



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, May 13, 2015
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

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

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- April 8, 2015 Regular Board Meeting (Pages 5-13)
- April 21, 2015 Community Affairs Committee Meeting (Pages 14-15)
- May 6, 2015 Engineering Committee Meeting (Pages 16-19)

8. Approval of Demands for April/May 2015

This item provides for Board of Directors approval of all demands paid from LWD during the month of April and a portion in May 2015. (Pages 20-48)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 14 to FY 15 and flows by sub-basin. (Pages 49-52)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 15 budget and discloses monthly investments. (Pages 53-60)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending March 31, 2015. (Pages 61-62, Attachment 11A)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of April 2015. (Pages 63-64)

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority Reports

- A. A Regular EWA Board meeting was held on April 22, 2015 – report by Director Sullivan. (Page 65)
- B. An Encina Member Agencies Manager's Meeting was held on May 5, 2015 – report by GM Bushee. (Verbal)

14. Committee Reports

- A. Community Affairs Committee meeting was held on April 21, 2015 – report by Director Sullivan. (Page 66)
- B. Engineering Committee meeting was held on May 6, 2015 – report by Director Kulchin. (Pages 67-68)
- C. Investment & Finance Committee meeting was held on May 12, 2015 – report by Director Hanson. (Verbal)

ACTION ITEMS

15. **Receive and file the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC.** (Pages 69-74)
16. **B1/B2 Force Main Project – Approval of Burtech Pipeline, Inc. change order**
Authorize the General Manager to execute a proposed change order with Burtech Pipeline, Incorporated for additional work to adjust the alignment of the B1/B2 Force Mains for an amount not to exceed \$37,980. (Page 75)
17. **DUDEK Contract Extension for Engineering Services**
Authorize the General Manager to execute a two-year extension to the DUDEK Professional Services Agreement for as needed engineering services. (Pages 76-78)
18. **Brownell & Duffey Contract Extension for Accounting Services**
Authorize the General Manager to execute a six and one-half month extension to the Brownell & Duffey Professional Services Agreement for as needed accounting services. (Pages 79-81)
19. **Award of Contract to Cox Business for Telephone and Internet Services**
Authorize the General Manager to execute an agreement with Cox Business to provide telephone and internet service in an amount not to exceed \$14,400 (plus taxes) per year, for a three year contract totaling \$43,200 (plus taxes). (Pages 82-87)
20. **2015 Revised Board Strategic Plan**
Adopt the LWD Revised 2015 Strategic Plan. (Pages 88-98)
21. **Discuss Challenges Posed by Storm Water Regulations** (Pages 99-101)

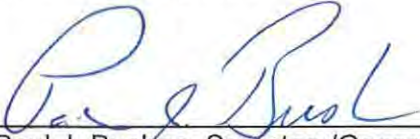
INFORMATION ITEMS

22. **Project Status Updates and Other Informational Reports**
 - A. LWD's participation in the 2015 EcoFest on May 17, 2015 from 10AM-4PM at 450 Quail Gardens Drive, Encinitas. (Verbal)
 - B. Flushable wipes issue. (Verbal)
23. **Directors' Meetings and Conference Reports**
 - A. The 2015 CASA Public Forum Conference was held at the Sheraton Hotel in Sacramento, CA on April 26 - 28, 2015. (Page 102)
 - B. The 2015 CWEA Annual Conference was held at the Town & County Resort in San Diego, CA on April 29 - May 1, 2015. (Page 103)
 - C. The 19th Annual Water Reuse Desalination & Research Conference was held at the Waterfront Beach Resort in Huntington Beach, CA on May 3 - 5, 2015. (Page 104)
24. **General Manager's Report**
25. **General Counsel's Report**
26. **Board of Directors' Comments**
27. **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 7, 2015



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
 April 8, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, April 8, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

President Juliussen called the meeting to order at 5:01 p.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, Sullivan and Kulchin
 DIRECTORS ABSENT: None.
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Tomer Gutman, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, District Engineer Steve Deering with Dudek, CPA Richard Duffey, Field Services Technician Josh Flanders and Rob Weber with Infrastructure Engineering Corporation (IEC).

3. Pledge of Allegiance

President Juliussen led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Achievement of an Individual Performance Objective – Josh Flanders.

GM Bushee presented the awards. He introduced FST In Training Josh Flanders stating that he recently received his Collection System Maintenance Grade 2 certification from the California Water Environment Association. He also presented background information about Josh and noted that he is eligible for a \$500 incentive award for his accomplishment.

The Board members congratulated Josh for his efforts.

B. Achievement of an 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. 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 \$486.69.

The Board members congratulated LWD staff for their efforts.

C. California Society of Municipal Finance Officers (CSMFO) Award.

GM Bushee presented the item. He stated that the District received this award for its outstanding financial reporting associated with the District's Comprehensive Annual Financial Report (CAFR) for FY14. He noted that this is the sixth time, the District has received this award and he thanked CPA Duffey, ASM LeMay and AT McEniry for their efforts with the CAFR.

The Board of Directors congratulated staff for receiving this award.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- March 9, 2015 Community Affairs Committee Meeting
- March 11, 2015 Regular Board Meeting
- March 24, 2015 Community Affairs Committee Meeting

8. Approval of Demands for March/April 2015

Payroll Checks numbered 17832-17871; General Checking – Checks numbered 46511-46644;

9. Operations Report (A copy was included in the original April 8, 2015 Agenda)

10. Finance Report (A copy was included in the original April 8, 2015 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of March 2015. (A copy was included in the original April 8, 2015 Agenda)

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on March 25, 2015.

Director Sullivan reported on EWA's March 25, 2015 Board meeting.

- B. An Encina Member Agencies Manager's (MAM) Meeting was held on April 7, 2015.

GM Bushee reported on Encina MAM's April 7, 2015 meeting.

13. Committee Reports

- A. Community Affairs Committee (CAC) meeting was held on March 24, 2015.

Director Sullivan reported that the CAC reviewed and commented on the draft text of the spring 2015 newsletter. She noted that the CAC directed staff to move forward with the production of the newsletter.

Director Hanson asked if the Board will review the newsletter before delivery to residents. GM Bushee explained the process of the newsletter production and confirmed that staff will send the final newsletter to the Board for review prior to delivery to residents.

- B. Engineering Committee (EC) meeting was held on April 7, 2015.

Director Kulchin reported that the EC reviewed the following agreements and updates:

- An agreement with Burtech Pipeline Inc. for construction services to complete the 2015 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$669,946;
- Receive and file the Saxony Pump Station Rehabilitation Preliminary Design Report completed by IEC;
- An agreement with IEC for engineering design services for the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$72,266;
- A two-year extension to the IEC contract for as needed engineering design services
- Update on the 2016 Repair Priority List;
- Update on the B1/B2 Force Mains Replacement Project; and
- Update on the Leucadia Pump Station Generator Replacement Project.

ACTION ITEMS

14. Gravity Pipeline Rehabilitation Project – Construction Services Agreement

Authorize the General Manager to execute an Agreement with Burtech Pipeline, Inc. for construction services to complete the 2015 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$669,946.

TSM Morishita presented the item noting that it was reviewed by the EC at their April 7th meeting and it is a tactical goal under the Technology and Infrastructure Strategy in the FY 15 Tactics and Action Plan. He added that staff is requesting that the Board authorize an additional appropriation to the FY 15 budget in the amount of \$300,000 to cover the full cost of project's construction.

TSM Morishita provided background information on the project, along with the results of the District's request for bids. He added that the bids were reviewed by IEC and that they are

recommending Burtech Pipeline as the lowest responsive and responsible bidder. He added that there were two minor issues with Burtech's bid and he explained those minor issues requesting that they be waived. He noted that all of the received bids were higher than the engineer's estimate of \$548,000. He also noted the reasons why the bids were higher.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the GM to execute an agreement with Burtech Pipeline, Inc. for construction services to complete the 2015 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$669,946 and authorize an additional appropriation to the FY 15 budget in the amount of \$300,000 to cover the full cost of project construction by the following vote:

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

15. Engineering Design Contract Extension

Authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services.

TSM Morishita presented the item noting that it was reviewed by the EC at their April 7th meeting. He stated that IEC's contract is a three-year contract with an option to extend for two additional years. He noted that it had expired in March 2015. He added that staff believes it's in the District's best interest to extend their agreement based on their performance and commitment to the District and to allow for continuity of services.

President Juliussen noted that IEC has been providing excellent services for the District.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Kulchin, and unanimously carried, the Board of Directors authorized the General Manager to execute a two-year extension to the IEC contract for as needed engineering design services by the following vote:

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

16. Saxony Pump Station Preliminary Design Report

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

TSM Morishita presented the item noting that it was reviewed by the EC at their April 7th meeting and it is a tactical goal under the Technology and Infrastructure Strategy in the FY 15 Tactics and Action Plan. He provided background information on the project and the results of IEC's Saxony

Pump Station Rehabilitation PDR and their scope of work. He added that the project will include bypassing and will be scheduled outside of the bird nesting season to minimize environmental concerns.

GM Bushee noted that this project is the result of the implementation of the District's Asset Management Plan.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors received and filed the Saxony Pump Station Rehabilitation PDR completed by IEC by the following vote:

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

17. Saxony Pump Station Engineering Design Services

Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$72,266.

TSM Morishita stated that this item is a follow-up to agenda item no. 16 adding that the EC also reviewed this item on April 7th. He noted that IEC submitted their proposal for engineering design services and it includes services to support project design. He noted that their fee is 12.5% of the estimated construction cost which staff believes is fair and reasonable.

President Juliussen noted that normal engineering design cost is approximately 15% of the construction cost. In addition, President Juliussen indicated that during the EC meeting he had questioned IEC about the proposal and that he was satisfied with their response.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with IEC for engineering design services for the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$72,266 by the following vote:

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

18. Mission Statement Review

Review LWD's Mission Statement.

ASM LeMay presented the item stating that it is a follow up from the Board's Strategic Planning

workshop. He added that at the Board's request, staff included sample Mission Statements from other agencies and it is included in the agenda.

Vice President Omsted stated that he agrees with Director Sullivan indicating that the word "waste" should be removed from LWD's Vision and Mission statements. Director Sullivan concurred with Director Omsted, adding that the District should lead the way and initiate the idea that all water is the same. She also provided an example using the terminology "water resource" instead of "wastewater" because we are treating water and not "wasting" water.

Vice President Omsted recommended changing the Vision statement to read "To be a recognized leader in water reclamation and environmental protection."

Director Kulchin stated that he appreciates Director Sullivan's idea of changing the word "wastewater" in the vision statement, however he added that the current vision statement serves its purpose of what we do and that he is satisfied with the current statement. President Juliussen agreed that the current vision statement serves its purpose.

GM Bushee noted that CASA is in the process of rebranding its organization and that this idea is consistent with where the industry is going. He stated that the cost of changing the District's vision and mission statements would be minimal.

Following discussion, upon a motion duly made by Vice President Omsted to change the vision statement to "To be a recognized leader in water reclamation and environmental protection.", seconded by Director Sullivan, the motion did not pass by the following vote:

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

The Board of Directors then reviewed the District's mission statement. Vice President Omsted recommended that the word "wastewater" be changed to "water" in the mission statement.

Following discussion, upon a motion duly made by Vice President Omsted to change the mission statement "To serve the public by collecting, transporting, recycling and treating *water* in a safe, reliable, efficient, cost effective and environmentally responsible manner, while providing excellent service to our customers", seconded by Director Sullivan, the motion did not pass by the following vote:

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

19. Proposed 2016 Staffing Reorganizational Changes

Approve a staffing reorganization that will establish an Administrative Supervisor classification and would increase full-time personnel (FTE's) from 18 to 19 employees effective January 2016.

GM Bushee presented the item noting that Vice President Omsted requested staff provide the Board with a handout of the current and proposed organizational charts. He explained the revisions and also provided background information on the District's Succession Plan Policy indicating that the policy addresses changes in staff leadership positions and encourages the recruitment of internal candidates when the necessary skill base is available in-house. He also noted that this item is a follow up to the Board's direction following the closed session at the March Board meeting.

GM Bushee stated that the proposed reorganization includes the addition of an Administrative Supervisor position that would bring the total number of LWD employees from 18 to 19 positions. The reorganization would also involve the appointment of Mr. Richard Duffey to the Administrative Services Manager position upon Mr. Chuck LeMay's retirement in January 2016, thereby eliminating LWD's accounting services with Brownell & Duffey, effective at that time. GM Bushee added that LWD has not added a position to the organization since 2003. GM Bushee concluded that the recommendation is consistent with LWD's Succession Plan Policy and that he believes it is in the best long-term interest of LWD.

Director Kulchin asked several questions relating to the duties associated with the new position. GM Bushee stated that the position will supervise the Administrative Specialist I/II position. He explained that staff planned to conduct an internal recruitment process for the Administrative Supervisor in late summer/early fall timeframe and that the position would report directly to the Administrative Services Manager, which would continue to have broad oversight over the District's administrative programs.

GM Bushee added that the Brownell & Duffey contract will expire in June 2015 and staff will recommend to the Board at an upcoming meeting to extend his contract until the reorganization takes effect in January 2016. He noted that based on the results of the internal recruitment; there could be potential shifts in staff positions. He then explained that the Administrative Supervisor duties would include day to day administrative support in finance, human resources, public outreach, administration, and risk management duties. He stated that the proposed reorganization would keep a strong knowledge base in-house and, from a succession planning standpoint, will allow the opportunity to develop existing staff into future leaders of the District.

Director Kulchin asked the Board if they thought it would be micromanaging the General Manager if the Board second guessed this recommendation. Director Sullivan asked for clarification of whether the Board is being asked to approve the position or approve who would fill the position. GM Bushee responded that the recommendation is that the Board approve the organizational change to add one position and that it would be staff's discretion on who will fill the position.

Director Kulchin asked why create a Supervisor position. GM Bushee replied that the overarching goal of the Administrative Supervisor position comes from a succession planning standpoint and it would allow District management to actively train the person selected to become one of the District's future leaders. Director Kulchin asked if there would be additional costs associated with the proposed reorganization. GM Bushee replied there is an estimated costs savings of approximately \$40,000 during the first full year of the implementation and that over a period of several years the expense would be a wash. Director Hanson requested the new position's job description. GM Bushee noted that it was included in the agenda.

Director Kulchin suggested that a new position can be created without classifying them as a Supervisor and then evaluate their work to see if they have leadership potential. He added that he has no objection to adding a position to the organization, however adding a Supervisor position

would be classification inflation. He noted that hiring a Supervisor to only supervise one person bothers him.

Director Sullivan noted that she does not have an issue with the new Supervisor position, and she motioned to approve the recommendation, seconded by Vice President Omsted.

President Juliussen stated that he does not believe it is the Board's role to micromanage the General Manager and that his only concern was that the District would be spending more money in the future. GM Bushee noted there will be an approximate \$40,000 savings the first full year of implementation and that over a period of several years the expenses would eventually be a wash.

Director Kulchin noted that he agrees with hiring CPA Duffey as a full time staff member; however he does feel the Board has a choice on the vote. Director Kulchin added that he does not agree with the General Manager's approach on the Supervisor position and if he chooses to take this approach then the Board can address it during his performance review. Director Hanson indicated that it bothers her too, but she did not believe the Board has control over it. President Juliussen asked if there was any more discussion on the item, noting there was a motion and a second for the recommendation, and he called for a vote.

Upon a motion duly made by Director Sullivan, seconded by Vice President Omsted and carried, the Board of Directors approved a staffing reorganization that will establish an Administrative Supervisor classification that would increase full-time personnel (FTE's) from 18 to 19 employees effective January 2016 by the following vote:

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

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

None.

21. Directors' Meetings and Conference Reports

- A. The 2015 Wateruse Annual Conference was held at the Millennium Biltmore Hotel in Los Angeles, CA.

Director Hanson reported that the sessions were very interesting. Based on the sessions, she believed that California is so far behind water resource management than other states like Texas.

Vice President Omsted indicated that the water regulators must approve agencies innovative ideas on managing water issues before moving forward with their ideas or projects.

22. General Manager's Report

GM Bushee reported on the following items:

- Director Kulchin requested that he update the Board on the construction work that is taking

place on El Camino Real noting that it is the city of Carlsbad's project. The City is installing a recycled water pipeline that will serve only its customers in the area and that the pipeline will serve the Omni Resort and Spa south golf course.

- FSSupint. Stecker, TSM Morishita, and FSSup. Gonzalez will be presenting the District's Asset Management Program and explaining the FSTs involvement in the program at the next SCAP Collections Committee meeting on April 20th in Orange County.

23. General Counsel's Report

None.

24. Board of Directors' Comments

Director Hanson thanked the Board for changing the Budget workshop meeting.

Vice President Omsted asked if LWD's website included information about the work on La Costa Avenue. He noted that it caused a traffic jam.

President Juliussen requested that the next Engineering Committee agenda include an agenda item to address security issues at the District.

25. Adjournment

President Juliussen adjourned the meeting at 6:18 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 April 21, 2015

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, April 21, 2015 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: Administrative Service Manager Chuck LeMay, Executive Assistant Trisha Hill and Lois Humphreys of TRG & Associates (TRG).

3. Public Comment

No public comment was received.

4. New Business

A. Review of the Spring 2015 Draft Newsletter Layout.

The CAC reviewed the newsletter and suggested a minor change to the text. Ms. Humphreys of TRG noted the change and indicated that she will return the final draft after the change has been made.

GM Bushee noted that staff will send the final newsletter to the full Board, after the change is made, for their review and comments before mailing it to the residents.

Following discussion, the CAC authorized staff and TRG to proceed with the final 2015 spring newsletter.

5. Information Items

None.

6. Directors' Comments

Vice President Omsted inquired about his request to post information on the LWD's website and Facebook account regarding upcoming construction work. GM Bushee stated that staff posted a notification on the LWD's website and Facebook account regarding the work that was done on El Camino Real last week.

7. General Manager's Comments

GM Bushee provided an overview of the recent Facebook posts on LWD account. He noted that staff continues to update the website and Facebook with current information.

He noted that the District received a public records request regarding the District recycled water rates. He stated that he provided the requested information to the

anonymous person.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 10:14 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 May 6, 2015

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, May 6, 2015 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; District Engineer Steve Deering; and Kristin Norton from Titan Engineering & Consulting LLC.

3. Public Comment

None.

4. New Business

- A. Receive and file the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC.

TSM Morishita presented staff's recommendation noting this item is a FY 2015 tactical goal. He said that natural disasters such as floods, earthquakes and tsunamis occur with little warning and have the potential to be very destructive. He continued that because wastewater collection systems use gravity to perform their function efficiently, collection points are typically in areas of low elevation which are at high risk for natural disasters. TSM Morishita said that to address this issue, staff selected Kristin Norton (Titan Engineering & Consulting, LLC) to assist with developing a Hazard Preparedness & Mitigation Plan. TSM Morishita introduced Kristin Norton to give the presentation.

Ms. Norton briefed the EC on the Plan. Ms. Norton described the baseline understanding of the natural hazards that could affect the District's infrastructure and how asset vulnerability was established. Next, she explained the mitigation strategies that were developed to reduce the risks resulting from those natural hazards. Ms. Norton presented the prioritized mitigation measures for implementation.

Director Kulchin asked how often the District completes a Hazard Preparedness Plan. GM Bushee answered that this was the first time and that staff has not thought about how often it will be updated. However, some of the mitigation measures will be implemented over a long period.

Chairman Juliussen asked what is the next step. GM Bushee answered that some of the mitigation measures will be considered during the design of the Saxony Pump Station Rehabilitation and the L1 Force Main West Section Replacement projects currently in design. Other measures will be evaluated for feasibility when those assets are repaired, replaced or rehabilitated.

After discussion, the EC concurred with staff to recommend that the Board receive and file the

Hazard Preparedness & Mitigation Plan at the May 2015 Board meeting.

