



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, January 10, 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.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentation and Awards**
Achievement of Individual Award – Richard Easton (Pages 5-6)

CONSENT CALENDAR

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

Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

December 13, 2017 Regular Board Meeting (Pages 7-12)

January 3, 2018 Engineering Committee Meeting (Pages 13-14)

January 4, 2018 Investment and Finance Committee Meeting (Pages 15-16)

8. Approval of Demands for December 2017/January 2018

This item provides for the Board of Directors approval of all demands paid from LWD during the month of December and a portion in January 2018. (Pages 17-33)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY16 to FY17 and flows by sub-basin. (Pages 34-38)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY17 budget and discloses monthly investments. (Pages 39-43)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of December 2017. (Pages 44-45)

12. Status Update on the Fiscal Year 2018 (FY18) LWD Tactics and Action Plan

(Pages 46-52)

EWA REPORTS

13. Encina Wastewater Authority Reports

None.

COMMITTEE REPORTS

14. Committee Reports

A. Engineering Committee Meeting was held on January 3, 2018 – report by Director Juliussen. (Page 53)

B. Investment and Finance Meeting was held on January 4, 2018 – report by Director Hanson. (Page 54)

C. Community Affairs Committee Meeting was held on January 9, 2018 – report by Director Omsted. (Verbal)

ACTION ITEMS

15. 2018 Financial Plan Update

Authorize the General Manager to execute a Professional Services Agreement with Raffelis Financial Consultants, Inc. in an amount not to exceed \$49,867 for the 2018 Financial Plan Update. (Pages 55-59)

16. 2018 Board of Directors Committee Assignments (Pages 60-62)

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

A. Emergency Repair of the Secondary Effluent Force Main. (Verbal)

B. 2018 CWEA San Diego Section Awards Banquet is scheduled for January 27, 2018 at Stone Brewing – Liberty Station in San Diego, CA. (Page 63)

C. 2018 WasteReuse CA Annual Conference is scheduled for March 25-27, 2018 at the Portola Hotel in Monterey, CA. (Pages 64-65)

18. Directors' Meetings and Conference Reports

None.

19. General Manager's Report

20. General Counsel's Report

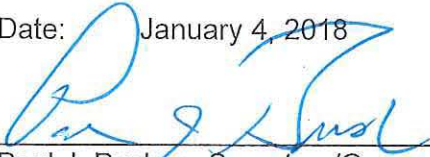
21. Board of Directors' Comments

22. Adjournment

AFFIDAVIT OF POSTING

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

Date: January 4, 2018



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: January 4, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of an Individual Award**

This item was originally on the December 2017 Board Agenda, however, Richard (Rick) Easton was unable to attend due to illness. The Board asked that this item be placed on the January 2018 Agenda.

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

State of California State Water Resources Control Board Water Distribution Operator Grade D2 Certification – Rick Easton

Please join me in congratulating Rick who recently received his water distribution operator grade D2 certification from the State Water Resources Control Board. Rick has been working for the District since September 2013 and this is his fourth certification since his employment at the District. Rick has worked hard on his own time for this achievement while maintaining his full time position at LWD.

This accomplishment reflects Rick's desire to excel through continued professional development. As a result of this certification, Rick is eligible for an Individual Incentive Award of \$500.

tb:PJB

State of California
State Water Resources Control Board

IN ACCORDANCE WITH DIVISION 104, PART 1, CHAPTER 4, ARTICLE 3
OF THE HEALTH AND SAFETY CODE

Richard W. Easton

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER DISTRIBUTION SYSTEM
AND IS HEREBY GRANTED THIS CERTIFICATE FOR

Water Distribution Operator

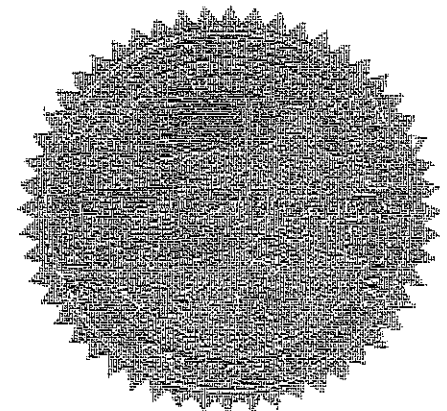
Grade D2

Operator Number: 49293

Issued
November 2017



Felicia Marcus
Chair



LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
December 13, 2017

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, December 13, 2017 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Tomer Gutman, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Steven Henderson of Dexter Wilson Engineering, Inc., Shannon Ayala of Davis, Farr LLP, and Neal Bloom of Rising Tide Partners

3. Pledge of Allegiance

President Hanson led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

Achievement of Individual Award – Richard (Rick) Easton

GM Bushee stated that Field Services Technician Rick Easton was not able to attend the meeting due to illness. GM Bushee stated that he would acknowledge Rick’s achievement at the January 2018 Board meeting.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

November 7, 2017 Engineering Committee Meeting
November 8, 2017 Regular Board Meeting
November 16, 2017 Investment and Finance Committee Meeting
December 5, 2017 Engineering Committee Meeting

8. Approval of Demands for November/December 2017

Payroll Checks numbered 19571 - 19640; General Checking – Checks numbered 50414 - 50517

9. Operations Report (A copy was included in the original December 13, 2017 Agenda)

10. Finance Report (A copy was included in the original December 13, 2017 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of November 2017.

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on November 15, 2017.

Vice President Sullivan reported on EWA's November 15, 2017 Board meeting.

B. An EWA Member Agency Manager's (MAM) Meeting was held on December 5, 2017.

GM Bushee reported on EWA's MAM December 5, 2017 meeting.

C. EWA Board Report – Meeting was held on December 13, 2017.

Vice President Sullivan reported on EWA's December 13, 2017 Board meeting.

13. Committee Reports

A. Investment and Finance Committee (IFC) Meeting was held on November 16, 2017.

Director Omsted reported the IFC reviewed the Fiscal Year 2017 Comprehensive Annual Financial Report.

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

B. Engineering Committee (EC) Meeting was held on December 5, 2017.

Director Juliussen reported the EC reviewed the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2017 (FY17) Audit conducted by Dexter Wilson Engineering, Inc.

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

Director Juliussen stated the EC also received an update on the Poinsettia Station Gravity Pipeline Project. This item was for informational purposes and no action was taken.

ACTION ITEMS

14. Fiscal Year 2017 (FY17) Comprehensive Annual Financial Report (CAFR).

Receive and file the FY17 CAFR.

ASM Duffey provided background information on this item stating that it is a FY18 tactical goal. He provided a summary of the CAFR's Management's Discussion and Analysis (MD&A) highlighting and discussing the following areas:

- Financial Highlights;
- FY17 Revenues and Expenses;
- Key Financial Ratios;
- Net Position and Reserve Balances;
- Reserve Balances Compared to Cash and Investment Balances; and
- FY17 Budget to Actual Expenses

Director Juliussen asked what depreciation covers. ASM Duffey answered that it covers the writing off of the value of an item over the course of the item's estimated useful life.

Director Juliussen asked if the FY17 CAFR will be posted to the District website. ASM Duffey answered that after the Board receives and files the CAFR, it will be posted to the District website.

Director Kulchin asked if this is the third year of the District's sewer rate increase. ASM Duffey answered that the District FY17 CAFR covers the third year of the District's rate increase and that FY18 (current year) is the first year of no rate increase.

ASM Duffey introduced Shannon Ayala of Davis Farr, LLP to provide a summary of the auditor's reports and auditing process.

Ms. Ayala stated that the auditor's internal report indicated that the audit was a clean, unmodified opinion for the year ending FY17. She reviewed the Government Auditing Standard letter and the Required Auditor Communications letter. She noted that Government Auditing Standards Results found no material non-compliance. She also noted that Cash Disbursement Testing found adequate support, proper approvals, and adherence to the purchasing policy.

In conclusion, Ms. Ayala stated that staff was prepared for the audit, had no material audit adjustments, and no material weaknesses or significant deficiencies in internal controls.

The Board thanked Ms. Ayala for her presentation.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Kulchin and unanimously carried, the Board of received and filed the FY17 CAFR by the following vote:

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

15. Receive and file the Sewer System Management Plan (SSMP) Fiscal Year 2017 (FY17) Audit conducted by Dexter Wilson Engineering (DWE), Inc.

FSSup Stecker presented this item and provided background information on the SSMP. He noted it is a FY18 tactical goal and it was reviewed by the Engineering Committee at its December 5th meeting. He introduced Mr. Steven Henderson of DWE to provide an overview of the audit and its results.

Mr. Henderson provided an overview of the FY17 SSMP Audit. He stated that the audit concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. He noted that minor changes in the District's organization, practices, or regulations that occurred during the year were not significant enough to require a revision of the SSMP prior to June 2019, the required five year SSMP review cycle.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Juliussen, and unanimously carried, the Board of Directors received and filed the SSMP FY17 Audit conducted by DWE, Inc. by the following vote:

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

16. Adopt Resolution No. 2293 – Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed McLean Change of Organization.

DE Wilson presented the item stating that this annexation includes one parcel totaling 0.35 acres with one single family residence with a septic tank system that is failing. He noted the private lateral for the residence will connect to LWD's system on Sanford Street.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2293 – Requesting LAFCO to take proceedings for the McLean Change of Organization by the following vote:

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

17. Board of Directors Election of Officers

GM Bushee presented the item stating that LWD’s Resolution No. 2118 establishes a policy that calls for the Board to elect a President and Vice President.

Upon a motion duly made by Director Omsted, seconded by Director Juliussen, and carried, the Board of Directors elected Vice President Sullivan as the Board President for Calendar Year 2018 by the following vote:

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

Upon a motion duly made by Director Omsted, seconded by Vice President Sullivan, and carried, the Board of Directors elected Director Kulchin as the Board Vice President for Calendar Year 2018 by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. 2018 CASA Winter Conference is scheduled for January 24-26, 2018 at the Hilton Palm Springs.

EA Baity stated the date and location and that the travel reports for the upcoming conference have been provided to the Board members.

B. Thank You Letter from First Lego League TMLRBv2.1

EA Baity stated the District received a thank you letter from First Lego League TMLRBv2.1.

19. Directors’ Meetings and Conference Reports

President Hanson reported on a regular LAFCO meeting which she attended on December 4, 2018. She noted that Jo MacKenzie is the Chair for 2018.

20. General Manager's Report

GM Bushee reported on the following items:

- New LWD landscaping in the front parking lot;
- Update on the Notice of Violation from the San Diego Air Pollution Control District;
- LWD Annual Holiday Luncheon; and
- LWD Facility Tours

GM Bushee thanked President Hanson for a great year and wished everyone happy holidays.

21. General Counsel's Report

None.

22. Board of Directors' Comments

Directors Omsted, Juliussen, Kulchin, and Sullivan thanked President Hanson for a great year as Board President.

Director Juliussen thanked staff for a great year.

Director Kulchin thanked ASsup Hill and staff for an awesome open house event.

Vice President Sullivan wished everyone a Merry Christmas and safe holidays. She also thanked staff for an outstanding year.

President Hanson thanked everyone for a great year and wished everyone a Merry Christmas.

23. Adjournment

President Hanson adjourned the meeting at approximately 5:52 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 January 3, 2018

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, January 3, 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; Field Services Supervisor Marvin Gonzalez; District Engineer Representative Natalie Fraschetti; Jamie Fagnant and Marie Fawcett from Infrastructure Engineering Corporation (IEC).

3. Public Comment

None.

4. New Business

None.

5. Information Items

A. Emergency Repair of the Secondary Effluent Force Main

TSM Morishita presented background information on the most recent break (December 14th) and a previous break in October 2016 on the Secondary Effluent Force Main (SEFM), describing the breaks that have occurred. He continued that staff, DE Wilson and IEC met to discuss alternatives and have determined that replacing the SEFM in a new alignment is the best option. He continued that the proposed new alignment would place the SEFM in Avenida Encinas. TSM Morishita continued that the new replacement pipeline will tie into a section replaced with polyvinyl chloride plastic pipe in 1999. He stated that staff considers this replacement an emergency repair and is targeting to complete the construction during the period that the Gafner AWT is shut down due to ongoing construction.

The EC agreed with staff's approach to the SEFM replacement.

B. Update of the Poinsettia Station Gravity Pipeline Project

TSM Morishita presented an update of SANDAG's Poinsettia Station Improvements (POSI) Project. He stated that SANDAG awarded the construction contract to Flatiron/H&H (Flatiron), a joint venture, as the lowest responsive and responsible bidder on Friday, December 15, 2017. He continued that SANDAG elected not to

construct bid Alternatives A and B to reduce the overall project cost to \$19,291,806. TSM Morishita reminded the EC that Flatiron's bid price for Additive Alternative C, the installation of the District's parallel gravity pipeline, was \$339,560. He stated that SANDAG's preliminary schedule indicates that SANDAG intends to issue the Notice to Proceed on February 6, 2018. He continued that the schedule indicates that the first date of actual construction is March 28, 2018.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee informed the EC that staff met with representatives from the Omni La Costa Resort & Spa (La Costa) in December regarding establishing an agreement for the District to provide recycled water directly to La Costa. He stated that La Costa was very interested and that a draft Agreement has been sent to La Costa for their review.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:04 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
January 4, 2018

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Thursday, January 4, 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 Andrea Boehling of Raftelis Financial Consultants, Inc.

3. Public Comment

None.

4. New Business

Authorize the General Manager to execute a Professional Services Agreement with Raftelis Financial Consultants, Inc. in an amount not to exceed \$49,867 for the 2018 Financial Plan Update.

