



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, May 11, 2016
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
 - A. Teacher Grant Award (Verbal)
 - B. Achievement of Organizational Objective (Page 5)

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:

- April 13, 2016 Board Meeting (Pages 6-13)
- April 21, 2016 Community Affairs Meeting (Pages 14-15)
- May 4, 2016 Engineering Committee Meeting (Pages 16-19)

8. Approval of Demands for April/May 2016

This item provides for Board of Directors approval of all demands paid from LWD during the month of April and a portion in May 2016. (Pages 20-44)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 15 to FY 16 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 16 budget and discloses monthly investments. (Pages 49-56)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending March 31, 2016. (Pages 57-58, Attachment 11A)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of April 2016. (Pages 59-60)

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

(Pages 61-66)

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority Reports

- A. A Regular EWA Board meeting was held on April 27, 2016 – report by Director Sullivan. (Pages 67-68)
- B. An EWA Member Agency Manager's (MAM) Meeting was held on May 3, 2016 – report by GM Bushee. (Verbal)

15. Committee Reports

- A. Community Affairs Committee was held April 21, 2016 – report by Director Sullivan. (Pages 69-70)
- B. Engineering Committee meeting was held on May 4, 2016 – report by Director Juliussen. (Page 71)
- C. Community Affairs Committee meeting was held on May 10, 2016 – report by Director Sullivan. (Verbal)

ACTION ITEMS

16. Award 2016 Gravity Pipeline Rehabilitation Project Construction Contract

Authorize the General Manager to execute an Agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000. (Pages 72-80)

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

Receive and file the Gafner AWT Condition Assessment Report completed by Infrastructure Engineering Corporation. (Pages 81-83)

18. Discussion of the LWD's Branding Standards (Page 84)

19. Parallel Gravity Line at the Carlsbad Pointsettia Train Station

Authorize staff to coordinate with SANDAG and pay for the construction of extensions to the casings for the Lanikai Gravity Line and Secondary Effluent Force Main (B1) at the Carlsbad Poinsettia Train Station. Additionally, authorize staff to proceed with plans to design and construct an encased parallel gravity line at the Carlsbad Poinsettia Train Station. (Pages 85-88)

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

A. 2016 Encinitas EcoFest is scheduled for Sunday, May 15, 2016 from 10 a.m. – 5 p.m. at Coastal Roots Farm at 450 Quail Gardens Drive, Encinitas, CA (Page 89)

B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, May 19, 2016 at The Butcher Shop Steakhouse in Kearny Mesa, CA (Pages 90-92)

21. Directors' Meetings and Conference Reports

A. The 2016 CWEA Annual Conference was held April 26-29, 2016 at the Santa Clara Convention Center in Santa Clara, CA. (Page 93)

22. General Manager's Report

23. General Counsel's Report

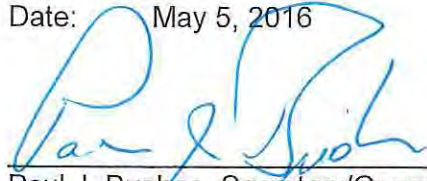
24. Board of Directors' Comments

25. 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: May 5, 2016



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

Ref: 16-4990

DATE: May 5, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentations and Awards – Achievement of Organizational Objectives**

It is my pleasure to announce that the Leucadia Wastewater District recently achieved an Organizational Objective under the Incentive Program. The achievement is as follows:

Achieve highest number of a consecutive year(s) without a reportable spill

One of the District's organizational goals is to protect our local environment, private and personal property and public assets. To achieve this goal, the District must not have a sewer spill for one consecutive year or multiple consecutive years. As of May 5, 2016, the District has achieved this goal by not having a spill for one year.

Under the Incentive Program, staff is eligible for an incentive award of \$1,000 per employee for this accomplishment.

Please join me in congratulating LWD for this outstanding accomplishment.

PJB:

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

April 13, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, April 13, 2016 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, FST Todd Amos, FSSpec Ian Riffel, Administrative Specialist Jennifer Gabelein, District Engineer Steve Deering, and Jennifer Farr of Davis, Farr, LLP

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

18. Remove item No. 18 from Agenda - 2016 Gravity Pipeline Award of Contract

GM Bushee explained that there was a bid protest to the 2016 Gravity Pipeline Award of Contract after the Engineering Committee Meeting was held on April 6, 2016. GM Bushee stated that LWD is following the bid protest procedure and that this item will be revisited at the May Board Meeting.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Kulchin, and unanimously carried, the Board of Directors removed item no. 18 from the agenda by the following vote:

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

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Achievement of Organizational Objective – Cost Sharing of CSRMA Dividends.

GM Bushee presented the item. He stated that LWD’s incentive program authorizes a 50% cost sharing of the CSRMA dividend payment of \$25,729.00. He stated that this dividend reflects the District’s excellent safety record. He noted that all employees are eligible to receive a compensation award of \$677.08.

The Board members congratulated LWD staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- March 7, 2016 Community Affairs Committee Meeting
- March 9, 2016 Regular Board Meeting
- March 22, 2016 Investment and Finance Committee Meeting
- April 6, 2016 Engineering Committee Meeting

8. Approval of Demands for March/April 2016

Payroll Checks numbered 18469-18508; General Checking – Checks numbered 47992-48124.

9. Operations Report (A copy was included in the original April 13, 2016 Agenda)

10. Finance Report (A copy was included in the original April 13, 2016 Agenda)

11. Disclosure of Reimbursements

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

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on March 23, 2016.

Director Sullivan reported on EWA's March 23, 2016 Board meeting.

- B. An EWA Member Agency Manager's Meeting (MAM) was held on April 5, 2016.

GM Bushee reported on EWA MAM's April 5, 2016 meeting.

13. Committee Reports

- A. Investment & Finance Committee (IFC) meeting was held on March 22, 2016.

Director Hanson reported that the IFC and staff conducted auditor interviews with the following five firms:

- Vavrinek, Trine, Day & Co. LLP
- Vasquez & Company, LLP
- Rogers, Anderson, Malody & Scott, LLP
- Badawi & Associates
- Davis Farr, LLP

Staff and the IFC plan to present the recommended contract to the Board later in the agenda.

- B. Engineering Committee (EC) meeting was held on April 6, 2016.

Director Juliussen reported that the EC reviewed the following recommendations:

The EC reviewed an agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000.

The EC reviewed Ordinance No. 133 establishing the District's capacity fee and amending the Equivalent Dwelling Unit Factors Capacity Fee Schedule. The EC concurred with staff to present this recommendation to the Board and it will be discussed later in the agenda.

The EC received the results of the network intrusion test performed by Progent Corporation and it will be reviewed later in the agenda.

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

The EC received a presentation on the evaluation of solid material discovered during pipeline hydro-cleaning. The EC requested that the presentation be given to the Board of Directors and it will be reviewed later in the agenda.

PUBLIC HEARING

- 14. A proposal to consider adopting a new wastewater capacity fee ordinance establishing the District's capacity fee and amending the equivalent dwelling unit factors capacity fee schedule.**

President Omsted opened the public hearing for comments. There were no public comments. President Omsted closed the public hearing.

15. A proposal to consider increasing the amount that may be paid to Directors and Officers of the District from \$180 to \$190 per day of Service to the District.

President Omsted opened the public hearing for comments.

Director Sullivan asked if the District received any calls or emails in regards to this public hearing. GM Bushee stated that the District received no calls or emails.

There were no public comments. President Omsted closed the public hearing.

ACTION ITEMS

16. **Authorize the General Manager to execute a contract with Davis Farr, LLP for Financial Auditing Services for Fiscal Year 2016 (FY16), FY17 and FY18 in an amount not to exceed \$66,300**

ASM Duffey presented the recommendation and provided background information on the Auditing Services Request for Proposal (RFP) procedure.

Director Juliussen asked about the cost of last year's audit services and how it compared to the received proposals. ASM Duffey described the range of proposal costs, noting that the Davis Farr, LLP proposal was in the middle of the range. Staff believes the amount was reasonable and the cost is \$100 more per fiscal year than the prior year audit.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and unanimously carried, the Board of authorized the General Manager to execute an agreement with Davis, Farr LLP for financial auditing services for FY16, FY17, and FY18 in an amount not to exceed \$66,300 (\$22,100 per year) by the following vote:

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

17. **Evaluation of Solid Material Discovered During Pipeline Hydro-cleaning**

FST III Amos presented the topic. He said that recently the Field Services staff has been finding solid chalk like material during hydro-cleaning of the gravity lines. FST III Amos passed around a sample of the substance. FST III Amos said that the substance was tested and he reviewed the test results. He added that SCAP (Southern California Alliance of POTWs) members were surveyed to see if other agencies have experienced this situation. FST III Amos indicated that the consensus is that the substance is pool plaster. He stated that Field Services staff is taking action to mitigate the problem. He noted that when pool permits are required, customers or contractors must get approval from the appropriate City and staff plans to work with Encinitas and Carlsbad to notify LWD when a permit is issued. Additional actions include customer outreach with the District's newsletter, and

website and Facebook posts. Field Services staff will also educate the customer or contractor about the issue. Field Services staff plans to CCTV lines after installation of a pool to confirm that no pool plaster has been discharged into the sewer system.

Vice President Hanson asked if the District has penalties for dumping into LWD's sewer. FST III Amos stated that LWD has not imposed penalties to date. GC Brechtel explained that there are various penalties the District could impose such as; a cease and desist notice that includes an assessment of all costs the District incurred so that the District could recover the costs, prosecution for a misdemeanor for violating LWD's sewer ordinance, and an administrative complaint process so violators could face fines from the court. GC Brechtel stated that the most effective way to handle illegal discharges into the sewer would be to identify the responsible party and in combination with the cease and desist notice, send the responsible party a bill for costs incurred by LWD.

President Omsted asked if the plaster is easy to knock out with hydro-cleaning. FST III Amos stated staff has been able to remove almost all of it with hydro-cleaning.

GM Bushee noted that LWD has not previously experienced problems with pool plaster and that more stringent storm water regulations may have led pool contractors to dispose of this material in the sewer. GM Bushee stated that in the near future LWD plans to establish a procedure to assess fines for illegal discharge violations.

The Board of Directors thanked FST III Amos for his presentation.

19. Wastewater Capacity Fee Ordinance with an Updated Fee Schedule

Adopt Ordinance No.133 Establishing the District's Capacity Fee and Amending the Equivalent Dwelling Unit (EDU) Factors Capacity Fee Schedule.

FSSpec Riffel presented the recommendation noting this item is a FY16 tactical goal. He noted that EDU factors are used to calculate capacity and sewer service fees for District customers.

FSSpec Riffel reviewed background information on LWD's EDU factors. He also presented the results of staff's evaluation and confirmed that LWD's EDU factors are appropriate and are established on a well-founded, logical and justifiable basis. He said that staff recommends that no changes be made to the existing District EDU factors.

FSSpec Riffel stated the proposed ordinance update represents a minor administrative change needed to clarify the descriptions for Limited Food Preparation Establishments and All Other Food Establishments.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Ordinance No.133 establishing the District's capacity fee and amending the equivalent dwelling unit factors capacity fee schedule by the following vote:

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

The Board of Directors thanked FSSpec Riffel for his presentation.

20. Board of Directors Compensation Adjustment

Adopt Ordinance No.134 increasing Compensation of Directors and Confirming meetings that Qualify for Director Compensation.

ASM Duffey presented this item stating last month the Board authorized staff to notice a public hearing for a proposed stipend increase from \$180 to \$190 per day of service. The public hearing notice was advertised in the San Diego Union Tribune as required by public code.

President Omsted requested a motion and a second prior to the Board's discussion of the Directors compensation adjustment. Director Kulchin motioned and Director Sullivan seconded the motion to adopt Ordinance No. 134.

Director Kulchin stated that the Directors have not had a stipend increase in a number of years and the District is well funded. He noted that a minor increase is appropriate.

Director Sullivan agreed with Director Kulchin and noted that the District did not receive any objections to the Board compensation adjustment.

Director Juliussen stated that he didn't feel an increase was necessary since the Board compensation is in line with other agencies. He also noted that he did not agree with the compensation increase since the Board receives health insurance coverage.

Following discussion, the Board of Directors adopted Ordinance No. 134 Increasing Compensation of Directors and Officers of the District from \$180 to \$190 per day of service to the District by the following vote:

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

21. Adopt Resolution No. 2274 – Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Cohen Change of Organization.

DE Deering presented the item stating that this emergency annexation includes one parcel totaling 0.258 acres with two family duplexes, sharing a septic tank system that is failing. He noted the private lateral for the residence will connect to LWD's system on Vulcan Avenue.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2274 – Requesting LAFCO to take proceedings for the Cohen Change of Organization by the following vote:

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

22. Local Agency formation Commission (LAFCO) 2015-2016 RUN-OFF Special Districts Election

ASSup Hill presented the item stating that LAFCO is requesting votes for its run-off election for the alternate special district member position. She stated that a run-off election between the two top vote getters is necessary per the election rules because no candidate received a majority of the votes. ASSup Hill noted that the run-off election is between Judy Hanson and Dennis Sanford. Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Juliussen, and unanimously carried, the Board of Directors voted for Judy Hanson for LAFCO alternate special district member position in the LAFCO Run-Off Election by the following votes:

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

23. Call for Nominations to the CSDA Board of Directors Seat B.

EA Baity presented the item stating that it was originally discussed at the March 2016 Board meeting. She stated that the Board had requested that this item be brought back to the April 2016 Board meeting and staff has no recommendation on this matter.

The Board of Directors did not nominate anyone and no action was taken.

INFORMATION ITEMS

24. Results of the Network Intrusion Test

TSM Morishita presented this item noting this item is a FY16 factual goal. He reviewed the testing process and the actions DataNet, LWD's Information Technology Consultants, took to increase network security to prevent cyber attacks.

President Omsted asked if the pump station systems/SCADA were safe. TSM Morishita explained that SCADA has its own separate firewall and Progent was not able to penetrate the SCADA firewall.

25. Project Status Updates and Other Informational Reports

A. CSDA Legislative Days is scheduled for May 17-18, 2016 at the Sacramento Convention Center in Sacramento, CA

26. Directors' Meetings and Conference Reports

A. The 2016 WaterReuse Annual Conference was held March 13-15, 2016 at the Hyatt Vineyard Creek Hotel and Spa in Santa Rosa, CA

Vice President Hanson reported that it was an interesting conference with more networking than usual. She noted that some parts of Los Angeles have adopted policies that require recycled water to be used in making concrete.

President Omsted reported that the preliminary report on direct potable reuse comes out mid June with the final report in September. He also noted that conference attendance was high.

B. CASA/WaterReuse Joint Public Policy Forum was held April 6, 2016 at The Sutter Club in Sacramento, CA

Director Sullivan reported that this was the best organized CASA Joint Public Policy Forum she has attended. She stated this year CASA sent the issue statements to the attendees in advance of the Forum. She also reported that they were able to meet with Assemblyman Rocky Chavez.

27. General Manager's Report

GM Bushee reported on the following items:

- Encinitas Union School District tour for 5th and 6th grade students at the District Facilities has been rescheduled for Tuesday, April 19, 2016.
- CSRMA now has an anonymous fraud hotline called WETIP.com

28. General Counsel's Report

GC Brechtel reported on the following items:

- Recent victory for Eastern Municipal Water District against CA River Watch. The case against Eastern Municipal Water District was dismissed.

29. Board of Directors' Comments

Director Juliussen thanked staff and the Board for a good job and said he looks forward to the rest of the year.

30. Adjournment

President Omsted adjourned the meeting at 6:12 p.m.

Donald Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 April 21, 2016

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held April 21, 2016 at 12:00 p.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 12:04 p.m.

2. Roll Call

DIRECTORS PRESENT: Omsted and Sullivan

DIRECTORS ABSENT:

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

3. Public Comment

No public comment was received.

4. New Business

A. Discussion of the 2016 Spring Newsletter Proposed Article Topics and Production Schedule.

ASsup Hill presented the subject item, noting it is a Fiscal Year 2016 tactical goal. She introduced Mr. Jared Criscuolo from Rising Tide Partners (RTP) to present the newsletter proposed article topics and production schedule.

Mr. Criscuolo stated that the cover page article will discuss LWD Performance. More specifically, the cover article will focus on environmental performance and how the increase of CCTV efforts has improved the District's environmental record.

President Omsted stated that under LWD Performance he would like to see an emphasis on LWD's hard working staff and how motivated and educated they are. GM Bushee indicated that the LWD Performance article will emphasize LWD staff's efforts.

Mr. Criscuolo also provided a brief summary of the following other articles in the newsletter as well as the Production Schedule:

- Semiannual performance November 1, 2015 - May 1, 2016;
- LWD Helps Teachers Educate their Students - LWD Teacher Grant Recipients;
- Investment and Construction Update – "Where is your money going?";
- Awards & People of LWD - Recent Individual and Agency Awards and the recent Retirement of Mr. Chuck LeMay; and
- Keeping Things Flowing Smoothly – Ways for homeowners to prevent sewage spills, what contractors should not dispose of down manholes, and the outreach process for easement inspections

Director Sullivan stated that the article on LWD Teacher Grant Recipients should mention how many students are reached through the Teacher Grant Program. GM Bushee noted that this will be mentioned in the newsletter.

Mr. Criscuolo noted that all articles presented may not be included in the newsletter depending on how much space is available.

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

B. Discussion of the District's Branding Strategy

ASSup Hill presented the item indicating that the RTP task order includes a review of the District's brand guideline. She stated that RTP has completed their review and then introduced Mr. Criscuolo to present the results.

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

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

Staff indicated that it has been 13 years since the District has revised its logo and RTP's suggested revision to the logo provides a modern and fresh look.

Director Sullivan recommended that the presentation be given to the Board at the May Board meeting. President Omsted agreed with her recommendation. GM Bushee stated that he will have Mr. Criscuolo present this item at the May Board meeting.

5. Information Items

A. 2016 Encinitas EcoFest is scheduled for Sunday, May 15, 2016 from 10AM-5PM.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee noted that the filtered water fill station has been installed at the drinking fountain located in the lobby. Director Sullivan suggested mentioning the filtered water fill station in the Spring newsletter.

GM Bushee also noted that Encinitas Union School District had a tour for 5th and 6th grade students at the District Facilities on Tuesday, April 19, 2016.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 1:10 p.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 May 4, 2016

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, May 4, 2016 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

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

3. Public Comment

None.

4. New Business

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

TSM Morishita presented staff's recommendation noting this item is a FY 2016 tactical goal. He reminded the EC that this item was reviewed and discussed at the April EC meeting.

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

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

TSM Morishita said that on April 14th staff responded in writing to Insituform's bid

protest. He said that Insituform was informed that their protest was denied and provided explanations for the denial. He continued that Insituform was informed in accordance with the bid protest procedures, they had 10 days to file an appeal to the Board. TSM Morishita stated that Insituform did not file an appeal.

After discussion, the EC concurred with staff to recommend that the Board authorize executing an Agreement with Nu Line for construction services for the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000.

B. Receive and file the Gafner AWT Condition Assessment Report completed by Infrastructure Engineering Corporation.

TSM Morishita presented staff's recommendation noting this item is a FY 2016 tactical goal. He said that Gafner was last upgraded in 1993 to meet recycled water regulatory standards and has not undergone a major rehabilitation or equipment replacement since then. He continued that the Asset Management Plan recommended that a Gafner condition assessment be performed to identify plant rehabilitation or replacement projects for the Capital Improvement Program. TSM Morishita said that in December 2015 staff executed a task order with Infrastructure Engineering Corporation (IEC) to conduct the assessment.

TSM Morishita explained that the assessment team consisted of personnel from the District, IEC and IEC subcontractors. He then asked Jamie Fagnant from IEC to present the report.

Ms. Fagnant stated that IEC collected pre-inspection input from District staff, conducted onsite visits and met with staff to review and prioritize their findings. She said that staff's priority was safety, critical items required for continued plant operation and routine rehabilitation or replacement. Ms. Fagnant said that staff established the priority criteria to keep cost reasonable. She explained that staff focused on plant safety and operating the plant within regulatory parameters.

