



**BOARD OF DIRECTORS  
REGULAR MEETING**

Pursuant to the State of California Executive Order N-29-20, and in the interest of public health, the District is temporarily taking actions to mitigate the COVID-19 pandemic by holding Board Meetings by teleconference or videoconference. The general public may not attend this meeting at the District's office due to social distancing requirements.

**To join this meeting via Zoom Teleconference please dial:** 1 (669) 900-6833  
**Meeting ID:** 831 4549 0510      **Passcode:** 633733

**Public Participation/Comment:** Members of the public can participate in the meeting by emailing comments to the Executive Assistant at [tbait@lwwd.org](mailto:tbait@lwwd.org) by 4:00 p.m. the day of the meeting. The subject line of your email should clearly state the item number you are commenting on. If you desire to have your comment read into the record during the meeting, please note that in the email subject line. All comments will be emailed to the Board of Directors prior to the start of the meeting. Finally, comments may be mailed to the District, but to be considered, must be received on or before the meeting date. Written comments should be mailed to: Leucadia Wastewater District, c/o Executive Assistant, 1960 La Costa Avenue, Carlsbad, CA 92009.

**DATE:** Wednesday, November 18, 2020

**TIME:** 5:00 p.m.

**PLACE:** VIA VIDEOCONFERENCE ONLY

**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 vote of the Board.

Any writings or documents provided to a majority of the members of Leucadia Wastewater District regarding any item on this Agenda will be made available for public inspection in the Administration Office located at 1960 La Costa Avenue, Carlsbad, CA 92009 during normal business hours. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Executive Assistant at (760) 753-0155. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**

**5. Approval of Agenda**

**6. Presentation and Awards**

- A. Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury. (Page 6)
- B. Olivenhain Municipal Water District (OMWD) Recycled Water Customer of the Year Award. (Page 7)

**CONSENT CALENDAR**

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

**7. Approval of Board and Committee Minutes**

Minutes of the following meetings:

- October 14, 2020 Regular Board Meeting (Pages 8-12)
- November 5, 2020 Investment and Finance Committee Meeting (Pages 13-14)
- November 10, 2020 Engineering Committee Meeting (Pages 15-19)

**8. Approval of Demands for October/November 2020**

This item provides for Board of Directors approval of all demands paid from LWD during the month of October and a portion of November 2020. (Pages 20-36)

**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 FY20 to FY21, flows by sub-basin, and staff training. (Pages 37-43)

**10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY21 budget and discloses monthly investments. (Pages 44-51)

**11. Quarterly Treasurer's Investment Report**

This report discloses investments for the quarter ending September 30, 2020. (Pages 52-53, Enclosure 11)

**12. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of October 2020. (Pages 54-55)

**EWA REPORTS**

**13. Encina Wastewater Authority Reports**

- A. A regular EWA Board Meeting was held on October 28, 2020 via video conference – report by Director Sullivan. (Page 56)
- B. An Encina Member Agencies Manager's Meeting was held on November 3, 2020 – report by GM Bushee. (Verbal)

## COMMITTEE REPORTS

### 14. Committee Reports

- A. Investment and Finance Committee meeting was held on November 5, 2020 via videoconference – report by Director Hanson. (Page 57)
- B. Engineering Committee meeting was held on November 10, 2020 via videoconference – report by Vice President Omsted. (Pages 58-59)

## ACTION ITEMS

### 15. Vehicle Purchase to Replace One (1) 2012 Closed Circuit Television Truck

Authorize the General Manager to execute an agreement with Haaker Equipment Company in the amount of \$299,645.20 to purchase a new 2020 Ford F-450 Closed Circuit Television Truck. (Pages 60-61)

### 16. Receive and file the Fiscal Year 2020 (FY20) Comprehensive Annual Financial Report (CAFR) conducted by Davis Farr LLP (Pages 62-67, Enclosure 16)

### 17. Receive and file the Fiscal Year 2020 (FY20) Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc. (Pages 68-78)

### 18. Agreement with Airgas to Furnish and Deliver Liquid Oxygen

Authorize the General Manager to execute a three-year agreement with Airgas to furnish and deliver Liquid Oxygen in an amount of \$141,473 not including tax. (Pages 79-84)

### 19. Encinitas Estates Pump Station Replacement Project

Recommendation 1: Authorize the General Manager to execute an Agreement with Pacific Hydrotech Corporation for the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$1,797,000 as the lowest responsive and responsible bidder.

Recommendation 2: Authorize an additional appropriation of \$1,134,000 to complete project construction and the associated soft costs. (Pages 85-93)

### 20. Contract Award for Engineering Support Services for the Encinitas Estates Pump Station Replacement Project

Authorize the General Manager to execute an Amendment No. 7 to Task Order 38 with Infrastructure Engineering Corporation for engineering support services during the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$75,680. (Pages 94-97)

### 21. Contract Award for Construction Management Services for the Encinitas Estates Pump Station Replacement Project

Authorize the General Manager to execute an Agreement with Mavteck for construction management services during the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$90,000. (Page 98)

### 22. Calendar Year 2021 Board of Directors' Meeting Schedule (Pages 99-102)

### 23. Potential Strategic Planning Facilitator (Page 103)

## **INFORMATION ITEMS**

### **24. Project Status Updates and Other Informational Reports**

- A. LAFCO Special District Advisory Committee Nomination. (Verbal)
- B. LAFCO Special District Advisory Committee Nomination for Oliver Smith of Valley Center Municipal Water District. (Pages 104-105)
- C. CSDA Virtual Quarterly Meeting is scheduled for Thursday, November 19, 2020 via video conference. (Page 106)
- D. CASA Virtual Winter Conference is scheduled for January 27 - 28, 2020 via video conference. (Verbal)

### **25. Directors' Meetings and Conference Reports**

- A. CWEA Annual Virtual Conference was held October 19 - 22, 2020 via videoconference. (Page 107)

### **26. General Manager's Report**

### **27. General Counsel's Report**

### **28. Board of Directors' Comments**

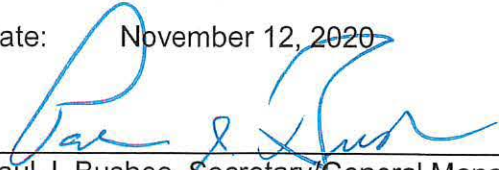
### **29. Adjournment**



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 and on the District website [www.lwwd.org](http://www.lwwd.org) at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: November 12, 2020

  
\_\_\_\_\_  
Paul J. Bushee, Secretary/General Manager

MEMORANDUM

**DATE:** November 12, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury**

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

Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury

On October 15, 2020 LWD staff completed one year without a lost time injury accident. This achievement represents a significant accomplishment since workplace injuries result in lost productivity, low morale, and increased workers' compensation costs. Consequently, avoiding workplace injuries is one of the most important accomplishments LWD staff can achieve. By reaching this goal, each employee is eligible for a \$300 incentive compensation award.

Please join me in congratulating LWD for this accomplishment.

tb:PJB

**Board of Directors**

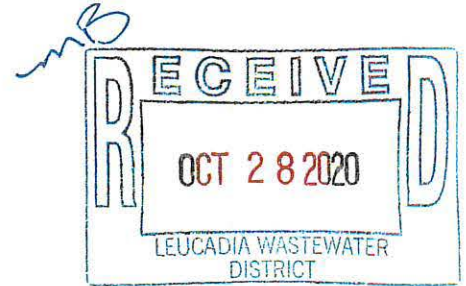
Edmund K. Sprague, President  
Robert F. Topolovac, Vice President  
Lawrence A. Watt, Treasurer  
Robert M. Kephart, Secretary  
Christy Guerin, Director



**General Manager**  
Kimberly A. Thorner, Esq.  
**General Counsel**  
Alfred Smith, Esq.

October 23, 2020

Paul J. Bushee  
General Manager  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009



Dear Mr. Bushee,

Congratulations! You have been selected as Olivenhain Municipal Water District's **Recycled Water Customer of the Year**.

OMWD's award program recognizes individuals and businesses making a significant, positive impact in our communities, the San Diego region, or the water industry.

Please consider this your invitation to join OMWD's November 18 Board of Directors meeting via Zoom. The board will honor you for your efforts amongst other stand-out individuals and businesses. The meeting will begin at 4:00 p.m., and the awards presentation should conclude at approximately 4:30 p.m.

Join Zoom - November 18 Board Meeting, 4:00 p.m.  
<https://us02web.zoom.us/j/82812897386>  
Meeting ID: 828 1289 7386  
Passcode: 056996

Awards will be delivered before the board meeting. If you are unable to attend the Zoom meeting, please send in a photo of yourself holding the award, which we can present to the board.

Please RSVP by calling 760-632-4641 or emailing [tchase@olivenhain.com](mailto:tchase@olivenhain.com). I can also answer any questions about the program or attending the board meeting via Zoom.

Kind regards,

Teresa L. Chase  
Administrative Analyst



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**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 October 14, 2020

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, October 14, 2020 at 5:00 p.m. via teleconference.

**1. Call to Order**

President Juliussen called the meeting to order at 5:01 p.m.

**2. Roll Call**

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

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, District Engineer Dexter Wilson, Field Services Supervisor Marvin Gonzalez, and District resident Paul Ecke III

**3. Pledge of Allegiance**

Director Brown 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 Vice President Omsted, and unanimously carried, the Board of Directors approved the agenda by the following vote:

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

**6. Presentations and Awards**

**A. Certificate of Achievement for Excellence in Financial Reporting from The Government Finance Officers Association (GFOA).**

GM Bushee reported that the District received this award for its outstanding financial reporting associated with the District's Comprehensive Annual Financial Report (CAFR) for FY19. GM Bushee thanked staff for their efforts with the CAFR.

The Board congratulated staff for their efforts.

## CONSENT CALENDAR

### 7. Approval of Board and Committee Minutes

#### Minutes of the following meetings:

- September 9, 2020 Regular Board Meeting
- October 6, 2020 Human Resources Committee Meeting
- October 7, 2020 Engineering Committee Meeting
- October 8, 2020 Community Affairs Committee Meeting

### 8. Approval of Demands for September/October 2020

Payroll Checks numbered 22242-22303; General Checking Checks numbered 54591-54732

### 9. Operations Report (A copy was included in the original October 14, 2020 Agenda)

### 10. Finance Report (A copy was included in the original October 14, 2020 Agenda)

### 11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of September 2020.

### 12. Status Update on the Fiscal Year 2021 (FY21) LWD Tactics and Action Plan

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

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

## EWA and COMMITTEE REPORTS

### 13. Encina Wastewater Authority (EWA) Reports

#### A. A regular EWA Board Meeting was held on September 23, 2020.

Director Sullivan reported on EWA's September 23, 2020 Board Meeting.

#### B. An Encina Member Agency Manager's (MAM) Meeting was held on October 6, 2020.

GM Bushee reported on EWA's MAM October 6, 2020 meeting.

### 14. Committee Reports

#### A. Human Resources Committee (HRC) Meeting was held on October 6, 2020.

Director Hanson reported that the HRC reviewed a recommendation to adopt Resolution No. 2342 – Amending the Human Resources Policy Manual.

Director Hanson stated the HRC agreed with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

**B. Engineering Committee (EC) Meeting was held on October 7, 2020.**

Vice President Omsted reported that the EC reviewed a recommendation to authorize the General Manager to execute a Purchase Order with Encinitas Ford in an amount of \$69,933.72 for the purchase of one (1) 2019 Ford F-450 1½-Ton Utility Bed Truck to replace one similarly equipped District truck.

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

Vice President Omsted stated that the EC also received updates on the Leucadia Pump Station and the Encinitas Estates Pump Station Projects. These items were for information purposes and there was no action taken.

**C. Community Affairs Committee (CAC) Meeting was held on October 8, 2020.**

Director Sullivan reported that the CAC reviewed and commented on the draft layout of the 2020 Fall newsletter and that Rising Tide Partners will make the recommended changes.

The CAC directed staff to move forward with production of the newsletter and forward the final to the Board for their review prior to printing. There was no other action taken.

**ACTION ITEMS**

**15. Amending the Human Resources Policy Manual**

**Adopt Resolution No. 2342 amending the Human Resources Policy Manual (HRPM)**

ASsup Hill presented background information on the item noting it is a tactical goal and it was reviewed by the Human Resources Committee (HRC) at its October 6<sup>th</sup> meeting. She stated that the proposed changes to the HRPM are related to several California employment laws that became effective on January 1, 2020. She then summarized changes to the HRPM in the following areas:

- Section 3 - General Employment Policies;
- Section 9 - General Condition Work; and
- Section 11 – Lay-off and Re-employment

ASsup Hill also noted that minor changes were made to improve clarity and correct grammatical spelling and format inconsistencies.

Upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2342 amending the Human Resources Policy Manual by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Juliussen</b>	Yes
<b>Vice President Omsted</b>	Yes
<b>Director Hanson</b>	Yes
<b>Director Sullivan</b>	Yes
<b>Director Brown</b>	Yes

**16. Purchase of a 2019 Ford F-450 1 ½ -Ton Utility Bed Truck**

Authorize the General Manager to execute a sole source Purchase Order with Encinitas Ford in an amount of \$69,933.72 for the purchase of a new 2019 Ford F-450 1½-Ton pick-up truck to replace one similarly equipped District truck.

FSSup Gonzalez presented the item. He provided background information of the current truck and explained that the truck meets the requirements of the District's Vehicle Replacement Policy. He stated that staff solicited 17 Ford dealerships in San Diego, Riverside, Orange and Los Angeles counties for truck bids and also noted that the bid was advertised in the San Diego Union Tribune. He stated that only one bid was received at the bid price of \$55,999.49. He said that the bid indicated that the delivery period was twelve (12) months.

FSSup Gonzalez stated, because of the long delivery period, staff discovered a 2019 F-450 truck that met the District's requirements and was available through fleet sales at Encinitas Ford. He noted that this truck would be available in three (3) weeks instead of 12 months. FSSup Gonzalez said the price of the truck was \$69,933.72. He explained that the increase in price of approximately \$14,000 is justified by the significantly reduced delivery time.

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source Purchase Order with Encinitas Ford in an amount of \$69,933.72 for the purchase of a new 2019 Ford F-450 1½-Ton pick-up truck by the following vote:

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

President Juliussen and Director Sullivan thanked staff for their due diligence in finding a better truck that can be delivered in a timely manner.

Director Brown stated that staff did a great job to make the current truck last four years longer than the Vehicle Replacement Policy guidelines.

**INFORMATION ITEMS**

**17. Project Status Updates and Other Informational Reports**

A. 2020 CWEA Annual Virtual Conference will be held October 19-22, 2020.

EA Baity provided information regarding the upcoming virtual conference.

**18. Directors' Meetings and Conference Reports**

A. 35<sup>th</sup> Annual WaterReuse Virtual Symposium was held September 14-16, 2020 via videoconference.

Director Sullivan stated it was the best WaterReuse conference yet and she was impressed with the sessions on water scarcity.

President Juliussen stated that water reuse issues are important to him and he appreciated the



guest speakers at the virtual conference.

**19. General Manager's Report**

GM Bushee reported on the following items:

- COVID-19 update regarding District staff and District protocols;
- LWD Fall 2020 Newsletter update; and
- Local Agency Formation Commission (LAFCO) – in the process of updating Rule No. 4

**20. General Counsel's Report**

GC Brechtel reported on the following item:

- Assembly Bill 685: Employer Notification of COVID-19

**21. Board of Directors' Comments**

Director Sullivan congratulated Board members running unopposed in the November Election and wished Director Hanson good luck.

Director Brown stated he enjoyed attending his first District committee meeting.

President Juliussen thanked staff and the Board for all their work. He also stated that there will be no Closed Session tonight.

**22. Closed Session**

Closed session pursuant to California Government Code Sec. 54956.8 to confer with Real Property Negotiators regarding potential terms for acquisition of utility easement: Property Location – Diana Street, Leucadia, California; Agency Negotiators – Paul Bushee and Robin Morishita; Property Owner Negotiator – Beachwalk Condominium HOA.

There was no Closed Session.

**23. Adjournment**

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

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Allan Juliussen, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
November 5, 2020

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A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Thursday, November 5, 2020 at 9:30 a.m. via videoconference.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services  
Manager Richard Duffey, Administrative Services  
Supervisor Trisha Hill, Executive Assistant Tianne Baity,  
and Shannon Ayala from Davis Farr LLP

**3. Public Comment**

None.

**4. New Business**

A. Receive and file the Fiscal Year 2020 (FY20) Comprehensive Annual Financial Report (CAFR).

ASM Duffey presented the item. He provided a summary of the CAFR, highlighting the Management's Discussion and Analysis (MD&A). ASM Duffey discussed the District's FY20 Revenues and Expenses, Key Financial Ratios, Net Position, Restricted Reserve Balances, Unrestricted Reserve Balances, Reserves vs. Cash Investment Balances, Operating Revenues by Source, Operating Expenses by Activity, Net Position by Component, and the FY20 Budget to Actual Expenses.

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

Ms. Ayala stated that the auditor's internal report indicated that the audit was a clean, unmodified opinion for the year ending FY20. She stated there were no instances of noncompliance with certain provisions of laws, regulations, contracts, and grant agreements that have a material effect on the determination of financial statement amounts. Ms. Ayala noted the areas of audit focus included bank statement and check register testing.

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

Vice President Omsted noted that the CAFR does not render an opinion on the financial performance of the District and asked if the auditors could do that or would the District have to engage a separate consultant.

Ms. Ayala replied that if there were specific financial areas that the Board would like to engage the auditors to look at more closely, Davis Farr can do that. GM Bushee asked if the IFC would like staff to discuss further engagement of Davis Farr with the full Board. Vice President Omsted responded not at this time and Director Hanson agreed.

Following discussion, the IFC agreed with staff to recommend that the Board of Directors receive and file the FY20 CAFR.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

GM Bushee thanked ASM Duffey, staff, and Ms. Ayala for their hard work on the audit.

GM Bushee also congratulated Chairperson Hanson on the election.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 10:13 a.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 November 10, 2020

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, November 10, 2020 at 9:00 a.m., via video conference.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen, Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; Field Services Technician III Gabe Mendez, Field Services Technician III Hugo Gonzalez, District Engineer Dexter Wilson, District Engineer Natalie Fraschetti, and Administrative Specialist Mark Brechbiel

**3. Public Comment**

None.

