



**BOARD OF DIRECTORS**

**REGULAR MEETING**

**And**

**PUBLIC HEARING TO CONSIDER THE FISCAL YEAR 2017 COLLECTION OF  
WASTEWATER SERVICE CHARGES  
ON THE COUNTY TAX ROLL**

DATE: Wednesday, June 8, 2016  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

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

## CONSENT CALENDAR

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

### 7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- May 10, 2016 Community Affairs Committee Meeting (Pages 6-7)
- May 11, 2016 Regular Board Meeting (Pages 8-14)
- May 23, 2016 Community Affairs Committee Meeting (Pages 15-16)
- May 24, 2016 Special Board Meeting (Pages 17-19)
- June 1, 2016 Engineering Committee Meeting (Pages 20-21)

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

This item provides for Board of Directors approval of all demands paid from LWD during the month of May and a portion in June 2016. (Pages 22-40)

### 9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 15 to FY 16 and flows by sub-basin. (Pages 41-45)

### 10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY16 budget and discloses monthly investments. (Pages 46-53)

### 11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of May 2016. (Pages 54-55)

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

Adopt Resolution No. 2279 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2017 (July 1, 2016 to June 30, 2017) Pursuant to Article XIII (B) of the California Constitution. (Pages 56-60)

## EWA REPORTS

### 13. Encina Wastewater Authority Reports

- A. A regular EWA Board meeting was held on May 25, 2016 – report by Director Sullivan. (Pages 61-62)
- B. An Encina Member Agencies Manager's Meeting was held on June 7, 2016 – report by GM Bushee. (Verbal)

## COMMITTEE REPORTS

### 14. Committee Reports

- A. Community Affairs Committee meeting was held on May 23, 2016 – report by Director Sullivan. (Page 63)

- B. Engineering Committee meeting was held on June 1, 2016 – report by Director Juliusen. (Page 64)

## **OLD BUSINESS**

- 15. Adopt the Fiscal Year 2017 (FY17) Budget.** (Page 65 , Enclosure 15)

## **PUBLIC HEARING**

- 16. Public Hearing to consider the following:**

A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2017 on the San Diego County Tax Roll. (Page 66)

## **ACTION ITEMS**

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

Adopt Resolution No. 2275 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2016 – June 30, 2017. (Pages 67-69)

- 18. Unrepresented Employees Salary and Benefits Resolution**

Adopt Resolution No. 2276 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2016 to June 30, 2017. (Pages 70-77)

- 19. Approving the Recommended Encina Wastewater Authority Fiscal Year 2017 (FY17) Budget**

Adopt Resolution No. 2277 Approving the Recommended Encina Wastewater Authority (EWA) FY17 Operating and Capital Budgets. (Pages 78-80)

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

Adopt Resolution No. 2278 revising the Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects (Pages 81-85)

## **INFORMATION ITEMS**

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

A. Thank you letter from the Encinitas Union School District Superintendent Timothy Baird. (Page 86)

B. LWD 2016 Employee Luncheon is scheduled for Thursday, July 14, 2016. (Page 87)

C. Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence. (Page 88)

- 22. Directors' Meetings and Conference Reports**

A. The 2016 CSDA Legislative Days Conference was held at the Sacramento Convention Center in Sacramento, CA on May 16-18, 2016. (Page 89)

- 23. General Manager's Report**

**24. General Counsel's Report**

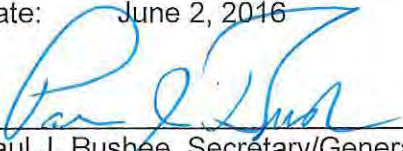
**25. Board of Directors' Comments**

**26. 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 2, 2016



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Paul J. Bushee, Secretary/General Manager

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
May 10, 2016

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held May 10, 2016 at 12:00 p.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 12:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Omsted and Sullivan

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Jared Criscuolo of Rising Tide Partners (RTP)

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review the draft text for the 2016 spring newsletter.

ASsup Hill presented the item and introduced Mr. Jared Criscuolo of RTP to present an overview of the draft text for the 2016 spring newsletter.

The CAC suggested a few minor edits to the newsletter. Mr. Criscuolo also explained his ideas for the layout of the newsletter.

Following discussion, the CAC authorized staff and RTP to proceed with the layout of the 2016 spring newsletter.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

GM Bushee noted that Pacific Ridge School had a tour for 7<sup>th</sup> and 8<sup>th</sup> grade students at the District Facilities on Monday, May 9, 2016.

He also noted that FSSpec Ian Riffel gave a tour to Palomar College students in the Wastewater Technology Collections System Operator class on Thursday, April 28, 2016.

ASsup Hill reminded the CAC that EcoFest is this Sunday, May 15<sup>th</sup> from 10AM-5PM in Encinitas.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 12:25 p.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 May 11, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, May 11, 2016 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Omsted, Hanson, Sullivan, Kulchin, and Juliussen  
 DIRECTORS ABSENT: None  
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Steve Deering, Field Services Technician III Todd Amos, Field Services Technician-In-Training Russell Curney, Mim Michelove of Encinitas Union School District Farm Lab, Jodi Greenberger of Park Dale Lane Elementary, Jaime Fagnant of Infrastructure Engineering Corporation (IEC), and Jared Criscuolo of Rising Tide Partners (RTP)

**3. Pledge of Allegiance**

President Omsted led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

A. Teacher Grant Award

ASsup Hill introduced Ms. Mim Michelove of Encinitas Union School District Farm Lab to provide the Board a brief update on her school's project funded by the District's teacher grant program.

Ms. Michelove thanked the Board for the teacher grant that funded the school's Israeli Rain Barrel Pilot Project. She provided a brief description of the project noting that the school would be using



the teacher grant money to produce flyers and handouts to communicate to parents, kids, and the community about the Israeli Rain Barrel Pilot Project.

ASsup Hill introduced Ms. Jodi Greenberger of Parkdale Lane Elementary School to provide the Board a brief update on her school's project funded by the District's teacher grant program.

Ms. Greenberger thanked the Board for the teacher grant that funded the school's WaterWise Learning Garden. She provided a brief description of the project noting that the school was able to purchase an additional rain barrel and an outdoor gray water sink for their WaterWise garden.

The Board thanked Ms. Michelove and Ms. Greenberger for attending the meeting.

**B. Achievement of Organizational Objective**

GM Bushee presented the item stating that staff recently completed one year without a spill which meets an organizational objective under the incentive program. He noted that each employee is eligible for a \$1000 compensation award.

The Board congratulated staff for their efforts.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

- April 13, 2016 Board Meeting
- April 21, 2016 Community Affairs Meeting
- May 4, 2016 Engineering Committee Meeting

**8. Approval of Demands for April/May 2016**

Payroll Checks numbered 18509-18570; General Checking – Checks numbered 48125-48280.

**9. Operations Report** (A copy was included in the original May 11, 2016 Agenda)

**10. Finance Report** (A copy was included in the original May 11, 2016 Agenda)

**11. Quarterly Treasurer's Investment Report**

This report discloses investments for the quarter ending March 31, 2016.

**12. Disclosure of Reimbursements**

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

**13. Status Update on the Fiscal Year 2016 (FY16) LWD Tactics and Action Plan**

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

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

## EWA and COMMITTEE REPORTS

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

- A. EWA Board Report – Meeting was held on April 27, 2016.

Director Sullivan reported on EWA's April 27, 2016 Board meeting.

- B. An EWA Member Agency Manager's (MAM) Meeting was held on May 3, 2016.

GM Bushee reported on EWA's MAM May 3, 2016 meeting.

### 15. Committee Reports

- A. Community Affairs Committee (CAC) meeting was held on April 21, 2016.

Director Sullivan reported that the CAC and staff reviewed the 2016 Spring newsletter proposed article topics along with the production schedule. The CAC directed staff to move forward with the production of the newsletter.

The CAC received a presentation from Jared Criscuolo of Rising Tide Partners (RTP) on the District's branding standards. The CAC requested that the presentation be given to the Board of Directors and it will be reviewed later in the agenda.

- B. Engineering Committee (EC) meeting was held on May 4, 2016.

Director Juliussen reported that the EC reviewed the following recommendations:

- An agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000;
- Receive and file the Gafner AWT Condition Assessment Report completed by Infrastructure Engineering Corporation; and
- Authorize staff to coordinate with SANDAG and pay for the construction of extensions to the casings for the Lanikai Gravity Line and Secondary Effluent Force Main (B1) at the Carlsbad Poinsettia Train Station. Additionally, authorize staff to proceed with plans to design and construct an encased parallel gravity line at the Carlsbad Poinsettia Train Station.

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

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

C. Community Affairs Committee meeting was held on May 10, 2016.

Director Sullivan reported that the CAC and staff reviewed the draft text for the 2016 Spring newsletter.

Following discussion, the CAC authorized staff and RTP to proceed with the layout of the 2016 spring newsletter.

**ACTION ITEMS**

**16. Award 2016 Gravity Pipeline Rehabilitation Project Construction Contract**

Authorize the General Manager to execute an Agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000.

TSM Morishita presented this item indicating that it was reviewed by the Engineering Committee (EC) at their May 4<sup>th</sup> meeting. He also noted this item is a FY 2016 tactical goal.

TSM Morishita summarized that bids were due on March 29, 2016 and that two bids were received. He stated that Insituform Technologies (Insituform) was the apparent low bidder. However, the bid evaluation conducted by Infrastructure Engineering Corporation (IEC) uncovered three bid discrepancies which rendered the Insituform bid nonresponsive. TSM Morishita said that the bid submitted by the second bidder, Nu Line Technologies (Nu Line), was evaluated as a responsive bid. Therefore, staff recommended that the contract be awarded to Nu Line as the lowest responsive and responsible bidder in an amount not to exceed \$240,000.

TSM Morishita stated that the day after the April 6<sup>th</sup> EC meeting, staff received a protest letter from Insituform. He noted that Insituform was notified in writing of their nonresponsive bid on April 4<sup>th</sup> and given 48 hours to respond, therefore, their protest letter was submitted late. TSM Morishita continued that staff believed it was prudent to allow the bid protest process to run its course and removed this item from the May 2016 Board Agenda.

TSM Morishita said that on April 14<sup>th</sup> staff responded in writing to Insituform's bid protest. He said that Insituform was informed that their protest was denied and provided explanations for the denial. He continued that Insituform was informed in accordance with the bid protest procedures, they had 10 days to file an appeal to the Board. TSM Morishita stated that Insituform did not file an appeal.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000 by the following vote:

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

## **17. Gafner Advanced Water Treatment (AWT) Condition Assessment Report**

Receive and file the Gafner AWT Condition Assessment Report completed by Infrastructure Engineering Corporation (IEC).

TSM Morishita presented this item indicating that it was reviewed by the EC at their May 4<sup>th</sup> meeting. He also noted this item is a FY 2016 tactical goal. He stated that Gafner was last upgraded in 1993 to meet recycled water regulatory standards and has not undergone a major rehabilitation or equipment replacement since then. He continued that the Asset Management Plan recommended that a Gafner condition assessment be performed to identify plant rehabilitation or replacement projects for the Capital Improvement Program.

TSM Morishita stated staff executed a task order with IEC to conduct the assessment. He then asked Jamie Fagnant from IEC to present the report.

Ms. Fagnant provided an overview of IEC's findings, noting that IEC collected pre-inspection input from District staff, conducted onsite visits and met with staff to review and prioritize their findings. She explained that staff focused on plant safety and operating the plant within regulatory parameters. Ms. Fagnant noted that as a result of the prioritization, the Gafner Plant Improvements I Project was recommended at an estimated construction cost of \$368,000. TSM Morishita noted that this project will be presented in the FY17 Budget for the Board's consideration.

Following discussion, the Board of Directors reached consensus and received and filed the Gafner Advanced Water Treatment (AWT) Condition Assessment Report completed by Infrastructure Engineering Corporation.

## **18. Discussion of the LWD's Branding Standards**

ASsup Hill presented the item indicating that it was reviewed by the CAC at their April 21<sup>st</sup> meeting. ASsup Hill noted that the Rising Tide Partners (RTP) task order includes a review of the District's brand guideline. She stated that RTP has completed their review and then introduced Mr. Criscuolo to present the results.

Mr. Criscuolo presented an overview of branding standards and why it is important to use the same color scheme, logo, and look throughout all public outreach materials. Using the LWD website as the foundation for a proposed branding strategy, Mr. Criscuolo reviewed LWD's usage of typography, color, logo, and photography.

Mr. Criscuolo suggested a few minor revisions to font size and style used in headings on the District's website. In addition, he suggested a revision to the District's logo and he provided the proposed logo revisions to the Board.

Vice President Hanson stated that she thought the proposed logo with the tagline should have a smaller font for the tagline.

Director Sullivan stated she is partial to the original logo design but is open to the proposed changes. She stated she would like to see the proposed logo revision retain some of the water design which is on the original logo. President Omsted agreed with Director Sullivan.

Director Juliussen stated that he preferred the revised logo.

Director Kulchin stated he preferred the darker blue over the teal in the word Leucadia in the proposed logo.

Director Kulchin asked GM Bushee if the proposed logo is adopted will all LWD signage be changed. GM Bushee stated that over time signage would be changed but the initial change would be incorporated into the newsletter and on District letterhead. GM Bushee stated that the monument stone in the front of the District office would not be changed.

Following discussion, the Board of Directors agreed to refer this item back to the CAC for their review. This item will then be reviewed at a later Board meeting date.

Director Kulchin left the meeting at 6:00 p.m.

#### **19. Parallel Gravity Line at the Carlsbad Pointsettia Train Station**

Authorize staff to coordinate with SANDAG and pay for the construction of extensions to the casings for the Lanikai Gravity Line and Secondary Effluent Force Main (B1) at the Carlsbad Pointsettia Train Station. Additionally, authorize staff to proceed with plans to design and construct an encased parallel gravity line at the Carlsbad Pointsettia Train Station.

TSM Morishita presented the background of this item and an overview of the project.

TSM Morishita stated that this project presents a unique opportunity for construction of a parallel gravity line under the railroad tracks. He said that SANDAG confirmed that the construction of the parallel line within the Pointsettia Project area is covered under the project's permits. He stated that SANDAG/NCTD agreed to allow the construction, only within the NCTD right-of-way (ROW), as long as the construction of the new line does not delay or conflict with the Pointsettia Project.

TSM Morishita said that staff requested a proposal from TYLI, SANDAG's design engineer, to design the extension of the two casings and the new encased parallel line to streamline project design. He said that SANDAG agreed to add the construction of the new parallel line as an additive bid item in the Pointsettia Project bid. TSM Morishita explained that this will enable the removal of the parallel line construction project if the District decides not to go forward. He noted that staff is coordinating with the cities of Carlsbad and Encinitas for permitting requirements and approval from Encinitas City Council.

DE Deering presented the preliminary design of the encasements since this is a jointly owned line, and a preliminary alignment for the new parallel line. He said that TYLI will use this preliminary alignment for the parallel line to complete full project design. Director Juliussen thanked DE Deering and staff for doing a great job on expediting this project.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized staff to coordinate with SANDAG and pay for the construction of extensions to the casings for the Lanikai Gravity Line and Secondary Effluent Force Main (B1) at the Carlsbad Pointsettia Train Station and authorized staff to proceed with plans to design and construct an encased parallel gravity line at the Carlsbad Pointsettia Train Station by the following vote:

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

## INFORMATION ITEMS

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

- A. 2016 Encinitas EcoFest is scheduled for Sunday, May 15, 2016 from 10 a.m. – 5 p.m. at Coastal Roots Farm at 450 Quail Gardens Drive, Encinitas, CA
- B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, May 19, 2016 at The Butcher Shop Steakhouse in Kearny Mesa, CA

GM Bushee stated that a carpool will be leaving from the District office at 5:30pm and that he will send an email reminder.

### 21. Directors' Meetings and Conference Reports

- A. The 2016 CWEA Annual Conference was held April 26-29, 2016 at the Santa Clara Convention Center in Santa Clara, CA.