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

TSM Morishita presented staff's recommendation. He stated that the project alignment called for B1/B2 to cross diagonally through the middle of the intersection of Coast Highway 101 and Breakwater Lane. He said that prior to construction through the intersection, Burtech potholed the area to accurately locate identified underground utilities. TSM Morishita said that based on the results of the potholing, the B1/B2 alignment through the intersection required modification to resolve conflicts caused by the actual location of buried utilities. He stated that the modification added six additional angle points (restrained joints), four for horizontal realignment and two for vertical realignment. He explained that the change order is for the additional fittings and labor required for installation. He said that the time and material costs for this work is \$37,978.26. TSM Morishita stated that the work and costs associated with this change order have been reviewed by staff and are considered to be fair and reasonable.

After discussion, the EC concurred with staff to recommend that the Board approve the change order for the realignment of B1/B2 Force Mains at the May 2015 Board meeting.

- C. Authorize the General Manager to execute a two-year extension to the DUDEK Professional Services Agreement for as needed engineering consulting services.

TSM Morishita presented staff's recommendation. He said that Dudek's initial contract period was for 3 years with an option to extend for 2 additional years.

He explained that the initial three-year period of the DUDEK agreement will expire on June 30, 2015. TSM Morishita stated that based on DUDEK's performance and commitment to the District, staff is recommending that the option for a two-year contract extension be executed. He said that overall, DUDEK has performed well and they are recognized as a valuable asset.

After discussion, the EC concurred with staff to recommend the execution of a two-year extension of DUDEK's professional services agreement to the Board at the May 2015 Board meeting.

- D. Challenges posed by Storm Water Regulations.

DE Deering presented this item to the EC. He identified three potential storm water issues that may impact the District as follows:

- General Permit for Industrial Storm Water Discharge
- Sewer Overflow Monitoring Plan
- Municipal Separate Storm Sewer System (MS4) Priorities

Chairman Juliussen asked if anyone does upstream sampling of San Marcos Creek. GM Bushee answered that there are several Non-Governmental Organizations, for example Heal the Bay, that sample the creek. Additionally, the District does upstream sampling of San Marcos Creek on a quarterly basis.

After discussion, the EC concurred with staff to present this item to the Board for discussion and direction at the May 2015 Board meeting.

E. Discuss and provide direction on potential District security issues.

GM Bushee explained that during the April 2015 Board meeting, President Juliussen requested that the May Engineering Committee agenda include an item to discuss potential security issues at the District.

Chairman Juliussen stated that he is concerned that the District Office does not have security cameras. He is concerned about the safety and security of the staff.

GM Bushee stated that the installation of security cameras was discussed during the design of the Site Improvement Project. At that time, staff believed that a security camera is not needed in the Headquarters Building. The Server and SCADA rooms are locked when not occupied. The building is alarmed and monitored for security breaches and fire by Rancho Santa Fe Security. Equipment such as portable generators and pumps are securely housed in the auxiliary buildings.

FSSupervisor Gonzalez mentioned that all the pump stations have intrusion alarms that are transmitted to the On-Call Field Services Technician by SCADA when they are breached.

Chairman Juliussen was satisfied with the response and that the EC determined that there is no further action required on this item.

5. Information Items

A. B1/B2 Force Mains Replacement Project Update

TSM Morishita presented a status update of the B1/B2 Force Main Replacement Project. He provided an overview of the completed work to date. He reported that Burtech Pipeline has completed the majority of the B1/B2 Force Main installation and is working on the Cure-in-Place Pipe (CIPP) lining of the Lanikai Trunk Line. He said Burtech remains on track for the June 2015 completion date.

B. Leucadia Pump Station Generator Replacement Update

TSM Morishita provided an overview of the completed work to date. He reported that NEWest has installed the auxiliary fuel tank and is currently working on completing the electrical portion of the work.

C. L2 Force Main Anode Replacement Project Update

TSM Morishita presented this item. He said that Farwest Corrosion Company installed four sacrificial anodes on the Leucadia (L2) Force Main as a result of the annual Cathodic Test Station inspection of the force mains conducted in 2014.

Chairman Juliussen asked if cathodic protection is effective on the force mains. DE Deering answered that it is very effective in protecting the force mains from external corrosion.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee informed the EC of a 24 gallon B2 Force Main Sewer System Overflow (SSO) that occurred on Tuesday, May 5th, when the force main was being placed into service for the first time. The cause of the SSO was an open blow off valve on the new B2 Force Main. Prior to placing the B2 into service Burtech was asked if the blow off valves were closed. The supervisor answered yes. The water that was spilled was potable water used to pressure test the pipeline for acceptance.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 10:00 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: May 7, 2015
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 **\$2,449,081.98**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months April 4, 2015 – May 6, 2015.

Operating expenses totaled **\$765,446.02** while Capital Improvement Program expenses totaled **\$1,585,716.29**.

Payroll for employees and the Board totaled **\$97,919.67**.

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

Attachment 1	Summary of Demands by Account April/May 2015
Attachment 2	Accounts Payable Check Register dated April 2, 2015
Attachment 3	Accounts Payable Check Register dated April 6, 2015
Attachment 4	Payroll Check Register dated April 8, 2015
Attachment 5	Accounts Payable Check Register dated April 8, 2015
Attachment 6	Payroll Check Register dated April 9, 2015
Attachment 7	Accounts Payable Check Register dated April 13, 2015
Attachment 8	Payroll Check Register dated April 15, 2015
Attachment 9	Accounts Payable Check Register dated April 20, 2015
Attachment 10	Accounts Payable Check Register dated April 22, 2015
Attachment 11	Payroll Check Register dated April 29, 2015
Attachment 12	Accounts Payable Check Register dated May 1, 2015
Attachment 13	Board Payroll Check Register dated May 3, 2015
Attachment 14	Accounts Payable Check Register dated May 6, 2015
Attachment 15	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

May 13, 2015

1. Demands

<u>Category</u>	<u>Check #s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check-4/9/2015/	17872 - 17889 Incentive	\$ 7,864.64	
Payroll Check-4/8/2015	17890 Incentive	\$ 461.75	
Payroll Check-4/15/2015	17891 - 17908	\$ 42,793.24	
Payroll Check-4/29/2015	17909 - 17933	\$ 42,249.97	
Board Payroll Check - 5/3/2015	17934 - 17938	\$ 4,550.07	
	Total		\$97,919.67
General Checking -4/2/2015	46645	\$ 250.00	
General Checking- 4/6/2015	46646	\$ 250.00	
General Checking - 4/08/2015	46647 - 46683	\$ 209,241.72	
General Checking - 4/13/2015	46684 - 46696	\$ 835,327.38	
General Checking - 4/20/2015	46697	\$ 2,428.09	
General Checking - 4/24/2015	46698 - 46738	\$ 1,000,389.09	
General Checking - 5/1/2015	46739 - 46767	\$ 65,838.53	
General Checking - 5/6/2015	46768 - 46806	\$ 237,437.50	
	Total	\$ 2,351,162.31	
	GRAND TOTAL		\$2,449,081.98

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/2/2015 Through 4/2/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CITY OF ENCINITAS	46645	4/2/2015	250.00	Inspection Permit
	Total 46645		250.00	
Report Total			250.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/6/2015 Through 4/6/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CITY OF ENCINITAS	46646	4/6/2015	250.00	TRAFFIC CONTROL PERMIT
	Total 46646		250.00	
Report Total			250.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 8, 2015
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17890	4/8/2015	\$461.75

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/8/2015 Through 4/8/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	46647	4/8/2015	<u>3,570.00</u>	FLOW MONITORING
	Total 46647		3,570.00	
AT&T	46648	4/8/2015	209.15	DIAL IN MODEM
AT&T		4/8/2015	223.56	OLD MODEM
AT&T		4/8/2015	<u>157.20</u>	PHONE @ BPS
	Total 46648		589.91	
AT&T	46649	4/8/2015	<u>37.26</u>	L.D @ BPS
	Total 46649		37.26	
BASE NINE CONSULTING	46650	4/8/2015	<u>34,160.00</u>	PLC @ LPS
	Total 46650		34,160.00	
CARLSBAD FUELS CORPORATION	46651	4/8/2015	<u>1,389.26</u>	VEHICLE FUEL
	Total 46651		1,389.26	
CITY OF CARLSBAD	46652	4/8/2015	269.55	WATER @ OFFICE/LPS
CITY OF CARLSBAD		4/8/2015	283.76	WATER @ VACTOR
CITY OF CARLSBAD		4/8/2015	<u>229.57</u>	WATER @ VACTOR2
	Total 46652		782.88	
CUES, INC	46653	4/8/2015	380.13	CCTV VAN MAINT/REPAIRS
CUES, INC		4/8/2015	<u>66.99</u>	CCTV VAN REPAIRS
	Total 46653		447.12	
DATA NET	46654	4/8/2015	<u>140.00</u>	IS MAINT AND SUPPORT
	Total 46654		140.00	
DATCO	46655	4/8/2015	<u>300.30</u>	SERVICE FEES/TESTING
	Total 46655		300.30	
DETECTION INSTRUMENTS CORP	46656	4/8/2015	<u>106.01</u>	CALIBRATION
	Total 46656		106.01	
DOWNSTREAM SERVICES, INC.	46657	4/8/2015	<u>65.00</u>	STORM WATER MAINT
	Total 46657		65.00	
DUDEK & ASSOCIATES	46658	4/8/2015	8,855.00	GE/CIP/200/346/347/349
DUDEK & ASSOCIATES		4/8/2015	<u>6,515.00</u>	GE/CIP/JAN/200/346
	Total 46658		15,370.00	
EL CAMINO REAL SHELL ENCINITAS	46659	4/8/2015	<u>89.50</u>	VEHICLE FUEL

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/8/2015 Through 4/8/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46659		89.50	
EVOQUA WATER TECHNOLOGIES, LLC	46660	4/8/2015	8,664.00	BIOXIDE
	Total 46660		8,664.00	
HI-WAY SAFETY, INC	46661	4/8/2015	876.65	SAFETY ITEMS, CONES, SIGNS
	Total 46661		876.65	
ICMA RETIREMENT-303979	46662	4/8/2015	3,329.35	DEFERRED COMP
	Total 46662		3,329.35	
JACKSON & BLANC	46663	4/8/2015	460.00	MAINT REPAIR ON HVAC
	Total 46663		460.00	
NAPA AUTO	46664	4/8/2015	16.19	FILTERS
NAPA AUTO		4/8/2015	145.57	FILTERS @ PS
NAPA AUTO		4/8/2015	10.78	LAMP
NAPA AUTO		4/8/2015	31.29	TYWRAPS
	Total 46664		203.83	
NEWEST CONSTRUCTION COMPANY	46665	4/8/2015	95,987.45	LPS EMERGENCY GENERATOR
	Total 46665		95,987.45	
NORTH COUNTY EQUIPMENT INC	46666	4/8/2015	25.99	SUPPLIES-TOOLS
	Total 46666		25.99	
OFFICE DEPOT, INC.	46667	4/8/2015	78.82	OFFICE SUPPLIES
	Total 46667		78.82	
OLIVENHAIN MUNICIPAL WATER DIST	46668	4/8/2015	39.22	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		4/8/2015	498.88	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		4/8/2015	419.92	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		4/8/2015	42.58	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		4/8/2015	42.58	WATER @ VP7
	Total 46668		1,043.18	
PACIFIC PIPELINE SUPPLY	46669	4/8/2015	208.68	NUTS, BOLTS, ETC
	Total 46669		208.68	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/8/2015 Through 4/8/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PERS RETIREMENT	46670	4/8/2015	223.07	BOARD RETIREMENT ENDING 3/31/15
PERS RETIREMENT		4/8/2015	14,473.81	EMPLOYEE RETIREMENT ENDING 3/15/15
	Total 46670		14,696.88	
PLANT PEOPLE	46671	4/8/2015	158.00	PLANTS MAINT IN THE OFFICE
	Total 46671		158.00	
R. J. SAFETY SUPPLY CO., INC.	46672	4/8/2015	75.17	SAFETY ITEMS
	Total 46672		75.17	
SAN DIEGUITO WATER DISTRICT	46673	4/8/2015	4.64	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		4/8/2015	37.12	WATER @ TANKER 2
	Total 46673		41.76	
SCAP	46674	4/8/2015	538.00	MEMBERSHIP DUES-2015/16
	Total 46674		538.00	
SAN DIEGO GAS & ELECTIRC	46675	4/8/2015	769.76	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		4/8/2015	15,287.42	ELECTRIC @ OFFICE/LPS
SAN DIEGO GAS & ELECTIRC		4/8/2015	332.92	ELECTRIC @ VP5
	Total 46675		16,390.10	
THE HOME DEPOT CRC/GECF	46676	4/8/2015	143.77	SUPPLIES
	Total 46676		143.77	
TRG & ASSOCIATES	46677	4/8/2015	8,355.00	PUBLIC INFORMATION
	Total 46677		8,355.00	
UNDERGROUND SERVICE ALERT OF	46678	4/8/2015	240.00	DIG ALARM
	Total 46678		240.00	
UNIFIRST CORPORATION	46679	4/8/2015	222.22	LAUNDRY SERVICE
	Total 46679		222.22	
VERIZON WIRELESS	46680	4/8/2015	49.23	CELL PHONE CHARGES
	Total 46680		49.23	
WASTE MANAGEMENT	46681	4/8/2015	202.57	TRASH SERVICE
	Total 46681		202.57	
XEROX CORPORATION	46682	4/8/2015	82.76	COPIER MAINT

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/8/2015 Through 4/8/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46682		82.76	
ZEE MEDICAL SERVICES, INC	46683	4/8/2015	<u>121.07</u>	FIRST AID KIT REFILL
	Total 46683		<u>121.07</u>	
Report Total			<u><u>209,241.72</u></u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 9, 2015
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17872 - 17889	4/9/2015	\$7,864.64

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/13/2015 Through 4/13/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ARC DOCUMENT SOLUTIONS.,LLC	46684	4/13/2015	39.56	PLANS AND SPECS
	Total 46684		39.56	
AYALA ENGINEERING	46685	4/13/2015	7,780.00	INSTALL CIPP LINER
	Total 46685		7,780.00	
BURTECH PIPELINE, INC	46686	4/13/2015	787,298.25	B1/B2 FORCE MAIN PROJECT
	Total 46686		787,298.25	
CASH	46687	4/13/2015	338.88	PETTY CASH-MARCH/APRIL
	Total 46687		338.88	
CONEXIS	46688	4/13/2015	140.00	SEC 125 FLEX PLAN-MARCH 2015
	Total 46688		140.00	
DATA NET	46689	4/13/2015	390.00	IS MAINT AND SUPPORT
	Total 46689		390.00	
IWATER, INC	46690	4/13/2015	9,000.00	ANNUAL MAINT/SUPPORT
	Total 46690		9,000.00	
JEFF BILLS	46691	4/13/2015	3,513.10	CONSULTING FEES-APRIL
	Total 46691		3,513.10	
MITSUBISHI ELECTRIC US, INC	46692	4/13/2015	274.02	ELEVATOR MAINT
	Total 46692		274.02	
PERS RETIREMENT	46693	4/13/2015	14,473.81	EMPLOYEE RETIREMENT-3/29/15
	Total 46693		14,473.81	
UNIFIRST CORPORATION	46694	4/13/2015	239.11	LAUNDRY-UNIFORMS
	Total 46694		239.11	
U.S. BANK	46695	4/13/2015	9,781.45	CONF, SUPPLIES, MEETINGS, ETC
	Total 46695		9,781.45	
WORDEN WILLIAMS, APC	46696	4/13/2015	2,059.20	LEGAL FEES-MARCH
	Total 46696		2,059.20	
Report Total			835,327.38	

Leucadia Wastewater District
 Vendor Activity - Supplemental Credit Card Report
 From 4/13/2015 Through 4/13/2015

Vendor Name	Tra... Sou...	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	4/13/2015	CC-3/23/15	0.00	1005	UNION BANK GENERAL	CONF, SUPPLIES, MEETINGS, ETC
U.S. BANK	APS	4/13/2015	CC-3/23/15	0.00	1080	DUE TO/FROM OTHER FUNDS	CONF, SUPPLIES, MEETINGS, ETC
U.S. BANK	API	4/13/2015	CC-3/23/15	230.20	4330	BOARD CONFERENCES	CASA FLIGHT-CLM
U.S. BANK	API	4/13/2015	CC-3/23/15	3,067.40	4330	BOARD CONFERENCES	CSDA, WATERUSE CONFS
U.S. BANK	API	4/13/2015	CC-3/23/15	1,138.88	4330	BOARD CONFERENCES	D.O. WATERUSE CONF
U.S. BANK	API	4/13/2015	CC-3/23/15	685.00	4330	BOARD CONFERENCES	E.S. WATERUSE CONF
U.S. BANK	API	4/13/2015	CC-3/23/15	129.95	4910	OFFICE SUPPLIES	LAMP TRACKER
U.S. BANK	API	4/13/2015	CC-3/23/15	140.49	5040	SAFETY SUPPLIES	2 WAY RADIOS
U.S. BANK	API	4/13/2015	CC-3/23/15	468.84	5040	SAFETY SUPPLIES	AED SUPPLIES
U.S. BANK	API	4/13/2015	CC-3/23/15	281.12	5040	SAFETY SUPPLIES	CANOPY
U.S. BANK	API	4/13/2015	CC-3/23/15	360.00	5520	REPAIR & MAINT PUMP STATION	SULFER TESTING
U.S. BANK	API	4/13/2015	CC-3/23/15	136.19	5530	BUILDINGS & GROUNDS	FLAGS
U.S. BANK	API	4/13/2015	CC-3/23/15	111.43	5710	TRAINING, EDUCATION & CONFERNC	CSRMA MEETING
U.S. BANK	API	4/13/2015	CC-3/23/15	2,188.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA REGS.
U.S. BANK	API	4/13/2015	CC-3/23/15	200.00	5710	TRAINING, EDUCATION & CONFERNC	FST CWEA TRAINING
U.S. BANK	API	4/13/2015	CC-3/23/15	483.95	5710	TRAINING, EDUCATION & CONFERNC	WATERUSE CONF
U.S. BANK	API	4/13/2015	CC-3/23/15	30.00	5910	TELEPHONE	INTERNET CHG
U.S. BANK	API	4/13/2015	CC-3/23/15	130.00	5910	TELEPHONE	INTERNET/WEBSITE
				9,781.45	Transaction Total		
Total 4/13/2015				9,781.45			
Report Opening/Current Balance							
Report Transaction Totals				9,781.45			
Report Current Balances							

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 15, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17891 - 17908	4/15/2015	\$42,793.24

