



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, May 9, 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**
 - A. SWWP Internship Presentations - El Camino Creek Elementary & Capri Elementary (Verbal)

CONSENT CALENDAR

Items 7-13 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:

April 5, 2018 Community Affairs Committee Meeting (Pages 5-6)
April 9, 2018 Regular Board Meeting (Pages 7-12)
April 25, 2018 Investment and Finance Committee Meeting (Pages 13-14)
May 1, 2018 Engineering Committee Meeting (Pages 15-17)

8. Approval of Demands April/May 2018

This item provides for the Board of Directors approval of all demands paid from LWD during the month of April and a portion in May 2018. (Pages 18-37)

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 FY17 to FY18 and flows by sub-basin. (Pages 38-42)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY18 budget and discloses monthly investments. (Pages 43-50)

11. Quarterly Treasurer's Report

This report discloses investments for the quarter ending March 31, 2018.
(Pages 51-52, Enclosure 11)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of April 2018.
(Pages 53-54)

13. Actuarial Valuation of Leucadia Wastewater District's Retiree Health Program

Receive and file the Actuarial Valuation of LWD's Retiree Health program as of June 30, 2017. (Pages 55-75)

EWA REPORTS

14. Encina Wastewater Authority Reports

- A. A Regular EWA Board Meeting was held on April 25, 2018 – report by President Sullivan. (Pages 76-77)
- B. An Encina Member Agencies Manager's Meeting was held on May 8, 2018 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Investment and Finance Committee Meeting was held on April 25, 2018 – report by Director Hanson. (Page 78)
- B. Engineering Committee Meeting was held on May 1, 2018 – report by Director Juliussen. (Page 79)

ACTION ITEMS

16. Leucadia Pump Station Rehabilitation Preliminary Design Report

Receive and file the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by Infrastructure Engineering Corporation. (Pages 80-82)

17. Leucadia Pump Station Rehabilitation Project

Authorize the General Manager to execute an Amendment No. 4 to Task Order No. 29 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200. (Pages 83-88)

18. Contract Amendment No. 1 with MSC Janitorial Services, Inc. for Janitorial Services

Authorize the General Manager to execute a contract Amendment No.1 with MSC Janitorial Services, Inc. for janitorial services for an additional two years in an amount not to exceed \$43,240.80. (Pages 89-91)

19. August 2018 Board Meeting Conflict (Page 92)

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, May 17, 2018 at The Butcher Shop Steakhouse in Kearny Mesa, CA (Verbal)

B. 2018 Annual Employee Luncheon is scheduled for Thursday, July 12, 2018 at Stagecoach Park in Carlsbad, CA. (Verbal)

21. Directors' Meetings and Conference Reports

A. The 2018 CASA Joint Public Policy Forum was held April 11, 2018 at the Sutter Club in Sacramento, CA. (Page 93)

B. The 2018 CWEA Annual Conference was held April 17-20, 2018 at the Sacramento Convention Center in Sacramento, CA. (Page 94)

22. General Manager's Report

23. General Counsel's Report

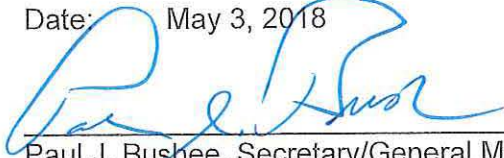
24. Board of Directors' Comments

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: May 3, 2018



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
April 5, 2018

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, April 5, 2018 at 8:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Kulchin and Sullivan (via teleconference)

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee,
Administrative Services Supervisor Trisha Hill, and
Executive Assistant Tianne Baity

3. Public Comment

No public comment was received.

4. New Business

A. Review of Teacher Grant Applications

ASSup Hill introduced the item noting that LWD received three Teacher Grant Applications after contacting the nine schools within the LWD service area. She also provided a brief summary of each application indicating that one school that applied was located just outside the District service area.

GM Bushee stated that another school that applied did not have their project directly correlate to the grant criteria target areas.

GM Bushee noted that in the future the District would list the nine schools in the service area on the application. He noted that the application for the school just outside of the District boundary has students that live in LWD's service area.

Director Kulchin suggested that staff reevaluate the Teacher Grant Program and look for other options for gifting public funds towards schools and students.

GM Bushee noted that staff has a tactical goal for fiscal year 2018 (FY18) for reevaluating the Teacher Grant Program. He noted that staff will meet to assess the program.

Following discussion, the CAC and staff agreed that two schools qualified for the grants. The CAC and staff's recommendation will be forwarded to the Board of Directors for approval at the April 9 Board Meeting. The two grants totaled \$2,000 and the FY18 budget includes \$5,000 in funds for the grants.

5. Directors' Comments

None.

6. General Manager's Comments

GM Bushee informed the CAC of the situation with the secondary treatment facilities (Secondaries) at the Encina Water Pollution Control Facility (Encina). He continued that problems with the Secondaries started to occur at the end of February which, coincidentally, occurred at the same time the District switched the odor and hydrogen sulfide control chemical from Bioxide to Ferrous Chloride (Ferrous). GM Bushee explained that the Ferrous has been more effective at reducing the hydrogen sulfide levels and theoretically should not impact Encina's operations. He said that the District will voluntarily switch back to Bioxide in an effort to help determine if the District is impacting Encina's secondary treatment process.

7. Adjournment

Chairperson Kulchin adjourned the meeting at 8:51 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

April 9, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Monday, April 9, 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, Hanson

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Accounting Technician Maggie McEniry, District Engineer Dexter Wilson, and Robert Budd a District Resident

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 Director Hanson, 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**A. Achievement of Individual Award – Maggie McEniry and Paul Bushee**

GM Bushee stated that Maggie passed her 15 year anniversary at the District on April 7, 2018. He acknowledged and thanked Maggie for her years of service. He provided background information about Maggie and noted that under LWD's incentive program that Maggie is eligible for a \$300 incentive award.

GM Bushee also noted that he passed his 15 year anniversary at the District on April 3, 2018. He thanked the Board for a wonderful 15 years.

President Sullivan stated it is has been an honor and a privilege to serve with Paul and thanked him for creating a great work culture at the District. She also thanked him for his service on other organizations affiliated with the District.

President Sullivan presented Paul and Maggie with their certificates and the Board of Directors congratulated Paul and Maggie for their efforts.

B. Achievement of Organizational Objective – Cost Sharing of CSRMA Dividends

GM Bushee presented the item. He stated that LWD's incentive program authorizes a 50% cost sharing of the CSRMA dividend payment of \$23,566.00. He stated that this dividend reflects the District's excellent safety record. He noted that each employee is eligible to receive an incentive award of \$654.61.

The Board members congratulated LWD staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

March 14, 2018 Regular Board Meeting
April 4, 2018 Engineering Committee Meeting

8. Approval of Demands for March/April 2018

Payroll Checks numbered 19786-19825; General Checking – Checks numbered 50862-50984

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

10. Finance Report (A copy was included in the original April 9, 2018 Agenda)

11. Disclosure of Reimbursements

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

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

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

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on March 28, 2018.

President Sullivan reported on EWA's March 28, 2018 Board meeting.

14. Committee Reports

A. Engineering Committee (EC) Meeting was held on April 4, 2018.

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

- Status of the update of the Asset Management Plan; and
- The Gafner AWT Improvement Project

These items were for informational purposes only.

B. Community Affairs Committee (CAC) Meeting was held on April 5, 2018.

Vice President Kulchin reported that the CAC reviewed three teacher grant applications and these will be reviewed by the Board of Directors later in the agenda.

ACTION ITEMS

15. Board of Directors Compensation Adjustment

ASM Duffey presented the item indicating that this item was on the March agenda but due to Vice President Kulchin's absence at the March Board meeting the Board moved this item to the April Agenda. ASM Duffey then stated the date of the last Board stipend increase was April 2016 and that government code allows for a 5% adjustment per calendar year following the last adjustment.

ASM Duffey explained that this item is for the Board to consider whether to direct staff to prepare and notice for a public hearing at the April Board Meeting, after which it could take action on a proposed Board compensation adjustment.

He noted that the Board is eligible for up to a 10% adjustment and he provided some board per diem analytics on 24 local wastewater and water agencies.

Director Omsted stated he would consider a \$10 increase in the Board stipend. President Sullivan agreed with Director Omsted.

Director Juliussen stated that the Board is fairly compensated and receives good benefits so he is opposed to an increase.

Director Hanson agreed with Director Juliussen stating that the District is in the middle and is not the highest paid or the lowest paid per diem.

Vice President Kulchin stated he was against an increase but would reconsider an increase next year.

President Sullivan stated that she considers an increase part of a succession plan to attract people to serve in the public sector.

Following discussion, upon a motion duly made by Director Omsted that the Board direct staff to prepare and notice for a public hearing for a \$10 increase in the Board's stipend, and seconded by President Sullivan, the motion did not pass by the following vote:

Director	Vote
President Sullivan	Yes
Vice President Kulchin	No
Director Juliussen	No
Director Omsted	Yes
Director Hanson	No

16. Award Teacher Grants

ASsup Hill introduced the item noting that LWD received three Teacher Grant Applications after contacting the nine schools within the LWD service area. She noted that all nine schools were personally contacted by District staff and the deadline had been extended by two weeks from the original date. ASsup Hill then provided a brief summary of each application and indicated that two of the three applicants qualified for grants.

President Sullivan asked ASsup Hill if a letter will be sent to the teacher that did not qualify for the grant. ASsup Hill stated she has drafted a letter explaining why the teacher did not qualify and thanking the teacher for taking the effort and time to apply. She stated the letter would be sent to the teacher after the Board votes on the award of the grants.

Director Kulchin thanked the District for providing funds for this public outreach program. He suggested that staff reevaluate the Teacher Grant Program and look for other options for funding schools and students.

GM Bushee and ASsup Hill stated that staff will meet to reassess the program.

President Sullivan thanked ASsup Hill for her work on the Teacher Grant Program.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Juliussen and unanimously carried, the Board of Directors awarded two Teacher Grants totaling \$2,000 by the following vote:

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

17. LAFCO - San Diego County Consolidated Redevelopment Oversight Board Election

EA Baity presented the item stating that the LAFCO is requesting its members to vote for one candidate for its San Diego County Consolidated Redevelopment Oversight Board. She stated that the LAFCO Advisory Committee's Nominating Committee recommends the following:

- Recommended Appointment: Edmund K. Sprague, Olivenhain Municipal Water District

- Recommended Alternate: Hal Martin, Vallecitos Water District

EA Baity noted there are five candidates and that staff has no recommendation.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Hanson and unanimously carried, the Board of Directors voted for Edmund K. Sprague for the LAFCO San Diego County Consolidated Redevelopment Oversight Board by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. CASA Education Foundation Thank You Letter

GM Bushee stated that the District received a thank you letter from the CASA Education Foundation for the District's donation of \$500.

19. Directors' Meetings and Conference Reports

A. The 2018 Watereuse CA Annual Conference was held March 25-27, 2018 at the Portola Hotel and Spa in Monterey, CA.

President Sullivan stated it was a great conference and there was a lot of discussion on direct potable water and water reuse.

Director Omsted stated the Watereuse Conference has better presenters than in the past.

Director Hanson stated it was a good conference.

20. General Manager's Report

GM Bushee reported on the following items:

- Encina Water Pollution Control Facility Plant Upset; and
- Recycled Water GAO Title XVI Tour at the District office on April 10th at 9 a.m.

21. General Counsel's Report

None.

22. Board of Directors' Comments

Director Juliussen stated that he didn't feel the Board should increase the Board stipend amount since serving on the Board is not a fulltime job and the Board's priority is public service.

President Sullivan stated she is glad Vice President Kulchin is feeling better and welcomed him back.

23. 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.

The Board of Directors met in closed session. There was no reportable action.

24. Adjournment

President Sullivan adjourned the meeting at approximately 6:11 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
April 25, 2018

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Wednesday, April 25, 2018 at 2:00 p.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 2:00 p.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, Kyle Carnett and Marilyn Jones of Nyhart Company

3. Public Comment

No public comment was received.

4. New Business

A. Receive and file the Actuarial Valuation of LWD's Retiree Health Program as of June 30, 2017.

ASM Duffey stated that LWD recently completed an actuarial valuation required by Government Accounting Standards Board (GASB) statements Nos. 43 and 45 for its retiree health program. He indicated that these statements require agencies such as LWD to report their liability for other post employment benefits (OPEB) in a footnote to their financial statements and to expense their OPEB costs based on a funding calculation. He noted that Ms. Marilyn Jones of Nyhart Company will present an overview of the report.

Ms. Marilyn Jones presented an overview of the valuation results summary. She noted that the District's net OPEB liability is actually a net OPEB asset of \$123,127. She also noted that the plan fiduciary net position is 145% of the total OPEB liability.

Director Omsted asked if the actuarial valuation is sent to the State. ASM Duffey answered that the results of the valuation are recorded at the District and GM Bushee stated that the final Comprehensive Annual Financial Report (CAFR) is sent to the State.

Director Hanson asked if retired employees can opt out and then opt back in for retiree benefits. Ms. Jones answered affirmatively.

The IFC was pleased with the report.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors receive and file the LWD Actuarial Valuation as of June 30, 2017 at the May Board meeting under the consent calendar.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 2:26 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

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

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, May 1, 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; and Jane Costello and Marie Fawcett from Infrastructure Engineering Corporation.

3. Public Comment

None.

4. New Business

- A. Receive and file the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by Infrastructure Engineering Corporation (IEC).

TSM Morishita presented staff's recommendation. He provided background information on the project and the reason for developing the Preliminary Design Report (PDR). He stated that the PDR establishes the framework for the project. TSM Morishita reviewed the seven key rehabilitation recommendations, including installing five new dry pit submersible pumps, installing three new Variable Frequency Drives, repositioning of the check valves, and replacing the discharge header. He continued that this major pump station rehabilitation will require bypassing the pump station. He stated that staff agrees with the PDR recommendations.

After discussion, the EC concurred with staff to recommend that the Board receive and file the Leucadia Pump Station PDR.

- B. Authorize the General Manager to execute Amendment No. 4 to Task Order No. 29 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200.

TSM Morishita presented staff's recommendation. He stated that the Preliminary Design Report has been completed and the project is transitioning into the final design phase. He reviewed the major project components with the EC. TSM Morishita stated that the estimated construction cost without contingency is \$2,454,000. He said that

IEC has submitted a design proposal with a fee of \$180,200. He continued that staff has reviewed the proposal and has determined the proposal to be fair and reasonable. TSM Morishita said that the proposed fee is 7.3% of the estimated construction cost.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manager to execute Amendment No. 4 to Task Order No. 29 with IEC for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200.

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 said that SANDAG had concerns that the area owned by Encina Wastewater Authority, where the new parallel line will connect to the Occidental Trunk Line, contained wetlands and vernal pools. He continued that a biologist representing SANDAG inspected the area and determined that the construction would not impact any environmentally sensitive areas. TSM Morishita said that SANDAG issued a letter stating that construction could continue without special conditions or mitigation. He stated that excavation of the receiving pit started on April 26th, but was stopped after a fiber optic cable was exposed. TSM Morishita said that the issue has been resolved and that excavation will continue on Wednesday, May 2nd. He said that the pre-purchased Jensen Manholes have been manufactured and are being stored by Jensen Precast until the contractor is ready to receive them.

B. Evaluation to Rebuild or Replace the Large Mobile Emergency Bypass Pump

FSSupt Stecker presented the evaluation to rebuild or replace the Large Mobile Emergency Bypass Pump (Big Blue). He continued that Big Blue is 20 years old and will be non-complaint under the updated Air Pollution Control District emissions standards in January 2020. He stated that the evaluation determined that the cost to rebuild the motor and pump for Big Blue (\$150,000) exceeded 80% of the \$179,000 price of a new pump. FSSupt Stecker said that as a result of the evaluation it is recommended that a new pump be purchased instead of rebuilding Big Blue. He continued that, additionally, Big Blue has reached the end of its useful life and newer pumps have improved features and controls that were not available 20 years ago.

The EC agreed with the results of the evaluation and directed staff to move forward with pump procurement in Fiscal Year 2019.

6. Directors' Comments

None.

7. General Manager's Comments


None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:16 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: May 3, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of April/May Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$1,708,294.65**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period April 5, 2018 through May 3, 2018.

Operating expenses totaled **\$619,933.72**, Capital Improvement Program expenses totaled **\$975,751.99**, and Payroll expense for District Employees and the Board totaled **\$112,608.94**.