Vice President Hanson reported the sessions were great and she enjoyed the session given by Bobby Larson.

Director Sullivan reported that this year the conference had more participatory program sessions for Directors. She also reported that the Board was proud to be supporting staff at the conference.

### 22. General Manager's Report

GM Bushee reported on the following items:

- GM Bushee reported that the Budget Workshop Meeting is scheduled for Tuesday, May 24, 2016 at 10:00 a.m.
- GM Bushee noted that Pacific Ridge School had a tour for 7<sup>th</sup> and 8<sup>th</sup> grade students at the District Facilities on Monday, May 9, 2016.
- GM Bushee also noted that FSSpec Ian Riffel gave a tour to Palomar College students in the Wastewater Technology Collections System Operator class on Thursday, April 28, 2016.

### 23. General Counsel's Report

GC Brechtel reported on the following items:

- The difficulty of reforming the Clean Water Act

### 24. Board of Directors' Comments

Director Juliussen reported that the City of Carlsbad is hosting a community meeting to discuss rising sea levels and the future of Carlsbad's coast and lagoons on May 19, 2016.

Director Sullivan reported she will be attending the CSDA Video Contest Awards on May 12, 2016 at Helix Water District.

### 25. Adjournment

President Omsted adjourned the meeting at 6:27 p.m.

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Donald Omsted, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 May 23, 2016

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, May 23, 2016 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 9:30 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity and Jared Criscuolo with Rising Tide Partners (RTP).

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review of the Spring 2016 Draft Newsletter Layout.

ASsup Hill presented the item and stated that the requested text edits to the draft newsletter had been made. The CAC reviewed the newsletter and suggested some additional changes. The CAC also suggested updating one of the staff photos. Mr. Criscuolo of RTP noted the changes and indicated that he will return the final draft after the changes have been made.

ASsup Hill noted that staff will send the final newsletter to the full Board, after the changes are made, for their review and comments before mailing it to the residents.

Following discussion, the CAC authorized staff and RTP to proceed with the production of the newsletter and forward the final to the Board for their review prior to printing.

B. Review LWD's revised logo.

ASsup Hill presented the item and stated that the logo has been revised based on the Board's recommendations from the May 11, 2016 Board meeting.

Directors Sullivan and Omsted both agreed on the Updated Logo 1.

GM Bushee suggested that the newsletter include the updated logo. He indicated that staff has a limited timeline with ordering items with the new logo for an upcoming employee event. He stated with the CAC's

approval, staff would like to move forward with the usage of the new logo.

ASsup Hill noted that when she sends an email to the Board members requesting their input on the final newsletter that the email will also note the usage of the new logo. She stated that if there are no comments, then staff will begin using the new logo.

The CAC agreed with staff's suggestion.

GM Bushee stated that he appreciated the Committee and Board input on this process.

**5. Information Items**

None.

**6. Directors' Comments**

Directors Sullivan and Omsted stated they liked the changes to the Spring 2016 newsletter and the revised logo.

**7. General Manager's Comments**

GM Bushee stated that staff participated in EcoFest on Sunday, May 15<sup>th</sup> in Encinitas and had a negative experience. GM noted that staff will be assessing whether or not they will participate in the EcoFest event in future years.

The CAC agreed with GM Bushee to reassess LWD's future participation in this event.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 9:56 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)



**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Special Board Meeting  
 Tuesday, May 24, 2016

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Tuesday, May 24, 2016 at 10:00 a.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Omsted, Hanson, Sullivan, Kulchin, Juliussen  
 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, Superintendent Jeff Stecker, and District Engineer Steve Deering.

**3. Pledge of Allegiance**

President Omsted led the pledge of allegiance.

**4. Public Comment**

No public comment was received.

**5. Approval of Agenda**

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

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

**6. Overview of Recommended Fiscal Year 2017 (FY17) Budget**

A. Review and discuss the recommended FY17 Budget.

GM Bushee stated that this is the Board's fourth Budget workshop and that no action is required. He noted that staff is seeking direction or comments during the meeting. Staff will incorporate the Board's comments/direction at today's meeting and present the FY17 Budget for approval during the June Board meeting. He introduced ASM Duffey to provide the highlights of the FY17 Budget. ASM Duffey provided FY17 Budget highlights that included the following items:

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

- A proposed increase in the FY17 wastewater service charge from \$312.44 per EDU per year to \$343.68 per EDU per year;
- Projected personnel budget, noting this will be discussed in closed session;
- Cost allocation by program

He stated that overall revenues are projected to increase 11% from the FY16 Budget. He also stated that the proposed administrative expenses represent a 3% increase, the overall operating expenses represent a 2% increase, the capital expenditures represent a 16% decrease, and the personnel expenses represent a 4% increase from the FY16 Budget.

He provided a summary of the revenue projections stating that the total wastewater program revenues for FY17 are \$12.2 million with the largest category being sewer service charges at 80% or \$9.8 million and recycled water program revenues are \$281K with recycled water sales at 96% or \$269K.

ASM Duffey provided recent operating expense budget trends over the last five years, indicating that the budgeted expenses have been relatively flat over this period with a slight increase. He noted that the FY17 Budget is projecting \$6.3 million in wastewater operating expenses while the 2013 update for the FY17 Financial Plan projected \$6.6 million in wastewater operating expenses. ASM Duffey then introduced ASsup Hill to present the administrative services budget.

ASsup Hill stated that the administrative expenses totaled approximately \$1.7 million with salaries/benefits accounting for \$1.0 million of that total while non-labor expenses totaled \$713K. ASsup Hill summarized the administrative expenses indicating that salaries/benefits are projected to increase 6% from FY16 due to the addition of one fulltime employee and non-labor expenses will decrease 1% due to the deletion of accounting services under professional services partially offset by the addition of election expenses of \$30K. ASsup Hill then introduced Superintendent Stecker to provide an overview of the operating expenses.

Superintendent Stecker stated that the operating expenses for LWD facilities are projected to be \$5.8 million with Encina Treatment Plant expenses accounting for \$1.9 million of that total. He summarized the field services expenses indicating they are projected to increase 2% from FY16 partially due to increases in computer service expenses and the ADS flow monitoring expenses. For the Batiquitos facilities, he noted that total operating expenses are projected to be \$437K which represents a 10% increase over the FY16 Budget. He noted that an increase in the number of annual odor control carbon change outs and pump maintenance costs are the primary drivers for the increase. He also noted that utilities at Batiquitos are projected to decrease 13% due to a reduced electrical rate structure negotiated through SDGE. For the Recycled Water Enterprise, Superintendent Stecker indicated that the proposed operating expenses are \$202K which is a decrease of 1% over the FY16 budget. Superintendent Stecker then introduced TSM Morishita to present the development and capital budgets.

TSM Morishita explained that development pays for development and noted that the operating expenses for development are projected at \$136K. TSM Morishita then presented the capital acquisition budgets for the wastewater program and the recycled water program. He noted the proposed capital acquisition budget is \$500,800. He added that capital acquisition items typically cost more than \$5,000 and have a life expectancy greater than one year. He further explained that the majority of the capital acquisition budget will go towards the purchase of a new CCTV van and a portable bypass pump. He also talked about the additional capital acquisitions, such as, sewer maintenance equipment, office equipment and pump station equipment.

TSM Morishita provided detailed information on the capital improvement budget by reviewing the major projects which have a projected cost of \$5.7 million. He stated that the capital budget also

includes LWD's share of Encina Treatment Plant capital improvement costs, the recycled water program costs, and the jointly owned Batiquitos facilities.

Director Sullivan asked if the purchase price of the new CCTV van includes the CCTV equipment located inside the van. TSM Morishita explained that the purchase price of the CCTV van does include computers, TV, and other video equipment. He noted that an additional amount is budgeted for repair and maintenance of the CCTV equipment for LWD's second CCTV vehicle.

Director Juliussen asked if LAFCO annexation fees are reimbursable. ASM Duffey answered his question stating that all the LAFCO annexation fees are reimbursable and paid for by the developer.

President Omsted asked for clarification on the amount of money that will be taken out of the reserve fund. ASM Duffey explained that there will be a net decrease of about \$300K from the reserve fund.

Director Kulchin asked why capital expenses will decrease 16%. ASM Duffey explained that fewer capital projects are projected for FY17 and that capital expenditures are cyclical. Director Kulchin also asked ASsup Hill for clarification on the definition of Board Support. ASsup Hill explained that Board Support is the total expenses for the Board including compensation, conference expenses, and benefits.

Director Sullivan stated she was pleased with the new graphics and the presentation of the recommended FY17 budget.

No action was taken.

## **7. Information Items**

None.

## **8. Closed Session**

A. Meet with District representatives General Manager Bushee and Administrative Services Manager Duffey to discuss the FY17 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 FY17 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.

## **9. Adjournment**

President Omsted adjourned the meeting at 11:17 a.m.

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Donald Omsted, President

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Paul J. Bushee  
Secretary/General Manager (SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 June 1, 2016

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, June 1, 2016 at 8:00 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 8:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; District Counsel Wayne Brechtel; District Engineer Steve Deering and District Inspector Brian Tran (Dudek).

**3. Public Comment**

None.

**4. New Business**

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

DE Deering presented staff's recommendation. He presented an overview of the Standard Spec and explained how reference documents; such as the "Greenbook" (Standard Specifications for Public Works Construction), Uniform Plumbing Code and California Plumbing Code; were incorporated into the Standard Spec. DE Deering described the major changes that were made in each section of the Standard Spec. He explained that topics such as Fats Oils and Grease control, odor control of private pump stations, the use of plastic manholes, and lateral connections to trunk lines were addressed in the update.

Director Kulchin asked about DC Brechtel's involvement in the update of the Standard Spec. DE Deering stated that DC Brechtel reviewed and clarified the Appendices which are templates of the District's various permits, agreements and easements used in the design and construction of wastewater facility projects.

Director Juliussen asked about the wording in paragraph 2 of the resolution delegating authority to the District's General Manager for the final acceptance of approved dedicated sewer facilities and easements and rights of way for such facilities on behalf of the District. DC Brechtel answered and assured the Committee that the delegating of authority was legal, acceptable and customary. Director Juliussen was satisfied with the answer.

After discussion, the EC concurred with staff to recommend that the Board adopt Resolution No. 2278 revising the District's Standard Specifications and Procedures for Wastewater Facility Projects.

**5. Information Items**

A. Saxony Pump Station Rehabilitation Project

TSM Morishita presented a status update of the Saxony Pump Station Rehabilitation Project. He stated that the flow meter was installed and that final punch list items are being addressed.

B. Scott's Valley Pipeline Rehabilitation Project Completion

TSM Morishita presented the final cost of the project. He stated that two change orders were issued on the project that reduced the contract cost by \$5,850. He continued that, therefore, the final project cost was \$463,550 which was lower than the original contract amount of \$469,400

**6. Director's Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 8:45 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**DATE:** June 2, 2016  
**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 **\$ 421,701.58**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months May 6, 2016 – June 1, 2016.

Operating expenses totaled **\$194,250.07** while Capital Improvement Program expenses totaled **\$ 120,505.35**.

Payroll for employees and the Board totaled **\$ 106,946.16**.

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

Attachment 1	Summary of Demands by Account May/June 2016
Attachment 2	Accounts Payable Check Register dated May 6, 2016
Attachment 3	Payroll Check Register dated May 11, 2016
Attachment 4	Payroll Check Register dated May 12, 2016
Attachment 5	Accounts Payable Check Register dated May 16, 2016
Attachment 6	Accounts Payable Check Register dated May 23, 2016
Attachment 7	Payroll Check Register dated May 25, 2016
Attachment 8	Accounts Payable Check Register dated June 1, 2016
Attachment 9	Year to Date Employee and Board Payroll Report

## DEMANDS SUMMARY

June 8, 2016

### 1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -5/11/2016	18571 - 18589	\$45,328.93	
Payroll Check -5/12/2016	18590 - 18608 <b>Incentive</b>	\$16,361.17	
Payroll Check - 5/25/2016	18609 - 18627	<u>\$45,256.06</u>	
	<b>Total</b>		<b>\$106,946.16</b>
General Checking -5/6/2016	48281 - 48318	\$ 32,686.95	
General Checking -5/16/2016	48319 - 48343	\$ 96,173.67	
General Checking -5/23/2016	48344 - 48365	\$ 130,387.86	
General Checking -6/1/2016	48366 - 48386	<u>\$ 55,506.94</u>	
	<b>Total</b>	<b>\$ 314,755.42</b>	
	<b>GRAND TOTAL</b>		<b>\$421,701.58</b>

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/6/2016 Through 5/6/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	48281	5/6/2016	<u>3,570.00</u>	FLOW MONITORING-APRIL
	Total 48281		3,570.00	
ALLIANT INSURANCE SERVICES, INC	48282	5/6/2016	<u>378.00</u>	ADD ON INS FOR EQUIPMENT
	Total 48282		378.00	
ARC DOCUMENT SOLUTIONS,LLC	48283	5/6/2016	<u>32.00</u>	PLANS AND SPECS
	Total 48283		32.00	
ANTIMITE TERMITE & PEST CONTROL	48284	5/6/2016	<u>56.00</u>	MONTHLY PEST SERVICE-MAY
	Total 48284		56.00	
AT&T	48285	5/6/2016	<u>171.04</u>	PHONE SERVICE
	Total 48285		171.04	
CITY OF CARLSBAD	48286	5/6/2016	619.88	WATER @ OFFICE/LPS
CITY OF CARLSBAD		5/6/2016	183.57	WATER @ VACTOR
CITY OF CARLSBAD		5/6/2016	<u>237.36</u>	WATER @ VACTOR 2
	Total 48286		1,040.81	
COX COMMUNICATIONS SAN DIEGO	48287	5/6/2016	<u>1,424.71</u>	PHONE SERVICE/INTERNET
	Total 48287		1,424.71	
CUES, INC	48288	5/6/2016	<u>418.60</u>	PARTS FOR CCTV VAN
	Total 48288		418.60	
CUMMINS PACIFIC,LLC	48289	5/6/2016	344.85	SERVICE
CUMMINS PACIFIC,LLC		5/6/2016	689.70	SERVICE @ BPS
CUMMINS PACIFIC,LLC		5/6/2016	334.85	SERVICE @ E. ESTATES
CUMMINS PACIFIC,LLC		5/6/2016	240.35	SERVICE @ LCPS
CUMMINS PACIFIC,LLC		5/6/2016	240.35	SERVICE @ PORTABLE 142
CUMMINS PACIFIC,LLC		5/6/2016	240.35	SERVICE @ PORTABLE 146
CUMMINS PACIFIC,LLC		5/6/2016	240.35	SERVICE @ SPS
CUMMINS PACIFIC,LLC		5/6/2016	<u>240.35</u>	SERVICE @ VP5
	Total 48289		2,571.15	
DATA NET	48290	5/6/2016	888.42	IS MAINT AND SUPPORT
DATA NET		5/6/2016	<u>480.55</u>	IS MAINT AND SUPPORT-ANTI VIRUS
	Total 48290		1,368.97	
DAVID KULCHIN	48291	5/6/2016	<u>1,118.25</u>	REIMBURSE FOR CWEA CONF
	Total 48291		1,118.25	