Ms. Fagnant stated that as a result of the prioritization, the Gafner plant Improvements I Project was recommended at an estimated construction cost of \$368,000. GM Bushee said that staff will request appropriation for this project in the Fiscal Year 2017 Budget.

After discussion, the EC concurred with staff to recommend that the Board receive and file the report at the May 2016 Board meeting.

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

TSM Morishita presented the background of this item. He said that recently, representatives from North County Transit District (NCTD) and San Diego Association of Governments (SANDAG) met with District staff to discuss improvements to the Carlsbad Poinsettia Train Station (Poinsettia Project). He continued that the Poinsettia Project will construct an underground pedestrian

tunnel to connect the east and west pedestrian platforms. TSM Morishita explained that the project requires shifting the two railroad tracks to the west and this shifting of the tracks requires the District to extend the protective casings around two District lines that run under the railroad tracks adjacent to the station.

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

TSM Morishita said that staff requested a proposal from TYLI, SANDAG's design engineer, to design the extension of the two casings and the new encased parallel line to streamline project design. He said that SANDAG agreed to add the construction of the new parallel line as an additive bid item in the Poinsettia Project bid. TSM Morishita explained that this will enable the removal of the parallel line construction project if the District decides not to go forward. He stated that District staff contacted the City of Carlsbad staff to discuss the permitting requirements outside the railroad right of way. TSM Morishita said that Carlsbad staff has granted a CDP waiver for the parallel line construction. He continued that staff met with City of Encinitas staff and they have agreed in principal to installing a new parallel line. However, it will require City Council approval.

DE Deering presented the preliminary design of the encasements and a preliminary alignment for the new parallel line. He said that TYLI will use this preliminary alignment for the parallel line to complete full project design. DE Deering explained that the Lanikai Line represents a weak point in the District's collection system especially in the area of the train tracks. He continued that in the event of a failure, there is no easy way to by-pass flow across the tracks and repairs to the pipeline would likely take several days to fix at a considerable cost. He showed the EC pictures of the Poinsettia Project area.

After discussion, the EC concurred with staff to recommend this item to the Board for authorization at the May 2016 Board meeting.

5. Information Items

A. Saxony Pump Station Rehabilitation Project

TSM Morishita presented a status update of the Saxony Pump Station Rehabilitation Project. He stated that all work has been completed with the exception of the installation of the flow meter. He stated that TC Construction is scheduled to install the flow meter today, May 4th.

6. Directors' Comments

Director Kulchin requested a tour of Gafner AWT on May 9th. GM Bushee answered that the tour will be arranged.

7. General Manager's Comments

GM Bushee mentioned that several tours have been or will be given of Leucadia Pump Station and Gafner; April 19th - Students from Mission Estancia, Olivenhain Pioneer and Flora Vista Schools; April 28th -- Palomar College; and May 9th Pacific Ridge School.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:25 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: May 5, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of April/May Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 1,049,864.21**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months April 8, 2016 – May 5, 2016.

Operating expenses totaled **\$ 639,205.03** while Capital Improvement Program expenses totaled **\$ 305,870.90**.

Payroll for employees and the Board totaled **\$ 104,788.28**.

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

Attachment 1	Summary of Demands by Account April/May 2016
Attachment 2	Accounts Payable Check Register dated April 11, 2016
Attachment 3	Payroll Check Register dated April 13, 2016
Attachment 4	Payroll Check Register dated April 14, 2016
Attachment 5	Accounts Payable Check Register dated April 20, 2016
Attachment 6	Payroll Check Register dated April 27, 2016
Attachment 7	Accounts Payable Check Register dated April 27, 2016
Attachment 8	Accounts Payable Check Register dated May 2, 2016
Attachment 9	Board Payroll Check Register dated May 2, 2016
Attachment 10	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

May 11, 2016

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -4/13/2016	18509 - 18527	\$44,125.93	
Payroll Check -4/14/2016	18528 - 18546 Incentive	\$11,302.63	
Payroll Check - 4/27/2016	18547 - 18565	\$44,434.86	
Board Payroll Check -5/2/2016	18566 - 18570	<u>\$4,924.86</u>	
	Total		\$104,788.28
General Checking -4/11/2016	48125 - 48160	\$ 88,791.58	
General Checking -4/20/2016	48161 - 48239	\$ 51,794.07	
General Checking -4/27/2016	48240 - 48271	\$ 763,459.86	
General Checking - 5/2/2016	48272 - 48280	<u>\$ 41,030.42</u>	
	Total	\$ 945,075.93	
	GRAND TOTAL		\$1,049,864.21

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/11/2016 Through 4/11/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	48125	4/11/2016	<u>3,570.00</u>	FLOW MONITORING
	Total 48125		3,570.00	
APPLEONE EMPLOYMENT SERVICES	48126	4/11/2016	<u>1,193.20</u>	FINAL INVOICE FOR TEMP-W/E 3/26/16
	Total 48126		1,193.20	
AT&T	48127	4/11/2016	<u>463.11</u>	PHONES/INTERNET
	Total 48127		463.11	
CARLSBAD FUELS CORPORATION	48128	4/11/2016	<u>1,257.27</u>	VEHICLE FUEL
	Total 48128		1,257.27	
CITY OF CARLSBAD	48129	4/11/2016	183.57	WATER @ VACTOR
CITY OF CARLSBAD		4/11/2016	<u>284.22</u>	WATER @ VACTOR 2
	Total 48129		467.79	
DATA NET	48130	4/11/2016	850.00	IS MAINT AND SUPPORT
DATA NET		4/11/2016	<u>1,377.00</u>	WATCHGUARD WIRELESS
	Total 48130		2,227.00	
DETECTION INSTRUMENTS CORP	48131	4/11/2016	<u>1,441.19</u>	CALIBRATIONS/SENSORS
	Total 48131		1,441.19	
DOWNSTREAM SERVICES, INC.	48132	4/11/2016	<u>65.00</u>	STORM WATER MAINT
	Total 48132		65.00	
DUDEK & ASSOCIATES	48133	4/11/2016	<u>6,977.50</u>	GE/CIP/FEB/200/346/353
	Total 48133		6,977.50	
EVOQUA WATER TECHNOLOGIES, LLC	48134	4/11/2016	<u>7,948.45</u>	BIOXIDE
	Total 48134		7,948.45	
HI-WAY SAFETY, INC	48135	4/11/2016	<u>434.10</u>	SIGNS/BARRICADES
	Total 48135		434.10	
JCI JONES CHEMICAL, INC	48136	4/11/2016	<u>3,849.75</u>	CHEMICALS
	Total 48136		3,849.75	
LA COSTA LOGO, LLC	48137	4/11/2016	<u>259.00</u>	BLUE FUNNELS
	Total 48137		259.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/11/2016 Through 4/11/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
LEUCADIA GLASS	48138	4/11/2016	98.60	SEAL FOR DOOR
	Total 48138		98.60	
MINUTEMAN PRESS	48139	4/11/2016	241.24	BUSINESS CARDS
MINUTEMAN PRESS		4/11/2016	74.27	VOUCHER PADS
	Total 48139		315.51	
MITSUBISHI ELECTRIC US, INC	48140	4/11/2016	277.41	ELEVATOR MAINT AND SERVICE
	Total 48140		277.41	
NAPA AUTO	48141	4/11/2016	130.53	PARTS/SUPPLIES
	Total 48141		130.53	
NORTH COUNTY EQUIPMENT INC	48142	4/11/2016	84.79	SPARK PLUGS, FILTERS
	Total 48142		84.79	
OFFICE DEPOT, INC.	48143	4/11/2016	67.63	OFFICE SUPPLIES
	Total 48143		67.63	
OLIVENHAIN MUNICIPAL WATER DISTRICT	48144	4/11/2016	12,572.29	NC RECYCLED WTR PROJECT
	Total 48144		12,572.29	
OLIVENHAIN MUNICIPAL WATER DIST	48145	4/11/2016	41.13	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		4/11/2016	733.96	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		4/11/2016	794.52	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		4/11/2016	41.13	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		4/11/2016	41.13	WATER @ VP7
	Total 48145		1,651.87	
PALOMAR INVESTIGATIVE GROUP	48146	4/11/2016	375.00	BACKGROUND CHECK-NEW EMPLOYEES
	Total 48146		375.00	
PERS RETIREMENT	48147	4/11/2016	212.95	BOARD RETIREMENT 3/31/2016
PERS RETIREMENT		4/11/2016	11,404.37	EMPLOYEE RETIREMENT ENDING 3/27/16
PERS RETIREMENT		4/11/2016	11,404.37	EMPLOYEE RETIREMENT- 3/13/2016
	Total 48147		23,021.69	
PLANT PEOPLE, INC	48148	4/11/2016	158.00	PLANTS MAINT @ OFFICE

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/11/2016 Through 4/11/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 48148		158.00	
SAN DIEGO UNION TRIBUNE	48149	4/11/2016	<u>117.96</u>	AD FOR PUBLIC HEARING
	Total 48149		117.96	
SAN DIEGUITO WATER DISTRICT	48150	4/11/2016	24.32	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		4/11/2016	115.52	WATER @ TANKER 2
	Total 48150		139.84	
SOUTHERN CONTRACTING COMPANY	48151	4/11/2016	1,242.00	ELEC. WORK @ SURGE TANK
SOUTHERN CONTRACTING COMPANY		4/11/2016	839.88	ELECTRICAL WORK @ LPS
SOUTHERN CONTRACTING COMPANY		4/11/2016	8,706.00	ELECTRICAL WORK @ OFFICE
	Total 48151		10,787.88	
THE HOME DEPOT CRC/GECF	48152	4/11/2016	<u>763.80</u>	SUPPLIES
	Total 48152		763.80	
TIM BESTAMENTE	48153	4/11/2016	313.86	REPLACE SENSOR MODULE IN LOCKER ROOM
	Total 48153		313.86	
UNDERGROUND SERVICE ALERT OF	48154	4/11/2016	190.50	UNDERGROUND ALARM SERVICE
	Total 48154		190.50	
UNIFIRST CORPORATION	48155	4/11/2016	180.11	LAUNDRY SERVICE-3/23/16
UNIFIRST CORPORATION		4/11/2016	<u>219.22</u>	LAUNDRY SERVICE-3/30/16
	Total 48155		399.33	
UNITED PARCEL	48156	4/11/2016	<u>70.99</u>	SHIPPING
	Total 48156		70.99	
U.S. BANK	48157	4/11/2016	<u>6,391.56</u>	CONFERENCES,MEETINGS,SUPPLI...
	Total 48157		6,391.56	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	48158	4/11/2016	135.00	PHYSICALS
	Total 48158		135.00	
VERIZON WIRELESS	48159	4/11/2016	<u>49.23</u>	CELL PHONES-TELEMETRY
	Total 48159		49.23	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/11/2016 Through 4/11/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
VORTEX INDUSTRIES, INC	48160	4/11/2016	524.95	PREVENTAIVE MAINT
	Total 48160		524.95	
Report Total			88,791.58	

Leucadia Wastewater District
 Vendor Activity - Supplemental Credit Card Report
 From 4/11/2016 Through 4/11/2016

Vendor Name	Tra... Sou...	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	4/11/2016	CC-3/22/2016	0.00	1005	UNION BANK GENERAL	CONFERENCES,MEETINGS,...
U.S. BANK	APS	4/11/2016	CC-3/22/2016	0.00	1080	DUE TO/FROM OTHER FUNDS	CONFERENCES,MEETINGS,...
U.S. BANK	API	4/11/2016	CC-3/22/2016	(520.00)	4330	BOARD CONFERENCES	CREDIT-AJ
U.S. BANK	API	4/11/2016	CC-3/22/2016	(45.00)	4330	BOARD CONFERENCES	CREDIT-D.K. CWEA
U.S. BANK	API	4/11/2016	CC-3/22/2016	540.00	4330	BOARD CONFERENCES	CWEA REG-D.K.
U.S. BANK	API	4/11/2016	CC-3/22/2016	540.00	4330	BOARD CONFERENCES	CWEA REG-D.O.
U.S. BANK	API	4/11/2016	CC-3/22/2016	540.00	4330	BOARD CONFERENCES	CWEA REG-E.S.
U.S. BANK	API	4/11/2016	CC-3/22/2016	540.00	4330	BOARD CONFERENCES	CWEA REG-J.H.
U.S. BANK	API	4/11/2016	CC-3/22/2016	9.95	4330	BOARD CONFERENCES	HOTEL WIFI
U.S. BANK	API	4/11/2016	CC-3/22/2016	434.60	4330	BOARD CONFERENCES	HOTEL-WATERUSE-D.O.
U.S. BANK	API	4/11/2016	CC-3/22/2016	39.00	4330	BOARD CONFERENCES	PARKING-D.O.
U.S. BANK	API	4/11/2016	CC-3/22/2016	13.52	4330	BOARD CONFERENCES	WATERUSE CONF-D.O.
U.S. BANK	API	4/11/2016	CC-3/22/2016	178.85	4330	BOARD CONFERENCES	WATERUSE-RENTAL CAR-D.O.
U.S. BANK	API	4/11/2016	CC-3/22/2016	28.47	5211	DESIGN & OFFICE ENGINEERING	GAFNER-CIP LUNCH
U.S. BANK	API	4/11/2016	CC-3/22/2016	146.01	5510	LINE MAINTENANCE	ULTILITY RACK
U.S. BANK	API	4/11/2016	CC-3/22/2016	360.00	5520	REPAIR & MAINT PUMP STATION	SULFER TEST/PACS
U.S. BANK	API	4/11/2016	CC-3/22/2016	151.96	5710	TRAINING, EDUCATION & CONFERNC	CASA -AIR-P.B.
U.S. BANK	API	4/11/2016	CC-3/22/2016	143.96	5710	TRAINING, EDUCATION & CONFERNC	CASA DC CONF-P.B.
U.S. BANK	API	4/11/2016	CC-3/22/2016	179.57	5710	TRAINING, EDUCATION & CONFERNC	CSRMA EXEC-P.B.
U.S. BANK	API	4/11/2016	CC-3/22/2016	19.75	5710	TRAINING, EDUCATION & CONFERNC	CSRMA SEMINAR
U.S. BANK	API	4/11/2016	CC-3/22/2016	540.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA 2016 REG-JS
U.S. BANK	API	4/11/2016	CC-3/22/2016	540.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA 2016 REG-MG
U.S. BANK	API	4/11/2016	CC-3/22/2016	540.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA 2016 REG-TA
U.S. BANK	API	4/11/2016	CC-3/22/2016	140.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA LUNCH CONF
U.S. BANK	API	4/11/2016	CC-3/22/2016	540.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA REG-H.G.
U.S. BANK	API	4/11/2016	CC-3/22/2016	310.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA REG-P.B.
U.S. BANK	API	4/11/2016	CC-3/22/2016	135.00	5710	TRAINING, EDUCATION & CONFERNC	FS COLL-CWEA
U.S. BANK	API	4/11/2016	CC-3/22/2016	215.92	5910	TELEPHONE	WEB DOMAIN
U.S. BANK	API	4/11/2016	CC-3/22/2016	100.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	4/11/2016	CC-3/22/2016	30.00	5910	TELEPHONE	WIFI
				<u>6,391.56</u>			Transaction Total
		Total 4/11/2016		6,391.56			

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 13, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18509 - 18527	4/13/2016	\$44,125.93

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 14, 2016
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18528 - 18546	4/14/2016	\$11,302.63

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/20/2016 Through 4/20/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
A-1 BROADWAY FOTO STUDIO	48161	4/20/2016	<u>32.75</u>	ID CARDS
	Total 48161		32.75	
ARC DOCUMENT SOLUTIONS.,LLC	48162	4/20/2016	<u>32.00</u>	PLANS AND SPECS
	Total 48162		32.00	
MATT GRANT ANDERSON	48163	4/20/2016	<u>5.00</u>	REFUND DEV #0953
	Total 48163		5.00	
ANITA KUMAR	48164	4/20/2016	<u>245.00</u>	REFUND DEV #0847-SUBWAY
	Total 48164		245.00	
ANTIMITE TERMITE & PEST CONTROL	48165	4/20/2016	<u>56.00</u>	MONTHLY PEST SERVICE
	Total 48165		56.00	
BELL VISTA ENCINITAS	48166	4/20/2016	<u>399.79</u>	REFUND DEV #0936
	Total 48166		399.79	
CARLSBAD FUELS CORPORATION	48167	4/20/2016	<u>1,067.25</u>	VEHICLE FUELS
	Total 48167		1,067.25	
CHUCKS TIRE CENTER	48168	4/20/2016	<u>398.90</u>	TIRES
	Total 48168		398.90	
CITY OF CARLSBAD	48169	4/20/2016	<u>528.53</u>	ENG SERVICE @ BPS
	Total 48169		528.53	
CONEXIS	48170	4/20/2016	<u>140.00</u>	CONEXIS-MARCH 2016
	Total 48170		140.00	
CONTINENTAL HOMES INC	48171	4/20/2016	<u>97.02</u>	REFUND DEV cONTINENTAL HOMES-#0054
	Total 48171		97.02	
CONTINUING LIFE COMMUNITIES	48172	4/20/2016	<u>100.00</u>	REFUND DEV # 0857
	Total 48172		100.00	
COPE CONSTRUCTION CO	48173	4/20/2016	<u>242.09</u>	REFUND DEV #0838
	Total 48173		242.09	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/20/2016 Through 4/20/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CORELOGIC INFORMATION SOLUTIONS,INC	48174	4/20/2016	125.00	REALQUEST SUBSCRIPTION
	Total 48174		125.00	
CORODATA	48175	4/20/2016	76.51	STORAGE for MARCH 2016
	Total 48175		76.51	
CUES, INC	48176	4/20/2016	294.63	PARTS/LABOR-CCTV
	Total 48176		294.63	
CWEA	48177	4/20/2016	91.00	RENEWAL FOR T. AMOS
	Total 48177		91.00	
LEO DANIHEL	48178	4/20/2016	30.00	REFUND DEV #0886
	Total 48178		30.00	
DATA NET	48179	4/20/2016	620.00	IS MAINT AND SUPPORT
	Total 48179		620.00	
DG PROPERTIES, LLC	48180	4/20/2016	105.00	REFUND DEV #0907
	Total 48180		105.00	
DONALD OMSTED	48181	4/20/2016	14.48	REIMBURSE FOR CASA CONF
	Total 48181		14.48	
DUDEK & ASSOCIATES	48182	4/20/2016	7,241.60	BASELINE MONITORING @ BPS
DUDEK & ASSOCIATES		4/20/2016	550.00	GE/3251/100/GRADING PLANS
DUDEK & ASSOCIATES		4/20/2016	770.00	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		4/20/2016	165.00	GE/3252/0596/ASTOR GARDENS
DUDEK & ASSOCIATES		4/20/2016	55.00	GE/3252/0708/EATON BEACH
DUDEK & ASSOCIATES		4/20/2016	110.00	GE/3252/0882/COASTAL TEN
DUDEK & ASSOCIATES		4/20/2016	440.00	GE/3252/0897/OMWD
DUDEK & ASSOCIATES		4/20/2016	220.00	GE/3252/0927/878 NORMANDY RD
DUDEK & ASSOCIATES		4/20/2016	55.00	GE/3252/0946/SCOTT ANNEX
DUDEK & ASSOCIATES		4/20/2016	880.00	GE/3252/0949/N. VULCAN AVE
DUDEK & ASSOCIATES		4/20/2016	55.00	GE/3252/0955/ELOUS AVE
DUDEK & ASSOCIATES		4/20/2016	537.50	GE/3252/0957/EL CAMINO
DUDEK & ASSOCIATES		4/20/2016	327.50	GE/3252/0962/BEACONS BEACH
DUDEK & ASSOCIATES		4/20/2016	660.00	GE/3252/0964/EL PUEBLO RESTAURANT
	Total 48182		12,066.60	
ELAINE SULLIVAN	48183	4/20/2016	72.34	REIMBURSE FOR CONF-CASA
	Total 48183		72.34	
FESTIVAL ENCINITAS PARTNERS	48184	4/20/2016	5.00	REFUND DEV #0959