Attachment 1	Summary of Demands by Account April 6, 2018 - May 3, 2018
Attachment 2	Payroll Check Register dated April 6, 2018
Attachment 3	Payroll Check Register dated April 9, 2018
Attachment 4	Payroll Check Register dated April 11, 2018
Attachment 5	Accounts Payable Check Register dated April 12, 2018
Attachment 6	Accounts Payable Check Register dated April 23, 2018
Attachment 7	Payroll Check Register dated April 25, 2018
Attachment 8	Accounts Payable Check Register dated May 1, 2018
Attachment 9	Board Payroll Check Register dated May 1, 2018

DEMANDS SUMMARY

May 9, 2018

1. Demands

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Check -4/9/2018	19826 - 19845	Incentive	\$11,156.43	
Payroll Check -4/11/2018	19846 - 19863		\$47,868.76	
Payroll Check -4/25/2018	19864 - 19882		\$48,634.56	
Board Payroll Check - 5/1/2018	19883 - 19887		<u>\$4,949.19</u>	
	Total		\$112,608.94	
General Checking -4/12/2018	40985 - 51044		\$ 74,437.93	
General Checking - 4/23/2018	51045 - 51071		\$ 1,433,331.27	
General Checking - 5/1/2018	51072 - 51109		<u>\$ 87,916.51</u>	
	Total		\$ 1,595,685.71	
	GRAND TOTAL			\$1,708,294.65

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 6, 2018
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19826 - 19827	4/6/2018	\$554.10

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 9, 2018
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19828 - 19845	4/9/2018	\$10,602.33

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: April 11, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19846 - 19863	4/11/2018	\$48,742.84

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/12/2018 Through 4/12/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
APPLEONE EMPLOYMENT SERVICES	50985	4/12/2018	714.72	Temp Hrs w/e 3/24/18
	Total 50985		714.72	
AT&T	50986	4/12/2018	193.25	Phone Service
	Total 50986		193.25	
CHUCKS TIRE CENTER	50987	4/12/2018	217.05	Mt and Balance tires #157
	Total 50987		217.05	
CITY OF CARLSBAD	50988	4/12/2018	27.06	Water @ Fire Line
CITY OF CARLSBAD		4/12/2018	333.99	Water @ plant
CITY OF CARLSBAD		4/12/2018	214.51	Water @ Vactor
CITY OF CARLSBAD		4/12/2018	312.94	Water @ vactor 2
	Total 50988		888.50	
CLARK COMMERCIAL DEVELOPMENT	50989	4/12/2018	70.00	REFUND DEV #0967
	Total 50989		70.00	
COLONIAL LIFE INS	50990	4/12/2018	419.84	Accident and Illness Ins-March
	Total 50990		419.84	
COX COMMUNICATIONS SAN DIEGO	50991	4/12/2018	1,475.99	Phone, Internet service
	Total 50991		1,475.99	
DATA NET	50992	4/12/2018	2,926.15	Is Maint and Support
	Total 50992		2,926.15	
DAVID KULCHIN	50993	4/12/2018	64.64	Reimburse D. Kulchin
	Total 50993		64.64	
DEXTER WILSON ENGINEERING	50994	4/12/2018	6,277.50	GE/CIP/Feb/200/0358/0363/0328...
	Total 50994		6,277.50	
DKF SOLUTIONS GROUP, LLC	50995	4/12/2018	300.00	Monthly Safety Subs.-April
	Total 50995		300.00	
DONALD OMSTED	50996	4/12/2018	12.54	Reimburse D. Omsted for Conference
	Total 50996		12.54	
ELAINE SULLIVAN	50997	4/12/2018	681.96	Reimburse E. Sullivan for conference
	Total 50997		681.96	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/12/2018 Through 4/12/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
EL CAMINO RENTAL	50998	4/12/2018	<u>112.86</u>	Power Saw rental
	Total 50998		112.86	
FEDERAL EXPRESS CORPORATION	50999	4/12/2018	<u>49.25</u>	Shipping
	Total 50999		49.25	
GRAINGER, INC	51000	4/12/2018	<u>49.55</u>	Filter Kit
GRAINGER, INC		4/12/2018	<u>129.84</u>	Hoses
	Total 51000		179.39	
HACH COMPANY	51001	4/12/2018	<u>6,971.00</u>	Calibration and Service @ AWT
	Total 51001		6,971.00	
HARTFORD LIFE & ACCIDENT INS.	51002	4/12/2018	<u>429.54</u>	Life Ins-April
	Total 51002		429.54	
HEAVILAND ENTERPRISES, INC	51003	4/12/2018	<u>840.00</u>	Landscape Maint-April
	Total 51003		840.00	
HI-WAY SAFETY, INC	51004	4/12/2018	<u>1,002.42</u>	Sign Stand, Cones, Paddle
	Total 51004		1,002.42	
ICMA RETIREMENT-303979	51005	4/12/2018	<u>4,640.89</u>	Deferred Comp
	Total 51005		4,640.89	
JEFF BILLS	51006	4/12/2018	<u>4,000.45</u>	Consulting Services-March
	Total 51006		4,000.45	
JUDY HANSON	51007	4/12/2018	<u>572.86</u>	Reimburse J. Hanson for Conference
	Total 51007		572.86	
KASRA GHANDY	51008	4/12/2018	<u>7.50</u>	REFUND DEV #0961
	Total 51008		7.50	
KOFF & ASSOCIATES	51009	4/12/2018	<u>4,050.00</u>	Compensation Study
	Total 51009		4,050.00	
LCC FOUNDATION	51010	4/12/2018	<u>1,000.00</u>	Teachers Grant-La Costa
	Total 51010		1,000.00	
KARL MILLER DBA: LARK LABEL LLC	51011	4/12/2018	<u>1,389.22</u>	Classic Stake Markers for Outdoor Plants

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/12/2018 Through 4/12/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51011		1,389.22	
LAWNMOWERS PLUS, INC	51012	4/12/2018	204.92	Honda Generator service
	Total 51012		204.92	
MITSUBISHI ELECTRIC US, INC	51013	4/12/2018	297.76	Maintenance for Elevator
	Total 51013		297.76	
NAPA AUTO	51014	4/12/2018	15.06	Hitch Pin
NAPA AUTO		4/12/2018	10.75	Wiper Blade
	Total 51014		25.81	
NATIONWIDE RETIREMENT SOLUTIONS	51015	4/12/2018	287.98	Deferred Comp
	Total 51015		287.98	
OFFICE DEPOT, INC.	51016	4/12/2018	343.75	Office Supplies
	Total 51016		343.75	
OLIVENHAIN MUNICIPAL WATER DIST	51017	4/12/2018	45.21	Water @ E. Estates PS
OLIVENHAIN MUNICIPAL WATER DIST		4/12/2018	410.75	Water @ Traveling
OLIVENHAIN MUNICIPAL WATER DIST		4/12/2018	496.00	Water @ Traveling 2
OLIVENHAIN MUNICIPAL WATER DIST		4/12/2018	53.13	Water @ VP5
OLIVENHAIN MUNICIPAL WATER DIST		4/12/2018	49.17	Water @ VP7
	Total 51017		1,054.26	
PACS, Inc	51018	4/12/2018	360.00	Analytical Testing
	Total 51018		360.00	
PALOMAR INVESTIGATIVE GROUP	51019	4/12/2018	215.00	Background Check -New Employee
	Total 51019		215.00	
PALOMAR WATER, LLC	51020	4/12/2018	260.65	Bottled Water Delivered-March
	Total 51020		260.65	
PLANT PEOPLE, INC	51021	4/12/2018	158.00	Plants Maintenance-April
	Total 51021		158.00	
PLUMBERS DEPOT, INC	51022	4/12/2018	30.27	Inlet Nut
PLUMBERS DEPOT, INC		4/12/2018	2,924.56	LED Light head assembly
PLUMBERS DEPOT, INC		4/12/2018	2,025.70	Root Cutter
PLUMBERS DEPOT, INC		4/12/2018	2,865.13	Rubber Wheel Assembly Kit

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/12/2018 Through 4/12/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PLUMBERS DEPOT, INC		4/12/2018	<u>1,407.93</u>	Tire Kit
	Total 51022		9,253.59	
RCP BLOCK & BRICK, INC	51023	4/12/2018	<u>16.00</u>	Rocks
	Total 51023		16.00	
SDA FOUNDATION	51024	4/12/2018	<u>1,000.00</u>	Teachers Grant-San Dieguito Academy
	Total 51024		1,000.00	
SAN DIEGO UNION TRIBUNE	51025	4/12/2018	<u>112.53</u>	Newspaper Delivery
	Total 51025		112.53	
SAN DIEGUITO TROPHY	51026	4/12/2018	<u>48.49</u>	Updates for the Plaques
	Total 51026		48.49	
SAN DIEGUITO WATER DISTRICT	51027	4/12/2018	44.88	Water @ tanker
SAN DIEGUITO WATER DISTRICT		4/12/2018	<u>72.93</u>	Water @ tanker 2
	Total 51027		117.81	
SOUTHERN CONTRACTING COMPANY	51028	4/12/2018	<u>1,552.63</u>	Motor Feeder at VP5
	Total 51028		1,552.63	
TERMINIX	51029	4/12/2018	<u>58.00</u>	Monthly Pest Service-April
	Total 51029		58.00	
THE HOME DEPOT CRC/GECF	51030	4/12/2018	<u>548.99</u>	Supplies
	Total 51030		548.99	
TIM BESTAMENTE	51031	4/12/2018	<u>748.89</u>	Maint & Repair Work - faucet in 200 bldg
	Total 51031		748.89	
UNDERGROUND SERVICE ALERT OF	51032	4/12/2018	<u>183.25</u>	Underground Alarm Service
	Total 51032		183.25	
UNIFIRST CORPORATION	51033	4/12/2018	210.74	Laundry Service-W/E 3/28/18
UNIFIRST CORPORATION		4/12/2018	<u>207.09</u>	Laundry Service-W/E 4/4/18
	Total 51033		417.83	
UNITED PARCEL	51034	4/12/2018	<u>10.45</u>	Shipping

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/12/2018 Through 4/12/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51034		10.45	
U.S. BANK	51035	4/12/2018	<u>8,811.58</u>	Meetings/Conferences/Supplies/Etc
	Total 51035		8,811.58	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	51036	4/12/2018	130.00	Physicals
U.S. HEALTHWORKS MEDICAL GROUP, P.C.		4/12/2018	135.00	Pre physical for new employee
	Total 51036		265.00	
V&A CONSULTING ENGINEERS	51037	4/12/2018	<u>1,500.00</u>	Flow Measurement-Dec-March
	Total 51037		1,500.00	
VERIZON WIRELESS	51038	4/12/2018	<u>21.31</u>	Cell Phone Telemetry
	Total 51038		21.31	
VORTEX INDUSTRIES, INC	51039	4/12/2018	723.00	Preventative Maintenance Program for Doors and Gates
	Total 51039		723.00	
WAGEWORKS, INC	51040	4/12/2018	<u>140.00</u>	Sec 125 Flex Plan-March
	Total 51040		140.00	
WASTE MANAGEMENT	51041	4/12/2018	<u>245.38</u>	Trash service - March
	Total 51041		245.38	
WESELOH CHEVROLET	51042	4/12/2018	92.89	#158 Chevy Maint and Repair
WESELOH CHEVROLET		4/12/2018	<u>3,494.81</u>	Vehicle #154-Maint and Service
	Total 51042		3,587.70	
WORDEN WILLIAMS LLP	51043	4/12/2018	<u>2,269.80</u>	Legal Services-March
	Total 51043		2,269.80	
XEROX CORPORATION	51044	4/12/2018	<u>110.05</u>	COPIER MAINT-MARCH
	Total 51044		110.05	
Report Total			<u>74,437.93</u>	

Leucadia Wastewater District
Vendor Activity
From 4/11/2018 Through 4/12/2018

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/V... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	4/11/2018	51035	133.96	BOARD CONFERENC	Casa Flight-DO
USBANK1	U.S. BANK	API	4/11/2018	51035	117.96	BOARD CONFERENC	Casa Flight-JH
USBANK1	U.S. BANK	API	4/11/2018	51035	149.96	Train'g/Ed/Conf	Casa Flight-PB
USBANK1	U.S. BANK	API	4/11/2018	51035	275.00	BOARD CONFERENC	Casa Reg-ES
USBANK1	U.S. BANK	API	4/11/2018	51035	275.00	BOARD CONFERENC	Casa Reg-JH
USBANK1	U.S. BANK	API	4/11/2018	51035	275.00	Train'g/Ed/Conf	Casa Reg-PB
USBANK1	U.S. BANK	API	4/11/2018	51035	133.96	BOARD CONFERENC	Casa-ES Flight
USBANK1	U.S. BANK	API	4/11/2018	51035	208.96	BOARD CONFERENC	Cwea Flight-DO
USBANK1	U.S. BANK	API	4/11/2018	51035	208.96	BOARD CONFERENC	Cwea Flight-ES
USBANK1	U.S. BANK	API	4/11/2018	51035	208.96	BOARD CONFERENC	Cwea Flight-JH
USBANK1	U.S. BANK	API	4/11/2018	51035	232.96	Train'g/Ed/Conf	Cwea Flight-JS
USBANK1	U.S. BANK	API	4/11/2018	51035	232.96	Train'g/Ed/Conf	Cwea Flight-MG
USBANK1	U.S. BANK	API	4/11/2018	51035	232.96	Train'g/Ed/Conf	Cwea Flight-RR
USBANK1	U.S. BANK	API	4/11/2018	51035	232.96	Train'g/Ed/Conf	Cwea Flight-SK
USBANK1	U.S. BANK	API	4/11/2018	51035	578.00	BOARD CONFERENC	Cwea Reg-DO
USBANK1	U.S. BANK	API	4/11/2018	51035	1,156.00	BOARD CONFERENC	Cwea Reg-ES/JH
USBANK1	U.S. BANK	API	4/11/2018	51035	2,472.00	Train'g/Ed/Conf	Cwea Reg-FS
USBANK1	U.S. BANK	API	4/11/2018	51035	286.38	R&M Pump Stat	FS Equipment
USBANK1	U.S. BANK	API	4/11/2018	51035	84.99	Train'g/Ed/Conf	FS Training-lunch
USBANK1	U.S. BANK	API	4/11/2018	51035	3.50	Train'g/Ed/Conf	Hotel water-RD
USBANK1	U.S. BANK	API	4/11/2018	51035	442.07	Train'g/Ed/Conf	Hotel-RD
USBANK1	U.S. BANK	API	4/11/2018	51035	59.86	MEETING SUPPLIE	IFC Lunch
USBANK1	U.S. BANK	API	4/11/2018	51035	72.33	MEETING SUPPLIE	Lunch-Review Interviews
USBANK1	U.S. BANK	API	4/11/2018	51035	107.97	EMPLOYEE RECOGN	PB-Flowers/Funeral
USBANK1	U.S. BANK	API	4/11/2018	51035	275.00	BOARD CONFERENC	Wateruse reg-DO
USBANK1	U.S. BANK	API	4/11/2018	51035	63.96	TELEPHONE	Web Domain Reg
USBANK1	U.S. BANK	API	4/11/2018	51035	159.96	TELEPHONE	Web Domain Renewal
USBANK1	U.S. BANK	API	4/11/2018	51035	100.00	TELEPHONE	Web Hosting
USBANK1	U.S. BANK	API	4/11/2018	51035	30.00	TELEPHONE	Wifi
USBANK1	U.S. BANK	APS	4/12/2018	51035	0.00	ACCOUNTS PAYABL	Meetings/Conferences/Suppl...
Transaction Total					8,811.58		
Total USBANK1	U.S. BANK				8,811.58		

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/23/2018 Through 4/23/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALPHAGRAPHICS	51045	4/23/2018	274.05	ANNUAL BYDGET TABS
	Total 51045		274.05	
APPLEONE EMPLOYMENT SERVICES	51046	4/23/2018	1,191.20	TEMP HRS W/E 4/7/18
	Total 51046		1,191.20	
ATP GENERAL ENGINEERING CONTRACTORS, LLC	51047	4/23/2018	1,700.00	MANHOLE ADJUSTING
	Total 51047		1,700.00	
AT&T	51048	4/23/2018	117.37	PHONE SERVICE @ BPS
	Total 51048		117.37	
BAY CITY ELECTRIC WORKS, INC	51049	4/23/2018	1,350.00	ELECTRICAL @ LPS
BAY CITY ELECTRIC WORKS, INC		4/23/2018	490.00	ELECTRICAL WORK @ LCPS
BAY CITY ELECTRIC WORKS, INC		4/23/2018	568.00	ELECTRICAL WORK @ SPS
BAY CITY ELECTRIC WORKS, INC		4/23/2018	490.00	ELECTRICAL WORK @ VP5
BAY CITY ELECTRIC WORKS, INC		4/23/2018	310.00	ELECTRICAL WORK @UNIT #134-ACME PUMP
BAY CITY ELECTRIC WORKS, INC		4/23/2018	470.00	ELETRICAL @ UNIT 146
	Total 51049		3,678.00	
CARLSBAD FUELS CORPORATION	51050	4/23/2018	1,940.91	VEHICLE FUELSGENERATORS
	Total 51050		1,940.91	
CINTAS FIRST AID AND SAFETY	51051	4/23/2018	220.91	REFILL FIRST AID CABINET-APRIL
	Total 51051		220.91	
CORODATA	51052	4/23/2018	79.83	STORAGE-MARCH
	Total 51052		79.83	
DATA NET	51053	4/23/2018	691.25	IS MAINT AND SUPPORT
DATA NET		4/23/2018	1,200.00	IS MAINT AND SUPPORT-HOSTING-2016
DATA NET		4/23/2018	95.00	IS MAINT AND SUPPORT-WATCHGUARD RENEWAL
	Total 51053		1,986.25	
DETECTION INSTRUMENTS CORP	51054	4/23/2018	344.15	CALIBRATIONS @ LPS

