



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, November 8, 2017
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
The First Lego League Robotics Team – Flushable Wipes Presentation (Verbal)

CONSENT CALENDAR

Items 7-13 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 11, 2017 Regular Board Meeting (Pages 5-10)

October 31, 2017 Human Resources Committee Meeting (Pages 11-12)

8. Approval of Demands for October/November 2017

This item provides for Board of Directors approval of all demands paid from LWD during the month of October and a portion in November 2017. (Pages 13-34)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY17 to FY18 and flows by sub-basin. (Pages 35-38)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY18 budget and discloses monthly investments. (Pages 39-46)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending September 30, 2017. (Pages 47-48, Enclosure 11)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of October 2017. (Pages 49-50)

13. Board-General Manager/Staff Relations Policy

Receive and file the annual review of the Board-General Manager/Staff Relations Policy. (Pages 51-56)

EWA REPORTS

14. Encina Wastewater Authority Reports

- A. An Encina Member Agencies Manager's Meeting was held on October 16, 2017 – report by GM Bushee. (Verbal)
- B. A regular EWA Board Meeting was held on October 25, 2017 – report by Director Sullivan. (Pages 57-58)
- C. An Encina Member Agencies Manager's Meeting was held on November 7, 2017 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Human Resources Committee meeting was held on October 31, 2017 -- report by Director Sullivan. (Page 59)
- B. Engineering Committee meeting was held on November 7, 2017 – report by Director Juliussen. (Verbal)

ACTION ITEMS

16. Vehicle Purchase to Replace Year 2000 Dump Truck

Authorize the General Manager to execute a purchase order with Miramar Truck Center for the purchase of a 2018 Ford F-750 Heavy Duty Truck (15.5-ton) in an amount of \$83,367.73. (Pages 60-61)

17. Poinsettia Station Gravity Pipeline

Authorize the General Manager to notify San Diego Association of Governments (SANDAG) of the District's intent to proceed with construction of the Poinsettia Station Gravity Pipeline with the stipulation that the bid price for the construction does not exceed \$600,000. (Pages 62-63)

18. Jensen Precast Manhole Purchase

Authorize the General Manager to execute a sole source purchase agreement with Jensen Precast for the pre-purchase of three precast manholes required for the Poinsettia Station Gravity Pipeline Project in an amount not to exceed \$92,616. (Pages 64-65)

19. Amending the Human Resources Policy Manual (HRPM)

Adopt Resolution No. 2292 Amending the HRPM. (Pages 66-69, Enclosure 19)

20. Conduct a Compensation Study for Leucadia Wastewater District (LWD) Employees

Authorize the General Manager to conduct a Compensation Study for LWD employees. (Pages 70-71)

21. Calendar Year 2018 Board of Directors' Meeting Schedule (Pages 72-75)

INFORMATION ITEMS

22. Project Status Updates and Other Informational Reports

A. 2017 Batiquitos Lagoon Foundation Board Members Election. (Pages 76-78)

B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 16, 2017 at The Butcher Shop Steakhouse in Kearny Mesa. (Pages 79-81)

C. LWD Annual Holiday Luncheon is scheduled for Thursday, December 14, 2017 at Bistro West in Carlsbad. (Verbal)

23. Directors' Meetings and Conference Reports

2017 CALAFCO Annual Conference was held October 25-27, 2017 at the Bahia Hotel Mission Bay in San Diego, CA. (Page 82)

24. General Manager's Report

25. General Counsel's Report

26. Board of Directors' Comments

27. Adjournment

AFFIDAVIT OF POSTING

I, Paul J. Bushee, Secretary of the Leucadia Wastewater District, hereby certify that I posted a copy of the foregoing agenda in the lobby of the District office at 1960 La Costa Avenue, Carlsbad, California at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: November 2, 2017



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
October 11, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, October 11, 2017 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Field Services Technician Todd Amos, Jared Criscuolo of Rising Tide Partners, Marie Fawcett and Jane Costello of Infrastructure Engineering Corporation, and Robert Budd a District Resident

3. Pledge of Allegiance

President Hanson led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. 5 Year Service Award - Todd Amos

GM Bushee introduced FST III Todd Amos stating he recently passed his 5 year anniversary at the District. He provided background information about Todd and noted under LWD's incentive program Todd is eligible for a \$100 incentive award.

President Hanson presented Todd with his certificate and the Board of Directors congratulated Todd for his efforts.

B. Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury

GM Bushee reported that on September 12, 2017 staff completed six years without a lost time injury accident. This achievement meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,200 compensation award. He stated this award reflects staff's excellent attention to safety.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

September 13, 2017 Regular Board Meeting
October 4, 2017 Engineering Committee Meeting

8. Approval of Demands for September/October 2017

Payroll Checks numbered 19451 - 19509; General Checking – Checks numbered 50181-50294

9. Operations Report (A copy was included in the original October 11, 2017 Agenda)

10. Finance Report (A copy was included in the original October 11, 2017 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of September 2017.

12. Status Update on the Fiscal Year 2018 (FY18) LWD Tactics and Action Plan

Upon a motion duly made by Director Juliusen, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the Consent Calendar by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Yes
Director Kulchin	Yes
Director Juliusen	Yes
Director Omsted	Yes

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

EWA Board Report – Meeting held on September 27, 2017.

Director Juliusen reported on EWA's September 27, 2017 Board meeting.

14. Committee Reports

Engineering Committee (EC) Meeting was held on October 4, 2017.

Director Juliussen reported the EC reviewed the following recommendation:

- Authorize the General Manager to execute Amendment No. 3 to Task Order No. 29 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for the Preliminary Design Report for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$86,592.

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

The EC also received updates on the Notice of Violation – San Diego Air Pollution Control District and the Poinsettia Station Gravity Pipeline Project. These items were for informational purposes and no action was taken.

ACTION ITEMS

15. Leucadia Pump Station Rehabilitation Project – Engineering Design Services

Authorize the General Manager to execute Amendment No. 3 to Task Order No. 29 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for the Preliminary Design Report for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$86,592.

TSM Morishita presented this item indicating it is a FY18 tactical goal and it was reviewed by the EC at their October 4th meeting. He provided background information on this item stating IEC completed the Pump Station Assessment in April 2014. He stated based on that assessment, the Board authorized the execution of Task Order 29 to commence project design in September 2016. TSM Morishita described the scope of the original project design.

TSM Morishita noted staff recently discovered very high levels of Hydrogen Sulfide (H₂S) at the discharge end of the Leucadia (L2) Force Main. Staff has determined that the high sulfide levels are due, in part, to the size of the pumps and the type of valves at the Leucadia Pump Station. He added that these items were not included in the original design and that the entire mechanical system must be reevaluated. TSM Morishita described IEC's proposal for the expanded project scope and stated the proposal is fair and reasonable.

President Hanson asked if the sulfide issue was due to the pumps being too large for the amount of flow. GM Bushee stated the size of the pump was a contributing factor to the sulfide problem and therefore new design criteria is needed.

Vice President Sullivan asked what percentage of LWD's pipes are still ductile iron. TSM Morishita replied that there is a section of ductile iron pipe adjacent to the railroad bridge at the west end of La Costa Avenue, the B3 force main is ductile iron, and L1 from the District office to west of I-5 is also ductile iron.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment No. 3 to Task Order No. 29 to the Engineering Design Services Agreement with IEC for the Preliminary Design Report for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$86,592 by the following vote:

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

INFORMATION ITEMS

16. Project Status Updates and Other Informational Reports

A. 2017 Open House Event Overview

ASsup Hill presented the subject item and provided background information on the September 23 Open House Event. She stated that in February 2017 the Open House was a Strategic Planning topic and in March 2017 the Board directed staff to plan, budget, and host an Open House Event.

ASsup Hill then provided an overview of the following items:

- Approved Budget;
- Planning Efforts;
- Day of the Event;
- Final Accounting; and
- Feedback & Comments

ASsup Hill noted the final cost of the Open House Event was \$54K. She explained that since the District was unable to secure a food sponsor for lunch, the District had to pay to bring in a lunch vendor. The lunch vendor expense along with the costs for printing large display signs and banners increased the Open House estimated budget of \$48K by an additional \$6K.

ASsup Hill summarized the Open House Event, noting it was a success with over 400 attendees, and stated the District's goal of providing information to customers and members of the public on District services had been achieved.

Director Kulchin asked how many people attended the 2011 Open House. ASsup Hill answered that it was 200-250 people.

Vice President Sullivan asked what was the cost of the 2011 Open House. ASsup Hill answered \$47K.

Vice President Sullivan commented that the level of staff engagement was incredible. She stated there should be more demos and more tours at future events. She noted the lunch vendor was worth the money since there were no lines for food and the food was good.

Director Omsted commented LWD staff presented themselves well.

Director Kulchin and Director Juliussen thanked staff for a fabulous job.

This item was for informational purposes and no action was taken.

B. Recycled Water Update

GM Bushee presented the item noting the last Recycled Water Update was provided at the March 2017 Board Meeting.

GM Bushee provided background information on the North San Diego Water Reuse Coalition and the Title XVI funding efforts.

He also reviewed LWD's current Recycled Water Program noting that the 5 year agreement with the City of Carlsbad to provide recycled water to the Omni La Costa South Golf Course expires in September 2018. He stated that in March 2017 the Board authorized staff to negotiate directly with Omni La Costa. GM Bushee stated staff has met twice with Omni La Costa and they are very interested in a direct agreement with LWD.

Vice President Sullivan asked if the City of Carlsbad could disrupt the possible agreement with Omni La Costa. GM Bushee answered he doesn't anticipate any problems.

President Hanson asked if there is a direct agreement between LWD and Omni La Costa will the City of Carlsbad receive a rebate from the Water Authority. GM Bushee answered the City would not receive a rebate.

GM Bushee reviewed a proposal from RMC Woodard & Curran for a sub-regional recycled water study involving the Santa Fe Irrigation District, Olivenhain Municipal Water District, San Dieguito Water District and the San Elijo Joint Powers Authority. He stated that the North County Coalition Sub-Region has requested LWD's participation in this study. The total cost of the study is approximately \$290K, and LWD's share would be 6.2% or \$18K. GM Bushee stated that staff's perspective is that the pros of the study outweigh the cons since the study would layout potential costs of recycled water improvements and formalize where LWD would deliver recycled water.

Director Juliussen stated LWD should maximize recycled water efforts in order to recuperate LWD's initial investment in the Gafner Plant.

GM Bushee reviewed LWD's recycled water program expenditures since 2010 and stated that it is worth participating in the study since the District costs are relatively small. He noted that LWD's cost of the study is within his signature authority. Following discussion, the Board concurred with GM Bushee that LWD should participate in the study.

Director Juliussen asked what is the size of the Olivenhain Municipal Water District abandoned water line. GM Bushee answered that he believes it is an 8 inch line.

This item was for informational purposes and no action was taken.

C. LWD Annual Holiday Luncheon is scheduled for Thursday, December 14, 2017 at Bistro West in Carlsbad

EA Baity announced the date, time and location of the Annual Holiday Luncheon.

17. **Directors' Meetings and Conference Reports**

CSDA Annual Conference was held September 25-28, 2017 at the Marriott Monterey in Monterey, CA.

Director Kulchin stated it was a great conference.

Vice President Sullivan stated it was well attended and well organized.

President Hanson stated the keynote speakers and exhibit hall were excellent and she enjoyed the breakout sessions.

ASM Duffey stated it was a great conference and he learned new things at the breakout sessions that he will apply at the District.

18. General Manager's Report

GM Bushee reported on the following items:

- Letter to the Board of Directors from Shirley E. Forbing, Ed.D.; and
- Notice of Violation from the San Diego Air Pollution Control District

19. General Counsel's Report

GC Brechtel reported on the following items:

- 2017 Little Hoover Commission Report

20. Board of Directors' Comments

Director Omsted stated the Batiquitos Lagoon Foundation Resiliency Plan Stakeholder Meeting is on October 19th.

Director Juliussen stated he is proud of Field Services and their safety record. He also thanked staff for an outstanding job at the Open House.

Director Kulchin stated the book by Brent Ives titled "52 Ways To Be A Better Board" should be a required read for all new Board members.

Vice President Sullivan concurred with Director Juliussen.

21. Adjournment

President Hanson adjourned the meeting at approximately 6:29 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resources Committee Meeting
October 31, 2017

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Tuesday, October 31, 2017 at 10:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 10:03 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee,
Administrative Services Manager Richard Duffey,
Administrative Services Supervisor Trisha Hill, and
Executive Assistant Tianne Baity

3. Public Comment

No public comment was received.

4. New Business

A. Board-General Manager/Staff Relations Policy Annual Review.

ASSup Hill presented the item stating the policy calls for an annual review. She provided background information on the policy indicating that it was last updated in 2014. She stated staff has reviewed the policy and is not recommending any changes. ASSup Hill noted if the HRC concurs with staff this item will be placed on the November Board Agenda Consent Calendar.

Following discussion, the HRC concurred with staff to place this item on the November Board Agenda Consent Calendar.

B. Amending the Human Resources Policy Manual – Adopt Resolution No. 2292

ASSup Hill presented the item and provided background information on the policy indicating that the last major update was in 2015.

ASSup Hill stated staff recently learned that the District's procedures and the HRPM's language that defines its Sick Leave Payoff program did not comply with current IRS regulations. Therefore, staff revised this section of the policy in order to comply. ASSup Hill and ASM Duffey provided a summary of the Sick Leave Payoff program changes.

ASSup Hill also noted staff reviewed the HRMP in its entirety and made minor clerical revisions throughout the policy. She provided a summary of these revisions.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2292 amending the HRPM.

C. Evaluate the Need for a Compensation Study.

GM Bushee presented the item stating during the May Budget Workshop the Board of Directors discussed the need to conduct a new compensation study for Leucadia Wastewater District (LWD) employees. As a result, the Board referred the discussion of the compensation study to the HRC during Fiscal Year 2018 (FY18).

GM Bushee provided background information on the last compensation study which was conducted in the spring of 2008 by Rewards Strategy Group. He noted the question before the HRC, is whether or not to conduct a new compensation study for LWD employees. GM Bushee stated the estimated cost of the study is \$30,000 and he noted funds were not included in the FY18 Budget for the study. However, LWD may be able to absorb this cost in the existing budget or appropriate new funds if the HRC and the Board decide to move forward. GM Bushee also noted that the cost of the compensation study is within the General Manager's signature authority.

Director Sullivan stated she thinks it is time to do another compensation study since the last one was done 9 years ago. Chairperson Hanson agreed with Director Sullivan.

Chairperson Hanson stated she would like this item to be brought before the full Board.

Following discussion, the HRC directed staff to present this item for the Board's consideration.

5. Information Items

None.

6. Directors' Comments

None.


7. General Manager's Comments

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 10:45 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

DATE: November 2, 2017
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 \$ 1,103,052.55.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months October 6, 2017 – November 2, 2017.

Operating expenses totaled \$ 596,669.45 while Capital Improvement Program expenses totaled \$ 391,678.14.

Payroll for employees and the Board totaled \$ 114,804.96.

