



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, September 10, 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. Adopt Resolution No. 2252 – In Appreciation of Frank M. Reynaga Jr. For His Outstanding Service and Commitment to the Leucadia Wastewater District.
(Pages 6-8)

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:

August 13, 2014 Regular Board Meeting (Pages 9-16)

September 3, 2014 Engineering Committee Meeting (Pages 17-20)

8. Approval of Demands for August/September 2014

This item provides for Board of Directors approval of all demands paid from LWD during the month of August and a portion in September 2014. (Pages 21-38)

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 39-42)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 15 budget and discloses monthly investments. (Pages 43-50)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of August 2014. (Pages 51-52)

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on August 27, 2014 – report by Director Sullivan. (Page 53)

B. An Encina Member Agencies Manager's Meeting was held on September 3, 2014 – report by GM Bushee. (Verbal)

13. Committee Reports

A. An Engineering Committee meeting was held on September 3, 2014 – report by Director Juliussen. (Pages 54-55)

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, Incorporated 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. (Pages 56-61)

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 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. (Pages 62-68)

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

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. (Pages 69-70)

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, Incorporated for geotechnical services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$49,555. (Pages 71-76)

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. (Pages 77-86)

19. Communication Plan Update.

Adopt the Communication Plan Update. (Pages 87-101)

20. 2015 CSDA Committee & Expert Feedback Team Participation

Discuss and take action as appropriate. (Pages 102-105)

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

Discuss and take action as appropriate. (Pages 106-111)

INFORMATION ITEMS

22. Project Status Updates and Other Informational Reports

A. Flu Shots are scheduled for October 8, 2014 from 3:30 – 4:45PM. (Verbal)

B. 2903 Candil Place Spill Report. (Verbal)

- C. Letter from Assemblyman Rocky Chavez congratulating the District on receiving the "District of Distinction" reaccreditation. (Page 112)

23. Directors' Meetings and Conference Reports

- A. The CASA Annual Conference was held on August 19-22, 2014 at the Marriott Monterey in Monterey, CA. (Page 113)

24. General Manager's Report

25. General Counsel's Report

26. Board of Directors' Comments

27. Closed Session

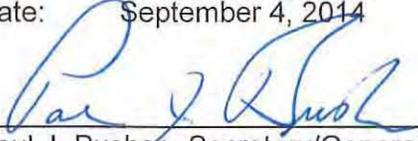
- A. Conference with Legal Counsel to discuss liability claim pursuant to California Government Code Sec. 54956.9(d)(2): California River Watch Notice of Intent to Sue.

28. Adjournment

AFFIDAVIT OF POSTING

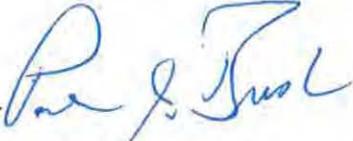
I, Paul J. Bushee, Secretary of the Leucadia Wastewater District, hereby certify that I posted a copy of the foregoing agenda in the lobby of the District office at 1960 La Costa Avenue, Carlsbad, California at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: September 4, 2014



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: September 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Resolution No. 2252 in Appreciation of Frank M. Reynaga, Jr. for His Outstanding Service and Commitment to the Leucadia Wastewater District (LWD)**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Board Resolution No. 2252 as presented.

DISCUSSION:

As you are aware, LWD's Field Services Specialist Frank M. Reynaga, Jr. will retired on September 16, 2014 after 35 years of service at LWD. Over Frank's tenure, LWD accomplished numerous achievements due, in part, to Frank's dedication and hard work. Attached for your consideration is LWD's Board Resolution No. 2252, expressing appreciation to Frank for his outstanding service to LWD.

PJB:

Attachment

RESOLUTION NO. 2252

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
IN RECOGNITION AND APPRECIATION OF
FRANK M. REYNAGA JR.
FOR HIS DISTINGUISHED SERVICE**

WHEREAS, Frank M. Reynaga Jr., has served the Leucadia Wastewater District with distinction for the past 35 years, and has now decided to retire and pursue new opportunities;

WHEREAS, Frank began his public service on November 22, 1978 as a Maintenance I worker and progressed through the ranks serving as Foreman and Senior Maintenance Worker achieving his current position of Field Services Specialist on June 23, 2003; and

WHEREAS, Frank has been an extremely hard-working and dependable employee who has faithfully served the Board of Directors, the citizens of the Leucadia Wastewater District and his fellow employees in a professional and consistent manner; and

WHEREAS, During Frank's tenure at the Leucadia Wastewater District, he was recognized as CWEA's San Diego Section and Statewide Collection Systems Operator of the Year in 1991 and as the District's Employee of the Year in 2004; and

WHEREAS, Frank's loyalty, commitment, can-do attitude, and firsthand knowledge of our operational system, equipment and facilities played a critical role in the District's success resulting in seven statewide Collection System of the Year Awards from the California Water Environment Association (CWEA), numerous other local and state awards, the construction of the Gafner Water Recycling Facility and the Site Improvement Project, and other major upgrades and improvements that have been integral to the District's outstanding record of protecting the environment; and

WHEREAS, Frank's positive attitude, energy, and leadership have united all those who he has worked with and improved the overall morale of the District.

NOW, THEREFORE, the Board of Directors of the Leucadia Wastewater District hereby extend their sincere thanks and appreciation to Frank M. Reynaga Jr. for his 35 Years of distinguished service and commitment to the District and extend their best wishes for a happy, bright, and fulfilling retirement.

PASSED AND ADOPTED this 10th day of September 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Kulchin, President

Allan Juliussen, Vice President

Don Omsted, Director

Elaine Sullivan, Director

Judy Hanson, Director

Paul J. Bushee, Secretary/Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting and Public Hearing
 August 13, 2014

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, August 13, 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, Executive Assistant Trisha Hill, Field Services Technicians James Hoyett, Todd Amos and Rick Easton, Engineer Steve Deering with Dudek, CPA Richard Duffey, Jamie Fagnant with Infrastructure Engineering Corporation and Natalie Frascchetti with Dexter Wilson Engineering.

3. Pledge of Allegiance

President Kulchin led the pledge of allegiance.

4. General Public Comment Period

No public comment was received.

5. Approval of Agenda

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, 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. Achievement of three individual awards:

- FST 3 James Hoyett – 25 years Anniversary
- FST 1 Todd Amos – Water Operator Grade T2 Certification
- FST Rick Easton – Water Operator Grade T1 Certification

GM Bushee presented the awards. He introduced FST 3 James Hoyett stating he recently passed his 25 year anniversary with the District. He noted his excellent recent CCTV work

that has contributed to the District's excellent spill records and his leadership role during the field services night work. He also stated that James is eligible for a \$500 incentive award.

GM Bushee also introduced FST I Todd Amos stating that Todd recently received his Water Treatment Operator Grade T2 certification from the Department of Public Health. He also presented background information about Todd and noted that he is eligible for a \$500 incentive award for his accomplishment.

GM Bushee also introduced FST In-Training Rick Easton stating that he recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. He also presented background information about Rick and noted that he is eligible for a \$500 incentive award for his accomplishment.

The Board of Directors congratulated James, Todd and Rick for their accomplishments.

B. Achievement of an organization award – No spills during FY 2014

GM Bushee stated that staff recently met an organizational objective. He stated that the District's collection system performance ranked first of similar sized agencies in Region 9. He noted that this is the first time that the District has had no spills during a full fiscal year. He stated under the incentive program, staff is eligible for an incentive award of \$1000 per employee.

The Board of Directors congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

July 9, 2014 Regular Board Meeting
August 5, 2014 Investment & Finance Committee Meeting
August 6, 2014 Community Affairs Committee Meeting
August 6, 2014 Engineering Committee Meeting

8. Approval of Demands for July/August 2014

Payroll Checks numbered 17426-17472; General Checking – Checks numbered 45587-45704; Voided checks 17430 and 17414 (reissued)

9. Operations Report (A copy was included in the original August 13, 2014 Agenda)

10. Finance Report (A copy was included in the original August 13, 2014 Agenda)

11. Quarterly Treasurer's Investment 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.

12. Disclosure of Reimbursements

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

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on July 23, 2014.

Director Sullivan reported on EWA's July 23, 2014 Board meeting.

- B. An Encina Member Agencies Manager's (MAM) Meeting was held on August 5, 2014.

GM Bushee reported on the MAM's August 5, 2014 meeting.

14. Committee Reports

- A. Investment & Finance Committee was held on August 5, 2014.

Director Omsted reported that the IFC participated in the 2014 Financial Audit Entrance meeting with staff and CPA Harvey Schroeder from White Nelson Diehl Evans, LLP. He stated that the auditors have begun their preliminary audit process. Director Omsted noted that the auditors work for the Board of Directors.

He stated that the IFC also conducted its annual review of LWD's Procurement Policy and that staff is recommending minor administrative changes.

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

- B. Community Affairs Committee meeting was held on August 6, 2014.

Director Sullivan reported that the CAC reviewed the draft Communication Plan Update and that the CAC suggested minor revision to the Plan. The CAC recommended that staff include the Plan in the September Board agenda for review and approval.

She stated that the CAC also discussed the Fall 2014 newsletter article topics. She listed the proposed topics and indicated that all topics may not be included in the newsletter depending on newsletter space.

- C. Engineering Committee meeting was held on August 6, 2014.

Vice President Juliussen reported that the EC reviewed staff's recommendation to authorize the General Manager to execute an agreement with Burtech Pipeline, Inc. for construction services to complete the Recycled Water Pipeline Repair Project in an amount not to exceed

\$194,950. He stated that the EC agreed with staff's recommendation and it will be reviewed by the Board later in the agenda.

The EC also reviewed staff's recommendation to adopt the 2014 update of the LWD Sanitary Sewer Management Plan (SSMP). He stated that the EC agreed with staff's recommendation and it will be reviewed by the Board later in the agenda.

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

- Leucadia Generator Replacement Project;
- B1/B2 Force Mains Replacement Project; and
- The Carlsbad Spill.

ACTION ITEMS

15. 2014 Update of the District's Sewer System Management Plan (SSMP)

Adopt the 2014 update of the District's Sewer System Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.

FSSupt. Stecker presented the item providing background information on the SSMP and the State's requirement for the Plan. He then introduced Natalie Fraschetti with Dexter Wilson Engineering to present an overview of the SSMP.

Mrs. Fraschetti stated the purpose and requirement of the SSMP, noting that the District is proactive by conducting its audit every year versus the State's requirement. She stated that the last SSMP update was in 2009 and it's required to be updated and recertified every five years. She provided a detailed overview of the eleven sections of SSMP and its updates, noting the major changes were the categories of the spills. In addition, she stated that based on the District's proactive work cleaning sewer lines near restaurants and LWD's FOG spill history, no formal program is necessary.

She acknowledged Jeff and Robin for their assistance with the SSMP update and DE Deering and GM Bushee for reviewing the SSMP.

President Kulchin asked FSSupt. Stecker how is the information shared with the employees. FSSupt. Stecker stated that the SOPs are reviewed annually and that staff is trained once a month on the requirements.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted the 2014 Update of the District's Sewer System Management Plan by the following vote:

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

16. Award of the District’s Recycled Water Pipeline Repair Project Construction Contract

Authorize the General Manager to execute an agreement with Burtech Pipeline Inc. for construction services to complete the Recycled Water Pipeline Repair Project in an amount not to exceed \$194,950.

TSM Morishita presented the item stating that the EC reviewed this item at its August 6, 2014 meeting.

He stated that it is also an item on the District’s FY 15 Tactics Action Plan. He provided background information on the recycled water pipeline repair project and stated that the design of the project was completed in June by IEC followed by the District advertising for bids. He noted that three bids were received and that Burtech Pipeline was the lowest bidder. He added that IEC reviewed the bids and that they recommended that Burtech Pipeline be awarded the contract as the lowest responsive and responsible bidder. The bid price of \$194,950 is approximately \$15,865 less than the engineer’s estimated construction cost.

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 an agreement with Burtech Pipeline for construction services to complete the Recycled Water Pipeline Repair Project in an amount not to exceed \$194,950 by the following vote:

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

17. Encina South Parcel.

Discuss and provide action as appropriate.

GM Bushee presented the item noting that at the request of Vice President Juliussen, it was placed on the agenda for discussion. He provided an overview of the Encina South Parcel and discussed the following key topics:

- Property history from 1995 to the current year;
 - Specific uses for portions of the property;
 - Hoehn Motors, Inc. long-term lease of the property and negotiations with Hoehn;
- Capstone Advisors’ evaluation of the property;
- EWA’s Business Plan for the property;
- EWA’s vision plan options for the property;
- LWD’s staff and Member Agencies Manager’s position on the property;
- EWA’s upcoming September 18th Board workshop to discuss their Business Plan which includes the South parcel.

Director Juliussen provided background information on the Hoehn lease negotiations with EWA during 2005. He also stated that at a past EWA meeting, he suggested that EWA should not sell the land because they may need it for storage or future facilities. He asked for the LWD’s Board

support on his and Director Sullivan position to keep the land for future uses.

Director Sullivan thanked GM Bushee for his excellent presentation. She agreed with Director Juliussen and his position on the property.

Directors Omsted and Hanson agreed with Directors Sullivan and Juliussen indicating that they have the Board's support on their position that EWA should keep the land for future uses.

President Kulchin thanked GM Bushee for his presentation.

18. Integrated Travel Authorization and Expense Reimbursement Policy

Adopt Resolution No. 2250 – Amending LWD's Integrated Travel Authorization and Expense Reimbursement Policy.

ASM LeMay presented the item stating that this policy was discussed during the July Board meeting and that staff has revised the policy as directed by the Board. He presented the revisions to the policy. He noted that staff included a monthly Disclosure of Reimbursements in tonight's agenda under the consent calendar item. Director Hanson confirmed that this report will be available for the public's review.

President Kulchin suggested one minor change to the revised language in section 3 of the policy. ASM LeMay noted the change and that staff will revise the policy.

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2250- Amending LWD's Integrated Travel Authorization and Expense Reimbursement Policy by the following vote:

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

19. Revised Procurement Policy.

Adopt Resolution No. 2251 – Approving LWD's Revised Procurement Policy and receive and file the annual review of the Procurement Policy.

ASM LeMay presented the item stating that it was reviewed by the IFC during its August 6, 2014 meeting. He stated that staff is recommending a few minor administrative changes and that IFC agreed with staff's recommendation. He noted the policy's revisions.

Upon a motion duly made by Vice President Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2251- Approving LWD's Revised Procurement Policy and received and filed the annual review of the policy by the following vote:

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

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

- A. Memo from CSDSA requesting volunteers for 2015 CSDA Committee & Expert Feedback Team Participation.

EA Hill presented the item noting that CSDA does not pay for the travel expenses and that they require volunteers to attend two meetings per year located in Sacramento. She added that if a Board member would like to volunteer, staff suggests that the Board approve their attendance since the Board member would receive a stipend and travel expense reimbursements funded by the District.

Director Sullivan stated that she would like to volunteer to sit on the Education committee. Director Omsted asked if the Board members can decide at the September Board meeting. GM Bushee noted that staff will add this item to the September Board agenda.

- B. Memo from CASA announcing its Annual Business Meeting will be on August 21, 2014 during its Annual conference.

EA Hill presented the item noting that the agenda for this meeting is included in the Board agenda packet.

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

- Frank Reynaga's retirement luncheon is scheduled for September 16, 2014 at noon. He noted that staff will follow up with the details.
- City of Carlsbad received a notice of intent to file a lawsuit under the Clean Water Act from the Law Office of Jack Silver. He noted that the River Watch group is known to file lawsuits in Northern California.
- He will be out of the office from August 14th to August 18th and that TSM Morishita will be the acting General Manager during that time.

23. General Counsel's Report

None.

24. Board of Director's Comments

Director Sullivan stated that the Registrar of Voters filing deadline to run for the Board has passed and that based on their website one or two other candidates were also running for Directors Sullivan's and Kulchin's seats.

President Kulchin noted that an official list of candidates should be on the ballot by the end of this week.

25. Adjournment

President Kulchin adjourned the meeting at 6:11 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 September 3, 2014

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, September 3 at 1:30 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 1:30 p.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Administrative Services Manager Chuck LeMay; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Technician II Gabriel Mendez; District Counsel Wayne Brechtel; Tomer Gutman from Worden Williams APC; District Engineer Steve Deering; Robert Weber and Jamie Fagnant from Infrastructure Engineering Corporation; Dominic Burtech and Frank Durazo from Burtech Pipeline; Scott Miller and Sam Wathen from SC Valley Engineering

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated 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 staff's recommendation. He said that after the adoption of the environmental documents and approval of the project alignment, Infrastructure Engineering Corporation (IEC) completed the B1/B2 Force Mains Replacement Project design in July. TSM Morishita stated that the project was advertised for bids on July 28th with bids due on August 26, 2014. He said four bids were received in response to the solicitation with Burtech Pipeline Incorporated (Burtech) submitting the lowest bid of \$4,590,000. He went on to say that the bids were reviewed by IEC. TSM Morishita said that based on that review, IEC recommended that Burtech be awarded the contract as the lowest responsive and responsible bidder. He said that the bid price of \$4,590,000 is approximately 16% less than the \$5,480,200 estimated construction cost.

TSM Morishita said that on August 28th SC Valley Engineering (SCV) submitted a bid protest letter. Representatives from Burtech and SCV were present at the meeting.

DC Brechtel stated that staff will evaluate and respond to the bid protest. He continued to say that the EC can still consider the award recommendation and that the

recommendation would be contingent upon the resolution of the protest. DC Brechtel said that, based on the information he has obtained, the basis of SCV's protest has little merit.

The representatives from Burtech and SCV were given the opportunity to express their views. Sam Wathen from SCV stated that Burtech's bid was fraudulent because Burtech did not have the experience or qualified personnel in house to perform the Cured-in-Place Pipe (CIPP) lining portion of the project and did not list a subcontractor.

Dominic Burtech responded that six months ago they had hired three people from Repipe, a CIPP contractor, that have significant experience in installing CIPP lining. He stated they hired these individuals to expand the CIPP division of their company.

After discussion, the EC concurred with staff to recommend the award of the B1/B2 Force Mains Replacement construction contract to Burtech to the Board for approval at the September 2014 Board meeting.

- B. 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.

TSM Morishita presented staff's recommendation. He said that Infrastructure Engineering Corporation (IEC) provided engineering design services for the Batiquitos (B1/B2) Force Mains Replacement Project. He stated that as the design progressed, the project transformed from a simple force main replacement in the current alignment to a full force main realignment. TSM Morishita said that the alignment change triggered an associated environmental evaluation resulting in a Mitigated Negative Declaration (MND) and a Mitigation, Monitoring and Reporting Program (MMRP) for project construction. He said that during the project transformation, IEC provided additional design services including:

- analyzed available alternatives for the B2 Sewer Force Main through the Carlsbad Hilton area;
- coordinated and met with City of Carlsbad staff regarding project alignment and environmental requirements;
- designed the realignment of approximately 5,700 feet of the B2 force main;
- incorporated replacement of the B1 secondary effluent force main into the project;
- incorporated multiple alignments into the MND and provided additional biological and cultural reconnaissance for these alternative alignments.

TSM Morishita stated that due to the urgency to complete project design in order to commence construction by November 2014 to satisfy the Agreement with the owners of Hilton Carlsbad Oceanfront Resort & Spa, IEC was asked to provide these services and submit the amendment request at the end of the design phase to fully account for the additional effort and present actual rather than projected costs.

TSM Morishita said that IEC completed the design phase and submitted the amendment request. He said that staff has evaluated the amendment request and determined that it is fair and reasonable.

After discussion, the EC concurred with staff to recommend this item to the Board for approval at the September 2014 Board meeting.

- C. Authorize the General Manager to execute 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.

TSM Morishita presented staff's recommendation. He said that the Batiquitos (B1/B2) Force Mains Replacement Project requires construction management support to oversee construction of the project. He stated that Richard Stinson has a proven track record of providing excellent construction management (CM) services to the District. TSM Morishita said that Mr. Stinson has provided CM services for every collection system construction project undertaken by the District since 2003. He said that Mr. Stinson submitted a proposal to provide CM services in an amount not to exceed \$110,000, an estimated 1100 hours at \$100 per hour. He said that staff believes this fee is fair and reasonable. Director Juliussen stated that he agreed with staff's assessment of the fee.

TSM Morishita said that Mr. Stinson has consistently provided outstanding CM services on previous District projects and possesses in depth knowledge of the District's collection system and operations. TSM Morishita explained that Mr. Stinson performed constructability reviews of the B1/B2 Force Mains Replacement project during the project's design phase and, therefore, has thorough knowledge of the project's plans and specifications. TSM Morishita said that retaining Mr. Stinson for CM services during construction will provide continuity, efficiency and is in the best interest of the District. TSM Morishita stated that for these reasons, the procurement of these CM 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.

After discussion, the EC concurred with staff to recommend this item to the Board for approval at the September 2014 Board meeting.

- D. Authorize the General Manager to execute a sole source Agreement with Southern California Soils and Testing, Incorporated 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 staff's recommendation. He said that the Batiquitos (B1/B2) Force Mains Replacement Project requires geotechnical (geotech) support during construction of the project. He stated that Southern California Soils & Testing, Inc. (SCS&T) has a proven track record of providing excellent geotech services to the District. TSM Morishita explained that SCS&T has provided geotech services for every collection system construction project undertaken by the District since 2009. He said that SCS&T submitted a proposal to provide geotech services in an amount not to exceed \$49,555. He continued that staff believes this fee is fair and reasonable.

TSM Morishita explained that SCS&T has consistently provided outstanding geotech services on previous District projects. He went on to say that SCS&T has an outstanding working relationship with the project team, specifically, the project's Construction Manager Mr. Richard Stinson. TSM Morishita said that retaining SCS&T's geotech services during construction will efficiently provide demonstrated responsive and professional geotech services and is in the best interest of the District. He said based on these reasons the procurement of the geotech services satisfies the criteria for sole sourcing allowed under Section 11.1, Sole Source Procurement, of the District's Procurement Policy.

