



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, October 19, 2016

TIME: 5:00 p.m.

PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
 - A. Achievement of Organizational Objective. (Page 5)
 - B. Special District Leadership Foundation (SDLF) District Transparency Certificate (Pages 6-7)

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 14, 2016 Regular Board Meeting (Pages 8-13)

September 26, 2016 Human Resources Committee Meeting (Pages 14-15)

October 5, 2016 Engineering Committee Meeting (Pages 16-17)

8. Approval of Demands for September/October 2016

This item provides for the Board of Directors approval of all demands paid from LWD during the month of September and a portion in October 2016. (Pages 18-39)

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 FY16 to FY17 and flows by sub-basin. (Pages 40-44)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY17 budget and discloses monthly investments. (Pages 45-52)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of September 2016. (Pages 53-54)

12. Status Update on the Fiscal Year 2017 (FY17) LWD Tactics and Action Plan

(Pages 55-60)

EWA REPORTS

13. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on September 28, 2016 – report by Director Sullivan. (Page 61)

B. An Encina Member Agencies Manager's Meeting was held on October 4, 2016 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

14. Committee Reports

A. Human Resources Committee Meeting was held on September 26, 2016 – report by Director Kulchin. (Page 62)

B. Engineering Committee Meeting was held on October 5, 2016 – report by Director Juliussen. (Page 63)

ACTION ITEMS

15. Receive and file the Sewer System Management Plan (SSMP) Fiscal Year 2016 (FY16) Audit conducted by Dexter Wilson Engineering, Inc. (Pages 64-73)

16. Batiquitos Lagoon Foundation Board Members 2016 Election (Pages 74-76)

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

A. Direct Potable Reuse Draft Report to the Legislature. (Verbal)

18. Directors' Meetings and Conference Reports

A. CSDA Annual Conference was held October 10-13, 2016 at the Sheraton San Diego Hotel & Marina in San Diego, CA. (Page 77)

19. General Manager's Report

20. General Counsel's Report

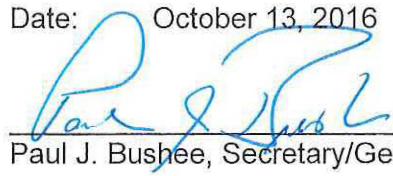
21. Board of Directors' Comments

22. 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 13, 2016



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: October 13, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards - Achievement of Organizational Objectives**

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

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

On September 12, 2016, LWD staff completed five 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

MEMORANDUM

DATE: October 13, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **District Transparency Certificate of Excellence - Special District Leadership Foundation**

It is my pleasure to announce that Leucadia Wastewater District (LWD) was recently awarded the District Transparency Certificate of Excellence on October 11, 2016 during CSDA's Annual Conference in San Diego, CA.

A number of requirements were necessary in order to achieve this award. Some of these requirements included the following: providing current ethics training for all Board Members, updating numerous policies, updating the District website, and providing a community outreach engagement project.

Please join me in congratulating both the LWD Board and staff for this outstanding accomplishment.

tb:PJB

District Transparency Certificate of Excellence

May 2016 – May 2018

This 31st day of May 2016

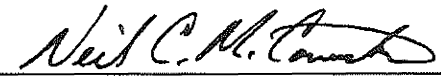
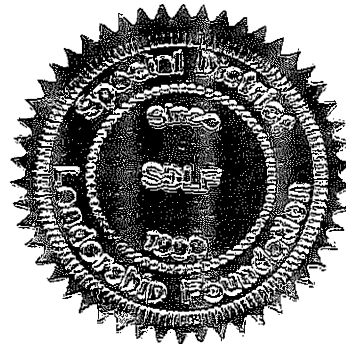
The Special District Leadership Foundation is proud to present this
District Transparency Certificate of Excellence to

Leucadia Wastewater District

In recognition of the district's completion of all transparency program requirements
designed to promote transparency in their operations and governance
to the public and other stakeholders.



David Aranda, SDLF Board President



Neil McCormick, SDLF Chief Executive Officer

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

September 14, 2016

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, September 14, 2016 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Omsted, Sullivan (via teleconference), Kulchin, and Juliussen

DIRECTORS ABSENT: Hanson

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Supervisor Marvin Gonzalez, Field Services Technician III Gabe Mendez, Field Services Technician-In-Training Curney Russell, District Engineer Steve Deering, and Jane Costello with Infrastructure Engineering Corporation (IEC)

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

- A. Achievement of an Individual Award – Field Services Technician III Gabriel (Gabe) Mendez 5th year anniversary.

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

Associate Degree Public Works Management: Public Works Management Level II – Gabriel Mendez

GM Bushee also stated that FST III Gabe Mendez recently received his Associate Degree in Public Works Management from Palomar College. He noted that under LWD's incentive program that Gabe is eligible for a \$750 incentive award.

President Omsted presented Gabe with his certificate and the Board of Directors congratulated Gabe for his efforts.

Achievement of an Individual Performance Objective – Curney Russell.

GM Bushee introduced Field Services Technician-In-Training Curney Russell stating that Curney recently received his Collection System Maintenance Grade 1 Certification from the California Water Environment Association. He stated that this is his first award since his employment and he presented background information about Curney. He noted that Curney is eligible for a \$500 incentive award under the District's incentive program.

President Omsted presented Curney with his certificate and the Board of Directors congratulated Curney for his efforts.

Achievement of an Individual Performance Objective – Marvin Gonzalez.

GM Bushee introduced Field Services Supervisor Marvin Gonzalez stating that Marvin recently received his Certificate of Achievement in Wastewater Technology Education from Palomar College. He also presented background information about Marvin. He noted that Marvin is eligible for a \$500 incentive award under the District's incentive program.

President Omsted presented Marvin with his certificate and the Board of Directors congratulated Marvin for his efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

August 16, 2016 Investment and Finance Committee Meeting
August 17, 2016 Regular Board Meeting
September 6, 2016 Investment and Finance Committee Meeting
September 7, 2016 Engineering Committee Meeting

8. Approval of Demands for August/September 2016

Payroll Checks numbered 18739-18801; General Checking – Checks numbered 48625-48751.

9. Operations Report (A copy was included in the original September 14, 2016 Agenda)

10. Finance Report (A copy was included in the original September 14, 2016 Agenda)

11. Disclosure of Reimbursements

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

Upon a motion duly made by Director Juliussen, seconded by Director Kulchin, and unanimously

carried, the Board of Directors, approved the Consent Calendar by the following vote:

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on August 24, 2016.

Director Juliussen reported on EWA's August 24, 2016 Board Meeting.

B. EWA Member Agency Manager's (MAM) - Meeting held on September 6, 2016.

GM Bushee reported on MAM's September 6, 2016 meeting.

13. Committee Reports

A. Investment and Finance (IFC) Meeting held on September 6, 2016.

Director Omsted reported that the IFC reviewed staff's recommendation to re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2016 through August 31, 2017.

Director Omsted also reported that the IFC reviewed Resolution No. 2282 revising the LWD Investment Policy.

The IFC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

B. Engineering Committee (EC) Meeting held on September 7, 2016.

Director Juliussen reported that the EC reviewed Task Order No. 29 with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$41,058.

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

The EC also received updates on the status of a cooperative arrangement with the Olivenhain Municipal Water District to use recycled water for collection system hydro-cleaning and the Scott's Valley Pipeline Project Rehabilitation Post Construction Evaluation.

These items were for information only. No action was taken.

ACTION ITEMS

14. Leucadia Pump Station Rehabilitation Project – Engineering Design Services

Authorize the General Manager to execute Task Order No. 29 with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$41,058.

TSM Morishita presented this item indicating that it was reviewed by the EC at their September 7th meeting. He noted that it is a Fiscal Year 2017 tactical goal. TSM Morishita provided background information on the project and listed the major items to be accomplished during the rehabilitation.

TSM Morishita stated that IEC submitted a proposal for project design. He described the scope of work which includes structural and electrical subcontracted services. He said that staff believes that the IEC proposal is fair, reasonable, and recommended that the Board authorize the General Manager to execute Task Order No. 29 with IEC.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Kulchin, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 29 with IEC for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$41,058 by the following vote:

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

15. Annual Review of LWD's Investment Policy

Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2016 through August 31, 2017, adopt Resolution No. 2282 amending LWD's Investment Policy, and receive and file the annual review of the Investment Policy.

ASM Duffey presented this item indicating that it was reviewed by the Investment and Finance Committee (IFC) at their September 6th meeting. He noted that it is a Fiscal Year 2017 tactical goal and he provided background information on the Investment Policy. He stated that there were changes recommended to the following areas; Permitted Investments section 8.1, Diversification section 11.0, and minor administrative changes to formatting and grammar.

ASM Duffey stated that staff and the IFC also discussed the practicality of implementing the corporate environmental review portion under section 8.2 "Socially Responsible Investing." ASM Duffey noted that during the IFC meeting Directors Omsted and Hanson concurred with staff's preference on the removal of this portion but agreed that this item should be brought to the Board at its September meeting for discussion.

Director Juliussen commented that his concern has always been the safety of the money rather than the return on the investment and asked how safe is the District's money. ASM Duffey answered stating that the District's investments are safe and are highly rated by the rating agencies. He also stated that LWD's investment advisor, PFM, adds an extra layer of scrutiny in its review of any investments it recommends.

Director Kulchin asked if LWD's portfolio lost money during the financial crisis in 2008. ASM Duffey

answered stating that LWD's portfolio lost \$0 in principal during the most recent financial crisis and noted LWD's number one priority is preservation of principal.

Director Kulchin also asked if the Board of Directors re-delegates authority to manage LWD's investment program to the General Manager on an annual basis. ASM Duffey answered affirmatively.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and unanimously carried, the Board of Directors re-delegated authority to manage LWD's investment program to the General Manager effective September 1, 2016 through August 31, 2017 by the following vote:

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

Following discussion, upon a motion duly made by Director Kulchin, seconded by Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2282 amending LWD's Investment Policy, and received and filed the annual review of the Investment Policy by the following vote:

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

INFORMATION ITEMS

16. Project Status Updates and Other Informational Reports

A. None.

17. Directors' Meetings and Conference Reports

A. CSDA Quarterly Dinner was held on August 18, 2016 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

Directors Juliussen and Omsted both agreed the speaker on workplace violence prevention was informative.

Director Kulchin stated that the CSDA Quarterly dinners have very good programs.

B. Carlsbad State of the City Luncheon was held on August 26, 2016 at the Sheraton Resort & Spa in Carlsbad, CA.

Director Juliussen stated he was very impressed with the City of Carlsbad's accomplishments. He noted that they are in great shape financially.

18. General Manager's Report

GM Bushee reported on the following items:

- Public education article in the Encinitas Patch titled "Help Stop Illegal Dumping into the Wastewater System". GM Bushee thanked ASSup Hill and Jared Criscuolo of Rising Tide Partners for their work in drafting the article and getting it published.
- CSDA and CASA testified at the Little Hoover Hearing held on August 25, 2016 and another hearing is scheduled for October.
- At the end of August the North San Diego Water Reuse Coalition provided a response on the San Diego Grand Jury Report.
- GM Bushee will be out of the office October 4 through October 10 visiting family and he will send an update on who will be the acting GM during his absence.

19. General Counsel's Report

GC Brechtel reported on the following items:

- SB 1069: this bill eliminates the ability to charge capacity fees for accessory dwelling units and it has gone to the Governor for signature. GC Brechtel will inform staff if it is signed into law.

20. Board of Directors' Comments

Director Kulchin thanked Director Juliussen for always being complimentary to everyone on staff. Director Kulchin also thanked staff and the General Manager for running a very prudent and effective District.

Director Sullivan thanked everyone for accommodating her teleconference call for the Board Meeting. She also congratulated staff on the awards they received.

21. Adjournment

President Omsted adjourned the meeting at 5:42 p.m.

Donald Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resources Committee Meeting
September 26, 2016

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Monday, September 26, 2016 at 8:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Director Hanson called the meeting to order at 8:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Kulchin and Hanson

DIRECTORS ABSENT: None.

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

3. Public Comment

No public comment was received.

4. New Business

A. Discussion of Leucadia Wastewater District (LWD) Employee Compensation.

GM Bushee presented the item stating that this meeting is a follow-up to the discussion regarding LWD's compensation at the June 2016 Board of Directors meeting.

GM Bushee provided background information on LWD's compensation program. He also provided a handout on agencies similar to LWD based on population, number of accounts, service area size, miles of pipeline, number of employees and personnel budget figures. Director Hanson asked why San Elijo Joint Powers Authority (SEJPA) was not included on this handout. GM Bushee answered that the handout reflects agencies that generally operate collection systems similar to LWD. Director Kulchin stated that the handout is the best comparison he has seen between LWD and similar agencies.

GM Bushee noted that LWD keeps staff lean in order to maximize efficiency and minimize personnel costs. He also noted that LWD's goal is to provide a high level of service in a cost effective manner while maintaining an outstanding environmental record.

Director Hanson voiced concern that sewer rate increases go towards the personnel budget. GM Bushee responded that rate increases cover all LWD operating and capital expenses. GM Bushee presented several PowerPoint slides showing both staff and Board compensation trends. He noted that both trends have been relatively

flat over the past 6 years. Director Kulchin asked if rate increases go to support the needs and the infrastructure of the District. ASM Duffey answered affirmatively.

Director Hanson stated that she would like an efficiency study conducted that looks at how LWD spends money. She said that she is concerned about the way things are done at LWD and why LWD pays more in compensation than other Districts. She stated that she would like the efficiency study to be an overall evaluation of the entire District.

Director Kulchin stated that he is not in agreement with conducting an efficiency study as it would be too expensive. He stated that LWD has a tight knit, productive, effective team with high moral, minimum spills and accidents, which stays within budget and therefore he can't warrant an efficiency study.

Following discussion, the HRC recommended that staff research and provide price estimates for an efficiency study focusing on the areas of finance, staffing, job descriptions, human resources, operations, risk management, capital expenditures, board expenditures and consultant expenditures.

GM Bushee stated that staff would research price estimates for an efficiency study and set a date for another HRC meeting so that staff could report back on the pricing.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Director Hanson adjourned the meeting at 9:35 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Engineering Committee Meeting
October 5, 2016

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, October 5, 2015 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; District Engineer Steve Deering; Natalie Frascchetti and Steven Henderson from Dexter Wilson Engineering.

3. Public Comment

None.

4. New Business

- A. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2016 (FY16) Audit conducted by Dexter Wilson Engineering, Inc.

FSSupt Stecker provided background information. He explained that Dexter Wilson Engineering (DWE) worked closely with staff to develop the SSMP and previously completed the annual audits for Fiscal Years 2010 to 2015 and the 2014 SSMP update. He introduced Natalie Frascchetti from DWE to present the audit findings.

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

After discussion, the EC concurred with staff to recommend that the Board receive and file the FY16 SSMP Audit at the October Board Meeting.

5. Information Items

- A. Batiquitos Pump Station Photo Voltaic Panel Installation

TSM Morishita presented a status of the installation of Photo Voltaic (PV) Panels at the Batiquitos Pump Station. He explained that the installation of the PV Panels satisfies the requirement to reduce on-peak demand by 2,000 kwhrs per year for the new electrical rate applied to the Batiquitos Pump Station. TSM Morishita said that

the new rate at Batiquitos Pump Station has significantly reduced the electrical cost there. He stated that the installation of the PV Panels at Batiquitos is complete and that the system is online and generating electricity. TSM Morishita noted that the last remaining item is that Milholland Electric, the contractor, needs to connect the monitoring system to the internet for remote monitoring of the system.

6. Directors' Comments

None.

7. General Manager's Comments


None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:13 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: October 13, 2016
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 \$ 573,299.82.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months September 9, 2016 – October 13, 2016.

Operating expenses totaled \$ 305,049.01 while Capital Improvement Program expenses totaled \$ 122,982.10.

Payroll for employees and the Board totaled \$ 145,268.71.