Attached, please find a year-to-date Employee and Board Payroll Report from October 2016 to November 2017, 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 2017
Attachment 2	Accounts Payable Check Register dated October 11, 2017
Attachment 3	Payroll Check Register-Incentive dated October 11, 2017
Attachment 4	Payroll Check Register dated October 11, 2017
Attachment 5	Accounts Payable Check Register dated October 20, 2017
Attachment 6	Payroll Check Register dated October 25, 2017
Attachment 7	Board Payroll Check Register dated November 1, 2017
Attachment 8	Accounts Payable Check Register dated November 1, 2017
Attachment 9	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

November 8, 2017

1. Demands

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Check -10/11/2017	19510 - 19529	Incentive	\$18,772.78	
Payroll Check -10/11/2017	19530 - 19547		\$47,077.85	
Payroll Check -10/25/2017	19548 - 19565		\$46,751.62	
Board Payroll Check -11/1/2017	19566 - 19570		<u>\$2,202.71</u>	
	Total		\$114,804.96	
General Checking -10/11/2017	50295 - 50334		\$ 58,009.77	
General Checking -10/20/2017	50335 - 50379		\$ 145,697.91	
General Checking - 11/01/2017	50380 - 50413		<u>\$ 784,539.91</u>	
	Total		\$ 988,247.59	
	GRAND TOTAL			\$1,103,052.55

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/11/2017 Through 10/11/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	50295	10/11/2017	<u>4,340.00</u>	FLOWMETERING FOR SEPT
	Total 50295		4,340.00	
AT&T	50296	10/11/2017	<u>204.90</u>	PHONE SERVICE-SEPT
	Total 50296		204.90	
BOOT WORLD, INC	50297	10/11/2017	<u>96.95</u>	SAFETY BOOTS FOR H. GONZALEZ
	Total 50297		96.95	
CARLSBAD CHAMBER OF COMMERCE	50298	10/11/2017	<u>825.00</u>	MEMBERSHIP RENEWAL-2018
	Total 50298		825.00	
CARLSBAD FUELS CORPORATION	50299	10/11/2017	<u>1,794.46</u>	VEHICLES FUELS
	Total 50299		1,794.46	
COLLIN CHAPPELLE	50300	10/11/2017	<u>1,175.00</u>	PHOTOGRAPHY FOR THE OPEN HOUSE EVENT
	Total 50300		1,175.00	
CINTAS FIRST AID AND SAFETY	50301	10/11/2017	<u>104.77</u>	REFILL SAFETY CABINET-FIRST AID
	Total 50301		104.77	
CITY OF CARLSBAD	50302	10/11/2017	<u>205.15</u>	WATER @ VACTOR
CITY OF CARLSBAD		10/11/2017	<u>260.01</u>	WATER @ VACTOR 2
	Total 50302		465.16	
CORODATA	50303	10/11/2017	<u>80.44</u>	STORAGE-SEPT
	Total 50303		80.44	
COSCO FIRE PROTECTION	50304	10/11/2017	<u>225.00</u>	QTRLY FIRE SPRINKLER INSPECTION
	Total 50304		225.00	
CWEA	50305	10/11/2017	<u>180.00</u>	MEMBERSHIP RENEWAL FOR H. GONZALEZ
	Total 50305		180.00	
DATA NET	50306	10/11/2017	<u>1,695.50</u>	IS MAINT AND SUPPORT
DATA NET		10/11/2017	<u>3,579.75</u>	WATCHGUARD @ BPS
	Total 50306		5,275.25	
DONALD OMSTED	50307	10/11/2017	<u>25.42</u>	REIMBURSE FOR CSDA CONF
	Total 50307		25.42	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/11/2017 Through 10/11/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ELAINE SULLIVAN	50308	10/11/2017	49.90	REIMBURSE FOR CSDA CONF
	Total 50308		49.90	
GRAINGER, INC	50309	10/11/2017	242.04	CAST IRON
	Total 50309		242.04	
HAAKER EQUIPMENT CO	50310	10/11/2017	3,633.03	SERVICE TO VACTOR AND CREDIT
	Total 50310		3,633.03	
HARTFORD LIFE & ACCIDENT INS.	50311	10/11/2017	435.98	LIFE INS-OCT
	Total 50311		435.98	
INSITUFORM TECHNOLOGIES, LLC	50312	10/11/2017	7,455.60	RELEASE RETENTION FOR LPS SCENIC
	Total 50312		7,455.60	
INTERSTATE BATTERIES OF SAN DIEGO	50313	10/11/2017	347.21	BATTERIES-SPS/VPS/EE GEN
	Total 50313		347.21	
JEFFERY STECKER	50314	10/11/2017	71.05	REIMBURSE FOR CWEA TRI STATE
	Total 50314		71.05	
JUDY HANSON	50315	10/11/2017	534.21	REIMBURSE FOR CSDA CONF
	Total 50315		534.21	
L&L PRINTERS	50316	10/11/2017	2,256.10	OPEN HOUSE POST CARDS
L&L PRINTERS		10/11/2017	1,691.68	OPEN HOUSE SIGNS AND BANNERS
	Total 50316		3,947.78	
MALLORY SAFETY AND SUPPLY	50317	10/11/2017	54.96	SAFETY GLASSES
MALLORY SAFETY AND SUPPLY		10/11/2017	300.76	SAFETY GLOVES
	Total 50317		355.72	
MAURICIO AVALOS	50318	10/11/2017	92.25	REIMBURSE M. AVOLOS FOR CWEA TRI STATE
	Total 50318		92.25	
MITSUBISHI ELECTRIC US, INC	50319	10/11/2017	286.07	ELEVATOR MAINT AND SERVICE-OCT
	Total 50319		286.07	
NU-LINE TECHNOLOGIES, INC	50320	10/11/2017	7,180.64	GRAVITY LINE REHAB PROJECT-SEPT-RETENTION

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/11/2017 Through 10/11/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 50320		7,180.64	
OFFICE DEPOT, INC.	50321	10/11/2017	244.61	OFFICE SUPPLIES
	Total 50321		244.61	
PALOMAR WATER, LLC	50322	10/11/2017	224.38	WATER DELIVERED TO OFFICE
	Total 50322		224.38	
PEP BOYS	50323	10/11/2017	16.86	PARTS
	Total 50323		16.86	
RICHARD STINSON	50324	10/11/2017	2,500.00	CONSTRUCTION CONSULTING-SEPT
	Total 50324		2,500.00	
AIR POLLUTION CONTROL DISTRICT	50325	10/11/2017	4,211.00	NEW PERMIT FOR PORTABLE PUMP
AIR POLLUTION CONTROL DISTRICT		10/11/2017	374.00	PERMIT FOR BPS
	Total 50325		4,585.00	
TIM BESTAMENTE	50326	10/11/2017	237.54	SUPPLIES AND REPAIR
	Total 50326		237.54	
UNDERGROUND SERVICE ALERT OF	50327	10/11/2017	140.35	UNDERGROUND ALARM
	Total 50327		140.35	
UNIFIRST CORPORATION	50328	10/11/2017	222.32	LAUNDRY SERVICE W/E 9/27/17
	Total 50328		222.32	
UNITED PARCEL	50329	10/11/2017	10.17	SHIPPING
	Total 50329		10.17	
VAPEX PRODUCTS, INC	50330	10/11/2017	145.84	PARTS FOR BPS
VAPEX PRODUCTS, INC		10/11/2017	9,209.88	PLASMA BLOCKS/MAINT KIT @ BPS
	Total 50330		9,355.72	
VERIZON WIRELESS	50331	10/11/2017	21.27	TELEMETRY FOR CELL PHONES
	Total 50331		21.27	
WASTE MANAGEMENT	50332	10/11/2017	245.38	TRASH SERVICE-SEPT
	Total 50332		245.38	
WESELOH CHEVROLET	50333	10/11/2017	672.29	MAINT ON CHEV SILVERADO

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/11/2017 Through 10/11/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 50333		672.29	
XEROX CORPORATION	50334	10/11/2017	110.05	SERVICE/MAINT TO COPIER-SEPT
	Total 50334		110.05	
Report Total			58,009.77	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 11, 2017
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19510 - 19529	10/11/2017	\$18,772.78

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 11, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19530 - 19547	10/11/2017	\$47,077.85

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/20/2017 Through 10/20/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
APPLEONE EMPLOYMENT SERVICES	50335	10/20/2017	1,191.20	16 W/E 9/16/17
APPLEONE EMPLOYMENT SERVICES		10/20/2017	1,191.20	TEMP HRS W/E 9/30/17
APPLEONE EMPLOYMENT SERVICES		10/20/2017	952.96	TEMP HRS- W/E 9/9/17
APPLEONE EMPLOYMENT SERVICES		10/20/2017	1,446.51	TEMP HRS-W/E 9/23/17
APPLEONE EMPLOYMENT SERVICES		10/20/2017	952.96	TEMP HRS. W/E 9/2/2017
	Total 50335		5,734.83	
ARROW PIPELINE REPAIR, INC	50336	10/20/2017	10,641.00	CIPP LINER ON CLEANOUTS
	Total 50336		10,641.00	
AT&T	50337	10/20/2017	119.35	PHONE SERVICE @ BPS
	Total 50337		119.35	
CARLSBAD FUELS CORPORATION	50338	10/20/2017	1,637.15	VEHICLE FUEL AND @BPS
	Total 50338		1,637.15	
WAGeworks, INC	50339	10/20/2017	140.00	SEC 125 FLEX PLAN-SEPT
	Total 50339		140.00	
CUES, INC	50340	10/20/2017	22.00	LABOR
	Total 50340		22.00	
CWEA	50341	10/20/2017	100.00	RENEWAL-I. RIFFEL-COLLECTIONS
	Total 50341		100.00	
DATA NET	50342	10/20/2017	648.75	IS MAINT AND SUPPORT
DATA NET		10/20/2017	64.64	NETGEAR SWITCH @ BPS
DATA NET		10/20/2017	980.00	VEEAM ESSENTIALS-ANNUAL RENEWAL
	Total 50342		1,693.39	
DAVID KULCHIN	50343	10/20/2017	1,012.08	REIMBURSE D. KULCHIN FOR CSDA
	Total 50343		1,012.08	
DETECTION INSTRUMENTS CORP	50344	10/20/2017	200.98	CALIBRATIONS @ LPS
	Total 50344		200.98	
DEXTER WILSON ENGINEERING	50345	10/20/2017	3,140.00	FY 17 AUDIT-SSMP-SEPT
	Total 50345		3,140.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/20/2017 Through 10/20/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DKF SOLUTIONS GROUP, LLC	50346	10/20/2017	<u>300.00</u>	MONTHLY SUBS FEE-OCT
	Total 50346		300.00	
EASTER SEALS OF SO. CALIF	50347	10/20/2017	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 50347		3,000.00	
ENCINA WASTEWATER AUTHORITY	50348	10/20/2017	<u>3,554.35</u>	QTRLY LAB/SERVICE FEES
	Total 50348		3,554.35	
EVOQUA WATER TECHNOLOGIES, LLC	50349	10/20/2017	<u>8,592.24</u>	BIOXIDE
	Total 50349		8,592.24	
FEDERAL EXPRESS CORPORATION	50350	10/20/2017	<u>98.45</u>	SHIPPING
	Total 50350		98.45	
FLO-SYSTEMS, INC	50351	10/20/2017	<u>14,750.98</u>	2 FEDERAL IRRIGATION PUMPS
	Total 50351		14,750.98	
GRAINGER, INC	50352	10/20/2017	<u>60.38</u>	PIPE, RED BRASS
	Total 50352		60.38	
CORE & MAIN LP	50353	10/20/2017	<u>5,290.00</u>	PARSOMS INFLOW DOME
	Total 50353		5,290.00	
HEAVILAND ENTERPRISES, INC	50354	10/20/2017	<u>840.00</u>	NONTHLY LANDSCAPE FEE-OCT
	Total 50354		840.00	
SPACELINK/I2B NETWORK	50355	10/20/2017	<u>320.00</u>	WEB CAM FOR SEPT-NOV
	Total 50355		320.00	
ICMA RETIREMENT-303979	50356	10/20/2017	<u>4,122.82</u>	DEFERRED COMP
	Total 50356		4,122.82	
JACKSON & BLANC	50357	10/20/2017	<u>2,104.03</u>	MAINT/SERVICE IN SERVER ROOM
	Total 50357		2,104.03	
JEFF MERDER	50358	10/20/2017	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 50358		3,000.00	
MSC JANITORIAL SERVICE, INC	50359	10/20/2017	<u>1,552.92</u>	JANITORIAL SERVICE-OCT
	Total 50359		1,552.92	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/20/2017 Through 10/20/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
NATIONAL NOTARY ASSOCIATION	50360	10/20/2017	69.00	NOTARY MEMBERSHIP RENEWAL-T.H.
	Total 50360		69.00	
NATIONWIDE RETIREMENT SOLUTIONS	50361	10/20/2017	135.00	DEFERRED COMP
	Total 50361		135.00	
OLIVENHAIN MUNICIPAL WATER DIST	50362	10/20/2017	43.45	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		10/20/2017	581.82	WATER @ TANKER
OLIVENHAIN MUNICIPAL WATER DIST		10/20/2017	589.24	WATER @ TRAVELING2
OLIVENHAIN MUNICIPAL WATER DIST		10/20/2017	43.45	WATER @ VP7
OLIVENHAIN MUNICIPAL WATER DIST		10/20/2017	51.03	WATER @VP5
	Total 50362		1,308.99	
PAUL BUSHEE	50363	10/20/2017	558.60	REIMBURSE P.B. FOR CONF
	Total 50363		558.60	
PLUMBERS DEPOT, INC	50364	10/20/2017	154.94	LABOR-REPAIR OF BULKHEAD
PLUMBERS DEPOT, INC		10/20/2017	246.51	NOZZLE EXTENSION
PLUMBERS DEPOT, INC		10/20/2017	706.63	PARTS/LABOR
PLUMBERS DEPOT, INC		10/20/2017	32.31	STRAIGHT HOSE
	Total 50364		1,140.39	
RICHARD DUFFEY	50365	10/20/2017	97.57	REIMBURSE R. DUFFEY FOR CONF
	Total 50365		97.57	
SAN DIEGO PRESSURE WASHING/WINDOW CLEANING	50366	10/20/2017	1,900.00	REISSUE POWER WASHING INVOICE
	Total 50366		1,900.00	
SAN DIEGUITO WATER DISTRICT	50367	10/20/2017	106.59	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		10/20/2017	129.03	WATER @ TANKER 2
	Total 50367		235.62	
SAN DIEGO GAS & ELECTIRC	50368	10/20/2017	4,177.56	ELECTRIC @ ADM. BLDG
SAN DIEGO GAS & ELECTIRC		10/20/2017	129.54	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		10/20/2017	11,079.39	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		10/20/2017	445.38	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		10/20/2017	1,643.95	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		10/20/2017	810.70	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		10/20/2017	11,760.32	ELECTRIC @ LPS/AWT

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/20/2017 Through 10/20/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGO GAS & ELECTIRC		10/20/2017	158.16	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		10/20/2017	737.10	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		10/20/2017	323.01	ELECTRIC @ VP5
SAN DIEGO GAS & ELECTIRC		10/20/2017	187.70	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		10/20/2017	17.42	GAS @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		10/20/2017	<u>3.13</u>	NAT. GAS @ E.E.
	Total 50368		31,473.36	
SOUTHERN CONTRACTING COMPANY	50369	10/20/2017	2,967.25	RETENTION DUE-PROJECT-HDQ BUILDING METERING
	Total 50369		2,967.25	
STANEK CONSTRUCTORS, INC	50370	10/20/2017	<u>20,437.35</u>	GAFNER AWT PROJECT-SEPT
	Total 50370		20,437.35	
TERMINIX	50371	10/20/2017	58.00	MONTHLY PEST SERVICE-SPET
TERMINIX		10/20/2017	<u>32.00</u>	PEST CONTROL-TRAPS
	Total 50371		90.00	
THE HOME DEPOT CRC/GECF	50372	10/20/2017	<u>707.72</u>	SUPPLIES/PARTS ETC
	Total 50372		707.72	
UNIFIRST CORPORATION	50373	10/20/2017	218.02	LAUNDRY SERVICE-W/E 10/11/17
UNIFIRST CORPORATION		10/20/2017	<u>210.33</u>	LAUNDRY SERVICE-W/E 10/4/17
	Total 50373		428.35	
U.S. BANK	50374	10/20/2017	5,190.53	CONFERENCES,MEETINGS,OFFICE SUPPLIES, ETC
	Total 50374		5,190.53	
V&A CONSULTING ENGINEERS	50375	10/20/2017	1,500.00	S. MARCOS CREEK STUDY-JULY-SEPT
	Total 50375		1,500.00	
VERIZON WIRELESS	50376	10/20/2017	<u>931.81</u>	CELL PHONES-OCT
	Total 50376		931.81	
VORTEX INDUSTRIES, INC	50377	10/20/2017	723.00	PREVENTATIVE MAINT PROGRAM
VORTEX INDUSTRIES, INC		10/20/2017	<u>1,690.00</u>	REPAIRS TO ROLLING DOORS
	Total 50377		2,413.00	
WEST COAST SAFETY SUPPLY CO., INC.	50378	10/20/2017	308.02	SAFETY ITEMS
	Total 50378		308.02	
WORDEN WILLIAMS LLP	50379	10/20/2017	<u>1,778.40</u>	LEGAL FEES-SEPT

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/20/2017 Through 10/20/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 50379		1,778.40	
Report Total			145,697.91	

