



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, March 11, 2015
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

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

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- February 10, 2015 Engineering Committee Meeting (Pages 5-6)
- February 11, 2015 Regular Board Meeting (Pages 7-13)
- February 18, 2015 Special Board Meeting (Pages 14-16)
- February 24, 2015 Community Affairs Committee Meeting (Pages 17-18)
- March 4, 2015 Investment & Finance Committee Meeting (Pages 19-20)
- March 4, 2015 Engineering Committee Meeting (Pages 21-23)

8. Approval of Demands for February/March 2015

This item provides for Board of Directors approval of all demands paid from LWD during the month of February and a portion in March 2015. (Pages 24-44)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 14 to FY 15 and flows by sub-basin. (Pages 45-48)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 15 budget and discloses monthly investments. (Pages 49-56)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of February 2015. (Pages 57-58)

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority Reports

- A. A Regular EWA Board meeting was held on February 25, 2015 – report by Director Sullivan. (Page 59)
- B. An Encina Member Agencies Manager's Meeting was held on March 3, 2015 – report by GM Bushee. (Verbal)

13. Committee Reports

- A. Community Affairs Committee meeting was held on February 24, 2015 – report by Director Omsted. (Page 60)
- B. Investment & Finance Committee meeting was held on March 4, 2015 – report by Director Hanson. (Page 61)

- C. Engineering Committee meeting was held on March 4, 2015 – report by Director Kulchin. (Page 62)
- D. Community Affairs Committee meeting was held on March 9, 2015 – report by Director Sullivan. (Verbal)

ACTION ITEMS

- 14. Leucadia (L1) Force Main West Section Replacement Project – Engineering Design Services Agreement**
Authorize the General Manager to execute an Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia (L1) Force Main West Section Replacement Project in an amount not to exceed \$69,375. (Pages 63-70)
- 15. Agreement to Procure and Install Variable Frequency Drives for the Leucadia and Batiquitos Pump Stations**
Authorize the General Manager to execute a sole source Agreement with Sloan Electromechanical Service & Sales for the purchase and installation of replacement Variable Frequency Drives (VFDs) for the Leucadia and Batiquitos Pump Stations in an amount not to exceed \$200,021.24. (Pages 71-76)
- 16. Award of Contract to MSC Janitorial Service, Inc. for Janitorial Services**
Authorize the General Manager to execute an Agreement with MSC Janitorial Services to provide janitorial services for the Administration and Operation Buildings in an amount not to exceed \$18,635.06 per year, for a three year contract totaling \$55,905.12 with an option to renew an additional two years. (Pages 77-78)
- 17. Fiscal Year 2015 Gravity Pipeline Rehabilitation Project – Engineering Design Services**
Authorize the General Manager to retroactively execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2015 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$48,841. (Pages 79-87)
- 18. Board of Directors Strategic Planning Workshop Report**
Receive and File the February 18, 2015 Strategic Planning Workshop Report from BHI Management Consulting. (Pages 88-92)
- 19. Mission Statement Review**
Review LWD's Mission Statement. (Pages 93-96)
- 20. Comprehensive Financial Plan Tracking.** (Page 97)
- 21. Call for Nominations to the CSDA Board of Directors Seat A.** (Pages 98-105)
- 22. Award Teacher Grants**
Award four Teacher Grants totaling \$3,728. (Pages 106-116)
- 23. Fiscal Year 2016 (FY 16) Budget Development Schedule.** (Page 117)

INFORMATION ITEMS

- 24. Project Status Updates and Other Informational Reports**
 - A. Thank you letter from Wave Crest Oceanfront, LLC. (Page 118)

25. Directors' Meetings and Conference Reports

None.

26. General Manager's Report

27. General Counsel's Report

28. Board of Directors' Comments

29. Closed Session

Meet in closed session with representatives General Manager Paul Bushee and Administrative Services Manager Chuck LeMay to discuss and provide direction regarding terms and conditions of a new agreement for Accounting Services as authorized under Government Code Section 54957.6.

30. 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: March 5, 2015



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 February 10, 2015

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, February 10, 2015 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Supervisor Marvin Gonzalez, Executive Assistant Trisha Hill; District Engineer Steve Deering; Adam Hoch with Hoch Consulting; Kristin Norton with Titan Engineering & Consulting; and Rob Weber with Infrastructure Engineering Corporation

3. Public Comment

None.

4. New Business

None.

5. Information Items

A. Pump Station Electrical Rate Evaluation

TSM Morishita presented the item noting the purpose of the Electrical Rate Evaluation. He introduced Adam Hoch with Hoch Consulting to report the results of his evaluation.

Mr. Hoch provided an energy rate optimization summary for the Batiquitos Pump Station, Leucadia Pump Station and the Encina Effluent Pump Station. His summary included the following for each pump station:

- An overview of San Diego Gas & Electric (SDG&E) rate structure;
- The various SDG&E rates that are available to the District; and
- Recommendations for each pump station and electric cost savings for each pump station.

Mr. Hoch's recommendations included switching to a different rate structure for all three pump stations, adding solar panels at the Batiquitos Pump Station, and installing a dedicated electric meter for the Leucadia Pump Station.

President Juliussen asked if the use of natural gas was considered. GM Bushee answered that natural gas may be an option in the future. However, it was not included in this evaluation. President Juliussen asked about the stability of the various SDG&E rates, could the rates change in the future? Mr. Hoch answered that the current rates have been in place and stable over the past eight years, but it is possible that rate changes could occur in the future.

B. Disaster Preparedness Planning Update

TSM Morishita presented the item noting this item is a FY 2015 tactical goal. He introduced Kristin Norton with Titan Engineering & Consulting to provide an update on the Disaster Preparedness Plan (Plan).

Ms. Norton provided an overview of the Disaster Preparedness Planning; including the Plan's goals, scope of work, vulnerability assessment and mitigation measures. Ms. Norton gave an update of the summary of work completed to date. She provided a brief summary of each hazard identify in the Plan. Ms. Norton said the hazards identified in the Plan included; Earthquakes, Wildfires, Floods, Dam Failure, Coastal Storms, Erosion, Tsunami, and Rain Induced Landslides. She estimated that the Plan will be finalized in March.

President Juliussen asked a few questions during the presentation and Ms. Norton answered his questions. President Juliussen mentioned that federal flood insurance coverage may be available for the Batiquitos Pump Station.

C. B1/B2 Force Mains Replacement Project Update

TSM Morishita presented this item. He provided an overview of the completed work to date. He reported that Burtech Pipeline is required to complete the force main section from the south connection point, approximately 1,150 feet south of Avenida Encinas, to approximately 550 feet south of Ponto Road by February 13th due to the start of the nesting season. He said that Burtech has installed that section of pipeline and is currently completing the finish paving of that section and should make the deadline. TSM Morishita noted that as construction continues north, cement was found under the road and additional work was authorized to remove the concrete ahead of construction in order to prevent project delays. He noted that staff may request that the EC and the Board authorize a change order of approximately \$60,000 in the future. He noted the project is on track for the June 2015 completion date.

D. Leucadia Pump Station Generator Replacement Update

TSM Morishita presented this item. He gave a quick review of the project as a refresher for the Committee. He said the field load testing of the generator to evaluate the alternator capacity was completed by Pacific Technical Electric Services on January 20, 2015. TSM Morishita stated that the results of the test were provided to the District for evaluation on January 27, 2015. Unfortunately, the data provided was incomplete. He said that the missing data was for two pumps operating in the VFD mode. TSM Morishita stated that the additional data was requested from NEWest and received on February 10, 2015. He said that the test results are being evaluated.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:42 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
February 11, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, February 11, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, Sullivan and Kulchin
 DIRECTORS ABSENT: None.
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, Field Services Supervisor Marvin Gonzalez, Field Service Technician II Steve Krason, Field Services Technicians In-Training Josh Flanders and Ryan Rodriguez, District Engineer Steve Deering with Dudek, CPA Richard Duffey and Harvey Schroeder with White Nelson Diehl Evans.

3. Pledge of Allegiance

President Juliussen led the pledge of allegiance.

4. General Public Comment Period

GM Bushee stated there is no public comment; however, he introduced LWD's two new Field Services Technicians In-Training employees, Josh Flanders and Ryan Rodriguez. He also provided background information on each employee.

The Board of Directors welcomed Josh and Ryan to the District.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Achievement of an Organization Objective – CWEA San Diego Section 2014 Engineering Achievement Award.

GM Bushee stated that the District recently received three awards. The first award was presented to Field Services Technician II Steve Krason from CWEA's San Diego section as

their 2014 Mechanical Technician of the Year. He provided a brief summary of Steve's accomplishments and presented Steve with the award.

GM Bushee stated that the District also received the Engineering Achievement Award from CWEA's San Diego Section. He thanked Infrastructure Engineering Corporation (IEC) for completing and submitting the award application to CWEA. He added that the award recognizes the innovative trenchless technology used during the Recycled Water Pipeline Repair project.

The Board of Directors congratulated Steve and staff for their efforts.

B. California Sanitation Risk Management Authority (CSRMA) Workers' Compensation Excellence Award.

GM Bushee stated that the third award was received from CSRMA recognizing the District for achieving the Workers' Compensation Excellence award. He noted that for FY 2014, the District did not have any workers' compensation claims.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

January 14, 2015 Regular Board Meeting

February 4, 2015 Investment & Finance Committee Meeting

8. Approval of Demands for January/February 2015

Payroll Checks numbered 17733-17772; General Checking – Checks numbered 46290-46406;

9. Operations Report (A copy was included in the original February 11, 2015 Agenda)

10. Finance Report (A copy was included in the original February 11, 2015 Agenda)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending December 31, 2014.

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2015. (A copy was included in the original February 11, 2015 Agenda)

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on January 28, 2015.

Director Sullivan reported on EWA's January 28, 2015 Board meeting.

- B. An Encina Member Agencies Manager's (MAM) Meeting was held on February 3, 2015.

GM Bushee reported on Encina MAM's February 3, 2015 meeting.

14. Committee Reports

- A. Investment & Finance Committee (IFC) meeting was held on February 4, 2015.

Director Hanson reported that the IFC conducted its annual review of LWD's Reserve Policy. She noted that staff is not recommending revisions to the policy.

She also stated that the committee received an update on the new GASB Statement No. 68, along with new auditing standards.

In addition, the committee reviewed a one-year contract amendment to White Nelson Diehl Evans, LLP contract for auditing services in an amount not to exceed \$22,000.

The IFC agreed with staff's recommendations and these items will be discussed later in the agenda.

- B. Engineering Committee meeting was held on February 10, 2015.

Director Kulchin reported that the EC reviewed the following informational reports:

- A pump station electrical rate evaluation report from Hoch Consulting;
- An update on LWD's disaster preparedness planning efforts from Titan Engineering & Consulting;
- An update on the B1/B2 Force Mains Replacement Project; and
- An update on the Leucadia Pump Station Generator Replacement.

ACTION ITEMS

15. Governmental Accounting Standards Board Update (GASB Statement No. 68)

CPA Duffey presented the item indicating the purpose of GASB and how their accounting standards affect the District's financial reporting. He provided a summary of the new GASB Standards Statement No. 68 indicating that it will be effective in Fiscal Year 2015 and requires public agencies to include pension liabilities in their financial report. It also requires public agencies to complete an actuarial valuation of their pension liabilities every two years. He noted that CalPERS will provide the actuarial valuation at a cost.

Director Sullivan asked how the new accounting standard would affect the District or anyone specifically if the pension expense will be recognized over the service life of an employee - not total life expectancy.

CPA Duffey answered her question indicating that the cost is now front loaded and the expenses are incurred over a shorter term. He noted that the new pension standards will not affect the District's cash flow indicating that it will only show in the financial audit as a disclosure of liabilities.

There was no action taken.

16. Contract Amendment No. 2 to White Nelson Diehl Evans LLP for Financial Auditing Services.

Authorize the General Manager to execute a one-year contract amendment with White Nelson Diehl Evans LLP for Financial Auditing Services for Fiscal Year 2015 (FY15) in an amount not to exceed \$22,000.

ASM LeMay presented the item stating background information on White Nelson Diehl Evans' contract. He noted that the IFC reviewed this item at their February 4th meeting. He stated that due to the new GASB 68 requirement, new audit standards, and the transition of the District's financial software, staff believes it is in the District's best interest to execute a one-year extension.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute a one-year contract amendment with White Nelson Diehl Evans, LLP for Financial Auditing Services for FY 15 in an amount not to exceed \$22,000.

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

17. Annual Review of LWD Reserve Fund Policy

Receive and file the Annual Reserve Policy Review Report.

CPA Duffey presented the subject recommendation indicating the purpose of the policy and that it was last revised in February 2014. He noted that the policy calls for an annual review by the Board of Directors. He noted that staff has reviewed the policy and is not recommending any changes to it.

CPA Duffey also provided an overview of the District's reserve balances for fiscal year ending June 30, 2014.

Director Kulchin asked what the total reserve balance is and can the funds be transferred from one reserve to another. CPA Duffey answered his questions.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors received and filed the Reserve Policy Annual Report by the following vote:

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

18. West Influent Pipeline Agreement

Adopt Resolution No. 2257 – Approving an Agreement for the Ownership, Operation, and Maintenance of the West Influent Pipeline.

General Counsel Brechtel presented the item noting the description of the West Influent Pipeline and the purpose of the maintenance agreement. He also provided a brief summary of the agreement.

President Juliussen thanked General Counsel Brechtel for completing this agreement.

Upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2257 – Approving an Agreement for the Ownership, Operation, and Maintenance of the West Influent Pipeline.

19. Board of Directors Agenda Preparation Policy

Adopt Resolution No. 2258 – Board of Directors Agenda Preparation Policy.

ASM LeMay presented the item stating that last month, the Board directed staff to prepare an Agenda Preparation Policy. ASM LeMay provided a brief summary of the policy.

Vice President Omsted asked staff to clarify the President’s authority on revising an agenda. GM Bushee stated that the policy was drafted to provide flexibility. Vice President Omsted indicated that the policy is not specific on whether the Board President can remove agenda items from the agenda.

GC Brechtel suggested the following revised language to the policy:

“Based on the Board President’s review, the Board agenda may be modified if the General Manager and the President mutually agree to modifications. If they do not agree, the agenda will remain unchanged as proposed by the General Manager. If there is a disagreement, the General Manager will report the issue to the Board at its next meeting.”

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Kulchin and carried, the Board of Directors adopted Resolution No. 2258 – Board of Directors Agenda Preparation Policy with revised language provided by GC to the policy by the following vote:

Director	Vote
President Juliussen	Aye
Vice President Omsted	Aye
Director Hanson	Aye
Director Sullivan	Aye
Director Kulchin	No

20. CASA Board of Directors Call for Candidates

GM Bushee presented the item indicating that CASA recently underwent a reorganization. As part of their new bylaws and procedures, CASA notified the District that they are seeking candidates for their Board of Directors.

He stated that since he is on the Board of Directors, no other District staff member or Board member can be nominated from the District under their new bylaws. He added that this item was presented to the Board as a follow up to CASA's request.

Director Sullivan thanked GM Bushee for participating on CASA's Board of Directors.

There was no action taken.

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

- A. The WaterReuse 2015 Annual Conference is scheduled for March 15-17, 2015 at the Millennium Biltmore Hotel in Los Angeles.

EA Hill announced the conference date and stated that the Board members have been registered to attend the conference.

Director Sullivan confirmed the dates for the Watereuse Desalination conference in May. EA Hill stated that she will email the Directors the list of conferences and their dates.

22. Directors' Meetings and Conference Reports

- A. The CASA 2015 Winter Conference was held on January 20-23, 2015 at the Hilton Palm Springs.

Director Kulchin stated that sessions were informative and that he enjoyed the sessions. Director Sullivan noted that she enjoyed the conference, the speakers and was pleased with its location.

Director Hanson reported on CSRMA's pre-conference session that she attended. She noted that she was not aware the District had conducted a cyber-vulnerability test. TSM Morishita stated that the District was reimbursed by CSRMA for the cost of the test.

Director Omsted reported on the round-table session that he attended. He stated that based on the session, he had asked GM Bushee to look into changing the Field Services uniforms and to compile a list of pre-approved plumbers to provide to the customers. GM Bushee noted that he is still reviewing these requests, noting the District's past procedures on recommending plumbers.

23. General Manager's Report

GM Bushee reported on the following items:

- The Batiquitos Lagoon Foundation held its annual Planning Session at the District office last Friday and that he and TSM Morishita provided a presentation to the group about the District's facilities and services.

- He and TSM Morishita will also provide a presentation to SCAP tomorrow morning regarding the District's recent citizen's lawsuit experience.
- The Board's Strategic Planning session is scheduled for next Wednesday, February 18th. Plan for the session to end at 4PM. He noted that the meeting may end earlier.
- The CSDA Quarterly dinner meeting is scheduled for Thursday, February 19th and he will carpool to the meeting at 5:30PM.

24. General Counsel's Report

GC Brechtel reported on new laws that may affect the District. He provided a brief summary on the following assembly bill and new laws:

- Assembly Bill No. 2747 – New procedure for notifying residents to terminate utility services;
- New employee training requirement regarding Bullying is effective January 2015. A new section to the No Harassment training has been added to address Bullying; and
- New Conflict of Interest rules relating to decisions regarding real property.

25. Board of Directors' Comments

President Juliussen thanked TSM Morishita, District Engineer Deering, Field Services Superintendent Stecker and Field Services Supervisor Gonzalez for their efforts during the Engineering Committee meetings.

26. Adjournment

President Juliussen adjourned the meeting at 6:19 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Special Board Meeting
Wednesday, February 18, 2015

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, February 18, 2015 at 9:00 a.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, Sullivan, and Kulchin
DIRECTORS ABSENT: None.
OTHERS PRESENT: General Manager (GM) Paul J. Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, Superintendent Jeff Stecker, CPA Richard Duffey, District Engineer Steve Deering, and Brent Ives with BHI Management Consulting.

3. Approval of Agenda

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and carried, the Board of Directors approved the agenda.

4. Public Comment

No public comment was received.

5. Strategic Planning Workshop

A. Board Role Overview

GM Bushee thanked everyone for attending the strategic planning session and noted the importance of the training. He provided an outline of the discussion topics and then he introduced Brent Ives with BHI Management Consulting to facilitate the meeting.

Mr. Ives presented the first topic of the session regarding Board member's roles. He defined a Board member's role and what is expected of them. In addition, he provided examples and comparisons of how other Board's operate at various agencies.

He asked the Board what outcomes/deliverables they expected to receive from the session. The Board provided their input on their expectations.

B. Board Code of Conduct Review

Mr. Ives presented the Board's Code of Conduct. The Board members and Mr. Ives discussed each conduct listed in the Board's Code of Conduct and confirmed that each one is current and no revisions are necessary.

After their discussion, Mr. Ives called for a 15 minute break.

C. Strategic Plan Review

1) Strategic Linkages

Mr. Ives facilitated the discussion about the importance of the District's four strategies listed in the Board's Strategic Plan, noting that the tactical goals should coincide with them, along with linking them to the District's Mission and Vision.

The Board and staff discussed these strategies, along with types of internal and external trends that may guide or affect the strategies.

2) Mission/Vision Review

Mr. Ives facilitated the review of the District's Mission and Vision with the Board and staff.

Following a lengthy discussion, the Board directed staff to add an agenda item at the next Board meeting to review the District's Mission and Vision statements.

Mr. Ives called for a lunch break.

D. Strategies Review

Mr. Ives presented the Strategic Plan's 2013 Situational Analysis and asked the Board to confirm if the information is current. The Board discussed the topic and indicated that the District is now in replacement mode versus growth. They also discussed how a pro-longed drought may affect the District's operations.

E. Trends – Recycled Water Program – Decision Point

Mr. Ives presented the Strategic Plan's 2013 Trends and Assumptions. The Board of Directors agreed to remove the following trends from the list and revise one of the assumptions:

Trends - Remove

- "Politicizing of special districts elections"

Assumptions - Revise

- Update "Providing mutual aid whenever needed"

F. Linkages of Trends to Strategy

GM Bushee provided an overview of the District's participation in the North County Recycled Water Group Coalition. He stated the purpose of the group and the program's history. He also provided up-to-date costs that the District has invested into the program, noting that the District would receive some reimbursement from the secured state grants.

He also discussed the pros and cons of continuing to participate in the group.

The Board discussed the issue of continuing to participate in the group. Following discussion, the Board agreed that the District should continue to participate in the group; however, each year staff will evaluate the group's efforts with the Federal Grant process.

G. Agreements on Strategies Forward

Mr. Ives provided a brief re-cap of the session, noting that staff will follow up with an agenda item to discuss the District's Mission/Vision Statements and to discuss storm water issues.

6. Adjournment

President Juliussen adjourned the meeting at 2:52 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager (SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 February 24, 2015

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, February 24, 2015 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

President 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 Chuck LeMay, Executive Assistant Trisha Hill, and Lois Humphreys of TRG & Associates (TRG).

3. Public Comment

No public comment was received.

4. New Business

A. Review and discuss the spring 2015 newsletter story ideas and schedule.

ASM LeMay presented the subject item and introduced Ms. Humphreys with TRG & Associations to present the newsletter story ideas and schedule.

Ms. Humphreys stated that that the cover page article will discuss how the District's operations require skilled technicians that are cross-trained in four technical areas. She noted that the article will highlight several LWD technicians and provide information on their job requirements.

She also provided a brief summary of the following other articles in the newsletter as well:

- North County Recycled Water Coalition secures a \$3.45 million grant;
- Construction Project Update on Highway 101;
- Teacher Grant Program;
- Wipes don't belong in the toilet; and
- LWD's Awards and Employee Highlights

Director Sullivan suggested that an Encina Wastewater Authority (EWA) article be included in the newsletter. GM Bushee stated that our last newsletter included a detailed article on EWA's Resources Recover program. He noted that we may not have enough space in this newsletter, but as newsletter production moves forward, we'll confirm if we can include an EWA article.

Ms. Humphreys also presented the newsletter production schedule.

Following discussion, the CAC authorized staff and TRG to proceed with articles and production schedule.

5. Information Items

None.

6. Directors' Comments

Director Omsted noted that he had asked GM Bushee to look into new uniforms for the field services technicians. GM Bushee stated that he has looked into his request and based on the results of his review, the field services technicians prefer their current uniforms.

7. General Manager's Comments

GM Bushee stated that he will be out of the office from February 25 - 27, 2015.