**4. New Business**

**A. Receive and File the FY2020 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.**

FSS Stecker began the presentation of the SSMP audit by indicating that the audit is one of LWD's tactical goals under Services. He and DE Wilson provided background of the District's SSMP from its origin in 2009 through present.

DE Fraschetti went on to describe in detail the various sections of the SSMP and the two primary sections that were used to establish the audit criteria; Section IX (Monitoring, Measurement and Program Modifications) and X (SSMP Program Audits). She stated that the audit is performed to keep the SSMP current and represents current District practices. Overall, she concluded that all SSMP elements are in place and implemented and no significant changes are warranted to the FY19 SSMP Update.

President Juliussen asked that since an audit is performed every year, do we report it every year, and if we need to perform the audit yearly?

DE Fraschetti replied that LWD is required to conduct the audit every two years but conducts the audit every year. GM Bushee added that the annual audit provides further credibility and transparency with the regulators and also provides an excellent review of the year's operations.

Director Omsted asked what are the differences between a Category 1 to Category 3 spill?

DE Frashetti explained there is a difference in spill volume between the categories as well as if the spill reaches waters of the state or not.

Following discussion, the EC concurred with staff to Receive and File the FY2020 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.

- B. Authorize the General Manager to execute an agreement with Haaker Equipment Company in the amount of \$299,645.20 to purchase a new 2020 Ford F-450 Closed Circuit Television Truck.

FSTIII Mendez began by providing background on the current CCTV Truck. He stated that it is a model year 2012 Chevrolet Van conversion with 18,816 miles and 4,007 equipment hours. He continued by stating that the CCTV equipment is aging and has had an increase in maintenance costs with a combined total of \$36,346.11 from 2017 to 2019.

FST III Gonzalez stated that per the LWD Vehicle Replacement Policy, the CCTV truck meets the minimum replacement criteria of *5 years old and 60,000 miles or 7 years old and any miles*. He described additional reasons for replacement including the downtime of equipment, repair and replacement costs and the quality of customer service.

FSTIII Mendez explained that the staff conducted demos with 3 manufacturers: Ibak, Proteus and Envirosight. Based on their demos, staff selected Envirosight because of local repair and support, loaner provision, quick change wheels and other new technology.

GM Bushee stated that the District would utilize Sourcewell Cooperative (Sourcewell) to purchase the vehicle. Sourcewell is a government cooperative purchasing agency that provides competitively negotiated purchase agreement for local government agencies. He added that the District's Procurement Policy allows for the use of cooperative purchasing program when it is in the best interest of the District.

President Juliussen asked what is the approximate value of the CCTV vehicle to be replaced? FSSup Gonzalez replied that staff does not know but plans to contact CUES and ask about current value. He added that staff will also contact local contractors to check interest in purchasing the vehicle.

Following discussion, the EC concurred with staff to authorize the General Manager to execute a cooperative purchase agreement with Haaker Equipment Company in the amount of \$299,645.20 to purchase a new 2020 Ford F-450 Closed Circuit Television Truck.

- C. Authorize the General Manager to execute a three-year agreement with Airgas to furnish and deliver Liquid Oxygen in an amount of \$141,473 not including tax.

FSS Stecker presented this item. FSS Stecker noted that LWD selected the ECO<sub>2</sub> Super-Oxygenation System as the alternative to bioxide to prevent the formation of H<sub>2</sub>S as part of the Leucadia Pump Station Project. FSS Stecker explained that Liquid Oxygen (LOX) is needed to provide the oxygen gas for the ECO<sub>2</sub> System.

FSS Stecker continued that the District solicited bids for LOX and three bids were received on October 6, 2020 to furnish LOX and the associated equipment. He stated that Airgas submitted the lowest Bid of \$47,158 per year for a total of \$141,473 for three years, not including taxes.

Director Omsted questioned the safety of the LOX.

GM Bushee assured him that precautions have been and will be taken and that this was analyze as part of the Leucadia Pump Station Project. TSM Morishita confirmed that the Occupational Safety and Health Administration (OSHA) requirements for LOX were satisfied during project design.

Following discussion, the EC concurred with staff to Authorize the General Manager to execute a three-year agreement with Airgas to furnish and deliver Liquid Oxygen in an amount of \$141,473 not including tax.

D. Encinitas Estates Pump Station Replacement Project:

Recommendation 1: Authorize the General Manager to execute an Agreement with Pacific Hydrotech Corporation for the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$1,797,000 as the lowest responsive and responsible bidder.

Recommendation 2: Authorize an additional appropriation of \$1,134,000 to complete the construction and the associated soft costs.

TSM Morishita presented staff's recommendations. He provided background on the Encinitas Estates Pump Station Replacement Project (Project). He reminded the EC that this was a redesign and rebid of the Project.

TSM Morishita continued that 6 bids were received on October 27, 2020. He stated that as a result of the bid evaluation conducted by Infrastructure Engineering Corporation (IEC), the apparent low bidder Kay Construction Company did not meet the minimum experience requirements. He continued that Pacific Hydrotech Corporation (Pacific Hydrotech) was determined to be the lowest responsive and responsible bidder with a bid of \$1,797,000. TSM Morishita stated that, therefore, staff is recommending awarding the contract to Pacific Hydrotech.

Additionally, TSM Morishita stated that staff is recommending an additional appropriation of \$1,134,000 to complete the construction and associated soft costs. He explained that Funds totaling \$946K were appropriated in prior fiscal years for Project construction. He explained that the budgeted cost was based on the replacement of the Village Park No. 5 (VP5) Pump Station completed in October 2017. TSM Morishita explained that the VP5 construction site was not restricted by adjacent homes, like the Encinitas Estates site, and did not include the replacement of the emergency generator and its associated equipment. He continued that the restricted site increases the construction period, thereby increasing construction costs. He stated that the Project incurred additional soft cost for Project redesign and construction management cost will increase with the increased construction period. TSM Morishita said that for these reasons staff requests an additional appropriation to the FY 2021 Budget of \$1,134,000 to cover the bid price for construction and a 10% contingency and associated soft costs.

Following discussion, the EC concurred with staff to 1: Authorize the General Manager to execute an Agreement with Pacific Hydrotech Corporation for the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$1,797,000 as the lowest responsive and responsible bidder; and

2: Authorize an additional appropriation of \$1,134,000 to complete the construction and the associated soft costs.

- E. Authorize the General Manager to execute an Amendment No. 7 to Task Order 38 with Infrastructure Engineering Corporation for engineering support services during the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$75,680.

TSM Morishita presented this item. He explained that IEC's services include attending pre-construction and progress meetings, review and process submittals and shop drawings, respond to requests for information, design plan revisions when required, and prepare record drawings upon project completion.

The EC concurred with staff to Authorize the General Manager to execute an Amendment No. 7 to Task Order 38 with Infrastructure Engineering Corporation for engineering support services during the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$75,680.

- F. Authorize the General Manager to execute an Agreement with Mavteck for construction management services during the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$90,000.

TSM Morishita presented this item. He stated that construction management services consist of contractor oversight, negotiate change orders, construction inspection and administration. He went on to state that Mr. Maverick Madsen (Mavteck) has a proven track record of providing excellent CM services to the District.

The EC concurred with staff to Authorize the General Manager to execute an Agreement with Mavteck for construction management services during the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$90,000.

## **5. Information Items**

- A. Leucadia Pump Station Project Update.

TSM Morishita presented an update of the Leucadia Pump Station Rehabilitation Project. He described the work done on the LOX concrete pads, Surge Tank line, and the Emergency Submersible Pump line that has been installed in the Emergency Overflow Basin.

## **6. Directors' Comments**

President Juliussen expressed gratitude and commendation for all staff and their continued hard work.

## **7. General Manager's Comments**

None.




**8. Adjournment**

President Juliussen adjourned the meeting at approximately 10:42 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**MEMORANDUM**

**DATE:** November 12, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Approval of October/November Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$2,192,927.92**
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the period October 8, 2020 through November 11, 2020.

Operating expenses totaled **\$725,902.80**, Capital Improvement Program expenses totaled **\$1,353,058.77**, and Payroll expense for District Employees and the Board totaled **\$113,966.35**.

Attachment 1	Summary of Demands by Account October 8, 2020 - November 11, 2020
Attachment 2	Accounts Payable Check Register dated October 13, 2020
Attachment 3	Payroll Check Report dated October 21, 2020
Attachment 4	Accounts Payable Check Register dated October 22, 2020
Attachment 5	Board Payroll Check Report dated November 1, 2020
Attachment 6	Payroll Check Report dated November 4, 2020
Attachment 7	Accounts Payable Check Register dated November 4, 2020

**DEMANDS SUMMARY**

November 18, 2020

**1. Demands**

<u>Category</u>	<u>Check #s</u>	<u>Amount</u>
Payroll Checks -10/21/2020	22304-22322	\$ 54,756.47
Board Payroll Checks - 11/1/2020	22323-22327	\$ 3,930.07
Payroll Checks - 11/4/2020	22328-22346	\$ 55,279.81
	<b>Total</b>	<b>\$ 113,966.35</b>
General Checking - 10/13/2020	54733-54776	\$ 124,740.21
General Checking - 10/22/2020	54777-54806	\$ 1,838,323.88
General Checking - 11/4/2020	54806-54849	\$ 115,897.48
	<b>Total</b>	<b>\$ 2,078,961.57</b>
	<b>GRAND TOTAL</b>	<b>\$ 2,192,927.92</b>

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 10/13/2020 Through 10/13/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	54733	10/13/2020	4,340.00	Flow Metering & Data - Sep
ADS LLC		10/13/2020	<u>1,340.00</u>	Meter Maint & Data Delivery - Sep
	Total 54733		5,680.00	
AIR POLLUTION CONTROL DISTRICT	54734	10/13/2020	460.00	Permit Fees @ VP5
	Total 54734		460.00	
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP	54735	10/13/2020	2,000.00	Consulting Fees LAFCO - Sep
	Total 54735		2,000.00	
AYALA ENGINEERING	54736	10/13/2020	<u>28,320.00</u>	Manhole Rehabs (4)
	Total 54736		28,320.00	
BAY CITY ELECTRIC WORKS, INC	54737	10/13/2020	1,027.74	Repair Generator @ Saxony
	Total 54737		1,027.74	
BIGTUNA INTERACTIVE	54738	10/13/2020	<u>480.00</u>	Web Development
	Total 54738		480.00	
CARLSBAD FUELS CORPORATION	54739	10/13/2020	1,499.24	Vehicle Fuels
	Total 54739		1,499.24	
CITY OF CARLSBAD	54740	10/13/2020	396.55	Water @ Vactor
CITY OF CARLSBAD		10/13/2020	<u>312.58</u>	Water @ Vactor 2
	Total 54740		709.13	
CORODATA	54741	10/13/2020	<u>178.48</u>	File Storage - Sep
	Total 54741		178.48	
DATA NET SOLUTIONS GROUP	54742	10/13/2020	(57.50)	Credit - IS Maint & Support
DATA NET SOLUTIONS GROUP		10/13/2020	<u>919.86</u>	IS Maint & Support
	Total 54742		862.36	
DEXTER WILSON ENGINEERING	54743	10/13/2020	<u>15,521.00</u>	General Engineering/CIP/Aug
	Total 54743		15,521.00	
DIG SAFE BOARD	54744	10/13/2020	<u>96.47</u>	Monthly Underground State Fees
	Total 54744		96.47	
DUKE'S ROOT CONTROL	54745	10/13/2020	6,370.12	Line Segment/Manhole (7) Foaming Root Control

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 10/13/2020 Through 10/13/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54745		6,370.12	
EVOQUA WATER TECHNOLOGIES, LLC	54746	10/13/2020	10,280.80	Bioxide - Sep
	Total 54746		10,280.80	
FEDERAL EXPRESS CORPORATION	54747	10/13/2020	27.35	Shipping
	Total 54747		27.35	
HAAKER EQUIPMENT CO	54748	10/13/2020	18.91	Misc Pump Parts
	Total 54748		18.91	
HADRONEX INC dba: SMARTCOVER SYSTEMS	54749	10/13/2020	503.99	Antenna E-Square Traffic Rated
	Total 54749		503.99	
HEAVILAND ENTERPRISES, INC	54750	10/13/2020	856.67	Landscaping Svc - Oct
HEAVILAND ENTERPRISES, INC		10/13/2020	304.00	Vegetation Line Maint - Oct
	Total 54750		1,160.67	
ICMA RETIREMENT-303979	54751	10/13/2020	5,708.90	Deferred Comp
	Total 54751		5,708.90	
INTERSTATE BATTERIES OF SAN DIEGO	54752	10/13/2020	284.52	Batteries Vehicle #156
INTERSTATE BATTERIES OF SAN DIEGO		10/13/2020	440.33	Battery Portable Pump #134
	Total 54752		724.85	
SAN DIEGO LAFCO	54753	10/13/2020	50.00	Schirber Annexation
	Total 54753		50.00	
MAVTECK	54754	10/13/2020	1,320.00	CM Svcs FY20 Gravity/Quebrada - Sep
MAVTECK		10/13/2020	2,160.00	LPS CM Svcs - July
MAVTECK		10/13/2020	13,320.00	LPS CM Svcs - Sep
	Total 54754		16,800.00	
MITSUBISHI ELECTRIC US, INC	54755	10/13/2020	315.53	Elevator Maintenance - Oct
	Total 54755		315.53	
MSC JANITORIAL SERVICE, INC	54756	10/13/2020	2,004.50	Janitorial Svc - Sep
	Total 54756		2,004.50	
OFFICE DEPOT	54757	10/13/2020	216.35	Battery for E Estates PS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 10/13/2020 Through 10/13/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 54757		216.35	
OLIVENHAIN MUNICIPAL WATER DISTRICT	54758	10/13/2020	65.60	Recycled Water @ Traveling
OLIVENHAIN MUNICIPAL WATER DISTRICT		10/13/2020	47.62	Water @ E Estates PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		10/13/2020	608.73	Water @ Traveling
OLIVENHAIN MUNICIPAL WATER DISTRICT		10/13/2020	588.78	Water @ Traveling 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		10/13/2020	47.62	Water @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		10/13/2020	65.98	Water @ VP7
	Total 54758		1,424.33	
PACIFIC RIM MECHANICAL	54759	10/13/2020	2,395.50	HVAC Maint Admin - Q2 FY21
	Total 54759		2,395.50	
PACS, Inc	54760	10/13/2020	370.00	Carbon Sample Testing - BPS
	Total 54760		370.00	
PLANT PEOPLE, INC	54761	10/13/2020	221.88	Office Plant Maint - Oct
	Total 54761		221.88	
PURE WATER PARTNERS, LLC	54762	10/13/2020	135.77	Filtered Water Svc - Oct
	Total 54762		135.77	
RISING TIDE PARTNERS	54763	10/13/2020	6,397.50	Public Information - Sep
	Total 54763		6,397.50	
SAN DIEGO COUNTY VECTOR CONTROL	54764	10/13/2020	8.37	Mosquito/Disease Assessment FY21
	Total 54764		8.37	
STAPLES	54765	10/13/2020	106.41	Office Supplies
	Total 54765		106.41	
STATE BOARD OF EQUALIZATION	54766	10/13/2020	300.00	Schirber Annexation
	Total 54766		300.00	
SUNBELT RENTALS, INC	54767	10/13/2020	793.36	Skid Steer/Cutter Rental
	Total 54767		793.36	
THE HOME DEPOT CRC/GECF	54768	10/13/2020	165.60	Cleaning Supplies /Trash Bags
THE HOME DEPOT CRC/GECF		10/13/2020	63.45	Paint & Paint Nozzles
THE HOME DEPOT CRC/GECF		10/13/2020	24.09	PVC Pipes/Bucket/Galv Pipes

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 10/13/2020 Through 10/13/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
THE HOME DEPOT CRC/GECF		10/13/2020	<u>17.11</u>	Scotch Tape
	Total 54768		270.25	
TRUGRIT TRACTION, INC	54769	10/13/2020	<u>1,410.80</u>	TruGrit Wheels (6) CCTV
	Total 54769		1,410.80	
UNDERGROUND SERVICE ALERTS/C	54770	10/13/2020	<u>283.90</u>	Underground Alarm Svc
	Total 54770		283.90	
UNIFIRST CORPORATION	54771	10/13/2020	240.15	Laundry Svc - Wk Ending 10/7/20
UNIFIRST CORPORATION		10/13/2020	<u>236.00</u>	Laundry Svc - Wk Ending 9/30/20
	Total 54771		476.15	
UNIFIRST FIRST AID CORP	54772	10/13/2020	<u>26.75</u>	First Aid Supplies
	Total 54772		26.75	
U.S. BANK	54773	10/13/2020	<u>3,423.20</u>	Cal Card Purchases Sep 2020
	Total 54773		3,423.20	
VERIZON WIRELESS	54774	10/13/2020	<u>21.27</u>	Telemetry for Cell Phones
	Total 54774		21.27	
WASTE MANAGEMENT	54775	10/13/2020	<u>261.18</u>	Trash Svc - Sep
	Total 54775		261.18	
WORDEN WILLIAMS LLP	54776	10/13/2020	<u>5,397.20</u>	Legal Fees - Sep
	Total 54776		5,397.20	
Report Total			<u>124,740.21</u>	