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/23/2018 Through 4/23/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51054		344.15	
DEXTER WILSON ENGINEERING	51055	4/23/2018	820.00	GE/0526/MARCH/FAIR OAKS
DEXTER WILSON ENGINEERING		4/23/2018	165.00	GE/0929/MARCH/CASCADA VERDE
DEXTER WILSON ENGINEERING		4/23/2018	270.00	GE/1003/MARCH/THE BEACONS
DEXTER WILSON ENGINEERING		4/23/2018	1,170.00	GE/1009/MARCH/URANIA AVE
DEXTER WILSON ENGINEERING		4/23/2018	110.00	GE/1021/MARCH/ZINSER ANNEX
DEXTER WILSON ENGINEERING		4/23/2018	215.00	GE/1022/MARCH/N. VULCAN AVE
DEXTER WILSON ENGINEERING		4/23/2018	880.00	GE/1023/MARCH/N. COAST HWY
DEXTER WILSON ENGINEERING		4/23/2018	165.00	GE/1027/MARCH/BELLA AZUL CT
DEXTER WILSON ENGINEERING		4/23/2018	1,005.00	GE/1032/MARCH/WESTON SUBDIVISION
DEXTER WILSON ENGINEERING		4/23/2018	800.00	GE/1034/MARCH/ST. ANDREWS TASTING
	Total 51055		5,600.00	
DONALD OMSTED	51056	4/23/2018	13.54	REIMBURSE FOR CASA FORUM
	Total 51056		13.54	
ELAINE SULLIVAN	51057	4/23/2018	41.97	REIMBURSE FOR CASA FORUM
	Total 51057		41.97	
ENCINA WASTEWATER AUTHORITY	51058	4/23/2018	768,600.90	3RD QTR BILLING-CAPITAL
ENCINA WASTEWATER AUTHORITY		4/23/2018	420,489.38	3RD QTR BILLING-O/M
	Total 51058		1,189,090.28	
INFRASTRUCTURE ENGINEERING CORP	51059	4/23/2018	948.79	2018 CURED IN PLACE PIPE LINING-MARCH
INFRASTRUCTURE ENGINEERING CORP		4/23/2018	1,977.50	2018 GRAVITY SEWER REPAIR-MARCH
INFRASTRUCTURE ENGINEERING CORP		4/23/2018	1,165.00	GAFNER AWT IMPROVEMENTS-MARCH
INFRASTRUCTURE ENGINEERING CORP		4/23/2018	6,060.00	LPS REHAB-MARCH
INFRASTRUCTURE ENGINEERING CORP		4/23/2018	11,461.39	ORCHARD WOOD SEWER PROJECT-MARCH
	Total 51059		21,612.68	
JUDY HANSON	51060	4/23/2018	389.66	REIMBURSE FOR CASA FORUM
	Total 51060		389.66	
OLIVENHAIN MUNICIPAL WATER DISTRICT	51061	4/23/2018	5,679.01	RMC GRANT COSTS
	Total 51061		5,679.01	
PAUL BUSHEE	51062	4/23/2018	57.96	REIMBURSE FOR CASA FORUM
	Total 51062		57.96	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 4/23/2018 Through 4/23/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
RAFTELIS	51063	4/23/2018	22,265.85	FINANCIAL PLANING SERVICES-MARCH
	Total 51063		22,265.85	
RICHARD STINSON	51064	4/23/2018	4,672.50	CONSTRUCTION MANAGEMENT-FEB/MARCH
	Total 51064		4,672.50	
SAN DIEGO GAS & ELECTIRC	51065	4/23/2018	639.98	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		4/23/2018	259.33	ELECTRIC @ VP5 PS
	Total 51065		899.31	
SPACELINK/I2B NETWORK	51066	4/23/2018	160.00	WEB CAM @ BPS-APRIL/MAY
	Total 51066		160.00	
STANEK CONSTRUCTORS, INC	51067	4/23/2018	164,108.70	GAFNER AWT IMPROVEMENTS PROJECT-MARCH
	Total 51067		164,108.70	
STAPLES BUSINESS ADVANTAGE	51068	4/23/2018	62.81	OFFICE SUPPLIES
	Total 51068		62.81	
THE HOWARD E. NYHART COMPANY, INC	51069	4/23/2018	6,000.00	UPDATED OPEB VALUATION/GASB 75 REPORTS
	Total 51069		6,000.00	
UNIFIRST CORPORATION	51070	4/23/2018	207.09	LAUNDRY SERVICE W/E 4/11/18
	Total 51070		207.09	
VERIZON WIRELESS	51071	4/23/2018	937.24	CELL PHONES USAGE AND FEES
	Total 51071		937.24	
Report Total			1,433,331.27	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 25, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19864 - 19882	4/25/2018	\$48,634.56

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 5/1/2018 Through 5/1/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
APPLEONE EMPLOYMENT SERVICES	51072	5/1/2018	1,191.20	TEMP HRS-W/E 4/14/2018
	Total 51072		1,191.20	
BAY CITY ELECTRIC WORKS, INC	51073	5/1/2018	980.00	ELECTRICAL WORK @ BPS
BAY CITY ELECTRIC WORKS, INC		5/1/2018	415.00	ELECTRICAL WORK @ E.ESTATES PS
BAY CITY ELECTRIC WORKS, INC		5/1/2018	160.00	ELECTRICAL WORK @ PIONEER PUMP #135
BAY CITY ELECTRIC WORKS, INC		5/1/2018	470.00	ELECTRICAL WORK @ UNIT #142
	Total 51073		2,025.00	
CARLSBAD FUELS CORPORATION	51074	5/1/2018	1,908.60	VEHICLE FUEL
	Total 51074		1,908.60	
CHUCKS TIRE CENTER	51075	5/1/2018	224.61	TIRES FOR TRAILER
	Total 51075		224.61	
CWEA	51076	5/1/2018	90.00	COLLECTION SYSTEM RENEWAL-H.G.
	Total 51076		90.00	
DATA NET	51077	5/1/2018	86.25	IS MAINT AND SUPPORT
	Total 51077		86.25	
DEXTER WILSON ENGINEERING	51078	5/1/2018	2,432.50	ASSET MANAGEMENT PLAN-MARCH
DEXTER WILSON ENGINEERING		5/1/2018	7,185.00	GE/CIP/MARCH/200/9358/0328/0...
	Total 51078		9,617.50	
DION INTERNATIONAL TRUCKS INC	51079	5/1/2018	22.52	CAP TUBE
	Total 51079		22.52	
ENCINA WASTEWATER AUTHORITY	51080	5/1/2018	740.00	LAB FEES
ENCINA WASTEWATER AUTHORITY		5/1/2018	970.00	LAB FFES
	Total 51080		1,710.00	
EVOQUA WATER TECHNOLOGIES, LLC	51081	5/1/2018	4,382.24	BIOXIDE
EVOQUA WATER TECHNOLOGIES, LLC		5/1/2018	9,187.27	CHEMICALS-FERROUS CHLORIDE
	Total 51081		13,569.51	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 5/1/2018 Through 5/1/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
EWING IRRIGATION PRODUCTS	51082	5/1/2018	12.46	BELL REDUCER/BRASS NIPPLE #156
	Total 51082		12.46	
FEDERAL EXPRESS CORPORATION	51083	5/1/2018	27.91	SHIPPING
	Total 51083		27.91	
GREAT AMERICA FINANCIAL SERVICES	51084	5/1/2018	770.86	COPIER LEASE
	Total 51084		770.86	
HACH COMPANY	51085	5/1/2018	143.86	POCKET PRO TESTER
	Total 51085		143.86	
ICMA RETIREMENT-303979	51086	5/1/2018	4,642.43	DEFERRED COMP
	Total 51086		4,642.43	
INFRASTRUCTURE ENGINEERING CORP	51087	5/1/2018	150.00	AS NEEDED GIS-MARCH
	Total 51087		150.00	
JEFFERY STECKER	51088	5/1/2018	205.44	REIMBURSE FOR CWEA CONF
	Total 51088		205.44	
MALLORY SAFETY AND SUPPLY	51089	5/1/2018	148.70	EAR PLUGS
	Total 51089		148.70	
MARVIN GONZALEZ	51090	5/1/2018	126.88	REIMBURSE FOR CWEA CONF
	Total 51090		126.88	
MES VISION	51091	5/1/2018	377.39	VISION INS-MAY
	Total 51091		377.39	
MSC JANITORIAL SERVICE, INC	51092	5/1/2018	1,552.92	JANITORIAL SERVICES-APRIL
	Total 51092		1,552.92	
MUTUAL OF OMAHA	51093	5/1/2018	1,111.21	DISABILITY INS-MAY
	Total 51093		1,111.21	
NAPA AUTO	51094	5/1/2018	67.87	ARROWBOARD
NAPA AUTO		5/1/2018	64.65	BLUE DEF GAL
NAPA AUTO		5/1/2018	22.62	BRAKE LIGHT EASEMENT TRUCK 156
NAPA AUTO		5/1/2018	124.40	BULBS FOR EASEMENT TRUCK #156

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 5/1/2018 Through 5/1/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
NAPA AUTO		5/1/2018	75.83	BULBS/FLUID GREASE
NAPA AUTO		5/1/2018	83.92	FUEL FILTERS-ALL PS
NAPA AUTO		5/1/2018	25.84	SAFETY MASK
	Total 51094		465.13	
NATIONWIDE RETIREMENT SOLUTIONS	51095	5/1/2018	287.98	DEFERRED COMP
	Total 51095		287.98	
OFFICE DEPOT, INC.	51096	5/1/2018	286.76	OFFICE SUPPLIES
	Total 51096		286.76	
OLIVENHAIN MUNICIPAL WATER DISTRICT	51097	5/1/2018	6,566.28	PAYMENT -NO. SD COUNTY REGIONAL RECYCLED WATER
	Total 51097		6,566.28	
PLUMBERS DEPOT, INC	51098	5/1/2018	770.64	CABLE ASSY
PLUMBERS DEPOT, INC		5/1/2018	155.60	NOZZLE
PLUMBERS DEPOT, INC		5/1/2018	159.47	TRANSMITTER
	Total 51098		1,085.71	
RANCHO SANTA FE SECURITY SYSTEMS	51099	5/1/2018	258.00	ALARM SYSTEM MAY-JULY
	Total 51099		258.00	
RICHARD DUFFEY	51100	5/1/2018	22.57	REIMBURSE FOR CSRMA COMMITTEE MEETING
	Total 51100		22.57	
RISING TIDE PARTNERS	51101	5/1/2018	9,354.98	PUBLIC INFO-JAN/FEB
	Total 51101		9,354.98	
SAN DIEGO GAS & ELECTIRC	51102	5/1/2018	3,200.59	ELEC @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		5/1/2018	126.89	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		5/1/2018	11,619.88	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		5/1/2018	352.23	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		5/1/2018	584.49	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		5/1/2018	788.80	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		5/1/2018	7,783.82	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		5/1/2018	139.25	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		5/1/2018	604.23	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		5/1/2018	122.29	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		5/1/2018	101.86	GAS @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		5/1/2018	15.73	NATURAL GAS @ EE
	Total 51102		25,440.06	
STEVE KRASON	51103	5/1/2018	99.53	REIMBURSE FOR CWEA CONF

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1005 - UNION BANK GENERAL
From 5/1/2018 Through 5/1/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51103		99.53	
TERMINIX	51104	5/1/2018	<u>32.00</u>	PEST CONTROL TRAPS
	Total 51104		32.00	
THE GUARDIAN	51105	5/1/2018	<u>3,043.67</u>	DENTAL INS-MAY
	Total 51105		3,043.67	
SOLANA PALM LLC	51106	5/1/2018	<u>90.00</u>	ANSWERING SERVICE-APRIL/MAY
	Total 51106		90.00	
T.Y. LIN INTERNATIONAL	51107	5/1/2018	<u>862.50</u>	POINSETTIA STATION IMPROVEMENTS-Jan/Feb
	Total 51107		862.50	
UNIFIRST CORPORATION	51108	5/1/2018	<u>207.09</u>	LAUNDRY SERVICE-W/E 4/18/18
	Total 51108		207.09	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	51109	5/1/2018	<u>99.00</u>	PHYSICALS/EXAMS-C. RUSSELL
	Total 51109		99.00	
Report Total			<u><u>87,916.51</u></u>	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

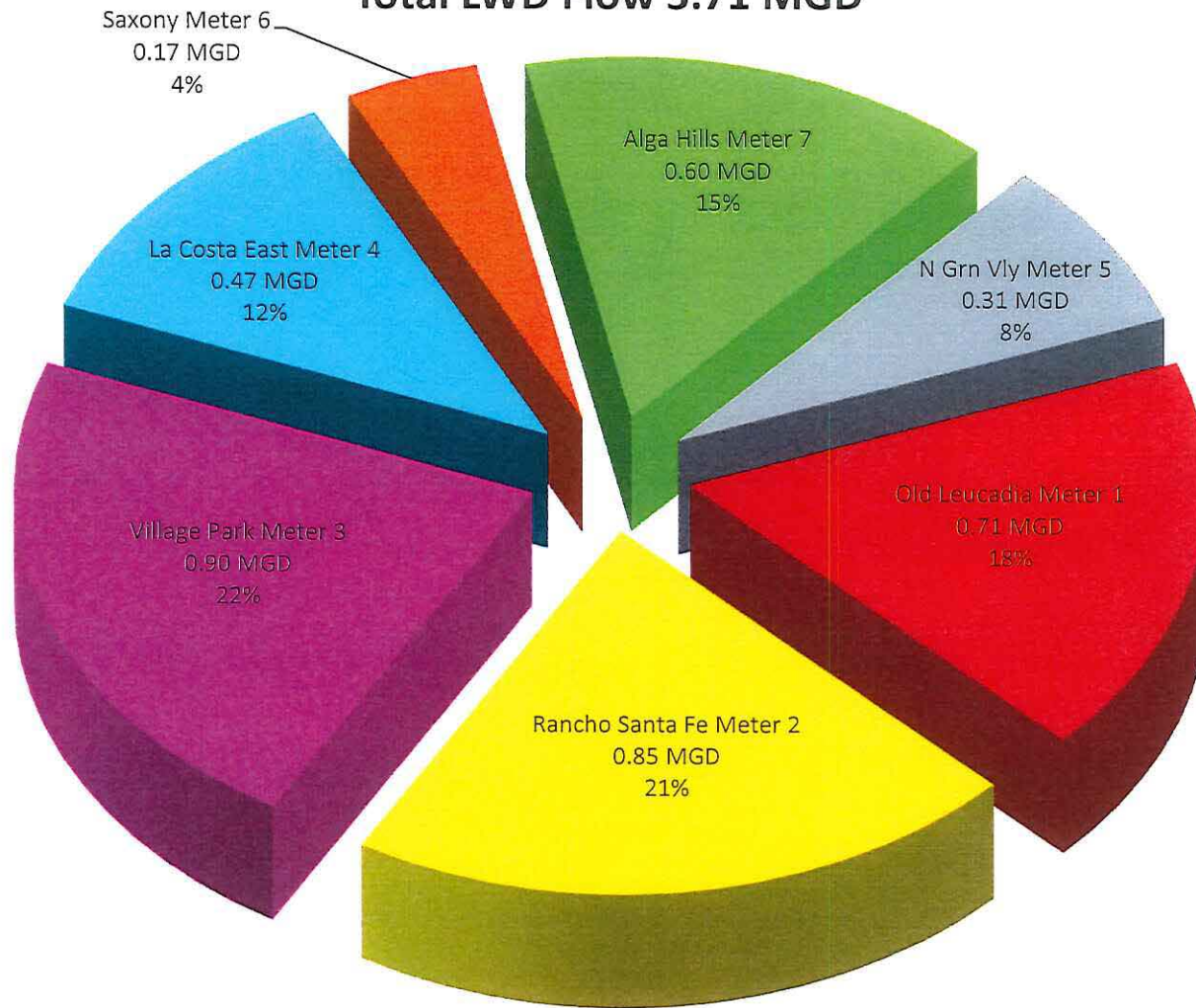
Payroll Date: May 1, 2018

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19883 - 19887	5/1/2018	\$4,949.19

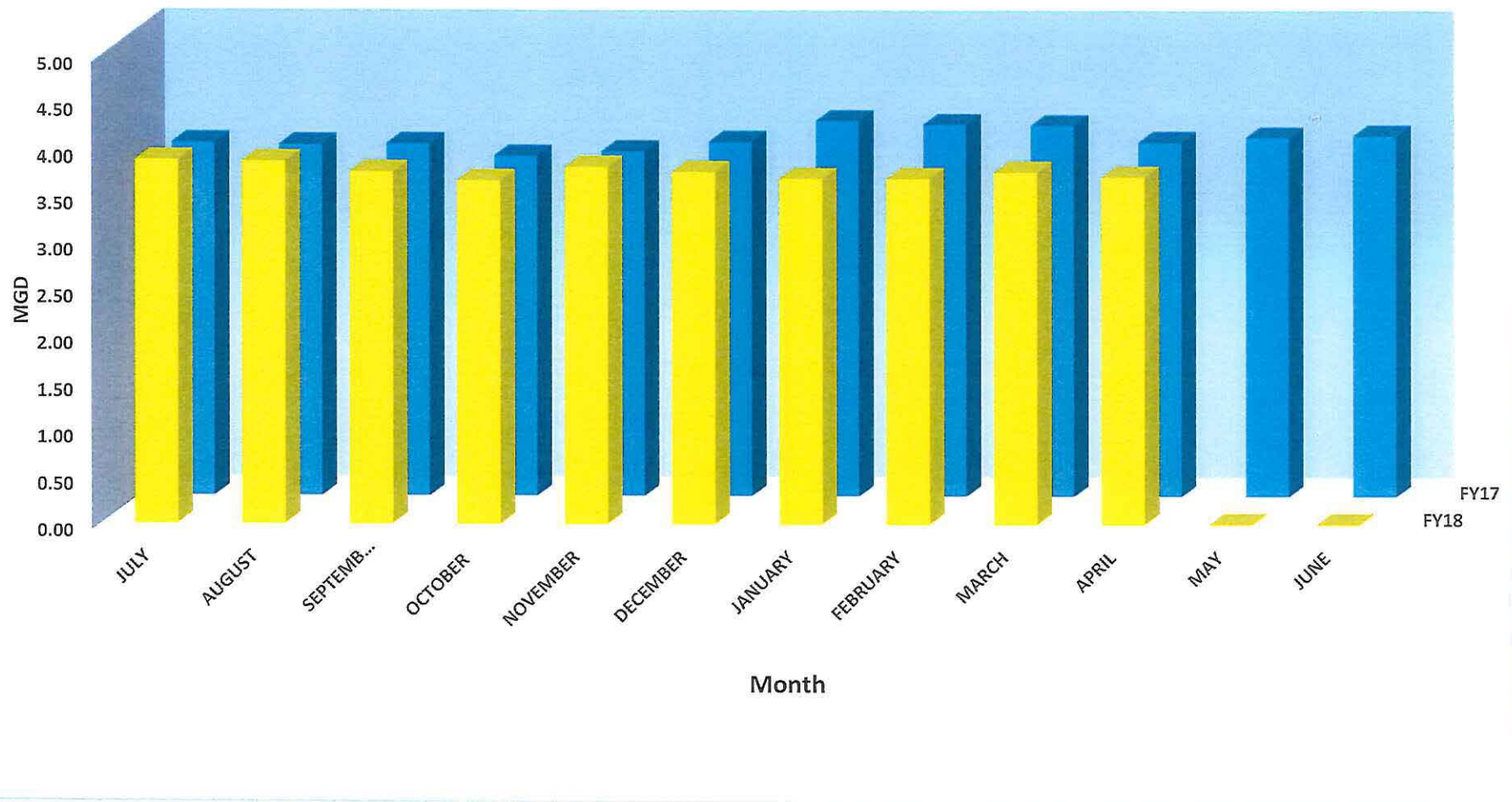
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2018 (July 2017 - June 2018)**

CURRENT MONTH - April 2018							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	2.63	114.39	4.00	3.69	130	0.00	4.01
YTD			28,479.11				
FEBRUARY	0.35	103.32	7.40	3.69	130	0.00	3.97
YTD			28,486.51				
MARCH	1.66	116.56	21.93	3.76	132	0.00	3.96
YTD			28,508.44				
APRIL	0.06	111.30	31.50	3.71	130	10.31	3.78
YTD			28,539.94				
MAY							3.83
YTD							
JUNE							3.85
YTD							
YTD Totals	4.76	1143.25	70.13			193.41	
Mo Average	0.48	114.33	7.01	3.76	131.98	19.34	3.81