8. Adjournment

President Sullivan adjourned the meeting at 10:05 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
March 4, 2015

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Wednesday, March 4, 2015 at 12:00 p.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, CPA Richard Duffey with Brownell and Duffey

3. Public Comment

No public comment was received.

4. New Business

None.

5. Information Items

A. Comprehensive Financial Plan Tracking Update

GM Bushee explained the purpose of the Comprehensive Financial Plan tracking, noting that staff updates the Financial Plan after the completion of the District's annual audit and the update has been completed. He introduced Richard Duffey to provide an overview of how the plan was tracking.

CPA Duffey provided an overview the Comprehensive Financial Plan tracking. It included the following topics:

- Reserve balances;
- Projected operating and non-operating expenses versus actual expenses;
- Projected operating and non-operating revenues versus actual revenues;
- Operating expenses trends within the past five years; and
- Future expected and unexpected financial challenges.

He concluded that the District's finances remain strong, while maintaining low rates and the District is tracking well with the Financial Plan.

No action was taken.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 1:50 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 March 4, 2015

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, March 4, 2015 at 2:00 p.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 2:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; District Engineer Steve Deering; and Jamie Fagnant with Infrastructure Engineering Corporation

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia (L1) Force Main West Section Replacement Project in an amount not to exceed \$69,375.

TSM Morishita presented staff's recommendation noting this item is a FY 2015 tactical goal. He gave a quick review of the project as a refresher for the Committee. TSM Morishita explained that in July 2013 Infrastructure Engineering Corporation (IEC) completed the Leucadia (L1) Force Main Internal Corrosion Evaluation Project Report and recommended that the District discontinue use of L1 until the District conducted further condition assessments of the force main. He continued that subsequently, staff obtained a cost proposal of \$663,325 to complete a non-destructive assessment. TSM Morishita said that staff did not believe that there was high value in assessing the pipe for that cost and thought the funds would be better spent replacing the western section of L1. He said that staff is confident that L1 can then be relied on for use during an emergency.

TSM Morishita said that IEC was asked to provide a proposal for project design. He said IEC's proposed cost for the services is \$69,375. He said staff believes the proposal is fair and reasonable.

After discussion, the EC concurred with staff to recommend the award of an agreement with IEC for engineering design services for the Leucadia (L1) Force Main West Section Replacement Project to the Board for approval at the March 2015 Board meeting.

- B. Authorize the General Manager to execute a sole source Agreement with Sloan Electromechanical Service & Sales for the purchase and installation of replacement Variable Frequency Drives (VFDs) for the Leucadia and Batiquitos Pump Stations in an amount not to exceed \$200,021.24.

TSM Morishita presented staff's recommendation noting this item is a FY 2015 tactical goal. He said that the April 2014 pump stations assessment conducted by Infrastructure Engineering Corporation (IEC) recommended that two Variable Frequency Drives (VFDs) at the Leucadia Pump Station be replaced in FY15 due to operational issues. He said that staff took this opportunity to research other manufacturers to improve reliability and field support and to standardize the pump station VFDs. He stated that, as a result of an evaluation, Sloan and the Mitsubishi VFD were selected.

TSM Morishita stated that Sloan was asked to provide a proposal to replace the VFDs. He said that the proposed price for each VFD at Leucadia is \$30,489.04 and at Batiquitos is \$46,347.72. TSM Morishita stated that Sloan proposes to retrofit the Mitsubishi VFDs into the current enclosures, which significantly reduces the cost of replacement. He continued that based on Sloan's quote, the District will be able to replace two VFDs at Leucadia and three VFDs at Batiquitos instead of just two at Leucadia.

TSM Morishita said that the District's Procurement Policy allows sole source procurement in cases where goods and services are obtainable from only one vendor due to unique circumstances. Sloan is the only southern California representative for the Mitsubishi VFD and successfully performed the retrofit of the VFD at Batiquitos Pump Station in the past.

After discussion, the EC concurred with staff to recommend the award of a sole source Agreement with Sloan Electromechanical Service & Sales for the purchase and installation of replacement VFDs for the Leucadia and Batiquitos Pump Stations to the Board for approval at the March 2015 Board meeting.

5. Information Items

A. B1/B2 Force Mains Replacement Project Update

TSM Morishita presented this item. He provided an overview of the completed work to date. He reported that Burtech Pipeline has installed the force mains to just south of Breakwater Lane. TSM Morishita said it is anticipated that Burtech will cross Highway 101, Carlsbad Boulevard, at Breakwater Lane next week and continue north in the frontage road (Ponto Drive). He stated that the residents of the Lanikai Mobile Home Park have been notified of the upcoming construction. He noted that the project remains on track for the June 2015 completion date.

B. Leucadia Pump Station Generator Replacement Update

TSM Morishita presented this item. He said that as a result of the field load testing of the generator the alternator has been accepted. NEWest has been notified. TSM Morishita said that staff just received a proposed schedule for correcting the remaining discrepancies from NEWest and is evaluating the schedule for completeness.

6. Directors' Comments

Chairperson Juliussen asked about the progress of the Disaster Preparedness Planning. TSM Morishita answered that Kristin Norton, Titan Engineering & Consulting, has received the facilities data she requested and is working on the report. It is anticipated that the report will be completed by the end of March to early April timeframe.

7. General Manager's Comments

GM Bushee informed the EC that staff will be requesting that the Board retroactively approve the 2015 Gravity Pipeline Rehabilitation Project engineering design services agreement with Infrastructure Engineering Corporation (IEC) at the March 2015 Board meeting. GM Bushee


explained that the EC reviewed and discussed that agreement at the July 2, 2014 EC Meeting and agreed to recommend contract award to IEC. However, it was not presented for Board approval at the July 9, 2014 Board meeting. Chairperson Juliussen and Director Kulchin agreed with asking the Board for retroactive approval of the agreement.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 2:40 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: March 5, 2015
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Approval of February/March Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 1,135,318.62.**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months February 6, 2015 – March 5, 2015.

Operating expenses totaled **\$199,643.99** while Capital Improvement Program expenses totaled **\$ 892,512.80.**

Payroll for employees and the Board totaled **\$ 89,161.83.**

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

Attachment 1	Summary of Demands by Account February/March 2015
Attachment 2	Accounts Payable Check Register dated February 9, 2015
Attachment 3	Accounts Payable Check Register dated February 10, 2015
Attachment 4	Payroll Check Register dated February 11, 2015
Attachment 5	Accounts Payable Check Register dated February 17, 2015
Attachment 6	Payroll Check Register dated February 18, 2015
Attachment 7	Accounts Payable Check Register dated March 2, 2015
Attachment 8	Board Payroll Check Register dated March 3, 2015
Attachment 9	Payroll Check Register dated March 4, 2015
Attachment 10	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

March 11, 2015

1. Demands

Category	Check #'s	Amount	Total
Payroll Check-2/11/2015/2015	17773 - 17790 Incentive	\$ 1,658.70	
Payroll Check-2/18/2015	17791 - 17808	\$ 41,693.45	
Board Payroll Check-3/3/2015	17809 - 17813	\$ 3,328.00	
Payroll Check - 3/4/2015	17814 - 17831	\$ 42,481.68	
	Total		\$89,161.83
General Checking -2/9/2015	46407	\$ 3,000.00	
General Checking - 2/10/2015	46408 - 46451	\$ 920,799.41	
General Checking - 2/17/2015	46452 - 46473	\$ 24,929.01	
General Checking - 3/2/2015	46474 - 46510	\$ 143,428.37	
	Total	\$ 1,092,156.79	
	TOTAL		\$1,181,318.62
	GRAND TOTAL		\$1,135,508.94

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 2/9/2015 Through 2/9/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
HELEN LAW	46407	2/9/2015	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 46407		<u>3,000.00</u>	
Report Total			<u>3,000.00</u>	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/10/2015 Through 2/10/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	46408	2/10/2015	<u>3,570.00</u>	FLOW MONITORING
	Total 46408		3,570.00	
AGUA HEDIONDA LAGOON FOUNDATION	46409	2/10/2015	<u>750.00</u>	DONATION TO WORLD WATER DAY
	Total 46409		750.00	
ARC DOCUMENT SOLUTIONS.,LLC	46410	2/10/2015	<u>32.00</u>	PLANS /SPECS
	Total 46410		32.00	
AT&T	46411	2/10/2015	144.47	BPS PHONE
AT&T		2/10/2015	187.98	DIAL IN MODEM-NEW
AT&T		2/10/2015	<u>196.91</u>	DIAL IN MODEM-OLD
	Total 46411		529.36	
AT&T	46412	2/10/2015	<u>37.26</u>	L.D. PHONE @ BPS
	Total 46412		37.26	
BARRETT ENGINEERED PUMP	46413	2/10/2015	<u>2,480.52</u>	REPAIR SCRAPER
	Total 46413		2,480.52	
BHI MANAGEMENT CONSULTING	46414	2/10/2015	<u>2,850.00</u>	STRATEGIC PLANNING CONSULTING
	Total 46414		2,850.00	
BOOT WORLD, INC	46415	2/10/2015	<u>184.66</u>	SAFETY BOOTS-R.RODRIGUEZ
	Total 46415		184.66	
BROWNELL AND DUFFEY CPA	46416	2/10/2015	<u>8,805.00</u>	ACCOUNTING SERVICES-JAN
	Total 46416		8,805.00	
BURTECH PIPELINE, INC	46417	2/10/2015	<u>839,230.00</u>	B1/B2 FORCE MAIN
	Total 46417		839,230.00	
CITY OF CARLSBAD	46418	2/10/2015	<u>233.78</u>	WATER @ PLANT/OFFICE
	Total 46418		233.78	
CUES, INC	46419	2/10/2015	<u>965.51</u>	CCTV REPAIRS
	Total 46419		965.51	
CWEA	46420	2/10/2015	94.00	CWEA RENEWAL-M. GONZALEZ-COLL.
CWEA		2/10/2015	156.00	MEMBERSHIP FOR R. RODRIGUEZ
CWEA		2/10/2015	<u>89.00</u>	RENEWAL-M. AVALOS-COLLECTION

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/10/2015 Through 2/10/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46420		339.00	
DATA NET	46421	2/10/2015	<u>1,820.00</u>	DOC TO NET TRANSFER
	Total 46421		1,820.00	
DAVID KULCHIN	46422	2/10/2015	<u>826.08</u>	REIMBURSE FOR CONFERENCE
	Total 46422		826.08	
DOWNEY BRAND ATTORNEYS	46423	2/10/2015	<u>26.09</u>	LEGAL FEES
	Total 46423		26.09	
ELAINE SULLIVAN	46424	2/10/2015	<u>640.60</u>	REIMBURSE E. SULLIVAN FOR CASA
	Total 46424		640.60	
EWING IRRIGATION PRODUCTS	46425	2/10/2015	<u>235.99</u>	BALL VALVES
	Total 46425		235.99	
ICMA RETIREMENT-303979	46426	2/10/2015	<u>3,157.81</u>	DEFERRED COMP
	Total 46426		3,157.81	
JUDY HANSON	46427	2/10/2015	<u>696.55</u>	REIMBURSE J. HANSON FOR CASA CONF
	Total 46427		696.55	
JURMAN'S EMERGENCY TRAINING INC	46428	2/10/2015	<u>630.00</u>	CPR/FIRST AID CLASS
	Total 46428		630.00	
MITSUBISHI ELECTRIC US, INC	46429	2/10/2015	<u>274.02</u>	ELEVATOR MAINTENANCE
	Total 46429		274.02	
NATIONWIDE RETIREMENT SOLUTIONS	46430	2/10/2015	<u>243.67</u>	DEFERRED COMP
	Total 46430		243.67	
OFFICE DEPOT, INC.	46431	2/10/2015	<u>195.23</u>	OFFICE SUPPLIES
	Total 46431		195.23	
OLIVENHAIN MUNICIPAL WATER DIST	46432	2/10/2015	37.94	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		2/10/2015	833.32	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		2/10/2015	37.94	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		2/10/2015	37.94	WATER @ VP7

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/10/2015 Through 2/10/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46432		947.14	
PALOMAR WATER, LLC	46433	2/10/2015	163.45	bottled water
	Total 46433		163.45	
PERS RETIREMENT	46434	2/10/2015	356.92	BOARD RETIREMENT ENDING 1/31/2015
PERS RETIREMENT		2/10/2015	14,242.19	EMPLOYEE RETIREMENT 2/1/2015
PERS RETIREMENT		2/10/2015	13,741.61	EMPLOYMENT RETIREMENT ENDING 1/18/15
	Total 46434		28,340.72	
PLANT PEOPLE	46435	2/10/2015	158.00	PLANTS MAINT IN THE OFFICE
	Total 46435		158.00	
RICHARD STINSON	46436	2/10/2015	13,050.00	CONSTRUCTION CONSULTING
	Total 46436		13,050.00	
RICK EASTON	46437	2/10/2015	93.00	REIMBURSE R. EASTON FOR CLASS
	Total 46437		93.00	
R. J. SAFETY SUPPLY CO., INC.	46438	2/10/2015	194.99	SAFETY ITEMS-BOOTS, HATS, VESTS
	Total 46438		194.99	
ROCKWELL CONSTRUCTION SERVICES, INC	46439	2/10/2015	1,375.00	LPS GENERATOR
ROCKWELL CONSTRUCTION SERVICES, INC		2/10/2015	250.00	VFD REVIEW
	Total 46439		1,625.00	
SAN DIEGUITO WATER DISTRICT	46440	2/10/2015	37.12	WATER @ TANKER
	Total 46440		37.12	
SOUTHERN CONTRACTING COMPANY	46441	2/10/2015	2,460.00	ELECTRICAL WORK @ PS
	Total 46441		2,460.00	
THE HOME DEPOT CRC/GECF	46442	2/10/2015	623.20	SUPPLIES
	Total 46442		623.20	
UNDERGROUND SERVICE ALERT OF	46443	2/10/2015	172.50	ALARM -UNDERGROUND
	Total 46443		172.50	
UNIFIRST CORPORATION	46444	2/10/2015	238.72	LAUNDRY

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/10/2015 Through 2/10/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46444		238.72	
U.S. BANK	46445	2/10/2015	1,442.87	Conferences, meetings, supplies, etc
	Total 46445		1,442.87	
U.S. HEALTH WORKS MEDICAL GROUP	46446	2/10/2015	92.00	PHYSICALS-R.R.
	Total 46446		92.00	
VERIZON WIRELESS	46447	2/10/2015	49.21	CELL PHONES
	Total 46447		49.21	
WASTE MANAGEMENT	46448	2/10/2015	202.57	TRASH SERVICE
	Total 46448		202.57	
WEST COAST SAFETY SUPPLY CO., INC.	46449	2/10/2015	1,893.13	CYLINDER
	Total 46449		1,893.13	
WM LAMP TRACKER, INC	46450	2/10/2015	179.90	BATTERY TRACKER
	Total 46450		179.90	
XEROX CORPORATION	46451	2/10/2015	82.76	COPIER MAINT
	Total 46451		82.76	
Report Total			920,799.41	

Leucadia Wastewater District
 Vendor Activity - Supplemental Credit Card Report
 From 2/10/2015 Through 2/10/2015

Vendor Name	Tra... Sou...	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	2/10/2015	USBANK-1/22/15	0.00	1005	UNION BANK GENERAL	Conferences, meetings, supplies, etc
U.S. BANK	API	2/10/2015	USBANK-1/22/15	7.29	4330	BOARD CONFERENCES	Casa Conference
U.S. BANK	API	2/10/2015	USBANK-1/22/15	75.58	5570	OFFICE EQUIPMENT R&M	Cell phone supplies
U.S. BANK	API	2/10/2015	USBANK-1/22/15	1,200.00	5735	EMPLOYEE RECOGNITION	CWEA Awards Banquet
U.S. BANK	API	2/10/2015	USBANK-1/22/15	130.00	5910	TELEPHONE	Internet/web hosting
U.S. BANK	API	2/10/2015	USBANK-1/22/15	30.00	5910	TELEPHONE	RM-internet chrg
				<u>1,442.87</u>			Transaction Total
Total 2/10/2015				1,442.87			

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Report
Opening/Current
Balance

Report Transaction
Totals

Report Current Balances

1,442.87

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 11, 2015
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
1773 - 17790	2/11/2015	\$1,658.70

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/17/2015 Through 2/17/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
BOYD FASTENERS	46452	2/17/2015	177.66	NUTS/BOLTS-ALL PS
BOYD FASTENERS		2/17/2015	<u>335.34</u>	STRAPS/BOLTS-ALL PS
	Total 46452		513.00	
CARLSBAD FUELS CORPORATION	46453	2/17/2015	1,352.74	VEHICLE/TRUCK GAS
	Total 46453		1,352.74	
CITY OF CARLSBAD	46454	2/17/2015	<u>384.73</u>	WATER @ VACTOR
	Total 46454		384.73	
CONEXIS	46455	2/17/2015	<u>333.00</u>	SEC 125 FLEN PLAN-JAN
	Total 46455		333.00	
CSDA- SAN DIEGO CHAPTER	46456	2/17/2015	<u>234.00</u>	QUARTERLY DINNER
	Total 46456		234.00	
CUES, INC	46457	2/17/2015	<u>212.53</u>	CCTV MAINT
	Total 46457		212.53	
DION INTERNATIONAL TRUCKS INC	46458	2/17/2015	784.02	VACTOR MAINT
	Total 46458		784.02	
DRAGER SAFETY, INC.	46459	2/17/2015	<u>987.34</u>	SAFETY ITEMS/FIT TESTING
	Total 46459		987.34	
EVOQUA WATER TECHNOLOGIES, LLC	46460	2/17/2015	7,093.90	BIOXIDE
	Total 46460		7,093.90	
HAAKER EQUIPMENT CO	46461	2/17/2015	<u>231.84</u>	PARTS
	Total 46461		231.84	
INFRASTRUCTURE ENGINEERING CORP	46462	2/17/2015	2,309.80	B2 FORCE MAIN
	Total 46462		2,309.80	
JACKSON & BLANC	46463	2/17/2015	<u>1,166.86</u>	SERVICE/MAINT HVAC
	Total 46463		1,166.86	
JEFF BILLS	46464	2/17/2015	<u>3,000.00</u>	CONSULTING FEES-FEB
	Total 46464		3,000.00	
JOHN W. SMITH	46465	2/17/2015	<u>380.00</u>	BACKFLOW TESTING-ALL PS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 2/17/2015 Through 2/17/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46465		380.00	
JOS H FLANDERS	46466	2/17/2015	<u>200.00</u>	REIMBURSE-SAFETY BOOTS
	Total 46466		200.00	
McCROMETER	46467	2/17/2015	<u>350.00</u>	TEST STRIPS
	Total 46467		350.00	
MINUTEMAN PRESS	46468	2/17/2015	<u>174.15</u>	ENVELOPES
	Total 46468		174.15	
NAPA AUTO	46469	2/17/2015	<u>23.74</u>	GREASE
	Total 46469		23.74	
PACIFIC PIPELINE SUPPLY	46470	2/17/2015	<u>706.23</u>	VALVES
	Total 46470		706.23	
PLUMBERS DEPOT, INC	46471	2/17/2015	317.25	FIBER PLASS POLES
PLUMBERS DEPOT, INC		2/17/2015	827.30	HOSE LEADERS
PLUMBERS DEPOT, INC		2/17/2015	<u>64.80</u>	PARTS
	Total 46471		1,209.35	
UNIFIRST CORPORATION	46472	2/17/2015	<u>210.08</u>	LAUNDRY SERVICE
	Total 46472		210.08	
WORDEN WILLIAMS, APC	46473	2/17/2015	<u>3,071.70</u>	LEGAL FEES-JAN
	Total 46473		3,071.70	
Report Total			<u>24,929.01</u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 18, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17791 - 17808	2/18/2015	\$41,693.45