**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 9/5/2020 Through 10/13/2020

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	9/30/2020	54773	548.00	4330	BOARD CONFERENCES	AJ WaterReuse Conf Reg - (PB)
U.S. BANK	API	9/30/2020	54773	548.00	4330	BOARD CONFERENCES	ES WaterReuse Conf Reg - (ES)
U.S. BANK	API	9/30/2020	54773	548.00	4330	BOARD CONFERENCES	JH WaterReuse Conf Reg - (PB)
U.S. BANK	API	9/30/2020	54773	31.25	4910	OFFICE SUPPLIES	I-Pad Cable - (ES)
U.S. BANK	API	9/30/2020	54773	38.75	4910	OFFICE SUPPLIES	JS Phone Case - (PB)
U.S. BANK	API	9/30/2020	54773	20.00	4930	SUBSCRIPTIONS	E-Newsletter - (PB)
U.S. BANK	API	9/30/2020	54773	16.15	4950	Computer Software/Srvc/Support/Hardware	Computer Cable - (RM)
U.S. BANK	API	9/30/2020	54773	9.99	4950	Computer Software/Srvc/Support/Hardware	I-Cloud Storage - (PB)
U.S. BANK	API	9/30/2020	54773	158.38	4950	Computer Software/Srvc/Support/Hardware	Misc Computer Equip - (RD)
U.S. BANK	API	9/30/2020	54773	52.77	4950	Computer Software/Srvc/Support/Hardware	PB Microphone & Cable - (PB)
U.S. BANK	API	9/30/2020	54773	74.22	4950	Computer Software/Srvc/Support/Hardware	PB Webcam - (PB)
U.S. BANK	API	9/30/2020	54773	14.99	4950	Computer Software/Srvc/Support/Hardware	Zoom Membership - (PB)
U.S. BANK	API	9/30/2020	54773	33.55	4950	Computer Software/Srvc/Support/Hardware	Zoom Upgrade - (PB)
U.S. BANK	API	9/30/2020	54773	1,045.97	5540	VEHICLES	CCTV Maintenance - (RM)
U.S. BANK	API	9/30/2020	54773	75.20	5540	VEHICLES	Vehicle #126 Smog - (RD)
U.S. BANK	API	9/30/2020	54773	52.98	5540	VEHICLES	Vehicle #154 Smog - (RD)
U.S. BANK	API	9/30/2020	54773	125.00	5910	TELEPHONE	Web Hosting - (PB)
U.S. BANK	API	9/30/2020	54773	30.00	5910	TELEPHONE	Wifi - (RM)

Transaction Total      3,423.20

Report  
Opening/Current  
Balance

Report Transaction  
Totals      3,423.20

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 21, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22304-22322	10/21/2020	\$54,756.47

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 10/22/2020 Through 10/22/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ALPHAGRAPHS	54777	10/22/2020	45.97	CAFR Covers FY20
	Total 54777		45.97	
Atlas Technical Consultants LLC	54778	10/22/2020	163.50	CM Svcs - LPS Rehab
	Total 54778		163.50	
AT&T	54779	10/22/2020	138.81	Phone Svc @ BPS
	Total 54779		138.81	
AYALA ENGINEERING	54780	10/22/2020	6,580.00	Manhole Rehabs (4) - Covers & Frames
	Total 54780		6,580.00	
CA ASSOC OF SANITATION AGENCIES	54781	10/22/2020	13,600.00	Agency Membership Dues - FY21
	Total 54781		13,600.00	
CALIFORNIA SPECIAL DISTRICTS ASSOC	54782	10/22/2020	7,805.00	Membership Dues - 2021
	Total 54782		7,805.00	
COSCO FIRE PROTECTION	54783	10/22/2020	225.00	Qtrly Sprinkler Inspection
	Total 54783		225.00	
DAVIS FARR LLP	54784	10/22/2020	10,000.00	Audit Svcs - Sep
	Total 54784		10,000.00	
DEXTER WILSON ENGINEERING	54786	10/22/2020	114.00	GE/0929/Aug/Casada Verde
DEXTER WILSON ENGINEERING		10/22/2020	903.41	GE/0941/Aug/865 Orpheus
DEXTER WILSON ENGINEERING		10/22/2020	221.00	GE/0943/Aug/Leuc Streetscape
DEXTER WILSON ENGINEERING		10/22/2020	369.50	GE/0996/Aug/Enc Bch Hotel
DEXTER WILSON ENGINEERING		10/22/2020	1,750.00	GE/0996/Sep/Enc Bch Hotel
DEXTER WILSON ENGINEERING		10/22/2020	265.00	GE/1010/Aug/NC Highway
DEXTER WILSON ENGINEERING		10/22/2020	360.00	GE/1010/Sep/NC Highway
DEXTER WILSON ENGINEERING		10/22/2020	114.00	GE/1015/Aug/Vulcan Drain
DEXTER WILSON ENGINEERING		10/22/2020	958.50	GE/1037/Aug/Ryan Annex
DEXTER WILSON ENGINEERING		10/22/2020	239.00	GE/1037/Sep/Ryan Annex
DEXTER WILSON ENGINEERING		10/22/2020	171.00	GE/1054/Aug/Omni Ballroom
DEXTER WILSON ENGINEERING		10/22/2020	367.50	GE/1056/Sep/Cazadero Dr
DEXTER WILSON ENGINEERING		10/22/2020	165.00	GE/1058/Sep/El Camino Bldg
DEXTER WILSON ENGINEERING		10/22/2020	483.50	GE/1089/Aug/Orphan Annex
DEXTER WILSON ENGINEERING		10/22/2020	386.50	GE/1089/Sep/Orphan Annex
DEXTER WILSON ENGINEERING		10/22/2020	409.77	GE/1091/Aug/APN 216-071-35
DEXTER WILSON ENGINEERING		10/22/2020	442.00	GE/1102/Sep/1650 Caudor PS
DEXTER WILSON ENGINEERING		10/22/2020	224.50	GE/1103/Aug/Hygela Ave
DEXTER WILSON ENGINEERING		10/22/2020	171.00	GE/1104/Aug/101 PED Xing
DEXTER WILSON ENGINEERING		10/22/2020	114.00	GE/1105/Sep/1528 Caudor St
DEXTER WILSON ENGINEERING		10/22/2020	400.00	GE/1106/Sep/Levante St

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 10/22/2020 Through 10/22/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54786		8,629.18	
ENCINA WASTEWATER AUTHORITY	54787	10/22/2020	1,223,635.40	1st Qtr Billing - Capital
ENCINA WASTEWATER AUTHORITY		10/22/2020	389,742.47	1st Qtr Billing - Q/M
ENCINA WASTEWATER AUTHORITY		10/22/2020	136,907.00	Pension Payment - Q2 FY21
	Total 54787		1,750,284.87	
FEDERAL EXPRESS CORPORATION	54788	10/22/2020	38.65	Shipping
	Total 54788		38.65	
HAAKER EQUIPMENT CO	54789	10/22/2020	485.95	Manhole Roller
	Total 54789		485.95	
ICMA RETIREMENT-303979	54790	10/22/2020	5,708.78	Deferred Comp
	Total 54790		5,708.78	
INFRASTRUCTURE ENGINEERING CORP	54791	10/22/2020	2,400.00	Diana Emerg Generator - Sep
INFRASTRUCTURE ENGINEERING CORP		10/22/2020	5,810.00	FY21 Gravity Line Rehab - Sep
INFRASTRUCTURE ENGINEERING CORP		10/22/2020	3,842.50	LPS Rehab Proj - Sep
INFRASTRUCTURE ENGINEERING CORP		10/22/2020	12,527.26	Orchard Wood Sewer - Sep
	Total 54791		24,579.76	
MALLORY SAFETY AND SUPPLY	54792	10/22/2020	(48.49)	Credit - Safety Vests (3)
MALLORY SAFETY AND SUPPLY		10/22/2020	122.84	Safety Glasses (24)
MALLORY SAFETY AND SUPPLY		10/22/2020	228.97	Safety Vests (17)
	Total 54792		303.32	
MESA REPROGRAPHICS	54793	10/22/2020	45.00	E Estates Replace - Bid Docs
	Total 54793		45.00	
NAPA AUTO	54794	10/22/2020	44.11	Diesel Additive
NAPA AUTO		10/22/2020	63.49	Oil Filters
	Total 54794		107.60	
NATIONWIDE RETIREMENT SOLUTIONS	54795	10/22/2020	300.00	Deferred Comp
	Total 54795		300.00	
PACIFIC RIM MECHANICAL	54796	10/22/2020	423.55	HVAC Repairs @ AWT
	Total 54796		423.55	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 10/22/2020 Through 10/22/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
PLUMBERS DEPOT, INC	54797	10/22/2020	441.60	Cable Assembly & Cues CCTV Van
PLUMBERS DEPOT, INC		10/22/2020	3,896.38	Camera (3) Repairs for CCTV Van
PLUMBERS DEPOT, INC		10/22/2020	<u>1,566.88</u>	Valve Replacements CCTV Van
	Total 54797		5,904.86	
QUADIENT FINANCE USA, INC	54798	10/22/2020	<u>200.00</u>	Postage
	Total 54798		200.00	
SCAP	54799	10/22/2020	<u>538.00</u>	Annual Membership FY21
	Total 54799		538.00	
STAPLES	54800	10/22/2020	<u>173.89</u>	Office Supplies
	Total 54800		173.89	
SOLANA PALM LLC	54801	10/22/2020	<u>36.00</u>	Answering Svc - 10/16-10/28
	Total 54801		36.00	
T.S. INDUSTRIAL SUPPLY	54802	10/22/2020	<u>253.16</u>	Maintenance Supplies
	Total 54802		253.16	
SAN DIEGO UNION TRIBUNE	54803	10/22/2020	<u>656.49</u>	Public Notices - Sep
	Total 54803		656.49	
UNITED PARCEL	54804	10/22/2020	<u>3.52</u>	Shipping - Late Fee
	Total 54804		3.52	
VERIZON WIRELESS	54805	10/22/2020	<u>1,093.02</u>	Cell Phone Usage
	Total 54805		1,093.02	
Report Total			<u>1,838,323.88</u>	

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: November 1, 2020

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
22323-22327	11/1/2020	\$3,930.07

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 4, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22328-22346	11/4/2020	\$55,279.81



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 11/4/2020 Through 11/4/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	54806	11/4/2020	4,340.00	Flow Metering & Data - Oct
ADS LLC		11/4/2020	<u>1,340.00</u>	Meter Maint & Data Delivery - Oct
	Total 54806		5,680.00	
ARROW PIPELINE REPAIR, INC	54807	11/4/2020	12,750.00	CIPP Liner on 5 Cleanouts to Seal WYEs
	Total 54807		12,750.00	
AUTO PLUS	54808	11/4/2020	<u>15.06</u>	Wiper Blades Truck #158
	Total 54808		15.06	
BAJA POOL AND SPA SERVICE	54809	11/4/2020	<u>260.00</u>	Fountain Svc - Nov
	Total 54809		260.00	
BRIDGESTONE HOSEPOWER LLC	54810	11/4/2020	185.73	Hose Assembly - Generator 911
	Total 54810		185.73	
CARLSBAD FUELS CORPORATION	54811	11/4/2020	2,900.15	Vehicle Fuels
	Total 54811		2,900.15	
CHARLES KING COMPANY	54812	11/4/2020	4,850.00	Check Valve Replacements - LPS & BPS
	Total 54812		4,850.00	
CHARLES ULMER DBA: CHUCKS TIRE CENTER	54813	11/4/2020	970.72	New Tires - Truck #154
	Total 54813		970.72	
COLONIAL LIFE INS	54814	11/4/2020	<u>137.24</u>	Accident/Critical Ins - Oct
	Total 54814		137.24	
COX COMMUNICATIONS SAN DIEGO	54815	11/4/2020	519.19	Phone Svc
	Total 54815		519.19	
DATA NET SOLUTIONS GROUP	54816	11/4/2020	3,574.90	IS Maint & Support
DATA NET SOLUTIONS GROUP		11/4/2020	3,897.00	MS Server Exchange & CALS Renewal
	Total 54816		7,471.90	
ENCINA WASTEWATER AUTHORITY	54817	11/4/2020	3,826.90	Lab Reports - AWT
	Total 54817		3,826.90	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 11/4/2020 Through 11/4/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
FEDERAL EXPRESS CORPORATION	54818	11/4/2020	50.75	Shipping
	Total 54818		50.75	
GABRIEL MENDEZ	54819	11/4/2020	248.96	Safety Boots - G Mendez
	Total 54819		248.96	
GRAINGER, INC	54820	11/4/2020	77.52	Hex Bolts - Bulk
GRAINGER, INC		11/4/2020	(148.10)	Refund - Steel Eye Nuts (4)
GRAINGER, INC		11/4/2020	356.32	Steel Eye Nuts (4)
GRAINGER, INC		11/4/2020	55.41	Washers/Hex Nuts - Bulk
	Total 54820		341.15	
HARTFORD LIFE & ACCIDENT INS.	54821	11/4/2020	478.81	Life Insurance - Nov
	Total 54821		478.81	
HUMANA DENTAL INS.	54822	11/4/2020	3,084.64	Dental Insurance - Nov
	Total 54822		3,084.64	
ICMA RETIREMENT-303979	54823	11/4/2020	5,875.22	Deferred Comp
	Total 54823		5,875.22	
INFRASTRUCTURE ENGINEERING CORP	54824	11/4/2020	30,377.50	E Estates PS Proj - Sep
	Total 54824		30,377.50	
QUADIENT LEASING	54825	11/4/2020	73.36	Postage Machine Lease Property Tax
	Total 54825		73.36	
MALLORY SAFETY AND SUPPLY	54826	11/4/2020	316.89	Nitrile Gloves (20 boxes)
MALLORY SAFETY AND SUPPLY		11/4/2020	40.41	Safety Vests (3)
	Total 54826		357.30	
McCalls Meter Sales Service	54827	11/4/2020	1,240.68	Replace Flowcom/McCrometer Digital Register
	Total 54827		1,240.68	
MES VISION	54828	11/4/2020	412.18	Vision Insurance - Nov
	Total 54828		412.18	
MIRA MESA WINDOW CLEANING	54829	11/4/2020	1,130.00	Window & Solar Panel Cleaning
	Total 54829		1,130.00	
MSC JANITORIAL SERVICE, INC	54830	11/4/2020	2,334.50	Janitorial Service - Oct

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 11/4/2020 Through 11/4/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 54830		2,334.50	
MUTUAL OF OMAHA	54831	11/4/2020	<u>1,195.14</u>	Disability Insurance - Nov
	Total 54831		1,195.14	
NATIONWIDE RETIREMENT SOLUTIONS	54832	11/4/2020	<u>150.00</u>	Deferred Comp
	Total 54832		150.00	
PACIFIC PIPELINE SUPPLY	54833	11/4/2020	<u>4,079.53</u>	Two Expansion Joints & Ret Rings - BPS
	Total 54833		4,079.53	
PLANT PEOPLE, INC	54834	11/4/2020	<u>158.00</u>	Office Plant Maint - Nov
	Total 54834		158.00	
PLUMBERS DEPOT, INC	54835	11/4/2020	<u>150.49</u>	Cable Assembly - CCTV Van
	Total 54835		150.49	
RANCHO SANTA FE SECURITY SYSTEMS	54836	11/4/2020	<u>258.00</u>	Alarm Sys Monitoring - Nov 2020 to Jan 2021
	Total 54836		258.00	
SAN DIEGO UNION TRIBUNE	54837	11/4/2020	<u>158.17</u>	Newspaper Delivery Thru 12/11/20
	Total 54837		158.17	
SAN DIEGO GAS & ELECTIRC	54838	11/4/2020	2,721.09	Electric @ Admin
SAN DIEGO GAS & ELECTIRC		11/4/2020	128.05	Electric @ Avocado PS
SAN DIEGO GAS & ELECTIRC		11/4/2020	1,318.24	Electric @ AWT
SAN DIEGO GAS & ELECTIRC		11/4/2020	396.45	Electric @ Diana PS
SAN DIEGO GAS & ELECTIRC		11/4/2020	718.25	Electric @ E Estates PS
SAN DIEGO GAS & ELECTIRC		11/4/2020	10,464.88	Electric @ LPS
SAN DIEGO GAS & ELECTIRC		11/4/2020	136.81	Electric @ RV PS
SAN DIEGO GAS & ELECTIRC		11/4/2020	726.41	Electric @ Saxony PS
SAN DIEGO GAS & ELECTIRC		11/4/2020	297.76	Electric @ VP5 PS
SAN DIEGO GAS & ELECTIRC		11/4/2020	144.75	Electric @ VP7 PS
SAN DIEGO GAS & ELECTIRC		11/4/2020	758.37	Electric @La Costa PS
SAN DIEGO GAS & ELECTIRC		11/4/2020	<u>10.00</u>	Gas @ Admin
	Total 54838		17,821.06	
SOUTHERN CONTRACTING COMPANY	54839	11/4/2020	<u>344.80</u>	Conery Floats (2)
SOUTHERN CONTRACTING COMPANY		11/4/2020	<u>270.00</u>	Connect Flowmeter to PLC - AWT
	Total 54839		614.80	
SPACELINK/I2B NETWORK	54840	11/4/2020	<u>160.00</u>	Webcam @ BPS 10/14-11/13
	Total 54840		160.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 11/4/2020 Through 11/4/2020