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/20/2016 Through 4/20/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 48184		5.00	
FMRE LLC	48185	4/20/2016	5.00	REFUND DEV #0939
	Total 48185		5.00	
GIBRALTAR TOWN HOMES LLC	48186	4/20/2016	44.58	REFUND DEV #0555
	Total 48186		44.58	
ROBERTO GRACIANO SOLE PROP	48187	4/20/2016	10.00	REFUND DEV #0931
	Total 48187		10.00	
STUART GLASER	48188	4/20/2016	61.25	REFUND DEV #0881-GLASER FOR HAMMERS PIZZA
	Total 48188		61.25	
HARBOR FREIGHT TOOLS	48189	4/20/2016	107.98	TOOLS
	Total 48189		107.98	
HI-WAY SAFETY, INC	48190	4/20/2016	330.00	MESSAGE BOARD
	Total 48190		330.00	
HOCH CONSULTING	48191	4/20/2016	4,718.75	CONSULTING FEES-SPS
	Total 48191		4,718.75	
I2B NETWORKS, INC	48192	4/20/2016	160.00	WEB CAM @ BPS
	Total 48192		160.00	
ICMA RETIREMENT-303979	48193	4/20/2016	3,753.24	DEFERRED COMP
	Total 48193		3,753.24	
INFRASTRUCTURE ENGINEERING CORP	48194	4/20/2016	9,475.00	FY15 GRAVIETY PIPELINE
	Total 48194		9,475.00	
HENRY JAVAHERI	48195	4/20/2016	10.00	REFUND DEV #0933
	Total 48195		10.00	
JEFF BILLS	48196	4/20/2016	2,400.00	CONSULTING FEES-APRIL
	Total 48196		2,400.00	
JEFFREY BRYNE GRIFFY	48197	4/20/2016	40.00	REFUND DEV #0872
	Total 48197		40.00	
JEFFREY W YOUNG	48198	4/20/2016	99.00	REFUND DEV #0853

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/20/2016 Through 4/20/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 48198		99.00	
JOHN DULICH	48199	4/20/2016	160.00	REFUND DEV #0894
	Total 48199		160.00	
JUDY HANSON	48200	4/20/2016	16.23	REIMBURSE FOR CONF-CASA
	Total 48200		16.23	
KIMCO REALTY	48201	4/20/2016	1,383.75	REFUND DEV #0821
	Total 48201		1,383.75	
KOPIAN GROUP, LLC	48202	4/20/2016	5.00	REFUND DEV #0944
	Total 48202		5.00	
BILL OR KIM LANSFORD	48203	4/20/2016	5.00	REFUND DEV #0923
	Total 48203		5.00	
LC INVESTMENT 2010, INC	48204	4/20/2016	1,538.00	REFUND DEV LC INVEST-#0825
	Total 48204		1,538.00	
LEONARD OKUN, MD	48205	4/20/2016	267.52	REFUND DEV #0883
	Total 48205		267.52	
LIAMIRA INC	48206	4/20/2016	5.00	REFUND DEV #0940
	Total 48206		5.00	
MASHAY, INC	48207	4/20/2016	120.00	REFUND THE DEV #0858
	Total 48207		120.00	
MATTHEW POWER	48208	4/20/2016	20.00	REFUND DEV #0915
	Total 48208		20.00	
JODY MORRIS	48209	4/20/2016	12.50	REFUND DEV #0932
	Total 48209		12.50	
MOJTABA MOVASSAT	48210	4/20/2016	10.00	REFUND DEV #0960
	Total 48210		10.00	
NATIONWIDE RETIREMENT SOLUTIONS	48211	4/20/2016	247.22	DEFERRED COMP
	Total 48211		247.22	
NOEL DORAN	48212	4/20/2016	15.00	REFUND DEV #0928
	Total 48212		15.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/20/2016 Through 4/20/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
OFFICE DEPOT, INC.	48213	4/20/2016	<u>245.10</u>	OFFICE SUPPLIES
	Total 48213		245.10	
PALOMAR WATER, LLC	48214	4/20/2016	<u>218.49</u>	BOTTLED WATER DELIVERED
	Total 48214		218.49	
PARTNERS IN DINE, INC	48215	4/20/2016	<u>260.00</u>	REFUND DEV #0921
	Total 48215		260.00	
PERKOWITXZ & RUTH ARCHITECTS	48216	4/20/2016	<u>670.00</u>	REFUND DEV #0950
	Total 48216		670.00	
DONNIE L. PHILLIPS	48217	4/20/2016	<u>649.68</u>	REFUND DEV #0706
	Total 48217		649.68	
PRATT CONSTRUCTION	48218	4/20/2016	<u>10.00</u>	REFUND DEV #0958
	Total 48218		10.00	
PROGENT	48219	4/20/2016	<u>150.00</u>	SERVICE REPORT
	Total 48219		150.00	
R. J. SAFETY SUPPLY CO., INC.	48220	4/20/2016	<u>195.73</u>	SAFETY ITEMS
	Total 48220		195.73	
CHRIS ROGERS	48221	4/20/2016	<u>689.00</u>	REFUND DEV #0867
	Total 48221		689.00	
RREG INVENSTMENTS SERIES	48222	4/20/2016	<u>10.00</u>	REFUND DEV #0919
	Total 48222		10.00	
SAN DIEGO COUNTY OFFICE OF EDUCATION	48223	4/20/2016	<u>5.00</u>	REFUND DEV #0937
	Total 48223		5.00	
SAN DIEGO GAS & ELECTIRC	48224	4/20/2016	<u>661.25</u>	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		4/20/2016	<u>306.92</u>	ELECTRIC @ VP5 PS
	Total 48224		968.17	
SDH FUND MANAGEMENT, LLC	48225	4/20/2016	<u>15.00</u>	REFUND DEV #0922
	Total 48225		15.00	
SHEA HOMES, INC	48226	4/20/2016	<u>88.17</u>	REFUND DEV #0648
	Total 48226		88.17	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/20/2016 Through 4/20/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SOUTHERN CONTRACTING COMPANY	48227	4/20/2016	360.00	ELECTRICAL WORK @ BPS
SOUTHERN CONTRACTING COMPANY		4/20/2016	480.00	ELECTRICAL WORK @ EEPS
	Total 48227		840.00	
JOHN TIMOTHY STEPP	48228	4/20/2016	5.00	REFUND DEV #0935
	Total 48228		5.00	
TIM SULLIVAN	48229	4/20/2016	185.00	REFUND DEV #0896
	Total 48229		185.00	
SURFSIDE PROJECTS, LLC	48230	4/20/2016	290.00	REFUND DEV #0905
SURFSIDE PROJECTS, LLC		4/20/2016	237.50	REFUND DEV #0920
	Total 48230		527.50	
UNIFIRST CORPORATION	48231	4/20/2016	197.46	LAUNDRY SERVICE W/E 4/13/16
UNIFIRST CORPORATION		4/20/2016	187.34	LAUNDRY SERVICE-W/E4/6/16
	Total 48231		384.80	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	48232	4/20/2016	371.00	PHYSICALS
	Total 48232		371.00	
VIGILUCCI'S RESTAURANT	48233	4/20/2016	16.25	REFUND DEV #0938
	Total 48233		16.25	
WM LAMP TRACKER, INC	48234	4/20/2016	129.95	LARGE LAMP
	Total 48234		129.95	
MARK WONNER	48235	4/20/2016	10.00	REFUND DEV #0934
	Total 48235		10.00	
WORDEN WILLIAMS, APC	48236	4/20/2016	3,164.30	LEGAL FEES-MARCH
	Total 48236		3,164.30	
XEROX CORPORATION	48237	4/20/2016	91.02	SERVICE/MAINT ON COPIER
	Total 48237		91.02	
YOCADIA INC	48238	4/20/2016	17.50	REFUND DEV #0926
	Total 48238		17.50	
YOGURT LAB LA COSTA, LLC	48239	4/20/2016	12.50	REFUND DEV #0925
	Total 48239		12.50	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/20/2016 Through 4/20/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			51,794.07	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 27, 2016

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18547 - 18565	4/27/2016	\$44,434.86

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/27/2016 Through 4/27/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
BOOT WORLD, INC	48240	4/27/2016	<u>184.66</u>	SAFETY BOOTS-C.R.
	Total 48240		184.66	
CASH	48241	4/27/2016	<u>323.46</u>	PETTY CASH- APRIL 2016
	Total 48241		323.46	
CINTAS FIRST AID AND SAFETY	48242	4/27/2016	<u>165.70</u>	FIRST AID KID SUPPLIES
	Total 48242		165.70	
COSCO FIRE PROTECTION	48243	4/27/2016	<u>448.00</u>	REPAIR TO FIRE ALARM
	Total 48243		448.00	
CUES, INC	48244	4/27/2016	<u>573.85</u>	PARTS/CABLES FOR CCTV VAN
	Total 48244		573.85	
CWEA	48245	4/27/2016	<u>164.00</u>	MEMBERSHIP RENEWAL FOR S. KRASON
	Total 48245		164.00	
DATA NET	48246	4/27/2016	<u>328.86</u>	ANTIVIRUS LICENSE
DATA NET		4/27/2016	<u>620.00</u>	IS MAINT AND SUPPORT
	Total 48246		948.86	
DETECTION INSTRUMENTS CORP	48247	4/27/2016	<u>539.01</u>	CALIBRATIONS
	Total 48247		539.01	
DION INTERNATIONAL TRUCKS INC	48248	4/27/2016	<u>7,238.88</u>	MAINT WORK ON VACTOR
	Total 48248		7,238.88	
ENCINA WASTEWATER AUTHORITY	48249	4/27/2016	<u>644,407.51</u>	ENCINA QTR BILLING-O/M/CAPITAL
	Total 48249		644,407.51	
ENCINA WASTEWATER AUTHORITY	48250	4/27/2016	<u>1,352.40</u>	LAB FEES
	Total 48250		1,352.40	
GRAINGER, INC	48251	4/27/2016	<u>199.22</u>	FAN
	Total 48251		199.22	
GREAT AMERICA FINANCIAL SERVICES	48252	4/27/2016	<u>738.88</u>	COPIER LEASE
	Total 48252		738.88	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/27/2016 Through 4/27/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
HAAKER EQUIPMENT CO	48253	4/27/2016	<u>138.03</u>	PARTS
	Total 48253		138.03	
HEAVILAND ENTERPRISES, INC	48254	4/27/2016	<u>840.00</u>	LANDSCAPE MAINT-APRIL
	Total 48254		840.00	
INFRASTRUCTURE ENGINEERING CORP	48255	4/27/2016	2,572.09	FY 2016 GRAVITY LINE
INFRASTRUCTURE ENGINEERING CORP		4/27/2016	4,570.00	FY15 GRAVITY SEWER
INFRASTRUCTURE ENGINEERING CORP		4/27/2016	15,139.85	GAFNER WTR TREATMENT ASSESSMENT
INFRASTRUCTURE ENGINEERING CORP		4/27/2016	595.00	L1 FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		4/27/2016	585.00	SPS REHAB
INFRASTRUCTURE ENGINEERING CORP		4/27/2016	33,459.00	VP5 PS REPLACEMENT PROJECT
	Total 48255		56,920.94	
IN USA, INC	48256	4/27/2016	<u>788.98</u>	CALIBRATIONS @ BPS/LPS
	Total 48256		788.98	
JEFF BILLS	48257	4/27/2016	<u>3,044.63</u>	CONSULTING FEES-APRIL
	Total 48257		3,044.63	
JUDY HANSON	48258	4/27/2016	<u>341.11</u>	REIMBURSE FOR HOTEL
	Total 48258		341.11	
MSC JANITORIAL SERVICE, INC	48259	4/27/2016	<u>1,552.92</u>	JANITORIAL SERVICE-APRIL
	Total 48259		1,552.92	
OFFICE DEPOT, INC.	48260	4/27/2016	<u>248.11</u>	OFFICE SUPPLIES
	Total 48260		248.11	
PERS RETIREMENT	48261	4/27/2016	<u>11,847.67</u>	EMPLOYEE RETIREMENT 4/10/16
	Total 48261		11,847.67	
RANCHO SANTA FE SECURITY SYSTEMS	48262	4/27/2016	258.00	ALARM SYSTEM
	Total 48262		258.00	
SAN DIEGO GAS AND ELECTRIC	48263	4/27/2016	<u>12,959.80</u>	ELECTRIC @ LPS AND OFFICE
	Total 48263		12,959.80	
SAN DIEGO GAS & ELECTRIC	48264	4/27/2016	113.34	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTRIC		4/27/2016	9,604.68	ELECTRIC @ BPS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/27/2016 Through 4/27/2016

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGO GAS & ELECTIRC		4/27/2016	429.97	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		4/27/2016	763.60	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		4/27/2016	961.87	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		4/27/2016	163.02	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		4/27/2016	699.48	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		4/27/2016	160.89	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		4/27/2016	83.67	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		4/27/2016	<u>1.20</u>	NAT GAS @ EE
	Total 48264		12,981.72	
SOUTHERN CONTRACTING COMPANY	48265	4/27/2016	725.00	DAY TIME CLOCK-
SOUTHERN CONTRACTING COMPANY		4/27/2016	480.00	MAINT @ OFFICE
SOUTHERN CONTRACTING COMPANY		4/27/2016	675.00	WORK @ BPS
	Total 48265		<u>1,880.00</u>	
TIM BESTAMENTE	48266	4/27/2016	810.00	INSTALL WATER BOTTLE FILLER STATION
	Total 48266		<u>810.00</u>	
UNITED PARCEL	48267	4/27/2016	<u>16.85</u>	SHIPPING
	Total 48267		<u>16.85</u>	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	48268	4/27/2016	93.00	PHYSICALS
	Total 48268		<u>93.00</u>	
VERIZON WIRELESS	48269	4/27/2016	<u>668.67</u>	CELL PHONE CHARGES
	Total 48269		<u>668.67</u>	
VORTEX INDUSTRIES, INC	48270	4/27/2016	<u>488.00</u>	REPAIRS TO ROLLING STEEL DOOR
	Total 48270		<u>488.00</u>	
WATER ENVIRONMENT FEDERATION	48271	4/27/2016	297.00	MEMBERSHIP RENWEWAL FOR P. BUSHEE
	Total 48271		<u>297.00</u>	
Report Total			<u><u>763,459.86</u></u>	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 5/2/2016 Through 5/2/2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CALPERS	48272	5/2/2016	<u>1,300.00</u>	GASB 68 REPORTS
	Total 48272		1,300.00	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	48273	5/2/2016	<u>29,095.63</u>	HEALTH INS-MAY
	Total 48273		29,095.63	
HARTFORD LIFE & ACCIDENT INS.	48274	5/2/2016	<u>435.99</u>	LIFE INS-MAY
	Total 48274		435.99	
ICMA RETIREMENT-303979	48275	5/2/2016	<u>3,754.55</u>	DEFERRED COMP
	Total 48275		3,754.55	
MES VISION	48276	5/2/2016	<u>349.49</u>	VISION INS-MAY
	Total 48276		349.49	
NATIONWIDE RETIREMENT SOLUTIONS	48277	5/2/2016	<u>247.22</u>	DEFERRED COMP
	Total 48277		247.22	
PURCHASE POWER	48278	5/2/2016	<u>420.99</u>	REFILL POSTAGE METER WITH POSTAGE
PURCHASE POWER		5/2/2016	<u>159.68</u>	SHIPPING CHARGES
	Total 48278		580.67	
RICHARD STINSON	48279	5/2/2016	<u>1,500.00</u>	CONSTRUCTION CONSULTING-MARCH
	Total 48279		1,500.00	
THE GUARDIAN	48280	5/2/2016	<u>3,766.87</u>	DENTAL/DISABILITY INS-MAY
	Total 48280		3,766.87	
Report Total			<u><u>41,030.42</u></u>	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: May 2, 2016

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
18566 - 18570	5/2/2016	\$4,924.86

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

APRIL

2015

4/1/2015	Employee		\$42,998.28
4/3/2015	Board		\$3,450.34
4/8/2015	Employee	Incentive	\$461.75
4/9/2015	Employee	Incentive	\$7,864.64
4/15/2015	Employee		\$42,793.24
4/29/2015	Employee		<u>\$42,249.97</u>
	TOTAL		\$139,818.22

MAY

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

JUNE

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

JULY

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

AUGUST

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

SEPTEMBER

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

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

2016

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

FEBRUARY

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

MARCH

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

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

APRIL

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

MAY

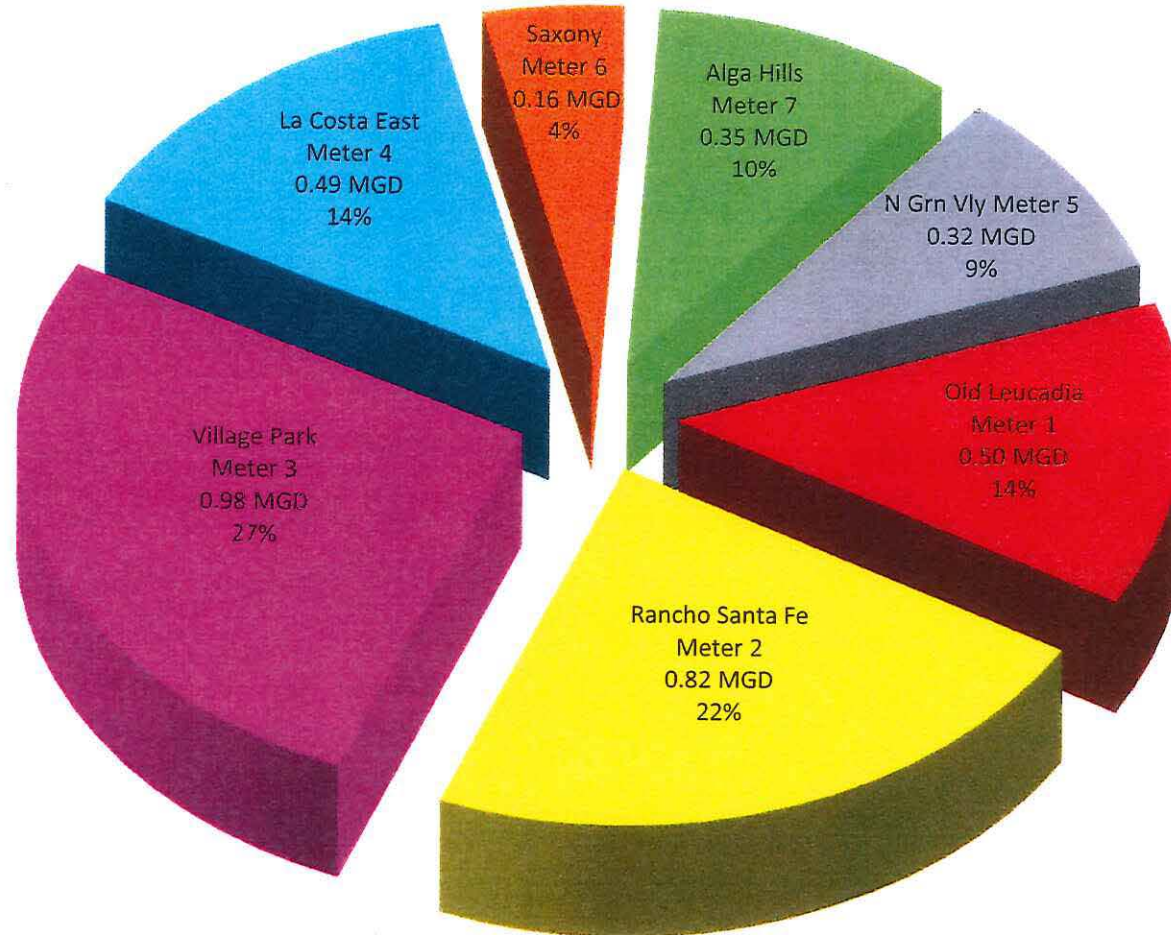
5/2/2016	Board		\$4,924.86
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**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2016 (July 2015 - June 2016)**

