587	16,053,527	22,788	1.710%
<b>Totals</b>	<b>\$ 35,998,211</b>	<b>\$ 35,075,062</b>	<b>\$ 51,065</b>	<b>1.724%</b>

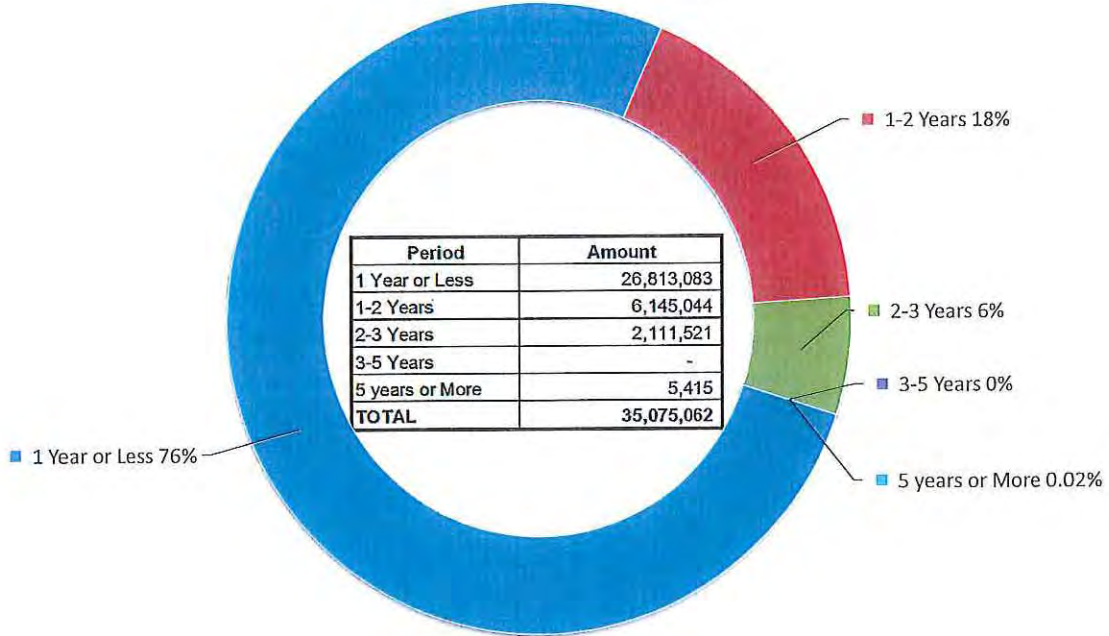


**INVESTMENT DISTRIBUTION BY CATEGORY**

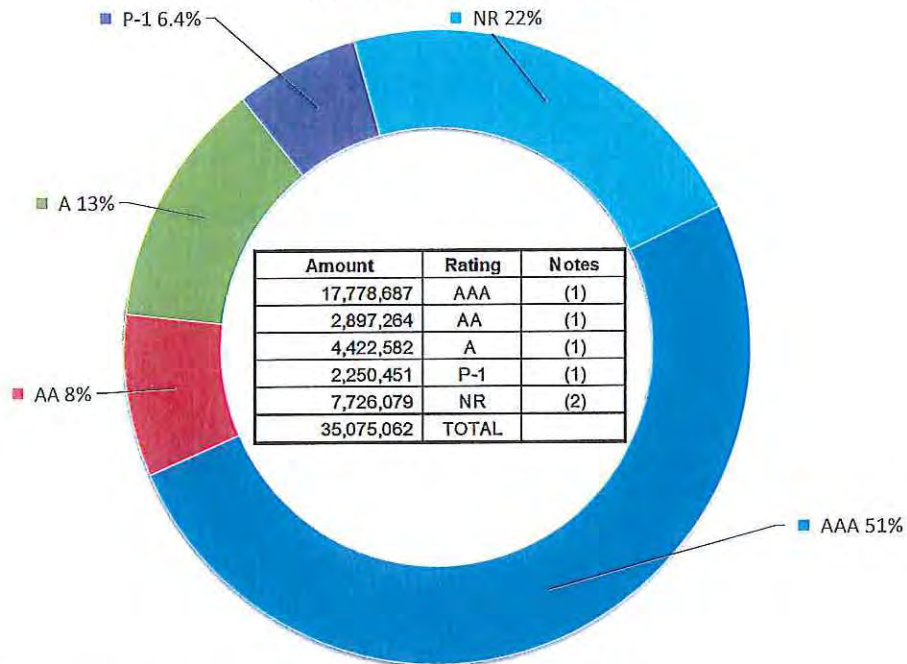


**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**April 30, 2018**  
(Continued)

**REMAINING MATURITY**

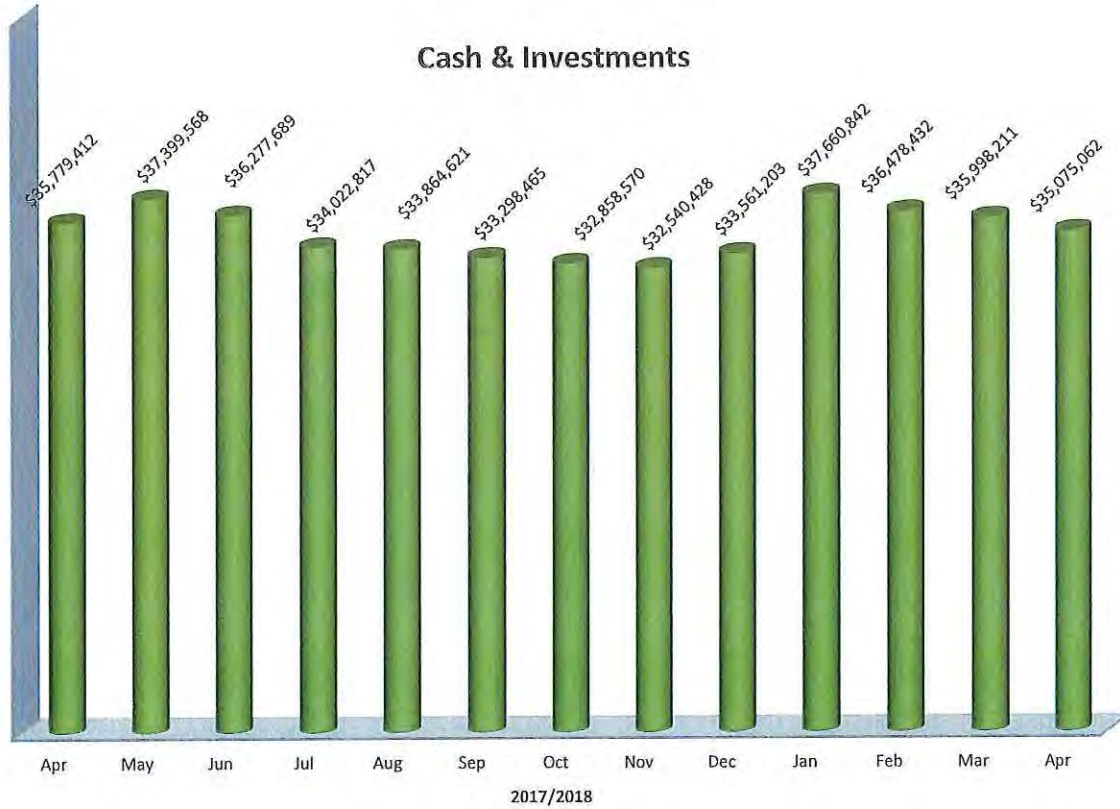


**INVESTMENT RATINGS**



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

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**April 30, 2018**  
**(Continued)**



**INVESTMENT TRANSACTIONS**  
*For the months of April, 2018*


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 33		(3)	7.37%
Bank of Tokyo Mitsubishi UFJ CP		\$ 500,000			1.54%
BNP Paribas NY Commercial Paper		\$ 500,000			1.51%
BNP Paribas NY Commercial Paper	\$ 493,916				2.45%
MUFG Bank LTD/NY Comm Paper	\$ 493,942				2.44%
<b>TOTAL</b>	<b>\$ 987,858</b>	<b>\$ 1,000,033</b>	<b>\$ -</b>		

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 18-6207

**DATE:** June 7, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** May 2018 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 2018.

**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. 2291 – 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 2018 for your review.

tb:PJB

Attachment


Leucadia Wastewater District  
Disclosure of Reimbursements Report  
May 1-31, 2018

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	FSS	FSSup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	J. Stecker	M.Gonzalez
<i>2018 CSDA Legislative Days</i>										
2018 CSDA Legislative Days May 22-23, 2018 Sacramento, CA	Registration	275.00	150.00	275.00						
	Hotel	458.60	458.60	458.60						
	Airfare	211.96	236.96	236.96						
	Meals	47.37	129.73	33.54						
	Rental Car									
	Parking		48.30							
	Tips		6.00	18.00						
	Fuel/mileage/taxi/uber		38.15	69.40						
<b>Total</b>		<b>992.93</b>	<b>1,067.74</b>	<b>1,091.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>2018 CSDA Legislative Days</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Taxi/Uber									
	Parking/Misc									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>2018 CSDA Legislative Days</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>2018 CSDA Legislative Days</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes:

- ES drove to airport with DO.
- ES drove DO/JH home from airport.
- DO paid for roundtrip in Sacramento for ES/JH.
- ES conference registration discounted due to her participation on CSDA Committees

MEMORANDUM

**DATE:** June 7, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Adopt Resolution No. 2297 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2019 (July 1, 2018 to June 30, 2019) Pursuant to Article XIII (B) of the California Constitution**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2297 as presented.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

California Government Code Section 7910 requires that the District establish appropriations limit at the beginning of each fiscal year. The appropriations limit for FY19 has been calculated at \$81,427,055. The planned District appropriations subject to the statutory limitation are \$1,766,492. As per Government Code Section 7910, the document used to develop the Appropriations Limit was made available to the public.

Proposed Resolution No. 2297 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. 2297 as presented.

rad:PJB

Attachment

RESOLUTION NO. 2297

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
ESTABLISHING APPROPRIATIONS LIMIT OF THE DISTRICT  
FOR THE FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019 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:

Section 1. The appropriations limit of LWD for the Fiscal Year July 1, 2018 - June 30, 2019 pursuant to Article XIII (B) of the California Constitution is hereby established as \$81,427,055

Section 2. This Resolution is effective June 13, 2018 and supersedes Resolution No. 2286.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the LWD, held June 13, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Elaine Sullivan, President

ATTEST:

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

(SEAL)

**LEUCADIA WASTEWATER DISTRICT  
APPROPRIATIONS LIMIT  
FISCAL YEAR 2018-2019**

FISCAL YEAR	POPULATION FACTOR	CPI/PI FACTOR	ADJUSTMENT FACTOR	APPROPRIATIONS LIMIT	APPROPRIATIONS SUBJECT TO LIMIT	OVER (UNDER) LIMIT
1978-79				4,131,757		
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)
2016-17	1.0082	1.0537	1.0623	74,420,087	1,576,765	(72,843,322)
2017-18	1.0070	1.0369	1.0442	77,708,993	1,641,550	(76,067,443)
<b>2018-19</b>	<b>1.0108</b>	<b>1.0367</b>	<b>1.0478</b>	<b>81,427,055</b>	<b>1,766,492</b>	<b>(79,660,563)</b>



**LEUCADIA WASTEWATER DISTRICT  
APPROPRIATIONS SUBJECT TO LIMIT WORKSHEET  
FISCAL YEAR 2018-2019**

Fiscal Year	Total Appropriations	Amount
2018-2019	General District	\$ 6,925,305
	Current Construction/Capital	7,578,378
	Other Debt & Reserves Exp.	-
	Reserves	32,417,297
	Subtotal	46,920,980
	Less: Prior Reserves (Limited to above reserves)	33,929,654
	(Difference)	(1,512,357)
	Less: Voter Approved Debt Service	0
	Total Available	14,503,683
	Non-Proceeds of Taxes	12,737,191
<b>Appropriations Subject to Limit</b>		<b>\$ 1,766,492</b>

