



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, September 9, 2015
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

- A. Teleconference with Director Sullivan at the following location:
913 W. Agatite #1
Chicago, IL 60640

2. Roll Call

3. Pledge of Allegiance

4. General Public Comment Period

5. Approval of Agenda

6. Presentations and Awards

- A. Achievement of an individual award: (Page 5)
 - FSS Marvin Gonzalez – 10 year Anniversary

- B. Achievement of an organizational award: (Page 6)
- CASA 2015 Technological Innovation and Achievement Award

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- August 7, 2015 Engineering Committee Meeting (Pages 7-8)
- August 10, 2015 Investment & Finance Committee Meeting (Pages 9-10)
- August 12, 2015 Regular Board Meeting (Pages 11-15)
- August 17, 2015 Community Affairs Committee Meeting (Pages 16-17)
- September 2, 2015 Engineering Committee Meeting (Pages 18-20)

8. Approval of Demands for August/September 2015

This item provides for Board of Directors approval of all demands paid from LWD during the month of August and a portion in September 2015. (Pages 21-40)

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 15 to FY 16 and flows by sub-basin. (Pages 41-45)

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 16 budget and discloses monthly investments. (Pages 46-53)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of August 2015. (Pages 54-55)

12. Annual Review of LWD Investment Policy

Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2015 through August 31, 2016 and receive and file the Annual Review of LWD Investment Policy Report. (Pages 56-64)

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority Reports

- A. A regular EWA Board meeting was held on August 26, 2015 – report by Director Sullivan. (Pages 65-66)

- B. An Encina Member Agencies Manager's Meeting was held on September 1, 2015 – report by GM Bushee. (Verbal)

14. Committee Reports

- A. A Community Affairs Committee meeting was held on August 17, 2015 – report by Director Omsted. (Page 67)
- B. An Engineering Committee meeting was held on September 2, 2015 – report by Director Kulchin. (Page 68)
- C. An Investment & Finance Committee meeting was held on September 8, 2015 – report by Director Hanson. (Page 69)

ACTION ITEMS

15. Award of the District's Saxony Pump Station Rehabilitation Project Construction Contract

Authorize the General Manager to execute an Agreement with TC Construction Company for construction services to complete the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$483,575. (Pages 70-75)

16. Landscape Maintenance Contract

Authorize the General Manager to execute a Landscape Maintenance Contract for the District's headquarters site with Heaviland Enterprises, Incorporated at a cost not to exceed \$30,240 over an initial three year contract period. (Page 76)

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

Discuss and take action as appropriate. (Pages 77-82)

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

None.

19. Directors' Meetings and Conference Reports

- A. The CASA Annual Conference was held on August 18-21, 2015 at the Manchester Grand Hyatt in San Diego, CA. (Page 83)

20. General Manager's Report

21. General Counsel's Report

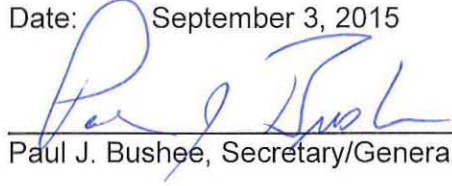
22. Board of Directors' Comments

23. 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 3, 2015



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: September 3, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of an Individual Award**

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

10 Year Service Award – Marvin Gonzalez

Last month, Field Services Supervisor Marvin Gonzalez passed his 10th anniversary of employment at LWD. This milestone is a tribute to Marvin's hard work, dedication, and commitment to LWD. Marvin's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Marvin is eligible for an incentive award of \$250.

Please join me in congratulating Marvin for his outstanding accomplishment.

PJB:

MEMO

DATE: September 3, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: California Association of Sanitation Agencies (CASA) Technological Innovation and Achievement Award

It is my pleasure to announce that Leucadia Wastewater District (LWD) recently received the 2015 CASA Technological Innovation and Achievement Award on August 20, 2015, during CASA's annual conference.

During June 2015, staff submitted two award applications to CASA. One of the applications was submitted under the Technological Innovation category for integrating LWD's frontline operators into the District's capital project planning.

This award recognizes LWD's innovative solution to proactively repairing and replacing aging infrastructure by utilizing its Field Services team to detect and rate damaged or aged pipelines and manholes. The switch from hydro-cleaning operations to the video inspecting operations has resulted in improved prioritization of repairs warranting an effective use of capital improvement funds, it reduces the chance of sewer spills and it decreases unanticipated emergency repairs. In addition, this program has improved the overall moral of the Field Services team by receiving their input relating to critical capital improvement program decisions.

This award qualifies as a state award under the organizational objectives of the District's Incentive Program; therefore, staff is eligible for a \$300 incentive award.

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

PJB:

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 August 7, 2015

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Friday, August 7, 2015 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Supervisor Marvin Gonzalez; District Engineer Representative Mike Metts from Dudek; and Jamie Fagnant from Infrastructure Engineering Corporation.

3. Public Comment

None.

4. New Business

A. El Niño Weather Flood Mitigation Measures at Batiquitos Pump Station

Chairman Juliussen stated that with meteorologist's predictions of a strong El Niño weather pattern for Winter 2015 he is concerned that Batiquitos Pump Station is vulnerable to inundation caused by a coastal storm. Jamie Fagnant, from Infrastructure Engineering Corporation, explained that based on her research and evaluation, the facilities at the Batiquitos Pump Station are well above the Federal Emergency Management Agency (FEMA) 100 year flood zone elevation and is at minimum risk during an El Niño event.

After further discussion, Chairman Juliussen was satisfied with the evaluation and asked staff to assess and consider minor improvements, such as weather proofing doors and hatches, to the pump station.

5. Information Items

A. B1/B2 Force Mains Replacement Project Update

TSM Morishita presented a status update of the B1/B2 Force Main Replacement Project. He said that project close out continues. He continued that all change orders have been negotiated and signed. TSM Morishita said that eight Change Orders were issued totaling \$96,123 or 2.1% of the original contract price of \$4.59M.

B. Saxony Pump Station Rehabilitation Project

TSM Morishita presented this item. He said that the project is out for bids with bids due on August 20, 2015.

6. Director's Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 8:59 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
August 10, 2015

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Monday, August 10, 2015 at 9:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 9:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Accounting Technician Maggie McEniry, CPA Richard Duffey and CPA David Forman with White Nelson Diehl Evans, LLC.

3. Public Comment

No public comment was received.

4. New Business

A. Audit Entrance Meeting with White Nelson Diehl Evans, LLP.

ASM LeMay presented the item and introduced CPA David Forman with White Nelson Diehl Evans LLP.

Mr. Forman provided an overview of the audit process discussing the auditor's responsibilities, the planned scope and timing of the audit. He noted that a letter was sent to the Directors indicating that the audit process has begun, along with the auditor's responsibilities.

Mr. Forman also explained how the GASB 68 requirements may affect LWD's financial statements and how issues of material misstatement would be handled. He stated that if there was an issue, staff will be notified first in order to review all the facts. He added that if there is no resolution, the auditors would report to the IFC.

No action was taken on this item. Mr. Forman left the meeting at this time.

B. Annual Review of LWD's Procurement Policy – Receive and file the annual review of the Procurement Policy.

ASM LeMay presented the item stating that it is listed as a FY 16 tactical goal. ASM LeMay stated that staff has reviewed the policy and is not recommending any changes noting that the policy was amended last year.

Following discussion, the IFC agreed with staff's recommendation.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 9:16 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT**Minutes of a Regular Board Meeting**

August 12, 2015

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, August 12, 2015 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Field Services Superintendent Jeff Stecker, District CPA Richard Duffey and Field Services Technician Ryan Rodriguez.

3. Pledge of Allegiance

President Juliussen led the pledge of allegiance.

4. General Public Comment Period

None.

President Juliussen requested that the Closed Session item be moved forward for discussion after the consent calendar items because a Director must leave the Board meeting early.

5. Approval of Agenda

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

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

6. Presentations and Awards**A. Achievement of an individual award – FSSupt. Jeff Stecker.**

GM Bushee introduced FSSupt. Jeff Stecker stating that he recently passed his 35 year anniversary working at the District. He stated that he will be featured in the upcoming fall newsletter and that under LWD's incentive program Jeff is eligible for a \$1000 incentive award.

B. Achievement of an individual award – FST Ryan Rodriguez.

GM Bushee introduced Field Services Technician Ryan Rodriguez stating that Ryan recently received his Collection System Grade I certification from the California Water Environment Association (CWEA). He stated that this is second award since his employment and he presented

background information about Ryan. He noted that Ryan is eligible for a \$500 incentive award under the District's incentive program.

The Board of Directors congratulated Jeff and Ryan for their efforts.

C. Achievement of an Organizational Objective – No Vehicle Accidents

GM Bushee stated that on July 9th, the District had passed one year without a vehicle accident. He stated that this goal is a significant accomplishment since the Field Services staff spends approximately eighty percent of their time driving. He noted that staff is eligible for a \$250 incentive award under the District's incentive program. He also thanked the Board for their support of this program.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

July 7, 2015 Community Affairs Committee Meeting

July 8, 2015 Regular Board Meeting

8. Approval of Demands for July/August 2015

Payroll Checks numbered 18018-18082; General Checking – Checks numbered 47018-47168; Checks numbered 18018-18020 were reissued; Checks numbered 18041-18043 were reissued; Voided check and reissued was 46918 (correction made to the check register in the July 2015 Agenda)

9. Operations Report (A copy was included in the original August 12, 2015 Agenda)

This report discloses up-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 15 to FY 16 and flows by sub-basin.

10. Finance Report (A copy was included in the original August 12, 2015 Agenda)

11. Quarterly Treasurer's Investment Report (A copy was enclosed with the original August 12, 2015 Agenda)

12. Disclosure of Reimbursements (A copy was included in the original August 12, 2015 Agenda)

This report discloses travel expense reimbursements for the month of July 2015.

13. Fiscal Year 2016 Pay Schedules

Adopt Resolution No. 2265 – Approving the Fiscal Year 2016 pay schedules. (A copy was included in the original August 12, 2015 Agenda)

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

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

14. Closed Session

- A. Personnel matters as authorized by Government Code § 54957 to review General Manager Performance.

General Counsel Brechtel stated that the Board will meet in closed session as authorized by Government Code § 54957 to complete the General Manager's review process. The Board of Directors met in closed session. There was no reportable action.

EWA and COMMITTEE REPORTS

15. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on July 22, 2015.

Director Sullivan reported on EWA's July 22, 2015 Board meeting.

- B. An Encina Member Agencies Manager's (MAM) Meeting was held on August 4, 2015.

GM Bushee reported on Encina MAM's August 4, 2015 meeting.

16. Committee Reports

- A. Engineering Committee (EC) meeting was held on August 7, 2015.

Director Kulchin reported that the EC reviewed the following:

- El Niño Weather Flood Mitigation Measures at the Batiquitos Pump Station;
- Update on the B1/B2 Force Mains Replacement Project; and
- Update on the Saxony Pump Station Rehabilitation Project.

- B. Investment & Finance Committee (IFC) meeting was held on August 10, 2015.

Director Hanson reported that the IFC participated in the 2015 Financial Audit Entrance meeting with staff and CPA David Forman from White Nelson Diehl Evans, LLP. She stated that the auditors have begun their preliminary audit process and that they informed the IFC of the new GASB 68 requirements.

She stated that the IFC also conducted its annual review of LWD's Procurement Policy and that there are no recommended changes to the policy.

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

At approximately 5:20PM, Director Kulchin left the meeting.

ACTION ITEMS

17. Annual Review of LWD's Procurement Policy

Receive and file the annual review of the Procurement Policy.

ASM LeMay presented this item stating that it was reviewed by the IFC during its August 10, 2015 meeting and noted it is a FY 16 tactical goal. He stated that the policy was adopted in March 2005 and last amended during August 2014. He stated that after staff's and the IFC's review of the policy, there were no

recommended changes.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors received and filed the annual review of the Procurement Policy by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. The California Emergency Drought Relief Act.

GM Bushee presented the item stating that the federal bill was introduced to Congress on July 29th by Senators Feinstein and Boxer. He provided a brief summary of the bill and its goals. He indicated that the District and the North County Water Recycling Coalition could benefit from the water recycling provisions of the bill, noting that both are in support of the bill. He indicated that the bill will still need to be passed through the Senate and the House of Representatives before it's forwarded to the President.

Director Hanson thanked GM Bushee for the update.

B. Flu Shot Clinic is scheduled for Wednesday, September 9, 2015 from 3-5 PM.

President Juliussen announced the Flu Shot Clinic date and time.

19. Directors' Meetings and Conference Reports

A. The North County Water Summit Meeting was held on July 16, 2015 in Vista, CA.

Director Sullivan stated that she received a lot of information during the meeting and learned additional information relating to the drought and how it's affecting different industries. She stated that she was informed that she and Director Hanson were on the 11PM news attending the summit meeting.

Director Hanson also stated that the meeting went very well and it was informative.

Director Sullivan also provided a brief summary about Vista Irrigation District's General Manager Roy Coox's presentation relating to the use of tap water as drinking water versus bottled water. GM Bushee stated that staff will look into the feasibility of installing the water purification fill stations at the District.

20. General Manager's Report

GM Bushee reported on the following items:

- EA Hill provided an updated Board Resolution & Ordinance binder at your seat for the Board's reference. He noted that it is a tactical goal.

- Tomorrow he will be co-presenting with Kim Thorner at SCAP's meeting regarding the North County Water Recycling Coalition.
- CASA conference is scheduled for next week and that he will be out of the office from Friday, August 21-28, 2015 noting that ASM LeMay will be the acting General Manager. He also stated that the District will be receiving an award during the CASA conference and TSM Morishita will be there accepting the award.

21. General Counsel's Report

None.

22. Board of Directors' Comments

President Juliussen thanked Jeff for his 35 years of service.

23. Adjournment

President Juliussen adjourned the meeting at approximately 5:38 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
August 17, 2015

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Monday, August 17, 2015 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

ASM LeMay noted that GM Bushee is currently attending a tour of the West Basin facilities with the North County Recycled Water Group.

3. Public Comment

None.

4. New Business

A. Review the draft text fall 2015 newsletter.

ASM LeMay presented the item and introduced Ms. Humphreys to present an overview of the draft 2015 newsletter.

The CAC suggested a few minor changes to the draft text noting that the cover story was a good article. Vice President Omsted provided an article about wipes written by CSDA to Ms. Humphreys. He also suggested adding text to the awards and accolades article regarding Jeff Stecker.

Ms. Lois Humphreys also presented her idea for the layout of the newsletter indicating that the graphic designer will incorporate a diagram for the Encina Wastewater Authority's article about their new FOG station. She also stated that the size and resolution of LWD's photo showing the pump with wipes was too small to use for the cover article and that she will use another photo with wipes.

Following discussion, the CAC authorized staff and TRG to proceed with the layout of the 2015 fall newsletter.

Staff also agreed to follow up with the CAC to schedule the next meeting the week of September 14th – 17th.

5. Information Items

Vice President Omsted stated that Vallecitos Water District has begun their water waste patrolling.

6. Directors' Comments

Vice President Omsted stated that as a Director of the League of Women's Voters, he will be making a presentation on water/wastewater issues to the Seacrest Village group during September 2015.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 10:05 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Engineering Committee Meeting
September 2, 2015

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, September 2, 2015 at 9:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 9:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; District Engineer Steve Deering; and Robert Weber and Jamie Fagnant from Infrastructure Engineering Corporation.