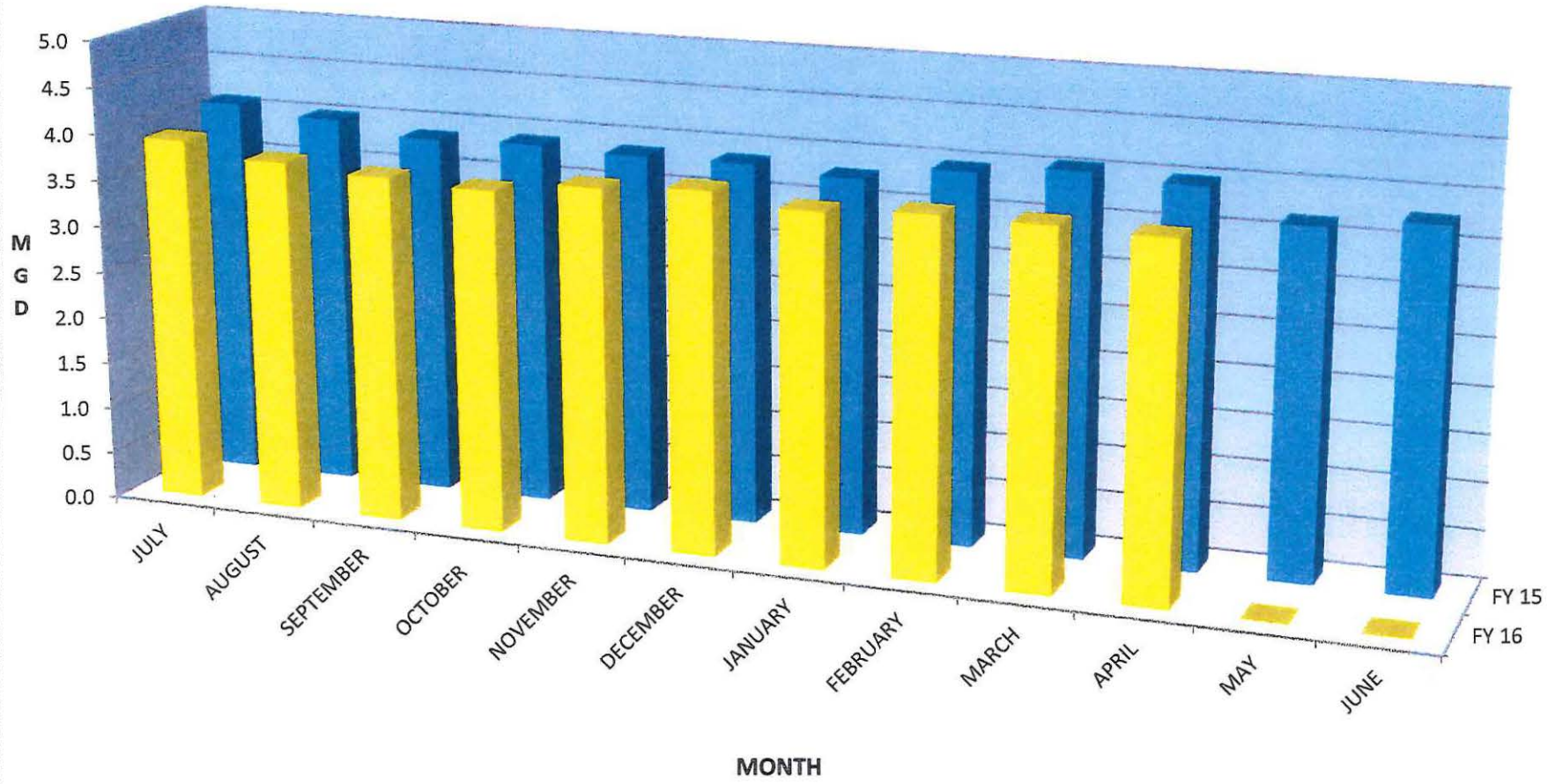
CURRENT MONTH - April 2016							FY 2014-2015
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,515.94	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.76	121.52	5.80	3.92	137	27.33	4.10
YTD			28,521.74				
AUGUST	0.00	116.87	8.60	3.77	132	39.88	4.01
YTD			28,530.34				
SEPTEMBER	1.14	111.00	3.00	3.70	130	32.02	3.87
YTD			28,533.34				
OCTOBER	0.70	113.15	8.50	3.65	128	18.08	3.90
YTD			28,541.84				
NOVEMBER	0.60	113.10	0.0	3.77	132	11.62	3.87
YTD			28,541.84				
DECEMBER	0.87	118.73	5.90	3.83	134	2.30	3.87
YTD			28,547.74				
JANUARY	2.61	115.01	16.00	3.71	130	0.00	3.80
YTD			28,563.74				
FEBRUARY	0.12	109.33	7.00	3.77	132	7.33	3.96
YTD			28,570.74				
MARCH	1.21	116.56	4.47	3.76	132	14.71	4.05
YTD			28,575.21				
APRIL	0.46	111.90	2.00	3.73	131	20.89	3.99
YTD			28,577.21				
MAY							3.67
YTD							
JUNE							3.78
YTD							
YTD Totals	8.47	1147.17	61			174.16	
Mo Average	0.85	114.72	6	3.76	132	17.42	4.08

45

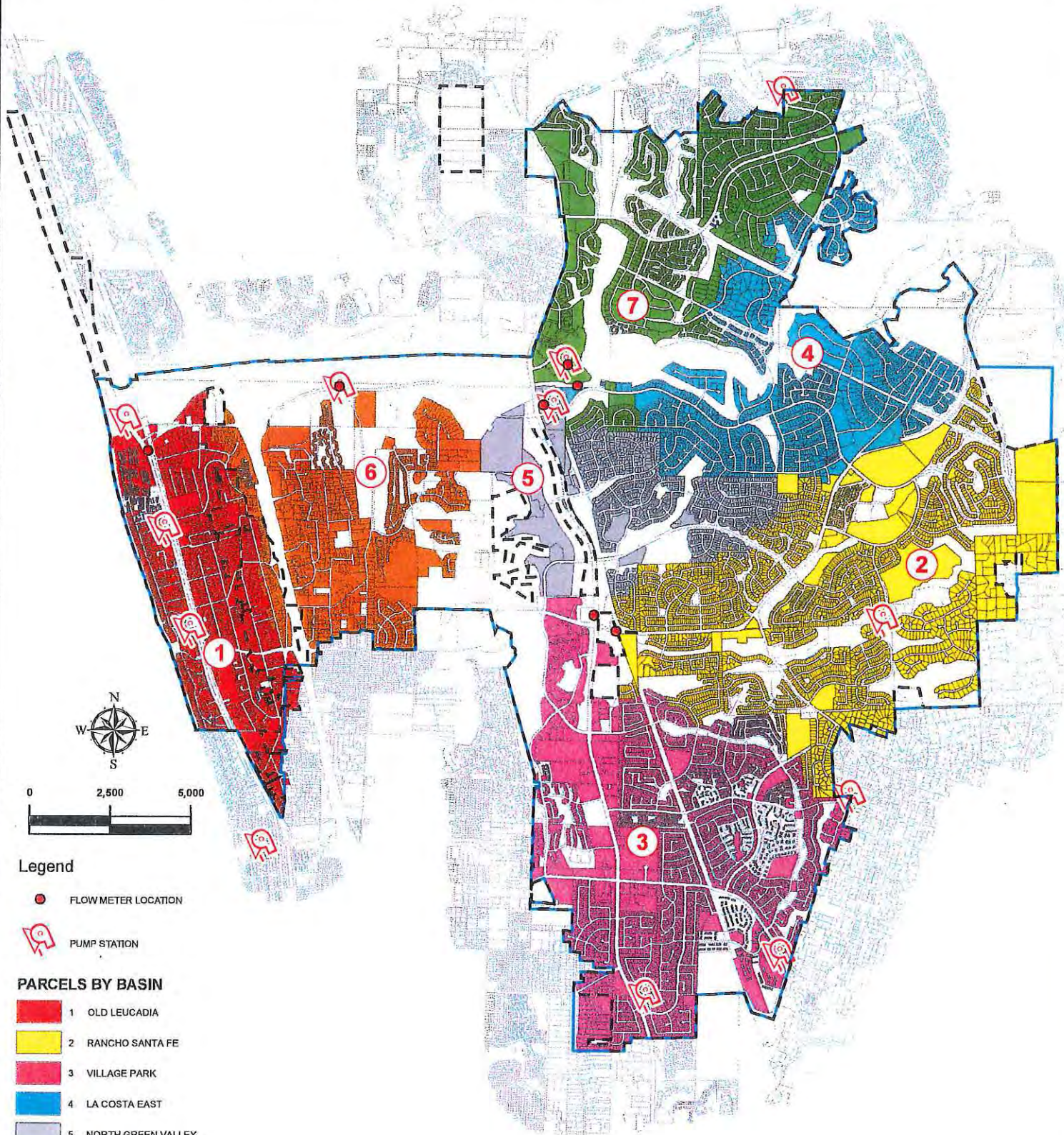
**LWD Flows by Sub-Basin
April 2016
Total LWD Flow = 3.73 MGD**



LEUCADIA WASTEWATER DISTRICT FLOW COMPARISON FY15 to FY16



LEUCADIA WASTEWATER DISTRICT



Legend

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

SEWER COLLECTION SYSTEM BY SUB-BASIN

Leucadia Wastewater District

Balance Sheet As of 4/30/2016

		Current Year
Assets		
Cash & Investments	1CAS	32,803,119.76
Accounts Receivables	2A/R	105,034.56
Prepaid Expense	3PRE	88,863.00
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	151,060,726.03
Less Accumulated Depreciation	6DEP	(52,070,063.57)
Total Assets		133,474,479.78
Deferred Outflows		
PERS Proportions Difference	7D/O	15,754.00
Current Year PERS Employer Contribution	8D/O	242,055.47
Total Deferred Outflows		257,809.47
Total Assets & Deferred Outflows		133,732,289.25
Liabilities		
Accounts Payable & Accrued Expenses	A/P	318,495.46
Developer Deposits	DEVD	200,603.98
Net Pension Liability	LTDB	2,277,414.00
EWA Pension Liability	LTDP	1,816,300.00
Total Liabilities		4,612,813.44
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	48,723.00
Projected/Actual PERS Earnings Difference	D/In	765,316.00
Total Deferred Inflows		814,039.00
Net Position		
Beginning Net Position (as of June 30, 2015)		
Investment in Capital Assets	IC/A	102,080,040.50
Reserves	RESV	29,783,956.78
Total Beginning Net Position (as of June 30, 2015)		131,863,997.28
Current Change In Net Position		
Other		(3,558,560.47)
Total Current Change In Net Position		(3,558,560.47)
Total Net Position		128,305,436.81
Total Liabilities, Deferred Inflows & Net Position		133,732,289.25

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2015 Through 4/30/2016

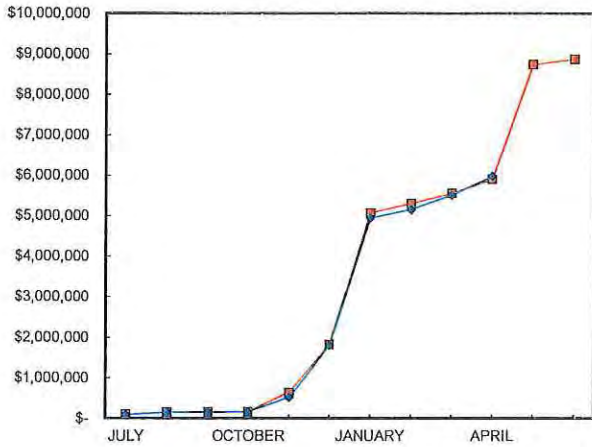
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	5,976,852.97	8,876,733.00	2,899,880.03	67.3%
3150 Recycled Water Sales	155,072.93	266,000.00	110,927.07	58.3%
3100 Misc. Operating Revenue	\$ 39,819.63	\$ 248,533.00	\$ 208,713.37	16.0%
TOTAL OPERATING REVENUES	\$6,171,745.53	\$9,391,266.00	\$3,219,520.47	65.7%
OPERATING EXPENSES				
4100 Salaries	\$1,340,706.86	\$1,647,320.00	\$ 306,613.14	81.4%
4200 Employee Benefits	631,264.14	825,559.00	194,294.86	76.5%
4300 Directors Expense	98,070.38	140,100.00	42,029.62	70.0%
4600 Gas, Oil & Fuel	24,814.54	46,000.00	21,185.46	53.9%
4700 Insurance Expense	101,586.93	118,000.00	16,413.07	86.1%
4800 Memberships	24,989.20	25,400.00	410.80	98.4%
4900 Office Expense	80,701.75	122,100.00	41,398.25	66.1%
5000 Operating Supplies	140,249.19	225,900.00	85,650.81	62.1%
5200 Professional Services	380,818.77	539,400.00	158,581.23	70.6%
5300 Printing & Publishing	11,134.03	32,000.00	20,865.97	34.8%
5400 Rents & Leases	10,863.70	15,150.00	4,286.30	71.7%
5500 Repairs & Maintenance	341,584.51	390,400.00	48,815.49	87.5%
5600 Monitoring & Permits	45,746.95	54,850.00	9,103.05	83.4%
5700 Training & Development	24,684.78	46,500.00	21,815.22	53.1%
5900 Utilities	350,227.07	497,600.00	147,372.93	70.4%
6100 LAFCO Operations	8,762.60	6,200.00	(2,562.60)	141.3%
6200 Encina Operating Expense	1,257,920.95	1,915,644.00	657,723.05	65.7%
6900 Admin O/H alloc to Capital	(98,432.14)	(128,664.00)	(30,231.86)	76.5%
TOTAL OPERATING EXPENSES	\$4,775,694.21	\$6,519,459.00	\$1,743,764.79	73.3%
NON-OPERATING REVENUES				
3130 Capacity Fees	207,893.62	240,360.00	32,466.38	86.5%
3220 Property Taxes	1,264,875.59	1,450,000.00	185,124.41	87.2%
3250 Investment Income	177,073.87	180,000.00	2,926.13	98.4%
3290 Misc. Non Op Revenue	73,760.53	8,200.00	(65,560.53)	899.5%
TOTAL NON-OPERATING REVENUES	\$1,723,603.61	\$1,878,560.00	\$ 154,956.39	91.8%

Leucadia Wastewater District

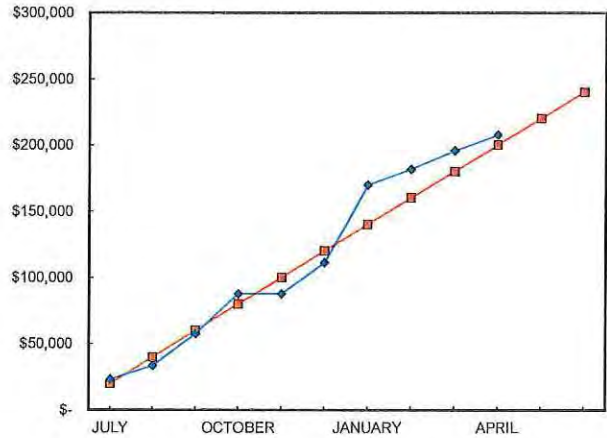
Revenue FY2016

YTD through April 30, 2016

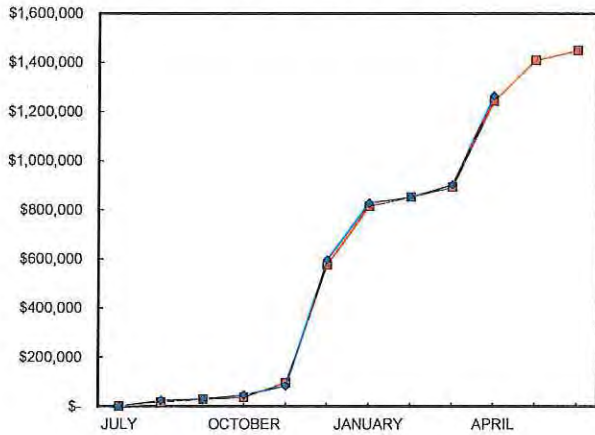
Sewer Service Fees



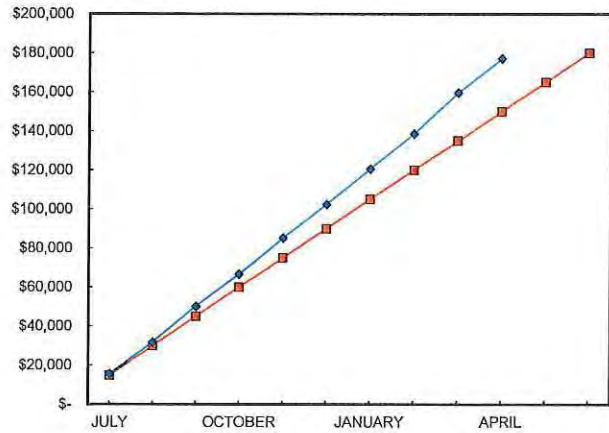
Capacity Charges



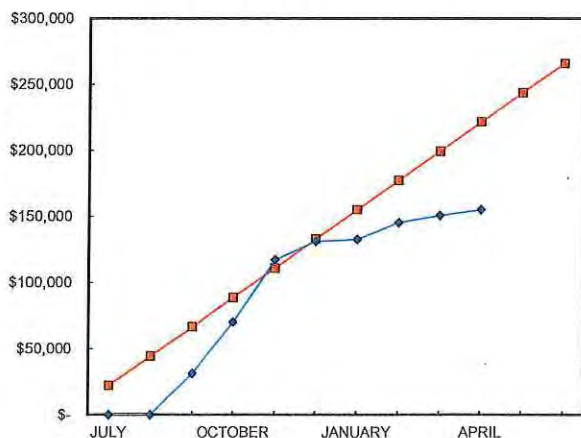
Property Taxes



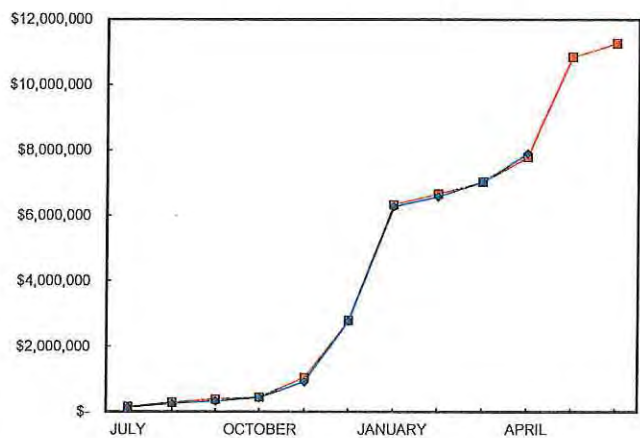
Investment Income



Recycled Wastewater



Total Revenue



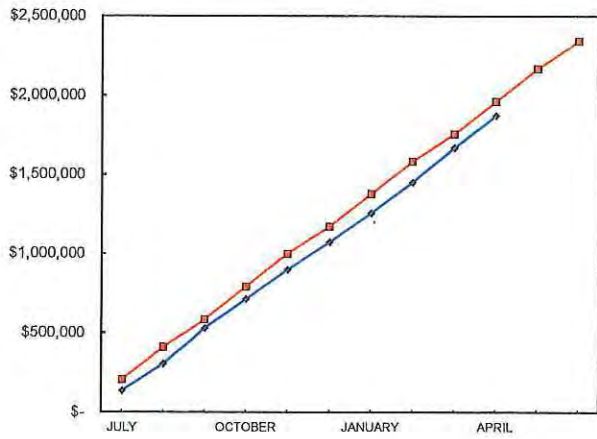
Legend: Budget (red line with squares), Actual (blue line with diamonds)