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/20/2015 Through 4/20/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CHRISTINE HARRIGAN	46697	4/20/2015	2,428.09	VEHICLE DAMAGE CLAIM FOR HARRIGAN
	Total 46697		2,428.09	
Report Total			2,428.09	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/22/2015 Through 4/22/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
BROWNELL AND DUFFEY CPA	46698	4/22/2015	<u>10,072.50</u>	ACCT FEES-MARCH
	Total 46698		10,072.50	
CHUCKS TIRE CENTER	46699	4/22/2015	<u>25.00</u>	FLAT TIRE REPAIR
	Total 46699		25.00	
CORODATA	46700	4/22/2015	<u>76.89</u>	STORAGE
	Total 46700		76.89	
CUES, INC	46701	4/22/2015	<u>254.10</u>	PARTS-CCTV VAN
	Total 46701		254.10	
CWEA	46702	4/22/2015	<u>156.00</u>	MEMBERSHIP RENEWAL-S.K.
	Total 46702		156.00	
DATA NET	46703	4/22/2015	<u>854.93</u>	IS MAINT AND SUPPORT
	Total 46703		854.93	
DETECTION INSTRUMENTS CORP	46704	4/22/2015	<u>105.30</u>	CALIBRATIONS
	Total 46704		105.30	
DEXTER WILSON ENGINEERING	46705	4/22/2015	<u>2,020.00</u>	FY15 AUDIT
	Total 46705		2,020.00	
DION INTERNATIONAL TRUCKS INC	46706	4/22/2015	<u>111.74</u>	MAINT-FACTORS
	Total 46706		111.74	
ENCINA WASTEWATER AUTHORITY	46707	4/22/2015	<u>858,244.81</u>	3RD QTR ENCINA-O/M & CAPITAL
	Total 46707		858,244.81	
EVOQUA WATER TECHNOLOGIES, LLC	46708	4/22/2015	<u>8,073.79</u>	BIOXIDE
	Total 46708		8,073.79	
EWING IRRIGATION PRODUCTS	46709	4/22/2015	<u>110.97</u>	PARTS @ BPS
	Total 46709		110.97	
GREAT AMERICA FINANCIAL SERVICES	46710	4/22/2015	<u>723.18</u>	COPIER LEASE AND MAINT
	Total 46710		723.18	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/22/2015 Through 4/22/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
I2B NETWORKS, INC	46711	4/22/2015	<u>160.00</u>	WEB CAM @ BPS
	Total 46711		160.00	
ICMA RETIREMENT-303979	46712	4/22/2015	<u>3,398.17</u>	DEFERRED COMP
	Total 46712		3,398.17	
INFRASTRUCTURE ENGINEERING CORP	46713	4/22/2015	1,676.91	B2 FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		4/22/2015	3,027.50	FY15 GRAVIETY SEWER
INFRASTRUCTURE ENGINEERING CORP		4/22/2015	5,962.50	L1 FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		4/22/2015	748.35	LPS GENERATOR
INFRASTRUCTURE ENGINEERING CORP		4/22/2015	4,111.21	SPS REHAB
	Total 46713		15,526.47	
JACKSON & BLANC	46714	4/22/2015	<u>113.11</u>	MAINT/SERVICE ON HVAC
	Total 46714		113.11	
LA COSTA LOGO, LLC	46715	4/22/2015	<u>2,075.97</u>	SHIRTS/CAPS
	Total 46715		2,075.97	
LAGUNA MOUNTAIN ENVIRO, INC	46716	4/22/2015	14,506.00	ARCHAEOLOGICAL MONITORING
	Total 46716		14,506.00	
NAPA AUTO	46717	4/22/2015	130.13	BATTERIES
NAPA AUTO		4/22/2015	97.18	PARTS/SUPPLIES
NAPA AUTO		4/22/2015	22.65	SUPPLIES
NAPA AUTO		4/22/2015	<u>98.09</u>	WASHER FLUID, BULBS, GREASE
	Total 46717		348.05	
NATIONWIDE RETIREMENT SOLUTIONS	46718	4/22/2015	243.67	DEFERRED COMP
	Total 46718		243.67	
JOSEPHINE NEEB	46719	4/22/2015	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 46719		3,000.00	
OFFICE DEPOT, INC.	46720	4/22/2015	<u>930.85</u>	OFFICE SUPPLIES
	Total 46720		930.85	
PALOMAR INVESTIGATIVE GROUP	46721	4/22/2015	80.00	BACKGROUND CHECK
	Total 46721		80.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/22/2015 Through 4/22/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PALOMAR WATER, LLC	46722	4/22/2015	<u>201.08</u>	BOTTLED WATER @ OFFICE
	Total 46722		201.08	
PERS RETIREMENT	46723	4/22/2015	<u>14,478.44</u>	EMPLOYEE RETIREMENT 4/12/15
	Total 46723		14,478.44	
RICHARD STINSON	46724	4/22/2015	<u>18,500.00</u>	CONSTRUCTION CONSULTING-MARCH
	Total 46724		18,500.00	
R. J. SAFETY SUPPLY CO., INC.	46725	4/22/2015	<u>338.26</u>	SAFETY ITEMS
	Total 46725		338.26	
ROCKWELL CONSTRUCTION SERVICES, INC	46726	4/22/2015	<u>250.00</u>	LPS GENERATOR
	Total 46726		250.00	
SAN DIEGO GAS AND ELECTRIC	46727	4/22/2015	<u>16,921.68</u>	ELECTRIC @ BPS
	Total 46727		16,921.68	
SAN DIEGO NATURAL HISTORY MUSEUM	46728	4/22/2015	<u>4,016.75</u>	MONITORING OF FORCE MAIN
	Total 46728		4,016.75	
SAN DIEGO GAS & ELECTIRC	46729	4/22/2015	747.47	ELEC @ E.ESTATES
SAN DIEGO GAS & ELECTIRC		4/22/2015	14,657.19	ELECTRIC @ LPS/OFFICE
SAN DIEGO GAS & ELECTIRC		4/22/2015	322.61	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		4/22/2015	<u>3.83</u>	NAT GAS @ E.E.
	Total 46729		15,731.10	
SOUTHERN CONTRACTING COMPANY	46730	4/22/2015	1,200.00	AWT/ENCINA IR SCANNING
SOUTHERN CONTRACTING COMPANY		4/22/2015	480.00	ELEC WORK @ RVPS
	Total 46730		1,680.00	
TELEPACIFIC COMMUNICATIONS	46731	4/22/2015	<u>1,067.93</u>	PHONE SYSTEM
	Total 46731		1,067.93	
TIM BESTAMENTE	46732	4/22/2015	<u>1,375.45</u>	MAINT/REPAIR WORK
	Total 46732		1,375.45	
UNIFIRST CORPORATION	46733	4/22/2015	<u>215.62</u>	LAUNDRY SERVICE
	Total 46733		215.62	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 4/22/2015 Through 4/22/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNITED PARCEL	46734	4/22/2015	25.86	SHIPPING
	Total 46734		25.86	
V&A CONSULTING ENGINEERS	46735	4/22/2015	1,200.00	CREEK SAMPLING
	Total 46735		1,200.00	
VERIZON WIRELESS	46736	4/22/2015	697.58	CELL PHONES
	Total 46736		697.58	
VORTEX INDUSTRIES, INC	46737	4/22/2015	852.36	EMERGENCY SERVICE TO GATE
	Total 46737		852.36	
WEST COAST SAFETY SUPPLY CO., INC.	46738	4/22/2015	1,625.48	CALIBRATIONS
	Total 46738		1,625.48	
Report Total			1,000,389.09	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 29, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17909 - 17933	4/29/2015	\$42,249.97

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 5/1/2015 Through 5/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	46739	5/1/2015	227.94	DIAL IN MODEM
AT&T		5/1/2015	<u>306.41</u>	ELEVATOR PHONE SERVICE
	Total 46739		534.35	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	46740	5/1/2015	22,360.68	HEALTH INS-MAY
	Total 46740		<u>22,360.68</u>	
CARLSBAD FUELS CORPORATION	46741	5/1/2015	1,601.09	FUEL FOR VEHICLES
	Total 46741		<u>1,601.09</u>	
CARLSON & BEAULOYE	46742	5/1/2015	<u>1,687.31</u>	PARTS/MAT @AWT/LPS
	Total 46742		1,687.31	
CUMMINS PACIFIC,LLC	46743	5/1/2015	<u>2,488.50</u>	GENERATOR SERVICE TO PS
	Total 46743		2,488.50	
DION INTERNATIONAL TRUCKS INC	46744	5/1/2015	111.74	MISC SUPPLIES FOR VACTOR
DION INTERNATIONAL TRUCKS INC		5/1/2015	111.74	MISC SUPPLIES-VACTOR
	Total 46744		<u>223.48</u>	
DUDEK & ASSOCIATES	46745	5/1/2015	1,140.00	GE/32352/0924/CHEVRON
DUDEK & ASSOCIATES		5/1/2015	157.50	GE/3251/100/GRADING
DUDEK & ASSOCIATES		5/1/2015	157.50	GE/3252/0092/ROSATIS
DUDEK & ASSOCIATES		5/1/2015	525.00	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		5/1/2015	210.00	GE/3252/0808/SEASIDE
DUDEK & ASSOCIATES		5/1/2015	157.50	GE/3252/0851/JEREZ CT
DUDEK & ASSOCIATES		5/1/2015	472.50	GE/3252/0884/LC VALLEY
DUDEK & ASSOCIATES		5/1/2015	<u>210.00</u>	GE/3252/0922/HERMES AVE
	Total 46745		3,030.00	
ENCINA WASTEWATER AUTHORITY	46746	5/1/2015	1,371.25	LAB FEES
	Total 46746		<u>1,371.25</u>	
HAAKER EQUIPMENT CO	46747	5/1/2015	<u>998.31</u>	PARTS/SERVICE-#147
	Total 46747		998.31	
HARTFORD LIFE & ACCIDENT INS.	46748	5/1/2015	400.68	LIFE INS-MAY
	Total 46748		<u>400.68</u>	
ICMA RETIREMENT-303979	46749	5/1/2015	<u>3,398.17</u>	DEFERRED COMP
	Total 46749		3,398.17	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 5/1/2015 Through 5/1/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
INTERSTATE BATTERIES OF SAN DIEGO	46750	5/1/2015	124.31	BATTERIES
	Total 46750		124.31	
MES VISION	46751	5/1/2015	356.88	EYE INSURACE FOR MAY
	Total 46751		356.88	
MSC JANITORIAL SERVICE, INC	46752	5/1/2015	1,552.92	APRIL JANITORIAL SERVICE
	Total 46752		1,552.92	
NATIONWIDE RETIREMENT SOLUTIONS	46753	5/1/2015	243.67	DEFERRED COMP
	Total 46753		243.67	
OFFICE DEPOT, INC.	46754	5/1/2015	149.31	OFFICE SUPPLIES
	Total 46754		149.31	
PEP BOYS	46755	5/1/2015	16.19	INFLATOR GAUGE
	Total 46755		16.19	
PLUMBERS DEPOT, INC	46756	5/1/2015	5,509.59	WIRELESS MONITOR
	Total 46756		5,509.59	
RANCHO SANTA FE SECURITY SYSTEMS	46757	5/1/2015	258.00	ALARM SYSTEM
	Total 46757		258.00	
RICK EASTON	46758	5/1/2015	73.66	SAFETY BOOTS-RICK EASTON
	Total 46758		73.66	
R. J. SAFETY SUPPLY CO., INC.	46759	5/1/2015	277.99	SAFETY GLOVES
R. J. SAFETY SUPPLY CO., INC.		5/1/2015	79.38	SAFETY ITEMS
	Total 46759		357.37	
SAN DIEGO GAS & ELECTIRC	46760	5/1/2015	166.83	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		5/1/2015	497.56	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		5/1/2015	990.17	ELECTRIC @ LC-PS
SAN DIEGO GAS & ELECTIRC		5/1/2015	148.58	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		5/1/2015	765.79	ELECTRIC @ SAXONY
SAN DIEGO GAS & ELECTIRC		5/1/2015	179.88	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		5/1/2015	1,108.49	ELECTRTIC @ EEPS
SAN DIEGO GAS & ELECTIRC		5/1/2015	42.60	GAS @ OFFICE
	Total 46760		3,899.90	
SOUTHERN CONTRACTING COMPANY	46761	5/1/2015	5,862.00	AWT TANK

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 5/1/2015 Through 5/1/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SOUTHERN CONTRACTING COMPANY		5/1/2015	3,345.00	ELECTRIC WORK @ PS
	Total 46761		9,207.00	
THE GUARDIAN	46762	5/1/2015	4,450.13	DENTAL/DISABILITY INS-MAY
	Total 46762		4,450.13	
TIERRA VERDE RESOURCES, INC	46763	5/1/2015	730.00	LANDSCAPING FEES-APRIL
	Total 46763		730.00	
TRI COMMUNITY ANSWERING SERVICE	46764	5/1/2015	90.00	ANSWERING SERVICE-APRIL
	Total 46764		90.00	
UNIFIRST CORPORATION	46765	5/1/2015	212.38	LAUNDRY SERVICE
	Total 46765		212.38	
UNITED PARCEL	46766	5/1/2015	25.43	SHIPPING
	Total 46766		25.43	
USA BlueBook	46767	5/1/2015	487.97	MANHOLE COVER
	Total 46767		487.97	
Report Total			65,838.53	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: May 3, 2015

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17934 - 17938	5/3/2015	\$4,550.07

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 5/6/2015 Through 5/6/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ACTION MAIL POSTAGE	46768	5/6/2015	<u>4,344.30</u>	POSTAGE FOR NEWSLETTER
	Total 46768		4,344.30	
ADS LLC	46769	5/6/2015	<u>3,570.00</u>	FLOW MONITORING
	Total 46769		3,570.00	
ARC DOCUMENT SOLUTIONS,LLC	46770	5/6/2015	<u>32.00</u>	PLANS AND SPECS
	Total 46770		32.00	
ANTIMITE TERMITE & PEST CONTROL	46771	5/6/2015	<u>56.00</u>	MONTHLY PEST SERVICE
	Total 46771		56.00	
AT&T	46772	5/6/2015	<u>157.29</u>	PHONE @ BPS
	Total 46772		157.29	
AT&T	46773	5/6/2015	<u>37.45</u>	L.D. PHONE @ BPS
	Total 46773		37.45	
AYALA ENGINEERING	46774	5/6/2015	<u>24,675.00</u>	REHAB 10 MANHOLES
	Total 46774		24,675.00	
CHUCKS TIRE CENTER	46775	5/6/2015	<u>25.00</u>	TIRE REPAIR
	Total 46775		25.00	
CITY OF CARLSBAD	46776	5/6/2015	<u>289.80</u>	WATER @ LPS/OFFICE
CITY OF CARLSBAD		5/6/2015	<u>428.28</u>	WATER @ VACTOR
	Total 46776		718.08	
CITY OF ENCINITAS	46777	5/6/2015	<u>11,960.00</u>	ENCINITAS OVERLAY PROKECT
	Total 46777		11,960.00	
CWEA	46778	5/6/2015	<u>89.00</u>	RENEWAL-COLL 3-T.A.
	Total 46778		89.00	
DETECTION INSTRUMENTS CORP	46779	5/6/2015	<u>336.46</u>	CALIBRATIONS
	Total 46779		336.46	
ELAINE SULLIVAN	46780	5/6/2015	<u>491.84</u>	REIMBURSE FOR CASA PUBLIC FORUM
ELAINE SULLIVAN		5/6/2015	<u>467.81</u>	REIMBURSE FOR CWEA CONF
	Total 46780		959.65	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 5/6/2015 Through 5/6/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
EMPLOYMENT DEVELOPMENT DEPT	46781	5/6/2015	6,434.00	UNEMPLOYMENT-K. BUTTS
	Total 46781		6,434.00	
EWING IRRIGATION PRODUCTS	46782	5/6/2015	16.76	FLANGE
	Total 46782		16.76	
HAAKER EQUIPMENT CO	46783	5/6/2015	26.75	PARTS
	Total 46783		26.75	
HOCH CONSULTING	46784	5/6/2015	1,000.00	ENG SERVICES-LPS GENERATOR
	Total 46784		1,000.00	
INDUSTRIAL SCIENTIFIC	46785	5/6/2015	29.93	FREIGHT
	Total 46785		29.93	
JEFFERY STECKER	46786	5/6/2015	402.55	REIMBURSE FOR CWEA CONF
	Total 46786		402.55	
MARVIN GONZALEZ	46787	5/6/2015	441.94	REIMBURSE FOR CWEA CONF
	Total 46787		441.94	
MITSUBISHI ELECTRIC US, INC	46788	5/6/2015	274.02	ELEVATOR SERVICE/MAINT
	Total 46788		274.02	
NAPA AUTO	46789	5/6/2015	10.25	GASKET
	Total 46789		10.25	
OFFICE DEPOT, INC.	46790	5/6/2015	73.12	OFFICE SUPPLIES
	Total 46790		73.12	
OLIVENHAIN MUNICIPAL WATER DIST	46791	5/6/2015	39.22	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		5/6/2015	1,077.92	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		5/6/2015	281.74	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		5/6/2015	39.22	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		5/6/2015	39.22	WATER @ VP7
	Total 46791		1,477.32	
PAUL BUSHEE	46792	5/6/2015	372.00	CASA PUBLIC FORUM
PAUL BUSHEE		5/6/2015	308.00	CSRMA BRD MEETING

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 5/6/2015 Through 5/6/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 46792		680.00	
PERS RETIREMENT	46793	5/6/2015	356.92	BOARD RETIREMENT 4/30/2015
PERS RETIREMENT		5/6/2015	<u>14,484.48</u>	EMPLOYEE RETIREMENT 4/26/2015
	Total 46793		14,841.40	
PITNEY BOWES GLOBAL FINANCIAL LLC	46794	5/6/2015	66.09	INK FOR POSTAGE METER
	Total 46794		66.09	
PLUMBERS DEPOT, INC	46795	5/6/2015	<u>369.36</u>	WARTHOG/SHAFT SEAL
	Total 46795		369.36	
PURCHASE POWER	46796	5/6/2015	<u>86.22</u>	SHIPPING-FEDX
	Total 46796		86.22	
SAN DIEGUITO WATER DISTRICT	46797	5/6/2015	145.74	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		5/6/2015	9.28	WATER @ TANKER
	Total 46797		155.02	
SAN DIEGO GAS & ELECTIRC	46798	5/6/2015	<u>5,228.92</u>	DAMAGE CLAIM TO TRASNFORMER
	Total 46798		5,228.92	
SLOAN ELECTRIC COMPANY	46799	5/6/2015	112,793.16	RETROFIT VFD @ BPS
SLOAN ELECTRIC COMPANY		5/6/2015	<u>44,978.04</u>	RETROFIT VFD @ LPS
	Total 46799		157,771.20	
THE HOME DEPOT CRC/GECF	46800	5/6/2015	<u>301.92</u>	SUPPLIES
	Total 46800		301.92	
UNDERGROUND SERVICE ALERT OF	46801	5/6/2015	207.00	dig alert alarm
	Total 46801		207.00	
UNIFIRST CORPORATION	46802	5/6/2015	<u>222.22</u>	LAUNDRY SERVICE
	Total 46802		222.22	
UNITED PARCEL	46803	5/6/2015	<u>26.74</u>	SHIPPING
	Total 46803		26.74	
VERIZON WIRELESS	46804	5/6/2015	<u>49.21</u>	CELLPHONES
	Total 46804		49.21	
WASTE MANAGEMENT	46805	5/6/2015	<u>202.57</u>	TRASH SERVICE

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 5/6/2015 Through 5/6/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 46805		202.57	
XEROX CORPORATION	46806	5/6/2015	<u>82.76</u>	COPIER MAINT/SERVICE
	Total 46806		<u>82.76</u>	
Report Total			<u><u>237,437.50</u></u>	

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

<u>APRIL</u>		2014	
4/1/2014	Board		\$4,128.58
4/2/2014	Employee		\$41,623.74
4/9/2014	Employee	Incentive	\$921.19
4/16/2014	Employee		\$41,646.80
4/30/2014	Employee		<u>\$41,490.61</u>
	TOTAL		\$129,810.92
<u>MAY</u>			
5/2/2014	Board		\$3,750.39
5/12/2014	Employee	Incentive	\$921.19
5/14/2014	Employee		\$42,793.88
5/28/2014	Employee		<u>\$41,948.64</u>
	TOTAL		\$89,414.10
<u>JUNE</u>			
6/2/2014	Board		\$3,803.65
6/11/2014	Employee		\$43,921.40
6/25/2014	Employee		<u>\$42,998.91</u>
	TOTAL		\$90,723.96
<u>JULY</u>			
7/3/2014	Board		\$2,949.20
7/9/2014	Employee		\$43,104.03
7/23/2014	Employee		\$43,900.37
	TOTAL		\$89,953.60
<u>AUGUST</u>			
8/5/2014	Board		\$2,848.67
8/6/2014	Employee		\$44,841.35
8/13/2014	Employee	Incentive	\$18,121.75
8/20/2014	Employee		<u>\$44,093.61</u>
	TOTAL		\$109,905.38
<u>SEPTEMBER</u>			
9/3/2014	Employee		\$44,446.50
9/4/2014	Board		\$4,227.18
9/16/2014	Employee	Retirement	\$10,048.90
9/17/2014	Employee		<u>\$43,570.16</u>
	TOTAL		\$102,292.74
<u>OCTOBER</u>			
10/1/2014	Employee		\$40,167.92
10/3/2014	Board		\$4,362.16
10/8/2014	Employee	Incentive	\$14,793.18
10/15/2014	Employee		\$40,300.04
10/29/2014	Employee		<u>\$39,487.52</u>
	TOTAL		\$139,110.82

