



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, October 8, 2014  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
  - A. Achievement of an Organization Objective. (Page 5)

**CONSENT CALENDAR**

Items 7-11 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 10, 2014 Regular Board Meeting (Pages 6-15)

September 19, 2014 Community Affairs Committee Meeting (Pages 16-17)

**8. Approval of Demands for September/October 2014**

This item provides for Board of Directors approval of all demands paid from LWD during the month of September and a portion in October 2014. (Pages 18-32)

**9. Operations Report**

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 14 to FY 15 and flows by sub-basin. (Pages 33-36)

**10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 15 budget and discloses monthly investments. (Pages 37-44)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of September 2014. (Pages 45-46)

## **EWA and COMMITTEE REPORTS**

**12. Encina Wastewater Authority Reports**

A. A regular EWA Board meeting was held on September 24, 2014 – report by Director Sullivan. (Page 47)

B. An Encina Member Agencies Manager's Meeting was held on October 7, 2014 – report by GM Bushee. (Verbal)

**13. Committee Reports**

A. A Community Affairs Committee meeting was held on September 19, 2014 – report by Director Sullivan (Page 48)

## **ACTION ITEMS**

**14. Award of Professional Engineering Services for the Leucadia Pump Station and Gafner Water Reclamation Plant Programmable Logic Controllers Upgrade Project.**

Authorize the General Manager to execute a sole source Agreement for professional services with Base9 Consulting Services to replace Programmable Logic Controllers for the Leucadia Pump Station and Gafner Water Reclamation Plan in an amount not to exceed \$103,600. (Pages 49-56)

**15. Contract Award for Archaeological and Native American Monitoring Services for the District's Batiquitos Force Mains Replacement Project.**

Authorize the General Manager to execute a sole source agreement with Laguna Mountain Environmental, Inc. for archaeological and Native American monitoring services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$85,950. (Pages 57-63)

**16. Board-General Manager/Staff Relations Policy**

Receive and file the Annual Review of the Board-General Manager/Staff Relations Policy Report. (Pages 64-69)

**17. CA Public Employees Retirement System (CalPERS) Agency Review**

Adopt Resolution No. 2253 - Approving the salary range schedules for all employee classifications, excluding the General Manager, for Fiscal Years 2012-2013 and 2013-2014. (Pages 70-73)

## **INFORMATION ITEMS**

**18. Project Status Updates and Other Informational Reports**

- A. Recycled Water Program Update. (Verbal)
- B. Batiquitos Lagoon Foundation Newsletter article "Key Milestone Achieved on New Nature Center". (Page 74)
- C. GM Bushee's email from CASA regarding the Wheeler Funders Update Letter. (Pages 75-76)

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

- A. The CWEA Tri-State Conference was held on September 23-25, 2014 at the South Point Hotel in Las Vegas, NV. (Page 77)
- B. The CSDA Annual Conference was held on September 29 – October 2, 2014 at the Renaissance Palm Springs Hotel in Palm Springs, Ca. (Page 78)

**20. General Manager's Report**

**21. General Counsel's Report**

**22. Board of Directors' Comments**

**23. Closed Session**

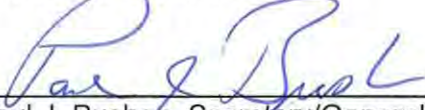
- A. Conference with Legal Counsel to discuss liability claim pursuant to California Government Code Sec. 54956.9(d)(2): California River Watch Notice of Intent to Sue.

**24. Adjournment**

AFFIDAVIT OF POSTING

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

Date: October 2, 2014

  
\_\_\_\_\_  
Paul J. Bushee, Secretary/General Manager

**MEMORANDUM**

**DATE:** October 2, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Presentation and Awards – Achievement of Organizational Objective**

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

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

On September 13, 2014, LWD staff completed three years without a lost time injury accident. This achievement represents a significant accomplishment since work place injuries result in lost productivity, low morale, and increased worker's 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 \$1000 incentive compensation award.

Please join me in congratulating LWD for its excellent workers compensation safety record.

cal:PJB

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 September 10, 2014

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, September 10, 2014 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Superintendent Jeff Stecker, Supervisor Marvin Gonzalez, Executive Assistant Trisha Hill, Field Services Specialist Frank Reynaga, Field Services Technician 3 Ian Riffel, Engineer Steve Deering with Dudek, CPA Richard Duffey, Jennifer Beales with TRG & Associates, Tomer Gutman with Worden Williams APC, Dominic and Julie Burtech with Burtech Pipeline, Joelle Pepin and James Moore with SC Valley Engineering, Inc.

**3. Pledge of Allegiance**

President Kulchin led the pledge of allegiance.

**4. General Public Comment Period**

No public comment was received; however, GM Bushee noted that representatives from Burtech and SC Valley Engineering, Inc. were present. Burtech Pipeline did submit a request to comment and would have an opportunity to make a public comment under action item no. 14.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

- A. Adopt Resolution No. 2252 – In Appreciation of Frank M. Reynaga, Jr. For His Outstanding Service and Commitment to the Leucadia Wastewater District.

President Kulchin presented Frank with the Resolution of Appreciation, noting Frank’s accomplishments throughout his career at the District.

Frank stated that it was time for him to retire noting that he has worked for the District for almost 36 years and that he appreciates the Board and staff support for all those years. He again thanked everyone for their support.

The Board and staff congratulated Frank on his upcoming retirement.

Upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2252 – In Appreciation of Frank M. Reynaga, Jr. for His Outstanding Service and Commitment to the Leucadia Wastewater District by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	Aye
<b>Vice President Juliussen</b>	Aye
<b>Director Omsted</b>	Aye
<b>Director Hanson</b>	Aye
<b>Director Sullivan</b>	Aye

### CONSENT CALENDAR

**7. Approval of Board and Committee Minutes**

Minutes of the following meetings:

- August 13, 2014 Regular Board Meeting
- September 3, 2014 Engineering Committee Meeting

**8. Approval of Demands for August/September 2014**

Payroll Checks numbered 17473-17534; General Checking – Checks numbered 45705-45825; Voided check 45648

**9. Operations Report** (A copy was included in the original September 10, 2014 Agenda)

**10. Finance Report** (A copy was included in the original September 10, 2014 Agenda)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of August 2014.

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

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	Aye
<b>Vice President Juliussen</b>	Aye
<b>Director Omsted</b>	Aye
<b>Director Hanson</b>	Aye
<b>Director Sullivan</b>	Aye

## EWA and COMMITTEE REPORTS

### 12. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on August 27, 2014.

Director Sullivan reported on EWA's August 27, 2014 Board meeting.

- B. An Encina Member Agencies Manager's (MAM) Meeting was held on September 2, 2014.

GM Bushee reported on the MAM's September 2, 2014 meeting.

### 13. Committee Reports

- A. Engineering Committee meeting was held on September 3, 2014.

Vice President Juliussen reported that the EC reviewed the following recommendations from staff:

- Authorize the General Manager to execute an agreement with Burtech Pipeline Inc. for the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$4,590,000 as the lowest responsive and responsible bidder;
- Authorize the General Manager to execute amendment no. 2 to Task Order No. 18 with Infrastructure Engineering Corporation for additional design and environmental review services for the Batiquitos (b1/B2) Force Mains Replacement Project in an amount not to exceed \$88,739;
- Authorize the General Manager to execute an agreement with Richard Stinson Construction Management for construction management services during the construction of the Batiquitos (b1/B2) Force Mains Replacement Project in an amount not to exceed \$110,000.
- Authorize the General Manager to execute an agreement with Southern California Soils and Testing, Inc. for geotechnical services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$49,555.

He noted that the EC agreed with staff's recommendations and that the Board will review these items later in the agenda.

In addition, he stated that the EC received information and updates on the following:

- Recycled Water Pipeline Repair Project;
- A report on the 2903 Candil Place Spill; and
- A presentation on the Computerized Maintenance Management System.

Director Sullivan thanked the Engineering Committee for reviewing these items.



## ACTION ITEMS

### 14. Award of the District's Batiquitos (B1/B2) Force Mains Replacement Project Construction Contract

Authorize the General Manager to execute an agreement with Burtech Pipeline Inc. for the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$4,590,000 as the lowest responsive and responsible bidder.

TSM Morishita presented the item stating that the EC reviewed this item at its September 3, 2014 meeting and that it is a goal in the tactics and action plan. He provided background information on the Batiquitos (B1/B2) Force Mains Replacement Project and stated that the design of the project was completed by IEC in July followed by the District advertising for bids. He noted that four bids were received and that Burtech Pipeline, Inc. (Burtech) was the lowest bidder. He added that IEC reviewed the bids and that they recommended that Burtech be awarded the contract as the lowest responsive and responsible bidder.

In addition, he stated that the District received a bid protest letter from SC Valley Engineering and that General Counsel Brechtel will provide additional information on the District's response to their letter.

GC Brechtel stated that SC Valley Engineering filed a bid protest and that the General Manager had responded to their protest indicating that their protest is not valid. GC Brechtel stated that SC Valley Engineering has ten days to appeal the District's decision. GC Brechtel explained why SC Valley filed the protest indicating that it's the contractor's interpretation of Burtech's experience and their use of subcontractors. GC Brechtel stated that based on the review of their bid, Burtech has hired in-house specialists that will assist with the work instead of using sub-contractors which satisfies the requirement for the job.

The Board asked several questions and GC Brechtel provided additional information on the appeals process.

Dominic Burtech with Burtech thanked the Board and staff. He stated that he is confident that Burtech can complete the project and has the experience to meet the job requirements.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Burtech Pipeline, Inc. for the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$4,590,000 as the lowest responsive and responsible bidder by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	Aye
<b>Vice President Juliussen</b>	Aye
<b>Director Omsted</b>	Aye
<b>Director Hanson</b>	Aye
<b>Director Sullivan</b>	Aye

**15. Batiquitos (B1/B2) Force Mains Replacement Project Amendment No. 2**

Authorize the General Manager to execute Amendment No. 2 to Task Order No. 18 with Infrastructure Engineering, Inc. (IEC) for additional design and environmental review services for the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$88,739.

TSM Morishita presented the item stating that the EC reviewed this item at its September 3, 2014 meeting.

He stated that IEC is under contract to provide engineering design services for the B1/B2 project. He added that additional design services were required because the project changed from a replacement in the current alignment to a full realignment and that additional environmental services were required. In addition, the District had to satisfy an agreement with the Hilton which required IEC to complete the project design expeditiously in order to begin construction by November. He noted the additional engineering design services that IEC completed.

Upon a motion duly made by Director Hanson, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute amendment no. 2 to task order no. 18 with IEC for additional design and environmental review services for the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$88,739 by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	<b>Aye</b>
<b>Vice President Juliussen</b>	<b>Aye</b>
<b>Director Omsted</b>	<b>Aye</b>
<b>Director Hanson</b>	<b>Aye</b>
<b>Director Sullivan</b>	<b>Aye</b>

**16. Contract Award for Construction Management Services for the District's Batiquitos (B1/B2) Force Mains.**

Authorize the General Manager to execute an agreement with Richard Stinson Construction Management for construction management services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$110,000.

TSM Morishita presented the item stating that the EC reviewed this item at its September 3, 2014 meeting.

He stated that the construction of the B1/B2 force main project requires construction management services. He added that Richard Stinson has provided excellent construction management services for the District on several of the District's projects since 2003 and that he has experience and knowledge of the District's pumps and collection system. He stated that for these reasons, staff is requesting that the Board approve their contract under the sole source procurement section of the District's Procurement Policy. He added that staff believes that his proposal of \$110,000 is fair and reasonable.

Upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source agreement with Richard Stinson Construction Management for construction management services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$110,000 by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	<b>Aye</b>
<b>Vice President Juliussen</b>	<b>Aye</b>
<b>Director Omsted</b>	<b>Aye</b>
<b>Director Hanson</b>	<b>Aye</b>
<b>Director Sullivan</b>	<b>Aye</b>

**17. Contract Award for Geotechnical Support Services for the District's Batiquitos (B1/B2) Force Mains Replacement Project.**

Authorize the General Manager to execute an agreement with Southern California Soils and Testing, Inc. for geotechnical services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$49,555.

TSM Morishita presented the item stating that the EC reviewed this item at its September 3, 2014 meeting. He stated that the project requires geotechnical services and that Southern California Soils and Testing, Inc. has provided excellent geotech services to the District on previous projects since 2009. He also noted that they have an outstanding working relationship with the project team. He stated that for these reasons, staff is requesting that the Board approve their contract under the sole source procurement section of the District's Procurement Policy.

He noted that their proposal is based on time and materials and that they will only charge for completed tasks. In addition, he stated that there are sufficient funds in the FY 2015 budget.

Director Omsted asked if they will a conduct preliminary soil testing before the project. TSM Morishita stated that the District did not include a preliminary soil test during the design phase of the project; however, next month staff will present biological and cultural monitoring proposals for the project.

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source agreement with Southern California Soils and Testing, Inc. for geotechnical services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$49,555 by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	<b>Aye</b>
<b>Vice President Juliussen</b>	<b>Aye</b>
<b>Director Omsted</b>	<b>Aye</b>
<b>Director Hanson</b>	<b>Aye</b>
<b>Director Sullivan</b>	<b>Aye</b>

**18. Annual Review of LWD Investment Policy**

Re-delegate authority to manage LWD's Investment Program to the General Manager effective September 1, 2014 through August 31, 2014 and receive and file the Annual Review of LWD Investment Policy Report.

ASM LeMay presented the item stating the policy was adopted in 2004 and it was last amended in 2010. He noted the purpose of the policy indicating that it calls for an annual review and re-delegation of authority to manage the program. He indicated that Staff recently reviewed the policy and was not recommending changes.

Following discussion, and upon a motion duly made by Director Sullivan, seconded by Vice President Juliussen and carried, the Board of Directors received and filed the Annual Review of LWD's Investment Policy Report and re-delegated authority to manage the LWD's investment program to the General Manager effective September 1, 2014 through August 31, 2015 by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	Aye
<b>Vice President Juliussen</b>	Aye
<b>Director Omsted</b>	Aye
<b>Director Hanson</b>	Aye
<b>Director Sullivan</b>	Aye

**19. Communication Plan Update.**

Adopt the Communication Plan Update (Plan).

ASM LeMay presented the item stating that the CAC reviewed this item at its August 6, 2014 meeting and agreed with staff's recommendation. He stated that the Plan was adopted in 2006 and the purpose of the Plan. He added that staff and TRG & Associates are recommending changes to the Plan and that Ms. Beales with TRG will present the Plan update.

Ms. Beales provided an overview of the plan and its updates. She also presented the recommendations in the Plan based on their review of the District's past communication goals.

*These recommendations include:*

- Continue with the bi-annual newsletters,
- Continue with updating the website monthly and adding more information to the site,
- Continue with the Teacher Grant and Lateral Grant programs,
- Continue with the community presentations as required,
- Continue with sending press releases as required, but more frequently,
- Discontinue with printing Fact Sheets, but post on website or Facebook, and
- Update the District's Facebook page weekly.

Director Omsted thanked Ms. Beales for her presentation. Director Sullivan noted that the CAC went over many ideas and topics to improve the District's public outreach program. She added that the Plan includes improving the Teacher Grant Program and increase awareness about the Lateral Grant Program.

