



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, October 11, 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**
 - A. 5 Year Service Award – Todd Amos (Page 5)
 - B. Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury (Page 6)

CONSENT CALENDAR

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

Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

September 13, 2017 Regular Board Meeting (Pages 7-13)

October 4, 2017 Engineering Committee Meeting (Pages 14-15)

8. Approval of Demands for September/October 2017

This item provides for Board of Directors approval of all demands paid from LWD during the month of September and a portion in October 2017. (Pages 16-37)

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 38-41)

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 42-49)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of September 2017. (Pages 50-51)

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

(Pages 52-58)

EWA REPORTS

13. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on September 27, 2017 – report by Director Juliussen. (Page 59)

COMMITTEE REPORTS

14. Committee Reports

A. Engineering Committee meeting was held on October 4, 2017 – report by Director Juliussen. (Page 60)

ACTION ITEMS

15. Leucadia Pump Station Rehabilitation Project – Engineering Design Services

Authorize the General Manager to execute Amendment Number 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. (Pages 61-67)

INFORMATION ITEMS

16. Project Status Updates and Other Informational Reports

A. 2017 Open House Event Overview. (Pages 68-70)

B. Recycled Water Update. (Page 71)

C. LWD Annual Holiday Luncheon is scheduled for Thursday, December 14, 2017 at Bistro West in Carlsbad. (Page 72)

17. Directors' Meetings and Conference Reports

A. CSDA Annual Conference was held September 25-28, 2017 at the Marriott Monterey in Monterey, CA. (Page 73)

18. General Manager's Report

19. General Counsel's Report

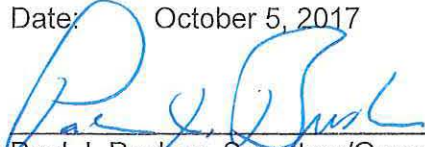
20. Board of Directors' Comments

21. 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: October 5, 2017



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: October 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: 5 Year Service Award – Todd Amos



It is my pleasure to announce that a Leucadia Wastewater District (LWD) staff member has met an individual performance objective under LWD's Incentive Program. The individual achievement is as follows:

5 Year Service Award – Todd Amos

On September 24, 2017, Field Services Technician III Todd Amos passed his 5th anniversary of employment. This milestone is a tribute to Todd's hard work, dedication, and commitment to LWD. Todd's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Todd is eligible for an incentive award of \$100.

Please join me in congratulating Todd for his outstanding accomplishment.

tb:PJB

MEMORANDUM

DATE: October 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury**

I am pleased to report that the Leucadia Wastewater District (LWD) recently achieved an organizational objective under the District's Incentive Program.

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

On September 12, 2017, LWD staff completed six years without a lost time injury accident. This achievement represents a significant accomplishment since workplace injuries result in lost productivity, low morale, and increased workers' compensation costs. Consequently, avoiding workplace injuries is one of the most important accomplishments LWD staff can achieve. By reaching this goal, each employee is eligible for a \$1,200 incentive compensation award.

Please join me in congratulating LWD for this accomplishment.

tb:PJB

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

September 13, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, September 13, 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, Omsted
 DIRECTORS ABSENT: Juliussen
 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, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, Marie Fawcett of Infrastructure Engineering Corporation, Jamie Fagnant of Infrastructure Engineering Corporation, and Robert Prohaska 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 Omsted, 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	Absent
Director Omsted	Yes

6. Presentations and Awards

A. One Year No Spills

GM Bushee presented the item stating on August 5, 2017 staff completed one year without a spill, which meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,000 compensation award.

The Board congratulated staff for their efforts.

B. CASA Award of Excellence

GM Bushee stated LWD received the CASA Award of Excellence in Public Outreach/Education. He provided background information on this award and noted the award was presented to the District on August 23, 2017 at the CASA Annual Conference. GM Bushee noted staff is eligible for a \$300 incentive award under the District's incentive program.

The Board congratulated staff for their efforts.

C. Water Recycling – Receipt of Proposition 84 Grant Funding

GM Bushee presented the item and provided background information on the North San Diego Water Reuse Coalition (Coalition) and State Proposition 84 Funding. GM Bushee stated LWD recently received a check from the State Water Resources Control Board for \$321,385 for last year's replacement of the secondary effluent pipeline (Forcemain B1).

TSM Morishita presented the Proposition 84 grant check to the Board of Directors.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

August 8, 2017 Investment and Finance Meeting
August 9, 2017 Regular Board Meeting
August 10, 2017 Community Affairs Committee Meeting
August 29, 2017 Community Affairs Committee Meeting
September 7, 2017 Engineering Committee Meeting

8. Approval of Demands for August/September 2017

Payroll Checks numbered 19387 - 19450; General Checking – Checks numbered 50070 - 50180

9. Operations Report (A copy was included in the original September 13, 2017 Agenda)

10. Finance Report (A copy was included in the original September 13, 2017 Agenda)

11. Disclosure of Reimbursements

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

12. Annual Review of LWD's Investment Policy

Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2017 through August 31, 2018 and receive and file the annual review of the Investment Policy.

Upon a motion duly made by President Hanson, seconded by Vice President Sullivan, 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 Juliussen	Absent
Director Omsted	Yes

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on August 23, 2017.

Director Sullivan reported on EWA's August 23, 2017 Board meeting.

B. An EWA Member Agency Manager's (MAM) Meeting was held on September 12, 2017.

TSM Morishita reported on EWA's MAM September 12, 2017 meeting.

14. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on August 10, 2017.

Director Omsted reported that the CAC reviewed and commented on the draft text of the 2017 summer newsletter. Rising Tide Partners (RTP) will make the recommended changes.

The CAC directed staff to move forward with final text and layout of the newsletter.

A CAC meeting was scheduled for August 29 at 9 a.m. to review the final newsletter prior to printing.

The CAC also received an update on LWD's Facebook page. This item was for informational purposes and no action was taken.

B. Community Affairs Committee (CAC) Meeting was held on August 29, 2017.

Director Omsted reported that the CAC reviewed and commented on the draft final layout of the 2017 summer newsletter. Rising Tide Partners (RTP) will make the recommended changes.

The CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing. The newsletter will be mailed out the week of September 11th.

The CAC also received an update on the LWD Open House. Staff will continue to update the CAC as staff proceeds with coordinating and planning the open house event. This item was for informational purposes and no action was taken.

GM Bushee reminded the Board that the Open House Event is from 10am-2pm on Saturday, September 23.

Vice President Sullivan asked if the Board of Directors could have name badges to wear at the Open House. GM Bushee answered the Board will be provided with name badges.

C. Engineering Committee (EC) Meeting was held on September 7, 2017.

Director Kulchin reported that the EC reviewed the following recommendation:

- Authorize the General Manager to execute Task Order No. 33 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the FY18 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$33,610.

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 an update on the Leucadia (L1) Force Main West Section Replacement Project. This item was for informational purposes and no action was taken.

ACTION ITEMS

15. FY18 Gravity Pipeline Rehabilitation Project

Authorize the General Manager to execute Task Order No. 33 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Fiscal Year 2018 (FY18) Gravity Pipeline Rehabilitation Project in an amount not to exceed \$33,610.

FSSpec Riffel presented this item indicating it is a FY18 tactical goal and it was reviewed by the EC at their September 7th meeting. He provided background information on this item noting that as a result of the shift in operational focus from hydro-cleaning to Closed Circuit Television (CCTV) inspections the Repair Priority List and procedures were developed. He continued that this list is used to define the FY gravity pipeline and manhole rehabilitation project.

FSSpec Riffel presented the Repair Priority List of pipeline and manhole repairs and rehabilitations included in the FY18 project. He explained that additional line items were added to the original list used for developing the FY18 Capital Improvement Budget. FSSpec Riffel mentioned that the pipeline and manhole line items from the FY17 Gravity Pipeline Rehabilitation Project will be incorporated into the FY18 Project to attract more construction firms to participate in the bid.

Vice President Sullivan asked if the longer Repair Priority List can be attributed to the additional CCTV work. FSSpec Riffel answered affirmatively.

Director Omsted asked how often the pipes are inspected using CCTV. FSS Stecker answered every 2.66 years.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 33 to the Engineering Design Services Agreement with IEC for engineering design services for the FY18 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$33,610 by the following vote:

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

16. General Manager's Purchasing Authority

Adopt Resolution No. 2289 authorizing the General Manager to purchase on behalf of LWD, goods, materials, supplies, and services not to exceed \$35,000 at any one time.

ASM Duffey presented this item indicating it was reviewed by the Investment and Finance Committee (IFC) at their August 8th meeting. He provided background information on this item noting that the General Manager's purchasing authority has been set at \$25,000 for the past 17 years. ASM Duffey stated that staff recently conducted a survey of local agencies and their purchasing authority limits requiring Board approval, and based on the survey the average spending authority limit was \$71,481.

Based on the above information, to adjust for inflation after 17 years, and to make purchasing more efficient, staff is recommending increasing the General Manager's spending authority from \$25,000 to \$35,000.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Sullivan and unanimously carried, the Board of Directors adopted Resolution No. 2289 authorizing the General Manager to purchase on behalf of LWD, goods, materials, supplies, and services not to exceed \$35,000 at any one time by the following vote:

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

17. Approving LWD's Revised Procurement Policy

Adopt Resolution No. 2290 approving LWD's revised Procurement Policy.

ASM Duffey presented this item indicating it was reviewed by the IFC at their August 8th meeting. He provided background information on this item indicating that staff recently conducted a review of the existing policy. Based on this review, staff is recommending increasing the threshold amounts to reflect inflation and making some clarification changes to the policy.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2290 approving LWD's revised Procurement Policy by the following vote:

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

18. Amended Integrated Travel Authorization and Expense Reimbursement Policy

Adopt Resolution No. 2291 amending the Integrated Travel Authorization and Expense Reimbursement Policy.

ASM Duffey presented this item indicating it was discussed at the August 9th Board meeting and during that meeting the Board directed staff to update the Integrated Travel Authorization and Expense

Reimbursement Policy to include prior Board approval for out of state travel and include Water Environment Federation (WEF) on the list of pre-authorized organizations. He also noted ride sharing apps were added as a form of ground transportation.

Director Kulchin asked if the CASA D.C. Conference would require pre-approval by the Board. ASM Duffey answered affirmatively.

Following discussion, upon a motion duly made by Director Omsted, seconded by President Hanson and unanimously carried, the Board of Directors adopted Resolution No. 2291 amending the Integrated Travel Authorization and Expense Reimbursement Policy by the following vote:

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

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

Memo from CSDA requesting volunteers for 2018 CSDA Committee & Expert Feedback Team Participation.

EA Baity presented the item and stated that CSDA is looking for volunteers for CSDA Committee teams or the Expert Feedback Team. She noted that the deadline to submit interest forms is October 13, 2017.

20. Directors' Meetings and Conference Reports

A. CSDA Quarterly Dinner was held on August 17, 2017 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

President Hanson stated she enjoyed the SANDAG speaker Philip Trom.

B. Carlsbad State of the City Luncheon was held on August 18, 2017 at the Carlsbad Sheraton Resort & Spa in Carlsbad, CA.

C. CASA Annual Conference was held August 22 - 24, 2017 at the Marriott Marquis in San Diego, CA.

Vice President Sullivan stated the CASA Conference was well done, efficient, and she really enjoyed it. She thanked GM Bushee for representing LWD at the conference and congratulated him on being elected the new President of CASA.

Director Kulchin stated it was the best location.

President Hanson stated the best part of the CASA Conference was the CSRMA speaker Gordon Graham. Vice President Sullivan agreed with President Hanson.

President Hanson stated the new Executive Director of San Diego LAFCO is Keene Simonds.

21. General Manager's Report

GM Bushee reported on the following items:

- The District has conducted 4 - 5 tours of the District facilities over the past month;
- He will be attending the WEFTEC Conference October 1 - 4, 2017; and
- ASM Duffey will be attending the CSDA Conference October 25 - 28, 2017.

22. General Counsel's Report

GC Brechtel reported on the following items:

- Sukamar versus City of San Diego; and
- Emails and texts on private electronic devices

23. Board of Directors' Comments

Director Kulchin asked if the Open House Event flyer could be emailed to him. GM Bushee answered staff would email him the flyer.

24. Adjournment

President Hanson adjourned the meeting at approximately 5:50 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 October 4, 2017

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, October 4, 2017 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; District Engineer Dexter Wilson; and Jamie Fagnant and Marie Fawcett from Infrastructure Engineering Corporation.

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute Amendment Number 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 staff's recommendation. He stated that IEC completed the Pump Station Assessment in April 2014. He continued that based on that assessment, the Board authorized the execution of Task Order 29 to commence project design in September 2016. He described the scope of the original project design.

TSM Morishita said that, subsequently, staff discovered an extremely high level of Hydrogen Sulfide (H₂S) at the discharge end of the Leucadia (L2) Force Main. He continued that staff applied adjustments to pump station operations, however, there was no significant reduction in the H₂S level. He said that the next step is to evaluate, design and replace the mechanical system. TSM Morishita described IEC's proposal for the expanded project scope. He stated that the proposal is fair and reasonable.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manger to execute Amendment No. 3 to Task Order No. 29 with IEC for the Preliminary Design Report for the Leucadia Pump Station Rehabilitation Project.

5. Information Items

- A. Notice of Violation – San Diego Air Pollution Control District (APCD)

TSM Morishita presented information on a Notice of Violation (NoV) from the San

Diego APCD. He said that the NoV was received on September 20, 2017 as a result of a September 17th inspection. He continued that the violation was for operating the diesel engine driven generator for 82.5 hours at the Batiquitos Pump Station (BPS) for reasons other than maintenance, testing or on an emergency basis. TSM Morishita explained that from October 2nd to October 5th in 2016 BPS was operated under emergency conditions, manned around the clock, because of a failure of the Main Electrical Breaker (Main Breaker) to remain in the closed position. He continued that the Main Breaker failure meant that BPS could not be operated on normal electrical power, therefore, the pump station was operated on the emergency diesel generator. TSM Morishita stated that a response letter was sent to APCD explaining the circumstances and requesting that APCD rescind the NoV.

B. Update of the Poinsettia Station Gravity Pipeline Project

TSM Morishita presented an update of the Poinsettia Station Gravity Pipeline Project. He stated that the project was advertised for bids on September 20, 2017. He continued that the Pre-Bid Conference was held on October 2nd and that DE Wilson attended the conference. TSM Morishita said that the bids are due on November 2nd and that SANDAG anticipates contract award in December 2017.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:05 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: October 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of September/October Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 629,887.25.**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months September 3, 2017 – October 5, 2017.

