



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, August 15, 2018
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. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Executive Assistant at (760) 753-0155. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
 - A. Four Years No Vehicle Accidents. (Page 5)
 - B. Two Years No Spills. (Page 6)

CONSENT CALENDAR

Items 7-14 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:

July 10, 2018 Engineering Committee Meeting (Pages 7-8)

July 11, 2018 Regular Board Meeting (Pages 9-14)

July 18, 2018 Community Affairs Committee Meeting (Pages 15-16)

July 24, 2018 Investment and Finance Committee Meeting (Pages 17-18)

August 1, 2018 Engineering Committee Meeting (Pages 19-20)

8. Approval of Demands for July/August 2018

This item provides for Board of Directors approval of all demands paid from LWD during the month of July and a portion in August 2018. (Pages 21-38)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY18 to FY19 and flows by sub-basin. (Pages 39-43)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY19 budget and discloses monthly investments. (Pages 44-51)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2018. (Pages 52-53, Attachment 11)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2018. (Pages 54-55)

13. Fiscal Year 2019 (FY19) Pay Schedules

Adopt Resolution No. 2302 - Approving the FY19 pay schedules. (Pages 56-58)

14. Receive and file the Annual Review of LWD's Procurement Policy. (Pages 59-67)

EWA REPORTS

15. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on July 25, 2018 -- report by Director Juliussen. (Page 68)

B. An Encina Member Agencies Manager's Meeting was held on August 7, 2018 -- report by GM Bushee. (Verbal)

COMMITTEE REPORTS

16. Committee Reports

- A. Community Affairs Committee meeting was held on July 18, 2018 – report by Vice President Kulchin. (Page 69)
- B. Investment and Finance Committee meeting was held on July 24, 2018 – report by Director Hanson. (Page 70)
- C. Engineering Committee meeting was held on August 1, 2018 – report by Director Juliussen. (Page 71)

ACTION ITEMS

- 17. Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the La Costa Golf Course Line/Quebrada Line Realignment Project in an amount not to exceed \$875,000. (Pages 72-73)
- 18. Adopt Resolution 2301– Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Andreiko Change of Organization. (Pages 74-78)

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

- A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 16, 2018 at The Butcher Shop Steakhouse in Kearny Mesa, CA. (Pages 79-80)
- B. Flu Shot Clinic is scheduled for Thursday, September 13, 2018 from 3:00pm – 3:45pm. (Page 81)
- C. The 2018 CSDA Annual Conference is scheduled for September 24-28, 2018 at the Renaissance Indian Wells in Indian Wells, CA. (Pages 82-84)

20. Directors' Meetings and Conference Reports

The 2018 CASA Annual Conference was held on August 8-10, 2018 at the Monterey Marriott in Monterey, CA. (Page 85)

21. General Manager's Report

22. General Counsel's Report

23. Board of Directors' Comments

24. Closed Session

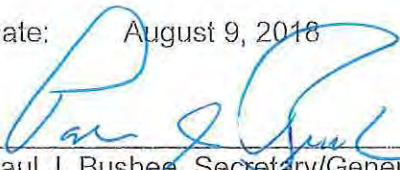
Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice. (Verbal)

25. 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: August 9, 2018



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: August 9, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Four Years No Vehicle Accidents



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

Achieve Highest Number of Consecutive Days Without a Vehicle Accident

Under the Incentive Program, an Organizational Objective is met if the District achieves the highest number of consecutive days without a vehicle accident. On July 8, 2018, LWD staff achieved four complete years without a vehicle accident. Vehicle accidents result in economic impacts due to lost productivity, damaged public and private property, workers compensation costs, and undermines employee morale. As a result of this achievement, each employee is eligible for an incentive compensation award in the amount of \$500.

Please join me with congratulating all staff for going four years without a vehicle accident.

tb:PJB

MEMORANDUM

Ref: 19-6299

DATE: August 9, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Two Years No Spills



It is my pleasure to announce that the Leucadia Wastewater District recently achieved an Organizational Objective under the Incentive Program. The achievement is as follows:

Achieve highest number of a consecutive year(s) without a reportable spill

One of the District's organizational goals is to protect our local environment, private and personal property and public assets. To achieve this goal, the District must not have a sewer spill for one consecutive year or multiple consecutive years. As of August 5, 2018, the District has achieved this goal by not having a spill for two years.

Under the Incentive Program, staff is eligible for an incentive award of \$1,000 per employee for this accomplishment.

Please join me in congratulating LWD for this outstanding accomplishment.

tb:PJB

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 July 10, 2018

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, July 10, 2018 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 Superintendent Jeffery Stecker; and District Engineer Dexter Wilson.

3. Public Comment

None.

4. New Business

None.

5. Information Items

A. Update of the Poinsettia Train Station Parallel Gravity Pipeline Project.

TSM Morishita presented an update of Poinsettia Train Station Parallel Gravity Pipeline Project. He explained that two of the pre-purchased manholes, Manholes No. 2 and 3, were installed. He continued that the manholes were tested and the seams welded. TSM Morishita stated that a pump station shutdown was scheduled for 2:00 am to 5:00 am on July 10th to install a flow through plug in the Occidental Trunk Line Manhole. He continued that an unexpected rain event caused flooding in the manhole pit and the shutdown was delayed to the early morning of July 11th. He explained once the flow through plug is installed, the Occidental Manhole will be core drilled and connected to new Manhole No. 2. TSM Morishita said that once that connection is completed work will shift to the west side of the tracks to install the new Manhole No. 4.

B. Control of Hydrogen Sulfide and Odors in Leucadia Force Mains L1 and L2.

DE Wilson presented information regarding the control of hydrogen sulfide and odors in the Leucadia Force Mains. He stated that previously the District was using Bioxide as an odor control chemical. He explained how Bioxide generally works to prevent the formation of hydrogen sulfide (H₂S). DE Wilson said that based on the high readings of H₂S at the ends of the Leucadia Force Mains, staff determined that Bioxide needed to be replaced with another chemical. He continued that based on lower cost, the District decided to conduct a trial using ferrous chloride (FeCl₂). He explained how FeCl₂ removes the H₂S from wastewater through precipitation. DE Wilson stated that

the readings have demonstrated that FeCl₂ has significantly reduced the levels of H₂S. He continued that staff will also evaluate super oxygenation for H₂S control. He said that if staff elects to continue using FeCl₂ staff will bid the FeCl₂ supply contract to select the vendor.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:12 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 July 11, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, July 11, 2018 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, and District Engineer Dexter Wilson

3. Pledge of Allegiance

President Sullivan led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

None.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

June 13, 2018 Regular Board Meeting

June 21, 2018 Community Affairs Committee Meeting

8. Approval of Demands for June/July 2018

Payroll Checks numbered 19950-19992; General Checking – Checks numbered 51250-51357

9. **Operations Report** (A copy was included in the original July 11, 2018 Agenda)

10. **Finance Report** (A copy was included in the original July 11, 2018 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of June 2018.

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on June 27, 2018.

President Sullivan reported on EWA's June 27, 2018 Board meeting.

B. An EWA Member Agency Manager's (MAM) Meeting was held on July 10, 2018.

GM Bushee reported on EWA's MAM July 10, 2018 meeting.

13. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on June 21, 2018.

Vice President Kulchin reported that the CAC reviewed the following recommendations:

- The CAC reviewed and agreed with the summer newsletter article topics, along with the production schedule. The CAC directed staff to move forward with the newsletter and production schedule.
- The CAC reviewed Task Order No. 4 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$34,350. GM Bushee noted that Task Order No. 4 is within the General Manager's signature authority. Following discussion, the CAC agreed with staff to authorize the General Manager to execute Task Order No. 4 to the RTP Public Information Services Agreement in an amount not to exceed \$34,350.
- The CAC Received an update on the District Facebook page. This item was for informational purposes only. No action was taken.

B. Engineering Committee (EC) Meeting was held on July 10, 2018.

Director Juliussen reported that the EC received updates on the following:

- The Poinsettia Train Station Parallel Gravity Pipeline Project; and
- Control of Hydrogen Sulfide and Odors in Leucadia Force Mains L1 and L2.

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

ACTION ITEMS

14. Receive and file the Fiscal Year 2018 (FY18) Tactics and Action Plan

GM Bushee presented the item stating that the District has accomplished over 100 goals. He provided highlights of the completed tactical goals which included:

- Open House Event;
- Financial Plan update;
- Asset Management Plan update;
- Electrical Cost Savings;
- Chemical Use and Control; and
- Compensation Study

President Sullivan thanked staff and the consultants for their work in accomplishing these goals.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Hanson, and unanimously carried, the Board of Directors received and filed the FY18 Tactics and Action Plan by the following vote:

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

15. Adopt the Fiscal Year 2019 (FY19) Tactics and Action Plan

GM Bushee presented the item stating the Plan includes over seventy-five tactical goals. He provided the highlights of the Plan, which include the following:

- Board Strategic Planning Session;
- Leucadia Pump Station Design Project;
- Poinsettia Train Station Parallel Gravity Pipeline Project; and
- Batiquitos B3 Force Main Discharge Section Replacement

President Sullivan asked for clarification on the downsizing project at the Leucadia Pump Station. GM Bushee stated that the pump sizes at the pump station were based on planning documents from 1999 and flows at that time were projected to be higher than they currently are. GM Bushee stated that new

valves will be installed along with lower horsepower pumps which will allow the pump station to operate more efficiently.

Director Omsted asked how much flows have decreased in the past few years. DE Wilson answered stating that flows are currently around 130 gallons per EDU per day but a few years ago they were closer to 200 gallons per EDU per day.

Director Omsted asked if lowering the train tracks in Carlsbad would affect the Poinsettia Train Station Parallel Gravity Pipeline Project. Vice President Kulchin stated the tracks will only be lowered in downtown Carlsbad and not as far south as Poinsettia. ASM Duffey concurred with Vice President Kulchin.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted the FY19 Tactics and Action Plan by the following vote:

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

16. CSDA Board of Directors 2018 Elections – Seat A.

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate.

EA Baity presented the item stating that CSDA is requesting its members to vote for a candidate for Seat A for the southern network region. She noted the candidates' names and stated that staff would cast the vote electronically based on the Board's recommendation.

Following discussion, upon a motion duly made by Vice President Kulchin, seconded by Director Omsted, and unanimously carried, the Board of Directors voted for Jo MacKenzie of Vista Irrigation District for Seat A of the CSDA Board of Directors by the following vote:

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

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

A. CASA Election of Officers and Approval of Dues Resolution for FY19.

GM Bushee noted there are two business items that will be addressed during the CASA Annual Conference. He provided information on the CASA Election of Directors and the approval of the dues resolution. He noted that this year President Sullivan is the CASA voting member.

B. Carlsbad State of the City Luncheon will be held Friday, August 24, 2018 at the Westin Carlsbad Resort & Spa.

EA Baity announced the date, time, and location of the Carlsbad State of the City Luncheon.

18. Directors' Meetings and Conference Reports

None.

19. General Manager's Report

GM Bushee reported on the following items:

- Thank you letter from San Dieguito Academy Foundation for the District's Teacher Grant Program;
- LWD Annual Employee Luncheon reminder; and
- August Board Meeting reminder that the meeting is pushed back to August 15th due to the conflict with the CASA Annual Conference

20. General Counsel's Report

General Counsel Brechtel reported on the following item:

- Tax Fairness Transparency and Accountability Act

21. Board of Directors' Comments

None.

22. Closed Session

A. Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice.

There was no reportable action.

B. Personnel matters as authorized by Government Code 54957 to review General Manager Performance.

The Board of Directors met in closed session. General Counsel Brechtel reported that the Board of Directors reviewed GM Bushee's performance. He stated that the Board agreed that the General Manager's performance was overall excellent.

The Board then reviewed the General Manager's compensation in open session.

Upon a motion duly made by Director Kulchin, seconded by Director Juliussen, and carried, the Board of Directors approved a 4% salary increase from \$221,471.27 to \$230,330.12 by the following vote:

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

23. Adjournment

President Sullivan adjourned the meeting at approximately 6:10 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
July 18, 2018

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held July 18, 2018 at 2:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Kulchin called the meeting to order at 2:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Jared Criscuolo and Neal Bloom of Rising Tide Partners (RTP)

3. Public Comment

No public comment was received.

4. New Business

A. Review the draft text for the 2018 summer newsletter.

ASsup Hill presented the draft text for the 2018 summer newsletter. She stated the main focus of the newsletter and noted that RTP and staff made the changes suggested at the last CAC meeting.

The CAC suggested a few minor edits to the newsletter. ASsup Hill stated the suggested edits will be made and pictures and graphics will be added to the newsletter before the final draft. She noted that a CAC meeting will be scheduled the week of August 20th to review the layout of the newsletter.

Following discussion, the CAC authorized staff and RTP to proceed with the layout of the 2018 summer newsletter.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Kulchin adjourned the meeting at 2:14 p.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
July 24, 2018

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, July 24, 2018 at 9:00 a.m. at the District Administration Office at 1960 La Costa Avenue., 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 Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Jennifer Farr of Davis Farr, LLP

3. Public Comment

No public comment was received.

4. New Business

A. Audit Entrance Meeting with Davis Farr, LLP.

ASM Duffey presented the item and introduced CPA Jennifer Farr with Davis Farr, LLP.

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

Ms. Farr identified the following areas they plan to focus on and test for any potential fraud or errors:

- Implementation of GASB Statement No. 75 for Other Post-Employment Benefits (OPEB);
- Review of Property Tax and Direct Billing;
- Recording of Encina Wastewater Authority transactions;
- Cash and Investment Balances;
- Capital Expenditures;
- Net Pension Liability; and
- Checks and Wire Transfers

Ms. Farr stated that the final phase of the audit will begin September 2018.

The IFC thanked Ms. Farr. No action was taken on this item.

B. Receive and file the review of the Procurement Policy.

ASM Duffey presented the item stating that it is listed as a FY19 tactical goal. ASM Duffey stated that staff has reviewed the policy and is not recommending any changes noting that the policy included several updates last year.

GM Bushee noted that should the IFC agree to receive and file the review of the Procurement Policy, this item will be on the August Board Agenda under Consent Calendar.

Following discussion, the IFC agreed with staff's recommendation to receive and file the annual review of the Procurement Policy.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 9:24 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 August 1, 2018

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, August 1, 2018 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; and District Engineer Dexter Wilson; and Jamie Fagnant from Infrastructure Engineering Corporation

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the La Costa Golf Course Line / Quebrada Line Realignment Project in an amount not to exceed \$875,000.

TSM Morishita presented staff's recommendation. He described the project and its background. He stated that project design was completed in June and, subsequently, advertised for bids. TSM Morishita said that three bids were received on the July 19th bid due date. He continued that on July 23rd the apparent low bidder, Wier Construction Corporation, requested to withdraw their bid due to a clerical error. He said that Wier's request was approved, therefore, Burtech Pipeline Incorporated (Burtech) became the apparent low bidder.

TSM Morishita explained that Burtech's bid was 48% higher than the Engineer's Estimate and budgeted amount. He continued that the current alignment is covered with mature shrubs and trees for approximately 90% of its length and resident fencing 5 feet from pipe center line along the entire length of the pipeline. He said that staff wants to shift the pipe alignment closer to the center of the path for easier construction and maintenance. TSM Morishita stated that moving the alignment closer to the center of the pathway is expected to reduce construction cost. He continued that for those reasons staff inquired if Burtech was willing to remove the Quebrada portion of the project (\$650,000) and maintain the remaining bid item amounts. He stated that Burtech agreed to the change and revised their bid amount to \$875,000.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manger to execute an Agreement with Burtech Pipeline for construction services for the La Costa Golf Course Realignment Project in an amount not to exceed \$875,000.

5. Information Items

A. Update of the Poinsettia Train Station Parallel Gravity Pipeline Project.

TSM Morishita presented an update of the Poinsettia Train Station Parallel Gravity Pipeline Project. He explained that the bypass for the construction of Manhole No. 4 on the west side of the tracks was installed and functioning properly. He said that the construction of Manhole No. 4 should be done by the end of the week.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:42 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: August 9, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of July/August Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **2,164,739.08**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period July 6, 2018 through August 7, 2018.

Operating expenses totaled \$ **1,001,235.93**, Capital Improvement Program expenses totaled \$**1,057,599.80**, and Payroll expense for District Employees and the Board totaled \$**105,903.35**.

