



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, November 18, 2015
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

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

CONSENT CALENDAR

Items 7-12 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:

October 14, 2015 Regular Board Meeting (Pages 5-12)

November 3, 2015 Engineering Committee Meeting (Pages 13-15)

November 5, 2015 Human Resources Committee Meeting (Pages 16-17)

8. Approval of Demands for October/November 2015

This item provides for Board of Directors approval of all demands paid from LWD during the month of October and a portion in November 2015. (Pages 18-37)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 15 to FY 16 and flows by sub-basin. (Pages 38-42)

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 43-50)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending September 30, 2015. (Pages 51-52, Attachment 11A)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of October 2015. (Pages 53-54)

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on October 28, 2015 – report by Director Juliussen. (Page 55)

B. A EWA Member Agencies Manager's meeting was held on November 3, 2015 – report by GM Bushee. (Verbal)

14. Committee Reports

A. Engineering Committee meeting was held on November 3, 2015 – report by Director Kulchin. (Page 56)

B. Human Resources Committee meeting was held on November 5, 2015 – report by Director Kulchin. (Page 57)

ACTION ITEMS

15. Sanitary Sewer Management Plan (SSMP) Fiscal Year 2015 Audit

Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2015 Audit conducted by Dexter Wilson Engineering, Inc. (Pages 58-65)

16. Uniform Rental and Cleaning Services Contract

Authorize the General Manager to execute the Uniform Rental and Cleaning Services Contract with UniFirst as the lowest responsive and responsible bidder at an estimated cost of \$33,719.40 over the initial three year contract period. (Pages 66-67)

17. Revised Board-General Manager/Staff Relations Policy

Adopt Resolution No. 2268 approving the revised Board-General Manager/Staff Relations Policy. (Pages 68-74)

18. Calendar Year 2016 Board of Directors' Meeting Schedule.

Approve the Calendar Year 2016 Board of Directors' meeting schedule. (Pages 75-78)

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

- A. Overview of Recent FPPC Rule Changes. (Page 79)
- B. CSRMA 2016 Executive Board Elections – Call for Nominations. (Page 80)
- C. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 19, 2015 at The Butcher Shop Steakhouse in Kearny Mesa. (Page 81)
- D. LWD's Press Release "Leucadia Wastewater District receives award" was printed in the Encinitas Advocate in their September 18, 2015 issue. (Page 82)
- E. LWD Holiday Luncheon is scheduled for Tuesday, December 15th at 12noon at Bistro West. (Verbal)
- F. Letter from Olivenhain Municipal Water District requesting support for Mr. Edmund (Ed) Sprague for LAFCO's Regular Special District Commissioner position and Mrs. Kimberly Thorner for the Special Districts Advisory Committee position. (Pages 83-84)
- G. Letter from Rainbow Municipal Water District requesting support for Mr. Dennis Sanford for LAFCO's Alternate Special District Commissioner position. (Page 85)

20. Directors' Meetings and Conference Reports

- A. The CSDA Board Secretary Conference was held at the Lake Tahoe Resort Hotel on October 19 – 20, 2015. (Page 86)

21. General Manager's Report

22. General Counsel's Report

23. Board of Directors' Comments

24. 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: November 12, 2015



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

October 14, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, October 14, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, Sullivan and Kulchin
 DIRECTORS ABSENT: None.
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, District CPA Richard Duffey, District Engineer Steve Deering, and Jamie Fagnant of 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 Kulchin seconded by Director Sullivan and unanimously carried, the Board of Directors approved the agenda by the following vote:

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

6. Presentations and Awards**A. Achievement of an Individual Award – ASM LeMay's 10th year anniversary**

GM Bushee introduced ASM LeMay stating that he recently passed his 10 year anniversary working at the District. He provided background information about Chuck and noted under LWD's incentive program Chuck is eligible for a \$200 incentive award.

The Board of Directors congratulated Chuck for his efforts.

B. Achievement of Organizational Objectives

GM Bushee presented two organizational objectives that LWD achieved this past month. He reported that the CSRMA Board of Directors approved the distribution of dividend payments from the pooled

workers' compensation insurance program. The District received the check in the amount of \$2,260. He noted that LWD's incentive program authorizes a 50% cost sharing of the dividend and each employee is eligible for a compensation award of \$66.47.

He also reported that staff recently completed four years without a lost time injury accident which meets an organizational objective under the incentive program. He noted that each employee is eligible for a \$1,000 compensation award. He stated that both awards reflect staff's excellent attention to safety while working in the field.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

September 8, 2015 Investment & Finance Committee Meeting
September 9, 2015 Regular Board Meeting
September 15, 2015 Community Affairs Committee Meeting
September 29, 2015 Employee Recognition Committee Meeting
October 6, 2015 Engineering Committee Meeting
October 7, 2015 Human Resources Committee Meeting

8. Approval of Demands for September/October 2015

Payroll Checks numbered 18083-18140; General Checking – Checks numbered 47169-47288; Voided check number 47050 and reissued checks numbers 47081 and 47283

9. Operations Report (A copy was included in the original October 14, 2015 Agenda)

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

10. Finance Report (A copy was included in the original October 14, 2015 Agenda)

11. Disclosure of Reimbursements (A copy was included in the original October 14, 2015 Agenda)

This report discloses travel expense reimbursements for the month of August 2015.

12. Status Update on the Fiscal Year 2016 (FY 16) LWD Tactics and Action Plan

(A copy was included in the original October 14, 2015 Agenda)

Upon a motion duly made by Director Hanson 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

13. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on September 23, 2015.

Director Sullivan reported on EWA's September 23, 2015 Board meeting.

- B. An Encina Member Agencies Manager's (MAM) Meeting was held on October 5, 2015.

GM Bushee reported on Encina MAM's October 5, 2015 meeting.

14. Committee Reports

- A. Community Affairs Committee (CAC) meeting was held on September 15, 2015.

Director Sullivan reported that the CAC reviewed the 2015 fall newsletter text and layout. She noted that the CAC directed staff to move forward with the newsletter production and that the newsletter was mailed to customers this week.

- B. An Employee Recognition Committee (ERC) meeting was held on September 29, 2015.

Director Sullivan reported that the ERC reviewed the Employee of the Year Award program and the need of the ERC as a standing committee. She stated that the ERC agreed with staff's recommendation to eliminate the Employee of the Year Award program and dissolve the ERC if this program is eliminated. She stated that the ERC suggested that staff schedule a Human Resources Committee meeting to review a revised Incentive Program.

- C. Engineering Committee (EC) meeting was held on October 6, 2015.

Director Kulchin reported that the EC reviewed the following:

- An agreement with Infrastructure Engineering Corporation for engineering design services for the Village Park No. 5 Pump Station Rehabilitation Project in an amount not to exceed \$109,876;
- A sole source professional services agreement with Data Net Solutions Group, Inc. for information systems support services in an amount not to exceed \$48,600 over an initial three year contract period;
- The concept of recycled water fill stations at LWD; and
- The District's access to the gravity pipeline near Interstate 5 (I-5) through the California Department of Transportation right of way.

Director Kulchin stated that the EC agreed with staff's recommendations and that the agreements will be reviewed later on in the agenda.

President Juliussen noted that the EC directed staff to analyze the possibility of using reclaimed water to clean the sewer lines by means of a tanker truck.

Director Sullivan asked what is the cost to use potable water to clean the sewer lines in light of using recycled water. GM Bushee stated that he doesn't know the exact potable water expense; however, it takes a significant amount of time for staff to drive back to the District to refill the trucks with recycled water instead of filling the trucks at nearby hydrants. He noted that the Vactor trucks are filled with recycled water for the first load each morning and that staff will be evaluating options to potentially use

more recycled water for hydrocleaning.

D. Human Resources Committee (HRC) meeting was held on October 7, 2015.

Director Kulchin reported that the HRC reviewed the revised Incentive Program. The HRC suggested policy revisions and staff agreed to make the changes. He stated that this item will be reviewed later in the agenda.

ACTION ITEMS

15. Village Park No. 5 Pump Station Replacement Project – Engineering Design Services

Authorize the General Manager to execute an Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Village Park No. 5 (VP5) Pump Station Replacement Project in an amount not to exceed \$109,876.

TSM Morishita presented this item stating that it was reviewed by the EC during its October 6, 2015 meeting and it is a FY 16 tactical goal. He provided background information on the District's pump station assessment. He stated that the District's two options are to replace or rehabilitate the VP5 pump station. He explained the difference between the two options, indicating that replacing the VP5 with a submersible pump would be the best option for the District. He also explained the benefits of a submersible pump noting that it will provide a safer environment for field service staff and the pump stations are easier and more efficient to maintain and operate. A submersible pump will eliminate the District's dependency on Smith and Loveless for materials and equipment. He indicated that replacing VP5 with a submersible pump would cost more in the short-term, but the maintenance costs would be less over the long-term.

TSM Morishita also provided a brief summary of IEC's scope of work to design the VP5 Replacement Project.

Director Hanson asked if this was budgeted. TSM Morishita stated that the design phase costs were included in the FY 16 budget.

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 Village Park No. 5 Pump Station Replacement Project in an amount not to exceed \$109,876 by the following vote:

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

16. Award of Information System Support Services

Authorize the General Manager to execute a sole source Agreement for professional services with Data Net Solutions Group, Inc. for information systems support services in an amount not to exceed \$48,600 over an initial three year period.

TSM Morishita presenting this item stating that it is a tactical goal and that the EC reviewed this item at its October 6, 2015 meeting. He stated that Data Net has been providing network support services for the

District for many years, noting that they have in-depth knowledge of the District's computer network system. He added that their services have been excellent over the years and retaining their services provides continuity, efficiency and is in the best interest of the District. He also provided a brief summary of their scope of work and noted that sole source procurement for their services is allowed under the Continuity of Service section (12.4) of the District's Procurement Policy.

Director Hanson asked about the frequency of the on-site visits to the District. TSM Morishita explained that the District's server requires biweekly updates because the District owns and operates its own server.

Director Kulchin asked about the type of IT equipment utilized by field services staff and will Data Net assist them with troubleshooting the equipment if required. TSM Morishita answered that the field services staff uses Panasonic tablets called Tough Books which are updated through the District's server. In addition, the District currently has an agreement with a company named InfraMap for maintenance of the Tough Books. He added that Data Net has previously helped staff with the Tough Books and they can provide support if required.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source agreement with Data Net Solution Group, Inc. for Information System Support services at a cost not to exceed \$48,600 over an initial three year contract period by the following vote:

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

17. Revised LWD's Incentive Program

Adopt Resolution No. 2266 – Adopting LWD's Revised Incentive Program.

GM Bushee presented the item stating that the HRC reviewed this item at its October 7, 2015 meeting and agreed with staff's recommendation. He indicated that during the Employee Recognition Committee meeting, potential elimination of the Employee of the Year Award was discussed and the ERC directed staff to present this issue through the HRC. He provided background on the Incentive Program and explained why staff believes that the Incentive Program should be revised.

GM Bushee summarized the revisions to the Incentive Program indicating that it has not been updated since 2006. He explained why staff is proposing to eliminate the Employee of the Year Award and revise the District's annual sewage spill ranking objective. He also suggested removing the Honorable Mention State Award category incentive because it did not apply to the District's awards. He added that under the Service Award category the 40 years of service award was added because this milestone could potentially be reached by a current employee.

President Juliussen agreed with the concept of the organizational awards category that focuses on achieving goals as a team.

Director Hanson asked if there are funds in the budget to recognize an employee that has gone over and above their job. GM Bushee stated that the General Manager Exceptional Service Award is still available to recognize an employee for doing an exceptional job.

Director Sullivan noted that the Incentive Program also refers to the Employee Recognition Committee under the "Cost Savings Suggestion Award" and it should be deleted. GM Bushee stated that staff will make the revision.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2266 – Adopting LWD’s Revised Incentive Program with one minor change deleting the reference to the Employee Recognition Committee by the following vote:

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

18. LWD Standing Committee

Dissolve the Employee Recognition Committee (ERC) and Adopt Resolution No. 2267 – Establishing Standing Committees and Authorizing the Creation of Ad Hoc Committees.

ASM LeMay presented this item stating it is a follow up to the previous item. He stated that ERC reviewed this item at their September 29, 2015 meeting and agreed with staff to forward the item to the Board for approval. He stated that since the Employee of the Year Award was eliminated from the District’s Incentive Program, the ERC should be dissolved. He added that this resolution identifies the Board’s standing committee and authorizes the creation of Ad Hoc committees.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2267 – Establishing Standing Committees and Authorizing the Creation of Ad Hoc Committees by the following vote:

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

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

None.

20. Directors’ Meetings and Conference Reports

- A. The CWEA Tri-State Conference was held on September 21-24, 2015 at the South Point Hotel in Las Vegas, NV.

President Juliussen stated that he attended the conference noting that exhibits were excellent and the sessions were informative. Director Sullivan stated that she was glad President Juliussen attended because she has met staff members from other agencies that were impressed that

Directors attend the CWEA conference. She also noted that Board members contribute to their ideas at the conference's sessions.

B. The CSDA Annual Conference was held on September 21-24, 2015 at the Marriot Monterey in Monterey, CA.

Director Sullivan reported that this year CSDA had the most attendees ever and that the seminars were excellent.

Director Hanson reported on the Brown Act Update session, as well as the session on the new FPPC rules and regulations. She suggested that the Board members should take a work shop on the new FPPC rules.

Director Kulchin reported on the session that addressed Cyber Security. Vice President Omsted provided additional information on this session, indicating that the District should have guidelines informing the staff and Board members on phishing emails.

21. General Manager's Report

GM Bushee reported on the following items:

- The 2015 fall newsletters were mailed to residents this week; and
- The "No Wipes Down the Pipes" campaign is in process. He noted that the refrigerator magnets were printed and that the door hangers will be delivered to customers next week.

Director Sullivan noted that before the District launched its "No Wipes Down the Pipe" campaign, she attended the Sea Point HOA meeting and informed its members not to flush wipes down the pipes. She stated that the residents were not aware that wipes are not to be flushed down the toilet.

- The North County Recycled Water Coalition Group developed a Programmatic EIR and that a public hearing occurred at Olivenhain Municipal Water District's Board meeting this afternoon and it was adopted by their Board. He noted that TSM Morishita attended the meeting.
- LWD will be advertising for Request for Proposals for Public Information Services in late October.

22. General Counsel's Report

General Counsel Brechtel reported that attorney Tomer Gutman was unable to attend tonight's meeting and provide an update on the new FPPC rules; however, Tomer or he will provide this update during the November Board meeting. He also reported that Governor Brown signed legislation today that bans plastic microbeads effective 2020. In addition, he stated that Duncan Hunter introduced a preliminary bill (HR 3353) that will limit citizen suits addressing the Clean Water Act and how much fees they can recover.

23. Board of Directors' Comments

President Juliussen thanked ASM LeMay for his ten years of service to the District.

Director Hanson stated that she changed her mind regarding the LAFCO elections and that she will run for the Alternate LAFCO seat.

24. Adjournment

President Juliussen adjourned the meeting at approximately 6:05 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 November 3, 2015

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, November 3, 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; District CPA Richard Duffey; and Steven Henderson from Dexter Wilson Engineering.

3. Public Comment

None.

4. New Business

- A. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2015 Audit conducted by Dexter Wilson Engineering, Inc.

FSSupt Stecker provided background information. He explained that Dexter Wilson Engineering (DWE) worked closely with staff to develop the SSMP and previously completed the annual audits for Fiscal Years 2010 to 2013 and the 2014 SSMP update. He introduced Steven Henderson from Dexter Wilson Engineering to present the audit findings.

Mr. Henderson explained the SSMP audit process. He stated that the audit concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. He said that changes in District organization, practices, or regulations were not significant enough to require a revision of the SSMP prior to June 2019, the required five year SSMP review cycle.

Chairperson Juliussen pointed out a few typographical errors in the audit document. Staff will correct the errors prior to Board action.

After discussion, the EC concurred with staff to recommend that the Board receive and file the FY 2015 SSMP Audit at the November Board meeting.

- B. Discuss the feasibility of operating a recycled water tanker truck to refill Vactor trucks during hydro-cleaning operations.

FSSupt Stecker opened the discussion with a presentation of the recycled water tanker truck evaluation. He said that the cost to operate a tanker truck for recycled water refill of the Vactor trucks would be approximately \$83,800 per year. FSSupt Stecker suggested that there may be other recycled water options available to the District.