After discussion, the EC concurred with staff to recommend this item to the Board for approval at the September 2014 Board meeting.

5. Information Items

A. Recycled Water Pipeline Repair Project Status

TSM Morishita presented this item. He said the pre-construction meeting was held on August 28, 2014. TSM Morishita stated that the Notice to Proceed was issued on August 28th with a commencement of work date of September 2nd and contract completion date of December 1, 2014. He said that the work on the La Costa south course is required, by contract, to be done between September 12 and October 3, 2014.

B. 2903 Candil Place Spill Report

FSS Gonzalez reported on the spill that occurred on July 13, 2014 at 2903 Candil Place in Carlsbad. He showed the EC where the spill occurred and gave the time line of events. FSS Gonzalez showed how the spill impacted the property and the cleanup process performed by the staff. FSS Gonzalez also showed the EC how a root plug cleared from a private lateral was the probable cause of the spill.

C. Computerized Maintenance Management System (CMMS) presentation

FST II Mendez presented an overview of the new CMMS system to the EC. He showed the EC the Toughbook computer tablet used by the staff and compared it to the paper maps and work orders the tablet replaced. FST II Mendez showed screen shots of Toughbook displays and explained their usefulness. He said the new system has improved the efficiency and effectiveness of the field services staff.

6. Director's Comments

Director Juliussen stated that with the recent high surf that occurred along the coast he remains concerned about disaster preparedness. TSM Morishita stated that a consultant will be brought in to provide disaster preparedness evaluation and planning services for the District. GM Bushee noted that this item is a goal in the Fiscal Year 2015 Tactics and Action Plan.

7. General Manager's Comments

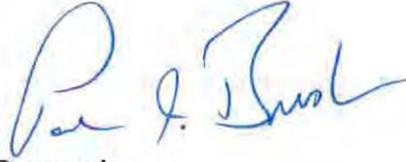
None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 2:40 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: September 4, 2014
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Approval of August/September Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 412,835.35.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months August 8, 2014 – September 4, 2014.

Operating expenses totaled \$ 266,266.39 while Capital Improvement Program expenses totaled \$ 35,679.92.

Payroll for employees and the Board totaled \$ 110,889.04.

Attached please find a year to date Employee and Board Payroll Report from August 2013 to September 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 August/September 2014
Attachment 2	Payroll Check Register dated August 13, 2014
Attachment 3	Accounts Payable Check Register dated August 13, 2014
Attachment 4	Payroll Check Register dated August 20, 2014
Attachment 5	Accounts Payable Check Register dated August 22, 2014
Attachment 6	Accounts Payable Check Register dated August 27, 2014
Attachment 7	Accounts Payable Check Register dated September 1, 2014
Attachment 8	Payroll Check Register dated September 3, 2014
Attachment 9	Board Payroll Check Register dated September 3, 2014
Attachment 10	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

September 10, 2014

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check 8/13/2014	17473 - 17493 INCENTIVE	\$ 18,121.75	
Payroll Check-8/20/2014	17494 - 17511	\$ 44,093.61	
Payroll Check-9/3/2014	17512 - 17529	\$ 44,446.50	
Board Payroll Check-9/4/2014	17530 - 17534	\$ 4,227.18	
	Total		\$110,889.04
General Checking -8/13/2014	45705 - 45758	\$ 123,037.18	
General Checking -8/22/2014	45759 - 45787	\$ 69,077.08	
General Checking -8/27/2014	45788 - 45811	\$ 75,194.49	
General Checking - 9/1 /2014	45812 - 45825	\$ 34,637.56	
	Total		\$301,946.31
	Grand Total		\$412,835.35
<u>VOIDED CHECK</u>	45648		\$82.00

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 13, 2014
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17473 - 17493	8/13/2014	\$18,121.75

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/13/2014 Through 8/13/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description	Document Amo
ADS LLC	45705	8/13/2014	3,570.00	FLOW MONITORING-JULY	3,570.00
AMERICAN REPROGRAPHICS CO.,LLC	45706	8/13/2014	146.51	PLANS AND SPECS	146.51
AT&T	45707	8/13/2014	138.16	PHONE @ BPS	138.16
AT&T	45708	8/13/2014	37.55	LD PHONE @ BPS	37.55
BARRETT ENGINEERED PUMP	45709	8/13/2014	254.88	PUMP @ BPS	254.88
BROWNELL AND DUFFEY CPA	45710	8/13/2014	10,380.00	ACCOUNTING FEES-JULY	10,380.00
CARLSBAD FUELS CORPORATION	45711	8/13/2014	1,890.10	VEHICLE GAS	1,890.10
CHUCKS TIRE CENTER	45712	8/13/2014	297.16	TIRES	297.16
CITY OF CARLSBAD	45713	8/13/2014	101.80	WATER @ OFFICE/LPS	610.81
CITY OF CARLSBAD		8/13/2014	120.43	WATER @ OFFICE/PLANT	610.81
CITY OF CARLSBAD		8/13/2014	166.10	WATER @ VACTOR	610.81
CITY OF CARLSBAD		8/13/2014	222.48	WATER @ VACTOR 2	610.81
CONEXIS	45714	8/13/2014	140.00	SEC 125 FLEX PLAN-AUGUST	140.00
CORODATA	45715	8/13/2014	221.20	STORAGE	221.20
DEXTER WILSON ENGINEERING	45716	8/13/2014	2,060.00	2014 SSMP REVISION	2,060.00
DION INTERNATIONAL TRUCKS INC	45717	8/13/2014	214.42	A/C BLOWER	214.42
ENCINA WASTEWATER AUTHORITY	45718	8/13/2014	2,715.75	QTRLY LAB FEES	2,715.75
EVOQUA WATER TECHNOLOGIES, LLC	45719	8/13/2014	7,182.78	BIOXIDE	7,182.78
GREAT AMERICA FINANCIAL SERVICES	45720	8/13/2014	1,056.30	COPIER LEASE	1,056.30
HAAKER EQUIPMENT CO	45721	8/13/2014	216.00	CLAMPS	3,186.00
HAAKER EQUIPMENT CO		8/13/2014	2,970.00	VACTOR HIGH PRESSURE HOSES	3,186.00
HADRONEX	45722	8/13/2014	6,030.00	SMART COVERS SERVICE FEES	6,030.00
ICMA RETIREMENT-303979	45723	8/13/2014	3,104.52	DEFERRED COMP-ICMA	3,104.52
INTERSTATE BATTERIES OF SAN DIEGO	45724	8/13/2014	841.57	BATTERIES	841.57
IN USA, INC	45725	8/13/2014	3,451.28	HAND HELD SPOT CHECKER	3,451.28
JEFF BILLS	45726	8/13/2014	4,463.24	CONSULTING FEES-JULY	4,463.24
MC GRAW-HILL	45727	8/13/2014	1,255.99	NOTICE FOR BIDS	1,255.99
MITSUBISHI ELECTRIC US, INC	45728	8/13/2014	266.62	ELEVATOR SERVICE/MAINT	266.62
NAPA AUTO	45729	8/13/2014	34.53	SOCKETS	34.53
NATIONWIDE RETIREMENT SOLUTIONS	45730	8/13/2014	238.69	DEFERRED COMP-Nationwide	238.69
NELCO INC.	45731	8/13/2014	118.35	W2 AND 1099 FORMS	118.35
nfpaACCOUNTING TECHNOLOGIES	45732	8/13/2014	12,498.40	NEW ACCT SOFTWARE CONSULTING	12,498.40

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/13/2014 Through 8/13/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description	Document Amo
NORTH COUNTY EQUIPMENT INC	45733	8/13/2014	51.00	SHARPEN AND SUPPLIES	51.00
OFFICE DEPOT, INC.	45734	8/13/2014	140.78	OFFICE SUPPLIES	140.78
OLIVENHAIN MUNICIPAL WATER DIST	45735	8/13/2014	37.94	WATER @ E. ESTATES PS	928.96
OLIVENHAIN MUNICIPAL WATER DIST		8/13/2014	413.90	WATER @ TRAVELING 1	928.96
OLIVENHAIN MUNICIPAL WATER DIST		8/13/2014	397.34	WATER @ TRAVELING 2	928.96
OLIVENHAIN MUNICIPAL WATER DIST		8/13/2014	37.94	WATER @ VP5	928.96
OLIVENHAIN MUNICIPAL WATER DIST		8/13/2014	41.84	WATER @ VP7	928.96
PACIFIC PIPELINE SUPPLY	45736	8/13/2014	475.17	PARTS	475.17
PALOMAR WATER, LLC	45737	8/13/2014	166.98	BOTTLED WATER @ OFFICE	166.98
PEP BOYS	45738	8/13/2014	64.76	NOZZLE AND BRUSHES	64.76
PERS RETIREMENT	45739	8/13/2014	14,906.09	EMPLOYEE RETIREMENT 7/20/14	29,824.77
PERS RETIREMENT		8/13/2014	14,918.68	EMPLOYEE RETIREMENT 8/3/2014	29,824.77
PLANT PEOPLE	45740	8/13/2014	158.00	OFFICE PLANTS MAINTENANCE	158.00
PLUMBERS DEPOT, INC	45741	8/13/2014	450.36	HOOK WITH TRIANGLE HANDLE	595.08
PLUMBERS DEPOT, INC		8/13/2014	123.12	NOZZLE EXTENSION	595.08
PLUMBERS DEPOT, INC		8/13/2014	21.60	SHAFT SEAL	595.08
PROFORMA PRINT & PROMOTIONS	45742	8/13/2014	404.20	PAYROLL CHECKS	404.20
ROCKWELL CONSTRUCTION SERVICES, INC	45743	8/13/2014	1,625.00	SCADA CONSULTING	1,625.00
SAN DIEGO AIR POLLUTION CONTROL	45744	8/13/2014	356.00	RENEWAL FOR VP5 -EMISSION FEE	356.00
SAN DIEGO DAILY TRANSCRIPT	45745	8/13/2014	1,008.00	NOTICE FOR BIDS	1,008.00
SOUTHERN CONTRACTING COMPANY	45746	8/13/2014	2,600.00	CHART RECORDERS	2,600.00
THE HOME DEPOT CRC/GECF	45747	8/13/2014	608.32	SUPPLIES	608.32
TIM BESTAMENTE	45748	8/13/2014	201.58	MAINT AND REPAIR WORK	201.58
UNDERGROUND SERVICE ALERT OF	45749	8/13/2014	169.50	UNDERGROUND ALARM SERVICE	169.50
UNIFIRST CORPORATION	45750	8/13/2014	382.36	LAUNDRY SERVICE	382.36
UNITED WAY	45751	8/13/2014	10.00	EMPLOYEE CONTRIBUTIONS	10.00
U.S. BANK	45752	8/13/2014	4,306.24	CREDIT CARD-CONF, MEETINGS, SUPPLIES	4,306.24
U.S. HEALTH WORKS MEDICAL GROUP	45753	8/13/2014	105.00	PHYSICALS	105.00
VERIZON WIRELESS	45754	8/13/2014	49.21	CELL PHONES	49.21

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/13/2014 Through 8/13/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>	<u>Document Amo</u>
VORTEX INDUSTRIES, INC	45755	8/13/2014	1,239.27	GATE SERVICE @ BPS	1,239.27
WEST COAST SAFETY SUPPLY CO., INC.	45756	8/13/2014	6,850.40	GAS MONITORS/DOCKING STATION	7,183.73
WEST COAST SAFETY SUPPLY CO., INC.		8/13/2014	333.33	SAFTEY ITEMS-HOSE GUIDE	7,183.73
WORDEN WILLIAMS, APC	45757	8/13/2014	3,895.70	LEGAL FEES-JULY	3,895.70
XEROX CORPORATION	45758	8/13/2014	<u>82.76</u>	COPIER MAINT/REPAIR	82.76
Report Total			<u>123,037.18</u>		

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 20, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17494 - 17511	8/20/2014	\$44,093.61

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/22/2014 Through 8/22/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description	Document Amo
AT&T	45759	8/22/2014	62.88	ODOR CONTROL MODEM	319.37
AT&T		8/22/2014	256.49	PHONE IN ELEVATOR	319.37
BOOT WORLD, INC	45760	8/22/2014	291.56	SAFETY BOOTS-R.E, M.A.	291.56
CARLSBAD FUELS CORPORATION	45761	8/22/2014	2,291.56	VEHICLE FUEL	2,291.56
CSDA- SAN DIEGO CHAPTER	45762	8/22/2014	39.00	CSDA QTRLY DINNER	39.00
DATA NET	45763	8/22/2014	1,680.80	IS MAINT AND SUPPORT	1,680.80
DIAMOND ENVIRONMENTAL SERVICES,LP	45764	8/22/2014	123.15	RESTROOM TRAILER RENTAL	123.15
DUDEK & ASSOCIATES	45766	8/22/2014	618.75	GE.3252/0817/OLIVEH...	15,159.62
DUDEK & ASSOCIATES		8/22/2014	210.00	GE/3251/100/GRADING PLANS	15,159.62
DUDEK & ASSOCIATES		8/22/2014	3,037.50	GE/3252/0526/FAIR OAKS	15,159.62
DUDEK & ASSOCIATES		8/22/2014	480.00	GE/3252/0593/LC TOWNE	15,159.62
DUDEK & ASSOCIATES		8/22/2014	416.25	GE/3252/0596/ASTOR GARDENS	15,159.62
DUDEK & ASSOCIATES		8/22/2014	157.50	GE/3252/0607/VISTA L.C.	15,159.62
DUDEK & ASSOCIATES		8/22/2014	262.50	GE/3252/0662/NOLAN PROPERTY	15,159.62
DUDEK & ASSOCIATES		8/22/2014	226.80	GE/3252/0708/EATON BEACH	15,159.62
DUDEK & ASSOCIATES		8/22/2014	111.72	GE/3252/0808/SEASIDE	15,159.62
DUDEK & ASSOCIATES		8/22/2014	1,425.00	GE/3252/0844/LC TOWNE SQ	15,159.62
DUDEK & ASSOCIATES		8/22/2014	789.42	GE/3252/0851/JEREZ CT	15,159.62
DUDEK & ASSOCIATES		8/22/2014	345.00	GE/3252/0853/YOUNG ANNEX	15,159.62
DUDEK & ASSOCIATES		8/22/2014	4,046.68	GE/3252/0855/LC TOWN SQ.	15,159.62
DUDEK & ASSOCIATES		8/22/2014	450.00	GE/3252/0864/FIORE	15,159.62
DUDEK & ASSOCIATES		8/22/2014	210.00	GE/3252/0884/LC VALLEY SCHOOL	15,159.62
DUDEK & ASSOCIATES		8/22/2014	105.00	GE/3252/0889/THE HABIT	15,159.62
DUDEK & ASSOCIATES		8/22/2014	157.50	GE/3252/0891/CANCUN MEXICAN FOOD	15,159.62
DUDEK & ASSOCIATES		8/22/2014	315.00	GE/3252/0892/CHIPOL...	15,159.62
DUDEK & ASSOCIATES		8/22/2014	262.50	GE/3252/0894/DULICH RES	15,159.62
DUDEK & ASSOCIATES		8/22/2014	1,532.50	GE/3252/890/BLAZE PIZZA	15,159.62
EL CAMINO RENTAL	45767	8/22/2014	35.91	MANHOLE BLOWER FOR BPS	35.91
EWING IRRIGATION PRODUCTS	45768	8/22/2014	6.42	CAPS FOR BPS	6.42
HAAKER EQUIPMENT CO	45769	8/22/2014	780.49	PARTS-MAINT FOR VACTORS	780.49
ICMA RETIREMENT-303979	45770	8/22/2014	3,010.13	DEFERRED COMP	3,010.13

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/22/2014 Through 8/22/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description	Document Amo
INTERSTATE BATTERIES OF SAN DIEGO	45771	8/22/2014	368.48	BATTERIES	736.48
INTERSTATE BATTERIES OF SAN DIEGO		8/22/2014	368.00	BATTERIES @ BPS	736.48
MINUTEMAN PRESS	45772	8/22/2014	388.86	FORMS	388.86
NATIONWIDE RETIREMENT SOLUTIONS	45773	8/22/2014	238.69	DEFERRED COMP	238.69
NORTH COUNTY EQUIPMENT INC	45774	8/22/2014	58.50	REPAIR	58.50
OFFICE DEPOT, INC.	45775	8/22/2014	54.15	OFFICE SUPPLIES	54.15
PERS RETIREMENT	45776	8/22/2014	133.84	BOARD RETIREMENT ENDING 7/31/14	133.84
PLUMBERS DEPOT, INC	45777	8/22/2014	347.76	FIBER GLASS POLES	347.76
PRIZM JANITORIAL SERVICES, INC	45778	8/22/2014	1,281.15	JANITORIAL SERVICE-AUGUST	1,281.15
R. J. SAFETY SUPPLY CO., INC.	45779	8/22/2014	374.48	SAFETY ITEMS	374.48
SAN DIEGO GAS AND ELECTRIC	45780	8/22/2014	200.99	ELECTRIC @ AVOCADO PS	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	15,453.26	ELECTRIC @ BPS	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	616.44	ELECTRIC @ DIANA PS	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	985.64	ELECTRIC @ E. ESTATES PS	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	1,905.41	ELECTRIC @ EEPS	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	1,283.72	ELECTRIC @ LC PS	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	16,357.79	ELECTRIC @ OFFICE AND LPS	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	159.26	ELECTRIC @ RVPS	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	1,013.61	ELECTRIC @ SAXONY PS	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	392.45	ELECTRIC @ VP5 PS	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	206.40	ELECTRIC @ VP7	38,576.32
SAN DIEGO GAS AND ELECTRIC		8/22/2014	1.35	NATURAL GAS @ EE PS	38,576.32
TELEPACIFIC COMMUNICATIONS	45781	8/22/2014	1,060.27	PHONE SYSTEM	1,060.27
TIERRA VERDE RESOURCES, INC	45782	8/22/2014	730.00	LANDSCAPE FEES-AUGUST	730.00
T.S. INDUSTRIAL SUPPLY	45783	8/22/2014	192.26	FILL HOSES	287.27
T.S. INDUSTRIAL SUPPLY		8/22/2014	95.01	GREEN MARKING PAINT	287.27
UNIFIRST CORPORATION	45784	8/22/2014	215.39	LAUNDRY SERVICE	215.39

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/22/2014 Through 8/22/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>	<u>Document Amo</u>
UNITED WAY	45785	8/22/2014	10.00	EMPLOYEE CONTRIBUTIONS	10.00
VERIZON WIRELESS	45786	8/22/2014	596.91	CELL PHONE CHARGES	596.91
WATER ENVIRONMENT FEDERATION	45787	8/22/2014	249.00	J.S MEMBERSHIP RENEWAL FOR 2014-15	249.00
Report Total			69,077.08		

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/27/2014 Through 8/27/2014

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description	Document Amo
ADVANCED OFFICE SERVICES	45788	8/27/2014	67.62	COPIER MAINT	67.62
AMERICAN REPROGRAPHICS CO.,LLC	45789	8/27/2014	8.00	PLANS AND SPECS	436.23
AMERICAN REPROGRAPHICS CO.,LLC		8/27/2014	428.23	PLANS AND SPECS-B1/B2 FORCE MAIN	436.23
BOOT WORLD, INC	45790	8/27/2014	184.94	SAFETY BOOTS-G.M.	184.94
CARLSBAD CHAMBER OF COMMERCE	45791	8/27/2014	760.00	MEMBERSHIP RENEWAL-14/15	760.00
CUES, INC	45792	8/27/2014	3,600.00	SOFTWARE SUPPORT PLAN	3,600.00
DATA NET	45793	8/27/2014	825.38	IS MAINT AND SUPPORT	825.38
EL CAMINO RENTAL	45794	8/27/2014	107.73	BALANCE ON MANHOLE BLOWER RENTAL	107.73
GREAT AMERICA FINANCIAL SERVICES	45795	8/27/2014	880.89	COPIER LEASE	880.89
HEBRON DALE BURKE	45796	8/27/2014	2,500.00	LATERAL REIMBURSEMENT	2,500.00
I2B NETWORKS, INC	45797	8/27/2014	160.00	WEB CAM @ BPS	160.00
INFRASTRUCTURE ENGINEERING CORP	45798	8/27/2014	1,213.44	AS NEEDED GIS SERVICES	35,268.36
INFRASTRUCTURE ENGINEERING CORP		8/27/2014	26,971.08	BR FORCE MAIN REPLACEMENT	35,268.36
INFRASTRUCTURE ENGINEERING CORP		8/27/2014	4,325.00	GRAVEITY SEWER LINE REPAIR	35,268.36
INFRASTRUCTURE ENGINEERING CORP		8/27/2014	195.00	LPS GENERATOR REPLACEMENT	35,268.36
INFRASTRUCTURE ENGINEERING CORP		8/27/2014	1,361.92	RECYCLED WATER LINE	35,268.36
INFRASTRUCTURE ENGINEERING CORP		8/27/2014	1,201.92	SCOTT'S VALLEY SEWER	35,268.36
JCI JONES CHEMICAL, INC	45799	8/27/2014	3,902.17	SODIUM-CHEMICALS	3,902.17
MINUTEMAN PRESS	45800	8/27/2014	71.32	VOUCHER PADS	71.32
NAPA AUTO	45801	8/27/2014	97.04	FILTERS-ALL PS	97.04
OLIVENHAIN MUNICIPAL WATER DIST	45802	8/27/2014	8,000.00	FURMAN GROUP 9/14-2/15	8,000.00
PACIFIC PIPELINE SUPPLY	45803	8/27/2014	665.28	LIFTING TOOLS	665.28
PERS RETIREMENT	45804	8/27/2014	14,918.71	EMPLOYEE RETIREMENT 8/17/2014	14,918.71
PLUMBERS DEPOT, INC	45805	8/27/2014	197.91	25 FT OF DUCTNG TAPE	1,025.21
PLUMBERS DEPOT, INC		8/27/2014	827.30	HOSE LEADERS	1,025.21
SAN DIEGO GAS AND ELECTRIC	45806	8/27/2014	124.93	GAS @ OFFICE	124.93
TIM BESTAMENTE	45807	8/27/2014	234.74	MAINT AND REPAIRS	234.74
TRI COMMUNITY ANSWERING SERVICE	45808	8/27/2014	90.00	ANSWERING SERVICE-AUG	90.00
UNIFIRST CORPORATION	45809	8/27/2014	221.99	LAUNDRY SERVICE	221.99
VORTEX INDUSTRIES, INC	45810	8/27/2014	849.95	MAINTANCE ON VARIOUS DOORS	849.95