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/2/2015 Through 3/2/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ANTIMITE TERMITE & PEST CONTROL	46474	3/2/2015	56.00	MONTHLY PEST SERVICE
	Total 46474		56.00	
AT&T	46475	3/2/2015	79.59	ODOR CONTROL MODEM
AT&T		3/2/2015	328.01	OFFICE ELEVATOR, FIRE PANEL
	Total 46475		407.60	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	46476	3/2/2015	26,685.70	HEALTH INS-MARCH
	Total 46476		26,685.70	
CAMPING WORLD	46477	3/2/2015	799.99	HONDA GENERATOR
	Total 46477		799.99	
CASH	46478	3/2/2015	338.23	PETTY CASH FOR FEB
	Total 46478		338.23	
CORODATA	46479	3/2/2015	76.86	STORAGE
	Total 46479		76.86	
DATA NET	46480	3/2/2015	315.00	IS MAINT AND SUPPORT AND CREDIT
DATA NET		3/2/2015	1,568.76	MS SERVERS
	Total 46480		1,883.76	
DUDEK & ASSOCIATES	46481	3/2/2015	2,206.01	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		3/2/2015	210.00	GE/3252/0596/ASTOR GARDENS
DUDEK & ASSOCIATES		3/2/2015	367.50	GE/3252/0662/NOLAN
DUDEK & ASSOCIATES		3/2/2015	315.00	GE/3252/0708/EATON BEACH
DUDEK & ASSOCIATES		3/2/2015	1,373.63	GE/3252/0808/SEASIDE
DUDEK & ASSOCIATES		3/2/2015	315.00	GE/3252/0855/LC TOWNE
DUDEK & ASSOCIATES		3/2/2015	157.50	GE/3252/0864/FIORE
DUDEK & ASSOCIATES		3/2/2015	1,965.00	GE/3252/0893/LC VILLAS
DUDEK & ASSOCIATES		3/2/2015	57.50	GE/3252/0912/PROJECT PIE
DUDEK & ASSOCIATES		3/2/2015	210.00	GE/3252/0913/HOOKED ON SUSHI
DUDEK & ASSOCIATES		3/2/2015	1,000.00	GE/3252/0914/THE SPICE WAY
DUDEK & ASSOCIATES		3/2/2015	315.00	GE/3252/0915/ANDREW AVE
DUDEK & ASSOCIATES		3/2/2015	735.00	GE/3252/0916/JAMBA JUICE
	Total 46481		9,227.14	
KEVIN GILROY	46482	3/2/2015	175.38	LATERAL REIMBURSEMENT
	Total 46482		175.38	
GREAT AMERICA FINANCIAL SERVICES	46483	3/2/2015	736.58	COPIER LEASE
	Total 46483		736.58	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/2/2015 Through 3/2/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
HARTFORD LIFE & ACCIDENT INS.	46484	3/2/2015	400.68	LIFE INS-MARCH
	Total 46484		400.68	
HI-WAY SAFETY, INC	46485	3/2/2015	638.29	SAFETY ITEMS-SIGNS ETC
	Total 46485		638.29	
HOCH CONSULTING	46486	3/2/2015	12,000.00	CONSULTING FOR ELECTRICAL RATE @ PS
	Total 46486		12,000.00	
I2B NETWORKS, INC	46487	3/2/2015	160.00	WEB CAM @ BPS
	Total 46487		160.00	
ICMA RETIREMENT-303979	46488	3/2/2015	3,157.81	DEFERRED COMP
	Total 46488		3,157.81	
INFRASTRUCTURE ENGINEERING CORP	46489	3/2/2015	9,347.50	B2 SEWER FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		3/2/2015	1,035.00	LPS GENERATOR
INFRASTRUCTURE ENGINEERING CORP		3/2/2015	2,762.50	SCOTT'S VALLEY SEWER
INFRASTRUCTURE ENGINEERING CORP		3/2/2015	8,193.75	SPS REHAB
	Total 46489		21,338.75	
MES VISION	46490	3/2/2015	356.88	VISION INS-MARCH
	Total 46490		356.88	
NAPA AUTO	46491	3/2/2015	71.22	LUBE, MIRROR, FAN BELT
NAPA AUTO		3/2/2015	13.05	OIL
	Total 46491		84.27	
NATIONWIDE RETIREMENT SOLUTIONS	46492	3/2/2015	243.67	DEFERRED COMP
	Total 46492		243.67	
OFFICE DEPOT, INC.	46493	3/2/2015	324.85	OFFICE SUPPLIES
	Total 46493		324.85	
PRIZM JANITORIAL SERVICES, INC	46494	3/2/2015	1,473.42	JANITORIAL SERVICE
	Total 46494		1,473.42	
SAN DIEGO GAS AND ELECTRIC	46495	3/2/2015	15,095.67	ELECTRIC @ BPS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/2/2015 Through 3/2/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46495		15,095.67	
SAN DIEGO NATURAL HISTORY MUSEUM	46496	3/2/2015	6,304.25	MONITORING
	Total 46496		6,304.25	
SAN DIEGO UNION TRIBUNE	46497	3/2/2015	504.78	UNION TRIBUNE NEWSPAPER RENEWAL
	Total 46497		504.78	
SAN DIEGO GAS & ELECTIRC	46498	3/2/2015	192.70	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		3/2/2015	470.66	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		3/2/2015	807.62	ELECTRIC @ E.ESTATES
SAN DIEGO GAS & ELECTIRC		3/2/2015	490.30	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		3/2/2015	976.68	ELECTRIC @ LC PS
SAN DIEGO GAS & ELECTIRC		3/2/2015	12,851.13	ELECTRIC @ OFFICE/LPS
SAN DIEGO GAS & ELECTIRC		3/2/2015	155.99	ELECTRIC @ RV PS
SAN DIEGO GAS & ELECTIRC		3/2/2015	865.81	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		3/2/2015	351.74	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		3/2/2015	174.25	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		3/2/2015	96.29	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		3/2/2015	2.60	NAT GAS @ EE
	Total 46498		17,435.77	
SOUTHERN CALIFORNIA SOIL & TESTING,	46499	3/2/2015	8,655.00	B/1/B/2 FORCE MAIN
	Total 46499		8,655.00	
SOUTHERN CONTRACTING COMPANY	46500	3/2/2015	600.00	ELECTRICAL WORK
	Total 46500		600.00	
TELEPACIFIC COMMUNICATIONS	46501	3/2/2015	1,074.90	PHONE SYSTEM CHARGES
	Total 46501		1,074.90	
THE GUARDIAN	46502	3/2/2015	3,925.65	DENTAL/DISABILITY INS-MARCH
	Total 46502		3,925.65	
TIERRA VERDE RESOURCES, INC	46503	3/2/2015	730.00	FEB LANDSCAPING FEES
	Total 46503		730.00	
TRG & ASSOCIATES	46504	3/2/2015	5,497.50	PUBLIC INFORMATION
	Total 46504		5,497.50	
TRI COMMUNITY ANSWERING SERVICE	46505	3/2/2015	90.00	ANSWERING SERVICE-FEB

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 3/2/2015 Through 3/2/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46505		90.00	
UNIFIRST CORPORATION	46506	3/2/2015	<u>222.34</u>	LAUNDRY SERVICE
	Total 46506		222.34	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	46507	3/2/2015	92.00	PHYSICALS
	Total 46507		92.00	
VERIZON WIRELESS	46508	3/2/2015	<u>698.57</u>	CELL PHONE CHARGES
	Total 46508		698.57	
VORTEX INDUSTRIES, INC	46509	3/2/2015	<u>1,146.08</u>	REPAIRS TO GATE
	Total 46509		1,146.08	
WIN-911 SOFTWARE	46510	3/2/2015	<u>790.00</u>	WIN 911 SOFTWARE RENEWAL
	Total 46510		790.00	
Report Total			<u>143,428.37</u>	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: March 3, 2015

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17809 - 17813	3/3/2015	\$3,328.09

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: March 4, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17814 - 17831	3/4/2015	\$42,481.68

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

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

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

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

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

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

<u>JULY</u>				
7/3/2014	Board			\$2,949.20
7/9/2014	Employee			\$43,104.03
7/23/2014	Employee			\$43,900.37
	TOTAL			\$89,953.60

<u>AUGUST</u>				
8/5/2014	Board			\$2,848.67
8/6/2014	Employee			\$44,841.35
8/13/2014	Employee	Incentive		\$18,121.75
8/20/2014	Employee			<u>\$44,093.61</u>
	TOTAL			\$109,905.38

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

SEPTEMBER

9/3/2014	Employee		\$44,446.50
9/4/2014	Board		\$4,227.18
9/16/2014	Employee	Retirement	\$10,048.90
9/17/2014	Employee		<u>\$43,570.16</u>
	TOTAL		\$102,292.74

OCTOBER

10/1/2014	Employee		\$40,167.92
10/3/2014	Board		\$4,362.16
10/8/2014	Employee	Incentive	\$14,793.18
10/15/2014	Employee		\$40,300.04
10/29/2014	Employee		<u>\$39,487.52</u>
	TOTAL		\$139,110.82

NOVEMBER

11/3/2014	Board		\$3,635.20
11/12/2014	Employee		\$41,419.01
11/12/2014	Employee	Incentive	\$461.75
11/26/2014	Employee		<u>\$39,964.00</u>
	TOTAL		\$85,479.96

DECEMBER

12/3/2014	Board		\$4,873.19
12/4/2014	Employee	Sick Buyback	\$18,127.34
12/10/2014	Employee		\$40,877.56
12/11/2014	Employee	Incentive	1225.43
12/24/2014	Employee		<u>39259.31</u>
	TOTAL		\$104,362.83

JANUARY

2015

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

FEBRUARY

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

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

MARCH

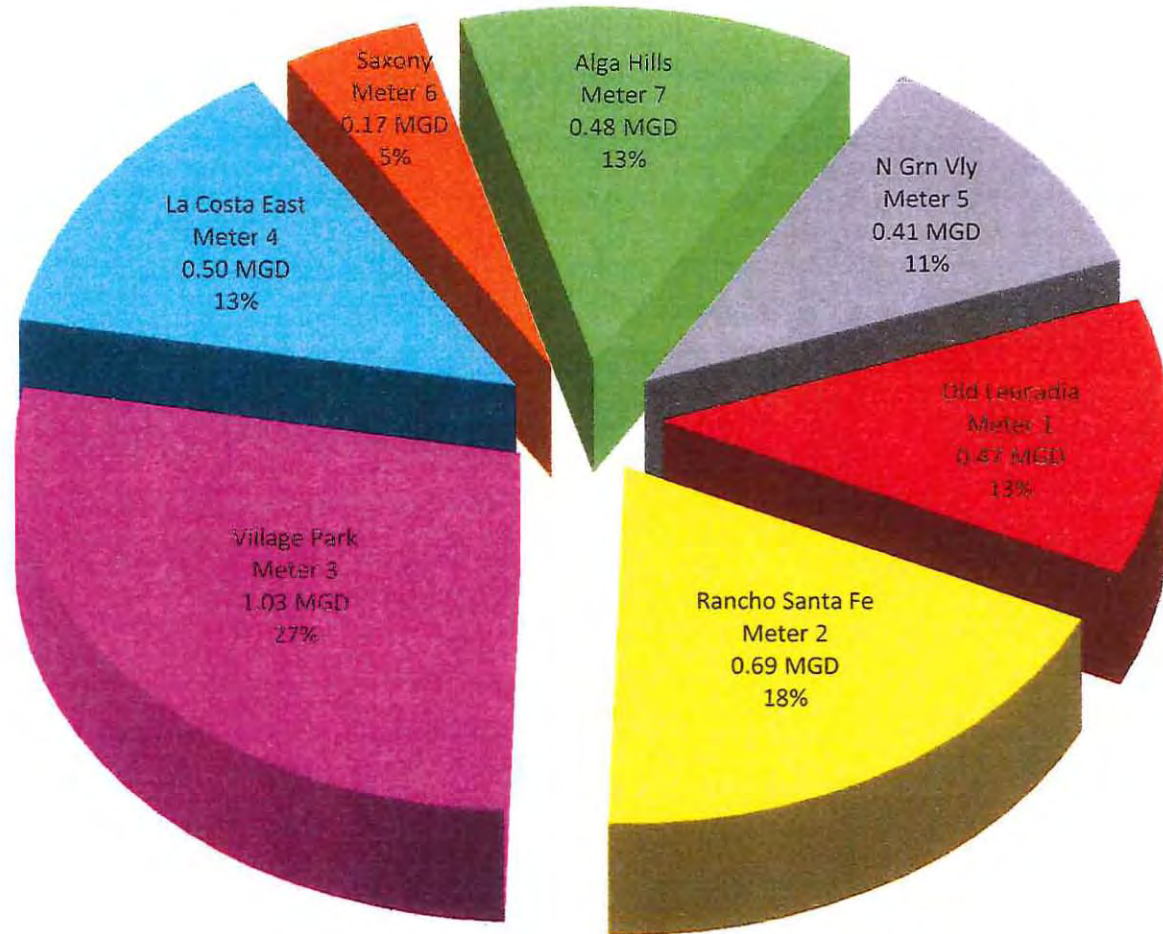
3/3/2015	Board	\$3,328.09
3/4/2015	Employee	<u>\$42,481.68</u>
	TOTAL	\$45,809.77

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

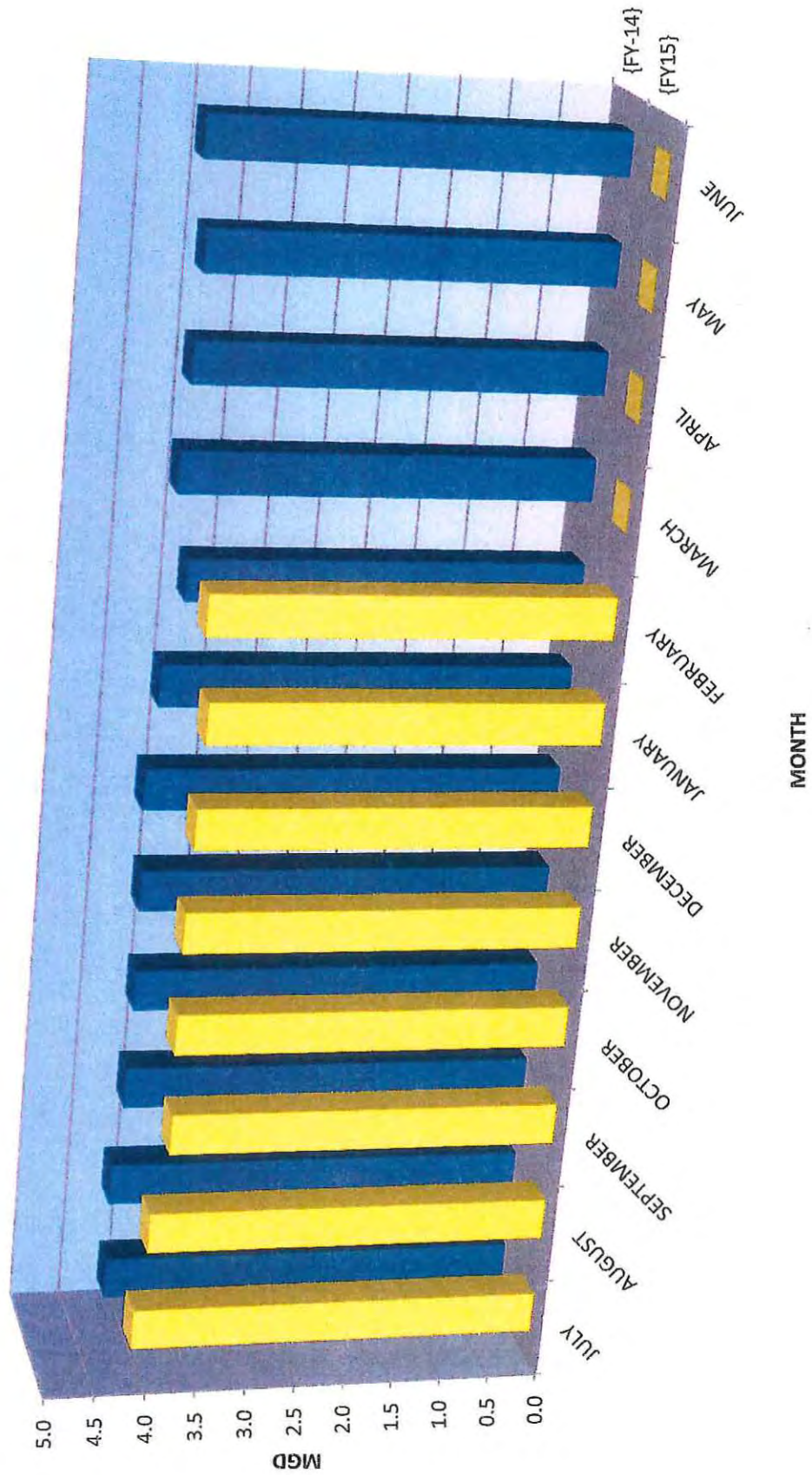
CURRENT MONTH - February 2015							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,277	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.00	127.10	26	4.10	145	44.47	4.18
YTD	0.00	127.10	28,303				4.20
AUGUST	0.32	124.31	37	4.01	141	39.19	4.12
YTD	0.32	124.31	28,340				4.10
SEPTEMBER	0.00	116.10	26	3.87	136	20.26	4.12
YTD	0.00	116.10	28,365				4.10
OCTOBER	0.00	120.90	14	3.90	137	29.66	4.12
YTD	0.00	120.90	28,380				4.16
NOVEMBER	0.71	117.00	16	3.90	137	12.72	4.08
YTD	0.71	117.00	28,395				4.16
DECEMBER	3.68	116.10	14	3.87	136	0.00	4.08
YTD	3.68	116.10	28,409				3.90
JANUARY	0.49	115.20	13	3.84	135	0.00	4.05
YTD	0.49	115.20	28,422				4.00
FEBRUARY	0.25	117.60	17	3.92	138	1.72	3.96
YTD	0.25	117.60	28,440				4.04
MARCH							
YTD							
APRIL							
YTD							
MAY							
YTD							
JUNE							
YTD	0.00	0.00	0.00				
Annual Total	5.45	954.31	163			148.02	
Mo Average	0.68	119.29	20	3.93	138	18.50	4.08

45

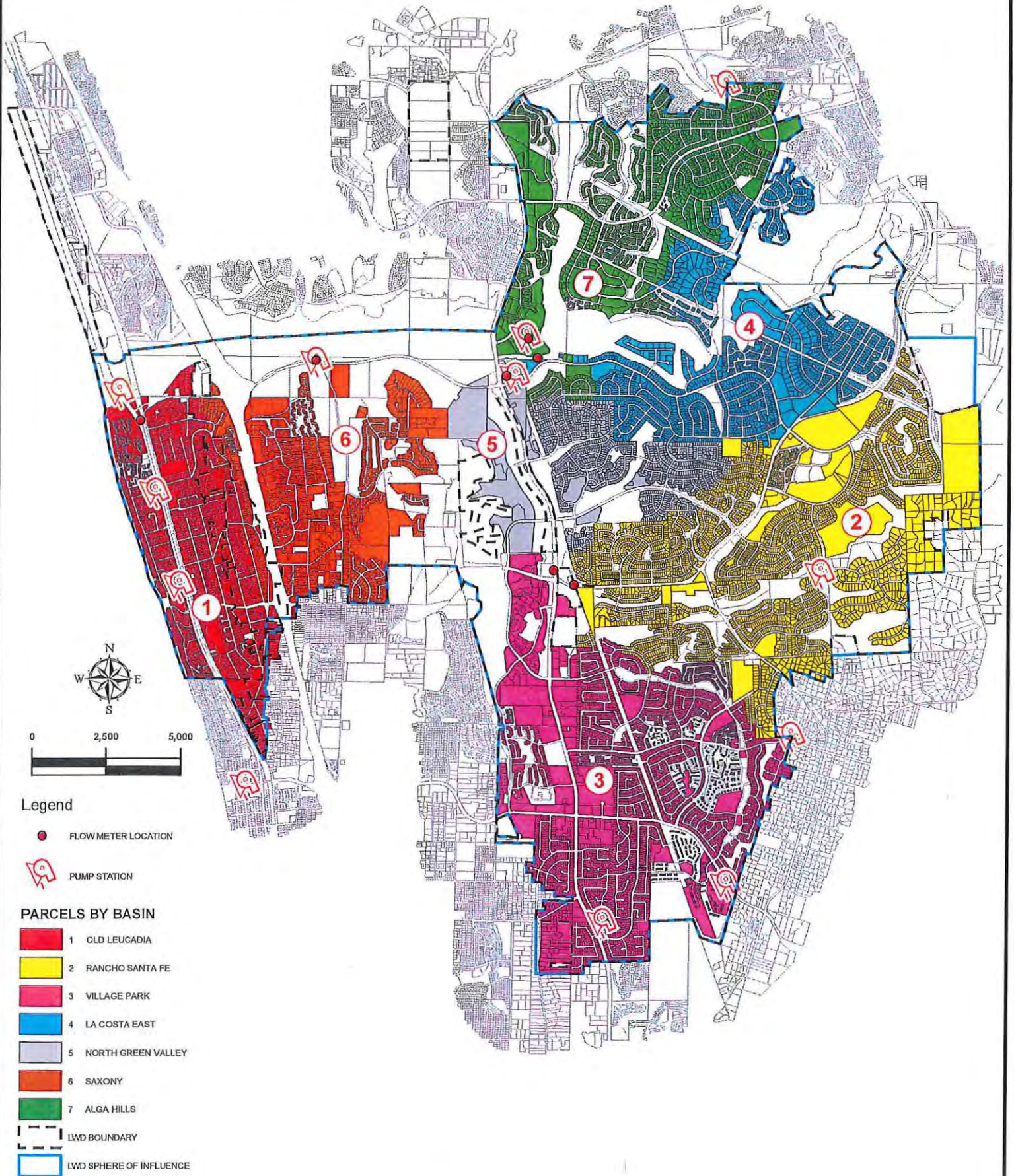
**LWD Flows by Sub-Basin
February 2015
Total LWD Flow = 3.75 MGD**



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



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet
As of 2/28/2015

		<u>Current Year</u>
Assets		
Cash & Investments	1CAS	36,731,833.02
Accounts Receivables	2A/R	72,747.90
Prepaid Expense	3PRE	647,005.56
Funds held with Encinca Wastewater Authority	4EWA	906,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	(49,208,593.63)
Total Assets		<u>134,013,963.07</u>
Total Assets		<u>134,013,963.07</u>
Liabilities		
Accounts Payable & Accued Expenses	A/P	543,262.08
Developer Deposits	DEVD	277,780.74
Total Liabilities		<u>821,042.82</u>
Total Liabilities		<u>821,042.82</u>
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	37,577,007.14
Total Beginning Net Position		<u>135,592,534.73</u>
Current Change In Net Position		
Other		(2,399,614.48)
Total Current Change In Net Position		<u>(2,399,614.48)</u>
Total Net Position		<u>133,192,920.25</u>
Total Net Postion		<u>133,192,920.25</u>
Total Liabilites & Net Position		<u>134,013,963.07</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2014 Through 2/28/2015

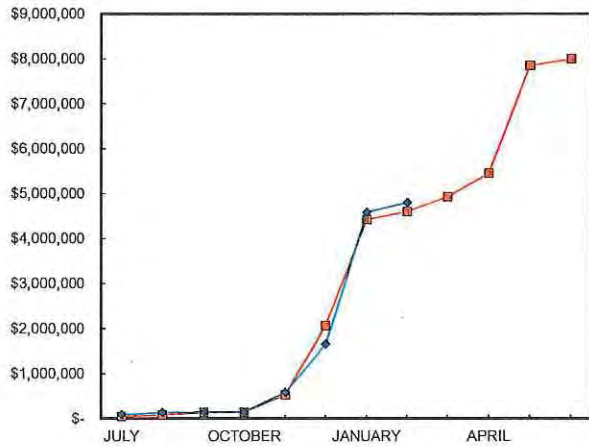
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	4,797,515.28	8,002,543.00	3,205,027.72	59.9%
3150 Recycled Water Sales	163,688.54	275,000.00	111,311.46	59.5%
3100 Misc. Operating Revenue	\$ 54,614.91	\$ 244,080.00	\$ 189,465.09	22.4%
TOTAL OPERATING REVENUES	\$5,015,818.73	\$8,521,623.00	\$3,505,804.27	58.9%
OPERATING EXPENSES				
4100 Salaries	\$ 993,159.27	\$1,592,462.00	\$ 599,302.73	62.4%
4200 Employee Benefits	437,683.31	818,080.00	380,396.69	53.5%
4300 Directors Expense	87,213.80	140,350.00	53,136.20	62.1%
4400 Election Expense	15,418.00	30,000.00	14,582.00	51.4%
4600 Gas, Oil & Fuel	23,919.92	46,000.00	22,080.08	52.0%
4700 Insurance Expense	136,160.50	118,000.00	(18,160.50)	115.4%
4800 Memberships	20,539.20	27,800.00	7,260.80	73.9%
4900 Office Expense	45,468.72	115,700.00	70,231.28	39.3%
5000 Operating Supplies	129,043.66	227,000.00	97,956.34	56.8%
5200 Professional Services	309,330.92	570,200.00	260,869.08	54.2%
5300 Printing & Publishing	14,871.54	32,000.00	17,128.46	46.5%
5400 Rents & Leases	12,487.70	19,100.00	6,612.30	65.4%
5500 Repairs & Maintenance	205,745.01	324,900.00	119,154.99	63.3%
5600 Monitoring & Permits	44,188.01	49,700.00	5,511.99	88.9%
5700 Training & Development	23,395.81	44,500.00	21,104.19	52.6%
5900 Utilities	279,153.93	429,400.00	150,246.07	65.0%
6100 LAFCO Operations	5,841.00	6,200.00	359.00	94.2%
6200 Encina Operating Expense	894,533.95	1,841,919.00	947,385.05	48.6%
6900 Admin O/H alloc to Capital	(60,847.91)	(114,164.00)	(53,316.09)	53.3%
TOTAL OPERATING EXPENSES	\$3,617,306.34	\$6,319,147.00	\$2,701,840.66	57.2%
NON-OPERATING REVENUES				
3130 Capacity Fees	631,385.66	180,270.00	(451,115.66)	350.2%
3220 Property Taxes	813,535.24	1,300,000.00	486,464.76	62.6%
3250 Investment Income	118,559.00	155,000.00	36,441.00	76.5%
3290 Misc. Non Op Revenue	35,580.26	677,484.00	641,903.74	5.3%
TOTAL NON-OPERATING REVENUES	\$1,599,060.16	\$2,312,754.00	\$ 713,693.84	69.1%