TSM Morishita stated that he contacted the Olivenhain Municipal Water District (OMWD) and they expressed an interest in partnering with the District on the concept to install recycled water rapid fill stations on their recycled water distribution system for refilling the Vactor trucks. He said OMWD has not considered installing fill stations on their distribution system for District use. However, he said, OMWD will look into the feasibility of doing so. TSM Morishita stated that OMWD said they will need time to complete an internal evaluation of the concept. He stated that no specific timeline was discussed or established with OMWD.

Chairperson Juliussen said he appreciated the evaluation. He acknowledged that the cost to procure and operate the tanker truck is substantial. He said that the concept of partnering with adjacent agencies to provide recycled water fill stations for District use during hydro-cleaning is a good approach and requested that staff continue to pursue that concept.

GM Bushee agreed to continue to work on the partnering concept and have staff update the EC as it develops.

5. Information Items

- A. Saxony Pump Station Rehabilitation Project

TSM Morishita presented a status update of the Saxony Pump Station Rehabilitation Project. He said that the chopper pumps were delivered on October 29, 2015 and that they are stored in the District's Workshop. He stated that the pumps will be inspected by Jamie Fagnant, IEC, and Christy Villa, Hoch Consulting.

- B. Scott's Valley Pipeline Rehabilitation Project

TSM Morishita presented a project update. He said that Charles King Company (CKC) has installed and tested the bypass pumping system. TSM Morishita stated that CKC has completed the cleaning and CCTV inspection of the Scott's Valley pipeline. He said that CKC is evaluating how to stop the infiltration of ground water into the pipe prior to installing the CIPP liner. TSM Morishita said that Sancon, the manhole rehabilitation subcontractor, is preparing the manholes for the CIPM liner.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee said that staff is completing the requirements imposed on the District by the

California River Watch settlement and will forward the results to River Watch by the end of next week.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:22 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resources Committee Meeting
November 5, 2015

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Thursday, November 5, 2015 at 1:30 p.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Director Kulchin called the meeting to order at 1:30 p.m.

2. Roll Call

DIRECTORS PRESENT: Kulchin and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee,
Administrative Services Manager Chuck LeMay and
Executive Assistant Trisha Hill

3. Public Comment

No public comment was received.

4. New Business

- A. Recommend that the Board of Directors receive and file the Annual Review of the Board-General Manager/Staff Relations Policy Report.

GM Bushee presented the item stating that the policy calls for an annual review. He provided background information on the policy indicating that it was last updated in November 2014. He stated that staff has reviewed the policy and is not recommending any changes.

After reviewing the policy, the committee expressed concern that the annual review requirement may not be the best use of either the committee's or staff's time when no changes are proposed. Chairperson Kulchin suggested that the policy's language should be revised to include that it be reviewed on an as-needed basis at the request of the Board or staff, noting that this would eliminate the need of a committee meeting if there are no changes to the policy. Director Hanson agreed.

Following discussion, the HRC directed staff to revise Section X. of policy to reflect that reviews will occur on an as-needed basis. Staff agreed to make the changes and the policy will be provided in the redline version to the Board.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments


None.

8. Adjournment

Director Kulchin adjourned the meeting at approximately 1:50 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

MEMORANDUM

DATE: November 12, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of October/November Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$1,263,987.46**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months October 9, 2015 – November 9, 2015.

Operating expenses totaled **\$663,219.86** while Capital Improvement Program expenses totaled **\$495,919.90**.

Payroll for employees and the Board totaled **\$104,847.70**.

Attached please find a year to date Employee and Board Payroll Report from October 2014 to November 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 October/November 2015
Attachment 2	Payroll Check Register dated October 13, 2015
Attachment 3	Payroll Check Register dated October 14, 2015
Attachment 4	Accounts Payable Check Register dated October 23, 2015
Attachment 5	Payroll Check Register dated October 28, 2015
Attachment 6	Accounts Payable Check Register dated November 1, 2015
Attachment 7	Payroll Check Register dated November 3, 2015
Attachment 8	Accounts Payable Check Register dated November 6, 2015
Attachment 9	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY
November 18, 2015

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -10/13/2015	18198 - 18215	Incentive Pay	\$16,002.53
Payroll Check- 10/14/2015	18216 - 18232		\$42,620.89
Payroll Check-10/28/2015	18233 - 18250		\$44,099.43
Board Payroll Check-11/3/2015	18251 - 18255		<u>\$2,124.85</u>
	Total		\$104,847.70
General Checking -10/23/2015	47461 - 47503	\$	337,765.86
General Checking - 11/01/2015	47504 - 47534	\$	657,357.33
General Checking-11/06/2015	47535 - 47568	\$	<u>164,016.57</u>
	Total	\$	1,159,139.76
	GRAND TOTAL		\$1,263,987.46

VOIDED CHECKS

47530
47563

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 13, 2015
 Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18198 - 18215	10/13/2015	\$16,002.53

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 14, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18216 - 18232	10/14/2015	\$42,620.89

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/23/2015 Through 10/23/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
A-1 LOCK & SAFE SERVICE	47461	10/23/2015	<u>69.34</u>	PADLOCKS/KEYS
	Total 47461		69.34	
ADS LLC	47462	10/23/2015	<u>3,570.00</u>	FLOW MONITORING
	Total 47462		3,570.00	
ARC DOCUMENT SOLUTIONS,LLC	47463	10/23/2015	<u>51.99</u>	PLANS AND SPECS
	Total 47463		51.99	
BATIQUITOS LAGOON FOUNDATION	47464	10/23/2015	<u>1,500.00</u>	BATIQUITOS CKEANUP EVENT
	Total 47464		1,500.00	
BURTECH PIPELINE, INC	47465	10/23/2015	<u>169,566.69</u>	GRAVIETY PIPELINE REHAB
	Total 47465		169,566.69	
CARLSBAD FUELS CORPORATION	47466	10/23/2015	<u>1,518.38</u>	VEHICLE FUEL
	Total 47466		1,518.38	
CARLSON & BEAULOYE	47467	10/23/2015	<u>1,687.31</u>	LPS/AWT AIR COMPRESSOR
	Total 47467		1,687.31	
CITY OF CARLSBAD	47468	10/23/2015	<u>174.41</u>	WATER @ VACTOR
CITY OF CARLSBAD		10/23/2015	<u>253.87</u>	WATER @ VACTOR 2
	Total 47468		428.28	
CONEXIS	47469	10/23/2015	<u>140.00</u>	SEC 125 FLEX PLAN-SEPT
	Total 47469		140.00	
CORELOGIC INFORMATION SOLUTIONS,INC	47470	10/23/2015	<u>125.00</u>	REAL QUEST-MAPS
	Total 47470		125.00	
CORODATA	47471	10/23/2015	<u>183.38</u>	STORAGE
	Total 47471		183.38	
CUES, INC	47472	10/23/2015	<u>254.10</u>	CCTV VAN PARTS
	Total 47472		254.10	
DATA NET	47473	10/23/2015	<u>505.00</u>	IS MAINT AND SUPPORT
	Total 47473		505.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/23/2015 Through 10/23/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DEXTER WILSON ENGINEERING	47474	10/23/2015	510.00	SSMP AUDIT FY2015
	Total 47474		510.00	
DUDEK & ASSOCIATES	47475	10/23/2015	605.00	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		10/23/2015	385.00	GE/3252/0844/LC TOWN
DUDEK & ASSOCIATES		10/23/2015	1,549.78	GE/3252/0855/LC TOWN SQ
DUDEK & ASSOCIATES		10/23/2015	220.00	GE/3252/0927/NORMANDY RD
DUDEK & ASSOCIATES		10/23/2015	165.00	GE/3252/0928/N. COAST HWY
DUDEK & ASSOCIATES		10/23/2015	110.00	GE/3252/0930/E. JASON ST
DUDEK & ASSOCIATES		10/23/2015	220.00	GE/3252/0944/HYGIEA
DUDEK & ASSOCIATES		10/23/2015	3,177.50	GE/CAPITAL/AUG/200
DUDEK & ASSOCIATES		10/23/2015	1,219.20	GRADING PLANS
DUDEK & ASSOCIATES		10/23/2015	8,248.25	SSO REMEDIATION
	Total 47475		15,899.73	
EVOQUA WATER TECHNOLOGIES, LLC	47476	10/23/2015	8,194.56	BIOXIDE
EVOQUA WATER TECHNOLOGIES, LLC		10/23/2015	19,442.00	CARBON CHANGE OUT @BPS
	Total 47476		27,636.56	
HAAKER EQUIPMENT CO	47477	10/23/2015	156.64	AIR CYLINDER
HAAKER EQUIPMENT CO		10/23/2015	51.57	PARTS
	Total 47477		208.21	
I2B NETWORKS, INC	47478	10/23/2015	160.00	WEB CAM @ BPS
	Total 47478		160.00	
ICMA RETIREMENT-303979	47479	10/23/2015	2,923.86	DEFERRED COMP
	Total 47479		2,923.86	
INFRASTRUCTURE ENGINEERING CORP	47480	10/23/2015	19,404.88	2016 GRAVIETY LINE REHAB
INFRASTRUCTURE ENGINEERING CORP		10/23/2015	975.00	FY15 GRAVIETY SEWER
INFRASTRUCTURE ENGINEERING CORP		10/23/2015	6,599.53	L1 FORCE MAIN
INFRASTRUCTURE ENGINEERING CORP		10/23/2015	997.10	SAXONY PS
INFRASTRUCTURE ENGINEERING CORP		10/23/2015	1,625.00	SCOTTS VALLEY SEWER REHAB
	Total 47480		29,601.51	
JEFF BILLS	47481	10/23/2015	2,500.00	CONSULTING FEES-OCT
	Total 47481		2,500.00	
LA COSTA LOGO, LLC	47482	10/23/2015	198.01	CAPS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/23/2015 Through 10/23/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47482		198.01	
MSC JANITORIAL SERVICE, INC	47483	10/23/2015	<u>1,737.92</u>	JANITORIAL SERVICES
	Total 47483		1,737.92	
NAPA AUTO	47484	10/23/2015	25.91	BELT
NAPA AUTO		10/23/2015	16.73	OIL
NAPA AUTO		10/23/2015	<u>147.94</u>	PARTS/CREDIT
	Total 47484		190.58	
NATIONWIDE RETIREMENT SOLUTIONS	47485	10/23/2015	125.00	DEFERRED COMP
	Total 47485		125.00	
OFFICE DEPOT, INC.	47486	10/23/2015	<u>219.69</u>	OFFICE SUPPLIES
	Total 47486		219.69	
PALOMAR WATER, LLC	47487	10/23/2015	<u>302.66</u>	BOTTLED WATER @ OFFICE
	Total 47487		302.66	
PERS RETIREMENT	47488	10/23/2015	248.45	BOARD RETIREMENT ENDING 9/30/15
PERS RETIREMENT		10/23/2015	<u>11,500.02</u>	EMPLOYEE RETIREMENT ENDING 9/27/15
	Total 47488		11,748.47	
PLUMBERS DEPOT, INC	47489	10/23/2015	<u>442.80</u>	PARTS
	Total 47489		442.80	
QUALITY CHEVROLET	47490	10/23/2015	<u>3,423.45</u>	MAINT AND REPAIR FOR TRUCKS
	Total 47490		3,423.45	
RANCHO SANTA FE SECURITY SYSTEMS	47491	10/23/2015	369.50	ALARM SERVICE
	Total 47491		369.50	
SAN DIEGO GAS AND ELECTRIC	47492	10/23/2015	<u>17,232.65</u>	ELECTRIC @ LPS/OFFICE
	Total 47492		17,232.65	
SAN DIEGO GAS & ELECTIRC	47493	10/23/2015	148.03	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		10/23/2015	12,457.09	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		10/23/2015	620.56	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		10/23/2015	1,138.71	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		10/23/2015	954.65	ELECTRIC @ ENC ESTATES
SAN DIEGO GAS & ELECTIRC		10/23/2015	1,245.15	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		10/23/2015	184.94	ELECTRIC @ RANCHO VERDE
SAN DIEGO GAS & ELECTIRC		10/23/2015	960.63	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		10/23/2015	377.97	ELECTRIC @ VP5

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/23/2015 Through 10/23/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGO GAS & ELECTIRC		10/23/2015	219.96	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		10/23/2015	10.80	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		10/23/2015	3.86	NAT GAS @ EE
	Total 47493		18,322.35	
SOUTHERN CONTRACTING COMPANY	47494	10/23/2015	10,413.00	SWITCH @ BPS
	Total 47494		10,413.00	
THOMSON REUTERS-WEST	47495	10/23/2015	142.03	SUBSCRIPTION
	Total 47495		142.03	
TIERRA VERDE RESOURCES, INC	47496	10/23/2015	730.00	LANDSCAPING FEES-OCT
	Total 47496		730.00	
TODD AMOS	47497	10/23/2015	98.23	REIMBURSE FOR CONF
	Total 47497		98.23	
UNIFIRST CORPORATION	47498	10/23/2015	456.26	LAUNDRY SERVICE
	Total 47498		456.26	
U.S. BANK	47499	10/23/2015	2,759.85	CONFERENCES, MEETINGS,SUPPLIES, ETC
	Total 47499		2,759.85	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	47500	10/23/2015	332.00	PHYSICALS
	Total 47500		332.00	
VERIZON WIRELESS	47501	10/23/2015	650.67	CELL PHONES
	Total 47501		650.67	
WHITE NELSON DIEL EVANS LLP	47502	10/23/2015	6,000.00	AUDITOR FEES-SEPT
	Total 47502		6,000.00	
WORDEN WILLIAMS, APC	47503	10/23/2015	2,831.40	ATTORNEY FEES-SEPT
	Total 47503		2,831.40	
Report Total			337,765.86	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 10/23/2015 Through 10/23/2015

Vendor Name	Tra... Sou...	Effective Date	Original Invoice Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	10/23/2015	CC-9/22/2015	0.00	1005	UNION BANK GENERAL	CONFERENCES, MEETINGS,SUPPLIES, ETC
U.S. BANK	APS	10/23/2015	CC-9/22/2015	0.00	1080	DUE TO/FROM OTHER FUNDS	CONFERENCES, MEETINGS,SUPPLIES, ETC
U.S. BANK	API	10/23/2015	CC-9/22/2015	390.14	4330	BOARD CONFERENCES	CSDA CONF
U.S. BANK	API	10/23/2015	CC-9/22/2015	195.07	4330	BOARD CONFERENCES	CSDA-D.O.
U.S. BANK	API	10/23/2015	CC-9/22/2015	195.07	4330	BOARD CONFERENCES	CSDA-E.S.
U.S. BANK	API	10/23/2015	CC-9/22/2015	20.25	4930	SUBSCRIPTIONS	LA TIMES
U.S. BANK	API	10/23/2015	CC-9/22/2015	370.07	5710	TRAINING, EDUCATION & CONFERNC	CSDA-T.HILL
U.S. BANK	API	10/23/2015	CC-9/22/2015	8.00	5710	TRAINING, EDUCATION & CONFERNC	PARKING
U.S. BANK	API	10/23/2015	CC-9/22/2015	1,388.00	5710	TRAINING, EDUCATION & CONFERNC	TRI STATE
U.S. BANK	API	10/23/2015	CC-9/22/2015	30.00	5910	TELEPHONE	INTERNET
U.S. BANK	API	10/23/2015	CC-9/22/2015	130.00	5910	TELEPHONE	INTERNET/WIFI
U.S. BANK	API	10/23/2015	CC-9/22/2015	33.25	6420	ENCINA CAPITAL	EWA MEETING

2,759.85

Transaction Total

Total
10/23/2015
2,759.85

Report
Opening/Current
Balance

Report Transaction
Totals 2,759.85

Report Current Balances

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LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 28, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18233 - 18250	10/28/2015	\$44,099.43