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/6/2016 Through 5/6/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ELAINE SULLIVAN	48292	5/6/2016	40.36	REIMBURSE FOR CWEA CONF
	Total 48292		40.36	
EMPLOYMENT DEVELOPMENT DEPT	48293	5/6/2016	347.00	UNEMPLOYMENT-J. FLANDERS
	Total 48293		347.00	
EVOQUA WATER TECHNOLOGIES, LLC	48294	5/6/2016	8,155.83	BIOXIDE
	Total 48294		8,155.83	
HAAKER EQUIPMENT CO	48295	5/6/2016	37.42	PARTS
	Total 48295		37.42	
HUGO GONZALEZ	48296	5/6/2016	102.47	REIMBURSE FOR CWEA CONF
	Total 48296		102.47	
INTERSTATE BATTERIES OF SAN DIEGO	48297	5/6/2016	362.00	BATTERIES
	Total 48297		362.00	
JEFFERY STECKER	48298	5/6/2016	176.26	REIMBURSE FOR CWEA CONF
	Total 48298		176.26	
JUDY HANSON	48299	5/6/2016	713.59	REIMBURSE FOR CWEA CONF
	Total 48299		713.59	
MARVIN GONZALEZ	48300	5/6/2016	111.20	REIMBURSE M. G. FOR CWEA CONF
	Total 48300		111.20	
MITSUBISHI ELECTRIC US, INC	48301	5/6/2016	277.41	ELEVATOR SERVICE AND MAINT
	Total 48301		277.41	
OFFICE DEPOT, INC.	48302	5/6/2016	147.10	OFFICE SUPPLIES
OFFICE DEPOT, INC.		5/6/2016	286.92	OFFICE SUPPLIES-SHREDDER
	Total 48302		434.02	
OLIVENHAIN MUNICIPAL WATER DIST	48303	5/6/2016	41.13	WATER @ E.ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		5/6/2016	438.73	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		5/6/2016	658.26	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		5/6/2016	41.13	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		5/6/2016	41.13	WATER @ VP7

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/6/2016 Through 5/6/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 48303		1,220.38	
PLANT PEOPLE, INC	48304	5/6/2016	<u>218.00</u>	LIVE PLANTS MAINT IN OFFICE
	Total 48304		218.00	
QUALITY CHEVROLET	48305	5/6/2016	<u>2,803.99</u>	SERVICE/MAINT ON TRUCKS
	Total 48305		2,803.99	
Richard Duffey	48306	5/6/2016	<u>188.68</u>	REIMBURSE FOR CSRMA
	Total 48306		188.68	
R. J. SAFETY SUPPLY CO., INC.	48307	5/6/2016	<u>277.99</u>	SAFETY GLOVES
	Total 48307		277.99	
SAN DIEGO UNION TRIBUNE	48308	5/6/2016	<u>2,136.99</u>	AD FOR ORDINANCE
	Total 48308		2,136.99	
SAN DIEGO GAS & ELECTIRC	48309	5/6/2016	<u>688.60</u>	ELECTRIC @ SPS
	Total 48309		688.60	
SLOAN ELECTRIC COMPANY	48310	5/6/2016	<u>860.00</u>	TROUBLESHOOT/TESTING @ LPS
	Total 48310		860.00	
STATE WATER RESOURCES CONTROL BD	48311	5/6/2016	<u>60.00</u>	RENEWAL FOR G. MENDEZ-D2
	Total 48311		60.00	
TODD AMOS	48312	5/6/2016	86.33	REIMBURSE FOR CWEA CONF
TODD AMOS		5/6/2016	<u>191.92</u>	REIMBURSE FOR SAFETY BOOTS
	Total 48312		278.25	
TRI COMMUNITY ANSWERING SERVICE	48313	5/6/2016	<u>90.00</u>	ANSWERING SERVICE-APRIL
	Total 48313		90.00	
UNDERGROUND SERVICE ALERT OF	48314	5/6/2016	<u>145.50</u>	UNDERGROUND ALARM SERVICE
	Total 48314		145.50	
UNIFIRST CORPORATION	48315	5/6/2016	188.65	LAUNDRY SERVICE-4/20/16
UNIFIRST CORPORATION		5/6/2016	<u>192.03</u>	LAUNDRY SERVICE-4/27/16
	Total 48315		380.68	
VERIZON WIRELESS	48316	5/6/2016	<u>49.21</u>	TELEMENTRY
	Total 48316		49.21	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/6/2016 Through 5/6/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
WASTE MANAGEMENT	48317	5/6/2016	290.57	TRASH SERVICE-APRIL
	Total 48317		290.57	
XEROX CORPORATION	48318	5/6/2016	91.02	COPY LEASE
	Total 48318		91.02	
Report Total			32,686.95	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: May 11, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18571 - 18589	5/11/2016	\$45,328.93

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: May 12, 2016  
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18590 - 18608	5/12/2016	\$16,361.17

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/16/2016 Through 5/16/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ALLIANT INSURANCE SERVICES	48319	5/16/2016	<u>430.00</u>	CRIME RENEWAL INS
	Total 48319		430.00	
BOOT WORLD, INC	48320	5/16/2016	<u>155.48</u>	SAFETY BOOTS FOR STEVE K.
	Total 48320		155.48	
CARLSBAD FUELS CORPORATION	48321	5/16/2016	<u>1,517.16</u>	VEHICLE GAS
	Total 48321		1,517.16	
CONEXIS	48322	5/16/2016	<u>140.00</u>	SEC 125 FLEX PLAN-APRIL
	Total 48322		140.00	
CORELOGIC INFORMATION SOLUTIONS,INC	48323	5/16/2016	<u>125.00</u>	REAL QUEST SUBSCRIP for April
	Total 48323		125.00	
CSDA- SAN DIEGO CHAPTER	48324	5/16/2016	<u>180.00</u>	CSDA QTRLY DINNER-5/19/16
	Total 48324		180.00	
CWEA	48325	5/16/2016	81.00	RENEWAL FOR R.RODRIGUEZ-4/2016
CWEA		5/16/2016	81.00	RENEWAL FOR T. AMOS-PLANT MAINT
	Total 48325		162.00	
DATA NET	48326	5/16/2016	<u>347.00</u>	IS MAINT AND SUPPORT
	Total 48326		347.00	
DETECTION INSTRUMENTS CORP	48327	5/16/2016	<u>492.61</u>	CALIBRATION @ BPS
	Total 48327		492.61	
DONALD OMSTED	48328	5/16/2016	<u>20.66</u>	REIMBURSE FOR CWEA CONF
	Total 48328		20.66	
ICMA RETIREMENT-303979	48329	5/16/2016	<u>3,919.05</u>	DEFERRED COMP-5/11/2016
	Total 48329		3,919.05	
MARCON PRODUCTS INC.	48330	5/16/2016	<u>305.78</u>	GRADE RINGS
	Total 48330		305.78	
NAPA AUTO	48331	5/16/2016	194.08	FILTERS
NAPA AUTO		5/16/2016	<u>17.26</u>	PARTS FOR PS
	Total 48331		211.34	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/16/2016 Through 5/16/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
NATIONWIDE RETIREMENT SOLUTIONS	48332	5/16/2016	247.22	DEFERRED COMP-5/11/2016
	Total 48332		247.22	
PALOMAR WATER, LLC	48333	5/16/2016	249.13	BOTTLED WATER DELIVERED
	Total 48333		249.13	
PEP BOYS	48334	5/16/2016	31.29	PARTS
	Total 48334		31.29	
PERS RETIREMENT	48335	5/16/2016	319.43	BOARD RETIREMENT 4/30/2016
PERS RETIREMENT		5/16/2016	11,904.56	EMPLOYEE RETIREMENT 4/24/2016
PERS RETIREMENT		5/16/2016	11,904.56	EMPLOYEE RETIREMENT 5/8/2016
	Total 48335		24,128.55	
SAN DIEGUITO WATER DISTRICT	48336	5/16/2016	128.92	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		5/16/2016	6.08	WATER @ TANKER
	Total 48336		135.00	
SOUTHERN CONTRACTING COMPANY	48337	5/16/2016	1,122.00	COOLING FAN @ EEPS
	Total 48337		1,122.00	
TC CONSTRUCTION	48338	5/16/2016	45,480.30	SPS REHAB PROJECT
	Total 48338		45,480.30	
THE HOME DEPOT CRC/GEFCF	48339	5/16/2016	1,107.08	SUPPLIES
	Total 48339		1,107.08	
T.S. INDUSTRIAL SUPPLY	48340	5/16/2016	117.37	FAST LOCK CLAMPS
	Total 48340		117.37	
UNIFIRST CORPORATION	48341	5/16/2016	251.38	LAUNDRY SERVICE-5/4/2016
	Total 48341		251.38	
U.S. BANK	48342	5/16/2016	9,519.27	CONFERENCES, MEETINGS,SUPPLIES, ETC
	Total 48342		9,519.27	
WORDEN WILLIAMS, APC	48343	5/16/2016	5,779.00	LEGAL FEES-APRIL
	Total 48343		5,779.00	
Report Total			96,173.67	

**Leucadia Wastewater District**  
Vendor Activity  
From 5/16/2016 Through 5/16/2016

32

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	Transaction Description
USBANK1	U.S. BANK	API	5/16/2016	48342	199.00	ACCT DAY-R.D.
USBANK1	U.S. BANK	API	5/16/2016	48342	507.96	AIRFARE-CWEA-D.O.
USBANK1	U.S. BANK	API	5/16/2016	48342	507.96	AIRFARE-CWEA-E.S.
USBANK1	U.S. BANK	API	5/16/2016	48342	476.83	AUTO PARTS
USBANK1	U.S. BANK	API	5/16/2016	48342	81.74	CASA CONF-DINNER-P.B.
USBANK1	U.S. BANK	API	5/16/2016	48342	2.93	CASA CONF-P.B.
USBANK1	U.S. BANK	API	5/16/2016	48342	38.00	CASA CONF-TAXI-P.B.
USBANK1	U.S. BANK	API	5/16/2016	48342	14.50	CASA JT POLICY
USBANK1	U.S. BANK	API	5/16/2016	48342	14.69	CASA JT POLICY-D.O.
USBANK1	U.S. BANK	API	5/16/2016	48342	29.90	CASA JT POLICY-E.S.
USBANK1	U.S. BANK	API	5/16/2016	48342	59.60	CASA-CAB-D.O.
USBANK1	U.S. BANK	API	5/16/2016	48342	34.00	CASA-PARKING-P.B.
USBANK1	U.S. BANK	API	5/16/2016	48342	350.00	CSDA LEG REG
USBANK1	U.S. BANK	API	5/16/2016	48342	175.00	CSDA LEG REG-P.B.
USBANK1	U.S. BANK	API	5/16/2016	48342	223.96	CSRMA FINANCE MEETING
USBANK1	U.S. BANK	API	5/16/2016	48342	1,253.80	CWEA AIRFARE
USBANK1	U.S. BANK	API	5/16/2016	48342	507.96	CWEA CONF-R.D.
USBANK1	U.S. BANK	API	5/16/2016	48342	302.25	DATCO
USBANK1	U.S. BANK	API	5/16/2016	48342	99.00	DROP BIX UPGRADE
USBANK1	U.S. BANK	API	5/16/2016	48342	344.00	ECO FEST REG
USBANK1	U.S. BANK	API	5/16/2016	48342	187.48	EMPLOYEE LUNCH MEETING
USBANK1	U.S. BANK	API	5/16/2016	48342	341.11	HOTEL-CAS-D.O.
USBANK1	U.S. BANK	API	5/16/2016	48342	378.95	HOTEL-CASA-P.B.
USBANK1	U.S. BANK	API	5/16/2016	48342	161.99	IPAD KEYBOARD
USBANK1	U.S. BANK	API	5/16/2016	48342	1,418.64	IPADS-T.B./R.D.
USBANK1	U.S. BANK	API	5/16/2016	48342	33.00	P.B.-BREAKFAST MEETING
USBANK1	U.S. BANK	API	5/16/2016	48342	1,645.02	SAFETY SUPPLIES
USBANK1	U.S. BANK	API	5/16/2016	48342	100.00	WEBSITE HOSTING
USBANK1	U.S. BANK	API	5/16/2016	48342	30.00	WIFI-R.M.
USBANK1	U.S. BANK	APS	5/16/2016	48342	0.00	CONFERENCES, MEETINGS,SUPPLIES, ETC
Transaction Total					9,519.27	
Total USBANK1	U.S. BANK				9,519.27	



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/23/2016 Through 5/23/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AYALA ENGINEERING	48344	5/23/2016	<u>17,500.00</u>	MANHOLE REHAB
	Total 48344		17,500.00	
BOOT WORLD, INC	48345	5/23/2016	<u>194.36</u>	SAFETY BOOTS-M.G.
	Total 48345		194.36	
CHARLES KING COMPANY	48346	5/23/2016	<u>22,465.00</u>	SCOTTS VALLEY-FINAL RETENTION
	Total 48346		22,465.00	
CHUCKS TIRE CENTER	48347	5/23/2016	<u>25.00</u>	TIRE REPAIR
	Total 48347		25.00	
CORODATA	48348	5/23/2016	<u>74.40</u>	STORAGE
	Total 48348		74.40	
CWEA	48349	5/23/2016	<u>96.00</u>	RENEWAL FOR CWEA-COLLECTION
	Total 48349		96.00	
DATA NET	48350	5/23/2016	<u>1,223.75</u>	IS MAINT AND SUPPORT
	Total 48350		1,223.75	
DUDEK & ASSOCIATES	48351	5/23/2016	<u>6,619.47</u>	GE/CIP/MARCH/200/354/352/302
	Total 48351		6,619.47	
HEAVILAND ENTERPRISES, INC	48352	5/23/2016	<u>840.00</u>	MONTHLY LANDSCAPE FEES-MAY
	Total 48352		840.00	
HOCH CONSULTING	48353	5/23/2016	<u>9,570.00</u>	CONSTRUCTION CONSULTING-BPS SOLAR
	Total 48353		9,570.00	
I2B NETWORKS, INC	48354	5/23/2016	<u>160.00</u>	WEB CAM @ BPS
	Total 48354		160.00	
INFRASTRUCTURE ENGINEERING CORP	48355	5/23/2016	585.00	FY 15 GRAVITY SEWER
INFRASTRUCTURE ENGINEERING CORP		5/23/2016	2,410.00	FY 2016 GRAVITY LINE
INFRASTRUCTURE ENGINEERING CORP		5/23/2016	8,962.50	GAFNER WATER TREATMENT
INFRASTRUCTURE ENGINEERING CORP		5/23/2016	22,567.50	L1 FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		5/23/2016	1,845.58	VP5 REPLACEMENT PROJECT
	Total 48355		36,370.58	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 5/23/2016 Through 5/23/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INTERSTATE BATTERIES OF SAN DIEGO	48356	5/23/2016	255.17	BATTERY
	Total 48356		255.17	
MIRA MESA WINDOW CLEANING	48357	5/23/2016	1,030.00	WINDOW WASHING
	Total 48357		1,030.00	
MSC JANITORIAL SERVICE, INC	48358	5/23/2016	1,552.92	JANITORIAL SERVICE-MAY
	Total 48358		1,552.92	
RICHARD DUFFEY	48359	5/23/2016	160.92	REIMBURSE FOR IPAD KEYBOARD
	Total 48359		160.92	
SAN DIEGO GAS & ELECTIRC	48360	5/23/2016	10,002.21	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		5/23/2016	13,823.17	ELECTRIC @ OFFICE/LPS
SAN DIEGO GAS & ELECTIRC		5/23/2016	51.60	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		5/23/2016	8.53	NAT GAS @ EEPS
	Total 48360		23,885.51	
SPECIALTY SEALS & ACCESSORIES, INC.	48361	5/23/2016	5,081.94	REFURBISHED CURR
	Total 48361		5,081.94	
PAUL STEVENS	48362	5/23/2016	2,250.00	LATERAL REIMBURSEMENT
	Total 48362		2,250.00	
UNIFIRST CORPORATION	48363	5/23/2016	188.85	LAUNDRY SERVICE-5/11/2016
	Total 48363		188.85	
VALLEY CHAIN AND GEAR, INC	48364	5/23/2016	177.27	METRIC BELT
	Total 48364		177.27	
VERIZON WIRELESS	48365	5/23/2016	666.72	CELL PHONES
	Total 48365		666.72	
Report Total			130,387.86	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: May 25, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18609 - 18627	5/25/2016	\$45,256.06