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/27/2014 Through 8/27/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>	<u>Document Amo</u>
WATER ENVIRONMENT FEDERATION	45811	8/27/2014	202.00	WEF RENEWAL FOR R.M.-2015	202.00
Report Total			75,194.49		

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 9/1/2014 Through 9/1/2014

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>	<u>Document Amo</u>
ANTIMITE TERMITES & PEST CONTROL	45812	9/1/2014	56.00	MONTHLY PEST SERVICE	56.00
AT&T	45813	9/1/2014	191.40	DIAL IN MODEM-NEW	383.52
AT&T	45813	9/1/2014	192.12	DIAL IN MODEM-OLD	383.52
CARLSBAD FUELS CORPORATION	45814	9/1/2014	2,135.94	VEHICLE FUEL	2,135.94
DAVID KULCHIN	45815	9/1/2014	1,487.49	Reimburse D.K. for Casa Conf	1,487.49
DONALD OMSTED	45816	9/1/2014	8.00	Reimburse D. O. for Casa Conf	8.00
ELAINE SULLIVAN	45817	9/1/2014	882.50	REIMBURSE E.S. FOR CASA CONF	882.50
HARTFORD LIFE & ACCIDENT INS.	45818	9/1/2014	401.36	LIFE INS-SEPT	401.36
JUDY HANSON	45819	9/1/2014	909.74	REIMBURSE J.H. FOR CASA CONF	909.74
MES VISION	45820	9/1/2014	363.94	VISION INS-SEPT	363.94
NAPA AUTO	45821	9/1/2014	31.30	BELTS FOR BPS	66.37
NAPA AUTO	45821	9/1/2014	35.07	PARTS	66.37
PAUL BUSHEE	45822	9/1/2014	855.24	Reimburse P.B. for Casa Conf	855.24
PUBLIC EMPLOYEES HEALTH	45823	9/1/2014	23,066.66	HEALTH INS-SEPT-BRD/EMPLO...	23,066.66
THE GUARDIAN	45824	9/1/2014	3,955.30	DENTAL/DISABILITY INS-SEPT	3,955.30
WEST COAST SAFETY SUPPLY CO., INC.	45825	9/1/2014	65.50	SOFT CASE	65.50
Report Total			34,637.56		

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 3, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17512 - 17529	9/3/2014	\$44,446.50

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: September 4, 2014

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17530 - 17534	9/4/2014	\$4,227.18

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

AUGUST

8/2/2013	Board		\$1,310.58
8/7/2013	Employee		\$39,608.93
8/14/2013	Employee	Incentive	\$439.79
8/21/2013	Employee		<u>\$38,726.94</u>
	TOTAL		\$80,086.24

SEPTEMBER

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

OCTOBER

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>
	TOTAL		\$142,641.79

NOVEMBER

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>
	TOTAL		\$87,244.10

DECEMBER

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		
	TOTAL		\$69,741.02

JANUARY

2014

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

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

FEBRUARY

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>
	TOTAL		\$92,084.66

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>
	TOTAL		\$96,063.76

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>
	TOTAL		\$129,810.92

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>
	TOTAL		\$89,414.10

JUNE

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

JULY

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

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>
	TOTAL		\$109,905.38

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

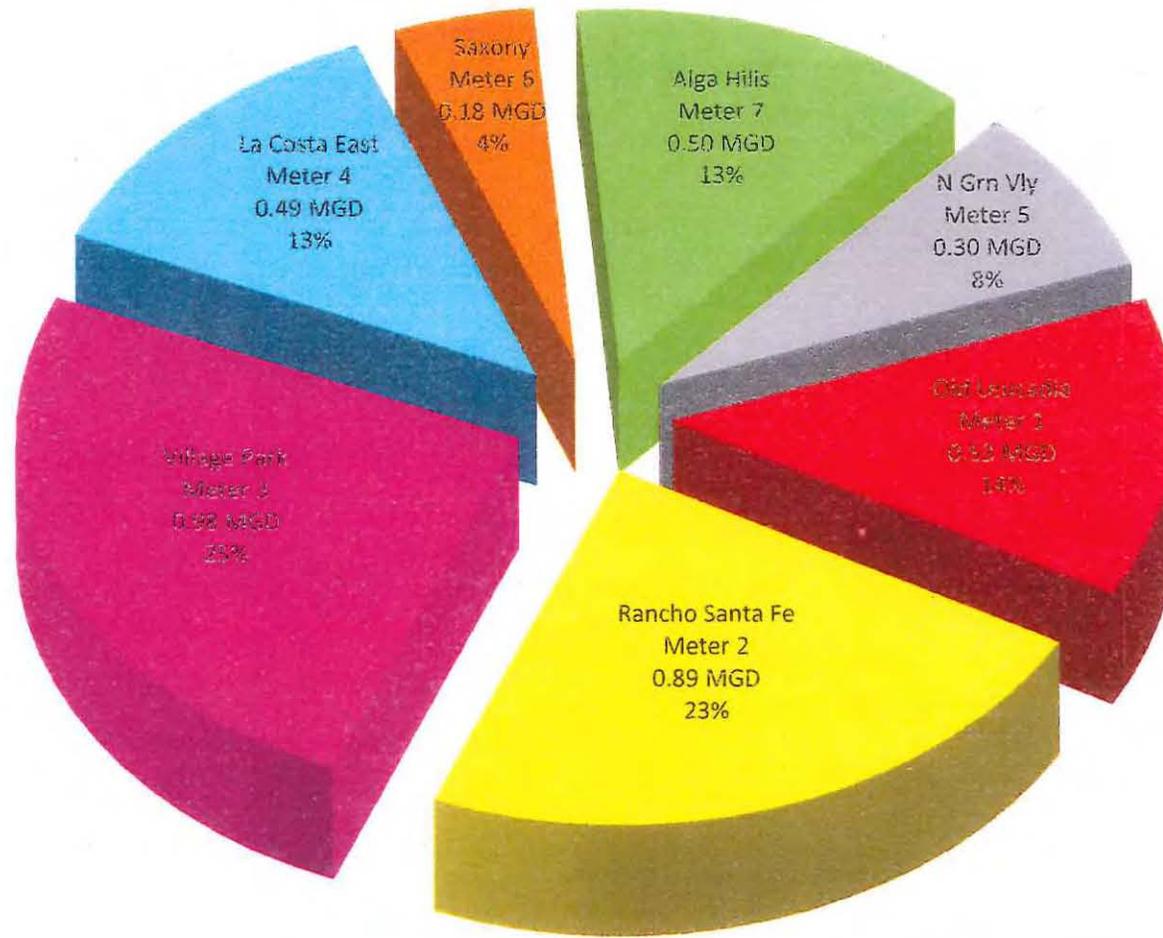
SEPTEMBER

9/3/2014	Employee	\$44,446.50
9/4/2014	Board	<u>\$4,227.18</u>
	TOTAL	\$48,673.68

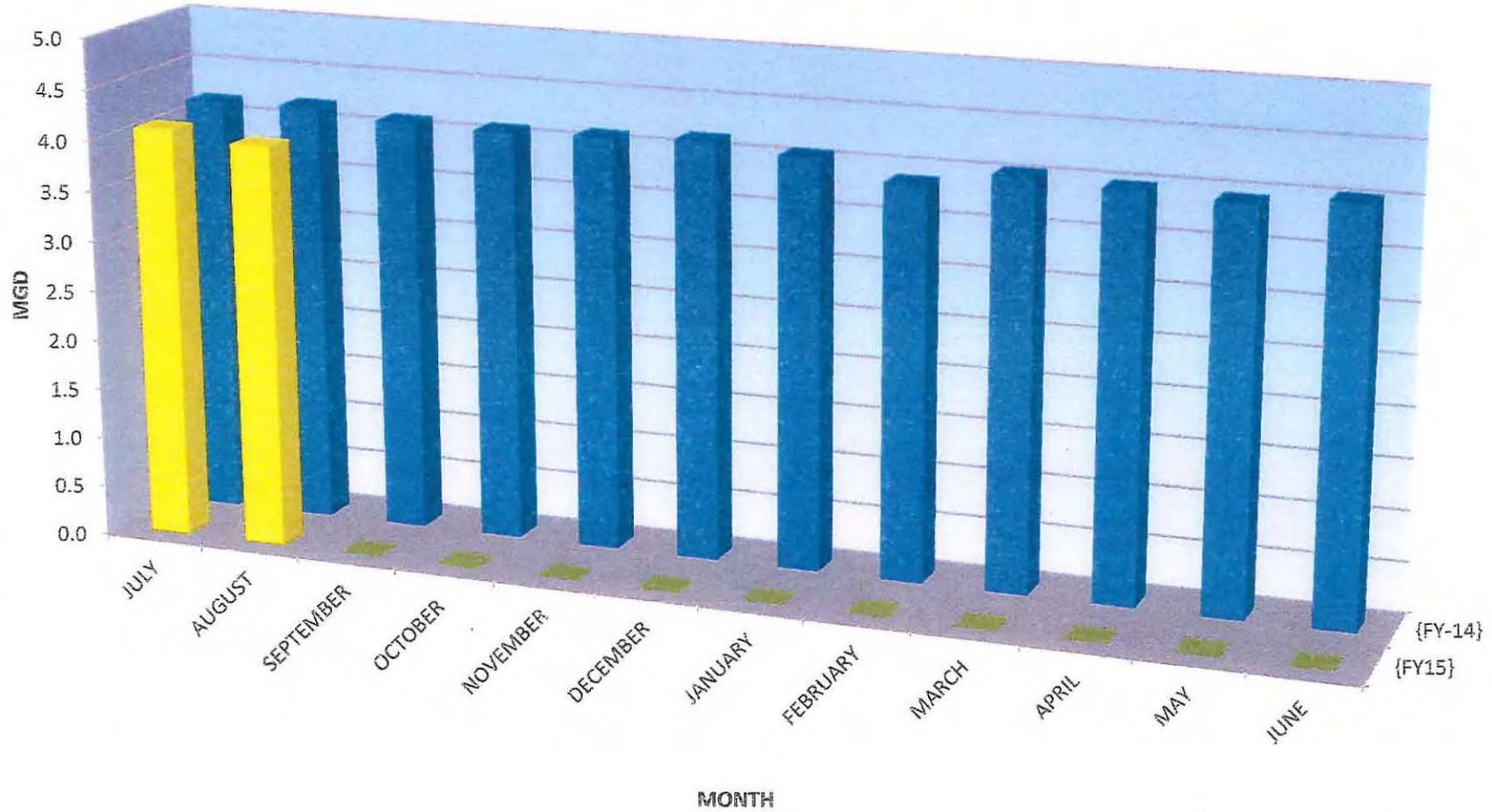
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2015 (July 2014 - June 2015)**

CURRENT MONTH - August 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				
AUGUST	0.32	124.31	37	4.01	141	39.19	4.20
YTD	0.32	124.31	28,340				
SEPTEMBER							4.12
YTD							
OCTOBER							4.10
YTD							
NOVEMBER							4.12
YTD							
DECEMBER							4.16
YTD							
JANUARY							4.08
YTD							
FEBRUARY							3.90
YTD							
MARCH							4.05
YTD							
APRIL							4.00
YTD							
MAY							3.96
YTD							
JUNE							4.04
YTD	0.00	0.00	0.00				
Annual Total	0.32	251.41	63			83.66	
Mo Average	0.16	125.71	31	4.06	143	41.83	4.08

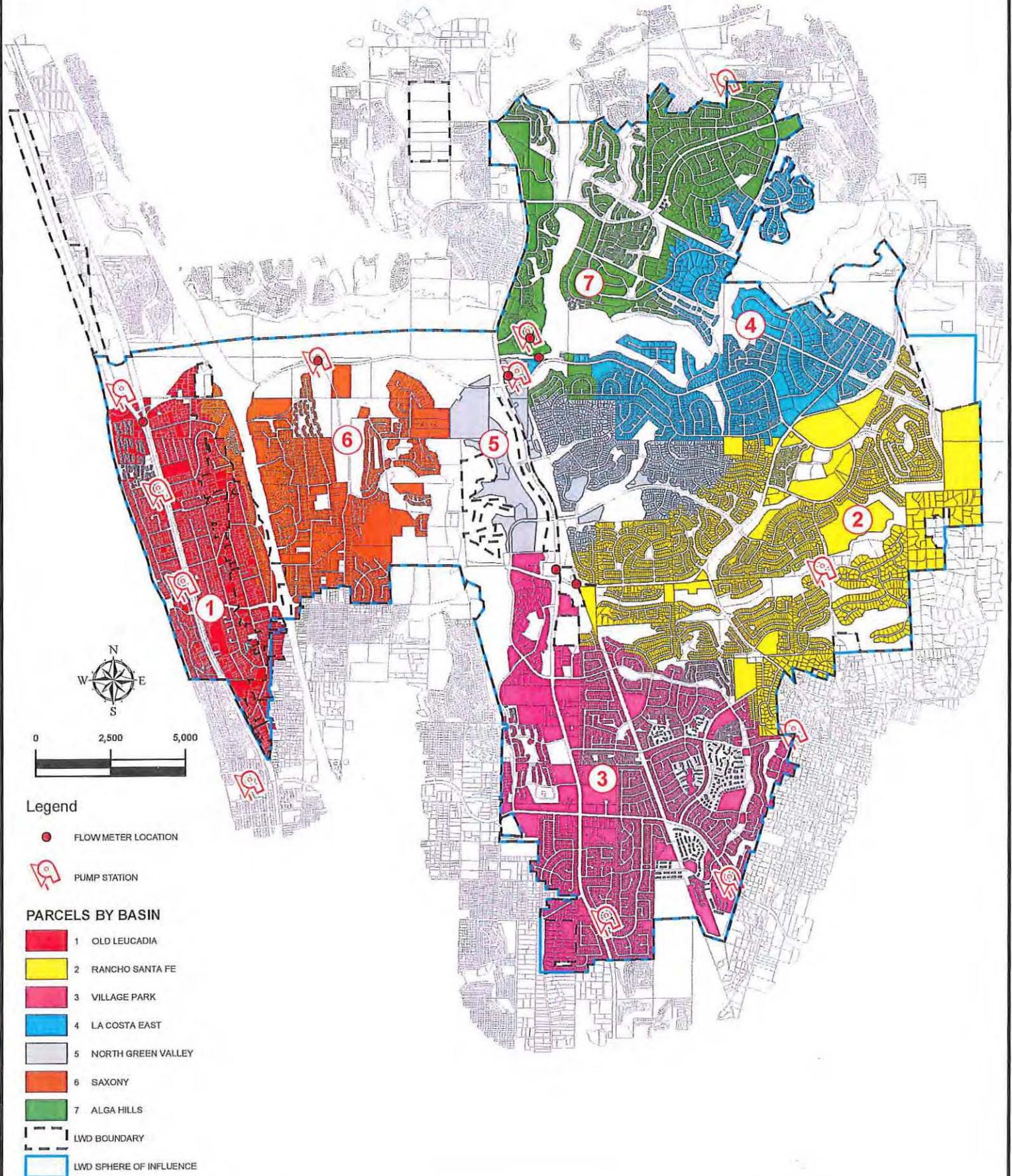
**LWD Flows by Sub-Basin
August 2014
Total LWD Flow = 3.87 MGD**



LEUCADIA WASTEWATER DISTRICT FLOW COMPARISION FY14 to FY15



LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet
As of 8/31/2014

		<u>Current Year</u>
Assets		
Cash & Investments	1CAS	36,535,137.80
Accounts Receivables	2A/R	153,294.45
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	(47,432,593.63)
Total Assets		<u>135,670,797.40</u>
Total Assets		<u>135,670,797.40</u>
Liabilities		
Accounts Payable & Accued Expenses	A/P	503,638.05
Developer Deposits	DEVD	237,386.54
Total Liabilities		<u>741,024.59</u>
Total Liabilities		<u>741,024.59</u>
Net Position		
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		(662,761.92)
Total Current Change In Net Position		<u>(662,761.92)</u>
Total Net Position		<u>134,929,772.81</u>
Total Net Postion		<u>134,929,772.81</u>
Total Liabilites & Net Position		<u>135,670,797.40</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2014 Through 8/31/2014

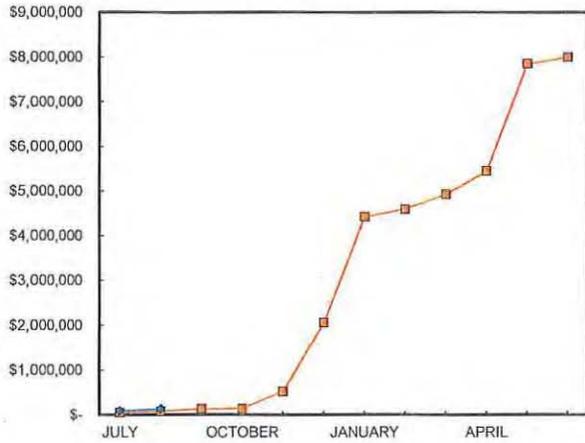
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	136,726.63	8,002,543.00	7,865,816.37	1.7%
3150 Recycled Water Sales	19,272.66	275,000.00	255,727.34	7.0%
3100 Misc. Operating Revenue	\$ 1,040.00	\$ 244,080.00	\$ 243,040.00	0.4%
TOTAL OPERATING REVENUES	\$157,039.29	\$8,521,623.00	\$8,364,583.71	1.8%
OPERATING EXPENSES				
4100 Salaries	\$217,657.50	\$1,592,462.00	\$1,374,804.50	13.7%
4200 Employee Benefits	110,540.55	818,080.00	707,539.45	13.5%
4300 Directors Expense	20,984.92	140,350.00	119,365.08	15.0%
4400 Election Expense	0.00	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	8,427.42	46,000.00	37,572.58	18.3%
4700 Insurance Expense	50,316.07	118,000.00	67,683.93	42.6%
4800 Memberships	1,359.00	27,800.00	26,441.00	4.9%
4900 Office Expense	9,575.62	115,700.00	106,124.38	8.3%
5000 Operating Supplies	30,145.81	227,000.00	196,854.19	13.3%
5200 Professional Services	53,923.14	570,200.00	516,276.86	9.5%
5300 Printing & Publishing	864.38	32,000.00	31,135.62	2.7%
5400 Rents & Leases	4,184.08	19,100.00	14,915.92	21.9%
5500 Repairs & Maintenance	49,201.54	324,900.00	275,698.46	15.1%
5600 Monitoring & Permits	3,489.75	49,700.00	46,210.25	7.0%
5700 Training & Development	3,468.07	44,500.00	41,031.93	7.8%
5900 Utilities	72,669.30	429,400.00	356,730.70	16.9%
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	0.00	(114,164.00)	(114,164.00)	0.0%
TOTAL OPERATING EXPENSES	\$642,648.15	\$6,319,147.00	\$5,676,498.85	10.2%
NON-OPERATING REVENUES				
3130 Capacity Fees	250,094.58	180,270.00	(69,824.58)	138.7%
3220 Property Taxes	16,353.95	1,300,000.00	1,283,646.05	1.3%
3250 Investment Income	29,983.00	155,000.00	125,017.00	19.3%
3290 Misc. Non Op Revenue	1,184.88	677,484.00	676,299.12	0.2%
TOTAL NON-OPERATING REVENUES	\$297,616.41	\$2,312,754.00	\$2,015,137.59	12.9%