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/1/2015 Through 11/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ARC DOCUMENT SOLUTIONS,LLC	47504	11/1/2015	346.71	PLANS AND SPECS
ARC DOCUMENT SOLUTIONS,LLC		11/1/2015	611.53	PLANS AND SPECS-SPS
	Total 47504		958.24	
ANTIMITE TERMITE & PEST CONTROL	47505	11/1/2015	56.00	MONTHLY PEST SERVICE-OCT
	Total 47505		56.00	
AT&T	47506	11/1/2015	361.62	PHONE IN ELEVATOR
	Total 47506		361.62	
CA ASSOC OF SANITATION AGENCIES	47507	11/1/2015	8,320.00	CASA 2016 MEMBERSHIP
	Total 47507		8,320.00	
CALIFORNIA SPECIAL DISTRICTS ASSOC	47508	11/1/2015	6,089.00	2016 MEMBERSHIP DUES-CSDA
	Total 47508		6,089.00	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	47509	11/1/2015	22,956.10	HEALTH INS-NOV
	Total 47509		22,956.10	
CHUCKS TIRE CENTER	47510	11/1/2015	372.79	TIRES
	Total 47510		372.79	
CUES, INC	47511	11/1/2015	165.89	CCTV VAN-MAINT/REPAIRS
	Total 47511		165.89	
CUMMINS PACIFIC,LLC	47512	11/1/2015	347.98	SERVICE TO PS GENERATORS-#133
CUMMINS PACIFIC,LLC		11/1/2015	429.92	SERVICE TO PS GENERATORS-#134
CUMMINS PACIFIC,LLC		11/1/2015	329.79	SERVICE TO PS GENERATORS-#142
CUMMINS PACIFIC,LLC		11/1/2015	329.79	SERVICE TO PS GENERATORS-#146
CUMMINS PACIFIC,LLC		11/1/2015	538.07	SERVICE TO PS GENERATORS-BPS
CUMMINS PACIFIC,LLC		11/1/2015	256.53	SERVICE TO PS GENERATORS-EPS
CUMMINS PACIFIC,LLC		11/1/2015	290.76	SERVICE TO PS GENERATORS-LCPS
CUMMINS PACIFIC,LLC		11/1/2015	902.22	SERVICE TO PS GENERATORS-LPS
CUMMINS PACIFIC,LLC		11/1/2015	306.85	SERVICE TO PS GENERATORS-SPS
CUMMINS PACIFIC,LLC		11/1/2015	303.66	SERVICE TO PS GENERATORS-VP
	Total 47512		4,035.57	
CWEA	47513	11/1/2015	164.00	RENEWAL FOR CWEA-J. HOYETT

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/1/2015 Through 11/1/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 47513		164.00	
DATA NET	47514	11/1/2015	217.50	IS MAINT AND SUPPORT
	Total 47514		217.50	
DUDEK & ASSOCIATES	47515	11/1/2015	3,762.50	GE/SEPT/200
	Total 47515		3,762.50	
ELAINE SULLIVAN	47516	11/1/2015	89.80	REIMBURSE E.S. FOR CONF
	Total 47516		89.80	
ENCINA WASTEWATER AUTHORITY	47517	11/1/2015	575,645.70	ENCINA QTRLY CAPITAL/O/M
	Total 47517		575,645.70	
ENCINA WASTEWATER AUTHORITY	47518	11/1/2015	3,266.45	LAB FEES-QTRLY
	Total 47518		3,266.45	
FERNANDO LOPEZ	47519	11/1/2015	200.00	REIMBURSE F. LOPEZ FOR SAFETY BOOTS
	Total 47519		200.00	
GRAINGER, INC	47520	11/1/2015	123.89	METER
GRAINGER, INC		11/1/2015	77.93	PRESSURE SWITCHES
	Total 47520		201.82	
GREAT AMERICA FINANCIAL SERVICES	47521	11/1/2015	738.87	COPIER LEASE
	Total 47521		738.87	
HARTFORD LIFE & ACCIDENT INS.	47522	11/1/2015	409.73	LIFE INS-NOV
	Total 47522		409.73	
ICMA RETIREMENT-303979	47523	11/1/2015	2,925.49	DEFERRED COMP
	Total 47523		2,925.49	
L&L PRINTERS	47524	11/1/2015	3,621.26	PRINTING/MAILING NEWSLETTER
	Total 47524		3,621.26	
MES VISION	47525	11/1/2015	326.88	VISION INS-NOV
	Total 47525		326.88	
NATIONWIDE RETIREMENT SOLUTIONS	47526	11/1/2015	125.00	DEFERRED COMP

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/1/2015 Through 11/1/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 47526		125.00	
PERS RETIREMENT	47527	11/1/2015	11,522.32	EMPLOYEE RETIREMENT ENDING 10/11/15
	Total 47527		11,522.32	
PLUMBERS DEPOT, INC	47528	11/1/2015	510.20	CENTER LEFT HAND PARTS
	Total 47528		510.20	
QUALITY CHEVROLET	47529	11/1/2015	1,121.44	MAINT/REPAIR-TRUCK
	Total 47529		1,121.44	
RANCHO SANTA FE SECURITY SYSTEMS	47530	11/1/2015	0.00	ALARM SYSTEM
	Total 47530		0.00	
SOUTHERN CONTRACTING COMPANY	47531	11/1/2015	720.00	ELECTRICAL WORK @ LPS
SOUTHERN CONTRACTING COMPANY		11/1/2015	2,982.38	TRANSDUCERS @ LPS
SOUTHERN CONTRACTING COMPANY		11/1/2015	1,360.00	WORK @ LPS
	Total 47531		5,062.38	
THE GUARDIAN	47532	11/1/2015	3,697.49	DENTAL/DISABILITY INS-NOV
	Total 47532		3,697.49	
TRI COMMUNITY ANSWERING SERVICE	47533	11/1/2015	90.00	ANSWERING SERVICE-OCT
	Total 47533		90.00	
UNIFIRST CORPORATION	47534	11/1/2015	231.79	LAUNDRY SERVICE
	Total 47534		231.79	
Report Total			657,245.83	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: November 3, 2015

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
18251 - 18255	11/3/2015	\$2,124.85

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/6/2015 Through 11/6/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	47535	11/6/2015	<u>3,570.00</u>	FLOW MONITORING
	Total 47535		3,570.00	
CATHERINE ALLEN	47536	11/6/2015	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 47536		3,000.00	
ARC DOCUMENT SOLUTIONS,LLC	47537	11/6/2015	32.00	PLANS AND SPECS
	Total 47537		<u>32.00</u>	
AT&T	47538	11/6/2015	262.81	DIAL IN MODEM
AT&T		11/6/2015	<u>180.66</u>	PHONE @ BPS
	Total 47538		443.47	
BOOT WORLD, INC	47539	11/6/2015	<u>174.94</u>	SAFETY BOOTS FOR H. GONZALEZ
	Total 47539		174.94	
CARLSBAD FUELS CORPORATION	47540	11/6/2015	1,460.41	VEHICLE FUEL
	Total 47540		<u>1,460.41</u>	
CASH	47541	11/6/2015	<u>311.82</u>	PETTY CASH-OCT/NOV
	Total 47541		311.82	
CHARLES KING COMPANY	47542	11/6/2015	<u>110,134.69</u>	SCOTTS VALLEY REHAB
	Total 47542		110,134.69	
CITY OF CARLSBAD	47543	11/6/2015	<u>289.80</u>	WATER @ PLANT
	Total 47543		289.80	
COX COMMUNICATIONS SAN DIEGO	47544	11/6/2015	1,422.89	PHONE SERVICE/INTERNET
	Total 47544		<u>1,422.89</u>	
CSDA- SAN DIEGO CHAPTER	47545	11/6/2015	<u>180.00</u>	CSDA QTRLY DINNER-NOV
	Total 47545		180.00	
CUES, INC	47546	11/6/2015	<u>374.31</u>	PARTS-CCTV
	Total 47546		374.31	
DATA NET	47547	11/6/2015	<u>4,352.40</u>	VEAM ESSENTIAL SOFTWARE
	Total 47547		4,352.40	
EVOQUA WATER TECHNOLOGIES, LLC	47548	11/6/2015	8,180.89	BIOXIDE
			<u>8,180.89</u>	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/6/2015 Through 11/6/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47548		8,180.89	
INTERSTATE BATTERIES OF SAN DIEGO	47549	11/6/2015	100.59	BATTERIES
	Total 47549		100.59	
MITSUBISHI ELECTRIC US, INC	47550	11/6/2015	274.02	ELEVATOR MAINT AND SERVICE
	Total 47550		274.02	
OFFICE DEPOT, INC.	47551	11/6/2015	168.04	OFFICE SUPPLIES
	Total 47551		168.04	
PALOMAR INVESTIGATIVE GROUP	47552	11/6/2015	178.75	BACKGROUND CHECK
	Total 47552		178.75	
PERS RETIREMENT	47553	11/6/2015	177.46	BOARD RETIREMENT ENDING 10/31/15
PERS RETIREMENT		11/6/2015	11,922.35	EMPLOYEE RETIREMENT-10/25/15
	Total 47553		12,099.81	
PURCHASE POWER	47554	11/6/2015	24.14	SHIPPING
	Total 47554		24.14	
QUALITY CHEVROLET	47555	11/6/2015	78.20	VEHICLE MAINT AND REPAIR
	Total 47555		78.20	
RCP BLOCK & BRICK, INC	47556	11/6/2015	419.69	FLOOD CONTROL SAND
	Total 47556		419.69	
SAN DIEGO UNION TRIBUNE	47557	11/6/2015	180.75	ADS FOR UNIFORM SERVICE/PUBLIC INFO
	Total 47557		180.75	
SAN DIEGUITO WATER DISTRICT	47558	11/6/2015	286.16	WATER @ TANKER
	Total 47558		286.16	
SOUTHERN CONTRACTING COMPANY	47559	11/6/2015	1,130.00	ELECTRICAL WORK @ LPS
	Total 47559		1,130.00	
TARGET SOLUTIONS LEARNING	47560	11/6/2015	1,895.00	RENEWAL FOR TARGET SAFETY
	Total 47560		1,895.00	
THE HOME DEPOT CRC/GECF	47561	11/6/2015	198.60	SUPPLIES

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 11/6/2015 Through 11/6/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 47561		198.60	
TRG & ASSOCIATES	47562	11/6/2015	<u>12,094.81</u>	PUBLIC INFORMATION-SEPT-OCT
	Total 47562		12,094.81	
TRISHA HILL	47563	11/6/2015	0.00	REIMBURSE FOR NOTARY CLASS, ETC
	Total 47563		0.00	
UNDERGROUND SERVICE ALERT OF	47564	11/6/2015	199.50	UNDERGROUND ALERT
	Total 47564		199.50	
UNIFIRST CORPORATION	47565	11/6/2015	<u>235.30</u>	LAUNDRY SERVICE
	Total 47565		235.30	
VERIZON WIRELESS	47566	11/6/2015	<u>48.71</u>	CELL PHONES-TELEMETRY
	Total 47566		48.71	
WASTE MANAGEMENT	47567	11/6/2015	<u>204.88</u>	TRASH SERVICE
	Total 47567		204.88	
WATER ENVIRONMENT FEDERATION	47568	11/6/2015	272.00	RENEWAL FOR J. STECKER
	Total 47568		272.00	
Report Total			<u>164,016.57</u>	

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

<u>OCTOBER</u>		2014		
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

<u>NOVEMBER</u>				
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

<u>DECEMBER</u>				
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		\$1,225.43
12/24/2014	Employee			<u>39259.31</u>
	TOTAL			\$104,362.83

<u>JANUARY</u>		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

<u>FEBRUARY</u>				
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

<u>MARCH</u>				
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

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

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

JUNE

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

JULY

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

AUGUST

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

SEPTEMBER

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

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

OCTOBER

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

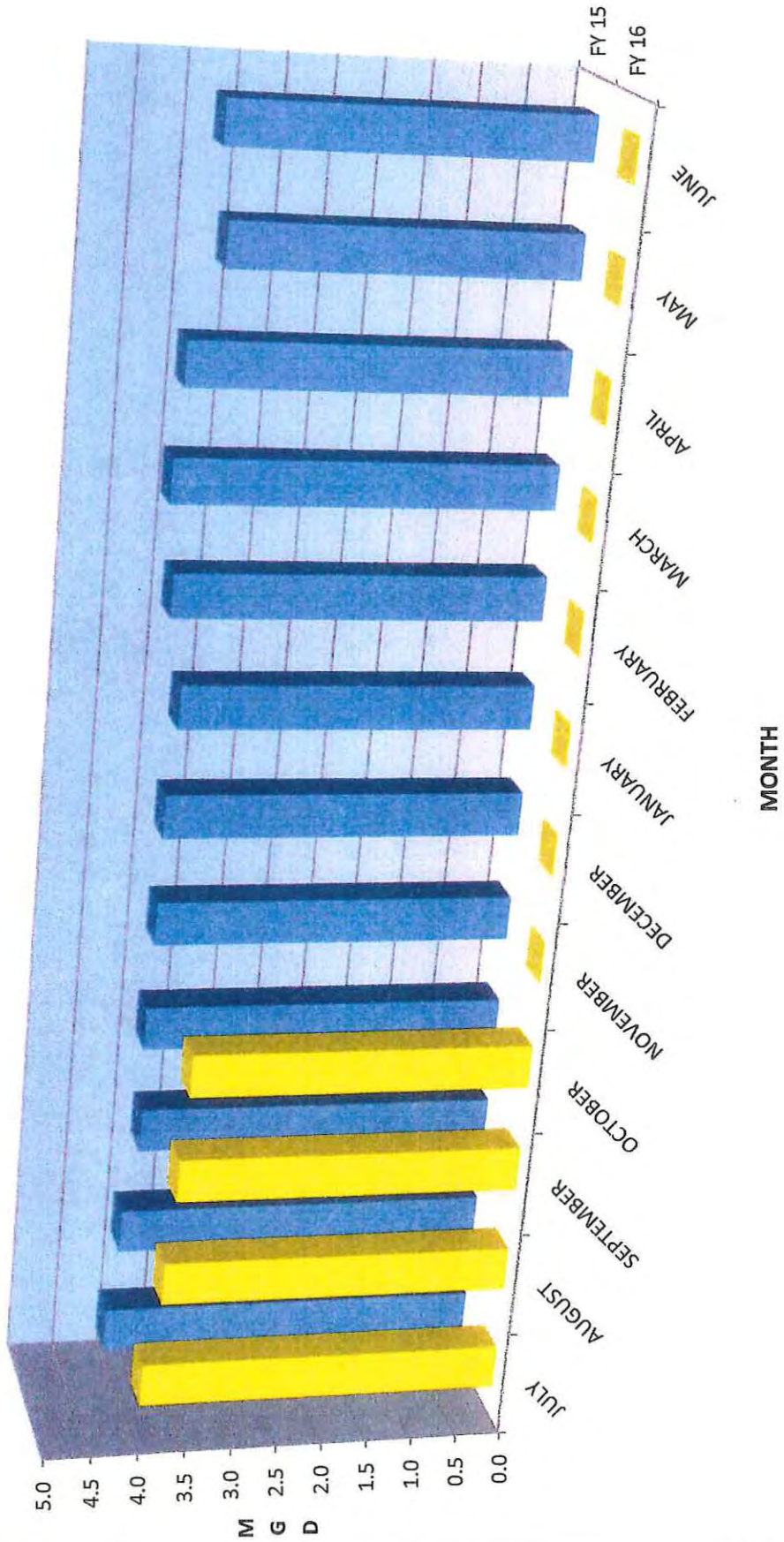
NOVEMBER

11/3/2015	Board		<u>\$2,124.85</u>
	TOTAL		\$2,124.85

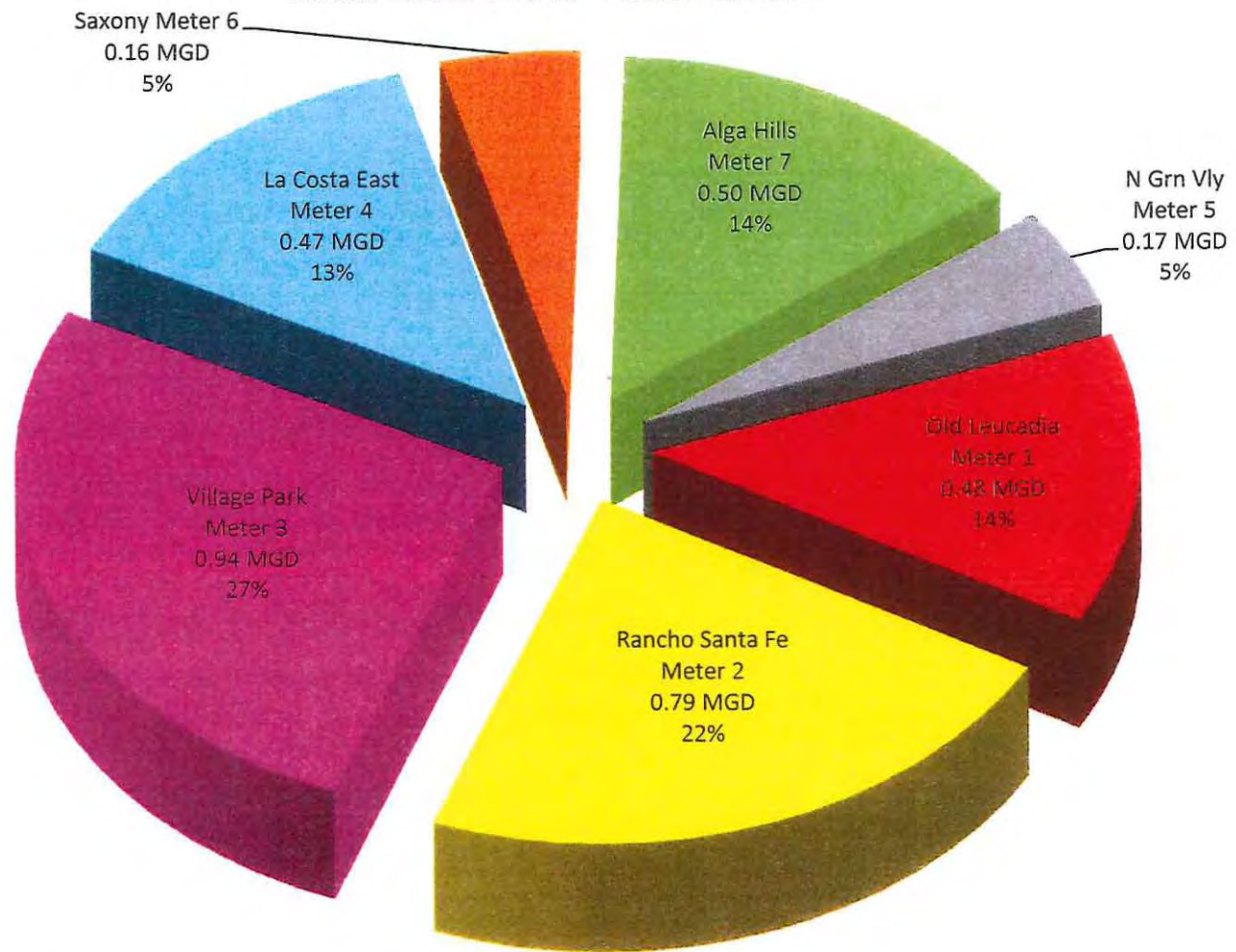
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2016 (July 2015 - June 2016)**