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/1/2016 Through 6/1/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	48366	6/1/2016	28,438.66	BRD/EMPLOYEE HEALTH INS-JUNE
	Total 48366		28,438.66	
CWEA	48367	6/1/2016	250.00	MEMBERSHIP RENEWAL-S. KRASON
	Total 48367		250.00	
ELAINE SULLIVAN	48368	6/1/2016	45.36	REIMBURSE FOR CSDA VIDEO AWARDS
ELAINE SULLIVAN		6/1/2016	42.96	REIMBURSE E. SULLIVAN FOR CSDA LEG DAYS
	Total 48368		88.32	
EVOQUA WATER TECHNOLOGIES, LLC	48369	6/1/2016	8,107.97	BIOXIDE
	Total 48369		8,107.97	
GRAPHIC PRODUCTS	48370	6/1/2016	386.23	FLYERS ETC
	Total 48370		386.23	
GREAT AMERICA FINANCIAL SERVICES	48371	6/1/2016	788.31	COPIER LEASE
	Total 48371		788.31	
HARTFORD LIFE & ACCIDENT INS.	48372	6/1/2016	441.32	LIFE INS - JUNE
	Total 48372		441.32	
HOCH CONSULTING	48373	6/1/2016	2,843.75	VP5 PS CONSTRUCTION
	Total 48373		2,843.75	
J. J. KELLER & ASSOCIATES, INC.	48374	6/1/2016	31.37	OSHA BOOKLET
	Total 48374		31.37	
DODGE DATA & ANALYTICS	48375	6/1/2016	1,212.68	AD FOR VP5 PS
	Total 48375		1,212.68	
MES VISION	48376	6/1/2016	372.27	VISION INS-JUNE
	Total 48376		372.27	
NAPA AUTO	48377	6/1/2016	38.84	SUPPLIES
	Total 48377		38.84	
NATIONWIDE RETIREMENT SOLUTIONS	48378	6/1/2016	247.22	DEFERRED COMP

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 6/1/2016 Through 6/1/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 48378		247.22	
nfpACCOUNTING TECHNOLOGIES	48379	6/1/2016	2,413.00	MIP SUPPORT FOR 2016-2017
	Total 48379		2,413.00	
OFFICE DEPOT, INC.	48380	6/1/2016	286.36	OFFICE SUPPLIES
	Total 48380		286.36	
QUALITY CHEVROLET	48381	6/1/2016	963.86	MAINT/REPAIR ON TRUCK
	Total 48381		963.86	
RISING TIDE PARTNERS	48382	6/1/2016	1,830.00	PUBLIC INFORMATION-APRIL
	Total 48382		1,830.00	
SAN DIEGO UNION TRIBUNE	48383	6/1/2016	456.34	AD FOR VP5 PS
	Total 48383		456.34	
SAN DIEGO GAS & ELECTIRC	48384	6/1/2016	102.80	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		6/1/2016	761.63	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		6/1/2016	980.39	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		6/1/2016	340.12	ELECTRIC @ VP5 PS
	Total 48384		2,184.94	
THE GUARDIAN	48385	6/1/2016	4,032.50	DENTAL/DISABILITY INS-JUNE
	Total 48385		4,032.50	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	48386	6/1/2016	93.00	PHYSICALS
	Total 48386		93.00	
Report Total			55,506.94	

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

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

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

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

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

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

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

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

**NOVEMBER**

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

**DECEMBER**

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

**JANUARY**

**2016**

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

**FEBRUARY**

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

**MARCH**

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

**APRIL**

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

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

**MAY**

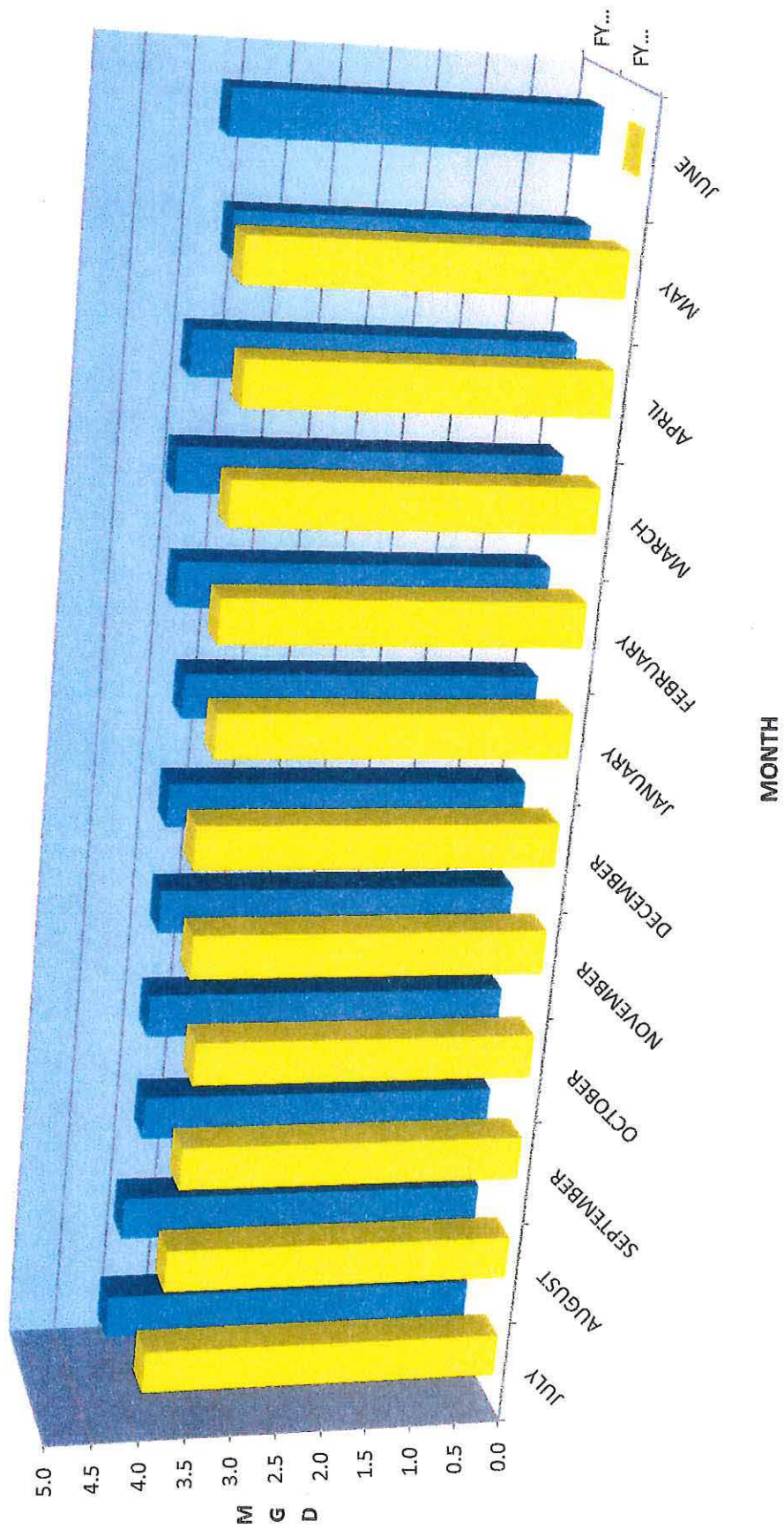
5/2/2016	Board		\$4,924.86
5/11/2016	Employee		\$45,328.93
5/11/2016	Employee	Incentive	\$16,361.17
5/25/2016	Employee		<u>45256.06</u>
	<b>TOTAL</b>		<b>\$111,871.02</b>



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

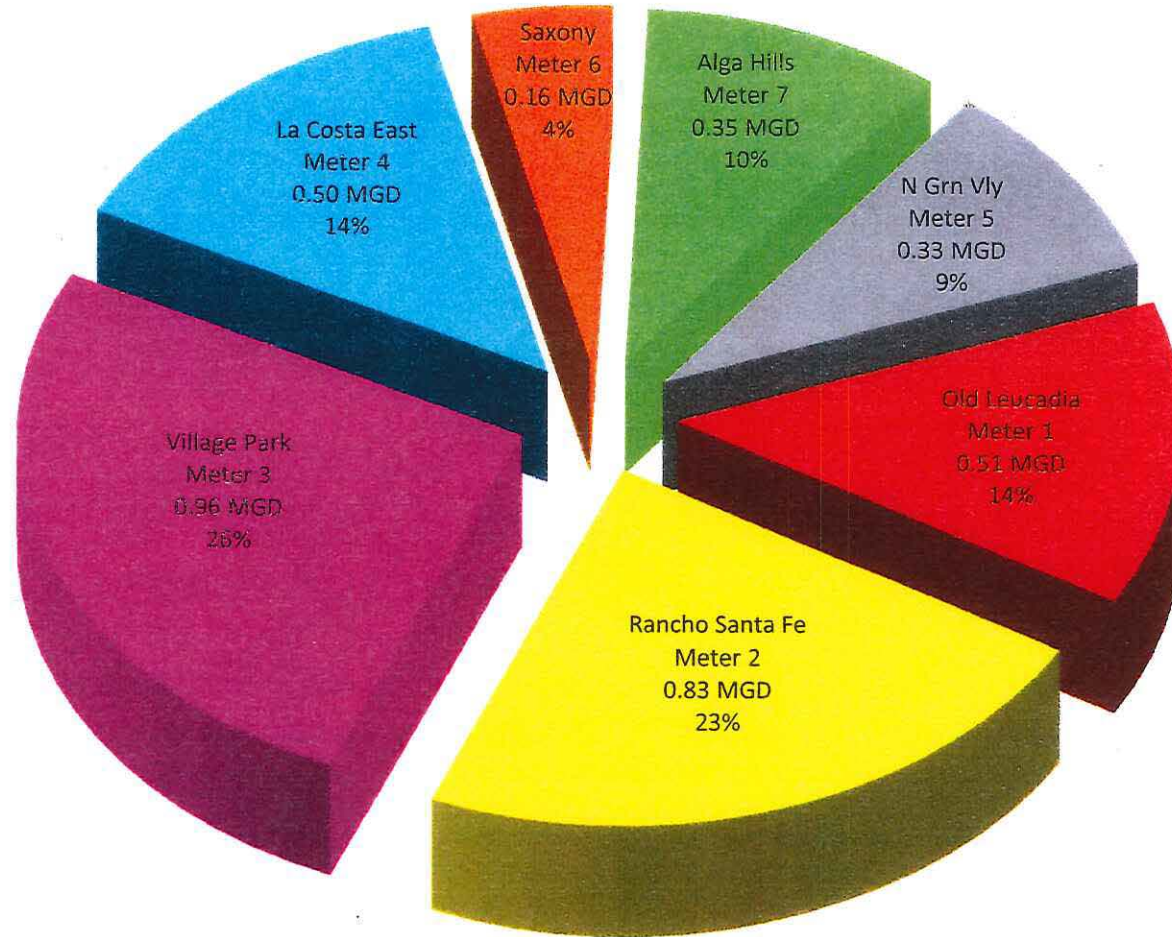
CURRENT MONTH - May 2016							FY 2014-2015
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,515.94	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.76	121.52	5.80	3.92	137	27.33	4.10
YTD			28,521.74				
AUGUST	0.00	116.87	8.60	3.77	132	39.88	4.01
YTD			28,530.34				
SEPTEMBER	1.14	111.00	3.00	3.70	130	32.02	3.87
YTD			28,533.34				
OCTOBER	0.70	113.15	8.50	3.65	128	18.08	3.90
YTD			28,541.84				
NOVEMBER	0.60	113.10	0.0	3.77	132	11.62	3.87
YTD			28,541.84				
DECEMBER	0.87	118.73	5.90	3.83	134	2.30	3.87
YTD			28,547.74				
JANUARY	2.61	115.01	16.00	3.71	130	0.00	3.80
YTD			28,563.74				
FEBRUARY	0.12	109.33	7.00	3.77	132	7.33	3.96
YTD			28,570.74				
MARCH	1.21	116.56	4.47	3.76	132	14.71	4.05
YTD			28,575.21				
APRIL	0.46	111.60	2.00	3.72	130	20.89	3.99
YTD			28,577.21				
MAY	0.33	118.11	5.67	3.81	133	32.53	3.67
YTD			28,582.88				
JUNE							3.78
YTD							
YTD Totals	8.80	1264.98	67			206.69	
Mo Average	0.80	115.00	6	3.76	132	18.79	3.91