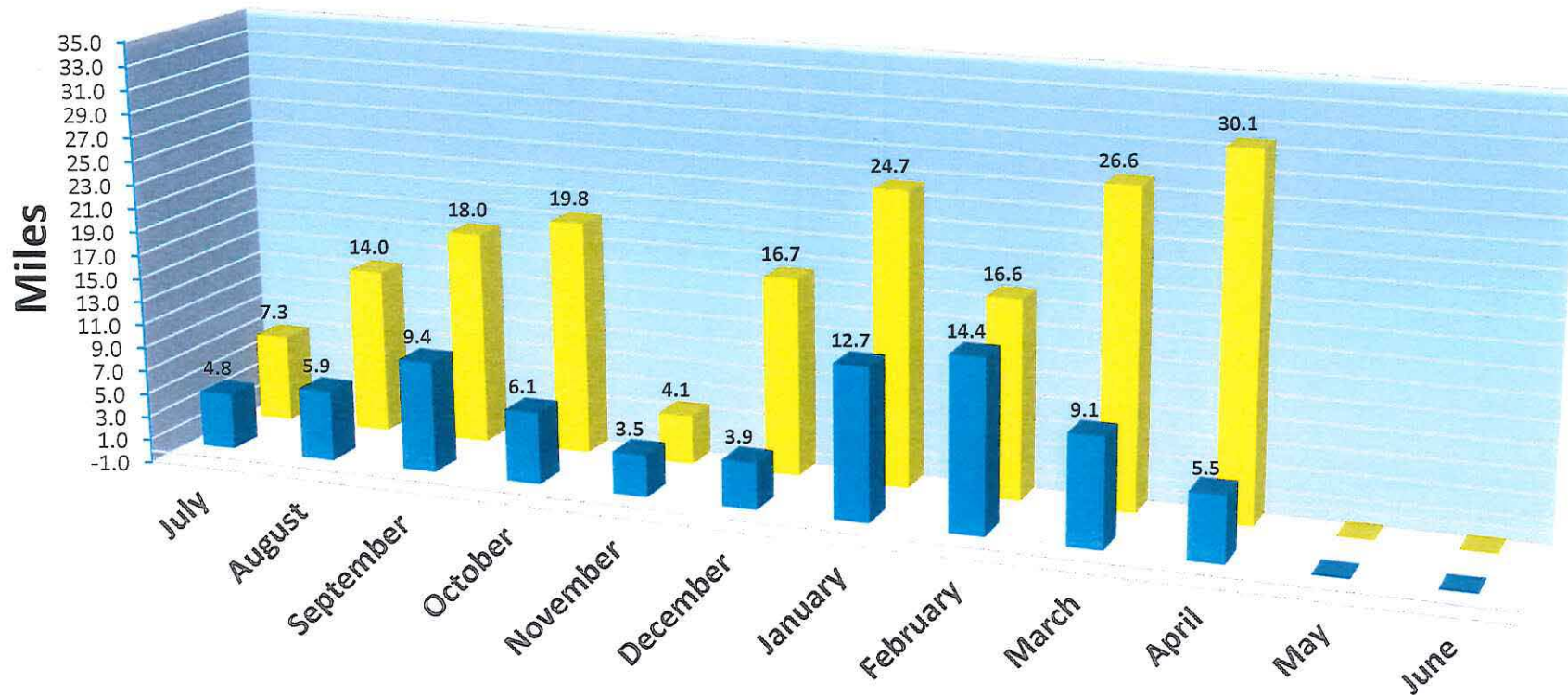
**LWD Flows by Sub-Basin
April 2018
Total LWD Flow 3.71 MGD**



Leucadia Wastewater District Flow Comparison FY 17 to FY 18



FY-18 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

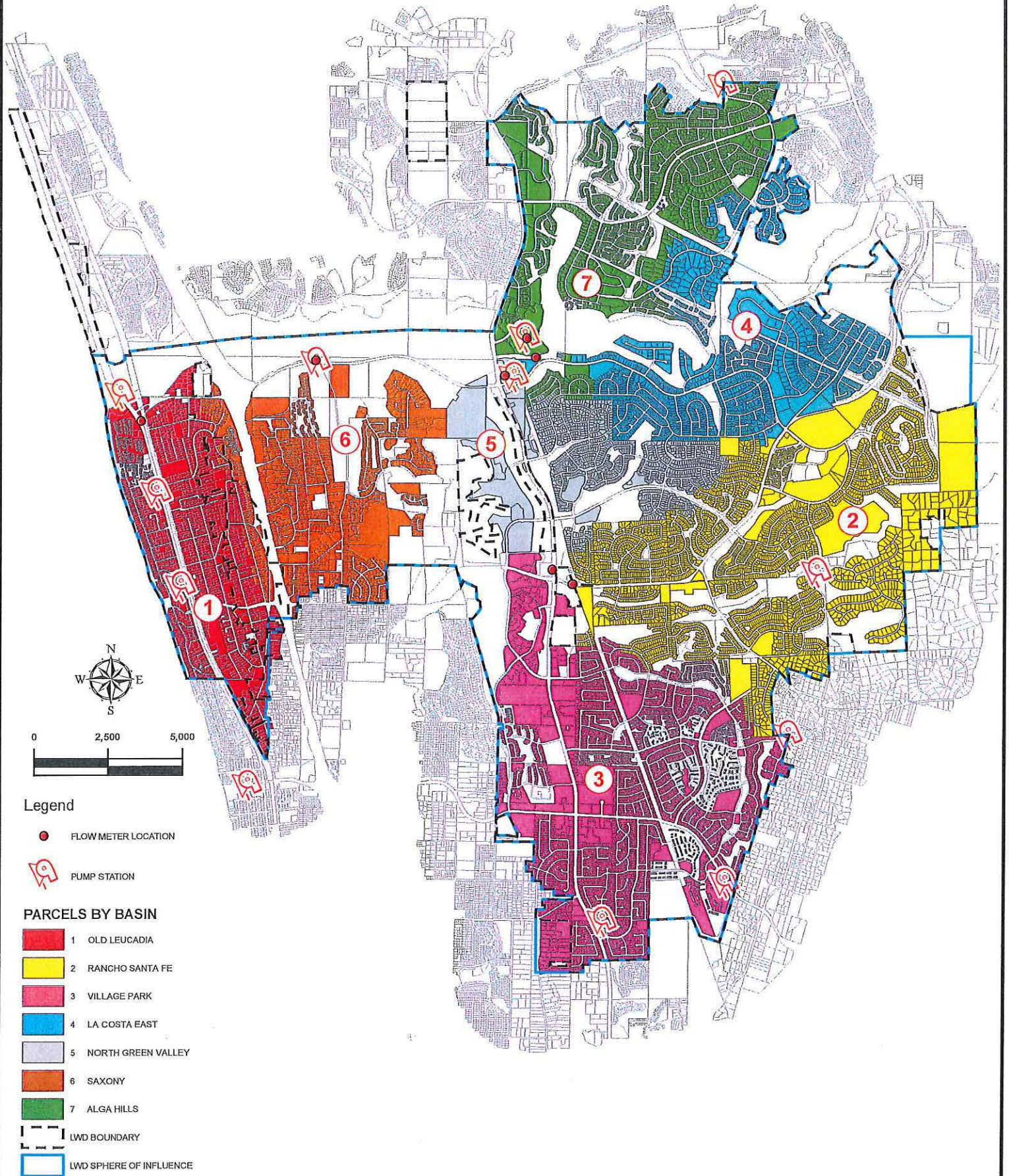
Hydo-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

NOTE: CCTV inspections down due to Cleaning on RSF Road

■ CCTV Inspections
■ Total Hydro Cleaning

LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet

As of 4/30/2018

		Current Year
Assets		
Cash & Investments	1CAS	35,078,812.00
Accounts Receivables	2A/R	167,608.74
Prepaid Expense	3PRE	100,388.85
Funds held with Encina 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		<u>143,747,120.54</u>
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		<u>1,201,141.97</u>
Total Assets & Deferred Outflows		<u>144,948,262.51</u>
Liabilities		
Accounts Payable & Accrued Expenses	A/P	389,034.07
Developer Deposits	DEVD	152,293.26
Net Pension Liability	LTDB	3,466,620.00
Total Liabilities		<u>4,007,947.33</u>
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		<u>700,449.00</u>
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)		<u>139,750,827.28</u>
Current Change In Net Position		
Other		489,038.90
Total Current Change In Net Position		<u>489,038.90</u>
Total Net Position		<u>140,239,866.18</u>
Total Liabilities, Deferred Inflows & Net Position		<u>144,948,262.51</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

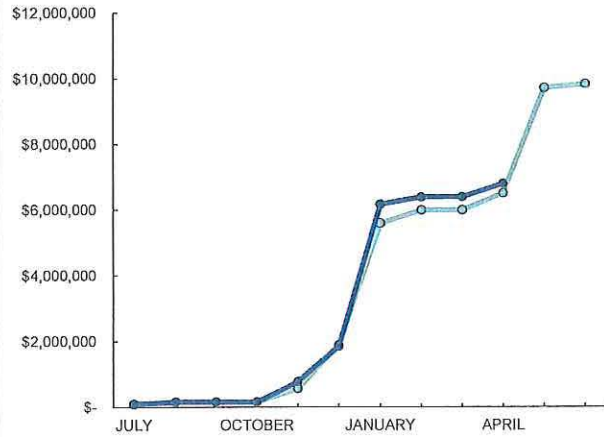
From 7/1/2017 Through 4/30/2018

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 6,794,514.26	\$ 9,827,873.00	\$ 3,033,358.74	69.1%
3150 Recycled Water Sales	214,400.72	272,000.00	57,599.28	78.8%
3100 Misc. Operating Revenue	37,607.90	205,302.00	167,694.10	18.3%
TOTAL OPERATING REVENUES	\$ 7,046,522.88	\$10,305,175.00	\$ 3,258,652.12	68.4%
OPERATING EXPENSES				
4100 Salaries	\$ 1,495,360.31	\$ 1,836,787.00	\$ 341,426.69	81.4%
4200 Employee Benefits	749,099.12	963,613.00	214,513.88	77.7%
4300 Directors Expense	93,316.72	147,800.00	54,483.28	63.1%
4600 Gas, Oil & Fuel	27,514.33	41,000.00	13,485.67	67.1%
4700 Insurance Expense	81,416.75	113,600.00	32,183.25	71.7%
4800 Memberships	26,832.00	29,000.00	2,168.00	92.5%
4900 Office Expense	107,162.87	154,700.00	47,537.13	69.3%
5000 Operating Supplies	138,081.36	202,300.00	64,218.64	68.3%
5200 Professional Services	343,816.49	520,500.00	176,683.51	66.1%
5300 Printing & Publishing	20,381.64	29,500.00	9,118.36	69.1%
5400 Rents & Leases	11,801.80	15,000.00	3,198.20	78.7%
5500 Repairs & Maintenance	268,457.12	451,800.00	183,342.88	59.4%
5600 Monitoring & Permits	54,454.85	60,700.00	6,245.15	89.7%
5700 Training & Development	35,965.74	47,000.00	11,034.26	76.5%
5900 Utilities	339,256.19	427,700.00	88,443.81	79.3%
6100 LAFCO Operations	6,863.30	8,000.00	1,136.70	85.8%
6200 Encina Operating Expense	1,357,929.63	1,861,800.00	503,870.37	72.9%
6900 Admin O/H alloc to Capital	(106,145.87)	(140,121.00)	(33,975.13)	75.8%
TOTAL OPERATING EXPENSES	\$ 5,051,564.35	\$ 6,770,679.00	\$ 1,719,114.65	74.6%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 329,733.86	\$ 400,600.00	\$ 70,866.14	82.3%
3220 Property Taxes	1,392,416.83	1,600,000.00	207,583.17	87.0%
3250 Investment Income	324,364.06	327,000.00	2,635.94	99.2%
3290 Misc. Non Op Revenue	70,539.10	286,400.00	215,860.90	24.6%
TOTAL NON-OPERATING REVENUES	\$ 2,117,053.85	\$ 2,614,000.00	\$ 496,946.15	81.0%

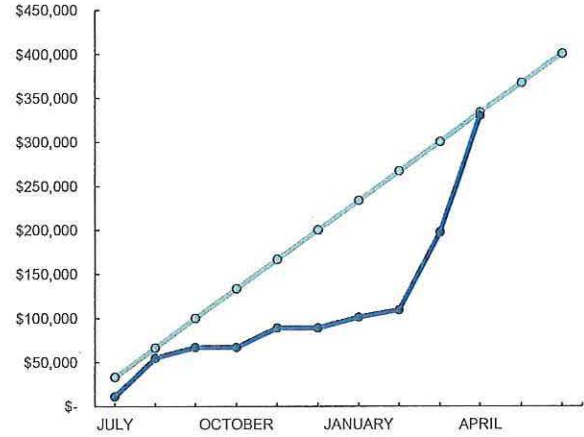
Leucadia Wastewater District Revenue FY2018

YTD through April 30, 2018

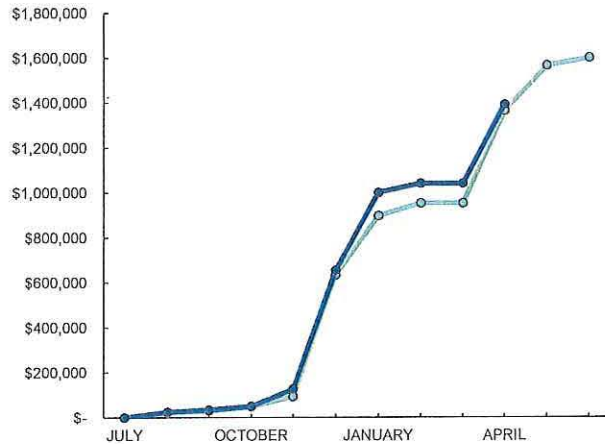
Sewer Service Fees



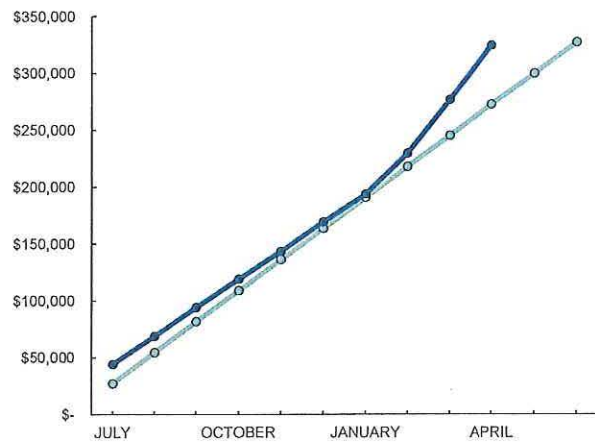
Capacity Charges



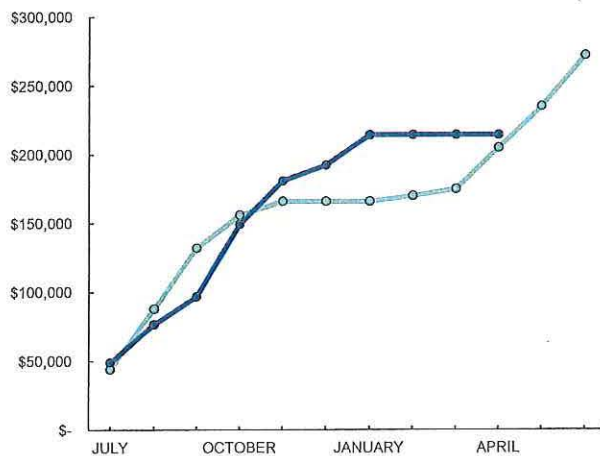
Property Taxes



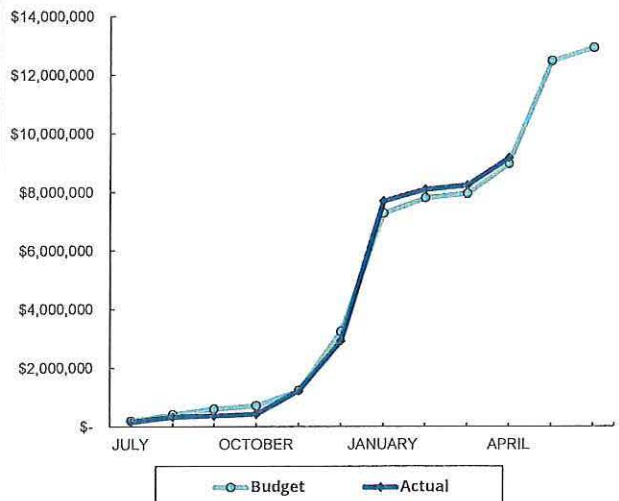
Investment Income



Recycled Wastewater Sales



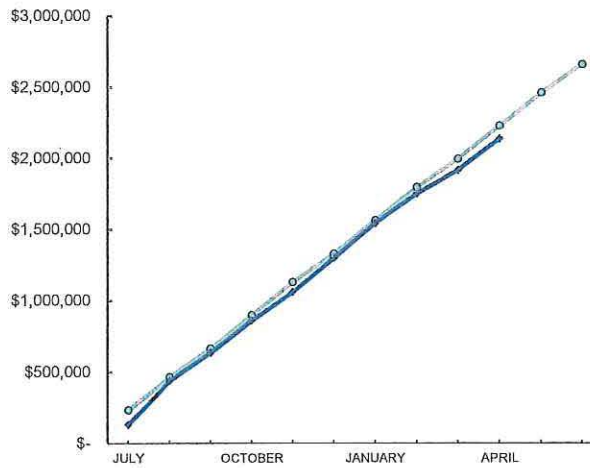
Total Revenue



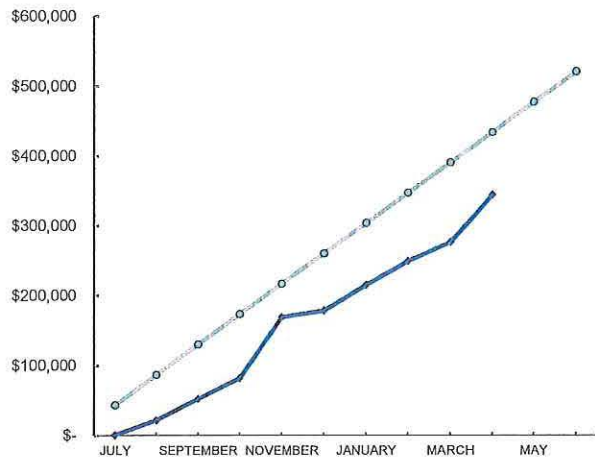
Leucadia Wastewater District Operating Expenses FY2018