CURRENT MONTH - October 2015							FY 2014-2015
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,515.94	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.76	121.52	5.80	3.92	137	27.33	4.10
YTD	0.76	121.52	28,521.74				
AUGUST	0.00	116.87	8.60	3.77	132	39.88	4.01
YTD	0.00	116.87	28,530.34				
SEPTEMBER	1.14	111.00	3.00	3.70	130	32.02	3.87
YTD	1.14	111.00	28,533.34				
OCTOBER	0.70	113.15	8.5	3.65	128	18.08	3.90
YTD	0.70	113.15	28,541.84				
NOVEMBER							3.87
YTD							
DECEMBER							3.87
YTD							
JANUARY							3.80
YTD							
FEBRUARY							3.96
YTD							
MARCH							4.05
YTD							
APRIL							3.99
YTD							
MAY							3.67
YTD							
JUNE							3.78
YTD	0.00	0.00	0.00				
Annual Total	2.60	462.54	26			117.31	
Mo Average	0.65	115.64	6	3.76	132	29.33	4.08

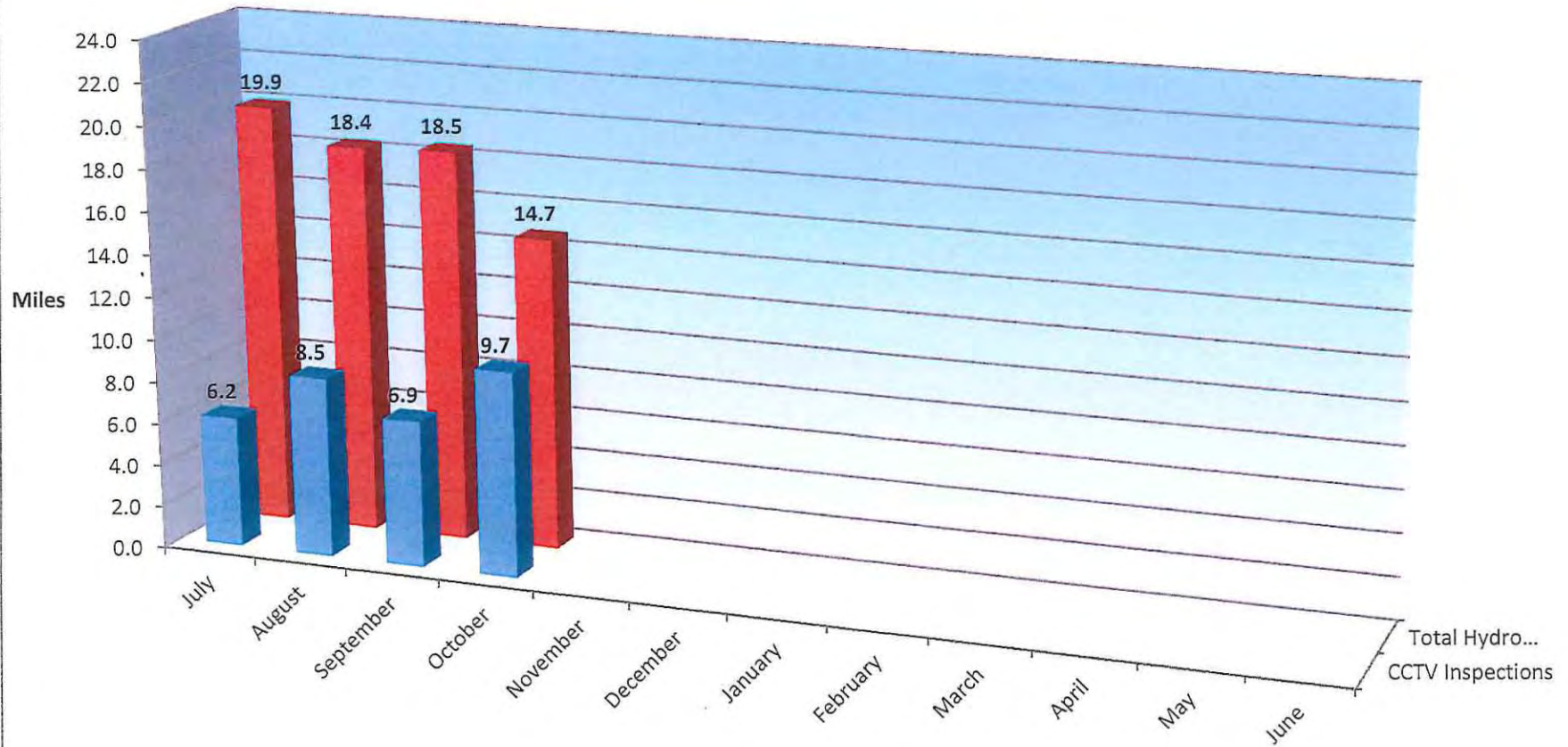
LEUCADIA WASTEWATER DISTRICT FLOW COMPARISION FY15 to FY16



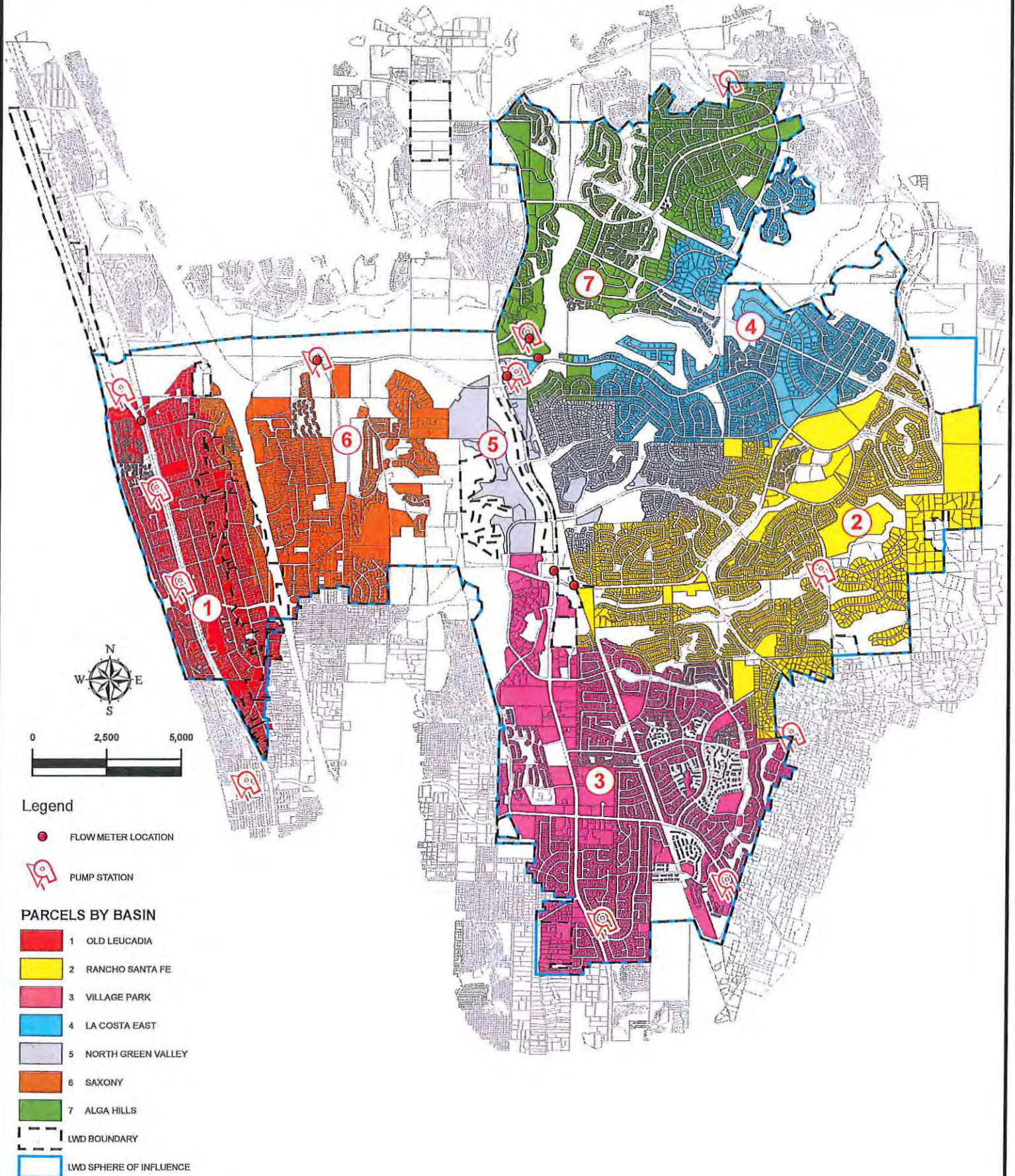
**LWD Flows by Sub-Basin
October 2015
Total LWD Flow = 3.52 MGD**



FY-16 CCTV Inspections & Hydro Cleaning Production



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet As of 10/31/2015

		Current Year
Assets		
Cash & Investments	1CAS	32,141,063.58
Accounts Receivables	2A/R	111,628.49
Prepaid Expense	3PRE	156,639.00
Funds held with Encinca Wastewater Authority	4EWA	1,074,849.00
Capital Assets	4F/A	151,074,210.03
Less Accumulated Depreciation	6DEP	<u>(50,211,025.33)</u>
Total Assets		<u>134,347,364.77</u>
Deferred Outflows		
Pension Related Deferred Outflows	7D/O	<u>257,809.47</u>
Total Deferred Outflows		<u>257,809.47</u>
Total Assets & Deferred Outflows		<u><u>134,605,174.24</u></u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	547,587.38
Developer Deposits	DEVD	151,814.13
Net Pension Liability	LTDB	<u>2,277,414.00</u>
Total Liabilities		<u>2,976,815.51</u>
Deferred Inflows		
Pension Related Deferred Inflows	D/In	<u>814,039.00</u>
Total Deferred Inflows		<u>814,039.00</u>
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	102,080,040.50
Reserves	RESV	<u>31,600,256.78</u>
Total Beginning Net Position		<u>133,680,297.28</u>
Current Change In Net Position		
Other		<u>(2,865,977.55)</u>
Total Current Change In Net Position		<u>(2,865,977.55)</u>
Total Net Position		<u>130,814,319.73</u>
Total Liabilities, Deferred Inflows & Net Position		<u><u>134,605,174.24</u></u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2015 Through 10/31/2015

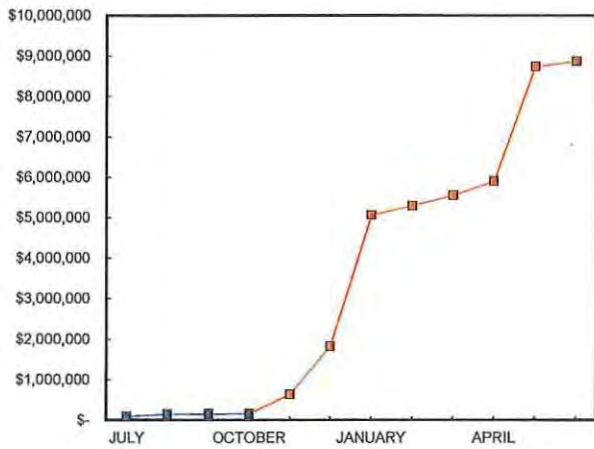
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	154,411.61	8,876,733.00	8,722,321.39	1.7%
3150 Recycled Water Sales	70,170.08	266,000.00	195,829.92	26.4%
3100 Misc. Operating Revenue	\$ 1,155.50	\$ 248,533.00	\$ 247,377.50	0.5%
TOTAL OPERATING REVENUES	\$ 225,737.19	\$9,391,266.00	\$9,165,528.81	2.4%
OPERATING EXPENSES				
4100 Salaries	\$ 504,421.31	\$1,647,320.00	\$1,142,898.69	30.6%
4200 Employee Benefits	238,496.45	825,559.00	587,062.55	28.9%
4300 Directors Expense	39,794.39	140,100.00	100,305.61	28.4%
4600 Gas, Oil & Fuel	10,295.41	46,000.00	35,704.59	22.4%
4700 Insurance Expense	19,704.91	118,000.00	98,295.09	16.7%
4800 Memberships	2,714.00	25,400.00	22,686.00	10.7%
4900 Office Expense	27,613.90	122,100.00	94,486.10	22.6%
5000 Operating Supplies	52,516.65	225,900.00	173,383.35	23.2%
5200 Professional Services	135,349.37	539,400.00	404,050.63	25.1%
5300 Printing & Publishing	5,831.63	32,000.00	26,168.37	18.2%
5400 Rents & Leases	5,379.83	15,150.00	9,770.17	35.5%
5500 Repairs & Maintenance	114,771.79	390,400.00	275,628.21	29.4%
5600 Monitoring & Permits	4,589.50	54,850.00	50,260.50	8.4%
5700 Training & Development	8,083.42	46,500.00	38,416.58	17.4%
5900 Utilities	152,281.16	497,600.00	345,318.84	30.6%
6100 LAFCO Operations	8,762.60	6,200.00	(2,562.60)	141.3%
6200 Encina Operating Expense	399,441.68	1,915,644.00	1,516,202.32	20.9%
6900 Admin O/H alloc to Capital	(29,244.41)	(128,664.00)	(99,419.59)	22.7%
TOTAL OPERATING EXPENSES	\$1,700,803.59	\$6,519,459.00	\$4,818,655.41	26.1%
NON-OPERATING REVENUES				
3130 Capacity Fees	87,731.40	240,360.00	152,628.60	36.5%
3220 Property Taxes	45,325.91	1,450,000.00	1,404,674.09	3.1%
3250 Investment Income	66,614.00	180,000.00	113,386.00	37.0%
3290 Misc. Non Op Revenue	629.68	8,200.00	7,570.32	7.7%
TOTAL NON-OPERATING REVENUES	\$ 200,300.99	\$1,878,560.00	\$1,678,259.01	10.7%