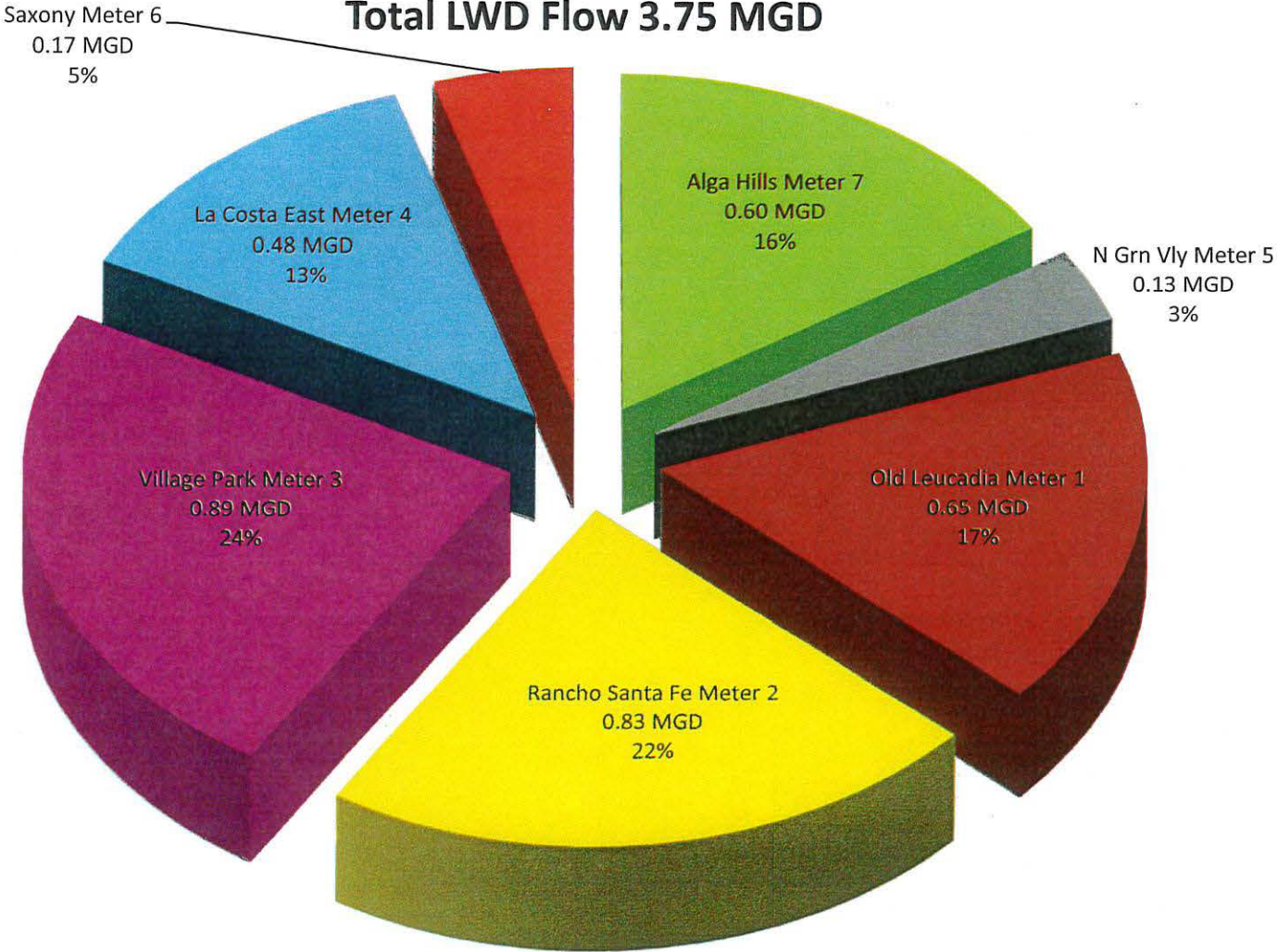
<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
STAPLES	54841	11/4/2020	<u>279.33</u>	Office Supplies
	Total 54841		279.33	
TERMINIX PROCESSING CENTER	54842	11/4/2020	45.00	Monthly Pest Svc - Oct
TERMINIX PROCESSING CENTER		11/4/2020	122.00	Monthly Pest Svc - Sep
	Total 54842		<u>167.00</u>	
T.S. INDUSTRIAL SUPPLY	54843	11/4/2020	<u>111.25</u>	Green Marking Paint
	Total 54843		111.25	
UNDERGROUND SERVICE ALERTS/C	54844	11/4/2020	203.05	Underground Alarm Svc
	Total 54844		<u>203.05</u>	
UNIFIRST CORPORATION	54845	11/4/2020	231.14	Laundry Svc - Wk Ending 10/14
UNIFIRST CORPORATION		11/4/2020	235.87	Laundry Svc - Wk Ending 10/21
UNIFIRST CORPORATION		11/4/2020	<u>231.14</u>	Laundry Svc - Wk Ending 10/28
	Total 54845		698.15	
UNITED PARCEL	54846	11/4/2020	<u>13.80</u>	Shipping
	Total 54846		13.80	
V&A CONSULTING ENGINEERS	54847	11/4/2020	<u>2,000.00</u>	SM Creek Flow - Jul to Sep
	Total 54847		2,000.00	
VERIZON WIRELESS	54848	11/4/2020	<u>21.27</u>	Telemetry for Cell Phones
	Total 54848		21.27	
WATEREUSE ASSOCIATION	54849	11/4/2020	<u>2,086.50</u>	Membership Renewal
	Total 54849		2,086.50	
Report Total			<u><u>115,897.48</u></u>	

**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2021 (July 2020 - June 2021)**

CURRENT MONTH - October 2020							FY 2020
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,738.54	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	122.45	1.05	3.95	137.44	48.21	3.71
YTD			28,739.59				
AUGUST	0.00	124.31	6.50	4.01	139.50	47.43	3.77
YTD			28,746.09				
SEPTEMBER	0.00	113.40	2.25	3.78	131.49	38.42	3.72
YTD			28,748.34				
OCTOBER	0.02	118.11	1.75	3.81	132.52	30.66	3.64
YTD			28,750.09				
NOVEMBER							3.84
YTD							
DECEMBER							3.88
YTD							
JANUARY							3.68
YTD							
FEBRUARY							3.63
YTD							
MARCH							4.11
YTD							
APRIL							4.35
YTD							
MAY							3.94
YTD							
JUNE							3.88
YTD							
YTD Totals	0.02	478.27	11.55			164.72	
Mo Average	0.01	119.57	2.89	3.89	135.24	41.18	3.85

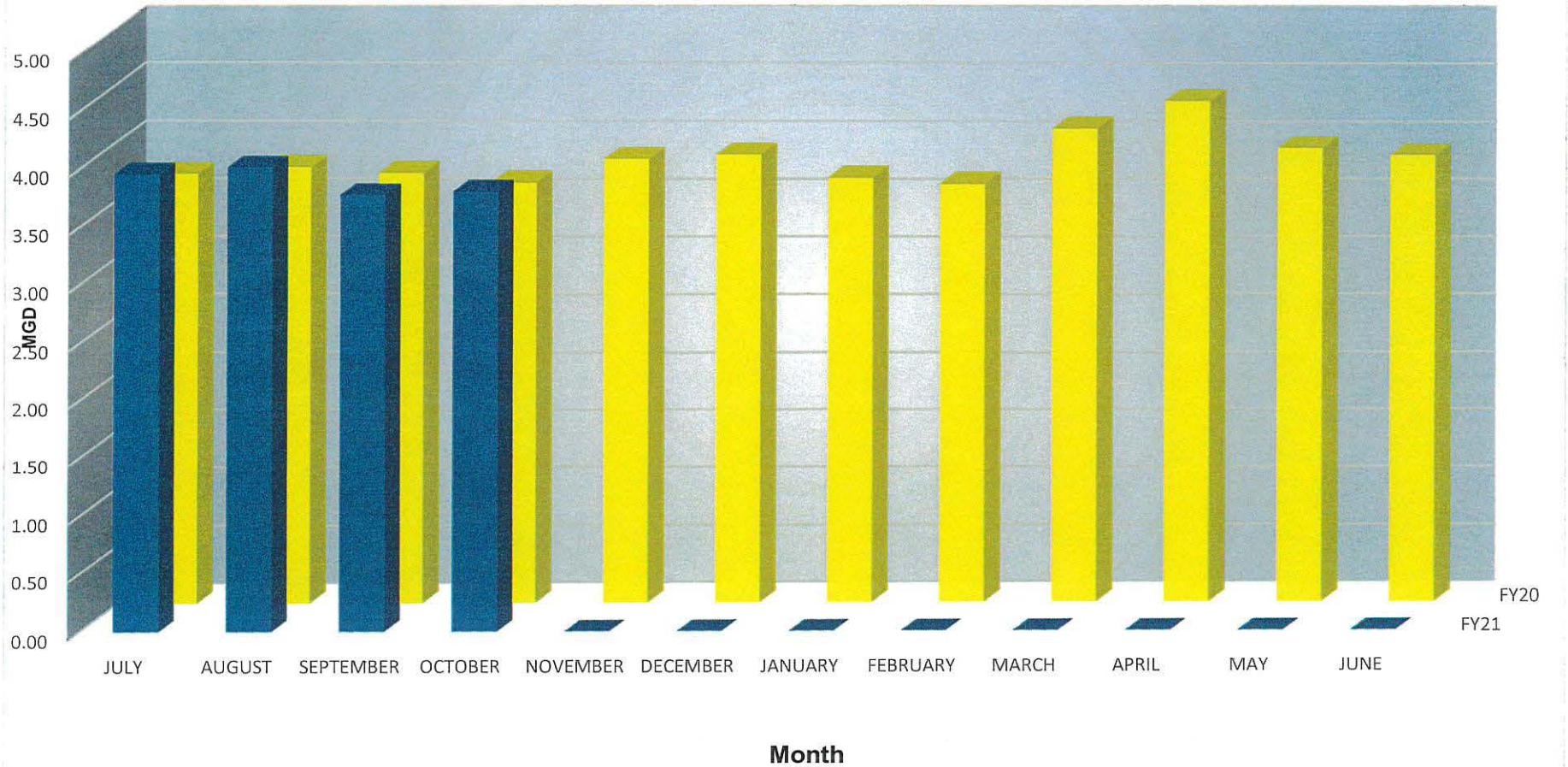
# LWD Flows by Sub-Basin October 2020

Total LWD Flow 3.75 MGD



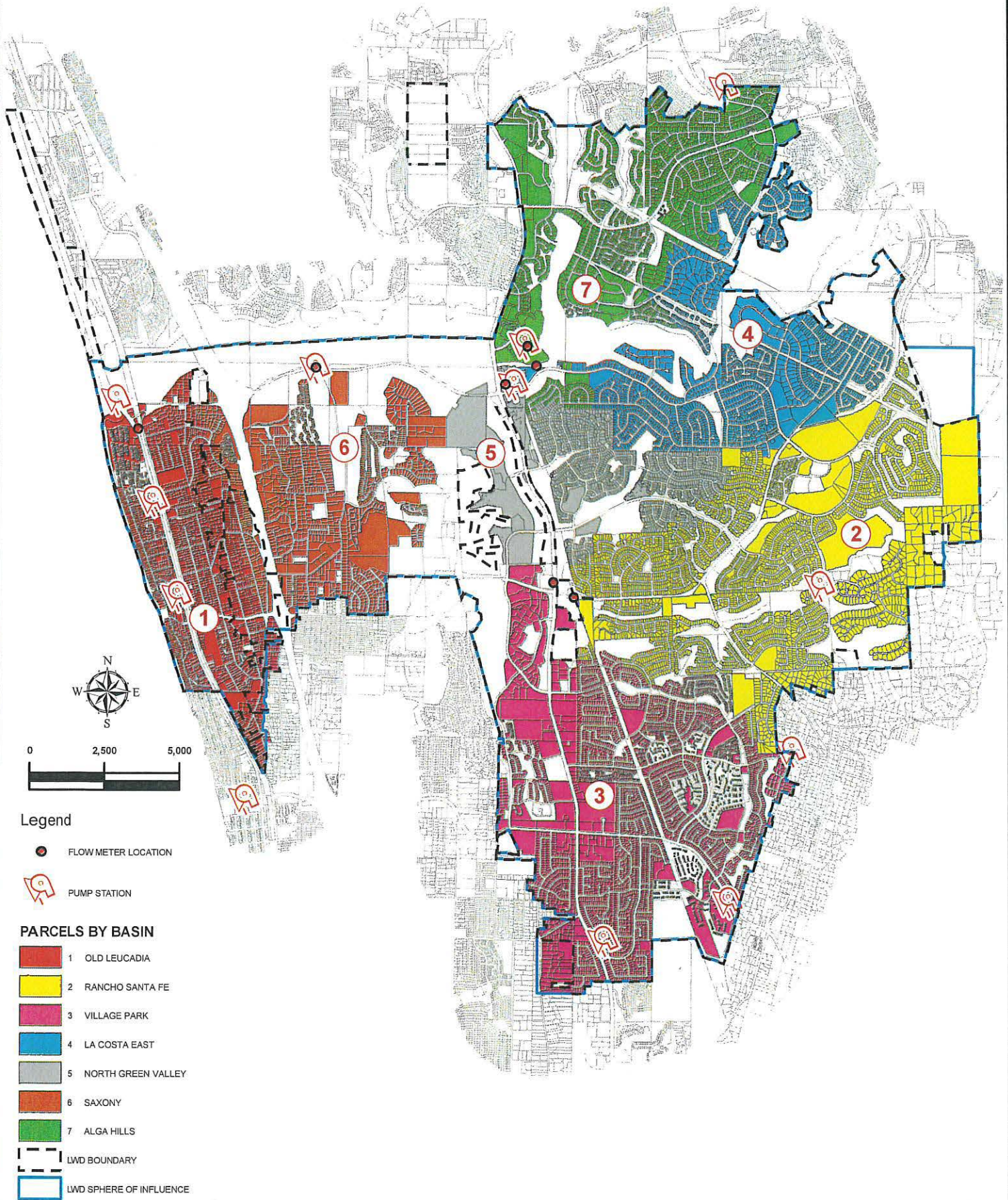


## Leucadia Wastewater District Flow Comparison FY20 to FY21



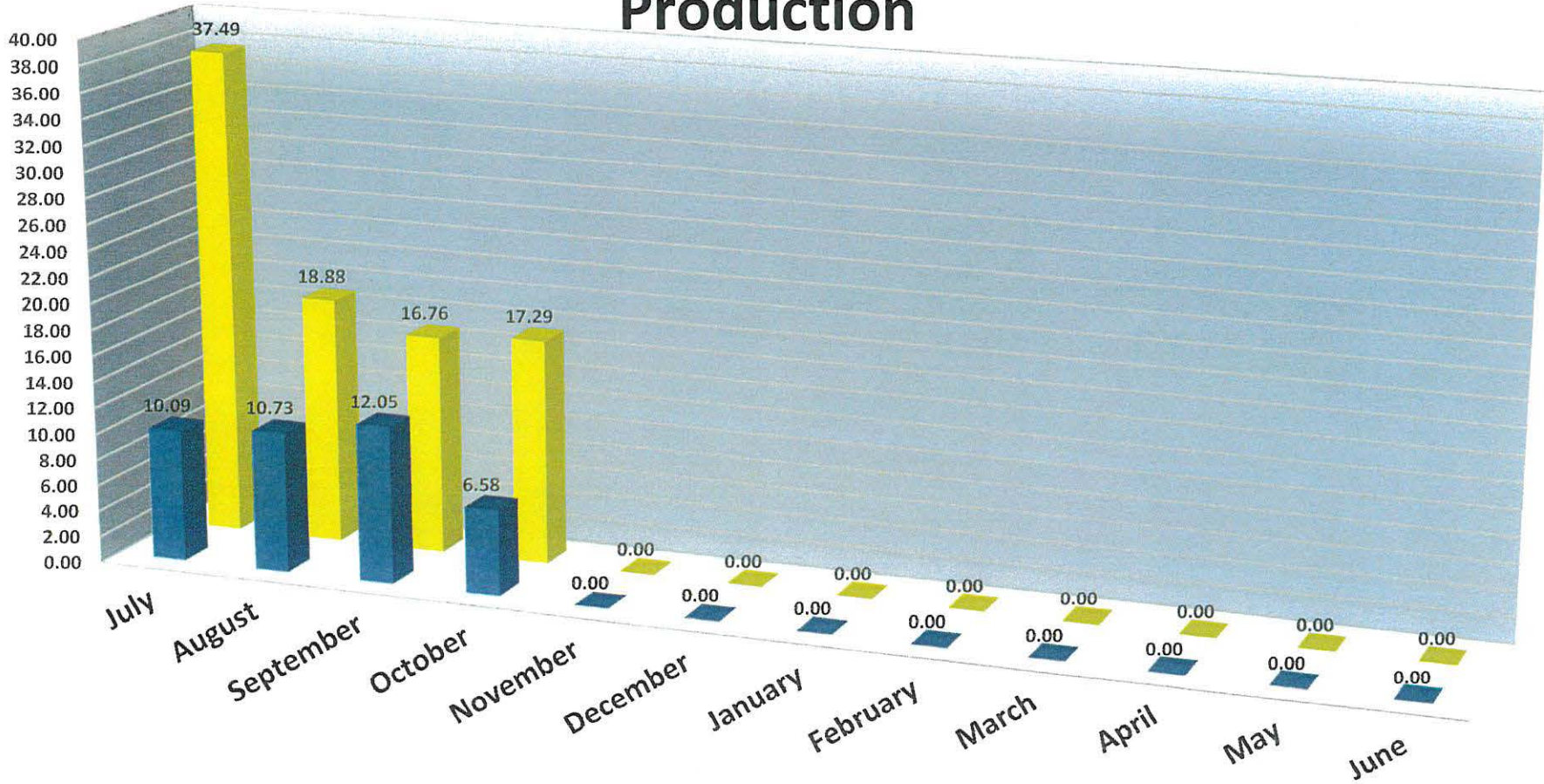


# LEUCADIA WASTEWATER DISTRICT





# FY-21 CCTV Inspections & Hydro Cleaning Production



**Monthly Target Mileage**  
 Hydro-Cleaning: 15 Miles/Month  
 CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 39.5 Miles)  
 ■ Hydro Cleaning (YTD 90.4 Miles)


 LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**Operations and Administration Training Report  
October 2020**

**Training & Safety Events for the month October 2020**

**Hours**

Description	Ops	Admin	Total
CMTA - Fraud Lessons	0.0	2.0	2.0
CSRMA - COVID-19 Related Leave Issues	0.0	6.0	6.0
Fall Protection	1.0	0.0	1.0
LAIF - Investments	0.0	2.5	2.5
No Sexual Harassment / Anti-Harassment	5.0	2.0	7.0
Water Industry: Trenching & Shoring	1.0	0.0	1.0
<b>Total Training Hours</b>	<b>7.0</b>	<b>12.5</b>	<b>19.5</b>

**Conferences for the month of October 2020**

**Attendees**

Description	Ops	Admin	Total
Sewer Summit (Virtual)	12	0	12
<b>Total Attended Conferences</b>	<b>12</b>	<b>0</b>	<b>12</b>

Notes:

*Trainings include web-based, classroom, tailgates and safety events*





LEADERS IN  
ENVIRONMENTAL  
PROTECTION

### Operations and Administration Training Report Summary for Fiscal Year 2021

Training		Hours		
Month	Ops	Admin	Total	
Jul-20	27.00	6.00	33.00	
Aug-20	69.00	5.00	74.00	
Sep-20	60.00	7.00	67.00	
Oct-20	7.00	12.50	19.50	
Nov-20	0.00	0.00	0.00	
Dec-20	0.00	0.00	0.00	
Jan-21	0.00	0.00	0.00	
Feb-21	0.00	0.00	0.00	
Mar-21	0.00	0.00	0.00	
Apr-21	0.00	0.00	0.00	
May-21	0.00	0.00	0.00	
Jun-21	0.00	0.00	0.00	
<b>YTD Totals</b>	<b>163.00</b>	<b>30.50</b>	<b>193.50</b>	
<b>YTD Monthly Avg</b>	<b>13.58</b>	<b>2.54</b>	<b>16.13</b>	