YTD through April 30, 2018

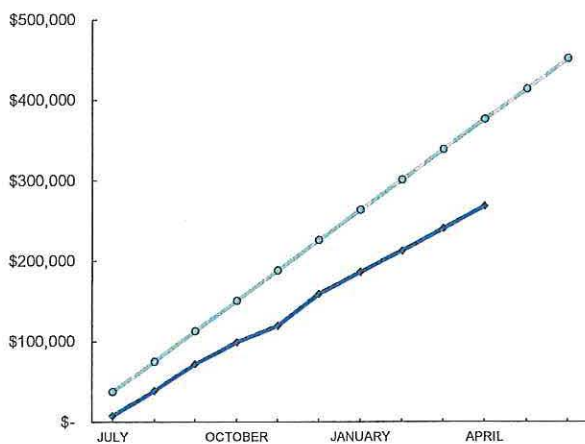
Salaries and Benefits



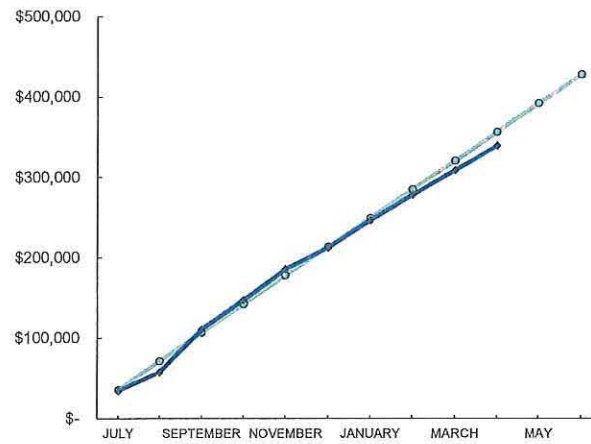
Professional Services



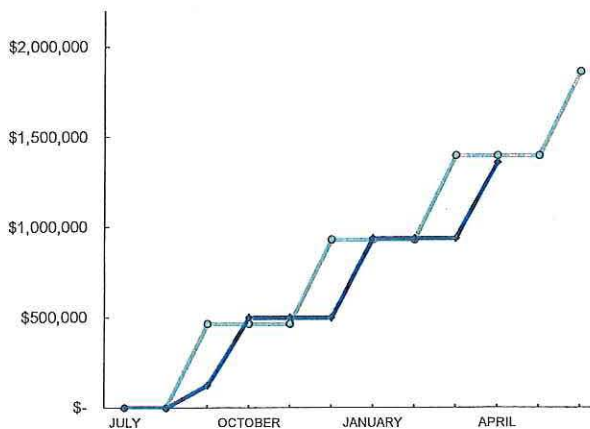
Repairs & Maintenance



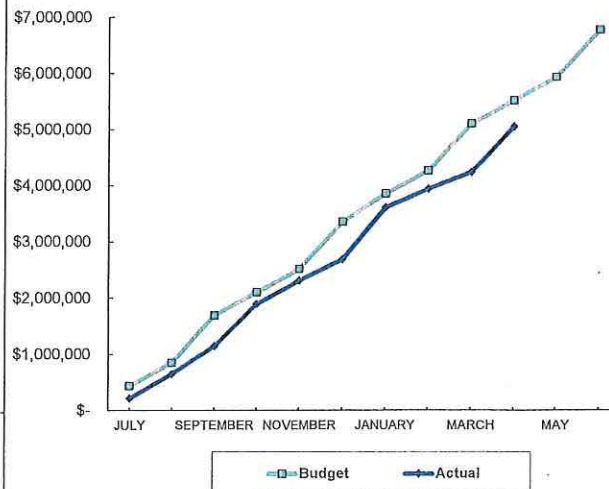
Utilities



Encina M&O



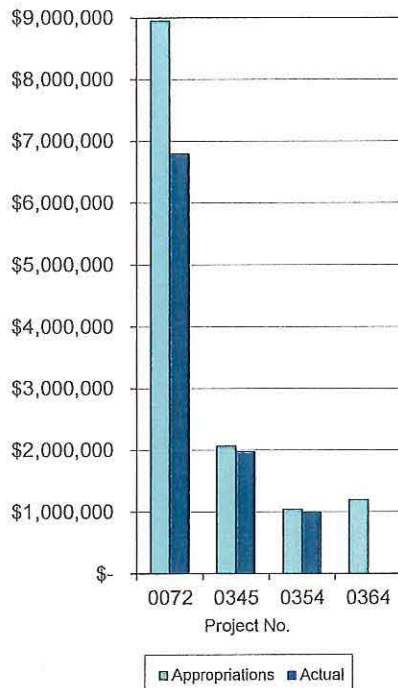
Total Operating Expenses -
Before Depreciation & Replacement



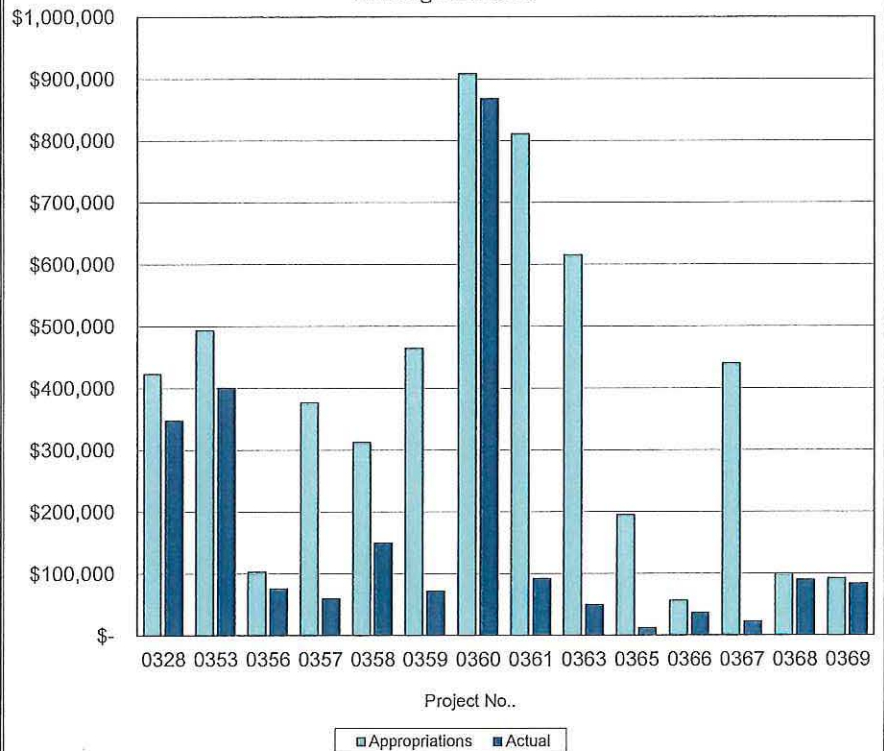
Leucadia Wastewater District Capital Expenditures

As of April 30, 2018

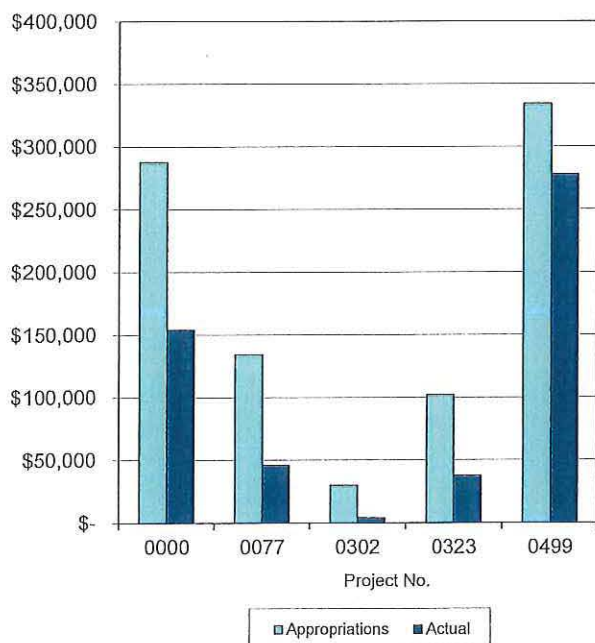
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2018



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



Single Year Capital Expenditures by Project FY2018



Project Legend

Multi-Year Capital Projects

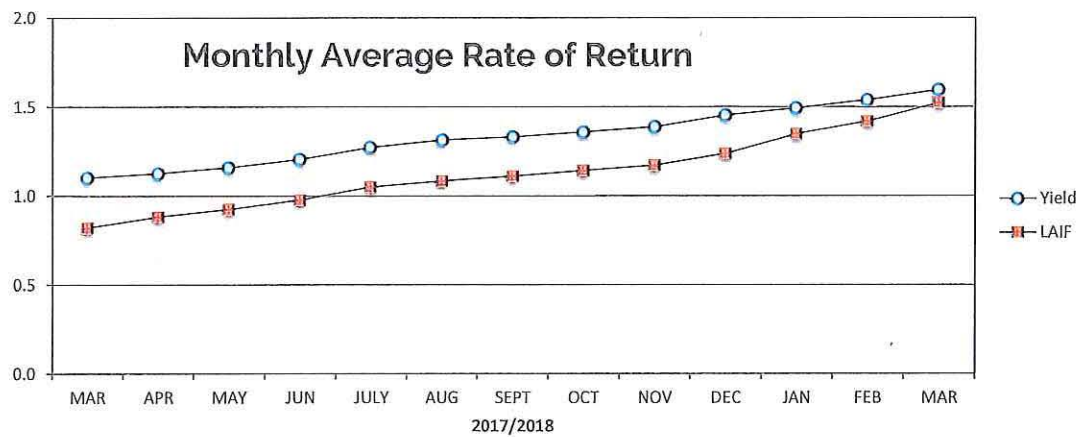
	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Leucadia FM West Section Replacement	0345
FY2016 Gravity Pipeline Rehabilitation	0353
Village Park No. 5 PS Replacement	0354
New Recycled Water Pump Design	0356
La Costa Golf Course Gravity Line Improv	0357
Leucadia 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 Corrosion Control	0366
B1 Force Main - North Section Replcmnt	0367
Asset Management Plan	0368
HQ Electric Meter Installation	0369

Single Year Capital Projects

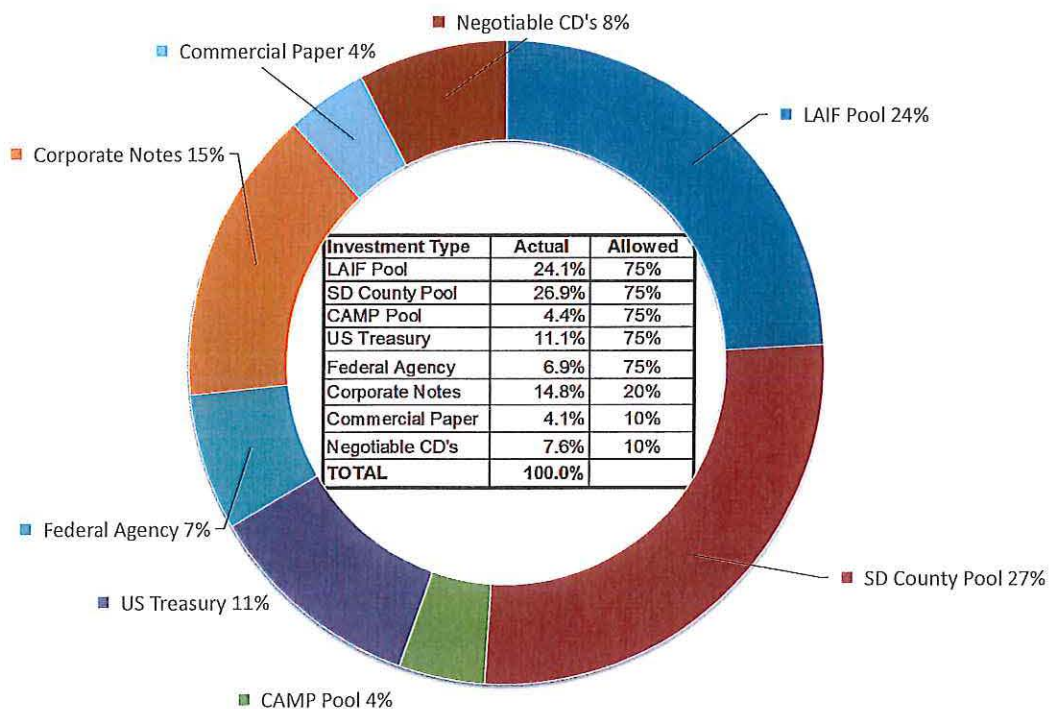
	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2018

Cash Equivalents & Investments	Principal (Original Cost)		March Interest	Average Rate
	February 28, 2018	March 31, 2018		
LAIF Pool	\$ 9,203,477	\$ 8,688,477	\$ 11,361	1.524%
SD County Pool	9,652,060	9,668,242	13,146	1.633%
CAMP Pool	2,318,250	1,586,905	2,559	1.620%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,490	5,452	34	7.370%
Federal Agency Notes	1,979,555	2,479,535	3,373	1.870%
Corporate Bonds/Notes	5,339,963	5,339,963	6,800	1.530%
Commerical Paper	1,481,473	1,481,473	2,086	1.690%
Negotiable CD's	2,499,883	2,749,883	4,656	2.220%
Total Camp Portfolio	15,304,645	16,054,587	21,167	1.650%
Totals	\$ 36,478,432	\$ 35,998,211	\$ 48,233	1.597%

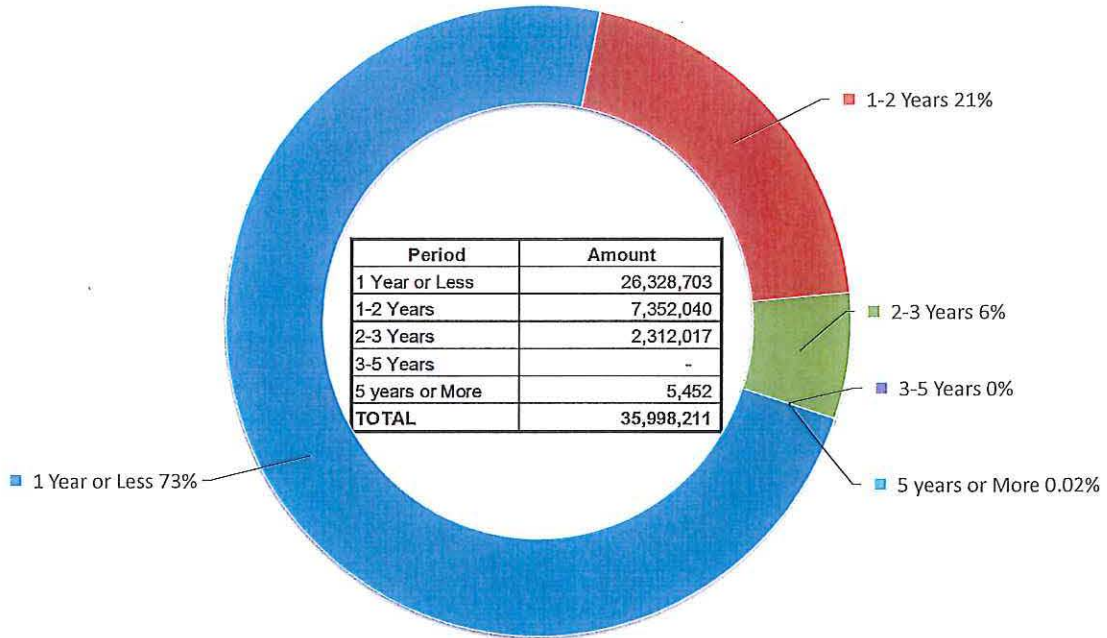


INVESTMENT DISTRIBUTION BY CATEGORY

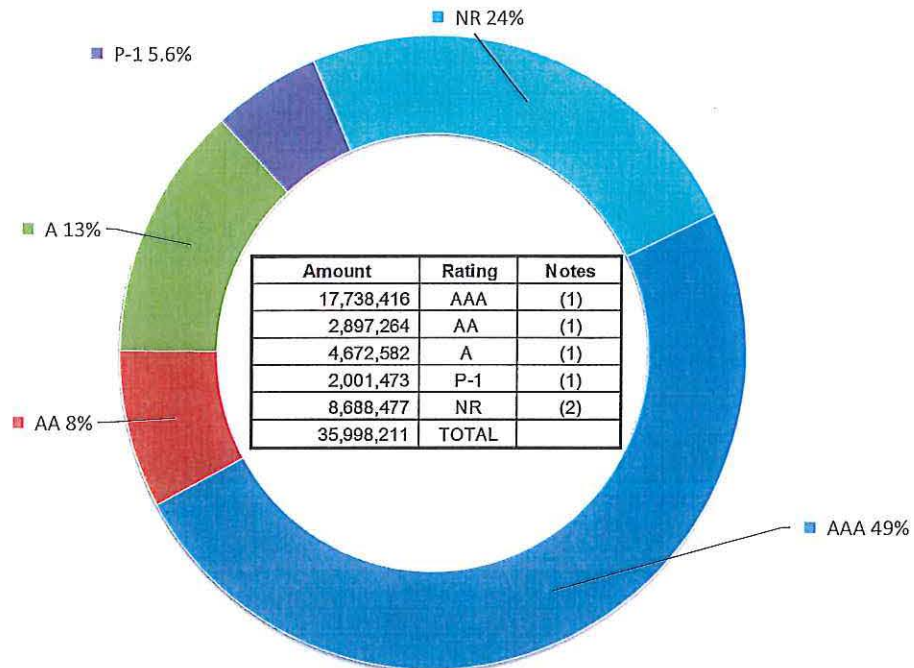


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2018
 (Continued)