Leucadia Wastewater District

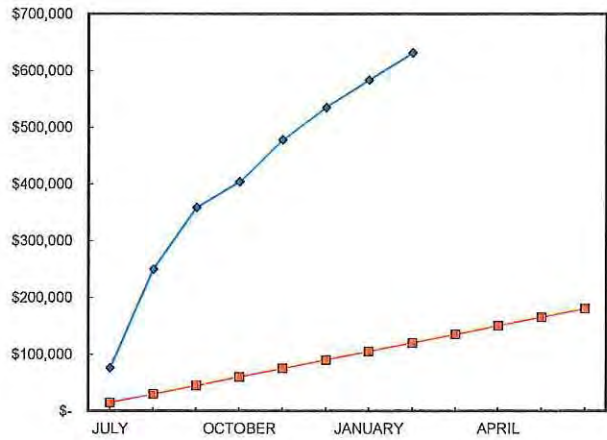
Revenue FY 2015

YTD through February 28, 2015

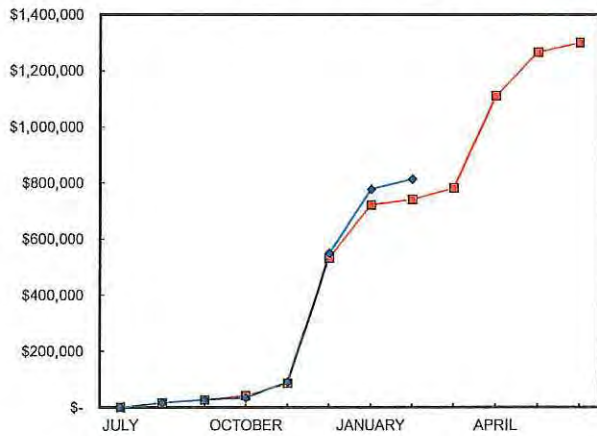
Sewer Service Fees



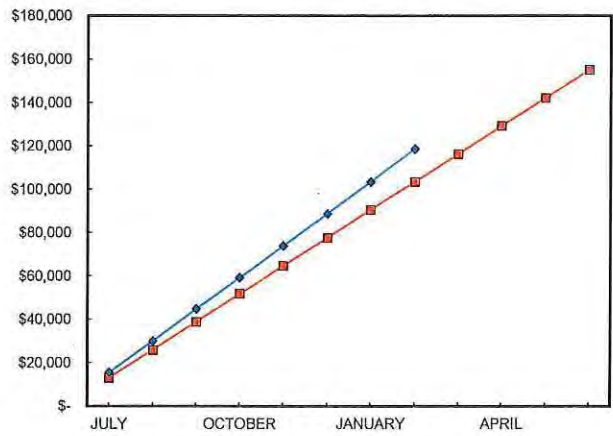
Capacity Charges



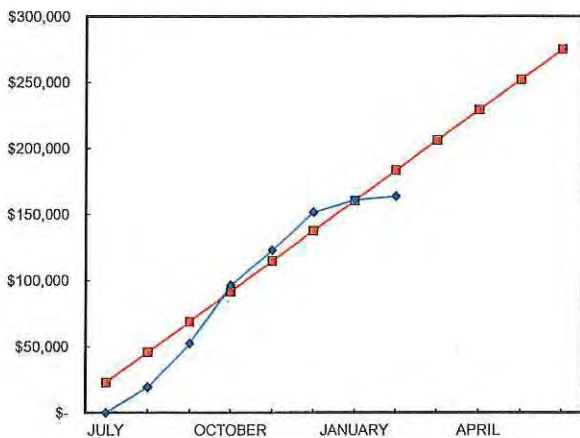
Property Taxes



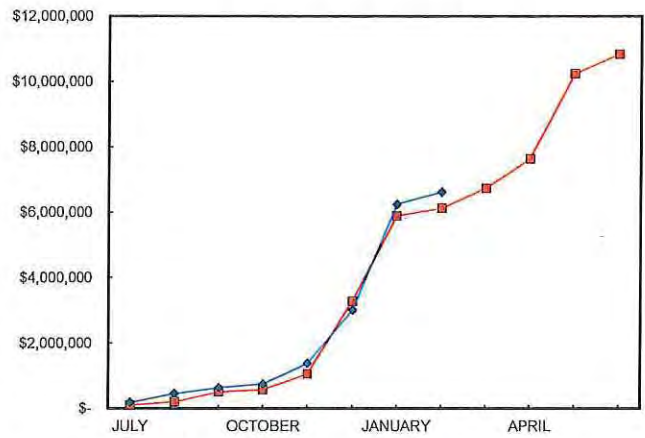
Investment Income



Recycled Wastewater



Total Revenue



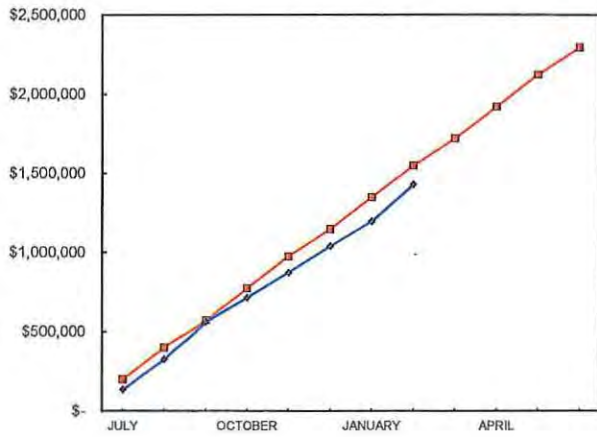
Legend: Budget (red square), Actual (blue diamond)

Legend: Budget (red square), Actual (blue diamond)

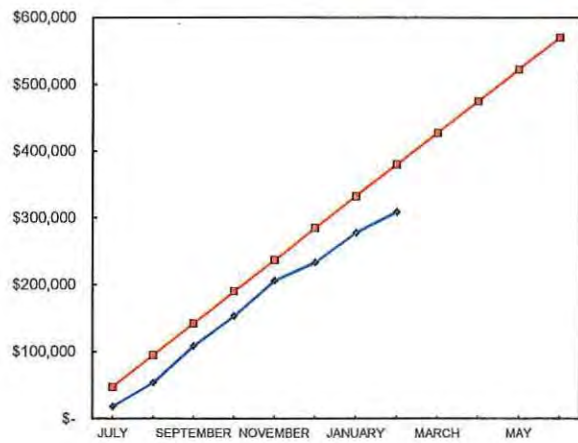
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2015 YTD through February 28, 2015

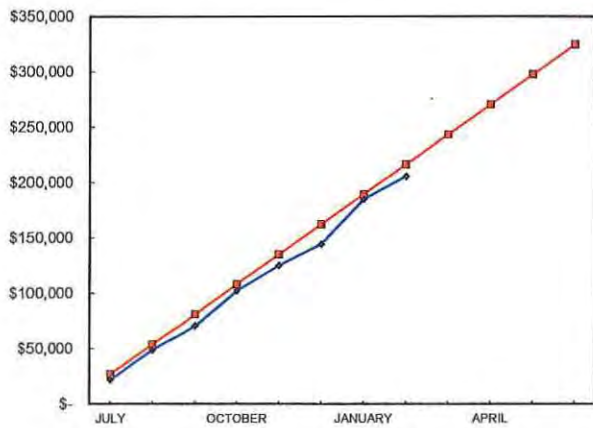
Salaries and Benefits



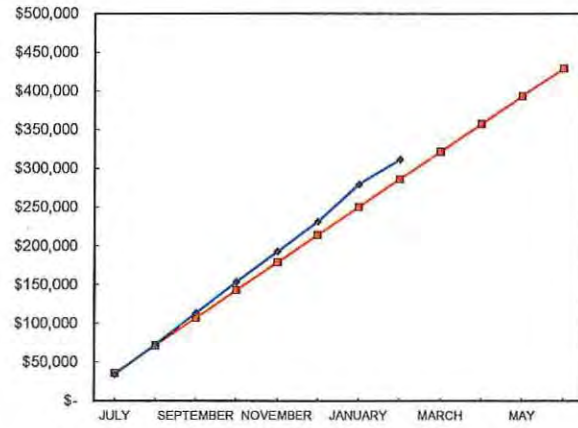
Professional Services



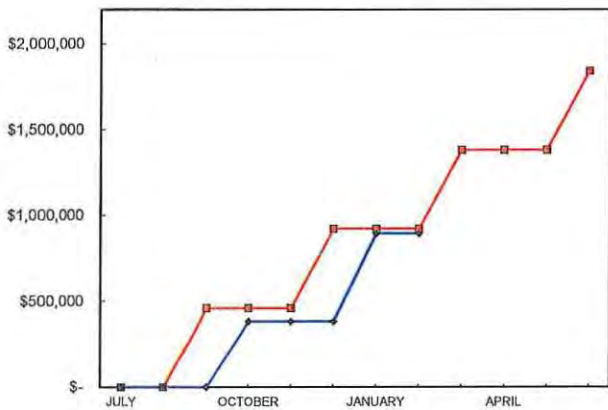
Repairs & Maintenance



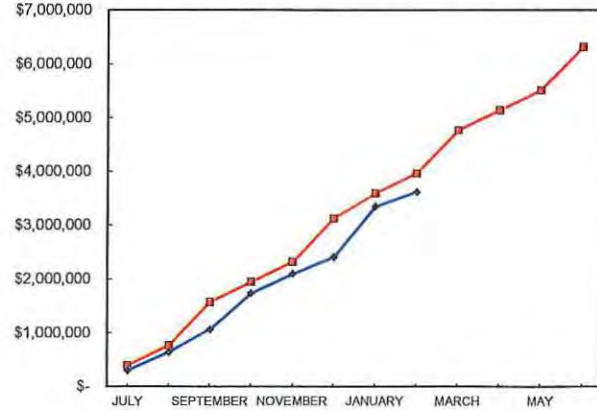
Utilities



Encina M&O



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



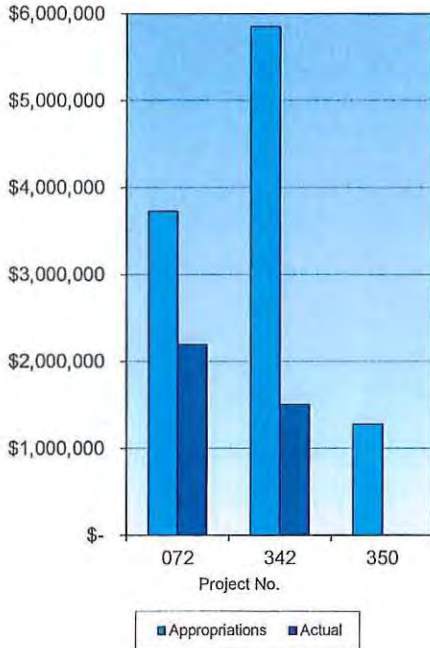
— Budget — Actual

— Budget — Actual

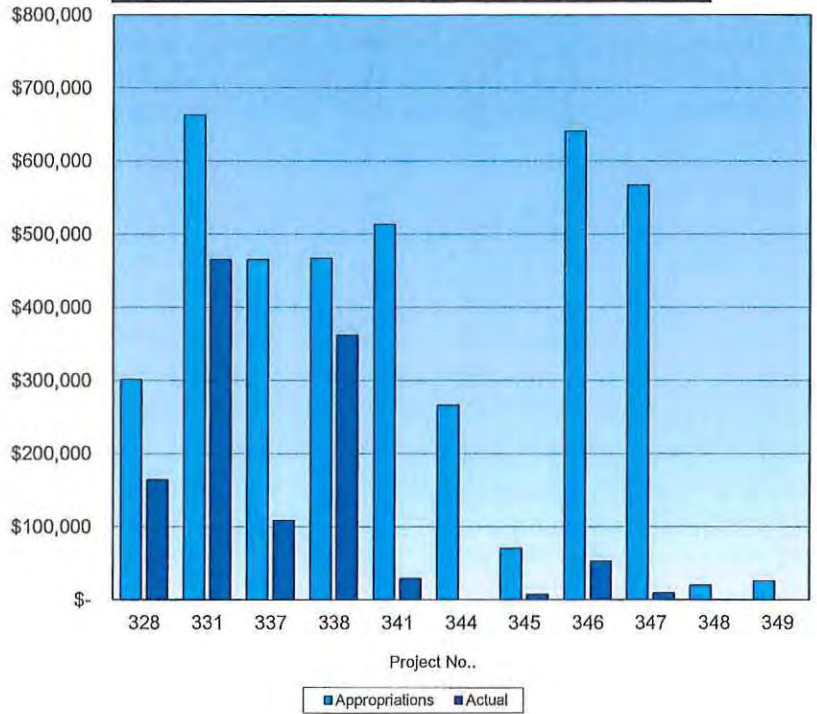
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of February 28, 2015

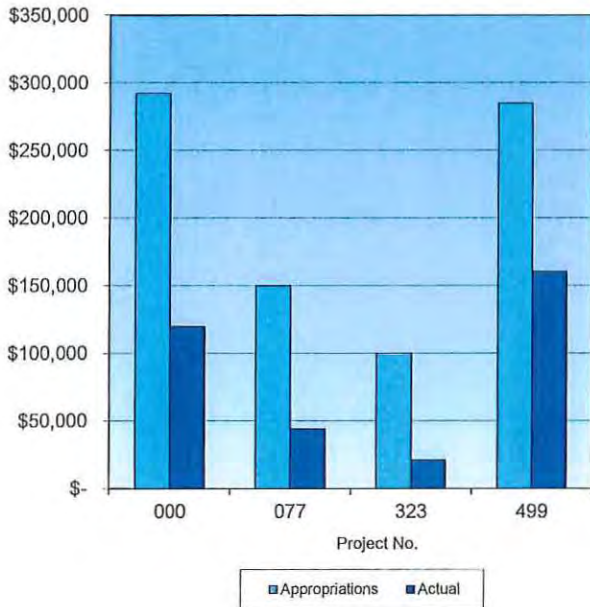
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2015



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



Single Year Capital Expenditures by Project FY2015



Project Legend

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

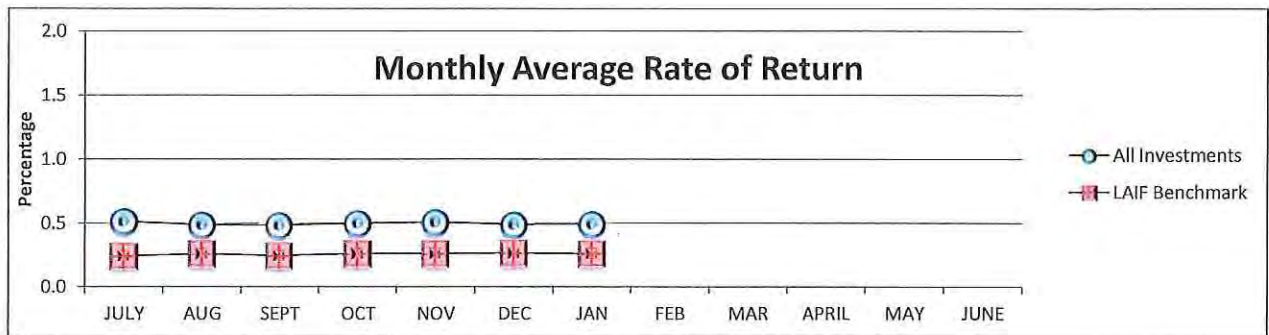
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT

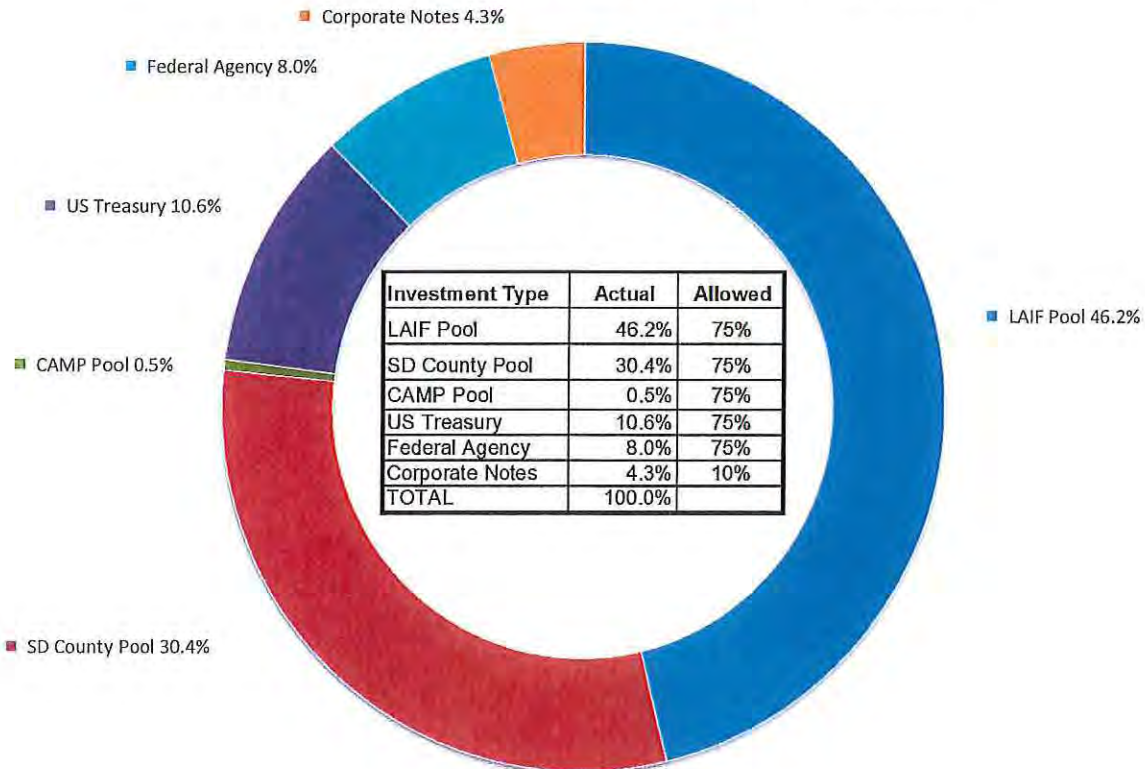
Monthly Investment Summary

January 31, 2015

Cash Equivalents & Investments	Principal (Original Cost)		January Interest	Average Rate
	December 31, 2014	January 31, 2015		
LAIF Pool	\$ 15,460,549	\$ 17,326,386	\$ 3,579	0.262%
SD County Pool	11,400,355	11,412,041	4,572	0.481%
CAMP Pool	165,194	178,474	10	0.070%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	9,783	9,093	64	8.180%
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
US Treasury Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Total Camp Portfolio	8,603,608	8,602,918	6,865	0.960%
Totals	\$ 35,629,705	\$ 37,519,820	\$ 15,027	0.493%

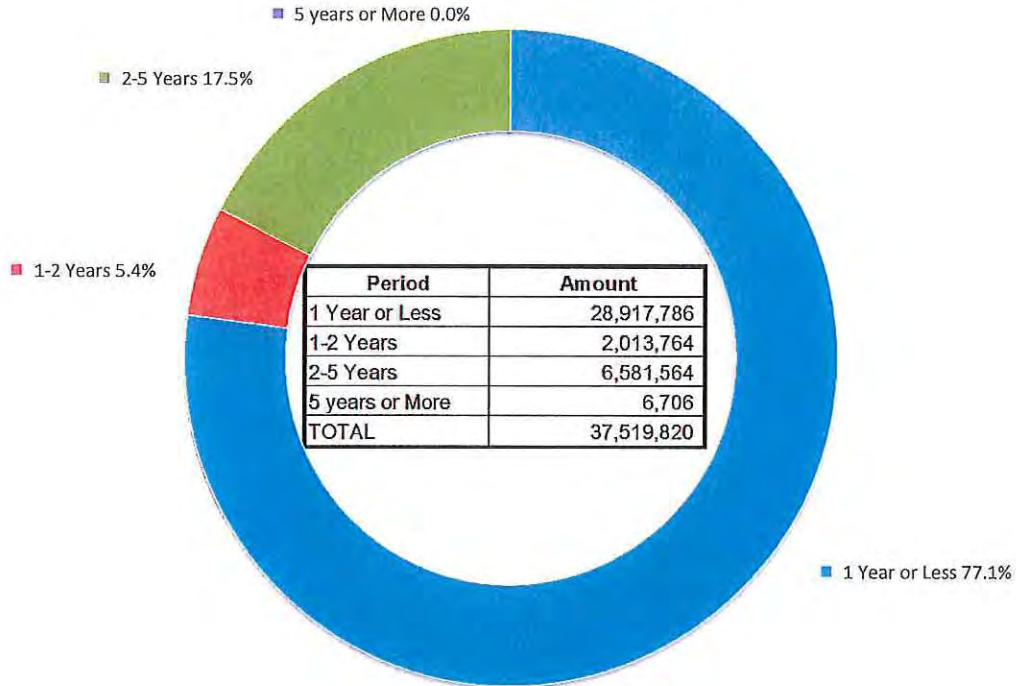


INVESTMENT DISTRIBUTION BY CATEGORY

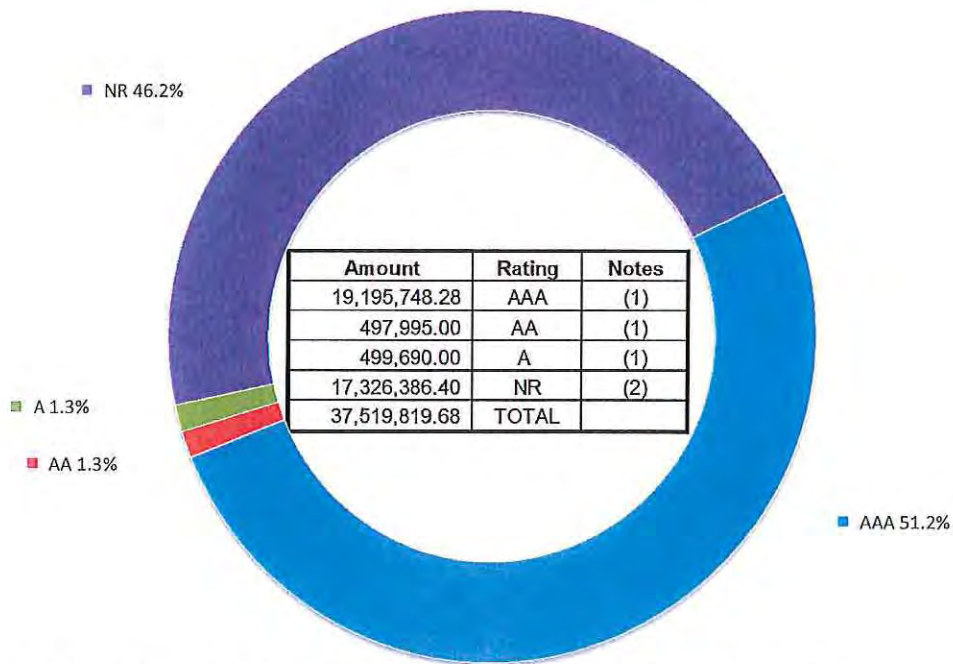


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2015
(Continued)