- | | |
|--------------|--|
| Attachment 1 | Summary of Demands by Account July 6, 2018 to August 7, 2018 |
| Attachment 2 | Accounts Payable Check Register dated July 11, 2018 |
| Attachment 3 | Payroll Check Register dated July 18, 2018 |
| Attachment 4 | Accounts Payable Check Register dated July 26, 2018 |
| Attachment 5 | Accounts Payable Check Register dated August 1, 2018 |
| Attachment 6 | Payroll Check Register dated August 1, 2018 |
| Attachment 7 | Board Payroll Check Register dated August 1, 2018 |

DEMANDS SUMMARY
August 15, 2018

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -7/18/2018	19993 - 20011	\$51,910.01	
Payroll Check -8/1/2018	20012 - 20030	\$51,816.31	
Board Payroll Check - 8/1/2018	20031 - 20035	<u>\$2,177.03</u>	
	Total	\$105,903.35	
General Checking -7/11/2018	51358 - 51406	\$ 341,307.29	
General Checking - 7/26/2018	51407 - 51453	\$ 209,819.65	
General Checking -8/1/2018	51454 - 51473	<u>\$ 1,507,708.79</u>	
	Total	\$ 2,058,835.73	
	GRAND TOTAL		\$2,164,739.08

Voided/Unused Checks

51474
51475

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/11/2018 Through 7/11/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
BOOT WORLD, INC	51358	7/11/2018	<u>174.53</u>	SAFETY BOOTS-J. HOYETT
	Total 51358		174.53	
CALPERS	51359	7/11/2018	211,814.00	PRE PAY UNFUNDED ACCRUED LIABILITY
CALPERS		7/11/2018	<u>787.00</u>	PREPAY UNFUNDED ACCRUED LIABILITY
	Total 51359		212,601.00	
CARLSBAD FUELS CORPORATION	51360	7/11/2018	<u>2,339.75</u>	VEHICLE GAS
	Total 51360		2,339.75	
PETTY CASH	51361	7/11/2018	<u>271.96</u>	PETTY CASH-JUNE/JULY
	Total 51361		271.96	
CINTAS FIRST AID AND SAFETY	51362	7/11/2018	<u>52.02</u>	REFILL FIRST AID CABINET
	Total 51362		52.02	
CITY OF CARLSBAD	51363	7/11/2018	27.06	WATER @ FIRELINE
CITY OF CARLSBAD		7/11/2018	<u>490.13</u>	WATER @ PLANT/ADM BLDG
	Total 51363		517.19	
CITY OF CARLSBAD	51364	7/11/2018	269.37	WATER @ VACTOR
CITY OF CARLSBAD		7/11/2018	<u>279.18</u>	WATER @ VACTOR 2
	Total 51364		548.55	
COLONIAL LIFE INS	51365	7/11/2018	<u>419.84</u>	ACCIDENT/CRITICAL CARE INS-JUNE
	Total 51365		419.84	
DATA NET SOLUTIONS GROUP	51366	7/11/2018	525.00	AEROHIVE SUPPORT-ANNUAL RENEWAL
DATA NET SOLUTIONS GROUP		7/11/2018	<u>490.00</u>	IS MAINT AND SUPPORT
	Total 51366		1,015.00	
DAVIS FARR LLP	51367	7/11/2018	<u>7,500.00</u>	AUDITOR FEES-JUNE
	Total 51367		7,500.00	
DEXTER WILSON ENGINEERING	51368	7/11/2018	1,969.34	GE/0996/JUNE/ENCINITAS BEACH HOTEL
DEXTER WILSON ENGINEERING		7/11/2018	675.60	GE/1023/JUNE/SUSHI HOUSE
DEXTER WILSON ENGINEERING		7/11/2018	<u>7,305.00</u>	GE/CIP/JUNE/200/0361
	Total 51368		9,949.94	
EVOQUA WATER TECHNOLOGIES, LLC	51369	7/11/2018	<u>1,923.20</u>	BIOXIDE

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/11/2018 Through 7/11/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51369		1,923.20	
FEDERAL EXPRESS CORPORATION	51370	7/11/2018	25.55	SHIPPING
	Total 51370		25.55	
GOVERNMENT FINANCE OFFICER ASSOC.	51371	7/11/2018	160.00	MEMBERSHIP RENEWAL -9/2018-8/2019
	Total 51371		160.00	
GRAINGER, INC	51372	7/11/2018	43.95	PARTS FOR AWT
	Total 51372		43.95	
HAAKER EQUIPMENT CO	51373	7/11/2018	17,688.95	REPAIR DEBRIS TANK FOR VACTOR 152
	Total 51373		17,688.95	
HARTFORD LIFE & ACCIDENT INS.	51374	7/11/2018	897.24	LIFE INS-JUNE/JULY
	Total 51374		897.24	
ICMA RETIREMENT-303979	51375	7/11/2018	4,717.77	DEFERRED COMP
	Total 51375		4,717.77	
KELLYGRN NATIVE LANDSCAPING LIVING	51376	7/11/2018	553.00	LANDSCAPING PLANTS
	Total 51376		553.00	
LA COSTA LOGO, LLC	51377	7/11/2018	1,636.10	SHIRTS
	Total 51377		1,636.10	
MESA REPROGRAPHICS	51378	7/11/2018	29.00	PLANS AND SPECS
	Total 51378		29.00	
MITSUBISHI ELECTRIC US, INC	51379	7/11/2018	297.76	SERVICE/MAINT FOR ELEVATOR
	Total 51379		297.76	
MOOR CO.	51380	7/11/2018	1,080.00	A/C REPAIRS @ EEP MCC ROOM
	Total 51380		1,080.00	
NAPA AUTO	51381	7/11/2018	17.22	BLUE DEF.
NAPA AUTO		7/11/2018	25.82	PARTS AND CREDIT
	Total 51381		43.04	
NATIONWIDE RETIREMENT SOLUTIONS	51382	7/11/2018	287.98	DEFERRED COMP

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/11/2018 Through 7/11/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51382		287.98	
nfpACCOUNTING TECHNOLOGIES	51383	7/11/2018	2,413.00	MIP SOFTWARE SUPPORT
	Total 51383		2,413.00	
NU-LINE TECHNOLOGIES, INC	51384	7/11/2018	31,929.50	CURED IN PLACE PROJECT-JUNE
	Total 51384		31,929.50	
OFFICE DEPOT, INC.	51385	7/11/2018	288.16	OFFICE SUPPLIES
	Total 51385		288.16	
OLIVENHAIN MUNICIPAL WATER DIST	51386	7/11/2018	45.21	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		7/11/2018	333.25	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		7/11/2018	565.75	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		7/11/2018	45.21	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		7/11/2018	45.21	WATER @ VP7
	Total 51386		1,034.63	
PACIFIC SAFETY CENTER	51387	7/11/2018	65.00	FIRST AID CLASS-MARK B.
	Total 51387		65.00	
PALOMAR WATER, LLC	51388	7/11/2018	218.53	BOTTLED WTR DELIVERED
	Total 51388		218.53	
PLANT PEOPLE, INC	51389	7/11/2018	158.00	MAINT OF PLANTS IN ADM-JULY
	Total 51389		158.00	
PLUMBERS DEPOT, INC	51390	7/11/2018	189.69	LEADER HOSE
	Total 51390		189.69	
RAFTELIS	51391	7/11/2018	9,794.82	FINANCIAL PLANNING-MAY
	Total 51391		9,794.82	
RICHARD STINSON	51392	7/11/2018	16,012.50	CONSTRUCTION CONSULTING-JUNE
	Total 51392		16,012.50	
RISING TIDE PARTNERS	51393	7/11/2018	4,006.50	PUBLIC INFO-JUNE
	Total 51393		4,006.50	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/11/2018 Through 7/11/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO EMPLOYERS ASSOCIATION	51394	7/11/2018	659.00	ANNUAL MEMBERSHIP -18/19
	Total 51394		659.00	
SAN DIEGUITO WATER DISTRICT	51395	7/11/2018	89.76	WATER @ TANKER
	Total 51395		89.76	
SHADES OF LIGHT SD	51396	7/11/2018	918.53	PARTIAL PAYMENT FOR BLINDS
	Total 51396		918.53	
THE HOME DEPOT CRC/GECF	51397	7/11/2018	167.34	SUPPLIES
	Total 51397		167.34	
T.S. INDUSTRIAL SUPPLY	51398	7/11/2018	137.33	PARTS @ BPS
	Total 51398		137.33	
UNDERGROUND SERVICE ALERT OF	51399	7/11/2018	145.30	UNDERGROUND ALARM SYSTEM
	Total 51399		145.30	
UNIFIRST CORPORATION	51400	7/11/2018	211.13	LAUNDRY SERVICE-W/E 7/4/18
	Total 51400		211.13	
VERIZON WIRELESS	51401	7/11/2018	21.29	CELL PHONES-TELEMETRY
	Total 51401		21.29	
WAGeworks, INC	51402	7/11/2018	140.00	SECTION 125 FLEX PLAN-JUNE
	Total 51402		140.00	
WASTE MANAGEMENT	51403	7/11/2018	260.91	TRASH SERVICE JUNE
	Total 51403		260.91	
WORDEN WILLIAMS LLP	51404	7/11/2018	4,563.00	LEGAL FEES-JUNE
	Total 51404		4,563.00	
XEROX CORPORATION	51405	7/11/2018	110.05	COPIER LEASE AND MAINT-JUNE
	Total 51405		110.05	
ZUNIGA TREE SERVICE	51406	7/11/2018	3,000.00	REMOVAL OF EUCALYPTUS TREES @ VP5
	Total 51406		3,000.00	
Report Total			341,307.29	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 18, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19993 - 20011	7/18/2018	\$51,910.01

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/26/2018 Through 7/26/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLIANT INSURANCE SERVICES, INC	51407	7/26/2018	998.98	COMMERICAL CYBER LIABILITY-2018-2019
	Total 51407		998.98	
AT&T	51408	7/26/2018	117.27	PHONE SERVICE @ BPS
AT&T		7/26/2018	193.76	PHONE SERVICE-JUNE
	Total 51408		311.03	
BEST BUY	51409	7/26/2018	13,342.65	TABLETS FOR THE FIELD STAFF
	Total 51409		13,342.65	
BRADFORD SIGNS	51410	7/26/2018	76.00	ENTRY DOOR STICKER
	Total 51410		76.00	
CARLSBAD FUELS CORPORATION	51411	7/26/2018	1,872.99	VEHICLE GASOLINE/FUELS
	Total 51411		1,872.99	
CHUCKS TIRE CENTER	51412	7/26/2018	296.11	TIRES-#158
	Total 51412		296.11	
CORODATA	51413	7/26/2018	64.89	STORAGE/FILING-JUNE
	Total 51413		64.89	
COUNTY OF SAN DIEGO	51414	7/26/2018	7,517.38	LAFCO FY 18-19
	Total 51414		7,517.38	
CSRMA	51415	7/26/2018	11,427.00	PROPERTY INS PREM. 7/2018-6/2019
CSRMA		7/26/2018	36,890.00	W/C POOLED DEPOSIT/RETRO-7/2018-6/2019
	Total 51415		48,317.00	
DATA NET SOLUTIONS GROUP	51416	7/26/2018	57.50	IS MAINT AND SUPPORT
DATA NET SOLUTIONS GROUP		7/26/2018	2,272.66	NET APP WARRANTY RENEWAL
	Total 51416		2,330.16	
DEXTER WILSON ENGINEERING	51417	7/26/2018	55.00	GE/ 0929/JUNE/CASCADA VERDE
DEXTER WILSON ENGINEERING		7/26/2018	1,250.00	GE/0954/MAR-MAY/EOLUS AVE
DEXTER WILSON ENGINEERING		7/26/2018	4,252.50	GE/0983/JUNE/HYMETTUS ESTATES
DEXTER WILSON ENGINEERING		7/26/2018	320.00	GE/0993/JUNE/MCLEAN ANNEX
DEXTER WILSON ENGINEERING		7/26/2018	55.00	GE/1006/JUNE/JASON ST STORM DRAIN
DEXTER WILSON ENGINEERING		7/26/2018	605.00	GE/1033/JUNE/N. COAST HWY 101
DEXTER WILSON ENGINEERING		7/26/2018	55.00	GE/1036/JUNE/HYMETTUS AVE
DEXTER WILSON ENGINEERING		7/26/2018	650.00	GE/1044/JUNE/KAI OLA SUSHI
DEXTER WILSON ENGINEERING		7/26/2018	800.00	GE/1045/JUNE/LOS TACOS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/26/2018 Through 7/26/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51417		8,042.50	
DKF SOLUTIONS GROUP, LLC	51418	7/26/2018	300.00	SAFETY PROGRAM MONTHLY FEE-MARCH
	Total 51418		300.00	
EL CAMINO RENTAL	51419	7/26/2018	71.82	PRESSURE WASHER RENTAL
	Total 51419		71.82	
ELLIOT ASSOCIATES	51420	7/26/2018	462.51	DATA PROCESSING
	Total 51420		462.51	
EVOQUA WATER TECHNOLOGIES, LLC	51421	7/26/2018	1,444.79	BIOXIDE
EVOQUA WATER TECHNOLOGIES, LLC		7/26/2018	1,700.75	BIOXIDE-JUNE
EVOQUA WATER TECHNOLOGIES, LLC		7/26/2018	19,363.00	CARBON CHANGE OUT @ BPS
EVOQUA WATER TECHNOLOGIES, LLC		7/26/2018	9,089.91	CHEMICAL FERROUS-JUNE
	Total 51421		31,598.45	
FEDERAL EXPRESS CORPORATION	51422	7/26/2018	175.36	SHIPPING
	Total 51422		175.36	
HEAVILAND ENTERPRISES, INC	51423	7/26/2018	840.00	LANDSCAPING MAINTENANCE-JULY
	Total 51423		840.00	
IAN RIFFEL	51424	7/26/2018	209.98	SAFETY BOOTS-I. RIFFEL
	Total 51424		209.98	
ICMA RETIREMENT-303979	51425	7/26/2018	4,762.20	DEFERRED COMP
	Total 51425		4,762.20	
INFRASTRUCTURE ENGINEERING CORP	51426	7/26/2018	5,450.00	FY 2018 GRAVITY SEWER REPAIR PROJECT-JUNE
INFRASTRUCTURE ENGINEERING CORP		7/26/2018	1,535.00	GAFNER AWT PROJECT-June
INFRASTRUCTURE ENGINEERING CORP		7/26/2018	26,404.61	LPS REHAB PROJECT-JUNE
INFRASTRUCTURE ENGINEERING CORP		7/26/2018	1,470.00	ORCHARD WOOD SEWER REPORT-JUNE
	Total 51426		34,859.61	
MESA REPROGRAPHICS	51427	7/26/2018	36.00	FILES/PLANS-LC GOLF
	Total 51427		36.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/26/2018 Through 7/26/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
MSC JANITORIAL SERVICE, INC	51428	7/26/2018	<u>1,676.00</u>	JULY JANITORIAL SERVICES
	Total 51428		1,676.00	
NAPA AUTO	51429	7/26/2018	<u>17.22</u>	AUTO SUPPLIES
	Total 51429		17.22	
NATIONWIDE RETIREMENT SOLUTIONS	51430	7/26/2018	<u>287.98</u>	DEFERRED COMP
	Total 51430		287.98	
NEOPOST, INC	51431	7/26/2018	<u>200.00</u>	POSTAGE FOR POSTAGE METER
	Total 51431		200.00	
OFFICE DEPOT, INC.	51432	7/26/2018	<u>463.53</u>	OFFICE SUPPLIES
	Total 51432		463.53	
PACIFIC SAFETY CENTER	51433	7/26/2018	<u>1,495.00</u>	CONFINED SPACE CLASS TRAINING
	Total 51433		1,495.00	
PEP BOYS	51434	7/26/2018	<u>67.02</u>	BACKSEAT COVERS
	Total 51434		67.02	
RAFTELIS	51435	7/26/2018	<u>3,160.00</u>	FINANCIAL PLANNING-JUNE
	Total 51435		3,160.00	
RANCHO SANTA FE SECURITY SYSTEMS	51436	7/26/2018	<u>258.00</u>	SECURITY/ALARM SYSTEM
	Total 51436		258.00	
SAN DIEGO UNION TRIBUNE	51437	7/26/2018	<u>112.54</u>	NEWSPAPER DELIVERY
	Total 51437		112.54	
SAN DIEGUITO WATER DISTRICT	51438	7/26/2018	<u>136.28</u>	WATER @ BPS
	Total 51438		136.28	
SAN DIEGO GAS & ELECTIRC	51439	7/26/2018	3,156.59	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		7/26/2018	183.08	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		7/26/2018	12,682.55	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		7/26/2018	448.42	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		7/26/2018	889.17	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		7/26/2018	1,821.61	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		7/26/2018	900.40	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		7/26/2018	12,172.98	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		7/26/2018	162.17	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		7/26/2018	744.47	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		7/26/2018	340.71	ELECTRIC @ VPS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/26/2018 Through 7/26/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO GAS & ELECTIRC		7/26/2018	158.77	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		7/26/2018	10.00	GAS @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		7/26/2018	3.23	NAT. GAS @ EE
	Total 51439		33,674.15	
SOUTHERN CONTRACTING COMPANY	51440	7/26/2018	540.00	ELECTRICAL WORK @ BPS/AWT/LPS
SOUTHERN CONTRACTING COMPANY		7/26/2018	1,350.00	ELECTRICAL WORK @ BPS/LPS
	Total 51440		1,890.00	
SPACELINK/I2B NETWORK	51441	7/26/2018	160.00	WEB CAM @ BPS-JULY
	Total 51441		160.00	
STATE WATER RESOURCES CONTROL BD	51442	7/26/2018	70.00	CERT RENEWAL FOR H. GONZALEZ
	Total 51442		70.00	
TERMINIX	51443	7/26/2018	58.00	MONTHLY PEST SERVICE-JUNE
	Total 51443		58.00	
TIANNE BAITY	51444	7/26/2018	56.00	REIMBURSE T. BAITY FOR NOTARY FEES
	Total 51444		56.00	
SOLANA PALM LLC	51445	7/26/2018	90.00	ANSWERING SERVICE
	Total 51445		90.00	
T.S. INDUSTRIAL SUPPLY	51446	7/26/2018	37.09	SUPPLIES FOR BPS
	Total 51446		37.09	
UNIFIRST CORPORATION	51447	7/26/2018	207.09	LAUNDRY SERVICE W/E 7/11/18
UNIFIRST CORPORATION		7/26/2018	214.78	LAUNDRY SERVICE W/E 7/18/2018
	Total 51447		421.87	
U.S. BANK	51448	7/26/2018	6,215.75	MEETINGS/OFFICE SUPPLIES/CONFERENCES, ETC
	Total 51448		6,215.75	
VERIZON WIRELESS	51449	7/26/2018	893.36	CELL PHONES USAGE
	Total 51449		893.36	
WATER ENVIRONMENT FEDERATION	51450	7/26/2018	255.00	MEMBERSHIP RENEWAL FOR R. MORISHITA
	Total 51450		255.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/26/2018 Through 7/26/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
WESELOH CHEVROLET	51451	7/26/2018	<u>164.01</u>	SERVICE FOR TRUCK #154
	Total 51451		164.01	
WEST COAST SAFETY SUPPLY CO., INC.	51452	7/26/2018	<u>600.23</u>	STAINLESS STEEL PROBE/FILTERS
	Total 51452		600.23	
WOODYS CRANE SERVICE	51453	7/26/2018	<u>875.00</u>	CRANE SERVICE @ BPS
	Total 51453		875.00	
Report Total			<u><u>209,819.65</u></u>	