President Kulchin expressed his concerns relating to social media tasks, such as Facebook. He noted when you shift from paper to social media you may lose some public because of the demographics of the area. He added that people still read newsletters, newspapers, etc. He noted that he would like to see more employee recognitions publicized and that the District should have more newsletters per year.

GM Bushee stated that in 2004, the District planned to complete four newsletters that year, however, it was a very time consuming task and that staff would have to evaluate the District's resources to complete additional newsletters.

Director Sullivan noted that the District has not received any requests for more newsletters, adding that the Board should provide staff and TRG with an opportunity to implement the revised plan to receive better outreach results.

Upon a motion duly made by Vice President Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted the Communication Plan Update by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	Aye
<b>Vice President Juliussen</b>	Aye
<b>Director Omsted</b>	Aye
<b>Director Hanson</b>	Aye
<b>Director Sullivan</b>	Aye

**20. 2015 CSDA Committee & Expert Feedback Team Participation.**

EA Hill presented the item stating it was discussed during last month's Board meeting and at that time, Director Sullivan indicated that she would like to participate on CSDA's Education committee. In addition, Director Omsted requested that staff add this item to this month's agenda to provide additional time for the Directors to decide if they would like to volunteer.

Director Sullivan stated that since she was not elected on the CSDA Board of Directors Region 6, she would like to continue participating on the Education committee. She also provided additional information to the Board about an upcoming new CSDA Leadership Academy training that includes a track for experienced Board members. She noted that LWD's participation is appreciated.

Director Hanson indicated that she would like to participate later on, but not at this time. Director Sullivan noted that the deadline to submit the form is October.

Upon a motion duly made by Director Omsted, seconded by Vice President Juliussen and carried, with Director Hanson opposed, the Board of Directors approved Director Sullivan to participate on CSDA's Professional Development Committee by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	Aye
<b>Vice President Juliussen</b>	Aye
<b>Director Omsted</b>	Aye
<b>Director Hanson</b>	No
<b>Director Sullivan</b>	Aye

**21. Call for Nominations for the Local Agency Formation Commission (LAFCO) Independent Special District Member.**

EA Hill presented the item stating that LAFCO is requesting nominations for the one regular seat on the LAFCO Board and one alternate seat. She noted that Jo MacKenzie is running for the regular seat and that the term of the alternate position is conditional depending on if she is elected for the regular seat.

The Board of Directors did not nominate anyone and no action was taken.

## INFORMATION ITEMS

### 22. Project Status Updates and Other Informational Reports

- A. Flu Shots are scheduled for October 8, 2014 from 3:30PM to 4:45PM.

EA Hill announced the date and revised time for the Flu Shots. All Directors indicated that he/she will receive a flu shot, with the exception of Director Omsted.

- B. 2903 Candil Place Spill Report.

Supervisor Gonzalez provided a summary of the 2903 Candil Place Spill. He indicated that the field services staff believed that a large root that was cleared from a near-by homeowner's sewer lateral caused a blockage in the main line that may have caused the spill. He stated that to help prevent this from happening in the future, field services staff members are informing plumbers to call the District before they clear any sewer laterals within the District's boundary.

- C. Letter from Assemblyman Rocky Chavez congratulating the District on receiving the "District of Distinction" reaccreditation.

No report was given.

### 23. Directors' Meetings and Conference Reports

- A. The CASA Annual Conference was held on August 19-22, 2014 at the Marriott in Monterey, CA.

Director Omsted stated that he attended a session on biosolids and how they are used in mining. He also stated that he attended the CSRMA session, noting that he sat at a table with general managers. He stated that he felt there is a misconception about elected officials and suggested that CASA develop a session that discusses important functions of elected officials.

Director Sullivan stated that based on her CSDA Board discussions, not as many Board members attend conferences as they did in past and that they are not current on issues. She stated that there is not enough Board support to attend conferences.

Director Sullivan also stated that she enjoyed the opening session presentation.

### 24. General Manager's Report

No report was given.

### 25. General Counsel's Report

General Counsel Brechtel provided an update on AB 1705 regarding the retention amounts for subcontractors. He noted that the Governor has extended the bill.

### 26. Board of Director's Comments

Director Sullivan indicated that she was glad to see Marvin providing a presentation and that he did a great job.

**27. Closed Session**

- A. Conference with Legal Counsel to discuss liability claim pursuant to California Government Code Sec. 54956.9(d)(2): California River Watch Notice of Intent to Sue.

GC Brechtel stated that the Board met in closed session and no reportable action was taken.

**28. Adjournment**

President Kulchin adjourned the meeting at 6:45 p.m.

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David Kulchin, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
September 19, 2014

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Friday, September 19, 2014 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Omsted  
DIRECTORS ABSENT: None.  
OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, Lois Humphreys and Jennifer Beales with TRG & Associates

**3. Public Comment**

Director Omsted stated that Ms. Beales did a great job on her presentation during the Board meeting last month.

**4. New Business**

A. Review the draft text fall 2014 newsletter.

ASM LeMay presented the item and introduced Ms. Humphreys to present an overview of the draft 2014 newsletter.

The CAC suggested a few changes to the cover story. Chairperson Sullivan also suggested revisions to the EWA Recycled Water article.

The CAC stated that the back cover page had great articles and there were no changes.

Ms. Lois Humphreys also presented her idea for the layout of the newsletter and the CAC agreed.

Following discussion, the CAC authorized staff and TRG to proceed with the layout of the 2014 fall newsletter.

**5. Information Items**

None.

**6. Directors' Comments**

Director Omsted noted that his trip was complete.

**7. General Manager's Comments**

GM Bushee stated that the District received another public records request. He noted that the Coast News is requesting documents relating to the Board of



Directors compensation and benefits. He stated that staff is in the process of compiling the records and will respond to their request.


**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 10:03 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

MEMORANDUM

DATE: October 2, 2014  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager   
 SUBJECT: Approval of September/October Demands

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RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 263,383.60.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months September 5, 2014 – October 3, 2014.

Operating expenses totaled \$ 140,851.96 while Capital Improvement Program expenses totaled \$ 24,382.50.

Payroll for employees and the Board totaled \$ 98,149.14.

Attached please find a year to date Employee and Board Payroll Report from September 2013 to October 2014 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 2014     |
| Attachment 2 | Accounts Payable Check Register dated September 11, 2014 |
| Attachment 3 | Payroll Check Register dated September 17, 2014          |
| Attachment 4 | Payroll Check Register dated September 17, 2014          |
| Attachment 5 | Accounts Payable Check Register dated September 24, 2014 |
| Attachment 6 | Payroll Check Register dated October 1, 2014             |
| Attachment 7 | Board Payroll Check Register dated October 3, 2014       |
| Attachment 8 | Year to Date Employee and Board Payroll Report           |

## DEMANDS SUMMARY

October 8, 2014

### 1. Demands

Category	Check #'s	Amount	Total
Payroll Check 9/17/2014	17535 - 17552	\$ 43,570.16	
Payroll Check-9/17/2014	17553 - 17556	\$ 10,048.90	
Payroll Check-10/1/2014	17557 - 17572	\$ 40,167.92	
Board Payroll Check-10/3/2014	17573 - 17577	\$ 4,362.16	
	<b>Total</b>		<b>\$98,149.14</b>
General Checking -9/11/2014	45826 -45825	\$ 34,637.56	
General Checking -9/24/2014	45868 - 45899	\$ 130,596.90	
	<b>Total</b>		<b>\$165,234.46</b>
	<b>Grand Total</b>		<b>\$263,383.60</b>

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/11/2014 Through 9/11/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>	<u>Document Amo</u>
ADS LLC	45826	9/11/2014	3,570.00	FLOW MONITORING	3,570.00
AT&T	45827	9/11/2014	146.76	PHONE SERVICE @ BPS	146.76
AT&T	45828	9/11/2014	37.14	L.D. PHONE @ BPS	37.14
AYALA ENGINEERING	45829	9/11/2014	12,820.00	MANHOLE REHAB	17,770.00
AYALA ENGINEERING		9/11/2014	4,950.00	REHAB OF DISTRICT MANHOLE	17,770.00
BARRETT ENGINEERED PUMP	45830	9/11/2014	533.52	PUMP @ BPS	533.52
BROWNELL AND DUFFEY CPA	45831	9/11/2014	14,910.00	ACCOUNTING FEES-AUGUST	14,910.00
CASH	45832	9/11/2014	265.28	PETTY CASH-SEPT	265.28
CITY OF CARLSBAD	45833	9/11/2014	109.50	WATER @ OFFICE/PLANT	799.46
CITY OF CARLSBAD		9/11/2014	120.43	WATER @ PLANT	799.46
CITY OF CARLSBAD		9/11/2014	246.95	WATER @ VACTOR	799.46
CITY OF CARLSBAD		9/11/2014	322.58	WATER @ VACTOR 2	799.46
CONEXIS	45834	9/11/2014	140.00	SEC 125 FLEX PLAN-AUGUST	140.00
CORODATA	45835	9/11/2014	173.66	FILE STORAGE SERVICE	173.66
COUNTY OF SAN DIEGO	45836	9/11/2014	292.00	RENEAL @ VP5-HAZARDOUS MAT	292.00
DATA NET	45837	9/11/2014	150.00	IS MAINT AND SUPPORT	3,250.00
DATA NET		9/11/2014	3,100.00	SHARE POINT CONSULTING/INSTALL...	3,250.00
ENCINITAS CHAMBER OF COMMERCE	45838	9/11/2014	250.00	MEMBERSHIP RENEWAL-2014-2015	250.00
EVOQUA WATER TECHNOLOGIES, LLC	45839	9/11/2014	7,747.92	BIOXIDE	7,747.92
GRAINGER, INC	45840	9/11/2014	125.55	AXIAL FANS	214.58
GRAINGER, INC		9/11/2014	89.03	FILTERS	214.58
HARRINGTON INDUSTRIAL PLASTICS INC	45841	9/11/2014	280.61	BOLTS @ BPS	5,674.31
HARRINGTON INDUSTRIAL PLASTICS INC		9/11/2014	5,393.70	FLANGE SPOOL AND GASKETS	5,674.31
ICMA RETIREMENT-303979	45842	9/11/2014	3,010.13	DEFERRED COMP	3,010.13
JUDY HANSON	45843	9/11/2014	132.74	REIMBURSE J.H. FOR CASA CONF	132.74
MITSUBISHI ELECTRIC US, INC	45844	9/11/2014	266.62	ELEVATOR SERVICE	266.62
NATIONWIDE RETIREMENT SOLUTIONS	45845	9/11/2014	238.69	DEFERRED COMP	238.69
OFFICE DEPOT, INC.	45846	9/11/2014	138.29	OFFICE SUPPLIES	138.29
OLIVENHAIN MUNICIPAL WATER DIST	45847	9/11/2014	37.94	WATER @ E. ESTATES PS	1,294.90
OLIVENHAIN MUNICIPAL WATER DIST		9/11/2014	596.06	WATER @ TRAVELING	1,294.90
OLIVENHAIN MUNICIPAL WATER DIST		9/11/2014	585.02	WATER @ TRAVELING 2	1,294.90
OLIVENHAIN MUNICIPAL WATER DIST		9/11/2014	37.94	WATER @ VP5 PS	1,294.90

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/11/2014 Through 9/11/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description	Document Amo
OLIVENHAIN MUNICIPAL WATER DIST		9/11/2014	37.94	WATER @ VP7 PS	1,294.90
PACIFIC PIPELINE SUPPLY	45848	9/11/2014	135.95	BOLT SET	135.95
PEP BOYS	45849	9/11/2014	25.92	SNAP RINGS	25.92
PERS RETIREMENT	45850	9/11/2014	267.69	BRD RETIREMENT 8/31/2014	15,186.41
PERS RETIREMENT		9/11/2014	14,918.72	EMPLOYEE RETIREMENT 8/31/2014	15,186.41
PLANT PEOPLE	45851	9/11/2014	158.00	INDOOR PLANTS MAINTENANCE	158.00
PURCHASE POWER	45852	9/11/2014	24.58	FEDX SHIPPING	24.58
QUALITY CHEVROLET	45853	9/11/2014	495.29	VEHICLE MAINT/REPAIR	495.29
RICHARD'S MOBILE TIRE SERVICE	45854	9/11/2014	867.87	TIRE SERVICE FOR VACTOR	867.87
ROCKWELL CONSTRUCTION SERVICES, INC	45855	9/11/2014	1,812.50	SCADA CONSULTING	1,812.50
SAN DIEGUITO WATER DISTRICT	45856	9/11/2014	141.80	WATER @ BPS	285.64
SAN DIEGUITO WATER DISTRICT		9/11/2014	143.84	WATER @ TANKER	285.64
STATE BOARD OF EQUALIZATION	45857	9/11/2014	300.00	GRIFFEY ANNEX	300.00
THE HOME DEPOT CRC/GECF	45858	9/11/2014	51.75	SUPPLIES	51.75
TITUS INDUSTRIAL GROUP, INC	45859	9/11/2014	73.67	COVER TWIST	73.67
UNDERGROUND SERVICE ALERT OF	45860	9/11/2014	169.50	UNDERGROUND ALARM	169.50
UNIFIRST CORPORATION	45861	9/11/2014	430.78	LAUNDRY SERVICE	430.78
UNITED WAY	45862	9/11/2014	10.00	EMPLOYEE CONTRIBUTIONS	10.00
VERIZON WIRELESS	45863	9/11/2014	49.21	CELL PHONES	49.21
VORTEX INDUSTRIES, INC	45864	9/11/2014	1,084.01	EMERGENCY SERVICE TO GATE	2,337.51
VORTEX INDUSTRIES, INC		9/11/2014	899.50	REPAIR TO ROLLING STEEL DOOR/GATE	2,337.51
VORTEX INDUSTRIES, INC		9/11/2014	354.00	SERVICE TO GATE	2,337.51
WASTE MANAGEMENT	45865	9/11/2014	202.57	TRASH SERVICE	202.57
WORDEN WILLIAMS, APC	45866	9/11/2014	3,960.00	LEGAL FEES-AUGUST	3,960.00
XEROX CORPORATION	45867	9/11/2014	82.76	COPIER MAINT	82.76
Report Total			87,515.91		

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 16, 2014  
Retirement

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17553 - 17556	9/16/2014	\$10,048.90

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 17, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17535 - 17552	9/17/2014	\$43,570.16