REMAINING MATURITY

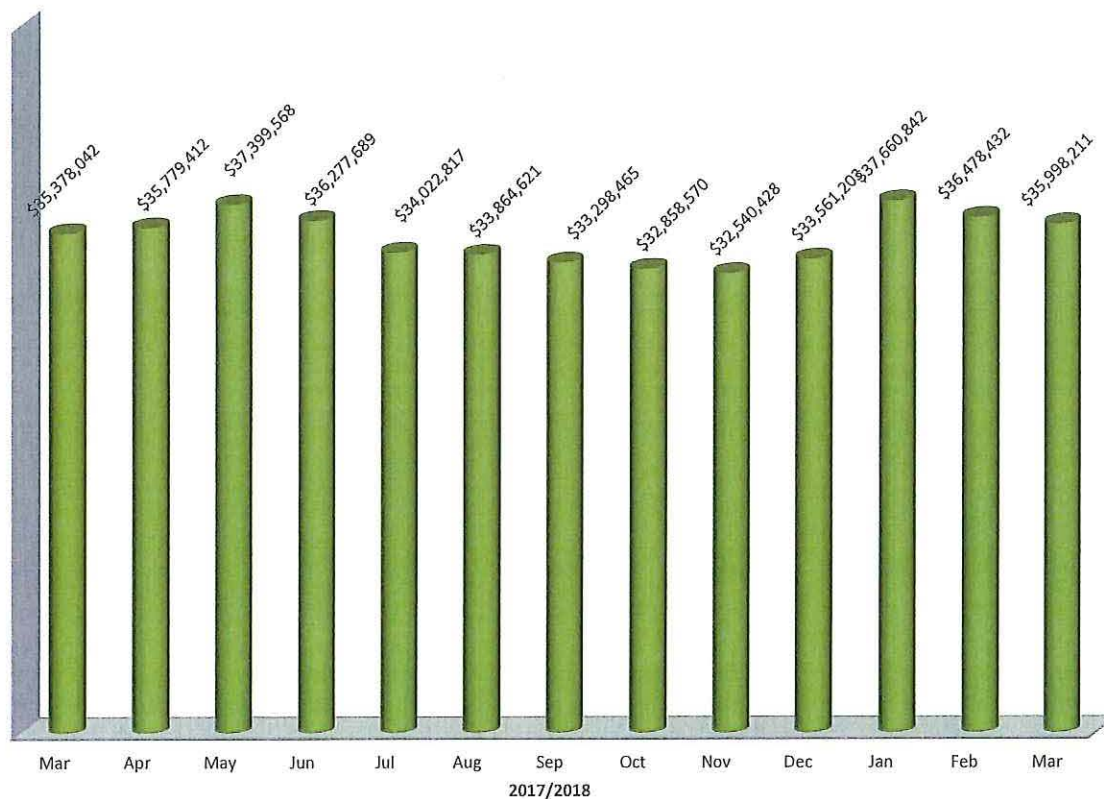


INVESTMENT RATINGS



- (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
March 31, 2018
(Continued)



INVESTMENT TRANSACTIONS
For the months of March, 2018


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 38		(3)	7.37%
Federal Home Loan Bank Notes	\$ 499,980				2.38%
UBS AG Stamford CT LT Negbl CD	\$ 250,000				2.93%
TOTAL	\$ 749,980	\$ 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: 18-6179

DATE: May 3, 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 March 31, 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


3-31-18

SUMMARY OF CASH & INVESTMENTS at March 31, 2018				
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS				
ASSETS	AMORTIZED COST 3/31/2018	% OF TOTAL		MARKET VALUE 3/31/2018
		Actual	Allowed	
CASH IN BANK (Checking Accounts)	\$ 132,057	0.4%	25%	\$ 132,057
LAIF - STATE INVESTMENT POOL	\$ 8,688,477	24.1%	75%	\$ 8,667,086
SAN DIEGO COUNTY INVESTMENT POOL	\$ 9,668,242	26.8%	75%	\$ 9,611,000
CAMP - JPA INVESTMENT POOL	\$ 1,586,905	4.4%	75%	\$ 1,586,905
CAMP PORTFOLIO - US BANK Safekeeping				
Federal Agency Securities				
GNMA Pools	\$ 5,393			\$ 5,344
FNMA Benchmark & Global Notes	\$ 1,491,720			\$ 1,477,190
FHLMC Notes	\$ 990,699			\$ 987,807
Total Federal Agency Securities	\$ 2,487,812	6.9%	75%	\$ 2,470,341
US Treasury Bonds/Notes	\$ 3,999,090	11.1%	75%	\$ 3,961,062
Corporate Notes	\$ 5,315,197	14.7%	20%	\$ 5,256,321
Corporate Notes	\$ 1,495,370	4.1%	10%	\$ 1,494,164
Negotiable Certificates of Deposit	\$ 2,749,922	7.6%	10%	\$ 2,730,937
TOTAL CAMP PORTFOLIO	\$ 16,047,391	37.5%		\$ 15,912,825
TOTAL CASH & INVESTMENTS	\$ 36,123,072	100.0%		\$ 35,909,873

As of March 31, 2018		QUARTERLY RESULTS			
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
\$35.9M	197	\$2.4M	\$140K	1.55%	1.43%

MEMORANDUM

Ref: 18-6197

DATE: May 3, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: April 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 April 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 April 2018 for your review.

tb:PJB

Attachment

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


Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	FSS J. Stecker	FSSup M. Gonzalez
2018 WateReuse CA Conference										
2018 WateReuse CA Conference March 25-27, 2018 Monterey, CA	Registration		450.00							
	Hotel		481.96							
	Airfare		182.96							
	Meals		102.00							
	Rental Car									
	Parking		50.85							
	Tips		9.00							
	Fuel/mileage/taxi/uber		38.15							
	Total	0.00	1,314.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2018 CASA Joint Public Policy Forum										
2018 CASA Joint Public Policy Forum April 11, 2018 Sacramento, CA	Registration	275.00	275.00	275.00			275.00			
	Hotel	321.30	321.30	321.30			321.30			
	Airfare	117.96	190.86	133.96			149.96			
	Meals	31.39	55.91	6.51			30.99			
	Taxi/Uber		39.60	59.60			52.96			
	Parking/Misc			26.00			26.00			
	Tips/Baggage	4.00	6.00	7.00			5.00			
	Fuel/mileage/taxi/uber	32.97	35.97	6.54						
	Total	782.62	924.64	835.91	0.00	0.00	861.21	0.00	0.00	0.00
2018 CWEA Annual Conference										
2018 CWEA Annual Conference April 17-20, 2018 Sacramento, CA	Registration	578.00	578.00	578.00					618.00	618.00
	Hotel	653.76	653.76	653.76					653.76	653.76
	Airfare	208.96	208.96	208.96					232.96	232.96
	Meals	96.49	122.30	25.12					26.44	126.88
	Rental Car									
	Parking	70.40							60.00	
	Tips	8.00		23.00					15.00	
	Fuel/mileage/taxi/uber	65.79	36.36	105.23					104.00	
	Total	1,681.40	1,599.38	1,594.07	0.00	0.00	0.00	0.00	1,710.16	1,631.60
2018 WateReuse CA Conference										
	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

Notes:

- JH/DO WateReuse Conference totals are in the April 2018 Agenda
- CASA, DO drove to JH house, JH drove to airport and back
- CASA, DO paid for airport parking
- CASA, GS drove ES to airport, ES drove home from airport with JH/DO
- CASA ES changed flight to attend EWA PFC on 4/10/2018, cost to change flight \$56.90
- CWEA DO picked up ES and drove to JH house, JH drove to airport
- CWEA DO paid for cab in SAC for ES/JH
- CWEA, Car keys inadvertently left at hotel, JH/DO/ES took cab from SD airport to JH house

MEMORANDUM

Ref: 18-6186

DATE: May 3, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Actuarial Valuation of LWD's Retiree Health Program

RECOMMENDATION:

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

1. Receive and file the Actuarial Valuation of LWD's Retiree Health Insurance Program as of June 30, 2017.

DISCUSSION:

Tactical Goal: Financial/OPEB Valuation and Implementation

This agenda item was presented to the Investment and Finance Committee at their April 25, 2018 meeting.

During 2004, the Government Accounting Standards Board (GASB) issued statements (No's. 43 and 45) requiring agencies such as LWD to report their liability for other post employment benefits (OPEB) in a footnote to their financial statements and to expense their OPEB costs based on a funding calculation. For LWD, this meant that the district had to account for how it would pay for retiree health benefits over the working career of employees rather than on a pay-as-you-go basis. In July 2008, LWD staff contracted with The Epler Company (now Nyhart Company) to perform an initial actuarial valuation of its retiree health program. Following this valuation, the Board authorized staff to pre-fund its actuarial liability through the California Employees' Retiree Benefit Trust (CERBT) with an initial deposit of approximately \$176,000.

In June 2015 GASB issued statements (No's. 74 and 75) requiring agencies, such as LWD, to calculate and report their Net OPEB Liability on the face of their financial statements. In January 2018, LWD staff contracted with Nyhart Company to perform an actuarial valuation of its retiree health insurance program, in accordance with GASB statements (No's. 74 and 75).

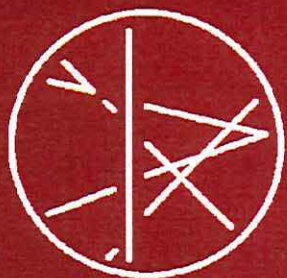
This agenda item, which is a fiscal year 2018 tactical goal, presents the results of this recent actuarial valuation as of June 30, 2017. Based on this most recent report, the District's Net OPEB Liability is actually a Net OPEB Asset of \$123,127. The District's Plan Fiduciary Net Position (CERBT Trust investments) of \$395,490 were greater than the District's Total OPEB liability of \$272,363.

Ms. Marilyn Jones of Nyhart Company presented an overview of the actuarial valuation to the IFC at their April meeting. Following this review, the IFC recommended that this agenda item be placed on the consent calendar for the Board's May 9, 2018 meeting.

A copy of the valuation report is attached.

rad:PB

Attachment



nyhart

GASB Nos. 74 & 75 ACTUARIAL VALUATION

Fiscal Year Ending June 30, 2018
(Measured at June 30, 2017)

Leucadia Wastewater District

Nyhart Actuary & Employee Benefits
530 B Street, Ste. 900, San Diego, CA 92101
(619) 239-0831 - www.nyhart.com

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Actuarial Assumptions and Methods	16

Mr. Richard Duffy
Leucadia Wastewater District
1960 La Costa Ave
Carlsbad, CA 92009

3/20/2018

This report summarizes the GASB actuarial valuation for the Leucadia Wastewater District's Other Post Employment Benefit (OPEB) for the fiscal year ending June 30, 2018 (measured at June 30, 2017). Nyhart prepared this report to meet employer financial accounting requirements under Governmental Accounting Standards Board (GASB) Statement No. 75 (Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions). To the best of our knowledge, the report presents a fair position of the funded status of the plan in accordance with GASB Statement No. 75.

The information presented herein is based on the actuarial assumptions and substantive plan provisions summarized in this report and participant information furnished to us by the Plan Sponsor. We have reviewed the employee census provided by the Plan Sponsor for reasonableness when compared to the prior information provided but have not audited the information at the source, and therefore do not accept responsibility for the accuracy or the completeness of the data on which the information is based. When relevant data may be missing, we may have made assumptions we feel are neutral or conservative to the purpose of the measurement. We are not aware of any significant issues with and have relied on the data provided.

The discount rate, other economic assumptions, and demographic assumptions have been selected by the Plan Sponsor with the concurrence of Nyhart. In our opinion, the actuarial assumptions are individually reasonable and in combination represent our estimate of anticipated experience of the Plan. All calculations have been made in accordance with generally accepted actuarial principles and practice.

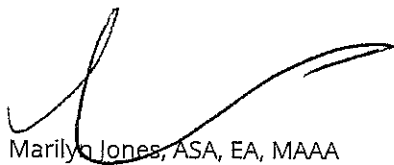
Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period and roll-forward techniques); and changes in plan provisions or applicable law.

We did not perform an analysis of the potential range of future measurements due to the limited scope of our engagement.

To our knowledge, there have been no significant events prior to the current year's measurement date or as of the date of this report that could materially affect the results contained herein.

Neither Nyhart nor any of its employees has any relationship with the plan or its sponsor that could impair or appear to impair the objectivity of this report. Our professional work is in full compliance with the American Academy of Actuaries "Code of Professional Conduct" Precept 7 regarding conflict of interest. The undersigned meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Should you have any questions please do not hesitate to contact us.



Marilyn Jones, ASA, EA, MAAA
Consulting Actuary



Luis Murillo, ASA, MAAA
Valuation Actuary

Retiree Health Plan
CASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
Valuation Results Summary

As of Valuation Date: June 30, 2017

	Explicit	Implicit	Total
Present Value of Employer Contributions			
Actives	\$ 158,474	\$ 86,504	\$ 244,978
Retirees	69,693	37,814	107,507
Total	<u>\$ 228,167</u>	<u>\$ 124,318</u>	<u>\$ 352,485</u>
Total (Accrued) OPEB Liability			
Actives	\$ 111,688	\$ 53,167	\$ 164,855
Retirees	69,693	37,814	107,507
Total	<u>\$ 181,381</u>	<u>\$ 90,981</u>	<u>\$ 272,362</u>
Projected Employer Contributions for ending June 30,	Explicit	Implicit	Total
2018	\$ 5,827	\$ 7,626	\$ 13,453
2019	6,961	8,507	15,468
2020	8,527	10,145	18,672
2021	9,778	13,798	23,576
2022	10,721	10,210	20,931
2023	11,772	10,347	22,119
2024	12,534	10,131	22,665
2025	13,286	10,365	23,651
2026	13,988	5,668	19,656
2027	14,933	5,278	20,211
Actuarial Assumptions as of Valuation Date			
Inflation			2.75%
Salary increases			3.00%
Discount rate			7.00%
Plan Membership			
Inactive plan members or beneficiaries currently receiving benefits			3
Inactive plan members entitled to but not yet receiving benefits			0
Active plan members			<u>20</u>
			23

Retiree Health Plan
CASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
CASB 75 Summary

Net OPEB Liability

The components of the Net OPEB Liability at June 30,

	<u>2017</u>
Total OPEB Liability	\$ 272,363
Plan fiduciary net position	(395,490)
Net OPEB Liability	<u>\$ (123,127)</u>
Plan fiduciary net position as a % of the Total OPEB Liability	145.21%
OPEB Expense for the Fiscal Year Ended June 30,	\$ 1,935

Actuarial Assumptions

The Total OPEB Liability was determined using the following actuarial assumptions.

Inflation	2.75%
Salary increases	3.00%
Investment rate of return	7.00%
Discount rate	7.00%

Plan Membership

The Total OPEB Liability was determined based on the plan membership as of June 30,

	<u>2017</u>
Inactive plan members or beneficiaries currently receiving benefits	3
Inactive plan members entitled to but not yet receiving benefits	0
Active plan members	<u>20</u>
	23

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
Statement of Fiduciary Net Position

	<u>June 30, 2017</u>
Assets	
Cash and deposits	N/A
Securities lending cash collateral	N/A
Total cash	N/A
Receivables:	
Contributions	N/A
Due from broker for investments sold	N/A
Investment income	N/A
Accrued Income	N/A
Total receivables	N/A
Investments:	
Fixed income obligations and mutual funds	N/A
Domestic equities	N/A
International equities	N/A
Alternative assets/private equity	N/A
Total investments	N/A
Total assets	N/A
Liabilities	
Payables:	
Investment management fees	N/A
Due to broker for investments purchased	N/A
Collateral payable for securities lending	N/A
Other	N/A
Total liabilities	N/A
Net position restricted for OPEB	<u>\$ 395,490</u>

Note: This information will be provided separately from the CERBT GASB 74 Information.

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
Statement of Changes in Fiduciary Net Position

	<u>June 30, 2017</u>
Additions	
Contributions:	
Employer	\$ 27,373
Member	0
Nonemployer Contributing Entity	0
Total contributions	<u>\$ 27,373</u>
Investment income:	
Net increase in fair value of investments	\$ 37,240
Interest and dividends	0
Less investment expense, other than from securities lending	0
Net income other than from securities lending	<u>\$ 37,240</u>
Securities lending income	0
Less securities lending expense	0
Net income from securities lending	<u>\$ 0</u>
Net investment income	<u>\$ 37,240</u>
Other	0
Total additions	<u>\$ 64,613</u>
Deductions	
Benefit payments	\$ 21,841
Administrative expense	189
Investment Fees	0
Total deductions	<u>\$ 22,030</u>
Net increase in net position	<u>\$ 42,583</u>
Net position restricted for OPEB	
Beginning of year	<u>\$ 352,907</u>
End of year	<u>\$ 395,490</u>

Note: The employer contributions include retiree benefit payments inclusive of subsidy not reimbursed from the trusts.