Leucadia Wastewater District

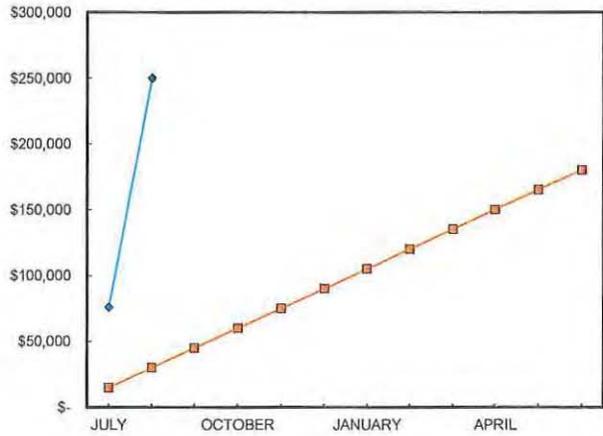
Revenue FY 2015

YTD through August 31, 2014

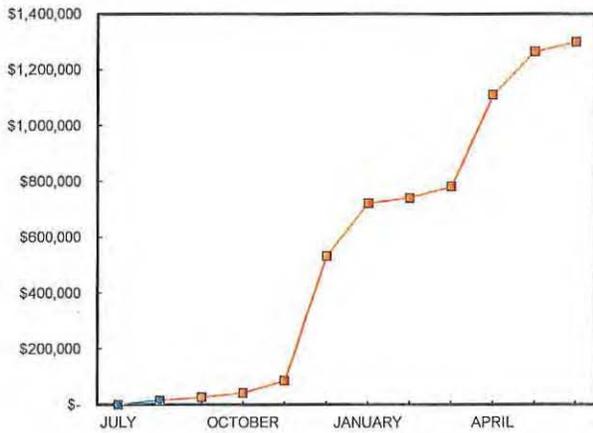
Sewer Service Fees



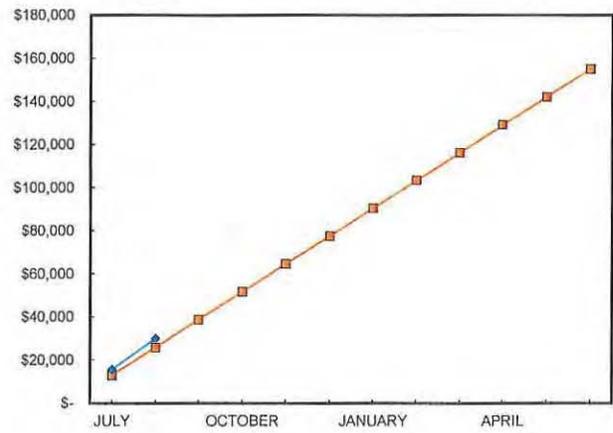
Capacity Charges



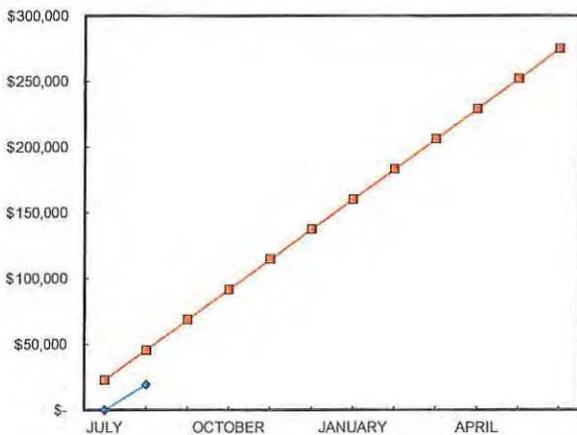
Property Taxes



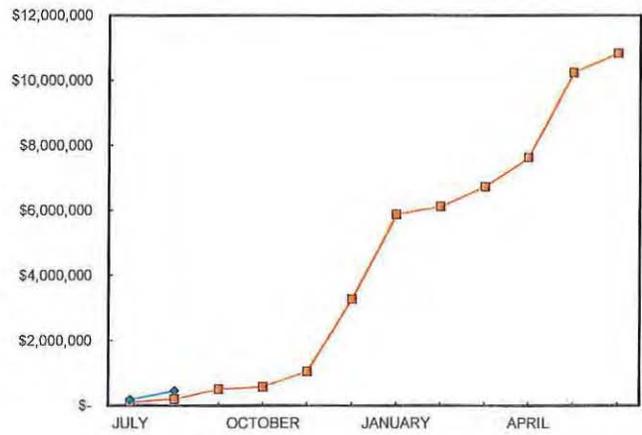
Investment Income



Recycled Wastewater



Total Revenue



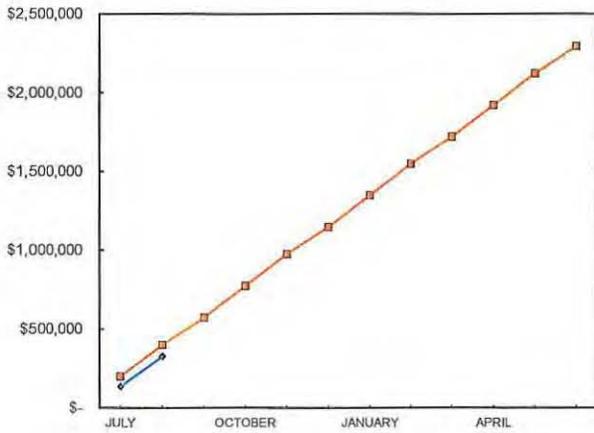
Legend: Budget (orange line with square markers), Actual (blue line with diamond markers)

Legend: Budget (orange line with square markers), Actual (blue line with diamond markers)

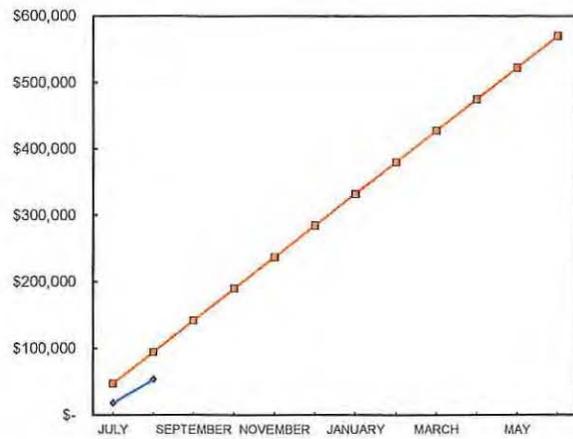
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2015 YTD through August 31, 2014

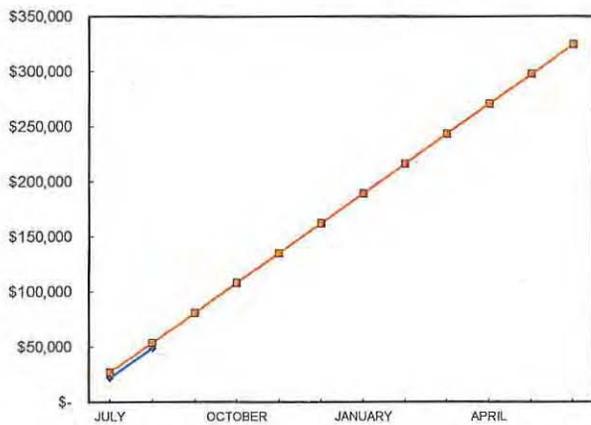
Salaries and Benefits



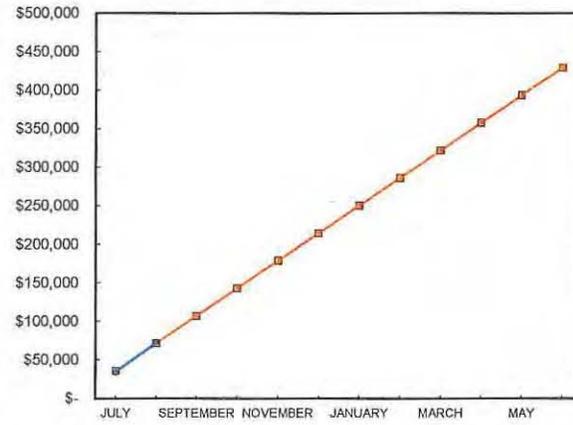
Professional Services



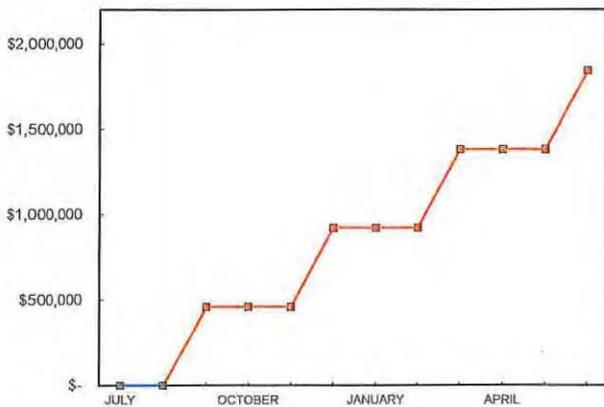
Repairs & Maintenance



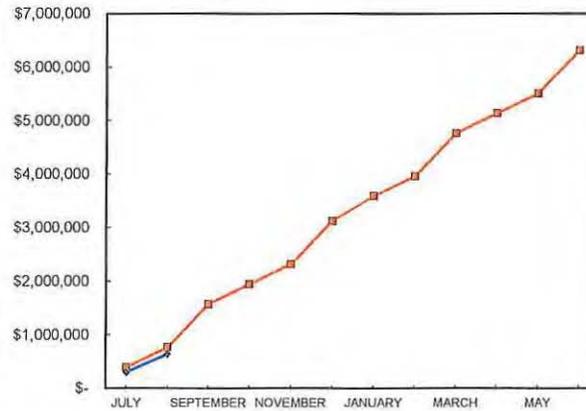
Utilities



Encina M&O



**Total Operating Expenses -
Before Depreciation & Replacement**



— Budget — Actual

— Budget — Actual

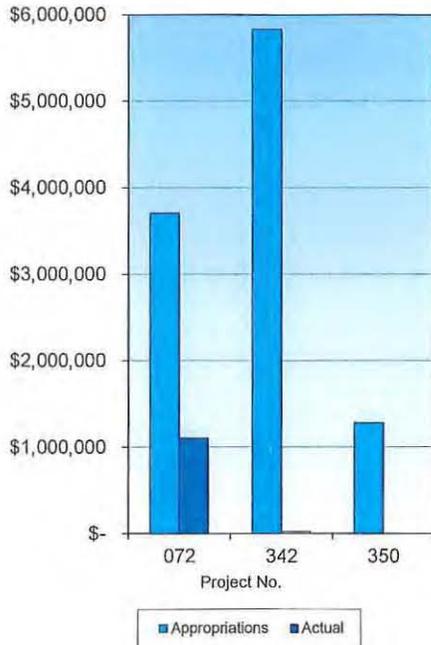
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District

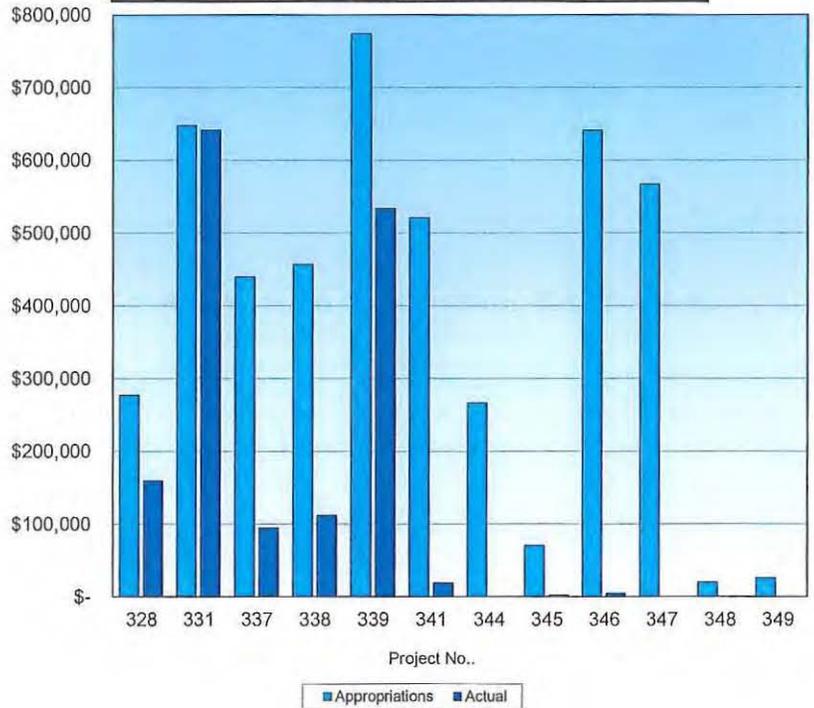
Capital Expenditures

As of August 31, 2014

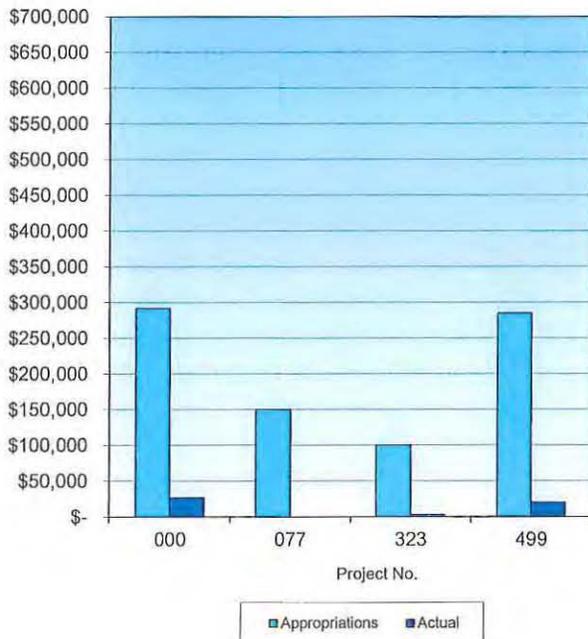
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2015



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

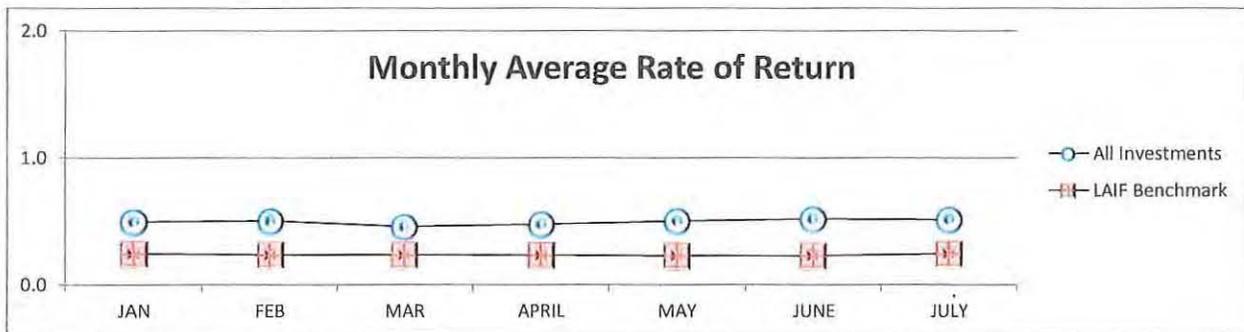
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT

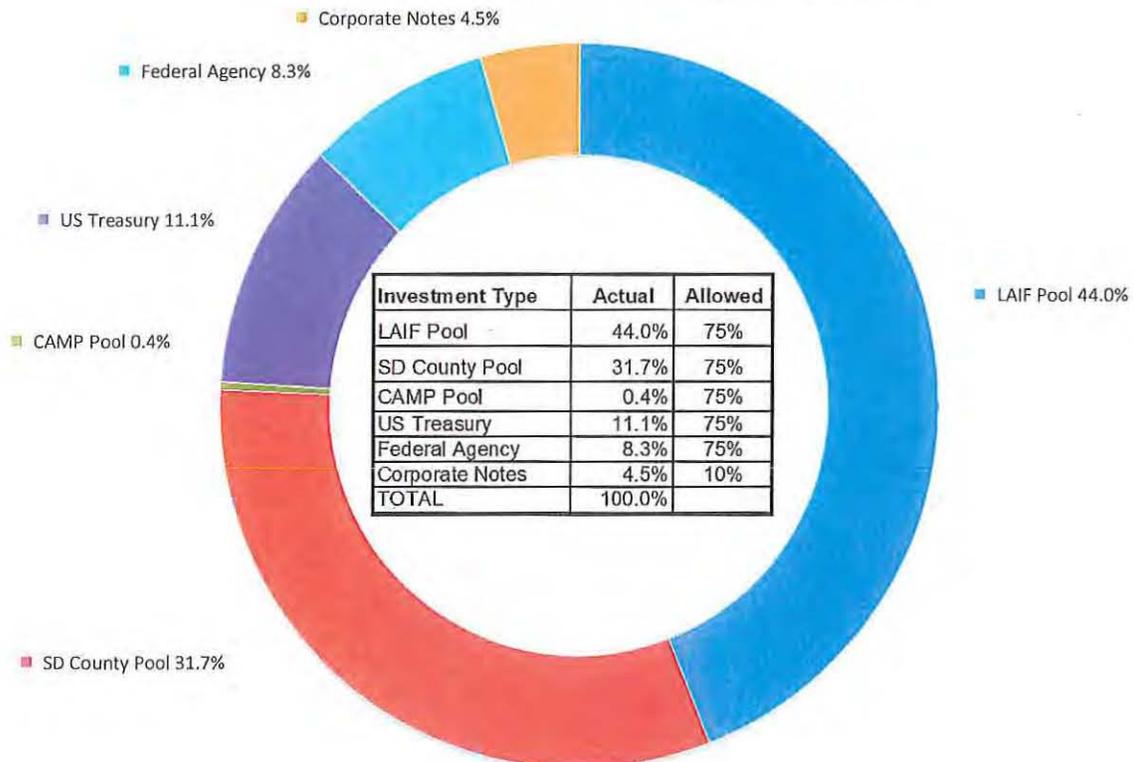
Monthly Investment Summary

July 31, 2014

Cash Equivalents & Investments	Principal (Original Cost)		July Interest	Average Rate
	June 30, 2014	July 31, 2014		
LAIF Pool	\$ 16,897,942	\$ 15,827,505	\$ 3,327	0.244%
SD County Pool	11,378,915	11,390,113	4,307	0.454%
CAMP Pool	115,256	128,654	6	0.060%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	10,676	10,455	73	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	8,604,500	8,604,280	6,875	0.960%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	173,244	-	1,102	7.633%
Total Custodial Funds	173,244	-	1,102	
Totals	\$ 37,169,857	\$ 35,950,552	\$ 15,617	0.513%

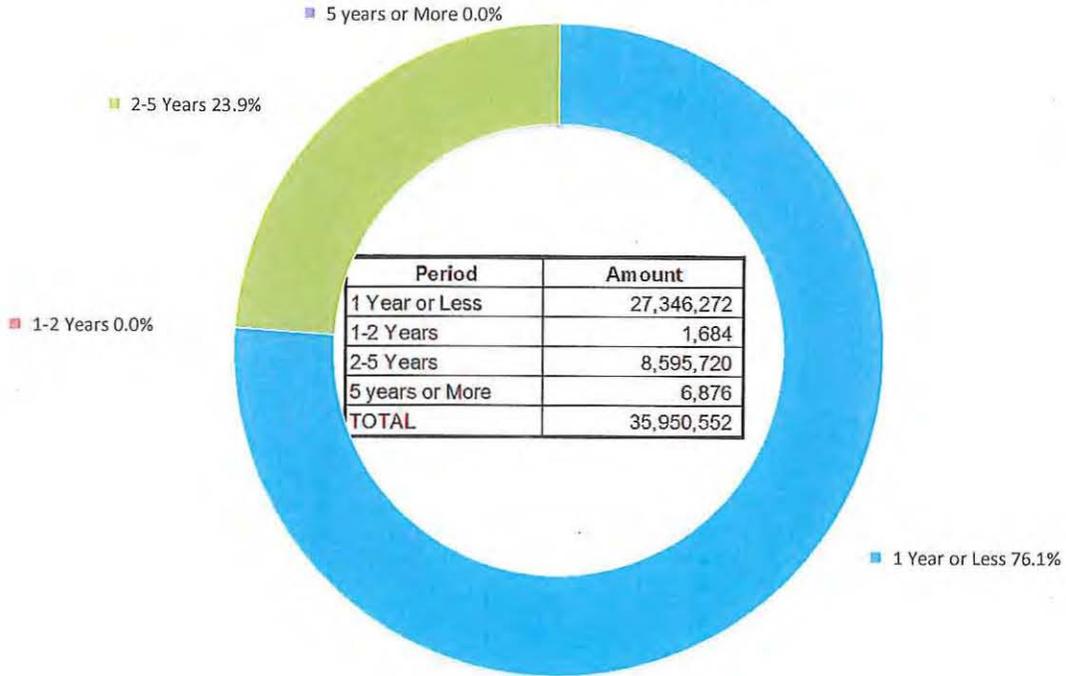


INVESTMENT DISTRIBUTION BY CATEGORY

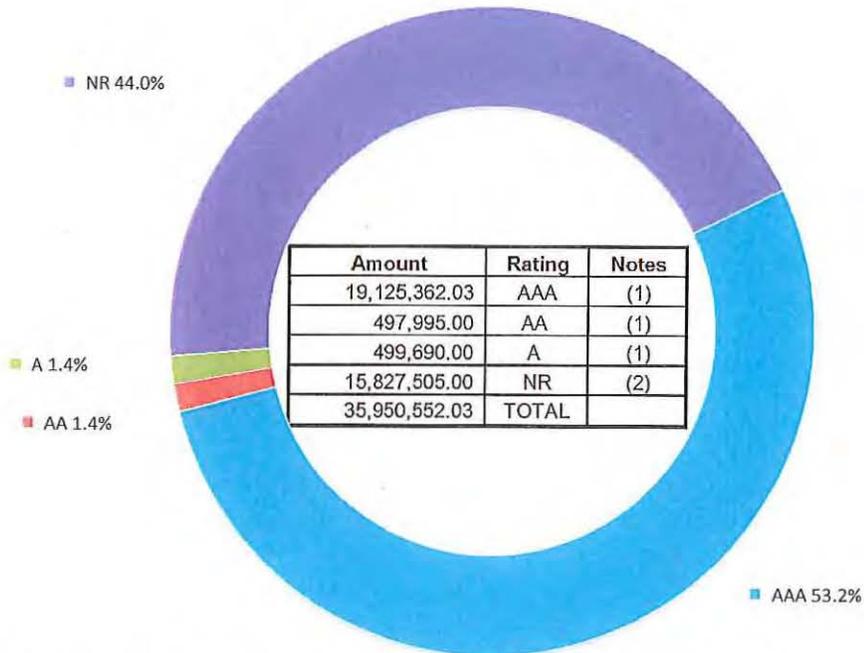


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
July 31, 2014
(Continued)