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

NOVEMBER

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

DECEMBER

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

JANUARY

2015

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

FEBRUARY

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

MARCH

3/3/2015	Board		\$3,328.09
3/4/2015	Employee		\$42,481.68
3/18/2015	Employee		<u>\$41,809.70</u>
	TOTAL		\$87,619.47

APRIL

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

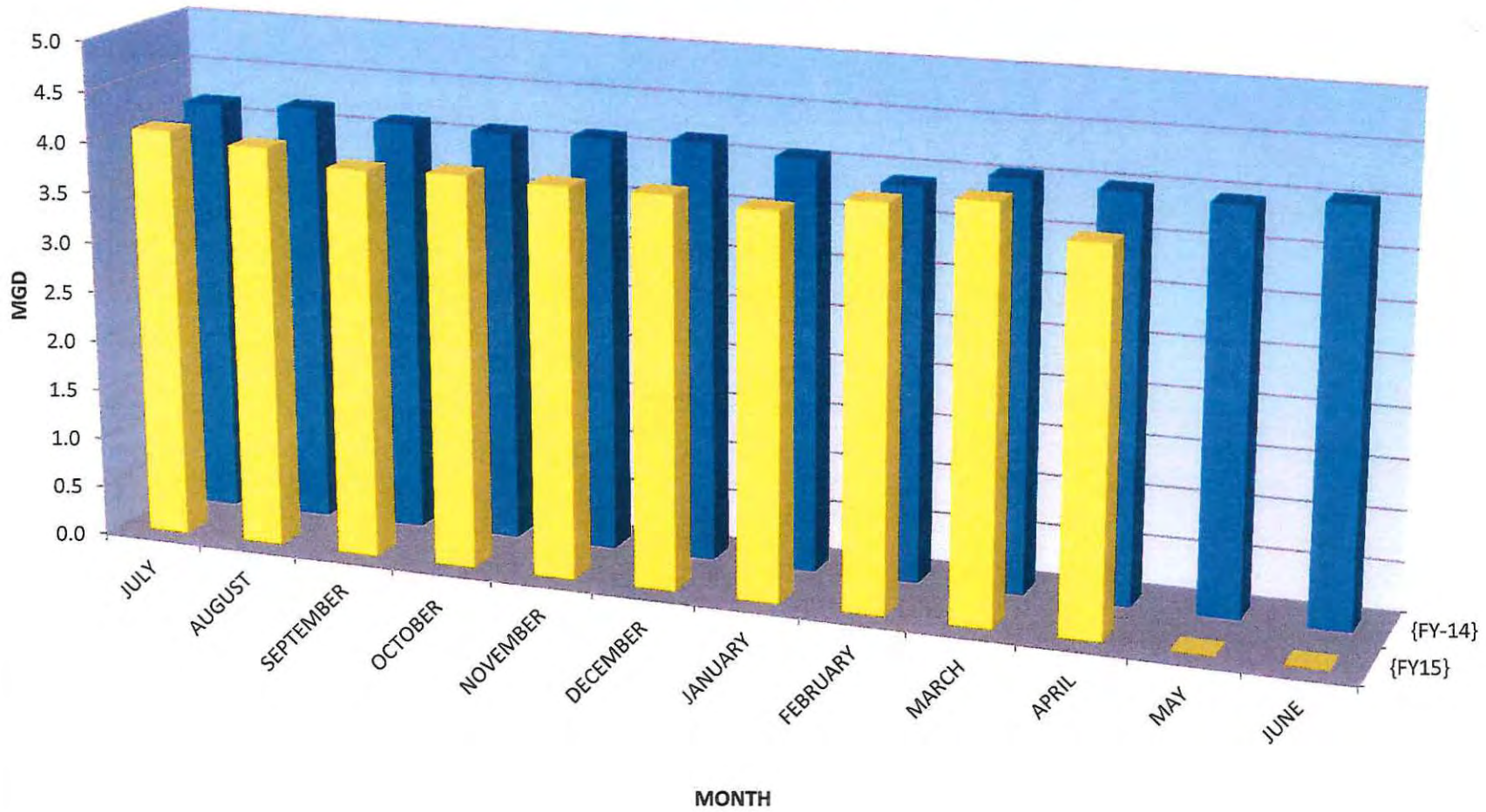
MAY

5/3/2015	Board		\$4,550.07
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**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2015 (July 2014 - June 2015)**

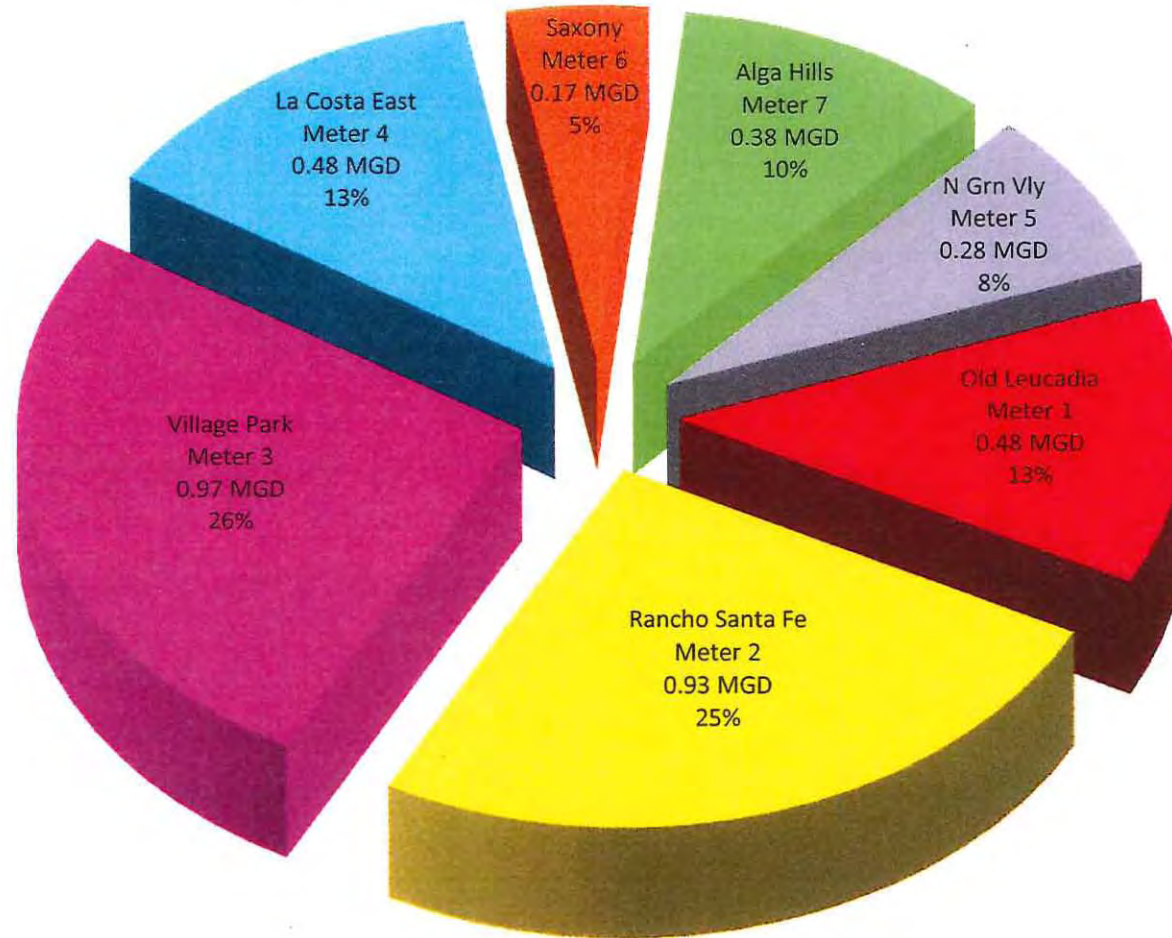
CURRENT MONTH - April 2015							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,277	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.00	127.10	26	4.10	145	44.47	4.18
YTD	0.00	127.10	28,303				
AUGUST	0.32	124.31	37	4.01	141	39.19	4.20
YTD	0.32	124.31	28,340				
SEPTEMBER	0.00	116.10	26	3.87	136	20.26	4.12
YTD	0.00	116.10	28,365				
OCTOBER	0.00	120.90	14	3.90	137	29.66	4.10
YTD	0.00	120.90	28,380				
NOVEMBER	0.71	116.10	16	3.87	136	12.72	4.12
YTD	0.71	116.10	28,395				
DECEMBER	3.68	116.10	14	3.87	136	0.00	4.16
YTD	3.68	116.10	28,409				
JANUARY	0.49	114.12	13	3.80	134	0.00	4.08
YTD	0.49	114.12	28,422				
FEBRUARY	0.25	118.80	17	3.96	139	1.72	3.90
YTD	0.25	118.80	28,440				
MARCH	0.74	121.50	23	4.05	142	19.71	4.05
YTD	0.74	121.50	28,463				
APRIL	0.06	112.50	15	3.75	132	28.88	4.00
YTD	0.06	112.50	28,478				
MAY							3.96
YTD							
JUNE							4.04
YTD	0.00	0.00	0.00				
Annual Total	6.25	1187.53	201			196.61	
Mo Average	0.63	118.75	20	3.92	138	19.66	4.08

LEUCADIA WASTEWATER DISTRICT FLOW COMPARISION FY14 to FY15

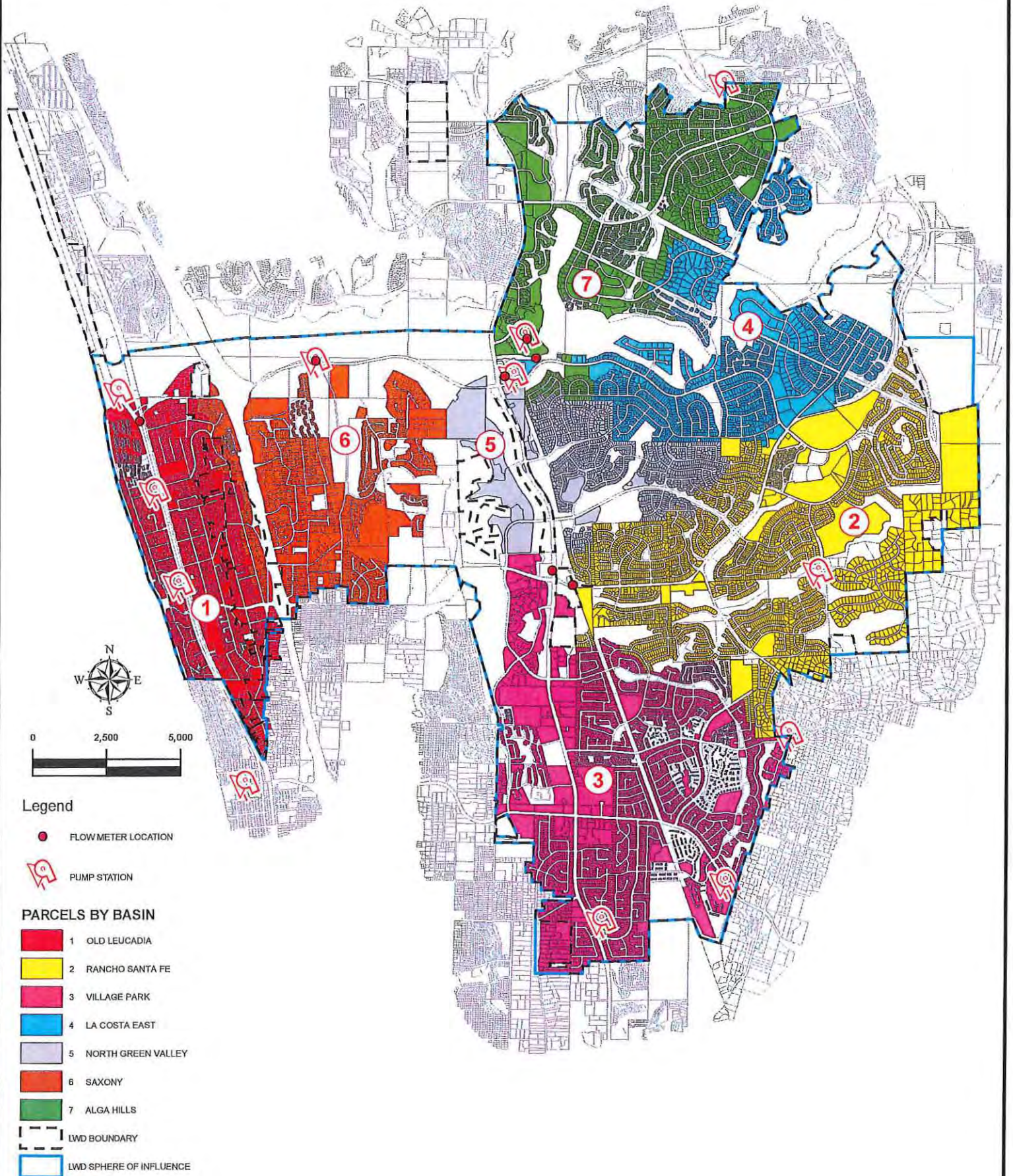


50

**LWD Flows by Sub-Basin
April 2015
Total LWD Flow = 3.69 MGD**



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet
As of 4/30/2015

		<u>Current Year</u>
Assets		
Cash & Investments	1CAS	33,446,211.07
Accounts Receivables	2A/R	78,810.14
Prepaid Expense	3PRE	646,754.21
Funds held with Encinca Wastewater Authority	4EWA	906,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	<u>(49,800,593.63)</u>
Total Assets		<u>130,142,152.01</u>
Total Assets		<u>130,142,152.01</u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	669,284.98
Developer Deposits	DEVD	<u>290,030.74</u>
Total Liabilities		<u>959,315.72</u>
Total Liabilities		<u>959,315.72</u>
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	<u>37,577,007.14</u>
Total Beginning Net Position		135,592,534.73
Current Change In Net Position		
Other		<u>(6,409,698.44)</u>
Total Current Change In Net Position		<u>(6,409,698.44)</u>
Total Net Position		<u>129,182,836.29</u>
Total Net Postion		<u>129,182,836.29</u>
Total Liabilites & Net Position		<u>130,142,152.01</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2014 Through 4/30/2015

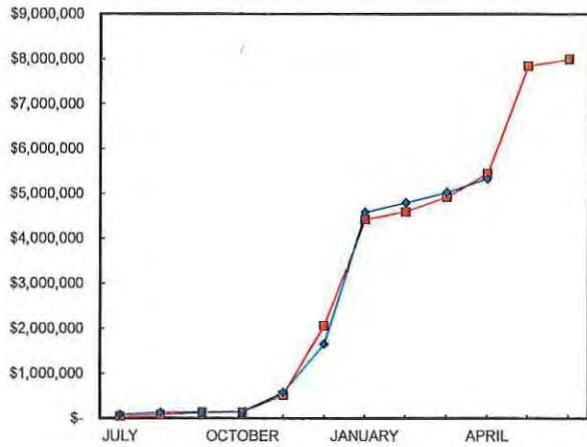
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	5,337,882.70	8,002,543.00	2,664,660.30	66.7%
3150 Recycled Water Sales	164,498.54	275,000.00	110,501.46	59.8%
3100 Misc. Operating Revenue	\$ 54,509.91	\$ 244,080.00	\$ 189,570.09	22.3%
TOTAL OPERATING REVENUES	\$5,556,891.15	\$8,521,623.00	\$2,964,731.85	65.2%
OPERATING EXPENSES				
4100 Salaries	\$1,289,357.59	\$1,592,462.00	\$ 303,104.41	81.0%
4200 Employee Benefits	572,425.63	818,080.00	245,654.37	70.0%
4300 Directors Expense	109,478.94	140,350.00	30,871.06	78.0%
4400 Election Expense	12,984.00	30,000.00	17,016.00	43.3%
4600 Gas, Oil & Fuel	28,816.10	46,000.00	17,183.90	62.6%
4700 Insurance Expense	121,067.59	118,000.00	(3,067.59)	102.6%
4800 Memberships	22,563.20	27,800.00	5,236.80	81.2%
4900 Office Expense	78,006.95	115,700.00	37,693.05	67.4%
5000 Operating Supplies	162,721.62	227,000.00	64,278.38	71.7%
5200 Professional Services	411,136.18	570,200.00	159,063.82	72.1%
5300 Printing & Publishing	14,871.54	32,000.00	17,128.46	46.5%
5400 Rents & Leases	13,564.59	19,100.00	5,535.41	71.0%
5500 Repairs & Maintenance	250,782.41	324,900.00	74,117.59	77.2%
5600 Monitoring & Permits	45,388.01	49,700.00	4,311.99	91.3%
5700 Training & Development	32,361.24	44,500.00	12,138.76	72.7%
5900 Utilities	390,884.60	429,400.00	38,515.40	91.0%
6100 LAFCO Operations	5,841.00	6,200.00	359.00	94.2%
6200 Encina Operating Expense	1,306,181.84	1,841,919.00	535,737.16	70.9%
6900 Admin O/H alloc to Capital	(89,687.54)	(114,164.00)	(24,476.46)	78.6%
TOTAL OPERATING EXPENSES	\$4,778,745.49	\$6,319,147.00	\$1,540,401.51	75.6%
NON-OPERATING REVENUES				
3130 Capacity Fees	784,254.62	180,270.00	(603,984.62)	435.0%
3220 Property Taxes	1,186,869.64	1,300,000.00	113,130.36	91.3%
3250 Investment Income	149,770.00	155,000.00	5,230.00	96.6%
3290 Misc. Non Op Revenue	46,172.16	677,484.00	631,311.84	6.8%
TOTAL NON-OPERATING REVENUES	\$2,167,066.42	\$2,312,754.00	\$ 145,687.58	93.7%