Fiscal Year	Revenues	Total Revenue	Tax Revenue	Non Tax Revenue
2018-2019	Service Charges	\$ 10,108,782	\$ -	\$ 10,108,782
	Other Operating Income	204,269	-	204,269
	Property Taxes	1,700,000	1,700,000	-
	Other Non-Opererating Income	489,275	-	489,275
	Debt Service	-	-	-
	Less Voter Approved Debt Service	-	-	-
	Subtotal	12,502,326	1,700,000	10,802,326
	Interest Income	489,000	66,492	422,508
	Other Reserve Income	1,512,357	-	1,512,357
	<b>Total Revenues</b>	<b>\$ 14,503,683</b>	<b>\$ 1,766,492</b>	<b>\$ 12,737,191</b>

Interest Income Allocation	
Tax Revenue	\$ 1,700,000
Total Revenue Before Interest	/ 12,502,326
%	= 13.5974698%
Interest Income	* 489,000
Interest Allocated to Tax Revenue	= \$ 66,492

**LEUCADIA WASTEWATER DISTRICT  
APPROPRIATIONS LIMIT WORKSHEET  
FISCAL YEAR 2018-2019**

(2)

	Total (1) 1/1/2016	Within District 1/1/2016	% of City	% of District
Carlsbad	112,930	33,231	29.4%	53.1%
Encinitas	61,928	29,375	47.4%	46.9%
Total		62,606	(to below)	100.0%

(1) The Cities of Carlsbad & Encinitas population figures are per SANDAG regional estimates for 1/01/2016 (per Web Site) Jan 2017 will not be available until later in 2018 per SANDAG

(2) District population figures per special request from SANDAG Latest estimate received May 14, 2018 are for Jan 2016. The Jan 2017 will not be available until later in 2018 per SANDAG

		2016-2017		2017-2018	
		Total cities (3) 1/1/2017	Total district (Calc) 1/1/2017	Total cities (3) 1/2/2018	Total district (Calc) 1/2/2018
Population	%				
Carlsbad	29.4%	113,179	33,304	114,622	33,729
Encinitas	47.4%	62,625	29,706	63,158	29,958
Total	(from above)	175,804	63,010	177,780	63,687
Percentage change				1.124%	1.075%

<u>Adjustment factor calculation</u>	FISCAL YEAR 2018-2019	<u>% CHANGE</u>	<u>FACTOR</u>
1 population change calculation		1.075%	1.0108
2 per capita personal income - (3)		3.670%	1.0367
<b>Adjustment Factor</b>			<b>1.0478</b>

(3) Per California department of Finance letter and attachments, dated May 2018

Encina Wastewater Authority Report  
Regular Board Meeting  
May 23, 2018

EWA Board of Directors - Director Juliussen Reporting

**1. Biosolids, Energy & Emissions Strategic Plan Update**

The Board of Directors received and filed the Biosolids, Energy & Emissions Strategic Plan Update.

**2. EWPCF Process Upset and Response Report**

The Board of Directors received and filed the EWPCF Process Upset and Response Report.

**Executive Session**

**4. The Board of Directors met in Executive Session to discuss:**

Conference with Legal Counsel – existing litigation as authorized by Government Code section §54956.9(d)(1) – One Case: In the Matter of Statement of Issues Against Encina Wastewater Authority.

Existing litigation as authorized by Government Code §54956.(d)(4) - one case: National Oilwell Varco, LP and Flo-Systems, Inc.

Conference with Legal Counsel – Anticipated Litigation – Significant exposure to litigation pursuant to Government Code §54956.9(d)(2): 2 matters

There was no reportable action.

# Human Resources Committee Meeting Report

Presented by Director Hanson

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**Meeting held May 15, 2018**

The Human Resources Committee met in closed session with General Manager Bushee, Administrative Services Manager Duffey, Administrative Services Supervisor Trisha Hill, and Georg Krammer with Koff & Associates to discuss:

- 1. The Fiscal Year 2019 Informal Input Process regarding employee compensation, as authorized under Government Code §54957.6**

There was no reportable action.

# Engineering Committee Meeting Report

Presented by Director Juliussen

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**Meeting held June 6, 2018**

The Engineering Committee (EC) reviewed the following recommendation:

- 1. Receive and file the 2018 Asset Management Plan completed by Dexter Wilson Engineering.**


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

- 2. The EC also received information on the following:**

- Poinsettia Train Station Parallel Gravity Pipeline Project; and
- Leucadia (L1) Force Main Spill that occurred on May 22, 2018

These items were for informational purposes only.

**MEMORANDUM**

**DATE:** June 7, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Adoption of Fiscal Year 2019 (FY19) Budget

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt the FY19 Leucadia Wastewater District (LWD) Budget as presented.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

On May 29, 2018, the Board of Directors attended a special board meeting to review the proposed FY19 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 FY19 Operating and Capital Budgets.

The final budget is enclosed for the Board's review. Staff recommends that the Board of Directors adopt LWD's FY19 Budget.

tb:PJB

Enclosure

**MEMORANDUM**

**DATE:** June 7, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Public Hearing on a Proposal to Increase the District's Capacity Fee**

---

**DISCUSSION:**


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 increase the District Capacity Fee from \$4,006 per EDU to \$5,089 per EDU.

The notice of this public hearing was posted at the District on May 30, 2018. It will also be published in the San Diego Union Tribune on May 30, 2018.

th:PB

**MEMORANDUM**

**DATE:** June 7, 2018  
**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 2019 (FY19) 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:

- 1) A proposal to collect LWD's wastewater service charges for FY19 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 the District on May 30, 2018. It was also published in the San Diego Union Tribune on May 30, 2018.

**DISCUSSION:**

- 1) Collection of District Wastewater Service Charges for FY19 on the Tax Roll of the County of San Diego

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 FY19. 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 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.

th:PJB



## MEMORANDUM

**DATE:** June 7, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Capacity Fee Adjustment



---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Ordinance No. 137 adjusting the District's Capacity Fee from \$4,006 per Equivalent Dwelling Unit (EDU) to \$5,089 per EDU.
2. Discuss and take other action, as appropriate.

**BACKGROUND:**

Prior to this item, the Board of Directors will have conducted a public hearing regarding the adjustment of LWD's Wastewater Capacity Fee.

On May 16, 2018, the Board of Directors conducted a special board meeting to review various financial models that LWD will use to guide its finances over the next 20 years. At that meeting, Ms. Andrea Boehling from Raftelis presented information that a capacity fee increase was warranted.

LWD's capacity fee is paid by new applicants for the privilege of connecting to the District's wastewater collection system. The fees allow the District to recover an equitable share of the value of the connection in facilities that are (or will be) available to serve new applicants for service. Since growth in the District has slowed, the capacity fee now essentially represents 100% buy-in.

LWD's current capacity fee of \$4,006 per Equivalent Dwelling Unit (EDU) was established in June 2013 with the adoption of Ordinance No. 129. Based on the results of the 2018 Wastewater Capacity Fee Study, staff, along with Raftelis, is recommending a 27% increase to \$5,089 per EDU. The District bases this charge on the sum of the District assets divided by the total number of EDUs anticipated at service area build-out (31,974 EDUs). The assets are the total assets that each new connection is buying into in order to share in the cost of the facilities that benefit each connection.

Proposed Ordinance No. 137 is attached for the Board's review. If adopted, it will repeal Ordinance No. 135 and adjust the District's capacity fee from \$4,006 to \$5,089 immediately after adoption. Staff recommends that the Board of Director's adopt the proposed ordinance.

th:PJB

Attachment

**ORDINANCE NO. 137**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
INCREASING THE DISTRICT'S WASTEWATER CAPACITY FEE**

---

**WHEREAS**, the Leucadia Wastewater District (LWD) is a county water district that operates as a special district in accordance with Government Code Section 56036; and,

**WHEREAS**, the LWD Board of Directors has determined and set Equivalent Dwelling Unit (EDU) Factors for various Wastewater Use Categories used throughout LWD by Exhibit A of Ordinance No. 135;

**WHEREAS**, the Capacity Fee has been set by Ordinance No. 135 at \$4,006 per EDU; and,

**WHEREAS**, the LWD maintains a long-range financial plan to guide its finances over the next 20 years; and,

**WHEREAS**, the 2018 Wastewater Capacity Fee Study finds that an increase in the wastewater capacity fee is appropriate for the funding of the District's Capital Improvement Program attributable to buy-in; and

**WHEREAS**, the LWD Board of Directors has determined that a capacity fee increase is appropriate; and,

**WHEREAS**, a copy of the 2018 Financial Plan Update is available for public review at the LWD Administration Office; and

**WHEREAS**, a public hearing to consider the increase in capacity fee was duly noticed and held in accordance with Government Code Section 66016 on the date hereof,

**NOW, THEREFORE, BE IT ORDAINED:**

1. The LWD Wastewater Capacity Fee shall be increased from \$4,006 per Equivalent Dwelling Unit (EDU) to \$5,089 per EDU for the privilege of capacity in the District's wastewater system.
2. That the capacity fee charges shall be assessed in accordance with the EDU Factors established by the District and incorporated herein as "Exhibit A".
3. That the provisions of this ordinance shall be effective immediately after its adoption, and thereafter, Ordinance No. 135 shall be void and of no further force and effect.

Ordinance No. 137  
Increasing the District's Wastewater Capacity Fee  
Page 2

**PASSED AND ADOPTED** this 13th day of June 2018, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Elaine Sullivan  
President

**ATTEST:**

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Paul J. Bushee  
Board Secretary

**LEUCADIA WASTEWATER DISTRICT  
 EDU FACTORS  
 CAPACITY FEE SCHEDULE**

WASTEWATER USE CATEGORIES		
NO.	DESCRIPTION	EDU FACTORS
1	<u>Single-Family Residence</u>	1.0
2	<u>Accessory Dwelling Unit</u>	
a	1,000 square feet or smaller	0.5
b	1,001 square feet or larger	1.0
Capacity Fees do not apply to Accessory Dwelling Units (ADUs) that are exempt from such fees under State Law (generally new units contained within the existing space of a single-family residence or accessory structure). Sewer Service Fees still apply, and they are determined by the applicable EDU Factor for the ADU.		
3	<u>Multiple Dwelling</u> (apartments, duplexes, condominiums and townhouses)  Each living unit	1.0
4	<u>Mobile Home or Trailer Park</u>  Each mobile home or trailer space	1.0
5	<u>Motel or Hotel</u>	
a	Each unit without a kitchen	0.33
b	Each unit with a kitchen	0.55
6	<u>Medical Care or Elder Care</u> (hospitals, skilled nursing homes, convalescent homes, retirement homes, assisted living homes and similar facilities)  Each plumbed facility must have a 1.0 EDU minimum. If the EDU calculation below is less than 1.0, the base minimum of 1.0 will apply	1.0 min.
a	Multiple dwellings without individual kitchen & with on-site community eating facilities, per individual bed	0.4
b	Multiple dwellings with individual kitchen and on-site community eating facilities, per living unit	0.8
c	Multiple dwellings with individual kitchen and no on-site community eating facility, per living unit	1.0
d	Single dwellings with individual kitchen regardless of community facilities, per living unit	1.0
7	<u>Churches, Theaters, and Auditoriums</u>  Each unit of 115 persons or fraction thereof	1.0

8	<u>Schools</u>	
a	Each Elementary School per 60 pupils or fraction thereof	1.0
b	Each Junior High School per 50 pupils or fraction thereof	1.0
c	Each High School per 30 pupils or fraction thereof	1.0
d	Each Trade, Vocational, University or College per 30 pupils or fraction thereof	1.0
9	<u>Laundries - Self Service</u> Per each washer	0.75
10	<u>Food Services Establishments</u>	
a	<i>Limited Food Preparation Establishments.</i> Facilities that only engage in the reheating, hot-holding or assembly of ready to eat products and the incidental sale of beverages.  See "Other Commercial or Industrial Users"	(See Category 15)
b	<i>Low Food Preparation Establishments.</i> Facilities that prepare food, but have equipment and/or uses deemed to have a low risk of FOG <sup>1</sup> , BOD <sup>2</sup> or TSS <sup>3</sup> discharge (microwave, toaster, toaster oven, bread oven, combi-oven, steamers, freezers for serving frozen products, and other similar equipment) <sup>4</sup> . Includes facilities for which the preparation and sale of specialized beverages, such as coffees and smoothies, is an incidental part of the business.  Minimum allows for up to 14 seats with multi-use utensils or up to 30 seats with single-use utensils	2.0 min.
1)	Additional for each unit of 7 seats or portion thereof with multi-use utensils that exceeds minimum seating	1.0
2)	Additional for each unit of 15 seats or portion thereof with single-use utensils that exceeds minimum seating	1.0
c	<i>High Food Preparation Establishments.</i> Facilities that prepare food and have equipment and/or uses deemed to have a high risk of FOG <sup>1</sup> , BOD <sup>2</sup> or TSS <sup>3</sup> discharge (char-broiler, griddle, grill, stove (range), oven (range), deep fryer, kettle, rotisserie, smoker, tilt skillet, pizza oven and other similar equipment) <sup>4</sup> . Includes facilities for which the preparation and sale of specialized beverages, such as coffees, is the primary focus of the business.  Minimum allows for up to 21 seats with multi-use utensils or up to 45 seats with single-use utensils	3.0 min.
1)	Additional for each unit of 7 seats or portion thereof with multi-use utensils that exceeds minimum seating	1.0
2)	Additional for each unit of 15 seats or portion thereof with single-use utensils that exceeds minimum seating	1.0

1 Fats, Oils, and Grease


2 Biochemical Oxygen Demand, 5 day

3 Total Suspended Solids

4 The type of equipment alone is not dispositive. A final determination regarding a facility's classification is made after considering its specific equipment and use characteristics.