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute an Agreement with TC Construction Company for construction services to complete the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$483,575.

TSM Morishita presented staff's recommendation noting this item is a FY 2016 tactical goal. He explained that in April 2015, Infrastructure Engineering Corporation (IEC) completed the Preliminary Design Report (PDR) for the rehabilitation of the Saxony Pump Station. He said that, subsequently, the Board of Directors authorized IEC to continue with the design phase of the project. TSM Morishita said that IEC completed the design and the project was advertised for bid in July 2015 with bids due on August 20, 2015. He stated that six bids were received with TC Construction submitting the apparent low bid. TSM Morishita said that IEC reviewed the bids and noted two issues with the TC Construction bid. He said that the two issues were evaluated by Legal Counsel and IEC and it was determined that the issues had no effect on the bid submitted by TC Construction and the sealed bid process.

TSM Morishita mentioned that TC Construction's bid was approximately \$24,000 or 5% greater than the engineer's opinion of probable cost of \$459,360. He stated that IEC believes that the bid costs reflect the current market conditions and reasonably stringent installation guidelines.

TSM Morishita said that the Fiscal Year 2016 (FY 16) Budget included \$502,800 for project construction. He continued that when the cost of pre-purchasing the Vaughn Chopper Pumps (\$81,864) is added to the construction cost of \$483,575 the

construction cost is \$565,439. He said that an additional appropriation of \$110,000 is needed to cover the construction costs for the project (\$62,639) and a 10% contingency (\$48,357). TSM Morishita requested that the EC recommend that the Board approve an additional appropriation of \$110,000 to the FY16 Budget for project construction.

After discussion, the EC concurred with staff to recommend that the Board authorize executing an Agreement with TC Construction for construction services to complete the Saxony Pump Station Rehabilitation Project and to authorize an additional appropriation of \$110,000 to cover the construction costs for the project.

- B. Authorize the General Manager to execute a Landscape Maintenance Contract for the District's headquarters site with Heaviland Enterprises, Incorporated at a cost not to exceed \$30,240 over an initial three year contract period.

TSM Morishita presented staff's recommendation. He stated that landscaping on the District's campus and the associated irrigation system requires regular maintenance. He said that the formal bid process was used to select a company to provide this service. TSM Morishita explained that the initial period of the contract is three years. He continued that if services during the initial period are satisfactory, the contract can be extended for two additional one year periods.

TSM Morishita said that request for sealed bids was distributed to ten landscape maintenance companies and a Notice Inviting Bids was published in the San Diego Union-Tribune. He said that four bids were received on the August 13th due date. TSM Morishita said that Heaviland Enterprises (Heaviland) was the apparent low bidder at \$840 per month.

Chairperson Juliussen asked who is currently providing the service. GM Bushee answered that TVRI (Tierra Verde Resources, Incorporated) is currently providing the service at \$730 per month.

TSM Morishita continued that references provided by Heaviland were checked and all responses were positive.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute an Agreement with Heaviland for landscape maintenance service.

5. Information Items

- A. 2015 Gravity Pipeline Rehabilitation Project

TSM Morishita presented a status update of the 2015 Gravity Pipeline Rehabilitation Project. He said that Burtech has started construction on the project and has completed the CIPP lining of seven of eight line segments.

- B. Scott's Valley Pipeline Rehabilitation Project

TSM Morishita presented this item. He said that the Pre-Construction Meeting for the project is scheduled for September 8th and the Notice to Proceed (NTP) date will be September 15th. He continued that Charles King Company (CKC) has

submitted project submittals prior to the NTP date to get the project constructed as soon as possible in anticipation of an El Niño event this winter.

6. Director's Comments

None.

7. General Manager's Comments


None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:25 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: September 3, 2015
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 \$ **1,624,266.83**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months August 7, 2015 – September 3, 2015.

Operating expenses totaled \$ **914,043.42** while Capital Improvement Program expenses totaled \$ **617,996.86**.

Payroll for employees and the Board totaled \$ **92,226.55**.

Attached please find a year to date Employee and Board Payroll Report from August 2014 to September 2015 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 2015
Attachment 2	Accounts Payable Check Register dated August 7, 2015
Attachment 3	Payroll Check Register August 12, 2015
Attachment 4	Accounts Payable Check Register dated August 17, 2015
Attachment 5	Payroll Check Register dated August 19, 2015
Attachment 6	Accounts Payable Check Register dated September 1, 2015
Attachment 7	Payroll Check Register dated September 2, 2015
Attachment 8	Board Payroll Check Register dated September 3, 2015
Attachment 9	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

September 9, 2015

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -8/12/2015	18083 - 18101 Incentive Pay	\$5,219.27	
Payroll Check-8/19/2015	18102 - 18118	\$40,893.42	
Board Payroll Check-9/3/2015	18119 - 18123	\$4,575.80	
Payroll Check -9/2/2015	18124 - 18140	<u>\$41,538.06</u>	
	Total	\$92,226.55	
General Checking -8/7/2015	47169 - 47217	\$ 1,262,571.03	
General Checking - 8/17/2015	47218 - 47241	\$ 60,536.11	
General Checking-9/1/2015	47242 -47288	<u>\$ 208,933.14</u>	
	Total	\$ 1,532,040.28	
	GRAND TOTAL		\$1,624,266.83

VOIDED CHECKS

47081 Reissued
47050
47283 Reissued

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/7/2015 Through 8/7/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	47169	8/7/2015	<u>3,570.00</u>	FLOW MONITORING
	Total 47169		3,570.00	
ALLIANT INSURANCE SERVICES, INC	47170	8/7/2015	<u>875.00</u>	RENEWAL-P.B.-BOND INS
	Total 47170		875.00	
ARC DOCUMENT SOLUTIONS,LLC	47171	8/7/2015	<u>32.00</u>	PLANS AND SPECS
	Total 47171		32.00	
ATEL COMMUNICATIONS, INC	47172	8/7/2015	<u>1,751.69</u>	DIGITAL TRUNK CARD
	Total 47172		1,751.69	
AT&T	47173	8/7/2015	<u>171.63</u>	PHONE SERVICE @ BPS
	Total 47173		171.63	
AYALA ENGINEERING	47174	8/7/2015	<u>7,400.00</u>	REHAB OF MANHOLE
	Total 47174		7,400.00	
BASE NINE CONSULTING	47175	8/7/2015	240.00	SCADA SUPPORT @ AWT
BASE NINE CONSULTING		8/7/2015	240.00	SCADA SUPPORT @ LPS
BASE NINE CONSULTING		8/7/2015	960.00	SCADA SUPPORT @BPS
BASE NINE CONSULTING		8/7/2015	<u>720.00</u>	SCADA SUPPORT @LPS
	Total 47175		2,160.00	
BROWNELL AND DUFFEY CPA	47176	8/7/2015	<u>11,433.00</u>	ACCOUNTING FEES-JULY
	Total 47176		11,433.00	
CARLSBAD FUELS CORPORATION	47177	8/7/2015	<u>2,915.68</u>	VEHICLE FUEL
	Total 47177		2,915.68	
CITY OF CARLSBAD	47178	8/7/2015	245.25	WATER @ PLANT/OFFICE
CITY OF CARLSBAD		8/7/2015	275.66	WATER @ VACTOR
CITY OF CARLSBAD		8/7/2015	<u>310.57</u>	WATER @ VACTOR2
	Total 47178		831.48	
CUES, INC	47179	8/7/2015	<u>922.69</u>	CCTV VAN MAINT
	Total 47179		922.69	
DATA NET	47180	8/7/2015	<u>1,949.21</u>	IS MAINT AND SUPPORT
	Total 47180		1,949.21	
DUDEK & ASSOCIATES	47181	8/7/2015	<u>21,737.28</u>	GE/3252/864/FIORE

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/7/2015 Through 8/7/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47181		21,737.28	
EMME LIAN	47182	8/7/2015	3,000.00	LATERAL REIMBURSEMENT
	Total 47182		3,000.00	
ENCINA WASTEWATER AUTHORITY	47183	8/7/2015	976,366.54	ENCINA QTRLY-O/M AND CAPITAL
	Total 47183		976,366.54	
ENCINA WASTEWATER AUTHORITY	47184	8/7/2015	168,000.00	RESERVE CAPITAL
	Total 47184		168,000.00	
EVOQUA WATER TECHNOLOGIES, LLC	47185	8/7/2015	7,171.38	BIOXIDE
	Total 47185		7,171.38	
ICMA RETIREMENT-303979	47186	8/7/2015	3,009.84	DEFERRED COMP
	Total 47186		3,009.84	
JCI JONES CHEMICAL, INC	47187	8/7/2015	3,869.39	CHEMICALS
	Total 47187		3,869.39	
JEFF BILLS	47188	8/7/2015	1,923.57	CONSULTING FEES-JULY
	Total 47188		1,923.57	
LAGUNA MOUNTAIN ENVIRO, INC	47189	8/7/2015	7,673.00	ARCHEOLOGICAL MONITORING
	Total 47189		7,673.00	
WILLIAM MAYHEW	47190	8/7/2015	2,167.50	LATERAL REIMBURSEMENT
	Total 47190		2,167.50	
MITSUBISHI ELECTRIC US, INC	47191	8/7/2015	274.02	MAINT/REPAIR-ELEVATOR
	Total 47191		274.02	
NATIONWIDE RETIREMENT SOLUTIONS	47192	8/7/2015	243.67	DEFERRED COMP
	Total 47192		243.67	
OFFICE DEPOT, INC.	47193	8/7/2015	131.28	OFFICE SUPPLIES
	Total 47193		131.28	
OLIVENHAIN MUNICIPAL WATER DIST	47194	8/7/2015	39.22	WATER @ E. ESTATES

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/7/2015 Through 8/7/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
OLIVENHAIN MUNICIPAL WATER DIST		8/7/2015	539.71	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		8/7/2015	632.66	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		8/7/2015	39.22	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		8/7/2015	39.22	WATER @ VP7
	Total 47194		1,290.03	
PEP BOYS	47195	8/7/2015	26.99	LG WHEEL CHOCKS
	Total 47195		26.99	
PERS RETIREMENT	47196	8/7/2015	106.48	BOARD RETIREMENT ENDING 7/31/2015
PERS RETIREMENT		8/7/2015	11,462.02	EMPLOYEE RETIREMENT -8/2/15
	Total 47196		11,568.50	
PIPERIN CORPORATION	47197	8/7/2015	1,000.00	MANHOLE REPAIR-PO8273
	Total 47197		1,000.00	
PLANT PEOPLE	47198	8/7/2015	158.00	INDOOR PLANTS MAINT
	Total 47198		158.00	
PLUMBERS DEPOT, INC	47199	8/7/2015	347.76	FIBER GLASS POLES
	Total 47199		347.76	
PURCHASE POWER	47200	8/7/2015	420.99	POSTAGE FOR METER
PURCHASE POWER		8/7/2015	107.30	SHIPPING
	Total 47200		528.29	
QUALITY CHEVROLET	47201	8/7/2015	636.90	VEHICLE MAINT AND REPAIR
	Total 47201		636.90	
RCP BLOCK & BRICK, INC	47202	8/7/2015	18.42	PEBBLES
	Total 47202		18.42	
RGB RICE GENERAL BUILDING	47203	8/7/2015	938.42	WORK DONE IN MAY
	Total 47203		938.42	
ROCKWELL CONSTRUCTION SERVICES, INC	47204	8/7/2015	2,250.00	CM INSPECTION/VFD REPLACEMENT
	Total 47204		2,250.00	
SAN DIEGUITO WATER DISTRICT	47205	8/7/2015	23.20	WATER @ TANKER

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/7/2015 Through 8/7/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47205		23.20	
SOUTHERN CONTRACTING COMPANY	47206	8/7/2015	720.00	ELECTRICAL WORK
SOUTHERN CONTRACTING COMPANY		8/7/2015	630.00	ELECTRICAL WORK @ BPS
	Total 47206		1,350.00	
THE HOME DEPOT CRC/GECE	47207	8/7/2015	591.28	SUPPLIES
	Total 47207		591.28	
THOMAS FUNKE	47208	8/7/2015	3,000.00	LATERAL REIMBURSEMENT
	Total 47208		3,000.00	
TIM BESTAMENTE	47209	8/7/2015	80.00	MAINT AND REPAIRS
	Total 47209		80.00	
UNDERGROUND SERVICE ALERT OF	47210	8/7/2015	204.00	UNDERGROUND ALARM SERVICE
	Total 47210		204.00	
UNIFIRST CORPORATION	47211	8/7/2015	409.38	LAUNDRY SERVICE
	Total 47211		409.38	
U.S. BANK	47212	8/7/2015	7,987.69	CONFERENCES,MEETINGS,SUPPLI...
	Total 47212		7,987.69	
VERIZON WIRELESS	47213	8/7/2015	49.21	TELEMETRY-CELL PHONES
	Total 47213		49.21	
WARREN W SCOTT ARCHITETURE WSA, INC	47214	8/7/2015	19.21	REFUND DEV-HERMES AVE
	Total 47214		19.21	
WASTE MANAGEMENT	47215	8/7/2015	204.88	TRASH SERVICE
	Total 47215		204.88	
WATER ENVIRONMENT FEDERATION	47216	8/7/2015	218.00	MEMBERSHIP RENEWAL-RM
	Total 47216		218.00	
XEROX CORPORATION	47217	8/7/2015	91.02	SERVICE/MAINT-COPIER
	Total 47217		91.02	
Report Total			1,262,571.03	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 12, 2015
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18083 - 18101	8/12/2015	\$5,219.27