Leucadia Wastewater District
Vendor Activity
From 10/18/2017 Through 10/20/2017

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Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	10/18/2017	50374	3.76	Train'g/Ed/Conf	Casa -PB
USBANK1	U.S. BANK	API	10/18/2017	50374	163.00	Train'g/Ed/Conf	Casa Conf Pk
USBANK1	U.S. BANK	API	10/18/2017	50374	53.31	Train'g/Ed/Conf	Casa Conf-Fuel
USBANK1	U.S. BANK	API	10/18/2017	50374	16.69	Train'g/Ed/Conf	Casa-PB
USBANK1	U.S. BANK	API	10/18/2017	50374	39.00	Train'g/Ed/Conf	Casa-PK-PB
USBANK1	U.S. BANK	API	10/18/2017	50374	(101.70)	BOARD CONFERENC	Credit-AJ hotel
USBANK1	U.S. BANK	API	10/18/2017	50374	195.66	BOARD CONFERENC	CSDA Hotel Deposit-DO
USBANK1	U.S. BANK	API	10/18/2017	50374	195.66	BOARD CONFERENC	CSDA Hotel Deposit-ES
USBANK1	U.S. BANK	API	10/18/2017	50374	195.66	BOARD CONFERENC	Csda hotel-DK
USBANK1	U.S. BANK	API	10/18/2017	50374	195.66	Train'g/Ed/Conf	CSDA-hotel-RD
USBANK1	U.S. BANK	API	10/18/2017	50374	195.66	BOARD CONFERENC	CSDA-JH Hotel
USBANK1	U.S. BANK	API	10/18/2017	50374	134.70	Public Info	Displays-Open House
USBANK1	U.S. BANK	API	10/18/2017	50374	57.14	ENCINA CAPITAL	Ewa-Lunch
USBANK1	U.S. BANK	API	10/18/2017	50374	375.00	Train'g/Ed/Conf	FS Collections Training
USBANK1	U.S. BANK	API	10/18/2017	50374	107.05	Train'g/Ed/Conf	FS training lunch
USBANK1	U.S. BANK	API	10/18/2017	50374	30.49	Public Info	Open House Balloons
USBANK1	U.S. BANK	API	10/18/2017	50374	29.41	Public Info	Open House Displays
USBANK1	U.S. BANK	API	10/18/2017	50374	72.73	Public Info	Open House name tags
USBANK1	U.S. BANK	API	10/18/2017	50374	380.00	Public Info	Open House Party Rental deposit
USBANK1	U.S. BANK	API	10/18/2017	50374	100.00	Public Info	Open House Taco Deposit
USBANK1	U.S. BANK	API	10/18/2017	50374	203.40	Train'g/Ed/Conf	Tri State hotel-GM
USBANK1	U.S. BANK	API	10/18/2017	50374	203.40	Train'g/Ed/Conf	Tri state hotel-MA
USBANK1	U.S. BANK	API	10/18/2017	50374	203.40	Train'g/Ed/Conf	Tri State Hotel-MG
USBANK1	U.S. BANK	API	10/18/2017	50374	203.40	Train'g/Ed/Conf	Tri-state hotel-JS
USBANK1	U.S. BANK	API	10/18/2017	50374	1,344.73	Computer SW/Srv	Versa Desk
USBANK1	U.S. BANK	API	10/18/2017	50374	463.32	Public Info	Vista Print-Open House
USBANK1	U.S. BANK	API	10/18/2017	50374	100.00	TELEPHONE	Web Hosting
USBANK1	U.S. BANK	API	10/18/2017	50374	30.00	TELEPHONE	Wifi
USBANK1	U.S. BANK	APS	10/20/2017	50374	0.00	ACCOUNTS PAYABL	CONFERENCES,MEETINGS,... SUPPLIES, ETC
Transaction Total					<u>5,190.53</u>		
Total USBANK1	U.S. BANK				<u>5,190.53</u>		

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 25, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19548 - 19565	10/25/2017	\$46,751.62

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: November 1, 2017

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19566 - 19570	11/1/2017	\$2,202.71

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 11/1/2017 Through 11/1/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PETTY CASH	50380	11/1/2017	256.26	PETTY CASH REIMBURSEMENT-OCT
	Total 50380		256.26	
COX COMMUNICATIONS SAN DIEGO	50381	11/1/2017	1,472.84	PHONE/INTERNET SERVICE
	Total 50381		1,472.84	
CWEA	50382	11/1/2017	180.00	MEMBERSHIP RENEWAL FOR JAMES HOYETT
	Total 50382		180.00	
DATA NET	50383	11/1/2017	124.20	IS MAINT AND SUPPORT
	Total 50383		124.20	
DEXTER WILSON ENGINEERING	50384	11/1/2017	2,310.00	2017/18 DIST ASSET MGMT PLAN-SEPT
	Total 50384		2,310.00	
ENCINA WASTEWATER AUTHORITY	50385	11/1/2017	714,890.40	ENCINA-QTRLY -9/30/17 CAPITAL AND O/M
	Total 50385		714,890.40	
FEDERAL EXPRESS CORPORATION	50386	11/1/2017	26.01	SHIPPING
	Total 50386		26.01	
GREAT AMERICA FINANCIAL SERVICES	50387	11/1/2017	770.86	COPIER LEASE-NOV
	Total 50387		770.86	
HAAKER EQUIPMENT CO	50388	11/1/2017	73.50	PARTS
	Total 50388		73.50	
HEAVILAND ENTERPRISES, INC	50389	11/1/2017	281.25	SPRINKLER CAPPING
	Total 50389		281.25	
HOCH CONSULTING	50390	11/1/2017	2,610.00	GAFNER AWT PROJECT-SEPT
	Total 50390		2,610.00	
IAN RIFFEL	50391	11/1/2017	382.08	REIMBURSE FOR CONF @SEWER SUMMIT
	Total 50391		382.08	
ICMA RETIREMENT-303979	50392	11/1/2017	4,066.21	DEFERRED COMP
	Total 50392		4,066.21	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 11/1/2017 Through 11/1/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INFRASTRUCTURE ENGINEERING CORP	50393	11/1/2017	1,275.00	2017 GRAVITY SEWER REPAIR PROJECT-SEPT
INFRASTRUCTURE ENGINEERING CORP		11/1/2017	4,354.17	2018 CURED IN PLACE PIPING-SEPT
INFRASTRUCTURE ENGINEERING CORP		11/1/2017	1,725.00	AS NEEDE GIS-SEPT
INFRASTRUCTURE ENGINEERING CORP		11/1/2017	2,663.50	GAFNER AWT PROJECT-SEPT
INFRASTRUCTURE ENGINEERING CORP		11/1/2017	685.00	LPS REHAB PROJECT-SEPT
	Total 50393		10,702.67	
JAMES HOYETT	50394	11/1/2017	236.51	REIMBURSE FOR CONF.
	Total 50394		236.51	
JEFF BILLS	50395	11/1/2017	5,943.86	CONSULTING FEES-OCT
	Total 50395		5,943.86	
MES VISION	50396	11/1/2017	377.39	VISION INS-NOV
	Total 50396		377.39	
MINUTEMAN PRESS	50397	11/1/2017	141.42	ENVELOPES
	Total 50397		141.42	
MITSUBISHI ELECTRIC US, INC	50398	11/1/2017	286.07	ELEVATOR MAINT AND SERVICE
	Total 50398		286.07	
NAPA AUTO	50399	11/1/2017	41.46	PARTS AND SUPPLIES
NAPA AUTO		11/1/2017	41.46	PARTS/SUPPLIES
	Total 50399		82.92	
NATIONWIDE RETIREMENT SOLUTIONS	50400	11/1/2017	135.00	DEFERRED COMP
	Total 50400		135.00	
OFFICE DEPOT	50401	11/1/2017	51.70	EASEL FOR TRAINING
	Total 50401		51.70	
OFFICE DEPOT, INC.	50402	11/1/2017	352.55	OFFICE SUPPLIES
	Total 50402		352.55	
PAUL BUSHEE	50403	11/1/2017	37.51	REIMBURSE P. B. FOR CONF
	Total 50403		37.51	
RANCHO SANTA FE SECURITY SYSTEMS	50404	11/1/2017	258.00	QRTL Y ALARM SYSTEM SERVICE

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 11/1/2017 Through 11/1/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 50404		258.00	
RISING TIDE PARTNERS	50405	11/1/2017	<u>20,373.20</u>	PUBLIC INFORMATION-JULY-SEPT
	Total 50405		20,373.20	
SAN DIEGO UNION TRIBUNE	50406	11/1/2017	<u>113.98</u>	NEWSPAPER SUBSCRIPTION RENEWAL
	Total 50406		113.98	
SOUTHERN CONTRACTING COMPANY	50407	11/1/2017	520.00	ELECTRICAL WORK @ AWT
SOUTHERN CONTRACTING COMPANY		11/1/2017	2,894.11	ELECTRICAL WORK @ LCPS
SOUTHERN CONTRACTING COMPANY		11/1/2017	7,844.75	ELECTRICAL WORK @ RVPS
SOUTHERN CONTRACTING COMPANY		11/1/2017	<u>1,455.65</u>	INTRUSION ALARM UPGRADE @ VP5 PS
	Total 50407		12,714.51	
THE GUARDIAN	50408	11/1/2017	<u>4,026.67</u>	DENTAL/DFISABILITY INS-NOV
	Total 50408		4,026.67	
TODD AMOS	50409	11/1/2017	<u>288.69</u>	REIMBURSE FOR CONF-SEWER SUMMIT
	Total 50409		288.69	
SOLANA PALM LLC	50410	11/1/2017	<u>90.00</u>	ANSWERING SERVICE-OCT/NOV
	Total 50410		90.00	
T.S. INDUSTRIAL SUPPLY	50411	11/1/2017	75.36	FIRE HOSE/CLAMPS
T.S. INDUSTRIAL SUPPLY		11/1/2017	<u>300.88</u>	LIFTING CHAIN @ BPS
	Total 50411		376.24	
UNIFIRST CORPORATION	50412	11/1/2017	<u>210.33</u>	LAUNDRY SERVICE W/E 10/18/17
	Total 50412		210.33	
WASTE MANAGEMENT	50413	11/1/2017	<u>297.08</u>	TRASH SERVICE-OCT
	Total 50413		297.08	
Report Total			<u><u>784,539.91</u></u>	

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

<u>OCTOBER</u>	2016		
10/1/2016	Board		\$1,750.79
10/12/2016	Employee		\$48,948.76
10/20/2016	Employee	Incentive	\$19,567.48
10/26/2016	Employee		<u>\$46,879.62</u>
	TOTAL		\$117,146.65

<u>NOVEMBER</u>			
11/1/2016	Board		\$4,759.91
11/9/2016	Employee		\$47,228.39
11/23/2016	Employee		<u>\$47,121.35</u>
	TOTAL		\$99,109.65

<u>DECEMBER</u>			
12/1/2016	Board		\$2,419.09
12/2/2016	Employee	Sick Buyback	\$20,167.03
12/7/2016	Employee		\$47,703.49
12/14/2016	Employee	Incentive	\$444.65
12/21/2016	Employee		<u>\$46,163.74</u>
	TOTAL		\$116,898.00

<u>JANUARY</u>	2017		
1/1/2017	Board		\$1,214.82
1/4/2017	Employee		\$45,717.09
1/18/2017	Employee		<u>\$45,885.84</u>
	TOTAL		\$92,817.75

<u>FEBRUARY</u>			
2/1/2017	Employee		\$47,491.00
2/1/2017	Board		\$5,367.25
2/8/2017	Employee	Incentive	\$2,170.15
2/15/2017	Employee		<u>\$45,587.20</u>
	TOTAL		\$100,615.60

<u>MARCH</u>			
3/1/2017	Employee		\$47,217.28
3/1/2017	Board		\$3,254.46
3/15/2017	Employee		\$48,226.01
3/29/2017	Employee		<u>\$46,338.98</u>
	TOTAL		\$145,036.73

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

APRIL

4/1/2017	Board		\$4,139.95
4/12/2017	Employee		\$47,286.60
4/13/2017	Employee		\$8,888.15
4/26/2017	Employee		<u>\$46,458.18</u>
	TOTAL		\$106,772.88

MAY

5/1/2017	Board		\$4,379.21
5/10/2017	Employee		\$47,492.65
5/24/2017	Employee		<u>\$46,669.52</u>
	TOTAL		\$98,541.38

JUNE

6/1/2017	Board		\$4,080.51
6/7/2017	Employee		\$48,089.35
6/21/2017	Employee		<u>\$47,063.40</u>
	TOTAL		\$99,233.26

JULY

7/1/2017	Board		\$1,887.30
7/5/2017	Employee		\$47,055.56
7/12/2017	Employee	Incentive	\$461.75
7/19/2017	Employee		<u>\$47,204.47</u>
	TOTAL		\$96,609.08

AUGUST

8/1/2017	Board		\$1,140.00
8/2/2017	Employee		\$48,857.83
8/9/2017	Employee	Incentive	\$445.05
8/10/2017	Employee	Incentive	\$8,558.99
8/16/2017	Employee		\$48,590.61
8/30/2017	Employee		\$47,216.52
8/31/2017	Employee	Final Check	<u>\$2,036.24</u>
	TOTAL		\$156,845.24

SEPTEMBER

9/1/2017	Board		\$4,440.07
9/13/2017	Employee		\$46,835.23
9/14/2017	Employee	Incentive	\$20,059.37
9/27/2017	Employee		<u>\$49,775.76</u>
	TOTAL		\$121,110.43

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

OCTOBER

10/1/2017	Board		\$3,864.90
10/11/2017	Employee	Incentive	\$18,772.78
10/11/2017	Employee		\$47,077.85
10/25/2017	Employee		<u>\$46,751.62</u>
	TOTAL		\$116,467.15

NOVEMBER

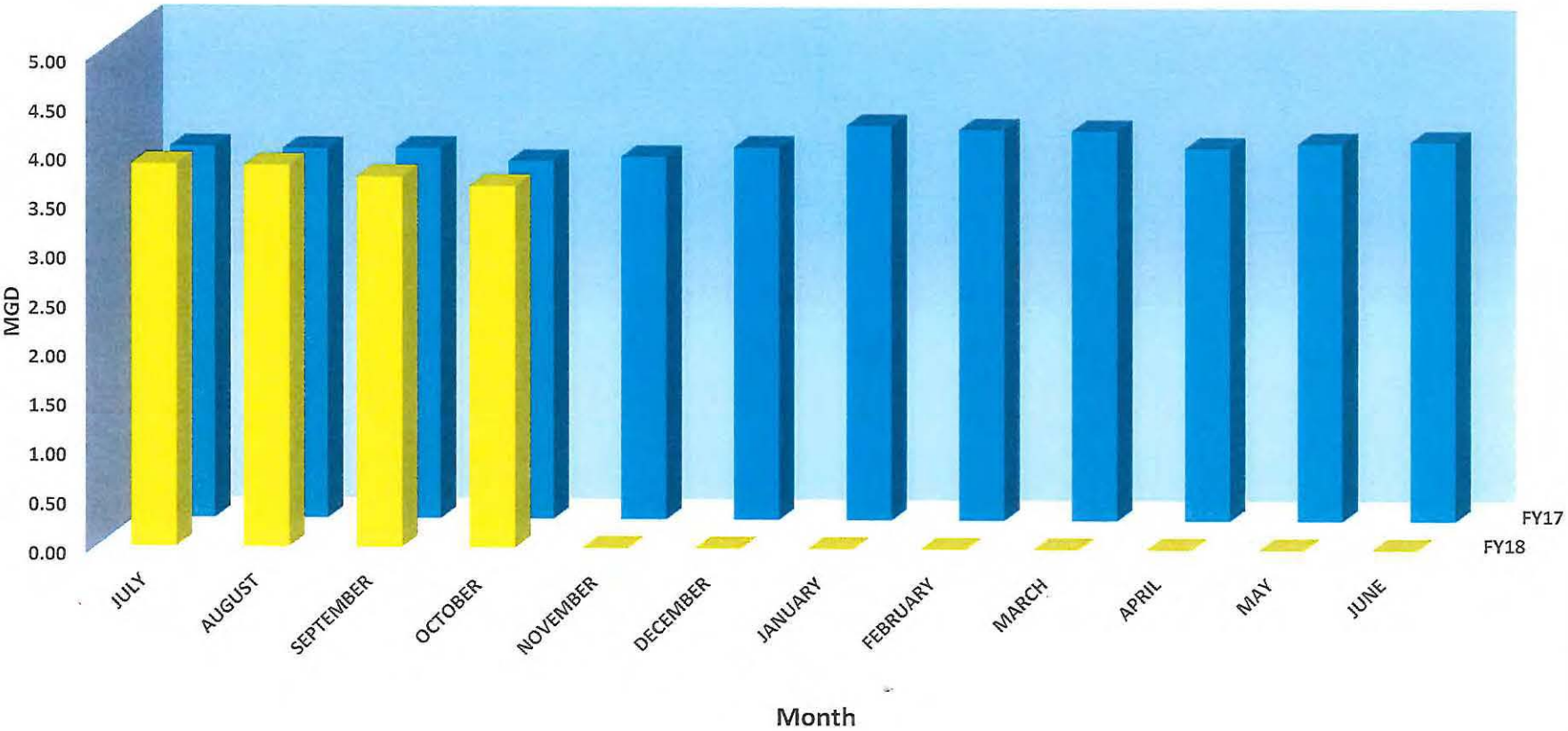
11/1/2017	Board		\$2,202.71
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**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2018 (July 2017 - June 2018)**