REMAINING MATURITY



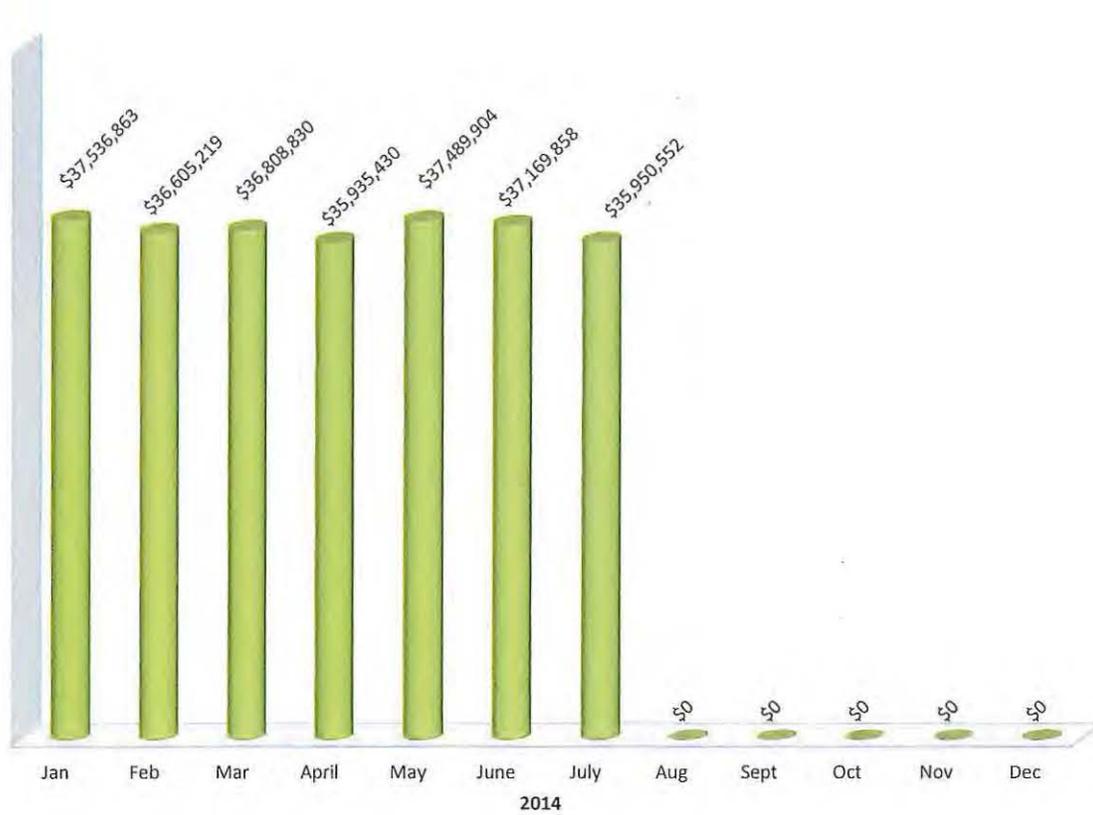
INVESTMENT RATINGS



(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
July 31, 2014
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of July, 2014

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 224	\$ -	(3)	0.99%

TOTAL	\$ -	\$ 224	\$ -		
--------------	------	--------	------	--	--

(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: 15-4203

DATE: September 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: August 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 August 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 August 2014 your review.

th:PB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
August 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
CASA 59th Annual Conference August 19-22, 2014 Monterey, CA	<i>CASA 59th Annual Conference - Monterey, CA</i>										
	Registration	500.00	500.00	500.00	500.00		500.00				
	Hotel (includes hotel parking)	777.00	777.00	777.00	849.00		849.00				
	Airfare	248.00	345.00	198.00	254.00		218.00				
	Meals	0.00	104.87	5.91	63.66		58.54				
	Rental Car	0.00	0.00	0.00	207.56		237.78				
	Airport parking	50.85	0.00	0.00	52.00		0.00				
	Tips	3.00	0.00	8.00	0.00		3.00				
	Fuel/mileage/taxi	27.89	43.00	41.72	61.27		18.16				
Total	1,606.74	1,769.87	1,530.63	1,987.49	0.00	1,884.48	0.00	0.00	0.00	0.00	
	Registration										
	Hotel (includes hotel parking)										
	Airfare										
	Meals										
	Rental Car										
	Fuel/mileage/taxi										
	Total	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Fuel/mileage/taxi										
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration										
	Hotel										
	Airfare										
	Meals										
	Rental Car										
	Fuel/mileage/taxi										
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Encina Wastewater Authority Report
Regular Board Meeting
August 27, 2014

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

1. Community Engagement Update

The Board of Directors received and filed the Community Engagement Update.

2. Irvine Ranch Water District Resource Sharing

The Board of Directors authorized staff to provide solids management technical assistant to the Irvine Ranch Water District.

(No executive session)

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on September 3, 2014

1. The EC reviewed staff's recommendation that the General Manager execute an Agreement with Burtech Pipeline Incorporated 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.

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

2. The EC reviewed staff's recommendation that the General Manager 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.

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

3. The EC reviewed staff's recommendation that the General Manager 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.

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

4. The EC reviewed staff's recommendation that the General Manager 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.

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

5. The EC received updates/reports on the following:

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

MEMORANDUM

Ref: 15-4211

DATE: September 4, 2014
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager *Paul J. Bushee*
 SUBJECT: Award of the District's Batiquitos (B1/B2) Force Mains Replacement Project Construction Contract

RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Burtech Pipeline Incorporated for the construction of the Batiquitos (B1/B2) Forced Mains Replacement Project in an amount not to exceed \$4,590,000 as the lowest responsive and responsible bidder.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was discussed by the EC at its September 3, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

The Batiquitos (B1/B2) Force Mains Replacement Project is included as a goal in the Fiscal Year 2015 Tactics and Action Plan.



In July 2014, the Board of Directors adopted the Mitigated Negative Declaration (MND) and Mitigation, Monitoring and Reporting Program (MMRP) for the Batiquitos (B1/B2) Force Mains Replacement Project. Additionally, the Board authorized Staff to proceed with Project Alignment C using the abandoned portion of southbound Carlsbad Boulevard (pictured to the left), for the installation of the replacement B1 and B2 Force Mains. With the adoption of the MND and approval of the project alignment, Infrastructure Engineering Corporation (IEC) completed project design in July. Subsequently, the project was advertised for bids on July 28th with bids due on August 26, 2014. Four bids were received in response to the solicitation with the following results:

<u>Construction Firm</u>	<u>Bid Submitted</u>
Burtech Pipeline Incorporated	\$ 4,590,000.00
SC Valley Engineering	\$ 4,954,000.00
Charles King Company	\$ 5,160,930.00
GRFCO Incorporated	\$ 6,243,250.00

The bids were reviewed by Robert Weber and Jamie Fagnant at IEC. Upon completion of IEC's review, it was recommended that Burtech Pipeline, Incorporated (Burtech) be awarded the contract as the lowest responsive and responsible bidder, see letter attached.

The District has received a Bid Protest from SC Valley Engineering, the second lowest bidder, on August 28th. Staff is evaluating the protest and will discuss this matter at the meeting.

The bid price of \$4,590,000 is approximately \$890,000 or 16% less than the \$5,480,200 estimated construction cost. Therefore, Staff recommends that the Board award the contract to Burtech as the lowest responsive and responsible bidder.

FISCAL IMPACT:

There is sufficient appropriation in the Fiscal Year 2015 Budget to cover the construction costs of the project.

rym:PJB

Attachment



BID REVIEW MEMORANDUM

Date: August 28, 2014
Subject: **Batiquitos (B2/B1) Force Main Replacement Project**
Prepared By: Jamie Fagnant, P.E. *JLF*
Reviewed By: Rob Weber, P.E. *RW*

PURPOSE

This memorandum provides a summary of our evaluation of bid results and the responsiveness of the low bid for the subject project.

BID RESULTS

Bids were opened on August 26, 2014 and four bids were received. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Low Bid:	\$4,590,000
Average Bid:	\$5,237,045
High Bid:	\$6,243,250
Engineer's Estimate:	\$5,480,200

REVIEW OF LOW BIDDER

Burtech Pipeline, Inc. (Burtech or Contractor), Encinitas, California submitted the apparent low bid. IEC has determined Burtech to be responsive to the bid requirements and recommends that the District award the project to Burtech. The following reviews have been completed:

Contractor's License: The Contractor holds the required Class A License (No. 718202). The license is current and active.

Bid Bond: A bid bond in the amount of ten percent (10%) of the bid amount was submitted with North American Specialty Insurance Company as surety. This surety company has a rating of A+15 with Best's Key Rating Guide.

Signatures: The Contractor's President and CEO, Dominic J. Burtech and Executive Vice-President and Secretary, Julie J. Burtech signed the Closing Statement. Dominic Burtech signed the Bidder's Bond, Non Collusion Affidavit, and the Local Preference Certification.

Addenda Acknowledged: Both Addenda, 1 and 2 were acknowledged by fax to Jamie Fagnant prior to 5PM on August 25, 2014 as required in the Addenda.

Project Manager's Experience: The Contractor has identified Adam Vandervort as the project manager in a follow up e-mail sent to IEC on Wednesday, August 27, 2014. Adam was the Project Manager for the three main project references that Burtech submitted as experience references, all of which included large diameter pipeline installation.

Approach to Work: The Contractor addressed the anticipated project issues as required in the Approach to Work and Safety Policies section of the Bid Documents as outlined below:



- Staging: Burtech proposes to use the existing abandoned southbound lanes of Carlsbad Boulevard for staging.

Worker's Compensation Insurance: Policy is in effect through September 2014. The most recent workers' compensation experience modification factor for Burtech is 1.12.

Experience Requirements: The bid documents require the Contractor to submit three project references on projects with construction of 2,000 feet or greater of PVC pipeline of a diameter of 14" or greater, installation of at least 300 feet of 18" or greater cured-in-place pipe lining (CIPPL), and sewer bypassing of 1 MGD or greater completed without a sewer spill. Burtech submitted the required experience as requested. IEC contacted Burtech to clarify experience requirements for the following items:

- Bypass pumping. The bypass pumping submitted by Burtech was a 10MGD bypass on the North Harbor Drive Trunk Sewer Project for the City of San Diego. IEC contacted Clem Wassenberg at the City of San Diego for a reference, and made specific inquiries into the bypassing. Burtech self performed the installation of the bypass and the pumping was performed by Godwin pumps under a subcontract. The bypass for the Lanikai Trunk Sewer Lining involves set up only as the bypass runs off the pressure from Batiquitos Pump Station. IEC recommends the District accept this experience as sufficient.
- CIPPL. CIPPL experience was also covered by the North Harbor Drive Trunk Sewer Project. The City and Burtech confirmed that the CIPP on the project was installed by Insituform, a lining subcontractor. However, Burtech indicated they intend to self-perform the lining work on the Batiquitos Force Main Project. IEC requested additional experience information with Burtech as the CIPP installer. In addition to the recent CIPP experience from Burtech, IEC learned that Burtech had recently hired a number of employees from RePipe, a lining specialty subcontractor, and those employees had specific experience installing large diameter CIPPL while still at RePipe. Burtech submitted the experience the employees had with large diameter pipe while at RePipe. Base on review of these qualifications, IEC recommends the District accept this experience as sufficient.

Subconsultants: The bid documents require the Contractor to submit their proposed subcontractors where the subcontractor's work exceeds one half of one percent (0.5%) of the Contractor's total bid. IEC contacted Burtech to confirm no additional subcontractors exceeding this amount were intended to be used. Burtech submitted additional subcontractor's intended for use on the Batiquitos Force Main Project. The proposed fees of the additional subcontractors were all less than one half of one percent.

References: IEC contacted Burtech's listed references to perform an assessment of the Contractor's prior work. In all cases, Burtech was recommended as a good Contractor with no record of claims. The clients would consider awarding another Contract to Burtech.

Bid Item Review: Bid item amounts generally correlate with the Engineer's Estimate and the total bid is within 7.9% of the Engineer's Estimate before contingency.



RECOMMENDATION

IEC recommends award of the contract to Burtech Pipeline Inc. based on their knowledge and experience record and responsiveness to the bidding requirements.

Attachments

Table 1 – Bid Summary

Table 1 - Bid Summary
 Leucadia Wastewater District
 Batiquitos (B1/B2) Sewer Force Mains Replacement Project

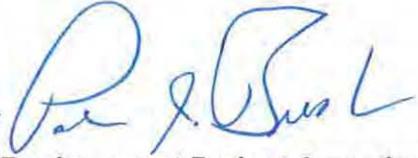
Item	Description	Unit	Qty.	Engineer's Estimate	Burtech	SC Valley Engineering Inc.	Charles King Company, Inc.	GRFCO, INC
1	Mobilization, Insurance, Bonds, Permits, Cleanup and Demobilization	LS	1	\$234,000	\$120,000	\$250,000	\$125,750	\$50,000
2	Storm Water Pollution Prevention Plan (SWPPP) and Compliance with NPDES	LS	1	\$60,000	\$29,450	\$75,000	\$31,500	\$25,000
3	Sheeting, Shoring, and Bracing	LS	1	\$100,000	\$100,000	\$100,000	\$104,000	\$1,300,000
4	24" B2 Sewer Force Main and 14" B1 Secondary Effluent Force Main	LF	8530	\$4,274,000	\$3,710,550	\$3,821,440	\$4,572,080	\$4,478,250
5	Dewater 24" Sewer Force Main	LS	1	\$5,000	\$100,000	\$55,000	\$21,400	\$50,000
6	Dewater 14" Secondary Effluent Force Main	LS	1	\$14,000	\$75,000	\$35,000	\$12,400	\$50,000
7	Traffic Control	LS	1	\$70,000	\$80,000	\$200,000	\$29,400	\$50,000
8	Pothole Utilities	LS	1	\$60,000	\$60,000	\$85,000	\$24,500	\$25,000
9	Sewer Bypassing - B2 to B1	LS	1	\$60,000	\$105,000	\$115,000	\$63,000	\$75,000
10	Sewer Bypassing - Trucked Bypass	LS	1	\$30,000	\$45,000	\$25,000	\$15,700	\$50,000
11	Cured-in-Place Pipe Lining	LS	1	\$63,000	\$85,000	\$74,000	\$61,700	\$50,000
12	Construct New 5-FT Diameter PVC Lined Sewer Manhole	LS	1	\$12,000	\$40,000	\$26,000	\$28,500	\$15,000
13	B1 Secondary Effluent Force Main Southern Connection	LS	1	N/A	\$40,000	\$92,560	\$71,000	\$25,000

Engineer's Estimate (with 10% contingency)	Total:	\$4,982,000	\$4,590,000	\$4,954,000	\$5,160,930	\$6,243,250
\$5,480,200	Check Total:		\$4,590,000	\$4,954,000	\$5,160,930	\$6,243,250
	Amount in Words:		\$4,590,000	\$4,954,000	\$5,160,930	\$6,243,250

Subconsultants	Sealright Paving Oldcastle Precast	Oldcastle Precast Payco Specialties SRM Contracting Natural Environmental Landmark Consulting McGrath Consulting Sancon Engineering	Sancon Oldcastle Precast Searlight	Sancon Xylem
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MEMORANDUM

Ref: 15-4212

DATE: September 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Batiquitos (B1/B2) Force Mains Replacement Project Amendment 2

RECOMMENDATION:

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

1. 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) Forces Main Replacement Project in an amount not to exceed \$88,739.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was discussed by the EC at its September 3, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

Infrastructure Engineering Corporation (IEC) is under contract to provide engineering design services for the Batiquitos (B1/B2) Force Mains Replacement Project. As the design progressed, the project transformed from a simple force main replacement in the current alignment to a full realignment. Additionally, the change triggered an associated environmental evaluation resulting in a Mitigated Negative Declaration (MND) and a Mitigation, Monitoring and Reporting Program (MMRP) for project construction. During the project transformation, IEC provided additional design services such as:

- Prepared a technical memorandum and attended project meetings to analyze available alternatives for the B2 Sewer Force Main through the Carlsbad Hilton area.
- Coordinated and met with City of Carlsbad staff regarding project alignment and environmental requirements.
- Prepared survey files and realigned approximately 5,700 feet of the current B2 force main replacement alignment.
- Incorporated replacement of the B1 secondary effluent force main into the project.
- Incorporated multiple alignments into the MND and provided additional biological and cultural reconnaissance for these alternative alignments.

Due to the urgency to complete project design in order to commence construction by November 2014 to satisfy the Agreement with Wave Crest Oceanfront, LLC, owners of Hilton Carlsbad Oceanfront Resort & Spa, IEC was asked to provide these services and submit the amendment request at the end of the design phase to fully account for the additional effort and present actual rather than projected costs.

IEC has completed the design phase and has submitted the amendment request, attached. In summary, the Scope of Work for the amendment includes:

Task 1 – Project Management and Administration

Attendance at six additional meetings, including meetings with the Hilton owners, City of Carlsbad, and the District's Engineering Committee and Board of Director's.

Task 3 – Design Survey and Topography

Additional aerial and field design survey of the project area to develop a base map for subsequent realignment design.

Task 4 – Preliminary Design

Prepare an additional technical memorandum discussing alternatives through the Carlsbad Hilton area. This technical memorandum was crafted over the course of three submitted drafts.

Task 5 – Prepare Plans, Specifications and Estimate (PS&E)

The realignment of B2 into southbound Carlsbad Boulevard caused a redesign of approximately 5,700 feet of the existing 90% replace in current alignment project design. Additionally, the redesign included placing the replacement B1 Force Main in a common trench.

Task 7 – MND

Augmented scope of work included preparation of a short technical memorandum discussing the relevance of several statutory and categorical CEQA exemptions. Additionally, the preparation of the Initial Study/Mitigated Negative Declaration (IS/MND) involved expanded effort to add two optional force main project alignments to the original environmental evaluation.

Task 8 – Construction Services Support

Engineering support services during construction include attend pre-construction and progress meetings, review and process submittals and shop drawings, respond to Requests for Information (RFI), design plan revisions when required, and prepare recording drawings upon project completion.

Services described under Tasks 1 through 7 were completed during the design phase. Task 8 adds engineering services to be provided during and after construction.

Staff has evaluated the amendment request and determined that it is fair and reasonable. Therefore, it is recommended that Amendment No. 2 to Task Order No. 18 be executed with IEC for environmental review services for the Batiqitos (B1/B2) Force Mains Replacement Project.

FISCAL IMPACT:

There is sufficient appropriation in the Fiscal Year 2015 Budget to cover the costs of the additional engineering services.

rym:PJB

Attachment



August 14, 2013

Mr. Robin Morishita
Technical Services Manager
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Reference: B2 Force Main Replacement – Engineering Support Services for Hilton Area Alternatives Memorandum, Southbound Lanes Realignment, incorporation of B1 Replacement alongside B2 Replacement Alignment, incorporating multiple alignments into the MND, and Construction Services Support

Dear Mr. Morishita:

It has been our pleasure to assist the District with the B2 Force Main Replacement Project. This letter summarizes the project budget and requests an amendment for additional services necessary to provide the District with engineering support services to prepare a technical memorandum and attend project meetings to analyze available alternatives for the B2 Sewer Force Main through the Carlsbad Hilton area, additional services to prepare survey files and realign approximately 5,700 feet of the current B2 force main replacement alignment, additional services to incorporate replacement of the B1 sewer force main alongside the B2 replacement in a common trench, and additional services to incorporate multiple alignments into the mitigated negative declaration (MND) and provide additional biological and cultural reconnaissance for these alternative alignments. The services requested under this amendment supplement, and do not overlap with, services authorized under the original task order or the existing Amendment 1. As we discussed this spring, we've waited to submit this request until we could fully account for the additional effort, enabling us to present you with actual rather than projected costs.

SCOPE OF SERVICES

The following detailed scope of services describes the specific tasks and deliverables that will be performed.

Task 1 – Project Management and Administration

Additional project management and administration time is included to coordinate with the District and provide status and schedule updates throughout the extended duration of the project. Additional scope is included to attend six meetings: one kickoff meeting with the Hilton owners, two review meetings for the B2 Hilton area technical memorandum, one special engineering committee meeting to brief the engineering committee, one regular engineering committee meeting and one board meeting.

Task 3 – Design Survey and Topography

We will conduct additional aerial and field design survey of the project area in order to develop a base map for subsequent design. The base mapping will be prepared in AutoCAD format at 40 scale. Additional planimetric survey will be performed 500-feet in either direction of the

proposed alignment to provide the Contractor with adequate information from which to complete required traffic control plans.

Task 4 – Preliminary Design

Additional time and expenses are included in this task to prepare an additional technical memorandum discussing alternatives through the Carlsbad Hilton area. This technical memorandum was crafted over the course of three submitted drafts. Substantial scope was added within each draft and final submittal as detailed below:

- First Draft – Included analysis, figures and engineer’s opinion of probable cost for 6 options: cured-in-place pipe lining, pipe bursting, replacement in place, pilot tube microtunneling, horizontal directional drilling and replacement in place.
- Second Draft – Included revisions to information presented in first draft and additional analysis, figures and engineer’s opinion of probable cost of the top three options from the first draft: replacement in place, cured-in-place pipe lining and realignment extended to include replacement of B1, B2 and B3.
- Third and Final Draft – Included revisions to information presented in first and second draft and additional analysis, figures and engineer’s opinion of probable cost of the top three options from the first draft: replacement in place, cured-in-place pipe lining and realignment extended to include replacement of B1 and B2.

Task 5 – Prepare Plans, Specifications and Estimate (PS&E)

The southbound lanes realignment incorporates a redesign of approximately 5,700 feet of the existing 90% design of the B2 Force Main replacement design. Additionally, the proposed redesign will include incorporation of the B1 sewer force main in a common trench. It is anticipated that B1 will be incorporated utilizing the B2 stationing with station offsets provided. IEC will prepare plans, technical specifications, and a cost estimate (P,S,&E) for the work. The plans are expected to contain the following:

Title sheet w/ General Notes, Legend, Abbreviations (3)
Plan and Profile (11)
Civil Details (1)

We anticipate making one review submittals to the District at the 100% completion levels followed by preparation of the final bid-ready set of documents. Specifications and contract documents will be prepared based on the District’s standard front end contract documents.

Task 7 – MND

Our additional/augmented scope of work included preparation of a short technical memorandum discussing the relevance of several statutory and categorical CEQA exemptions to the project and why exemption was unlikely to be defensible. As you know, following delivery of this memorandum, our site-specific biological reconnaissance confirmed that exemption was indeed inappropriate, and we proceeded with preparation of an IS/MND.

Our added scope of work also involved expanded effort relative to the following tasks from our original proposal for IS/MND support, dated January 30, 2014.

- Administrative Draft IS/MND
- Screencheck and Public Review IS/MND
- Consideration of Comments

The matrix below further describes the added deliverable and itemizes the additional activities specific to each existing contract task.