Leucadia Wastewater District
Vendor Activity
From 6/30/2018 Through 7/26/2018

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	Gl. Short Title	Transaction Description
USBANK1	U.S. BANK					ACCOUNTS PAYABL	
USBANK1	U.S. BANK	API	6/30/2018	51448	283.98	BOARD CONFERENC	CASA AIRFARE-E.S.
USBANK1	U.S. BANK	API	6/30/2018	51448	283.98	BOARD CONFERENC	CASA AIRFARE-J.H.
USBANK1	U.S. BANK	API	6/30/2018	51448	196.26	Train'g/Ed/Conf	CASA AIRFARE-P.B.
USBANK1	U.S. BANK	API	6/30/2018	51448	575.00	BOARD CONFERENC	CASA REG-D.K.
USBANK1	U.S. BANK	API	6/30/2018	51448	575.00	BOARD CONFERENC	CASA REG-D.O.
USBANK1	U.S. BANK	API	6/30/2018	51448	575.00	BOARD CONFERENC	CASA REG-E.S.
USBANK1	U.S. BANK	API	6/30/2018	51448	575.00	BOARD CONFERENC	CASA REG-J.H.
USBANK1	U.S. BANK	API	6/30/2018	51448	575.00	Train'g/Ed/Conf	CASA REG-T.H.
USBANK1	U.S. BANK	API	6/30/2018	51448	150.00	Train'g/Ed/Conf	CASA RENTAL CAR-DEPOSIT-P.B.
USBANK1	U.S. BANK	API	6/30/2018	51448	337.67	Train'g/Ed/Conf	CASA RENTAL CAR-P.B.
USBANK1	U.S. BANK	API	6/30/2018	51448	16.95	EMPLOYEE RECOGN	COFFEE-FS NIGHTWORK
USBANK1	U.S. BANK	API	6/30/2018	51448	8.00	BOARD CONFERENC	CSDA CONF MEAL-D.O.
USBANK1	U.S. BANK	API	6/30/2018	51448	4.54	BOARD CONFERENC	CSDA CONF-MEAL-D.O.
USBANK1	U.S. BANK	API	6/30/2018	51448	6.48	BOARD CONFERENC	CSDA CONF-MEAL-E.S.
USBANK1	U.S. BANK	API	6/30/2018	51448	458.60	BOARD CONFERENC	CSDA HOTEL-D.O.
USBANK1	U.S. BANK	API	6/30/2018	51448	531.60	BOARD CONFERENC	CSDA HOTEL-E.S.
USBANK1	U.S. BANK	API	6/30/2018	51448	22.00	BOARD CONFERENC	CSDA MEAL-D.O.
USBANK1	U.S. BANK	API	6/30/2018	51448	65.00	Train'g/Ed/Conf	CSDA TRAINING-M.B.
USBANK1	U.S. BANK	API	6/30/2018	51448	48.30	BOARD CONFERENC	CSDA-PK-E.S.
USBANK1	U.S. BANK	API	6/30/2018	51448	36.66	Train'g/Ed/Conf	CSRMA MEAL-P.B.
USBANK1	U.S. BANK	API	6/30/2018	51448	32.00	Train'g/Ed/Conf	CSRMA PK-P.B.
USBANK1	U.S. BANK	API	6/30/2018	51448	9.65	Train'g/Ed/Conf	CSRMA-BART-P.B.
USBANK1	U.S. BANK	API	6/30/2018	51448	12.61	Train'g/Ed/Conf	CWEA TRAINING-J.S.
USBANK1	U.S. BANK	API	6/30/2018	51448	36.62	ACCOUNTS PAYABL	D.O. REFUND DIST.
USBANK1	U.S. BANK	API	6/30/2018	51448	40.99	DESIGN & ENGN	LUNCH W/DIST. ENG-P.B.
USBANK1	U.S. BANK	API	6/30/2018	51448	53.86	Computer SW/Srv	MISC COMPUTER -R.D.
USBANK1	U.S. BANK	API	6/30/2018	51448	575.00	Train'g/Ed/Conf	P.B. CASA REG
USBANK1	U.S. BANK	API	6/30/2018	51448	100.00	TELEPHONE	WEB HOSTING
USBANK1	U.S. BANK	API	6/30/2018	51448	30.00	TELEPHONE	WIFI
USBANK1	U.S. BANK	APS	7/2/2018	51353	0.00	ACCOUNTS PAYABL	CONFERENCES/TRAINING/... SUPPLIES/MEETINGS

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Leucadia Wastewater District
 Vendor Activity
 From 6/30/2018 Through 7/26/2018

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Trans... Source</u>	<u>Effective Date</u>	<u>Check/... Number</u>	<u>Expenses</u>	<u>GL Short Title</u>	<u>Transaction Description</u>
USBANK1	U.S. BANK	APS	7/26/2018	51448	0.00	ACCOUNTS PAYABL	MEETINGS/OFFICE SUPPLIES/CONFERENCES, ETC
Transaction Total					<u>6,215.75</u>		
Total USBANK1	U.S. BANK				<u>6,215.75</u>		
Report Opening/Current Balance							
Report Transaction Totals					<u>6,215.75</u>		
Report Current Balances							

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Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 8/1/2018 Through 8/1/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ALLIANT INSURANCE SERVICES	51454	8/1/2018	<u>793.61</u>	RAILROAD INS FOR A PROJECT
	Total 51454		793.61	
BAJA POOL AND SPA SERVICE	51455	8/1/2018	<u>125.00</u>	MONTHLY CHRGE FOR WEEKLY FOUNTAIN MAINT-AUG
	Total 51455		125.00	
BAY CITY ELECTRIC WORKS, INC	51456	8/1/2018	416.76	ELECTRICAL WORK @ E. ESTATES GEN
BAY CITY ELECTRIC WORKS, INC		8/1/2018	590.74	ELECTRICAL WORK @ LCPS GEN
BAY CITY ELECTRIC WORKS, INC		8/1/2018	643.11	ELECTRICAL WORK @ SPS GENERATOR
BAY CITY ELECTRIC WORKS, INC		8/1/2018	597.48	ELECTRICAL WORK @ VP5 GENERATOR
BAY CITY ELECTRIC WORKS, INC		8/1/2018	460.24	ELECTRICAL WORK FOR #135 PIONEER PUMP
BAY CITY ELECTRIC WORKS, INC		8/1/2018	510.91	ELECTRICAL WORK FOR #146 PORTABLE GENERATOR
BAY CITY ELECTRIC WORKS, INC		8/1/2018	510.91	ELECTRICAL WORK FOR PORTABLE #142
	Total 51456		3,730.15	
COSCO FIRE PROTECTION	51457	8/1/2018	<u>225.00</u>	OTRLY SPRINKLER INSPECTION
	Total 51457		225.00	
DATA NET SOLUTIONS GROUP	51458	8/1/2018	<u>86.25</u>	IS MAINT AND SUPPORT
	Total 51458		86.25	
DEXTER WILSON ENGINEERING	51459	8/1/2018	<u>3,500.00</u>	DISTRICT ASSET MGMT-JUNE
	Total 51459		3,500.00	
ENCINA WASTEWATER AUTHORITY	51460	8/1/2018	<u>1,420,650.10</u>	OTRLY BILLING FOR O/MAND CAPITAL-JUNE
	Total 51460		1,420,650.10	
FEDERAL EXPRESS CORPORATION	51461	8/1/2018	<u>15.65</u>	SHIPPING
	Total 51461		15.65	
GREAT AMERICA FINANCIAL SERVICES	51462	8/1/2018	<u>770.86</u>	COPIER LEASE
	Total 51462		770.86	
HOCH CONSULTING	51463	8/1/2018	<u>22,502.50</u>	CONST. MGMT GAFNER -FEB-JUNE
	Total 51463		22,502.50	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 8/1/2018 Through 8/1/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
INFRASTRUCTURE ENGINEERING CORP	51464	8/1/2018	3,880.06	CURED PLACE PIPE-JUNE
INFRASTRUCTURE ENGINEERING CORP		8/1/2018	330.00	GIS-JUNE
	Total 51464		4,210.06	
JEFF BILLS	51465	8/1/2018	3,805.15	CONSULTING SERVICES-JULY
	Total 51465		3,805.15	
MALLORY SAFETY AND SUPPLY	51466	8/1/2018	310.03	NITRILE GLOVES
MALLORY SAFETY AND SUPPLY		8/1/2018	574.54	SAFETY SUPPLIES
	Total 51466		884.57	
MES VISION	51467	8/1/2018	400.17	VISION INS-AUG
	Total 51467		400.17	
MUTUAL OF OMAHA	51468	8/1/2018	1,151.64	DISABILITY INS-AUG
	Total 51468		1,151.64	
SANTA FE IRRIGATION DISTRICT	51469	8/1/2018	7,816.40	FEES FOR ENG CONSULTANT-JUNE
	Total 51469		7,816.40	
STANEK CONSTRUCTORS, INC	51470	8/1/2018	33,366.35	GAFNER AWT PROJECT--RETENTION
	Total 51470		33,366.35	
TERMINIX	51471	8/1/2018	32.00	MONTHLY TRAP SERVICE FOR PESTS
	Total 51471		32.00	
THE GUARDIAN	51472	8/1/2018	3,436.24	DENTAL INS-JULY/AUGUST
	Total 51472		3,436.24	
UNIFIRST CORPORATION	51473	8/1/2018	207.09	LAUNDRY SERVICE W/E 7/25/18
	Total 51473		207.09	
Report Total			1,507,708.79	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 1, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
20012 - 20030	8/1/2018	\$51,816.31

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: August 1, 2018

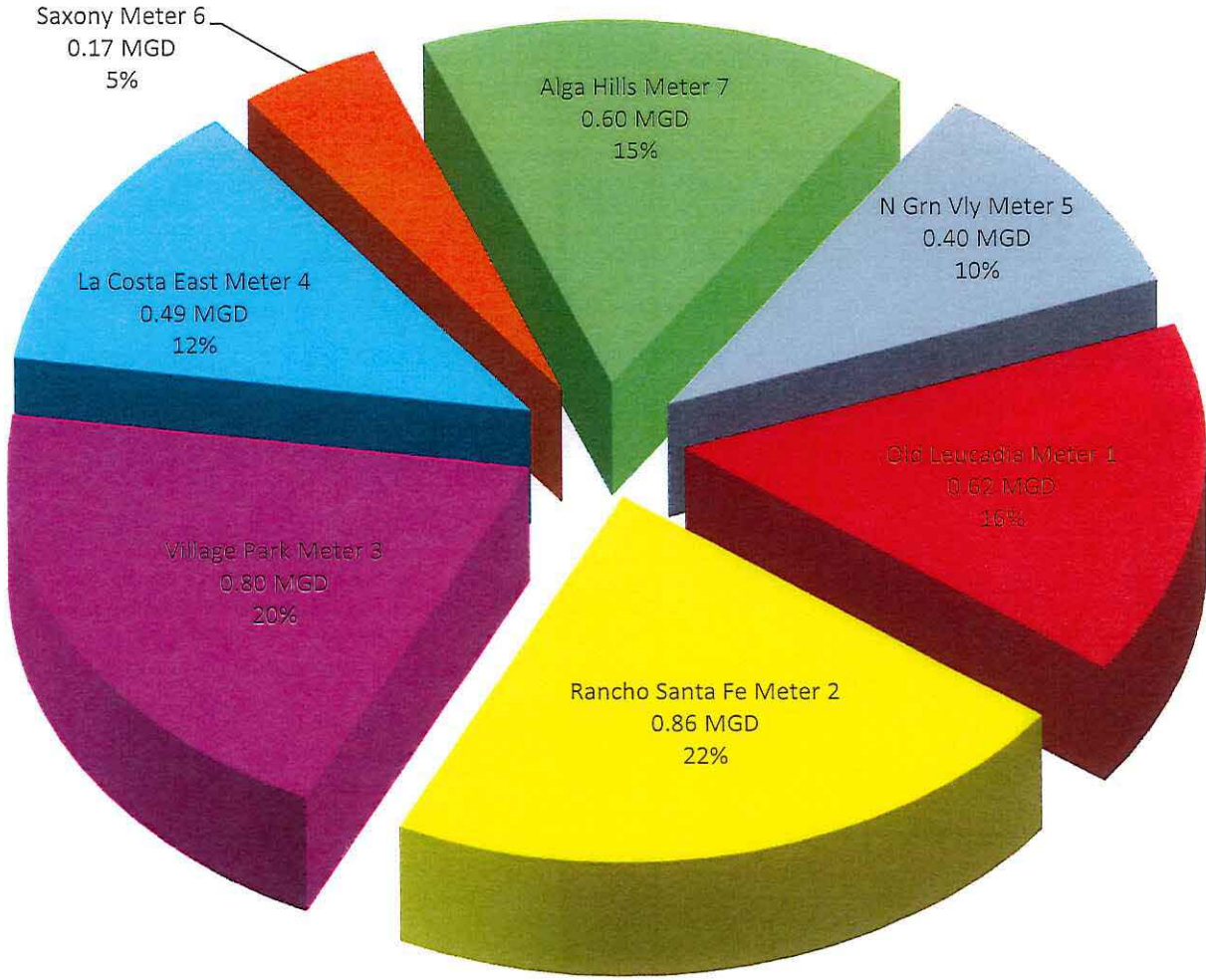
<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
20031 - 20035	8/1/2018	\$2,177.03

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2019 (July 2018 - June 2019)**

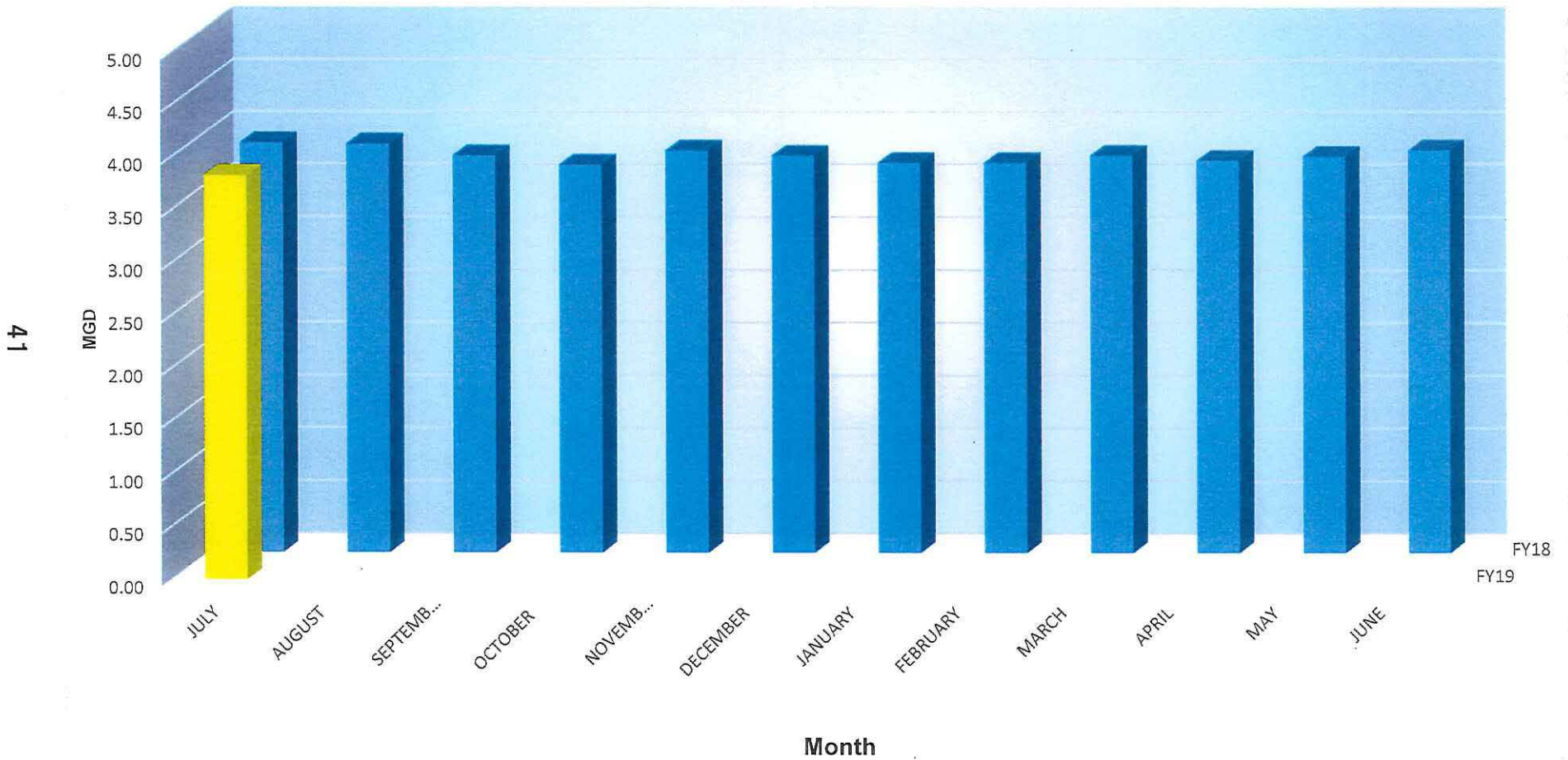
CURRENT MONTH - July 2018							FY 2018
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,561.74	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.03	118.42	1.00	3.82	134	52.17	3.88
YTD			28,562.74				
AUGUST							3.87
YTD							
SEPTEMBER							3.76
YTD							
OCTOBER							3.67
YTD							
NOVEMBER							3.81
YTD							
DECEMBER							3.76
YTD							
JANUARY							3.69
YTD							
FEBRUARY							3.69
YTD							
MARCH							3.76
YTD							
APRIL							3.71
YTD							
MAY							3.75
YTD							
JUNE							3.81
YTD							
YTD Totals	0.03	118.42	1.00			52.17	
Mo Average	0.03	118.42	1.00	3.82	133.74	52.17	3.76