Leucadia Wastewater District

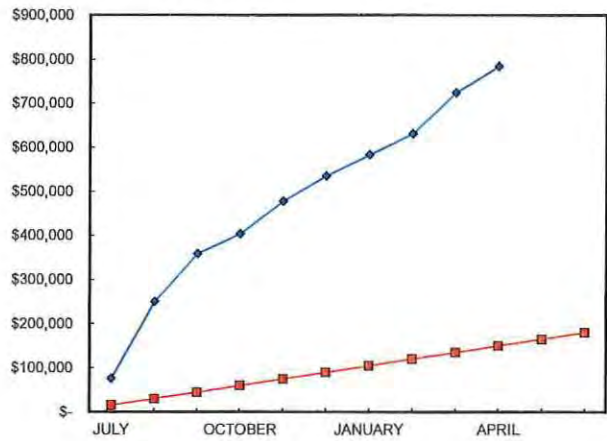
Revenue FY 2015

YTD through April 30, 2015

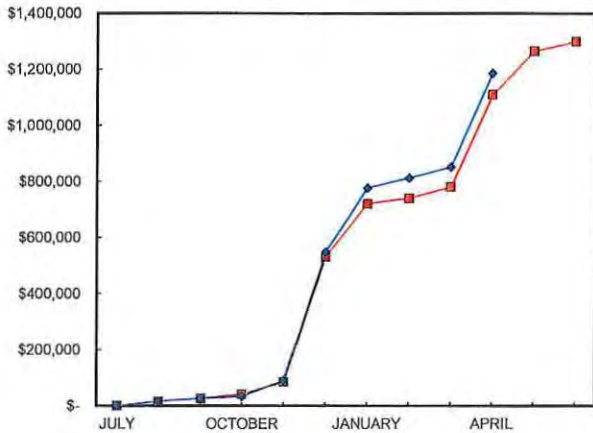
Sewer Service Fees



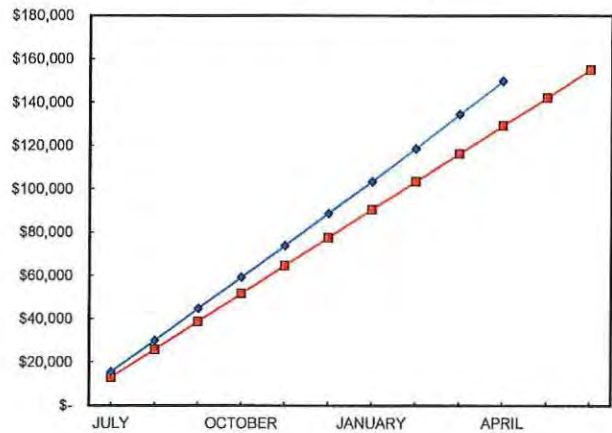
Capacity Charges



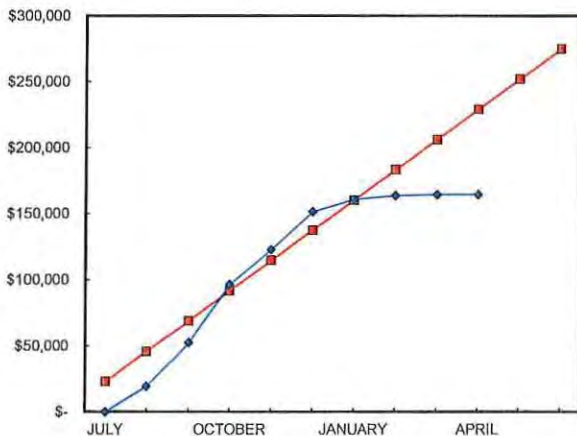
Property Taxes



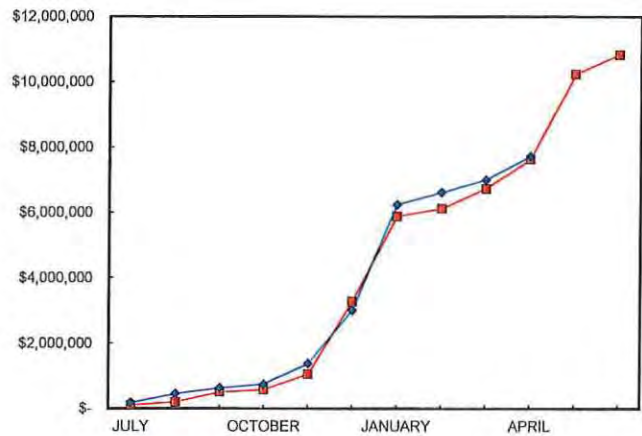
Investment Income



Recycled Wastewater



Total Revenue



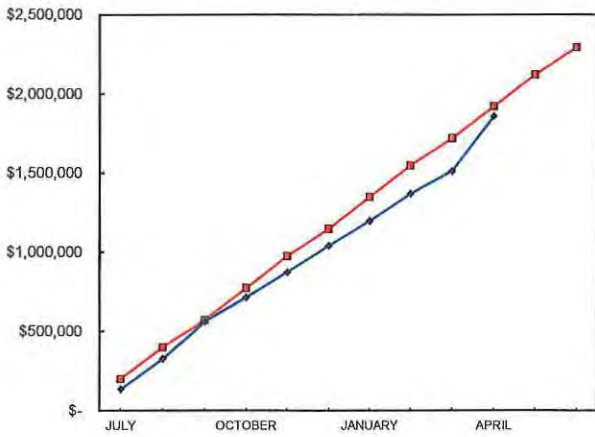
— Budget — Actual

— Budget — Actual

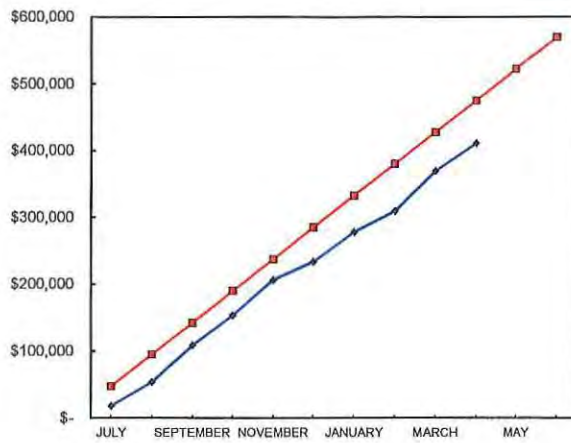
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2015 YTD through April 30, 2015

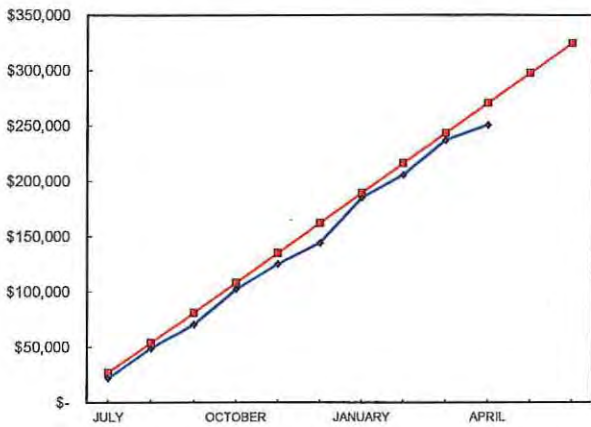
Salaries and Benefits



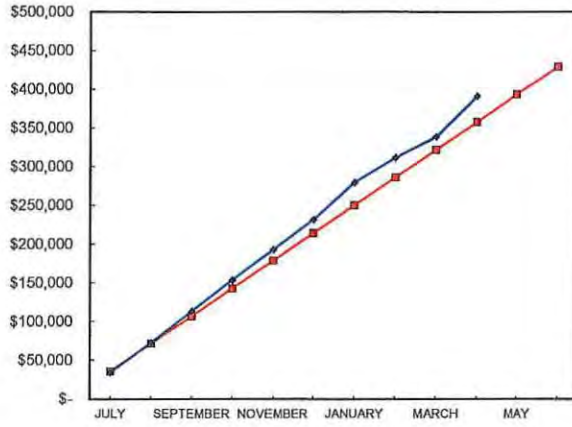
Professional Services



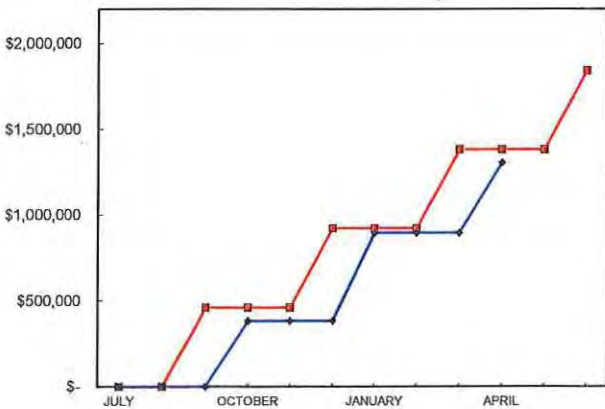
Repairs & Maintenance



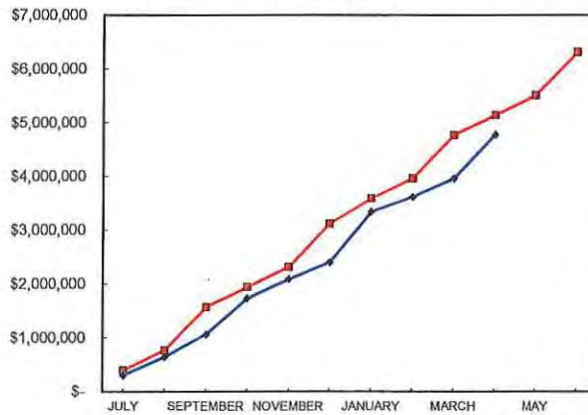
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement



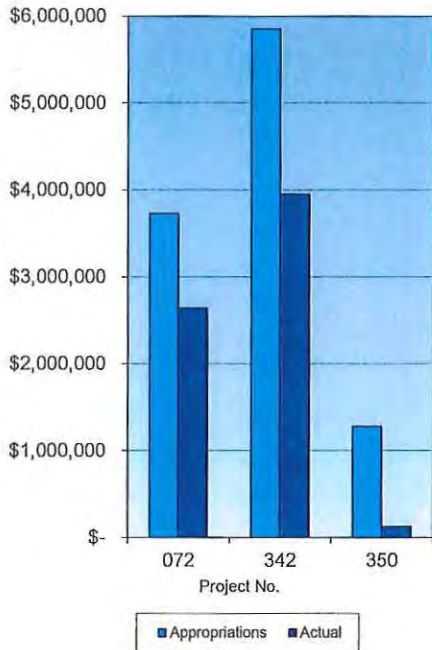
— Budget — Actual

— Budget — Actual

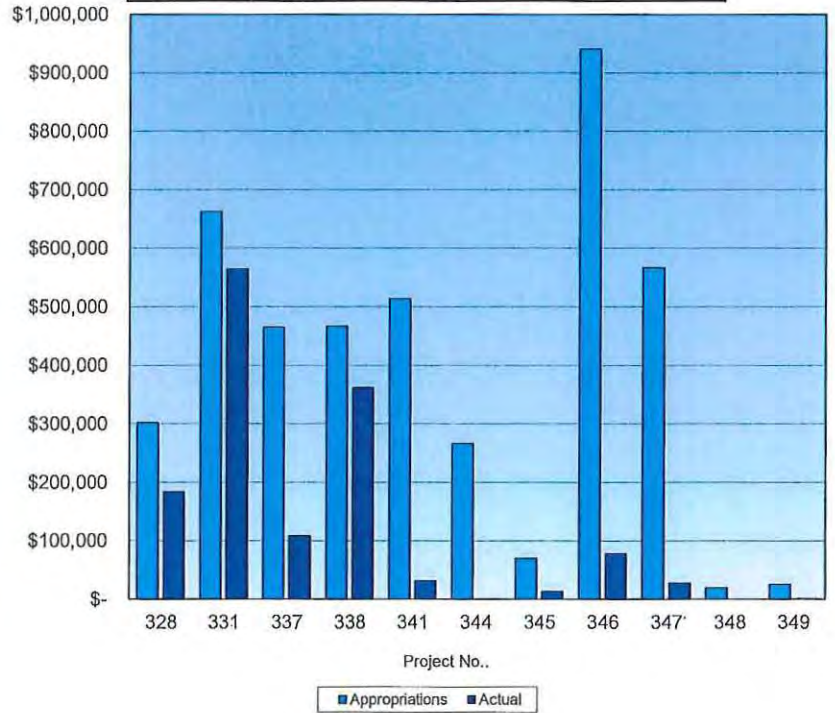
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of April 30, 2015

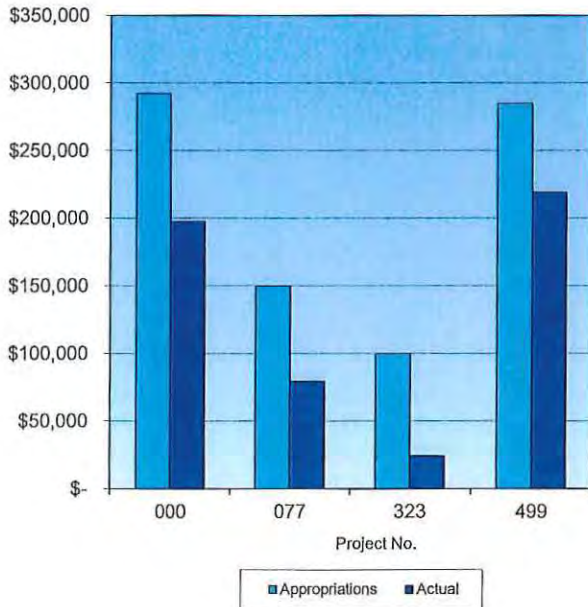
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2015



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



Single Year Capital Expenditures by Project FY2015



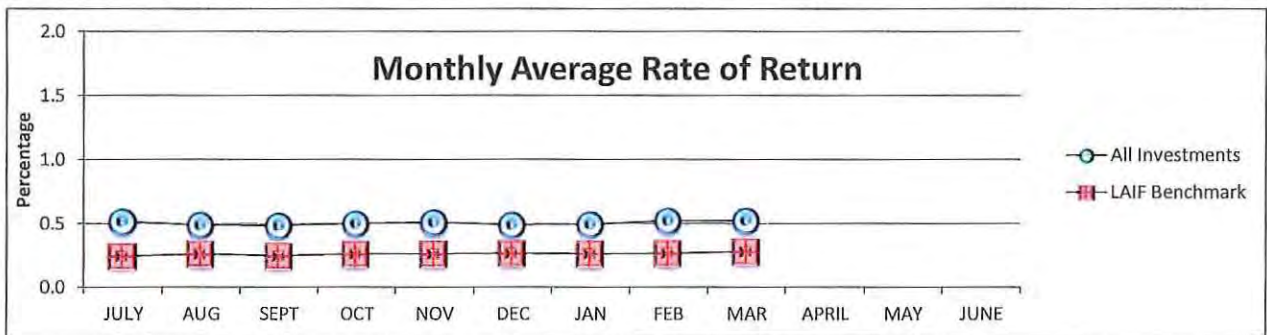
Project Legend

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

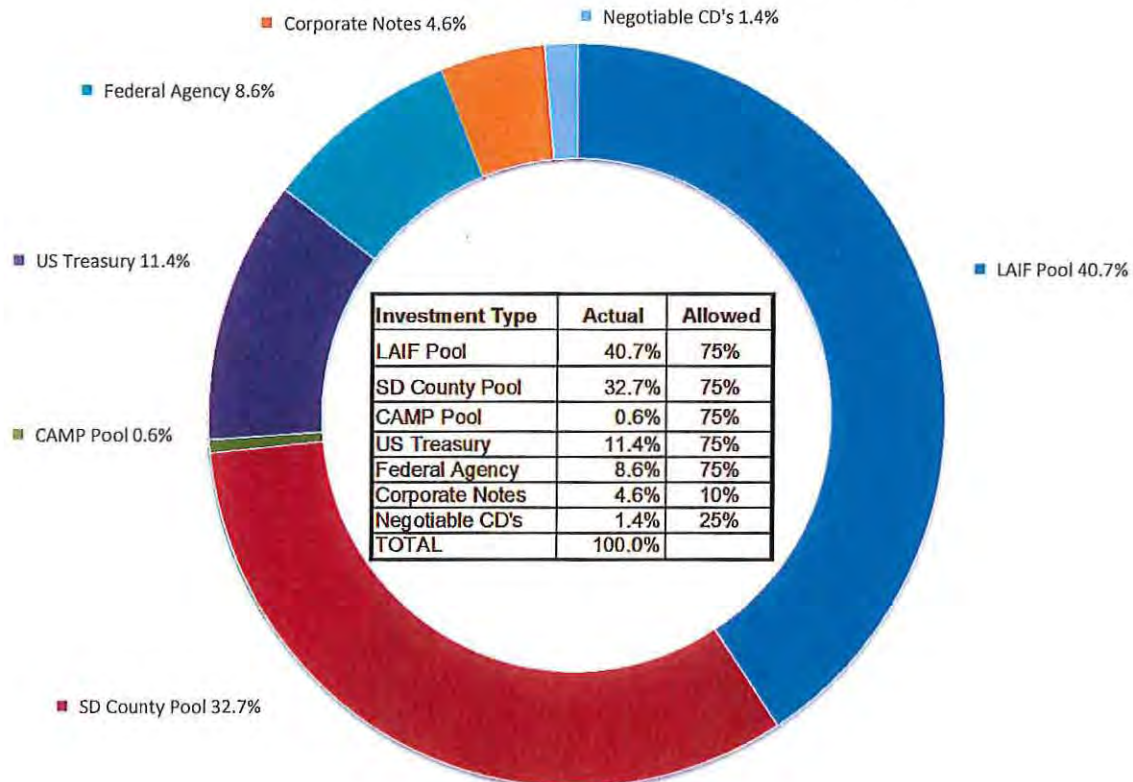
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2015

Cash Equivalents & Investments	Principal (Original Cost)		March Interest	Average Rate
	February 28, 2015	March 31, 2015		
LAIF Pool	\$ 15,929,386	\$ 14,222,386	\$ 3,493	0.278%
SD County Pool	11,412,041	11,412,041	4,869	0.512%
CAMP Pool	198,005	202,582	12	0.070%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	8,859	8,624	58	7.920%
Federal Agency Discount Notes	-	-	-	
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
US Treasury Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	500,000	500,000	296	0.710%
Total Camp Portfolio	9,102,684	9,102,448	7,155	0.940%
Totals	\$ 36,642,117	\$ 34,939,458	\$ 15,529	0.521%

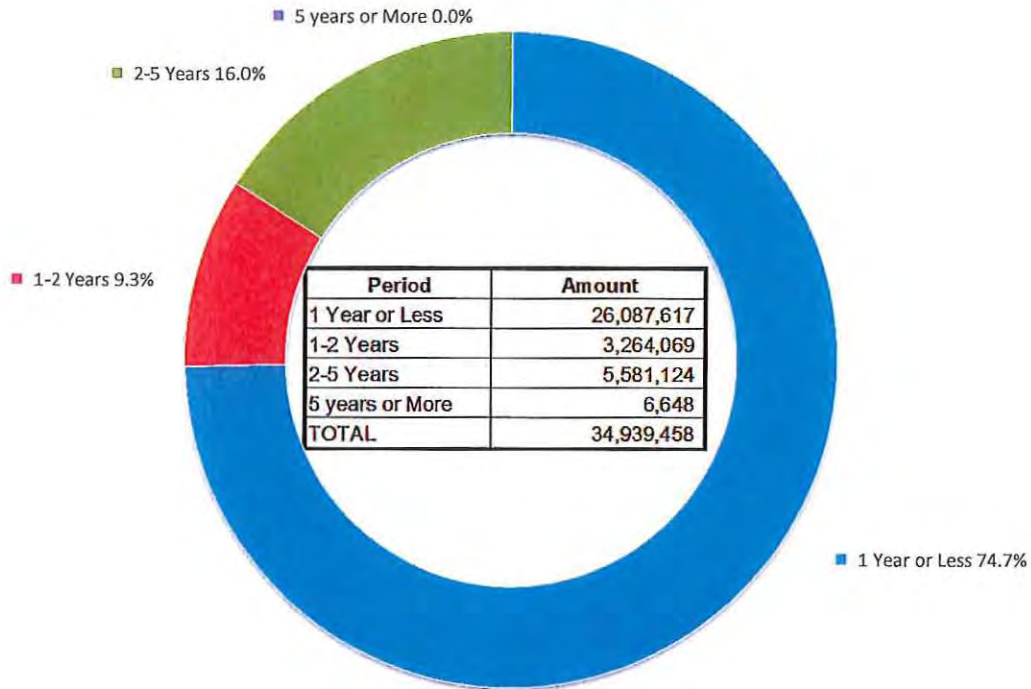


INVESTMENT DISTRIBUTION BY CATEGORY

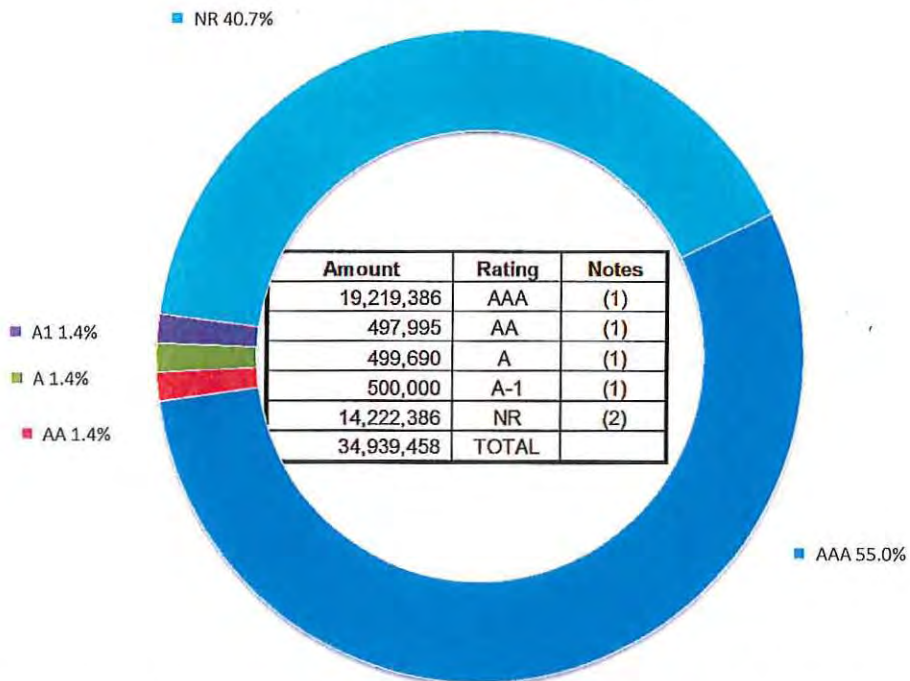


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2015
(Continued)