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
Schedule of Changes in Net OPEB Liability and Related Ratios

Total OPEB Liability	2017
Service cost	\$ 10,573
Interest	18,533
Changes of benefit terms	0
Differences between expected and actual experience	0
Changes of assumptions	0
Benefit payments, including refunds of member contributions	(21,841)
Net change in Total OPEB Liability	7,265
Total OPEB Liability - beginning	265,098
Total OPEB Liability - ending (a)	\$ 272,363
Plan fiduciary net position	
Contributions - employer	27,373
Contributions - member	0
Contributions - nonemployer contributing member	0
Net investment income	37,240
Benefit payments, including refunds of member contributions	(21,841)
Administrative expenses	(189)
Other	0
Net change in plan fiduciary net position	\$ 42,583
Plan fiduciary net position - beginning	352,907
Plan fiduciary net position - ending (b)	\$ 395,490
Net OPEB Liability - ending (a) - (b)	\$ (123,127)
Plan fiduciary net position as a percentage of the total OPEB liability	145.2%
Covered - employee payroll	NA
Net OPEB Liability as percentage of covered-employee payroll	NA

Retiree Health Plan
CASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
OPEB Expense

Service cost	\$	10,573
Interest on Total OPEB Liability		18,533
Projected earnings on OPEB plan investments		(24,890)
Reduction for contributions from active employees		0
OPEB plan administrative expense		189
Changes of benefit terms		0
Other changes		0
Current period recognition of deferred outflows/(inflows) of resources		
Differences between Expected & Actual Experience in measurement of the Total OPEB Liability		0
Changes of assumptions		0
Differences between Projected & Actual Earnings on OPEB Plan Investments		(2,470)
Annual OPEB Expense	\$	1,935

Retiree Health Plan

GASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

		Initial Amortization Period	Annual Recognition	06/30/2017 Balance
Differences between expected and actuarial experience in measurement of the Total OPEB Liability for the period ending:	Initial Balance			
June 30, 2017	\$ 0	N/A	\$ 0	\$ 0
Total			\$ 0	\$ 0

		Initial Amortization Period	Annual Recognition	06/30/2017 Balance
Changes of assumptions for the period ending:	Initial Balance			
June 30, 2017	\$ 0	N/A	\$ 0	\$ 0
Total			\$ 0	\$ 0

		Initial Amortization Period	Annual Recognition	06/30/2017 Balance
Differences between projected and actual earnings on OPEB plan investments for the period ending:	Initial Balance			
June 30, 2017	\$ (12,350)	5	\$ (2,470)	\$ (9,880)
Total			\$ (2,470)	\$ (9,880)

The balances as of June 30, 2017 of the deferred outflows/(inflows) of resources will be recognized in OPEB expense for the period ending June 30,

2018	\$ (2,470)
2019	\$ (2,470)
2020	\$ (2,470)
2021	\$ (2,470)
2022	\$ 0
Thereafter	\$ 0

Discount rate

The discount rate used to measure the Total OPEB Liability is 7.00%.

Sensitivity of the Net OPEB Liability to changes in the discount rate

The following presents the Net OPEB Liability, calculated using the discount rate of 7.00%, as well as what the Net OPEB Liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00%) or 1-percentage-point higher (8.00%) than the current rate:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Net OPEB Liability	\$ (89,983)	\$ (123,127)	\$ (150,732)

Sensitivity of the Net OPEB Liability to changes in healthcare cost trend rates

	1% Decrease (5.00%HMO/5.50%PPO decreasing to 4.00%HMO/4.00%PPO)	Current Healthcare Cost Trend Rates (6.00%HMO/6.50%PPO decreasing to 5.00%HMO/5.00%PPO)	1% Increase (7.00%HMO/7.50%PPO decreasing to 6.00%HMO/6.00%PPO)
Net OPEB Liability	\$ (154,705)	\$ (123,127)	\$ (84,320)

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
Schedule of Contributions

	<u>2017</u>
Actuarially determined contribution	\$ 10,836
Contributions in relation to the actuarially determined contribution	<u>27,373</u>
Contribution deficiency (excess)	\$ (16,537)
 Covered-employee payroll	 NA
Contributions as a percentage of covered-employee payroll	NA

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the OPEB plan's target asset allocation as of June 30, 2017 are summarized in the following table:

Asset class	Target allocation	Long-term expected real rate of return
CERBT		
US Equity	30.0%	4.85%
International Equity	27.0%	5.85%
REITs	8.0%	3.65%
US Fixed Income	27.0%	2.35%
Commodities	3.0%	1.75%
Inflation Assets	5.0%	1.50%
Total	100.0%	

Long-term expected rate of return is 7.00%.

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
 Valuation Data

The valuation was based on the census furnished to us by the District. The following tables display the age distribution for retirees and the age/service distribution for active employees.

Age Distribution of Eligible Retired Participants & Beneficiaries*

	With Medical Coverage	Waived Medical Coverage	Total
<55	0	1	1
55-59	0	1	1
60-64	1	0	1
65-69	1	3	4
70-74	0	0	0
75-79	1	2	3
80+	0	0	0
Total:	3	7	10
Average Age:	68.6	65.2	66.3
Average Retirement Age:	59.9	55.1	56.6

*Excludes 4 retired employees who are not eligible for continuation of coverage. Retirees waiving coverage may elect coverage at a future date.

Age/Service Distribution of Active Participants**

(Based on CalPERS reported dates of hire)

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	1									1
30-34	3	1								4
35-39	1	1	0	1						3
40-44	1	1	2	0						4
45-49	0	0	1	0	0	1				2
50-54	0	0	1	0	0	0	0	1		2
55-59	0	0	0	1	0	0	1	0	0	2
60-64	1	0	0	0	0	0	0	0	0	1
65+	0	0	0	0	1	0	0	0	0	1
Total:	7	3	4	2	1	1	1	1	0	20
Average Age:			45.8							
Average Service:			11.9							

**Employee statistics exclude 2 non-employee Board Members who are also eligible for health benefits at retirement.

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
Benefit Plan Provisions

This study analyzes the postretirement health benefit plans provided by the District. The District contributes to the retiree health coverage of eligible retirees and eligible surviving spouses. The District's financial obligation is as follows:

The District provides the minimum required employer contribution under the CalPERS Health Plan for eligible retirees and surviving spouses in receipt of a pension benefit from CalPERS. An employee is eligible for this employer contribution provided they are vested in their CalPERS pension benefit and commence payment of their pension benefit within 120 days of retirement from the District. Vesting requires at least 5 years of CalPERS total service. The surviving spouse of an eligible retiree who elected spouse coverage under CalPERS is eligible for the employer contribution upon the death of the retiree. Board Members during or prior to 1994 are also eligible for a District contribution at retirement.

The scheduled minimum required employer contributions under the CalPERS Health Plan are as follows:

Calendar Year	Minimum Required Employer Contribution
2006	\$64.60
2007	\$80.80
2008	\$97.00
2009	\$101.00
2010	\$105.00
2011	\$108.00
2012	\$112.00
2013	\$115.00
2014	\$119.00
2015	\$122.00
2016	\$125.00
2017	\$128.00
2018	\$133.00
2019+	Adjusted Annually to reflect Medical Portion of CPI

Premium Rates

The District participates in the CalPERS Health Program, a community-rated program for its medical coverage. The following tables summarize the 2017 and 2018 monthly premiums for the primary medical plans in which the retirees are enrolled.

2017 Other So. Cal. Region	Kaiser	BS HMO	PERSCare	PERSChoice	PERS Select
Retiree Only	\$ 599.54	\$ 778.45	\$ 802.24	\$ 714.43	\$ 633.46
Retiree Plus Spouse	\$1,199.08	\$1,556.90	\$1,604.48	\$1,428.86	\$1,266.92
Retiree Plus Family	\$1,558.80	\$2,023.97	\$2,085.82	\$1,857.52	\$1,647.00
Retiree Only- Medicare	\$ 300.48	N/A	\$ 389.76	\$ 353.63	\$ 353.63
Retiree Plus Spouse – Medicare	\$ 600.96	N/A	\$ 779.52	\$ 707.26	\$ 707.26

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
Benefit Plan Provisions

2017 Other So. Cal. Region (Continued)	Sharp HMO	UHC HMO	Anthem HMO Select	Anthem HMO Traditional	Health Net Salud	Health Net Smart Care
Retiree Only	\$ 614.46	\$ 549.76	\$ 659.03	\$ 799.15	\$ 473.46	\$ 537.20
Retiree Plus Spouse	\$1,228.92	\$1,099.52	\$1,318.06	\$1,598.30	\$ 946.92	\$1,074.40
Retiree Plus Family	\$1,597.60	\$1,429.38	\$1,713.48	\$2,077.79	\$1,231.00	\$1,396.72
Retiree Only- Medicare	N/A	\$ 324.21	N/A	N/A	N/A	N/A
Retiree Plus Spouse – Medicare	N/A	\$ 648.42	N/A	N/A	N/A	N/A

2018 Other So. Cal. Region	Kaiser	BS HMO	PERSCare	PERSChoice	PERS Select
Retiree Only	\$ 666.80	\$ 695.97	\$ 733.50	\$ 698.96	\$ 654.74
Retiree Plus Spouse	\$1,333.60	\$1,391.94	\$1,467.00	\$1,397.92	\$1,309.48
Retiree Plus Family	\$1,733.68	\$1,809.52	\$1,907.10	\$1,817.30	\$1,702.32
Retiree Only- Medicare	\$ 316.34	N/A	\$ 382.30	\$ 345.97	\$ 345.97
Retiree Plus Spouse – Medicare	\$ 632.68	N/A	\$ 764.60	\$ 691.94	\$ 691.94

2018 Other So. Cal. Region (Continued)	Sharp HMO	UHC HMO	Anthem HMO Select	Anthem HMO Traditional	Health Net Salud	Health Net Smart Care
Retiree Only	\$ 618.14	\$ 616.66	\$ 659.69	\$ 735.08	\$ 461.56	\$ 607.68
Retiree Plus Spouse	\$1,236.28	\$1,233.32	\$1,319.38	\$1,470.16	\$ 923.12	\$1,215.36
Retiree Plus Family	\$1,607.16	\$1,603.32	\$1,715.19	\$1,911.21	\$1,200.06	\$1,579.97
Retiree Only- Medicare	N/A	\$ 330.76	N/A	N/A	N/A	N/A
Retiree Plus Spouse – Medicare	N/A	\$ 661.52	N/A	N/A	N/A	N/A

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2018 (Measured at June 30, 2017)
Actuarial Assumptions and Methods

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Fiscal Year:	July 1 st to June 30 th
Valuation Date:	June 30, 2017
Fiscal Periods Covered:	FY2017/18 and FY2018/19
Funding Practice:	Fund a recommended actuarially determined contribution (ADC) to fully fund the benefits over a reasonable period of time through an amortization of the net (unfunded) OPEB liability. The current actuarially determined contribution = \$0 as the District's assets exceed the present value of projected District contributions towards retiree medical coverage.
Asset Return:	7% per year; assumes the District invests in the CERBT asset allocation Strategy 1 with a margin for adverse deviation of 28 bps.
Discount Rate:	7% per annum. Sensitivity analysis showing a 1% increase or decrease in the discount rate is also provided.
Inflation:	2.75% per annum
Salary Increases:	3.0% per annum, in aggregate
Pre-retirement Turnover:	According to the termination rates under the CalPERS pension plan. Sample rates for Miscellaneous employees are as follows:

Service	Entry Age			
	20	30	40	50
0	17.42%	16.06%	14.68%	13.32%
5	8.68%	7.11%	5.54%	0.97%
10	6.68%	5.07%	0.71%	0.38%
15	5.03%	3.47%	0.23%	0.04%
20	3.70%	0.21%	0.05%	0.01%
25	2.29%	0.05%	0.01%	0.01%
30	0.05%	0.01%	0.01%	0.01%

Pre-retirement Mortality: According to the pre-retirement mortality rates under the CalPERS pension plan updated to reflect the most recent experience study. Sample deaths per 1,000 employees applicable to Miscellaneous employees are as follows:

Age	Males	Females
25	0.4	0.2
30	0.5	0.3
35	0.6	0.4
40	0.8	0.5
45	1.1	0.7
50	1.6	1.0
55	2.3	1.4
60	3.1	1.8

Post-retirement Mortality: According to the post-retirement mortality rates under the CalPERS pension plan updated to reflect the most recent published experience study. Sample deaths per 1,000 employees applicable to Miscellaneous employees are as follows:

Age	Males	Females
55	6.0	4.2
60	7.1	4.4
65	8.3	5.9
70	13.1	9.9
75	22.1	17.2
80	39.0	29.0
85	69.7	52.4
90	129.7	98.9

Retirement Age: According to the retirement rates under the most recent CalPERS pension plan experience study. According to the following retirement tables:

Miscellaneous Tier 1: 3.0% @60

Miscellaneous Tier 2: 2.0% @62

Participation Rates: 50% of eligible active employees are assumed to elect medical coverage at retirement. Future retirees are assumed to elect similar plans as current retirees. Actual plan coverage is used for current retirees.

Spouse Coverage: 50% of future retirees are assumed to elect coverage for their spouse. Male spouses are assumed to be 3 years older than female spouses. Actual spouse coverage and spouse ages are used for current retirees.

Dependent Coverage: Not explicitly valued.

Claim Cost Development: The valuation claim costs are based on the premiums paid for medical insurance coverage. The District participates in CalPERS, a community rated plan. An implicit rate subsidy can exist when the non-Medicare rates for retirees are the same as for active employees. Since non-Medicare eligible retirees are typically much older than active employees, their actual medical costs are typically higher than for active employees. The current valuation contains an estimate of the implicit rate subsidy.

Medical Trend Rates: Medical costs are adjusted in future years by the following trends:

Year	PPO	HMO
2018	Actual	Actual
2019	6.5%	6.0%
2020	6.0%	5.5%
2021	5.5%	5.0%
2022+	5.0%	5.0%

Minimum Contribution: The CalPERS minimum required contribution is assumed to increase 4% per year.

Actuarial Cost Method: The actuarial cost method used to determine the allocation of the retiree health actuarial liability to the past (accrued), current and future periods is the Entry Age Normal (EAN) cost method. The EAN cost method is a projected benefit cost method which means the "cost" is based on the projected benefit expected to be paid at retirement.

The EAN normal cost equals the level annual amount of contribution from the employee's date of hire (entry date) to their retirement date that is sufficient to fund the projected benefit. While both are acceptable methods, typically for plans unrelated to pay the normal cost is calculated to remain level in dollars and for pay-related plans the normal cost is calculated to remain level as a percentage of pay. The District has elected to use level percentage of pay. The EAN actuarial accrued liability or total OPEB liability equals the present value of all future benefits for retired and current employees and their beneficiaries less the portion expected to be funded by future normal costs.

All eligible employees and participating retirees and spouses as of the measurement date listed in the data provided by the District were included in the valuation in accordance with the provisions of the Plan.

Actuarial Value of Assets: Any assets of the plan will be valued on a market value basis.

Encina Wastewater Authority Report
Regular Board Meeting
April 25, 2018

EWA Board of Directors - President Sullivan Reporting

1. Water Reuse Final Report

The Board of Directors received and filed The Water Reuse Feasibility Study.

2. Adoption of Fiscal Year 2019 (FY19) Operating and Capital Budgets

The Board of Directors adopted the FY19 proposed Operations, Maintenance, and Administration Budget and the FY19 proposed Capital Improvement Program Budget and forwarded the recommended budgets to the Joint Advisory Committee.

Joint Advisory Committee

3. Adoption of FY19 Operating and Capital Budgets

The Joint Advisory Committee adopted the FY19 recommended Operations, Maintenance, and Administration Budget and the Capital Improvement Program Budget and forwarded the recommended budgets to the Boards and Councils of the Member Agencies.

Executive Session

4. The Board of Directors met in Executive Session to discuss:

Conference with Legal Counsel – existing litigation as authorized by Government Code section §54956.9(d)(1) – One Case: In the Matter of Statement of Issues Against Encina Wastewater Authority.

Anticipated litigation as authorized by Government Code §54956.(d)(4) - one case: National Oilwell Varco, LP and Flo-Systems, Inc.

Conference with Legal Counsel – Anticipated Litigation – Significant exposure to litigation pursuant to Government Code §54956.9(d)(2): 2 matters

There was no reportable action.

Investment & Finance Committee Meeting Report

Presented by Director Hanson

Meeting held April 25, 2018

The Investment and Finance Committee (IFC) reviewed the following recommendation:

- 1. Receive and file the Actuarial Valuation of LWD's Retiree Health Insurance Program as of June 30, 2017.**

The IFC agreed with staff to include the report in the consent calendar of the agenda.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held May 1, 2018

The Engineering Committee (EC) reviewed the following recommendations:

- 1. Receive and file the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by Infrastructure Engineering Corporation.**

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

- 2. Authorize the General Manager to execute an Amendment No. 4 to Task Order No. 29 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200.**

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

- 3. The EC received information on the following:**

- The Poinsettia Train Station Parallel Gravity Pipeline Project; and
- Evaluation to rebuild or replace the large mobile emergency bypass pump

The EC directed staff to move forward with bypass pump procurement in fiscal year 2019. No other action was taken.

MEMORANDUM

DATE: May 3, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Leucadia Pump Station Rehabilitation Project Preliminary Design Report Completion

RECOMMENDATION:

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

1. Receive and file the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by Infrastructure Engineering Corporation.
2. Discuss and take other action as appropriate.

BACKGROUND:**Tactical Goal: Infrastructure and Technology / Leucadia Pump Station Rehabilitation**

This agenda item was presented to the EC at their May 1, 2018 meeting and the EC concurred with staff's recommendation.

In April 2014, Infrastructure Engineering Corporation (IEC) completed the District's pump stations assessment. As a result of that assessment, IEC recommended the rehabilitation and structural assessment of the Leucadia Pump Station (LPS) in Fiscal Years (FY) 2016 and 2019, respectively. However, for efficiency and cost effectiveness, staff determined that a prudent approach was to combine both recommended projects into a single rehabilitation project for FY 2017. As a result, in September 2016 the Board authorized the execution of Task Order 29 enabling IEC to commence design of the project.

As project design progressed, staff discovered extremely high levels of hydrogen sulfide (H₂S) at the discharge end of the Leucadia (L2) Force Main. Staff and District Engineer (DE) Wilson evaluated and field tested several operational adjustments to reduce the H₂S level. However, no significant H₂S reduction resulted from the field tests. At that time it was determined that an evaluation and redesign of the mechanical system was required to reduce the H₂S levels. As a result, the project transformed into a major pump station rehabilitation project requiring revision of the original project scope to include evaluation and replacement of the pumps, piping and check valve configuration. It should be noted that the last major rehabilitation of LPS was completed in July 2006. IEC's previous design effort was put on hold until the new project scope could be determined. Staff, DE Wilson and IEC collaborated to develop and finalize the additional project objectives to be incorporated into the original project scope. Subsequently, in October 2017 the Board authorized the execution of the Amendment No. 3 to Task Order 29 to complete the Preliminary Design Report (PDR) for the LPS Rehabilitation Project.

DISCUSSION:

During the initial phase of design a Preliminary Design Report (PDR) is completed to establish the scope and parameters of the project. The PDR establishes the framework for the project to focus the design effort and make it more efficient. IEC has completed the PDR which includes the following project recommendations:

- Install five new pumps, three of which have 150 horsepower (HP) motors and two with 25 HP motors.
- Install dry pit submersible pumps. Dry pit pumps can run while submerged but also run in air, thereby improving the survivability of the pump station in a flooding emergency.
- Reuse the two Mitsubishi VFDs and install three new Mitsubishi VFDs during the construction.
- Utilize a pumping control strategy that uses variable speed pumps to maintain a constant level in the wet well. Augment the control strategy with timers during certain periods of the day for longer pump run periods and reduced pump starts.
- Reposition check valves to the horizontal position from their current vertical position. Use swing arm style check valves instead of flapper style valves for improved operation of the pump station.
- Replace the 24" discharge header which was installed as part of the 1971 construction.
- Inspect and repair the wet well liner during construction when the pump station is in full bypass.