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

| | |
|---------------|--|
| Attachment 1 | Summary of Demands by Account September/October 2016 |
| Attachment 2 | Accounts Payable Check Register dated September 9, 2016 |
| Attachment 3 | Payroll Check Register dated September 13, 2016 |
| Attachment 4 | Payroll Check Register dated September 14, 2016 |
| Attachment 5 | Payroll Check Register dated September 14, 2016 |
| Attachment 6 | Accounts Payable Check Register dated September 22, 2016 |
| Attachment 7 | Payroll Check Register dated September 28, 2016 |
| Attachment 8 | Board Payroll Check Register dated October 1, 2016 |
| Attachment 9 | Accounts Payable Check Register dated October 1, 2016 |
| Attachment 10 | Payroll Check Register dated October 12, 2016 |
| Attachment 11 | Year to Date Employee and Board Payroll Report |

DEMANDS SUMMARY

October 19, 2016

1. Demands

| <u>Category</u> | <u>Check #'s</u> | <u>Amount</u> | <u>Total</u> |
|---------------------------------|--------------------------------|----------------------|---------------------|
| Payroll Check -9/13/2016 | 18802 - 18803 Incentive | \$552.59 | |
| Payroll Check -9/14/2016 | 18804 - 18822 | \$46,590.94 | |
| Payroll Check - 9/14/2016 | 18823 - 18824 Incentive | \$1,137.27 | |
| Payroll Check - 9/28/2016 | 18825 - 18843 | \$46,288.36 | |
| Board Payroll Check - 10/1/2016 | 18844 - 18848 | \$1,750.79 | |
| Payroll Check -10/12/2016 | 18849 - 18867 | <u>\$48,948.76</u> | |
| | Total | \$145,268.71 | |
| General Checking -9/9/2016 | 48752 - 48790 | \$ 65,824.91 | |
| General Checking -9/22/2016 | 48791 - 48824 | \$ 215,197.30 | |
| General Checking -10/01/2016 | 48825 - 48857 | <u>\$ 147,008.90</u> | |
| | Total | \$ 428,031.11 | |
| | GRAND TOTAL | | \$573,299.82 |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/9/2016 Through 9/9/2016

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|-------------------------------------|--------------|----------------|--------------|--------------------------------|
| ARC DOCUMENT SOLUTIONS,LLC | 48752 | 9/9/2016 | 32.00 | PLANS AND SPECS |
| | Total 48752 | | 32.00 | |
| AT&T | 48753 | 9/9/2016 | 191.18 | PHONES/AUG |
| | Total 48753 | | 191.18 | |
| BARRETT ENGINEERED PUMP | 48754 | 9/9/2016 | 281.88 | HYDROMATIC SUMP PUMP |
| | Total 48754 | | 281.88 | |
| CARLSBAD CHAMBER OF COMMERCE | 48755 | 9/9/2016 | 800.00 | MEMBERSHIP RENEWAL-16/17 |
| | Total 48755 | | 800.00 | |
| CITY OF CARLSBAD | 48756 | 9/9/2016 | 323.60 | WATER @ OFFICE/PLANT |
| CITY OF CARLSBAD | | 9/9/2016 | 183.57 | WATER @ VACTOR |
| CITY OF CARLSBAD | | 9/9/2016 | 254.40 | WATER @ VACTOR 2 |
| | Total 48756 | | 761.57 | |
| CORELOGIC INFORMATION SOLUTIONS,INC | 48757 | 9/9/2016 | 125.00 | REAL QUEST SUB SERVICE-AUGUST |
| | Total 48757 | | 125.00 | |
| CUES, INC | 48758 | 9/9/2016 | 388.61 | CABLES,BULBS, ETC FOR CCTV VAN |
| | Total 48758 | | 388.61 | |
| DATA NET | 48759 | 9/9/2016 | 850.00 | IS MAINT AND SUPPORT |
| | Total 48759 | | 850.00 | |
| DAVID KULCHIN | 48760 | 9/9/2016 | 27.00 | REIMBURSE DK FOR CSDA DINNER |
| | Total 48760 | | 27.00 | |
| DONALD OMSTED | 48761 | 9/9/2016 | 15.50 | REIMBURSE FOR CASA CONF |
| | Total 48761 | | 15.50 | |
| ENCINITAS CHAMBER OF COMMERCE | 48762 | 9/9/2016 | 250.00 | MEMBERSHIP RENEWAL-16/17 |
| | Total 48762 | | 250.00 | |
| HAAKER EQUIPMENT CO | 48763 | 9/9/2016 | 122.32 | PARTS |
| | Total 48763 | | 122.32 | |
| IAN RIFFEL | 48764 | 9/9/2016 | 199.98 | SAFETY BOOTS |
| | Total 48764 | | 199.98 | |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/9/2016 Through 9/9/2016

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|-------------------------------------|--------------|----------------|--------------|-------------------------------------|
| ICMA RETIREMENT-303979 | 48765 | 9/9/2016 | 3,885.42 | DEFERRED COMP-8/31/2016 |
| | Total 48765 | | 3,885.42 | |
| INTERSTATE BATTERIES OF SAN DIEGO | 48766 | 9/9/2016 | 255.17 | BATTERIES |
| | Total 48766 | | 255.17 | |
| JACKSON & BLANC | 48767 | 9/9/2016 | 1,617.25 | MAINT/SUPPORT -HVAC SYSTEM-SEPT-NOV |
| | Total 48767 | | 1,617.25 | |
| MITSUBISHI ELECTRIC US, INC | 48768 | 9/9/2016 | 277.41 | MAINT/SERVICE FOR ELEVATOR |
| | Total 48768 | | 277.41 | |
| NAPA AUTO | 48769 | 9/9/2016 | 43.16 | DEF 002/PARTS AND SUPPLIES |
| | Total 48769 | | 43.16 | |
| OFFICE DEPOT, INC. | 48770 | 9/9/2016 | 56.58 | OFFICE SUPPLIES |
| | Total 48770 | | 56.58 | |
| OLIVENHAIN MUNICIPAL WATER DISTRICT | 48771 | 9/9/2016 | 6,440.16 | FURMAN GROUP PAYMENT |
| | Total 48771 | | 6,440.16 | |
| OLIVENHAIN MUNICIPAL WATER DIST | 48772 | 9/9/2016 | 41.13 | WATER @ E. ESTATES PS |
| OLIVENHAIN MUNICIPAL WATER DIST | | 9/9/2016 | 278.56 | WATER @ TRAVELING 2 |
| OLIVENHAIN MUNICIPAL WATER DIST | | 9/9/2016 | 271.59 | WATER @ TRAVELING-VACTOR |
| OLIVENHAIN MUNICIPAL WATER DIST | | 9/9/2016 | 94.53 | WATER @ VP5 PS |
| OLIVENHAIN MUNICIPAL WATER DIST | | 9/9/2016 | 41.13 | WATER @ VP7 PS |
| | Total 48772 | | 726.94 | |
| PEP BOYS | 48773 | 9/9/2016 | 10.00 | PRO GAUGE |
| | Total 48773 | | 10.00 | |
| PERS RETIREMENT | 48774 | 9/9/2016 | 313.99 | BOARD RETIREMENT ENDING 8/31/16 |
| PERS RETIREMENT | | 9/9/2016 | 12,596.45 | EMPLOYEE RETIREMENT ENDING 8/28/16 |
| | Total 48774 | | 12,910.44 | |
| PITNEY BOWES GLOBAL FINANCIAL LLC | 48775 | 9/9/2016 | 155.88 | POSTAGE METER LEASE-OTRLY |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/9/2016 Through 9/9/2016

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|-------------------------------------|--------------|----------------|--------------|-------------------------------------|
| | Total 48775 | | 155.88 | |
| PLANT PEOPLE, INC | 48776 | 9/9/2016 | 158.00 | MAINT OF LIVE PLANTS IN OFFICE |
| | Total 48776 | | 158.00 | |
| PROFORMA PRINT & PROMOTIONS | 48777 | 9/9/2016 | 527.04 | PAYROLL CHECKS |
| | Total 48777 | | 527.04 | |
| PURCHASE POWER | 48778 | 9/9/2016 | 104.15 | POSTAGE/SHIPPING-FEDX |
| | Total 48778 | | 104.15 | |
| ROCKWELL CONSTRUCTION SERVICES, INC | 48779 | 9/9/2016 | 135.00 | CM/INSPECTION @ BPS |
| ROCKWELL CONSTRUCTION SERVICES, INC | | 9/9/2016 | 125.00 | ELECTRICAL CM/INSPECTION @ VP5 PS |
| | Total 48779 | | 260.00 | |
| SAN DIEGUITO WATER DISTRICT | 48780 | 9/9/2016 | 103.16 | WATER @ BPS |
| SAN DIEGUITO WATER DISTRICT | | 9/9/2016 | 289.30 | WATER @ TANKER 2 |
| | Total 48780 | | 392.46 | |
| SOUTHERN CONTRACTING COMPANY | 48781 | 9/9/2016 | 810.00 | ELECTRICAL WORK @ SPS |
| | Total 48781 | | 810.00 | |
| TC CONSTRUCTION | 48782 | 9/9/2016 | 24,171.29 | RETENTION-FINAL PAYMENT |
| | Total 48782 | | 24,171.29 | |
| THE HOME DEPOT CRC/GECF | 48783 | 9/9/2016 | 416.02 | SUPPLIES |
| | Total 48783 | | 416.02 | |
| PIPE TOOLS SPECIALITIES | 48784 | 9/9/2016 | 682.54 | DOUBLE HOLE CHAIN ASSEMBLY |
| | Total 48784 | | 682.54 | |
| T.S. INDUSTRIAL SUPPLY | 48785 | 9/9/2016 | 99.07 | GREEN MARKING PAINT |
| | Total 48785 | | 99.07 | |
| UNDERGROUND SERVICE ALERT OF | 48786 | 9/9/2016 | 288.00 | UNDERGROUND ALARM SYSTEM |
| | Total 48786 | | 288.00 | |
| U.S. BANK | 48787 | 9/9/2016 | 7,164.65 | CONFERENCES, MEETINGS,SUPPLIES, ETC |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/9/2016 Through 9/9/2016

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|--------------------|---------------------|-----------------------|-------------------------|--------------------------------|
| | Total 48787 | | 7,164.65 | |
| VERIZON WIRELESS | 48788 | 9/9/2016 | <u>21.27</u> | TELEMETRY |
| | Total 48788 | | 21.27 | |
| WASTE MANAGEMENT | 48789 | 9/9/2016 | <u>206.86</u> | TRASH SERVICE-AUG |
| | Total 48789 | | 206.86 | |
| XEROX CORPORATION | 48790 | 9/9/2016 | <u>100.11</u> | MONTHLY FEE-AUG |
| | Total 48790 | | 100.11 | |
| Report Total | | | <u><u>65,824.91</u></u> | |

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 9/9/2016 Through 9/9/2016

| Vendor Name | Tra... Sou... | Effective Date | Check/Voucher Number | Expenses | GL Code | GL Title | Transaction Description |
|-------------------|---------------|----------------|----------------------|-----------------|---------|---|-------------------------------------|
| U.S. BANK | APS | 9/9/2016 | 48787 | 0.00 | 1005 | UNION BANK GENERAL | CONFERENCES, MEETINGS,SUPPLIES, ETC |
| U.S. BANK | APS | 9/9/2016 | 48787 | 0.00 | 1080 | DUE TO/FROM OTHER FUNDS | CONFERENCES, MEETINGS,SUPPLIES, ETC |
| U.S. BANK | API | 9/9/2016 | 48787 | 49.96 | 4330 | BOARD CONFERENCES | CASA CONF-DO |
| U.S. BANK | API | 9/9/2016 | 48787 | 122.69 | 4330 | BOARD CONFERENCES | CASA CONF-ES |
| U.S. BANK | API | 9/9/2016 | 48787 | (525.00) | 4330 | BOARD CONFERENCES | CREDIT-CASA-AJ |
| U.S. BANK | API | 9/9/2016 | 48787 | 580.00 | 4330 | BOARD CONFERENCES | CSDA CONF AJ |
| U.S. BANK | API | 9/9/2016 | 48787 | 580.00 | 4330 | BOARD CONFERENCES | CSDA CONF-DK |
| U.S. BANK | API | 9/9/2016 | 48787 | 580.00 | 4330 | BOARD CONFERENCES | CSDA CONF-DO |
| U.S. BANK | API | 9/9/2016 | 48787 | 580.00 | 4330 | BOARD CONFERENCES | CSDA CONF-ES |
| U.S. BANK | API | 9/9/2016 | 48787 | 580.00 | 4330 | BOARD CONFERENCES | CSDA CONF-JH |
| U.S. BANK | API | 9/9/2016 | 48787 | 55.00 | 4330 | BOARD CONFERENCES | CSDA WEBINAR-ES |
| U.S. BANK | API | 9/9/2016 | 48787 | 1,101.28 | 4330 | BOARD CONFERENCES | HOTEL-CASA CONF-ES |
| U.S. BANK | API | 9/9/2016 | 48787 | 30.00 | 4910 | OFFICE SUPPLIES | OFFICE SUPPLIES |
| U.S. BANK | API | 9/9/2016 | 48787 | 42.00 | 4950 | Computer Software/Srvc/Support/Hardware | IPAD COVER |
| U.S. BANK | API | 9/9/2016 | 48787 | 117.90 | 5040 | SAFETY SUPPLIES | SAFETY SUPPLIES |
| U.S. BANK | API | 9/9/2016 | 48787 | 445.76 | 5510 | LINE MAINTENANCE | VAN-LINE MAINT |
| U.S. BANK | API | 9/9/2016 | 48787 | 245.76 | 5530 | BUILDINGS & GROUNDS | BLDGS/GROUNDS REMOTES |
| U.S. BANK | API | 9/9/2016 | 48787 | 475.73 | 5540 | VEHICLES | VEHICLE MAINT |
| U.S. BANK | API | 9/9/2016 | 48787 | 62.67 | 5710 | TRAINING, EDUCATION & CONFERNC | CASA CONF |
| U.S. BANK | API | 9/9/2016 | 48787 | 39.00 | 5710 | TRAINING, EDUCATION & CONFERNC | CASA CONF-PARK |
| U.S. BANK | API | 9/9/2016 | 48787 | 18.85 | 5710 | TRAINING, EDUCATION & CONFERNC | CASA-GAS |
| U.S. BANK | API | 9/9/2016 | 48787 | 580.00 | 5710 | TRAINING, EDUCATION & CONFERNC | CSDA CONF-PB |
| U.S. BANK | API | 9/9/2016 | 48787 | 575.00 | 5710 | TRAINING, EDUCATION & CONFERNC | CSDA SECRETARY CONF |
| U.S. BANK | API | 9/9/2016 | 48787 | 137.00 | 5710 | TRAINING, EDUCATION & CONFERNC | CSDA SW FLIGHT |
| U.S. BANK | API | 9/9/2016 | 48787 | 370.09 | 5710 | TRAINING, EDUCATION & CONFERNC | HOTEL-SEWER SUMMIT |
| U.S. BANK | API | 9/9/2016 | 48787 | 190.96 | 5710 | TRAINING, EDUCATION & CONFERNC | SW FLIGHT-SEWER SUMMIT |
| U.S. BANK | API | 9/9/2016 | 48787 | 100.00 | 5910 | TELEPHONE | WEBSITE HOST |
| U.S. BANK | API | 9/9/2016 | 48787 | 30.00 | 5910 | TELEPHONE | WIFI-R.M. |
| Transaction Total | | | | <u>7,164.65</u> | | | |
| Total 9/9/2016 | | | | 7,164.65 | | | |

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: **September 13, 2016**
 Incentive

| <u>Check Nos.</u> | <u>Date</u> | <u>Amount</u> |
|--------------------------|--------------------|----------------------|
| 18802 - 18803 | 9/13/2016 | \$552.59 |

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: **September 14, 2016**

| <u>Check Nos.</u> | <u>Date</u> | <u>Amount</u> |
|-------------------|-------------|---------------|
| 18804 - 18822 | 9/14/2016 | \$46,590.94 |

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 14, 2016
INCENTIVE

| <u>Check Nos.</u> | <u>Date</u> | <u>Amount</u> |
|-------------------|-------------|---------------|
| 18823 - 18824 | 9/14/2016 | \$1,137.27 |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/22/2016 Through 9/22/2016

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|----------------------------------|--------------|----------------|------------------|---|
| PETTY CASH | 48791 | 9/22/2016 | <u>201.93</u> | PETTY CASH-SEPT |
| | Total 48791 | | 201.93 | |
| COLLIN CHAPPELLE | 48792 | 9/22/2016 | <u>3,212.50</u> | PHOTOS-ADVANCE PAYMENT |
| | Total 48792 | | 3,212.50 | |
| CHUCKS TIRE CENTER | 48793 | 9/22/2016 | <u>807.17</u> | TIRES |
| | Total 48793 | | 807.17 | |
| CONEXIS | 48794 | 9/22/2016 | <u>140.00</u> | SEC 125 FLEX PLAN-AUGUST |
| | Total 48794 | | 140.00 | |
| CORODATA | 48795 | 9/22/2016 | <u>76.95</u> | STORAGE |
| | Total 48795 | | 76.95 | |
| CWEA | 48796 | 9/22/2016 | 172.00 | MEMBERSHIP RENEWAL-M. AVALOS |
| CWEA | | 9/22/2016 | <u>172.00</u> | MEMBERSHIP RENEWAL-M. GONZALEZ |
| | Total 48796 | | 344.00 | |
| DATA NET | 48797 | 9/22/2016 | 208.24 | IS MAINT AND SUPPORT |
| DATA NET | | 9/22/2016 | 10,339.92 | MS SERVER USER UPGRADE |
| DATA NET | | 9/22/2016 | <u>21,934.96</u> | PARTIAL PYMT ON COMPUTERS |
| | Total 48797 | | 32,483.12 | |
| DEXTER WILSON ENGINEERING | 48798 | 9/22/2016 | <u>3,105.00</u> | FY 16 AUDIT OF SSMP |
| | Total 48798 | | 3,105.00 | |
| DKF SOLUTIONS GROUP, LLC | 48799 | 9/22/2016 | <u>400.00</u> | SAFETY MSO SETUP |
| | Total 48799 | | 400.00 | |
| DION INTERNATIONAL TRUCKS INC | 48800 | 9/22/2016 | <u>2,632.41</u> | MAINT/WORK ON VACTOR 152 |
| | Total 48800 | | 2,632.41 | |
| PETER T. DYER | 48801 | 9/22/2016 | <u>3,000.00</u> | LATERAL REIMBURSEMENT |
| | Total 48801 | | 3,000.00 | |
| ENCINA WASTEWATER AUTHORITY | 48802 | 9/22/2016 | <u>92,342.00</u> | Cal Pers Side Fund Pay Down for Encinla |
| | Total 48802 | | 92,342.00 | |
| EWING IRRIGATION PRODUCTS | 48803 | 9/22/2016 | <u>53.65</u> | PARTS |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/22/2016 Through 9/22/2016