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/24/2014 Through 9/24/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLAN JULIUSSEN	45868	9/24/2014	24.80	REIMBURSE FOR CSDA DINNER
	Total 45868		24.80	
AMERICAN REPROGRAPHICS CO.,LLC	45869	9/24/2014	470.04	PLANS AND SPECS
	Total 45869		470.04	
BOOT WORLD, INC	45870	9/24/2014	116.62	SAFETY BOOTS-IAN RIFFEL
	Total 45870		116.62	
CWEA	45871	9/24/2014	156.00	RENEWAL FOR CWEA FOR H. GONZALEZ
CWEA		9/24/2014	156.00	RENEWAL FOR CWEA FOR J. STECKER
	Total 45871		312.00	
DATA NET	45872	9/24/2014	332.50	IS MAINT AND SUPPORT
DATA NET		9/24/2014	775.00	SHAREPOINT INSTALL
	Total 45872		1,107.50	
DIAMOND ENVIRONMENTAL SERVICES,LP	45873	9/24/2014	123.15	RESTROOM TRAILER RENTAL
	Total 45873		123.15	
DUDEK & ASSOCIATES	45875	9/24/2014	1,407.00	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		9/24/2014	210.00	GE/3252/0593/LA COSTA TOWNE SQUARE
DUDEK & ASSOCIATES		9/24/2014	420.00	GE/3252/0596/ASTOR GARDENS
DUDEK & ASSOCIATES		9/24/2014	266.98	GE/3252/0708/EATON BEACH ESTATES
DUDEK & ASSOCIATES		9/24/2014	105.00	GE/3252/0808/SEASIDE
DUDEK & ASSOCIATES		9/24/2014	262.50	GE/3252/0817/OLIVEHAIN RD
DUDEK & ASSOCIATES		9/24/2014	9,873.44	GE/3252/0844/LA COSTA TOWN SQ
DUDEK & ASSOCIATES		9/24/2014	545.72	GE/3252/0851/JEREZ CT
DUDEK & ASSOCIATES		9/24/2014	2,671.78	GE/3252/0855/L.C TOWN SQUARE
DUDEK & ASSOCIATES		9/24/2014	2,755.34	GE/3252/0882/COASTAL TEN
DUDEK & ASSOCIATES		9/24/2014	207.50	GE/3252/0886/NEPTUNE AVE
DUDEK & ASSOCIATES		9/24/2014	210.00	GE/3252/0894/DULICH RESIDENCE
DUDEK & ASSOCIATES		9/24/2014	210.00	GE/3252/0896/SULLIVAN
DUDEK & ASSOCIATES		9/24/2014	4,352.50	GE/3252/0897/OMWD
DUDEK & ASSOCIATES		9/24/2014	837.50	GE/3252/0898/LUNA GRILL
DUDEK & ASSOCIATES		9/24/2014	417.50	GE/3252/0899/STARBUCKS
DUDEK & ASSOCIATES		9/24/2014	732.50	GE/3252/0900/URBAN PLATE
DUDEK & ASSOCIATES		9/24/2014	577.50	GE/3252/0901/TOMOYAMA SUSHI
DUDEK & ASSOCIATES		9/24/2014	410.00	GE/3252/0902/MCDONALDS
DUDEK & ASSOCIATES		9/24/2014	367.50	GE/3252/0903/CRAZY BOWL
DUDEK & ASSOCIATES		9/24/2014	157.50	GE/3252/0904/NEPTUNE AVE-849/859
DUDEK & ASSOCIATES		9/24/2014	105.00	GE/3252/0905/HERMES AVE
	Total 45875		27,102.76	



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/24/2014 Through 9/24/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
EVOQUA WATER TECHNOLOGIES, LLC	45876	9/24/2014	7,278.49	BIOXIDE
	Total 45876		7,278.49	
GREAT AMERICA FINANCIAL SERVICES	45877	9/24/2014	723.18	COPIER LEASE
	Total 45877		723.18	
ICMA RETIREMENT-303979	45878	9/24/2014	2,810.13	DEFERRED COMP
	Total 45878		2,810.13	
JACKSON & BLANC	45879	9/24/2014	1,570.25	CONTRACT FOR SERVICE/MAINT TO HVAC
	Total 45879		1,570.25	
JEFF BILLS	45880	9/24/2014	3,000.00	CONSULTING FEES FOR SEPT
	Total 45880		3,000.00	
NATIONWIDE RETIREMENT SOLUTIONS	45881	9/24/2014	238.69	DEFERRED COMP
	Total 45881		238.69	
NORTH COUNTY TRANSIT DISTRICT	45882	9/24/2014	2,889.62	ANNUAL LICENSE FEES
	Total 45882		2,889.62	
OFFICE DEPOT, INC.	45883	9/24/2014	203.04	OFFICE SUPPLIES
	Total 45883		203.04	
PALOMAR WATER, LLC	45884	9/24/2014	157.40	BOTTLED WATER DELIVERED
	Total 45884		157.40	
PERS RETIREMENT	45885	9/24/2014	14,925.35	EMPLOYEE RETIREMENT ENDING 9/14/14
	Total 45885		14,925.35	
PITNEY BOWES GLOBAL FINANCIAL LLC	45886	9/24/2014	155.87	MAILING SYSTEM LEASE-6/14-9/14
	Total 45886		155.87	
PRIZM JANITORIAL SERVICES, INC	45887	9/24/2014	1,473.32	JANITORIAL SERVICES
	Total 45887		1,473.32	
RICHARD STINSON	45888	9/24/2014	4,800.00	PROJECT MANAGEMENT

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/24/2014 Through 9/24/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 45888		4,800.00	
SAN DIEGO GAS AND ELECTRIC	45889	9/24/2014	197.52	ELECTRIC @ AVACADO PS
SAN DIEGO GAS AND ELECTRIC		9/24/2014	17,234.68	ELECTRIC @ BPS
SAN DIEGO GAS AND ELECTRIC		9/24/2014	653.85	ELECTRIC @ DIANA PS
SAN DIEGO GAS AND ELECTRIC		9/24/2014	1,127.66	ELECTRIC @ E. ESTATES
SAN DIEGO GAS AND ELECTRIC		9/24/2014	1,607.48	ELECTRIC @ EEPS
SAN DIEGO GAS AND ELECTRIC		9/24/2014	1,485.99	ELECTRIC @ LPS
SAN DIEGO GAS AND ELECTRIC		9/24/2014	185.64	ELECTRIC @ RVPS
SAN DIEGO GAS AND ELECTRIC		9/24/2014	1,156.64	ELECTRIC @ SAXONY PS
SAN DIEGO GAS AND ELECTRIC		9/24/2014	427.40	ELECTRIC @ VP5 PS
SAN DIEGO GAS AND ELECTRIC		9/24/2014	248.24	ELECTRIC @ VP7
SAN DIEGO GAS AND ELECTRIC		9/24/2014	121.30	GAS @ OFFICE
SAN DIEGO GAS AND ELECTRIC		9/24/2014	2.59	NAT GAS @ E.E.
	Total 45889		24,448.99	
SAN DIEGO GAS & ELECTIRC	45890	9/24/2014	18,006.19	ELECTRIC @ OFFICE/LPS
	Total 45890		18,006.19	
SOUTHERN CONTRACTING COMPANY	45891	9/24/2014	960.00	SERVICE CALLS
SOUTHERN CONTRACTING COMPANY		9/24/2014	2,658.00	TRANSFORMER @ RVPS
	Total 45891		3,618.00	
TELEPACIFIC COMMUNICATIONS	45892	9/24/2014	1,044.34	PHONE SERVICE
	Total 45892		1,044.34	
TIERRA VERDE RESOURCES, INC	45893	9/24/2014	730.00	LANDSCAPING FEES
	Total 45893		730.00	
TRG & ASSOCIATES	45894	9/24/2014	4,312.50	PUBLIC INFORMATION
	Total 45894		4,312.50	
TRI COMMUNITY ANSWERING SERVICE	45895	9/24/2014	90.00	ANSWERING SERVICE
	Total 45895		90.00	
UNIFIRST CORPORATION	45896	9/24/2014	215.39	LAUNDRY SERVICE
	Total 45896		215.39	
UNITED PARCEL	45897	9/24/2014	52.90	SHIPPING
	Total 45897		52.90	
U.S. BANK	45898	9/24/2014	7,923.76	CONFERENCES, MEETINGS, SUPPLIES, ETC

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/24/2014 Through 9/24/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 45898		7,923.76	
VERIZON WIRELESS	45899	9/24/2014	672.62	CELL PHONES
	Total 45899		672.62	
Report Total			130,596.90	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 1, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17557 - 17572	10/1/2014	\$40,167.92

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: October 3, 2014

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17573 - 17577	10/3/2014	\$4,362.16

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

<u>SEPTEMBER</u>		2013	
9/2/2013	Board		\$6,959.12
9/4/2013	Employee		\$39,196.09
9/18/2013	Employee		<u>\$39,236.02</u>
	<b>TOTAL</b>		<b>\$85,391.23</b>

<u>OCTOBER</u>			
10/1/2013	Board		\$6,096.79
10/2/2013	Employee		\$40,219.84
10/14/2013	Employee	Incentive	\$12,051.04
10/16/2013	Employee		\$42,112.49
10/30/2013	Employee		<u>\$42,161.63</u>
	<b>TOTAL</b>		<b>\$142,641.79</b>

<u>NOVEMBER</u>			
11/1/2013	Board		\$1,947.98
11/7/2013	Employee	Incentive	\$1,062.71
11/13/2013	Employee		\$42,268.87
11/27/2013	Employee		<u>\$41,964.54</u>
	<b>TOTAL</b>		<b>\$87,244.10</b>

<u>DECEMBER</u>			
12/2/2013	Board		\$5,776.75
12/5/2013	Employee	Sick buy back	\$20,174.25
12/11/2013	Employee		\$41,450.93
12/12/2013	Employee	Incentive	2339.09
12/25/2013	Employee		
	<b>TOTAL</b>		<b>\$69,741.02</b>

<u>JANUARY</u>		2014	
1/3/2014	Board		\$1,475.84
1/8/2014	Employee		\$41,481.11
1/22/2014	Employee		<u>\$42,221.41</u>
	<b>TOTAL</b>		<b>\$85,178.36</b>

<u>FEBRUARY</u>			
2/1/2014	Board		\$3,942.03
2/5/2014	Employee		\$43,297.27
2/12/2014	Employee	Incentive	\$2,994.35
2/19/2014	Employee		<u>\$41,851.01</u>
	<b>TOTAL</b>		<b>\$92,084.66</b>

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

**MARCH**

3/3/2014	Board		\$3,174.36
3/5/2014	Employee		\$42,365.51
3/12/2014	Employee	Incentive	\$8,811.60
3/19/2014	Employee		<u>\$41,712.29</u>
	<b>TOTAL</b>		<b>\$96,063.76</b>

**APRIL**

4/1/2014	Board		\$4,128.58
4/2/2014	Employee		\$41,623.74
4/9/2014	Employee	Incentive	\$921.19
4/16/2014	Employee		\$41,646.80
4/30/2014	Employee		<u>\$41,490.61</u>
	<b>TOTAL</b>		<b>\$129,810.92</b>

**MAY**

5/2/2014	Board		\$3,750.39
5/12/2014	Employee	Incentive	\$921.19
5/14/2014	Employee		\$42,793.88
5/28/2014	Employee		<u>\$41,948.64</u>
	<b>TOTAL</b>		<b>\$89,414.10</b>

**JUNE**

6/2/2014	Board		\$3,803.65
6/11/2014	Employee		\$43,921.40
6/25/2014	Employee		<u>\$42,998.91</u>
	<b>TOTAL</b>		<b>\$90,723.96</b>

**JULY**

7/3/2014	Board		\$2,949.20
7/9/2014	Employee		\$43,104.03
7/23/2014	Employee		\$43,900.37
	<b>TOTAL</b>		<b>\$89,953.60</b>

**AUGUST**

8/5/2014	Board		\$2,848.67
8/6/2014	Employee		\$44,841.35
8/13/2014	Employee	Incentive	\$18,121.75
8/20/2014	Employee		<u>\$44,093.61</u>
	<b>TOTAL</b>		<b>\$109,905.38</b>

**SEPTEMBER**

9/3/2014	Employee		\$44,446.50
9/4/2014	Board		\$4,227.18
9/16/2014	Employee	Retirement	\$10,048.90
9/17/2014	Employee		<u>\$43,570.16</u>
	<b>TOTAL</b>		<b>\$102,292.74</b>

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

OCTOBER

10/1/2014	Employee	\$40,167.92
10/3/2014	Board	<u>\$4,362.16</u>
	<b>TOTAL</b>	<b>\$44,530.08</b>