**LEUCADIA WASTEWATER DISTRICT  
FLOW COMPARISON FY15 to FY16**

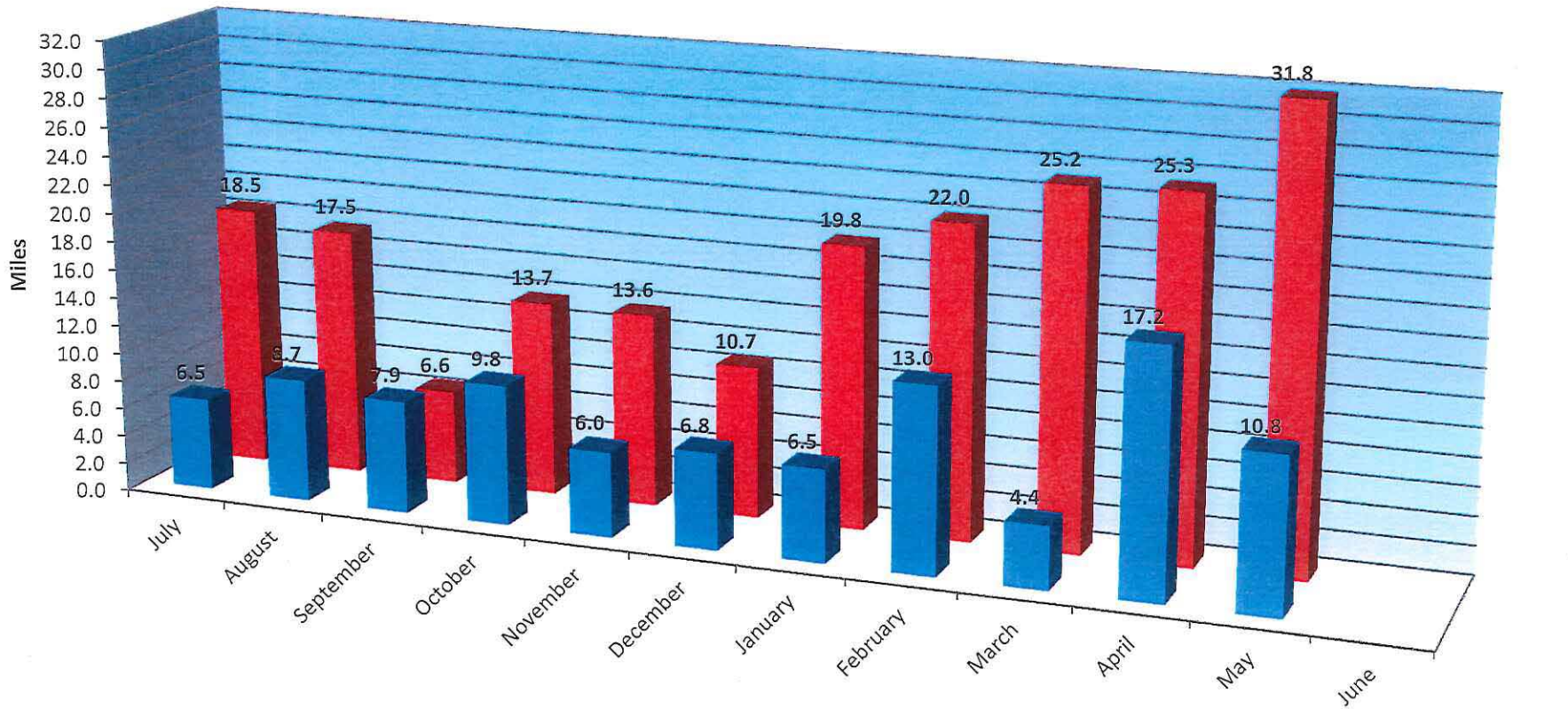




**LWD Flows by Sub-Basin  
May 2016  
Total LWD Flow = 3.81 MGD**



# FY-16 CCTV Inspections & Hydro Cleaning Production

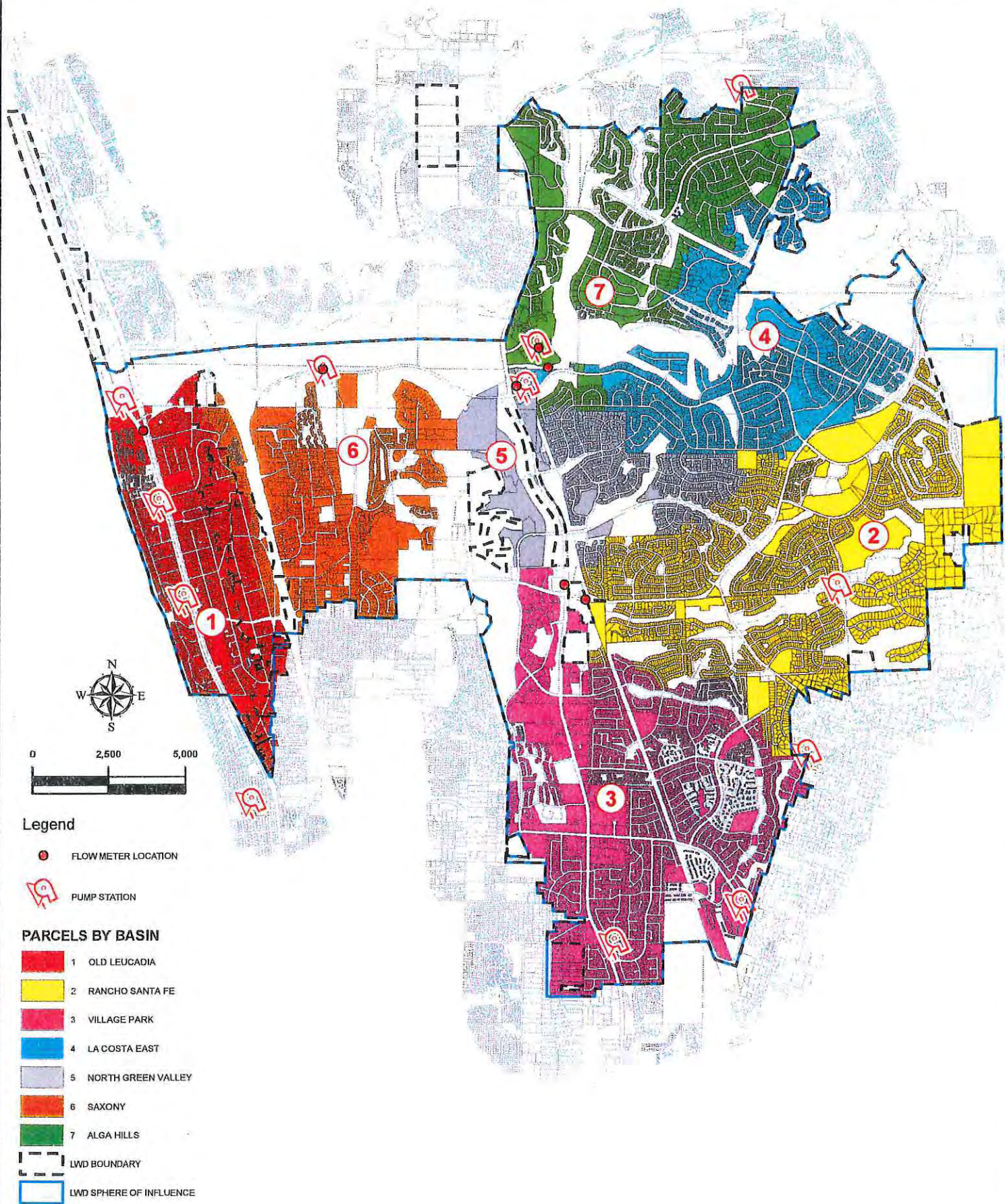


**Monthly Target Mileage**  
 Hydro-Cleaning: 15 Miles/Month  
 CCTV Inspection: 6.3 Miles/ Month

■ CCTV Inspections  
 ■ Total Hydro Cleaning



# LEUCADIA WASTEWATER DISTRICT



## Legend

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



# Leucadia Wastewater District

Balance Sheet  
As of 5/31/2016

		<u>Current Year</u>
Assets		
Cash & Investments	1CAS	35,371,661.61
Accounts Receivables	2A/R	92,949.04
Prepaid Expense	3PRE	80,026.00
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	151,060,726.03
Less Accumulated Depreciation	6DEP	(52,380,807.32)
Total Assets		<u>135,711,355.36</u>
Deferred Outflows		
PERS Proportions Difference	7D/O	15,754.00
Current Year PERS Employer Contribution	8D/O	242,055.47
Total Deferred Outflows		<u>257,809.47</u>
Total Assets & Deferred Outflows		<u>135,969,164.83</u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	301,310.67
Developer Deposits	DEVD	203,328.98
Net Pension Liability	LTDB	2,277,414.00
EWA Pension Liability	LTDP	1,816,300.00
Total Liabilities		<u>4,598,353.65</u>
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	48,723.00
Projected/Actual PERS Earnings Difference	D/In	765,316.00
Total Deferred Inflows		<u>814,039.00</u>
Net Position		
Beginning Net Position (as of June 30, 2015)		
Investment in Capital Assets	IC/A	102,080,040.50
Reserves	RESV	29,783,956.78
Total Beginning Net Position (as of June 30, 2015)		<u>131,863,997.28</u>
Current Change In Net Position		
Other		(1,307,225.10)
Total Current Change In Net Position		<u>(1,307,225.10)</u>
Total Net Position		<u>130,556,772.18</u>
Total Liabilities, Deferred Inflows & Net Position		<u>135,969,164.83</u>

# Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses  
From 7/1/2015 Through 5/31/2016

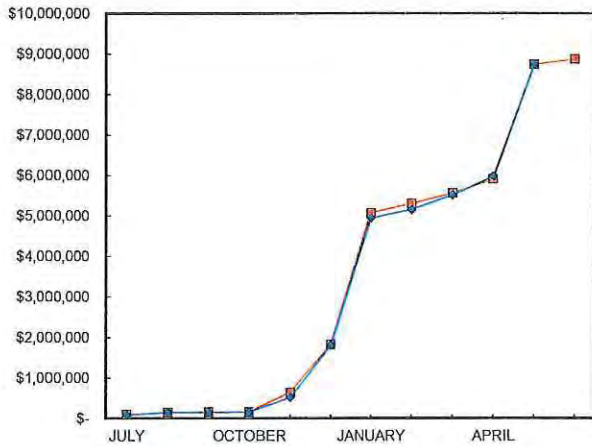
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	8,745,965.03	8,876,733.00	130,767.97	98.5%
3150 Recycled Water Sales	173,357.40	266,000.00	92,642.60	65.2%
3100 Misc. Operating Revenue	\$ 58,526.14	\$ 248,533.00	\$ 190,006.86	23.5%
<b>TOTAL OPERATING REVENUES</b>	<b>\$8,977,848.57</b>	<b>\$9,391,266.00</b>	<b>\$ 413,417.43</b>	<b>95.6%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$1,484,544.07	\$1,647,320.00	\$ 162,775.93	90.1%
4200 Employee Benefits	698,132.28	825,559.00	127,426.72	84.6%
4300 Directors Expense	112,034.90	140,100.00	28,065.10	80.0%
4600 Gas, Oil & Fuel	26,331.70	46,000.00	19,668.30	57.2%
4700 Insurance Expense	102,394.93	118,000.00	15,605.07	86.8%
4800 Memberships	25,247.20	25,400.00	152.80	99.4%
4900 Office Expense	87,993.96	122,100.00	34,106.04	72.1%
5000 Operating Supplies	152,715.24	225,900.00	73,184.76	67.6%
5200 Professional Services	394,159.16	539,400.00	145,240.84	73.1%
5300 Printing & Publishing	13,271.02	32,000.00	18,728.98	41.5%
5400 Rents & Leases	10,863.70	15,150.00	4,286.30	71.7%
5500 Repairs & Maintenance	362,802.18	390,400.00	27,597.82	92.9%
5600 Monitoring & Permits	45,746.95	54,850.00	9,103.05	83.4%
5700 Training & Development	27,648.62	46,500.00	18,851.38	59.5%
5900 Utilities	378,599.68	497,600.00	119,000.32	76.1%
6100 LAFCO Operations	8,762.60	6,200.00	<b>(2,562.60)</b>	141.3%
6200 Encina Operating Expense	1,257,920.95	1,915,644.00	657,723.05	65.7%
6900 Admin O/H alloc to Capital	(98,432.14)	(128,664.00)	(30,231.86)	76.5%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$5,090,737.00</b>	<b>\$6,519,459.00</b>	<b>\$1,428,722.00</b>	<b>78.1%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	226,601.64	240,360.00	13,758.36	94.3%
3220 Property Taxes	1,435,070.14	1,450,000.00	14,929.86	99.0%
3250 Investment Income	197,871.87	180,000.00	(17,871.87)	109.9%
3290 Misc. Non Op Revenue	73,809.56	8,200.00	(65,609.56)	900.1%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$1,933,353.21</b>	<b>\$1,878,560.00</b>	<b>\$ (54,793.21)</b>	<b>102.9%</b>