Leucadia Wastewater District

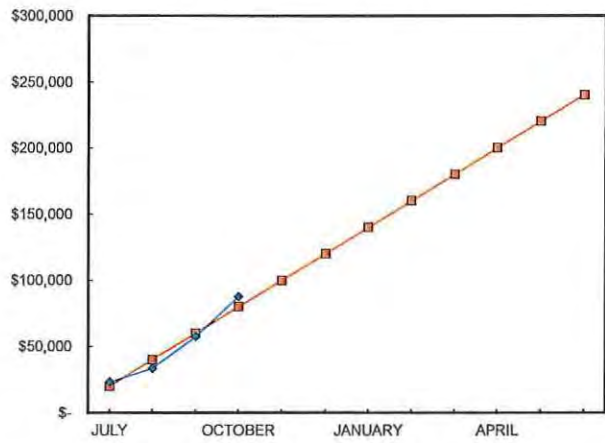
Revenue FY 2015

YTD through October 31, 2015

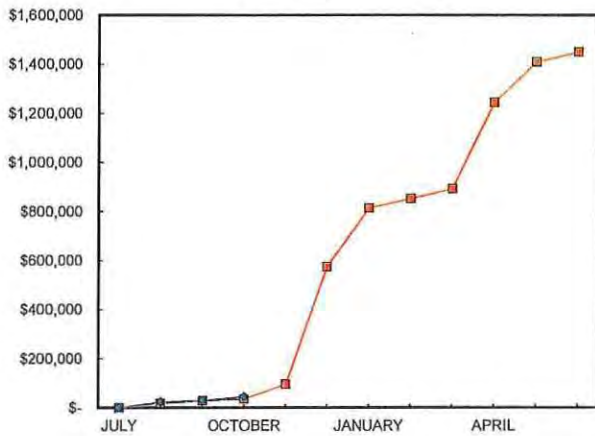
Sewer Service Fees



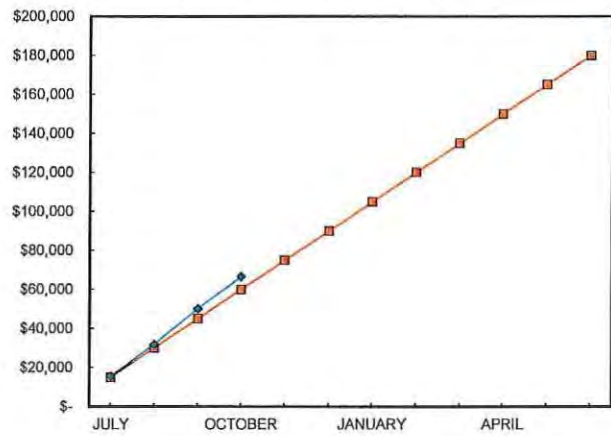
Capacity Charges



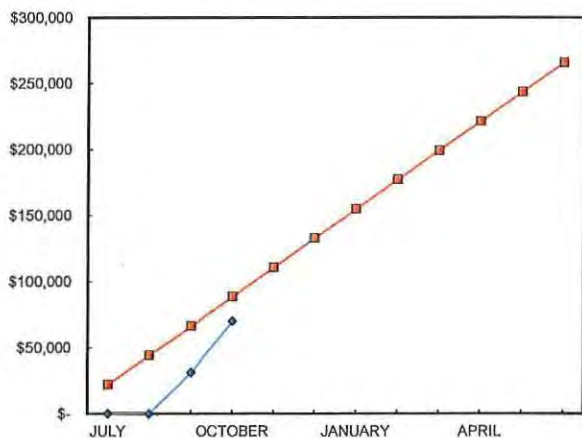
Property Taxes



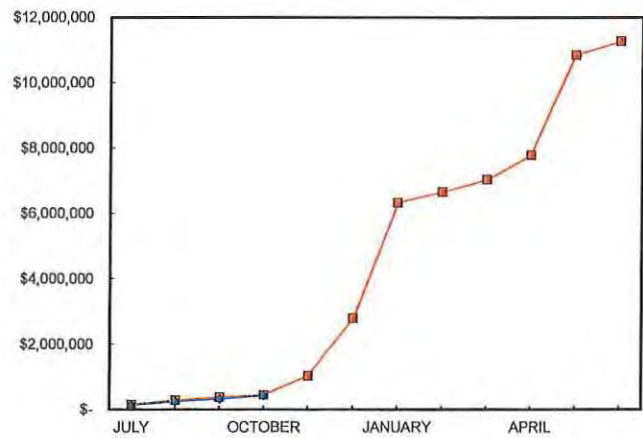
Investment Income



Recycled Wastewater



Total Revenue



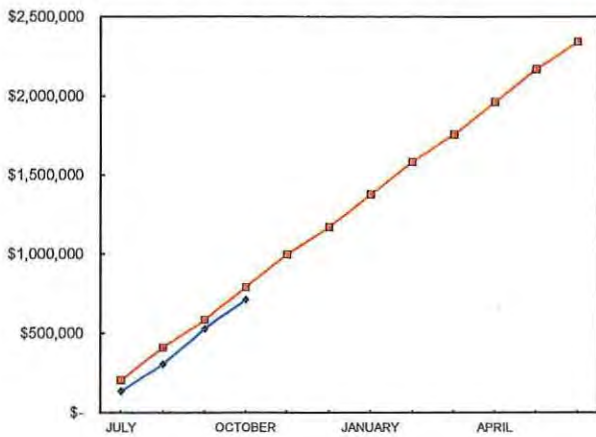
— Budget — Actual

— Budget — Actual

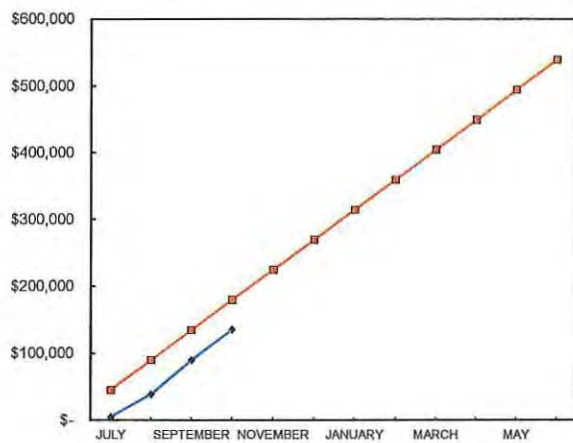
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2016 YTD through October 31, 2015

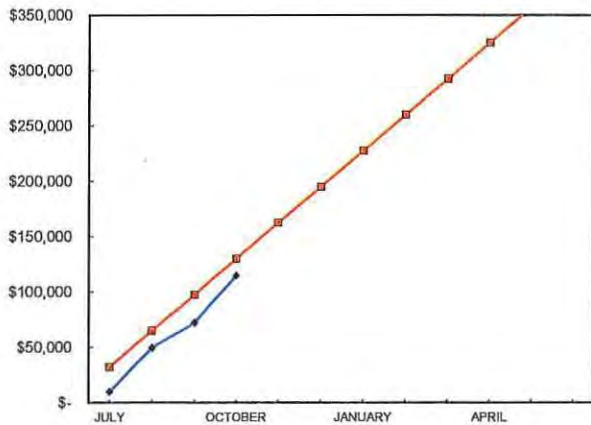
Salaries and Benefits



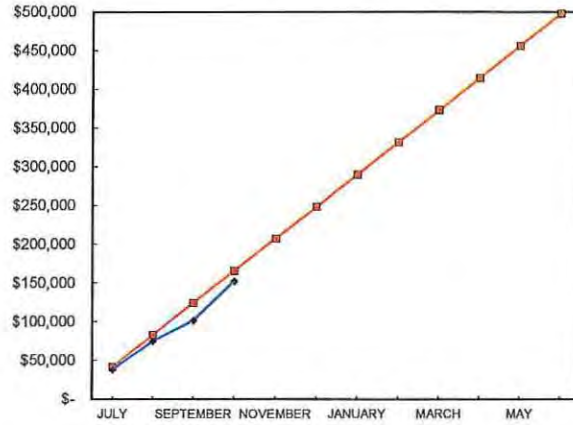
Professional Services



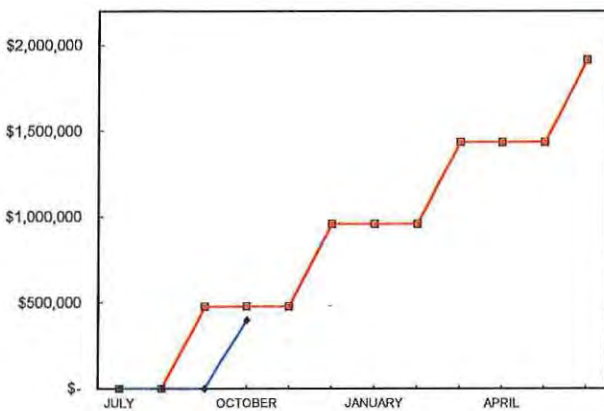
Repairs & Maintenance



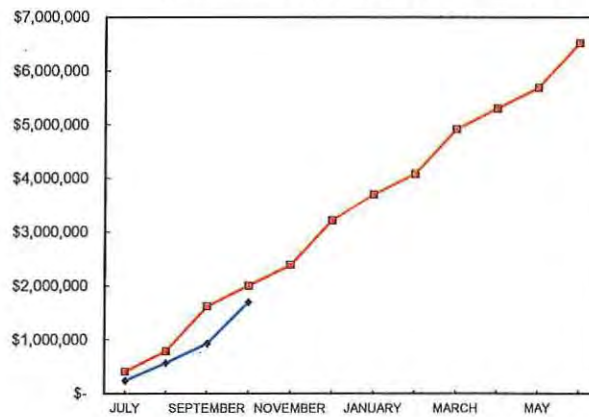
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement



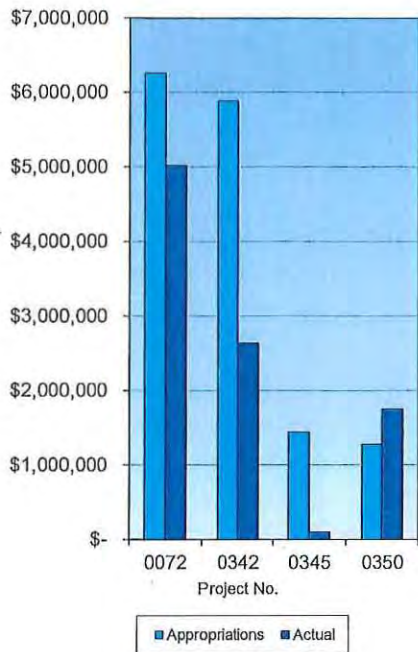
— Budget — Actual

— Budget — Actual

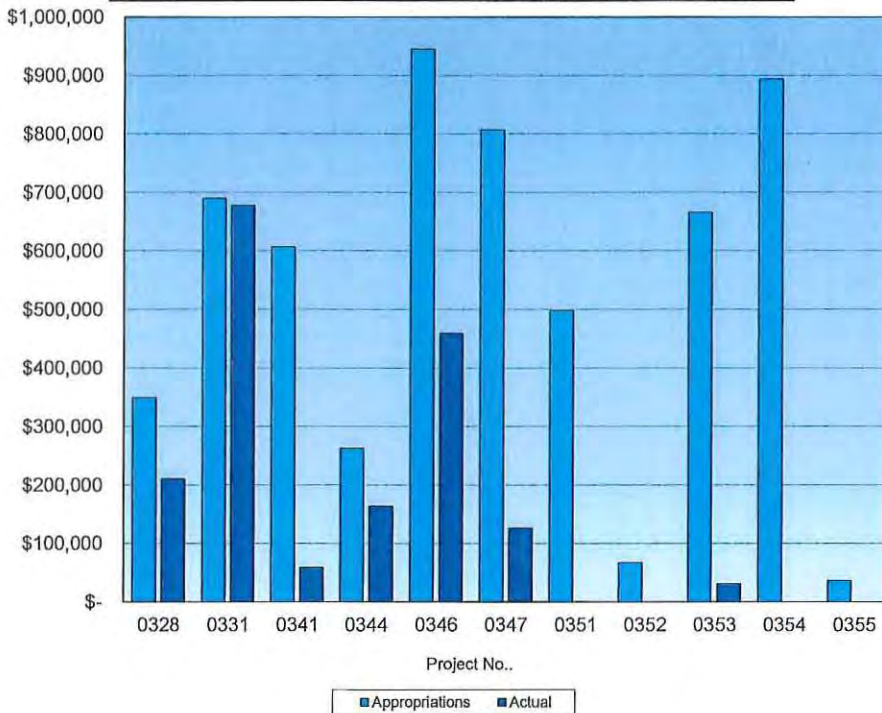
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of October 31, 2015

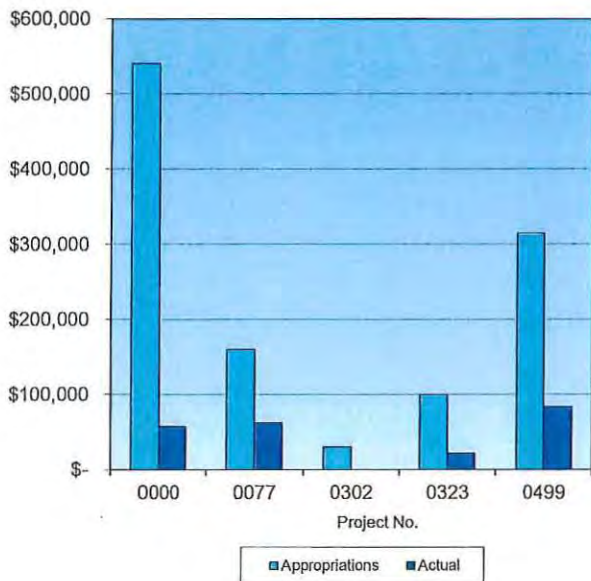
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2016



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



Single Year Capital Expenditures by Project FY2016



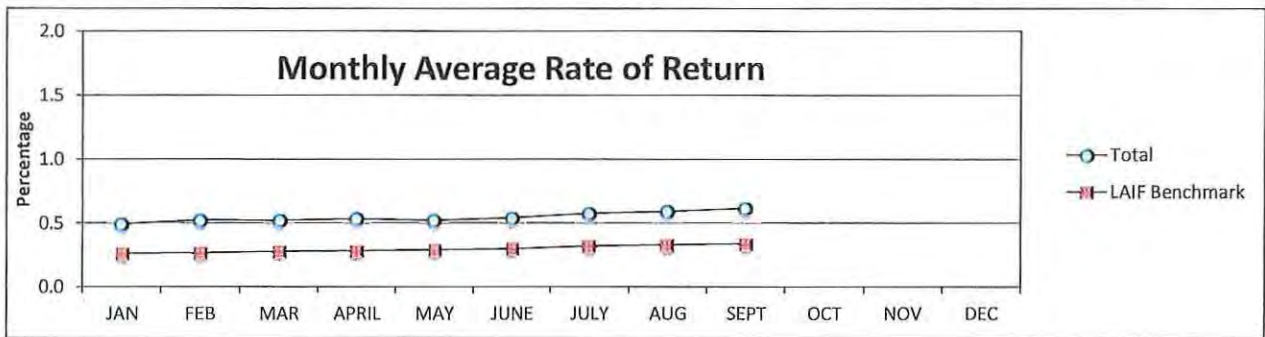
Project Legend

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

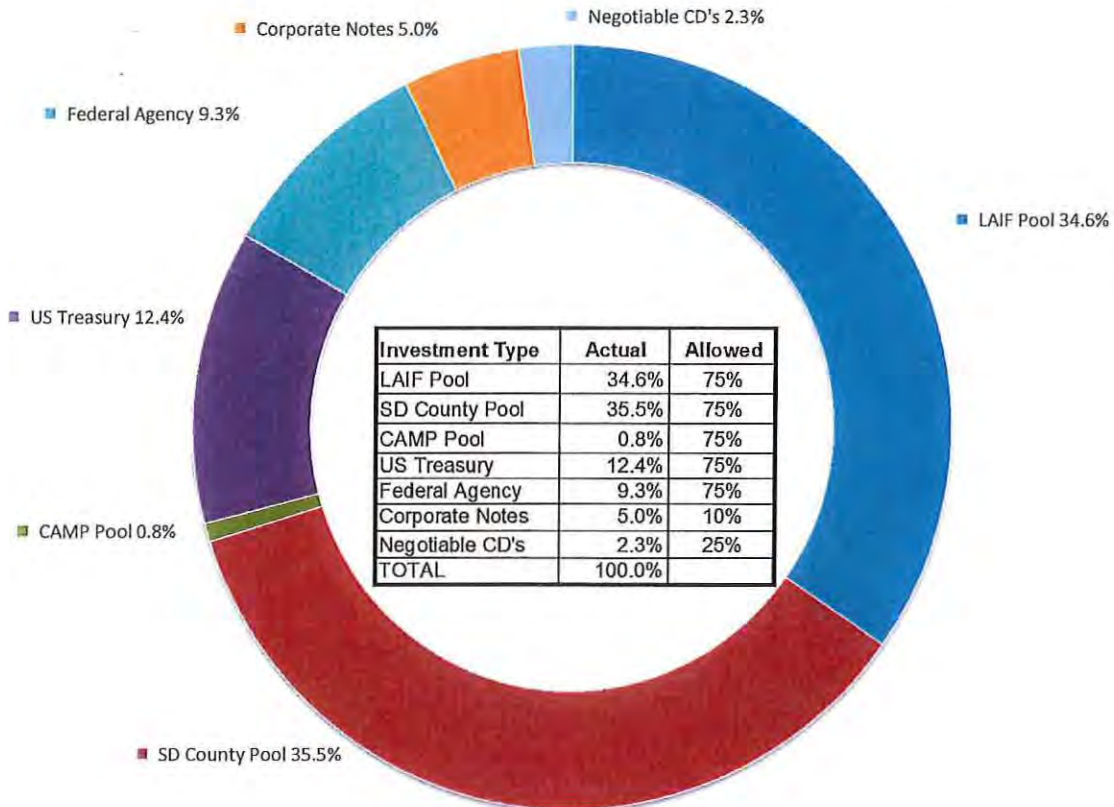
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary September 30, 2015