11	<u>Commercial Facilities With Food Preparation</u>	
a	For Food Preparation Area, See "Food Services Establishments"	(See Category 10)
b	For Commercial Area, See "Other Commercial or Industrial Users"	(See Category 15)
12	<u>Ballrooms, Banquet Facilities and Convention Facilities</u> Per block of 40 seats	1.0
13	<u>Automobile Service Stations</u>	
a	Not more than four (4) gasoline pumps	2.0
b	More than four (4) gasoline pumps	3.0
c	Additional for each washing rack, pit or floor drain (Drains subject to collecting toxic, hazardous, or potentially explosive waste are not allowed to be connected to sewer)	2.0
d	Car washes shall be individually evaluated by LWD District Engineer based on peak net discharge rate of specific equipment to be used with internal water recycling required	(Per Review)
14	<u>Banks and Savings and Loan Associations</u> Each 3,000 square feet or portion thereof	1.0
15	<u>Other Commercial or Industrial Users</u>	
a	Up to 1,000 square feet	1.0
b	Plus for each additional 1,000 square feet or portion thereof up to 5,000 square feet	0.6
c	Plus for each additional 1,000 square feet or portion thereof over 5,000 square feet	0.4
d	The Capacity Fees for establishments with unusual sewer characteristics or for any commercial use not described in the categories above shall be fixed by the Board of Directors by motion, resolution, or ordinance when each specific application is submitted	(Per Case)
<p>At any time the District may review the current standards of practice of any commercial or industrial customer with regard to sewer use during the previous year. If such use is not within the limits of the previous classification, the service may be reclassified accordingly and any additional capacity charges shall become due and payable immediately on request.</p>		

**MEMORANDUM**

**DATE:** June 7, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Adopt Resolution No. 2298 – 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, 2018 to June 30, 2019**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2298 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 2019 (FY19). Prior to this item, the Board of Directors will have conducted a public hearing regarding the collection of the FY19 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 FY19. The charges in the report are based on the FY19 wastewater service charge of \$343.68 per year per equivalent dwelling unit (EDU).

Staff recommends that the Board adopt Resolution No. 2298 (attached) as presented, and/or take other action as appropriate.

th:PJB

Attachment

RESOLUTION NO. 2298

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 THE COUNTY TAX  
ROLL FOR THE FISCAL YEAR JULY 1, 2018 – JUNE 30, 2019

---

**WHEREAS**, the Board of Directors of LEUCADIA WASTEWATER DISTRICT (LWD) has elected to have wastewater service fees for the Fiscal Year July 1, 2018 – June 30, 2019 (FY 2019) 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 \$343.68 per year (Existing Wastewater Service Fee); and

**WHEREAS**, the Board of Directors has determined that the FY 2019 Wastewater Service Fee for each EDU shall remain at \$343.68 per year effective July 1, 2018; 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 2019 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:**

Section 1. The Board of Directors hereby determines that the amount of the wastewater fee for each parcel for the Fiscal Year July 1, 2018 – June 30, 2019 shall be as described in said report.

Section 2. The report is hereby adopted and approved.

Section 3. 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.

Section 4. Effective July 1, 2018 this Resolution supersedes Resolution No. 2283.



**PASSED AND ADOPTED** by the Board of Directors at a meeting of LWD held June 13, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Elaine Sullivan, President

ATTEST:


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Paul J. Bushee, Secretary/Manager

(SEAL)

MEMORANDUM

Ref: 18-6218

**DATE:** June 7, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Adoption of the 2018 Wastewater Financial Plan Study

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt the Leucadia Wastewater District's 2018 Wastewater Financial Plan Study.
2. Authorize staff to implement the 2018 Wastewater Financial Plan Study's recommendations.
3. Discuss and take other action as appropriate.

**DISCUSSION:**

On May 16, 2018, the Board of Directors held a Special Board meeting to review various options for meeting LWD's future financial obligations. At the meeting, staff and Ms. Andrea Boehling from Raftelis Financial Consultants Inc. (Raftelis) presented two financial scenarios for LWD's Wastewater Enterprise including a "pay-as-you-go" option and an option that would involve bonding. The two scenarios were as follows:

- Scenario 1 – "Pay-as-you-go" - 10%, 7%, and 6% service rate increases for 3 years each, with the increases beginning in FY 2021, FY 2027, and FY 2033, respectively. Each 3-year increase is followed by intermittent 3 years of no increases. Scenario 1 goes through 2038.
- Scenario 2 – "Bonding" – issue \$40 million of bonds in FY 2021 with an initial smaller 3-year service rate increase of 5%, followed by larger 3-year increases of 14% and 9%, beginning in FY 2021, FY 2027, and FY 2033, respectively. Each 3-year increase is followed by intermittent 3 years of no increases. Scenario 2 goes through 2038.

*Special Board Meeting Direction:*

After reviewing and discussing the various models presented, the Board directed staff to proceed with finalizing the 2018 Wastewater Financial Plan Study incorporating Financial Scenario 1. The Board believed that Financial Scenario 1 best balanced service fee increases with the long-term financial stability of LWD. Raftelis and staff have subsequently worked to finalize the 2018 Wastewater Financial Plan Study.

*2018 Wastewater Financial Plan Study*

As previously indicated, the 2018 Wastewater Financial Plan Study has been finalized based on the Board's direction. Attached for your information, please find a copy of the report's Executive Summary. A copy of the full report is available upon request.

A summary of the 2018 Wastewater Financial Plan Study's key recommendations are as follows:

- Increase the current wastewater service rate 10% per year over 3 years beginning in Fiscal Year 2021 (Scenario 1).
- Continue "pay as you go" approach for funding capital projects.
- Maintain the operating reserve balance at 33% of annual budgeted operating expenses to meet the District's day to day operating expenses.
- Maintain the Emergency Reserve balance at \$7,500,000.
- Maintain a positive balance in the Unrestrictive Capital Replacement Reserve with a minimum reserve target balance equal to an annual average of the 20-year capital improvement program projected expenditures.

Staff recommends that the Board of Directors: 1) adopt the 2018 Wastewater Financial Plan Study; and 2) authorize staff to proceed with the implementation of the 2018 Wastewater Financial Plan Study's recommendations.

rad:PJB

Attachment

# 1. Executive Summary

## 1.1. Background

In January 2018, Leucadia Wastewater District (District) engaged Raftelis Financial Consultants, Inc. (Raftelis) to develop a Financial Plan Study (Study) for the District's wastewater enterprise and to review the financial health of the recycled water enterprise for fiscal years (FY) 2019 to 2038. The District utilizes a long-term financial planning process to project future financial conditions, provide guidance in the decision-making process, and ultimately to ensure the financial stability of the District. The District typically performs major financial plan updates every five years and minor updates based on actual financials on an annual basis. Performing annual updates ensures the District is aware of any major deviations from projections and allows the District to make any necessary adjustments in a timely manner.

## 1.2. Process

Raftelis worked closely with District staff on an ongoing basis via scheduled in-person meetings, workshops, and webinars. During the kick-off meeting, the major drivers for the study were determined and key information was reviewed and discussed. Raftelis used the knowledge gained during the kick-off meeting in conjunction with historical financial information, economic and demographic characteristics, industry standards, engineering planning documents (such as the Asset Management Plan), cost-sharing based on the District's ownership in Encina, and assumptions defined by District Staff to develop a long-term financial plan.

Raftelis hosted a financial plan workshop with District staff to present the preliminary results of the financial plan, receive feedback from District Management, and determine the scenarios to present to the Board. During the staff workshop key inputs, assumptions, revenues, and expenditures were reviewed. In addition, capital improvement scenarios, debt funding scenarios, and revenue adjustment options were evaluated. Working collaboratively with District Management, Raftelis refined the financial plan model and presented two scenarios to the District Board. Raftelis incorporated feedback on policies and objectives from the District Board and developed a financial plan to meet the following criteria:

- Continue with the current rate pattern of 3 years of increases followed by 3 years of no increases
- Positive net operating cash income each FY of the planning period
- Fully fund capital projects through Pay-As-You-Go (PAYGO) or cash on hand
- Establish and meet reserves targets through the majority of the study period

This Financial Plan Study Report (Report) includes a twenty-year financial plan, incorporates the capital improvement plan, examines reserves in both the short-term and the long-term planning horizon, proposes wastewater rate adjustments for the Study Period of FY 2019 to FY 2023, and projects wastewater revenue adjustments for the remaining years of the planning period (FY 2024 – FY 2038). The major objectives of the study include the following:

- Develop a financial plan for the wastewater enterprise to maintain the strong financial health of the enterprise
- Incorporate the recently completed Asset Management Plan Update and near term projected capital expenditures
- Evaluate the impacts of issuing debt to fund capital expenditures
- Review the financial position of the recycled water enterprise

- Develop sound and sufficient reserve fund targets

### 1.3. Results and Recommendations

The District is currently in a strong financial position, has healthy reserves, and the current wastewater rate of \$28.64 per month is well below the County average of \$48.97 per month. Based on the strong financial position, the District will be able to fund planned wastewater capital projects and maintain healthy reserves with reasonable revenue adjustments.

Table 1-1 shows the proposed monthly service charge per EDU through FY 2023 based on the proposed revenue adjustments. Although the table shows proposed revenue adjustments for FY 2021 through FY 2023, the District will review and confirm the needed revenue adjustments on an annual basis. Additionally, the proposed revenue adjustments are intended to ensure that the District maintains their strong financial position moving forward. All rates are rounded up to the nearest penny.

**Table 1-1: Proposed Monthly Service Charge (\$ / EDU)**

	FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021	Proposed FY 2022	Proposed FY 2023
Revenue Adjustment		0%	0%	10%	10%	10%
Monthly Service Charge per EDU	\$28.64	\$28.64	\$28.64	\$31.50	\$34.65	\$38.12
Yearly Service Charge per EDU	\$343.68	\$343.68	\$343.68	\$378.05	\$415.85	\$457.44

Overall, the proposed financial plan for the wastewater system aims to strike a balance between ensuring a strong financial position and, to the extent possible, minimizing rate increases to its customers through a multi-year measured approach. As shown in Table 1-1, it is recommended that the District maintains its current approach of three years of rate adjustments followed by three years of no rate adjustments. Additionally, Raftelis recommends fully funding capital projects through PAYGO.