REMAINING MATURITY



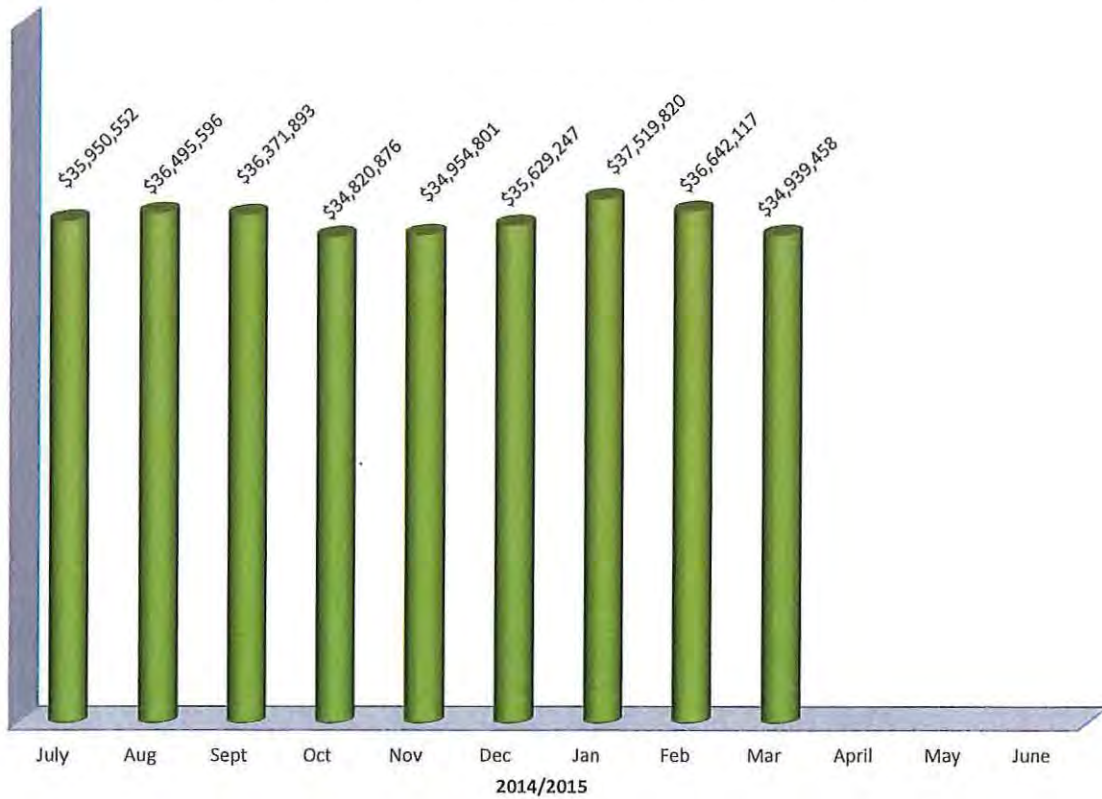
INVESTMENT RATINGS



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

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

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of March, 2015

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 239	\$ -	(3)	7.92%

TOTAL	\$ -	\$ 239	\$ -		
-------	------	--------	------	--	--

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 15-4503

DATE: May 7, 2015
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, 2015 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rd:PB

Attachment

LEUCADIA WASTEWATER DISTRICT
 QUARTERLY TREASURER'S REPORT SUMMARY

SUMMARY OF INVESTMENTS AT March 31,2015

ASSETS	AMORTIZED COST 3/31/2015	% OF TOTAL	
		Actual	Allowed
LAIF - STATE INVESTMENT POOL	\$ 14,222,386.40	40.7%	75.0%
SAN DIEGO COUNTY INVESTMENT POOL	11,412,041.00	32.7%	75.0%
CAMP - JPA INVESTMENT POOL	202,582.00	0.6%	75.0%
CAMP PORTFOLIO - US BANK Safekeeping			
US Treasury Bonds/Notes	3,992,304.69	11.4%	75.0%
Federal Agency - GNMA Pools	8,623.60	0.02%	See below
Federal Agency Bond Notes	2,989,880.00	8.6%	See below
Corporate Notes	1,611,640.00	4.6%	10.0%
	8,602,448.29		
TOTAL INVESTMENTS	\$ 34,439,457.69	98.6%	

Total Federal Agency Investments	2,998,503.60	8.6%	75%
----------------------------------	--------------	------	-----


INTEREST FOR THE QUARTER ENDED March 31,2015

MONTH
January
February
March
TOTALS

INTEREST EARNED	AVERAGE RETURN
\$ 14,625.00	0.49%
15,247.00	0.52%
15,926.00	0.52%
\$ 45,798.00	

MEMORANDUM

Ref: 15-4511

DATE: May 7, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: April 2015 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

April 2015 your review.

th:PB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
April 1 - 30, 2015**

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS	EA
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	C. LeMay	R. Morishita	J. Stecker	T. Hill
2015 CASA Legislation Forum											
2015 CASA Legislation Forum Sheraton Hotel Sacramento, CA April 26-28, 2015	Registration	275.00	275.00	275.00			275.00				
	Hotel	389.62	389.62	389.62			388.62				
	Airfare	230.20	260.00	230.20			363.00				
	Meals	33.85	88.82				52.72				
	Rental Car		-				-				
	parking		-				-				
	Tips		7.00				9.00				
	Fuel/mileage/taxi		40.25				58.00				
Total		\$ 928.67	\$ 1,060.69	\$ 894.82	\$ -	\$ -	\$1,146.34	\$ -	\$ -	\$ -	\$ -
2015 CWEA Annual Conference											
2015 CWEA Annual Conference Town & County Resort San Diego, CA April 29-30, 2015	Registration	577.00	517.00	547.00	517.00	517.00	42.00			547.00	
	Hotel	380.56	380.56	0.00	380.56	380.56	-			380.56	
	Airfare		-		-	-	-			-	
	Meals		35.00		51.03	45.91	-			9.99	
	Rental Car		-		-	-	-			-	
	Parking		12.00		12.00	-	-			12.00	
	Tips		-		-	10.00	-			-	
	Fuel/mileage/taxi		40.25		35.65	40.25	-			-	
Total		\$957.56	984.81	547.00	996.24	993.72	42.00	0.00	0.00	949.55	0.00
2015 CWEA Annual Conference											
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Fuel/mileage/taxi										
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: Directors Hanson's & Omsted's travel expense reports have not been approved yet and they will be included in next month's report.

Encina Wastewater Authority Report
Regular Board Meeting
April 22, 2015

EWA Board of Directors - Director Sullivan reporting.

1. West Influent Pipeline Agreement Authorization.

The Board of Directors adopted Resolution 2015-01 Authorizing an Agreement for the Ownership, Operation, and Maintenance of the West Influent Pipeline Agreement.

Executive Session

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

There was no reportable action.

Community Affairs Committee Meeting Report

Presented by Director Sullivan

Meeting held April 21, 2015

1. Review and discuss the spring draft 2015 newsletter layout.

The CAC reviewed and commented on the text and layout of the newsletter. TRG will make the recommended changes.

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

The newsletter was mailed to residents last week.

Engineering Committee Meeting Report

Presented by Director Kulchin

Meeting held on May 6, 2015

1. The EC reviewed the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC.

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

2. The EC reviewed a proposed change order with Burtech Pipeline, Inc. for additional work to adjust the alignment of the B1/B2 Force Mains for an amount not to exceed \$37,980.

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

3. The EC reviewed a two-year extension with an option to extend for two additional years to the Dudek Professional Services agreement for as needed engineering consulting services.

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 reviewed DE Deering's Storm Water Regulations challenges report.

The EC concurred with staff to present this item to the Board of Directors for discussion and direction. It will be discussed later in the agenda.

5. The EC discussed potential District security issues.


The EC was satisfied with the current security procedures at the District.

6. The EC also received an update on the following projects:

- B1/B2 Force Mains Replacement Project,
- Leucadia Pump Station Generator Replacement Project,
and
- L2 Force Main Anode Replacement Project

MEMORANDUM

Ref: 15-4515

DATE: May 7, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Hazard Preparedness and Mitigation Plan

RECOMMENDATION:

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

1. Receive and file the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC.
2. Discuss and provide direction as appropriate.

DISCUSSION:

This item was reviewed by the EC at its May 6, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

The development of a Hazard Preparedness & Mitigation Plan is included as a goal under the Technology and Infrastructure Strategy in the Fiscal Year 2015 (FY15) Tactics & Action Plan.

Natural disasters such as floods, earthquakes and tsunamis occur with little warning and have the potential to be very destructive. Low laying coastal areas are especially susceptible to these catastrophes. Because wastewater collection systems use gravity to perform their function efficiently, collection points are typically in areas of low elevation which are at high risk for natural disasters. For example, District infrastructure around the Batiquitos Lagoon is at high risk to sustain considerable damage from a tsunami. Other assets are vulnerable to earthquakes, flooding and wildfire. To reduce the risk and minimize the effects of a natural disaster, staff selected Kristin Norton (Titan Engineering & Consulting, LLC) to assist with developing a Hazard Preparedness & Mitigation Plan.

To accomplish this task, a baseline understanding of the natural hazards that could affect the District's infrastructure and asset vulnerability was established. Then mitigation strategies were developed to reduce the risks resulting from those natural hazards. Finally, the recommended mitigation measures were prioritized for implementation. The Executive Summary, attached, describes each of these steps and the results. It is provided for your review. A copy of the Plan is available upon request.

Ms. Norton will present the Hazard Preparedness & Mitigation Plan to the Board.

rym:PJB

Attachment

1. EXECUTIVE SUMMARY

The Leucadia Wastewater District has developed a Hazard Preparedness and Mitigation Plan in order to identify potential natural hazard vulnerabilities and prioritize hazard mitigation action items on a hazard-level, vulnerability and probability basis. The overall goal of the Plan is to reduce the potential for damage to District assets from natural hazards.

Hazard mitigation planning is a dynamic process built on realistic assessments of past and present information that enables the District to anticipate future hazards and provide mitigation strategies to address possible impacts and identified needs. The overall approach to the Hazard Preparedness and Mitigation Plan included developing a baseline understanding of the natural hazards to the District, determining ways to reduce those risks, and prioritizing mitigation recommendations for implementation.

Hazard Identification and Risk Assessment

Located in a Southern California coastal community, the District is vulnerable to a wide range of natural hazards. In order to conduct a risk assessment, the following steps were followed:

1. Identifying Hazards – Reviewing past natural hazard incidents, available disaster archives, technical studies, etc. to determine which hazards pose a threat to the service area.
2. Profiling Hazards – Mapping identified hazards and their geographic extent.
3. Identifying Vulnerable Assets – Identifying District facilities that are located within identified hazard vulnerability zones.

Hazard Vulnerability Analysis

Vulnerability describes how exposed or susceptible to damage a facility is, and is dependent upon the facility construction, location, and the percentage of service area served. The vulnerability analysis predicts the extent of damage and environmental impact that may result from a hazard event of a given intensity in a given area on the existing District facilities. Each facility located within an area vulnerable to natural hazards was evaluated to determine the potential impact to the facility (e.g., inundation can damage facility electrical and controls, earthquake can cause physical damage and/or collapse, loss of function can result in environmental sewer system overflow, etc).

The table on the following page provides an overview of the District facilities and the associated vulnerability to natural hazards.

Leucadia Wastewater District

Facility	Earthquake	Liquefaction	Wildfire	Tsunami	Flood	Sea Level Rise	Dam Failure	Rain Induced Landslide
Avocado Pump Station	X							
Batiquitos Pump Station	X	X		X	X	X		
Diana Pump Station	X							
Encinitas Estates Pump Station	X							
La Costa Pump Station	X	X				X	X	
Leucadia Pump Station	X					X	X	
Rancho Verde Pump Station	X							
Saxony Pump Station	X		X			X		
Village Park 5 Pump Station	X							
Village Park 7 Pump Station	X							
Piping / Force Mains	X	X						X

71

Mitigation Strategies

Mitigation strategies are administrative and engineering project recommendations to reduce the vulnerability to the identified hazards. It was imperative to have engineers and vital District employees involved in this phase of the plan in order to develop strategies and projects that will mitigate the hazard and solve the problem cost-effectively, as well as ensure consistency with the District’s long-term mitigation goals and capital improvements. The potential mitigation projects were reviewed in a team-setting to ensure the projects are aligned with District objectives.

The priority for implementing the mitigation recommendations depends upon the overall priority for the hazards mitigated by implementing the recommendation (and associated potential losses). Therefore, projects that provide all-hazard mitigation are prioritized above recommendations that provide mitigation for select hazards. To prioritize the hazard specific recommendations, each recommendation was assigned a priority rank based timeframe for implementation (high priority, medium priority, and long-term mitigation).

The table below provides a list of mitigation projects for consideration:

Mitigation Recommendations		
Recommendations	Facilities Protected	Hazard Mitigated
High Priority Recommendations		
1. Evaluate the feasibility of dry flood-proofing the Batiquitos Pump Station, including the installation of flood-proof doors and ensuring all hatches are water tight. Also, consider flood-proofing the area around the pump station vents to minimize water carryover through the vents.	Batiquitos Pump Station	Tsunami, Flood, Sea Level Rise, Severe Storm
2. Provide flood protection for the electrical / control components at the Saxony and La Costa Pump Stations.	Saxony & La Costa Pump Stations	Tsunami, Flood, Sea Level Rise, Severe Storm
3. Develop detailed site specific flood response and contingency plans for vulnerable facilities.	Batiquitos, Saxony, La Costa & Leucadia Pump Stations	Tsunami, Flood, Sea Level Rise, Severe Storm

Leucadia Wastewater District

Mitigation Recommendations		
Recommendations	Facilities Protected	Hazard Mitigated
Medium Priority Recommendations		
1. Conduct training for sewer system overflow scenarios at stations susceptible to flooding, possibly coordinating with local agencies that may assist with response.	Batiquitos, Saxony, La Costa & Leucadia Pump Stations	Tsunami, Flood, Sea Level Rise, Severe Storm
2. Implement vegetation management practices at the Saxony Pump Station (if possible due to environmental constraints) to provide an appropriate firebreak for the electrical and control equipment.	Saxony Pump Station	Wildfire
3. Survey the Batiquitos and Saxony Pump Station structures with respect to both datums (NAVD88 and NGVD29) to determine correlation to the sea level data.	Batiquitos & Saxony Pump Stations	Flood, Sea Level Rise
Long Term Recommendations		
1. Evaluate more robust long-term flood-proofing solutions for the Batiquitos Pump Station, possibly including building a wall around the pump station (may be subject to political and environmental limitations) or relocation of the pump station.	Batiquitos Pump Station	Tsunami, Flood, Sea Level Rise, Severe Storm
2. Evaluate elevating pump stations and emergency generators as they are rehabilitated or in new construction to account for potential sea level rise.	Batiquitos, Saxony, La Costa & Leucadia Pump Stations	Sea Level Rise
3. Incorporate sea level rise into planning into master planning and capital improvement programs to account for projected sea level rise.	Batiquitos, Saxony, La Costa & Leucadia Pump Stations	Sea Level Rise

Leucadia Wastewater District

Mitigation Recommendations		
Recommendations	Facilities Protected	Hazard Mitigated
4. Ensure that new sewer mains and manholes in low lying areas are sealed against floodwater inflow and groundwater infiltration. Expand programs to reduce inflow and infiltration through rehabilitation of sewer mains and manholes, prioritizing areas where risk of flooding is highest.	Force Mains & Manholes	Tsunami, Flood, Sea Level Rise, Severe Storm
5. Review detailed engineering analysis for the force mains at the railroad crossing and Pacific Coast Highway Bridge to ensure the design considered seismic hazards and follows good engineering practices (e.g., flexible restrained joints, lateral supports, anchorage redundancy, etc.).	Force Mains	Earthquake
6. Ensure the pipeline capital improvements program includes considerations for replacing piping vulnerable to earthquakes and/or other natural hazards.	Force Mains & Collection Pipelines	Earthquake
7. Evaluate whether the segment of the L1 force main located west of I-5 and east of the Pacific Coast Highway, in the area subject to landslide or cliff failure should be upgraded with materials more resistant to landslide (e.g., fusible PVC joints).	L1 Force Main	Landslide

MEMORANDUM

DATE: May 7, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Batiquitos (B1/B2) Force Main Replacement Project Proposed Change Order**

RECOMMENDATION:

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

1. Authorize the General Manager to execute a change order with Burtech Pipeline, Incorporated for additional work to adjust the alignment of the B1/B2 Force Mains for an amount not to exceed \$37,980.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the EC at its May 6, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

On October 20, 2014, Burtech Pipeline, Incorporated (Burtech) commenced construction of the Batiquitos (B1/B2) Force Main Replacement Project. The project alignment called for B1/B2 to cross diagonally through the middle of the intersection of Coast Highway 101 (Hwy 101) and Breakwater Lane (Breakwater) from the abandoned roadway west of Hwy 101 to Ponto Drive (the frontage road west of Lanikai Lane Mobile Home Park). Prior to construction through the intersection, Burtech potholed the area to accurately locate identified underground utilities in accordance with contract requirements. Based on the results of the potholing, the B1/B2 alignment through the intersection required modification to resolve conflicts caused by the actual location of buried utilities. The modification added six additional angle points (restrained joints), four for horizontal realignment and two for vertical realignment. The configuration and design of the B1/B2 realignment required quick action to prevent project delay. The change order is for the additional fittings and labor required for installation. The time and material costs for this work is \$37,978.26.


The work and costs associated with this change order have been reviewed by staff and are considered to be fair and reasonable. Therefore, staff requests Board approval of the change order to adjust the alignment of the B1/B2 Force Mains to avoid conflicts with buried utilities. To date, three (3) change orders have been approved for a total of \$18,671. The approval of this change order will result in a new change order total of \$56,649 which is 1% of the original contract amount of \$4,590,000.

FISCAL IMPACT:

There are sufficient funds in the Batiquitos B1/B2 Force Mains Replacement Project construction account to cover this change order.

rym:PJB

MEMORANDUM

DATE: May 7, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: DUDEK Contract Extension for Engineering Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute a two-year extension to the DUDEK Professional Services Agreement for as needed engineering consulting services.
2. Discuss and provide direction as appropriate.

DISCUSSION:

The EC reviewed this agenda item at their May 6, 2015 meeting and recommend that it be forwarded for the Board's consideration.

In June 2012, the District entered into a Professional Services Agreement with DUDEK for District Engineer services. The initial contract period was for 3 years with an option to extend for 2 additional years. These terms were selected for efficiency and to allow for continuity of service beyond the initial term should it be warranted by DUDEK's performance.

The initial three-year period of the DUDEK agreement will expire on June 30, 2015. Based on DUDEK's performance and commitment to the District, staff is recommending that the option for a two-year contract extension be executed. The proposed Amendment No. 1 is attached for your review.

Overall, DUDEK has performed well and they are recognized as a valuable asset to our District.

Therefore, staff and the EC recommend that the Board of Directors authorize the General Manager to execute a two-year extension to the DUDEK Professional Services Agreement for engineering consulting services.

rym:PJB

Attachment

**AMENDMENT NO. 1
TO THE AGREEMENT BETWEEN
THE LEUCADIA WASTEWATER DISTRICT
AND
DUDEK
FOR ENGINEERING CONSULTING SERVICES**

This Amendment No. 1 to the AGREEMENT is made and entered into this 13th day of May, 2015 by and between the Leucadia Wastewater District, hereinafter referred to as DISTRICT, and DUDEK, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into a three (3) year AGREEMENT for accounting services on June 21, 2012; and

WHEREAS, said AGREEMENT expires on June 30, 2015; and

WHEREAS, said AGREEMENT includes an option to renew or extend the AGREEMENT for two (2) additional years; and

WHEREAS, DISTRICT has determined it would be most efficient to amend the AGREEMENT to extend the period of services from July 1, 2015 to June 30, 2017 or a period of two (2) years.