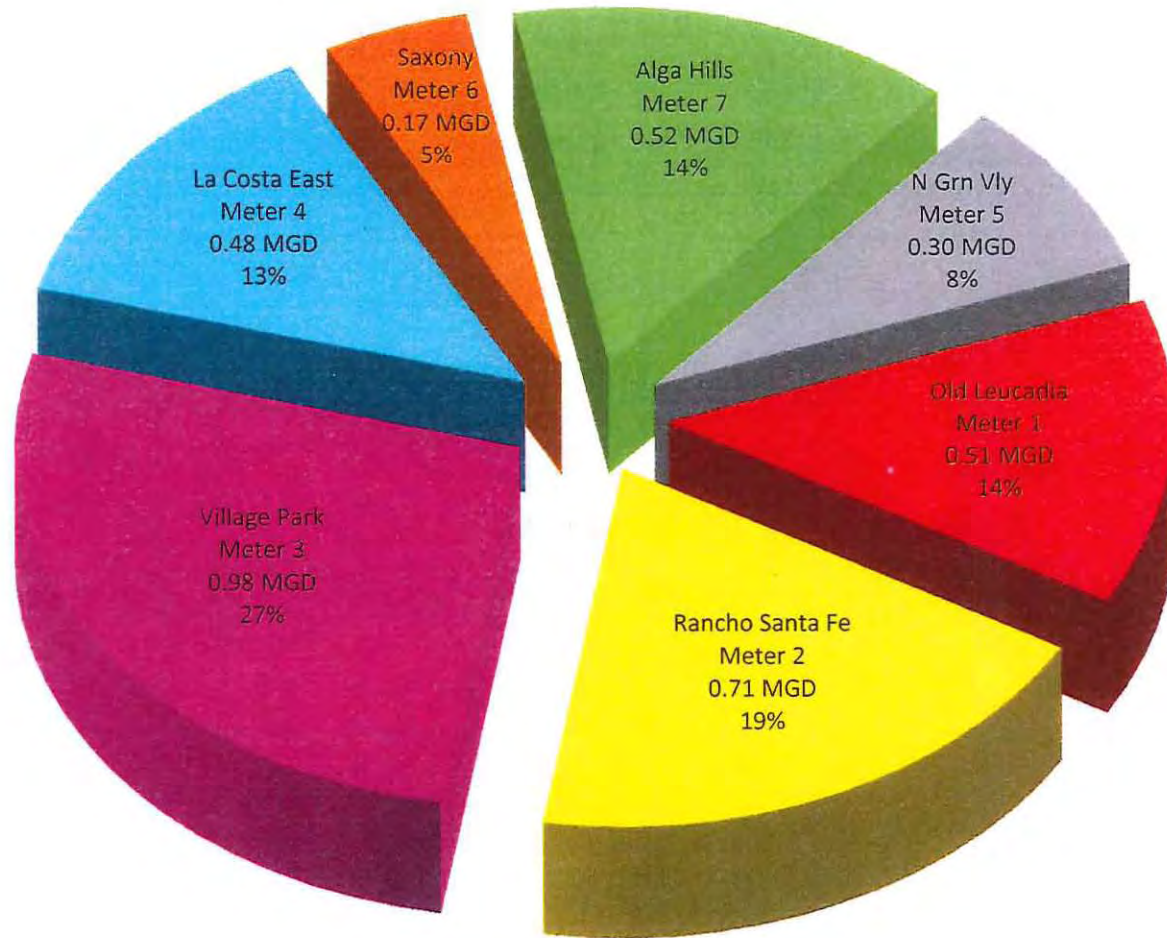


**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2015 (July 2014 - June 2015)**

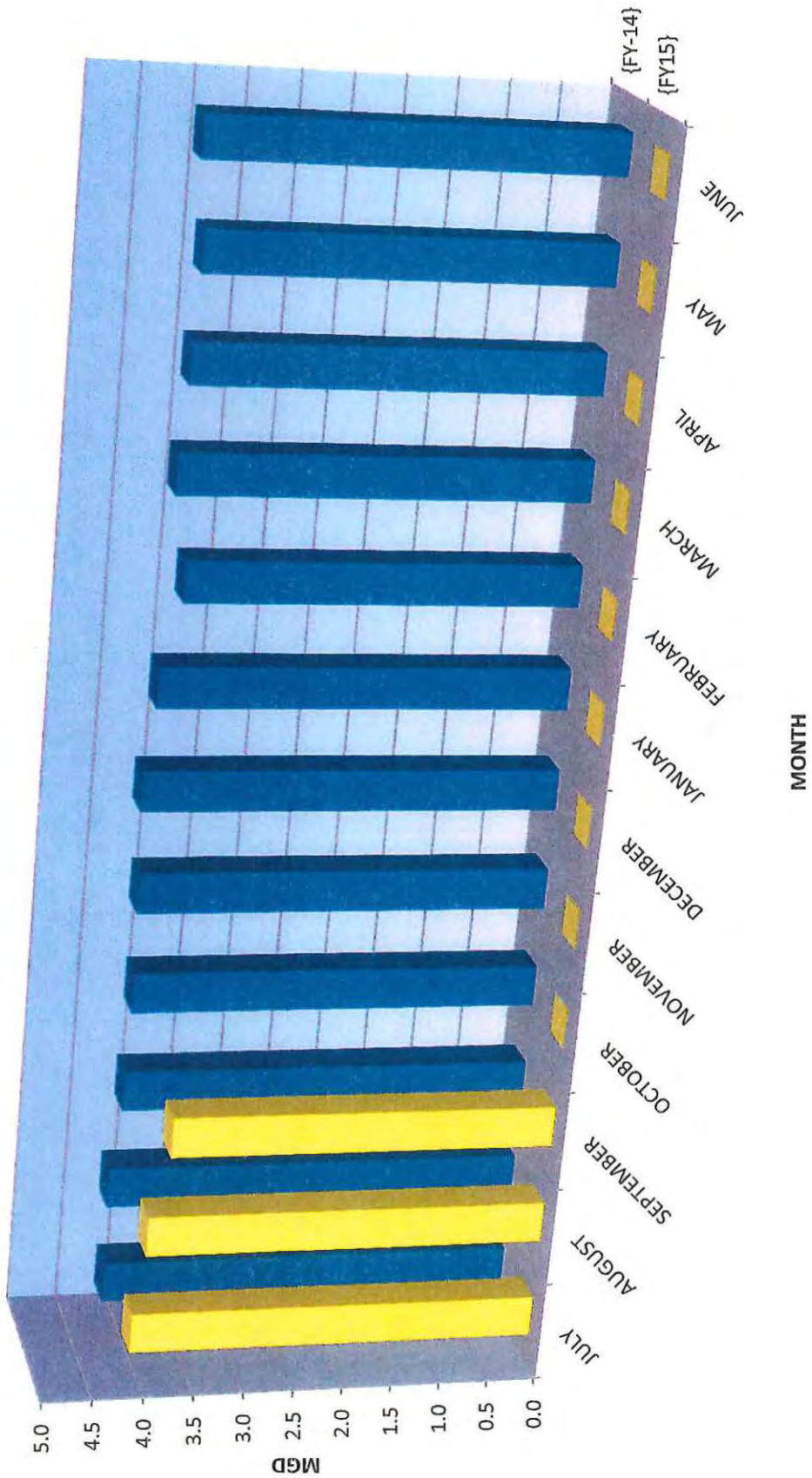
CURRENT MONTH - September 2014							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,277	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.00	127.10	26	4.10	145	44.47	4.18
YTD	0.00	127.10	28,303				4.20
AUGUST	0.32	124.31	37	4.01	141	39.19	4.12
YTD	0.32	124.31	28,340				4.10
SEPTEMBER	0.00	115.20	26	3.84	135	20.26	4.12
YTD	0.00	115.20	28,365				4.10
OCTOBER							4.12
YTD							4.16
NOVEMBER							4.08
YTD							3.90
DECEMBER							4.05
YTD							4.00
JANUARY							3.96
YTD							4.04
FEBRUARY							4.00
YTD							3.96
MARCH							4.04
YTD							4.00
APRIL							3.96
YTD							4.04
MAY							4.00
YTD							3.96
JUNE							4.04
YTD	0.00	0.00	0.00				4.00
Annual Total	0.32	366.61	89			103.92	4.08
Mo Average	0.11	122.20	30	3.98	141	34.64	4.08

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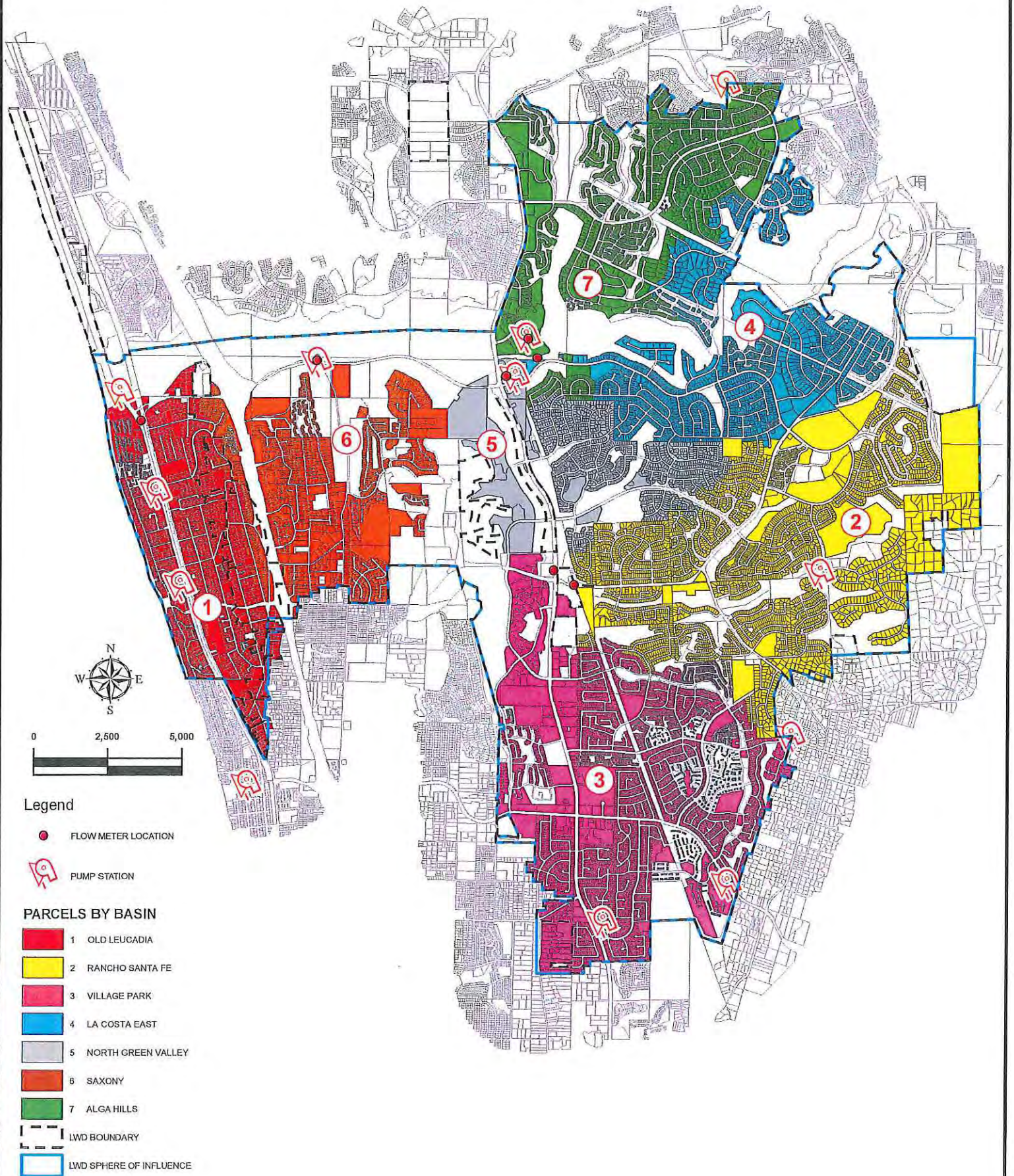
**LWD Flows by Sub-Basin  
September 2014  
Total LWD Flow = 3.67 MGD**



**LEUCADIA WASTEWATER DISTRICT  
FLOW COMPARISON FY14 to FY15**



# LEUCADIA WASTEWATER DISTRICT



## Legend

- FLOW METER LOCATION
  - PUMP STATION
- PARCELS BY BASIN**
- 1 OLD LEUCADIA
  - 2 RANCHO SANTA FE
  - 3 VILLAGE PARK
  - 4 LA COSTA EAST
  - 5 NORTH GREEN VALLEY
  - 6 SAXONY
  - 7 ALGA HILLS
- LWD BOUNDARY
  - LWD SPHERE OF INFLUENCE

# Leucadia Wastewater District

Balance Sheet  
As of 9/30/2014

		<u>Current Year</u>
<b>Assets</b>		
Cash & Investments	1CAS	36,368,504.34
Accounts Receivables	2A/R	77,325.13
Prepaid Expense	3PRE	643,988.56
Funds held with Encinca Wastewater Authority	4EWA	906,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	(47,728,593.63)
Total Assets		<u>135,132,194.62</u>
Total Assets		<u>135,132,194.62</u>
<b>Liabilities</b>		
Accounts Payable & Accued Expenses	A/P	552,854.64
Developer Deposits	DEVD	250,136.54
Total Liabilities		<u>802,991.18</u>
Total Liabilities		<u>802,991.18</u>
<b>Net Position</b>		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	37,577,007.14
Total Beginning Net Position		<u>135,592,534.73</u>
Current Change In Net Position		
Other		(1,263,331.29)
Total Current Change In Net Position		<u>(1,263,331.29)</u>
Total Net Position		<u>134,329,203.44</u>
Total Net Postion		<u>134,329,203.44</u>
Total Liabilites & Net Position		<u>135,132,194.62</u>

# Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses  
From 7/1/2014 Through 9/30/2014

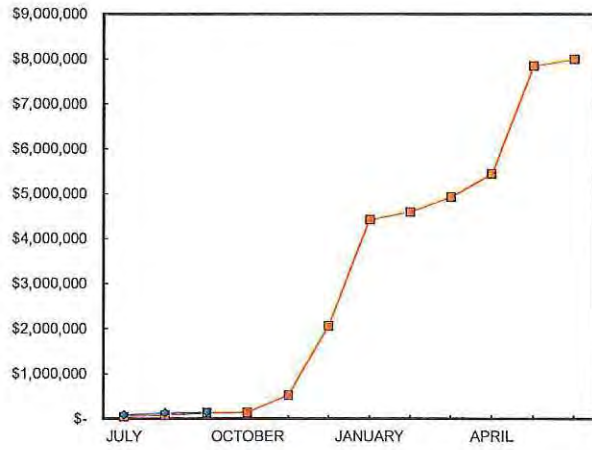
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	145,925.49	8,002,543.00	7,856,617.51	1.8%
3150 Recycled Water Sales	52,320.48	275,000.00	222,679.52	19.0%
3100 Misc. Operating Revenue	\$ 1,540.00	\$ 244,080.00	\$ 242,540.00	0.6%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 199,785.97</b>	<b>\$8,521,623.00</b>	<b>\$8,321,837.03</b>	<b>2.3%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 397,492.63	\$1,592,462.00	\$1,194,969.37	25.0%
4200 Employee Benefits	197,398.99	818,080.00	620,681.01	24.1%
4300 Directors Expense	31,821.64	140,350.00	108,528.36	22.7%
4400 Election Expense	0.00	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	8,430.01	46,000.00	37,569.99	18.3%
4700 Insurance Expense	50,316.07	118,000.00	67,683.93	42.6%
4800 Memberships	2,171.00	27,800.00	25,629.00	7.8%
4900 Office Expense	13,820.85	115,700.00	101,879.15	11.9%
5000 Operating Supplies	45,935.01	227,000.00	181,064.99	20.2%
5200 Professional Services	109,132.17	570,200.00	461,067.83	19.1%
5300 Printing & Publishing	864.38	32,000.00	31,135.62	2.7%
5400 Rents & Leases	7,952.75	19,100.00	11,147.25	41.6%
5500 Repairs & Maintenance	70,682.15	324,900.00	254,217.85	21.8%
5600 Monitoring & Permits	3,781.75	49,700.00	45,918.25	7.6%
5700 Training & Development	6,197.60	44,500.00	38,302.40	13.9%
5900 Utilities	113,409.95	429,400.00	315,990.05	26.4%
6100 LAFCO Operations	5,841.00	6,200.00	359.00	94.2%
6200 Encina Operating Expense	0.00	1,841,919.00	1,841,919.00	0.0%
6900 Admin O/H alloc to Capital	<b>(30,310.64)</b>	<b>(114,164.00)</b>	<b>(83,853.36)</b>	26.6%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,034,937.31</b>	<b>\$6,319,147.00</b>	<b>\$5,284,209.69</b>	<b>16.4%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	358,657.18	180,270.00	(178,387.18)	199.0%
3220 Property Taxes	27,019.65	1,300,000.00	1,272,980.35	2.1%
3250 Investment Income	44,729.00	155,000.00	110,271.00	28.9%
3290 Misc. Non Op Revenue	1,293.30	677,484.00	676,190.70	0.2%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 431,699.13</b>	<b>\$2,312,754.00</b>	<b>\$1,881,054.87</b>	<b>18.7%</b>