ASM Duffey presented the item providing the background information related to the District's Financial Plan.

ASM Duffey provided a summary of the procurement process and the results of the proposals. He stated that LWD advertised a RFP for Financial Planning Services in October 2017. As a result, six financial planning service proposals were received by the November 21, 2017 deadline. Interviews were conducted on December 19, 2017 with the following top four firms:

1. Raftelis Financial Consultants
2. NBS
3. Lechowicz & Tseng Municipal Consultants
4. Fieldman, Rolapp & Associates

ASM Duffey stated Raftelis Financial Consultants, Inc. (Raftelis) was selected as the most qualified firm because of the thoroughness of its presentation and submission, its experience and familiarity with local wastewater/water agencies, including, Encina Wastewater Authority and the City of Vista, and its proposed financial model.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute a Professional Services Agreement with Raffetis Financial Consultants, Inc. in an amount not to exceed \$49,867 for the 2018 Financial Plan Update.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee provided updates on the following:


- Recycled Water Contract with Omni La Costa Resort; and
- LWD Compensation Study

8. Adjournment

Chairperson Hanson adjourned the meeting at 9:28 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

DATE: January 4, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of December/January Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 534,346.19.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period December 8, 2017 through January 4, 2018.

Operating expenses totaled **\$266,003.09**, Capital Improvement Program expenses totaled **\$174,729.26**, and Payroll expense for District Employees and the Board totaled **\$93,613.84**.

Attachment 1	Summary of Demands by Account December 2017/January 2018
Attachment 2	Payroll Check Register dated December 13, 2017
Attachment 3	Accounts Payable Check Register dated December 14, 2017
Attachment 4	Payroll Check Register dated December 20, 2017
Attachment 5	Accounts Payable Check Register dated December 21, 2017
Attachment 6	Board Payroll Check Register dated January 2, 2018
Attachment 7	Payroll Check Register dated January 3, 2018
Attachment 8	Accounts Payable Check Register dated January 3, 2018

DEMANDS SUMMARY
January 10, 2018

1. Demands

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Check -12/13/2017	19641	Incentive	\$445.05	
Payroll Check -12/20/2017	19642 - 19659		\$46,784.56	
Board Payroll Check -1/2/2018	19660 - 19664		\$1,037.45	
Payroll Check - 1/3/2018	19665 - 19682		<u>\$45,346.78</u>	
	Total			\$93,613.84
General Checking -12/14/2017	50518 - 50562		\$ 174,324.64	
General Checking -12/21/2017	50563 - 50589		\$ 151,969.35	
General Checking - 1/3/2018	50590 - 50615		<u>\$ 114,438.36</u>	
	Total		\$ 440,732.35	
GRAND TOTAL				\$534,346.19

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 13, 2017
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19641	12/13/2017	\$445.05

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/14/2017 Through 12/14/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
APPLEONE EMPLOYMENT SERVICES	50518	12/14/2017	714.72	TEMP HRS-W/E 11/25/17
	Total 50518		714.72	
ATEL COMMUNICATIONS, INC	50519	12/14/2017	186.00	LABOR
	Total 50519		186.00	
AT&T	50520	12/14/2017	201.57	PHONE SERVICE
	Total 50520		201.57	
BATTERIESPLUS	50521	12/14/2017	38.95	BATTERIES @ BPS
	Total 50521		38.95	
CARLSBAD FUELS CORPORATION	50522	12/14/2017	1,612.26	VEHICLE/TRUCK FUELS
	Total 50522		1,612.26	
CITY OF CARLSBAD.	50523	12/14/2017	268.29	WATER @ PLANT
	Total 50523		268.29	
CITY OF CARLSBAD	50524	12/14/2017	85.92	WATER @ BLDG
CITY OF CARLSBAD		12/14/2017	217.48	WATER @ VACTOR
CITY OF CARLSBAD		12/14/2017	284.67	WATER @ VACTOR 2
	Total 50524		588.07	
WAGeworks, INC	50525	12/14/2017	140.00	CONEXIS-SEC 125 FLEX PLAN-NOV
	Total 50525		140.00	
CORODATA	50526	12/14/2017	80.63	STORAGE-NOV
	Total 50526		80.63	
DATA NET	50527	12/14/2017	256.00	MANAGED SERVICES-NOV
	Total 50527		256.00	
DKF SOLUTIONS GROUP, LLC	50528	12/14/2017	300.00	MONTHLY SAFETY FEE-DEC
	Total 50528		300.00	
EVOQUA WATER TECHNOLOGIES, LLC	50529	12/14/2017	19,363.00	CARBON CHANGE OUT @ BPS
	Total 50529		19,363.00	
FEDERAL EXPRESS CORPORATION	50530	12/14/2017	17.28	SHIPPING
	Total 50530		17.28	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/14/2017 Through 12/14/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
HARTFORD LIFE & ACCIDENT INS.	50531	12/14/2017	429.54	LIFE INS-DEC
	Total 50531		429.54	
HEAVILAND ENTERPRISES, INC	50532	12/14/2017	840.00	MONTHLY LANDSCAPE-DEC
	Total 50532		840.00	
ICMA RETIREMENT-303979	50533	12/14/2017	4,031.87	DEFERRED COMP
ICMA RETIREMENT-303979		12/14/2017	22,000.00	DEFERRED COMP-SICK BUY BACK
	Total 50533		26,031.87	
JACKSON & BLANC	50534	12/14/2017	1,617.25	QRTL Y BILLING FOR HVAC MAINT AND SERVICE
	Total 50534		1,617.25	
KELLYGRN NATIVE LANDSCAPING LIVING	50535	12/14/2017	8,108.00	PROGRESS PAYMENT
	Total 50535		8,108.00	
MARCON PRODUCTS INC.	50536	12/14/2017	40.68	GRADE RINGS
	Total 50536		40.68	
MEHR VILLAS	50537	12/14/2017	2,979.50	LATERAL REIMBURSEMENT
	Total 50537		2,979.50	
MIRA MESA WINDOW CLEANING	50538	12/14/2017	850.00	CLEAN SOLAR PANELS @ OFFICE/BPS
	Total 50538		850.00	
NAPA AUTO	50539	12/14/2017	34.44	BLUE DEF
	Total 50539		34.44	
NATIONWIDE RETIREMENT SOLUTIONS	50540	12/14/2017	135.00	DEFERRED COMP
	Total 50540		135.00	
OFFICE DEPOT, INC.	50541	12/14/2017	857.92	OFFICE SUPPLIES
	Total 50541		857.92	
OLIVENHAIN MUNICIPAL WATER DIST	50542	12/14/2017	43.45	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		12/14/2017	281.82	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		12/14/2017	437.64	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		12/14/2017	47.24	WATER @ VP5 PS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/14/2017 Through 12/14/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
OLIVENHAIN MUNICIPAL WATER DIST		12/14/2017	43.45	WATER @ VP7
	Total 50542		853.60	
PALOMAR WATER, LLC	50543	12/14/2017	217.13	BOTTLED WTR DELIVERED
	Total 50543		217.13	
PAUL BUSHEE	50544	12/14/2017	35.57	REIMBURSE P.B. CSRMA BRD
	Total 50544		35.57	
PLANT PEOPLE, INC	50545	12/14/2017	158.00	PLANT MAINTENANCE-DEC
	Total 50545		158.00	
SAN DIEGUITO WATER DISTRICT	50546	12/14/2017	89.76	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		12/14/2017	78.54	WATER @ TANKER 2
	Total 50546		168.30	
SCW CONTRACTING CORP	50547	12/14/2017	40,729.36	RETENTION PAYABLE
	Total 50547		40,729.36	
SAN DIEGO GAS & ELECTIRC	50548	12/14/2017	232.99	ELECTRIC @ VP5
	Total 50548		232.99	
SOUTHERN CONTRACTING COMPANY	50549	12/14/2017	420.00	ELECTRICAL WORK @ BPS/SAXONY PS
SOUTHERN CONTRACTING COMPANY		12/14/2017	480.00	ELECTRICAL WORK @ LPS/BPS
	Total 50549		900.00	
STANEK CONSTRUCTORS, INC	50550	12/14/2017	55,942.65	GAFNER AWT IMPROVEMENTS-OCT-Progress pynt #5
	Total 50550		55,942.65	
STATE WATER RESOURCES CONTROL BD	50551	12/14/2017	60.00	RENEWAL-M. AVALOS-GRADE 2
	Total 50551		60.00	
TARGET SOLUTIONS LEARNING, LLC	50552	12/14/2017	1,235.00	SAFETY WATER COURSE
	Total 50552		1,235.00	
TERMINIX	50553	12/14/2017	58.00	MONTHLY PEST SERVICE-NOV
TERMINIX		12/14/2017	32.00	MONTHLY SERVICE FOR TRAPS-DEC

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/14/2017 Through 12/14/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 50553		90.00	
UNDERGROUND SERVICE ALERT OF	50554	12/14/2017	208.00	UNDERGROUND ALARM SERVICE
	Total 50554		208.00	
UNIFIRST CORPORATION	50555	12/14/2017	<u>218.82</u>	LAUNDRY SERVICE-W/E 12/6/2017
	Total 50555		218.82	
VERIZON WIRELESS	50556	12/14/2017	<u>21.27</u>	TELEMETRY-CELL PHONES
	Total 50556		21.27	
WARREN TAYLOR	50557	12/14/2017	<u>1,373.50</u>	LATERAL REIMBURSEMENT
	Total 50557		1,373.50	
WASTE MANAGEMENT	50558	12/14/2017	<u>209.21</u>	TRASH SERVICE-NOV
	Total 50558		209.21	
WESELOH CHEVROLET	50559	12/14/2017	<u>2,169.02</u>	MAINT ON 2010 CHEV
	Total 50559		2,169.02	
WIN-911 SOFTWARE	50560	12/14/2017	<u>990.00</u>	ANNUAL MAINTENANCE -WIN 911
	Total 50560		990.00	
WORDEN WILLIAMS LLP	50561	12/14/2017	<u>2,711.20</u>	LEGAL FEES-NOV
	Total 50561		2,711.20	
XEROX CORPORATION	50562	12/14/2017	<u>110.05</u>	MONTHLY XEROX COPIER MAINT-NOV
	Total 50562		110.05	
Report Total			<u><u>174,324.64</u></u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 20, 2017

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19642 - 19659	12/20/2017	\$46,784.56

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/21/2017 Through 12/21/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
APPLEONE EMPLOYMENT SERVICES	50563	12/21/2017	923.18	TEMP HRS W/E 10/14/17
APPLEONE EMPLOYMENT SERVICES		12/21/2017	1,072.08	TEMP HRS W/E 10/21/17
APPLEONE EMPLOYMENT SERVICES		12/21/2017	1,191.20	TEMP HRS W/E 10/28/17
APPLEONE EMPLOYMENT SERVICES		12/21/2017	952.96	TEMP HRS W/E 11/11/17
APPLEONE EMPLOYMENT SERVICES		12/21/2017	1,191.20	TEMP HRS W/E 11/18/2017
APPLEONE EMPLOYMENT SERVICES		12/21/2017	1,191.20	TEMP HRS W/E 11/4/17
APPLEONE EMPLOYMENT SERVICES		12/21/2017	1,191.20	TEMP HRS W/E 12/2/2017
APPLEONE EMPLOYMENT SERVICES		12/21/2017	1,191.20	TEMP HRS W/E 12/9/17
APPLEONE EMPLOYMENT SERVICES		12/21/2017	1,191.20	TEMP HRS-W/E 10/7/2017
	Total 50563		10,095.42	
AT&T	50564	12/21/2017	113.10	PHONE SERVICE @ BPS
	Total 50564		113.10	
BIGTUNA INTERACTIVE	50565	12/21/2017	960.00	WEB DEVELOPMENT
	Total 50565		960.00	
BOOT WORLD, INC	50566	12/21/2017	164.85	SAFETY BOOTS-G. MENDEZ
	Total 50566		164.85	
CWEA	50567	12/21/2017	180.00	RENEWAL MEMBERSHIP -R. RODRIGUEZ
CWEA		12/21/2017	180.00	RENEWAL MEMBERSHIP-D. OMSTED
	Total 50567		360.00	
DATA NET	50568	12/21/2017	86.25	IS MAINT AND SUPPORT
	Total 50568		86.25	
EVOQUA WATER TECHNOLOGIES, LLC	50569	12/21/2017	8,616.16	BIOXIDE
	Total 50569		8,616.16	
FEDERAL EXPRESS CORPORATION	50570	12/21/2017	23.42	SHIPPING
	Total 50570		23.42	
SPACELINK/I2B NETWORK	50571	12/21/2017	160.00	WEB CAM @ BPS-DEC/JAN
	Total 50571		160.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/21/2017 Through 12/21/2017