Additional Deliverable: CEQA Exemption Memorandum	Additional Activities and Deliverables
Administrative Draft IS/MND Screencheck and Public Review IS/MND	<p>In response to input from District counsel, prepare technical memorandum evaluating potential to exempt project from CEQA review, and documenting why exemption was unlikely to be defensible, including the following components:</p> <ul style="list-style-type: none"> • Brief description of the project as currently understood, including location, goal/objectives, and project components • Itemized evaluation of the relevance of several statutory and categorical exemptions to the project • Options and recommendations for CEQA review • Include second project alternative (alignment Option B) in IS/MND analysis • Expand vegetation mapping and biological reconnaissance footprint to cover third project alternative (alignment Option C) • Conduct additional cultural resources study for Option C • Incorporate Option C into IS/MND analysis • Reproduce document with numerous large-format color figures (expanded level of effort due to additional project alternatives) • Conduct all project noticing and mailing (slightly expanded level of effort; original budget assumed focused assistance) • Respond to additional level of comment generated by multiple project alternatives
Consideration of Comments	

Task 8 – Construction Services Support

IEC will prepare an agenda for, attend, and prepare meeting minutes for the pre-construction kickoff meeting.

IEC shall attend field meetings during construction to address questions, resolve issues, and review the project progress. Meeting minutes are not included in this scope since IEC assumes the construction manager will record meeting minutes. For the purposes of this proposal, IEC assumes a total of three (3) meetings. If IEC is requested to attend additional meetings, additional fee may be required and a budget amendment requested.

IEC shall receive, log, review, respond, and process contractor submittals the duration of the project. IEC shall review contractor submittals for conformance with the contract documents.

Mr. Robin Morishita
Leucadia Wastewater District
August 14, 2013
Page 4 of 4

Submittals shall be digitized into an electronic PDF format and stored as part of IEC's project documentation. IEC shall maintain a submittal log to track the status on the submittal reviews. The submittal log shall identify each submittal, resubmittal, date received, reviewer's name, date returned to contractor, action required, and other pertinent information. For the purposes of this proposal, IEC assumes a total of twenty-five (25) submittals (including resubmittals). This assumption is based on the expected number of submittals for projects of similar scope and magnitude. Shall additional submittal reviews be necessary, additional fee may be required.

IEC shall receive, log, review, respond, and process contractor RFIs the duration of the project. Responses shall be provided within five (5) working days and in accordance to the contract documents. For the purposes of this proposal, IEC assumes a total of six (6) RFIs. Shall additional RFI reviews be necessary, additional fee may be required.

Within one month of completion of construction, IEC shall prepare record drawings based on the contractor's redlined field plan sets. Final record drawing mylars shall be delivered to the District upon completion of the revisions.

FEE ESTIMATE

A breakdown of the scope and fee is attached.

We propose to complete this work on a time and materials basis at a total costs not to exceed **\$88,739**. This brings the total requested project budget to **\$228,658**.

Sincerely,



Robert S. Weber, PE
Senior Project Manager



Anna Buising, PhD, PG
Principal, Environmental Services

CC: Jamie Fagnant, PE

**FEE ESTIMATE
LEUCADIA WASTEWATER DISTRICT
B2 Force Main Replacement - Amendment 2**

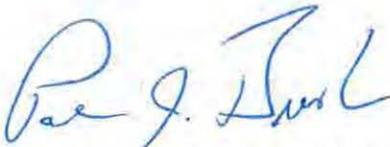
Task/ Subtask	Task/Subtask Description	Environment I Principal (Anna Buising)	Sr. Project Manager (Rob Weber)	Project Engineer (Jannie Fagnant)	Project Surveyor (Gary Rush)	Engineer III/ CAD III Designer (David Nguyen)	Engineer II/ CAD II Designer (Ross Maxwell)	Engineer I/ CAD I Designer (Andrew Weise)	Env Specialist III (Emmeline Kiyon/Jeff Ballantine)	CM Coordinator	Word Processor (Annette Moore)	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$160.00	\$180.00	\$130.00	\$130.00	\$125.00	\$110.00	\$105.00	\$105.00	\$90.00	\$65.00					
TASK 1	Project Management and Administration															\$10,303
	Additional Project Management and Administration Meetings (6)		12	24							0.5	36.5	\$5,313	\$0	\$0	\$5,313
			12	19								31	\$4,630	\$360	\$0	\$4,990
TASK 3	Design Survey and Topography															\$7,724
	Additional Survey				14	20						34	\$4,320	\$453	\$2,951	\$7,724
TASK 4	Hilton Area Alternatives Memo															\$14,720
	First Draft		11	23			1	11				46	\$6,235	\$0	\$0	\$6,235
	Second Draft		1	22				18				41	\$4,930	\$0	\$0	\$4,930
	Third/Final Draft		2	16.5				10				28.5	\$3,555	\$0	\$0	\$3,555
TASK 5	Redesign southbound lanes - Add B1															\$23,090
	100 percent submittal		8	8			30	76			4	126	\$14,020	\$0	\$0	\$14,020
	Final Submittal		4	16			26	30			4	80	\$9,070	\$0	\$0	\$9,070
TASK 7	MND															\$18,893
	CEQA Exemption Memorandum	8										8	\$1,280	\$0	\$0	\$1,280
	Administrative Draft IS/MND	8							20			28	\$3,380	\$0	\$0	\$3,380
	Screencheck and Public Review IS/MND	20							40			60	\$7,400	\$2,199	\$1,885	\$11,483
	Consideration of Comments	8							14			22	\$2,750	\$0	\$0	\$2,750
TASK 8	Construction Support Services															\$14,010
	Preconstruction Meeting		3	8								11	\$1,580	\$50	\$0	\$1,630
	Field Meetings (3)			9								9	\$1,170	\$200	\$0	\$1,370
	Submittal Reviews (25)			12				38		8		58	\$6,270	\$100	\$0	\$6,370
	RPIs (6)			12			4			2		18	\$2,180	\$0	\$0	\$2,180
	Record Drawings			6				16				22	\$2,460	\$0	\$0	\$2,460
		44	53	175.5	14	20	61	199	74	10	8.5	659				
		\$7,040	\$9,540	\$22,815	\$1,820	\$2,500	\$6,710	\$20,895	\$7,770	\$900	\$553		\$80,543	\$3,362	\$4,835	\$88,739

TOTAL NOT-TO-EXCEED FEE: \$88,739

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MEMORANDUM

Ref: 15-4213

DATE: September 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Contract Award for Construction Management Services for the District's Batiquitos (B1/B2) Force Mains Replacement Project**

RECOMMENDATION:

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

1. Authorize 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.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was discussed by the EC at its September 3, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

The Batiquitos (B1/B2) Force Mains Replacement Project requires construction management support to oversee construction of the project. The construction management services consist of contractor oversight, negotiating change orders, construction inspection and administration. Richard Stinson has a proven track record of providing excellent construction management (CM) services to the District. Mr. Stinson has provided CM services for every collection system construction project undertaken by the District since 2003 including the Satellite Pump Stations, Force Mains, and Gravity Sewer Replacement Project, the Batiquitos (B2) Force Main Repair Project, Batiquitos Pump Station Rehabilitation Project and Fiscal Year 2013 Gravity Pipeline Rehabilitation Project. For the B1/B2 Force Mains Replacement Project, Mr. Stinson submitted a proposal to provide CM services in an amount not to exceed \$110,000, an estimated 1100 hours at \$100 per hour. Based on the estimated 250 calendar day period for construction and Mr. Stinson's experience and past performance, staff believes this fee is fair and reasonable.

Mr. Stinson has consistently provided outstanding CM services on previous District projects. He possesses in depth knowledge of the District's collection system and operations. Mr. Stinson performed constructability reviews of the B1/B2 Force Mains Replacement project during the project's design phase and, therefore, has thorough knowledge of the project's plans and specifications. Retaining his CM services during construction will provide continuity, efficiency and is in the best interest of the District. For these reasons, the procurement of these CM 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 service to be provided by Mr. Stinson will be paid on a time and material basis. Therefore, Staff recommends that the Board award the contract for CM services for the B1/B2 Force Main Replacement Project to Richard Stinson Construction Management.

FISCAL IMPACT:

Funds for project construction were included in the Fiscal Year 2015 budget. The appropriation is sufficient to cover the project's construction management and inspection costs.

rym:PJB

MEMORANDUM

Ref: 15-4214

DATE: September 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Contract Award for Geotechnical Support Services for the District's Batiquitos (B1/B2) Force Mains Replacement Project

RECOMMENDATION:

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

1. Authorize the General Manager to execute a sole source Agreement with Southern California Soils & Testing, Incorporated for geotechnical services during the construction of the Batiquitos (B1/B2) Force Mains Replacement Project in an amount not to exceed \$49,555.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was discussed by the EC at its September 3, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

The District's Batiquitos (B1/B2) Force Mains Replacement Project requires geotechnical (geotech) support during construction of the project. The geotech support services consist of periodic observation and compaction testing of trench backfill, subgrade, base and asphalt concrete; laboratory testing of soils encountered in the earthwork; and providing a written summary report of test and observations of the compaction testing. Southern California Soils & Testing, Inc. (SCS&T) has a proven track record of providing excellent geotech services to the District. SCS&T has provided geotech services for every collection system construction project undertaken by the District since 2009 including the Satellite Pump Stations, Force Mains, and Gravity Sewer Replacement Project, Batiquitos (B2) Force Main Repair Project, Batiquitos Pump Station Rehabilitation, and Fiscal Year 2013 Gravity Pipeline Rehabilitation Project. For the B1/B2 Force Mains Replacement Project, SCS&T submitted the attached proposal to provide geotech services in an amount not to exceed \$49,555. Based on the estimated 250 calendar day period for construction and SCS&T's experience and past performance, staff believes this fee is fair and reasonable.

SCS&T has consistently provided outstanding geotech services on previous District projects. SCS&T has an outstanding working relationship with the project team, specifically, the project's Construction Manager Mr. Richard Stinson. Retaining SCS&T's geotech services during construction will efficiently provide demonstrated responsive and professional geotech services and is in the best interest of the District. For these reasons, the procurement of these geotech services satisfies the criteria for sole sourcing allowed under Section 11.1, Sole Source Procurement, of the District's Procurement Policy.

The geotech services to be provided by SCS&T will be paid on a time and material basis. Therefore, Staff recommends that the Board award the contract for geotech services for the B1/B2 Force Mains Replacement Project to Southern California Soils & Testing.

FISCAL IMPACT:

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

rym:PJB

Attachment



San Diego Office
6280 Riverdale Street
San Diego, CA 92120

P: 619.280.4321
F: 619.280.4717
www.scst.com

Indio Office
83-740 Citrus Avenue, Suite G
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Riverside Office
1130 Palmyra Avenue, Suite 339-A
Riverside, CA 92507

P: 951.965.8711
Toll Free:
877.215.4321

August 27, 2014

SCS&T Proposal No. 14-0665

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

Subject: PROPOSAL TO PROVIDE
COMPACTION TESTING SERVICES
BATIQUITOS (B1/B2) FORCE MAINS REPLACEMENT PROJECT
CARLSBAD, CALIFORNIA

Dear Mr. Morishita:

INTRODUCTION

Southern California Soil and Testing, Inc., (SCS&T) is pleased to present this proposal to provide compaction testing services for the subject project. We understand the project will consist of the repair of the current gravity sewer pipeline.

SCOPE OF SERVICES

SCS&T will perform compaction testing services on an on-call basis at the direction of the client representative for quality assurance. The proposed tasks consist of:

- a) Periodic observation and relative compaction testing of trench backfill, subgrade, base, and asphalt concrete;
- b) Performance of laboratory tests to determine the pertinent engineering properties of the soils encountered in the earthwork;
- c) Preparing daily field reports and a summary report describing SCS&T's observation and testing results;
- d) Preparation of a report summarizing our tests and observations of the compaction testing.

SCHEDULE

Geotechnical monitoring and testing will be performed as requested by the client representative. Consequently, the number and duration of site visits and the number of samples and tests will be at the discretion of the client representative. It appears from the proposed schedule that the job will require part-time inspection and testing for approximately 120 days as shown in Table 1.

DEFINITION OF RESPONSIBILITY

The presence of our field representative will be for the purpose of observing the construction and reporting its general compliance with the approved plans and the applicable building codes. Our work does not include the supervision or direction of the contractor's work, his employees or agents. The contractor is responsible for his/her own work, and neither the presence of our field personnel nor the observation and testing by this firm should excuse him in any way for defects in his work. It should further be understood that we are not responsible for site safety.

LIMITS OF LIABILITY

Consultant's liability for damages due to professional negligence will be limited to an amount not to exceed \$50,000, or our fees, whichever is greater. Client further agrees to notify any person or entity who may perform work or provide services in connection with any design, report, or study prepared by Consultant of such limitation of professional liability, and to require, as a condition precedent to their performing any work or providing any services on the project, their written agreement that this limitation of Consultant's liability to all persons or entities arising out of or related to its services under this Agreement shall not exceed the above-stated limits. Because of the nature of subsurface investigations, we may cause damage to your site. It shall be the responsibility of the client and not SCS&T to return the site to its original condition.

AUTHORIZATION

This budget estimate will be valid for 90 days. If this budget estimate meets with your approval, please authorize our services by signing both copies of the attached Professional Services Agreement and returning them to our office. We will in turn, send you a fully executed original for your records.

SCS&T appreciates this opportunity to provide our professional services and is most interested in becoming a member of your consultant team. SCS&T has considerable experience in successfully providing these services and we are confident that we can provide them in a timely and cost effective manner.



We appreciate the opportunity to prepare this proposal. If you have any questions, or if we may be of further service, please call us at 619-280-4321.

Respectfully Submitted,
SOUTHERN CALIFORNIA SOIL AND TESTING, INC.



Stephen T. Ward
Field Supervisor/Project Manager



Garrett B. Fountain, GE
Vice President Principal Geotechnical Engineer

GBF:SW:aw

Attachments: Table 1 Budget Estimate
Professional Services Agreement
2014 Confidential Schedule of Fees

(1) Addressee via e-mail at stinson725@aol.com



**TABLE 1
 BUDGET ESTIMATE**

	Estimated Hours/Unit		Rate/Unit	Total Cost
FIELD TECHNICIAN				
Soils/ACI Tech	480 hours	@	\$96.00 /hour	\$46,080.00
				\$46,080.00
PROFESSIONAL STAFF				
Preconstruction Meeting	1 hour	@	\$167.00 /hour	\$167.00
				\$167.00
REPORTS				
Report (If Needed)	1 report	@	\$500.00 /report	\$500.00
				\$500.00
LABORATORY TESTING				
Maximum Density Test	10 tests	@	\$212.00 /test	\$2,120.00
Asphalt Laboratory Tests	2 test	@	\$344.00 /test	\$688.00
				\$2,808.00
TOTAL FOR OBSERVATION AND TESTING SERVICES				\$49,555.00

MEMORANDUM

Ref: 15-4193

DATE: September 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Annual Review of LWD Investment Policy

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2014 through August 31, 2015.
2. Receive and file the Annual Review of LWD Investment Policy Report.
3. Discuss and take other action, as appropriate.

DISCUSSION:

In September 2004, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Investment Policy (attached). The Policy, which was last amended in 2010, calls for an annual review by the Board of Directors.

The LWD Investment Policy establishes guidelines to ensure investments are in compliance with state and federal regulations. It also establishes the types of investment vehicles LWD can use, defined by the target rate of return on investments and the maximum percentages of investments in any one vehicle. Additionally, the Investment Policy requires that the Board of Directors delegate authority to manage the investment program. In the past, this authority has been delegated to the General Manager.

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

Staff requests that the Board of Directors: 1) re-delegate authority to manage LWD's investment program to the General Manager for the period September 1, 2014 through August 31, 2015; 2) receive and file the Investment Policy Report; and 3) discuss and take other action as appropriate.

cal:PJB

Attachment

ATTACHMENT 1

INVESTMENT POLICY



LEADERS IN
ENVIRONMENTAL
PROTECTION

LEUCADIA WASTEWATER DISTRICT INVESTMENT POLICY

Ref: 11-2595

1.0 Purpose

This policy is intended to establish guidelines for the prudent investment of the Leucadia Wastewater District's available funds and outline the policies for safe and prudent management of District funds without sacrificing safety or liquidity. It is also intended that the Board of Directors review this policy annually.

It is the policy of the District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state statutes governing the investment of public funds.

2.0 Scope

The District's cash management system is designed to accurately monitor and forecast expenditures and revenues, enabling the District to invest funds to the fullest extent possible. All funds will be invested with the intent of maximizing safety and liquidity. This policy applies to all financial assets of the District, which are accounted for in the District's Audited Annual Financial Report with the exception of the following funds:

- A. The District's other post employment benefits funds,
- B. The District's deferred compensation funds,
- C. The proceeds of any debt issued by the District, and
- D. The District's operational funds with an approved depository.

3.0 Prudence

The District operates its temporary pool of cash investments under the *Prudent Investor Standard*, Government Code Section 53600.3, which states:

"When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

Investment officers acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The District may invest in a variety of vehicles provided the investment is allowable under current legislation of the State of California, permitted by this policy and complies with the aforementioned Prudent Investor Standard.

4.0 Objective

The primary objectives, in priority order, of the District's investment activities shall be:

4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions.

4.2 Liquidity: The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might reasonably be anticipated.

4.3 Return on Investments: The District's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Delegation of Authority

Authority to manage the District's investment program is derived from the Board of Directors. Management responsibility for the investment program is hereby delegated to the General Manager for a one-year period. Subject to review, the Board of Directors may renew the delegation of the authority pursuant to this section each year. The General Manager, through approval of this policy, has established written procedures for the operation of the investment program. No person may engage in an investment transaction except as provided under the terms of this policy and other procedures consistent with this policy that may be established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. As authorized by the Board of Directors, an SEC-registered investment advisor may be utilized to assist with the District's investment program under the direction of the General Manager. The investment advisor shall follow this investment policy and such other written instructions as are provided.

6.0 Ethics and Conflicts of Interests

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the General Manager any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal

financial/investment positions that could be related to the performance of the District's portfolio. The General Manager shall make a like disclosure to the Board of Directors. Employees and officers shall subordinate their personal investment transactions to those of the District, particularly with regard to the time of purchases and sales.

7.0 Authorized Financial Dealers and Institutions

The General Manager shall maintain a list of financial dealers and institutions authorized for investment transactions. Direct investments made by the District in LAIF, CAMP and the San Diego County pool are exempt from these requirements. Before adding a financial institution to the approved list, the General Manager shall review the entity's credit worthiness, credit characteristics, and financial history. Annually, financial dealers and institutions doing business with the District shall submit their most recent report on financial condition and certified that they have read the District's Investment policy. Securities dealers utilized by the District must be members of a federally regulated securities exchange. Public deposits shall be made only in a qualified public depository as established by state laws.

For investment transactions initiated through an investment manager, the investment manager may use their own list of approved broker/dealers and financial institutions, which it will maintain and review periodically.

8.0 Authorized and Suitable Investments

8.1 All investments shall be made in accordance with Sections 53600 *et seq.* of the Government Code of California and described within the Investment Policy. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters will take precedence. The maximum maturity of individual investments shall not exceed the limits set forth below or in the California Government Code. Where no maturity limit is stated, no investment shall exceed a maturity of five years from the date of purchase unless the Board of Directors has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board of Directors no less than three months prior to the investment.

Permitted investments under the Investment Policy shall include:

U.S. Treasury Instruments. United States Treasury notes, bonds, bills or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged for payment of principal and interest.

Federal Agency and Instrumentality Securities. Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

State of California and Local Debt. Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

Purchases are limited to securities rated at least "A-," or equivalent, by a Nationally Recognized Statistical Rating Organization ("NRSRO").

Bonds issued by Leucadia Wastewater District. Bonds issued by the District, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the District or by a department, board, agency or authority of the District.

Medium-Term Notes. Medium-term corporate notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to securities rated at least "A-," or equivalent, by a NRSRO.

Bankers Acceptances. Purchases of bankers acceptances may not exceed 180 days' maturity. Purchases are limited to issuers with senior debt ratings of at least "A-," or equivalent, by a NRSRO.

Commercial Paper. The entity that issues the commercial paper shall have met either of the following criteria: (1) The corporation shall be organized and operating within the United States, shall have total assets in excess of five hundred million dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated "A" or higher by a NRSRO; or (2) The corporation shall be organized within the United States as a special purpose corporation, trust, or limited liability company, has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond; has commercial paper that is rated "A-1" or higher, or equivalent by a NRSRO. Eligible commercial paper may not exceed 270 days' maturity nor represent more than 10 percent of the outstanding paper of an issuing corporation.

Bank Deposits. FDIC insured or collateralized bank deposits, including, without limitation, savings accounts, market rate accounts, and certificates of deposits in financial institutions located in California. No deposit of public funds shall be made except in a qualified public depository as established by state laws and the requirements of the California Government Code. Bank deposits are required to be collateralized as specified under the California Government Code Section 53630 et. seq. The General Manager may waive collateral for any portion that is covered by federal deposit insurance. The District shall have a signed agreement with any depository accepting District funds per California Government Code Section 53649.

Placement Service Certificates of Deposit. Certificates of deposit placed through a deposit placement service. The full amount of the principal and the interest that may be accrued during the maximum term of each certificate of deposit shall at all times be insured by federal deposit insurance.

Negotiable Certificates of Deposit. Negotiable certificates of deposit issued by a nationally or state-chartered bank or a state or federal association or by a state-licensed branch of a foreign bank.

Repurchase Agreements. Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The District may enter into repurchase agreements with financial institutions rated "A" or better by two NRSROs. Counterparties should also have (i) a short-term credit rating of at least "A-1" or equivalent, by a NRSRO; (ii) minimum assets and capitalized size of \$25 billion in assets and \$350 million in capital; (iii) five (5) years of acceptable audited financial results; and (iv) a strong reputation among market participants.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities will be acceptable collateral. All securities underlying repurchase agreements must be delivered to the District's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement. The total market value of all collateral for each repurchase agreement must equal or exceed 102 percent of total dollar value of the money invested by the District for the term of the investment. Since the market value underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions. Market value must be calculated each time there is a substitution of collateral.

The District or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to repurchase agreement. The District shall have properly executed a master repurchase agreement with each counterparty with which it enters into repurchase agreements.