Operating expenses totaled **\$331,800.71** while Capital Improvement Program expenses totaled **\$ 177,551.28.**

Payroll for employees and the Board totaled **\$ 120,535.26.**

Attached, please find a year-to-date Employee and Board Payroll Report from Sept 2016 to October 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 Sept/October 2017
Attachment 2	Accounts Payable Check Register dated September 12, 2017
Attachment 3	Payroll Check Register dated September 13, 2017
Attachment 4	Accounts Payable Check Register dated September 13, 2017
Attachment 5	Payroll Check Register dated September 14, 2017
Attachment 6	Accounts Payable Check Register dated September 20, 2017
Attachment 7	Accounts Payable Check Register dated September 26, 2017
Attachment 8	Payroll Check Register dated September 27, 2017
Attachment 9	Board Payroll Check Register dated October 1, 2017
Attachment 10	Accounts Payable Check Register dated October 2, 2017
Attachment 11	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

October 11, 2017

1. Demands

Category	Check #'s		Amount	Total
Payroll Check -9/13/2017	19451 - 19468		\$46,835.23	
Payroll Check -9/14/2017	19469 - 19486	Incentive	\$20,059.37	
Payroll Check - 9/27/2017	19487 - 19504		\$49,775.76	
Board Payroll Check -10/1/2017	19505 - 19509		<u>\$3,864.90</u>	
		Total	\$120,535.26	
General Checking -9/12/2017	50181 - 50225		\$ 280,647.42	
General Checking -9/13/2017	50226		\$ 3,773.50	
General Checking - 9/20/2017	50227 - 50260		\$ 66,447.90	
General Checking - 9/26/2017	50261		\$ 16,226.44	
General Checking - 10/2/2017	50262 - 50294		<u>\$ 142,256.73</u>	
		Total	\$ 509,351.99	
				GRAND TOTAL
				\$629,887.25

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 9/12/2017 Through 9/12/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	50181	9/12/2017	<u>4,340.00</u>	FLOW METERING AND DATA-AUG
	Total 50181		4,340.00	
AT&T	50182	9/12/2017	<u>196.99</u>	PHONE SERVICE-AUG
	Total 50182		196.99	
AYALA ENGINEERING	50183	9/12/2017	<u>9,750.00</u>	REPLACE EXITING MH COMPOSITE
	Total 50183		9,750.00	
BATIQUITOS LAGOON FOUNDATION	50184	9/12/2017	<u>1,000.00</u>	CLEAN-UP PROJECT
	Total 50184		1,000.00	
CALPERS	50185	9/12/2017	<u>700.00</u>	FEES FOR GASB REPORTS
	Total 50185		700.00	
CARLSBAD FUELS CORPORATION	50186	9/12/2017	<u>1,604.44</u>	VEHICLES-GASOLINE
	Total 50186		1,604.44	
CCL CONTRACTING, INC	50187	9/12/2017	<u>63,075.25</u>	LPS L1 FORCE MAIN WEST-AUG
	Total 50187		63,075.25	
CINTAS FIRST AID AND SAFETY	50188	9/12/2017	<u>129.12</u>	FIRST AID KIT REFILL
	Total 50188		129.12	
CITY OF CARLSBAD	50189	9/12/2017	268.29	WATER @ PLANT
CITY OF CARLSBAD		9/12/2017	296.80	WATER @ VACTOR
CITY OF CARLSBAD		9/12/2017	<u>250.36</u>	WATER @ VACTOR 2
	Total 50189		815.45	
COX COMMUNICATIONS SAN DIEGO	50190	9/12/2017	<u>1,470.12</u>	PHONE/INTERNET SERVICE-AUG/SEPT
	Total 50190		1,470.12	
DATA NET	50191	9/12/2017	274.72	CABLES, MOUSE/KEYBOARDS
DATA NET		9/12/2017	699.20	IS MAINT AND SUPPORT
DATA NET		9/12/2017	<u>168.00</u>	MONTHLY SERVICES-AUG
	Total 50191		1,141.92	
DETECTION INSTRUMENTS CORP	50192	9/12/2017	337.18	CALIBRATIONS
DETECTION INSTRUMENTS CORP		9/12/2017	200.98	CALIBRATIONS @ BPS/LPS
	Total 50192		538.16	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 9/12/2017 Through 9/12/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DIAMOND ENVIRONMENTAL SERVICES,LP	50193	9/12/2017	344.78	PORTABLE RESTROOM-OPEN HOUSE
	Total 50193		344.78	
ENCINA WASTEWATER AUTHORITY	50194	9/12/2017	124,723.00	CALPERS SIDE FUND PAY DOWN
	Total 50194		124,723.00	
ENCINITAS CHAMBER OF COMMERCE	50195	9/12/2017	295.00	MEMBERSHIP RENEWAL
	Total 50195		295.00	
EVOQUA WATER TECHNOLOGIES, LLC	50196	9/12/2017	8,367.39	BIOXIDE
	Total 50196		8,367.39	
HAAKER EQUIPMENT CO	50197	9/12/2017	392.66	PARTS
HAAKER EQUIPMENT CO		9/12/2017	3,978.42	PARTS PER PO
HAAKER EQUIPMENT CO		9/12/2017	2,895.29	PARTS PER PO-OIL/FILTER ETC
HAAKER EQUIPMENT CO		9/12/2017	3,017.00	PIRAHNA HOSE
	Total 50197		10,283.37	
HACH COMPANY	50198	9/12/2017	118.08	TAX DEBIT
	Total 50198		118.08	
HARRINGTON INDUSTRIAL PLASTICS INC	50199	9/12/2017	398.09	VALVE BALL/PIPE
	Total 50199		398.09	
HEAVILAND ENTERPRISES, INC	50200	9/12/2017	840.00	LANDSCAPE MAINT FOR SEPT
	Total 50200		840.00	
SPACELINK/I2B NETWORK	50201	9/12/2017	3,775.59	NEW WEBCAM @ BPS
	Total 50201		3,775.59	
ICMA RETIREMENT-303979	50202	9/12/2017	4,036.83	DEFERRED COMP
	Total 50202		4,036.83	
JACKSON & BLANC	50203	9/12/2017	1,617.25	QTRLY CONTRACT PAYMENT
	Total 50203		1,617.25	
JCI JONES CHEMICAL, INC	50204	9/12/2017	4,113.39	CHEMICALS HYPOCHLORITE
	Total 50204		4,113.39	
L&L PRINTERS	50205	9/12/2017	3,773.50	POSTAGE FOR THE NEWSLETTER

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 9/12/2017 Through 9/12/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 50205		3,773.50	
MITSUBISHI ELECTRIC US, INC	50206	9/12/2017	286.07	MONTHLY ELEVATOR SERVICE-SEPT
	Total 50206		286.07	
NAPA AUTO	50207	9/12/2017	69.23	CABLES @ BPS
NAPA AUTO		9/12/2017	51.66	SUPPLIES
	Total 50207		120.89	
OFFICE DEPOT, INC.	50208	9/12/2017	279.35	OFFICE SUPPLIES
	Total 50208		279.35	
OLIVENHAIN MUNICIPAL WATER DISTRICT	50209	9/12/2017	7,621.84	NO. SAN DIEGO RECYLCED WATER PROJECT SHARE
	Total 50209		7,621.84	
OLIVENHAIN MUNICIPAL WATER DIST	50210	9/12/2017	47.24	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		9/12/2017	289.24	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		9/12/2017	289.24	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		9/12/2017	54.82	WATER @ VPS
OLIVENHAIN MUNICIPAL WATER DIST		9/12/2017	47.24	WATER @ VP7
	Total 50210		727.78	
PLUMBERS DEPOT, INC	50211	9/12/2017	144.81	VIDEO CAPTUREPLM
	Total 50211		144.81	
POLYDYNE, INC	50212	9/12/2017	12,334.19	CLARIFLOC-CHEMICAL
	Total 50212		12,334.19	
RICHARD STINSON	50213	9/12/2017	4,850.00	CONSTRUCTION CONSULTING-JULY
	Total 50213		4,850.00	
ROCKWELL CONSTRUCTION SERVICES, INC	50214	9/12/2017	812.50	CM INSPECTION FOR HQ METER-AUG
ROCKWELL CONSTRUCTION SERVICES, INC		9/12/2017	1,000.00	ELECTRICAL WORK @ VPS-JULY
	Total 50214		1,812.50	
SAN DIEGO UNION TRIBUNE	50215	9/12/2017	113.99	DELIVERY SERVICE TO NOV
	Total 50215		113.99	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 9/12/2017 Through 9/12/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGUITO WATER DISTRICT	50216	9/12/2017	99.19	WATER @ BPS
	Total 50216		99.19	
THE HOME DEPOT CRC/GECF	50217	9/12/2017	342.17	SUPPLIES
	Total 50217		342.17	
TIM BESTAMENTE	50218	9/12/2017	260.98	WORK IN MENS LOCKER
	Total 50218		260.98	
UNDERGROUND SERVICE ALERT OF	50219	9/12/2017	199.75	UNDERGROUND ALARM SERVICE-AUG
	Total 50219		199.75	
UNIFIRST CORPORATION	50220	9/12/2017	198.45	LAUNDRY SERVICE W/E 8/30/17
UNIFIRST CORPORATION		9/12/2017	194.73	LAUNDRY SERVICE-W/E 9/6/2017
	Total 50220		393.18	
UNITED PARCEL	50221	9/12/2017	36.52	SHIPPING
	Total 50221		36.52	
U.S. BANK	50222	9/12/2017	3,235.96	MEETINS, CONFERENCES, OFFICE SUPPLIES, ETC
	Total 50222		3,235.96	
VERIZON WIRELESS	50223	9/12/2017	21.27	CELL PHONES TELEMTRY
	Total 50223		21.27	
WASTE MANAGEMENT	50224	9/12/2017	209.21	MONTHLY TRASH SERVICE-AUGUST
	Total 50224		209.21	
XEROX CORPORATION	50225	9/12/2017	110.05	COPIER LEASE AND MAINT.-AUG
	Total 50225		110.05	
Report Total			280,647.42	

Leucadia Wastewater District
Vendor Activity
From 9/8/2017 Through 9/12/2017

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	9/8/2017	50222	759.28	VEHICLES	A/C VEHICLE REPAIR
USBANK1	U.S. BANK	API	9/8/2017	50222	381.60	BOARD CONFERENC	ES AIRFARE-CSDA
USBANK1	U.S. BANK	API	9/8/2017	50222	37.45	ENCINA CAPITAL	EWA BUSINESS BFAST
USBANK1	U.S. BANK	API	9/8/2017	50222	75.86	EMPLOYEE RECOGN	FLOWERS
USBANK1	U.S. BANK	API	9/8/2017	50222	495.00	Train'g/Ed/Conf	FS SSO TRAINING
USBANK1	U.S. BANK	API	9/8/2017	50222	172.96	Train'g/Ed/Conf	I.RIFFEL-SEWER SUMMIT
USBANK1	U.S. BANK	API	9/8/2017	50222	172.96	Train'g/Ed/Conf	J.HOYETT-SEWER SUMMIT
USBANK1	U.S. BANK	API	9/8/2017	50222	517.94	BOARD CONFERENC	JH-CALAFCO
USBANK1	U.S. BANK	API	9/8/2017	50222	5.39	Public Info	OPEN HOUSE
USBANK1	U.S. BANK	API	9/8/2017	50222	108.16	Public Info	OPEN HOUSE SUPPLIES
USBANK1	U.S. BANK	API	9/8/2017	50222	206.40	Train'g/Ed/Conf	R.DUFFEY-CSDA
USBANK1	U.S. BANK	API	9/8/2017	50222	172.96	Train'g/Ed/Conf	T.AMOS-SEWER SUMMIT
USBANK1	U.S. BANK	API	9/8/2017	50222	100.00	TELEPHONE	WEB HOSTING
USBANK1	U.S. BANK	API	9/8/2017	50222	30.00	TELEPHONE	WIFI
USBANK1	U.S. BANK	APS	9/12/2017	50222	0.00	ACCOUNTS PAYABL	MEETINS, CONFERENCES, OFFICE SUPPLIES, ETC
Transaction Total					3,235.96		
Total USBANK1	U.S. BANK				3,235.96		
Report Opening/Current Balance							
Report Transaction Totals					3,235.96		
Report Current Balances							

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LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 13, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19451 - 19468	9/13/2017	\$46,835.23

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 9/13/2017 Through 9/13/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
L&L PRINTERS	50226	9/13/2017	3,773.50	Check for Postage for the Open House Postcards
	Total 50226		3,773.50	
Report Total			3,773.50	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 14, 2017
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19469 - 1946	9/14/2017	\$20,059.37

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 9/20/2017 Through 9/20/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALPHAGRAPHERICS	50227	9/20/2017	260.66	COLOR BROCHURES
	Total 50227		260.66	
BAY CITY ELECTRIC WORKS, INC	50228	9/20/2017	1,101.96	GENERATOR SERVICE @ #142/E. ESTATES/VP5 PS
BAY CITY ELECTRIC WORKS, INC		9/20/2017	2,383.08	PARTS AND SERVICE @ BPS
	Total 50228		3,485.04	
PETTY CASH	50229	9/20/2017	225.47	PETTY CASH-SEPT
	Total 50229		225.47	
THE COAST NEWS	50230	9/20/2017	635.00	AD FOR OPEN HOUSE-9/8/2017
THE COAST NEWS		9/20/2017	635.00	AD FOR THE OPEN HOUSE EVENT-9/15/2017
	Total 50230		1,270.00	
WAGEWORKS, INC	50231	9/20/2017	140.00	SEC 125 FLEX PLAN-AUGUST
	Total 50231		140.00	
CORODATA	50232	9/20/2017	83.05	STORAGE-AUGUST
	Total 50232		83.05	
COUNTY OF SAN DIEGO	50233	9/20/2017	469.00	HAZARDOUS MATERIAL PERMIT FOR VP5 PS
	Total 50233		469.00	
DOANE AND HARTWIG WATER SYSTEMS, INC	50234	9/20/2017	140.81	PARTS
	Total 50234		140.81	
DAVID CLARKE DESIGN	50235	9/20/2017	700.00	LANDSCAPE REFURBISHMENT-BALANCED DUE
	Total 50235		700.00	
DEXTER WILSON ENGINEERING	50236	9/20/2017	1,860.00	FY 17 AUDIT SSMP
	Total 50236		1,860.00	
DKF SOLUTIONS GROUP, LLC	50237	9/20/2017	300.00	MONTHLY SAFETY FEE-SEPT
	Total 50237		300.00	
FEDERAL EXPRESS CORPORATION	50238	9/20/2017	26.79	SHIPPING
	Total 50238		26.79	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 9/20/2017 Through 9/20/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
JENNIFER GABELEIN	50239	9/20/2017	37.18	ADJUSTMENT MADE TO JENNIFERS FINAL CHECK
	Total 50239		37.18	
HAAKER EQUIPMENT CO	50240	9/20/2017	338.25	PARTS
	Total 50240		338.25	
HEAVILAND ENTERPRISES, INC	50241	9/20/2017	695.00	TROUBLESHOOT/REPAIR IRRIGATION STATIONS
	Total 50241		695.00	
ICMA RETIREMENT-303979	50242	9/20/2017	4,050.71	DEFERRED COMP
	Total 50242		4,050.71	
NAPA AUTO	50243	9/20/2017	28.00	POWER BELT @ LPS
	Total 50243		28.00	
NATIONWIDE RETIREMENT SOLUTIONS	50244	9/20/2017	265.78	DEFERRED COMP
	Total 50244		265.78	
NEOPOST, INC	50245	9/20/2017	377.98	POSTAGE AND RENTAL OF METER
	Total 50245		377.98	
PALOMAR WATER, LLC	50246	9/20/2017	301.78	BOTTLED WATER DELIVERED-AUGUST
	Total 50246		301.78	
PATRICIA TELLES	50247	9/20/2017	300.00	FACE PAINTER FOR THE OPEN HOUSE
	Total 50247		300.00	
PAUL BUSHEE	50248	9/20/2017	63.72	REIMBURSE FOR CONF-CASA
	Total 50248		63.72	
SAN DIEGO GAS AND ELECTRIC	50249	9/20/2017	12,523.80	ELECTRIC @ BPS
	Total 50249		12,523.80	
SAN DIEGO TACO COMPANY	50250	9/20/2017	9,039.33	TACO STAND FOOD TRUCK FOR OPEN HOUSE
	Total 50250		9,039.33	
SAN DIEGUITO WATER DISTRICT	50251	9/20/2017	213.18	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		9/20/2017	84.15	WATER @ TANKER 2