# Leucadia Wastewater District

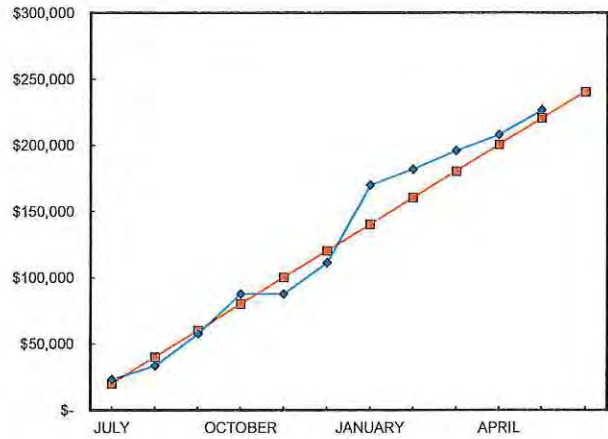
## Revenue FY2016

YTD through May 31, 2016

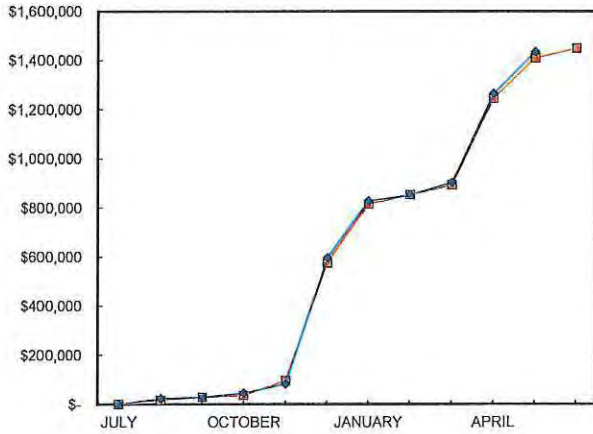
Sewer Service Fees



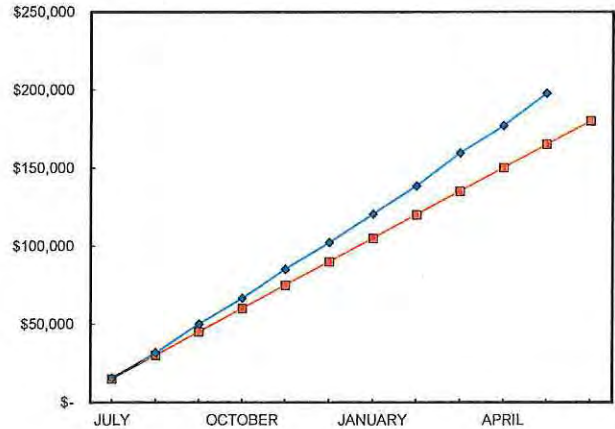
Capacity Charges



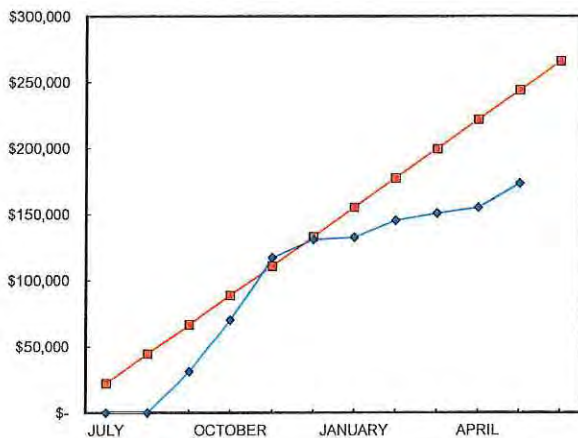
Property Taxes



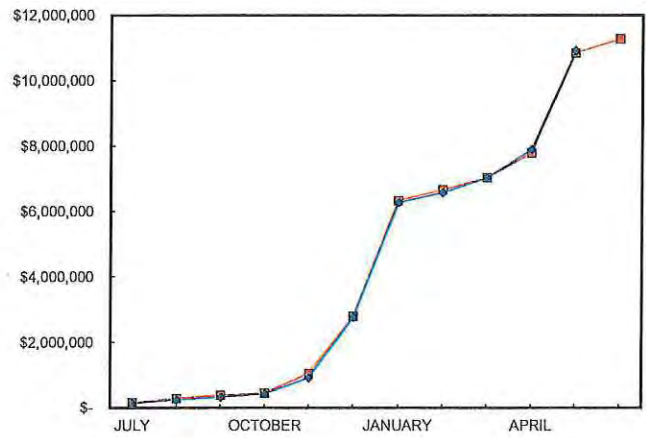
Investment Income



Recycled Wastewater



Total Revenue



— Budget — Actual

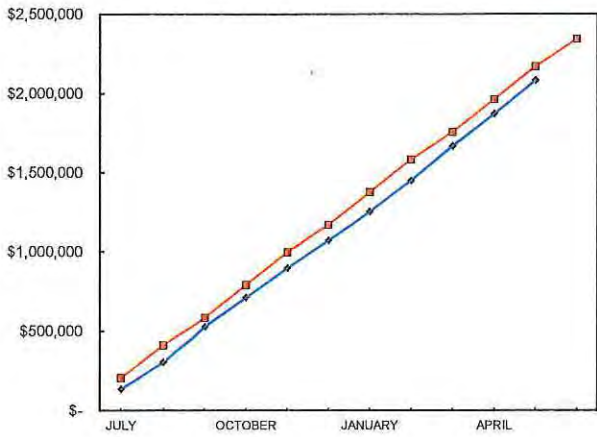
— Budget — Actual

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

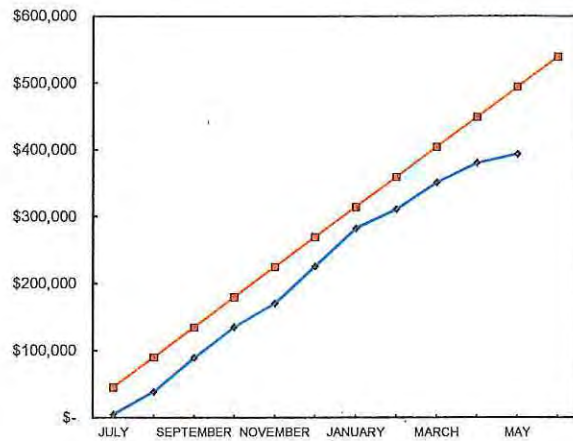


# Leucadia Wastewater District Operating Expenses FY2016 YTD through May 31, 2016

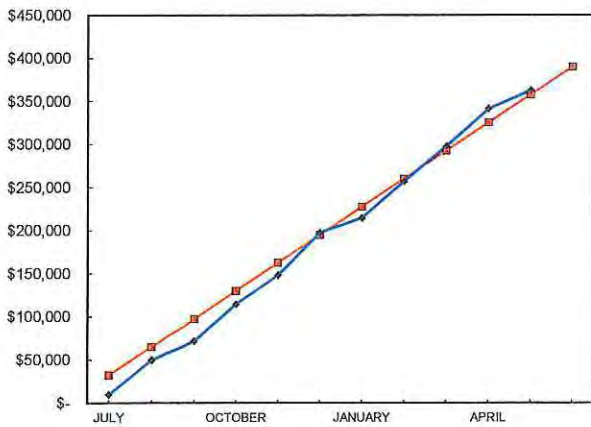
**Salaries and Benefits**



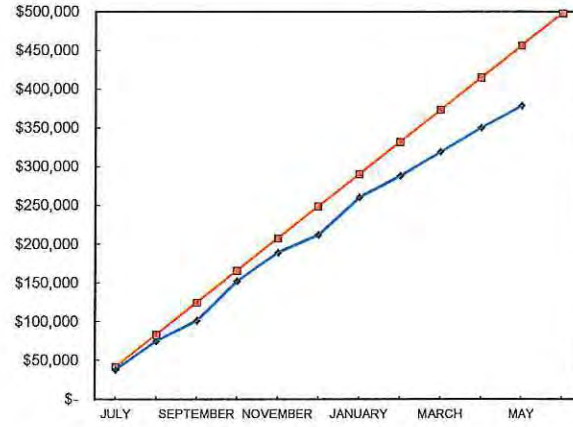
**Professional Services**



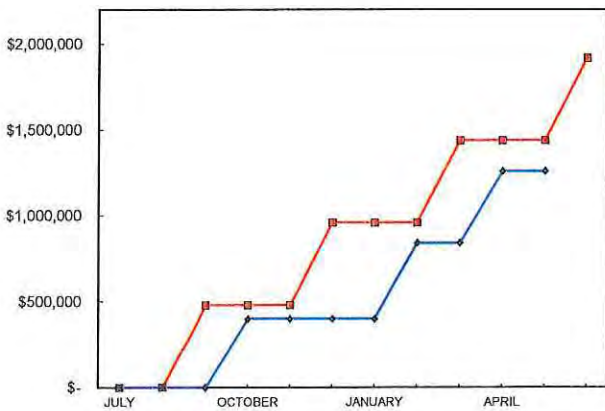
**Repairs & Maintenance**



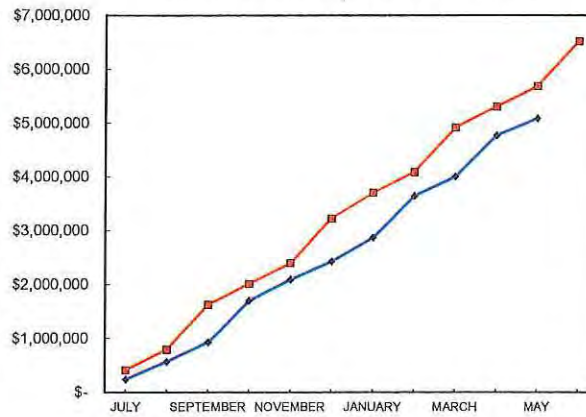
**Utilities**



**Encina M&O**



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



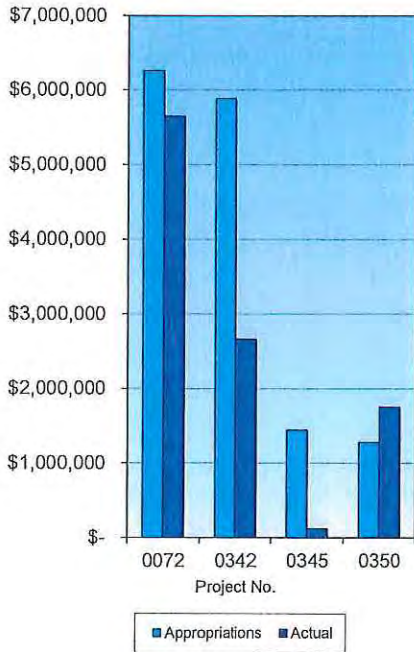
— Budget    — Actual

— Budget    — Actual

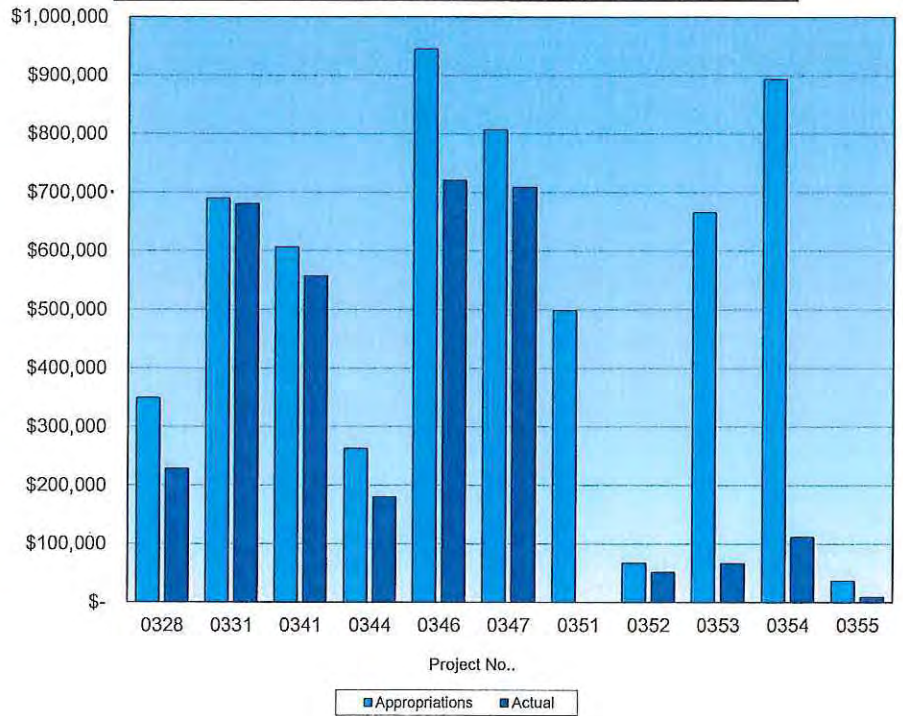
\* Preliminary: subject to future review, reconciliation, accruals, and audit

## Leucadia Wastewater District Capital Expenditures As of May 31, 2016

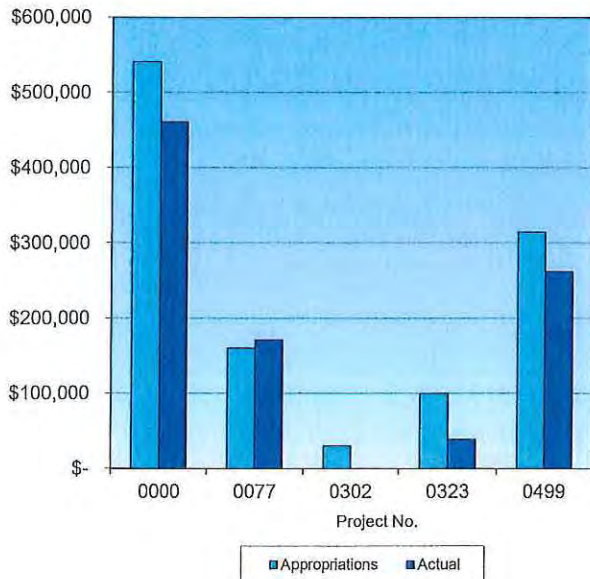
**District Multi Year Capital Expenditures by Project (>\$1M) Through FY2016**



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



**Single Year Capital Expenditures by Project FY2016**



**Project Legend**

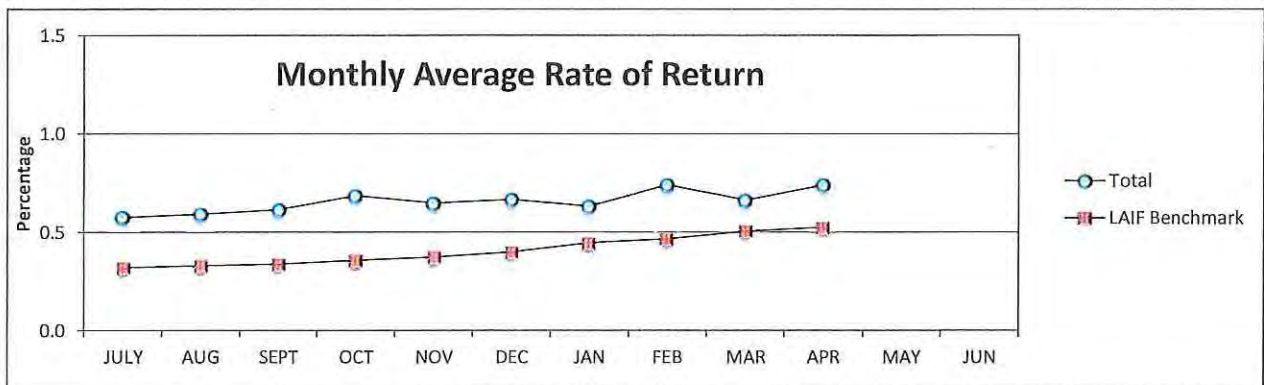
Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	0072
Water Recycling Group	0328
Leucadia PS Generator Replacement	0331
Scott's Valley Pipeline Repair	0341
B2 Force Main Replacement Project	0342
LPS & BatPS VFD Replacement	0344
Leucadia FM West Section Replacmnt	0345
FY2015 Gravity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

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

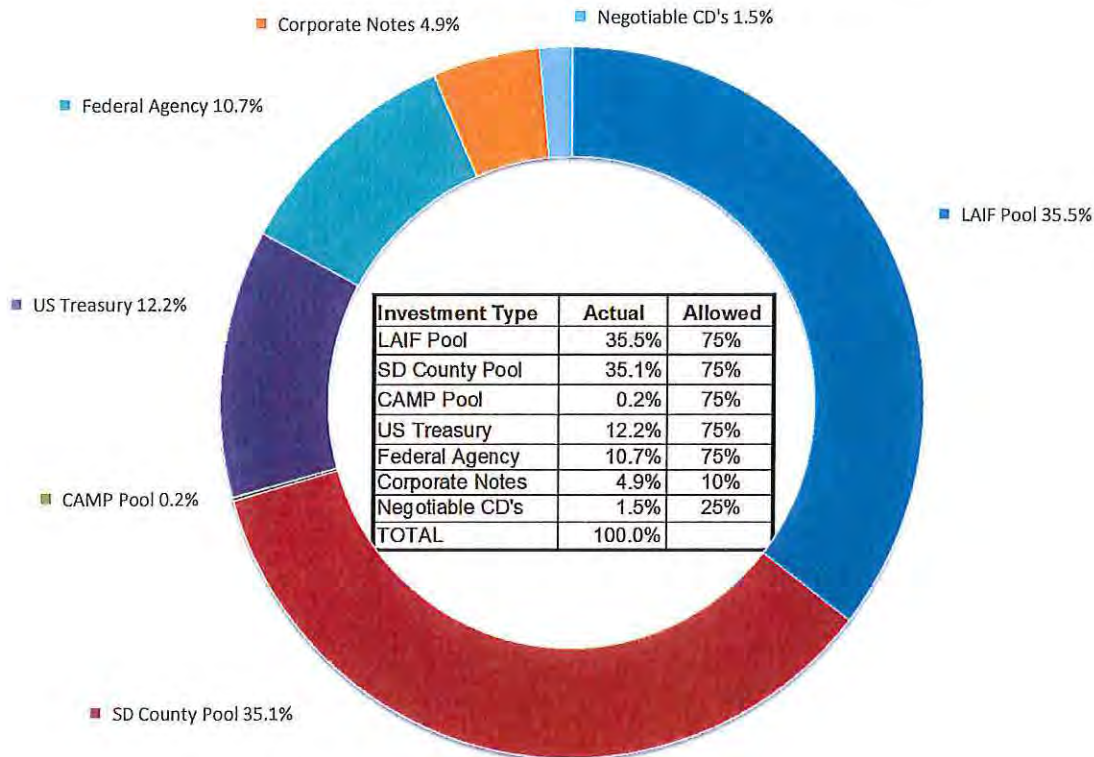


## LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary April 30, 2016

Cash Equivalents & Investments	Principal (Original Cost)		April Interest	Average Rate
	March 31, 2016	April 30, 2016		
LAIF Pool	\$ 11,836,405	\$ 11,624,738	\$ 5,132	0.525%
SD County Pool	11,469,655	11,485,614	7,307	0.764%
CAMP Pool	55,253	55,814	22	0.480%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	6,794	6,687	42	7.480%
Federal Agency Notes	3,488,390	3,488,390	2,895	1.010%
Corporate Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	500,000	500,000	531	1.270%
Total Camp Portfolio	9,599,128	9,599,021	7,802	0.980%
<b>Totals</b>	<b>\$ 32,960,441</b>	<b>\$ 32,765,188</b>	<b>\$ 20,264</b>	<b>0.740%</b>