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/17/2015 Through 8/17/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ANTIMITE TERMITE & PEST CONTROL	47218	8/17/2015	50.00	EXTRA SERVICE FOR PEST CONTROL
	Total 47218		50.00	
BURTECH PIPELINE, INC	47219	8/17/2015	17,812.50	2015 GRAVIETY PIPELINE
	Total 47219		17,812.50	
CHUCKS TIRE CENTER	47220	8/17/2015	565.95	TIRES
	Total 47220		565.95	
CONEXIS	47221	8/17/2015	140.00	SEC 125 FLEX PLAN-JULY
	Total 47221		140.00	
CORELOGIC INFORMATION SOLUTIONS,INC	47222	8/17/2015	125.00	MONTHLY FEE FOR RENEWAL OF SUBSCRIPTION
	Total 47222		125.00	
CSRMA	47223	8/17/2015	4,566.00	W/C PAYROLL AUDIT
	Total 47223		4,566.00	
CUES, INC	47224	8/17/2015	136.73	CCTV VAN MAINT/REPAIRS
	Total 47224		136.73	
DATA NET	47225	8/17/2015	447.50	IS MAINT AND SUPPORT
	Total 47225		447.50	
DEXTER WILSON ENGINEERING	47226	8/17/2015	1,000.00	FY15 AUDIT SSMP
	Total 47226		1,000.00	
HADRONEX, INC	47227	8/17/2015	6,070.00	ANNUAL COVERAGE FOR SMARTCOVERS
	Total 47227		6,070.00	
JACKSON & BLANC	47228	8/17/2015	155.00	SERVICE/MAINT
	Total 47228		155.00	
OFFICE DEPOT, INC.	47229	8/17/2015	77.68	OFFICE SUPPLIES
	Total 47229		77.68	
PALOMAR WATER, LLC	47230	8/17/2015	180.38	BOTTLED WATER @ OFFICE
	Total 47230		180.38	
PLUMBERS DEPOT, INC	47231	8/17/2015	230.47	FITTINGS
	Total 47231		230.47	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/17/2015 Through 8/17/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
RICHARD STINSON	47232	8/17/2015	<u>7,450.00</u>	CONSTRUCTION CONSULTING-JULY
	Total 47232		7,450.00	
R. J. SAFETY SUPPLY CO., INC.	47233	8/17/2015	<u>45.37</u>	SAFETY ITEMS
	Total 47233		45.37	
AIR POLLUTION CONTROL DISTRICT	47234	8/17/2015	<u>356.00</u>	PERMIT FEES
	Total 47234		356.00	
SAN DIEGO UNION TRIBUNE	47235	8/17/2015	<u>1,007.48</u>	AD FOR FST POSITION
SAN DIEGO UNION TRIBUNE		8/17/2015	<u>134.12</u>	NOTICE FOR BIDS
	Total 47235		1,141.60	
SHEA HOMES, INC	47236	8/17/2015	<u>13,387.50</u>	REFUND TO DEV FOR PROJECT #0723
	Total 47236		13,387.50	
SOUTHERN CALIFORNIA SOIL & TESTING,	47237	8/17/2015	<u>146.00</u>	CONCRETE INSPECTION-PO8177
	Total 47237		146.00	
PIPE TOOLS SPECIALITIES	47238	8/17/2015	<u>626.54</u>	PAD DOUBLE HOLE CHAIN
	Total 47238		626.54	
UNIFIRST CORPORATION	47239	8/17/2015	<u>203.07</u>	LAUNDRY SERVICE
	Total 47239		203.07	
WEST COAST SAFETY SUPPLY CO., INC.	47240	8/17/2015	<u>553.12</u>	GAS REGULATORS
	Total 47240		553.12	
WORDEN WILLIAMS, APC	47241	8/17/2015	<u>5,069.70</u>	LEGAL FEES FOR JULY
	Total 47241		5,069.70	
Report Total			<u>60,536.11</u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 19, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18102 - 18118	8/19/2015	\$40,893.42

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/1/2015 Through 9/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ARC DOCUMENT SOLUTIONS,LLC	47242	9/1/2015	1,076.62	PLANS AND SPECS
	Total 47242		1,076.62	
AMERICA'S FINEST FIRE PROTECTION	47243	9/1/2015	854.72	ANNUAL SERVICE FOR FIRE EXTINGUISHERS
	Total 47243		854.72	
AT&T	47244	9/1/2015	377.56	PHONE SERVICE IN ELEVATOR/ALARM
	Total 47244		377.56	
BARRETT ENGINEERED PUMP	47245	9/1/2015	678.24	PUMP FOR BPS
	Total 47245		678.24	
BURTECH PIPELINE, INC	47246	9/1/2015	46,288.08	B1/B2 FORCE MAIN
	Total 47246		46,288.08	
CAL PUBLIC EMPLOYEES' RETIRE SYSTEM	47247	9/1/2015	22,956.10	HEALTH INS-SEPT
	Total 47247		22,956.10	
CARLSBAD FUELS CORPORATION	47248	9/1/2015	1,363.25	VEHICLE AND TRUCK FUEL
	Total 47248		1,363.25	
CHUCKS TIRE CENTER	47249	9/1/2015	603.93	TIRES
	Total 47249		603.93	
CITY OF ENCINITAS	47250	9/1/2015	250.00	UTILITY PERMIT
	Total 47250		250.00	
CORODATA	47251	9/1/2015	140.03	STORAGE
	Total 47251		140.03	
CUES, INC	47252	9/1/2015	3,600.00	SOFTWARE ENHANCED PLAN
	Total 47252		3,600.00	
DATA NET	47253	9/1/2015	2,880.00	LABOR FOR NET APP
	Total 47253		2,880.00	
DEEP MAINLINE TOOLS	47254	9/1/2015	233.28	PARTS
	Total 47254		233.28	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/1/2015 Through 9/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DION INTERNATIONAL TRUCKS INC	47255	9/1/2015	4,964.00	REPAIR TO VACTOR
	Total 47255		4,964.00	
DUDEK & ASSOCIATES	47257	9/1/2015	165.00	GE/3251/100/GRADING PLANS
DUDEK & ASSOCIATES		9/1/2015	1,210.00	GE/3252/0526/FAIR OAKS
DUDEK & ASSOCIATES		9/1/2015	165.00	GE/3252/0593/LC TOWNE
DUDEK & ASSOCIATES		9/1/2015	165.00	GE/3252/0607/VISTA LA COSTA
DUDEK & ASSOCIATES		9/1/2015	660.00	GE/3252/0844/LA COSTA TOWN
DUDEK & ASSOCIATES		9/1/2015	110.00	GE/3252/0851/JEREZ CT
DUDEK & ASSOCIATES		9/1/2015	825.00	GE/3252/0855/LC TOWN SQ
DUDEK & ASSOCIATES		9/1/2015	110.00	GE/3252/0874/EOLUS 4
DUDEK & ASSOCIATES		9/1/2015	2,365.00	GE/3252/0884/LC VALLEY
DUDEK & ASSOCIATES		9/1/2015	165.00	GE/3252/0930/JASON ST
DUDEK & ASSOCIATES		9/1/2015	55.00	GE/3252/0931/DOMINOS
DUDEK & ASSOCIATES		9/1/2015	437.50	GE/3252/0932/BIRDS EYE KITCHEN
DUDEK & ASSOCIATES		9/1/2015	440.00	GE/3252/0934/ATHENA ST
DUDEK & ASSOCIATES		9/1/2015	165.00	GE/3252/0935/HERMES
DUDEK & ASSOCIATES		9/1/2015	385.00	GE/3252/0936/VULCAN AVE
DUDEK & ASSOCIATES		9/1/2015	330.00	GE/3252/0937/PAUL ECKE SCHOOL
DUDEK & ASSOCIATES		9/1/2015	483.75	GE/3252/0938/VIGILUCCIS
DUDEK & ASSOCIATES		9/1/2015	220.00	GE/3252/0939/HYGEIA
DUDEK & ASSOCIATES		9/1/2015	220.00	GE/3252/0940/FLAMENCO
	Total 47257		8,676.25	
GRAINGER, INC	47258	9/1/2015	58.37	FAN @ LPS
GRAINGER, INC		9/1/2015	126.91	PRESSURE GAUGE
	Total 47258		185.28	
GREAT AMERICA FINANCIAL SERVICES	47259	9/1/2015	738.87	COPIER LEASE
	Total 47259		738.87	
HACH COMPANY	47260	9/1/2015	5,147.00	PER QUOTE FOR AWT
	Total 47260		5,147.00	
HADRONEX, INC	47261	9/1/2015	120.00	POWER PAK
HADRONEX, INC		9/1/2015	2,928.12	SMARTCOVER SYSTEMS
	Total 47261		3,048.12	
HARRINGTON INDUSTRIAL PLASTICS INC	47262	9/1/2015	2,294.74	AWT PIPE REPAIRS
	Total 47262		2,294.74	
HARTFORD LIFE & ACCIDENT INS.	47263	9/1/2015	424.81	LIFE INS-SEPT
	Total 47263		424.81	
HOCH CONSULTING	47264	9/1/2015	500.00	SPS CONSTRUCTION REVIEW

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/1/2015 Through 9/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 47264		500.00	
I2B NETWORKS, INC	47265	9/1/2015	160.00	WEB CAM @ BPS
	Total 47265		160.00	
ICMA RETIREMENT-303979	47266	9/1/2015	3,009.84	DEFERRED COMP
	Total 47266		3,009.84	
INFRASTRUCTURE ENGINEERING CORP	47267	9/1/2015	3,871.05	FY15 GRAVIETY SEWER PROJECT
INFRASTRUCTURE ENGINEERING CORP		9/1/2015	6,175.00	L1 FORCE MAIN WEST SIDE
INFRASTRUCTURE ENGINEERING CORP		9/1/2015	260.00	LPS GENERATOR REPLACEMENT
INFRASTRUCTURE ENGINEERING CORP		9/1/2015	20,677.10	SAXONY PS REHAB
INFRASTRUCTURE ENGINEERING CORP		9/1/2015	698.30	SCOTTS VALLEY SEWER
	Total 47267		31,681.45	
DODGE DATA & ANALYTICS	47268	9/1/2015	1,255.99	GREENSHEET AD
	Total 47268		1,255.99	
MES VISION	47269	9/1/2015	326.88	VISION INS-SEPT
	Total 47269		326.88	
MSC JANITORIAL SERVICE, INC	47270	9/1/2015	1,552.92	JANITORIAL SERVICES-AUGUST
	Total 47270		1,552.92	
NATIONWIDE RETIREMENT SOLUTIONS	47271	9/1/2015	243.67	DEFERRED COMP
	Total 47271		243.67	
NORTH COUNTY EQUIPMENT INC	47272	9/1/2015	347.09	PARTS
	Total 47272		347.09	
OFFICE DEPOT, INC.	47273	9/1/2015	514.62	OFFICE SUPPLIES
	Total 47273		514.62	
PEP BOYS	47274	9/1/2015	10.24	MINIBULBS
PEP BOYS		9/1/2015	23.74	SUPPLIES
	Total 47274		33.98	
PERS RETIREMENT	47275	9/1/2015	11,462.02	EMPLOYEE RETIREMENT 8/16/2015
	Total 47275		11,462.02	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/1/2015 Through 9/1/2015

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PIPERIN CORPORATION	47276	9/1/2015	<u>8,900.00</u>	SEWER REPAIR
	Total 47276		8,900.00	
PLUMBERS DEPOT, INC	47277	9/1/2015	<u>3,024.00</u>	WARTHOG RECYCLED WATER PULLER
	Total 47277		3,024.00	
RCP BLOCK & BRICK, INC	47278	9/1/2015	<u>11.86</u>	BLACK OXIDE
	Total 47278		11.86	
SAN DIEGO DAILY TRANSCRIPT	47279	9/1/2015	<u>966.00</u>	NOTICE FOR BIDS @ SPS
	Total 47279		966.00	
SAN DIEGO GAS AND ELECTRIC	47280	9/1/2015	<u>15,378.02</u>	ELECTRIC @ OFFICE/LPS
	Total 47280		15,378.02	
SAN DIEGO GAS & ELECTIRC	47281	9/1/2015	214.27	ELECT4RIC @ VP7
SAN DIEGO GAS & ELECTIRC		9/1/2015	215.07	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		9/1/2015	10,808.04	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		9/1/2015	613.50	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		9/1/2015	1,034.74	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		9/1/2015	1,108.08	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		9/1/2015	1,295.37	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		9/1/2015	166.77	ELECTRIC @ RANCHO VERDE
SAN DIEGO GAS & ELECTIRC		9/1/2015	931.77	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		9/1/2015	410.03	ELECTRIC @ VP5
SAN DIEGO GAS & ELECTIRC		9/1/2015	10.00	GAS @ OFFICE
SAN DIEGO GAS & ELECTIRC		9/1/2015	<u>3.86</u>	NAT GAS @ EE
	Total 47281		16,811.50	
SOUTHERN CONTRACTING COMPANY	47282	9/1/2015	<u>340.00</u>	ELECTRIC WORK @ AVOCADO PS
	Total 47282		340.00	
THE GUARDIAN	47283	9/1/2015	0.00	DENTAL/DISABILITY INS-AUG
THE GUARDIAN		9/1/2015	<u>0.00</u>	DENTAL/DISABILITY ONS-SEPT
	Total 47283		0.00	
TIERRA VERDE RESOURCES, INC	47284	9/1/2015	<u>730.00</u>	LANDSCAPING SERVICE-AUGUST
	Total 47284		730.00	
TRI COMMUNITY ANSWERING SERVICE	47285	9/1/2015	<u>90.00</u>	ANSWERING SERVICE-AUGUST
	Total 47285		90.00	
UNIFIRST CORPORATION	47286	9/1/2015	<u>435.71</u>	LAUNDRY SERVICE

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 9/1/2015 Through 9/1/2015

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 47286		435.71	
VERIZON WIRELESS	47287	9/1/2015	<u>690.02</u>	CELL PHONES
	Total 47287		690.02	
THE GUARDIAN	47288	9/1/2015	<u>3,686.69</u>	DENTAL/DISABILITY ONS-SEPT
	Total 47288		<u>3,686.69</u>	
Report Total			<u><u>208,933.14</u></u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 2, 2015

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
18124 - 18140	9/2/2015	\$41,538.06

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: September 3, 2015

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
18119 - 18123	9/3/2015	\$4,575.80

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

<u>AUGUST</u>	2014		
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

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

<u>OCTOBER</u>			
10/1/2014	Employee		\$40,167.92
10/3/2014	Board		\$4,362.16
10/8/2014	Employee	Incentive	\$14,793.18
10/15/2014	Employee		\$40,300.04
10/29/2014	Employee		<u>\$39,487.52</u>
	TOTAL		\$139,110.82

<u>NOVEMBER</u>			
11/3/2014	Board		\$3,635.20
11/12/2014	Employee		\$41,419.01
11/12/2014	Employee	Incentive	\$461.75
11/26/2014	Employee		<u>\$39,964.00</u>
	TOTAL		\$85,479.96

<u>DECEMBER</u>			
12/3/2014	Board		\$4,873.19
12/4/2014	Employee	Sick Buyback	\$18,127.34
12/10/2014	Employee		\$40,877.56
12/11/2014	Employee	Incentive	\$1,225.43
12/24/2014	Employee		<u>39259.31</u>
	TOTAL		\$104,362.83

<u>JANUARY</u>	2015		
1/3/2015	Board		\$1,313.29
1/7/2015	Employee		\$39,442.47
1/21/2015	Employee		<u>\$38,947.79</u>
	TOTAL		\$79,703.55

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

FEBRUARY

2/3/2015	Board		\$5,635.01
2/4/2015	Employee		\$41,354.90
2/11/2015	Employee	Incentive	\$1,658.70
2/18/2015	Employee		<u>\$41,693.45</u>
	TOTAL		\$90,342.06

MARCH

3/3/2015	Board		\$3,328.09
3/4/2015	Employee		\$42,481.68
3/18/2015	Employee		<u>\$41,809.70</u>
	TOTAL		\$87,619.47

APRIL

4/1/2015	Employee		\$42,998.28
4/3/2015	Board		\$3,450.34
4/8/2015	Employee	Incentive	\$461.75
4/9/2015	Employee	Incentive	\$7,864.64
4/15/2015	Employee		\$42,793.24
4/29/2015	Employee		<u>\$42,249.97</u>
	TOTAL		\$139,818.22

MAY

5/3/2015	Board		\$4,550.07
5/13/2015	Employee		\$42,386.44
5/27/2015	Employee		<u>\$42,031.05</u>
	TOTAL		\$88,967.56

JUNE

6/3/2015	Board		\$6,672.20
6/10/2015	Employee		43014.18
6/10/2015	Employee	Incentive	862.55
6/24/2015	Employee		<u>42179.22</u>
	TOTAL		\$92,728.15