The executive summary is attached for your review. A copy of the PDR is available upon request.

It should be noted that pump station bypassing will be necessary to construct the project which includes replacing the pumps and associated valves and piping. Other work that is to be performed during bypassing is wet well lining inspection and rehabilitation as necessary.

Staff and the EC recommend that the Board receive and file the Leucadia Pump Station Rehabilitation Preliminary Design Report completed by IEC. Staff intends to execute a task order amendment with IEC for continued engineering services as the project transitions into the design/bidding phase of the project.

rym:PJB

Attachment

EXECUTIVE SUMMARY

The Leucadia Pump Station Rehabilitation Project began in 2016 as a group of relatively minor upgrades and repairs based on findings of the 2014 pump station condition assessment. The scope has since expanded to address ongoing operational and maintenance issues such as excessive pump starts and lack of availability for outdated pump parts. The proposed project now includes the replacement of all pumps and associated piping, valves, fittings and appurtenances. Additionally, three variable frequency drives (VFD) will be replaced and programming adjustments to the Programmable Logic Controller (PLC), Operator Interface terminal (OIT) and Supervisory Control and Data Acquisition (SCADA) will be made. The upgrades and improvements identified in the original project will be completed. This Preliminary Design Report (PDR) provides a full hydraulic analysis, recommendations for pump replacement and configuration, a process control description, electrical and structural improvement recommendations, an engineer's opinion of probable cost, and an implementation schedule.

The PDR completed by IEC recommends that the District move forward with the rehabilitation of the Leucadia Pump Station. Specific recommendations include:

- Install five new pumping units, three of which have 150 horsepower (HP) motors and the other two have 25 HP motors. This configuration will cover the peak wet weather flows as well as low nighttime flows.
- Install dry pit submersible pumps. Dry pit pumps can run while submerged but also run in air. The pump and motor are closely coupled, so the entire unit is pulled when maintenance is required.
- Reuse the two Mitsubishi VFDs recently installed by Sloan Electrical and use Sloan to install the three new VFDs during the construction.
- Utilize a process control strategy that uses variable speed pumps to maintain a constant level in the wet well. Augment the control strategy with timers during certain periods of the day, which should result in longer pump runs and fewer pump starts.
- Reposition the check valve to the horizontal position from its current vertical position. Install swing arm style check valves instead of flapper style valves for better operation of the check valve during pumping.
- Replace the 24" discharge header which was installed as part of the 1971 construction. The cast iron and ductile iron header will be replaced with a lined and coated ductile iron pipe.
- Test and repair the wet well liner during construction when the pump station is in full bypass.

MEMORANDUM

DATE: May 3, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Leucadia Pump Station Rehabilitation Project – Design Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute Amendment No. 4 to Task Order No. 29 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$180,200.
2. Discuss and take other action as appropriate.

DISCUSSION:**Tactical Goal: Infrastructure and Technology / Leucadia Pump Station Rehabilitation**

This agenda item was presented to the EC at their May 1, 2018 meeting and the EC concurred with staff's recommendation.

This item is a follow-up to the previous item regarding the Leucadia Pump Station Preliminary Design Report (PDR) completed by IEC. The PDR recommended the following major project components:

- Install five new pumps, three of which have 150 horsepower (HP) motors and two with 25 HP motors.
- Install dry pit submersible pumps. Dry pit pumps can run while submerged but also run in air, thereby improving the survivability of the pump station in a flooding emergency.
- Reuse the two Mitsubishi VFDs and install three new Mitsubishi VFDs during the construction.
- Utilize a pumping control strategy that uses variable speed pumps to maintain a constant level in the wet well. Augment the control strategy with timers during certain periods of the day for longer pump run periods and reduced pump starts.
- Reposition check valves to the horizontal position from their current vertical position. Use swing arm style check valves instead of flapper style valves for improved operation of the pump station.
- Replace the 24" discharge header which was installed as part of the 1971 construction.
- Inspect and repair the wet well liner during construction when the pump station is in full bypass.

Additionally, the PDR estimated the construction cost for the project, without contingency, to be \$2,454,000.

The next phase of the project is the final design phase. IEC has submitted a proposal, attached, to complete the design of the project. The Scope of Work includes:

Task 1 – Project Management and Administration

IEC will attend three review meetings: a kick off meeting and one after each of the design submittals. IEC will develop a comment log for District comments on both the specifications and the plans with a column for IEC's response to each comment. Additional coordination, project status reports and schedule updates will be addressed via e-mail and telephone.

Task 2 – Final Design

The design of the project will conform to the PDR. IEC will:

- Prepare two design submittals at 75% and 100% levels of design
- Prepare the bid package that will consist of D-sized sheets, Construction Specifications Institute (CSI) format specifications and an engineer's opinion of probable construction cost
- The plan set will consist of 53 plan sheets

IEC's proposed fee for design services is \$180,200 which includes services to support project design, such as electrical engineering subconsultant design services. This fee is 7.3% of the estimated construction cost. Staff believes the proposal is fair and reasonable. Therefore, staff and the EC recommend that the Board authorize the General Manager to execute Amendment No. 4 to Task Order 29 with IEC for engineering design services for the Leucadia Pump Station Rehabilitation Project.

FISCAL IMPACT:

Staff appropriated funds in the FY18 Budget for this project. The budget contains sufficient funds to commence the design services to be provided under this task order.

rym:PJB

Attachment



April 23, 2018

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

RE: Proposal for Engineering Services for Final Design of Leucadia Pump Station Rehabilitation Project

Dear Mr. Morishita:

It has been our pleasure to assist the District with the Leucadia Pump Station (LPS) Rehabilitation Study Project. This letter requests an amendment (Amendment 4) for engineering services to prepare the Final Design for the LPS Rehabilitation Project. The services requested under this amendment supplement, and do not overlap with, services authorized under the original task order. The original task order authorized IEC to prepare design documents for a limited rehabilitation project at the LPS based on minor improvements identified in the 2014 Pump Station Assessment Report. An amendment to the contract was made in order to have the 24-inch cast iron discharge header pipe inspected. A second amendment was added to evaluate the relocation of the existing check valve from a vertical position to a horizontal position. A third amendment was added to prepare a Preliminary Design Report (PDR) that includes replacement of pumps and piping in the station as well as the minor improvements from the original scope. The services requested under this fourth amendment supplement, and do not overlap with, services authorized.

SCOPE OF SERVICES

IEC recommends that the District move forward with final design of the rehabilitation of the Leucadia Pump Station. The final design should include replacement and reconfiguration of the five existing pumps, replacement of all mechanical piping, valves and appurtenances, new electrical and controls equipment including two variable frequency drives (VFDs). The existing generator is sufficiently sized and will not be replaced. Structural improvements will be made to the dry pit floor slab and exterior concrete areas around the pump station. The project will also include miscellaneous improvements such as a new building air supply fan, odor control fan and building roof access hatch.

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

Task 1 – Project Management and Administration

IEC will attend three review meetings: one after each of the design submittals. We will develop a comment log for District comments on both the specifications and the plans with a column for IEC response to be filled out. Additional coordination, project status reports and schedule updates will be addressed via e-mail and telephone.

Task 2 – Final Design

IEC will prepare two design submittals at 75% and 100% levels of design. IEC will prepare one bid package that will consist of D-sized sheets, Construction Specifications Institute (CSI) format specifications and an engineer's opinion of probable construction cost. The design set will consist of 53 proposed drawings as listed in the Proposed Drawing List:

Proposed Drawing List

G-1 General Notes	M-10 Mechanical Details 3
G-2 Abbreviations & Symbols	S-1 General Notes
G-3 Pump Curves	S-2 General Notes & Special Inspection Tables
G-4 Site Plan – Existing	S-3 Typical Details
G-5 Site Plan	S-4 Upper Level Plan
G-6 Site Plan Enlarged	S-5 Upper Level Plan
G-7 Paving and Grading Plan	S-6 Enlarged Topping Slab Plan
G-8 Yard Piping Plan	S-7 Section
G-9 Schematic Bypass Pumping Plan	S-8 Structural Details
G-10 - Civil Details 1	S-9 Structural Details
G-11 - Civil Details 2	E-1 Standard Symbols and Abbreviations
D-1 Demolition Plan - Exterior	E-2 Partial Single Line Diagram/Elevations
D-2 Demolition Plan - Exterior	E-3 Upper Level Electrical Plan
D-3 Demolition Plan - Interior	E-4 Lower Level Electrical Plan
D-4 Demolition Section – Interior	E5-Upper Level Lighting Plan
D-5 Demolition Photos 1	E-6 Lower Level Lighting Plan
D-6 Demolition Photos 2	E7-Overflow Basin Area Electrical Plan
D-7 Demolition Photos 3	E-8 Control Diagram
D-8 Demolition Photos 4	E-9 Control Diagram
M-1 Mechanical Plan – Exterior	E10- Schedules
M-2 Mechanical Sections – Exterior	E11 – Details
M-3 Mechanical Plan Upper Level	I-1 P & ID Symbols and Abbreviations
M-4 Mechanical Sections Upper Level	I-2 P & ID 1
M-5 Mechanical Plan – Lower Level	I-3 P & ID 2
M-6 Mechanical Sections – Lower Level	I-4 P & ID 3
M-7 Mechanical Sections – Lower Level	
M-8 Mechanical Details 1	
M-9 Mechanical Details 2	

Deliverables: 75% and 100% Design Submittals with plans, specifications and Engineer's Opinion of Probable Construction Cost. The design submittals will be delivered as pdf files to the District. IEC will coordinate with the District and their reprographics vendor to deliver the pdf files for bidding.

Mr. Robin Morishita
Leucadia Wastewater District
Page 3 of 3

SCHEDULE

It is anticipated IEC will commence with the final design work immediately upon notice to proceed. The final design submittal will be completed within six months. Additional drafts or a change in scope from the scope proposed herein will require additional time and budget.

FEE

The proposed level of effort and fee is indicated on the attached table. The proposed level of effort and fee is indicated on the attached table. We estimate the cost of the additional work to be \$180,200. This would bring the total requested project budget to \$317,945. Billing will be in accordance with our current agreement for as-needed engineering services. We sincerely appreciate the opportunity to provide this proposal and assist the District with this project. Please contact me at (858) 842-4425 should you have any questions or need further information.

Sincerely,



Jane Costello, PE
Project Manager

cc: Jamie Fagnant, PE, IEC, Rob Weber, PE, IEC

FEE ESTIMATE
LEUCADIA WASTEWATER DISTRICT
Pump Rehabilitation Project - Final Design

Task/ Subtask	Task/Subtask Description	Principal (Rob Weber)	Project Manager (Jane Costello)	Sr. Project Engineer (S. Raveendran) Hydraulic Modeling	Sr. Project Engineer (Jamie Fagnant)	Engineer II/ CAD II Designer (Marie Fawcett)	CAD II Designer (Terry Sweitzer)	Word Processor (Annette Moore)	Subtask Labor- Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$200.00	\$180.00	\$180.00	\$160.00	\$120.00	\$120.00	\$98.00					
TASK 1	Project Management and Administration												\$9,430
	Meetings - One Kick-off/Three Review		16		4	12			32	\$4,960	\$150		\$5,110
	Project Status Reports/Coordination		24						24	\$4,320			\$4,320
TASK 2	Final Design												\$170,770
	75% Design Submittal	8	40	16	16	140	180		400	\$52,640	\$150	\$28,350	\$81,140
	100% Design Submittal		48			70	90		208	\$27,840	\$100	\$28,350	\$56,290
	Cost Estimate, Specifications, QA/QC	8	40		8	40		40	136	\$18,800	\$50	\$14,490	\$33,340
		16	168	16	28	262	270	40	800				
		\$3,200	\$30,240	\$2,880	\$4,480	\$31,440	\$32,400	\$3,920		\$108,560	\$450	\$71,190	\$180,200

\$108,560

TOTAL NOT-TO-EXCEED FEE: \$180,200

MEMORANDUM

Ref: 18-6174

DATE: May 3, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Contract Amendment No. 1 to MSC Janitorial Services, Inc. for Janitorial Services

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Authorize the General Manager to execute contract Amendment No. 1 with MSC Janitorial Services, Inc. (MSC) for Janitorial Services for an additional two years in an amount not to exceed \$43,240.80.

DISCUSSION:

During March 2015, the Board of Directors authorized a three-year contract with MSC for janitorial services. The original agreement called for an initial three-year period with an option for a two-year extension. MSC has submitted a proposal for their services for the next two years, which would increase the annual cost from \$18,635.04 to \$20,112 during the first year and to \$23,128.80 during the second year. Based on a review of previous proposals, staff believes the cost is fair and reasonable despite the increase. Over the last three years, MSC has provided the District with excellent janitorial services and their proposed rates are competitive with the bids that the District received three years ago.

Staff believes that executing this option is in the best interest of the District. The proposed Amendment No.1, along with MSC's proposed pricing and exceptions to the current specifications are attached for the Board's review.

Staff recommends that the Board authorize the General Manager to execute contract Amendment No. 1 to MSC Janitorial Services, Inc. in an amount not to exceed \$43,240.80. Staff will appropriate funds each year as part of the budget process to cover the janitorial service fees for that year.

th:PJB

Attachments

**AMENDMENT NO. 1
TO THE JANITORIAL SERVICES AGREEMENT
BETWEEN THE LEUCADIA WASTEWATER DISTRICT
AND MSC JANITORIAL SERVICES, INC. FOR JANITORIAL SERVICES**

This Amendment No. 1 to the AGREEMENT is made and entered into this 1ST day of May, 2018 between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and MSC JANITORIAL SERVICES, INC.

WHEREAS, the DISTRICT and CONTRACTOR entered into an AGREEMENT on March 16, 2015 for janitorial services; and

WHEREAS, the AGREEMENT allows for an additional two-year extension; and

WHEREAS, the DISTRICT has determined that a two-year extension is in the best interest of the District.

NOW THEREFORE, in consideration of their mutual promises, obligations, and covenants hereinafter contained, DISTRICT and CONTRACTOR agree to amend the AGREEMENT as follows:

ARTICLE 3: TIME OF PERFORMANCE

The time of performance shall be amended to include janitorial services for an additional two-year period from May 1, 2018 to April 30, 2020.

ARTICLE 4: COMPENSATION

Compensation for all work performed under Amendment No. 1 shall be as described in Attachment A – Work Standards. Compensation for the services described in this AMENDMENT shall not exceed \$20,112 for the first year and \$23,128.80 for the second year, for a total two-year cost of \$43,240.80. This amount shall be added to the previous amount to bring the total not to exceed amount for the AGREEMENT to \$99,145.92. This amount shall not be exceeded unless there is a change in scope of work, in writing and agreed to by both parties.

All other terms and conditions of the Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto caused this AGREEMENT to be executed the day and year first above written.

LEUCADIA WASTEWATER DISTRICT

MSC JANITORIAL SERVICES, INC.

By: _____
Paul J. Bushee,
General Manager

By: _____
Nolbert Navarro,
General Manager

WORK STANDARDS

◆ PRICING

Fiscal Year May 1, 2018 – April 30, 2019:

Location	Monthly Charge	Yearly Charge
Administration Building	<u>\$1,501.00</u>	<u>\$18,012.00</u>
Operations Building	<u>\$175.00</u>	<u>\$ 2,100.00</u>
Total	<u>\$1,676.00</u>	<u>\$20,112.00</u>

Fiscal Year May 1, 2019 – April 30, 2020:

Location	Monthly Charge	Yearly Charge
Administration Building	<u>\$1,726.15</u>	<u>\$20,713.80</u>
Operations Building	<u>\$ 201.25</u>	<u>\$ 2,415.00</u>
Total	<u>\$1,927.40</u>	<u>\$23,128.80</u>

Cost for extra cleaning, emergency cleaning, or additional cleaning.

\$27.50 per hour \$335.00 for annual window washing

Exception and deviations from specifications:

- Machine scrub floors in locker rooms and all restrooms and refinish tiles in restrooms (8 total) will be an additional charge of \$300 per cleaning
- Interior window wash will be \$200 per cleaning

PAYMENT TERMS: Net 30

MEMORANDUM

Ref: 18-6187

DATE: May 3, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Change to the August 2018 Board of Directors Meeting Date

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and take action as appropriate.

BACKGROUND:

Resolution 2205 calls for the Board of Directors to annually establish the date and times for its regular meetings. As such, the Board approved its 2018 meeting calendar at its November 2017 meeting. Resolution 2205 also allows the Board to change its meeting dates, time and location provided that is approved by the Board ahead of time.

DISCUSSION:

Last month it was discovered that the District was provided incorrect dates of August 22nd – 24th, 2018 for the CASA Annual Conference. The correct CASA Conference dates are from August 8th – 10th which conflicts with the LWD Board's August 8th scheduled meeting. The purpose of this agenda item is to select an alternate date for the August 2018 board meeting. Staff proposes the following date:

- Wednesday, August 15, 2018 at 5pm

Please note that this is a proposed date and it is the Board's discretion to keep the existing date or choose another date and time that works best.

FISCAL IMPACT:

There is no fiscal impact associated with this recommendation.

PJB

Directors' Meetings

Presented by Directors Sullivan, Omsted, and Hanson

Conference

2018 CASA/WateReuse Joint Public Policy Forum

Dates and Location

April 11, 2018

The Sutter Club

Sacramento, CA 95814

List of Attendees

President Sullivan

Director Omsted

Director Hanson

The above mentioned Board members attended sessions regarding Policy Making, Water Recycling, and Key Legislative Issues, along with visits to legislative offices in the State Capitol.

Directors' Meetings

Presented by Directors Sullivan, Omsted, and Hanson

Conference

2018 CWEA Annual Conference

Dates and Location

April 17-20, 2018

Sacramento Convention Center in Sacramento, CA

List of Attendees

President Sullivan

Director Omsted

Director Hanson

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