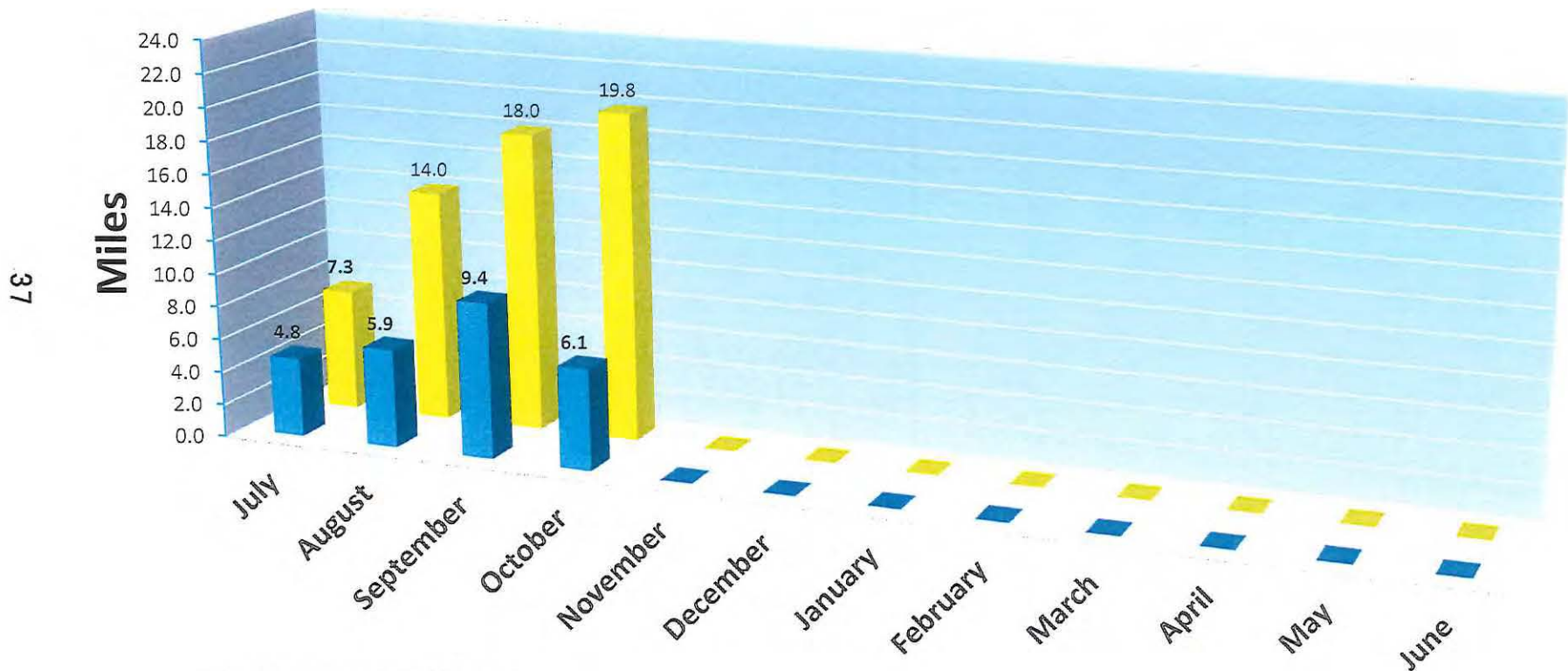
CURRENT MONTH - October 2017							FY 2017
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,469.81	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	120.28	3.82	3.88	136	50.52	3.77
YTD			28,473.63				
AUGUST	0.02	119.97	12.44	3.87	136	44.97	3.75
YTD			28,486.07				
SEPTEMBER	0.00	112.80	2.50	3.76	132	44.89	3.76
YTD			28,488.57				
OCTOBER	0.00	113.77	-8.36	3.67	129	30.96	3.63
YTD			28,480.21				
NOVEMBER							3.68
YTD							
DECEMBER							3.78
YTD							
JANUARY							4.01
YTD							
FEBRUARY							3.97
YTD							
MARCH							3.96
YTD							
APRIL							3.78
YTD							
MAY							3.83
YTD							
JUNE							3.85
YTD							
YTD Totals	0.02	466.82	10.40			171.34	
Mo Average	0.01	116.71	2.60	3.80	133.24	42.84	3.81

Leucadia Wastewater District Flow Comparison FY 17 to FY 18

98



FY-18 CCTV Inspections & Hydro Cleaning Production



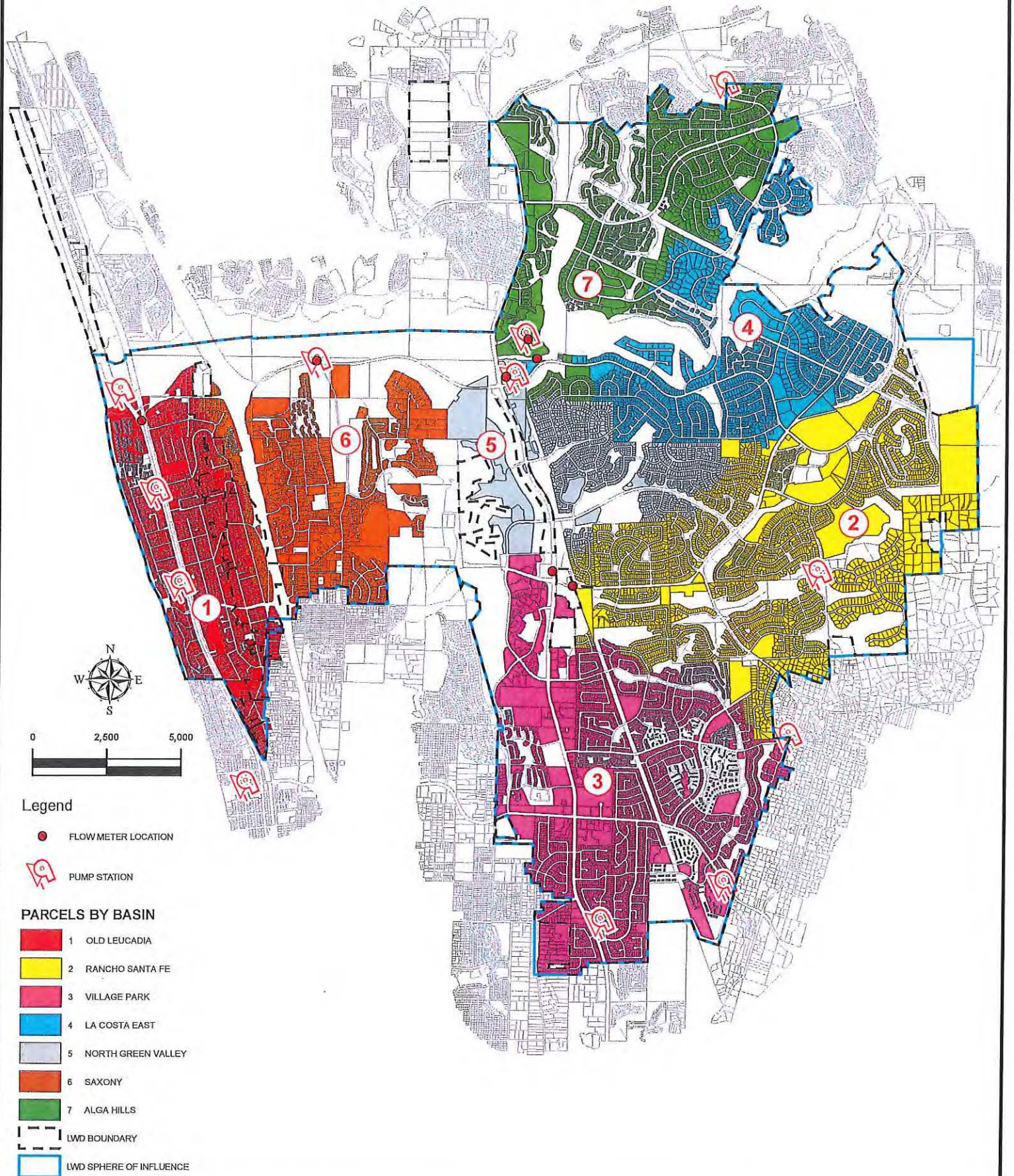
Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections
■ Total Hydro Cleaning

LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet

As of 10/31/2017

		Current Year
Assets		
Cash & Investments	1CAS	32,796,865.06
Accounts Receivables	2A/R	168,101.19
Prepaid Expense	3PRE	179,856.16
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	159,588,635.11
Less Accumulated Depreciation	6DEP	(52,675,124.16)
Total Assets		<u>141,545,133.36</u>
Deferred Outflows		
Projected/Actual PERS Earnings Difference	6D/O	840,305.00
PERS Proportions & Assumptions Difference	7D/O	22,055.00
Current Year PERS Employer Contribution	8D/O	338,781.97
Total Deferred Outflows		<u>1,201,141.97</u>
Total Assets & Deferred Outflows		<u>142,746,275.33</u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	1,057,793.25
Developer Deposits	DEVD	72,112.22
Net Pension Liability	LTDB	3,466,620.00
Total Liabilities		<u>4,596,525.47</u>
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	175,908.00
PERS Proportions & Assumptions Difference	D/I3	141,883.00
Projected/Actual PERS Earnings Difference	D/In	382,658.00
Total Deferred Inflows		<u>700,449.00</u>
Net Position		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	106,913,510.95
Reserves	RESV	32,837,316.33
Total Beginning Net Position (as of June 30, 2017)		<u>139,750,827.28</u>
Current Change In Net Position		
Other		(2,301,526.42)
Total Current Change In Net Position		<u>(2,301,526.42)</u>
Total Net Position		<u>137,449,300.86</u>
Total Liabilities, Deferred Inflows & Net Position		<u>142,746,275.33</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2017 Through 10/31/2017

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
---------------	------------	---------------------	------------------	------------------------------

OPERATING REVENUES

3110 Sewer Service Fees	\$ 169,486.92	\$ 9,827,873.00	\$ 9,658,386.08	1.7%
3150 Recycled Water Sales	149,347.77	272,000.00	122,652.23	54.9%
3100 Misc. Operating Revenue	0.00	205,302.00	205,302.00	0.0%
TOTAL OPERATING REVENUES	\$ 318,834.69	\$10,305,175.00	\$ 9,986,340.31	3.1%

OPERATING EXPENSES

4100 Salaries	\$ 592,733.74	\$ 1,836,787.00	\$ 1,244,053.26	32.3%
4200 Employee Benefits	302,346.91	963,613.00	661,266.09	31.4%
4300 Directors Expense	37,884.23	147,800.00	109,915.77	25.6%
4600 Gas, Oil & Fuel	7,814.20	41,000.00	33,185.80	19.1%
4700 Insurance Expense	18,393.75	113,600.00	95,206.25	16.2%
4800 Memberships	4,473.00	29,000.00	24,527.00	15.4%
4900 Office Expense	31,717.89	154,700.00	122,982.11	20.5%
5000 Operating Supplies	54,084.93	202,300.00	148,215.07	26.7%
5200 Professional Services	82,152.07	520,500.00	438,347.93	15.8%
5300 Printing & Publishing	9,210.47	29,500.00	20,289.53	31.2%
5400 Rents & Leases	5,465.87	15,000.00	9,534.13	36.4%
5500 Repairs & Maintenance	99,113.18	451,800.00	352,686.82	21.9%
5600 Monitoring & Permits	12,103.35	60,700.00	48,596.65	19.9%
5700 Training & Development	15,264.74	47,000.00	31,735.26	32.5%
5900 Utilities	147,455.26	427,700.00	280,244.74	34.5%
6100 LAFCO Operations	6,863.30	8,000.00	1,136.70	85.8%
6200 Encina Operating Expense	500,063.77	1,861,800.00	1,361,736.23	26.9%
6900 Admin O/H alloc to Capital	(33,339.52)	(140,121.00)	(106,781.48)	23.8%
TOTAL OPERATING EXPENSES	\$ 1,893,801.14	\$ 6,770,679.00	\$ 4,876,877.86	28.0%

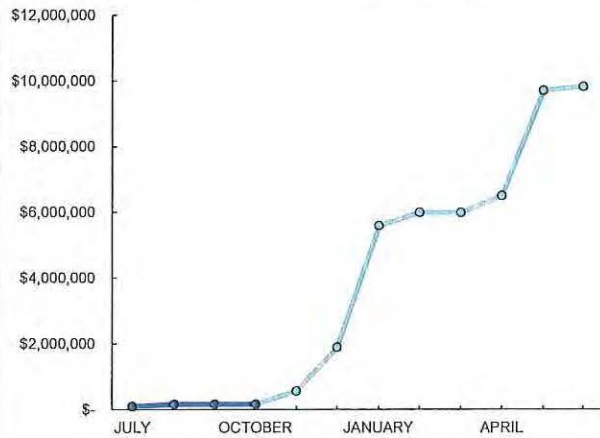
NON-OPERATING REVENUES

3130 Capacity Fees	\$ 67,140.56	\$ 400,600.00	\$ 333,459.44	16.8%
3220 Property Taxes	50,116.14	1,600,000.00	1,549,883.86	3.1%
3250 Investment Income	124,155.56	327,000.00	202,844.44	38.0%
3290 Misc. Non Op Revenue	437.95	286,400.00	285,962.05	0.2%
TOTAL NON-OPERATING REVENUES	\$ 241,850.21	\$ 2,614,000.00	\$ 2,372,149.79	9.3%

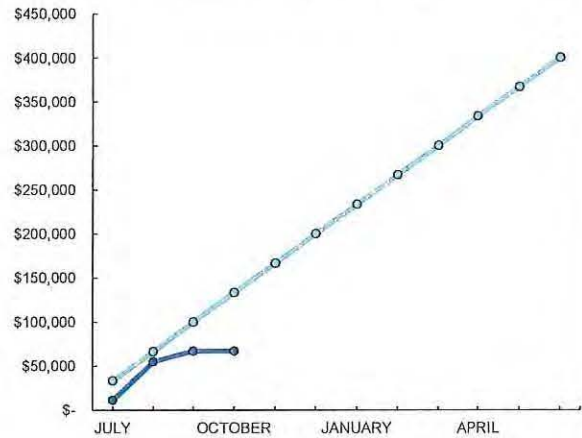
Leucadia Wastewater District Revenue FY2018