NOW THEREFORE, in consideration of their mutual promises, obligations, and covenants hereinafter contained, DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

ARTICLE 1. TERM OF CONTRACT

Article 1: TERM OF CONTRACT, Section 1.01 shall be amended to read as follows:

1.01 The term of this contract shall be extended for a two (2) year period commencing on July 1, 2015 and ending on June 30, 2017, or until terminated as provided under Article 7.

ARTICLE 4: COMPENSATION

4.01 Compensation for all work performed under Amendment No. 1 shall be calculated on a time and materials basis. Compensation for the services performed during this extension period shall not exceed \$240,000. This amount shall be added to the previous amount to bring the total not to exceed amount for the AGREEMENT to \$600,000. This amount shall not be exceeded unless there is a change in scope of work, in writing and agreed to by both parties.

EXHIBIT A SCOPE OF WORK

As allowed in the base agreement, the hourly rates for Steve Deering and Michael Metts have been reviewed and have mutually been agreed to increase from \$205 per hour to \$215 per hour for the two-year contract extension commencing July 1, 2015.

All other terms and conditions of the AGREEMENT shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto caused this AGREEMENT to be executed the day and year first above written.

DUDEK

LEUCADIA WASTEWATER DISTRICT

By: _____
Frank Dudek, President

By: _____
Paul J. Bushee, General Manager

MEMORANDUM

DATE: May 7, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Brownell & Duffey Contract Extension for Accounting Services**

RECOMMENDATION:

Staff and the Investment & Finance Committee (IFC) recommend that the Board of Directors:

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

DISCUSSION:

The IFC will review this item at their May 12, 2015 meeting and changes to this recommendation, if any, will be communicated to the Board at the meeting.

During June 2012, LWD entered into a Professional Services Agreement with Brownell & Duffey for accounting services. The initial contract period was for 3 years with an option to extend for 2 additional years. These terms were selected for efficiency and to allow for continuity of service beyond the initial term should it be warranted by Brownell & Duffey's performance.

The initial three-year period of the Brownell & Duffey agreement will expire on June 30, 2015.

In lieu of the re-organization effective in January 2016, staff is recommending that the contract be extended for a six and one-half month interim period rather than the two-year option prescribed in the initial agreement.

Overall, Brownell & Duffey's performance has been excellent. They are recognized as a valuable asset to our District.

Therefore, staff and the IFC recommend that the Board of Directors review the proposed Amendment No. 1 (attached) and authorize the General Manager to execute a six and one-half month (6.5 months) extension to the Brownell & Duffey Professional Services Agreement for accounting services.

cal:PJB

Attachment

**AMENDMENT NO. 1
TO THE AGREEMENT BETWEEN
THE LEUCADIA WASTEWATER DISTRICT
AND
BROWNELL & DUFFEY, CERTIFIED PUBLIC ACCOUNTANTS
FOR ACCOUNTING SERVICES**

This Amendment No. 1 to the AGREEMENT is made and entered into this 13th day of May, 2015 by and between the Leucadia Wastewater District, hereinafter referred to as DISTRICT, and Brownell & Duffey, Certified Public Accountants, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into a three (3) year AGREEMENT for accounting services on June 21, 2012; and

WHEREAS, said AGREEMENT expires on June 30, 2015; and

WHEREAS, said AGREEMENT includes an option to renew or extend the AGREEMENT for two (2) additional years; and

WHEREAS, DISTRICT has determined it would be most efficient to amend the AGREEMENT to extend the period of services from July 1, 2015 to January 17, 2016 or a period of approximately six and one-half (6.5) months.

NOW THEREFORE, in consideration of their mutual promises, obligations, and covenants hereinafter contained, DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

ARTICLE 1. TERM OF CONTRACT

Article 1: TERM OF CONTRACT, Section 1.01 shall be amended to read as follows:

1.01 The term of this contract shall be extended for a six and one-half month period commencing on July 1, 2015 and ending on January 17, 2016, or until terminated as provided under Article 7.

ARTICLE 4: COMPENSATION

4.01 Compensation for all work performed under Amendment No. 1 shall be calculated on a time and materials basis. Compensation for the services performed during this extension period shall not exceed \$59,000. This amount shall be added to the previous amount to bring the total not to exceed amount for the AGREEMENT to \$366,350. This amount shall not be exceeded unless there is a change in scope of work, in writing and agreed to by both parties.

All other terms and conditions of the AGREEMENT shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto caused this AGREEMENT to be executed the day and year first above written.

BROWNELL & DUFFEY

LEUCADIA WASTEWATER DISTRICT

By: _____
Richard Duffey, CPA

By: _____
Paul J. Bushee, General Manager

MEMORANDUM

Date: May 7, 2015
To: Board of Directors
From: Paul J. Bushee, General Manager 
Subject: Award of Contract to Cox Business for Telephone and Internet Services

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute an Agreement with Cox Business to provide telephone and internet service in an amount not to exceed \$14,400 (plus taxes) per year, for a three year contract totaling \$43,200 (plus taxes).
2. Discuss and take other action as appropriate.

DISCUSSION:

TelePacific Communication currently provides the District with internet and telephone services for the office phone system. Included in this service is "bandwidth" to back-up the District's information system. Staff recently learned that the IT system was not fully backing-up because the bandwidth provided was insufficient. Staff also noticed that the internet service was significantly slower.

The District currently uses a 3 MEG fiber-optic line to back-up LWD's information system and receive internet services for all office's desktops, iPads, and cell phones. The last time that the District increased its bandwidth was approximately six years ago when the phone system began sharing the bandwidth along with the internet service.

Per the District's Procurement Policy, staff, with the assistance of DataNet, requested quotes from known service providers to provide services that would provide not only additional bandwidth for internet service but also consolidate office telephone services with other telephone lines, such as SCADA telephone lines and the office elevator emergency phone lines.

Staff received the following the quotes:

<i>Telephone & Internet Service Provider</i>	<i>Received Quotes</i>
1. TelePacific Communications (TelePacific)	\$1,301.75/Month
2. Cox Business (Cox)	\$1,200/Month (plus taxes)

Both quotes included the following terms and conditions:

- New equipment will be provided and installation cost will be waived;
- Consolidating additional telephone lines for the SCADA system and the office elevator's emergency telephone system; and

- Three-year contract

However, Cox Business offered a 10 Meg fiber-optic line versus TelePacific's 8 Meg fiber-optic line, which would provide additional bandwidth to fully backup LWD's Information System and provide faster internet service at a lower cost. In addition, Cox included unlimited local and long distance phone calls and additional incoming call lines. Cox also stated that the first month of service will be of no charge. TelePacific's quote included a maximum of 3,000 local and long distance phone calls and they offered less incoming phone lines.

The District currently pays approximately \$1,500/month for these services. The proposed new contract will save approximately \$8,000 over the three year contract period.

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

FISCAL IMPACT:

There is sufficient appropriation in the Fiscal Year 2015 Budget to cover the cost of this agreement.

th:PJB

Attachment



Cox Account Rep:	Chad Denham	Cox System Address:
Phone Number:	619-263-9251	5159 Federal Blvd
Fax Number:		San Diego, CA 92105

Customer Information		Authorized Customer Representative Information	
Legal Company Name:	Leucadia Wastewater District	Full Name:	Robin Morishita
Street Address:	1960 LA COSTA AVE	Billing Contact:	Maggie McEniry
City/State/Zip:	CARLSBAD, CA - 92009	Fax:	(760) 753-3094
Billing Address:	1960 LA COSTA AVE	Contact Number:	(760) 753-0155
City/State/Zip:	CARLSBAD, CA - 92009	Email Address:	rmorishita@lwwd.org
Cox Account #:			

Taxes and Fees Not Included						
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Service Charges	
					Monthly Recurring	One Time Activation & Setup Fees
Cox Optical Internet 10 Mbps		1	900.00	36	900.00	0.00
Cox Connect PRI - Unlimited Local - T2		1	300.00	36	300.00	0.00
- Additional Features			0.00		0.00	0.00
Totals:					1,200.00	0.00

Equipment Charges			
Description	Quantity	Unit Price	Total Fee

If you are purchasing Dedicated Service Facilities.		Merge Bill
<input type="checkbox"/> For Dedicated Service Facilities (e.g. Private Line Type Services, Ethernet Services). By Initialing here and signing below, Customer represents that at least 10% of the traffic on the designated circuit(s) is Inter-State in nature or is Internet traffic.		

Special Conditions
month free

Promotion Details

By signing this Agreement, you represent that you are the authorized Customer representative and the information above is true and correct. This Agreement binds Customer to the terms and conditions attached to this Agreement (the "Service Terms") and any other terms and conditions applicable to the Services set forth above, including without limitation, the Cox tariffs, Service Guides, State and Federal regulations, the General Terms located at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, and the Cox Acceptable Use Policy (the "AUP"). Customer acknowledges receipt and acceptance of the Service Terms, the AUP and the General Terms by signing this Agreement. Customer acknowledges and accepts that Customer is solely responsible for protecting its network, equipment and the software through the use of firewalls, anti-virus and other security devices. Customer further acknowledges and accepts that Customer is solely responsible for fraudulent activity and related charges that result from Customer's failure to protect its network, equipment and the software. This Agreement is subject to credit approval and Customer authorizes Cox to check credit. The prices above do not include applicable taxes, fees, assessments or surcharges which are additional and may change. This proposal is valid provided Customer signs and delivers this Agreement to Cox unchanged within thirty (30) days from the date above. In addition to any other termination rights in this Agreement, Cox may terminate this Agreement without liability at any time prior to installation of Services or if Cox determines that Customer's location is not reasonably serviceable according to Cox's standard practices. If Customer terminates or decreases any Service that is part of a bundle offering, the remaining Service(s) shall be subject to price increases for the remaining Term. Each party may use electronic signature to sign this Agreement, provided the electronic signature method used by Customer is acceptable to Cox. "Acceptance" of the Agreement by Cox shall occur upon the earlier of (i) Cox's countersignature of this Agreement or (ii) Cox's installation of Service at Customer's location. If Customer cancels this Agreement prior to installation of Service by Cox, Customer shall be liable for Cox's costs incurred. If Cox Equipment is not returned to Cox after disconnection of Services, Customer shall be liable for the Cox Equipment costs. I acknowledge that I have read and understand the 911 disclosures in Section 2 of the Service Terms.

Customer Authorized Signature	Cox Communications San Diego, LLC, d/b/a Cox Business; Cox California Telcom, LLC
Signature:	Signature:
Print: Paul J. Bushee	Print:
Title Position: General Manager	Title Position:
Date: April 17, 2015	Date:

This "Agreement" includes the terms and conditions (i) on the previous page or, if in the Cox Business e-commerce environment, as selected above (the "Cover Page"); (ii) on this page, including without limitation all policies and terms incorporated into this page (the "Service Terms"); and (iii) set forth at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox> (the "General Terms").

1. Tariffs/Service Guide If Customer is purchasing any Service that is regulated by the FCC or any State regulatory body ("Regulated Service"), then Customer's use of such Regulated Service is subject to the regulations of the FCC and the regulatory body of the State in which the Customer location receiving the Regulated Service is located (which regulations are subject to change), as well as the rates, terms, and conditions contained in tariffs on file with State and Federal regulatory authorities. For States where the Regulated Service is de-tariffed, the Regulated Service is provided pursuant to the rates, terms and conditions for the Cox Service Guide for that State (the "SG"), which may be found at <http://ww2.cox.com/business/voice/regulatory.cox> and which terms are incorporated herein by reference. Cox may amend such tariffs and the SG and the Regulated Service shall be subject to such tariffs, or, if applicable, the SG, as amended. Customer must disclose to Cox if Customer intends to use the Regulated Services with payphone service. The tariffs and the SG contain cancellation or termination fees due in the event of cancellation or termination (including partial termination) of a Regulated Service prior to the Term selected on the Cover Page. Termination fees include, but are not limited to, nonrecurring charges, charges paid to third parties on behalf of Customer, and the monthly recurring charges for the balance of the Term.

2. E911 Services FOR IMPORTANT INFORMATION ABOUT COX'S 911 PRACTICES, PLEASE REVIEW THE INFORMATION ABOUT E911 SERVICE IN THE GENERAL TERMS AND ON THE WEBSITE <http://ww2.cox.com/business/voice/regulatory.cox>. ONLY THE EMTA WILL HAVE BATTERY BACKUP PROVIDED BY COX. CUSTOMER IS RESPONSIBLE FOR BATTERY BACKUP FOR THE IAD, ESBC, ATA AND ALL CUSTOMER EQUIPMENT. IN THE EVENT OF A POWER OUTAGE, CUSTOMER'S TELEPHONE SERVICE USING AN EMTA WILL CONTINUE TO OPERATE AS USUAL FOR UP TO EIGHT HOURS WITH THE BACKUP BATTERY PROVIDED BY COX. THE DURATION OF SERVICE DURING A POWER OUTAGE USING AN IAD, ATA, AND ESBC WILL DEPEND ON CUSTOMER'S BATTERY BACKUP CHOICE. IF THE EMTA, ATA, ESBC OR IAD THAT SUPPLIES YOUR TELEPHONE SERVICE IS DISCONNECTED OR REMOVED AND/OR THE BATTERY IS NOT CHARGED OR IS DAMAGED, SERVICE, INCLUDING ACCESS TO 911 OR E911, WILL NOT BE AVAILABLE. COX SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY FAILURE TO RECEIVE SERVICE OR FOR THE FAILURE OF ANY 911 OR E911 CALL IF CUSTOMER REMOVES OR DISCONNECTS THE EMTA, ATA, ESBC OR IAD OR IF CUSTOMER FAILS TO CHARGE THE BATTERY FOR SAID DEVICES AT ANY TIME DURING THE TERM OF THIS AGREEMENT. COX USES YOUR TELEPHONE SERVICE ADDRESS TO IDENTIFY YOUR LOCATION FOR E911 SERVICE. IF THE EMTA, ATA ESBC AND/OR IAD INSTALLED IN YOUR BUSINESS IS MOVED, THE E911 DISPATCH MAY NOT RECEIVE YOUR CORRECT ADDRESS. PLEASE NOTIFY COX IF YOU WOULD LIKE TO MOVE OR RELOCATE YOUR TELEPHONE SERVICE. IT CAN TAKE UP TO 2 BUSINESS DAYS FOR YOUR NEW ADDRESS TO BE UPDATED.

3. Service Start Date and Term This Agreement shall be effective upon execution by Customer and "Acceptance" by Cox (as such term is defined on the Cover Page). The "Initial Term" shall begin upon installation of Service and shall continue for the applicable Term commitment set forth on the Cover Page. However, if Customer delays installation or is not ready to receive Services on the agreed-upon installation date, Cox may begin billing for Services on the date Services would have been installed. Cox shall use reasonable efforts to make the Services available by the requested service date. Cox shall not be liable for damages for delays in meeting service dates due to install delays or reasons beyond Cox's control. If Customer delays installation for more than ninety (90) days after Customer's execution of this Agreement, Cox reserves the right to terminate this Agreement by providing written notice to Customer and Customer shall be liable for Cox's reasonable costs incurred. AFTER THE INITIAL TERM, THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR ONE (1) YEAR TERMS (EACH AN "EXTENDED TERM") UNLESS A PARTY GIVES THE OTHER PARTY WRITTEN TERMINATION NOTICE AT LEAST THIRTY (30) DAYS PRIOR TO THE EXPIRATION OF THE INITIAL TERM OR THEN CURRENT EXTENDED TERM. "Term" shall mean the Initial Term and Extended Term (s), if any. Cox reserves the right to increase rates for all Services by no more than ten percent (10%) during any Extended Term by providing Customer with at least sixty (60) days written notice of such rate increase. This limitation on rate increases shall not apply to video Services or Services for which rates, terms and conditions are governed by a Cox tariff or SG. Upon notice to Customer, Cox may change the rates for video Services periodically during the Term. Cox may change the rates for telephone Service subject to a Cox tariff or SG periodically during the Term. For the avoidance of doubt, promotional rates and promotional discounts provided to Customer will expire at the end of the Initial Term or earlier as set forth in the promotion language. Customer's payment for Service after notice of a rate increase will be deemed to be Customer's acceptance of the new rate.

4. Termination Customer may terminate any Service before the end of the Term selected by Customer on the Cover Page; provided, however, if Customer terminates any such Service before the end of the Term (except for breach by Cox), unless otherwise expressly stated in the General Terms, Customer will be obligated to pay Cox a termination fee equal to the nonrecurring charges (if unpaid) and One Hundred Percent (100%) of the monthly recurring charges for the terminated Service(s) multiplied by the number of full months remaining in the Term. This provision survives termination of the Agreement. If there is signal interference with any Cox Service(s), Cox may terminate this Agreement without liability if Cox cannot resolve the interference by using commercially reasonable efforts.

5. Payment Customer shall pay Cox all monthly recurring charges ("MRCs") and all non-recurring charges ("NRCs"), if any, by the due date on the invoice. Any amount not received by the due date shown on the applicable invoice will be subject to interest or a late charge no greater than the maximum rate allowed by law. If Cox terminates this Agreement due to Customer's breach, or if Customer fails to pay any amounts when due and fails to cure such non-payment upon receipt of written notice of non-payment from Cox, Customer will be deemed to have terminated this Agreement and will be obligated to pay the termination fee described above. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, State and Federal taxes or charges, and deposits, imposed on the use of the Services. Taxes will be separately stated on Customer's invoice. No interest will be paid on deposits unless required by law.

6. Service and Installation Cox shall provide Customer with the Services identified on the Cover Page and may provide related facilities and equipment, the ownership of which shall be retained by Cox (the "Cox Equipment"), or for certain Services, Customer, may purchase equipment from Cox ("Customer Purchased Equipment"). Customer is responsible for damage to any Cox Equipment. Customer may use the Services for any lawful purpose, provided that such purpose: (i) does not interfere or impair the Cox network or Cox Equipment; (ii) complies with the AUP; and (iii) is in accordance with the terms and conditions of this Agreement. Customer shall use the Cox Equipment only for the purpose of receiving the Services. Customer shall use Customer Purchased Equipment in accordance with the terms of this Agreement and any related equipment purchase agreement. Unless provided otherwise herein, Cox shall use commercially reasonable efforts to maintain the Services in accordance with applicable performance standards. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services shall be subject to the AUP at <http://ww2.cox.com/aboutus/policies/business-policies.cox>, which is incorporated herein by reference. Cox may change the AUP from time to time during the Term. Customer's continued use of the Services following an AUP amendment shall constitute acceptance of the revised AUP.

7. E-Rate Customers If Customer is an educational institution, library or other entity that qualifies as an applicant seeking reimbursement under the Federal Universal Service Fund Schools and Libraries Program (collectively, "E-Rate Customers"), the E-Rate provisions of the General Terms will apply, in addition to all other terms and conditions of this Agreement.

8. General Terms The General Terms are hereby incorporated into this Agreement by reference. Cox, in its sole discretion, may modify, supplement or remove any of the General Terms from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS.

9. LIMITATION OF LIABILITY COX AND/OR ITS AGENTS SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX OR ITS AGENTS BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, ARISING FROM THIS AGREEMENT OR ITS PROVISION OF THE SERVICES.

10. WARRANTIES EXCEPT AS PROVIDED IN THIS AGREEMENT, THERE ARE NO OTHER AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. INTERNET AND WIFI SPEEDS WILL VARY. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. Public Performance If Customer engages in a public performance of any copyrighted material contained in any of the Services, Customer, and not Cox, shall be responsible for obtaining any public performing licenses at Customer's expense. The Video Service that Cox provides under this Agreement does not include a public performance license.

Cox Business

Letter of Authorization

To: _____

Fax Back To: _____

This is to advise you that we have retained the services of Cox Business / Cox California Telecom, L.L.C. ("COX") to act on our behalf in certain matters relating to our communications service(s). The scope of this authority is to permit Cox Business / Cox California Telecom, L.L.C. ("COX") to: Request copies of and examine all billing records including, but not limited to toll calls, single records, worksheets, etc.