The following figures illustrate the proposed wastewater financial plan over the planning period. The proposed financial plan assumes 7% revenue adjustments in FY 2027 through FY 2029 and 6% revenue adjustments in FY 2033 through FY 2035. Figure 1 illustrates the operating position of the wastewater enterprise, where expenses and net cashflow are shown by stacked bars and the total revenues at both current rates and proposed rates are shown by the horizontal trend lines. Figure 2 summarizes the projected CIP and its funding sources (100% PAYGO). Figure 3 displays the ending total reserve balance for the wastewater enterprise, inclusive of operating, capital, and emergency funds. The horizontal trend line indicates the target reserve balance and the bars indicate projected ending reserve balance. No new debt is proposed to be issued as part of the proposed 20-year financial plan. Figure 4 shows the projected monthly service charge per EDU based on the recommended revenue adjustments in the financial plan. The 2018 San Diego County wastewater average rate per EDU of \$48.97 is also shown in this figure as an orange line on the graph. This median figure was provided by the District from their recent Sewer Rate Survey of Cities and Special Districts in San Diego County and indicates that even with the proposed and recommended revenue adjustments, the District's rates will remain below the County average at least until FY 2033 and likely beyond as other agencies increase their rates.

Figure 1: Operating Financial Position with Proposed Revenue Adjustments

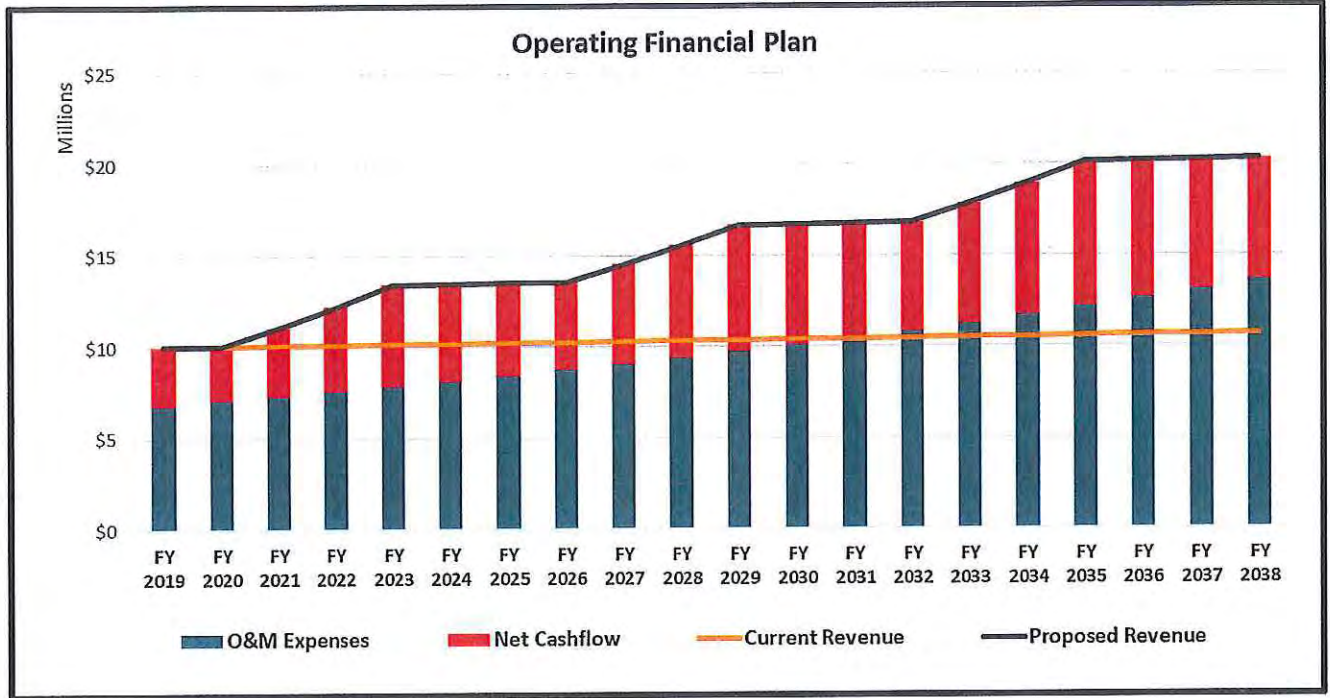


Figure 2: Proposed Wastewater Capital Improvement Plan and Funding Source

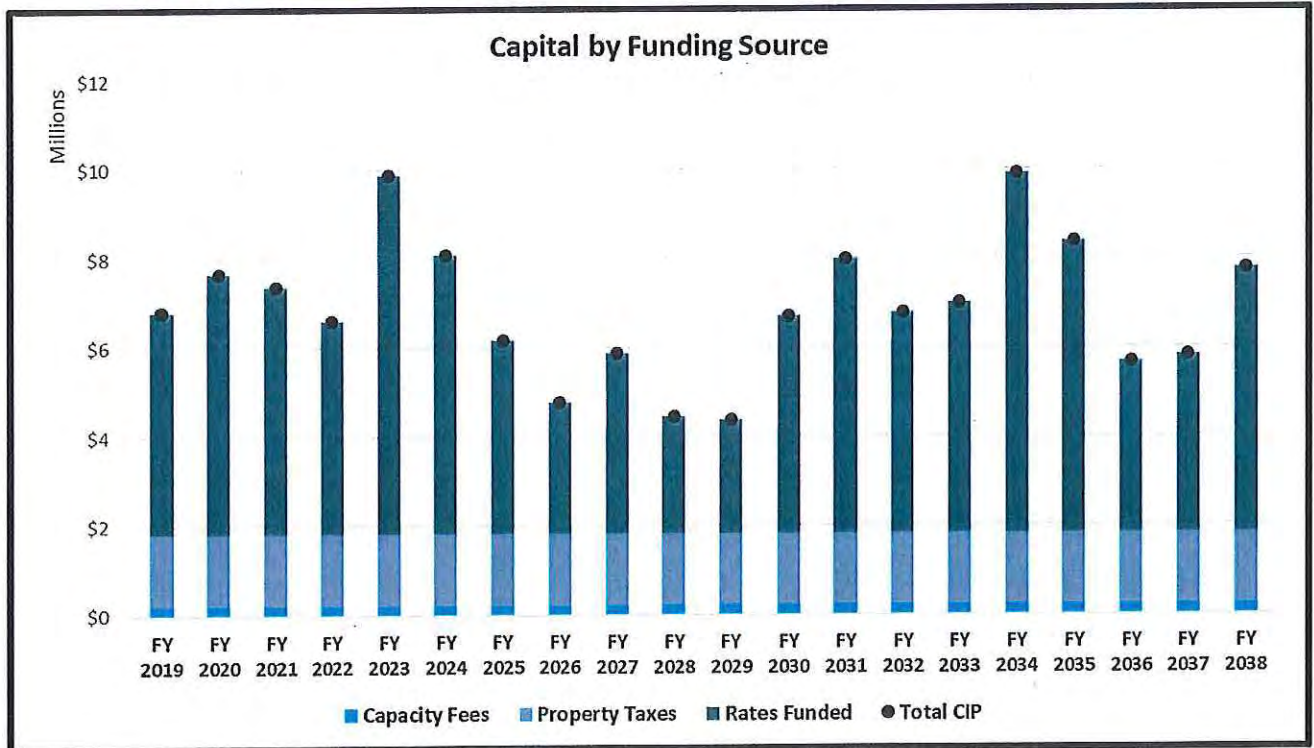


Figure 3: Projected Ending Wastewater Reserves at Projected Rates

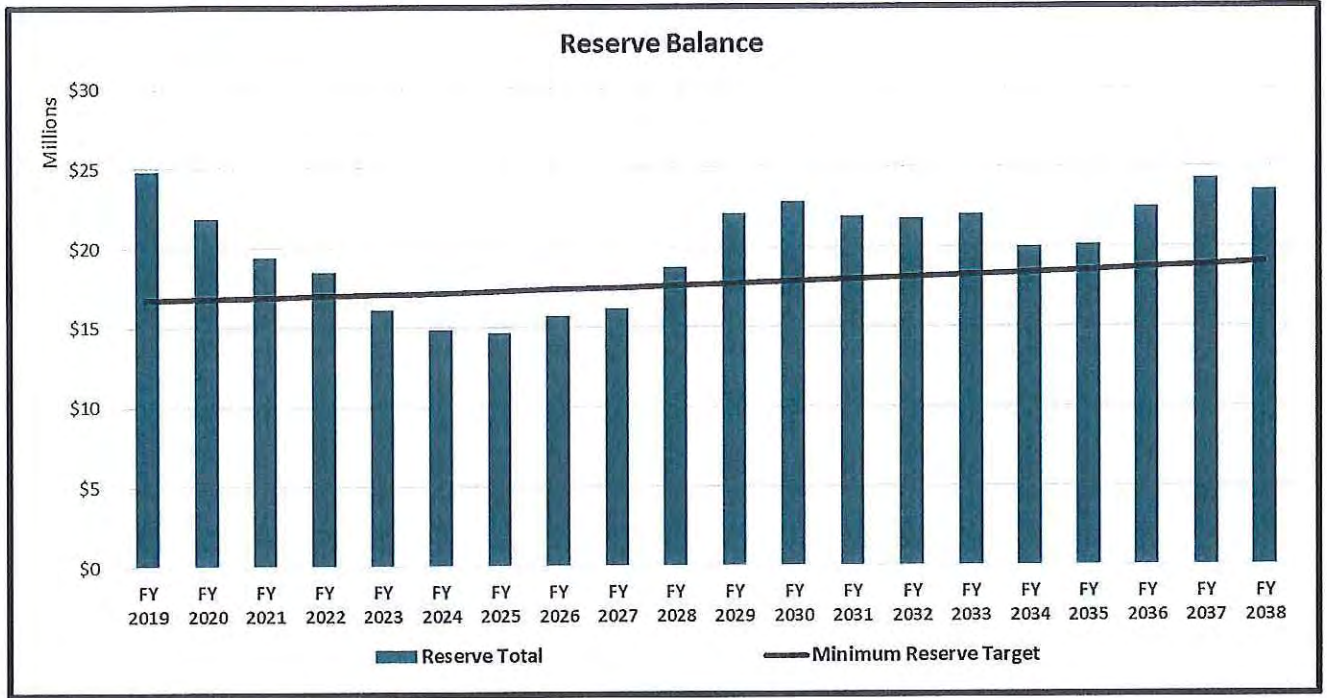
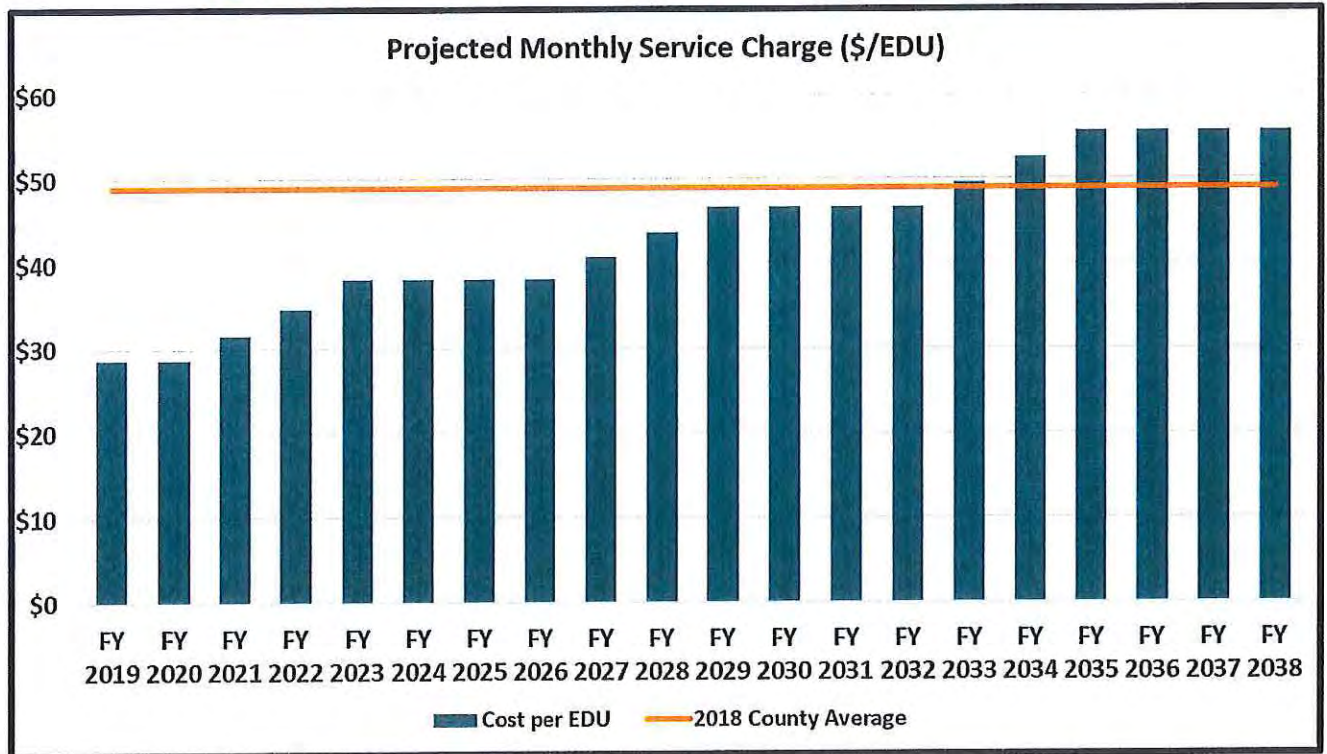