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ICMA RETIREMENT-303979	50572	12/21/2017	3,973.64	DEFERRED COMP
	Total 50572		3,973.64	
INFRASTRUCTURE ENGINEERING CORP	50573	12/21/2017	10,811.94	2018 CUREL IN PLACE PIPE PROJECT-NOV
INFRASTRUCTURE ENGINEERING CORP		12/21/2017	2,835.00	FY 2017 GRAVITY PIPELINE-JULY
INFRASTRUCTURE ENGINEERING CORP		12/21/2017	732.50	GAFNER AWT PROJECT-NOV
INFRASTRUCTURE ENGINEERING CORP		12/21/2017	11,103.71	LPS REHAB PROJECT-NOV
	Total 50573		25,483.15	
KELLYGRN NATIVE LANDSCAPING LIVING	50574	12/21/2017	10,135.00	LANDSCAPE ENHANCEMENT PROJECT
	Total 50574		10,135.00	
MALLORY SAFETY AND SUPPLY	50575	12/21/2017	269.94	SAFETY ITEMS
MALLORY SAFETY AND SUPPLY		12/21/2017	277.35	SAFETY ITEMS-GLOVES
	Total 50575		547.29	
NATIONWIDE RETIREMENT SOLUTIONS	50576	12/21/2017	135.00	DEFERRED COMP
	Total 50576		135.00	
NEOPOST, INC	50577	12/21/2017	512.98	POSTAGE METER RENTAL/POSTAGE
	Total 50577		512.98	
NORTH COUNTY TRANSIT DISTRICT	50578	12/21/2017	1,750.00	NCTD LICENSE FEE-GRAVITY PIPELINE
	Total 50578		1,750.00	
PROFORMA PRINT & PROMOTIONS	50579	12/21/2017	435.17	A/P CHECKS
	Total 50579		435.17	
SAN DIEGO UNION TRIBUNE	50580	12/21/2017	114.08	NEWSPAPER SUBSCRIPTION
	Total 50580		114.08	
SAN DIEGO GAS & ELECTIRC	50581	12/21/2017	3,383.31	ELECTRIC @ ADM
SAN DIEGO GAS & ELECTIRC		12/21/2017	106.15	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		12/21/2017	13,052.87	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		12/21/2017	369.77	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		12/21/2017	564.76	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		12/21/2017	859.30	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		12/21/2017	773.94	ELECTRIC @ LA COSTA PS
SAN DIEGO GAS & ELECTIRC		12/21/2017	3,675.83	ELECTRIC @ LPS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 12/21/2017 Through 12/21/2017

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO GAS & ELECTIRC		12/21/2017	130.36	ELECTRIC @ RANCHO VERDE
SAN DIEGO GAS & ELECTIRC		12/21/2017	598.69	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		12/21/2017	132.81	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		12/21/2017	128.15	GAS @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		12/21/2017	<u>3.09</u>	NAT. GAS @ EE PS
	Total 50581		23,779.03	
STANEK CONSTRUCTORS, INC	50582	12/21/2017	<u>30,875.00</u>	GAFNER AWT PROJECT-NOV
	Total 50582		30,875.00	
STAPLES BUSINESS ADVANTAGE	50583	12/21/2017	59.14	VIEW BINDER
	Total 50583		59.14	
STATE WATER RESOURCES CONTROL BOARD	50584	12/21/2017	14,920.00	ANNUAL PERMIT FEE-GAFNER FACILITY
STATE WATER RESOURCES CONTROL BOARD		12/21/2017	11,195.00	ANNUAL PERMIT FEE-LPS
	Total 50584		26,115.00	
STATE WATER RESOURCES CONTROL BD	50585	12/21/2017	60.00	RENEWAL-R. RODRIGUEZ-D2
	Total 50585		60.00	
UNIFIRST CORPORATION	50586	12/21/2017	<u>211.13</u>	LAUNDRY SERVICE-W/E 12/13/17
	Total 50586		211.13	
U.S. BANK	50587	12/21/2017	4,766.82	CONFS, MEETINGS, OFFICE SUPPLIES, ETC
	Total 50587		4,766.82	
V&A CONSULTING ENGINEERS	50588	12/21/2017	<u>1,500.00</u>	CREEK SAMPLING @AWT
	Total 50588		1,500.00	
VERIZON WIRELESS	50589	12/21/2017	<u>937.72</u>	CELL PHONES
	Total 50589		937.72	
Report Total			<u>151,969.35</u>	

Leucadia Wastewater District
Vendor Activity
From 12/19/2017 Through 12/21/2017

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Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	12/19/2017	50587	9.99	Computer SW/Srv	APP FOR IPAD-J.H.
USBANK1	U.S. BANK	API	12/19/2017	50587	30.86	DISTRICT ENGR	BUSINESS LUNCH
USBANK1	U.S. BANK	API	12/19/2017	50587	209.31	Train'g/Ed/Conf	CASA -HOTEL-P.B.
USBANK1	U.S. BANK	API	12/19/2017	50587	550.00	BOARD CONFERENC	CASA CONF-A.J.
USBANK1	U.S. BANK	API	12/19/2017	50587	550.00	BOARD CONFERENC	CASA CONF-D.O.
USBANK1	U.S. BANK	API	12/19/2017	50587	550.00	BOARD CONFERENC	CASA CONF-E.S.
USBANK1	U.S. BANK	API	12/19/2017	50587	550.00	BOARD CONFERENC	CASA CONF-J.H.
USBANK1	U.S. BANK	API	12/19/2017	50587	550.00	Train'g/Ed/Conf	CASA CONF-P.B.
USBANK1	U.S. BANK	API	12/19/2017	50587	550.00	BOARD CONFERENC	DK CASA CONF
USBANK1	U.S. BANK	API	12/19/2017	50587	33.20	ENCINA CAPITAL	EWA BFAST
USBANK1	U.S. BANK	API	12/19/2017	50587	33.20	ENCINA CAPITAL	EWA BUSINESS BFAST
USBANK1	U.S. BANK	API	12/19/2017	50587	354.95	Train'g/Ed/Conf	FLIGHT CSRMA-R.D.
USBANK1	U.S. BANK	API	12/19/2017	50587	319.97	Train'g/Ed/Conf	FLIGHT-CSRMA-P.B.
USBANK1	U.S. BANK	API	12/19/2017	50587	19.59	OFFICE SUPPLIES	IPAD CHARGES
USBANK1	U.S. BANK	API	12/19/2017	50587	249.99	Computer SW/Srv	LOG IN YRLY SUB-RM
USBANK1	U.S. BANK	API	12/19/2017	50587	43.76	VEHICLES	OIL CHANGE
USBANK1	U.S. BANK	API	12/19/2017	50587	32.00	Train'g/Ed/Conf	PARKING-CSRMA-R.D.
USBANK1	U.S. BANK	API	12/19/2017	50587	100.00	TELEPHONE	WEB HOSTING
USBANK1	U.S. BANK	API	12/19/2017	50587	30.00	TELEPHONE	WIFI
USBANK1	U.S. BANK	APS	12/21/2017	50587	0.00	ACCOUNTS PAYABL	CONFS, MEETINGS, OFFICE SUPPLIES, ETC
Transaction Total					4,766.82		
Total USBANK1	U.S. BANK				4,766.82		
Report Opening/Current Balance							
Report Transaction Totals					4,766.82		
Report Current Balances							

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: January 2, 2018

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19660 - 19664	1/2/2018	\$1,037.45

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 3, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19665 - 19683	1/3/2018	\$45,346.78

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/3/2018 Through 1/3/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ABILA	50590	1/3/2018	<u>5,230.00</u>	MIP SOFTWARE RENEWAL-18/19
	Total 50590		5,230.00	
APPLEONE EMPLOYMENT SERVICES	50591	1/3/2018	<u>1,191.20</u>	TEMP HRS-W/E 12/16/17
	Total 50591		1,191.20	
BAJA POOL AND SPA SERVICE	50592	1/3/2018	<u>125.00</u>	MONTHLY FOUNTAIN SERVICE-JAN
	Total 50592		125.00	
BAY CITY ELECTRIC WORKS, INC	50593	1/3/2018	<u>460.24</u>	SERVICE ON PIONEER PUMP #135
	Total 50593		460.24	
CARLSBAD FUELS CORPORATION	50594	1/3/2018	<u>1,941.91</u>	VEHICLE FUELS
	Total 50594		1,941.91	
CHUCKS TIRE CENTER	50595	1/3/2018	<u>458.14</u>	TIRE REPAIRS-Truck #158
	Total 50595		458.14	
CITY OF CARLSBAD	50596	1/3/2018	<u>301.17</u>	WATER @ PLANT
CITY OF CARLSBAD		1/3/2018	<u>26.40</u>	WATER/FIRE LINE @PLANT
	Total 50596		327.57	
CSRMA	50597	1/3/2018	<u>86,589.00</u>	POOLED LIABILITY INS PREM-17/18
	Total 50597		86,589.00	
CWEA	50598	1/3/2018	<u>180.00</u>	RENEWAL-I. RIFFEL
CWEA		1/3/2018	<u>100.00</u>	RENEWAL-M. GONZALEZ
CWEA		1/3/2018	<u>90.00</u>	RENEWAL-R. EASTON-COLLECTION
	Total 50598		370.00	
DATA NET	50599	1/3/2018	<u>1,985.20</u>	IS MAINT AND SUPPORT
	Total 50599		1,985.20	
DEXTER WILSON ENGINEERING	50600	1/3/2018	<u>802.50</u>	FY AUDIT SSMP-NOVEMBER
	Total 50600		802.50	
EWING IRRIGATION PRODUCTS	50601	1/3/2018	<u>86.19</u>	HOSE/TAPE
	Total 50601		86.19	
AMIR FAYYAZUDDIN	50602	1/3/2018	<u>3,000.00</u>	LATERAL REIMBURSEMENT

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 1/3/2018 Through 1/3/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 50602		3,000.00	
GREAT AMERICA FINANCIAL SERVICES	50603	1/3/2018	770.86	COPIER LEASE-JAN
	Total 50603		770.86	
MESA REPROGRAPHICS	50604	1/3/2018	389.70	PRINTS/PLANS/FILES
	Total 50604		389.70	
MES VISION	50605	1/3/2018	377.39	VISION INS-JAN
	Total 50605		377.39	
MSC JANITORIAL SERVICE, INC	50606	1/3/2018	1,552.92	JANITORIAL SERVICE-DEC
	Total 50606		1,552.92	
NATIONAL NOTARY ASSOCIATION	50607	1/3/2018	33.00	NOTARY INS-T.HILL
	Total 50607		33.00	
OFFICE DEPOT, INC.	50608	1/3/2018	852.86	OFFICE SUPPLIES
	Total 50608		852.86	
PLUMBERS DEPOT, INC	50609	1/3/2018	3,512.86	PARTS AND REPAIR
PLUMBERS DEPOT, INC		1/3/2018	490.95	REPAIR KIT
	Total 50609		4,003.81	
THE GUARDIAN	50610	1/3/2018	3,043.67	DENTAL INS-JAN
	Total 50610		3,043.67	
TIANNE BAITY	50611	1/3/2018	215.00	REIMBURSE FOR NOTARY EXAM/COURSE
	Total 50611		215.00	
SOLANA PALM LLC	50612	1/3/2018	90.00	ANSWERING SERVICE-DEC/JAN
	Total 50612		90.00	
UNIFIRST CORPORATION	50613	1/3/2018	215.17	LAUNDRY SERVICE-W/E 12/20/17
UNIFIRST CORPORATION		1/3/2018	211.13	LAUNDRY SERVICE-W/E 12/27/17
	Total 50613		426.30	
UNITED PARCEL	50614	1/3/2018	16.90	SHIPPING
	Total 50614		16.90	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	50615	1/3/2018	99.00	PHYSICALS

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 1/3/2018 Through 1/3/2018

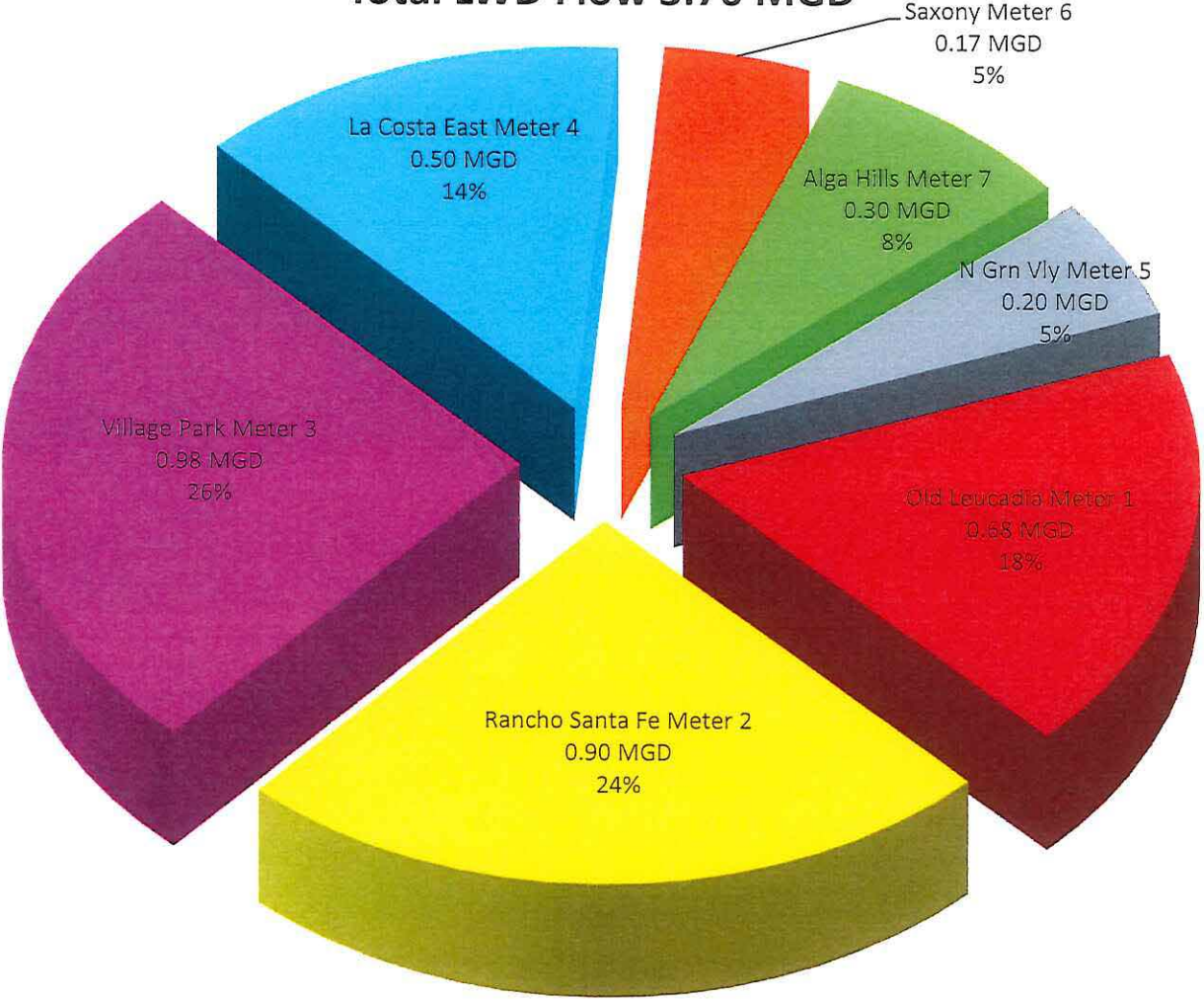
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	Total 50615		99.00	
			<hr/>	
Report Total			114,438.36	
			<hr/> <hr/>	