REMAINING MATURITY



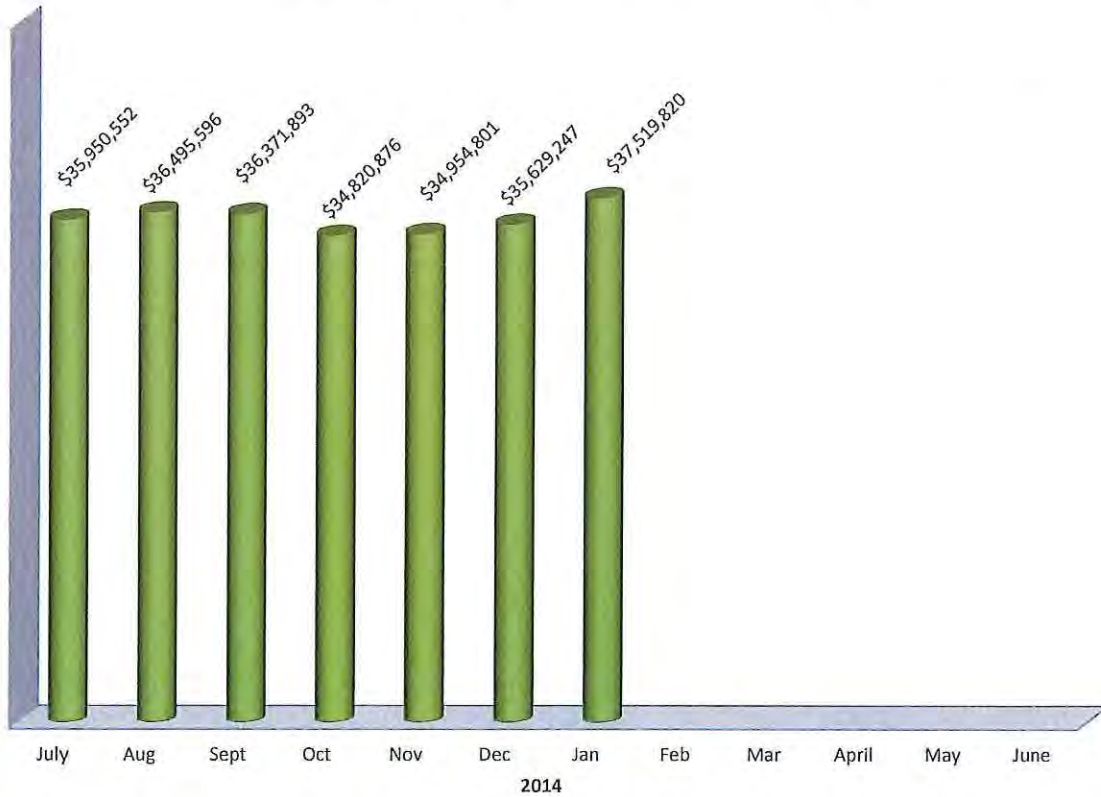
INVESTMENT RATINGS



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

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

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of January, 2015

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 233	\$ -	(3)	8.18%
TOTAL	\$ -	\$ 233	\$ -		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 15-4401

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: February 2015 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

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

th:PB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
February 1 - 29, 2015**

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

58

Notes:
No conferences were attended for the month of
February

Encina Wastewater Authority Report
Regular Board Meeting
February 25, 2015

EWA Board of Directors - Director Sullivan reporting.

1. General Process Improvements Engineering Services Agreement Authorization.

The Board of Directors awarded a contract to Carollo Engineers in the amount of \$246,864 for engineering services related to the General Process Improvements.

Executive Session

The Board met in Executive Session with Labor Negotiators Kevin Hardy, Michael Steinlicht, and Debra Biggs as authorized by Government Code §54957.6

There was no reportable action.

Community Affairs Committee Meeting Report

Presented by Vice President Omsted

Meeting held February 24, 2015

1. Review the Spring 2015 newsletter proposed article topics and production schedule.

The CAC reviewed and agreed with the following newsletter article topics, along with the production schedule:

- District operations require skilled & cross-trained technicians;
- North County Recycled Water Coalition secures a \$3.45 million grant;
- Teacher Grant Program;
- Wipes don't belong in the toilet; and
- LWD's Awards and Employee Highlights

The CAC directed staff to move forward with the production of the newsletter.

Investment & Finance Meeting Report

Presented by Director Hanson

Meeting held March 4, 2015

1. Comprehensive Financial Plan Tracking.

The IFC received an update on how the District's finances were tracking with the Comprehensive Financial Plan.

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

Engineering Committee Meeting Report

Presented by Director Kulchin

Meeting held on March 4, 2015

1. The EC reviewed an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia (L1) Force Main West Section Replacement Project in an amount not to exceed \$69,375.

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

2. The EC reviewed a sole source agreement with Sloan Electromechanical Service & Sales for the purchase and installation of replacement Variable Frequency Drives (VFDs) for the Leucadia and Batiquitos Pump Stations in an amount not to exceed \$200,021.24.

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

3. The EC also received an update on the B1/B2 Force Mains Replacement Project and the Leucadia Pump Station Generator Replacement.

MEMORANDUM

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Leucadia (L1) Force Main West Section Replacement Project Engineering Design Services**

RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia (L1) Force Main West Section Replacement Project in an amount not to exceed \$69,375.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the EC at its March 4, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

The design phase of the Leucadia (L1) West Section Force Main Replacement Project was included as a goal under the "Technology and Infrastructure" strategy in the Fiscal Year (FY) 2015 Tactics & Action Plan.

In July 2013 Infrastructure Engineering Corporation (IEC) completed the Leucadia (L1) Force Main Internal Corrosion Evaluation Project Report. Based on the condition of the sample taken from the L1 section west of Interstate 5, IEC recommended that the District discontinue use of L1 until the District conducted further condition assessments of the force main. In October 2013, IEC recommended using SeeSnake, developed by PICA Corporation (PICA), to conduct the non-destructive assessment of L1. Subsequently, PICA submitted a cost proposal of \$663,325. The cost proposal was significantly higher than the original estimate and the budget appropriation amount of \$378,000.

Due to the significant cost difference, staff recommended and the Board agreed that the District should not perform the assessment at that time. Staff did not believe that there was high value in assessing the pipe at a cost of over \$660,000. Instead, staff thought the \$660,000 would be better spent replacing the western section of L1 and staff is confident that L1 can then be relied on for use during an emergency.

To accomplish the replacement of the west section of L1, staff allocated funds for the design phase of the project in the FY 2015 Budget and requested that IEC provide a proposal for project design. IEC has submitted a proposal, attached. The Scope of Services includes:

- Task 1 – Project Management and Administration
- Task 2 – Data Collection and Utility Coordination
- Task 3 – Design Survey and Topography

- Task 4 – Prepare Plans, Specifications and Estimate
- Task 5 – Permitting Assistance

The proposed cost for these design services is \$69,375. Staff has reviewed and discussed the scope of work and proposed fee with IEC. Staff believes the proposal is fair and reasonable. Therefore, it is recommended that the Board authorize the General Manager to execute a design agreement with IEC for the L1 West Section Replacement Project.

Staff will request an appropriation in the FY 2016 Budget for the construction phase of the project.

FISCAL IMPACT:

The FY 2015 budget contains sufficient funds to cover the design services under this Agreement.

PJB:rym

Attachment



February 23, 2015

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

RE: Proposal for Engineering Services for the design of the L1 Sewer Force Main Repair

Dear Mr. Morishita:

Infrastructure Engineering Corporation (IEC) is pleased to provide the Leucadia Wastewater District with this proposal for Engineering Services for the Design of the L1 Sewer Force Main Repair. The proposed scope of services and fee is based on conversations with the District and involvement in previous projects within the L1/L2 Force Main System leading to a thorough understanding of the project site and the force main system including the L1 Force Main Destructive Testing and Non-Destructive Testing Evaluation, the L1/L2 and B1/B2 Force Main Corrosion Rehabilitation Project and the Saxony Pump Station Rehabilitation Project. IEC has experience in facilitating right-of-way permits within the City of Encinitas both for Leucadia Wastewater District and other local agencies.

PROJECT UNDERSTANDING AND APPROACH

L1 Sewer Force Main History

The L1 and L2 force mains are existing 24" sewer force mains that convey raw sewage from the Leucadia Pump Station approximately 14,000 feet along La Costa Avenue to the Batiquitos Gravity Sewer. L1 was installed in 1979 and is composed of 24" ductile iron pipe with a poly-liner at the high points and cement mortar lined elsewhere. L2 was installed in phases, beginning in 1996 and ending in 2003 and is composed of PVC pipe with ductile iron fittings, a steel overcrossing at I5 and HDPE installed by horizontal directional drilling under El Camino Real.

A study prepared by Dexter Wilson Engineering Inc. titled Leucadia Wastewater District Force Main Inspection Study for L1, L2, B2, and B3 dated July 28, 2009 recommended installation of two manholes and access points on the existing L1 force main for the purposes of inspection and maintenance. These manholes would allow for destructive testing of the L1 force main along with future access for CCTV inspections. However, due to the associated cost for installation and maintenance of the sewer manholes, and the limited nature of data received regarding corrosion from CCTV, the District elected to proceed with destructive testing only. The destructive testing evaluated the existing condition of the L1 sewer force main and expected lifespan as it relates to crown corrosion.

Results from the L1 force main destructive testing showed that the exterior of the polyethylene wrap surrounding the L1 force main was in good condition. The exterior of the pipe itself along with the interior, however, showed missing or poorly adhered liner on the interior with significant corrosion both inside and on the exterior surface of the pipe. Several through wall perforations



Mr. Robin Morishita
Leucadia Wastewater District
February 23, 2015
Page 2 of 5

were found. CCTV inspection up and downstream showed further evidence of disbonded or missing liner and corresponding corrosion product.

The District has elected to proceed with replacement of the L1 sewer force main west of I5. This includes approximately 2,540 feet of the L1 sewer force main from the abandoned L2 Phase I/III interconnection which is located just to the west of I5 to the existing NCTD railroad bridge, and then west from the railroad bridge to the discharge manhole at Coast Highway.

The railroad bridge crossing was replaced in 1998 and will remain in place. It is expected that the replacement will connect to the 1998 replacement outside of NCTD right-of-way and an encroachment permit from NCTD will not be required.

Caltrans Encroachment Permit

The eastern L1 force main connection point is just outside of the western edge of Caltrans right-of-way. As such, construction within Caltrans right-of-way will not take place, but traffic control will have to be staged within Caltrans right-of-way and this will require the District to obtain a Caltrans encroachment permit. From initial conversations with Caltrans regarding the FY15 Leucadia Scenic Lining Project the permit application requirements are expected to include the following:

- Caltrans encroachment permit application.
- Letter from LWD authorizing IEC to act on their behalf in submitting the permit.
- Permit application fees (provided by the District).
- CEQA documentation (provided by the District).
- Final signed plans for construction.
- Traffic control plans for work adjacent to Caltrans right-of-way.
- Water Pollution Control Drawings.

IEC has included Rick Crafts Engineering to prepare traffic control plans and assist in coordinating with Caltrans in order for the District to obtain the Caltrans encroachment permit.

City of Encinitas Right-of-way Permit

From recent design work completed within the City of Encinitas, IEC understands that there are a number of requirements that the City requires before issuing a right-of-way permit. IEC recommends that the initial permitting process be started during the design phase and pursued concurrently with the Caltrans encroachment permit process in order to minimize risk of potential change orders resulting from City requests during issuance of the final right-of-way permit to the Contractor. IEC's understanding of typical City requests during permitting and our proposed approach to addressing these issues in the Contract Documents are outlined below:

- Traffic control plans are required for major intersections. IEC has included Rick Crafts Engineering on our team to complete traffic control plans for the I5 interchange and the Coast Highway/La Costa Avenue intersections.
- Survey Monuments. The City has previously requested a record of survey for every survey monument within project corridors. Our previous successful approach to this request is to indicate to the City that a requirement for record of survey seems excessive but survey monuments within 15 feet of the project alignment were specifically called out to be protected in place.



Mr. Robin Morishita
Leucadia Wastewater District
February 23, 2015
Page 3 of 5

- Concrete. The City requires all concrete work to be specifically called out on the plans and performed in accordance with City details.
- Color of abovegrade facilities. There is an existing air valve on the alignment that will be replaced in place. IEC recommends the District replace the air valve with a new valve in a sealed manhole for odor control purposes, but if it remains aboveground we will coordinate with the City in selecting a specifying a color for the aboveground enclosure.
- Trees. The City has requested in the past that no excavation take place within the dripline of existing trees. We will recommend replacing the pipe within existing alignment due to a congested utility corridor, however, relocation of appurtenances out of the dripline of trees may be considered.
- Paving. IEC will coordinate with the City regarding paving requirements and has included scope to prepare cross sections to convey paving requirements.
- Shoring Design. On a previous project the City requested shoring plans be submitted in conjunction with the design drawings. IEC recommends the development of shoring be left to the Contractor's means and methods but recommends including in the specifications a requirement be added that the Contractor must submit approved shoring design to the City at least two weeks in advance of construction.
- Coastal Development Permit. Although this project is within the Coastal Development Zone, it is a repair project that does not increase capacity or cause undue environmental impacts and is expected to be exempt from CDP permitting. IEC has included scope to prepe a short memorandum documenting the project's exemption from CDP requirements as part of the City permitting assistance.

Project Execution

From working on previous projects with the District, IEC understands the District values input from District staff and other consultants during the design process of major projects. IEC is committed to working as part of the District's team and has prepared this scope and fee with this in mind.

Because the alignment is expected to keep to the existing alignment, no geotechnical borings are expected to be required. It is anticipated the District considers this project exempt from CEQA, CDP, and obtainment of an NDPES construction storm water permit. Geotechnical, traffic control, potholing, and CEQA or CDP permitting assistance is not included in the proposed scope of services.

SCOPE OF SERVICES

The following detailed scope of services describes the specific tasks and deliverables that will be performed.

Task 1 – Project Management and Administration

In order to expedite the project, we anticipate one kickoff meeting, and two final design meetings will be required during the project. Additional coordination can be addressed via telephone conferences or emails. IEC will provide schedule updates at each project milestone and at any point where the schedule milestones change.



Mr. Robin Morishita
Leucadia Wastewater District
February 23, 2015
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Task 2 – Data Collection and Utility Coordination

IEC will complete a USA DigAlert Design request and contact and request record drawings from utility companies that have utilities in the vicinity. A follow-up request for review will be performed at the 90% and 100% submittals for review of location of facilities and that new facilities are shown on the plans.

Task 3 – Design Survey and Topography

We will conduct a field design survey of the project area in order to develop a base map for subsequent design. The base mapping will be prepared in AutoCAD format at 40 scale. Additional planimetric survey will be performed 500-feet in either direction of the proposed alignment to provide adequate information from which to complete required traffic control plans.

Task 4 – Prepare Plans, Specifications and Estimate (PS&E)

IEC will prepare plans, technical specifications, and a cost estimate (P,S,&E) for the work. The scope and fee for contract document preparation assumes the force main will be replaced in the existing alignment and does not include time to significantly reroute the force main through the La Costa Avenue congested utility corridor. The plans are expected to contain the following:

Title sheet w/ General Notes, Legend, Abbreviations (3)
Plan and Profile (3)
Civil Details (1)
WPCD (3)
Traffic Control Drawings (3)

We anticipate making two review submittals to the District at the 90% and 100% completion levels and then preparation of the final bid-ready set of documents. Specifications and contract documents will be prepared based on the District's standard front end contract documents.

Task 5 – Permitting Assistance

IEC anticipates one coordination meeting with Caltrans prior to application submittal. IEC will prepare and submit the encroachment permit application package to Caltrans to consist of the following in conjunction with the 100% submittal to the District:

- Caltrans encroachment permit application.
- Letter from LWD authorizing IEC to act on their behalf in submitting the permit.
- Permit application fees (provided by the District).
- CEQA documentation (provided by the District).
- Final signed plans for construction.
- Traffic control plans for work within Caltrans right-of-way.
- Water Pollution Control Drawings.

Final encroachment permit requirements will be incorporated into the final contract documents.

IEC anticipates one coordination meeting with the City of Encinitas, and two submittals to the City. IEC will meet with the City prior to the 90% design development and incorporate City comments into the 90% plans. The 90% contract documents will be submitted concurrently to the City and the District. IEC will submit 100% contract documents to the City for final review.



Mr. Robin Morishita
Leucadia Wastewater District
February 23, 2015
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SCHEDULE

The proposed schedule is as follows:

- March 11, 2015 – NTP
- March 11 – April 8 – 4 weeks – Survey
- April 8 – May 6 – 4 weeks – 90% Design
- April 22 – Meet with City of Encinitas prior to 90% design
- May 6 – May 20 – 2 weeks – District Review of 90% Design
- May 20 – Meet with City of Encinitas to discuss 90% review comments
- May 21 – Meet with LWD to discuss 90% review comments
- May 21 – June 11 – 3 weeks - 100% Design
- June 11 – September 11 – Caltrans Encroachment Permit Obtainment
- September 11 – September 25 – Final Design
- September 28 – October 22 – October - Bid
- October 22 – October 27 – Bid Review
- November 4 – Engineering Committee Meeting
- November 11 – Board Meeting
- November 11 – February 11, 2016 – 3 months - Construction

FEE

The proposed level of effort and fee is indicated on the attached table. Billing will be in accordance with our current agreement for as-needed engineering services.

We sincerely appreciate the opportunity to provide this proposal and assist the District with this project. Please contact me at (858) 413-2400 should you have any questions or need further information.

Sincerely,

Robert S. Weber, P.E.
Senior Project Manager


cc: Jamie Fagnant, P.E., IEC

**FEE ESTIMATE
LEUCADIA WASTEWATER DISTRICT
L1 Force Main Repair**

Task/ Subtask	Task/Subtask Description	Senior Project Manager	Designer/ Project Engineer	CADD Designer III/Engineer III	CADD Designer II/ Engineer II	Project Surveyor	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$180.00	\$130.00	\$115.00	\$110.00	\$130.00					
TASK 1	Project Management and Administration										\$6,260
	Kickoff Meeting	3	4				7	\$1,060	\$60	\$0	\$1,120
	Final Design Meetings (2)	6	8				14	\$2,120	\$120	\$0	\$2,240
	Additional coordination/phone conferences	6	8				14	\$2,120	\$0	\$0	\$2,120
	Schedule Updates		6				6	\$780	\$0	\$0	\$780
TASK 2	Data Collection and Utility Coordination										\$3,250
	DigAlert Design request		1		4		5	\$570	\$50	\$0	\$620
	follow up with utility agencies		2		6		8	\$920	\$0	\$0	\$920
	conflict checks, 90%, 100%, final		3		12		15	\$1,710	\$0	\$0	\$1,710
TASK 3	Design Survey and Topography										\$15,145
	Design Survey and Topography				16	66	82	\$10,340	\$1,550	\$3,255	\$15,145
TASK 4	Plans, Specifications and Cost Estimate										\$32,290
	90% Submittal	4	20	48			72	\$8,840	\$0	\$5,250	\$14,090
	100% Submittal	4	20	28			52	\$6,540	\$0	\$1,050	\$7,590
	Final Submittal	4	8	16			28	\$3,600	\$0	\$1,050	\$4,650
	WPCD		12		40		52	\$5,960	\$0	\$0	\$5,960
TASK 5	Permitting Assistance										\$12,430
	Caltrans Encroachment Permit	2	10	20			32	\$3,960	\$60	\$3,150	\$7,170
	City of Encinitas Right-of-way Permit	2	16	24			42	\$5,200	\$60	\$0	\$5,260
		31	118	136	78	66	429				
		\$5,580	\$15,340	\$15,640	\$8,580	\$8,580		\$53,720	\$1,900	\$13,755	\$69,375

TOTAL NOT-TO-EXCEED FEE: \$69,375

MEMORANDUM

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Agreement to Procure and Install Variable Frequency Drives for the Leucadia and Batiquitos Pump Stations**

RECOMMENDATION:

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

1. Authorize the General Manager to execute a sole source Agreement with Sloan Electromechanical Service & Sales for the purchase and installation of replacement Variable Frequency Drives (VFDs) for the Leucadia and Batiquitos Pump Stations in an amount not to exceed \$200,021.24.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the EC at its March 4, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

The purchase and installation of replacement VFDs at the Leucadia Pump Station was included as a goal under the "Technology and Infrastructure" strategy in the Fiscal Year (FY) 2015 Tactics & Action Plan.