JULY

7/3/2015	Board		\$1,141.49
7/8/2015	Employee		\$42,280.37
7/9/2015	Employee	Incentive	\$460.23
7/9/2015	Employee		\$2,411.85
7/22/2015	Employee		<u>\$41,341.86</u>
	TOTAL		\$87,635.80

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

AUGUST

8/3/2015	Board		\$2,144.12
8/5/2015	Employee		\$41,795.41
8/12/2015	Employee	Incentive	\$5,219.27
8/19/2015	Employee		<u>\$40,893.42</u>
	TOTAL		\$90,052.22

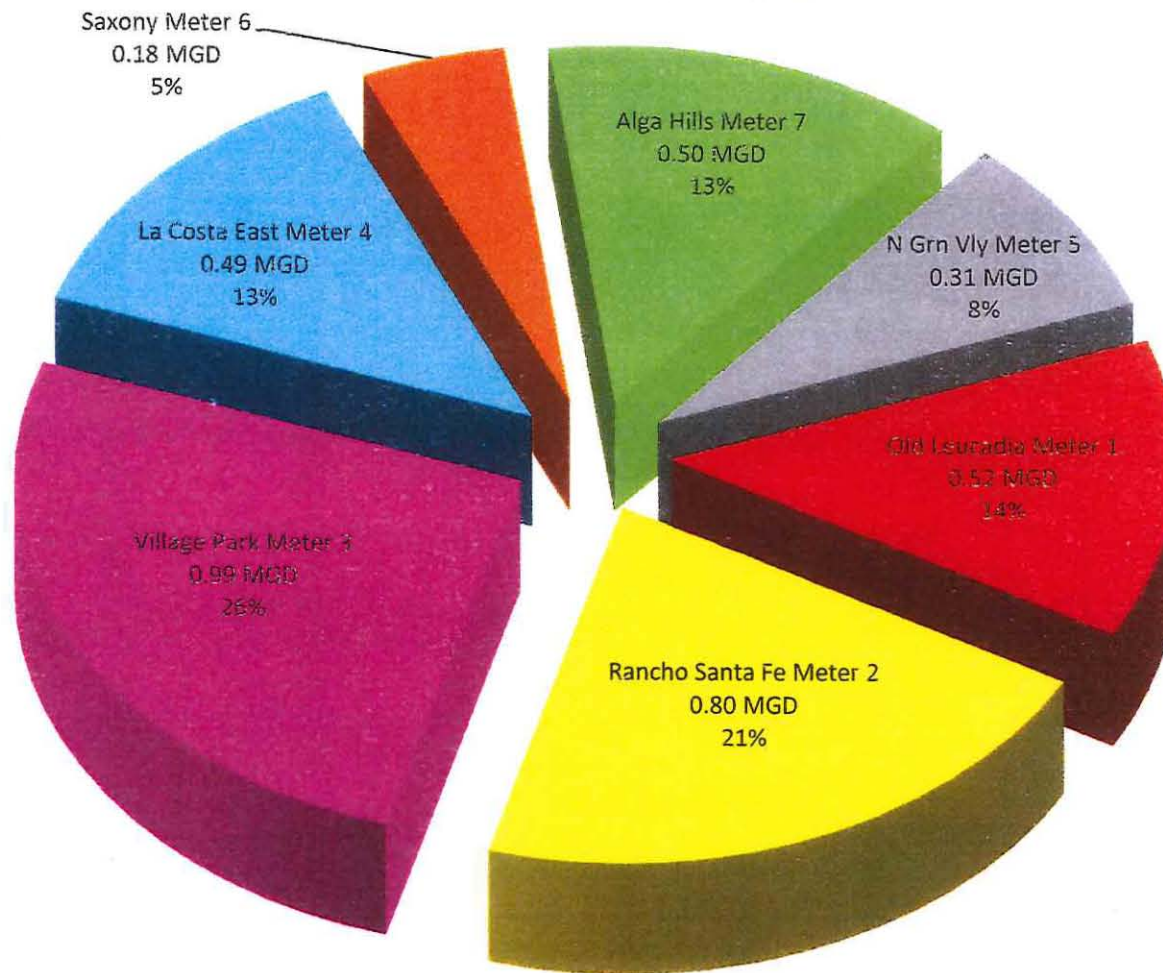
SEPTEMBER

9/2/2015	Employee		\$41,538.06
9/3/2015	Board		\$4,575.80
	TOTAL		\$46,113.86

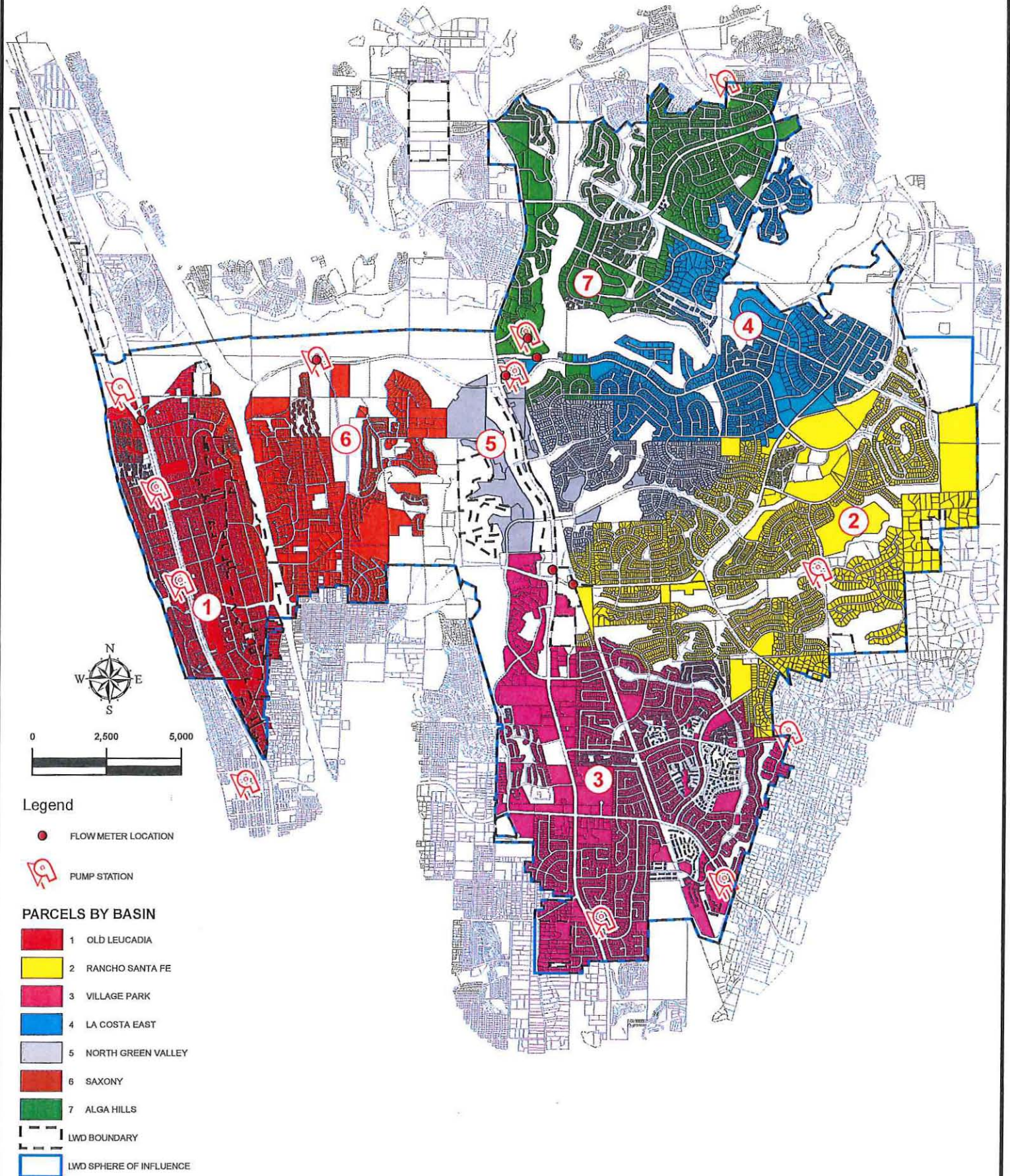
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2016 (July 2015 - June 2016)**

CURRENT MONTH - August 2015							FY 2014-2015
Period	Total Rain Inches	Total Flow MG	Total EDU's 28,515.94	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.76	121.52	5.80	3.92	137	27.33	4.10
YTD	0.76	121.52	28,521.74				
AUGUST	0.00	117.49	8.60	3.79	133	39.88	4.01
YTD	0.00	117.49	28,530.34				
SEPTEMBER							3.87
YTD							
OCTOBER							3.90
YTD							
NOVEMBER							3.87
YTD							
DECEMBER							3.87
YTD							
JANUARY							3.80
YTD							
FEBRUARY							3.96
YTD							
MARCH							4.05
YTD							
APRIL							3.99
YTD							
MAY							3.67
YTD							
JUNE							3.78
YTD	0.00	0.00	0.00				
Annual Total	0.76	239.01	14			67.21	
Mo Average	0.38	119.51	7	3.86	135	33.61	4.08

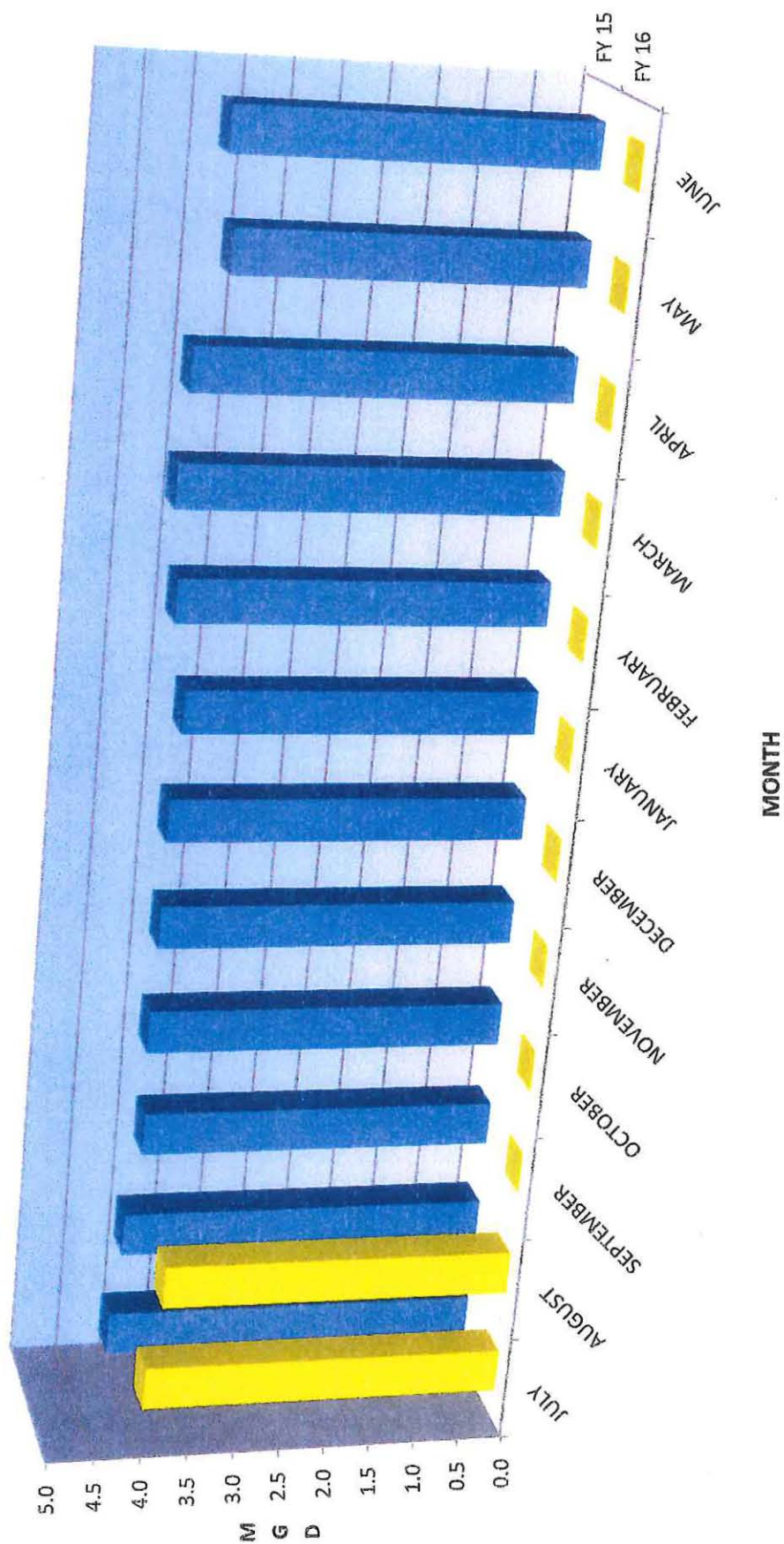
**LWD Flows by Sub-Basin
August 2015
Total LWD Flow = 3.79 MGD**