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2018 (July 2017 - June 2018)**

CURRENT MONTH - December 2017							FY 2017
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,469.81	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	120.28	3.82	3.88	136	50.52	3.77
YTD			28,473.63				
AUGUST	0.02	119.97	12.44	3.87	136	44.97	3.75
YTD			28,486.07				
SEPTEMBER	0.00	112.80	2.50	3.76	132	44.89	3.76
YTD			28,488.57				
OCTOBER	0.00	113.77	-8.20	3.67	129	30.96	3.63
YTD			28,480.37				
NOVEMBER	0.04	114.30	5.00	3.81	134	3.44	3.68
YTD			28,485.37				
DECEMBER	0.00	116.56	-10.26	3.76	132	8.32	3.78
YTD			28,475.11				
JANUARY							4.01
YTD							
FEBRUARY							3.97
YTD							
MARCH							3.96
YTD							
APRIL							3.78
YTD							
MAY							3.83
YTD							
JUNE							3.85
YTD							
YTD Totals	0.06	697.68	5.30			183.10	
Mo Average	0.01	116.28	0.88	3.79	133.13	30.52	3.81

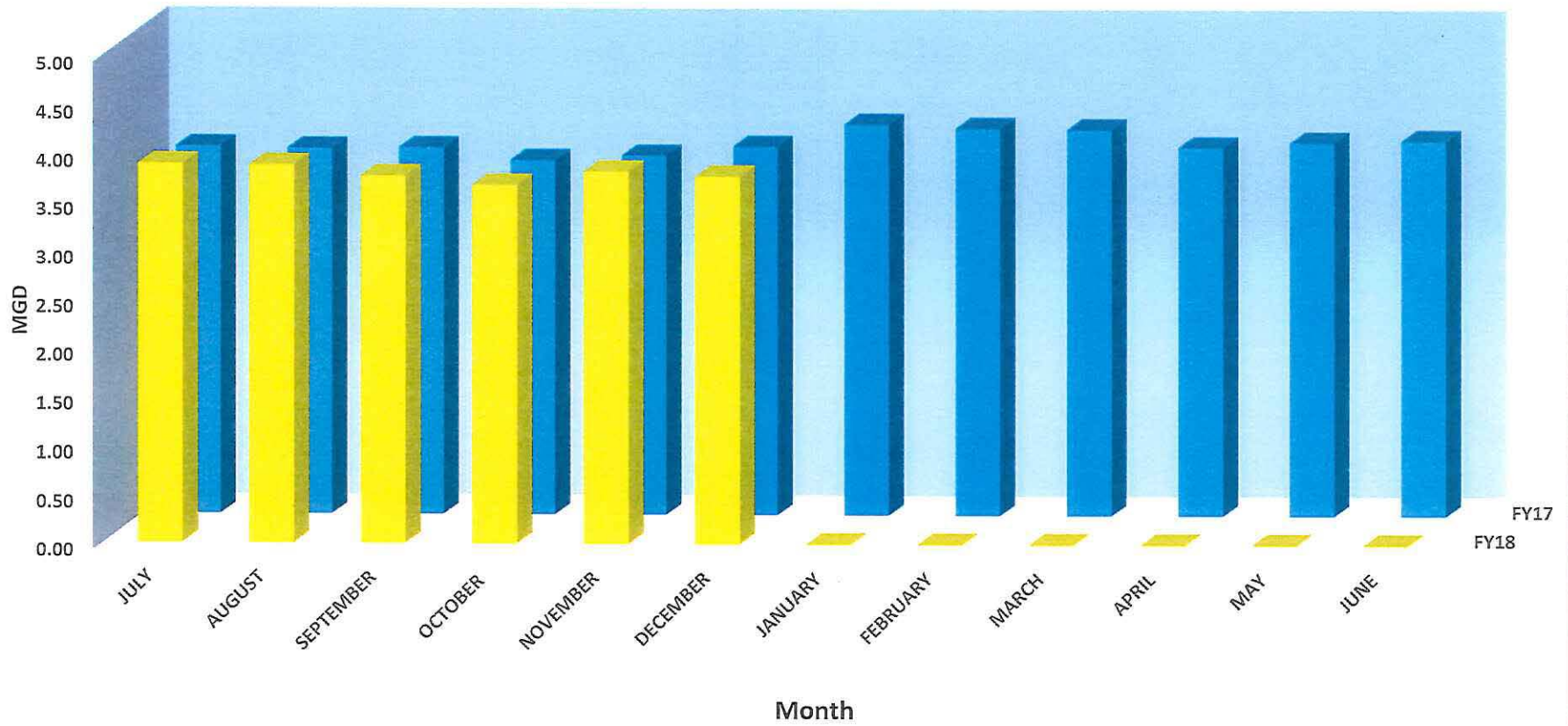
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**LWD Flows by Sub-Basin
December 2017
Total LWD Flow 3.76 MGD**

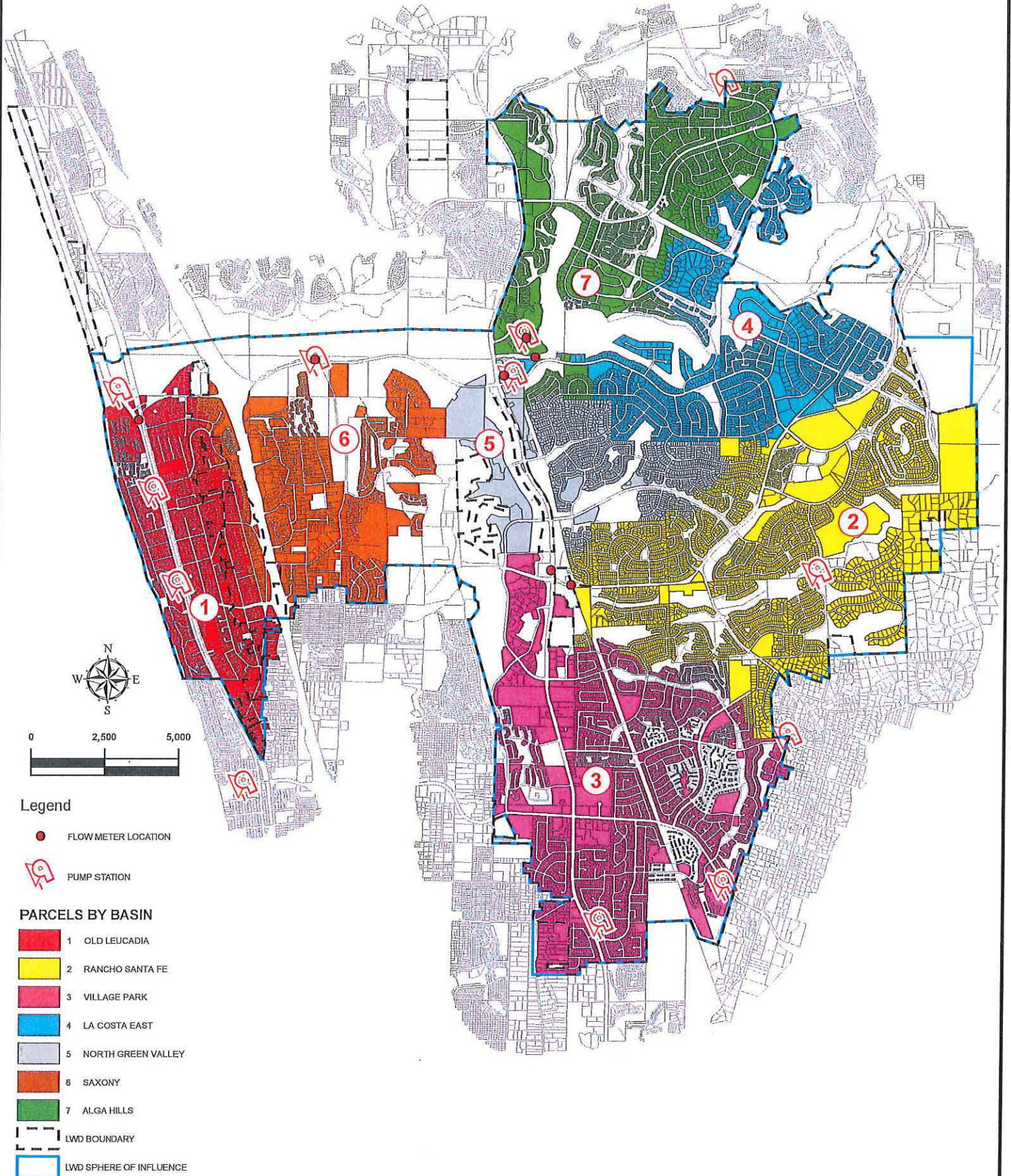


Leucadia Wastewater District Flow Comparison FY 17 to FY 18

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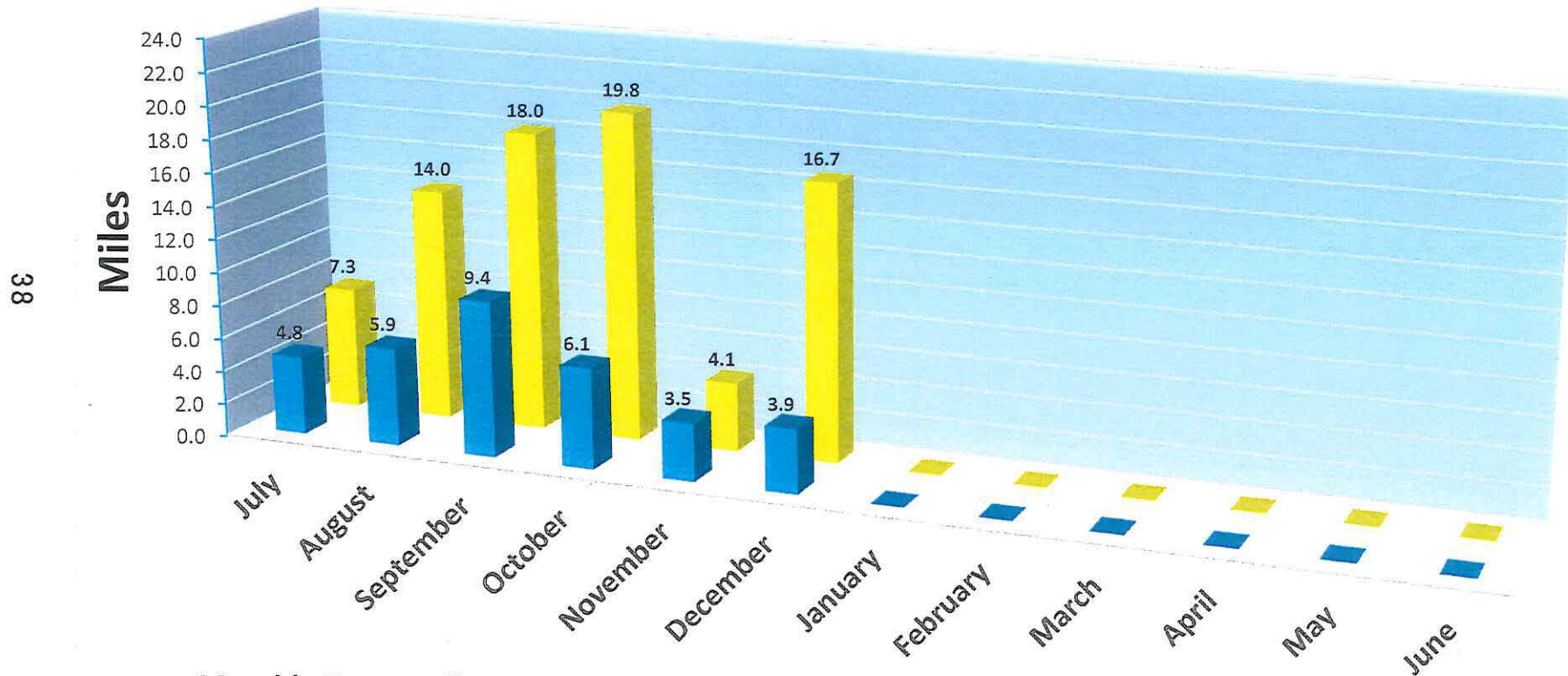
LEUCADIA WASTEWATER DISTRICT