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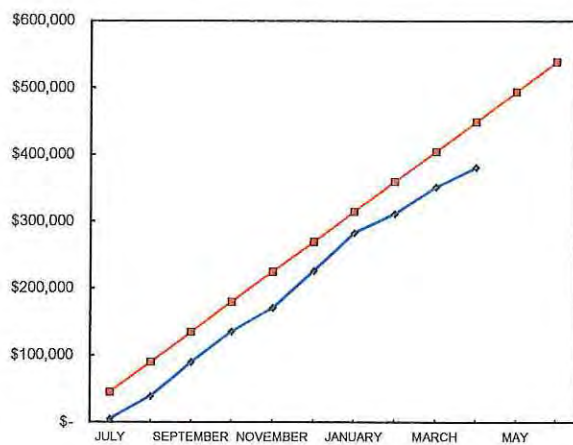
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY2016 YTD through April 30, 2016

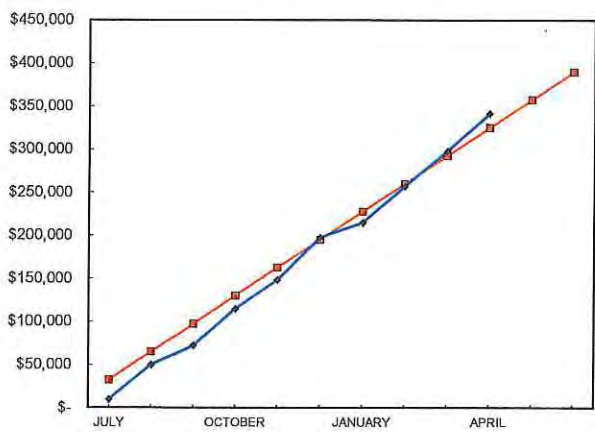
Salaries and Benefits



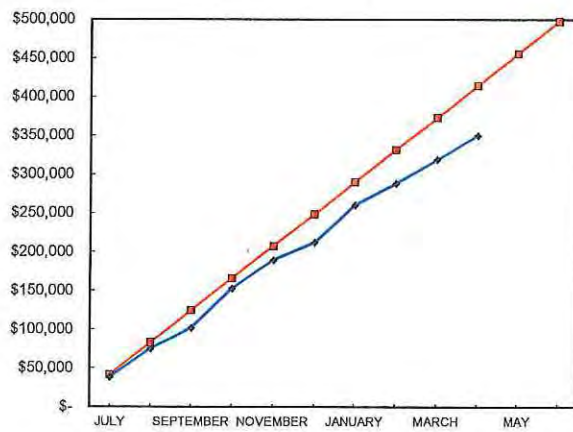
Professional Services



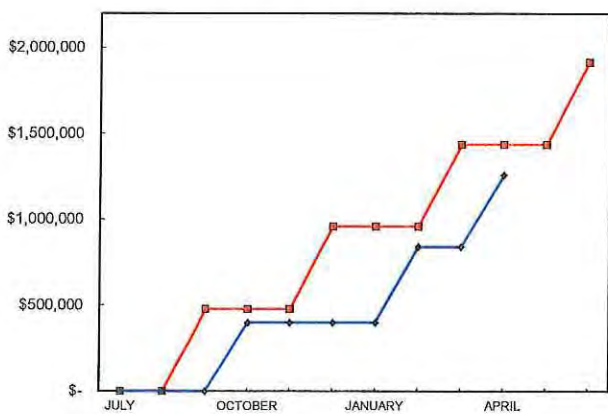
Repairs & Maintenance



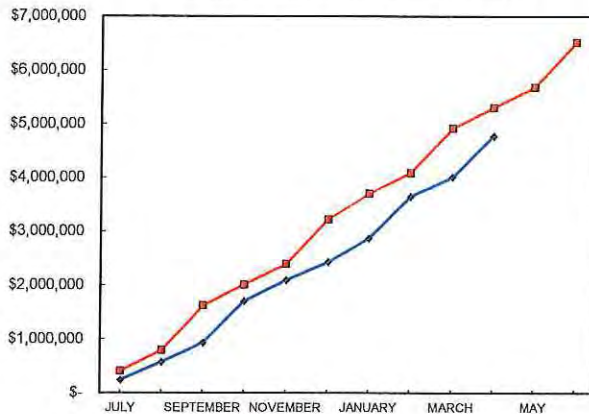
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement



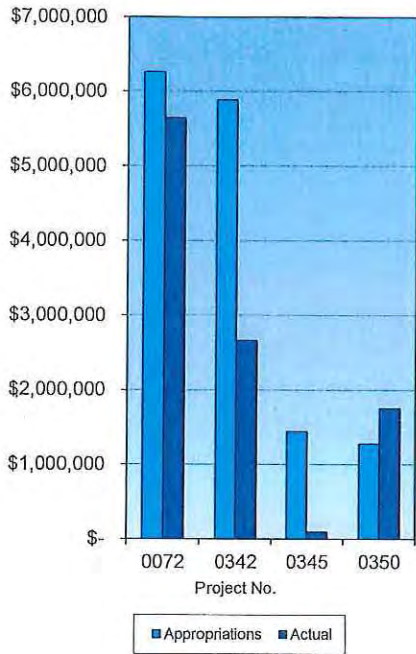
Legend: Budget (red line with squares), Actual (blue line with diamonds)

Legend: Budget (red line with squares), Actual (blue line with diamonds)

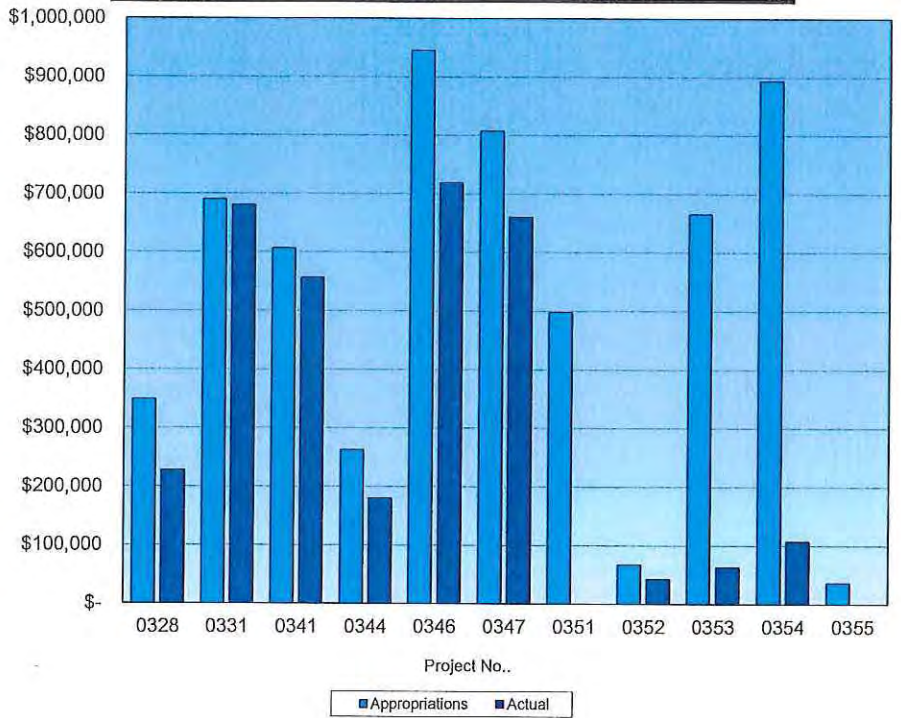
* Preliminary; subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of April 30, 2016

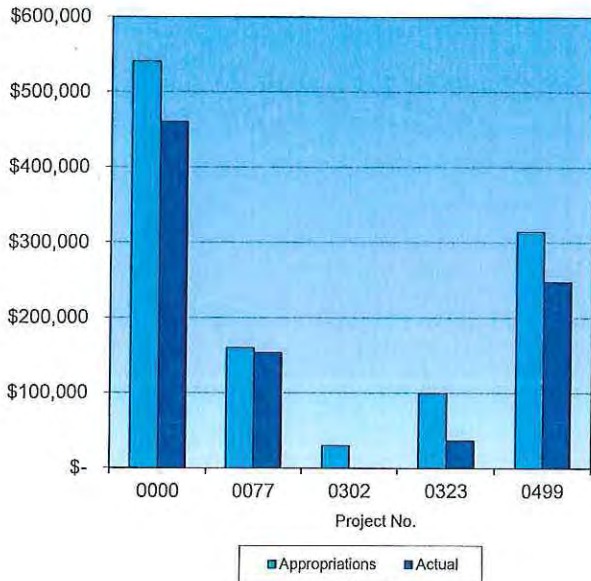
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2016



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



Single Year Capital Expenditures by Project FY2016



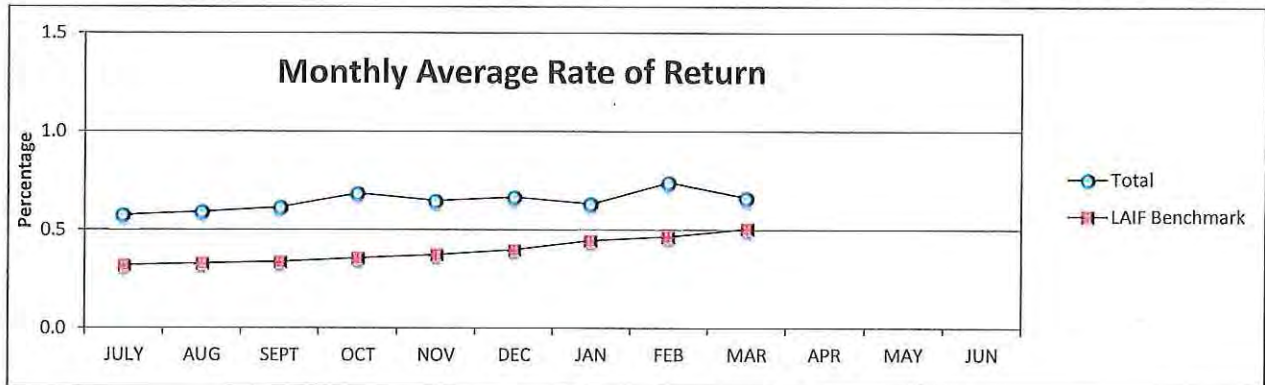
Project Legend

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

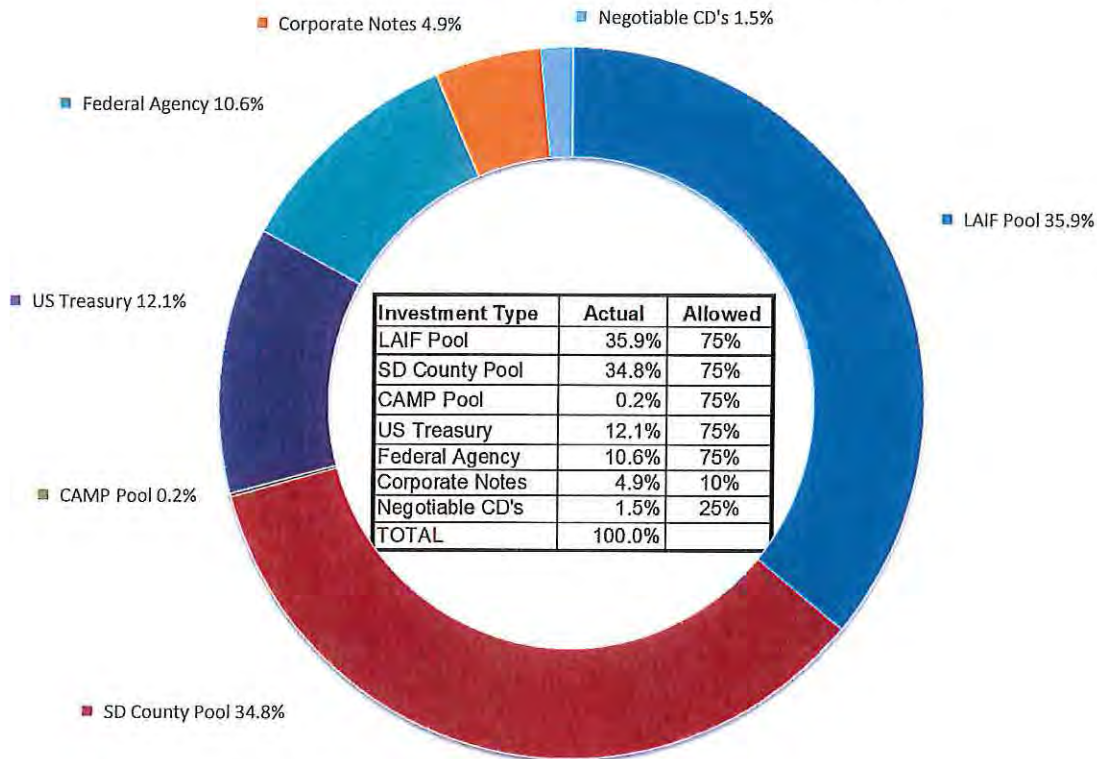
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2016

Cash Equivalents & Investments	Principal (Original Cost)		March Interest	Average Rate
	February 29, 2016	March 31, 2016		
LAIF Pool	\$ 12,198,405	\$ 11,836,405	\$ 5,067	0.506%
SD County Pool	11,469,655	11,469,655	4,569	0.478%
CAMP Pool	549,453	55,253	34	0.500%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	6,900	6,794	43	7.500%
Federal Agency Notes	2,989,880	3,488,390	2,895	1.010%
Corporate Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	500,000	500,000	531	1.270%
Total Camp Portfolio	9,100,725	9,599,128	7,803	0.980%
Totals	\$ 33,318,237	\$ 32,960,441	\$ 17,473	0.633%

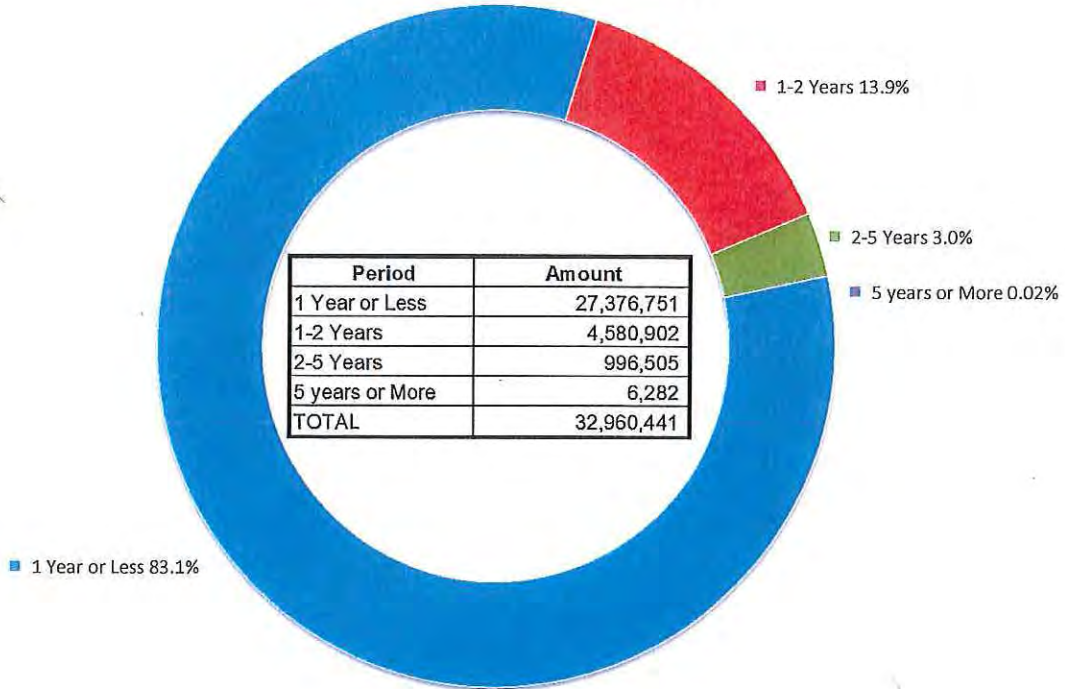


INVESTMENT DISTRIBUTION BY CATEGORY

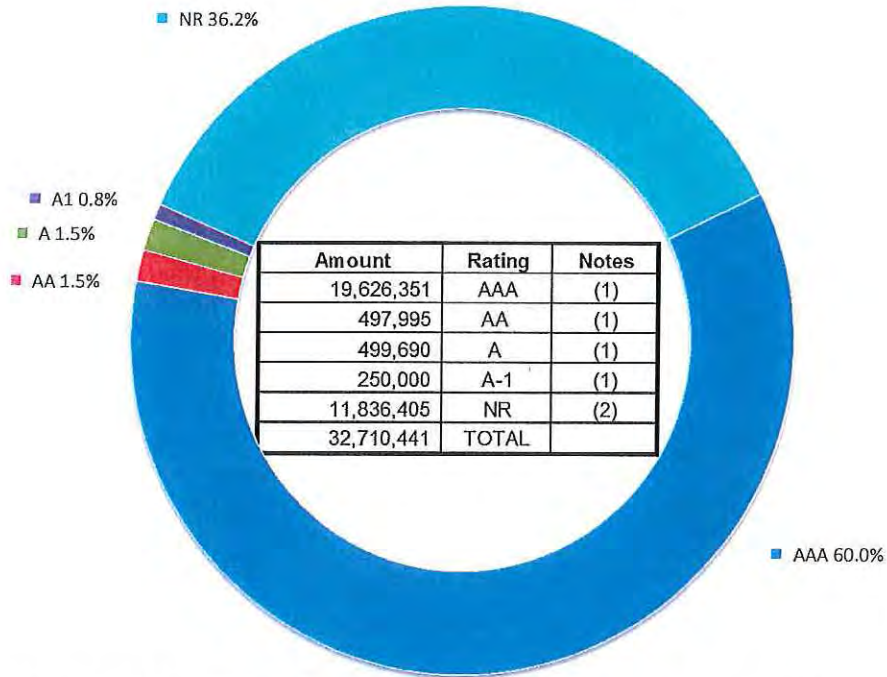


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2016
(Continued)

REMAINING MATURITY



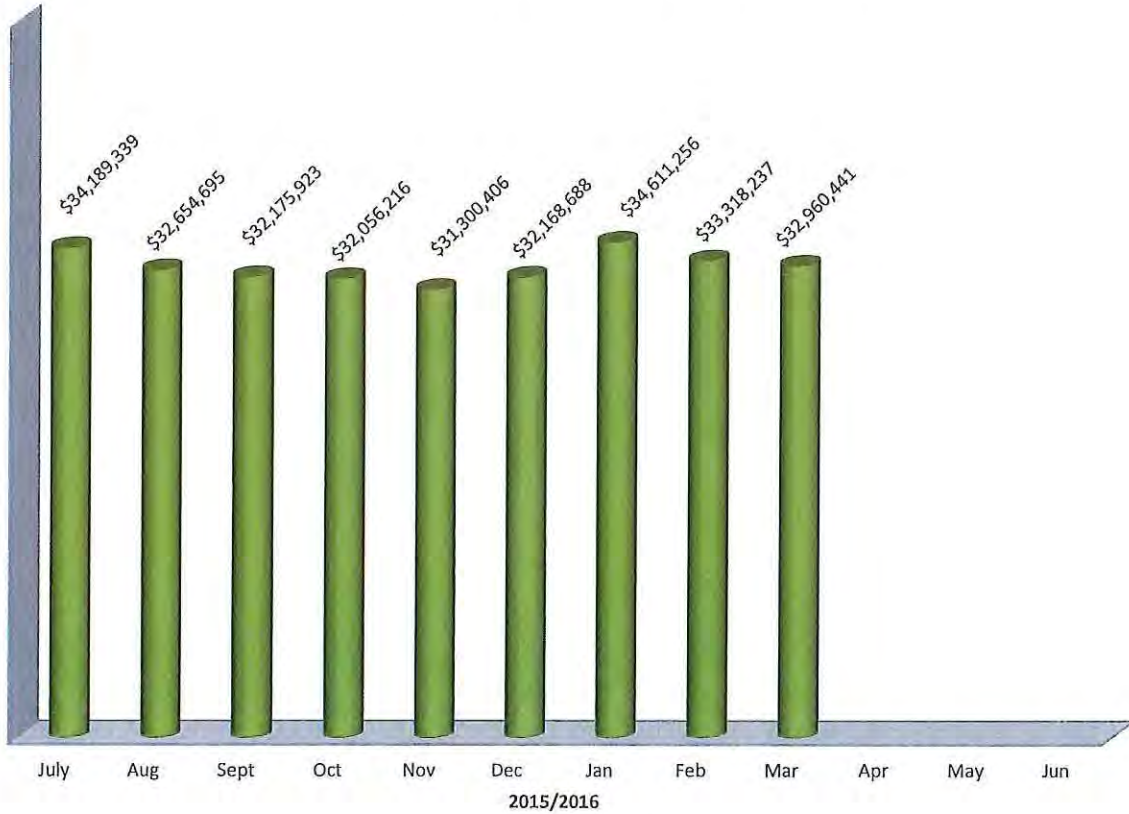
INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2016
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of March, 2016