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|----------------------------------|--------------|----------------|--------------|--------------------------------|
| | Total 48803 | | 53.65 | |
| GREAT AMERICA FINANCIAL SERVICES | 48804 | 9/22/2016 | 755.37 | COPIER LEASE |
| | Total 48804 | | 755.37 | |
| HAAKER EQUIPMENT CO | 48805 | 9/22/2016 | 486.00 | PARTS |
| | Total 48805 | | 486.00 | |
| HEAVILAND ENTERPRISES, INC | 48806 | 9/22/2016 | 840.00 | LANDSCAPE MAINT-SEPT |
| | Total 48806 | | 840.00 | |
| I2B NETWORKS, INC | 48807 | 9/22/2016 | 160.00 | WEB CAM-SEPT-OCT |
| | Total 48807 | | 160.00 | |
| ICMA RETIREMENT-303979 | 48808 | 9/22/2016 | 3,885.42 | DEFERRED COMP |
| | Total 48808 | | 3,885.42 | |
| PHIL LUGO | 48809 | 9/22/2016 | 3,000.00 | LATERAL REIMBURSEMENT |
| | Total 48809 | | 3,000.00 | |
| MILHOLLAND ELECTRIC, INC | 48810 | 9/22/2016 | 10,468.05 | BPS SOLAR PV |
| | Total 48810 | | 10,468.05 | |
| NAPA AUTO | 48811 | 9/22/2016 | 11.86 | NUT DRIVER |
| NAPA AUTO | | 9/22/2016 | 34.52 | SUPPLIES |
| | Total 48811 | | 46.38 | |
| NATIONWIDE RETIREMENT SOLUTIONS | 48812 | 9/22/2016 | 247.22 | DEFERRED COMP |
| | Total 48812 | | 247.22 | |
| NU-LINE TECHNOLOGIES, INC | 48813 | 9/22/2016 | 18,857.50 | 2016 GRAVITY PIPELINE |
| | Total 48813 | | 18,857.50 | |
| OFFICE DEPOT, INC. | 48814 | 9/22/2016 | 274.51 | OFFICE SUPPLIES |
| | Total 48814 | | 274.51 | |
| PALOMAR WATER, LLC | 48815 | 9/22/2016 | 243.00 | BOTTLED WATER DELIVERED-August |
| | Total 48815 | | 243.00 | |
| PEP BOYS | 48816 | 9/22/2016 | 10.24 | MINI BULB |
| PEP BOYS | | 9/22/2016 | 37.79 | SEAT COVERS |
| PEP BOYS | | 9/22/2016 | 79.88 | SEAT COVERS FOR TRUCK #153 |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/22/2016 Through 9/22/2016

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|--------------------------|--------------|----------------|--------------|-------------------------------|
| | Total 48816 | | 127.91 | |
| RICHARD STINSON | 48817 | 9/22/2016 | 2,950.00 | CONSTRUCTION MGMT-SEPT |
| | Total 48817 | | 2,950.00 | |
| SCW CONTRACTING CORP | 48818 | 9/22/2016 | 10,415.80 | VP5 PS REPLACEMENT PROJECT |
| | Total 48818 | | 10,415.80 | |
| SAN DIEGO GAS & ELECTIRC | 48819 | 9/22/2016 | 121.62 | ELECTRIC @ AVOCADO PS |
| SAN DIEGO GAS & ELECTIRC | | 9/22/2016 | 484.52 | ELECTRIC @ DIANA PS |
| SAN DIEGO GAS & ELECTIRC | | 9/22/2016 | 782.38 | ELECTRIC @ E. ESTATES PS |
| SAN DIEGO GAS & ELECTIRC | | 9/22/2016 | 979.79 | ELECTRIC @ LCPS |
| SAN DIEGO GAS & ELECTIRC | | 9/22/2016 | 16,147.85 | ELECTRIC @ LEUCADIA PS/OFFICE |
| SAN DIEGO GAS & ELECTIRC | | 9/22/2016 | 176.08 | ELECTRIC @ RANCHO VERDE PS |
| SAN DIEGO GAS & ELECTIRC | | 9/22/2016 | 727.50 | ELECTRIC @ SPS |
| SAN DIEGO GAS & ELECTIRC | | 9/22/2016 | 315.11 | ELECTRIC @ VP5 PS |
| SAN DIEGO GAS & ELECTIRC | | 9/22/2016 | 195.08 | ELECTRIC @ VP7 PS |
| SAN DIEGO GAS & ELECTIRC | | 9/22/2016 | 10.00 | GAS @ OFFICE/LPS |
| SAN DIEGO GAS & ELECTIRC | | 9/22/2016 | 2.66 | NAT GAS @ EE |
| | Total 48819 | | 19,942.59 | |
| TERMINIX | 48820 | 9/22/2016 | 56.00 | MONTHLY PEST SERVICE-AUG |
| | Total 48820 | | 56.00 | |
| TODD AMOS | 48821 | 9/22/2016 | 61.97 | SAFETY BOOTS |
| | Total 48821 | | 61.97 | |
| UNIFIRST CORPORATION | 48822 | 9/22/2016 | 185.34 | LAUNDRY SERVICE W/E 9/7/16 |
| | Total 48822 | | 185.34 | |
| VERIZON WIRELESS | 48823 | 9/22/2016 | 1,570.31 | CELL PHONES AND EQUIPMENT |
| | Total 48823 | | 1,570.31 | |
| WORDEN WILLIAMS LLP | 48824 | 9/22/2016 | 1,825.20 | LEGAL FEES-AUG |
| | Total 48824 | | 1,825.20 | |
| Report Total | | | 215,197.30 | |

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: **September 28, 2016**

| <u>Check Nos.</u> | <u>Date</u> | <u>Amount</u> |
|-------------------|-------------|---------------|
| 18825 - 18843 | 9/28/2016 | \$46,288.36 |

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: October 1, 2016

| <u>Check No.</u> | <u>Date</u> | <u>Amount</u> |
|------------------|-------------|---------------|
| 18844 - 18848 | 10/1/2016 | \$1,750.79 |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/1/2016 Through 10/1/2016

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|--|--------------|----------------|--------------|-------------------------------------|
| CAL PUBLIC EMPLOYEES' RETIRE SYSTEM | 48825 | 10/1/2016 | 29,092.46 | HEALTH INS-OCTOBER |
| | Total 48825 | | 29,092.46 | |
| CARLSBAD FUELS CORPORATION | 48826 | 10/1/2016 | 2,927.85 | VEHICLE FUEL |
| | Total 48826 | | 2,927.85 | |
| COUNTY OF SAN DIEGO | 48827 | 10/1/2016 | 292.00 | FACILITY PERMIT RENEWAL |
| | Total 48827 | | 292.00 | |
| CUES, INC | 48828 | 10/1/2016 | 264.86 | CABLES |
| CUES, INC | | 10/1/2016 | 792.35 | SERVICES/REPAIRS |
| | Total 48828 | | 1,057.21 | |
| CWEA | 48829 | 10/1/2016 | 172.00 | RENEWAL FOR H. GONZALEZ |
| | Total 48829 | | 172.00 | |
| DATA NET | 48830 | 10/1/2016 | 2,015.00 | 2016 MS UPGRADE |
| | Total 48830 | | 2,015.00 | |
| EVOQUA WATER TECHNOLOGIES, LLC | 48831 | 10/1/2016 | 8,431.56 | BIOXIDE |
| | Total 48831 | | 8,431.56 | |
| GRAINGER, INC | 48832 | 10/1/2016 | 301.10 | CARDED NUMBERS/LETTERS KITS |
| | Total 48832 | | 301.10 | |
| HARTFORD LIFE & ACCIDENT INS. | 48833 | 10/1/2016 | 441.32 | LIFE INS-OCT |
| | Total 48833 | | 441.32 | |
| HD SUPPLY WATERWORKS, LTD | 48834 | 10/1/2016 | 4,935.60 | INFLOW DOME/GASKET |
| | Total 48834 | | 4,935.60 | |
| HOCH CONSULTING | 48835 | 10/1/2016 | 2,878.75 | BPS SOLAR PROJECT |
| HOCH CONSULTING | | 10/1/2016 | 4,707.50 | VP5 PS CONSTRUCTION |
| | Total 48835 | | 7,586.25 | |
| HOPE HEALTH/IHAC | 48836 | 10/1/2016 | 366.00 | HOPE HEALTH LETTERS-SUBSCRIPTION |
| | Total 48836 | | 366.00 | |
| ICMA RETIREMENT-303979 | 48837 | 10/1/2016 | 3,885.42 | DEFERRED COMP |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/1/2016 Through 10/1/2016

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|--------------------------------------|--------------|----------------|--------------|---|
| | Total 48837 | | 3,885.42 | |
| INFRASTRUCTURE ENGINEERING CORP | 48838 | 10/1/2016 | 942.50 | 2016 GRAVITY LINE |
| INFRASTRUCTURE ENGINEERING CORP | | 10/1/2016 | 857.50 | FY 17 GRAVITY SEWER |
| INFRASTRUCTURE ENGINEERING CORP | | 10/1/2016 | 5,814.90 | FY15 GRAVITY SEWER |
| INFRASTRUCTURE ENGINEERING CORP | | 10/1/2016 | 34,853.86 | GAFNER AWT PROJECT |
| INFRASTRUCTURE ENGINEERING CORP | | 10/1/2016 | 1,360.00 | GIS SERVICES |
| INFRASTRUCTURE ENGINEERING CORP | | 10/1/2016 | 3,046.26 | VP5 PS REPLACEMENT PROJECT |
| | Total 48838 | | 46,875.02 | |
| JEFFERY STECKER | 48839 | 10/1/2016 | 79.59 | REIMBURSE FOR CONF-TRI STATE |
| | Total 48839 | | 79.59 | |
| MALLORY SAFETY AND SUPPLY | 48840 | 10/1/2016 | 299.95 | SAFETY GLOVES |
| | Total 48840 | | 299.95 | |
| MARVIN GONZALEZ | 48841 | 10/1/2016 | 122.13 | REIMBURSE FOR CONF-TRI STATE |
| | Total 48841 | | 122.13 | |
| MCCULLOUGH DESIGN AND DEVELOPMENT | 48842 | 10/1/2016 | 1,349.83 | REFUND DEV |
| | Total 48842 | | 1,349.83 | |
| DODGE DATA & ANALYTICS | 48843 | 10/1/2016 | 1,342.61 | AD FOR L1 FORCE MAIN WEST |
| | Total 48843 | | 1,342.61 | |
| MES VISION | 48844 | 10/1/2016 | 379.33 | VISION INS-OCT |
| | Total 48844 | | 379.33 | |
| NATIONWIDE RETIREMENT SOLUTIONS | 48845 | 10/1/2016 | 148.32 | DEFERRED COMP |
| | Total 48845 | | 148.32 | |
| OFFICE DEPOT, INC. | 48846 | 10/1/2016 | 64.62 | OFFICE SUPPLIES AND CREDIT |
| | Total 48846 | | 64.62 | |
| PEP BOYS | 48847 | 10/1/2016 | 10.79 | OIL FILTER WRENCH |
| PEP BOYS | | 10/1/2016 | 113.37 | SEAT COVERS |
| | Total 48847 | | 124.16 | |
| PERS RETIREMENT | 48848 | 10/1/2016 | 12,596.45 | EMPLOYEE RETIREMENT ENDING 9/11/2016 |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 10/1/2016 Through 10/1/2016

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|---------------------------------|---------------------|-----------------------|---------------------|----------------------------------|
| | Total 48848 | | 12,596.45 | |
| PLUMBERS DEPOT, INC | 48849 | 10/1/2016 | <u>169.56</u> | WARTHOG OVERHAUL |
| | Total 48849 | | 169.56 | |
| QUALITY CHEVROLET | 48850 | 10/1/2016 | <u>429.39</u> | MAINT/REPAIR |
| | Total 48850 | | 429.39 | |
| SAN DIEGO GAS & ELECTIRC | 48851 | 10/1/2016 | 11,274.67 | ELECTRIC @ BPS |
| SAN DIEGO GAS & ELECTIRC | | 10/1/2016 | <u>1,695.24</u> | ELECTRIC @ EEPS |
| | Total 48851 | | 12,969.91 | |
| STEVE KRASON | 48852 | 10/1/2016 | <u>412.30</u> | REIMBURSE FOR CONF-TRI STATE |
| | Total 48852 | | 412.30 | |
| THE GUARDIAN | 48853 | 10/1/2016 | <u>4,116.48</u> | DENTAL/DISABILITY INS-OCT |
| | Total 48853 | | 4,116.48 | |
| TRI COMMUNITY ANSWERING SERVICE | 48854 | 10/1/2016 | 90.00 | ANSWERING SERVICE-SEPT/OCT |
| | Total 48854 | | 90.00 | |
| T.Y. LIN INTERNATIONAL | 48855 | 10/1/2016 | <u>2,758.19</u> | DESIGN SERVICES @ POINSETTIA |
| | Total 48855 | | 2,758.19 | |
| UNIFIRST CORPORATION | 48856 | 10/1/2016 | <u>185.34</u> | LAUNDRY SERVICE-W/E-9/21/16 |
| | Total 48856 | | 185.34 | |
| VORTEX INDUSTRIES, INC | 48857 | 10/1/2016 | 991.95 | PREVENTATIVE MAINTENANCE PROGRAM |
| | Total 48857 | | 991.95 | |
| Report Total | | | <u>147,008.90</u> | |

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 12, 2016

| <u>Check Nos.</u> | <u>Date</u> | <u>Amount</u> |
|-------------------|-------------|---------------|
| 18849 - 18867 | 10/12/2016 | \$48,948.76 |

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

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

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

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

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

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

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

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

MARCH

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

APRIL

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

MAY

| | | | |
|-----------|--------------|-----------|---------------------|
| 5/2/2016 | Board | | \$4,924.86 |
| 5/11/2016 | Employee | | \$45,328.93 |
| 5/11/2016 | Employee | Incentive | \$16,361.17 |
| 5/25/2016 | Employee | | <u>\$45,256.06</u> |
| | TOTAL | | \$111,871.02 |

JUNE

| | | | |
|-----------|--------------|--|--------------------|
| 6/2/2016 | Board | | \$4,900.16 |
| 6/8/2016 | Employee | | \$45,693.96 |
| 6/22/2016 | Employee | | <u>\$44,504.50</u> |
| | TOTAL | | \$95,098.62 |

JULY

| | | | |
|-----------|--------------|-----------|--------------------|
| 7/2/2016 | Board | | \$1,113.05 |
| 7/6/2016 | Employee | | \$45,209.70 |
| 7/20/2016 | Employee | | \$45,447.42 |
| 7/21/2016 | Employee | Incentive | <u>\$92.35</u> |
| | TOTAL | | \$91,862.52 |

AUGUST

| | | | |
|-----------|--------------|-----------|---------------------|
| 8/1/2016 | Board | | \$2,494.10 |
| 8/3/2016 | Employee | | \$47,019.66 |
| 8/16/2016 | Employee | Incentive | \$6,786.37 |
| 8/17/2016 | Employee | | \$46,135.12 |
| 8/31/2016 | Employee | | <u>45952.27</u> |
| | TOTAL | | \$148,387.52 |

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

SEPTEMBER

| | | | |
|-----------|--------------|-----------|--------------------|
| 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 |

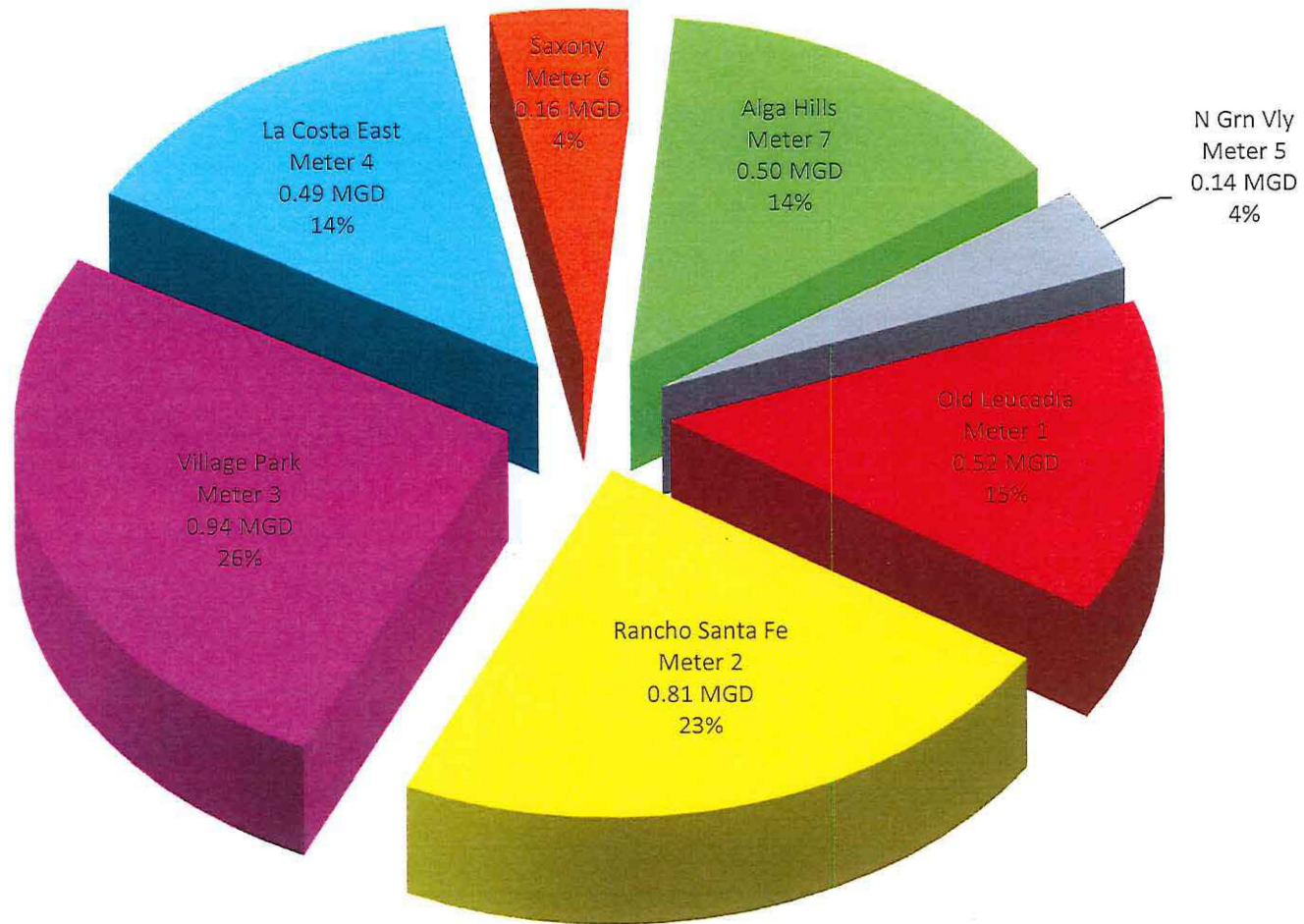
OCTOBER

| | | | |
|------------|--------------|--|--------------------|
| 10/1/2016 | Board | | \$1,750.79 |
| 10/12/2016 | Employee | | <u>\$48,948.76</u> |
| | TOTAL | | \$50,699.55 |