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

FY-18 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 hydro-cleaning on East Rancho Santa Fe Road

■ CCTV Inspections
■ Total Hydro Cleaning

Leucadia Wastewater District

Balance Sheet

As of 12/31/2017

		Current Year
Assets		
Cash & Investments	1CAS	33,523,740.98
Accounts Receivables	2A/R	169,329.14
Prepaid Expense	3PRE	155,328.16
Funds held with Encinca Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	159,588,635.11
Less Accumulated Depreciation	6DEP	(52,675,124.16)
Total Assets		142,248,709.23
Deferred Outflows		
Projected/Actual PERS Earnings Difference	6D/O	840,305.00
PERS Proportions & Assumptions Difference	7D/O	22,055.00
Current Year PERS Employer Contribution	8D/O	338,781.97
Total Deferred Outflows		1,201,141.97
Total Assets & Deferred Outflows		143,449,851.20
Liabilities		
Accounts Payable & Accrued Expenses	A/P	345,280.57
Developer Deposits	DEVD	85,622.22
Net Pension Liability	LTDB	3,466,620.00
Total Liabilities		3,897,522.79
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	175,908.00
PERS Proportions & Assumptions Difference	D/I3	141,883.00
Projected/Actual PERS Earnings Difference	D/In	382,658.00
Total Deferred Inflows		700,449.00
Net Position		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	106,913,510.95
Reserves	RESV	32,837,316.33
Total Beginning Net Position (as of June 30, 2017)		139,750,827.28
Current Change In Net Position		
Other		(898,947.87)
Total Current Change In Net Position		(898,947.87)
Total Net Position		138,851,879.41
Total Liabilities, Deferred Inflows & Net Position		143,449,851.20

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

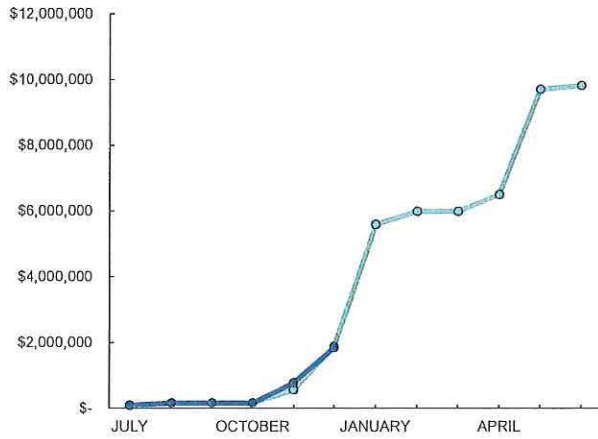
From 7/1/2017 Through 12/31/2017

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 1,853,775.62	\$ 9,827,873.00	\$ 7,974,097.38	18.9%
3150 Recycled Water Sales	192,326.98	272,000.00	79,673.02	70.7%
3100 Misc. Operating Revenue	13,124.98	205,302.00	192,177.02	6.4%
TOTAL OPERATING REVENUES	\$ 2,059,227.58	\$10,305,175.00	\$ 8,245,947.42	20.0%
OPERATING EXPENSES				
4100 Salaries	\$ 916,564.66	\$ 1,836,787.00	\$ 920,222.34	49.9%
4200 Employee Benefits	446,341.03	963,613.00	517,271.97	46.3%
4300 Directors Expense	54,522.82	147,800.00	93,277.18	36.9%
4600 Gas, Oil & Fuel	15,187.64	41,000.00	25,812.36	37.0%
4700 Insurance Expense	18,393.75	113,600.00	95,206.25	16.2%
4800 Memberships	22,925.00	29,000.00	6,075.00	79.1%
4900 Office Expense	53,416.33	154,700.00	101,283.67	34.5%
5000 Operating Supplies	85,171.78	202,300.00	117,128.22	42.1%
5200 Professional Services	178,418.99	520,500.00	342,081.01	34.3%
5300 Printing & Publishing	9,298.21	29,500.00	20,201.79	31.5%
5400 Rents & Leases	8,231.70	15,000.00	6,768.30	54.9%
5500 Repairs & Maintenance	158,998.60	451,800.00	292,801.40	35.2%
5600 Monitoring & Permits	40,466.35	60,700.00	20,233.65	66.7%
5700 Training & Development	23,332.44	47,000.00	23,667.56	49.6%
5900 Utilities	212,623.82	427,700.00	215,076.18	49.7%
6100 LAFCO Operations	6,863.30	8,000.00	1,136.70	85.8%
6200 Encina Operating Expense	500,063.77	1,861,800.00	1,361,736.23	26.9%
6900 Admin O/H alloc to Capital	(63,786.61)	(140,121.00)	(76,334.39)	45.5%
TOTAL OPERATING EXPENSES	\$ 2,687,033.58	\$ 6,770,679.00	\$ 4,083,645.42	39.7%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 89,173.56	\$ 400,600.00	\$ 311,426.44	22.3%
3220 Property Taxes	654,156.70	1,600,000.00	945,843.30	40.9%
3250 Investment Income	169,218.56	327,000.00	157,781.44	51.7%
3290 Misc. Non Op Revenue	3,268.29	286,400.00	283,131.71	1.1%
TOTAL NON-OPERATING REVENUES	\$ 915,817.11	\$ 2,614,000.00	\$ 1,698,182.89	35.0%

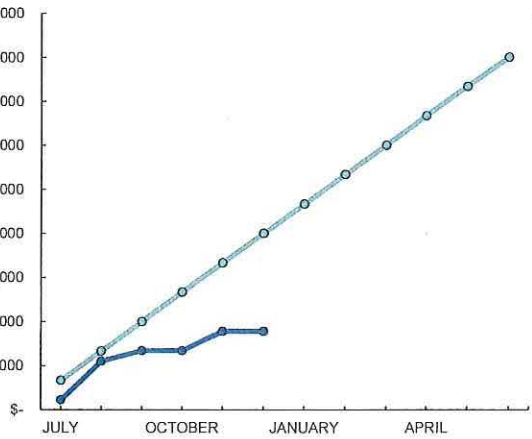
Leucadia Wastewater District Revenue FY2018