YTD through October 31, 2017

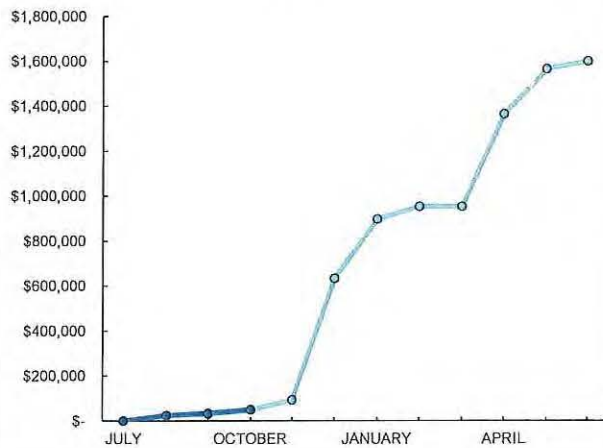
Sewer Service Fees



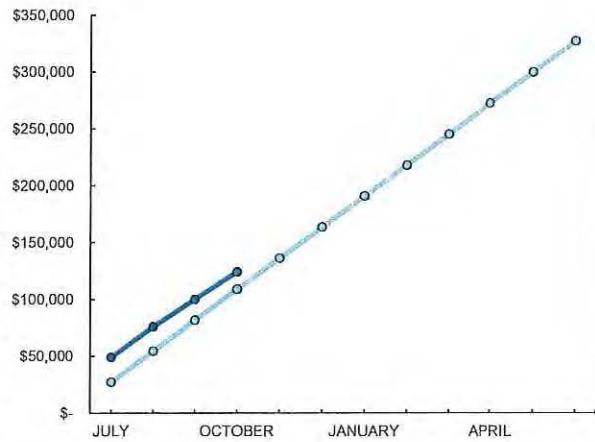
Capacity Charges



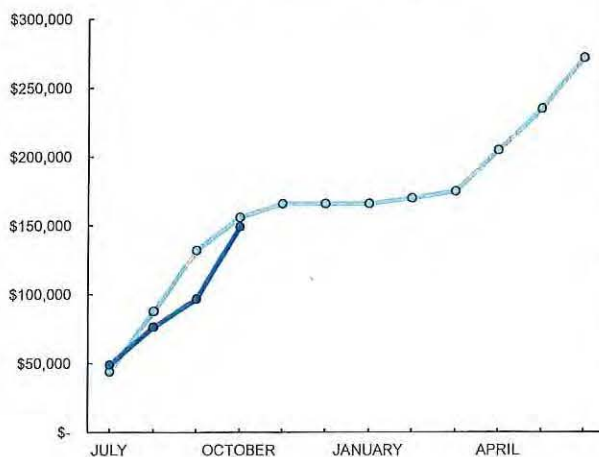
Property Taxes



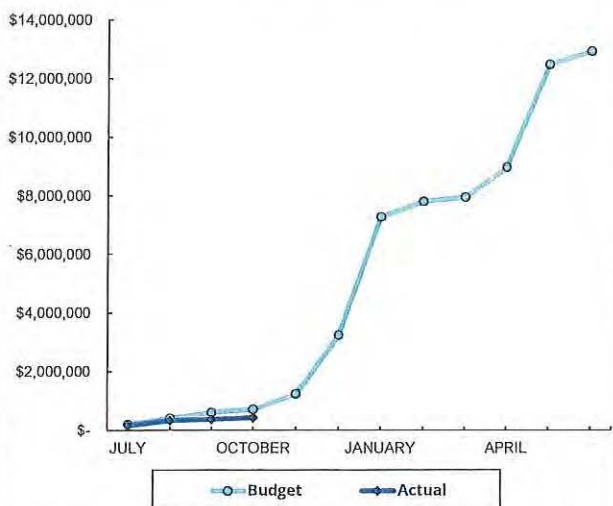
Investment Income



Recycled Wastewater Sales



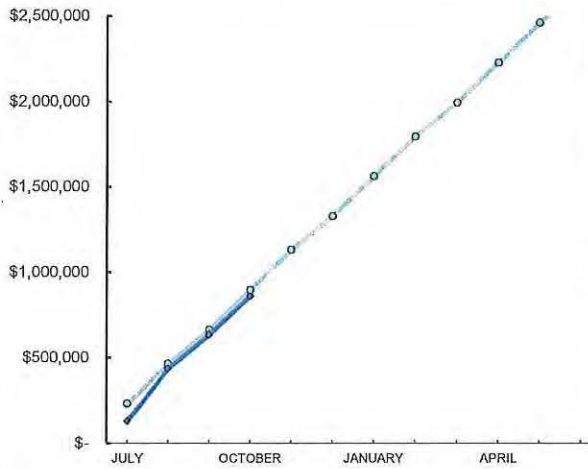
Total Revenue



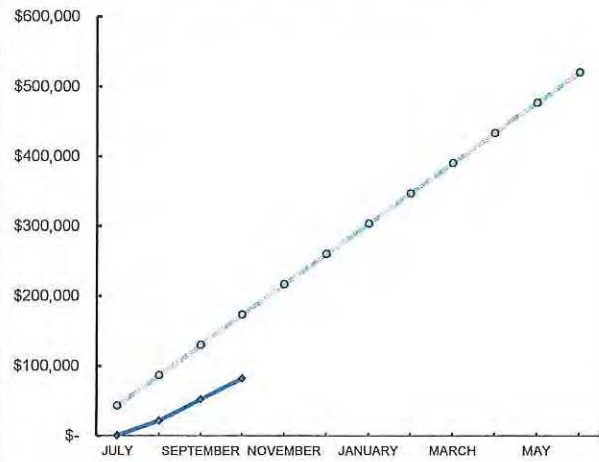
Leucadia Wastewater District Operating Expenses FY2018

YTD through October 31, 2017

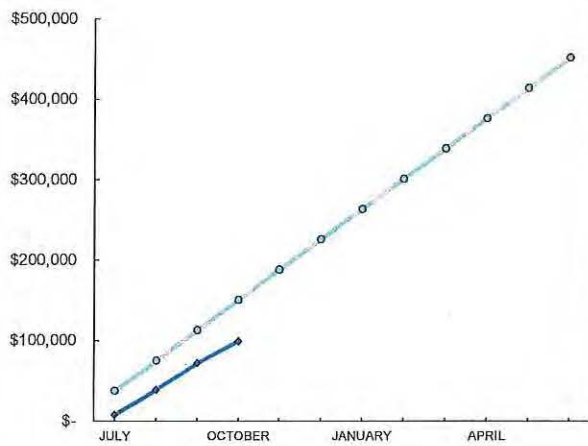
Salaries and Benefits



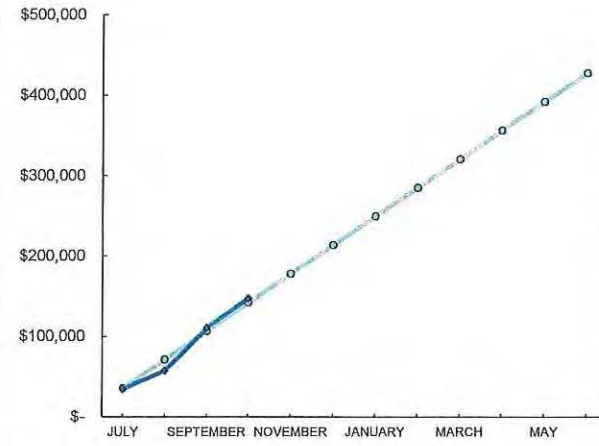
Professional Services



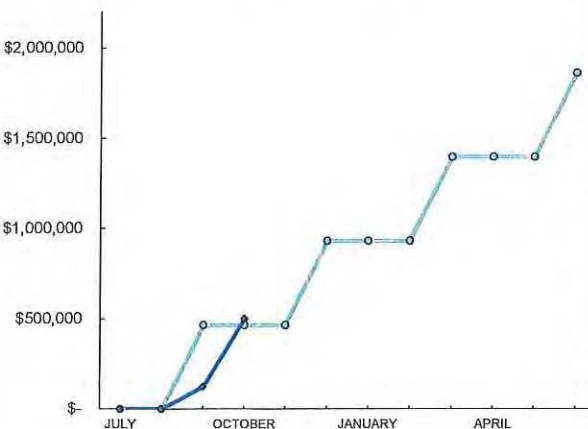
Repairs & Maintenance



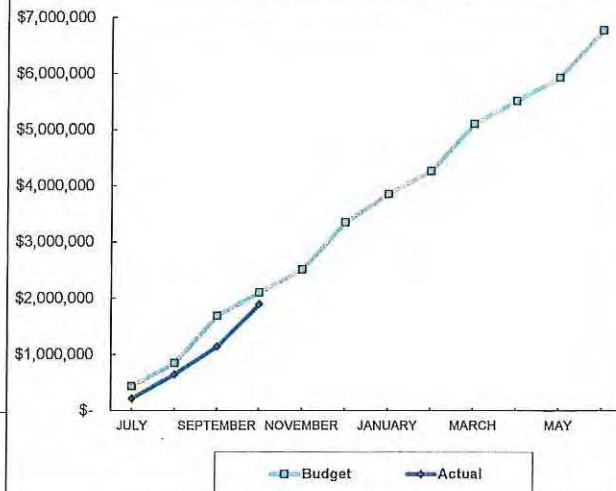
Utilities



Encina M&O



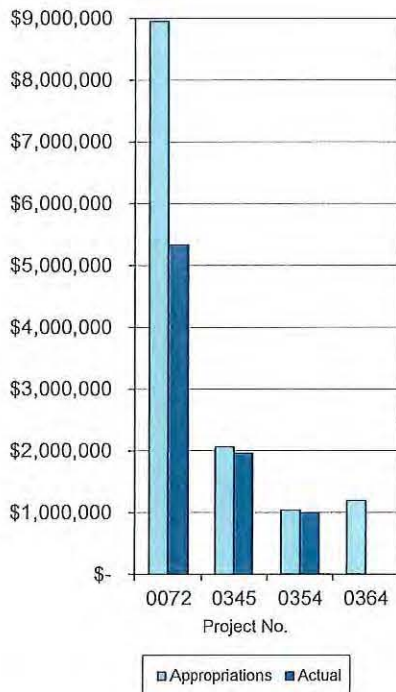
Total Operating Expenses -
Before Depreciation & Replacement



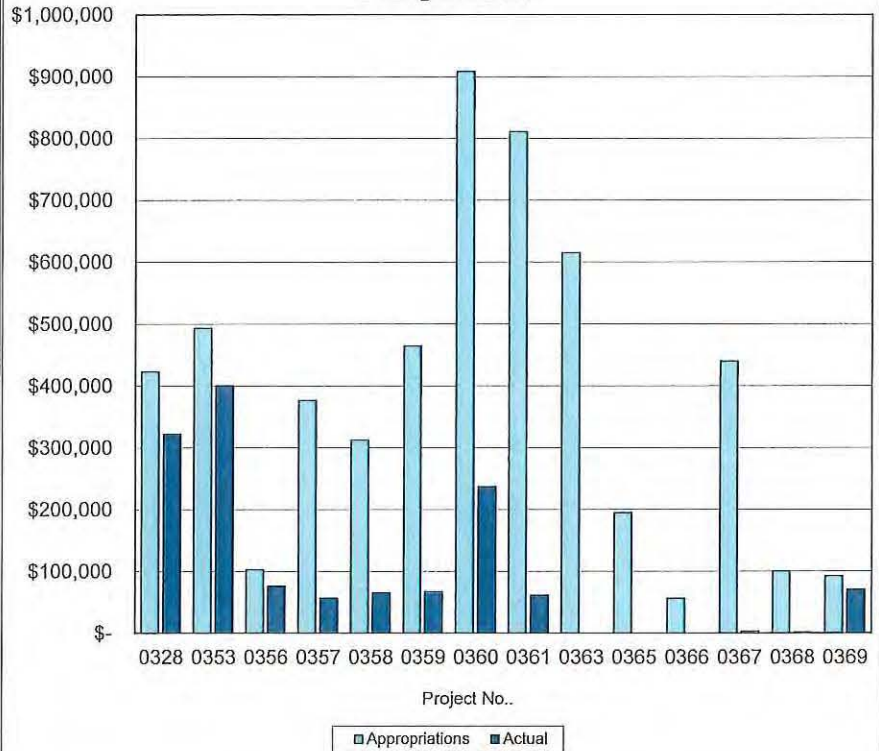
Leucadia Wastewater District Capital Expenditures

As of October 31, 2017

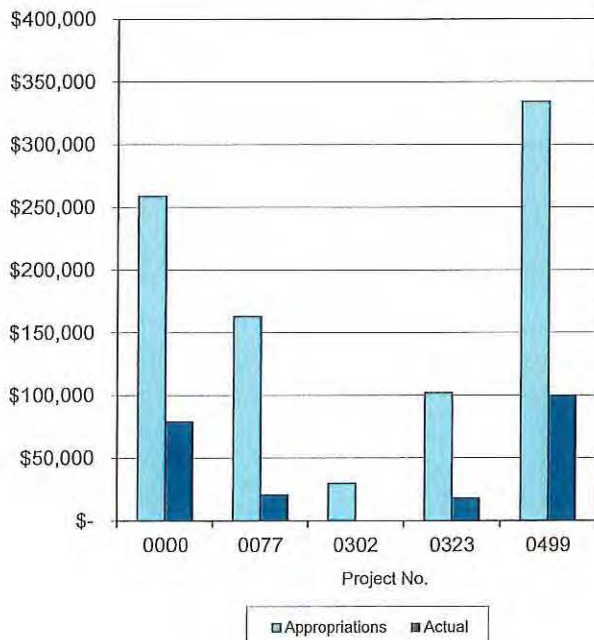
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2018



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2018



Single Year Capital Expenditures by Project FY2018



Project Legend

Multi-Year Capital Projects

	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Leucadia FM West Section Replacement	0345
FY2016 Gravity Pipeline Rehabilitation	0353
Village Park No. 5 PS Replacement	0354
New Recycled Water Pump Design	0356
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
FY2017 Gravity Pipeline Rehabilitation	0359
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Replcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
Force Main Corrosion Control	0366
B1 Force Main - North Section Replcmnt	0367
Asset Management Plan	0368
HQ Electric Meter Installation	0369

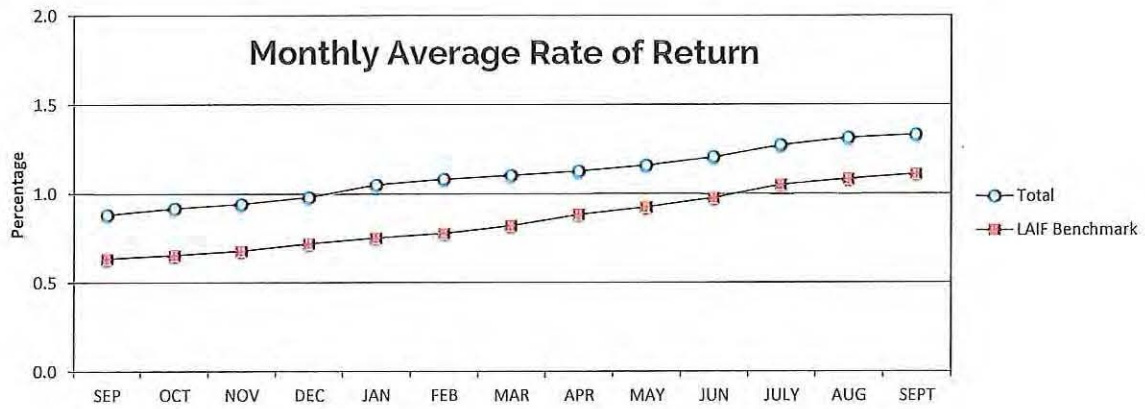
Single Year Capital Projects

	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

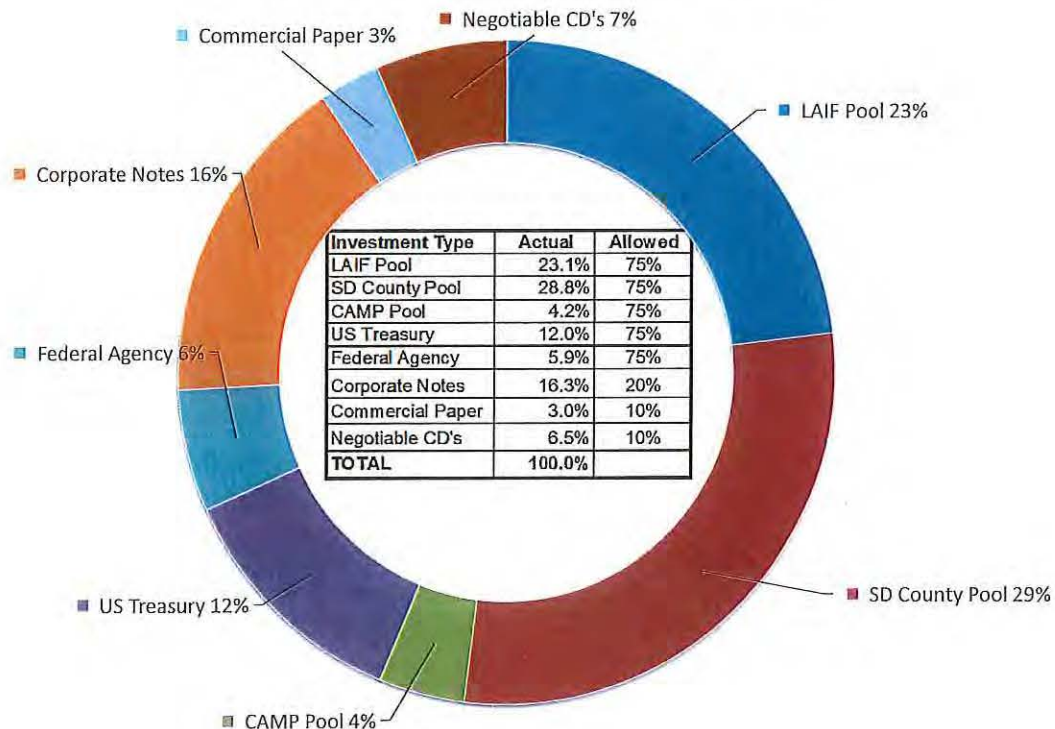
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2017