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 9/20/2017 Through 9/20/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 50251		297.33	
SAN DIEGO GAS & ELECTIRC	50252	9/20/2017	12,893.48	ELEC @ LPS/AWT
SAN DIEGO GAS & ELECTIRC		9/20/2017	5,453.86	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		9/20/2017	144.93	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		9/20/2017	497.01	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		9/20/2017	845.71	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		9/20/2017	822.45	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		9/20/2017	171.59	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		9/20/2017	775.57	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		9/20/2017	304.26	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		9/20/2017	207.64	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		9/20/2017	26.81	GAS @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		9/20/2017	3.98	NATURAL GAS @ E.E. PS
	Total 50252		22,147.29	
SD PARTY RENTALS	50253	9/20/2017	1,848.36	RENTALS FOR OPEN HOUSE EVENT
	Total 50253		1,848.36	
SOUTHERN CONTRACTING COMPANY	50254	9/20/2017	420.00	WORK @ LPS
	Total 50254		420.00	
TERMINIX	50255	9/20/2017	32.00	MONTHLY PEST SERVICE FOR TRAPS/BAITS
TERMINIX		9/20/2017	58.00	MONTHLY PEST SERVICE-AUG
	Total 50255		90.00	
UNIFIRST CORPORATION	50256	9/20/2017	201.80	LAUNDRY SERVICE-W/E 9/13/17
	Total 50256		201.80	
VERIZON WIRELESS	50257	9/20/2017	935.48	CELL PHONE BILL
	Total 50257		935.48	
WESELOH CHEVROLET	50258	9/20/2017	92.89	TRUCK #154 OIL CHANGE
	Total 50258		92.89	
WOODYS CRANE SERVICE	50259	9/20/2017	250.00	CRANE RENTAL @ LPS
	Total 50259		250.00	
WORDEN WILLIAMS LLP	50260	9/20/2017	3,182.40	LEGAL FEES-AUGUST
	Total 50260		3,182.40	
Report Total			66,447.90	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 9/26/2017 Through 9/26/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
NATIONAL SAFETY SERVICES	50261	9/26/2017	16,226.44	BALANCE ON THE CONFINED SPACE TRAILER
	Total 50261		16,226.44	
Report Total			16,226.44	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 27, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19487 - 19504	9/27/2017	\$49,775.76

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: October 1, 2017

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19505 - 19509	10/1/2017	\$3,864.90

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/2/2017 Through 10/2/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	50262	10/2/2017	<u>120.32</u>	PHONE SERVICE @ BPS
	Total 50262		120.32	
BAJA POOL AND SPA SERVICE	50263	10/2/2017	<u>125.00</u>	OCT SERVICE FOR FOUNTAIN MAINT.
	Total 50263		125.00	
CCL CONTRACTING, INC	50264	10/2/2017	<u>71,735.31</u>	RETENTION PAYABLE FROM PROJECT COMPLETED
	Total 50264		71,735.31	
CITY OF CARLSBAD	50265	10/2/2017	<u>268.29</u>	WATER @ PLANT
	Total 50265		268.29	
COX COMMUNICATIONS SAN DIEGO	50266	10/2/2017	<u>1,470.12</u>	PHONE SERVICE/INTERNET
	Total 50266		1,470.12	
CWEA	50267	10/2/2017	180.00	MEMBERSHIP RENEWAL-M. AVALOS
CWEA		10/2/2017	180.00	MEMBERSHIP RENEWAL-M. GONZALEZ
CWEA		10/2/2017	<u>100.00</u>	MEMBERSHIP RENEWAL-T. AMOS
	Total 50267		460.00	
DATA NET	50268	10/2/2017	<u>921.30</u>	IS MAINT AND SUPPORT
	Total 50268		921.30	
DEXTER WILSON ENGINEERING	50269	10/2/2017	600.00	GE/0946/JULY/EOLUS
DEXTER WILSON ENGINEERING		10/2/2017	92.50	GE/0988/JULY/LUNA GRILL
DEXTER WILSON ENGINEERING		10/2/2017	23.25	GE/0989/JULY/CAUDOR ST
DEXTER WILSON ENGINEERING		10/2/2017	70.00	GE/0990/JULY/HYMETTUS AVE
DEXTER WILSON ENGINEERING		10/2/2017	140.00	GE/0992/JULY/N. HWY 101
DEXTER WILSON ENGINEERING		10/2/2017	805.00	GE/0996/JULY/ENCINITAS BEACH HOTEL
DEXTER WILSON ENGINEERING		10/2/2017	525.00	GE/1004/JULY/HEALTHY CREATIONS
DEXTER WILSON ENGINEERING		10/2/2017	125.00	GE/1005/JULY/COMPLETE NUTRITION
DEXTER WILSON ENGINEERING		10/2/2017	12,445.00	GE/CIP/AUG/200/0358
	Total 50269		14,825.75	
FEDERAL EXPRESS CORPORATION	50270	10/2/2017	<u>69.20</u>	SHIPPING

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/2/2017 Through 10/2/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 50270		69.20	
GABRIEL MENDEZ	50271	10/2/2017	88.04	REIMBURSE FOR CONF
	Total 50271		88.04	
GREAT AMERICA FINANCIAL SERVICES	50272	10/2/2017	771.56	COPIER LEASE-OCT
	Total 50272		771.56	
HAAKER EQUIPMENT CO	50273	10/2/2017	819.32	PARTS-SUCTION/O RING
	Total 50273		819.32	
ICMA RETIREMENT-303979	50274	10/2/2017	4,053.84	DEFERRED COMP
	Total 50274		4,053.84	
INFRASTRUCTURE ENGINEERING CORP	50275	10/2/2017	1,727.50	BPS B1 FORCE MAIN PROJECT-AUG
INFRASTRUCTURE ENGINEERING CORP		10/2/2017	6,337.50	GAFNER AWT PROJECT-AUG
INFRASTRUCTURE ENGINEERING CORP		10/2/2017	843.22	L1 FORCE MAIN WEST SIDE-AUG
INFRASTRUCTURE ENGINEERING CORP		10/2/2017	1,425.00	LPS REHAB PROJECT-AUG
	Total 50275		10,333.22	
LAURA KACZMAREK	50276	10/2/2017	3,000.00	LATERAL REIMBURSEMENT
	Total 50276		3,000.00	
L&L PRINTERS	50277	10/2/2017	4,763.23	SUMMER NEWSLETTER
	Total 50277		4,763.23	
MARVIN GONZALEZ	50278	10/2/2017	99.41	REIMBURSE FOR CONF.
	Total 50278		99.41	
MES VISION	50279	10/2/2017	377.39	VISION INS-OCTOBER
	Total 50279		377.39	
MSC JANITORIAL SERVICE, INC	50280	10/2/2017	940.00	CARPET CLEANING OF THE ADM BLDG
MSC JANITORIAL SERVICE, INC		10/2/2017	1,552.92	MONTHLY FEE FOR JANITORIAL SERVICES-SEPT
	Total 50280		2,492.92	
NAPA AUTO	50281	10/2/2017	219.87	SUPPLIES-OIL, ETC
	Total 50281		219.87	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/2/2017 Through 10/2/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
NATIONWIDE RETIREMENT SOLUTIONS	50282	10/2/2017	208.52	DEFERRED COMP
	Total 50282		208.52	
OFFICE DEPOT, INC.	50283	10/2/2017	143.44	OFFICE SUPPLIES
	Total 50283		143.44	
PACIFIC SAFETY CENTER	50284	10/2/2017	1,495.00	FALL PROTECTION SAFETY TRAINING
	Total 50284		1,495.00	
SAN DIEGO PRESSURE WASHING/WINDOW CLEANING	50285	10/2/2017	1,900.00	POWER WASHING BLDG AND WINDOWS
	Total 50285		1,900.00	
SAN DIEGO GAS & ELECTIRC	50286	10/2/2017	1,408.04	ELECTRIC @ EEPS
	Total 50286		1,408.04	
STANEK CONSTRUCTORS, INC	50287	10/2/2017	13,300.00	AWT IMPROVEMENT PROJECT-AUG
	Total 50287		13,300.00	
THE GUARDIAN	50288	10/2/2017	3,977.18	DENTAL/DISABILITY INS-OCT
	Total 50288		3,977.18	
TIM BESTAMENTE	50289	10/2/2017	207.10	MAINT AND SERVICE WORK
	Total 50289		207.10	
WENDY TOOHEY	50290	10/2/2017	2,100.00	LATERAL REIMBURSEMENT
	Total 50290		2,100.00	
SOLANA PALM LLC	50291	10/2/2017	90.00	ANSWERING SERVICE-SEPT/OCT
	Total 50291		90.00	
T.S. INDUSTRIAL SUPPLY	50292	10/2/2017	104.03	GREEN MARKING PAINT
	Total 50292		104.03	
UNIFIRST CORPORATION	50293	10/2/2017	210.33	LAUNDRY SERVICE-W/E 9/20/17
	Total 50293		210.33	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	50294	10/2/2017	99.00	PHYSICALS-M.G.
	Total 50294		99.00	
Report Total			142,256.73	

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

<u>SEPTEMBER</u>		2016		
9/1/2016	Board			\$5,336.83
9/13/2016	Employee		Incentive	\$552.59
9/14/2016	Employee			\$46,590.94
9/14/2016	Employee		Incentive	\$1,137.27
9/28/2016	Employee			<u>\$46,288.36</u>
	TOTAL			\$99,905.99

<u>OCTOBER</u>				
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

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

MARCH

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

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		\$46,458.18
	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

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

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

OCTOBER

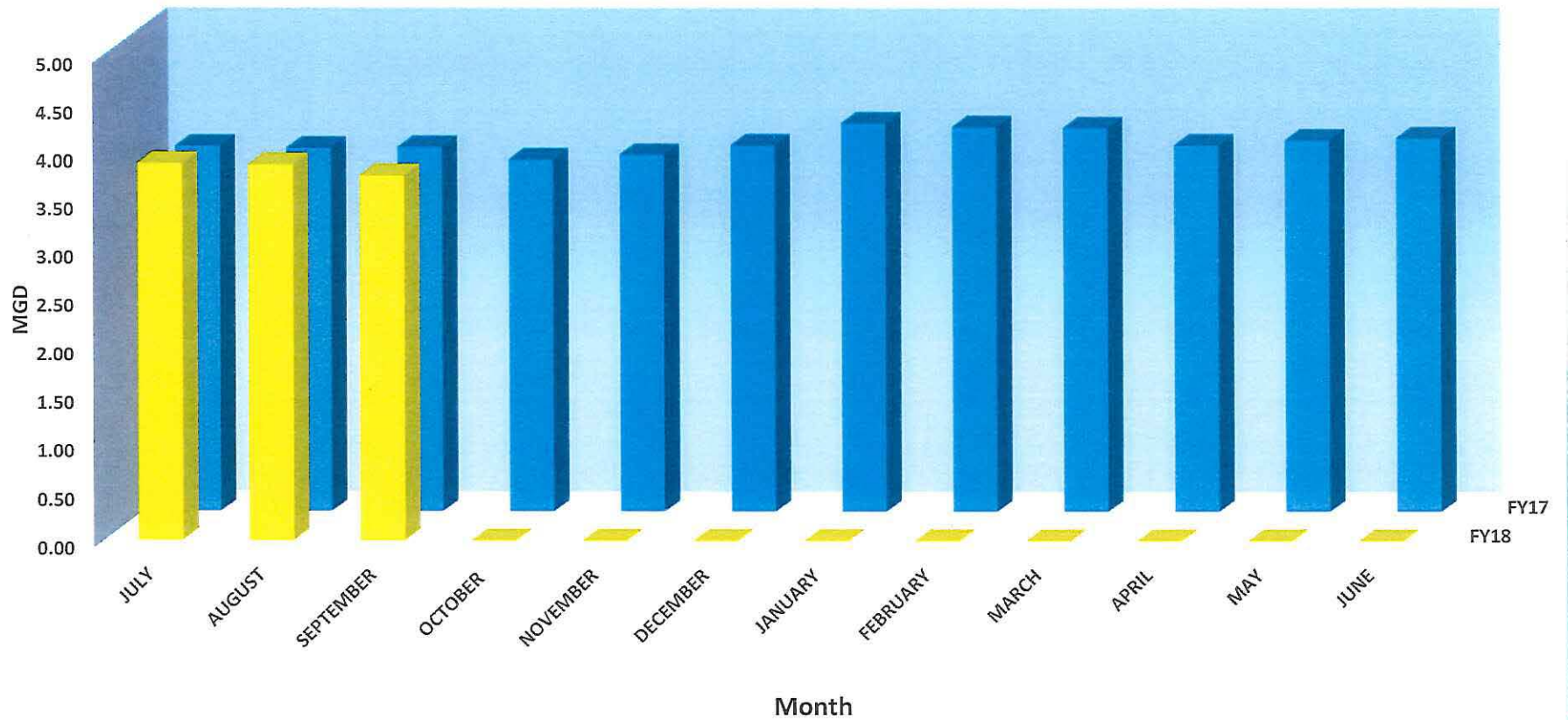
10/1/2017	Board		\$3,864.90
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**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2018 (July 2017 - June 2018)**