Figure 4: Projected Wastewater Monthly Service Charge per EDU



## MEMORANDUM

Ref: 18-6545

**DATE:** June 7, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** 2018 Wastewater Capacity Fee Study



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### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Receive and file the Leucadia Wastewater District's 2018 Wastewater Capacity Fee Study.
2. Discuss and take other action as appropriate.

### DISCUSSION:

The District's existing wastewater capacity fee of \$4,006 per Equivalent Dwelling Unit (EDU) was last updated in 2013 and was based on a 100% buy-in. On May 16, 2018, the Board of Directors held a Special Board meeting to review and update the capacity fees to ensure new system users or existing users requiring increased system capacity pay their fair share of the costs associated with the wastewater facilities required to serve them. At the meeting, staff and Ms. Andrea Boehling from Raftelis Financial Consultants Inc. (Raftelis) presented three methodologies for calculating capacity fees.

- Buy-In Method
- Incremental-Cost Method
- Hybrid Method

Since the District's wastewater system is nearly built-out and has available capacity within the existing system to service remaining growth, the Buy-In approach was determined to be the most appropriate method. In addition, Replacement Cost Less Deprecation (RCLD) was chosen as the best approach to value the District's assets. The resulting proposed wastewater capacity fee was calculated at \$5,089 per EDU.

#### *Special Board Meeting Direction:*

After reviewing and discussing the various models presented, the Board directed staff to proceed with finalizing the 2018 Wastewater Capacity Fee Study. The Board believed that the Buy-in approach and using RCLD to value the District's assets was a fair and equitable way to calculate the capacity fee. Raftelis and staff have subsequently worked to finalize the 2018 Wastewater Capacity Fee Study.



*2018 Wastewater Capacity Fee Study*

As previously indicated, the 2018 Wastewater Capacity Fee Study has been finalized based on the Board's direction. Attached for your information, please find a copy of the report's Executive Summary. A copy of the full report has been sent to you electronically. The Study's key recommendation is as follows:

- Increase the Capacity Fee from \$4,006 to \$5,089 per EDU.

In tonight's' agenda the Board will consider an increase to LWD's capacity fee.

Staff recommends that the Board of Directors: receive and file the 2018 Wastewater Capacity Fee Study.

rad:PJB

Attachment

# 1. Executive Summary

## 1.1. Background of the Study

In January 2018, Leucadia Wastewater District (District) engaged Raftelis Financial Consultants, Inc. (Raftelis) to conduct a Wastewater Capacity Fee Study (Study). This report describes how Raftelis calculated updated capacity fees in accordance with the rules and regulations of California State Assembly Bill 1600 (AB 1600), Section 66013. This report is formal technical documentation in support of modifications to the capacity fees within the District's service area.

## 1.2. Wastewater Capacity Fee

The existing wastewater capacity fee of \$4,006 per Equivalent Dwelling Unit (EDU)<sup>1</sup> was last updated in 2013 and was based on 100% buy-in. The fee has not been updated over the past five years to account for increased system value or the effects of inflation.

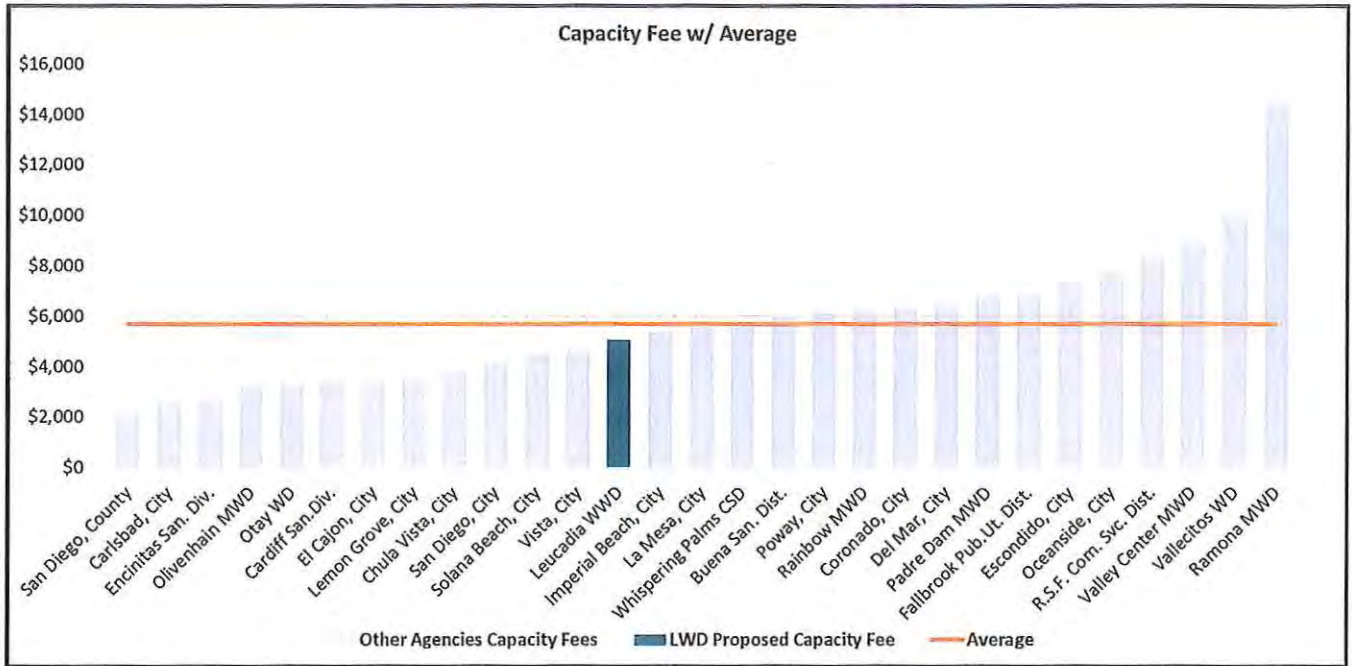
The District is nearing build-out and anticipates minimal growth (approximately 50 EDUs per year) in future years. In addition, the system was built in advance to accommodate build-out demand and, therefore, has the capacity to serve the remaining or expected growth. Based on this information, it is reasonable and appropriate to determine capacity fees based on the buy-in method. Raftelis worked closely with the District to determine the value of the existing system inclusive of capital reserves. The value of the system was then spread over build-out EDUs to determine the proposed capacity fee. The analysis herein utilized the buy-in method to justify the proposed wastewater capacity fee of \$5,089 per EDU. In conjunction with adopting updated capacity fees, Raftelis recommends that the District should adjust the capacity fees each year to keep pace with inflation by applying the Engineering News Record Construction Cost Index. In addition, the District should also conduct a comprehensive review of its capacity charges every three to five years to capture any major changes and ensure capacity fees are equitable.

Figure 1 illustrates the proposed wastewater capacity fee for the District compared to other agencies' capacity fees. The orange horizontal line represents the San Diego County average wastewater capacity fee of \$5,687. As shown in the figure, even with the proposed increase, the District's wastewater capacity fee falls below the average.


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<sup>1</sup> 1 EDU = 215 gallons of flow per day

Figure 1: Wastewater Capacity Fee Comparison



## MEMORANDUM

DATE: June 7, 2018  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager   
 SUBJECT: 2018 Update of the Asset Management Plan

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**RECOMMENDATION:**

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

1. Receive and file the 2018 Asset Management Plan completed by Dexter Wilson Engineering Incorporated.

**DISCUSSION:****Tactical Goal: Infrastructure and Technology / Asset Management Plan Update**

This agenda item was presented to the EC at their June 6, 2018 meeting and the EC concurred with staff's recommendation.

The Asset Management Plan (AMP) is one of three District cornerstone documents. Staff has been working with Dexter Wilson Engineering Incorporated (DWEI) to update the District's 2013 AMP. The implementation of the 2013 AMP resulted in the completion and/or implementation of the following District Capital Improvement Program (CIP) projects over the past five years:

- Lanikai and Occidental Line Repair
- La Costa Pump Station Rehabilitation
- Leucadia Pump Station Emergency Generator Replacement
- Gravity Pipeline Trial Lining
- FY 14 Gravity Pipeline Rehabilitation
- FY 15 Gravity Pipeline Rehabilitation
- FY 16 Gravity Pipeline Rehabilitation
- FY 18 Gravity Pipeline Cured-In-Place Pipe (CIPP) Rehabilitation
- Batiquitos (B1/B2) Force Main Replacement Project
- Recycled Water Effluent Line Valve & Creek Crossing Repair
- Scott's Valley Pipeline Repair
- Saxony Pump Station Rehabilitation
- Leucadia (L1) Force Main West Section Replacement
- Leucadia Scenic Pipeline Cured-In-Place Pipe (CIPP) Lining
- Village Park Number 5 Pump Station Replacement
- Leucadia Force Main (L2) Anode Replacement
- Gafner Advanced Water Treatment (AWT) Improvements
- Poinsettia Station Parallel Gravity Pipeline

It is important to keep in mind that the AMP requires updating on a periodic basis, generally every five years, as it is implemented and projects are completed. The 2018 AMP update organizes the

District's wastewater assets into five distinct categories: 1) gravity lines & manholes; 2) pump stations; 3) force mains; 4) jointly-owned facilities; and 5) recycled water facilities. Additionally, the AMP accounts for the predicted District's share in Encina Wastewater Authority's CIP expenditures.

The 2018 AMP incorporates the District's shift in operational focus from hydro-cleaning to Close Circuit Television (CCTV) inspection of gravity lines and the implementation of the Repair Priority List for gravity lines and manholes. Furthermore, it methodically addresses future rehabilitation and/or replacement of force mains and pump stations based on estimated life cycles of their components, such as structural materials, electronic controls, and mechanical equipment. The AMP provides 1) recommendations for operations and maintenance of the District's assets by category, 2) short-term expenditures of capital funds in a 5 year CIP projects plan and 3) long-term, 20 year, estimates of capital fund expenditures. In the long run, staff believes that managing assets by replacing or rehabilitating them before failure is a prudent and cost effective way of conducting business.

The 2018 update includes an evaluation of the District's Equivalent Dwelling Units (EDU) and related flow rate. The District's current average generation rate is 133 gallons per day per EDU which is lower than the 149 gallons per day per EDU rate calculated in the 2013 AMP. The reduced generation rate can be attributed to the impact of water conservation on the collection system. Additionally, DWEL developed and ran a hydraulic model analysis of the buildout flows. Based on LWD's hydraulic analysis, projected buildout flow is 4.7 million gallons per day (MGD). By comparison, the last hydraulic analysis done as part of the 1999 Wastewater Master Plan projected a buildout flow of 6.5 MGD.