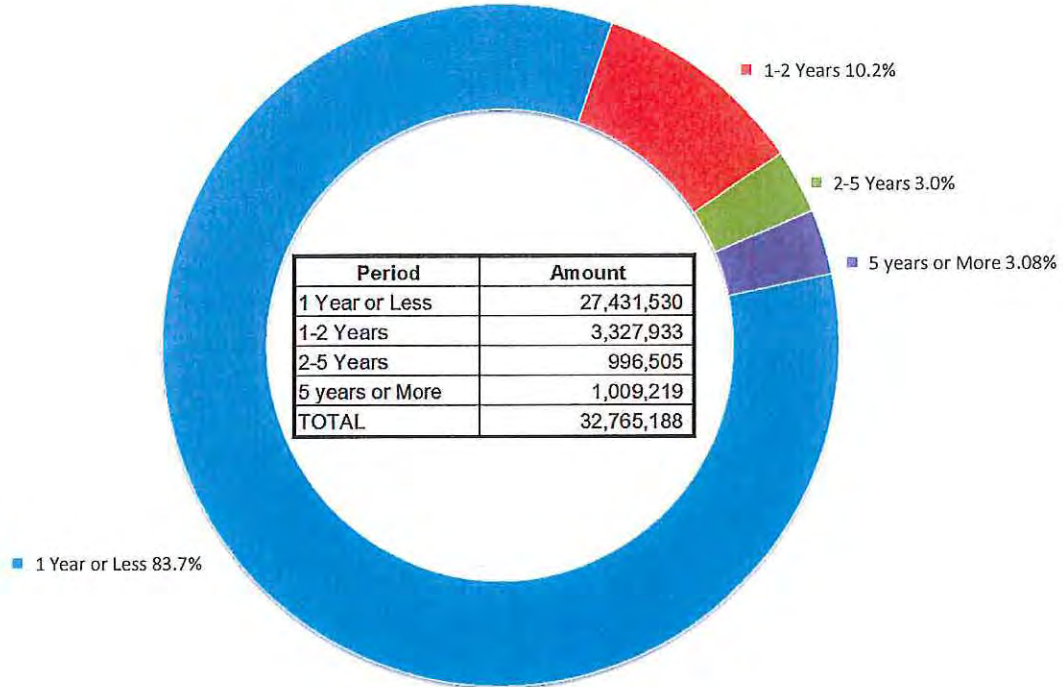


### INVESTMENT DISTRIBUTION BY CATEGORY

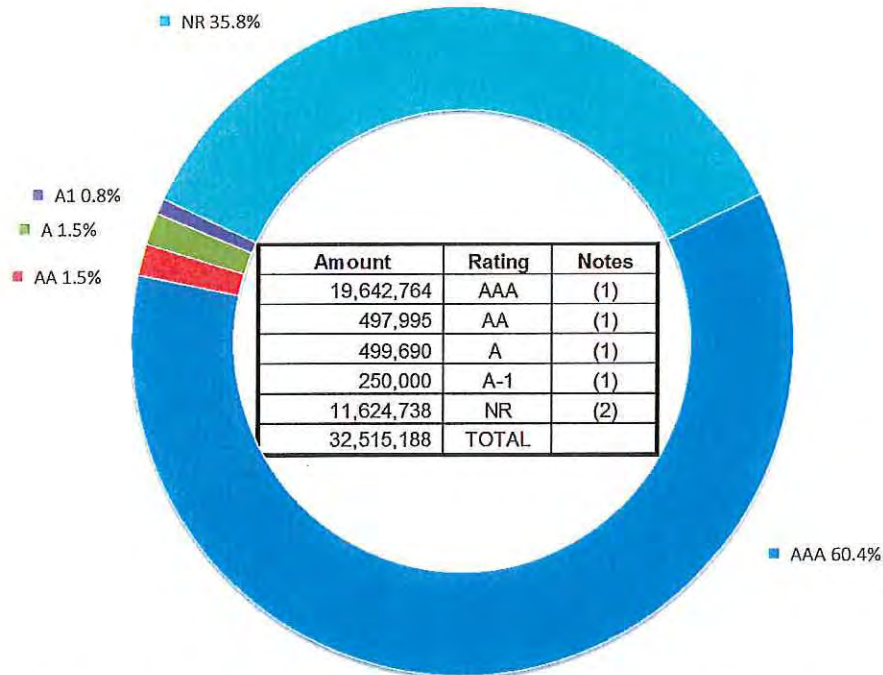


**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**April 30, 2016**  
**(Continued)**

**REMAINING MATURITY**



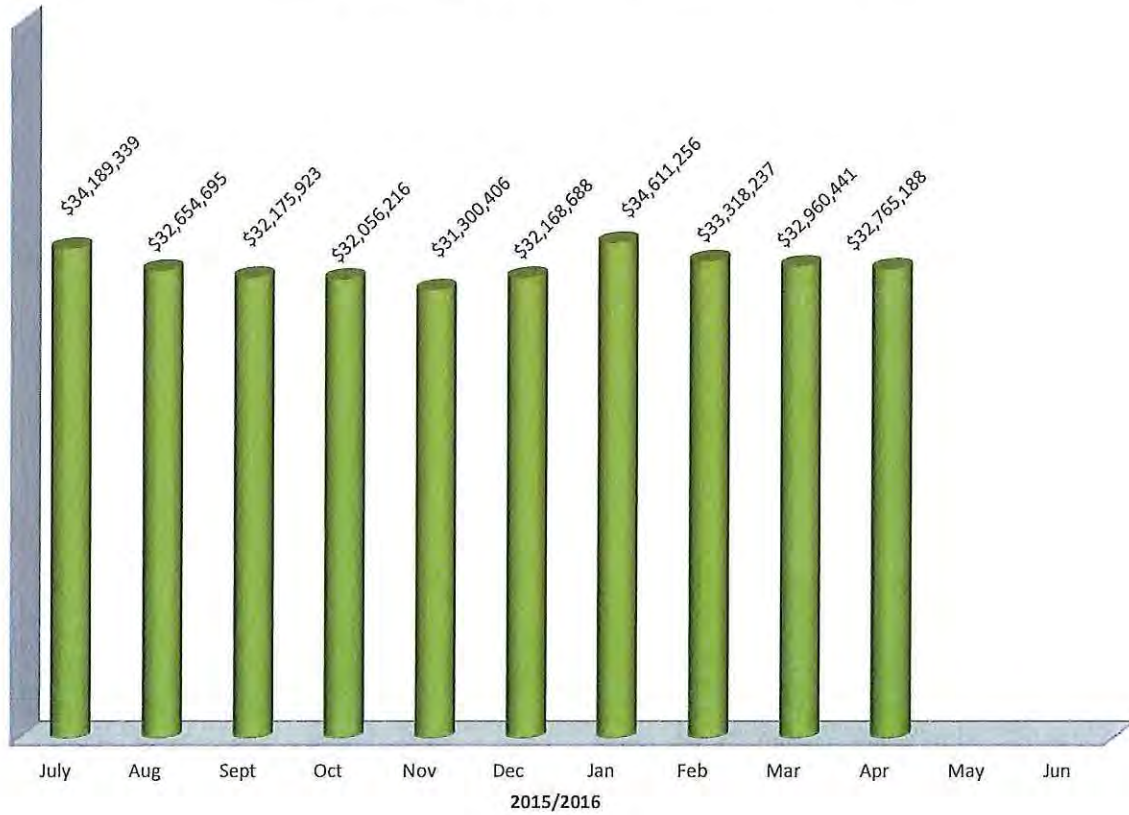
**INVESTMENT RATINGS**



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

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**April 30, 2016**  
**(Continued)**

**TOTAL CASH EQUIVALENTS & INVESTMENTS**



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

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 107	\$ -	(3)	7.48%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 107</b>	<b>\$ -</b>		


(3) Monthly principal payments from mortgage pools

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



**MEMORANDUM**

Ref: 16-5032

**DATE:** June 2, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **May 2016 Board Disclosure of Reimbursements Report**

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

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

**DISCUSSION:**

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

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

tb:PB


Attachment

Leucadia Wastewater District  
Disclosure of Reimbursements Report  
May 1-31, 2016

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	J. Stecker
<i>CSDA Video Contest</i>										
CSDA Video Contest Awards May 12, 2016 San Diego, CA Helix Water District	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	parking									
	Tips									
	Fuel/mileage/taxi			45.36						
<b>Total</b>		\$ -	\$ 45.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>CSDA Legislative Days</i>										
CSDA Legislative Days May 16-18, 2016 Sacramento, CA	Registration	175.00	175.00	175.00						
	Hotel	435.90	435.90	435.90						
	Airfare	237.95	237.95	237.95						
	Meals	78.80	110.49	22.41						
	Rental Car									
	Parking/Taxi		38.12	59.60						
	Tips			9.00						
	Fuel/mileage/taxi		37.80	6.48						
<b>Total</b>	\$ 927.65	\$ 1,035.26	\$ 946.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>CSDA Video Contest</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>CSDA Video Contest</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:  
CSDA Legislative Days  
-ES drove JH and DO to airport from JH house, DO drove to JH house  
- ES paid dinner for JH (\$49.28 ES, \$49.27 JH on District card)  
- JH paid bfst for ES (\$22.53 each on JH personal card)  
- DO had only one receipt for taxi but is the total for airport to hotel/hotel to airport

**MEMORANDUM**

**DATE:** June 2, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Adopt Resolution No. 2279 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2017 (July 1, 2016 to June 30, 2017) Pursuant to Article XIII (B) of the California Constitution**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2279 as presented.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

California Government Code Section 7910 requires that the District establish an appropriations limit at the beginning of each fiscal year. The appropriations limit for FY17 has been calculated at \$74,420,087. The planned District appropriations subject to the statutory limitation are \$1,576,765. As per Government Code Section 7910, the document used to develop the Appropriations Limit was made available to the public.

Proposed Resolution No. 2279 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. 2279 as presented.

th:PJB

Attachment



RESOLUTION NO. 2279

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
ESTABLISHING APPROPRIATIONS LIMIT OF THE DISTRICT  
FOR THE FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017 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, 2016 - June 30, 2017 pursuant to Article XIII (B) of the California Constitution is hereby established as \$74,420,087.

Section 2. This Resolution is effective June 8, 2016 and supersedes Resolution No. 2260.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the LWD, held June 8, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Donald F. Omsted, President

ATTEST:

---

Paul J. Bushee, General Manager

(SEAL)

**LEUCADIA WASTEWATER DISTRICT  
APPROPRIATIONS LIMIT  
FISCAL YEAR 2016-2017**

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)
<b>2016-17</b>	<b>1.0082</b>	<b>1.0537</b>	<b>1.0623</b>	<b>74,420,087</b>	<b>1,576,765</b>	<b>(72,843,322)</b>

**LEUCADIA WASTEWATER DISTRICT  
APPROPRIATIONS LIMIT WORKSHEET  
FISCAL YEAR 2016-2017**

(2)

	Total (1) 1/1/2015	Within District 1/1/2015	% of City	% of District
Carlsbad	110,653	32,047	29.0%	52.4%
Encinitas	61,518	29,141	47.4%	47.6%
Total		61,188	(to below)	100.0%

(1) Citys of Carlsbad & Encinitas population figures per SANDAG regional estimates for 1/01/2015 (per Web Site)

(2) District population figures per special request from SANDAG  
Latest estimate received May 31, 2015 for Jan 2015

		2014-2015		2015-2016	
		Total cities (3) 1/1/2015	Total district (Calc) 1/1/2015	Total cities (3) 1/1/2016	Total district (Calc) 1/1/2016
Population	%				
Carlsbad	29.0%	111,939	32,419	112,930	32,706
Encinitas	47.4%	61,473	29,120	61,928	29,335
Total	(from above)	173,412	61,539	174,858	62,042
Percentage change				0.834%	0.817%

<u>Adjustment factor calculation</u>	FISCAL YEAR 2016-20	<u>% CHANGE</u>	<u>FACTOR</u>
1 population change calculation		0.817%	1.0082
2 per capita personal income - (3)		5.370%	1.0537
<b>Adjustment Factor</b>			<b>1.0623</b>

(3) Per California department of Finance letter and attachments, dated May 2016

**LEUCADIA WASTEWATER DISTRICT  
 APPROPRIATIONS SUBJECT TO LIMIT WORKSHEET  
 FISCAL YEAR 2016-2017**

Fiscal Year	Total Appropriations	Amount
2016-2017	General District	\$ 6,616,233
	Current Construction/Capital	6,167,954
	Other Debt & Reserves Exp.	-
	Reserves	27,647,365
	Subtotal	40,431,552
	Less: Prior Reserves (Limited to above reserves)	27,942,113
	(Difference)	(294,748)
	Less: Voter Approved Debt Service	0
	Total Available	12,784,187
	Non-Proceeds of Taxes	11,207,422
<b>Appropriations Subject to Limit</b>		<b>\$ 1,576,765</b>

Fiscal Year	Revenues	Total Revenue	Tax Revenue	Non Tax Revenue
2016-2017	Service Charges	\$ 10,088,969	\$ -	\$ 10,088,969
	Other Operating Income	223,710	-	223,710
	Property Taxes	1,550,000	1,550,000	-
	Other Non-Opererating Income	414,760	-	414,760
	Debt Service	-	-	-
	Less Voter Approved Debt Service	-	-	-
	Subtotal	12,277,439	1,550,000	10,727,439
	Interest Income	212,000	26,765	185,235
	Other Reserve Income	294,748	-	294,748
	<b>Total Revenues</b>	<b>\$ 12,784,187</b>	<b>\$ 1,576,765</b>	<b>\$ 11,207,422</b>

Interest Income Allocation

Tax Revenue	\$ 1,550,000
Total Revenue Before Interest	/ 12,277,439
%	= 12.6247827%
Interest Income	* 212,000
Interest Allocated to Tax Revenue	= \$ 26,765

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**May 25, 2016**

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

**1. Fiscal Year 2015 (FY15) Major Plant Rehabilitation Project**

- The Board of Directors awarded a contract to JR Filanc Construction Company Inc. in the amount of \$10,846,028 for construction of the FY15 Major Plant Rehabilitation Project.
- The Board of Directors awarded continuation of engineering services agreements to Carollo Engineers for \$75,505, Black & Veatch for \$81,970, and Kennedy/Jenks for \$84,383 for Construction Engineering Services related to the FY15 Major Plant Rehabilitation Project.
- The Board of Directors approved the transfer of remaining Capital Budget project appropriations in the amount of \$214,842 from FY14, \$1,319,695 from FY15, and \$932,382 FY16 to the FY16 capital budget for the construction of the FY15 Major Plant Rehabilitation Project.

**2. Request for Consent to Joint legal Representation**

The Board of Directors granted Consent to Encina Wastewater Authority (EWA) General Counsel for Continued EWA Representation in matters related to Resource Sharing and Collaboration with the San Elijo Joint Powers Authority (SEJPA).

### **3. Board of Directors Compensation**

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

The Board of Directors did direct staff to schedule a Public Hearing for adjusting the Directors' compensation.

*There was no Executive Session.*

# Community Affairs Committee Meeting Report

Presented by Director Sullivan

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## **Meeting held May 23, 2016**

### **1. Review of the Spring 2016 Draft Newsletter Layout**

The Community Affairs Committee (CAC) reviewed and commented on the draft layout of the 2016 spring newsletter. Rising Tide Partners (RTP) will make the recommended changes.

The CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

### **2. Review LWD's revised logo**

ASsup Hill presented the item and stated that the logo has been revised based on the Board's recommendations from the May 11, 2016 Board meeting.

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

# Engineering Committee Meeting Report

Presented by Director Juliussen

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## **Meeting held on June 1, 2016**


1. The EC reviewed Resolution No. 2278 revising the Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects.

The EC concurred with staff to recommend this item to the Board for adoption and it will be discussed later in the agenda.

2. The EC received a project update on the Saxony Pump Station Rehabilitation Project and the Scott's Valley Pipeline Rehabilitation Project.



**MEMORANDUM**

**DATE:** June 2, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Adoption of Fiscal Year 2017 (FY17) Budget

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt the FY17 Leucadia Wastewater District (LWD) Budget as presented.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

On May 24, 2016, the Board of Directors attended a special board meeting to review the Recommended FY17 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 FY17 Operating and Capital Budgets.

The final budget is enclosed for the Board's review. Staff recommends that the Board of Directors adopt LWD's FY17 Budget.

rd:PJB

Enclosure

**MEMORANDUM**

**DATE:** June 2, 2016  
**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 2017 (FY17) 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 FY17 on the County Tax Roll in the same manner, together with, and at the same time as general taxes.

The notice of this public hearing was posted at LWD beginning on May 26, 2016. It was also published in the San Diego Union Tribune on May 27, 2016 and June 2, 2016.

**DISCUSSION:**

- 1) Collection of District Wastewater Service Charges for FY17 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 FY17. As per Government Code Section 5473, LWD has made available, for public review and inspection, a report showing the amount of the proposed wastewater service charges for each parcel of real property receiving wastewater service.

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

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

th:PJB

**MEMORANDUM**

**DATE:** June 2, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Adopt Resolution No. 2275 – 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, 2016 to June 30, 2017**

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2275 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 2017 (FY17). Prior to this item, the Board of Directors will have conducted a public hearing regarding the collection of the FY17 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 FY17. The charges in the report are based on the FY17 wastewater service charge of \$343.68 per year per equivalent dwelling unit (EDU).

Staff recommends that the Board adopt Resolution No. 2275 (attached) as presented, and/or take other action as appropriate.

th:PJB

Attachment

**RESOLUTION NO. 2275**

**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, 2016 – JUNE 30, 2017**

---

**WHEREAS**, the Board of Directors of LEUCADIA WASTEWATER DISTRICT (LWD) has elected to have wastewater service fees for the Fiscal Year July 1, 2016 – June 30, 2017 (FY 2017) 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 \$312.44 per year (Existing Wastewater Service Fee); and

**WHEREAS**, the Board of Directors has determined that the FY 2017 Wastewater Service Fee for each EDU shall increase 10% to \$343.68 per year effective July 1, 2016; 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 2017 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, 2016 – June 30, 2017 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, 2016 this Resolution supersedes Resolution No. 2261.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of LWD held June 8, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Donald F. Omsted, President

ATTEST:

---

Paul J. Bushee, Secretary/Manager

(SEAL)



MEMORANDUM

Ref: 16-5022

DATE: June 2, 2016

TO: Board of Directors

FROM: Paul J. Bushee, General Manager



SUBJECT: **Unrepresented Employees Salary and Benefits Resolution**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2276 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2016 to June 30, 2017.
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 2016. On May 24, 2016, 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 Fiscal Year 2017 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. 2276 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2016 to June 30, 2017.

th:PJB

Attachment

RESOLUTION NO. 2276

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING EMPLOYEE SALARY, BENEFITS AND  
OTHER WORKING CONDITIONS  
FOR FY 2017

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

**Whereas**, the LWD Board of Directors and employees desire to establish salaries, benefits and other terms and conditions of employment for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

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

**A. Employee Classifications**

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

1. Non-exempt Classifications

Accounting Technician	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. Term of Resolution**

The provisions of this Resolution shall be deemed effective as of July 1, 2016 and shall terminate on June 30, 2017.