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 106	\$ -	(3)	7.50%
FNMA Benchmark Notes	\$ 498,510				1.10%
TOTAL	\$ 498,510	\$ 106	\$ -		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 16-4999

DATE: May 5, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

DISCUSSION:

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one page summary of LWD's investments for the quarter ending March 31, 2016 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rad:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT
 QUARTERLY TREASURER'S REPORT SUMMARY

SUMMARY OF INVESTMENTS AT March 31,2016

ASSETS	AMORTIZED COST 3/31/2016	% OF TOTAL	
		Actual	Allowed
LAIF - STATE INVESTMENT POOL	\$ 11,836,405	36.0%	75.0%
SAN DIEGO COUNTY INVESTMENT POOL	11,469,655	34.9%	75.0%
CAMP - JPA INVESTMENT POOL	55,253	0.2%	75.0%
CAMP PORTFOLIO - US BANK Safekeeping			
US Treasury Bonds/Notes	3,995,424	12.1%	75.0%
Federal Agency - GNMA Pools	6,740	0.02%	See below
Federal Agency Bond Notes	3,492,654	10.6%	See below
Corporate Notes	1,533,761	4.7%	10.0%
Certificates of Deposit	500,000	1.5%	
	9,528,579		
TOTAL INVESTMENTS	\$ 32,889,892	100.0%	
Total Federal Agency Investments	\$ 3,499,394	10.6%	75%


INTEREST FOR THE QUARTER ENDED March 31,2016

MONTH
January
February
March
TOTALS

INTEREST EARNED	AVERAGE RETURN
\$ 18,167	0.63%
18,017	0.74%
21,089	0.66%
\$ 57,273.00	

MEMORANDUM

Ref: 16-5001

DATE: May 5, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: April 2016 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

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

tb:PB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
April 1-30, 2016**

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	J. Stecker
<i>CASA/WateReuse Joint Public Policy Forum</i>										
CASA/WateReuse Joint Public Policy Forum April 6, 2016 Sacramento, CA 95814	Registration	250.00	250.00	250.00			250.00			
	Hotel	341.11	341.11	341.11			378.95			
	Airfare	527.96	527.96	527.96			151.96			
	Meals	53.23	45.56	14.69			30.17			
	Rental Car									
	parking		29.90				34.00			
	Tips	5.00		8.00			5.00			
	Fuel/mileage/taxi		38.88	66.08			38.00			
Total	\$ 1,177.30	\$ 1,233.41	\$ 1,207.84	\$ -	\$ -	\$ 888.08	\$ -	\$ -	\$ -	
<i>CWEA Annual Conference</i>										
CWEA Annual Conference April 26-29, 2016 Santa Clara, CA 95054	Registration	540.00	540.00	540.00	495.00		310.00			575.00
	Hotel	605.07	605.07	605.07	605.07		201.69			605.07
	Airfare	507.96	507.96	507.96	238.95		324.96			260.96
	Meals	104.61	284.93	64.23	157.53		56.50			41.26
	Rental Car									
	Parking/Toll Road			64.43	57.00		32.00			68.00
	Tips	10.00	10.00	12.00			4.00			12.00
	Fuel/mileage/taxi	35.69	97.64	33.00	59.70		61.56			55.00
Total	\$ 1,803.33	\$ 2,045.60	\$ 1,826.69	\$ 1,613.25	\$ -	\$ 990.71	\$ -	\$ -	\$ 1,617.29	
<i>Empty Conference</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Notes:

- CASA : PB paid for dinner for ES and JH, dinner \$27.24 PB, \$27.25 ES, \$27.25 JH
- CASA: DO drove to JH house, then JH/DO carpooled to SD Airport
- CWEA: DK booked own flight and DK only signed up for conference only
- CWEA: PB attended CWEA to give presentation 4/26-4/27/2016
- CWEA: PB paid dinner for DO, JH, ES, GS and himself on 4/26/2016, \$41.78 each (GS dinner will be deducted from ES reimbursement for CWEA)
- CWEA: JS attend conference \$540, Collection Systems Breakfast \$35
- CWEA: JH drove DO to and from airport 4/26/2016
- CWEA: JH drove ES home from airport on 4/29/2016, ES back to airport 4/30/2016 for baggage

MEMORANDUM

DATE: May 5, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2016 (FY16) LWD Tactics and Action Plan

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 8, 2015 Board meeting, the Board of Directors adopted the LWD FY16 Tactics and Action Plan. At that meeting, the Board of Directors directed staff to include a quarterly status report of the Tactics and Action Plan in the agenda.

Attached for the Board's review, is the FY16 Tactics and Action Plan's quarterly status report with an ending date of April 2016. The report indicates which goals are in progress, have been completed, and have not been started.

th:PJB

Attachments

Leucadia Wastewater District Fiscal Year 2016 Tactics & Action Plans

1. Financial

Assure fiscal stability and growth by effectively monitoring and forecasting District finances in order to provide competitive rates and avoid abrupt rate adjustments.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>	
FY 2017 Budget	Initial Data Collection	ASM	TSM, FSS, EA, CPA	Jan-16	Feb-16	Complete
	Board Workshop	ASM	TSM, FSS, EA, CPA	May-16	May-16	Scheduled
	Budget Approval	ASM	TSM, AT, CPA	Jun-16	Jun-16	Not Started
FY 2015 Audit	Data Collection	ASM	CPA, AT	Jul-15	Nov-15	Complete
	Audit Report to Board	ASM	CPA, AT	Dec-15	Dec-15	Complete
RFP for Financial Audit Services	Advertise RFP	ASM	CPA, AT	Nov-15	Nov-15	Complete
	Pre-Proposal Meeting	ASM	CPA, AT	Dec-15	Dec-15	Complete
	Interview/Select Auditor	ASM	CPA, AT	Jan-16	Jan-16	Complete
	Award Contract	ASM	CPA, AT	Feb-16	Feb-16	Complete
Finance Policy Reviews	Procurement Policy	ASM	TSM, CPA	Aug-15	Aug-15	Complete
	Investment Policy	ASM	CPA	Sep-15	Sep-15	Complete
	Reserve Policy	ASM	CPA	Feb-16	Feb-16	Complete
OPEB Valuation	Award Contract	ASM	CPA	Jul-15	Jul-15	Complete
	Complete Valuation	ASM	CPA	Sep-15	Dec-15	Complete
Finance Awards	CSMFO	ASM	CPA, AT	Dec-15	Dec-15	Complete
GASB 68 Pension Liability Accrual Valuation	Complete Valuation	ASM	CPA	Jul-15	Sep-15	Complete
	Complete Implementation	ASM	CPA	Aug-15	Dec-15	Complete
Financial Plan Update	Update Financial Plan Tracking Model & Present to Board	GM	ASM, CPA, EA	Dec-15	Feb-16	Complete
MIP Accounting Modules (Purchase Order and Reporting)	Evaluate & Review Modules	ASM	CPA	Nov-15	Dec-15	Complete
	Procure & Install Modules	ASM	CPA	Jan-16	Feb-16	Postponed
	Implement Modules	ASM	CPA, AT	Mar-16	Apr-16	Postponed

2. People

Assure the highest qualified work force by optimizing training opportunities; promoting an excellent safety culture; and providing competitive compensation in order to recruit and retain high quality employees.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-16	Feb-16	Complete
By-pass Pumping Training @Avocado & Diana PS	FSSup	FSS, TSM	Jul-15	Dec-15	Complete
Conduct Employee Satisfaction Survey	GM	ASM	Nov-15	Jan-16	Complete
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-15	Jan-16	Complete
Administration Policy Updates/Reviews Board Staff Relations Policy Board Policy Binders	ASM EA	AS AS	Nov-15 Jul-15	Nov-15 Aug-15	Complete Complete
Conduct Teambuilding Workshop	GM	ASM, EA	Oct-15	Oct-15	Complete
Salary Survey	ASM	AS	Feb-16	Mar-16	Complete
Review Employee Recognition Committee (ERC) Status	GM	ERC Board members	Sep-15	Oct-15	Complete
Staffing Reorganization Internal Recruitments	ASM	GM	Aug-15	Oct-15	Complete

3. Services

Provide exceptional services to our customers by safely collecting and transporting wastewater in order to ensure the highest level of environmental protection; educating customers on our services; pursuing viable water recycling opportunities; and pursuing strategic alliances with other organizations.

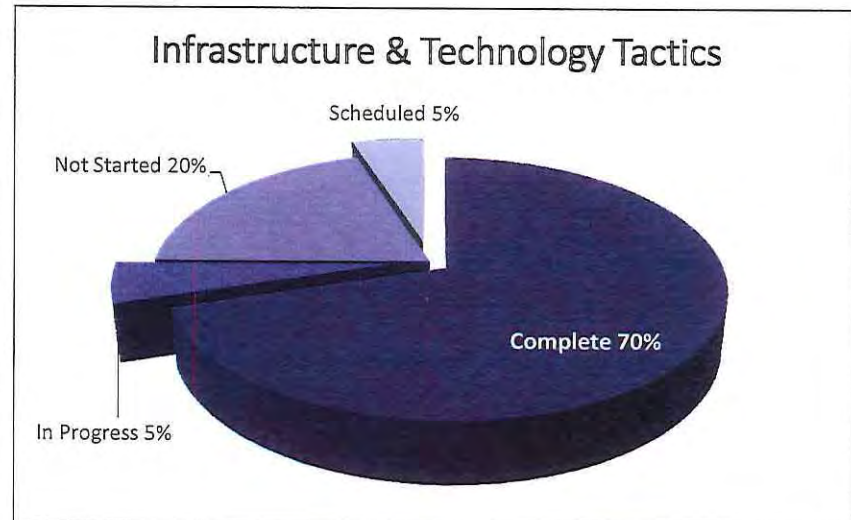
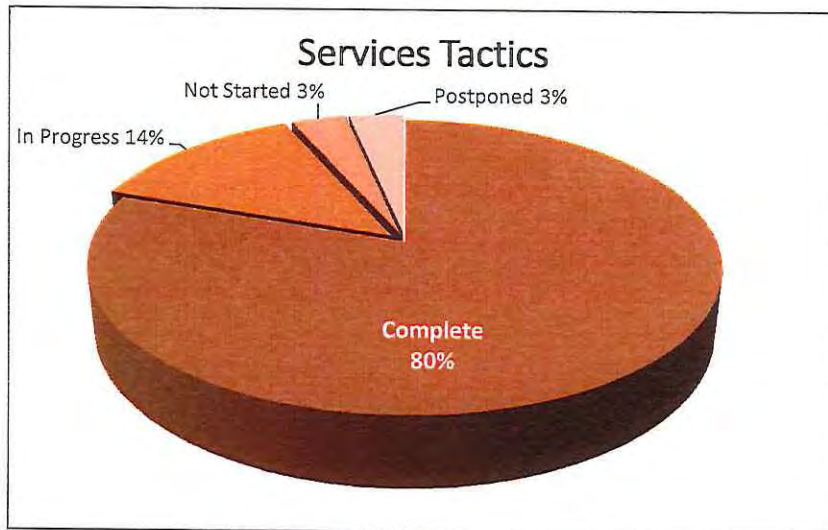
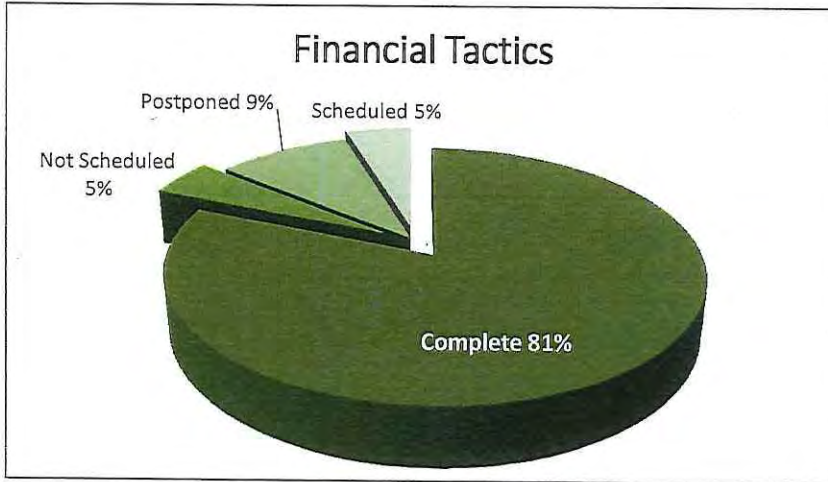
<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Purchase Sandfilter Replacement Valve Purchase and Install Valve	FSS	TSM, FSSup	Oct-15	Jan-16	Postponed
SSMP Audit	FSS	TSM, FSSup	Mar-16	Jun-16	Complete
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-15	Jun-16	In Progress
Teacher Grant Program Awards LWD Grant CSDA Grant (Video Contest)	EA EA	AS AS	Dec-15 Aug-15	Apr-16 Dec-15	Complete Complete
Evaluate Feasibility of Using Natural Gas Pump/Generator at Leucadia and Batiquitos PS	FSS	TSM, FSSup	Oct-15	Feb-16	In Progress
Environmental Study at Batiquitos Lagoon	FSS	TSM, FSSup	Jul-15	Oct-15	Complete
Purchase New Vector Truck Board Approval Purchase Vector	FSS FSS	TSM, FSSup TSM, FSSup	Jul-15 Jul-15	Jul-15 May-16	Complete Complete
Hydro-Cleaning & CCTV Inspection of Rancho Santa Fe Road and La Costa Avenue	FSSup	FS Staff	Jul-15	May-16	Complete
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-15	May-16	Complete
Purchase Replacement Gas Monitors (2)	FSS	TSM, FSSup	Jul-15	Aug-15	Complete
Purchase New Replacement Milltronics (2)	FSS	TMS, FSSup	Nov-15	Dec-15	Complete
Procure Landscape Maintenance Services Develop Specifications Bid For Services Board Approval Services Begin	FSS FSS FSS FSS	TSM, FSSup TSM, FSSup TSM, FSSup TSM, FSSup	Jul-15 Aug-15 Sep-15 Oct-15	Jul-15 Aug-15 Sep-15 Sep-18	Complete Complete Complete Complete
Review/Revise Ordinance 131 - EDU Factors Collect Data Evaluate Board Approval	DE DE DE	TSM, FSS, FSSpec TSM, FSS, FSSpec TSM, FSS, FSSpec	Aug-15 Oct-15 Dec-15	Sep-15 Nov-15 Dec-15	Complete Complete Complete
Update LWD Standard Specifications Conduct Review Board Approval	DE DE	GM, TSM, FSSpec, DC GM, TSM, FSSpec, DC	Jan-16 Apr-16	Mar-16 Apr-16	In Progress Not Started
Develop Newsletters Fall Newsletter 2015 Spring Newsletter 2016	ASM ASM	GM, EA GM, EA	Aug-15 Aug-15	Oct-15 Oct-15	Complete In Progress
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Oct-15	Nov-15	Complete
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	FSS	GM, TSM, ASM	Jul-15	Jun-16	Complete
RFP for Public Information Services Advertise RFP Pre-proposal Meeting Interview/Select Award Contract	ASM ASM ASM ASM	GM, EA GM, EA GM, EA GM, EA	Oct-15 Nov-15 Jan-16 Feb-16	Oct-15 Nov-15 Jan-16 Feb-16	Complete Complete Complete Complete

4. Infrastructure and Technology

Protect the long-term viability of the District by proactively improving and replacing the infrastructure prior to failure. Pursue technological innovation and excellence to enhance the District's infrastructure and operations to ensure maximum efficiency and cost effectiveness.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Scott's Valley Pipeline Repair Bid Project Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	May-15 Aug-15	Jul-15 Nov-15	Complete Complete
Leucadia VFD Replacement Construction	TSM	GM, FSS, DE	May-15	Jul-15	Complete
Leucadia Force Main West Section Replacement Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Mar-15 Sep-15 Nov-15	Jul-15 Oct-15 Apr-16	In Progress Not Started Not Started
FY15 Gravity Pipeline Rehabilitation Construction	TSM	GM, FSS, DE	Jun-15	Oct-15	Complete
Saxony Pump Station Rehabilitation Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Apr-15 Aug-15 Oct-15	Jul-15 Sep-15 Feb-16	Complete Complete Complete
FY16 Gravity Pipeline Rehabilitation Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-15 Nov-15 Mar-16	Oct-15 Feb-16 Jun-16	Complete Complete Not Started
Village Park No.5 Pump Station Replacement Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Oct-15 Apr-16 Jul-16	Mar-16 Jun-16 Nov-16	Complete Scheduled Not Started
Gafner AWT Condition Assessment Condition Assessment Report	FSS FSS	GM, TSM, DE GM, TSM, DE	Dec-15 Mar-16	Feb-16 Mar-16	Complete Complete
Network Penetration Test Procure Contract and Conduct Test	TSM	GM, FSS, DE	Oct-15	Feb-16	Complete
Evaluate Information Technology (IT) Services Contract	TSM	EA, AS	Aug-15	Oct-15	Complete

FY 2016 Tactics and Action Plan Status Report
January 1 - April 31, 2016



Encina Wastewater Authority Report
Regular Board Meeting
April 27, 2016

EWA Board of Directors - Director Sullivan Reporting

1. FY 17 Recommended Operating and Capital Budget

The Board of Directors adopted the FY 17 recommended Operations, Maintenance, Administration and the Capital Improvement Budgets and forwarded the recommended budgets to the Joint Advisory Committee.

Joint Advisory Committee

2. Adoption of FY 17 Operating and Capital Budgets

The Joint Advisory Committee adopted the FY 17 recommended Operations, Maintenance, Administration and the Capital Improvement Budgets and forwarded the recommended budgets to the Boards and Councils of the Member Agencies.

3. Joint EWA-SEJPA Resource Blending and Risk Assessment

A. The Board of Directors directed the General Manager to work cooperatively with officials at the San Elijo Joint Powers Authority (SEJPA) to prepare a white-paper assessment of potential EWA-SEJPA resource blending opportunities.

B. The Board of Directors directed the General Manager to work cooperatively with officials at the EWA-SEJPA to

schedule a policy workshop with key stakeholders to discuss outcomes and recommendations from the EWA-SEJPA resource blending assessment.

There was no Executive Session.

Community Affairs Committee Meeting Report

Presented by Director Sullivan

Meeting held April 21, 2016

1. Discussion of the 2016 Spring Newsletter Proposed Article Topics and Production Schedule

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

- LWD performance, specifically Environmental Performance and how the increase of CCTV efforts has improved the District's environmental record
- Semi annual performance November 1, 2015-May 1, 2016;
- LWD Helps Teachers Educate their Students - LWD Teacher Grant Recipients;
- Investment and Construction Update – “Where is your money going?”;
- Awards & People of LWD - Recent Individual and Agency Awards and the recent Retirement of Mr. Chuck LeMay; and
- Keeping Things Flowing Smoothly – Ways for homeowners to prevent sewage spills, what contractors should not dispose of down manholes, and the outreach process for easement inspections

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

2. Discussion of the District's Branding Strategy

Mr. Criscuolo of Rising Tide Partners (RTP) presented an overview of branding standards. Using the LWD website as the foundation for a proposed branding strategy, Mr. Criscuolo

reviewed LWD's usage of typography, color, logo, and photography.