Attached is the Executive Summary for your review. A copy of the AMP is available upon request. It is important to keep in mind that the AMP is a working plan that will be modified over time as it is implemented and new data is collected. Natalie Frascchetti, of DWEL, will present an overview of the 2018 Asset Management Plan.

rym:PJB

Attachment

## EXECUTIVE SUMMARY

The Leucadia Wastewater District (District) covers a total service area of 10,200 acres (16 square miles) which includes southern portions of the City of Carlsbad (Carlsbad) and northern portions of the City of Encinitas (Encinitas). The District provides wastewater collection, treatment, disposal and service to a population of approximately 60,000.

The District presently serves 28,477 equivalent dwelling units (EDUs), at 89.1% of buildout, with a buildout projection of 31,974 EDUs. This is an increase to the prior (1999) buildout projection, with a significant portion due to the potential for accessory dwelling units on single-family residential parcels, particularly in the City of Encinitas.

At present, wastewater flows are approximately 3.8 mgd, a generation rate of 133 gpd/EDU on average across the District. The generation rate has declined in recent years. In comparison, existing flows at the time of the 1999 Master Plan were approximately 4.0 mgd; which equates to a generation rate of 185 gpd/EDU at that time.

Buildout flows for the District are projected to be 4.7 mgd (based on 133 gpd/EDU and a 10% safety factor). In comparison, the 1985 Planning Study projected 9.6 mgd (based on 238 gpd/EDU) and the 1999 Master Plan projected 6.5 mgd (based on 215 gpd/EDU) for buildout flows.

Long-term pipeline model capacity evaluations are based on measured flows and attenuated pump flows to better model actual conditions. Based on these conditions, there are no pipeline capacity projects recommended.

The District prepares its asset management plans (AMP) on a 5-year cycle in order to: (1) capture the District's progress in the management of its wastewater and recycled water assets, (2) provide recommendations for operation and assessment/replacement cycle improvements to each of the asset classes, and (3) develop the recommended 5-Year and 20-Year CIP.

The District's existing wastewater system encompasses approximately 200 miles of gravity sewer pipeline, 5,000 manholes, 10 pump stations, and 11 miles of force mains. The District is one of six owners of the Encina Water Pollution Control Facility (WPCF) which is operated and administered by the Encina Wastewater Authority (EWA). Additionally, the District pumps secondary treated wastewater from the Encina WPCF to its Gafner Water Reclamation Plant (WRP) for tertiary treatment and then distributes the recycled water to the South La Costa Golf Course.

The following paragraphs summarize the recommendations of this asset management plan by asset category highlighting operation and maintenance recommendations (where appropriate) and providing short-term expenditures of capital funds (i.e., 5-Year Capital Improvement Program projects). Long-term (20 year) estimates of expenditures are also provided. Note that no growth-related capital improvement projects are recommended for the District at this time based on (1) the District approaching the estimated number of buildout EDUs and (2) the quantity of wastewater per EDU on a District-wide basis has not increased.

### GRAVITY SEWER PIPELINES

- Track areas, frequency, and cost of where root foam is used as part of the SSMP process (treatments to date are \$4,959 in December 2015 and \$3,791 in March 2017). Conduct financial evaluation comparing the cost of root foam treatment against lining these areas with top hats. Confirm if root foam areas are on Repair Priority List.
- Consider submetering of Drainage Basin 2 to continue identifying the source of inflow and infiltration.
- Improve accessibility of prior CCTV Inspections on a particular line segment to aid in planning and understanding of the individual asset. This could be done when placing a segment on the Repair Priority List for review.
- Add pipeline Install Date and Age columns to Repair Priority List.
- Add step to Rating Repair Lines/Manholes SOP to review previous repairs in the pipeline or manhole which is being added to Repair Priority List. Add “Yes/No” column to indicate whether the line has previously been repaired.
- Track Repair Priority List Completions, Miscellaneous Line Repairs, and Capital Improvement Projects in GIS/Inframap to aid in decision making as to how best repair/replace an asset. This will provide field services staff with knowledge of linings, top hats, etc., to exercise caution when hydrocleaning. Additionally, it will provide staff with the ability to view previous repairs within a line segment to decide whether spot repairs should continue or a pipeline/manhole should be replaced.

A sample of the database is shown below.

Line Segment	Street	Defect(s)	Repair Type	Repair Priority	Pipe Size, inches	Repair Length, ft	Repair Location, ft from DwnMH	Completed By	Completed Date	Cost	Source of Funds
04-2850_04-2840	La Costa Ave Esmnt	Asbestos Pipe	CIPPL	3	12						

- Export CMMS repair data from Repair Priority List Completions and Miscellaneous Line Repairs to GIS.
- When lining a pipeline in an area with chronic root issues, the lateral joints should be addressed, via either a top hat, T-liner, or other means.
- When possible, spot repairs of pipelines should be addressed by lining the entire pipe segment, particularly on pipes greater than 40 years in age.
- Consider repair of all Grade 2 and Grade 1 defects and/or programmatic VCP replacement in Drainage Basins 1, 2, 3, and 11. Repair/replacement of Grade 3 and Grade 4 defects discovered within the 5-year time frame would take precedence.
- Procure mylar and electronic (PDF and DWG) record drawings for all CIP projects. AMP process identified the need for electronic record drawings for the FY16 Gravity Rehabilitation Project.
- Historical bid results indicate significant unit cost savings when CIP projects include several thousand feet of lining.

### MANHOLES

- Procure mylar and electronic (PDF and DWG) record drawings for all CIP projects. AMP process identified the need for electronic record drawings for the FY16 Gravity Rehabilitation Project.
- Transfer manhole lining data from Sussex to Inframap.



- Consider revising the CCTV and/or Hydrocleaning SOPs to include notations as to whether a manhole is lined or not.
- Add the installation date and age to the Repair Priority List for each manhole to aid in facility planning.
- Consider an additional column on the Repair Priority List to note whether repairs have occurred previously within the manhole. Alternatively, revise the CMMS form to require completion of the lining field prior to closing the work order.
- Consider revising the CCTV and/or Hydrocleaning SOPs to include notations as to whether an inflow dome is present on a manhole. Alternatively, revise the CMMS form to require completion of the inflow dome field prior to closing the work order.
- Track Repair Priority List Completions, Miscellaneous Line Repairs, and Capital Improvement Projects in GIS/Inframap to aid in decision making as to how best repair/replace an asset.
- Consider increasing the quality of manhole inspections by maximizing the use of their camera equipment to photograph and videotape manholes. As with the gravity sewer pipelines, photos and videos taken during manhole condition evaluations could be organized with a GIS-centric software system. This would allow quick access to prior inspections of the manhole for comparison of condition degradation.

## PUMP STATIONS

- Reevaluate pump size at each station based on actual flow generation rates and anticipated peak buildout flows.
- Consider bypassing the Batiquitos Pump Station (for a portion of the District's flow) by pumping directly from the Leucadia Pump Station into one of the Batiquitos force mains.
- Stagger future inspection efforts be based on the previous inspection, age of the asset, needs identified by the District, and the projected date of project implementation.

- The District should consider the preparation of a detailed checklist of component inspection for each station. The basis for this would be prior inspection reports by Infrastructure Engineering Corporation (IEC), and others, with additions by staff as appropriate.
  
- The District should also consider the maintenance of a pump station component tracking database. This would be used to track improvements and associated costs to better project future spending.
  
- The following replacement-based capital improvement projects are included in the District's 5-Year CIP:
  - Avocado Pump Station Upgrade Project
  - Avocado Emergency Overflow
  - Batiquitos Generator Replacement Project
  - Diana Pump Station Upgrade Project
  - Diana Emergency Overflow Project
  - Diana Emergency Generator Project
  - Encinitas Estates Pump Station Replacement Project
  - Leucadia Pump Station Rehabilitation Project
  - Rancho Verde Pump Station Improvement Project
  - Village Park 5 Pump Station Replacement Project (completed)
  - Village Park 7 Pump Station Rehabilitation Project
  - L07 Meter Relocation
  - Pump Station Condition Assessment
  - The 5-Year CIP also includes place holder expenses for improvements which are expected to result from the condition assessment ("General Pump Station Improvements")
  
- For long-term financial planning, District pump station expenditures (including force mains) are expected to total approximately \$48 million over the next 20 years.

## FORCE MAINS

- The following replacement-based capital improvement projects are recommended or are planned by the District and are included in the District's 5-Year CIP.
  - Force Main Corrosion Control
  - Batiquitos (B3) Rehab/Replacement Project – Phase 1
  - Leucadia (L1) West Section Replacement (completed)
  - Leucadia (L1) Final Replacement

## JOINTLY-OWNED GRAVITY SEWERS

- Recommendations regarding the Batiquitos Influent Sewer
  - Ensure that maintenance work orders are generated at the frequency that is necessary for this particular asset.
- Recommendations regarding the Lanikai Gravity Sewer
  - Ensure that maintenance work orders are generated at the frequency that is necessary for the particular asset (in this case once every five years).
  - Continue to maintain a chronological summary of operation/maintenance and repair/replacement tasks associated with this line as part of the District's annual SSMP audit.
  - The following capital improvement projects are included in the District's 5-Year CIP (District's share of cost only): Poinsettia Station Gravity Pipeline.
- Recommendations regarding the Occidental Sewer
  - Continue to maintain a chronological summary of operation/maintenance and repair/replacement tasks associated with this line and should confirm that Carlsbad is executing their maintenance schedule as planned.
- For long-term financial planning, the District's share of the Lanikai Gravity Sewer expenditures is expected to total \$200,000 and for the Occidental Sewer, \$680,000. Long-term financial planning for the Batiquitos Influent Sewer is included with the remaining District gravity pipelines.

## RECYCLED WATER

- The District should inspect portions of the Encina Secondary Effluent Pump Station as part of the overall FY19 pump station condition assessment to confirm the project scope.
- Continue coordinating with other North County agencies on the North San Diego Water Reuse Coalition (NSDWRC) Regional Recycled Water Project.
- The following capital improvement projects are included in the District's 5-Year CIP.
  - General Secondary Effluent Pump Station and Force Main Improvements
  - Relocation of the portion of B1 within the Encina WPCF
  - FY18 Gafner AWT Improvement Project (completed)
- For long-term financial planning, District recycled water expenditures for pumpback facilities at Encina are estimated to total \$10,775,000 over the next 20 years. The Gafner Water Reclamation Plant expenses are expected to total \$6,925,000 over the next 20 years.

## ENCINA WASTEWATER AUTHORITY

- The District's average annual share of EWA's capital projects should be estimated by adjusting the EWA's planned costs for the next 10 years. Beyond 2028, the District's annual share should be estimated as 1,540,806 based on the average cost from the past 5 fiscal years.
- For long-term financial planning, the District's share of EWA projects is estimated to be \$40,051,686 over the next 20 years.

## 5-YEAR CIP

Table ES-1 presents the District's recommended 5-Year CIP as a culmination of all CIP projects discussed throughout the report.