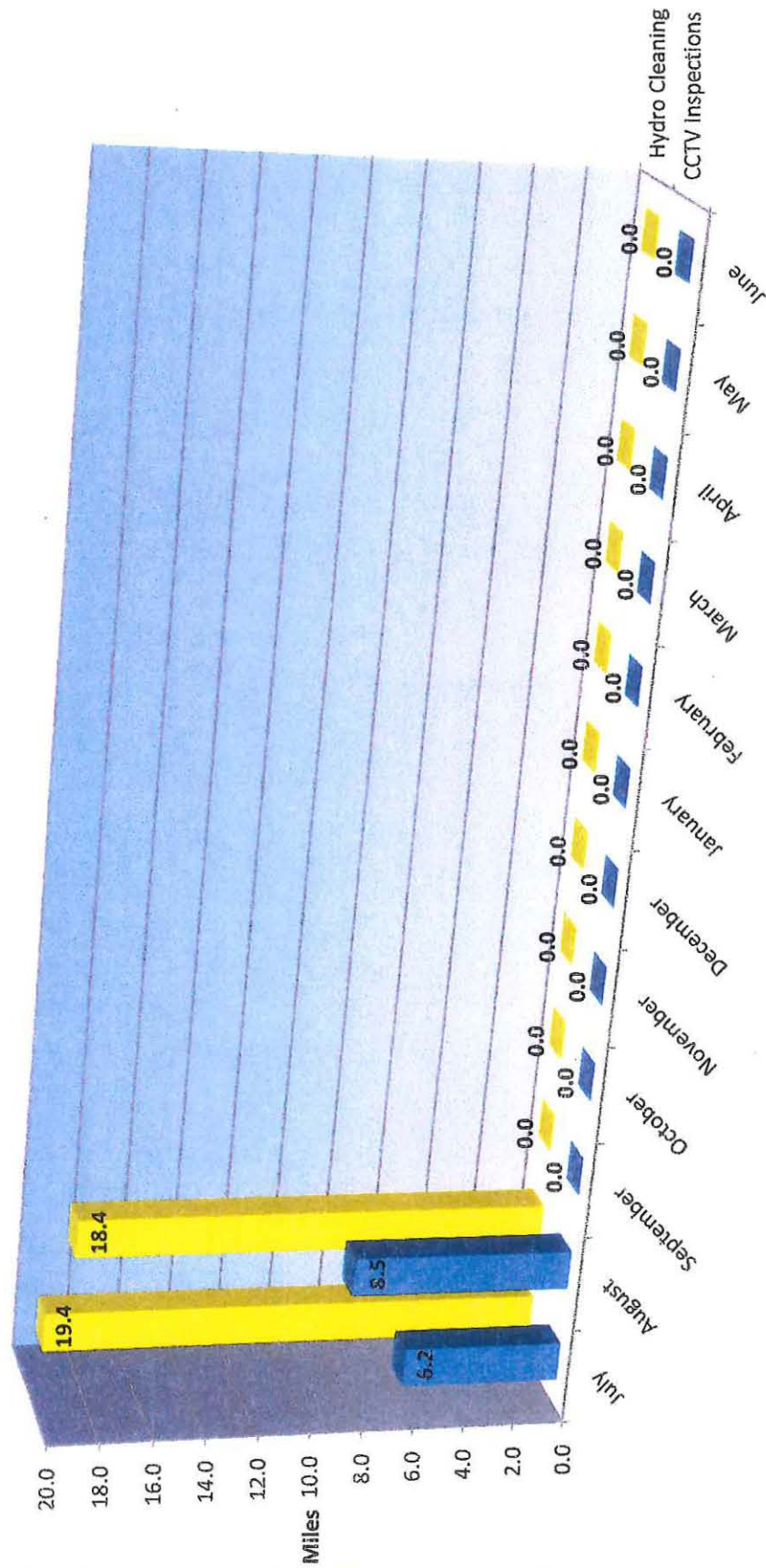
LEUCADIA WASTEWATER DISTRICT



LEUCADIA WASTEWATER DISTRICT FLOW COMPARISON FY15 to FY16



FY-16 CCTV Inspections & Hydro Cleaning Production



Leucadia Wastewater District

Balance Sheet As of 8/31/2015

		<u>Current Year</u>
Assets		
Cash & Investments	1CAS	32,977,751.57
Accounts Receivables	2A/R	454,300.43
Prepaid Expense	3PRE	756,769.00
Funds held with Encinca Wastewater Authority	4EWA	1,074,849.00
Capital Assets	4F/A	144,864,121.22
Less Accumulated Depreciation	6DEP	(50,992,593.63)
Total Assets		<u>129,135,197.59</u>
Total Assets		<u>129,135,197.59</u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	674,973.47
Developer Deposits	DEVD	140,333.14
Total Liabilities		<u>815,306.61</u>
Total Liabilities		<u>815,306.61</u>
Net Position		
Beginning Net Position		
Investment in Capital Assets	IC/A	98,015,527.59
Reserves	RESV	37,577,007.14
Undesignated Net Position	UNDS	(6,087,619.84)
Total Beginning Net Position		<u>129,504,914.89</u>
Current Change In Net Position		
Other		(1,185,023.91)
Total Current Change In Net Position		<u>(1,185,023.91)</u>
Total Net Position		<u>128,319,890.98</u>
Total Net Postion		<u>128,319,890.98</u>
Total Liabilites & Net Position		<u>129,135,197.59</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2015 Through 8/31/2015

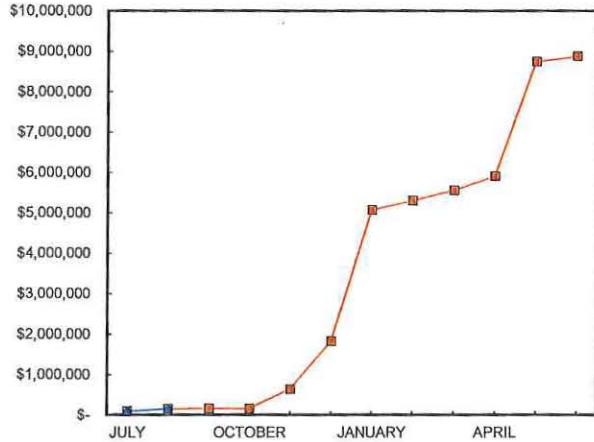
Account Title	YTD Actual	Total Annual Budget	Total Budget Variance	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	152,510.81	8,876,733.00	8,724,222.19	1.7%
3150 Recycled Water Sales	0.00	266,000.00	266,000.00	0.0%
3100 Misc. Operating Revenue	\$ 2,128.75	\$ 248,533.00	\$ 246,404.25	0.9%
TOTAL OPERATING REVENUES	\$ 154,639.56	\$9,391,266.00	\$9,236,626.44	1.6%
OPERATING EXPENSES				
4100 Salaries	\$ 195,277.67	\$1,647,320.00	\$1,452,042.33	11.9%
4200 Employee Benefits	110,841.42	825,559.00	714,717.58	13.4%
4300 Directors Expense	14,954.18	140,100.00	125,145.82	10.7%
4600 Gas, Oil & Fuel	5,803.41	46,000.00	40,196.59	12.6%
4700 Insurance Expense	19,404.91	118,000.00	98,595.09	16.4%
4800 Memberships	1,212.00	25,400.00	24,188.00	4.8%
4900 Office Expense	15,977.87	122,100.00	106,122.13	13.1%
5000 Operating Supplies	21,653.03	225,900.00	204,246.97	9.6%
5200 Professional Services	38,935.23	539,400.00	500,464.77	7.2%
5300 Printing & Publishing	2,000.86	32,000.00	29,999.14	6.3%
5400 Rents & Leases	4,485.09	15,150.00	10,664.91	29.6%
5500 Repairs & Maintenance	49,817.60	390,400.00	340,582.40	12.8%
5600 Monitoring & Permits	2,788.50	54,850.00	52,061.50	5.1%
5700 Training & Development	3,301.49	46,500.00	43,198.51	7.1%
5900 Utilities	74,926.06	497,600.00	422,673.94	15.1%
6100 LAFCO Operations	8,762.60	6,200.00	(2,562.60)	141.3%
6200 Encina Operating Expense	0.00	1,915,644.00	1,915,644.00	0.0%
6900 Admin O/H alloc to Capital	0.00	(128,664.00)	(128,664.00)	0.0%
TOTAL OPERATING EXPENSES	\$ 570,141.92	\$6,519,459.00	\$5,949,317.08	8.7%
NON-OPERATING REVENUES				
3130 Capacity Fees	33,650.40	240,360.00	206,709.60	14.0%
3220 Property Taxes	23,679.65	1,450,000.00	1,426,320.35	1.6%
3250 Investment Income	31,730.00	180,000.00	148,270.00	17.6%
3290 Misc. Non Op Revenue	0.00	8,200.00	8,200.00	0.0%
TOTAL NON-OPERATING REVENUES	\$ 89,060.05	\$1,878,560.00	\$1,789,499.95	4.7%

Leucadia Wastewater District

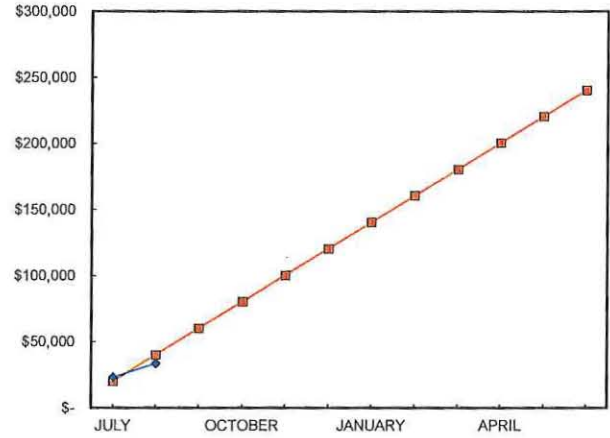
Revenue FY 2015

YTD through August 31, 2015

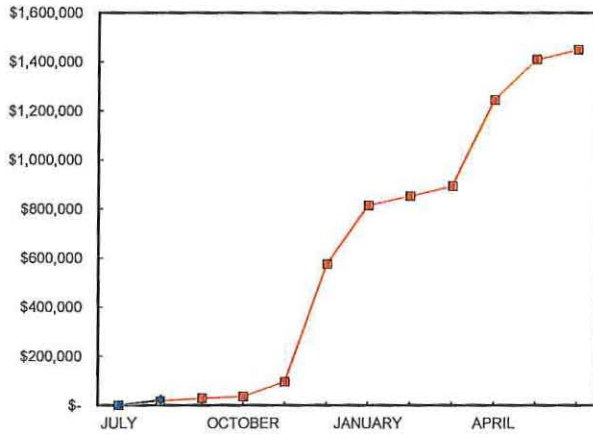
Sewer Service Fees



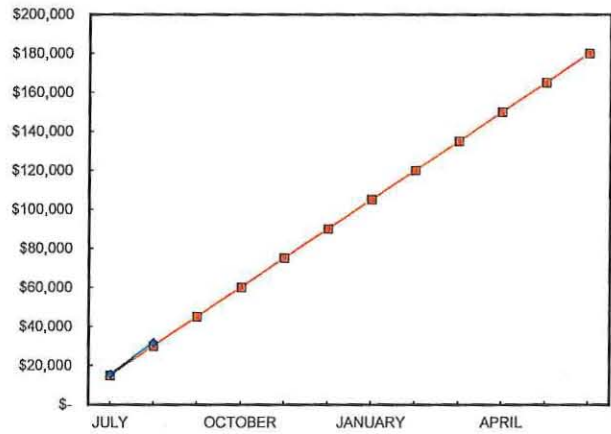
Capacity Charges



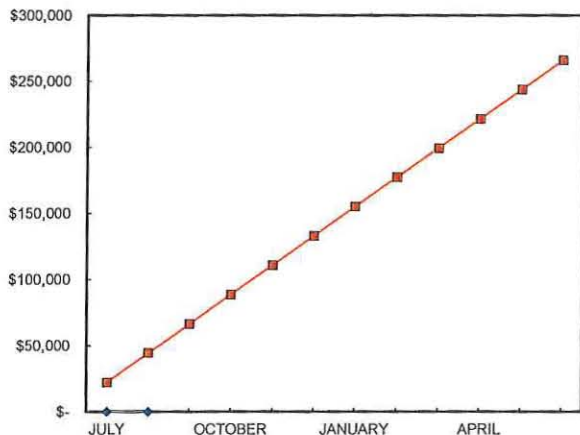
Property Taxes



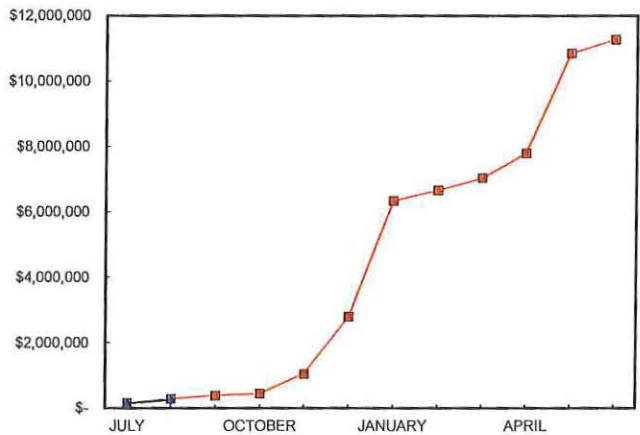
Investment Income



Recycled Wastewater



Total Revenue

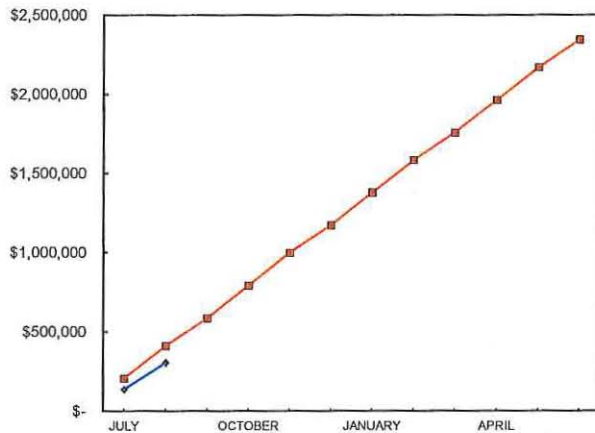


— Budget — Actual

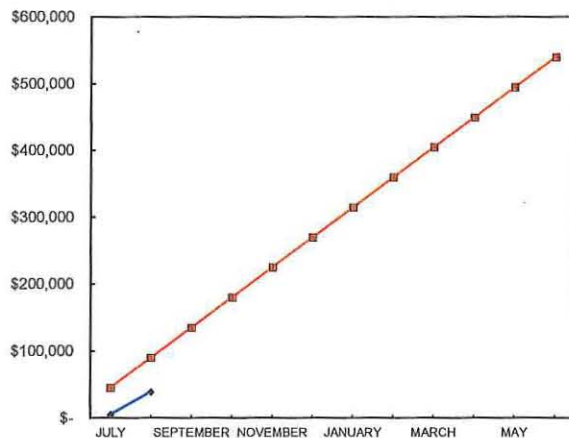
— Budget — Actual

Leucadia Wastewater District
Operating Expenses FY 2016
YTD through August 31, 2015

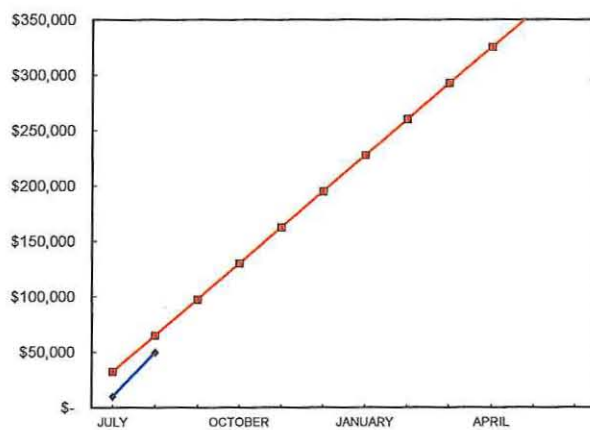
Salaries and Benefits



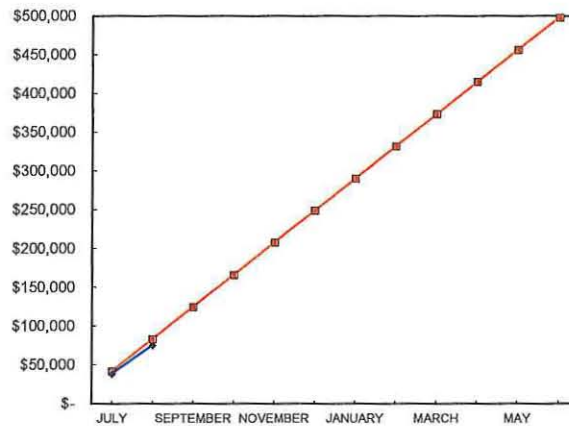
Professional Services



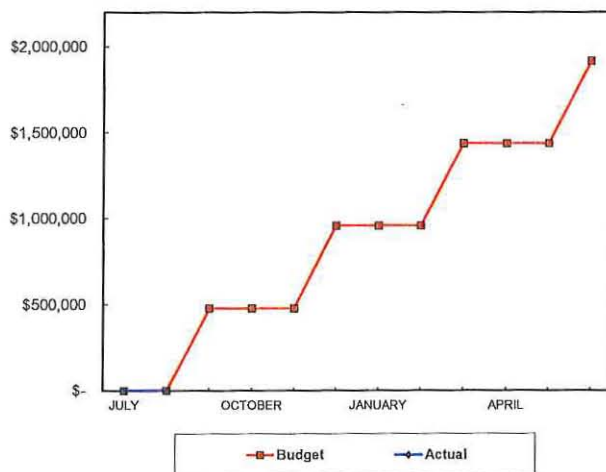
Repairs & Maintenance



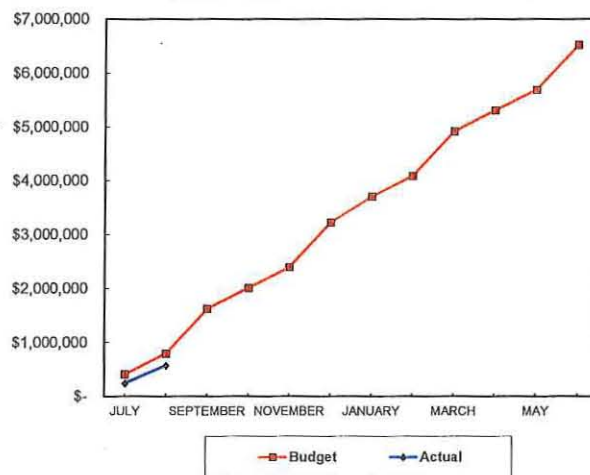
Utilities



Encina M&O



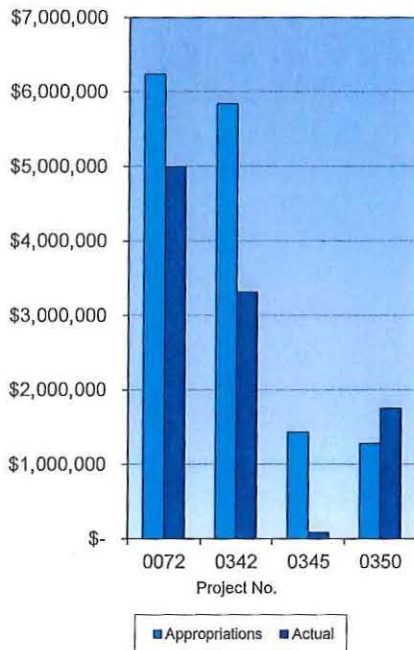
**Total Operating Expenses -
Before Depreciation & Replacement**