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

This item will be reviewed later in the agenda.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on May 4, 2016

1. The EC reviewed an agreement with Nu Line Technologies Incorporated for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000.

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

2. Receive and file the Gafner AWT Condition Assessment Report completed by Infrastructure Engineering Corporation.

The EC concurred with staff to present the Report to the Board to receive and file the Report. It will be discussed later in the agenda.

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

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

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

MEMORANDUM

Ref: 16-4995

DATE: May 5, 2016
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager
 SUBJECT: Award of the District's 2016 Gravity Pipeline Rehabilitation Project Construction Contract

RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the 2016 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$240,000.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Infrastructure and Technology / FY2016 Gravity Pipeline Rehabilitation

The 2016 Gravity Pipeline Rehabilitation project is included as a goal under the Technology and Infrastructure Strategy in the Fiscal Year 2016 (FY16) Tactics & Action Plan.

In July 2015 the Board of Directors authorized the execution of an agreement with Infrastructure Engineering Corporation (IEC) to design the 2016 Gravity Pipeline Rehabilitation Project. The goal of this project is to repair or replace any Rated 3 gravity pipeline and manhole on the Repair Priority List, populated and maintained by Field Service Staff, at the time of project design.

The 2016 project consists of the repair of eleven (11) gravity pipeline sections and one (1) manhole identified during staff's Closed Circuit Television (CCTV) inspections. The Cured in Place Pipe (CIPP) lining of the Leucadia Scenic gravity line was removed from this project and added to the Leucadia (L1) Force Main Replacement Project to encompass the combined work under a single Caltrans Right of Way permit. The Leucadia Scenic line runs adjacent to the on ramp to south bound Interstate 5 (I-5) from La Costa Avenue and east under I-5.

IEC commenced project design in July 2015. Project design was completed in March 2016 and advertised for bids. Bids were due on March 29, 2016. Two bids were received as follows:

<u>Construction Firm</u>	<u>Bid Submitted</u>
Insituform Technologies, LLC	\$222,382
Nu Line Technologies, LLC	\$240,000

The bids were reviewed by Robert Weber, Jamie Taylor and Marie Fawcett at IEC. The bid review memorandum is attached for your review. The bid submitted by Insituform Technologies (Insituform), the lowest bidder, was unresponsive due to the following reasons:

1. Failure to list required subcontractor. The plans and specifications clearly require that chemical grouting of existing infiltration is required. There is one known southern California contractor that performs this service, National Plant Services (NPS). NPS was not listed as a

subcontractor on Insituform's bidding documents. From previous experience with NPS their services to perform chemical grouting would exceed 0.5% (\$1,112) of Insituform's bid price.

2. Insituform did not meet the requirement that the mobilization percentage not exceed 5% of the bid. Specification Section 01010 limits the mobilization cost to 5% of the overall bid. Insituform's bid listed a mobilization cost of \$61,859. This equates to 27.8% of their overall bid of \$222,382. IEC and staff believe that the 27.8% mobilization cost is excessive and should not be waived as a minor discrepancy.
3. IEC's evaluation revealed a bid item discrepancy. Several of Insituform's bid item amounts were low in comparison to both the engineer's opinion of probable construction cost and the second lowest bidder's bid costs. In particular, Bid Item 3 is listed at \$569. The work for this bid item includes, staging traffic control in a three lane section of El Camino Real, curtain grouting two manholes, bypassing flow and installing a short length of CIPP liner. The amount of \$569 does not seem sufficient for the work required of this bid item. A full bid comparison is included in Table 1 of the attached bid review memorandum. Insituform's Bid items 5, 6, 7 and 8 are also comparatively low.

The second lowest bidder, Nu Line Technologies (Nu Line), submitted a bid that satisfies the requirements of the bid. Nu Line's bid was \$17,618 (7.9%) higher than Insituform's bid. Upon completion of IEC's review, it was recommended that Nu Line be awarded the contract as the lowest responsive and responsible bidder.

Nu Line's bid is \$39,000 (14%) less than the engineer's opinion of probable cost of \$279,000. Nu Line's individual bid item amounts roughly correlate with those of the engineer's opinion of probable cost. IEC reviewed Nu Line's bid and believes that the bid costs reflect the current market conditions and reasonably stringent installation guidelines and do not constitute grounds to reject the received bids.

This item was discussed by the Engineering Committee (EC) and recommended for approval to the Board of Directors on April 6, 2016. On April 7th, staff received a protest letter from Insituform. It should be noted that Insituform was notified in writing of their nonresponsive bid on April 4th and given 48 hours to respond. Therefore, their protest letter was submitted late. However, staff believed it was prudent to allow the bid protest process to run its course and this item was removed from the April 2016 Board Agenda.

Subsequently, on April 14th staff responded (see attached response) to Insituform denying their protest and specifically addressing each point stated in their letter. In accordance with the bid protest procedures, Insituform had 10 days to file an appeal to the Board. No appeal was filed by Insituform.

Therefore, Staff recommends that the Board of Directors award the contract to Nu Line as the lowest responsive and responsible bidder in an amount not to exceed \$240,000.

FISCAL IMPACT:

There is sufficient appropriation in the FY16 Budget to cover the construction costs of the project.

rym:PJB

Attachments



BID REVIEW MEMORANDUM

Date: April 1, 2016
Subject: **2016 Gravity Pipeline Rehabilitation Project**
Prepared By: Marie Fawcett, E.I.T. and Jamie Fagnant, P.E.
Reviewed By: Rob Weber, P.E.

PURPOSE

This memorandum provides a summary of our evaluation of bid results and the responsiveness of the submitted bids for the subject project.

BID RESULTS

Two bids were received and opened on March 29th, 2016. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Low Bid:	\$222,382
High Bid:	\$240,000
Engineer's Opinion of Probable Cost:	\$279,000

Review of bid amounts and individual bid items is discussed further below.

REVIEW OF LOW BIDDER

Insituform Technologies, LLC. (Insituform), Chesterfield, Missouri, submitted the apparent low bid. IEC recommends the District reject Insituform's bid for the following reasons:

Excessive Mobilization Costs: Insituform listed a mobilization cost of \$61,859. This constitutes a 27.8% mobilization cost. Specification Section 01010 limits the percentage of this mobilization cost to 5% of the overall bid. In our opinion, a 27.8% mobilization cost is excessive and should not be waived as a minor discrepancy.

Bid Item Discrepancy: Several of Insituform's bid item amounts are low in comparison to both the engineer's opinion of probable construction cost and the second lowest bidder's bid costs. In particular, bid item 3 is listed at \$569. The work for this bid item includes, staging traffic control in a three lane section of El Camino Real, curtain grouting two manholes, bypassing flow and installing a short cured in place pipe liner. The amount of \$569 does not seem sufficient for the work required of this bid item. A full bid comparison is included in Table 1. Bid items 5, 6, 7 and 8 are also comparatively low.

Chemical Grouting: The plans and specifications clearly require that chemical grouting of existing infiltration is required. There is one known local subcontractor that performs this service (National Plant) and they were not listed as a subcontractor on Insituform's bidding documents. From previous experience with National Plant their services to perform chemical grouting would exceed 0.5% of Insituform's bid price. IEC contacted Insituform to clarify. Insituform indicated that they have a method self-performing chemical grouting,



that they could use a pre-liner, or that if there was too much infiltration to handle in house they would call someone in.

IEC attempted to contact Insituform again to request additional information on their method to self-perform chemical grouting. Insituform indicated that they were discussing the issue internally and did not have an immediate response. Although the chemical grouting issue was not resolved at the time this letter was prepared, there is sufficient grounds to reject Insituform's bid as not in the District's best interest on the grounds of the excessive mobilization cost and low cost shown for many of the bid items.

REVIEW OF SECOND LOWEST BIDDER

Nu Line Technologies LLC. (Nu Line or Contractor), submitted the second lowest bid. IEC has determined Nu Line to be responsive to the bid requirements and recommends that the District award the project to Nu Line. The following reviews have been completed.

Contractor's License: The Contractor holds the required Class A License (No. 997520). The license is current and active.

Bid Bond: A bid bond in the amount of ten percent (10%) of the bid amount was submitted with North American Specialty Insurance Company as surety. North American Specialty Insurance Company has a Best's Key Rating of A+, XV

Signatures: The Contractor's Partners, Dominic Burtech and Frank Durazo, signed the Closing Statement, Dominic Burtech signed the Bidder's Bond, and Non-Collusion Affidavit.

Project Manager's Experience: The Contractor has identified Frank Durazo as the project manager. His resume has been enclosed as part of the bid documents. IEC has reviewed his resume and found his experience suitable to manage the 2016 Gravity Pipeline Rehabilitation.

Approach to Work: The Contractor addressed the anticipated project issues as required in the Approach to Work section of the Bid Documents as outlined below:

Nu Line Technologies, LLC is conveniently located in the immediate area. We along with our subcontractor Burtech Pipeline Inc. will require no on-site staging of equipment and materials. Our approach to this project is straightforward and simple. Once project contracts are finalized we will initiate the project and clean and CCTV of all segments on the project. We will review and submit our post cleaning CCTV work and logs for your review. All RFI's will be submitted (if applicable) and reviewed at this time for your approval. Once this phase is completed, Burtech Pipeline will mobilize and begin the dig and replace/repairs. Post repairs video work will be submitted for your review. Upon completion of all external point repairs, mechanical grouting contractor will be brought in to address any active infiltration that may be found per the CCTV review. Post grouting phase, CIPP lining crew will mobilize and begin the sewer rehabilitation CIPP lining of the project. Once CIPP segments are completed mechanical grouting subcontractor will re-mobilize to address the lateral connections on the project. CIPML liner will be installed and post CCTV inspection will be conducted upon completion of CIPP lining, liner samples will be submitted to testing lab and post video work will be submitted for review.



Worker's Compensation Insurance: Policy is in affect through 09/03/2016.

Experience Requirements: The bid documents require the Contractor to submit three project references where the Contractor was required to install at least 300 linear feet cured-in-place-pipe (CIPP) lining into an 8 inch or greater diameter pipe in each project. Nu Line's submitted experience records show more than adequate experience.

References: IEC contacted Nu Line's listed references to perform an assessment of the Contractor's prior work. In all cases, Nu Line was recommended as a good contractor with no record of claims.

Registration with the Department of Industrial Relations (DIR):

As of 03/01/2015 contractors and their subcontractors are required to be registered with the DIR prior to bidding a public works project. The table below demonstrates that Nu Line and each of its subcontractors have met this requirement.

Contractor Legal Name	Registration Number	Registration Date	Expiration Date
Nu Line Technologies, LLC	1000003808	06/18/2015	06/30/2016
Burtech Pipeline, Inc.	1000006324	06/16/2015	06/30/2016
Sancon Technologies, Inc.	1000008879	07/02/2015	06/30/2016
National Plant Services, Inc	1000002703	07/01/2015	06/30/2016

Source: <https://efiling.dir.ca.gov/PWCR/Search>

List of Subcontractors:

Contractor Legal Name	Location of Business	Portion of Work
Butech Pipeline, Inc.	Encinitas, CA	Point Repair & New PVC
Sancon Technologies, Inc.	Huntington Beach, CA	Manhole Rehabilitation
National Plant Services	Long Beach, CA	Chemical Grouting

Bid Item/Cost Review: Nu Line's individual bid item amounts roughly correlate with those of the engineer's opinion of probable cost. Nu Line's bid was approximately 14% below the engineer's opinion of probable cost. Although the bid cost is lower than the engineer's opinion of probable construction cost, it is our opinion that the bid costs reflect the current market conditions and reasonably stringent installation guidelines and do not constitute grounds to reject the received bids.

Claims Filed: Nu Line has not filed claims or had claims filed against them in the last five (5) years.

At this time, IEC has no concern regarding Nu Line's ability to complete the work for the cost given.



RECOMMENDATION

IEC recommends award of the contract to Nu Line Technologies, LLC. based on their knowledge and experience record and responsiveness to the bidding requirements.

Attachments

Table 1 – Bid Summary

**LEUCADIA WASTEWATER DISTRICT
2016 GRAVITY PIPELINE REHABILITATION PROJECT
Table 1 - Bid Summary**

Item	Article	Unit	Qty.	Engineer's Opinion of Probable Construction Cost	Insituform	Nuline
1	Mobilization, Bonds, Permits, Cleanup and Demobilization	LS	1	\$13,000	\$61,859	\$12,500
2	Sheeting, Shoring and Bracing	LS	1	\$10,000	\$6,325	\$5,880
3	Cured-in-Place Pipe Lining	LS	1	\$19,800	\$569	\$9,455
4	Cured-in-Place Pipe Lining	LS	1	\$22,961	\$8,090	\$16,828
5	Cured-in-Place Pipe Lining	LS	1	\$9,240	\$1,852	\$14,872
6	Cured-in-Place Pipe Lining	LS	1	\$12,923	\$1,801	\$12,772
7	Cured-in-Place Pipe Lining	LS	1	\$15,338	\$3,187	\$12,680
8	Cured-in-Place Pipe Lining	LS	1	\$24,974	\$5,439	\$23,143
9	New 8" PVC, Cured-in-Place Pipe Lining	LS	1	\$31,964	\$12,115	\$20,452
10	Replace Existing Cleanout and Cured-in-Place Pipe Lining	LS	1	\$33,099	\$20,044	\$25,077
11	New 8" PVC	LS	1	\$34,320	\$70,707	\$52,500
12	New 8" PVC	LS	1	\$24,420	\$12,463	\$16,695
13	Cured-in-Place Pipe Lining	LS	1	\$9,240	\$2,119	\$6,796
14	Install Cured-in-Place Manhole Liner (CIPML)	LS	1	\$17,820	\$15,812	\$10,350

Engineer's Opinion of Probable Construction Cost
\$279,100

TOTAL:	\$279,100	\$222,382	\$240,000
Check Total:		\$222,382	\$240,000
Amount in Words:		\$222,382	\$240,000



LEADERS IN
ENVIRONMENTAL
PROTECTION

BOARD OF DIRECTORS
DONALD F. OMSTED, PRESIDENT
JUDY K. HANSON, VICE PRESIDENT
ALLAN JULIUSSEN, DIRECTOR
DAVID KULCHIN, DIRECTOR
ELAINE SULLIVAN, DIRECTOR
PAUL J. BUSHEE, GENERAL MANAGER

Ref: 16-4935

April 14, 2016

Via E-Mail and FedEx
FedEx No. 8085 3647 8175

Ms. Carrie M. Branson
Insituform Technologies, LLC
17988 Edison Avenue
Chesterfield, MO 63005

Re: 2016 Gravity Pipeline Rehabilitation Project Bid Protest Letter Response

Dear Ms. Branson:

We received your letter of April 7, 2016. Your letter protested the Leucadia Wastewater District's ("District") decision to declare the bid submitted by Insituform Technologies, LLC ("Insituform") for our 2016 Gravity Pipeline Rehabilitation Project ("the Project") as non-responsive. This letter responds to the protest.

1. Regarding Chemical Grouting, the conflicting information provided by Insituform and lack of responsiveness to requests for information leave the District with no confidence that the bid submitted actually anticipated and provided for the grouting of infiltration required by the project specifications. Currently, the District is aware of only one local contractor capable of performing the required grouting, and it was not listed as a subcontractor in Insituform's bid. The District inquired regarding this omission and was initially told Insituform had obtained equipment from France to self-perform the grouting. The District requested information regarding the new equipment so that it could evaluate its ability to perform the grouting work. The information was not provided. Instead, after receipt of two requests for the information, Insituform changed its position and informed the District that a listed subcontractor, Tunnelworks, would perform the grouting. The bid identifies the work to be completed by Tunnelworks as CCTV and cleaning, not grouting. Subsequently, the District called Tunnelworks and left a message asking for a call back to discuss its work on the project but has never received a return call. Based upon these facts, I find that Insituform has failed to demonstrate that its bid included the capability to self-perform the grouting element of the project.

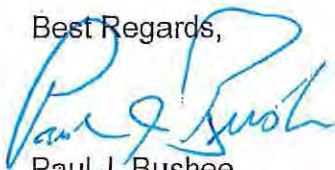
Additionally, the bid documents required Insituform to list each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work or improvements in an amount in excess of one-half of

one percent (0.5%) of the Contractor's total bid, and the portion of the work which will be done by each subcontractor. Circumvention by the Contractor of the requirement to list subcontractors by the device of listing one subcontractor who will in turn sublet portions of the work covered by this Contract shall be considered a violation of Chapter 4 of the California Public Contract Code.

2. Regarding Excessive Mobilization Costs and Bid Item Discrepancies, the District does not agree that a mobilization cost that is more than 5 times the permitted amount and other irregular bid amounts are minor, inadvertent errors. Further, the District is not required to waive bid irregularities, even if they could be classified as minor. The District can properly take into consideration the totality of the bid discrepancies. In this instance, I find that the excessive mobilization costs and irregular bid amounts, when considered together with the inconsistent information and lack of responsiveness outlined above, are not minor inadvertent errors.

Based on the responses stated above, I am denying your bid protest. The District will not reverse its decision to reject Insituform's Bid as non-responsive. In accordance with Section IFB-25, any party aggrieved by the decision of the General Manager may file a protest appeal to the District's Board of Directors within ten (10) days after the General Manager has issued a decision. Please read Section IFB-25 closely for further information if you wish to continue to pursue the bid protest.

Best Regards,



Paul J. Bushee
General Manager

cc: Terry Henry, Business Development Manager, Insituform Technologies, LLC

MEMORANDUM

DATE: May 5, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Gafner Advanced Water Treatment (AWT) Condition Assessment Report**

RECOMMENDATION:

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

1. Receive and file the Gafner Condition Assessment Report completed by Infrastructure Engineering Corporation.
2. Discuss and take other action as appropriate.

DISCUSSION:**Tactical Goal: Infrastructure and Technology / Gafner AWT Condition Assessment**

This item was reviewed by the EC on April 4, 2016 and the EC concurred with staff to present this item to the Board of Directors.

The Gafner AWT (Gafner) was last upgraded in 1993 to meet recycled water regulatory standards and has not undergone a major rehabilitation or equipment replacement since then. The 2013 Asset Management Plan (AMP) recommended that the District complete a Gafner condition assessment within five years to identify plant rehabilitation or replacement projects for the District's Capital Improvement Program (CIP). To implement this recommendation, in December 2015 staff executed a task order with Infrastructure Engineering Corporation (IEC) to conduct the assessment. IEC has completed their assessment and has submitted a report of their findings and recommendations.

The assessment team consisted of personnel from the District, IEC and IEC subcontractors as follows:

- Jeff Stecker
- Jamie Fagnant (IEC)
- Jane Costello (IEC)
- Guy Kelsey (Kelsey Structural)
- Joe Moraes (Moraes Pham & Associates)

IEC collected pre-inspection input from District staff and conducted onsite visits. IEC then met with staff to review and prioritize their findings. Staff's priority was (highest to lowest):

1. Safety items
2. Critical items required for continued plant operation
3. Routine rehabilitation or replacement

Staff established the priority criteria to keep cost reasonable in order to preserve as much of the \$1.7M recycled water reserve fund as possible. Additionally, the unknown nature of renewing the Carlsbad Recycled Water Agreement necessitated a cautious approach in the rehabilitation or replacement of assets at Gafner. Therefore, staff focused on improving or maintaining safety items and rehabilitating or replacing critical equipment to keep the plant operating within regulatory parameters.