Cash Equivalents & Investments	Principal (Original Cost)		September Interest	Average Rate
	August 31, 2017	September 30, 2017		
LAIF Pool	\$ 8,287,658	\$ 7,707,658	\$ 7,404	1.111%
SD County Pool	9,604,338	9,604,338	10,725	1.340%
CAMP Pool	1,396,310	1,410,189	1,327	1.150%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,709	5,673	35	7.370%
Federal Agency Notes	1,975,475	1,975,475	2,182	1.320%
Corporate Bonds/Notes	5,438,087	5,438,087	6,728	1.520%
Commerical Paper	988,880	988,880	1,257	1.520%
Negotiable CD's	2,169,883	2,169,883	3,394	1.880%
Total Camp Portfolio	14,576,315	14,576,279	17,813	1.470%
Totals	\$ 33,864,621	\$ 33,298,465	\$ 37,270	1.332%

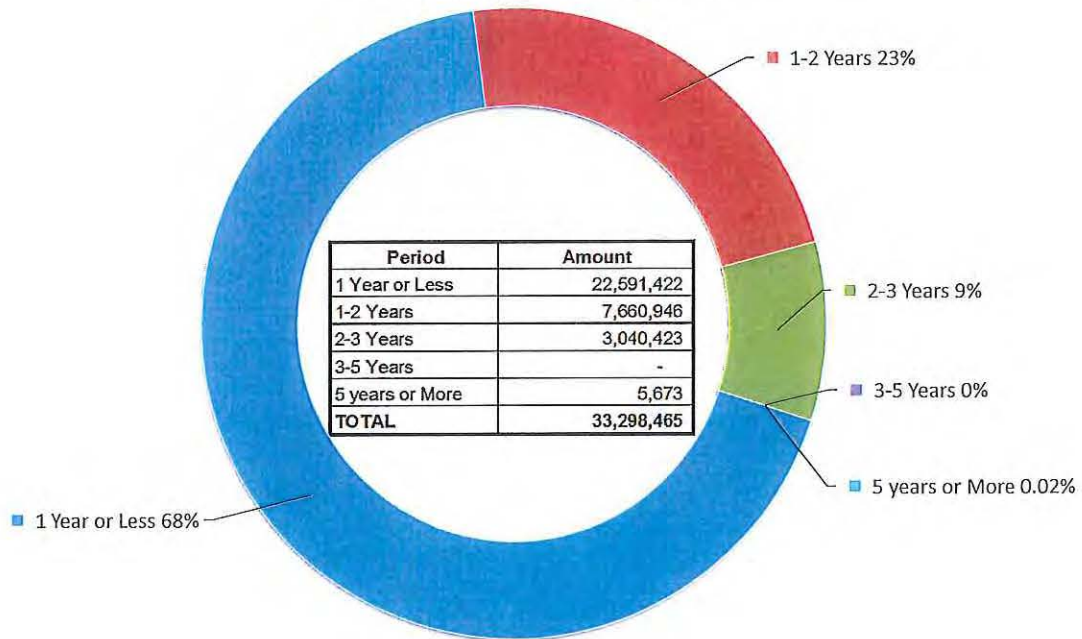


INVESTMENT DISTRIBUTION BY CATEGORY

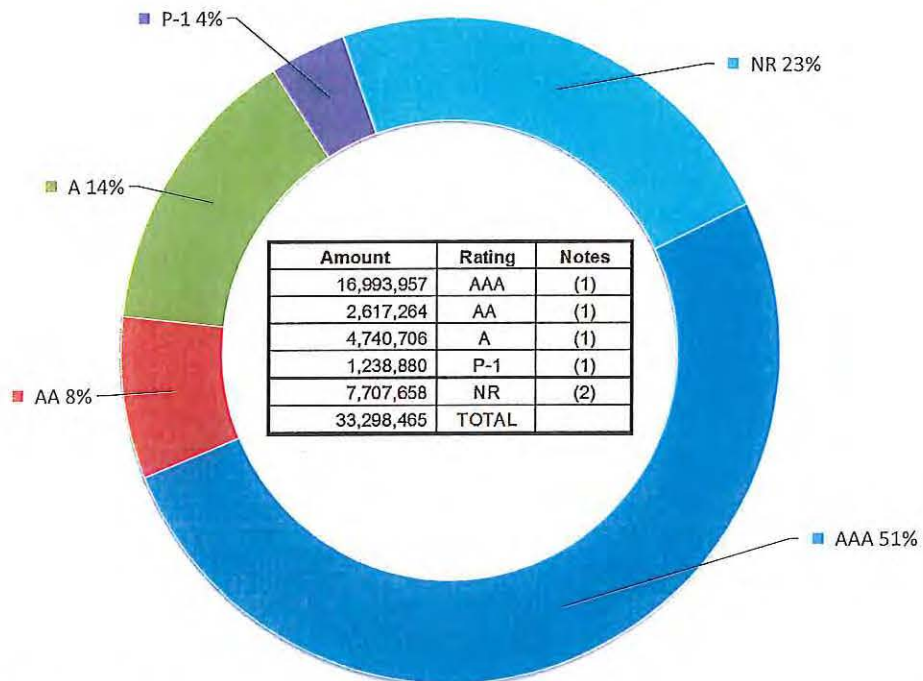


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2017
 (Continued)

REMAINING MATURITY



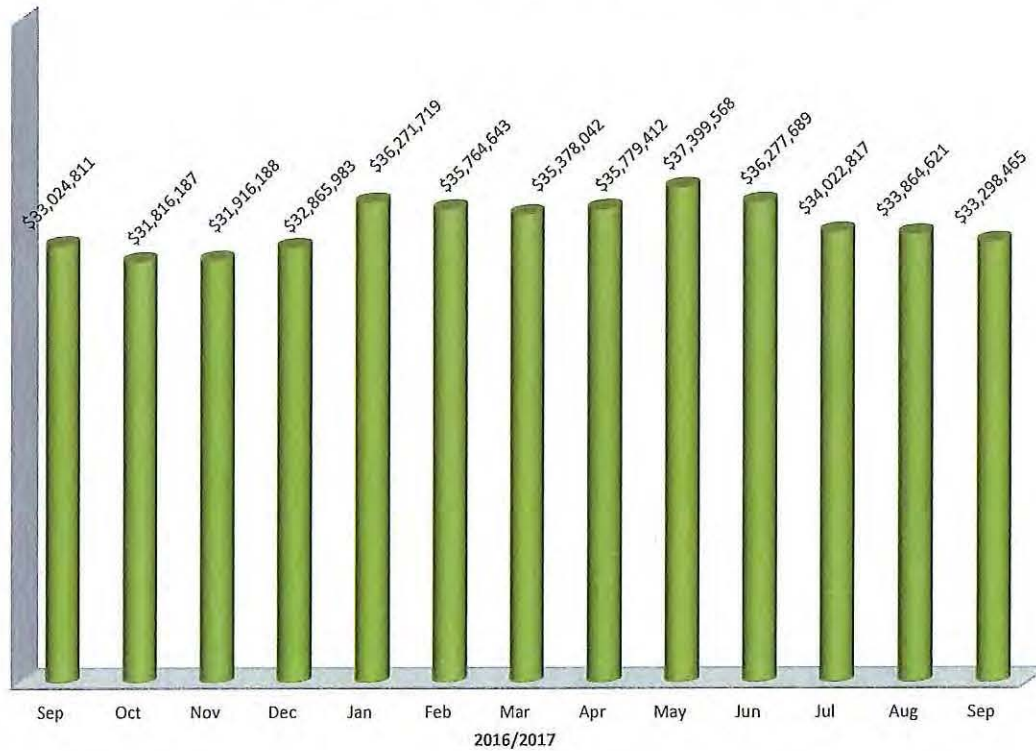
INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2017
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the months of September, 2017


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 36		(3)	7.37%
TOTAL	\$ -	\$ 36	\$ -		

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 18-6023

DATE: November 2, 2017
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, 2017 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rad:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY


9-30-17

SUMMARY OF CASH & INVESTMENTS at September 30, 2017				
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS				
ASSETS	AMORTIZED COST 9/30/2017	% OF TOTAL		MARKET VALUE 9/30/2017
		Actual	Allowed	
CASH IN BANK (Checking Accounts)	\$ 132,386	0.4%	25%	\$ 132,386
LAIF - STATE INVESTMENT POOL	\$ 7,707,658	23.0%	75%	\$ 7,700,274
SAN DIEGO COUNTY INVESTMENT POOL	\$ 9,604,338	28.7%	75%	\$ 9,528,000
CAMP - JPA INVESTMENT POOL	\$ 1,410,189	4.2%	75%	\$ 1,410,189
CAMP PORTFOLIO - US BANK Safekeeping				
Federal Agency Securities				
GNMA Pools	\$ 5,615			\$ 5,588
FNMA Benchmark & Global Notes	\$ 998,115			\$ 995,628
FHLMC Notes	\$ 998,475			\$ 998,831
Total Federal Agency Securities	\$ 2,002,205	6.0%	75%	\$ 2,000,047
US Treasury Bonds/Notes	\$ 3,998,765	12.0%	75%	\$ 3,988,530
Corporate Notes	\$ 5,422,923	16.2%	20%	\$ 5,413,335
Negotiable Certificates of Deposit	\$ 2,169,892	6.5%	10%	\$ 2,172,439
TOTAL CAMP PORTFOLIO	\$ 14,586,135	37.6%		\$ 14,566,815
TOTAL CASH & INVESTMENTS	\$ 33,440,706	100.0%		\$ 33,337,665

As of September 30, 2017		QUARTERLY RESULTS			
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
\$33.3M	226	-\$3.3M	\$109.8K	1.31%	1.08%

MEMORANDUM

Ref: 18-5994

DATE: November 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: October 2017 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 2017.

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. 2291 – 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 2017 for your review.

tb:PJB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
October 1-31, 2017

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	FSS J. Stecker	FSSup M. Gonzalez
2017 WEFTEC October 1-4, 2017 Chicago, IL	2017 WEFTEC Annual Conference									
	Registration						725.00			
	Hotel						919.26			
	Airfare						440.96			
	Meals						87.69			
	Rental Car									
	Parking									
	Tips						10.00			
	Fuel/mileage/taxi/uber						87.53			
	Total	0.00	0.00	0.00	0.00	0.00	2,270.44	0.00	0.00	0.00
2017 Clean Water Summit Partners Meeting October 18, 2017 Sacramento, CA	2017 Clean Water Summit Partners Meeting									
	Registration									
	Hotel									
	Airfare						117.97			
	Meals						10.69			
	Taxi/Uber						37.51			
	Parking/Misc						32.00			
	Tips/Baggage									
	Fuel/mileage/coaster									
	Total	0.00	0.00	0.00	0.00	0.00	198.17	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

MEMORANDUM

DATE: November 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Board-General Manager/Staff Relations Policy Annual Review

RECOMMENDATION:

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Receive and file the Annual Review of the LWD Board-General Manager/Staff Relations Policy; or,
2. Discuss and take other action, as appropriate.

DISCUSSION:

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

This item was reviewed by the HRC at its October 31st meeting and the HRC concurred with staff to present this item for the Board's consideration.

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 recently conducted an annual review of the existing policy. Based on this review, staff is not recommending any changes. The HRC has concurred with staff to place this item on the November consent calendar for the Board to receive and file.

tb:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY

Ref: 15-4281

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.

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 annually by the Board of Directors.

Encina Wastewater Authority Report
Regular Board Meeting
October 25, 2017

EWA Board of Directors - Director Sullivan Reporting

1. SCADA System Integration and Support Services

- A. The Board of Directors authorized the General Manager to award a Professional Services Agreement to Enterprise Automation (EA) for as-needed professional services for Supervisory Control and Data Acquisition (SCADA) system integration and support for a five-year period.
- B. The Board of Directors authorized the General Manager to award a task order in the amount of \$713,495 to EA for SCADA standards and development and implementation (Task Order #1).
- C. The Board of Directors authorized the General Manager to award a task order in the amount of \$154,938 to EA for SCADA support for the Primaries Area Improvements Project Design Phase (Task Order #2).
- D. The Board of Directors authorized the General Manager to award a contract in the amount of \$197,303 to Timberline Engineering for extension of staff services for SCADA standards and development and implementation.
- E. The Board of Directors authorized the General Manager to award a contract in the amount of \$118,369 to Timberline Engineering for extension of staff services for review of Primaries Project design documents.

Executive Session

1. The Board of Directors met in closed session to discuss:

Anticipated litigation as authorized by Government Code §54956.(d)(4) - one case: National Oilwell Varco, LP and Flo-Systems, Inc.

Legal Counsel reported that staff received authority by the Board of Directors to pursue litigation against the parties National Oilwell Varco, LP and Flo-Systems, Inc., if necessary.

Human Resources Committee Meeting Report

Presented by Director Sullivan

Meeting held on October 31, 2017

The HRC reviewed the following recommendations:

1. Board-General Manager/Staff Relations Policy

There were no changes to this policy and the HRC concurred with staff to place this item on the November Board Agenda Consent Calendar.


2. Amending the Human Resources Policy Manual – Adopt Resolution No. 2292

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

3. Evaluate the Need for a Compensation Study

The HRC directed staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

MEMORANDUM

Date: November 2, 2017
To: Board of Directors
From: Paul J. Bushee, General Manager 
Re: **Vehicle Purchase to Replace Year 2000 Dump Truck**

RECOMMENDATION:

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

1. Authorize the General Manager to execute a purchase order with Miramar Truck Center for the purchase of a 2018 Ford F-750 Heavy Duty Truck (15.5-ton) in an amount of \$83,367.73
2. Discuss and take other action, as appropriate

BACKGROUND:**Tactical Goal: Services / Purchase Large Vehicle to Tow the ACME Pump**

This item is scheduled to be reviewed by the EC at its November 7th, 2017 meeting. Should the EC have any changes to this item, staff will report them to the Board.

The District utilizes a year 2000 Dump Truck to tow its large emergency ACME pump known as "Big Blue". Big Blue weighs 17,500 pounds and the Dump Truck is the only vehicle with sufficient towing capacity to safely tow Big Blue. The District owns and maintains the Dump Truck solely to transport Big Blue.

The key reasons for the replacing the Dump Truck are as follows:

- It does not meet emissions standards and is require to be replaced by 2018
- Has large blind spots
- Has a manual transmission making it difficult to drive
- Its only use is to tow Big Blue
- District's Vehicle Replacement Policy, beyond useful life threshold
- Diminished reliability due to vehicle age

As you may recall, the Fiscal Year 2017 (FY17) Tactics and Action Plan included a goal to evaluate the potential need for a large vehicle to tow Big Blue. Field Service Technician II Easton presented the results of the evaluation to the EC and Board in March 2017. During the evaluation the Ford F-750 Heavy Duty Truck was found to be best suited to replace the Dump Truck. Subsequently, staff included funds to purchase the new truck in the FY18 Budget.

Key advantages of the Ford F-750 Heavy Duty Truck include:

- Emissions compliant
- Multi use vehicle, flat bed for equipment hauling

- Automatic transmission
- Better fuel efficiency
- Improved maneuverability and visibility
- Safety

In accordance with the District's vehicle replacement guidelines, the 17 year old Dump Truck has reached its useful life and meets replacement criteria. It is important to note that the District will auction off the Dump Truck rather than turning it into the dealer to maximize its trade-in value.