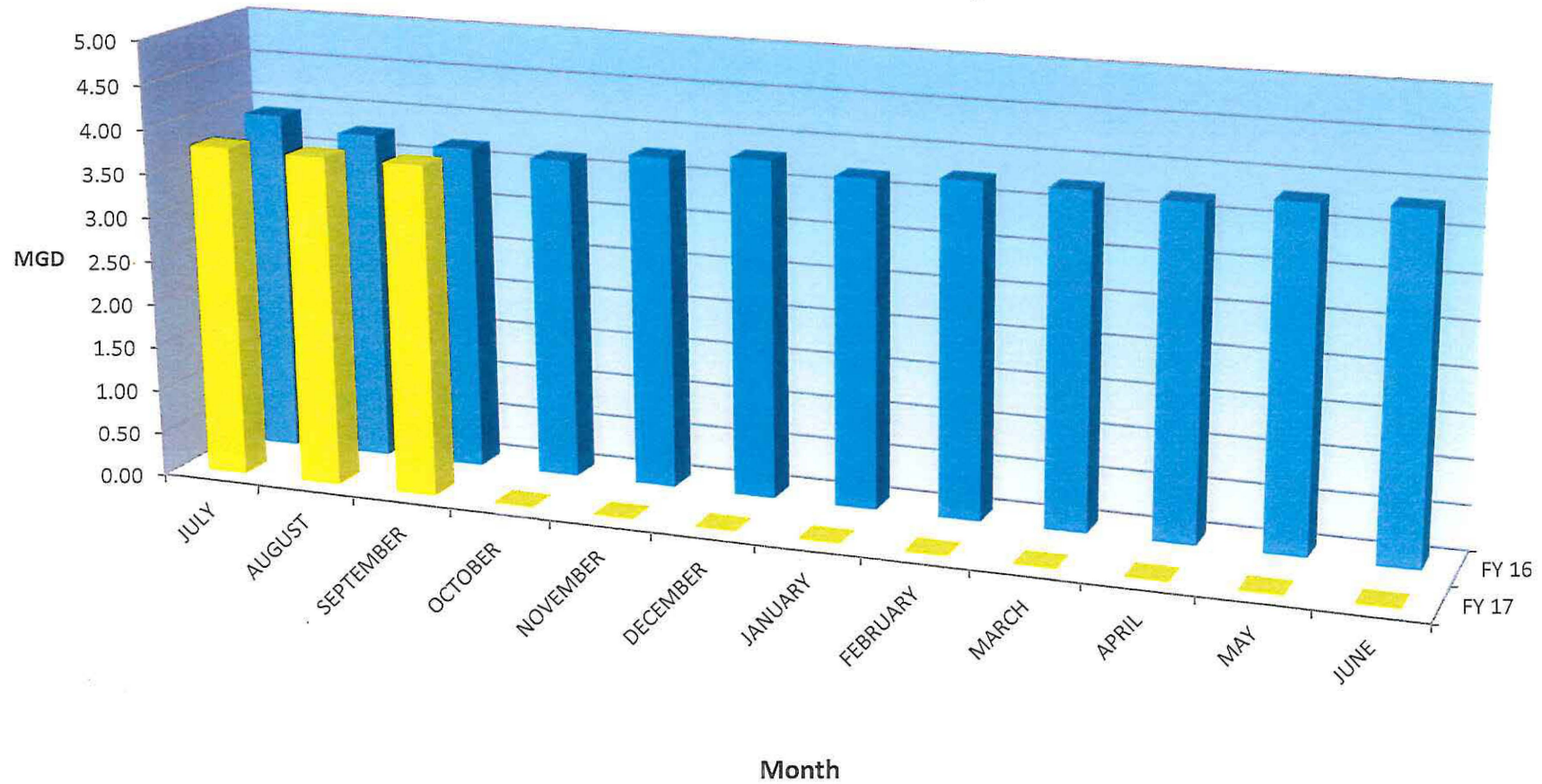
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2017 (July 2016 - June 2017)**

| CURRENT MONTH - September 2016 | | | | | | | FY 2015-2016 |
|--------------------------------|----------------------|------------------|--------------------------|------------------|---------|-------------------------------|------------------|
| Period | Total Rain Inches | Total Flow MG | Added EDU's 28,560.21 | LWD ADF (MGD) | GPD/EDU | RECLAIMED Total (ac-ft/mo) | LWD ADF (MGD) |
| JULY | 0.00 | 116.87 | 1.00 | 3.77 | 132 | 54.07 | 3.92 |
| YTD | | | 28,561.21 | | | | |
| AUGUST | 0.00 | 116.25 | 1.50 | 3.75 | 131 | 44.02 | 3.77 |
| YTD | | | 28,562.71 | | | | |
| SEPTEMBER | 0.24 | 112.80 | 2.00 | 3.76 | 132 | 47.41 | 3.70 |
| YTD | | | 28,564.71 | | | | |
| OCTOBER | | | | | 0 | | 3.65 |
| YTD | | | 28,564.71 | | | | |
| NOVEMBER | | | | | 0 | | 3.77 |
| YTD | | | 28,564.71 | | | | |
| DECEMBER | | | | | 0 | | 3.83 |
| YTD | | | 28,564.71 | | | | |
| JANUARY | | | | | 0 | | 3.71 |
| YTD | | | 28,564.71 | | | | |
| FEBRUARY | | | | | 0 | | 3.77 |
| YTD | | | 28,564.71 | | | | |
| MARCH | | | | | 0 | | 3.76 |
| YTD | | | 28,564.71 | | | | |
| APRIL | | | | | 0 | | 3.72 |
| YTD | | | 28,564.71 | | | | |
| MAY | | | | | 0 | | 3.81 |
| YTD | | | 28,564.71 | | | | |
| JUNE | | | | | 0 | | 3.83 |
| YTD | | | 28,564.71 | | | | |
| YTD Totals | 0.24 | 345.92 | 4.50 | | | 145.50 | |
| Mo Average | 0.08 | 115.31 | 1.50 | 3.76 | 32.91 | 48.50 | 3.77 |

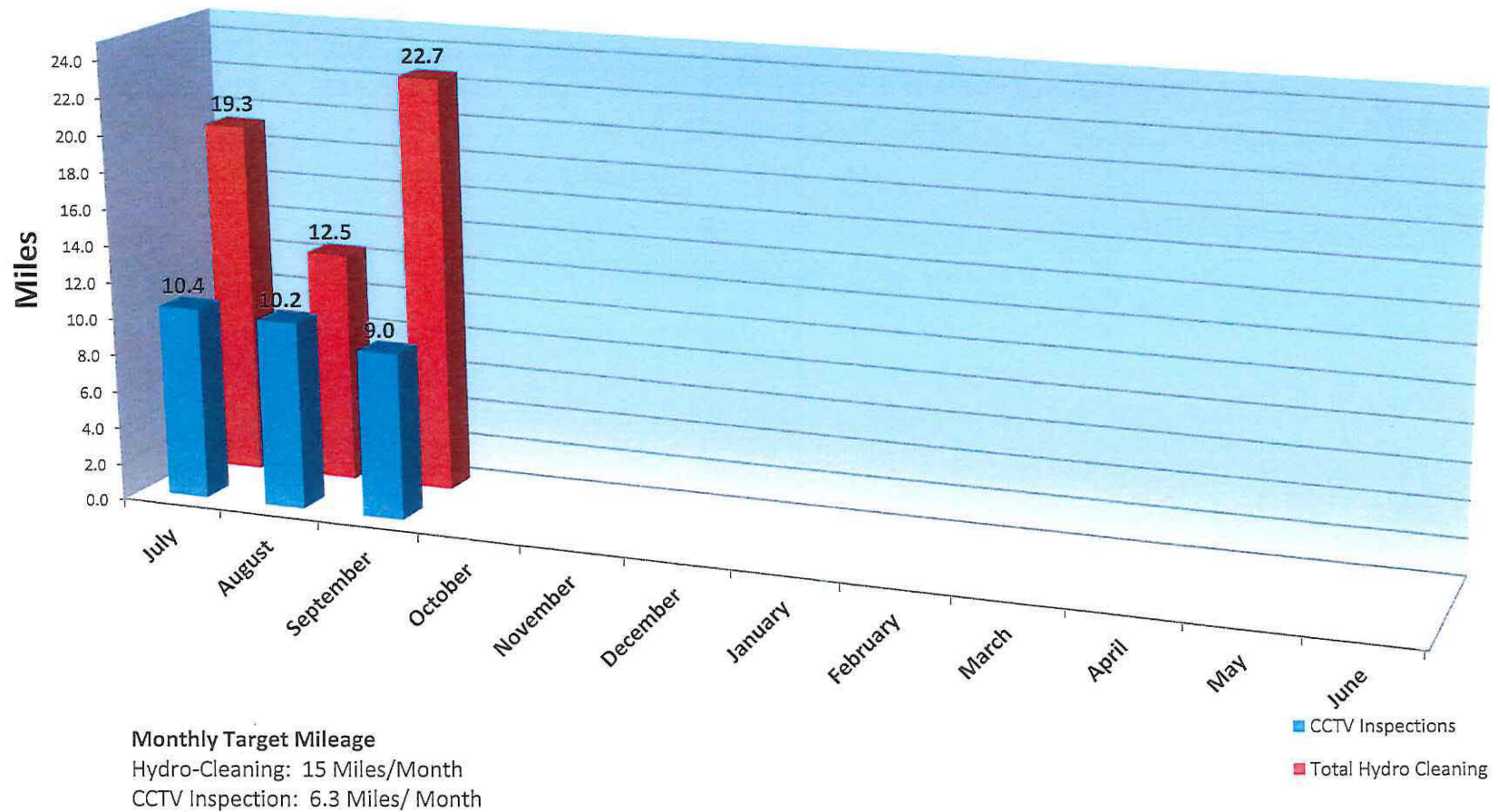
**LWD Flows by Sub-Basin
September 2016
Total LWD Flow = 3.76 MGD**



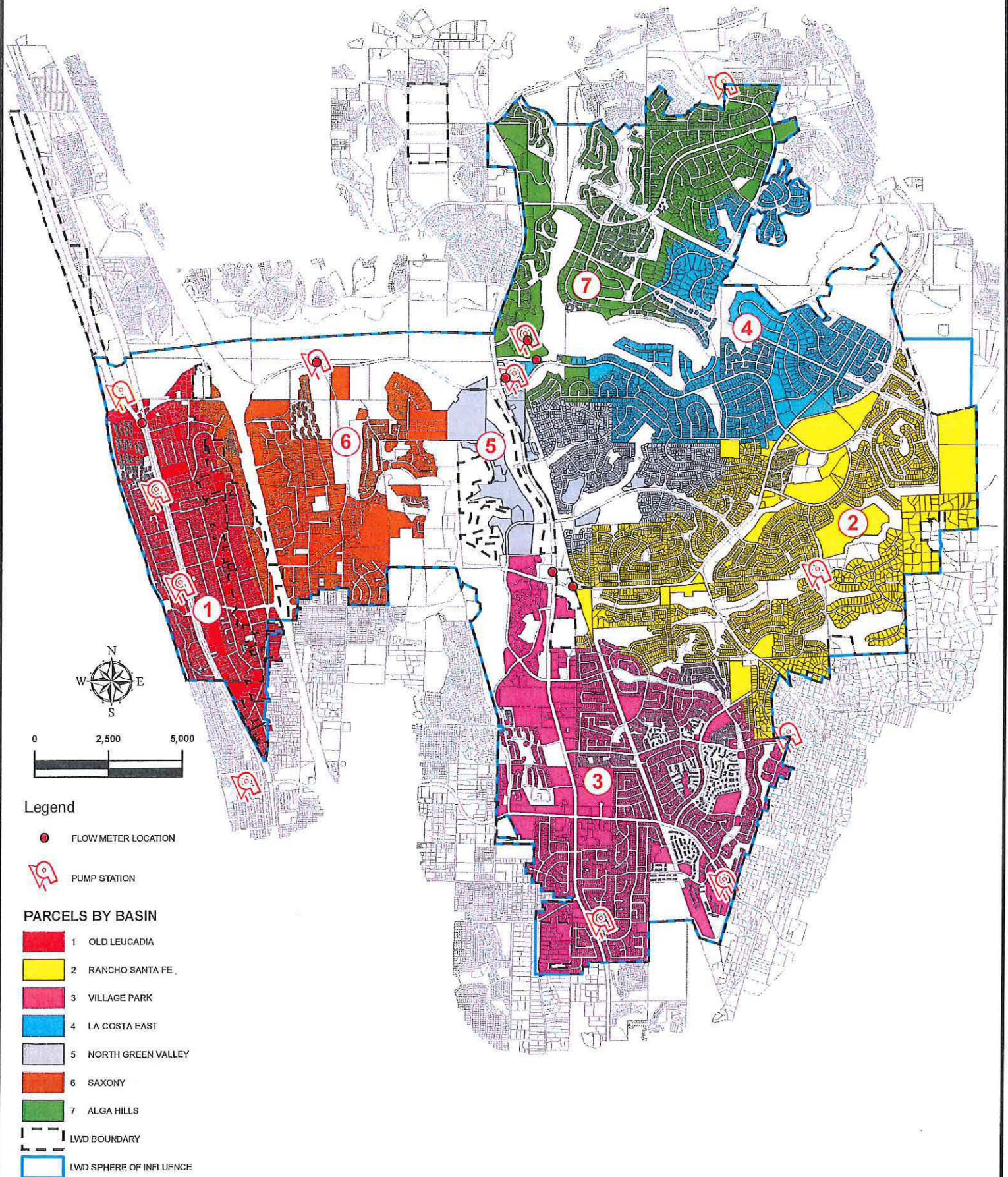
Leucadia Wastewater District Flow Comparison FY 16 to FY 17



FY-17 CCTV Inspections & Hydro Cleaning Production



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet

As of 9/30/2016

| | | Current Year |
|--|------|-----------------------|
| Assets | | |
| Cash & Investments | 1CAS | 33,244,332.80 |
| Accounts Receivables | 2A/R | 120,530.26 |
| Prepaid Expense | 3PRE | 173,300.64 |
| Funds held with Encinca Wastewater Authority | 4EWA | 1,486,800.00 |
| Capital Assets | 4F/A | 153,257,263.85 |
| Less Accumulated Depreciation | 6DEP | (49,904,593.36) |
| Total Assets | | <u>138,377,634.19</u> |
| Deferred Outflows | | |
| Projected/Actual PERS Earnings Difference | 6D/O | 391,974.00 |
| PERS Proportions & Assumptions Difference | 7D/O | 26,291.00 |
| Current Year PERS Employer Contribution | 8D/O | 299,609.00 |
| Total Deferred Outflows | | <u>717,874.00</u> |
| Total Assets & Deferred Outflows | | <u>139,095,508.19</u> |
| Liabilities | | |
| Accounts Payable & Accrued Expenses | A/P | 295,086.17 |
| Developer Deposits | DEVD | 101,889.20 |
| Net Pension Liability | LTDB | 2,511,793.00 |
| EWA Pension Liability | LTDP | 1,816,300.00 |
| Total Liabilities | | <u>4,725,068.37</u> |
| Deferred Inflows | | |
| PERS Actual/Proportion Contribution Difference | D/I2 | 141,557.00 |
| PERS Proportions & Assumptions Difference | D/I3 | 216,891.00 |
| Projected/Actual PERS Earnings Difference | D/In | 573,987.00 |
| Total Deferred Inflows | | <u>932,435.00</u> |
| Net Position | | |
| Beginning Net Position (as of June 30, 2016) | | |
| Investment in Capital Assets | IC/A | 103,352,670.49 |
| Reserves | RESV | 30,805,272.67 |
| Total Beginning Net Position (as of June 30, 2016) | | <u>134,157,943.16</u> |
| Current Change In Net Position | | |
| Other | | (719,938.34) |
| Total Current Change In Net Position | | <u>(719,938.34)</u> |
| Total Net Position | | <u>133,438,004.82</u> |
| Total Liabilities, Deferred Inflows & Net Position | | <u>139,095,508.19</u> |

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2016 Through 9/30/2016

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

OPERATING REVENUES

| | | | | |
|---------------------------------|----------------------|------------------------|------------------------|-------------|
| 3110 Sewer Service Fees | \$ 164,544.61 | \$ 9,819,969.00 | \$ 9,655,424.39 | 1.7% |
| 3150 Recycled Water Sales | 88,861.78 | 269,000.00 | 180,138.22 | 33.0% |
| 3100 Misc. Operating Revenue | 440.00 | 223,710.00 | 223,270.00 | 0.2% |
| TOTAL OPERATING REVENUES | \$ 253,846.39 | \$10,312,679.00 | \$10,058,832.61 | 2.5% |