In April 2014, Infrastructure Engineering Corporation (IEC) completed the District's pump stations assessment and recommended that two Variable Frequency Drives (VFDs) at the Leucadia Pump Station be replaced in FY15 due to operational issues. The VFD is a critical electrical component which controls the speed and output flow of a pump. The four VFDs at the Leucadia Pump Station (LPS) were installed in April 2006. The District's Asset Management Plan estimates the useful life of pump station electrical components at 10 years.

In the past the District has experienced problems with the Eaton VFDs installed at both LPS and Batiquitos Pump Station (BPS). In September 2008, to alleviate chronic problems with one of the four Eaton VFDs at BPS, staff decided to replace it with a Mitsubishi VFD. Additionally, field support from Eaton has been marginal at best. As a result, staff took this opportunity to research other manufacturers to improve reliability and field support and to standardize the pump station VFDs. Rockwell Automation (Rockwell), representative for Allen Bradley, and Sloan Electromechanical (Sloan), representative for Mitsubishi, were asked to present their VFD products to an evaluation team. The team included Joe Moraes (Moraes/Pham & Associates), Rockwell Swanson (Rockwell Construction Services) and staff members. As a result of the evaluation, the team selected Sloan and the Mitsubishi VFD for the following reasons:

- District is very satisfied with the Mitsubishi VFD at BPS, it has been reliable and has operated trouble free since installation
- Sloan will retrofit the Mitsubishi VFDs into the current Eaton enclosure, Rockwell will replace the entire enclosure and VFD at a higher cost
- District has experienced responsive and professional field support from Sloan

Joe Moraes' recommendation letter supporting this selection is attached for review.

Subsequently, Sloan was asked to provide a proposal to replace the VFDs, attached. Based on Joe Moraes' recommendation, the VFDs will include bypass capability and soft starters. The proposed price for each VFD at Leucadia is \$30,489.04 and at Batiquitos is \$46,347.72. The price includes sales tax, freight and installation.

To replace the two LPS VFDs it was anticipated that each VFD and its enclosure would be replaced as a unit. This would require engineering design, construction services for installation and associated soft costs. As a result, staff budgeted \$256,000 in the FY 2015 budget to replace the two LPS VFDs. Sloan proposes to retrofit the Mitsubishi VFDs into the current enclosures, as they accomplished in September 2008 at BPS. This approach reduces material costs, minimizes design and requires no construction. Based on Sloan's quote, the District will be able to replace two VFDs at Leucadia (\$60,978.08) and three VFDs at Batiquitos (\$139,043.16) for a total of \$200,021.24. It should be noted that the three VFDs to be replaced at BPS were installed between July 2004 and June 2005.

Under Section 11.1, Sole Source Procurement, of the District's Procurement Policy, sole source procurement is allowed in cases where goods and services are obtainable from only one vendor due to unique circumstances. Sloan is the only southern California representative for the Mitsubishi VFD and successfully performed the retrofit of the VFD at BPS in the past.

Therefore, staff recommends that the Board authorize the execution of a sole source Agreement with Sloan for the purchase and installation of replacement VFDs for the Leucadia and Batiquitos Pump Stations.

FISCAL IMPACT:

The appropriation in the FY 2015 Budget is sufficient to cover the procurement and installation of the VFDs at both pump stations.

Attachments

rym:PJB

MPA MORAES/PHAM & ASSOCIATES

2131 Palomar Airport Road • Suite 120 • Carlsbad • CA 92011 • Fax (760) 431-7179 • Tel. (760) 431-7177

February 17, 2015

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

RE: Variable Frequency Drive (VFD) Standardization

Robin

After attending presentations by Rockwell Automation (Allen Bradley) and Sloan Electric (Mitsubishi) it is my opinion that Mitsubishi VFD's may be the best choice for VFD product standardization with regard to retrofit projects where utilization of existing enclosures and controls are desired.

Both VFD products are excellent and there are some advantages and disadvantages between product selection that are based solely on service and scope of support.

Rockwell has a very large installed base for their equipment and they have the depth of personnel and technical expertise to service the District for VFD's, PLC's and other integration products that are designed for compatibility between each other. Although Rockwell provides system integration they have not provided conventional turnkey installation of their VFD products in my past experience with them. Retrofitting Allen Bradley VFD's into existing enclosures could involve multiple Rockwell people if they, in fact, offer that service. Retrofitting Rockwell VFD's into Batiquitos and Leucadia pump stations will likely require more District engineering effort to provide a bid package for the installation compared to Sloan Electric.

Sloan Electric has provided Mitsubishi VFD retrofits at Batiquitos Pump Station with great success. The Mitsubishi product has reportedly been running without problems. The nature of the retrofit was to replace the Eaton VFD's, in place, with existing Eaton enclosures and controls remaining. Sloan is an installing contractor as well as the Mitsubishi VFD supply vendor for San Diego County.

Sloan Electric is a small local contractor/supplier that has a good track record with the District. Their personnel depth does not match Rockwell. However their responsiveness and control of product delivery is heavily weighted in my option.

It is my recommendation that Mitsubishi be considered by the District as the standard product moving forward.

In addition I recommend that any new bypass ability be soft starters with internal shorting contactors. The full voltage bypass contactors for Leucadia pump station should be replaced with soft starters.

Sincerely,

A handwritten signature in red ink, appearing to read "Joe Moraes", with a long horizontal flourish extending to the right.

Joe Moraes, P.E.
President

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009
Attention: Jeff Stecker

February 16, 2015

Subject: Variable Frequency Drive (VFD) Replacements (Rev. 1)
Batiquitos and Leucadia Pump Stations

Jeff,

This letter is our proposal for the following scope of services to replace VFDs with Mitsubishi VFDs at Batiquitos and Leucadia Pump Stations.

Batiquitos Pump Station

Please note that we replaced the No. 4 pump VFD in September, 2008.

Includes:

1. Remove existing VFD and document control wiring.
2. Install new VFD, rated at 361 amps with 110% overload rating for 1 minute. Motor full load rating is 321 amps.
3. Install new DC Link reactor.
4. Install new VFD keypad on enclosure door.
5. Commission VFD and train operator.
6. Drawing and 1 year warranty.

Please note the existing line reactor on each pump will be re-used.

Cost **\$ 26,502.72 (each)**

Sales tax and ground freight are included and work is quoted on a straight-time basis.

Pumps 1 and 3 are the locations for this work to be performed.

Lead time: 2-3 weeks for materials plus 1 week for installation per pump.

Batiquitos Optional Equipment including Bypass and a Soft Start

Includes:

1. 3-contactor bypass equipment (using 300HP, 450 amp rated contactors) scheme consisting of :
2. LINE contactor
3. VFD isolation contactor mechanically and electrically interlocked with BYPASS contactor with overload
4. Schneider Altistart 22 Soft Start
5. Credit for using a 325 amp VFD instead of the 361 amp VFD as the space used by the smaller VFD is required for adding this equipment,
6. Remote Keypad and communications cable
7. Power and control wiring
8. Selector switch and logic

Bypass and SS \$ 19,845.00 (each)

Total cost **\$ 46,347.72 (each)**

Sales tax and ground freight are included and work is quoted on a straight-time basis.

Lead time: 2-3 weeks for materials plus 1 week for installation per pump.

All materials and services quoted herein do not adhere to any specific construction or project specifications unless specifically stated and agreed to within the quote.

ALL QUOTES ARE VALID FOR 30 DAYS

Leucadia Pump Station

Includes:

1. Remove existing VFD and document control wiring.
2. Install new VFD, rated at 260 amps with 110% overload rating for 1 minute. Motor full load rating is 231 amps.
3. Install new DC link reactor.
4. Install new 3% impedance input line reactor.
5. Install new VFD keypad on enclosure door.
6. Commission VFD and train operator.
7. Drawing and 1 year warranty.

Cost **\$ 22,889.04 (each)**

Sales tax and ground freight are included and work is quoted on a straight-time basis.

Lead time: 2-3 weeks for materials plus 1 week for installation per pump

Leucadia Optional Equipment including Soft Start Bypass

Add to existing bypass system when performed with the VFD replacement:

1. Schneider Altistart 22 Soft Start
2. Remote Keypad and communications cable

SS adder \$ 7,600.00 (each)

Total cost **\$ 30,489.04 (each)**

Sales tax and ground freight are included and work is quoted on a straight-time basis.

Lead time: 2-3 weeks for materials plus 1 week for installation per pump.

Sincerely,

Jerry Gray

All materials and services quoted herein do not adhere to any specific construction or project specifications unless specifically stated and agreed to within the quote.

ALL QUOTES ARE VALID FOR 30 DAYS

MEMORANDUM

Ref: 15-4386

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award of Contract to MSC Janitorial Service, Inc. for Janitorial Services

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute an Agreement with MSC Janitorial Services to provide janitorial services for the Administration and Operation Buildings in an amount not to exceed \$18,635.04 per year, for a three year contract totaling \$55,905.12 with an option to renew an additional two years.
2. Discuss and take other action as appropriate.

DISCUSSION:

LWD has used Prizm for janitorial services for the past five years. Staff believed that it was prudent to solicit bids for these services in order continue to receiving quality services at a competitive cost.

The Request for Bids (RFB) was advertised on December 12, 2014 and the bids were distributed to 16 companies. Staff included language in the RFB, which stated that other factors would be considered for an award other than cost; therefore, the lowest cost bidder may not be awarded the contract.

Five companies attended the January 13, 2015 mandatory pre-bid meeting. Five bids were received on the January 22nd deadline from the following companies:

<u>Company</u>	<u>Bid Price</u>
Prizm Janitorial Services, Inc.	\$13,490.64/year
MSC Janitorial Service Company	\$18,635.04/year
Priority Building Services	\$19,764/year
Busy B's	\$22,740/year
Aztec Janitorial Services	\$25,992/year

All vendors were required to submit references for evaluation. Staff verified references listed by the two lowest bidders other than Prizm. MSC Janitorial Service Company had excellent reviews, while Priority Building Services had satisfactory reviews regarding to the quality of their work. MSC's References included the San Diego County Water Authority, Dart Neuro Science, LLC, Family Health Centers of San Diego and Priority's references included the Cobra Puma, and Baker & Taylor.

The three lowest bids were reviewed by a team consisting of Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, and Administrative Specialist II Tianne Baity. After

three lowest bids and summarizing the results of the reference interviews, the team selected MSC Janitorial Service Company as the responsive and responsible bidder.

Staff's evaluation of Prizm was based on staff's experience with their services. Prizm's services were satisfactory during the first several years of their contract, however over the past year the quality of work has not met the District's contract specifications. For this reason, staff is recommending that MSC Janitorial Service be awarded the contract.

FISCAL IMPACT:

The Fiscal Year 2015 Budget includes an appropriation of \$18,500 for the Janitorial Services contract and cleaning supplies. Therefore, there is sufficient funding to cover the remaining portion of FY 15 janitorial cleaning services. Staff will budget accordingly during the FY 2016 Budget for these services.

th:PJB

MEMORANDUM

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Fiscal Year 2015 Gravity Pipeline Rehabilitation Project Engineering Design Services**

RECOMMENDATION:

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

1. Authorize the General Manager to retroactively execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2015 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$48,841.
2. Discuss and take other action as appropriate.

DISCUSSION:

The Gravity Pipeline Rehabilitation project is included as a goal in the Fiscal Year 2015 (FY15) Tactics & Action Plan.

The Engineering Committee discussed this item at their July 2, 2014 meeting and recommended that it be forwarded to the Board for approval. However, this item was overlooked and not included in the July 9, 2014 and subsequent Board Agendas. Therefore, staff is requesting retroactive Board approval of this item.

The District's 2013 Asset Management Plan (AMP) included a 5 year Capital Improvement Program for each of the five District asset categories – gravity sewers, manholes, pump stations, force mains, and jointly-owned facilities. The gravity sewer pipeline category included an annual gravity pipeline project for the programmatic replacement of vitrified clay pipe (VCP). This programmatic replacement was intended to replace the older VCP lines, starting with the older Leucadia area, which have been noted to have root intrusion.

The shift in the Field Services focus from hydro-cleaning to Closed Circuit Television (CCTV) Inspection has resulted in the discovery of significant pipe defects throughout the collection system that are of a high priority for repair. Staff developed and maintains a prioritized list of pipelines with defects, Repair Priority List, as a result of CCTV inspections. Defects discovered include major sags, severe cracks, offset joints, broken pipe and major deterioration of asbestos cement pipe. Staff believes the repair of pipelines with defects on the Repair Priority List take precedence over the programmatic replacement of VCP lines due to root intrusion. Therefore, the Gravity Pipeline Rehabilitation Project (Project) for FY15 and subsequent fiscal years will focus on the repair of prioritized collection system defects on the Repair Priority List.

Infrastructure Engineering Corporation (IEC) has submitted a proposal, attached, to complete the design phase of the FY 15 Project. The Scope of Services includes:

Task 1 – Project Management and Administration

- Two meetings – discuss preliminary engineering assessment and 90% design review
- Project schedule and schedule updates

Task 2 – Preliminary Engineering Assessment

- Prepare a preliminary engineering assessment composed of an overview map and a spreadsheet of recommendations.
- Preliminary engineering assessment will consist of:
 - Review CCTV records of facilities recommended for repair
 - Obtain and review record drawings for facilities recommended for repair
 - Perform a limited site reconnaissance for each facility to assess site constraints

Task 3 – Final Design

- Prepare two bid packages.
- Cured-in-Place Pipe (CIPP) Lining/Trenchless Bid Package
 - CIPP Lining of 12 facilities
 - Installation of CIPP short liners on two facilities
 - Rehabilitation of two manholes
- Excavated Repairs Bid Package
 - Installation of one new sewer manhole
 - Repair of two existing facilities with sewer sags
 - Repair of two cleanouts.

The proposed cost for these design services is \$48,841. Staff has reviewed and discussed the scope of work and proposed fee with IEC. Staff believes the proposal is fair and reasonable.

FISCAL IMPACT:

Staff appropriated funds in the FY 2015 Budget in anticipation of this project. The budget contains sufficient funds to cover the design services under this agreement.

PJB:rym

Attachment



June 19, 2014

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

RE: Proposal for Engineering Services for FY 15 Gravity Sewer Repairs Project

Dear Mr. Morishita:

Infrastructure Engineering Corporation (IEC) is pleased to provide the Leucadia Wastewater District with this proposal for Engineering Services for the FY 15 Gravity Sewer Repairs Project. The proposed scope of services and fee is based on discussions with District staff and review of the District's Repair Priority FY 2015 spreadsheet.

PROJECT BACKGROUND AND APPROACH

As documented in the District's Asset Management Master Plan prepared by Dexter Wilson Engineering, Inc., dated January 2013, the District systematically inspects its gravity sewer system via closed circuit television (CCTV). As District staff performs these CCTV sections gravity main sections in need of repair are flagged for repair within the District's sewer maintenance and operation software system. On an annual basis, these facilities flagged for repair are compiled into a capital improvement project for potential repair or rehabilitation.

IEC is in receipt of the District's Fiscal Year 2015 gravity sewer main repair and rehabilitation list. Per discussions with District staff, the District would like to move forward with assessing the facilities noted as repair priority 3. Please see the attached spreadsheet that includes the level 3 facilities included in this scope and fee. IEC has prepared this scope and approach to provide a preliminary review of repair priority level 3 facilities, repair and rehabilitation recommendations, and two bid packages for the FY 2015 Gravity Sewer Repair Project. One bid package will be for cured-in-place pipe lining (CIPPL) and other trenchless rehabilitation methods and one bid package will be for excavated repairs and replacements. There are 12 facilities recommended by the District for CIPPL, two facilities for trenchless point repair, two recommended manhole rehabilitations, two excavated point repairs and two excavated sewer sag repairs. The two sewer sags needing repair were previously designed under the FY14 Gravity Sewer Mains Repairs and do not require additional design or analysis.

Preliminary Engineering Assessment

Per the request of District staff, in lieu of a formal preliminary design report, IEC proposes to perform a preliminary engineering assessment composed of an overview map and a spreadsheet of recommendations to be discussed in a review meeting with District staff and documented in meeting minutes. The Preliminary Engineering Assessment will consist of the following:

- Review CCTV records of facilities recommended for repair. In general, IEC will review the CCTV records for suitability of proposed repair methods. Of particular concern are limiting conditions that may preclude the use of trenchless repair methods such as an



offset joint or protruding object that may require excavation and repair prior to application of a trenchless rehabilitation method.

- Obtain and review record drawings for facilities recommended for repair.
- Perform a limited site reconnaissance for each facility to assess site constraints including paving requirements, traffic control, access conditions, and identification of the City of jurisdiction and bypass requirements. It is anticipated that the majority of site reconnaissance will be performed utilizing Google Street View, however, nine of the facilities on the District's Repair Priority spreadsheet are indicated to be located within easements. IEC has included a day of site visits to document conditions within these easements. It is anticipated that the District will notify property owners and escort IEC staff to these site visits located on private property.

In addition to the above general review of proposed repairs, IEC has identified several facilities that may require additional assessment.

- Facility 04-2730_04-2630. This facility was indicated in the Repair Priority spreadsheet with the defect description 'Easement – Asbestos pipe – is there another 1,000 feet upstream?' IEC will coordinate with District staff to identify the extent of work required for this facility.
- Facility 04-2630_04-0220. This facility was indicated to be flowing under Interstate 5 and requiring a trucked bypass to complete a lining repair. IEC will review available record drawings, site constraints and conduct a feasibility assessment for a conceptual bypass plan for this facility.
- Facility 05-0433_05-0432. This facility includes a tee connection between two sewer mains. The District requires a manhole to properly maintain the sewer main on the tee side of the connection. IEC has visited the site and based on markouts existing at the site at the time of the visit recommends a slot trench pothole be performed at the proposed manhole site in order to document an existing utility corridor to assess the feasibility of a new manhole installation.

Final Design

Final design is expected to consist of two bid packages: one for CIPPL and other trenchless methods and one for repairs and replacements requiring excavation. These bid packages are discussed in further detail below.

CIPPL/Trenchless Bid Package

This bid package is proposed to include the CIPPL of 12 facilities, installation of CIPP short liners on two facilities and manhole rehabilitation of two facilities. It is anticipated that this bid package will consist D-sized sheets, CSI format specifications and a cost estimate. The D-sized sheets are anticipated to consist of a title sheet, a general notes sheet and a sheet containing an overview map of the District's system indicating location of facilities to be repaired or rehabilitated and a corresponding table documenting facility length, District segment number, existing pipe size and material and required repairs. Site specific details will not be included in this limited plan set.



Mr. Robin Morishita
Leucadia Wastewater District
June 19, 2014
Page 3 of 5

Excavated Repairs Bid Package

This bid package is proposed to include the installation of one new sewer manholes, repair of two existing facilities with sewer sags, and repair of two cleanouts. It is anticipated that this bid package will consist of D-sized sheets, CSI format specifications and a cost estimate. The D-sized sheets are anticipated to consist of a title sheet, a general notes sheet, a sheet containing an overview map of the District's system indicating location of facilities to be repaired and a corresponding table documenting facility length, District segment number, existing pipe size and material and required repairs, and two site specific sheets. Site specific sheets will include existing utility data plotted over a Google earth image. At this point it is anticipated that this will be sufficient to convey design intent and site parameters such as traffic control needs (detailed traffic control plans are to be prepared by the Contractor), paving requirements, and adjacent buried utilities. Site specific sheets do not include a detailed survey or horizontal or vertical control. IEC will conduct a Dig Alert design request, contact utility owners indicated to have buried facilities in the area and plot utilities based on data received from utility owners, County parcel data and Google Earth images.

IEC's below scope is crafted to be responsive to the above approach and does not include CEQA determination of the proposed project(s), environmental support, survey services, manhole inspection, flow monitoring, or a detailed preliminary design report or memorandum. Site visits for additional facilities located in easements, and additional site specific details for excavated repairs other than as specifically listed herein may be provided for additional scope and fee.

SCOPE OF SERVICES

The following detailed scope of services describes the specific tasks and deliverables that will be performed.

Task 1 – Project Management and Administration

In order to expedite the project, we anticipate two coordination meetings will be required during the project, one to discuss the results of the preliminary engineering assessment and one to review the 90% bid package during final design. Additional coordination, project status reports and schedule updates will be addressed via e-mail and telephone.

Task 2 – Preliminary Engineering Assessment

IEC will prepare a preliminary engineering assessment composed of an overview map and a spreadsheet of recommendations. The Preliminary Engineering Assessment will consist of the following:

- Review CCTV records of facilities recommended for repair. In general, IEC will review the CCTV records for suitability of proposed repair methods.
- Obtain and review record drawings for facilities recommended for repair.
- Perform a limited site reconnaissance for each facility to assess site constraints including paving requirements, traffic control, access conditions, identification of the City of jurisdiction and bypass requirements. It is anticipated that the majority of site reconnaissance will be performed utilizing Google Street View, however, four of the facilities on the District's Repair Priority spreadsheet are indicated to be located within easements. IEC has included site visits to document conditions within these easements.



Mr. Robin Morishita
Leucadia Wastewater District
June 19, 2014
Page 4 of 5

It is anticipated that the District will notify property owners and escort IEC staff to these site visits located on private property.

- Facility 04-2730_04-2630. IEC will coordinate with District staff to identify the extent of work required for this facility.
- Facility 04-2630_04-0220. This facility was indicated to be flowing under Interstate 5 and requiring a trucked bypass to complete a lining repair. IEC will review available record drawings, site constraints and conduct a feasibility assessment for a conceptual bypass plan for this facility.
- Facility 05-0433_05-0432. IEC will complete a slot trench pothole and assess the feasibility of installing a new manhole at the existing sewer tee location.

Task 3 – Final Design

IEC will prepare two bid packages.

CIPPL/Trenchless Bid Package

This bid package is proposed to include the CIPPL of 12 facilities, installation of CIPP short liners on two facilities and manhole rehabilitation of two facilities. It is anticipated that this bid package will consist D-sized sheets, CSI format specifications and a cost estimate. The D-sized sheets are anticipated to consist of a title sheet, a general notes sheet and a sheet containing an overview map of the District's system indicating location of facilities to be repaired or rehabilitated and a corresponding table documenting facility length, District segment number, existing pipe size and material and required repairs. Site specific details will not be included in this limited plan set.