THIS DOES NOT AUTHORIZE Cox California Telecom, L.L.C. ("COX") dba - Cox Business, TO CHANGE ANY OF OUR CURRENT SERVICE(S), NOR DOES THIS OBLIGATE US, THE CLIENT, TO DO SO.

Leucadia Wastwater District _____
COMPANY NAME
1660 LA COSTA AVE _____
STREET ADDRESS
CARLSBAD, CA 92009 _____
CITY / STATE / ZIP CODE

See attached sheet for a list of numbers.

MAIN BILLING TELEPHONE NUMBER and OTHER IMPORTANT NUMBERS

Signature: _____ Date: 4/17/2015

Print Name: Paul J. Bushee

Title: General Manager

This Letter of Authorization is valid for 90 calendar days from date of signature.

Sales Rep: Stacy Dion Fax: Email: stacy.dion@cox.com

AT&T Phone Lines:

- 1) (760) 479-2130 (Used for SCADA system - voice/DSL)
- 2) (760) 633-3461 (Used for Elevator phone - voice)
- 3) (760) 633-1751 (Used for Alarm system - voice)
- 4) (760) 633-3499 (Used for Fire Alarm - voice)
- 5) (760) 633-3508 (Used for Fire Alarm - voice)

The phone lines listed below are serviced by Telepacific:

1	113481003.0.2 OPTRUNK	1960 LA COSTA AVE	CARLSBAD	CA	92009	7602742262
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MEMORANDUM

DATE: May 7, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: 2015 Revised Strategic Plan



RECOMMENDED:

It is recommended that the Board of Directors:

1. Adopt the Leucadia Wastewater District (LWD) Revised 2015 Strategic Plan
2. Discuss and take other action as appropriate

DISCUSSION:

Last month, the Board received and filed the Strategic Planning Workshop Report. In the report, it noted that there were several minor changes to the existing Strategic Plan. Staff informed the Board that after their review and discussion of the District's Mission and Vision Statements, staff would bring back the revised Strategic Plan for adoption.

During the April Board meeting, the Board decided not to change the District's Mission and Vision Statements. Therefore, staff has made the minor revisions to the Strategic Plan based on the Strategic Planning Workshop Report.

The proposed Revised Strategic Plan is enclosed for the Board's review. It includes the revised Situational Analysis, Trends, and Assumptions in strike-out version as approved by the Board of Directors. Staff recommends that the Board of Directors adopt the Revised Strategic Plan.

th:PJB

Enclosure



LEADERS IN
ENVIRONMENTAL
PROTECTION

Table of Contents

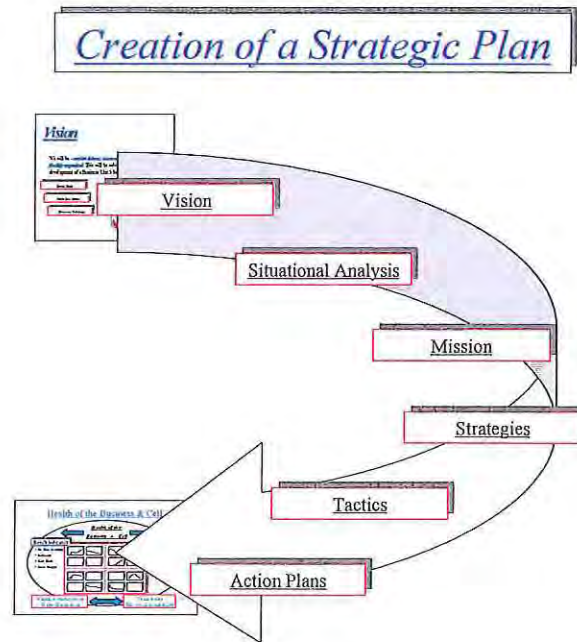
<u>Introduction</u>	2
<u>Board and Staff Section</u>	5
♦ Board Mission Statement	
♦ Role of Board	
♦ Board of Directors Code of Conduct	
♦ Role of Staff	
<u>Vision</u>	6
<u>Mission</u>	6
<u>Situational Analysis</u>	7
<u>Strategies</u>	10

Introduction

In January of 2005, Leucadia Wastewater District contracted with Greg Goates, of Goates Consulting Group, to facilitate the updating of the Leucadia Wastewater District Strategic Plan . Two Strategic Planning sessions were held. One session was held in March 2005 with the Board of Directors to revisit the Vision, Mission and Strategies and complete a current Situational Analysis. The other session was held in April of 2005 with the Leucadia Wastewater District Staff to update, brainstorm and prioritize current Tactics and develop Action Plans that support the Strategies of the Board.

Strategic Planning Process

In March, the Board of Directors of Leucadia Wastewater District determined to follow the strategic planning model below. Strategic Planning enables an organization to determine what to do today to impact the future in a desired predetermined way (outcome). Strategic Planning is a decision making process which shapes the future through use of: Vision, Situational Analysis, Mission Statement, Strategies, Tactics and Action Plans all linked together.



Strategic Management

Strategic Management creates a company wide bond that defines specific responsibilities at each level through deployment of a Strategic Plan. The Board of Directors have responsibility for developing a long-term strategic vision and framework that guides operational decision making and is consistent with the application of its values. But it is the conviction to Strategic Management that allows Leucadia Wastewater District to create its own future by deploying an organization wide strategic management initiative and creating a strategic thinking culture. Ownership through organization participation and commitment, as the organization becomes

more self-aware and ready to accept challenges, will ultimately bring success as changing external forces create the need for change.

Vision Overview

The Vision is future focused. It is a conceptualization of what the organization's ideal future state should be and is the reason or force behind the need for change. Creation of the Vision relies on imaginative anticipation or perception of what the future holds and therefore becomes the bias for action.

Situational Analysis

I. Past and Present:

- a. External Business Environment: what external influences caused the past and present business environment to exist? (i.e. Demographics, Customer Base, market Demand, World Economics)
- b. Internal Abilities of the Organization: what external or internal influences caused the past and present business environment to exist. (i.e. Culture, Technology, Local Economy, Expertise)

II. SWOT:

What are LWD's competitive, technological, financial, and social strengths and weaknesses?

Strengths: What are the critical resources? (i.e. Technical Capabilities, Capital Resources, market Share, Culture)

Weaknesses: What are the critical deficiencies? (i.e. Technical Capabilities, Capital Resources, Market Share, Culture)

Opportunities: What are the irretrievable prospects? (i.e. New Business, Technology, Customer Reputation, Market Share Growth)

Threats: What conditional actions could occur? (i.e. Competition, Culture, Economy Collapse)

What trends can we perceive from review of ourselves and what demographic changes have occurred?

III. Assumptions:

What must we (LWD) assume responsibility for; seize control of, without proof, to ensure success? (i.e. Competition, Customers, Economy, Behavior Change.)

Effective Mission Statements

The Mission Statement describes the direction and thrust of an organization that unites its employees to a common goal. It is focused on the "here and now". It functions as a tactical decision making tool. It helps staff prioritize the work to be done on a daily, weekly and monthly basis.

Effective Strategies

The mission statement becomes the umbrella that the Strategies link to. Strategies also are derived from the Situational Analysis in the form of Key Success Initiatives, Key Result Areas and the Values and Guiding Principles that come from the Vision.

Key Success Initiatives - outcomes that must be done well to ensure success. These outcomes typically reflect critical success factors (present and future) that relate to the Vision.

Unlike the Vision and Mission which are timeless, Strategies are time dependent and dictate the where and how the company will place efforts and resources for the planned period.

Effective Tactics

Tactics combine strength of the Mission Statement with the energy of Strategies for achieving specific goals linked to the Mission and Values and Guiding Behaviors. Effective Tactics incorporate best use of the organization's resources, strengths and opportunities to outline the how to achieve desired outcomes.

Tactics should be S.M.A.R.T.: Specific, Measurable, Aggressive but Achievable, Realistic, Time Based.

Effective Action Plans

Action Plans are the chronological event schedule for Strategy and Tactics implementation. It identifies what actions are required, timeline of actions, specific responsibilities and accountabilities, resource allocation, and appropriate controls for successful task completion.

Action Plans should identify: Who: resources; What: task identification; When: timeline; How: actions required. Action Plans are followed up in Team and Leadership meetings throughout the year where regular reports/updates on progress of action plans are made by the individual assigned the action.

Board Mission Statement

To provide visionary and pro-active leadership for the responsible stewardship of public resources.

Role of Board

- ◆ *To set policy and provide leadership and strategic direction to LWD staff.*
- ◆ *To articulate clearly desired results, including where the district is going and what LWD staff should focus on.*

Board of Directors' Code of Conduct

- ◆ *I will openly communicate during Board meetings and voice my views, in the meetings, on all matters regarding the District.*
- ◆ *I will support the decisions of the Board once they are voted on.*
- ◆ *I will concentrate on issues of governance and strategic import to the District and will expect support from staff on issues of operational import and detail.*
- ◆ *I will treat fellow Board members with dignity and respect.*
- ◆ *I will be prepared to discuss Board issues and agree to spend the necessary time and attention to Board matters.*
- ◆ *If I have concerns or questions, I will ask. If I need clarification of Board agenda items, I will call ahead and discuss with the General Manager.*
- ◆ *I will support the general manager as the primary spokesperson for the district.*
- ◆ *I will conduct myself in the highest ethical manner and comply with all appropriate government regulations.*

Role of Staff

- ◆ *Implement policies of LWD Board*
- ◆ *Create tactics and action plans that address how policies should be implemented*
- ◆ *Provide technical competence in addressing issues of how tactics should be implemented*
- ◆ *Provide relevant facts and recommendations*
- ◆ *Provide effective leadership*
- ◆ *Administer day-to-day operations of the district*
- ◆ *Respond to reasonable board requests for information*

Vision Statement

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

Mission Statement

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

Situational Analysis

I. Past and Present –

a. External Environment:

- ◆ ~~Growth in unincorporated area of North County created need for wastewater services in Encinitas, Leucadia and La Costa areas. This resulted in a special district being formed to oversee development and operations of those services.~~
- ◆ As time progressed, there has been higher demand for wastewater treatment to protect public health and provide environmental protection.
- ◆ Opportunity to look at regional partnering and expanded services to meet growing environmental regulations.
- ◆ Increasing Regulatory compliance issues.
- ◆ The need to replace aging infrastructure
- ◆ Effects of the prolonged drought and the need to conserve water and the escalating price of water
- ◆ Increased public scrutiny

b. Internal Abilities

- ◆ Stable and visionary leadership has kept district on course and created culture of good customer relations and service.
- ◆ A philosophy of proactively doing the right thing has emphasized safety, led to financial stability and a reputation of being a respected, well run, small special district.
- ◆ The stability and quality of the staff and board members have created a mutual respect and productive working relationship that has allowed the district to focus on it's core purpose of providing wastewater and recycling services effectively.
- ◆ High quality and stability of staff has created a lean, well cross trained employee base.
- ◆ Throughout its history, the Board of Directors of LWD has been responsive to community needs.

II. SWOT (Strengths, Weaknesses, Opportunities and Threats)

a. Strengths

- ◆ *Excellent Board, Staff trust.*
- ◆ *Agility of being a smaller special district. Non-bureaucratic – easy to get to a decision maker, decision making is pushed down to lowest level possible.*
- ◆ *Long-term Outlook and planning.*
- ◆ *Motivated and trained staff.*
- ◆ *Proactive and effective district administration.*
- ◆ *Current ability to maintain low rates.*
- ◆ *Excellent customer service and satisfaction.*
- ◆ *Proactive vs. reactive philosophy.*
- ◆ *Board has always supported staff with equipment and training to insure safety and efficiency.*
- ◆ *Stable leadership on Board of Directors.*
- ◆ *Committee organization facilitate sound decision making by Board.*

b. Weaknesses

- ◆ *Not well known in the communities we serve.*
- ◆ *Money currently held by district makes us a target for takeover.*
- ◆ *Potential for complacency.*
- ◆ *Exponential increase in regulations and compliance requirements (e.g. air quality).*
- ◆ *Lean staff compared to what may be required in the future to address additional regulatory requirements.*
- ◆ *Small staff – limited depth.*
- ◆ *Succession planning – aging workforce.*

c. Opportunities

- ◆ *Poised to be leader in wastewater services, water recycling, and environmental protection.*
- ◆ *Contract to operate other systems.*
- ◆ *Identify opportunities to synergize with other local agencies i.e. wastewater and recycling efforts.*
- ◆ *Financially feasible master plan for “Island” area of Leucadia.*
- ◆ *Storm water management and services.*
- ◆ *Potential water purification to potable water standards.*

- ◆ *New technology to increase productivity and efficiency.*

d. Threats

- ◆ *Takeover or consolidation.*
- ◆ *State oversight – regulation and fiscal.*
- ◆ *Law suits.*
- ◆ *Aging infrastructure.*
- ◆ *Losing long term vision and leadership stability.*
- ◆ *Natural disasters.*
- ◆ *Failure to embrace change and continuously improve.*

e. Trends

- ◆ *~~Politicizing of special districts elections.~~*
- ◆ *Increasing costs for insurance and utilities to run facilities.*
- ◆ *Cost of water doubling in next 10 years – demand for recycled water increasing in future.*
- ◆ *Increasingly stringent regulations.*
- ◆ *~~Continuing-Continue the~~ demand for high service at low costs.*
- ◆ *Increasing legislative oversight of special districts.*
- ◆ *Greater public awareness.*
- ◆ *Increased public demand for high level of service at stable rates.*

III. Assumptions:

- ◆ *Continue philosophy of being progressive, best at customer service, quality and focus on doing what we do best.*
- ◆ *Maintain competitive cost and high customer service.*
- ◆ *Being proactive in philosophy and technology.*
- ◆ *Continued public outreach emphasizing educating the public.*
- ◆ *Board and Staff maintaining present effective relationships.*
- ◆ *Providing mutual aid ~~whenever needed.~~*

Strategies

(Note: Bullets under strategies indicate notes to Staff in developing Tactics and Action Plans for Strategies)

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.

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.

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.

4. Infrastructure & Technology

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

MEMORANDUM

Ref: 15-4518

DATE: May 7, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Challenges Posed by Storm Water Regulations

RECOMMENDATION:

1. Discuss and provide direction as appropriate

DISCUSSION:

This item was reviewed by the Engineering Committee (EC) at its May 6, 2015 meeting and the EC directed staff to forward to the Board for discussion and direction.

During the discussion of future District challenges at the February 2015 Board Strategic Planning session, District Engineer Steve Deering (DE Deering) raised the issue of storm water regulations as a possible future challenge to the District. DE Deering has identified three potential storm water issues that may impact the District as follows:

- General Permit for Industrial Storm Water Discharge
- Sewer Overflow Monitoring Plan
- Municipal Separate Storm Sewer System (MS4) Priorities

The attached summary provides further detail on these issues. DE Deering will present this item for discussion by the EC prior to discussion and consideration by the Board of Directors.

rym:PJB

Attachment

Leucadia Wastewater District – NPDES Stormwater Considerations Summary

At the Board workshop of February 18, 2015, the District Engineer offered that there is increasing attention being paid to non-point source pollution statewide. There are new stormwater regulations that do not currently require immediate additional compliance by LWD, however, it is anticipated that there may be increasing regulation and review of wastewater agency facilities related to stormwater management. As LWD already has a pro-active Sewer System Monitoring Plan and wastewater system asset management and replacement program in place, this will simply be an area to monitor and comply if additional sewer system data requests or requirements arise in the future.

In the past there has been a national and statewide focus on National Pollutant Discharge Elimination System (NPDES) point-source treatment plant discharges. More recently, there is a national and statewide focus on non-point source pollution. Wastewater collection systems may become a target for review by agencies responsible for stormwater NPDES compliance. LWD has a proactive condition assessment and asset management program in place to limit risk of pollution and liability in this area.

A review of stormwater related NPDES regulatory requirements that may impact the Leucadia Wastewater District was made. Following is a brief summary of the three areas of stormwater regulation that may be of future interest.

Industrial General Permit. There have been ongoing reporting requirements related to the Industrial General Permit for the District Headquarters and Gafner Water Recycling Facility property. In the past, the District filed a Storm Water Pollution Prevention Plan (SWPPP) on line and completed on-line required sampling and reporting at periodic intervals. There is little change to past procedure to continue compliance. Preparation of an updated filing by staff is in process and is due July 1, 2015.

What is new: Information will now be available to the public through the Storm Water Multi-Application Reporting and Tracking System (SMARTS) website. Having the required reporting on the SMARTS website opens up potential for third-party lawsuits for non-compliant agencies. Since the District already complies with reporting requirements, and monitoring results have been within required limits, there is no anticipated need for change to ongoing procedures.

Sewer Overflow Monitoring Plan. The District has a Sewer System Management Plan (SSMP) dated July 31, 2014. The SSMP has an existing Overflow Emergency Response Plan that is based on the size of a spill. The plan requires coordination with the regulatory agencies to determine sample number, locations, frequency, and type of analyses to determine environmental impact of a spill. The “small spill” plan must be a written, include protocol, and be carried out within the first 24 hours. If a spill occurred in the future greater than 50,000 gallons, the existing LWD SSMP SSO Water Quality Monitoring Program (WQMP) would be implemented in accordance with the SSO Technical Report Outline. The SSO Technical Report for a large spill would require:

1. Baseline water quality data, monitoring, and protocol documentation
2. Sampling design to account for spill travel time and access

Leucadia Wastewater District – NPDES Stormwater Considerations Summary

3. Field and laboratory quality assurance / quality control measures
4. Spill response monitoring within 48 hours of a 50,000+ gallon spill

What is a new: Stormwater and other interested parties have already collected background surface water quality data at various surface water sampling locations. As needed, these data may be used to support the existing LWD SSO Water Quality Monitoring Program by helping to establish existing baseline receiving water quality data. If the receiving water is already bacteriologically impaired, then this data may already be on file and could be provided by LWD as background information with required SSO reporting.

Municipal Separate Storm Sewer System (MS4) Priorities. The new Municipal Separate Storm Sewer System (MS4) NPDES regulatory framework focuses City and County agencies responsible for stormwater on identifying and addressing priority pollutants in each watershed. Throughout the County, bacterial indicator pollutants have been identified as a top priority. Stormwater agency compliance for this constituent will be based on reducing bacteria concentrations in receiving waters. LWD already has a proactive sewer system condition assessment and asset management strategy to limit potential for bacterial waterways impairment. Nevertheless, it is possible that the local stormwater agencies, Encinitas and Carlsbad, may request assistance in the future with taking a closer look at sewer pipelines/infrastructure as a potential source of bacteria contribution to waterways. This does not require any current LWD action.

Directors' Meetings

Presented by Vice President Omsted, Directors Sullivan
and Hanson

Conference

CASA Public Forum Conference

Dates and Location

April 26-28, 2015

Sheraton Grand Hotel in Sacramento

List of Attendees

Vice President Omsted

Director Sullivan

Director Hanson

The above mentioned Board members attended sessions regarding Effective Advocacy at the California Legislature, Water Recycling, Regulatory Relief and California's Drought issue, and Key Legislative Issues, along with visits to legislative offices in the State Capitol.

Directors' Meetings

Presented by President Juliussen, Vice President Omsted and
Directors Sullivan, Hanson and Kulchin

Conference

2015 Annual CWEA Conference

Dates and Location

April 29 – May 1, 2015

Town & Country Resort in San Diego

List of Attendees

President Juliussen

Vice President Omsted

Director Sullivan

Director Hanson

Director Kulchin

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

Directors' Meetings

Presented by Juliussen, Omsted and Sullivan

Conference

19th Annual Water Reuse & Desalination Research Conference

Dates and Location

May 3-5, 2015

The Waterfront Beach Resort in Huntington Beach, CA

List of Attendees

President Juliussen

Vice President Omsted

Director Sullivan

The above mentioned Board member attended various sessions regarding the design, management, operations, and use of water recycling and/or desalination facilities and projects in California.