OPERATING EXPENSES

| | | | | |
|---------------------------------|----------------------|------------------------|------------------------|--------------|
| 4100 Salaries | \$ 393,959.46 | \$ 1,747,174.00 | \$ 1,353,214.54 | 22.5% |
| 4200 Employee Benefits | 207,143.68 | 832,488.00 | 625,344.32 | 24.9% |
| 4300 Directors Expense | 24,663.39 | 142,400.00 | 117,736.61 | 17.3% |
| 4400 Election Expense | 0.00 | 30,000.00 | 30,000.00 | 0.0% |
| 4600 Gas, Oil & Fuel | 3,694.33 | 44,000.00 | 40,305.67 | 8.4% |
| 4700 Insurance Expense | 17,087.70 | 113,900.00 | 96,812.30 | 15.0% |
| 4800 Memberships | 5,559.00 | 25,900.00 | 20,341.00 | 21.5% |
| 4900 Office Expense | 12,557.29 | 137,100.00 | 124,542.71 | 9.2% |
| 5000 Operating Supplies | 23,074.22 | 227,600.00 | 204,525.78 | 10.1% |
| 5200 Professional Services | 31,180.38 | 464,700.00 | 433,519.62 | 6.7% |
| 5300 Printing & Publishing | 0.00 | 29,000.00 | 29,000.00 | 0.0% |
| 5400 Rents & Leases | 5,472.40 | 15,200.00 | 9,727.60 | 36.0% |
| 5500 Repairs & Maintenance | 61,583.38 | 441,600.00 | 380,016.62 | 13.9% |
| 5600 Monitoring & Permits | 1,428.00 | 57,300.00 | 55,872.00 | 2.5% |
| 5700 Training & Development | 8,105.73 | 47,200.00 | 39,094.27 | 17.2% |
| 5900 Utilities | 93,371.49 | 477,900.00 | 384,528.51 | 19.5% |
| 6100 LAFCO Operations | 6,470.14 | 9,000.00 | 2,529.86 | 71.9% |
| 6200 Encina Operating Expense | 0.00 | 1,911,730.00 | 1,911,730.00 | 0.0% |
| 6900 Admin O/H alloc to Capital | (29,992.10) | (137,959.00) | (107,966.90) | 21.7% |
| TOTAL OPERATING EXPENSES | \$ 865,358.49 | \$ 6,616,233.00 | \$ 5,750,874.51 | 13.1% |

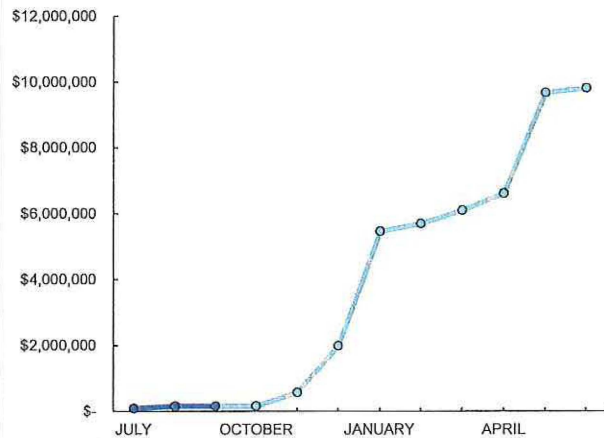
NON-OPERATING REVENUES

| | | | | |
|-------------------------------------|----------------------|------------------------|------------------------|-------------|
| 3130 Capacity Fees | \$ 26,039.00 | \$ 240,360.00 | \$ 214,321.00 | 10.8% |
| 3220 Property Taxes | 30,543.90 | 1,550,000.00 | 1,519,456.10 | 2.0% |
| 3250 Investment Income | 68,109.00 | 212,000.00 | 143,891.00 | 32.1% |
| 3290 Misc. Non Op Revenue | 276.17 | 174,400.00 | 174,123.83 | 0.2% |
| TOTAL NON-OPERATING REVENUES | \$ 124,968.07 | \$ 2,176,760.00 | \$ 2,051,791.93 | 5.7% |

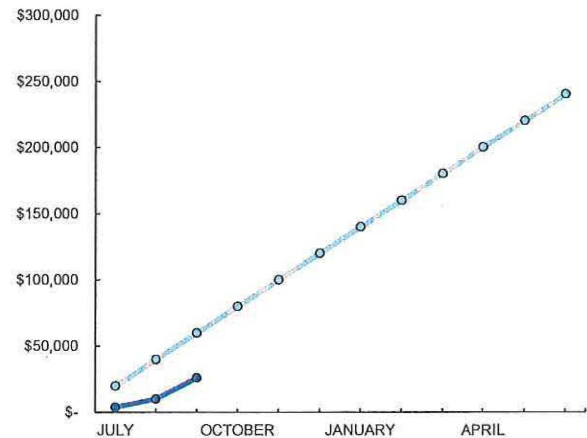
Leucadia Wastewater District Revenue FY2017

YTD through September 30, 2016

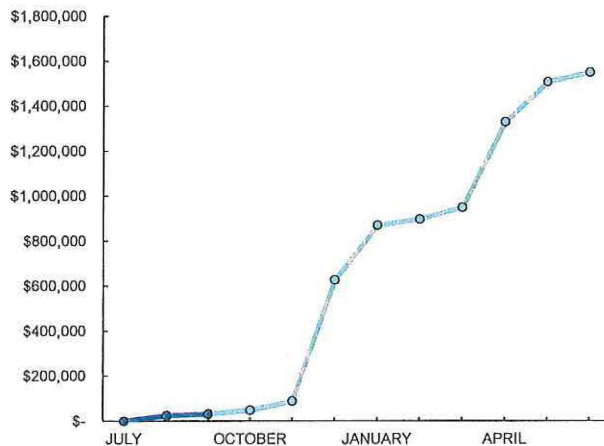
Sewer Service Fees



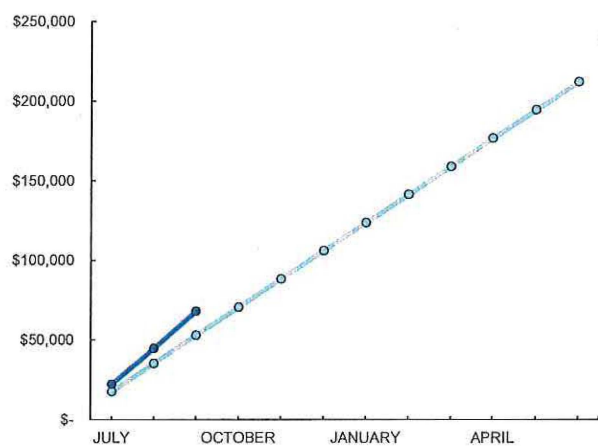
Capacity Charges



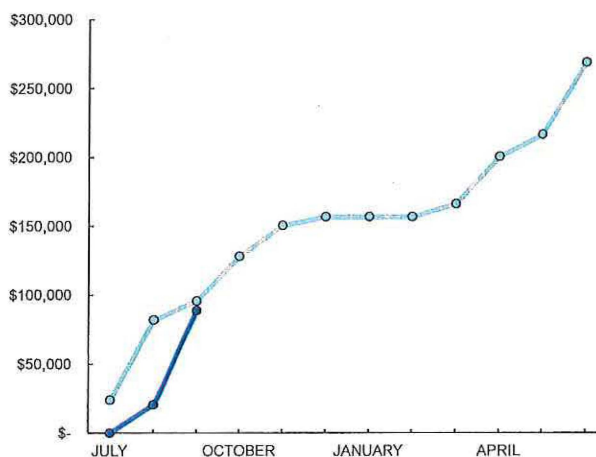
Property Taxes



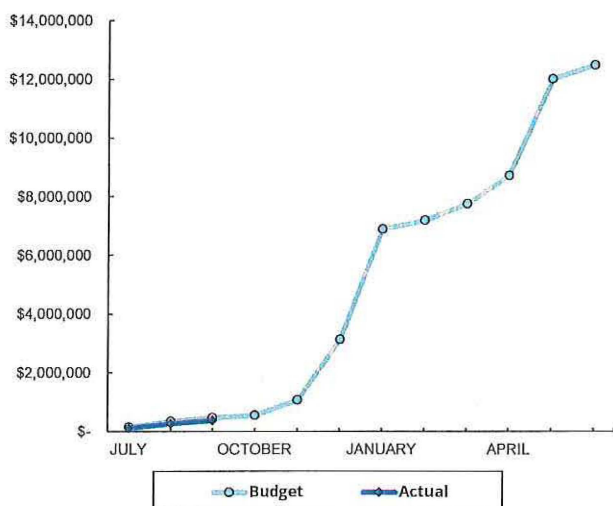
Investment Income



Recycled Wastewater Sales



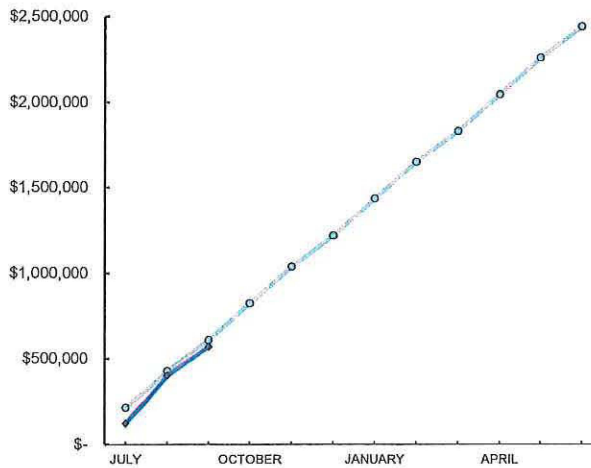
Total Revenue



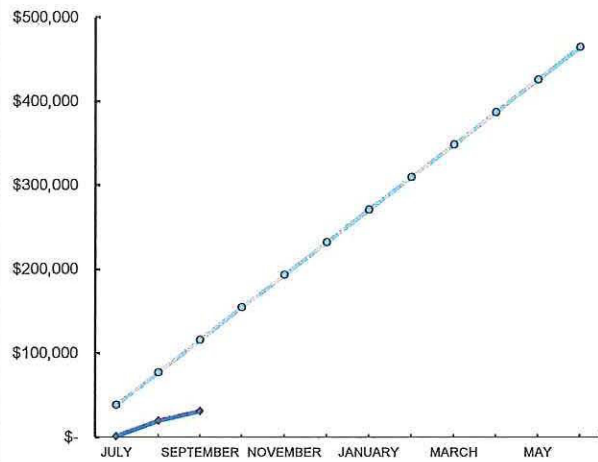
Leucadia Wastewater District Operating Expenses FY2017

YTD through September 30, 2016

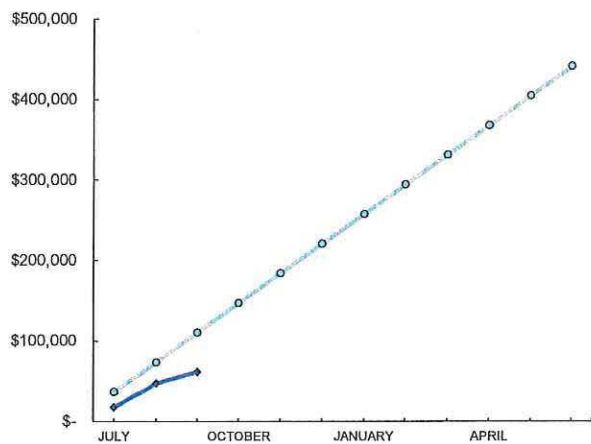
Salaries and Benefits



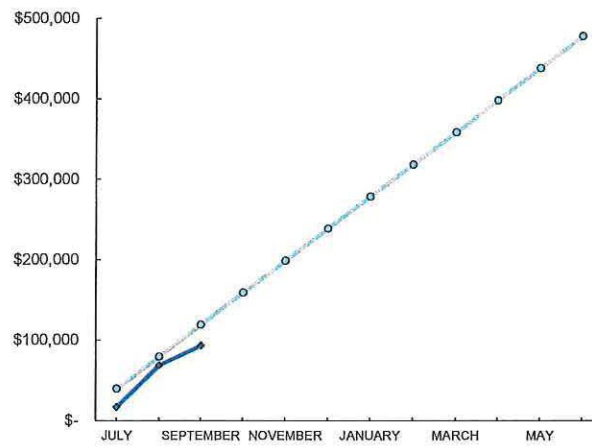
Professional Services



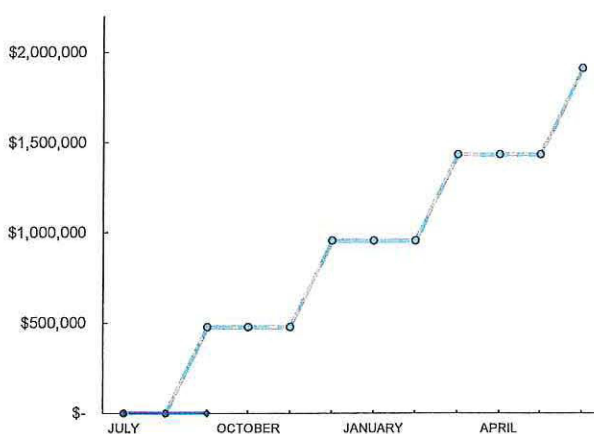
Repairs & Maintenance



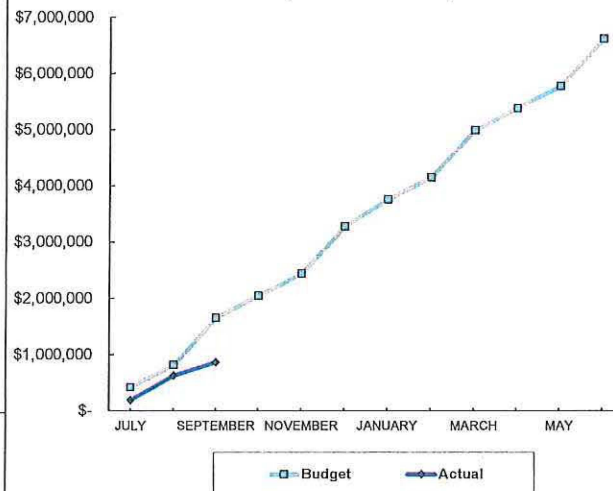
Utilities



Encina M&O



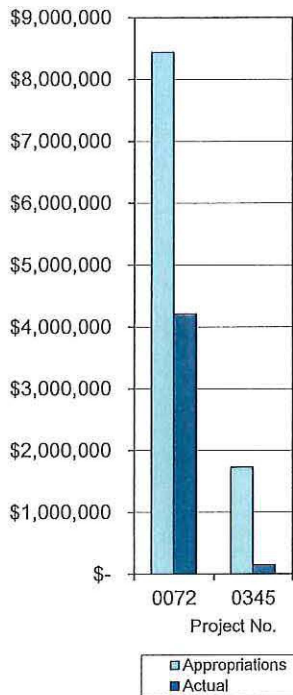
Total Operating Expenses -
Before Depreciation & Replacement



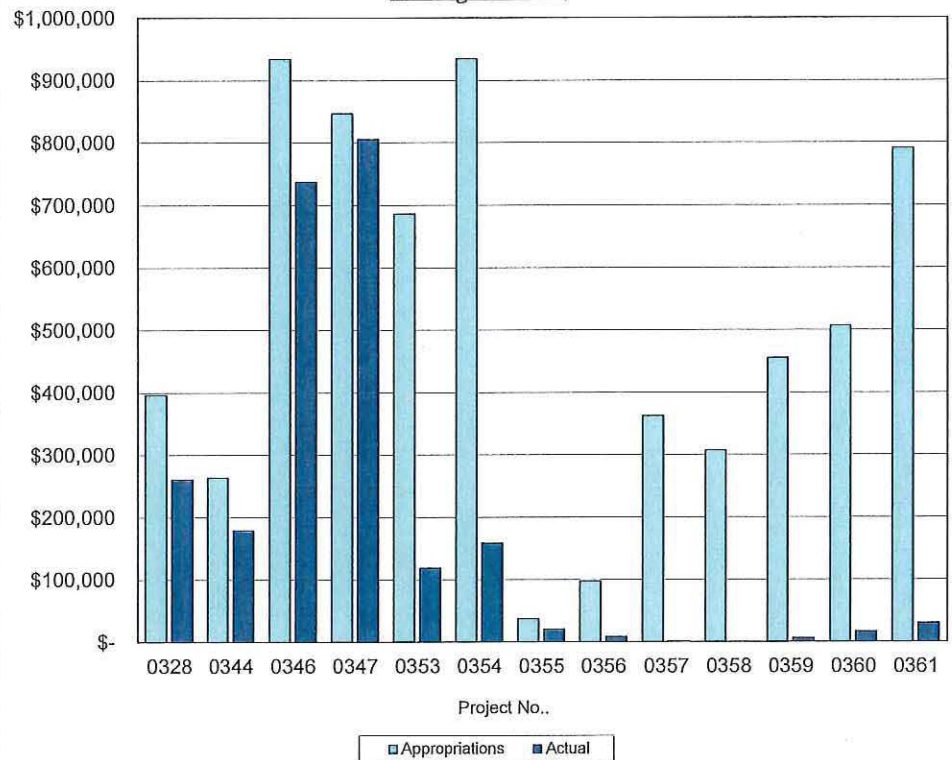
Leucadia Wastewater District Capital Expenditures

As of September 30, 2016

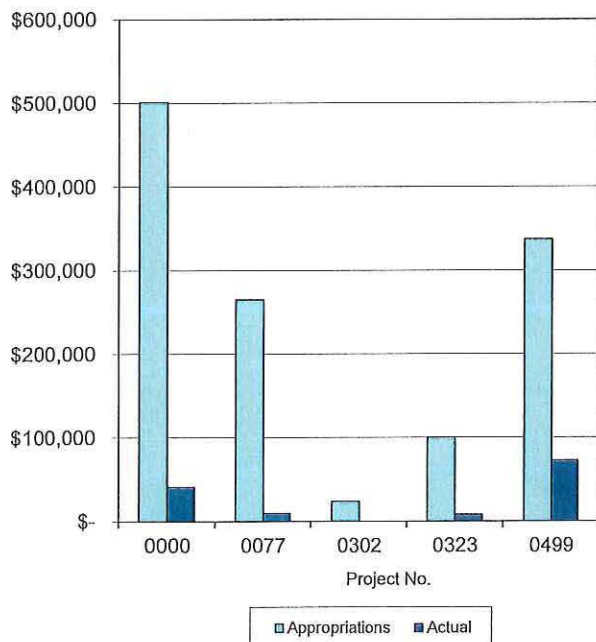
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2017