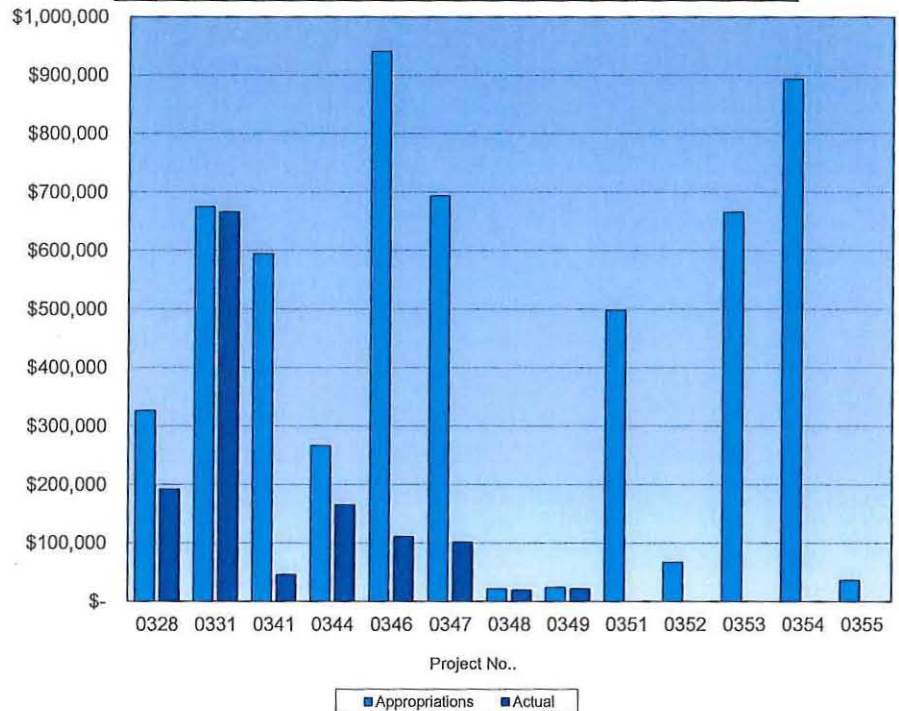
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District **Capital Expenditures** As of August 31, 2015

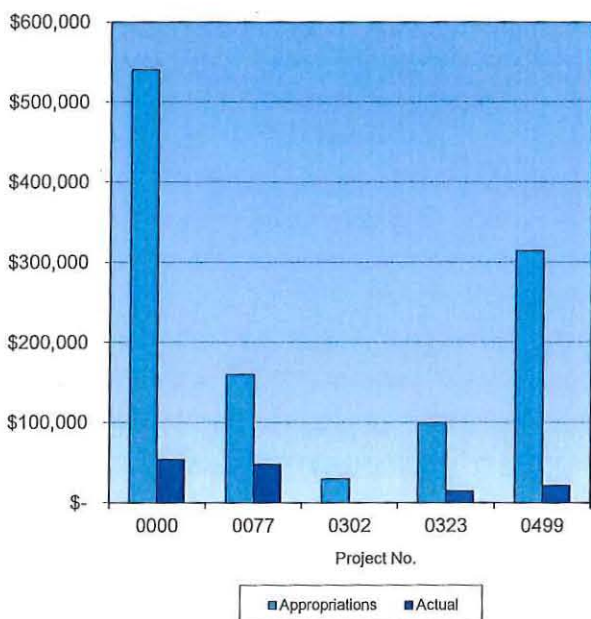
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2016



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2016



Single Year Capital Expenditures by Project FY2016



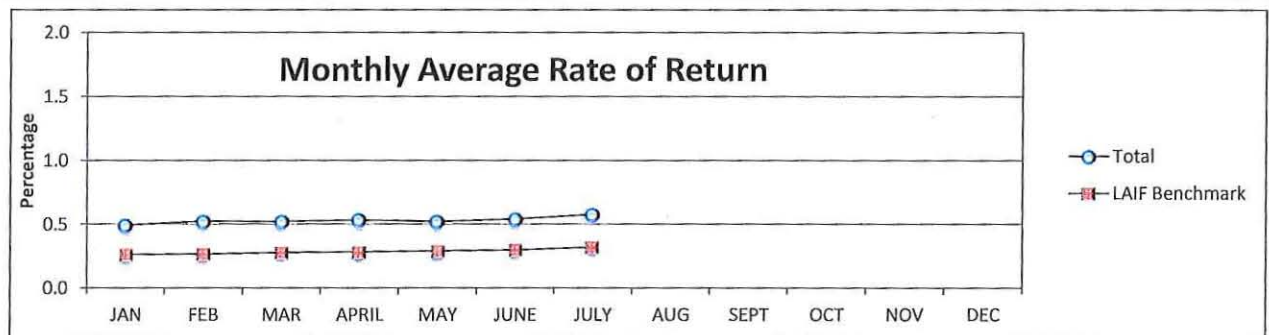
Project Legend

Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	0072
Water Recycling Group	0328
Leucadia PS Generator Replacement	0331
Scott's Valley Pipeline Repair	0341
B2 Force Main Replacement Project	0342
LPS & BatPS VFD Replacement	0344
Leucadia FM West Section Replacmnt	0345
FY2015 Gravity Pipeline Rehab	0346
Saxony RS Rehab	0347
L2 Cathodic Protectn - Anode Replace	0348
Disaster Preparedness	0349
B1 Force Main Replacement Projects	0350
Secondary Effluent FM Replacement	0351
Gafner AWT Condition Assessment	0352
FY2016 Gravity Pipeline Rehab	0353
Village Park #5 PS Replacement	0354
Batequitos PS Solar Panels	0355
Single Year Capital Projects	
Description	No.
Equipment	0000
Misc Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

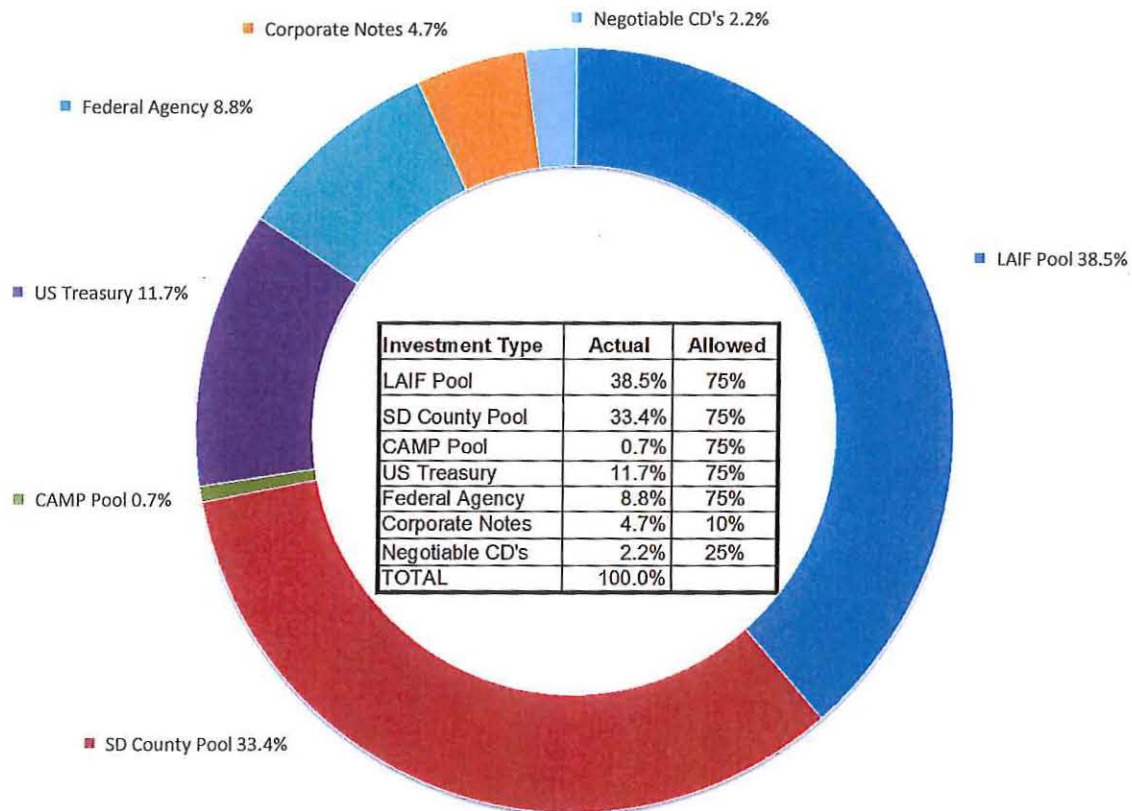
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
July 31, 2015

Cash Equivalents & Investments	Principal (Original Cost)		July Interest	Average Rate
	June 30, 2015	July 31, 2015		
LAIF Pool	\$ 13,382,595	\$ 13,174,341	\$ 3,541	0.320%
SD County Pool	11,424,942	11,436,114	5,544	0.582%
CAMP Pool	214,338	227,438	18	0.100%
CAMP Portfolio				
US Treasury Notes	3,992,305	3,992,305	2,750	0.830%
Federal Agency Mortgage-Backed Securities	7,721	7,621	49	7.610%
Federal Agency Notes	2,989,880	2,989,880	2,468	0.990%
Corporate Bonds/Notes	1,611,640	1,611,640	1,583	1.190%
Certificates of Deposit	750,000	750,000	506	0.810%
Total Camp Portfolio	9,351,546	9,351,446	7,357	0.940%
Totals	\$ 34,373,421	\$ 34,189,339	\$ 16,460	0.576%



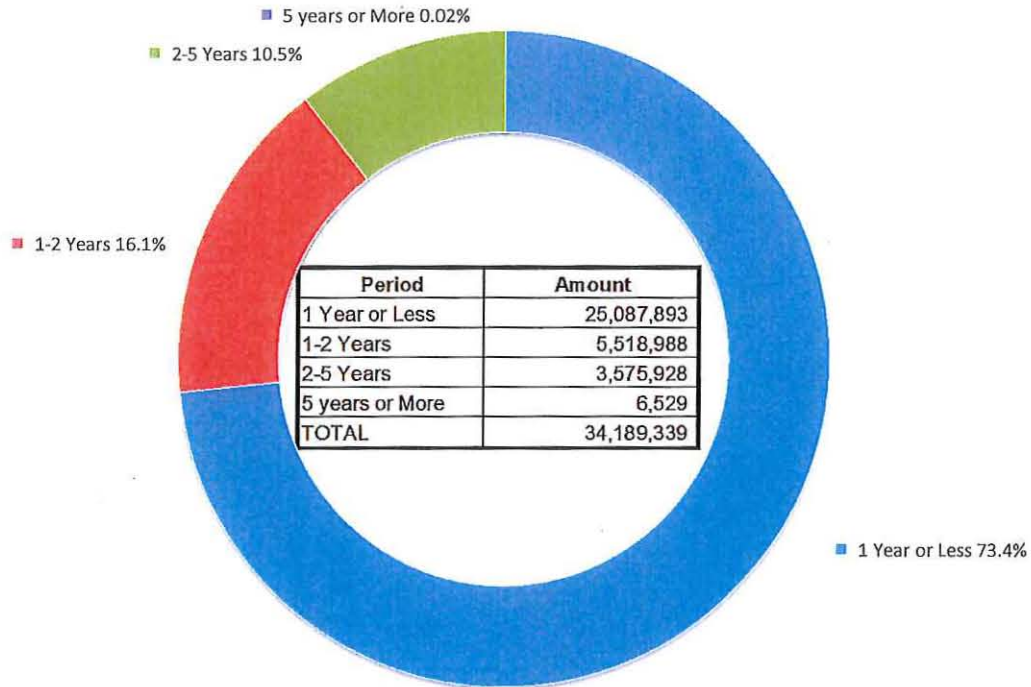
INVESTMENT DISTRIBUTION BY CATEGORY



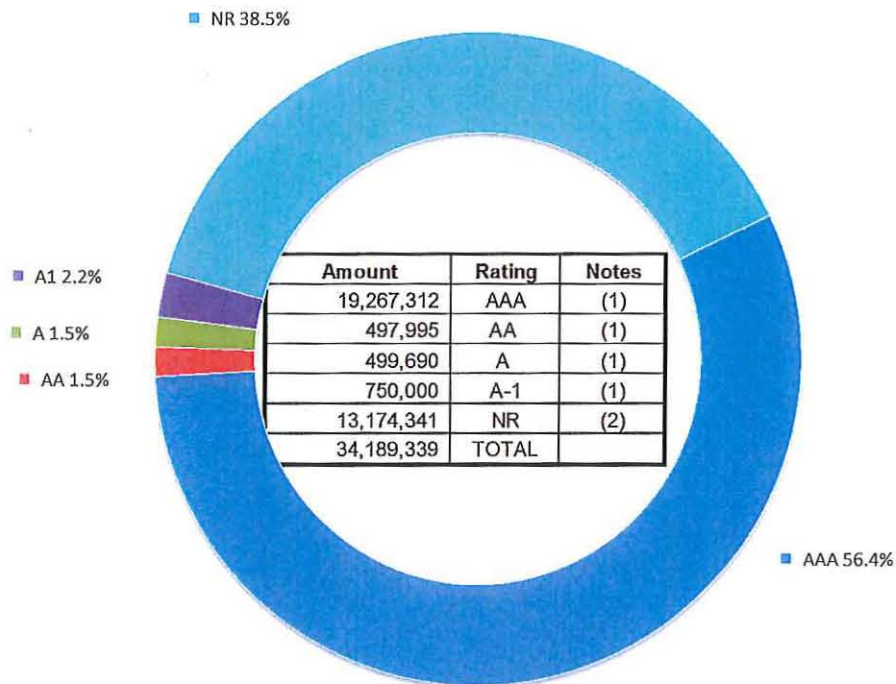
Investment Type	Actual	Allowed
LAIF Pool	38.5%	75%
SD County Pool	33.4%	75%
CAMP Pool	0.7%	75%
US Treasury	11.7%	75%
Federal Agency	8.8%	75%
Corporate Notes	4.7%	10%
Negotiable CD's	2.2%	25%
TOTAL	100.0%	