# Leucadia Wastewater District

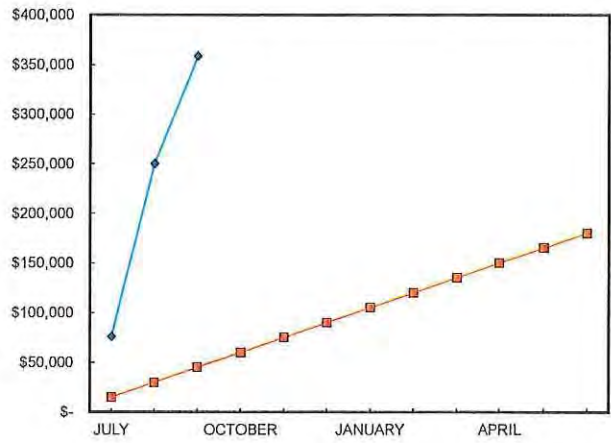
## Revenue FY 2015

YTD through September 30, 2014

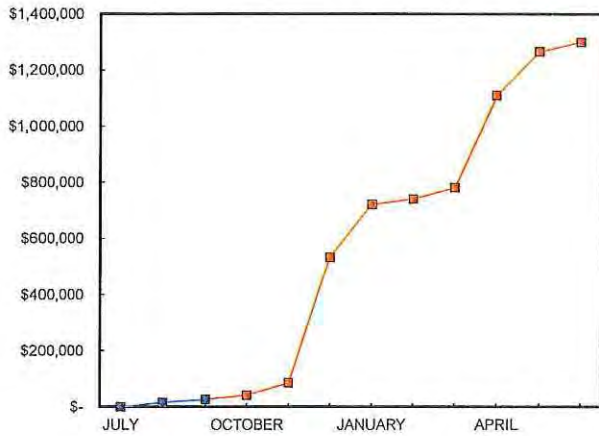
Sewer Service Fees



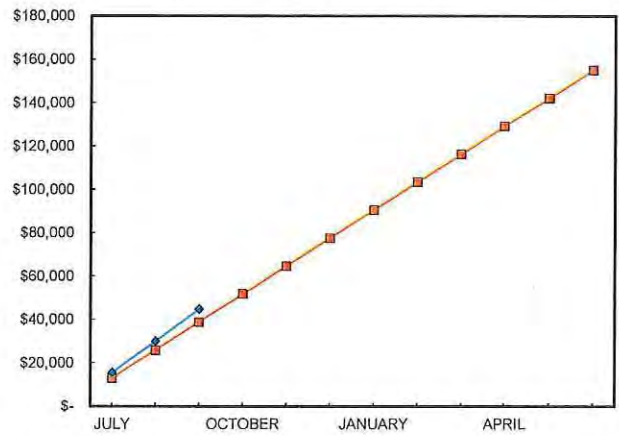
Capacity Charges



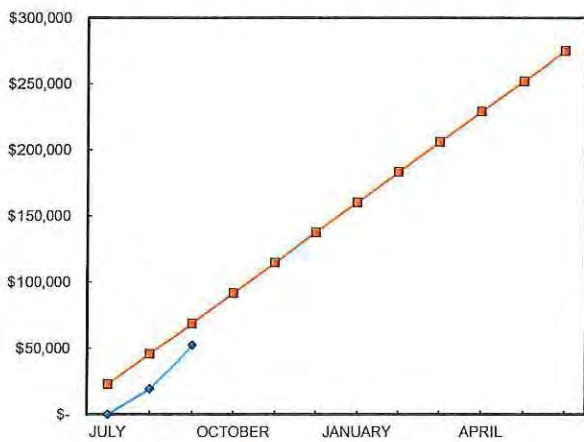
Property Taxes



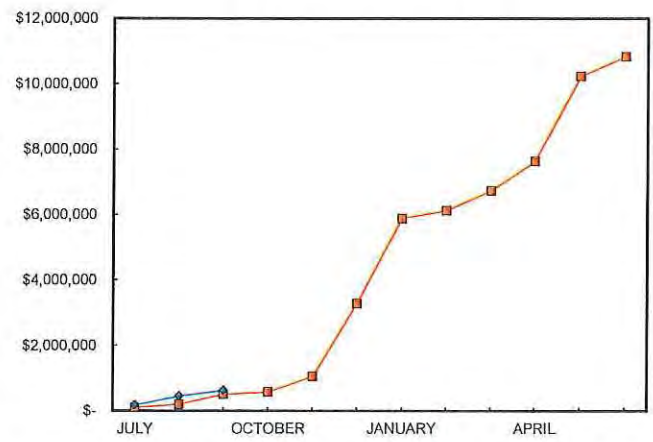
Investment Income



Recycled Wastewater



Total Revenue



— Budget    — Actual

— Budget    — Actual

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



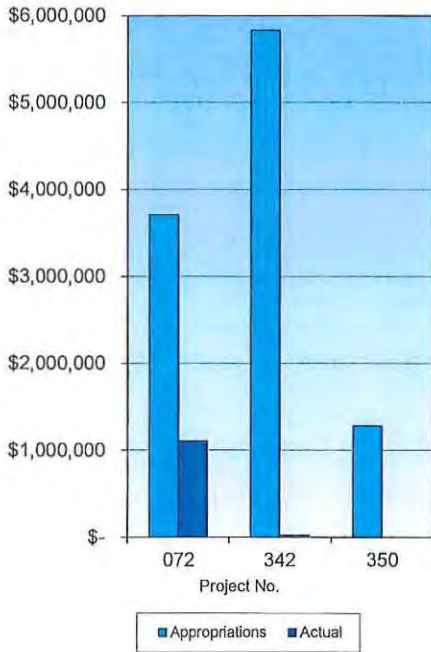


# Leucadia Wastewater District

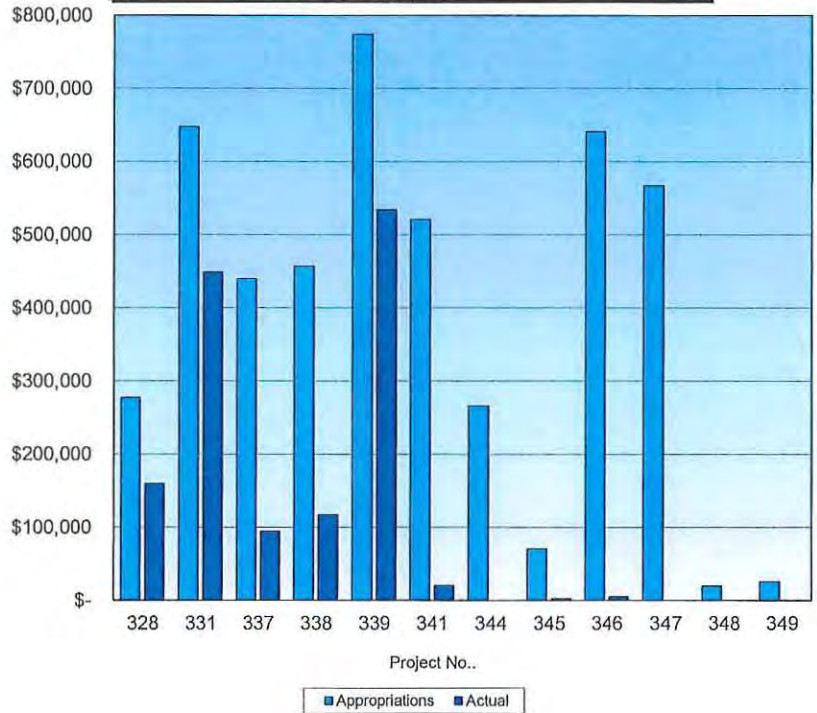
## Capital Expenditures

As of September 30, 2014

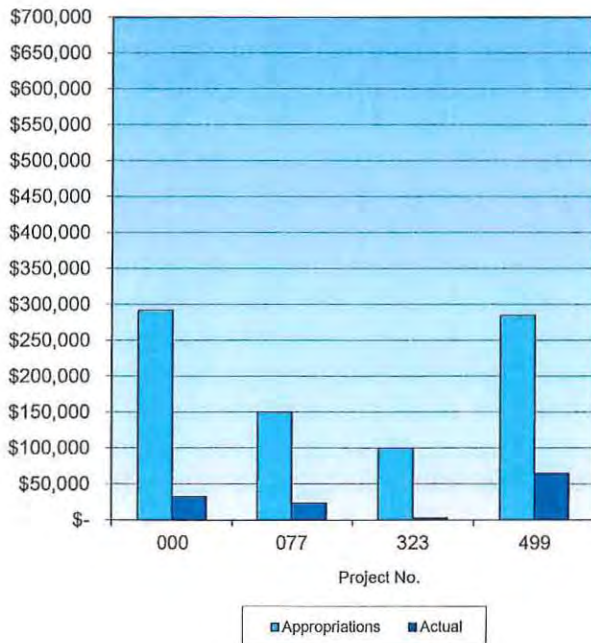
**District Multi Year Capital Expenditures by Project (>\$1M) Through FY2015**



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



**Single Year Capital Expenditures by Project FY2015**



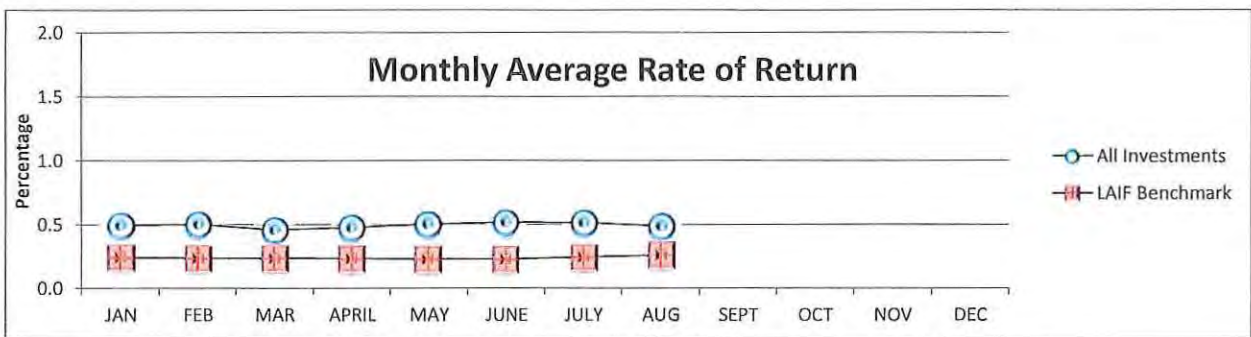
**Project Legend**

Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	072
Water Recycling Group	328
Leucadia PS Generator Replacement	331
La Cost PS Rehabilitation	332
LWD Force Main Corrosion Evaluation	337
Recycled Water Effluent Line Repair	338
Gravity Pipeline Rehabilitation	339
Scott's Valley Pipeline Repair	341
B2 Force Main Replacement Project	342
Leucadia PS VFD Replacement	344
Leucadia FM West Section Replacmnt	345
FY2015 Gravity Pipeline Rehab	346
Saxony RS Rehab	347
L2 Cathodic Protectn - Anode Replace	348
Disaster Preparedness	349
B1 Force Main Replacement Projects	350
Single Year Capital Projects	
Description	No.
Equipment	000
Misc Pipeline Rehabilitation	077
Lateral Replace/Backflow Prevention	323
LWD Gen'l Cap Labor & O/H Allocation	499

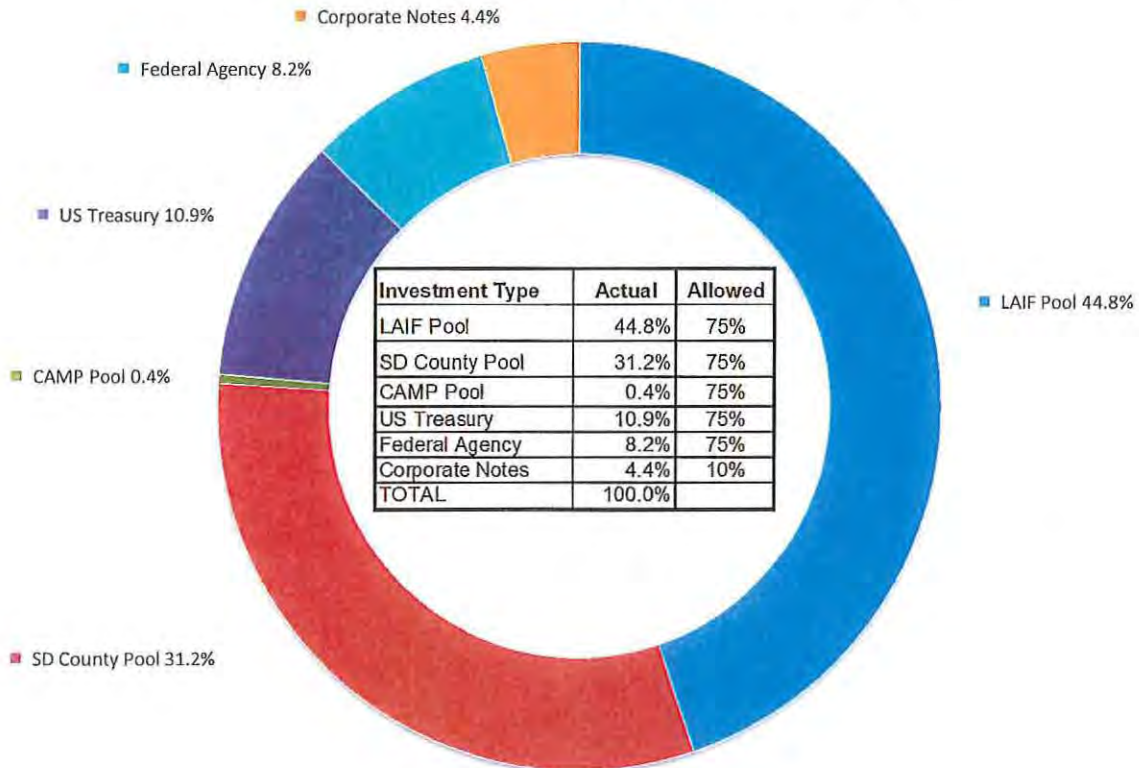
\* Preliminary: subject to future review, reconciliation, accruals, and audit

## LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary August 31, 2014

Cash Equivalents & Investments	Principal (Original Cost)		August Interest	Average Rate
	July 31, 2014	August 31, 2014		
LAIF Pool	\$ 15,827,505	\$ 16,352,505	\$ 3,486	0.260%
SD County Pool	11,390,113	11,390,113	4,347	0.458%
CAMP Pool	128,654	148,919	7	0.060%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	10,455	10,233	71	8.310%
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
US Treasury Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Total Camp Portfolio	8,604,280	8,604,058	6,873	0.960%
<b>Totals</b>	<b>\$ 35,950,552</b>	<b>\$ 36,495,596</b>	<b>\$ 14,713</b>	<b>0.487%</b>