Cash Equivalents & Investments	Principal (Original Cost)		September Interest	Average Rate
	August 31, 2015	September 30, 2015		
LAIF Pool	\$ 11,619,341	\$ 11,136,341	\$ 3,195	0.337%
SD County Pool	11,436,114	11,436,114	6,023	0.632%
CAMP Pool	247,895	252,224	27	0.130%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	7,520	7,419	47	7.580%
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
Corporate Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	750,000	750,000	506	0.810%
Total Camp Portfolio	9,351,345	9,351,244	7,355	0.940%
Totals	\$ 32,654,695	\$ 32,175,923	\$ 16,601	0.615%

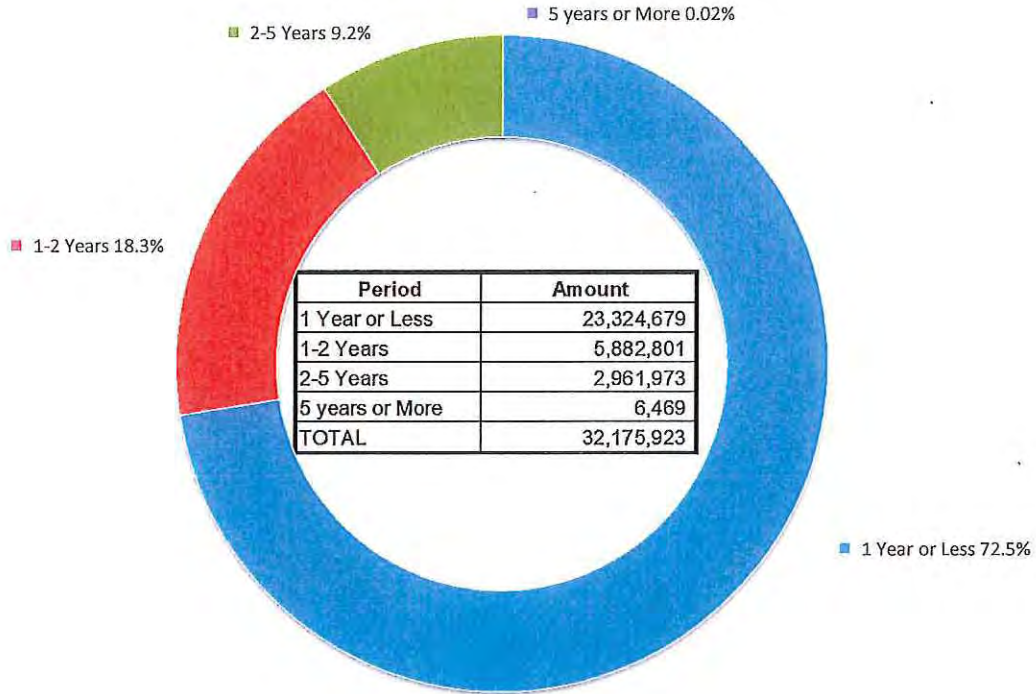


INVESTMENT DISTRIBUTION BY CATEGORY

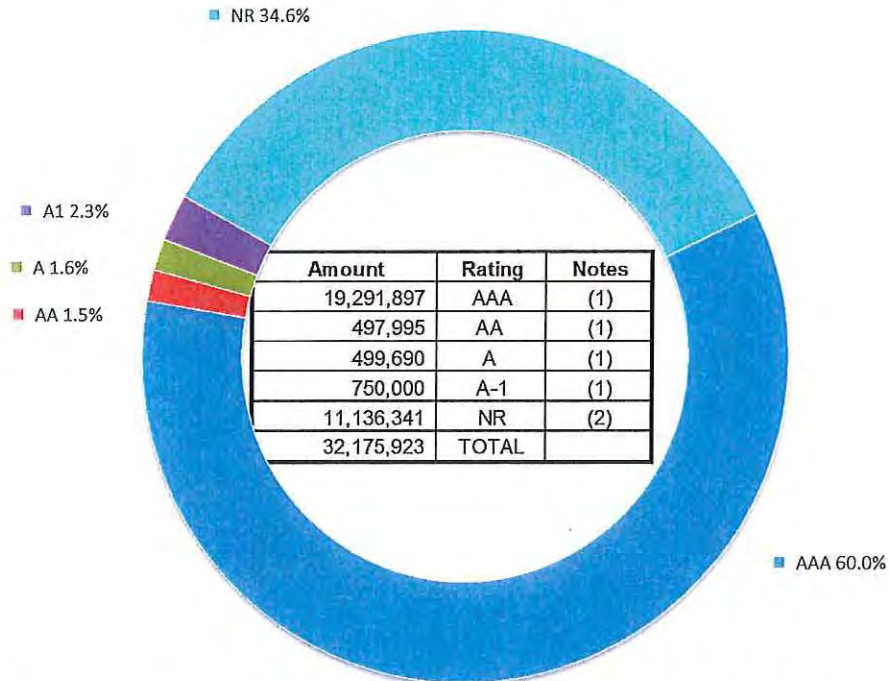


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2015
(Continued)

REMAINING MATURITY



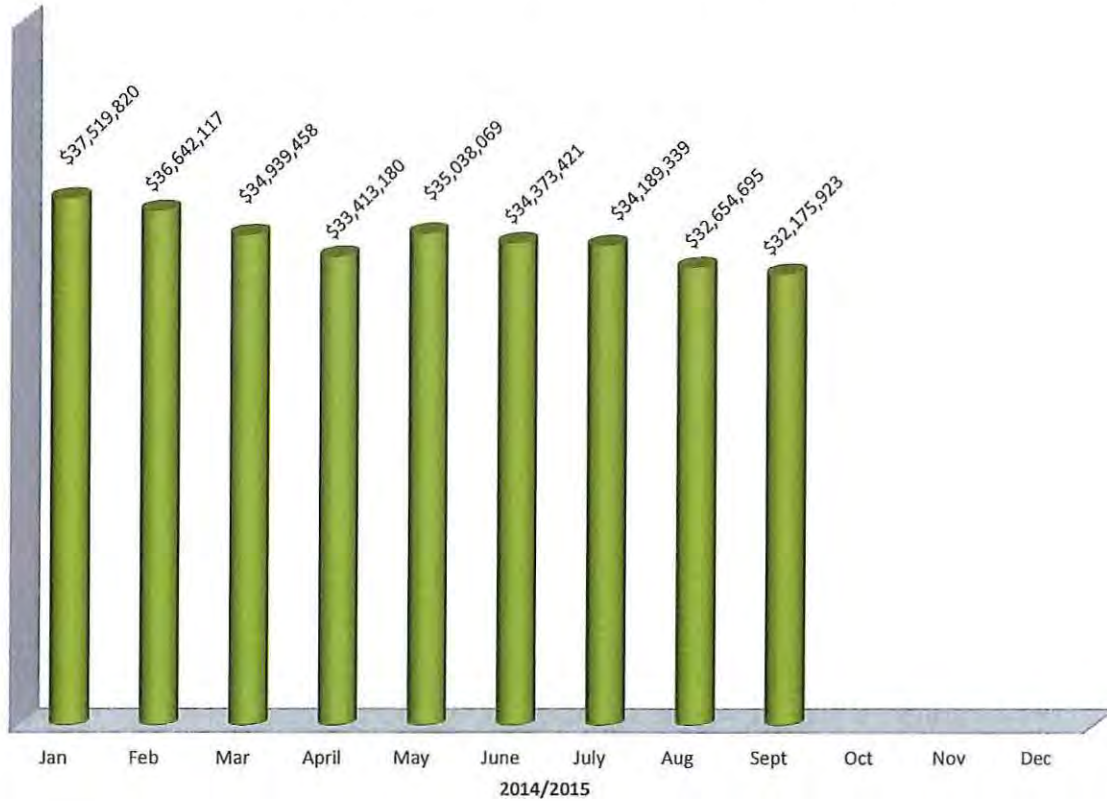
INVESTMENT RATINGS



(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
September 30, 2015
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of September, 2015


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 101	\$ -	(3)	7.58%
TOTAL	\$ -	\$ 101	\$ -		

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 16-4751

DATE: November 12, 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 September 30, 2015 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rd:PB

Attachment
Enclosure

LEUCADIA WASTEWATER DISTRICT
 QUARTERLY TREASURER'S REPORT SUMMARY

SUMMARY OF INVESTMENTS AT September 30,2015

ASSETS	AMORTIZED COST 9/30/2015	% OF TOTAL	
		Actual	Allowed
LAIF - STATE INVESTMENT POOL	\$ 11,136,341	34.7%	75.0%
SAN DIEGO COUNTY INVESTMENT POOL	11,436,114	35.6%	75.0%
CAMP - JPA INVESTMENT POOL	252,224	0.8%	75.0%
CAMP PORTFOLIO - US BANK Safekeeping			
US Treasury Bonds/Notes	3,994,548	12.4%	75.0%
Federal Agency - GNMA Pools	7,365	0.02%	See below
Federal Agency Bond Notes	2,993,661	9.3%	See below
Corporate Notes	1,546,436	4.8%	10.0%
Certificates of Deposit	750,000	2.3%	
	9,292,010		
TOTAL INVESTMENTS	\$ 32,116,690	100.0%	
Total Federal Agency Investments	\$ 3,001,026	9.3%	75%


INTEREST FOR THE QUARTER ENDED September 30,2015

MONTH
July
August
September
TOTALS

INTEREST EARNED	AVERAGE RETURN
\$ 15,515	0.58%
16,215	0.59%
16,185	0.62%
\$ 47,915.00	

MEMORANDUM

Ref: 16-4755

DATE: November 12, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **October 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 October 2015.

DISCUSSION:

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

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

th:PB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
October 1-31, 2015**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM C. LeMay	TSM R. Morishita	FSS J. Stecker	EA T. Hill
<i>2015 CSDA Board Secretary/Clerk Conference</i>											
CSDA Board Secretary/ Clerk Conference October 18-20, 2015 South Lake Tahoe, Ca	Registration		575.00								
	Hotel (includes hotel parking)		349.92								
	Airfare		241.00								
	Meals		29.23								
	Car Rental		132.21								
	parking		-								
	Tips		10.00								
	Fuel/mileage/taxi		83.30								
Total		0.00	1,420.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>2015 CSDA Board Secretary/Clerk Conference</i>											
	Registration										
	Hotel (includes hotel parking)										
	Airfare										
	Meals										
	Rental Car										
	Tips										
	Fuel/mileage/taxi										
Total		\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>2015 CSDA Board Secretary/Clerk Conference</i>											
	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
<i>2015 CSDA Board Secretary/Clerk Conference</i>											
	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:

Encina Wastewater Authority Report
Regular Board Meeting
October 28, 2015

EWA Board of Directors - Director Sullivan Reporting

1. Adoption of Resolution 2015-07 Drug & Alcohol Policy for Employees Operating Commercial Vehicles

The Board of Directors adopted Resolution 2015-07: Drug & Alcohol Policy for Employees Operating Commercial Vehicles.

2. Aeration Basin Piping and Diffuser Replacement Project Award

The Board of Directors awarded a contract to Spiess Construction Co. in the amount of \$584,600 for construction of the Aeration Piping and Diffuser Replacement Project.

3. FY 2015-16 Tactical Plan Quarterly Status Report

The Board of Directors received and filed the FY 2015-16 Tactical Plan Quarterly Status Report.

There was no Executive Session

Engineering Committee Meeting Report

Presented by Director Kulchin

Meeting held on November 3, 2015

1. The EC reviewed the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2015 Audit conducted by Dexter Wilson Engineering, Inc.

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

2. The EC discussed and reviewed staff's report on the feasibility of operating a recycled water tanker truck to refill Vactor trucks during hydro-cleaning operations.
3. The EC also received project updates on the Saxony Pump Station Rehabilitation project and the Scott's Valley Pipeline Rehabilitation project.

Human Resources Committee Report

Presented by Director Kulchin

Meeting held November 5, 2015

1. The HRC reviewed the Board-General Manager/Staff Relations Policy report and directed staff to make one revision to the policy. Staff agreed to make the change.

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

MEMORANDUM

Ref: 16-4759

DATE: November 12, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Sanitary Sewer Management Plan (SSMP) Fiscal Year 2015 Audit

RECOMMENDATION:

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

1. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2015 Audit conducted by Dexter Wilson Engineering, Inc.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Services / SSMP Audit

This item was reviewed by the EC at its November 3, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

The Statewide Sanitary Sewer Systems Waste Discharge Requirements (WDR), adopted in May 2006, imposed several regulations on all California agencies that operate Sewage Collection Systems. The District has complied with all prescribed provisions, including having a written SSMP that was adopted by the District's Board of Directors in June 2009. Per the State Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-003-DWQ), the SSMP must be updated every five years and requires each agency to audit their SSMP every two years. However, the District has taken a pro-active approach and conducts its SSMP Audit annually to ensure its programs and activities remain effective in reducing Sanitary Sewer Overflows (SSO's).

Dexter Wilson Engineering (DWE) worked closely with staff to develop the SSMP and previously completed the annual audits for Fiscal Years 2010 to 2013 and the 2014 SSMP update. Due to their thorough knowledge of the plan, staff requested that DWE conduct the Fiscal Year 2015 SSMP Audit.

The audit, using a standard checklist and a comprehensive review of District operations, concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. Additionally, changes in District organization, practices, or regulations were not significant enough to require a revision of the SSMP prior to June 2019, the required WDR five year SSMP review cycle.

The letter report of the SSMP Audit is attached for your review. A copy of the complete report, including enclosures, is available upon request.

Steven Henderson, of DWE, will present an overview of the audit at the meeting.

jms:PJB

Attachment

**LEUCADIA WASTEWATER DISTRICT
SEWER SYSTEM MANAGEMENT PLAN
FISCAL YEAR 2015 AUDIT**

October 29, 2015



**Prepared by:
Dexter Wilson Engineering, Inc.
2234 Faraday Avenue
Carlsbad, CA 92008**

Job No. 103-015/4

DEXTER S. WILSON, P.E.
ANDREW M. OVEN, P.E.
STEPHEN M. NIELSEN, P.E.
NATALIE J. FRASCHETTI, P.E.

October 29, 2015

103-015/4

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Attention: Paul Bushee, General Manager

Subject: Leucadia Wastewater District Sewer System Management Plan Fiscal Year
2015 Audit

The Leucadia Wastewater District's Sewer System Management Plan (SSMP) was adopted by the District Board and certified by the General Manager in June 2014. The purpose of the SSMP is to memorialize and publicly present in a central document the programs and activities utilized by the Leucadia Wastewater District to effectively manage its wastewater collection system. The SSMP requires audits of the SSMP at least every two years. The District has decided to conduct annual audits. This year's audit is the first audit of the 2014 SSMP.

The purpose of this letter-report is to fulfill the District's SSMP requirements. This consists of completing the Section IX SSMP Evaluation Checklist and Section X SSMP Audit Checklist. These checklists are accompanied by summaries of the SSMP activities for the year.

Section IX SSMP Evaluation Checklist

The Statewide Waste Discharge Requirements (WDR) governing sanitary sewers specify that each Wastewater Collection Agency shall:

- maintain relevant information that can be used to establish and prioritize appropriate SSMP activities,
- monitor the implementation and measure the effectiveness of each element of the SSMP,
- assess the success of the preventative maintenance program,
- update program elements, as appropriate based on monitoring or performance evaluations, and
- identify and illustrate Sewer System Overflow (SSO) trends, including frequency, location, and volume.