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-20	0.00	0.00	0.00	
Aug-20	1.00	3.00	4.00	
Sep-20	0.00	0.00	0.00	
Oct-20	12.00	0.00	12.00	
Nov-20	0.00	0.00	0.00	
Dec-20	0.00	0.00	0.00	
Jan-21	0.00	0.00	0.00	
Feb-21	0.00	0.00	0.00	
Mar-21	0.00	0.00	0.00	
Apr-21	0.00	0.00	0.00	
May-21	0.00	0.00	0.00	
Jun-21	0.00	0.00	0.00	
<b>YTD Total</b>	<b>13.00</b>	<b>3.00</b>	<b>16.00</b>	
<b>YTD Monthly Avg</b>	<b>1.08</b>	<b>0.25</b>	<b>1.33</b>	

Notes:

*Trainings include web-based, classroom, and tailgates*

*Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO*

# Leucadia Wastewater District

## Balance Sheet

As of 10/31/2020

	<u>Amount</u>
<b>Assets</b>	
Cash & Investments	31,770,948.77
Accounts Receivables	93,113.91
Net OPEB Asset	75,859.00
Prepaid Expense	434,574.97
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	173,554,271.16
Less Accumulated Depreciation	<u>(60,835,675.68)</u>
<b>Total Assets</b>	<u><b>147,134,292.13</b></u>
<b>Deferred Outflows</b>	
PERS Pension Deferred Outflows	1,396,803.00
OPEB Health Deferred Outflows	76,648.00
<b>Total Deferred Outflows</b>	<u><b>1,473,451.00</b></u>
<b>Total Assets &amp; Deferred Outflows</b>	<u><b>148,607,743.13</b></u>
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	649,935.29
Developer Deposits	71,535.10
Net Pension Liability	4,386,823.00
<b>Total Liabilities</b>	<u><b>5,108,293.39</b></u>
<b>Deferred Inflows</b>	
PERS Pension Deferred Inflows	282,136.00
PERS Projected/Actual Earnings Difference	76,695.00
OPEB Health Deferred Inflows	4,397.00
<b>Total Deferred Inflows</b>	<u><b>363,228.00</b></u>
<b>Net Position</b>	
Beginning Net Position (as of June 30, 2020)	
Investment in Capital Assets	112,718,595.48
Reserves	34,240,653.54
<b>Total Beginning Net Position (as of June 30, 2020)</b>	<u><b>146,959,249.02</b></u>
Current Change In Net Position	
Other	<u>(3,823,027.28)</u>
<b>Total Current Change In Net Position</b>	<u><b>(3,823,027.28)</b></u>
<b>Total Net Position</b>	<u><b>143,136,221.74</b></u>
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>	<u><b>148,607,743.13</b></u>

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

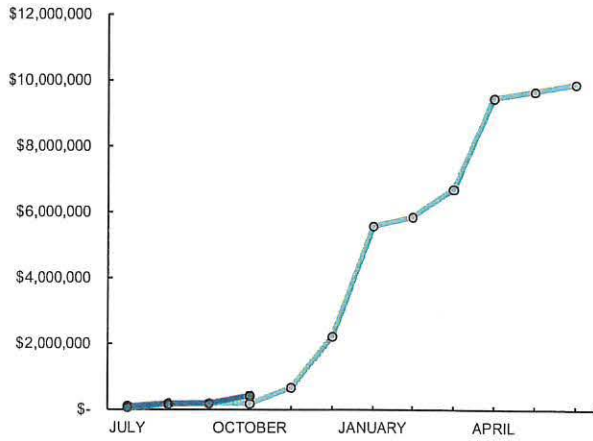
From 7/1/2020 Through 10/31/2020

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 413,860.21	\$ 9,891,110.00	\$ 9,477,249.79	4.2%
3150 Recycled Water Sales	227,125.40	350,000.00	122,874.60	64.9%
3100 Misc. Operating Revenue	-	191,753.00	191,753.00	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 640,985.61</b>	<b>\$10,432,863.00</b>	<b>\$ 9,791,877.39</b>	<b>6.1%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 625,107.03	\$ 2,094,973.00	\$ 1,469,865.97	29.8%
4200 Employee Benefits	467,818.42	1,515,744.00	1,047,925.58	30.9%
4300 Directors Expense	27,194.20	151,700.00	124,505.80	17.9%
4400 Election Expense	-	37,000.00	37,000.00	0.0%
4600 Gas, Oil & Fuel	11,865.42	41,000.00	29,134.58	28.9%
4700 Insurance Expense	25,798.46	150,300.00	124,501.54	17.2%
4800 Memberships	28,411.67	37,850.00	9,438.33	75.1%
4900 Office Expense	39,556.28	169,200.00	129,643.72	23.4%
5000 Operating Supplies	44,509.04	205,500.00	160,990.96	21.7%
5200 Professional Services	88,141.36	439,900.00	351,758.64	20.0%
5300 Printing & Publishing	1,649.97	29,600.00	27,950.03	5.6%
5400 Rents & Leases	5,274.34	18,300.00	13,025.66	28.8%
5500 Repairs & Maintenance	170,663.17	531,680.00	361,016.83	32.1%
5600 Monitoring & Permits	9,190.35	70,800.00	61,609.65	13.0%
5700 Training & Development	6,680.47	49,500.00	42,819.53	13.5%
5900 Utilities	127,197.31	448,600.00	321,402.69	28.4%
6100 LAFCO Operations	6,909.88	7,700.00	790.12	89.7%
6200 Encina Operating Expense	663,556.47	2,569,500.00	1,905,943.53	25.8%
6900 Admin O/H alloc to Capital	(40,890.22)	(192,756.00)	(151,865.78)	21.2%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,308,633.62</b>	<b>\$ 8,376,091.00</b>	<b>\$ 6,067,457.38</b>	<b>27.6%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 57,251.25	\$ 305,340.00	\$ 248,088.75	18.8%
3220 Property Taxes	86,267.73	1,870,000.00	1,783,732.27	4.6%
3250 Investment Income	164,181.50	458,000.00	293,818.50	35.8%
3290 Misc. Non Op Revenue	30,484.19	86,200.00	55,715.81	35.4%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 338,184.67</b>	<b>\$ 2,719,540.00</b>	<b>\$ 2,381,355.33</b>	<b>12.4%</b>

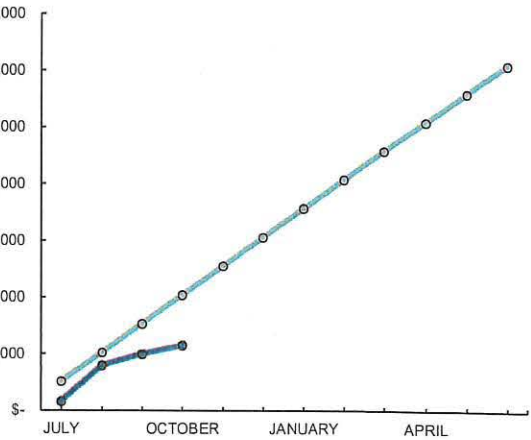
# Leucadia Wastewater District Revenue FY2021

YTD through October 31, 2020

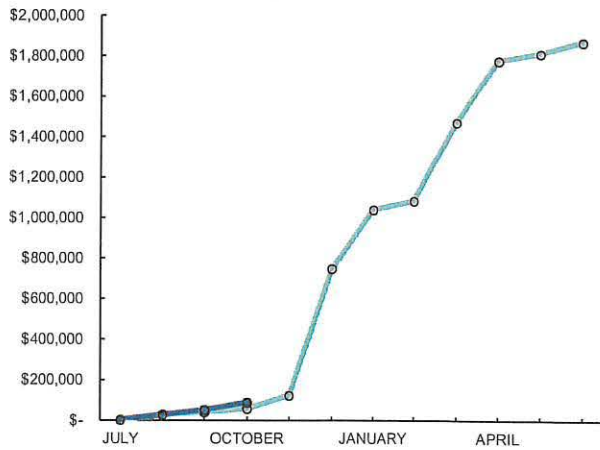
### Sewer Service Fees



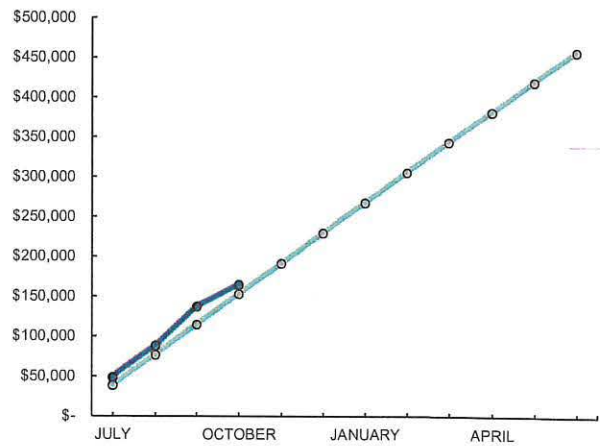
### Capacity Charges



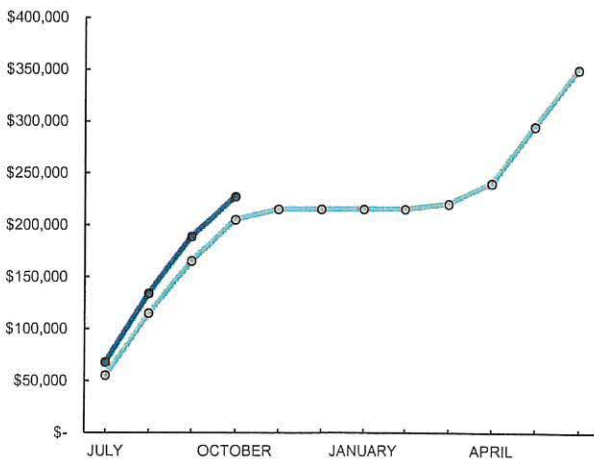
### Property Taxes



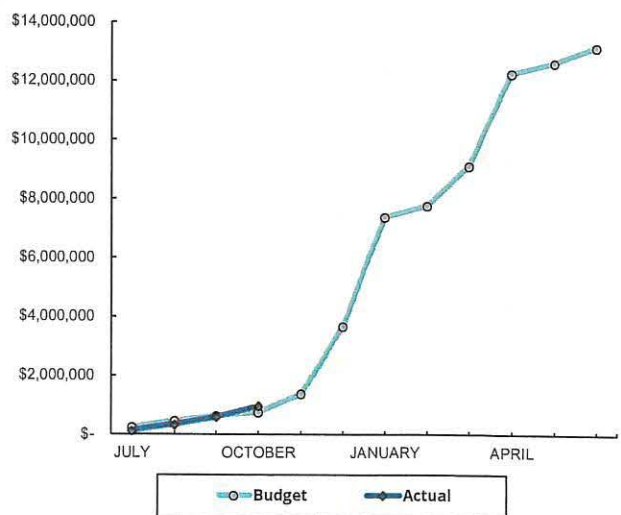
### Investment Income



### Recycled Wastewater Sales



### Total Revenue

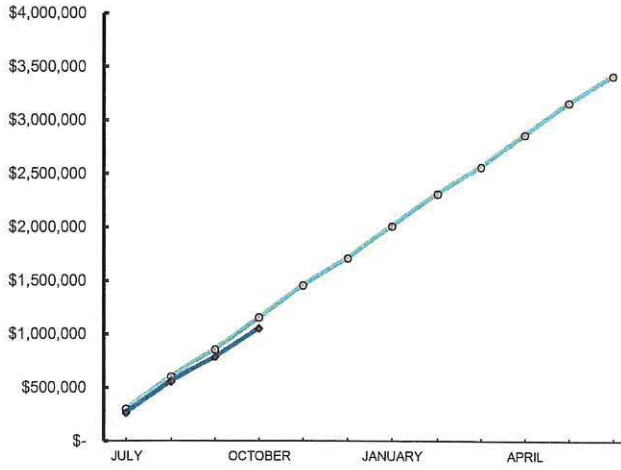


\* Preliminary: subject to future review, reconciliation, accruals, and audit

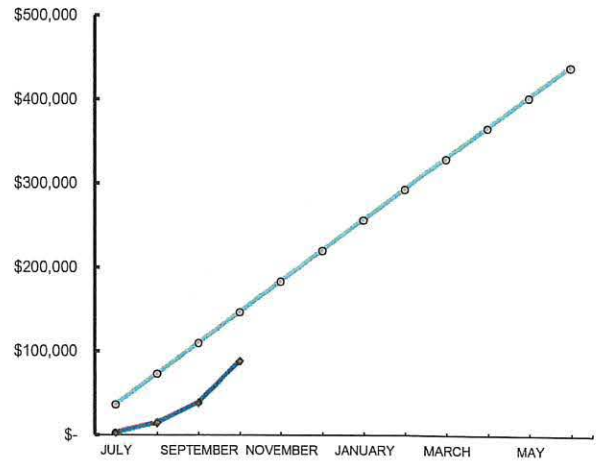
# Leucadia Wastewater District Operating Expenses FY2021

YTD through October 31, 2020

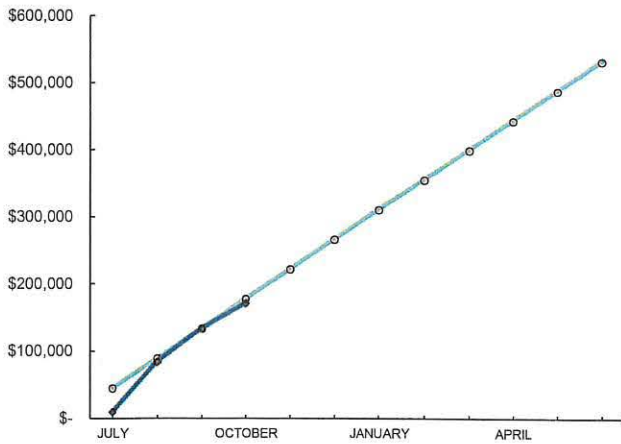
### Salaries and Benefits



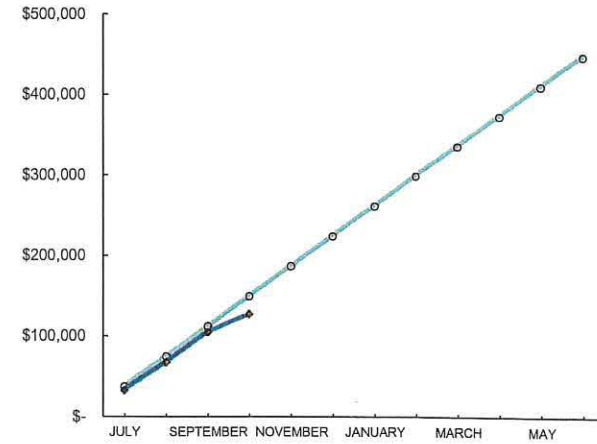
### Professional Services



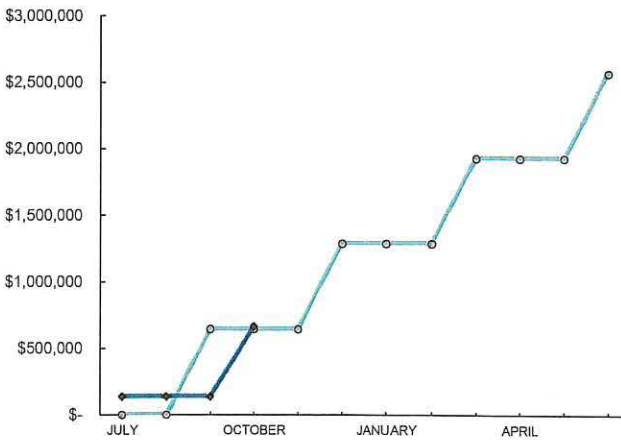
### Repairs & Maintenance



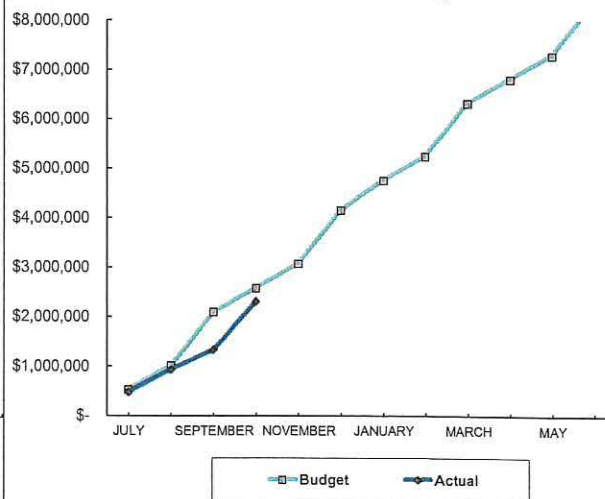
### Utilities



### Encina M&O



### Total Operating Expenses - Before Depreciation & Replacement



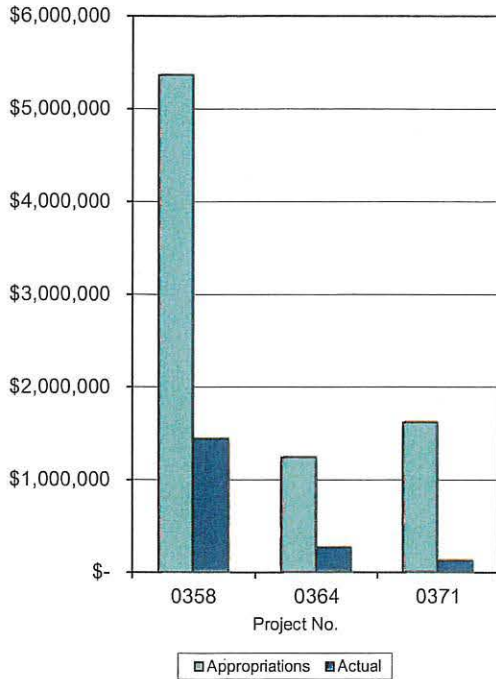
\* Preliminary: subject to future review, reconciliation, accruals, and audit