YTD through December 31, 2017

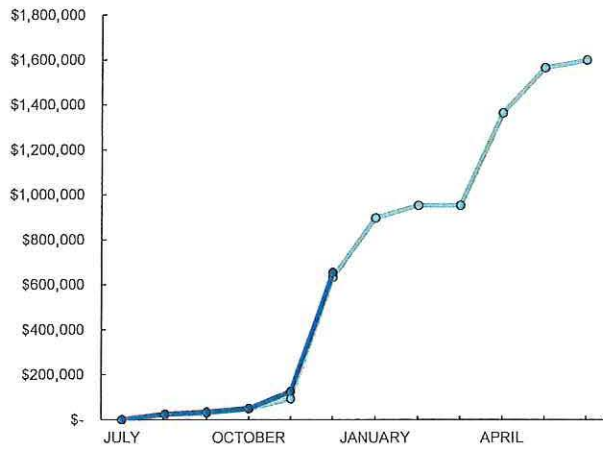
Sewer Service Fees



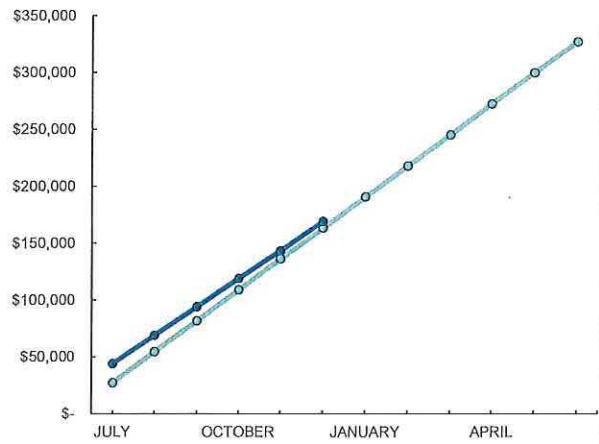
Capacity Charges



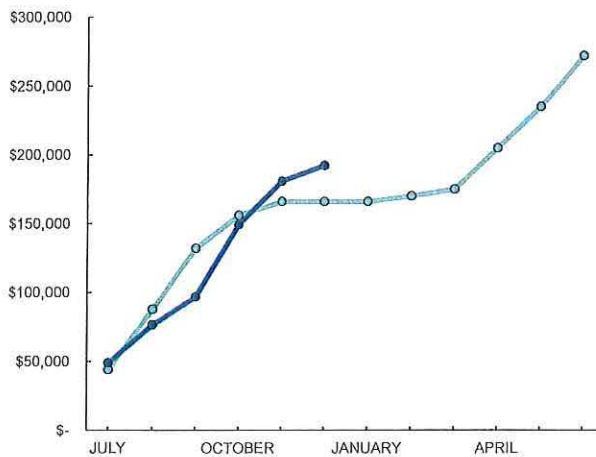
Property Taxes



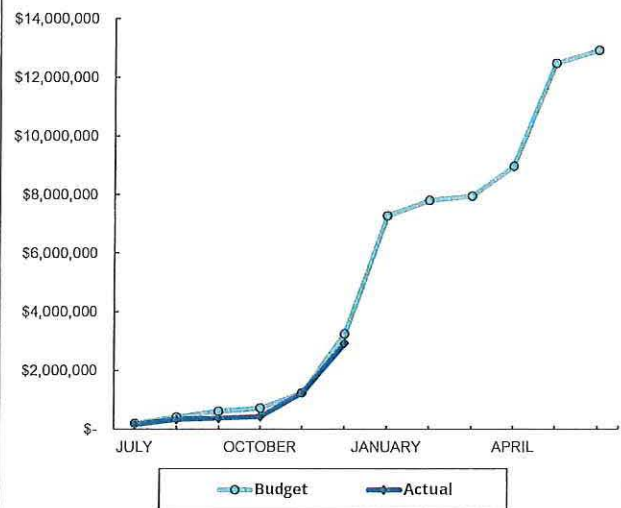
Investment Income



Recycled Wastewater Sales



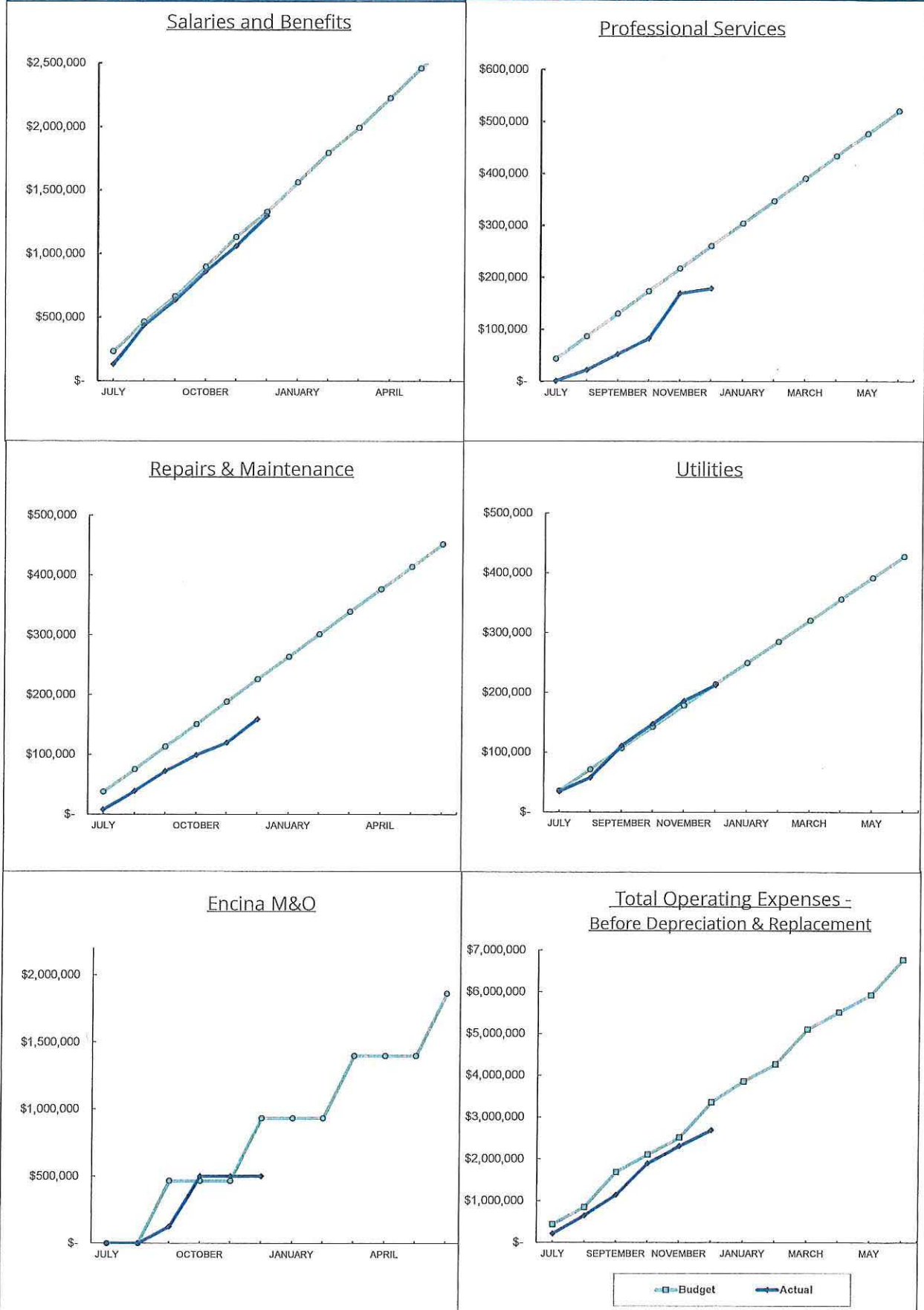
Total Revenue



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

Leucadia Wastewater District Operating Expenses FY2018

YTD through December 31, 2017

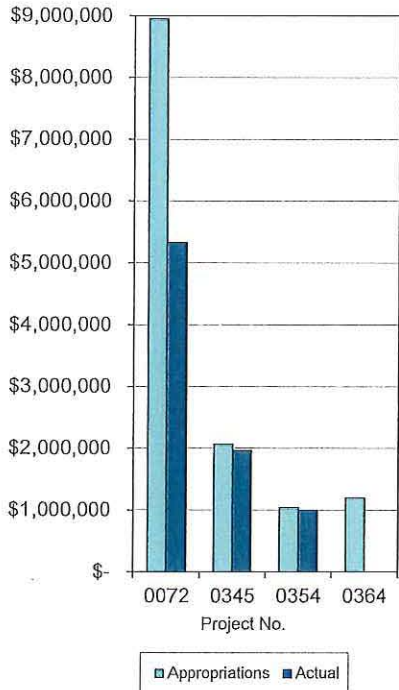


* Preliminary: subject to future review, reconciliation, accruals, and audit

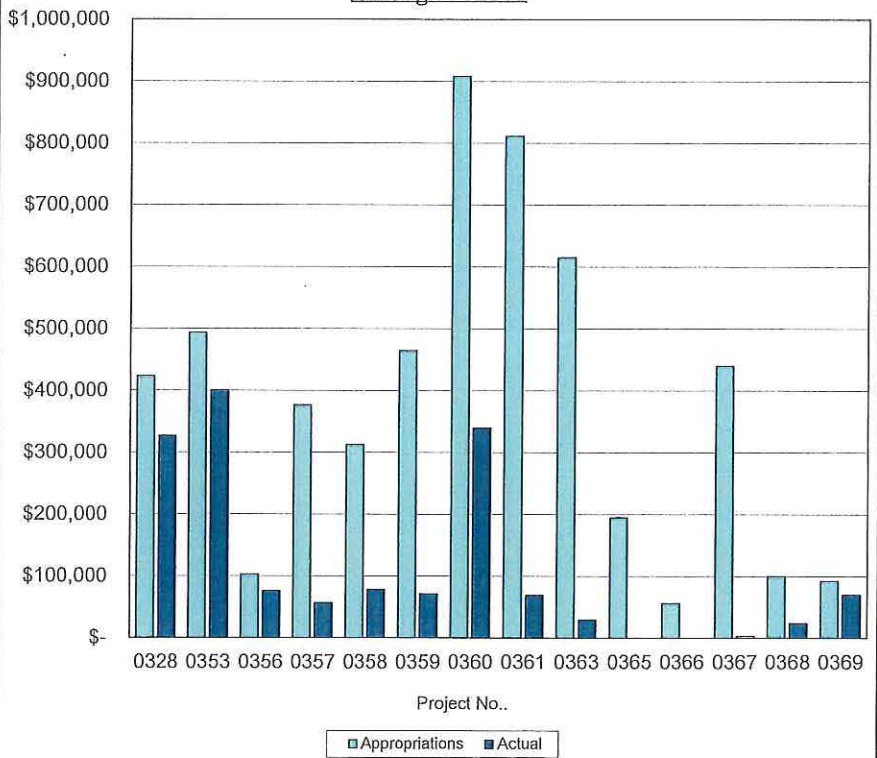
Leucadia Wastewater District Capital Expenditures

As of December 31, 2017

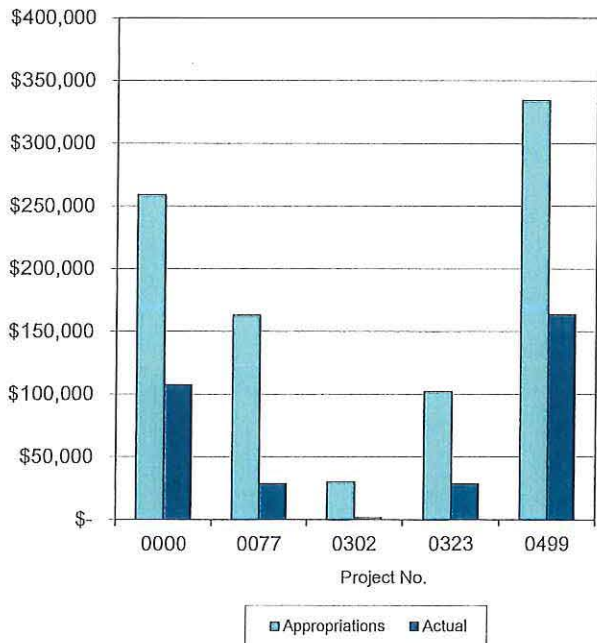
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2018



District Multi Year Capital Expenditures by Project (<\$1M) 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
Leucadia FM West Section Replacement	0345
FY2016 Gravity Pipeline Rehabilitation	0353
Village Park No. 5 PS Replacement	0354
New Recycled Water Pump Design	0356
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
FY2017 Gravity Pipeline Rehabilitation	0359
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Replcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
Force Main Corrossion Control	0366
B1 Force Main - North Section Replcmnt	0367
Asset Management Plan	0368
HQ Electric Meter Installation	0369
Single Year Capital Projects	No.
Equipment	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

MEMORANDUM

Ref: 18-6050

DATE: January 4, 2017
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: December 2017 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 December 2017.

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 December 2017 for your review.

tb:PJB

Attachment

Leucadia Wastewater District
 Disclosure of Reimbursements Report
 December 1-31, 2017

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	FSS	FSSup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	J. Stecker	M. Gonzalez
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Taxi/Uber									
	Parking/Misc									
	Tips/Baggage									
	Fuel/mileage/coaster									
	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 are no meetings and/or conferences to report for December 2017

MEMORANDUM

DATE: January 4, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2018 (FY18) LWD Tactics and Action Plan

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 12, 2017 Board meeting, the Board of Directors adopted the LWD FY18 Tactics and Action Plan. At that meeting, the Board of Directors directed staff to include a quarterly status report of the Tactics and Action Plan in the agenda.

Attached for the Board's review, is the FY18 Tactics and Action Plan's quarterly status report with an ending date of December 31, 2017. The report indicates which goals are in progress, have been completed, and have not been started.

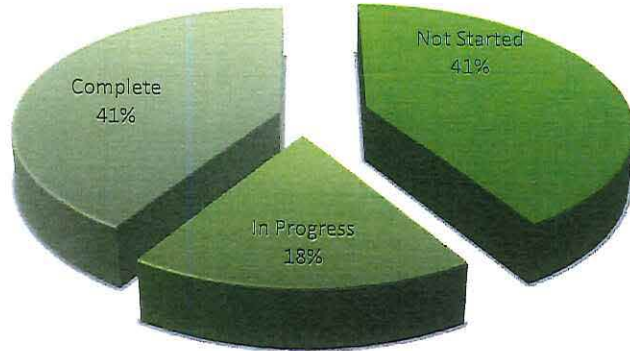
th:PJB

Attachments

FY 2018 Tactics and Action Plan Status Report

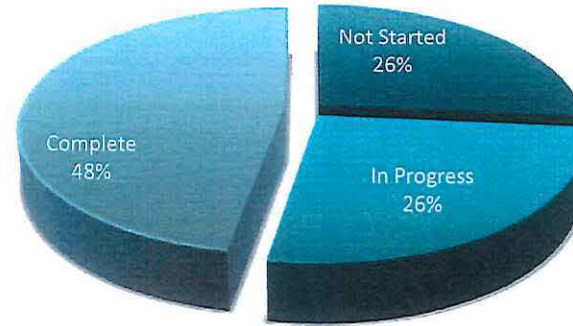
October 1 - December 31, 2017

Financial Tactics



■ Not Started ■ In Progress ■ Complete

People Tactics



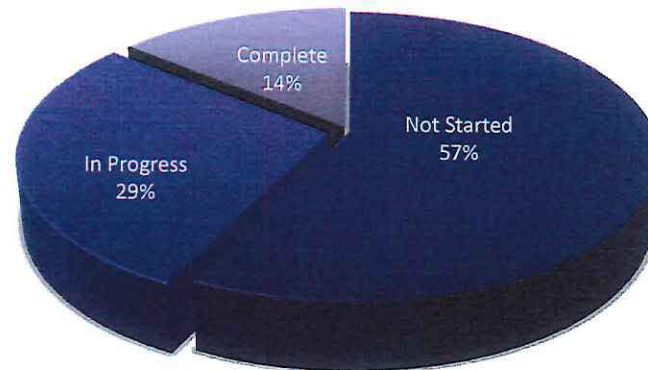
■ Not Started ■ In Progress ■ Complete

Services Tactics



■ Not Started ■ In Progress ■ Complete

Infrastructure & Technology Tactics



■ Not Started ■ In Progress ■ Complete

**Leucadia Wastewater District
Fiscal Year 2018
Tactics & Action Plans**

1. Financial

Assure fiscal stability and growth by effectively monitoring and forecasting District finances in order to provide competitive rates and avoid abrupt rate adjustments.

<u>Tactics</u>		<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
FY 2019 Budget	Initial Data Collection	ASM	TSM, FSS, EA, ASSup	Jan-18	Feb-18	Not Started
	Board Workshop	ASM	TSM, FSS, EA, ASSup	May-18	May-18	Not Started
	Budget Approval	ASM	TSM, FSS, ASSup	Jun-18	Jun-18	Not Started
FY 2017 Audit	Data Collection & Report Preparation	ASM	AT, ASSup	Jul-17	Nov-17	Completed
	Coordinate with & Respond to Auditors	ASM	AT, ASSup, EA, GM	Jul-17	Dec-17	Completed
	Audit Report to Board	ASM	ASSup	Dec-17	Dec-17	Completed
Finance Policy Reviews	Procurement Policy	ASM	TSM, GM, ASSup, EA	Aug-17	Aug-17	Completed
	Investment Policy	ASM	ASSup, GM, EA	Sep-17	Sep-17	Completed
	Reserve Policy	ASM	ASSup, GM, EA	Feb-18	Feb-18	Not Started
Finance Awards	Apply for CSMFO Financial Reporting Award	ASM		Dec-17	Jan-18	Completed
GASB 74 & 75 OPEB Liability Accrual Valuation	Complete Valuation	ASM	ASSup	Jul-17	Sep-17	In Progress
	Complete Deferral Schedules and Record in Accounting	ASM		Jul-17	Sep-17	Not Started
Comprehensive Financial Plan Update	RFP Process	ASM	ASSup, TSM, EA	Sep-17	Dec-17	Completed
	Update Financial Plan	ASM	ASSup, TSM, EA	Jan-18	Mar-18	Not Started
	Financial Plan Presentation and Approval	ASM	ASSup, TSM, EA	Apr-18	Jun-18	Not Started
Accounting Procedures	Document Accounts Payable Processing Procedures	ASM	AT, AS	Aug-17	Feb-18	In Progress
	Update Purchasing Procedures	ASM	AT, ASSup	Jul-17	Aug-17	In Progress

2. People

Assure the highest qualified work force by optimizing training opportunities; promoting an excellent safety culture; and providing competitive compensation in order to recruit and retain high quality employees.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-17	Jan-18	Completed
Conduct Employee Satisfaction Survey	GM	ASM, ASsup	Nov-17	Jan-18	Completed
Employee Training Conduct Annual Flagger Training Conduct Annual Confined Space Entry Training Conduct Annual Harrassment Prevention Training	FSSup FSS ASsup	TSM, FSS FSSup, FS Staff Staff	Apr-18 Jan-18 Apr-18	May-18 Feb-18 Jun-18	Not Started Not Started In Progress
Administration Policy Updates/Reviews Board Staff Relations Policy Board Policy Binders	ASM EA	GM, ASsup AS	Nov-17 Jul-17	Nov-17 Aug-17	Completed Completed
Conduct Team Building Workshop	GM	ASM, EA, ASsup	Oct-17	Oct-17	Completed
Emergency Response Conduct an Emergency Response Training	ASsup	ASM, FSS, FSSup, FST III	Dec-17	Jun-18	Not Started
LWD's Safety Program Review existing Safety Programs & Policies Update existing Safety Programs & Policies Add new Programs & Policies as required	ASM ASM ASM	GM, TSM, ASsup, FSS, FSSup, GM, TSM, ASsup, FSS, FSSup, GM, TSM, ASsup, FSS, FSSup,	Jul-17 Jan-18 Mar-18	Jan-18 Apr-18 Jun-18	In progress In progress In progress
Evaluate the Need for a Compensation Study	GM	ASM, ASsup	Sep-17	Dec-17	Completed
Salary Survey	ASM	ASsup, AS	Feb-18	Mar-18	Not Started
Evaluate and Update Job Descriptions	ASM	GM, TSM, ASsup, FSS, FSSup,	Oct-17	Mar-18	In Progress
Evaluate Standing Workstations	ASM	ASsup, AS	Jul-17	Oct-17	Completed
Conduct Employee Interviews Compensation	GM	ASM	May-18	Jun-18	Not Started
Employee Recognition Annual Employee BBQ Holiday Function	EA EA	ASsup, AS ASsup, AS	Jul-17 Aug-17	Jul-17 Dec-17	Completed Completed