**C. General Salary Adjustment**

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

#### **D. Salary Range Adjustment**

Effective July 1, 2016, the salary range schedule for all employee classifications, excluding the General Manager, Administrative Services Manager (ASM), and Technical Services Manager (TSM), shall be adjusted by two percent (2%) as indicated in Attachment 1. The Grade 19 Pay Range for the ASM and TSM shall be adjusted to a maximum of \$175,000 per year as indicated in Attachment 1.

#### **E. Performance Merit Program**

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

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

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

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

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

#### **G. Life Insurance**

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

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

#### **H. Disability Insurance**

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

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

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



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

Employees may elect to designate dollars for reimbursement of eligible medical, dental and vision expenses in accordance with the District's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction for calendar year 2016 is \$2,550.

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

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

Employees may elect to designate dollars for reimbursement of eligible dependent care expenses in accordance with the District's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction for calendar year 2016 is \$5000.

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

**K. Exempt Management Administrative Leave**

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

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

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

**L. Vacation Leave**

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

Employees may accumulate a maximum of 256 hours.

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

**M. Sick Leave**

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

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

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

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

**N. Call Back**

Employees unexpectedly ordered to report back to duty to perform necessary work following completion of their work week or work shift and their departure from the site shall be entitled to

compensation calculated at one and one-half their regular hourly rate. Employees called back under these conditions shall receive a minimum of two (2) hours compensation.

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

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

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

#### **P. Shift Differential**

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

#### **Q. Meal Allowance**

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

#### **R. Uniform and Safety Boot Allowance**

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

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

#### **S. Retirement Plan**

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

- a. Classic Employees – Classic employees, as it applies to LWD's retirement program, are those employees with an original PERS eligibility date before January 1, 2013. This retirement program is based on 3% @ 60 and highest 12 month compensation formulas. For FY 2017, the District shall pay one percent (1%) of the eight percent (8%) CalPERS "Employee Contribution Rate" and the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan.
- b. New Employees – New employees, as it applies to LWD's retirement program, are those employees with an original PERS eligibility date of January 1, 2013 or later. This

retirement program is based on 2% @ 62 and highest 3 year compensation formulas. For FY 2017, the District shall pay the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. New employees shall pay the entire "Employee Contribution Rate" of 6.250%.

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

**T. Social Security/Medicare**

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

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

**U. Deferred Compensation Program**

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

**V. Educational Assistance**

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

**W. Terms and Conditions of Employment**

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

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

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 8th day of June, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Donald F. Omsted, President

Attest:

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

**Attachment 1**

**LEUCADIA WASTEWATER DISTRICT  
FISCAL YEAR 2017  
SALARY SCHEDULE**

<b>Position</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Maximum Annual</b>
Administrative Services Manager Technical Services Manager	19	\$140,000.00	\$175,000.00
Field Services Superintendent	18	\$108,049.04	\$135,061.30
Field Services Supervisor Administrative Supervisor	17	\$90,040.87	\$112,551.08
Executive Assistant Field Services Specialist	16	\$75,034.06	\$93,792.57
Field Services Technician III	15	\$68,190.95	\$85,238.69
Accounting Technician	14	\$63,724.92	\$79,656.15
Field Services Technician II Administrative Specialist II	13	\$59,547.03	\$74,433.78
Vacant	12	\$56,175.90	\$70,219.87
Administrative Specialist Field Services Technician I	11	\$53,496.28	\$66,870.35
Vacant	10	\$50,951.13	\$63,688.91
Vacant	9	\$48,526.02	\$60,657.53
Field Services Technician-in-Training	8	\$46,196.97	\$57,746.21

**Notes:**

1. Approved and adopted by LWD Board of Directors June 8, 2016
2. Effective dates: July 1, 2016 – June 30, 2017
3. Revisions: N/A
4. Time base for salary amounts indicated is "annual"

**Attachment 2**

**LEUCADIA WASTEWATER DISTRICT SCHEDULE OF BENEFITS  
FISCAL YEAR 2017  
JULY 1, 2016 – JUNE 30, 2017**


<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>LONG TERM DISABILITY:</b> Paid by LWD; available through Guardian Ins. Co.
<b>CalPERS RETIREMENT PROGRAM:</b> Two-tiered program. LWD pays portion of employee contribution for "classic" employees as determined by Resolution. "New employees" pay 100% of employee contribution. Full vesting after 5 years.
<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 1000 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> \$200 per fiscal year for Field Services' employees.

Note: See Resolution for detailed benefit information and restrictions.

## MEMORANDUM

**DATE:** June 2, 2016

**TO:** Board of Directors

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

**SUBJECT:** **Adopt Resolution No. 2277 – A Resolution of the Board of Directors of the Leucadia Wastewater District (LWD) Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2017 (FY17) Operating and Capital Budgets**

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2277 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 FY17 budget was approved by the EWA Board of Directors and the Joint Advisory Committee on April 27, 2016, and has been forwarded to LWD for consideration. A breakdown of the costs follows:

Operating Budget

FY 17 = \$15,043,385

Capital Budget

FY 17 = \$13,165,897

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 FY17 operating and capital budgets is \$1,911,730 and \$2,147,381 respectively.

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

Resolution No. 2277 (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. 2277**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
APPROVING THE ENCINA WASTEWATER AUTHORITY  
FISCAL YEAR 2017  
OPERATING AND CAPITAL BUDGETS**

---

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

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

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

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

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

**WHEREAS**, the Fiscal Year 2017 (FY 17) EWA Operating and Capital Budgets were approved by the EWA Joint Advisory Committee and the EWA Board of Directors on April 27, 2016, in the following amounts: Operating Budget – \$15,043,385; and Capital Budget – \$13,165,897; and

**WHEREAS**, the EWA Joint Advisory Committee and the EWA Board of Directors recommend member agency approval of the FY 17 EWA Operating and Capital Budgets in the aforementioned amounts; and

**WHEREAS**, copies of the FY 17 EWA Operating and Capital Budgets were available for review by the LWD Board of Directors at its June 8, 2016 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 FY 2017 Encina Wastewater Authority Operating Budget as presented in the following amount: \$15,043,385.

Section 2. Approval of the recommended FY 2017 Encina Wastewater Authority Capital Budgets in the following amount: \$13,165,897.

Section 3. Effective July 1, 2016 this Resolution supersedes Resolution No. 2262.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the Leucadia Wastewater District held June 8, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Donald F. Omsted, President

ATTEST:

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

(SEAL)



## MEMORANDUM

**DATE:** June 2, 2016  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Revision of Leucadia Water District Standard Specifications and Procedures for Wastewater Facility Projects

---

**RECOMMENDATION:**

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

1. Adopt Resolution No. 2278 revising Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects.
2. Discuss and take other action, as appropriate.

**DISCUSSION:****Tactical Goal: Services / Update LWD Standard Specifications**

This item was reviewed by the EC on June 1, 2016 and the EC concurred with staff to present this item to the Board of Directors.

The Leucadia Wastewater District (LWD) adopted its existing Standard Specifications in November 2006 and then revised it in 2009 and 2013. The Standard Spec, as it is known, is a comprehensive document that lays out the administrative and technical procedures for private parties to connect to the LWD collection system. The existing Standard Spec has been an invaluable tool for staff in helping developers throughout the District. Maintaining up-to-date Design and Performance Provisions are a mandated element of the Sewer System Management Plan (SSMP) required by the Statewide Waste Discharge Requirements (WDR).

As regulations change and management practices become more refined over time, staff believes it is prudent to revise the Standard Spec accordingly. Staff has been in the process of updating the Standard Spec for the past year, and this effort was included as one of LWD's Fiscal Year 2016 Tactical Goals. Strategically, staff decided to first review and amend the Equivalent Dwelling Unit Factors Capacity Fee Schedule by Ordinance No. 133. The Ordinance was adopted by the Board of Directors in April 2016. The Capacity Fee Schedule, previously included in both the Ordinance and Standard Spec, is removed from the Standard Spec to prevent confusion and reduce possible errors associated with listing data in two different documents.

The District Engineer, General Counsel, and staff have spent a considerable amount of time reviewing and revising the Standard Spec to reflect current conditions. Although the update is comprehensive, key revisions can be summarized as follows:

1. Includes the 2015 version of the "Greenbook" as the base reference document for construction of LWD sewers.
2. Legal review and update of Development processing procedures and all Standard Agreements and related documents in the Appendices of the Standard Spec.
3. The Standard Notes and Standard Drawings have been updated.
4. Manhole lining requirements with T-lock PVC for new manholes and epoxy or urethane for existing manholes have been confirmed as reasonable and will continue.
5. The Standard Spec has continued to be updated and coordinated with the current LWD Sewer Ordinance 128, adopted on May 8, 2013.
6. A more detailed list of the principle changes and updates recommended for the LWD Standard Specification Update is attached for your information.

District Engineer Steve Deering will present an overview of the revised and updated Standard Spec at the meeting. General Counsel Wayne Brechtel will also present a legal overview and be available to answer questions. As the Greenbook was updated and republished in 2015 and there has been a thorough review and update of the LWD Standard Spec requirements, staff recommends that the Board of Directors adopt the 2016 Standard Specifications as presented.

Resolution No. 2278 is attached for your review. A copy of the Standard Specification is available upon request.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with this recommendation. All privately constructed wastewater facilities are funded by the subject private party.

sld:PJB

Attachment

## LWD Standard Spec, June 2016 - Changes and Updates

### Division 1 - Sewer System Procedures Planning and Design

- Part 1 Preparation and Processing of Wastewater Facility Projects by Developers
- 1 Clarify review and inspection of private laterals, pump stations, grease interceptors
  - 2 Specifically require city Right-Of-Entry permits prior to work in public ROW
  - 3 Update Fats Oils Grease related definitions and abbreviations to match industry
  - 4 Include odor control responsibility by Owners for private pump stations in permit
  - 5 Add procedures for emergency LAFCO approval of failed septic systems
  - 6 Add waiver option for simple fence encroachments in easements
  - 7 Require 3-week look ahead schedule(s) from development contractors
  - 8 Provide overall legal review of Temp Service & dedication/acceptance process
- Part 2 Sewer System Planning Guidelines
- 1 Add wastewater strength discussion to match Ordinance 133 re EDUs
  - 2 Delete EDU factors table from Std Spec and refer to Ordinance 133
  - 3 Update FOG discussion to reflect current industry standards
  - 4 Update plastic MH discussion. Allow Predl and Polymer Concrete MH options
  - 5 Update tie-in to existing sewer requirements and details
- Part 3 Sewer System Design
- 1 Overall Std Spec & Standard Notes review for Trench Safety requirements
  - 2 Require CCTV of existing sewer to be crossed over or under within 3' vertical

### Division 2 - Sewer System Standard Technical Specifications (Greenbook Mods)

- Part 1 General Provisions
- 1 Emphasize cut-in work to be in presence of Inspector
  - 2 Require 3-week look ahead schedule & updates
  - 3 CCTV existing sewer before and after any crossings
  - 4 Require ID ball markers for all non-metallic forcemain
- Part 2 Construction Materials
- 1 Minor review and update throughout
- Part 3 Construction Methods
- 1 Coordinate LWD requirements with substantial new Greenbook Section 306
- Part 5 System Rehabilitation
- 1 Update Manhole & Rehabilitation Lining Systems Table

### Division 3 - Standard Notes & Drawings

- GN & LN Minor updates to notes
- S32 Add Type III Lateral Cut-in for Larger VCP tap-ins

### Appendices

- All Minor Updates Throughout With Emphasis on Coordination of Dedication

**RESOLUTION NO. 2278**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
REVISING THE STANDARD SPECIFICATIONS AND PROCEDURES FOR THE  
WASTEWATER FACILITY PROJECTS**

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**WHEREAS**, the Board of Directors of the Leucadia Wastewater District (LWD) desire to provide requirements and guidelines in the form of standard specifications for the processing of wastewater facility improvement plans and for the materials and methods of construction of such facilities;

**WHEREAS**, it is in the public interest to provide standard requirements to provide the public and LWD with well defined, concise, and understandable procedures for the processing of sewer improvement projects which, upon approval and acceptance by LWD will be owned and operated by LWD on behalf of District customers;

**WHEREAS**, Leucadia Wastewater District (LWD) Resolution No. 2231, approved on April 10, 2013 adopted standard specifications for the processing of privately constructed wastewater facilities; and

**WHEREAS**, LWD has completed a review of its standard specifications and determined that updates and changes are required;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT AS FOLLOWS:**

1. The Board of Directors of the Leucadia Wastewater District does hereby rescind Resolution No. 2231 and adopts in its place and stead the Standard Specifications for the Design and Construction of Privately Constructed Wastewater Facilities attached hereto as Exhibit A;

2. The Board of Directors hereby delegates authority to the District General Manager to accept approved dedicated sewer facilities and any easements and/or rights of way necessary for such facilities on behalf of the Leucadia Wastewater District. In the discretion of the General Manager, acceptance of said sewer facilities and/or easements or rights of way may be referred to the LWD Board of Directors for acceptance.

Resolution No. 2278  
June 8, 2016  
Page 2

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the Leucadia Wastewater District held June 8, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Donald F. Omsted, President

ATTEST:

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Paul J. Bushee, Secretary/Manager

(SEAL)

**Board of Trustees**

Emily Andrade  
Patricia Sinay  
Carol Skiljan  
Gregg Sonken  
Marla Strich

May 4, 2016

Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

**Superintendent**

Timothy Baird, Ed.D.

Dear Leucadia Wastewater District:

**Assistant  
Superintendents**

Leighangela Brady, Ed.D.  
Educational Services

On behalf of the Board of Trustees, I would like to thank you for your generous donation of cash to the Encinitas Union School District Farm Lab to support the Israeli Rain Barrel Pilot Project. The Board wants you to know that your donation is very much appreciated. This type of support helps to build a stronger educational system for our children and the community.

Angelica Lopez  
Administrative Services

Again, please accept our gratitude for your thoughtfulness.

Dannielle Brook, CPA  
Business Services

Yours truly,



Timothy B. Baird, Ed.D.  
Superintendent

/jfe



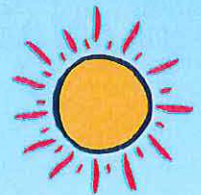


# LEUCADIA WASTEWATER DISTRICT

## 2016 Annual Employee Luncheon

**THURSDAY, JULY 14**

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**

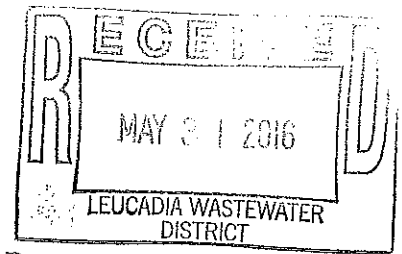


Please RSVP with  
Jennifer or Tianne by  
July 7 !



**SPECIAL DISTRICT  
LEADERSHIP  
FOUNDATION**

1112 I Street, Suite 200  
Sacramento, CA 95814  
916.231.2939  
www.sdlf.org



May 19, 2016

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

RE: District Transparency Certificate of Excellence Renewal

Dear Mr. Bushee:

Congratulations! The Leucadia Wastewater District has successfully completed the District Transparency Certificate of Excellence program renewal 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 with this letter is your press release template and a window cling so 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

Cc: Tianne Baity, Executive Assistant



# Directors' Meetings

Presented by Directors Omsted, Hanson, and Sullivan

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## Conference

CSDA Legislative Days

## Dates and Location

May 17-18, 2016

Sacramento Convention Center, Sacramento, CA

## List of Attendees

President Don Omsted

Vice President Judy Hanson

Director Elaine Sullivan

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.