DISCUSSION:

Staff solicited sealed bids for a 15.5-ton diesel driven F-750 Heavy Duty Truck from ten (10) San Diego County Ford dealerships.

The bids were due on September 7, 2017. One bid was received and reviewed:

- | | |
|-------------------------|-------------|
| 1. Miramar Truck Center | \$83,367.73 |
|-------------------------|-------------|

Staff believes the reason the District only received one bid was because Miramar Truck Center specializes in larger heavy-duty industrial vehicles, while other Ford dealerships focus on selling smaller consumer trucks through their fleet services.

The truck bid submitted by Miramar Truck Center meets all the bid specifications required by the District. Staff has determined that Miramar Truck Center is the lowest responsive and responsible bidder.

Staff and the EC recommend that the Board authorize the General Manager to purchase a 2018 Ford F-750 Heavy Duty Truck (15.5- ton) from Miramar Truck Center in an amount of \$83,367.73.

FISCAL IMPACT:

The FY18 Capital Acquisition Budget includes sufficient funding for the purchase of this replacement truck.

js:PJB

MEMORANDUM

DATE: November 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **General Manager Authority to Notify SANDAG of District Intent to Proceed with Construction of the Poinsettia Station Gravity Pipeline**

RECOMMENDATION:

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

1. Authorize the General Manager to notify San Diego Association of Governments (SANDAG) of the District's intent to proceed with construction of the Poinsettia Station Gravity Pipeline with the stipulation that the bid price for the construction does not exceed \$600,000.
2. Discuss and take other action as appropriate.

BACKGROUND:**Tactical Goal: Infrastructure and Technology / Poinsettia Station Gravity Pipeline Project**

This item is scheduled to be reviewed by the EC at its November 7th, 2017 meeting. Should the EC have any changes to this item, staff will report them to the Board.

As you may recall in May 2016 the Board Authorize staff to coordinate with San Diego Association of Governments (SANDAG) and pay for the construction of extensions to the casings for the Lanikai Gravity Line and Secondary Effluent Force Main (B1) at the Carlsbad Poinsettia Train Station. Additionally, the Board authorized staff to simultaneously proceed with plans to design and construct an encased parallel gravity line in the project area.

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

The construction of POSI presents a unique opportunity for construction of a parallel gravity line under the railroad tracks. The environmental requirements and permits for work in the railroad right of way have been completed by SANDAG. The District executed an engineering design agreement with T.Y. Lin International (TYLI), SANDAG's design engineer, to design both the casing extensions and parallel line as a cost effective and efficient measure for project design. SANDAG has added the construction of the new parallel line as an additive bid item in the POSI

bid. This will enable the removal of the parallel line construction project if the District decides not to go forward.

DISCUSSION:

SANDAG set Monday, November 13, 2017 as the POSI bid opening date. In accordance with the Memorandum of Understanding (MOU) executed between the District and SANDAG, the District has 15 days after bid opening to notify SANDAG that it intends to proceed with the construction of the parallel gravity line. In essence, the District will agree to accept the additive bid item price provided by the POSI lowest responsive and responsible bidder. The 15 day notification period will expire on November 28th, prior to the scheduled December 2017 Board meeting. As a result, staff is requesting authority for the General Manager to notify SANDAG of the District's intent.

The Engineer's Cost estimate is \$365,000. Considering the current construction bid environment, staff is requesting Board approval in an amount not to exceed \$600,000, which is conservative but consistent with the project budget amount. That being said, it is critical to remember that the construction of the Poinsettia Project presents a unique opportunity for construction of a parallel gravity line under the railroad tracks. Currently the District has only one gravity line installed under the railroad tracks, the Lanikai Line Gravity Line. This is a critical weakness in the District's collection system especially in the area of the train tracks. The Lanikai Line is designed for a peak flow of 17 million gallons per day (MGD). All of LWD's flow (approximately 4 MGD) plus Encinitas' flow (approximately 1 MGD) passes through the Lanikai Line on its way to the Encina Water Pollution Control Facility. In the event of a failure, there is no easy way to by-pass flow across the tracks and repairs to the pipeline would likely take several days to fix at a considerable cost. Additionally, a failure would likely lead to a high volume of wastewater spilled into a sensitive environmental area and could possibly undermine the railroad tracks. Staff believes it is prudent to construct a parallel gravity line under the tracks. Doing so will eliminate the risk of a single point of failure and allow proper maintenance of this critical section of pipeline.

Therefore, staff and the EC recommend that the Board authorize the General Manager to notify SANDAG of the District's intent to proceed with construction of the Poinsettia Station Gravity Pipeline with the stipulation that the bid price for SANDAG's POSI additive bid item does not exceed \$600,000.

FISCAL IMPACT:

The amount appropriated for the Poinsettia Station Gravity Pipeline Project in the Fiscal Year 2018 budget is sufficient to cover the estimated cost of construction.

rym:PJB

MEMORANDUM

DATE: November 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Award of Sole Source Purchase Agreement to Jensen Precast for Three New Manholes for the Poinsettia Station Gravity Pipeline Project

RECOMMENDATION:

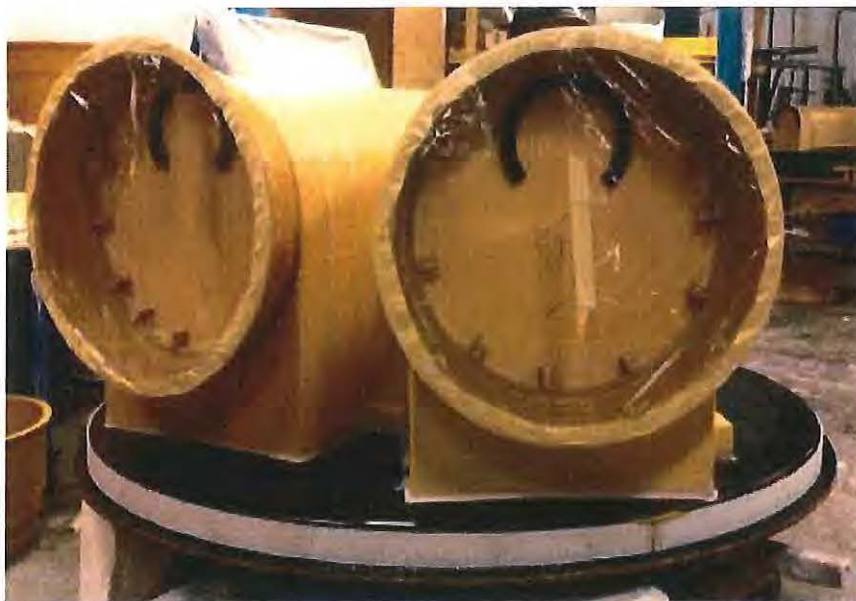
Staff and the Engineering Committee (EC) recommend that the Board of Directors:

1. Authorize the General Manager to execute a sole source purchase agreement with Jensen Precast for the pre-purchase of three precast manholes required for the Poinsettia Station Gravity Pipeline Project in an amount not to exceed \$92,616.
2. Discuss and take other action as appropriate.

BACKGROUND:**Tactical Goal: Infrastructure and Technology / Poinsettia Station Gravity Pipeline Project**

This item is scheduled to be reviewed by the EC at its November 7th, 2017 meeting. Should the EC have any changes to this item, staff will report them to the Board.

Predl manufactures polypropylene (PP) manhole liner systems and fiberglass reinforce polymer (FRP) manhole pipe connections, gates and grating. Pictured below is an example of the liner.



Jensen Precast (Jensen) uses the Predl system to manufacture precast manholes to project design specifications. The PP liner is used to line the manhole base, channel and riser rings.



Manhole being formed around Predl liner.



Finished precast manhole with FRP grating and gates.

The PP liner and associated FRP parts do not degrade in the corrosive wastewater environment and protects the concrete manhole from hydrogen sulfide exposure and corrosion.

DISCUSSION:

The use of the Jensen Precast Manhole with Predl Liner (Jensen Manhole) was selected for installation and use in the Poinsettia Station Gravity Pipeline Project. The use of the Jensen Manhole will increase the reliability, integrity and life of the new parallel gravity line to be installed under the Poinsettia Station railroad tracks. The project requires three manholes. Jensen estimates they will need six to eight weeks to obtain the Predl liners and manufacture the manholes. In order to use these precast manholes, the District will need to pre-purchase them prior to the start of project construction to prevent project delay. SANDAG's Poinsettia Station Improvement Project schedule lists the installation of the new parallel gravity line as one of the first construction items of the project.

Under Section 10.1, Sole Source Procurement, of the District's Procurement Policy, sole source procurement is allowed in cases where goods are obtainable from a single vendor due to unique and proprietary conditions. Jensen is the only precast manhole manufacturer that uses the Predl liner system in its precast manholes. As a result, staff requested a price quote from Jensen for the three manholes to be used on the Poinsettia Station Gravity Pipeline project. Jensen's quote was \$92,615.44, including tax, shipping and delivery.

Staff and the EC recommend that the Board authorize the General Manager to execute a sole source purchase agreement with Jensen for the pre-purchase of three precast manholes for installation during the Poinsettia Station Gravity Pipeline Project in an amount not to exceed \$92,616.


FISCAL IMPACT:

The amount appropriated for the Poinsettia Station Gravity Pipeline Project in the Fiscal Year 2018 budget is sufficient to cover the procurement of the manholes.

rym:PJB

MEMORANDUM

Ref: 18-6012

DATE: November 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Amending the Human Resources Policy Manual

RECOMMENDATION:

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2292 amending the Human Resources Policy Manual (HRMP).
2. Discuss and provide direction as appropriate.

BACKGROUND:

LWD's original HRPM was adopted by the Board of Directors in April 2001 and it was last updated on January 14, 2015 with major revisions to comply with applicable federal and state laws.

DISCUSSION:

This item was reviewed by the HRC at its October 31st meeting and the HRC concurred with staff to present this item for the Board's consideration.

The District has an Annual Sick Leave Payoff program and it is defined in Section 10.3 (G) in the District's HRMP. Staff recently learned that our procedures and the HRPM's language that defines its Sick Leave Payoff program did not comply with current IRS regulations. Therefore, staff has revised this section of the policy in order to follow IRS regulations. Staff will provide a summary of the Sick Leave Payoff program changes at the upcoming meeting.

Simultaneously, staff reviewed the HRMP in its entirety and made minor clerical revisions throughout the policy. Below please find a summary of the HRPM's revisions:

Section 3 - General Employment Practices

- Various minor changes were made to improve clarity and correct grammatical spelling and format inconsistencies throughout section 3.

Section 8 - Compensation

Section 8.4: Retirement Plan – Revised the retirement plan name to California Public Employees Retirement System (CalPERS).

Section 10 - Leave of Absence

Section 10.2 (C): Vacation Pay - Clarifies current payment procedures upon termination.

Section 10.3 (B)(G): Sick Leave – reduces employee's maximum hours of sick leave and updates language to comply with current IRS regulations.

Section 10.4: Sick Leave Sharing – revises employee's titles and clarifies current procedures.

Section 10.12: Family and Medical Leave of Absence - various minor changes were made to improve clarity and format inconsistencies.

Sections 10.13: Military Spouse Leave-This section was removed in its entirety.

Section 10.15: Civil Air Patrol Leave- This section was removed in its entirety.

The HRPM has been reviewed by the District's General Counsel and has approved the proposed HRPM.

The proposed Resolution No. 2292 which amends the HRPM is provided as Attachment 1 and contains the full strikeout text of the proposed HRPM as an enclosure.

Therefore, staff and the HRC recommend that the Board of Directors adopt Resolution No. 2292 amending the HRPM, or provide direction as appropriate.

th:PJB

Attachment
Enclosure

ATTACHMENT 1
RESOLUTION NO. 2292

RESOLUTION NO. 2292

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE AMENDED HUMAN RESOURCES POLICY MANUAL**

Whereas, the Leucadia Wastewater District (LWD) Board of Directors originally adopted LWD's Human Resources Policy Manual in April 2001; and,

Whereas, the Human Resources Policy Manual was last updated on January 14, 2015;
and

Whereas, the Board of Directors desire to amend the Human Resources Policy Manual to reflect changes in applicable federal and state laws, as well as organizational policies.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the amended LWD Human Resources Policy Manual attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 8th day of November 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

Attest:

Paul J. Bushee, Secretary /Manager

MEMORANDUM

Ref: 18-6015

Date: November 2, 2017
To: Board of Directors
From: Paul J. Bushee, General Manager
Subject: Conduct a Compensation Study



RECOMMENDATION

Staff and the Human Resources Committee (HRC) recommend the Board of Directors:

- 1) Authorize the General Manager to proceed with a Compensation Study for LWD employees; or
- 2) Discuss and take other action as appropriate.

BACKGROUND

Tactical Goal: People / Evaluate the Need for a Compensation Study

This item was reviewed by the HRC at its October 31st meeting and the HRC directed staff to present this item for the Board's consideration.

During the Budget Workshop last May, the Board of Directors discussed the need to conduct a new compensation study for Leucadia Wastewater District (LWD) employees. As a result, the Board directed staff to move forward with the budget as presented and referred the discussion of the compensation study to the Human Resources Committee (HRC) during Fiscal Year 2018 (FY18). Staff subsequently included this item in the FY18 Tactics & Action Plan.

To provide some background, LWD last conducted a compensation study in the spring of 2008. The study was prompted by an employee satisfaction survey where a number of employees expressed concerns with LWD compensation at that time. LWD contracted with Rewards Strategy Group (RSG) to conduct the study.

RSG developed a compensation program that compared LWD salaries to 18 other similar organizations. As part of the process, RSG reviewed job descriptions for LWD and the 18 organizations and developed comparable positions for each of LWD's job classifications. The study also proposed a compensation target of 10% above the average for each LWD classification. The Board of Directors reviewed and approved the proposed compensation program in May 2008.

DISCUSSION:

Staff annually performs a salary survey using the same organizations and job comparisons approved by the Board of Directors in 2008. Please note that from time to time that the comparison agencies have reclassified or changed the name of some of the original job classifications. In these instances, staff does review the job descriptions to determine the appropriate comparable job classification. Based on the salary survey information, LWD has adjusted the salary ranges of each job classification to stay in-line with the compensation target of 10% above the average.

I believe this has been a very effective tool at recruiting and retaining the best possible employees and LWD's overall performance has improved as a result. That said, it has been nine years since LWD has conducted a compensation study and some agencies have reclassified and/or changed the names of

the original job classifications. In addition, the District had minor reorganizations during in 2011 and 2016, which has made obtaining and comparing the salary information more challenging.

The HRC and staff discussed this issue at length at the HRC's October 31st meeting. Based on the length of time since the last study and the organizational changes at LWD and other agencies, the HRC felt a new compensation study was needed. As such, the HRC directed staff to place a recommendation to proceed with a compensation study on the agenda for the Board's consideration.

Therefore, staff and the HRC recommend that the Board authorize the General Manager to proceed with a compensation study for LWD employees. The cost of the compensation study is within the General Manager's signature authority.


FISCAL IMPACT:

The estimated cost of the study is \$30,000. Funds were not included in the FY18 budget for the study. Staff believes this amount can be absorbed in the FY18 budget. If not, staff will recommend a mid-year budget appropriation to cover this amount.

tb:PB

MEMORANDUM

Ref: 18-6000

DATE: November 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Calendar Year 2018 Board of Directors' Meeting Schedule

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve the calendar year 2018 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 2018. Also attached is the updated 2018 conference schedule that staff has prepared for coordinating with the Board meeting dates in order to 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.