3. Services

Provide exceptional services to our customers by safely collecting and transporting wastewater in order to ensure the highest level of environmental protection; educating customers on our services; pursuing viable water recycling opportunities; and pursuing strategic alliances with other organizations.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
SSMP Audit	FSS	TSM, FSSup	Oct-17	Jan-18	Completed
Update Standard Operating Procedures (SOPs)	FSS	TSM, FSSup	Oct-17	Jan-18	In Progress
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-17	Jun-18	In Progress
Teacher Grant Program Awards LWD Grant CSDA (Video Contest)	ASsup ASsup	AS AS	Sep-17 Aug-17	Nov-17 Dec-17	In Progress Completed
Purchase a Large Vehicle to Tow the ACME Pump	FSSup	TSM, FSS, FSSup	Jul-17	Dec-17	Completed
Evaluate Need to Rebuild or Replace Large Emergency Pump (Big Blue) for 2020 APCD Compliance	FSS	FSSup, FS Staff	Aug-17	Nov-17	In Progress
Evaluate the Purchase of Equipment for BPS (grease issue)	FSS	FSSup, FS Staff	Jul-17	Sep-17	Completed
Hydro-Cleaning High Traffic Areas Green Valley Trunk Lines Rancho Santa Fe Rd & North El Camino Real Alga Rd & north entrance of La Costa Golf Course	FSSup FSSup FSSup	FSS, FS Staff FSS, FS Staff FSS, FS Staff	Feb-18 Nov-17 Aug-17	Apr-18 Dec-17 Sep-17	Not Started Completed Completed
Smoke Testing near Diana Pump Station	FSS	FSSup, FS Staff	Jul-17	Sep-17	Not Started
By-Pass Pumping Drills Avocado Pump Station Diana Pump Station	FSSup FSSup	FSS, FS Staff FSS, FS Staff	Aug-17 Aug-17	Oct-17 Oct-17	Completed Completed
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-16	May-17	Completed
Update Aerial Photos on the Geographic Information System	FSSpec	FSSup, FS Staff	Jul-17	Aug-17	Completed
Public Outreach Plan and Host the FY18 Community Open House Event Update Website Build Facebook Audience Evaluate Teacher Grant Program Complete 2017 Summer Newsletter Write, Design, Print, & Mail Winter Newsletter Begin 2018 Summer Newsletter	ASsup ASsup ASsup ASsup ASsup ASsup ASsup	All Staff GM, ASM, EA, AS GM, ASM, EA, AS GM, ASM, EA, AS GM, ASM, EA, AS GM, ASM, EA, AS GM, ASM, EA, AS	Jul-17 Jul-17 Jul-17 Jul-17 Jul-17 Nov-17 May-18	Sep-17 Jun-18 Jun-18 Mar-18 Aug-17 Feb-18 Aug-18	Completed In Progress In Progress Not Started Completed In Progress Not Started
Awards Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Sep-17	Nov-17	Completed
Pursue Presentation Opportunities @ CWEA, SCAP, etc.	GM	FSS, TSM, ASM	Jul-17	Jun-18	Completed
Landscape Refresh entrance landscape with drought tolerant planting Purchase two irrigation pumps	ASM FSS	FSS, FS Staff FSSup, FS Staff	Sep-17 Jul-17	Dec-17 Oct-17	Completed Completed
Records Retention Review stored records destroy those past retention period	EA	AS	Aug-17	Oct-17	Completed
Enter into a New Agreement to Sell Recycled Water	GM	ASM, TSM, FSS, EA	Jul-17	Dec-17	In Progress
Install New Admin. Bldg. Electric Meter (Energy Savings)	FSS	TSM	Jul-17	Aug-17	Completed
Eval. Headquarter Site Energy Saving Opportunities	FSS	ASM	Nov-17	Feb-18	In Progress
Optimize Bioxide Pumping Scheme Summer vs. Winter (Chemical Reduction)	FSS	DE, FSSup	Jul-17	Sep-17	In Progress

4. Infrastructure and Technology

Protect the long-term viability of the District by proactively improving and replacing the infrastructure prior to failure. Pursue technological innovation and excellence to enhance the District's infrastructure and operations to ensure maximum efficiency and cost effectiveness.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Leucadia Force Main West Section Replacement Complete Construction	TSM	GM, FSS, DE	Jul-17	Aug-17	Completed
Leucadia Pump Station Rehabilitation	Project Design Bid Project Construction	TSM TSM TSM	Jul-17 Dec-17 Mar-18	Nov-17 Feb-18 Mar-19	In Progress Not Started Not Started
FY17 Gravity Pipeline Rehabilitation	Bid Project Construction	TSM TSM	Jul-17 Sep-17	Aug-17 May-18	In Progress Not Started
*Combined with FY 18 Gravity Pipeline Rehabilitation Poinsettia Station Gravity Pipeline (SANDAG)	Bid Project Construction	TSM TSM	Jul-17 Jan-18	Dec-17 Jan-19	Completed Not Started
Gafner AWT Improvements	Construction	TSM	Dec-17	Mar-18	In Progress
B1 Replacement - North Section	Project Design Bid Project Construction	TSM TSM TSM	Jul-17 Sep-17 Dec-17	Aug-17 Nov-17 Feb-18	In Progress Not Started Not Started
FY18 Gravity Pipeline Rehabilitation	Project Design Bid Project Construction	TSM TSM TSM	Sep-17 Jan-18 Apr-18	Dec-17 Mar-18 Jul-18	Completed In Progress Not Started
Orchard Wood Road Pipeline Replacement	Project Design Bid Project Construction	TSM TSM TSM	Aug-17 Jun-18 Sep-18	May-18 Aug-18 Dec-18	Not Started Not Started Not Started
Encintas Estates Pump Station Replacement	Project Design Bid Project Construction	TSM TSM TSM	Oct-17 Apr-18 Jul-18	Mar-18 Jun-18 Nov-18	Not Started Not Started Not Started
Force Main Corrosion Control Annode Replacement	Project Design Construction	TSM TSM	Jan-18 Apr-18	Mar-18 May-18	Completed In Progress
Network Intrusion Testing Procure Contract and Conduct Test	TSM	GM, EA	Feb-18	May-18	Not Started
Asset Management Plan Update	AMP Update	TSM	Jul-17	Nov-17	In Progress

List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

TSM – Technical Services Manager

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

ASSup – Administrative Services Supervisor

FSSpec – Field Services Specialist

EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist I

DE – District Engineer

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on January 3, 2018

The EC received updates on the following:

- Emergency Repair of the Secondary Effluent Force Main; and
- Poinsettia Station Gravity Pipeline Project.

These items were for informational purposes and no action was taken. The Secondary Effluent Force Main will be discussed later in the agenda.

Investment & Finance Meeting Report

Presented by Director Hanson

Meeting held January 4, 2018

The IFC reviewed the following recommendation:

- 1. Authorize the General Manager to execute a Professional Services Agreement with Raffelis Financial Consultants, Inc. in an amount not to exceed \$49,867 for the 2018 Financial Plan Update.**

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

MEMORANDUM

DATE: December 28, 2017
TO: Investment and Finance Committee (IFC)
FROM: Paul J. Bushee, General Manager
SUBJECT: 2018 Financial Plan Update

RECOMMENDATION:

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

1. Authorize the General Manager to execute a Professional Services Agreement with Raftelis Financial Consultants, Inc. in an amount not to exceed \$49,867 for the 2018 Financial Plan Update.
2. Discuss and take other action, as appropriate.

DISCUSSION:**Tactical Goal: Financial / Comprehensive Financial Plan Update**

The Leucadia Wastewater District (LWD) uses a detailed Financial Plan to monitor and evaluate its current and future revenue and expense streams. LWD updates its financial plan every five years and uses the plan as a primary guide to evaluate the LWD's ability to meet operational and capital expenditures. Since the last financial plan update was adopted in FY 2013, a financial plan update was included in the FY 2018 tactical goals. The purpose of this goal is to re-evaluate LWD's ability to meet projected future financial obligations and make recommendations as necessary.

In accordance with LWD's Procurement Policy, staff requested proposals from qualified firms to develop an update to the Financial Plan during October 2017. The request was advertised in the San Diego Tribune newspaper, California Society of Municipal Finance Officers' website, the District's website, and individual letters were sent to eight (8) firms specializing in public agency financial planning. The following six firms submitted responses:

Name of Firm

Raftelis Financial Consultants, Inc.
 NBS
 Lechowicz & Tseng Municipal Consultants
 Fieldman, Rolapp, & Associates
 Vavrinek, Trine, Day & Co., LLP
 RSG, Inc.

During the week of December 11, 2017, a committee of five staff members reviewed and ranked the proposals. The committee ranked each proposal based on the company's experience, project approach, proposed project team and the company's overall qualifications and strengths. Based on overall scores, the top four companies were selected for follow-up interviews.

On December 19, 2017, staff members, GM Bushee, ASM Duffey and ASsup Hill interviewed the following four agencies:

1. Raftelis Financial Consultants
2. NBS
3. Lechowicz & Tseng Municipal Consultants
4. Fieldman, Rolapp & Associates

Following the interviews, the committee selected Raftelis Financial Consultants, Inc. (Raftelis) as the most qualified firm. Raftelis was selected because of the thoroughness of its presentation and submission, its experience and familiarity with local wastewater/water agencies, including, Encina Wastewater Authority and the City of Vista, and its proposed financial model. Attached please find the scope of work for your review.

FISCAL IMPACT:

The Fiscal Year 2018 Operating Budget includes \$50,000 for the 2018 Financial Plan Update. Therefore, sufficient funds are available to cover the proposed fee of \$49,867.

Staff therefore requests that the IFC recommend that the Board of Directors authorize the General Manager to execute a Professional Services Agreement with Raftelis Financial Consultants, Inc. for the 2018 Financial Plan update in an amount not to exceed \$49,867.

th:PJB

SCOPE OF SERVICES

The utility industry consistently seeks Raftelis as an advisor to lead the national discourse in utility financial plan. The value Raftelis adds is based not only on the level of technical expertise that results from broad and deep experience, but the ability to glean the best ideas and strategies through a collaborative process with our clients. Our proposed scope for this project is described below.

TASK 1 – PROJECT MANAGEMENT, KICK-OFF WORKSHOP, AND DATA COLLECTION

TASK 1.1 – ONGOING PROJECT MANAGEMENT AND QUALITY ASSURANCE / QUALITY CONTROL PROCESS

Our project management approach stresses communication, teamwork, objectivity, and accountability to meet project objectives. Task 1.1 includes general administrative duties including client correspondence, billing, project documentation, and administration of the study control plan. We believe in a no-surprises approach and communicate regularly with clients through face-to-face meetings, web conferences and telephone conferences, so that the District is aware of the project status at all times.

At the heart of Raftelis' core philosophy is our commitment to quality. Our Quality Assurance / Quality Control (QA/QC) program is founded on the concept that QA/QC is a continuous process, not simply a mechanism to be incorporated at the end of the engagement. As such, in every project, we implement a systematic program of quality assurance that incorporates an independent system of checks and balances. Maintaining QA/QC throughout the entire course of the engagement ensures consistency, accuracy, and validity. Our Technical Reviewers, Mr. Isaac and Mr. Gagnon, will ensure that our financial plans and capacity fee models are based on solid

principles, consistent with standard industry practices, and functions properly. Technical Reviewers also examine the report, not only to ensure that it is a high quality and comprehensive report that is consistent with Study results, but also to make certain that it clearly conveys the rationale and derivation of any revenue adjustments, capacity fee changes, and any other recommendations.

TASK 1.2 – PROJECT INITIATION AND DATA COLLECTION

We believe that the execution of a productive kick-off meeting is the most effective way to begin a Study of this nature. Raftelis uses the kick-off meeting to perform our due diligence to ensure that project stakeholders agree to the goals, approach, work plan, schedule, and study priorities. In addition, we will discuss any pertinent background information as well as gain a general familiarity with the District. As part of the meeting, Raftelis will:

- Discern the major drivers for the study,
- Discuss the District's current rates and how they were developed
- Work with District staff to identify and prioritize objectives
- Examine the current wastewater rate adjustment schedule
- Discuss reserves and reserve policies,
- Review the data request list and pinpoint data gaps or questions

A detailed data request list will be submitted prior to the kick-off meeting so

that the District can begin assembling the appropriate data in the required format. The Project Team will study this data diligently to understand the District's revenue streams, operating and capital expenses, systems characteristics, and customer base. Raftelis will also review the District's current reserve structure and reserve targets then propose reserve recommendations that are consistent with industry standards as well as the District's risk management tolerance.

Meetings: One kick-off meeting with District staff

Deliverables: Data request list, kick-off meeting presentation materials and minutes

TASK 2 – FINANCIAL PLAN DEVELOPMENT

TASK 2.1 – FINANCIAL PLAN DEVELOPMENT

After the data has been compiled and analysed, Raftelis will begin the process of developing short and long-term financial plans for the wastewater and recycled water utilities. We will examine each utility's ability to fund its operational and capital needs, while complying with statutory and policy requirements. We will also incorporate data such as the District's historical financial records, economic and demographic characteristics, engineering planning documents (e.g. Master Plan, 2017 Asset Management Plan), cost-sharing based on the District's ownership in Encina and flow to the treatment facilities, and assumptions defined by the District.