39

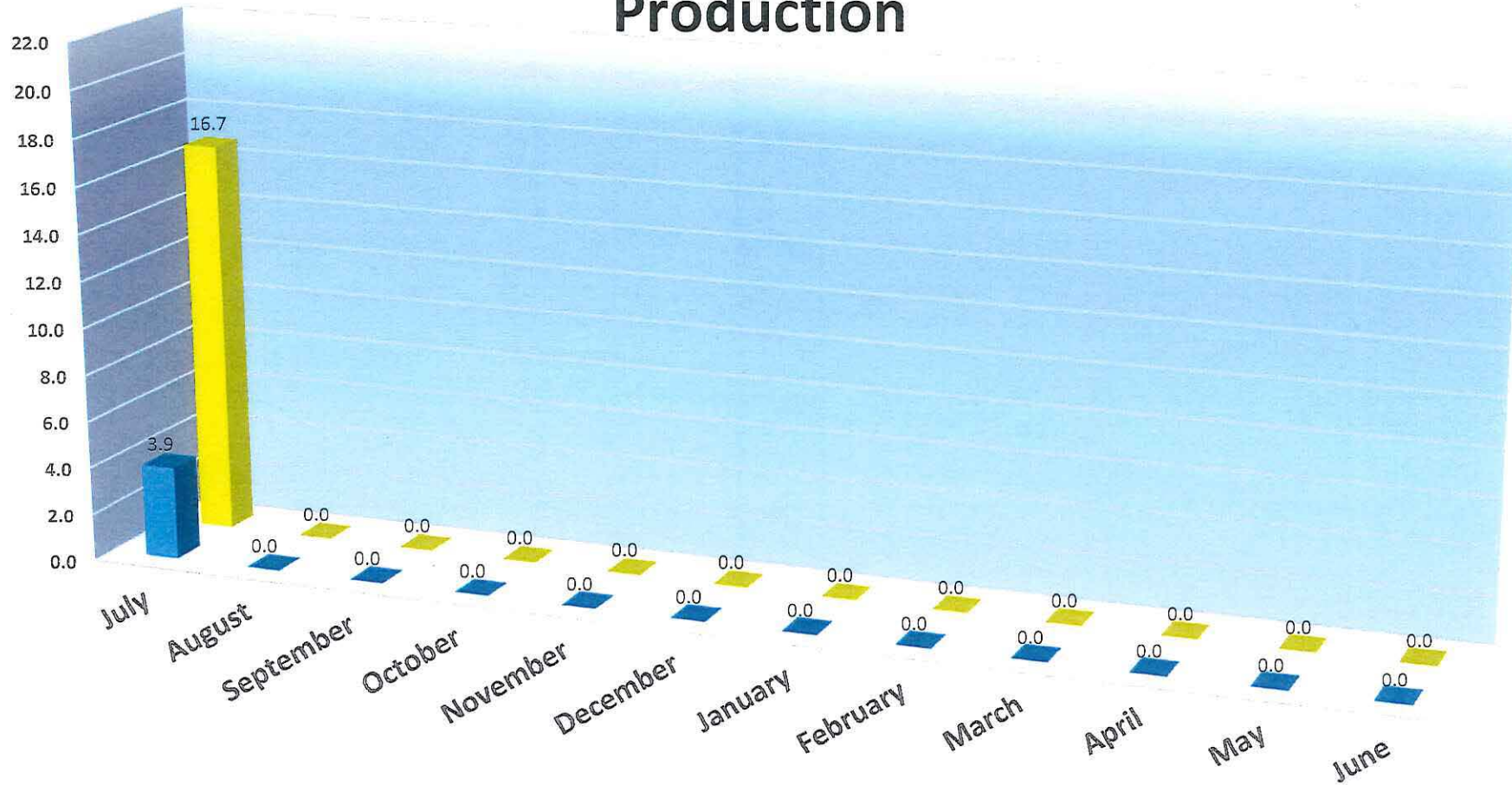
**LWD Flows by Sub-Basin
July 2018
Total LWD Flow 3.82 MGD**



Leucadia Wastewater District Flow Comparison FY18 to FY19



FY-19 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

Hydo-Cleaning: 15 Miles/Month

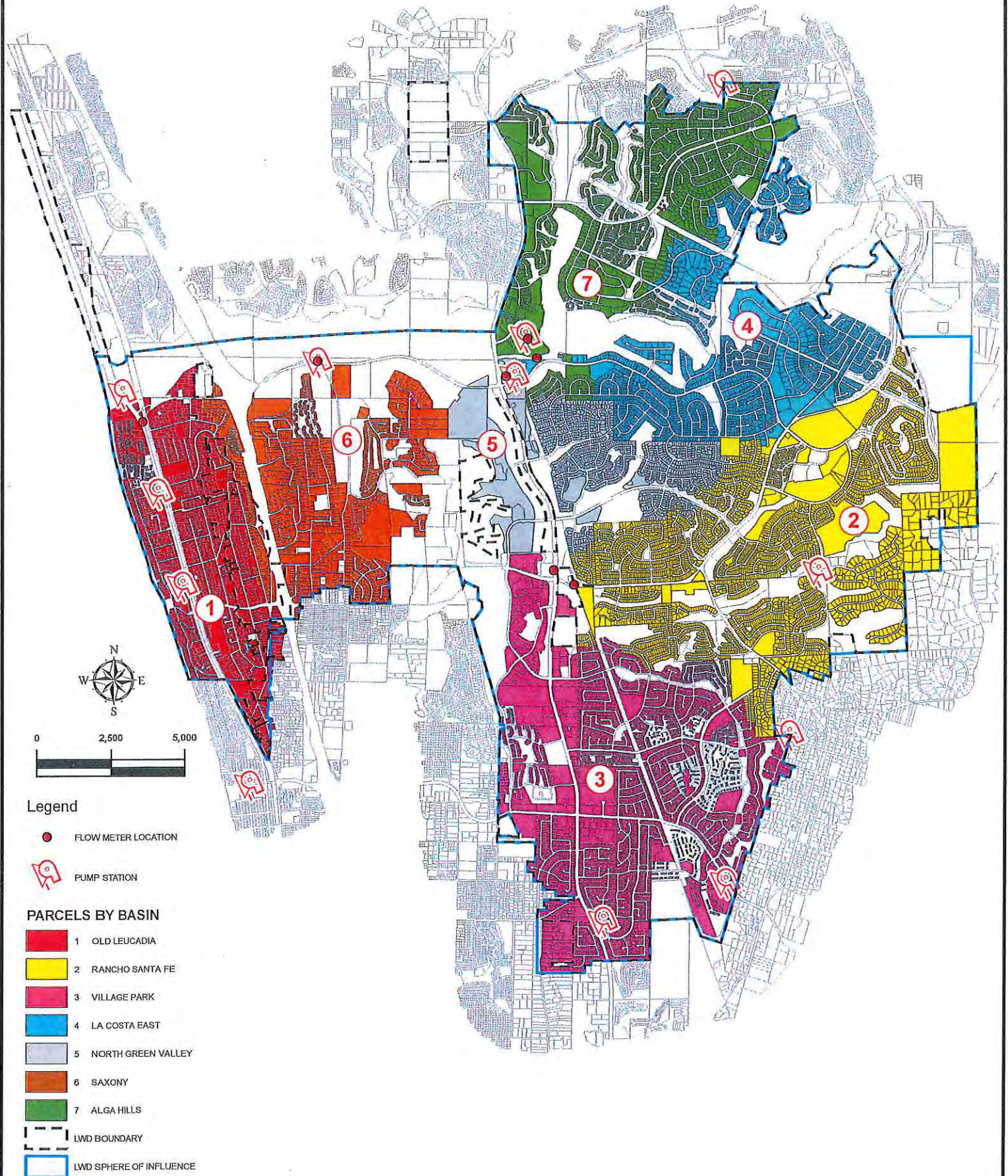
CCTV Inspections: 6.3 Miles/Month

Note: CCTV Production down due to El Camino Real

■ CCTV Inspections

■ Total Hydro Cleaning

LEUCADIA WASTEWATER DISTRICT



Legend

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

Leucadia Wastewater District

Balance Sheet

As of 7/31/2018

		Current Year
Assets		
Cash & Investments	1CAS	36,671,556.66
Accounts Receivables	2A/R	103,206.16
Prepaid Expense	3PRE	365,788.42
Funds held with Encina Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	160,341,635.11
Less Accumulated Depreciation	6DEP	(52,675,124.16)
Total Assets		146,293,862.19
Deferred Outflows		
Projected/Actual PERS Earnings Difference	6D/O	840,305.00
PERS Proportions & Assumptions Difference	7D/O	43,290.00
Current Year PERS Employer Contribution	8D/O	338,781.97
Total Deferred Outflows		1,222,376.97
Total Assets & Deferred Outflows		147,516,239.16
Liabilities		
Accounts Payable & Accrued Expenses	A/P	1,756,664.49
Developer Deposits	DEVD	182,235.11
Net Pension Liability	LTDB	3,466,620.00
Total Liabilities		5,405,519.60
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	175,908.00
PERS Proportions & Assumptions Difference	D/I3	151,763.00
Projected/Actual PERS Earnings Difference	D/In	382,658.00
Total Deferred Inflows		710,329.00
Net Position		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	106,913,510.95
Reserves	RESV	32,927,908.33
Undesignated Net Position	UNDS	1,676,794.52
Total Beginning Net Position (as of June 30, 2017)		141,518,213.80
Current Change In Net Position		
Other		(117,823.24)
Total Current Change In Net Position		(117,823.24)
Total Net Position		141,400,390.56
Total Liabilities, Deferred Inflows & Net Position		147,516,239.16

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

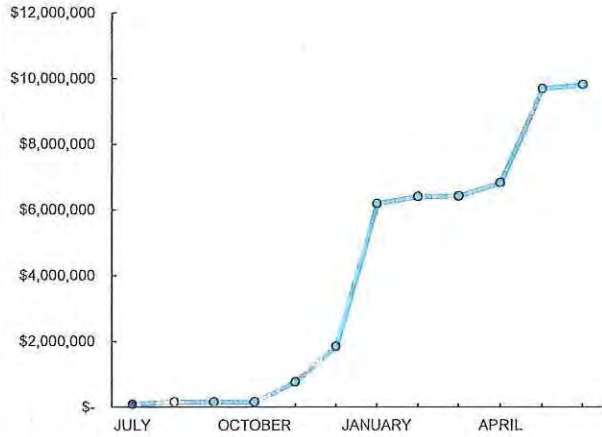
From 7/1/2018 Through 7/31/2018

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 95,002.31	\$ 9,813,782.00	\$ 9,718,779.69	1.0%
3150 Recycled Water Sales	-	295,000.00	295,000.00	0.0%
3100 Misc. Operating Revenue	-	204,520.00	204,520.00	0.0%
TOTAL OPERATING REVENUES	\$ 95,002.31	\$10,313,302.00	\$10,218,299.69	0.9%
OPERATING EXPENSES				
4100 Salaries	\$ 70,698.75	\$ 1,924,859.00	\$ 1,854,160.25	3.7%
4200 Employee Benefits	66,421.94	1,064,235.00	997,813.06	6.2%
4300 Directors Expense	3,177.84	144,800.00	141,622.16	2.2%
4600 Gas, Oil & Fuel	643.82	41,000.00	40,356.18	1.6%
4700 Insurance Expense	20,298.98	114,500.00	94,201.02	17.7%
4800 Memberships	2,097.00	29,400.00	27,303.00	7.1%
4900 Office Expense	6,898.25	155,600.00	148,701.75	4.4%
5000 Operating Supplies	4,031.68	189,500.00	185,468.32	2.1%
5200 Professional Services	5,257.23	449,300.00	444,042.77	1.2%
5300 Printing & Publishing	-	29,500.00	29,500.00	0.0%
5400 Rents & Leases	3,200.24	17,400.00	14,199.76	18.4%
5500 Repairs & Maintenance	11,621.71	486,600.00	474,978.29	2.4%
5600 Monitoring & Permits	1,485.00	59,900.00	58,415.00	2.5%
5700 Training & Development	3,323.28	47,000.00	43,676.72	7.1%
5900 Utilities	34,657.51	432,600.00	397,942.49	8.0%
6100 LAFCO Operations	7,517.38	7,500.00	(17.38)	100.2%
6200 Encina Operating Expense	-	1,887,300.00	1,887,300.00	0.0%
6900 Admin O/H alloc to Capital	-	(159,684.00)	(159,684.00)	0.0%
TOTAL OPERATING EXPENSES	\$ 241,330.61	\$ 6,921,310.00	\$ 6,679,979.39	3.5%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 2,544.50	\$ 381,675.00	\$ 379,130.50	0.7%
3220 Property Taxes	-	1,700,000.00	1,700,000.00	0.0%
3250 Investment Income	54,002.00	489,000.00	434,998.00	11.0%
3290 Misc. Non Op Revenue	-	107,600.00	107,600.00	0.0%
TOTAL NON-OPERATING REVENUES	\$ 56,546.50	\$ 2,678,275.00	\$ 2,621,728.50	2.1%

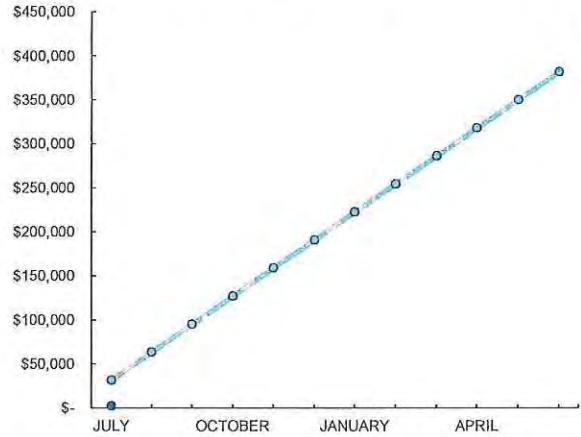
Leucadia Wastewater District Revenue FY2019