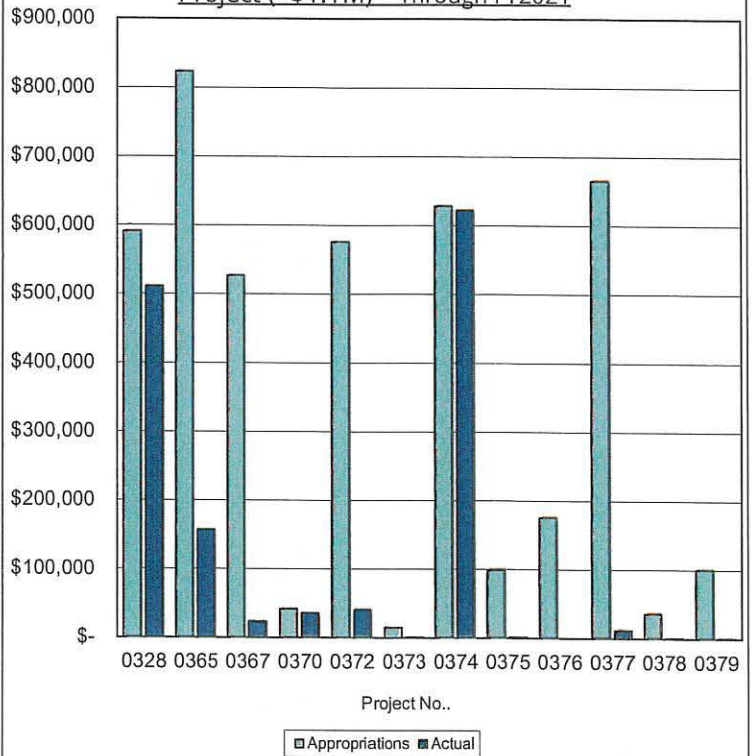
# Leucadia Wastewater District Capital Expenditures

As of October 31, 2020

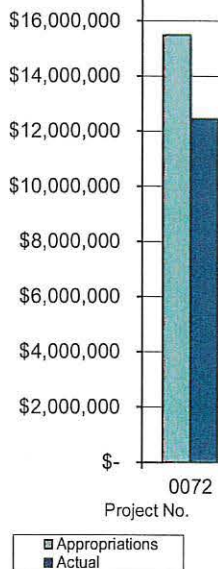
District Multi Year Capital Expenditures  
by Project  
(>\$1.1M) Through FY2021



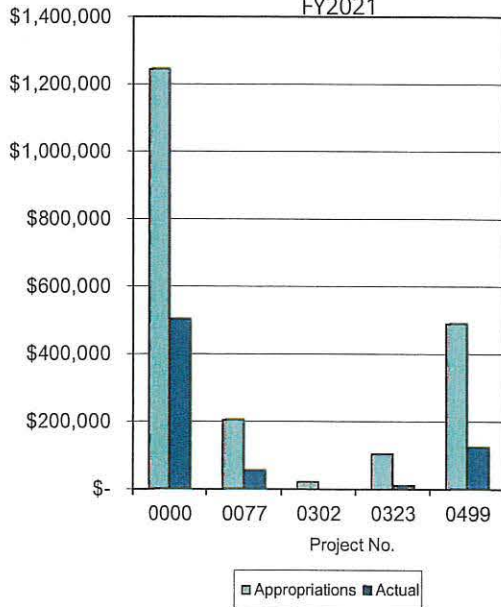
District Multi Year Capital Expenditures by  
Project (<\$1.1M) Through FY2021



District's Share of  
Encina WPCF  
Capital Exp  
Through FY2021



Single Year Capital Expenditures by  
Project  
FY2021



Project Legend

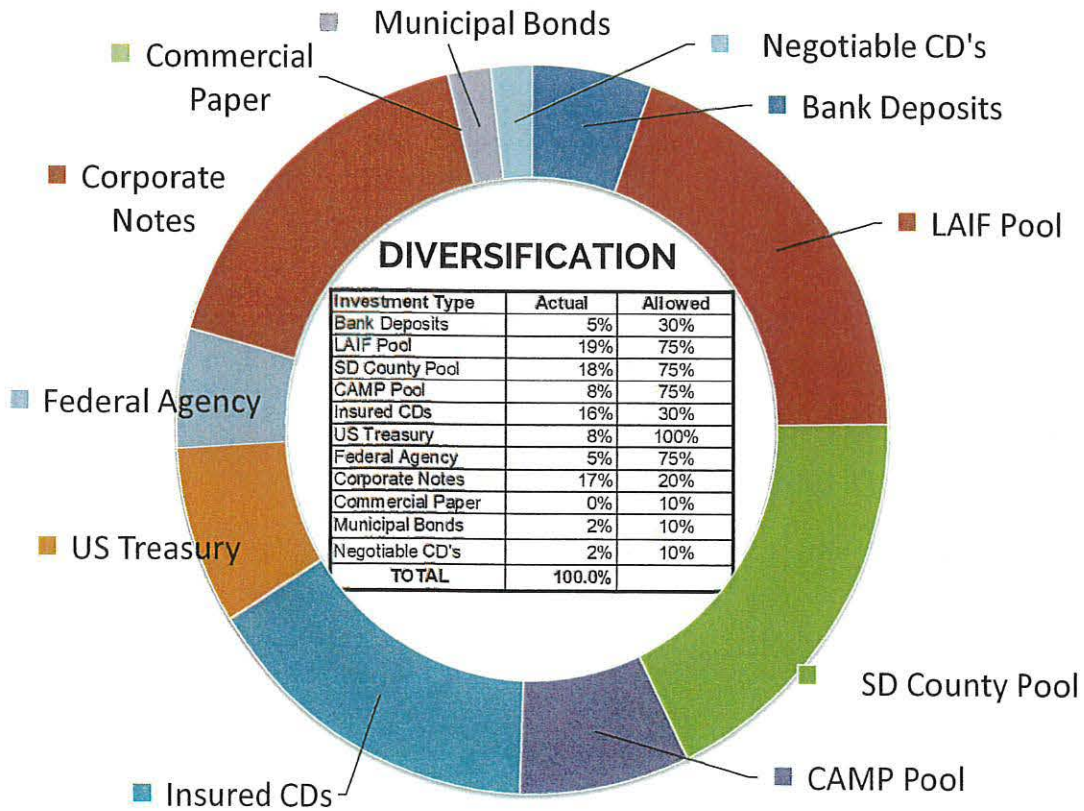
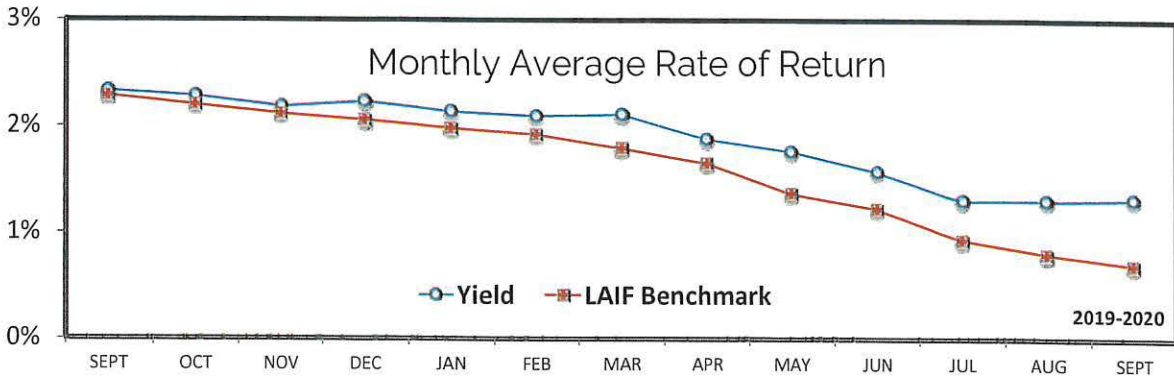
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Leucadia Pump Station Rehabilitation	0358
Encinitas Estates Pump Station Rplcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Rplcmnt	0367
Pump Station Assessment	0370
FY20 Gravity Line Rehab/Quebrada Rlgn	0371
Diana Pump Station Upgrade	0372
Hazalr Mitigation Plan Update	0373
Bat FM (B3) Discharge Section Rplcmnt	0374
Batiquitos PS Emergency Basin Upgrade	0375
Batiquitos Pump Station Rehabilitation	0376
FY2021 Gravity Pipeline Rehabilitation	0377
FY2021 L1/L2 Force Main Anode Rplcmnt	0378
Village Park 5 PS New Chopper Pumps	0379
Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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



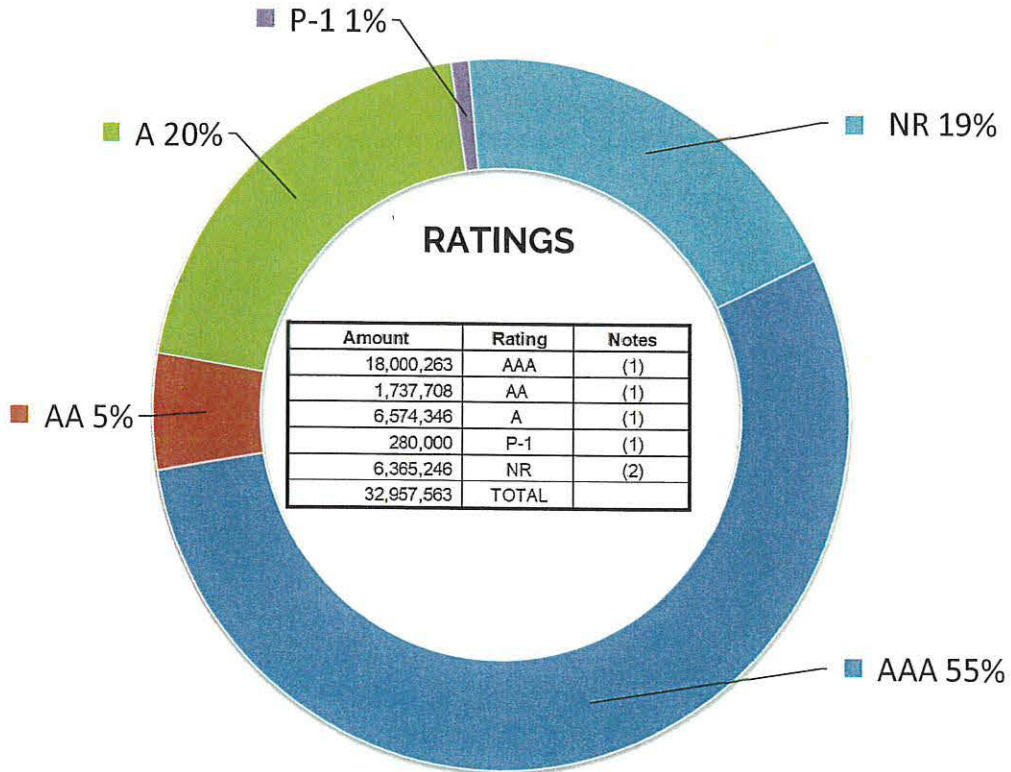
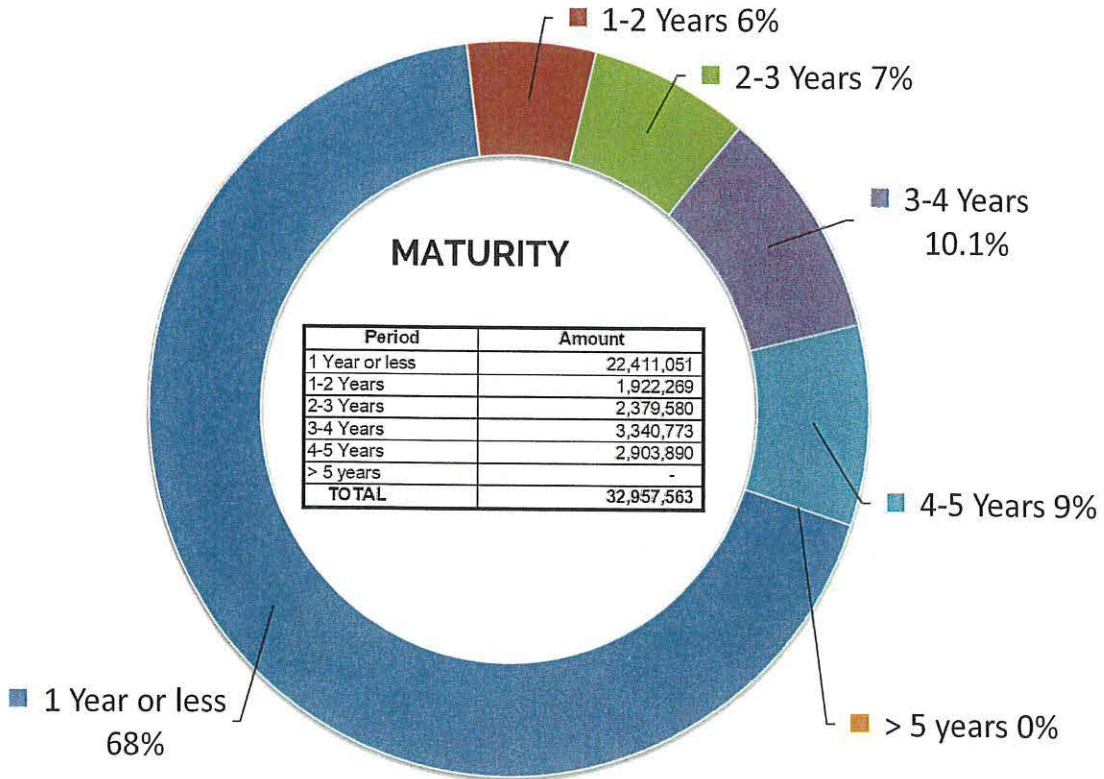
**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**September 30, 2020**

Cash Equivalents & Investments	Principal (Original Cost)		September Interest	Average Rate
	Aug 31, 2020	Sep 30, 2020		
Opus Bank Reserve	\$ 1,198,910	\$ 1,789,636	\$ 130	0.150%
LAIF Pool	6,365,246	6,365,246	\$ 3,633	0.685%
SD County Pool	5,955,518	5,955,518	5,812	1.171%
CAMP Pool	2,514,277	2,534,432	593	0.270%
Certificates of Deposit - Insured	5,166,000	5,166,000	6,645	1.548%
US Treasury Notes	2,595,234	2,595,234	4,458	2.060%
Federal Agency Notes	2,239,038	1,749,078	2,955	1.597%
Municipal Bonds	638,013	638,013	655	1.233%
Corporate Bonds/Notes	5,534,405	5,534,405	9,672	2.041%
Commercial Paper	492,901	-	554	1.930%
Negotiable CD's	630,000	630,000	1,069	2.040%
<b>Totals</b>	<b>\$ 33,329,543</b>	<b>\$ 32,957,563</b>	<b>\$ 36,177</b>	<b>1.310%</b>



LEUCADIA WASTEWATER DISTRICT  
 Monthly Investment Summary  
 September 30, 2020

(Continued)



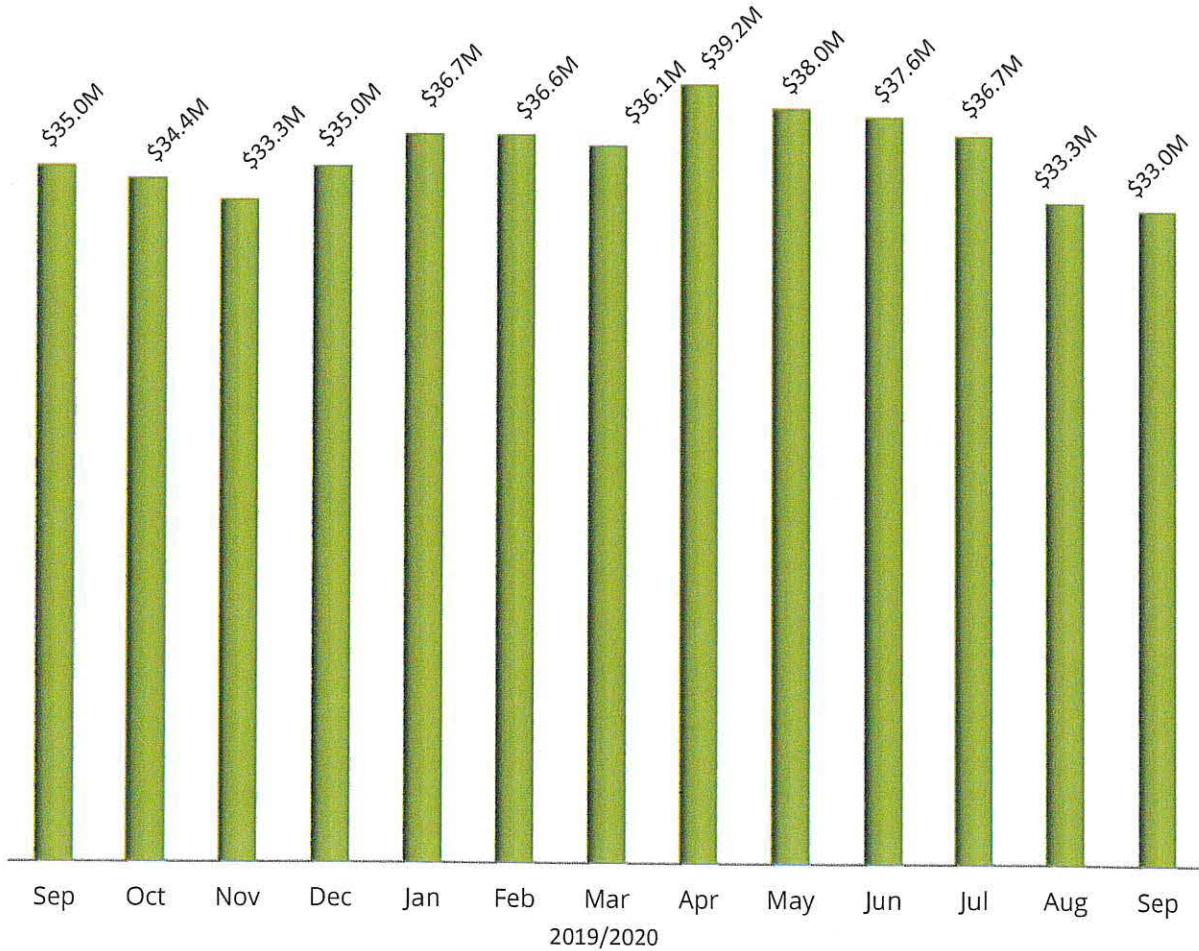
(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.  
 (2) LAIF is not rated



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**September 30, 2020**

(Continued)

**CASH & INVESTMENT RESERVES BY MONTH**



**INVESTMENT TRANSACTIONS**

*For the months of September, 2020*

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
MUFG Bank LTD/NY Comm Paper	\$	500,000	9/21/2020	62479LJM8	1.93%	

TOTAL

\$	-	\$	1,000,000
----	---	----	-----------

Investment transactions above are investment purchases, sales, and maturities during the month. They do not include internal transfers between District's checking a/c's and cash equivalents (pools/reserves)

**MEMORANDUM**

Ref: 21-7344

**DATE:** November 12, 2020  
**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 September 30, 2020 (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

### 9-30-2020

SUMMARY OF CASH & INVESTMENTS at September 30, 2020					
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS					
ASSETS	PAR VALUE 9/30/2020	AMORTIZED COST 9/30/2020	% OF TOTAL		MARKET VALUE 9/30/2020
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 2,122,258	\$ 2,122,258	6.4%	25%	\$ 2,122,258
LAIF - STATE INVESTMENT POOL	\$ 6,365,246	\$ 6,365,246	19.1%	75%	\$ 6,391,436
SAN DIEGO COUNTY INVESTMENT POOL	\$ 5,955,518	\$ 5,955,518	17.9%	75%	\$ 6,019,000
CAMP - JPA INVESTMENT POOL	\$ 2,534,432	\$ 2,534,432	7.6%	75%	\$ 2,534,432
FEDERAL AGENCY SECURITIES	\$ 1,750,000	\$ 1,749,664	5.3%	75%	\$ 1,758,223
US TREASURY BONDS/NOTES	\$ 2,600,000	\$ 2,596,560	7.8%	75%	\$ 2,622,438
CORPORATE NOTES	\$ 5,500,000	\$ 5,529,104	16.6%	20%	\$ 5,581,768
COMMERICAL PAPER	\$ -	\$ -	0.0%	10%	\$ -
NEGOTIABLE CERTIFICATES OF DEPOSIT	\$ 630,000	\$ 630,000	1.9%	10%	\$ 641,097
INSURED CERTIFICATES OF DEPOSIT	\$ 5,166,000	\$ 5,166,000	15.5%	30%	\$ 5,374,568
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>\$ 33,223,455</b>	<b>\$ 33,286,795</b>	<b>100.0%</b>		<b>\$ 33,680,653</b>

As of September 30, 2020		QUARTERLY RESULTS			
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
<b>\$33.7M</b>	<b>417</b>	<b>-\$4.7M</b>	<b>\$114K</b>	<b>1.30%</b>	<b>0.80%</b>

**MEMORANDUM**

**DATE:** November 12, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** October 2020 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 October 2020.