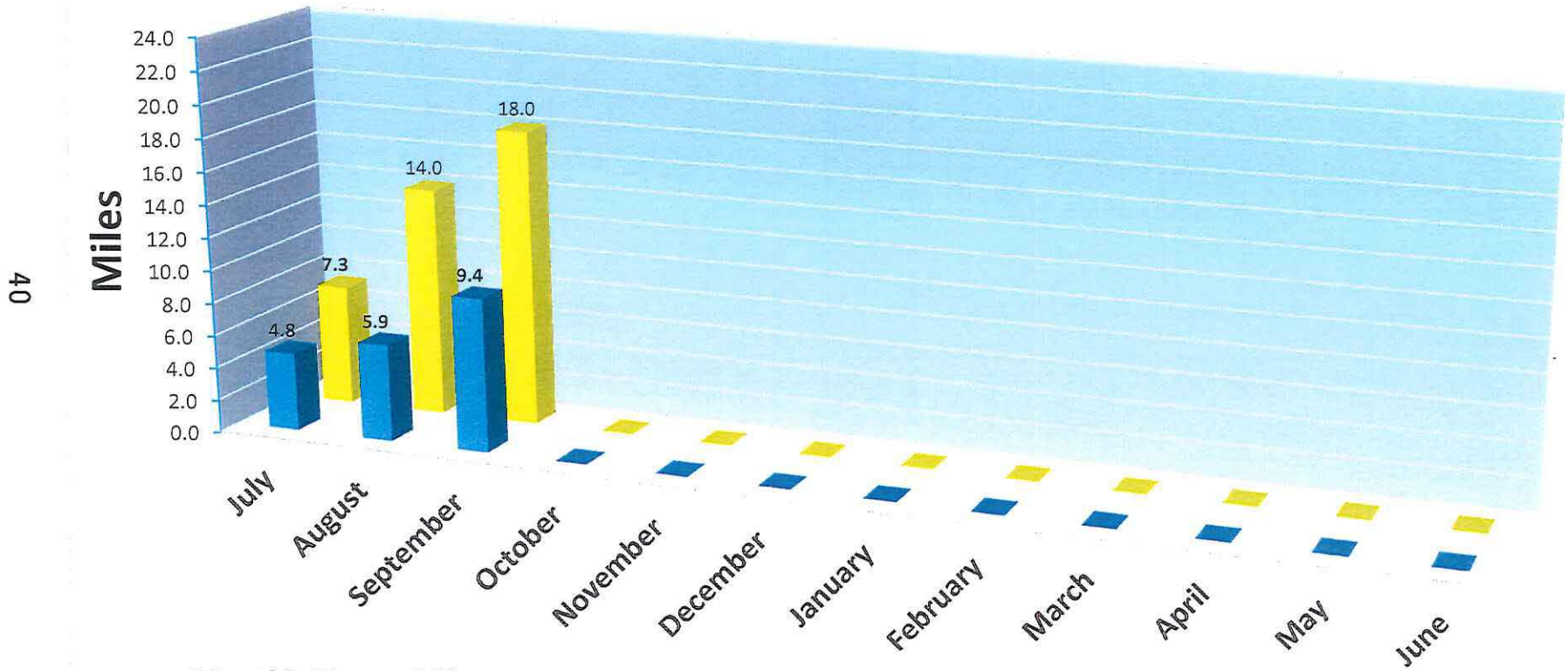
CURRENT MONTH - September 2017							FY 2017
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,469.81	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	120.28	3.82	3.88	136	50.52	3.77
YTD			28,473.63				
AUGUST	0.02	119.97	12.44	3.87	136	44.97	3.75
YTD			28,486.07				
SEPTEMBER	0.00	112.80	2.50	3.76	132	44.89	3.76
YTD			28,488.57				
OCTOBER							3.63
YTD							
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	353.05	18.76			140.38	
Mo Average	0.01	117.68	6.25	3.84	134.70	46.79	3.81

Leucadia Wastewater District Flow Comparison FY 17 to FY 18

68



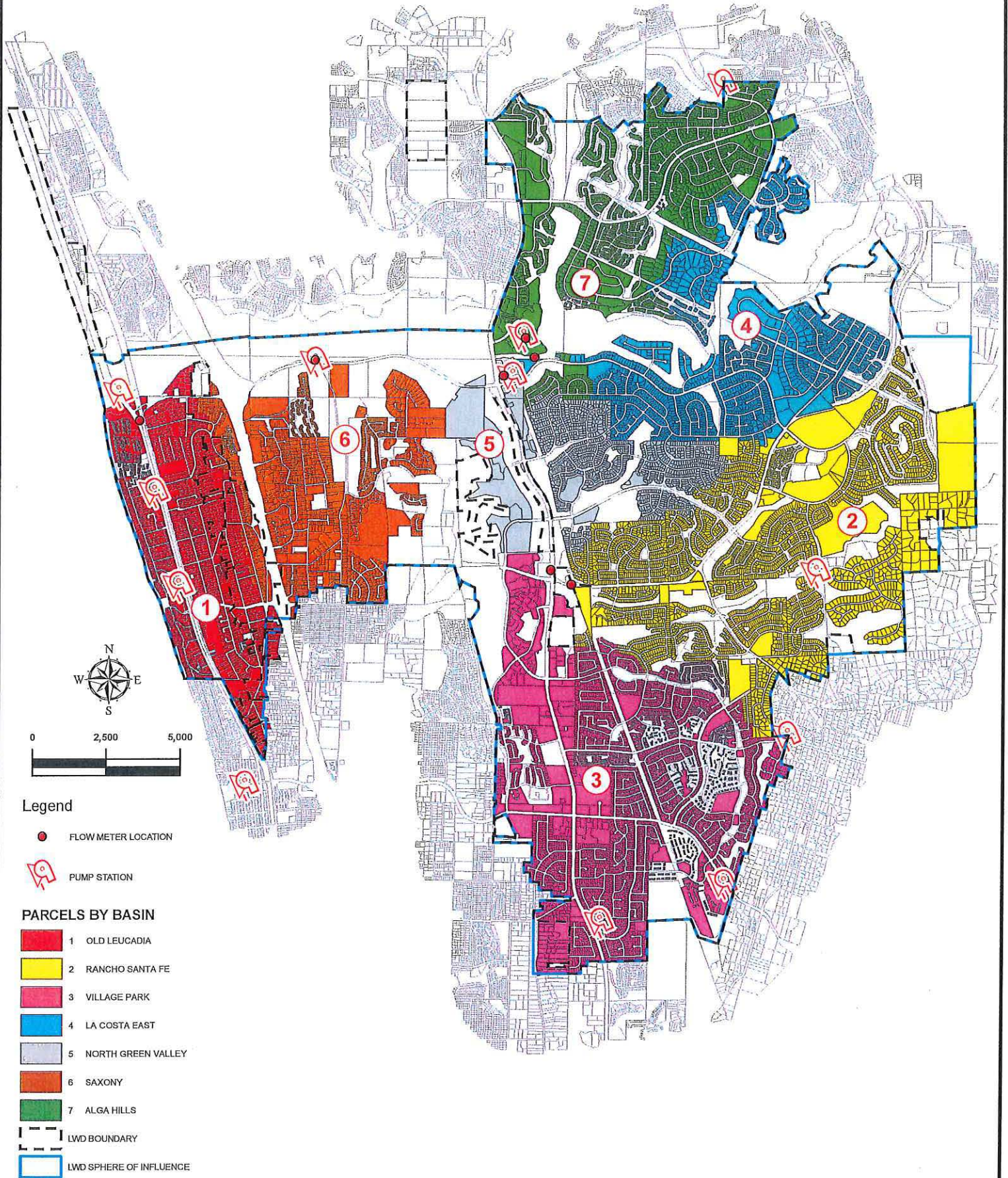
FY-18 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage
Hydo-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 9/30/2017

		Current Year
Assets		
Cash & Investments	1CAS	33,253,192.36
Accounts Receivables	2A/R	195,755.00
Prepaid Expense	3PRE	193,863.66
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	159,548,126.66
Less Accumulated Depreciation	6DEP	(52,640,616.41)
Total Assets		142,037,121.27
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		1,201,141.97
Total Assets & Deferred Outflows		143,238,263.24
Liabilities		
Accounts Payable & Accrued Expenses	A/P	408,937.21
Developer Deposits	DEVD	68,282.82
Net Pension Liability	LTDB	3,466,620.00
Total Liabilities		3,943,840.03
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		700,449.00
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)		139,750,827.28
Current Change In Net Position		
Other		(1,156,853.07)
Total Current Change In Net Position		(1,156,853.07)
Total Net Position		138,593,974.21
Total Liabilities, Deferred Inflows & Net Position		143,238,263.24

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

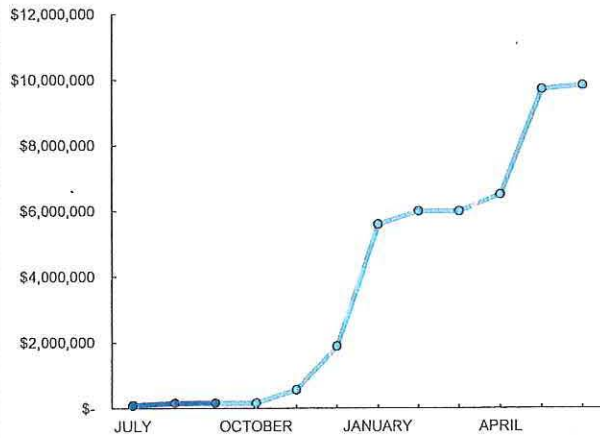
From 7/1/2017 Through 9/30/2017

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 169,100.28	\$ 9,827,873.00	\$ 9,658,772.72	1.7%
3150 Recycled Water Sales	96,830.27	272,000.00	175,169.73	35.6%
3100 Misc. Operating Revenue	0.00	205,302.00	205,302.00	0.0%
TOTAL OPERATING REVENUES	\$ 265,930.55	\$10,305,175.00	\$10,039,244.45	2.6%
OPERATING EXPENSES				
4100 Salaries	\$ 438,606.96	\$ 1,836,787.00	\$ 1,398,180.04	23.9%
4200 Employee Benefits	229,997.75	963,613.00	733,615.25	23.9%
4300 Directors Expense	27,229.10	147,800.00	120,570.90	18.4%
4600 Gas, Oil & Fuel	4,382.59	41,000.00	36,617.41	10.7%
4700 Insurance Expense	18,393.75	113,600.00	95,206.25	16.2%
4800 Memberships	2,908.00	29,000.00	26,092.00	10.0%
4900 Office Expense	20,583.41	154,700.00	134,116.59	13.3%
5000 Operating Supplies	43,667.23	202,300.00	158,632.77	21.6%
5200 Professional Services	52,437.63	520,500.00	468,062.37	10.1%
5300 Printing & Publishing	4,447.24	29,500.00	25,052.76	15.1%
5400 Rents & Leases	4,694.31	15,000.00	10,305.69	31.3%
5500 Repairs & Maintenance	71,990.54	451,800.00	379,809.46	15.9%
5600 Monitoring & Permits	2,882.00	60,700.00	57,818.00	4.7%
5700 Training & Development	10,775.75	47,000.00	36,224.25	22.9%
5900 Utilities	110,715.14	427,700.00	316,984.86	25.9%
6100 LAFCO Operations	6,863.30	8,000.00	1,136.70	85.8%
6200 Encina Operating Expense	124,723.00	1,861,800.00	1,737,077.00	6.7%
6900 Admin O/H alloc to Capital	(33,339.52)	(140,121.00)	(106,781.48)	23.8%
TOTAL OPERATING EXPENSES	\$ 1,141,958.18	\$ 6,770,679.00	\$ 5,628,720.82	16.9%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 67,140.56	\$ 400,600.00	\$ 333,459.44	16.8%
3220 Property Taxes	33,558.14	1,600,000.00	1,566,441.86	2.1%
3250 Investment Income	100,043.56	327,000.00	226,956.44	30.6%
3290 Misc. Non Op Revenue	237.95	286,400.00	286,162.05	0.1%
TOTAL NON-OPERATING REVENUES	\$ 200,980.21	\$ 2,614,000.00	\$ 2,413,019.79	7.7%

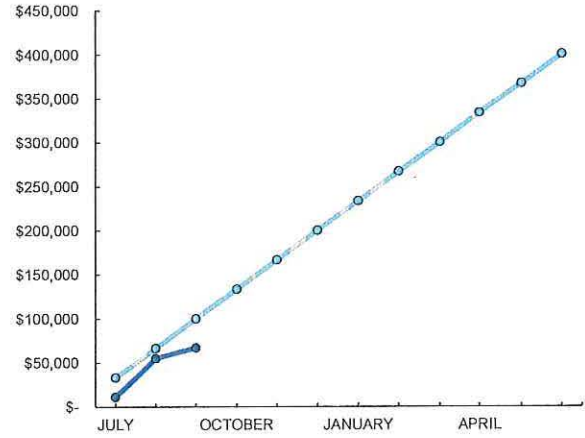
Leucadia Wastewater District Revenue FY2018