YTD through July 31, 2018

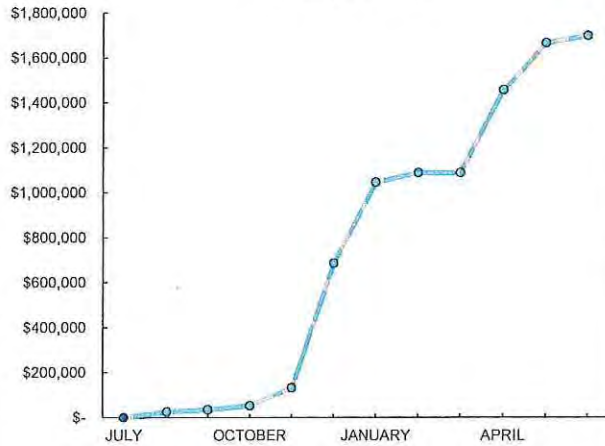
Sewer Service Fees



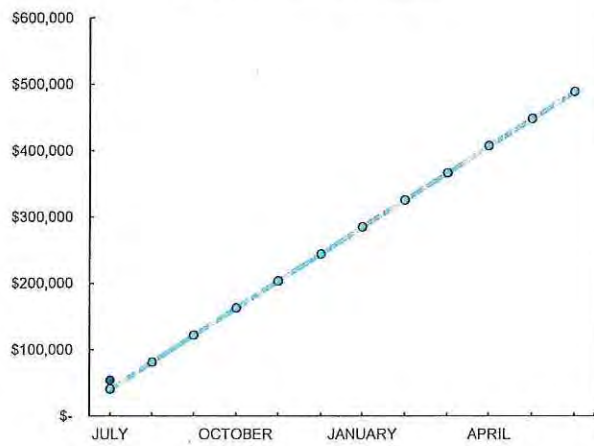
Capacity Charges



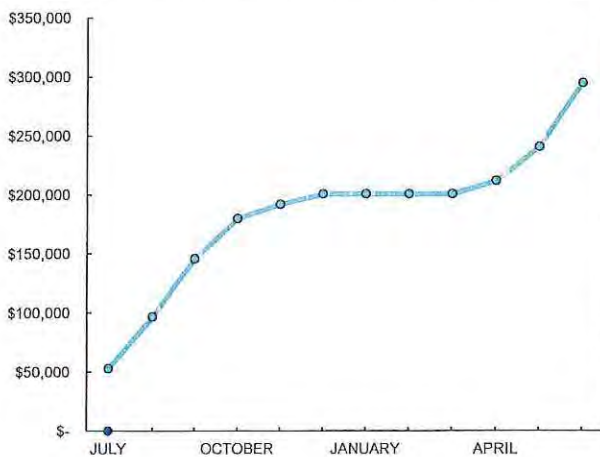
Property Taxes



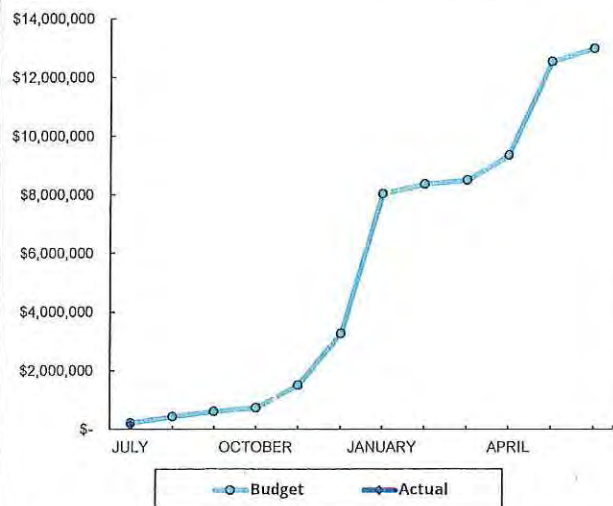
Investment Income



Recycled Wastewater Sales

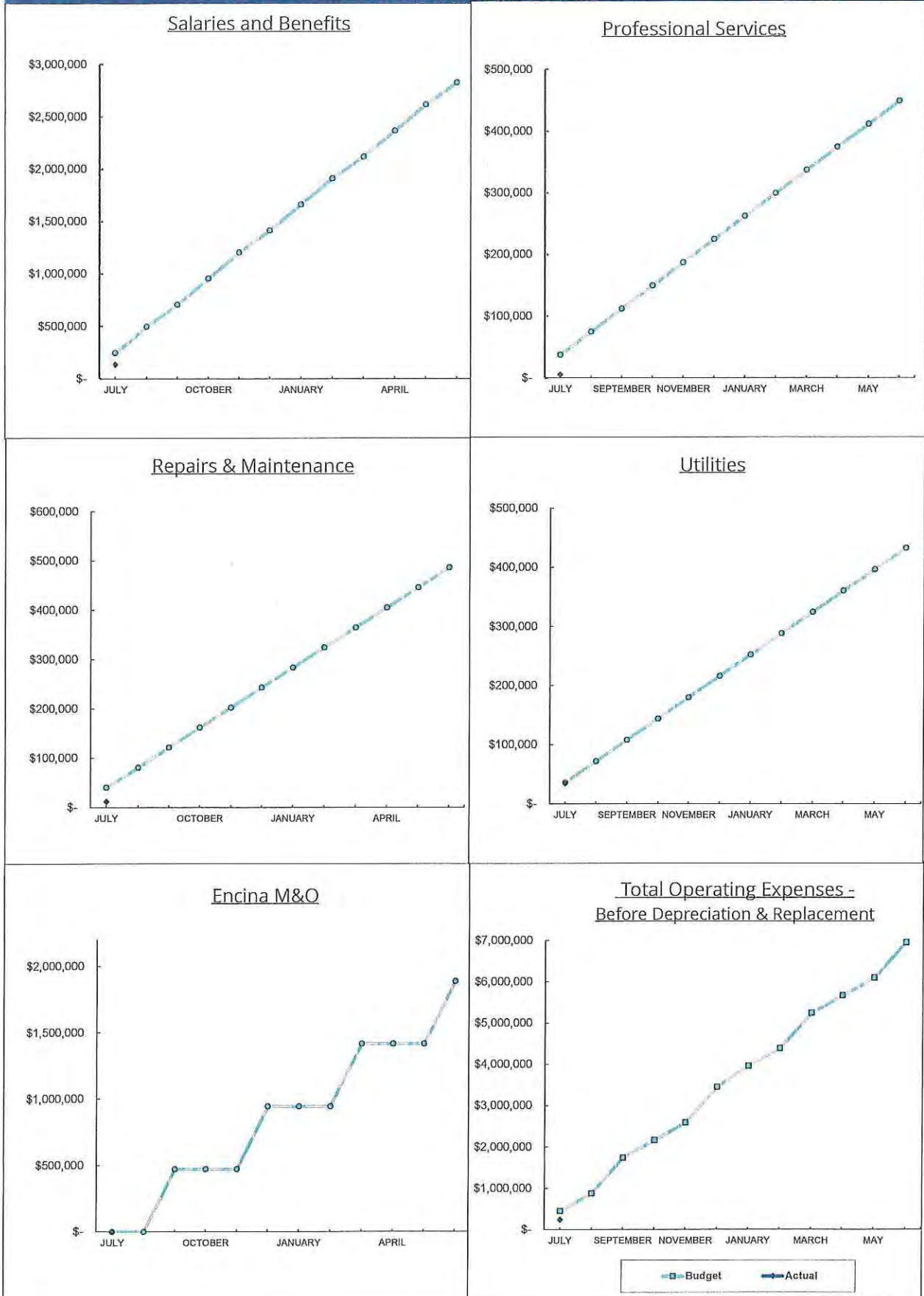


Total Revenue



Leucadia Wastewater District Operating Expenses FY2019

YTD through July 31, 2018

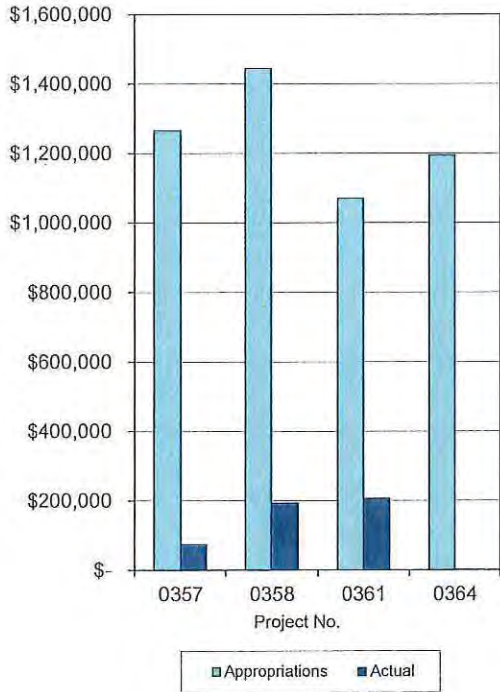


* Preliminary: subject to future review, reconciliation, accruals, and audit

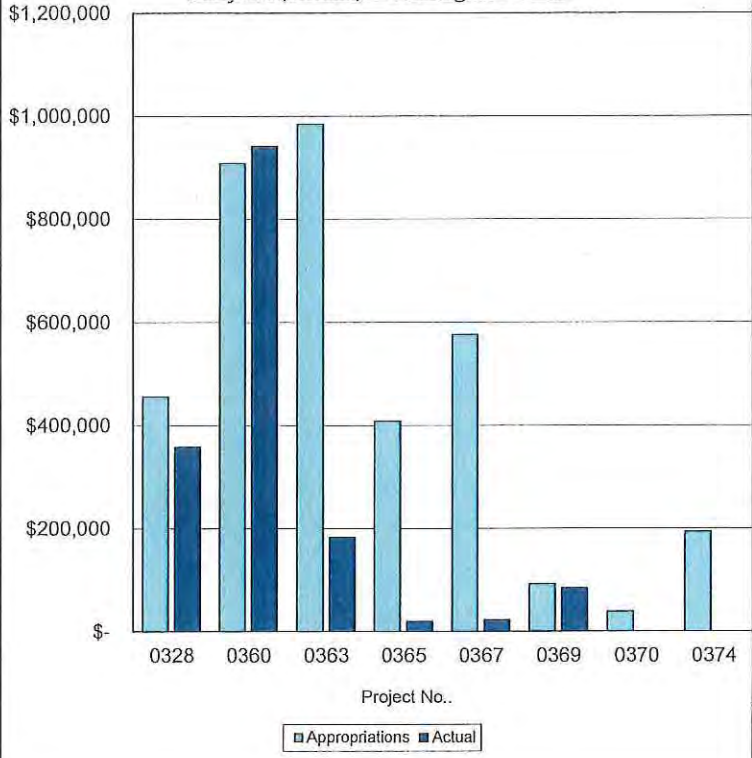
Leucadia Wastewater District Capital Expenditures

As of July 31, 2018

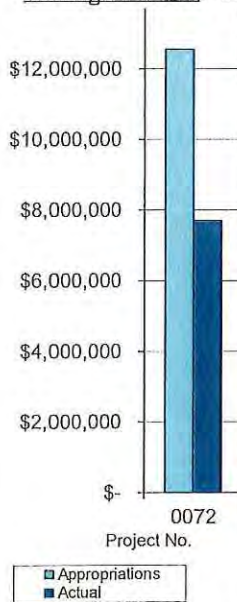
District Multi Year Capital Expenditures
by Project
(>\$1M) Through FY2018



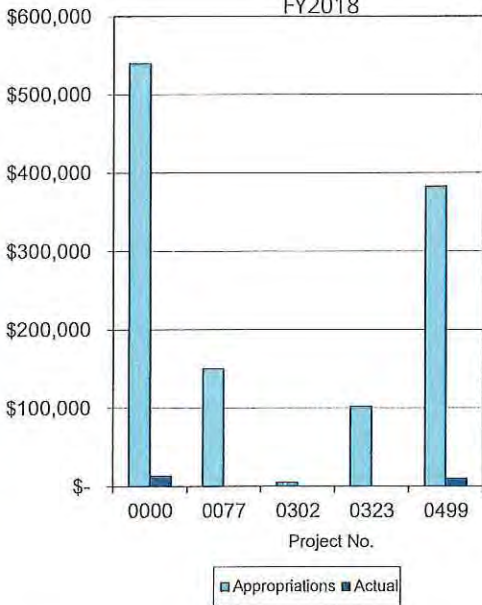
District Multi Year Capital Expenditures by
Project (<\$1M) Through FY2018



District's Share of
Encina WPCF
Capital Exp
Through FY2018



Single Year Capital Expenditures by
Project
FY2018



Project Legend

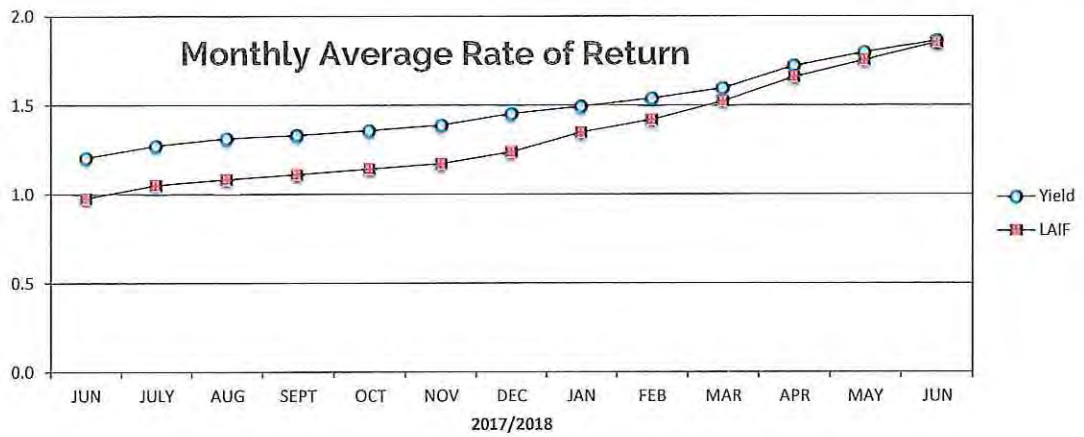
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Replcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Replcmnt	0367
HQ Electric Meter Installation	0369
Pump Station Assessment	0370
Bat FM (B3) Discharge Section Replacemnt	0374

Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

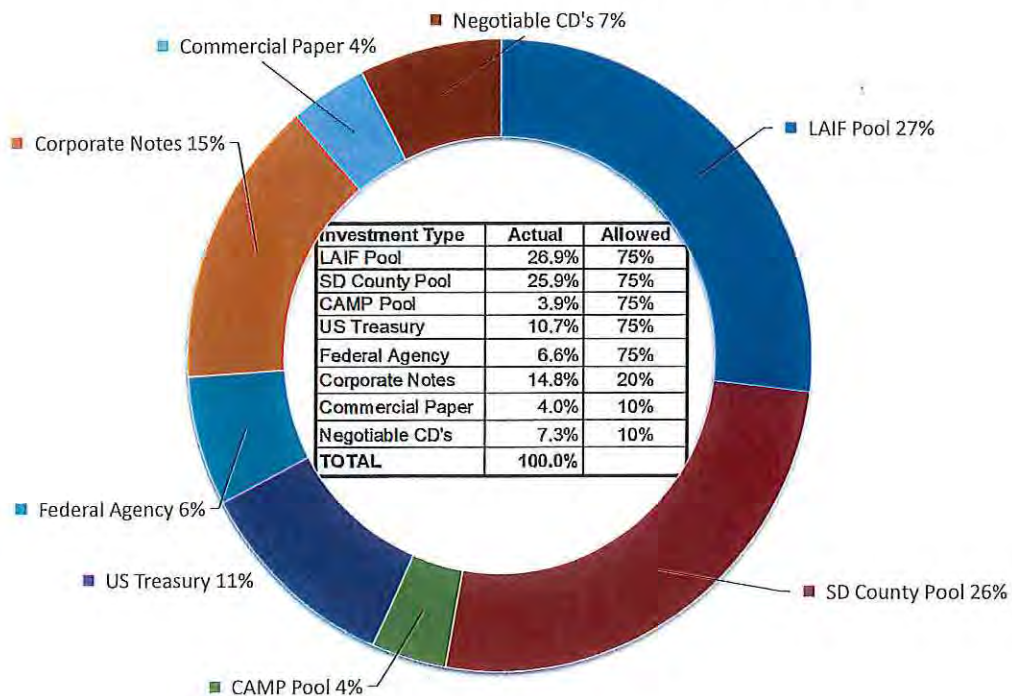
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2018

Cash Equivalents & Investments	Principal (Original Cost)		June Interest	Average Rate
	May 31, 2018	June 30, 2018		
LAIF Pool	\$ 10,138,079	\$ 10,076,079	\$ 15,615	1.854%
SD County Pool	9,676,772	9,704,812	15,392	1.906%
CAMP Pool	1,439,106	1,444,965	2,652	2.050%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,377	5,339	33	7.370%
Federal Agency Notes	2,479,535	2,479,535	3,853	1.870%
Corporate Bonds/Notes	5,535,768	5,535,768	8,530	1.850%
Commerical Paper	1,480,451	1,480,451	2,842	2.300%
Negotiable CD's	2,749,883	2,749,883	5,092	2.220%
Total Camp Portfolio	16,249,295	16,249,257	24,567	1.820%
Totals	\$ 37,503,251	\$ 37,475,112	\$ 58,227	1.864%

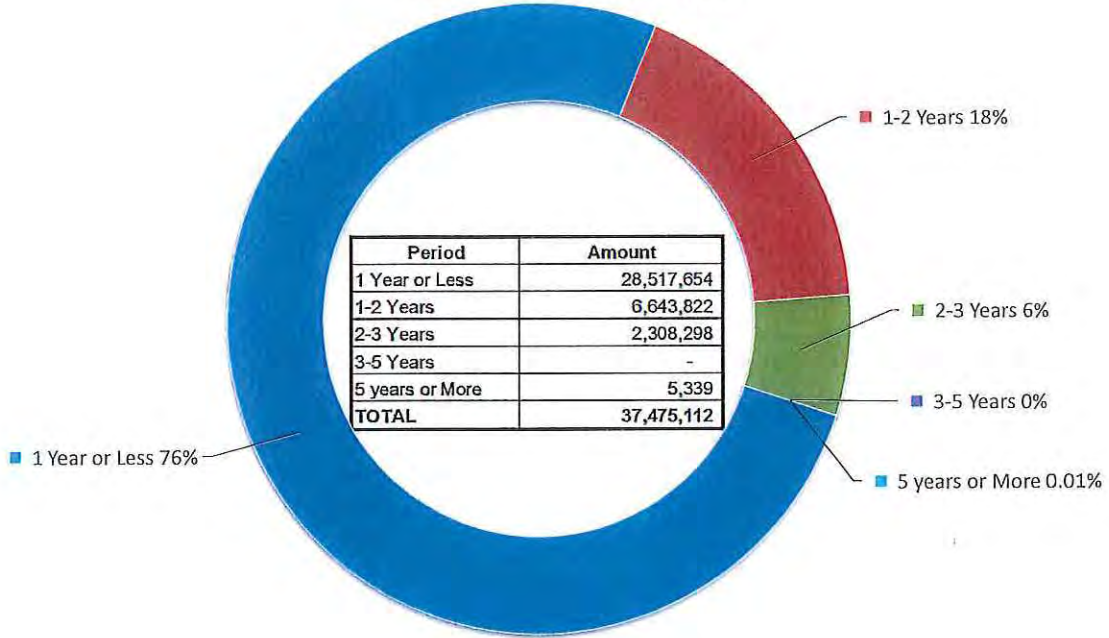


INVESTMENT DISTRIBUTION BY CATEGORY

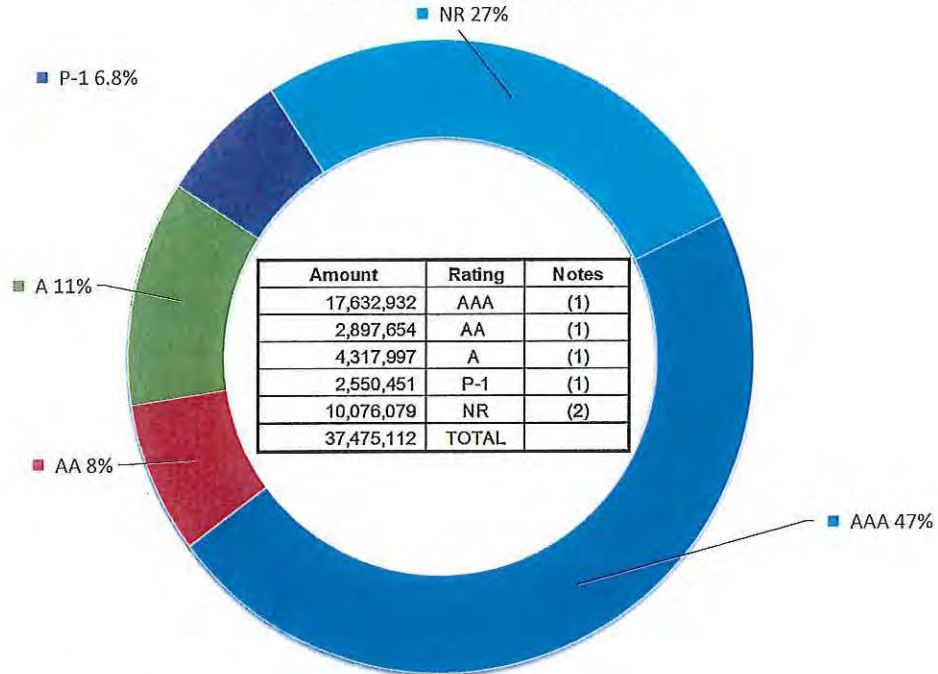


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 June 30, 2018
 (Continued)