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2017



Single Year Capital Expenditures by Project FY2017



Project Legend

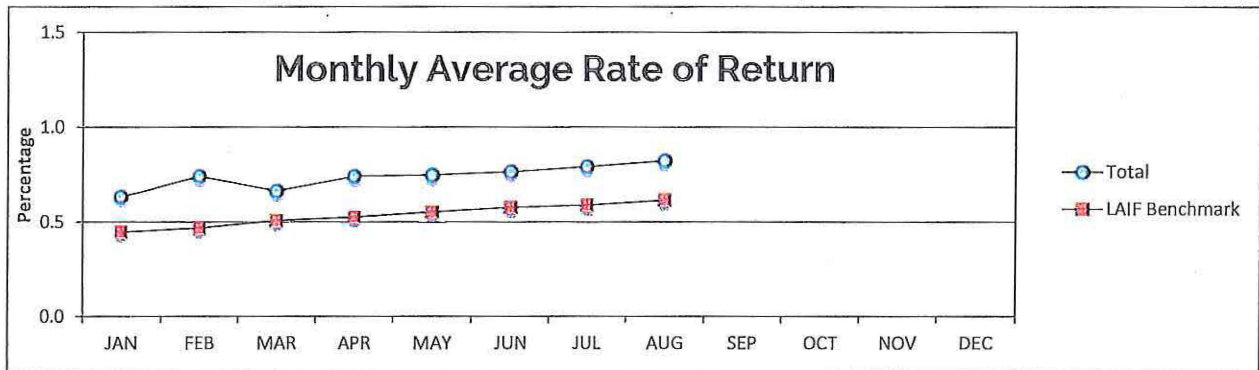
| Multi-Year Capital Projects | | No. |
|---|--|------|
| Encina Joint Facility Capital Projects | | 0072 |
| North SD Water Reuse Coalition Project | | 0328 |
| Scott's Valley Pipeline Repair | | 0344 |
| Leucadia PS VFD Replacement | | 0345 |
| FY2015 Gravity Pipeline Rehabilitation | | 0346 |
| Saxony Pump Station Rehabilitation | | 0347 |
| FY2016 Gravity Pipeline Rehabilitation | | 0353 |
| Village Park No. 5 PS Replacement | | 0354 |
| Batequitos Pump Station Solar Panels | | 0355 |
| 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 |

| 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 |

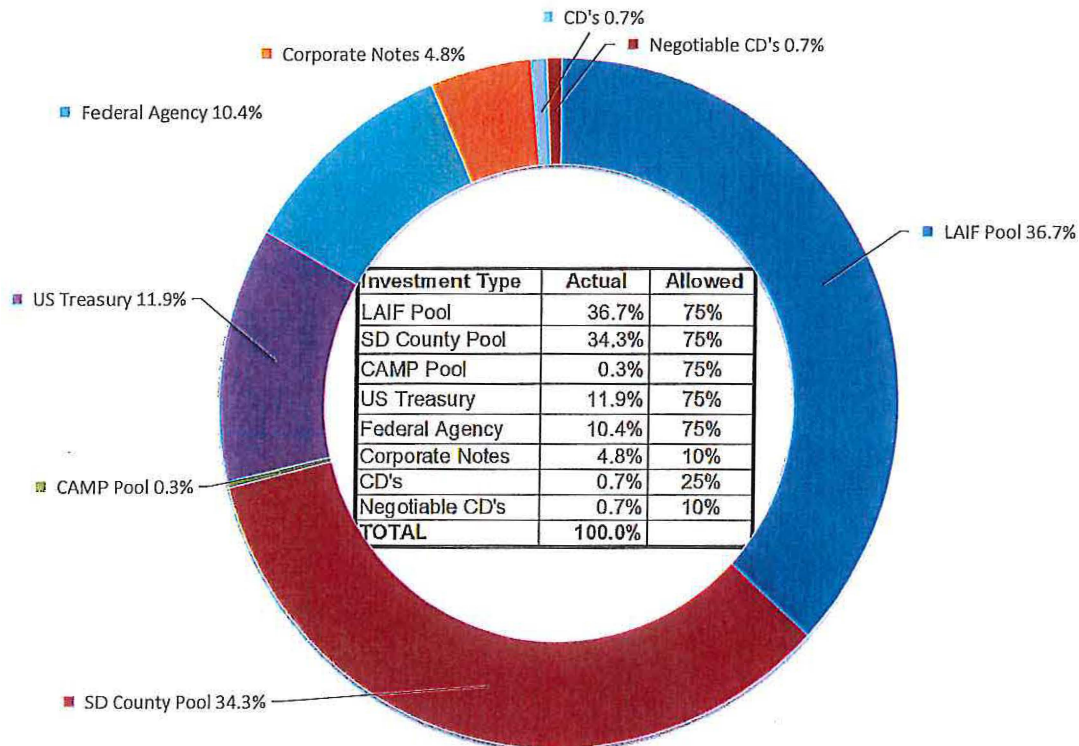
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2016

| Cash Equivalents & Investments | Principal (Original Cost) | | August Interest | Average Rate |
|---|---------------------------|----------------------|------------------|---------------|
| | July 31, 2016 | August 31, 2016 | | |
| LAIF Pool | \$ 13,458,988 | \$ 12,298,988 | \$ 6,590 | 0.614% |
| SD County Pool | 11,502,076 | 11,502,076 | 8,885 | 0.927% |
| CAMP Pool | 74,645 | 102,663 | 53 | 0.640% |
| CAMP Portfolio | | | | |
| US Treasury Notes | 3,992,305 | 3,992,305 | 2,750 | 0.830% |
| Federal Agency Mortgage-Backed Securities | 6,153 | 6,120 | 38 | 7.370% |
| Federal Agency Notes | 3,488,390 | 3,488,390 | 2,895 | 1.010% |
| Corporate Bonds/Notes | 1,611,640 | 1,611,640 | 1,583 | 1.190% |
| Certificates of Deposit | 250,000 | 250,000 | 321 | 1.540% |
| Negotiable CD's | 250,000 | 250,000 | 210 | 1.010% |
| Total Camp Portfolio | 9,598,488 | 9,598,455 | 7,798 | 0.980% |
| Totals | \$ 34,634,197 | \$ 33,502,182 | \$ 23,326 | 0.822% |

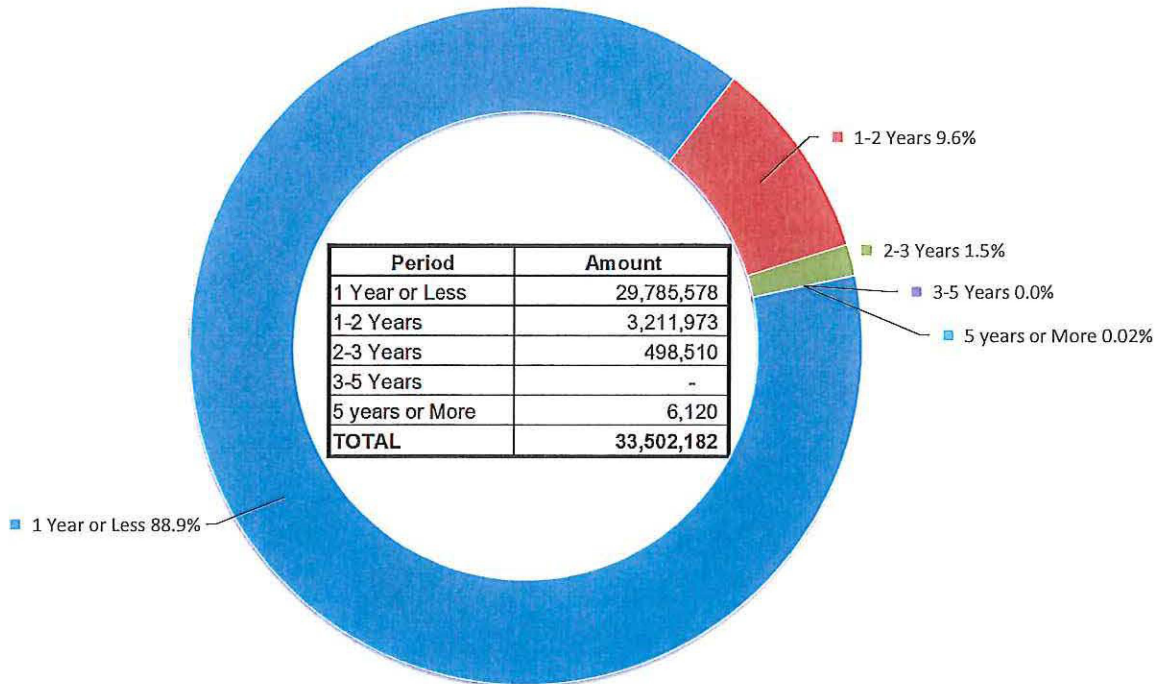


INVESTMENT DISTRIBUTION BY CATEGORY

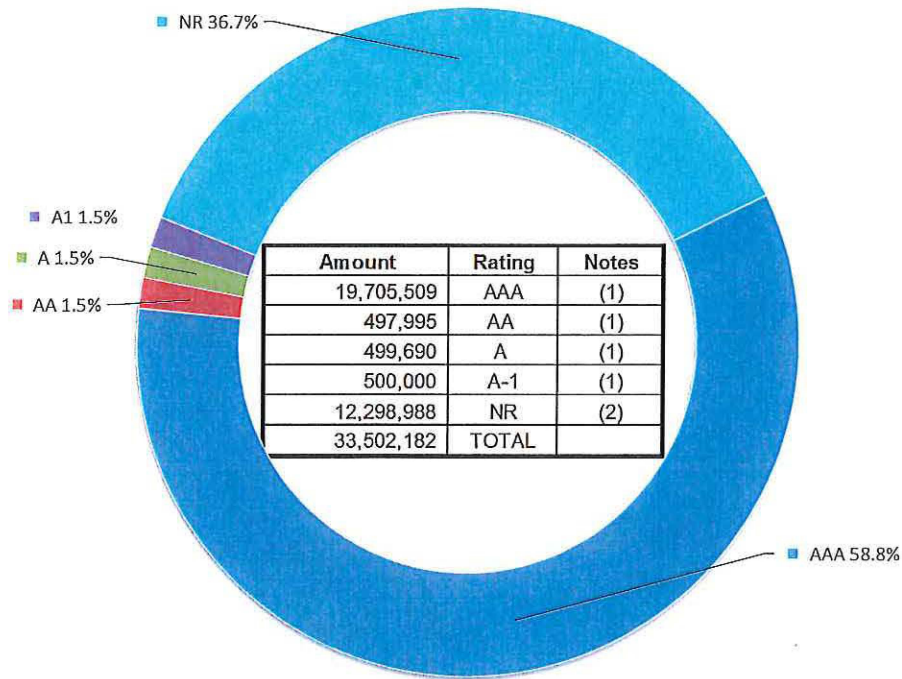


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2016
 (Continued)

REMAINING MATURITY



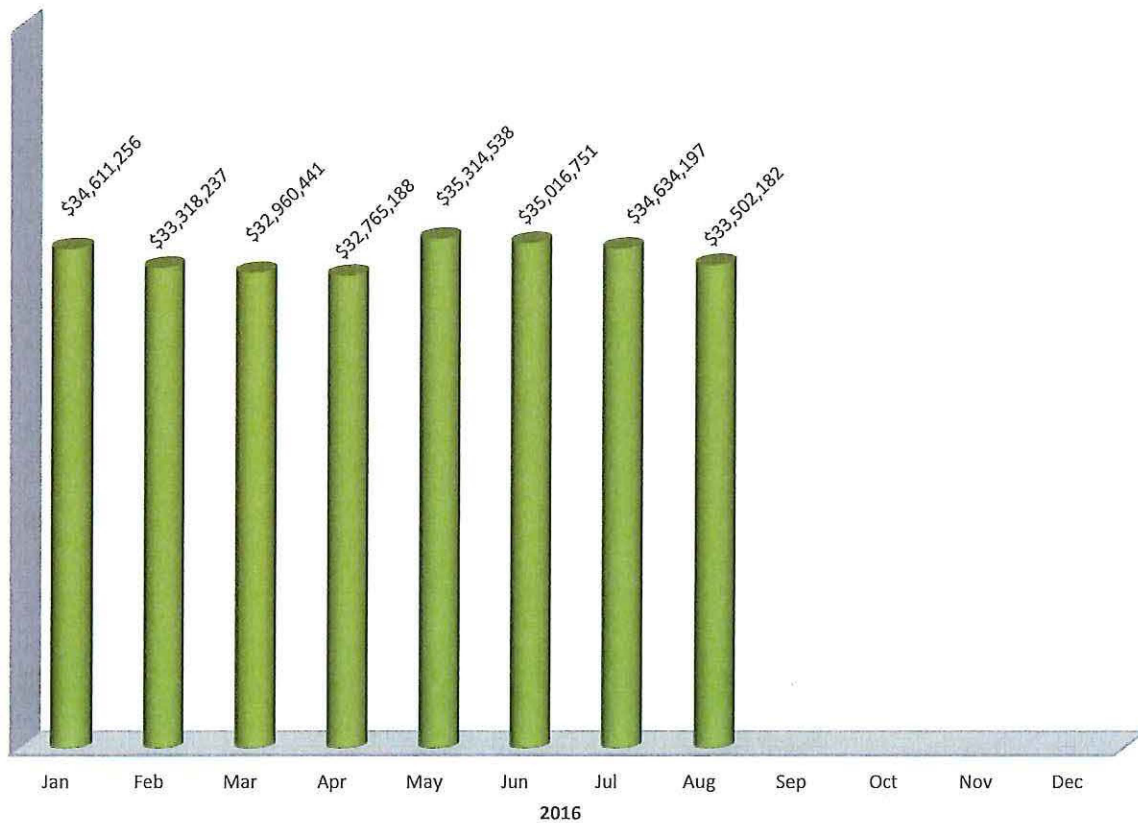
INVESTMENT RATINGS



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

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

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of August, 2016

| Investment | Purchases | Maturities | Sales | Notes | YTM at Cost |
|---------------------|-------------|--------------|-------------|-------|----------------|
| GNMA MBS 30-yr Pool | \$ - | \$ 33 | \$ - | (3) | 7.37% |
| TOTAL | \$ - | \$ 33 | \$ - | | |

(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: 17-5166

DATE: October 13, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: September 2016 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

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

tb:PJB

Attachment

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

| Conference Date | Description | Director J. Hanson | Director E. Sullivan | Director D. Omsted | Director D. Kulchin | Director A. Juliussen | GM P. Bushee | ASM R. Duffey | ASuper T. Hill | FSSupln J. Stecker | FSSuper M. Gonzalez |
|---|---------------------------|-----------------------|-------------------------|-----------------------|------------------------|--------------------------|-----------------|------------------|-------------------|-----------------------|------------------------|
| CASA Long Range Planning September 11-13, 2016 Newport Beach, CA | CSRMA Long Range Planning | | | | | | | | | | |
| | Registration | | | | | | | | | | |
| | Hotel | | | | | | 484.44 | | | | |
| | Airfare | | | | | | | | | | |
| | Meals | | | | | | 7.94 | | | | |
| | Tolls | | | | | | 15.22 | | | | |
| | Parking | | | | | | | | | | |
| | Tips/Baggage | | | | | | | | | | |
| | Fuel/mileage/taxi | | | | | | 40.01 | | | | |
| | Total | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 547.61 | \$ - | \$ - | \$ - | \$ - |
| Tri-State Seminar September 20-22, 2016 Las Vegas, NV | | | | | | | | | | | |
| | Registration | | | | | 99.00 | | | | 149.00 | 149.00 |
| | Hotel | | | | | | | | | 285.60 | 285.60 |
| | Airfare | | | | | | | | | | |
| | Meals | | | | | | | | | 55.28 | 106.44 |
| | Rental Car | | | | | | | | | | |
| | Parking | | | | | | | | | | |
| | Tips | | | | | | | | | | |
| | Fuel/mileage/taxi | | | | | 162.00 | | | | 40.00 | |
| | Total | \$ - | \$ - | \$ - | \$ - | \$ 261.00 | \$ - | \$ - | \$ - | \$ 529.88 | \$ 541.04 |
| | | | | | | | | | | | |
| | Registration | | | | | | | | | | |
| | Hotel | | | | | | | | | | |
| | Airfare | | | | | | | | | | |
| | Meals | | | | | | | | | | |
| | Rental Car | | | | | | | | | | |
| | Parking | | | | | | | | | | |
| | Tips | | | | | | | | | | |
| | Fuel/mileage/taxi | | | | | | | | | | |
| | Total | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Notes:

- Due to illness AJ cancelled Tri-State, working on refund for registration, hotel refunded
- Reg. for Tri-State for JS and MG includes Hoover Dam Tour

MEMORANDUM

DATE: October 13, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Status Update - Fiscal Year 2017 (FY 17) LWD Tactics and Action Plan**

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 13, 2016 Board meeting, the Board of Directors adopted the LWD FY 17 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 17 Tactics and Action Plan's quarterly status report with an ending date of September 2016. The report indicates which goals are in progress, have been completed, and have not been started.