YTD through September 30, 2017

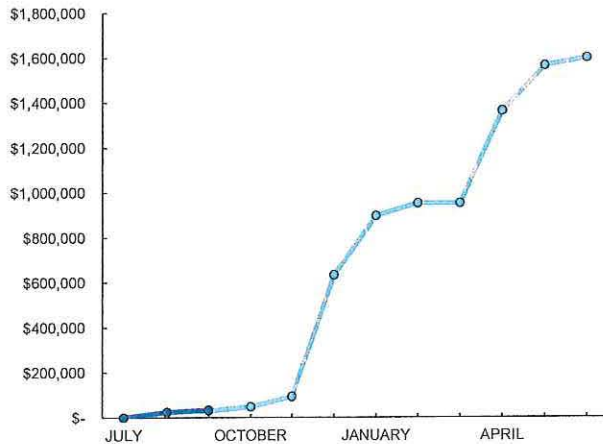
Sewer Service Fees



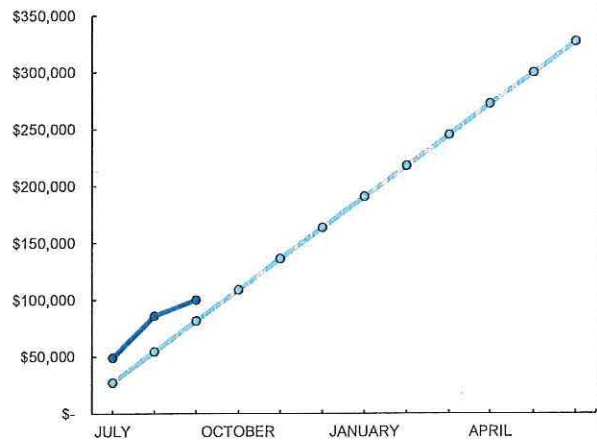
Capacity Charges



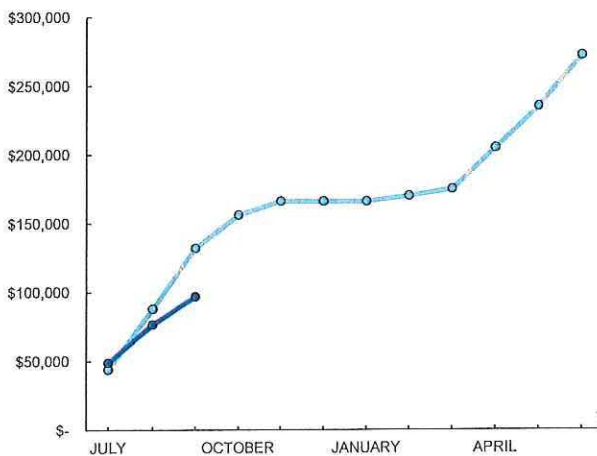
Property Taxes



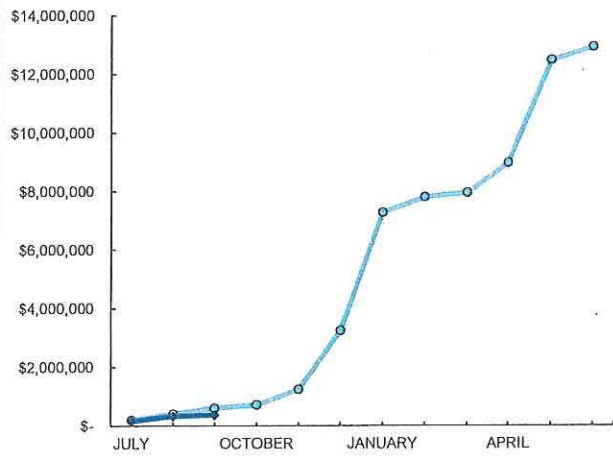
Investment Income



Recycled Wastewater Sales



Total Revenue

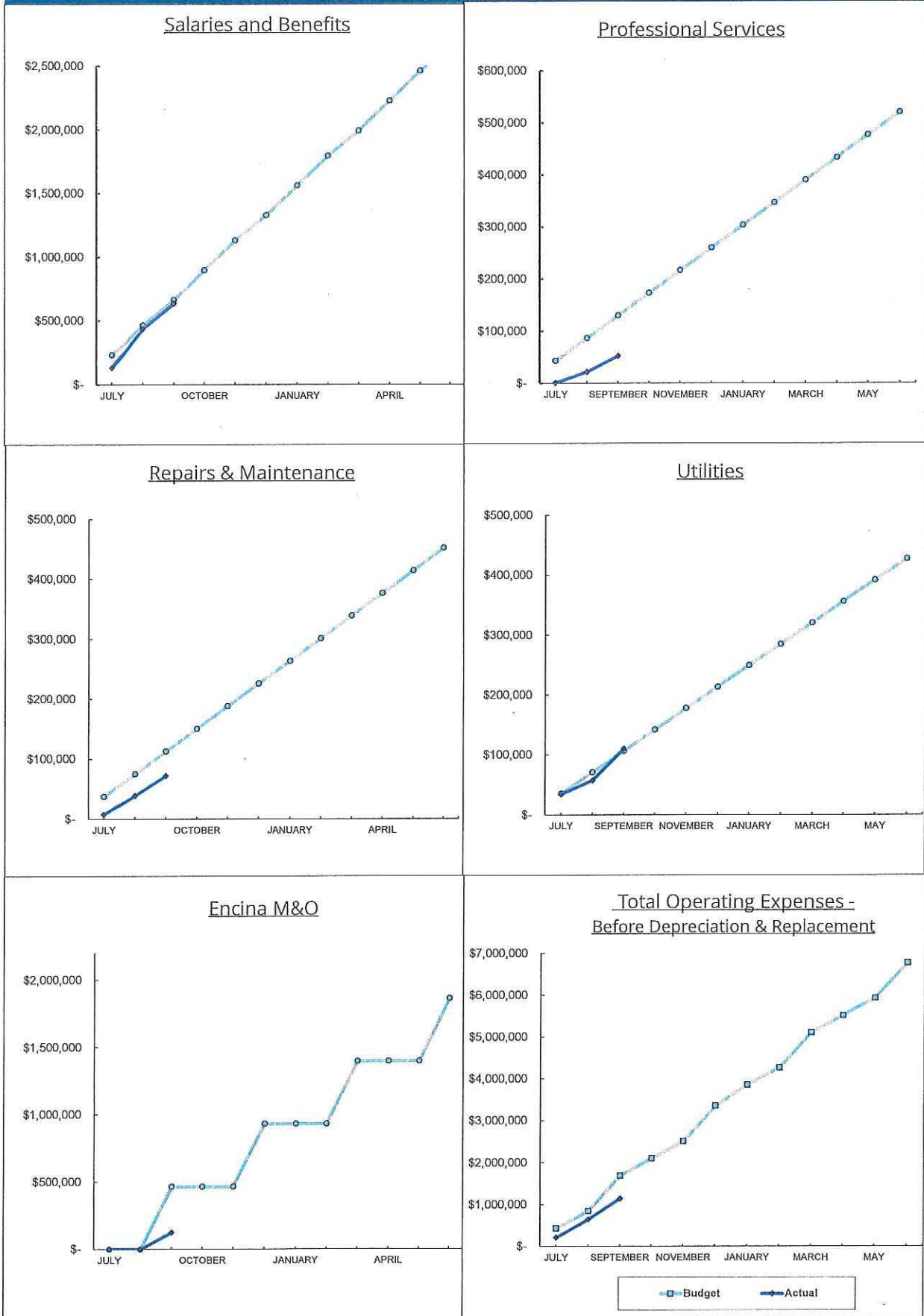


○ Budget ◆ Actual

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

Leucadia Wastewater District Operating Expenses FY2018

YTD through September 30, 2017

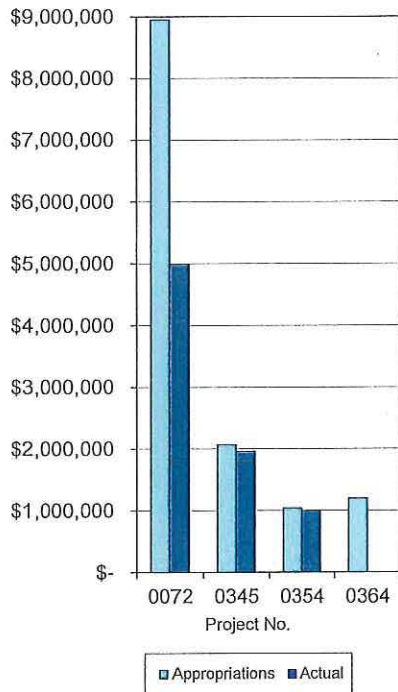


* Preliminary: subject to future review, reconciliation, accruals, and audit

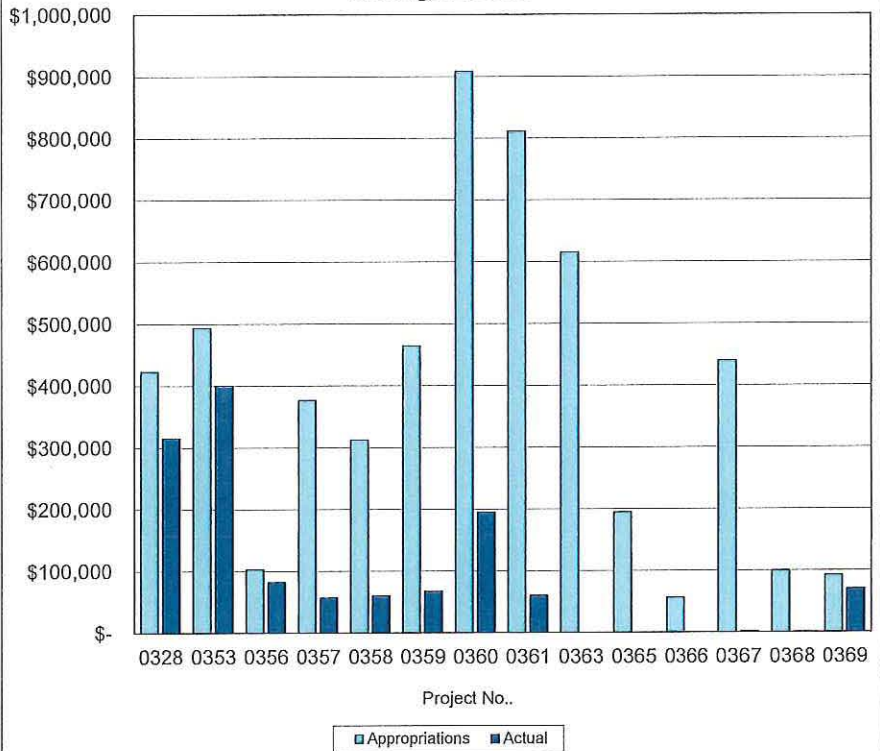
Leucadia Wastewater District Capital Expenditures

As of September 30, 2017

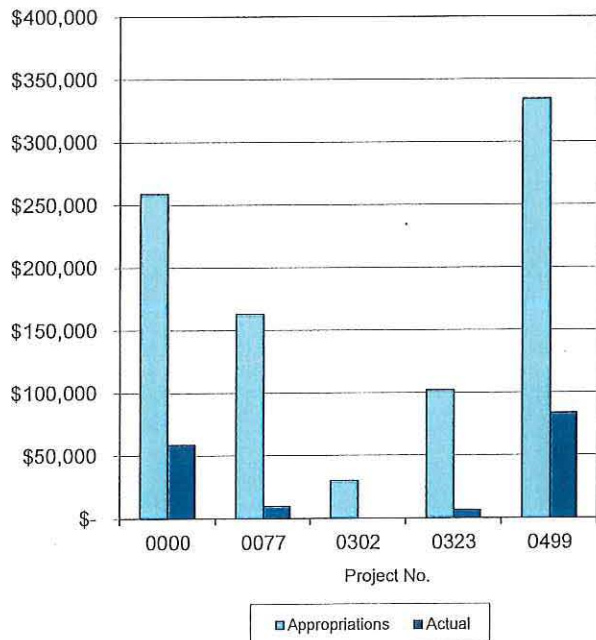
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2018



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



Single Year Capital Expenditures by Project FY2018



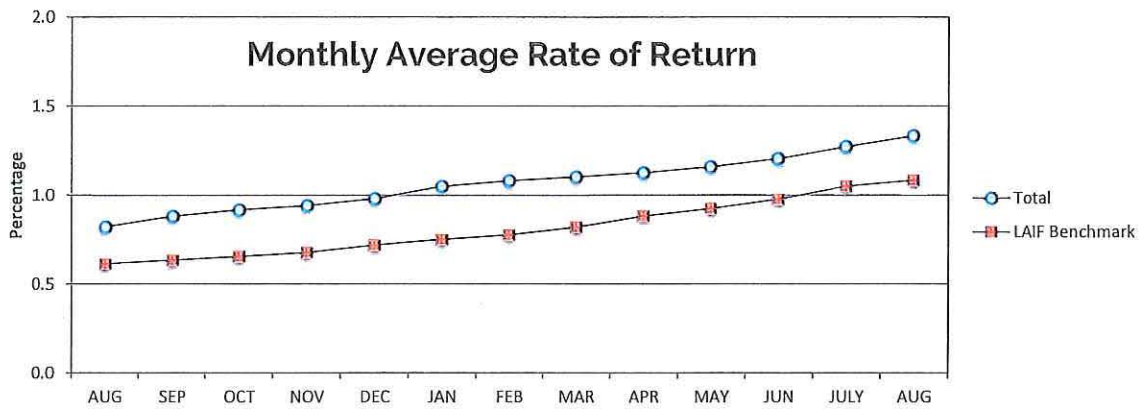
Project Legend

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 Corrossion 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

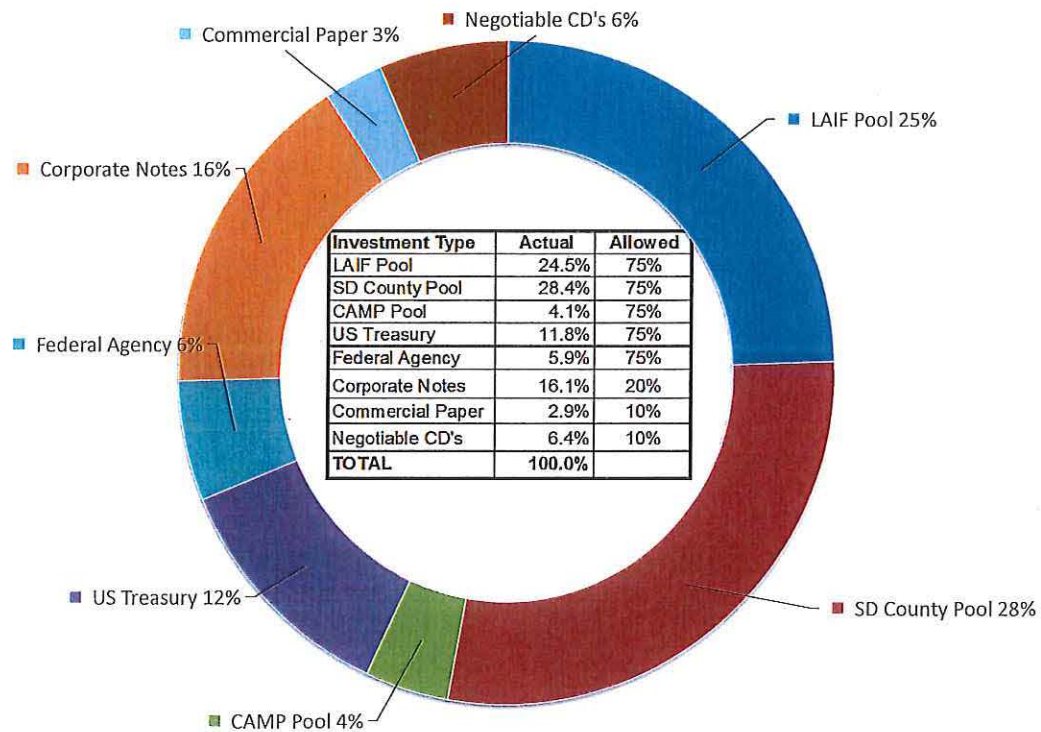
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2017