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
July 31, 2015
(Continued)

REMAINING MATURITY



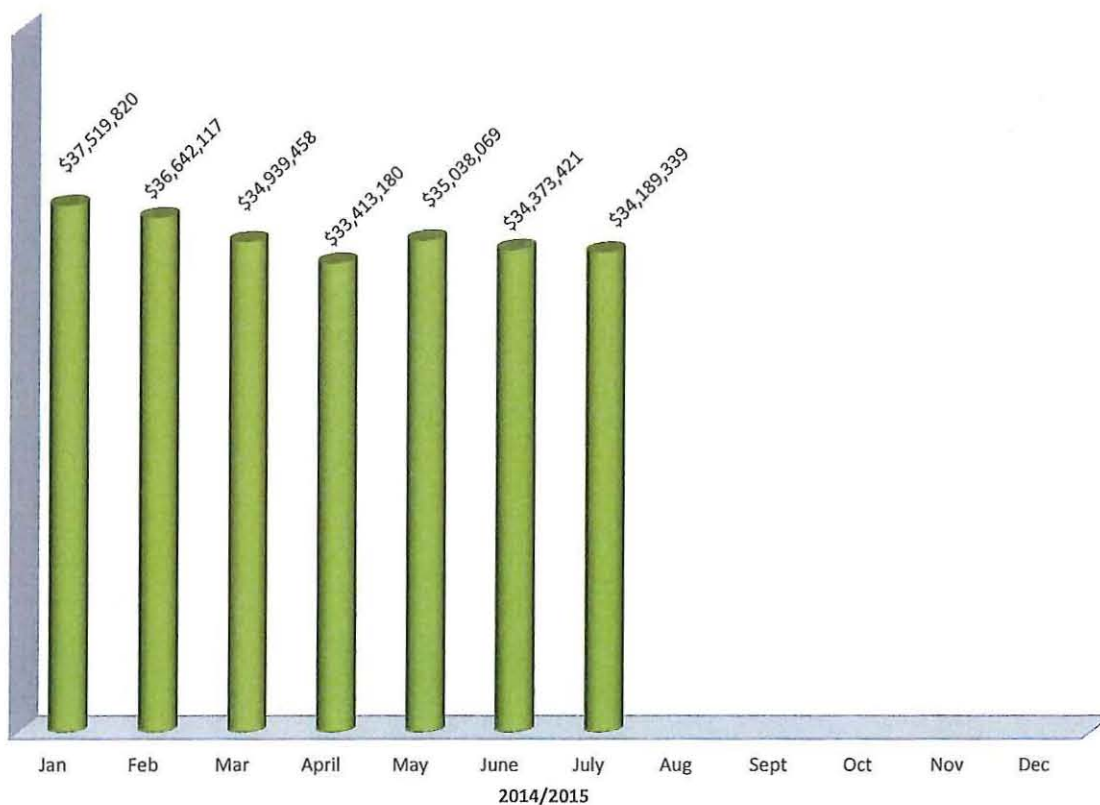
INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
July 31, 2015
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS



INVESTMENT TRANSACTIONS
For the month of July, 2015

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools	\$ -	\$ 99	\$ -	(3)	7.61%
TOTAL	\$ -	\$ 99	\$ -		

(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: 16-4678

DATE: September 3, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: August 2015 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 2015.

DISCUSSION:

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

Attached please find the Board Disclosure of Reimbursements report for the month of August 2015 your review.

th:PB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
August 1 - 31, 2015**


		Director	Director	Director	Director	Director	GM	ASM	TSM	FSS	EA
Conference Date		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	C. LeMay	R. Morishita	J. Stecker	T. Hill
CASA 60th Annual Conference August 18-21, 2015 San Diego, CA	CASA 60th Annual Conference - San Diego, CA										
	Registration	525.00	525.00	525.00	525.00	525.00	525.00				
	Hotel (includes hotel parking)	741.03	882.03	0.00	558.02	882.03	0.00				
	Airfare	0.00	0.00	0.00	0.00	0.00	0.00				
	Meals	101.87	176.56	0.00	46.26	115.03	22.86		22.86	22.86	
	Coaster	0.00	0.00	17.00	0.00	0.00	0.00				
	parking	0.00	0.00	0.00	0.00	0.00	70.00		51.00	35.00	
	Tips	0.00	9.00	0.00	4.00	10.00	0.00				
	Fuel/mileage/taxi	0.00	37.90	8.63	37.06	33.50	40.00				
	Total	1,367.90	1,630.49	550.63	1,170.34	1,565.56	657.86	0.00	73.86	57.86	0.00
55											
	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

Notes:

1. Director Hanson carpooled with Director Sullivan
2. Jeff only attended the CSRMA Seminar during the conference
3. Robin only attended the CSRMA Seminar & the CASA Awards breakfast to accept the District award.
4. Vice Pres. Omsted took the coaster to and from the conference each day.

MEMORANDUM

Ref: 16-4602

DATE: September 3, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Annual Review of LWD Investment Policy

RECOMMENDATION:

Staff and the Investment and Finance committee (IFC) recommend that the Board of Directors:

1. Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2015 through August 31, 2016.
2. Receive and file the Annual Review of LWD Investment Policy Report.
3. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Finance/Financial Policy Reviews/Investment Policy

The Investment and Finance Committee (IFC) reviewed this policy at their September 8, 2015 meeting. They recommended that it be forwarded to the full Board of Directors for review.

In September 2004, the 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 and the IFC recently reviewed the Policy to determine if any amendments are warranted. Based on this review, no changes are recommended.

Staff and the IFC recommend that the Board of Directors: 1) re-delegate authority to manage LWD's Investment Program to the General Manager for the period September 1, 2015 through August 31, 2016; 2) receive and file the Investment Policy Report; and 3) discuss and take other action as appropriate.

cal:PJB

Attachment



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.

Encina Wastewater Authority Report
Regular Board Meeting
August 26, 2015

EWA Board of Directors - Director Sullivan reporting.

1. FY 2016 Capital Program Implementation Engineering Services

The Board of Directors awarded a Professional Services Agreement to RMC Water & Environment in the amount of \$285,524 for Capital Program Implementation Services.

2. Authorization to Negotiate and Execute License Agreement for use of the South Parcel for Agua Hedionda Pump Station Rehabilitation Project

The Board of Directors authorized the General Manager to negotiate (subject to General Counsel approval) and execute a license agreement between the EWA and the City of Carlsbad for the use of the South Parcel for the Agua Hedionda Pump Station Rehabilitation Project.

3. Draft EWA Fiscal Year 2015-16 Tactical Plan

The Board of Directors approved the proposed Fiscal Year 2015-16 Tactical Plan.

Executive Session

4. The Board met in closed session with Labor Negotiators Kevin Hardy, Michael Steinlicht, Debbie Allen and Debra Biggs regarding:
 - Labor Negotiations as authorized by Government Code 54957.6.

No reportable action was taken.

Community Affairs Committee Meeting Report

Presented by Director Omsted

Meeting held August 17, 2015

1. Review and discuss the draft text of the fall 2015 newsletter.

The CAC reviewed and commented on the draft text of the fall 2015 newsletter. TRG will make the recommended changes.

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

Engineering Committee Meeting Report

Presented by Director Kulchin

Meeting held on September 2, 2015

1. The EC reviewed an agreement with TC Construction Company for construction services to complete the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$483,575.

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 an agreement with Heaviland Enterprises, Inc. for landscape maintenance services for the District's headquarters site in an amount not to exceed \$30,240 over an initial three year contract period.

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 also received an update on the 2015 Gravity Pipeline Rehabilitation Project and the Scott's Valley Rehabilitation Project.

Investment & Finance Meeting Report

Presented by Director Hanson

Meeting held September 8, 2015

- 1. Annual Review of the LWD Investment Policy- Receive and File the Annual Review of the Procurement Policy and Re-delegate authority to manage the investment program to the General Manager effective September 1, 2015 through August 31, 2016.**

The Committee conducted its Annual Review of the LWD Procurement Policy. Staff is not recommending any changes to the policy.

The Committee reviewed the policy and agreed with staff's recommendation and agreed to place on the agenda's consent calendar for approval.

MEMORANDUM

Ref: 16-4696

DATE: September 3, 2015
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award of the District's Saxony Pump Station Rehabilitation 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 TC Construction Company for construction services to complete the Saxony Pump Station Rehabilitation Project in an amount not to exceed \$483,575.
2. Authorize an additional appropriation to the Fiscal Year 2016 budget in the amount of \$110,000 to cover the full cost of project construction.
3. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Infrastructure and Technology/Saxony Pump Station Rehabilitation

This item was reviewed by the EC at its September 2, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

In April 2015, Infrastructure Engineering Corporation (IEC) completed the Preliminary Design Report (PDR) for the rehabilitation of the Saxony Pump Station. Upon completion of the PDR, the Board of Directors authorized IEC to continue with the design phase of the project. IEC completed the design and the project was advertised for bid in July 2015. Bids were due on August 20, 2015. Six bids were received with the following results:

<u>Construction Firm</u>	<u>Bid Submitted</u>
TC Construction Company	\$483,575
Piperin Corporation	\$547,250
MMC Incorporated	\$574,111
Downstream Services	\$638,685
Metro Builders and Engineers Group	\$727,000
Weir Construction Corporation	\$742,920

The bids were reviewed by Robert Weber, Jamie Fagnant and Marie Fawcett at IEC. The bid review memorandum is attached for your review. TC Construction Company (TC Construction) submitted the apparent low bid. TC Construction's individual bid item amounts roughly correlated with those of the engineer's opinion of probable cost and the other bidders. However, two issues were noted with the bid submission:

- TC Construction failed to list Base 9 Consulting (Base 9) as a subcontractor for control system integration. IEC contacted TC Construction regarding this error. TC Construction was under the impression that the District was going to contract directly with Base 9. Although TC Construction did not list Base 9 as a subcontractor, they did include Base 9's cost in their bid. District's legal counsel reviewed the issue and concluded:

1. Base 9 is identified as the required subcontractor for control system integration in Addendum 1 and TC Construction acknowledged receipt of Addendum 1.
2. TC Construction's bid includes funds for Base 9's control system integration work and does not list an alternate subcontractor for the work.
3. The error did not affect the amount of the bid.
4. Allowing the bid does not create an unfair advantage or impact the ability to make a bid comparison (Base 9 work was part of all bids)

Legal counsel and IEC consider the error to be minor and should not result in disqualification of the bid. They recommend this discrepancy be waived.

- Bid Item 9, Bypass Pumping, was significantly lower than the engineer's opinion of probable cost and other bidder's estimates for that item. IEC contacted TC Construction regarding this discrepancy. Greg Byars, of TC Construction explained that they have their own bypass pumps and equipment. Since TC Construction does not need to rent equipment or use a subcontractor, they can provide this service at a lower rate.

TC Construction's bid was approximately \$24,000 or 5% greater than the engineer's opinion of probable cost of \$459,360. IEC reviewed the six bids and found that the bid item amounts were similar between the six bidders and roughly correlated to the engineer's opinion of probable cost. IEC believes that the bid costs reflect the current market conditions and reasonably stringent installation guidelines.

As a result of their evaluation, IEC recommended that TC Construction be awarded the contract as the lowest responsive and responsible bidder. Staff agrees with IEC's assessment and recommends that the Board award the contract for rehabilitation of the Saxony Pump Station to TC Construction.

FISCAL IMPACT:

Staff appropriated \$502,800 for project construction. When the cost of pre-purchasing the Vaugh Chopper Pumps (\$81,864) is added to the construction cost of \$483,575 the total project construction cost is \$565,439. Therefore, an additional appropriation of \$110,000 is needed to cover the construction costs for the project (\$62,639) and a 10% contingency (\$48,357). Staff requests the Board approve an additional appropriation of \$110,000 to the FY16 Budget for project construction.

rym:PJB

Attachment



BID REVIEW MEMORANDUM

Date: August 26, 2015

Subject: Saxony Pump Station Rehabilitation Project

Prepared By: Marie Fawcett, E.I.T. and Jamie Fagnant, P.E.
Reviewed By: Rob Weber, P.E.

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

Six bids were received and opened on August 20th, 2015. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Low Bid:	\$483,575
Average Bid:	\$618,924
High Bid:	\$742,920
Engineer's Opinion of Probable Cost:	\$459,360

The low bid was approximately \$24k, or 5% greater than the engineer's opinion of probable cost. IEC reviewed the six bids and found that the bid item amounts were similar between the six bidders and roughly correlated to the engineer's opinion. Although the bid cost is higher than the engineer's opinion of probable construction cost, it is our opinion that the bid costs reflect the current market conditions and reasonably stringent installation guidelines and do not constitute grounds to reject the received bids.

REVIEW OF LOW BIDDER

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

Contractor's License: The Contractor holds the required Class A License (No. 402459). 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 Liberty Mutual Insurance Company as surety. This surety company has a rating of AM Best A XV with Best's Key Rating Guide.

Signatures: The Contractor's President, Austin Cameron. TC Secretary-Treasurer, Jack Gieffels. TC signed the Closing Statement. TC signed the Bidder's Bond, Non-Collusion Affidavit, and the Local Preference Certification.

Addenda Acknowledged: Addenda Nos 1 and 2 were acknowledged by TC. TC signed the Addendum Certification Form and faxed it to Leucadia Wastewater District (District).



Project Manager's Experience: The Contractor has identified Greg Byars as the project manager. His resume has been enclosed as part of the bid documents. IEC has reviewed his resume and found his experience suitable to manage the Saxony Pump Station Rehabilitation.

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

TC strives at all time to make safety a priority, and has implemented a rigorous safety program for its employees.

TC intends to perform the sewer bypass as conceptualized on sheet C-3 from Addendum 1. TC will operate the bypass for 8 hours prior to starting any demolition. Once the bypass is running, TC will provide on-site 24 hour a day monitoring for the first 72 hours. Once TC is convinced the bypass is functioning as intended, a remote alarmed level sensing device will be employed to alert TC of any problems at the site. TC has two remote diesel mechanics and support crew on 24-hour stand-by.