Excavated Repairs Bid Package

This bid package is proposed to include the installation of one new sewer manholes, repair of two existing facilities with sewer sags, and repair of two cleanouts. It is anticipated that this bid package will consist of D-sized sheets, CSI format specifications and a cost estimate. The D-sized sheets are anticipated to consist of a title sheet, a general notes sheet, a sheet containing an overview map of the District's system indicating location of facilities to be repaired and a corresponding table documenting facility length, District segment number, existing pipe size and material and required repairs, and two site specific sheets. Site specific sheets will include existing utility data plotted over a Google earth image. At this point it is anticipated that this will be sufficient to convey design intent and site parameters such as traffic control needs (detailed traffic control plans are to be prepared by the Contractor), paving requirements, and adjacent buried utilities. Site specific sheets do not include a detailed survey or horizontal or vertical control. IEC will conduct a Dig Alert design request, contact utility owners indicated to have buried facilities in the area and plot utilities based on data received from utility owners, County parcel data and Google Earth images.

This scope does not include right-of-way permit coordination, traffic control or surveying.

SCHEDULE

It is anticipated IEC will attend a preliminary engineering feasibility assessment meeting at the District four weeks following the notice to proceed. Following the meeting IEC will prepare meeting minutes documenting the results of the meeting within one week. Following the meeting, IEC will prepare a 90% level bid package within four weeks. Following a two week



Mr. Robin Morishita
Leucadia Wastewater District
June 19, 2014
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review period by the District IEC will prepare a final signed bid package incorporating District comments within three weeks. Additional drafts or a change in scope from the scope proposed herein will require additional time and budget.

FEE

The proposed level of effort and fee is indicated on the attached table. Billing will be in accordance with our current agreement for as-needed engineering services. We sincerely appreciate the opportunity to provide this proposal and assist the District with this project. Please contact me at (858) 413-2400 should you have any questions or need further information.

Sincerely,

Robert S. Weber, P.E.
Senior Project Manager

cc: Jamie Fagnant, P.E., IEC

**FEE ESTIMATE
LEUCADIA WASTEWATER DISTRICT
FY 15 Gravity Sewer Mains Repairs**

Task/ Subtask	Task/Subtask Description	<i>Sr. Project Manager (Rob Weber)</i>	<i>Project Engineer (Jamie Fagnant)</i>	<i>Engineer I/ CAD I Designer (Anthony Salvani)</i>	<i>Word Processor (Annette Moore)</i>	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$180.00	\$135.00	\$110.00	\$65.00					
TASK 1	Project Management and Administration									\$3,580
	Design Meetings (2)	4	8			12	\$1,800	\$250	\$0	\$2,050
	Project Status Reports/Coordination	4	6			10	\$1,530	\$0	\$0	\$1,530
TASK 2	Preliminary Engineering Feasibility Assessment									\$23,131
	Review CCTV (18 sites)	2	6	18		26	\$3,150	\$0	\$0	\$3,150
	Review rec dwgs/site conditions/bypass requirements	2	16	6		24	\$3,180	\$0	\$0	\$3,180
	Site Visits		6	6		12	\$1,470	\$100	\$0	\$1,570
	04-2730 04-2630	2	12	4		18	\$2,420	\$0	\$0	\$2,420
	04-2630 04-0220	4	16	8		28	\$3,760	\$0	\$0	\$3,760
	05-0433 05-0432	2	12	4		18	\$2,420	\$0	\$6,631	\$9,051
TASK 3	Final Design									\$22,130
	Excavation package utility research	1	4	12		17	\$2,040	\$0	\$0	\$2,040
	90% submittal lining package (16 sites)	4	16	24		44	\$5,520	\$0	\$0	\$5,520
	90% submittal excavation package (3 sites plus 2 sags)	4	16	30		50	\$6,180	\$0	\$0	\$6,180
	Final Submittal lining package	2	12	16	8	38	\$4,260	\$0	\$0	\$4,260
	Final Submittal excavation package	2	12	16	6	36	\$4,130	\$0	\$0	\$4,130
		33	142	144	14	333				
		\$5,940	\$19,170	\$15,840	\$910		\$41,860	\$350	\$6,631	\$48,841


TOTAL NOT-TO-EXCEED FEE: \$48,841

Repair Priority FY 2015

Date Found	Line Segment	Street	Segment Footage	Defect(s)	Pipe Type	Repair Type	Repair Priority	Depth (in feet)	Pipe Size (in inches)	Estimated Cost to Repair
1/28/2014	11-6065_11-5000	Luciernaga St.	330	Major sag	VCP	Dig up	3	7.5	8	\$ 39,600
2/3/2014	11-5010_11-5000	Luciernaga St.	339	Major sag	VCP	Dig up	3	8.5	8	\$ 40,680
2/3/2014	MH 11-5000	Luciernaga St.	NA	Rehab Manhole	NA	Rehab	3	6.5	8	\$ 6,000
1/8/2014	11-6015_11-1805	Unicornio Easement	53	Roots and multiple cracks throughout	VCP	Reline	3	10	8	\$ 2,650
3/11/2014	04-2730_04-2630	Leucadia Scenic	529	Easement - Asbestos pipe - Is there another 1,000 feet upstream?	Asbestos	Reline	3	20	12	\$ 95,220
3/11/2014	04-2630_04-0220	Leucadia Scenic	374	Easement flowing under I-5 Freeway railroad to Piraeus - Asbestos pipe - Trucked Bypass	Asbestos	Reline	3	17	12	\$ 67,320
6/19/2012	04-1640_04-1635	Capri Rd.	138	Majority of line is cracked	VCP	Reline	3	18	8	\$ 6,900
10/31/2012	06-0230_06-0220	Encinitas Blvd.	250	Entire line is cracked	VCP	Reline	3	18	12	\$ 12,500
3/14/2013	08-9350_08-9340	14 St.	349	Entire line is cracked - root intrusion	VCP	Reline	3	14	6	\$ 17,450
9/4/2013	05-0433_05-0432	Encinitas Blvd. / McDonald's Plaza	218	Broken pipe at lateral 133' DS	VCP	Short liner & New MH	3	13	6 & 8	\$ 15,000
3/18/2014	08-0550_08-0140	Jacaranda St.	72	Cracks - Roots in joint - offset joint	VCP	Reline	3	8	8	\$ 3,600
3/18/2014	08-0560	Jacaranda St.	NA	Rehab Manhole	NA	Rehab	3	11	8	\$ 7,500
6/18/2012	04-1300_04-1260	Caudor St.	180	Continuous multiple cracks from 137' - 180' downstream	VCP	Reline	3	21	8	\$ 9,000
1/8/2013	08-2490_08-2480	Camino Lindo	328	Mainline cracked - holes in 2 different spots	PVC	2 Short Liners - Reline	3	8	8	\$ 16,400
3/6/2014	04-1570_04-1560	Easement #88	175	Offset Joint - heavy roots in joint	VCP	Short liner	3	9.5	6	\$ 10,000
2/6/2014	11-0590_11-0580	Estrella Del Mar	333	Roots - offset joint	VCP	Reline	3	8	8	\$ 16,650
11/5/2012	11-4035_11-4025	Cebu St.	321	Broken pipe at joint 230' downstream - heavy scale	VCP	Reline	3	13	8	\$ 16,050
2/6/2012	04-1540_04-1530	Caudor St.	281	Cracks - offset joints	VCP	Reline	3	16.5	8	\$ 14,050
12/4/2013	10-12080_10-12090	Easement #17	90	Cleanout lost - major roots growing from possible broken cap	PVC	Dig up	3	6	8	\$ 12,000
6/10/2013	11-2015_11-2010	Argonauta	175	Broken Cleanout with major roots growing from break	VCP	Dig up	3	6.5	8	\$ 12,000
6/6/2012	04-1960_04-1950	Urania Ave.	298	Broken pipe 218' Downstream by joint, which also has roots growing from slight offset	VCP	Reline	3	15	8	\$ 14,900

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MEMORANDUM

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Strategic Planning Workshop Report**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Receive and file the February 18, 2015 Strategic Planning Workshop Report from BHI Management Consulting
2. Discuss and take other action as appropriate.

DISCUSSION:

Conducting a Strategic Planning Workshop was included as a goal under the "People" Strategy in the Fiscal Year (FY) 2015 Tactics & Action Plan.

As you are aware, the Board of Directors conducted its Strategic Planning Workshop on February 18, 2015. Brent Ives of BHI Management Consulting facilitated the workshop. Over the course of the day, the Board discussed a number of items of strategic importance to the District. Mr. Ives has since developed a summary report of the workshop and the report has been attached for your review.

Overall, the Board covered a lot ground over the course of the day and provided valuable input to staff in the areas of the District's: Mission and Vision Statement; code of conduct; 4 strategic strategies, and the recycled water program. As such, there are two follow-up items including 1) further Board discussion of the District's Mission and Vision Statement; and 2) a discussion of Storm Water Regulations as an emerging issue. The Mission and Vision Statement discussion has been included in tonight's agenda and the Storm Water Discussion will be presented in the near future.

The report does note that there will be several minor changes to the existing strategic plan in addition to the discussion of the Mission and Vision statement. Staff plans to bring back the updated Strategic Plan for the Board's adoption after the Mission and Vision discussion has concluded.

Therefore, staff is recommending that the Board receive and file the Strategic Planning Workshop Report.

Attachment

PJB

On February 18th, 2015, Brent Ives of BHI Management Consulting facilitated a planning workshop with the Board of Directors and senior staff of the Leucadia Wastewater District. All Board members were present for the entire workshop which began shortly after 9am and was dismissed at approximately 3:10pm. The agenda for the day was as follows:

A Review of the Role of the Board of Directors

A Review and Discussion of the Board's Code of Conduct

A Review of the 2013 LWD Strategic Plan including the following:

- **Linkages and Uses**
- **Mission/Vision Review**
- **Look at your inputs**
- **Look at the Trends and their relevance/linkage to your strategy**
- **Develop agreement on how to best integrate your current strategy to the new strategy**

Accordingly, the following flipcharts were created per the discussions. Additionally, the General Manager, Mr. Paul Bushee presented information regarding trends related to planning for the District in 2015.

Deliverables established for the day (These were all reviewed for completion at the workshop. Some will be the topics of future discussion.)

- Clarity on how we fit in to long-term water picture (**Completed**)
- Clarity in Encina Connection (their plans) (**Completed**)
- Financial forecasting (**Completed**)
- Discussion on overall future of District (**Completed**)
- Strategy for an independent future (water recycle) (**Completed**)
- Strategic priorities (**Completed**)
- Discuss and clarify our priorities (**Completed**)
- Clarity and linkage for how recycled water will be paid (**Completed**)
- Storm water regulations (**Follow-up discussion and understanding to follow**)

2015 Changes to the Mission Statement for future consideration

- "Wastewater term" replacement options
- Used water
- Water, remove the "waste" term
- Water resource
- Resource recovery
- Other's Mission terms for wastewater

2015 Changes to the Vision

- "Water resources recovery" to replace last two terms in 2013 Vision

2015 Changes in the 2013 Situation

- Remove "growth" bullet
- Reduced capacity fees?
- Aging infrastructure
- Prolonged drought/enhanced conservation/escalating price of water
- Increased public scrutiny

2015 Changes to the 2013 Trends

- Remove "politics" term
- Continue "demand" term

2015 Changes to the 2013 Assumptions

- Remove "when possible" from mutual aid term.

Paul's presentation

- Water purveyors not willing to pay our needed price now.
- Direct potable reuse has potential for us. You don't have to create a whole new distribution system.
- Encina has some high potential for direct potable reuse, has land, good quality effluent, lots of water and an ocean outfall.
- Coalition Presentation -
 - \$90K for LWWD share for round 1 - \$340K, round 2 for construction. Money there but not yet used.
 - Federal lobbying costs for LWD is about \$50K
 - Next five year's expenses will continue
 - Carlsbad planning on expanding, doubling, recycled water plant

Cons on Federal side -

- No guaranteed funding, yet each year costs are being experienced
- Olivenhain - 7 years out
- Carlsbad, not ready to discuss until June

Options presented for continued involvement in Federal lobbying -

1. Stay the course (\$13-15K/yr.)
 2. Cease participation in Federal lobbying altogether
 3. Postpone fed lobbying effort payment (hybrid)
 4. Continue fed. effort for 1 more year, re-evaluate (recommended)
- **Board direction to staff on the four options is to follow option#4.**

Conclusion

The District Strategic Plan for 2015 will be updated per the changes listed above and upon some Mission and Vision related discussions of the Board in regular meetings in the future. It was anticipated that the Board and Staff would discuss these changes. The following work remains for the Board and Staff from this workshop:

1. Discuss Mission and Vision statements and complete with discussions from Board workshop in mind.
2. A staff follow-up discussion and presentation to the Board regarding Storm water regulations remains as an action item for staff.

MEMORANDUM

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Mission Statement Review**

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Review LWD's Mission Statement; and
2. Discuss and provide direction, as appropriate.

DISCUSSION:

On February 18, 2015, the Board of Directors conducted a Strategic Planning Session that discussed various topics of interest to the Board and Staff. One item discussed during the planning session was a request by Director Sullivan to consider a change to the District's Mission Statement. Specifically, Director Sullivan requested that the use of "wastewater" in the Mission Statement be replaced with a term that more appropriately reflects the future of water reuse. The term presented for consideration was "water resources".

The Board requested that Staff conduct research on this issue and present the findings at its March 2015 meeting. Therefore, this item has been placed on the agenda so that the Board can review the District's Mission and Vision Statement and discuss possible revisions.

To assist the Board in their discussions, attached please find the Strategic Plan's Mission and Vision statements. Also provided is an attachment that includes various Mission Statements from agencies throughout California.

Staff requests that the Board review the District's Mission Statement and provide direction as appropriate.

Attachments

cal:PJB



LEADERS IN
ENVIRONMENTAL
PROTECTION

Vision Statement

To be a recognized leader in wastewater services, water recycling, and environmental protection.

Mission Statement

To serve the public by collecting, transporting, recycling and treating wastewater in a safe, reliable, efficient, cost effective, and environmentally responsive manner, while providing excellent service to our customers.

Mission Statement Examples

Castro Valley Sanitary District

We protect public health and the environment by providing wastewater and solid waste services.

Central Contra Costa Sanitary District

To protect public health and the environment by: Collecting and treating wastewater; Embracing a policy of sustainability for the responsible use of existing resources; promoting environmental stewardship.

Delta Diablo

Protect public health and the environment of our communities by providing wastewater and other resource recovery services of exceptional quality and value.

East Bay Municipal Utility District

To manage the natural resources with which the District is entrusted; to provide reliable, high quality water and wastewater services at fair and reasonable rates for the people of the East Bay; and to preserve and protect the environment for future generations.

Eastern Municipal Water District

To deliver value to our customers and the communities we serve by providing safe, reliable, economical and environmentally sustainable water, wastewater and recycled water services.

Encina Wastewater Authority

As an environmental leader, EWA provides sustainable and fiscally responsible wastewater services to the communities it serves while maximizing the use of alternative and renewable resources.

Goleta Sanitary District

To provide to the citizens of the Goleta Valley, wastewater collection, treatment and disposal, including reclamation and utilization of treatment by products; to protect the public's health and the total environment; to conduct its operations in an efficient, dependable and cost-effective manner; to keep the public properly informed on sanitary service issues; and to do all this to meet the present and future needs of the Goleta Valley.

Inland Empire Utilities Agency

Inland Empire Utilities Agency is committed to meeting the needs of the region by providing essential services in a regionally planned and cost effective manner while safeguarding public health, promoting economic development, and protecting the environment.

Kern County Waste Management Department

The Mission of the Waste Management Department is to protect the health and safety of the public and enhance the quality of life by providing environmentally safe management of liquid and solid waste.

Sanitation Districts of Los Angeles County

The Sanitation Districts protect public health and the environment through innovative and cost-effective wastewater and solid waste management, and in doing so convert waste into resources such as recycled water, energy and recycled materials.

Midway City Sanitary District

The Board of Directors and Employees of Midway City Sanitary District work diligently to provide sewer and solid waste services to the residents of the District. Our top priority is to accomplish this in an ethical, efficient, and cost effective manner that will protect the health and safety of those we serve.


Orange County Sanitation District

To protect public health and the environment by providing effective wastewater collection, treatment, and recycling.

Sacramento Regional County Sanitation District

Our mission is to protect public health and the environment through reliable and safe conveyance, treatment and disposal of wastewater in the most cost-effective manner possible, now and into the future.

MEMORANDUM

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Comprehensive Financial Plan Tracking**

RECOMMENDED:

- 1) This item is presented for information purposes only.

DISCUSSION:


This agenda item was presented to the Investment and Finance Committee at their March 4, 2015 meeting. This was included as a goal under "Finances" in the Fiscal Year (FY) 2015 Tactics & Action Plan.

During 2013, LWD updated its Comprehensive Financial Plan. The purpose of this plan is to ensure the financial stability of the District through a long-term financial planning process that projects future financial conditions and provides guidance in our decision-making process.

Each year, following the completion of our annual audit, Mr. Richard Duffey, LWD's CPA, updates the finance plan using audited figures. Mr. Duffey has completed this year's internal update and will present an overview of how LWD is tracking with the Comprehensive Financial Plan.

cl: PJB

MEMORANDUM

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Call for Nominations to the CSDA Board of Directors Seat A

RECOMMENDATION:

That the Board of Directors considers the following:

1. Discuss and take other action as appropriate.

DISCUSSION:

Leucadia Wastewater District received notification that nominations are being solicited for Seat A on CSDA's Board of Directors. Any regular member of an Independent Special District is eligible to nominate one person, a board member or managerial employee, for the election. CSDA Board members serve three year terms. The deadline for receipt of all nominations is May 22, 2015. The nomination form must include a Board resolution/minute action supporting the candidate.

All nominees will receive a Candidate's Packet in the mail. CSDA will mail ballots on June 5, 2015 and the original ballots must be received by CSDA by August 7, 2015 by 5:00 p.m. The successful candidates will be notified no later than August 10, 2015 and he/she will be introduced at the Annual Conference in Monterey in September.

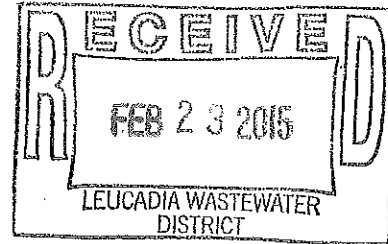
Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached is CSDA's notification letter that includes a list of incumbents, the nomination form, and a map showing the CSDA regions.

cal:PJB

Attachments



**California Special
Districts Association**
Districts Stronger Together



DATE: February 20, 2015

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2016 - 2018 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 22, 2015.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 5th. The ballots must be received by CSDA no later than 5:00 p.m. August 7, 2015 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 10th. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

Expiring Terms

(See enclosed map for regional breakdown)

Northern Network	Seat A John Woolley, Manila Community Services District
Sierra Network	Seat A Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A <i>Currently vacant</i>
Central Network	Seat A Joel Bauer, West Side Cemetery District*
Coastal Network	Seat A Elaine Freeman, Rancho Simi Recreation & Park District
Southern Network	Seat A Jo MacKenzie, Vista Irrigation District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@cdda.net.



**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate
and Candidate Information Sheet by fax or mail to:

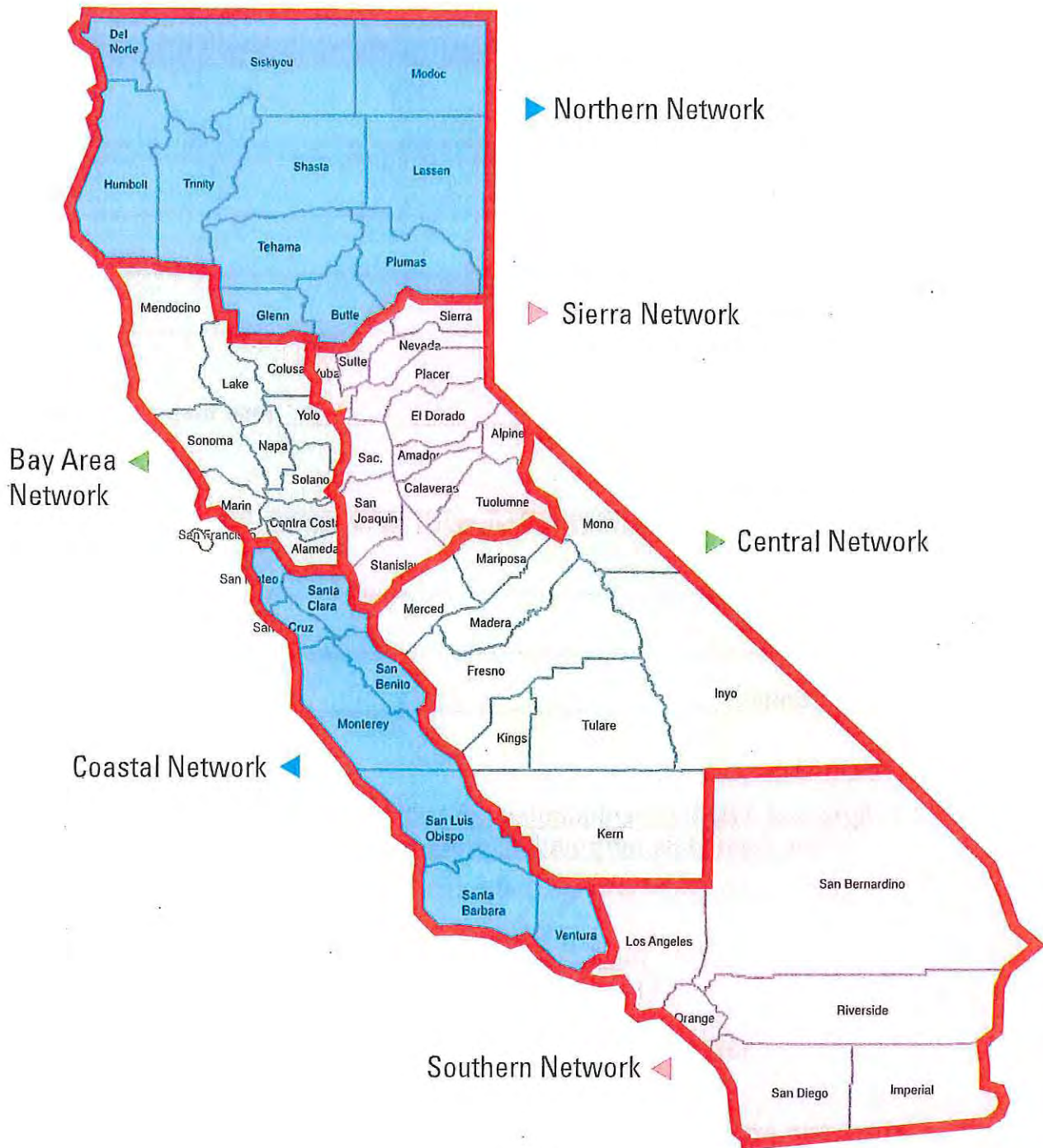
CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 22, 2015



California Special Districts Association

DISTRICT NETWORKS





California Special
Districts Association
Districts Stronger Together

CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

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

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

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

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 4, 2015 will not be included with the ballot mailing.**

Paul Bushee

From: Jo MacKenzie <mackgroup@cox.net>
Sent: Sunday, March 01, 2015 9:20 PM
To: pldeschamps@juno.com; ddemoss@calruralwater.org;
fallbrookhealthcare@earthlink.net; bbrady@fpud.com;
bjantz@grossmonthealthcare.org; jacumbawater@att.net; juliancsd@earthlink.net;
Paul Bushee; judy@missionrcd.org; Thomas.Harrington@sdcountry.ca.gov;
northcountycemeterydistrict@yahoo.com; WMetcalf@ncfire.org;
kthorner@olivenhain.com; mwatton@otaywater.gov; apederson@padre.org;
melindahouser@hotmail.com; lindapcd@gmail.com; gbuckley@rainbowmwd.com;
michel@rsf-fire.org; sheryl.landrum@rcdsandiego.org; tberge@rinconwater.org;
dave.nissen@fire.ca.gov; mbardin@sfidwater.org; jsmyth@sweetwater.org;
fatchca@tcmc.com; uslr.rcd@gmail.com; dlamb@vwd.org;
doug.johnsen@sbcglobal.net; morgan7070@cox.net; cduffy@dudek.com
Subject: BOARD PRESIDENT--NOMINATION REQUEST BY JO MACKENZE TO CSDA BOARD OF DIRECTORS-SD

Dear Board President and Board of Directors,

It has been a privilege and honor to represent the California Special Districts Southern Network (formerly Region 6) consisting of the Counties of Los Angeles, San Bernardino, Orange, San Diego, and Imperial on the CSDA Board of Directors.