**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 October 2020 for your review.

tb:PJB

Attachment



**Leucadia Wastewater District  
Disclosure of Reimbursements Report  
October 1-31, 2020**

Conference Date	Description	Director	Director	Director	Director	Director	GM	TSM	ASM	FSS
		J. Hanson	E. Sullivan	D. Omsted	A. Juliusen	M. Brown	P. Bushee	R. Morishita	R. Duffey	J. Stecker
2020 CWEA Annual Virtual Conference October 19-22, 2020	Registration		375.00	375.00	375.00					
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>375.00</b>	<b>375.00</b>	<b>375.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes:  
2020 CWEA Annual Conference went virtual due to COVID-19 Pandemic.

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**October 28, 2020**

**EWA Board of Directors** - Director Sullivan Reporting

**1. 2021 Drying Safety Improvements Design Services Award**

The Board of Directors authorized the General Manager to execute a professional services agreement with Black & Veatch Corporation in the amount of \$176,940 for design services for the 2021 Drying Safety Improvements Project.

**2. Cogeneration Building Structural Repair Project – Task Order No. 3 Restoration of Building Electrical Systems**

The Board of Directors authorized the General Manager to do the following:

- Award a task order in the amount of \$307,678 to J.R. Filanc Construction Company Inc. for the Cogeneration Building Structural Repair Project Restoration of Building Electrical Systems; and
- Execute a professional services agreement with Carollo Engineers, Inc. in the amount not to exceed \$96,140 for engineering support during construction and construction management services.

**Executive Session**

The Board of Directors met in Executive Session to discuss the following:

- Conference with Labor Negotiator as authorized by Government Code §54957.6 – Agency Representative: Scott McClelland

There was no action taken.



# **Investment & Finance Committee Meeting Report**

Presented by Director Hanson

---

## **Meeting held November 5, 2020**

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

- 1. Receive and file the Fiscal Year 2020 Comprehensive Annual Financial Report (CAFR)**

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

# Engineering Committee Meeting Report

Presented by Vice President Omsted

---

## **Meeting held November 10, 2020**

The Engineering Committee (EC) reviewed the following recommendations:

1. **Receive and file the Fiscal Year 2020 (FY20) Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.;**
2. **Authorize the General Manager to execute an agreement with Haaker Equipment Company in the amount of \$299,645.20 to purchase a new 2020 Ford F-450 Closed Circuit Television Truck;**
3. **Authorize the General Manager to execute a three-year agreement with Airgas to furnish and deliver Liquid Oxygen in an amount of \$141,473 not including tax;**
4. **Encinitas Estates Pump Station Replacement Project:**

Recommendation 1: Authorize the General Manager to execute an Agreement with Pacific Hydrotech Corporation for the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$1,797,000 as the lowest responsive and responsible bidder.

Recommendation 2: Authorize an additional appropriation of \$1,134,000 to complete project construction and the associated soft costs;

5. **Authorize the General Manager to execute an Amendment No. 7 to Task Order 38 with Infrastructure Engineering Corporation for engineering support services during the construction of the Encinitas Estates Pump Station**

**Replacement Project in an amount not to exceed \$75,680;  
and**

- 6. Authorize the General Manager to execute an Agreement with Mavteck for construction management services during the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$90,000.**

The EC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

The EC also received an update on the following:

- Leucadia Pump Station Rehabilitation Project.

This item was for information purposes and there was no action taken.

**MEMORANDUM**

**Date:** November 12, 2020  
**To:** Board of Directors  
**From:** Paul J. Bushee, General Manager   
**Re:** **Vehicle Purchase to Replace One (1) 2012 Closed Circuit Television Truck**

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an agreement with Haaker Equipment Company in the amount of \$299,645.20 to purchase a new 2020 Ford F-450 Closed Circuit Television Truck.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

**Tactical Goal: Services / Purchase CCTV Replacement Truck**

This item was reviewed at the November 10<sup>th</sup> EC meeting and the EC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (District) has two Closed Circuit Television (CCTV) Vehicles in its fleet for video inspection of the collection system. The vehicle that staff is recommending to replace was purchased in 2012 and is 8 years old. The other vehicle is a 2016 Ford Transit CCTV Van that is in good operating condition. In the last three years, the District has spent nearly \$37K in equipment services and repairs for the 2012 CCTV Truck and has noticed an increase in cost and frequency of maintenance repairs.

For this purchase, staff researched different CCTV system and equipment options and received demonstrations from three (3) companies; Ibak, Proteus and Envirosight. After evaluating the options, staff selected Envirosight due to their system and equipment functionality and reliability. Some examples are:

- Steerable 6-wheel drive for climbing over offsets and debris.
- Lightweight Kevlar cable that poses minimal drag.
- Quick change wheel options.

In accordance with the District's Vehicle Replacement Policy, the minimum replacement criteria for the CCTV Truck is 5 years and 75,000 miles or 7 years and any miles. The CCTV Truck has been in service for 8 years and has high repair costs; dated technology, and has reached the end of its useful life. Please note that staff does not automatically recommend replacement of its vehicles based on their age and mileage, but assesses the reliability of each vehicle in order to get its maximum useful life.

### *Cooperative Purchasing Program*

The District's Procurement Policy permits the use of cooperative purchasing programs when feasible and in the best interest of the District. Staff is recommending the purchase of the new CCTV Truck from the Haaker Equipment Company (Haaker) through a cooperative purchasing program with Sourcewell Cooperative. Sourcewell Cooperative is a self-supported government agency that holds hundreds of competitively solicited procurement contracts ready for use. Essentially, the Haaker purchasing contract for the new CCTV Truck has already been vetted through the competitive pricing process by Sourcewell Cooperative.

Therefore, staff and the EC recommend that the CCTV Truck be purchased from Haaker Equipment Company through the Sourcewell Cooperative in the amount of \$299,645.20.

### **FISCAL IMPACT:**

The FY 21 Capital Acquisitions Budget includes \$290,000 for the purchase of the new CCTV Truck. The additional \$10,000 needed to purchase the vehicle can be absorbed by the Capital Acquisition Budget.

mag:PJB

MEMORANDUM

Ref: 21-7361

**DATE:** November 12, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2020 (FY 20) Comprehensive Annual Financial Report

---

**RECOMMENDATION:**

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

1. Receive and File the FY20 Comprehensive Annual Financial Report (CAFR).
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

**Tactical Goal: Financial / FY20 Audit**

This item was reviewed by the IFC at its November 5<sup>th</sup> meeting and the IFC concurred with staff to present this item for the Board's consideration.

State law requires the Leucadia Wastewater District (LWD) to prepare a complete set of financial statements in conformance with generally accepted accounting principles (GAAP). The law also requires that the financial statements be audited in accordance with generally accepted auditing standards. For LWD, these documents collectively take the form of LWD's annual financial audit.

LWD prepares a more comprehensive financial audit, which is known as a Comprehensive Annual Financial Report or CAFR. This year's CAFR includes the following sections:

- Introductory section that includes the letter of transmittal and the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
- A Financial section that includes the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements with notes, and Supplementary Information.
- Statistical section that includes cost and revenue comparisons and other LWD statistics for the past 10 years.
- Other information.

The accounting firm of Davis Farr LLP has completed its audit of LWD's FY20 CAFR. Staff is pleased to report that the auditors found that the financial statements fairly represent LWD's financial condition and is in conformance with GAAP.

Attached for the Board's review is the Auditor's information letter which reports on any significant audit findings as a result of their audit, and the Auditor's Report on Internal Controls, Compliance, and Other Matters. A PDF of the full CAFR will be emailed to you for your review.

Staff along with Shannon Ayala, CPA of Davis Farr LLP, will present an overview of the CAFR at the upcoming meeting. Shannon Ayala will also present an overview of the audit process.

rad:PJB

Attachment  
Enclosure



To the Board of Directors  
Leucadia Wastewater District

We have audited the financial statements of Leucadia Wastewater District for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 13, 2020. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Leucadia Wastewater District are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2020. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Leucadia Wastewater District's financial statements were:

Management's estimate of which capital projects represent ordinary maintenance activities necessary to keep an asset operational for its originally intended useful life versus significant improvement, replacement, and life extending projects that should be capitalized as additions to capital assets is based on management's knowledge of the assets and their useful lives.

Management's estimate of transactions related to net pension and OPEB liabilities based on actuarial information. We evaluated the key factors and assumptions used to develop the estimates above and determined they are reasonable in relation to the financial statements taken as a whole.

There were no particularly sensitive note disclosures affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

#### ***Difficulties Encountered in Performing the Audit***

We encountered no difficulties in performing and completing our audit.

#### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no such misstatements noted.

### ***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated November 2, 2020.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Leucadia Wastewater District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Leucadia Wastewater District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### ***Other Matters***

We applied certain limited procedures to *Management's Discussion and Analysis, Schedule of the Proportionate Share of the Net Pension Liability, Schedule of Contributions-Defined Benefit Pension Plan, Schedule of Changes in Net OPEB Liability and Related Ratios and Schedule of OPEB Contributions*, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the financial statements and *Combining Schedule of Changes in Net Position* which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the Introductory section, statistical section and other information which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.



Leucadia Wastewater District  
Page Three

***Restriction on Use***

This information is intended solely for the use of the Board of Directors and management of Leucadia Wastewater District and is not intended to be, and should not be, used by anyone other than these specified parties.

DavisFarr LLP

Irvine, California  
November 2, 2020

**Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards**

Board of Directors  
Leucadia Wastewater District  
Carlsbad, California

**Independent Auditor's Report**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Leucadia Wastewater District (the District), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 2, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether The District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of

our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

DavisFarr LLP

Irvine, California  
November 2, 2020

## MEMORANDUM

Ref: 21-7362

**DATE:** November 12, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** 2020 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP)

### RECOMMENDATION:

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

1. Receive and File the Fiscal Year 2020 (FY20) Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.
2. Discuss and take other action as appropriate.

### DISCUSSION:

#### **Tactical Goal: Services / SSMP Audit**

This item was reviewed at the November 10<sup>th</sup> EC meeting and the EC concurred with staff to present this item for the Board's consideration.

The Statewide Sanitary Sewer Systems Waste Discharge Requirements (WDR), adopted in May 2006, imposed several regulations on all California agencies that operate Sewage Collection Systems. The Statewide WDR required sewer agencies to develop and implement a system-specific Sewer System Management Plan (SSMP). The District has complied with all prescribed provisions, including having a written Sewer System Management Plan (SSMP) that was originally adopted by the District's Board of Directors in June 2009 and more recently updated in 2019. The WDR requires each system to audit their SSMP every two years. However, the District has taken a pro-active approach and conducts its SSMP Audit annually to assure its program and activities remain effective in reducing Sanitary Sewer Overflows (SSO's).

Due to their thorough knowledge of the plan, staff retained Dexter Wilson Engineering, Incorporated (DWEI) to conduct the 2020 SSMP Audit.

This FY20 Audit, which uses a standard checklist and a comprehensive review of District operations, concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. Additionally, changes in District organization, practices, or regulations were not significant enough to require a revision of the SSMP prior to June 2024, the WDR required 5-year review cycle.

The letter report of the FY20 Audit is attached for your review. A copy of the complete report, including enclosures, is available upon request.

DWE will present an overview of the FY20 Audit at the meeting.

jms:PJB

Attachment



**LEUCADIA WASTEWATER DISTRICT  
SEWER SYSTEM MANAGEMENT PLAN  
FISCAL YEAR 2020 AUDIT**

November 4, 2020

**Prepared by:  
Dexter Wilson Engineering, Inc.  
2234 Faraday Avenue  
Carlsbad, CA 92008**



Job No. 103-019/4

# DEXTER WILSON ENGINEERING, INC.

---

DEXTER S. WILSON, P.E.  
ANDREW M. OVEN, P.E.  
STEPHEN M. NIELSEN, P.E.  
NATALIE J. FRASCHETTI, P.E.  
STEVEN J. HENDERSON, P.E.  
FERNANDO FREGOSO, P.E.  
KATHLEEN L. HEITT, P.E.

November 4, 2020

103-019/4

Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

Attention: Paul Bushee, General Manager

Subject: Leucadia Wastewater District Sewer System Management Plan Fiscal Year  
2020 Audit

The Leucadia Wastewater District's Sewer System Management Plan (SSMP) was adopted by the District Board and certified by the General Manager in June 2019. The purpose of the SSMP is to memorialize and publicly present in a central document the programs and activities utilized by the Leucadia Wastewater District (District) to effectively manage its wastewater collection system. The SSMP requires audits of the SSMP at least every two years. The District has decided to conduct annual audits.

The purpose of this letter-report is to present the Fiscal Year 2020 (FY20) Audit (the first audit of the 2019 SSMP) in fulfillment of the District's SSMP requirements. The Audit consists of completing the Section IX SSMP Evaluation Checklist and Section X SSMP Audit Checklist. These checklists are accompanied by summaries of the SSMP activities for the year.



### **Section IX SSMP Evaluation Checklist**

The Statewide Waste Discharge Requirements (WDR) governing sanitary sewers specify that each Wastewater Collection Agency shall:

- maintain relevant information that can be used to establish and prioritize appropriate SSMP activities,
- monitor the implementation and measure the effectiveness of each element of the SSMP,
- assess the success of the preventative maintenance program,
- update program elements, as appropriate based on monitoring or performance evaluations, and
- identify and illustrate Sewer System Overflow (SSO) trends, including frequency, location, and volume.

Maintaining the applicability of the SSMP to District activities necessitates ongoing evaluation of the activities the District performs, their success, and improvement if necessary. The Section IX SSMP Evaluation Checklist (Evaluation Checklist) is used on an annual basis to evaluate the applicability and effectiveness of the District's SSMP.

In completing the Evaluation Checklist (found in Attachment A), we find that, in general, the District's activities, programs, and efforts meet or exceed the requirements of the SSMP. Minor changes were made to the SSMP to more accurately reflect the District's procedures and customer/community outreach. However, the changes do not necessitate a re-adoption of the SSMP prior to the scheduled June 10, 2024 revision, per the required five year cycle. In completing the Evaluation Checklist, there are several items to note, as discussed in the Audit Discussion section below.

### **Section X SSMP Audit Checklist**

The Statewide WDRs governing sanitary sewers specify that the District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. These audits must occur, at a minimum, every two years and a report must be prepared and kept

on file. The audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including the identification of any deficiencies in the SSMP and the steps taken to correct them.

The District has chosen to conduct their SSMP audit on an annual basis. In completing the Audit Checklist, we find all requirements of the checklist to be current and implemented. The completed Audit Checklist for FY20 can be found in Attachment B.

### **Audit Discussion**

The following paragraphs highlight notable elements of the FY20 Audit organized by the relevant SSMP Section. Additional notes can be found on the Evaluation Checklist in Attachment A.

**Sections I, II, and III (District Goals, Organization, and Legal Authority).** No appreciable changes have occurred to the District's Goals, Organization, or Legal Authority since the 2019 SSMP. The statewide WDR which governs the SSMP is in the process of being revised. District staff have been active in this process toward reissuance of the WDR. There were no new field services staff hired in FY20.

**Section IV (Preventative Maintenance Program).** General statistics regarding the District's preventative maintenance activities are provided in Attachment C. Also in Attachment C, Exhibit C-1 graphically illustrates those areas within the District which are readily accessible for hydrocleaning and closed circuit television (CCTV) inspection and those areas which have additional needs or requirements in order to hydroclean or CCTV, such as the need for significant traffic control procedures or night work due to day time traffic volume or wastewater flows.

Exhibit C-2 tracks the general progress of CCTV inspections in the District. Per the District's SSMP, the District strives to CCTV their entire system every three years. The District is on track to meet its goal of CCTV inspecting its 200 mile gravity sewer system within a three-year timeframe. However, in review of Exhibit C-2, there are select areas within the District which have not been CCTV inspected in the last three years. These areas will be CCTV inspected in early FY21.