There are two complete pump station shutdowns that will require coordination with the District to ensure that all forces are implemented correctly to minimize the time the pump station is shut down. TC will require that all of its pipe, spools, valves, fittings, flanges, pipe supports, nuts, bolts, and gaskets are on site and inspected by District 48 hours prior to any scheduled shutdown. TC will also schedule pre-shutdown meetings one week prior to the shutdowns. This meeting will include TC and District field personnel and will serve as a platform to introduce key personnel to each other and discuss all relevant details of the shutdowns.

Worker's Compensation Insurance: Policy is in affect through 11/1/2015. The most recent workers' compensation experience modification factor for TC is 0.80%.

Experience Requirements: The bid documents require the Contractor to submit three project references where the Contractor was required to bypassed 100% of the existing wastewater flow in order to complete the project with no incidents of spills. TC submitted three project references, and each one meets the requirements.

References: IEC contacted TC's listed references to perform an assessment of the Contractor's prior work. In all cases, TC was recommended as a good contractor with no record of claims.

Registration with the Department of Industrial Relations (DIR):

As of 03/01/2015 contractors and their subcontractors are required to be registered with the DIR prior to bidding a public works project. The table below demonstrates that TC and each of its subcontractors have met this requirement.

Contractor Legal Name	Registration Number	Registration Date	Expiration Date
TC Construction Company, Inc.	1000003132	06/12/2015	06/30/2016
Anderson & Howard Electric, Inc.	1000000070	06/16/2015	06/30/2016
Ayala Engineering	1000005012	06/29/2015	06/30/2016
Greenfield Fence Inc.	1000002047	06/18/2015	06/30/2016
National Coating & Lining Co.	1000013795	07/07/2015	06/30/2016

Source: <https://efiling.dir.ca.gov/PWCR/Search.action>



List of Subcontractors:

TC failed to list Base 9 Consulting as a subcontractor. IEC contacted TC regarding this error. TC was under the impression that the District was going to contract with Base 9 directly. Although they did not list Base 9 as a subcontractor, they did include Base 9's cost in their bid. The District's legal counsel reviewed the issue and concurred with IEC that the error is minor and should not result in disqualification of the bid.

Bid Item Review: TC's individual bid item amounts roughly correlate with those of the engineer's opinion of probable cost and the other bidders. There was one issue with the bid item amounts:

- Item 9, consisting of bypass pumping was significantly lower than the engineer's opinion of probable cost and other bidder's estimates for that item. IEC contacted TC regarding this discrepancy. Greg Byars, of TC Construction explained that they have their own bypass pumps and equipment. Since TC does not need to rent equipment or use a subcontractor, they can provide this service at a lower rate.

Claims Filed: TC listed three claims filed on their behalf and one claimed filed against them in their bid documents. IEC contacted TC regarding these claims. TC indicated that in each instance the claim had been settled and did not materially affect the Contractor's ability to perform the Work.

At this time, IEC has no concern regarding the Contractor's ability to complete the work for the cost given.

RECOMMENDATION

IEC recommends award of the contract to TC Construction Company, Inc. based on their knowledge and experience record and responsiveness to the bidding requirements.

Attachments

Table 1 – Bid Summary

Leucadia Wastewater District
Saxony Pump Station Rehabilitation Project
Table 1 - Bid Summary


Item	Description	Unit	Qty.	Engineer's Opinion of Probable Construction Cost	TC Constructi on Co.	Piperin	MMC Inc.	Downstream Services Inc.	Metro Builders	Wier Construction
1	Mobilization, Bonds, Permits, Cleanup and Demobilization	LS	1	\$33,000	\$15,000	\$40,000	\$40,000	\$55,000	\$131,000	\$27,600
2	Installation, Start-Up and Testing of New Submersible Chopper Pumps (Supplied by District)	LS	1	\$25,000	\$59,200	\$21,000	\$10,000	\$40,000	\$44,000	\$15,000
3	Wet Well Work	LS	1	\$6,500	\$19,175	\$35,000	\$80,000	\$35,000	\$58,000	\$28,200
4	Wet Well Epoxy Lining	LS	1	\$35,000	\$50,000	\$55,000	\$50,000	\$62,067	\$39,000	\$44,796
5	Value Vault Work	LS	1	\$95,000	\$83,500	\$95,000	\$60,000	\$70,000	\$112,000	\$132,000
6	Manhole Rehabilitation	EA	2	\$24,000	\$32,000	\$34,000	\$40,000	\$45,000	\$26,000	\$37,584
7	Electrical Work	LS	1	\$23,300	\$55,000	\$50,000	\$42,111	\$40,000	\$45,000	\$38,400
8	PLC Modification and Programming	LS	1	\$60,000	\$65,000	\$65,000	\$69,500	\$58,900	\$66,000	\$70,440
9	Bypass Pumping	LS	1	\$40,000	\$30,000	\$70,000	\$80,000	\$52,000	\$88,000	\$175,200
10	Paintings and Coatings	LS	1	\$15,000	\$12,400	\$5,000	\$60,000	\$54,468	\$18,000	\$15,000
11	Miscellaneous Work	LS	1	\$8,500	\$47,300	\$45,000	\$30,000	\$30,000	\$72,000	\$126,000
12	Chemical Grout	GAL	250	\$7,500	\$7,750	\$11,250	\$7,500	\$56,250	\$17,000	\$7,500
13	Manhole Rehabilitation with Cone Replacement	EA	1	\$10,000	\$7,250	\$21,000	\$5,000	\$40,000	\$11,000	\$25,200

Subtotal: \$382,800
Contingency: \$76,560

Engineer's Opinion of Probable Construction Cost
\$459,360

Total:	\$459,360	\$483,575	\$547,250	\$574,111	\$638,685	\$727,000	\$742,920
Check Total:		\$483,575	\$547,250	\$574,111	\$638,685	\$727,000	\$742,920
Amount in Words:		\$483,575	\$547,250	\$574,111	\$638,685	\$727,000	\$742,920

MEMORANDUM

DATE: September 3, 2015
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: **Landscape Maintenance Contract**

RECOMMENDATION:

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

1. Authorize the General Manager to execute a Landscape Maintenance Contract for the District's headquarters site with Heaviland Enterprises, Incorporated at a cost not to exceed \$30,240 over an initial three year contract period.
2. Discuss and take other actions as appropriate.

DISCUSSION:**Tactical Goal: Services/Procure Landscape Maintenance Services**

This item was reviewed by the EC at its September 3, 2015 meeting and the EC concurred with staff to recommend this item for Board approval.

Landscaping on the District's campus and the associated irrigation system requires regular maintenance. The formal bid process was conducted to select a company to provide this necessary maintenance service. The initial period of the contract for this service is three years. If services during the initial period are satisfactory, the contract can be extended for two additional one year periods.

The request for sealed bids was distributed to ten landscape maintenance companies. Additionally, a Notice Inviting Bids was published in the San Diego Union-Tribune. Sealed bids were due on August 13, 2015. Four bids were received in response to this solicitation with the following results:

<u>Company</u>	<u>Monthly Cost</u>	<u>Cost for Initial Three Years</u>
Heaviland Enterprises, Inc.	\$ 840.00	\$ 30,240.00
Blue Skies Landscape Maintenance	\$ 878.00	\$ 31,608.00
Aztec Landscaping, Inc.	\$ 1,212.40	\$ 43,646.40
Singh Group, Inc.	\$ 2,500.00	\$ 90,000.00

References provided by Heaviland Enterprises (Heaviland) were contacted. The references consisted of the City of Poway, the United States Olympic Training Center and Callaway Golf Company. All references indicated that the service provided by Heaviland was outstanding, professional and responsive. Therefore, it is recommended that this contract be awarded to Heaviland as the lowest responsive and responsible bidder.

FISCAL IMPACT:

The Fiscal Year 2016 Budget has sufficient funds allocated to cover the annual cost. Adequate fund to cover future annual costs will be budgeted for in subsequent fiscal years.

rym:PJB

MEMORANDUM

DATE: September 3, 2015
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 one regular and one alternate commissioner positions and eight positions on LAFCO's Special Districts Advisory Committee. The term of the regular position will expire in May 2017 and the alternate position will expire in May 2019. The deadline for receipt of all commission nominations is October 9, 2015.

After nominations are received, LAFCO anticipates that a candidate's forum will be held on November 19, 2015, 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

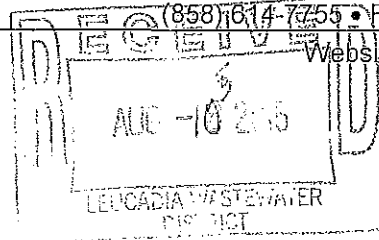


San Diego Local Agency Formation Commission

9335 Hazard Way • Suite 200 • San Diego, CA 92123

(858) 614-7755 • FAX (858) 614-7766

Website: www.sdlafco.org



August 7, 2015

TO: Independent Special District in San Diego County

FROM: Executive Officer
Administrative Assistant

SUBJECT: Call for Nominations

Nominations are being solicited for two positions on the San Diego Local Agency Formation Commission (LAFCO), and eight positions on LAFCO's Special Districts Advisory Committee.

With respect to the Commission positions, nominations are sought for: one regular commissioner position with a term expiring in May 2017, and one alternate commissioner position with a term expiring in May 2019. Candidates for the alternate position should be aware that the upcoming election for this position is conditional because the incumbent alternate member (Ed Sprague) will be a candidate for the regular Commission position. If Mr. Sprague is not elected to the regular position, he will return for the remainder of his term as alternate special district member. In addition, to establish an appropriate staggering system for all commission positions, a term extension is proposed for one regular commissioner position currently occupied by Jo MacKenzie and the vacant regular position with the term expiring in 2017. If agreed to by voting members, Ms. MacKenzie's term would be extended from 2016 to 2020, and the vacant position with a term expiring in 2017 would be extended to 2019. In terms of qualifications, please note that regular and alternate commissioners serve four-year terms. 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*).

Nominations are also being sought for eight (8) positions on LAFCO's Special Districts Advisory Committee. Members of LAFCO's Special Districts Advisory Committee may be either a district officer or staff member, but may not be a member on LAFCO. In accordance with the Committee's Rules, the number of candidates and members of the Advisory Committee representing the same agency must be limited to

Chairman

Horn
County Board of
Supervisors

Deputy Chairman

Abel
County Board of
Supervisors of Escondido

Members

Jacob
County Board of
Supervisors

Vanderlaan
Public Member

Zapf
County Board of
Supervisors of San Diego

Wood
County Board of
Supervisors of Carlsbad

MacKenzie
Irrigation District

County Board of
Supervisors of District

Alternate Members

Cox
County Board of
Supervisors

Cate
County Board of
Supervisors of San Diego

Vasquez
County Board of
Supervisors of Lemon Grove

Sprague
County Board of
Supervisors of Municipal District

Mathis
County Board of
Supervisors

Executive Officer

D. Ott

Counsel

G. Colantuono

one. In addition, a candidate for the Advisory Committee may not also be a candidate for the Commission. The Advisory Committee consists of 16 members elected to four-year terms. The terms for eight of the positions on the Committee will expire in 2015; the terms for the other eight positions on the Committee will expire in 2019.

All districts are encouraged to submit nominations. **The deadline for receipt of all commission and committee nominations is October 9, 2015.** A mailed ballot election will be conducted from December 4, 2015 to February 26, 2016 after a Candidates Forum is held in conjunction with the November 19, 2015 California Special Districts Association (CSDA) quarterly dinner meeting. A list of Commissioner and Committee incumbents is attached (Attachment 1).

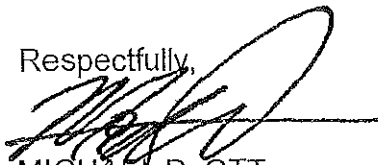
Please use the attached nomination/resume form (Attachment 2). This form may also be downloaded at the link below, and be sure that the form specifies whether the nomination is for the LAFCO regular or alternate district Commissioner position or the Special Districts Advisory Committee. Only the one-page 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 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 9, 2015**. Please send nominations to:


*Executive Officer
San Diego LAFCO
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 4, 2015.

Please contact Tamaron Luckett at (858) 614-7755, if you have any questions regarding this letter. As required by the Rules, please acknowledge receipt of this letter calling for nominations by completion and return of the form attached (Attachment 3).

Respectfully,


MICHAEL D. OTT
Executive Officer


TAMARON LUCKETT
Administrative Assistant

MDO:TL/trl

Attachments (3)

No. 1: List of Incumbents

No. 2: Nomination/Resume Form (<http://www.sdlafco.org/WhatsNew/2015Nomination.doc>)

No. 3. Acknowledgement of Receipt Form

**2015 LAFCO & SPECIAL DISTRICTS ADVISORY COMMITTEE
CALL FOR NOMINATIONS
LIST OF INCUMBENTS**

Incumbent Regular and Alternate LAFCO Special District Member Term Expires

Jo MacKenzie (Regular) Vista Irrigation District	May 4, 2016*
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Vacant (Regular) Special District	May 1, 2017**
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Edmund Sprague (Alternate) Olivenhain Municipal Water District	May 6, 2019***
---	----------------

* *The term of the regular member expires on May 4, 2016, but will be extended to 2020 if approved by a majority of special districts.*

** *The term of the vacant regular member position expires on May 1, 2017, but will be extended to 2019, if approved by a majority of special districts.*

*** *The term of the alternate member expires on May 6, 2019, but the incumbent may continue to serve the remainder of the term as an alternate special district member, if not elected to the regular position.*

Incumbent Special District Advisory Committee Members Term Expires

Gary Croucher (Otay Water District)	October 16, 2015
Judy Hanson (Leucadia WWD)	October 16, 2015
Greg Thomas (Rincon del Diablo MWD)	October 16, 2015
John Pastore (Rancho Santa Fe CSD)	October 16, 2015
Tom Pocklington (Bonita-Sunnyside FPD)	October 16, 2015
Janine Sarti (Palomar Health)	October 16, 2015
Kimberly Thorner (Olivenhain Municipal Water District)	October 16, 2015
Vacant	October 16, 2015

Gary Arant (Valley Center MWD)	October 14, 2016
Julie Nygaard (Tri-City Health Care District)	October 14, 2016
Bill Haynor (Whispering Palms CSD)	October 14, 2016
Margaret Morgan (Vista Fire Protection District)	October 14, 2016
Augie Scalzitti (Padre Dam MWD)	October 14, 2016
Dennis Shepard (North County Cemetery District)	October 14, 2016
Teresa Thomas (South Bay Irrigation District)	October 14, 2016
Joel Scalzitti (Helix Water District)	October 14, 2016

DATE RECEIVED
BY LAFCO:

2015 LOCAL AGENCY FORMATION COMMISSION
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 Refer to the List of Incumbents.</i>	LAFCO POSITION: () Regular Special District Member (Term expires in 2017). () Alternate Special District Member (Term expires in 2019)
	SPECIAL DISTRICTS ADVISORY COMMITTEE POSITION: () Special Districts Advisory Committee (Term expires in 2019)
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/2015Nomination.doc>.

ATTACHMENT 2

2015 SPECIAL DISTRICTS MAILED-NOMINATION LETTER
ACKNOWLEDGMENT OF RECEIPT FORM

(Name of District)

has received notification of LAFCO's Commission and Special Districts Advisory Committee 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 3

Directors' Meetings

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

Conference

CASA Annual Conference

Dates and Location

August 18-21, 2015

Manchester Grand Hyatt in San Diego

List of Attendees

President Juliussen

Vice President Omsted

Director Sullivan

Director Hanson

Director Kulchin

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