I would appreciate your continued support and your district's nomination of Jo MacKenzie to the CSDA Board of Directors, Seat A, so I may continue working to bring pertinent and timely information to your district.

I have served as President of CSDA, Treasurer for two terms, plus serving on other CSDA Committees. I am presently President of the CSDA Finance Corp---if you need money for a capital improvement project, the Finance Corp can provide the financing. Under my leadership, the commitment of the Board of Directors, and the hard work of staff, Special Districts are recognized by the Legislators as the third leg of local government.

Serving on the CSDA Board of Directors requires a commitment of time along with interest in the issues confronting all special districts statewide. It requires being able to distribute this important information to our Network Districts in a timely manner. A flexible schedule is paramount to being a successful Director. All directors are required to attend not only the Board of Directors meetings and Committee meetings but the Legislative Days and Annual Conferences. I have only missed one Board meeting during my years on the Board of Directors and have attended all the Annual Conferences and Legislative Days.

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

Within the next few days, your district will be receiving information from the California Special Districts Association requesting nominations to the CSDA Board of Directors for Seat A. Election to a Board of Director's seat is a three year term.

I would appreciate your district's nomination and vote. Concurring nominations can be sent to Lisa Soto, VID Board Secretary, lsoto@vid-h2o.org, or to Charlotte Lowe, CSDA Executive Assistant, charlottel@csda.net, before the deadline of May 22.

Thank you for your support. It is greatly appreciated.

jo

Jo MacKenzie, Past President
California Special Districts Association

1578 Palomar Drive
San Marcos, CA 92069
760-743-7969
mackgroup@cox.net

MEMORANDUM

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Award Teacher Grants

RECOMMENDATION:

Staff and the CAC recommend that Board of Directors:

1. Award four Teacher Grants totaling \$3,728; and
2. Discuss and provide direction, as appropriate.

DISCUSSION:

This item will be reviewed by the Community Affairs Committee at its March 9, 2015 meeting and staff will forward their recommendation at the Board meeting.

Implementation of LWD’s Teacher Grant Program was included as a tactical goal under the “Services” strategy in the Fiscal Year 2015 Tactics and Action Plan.

During December 2014, staff provided grant information to nine elementary schools, one middle school, and one high school indicating that the submission deadline was February 27, 2015. As a result, the following four applications were received:

Applicants	School	Amount Requested:	Project
Ms. June Honsberger	La Costa Canyon High School	\$1,000	Earth Day Gardens – Design, plant and maintain a native garden
Ms. Bethany Luna	Park Dale Lane Elementary	\$1,000	Water-Wise Kinder-Garden
Ms. Kelly Cole	Flora Vista Elementary	\$850	Wastewater Public Service Announcements for LWD
Ms. Elaine A. Dolnack	Flora Vista Elementary	\$878	Butterfly & Hummingbird Native Pollinator Garden

Total: \$3,728

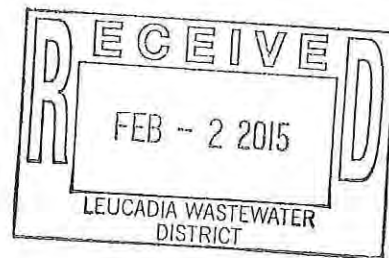
The Fiscal Year 2015 budget includes \$5,000 to fund the Teacher Grant program, which is intended to fund up to five \$1,000 applications.

th:PJB

Attachments



LEADERS IN
ENVIRONMENTAL
PROTECTION



Grant Application Form

During the 2014-2015 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to five grants up to \$1,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. **IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.** Completed applications **MUST BE** emailed to thill@lwwd.org or received by Friday, February 27, 2015.

IDENTIFYING INFORMATION

June Honsberger

Teacher's name

9-10th grade

Earth Science

Grade

Subject

La Costa Canyon

San Dieguito Union HSD

School name

District

1 Maverick Way, Carlsbad, CA 92009

School address, including street, city and zip

Bryan Marcus

760 436-6136

Principal's name

School phone number

La Costa Canyon Foundation

Name of parent organization (i.e. PTA or school foundation)

Earth Day Gardens

\$1000.00

Project title

Grant amount requested

June Honsberger

Teacher's signature

Please tell us how you heard about this program

Posture/Flyer Web site Another Educator Newsletter Other

Outdoor Science Classroom

A. Description of Project:

This water use project will have students design, plant and maintain a native plant garden and an outdoor classroom. The outdoor garden/classroom will be located in the middle of six science classrooms. The project will allow students to experience nature and the connections between local climate, native plants and the water cycle. The students will design, plant, and maintain a native garden. Students will observe the connections between local climate, native plants and native wildlife in this outdoor classroom. We will investigate the benefits of providing a habitat for native wildlife through a variety of garden activities and experiments. These hands on activities require garden tools, soil & compost, native plants, native trees, seeds, and mulch. Funds are needed to make this garden project a success. The grant would be used to purchase necessary supplies.

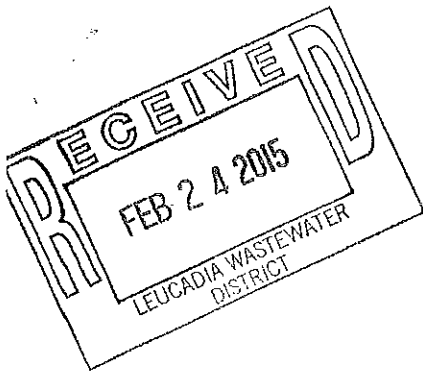
This garden project will involve two classroom teachers and 130 high school science students, grades 9-12. The project will be on going and will begin in March 2015. Each class will be responsible for one area of the outdoor garden for the duration of the school year. Our parent foundation will provide the outdoor tables for this project.

B. Learning Objectives

Students will understand the water cycle and the symbiotic relationship between local climate, native plants and native wildlife. Students will study our arid climate in Southern California and how it affects the choices we make in our garden. Students will research and choose low-water plant varieties. Students will record and graph growth patterns in plant varieties to determine the characteristics of successful gardening.

C. Budget

Item	Quantity/vendor	Amount	Non-Consumables
Wheelbarrow	2 @ 50.00- Home Depot	\$100	x
Hose reel	1 @ 50.00- Home Depot	\$50	x
50' hose & nozzle	2 @ 25.00 – Home Depot	\$50	x
Garden Soil & Compost	30 @ 5.00 – Home Depot	\$150	x
Watering cans	10 @ 5.00 – Home Depot	\$ 50	x
Plants, Trees & Seeds	Sunshine Gardens/Andersons	\$600	
	Total	\$1000	



LEADERS IN ENVIRONMENTAL PROTECTION

Grant Application Form

During the 2014-2015 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to five grants up to \$1,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT. Completed applications MUST BE emailed to thill@lwwd.org or received by Friday, February 27, 2015.

IDENTIFYING INFORMATION

Bethany Luna

Teacher's name

Kindergarten

Multiple

Grade

Subject

Park Dale Lane Elementary

Encinitas Union

School name

District

2050 Park Dale Lane, Encinitas 92024

School address, including street, city and zip

Jodi Greenberger

760-944-4344

Principal's name

School phone number

Park Dale Lane PTA via Encinitas Union

Name of parent organization (i.e. PTA or school foundation)

Water-Wise Kinder-Garden

\$1,000

Project title

Grant amount requested

Bethany Luna

Teacher's signature

Please tell us how you heard about this program

- Posture/Flyer
- Web site
- Another Educator
- Newsletter
- Other

2015 Leucadia Wastewater District Grant Application

1. Summary of project: Create a water-wise, multi-purpose outdoor classroom to explore plant propagation, nature conservation, local history, flora, fauna and more. The garden will incorporate all academic areas, with plans to qualify as a "Certified Wildlife Habitat."

2. The number of students, staff/community members involved: In addition to kindergarten students, we will recruit 5-10 parent volunteers, draw on expertise of the two current school Garden Volunteers, my contractor husband, community members, and the Encinitas Union School District maintenance crew.

3. Describe the curriculum, activity, or project: Our revamped Kinder-Garden will become an interactive, outdoor classroom that elicits wonder, excitement and engagement. Imagine a place where students watch native birds nibble at feeders and a Sunflower House, bathe in birdbaths and nest in birdhouses built by the children. In the xeriscaped (water-wise) garden, students witness native plants and other drought-tolerant species thrive, learn about natural water conservation and propagation of native plants. They'd study insects living on the foliage of a Bean Teepee and Pollination Garden boxes, expand palates in the sensory herb Raingutter Wall Garden, make pizzas with Pizza Garden produce, and enjoy harvests from "Vegetable," "Rainbow" and "Bunny Patch" garden boxes. Children could escape to the magical privacy of the bean teepee, or read on the bench inside the Sunflower House.

4. One sentence listing any in-kind resources or matching funds being used: Grant request reflects only the anticipated cost of materials, since labor, a portion of materials (seeds/soil) and site preparation will be provided free or in-kind by K students under the direction of teachers, parent volunteers, community families, and the EUSD maintenance crew, with cash donations being finalized from the PTA.

5. Provide the location, timeline or schedule for your project: Completed in the Kinder-garden area within 4 weeks of funding: Hanging Wall/Rain Gutter herb gardens - EUSD maintenance install posts. Concrete, clamps, pots and rain gutters affixed to fence panels by parent volunteers and students. Within 2 weeks: garden beds installed, pizza garden planted, sunflower house/bean teepee erected and rain barrels placed, linked and set up. Birdhouses/feeders created in classrooms. Project complete in 4 months.

Objectives: Describe your goals for students for this project.

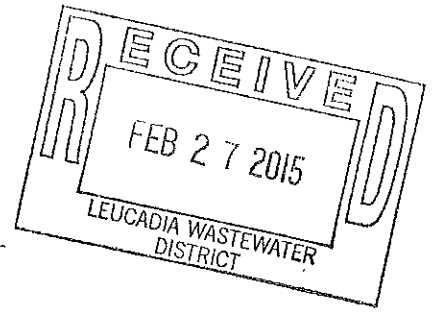
1. Encourage interdisciplinary, interactive learning, per new Common Core curriculum standards, while reaching children on a different level in an outdoor environment.
2. Introduce students to water-conscious methods of gardening, teach the value of sustainability, responsibility and caring for our earth while allowing a hands-on experience encompassing nutrition, science, mathematics, language and the arts. Life lessons would be taught with full student participation, naturally encompassing all learning styles, socioeconomics and backgrounds.
3. Encourage both stress relief and academic growth through interaction with nature, and notice the direct result of their own efforts in the greenspace.
4. Attain certification as a "Wildlife Habitat" to engender pride, respect and interest from kindergarten students, the school and the wider community.

Budget: Please include a brief itemized budget for your project.

Materials estimated: \$1,000, pre-tax. Includes rain gutter hanging wall gardens, sunflower and birdhouses, bean teepee, pizza garden, feeders, and birdbaths. **Labor:** Free - K students under direction of teachers, support from parent volunteers and community. **Site Preparation:** provided in-kind by school district. Donations being finalized from PTA and local families, including cash and in-kind donations of seeds, labor and soil. We'd prioritize materials to reflect funding awarded.



LEADERS IN
ENVIRONMENTAL
PROTECTION



Grant Application Form

During the 2014-2015 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to five grants up to \$1,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. **IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.** Completed applications **MUST BE** emailed to thill@lwwd.org or received by Friday, February 27, 2015.

IDENTIFYING INFORMATION

Kelly Cole and Ryan Harper

Teacher's name	5	Science
Grade	Flora Vista	Subject Encinitas Union School District
School name	1690 Wandering Road, Encinitas, CA 92024	District
School address, including street, city and zip	Stephanie Casperson	760-944-4329
Principal's name	Flora Vista PTA	School phone number
Name of parent organization (i.e. PTA or school foundation)	Waste Water Public Service Announcements	\$850
Project title	<i>Kelly Cole</i>	Grant amount requested <i>Ryan Harper</i>
Teacher's signature	<i>Kelly Cole</i>	<i>Ryan Harper</i>

Please tell us how you heard about this program

Posture/Flyer Web site Another Educator Newsletter Other *Jennifer Beales*

**LWD Teacher Grant Application
Student-Produced Public Service Announcements
Videos on Wastewater Education**

Introduction

In an effort to provide a real-life experience for our students, Flora Vista's 5th graders will accomplish every part of this project. Student teams will produce short "PSA" videos on a variety of wastewater topics. Working together with FV's Visual and Performing Arts (VAPA) instructor, students will manage all facets of the production, from research and writing to camera work and editing. Eight student leaders served on the Grant Committee, helping to write this grant and to introduce the project to their classrooms.

Description of Project

1. Flora Vista 5th graders will be creating PSAs for Leucadia Wastewater District. There will be videos on many topics, like what not to put down the toilet, and preventing [stormwater] pollution. We will work with our music teacher to record and learn how to use special equipment. When we are done we will edit until it is perfection! The videos and announcements can be shared on the District's website and Facebook page.
2. All 5th grade students (57) will produce the videos, aided by 4 staff members and one PTA parent.
3. The students will create high-quality Public Service Announcements (PSAs) to share with the community about ways to protect our wastewater system and environment. Students will utilize our existing video studio to create their short, entertaining and educational PSAs.
4. This project will give students an opportunity to use our PTA-funded video studio—approximately \$15,000 of equipment (two cameras, two teleprompters, computer, editing software, teleprompter software, etc.)—for a real-life purpose, and to impact our community in a positive way.
5. Videos will be produced in Flora Vista's video studio, on campus and around the community. Staggered groups of students will begin working on the PSAs immediately, with all videos being completed by June 2015.

Objectives

Our aim is to complete a project utilizing all aspects of our students' education, from Language Arts, Science, Art and Computers, while providing them with real-world experience in collaboration, leadership and responsibility. We also hope to positively impact our community with important messages, to help our students understand how they can affect change.

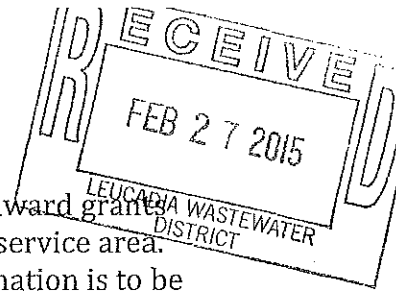
Fifth grade science standards call for fifth grade students to obtain and combine information about ways individual communities use science ideas to protect the Earth's resources and environment. Students will conduct short research projects that use several sources to build knowledge through investigation of different aspects of a topic. In Language Arts, students should learn to integrate information from several texts on the same topic in order to write or speak about the subject knowledgeably.

Budget

Salary for consultant staff member to work with students to film and edit	\$750
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Props, costumes, and other necessary materials	\$100
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Total Amount Requested:	\$850
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During the 2014-2015 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. **IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.**

Completed applications **MUST BE** emailed to thill@lwwd.org or received by Friday, February 27, 2015.

IDENTIFYING INFORMATION

Teacher's name: Elaine Dolnack

Grade Subject: Science Consultant K-6

School name: Flora Vista Elementary School

District: Encinitas Union School District

School address, including street, city and zip: 1290 Wandering Road, Encinitas, CA 92024

Principal's name: Stephanie Casperson

School phone number: (760) 944-4329

Name of parent organization (i.e. PTA or school foundation): Diane Silberman

Project title Grant amount requested: \$ 878

Teacher's signature: Elaine Ann Dolnack

Please tell us how you heard about this program: Another educator

A. Project Description

My proposal is to create a butterfly and hummingbird habitat and native pollinator garden at our elementary school. My vision is that students in kindergarten through sixth grade can utilize the outdoor learning environment for observing and collecting data, essentially as an outdoor observatory. Over 430 students can benefit from this project, as well as the entire community. This project ties into our garden science, ecosystems, and students who participate in our SWPPP program. The PTA and Andersen Nursery will help support our budget. The location of the project is a fenced-in area in the quad/playground area surrounded by classrooms where both parents and children congregate. We hope to have this project completed by June 2015.

B. Objectives

I have included the SWPPP project students' input taken from our school's plan so that gathered storm water can be used to water that native plants in our small habitat. As a group, we set forth goals for student learning, ecological impact, long-term use, and achievable maintenance. The SWPPP students want to build rainwater barrel irrigation for two small, designated areas that have a drain pipe. They have tested the water and determine it to be exceptionally clean. The SWPPP students would like to help build the rain barrel irrigation as well as be in charge of maintaining the space under my supervision throughout the school year. We would be utilizing our Master Gardener that is assigned to our school as a consultant, in addition to the experts at Anderson Nursery.

I have done substantial research on native plants to the area. We would include plants in our budget that are drought resistant. Milkweed, narrowleaf, buckwheat, California fuschia, sunflowers, snapdragon, hummingbird sage, and agave all fall into that category. Certain butterflies are attracted to certain plants, and the same goes for the egg, larva, and pupa stage of life. The plant diversity is important. This careful selection of plants would be key in creating a learning environment where students can observe all stages of a butterfly's life cycle. Butterflies are pollinators, which are an important part of our ecosystem and a significant amount of vegetables growing in our adjacent garden rely on animal pollination. In addition, plants that attract hummingbirds would also be planted. This would add another aspect of learning to our habitat, as hummingbirds are also pollinators and insect eaters.

Our implementation phase will come next. Fortunately, we have Anderson La Costa Nursery who has offered to donate workers and offer us a large discount/partial donation for the native plants for our habitat. Maintenance is the most important part of the plan, because we want to invest in something that will last a long time. This will culminate in a special event and grand viewing open to the school community. This area is so special as it is fenced in to protect it, near the playground, and near where students and parents gather every morning. It would truly be a special place for students. We are planning for this to happen by June of 2015.

Our curriculum currently focuses on ecosystems in most grade levels, kindergarten through sixth grade in the Next Generation Science Standards. The


standards can be taught in our very own backyard, from our existing compost bin to our proposed butterfly and hummingbird habitat, which will attract invertebrates, insects, and other birds and small animals as well. Students will be able to view the food chain levels in a real and interactive way that cannot be duplicated in the classroom or on a projector screen. While there are virtual labs online for students that are amazing and duplicate learning otherwise deemed inaccessible, providing an outdoor classroom is authentic sensory learning. A wide circle of researchers think that a child's strong connection to technology and a strong disconnect with nature have strong implications to child development, both physically and emotionally.

C. Budget

For the rain barrel irrigation materials, mulch and soil, and plants with labor, I would like to ask for \$878 to cover the cost of native plants. We are getting a substantial discount for labor, plants, and soil from Andersen Nursery. Any additional funds necessary will be funded by the PTA. The habitat will be a valuable asset to the school and a permanent learning environment for years to come.

Soil		\$100
Mulch		\$30
Weedcloth		\$10
PVC primer and glue		\$12
2-inch manifold	x2	\$55
Teflon tape	x2	\$ 2
2 inch pvc ball valve	x2	\$ 5
2 inch PVC male adapter	x2	\$ 9
2 inch by 4 inch long TBE pipe	x2	\$14
2 inch PVC bulkhead	x2	\$ 8
Rain collection barrel	x2	\$59
Blue Drip Tubing Sprinkler	x2	\$22
Native Plants and labor Estimate		\$400
(discounted by Andersen Nursery)		
Total		\$878

MEMORANDUM

DATE: March 5, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Fiscal Year 2016 (FY 16) Budget Development Schedule**

RECOMMENDED:

- 1) This item is presented for information purposes only.

DISCUSSION:

Staff has commenced the budget development process to prepare the preliminary FY 16 Budget. It will be presented, in its entirety, at a Special Board meeting.

Staff is proposing the following FY 2016 budget schedule:

- 1) Special Board Meeting to review Preliminary FY 16 Budget
 - a. Special Board Meeting – Thursday, May 7, 2015 (9:00 – 11:00 AM)
- 2) Board of Directors Review of Final FY 16 Budget
 - a. Regular Board Meeting – Wednesday, June 10, 2015

Staff requests that the Board of Directors review the schedule and provide direction to staff regarding the budget development schedule.

cl: PJB



2/25/15

Paul Buskee
Leucadia Waste Water District
1960 La Costa Avenue
Carlsbad, Ca 92008

Dear Paul,

On behalf of myself and the Hilton Resort, I wanted to express my appreciation to you, your staff and your Board for a very considerate and unobtrusive job which has been done to date on replacing the sewer lines in front of our property. Now that the work in that area is nearly complete, I can say the job has had no significant negative economic impacts upon our business. By working together, and with the cooperation of the City of Carlsbad, we have averted what would have been a devastating situation for our property.

Best regards,

A handwritten signature in black ink that reads "Bill Canepa".

Bill Canepa

Cc: Matt Hall
Glen Van Peski