REMAINING MATURITY

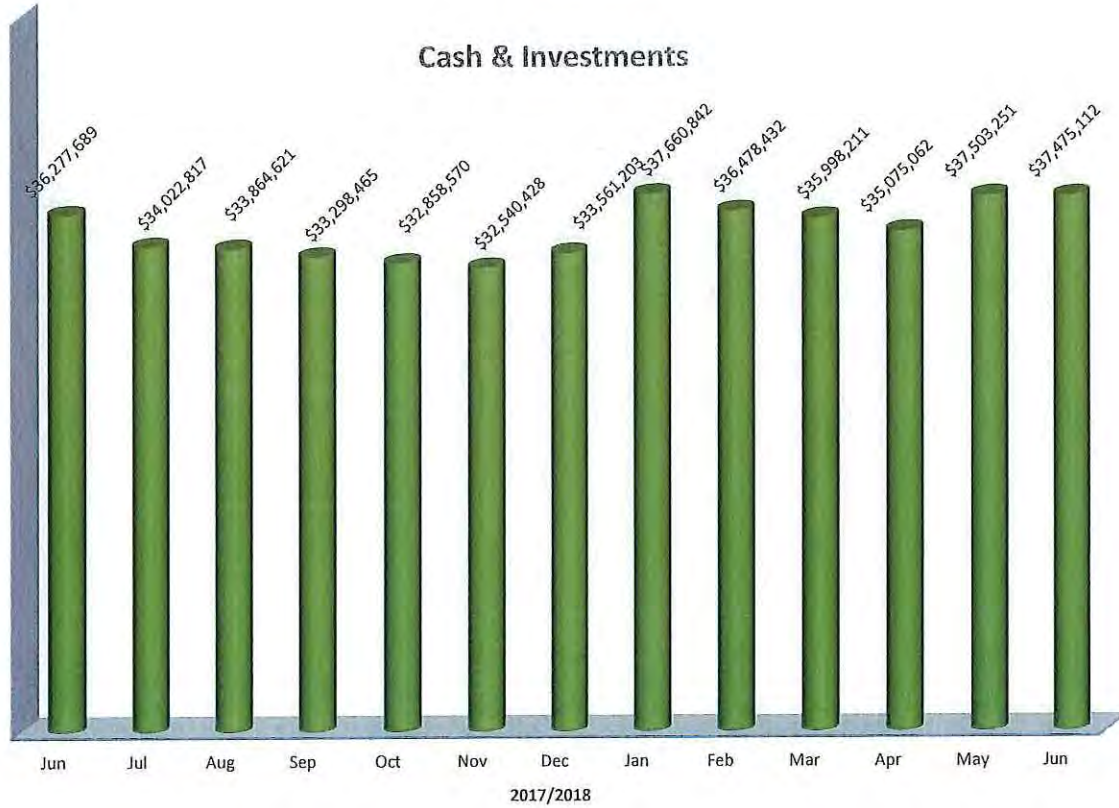


INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 June 30, 2018
 (Continued)



INVESTMENT TRANSACTIONS
For the months of June, 2018

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 38		(3)	7.37%


TOTAL	\$ -	\$ 38	\$ -		
-------	------	-------	------	--	--

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 19-6291

DATE: August 9, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

DISCUSSION:

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending June 30, 2018 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rad:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY


6-30-18

SUMMARY OF CASH & INVESTMENTS at June 30, 2018				
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS				
ASSETS	AMORTIZED COST 6/30/2018	% OF TOTAL		MARKET VALUE 6/30/2018
		Actual	Allowed	
CASH IN BANK (Checking Accounts)	\$ 155,838	0.4%	25%	\$ 155,838
LAIF - STATE INVESTMENT POOL	\$ 10,076,079	26.8%	75%	\$ 10,057,205
SAN DIEGO COUNTY INVESTMENT POOL	\$ 9,705,812	25.8%	75%	\$ 9,655,000
CAMP - JPA INVESTMENT POOL	\$ 1,444,965	3.8%	75%	\$ 1,444,965
CAMP PORTFOLIO - US BANK Safekeeping				
Federal Agency Securities				
GNMA Pools	\$ 5,278			\$ 5,225
FNMA Benchmark & Global Notes	\$ 1,492,689			\$ 1,476,042
FHLMC Notes	\$ 991,614			\$ 984,602
Total Federal Agency Securities	\$ 2,489,581	6.6%	75%	\$ 2,465,869
US Treasury Bonds/Notes	\$ 3,999,254	10.6%	75%	\$ 3,963,875
Corporate Notes	\$ 5,506,420	14.6%	20%	\$ 5,454,249
Corporate Notes	\$ 1,491,756	4.0%	10%	\$ 1,491,686
Negotiable Certificates of Deposit	\$ 2,749,936	7.3%	10%	\$ 2,731,993
TOTAL CAMP PORTFOLIO	\$ 16,236,947	36.5%		\$ 16,107,672
TOTAL CASH & INVESTMENTS	\$ 37,619,641	100.0%		\$ 37,420,680

As of June 30, 2018		QUARTERLY RESULTS			
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
\$37.4M	188	\$1.5M	\$164K	1.80%	1.76%

MEMORANDUM

Ref: 19-6284

DATE: August 9, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: July 2018 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 July 2018.

DISCUSSION:

Government Code Section §53065 stipulates that Special Districts must disclose reimbursements of \$100 or more on at least an annual basis. Leucadia Wastewater District (LWD) prepares the Disclosure Report every month in accordance with Resolution No. 2291 – The Integrated Travel Authorization and Expense Reimbursement Policy, which is above and beyond the requirements of Government Code Section §53065.

Attached please find the Board Disclosure of Reimbursements report for the month of July 2018 for your review.

tb:PJB

Attachment


Leucadia Wastewater District
Disclosure of Reimbursements Report
July 1 - 30, 2018

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	J. Stecker
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: There were no conferences or other meetings that required travel reimbursements for the month of July.

MEMORANDUM

DATE: August 9, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Fiscal Year 2019 (FY19) Pay Schedules



RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2302 approving the FY19 pay schedules.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The purpose of this agenda item is to present proposed Resolution No. 2302 to the Board of Directors for consideration. This resolution approves pay schedules for all employee classifications, including the General Manager classification for FY19 in accordance with CalPERS regulations and by California Code of Regulations (CCR) §570.5(a).

Staff recommends that the Board of Directors adopt Resolution No. 2302 approving the FY19 pay schedules to comply with CCR §570.5(a) and CalPERS regulations.

th:PJB

RESOLUTION NO. 2302

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE FISCAL YEAR 2019 PAY SCHEDULE

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

Whereas, the LWD Board of Directors authorized a classification adjustment for all employees, except the General Manager, on June 13, 2018 to be effective July 1, 2018; and,

Whereas, the LWD Board of Directors authorized a 4% salary adjustment for the LWD General Manager adjusting compensation from \$221,471.27 to \$230,330.12 effective July 11, 2018; and,

Whereas, the LWD Board of Directors desires to establish, adopt and publish the FY 2019 Pay Schedule for all LWD employees including the General Manager in accordance with CalPERS requirements and by California Code of Regulations (CCR) §570.5(a).

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors hereby adopts the LWD Fiscal Year 2019 Pay Schedule attached hereto as Attachment "1" and directs that it be posted and maintained in accordance with CalPERS requirements and CCR §570.5(a).
2. This Resolution supersedes Resolution No. 2302.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 15th day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

Attest:

Paul J. Bushee, Secretary /Manager

**FISCAL YEAR 2019
SALARY SCHEDULE**

Position	Salary Range	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Vacant	1	\$33,652	\$42,065	\$16.18	\$20.22
Vacant	2	\$35,335	\$44,168	\$16.99	\$21.23
Vacant	3	\$37,102	\$46,377	\$17.84	\$22.30
Vacant	4	\$38,957	\$48,696	\$18.73	\$23.41
Vacant	5	\$40,904	\$51,131	\$19.67	\$24.58
Vacant	6	\$42,950	\$53,687	\$20.65	\$25.81
Vacant	7	\$45,097	\$56,371	\$21.68	\$27.10
Vacant	8	\$47,352	\$59,190	\$22.77	\$28.46
Vacant	9	\$49,720	\$62,150	\$23.90	\$29.88
Vacant	10	\$52,206	\$65,257	\$25.10	\$31.37
Field Services Technician-in-Training Administrative Services Specialist I	11	\$54,816	\$68,520	\$26.35	\$32.94
Vacant	12	\$57,557	\$71,946	\$27.67	\$34.59
Field Services Technician I Administrative Services Specialist II	13	\$60,434	\$75,543	\$29.06	\$36.32
Vacant	14	\$63,456	\$79,320	\$30.51	\$38.13
Field Services Technician II Accounting Technician	15	\$66,629	\$83,286	\$32.03	\$40.04
Vacant	16	\$69,960	\$87,451	\$33.63	\$42.04
Field Services Technician III	17	\$73,458	\$91,823	\$35.32	\$44.15
Field Services Specialist Executive Assistant	18	\$77,131	\$96,414	\$37.08	\$46.35
Vacant	19	\$80,988	\$101,235	\$38.94	\$48.67
Vacant	20	\$85,037	\$106,297	\$40.88	\$51.10
Vacant	21	\$89,289	\$111,612	\$42.93	\$53.66
Field Services Supervisor Administrative Services Supervisor	22	\$93,754	\$117,192	\$45.07	\$56.34
Vacant	23	\$98,441	\$123,052	\$47.33	\$59.16
Vacant	24	\$103,363	\$129,204	\$49.69	\$62.12
Vacant	25	\$108,532	\$135,665	\$52.18	\$65.22
Field Services Superintendent	26	\$113,958	\$142,448	\$54.79	\$68.48
Vacant	27	\$119,656	\$149,570	\$57.53	\$71.91
Vacant	28	\$125,639	\$157,049	\$60.40	\$75.50
Vacant	29	\$131,921	\$164,901	\$63.42	\$79.28
Vacant	30	\$138,517	\$173,146	\$66.59	\$83.24
Technical Services Manager Administrative Services Manager	31	\$145,443	\$181,803	\$69.92	\$87.41
Vacant	32	\$152,715	\$190,894	\$73.42	\$91.78
General Manager	n/a	\$230,330.12	\$230,330.12	\$110.74	\$110.74

Notes:

1. Approved and adopted by LWD Board of Directors August 15, 2018
2. Effective dates: July 1, 2018 – June 30, 2019 (All employees, except General Manager)
July 11, 2018 (General Manager salary until changed by the Board of Directors)
3. Time base for salary amounts indicated is "annual"

MEMORANDUM

Ref: 19-6289

DATE: August 9, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Annual Review of Procurement Policy



RECOMMENDATION:

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

1. Receive and file the review of the Procurement Policy; and
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Finance/Financial Policy Reviews/Procurement Policy

This item was reviewed by the IFC at its July 24th meeting and the IFC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (LWD) Procurement Policy was adopted by the Board of Directors on March 9, 2005. It was last revised on September 13, 2017. The policy consolidates purchasing requirements under one program and provides a prudent set of controls while maintaining efficiency and flexibility in the procurement process.

Staff recently conducted an annual review of the existing policy. Based on this review, staff is not recommending any changes. If you may recall, that the Policy included several updates last year.

Overall, LWD's Procurement Policy (Attachment 1) continues to provide prudent purchasing controls and guidelines for the District. In addition, it establishes spending limits that reflect today's costs and provides staff the needed flexibility to purchase goods and services in the most efficient manner possible.

For these reasons, staff and the IFC recommend that the Board of Directors: (1) receive and file the annual review of the policy; or (2) discuss and provide direction, as appropriate.

th:PJB

Attachment



PROCUREMENT POLICY

Ref: 18-5528

1. Purpose

The purpose of this Policy is to establish the requirements and implement the rules and regulations governing the procurement of all goods and services required by the Leucadia Wastewater District (LWD).

2. Related LWD Board of Directors Policy

- 2.1. Resolution 2289 authorizing the General Manager to purchase up to \$35,000 of goods, materials, supplies, and services at any one time without specific prior Board approval dated September 13, 2017.
- 2.2. Resolution 2271 adopting the LWD Conflict of Interest Policy.

3. Policy

It is the Policy of the Board of Directors that:

- 3.1. LWD shall procure required goods and services commensurate with acceptable quality at the lowest possible cost.
- 3.2. Appropriate internal financial controls shall be exercised over all procurements.
- 3.3. No procurement shall be authorized unless sufficient funds have been appropriated pursuant to LWD's budgetary processes.
- 3.4. Cooperative purchasing with other public agencies shall be performed whenever such purchases are feasible and in the best interests of LWD.
- 3.5. The General Manager shall determine the necessity of insurance and/or appropriate insurance requirements in consultation with the originating department head and risk management advisors, and, with the advice and concurrence of the LWD General Counsel. If insurance is required, a Certificate of Insurance conforming to such requirements, and any applicable insurance industry standards, must be on file before goods are delivered or services are provided.
- 3.6. The General Manager shall execute and maintain administrative procedures to implement this Policy and to ensure that the procurement of all goods and services are properly documented and that they conform to: this Policy, related internal financial controls, and all applicable administrative procedures.

- 3.7. The General Manager shall maintain all documentation required by this Policy in accordance with LWD's Records Retention Policy.
- 3.8. The LWD shall not discriminate against any person or entity because of race, color, religion, national origin, gender or disability status and shall place, in all procurement related solicitations or advertisements for formal procurement of goods or services, a statement that all qualified bidders will receive consideration without regard to race, color, religion, national origin, gender or disability status.
- 3.9. The General Manager may, at his/her discretion, delegate duties under this Policy.
- 3.10. The Board of Directors may, at its sole discretion, waive all or any part of this Policy.

4. Policy Coverage

This Policy is intended to cover the procurement of the following types of items:

- 4.1. Goods: An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; installation of equipment or supplies specifically for LWD; electricity; natural gas; and, water.
- 4.2. Professional Services: Services that are professional in nature and do not include the physical construction or installation of equipment for the District's infrastructure. Services in this category include, but may not be limited to, engineering design, architectural services, public information services, financial services, strategic planning services and legal services.
- 4.3. Construction Services: Services typically associated with the physical construction and/or installation of equipment necessary to improve or replace the District's infrastructure. For the purposes of this policy, landscape services shall follow the procedures associated with this category.
- 4.4. Other Services: Other Services include all purchases for services not classified as goods, construction services, or professional services, and include janitorial and uniform rental services, but may not be limited to these services.

5. Open Market Procurements for Goods and Other Services (\$10,000 or less) and Professional Services and Construction Services (\$35,000 or less)

The LWD Staff shall make reasonable efforts to secure goods of suitable quality or, in the case of services, the best qualified consultant or service provider at the lowest possible cost and shall document such procurements as appropriate.

6. Informal Procurements for Goods and Other Services (\$10,000.01 to \$60,000) and Construction Services (\$35,000.01 to \$60,000)

The following defines an informal procurement for goods:

- 6.1. Minimum Requirements: The procurement of goods or services require that Staff develop a Request for Quote to clarify and standardize the requirements of the procurement. The Request for Quote shall include, as a minimum:

- An appropriately detailed specification considering the value, availability and technical complexity of the items to be procured,
 - A list of at least three (3) possible suppliers, if practicable,
 - The date by which LWD must receive the quote.
- 6.2. Request for Quote Distribution and Evaluation: LWD shall distribute the Request for Quote to at least three (3) suppliers. Staff will evaluate the responses received to determine the best responsive and responsible quote that meets or exceeds the Request for Quote specifications. Although cost is important, it is not the sole source of the award.
- 6.3. Quote Documentation: Staff will document the quotes received and the results of the evaluation. If less than three (3) quotes were received and evaluated, a brief explanatory statement will be provided.
- 6.4. Award: The General Manager shall award the procurement to the best determined responsive and responsible quote, if the total dollar cost of the procurement is \$35,000 or less. If the total dollar cost of the procurement is \$35,000.01 or more, the purchase must be approved by the Board of Directors.
- 6.5. Delegation of Authority to Award: For the purchase of goods or construction services, the General Manager may delegate the authority to award procurements by administrative procedure specifically identifying such delegates and the dollar limit of each delegate's authority.

Nothing in this policy shall prohibit staff from utilizing a formal bid process if deemed to be in the best interest of the District. If a formal bid process is elected, the procedures in Section 8 below shall be followed.

7. Informal Procurements for Professional Services (Contract from \$35,000.01 to \$60,000):

The following defines an informal procurement for professional services:

- 7.1. Minimum Requirements. Staff will develop a Proposal letter to include, as a minimum:
- An appropriately detailed Scope of Work considering the value availability and technical complexity of the services to be procured,
 - A list of at least three (3) possible firms, if practicable,
 - The date by which LWD must receive the proposal,
 - If the proposed project is not identified in the budget, the Board of Directors shall review and authorize the procurement.
- 7.2. Evaluation of Proposals. Staff or a panel of evaluators designated by the General Manager will determine the best qualified proposer based on professional competency and their ability to satisfy the Scope of Work. Whenever possible, dependent on the services required, LWD shall evaluate and document at least three (3) proposals. If less than three (3) proposals were evaluated, a brief explanatory statement will be submitted to the General Manager.
- 7.3. Negotiations. Staff shall negotiate with the best qualified proposer. If unable to successfully complete such negotiations, negotiate with the remaining proposers, in the order that their proposals are most beneficial to LWD, until negotiations are successfully completed.

- 7.4. Coordination, Review and Approval. The General Manager will assign staff and, if necessary, LWD Counsel to generate a contract or related documents. All informal procurements for professional services will require a written contract.
- 7.5. Award. The General Manager shall recommend that the Board of Directors award the contract to the best qualified firm with whom LWD successfully completed negotiations. The Board shall award procurements of services with a total dollar cost from \$35,000.01 to \$60,000.
- 7.6. Documentation of Award. The responsible staff member shall establish a Contract File that contains the Proposal documentation per Sections 7.1 through 7.5 of this Policy, signed contract and any additional documents prescribed by administrative procedure.
- 8. Formal Procurements for Goods, Construction Services, and Other Services (\$60,000.01 and over):**
- 8.1. Additional Requirements: Formal Request for Sealed Bids (RFB). In addition to this Policy's requirements for awarding Informal Procurements, the initiating department head shall submit for the General Manager's review and approval a RFB that includes:
- An appropriately detailed specification considering the value, availability and technical complexity of the items to be procured,
 - Proposed procurement schedule.
- 8.2. Supplemental Documents: Formal RFB. Along with the RFB, the initiating department head shall submit for the General Manager's review and approval the following Supplemental Documents:
- A draft Notice Inviting Bids for publication and
 - A suggested list of at least three (3) prospective vendors, if practicable.
- 8.3. Public Notice. Public Notice Inviting Bids for a RFB must be published in a newspaper of general circulation at least ten (10) days prior to the bid opening date.
- 8.4. Bid Opening. All sealed bids are opened in public and apparent low bidder is identified at the bid opening.
- 8.5. Bid Evaluation. After the bid opening, all bids will be evaluated to ensure compliance with the bid specifications and for acceptable quality to determine the lowest responsive and responsible bidder. All bids and bid information shall be public unless otherwise specified in the bid specifications.
- 8.6. Award. All sealed bid procurements shall be awarded to the lowest responsive and responsible bidder who meets or exceeds the specifications of the RFB All formal procurements must be approved by the Board of Directors.