Cash Equivalents & Investments	Principal (Original Cost)		August Interest	Average Rate
	July 31, 2017	August 31, 2017		
LAIF Pool	\$ 8,652,658	\$ 8,287,658	\$ 7,651	1.084%
SD County Pool	9,602,357	9,604,338	10,452	1.306%
CAMP Pool	1,177,380	1,396,310	1,337	1.140%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,745	5,709	35	7.370%
Federal Agency Notes	1,975,475	1,975,475	2,182	1.320%
Corporate Bonds/Notes	6,052,042	5,438,087	6,745	1.520%
Commerical Paper	0	988,880	1,257	1.520%
Negotiable CD's	1,570,000	2,169,883	3,300	1.880%
Total Camp Portfolio	13,601,543	14,576,315	17,736	1.470%
Totals	\$ 33,033,937	\$ 33,864,621	\$ 37,176	1.334%

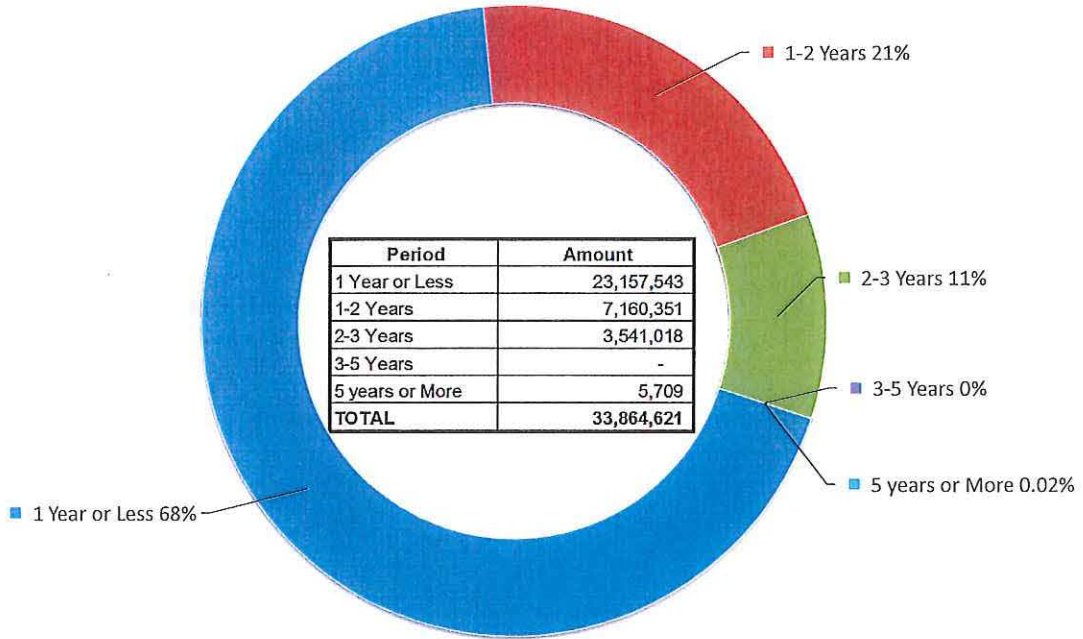


INVESTMENT DISTRIBUTION BY CATEGORY

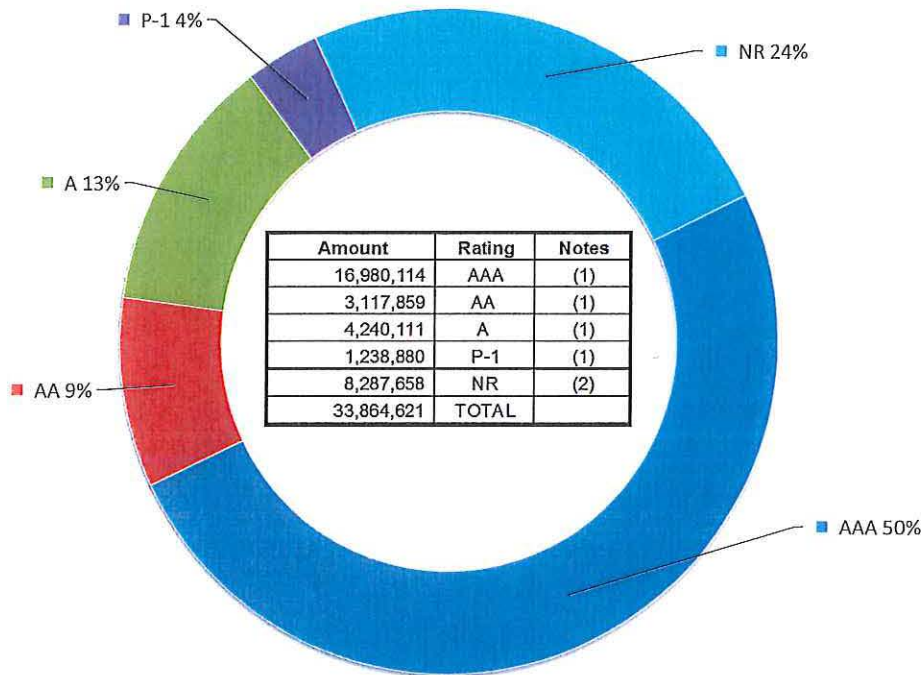


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2017
(Continued)

REMAINING MATURITY



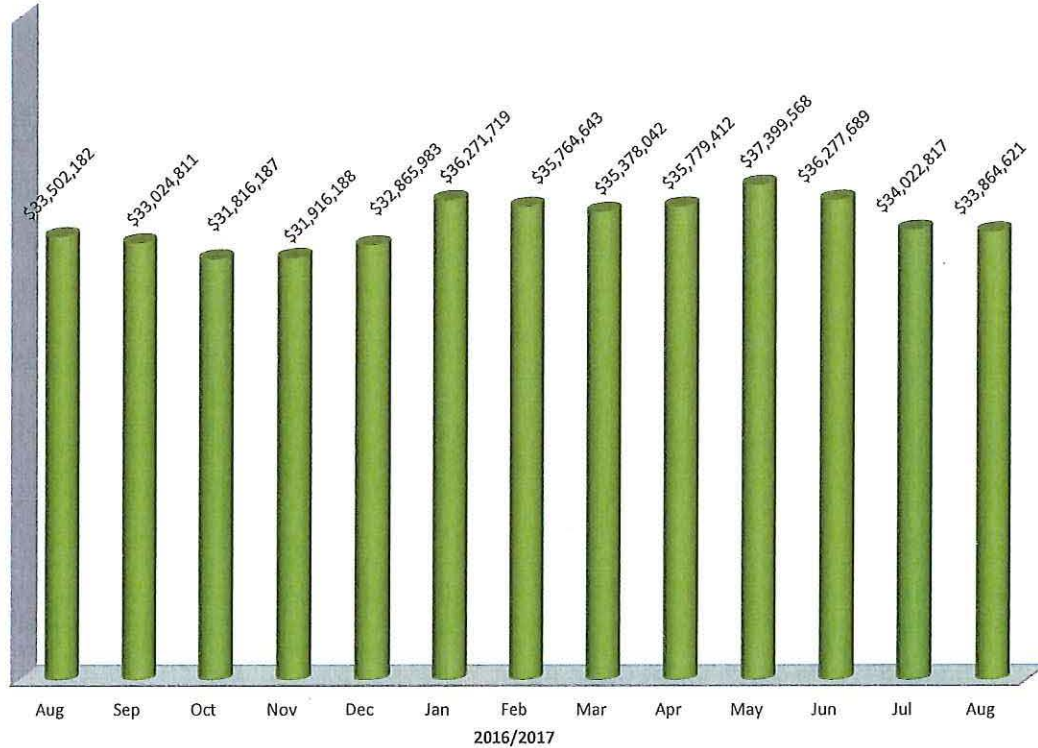
INVESTMENT RATINGS



(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
August 31, 2017
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the months of August, 2017

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 36		(3)	7.37%
XTO Energy Inc.		\$ 500,000			0.99%
Skandinav Ensklida Bnkn NY CD	\$ 299,883				1.85%
Westpac Banking Corp NY CD	\$ 300,000				2.05%
TOTAL	\$ 599,883	\$ 500,036	\$ -		

(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: 18-5575

DATE: October 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: September 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 September 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 September 2017 for your review.

tb:PJB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
September 1-30, 2017

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	FSS	FSSup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	J. Stecker	M. Gonzalez
<i>CASA Long Range Planning</i>										
CASA Long Range Planning September 10-12, 2017 Lafayette, CA	Registration									
	Hotel						378.00			
	Airfare						274.96			
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
Total		0.00	0.00	0.00	0.00	0.00	652.96	0.00	0.00	0.00
<i>2017 CSDA Annual Conference</i>										
2017 CSDA Annual Conference September 25-28, 2017 Monterey, CA	Registration	580.00	580.00	580.00	580.00			580.00		
	Hotel	593.98	586.98	586.98	586.98			391.32		
	Airfare	598.10	381.60	598.10	377.60			206.40		
	Meals		101.05		45.43			73.49		
	Taxi/Uber	30.00		21.60	44.18			28.68		
	Parking/Misc	52.00	46.75		20.00			69.90		
	Tips/Baggage	25.00	60.00	44.00	64.00			59.00		
	Fuel/mileage/coaster	28.89	33.17	6.42	69.55					
Total	1,907.97	1,789.55	1,837.10	1,787.74	0.00	0.00	1,408.79	0.00	0.00	
<i>2017 TriState Seminar</i>										
2017 Tri State Seminar September 26-28, 2017 Las Vegas, NV	Registration					99.00			99.00	99.00
	Hotel							305.10	305.10	
	Airfare									
	Meals							21.55	99.41	
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi								49.50	
Total	0.00	0.00	0.00	0.00	99.00	0.00	0.00	475.15	503.51	
<i>2017 TriState Seminar</i>										
	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:

- AJ - cancelled TriState but after the refund date for registration
- DK - daughter drove to the airport and back home, then went back to pick up and bring home
- RD - 1st night hotel comped due to over booking
- DO/JH - Airfare booked at best rate for that day with non-preferred seating since seats could not be selected

MEMORANDUM

DATE: October 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2018 (FY 18) LWD Tactics and Action Plan

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 12, 2017 Board meeting, the Board of Directors adopted the LWD FY 18 Tactics and Action Plan. At that meeting, the Board of Directors directed staff to include a quarterly status report of the Tactics and Action Plan in the agenda.

Attached for the Board's review, is the FY 18 Tactics and Action Plan's quarterly status report with an ending date of September 30, 2017. The report indicates which goals are in progress, have been completed, and have not been started.

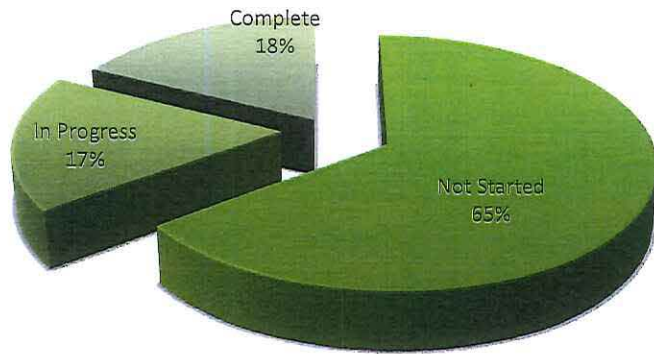
th:PJB

Attachments

FY 2018 Tactics and Action Plan Status Report

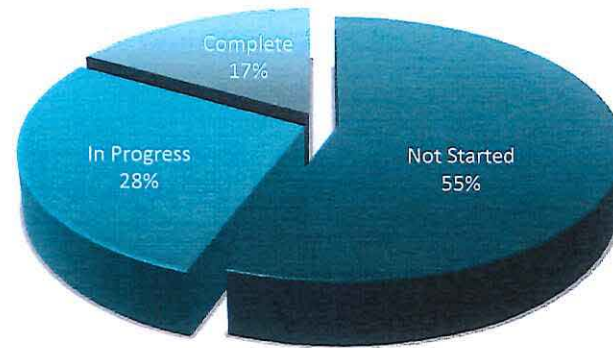
July 1 - September 30, 2017

Financial Tactics



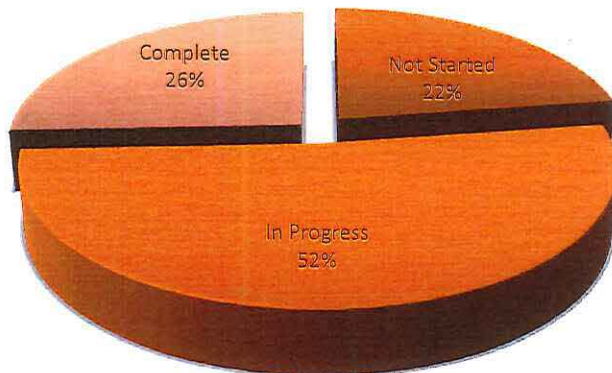
■ Not Started ■ In Progress ■ Complete

People Tactics



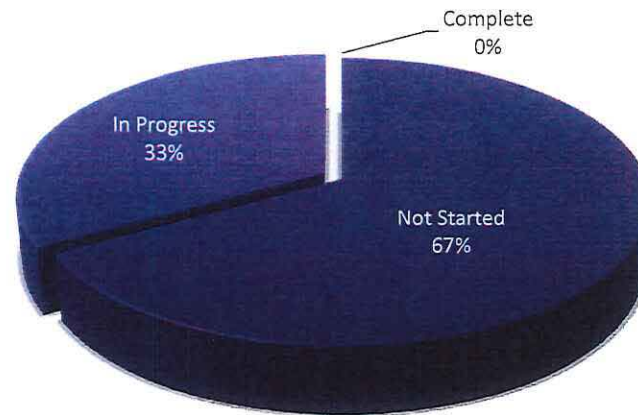
■ Not Started ■ In Progress ■ Complete

Services Tactics



■ Not Started ■ In Progress ■ Complete

Infrastructure & Technology Tactics



■ Not Started ■ In Progress ■ Complete

**Leucadia Wastewater District
Fiscal Year 2018
Tactics & Action Plans**

1. Financial

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>	
FY 2019 Budget	Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, ASsup TSM, FSS, EA, ASsup TSM, FSS, ASsup	Jan-18 May-18 Jun-18	Feb-18 May-18 Jun-18	Not Started Not Started Not Started
FY 2017 Audit	Data Collection & Report Preparation Coordinate with & Respond to Auditors Audit Report to Board	ASM ASM ASM	AT, ASsup AT, ASsup, EA, GM ASsup	Jul-17 Jul-17 Dec-17	Nov-17 Dec-17 Dec-17	Completed In Progress Not Started
Finance Policy Reviews	Procurement Policy Investment Policy Reserve Policy	ASM ASM ASM	TSM, GM, ASsup, EA ASsup, GM, EA ASsup, GM, EA	Aug-17 Sep-17 Feb-18	Aug-17 Sep-17 Feb-18	Completed Completed Not Started
Finance Awards	Apply for CSMFO Financial Reporting Award	ASM		Dec-17	Jan-18	Not Started
GASB 74 & 75 OPEB Liability Accrual Valuation	Complete Valuation Complete Deferral Schedules and Record in Accounting	ASM ASM	ASsup	Jul-17 Jul-17	Sep-17 Sep-17	In Progress Not Started
Comprehensive Financial Plan Update	RFP Process Update Financial Plan Financial Plan Presentation and Approval	ASM ASM ASM	ASsup, TSM, EA ASsup, TSM, EA ASsup, TSM, EA	Sep-17 Jan-18 Apr-18	Dec-17 Mar-18 Jun-18	Not Started Not Started Not Started
Accounting Procedures	Document Accounts Payable Processing Procedures Update Purchasing Procedures	ASM ASM	AT, AS AT, ASsup	Aug-17 Jul-17	Feb-18 Aug-17	Not Started In Progress