As a result of the prioritization, the following items were recommended to be replaced or rehabilitated as part of a Gafner Plant Improvements I project:

- Failsafe Alternative Pumps, Valves and Piping
- Influent Well Structural Retrofit
- Handrails (Safety)
- Reactor Clarifier Mixers – Rapid and Flocculator
- Sand Filters – Turbidity Meter and Covers
- Chlorine Contact Basin – Mixer and Covers
- Electrical Improvements (Safety)
- Control Valve and Actuators

The report's executive summary, attached for your review, has an estimated construction cost of \$368,000 for Gafner Plant Improvements I. Staff will request a Fiscal Year 2017 budget appropriation of approximately \$480,000, including soft costs (design and construction management) for this project. A copy of the report is available upon request. A representative from IEC will present an overview of the report at the meeting.

rym:PJB

Attachment

EXECUTIVE SUMMARY

IEC has performed a condition assessment of the Gafner Advanced Water Treatment (Gafner) Plant at the request of the Leucadia Wastewater District (LWD or District). The condition assessment included input from field services staff during a site visit to the plant as well as ongoing correspondence with District staff and an interim meeting in March. The Gafner plant successfully produces recycled water for irrigation use at the neighboring Omni La Costa Resort and Spa south golf course. The age of the plant (1993), operation and maintenance issues, exposure to the humid and salty conditions of coastal California, and keeping the plant operating in a safe way, all these result in a need for some near-term improvements to the facility. Critical items have been identified for a FY 16/17 Capital Improvements Project. The approximate cost of future improvements, beyond a five year planning period, were also developed. The projects are summarized in the below table.

FISCAL YEAR	PROJECT	ESTIMATED COST
2016/17	Gafner Water Reclamation Plant Improvements I	\$368,000
2022	Gafner Water Reclamation Plant Improvements II	\$603,000
	Total	\$971,000

MEMORANDUM

DATE: May 5, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: LWD's Branding Standards



RECOMMENDATION:

1. Discuss and provide direction as appropriate.

DISCUSSION:

Over the years, the District has strived to improve its Public Outreach efforts with the goal of conveying a positive message about the District and its services to our customers. As you may recall, the District went through a rebranding effort during 2002.

It has been 14 years since the District has reviewed its existing branding content. As part of Rising Tide Partners' scope of work, they reviewed the District's existing branding content and are recommending that the District make subtle revisions to its typography, headline usage, logo, etc. to bring a more cohesive style with all the District's public-facing materials.


This item was reviewed by the Community Affairs (CAC) at its April 21, 2016 meeting and has recommended to staff to bring this item forward to the Board of Directors for their review and discussion.

Jared Criscuolo with Rising Tide Partners will be at the meeting to present this recommendation for the Board's review and discussion.

th:PJB

MEMORANDUM

Ref: 16-4997

DATE: May 5, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Parallel Gravity Line at the Carlsbad Poinsettia Train Station

RECOMMENDATION:

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

1. Authorize staff to coordinate with SANDAG and pay for the construction of extensions to the casings for the Lanikai Gravity Line and Secondary Effluent Force Main (B1) at the Carlsbad Poinsettia Train Station.
2. Authorize staff to proceed with plans to design and construct an encased parallel gravity line at the Carlsbad Poinsettia Train Station.
3. Discuss and take other action as appropriate.

BACKGROUND:

This item was reviewed by the EC on April 4, 2016 and the EC concurred with staff to present this item to the Board of Directors.

Recently, representatives from North County Transit District (NCTD) and San Diego Association of Governments (SANDAG) met with District staff to discuss improvements to the Carlsbad Poinsettia Train Station (Poinsettia Project). It should be noted that in 2004 a regional consolidation of certain public transportation functions to SANDAG, the regional transportation planning authority, was implemented. As a result, responsibility for planning and construction of major NCTD projects of regional significance was transferred to SANDAG.

The Poinsettia Project will construct an underground pedestrian tunnel to connect the east and west pedestrian platforms. The construction of the tunnel requires shifting the two railroad tracks to the west to accommodate the entrance into the tunnel at the east platform. The shifting of the tracks requires the extension of the protective casings around two District lines that run under the railroad tracks adjacent to the station. The two lines are the jointly owned Lanikai Gravity Trunk Sewer (Lanikai Line) and LWD's Secondary Effluent Force Main (B1). As stipulated in the NCTD license agreements for the Lanikai Line and B1, the District is obligated to pay for any modifications to or removal of those lines. The Lanikai Line and B1 are critical District assets that must be protected in place.

SANDAG hired T.Y. Lin International (TYLI) to design the project. Additionally, SANDAG obtained all required federal permits for the Poinsettia Project. They plan to advertise the project in August 2016 and award the contract in January 2017. SANDAG requested the meeting to inform the District of the project and remind the District of its obligations under the license agreements.

only within the NCTD right-of-way (ROW), as long as the construction of the new line does not delay or conflict with the Poinsettia Project. SANDAG confirmed that the construction of the parallel line within the Poinsettia Project area is covered under the project's permits; however LWD would be responsible for compliance with any state environmental requirements, such as California Environmental Quality Act (CEQA) and Coastal Development Permit (CDP), for construction of the parallel line outside the railroad right of way.

The TYLI project engineer attended the meeting. After discussion with TYLI, the District requested a proposal from TYLI to design the extension of the two casings and the new encased parallel line. SANDAG stated that they can add the construction of the new parallel line as an additive bid item in the Poinsettia Project bid. This will enable the removal of the parallel line construction project if the District decides not to go forward.

DISCUSSION:

The Lanikai Line represents a weak point in the District's collection system especially in the area of the train tracks. It is designed for a peak flow of 17 million gallons per day (MGD). All of LWD's flow (approximately 4 MGD) plus Encinitas' flow (approximately 1 MGD) passes through the Lanikai Line on its way to the Encina Water Pollution Control Facility. In the event of a failure, there is no easy way to by-pass flow across the tracks and repairs to the pipeline would likely take several days to fix at a considerable cost. In addition a failure would likely lead to a high volume of wastewater spilled into a sensitive environmental area and could possibly undermine the railroad tracks. Therefore, staff believes it is prudent to construct a parallel gravity line under the tracks. Doing so will eliminate the risk of a single point of failure and allow proper maintenance of this critical section of pipeline.

The construction of the Poinsettia Project presents a unique opportunity for construction of a parallel gravity line under the railroad tracks. The environmental work in the railroad right of way has been completed and the project engineer, TYLI, has already collected much of the necessary design information thereby streamlining the parallel line construction from a cost and timing standpoint. TYLI has proposed a cost of approximately \$14,000 to design both the casing extensions and parallel line, which staff believes is quite reasonable for this work.

District staff contacted the City of Carlsbad (Carlsbad) staff to discuss the permitting requirements outside the railroad right of way. As a result, Carlsbad staff has approved a CDP waiver for the parallel line construction. LWD staff will file a CEQA notice of exemption upon award of the contract by SANDAG. Therefore, all environmental requirements will be satisfied.

District Engineer (DE) Steve Deering has provided a preliminary alignment for the new parallel line (attached). TYLI will use this preliminary alignment to complete full project design.

Additionally, DE Deering estimated the cost of construction, including soft costs (design and construction management). The cost breakout is as follows:

Item	Cost Estimate	District Cost	Encinitas Cost (22%)
B1 Casing Extension	\$53,138	\$53,138	Not Applicable
Lanikai Line Casing Extension	\$53,138	\$41,448	\$11,690
Parallel Line Construction	\$660,982	\$515,566	\$145,416
Total	\$767,258	\$610,152	\$157,106

Staff has met with City of Encinitas staff and they have agreed in principal to installing a new parallel line. However, it will require City Council approval. Time is of the essence and staff believes that it is prudent to proceed with both construction projects.

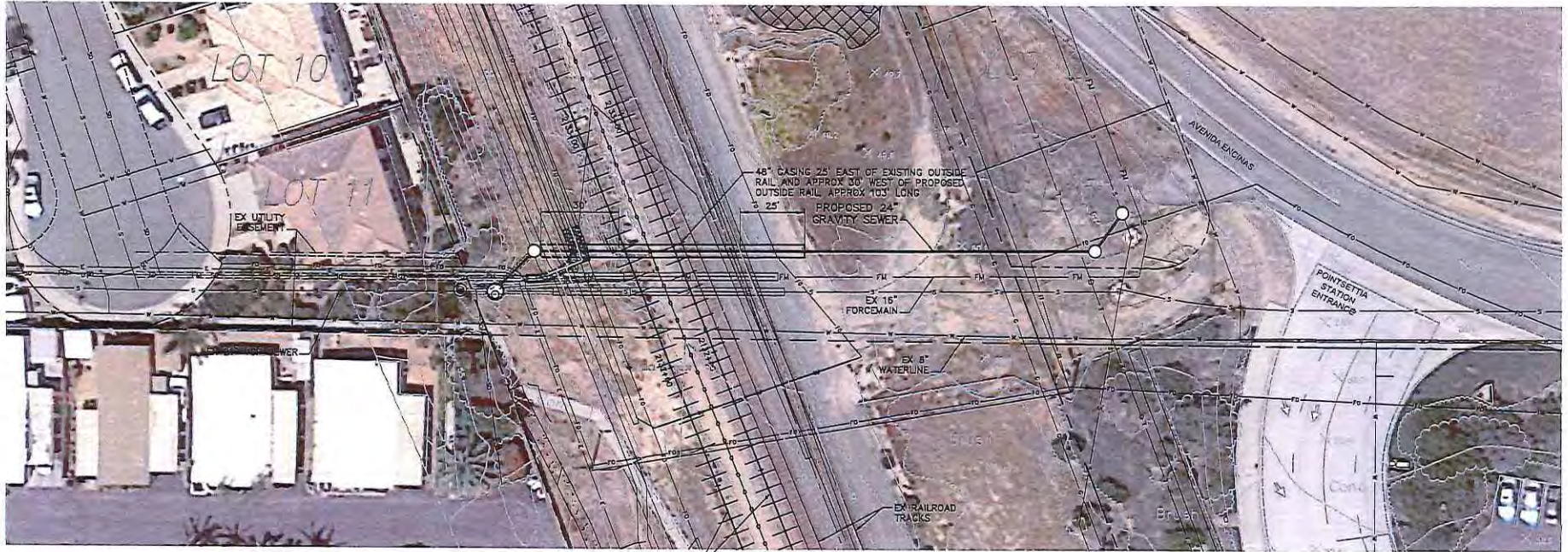
In summary, SANDAG's construction of the Poinsettia Project presents a unique opportunity for the District to construct an encased parallel gravity line under the railroad tracks in a cost effective and efficient manner. The installation of the parallel line would eliminate the risk of a weak point in the District's collection system. Therefore, staff recommends that the Board authorize staff to extend the casings for the Lanikai Line and B1 and pursue the design and construction of a new parallel line in concert with SANDAG's Poinsettia Project.

FISCAL IMPACT:

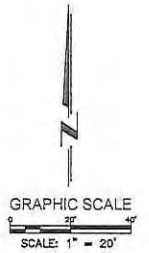
Staff will use funds remaining in the Fiscal Year 2015 Gravity Pipeline Project in the Fiscal Year 2016 Budget for project design and execution of the required NCTD license agreements, approximately \$25,000. Staff plans to request the additional funds to complete the project as part of the Fiscal Year 2017 Budget process.

rym:PJB

Attachment



PROPOSED RAILROAD TRACK ALIGNMENT
PLAN
 SCALE: 1"=20'



DUDEK 405 Third Street, Escondido, CA 92024 760.942.5147 Fax 760.632.0164		REVISIONS <table border="1"> <thead> <tr> <th>NO.</th> <th>BY</th> <th>DATE</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		NO.	BY	DATE	REMARKS																					DESIGNED: <u>SD</u> DATE: _____ RCE: _____ EXP: _____ REVIEWED BY: _____ INSPECTOR: _____ DATE: _____	LEUCADIA WASTEWATER DISTRICT 1960 LA COSTA AVE, CARLSBAD, CA 92009 PHONE: (760) 753-0155 FAX: (760) 753-3094	POINTSETTA STATION IMPROVEMENT PROJECT PROPOSED NEW 24" SEWER CROSSING TENTATIVE LWD 24" SEWER PLAN	DWG: _____ SHEET _____ OF _____ DATE: _____ CAD REF. NO.: _____
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SUNDAY, MAY 15 :: 10-5PM



- + Community Circle featuring 'Ancient Wisdom' performances, including:
 - Native American Eagle Ceremony & Ancient Flutes of the Americas
- + Over 130 Green Exhibitors
 - Sustainability Plaza with EcoCar show and eBike rides
 - Earth
 - Water
 - Wellness
- + Kids Activities
 - Live Music
 - Live Animals
 - Bubbles, Face painting, Hula Hoops
 - EcoScavenger Hunt
 - Green School Awards & more!
- + EcoMarketplace
- + EcoArt Exhibits
- + Live, Local Music
- + Green Cuisine & Libations



Coastal Roots Farm
450 QUAIL GARDENS DRIVE, ENCINITAS
(between Leucadia & Encinitas Blvds)

Connect with us @: www.EcoFestEncinitas.org

 /EcoFestEncinitas



San Diego Chapter

California Special Districts Association

April 29, 2016

To: San Diego Chapter CSDA Member Agencies
From: Michael Bardin, San Diego Chapter President
Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
Event Date: **Thursday, May 19, 2016**
Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**
Location: **The Butcher Shop Steakhouse – Kearny Mesa**
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Board of Directors

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Jo MacKenzie
Vista Irrigation District

Join us for a dynamic, interactive and educational evening as SDCSDA presents:

The New Workforce IQ: 5 Trends Shaping the Future of Your Workforce

presented by Christine DiDonato, Career Revolution

Be sure to read your May San Diego Chapter CSDA Newsletter for more great information.

Dinner Menu Selections – \$30 per person (\$40 non-member)
Public is invited to attend the dinner at the \$40 non-member price

Tri-Tip Steak, with Bordelaise Sauce, Garlic Mashed Potatoes and Vegetables
Fresh Fillet of Tilapia, Baked and Topped with a Lemon-Caper Butter Sauce
Vegetarian Pasta, Mushrooms, Spinach, Feta Cheese with Pappardelle Pasta

Registration deadline is: Thursday, May 12, 2016

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Mike Bardin at (858) 756-5598; mbardin@sfidwater.org, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.

San Diego Chapter CSDA Dinner Meeting Registration Form

Thursday, May 19, 2016

The Butcher Shop Steakhouse - 5255 Kearny Villa Road, San Diego

6:00 PM No-Host Social Hour ~ 6:45 PM Dinner/Program

Dinner - \$30.00 (\$40.00 non-members)

Public is invited to attend at the \$40 non-member price

Choice of: 1. Tri-Tip Steak 2. Tilapia 3. Vegetarian Pasta

Agency: _____ Contact Name: _____

Phone Number: _____ Email: _____

Make reservations as follows, check dinner choice - Please print clearly

	Entrée Selection	1	2	3
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosed is our check for _____ reservation(s) at \$30.00 each = \$ _____

Non-member _____ reservation(s) at \$40.00 each = \$ _____

Make check payable to San Diego Chapter CSDA

Mail To: Rich Stevenson ~ Phone: (619) 409-6711
San Diego Chapter CSDA Treasurer
Sweetwater Authority
505 Garrett Avenue
Chula Vista, CA 91910

Or Fax: (619) 425-7469 Or Email: rstevenson@sweetwater.org

Reservations must be received no later than Thursday, May 12, 2016

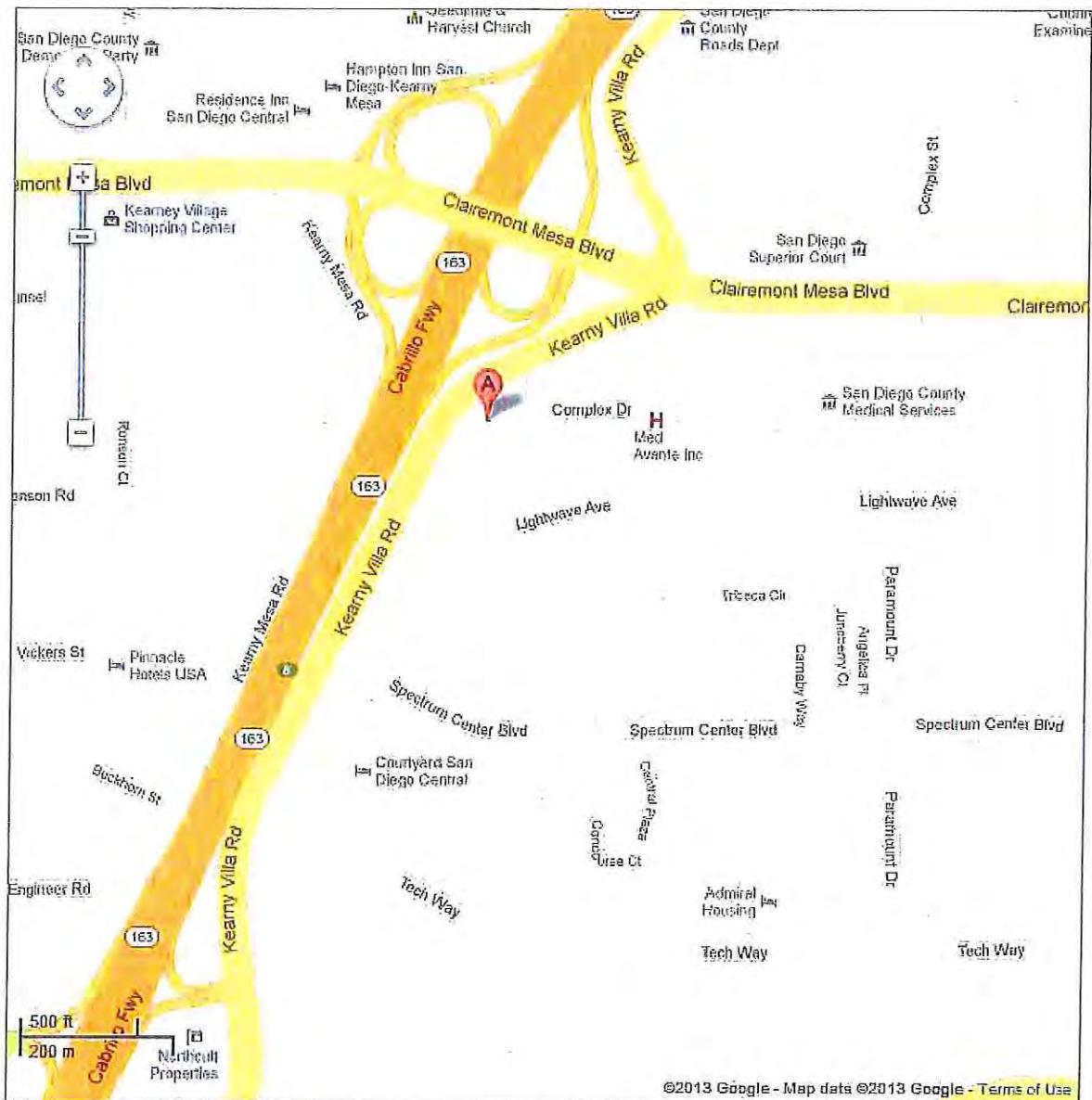
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Directions to: The Butcher Shop Steakhouse – Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Located just off HWY 163 & Clairemont Mesa Blvd.

From South: Take 163 North to Clairemont Mesa Blvd East. Take the first two rights. We are on the left side of the street.

From North: Take 163 South to Clairemont Mesa Blvd East. Cross the 163 overpass and take the first right. Once again we are on the left side of the street.



Directors' Meetings

Presented by Directors Omsted, Hanson, Sullivan, and Kulchin

Conference

2016 CWEA Annual Conference

Dates and Location

April 26-29, 2016

Santa Clara Convention Center in Santa Clara, CA

List of Attendees

President Don Omsted

Vice President Judy Hanson

Director Elaine Sullivan

Director Dave Kulchin

The above mentioned Board member attended various sessions regarding wastewater and recycled water issues.