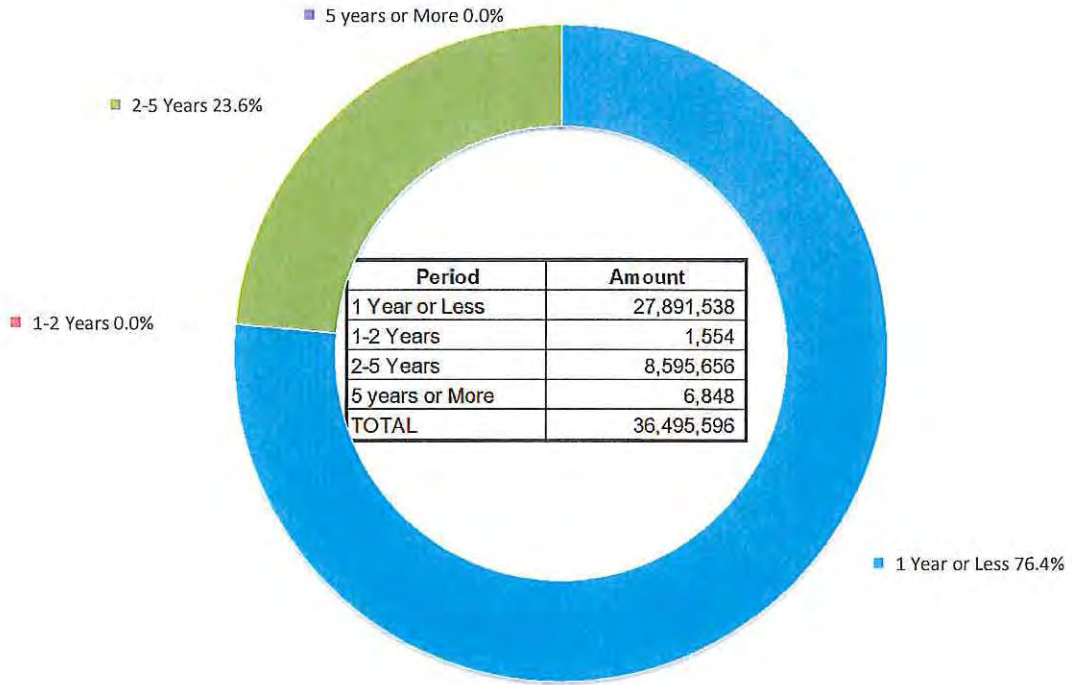


### INVESTMENT DISTRIBUTION BY CATEGORY

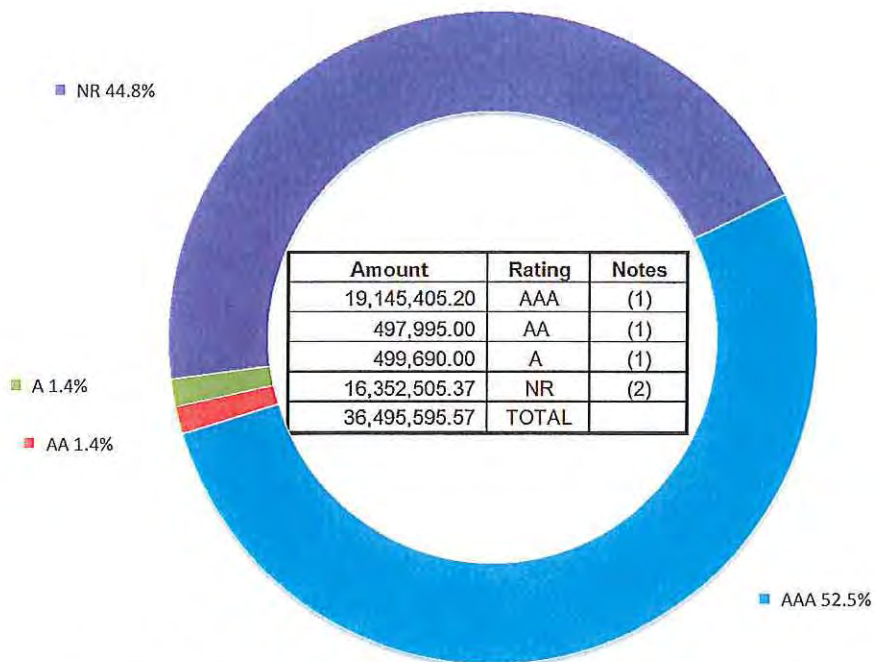


**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**August 31, 2014**  
**(Continued)**

**REMAINING MATURITY**



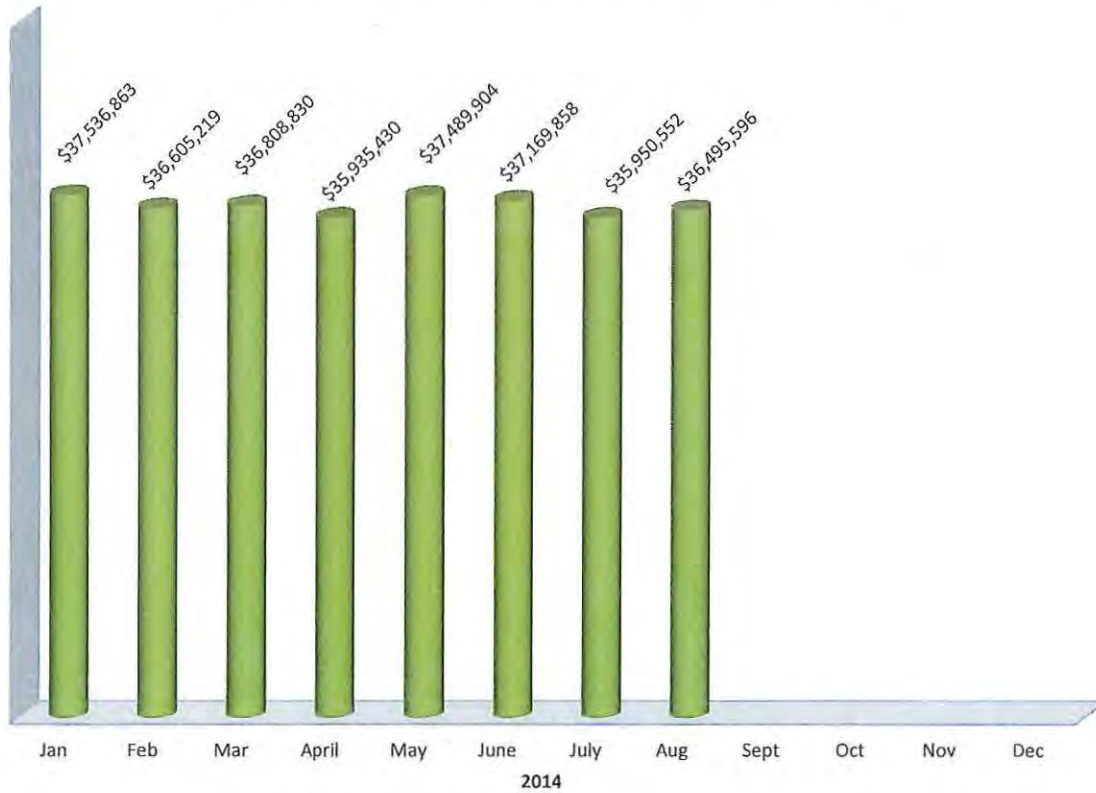
**INVESTMENT RATINGS**



(1) CAMP Pool & SD County Pool 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, 2014**  
**(Continued)**

**TOTAL CASH EQUIVALENTS & INVESTMENTS**



**INVESTMENT TRANSACTIONS**  
*For the month of August, 2014*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 222	\$ -	(3)	0.99%

TOTAL	\$ -	\$ 222	\$ -		
-------	------	--------	------	--	--

(3) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 15-4249

**DATE:** October 2, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** September 2014 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 2014.

**DISCUSSION:**

In accordance with Resolution No. 2250 - The Integrated Travel Authorization and Expense Reimbursement Policy, this report is presented to the Board of Directors for consideration. Attached please find the Board Disclosure of Reimbursements report for the month of September 2014 your review.

th:PB

Attachment

**Leucadia Wastewater District  
Disclosure of Reimbursements Report  
September 1 - 31, 2014**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM C. LeMay	TSM R. Morishita	FSS J. Stecker	EA T. Hill
<i>CWEA Tri-State Seminar</i>		<i>CWEA Tri-State Seminar</i>									
Sept. 22-26, 2014 Las Vegas, NV	Registration					95.00				95.00	
	Hotel (includes hotel parking)					235.20				313.60	
	Airfare					-				-	
	Meals					106.75				59.07	
	Rental Car					-				-	
	Airport parking					-				-	
	Tips					-				-	
	Fuel/mileage/taxi					344.40				55.00	
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>781.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>522.67</b>	<b>0.00</b>
<i>**CSDA Annual Conference</i>		<i>CSDA Annual Conference</i>									
Sept. 28-Oct. 2, 2014 Palm Springs, CA	Registration										
	Hotel (includes hotel parking)										
	Airfare										
	Meals										
	Rental Car										
	Fuel/mileage/taxi										
<b>Total</b>		<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>**WEFTEC Conference</i>		<i>WEFTEC Conference</i>									
Sept. 27-Oct. 1, 2014 New Orleans, LA	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Fuel/mileage/taxi										
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<i></i>									
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Fuel/mileage/taxi										
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**\*\*Note:**

The CSDA Annual Conference overlaps into October and travel expense reports are not received until October. Therefore, the total cost for this conference will be reflected on the October Disclosure Reimbursement Report.

The WEFTEC Conference overlaps into October and travel expense reports are not received until October. Therefore, the total cost for this conference will be reflected on the October Disclosure Reimbursement Report.

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**September 24, 2014**

**EWA Board of Directors** - **Directors Sullivan** and/or Juliussen reporting.

**1. Award of the SCADA Software Standards Project**

The Board of Directors awarded a professional services agreement to Brown and Caldwell in an amount not to exceed \$139,798 for the SCADA Software Standards Project.

**2. Drying Safety Improvements Phase II & III Engineering Services**

The Board of Directors awarded a professional services agreement to Black & Veatch Corporation in the amount of \$180,210 for engineering design and bid phase services associated with the Drying Safety Improvement Project Phase II & III.

(No executive session)

## **Community Affairs Committee Meeting Report**

Presented by Director Sullivan

---

### **Meeting held September 19, 2014**

#### **1. Review and discuss the draft text of the spring 2014 newsletter.**

The CAC reviewed and commented on the draft text of the fall 2014 newsletter. TRG will make the recommended changes.

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



## MEMORANDUM

**Date:** October 2, 2014  
**To:** Board of Directors  
**From:** Paul J. Bushee, General Manager   
**Subject:** Award of Professional Engineering Services for the Leucadia Pump Station and Gafner Water Reclamation Plant Programmable Logic Controllers Upgrade Project

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a sole source Agreement for professional services with Base9 Consulting Services to replace Programmable Logic Controllers for the Leucadia Pump Station and Gafner Water Reclamation Plant in an amount not to exceed \$103,600.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

This item will be discussed at the EC meeting on October 3, 2014 and staff will forward any recommended changes to the Board at the upcoming Board meeting.

The replacement of the Programmable Logic Controllers (PLC) for the Leucadia Pump Station (LPS) and Gafner Water Reclamation Plant (Gafner) is included as a goal in the Fiscal Year 2015 (FY15) Tactics & Action Plan.

The ongoing rehabilitation of the District's pump stations has prompted the evaluation of the overall condition and architecture of the Supervisory Control and Data Acquisition (SCADA) system. SCADA is the critical system used to monitor the operation of the District's collection system pump stations and Gafner. The District's application of SCADA does not enable central control of the pump stations and Gafner. Each facility operates autonomously. However, SCADA monitors each facility and provides an alarm notification when operations are outside of set parameters, such as a high wet well level.

In the past, a formal planned replacement program was not established for SCADA. Typically SCADA system hardware has been operated in the "run to failure" mode where system hardware is replaced only after it fails. Support for the current SCADA software, installed circa 2000, has been inadequate. Additionally, current SCADA components are from different manufacturers requiring translators for effective system communications. System components should be from the same manufacturer for simplicity and reliability. The District's Asset Management Plan estimates the useful life of a pump station control system to be 10 years. Therefore, staff asked Rockwell Construction Services (RCS) to evaluate the District's SCADA System. RCS has the requisite depth of knowledge and experience of SCADA and PLC systems. RCS completed their evaluation in March 2013.

As a result of the evaluation, it was recommended that SCADA be upgraded in phases.

Phase One: RCS recommended that the District's first priority was to upgrade the Central SCADA Station (Central). This phase of the project was completed in FY 14.

Phase Two: RCS recommended that the District replace the PLC's located at the LPS and Gafner.

Base9 Consulting Services (BNC) has submitted a proposal to provide professional services for the LPS and Gafner SCADA Upgrade Project, attached. BNC services include:

- Project Management
- Prepare SCADA System Block Diagram
- Develop PLC hardware, software and cyber security specifications
- Procure and install hardware and software that meet specifications
- Configure Work Stations
- Human Machine Interface (HMI) development and programming
- Factory and field testing
- System startup and documentation

The cost for procurement of the hardware and software required to upgrade the PLC's is included in the proposed BNC contract cost. The total not to exceed cost for the project is \$103,600 consisting of \$48,800 for LPS and \$54,800 for Gafner.

BNC worked closely with RCS during the 2013 SCADA and PLC evaluation and the recently completed Central SCADA upgrade project. BNC has gained significant experience and knowledge of the District's SCADA systems. BNC has demonstrated expertise in PLC systems, PLC programming, and system installation. Retaining BNC services to implement the second phase of the SCADA Upgrade project will provide continuity and efficiency and is in the best interest of the District. For these reasons, the procurement of BNC consulting services satisfies the criteria for sole sourcing allowed under Section 11.1, Sole Source Procurement, and continuity of service under Section 12.4, Continuing Services, of the District's Procurement Policy.

Staff has evaluated the proposal and determined that it is fair and reasonable. Therefore, it is recommended that a sole source Agreement be executed with BNC for services for the PLC Upgrade Project for LPS and Gafner.

**FISCAL IMPACT:**

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

js:PJB

Attachment



**Proposal To Replace the  
PLC Control System  
at the  
Leucadia Wastewater District  
AWT Plant  
Offered by  
By Base9 Consulting**

Base9 Consulting (BNC) offers this proposal to Leucadia Waste Water District (DISTRICT) to replace the Opto 22 PLC and Laptop Operator Interface at Leucadia Pump Station with an Allen Bradley Compact Logix based system for a Fixed Price Cost.

As a part of this agreement, Base9 Consulting will be responsible for the procurement, development, testing and the installation of the PLC control system to replace the functionality currently in place using an Opto 22 control system and PC Based Operator Interface Panel.

Specifically, **Base9 Consulting, Inc. shall be responsible for the following items:**

- 1: Investigate and verify existing instrumentation and control wiring.
- 2: Procure the parts necessary to replace the existing Opto 22 PLC, I/O cards, PC Based Operator Interface panel with an Allen Bradley Compact Logic L30ER processor, I/O cards and Prosoft Modbus Communications to be installed in the existing enclosure The following hardware will be installed in the existing panel:

Qty	Catalog #	Description
1	1769-L30ER	CompactLogix EtherNet Processor, 750k Memory
1	MVI69-MCM	Modbus Master/slave Communication Module for CompactLogix
3	1769-IF4I	4 Channel Analog Current/Voltage Isolated Input Module
2	1769-OF4CI	4 Channel Analog Current Isolated Output Module
2	1769-OV16	8 Point AC/DC Relay Output Module
3	1769-IQ16	16 Point 24 VDC Sinking/Sourcing Input Module
2	1769-PA4	120/240V AC Power Supply (5V @ 4 Amp)
1	1769-AENTR	Ethernet Adapter
1	AB 2711P-K12C4D8	AB 2711P-K12C4D8 PANELVIEW PLUS 6 GRAPHIC TERMINAL
1		Liebert UPS BypassSwitch

- 3: Provide as-built drawings of the panel.



- 4: Program, test, startup and commissioning of the new Allen Bradley PLC. The programming will be performed to match the existing operation of the station.
- 5: Modify the existing Wonderware HMI to collect data and support control from the new PLC.
- 6: Remove the existing PLC and install, connect and test the new PLC and communications to the Host Wonderware SCADA.
- 7: Procure and install a Liebert Micropod UPS bypass switch to allow the UPS charge and discharge power circuits to be bypassed for maintenance.
- 8: Provide submittals on the components and panel modifications.
- 9: Factory test (including a witnessed test) of the operation of the control system. Note this may be tested at the station with simulated I/O to confirm the Host Interface.
- 10: Develop Software Test Plans
- 11: Participate in the Factory Test, Station Commissioning and Station Startup.
- 12: Provide a Software Operations and Maintenance Manual covering the software developed for the station.
- 13: Provide 1 year Warranty.
- 14: Provide 4 hours training.