2. People

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-17	Jan-18	Not Started
Conduct Employee Satisfaction Survey	GM	ASM, ASsup	Nov-17	Jan-18	Not Started
Employee Training Conduct Annual Flagger Training Conduct Annual Confined Space Entry Training Conduct Annual Harrassment Prevention Training	FSSup FSS ASsup	TSM, FSS FSSup, FS Staff Staff	Apr-18 Jan-18 Apr-18	May-18 Feb-18 Jun-18	Not Started Not Started Not Started
Administration Policy Updates/Reviews Board Staff Relations Policy Board Policy Binders	ASM EA	GM, ASsup AS	Nov-17 Jul-17	Nov-17 Aug-17	Not Started Completed
Conduct Team Building Workshop	GM	ASM, EA, ASsup	Oct-17	Oct-17	Scheduled
Emergency Response Conduct an Emergency Response Training	ASsup	ASM, FSS, FSSup, FST III	Dec-17	Jun-18	Not Started
LWD's Safety Program Review existing Safety Programs & Policies Update existing Safety Programs & Policies Add new Programs & Policies as required	ASM ASM ASM	GM, TSM, ASsup, FSS, FSSup, GM, TSM, ASsup, FSS, FSSup, GM, TSM, ASsup, FSS, FSSup,	Jul-17 Jan-18 Mar-18	Jan-18 Apr-18 Jun-18	In progress In progress In progress
Evaluate the Need for a Compensation Study	GM	ASM, ASsup	Sep-17	Dec-17	In progress
Salary Survey	ASM	ASsup, AS	Feb-18	Mar-18	Not Started
Evaluate and Update Job Descriptions	ASM	GM, TSM, ASsup, FSS, FSSup,	Oct-17	Mar-18	Not Started
Evaluate Standing Workstations	ASM	ASsup, AS	Jul-17	Oct-17	Completed
Conduct Employee Interviews Compensation	GM	ASM	May-18	Jun-18	Not Started
Employee Recognition Annual Employee BBQ Holiday Function	EA EA	ASsup, AS ASsup, AS	Jul-17 Aug-17	Jul-17 Dec-17	Completed In progress

3. Services

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
SSMP Audit	FSS	TSM, FSSup	Oct-17	Jan-18	In Progress
Update Standard Operating Procedures (SOPs)	FSS	TSM, FSSup	Oct-17	Jan-18	In Progress
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-17	Jun-18	In Progress
Teacher Grant Program Awards	ASsup	AS	Sep-17	Nov-17	In Progress
LWD Grant CSDA (Video Contest)	ASsup	AS	Aug-17	Dec-17	In Progress
Purchase a Large Vehicle to Tow the ACME Pump	FSSup	TSM, FSS, FSSup	Jul-17	Dec-17	In Progress
Evaluate Need to Rebuild or Replace Large Emergency Pump (Big Blue) for 2020 APCD Compliance	FSS	FSSup, FS Staff	Aug-17	Nov-17	In Progress
Evaluate the Purchase of Equipment for BPS (grease issue)	FSS	FSSup, FS Staff	Jul-17	Sep-17	In Progress
Hydro-Cleaning High Traffic Areas	FSSup	FSS, FS Staff	Feb-18	Apr-18	Not Started
Green Valley Trunk Lines	FSSup	FSS, FS Staff	Nov-17	Dec-17	Not Started
Rancho Santa Fe Rd & North El Camino Real	FSSup	FSS, FS Staff	Aug-17	Sep-17	Not Started
Alga Rd & north entrance of La Costa Golf Course	FSSup	FSS, FS Staff			
Smoke Testing near Diana Pump Station	FSS	FSSup, FS Staff	Jul-17	Sep-17	In Progress
By-Pass Pumping Drills	FSSup	FSS, FS Staff	Aug-17	Oct-17	Completed
Avocado Pump Station Diana Pump Station	FSSup	FSS, FS Staff	Aug-17	Oct-17	Completed
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-16	May-17	Scheduled
Update Aerial Photos on the Geographic Information System	FSSpec	FSSup, FS Staff	Jul-17	Aug-17	Completed
Public Outreach	ASsup	All Staff	Jul-17	Sep-17	Completed
Plan and Host the FY18 Community Open House Event	ASsup	GM, ASM, EA, AS	Jul-17	Jun-18	In Progress
Update Website	ASsup	GM, ASM, FSSup, FS Staff	Jul-17	Jun-18	In Progress
Build Facebook Audience	ASsup	GM, ASM, EA, AS	Jul-17	Mar-18	Not Started
Evaluate Teacher Grant Program	ASsup	GM, ASM, EA, AS	Jul-17	Aug-17	Completed
Complete 2017 Summer Newsletter	ASsup	GM, ASM, EA, AS	Nov-17	Feb-18	Not Started
Write, Design, Print, & Mail Winter Newsletter	ASsup	GM, ASM, EA, AS	May-18	Aug-18	Not Started
Begin 2018 Summer Newsletter	ASsup	GM, ASM, EA, AS			
Awards	FSS	TSM, ASM, FSSup	Sep-17	Nov-17	Not Started
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Sep-17	Nov-17	Not Started
Pursue Presentation Opportunities @ CWEA, SCAP, etc.	GM	FSS, TSM, ASM	Jul-17	Jun-18	Completed
Landscape	ASM	FSS, FS Staff	Sep-17	Dec-17	In Progress
Refresh entrance landscape with drought tolerant planting	FSS	FSSup, FS Staff	Jul-17	Oct-17	Completed
Purchase two irrigation pumps	FSS	FSSup, FS Staff	Jul-17	Oct-17	Completed
Records Retention	EA	AS	Aug-17	Oct-17	In Progress
Review stored records destroy those past retention period	EA	AS	Aug-17	Oct-17	In Progress
Enter into a New Agreement to Sell Recycled Water	GM	ASM, TSM, FSS, EA	Jul-17	Dec-17	In Progress
Install New Admin. Bldg. Electric Meter (Energy Savings)	FSS	TSM	Jul-17	Aug-17	Completed
Eval. Headquarter Site Energy Saving Opportunities	FSS	ASM	Nov-17	Feb-18	In Progress
Optimize Bioxide Pumping Scheme	FSS	DE, FSSup	Jul-17	Sep-17	In Progress
Summer vs. Winter (Chemical Reduction)	FSS	DE, FSSup	Jul-17	Sep-17	In Progress

4. Infrastructure and Technology

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Leucadia Force Main West Section Replacement Complete Construction	TSM	GM, FSS, DE	Jul-17	Aug-17	Completed
Leucadia Pump Station Rehabilitation	Project Design TSM Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-17 Dec-17 Mar-18	Nov-17 Feb-18 Mar-19	In Progress Not Started Not Started
FY17 Gravity Pipeline Rehabilitation	Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE	Jul-17 Sep-17	Aug-17 May-18	In Progress Not Started
*Combined with FY 18 Gravity Pipeline Rehabilitation					
Poinsettia Station Gravity Pipeline (SANDAG)	Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE	Jul-17 Jan-18	Dec-17 Jan-19	In Progress Not Started
Gafner AWT Improvements	Construction TSM	GM, FSS, DE	Dec-17	Mar-18	In Progress
B1 Replacement - North Section	Project Design TSM Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-17 Sep-17 Dec-17	Aug-17 Nov-17 Feb-18	In Progress Not Started Not Started
FY18 Gravity Pipeline Rehabilitation	Project Design TSM Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Sep-17 Jan-18 Apr-18	Dec-17 Mar-18 Jul-18	In Progress Not Started Not Started
Orchard Wood Road Pipeline Replacement	Project Design TSM Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Aug-17 Jun-18 Sep-18	May-18 Aug-18 Dec-18	Not Started Not Started Not Started
Encintas Estates Pump Station Replacement	Project Design TSM Bid Project TSM Construction TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Oct-17 Apr-18 Jul-18	Mar-18 Jun-18 Nov-18	Not Started Not Started Not Started
Force Main Corrosion Control Annode Replacement	Project Design TSM Construction TSM	GM, FSS, DE GM, FSS, DE	Jan-18 Apr-18	Mar-18 May-18	In Progress Not Started
Network Intrusion Testing	Procure Contract and Conduct Test TSM	GM, EA	Feb-18	May-18	Not Started
Asset Management Plan Update	AMP Update TSM	GM, FSS, DE	Jul-17	Nov-17	In Progress

List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

TSM – Technical Services Manager

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

ASsup – Administrative Services Supervisor

FSSpec – Field Services Specialist

EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist I

DE – District Engineer

Encina Wastewater Authority Report
Regular Board Meeting
September 27, 2017

EWA Board of Directors - Director Juliussen Reporting

1. Authorization to Award a Contract for the Supply of a Regenerative Thermal Oxidizer

The Board of Directors authorized the General Manager to execute a contract with Alliance Corporation in the amount of \$426,347 for the supply of a Regenerative Thermal Oxidizer.

2. Authorization to Award Engineering Services for the Primary Effluent Conveyance System Rehabilitation Design Project

The Board of Directors authorized the General Manager to execute an agreement with Carollo Engineers in an amount not to exceed \$272,843 for the Primary Effluent Conveyance System Rehabilitation Design Project.

There was no Executive Session.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on October 4, 2017

The EC reviewed the following recommendations:

1. Authorize the General Manager to execute Amendment Number 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.

2. The EC also received updates on the following:
 - Notice of Violation - San Diego County Air Pollution Control District
 - The Poinsettia Station Gravity Pipeline Project

These items were for informational purposes and no action was taken.

MEMORANDUM

DATE: October 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Leucadia Pump Station Rehabilitation Project – Engineering Design Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute Amendment Number 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.
2. Discuss and take other action as appropriate.

DISCUSSION:**Tactical Goal: Infrastructure and Technology / Leucadia Pump Station Rehabilitation**

This item was reviewed by the EC at its October 4th meeting and the EC concurred with staff to present this item for the Board's consideration.

In April 2014, Infrastructure Engineering Corporation (IEC) completed the District's pump stations assessment. As a result of that assessment, IEC recommended the rehabilitation and structural assessment of the Leucadia Pump Station (LPS) in Fiscal Years (FY) 2016 and 2019, respectively. However, for efficiency and cost effectiveness staff determined that a prudent approach is to combine both recommended projects into a single rehabilitation project for FY 2017. As you may recall, in September 2016 the Board authorized the execution of Task Order 29 enabling IEC to commence design of the project. The pump station assessment recommended that the following major items be accomplished during the rehabilitation:

- Mechanical:
 - ⊗ Install suction piping in the emergency overflow wet well for by-pass pumping.
 - ⊗ Replace diaphragm seals and pressure gauges.
 - ⊗ Install 1" ports prior to 4" valves on force main drain lines.
 - ⊗ Repair drain at surge tank.
 - ⊗ Replace broken valve on surge valve air piping and install unions for disconnection.
- Pump station and site improvements:
 - ⊗ Replace scrubber fan housing and fan.
 - ⊗ Install weatherproofing on door to pump station building and around rain gutter area above door.
 - ⊗ Replace fresh air fan and duct with new Fiberglass Reinforced Plastic (FRP) fan and ductwork.
 - ⊗ Seal manhole cover at Vapex (odor control) injection point.
 - ⊗ Field painting.
 - ⊗ Shop coat pipe stands.

As project design progressed, staff discovered extremely high levels of hydrogen sulfide (H₂S) at the discharge end of the Leucadia (L2) Force Main. Staff and District Engineer (DE) Wilson evaluated and field tested several operational adjustments to reduce the H₂S level. However, no significant H₂S reduction resulted from the field tests. Therefore; staff believes an evaluation and redesign of the mechanical system is required to reduce the H₂S levels. As a result, the project has transformed into a major pump station rehabilitation project requiring revision of the original project scope to include evaluation and replacement of the pumps, piping and check valve configuration. It should be noted that the last major rehabilitation of LPS was completed in July 2006. IEC's previous design effort was put on hold until the new project scope could be determined. Staff, DE Wilson and IEC collaborated to develop and finalize the additional project objectives to be incorporated into the original project scope.

Staff requested a proposal from IEC for the expanded LPS Rehabilitation Project. Their proposal, attached, is to first develop a Preliminary Design Report (PDR) to establish the parameters to complete subsequent project design. The Scope of Work includes:

- Task 1 – Project Management and Administration
IEC will attend the following coordination meetings:
 - ❖ Project Kick-Off
 - ❖ Two Progress meetings
 - ❖ PDR Review meeting

Additional coordination will be addressed via e-mail and telephone.

- Task 2 – Preliminary Design Report (PDR)
The PDR will include:
 - ❖ Wet Well Liner Condition Assessment
 - ❖ Preparation of Pump Station Base Drawings
 - ❖ Pump Capacity / Selection and Configuration Alternatives
 - ❖ Preliminary Electrical Design
 - ❖ Preliminary Structural Design
 - ❖ Instrumentation and Controls Strategy
 - ❖ Engineer's Opinion of Probable Construction Cost

IEC's proposed fee for design services is \$86,592 which includes subcontracted services to support project design, such as structural and electrical engineering. Staff believes the proposal is fair and reasonable. Therefore, staff and the EC recommend that the Board authorize the General Manager to execute Amendment Number 3 to Task Order Number 29 with IEC for engineering design services for the Leucadia Pump Station Rehabilitation Project.