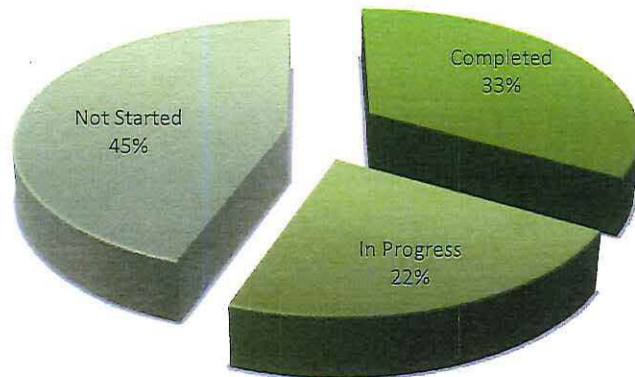
PJB

Attachments

FY 2017 Tactics and Action Plan Status Report

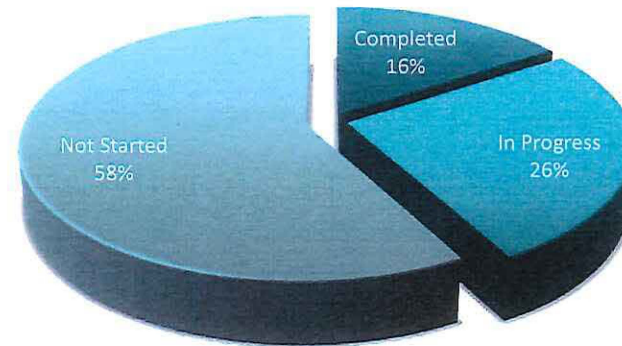
July 1 - September 30, 2016

Financial Tactics



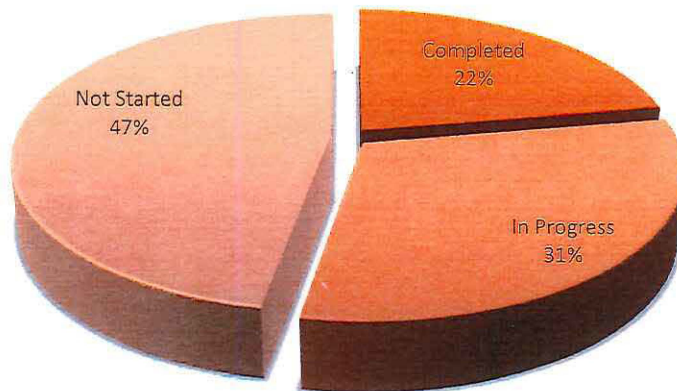
■ Completed ■ In Progress ■ Not Started

People Tactics



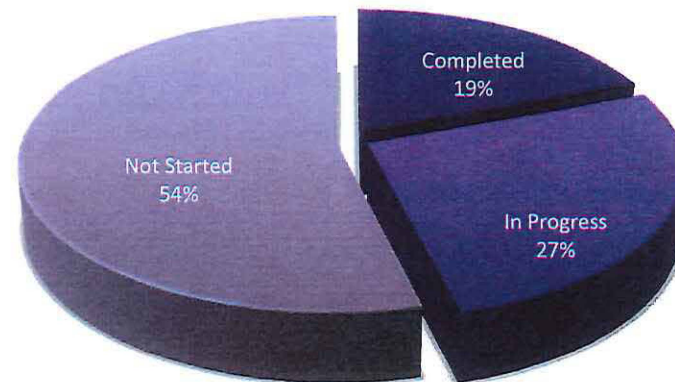
■ Completed ■ In Progress ■ Not Started

Services Tactics



■ Completed ■ In Progress ■ Not Started

Infrastructure & Technology Tactics



■ Completed ■ In Progress ■ Not Started

**Leucadia Wastewater District
Fiscal Year 2017
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.

| Tactics | Leader | Team | Start Date | Completion Date | Status/Comments | |
|---|--|-------------------|---|----------------------------|----------------------------|---|
| FY 2018 Budget | Initial Data Collection Board Workshop Budget Approval | ASM ASM ASM | TSM, FSS, EA, ASSup TSM, FSS, EA, ASSup TSM, FSS, ASSup | Jan-17 May-17 Jun-17 | Feb-17 May-17 Jun-17 | Not Started Not Started Not Started |
| FY 2016 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-16 Jul-16 Dec-16 | Nov-16 Dec-16 Dec-16 | In Progress In Progress Not Started |
| Finance Policy Reviews | Procurement Policy Investment Policy Reserve Policy | ASM ASM ASM | TSM, ASSup ASSup | Aug-16 Sep-16 Feb-17 | Aug-16 Sep-16 Feb-17 | Completed Completed Not Started |
| Finance Awards | Apply for CSMFO Financial Reporting Award | ASM | | Dec-16 | Jan-17 | Not Started |
| GASB 68 Pension Liability Accrual Valuation | Complete Second Valuation Create Detailed & Roll Forward Schedules for Deferrals Complete Implementation of Phase II | ASM ASM ASM | ASSup | Jul-16 Jul-16 Aug-16 | Sep-16 Sep-16 Oct-16 | Completed Completed Completed |
| Financial Plan Update | Update Financial Plan Tracking Model & Present to Board | GM | ASM | Dec-16 | Feb-17 | Not Started |
| Accounting Procedures | Document Payroll Processing Procedures Document Bank Reconciliation Procedures | ASM ASM | AT, AS ASSup | Jul-16 Jul-16 | Sep-16 Sep-16 | In Progress Completed |
| Internal Controls | Update Documentation of LWD's Internal Controls | ASM | ASSup, AT, EA, AS, FSSpec | Sep-16 | Jan-17 | Not Started |
| Human Resource Committee | Discussion of LWD Compensation | GM | ASM | Sep-16 | Dec-16 | 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.

| Tactics | Leader | Team | Start Date | Completion Date | Status/Comments |
|---|--------|-------------------------------|------------|-----------------|-----------------|
| Conduct Employee Benefits Briefing | ASM | Pickering Ins Brokers | Nov-16 | Jan-17 | Not Started |
| Employee Training | | | | | |
| Conduct First Aid & CPR Training | FSS | FSSup, FS Staff | Jan-17 | Feb-17 | Not Started |
| Conduct Annual Flagger Training | FSSup | TSM, FSS | Apr-17 | May-17 | Not Started |
| Conduct Annual Confined Space Entry Training | FSS | FSSup, FS Staff | Jan-17 | Feb-17 | Not Started |
| By-pass Pumping Training @ Batiquitos & Leucadia PS | FSSup | TSM, FSS | Jul-16 | Dec-16 | Not Started |
| Hold an In-house Excel Training Session | ASM | TSM, FSS, FSSpec, Admin Staff | Aug-16 | Sep-16 | Completed |
| EAP Leadership Training | ASSup | Staff | May-17 | Jun-17 | Not Started |
| Administration Policy Updates/Reviews | | | | | |
| Board Staff Relations Policy | ASM | GM, ASSup | Nov-16 | Nov-16 | Not Started |
| Board Policy Binders | EA | AS | Jul-16 | Aug-16 | Completed |
| Emergency Response | | | | | |
| Develop an Emergency Response Plan | ASSup | ASM, FSS, FSSup, FST III | Jul-16 | Nov-16 | In Progress |
| Conduct an emergency response training. | ASSup | ASM, FSS, FSSup, FST III | Dec-16 | Apr-17 | In Progress |
| LWD's Safety Program | | | | | |
| Review existing Safety Programs & Policies | ASM | GM, TSM, ASSup, FSS, FSSup, | Nov-16 | Jan-17 | In Progress |
| Update existing Safety Programs & Policies | ASM | GM, TSM, ASSup, FSS, FSSup, | Jan-17 | Apr-17 | In Progress |
| Add new Programs & Policies as required | ASM | GM, TSM, ASSup, FSS, FSSup, | Mar-17 | Jun-17 | Not Started |
| Salary Survey | ASM | ASSup, AS | Feb-17 | Mar-17 | Not Started |
| Conduct Employee Interviews | | | | | |
| General Employee Interviews | GM | ASM | Nov-16 | Dec-16 | Not Started |
| Compensation | GM | ASM | Nov-16 | Dec-16 | Not Started |
| Employee Recognition | | | | | |
| Annual Employee BBQ | EA | ASSup, AS | Jul-16 | Jul-16 | Completed |
| Holiday Function | EA | ASSup, AS | Aug-16 | Dec-16 | 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 |
|---|--|---|--|--|--|
| Participate in North County Water Recycling Lobbying Effort | GM | TSM, DE | Jul-16 | Jun-17 | In Progress |
| Teacher Grant Program Awards LWD Grant CSDA (Video Contest) | ASSup ASSup | AS AS | Dec-16 Aug-16 | Apr-17 Dec-16 | Not Started In Progress |
| Purchase New Portable By-Pass Pump Obtain Bids Board Approval Purchase | FSS FSS FSS | TSM, FSSup TSM, FSSup TSM, FSSup | Aug-16 Oct-16 Oct-16 | Sep-16 Oct-16 Jan-17 | Not Started Not Started Not Started |
| Evaluate the Opportunity to Separate the Existing Main Office and Leucadia Pump Station Joint Electrical Meter | FSS | TSM, FSSup | Jul-16 | Mar-17 | Not Started |
| Obtain Baseline Back Ground Water Samples at Various Locations | FSS | TSM, FSSup | Jul-16 | Mar-17 | Completed |
| Purchase New CCTV Van Obtain Bids Board Approval Purchase | FSS FSS FSS | TSM, FSSup TSM, FSSup TSM, FSSup | Aug-16 Sep-16 Sep-16 | Aug-16 Sep-16 Dec-16 | Completed Completed Completed |
| Renew ADS Contract for Flow Monitoring Services Board Approval | FSS | TSM, FSSup | Jul-16 | Jul-16 | Completed |
| Evaluate Enforcement Procedures and Potential Fines for Illegal Discharges Collect Data Evaluate Board Approval | FSSpec FSSpec FSSpec | TSM, FSS TSM, FSS TSM, FSS | Sep-16 Nov-16 Jan-17 | Oct-16 Dec-16 Jan-17 | In Progress Not Started Not Started |
| Evaluate the Need for a Small Vehicle to Tow Mini-jetter for Hydrocleaning | FST-III | TSM, FSS, FSSup | Jan-17 | Mar-17 | Not Started |
| Evaluate the Need for an Emergency Confined Space Trailer | FSSup | TSM, FSSup | Nov-16 | Mar-17 | Not Started |
| Evaluate the Need for a Large Vehicle to Tow the ACME Pump | FST-II | TSM, FSS, FSSup | Jan-17 | Mar-17 | Not Started |
| Hydro-Cleaning & CCTV Inspection of La Costa Golf Course Gravity Lines | FSSup | FS Staff | Jul-16 | Dec-16 | In Progress |
| Host Emergency Drill with Local Agencies | FSS | FSSup, FS Staff | Jul-16 | May-17 | Not Started |
| Purchase Replacement Gas Monitors (2) | FSS | FSSup, FS Staff | Feb-17 | Apr-17 | Not Started |
| Purchase New Replacement Milltronics (2) | FSS | TMS, FSSup | Nov-16 | Dec-16 | Completed |
| Public Outreach Generate Content & Build Facebook Audience Update Website Graphics/Visualize LWD Key Information Create District Video Create Mailers & Signs for LWD Construction Projects Write, Design, Print, & Mail Fall/Winter Newsletter Write, Design, Print, & Mail Spring/Summer Newsletter | ASSup ASSup ASSup ASSup ASSup ASSup | GM, ASM AS GM, ASM, EA, AS GM, ASM, FSSup, FS Staff GM, TSM, ASM, AS GM, ASM, EA, AS GM, ASM, EA, AS | Jul-16 Oct-16 Oct-16 Jan-17 Oct-16 Mar-17 | Jun-17 Mar-17 Jan-17 May-17 Dec-16 Jun-17 | In Progress Not Started In Progress Not Started Not Started Not Started |
| Awards Apply for the District of Distinction Award with SDLF Apply for CWEA Awards | EA FSS | TSM, ASM, FSSup | Jul-16 Sep-16 | Oct-16 Nov-16 | In Progress Not Started |
| Pursue Presentation Opportunities @ CWEA, SCAP, etc. | FSS | GM, TSM, ASM | Jul-16 | Jun-17 | In Progress |
| Landscape Trouble Shoot Irrigation System Low Pressure Issue Repair Irrigation System Evaluate Landscape Enhancements | FSS FSS FSS | ASM, FS Staff, Heaviland ASM, FS Staff, Heaviland ASM, FS Staff, Heaviland | Jul-16 Aug-16 Sep-16 | Aug-16 Sep-16 Dec-16 | Completed Completed In Progress |
| Paint Interior of Admin Building | FSSpec | | Sep-16 | Jan-17 | In Progress |
| Records Retention Review LWD stored records and destroy those past retention period. | EA | AS | Aug-16 | Oct-16 | 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 | Project Design TSM Bid Project TSM Construction TSM | GM, FSS, DE GM, FSS, DE GM, FSS, DE | Mar-15 Oct-16 Jan-17 | Sep-16 Dec-16 May-17 | Completed In Progress Not Started |
| FY16 Gravity Pipeline Rehabilitation | Construction TSM | GM, FSS, DE | Jul-16 | Sep-16 | In Progress |
| Village Park No.5 Pump Station Replacement | Bid Project TSM Construction TSM | GM, FSS, DE GM, FSS, DE | May-16 Aug-16 | Jul-16 May-17 | Completed In Progress |
| La Costa Golf Course Gravity Line | Project Design TSM Bid Project TSM Construction TSM | GM, FSS, DE GM, FSS, DE GM, FSS, DE | Nov-16 Mar-17 Jun-17 | Feb-17 May-17 Aug-17 | Not Started Not Started Not Started |
| Leucadia Pump Station Rehabilitation | Project Design TSM Bid Project TSM Construction TSM | GM, FSS, DE GM, FSS, DE GM, FSS, DE | Oct-16 Jan-17 May-17 | Dec-16 Apr-17 Jul-17 | In Progress Not Started Not Started |
| FY17 Gravity Pipeline Rehabilitation | Project Design TSM Bid Project TSM Construction TSM | GM, FSS, DE GM, FSS, DE GM, FSS, DE | Jul-16 Nov-16 Mar-17 | Oct-16 Feb-17 Jun-17 | In Progress Not Started Not Started |
| Poinsettia Station Gravity Pipeline (SANDAG) | Project Design TSM Bid Project TSM Construction TSM | GM, FSS, DE GM, FSS, DE GM, FSS, DE | May-16 Sep-16 Apr-17 | Aug-16 Mar-17 Sep-18 | Completed Not Started Not Started |
| Recycled Water Pump Station | Project Design TSM | GM, FSS, DE | Dec-16 | Mar-17 | Not Started |
| Gafner AWT Improvements | Project Design TSM Bid Project TSM Construction TSM | GM, FSS, DE GM, FSS, DE GM, FSS, DE | Jul-16 Oct-16 Jan-17 | Sep-16 Dec-16 May-17 | In Progress Not Started Not Started |
| As Needed Engineering Services | Request for Proposals TSM Select Consultant TSM | GM, FSS, DE GM, FSS, DE | Jan-17 Mar-17 | Feb-17 Apr-17 | Not Started Not Started |
| Replace Computer Workstations (11) | Purchase TSM Program & Install TSM | GM, FSS, DE GM, FSS, DE | Aug-16 Sep-16 | Aug-16 Oct-16 | Completed Completed |

Encina Wastewater Authority Report
Regular Board Meeting
September 28, 2016

EWA Board of Directors - Director Sullivan Reporting

**1. Fiscal Year 2016 Tactical Plan Achievement Report
and Proposed Fiscal Year 2017 Tactical Plan**

The Board of Directors received and filed the Fiscal Year 2016 Tactical Plan Achievement Report.

The Board of Directors approved the proposed Fiscal Year 2017 Tactical Plan.

2. South Parcel Land Use

The Board of Directors discussed the South Parcel and the 28 available gross acres.

There was no Executive Session.

Human Resources Committee Meeting Report

Presented by Director Hanson

Meeting held on September 26, 2016

1. Discussion of Leucadia Wastewater District (LWD) Employee Compensation.

The HRC met with staff as a follow-up to the discussion regarding LWD's compensation at the June 2016 Board of Directors meeting.

The HRC directed staff to research and provide cost estimates for an efficiency study focusing on the areas of finance, staffing, job descriptions, human resources, operations, risk management, capital expenditures, board expenditures and consultant expenditures.

Another HRC meeting will be planned for the near future so that staff can report back on the estimated costs to conduct an efficiency study.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on October 5, 2016

1. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2016 (FY16) Audit conducted by Dexter Wilson Engineering, Inc.

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

2. The EC also received information on the Batiquitos Pump Station Photo Voltaic Panel Installation.

This item was for informational purposes only. No action was taken.

MEMORANDUM

Ref: 17-5177

DATE: October 13, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Sewer System Management Plan (SSMP) Fiscal Year 2016 (FY16) Audit

RECOMMENDATION:

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

1. Receive and file the SSMP FY16 Audit conducted by Dexter Wilson Engineering, Inc (DWE).
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the EC at its October 5th meeting and the EC concurred with staff to present this item for the Board's consideration.

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

In prior years, DWE worked closely with staff to develop the initial SSMP and complete the 2014 SSMP Update and Fiscal Years 2010 to 2015 SSMP Audits. Due to their thorough knowledge of the plan, staff requested that DWE conduct the FY16 SSMP Audit.

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

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

Natalie Frascchetti, of DWE, will present an overview of the audit at the meeting.

jms:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT
SEWER SYSTEM MANAGEMENT PLAN
FISCAL YEAR 2016 AUDIT

September 28, 2016



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

Job No. 103-015/6

DEXTER WILSON ENGINEERING, INC.

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

September 28, 2016

103-015/6

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Attention: Paul Bushee, General Manager

Subject: Leucadia Wastewater District Sewer System Management Plan Fiscal Year
2016 Audit

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

The purpose of this letter-report is to present the Fiscal Year 2016 (FY16) Audit (the second audit of the 2014 SSMP) in fulfillment of the District's SSMP requirements. The Audit consists of completing the Section IX SSMP Evaluation Checklist and Section X SSMP Audit Checklist. These checklists are accompanied by summaries of the SSMP activities for the year.