**Terms and Conditions:**

- 1: BNCI will invoice based on the following milestones:

Approval of Submittals	30%
Factory Acceptance Test Executed and Accepted	40%
Final System Acceptance	30%
- 2: All Invoices will be Net 30 days



Proposal To Replace the PLC Control System  
at the Leucadia Wastewater District  
AWT Plant PLC Replacement

Offered by Base9 Consulting

**Changes to the scope of work:**

Should changes be identified that alter the scope of work agreed upon, adjustments will be made to the Fixed Price Costs.

**Schedule:**

BNCI will provide its portions of the submittals within 1 month of a notice to proceed.

BNCI will complete the programming within 2 months

BNCI will complete the project within 3 months after receipt of the notice to proceed.

**Facilities**

Base9 Consulting, Inc. will perform the effort at locations deemed appropriate by BNCI.

**Price**

Base9 Consulting offers the effort described above for the **fixed price of \$54,800.00** (Fifty Four Thousand Eight Hundred Dollars).

Signed

A handwritten signature in black ink that reads "Henry D. Logan".

7/10/2014

---

Henry D. Logan

Base9 Consulting  
270F N. El Camino Real #K  
Encinitas, Ca. 92024

(760) 390-5038 / hdlogan@basenine.net

\*\*\*\* End Of Document \*\*\*\*



**Proposal To Replace the  
PLC Control System  
at the  
Leucadia Wastewater District  
Leucadia Pump Station  
Offered by  
By Base9 Consulting**

Base9 Consulting (BNC) offers this proposal to Leucadia Waste Water District (DISTRICT) to replace the PLC at Leucadia Pump Station with an Allen Bradley Compact Logix based system for a Fixed Price Cost.

As a part of this agreement, Base9 Consulting will be responsible for the procurement, development, testing and the installation of the PLC control system to replace the functionality currently in place using a Modicon PLC and Magelis Operator Interface Panel.

Specifically, **Base9 Consulting, Inc. shall be responsible for the following items:**

- 1: Investigate and verify existing instrumentation and control wiring.
- 2: Procure the parts necessary to replace the existing Modicon Compact PLC, I/O cards, Prolix Interface and Magelis Operator Interface panel with an Allen Bradley Compact Logic L30ER processor, I/O cards and Prosoft Modbus Communications and fabricate a subpanel with the PLC and associated IO interface cards to be installed in the existing enclosure (replacing the existing subpanel with the Modicon PLCs. The following hardware will be installed in the existing panel:

Qty	Catalog #	Description
1	1769-L30ER	CompactLogix EtherNet Processor, 750k Memory
2	MVI69-MCM	Modbus Master/slave Communication Module for CompactLogix
4	1769-IF4I	4 Channel Analog Current/Voltage Isolated Input Module
1	1769-OF4CI	4 Channel Analog Current Isolated Output Module
1	1769-OW8	8 Point AC/DC Relay Output Module
3	1769-IQ16	16 Point 24 VDC Sinking/Sourcing Input Module
2	1769-PA4	120/240V AC Power Supply (5V @ 4 Amp)
1	1769-AENTR	Ethernet Adapter
1	AB 2711P-K12C4D8	AB 2711P-K12C4D8 PANELVIEW PLUS 6 GRAPHIC TERMINAL
1		Liebert UPS BypassSwitch

- 3: Provide as-built drawings of the panel.



- 4: Program, test, startup and commissioning of the new Allen Bradley PLC. The programming will be performed to match the existing operation of the station.
- 5: Remove the existing PLC and install, connect and test the new PLC and communications to the Host Wonderware SCADA.
- 6: Procure and install a Liebert Micropod UPS bypass switch to allow the UPS charge and discharge power circuits to be bypassed for maintenance.
- 7: Provide submittals on the components and panel modifications.
- 8: Factory test (including a witnessed test) of the operation of the control system. Note this may be tested at the station with simulated I/O to confirm the Host Interface.
- 9: Develop Software Test Plans
- 10: Participate in the Factory Test, Station Commissioning and Station Startup.
- 11: Provide a Software Operations and Maintenance Manual covering the software developed for the station.
- 12: Provide 1 year Warranty.
- 13: Provide 4 hours training.

**Terms and Conditions:**

- 1: BNCI will invoice based on the following milestones:

Approval of Submittals	30%
Factory Acceptance Test Executed and Accepted	40%
Final System Acceptance	30%
- 2: All Invoices will be Net 30 days

**Changes to the scope of work:**



Proposal To Replace the PLC Control System  
at the Leucadia Wastewater District  
Leucadia Pump Station

Offered by Base9 Consulting

Should changes be identified that alter the scope of work agreed upon, adjustments will be made to the Fixed Price Costs.

**Schedule:**

BNCI will provide its portions of the submittals within 1 month of a notice to proceed.

BNCI will complete the programming within 2 months

BNCI will complete the project within 3 months after receipt of the notice to proceed.

**Facilities**

Base9 Consulting, Inc. will perform the effort at locations deemed appropriate by BNCI.

**Price**

Base9 Consulting offers the effort described above for the fixed price of \$48,800.00 (Forty Eight Thousand Eight Hundred Dollars).

Signed

A handwritten signature in black ink that reads "Henry D. Logan".

7/10/2014

---

Henry D. Logan

Base9 Consulting  
270F N. El Camino Real #K  
Encinitas, Ca. 92024

(760) 390-5038 / hdlogan@basenine.net

\*\*\*\* End Of Document \*\*\*\*



## MEMORANDUM

Ref: 15-4243

**DATE:** October 2, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Contract Award for Archaeological and Native American Monitoring Services for the District's Batiquitos (B1/B2) Force Mains Replacement Project**

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### RECOMMENDATION:

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

1. Authorize the General Manager to execute a sole source Agreement with Laguna Mountain Environmental, Incorporated for archaeological and Native American monitoring services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$85,950.
2. Discuss and take other action as appropriate.

### DISCUSSION:

This item will be discussed at the EC meeting on October 3, 2014 and staff will forward any recommended changes to the Board at the upcoming Board meeting.

The District's Batiquitos (B1/B2) Force Mains Replacement Project requires archaeological and Native American Monitoring (cultural monitoring) support during construction to satisfy the parameters of the project's Mitigated Negative Declaration (MND) and Mitigation, Monitoring and Reporting Plan (MMRP). The cultural monitoring support services consist of providing Project Archaeologist and Native American monitors, monitoring all construction activities related to the grading operations and excavation of native soils within the new pipeline trenching areas, documenting activity using a Consultant Site Visit Record and completing a cultural monitoring results report at the completion of the project. Laguna Mountain Environmental (LME), Incorporated completed the Cultural Resources Survey Report during the development of the project environmental documents. Therefore, they were asked to submit a proposal to provide the cultural monitoring services. LME proposed to provide the services in an amount not to exceed \$85,950. The proposal is attached for review. Based on the estimated 250 calendar day period for construction, staff believes this fee is fair and reasonable.

As indicated earlier, LME was involved with the development of the project environmental documents and is familiar with the MND and MMRP requirements. Therefore, retaining LME for cultural monitoring during construction is the most efficient method to obtain these services and is in the best interest of the District. For these reasons, the procurement of these cultural monitoring services satisfies the criteria for sole sourcing allowed under Section 11.1, Sole Source Procurement, and continuity of service under Section 12.4, Continuing Services, of the District's Procurement Policy.

The cultural services to be provided by LME will be paid on a time and material basis. Therefore, Staff recommends that the Board award the contract for cultural monitoring services for the B1/B2 Force Mains Replacement Project to Laguna Mountain Environmental.

**FISCAL IMPACT:**

Funds for cultural support for the Batiquitos (B1/B2) Force Mains Replacement Project are available in the project's construction account in the Fiscal Year 2015 budget. The appropriation is sufficient to cover the costs.

rym:PJB

Attachment



---

**Laguna Mountain Environmental, Inc.**

September 16, 2014

Mr. Robin Morishita  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, California 92009  
rmorishita@lwwd.org

**Re: Cost Proposal for Archaeological and Native American Construction Monitoring for the Batiquitos (B1/B2) Force Mains Replacement Project (049.LWWD.0046).**

Dear Mr. Morishita:

Laguna Mountain Environmental, Inc. (Laguna Mountain) is a Certified Small Business and a Small Local Business Enterprise (SLBE) located in the community of Kearny Mesa in the City of San Diego. The staff at Laguna Mountain appreciates the opportunity to assist you with the archaeological and Native American monitoring required for the Batiquitos (B1/B2) Force Mains Replacement Project.

We understand that archaeological and Native American monitoring is required for new excavation related to construction excavation for this project, and that the Leucadia Wastewater District will serve as lead agency for review under the California Environmental Quality Act (CEQA). The project area is located along and near Carlsbad Boulevard, in the City of Carlsbad, and consists of replacement and enhancement of existing force main pipelines. We anticipate that the new excavation work requiring archaeological and Native American monitoring will be conducted over 122 workdays.

#### **Scope of Services**

Based on the construction project's needs, the scope of work has been divided into three tasks. The first task includes participation in the preconstruction meeting. The second task consists of the cultural resource and Native American monitoring. Task 3 includes the preparation of a monitoring letter report. Each task is discussed in greater detail below.

---

7969 Engineer Road, Suite 208 ♦ San Diego, CA 92111  
Phone: (858) 505-8164 ♦ Fax: (858) 505-9658  
E-Mail: LagunaEnv@aol.com

Task 1 Preconstruction Meeting

The Project Archaeologist and Native American monitor shall attend the Pre-Construction Meeting to review the construction plans and coordinate monitoring work.

Task 2 Archaeological and Native American Monitoring

Laguna Mountain shall be responsible for monitoring all construction activities related to the grading operations carried out in the archaeological monitoring area. Our duties during construction are outlined below:

1. A qualified archaeologist and Native American monitor shall be present full-time during excavation of native soils within the new pipeline trenching areas and shall document activity via a Consultant Site Visit Record. It will be the contractor's responsibility to keep the monitor up-to-date with current plans and work schedule.
2. In the event of an archaeological discovery, the archaeological monitor will halt or redirect work, and shall immediately notify Leucadia Wastewater District staff of such finding at the time of discovery. If the presence of significant archaeological resources requires the implementation of a resource recovery program, approval shall be obtained from the Leucadia Wastewater District prior to any additional work being performed.
3. If human remains are discovered, work shall halt in that area and procedures set forth in the California Public Resources Code (Sec. 5097.98) and State Health and Safety Code (Sec. 7050.5) shall be followed by the archaeological monitor after notification to the County Coroner. If Native American remains are present, the County Coroner shall contact the Native American Heritage Commission to designate a Most Likely Descendant, who in turn will arrange for the dignified disposition and treatment of the remains. Ground disturbing activities shall be allowed to resume in the area of discovery upon completion of the above requirements, to the satisfaction of both the archaeologist and the Native American community or their representative.
4. Laguna Mountain shall be responsible for ensuring that all cultural remains collected are cleaned, catalogued, and permanently curated with an appropriate institution; that all artifacts are analyzed to identify function and chronology as they relate to the history of the area; that faunal material is identified to species, and that specialty studies, if needed, are completed.

### Task 2 Reporting

Following the completion of the monitoring program, a copy of the monitoring results report (even if negative) and/or evaluation report, if applicable, which describes the results, analysis, and conclusions of the archaeological monitoring program (with appropriate graphics) shall be submitted to the Leucadia Wastewater District.

Laguna Mountain shall be responsible for recording (on the appropriate California Department of Park and Recreation forms - DPR 523) any significant or potentially significant resources encountered during the archaeological monitoring program, and submittal of such forms to the South Coastal Information Center at San Diego State University with the final monitoring results report.

### **Assumptions**

- A. Native American coordination and monitoring are necessary.
- B. Costs assume no cultural resources are identified during monitoring and a negative monitoring report will be prepared.
- C. Evaluation, treatment, and curation of any cultural resource discoveries made during monitoring area not included in this scope of work.
- D. Project assumes a ½ day minimum and no overtime hours.

### **Deliverables and Schedule**

Deliverables will include preparation of draft and final cultural resources report. We are prepared to commence the cultural resource study immediately, and we are committed to complete the project in a timely manner. We anticipate that a draft negative report can be completed and submitted to you within two weeks after the construction excavation operations are complete.

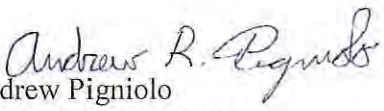
### **Costs**

Costs for completing this project and providing the archaeological monitoring and monitoring letter report are provided below. As we currently understand the scope, costs are estimated at \$116,190. The cost assumes 122 6-hour workdays for an archaeological and Native American monitor. Costs will be billed monthly on a time-and-materials basis. A detailed cost estimate is provided below.

Mr. Robin Morishita  
September 16, 2014  
Page Four

If the terms stated above meet your satisfaction, please indicate your approval by signing below and return a copy by fax or mail to us for our files. If you have any questions or observations regarding this proposed agreement, please do not hesitate to contact me at the office at (858) 505-8164 or on my cell phone at (858) 603-7809. We look forward working with you on this project.

Sincerely,

  
Andrew Pignolo  
Principal Archaeologist

Mr. Robin Morishita  
 September 16, 2014  
 Page Five

**BATIQUITOS (B1/B2) FORCE MAINS REPLACEMENT PROJECT  
 CULTURAL RESOURCE MONITORING  
 COST ESTIMATE:**


<u>Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
<i>Task 1: Preconstruction Meeting</i>			
Archaeological Monitor	2	\$50	\$100
Native American Monitor	2	\$55	\$110
<i>Task 2: Archaeological and Native American Monitoring (122 days @ 6 hours/day)</i>			
Archaeological Monitor	732	\$50	\$36,600
Native American Monitor	732	\$55	\$40,260
<i>Task 3: Report Preparation and Recommendations</i>			
Principal Archaeologist	8	\$60	\$480
Associate Archaeologist	32	\$50	\$1,600
Graphics Artist	4	\$50	\$200
<i>Other Expenses (Mileage, Report Reproduction, Telephone, etc.)</i>			\$6,600
<b>Total Cultural Resources</b>			<b>\$85,950</b>

I agree with the terms and conditions stated above and hereby authorize Laguna Mountain to proceed with the archaeological and Native American monitoring of the BatiQUITOS (B1/B2) Force Mains Replacement Project.

Mr. Robin Morishita

Date

**MEMORANDUM**

**DATE:** October 2, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Board-General Manager/Staff Relations Policy

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

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

**DISCUSSION:**

In January, 2007, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Board-General Manager/Staff Relations Policy (attached). The Policy, which was last amended on October 10, 2012 calls for an annual review by the Board of Directors.

Staff recently reviewed the Policy to determine if any amendments are warranted. Based on this review, no changes are recommended.

Therefore, staff requests that the Board of Directors: 1) receive and file the Board-General Manager/Staff Relations Policy Report; and 2) discuss and take other action as appropriate.

cal:PJB





LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## LEUCADIA WASTEWATER DISTRICT BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY

Ref: 13-3442

### I. General Provisions

A) The Board of Directors, acting as a Board, is the governing body of the Leucadia Wastewater District (District) and is accountable to the public for the District's services, finances, establishment of policy and staff performance. All powers of the Board shall be exercised and performed by the Board as a body, and no individual Director, except as otherwise authorized by the Board, shall have the power to alter or amend Board policy or directions. Public statements of Board policy and direction should reflect the viewpoint of a Board majority, notwithstanding a minority position.