Maintaining the applicability of the SSMP to District activities necessitates ongoing evaluation of the activities the District performs, their success, and improvement if necessary. The Section IX SSMP Evaluation Checklist is used on an annual basis to evaluate the applicability and effectiveness of the District's SSMP.

In completing the Section IX SSMP Evaluation Checklist, we find that, in general, the District's activities, programs, and efforts meet or exceed the requirements of the SSMP. Moreover, we do not find any changes in District organization, practices, or regulations which would necessitate a revision to the SSMP prior to the scheduled June 2019 revision per the required five year cycle. The Evaluation Checklist can be found in Attachment A. In completing the Evaluation Checklist, there are several items to note, as discussed in the Audit Discussion section below.

Section X SSMP Audit Checklist

The Statewide WDRs governing sanitary sewers specify that the District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. These audits must occur, at a minimum, of every two years and a report must be prepared and kept on file. The audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including the identification of any deficiencies in the SSMP and the steps taken to correct them.

The District has chosen to conduct their SSMP audit on an annual basis.

In completing the Audit Checklist, we find all requirements of the checklist to be current and implemented. The completed Audit Checklist for FY15 can be found in Attachment B.

Audit Discussion

The following paragraphs highlight notable elements of the audit organized by the relevant SSMP Section. Additional notes can be found on the Evaluation Checklist in [Attachment A].

Sections I, II, and III (District Goals, Organization, and Legal). No notable changes have occurred to the District's goals, organization, or legal authority since the 2014 SSSMP.

There were two field services employees hired in FY15.

Section IV (Preventative Maintenance Program). The majority of the District's gravity sewers can be hydrocleaned in normal preventative maintenance activities. Those that cannot be hydrocleaned during normal preventative maintenance activities include several gravity segments, located in remote easements, which are visually inspected due to accessibility constraints of the hydrocleaning equipment. Additionally, several gravity sewer segments, located in Rancho Santa Fe Road, La Costa Avenue, and Alga Road, require significant traffic control. Once traffic control plans have been submitted and approved by the Cities of Carlsbad and Encinitas, cleaning and inspection shall be completed shortly thereafter in FY16 by District staff.

General statistics regarding the District's preventative maintenance activities are provided in Attachment C. Also in Attachment C, Exhibit C-1 graphically illustrates those areas within the District which are readily accessible for hydrocleaning and CCTV inspection and those areas which have additional needs or requirements in order to hydroclean or CCTV, such as the need for traffic control. Exhibit C-2 tracks the progress of CCTV inspections in the District.

The District's Asset Management Plan was revised in January 2013. Progress throughout FY15 with respect to this plan (and other asset planning efforts) is summarized in the Attachment D letter-report.

The FY15 and FY16 SOP training schedules can be found in Attachment E and all updated SOPs are included on a CD in Attachment F.

Section VI (Overflow Emergency Response Plan). No revisions were made to the OERP other than minor updates to employee contact information and frequently called numbers.

Section VII (FOG Control Program). None of the FY14 or FY15 SSOs were attributable to FOG, continuing the District's SSMP determination that a formal FOG control program is not required at this time.

Section VIII (System Evaluation and Capacity Assurance). In FY13, the District completed CCTV inspection of the Alga Hills area as part of its District-wide systematic efforts. As a direct result, three gravity lines at the Abedul Street and Persa Street intersection were CIPP lined to address structural repair, inflow and infiltration and scaling issues. The District's 2013 AMP recommended addressing this area following lining/replacement of the old Leucadia area of the District which suffers from chronic root issues. Portions of the Old Leucadia area have been lined or repaired and the District will continue to address this area as part of its Gravity Pipeline Repair program efforts.

As part of the 2013 AMP process, the District identified the need to reduce inflow and infiltration along the Scott's Valley pipeline. The improvements will include lining three pipe sections and six manholes. Preliminary planning efforts to CIPP line this pipeline began in FY14 with construction to be completed in FY16.

Inflow domes are present in 1,960 of the District's 5,103 manholes to aid in reducing inflow.

Flow analyses of the District were conducted as part of the 2008 AMMP and the 2013 AMP. Both documents concluded that estimates of average and peak ultimate flows are within the design values of the District and less than the flows utilized in the District's detailed

capacity analyses conducted as part of the 1999 Wastewater Master Plan. There are no capacity-driven replacement projects currently identified for the District.

Section IX (Monitoring, Measurement, and Program Modifications). The District's Spill Summary through May 31, 2015 can be found in Attachment G. Additionally, spill review checklists for each event are on file at the District office.

The District's monthly flow comparison between FY14 and FY15 can be found in Attachment H.

Minor changes were made to the Evaluation Checklist itself (Attachment A).

General Comments on SSOs in the District. The District's spill summary through May 31, 2015 can be found in Attachment G. In FY15, there were nine (9) SSO events throughout the District; six were from private facilities and three from District facilities. Eight of these were Category 3 spills and one was classified as Category 1 meaning the spill either:

- A. Resulted in a discharge to a drainage channel and/or surface water; or
- B. Discharged to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

The Category 1 SSO was in a public manhole and was caused by roots in the bottom of the manhole through a joint.

Section XI (Communication Program). The District has made the FY13 SSMP Audit and 2014 SSMP available on its website. Additionally, a formal presentation is provided to the Engineering Committee and Board of Directors and is this part of those agendas and meeting packets.

Summary of Recommendations

The following section summarizes recommended items as a result of the FY15 Audit.


- Cleaning and CCTV of large diameter pipelines in the District is time consuming primarily due to traffic constraints. The District has identified eleven of these areas. Most have been completed to date and it is recommended that the remainder be completed in FY16. In general, it is recommended that these line segments are cleaned and CCTV inspected at a minimum of once every 3 years.
- The District should consider revising the sewer sub-basin map that is included in the monthly Board packet to reflect the areas that have been de-annexed.
- A potentially more efficient means of inspecting manholes in easements would be to include them under the "Easement Inspection" maintenance category.
- Regarding the Lanikai and Occidental lines, the District should continue with Carlsbad to implement a planned hydro-clean and CCTV inspection every 5 years.
- An inspection is recommended of the 1963 cast iron force main section, approximately 10 feet, at the La Costa Pump Station.

Next Steps

This FY15 SSMP Audit should be retained for inclusion in the next SSMP recertification by the General Manager and adoption by the District Board scheduled to occur in June 2019.

We appreciate the opportunity to have worked with the District on this project. Should you have any questions please do not hesitate to contact us.


Dexter Wilson Engineering, Inc.



Dexter S. Wilson, P.E.

DSW:SH:ps

MEMORANDUM

DATE: November 12, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Uniform Rental and Cleaning Services Contract

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute the Uniform Rental and Cleaning Services Contract with UniFirst as the lowest responsive and responsible bidder at an estimated cost of \$33,719.40 over the initial three year contract period.
2. Discuss and take other actions as appropriate.

DISCUSSION:

The current uniform rental and cleaning services contract is due to expire in November. UniFirst Corporation (UniFirst) has been providing this service to the District for the last five years. Although the service has been excellent, staff believes it is prudent to periodically undertake the request for bids process to prevent complacency and to evaluate the current market situation for these services. Therefore, the formal bid process was conducted to identify the company to provide this essential service in the most cost effective manner.

The request for sealed bids was distributed to five uniform cleaning and supply companies. Additionally, a Notice Inviting Bids was published in the San Diego Union Tribune on Wednesday, October 21, 2015. Sealed bids were due on November 2, 2015. Four bids were received in response to this solicitation with the following results:

<u>Company</u>	<u>Annual Cost</u>	<u>Cost for Initial Three Years</u>
UniFirst	\$11,239.80	\$33,719.40
Aramark	\$14,133.60	\$42,400.80
Prudential Overall Supply	\$21,637.20	\$64,101.60
Mission Linen Supply	\$22,081.80	\$66,245.40

The amounts listed above are estimates of the annual cost and total cost over the initial three year contract period. The prices were obtained by using the bid price for unit cost per change multiplied by the number of changes per week. The weekly figure was used to determine the yearly and three year projected cost. These projected costs do not include charges for loss and damaged items.

UniFirst has provided excellent and responsive services to the District over the last five years. Therefore, staff felt it was not necessary to conduct reference checks.


Based on the results of the bid and prior experience with UniFirst, it is recommended that the contract for uniform rental and cleaning services be awarded to UniFirst as the lowest responsive and responsible bidder.

FISCAL IMPACT:

UniFirst's proposed pricing represents a significant reduction from UniFirst's existing pricing with LWD. As such, there are sufficient funds available in the Fiscal Year 2016 budget under the Uniform Rental and Cleaning account. Sufficient appropriations will be budgeted to cover the cost of this service in future years.

jms:PJB

MEMORANDUM

DATE: November 12, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Revised Board-General Manager/Staff Relations Policy**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2268 approving the revised LWD Board-General Manager/Staff Relations Policy; and,
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: People/Administrative Policy Updates-Reviews/Board-General Manager/Staff Relations Policy

This agenda item was reviewed by the Human Resources Committee (HRC) at their November 5, 2015 meeting. The HRC recommended that the policy be revised and forwarded for the Board's approval.

In January, 2007, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Board-General Manager/Staff Relations Policy. The Policy, which was last amended on November 12, 2014 calls for an annual review by the Board of Directors.

Staff and the HRC recently met to complete the annual review. During this review, neither staff nor the committee had any proposed changes. Following the policy review, the committee expressed concern that the annual review requirement was not an efficient use of the committee's or staff's time when there were no proposed changes to consider. As a result, the HRC recommended that the requirement for an annual review be revised to allow reviews on an "as-needed" basis or at the request of the Board or staff.

Staff and the HRC recommend that the Board of Directors adopt Resolution No. 2268 approving the revised LWD Board-General Manager/Staff Relations Policy.

cal:PJB

RESOLUTION NO. 2268

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE REVISED
BOARD-GENERAL MANAGER/STAFF RELATIONS POLICY**

WHEREAS, the Board of Directors of the Leucadia Wastewater District (LWD) desires to ensure efficient administration of the District by the establishment of efficient policies and procedures; and

WHEREAS, the Board of Directors adopted the Board–General Manager/Staff Relations Policy in January 2007 to establish procedures that guide the Board and General Manager in the performance of their duties; and

WHEREAS, the Board–General Manager/Staff Relations Policy was last revised on November 12, 2014; and

WHEREAS, the Board desires to revise the Board–General Manager/Staff Relations Policy to reflect changes in the policy review requirement.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the revised Board–General Manager/Staff Relations Policy attached hereto as Exhibit “A” and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2175.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 18th day of November, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

Attest:

Paul J. Bushee, Secretary /Manager



LEADERS IN
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LEUCADIA WASTEWATER DISTRICT BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY

Ref: 165-4769284 |

I. General Provisions

A) The Board of Directors, acting as a Board, is the governing body of the Leucadia Wastewater District (District) and is accountable to the public for the District's services, finances, establishment of policy and District performance. All powers of the Board shall be exercised and performed by the Board as a body, and no individual Director, except as otherwise authorized by the Board, shall have the power to alter or amend Board policy or directions. Public statements of Board policy and direction should reflect the viewpoint of a Board majority, notwithstanding a minority position. Directors acting within the scope and authority of their position enjoy strong legal protections from personal liability. Directors could lose some of these protections and risk personal liability if they act independently in excess of their authority.

B) The General Manager serves at the pleasure of the Board and is accountable to the Board for the implementation of Board policy and directions. The General Manager is the official spokesman for the District and is responsible for its day-to-day operation and administration. Unless directed otherwise by the Board, letters that express policies or positions of the District shall be from the General Manager.

C) The staff is responsible for performing administrative and operational functions assigned by the General Manager, or his or her designee, in implementing Board policy and directions. Direction to staff shall come through formal job descriptions or by directives from the General Manager or his or her designee.

D) District Counsel is retained by the Board, and is solely accountable to the Board.

E) The District's Financial Auditor is directly accountable to the Board. The Investment and Finance Committee (IFC) shall serve as the Board's delegated point of contact and meet with the Financial Auditor as required during the audit process.

II. Board to General Manager

A) The Board shall hire a General Manager, establish his or her compensation and define the conditions of his or her employment. The General Manager shall serve at the pleasure of the Board.

B) The General Manager is responsible for performing those functions, specific or general, assigned by the Board, either in the form of job description or Board direction.

Policy Adopted: January 10, 2007

Amended: October 12, 2012, November 12, 2014, November 18, 2015 |

C) The General Manager shall recommend, and the Board shall approve, the organizational structure of the District.

D) The General Manager shall hire all personnel with the exception of General Counsel at his or her sole discretion. The General Manager shall recommend and the Board shall approve the District's organizational chart and compensation ranges.

E) The Board of Directors shall ultimately approve district Policy. The General Manager may recommend and provide information regarding policy matters, including information relating to the technical, administrative and fiscal ramifications of the policies being considered.

F) The General Manager shall take direction only from a Board majority, or from a duly appointed committee, acting within the scope of the District and in accordance with direction from the Board.

G) The General Manager shall act as the primary point of contact between the Board and the staff.

H) The General Manager shall provide such reports for the Board as requested, including but not limited to:

- 1) Status reports on Board directed activities.
- 2) Financial reports.
- 3) Updates on operations, maintenance, construction and personnel matters.
- 4) Emergency reports.

III. Board to Staff

A) Administration of staff is the direct responsibility of the General Manager. The General Manager shall provide policy and administrative direction to staff. Directors shall not direct staff regarding their employment duties.

B) If a Director is requesting the creation of a particular report or analysis, the matter shall be brought to the General Manager or, if appropriate, the Board of Directors. However, Directors may obtain copies of existing reports and analysis from staff.

C) Individual Directors may contact staff directly for the purpose of asking questions about, or seeking clarifications of, issues related to the District's official business. This access may be in person or via telephone, e-mail or other forms of written or verbal requests. When feasible, Directors should direct their general inquiries to Management Staff and questions regarding travel issues to the Executive Assistant. For the purposes of this policy, Management Staff includes the Administrative Services Manager, the Technical Services Manager and the Field Services Superintendent. The General Manager should be notified by staff of such contacts.

D) Individual Directors intending to use more than 30 minutes of any staff member's time for issues relating to the District's business, should make an appointment with the staff member at a mutually agreed time and date. Contact with staff members should not generally

exceed one (1) hour in any one week. Contact between Directors and the General Manager is not limited.

E) Individual Directors shall be granted access to all existing public documents at the District.

F) Staff members are not precluded from speaking with Directors. However, all complaints or matters of internal discipline should follow the established chain of command.

IV. Board and Employee Political/Election Related Activities

A) Government Code § 3204 prohibits elected public officials, such as District Board Members, from directly or indirectly “using any office, authority or influence” to persuade an individual to vote, exert political influence, or take political action on behalf of any candidate, officer, or party, in exchange for aiding or obstructing that individual’s ability to secure “any position, nomination, confirmation, or promotion.” It is unlawful, therefore, for Board Members to use their positions to force employees to perform political or election related tasks, or to retaliate against employees for refusing to do so.

B) In the event that District employees volunteer to help Board Members with election or political activities, the District prohibits such conduct while at work or while on District property. The basic rule is that public entities cannot use public funds or resources to influence voters to support a political position. This prohibition naturally extends to a public employee’s use of his or her time on the job for political or election activities. Employees may not participate in political or election activities while in uniform or at work.

V. Board, General Manager and Staff to Attorneys

A) The Board may hire Attorneys as needed and establish their compensation. Attorneys shall work under the direction of the Board or its designee and shall serve at the pleasure of the Board or its designee.

B) Attorneys shall not become involved in policy decisions, except to comment on the legal ramifications of the policies being discussed or considered.

C) Attorneys shall take direction from a Board majority, from a duly appointed committee acting within the scope of its District and in accordance with direction from a Board majority or from the Board Chair.

D) Any Director may request a verbal opinion from Attorneys on matters relating to District business, including, but not limited to, clarification of potential conflicts of interest which may bear on the Director’s ability to participate in a vote. Any advice Attorneys provide shall be as legal counsel for the District and not individual Directors. Attorneys shall inform the Board if they become aware of any potential conflict of interest that may require withdrawal, disclosure, or abstention of a Director or otherwise impact the actions of the Board.

Directors may consult independent counsel on conflict of interest matters. If a potential conflict between an individual Director and the Board arises, the Director is encouraged to consult independent counsel.

E) Attorneys shall not respond to individual requests of a personal nature.