Section IX SSMP Evaluation Checklist

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

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

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

In completing the Evaluation Checklist (found in Attachment A), we find that, in general, the District's activities, programs, and efforts meet or exceed the requirements of the SSMP. Minor changes were made to the SSMP to more accurately reflect the District's procedures. However, we do not find any changes in District organization, practices, or regulations which would necessitate a re-adoption of the SSMP prior to the scheduled June 10, 2019 revision per the required five year cycle. In completing the Evaluation Checklist, there are several items to note, as discussed in the Audit Discussion section below.

Section X SSMP Audit Checklist

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

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

Paul Bushee
September 28, 2016

In completing the Audit Checklist, we find all requirements of the checklist to be current and implemented. The completed Audit Checklist for FY16 can be found in Attachment B.

Audit Discussion

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

Sections I, II, and III (District Goals, Organization, and Legal Authority). No appreciable changes have occurred to the District's Goals, Organization, or Legal Authority since the 2014 SSMP.

There was one field services employee hired in FY16.

Additionally, a new administrative position was created. The updated Organizational Chart can be found in Attachment H.

Section IV (Preventative Maintenance Program). General statistics regarding the District's preventative maintenance activities are provided in Attachment C. Also in Attachment C, Exhibit C-1 graphically illustrates those areas within the District which are readily accessible for hydrocleaning and closed circuit television (CCTV) inspection and those areas which have additional needs or requirements in order to hydroclean or CCTV, such as the need for significant traffic control procedures or night work due to day time traffic volume.

Exhibit C-2 tracks the general progress of CCTV inspections in the District. Per the District's 2014 SSMP, the District strives to CCTV their entire system every three to four years. In review of Exhibit C-2, there are areas within the District that have not been CCTV inspected in the last five years. The District is in the process of confirming that it has in fact been 5 years or more since the lines were CCTV inspected as some of these areas may be displaying incorrectly (due to incorrect or lack of date information, new sewers yet to be CCTV inspected, etc.). Upon detailed review, if the District believes that it has been 5 years since CCTV inspection, those line segments will be CCTV inspected as soon as

Paul Bushee
September 28, 2016

possible. Nevertheless, in review of the FY16 CCTV inspections (108 miles), the District is on track to meet its SSMP goal of CCTV inspecting all 200 miles in a three to four year timeframe.

In FY16, the District began introducing foam treatments in pipelines and manholes (for the treatment of roots). The results have been favorable and the District is considering incorporating foam treatment into the regular schedule of preventative maintenance activities.

The District's Asset Management Plan was revised in January 2013. Progress throughout FY16 with respect to this plan (and other asset planning efforts) is summarized in the Attachment I letter-report.

The FY16 and FY17 SOP training schedules can be found in Attachment D and all updated SOPs are included on a CD in Attachment E.

In FY17, the District will incorporate storm drain system information from the cities of Carlsbad and Encinitas into their geographic information system (GIS).

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

Section VII (FOG Control Program). None of the FY16 SSOs were attributable to FOG, continuing the District's SSMP determination that a formal FOG control program is not required at this time.

Section VIII (System Evaluation and Capacity Assurance). The District continues to monitor (and address as necessary) the presence of scale in the Alga Hills area. The area was most recently CCTV inspected in Feb. 2014 and hydrocleaned every six months. Any defects discovered during the CCTV inspections are incorporated into the District's Repair Priority List.

Paul Bushee
September 28, 2016

As part of the 2013 Asset Management Plan process, the District identified the need to reduce inflow and infiltration along the Scott's Valley pipeline. Three stretches of pipeline were rehabilitated by cured-in-place pipe (CIPP) lining and three manholes were repaired by cured-in-place manhole (CIPM) lining in FY16 to complete the Scott's Valley improvements. Additionally, six manholes upstream were epoxy lined to further reduce infiltration.

Inflow domes are present in 2,160 of the District's 5,103 manholes to aid in reducing inflow.

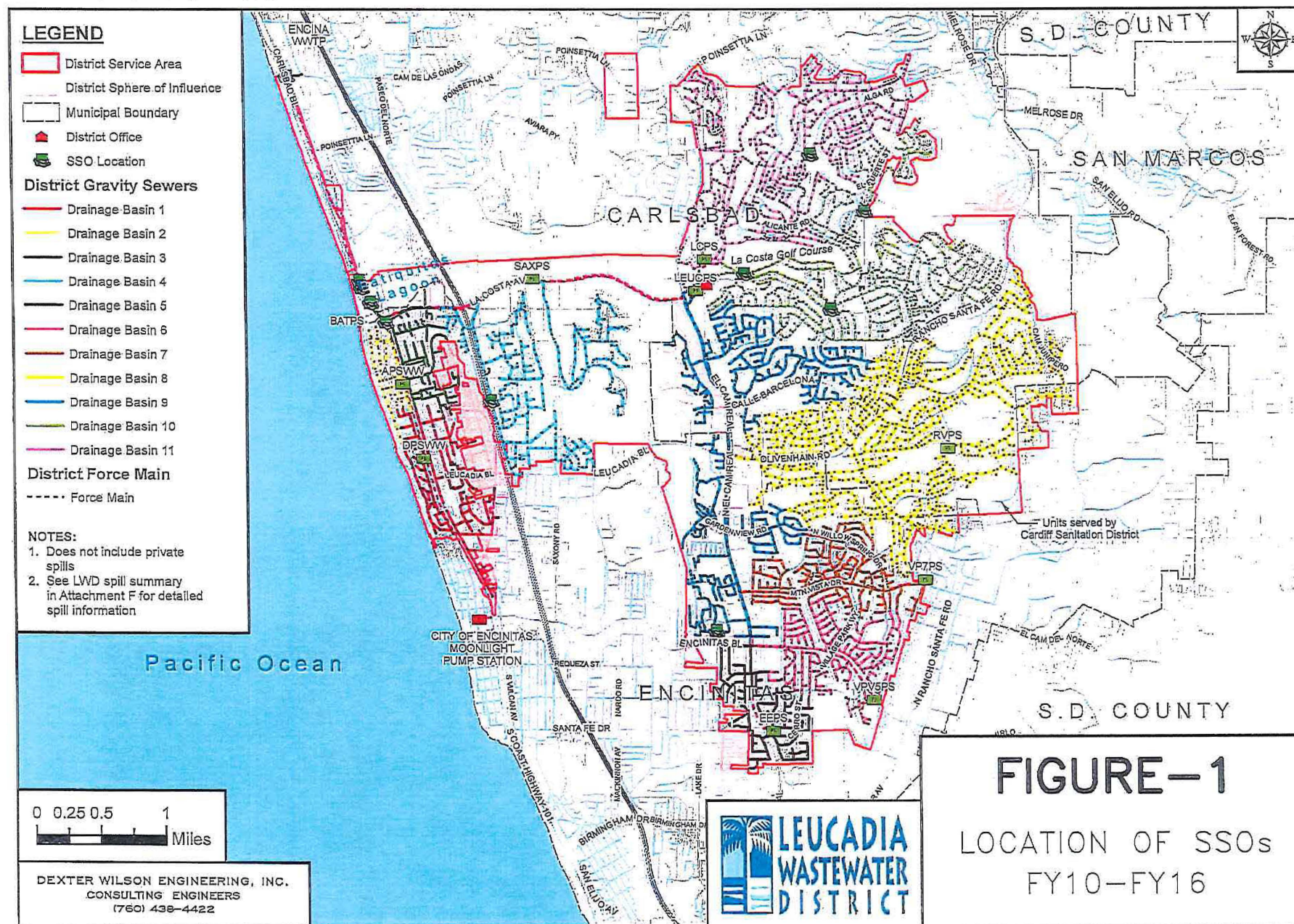
Flow analyses of the District were conducted as part of the District's 2008 and 2013 Asset Management Plans. Both documents concluded that estimates of average and peak ultimate flows are within the design values of the District and less than the flows utilized in the District's detailed capacity analyses conducted as part of the 1999 Wastewater Master Plan. There are no capacity-driven replacement projects currently identified for the District.

The District's monthly flow comparison between FY15 and FY16 can be found in Attachment G.

Section IX (Monitoring, Measurement, and Program Modifications). The District's Spill Summary through June 30, 2016 can be found in Attachment F. Three spills occurred in FY16; all were from private laterals. Additionally, spill review checklists for each event are on file at the District office. Figure 1 identifies the location of each spill in a public line or manhole over the last five years.

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

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



Recommended SSMP Edits

Several edits are recommended to the SSMP. These edits are documented in the SSMP Change Log (New Appendix B of the SSMP). The edits consist of updating the SSMP appendices, revision to the District Organizational Chart, and a minor revision to the Corrective Action discussion in Section IV of the SSMP. Attachment H to this letter-report provides the specific edits to the SSMP. Additionally, the edits are documented in the SSMP change log (Appendix B of the SSMP). The revisions to the SSMP are not significant enough to warrant re-adoption of the District's SSMP prior to the scheduled June 10, 2019 revision.

Summary of Recommendations

The following section summarizes recommended items as a result of the FY16 Audit:

- The District should consider revising the sewer sub-basin map that is included in the monthly Board packet to reflect the areas that have been de-annexed.
- The District should ensure that the wet well at the La Costa Pump Station is assessed as part of the pump station assessment scheduled for FY19.
- Implement plan to clean/CCTV La Costa Golf Course and La Costa Avenue sewers to maintain three year cleaning/CCTV cycle (See Attachment C, locations 7 and 9).

Next Steps

This FY16 SSMP Audit should be retained for inclusion in the next SSMP recertification by the General Manager and adoption by the District Board scheduled to occur by June 10, 2019. Please be sure to post this FY16 Audit on the District's website and include a hardcopy in the District's 2014 SSMP counter copy.

Paul Bushee
September 28, 2016

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

Dexter Wilson Engineering, Inc.



Natalie J. Frascchetti, P.E.

NJF:SH:pjs

MEMORANDUM

DATE: October 13, 2016
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Batiquitos Lagoon Foundation Board Members 2016 Election

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD received the Batiquitos Lagoon Foundation (BLF) ballot for their 2016 election. There are three seats available. The candidates are the following:

- Jim Brown (Incumbent);
- Deborah Mossa (Incumbent);
- Fred Sandquist (Incumbent)

Attached for your review are the candidate's statements and a copy of the BLF election ballot. The ballot is due at the BLF by noon, Wednesday, November 16, 2016.

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

tb:PJB

Attachment

2016 BLF Board Election Candidate Information

Jim Brown (Incumbent):

Over the last 7 years I have initiated and administered a bimonthly water testing program covering the lagoon watershed including the San Marcos Creek up to Lake San Marcos. Our volunteer team collects samples in three areas, processes field information and submits the samples to a certified lab at COASTKEEPER in San Diego. This water testing program has produced an important tool for us to monitor the health of the freshwater entering the lagoon. It has also allowed us to outreach to the local communities along the watershed and to involve many volunteers as citizen scientists. I have enjoyed leading many walks and talks to groups of all ages as a docent for the lagoon. In addition to serving as a docent, I have also received national level training as a Certified Interpretive Guide (CGI). This is the same training required by most State and National Forest Rangers to offer informative and interesting talks to their many visitors. I also completed training from a county-wide organization that has allowed us to offer informative talks to groups that follow much of the same topics and vocabulary of other groups. I would like to continue to offer outreach to the surrounding communities and to give more opportunity to our volunteers to serve as citizen scientists. Working together with the board helping to initiate and carry out programs is especially rewarding to me. On a personal side, I am a former USMC Officer with service in Vietnam and I graduated with a Business Management degree from Cal State Fullerton. I have retired from my own business as a roofing contractor and together with my wife Linda, we have raised two boys and a girl. We have lived in Encinitas for 37 years. The boys have taken over the roofing company and my daughter is a tech writer and brewery owner in Concord, Ca. Linda and I are proud parents and grandparents.

Deborah Mossa (Incumbent):

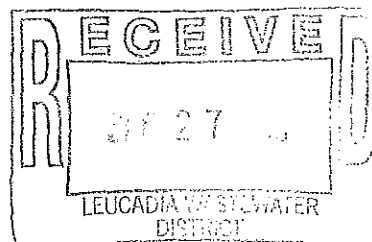
I started as a Nature Center host in the spring of 2013. During the last three years, I have participated as an active Board Member, a docent for school walks, and coordinator for the annual kayak event. I have also recruited and trained many of our new volunteers as well as packing up and reinstalling the displays at the Nature Center. On the administrative side, I have helped to coordinate strategy sessions, grant writing and most recently, for the last nine months, taking on the role of Vice President and Manager of the new Nature Center. I have become a certified Naturalist and attended various meetings and seminars to continue to learn and grow my knowledge of the lagoon and the plants and animals that live here. I have enjoyed learning about the lagoon and sharing that knowledge by interacting with the lagoon trail guests that stop by the Nature Center. The lagoon, volunteers and Board have all been amazing, friendly, helpful, and sincere about their commitment to keeping the Batiquitos Lagoon the special place it is, and it is an honor to be associated with Batiquitos. On the professional side, I retired after 38 years in the corporate world; I was a Company Officer for nine years. In my last position, I was a Regional Vice President for the Philadelphia Region for a large fast food company. I had a staff of 68 and was responsible for all aspects of the business including marketing, finance, real estate, human resources, communications and general operations and training. I have worked with many stakeholder groups inside and outside of the corporate structure. I have had five years of international responsibilities, travel and development in Asia, Africa and Latin America. I have lived and worked on the east and west coasts, as well as the Midwest. I have done extensive public speaking, training and team building. I have a BS in liberal arts from DuPont University and an MBA from Purdue. So boiler makers! I have served on the Board of the Philadelphia Chamber of Commerce and on the DuPont LPGA Country Club Classic. I have been a docent and tour guide for the Frank Lloyd Wright Home and Studio Foundation in Oak Park, Illinois, and I have participated in prairie restoration in the Chicago area when I lived in the Midwest. On the personal side I am married and reside in Carlsbad with my husband and cat. We have one daughter who lives and teaches in Oceanside. I enjoy walking the lagoon trail as well as along the coast. I am an avid reader and life-long learner. I previously lived in Carlsbad for five years and when we decided it was time to retire, we both knew that this is where we wanted to be. As corny as it sounds, it really is a little piece of paradise and we are thrilled to be back. I think I can bring value to the Batiquitos Board as a "Jill" of many trades. I have a lot of knowledge and experience that I apply to many of the tasks that need to be done. I have a wealth of experience organizing and presenting information. I also have had success setting strategic goals, building consensus and motivating stakeholders. I have worked on marketing and PR plans and issues. I have many years of experience in training and mentoring others. The last three years have been very rewarding and I can continue to add value and be actively involved in the functions of the nature center and the volunteers on an ongoing basis. I am a very productive person and have a history of adding value to whatever I get involved with, as well as bringing new ideas and perspectives based on my global experiences. I am dedicated and committed and have a history of working well with others. Thanks for your consideration.

Fred C. Sandquist (Incumbent):

My goal as your BLF President has been and continues to be to make our *all-volunteer organization* a respected and recognized leader in educating the public as to the importance of our fragile coastal wetlands and associated watershed. I also want the BLF to be a leader and serve as an example of community-based stewardship for sustaining the health of Batiquitos Lagoon and its surrounding habitat now and into the future through our volunteer program opportunities where the public can directly participate and support our preservation work -- a hands-on experiential approach. My experience and background includes: being a former Volunteer Park Ranger with the State of Maryland; executive management careers with the Social Security Administration, the Navy's Bureau of Medicine and Surgery's Medical Automation Program Deputy Director, a retired Navy Commander, and a number of consultant positions associated with the Navy's Trident Submarine Program. Locally, I am our representative with the Carlsbad Watershed Network (CWN), a prior appointed member of the City of Carlsbad's Envision Carlsbad Citizens Committee charged with defining what Carlsbad will look like as it reaches full build-out in 2035 and beyond, and board member and executive committee member of the San Diego Conservation Resources Network (SDCRN). I am also the BLF's representative on the Southern California Wetlands Recovery Task Force, a component of the State of California's Coastal Conservancy. I would welcome the opportunity to continue to serve as a board member of the Batiquitos Lagoon Foundation. We have many exciting projects and activities (e.g., upgraded nature center, continued restoration and trail building on our Cholla Point property, completing the North Shore Trail through to El Camino Real, working with our education program leadership to in continuing and expanding our very successful public education program); and I would like to continue to be a part of the foundation's growth!

YOU'RE INVITED!!!

PLEASE COME!!!



**THE ANNUAL MEETING
OF THE**

BATIKUITOS LAGOON FOUNDATION (BLF)

WILL BE

**WEDNESDAY, NOVEMBER 16, 2016
4:30 PM**

AT THE

BLF NATURE CENTER

7330 GABBIANO LANE (LAGOON END)*, CARLSBAD

(*SEE MAP AT WWW.BATIKUITOSFOUNDATION.ORG)

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

BALLOT

ELIGIBLE VOTERS – ACTIVE MEMBERS AND IN GOOD STANDING SINCE OCTOBER 15, 2016

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

VOTE FOR NO MORE THAN THREE:

- ☐ **JIM BROWN (INCUMBENT)**
- ☐ **DEBORAH MOSSA (INCUMBENT)**
- ☐ **FRED C. SANDQUIST (INCUMBENT)**
- ☐ **OTHER _____**



**BRING YOUR BALLOT TO THE MEETING AND MEET THE CANDIDATES OR
FOLD THIS WHOLE PAGE, SEAL WITH TAPE, AND MAIL TO THE "BLF" (MAILED BALLOTS
MUST BE RECEIVED BY NOON, WEDNESDAY, NOVEMBER 16, 2016 TO COUNT)**

MANDATORY

SIGNATURE

PRINT NAME

DATE

Directors' Meetings

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

Conference

2016 CSDA Annual Conference

Dates and Location

October 10-13, 2016

Sheraton San Diego Hotel & Marina in San Diego, CA

List of Attendees

President Omsted

Vice President Hanson

Director Sullivan

Director Kulchin

Director Juliussen

The above mentioned Board member attended various sessions such as; Special District case studies and trends, Best Practices in Board Protocols, Policies and Procedures, and Round Table discussions.