TABLE ES-1 DISTRICT 5-YEAR CIP PROJECTS <sup>1</sup>					
Wastewater Program	FY2018	FY2019	FY2020	FY2021	FY2022
<b>Gravity Pipelines and Manholes</b>					
FY 2016 Gravity Pipeline Rehab.*	92.9	-	-	-	-
Orchard Wood Rd. Sewer Rehab.	-	194.7	-	-	-
FY17/FY18 CIPP Project	800.0	-	-	-	-
La Costa Alteration and Quebrada	475.0	-	-	-	-
Pipeline Repair Priority List - CIPP	-	-	675.0	-	-
Pipeline Repair Priority List - Open Trench	-	-	-	675.0	-
Pipeline Repair Priority List - CIPP	-	-	-	-	675.0
Misc. Pipeline/Manhole Rehab.	163.0	163.0	163.0	163.0	163.0
Asset Management Plan Update	100.0	-	-	-	-
HQ Building Metering Switchboard Install.	69.9	-	-	-	-
Lateral Repl./Backflow Preventer Prog.	102.0	102.0	102.0	102.0	102.0
<b>Pump Stations</b>					
Avocado PS Upgrade Project	-	-	452.3	-	-
Batiquitos Generator Replacement	-	-	700.0	-	-
Diana PS Upgrade Project	-	-	600.8	-	-
Encinitas Estates PS Replacement	-	1,195.0	-	-	-
Leucadia PS Rehabilitation	3,670.0	-	-	-	-
Rancho Verde Improvements	-	-	-	371.3	-
Village Park No. 5 PS Replacement*	814.6	-	-	-	-
Village Park No. 7 PS Rehab Project	-	-	-	-	625.0
L07 Meter Relocation	-	20.0	-	-	-
Pump Station Condition Assessment	-	30.0	-	-	-
General Pump Station Improvements	-	1,670.8	-	576.0	1,601.1
<b>Additional Pump Station Projects</b>					
Avocado Emergency Overflow	-	-	348.8	-	-
Diana Emergency Generator	-	350.0	-	-	-
Diana Emergency Overflow	-	-	-	-	900.0
<b>Force Mains</b>					
Leucadia (L1) West Section Replacement*	100.0	-	-	-	-
Force Main Corrosion Control	35.0	-	-	-	-
L1 Final Replacement	-	-	-	2,880.0	-
B3 Rehab/Replace Project - Phase 1	-	115.0	1,378.0	-	-
<b>Jointly-Owned Gravity Sewers</b>					
Poinsettia Station Gravity Pipeline Project (Lanikai)	714.4	-	-	-	-
General Lanikai Replacement (District Share)	10.0	10.0	10.0	10.0	10.0
General Occidental Replacement (District Share)	34.0	34.0	34.0	34.0	34.0
<i>Subtotal Wastewater Program</i>	<i>7,180.8</i>	<i>3,884.5</i>	<i>4,463.8</i>	<i>4,811.3</i>	<i>4,110.1</i>
District Share of Encina CIP	1,875.1	2,725.6	2,779.4	1,970.4	1,802.6
<b>Total Wastewater Program</b>	<b>9,055.9</b>	<b>6,610.1</b>	<b>7,243.2</b>	<b>6,781.6</b>	<b>5,912.7</b>

TABLE ES-1 DISTRICT 5-YEAR CIP PROJECTS <sup>1</sup>					
Recycled Water Program	FY2018	FY2019	FY2020	FY2021	FY2022
Encina Secondary Effluent PS Rehab Project	-	-	370.0	-	-
General Encina Secondary Improvements (less FM)	-	-	98.3	34.0	34.0
B1 Force Main - North Section Replacement.	-	440.0	-	-	-
Gafner AWT Improv.	758.2	-	-	-	-
North SD Water Reuse Coalition Project	109.1	-	-	-	-
B1 Force Main Final Replacement	-	-	-	-	2,198.6
No. SD County Regional RW Project	-	392.0	-	-	-
<b>Total Recycled Water Program</b>	<b>867.3</b>	<b>832.0</b>	<b>468.3</b>	<b>34.0</b>	<b>2,232.6</b>
<b>District Total CIP Expenses</b>	<b>9,923.2</b>	<b>7,442.1</b>	<b>7,711.5</b>	<b>6,815.6</b>	<b>8,145.3</b>
Optional Projects	FY2018	FY2019	FY2020	FY2021	FY2022
Drainage Basin #11 VCP Line/Replace	-	-	-	-	-
Island Area Implementation - Eolus North	-	-	-	1577.3	-
Island Area Implementation - Eolus/Glaucus	-	-	-	-	1163.3
Island Area Implementation - Naiad	-	-	-	-	-
<b>Total Optional Projects</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1,577.3</b>	<b>1,163.3</b>

<sup>1</sup> All numbers are in thousands of dollars  
 \* Completed project, actual cost

### 20-YEAR CIP

Table ES-2 and Table ES-3 present a summary of the estimated wastewater and recycled water program expenditures by asset class, respectively, over the next 20 years (through FY2037). Table ES-4 presents the 20-Year CIP.

TABLE ES-2 20-YEAR SUMMARY OF WASTEWATER CIP EXPENDITURES	
Asset Category	Expenditures over 20 Years
Gravity Sewer Pipelines and Manholes	\$ 21,790,421
Pump Stations and Force Mains	\$ 47,958,087
Joints-Owned Gravity Sewers	\$ 1,594,400
Encina Wastewater Authority Projects	\$ 40,051,686
<b>TOTAL</b>	<b>\$111,394,594</b>

TABLE ES-3  
20-YEAR SUMMARY OF  
RECYCLED WATER CIP EXPENDITURES

Asset Category	Expenditures over 20 Years
Recycled Water Pump Station and Force Main	\$ 1,941,333
Gafner Water Reclamation Plant	\$ 4,327,300
North County Regional Recycled Water Project	\$ 8,849,235
<b>TOTAL</b>	<b>\$15,117,868</b>

TABLE ES-4  
LEUCADIA WASTEWATER DISTRICT CAPITAL IMPROVEMENT PROGRAM - FINANCIAL ANALYSIS

Location Code	Project Name	Project Cost	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	FY2035	FY2036	FY2037
<b>WASTEWATER PROGRAMS</b>																						
<b>Gravity Pipelines and Manholes</b>																						
<i>Specific Pipeline and Manhole Replacement/Rehabilitation Projects</i>																						
0353	FY 2016 Gravity Pipeline Rehab.*	\$483,395	\$92,003																			
0365	Orchard Wood Rd. Sewer Rehab.	\$194,700		\$194,700																		
	FY17/FY18 CIPP Project	\$800,000																				
	La Costa Alteration and Quebrada	\$475,000																				
	Pipeline Repair Priority List - CIPP	\$675,000			\$675,000																	
	Pipeline Repair Priority List - Open Trench	\$675,000			\$675,000																	
	Pipeline Repair Priority List - CIPP	\$675,000				\$675,000																
	Pipeline Repair Priority List - Open Trench	\$675,000					\$675,000															
0077	Drainage Basin #1 VCP Line/Replace	\$6,100,000																				
	Misc. Pipeline/Manhole Rehab.	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000	\$163,000
	Buildout Capacity Based Projects																					
	Subtotal Specific Pipeline and Manhole Replacement/Rehabilitation Projects	\$10,926,095	\$1,530,003	\$357,700	\$838,000	\$838,000	\$838,000	\$838,000	\$925,500	\$925,500	\$925,500	\$925,500	\$925,500	\$925,500	\$925,500	\$925,500	\$925,500	\$925,500	\$925,500	\$925,500	\$925,500	\$925,500
	General Pipeline and Manhole Replacement Projects	\$213,790	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Buildout Capacity Based Projects																					
	Subtotal General Pipeline and Manhole Replacement Projects	\$213,790	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Additional Pipeline and Manhole Projects		\$550,000	\$100,000				\$125,000					\$150,000							\$175,000		
0369	Asset Management Plan Update	\$69,918	\$69,918																			
0323	Lateral Regl./Backflow Preventer Prog.	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
	Subtotal Additional Pipeline and Manhole Projects	\$170,000	\$769,918	\$200,000	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$175,000	\$0	\$0
	<b>Total Gravity Pipelines and Manholes</b>	<b>\$19,587,243</b>	<b>\$1,802,821</b>	<b>\$459,700</b>	<b>\$940,000</b>	<b>\$940,000</b>	<b>\$940,000</b>	<b>\$940,000</b>	<b>\$1,065,000</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>	<b>\$1,027,500</b>
<b>Pump Stations and Force Mains</b>																						
<i>Specific Pump Station Improvement Projects</i>																						
	Avocado PS Upgrade Project	\$452,250			\$452,250																	
	Batiquitos Generator Replacement	\$700,000			\$700,000																	
	Batiquitos Pump Station Rehabilitation	\$4,000,000						\$4,000,000														
	Diana PS Upgrade Project	\$600,750			\$600,750																	
0364	Encinitas Estates PS Replacement	\$1,195,000			\$1,195,000																	
	La Costa Pump Station Replacement	\$2,835,000																			\$2,835,000	
0358	Leucadia PS Rehabilitation	\$3,670,000		\$3,670,000																		
	Rancho Verde Improvements	\$371,250			\$371,250																	
0354	Village Park No. 5 PS Replacement*	\$834,587		\$834,587																		
	Village Park No. 7 PS Rehab Project	\$825,000					\$825,000															
	107 Meter Relocation	\$20,000					\$20,000															
	Pump Station Condition Assessment	\$30,000					\$30,000															
	Subtotal Specific Pump Station Projects	\$15,313,837	\$4,484,587	\$1,245,000	\$1,753,000	\$371,250	\$625,000	\$4,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,835,000
<i>Force Mains</i>																						
0345	Leucadia (L1) West Section Replacement*	\$100,000	\$100,000																			
0366	Force Main Corrosion Control	\$35,000	\$35,000																			
	L1 Final Replacement	\$2,880,000					\$2,880,000															
	B2 Metallic Section Evaluation	\$100,000								\$100,000												
	B3 Metallic Section Evaluation	\$100,000								\$100,000												
	B3 Rehab/Replace Project - Phase 1	\$1,483,000			\$115,000	\$1,378,000																
	B3 Rehab/Replace Project - Phase 2	\$1,892,000							\$1,892,000													
	Subtotal Specific Force Main Projects	\$6,200,000	\$135,000	\$1,378,000	\$2,480,000	\$0	\$0	\$0	\$1,892,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal of Specific Pump Station Replacement Projects	\$4,619,587	\$1,340,000	\$3,278,000	\$3,131,000	\$3,251,250	\$625,000	\$4,000,000	\$1,993,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	General Pump Station Projects	\$0	\$1,670,750	\$0	\$576,000	\$1,601,225	\$0	\$917,625	\$1,913,625	\$603,450	\$603,450	\$603,450	\$603,450	\$603,450	\$603,450	\$603,450	\$603,450	\$603,450	\$603,450	\$603,450	\$603,450	\$603,450
	Additional Pump Station Projects																					
	Avocado Emergency Overflow	\$348,750			\$348,750																	
	Diana Emergency Generator	\$350,000		\$350,000																		
	Diana Emergency Overflow	\$900,000					\$900,000															
	Subtotal Additional Pump Station Projects	\$1,600,000	\$350,000	\$0	\$0	\$0	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>Total Pump Stations and Force Mains</b>	<b>\$47,958,047</b>	<b>\$4,619,587</b>	<b>\$3,380,750</b>	<b>\$3,479,750</b>	<b>\$3,827,250</b>	<b>\$3,116,125</b>	<b>\$4,000,000</b>	<b>\$7,809,625</b>	<b>\$1,913,625</b>	<b>\$603,450</b>	<b>\$603,450</b>	<b>\$603,450</b>	<b>\$603,450</b>	<b>\$603,450</b>	<b>\$603,450</b>	<b>\$603,450</b>	<b>\$603,450</b>	<b>\$603,450</b>	<b>\$603,450</b>	<b>\$603,450</b>	<b>\$603,450</b>
<b>Jointly-Owned Gravity Sewers</b>																						
0351	Palmetto Station Gravity Pipeline Project (L)	\$714,400	\$714,400																			
	General Lateral Replacement (District Share)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
	General Occidental Replacement (District Share)	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	
	Subtotal Jointly-Owned Gravity Sewers	\$1,294,400	\$758,400	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000
	<b>Subtotal Wastewater Program</b>	<b>\$69,139,748</b>	<b>\$7,180,808</b>	<b>\$3,884,650</b>	<b>\$4,469,750</b>	<b>\$4,811,250</b>	<b>\$4,110,125</b>	<b>\$5,309,000</b>	<b>\$3,981,125</b>	<b>\$2,885,125</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>	<b>\$1,674,950</b>
	District Share of Encina CIP	\$39,324,876	\$1,875,134	\$2,725,633	\$2,779,434	\$1,970,388	\$1,807,556	\$3,492,216	\$2,857,554	\$2,095,758	\$2,137,716	\$2,180,430	\$1,540,806	\$1,540,806	\$1,540,806	\$1,540,806	\$1,540,806	\$1,540,806	\$1,540,806	\$1,540,806	\$1,540,806	\$1,540,806
	<b>Total Wastewater Program</b>	<b>\$109,464,624</b>	<b>\$9,055,942</b>	<b>\$6,610,283</b>	<b>\$7,249,184</b>	<b>\$6,781,638</b>	<b>\$5,917,681</b>	<b>\$8,801,216</b>	<b>\$6,838,679</b>	<b>\$5,080,883</b>	<b>\$3,812,666</b>	<b>\$3,855,380</b>	<b>\$3,865,756</b>	<b>\$3,865,756</b>	<b>\$3,865,756</b>	<b>\$3,865,756</b>	<b>\$3,865,756</b>	<b>\$3,865,756</b>	<b>\$3,865,756</b>	<b>\$3,865,756</b>	<b>\$3,865,756</b>	<b>\$3,865,756</b>
<b>RECYCLED WATER PROGRAM</b>																						
	Encina Secondary Effluent PS Rehab Project	\$370,000			\$370,000																	
	General Encina Secondary Improvements (L)	\$113,333	\$0	\$0	\$98,333	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	
0367	B1 Force Main - North Section Repla.	\$440,000			\$440,000																	
0360	Gafrer AWT Improv.	\$758,200		\$758,200																		
	Gafrer AWT Improvements (Phase 2)	\$1,221,100						\$1,221,100														
	General Gafrer Improvements	\$2,																				