FISCAL IMPACT:

Staff appropriated funds in the FY18 Budget for this project. The budget contains sufficient funds to cover the design services to be provided under this agreement.

rjm:PJB

Attachment



September 28, 2017

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

RE: Proposal for Engineering Services for Preliminary Design of Leucadia Pump Station Rehabilitation Project

Dear Mr. Morishita:

It has been our pleasure to assist the District with the Leucadia Pump Station (LPS) Rehabilitation Study Project. This letter requests an amendment (Amendment 3) for engineering services to prepare a Preliminary Design Report (PDR) for the LPS Rehabilitation Project. The services requested under this amendment supplement, and do not overlap with, services authorized under the original task order. The original task order authorized IEC to prepare design documents for a limited rehabilitation project at the LPS based on minor improvements identified in the 2014 Pump Station Assessment Report. An amendment to the contract was made in order to have the 24-inch cast iron discharge header pipe inspected. A second amendment was added to evaluate the relocation of the existing check valve from a vertical position to a horizontal position. IEC will include the findings of the previous work into the PDR to be prepared under this new amendment to the contract.

PROJECT UNDERSTANDING AND APPROACH

The current task is to prepare a PDR that includes replacement of pumps and piping in the station. This new direction of the project comes from discussions with District staff and the District Engineer. The pump size, configuration and layout will be determined as part of the PDR effort. The goals of replacing the pumps at the station include:

- Ensure pumping capability for pumping the full range of flow rates based on the discussion during the September 13, 2017 meeting with the District staff and District Engineer
- Provide for pump station redundancy
- Optimize pump efficiency
- Consider continuous flow, by using a variable speed drive for the pump, through the L1/L2 forcemain as a priority when selecting pumps

Pump capacities, configurations and layouts for three flow scenarios, developed by the District Engineer, will be looked at during the preliminary design. A scope of work for preparation of the PDR for the LPS Rehabilitation Project follows:

SCOPE OF WORK

Task 1 – Project Management and Administration

We anticipate a project kick-off meeting, two progress meetings and a PDR review meeting. IEC will prepare agendas and minutes for each meeting. Additional coordination, project status reports and schedule updates will be addressed via e-mail and telephone.



Deliverables: Meeting agendas and minutes

Task 2 – Preliminary Design Report (PDR)

The following activities will take place during the preliminary design:

Wet Well Inspection – RF Yeager will conduct an inspection and test the T-lock from the exterior of the wet well, observing the upper portion of the wet well, to ascertain its conditions. The wet well level will be lowered to a minimum during the testing. A letter report with observations, findings and recommendations will be prepared.

Preparation of Base Drawings

IEC will make a site visit to the pump station to measure the Leucadia Pump Station pump room footprint, existing piping connections to exterior piping, existing piping headers, HVAC equipment and crane reach. We will update the existing LPS CADD base files to reflect existing conditions.

Pump Size and Configuration Evaluation - IEC will analyze three flow scenarios:

- Peak Wet Weather Flow (PWWF) = 11.5 MGD – Consider using three pumps operating and two force main in operation
- Daily Peak Flow (PDF) = 6.2 MGD – Consider one pump operating at full speed and pump operating at reduced speed running at this flow; Maintain a velocity of 3.0 fps in L1/L2 force main.
- Low Flow = 1.1MGD – Consider that pumps may operate continuously or in stop/start mode.

IEC will evaluate up to three pump configurations/pump selections to achieve the above desired flow conditions. Included in the pump selection/configuration evaluations will be the evaluation of the suitability of a dry-pit submersible pump and pump efficiencies for the above flow applications.

Electrical Preliminary Design – Moraes Pham & Associates (MPA) will make a site visit and meet with field staff to evaluate the existing electrical gear and VFDs with respect to the proposed new pump sizes and configuration. MPA will review whether the new VFDs at the station can be reused based on the new size of the pumps. A single line drawing and one plan drawing showing power distribution based on the pump layout will be prepared for the PDR. A discussion of the electrical design recommendations will be included in the PDR. An opinion of probable construction cost for the concrete repairs will be included in the PDR.

Structural Preliminary Design – Kelsey Structural will visit the pump station site interior and exterior and meet with field services staff during a structural assessment of the exterior of the pump station, which will include the top slab of the emergency storage tank and surge tank and odor scrubber areas. The force main valve vault will also be inspected. A discussion of the electrical design recommendations will be included in the PDR. Structural sections will be prepared for the PDR report with recommendations for repairs and upgrades. In addition preliminary details, if required, for floor slab repairs will be prepared where written descriptions are inadequate. An opinion of probable construction cost for the concrete repairs will be included in the PDR.



Mr. Robin Morishita
Leucadia Wastewater District
September 28, 2017
Page 3 of 4

Engineer's Opinion of Probable Construction Cost – An Engineer's Opinion of Probable Construction Cost will be prepared for the three pump size and configuration alternatives. The capital cost and energy usage of each of different pumping configuration will be calculated and used for comparison of the alternatives. Cost for other improvements, including structural and electrical improvements identified and recommended during the preliminary design phase, for the project will also be included. The cost opinion will include provisions for mobilization, installation, contractor's overhead and profit, and include a contingency of 30%. Soft costs such as engineering and construction management will not be included. The cost estimates will be incorporated into the PDR.

Draft PDR

IEC will prepare a draft PDR, which will include existing condition drawings and provide pump selections and configuration. The draft PDR will include pump selection and configuration alternatives.

Draft PDR Review Comments

IEC will attend a meeting with the District to discuss the draft PDR. Upon District approval of the proposed pump selection and configuration, a draft final PDR will be prepared.

Draft Final PDR

IEC will prepare a draft final PDR, which will include a proposed mechanical plan showing the approved pump selection and configuration. The report will also document the findings of the wet well observation, the surge analysis and structural or electrical upgrades required for the proposed pump station upgrade.

Draft Final PDR Review Comments

Upon receipt of comments on the draft/final PDR, IEC will incorporate the comments and issue the Final PDR.

Final PDR

IEC will issue a final PDR, which will incorporate the comments of the District on Draft/Final report.

Deliverable: Draft PDR - Pump Selection & Configurations/Draft Final PDR/Final PDR

Task 3 – Instrumentation and Controls Consulting

IEC has included a time and materials allowance for 20 hours for Rockwell Construction Services (RCS) to consult on the current pump control strategy. RCS has an excellent understanding of control strategies used in wastewater pump stations. IEC may consult with RCS during the pump selection/configuration analysis, where a complete understanding of the control strategy can help select and configure pumps with fewer starts per hours.



Mr. Robin Morishita
Leucadia Wastewater District
September 28, 2017
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SCHEDULE

It is anticipated IEC will attend a kick-off meeting with the District within two weeks following the notice to proceed. Following the kick-off meeting, IEC will prepare a draft PDR that will include pump selections and configurations within twelve weeks. Upon District approval of the draft PDR, a final draft PDR will be produced within four weeks. Following a two week review period by the District, IEC will prepare a final PDR upon receipt of District comments within two weeks. Additional drafts or a change in scope from the scope proposed herein will require additional time and budget.

FEE

The proposed level of effort and fee is indicated on the attached table. We estimate the cost of the additional work to be \$86,592. This would bring the total requested project budget to \$137,745. Billing will be in accordance with our current agreement for as-needed engineering services. We sincerely appreciate the opportunity to provide this proposal and assist the District with this project. Please contact me at (858) 842-4425 should you have any questions or need further information.

Sincerely,

Jane Costello, PE
Project Manager

cc: Jamie Fagnant, PE, IEC, Rob Weber, PE, IEC

FEE ESTIMATE
LEUCADIA WASTEWATER DISTRICT
Pump Rehabilitation Project - Preliminary Design Report

Task/ Subtask	Task/Subtask Description	Principal (Rob Weber)	Project Manager (Jane Costello)	Sr. Project Engineer (Patrick Mulvey)	Sr. Project Engineer (Jamie Fagnant)	Engineer II/ CAD II Designer (Marie Fawcett)	Word Processor (Annette Moore)	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$200.00	\$180.00	\$160.00	\$160.00	\$120.00	\$98.00					
TASK 1	Project Management and Administration											\$7,230
	Meetings - One Kick-off/Two Progress/One Review	3	12	6	12			33	\$5,640			\$5,640
	Project Status Reports/Coordination		8					8	\$1,440	\$150		\$1,590
									\$0			\$0
TASK 2	Preliminary Design Report											\$75,547
	Wet Well Inspection		4					4	\$720	\$50	\$3,229	\$3,999
	Preparation of Base Drawings			24		32		56	\$7,680	\$150		\$7,830
	Pump Size and Configuration Evaluation	4	40	8	16			68	\$11,840			\$11,840
	Engineer's Opinion of Probable Cost		16	24	16			56	\$9,280			\$9,280
	Draft Preliminary Design Report	4	24	24	16	40	8	116	\$17,104			\$17,104
	Electrical Preliminary Design		4					4	\$720		\$7,875	\$8,595
	Structural Preliminary Design		4					4	\$720		\$7,875	\$8,595
	Review Comments		6		2	6		14	\$2,120			\$2,120
	Draft Final Preliminary Design Report		14		3	6	4	27	\$4,112			\$4,112
	Review Comments		2		2	2		6	\$920			\$920
	Final Preliminary Design Report		2		1	2	4	9	\$1,152			\$1,152
TASK 3	Instrumentation and Controls Consulting											\$3,815
	Pump Operation Control Strategy Review		4					4	\$720	\$50	\$3,045	\$3,815
		11	140	86	68	88	16	409				
		\$2,200	\$25,200	\$13,760	\$10,880	\$10,560	\$1,568		\$64,168	\$400	\$22,024	\$86,592

TOTAL NOT-TO-EXCEED FEE: \$86,592

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MEMORANDUM

DATE: October 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: 2017 Open House Event Overview

Richard A. Pyle for PJB

RECOMMENDATION:

1. This item is provided for information only.

DISCUSSION:

Tactical Goal: Services/Plan and Host the FY 18 Community Open House Event

During March 2017, the Board of Directors directed staff to plan and host an Open House event. After six months of planning efforts, the District held a successful open house event on Saturday, September 23, 2017. This item is to provide the Board with a recap of the event, along with the final costs. Attached please find a summary report from Rising Tide Partners (RTP) for your review. Staff will provide an overview of the event during the meeting and Jared Criscuolo of RTP will also be present to answer any questions.

Attachment

th: PB

1 October 2017

LWD Open House Summary

The following is a summary report of the 2017 LWD Open House. It is written in a "by the numbers" format so LWD staff and Board of Directors may evaluate costs and outcome for the 2017 Open House.

Overview

- 6 months approximate preparation time. Began work in April 2017 and event was hosted on 23 September 2017
- 406 confirmed attendees, 430 estimated attendees per LWD staff estimates of number of people who walked past the welcome booth and did not check in during peak hours
- People began arriving before the published event time (10 am)
- Food, giveaways, partner tents, and LWD tours/demonstrations were all extremely popular. We received very enthusiastic feedback at the event from participating organizations and overheard very happy attendees discussing their favorite aspects.

Outreach and Advertising Assets

- Eventbrite Online Registration Page
 - o 141 Confirmed Registrations
 - o 2,193 Page Views
 - o 96% of Ticket Registrations were through LWD outreach efforts
 - o 4% of Ticket Registrations were through Eventbrite tools and promotional platforms
- Facebook Page Promotions of LWD Open House
 - o 66,545 Post Views
 - o 750 Engagements
 - o 21,263 Ad Reach
 - o \$0.01/View
 - o \$211.32 ad spend
- Facebook/Digital Ad Performance
 - o 3 ad sets, focused on Teachers, Parents and students age 13 – 22
 - o 61,664 Views
 - o \$0.12/View
 - o \$906.10 Spend
- North County Times/Union Tribune
 - o Circulation 68,235 with 127,000 readers/issue
 - o Ads appeared on 9/14/2017 and 9/21/2017
 - o Ads were run online

- \$0.01/View
- \$910.00 total (\$455.00/ad)
- Coast News
 - Circulation: 70,500 total (20,500 Print, 50,000 online)
 - Ads appeared on 9/14/2017 and 9/21/2017
 - Ads were run online
 - \$0.12/View
 - \$1,270.00 (\$635.00 per ad)
- Postcard
 - Distribution: 23,930 mailed to ratepayers
 - Mailed 14 September 2017
 - \$0.25/view
 - \$6,079.35 total (\$2,305.85printing & \$3,773.50 postage)
- Partner Emails
 - Participant and sponsor organizations were sent templates of an email and Facebook post, and event poster image to send to their members/constituents
- Posters
 - 7 poster variations printed, total of 19 prints for the event
 - \$1,692.00 printing

Total Print and Publication Cost: **\$11,068.77**

Anecdotal Feedback Heard Around the Open House

Positive

- Lady holding newsletter as she walked in *"I love this newsletter and all of the information. The layout & content is fantastic and love that you highlight your employees."*
- *"We've been wondering when you were going to open the doors! We live up the street and have always wanted to check this place out!"*
- *"This is so nice of you, to feed us and show us around!"*

Recommendations

- Need alternative to signs or more sturdy easels and mounting equipment to withstand wind.
- Conduct a short Partner, Sponsor, and Vendor Survey to gain feedback about booth experience and changes for future events.
- Create an event notification email for sponsors/vendors to post on their website/social media accounts 8 weeks before the event date.
- Create a reminder calendar and send 3 emails up to 5 weeks in advance of the event reminding partner organizations to send emails and Facebook posts to their members/constituents.

MEMORANDUM

DATE: October 5, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Recycled Water Update**



RECOMMENDED:

1. This item is presented for information purposes.
2. Discuss and provide direction, as appropriate

DISCUSSION:

The Board of Directors was last updated on LWD's Recycled Water Program in March 2017. Since that time several developments have occurred in the following areas:

- Federal Title XVI Funding Efforts
- Negotiations of a recycled water sales agreement
- Potential participation in a sub-regional study on recycled water.

The purpose of this item is to update the Board on recent activities and for the Board to provide direction as appropriate. Staff will present an overview of these issues at the upcoming meeting.

PJB:

You are cordially invited to attend the
Leucadia Wastewater District
2017 Holiday Luncheon

Thursday, December 14



Bistro West
4960 Avenida Encinas
Carlsbad, CA 92008
(760) 930-8008

From
12 noon-2pm
with
Lunch served at 12noon

Please R.S.V.P. with Tianne
by December 7, 2017

Directors' Meetings

Presented by Directors Hanson, Sullivan, Kulchin,
and Omsted

Conference

2017 CSDA Annual Conference

Dates and Location

September 25-28, 2017

Monterey Marriott, Monterey, CA

List of Attendees

President Hanson

Vice President Sullivan

Director Kulchin

Director Omsted

The above mentioned Board member attended various sessions such as; Financial Policies and Internal Controls, Board Best Practices, Managing Public Meetings and Public Records in an Electronic Age, and other breakout sessions.