F) The General Manager is the primary point of contact between the staff and Attorneys for the assignment of work.

G) The General Manager shall be authorized to contact attorneys at his or her discretion.

VI. Board to Other Agencies

A) Directors may contact elected officials, or staffs of other Agencies, on behalf of the Board. However, when representing the Board, Directors' comments should reflect approved Board policies or, in areas where no policy has yet been developed, the viewpoint of a majority of the Board. If the Board's viewpoint is unclear or not known, this should be stated.

B) If a Director expresses an opinion before another agency regarding District business that is inconsistent with established Board policy or is simply not covered by Board policy or action, it is requested that the Director state that he or she is expressing their own opinion and not representing the Board as a whole

VII. Emergency Situations

A) The General Manager or his/her appointee shall notify Directors of an emergency as soon as reasonably practical. The General Manager or his/her appointee shall follow-up with written reports to the Board within a reasonable time following the emergency.

VIII. Access To The Agenda

A) The Board may request items to be placed on future agendas at its regular meetings. In addition, each and every Director may place any item on the agenda provided the request is made no later than Tuesday of the week before the meeting.

B) Items placed on the agenda by an individual Director, accompanied by material submitted by that Director, shall be included in the agenda packet.

IX. Committees

A) To facilitate the fulfillment of its responsibilities, the Board may, from time to time, establish committees, as allowed by the Government and Water Codes.

B) The Board President shall appoint committee members at a meeting of the Board. For appointments made by the Board President, no action or vote by the full Board is required. However, if requested by two Directors at the meeting in which committee appointments are made, a Board vote to affirm or reject the committee appointments shall be held. If a majority of the Directors vote in favor of the committee appointments, or fail to vote against the appointments, they shall be deemed approved. If a majority of the Directors present vote against the committee appointments, they shall be deemed void, and the Board shall then make the committee appointments.

C) The General Manager shall complete, and post on the District's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments. The General Manager shall update and post a new Form 806 on the District's

website upon any of the following circumstances: 1) the number of scheduled or estimated committee meetings is changed, 2) there is a change in committee compensation, or 3) there is a change in committee membership.

D) The purpose, scope and duration of each committee shall be established by the Board.

E) Each committee will operate within the purpose and scope defined by the Board. If additional activities appear necessary to the completion of the assigned task, the committee may request additional authorization from the Board.


F) Committees will keep the Board apprised of their activities and make a full report to the Board at regularly scheduled Board meetings.

X. Policy Review

A) This policy shall be reviewed on an as-needed bases or as requested annually by the Board of Directors or staff.

MEMORANDUM

Ref: 16-4764

DATE: November 12, 2015
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Calendar Year 2016 Board of Directors' Meeting Schedule

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve the Calendar Year 2016 Board of Directors' meeting schedule.
2. Discuss and take other action, as appropriate.

DISCUSSION:

During November 2009, the Board of Directors adopted Resolution No. 2205 establishing the date, time and place for regular meetings of the Board. According to the resolution, Board meetings will be held at the District Administration Building at 5:00 P.M. on the second Wednesday of each month unless changed by a motion of the Board at a regular meeting. Below please find the proposed meeting schedule for calendar year 2016. Also attached is the updated 2016 conference schedule that staff has prepared for coordinating with the Board meeting dates in order avoid potential conflicts with the proposed dates.

To avoid conflict with holidays or meetings of professional organizations in which the District is affiliated, the dates indicated in **blue** below have been changed from the second Wednesday of the month to the third Wednesday of the month. The conflicting meeting is indicated next to the revised date.

2016 Board of Directors' Meeting Schedule	
January 13, 2016	July 13, 2016
February 10, 2016	August 17, 2016 (CASA Conference)
March 9, 2016	September 14, 2016
April 13, 2016	October 19, 2016 (CSDA Conference)
May 11, 2016	November 9, 2016
June 8, 2016	December 14, 2016

In accordance with the Resolution, staff requests that the Board of Directors approve the Calendar Year 2016 Board of Directors' meeting schedule (above) and take other action, as appropriate.

th:PJB

Attachments



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Board of Directors

2016 Calendar Year Board Meeting Schedule	
January 13, 2016	July 13, 2016
February 10, 2016	August 17, 2016
March 9, 2016	September 14, 2016
April 13, 2016	October 19, 2016
May 11, 2016	November 9, 2016
June 8, 2016	December 14, 2016

**Approved November 2015*

UPCOMING 2016 CONFERENCES

CASA Conferences

Winter Conference

Date: **January 20-22, 2016**

Location: Hilton Palm Springs, CA

LWD Board Meeting: **January 13, 2016**

<http://www.casaweb.org/events/winter-conference-january-20-22-2016>

61st Annual Conference

Date: **August 10-12, 2016**

Location: Marriott Monterey, Monterey CA

LWD Board Meeting: **August 10, 2016 (Conflict)**

<http://www.casaweb.org/events/61st-annual-conference-august-10-12-2016>

WaterReuse Conference

2016 WaterReuse California Annual Conference

Date: **March 13-15, 2016**

Location: Hyatt Vineyard Creek Hotel, Santa Rosa, CA

LWD Board Meeting: **March 9, 2016**

Information on conference:

<http://www.watereuse.org/conferences/california-annual>

2016 20th Annual Water Reuse & Desalination Conference

Date: **May 23-24, 2016**

Location: Westin Denver Downtown, Denver, CO

LWD Board Meeting: **May 11, 2016**

CSDA Conferences

Legislative Days

Date: **May 17-18, 2016**

Location: Sacramento Convention Center

LWD Board Meeting: **May 11, 2016**

Annual Conference

Date: **October 10-13, 2016**

Location: San Diego, CA

LWD Board Meetings: **October 12, 2016 (Conflict)**

CWEA Conferences

Annual Conference

Date: **April 26-29, 2016**

Location: Santa Clara Convention Center & Hyatt Hotel, Santa Clara, CA

LWD Board Meetings: **April 13, 2016**

Conference website:

WEF TEC Conference

89th Annual Water Environment Federation Conference

Date: **September 24-28, 2016**

Location: New Orleans Morial Convention Center, New Orleans, LA

LWD Board Meetings: **September 14, 2016**

MEMORANDUM

Ref: 16-4760

DATE: November 12, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Over of Recent FPPC Rule Changes



DISCUSSION:

At the August 2015 Board meeting, the Board of Directors requested an update of the recent FPPC rules changes that they learned about during a recent conference. Counsel Brechtel stated that he would provide a brief overview of these changes at an upcoming Board meeting.

The purpose of this agenda item is to provide the Board with an overview of the recent FPPC rule changes.

th:PJB

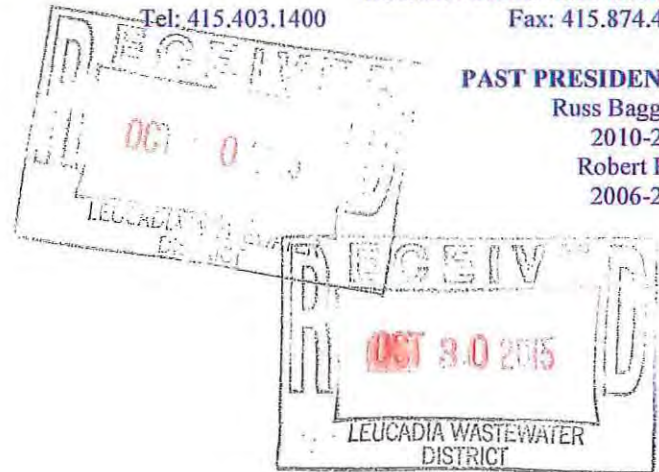


c/o ALLIANT INSURANCE SERVICES, INC.
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Insurance License No.: 0C36861
Tel: 415.403.1400 Fax: 415.874.4813

OFFICERS:
Paul Bushee, *President*
760.753.0155
Greg Baatrup, *Vice President*
707.429.8930

PAST PRESIDENTS:
Russ Baggerly
2010-2014
Robert Reid
2006-2010



October 26, 2015

RE: 2016 Executive Board Elections

Dear CSRMA Members:

At the direction of the Executive Board, a Nominating Committee has been formed to recommend a slate of candidates for the year 2016 Executive Board elections to be held at the January Board of Directors Meeting. That Committee is comprised of Paul Bushee, Leucadia Wastewater District and Greg Baatrup, Fairfield-Suisun Sewer District.

If you would care to discuss the nomination process, please feel free to contact either of these Committee members as below:

Paul Bushee
Greg Baatrup

760-753-0155
707-428-9162

PBushee@lwwd.org
GBaatrup@fssd.com

Thank you for your interest and participation in this important process.

Sincerely,

Dennis Mulqueeney
Program Administrators
Alliant Insurance Services, Inc.
(415) 403-1421

cc: Paul Bushee
Greg Baatrup



San Diego Chapter

California Special Districts Association

November 2, 2015

To: San Diego Chapter CSDA Member Agencies
 From: Michael Bardin, San Diego Chapter President
 Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
 Event Date: **Thursday, November 19, 2015**
 Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**
 Location: **The Butcher Shop Steakhouse – Kearny Mesa**
 5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Board of Directors

President
 Michael J. Bardin
 Santa Fe Irrigation District

First Vice-President
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 Padre Dam Municipal Water District

Second Vice-President
 Tim Gieser
 Deer Springs Fire Protection District

Treasurer
 Richard Stevenson
 Sweetwater Authority

Secretary
 Diana Towne
 Rincon del Diablo Municipal Water District

Past President
 Kathleen Coates Hedberg
 Helix Water District

State CSDA Director
 Jo MacKenzie
 Vista Irrigation District

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

San Diego Local Agency Formation Commission (LAFCO) Candidate's Forum

- o Mike Ott, LAFCO Executive Director – LAFCO Update and Introduction of Positions
- o Harry Ehrlich, LAFCO Local Governmental Consultant– Forum Moderator

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

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

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

Registration deadline is: Thursday, November 12, 2015

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

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

Encinitas Advocate

Cardiff-by-the-Sea • Leucadia • Olivenhain

Volume 2 • Issue 13

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September 18, 2015

Leucadia Wastewater District receives award

The California Association of Sanitation Agencies (CASA) recently recognized the Leucadia Wastewater District with the 2015 Achievement Award for Technical Innovation, for integrating their frontline Field Services Technicians into their capital project planning through the asset management plan. This program is unique to the wastewater industry, and it's helping to prevent spills and provide more accurate budgeting for capital repairs.

"By having our field service technicians identify cracks, roots and other problems with our pipelines and integrating that information



Leucadia Wastewater District board members Elaine Sullivan, Judy Hanson, David Kulchin and Donald Omsted accepting the CASA Technical Innovation Award in San Diego. Courtesy photo

into our asset management plan, we're able to more accurately get problems taken care of before they turn into sewage spills," said General Manager Paul Bushee. "Our employees suggested this practice, and they deserve a lot of credit for this award."

The award was given at the CASA Conference in San Diego this summer.

Board of Directors

Edmund K. Sprague, President
Robert F. Topolovac, Vice President
Lawrence A. Watt, Treasurer
Christy Guerin, Secretary
Gerald E. Varty, Director



General Manager
Kimberly A. Thorner, Esq.
General Counsel
Alfred Smith, Esq.

November 3, 2015

Board President
Leucadia Wastewater Dist
1960 La Costa Ave.
Carlsbad, CA 92009



RE: LAFCO Nominations – Requesting Your Support

Dear Board President:

At its September 16, 2015 regular meeting, the Olivenhain Municipal Water District (OMWD) board of directors unanimously nominated Mr. Edmund (Ed) Sprague for LAFCO’s regular special district commissioner position and Ms. Kimberly Thorner for the Special Districts Advisory Committee position. We are writing to respectfully request your support of both of our nominations.

Mr. Sprague currently serves as alternate special district commissioner on LAFCO and has expressed interest in the regular commissioner position. He now serves as OMWD’s board president and was appointed to the board in 2008. He concurrently participates on various OMWD committees, including the Ad Hoc Facilities Committee and the Ad Hoc Outreach Committee. Previous accomplishments include serving on CSDA’s Professional Development Committee for the 2013, 2014, and 2015 terms, earning his Recognition in Special District Governance certification from the Special District Leadership Foundation in 2010, and serving on the board of directors of the Special District Risk Management Authority in 2011.

As a lifetime resident of northern San Diego County, Mr. Sprague has dedicated his life to serving and protecting the community. His 30 years of experience in fire protection and prevention roles began when he served as a Cadet Firefighter with the City of Escondido’s Fire Department. In 1986 he joined the City of Carlsbad Fire Department and rose through the ranks from FireFighter to Battalion Chief. Most recently, he served as Deputy Fire Chief / Fire Marshal for the North County Fire Protection District with responsibility for managing code enforcement, inspection, plan check, public education, and development-related services. Mr. Sprague holds bachelor’s and master’s degrees in public administration from San Diego State University and an associate’s degree in fire science from Palomar College. His education, career in fire protection and prevention, and extensive experience in the fields of water, wastewater, parks and recreation enable him to bring a uniquely broad perspective to LAFCO.

Ms. Thorner’s desire to continue serving on the Special Districts Advisory Committee (SDAC) is also well-supported by her outstanding background and experience. She has served on the SDAC since 2007 and presently serves as the SDAC Chair. She has participated and provided input and guidance on dozens of important LAFCO issues during her tenure and has spoken at many LAFCO hearings on behalf of the SDAC.



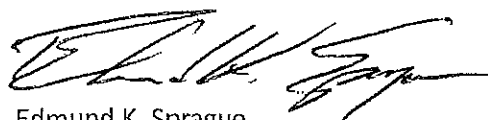
1966 Olivenhain Road • Encinitas, CA 92024
Phone (760) 753-6466 • Fax (760) 753-1578 • www.olivenhain.com



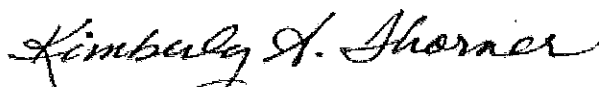
In her role as General Manager for the Olivenhain Municipal Water District (OMWD), which she has held since January 1, 2007, Ms. Thorner provides water, wastewater services, recycled water, hydro-electricity, and park/recreation facilities services on behalf of approximately 80,000 customers over 48 square miles in northern San Diego County. She earned a bachelor's degree in political science from the University of Colorado (Boulder) and her Juris Doctorate from Thomas Jefferson School of Law in San Diego. Ms. Thorner is past Chair of the San Diego North Economic Development Council's Board of Directors, current member of the Eckerly Board of Directors, past Chair of the Eckerly Board Finance Committee, and current member of the San Diego Integrated Regional Water Management Regional Advisory Committee. She holds her Special Districts Administrator certification from the Special District Leadership Foundation since 2008.

Your support for Mr. Sprague and Ms. Thorner is encouraged and greatly appreciated.

Respectfully,



Edmund K. Sprague
OMWD Board President



Kimberly A. Thorner
OMWD General Manager



October 27, 2015

Allan Juliussen
Director
Leucadia Wastewater District
1960 La Costa Ave
Carlsbad CA 92009

Subject: Dennis Sanford Nomination for LAFCO Alternate Commissioner Seat

Dear Mr. Juliussen:

As you know, there is an election coming up for an Alternate seat on the San Diego Local Agency Formation Commission (LAFCO). The Board of Directors of the Rainbow Municipal Water District nominated me to run for this position- a task I was honored to accept.

Over the last several years I have been working closely with LAFCO staff and others related to a number of topics. While the most publicized efforts were related to the Fallbrook PUD merger application, at Rainbow we have also handled more routine annexations and other less controversial LAFCO activities.

I realize that much has been made in the media about Rainbow and our opposition to the FPUD efforts, but this does not mean that I do not value LAFCO and the important role it plays in our local governments. I was one of the leaders who supported the formation of the Joint Powers Authority and am in favor of consolidations under the right conditions. Unfortunately, the conditions present between RMWD and FPUD were not amenable to a successful merger.

Over the last several years I have gained a great deal of experience and knowledge related to LAFCO and the statutes that are the foundation of its actions. This experience is essential to being a successful member of the Commission.

I would be honored to receive your vote to serve our region as an Alternate Member on the Commission.

Sincerely,

Dennis Sanford
President, RMWD Board of Directors

Directors' Meetings

Presented by Sullivan

Conference

2015 CSDA Board Secretary Conference

Dates and Location

October 19-20, 2015

Lake Tahoe Resort Hotel, Lake Tahoe, CA

List of Attendees

Director Sullivan

The above mentioned Board member attended various sessions such as; Best Practices in Board Protocols, Policies and Procedures.