MEMORANDUM

Ref: 18-6229

DATE: June 7, 2018  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: **Unrepresented Employees Salary and Benefits Resolution**

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2300 setting forth salaries, benefits and other working conditions for unrepresented employees for beginning July 1, 2018.
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 2018. On May 29, 2018, 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 FY19 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. 2300 setting forth salaries, benefits and other working conditions for unrepresented employees beginning July 1, 2018.

th:PJB

Attachment

RESOLUTION NO. 2300

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

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 update salaries, benefits and other terms and conditions of employment beginning July 1, 2018.

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, applicable provisions of other Resolutions of the LWD Board of Directors and the LWD Human Resources Policy Manual:

1. Non-exempt Classifications

Accounting Technician	Field Services Supervisor
Administrative Specialist	Field Services Technician-in-Training
Administrative Specialist II	Field Services Technician I
Administrative Supervisor	Field Services Technician II
Executive Assistant	Field Services Technician III
Field Services Specialist	

2. Exempt Management Classifications

Administrative Services Manager  
Field Services Superintendent  
Technical Services Manager

**B. General Salary Adjustment**

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

**C. Salary Range Adjustment**

Effective July 1, 2018, a new salary range schedule for all employee classifications, excluding the General Manager, is adjusted, as a result of a recently completed compensation study, as indicated in Attachment 2.

**D. 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.

**E. 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.

**F. 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.

**G. 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.

**H. 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 is based on IRS code regulations.

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

**I. 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 is based on IRS code regulations.

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

#### **J. 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

#### **K. Vacation Leave**

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

Employees may accumulate a maximum of 300 hours.

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

#### **L. Sick Leave**

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

Employees may not accumulate more than 272 hours of sick leave for any purpose.

Annually, on a date or dates established by LWD, employees will 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.

#### **M. 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.

#### **N. 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.

#### **O. 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.

**P. 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.

**Q. 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, \$10.84 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 \$300.00 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.

**R. 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 2019, the District shall pay the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. Classic Employees shall pay the entire "Employee Contribution Rate" of 8%.
- 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 2019, 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.

**S. 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.

**T. 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.

**U. 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.

**V. Terms and Conditions of Employment**

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

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

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 13th day of June 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Elaine Sullivan, President

Attest:

\_\_\_\_\_  
Paul J. Bushee, Secretary /Manager

Attachment 1

LEUCADIA WASTEWATER DISTRICT SCHEDULE OF BENEFITS

<b>MEDICAL INSURANCE:</b> Paid by LWD; available through CalPERS.
<b>DENTAL INSURANCE:</b> Paid by LWD; available through Guardian Ins. Co.
<b>LIFE INSURANCE:</b> Paid by LWD; available through Hartford.
<b>SHORT-TERM AND LONG-TERM DISABILITY:</b> Paid by LWD; available through Mutual of Omaha Ins. Co.
<b>CalPERS RETIREMENT PROGRAM:</b> Two-tiered program. "Classic and New employees" pay 100% of employee contribution. Classic employees pay the full 8% employee contribution and new employees pay the full 6.25% employee contribution. Full vesting after 5 years.
<b>SOCIAL SECURITY/MEDICARE:</b> LWD pays 100% of employer FICA and Medicare contributions; employee contributions are paid by employee.
<b>DEFERRED COMPENSATION (Optional)</b> LWD matches up to 2% of base bi-weekly salary up to 2% of Social Security annual limit.
<b>VACATION:</b> Per Human Resources Policy Manual (HRPM). Based on time of service. Maximum 256-hour limit.
<b>SICK LEAVE:</b> Per HRPM. Maximum 272-hour limit. Paid at 75% of employee's rate of pay.
<b>BEREAVEMENT LEAVE:</b> 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.
<b>HOLIDAYS:</b> Twelve (12) paid Holidays annually per HRPM.
<b>LEAVE WITHOUT PAY:</b> Per HRPM.
<b>STAND-BY/ON-CALL PAY:</b> \$35 per day. \$70/day if a designated holiday. Weekly rate of \$245.00
<b>SHIFT DIFFERENTIAL:</b> \$1.00 per hour (AM shift) and \$.75 per hour (PM shift).
<b>ADMINISTRATIVE LEAVE:</b> Exempt management employees receive 40 hours per fiscal year on July 1st.
<b>EDUCATIONAL ASSISTANCE:</b> \$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.
<b>UNIFORMS:</b> Provided and laundered by LWD as required.
<b>SAFETY BOOTS:</b> \$300 per fiscal year for Field Services' employees.

Note: See Resolution for detailed benefit information and restrictions.

## Attachment 2

LEUCADIA WASTEWATER DISTRICT  
SALARY SCHEDULE

Position	Salary Range	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Vacant	1	\$33,652	\$42,065	\$16.18	\$20.22
Vacant	2	\$35,335	\$44,168	\$16.99	\$21.23
Vacant	3	\$37,102	\$46,377	\$17.84	\$22.30
Vacant	4	\$38,957	\$48,696	\$18.73	\$23.41
Vacant	5	\$40,904	\$51,131	\$19.67	\$24.58
Vacant	6	\$42,950	\$53,687	\$20.65	\$25.81
Vacant	7	\$45,097	\$56,371	\$21.68	\$27.10
Vacant	8	\$47,352	\$59,190	\$22.77	\$28.46
Vacant	9	\$49,720	\$62,150	\$23.90	\$29.88
Vacant	10	\$52,206	\$65,257	\$25.10	\$31.37
Field Services Technician-in-Training Administrative Services Specialist I	11	\$54,816	\$68,520	\$26.35	\$32.94
Vacant	12	\$57,557	\$71,946	\$27.67	\$34.59
Field Services Technician I Administrative Services Specialist II	13	\$60,434	\$75,543	\$29.06	\$36.32
Vacant	14	\$63,456	\$79,320	\$30.51	\$38.13
Field Services Technician II Accounting Technician	15	\$66,629	\$83,286	\$32.03	\$40.04
Vacant	16	\$69,960	\$87,451	\$33.63	\$42.04
Field Services Technician III	17	\$73,458	\$91,823	\$35.32	\$44.15
Field Services Specialist Executive Assistant	18	\$77,131	\$96,414	\$37.08	\$46.35
Vacant	19	\$80,988	\$101,235	\$38.94	\$48.67
Vacant	20	\$85,037	\$106,297	\$40.88	\$51.10
Vacant	21	\$89,289	\$111,612	\$42.93	\$53.66
Field Services Supervisor Administrative Services Supervisor	22	\$93,754	\$117,192	\$45.07	\$56.34
Vacant	23	\$98,441	\$123,052	\$47.33	\$59.16
Vacant	24	\$103,363	\$129,204	\$49.69	\$62.12
Vacant	25	\$108,532	\$135,665	\$52.18	\$65.22
Field Services Superintendent	26	\$113,958	\$142,448	\$54.79	\$68.48
Vacant	27	\$119,656	\$149,570	\$57.53	\$71.91
Vacant	28	\$125,639	\$157,049	\$60.40	\$75.50
Vacant	29	\$131,921	\$164,901	\$63.42	\$79.28
Vacant	30	\$138,517	\$173,146	\$66.59	\$83.24
Technical Services Manager Administrative Services Manager	31	\$145,443	\$181,803	\$69.92	\$87.41
Vacant	32	\$152,715	\$190,894	\$73.42	\$91.78

## Notes:


1. Approved and adopted by LWD Board of Directors June 13, 2018
2. Effective date: July 1, 2018
3. Revisions: N/A
4. Time base for salary amounts indicated is "annual"



## MEMORANDUM

**DATE:** June 7, 2018

**TO:** Board of Directors

**FROM:** Paul J. Bushee, General Manager 

**SUBJECT:** Adopt Resolution No. 2299 – A Resolution of the Board of Directors of the Leucadia Wastewater District (LWD) Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2019 (FY19) Operating and Capital Budgets

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2299 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 FY19 budget was approved by the EWA Board of Directors and the Joint Advisory Committee on April 25, 2018 and has been forwarded to LWD for consideration. A breakdown of the costs follows:

Operating Budget

FY 19 = \$15,974,170

Capital Budget

FY 19 = \$22,112,014

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 FY19 operating and capital budgets is \$1,887,269 and \$3,592,800 respectively.

President 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. 2299 (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.

th:PJB

Attachment

**RESOLUTION NO. 2299**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
APPROVING THE ENCINA WASTEWATER AUTHORITY  
FISCAL YEAR 2019  
OPERATING AND CAPITAL BUDGETS**

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**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 2019 (FY19) EWA Operating and Capital Budgets were approved by the EWA Joint Advisory Committee and the EWA Board of Directors on April 25, 2018, in the following amounts: Operating Budget – \$15,974,170; and Capital Budget – \$22,112,014; and

**WHEREAS**, the EWA Joint Advisory Committee and the EWA Board of Directors recommend member agency approval of the FY19 EWA Operating and Capital Budgets in the aforementioned amounts; and

**WHEREAS**, copies of the FY19 EWA Operating and Capital Budgets were available for review by the LWD Board of Directors at its June 13, 2018 Board of Directors meeting;

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

Section 1. Approval of the recommended FY19 Encina Wastewater Authority Operating Budget as presented in the following amount: \$15,974,170.

Section 2. Approval of the recommended FY19 Encina Wastewater Authority Capital Budgets in the following amount: \$22,112,014.

Section 3. Effective July 1, 2018 this Resolution supersedes Resolution No. 2285.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the Leucadia Wastewater District held June 13, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Elaine Sullivan, President

ATTEST:

\_\_\_\_\_  
Paul J. Bushee, Secretary/Manager

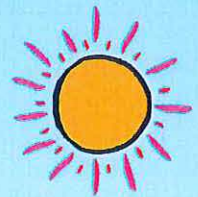
(SEAL)

# LEUCADIA WASTEWATER DISTRICT

## 2018 Annual Employee Luncheon

**THURSDAY, JULY 12**

Time: 12 Noon



Location: Stagecoach Park  
Picnic Area #1

Food Provided by:

T.B.G

Southern BBQ Joint

- **Ribs**
- **Brisket**
- **Pulled Pork**
- **Mac N Cheese**
- **Cornbread**
- **Beans & Greens**



**Please RSVP to  
Mark or Tianne by  
July 2, 2018**

## Directors' Meetings

Presented by Directors Sullivan, Omsted, and Hanson

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### Conference

CSDA Legislative Days

### Dates and Location

May 22-23, 2018

Sacramento Convention Center, Sacramento, CA

### List of Attendees

President Sullivan

Director Omsted

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 district.