Money Market Funds. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following). The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs. (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

State of California Local Agency Investment Fund (LAIF). If the District has funds invested in LAIF, the District shall maintain on file LAIF's current investment policy and its requirements for participation, including limitations on deposits or withdrawals.

California Asset Management Program (CAMP) Pool. California Asset Management Trust a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code of the State of California. If the District has funds invested in CAMP, the District shall maintain on file CAMP's disclosure statement listing its investment policy and its requirements for participation, including limitations on deposits or withdrawals.

San Diego County Treasurer's Pooled Money Fund. Local government investment pool

managed by the San Diego County Treasurer-Tax Collector. If the District has funds invested in San Diego County Pool, the District shall maintain on file the San Diego County Treasurer's Pooled Money Fund Investment Policy and its requirements for participation, including limitations on deposits or withdrawals.

8.2 Socially Responsible Investing

For specific investment vehicles within the criteria of the Prudent Investor Standard the following Socially Responsible Investment criteria shall be applied to the following investments:

For bonds issued by other government agencies, the following preferences apply:

1. Geographic preference is given to agencies within this county and then to issues within the state.
2. Preference is given to projects dealing with reclamation, water, sewer, air quality, waste recycling and environmental protection.

For corporate securities such as five-year corporate notes and commercial paper, the following preferences apply:

1. Investments with corporations without documented unfavorable environmental records as demonstrated by a due diligent review of required annual Securities and Exchange Commission Reports indicating no documented environmental actions have been taken against the company.

9.0 Investment Pools/Money Market Mutual Funds

A thorough investigation of the pool/fund is required prior to investing, and monitoring is required on a continual basis. District staff will annually perform due diligence analysis of the pool/fund based on a standardized questionnaire developed to address investment policy and practices.

10.0 Safekeeping and Custody

All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the General Manager and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the District as beneficiary. The only exception to the foregoing shall be: (i) bank deposits, (ii) placement service certificates of deposit, (iii) LAIF, CAMP and the San Diego County Treasurer's Pool, and (iv) money market mutual funds, since these investments are not deliverable. Evidence of each of these investments will be held by the District.

11.0 Diversification

The District will diversify its investments by security type, institution, and maturities to prevent incurring unreasonable or avoidable risks regarding specific security types, individual financial institutions or maturity segments.

District funds may be invested in accordance with the following table, which summarizes the allowable allocation of investments by percentage of total funds invested. Percentage holding limits listed below apply at the time the security is purchased.

Allowable Allocation of Investments

Authorized Investment	%
US Treasury Instruments	75%
Federal Agency and Instrumentality Securities	75%
State of California and Local Debt	10%
Bonds Issued by Leucadia Wastewater District	10%
Medium-Term Corporate Notes	10%
Bankers Acceptances	10%
Commercial Paper	10%
Bank Deposits	25%
Negotiable Certificates of Deposit	10%
Repurchase Agreements	10%
Money Market Funds	10%
State of California Local Agency Investment Pool (LAIF)	75%
California Asset Management Program (CAMP)	75%
San Diego County Treasurer's Pooled Money Fund (SD County Pool)	75%

12.0 Internal Control

The General Manager has established a system of internal controls to ensure compliance with the Investment Policy of the District and the California Government Code. The internal control procedures include segregation of duties in the different phases of an investment transaction, monthly reconciliation of the investment report to the general ledger, and annual policy compliance reviews. An independent audit is conducted by the District's outside auditors, which includes a compliance review of the District's investment activities to the District's Investment Policy, the California Government Code, and Government Accounting Standard Board (GASB) requirements regarding investment disclosures.

13.0 Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The District's investment strategy is passive. Given this strategy, the General Manager has selected LAIF as the benchmark to determine whether market yields are being achieved. The General Manager shall review the selected benchmark on an annual basis.

14.0 Reporting

The General Manager shall submit to each member of the Board of Directors, on a monthly basis, an investment summary, describing the types of investment transactions, investments held,

original costs, and average rates of return. As encouraged by Government Code 53646 (b) (1), the General Manager shall prepare a quarterly investment report. The report shall include a complete description of the portfolio; the type of investments, the issuers, maturity dates, interest rates, par values, cost and the current market values of each component of the portfolio. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy, and (2) the District will meet its expenditure obligations for the next six months, or provide an explanation as to why money shall, or may, not be available. The General Manager shall maintain a complete and timely record of all investment transactions.

15.0 Credit Rating Changes

In the event a security held by the District is subject to a rating change that brings it below the minimum credit ratings specified in this policy, the General Manager should notify the Board of the change. The course of action to be followed will then be decided on a case-by-case basis, considering such factors as the reason for the rate drop, prognosis for recovery or further rate drops, and the market price of the security.

16.0 Investment Policy Adoption

The District's Investment Policy shall be adopted by resolution of the Board of Directors. The policy shall be reviewed annually by the Investment and Finance Committee and the Board of Directors. The Board of Directors must approve any modifications made thereto.

MEMORANDUM

DATE: September 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Communication Plan Update



RECOMMENDATION:

Staff and the Community Affairs Committee (CAC) recommend that the Board of Directors:

1. Adopt the Communication Plan Update; and
2. Discuss and provide direction, as appropriate.

DISCUSSION:

The CAC reviewed this agenda item at their August 6, 2014 meeting. The committee recommends that the Board adopt the proposed Communication Plan Update and provide direction as appropriate.

LWD's current Communication Plan was adopted in August 2006. The Plan includes goals and objectives, recommended programs and a monthly action item list to increase the District's community exposure and to encourage public involvement. TRG & Associates (TRG) and staff recently reviewed the current plan to determine which goals and objectives best meet the District's needs.

Attached please find the proposed Communication Plan Update for your review and consideration. It includes the following areas: 1) District Identification 2) Strategic Initiatives 3) Goals and Objectives 4) Target Audiences and 5) Recommended Tasks and Activities for the current fiscal year.

Jennifer Beales of TRG & Associates, will present the plan update which is included as a goal in the Fiscal Year 2015 (FY15) Tactics & Action Plan.

Staff and the CAC recommend that the Board adopt the proposed Communication Plan Update and provide direction as appropriate.

Attachment

Cal: PJB

ATTACHMENT 1

PROPOSED COMMUNICATION PLAN UPDATE



**Proposed
Communication Plan Update**

September 10, 2014

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Communication Plan Update

Executive Summary

The purpose of the Communication Plan is to provide a framework to direct LWD's external communications with target audiences. The first question to ask is: why communicate with District ratepayers and other target audiences?

- Ratepayers' service charges and other charges fund District operations and therefore, ratepayers have a right to know how money is being spent
- Proposition 218 hearings and processes will occur every three years or more according to the District Financial Management Plan; therefore it is incumbent on the District to communicate regularly in order to inform ratepayers of LWD activities and operations while establishing a communication relationship with ratepayers. The most recent Proposition 218 hearing was successfully passed with no formal protests at the public hearing and we can assume that this means that people are satisfied with small rate increases
- Communications in various forms (newsletters, website, etc.) have generated small but positive responses to District news, and no one is criticizing the District for the communication avenues that have been used; barring a quantitative analysis in the form of a survey, comments are the only information we have right now
- Communicating regularly is a proactive means of informing audiences of what the District does in the event that there is a major catastrophe or controversy. Staying in touch with helps build trust and openness with ratepayers.

Beginning with the strategic initiatives (the areas of operations that the District wants to focus on), and reflecting the District's brand, the Plan includes clear goals and objectives, recommended tasks and activities, and recommended communication tools. The Plan is intended to span up to three years, with an annual review/development of activities that should reflect changes such as new Board policies, new capital projects, financial activities and other initiatives that evolve over time. Both LWD staff and Board members will help provide feedback and priorities in development of the Plan.

There isn't one "magic bullet" with communicating to the audiences; rather it's a multi-pronged approach that helps lay a ground work of understanding while building trust over time with consistent messaging. What we know from past communications is that there has been a small but very positive response to newsletters and in particular, face-to-face communications have helped build a good reputation over the years.

The District's brand includes environmental protection and financial stability. LWD people/staff, excellent customer service and staying abreast of technology are key elements that are woven throughout District operations. The brand has been reinforced in newsletters, on the new website, the Teacher Grant Program, tours, presentations, past Open House events and other miscellaneous communications. In all communications the messaging has reinforced the benefits to the ratepayer (saving/protecting the environment, low rates, efficiencies in operations, etc.).

The demographics of District ratepayers has remained fairly stable: the majority of residents are in age group 45-64; live in single family homes, have a relatively high income and are well educated for the most part. They live mostly in suburban

communities and since they pay sewer service charges on the property tax bill, direct communications have been limited to twice yearly newsletters and the occasional Proposition 218 notice. Post cards for Open Houses have also been used.

The demographics help us evaluate the most appropriate communication tools for this group; however we know from general communication practices that direct mail and direct face to face communications work the most effectively with most adults of all ages. Other research shows that information needs to be simple enough to understand and technical enough to build trust, and that consistent messaging helps improve technical literacy – this is important to note because much of what LWD does is technical in nature (treatment, collection, monitoring, recording, etc.).

Social media use continues to grow in LWD's demographic target market but there is not one specific avenue that works for everyone. LWD's audience is middle aged and older, highly educated and most likely (according to research) growing their use of Facebook, Twitter, Linked In and other social media sites. Social media requires consistent, interesting, helpful and relevant information, requiring a level of development and maintenance on the part of the outreach consultant and/or the District staff. We want to carefully calculate and target the best "bang for the buck" with the use of social media.

In developing recommended communication strategies and tools, the consultants have considered demographics; effectiveness of past communication efforts, outside research, general communication tactics, and feedback from staff to make assumptions. In each recommended strategy/tool, we have placed a value both from a communication angle and the fiscal impact on the recommendations. We are also recommending some tactics for developing more quantitative measurements for future years of public outreach.

District Identification:

The tag line, mission statement and vision statement are the overarching description of what the District does and what it stands for. The Communication Plan should reflect what these statements stand for in all communications.

- **Name and Tag Line:**
Leucadia Wastewater District - Leaders in Environmental Protection
- **Mission Statement:**
To serve the public by collecting, transporting, recycling, and treating wastewater in a safe, reliable, efficient, cost effective and environmentally safe manner, while providing excellent customer service
- **Vision Statement:**
To be the recognized leader in wastewater services, water recycling and environmental protection

Strategic Initiatives

The strategic initiatives are the statements that LWD wishes to communicate—the most critical areas of operations to the District. These include:

- LWD's core business is collection and conveyance of wastewater – there are still many opportunities to inform and educate the audiences about this service

- LWD is looking to the future by examining and evaluating catastrophic forces that can impact its core business. These may include climate change impacts, terrorism, earthquakes, tsunamis and others. Informing the public about their role and how to be prepared in the event of an emergency will be an ongoing communication effort.
- Encina Wastewater Authority is a critical element of LWD's function and a significant financial asset and as such, should be included in communications and outreach on a more frequent basis

Goals and Objectives:

- Clearly articulate and raise awareness of LWD's core business with target audiences
- Inform and educate audiences about wastewater, recycling and environmental protection and how they can prevent pollution
- Emphasize LWD's role in protecting the public's health and its financial resources
- Create meaningful communications where the ratepayer understands the benefits and the value of wastewater collection and the use of technology to improve operations
- Increase LWD's engagement in the community through programs and resources
- Direct all communications through the lens of LWD's branding as "local, environmentally responsible, and financially sound"
- Continue to promote employees' achievements and knowledge through communications
- Generate feedback mechanisms and calls to action to gauge public's interest and attention and pinpoint meaningful communications

Target Audiences

- **Ratepayers**

Ratepayer sewer service charges provide the bulk of financial resources to the District therefore they need to know how this funding is spent. When rate increases/Prop 218 notices are scheduled, ratepayers need the compelling information that justifies these increases or there could be negative consequences. By communicating regularly, the District builds a positive relationship with ratepayers and provides good information so they can form opinions and build trust. Although there were a few protests via mail, no one showed up to protest at the June 2014 Proposition 218 public hearing.

- **Development industry and contractors**

The business community needs to interact with the District to get permits, pay fees and have inspections. As a public agency, LWD must communicate the regulations that govern these transactions in a manner that provides the highest level of efficiency and customer service.

- **Neighboring cities and special districts**
Public agencies in proximity very often depend on each other in emergencies, and they can learn from each other with cost efficiencies and other information. Cooperation among agencies helps the overall service to local residents.
- **Affiliated organizations such as CASA, CWEA, CSDA, etc.**
The trade organizations are another vehicle for two way communications and learning and they are opportunities for generating presentations and awards. These vehicles help support and reinforce staff achievements and are positive stories to communicate to ratepayers as they show high work efforts, innovations and significant achievements.
- **Media**
There have only been a few interactions with the media over the past several years, mostly requesting public records for investigations. Although “no news is good news” is a familiar litany, it’s important to generate some proactive communications to increase familiarity with what LWD does and how it operates efficiently so that in the event of a controversy or catastrophe, they have some knowledge about the District.

Recommended Tasks and Activities

1. Website

Analysis

The new website is a core communication tool that every business and government agency uses to provide the user with thorough and detailed information about the agency. Since it was just developed during the past year, the content and design are reflections of what the staff and Board desired for the site. Continual upkeep and maintenance is relatively inexpensive, in light of the fact that we have a number of graphics and articles from the newsletters that can be reused.

Current analytics suggest that the site visits are averaging about 350 users monthly, split about 50/50 between new and returning visitors. Most active pages are the home page, HR pages and About pages for the District and the BOD. The bounce rate (users that only look at the page they came to the site on) is about 40%. This suggests that we can do a better job of providing more content to bring users deeper into the site—especially from the home page. However, many users are there for the information they need—i.e. job listings and forms and documents—and the number of entries straight into those pages suggests that users are able to find the information they need quickly, so functionally, the site is working well.

Recommendations

The website should be updated monthly so that as traffic increases, users will find new and relevant information. Photographs should also be cycled to add interest. Existing newsletter content and graphics can be leveraged for the website with little cost or effort. Examples are the underground pipeline information, pollution prevention articles, the Finance and Planning article and diagrams.

It is recommended that we insert brief periodic surveys on the website (perhaps quarterly) that will aid in providing quantitative feedback on newsletter content, familiarity with the District, knowledge about wastewater, etc. and invite more opportunities for

interaction with the District. This data can be accrued and provide direction on outreach activities in future years. We can offer an incentive for taking the survey (enter into a drawing perhaps) which also adds interest and traffic to the website.

We would also start publicizing social media avenues on the website including a potential YouTube channel. Effectiveness and reach on the website are fairly low but activity and interest will grow as social media evolves and more people see and share interesting information.

Deliverables:

- **Meetings with staff and development of 2 website surveys**
- **Management/coordination of survey requests with annual report of findings**
- **Graphics and content as needed for updates (most covered under newsletters, social media, etc.)**

2. Newsletters

Analysis

Direct mail remains the most effective method for reaching LWD's core audiences—typically, 80% of households read or browse mail. Although it's limited, the amount of feedback that has been received about the newsletters is positive. It is recommended that we continue producing two direct mail newsletters per year to the residents and businesses within the District, as well as to neighboring agencies, elected officials, and other interested parties because it is the only method that reaches all the District ratepayers (the primary target audience).

Although the newsletter is the most costly communication vehicle (approximately \$1.20 each to design, print and mail), it is the most cost effective for its value to reach every single resident and business, and because we can "recycle" graphics and articles for the website, fact sheets and posters from the newsletter. The reach (number of people reached) is high since it's sent to every home in the District.

It's more effective to publish twice yearly because there's a higher potential that people will remember the previous newsletter. If it were sent only once a year, its focus would change more to an annual summary of activities, finances, operations and other program information rather than brief updates and news.

Recommendations

We can increase feedback about the District by always including a "call to action" in the newsletter—asking users to fill out the website survey, or sign up for email alerts or newsletters, for example. Directing users to the website gives them more detailed information on operations and pollution prevention, increases social media activity, gathers responses to brief surveys, and continues to reinforce the benefits of efficient wastewater treatment. Because Encina represents a major budget category and it is responsible for the wastewater treatment, disposal of biosolids and recycled water, we recommend that we highlight a story about Encina in each newsletter.

Tours of the Gafner Facility and the Encina Wastewater Facility should be promoted in every newsletter. In our experience, most people who tour a wastewater treatment facility come away with a very positive view of the technology and a favorable attitude towards the agency providing the tour.

As we promote and encourage people to sign up for newsletters via email, the list of participants will grow, allowing a smaller number of printed newsletters. It is not possible to purchase e-mail lists by geography presently so there is no simple way to change to e-news entirely. E-news is considered "permission marketing" meaning one has to have the readers' permission to use their email address.

Deliverables:

- ***Development and supervision of printing and mailing for two newsletters per year***

3. Social Media

Analysis

Social media is a less formal method of communication than a newsletter; however it simulates one on one interaction because users can directly comment or respond to a posting, which increases citizen engagement and interest. Social media use is increasing amongst the District's age demographic, but we recommend that it should be limited to Facebook and You Tube to ensure value and conserve outreach budgets. Effectiveness and reach of social media will be low in the early stages but will grow with an active social media presence.

Recommendations

Facebook requires a small amount of preparation every month, and it should be updated weekly at a minimum to maintain consistent interest. Posts need to be informative, interesting and helpful to the user. A calendar of postings and content can be prepared each month with news centered on interesting and helpful pollution prevention tips, events, new information on the website, Board meetings and public hearings and other related community information. Staff can review and approve the postings in advance, and TRG or staff can make actual posts. We will also "friend" other Facebook pages of neighboring cities, agencies and appropriate environmental groups to increase visibility and grow the list of viewers.

YouTube videos can be produced inexpensively that demonstrate District operations. Video sharing on You Tube adds value and understanding because users feel a personal connection to the people in the video.

We recommend that one articulate operator be selected to be the spokesperson, and with some brief training, the videos can be produced by staff or the consultants. The videos should take a lighthearted approach and yet be interesting and engaging about the nuts and bolts of wastewater treatment. The videos can be posted on YouTube, Facebook, and the website, promoted in the newsletters, and shown at conferences. Some examples of topics include:

- Showing the Vector at work
- Demonstrating the CCTV operation and what is seen down the drain and why it's important to only flush what's acceptable down the drain
- A brief tour of the Gafner Water Recycling Facility
- Inside of a pump station
- A tour of the Encina facility
- Scenes of the outfall and description of how testing is done

- A look at a lateral that requires servicing, and tips for preventing clogs

Deliverables:

- ***Development and calendar for Facebook content for twelve months***
- ***Development and execution of a minimum of 2 YouTube videos***

4. Events

Analysis

Events in the past (the opening of the Administration Building and the 2011 Open House event generated a fair amount of interest and participation but they were expensive to execute. The benefits of events are:

- The public learns more about LWD and its operations which generates trust and positive attitudes about the agency through face to face interaction
- LWD employees get to demonstrate their skills and knowledge
- Awareness of pollution prevention is increased

Even with these benefits, consideration must be given to cost. There may be a more focused approach to events that provide strong consideration because of the value to District ratepayers.

Recommendations

There is a common interest amongst many of the CASA member agencies and California cities to promote the No Drugs Down the Drain program. The thrust of the program is to educate the public about not flushing prescription drugs down the drain or toilet because of the harm to the local environment and potential threats to the wastewater treatment process.

The District could potentially partner with the local Sheriff's office, San Dieguito Alliance for Drug Free Youth, CVS Pharmacy and other local agencies in conducting an annual No Drugs Day where residents could bring and dispose for free, their unwanted prescription drugs to LWD. There is a lot of information and verbiage about the program on other agencies' websites so that material can be duplicated.

This program would have a more focused purpose than an Open House, providing a much-needed educational program for the community while increasing awareness of LWD and its mission. The local media would also be interested in publicizing this event, which would increase its awareness and knowledge of LWD.

The San Dieguito Alliance for Drug Free Youth works in local communities and schools to encourage adults to clean out their medicine cabinets to help prevent teenagers from using prescription drugs. The Teacher Grant Program could even be expanded to provide grants to schools to advance this cause, and it would still be consistent with LWD's mission to help protect the environment.

Before a decision is made to implement this event, we can pursue it further with phone calls and contact with potential partners, and to develop specific costs (perhaps 4 hours of time). An event like this can be promoted in the newsletters, on the website, through social media, the Teacher Grant Program, media relations, and through partners' own communication vehicles.

LWD has also been participating in the Encinitas Environmental Day, with mostly staff managing the event. This would also be a good topic for the Facebook page.

Deliverables:

- ***Phone calls and evaluation of participation in the No Drugs Down the Drain program***

5. Teacher Grant Program

Analysis

The Teacher Grant Program provides much-needed financial assistance to local schools for implementing projects that promote environmental awareness. Generally, 3-4 schools participate annually, although last fiscal year only two schools applied and received the grant. The budget allocation is fairly small but the value to the schools and the resulting positive relationship with LWD is high.

There are a couple of reasons why only a few schools participate:

- New Common Core requirements have taken up most of teachers' time in the last year and their time is very limited for extra activities
- The only notification about the grant is via a letter to the school principals and some teachers, and brief announcements at environmental meetings
- The notice for the program goes out late in the school year, which doesn't allow for a lot of lead time to plan.

Recommendations

It is recommended that we publicize the program and perhaps even award funding earlier in the school year which would allow teachers to have more time to prepare their projects. We could also try to generate more parent volunteer interest through PTA's and school site councils, which would free up teachers' time. If the criteria could include the No Drugs Down the Drain theme and perhaps include other environmental projects such as recycling, perhaps there would be more interest. TRG staff has numerous contacts within the Encinitas School District and could determine where needs might lie that don't fit perfectly within the parameters of the Teacher Grant Program.

We should also promote the Teacher Grant Program on social media and could even encourage a school to produce a video about gardening and other environmental ventures. And we should contact the middle and high school environmental clubs to see if they have projects that need funding.

CAC members suggested that we develop garden stakes with LWD's name to further reinforce the agency's participation and to encourage more schools to participate.