2018 Board of Directors' Meeting Schedule	
January 10, 2018	July 11, 2018
February 14, 2018	August 8, 2018
March 14, 2018	September 12, 2018
April 18, 2018 (CASA Joint Policy Forum)	October 10, 2018
May 9, 2018	November 14, 2018
June 13, 2018	December 12, 2018

In accordance with the Resolution, staff requests that the Board of Directors approve the calendar year 2018 Board of Directors' meeting schedule (above) and take other action, as appropriate.

tb:PJB

Attachments



LEADERS IN
ENVIRONMENTAL
PROTECTION

Board of Directors

2018 Calendar Year Board Meeting Schedule	
January 10, 2018	July 11, 2018
February 14, 2018	August 8, 2018
March 14, 2018	September 12, 2018
April 18, 2018 *	October 10, 2018
May 9, 2018	November 14, 2018
June 13, 2018	December 12, 2018

** Board meeting pushed back a week due to conflict with CASA Joint Public Policy Forum Conference*

UPCOMING 2018 CONFERENCES

CASA Conferences

Winter Conference

Date: **January 24-26, 2018**

LWD Board Meeting: January 10, 2018

Location: Hilton Palm Springs, CA

Conference website: <http://casaweb.org/events/casa-winter-conference/>

Joint Public Policy Forum (CASA-WateReuse)

Date: **April 11, 2018** (9am to 1:30pm)

LWD Board Meeting: April 11, 2018 (CONFLICT)

Location:

The Sutter Club

1220 9th Street

Sacramento, CA 95814

Hotels in close proximity. Choose from the following:

- Hyatt Regency Sacramento. Complimentary Shuttle Service.
- Sheraton Grand Sacramento
- The Citizen Hotel

Parking available at the Sutter Club Parking Garage, 824 L Street, Sacramento, CA.

Conference website: <http://casaweb.org/events/casa-cwea-public-policy-forum/>

63rd Annual Conference

Date: **August 22-24, 2018**

LWD Board Meeting: August 8, 2018

Location: Monterey Marriott, Monterey, CA

Conference website: <http://casaweb.org/events/casa-63rd-annual-conference/>

Watereuse Conference

2018 WateReuse California Annual Conference

Date: **March 25-27, 2018**

LWD Board Meeting: March 14, 2018

Location: Portola Hotel, Monterey, CA

Conference website:

<https://watereuse.org/news-events/conferences/california-annual-conference/>

CSDA Conferences

Legislative Days

Date: **May 22-23, 2018**

LWD Board Meeting: May 9, 2018

Location: Sacramento Convention Center

Annual Conference

Date: **September 24-27, 2018**

LWD Board Meetings: September 12, 2018

Location: Palm Springs, CA

CWEA Conferences

Annual Conference

Date: **April 17-20, 2018**

LWD Board Meetings: April 11, 2018

Location: Sacramento Convention Center, Sacramento, CA

Conference website:

<http://events.cwea.org/event/cwea-annual-conference-2018/>

WEF TEC Conference

91th Annual Water Environment Federation Conference

Date: **September 29- October 3, 2018**

LWD Board Meetings: October 10, 2018

Location: Ernest N. Morial Convention Center, New Orleans, LA

Conference website: <http://www.weftec.org/future-weftec-schedule/>

MEMORANDUM

DATE: November 2, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2017 Batiquitos Lagoon Foundation Board Members Election

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD received the Batiquitos Lagoon Foundation (BLF) ballot for their 2017 election. There are three seats available. The candidates are the following:

- Donald Omsted (Incumbent);
- Liz Paegel (Incumbent);
- Lance Shulte

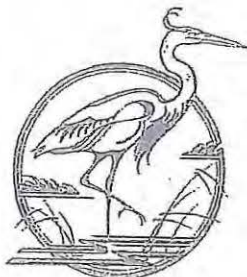
Attached for your review are the candidate's statements and a copy of the BLF election ballot. The ballot is due at the BLF by noon, Monday, November 20, 2017.

Staff has no recommendation on this matter. The ballot will be forwarded to the BLF by the due date with the Board's recommendation.

tb:PJB

Attachment

YOU'RE INVITED!!!



PLEASE COME!!!

THE ANNUAL MEETING
OF THE
BATIQUITOS LAGOON FOUNDATION (BLF)

WILL BE

TUESDAY, NOVEMBER 21, 2017
4:30 PM

AT THE

BLF NATURE CENTER
7380 GABBIANO LANE (LAGOON END)*, CARLSBAD
(*SEE MAP AT WWW.BATIQUITOSFOUNDATION.ORG)

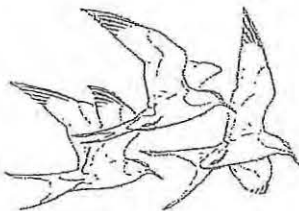
- Meeting of Batiquitos Lagoon Foundation members
- Election of three board members
- Regular Board Meeting

BALLOT

ELIGIBLE VOTERS — ACTIVE MEMBERS AND IN GOOD STANDING SINCE OCTOBER 20, 2017

EVERY YEAR WE ELECT THREE NEW BOARD MEMBERS. THERE ARE THREE NAMED
CANDIDATES THIS YEAR.

VOTE FOR NO MORE
THAN THREE:



- € DONALD OMSTED (INCUMBENT)
- € LIZ PAEGEL (INCUMBENT)
- € LANCE SCHULTE
- € OTHER _____

BRING YOUR BALLOT TO THE MEETING AND MEET THE CANDIDATES OR
FOLD THIS WHOLE PAGE, SEAL WITH TAPE, AND MAIL TO THE "BLF" (MAILED BALLOTS
MUST BE RECEIVED BY NOON, MONDAY, NOVEMBER 20, 2017 TO COUNT)

MANDATORY

SIGNATURE _____

PRINT NAME _____



2017 BLF Board Election Candidate Information

Donald Omsted (Incumbent):

I was born and raised in Pacific Beach, San Diego. Mission Bay, at that time, was not dredged and had lots of shorebird habitat. Mission bay and the Pacific Ocean were my favorite exploration and play places, and even today salt water is my favorite area to spend my time. The salt water environment has so many variable life forms. I graduated from San Diego State College (University) in 1962, spent two years in the Army, and began teaching in 1967. I earned a Master's degree from Pepperdine University. I am retired, finishing my career teaching Marine science, track and soccer. I moved to Encinitas in 1972 and became active in the Leucadia Town Council. I was president for a couple of years and helped lead the fight against Captain Nemos Lagoon project. I have been active for the lagoon off and on for the past 35 years. My wife is one of the founders of the Batiquitos Lagoon Foundation, and we were actively involved in making sure the dredging project got started. I was on the Batiquitos Board of Directors just before the dredging began.

I am presently on the Leucadia Wastewater District (LWD) Board of Directors. I was elected to the Board from 1980 to 1985. During that time, we discussed assuming control over the lagoon and dredging it ourselves. Also, we researched fresh water wetland sewage treatment to enhance the brackish/freshwater element of the Lagoon. Since being appointed to the Board in Sep 2006, I have renewed LWD's interest in Batiquitos Lagoon, and would like serve on your Board to tie us together in our mutual interest in the Lagoon. My knowledge in Marine Biology and Education would also be an asset to the Board. I am currently the project officer for our new nature center, including obtaining all required permits (e.g., Conditional Use Permit (CDP), Coastal Development Permit (CDP), building permit, occupancy permit). I am currently a BLF board member and would welcome the opportunity to continue to serve the BLF.

Liz Paegel (Incumbent)

By training I am a teacher. I worked for the Birch Aquarium for 7 years and then did a couple of years as "the Squid Lady" doing dissections all over the county. I went on to work at the Natural History Museum for 8 years teaching school groups botany, geology, native wildlife and so on for primary grades. I took students on after school hikes with Audubon Programs and Friends of Rose Canyon for 8 years.

I became interested in Batiquitos Lagoon Foundation when I was working on my Masters in Education with an environmental emphasis. That was the year we had the first training in 1994. Eventually I became the Education Coordinator. I developed monthly walks and talks, recruited and trained docents, wrote grants and started the *Club Pelican* Summer Camp program with the city of Carlsbad.

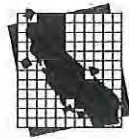
I have a long history and interest in the lagoon, I want to see this place loved and appreciated and protected. I am currently a board member and a docent, and am actively involved with the implementation of California's new Core Curriculum and updating the BLF educational documents and lesson plans to conform to it. I also coordinate and manage the BLF's *Speakers Series* with talks scheduled on the second Saturday's during the Fall, Winter and Spring months.

I thank you for your consideration in my candidacy for continuing on the BLF board and serving the BLF.

Lance Schulte:

Since 1987 we have lived in Carlsbad, and since 2000 we have lived in the San Pacifico Community on the North Shore of Batiquitos Lagoon. I grew up outside of La Mesa in San Diego County. Currently retired, I had a 25 year career in city and urban planning having lead multiple award winning planning programs and projects - several which creatively and successfully produced and preserved natural and urban open spaces. I worked for the Cities of Carlsbad, Oceanside, and Dana Point; and UCSD, NCTD and consulting firms. During this career I also served as elected leadership on volunteer board of directors for the American Planning Association and American Institute of Certified Planners; serving at the local (San Diego and Imperial Counties), California, and national/international organizational levels. I have a BA in Geography (SDSU) and Masters of Urban and Regional Planning (University of Hawaii). I also had a short and successful career in a small business startup; and earned an Executive MBA from SDSU.

I believe the establishment, enhancement and sustainable maintenance of our open space areas are vital to maintain our natural systems and wildlife. Our open space areas are critical elements in creating a great and special place to live and visit. Batiquitos Lagoon is one of the central features of our regional natural environment. I believe some important leadership opportunities for the Foundation are advocating and leading enhancement of the Lagoon's environmental quality, access, and educational value. There are opportunities to create enhanced relationships with citizens, businesses, institutions and visitors to support the Lagoon. I think my planning, business and board leadership skills I can be an asset to the Foundation. I have a creative, collaborative and inclusive team approach to building sustainable organizational capacity. I hope to serve to help us achieve great things for Batiquitos Lagoon. Thank you for your consideration to serve the Foundation.



San Diego Chapter

California Special Districts Association

November 16, 2017

To: San Diego Chapter CSDA Member Agencies
From: Tom Kennedy, San Diego Chapter President
Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
Event Date: **Thursday, November 16, 2017**
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

Tom Kennedy
Rainbow Municipal Water
District

First Vice-President

Jim Peasley
Padre Dam Municipal Water
District

Second Vice-President

Elaine Sullivan
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District

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Secretary

Diana Towne
Rincon del Diablo Municipal
Water District

Past President

Michael J. Bardin
Santa Fe Irrigation District

State CSDA Director

Jo MacKenzie
Vista Irrigation District

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

- CSDA Program Review (Megan Hemming)
- LAFCO Update (Keene Simonds, LAFCO Executive Director)
- Legislative Advocate, Townsend Public Affairs (Christopher Townsend)

We will also hold our own San Diego Chapter CSDA Board of Directors Elections

- Two positions up for election:
- Second Vice President, and Secretary
- Please contact Nomination Committee Chair Jo MacKenzie for more information, mackgroup@cox.net.

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, New Potatoes and Vegetables
Fillet of Atlantic Salmon- Sauteed Salmon Fillet with Dill Buerre Blanc
Pasta Primavera - Fettuccine, Baby Zucchini, Baby Squash, Tomatoes, Fresh
Basil, Garlic, Crushed Red Peppers, and Parmesan Cheese Tossed in a White
Wine Sauce

Registration deadline is: Thursday, November 9, 2017

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Tom Kennedy at (760) 728-1178 Ext. 130; tkennedy@rainbowmwd.com, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

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

San Diego Chapter CSDA Dinner Meeting Registration Form

Thursday, November 16, 2017

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

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

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

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

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

Agency: _____ Contact Name: _____

Phone Number: _____ Email: _____

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

Entrée Selection 1 2 3

Name/Title: _____ Choice: ☐ ☐ ☐

Name/Title: _____ Choice: ☐ ☐ ☐

Name/Title: _____ Choice: ☐ ☐ ☐

Name/Title: _____ Choice: ☐ ☐ ☐

Name/Title: _____ Choice: ☐ ☐ ☐

Name/Title: _____ Choice: ☐ ☐ ☐

Name/Title: _____ Choice: ☐ ☐ ☐

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

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

Make check payable to San Diego Chapter CSDA

Mail To: Rich Stevenson ~ Phone: (619) 409-6711

San Diego Chapter CSDA Treasurer

Sweetwater Authority

505 Garrett Avenue

Chula Vista, CA 91910

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

Reservations must be received no later than Thursday, November 9, 2017

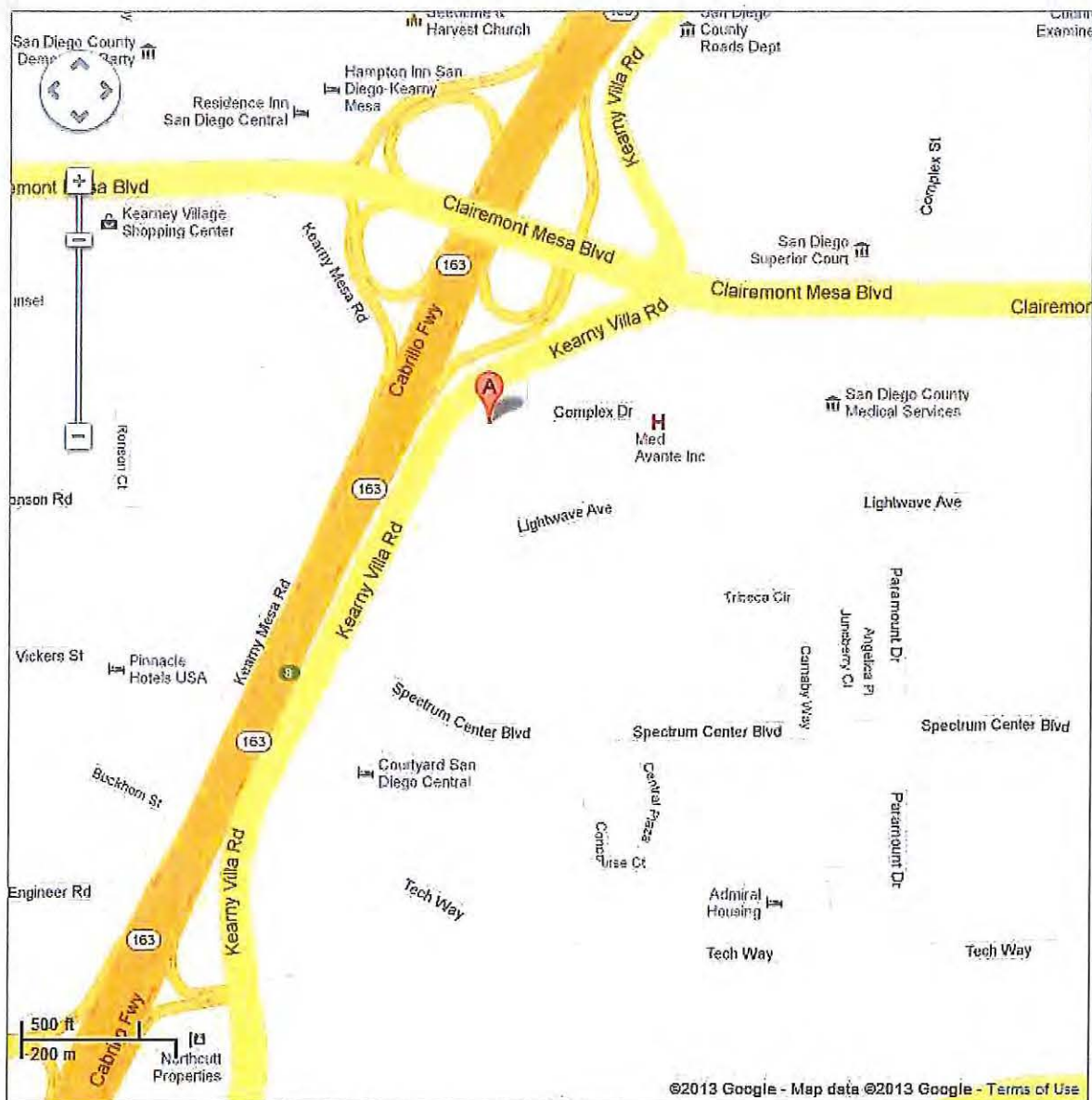
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Directions to: The Butcher Shop Steakhouse – Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Located just off HWY 163 & Clairemont Mesa Blvd.

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

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



Directors' Meetings

Presented by Director Hanson

Conference

2017 CALAFCO Annual Conference

Dates and Location

October 25-27, 2017

Bahia Hotel Mission Bay, San Diego, CA

List of Attendees

President Hanson

The above mentioned Board member attended various sessions such as; Future Funding of LAFCO, Dealing with Unincorporated Islands, LAFCO Commission Decision Making, Annual CALAFCO Legislative Update, and other breakout sessions.