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

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

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

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

### II. Board to General Manager

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

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

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

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

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

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

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

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

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

### **III. Board to Staff**

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

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

C) Individual Directors may contact staff directly for the purpose of asking questions about, or seeking clarifications of, issues related to the District's official business. This access may be in person or via telephone, e-mail or other forms of written or verbal requests. The General Manager should be notified of such contact between Directors and staff.

D) Individual Directors intending to use more than 30 minutes of any staff member's time for issues relating to the District's business, should make an appointment with the staff member at a mutually agreed time and date. Contact with staff members should not generally exceed one (1) hour in any one week. Contact between Directors and the General Manager is not limited.

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

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

#### **IV. Board and Employee Political/Election Related Activities**

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

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

#### **V. Board, General Manager and Staff to Attorneys**

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

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

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

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

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

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

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

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

## **VI. Board to Other Agencies**

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

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

## **VII. Emergency Situations**

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

## **VIII. Access To The Agenda**

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

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

## **IX. Committees**

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

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

C) The General Manager shall complete, and post on the District's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments. The General Manager shall update and post a new Form 806 on the District's website upon any of the following circumstances: 1) the number of scheduled or estimated committee meetings is changed, 2) there is a change in committee compensation, or 3) there is a change in committee membership.

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

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

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

X. Policy Review

A) This policy shall be reviewed annually by the Board of Directors.

**MEMORANDUM**

**DATE:** October 2, 2014  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** CA. Public Employees Retirement System (CalPERS) Agency Review

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2253 retroactively approving the pay schedules for all employee classifications, excluding the General Manager, for Fiscal Year 2013 and Fiscal Year 2014.
2. Discuss and take other action, as appropriate.

**BACKGROUND:**

During 2013, the Leucadia Wastewater District was the subject of a Public Agency Review by CalPERS. The purpose of the review was to examine LWD's reporting and member enrollment processes as they relate to LWD's contract with CalPERS. The period covered by the review was July 1, 2010 through June 30, 2013.

The review officially began in August of 2013 and concluded with an on-site meeting on October 24, 2013. LWD was notified of the initial results on March 5, 2014 with a final report received on September 28, 2014.

The CalPERS Office of Audit Services noted the following findings in their report:

1. LWD's pay schedule did not meet one of the requirements of California Code of Regulations (CCR) Section 570.5(a) in that it was not approved and adopted by LWD's governing body;
2. Special compensation for uniform allowance was not in a written labor policy or agreement; and
3. Unused sick leave was not reported.

**DISCUSSION:**

As a result of the review, you may recall that the Board approved Resolution No. 2247 in July which sets employees salary, benefits and other working conditions for FY 2015. This resolution resolved the majority of the issues identified in the CalPERS review.

However, discussions with CalPERS staff following receipt of the final report indicate that in addition to approving the FY 2015 pay schedule, the Board must also retroactively approve the pay schedules for FY 2013 and FY 2014. This final action will resolve the remaining CalPERS issue.

Therefore, staff recommends that the Board of Directors adopt Resolution No. 2253 adopting pay schedules for FY 2013 and FY 2014 retroactively.

cal:PJB

**RESOLUTION NO. 2253**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LEUCADIA WASTEWATER DISTRICT  
RETROACTIVELY ADOPTING  
PAY SCHEDULES FOR FY 2013 AND FY 2014**

**Whereas**, the employees of the Leucadia Wastewater District (LWD) are a valuable and important part of the LWD organization and have had the opportunity to participate in an informal input process with designated District representatives on wages, hours, and other terms and conditions of employment; and,

**Whereas**, the LWD Board of Directors desire to retroactively establish and publish pay schedules in accordance with CalPERS requirements and CCR Section 570.5(a), for the fiscal years beginning July 1, 2012 and ending June 30, 2013 and beginning July 1, 2013 and ending June 30, 2014.

**NOW, THEREFORE**, it is resolved as follows:

1. The LWD Board of Directors hereby retroactively adopts the LWD Fiscal Year 2013 Pay Schedule attached hereto as Attachment "1" and directs that it be posted and maintained in accordance with CalPERS requirements; and
2. The LWD Board of Directors hereby retroactively adopts the LWD Fiscal Year 2014 Pay Schedule attached hereto as Attachment "2" and directs that it be posted and maintained in accordance with CalPERS requirements.

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 8th day of October, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
David Kulchin, President

Attest:

\_\_\_\_\_  
Paul J. Bushee, Secretary /Manager

**Attachment 1**

**LEUCADIA WASTEWATER DISTRICT  
FISCAL YEAR 2013  
PAY SCHEDULE**

<b>Position</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Maximum Annual</b>
Administrative Services Manager Technical Services Manager	19	\$118,048.78	\$147,560.97
Field Services Superintendent	18	\$98,373.98	\$122,967.48
Field Services Supervisor	17	\$81,978.32	\$102,472.90
Executive Assistant Field Services Specialist	16	\$68,315.27	\$85,394.08
Field Services Technician III	15	\$62,084.91	\$77,606.14
Accounting Technician	14	\$58,018.79	\$72,523.49
Field Services Technician II Administrative Specialist II	13	\$54,214.99	\$67,768.74
Administrative Specialist Field Services Technician I	11	\$48,706.05	\$60,882.56
Field Services Technician-in-Training	8	\$42,060.34	\$52,575.43

Notes:

1. Retroactively approved and adopted by LWD Board of Directors October 8, 2014
2. Effective dates: July 1, 2012 – June 30, 2013
3. Revisions: N/A
4. Time base for salary amounts indicated is "annual".



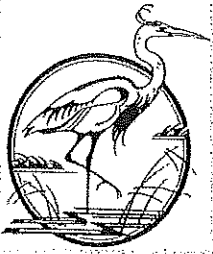
**Attachment 2**

**LEUCADIA WASTEWATER DISTRICT  
FISCAL YEAR 2014  
PAY SCHEDULE**

<b>Position</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Maximum Annual</b>
Administrative Services Manager Technical Services Manager	19	\$121,590.24	\$151,987.80
Field Services Superintendent	18	\$101,325.20	\$126,656.50
Field Services Supervisor	17	\$84,437.67	\$105,547.08
Executive Assistant Field Services Specialist	16	\$70,364.72	\$87,955.90
Field Services Technician III	15	\$63,947.46	\$79,934.33
Accounting Technician	14	\$59,759.35	\$74,699.19
Field Services Technician II Administrative Specialist II	13	\$55,841.44	\$69,801.81
Administrative Specialist Field Services Technician I	11	\$50,167.23	\$62,709.04
Field Services Technician-in-Training	8	\$43,322.15	\$54,152.69

Notes:

5. Retroactively approved and adopted by LWD Board of Directors October 8, 2014
6. Effective dates: July 1, 2013 – June 30, 2014
7. Revisions: N/A
8. Time base for salary amounts indicated is "annual".



*The Batiquitos Lagoon Foundation (BLF)*

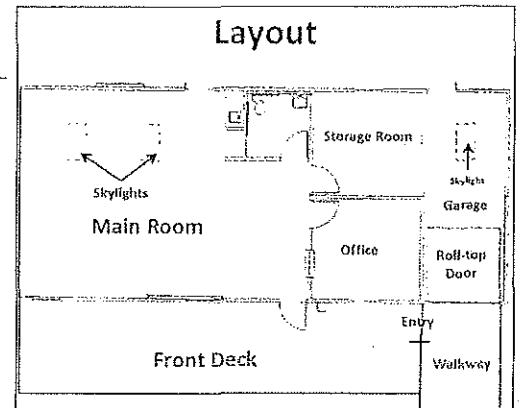
# The Great Egret

*Volume 15 Summer 2014*

## Key Milestone Achieved on New Nature Center

After more than 6 years of work, the Batiquitos Lagoon Foundation (BLF) presented our project to the City of Carlsbad's Planning Commission at a public hearing on Wednesday, July 16, 2014. Our application for a Conditional Use Permit (CUP) 12-11, Coastal Development Permit (CDP) 12-23, and adoption of a Mitigated Negative Declaration (MND) and associated Mitigation Monitoring and Reporting Program were up for review and approval. Since our new nature center resides in a designated open space area and ecological reserve, our project was very complex and required careful review by many federal, state and local agencies and organizations.

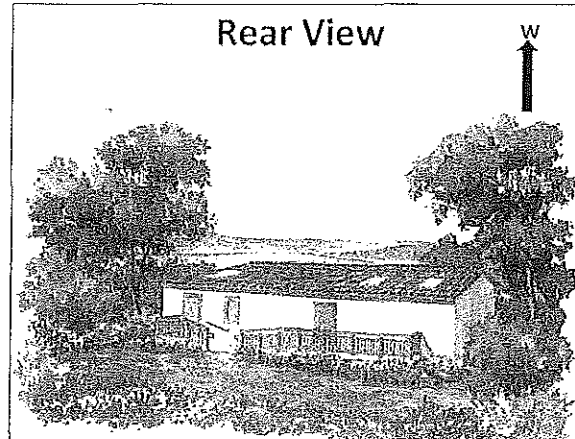
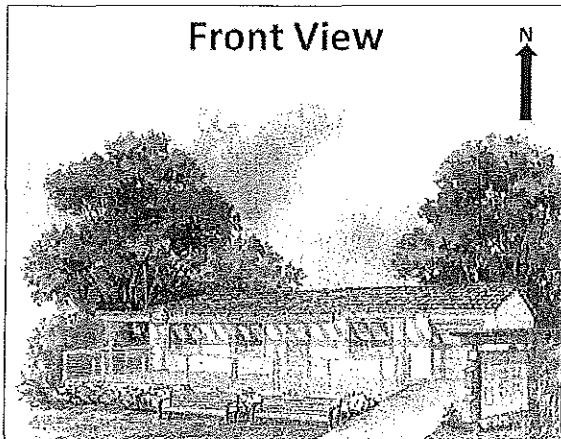
Our City of Carlsbad planner, Greg Fisher, opened by introducing our application, and Don Omsted, BLF Vice President, and I, the "applicant", made introductory comments and answered questions from the Commissioners. Following this introduction and public comment, the commissioners then discussed our application and voted unanimously to approve our application and associated permits! A number of the commissioners commended the BLF for undertaking and successfully completing a very complex project, especially since we are an all-volunteer organization. They also recognized us for serving our community for more than 34 years and for our many environmentally focused educational programs.



Our project now enters a new phase – finalizing our building plans, obtaining our building permit, and completing many engineering and administrative requirements, other permits and certifications, and transition planning that will lead to final installation. Our best estimate for replacing our 17+ year old *construction trailer* with our new facility is the November – December 2014 timeframe. We hope to do it faster, but we also recognize the many steps facing us in the coming months. We will be providing more details in subsequent newsletters.

**\* LATE UPDATE:** The California Coastal Commission has appealed our CDP approval decision. We have had a meeting with their staff and the City of Carlsbad to address their questions and, hopefully, satisfy their concerns. The main issue centers on coastal sage habitat impacts at our Nature Center site. If resolved, we hope to get back on schedule as quickly as possible. A one to two month delay is expected. An update will be provided in our Fall 2014 newsletter.

—Fred C. Sandquist, BLF president and Don Omsted, BLF vice president.



## Paul Bushee

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**From:** Karen Clementi <kclementi@casaweb.org>  
**Sent:** Wednesday, September 24, 2014 9:40 AM  
**To:** Steve Hogg; Dave Williams; Kevin Hardy; Tom Selfridge; Dave Bachtel; Vivian Housen; Timothy Becker ; Paul Bushee; Jeff Moorhouse; Margie Rice; E. J. Shalaby; Jack Hoagland; Darling, Gary; Bill Long  
**Cc:** Bobbi Larson; Adam Link  
**Subject:** Wheeler Fund Update Letter  
**Attachments:** FINAL Wheeler Funders Update Letter.pdf

Dear Board Members,

I have attached a copy of the update letter that CASA has sent out to the funders of the Wheeler Institute Citizen Suit Research Project. There is also a list of the funders. Please let me know if you have any problems opening the attachment. The Funder list follows:

Bay Area Clean Water Agencies (BACWA)  
California Sanitation Risk Management Authority  
California Water Environment Association (CWEA)  
Central Contra Costa Sanitary District  
Central Marin Sanitation Agency  
Central Valley Clean Water Agencies  
Covello Group  
Goleta Sanitary District  
Leucadia Wastewater District  
City of Los Angeles, Bureau of Sanitation  
County Sanitation Districts of Los Angeles  
National Association of Clean Water Agencies  
Novato Sanitary District  
Ojai Valley Sanitary District  
Sacramento Regional County Sanitation District  
Sausalito-Marín City Sanitary District  
Sonoma County Water Agency  
Truckee Sanitary District  
Valley Center Municipal Water District  
West County Wastewater District

Karen Clementi  
California Association of Sanitation Agencies  
1225 8th Street, Suite 595  
Sacramento, CA 95814



# CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8<sup>th</sup> Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • [www.casaweb.org](http://www.casaweb.org)

September 23, 2014

Subject: **Wheeler Institute Citizen Suit Research Kickoff**

Dear CASA Member,

Thank you for your generous contribution to help fund the Wheeler Institute for Water Law & Policy (Wheeler Institute) research exploring Clean Water Act (CWA) citizen suits and the enforcement of water quality laws and regulations in the wastewater sector. Through member outreach and partnership with other state and national associations, CASA was able to raise \$130,000 and received contributions from twenty member agencies in support of this project.

CASA recently executed the final project agreement with UC Berkeley, the last official step in the process that will allow the Wheeler Institute to begin its work. We anticipate completion of a white paper to be finalized sometime in the next 6 to 9 months. Some of Wheeler's research may include outreach to your agency, and CASA will work to facilitate any outreach efforts that may be needed. CASA also intends to establish an ad hoc panel of interested members to track the status of the research and assist the Wheeler Institute with any information or requests that could contribute to the development of their work. If interested, your agency may have an opportunity to share with researchers your perspectives on citizen suits and how they have impacted your agency.

We believe this research represents a unique opportunity to provide a much needed third-party, independent perspective on citizen suit enforcement under the CWA. Thank you again for your support of this initiative. If you have any questions, or would like additional information regarding this research and opportunities to participate, please do not hesitate to contact me at (916) 446-0388 or at [alink@casaweb.org](mailto:alink@casaweb.org).

Sincerely,

Adam D. Link  
CASA Director of Government Affairs

cc: CASA Board of Directors  
Roberta Larson, Executive Director

## Directors' Meetings

Presented by Vice President Juliussen and Director Sullivan

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### Conference

2014 CWEA Tri-State Annual Conference

### Dates and Location

September 22-25, 2014

South Point Hotel, Las Vegas, NV

### List of Attendees

Vice President Juliussen

Director Sullivan

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

# Directors' Meetings

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

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## Conference

2014 CSDA Annual Conference

## Dates and Location

September 29-October 2, 2014  
Palm Springs, CA

## List of Attendees

President Kulchin  
Vice President Juliussen  
Director Sullivan  
Director Omsted  
Director Hanson

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.