Deliverables:

- ***Distribution of a flyer to local schools and meetings if needed***
- ***Evaluate development of expanded Teacher Grant program criteria***
- ***Promotion, meetings and communications with local schools***
- ***Submit 3-4 different concepts or products for garden stakes***

6. Communication Materials

Analysis

Materials are another communication tool that are included in outreach programs when there is a need for handouts at events, press conferences, tours and other types of traffic to the plant. They are helpful in providing more detailed and specific information about a topic.

In the past, LWD fact sheets have been developed and printed for distribution to the media and the general public; however demand for these fact sheets have remained fairly low due to the lack of traffic from either the public or media. We would not recommend printing fact sheets unless they are done in house when needed.

There is a benefit and value to fact sheets: in a double-sided two page format, they provide valuable information on a particular subject in layperson's language. Some examples of topics are:

- Finances and rates
- Environmental protection
- Lateral grant program
- Redundancy systems
- Recycled water and its benefits

We also examined and considered changes to the LWD logo and tag line. The past logo was developed more than ten years ago. There has been a recent Board discussion regarding changing the name of District, which could potentially involve changing the logo and tag line as well-it was decided that the cost would be high to modify everything from uniforms to signs, letterhead and more therefore the idea was tabled. We do believe that the logo is looking a bit dated (especially the font); however, the cost, staff and consultant time would be fairly high and certainly not a priority. Perhaps a reconsideration of a logo change (not name or tag line change) could be discussed and considered in several years.

Recommendations

Existing fact sheets need to be updated; however, much of that information is readily available to be copied (either through newsletter articles or the website) and updating should be fairly simple. TRG could develop a template look for the fact sheets and staff could be responsible for annual updates if staff prefers (TRG could proof if needed). The template fact sheets could be posted on the website to avoid printing costs.

The Community Info heading on the website needs more simple content for ratepayers, and this would be an effective place for fact sheets. They could be publicized in the newsletters, on the Home page of the website and on Facebook.

Once the fact sheets are completed, staff can merely print them out if a media kit or information is required. We could include 1 or 2 fact sheets in the FY 2015 outreach budget.

Deliverables:

- ***Preparation of fact sheets as required (not printed)***

7. Lateral Grant Program

Analysis

This program is a valuable asset to homeowners since most clogged drain problems are expensive fixes. According to LWD records, 35 homeowners have taken advantage of the program over the past two years. LWD budgets \$100,000 per year for the Lateral Grant program, which means that many more homeowners could take advantage of the program if they knew about it.

Recommendation

If LWD determines that they want to increase participation, we can increase promotion through newsletter articles, the website, and Facebook.

We would also recommend changing the name of the program to the Homeowners Lateral Grant Assistance Program to help people better understand what the program is about.

Deliverables:

- ***Continue to mention of Lateral Grant Program in newsletters, social media and on website***
- ***Preparation of a one page Fact Sheet about the program***

8. Community Presentations

Analysis

Presentations to groups and associations hold high value because people can meet the organization leader face to face and these interactions build trust and knowledge about the district. They are time consuming for staff but well worth the effort. Since LWD staff has a presentation already assembled that might only require minor tweaking, any offers for presentations could be considered. Last year the General Manager conducted a presentation to the Encinitas Rotary and the High Noon Rotary, both of which were well received.

TRG spent approximately 12 hours calling and emailing potential organizations to offer LWD's General Manager for a presentation. Organizations reserve their presentations months in advance so it's challenging to get an organization to agree to a presentation that might not occur for six months or longer, and the contacts change every year because they are volunteers.

Recommendation

If the GM is interested in pursuing speaking opportunities, TRG can narrow a list of potential candidate organizations, and spend time finding several presentation opportunities. This would depend on the General Manager's schedule and availability.

Deliverables:

- ***Assist staff as required when speaker opportunities come up***

9. Media Relations

Analysis

According to staff, there have only been two requests from the media for public information in the past couple of years. Although it's easy to say, "No news is good

news” and avoid contact with the media, it’s not effective in the event that there’s a controversy, a major spill or other problem – the media needs to know what LWD does and how it does it well. They may well make negative assumptions that can slant a news story and few reporters (especially local ones) have little or no knowledge about wastewater treatment. Media relations is not a high cost outreach item, unless there’s a problem and staff and consultants are reacting rather than being proactive.

Recommendation

Rather than attempt to invite the local media or plan a media event that could be time consuming and costly, we recommend that we make a goal to send out a quarterly press release about some topic of interest that will keep LWD in the news. As mentioned under Social Media, sending press releases or story ideas accompanied by videos will pique media outlets’ attention. If the District decides to consider the No Drugs Down the Drain event, we can pursue local media to help publicize.

We would also recommend that if there is another public information request, that staff invite the requesting reporter in for a brief meeting so that he or she can meet the General Manager in person and get more information about the District in order to build familiarity. For other agencies, we have also invited local media to lunch (individually) in order to build a relationship and provide information, and that has been helpful in getting reporters to write more accurately about wastewater and recycled water.

Once several of the fact sheets have been modified and updated, they can be printed up in house, and along with several newsletters, provide basic information for a media kit.

Deliverables:

- ***4 or more press releases per year***

10. Proposition 218 Mailings

Although there will not be another Prop 218 process for another five or six years, at that time the mailed public notice should include simple information to will reassure ratepayers about the rationale for the rate increase. People don’t want to or don’t have the time to read the entire Financial Plan to understand the rate increase. We recommend that the website be updated now with the past newsletter article that explains the financial planning process, so if more stakeholders are interested they can directed to the more easily-understood information.

According to conversations with other CASA member communications staff, agencies that sent out a Prop 218 publication that had more information in an easy to read format (more like a newsletter) received fewer protests and calls than in previous years.

MEMORANDUM

DATE: September 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2015 CSDA Committee & Expert Feedback Team Participation

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and take action as appropriate.

DISCUSSION:

During the August Board of Directors meeting, staff notified the Board of CSDA's request for volunteers to participate and contribute on one or more of their committees and/or expert feedback teams. Staff mentioned that if a Board member(s) would like to volunteer, it would be best that the Board approve their participation on a committee(s), since the District will be reimbursing them for their travel expenses and that he/she would receive a stipend for attending their meetings.

At that time Director Sullivan indicated that she would like to volunteer to participate on the Education committee.

Director Omsted requested that staff add this item to the September Board agenda to provide additional time for the Directors to decide if they would like to volunteer.

Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached are CSDA's memo requesting for volunteers to participate and contribute on one or more of their committees and/or expert feedback teams and the interest form.

th:PJB

Attachments



**California Special
Districts Association**

Districts Stronger Together

MEMORANDUM

DATE: August 1, 2015

TO: CSDA Members (Board and Staff)

FROM: Noelle Mattock, CSDA President
Neil McCormick, Chief Executive Officer

SUBJECT: 2015 CSDA Committee & Expert Feedback Team Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district/agency Board members and staff in the work of the Association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district (staff and/or Board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

In regard to **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA advocacy staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and, on rare occasions, they may be contacted by phone.

Please return the attached form by **5:00 PM on October 10, 2014**. The selection and ratification of CSDA's 2015 committees will take place in November and selected participants will be notified by the end of November 2014. Committee participation begins in January 2015.

Thank you for your continued support of CSDA!

California Special Districts Associations
1112 I Street, Suite 200
Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Phone: 916-442-7887
Fax: 916-442-7889

A proud California Special Districts Alliance partner

Special District Risk Management Authority	CSDA Finance Corporation
1112 I Street, Suite 300	1121 I Street, Suite 200
Sacramento, CA 95814	Sacramento, CA 95814
Toll Free: 800-537-7790	Toll Free: 877-924-CSDA (2732)
Fax: 916-231-4111	Fax: 916-442-7889



**California Special
Districts Association**
Districts Stronger Together

**2015 COMMITTEE AND EXPERT FEEDBACK TEAM
INTEREST FORM**

Please make additional copies for each participant.
Please Use Actual Contact Information where you can be reached

Name: _____

Title/Position: _____

District/Organization: _____

District Address: _____

Personal Address: _____

Telephone:(District) _____ (Contact): _____

Fax (District): _____ (Contact): _____

E-mail: _____

COMMITTEES: We hope your District will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of individuals from member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: **1 = 1st choice; 2 = 2nd choice; 3 = 3rd choice**

If we are able to place you on more than one committee, how many committees would you like to serve on?
_____ (maximum 3)

NOTE: All committees meet in-person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

_____ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

_____ **Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

_____ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

_____ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

_____ **Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

_____ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets six times a year in Sacramento. Attending CSDA's Special Districts Legislative Days (May 19-20) and Annual Conference (September 21-24) is expected if you serve on this committee. All 2015 Legislative Committee applicants are invited to join the 2014 committee members and CSDA staff for a legislative planning session on November 7, 2014.

Each Legislative Committee member will be assigned to 1 or 2 working groups. Please rank from 1 to 6 which working groups you prefer to serve on (1 being most preferred):

- _____ Budget, Finance & Taxation Working Group
- _____ Environment Working Group
- _____ Formation & Reorganization Working Group
- _____ Governance Working Group
- _____ Human Resources & Personnel Working Group
- _____ Public Works & Contracting Working Group

I prefer to serve on ___ (1 or 2) Legislative Committee working groups

_____ **Alternative Option: CSDA Blog and Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list will be subscribed to receive "real-time" e-mail updates from the CSDA Blog and will be copied on Legislative Committee e-mails. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee, but still want to keep informed of the latest legislative issues impacting special districts and provide input to CSDA as appropriate.

EXPERT FEEDBACK TEAMS: In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts, we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

_____ **Budget, Finance & Taxation:** Assessments; Bankruptcy; Bonds; Mandates; CFDs (Mello-Roos); Property Tax Allocations; Public Financing; Prop 218; Redevelopment; Special Taxes

_____ **Environment:** CEQA; Greenhouse Gas Emissions; Natural Resources; Renewable Energy; Sustainable Communities

_____ **Formation & Reorganization:** Cortese-Knox-Hertzberg; Consolidation; Dissolution; LAFCO; MSR; SOI

_____ **Governance:** Audits and Reporting; Brown Act; Elections; Ethics; Public Records Act; Political Reform Act; Transparency and Accountability

_____ **Human Resources & Personnel:** Health and Other Benefits; Industrial Safety; Labor; Public Retirement; Workers' Compensation and Other Insurance

_____ **Legal:** General legal matters affecting special districts

_____ **Public Works & Contracting:** Basic Contracting; Bidding Process; Design-Build; Indemnification; Prevailing Wage & Contracted Labor; Public Private Partnerships; Retention Proceeds

Committee and Expert Feedback Team participation is open to both member district/agency Board Members and Staff. **Please note that the Association does not reimburse any expenses incurred from this participation.** CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through webinars, conference calls and e-mail; however, most committees do meet at least two times a year in person.

***Either the District/Company General Manager or Board President must authorize below**

*Signature: _____ Date: _____

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email charlottel@csda.net no later than **5:00 PM on Friday, October 10, 2014**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 www.csda.net

MEMORANDUM

DATE: September 4, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Call for Nominations for the Local Agency Formation Commission (LAFCO)
Independent Special District Member**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and take action as appropriate.

DISCUSSION:

Leucadia Wastewater District recently received notification that nominations are being solicited for two independent special district commission positions, one regular position and one alternate position. The term of the regular position will expire in 2016 and the alternate position term is conditional depending if incumbent Jo MacKenzie is elected to the regular position. The deadline for receipt of all commission nominations is October 3, 2014.

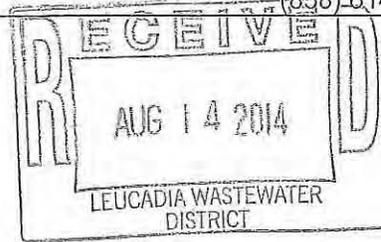
As mentioned, the alternate position incumbent Jo MacKenzie is seeking the regular LAFCO special district position.

After nominations are received, LAFCO anticipates that a candidate's forum will be held on November 20, 2014, in conjunction with the California Special Districts Association Quarterly Dinner.

Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached are LAFCO's notification letter, the nomination/resume form, and an acknowledgement of receipt form.

th:PJB

Attachments



Chairman

Andrew Vanderlaan
Public Member

August 11, 2014

Vice Chairman

John Ingalls
Santa Fe
Irrigation District

TO: Independent Special Districts in San Diego County

FROM: Executive Officer
Administrative Assistant

Members

Bill Horn
County Board of
Supervisors

SUBJECT: Call for Nominations to the Local Agency Formation Commission for Independent Special District Member

Dianne Jacob
County Board of
Supervisors

Nominations are being solicited for two independent special district commission positions on the Local Agency Formation Commission (LAFCO): (1) One regular position; and (2) One alternate position. **The deadline for receipt of all nominations is October 3, 2014.**

Bud Pocklington
South Bay
Irrigation District

Lorie Zapf
Councilmember
City of San Diego

LAFCO commissioners serve four-year terms. The incumbent currently occupying the regular position (Bud Pocklington) will not be seeking reelection. The term for this position will expire in 2016. The incumbent occupying the alternate district member position (Jo MacKenzie) will be seeking the regular position. Therefore, the election for the alternate position is considered conditional. If Ms. MacKenzie is not elected to the regular position, she may remain as an alternate until her term expires in 2015. If she is elected to the regular position, then the term for the person elected to the alternate position will expire in 2019. LAFCO regular and alternate district Commissioners must be members of the legislative body of an independent special district who reside within San Diego County, but may not be members of the legislative body of a city or county (*Government Code Section 56332*).

Jim Janney
Mayor
City of Imperial Beach

Sam Abed
Mayor
City of Escondido

After LAFCO nominations are received by October 3, 2014, a candidate's forum will be held on November 20, 2014, in conjunction with the California Special Districts Association (CSDA) Quarterly meeting.

Alternate Members

Greg Cox
County Board of
Supervisors

Sherri Lightner
Councilmember
City of San Diego

Jo MacKenzie
Vista Irrigation District

Lorraine Wood
Councilmember
City of Carlsbad

Harry Mathis
Public Member

All districts are encouraged to submit nominations. **Please use the attached nomination/resume form (Attachment 1). This form may also be downloaded at the link below. Only the one-page nomination/resume form will be distributed with the official voting ballot.** The nomination form should be signed by, or with authority of, the district presiding officer. Facsimile (FAX) copies of nominations are

Executive Officer

Michael D. Ott

Counsel

Thomas Bosworth

Call for Nominations
Page Two
August 11, 2014

permitted, if necessary, to meet the submission deadline, but an original form must be furnished as soon as possible thereafter. Again, the deadline for receipt of nominations is October 3, 2014. Please send nominations to:

*Executive Officer
Local Agency Formation Commission
9335 Hazard Way, Suite 200
San Diego, CA 92123*

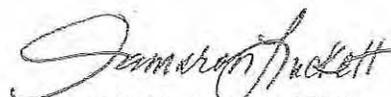
All nominations received by the deadline will be reviewed by a nominating committee. The nominating committee's report and copies of all nomination forms submitted will be included with the ballots and voting instructions. These materials will be mailed on December 2, 2014.

As required by the Rules, please acknowledge receipt of this letter calling for nominations by completion and return of the attached form (Attachment 2).

Please contact Tamaron Luckett at (858) 614-7755, if you have any questions regarding this letter.



MICHAEL D. OTT
Executive Officer



TAMARON LUCKETT
Administrative Assistant

MDO:TRL/trl

Attachments

- (1) Nomination/Resume Form (<http://www.sdlafco.org/WhatsNew/2014ComNomination.doc>)
- (2) Acknowledgement of Receipt Form

DATE RECEIVED
BY LAFCO:

2014 LOCAL AGENCY FORMATION COMMISSION
INDEPENDENT SPECIAL DISTRICT MEMBER
NOMINATION / RESUME

(Office Use)

NOMINATED BY:	
District Name:	
District Phone:	
NAME OF NOMINEE:	
Name:	
Address:	
Phone:	
NOMINATED FOR:	
<i>Please check <u>one</u> box</i>	<input type="checkbox"/> Regular Special District Member <input type="checkbox"/> Alternate Special District Member
DISTRICT EXPERIENCE:	
LAFCO EXPERIENCE:	
ADDITIONAL INFORMATION:	
Print name:	Presiding Officer Authorized Signature:

**In accordance with Government Code Section 56332, LAFCO Regular and Alternate Special District Commissioners must be members of the legislative body of an independent Special District who reside in San Diego County.*

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2014Nomination.doc>.

ATTACHMENT 1

**2014 LOCAL AGENCY FORMATION COMMISSION/INDEPENDENT SPECIAL
DISTRICT MEMBER MAILED-NOMINATION LETTER
ACKNOWLEDGMENT OF RECEIPT FORM**

(Name of District)

has received notification of LAFCO's Independent Special District Member nomination request.

(Authorized Signature)

(Print Name)

Date: _____

Return this form to:

Executive Officer
San Diego LAFCO
9335 Hazard Way, Suite 200
San Diego, CA 92123

ATTACHMENT 2



1391 Engineer Street • Vista • California 92081-8840

Phone: (760) 597-3100 • Fax: (760) 598-8757

www.vid-h2o.org
August 21, 2014

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad CA 92009



Dear Board Chair:

The Vista Irrigation District (VID) Board of Directors has nominated Jo MacKenzie for the one open Special District Regular Member seat on LAFCO's board of directors. I am writing to you to ask for your agency's support of Jo MacKenzie for this position.

Ms. MacKenzie has been an Alternate LAFCO member since 2009 and was appointed to LAFCO's Audit Committee in 2012. She served as a member of the LAFCO Special District Advisory Committee for 15 years, serving as Chair from 2005 to 2009, and Vice Chair from 2001 to 2004. In 2002, Ms. MacKenzie was appointed to LAFCO's first Municipal Service Review Committee. In addition to her work with LAFCO, Ms. MacKenzie chaired the state CSDA task force developing an information packet to equip special districts with the tools and procedures necessary to facilitate a potential reorganization.

Ms. MacKenzie was elected to the Vista Irrigation District Board of Directors in 1992 and has been elected to serve as President six times in those 22 years. She currently serves as First Vice President of the Board. Ms. MacKenzie was elected to the CSDA Board of Directors representing Region 6 in 2003, and she served as CSDA President in 2011. With the Association of California Water Agencies (ACWA), Ms. MacKenzie currently serves as Chair of the Local Government Committee and on the ACWA Board of Directors. Previous ACWA involvement included serving on the ACWA Region 10 Board for 13 years and on the ACWA Membership Committee.

Having known Ms. MacKenzie for more than 18 years and working with her at VID, I can personally attest to her very active involvement in special districts and her acquired comprehensive knowledge in statewide and local special districts issues. In 2010 Ms. MacKenzie was named CSDA Legislative Advocate of the Year, and in 2011 she was named Special District Official of the Year by Public CEO.com. Ms. MacKenzie is the principal owner of a land planning consulting firm in San Marcos. As a land planning consultant, Ms. MacKenzie has worked with various special districts and is familiar with their issues. Ms. MacKenzie's professional career and involvement with special districts has taken her throughout southern California where she has developed working relationships with many city officials, as well as with county, state and federal legislators. With her extensive professional and political background and working knowledge of LAFCO's enabling legislation, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and San Diego LAFCO Procedures Guide and policies, I am confident that Ms. MacKenzie has the qualifications to successfully perform the duties of a Regular LAFCO Special District Member with distinction.

I urge your Board to vote for Jo MacKenzie as a Regular Special District member on LAFCO's board of directors.

Very truly yours,

Roy A. Coox
General Manager

Board of Directors

Paul E. Dorey, *President*
John B. Franklin
Jo MacKenzie
Marty Miller
Richard L. Vásquez

Administrative Staff

Roy A. Coox
General Manager
Eldon L. Boone
Assistant General Manager / Treasurer
Lisa R. Soto
Board Secretary
Joel D. Kuperberg
General Counsel

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0076
(916) 319-2076
FAX (916) 319-2176

DISTRICT OFFICE
1910 PALOMAR POINT WAY, SUITE 106
CARLSBAD, CA 92008
(760) 929-7998
FAX (760) 929-7999

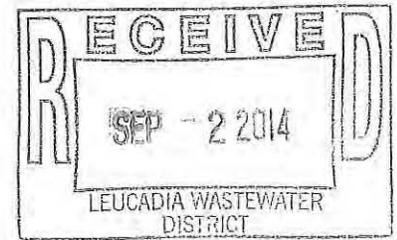
E-MAIL
Assemblymember.Chavez@assembly.ca.gov

Assembly California Legislature



ROCKY J. CHÁVEZ
ASSEMBLYMEMBER, SEVENTY-SIXTH DISTRICT

COMMITTEES
VICE CHAIR: VETERANS AFFAIRS
VICE CHAIR: HIGHER EDUCATION
EDUCATION
BUDGET
UTILITIES AND COMMERCE



August 25, 2014

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, California 92009

Dear Leucadia Wastewater District,

It is my pleasure to congratulate you for your "District of Distinction" reaccreditation with the Special District Leadership Foundation (SDLF). Your comprehensive fiscal management policies and exercises in district operations have proven to be exceptional. You have established your continued commitment in applying concrete policies in board conduct, district finances, transparency and reserves along with your continual education for board members and staff.

Your apt attention in complying with SDLF's new transparency requirements boasts of your dedication to your constituents. Election procedures and deadlines, the posting of the board meeting schedule, current district budget, most recent financial audit and a list of compensation for board members and staff are just amongst a few of the new transparency guidelines adhered to in a timely manner.

Your success serves as a model for wastewater districts nationally and shows that you realize the importance of conducting business with your constituents in a transparent manner. It is an honor to be serving the citizens of California alongside a reputable organization such as Leucadia Wastewater District.

Sincerely,

A handwritten signature in cursive script that reads "Rocky J. Chavez".

Colonel Rocky J. Chávez
Assemblymember, 76th District

Directors' Meetings

Presented by Directors Sullivan, Kulchin, Omsted, and Hanson

Conference

2014 CASA 59th Annual Conference

Dates and Location

August 19-22, 2014

Marriott in Monterey, CA

List of Attendees

President Dave Kulchin

Director Don Omsted

Director Judy Hanson

Director Elaine Sullivan

The above mentioned Board members attended various sessions regarding governance and management of wastewater operations.