9. Formal Procurements for Professional Services (\$60,000.01 and over)

- 9.1. Additional Requirements: Formal Request for Proposals (RFP) or Request for Qualifications (RFQ). In addition to this Policy's requirements for awarding Informal Procurements for services, the initiating department head shall submit for the General Manager's review and approval a RFP or RFQ that includes:
- A detailed Scope of Work itemizing the services required,
 - Proposed schedule,
 - Preliminary criteria upon which proposals / qualifications shall be evaluated,
 - A draft public notice, and,
 - A suggested list of prospective consultants to receive the RFP/RFQ.
- 9.2. General Manager Approval of Proposal Publication. No publication of public notice inviting proposals shall be made unless the General Manager has approved the Formal RFP and Supplemental Documents. If the project is not identified in the budget, the Board of Directors shall review and authorize the procurement.
- 9.3. Public Notice. Public notice of a RFP / RFQ must be published in a newspaper of general circulation at least ten (10) days prior to the proposal / Statement of Qualification (SOQ) due date.
- 9.4. RFQ Evaluation. If the implementation of the RFQ process is selected to procure services, additional steps are added to the RFP process. The RFQ calls for submission of a Statement of Qualification (SOQ) instead of a proposal. The SOQs are used to establish the professional competency and capability of each firm to perform and satisfy the project's Scope of Work. Once SOQs are received from interested firms, the General Manager will convene a panel consisting of at least three (3) individuals. The panel will evaluate the SOQs received in response to the RFQ to determine those firms that, in the panel's opinion, are best qualified to meet the Scope of Work identified in the RFQ. The panel will identify at least three (3) qualified firms, if appropriate. Once the qualified firms have been determined, only those firms will be invited by the General Manager to submit proposals (RFP) for evaluation.
- 9.5. Proposal Evaluation. Pursuant to the criteria established for that RFP and any additional criteria necessary and appropriate to advance the best interests of the LWD, the General Manager or a panel of evaluators selected by the General Manager shall review each proposal and may interview each firm to determine an ordinal ranking of the proposing firms. The ordinal ranking will be primarily based on the professional competency of the firms.
- 9.6. Negotiation. The General Manager or his/her designee shall enter into negotiations with the top ranked firm to establish the contract price and fees. If a fair price cannot be reached with the top ranked firm, then that firm shall be eliminated from consideration and negotiations shall be initiated with the next highest ranked firm.
- 9.7. Award. All formal procurements for services must be approved by the Board of Directors.

10. Exceptions:

The following exceptions shall apply to the foregoing bidding procedures. When an exception applies, supplies, equipment and/or services may be purchased following whatever procedures are determined necessary under the circumstances as determined by the General Manager, at his or her discretion.

10.1. Sole Source Procurement

- A. In certain instances, goods and services are obtainable from only one vendor due to unique circumstances. These circumstances include:
 - The good or service is of such a unique, proprietary or technical nature that it is only manufactured or provided by a single vendor;
 - The good or service must match or be compatible with other goods or services, currently in use by LWD, obtained from a certain vendor. In this instance, it must be demonstrated that the matching or compatible good or service can only be supplied by this same vendor, or
 - When a vendor or firm possesses unique knowledge of LWD or is providing continuance of service as described in paragraph 11.4, Continuing Services.
- B. All sole source purchases for goods over \$10,000 and sole source procurements for services over \$35,000 require an explanation justifying the sole source procurement under this Policy to the General Manager and/or Board of Directors.
- C. Sole source procurements shall comply with all award threshold requirements set forth in this Policy.
- D. Complex or Unique Items
 - In the event that the supplies and/or equipment sought to be purchased are unique and/or complex such that it is unlikely that there would be more than one bidder.
 - It is unlikely that there would be any economic benefit to the public to be gained from bidding, the General Manager, at his or her discretion may authorize direct negotiations in lieu of bidding.
 - An explanation to the Board of Directors is required justifying the procurement of critical or unique items.

10.2. Emergency

If an emergency arises and there is insufficient time to comply with the above applicable procurement procedures, an exception shall apply. An emergency situation may be determined by the General Manager if there is no time to convene a Board meeting. In the case of an emergency, the General Manager can authorize procurement(s) that exceeds his designated threshold in order to resolve the situation. The General Manager will inform the Board members of the emergency procurement as soon as possible. If the General Manager determines an emergency existed and authorizes a procurement(s) exceeding his/her approval authority, then a staff report shall be provided to the Board of Directors at its next regular meeting.

11. Alternative or Conditional Requirements:

- 11.1. Bid Security. Bidder's security may be prescribed in the public notice inviting bids at LWD's sole discretion. Bidders shall be entitled to return of bid security except that a successful bidder shall forfeit his bid security upon the bidder's refusal or failure to execute a contract within ten (10) days after the Notice of Award has been mailed.
- 11.2. Rejection of Bids/Proposals. The General Manager or Board of Directors, at their discretion, may reject any and all bids or proposals / SOQs and proceed pursuant to this Policy.
- 11.3. Performance Bond. LWD shall retain unilateral authority to require a performance bond before entering a contract. The amount of such a bond shall be set as determined reasonably necessary to protect the best interests of LWD. If LWD requires a performance bond, the form and amount of the bond shall be described in the public notice inviting bids or proposals.
- 11.4. Continuing Services. Where a vendor or firm has satisfactorily completed one phase in the development of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain this vendor or firm for a subsequent phase of work, the General Manager, or his designee, shall be authorized to proceed directly with the negotiations for compensation with this entity. If required by this Policy, the Board of Directors must approve the resulting contract or amendment. In the event that a fair price cannot be reached, then the appropriate procurement requirements set forth in this Policy shall apply.
- 11.5. Governing Law. Nothing in this policy is intended nor shall be deemed to supersede any applicable State or Federal laws.

12. Definitions:

Bidder: A person or firm submitting an offer to LWD in response to a Request for Bids.

Bid Security: The deposit of cash, certified check, cashier's check, bank draft, money order, or bid bond submitted with a bid and serving to guarantee to the owner that the bidder, if awarded the contract, will execute such contract in accordance with the bidding requirements and the contract documents.

Continuing Services: When a vendor or firm has satisfactorily completed one phase in the development of a project, that vendor or firm may be retained for a subsequent phase of work if their continued service is determined to be in the best interest of the District.

Construction Services: Services typically associated with the physical construction and/or installation of equipment necessary to improve or replace the District's infrastructure. For the purposes of this policy, landscape services shall follow the procedures associated with this category.

Formal Procurement of Goods and Services: Procurement of goods or services resulting in total payments greater than \$60,000.

Goods: An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; installation of equipment or supplies specifically for LWD; electricity; natural gas; and, water.

Informal Procurement of Goods: Purchase of goods resulting in total payments of \$10,000.01 to \$60,000.

Informal Procurement of Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amounts between \$35,000.01 and \$60,000.

Open Market Procurement of Goods: Purchase of goods resulting in total payments by the LWD of \$10,000 or less.

Open Market Procurement of Professional and Construction Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amount of up to \$35,000.

Other Services: Other Services include all purchases for services not classified as goods, construction services, or professional services, and include janitorial and uniform rental services.

Performance Bond: A written guaranty from a third party guarantor (usually a bank or an insurance company) submitted to the District by a contractor on winning the bid. A performance bond ensures payment of a sum (not exceeding a stated maximum) of money in case the contractor fails in the full performance of the contract.

Proposer: A person or firm submitting an offer to LWD in response to a Request for Proposals.

Scope of Work: A description of services required by LWD that a proposer must demonstrate the capability to provide as a prerequisite to LWD's consideration of their proposal.

Sealed Bids: A bid submitted in a sealed envelope to prevent disclosure of its content prior to the established public opening.

Professional Services: Services that are professional in nature and do not include the physical construction or/or installation of equipment for the District's infrastructure. Services in this category include, but not limited to, engineering design, architectural services, public information services, financial services, strategic planning services and legal services. Other similar services would also be part of this category.

Sole Source Procurement: Procurement instances when the goods and/or services are obtainable from only one vendor due to unique circumstances, specifications, qualifications or continuance of service.

Specification: A description of the goods required by LWD that a bidder must satisfy precisely or through functional equivalency as a prerequisite to LWD's consideration of their bid.

Vendor / Firm / Consultant: An entity which is capable of or is interested in providing goods or services to LWD, or has been awarded a procurement agreement by LWD.

Encina Wastewater Authority Report
Regular Board Meeting
July 25, 2018

EWA Board of Directors - Director Sullivan Reporting

1. Adopt Resolution 2018-06 - Appropriating Funds for Fiscal Year 2019 Operating and Capital Program Budgets and Establishing Controls Thereon

The Board of Directors adopted Resolution 2018-06: appropriating and authorizing expenditure of \$16,529,370 in operating funds and \$22,112,014 in capital funds for the fiscal year ending June 30, 2019 as estimated in the Fiscal Year 2019 Operating and Capital Program Budget document.

There was no Executive Session.

Community Affairs Committee Meeting Report

Presented by Vice President Kulchin

Meeting held July 18, 2018

The Community Affairs Committee (CAC) reviewed the following recommendation:

1. Review the draft text for the 2018 Summer newsletter

The CAC reviewed and commented on the draft text of the 2018 Summer newsletter.

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

Investment & Finance Committee Meeting Report

Presented by Director Hanson

Meeting held July 24, 2018

1. Financial Audit Entrance meeting with Davis Farr, LLP.

The IFC participated in the Financial Audit Entrance meeting with staff and CPA Jennifer Farr, from Davis Farr, LLP.

Ms. Farr stated that they have begun their preliminary audit review. She went over the auditor's responsibilities, the timing of the audit, and the planned scope.

Ms. Farr stated the final phase of the audit will begin September 2018.

There was no action taken.

2. Receive and File the Annual Review of the Procurement Policy.

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

GM Bushee noted that should the IFC agree to receive and file the review of the Procurement Policy, this item will be on the August Board Agenda under Consent Calendar.

Following discussion, the IFC agreed with staff's recommendation to receive and file the annual review of the Procurement Policy.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held August 1, 2018

The Engineering Committee (EC) reviewed the following recommendation:

1. Authorize the General Manager to execute an agreement with Burtech Pipeline, Incorporated for construction services to complete the La Costa Golf Course Line / Quebrada Line Realignment Project in an amount not to exceed \$875,000.

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

2. The EC also received an update on the Poinsettia Train Station Parallel Gravity Pipeline Project.

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

MEMORANDUM

Ref: 19-6296

DATE: August 9, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award of the District's La Costa Golf Course Line / Quebrada Line Realignment Project Construction Contract

RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the La Costa Golf Course Line / Quebrada Line Realignment Project in an amount not to exceed \$875,000.
2. Discuss and take other action as appropriate.

BACKGROUND:

Tactical Goal: Infrastructure and Technology / La Costa Golf Course Line / Quebrada Line Realignment

This item was reviewed by the EC at its August 1st meeting and the EC concurred with staff to present this item for the Board's consideration.

In January 2017 staff executed a Task Order with Infrastructure Engineering Corporation (IEC) to design the La Costa Golf Course Gravity Line Improvements Project. The goal of the project was to repair or replace a pipeline with significant internal corrosion, a sag and numerous points of groundwater infiltration. The line runs through the La Costa Resort South Golf Course. Additionally, a portion of that line that is encased in concrete and crosses San Marcos Creek is fully exposed and could sustain damage during a significant storm event. To increase structural integrity, a cured-in-place pipe (CIPP) liner was installed in the creek crossing section in November 2015. During project design it was determined that rerouting the entire flow from this line into an adjacent 18 inch diameter polyvinyl chloride (PVC) trunk line was the best solution. The defective line will then be abandoned in place.

Subsequently, in July 2017 the District solicited bids for the 2017 Gravity Pipeline Rehabilitation and La Costa Gravity Sewer Alteration Project. The project included both CIPP lining, manhole rehabilitation and open trench construction to realign the section of the La Costa Gravity Line. In response to the bid solicitation, the District received one bid from Nu Line Technologies, LLC (Nu Line). Nu Line's bid of \$888,000 was very high considering IEC's project cost estimate of \$667,000. As a result of the single high bid received, the bid was rejected. Based on this experience, staff decided to separate the CIPP work from the open trench work and rebid the project. The La Costa Golf Course / Quebrada Line Realignment Project resulted from that separation.

The project includes the realignment of the Quebrada Gravity Line. The line has a significant sag which causes grit, grease and debris to collect in the line, thereby requiring quarterly cleaning. The initial design was to reroute the flow and abandon the sagged portion. However, the realignment of Quebrada required a new sewer easement through a resident's property. Although there was an existing storm drain easement on the property and the new sewer easement would be contained within that current

easement, the resident denied staff's request to allow the addition of the sewer easement. Therefore, the project was revised to include the open trench replacement in place of approximately 500 feet of the Quebrada gravity line. Additionally, five (5) open trench repairs from the Repair Priority List were included to form a bigger project with the intent to attract greater interest for a more competitive bid.

DISCUSSION:

IEC completed project design in June 2018. The project was advertised for bids on June 20th. Bids were due on July 19, 2018. Three bids were received as follows:

<u>Construction Firm</u>	<u>Bid Submitted</u>
Wier Construction Corporation (Wier)	\$1,055,860
Burtech Pipeline, Incorporated (Burtech)	\$1,525,000
Piperin Corporation (Piperin)	\$1,970,000

On July 23rd staff received a letter from Wier requesting that they be allowed to withdraw their bid due to a clerical error in their bid tabulation. The error resulted in Wier's submitted bid being lower than their intended bid by \$334,800. Wier's request for withdrawal was approved. Therefore, Burtech became the apparent low bidder.

Burtech's bid of \$1,525,000 is 48% higher than the Engineer's estimate of \$1,034,000 and budget amount of \$1,039,500. Additionally, the current alignment of the Quebrada Line is on the south edge of a 25 to 30 feet wide walking path. The alignment is covered with mature shrubs and trees for approximately 90% of its length and resident fencing 5 feet from pipe center line along the entire length of the pipeline. Staff wants to shift the pipe alignment closer to the center of the path for easier construction and maintenance. As a result, staff approached Burtech and inquired if they were willing to remove the Quebrada portion of the project (a \$650,000 bid item) while honoring the bid amounts for the remaining work. Burtech agreed to remove the Quebrada portion and honor the remaining bid for an adjusted bid price of \$875,000.

The bids were reviewed by Jamie Fagnant at IEC. The bid review memorandum is attached for your review. As a result of their evaluation, IEC has determined Burtech to be responsive to the bid requirements and recommends the District award the project to Burtech at the adjusted bid of \$875,000.

Therefore, staff and the EC recommend that the Board of Directors award the contract to Burtech as the lowest responsive and responsible bidder in an amount not to exceed \$875,000.

FISCAL IMPACT:

There is sufficient appropriation in the FY19 Budget to cover the construction costs of the project.

rym:PJB

Attachment

MEMORANDUM

DATE: August 9, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2301 Requesting LAFCO to Take Proceedings for the Andreiko Change of Organization

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Adopt Resolution No. 2301, Andreiko Annexation, as presented.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The proposed Andreiko Annexation into the Leucadia Wastewater District's (LWD) service area involves one parcel totaling 0.34 acres, located west of Interstate 5, north of Leucadia Boulevard and east of Vulcan Avenue.

This annexation is within the District's sphere of influence and includes a parcel with one single-family dwelling and an accessory dwelling unit that both connect to an aging septic tank system. The private lateral for the property will connect via a private easement to an existing shared private lateral on Patty Lane, which then connects to the available public sanitary sewer system on Hygeia Avenue. The annexation is necessary to provide sewer service to this property.

Approval of Resolution No. 2301 would authorize a boundary annexation.

LWD's collection and treatment systems have sufficient capacity to accommodate the existing single-family dwelling and existing accessory dwelling unit. Attached please find a copy of Resolution No. 2301 for your review.

ier:PJB

Attachment

RESOLUTION NO. 2301

**A RESOLUTION OF APPLICATION BY THE
BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION
TO TAKE PROCEEDINGS FOR THE PROPOSED
ANDREIKO CHANGE OF ORGANIZATION**

RESOLVED, by the Board of Directors of the Leucadia Wastewater District, that

WHEREAS, the Board of Directors of the LEUCADIA WASTEWATER DISTRICT (LWD), San Diego County, State of California, desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code for the proposed Andreiko Change of Organization; and

WHEREAS, the proposed Andreiko Change of Organization includes annexation of the Andreiko territory (*APN 254-261-32-00*) to the LWD; and

WHEREAS, the reasons for this proposed Change of Organization are as follows:

1. LWD is empowered to and is engaged in the collection, treatment, and disposal of wastewater and has existing facilities to provide wastewater service to the territory proposed to be annexed.
2. The owners of the territory desire to utilize the LWD facilities.
3. The territory to be annexed is within LWD's Sphere of Influence.

WHEREAS, the territory subject to the proposed Change of Organization is inhabited, and a description of the external boundary of the territory is set forth in Exhibit "A" and a map thereof is set forth in Exhibit "B", both attached hereto and by this reference incorporated herein; and

WHEREAS, LWD requests that the proposed Change of Organization be subject to the following terms and conditions:

1. The annexed property is thereafter subject to capacity fees, sewer service fees, and all other district-wide Ordinances and Resolutions of LWD.

WHEREAS, LAFCO is authorized to approve this proposed Change of Organization without notice or hearing and without an election. If no express effective date is indicated, the effective date of the Change of Organization shall be the date of recordation of the Certificate of Completion and Resolution ordering the change of organization by the County Recorder.

WHEREAS, the staff of LWD has reviewed this proposed Change of Organization under the California Environmental Quality Act (CEQA) and has found it to be categorically exempt from CEQA pursuant to Section 15319 (a) of the California Environmental Quality Act.