ATTACHMENT A

The financial plans for both services also will model different funding options for both operating and capital expenditures.

Raftelis will then develop 5-, 10-, and 20- year cash flow analyses to determine any additional revenue required to ensure the financial integrity of each utility. We will project existing rate or contract revenues, allowing us to assess the current rates' performance over a 5-, 10-, and 20-year period as a baseline for our recommendations. For the recycled water utility, we will model the potential impacts of the expiration of its contract with Omni in October 2018 as well as the potential expansion of service to new customers based on information provided to us by the District regarding the potential increase in demand. The Project Team will itemize costs from the District's budget into appropriate cost categories and determine a 20-year cost forecast based on infla-

tionary assumptions. Raftelis will also review reserve policies to recommend appropriate reserve balances (operating, capital, etc.) that are consistent with industry standards and the District's risk tolerance. Ultimately, the Project team will forecast how much cash needs to be collected through wastewater and recycled rates in order to meet projected revenue requirements while minimizing sharp rate fluctuations.

All financial analyses will be developed through the use of powerful yet user-friendly models to allow for various financial plan and scenario analysis tasks. Our goal is to provide a model that the District staff can use in subsequent years as part of the budgetary process, to ensure that revenue projections meet "actuals". The model will be provided to the District as a deliverable, and the District staff will have the ability to update the financial plan and rates in future

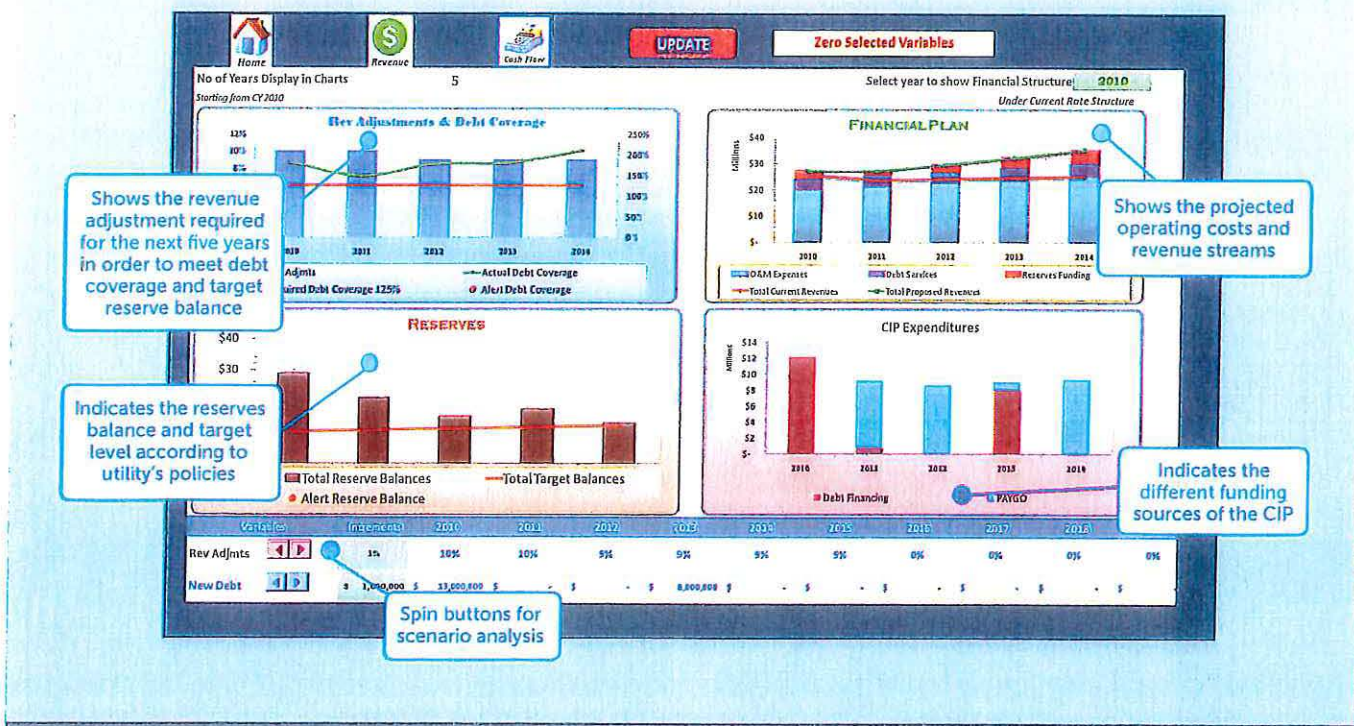
years. The financial plan will be presented in an easy-to-understand format on an interactive dashboard designed to be easy to understand and show the impacts of various assumptions (CIP funding, debt, recycled water use, limited customer growth, revenue adjustments). A snapshot of a sample dashboard is shown below. Features of the dashboard include the ability to show or indicate:

- Revenue adjustments for the next five years in order fund capital projects and reserves
- Reserve balances and reserve targets
- Projected operating costs and revenue streams
- Operating plan break down (O&M, debt service, reserve funding)
- Different capital funding sources such as rate funded (PAYGO), debt financing, or grant funding

As adjustments are made to different variables, the model can save adjust-

SAMPLE MODEL DASHBOARD

The dashboard allows quick decision-making by visually displaying impacts of changes to selected variables.



ments as separate scenarios. Raftelis has developed a scenario manager which allows multiple distinct scenarios to be saved and revisited for a comparative analysis to determine the most appropriate financial plan and rate adjustments. Raftelis plans to conduct two to three meetings with District staff to discuss the planning assumptions and select the financial plan and rate adjustment scenarios that best represent the wastewater and recycled water services' projected revenue requirements.

TASK 2.2 – FINANCIAL PLANNING WORKSHOP

After identifying with staff the appropriate scenarios and assumptions for the wastewater and recycled utilities, we will conduct a financial plan workshop. During this workshop, we will discuss both the short and long-term financial plans under the chosen scenarios. We will also discuss any recommendations for the capacity fees (discussed in Task 3). The workshop will provide Raftelis and District staff the opportunity to discuss these recommendations and the underlying assumptions, policies, and other factors guiding these choices prior to the Board's vote on the rate adjustments. It will also allow us to answer any questions with greater depth than would be afforded at the Board of Directors Meeting.

Meetings: Two to three meetings with District staff; One financial plan workshop
Deliverables: Wastewater and recycled water financial plan models in Microsoft Excel 2016 and presentation materials for the financial plan workshop

TASK 3 – CAPACITY FEE REVIEW AND EVALUATION

There are several methodologies for calculating capacity fees. The various approaches have largely evolved on

the basis of changing public policy, legal requirements, and the unique and special circumstances of each agency or district. However, there are three general approaches that are widely accepted and appropriate for capacity fees.

The "buy-in" method rests on the premise that new customers are entitled to service at the same price as existing customers. However, existing customers have already developed and financed the facilities that will service new customers. Under this approach, new customers pay only the amount equal to the net investment already made by existing users.

The "incremental cost" method assumes that when new users connect to a system, they use either surplus capacity from the existing system which must then be replaced, or they require new capacity that must be added to the system to accommodate their needs. Under this approach, new customers pay for additional capacity requirements, irrespective of past investments made by existing customers.

Often times a hybrid approach of the two methods described above is utilized to account for both existing available facilities and expansion capital projects. In the pre-proposal meeting, it was indicated that the District is close to build-out and has the capacity to serve future growth. Therefore, the buy-in approach is likely the most appropriate methodology for determining the District's updated capacity fees. Raftelis will review and evaluate the current capacity fees methodology and provide recommendations based on updated asset listings, Asset Management Plan, and existing demand. Based on the evaluation, Raftelis will update the capacity fees and provide an updated fee model.

Meetings: Two meetings with District staff
Deliverables: Capacity fees calculation model in Microsoft Excel 2016

TASK 4 – DRAFT AND FINAL REPORT DEVELOPMENT

TASK 4.1 – DRAFT REPORT PREPARATION

The draft report will include an executive summary highlighting the major issues and decisions reached during the meetings, financial plan workshop, and the Board of Directors meeting. The main body of the report will include a brief description of each utilities system, service area description, an overview of operation and maintenance expenses, the Asset Management Plan, the financial plan, and the proposed rate adjustments. The report will serve as the administrative record and will show the nexus between the District's costs and proposed rate increases.

TASK 4.2 – FINAL REPORT

Raftelis will incorporate all prior District staff and Board input into the final draft. The final report will be submitted to assist with addressing Proposition 218 requirements.

Meeting(s): Up to two meetings with District staff
Deliverables: Draft report; final report

TASK 5 – BOARD OF DIRECTORS PRESENTATION

As the final step, we will present the study findings and final recommendations for the short and long-term financial plans as well as the recommended rate adjustments to the Board of Directors. Staff will receive the final presentation in advance of the meeting.

Meeting(s): One District Board of Directors meeting
Deliverables: Presentation materials and final financial plan and capacity fee model in Microsoft Excel 2016

MEMORANDUM

DATE: January 4, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2018 Board of Directors Committee Assignments

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

The Leucadia Wastewater District (LWD) Board President typically reviews committee assignments for the Board of Directors on an annual basis and makes appointments to the various committees as appropriate. To facilitate this discussion, a summary of current committee assignments and appointments is attached.

This item has been placed on the agenda for discussion by the Board of Directors. Staff has no recommendation on this matter. Staff will incorporate any revisions to LWD committees and respond to other public agencies as appropriate.

Attachment

tb:PJB



Board of Directors' Committee Assignments

Engineering Committee

Director Allan Juliussen, Chair
Vice President David Kulchin

Investment & Finance Committee

Director Judy Hanson, Chair
Director Donald Omsted

Community Affairs Committee

Director Donald Omsted, Chair
Vice President David Kulchin

Human Resource Committee

Director Judy Hanson, Chair
President Elaine Sullivan



Board of Directors' and Manager Appointments and Assignments

Encina Wastewater Authority (EWA) Board of Directors/Joint Advisory Committee (JAC)

President Elaine Sullivan
Director Allan Juliussen
Paul Bushee, GM (Alternate)

Other Assignments:

Director Judy Hanson

- San Diego County LAFCO Special Districts (Alternate)
- CSRMA Board of Directors Board Member

Director Allan Juliussen

- EWA Capital Improvement Committee (CIC) Member

Vice President David Kulchin

- Chairperson of Scripps Memorial Hospital Encinitas Community Advisory Board

Director Donald Omsted

- Batiquitos Lagoon Foundation Board Member

President Elaine Sullivan

- EWA Policy and Finance Committee
- CSDA Professional Development Committee
- CSDA Member Services Committee
- CSDA San Diego Chapter (2nd Vice President)

General Manager Paul Bushee

- Encina Wastewater Authority Member Agency Managers Committee
- CSRMA Executive Board Member (President)
- CSRMA Board of Directors (Alternate)
- CASA Board of Directors (President)



2018 San Diego Awards Banquet

Saturday, January 27

6pm-10pm

6pm - 7pm Hosted Bar, Games, Hors D' Oeuvres

7pm - 8pm Welcome and Dinner

8pm - Ceremony Begins

Location:

Stone Brewing - Liberty Station

2816 Historic Decatur Road #116

San Diego, CA 92106



PLEASE RSVP WITH TIANNE BY JANUARY 20th, 2018




WATEREUSE
CALIFORNIA ANNUAL CONFERENCE
PORTOLA HOTEL & SPA, MONTEREY
MARCH 25-27, 2018

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Hotel and Travel Information

Hotel Reservations

The 2018 WateReuse California Annual Conference will be held at the Portola Hotel & Spa in Monterey, California.

Please refer to the WateReuse California Annual Conference when making reservations to obtain the conference rate.

We have a limited block of rooms at the hotel; therefore, all rooms are on a first-come, first-served basis. All reservations must be made by Friday, March 2, 2018 to ensure the special conference room rate.

Portola Hotel & Spa
Two Portola Plaza
Monterey, CA 93940

Room Rate: \$209 per night plus tax

The room rate includes complimentary internet access in guest rooms

Reservations:

To make your reservation call (831) 649-4511 or (888) 222-5851

Transportation and Parking

Getting to the Monterey Peninsula and the Portola Hotel & Spa couldn't be easier. Fly directly into Monterey's hassle-free airport located just 10 minutes from the hotel. Airlines servicing the Monterey Peninsula Airport include American, United, Alaska, Allegiant, and US Airways, offering over 80 flights daily. Other travel options include flying into San Jose International Airport, a quick one-hour drive or San Francisco International Airport, a one and a half hour drive from the picturesque Monterey Peninsula.

Monterey, California Hotel Parking

The Portola Hotel & Spa at Monterey Bay offers a parking garage for all hotel guests.

- Self-Parking: \$20 per day (In/Out Privileges)
- Valet Parking: \$23 per day (In/Out Privileges)

Transportation

Shuttle service is available to our Monterey Bay hotel from Monterey, San Francisco and San Jose airports.

The Portola Hotel & Spa does not have a hotel shuttle service; however, guests are encouraged to call the Monterey Shuttle Airbus or Yellow Cab Taxi service for transportation needs during your Monterey Bay stay.

- [Monterey Shuttle Airbus](#) – (831) 373-7777
- Yellow Cab – (831) 333-1234

Join WateReuse

WateReuse is the only trade association that focuses solely on advancing laws, policy and funding to increase water reuse. Our niche strategy sets us apart from other organizations in the water industry.

[Join Today](#)