NOW, THEREFORE, this Resolution of Application is hereby approved and adopted by the Board of Directors of the LEUCADIA WASTEWATER DISTRICT. The Local Agency Formation Commission of San Diego County is hereby requested to take proceedings for the proposed Change of Organization that includes the territory as described in Exhibit "A" and shown in Exhibit "B", according to the terms and conditions stated above and in a manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

PASSED AND ADOPTED at a Regular meeting of the Board of Directors held on August 15th, 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Elaine Sullivan, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

EXHIBIT "A"
LEGAL DESCRIPTION
FOR
ANNEXATION TO LEUCADIA WASTEWATER DISTRICT

APN: 254-261-32

PARCEL 1:

THE SOUTHERLY 100 FEET OF THE FOLLOWING DESCRIBED LAND:

PARCEL 9 AS SHOWN ON RECORD OF SURVEY MAP NO. 4553, BEING A PORTION OF LOT 2 IN BLOCK 7 OF SOUTH COAST PARK, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO THE MAP THEREOF NO. 1776, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, JANUARY 11, 1924.

PARCEL 2:

A STRIP 1.20 FEET IN WIDTH, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A PORTION OF PARCEL 9, RECORD OF SURVEY MAP NO. 4553, A PORTION OF LOT 2, BLOCK 7, SOUTH COAST PARK, MAP NO. 1776, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID PARCEL 9; THENCE NORTHERLY ALONG THE WESTERLY LINE OF SAID PARCEL 9, A DISTANCE OF 101.20 FEET **TO THE TRUE POINT OF BEGINNING**; THENCE EASTERLY ON A BEARING OF NORTH 74° 16' 30" EAST, 146.02 FEET; THENCE SOUTH 15° 43' 30" EAST, 1.20 FEET; THENCE WESTERLY ON A BEARING OF SOUTH 74° 16' 30" WEST, 146.02 FEET; THENCE NORTH 15° 43' 30" EAST, 1.20 FEET **TO THE TRUE POINT OF BEGINNING**.

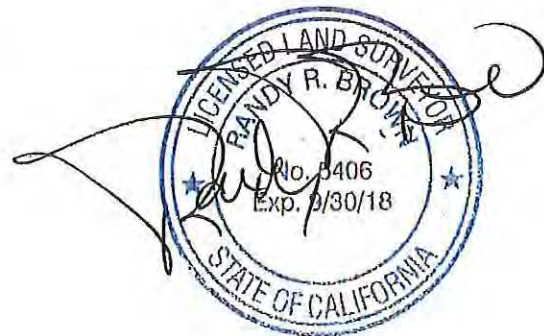
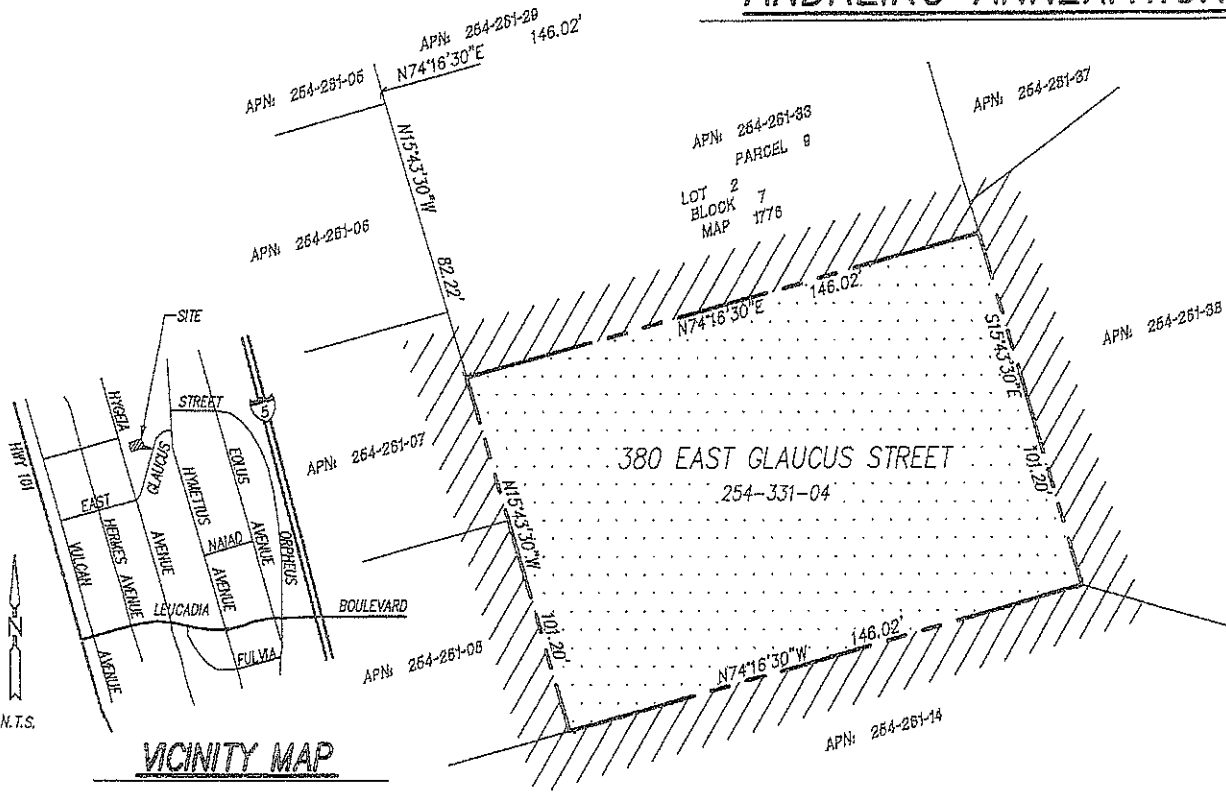
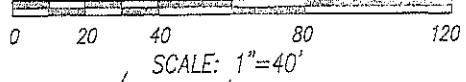
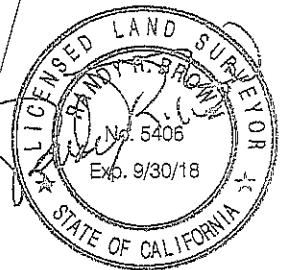


EXHIBIT 'B'

ANDREIKO ANNEXATION PLAT



EAST GLAUCUS STREET



7

p:\2016\16-007 ANDREIKO\16007plot.dwg

PROPOSED ANNEXATION
BOUNDARY

WITHIN LWD SPHERE OF
INFLUENCE & OUTSIDE LWD

EXISTING LEUCADIA WASTEWATER
DISTRICT BOUNDARY

IN LWD

PROPOSED ANNEXATION REGION



JOB NO. 16-007

ASSESSOR'S PARCEL NUMBERS 254-261-32	LAFCO RESOLUTION No.	ACREAGE 0.34	DATE 6/28/18	SCALE 1"=40'
LWD ANNEXATION No. _____ BEING A PORTION OF LOT 2, BLOCK 7 OF MAP 1776		SOWARDS & BROWN ENGINEERING CONSULTING ENGINEERS 2187 NEWCASTLE AVENUE SUITE 103 CARDIFF BY THE SEA, CA., 92007 TEL. 760/436-8500 FAX 760/436-8603		



San Diego Chapter

California Special Districts Association

August 2, 2018

To: San Diego Chapter CSDA Member Agencies
From: Tom Kennedy, San Diego Chapter President
Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
Event Date: Thursday, August 16, 2018
Time: 6:00 pm to 9:00 pm – Dinner served at 6:45 pm
Location: **The Butcher Shop Steakhouse – Kearny Mesa**
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Board of Directors

President
Tom Kennedy
Rainbow Municipal Water
District

First Vice-President
Jim Peasley
Padre Dam Municipal Water
District

Second Vice-President
Elaine Sullivan
Leucadia Wastewater
District

Treasurer
Richard Stevenson
Sweetwater Authority

Secretary
Diana Towne
Rincon del Diablo Municipal
Water District

Past President
Michael J. Bardin
Santa Fe Irrigation District

State CSDA Director
Jo MacKenzie
Vista Irrigation District

Join us for a dynamic, interactive and educational evening as SDCSDA presents:

***Joseph “Joey” Sanchez, Best Best & Krieger,
Attorneys at Law***

“The Janus Decision and SB866: Discussing the Impacts”

Be sure to read your August 2018 San Diego Chapter CSDA Newsletter for more great information.

Dinner Menu Selections – \$30 per person (\$40 non-member)
Public is invited to attend the dinner at the \$40 non-member price

Tri-Tip Steak with Bordelaise Sauce, New Potatoes and Vegetables
Fillet of Atlantic Salmon- Sautéed Salmon Fillet with Dill Buerre Blanc
Pasta Primavera - Fettuccine, Baby Zucchini, Wild Mushrooms, Asparagus, Bell Peppers, Baby Squash, Tomatoes, Fresh Basil, Garlic, Crushed Red Peppers, and Parmesan Cheese Tossed in a White Wine Sauce

Registration deadline is: Thursday, August 10, 2018

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Tom Kennedy at (760) 728-1178 Ext. 130; tkennedy@rainbowmwd.com, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

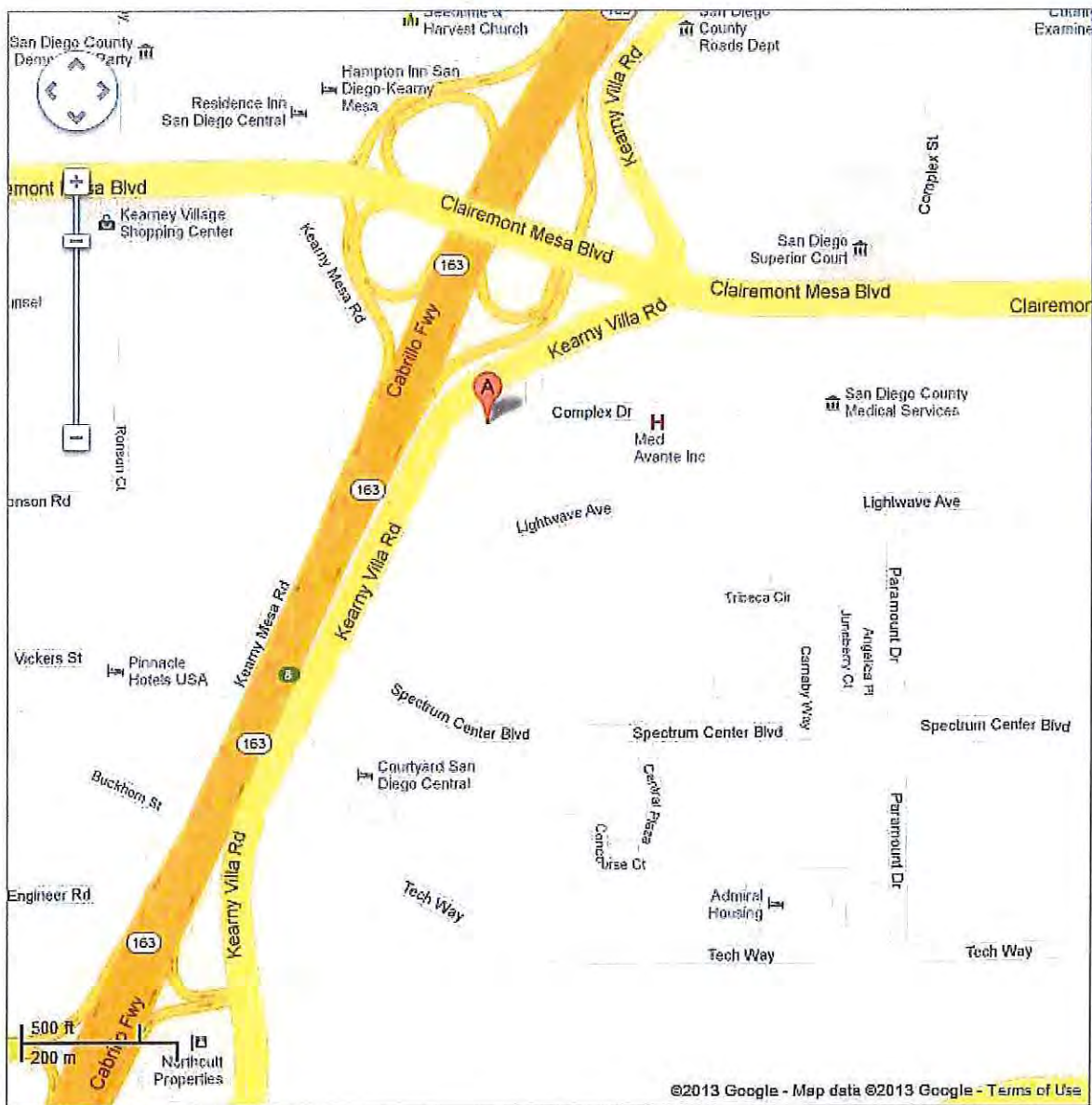
Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.

Directions to: The Butcher Shop Steakhouse -- Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Located just off HWY 163 & Clairemont Mesa Blvd.

From South: Take 163 North to Clairemont Mesa Blvd East. Take the first two rights. We are on the left side of the street.

From North: Take 163 South to Clairemont Mesa Blvd East. Cross the 163 overpass and take the first right. Once again we are on the left side of the street.





FREE FLU SHOTS

with most insurance*

Date:

Time:

Location:

September 13, 2018 3:00pm

Training Room

Additional Information:

Starts at 3:00pm and ends at 3:45pm

MUST bring copy of your insurance card and completed Consent Form

Consent Form will be emailed to all employees

Shots administered by the Pharmacy Team at your neighborhood

VONS

*No co-payment unless required by your plan.



California Special
Districts Association
Districts Stronger Together

Sept. 24 - 27, 2018

2018 CSDA Annual Conference & Exhibitor Showcase

Renaissance Indian Wells
Resort & Spa



Explore



The one conference for you!

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss! Cultivate new connections this September in Indian Wells.

Join 800-plus special district professionals and industry experts for a three day, must-attend education and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to move your district forward.

- Explore new ideas and best practices
- Learn about the latest in special district technology, management practices, and legal trends
- Discover new products and services to make your district more efficient



Renaissance Indian Wells Resort & Spa

44400 Indian Wells Lane
Indian Wells, CA 92210

Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$169 plus tax and are based on availability. There is a \$5 resort fee (normally \$30) added to the CSDA rate. This fee includes self-parking and guestroom high speed internet access. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation link.



What to Do?

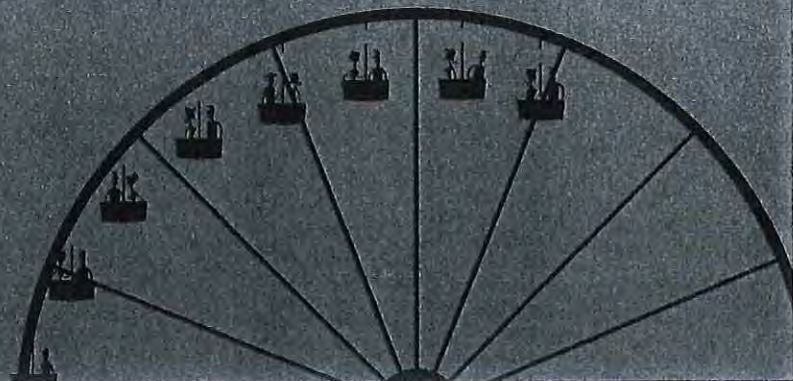
With more than 300 days of sunshine each year, it's no wonder attendees love meeting in Greater Palm Springs. With nine cities in one beautiful oasis, Greater Palm Springs is rich in visitor experiences, from outdoor adventure, shopping and art to world-class events like Coachella Valley Music & Arts Festival and Modernism Week. Whether you spend a sun-soaked afternoon by the pool, play a round of golf or soak in healing mineral water, this Southern California destination knows how to chill.



Attendance at the CSDA Annual Conference Qualifies for CIPs

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

Conference Schedule



Monday, September 24, 2018

8:00 a.m. Shotgun Start

SDLF Scramble for Scholarships Golf Tournament:
Indian Wells Golf Resort*

9:00 a.m. - 3:30 p.m.

Pre-Conference Workshop: Special District Leadership
Academy: Governance Foundations*

9:00 a.m. - 3:30 p.m.

Pre-Conference Workshop: Policy and Procedure Writing*

9:00 a.m. - 3:30 p.m.

Pre-Conference Workshop: So, You Want to Be a General
Manager?*

10:15 a.m. - 3:00 p.m.

Pre-Conference Tour: Salton Sea Authority Tour*

12:30 - 3:30 p.m.

Pre-Conference Workshop: The Strategies of a Special District
Strategic Plan*

1:30 - 3:30 p.m.

Special District Leadership Foundation:
Special District Administrator (SDA) Exam

3:45 - 5:15 p.m.

Chapter Roundtable Discussion

5:30 - 7:30 p.m.

Conference Begins! President's Reception with the Exhibitors

Tuesday, September 25, 2018

7:30 - 8:45 a.m.

Continental Breakfast with the Exhibitors

9:00 - 10:45 a.m.

Opening General Session: Connie Podesta "Standout
Leadership...Lead Like You Mean It!"

11:00 a.m. - 12:15 p.m.

Breakout Sessions

12:15 - 1:45 p.m.

Lunch with the Exhibitors

Tuesday, September 25, 2018 (continued)

2:00 - 3:15 p.m.

Breakout Sessions

3:30 - 4:30 p.m.

Breakout Sessions

4:30 - 6:00 p.m.

Mix & Mingle in the Exhibit Hall

Wednesday, September 26, 2018

8:15 - 9:00 a.m.

SDRMA Full Plated Breakfast

9:00 - 10:45 a.m.

SDRMA General Session/Safety Awards/Keynote:
Derreck Kayongo "Harnessing Your Power to Create Change"

11:00 a.m. - 12:15 p.m.

Breakout Sessions

12:30 - 1:45 p.m.

Awards Luncheon

2:00 - 3:30 p.m.

Breakout Sessions

3:45 - 5:00 p.m.

Breakout Sessions

5:30 - 7:30 p.m.

SDLF Taste of the City: Casino Night

Thursday, September 27, 2018

8:30 - 10:30 a.m.

CSDA Closing Breakfast: 2018 Legislative Impacts on Special
Districts

* = optional, advanced registration, additional fee

Directors' Meetings

Presented by Directors Sullivan, Kulchin, Omsted, and Hanson

Conference

2018 CASA Annual Conference

Dates and Location

August 8-10, 2018

CSRMA Seminar August 8

CASA Conference August 9-10

Monterey Marriot, Monterey, CA

List of Attendees

President Elaine Sullivan

Vice President David Kulchin

Director Donald Omsted

Director Judy Hanson

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