In FY20, the District's portable flow meters (Echo meters) were relocated to strategic gravity sewer locations which are difficult to clean and CCTV inspect. In addition to monitoring capacity, the meters will assist in determining whether the frequency of the resource intensive cleaning and CCTV activities of these locations can be extended.

In FY16, the District began introducing foam treatments in pipelines and manholes for the treatment of roots. The initial results were favorable and the District has incorporated foam treatment into the regular schedule of preventative maintenance activities. Fourteen additional line segments utilized foam treatment for root control in FY20. Additionally, the District is training field staff and conducting inspection of grease interceptors/traps in shopping plazas that show significant corrosion of manholes.

The District's Asset Management Plan (AMP) was revised in May 2018. Progress throughout FY20 with respect to the AMP (and other asset planning efforts) is summarized in the Attachment I letter-report at the end of the audit. The District's revised AMP is summarized as well in Attachment I.

The FY20 SOP training schedule can be found in Attachment D and all updated SOPs are included on a CD in Attachment E.

**Section VI (Overflow Emergency Response Plan).** No revisions were made to the OERP.

**Section VII (FOG Control Program).** None of the FY20 SSOs were attributable to FOG, continuing the District's SSMP determination that a formal FOG control program is not warranted at this time. The District continues to require BMP agreements for all new FSEs as well as further continuing its outreach via newsletters, door hangers, inspections, etc.

**Section VIII (System Evaluation and Capacity Assurance).** The District continues to monitor (and address as necessary) the presence of scale in the Alga Hills area. The area was most recently CCTV inspected this past fiscal year and is hydrocleaned every six months. Any defects discovered during the CCTV inspections are incorporated into the District's Repair Priority List.

Inflow domes are present in 2,414 of the District's 5,103 manholes to aid in reducing inflow. Figure 1 shows the manhole locations where inflow domes have been installed throughout the District.

Flow analyses of the District were conducted as part of the District's 2008, 2013, and 2018 AMPs. All three documents concluded that estimates of average and peak ultimate flows are within the design values of the District and less than the flows utilized in the District's detailed capacity analyses conducted as part of the 1999 Wastewater Master Plan. There are no capacity-driven replacement projects currently identified for the District. For reference, the current buildout flows for the District are projected to be 4.7 mgd in comparison to the 1999 Master Plan where buildout flows were projected at 6.5 mgd.

The District's monthly flow comparison for FY19 and FY20 can be found in Attachment F.

Other FY20 system evaluation activities included the monitoring of COVID-19 impacts to wastewater flows as well as the relocation of select submeters (Echo meters) within the District to better evaluate inflow and infiltration and cleaning frequency requirements.

**Section IX (Monitoring, Measurement, and Program Modifications).** The District's Spill Summary through June 30, 2020 can be found in Attachment G. Three spills occurred in FY20; two Category 3 spills caused from seal plug assembly failures at blow off valves, and one Category 1 spill at Batiquitos Pump Station caused from a severe rain event. For the Category 1 spill, District staff attempted to open the second force main valve (B3), however, the valve actuator was stripped and the pin inside was broken. No adverse environmental impact accrued to the Batiquitos Lagoon. Spill review checklists for each event are on file at the District office. Figure 2 identifies the location of each spill in a public line or manhole over the last ten years.

There were also four private lateral spills.

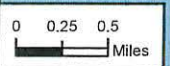
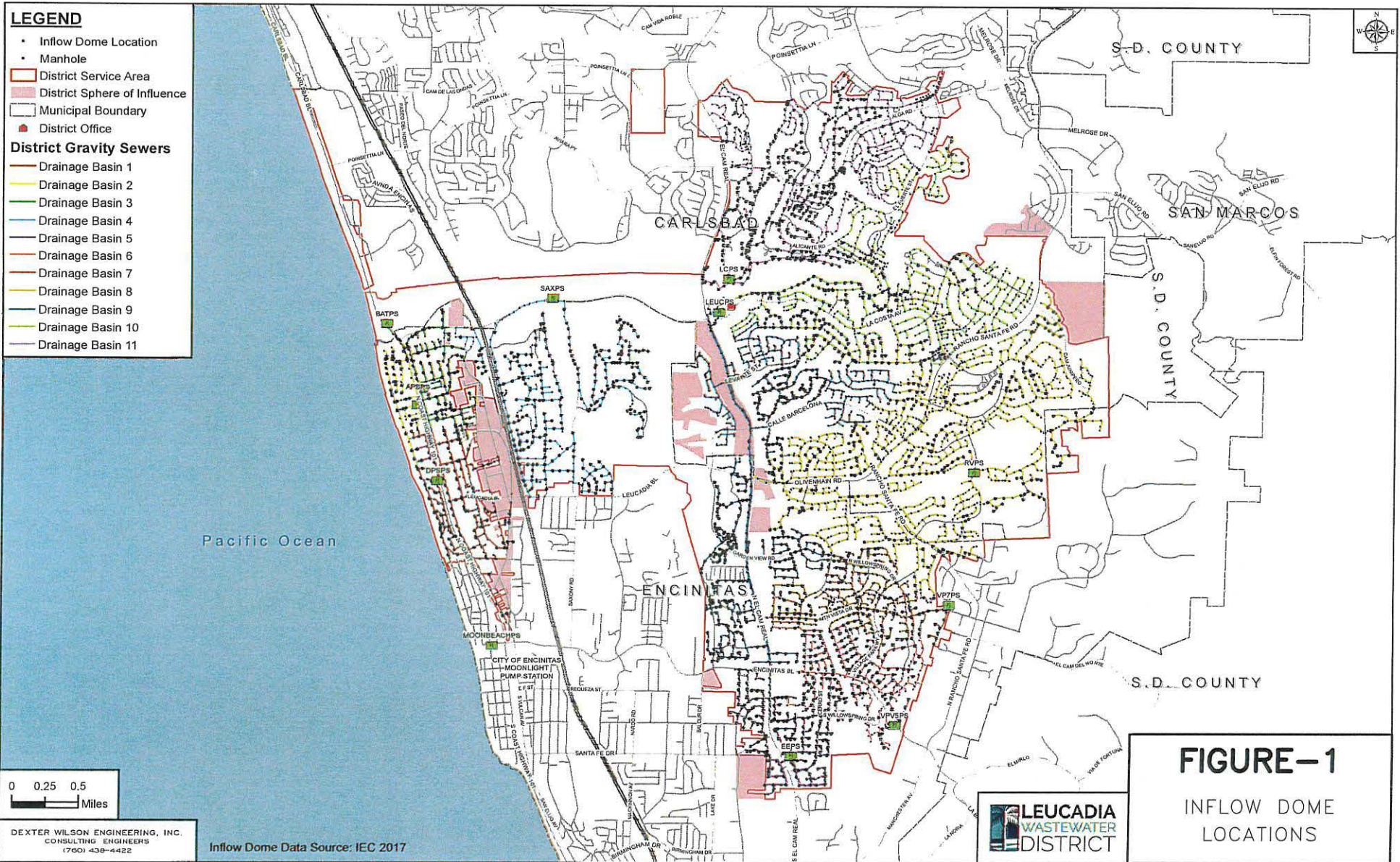


**LEGEND**

- Inflow Dome Location
- Manhole
- ▭ District Service Area
- ▭ District Sphere of Influence
- ▭ Municipal Boundary
- 📍 District Office

**District Gravity Sewers**

- Drainage Basin 1
- Drainage Basin 2
- Drainage Basin 3
- Drainage Basin 4
- Drainage Basin 5
- Drainage Basin 6
- Drainage Basin 7
- Drainage Basin 8
- Drainage Basin 9
- Drainage Basin 10
- Drainage Basin 11



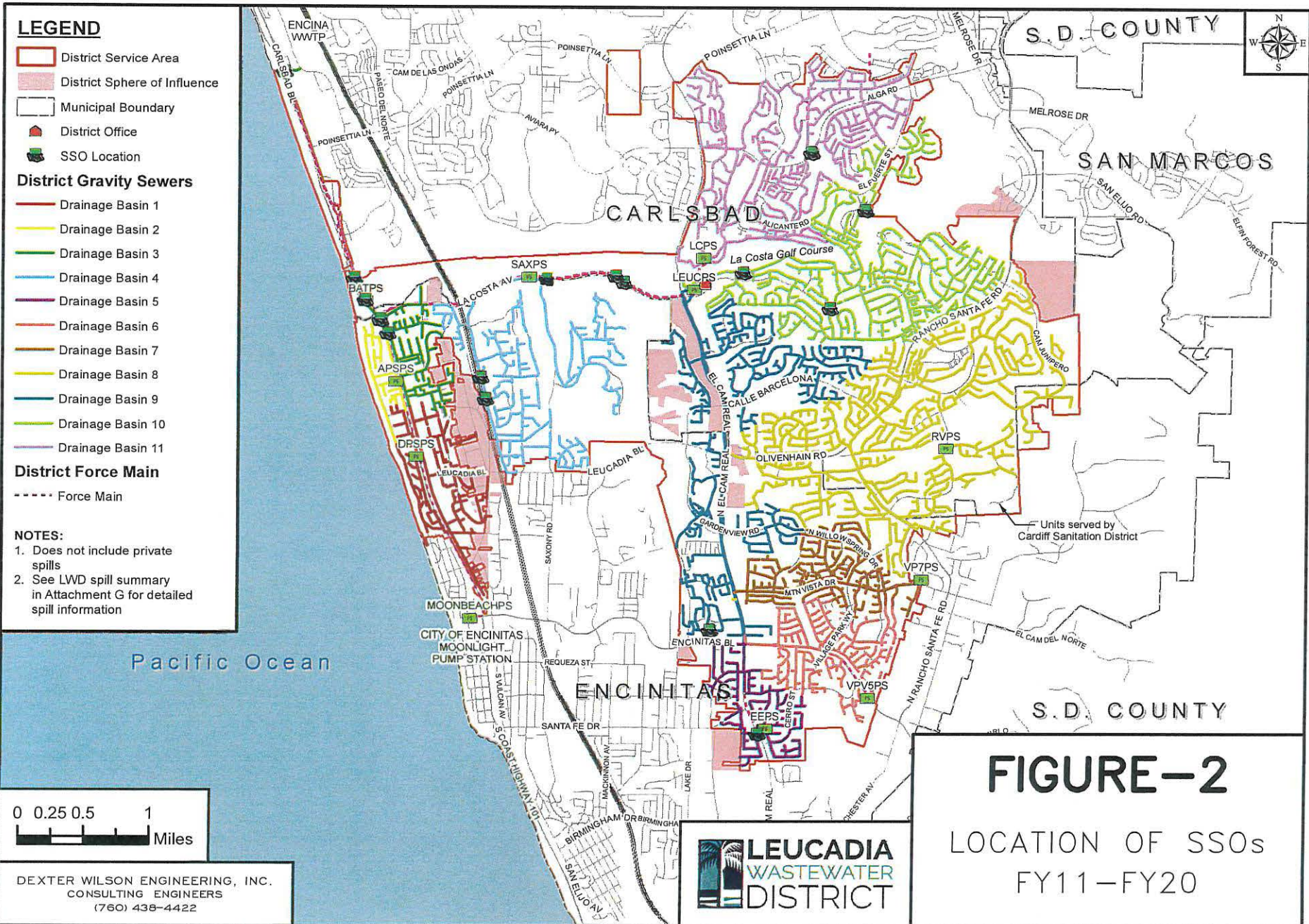
DEXTER WILSON ENGINEERING, INC.  
CONSULTING ENGINEERS  
(760) 438-4422

Inflow Dome Data Source: IEC 2017



**FIGURE-1**  
INFLOW DOME  
LOCATIONS







**Section XI (Communication Program).** The District has made the 2019 SSMP and subsequent audits available on its website. The District is also actively posting to Facebook to communicate generally with the public. Examples of Facebook posts by the District in FY20 included reminders about the problems that wipes cause in the sewer system, tips on how to customers can better maintain their private sewer plumbing, keeping easements clear, and information on District activities such as smoke testing, routine maintenance work/traffic control, etc. Additionally, a formal SSMP presentation is provided to the Engineering Committee and Board of Directors and is part of those agendas and meeting packets.

### **Recommended SSMP Edits**

Attachment H to this letter-report contains specific edits to the 2019 SSMP. There are no edits/change recommended to the SSMP based on the FY20 Audit. Future edits, if necessary, will be documented in the SSMP change log (Appendix B of the SSMP and Attachment H of subsequent audits). Future edits/revisions to the SSMP will be evaluated to determine whether or not they are significant enough to warrant re-adoption of the District's SSMP prior to the scheduled June 10, 2024 revision.

### **Summary of Recommendations**

The following section summarizes recommended items as a result of the FY20 Audit:

- Ensure that El Camino Real, La Costa Golf Course and La Costa Avenue, Alga Road, and Rancho Santa Fe Road sewers, which all require additional measures (e.g. traffic control, easements, etc.), maintain three year cleaning/CCTV cycles (See Attachment C, specifically location 10).
- Ensure that the planned O&M activities (e.g. hydroclean and CCTV inspect every 5 years) for the Lanikai and Occidental sewer lines are on track (see AMPI memorandum Attachment A).
- Complete all Scheduled SOP trainings in FY20 (see Attachment D).

Paul Bushee  
November 4, 2020

---

**Next Steps**

This SSMP FY20 Audit should be certified by the General Manager and adopted by the District Board as well as retained for inclusion in the current District's 2019 SSMP. Please be sure to post this FY20 Audit on the District's website and include a hardcopy in the District's 2019 SSMP counter copy. We appreciate the opportunity to have worked with the District on this project. Should you have any questions please do not hesitate to contact us.

Dexter Wilson Engineering, Inc.



Natalie J. Fraschetti, P.E.

NJF:SH

Attachment(s)

**MEMORANDUM**

**DATE:** November 12, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Agreement with Airgas to Furnish and Deliver Liquid Oxygen**

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a three-year agreement with Airgas to furnish and deliver Liquid Oxygen in an amount of \$141,473 not including tax (\$47,158 per year).
2. Discuss and take other action as appropriate.

**BACKGROUND:**

This item was reviewed at the November 10<sup>th</sup> EC meeting and the EC concurred with staff to present this item for the Board's consideration.

In 2006, the Leucadia Wastewater District (District) partnered with Evoqua Water Technologies, LLC, to provide Bioxide to help prevent and control the formation of hydrogen sulfide (H<sub>2</sub>S) in the Leucadia Pump Station Force Mains (LPSFM). Control of H<sub>2</sub>S is critical because it is a lethal gas, creates odors, and causes internal corrosion of metal force main pipes. While the injection of Bioxide in the LPSFM was effective at first, over time staff observed a decreasing effectiveness of Bioxide and the continued high cost for the chemical (approximately \$117K per year).

To address the issue, staff and the District Engineer evaluated alternative ways to control H<sub>2</sub>S. As a result, the ECO<sub>2</sub> Super-Oxygenation technology (ECO<sub>2</sub>) was identified as the preferred technology to reduce H<sub>2</sub>S levels for odor and corrosion control in force mains. The ECO<sub>2</sub> system is currently being installed as part of the Leucadia Pump Station Rehabilitation Project. The ECO<sub>2</sub> system saturates wastewater with oxygen to sustain aerobic conditions throughout the force main thereby preventing the formation of H<sub>2</sub>S. The ECO<sub>2</sub> technology accomplishes this by injecting pure oxygen into a wastewater side stream and then blending it back into the force main flow. Preventing the formation of H<sub>2</sub>S reduces internal corrosion of the ductile iron force main, reduces odors and improves worker safety.

The ECO<sub>2</sub> system design consists of a properly sized ECO<sub>2</sub> super-oxygenation cone, system controls and side stream pump. The ECO<sub>2</sub> cone is where oxygen is infused into the wastewater. The supply of oxygen gas is through a third-party that is not affiliated with ECO<sub>2</sub>.

**DISCUSSION:**

On September 22, 2020 the District sent out a Request for Bids to five (5) known suppliers that provide equipment rental and furnish LOX. Bids were due October 6, 2020. Three Bids (3) were received as follows:

	Yearly Storage Tank Lease	Yearly Deliveries	Yearly Costs	3 Year Costs
<b>Airgas</b>	<b>\$9,600</b>	<b>\$37,558</b>	<b>\$47,158</b>	<b>\$141,473</b>
Air Products	\$9,000	\$46,690	\$55,690	\$167,070
West Air Gas	\$23,040	\$55,496	\$78,536	\$235,608

The Bids were reviewed by Dexter Wilson Engineering, Incorporated (DWEI) and staff. As a result of the evaluation, staff determined Airgas to be the lowest responsive and responsible bidder and recommends the award of the agreement to Airgas. Airgas' scope of work is to provide a LOX storage tank, the equipment to convert LOX to oxygen gas and supply LOX as needed by the District. Attached is a copy of the Scope of Work for your review. It should be noted that the estimated \$47,158 per year is significantly less than the District's current cost of \$117K per year for Bioxide.

Therefore, staff and the EC recommend that the Board of Directors authorize the General Manager to execute a three-year professional services agreement with Airgas Products and Chemicals, Inc. for equipment rental and furnishing Liquid Oxygen in an amount not to exceed \$47,158 per year for a total of \$141,473.

**FISCAL IMPACT:**

The agreement is necessary at this time to determine the foot print of the LOX tank and associated equipment for installation during the Leucadia Pump Station Rehabilitation Project. It is estimated that the LOX tank and equipment will not be installed until Spring 2021. Charges for the tank and associated equipment will start at the completion of installation. Staff will use funds budgeted for Project construction for equipment leasing until the LOX system is placed into operation. Sufficient funds will be appropriated in the succeeding fiscal years.

jms:PJB

Attachment

# Attachment (A)

## LIQUID OXYGEN SUPPLY AND STORAGE TANK RENTAL SCOPE OF WORK

### PART 1 - GENERAL

#### 1. GENERAL INFORMATION FOR VENDORS

##### 1.1 Summary Scope of Work

The Leucadia Wastewater District (DISTRICT) is soliciting sealed bids for Liquid Oxygen (LOX) supply, delivery, and tank rental. DISTRICT intends to contract with an experienced Vendor to provide LOX and a storage tank system under a rental program. Included in the contract is installation of the storage tank, and associated components, and maintaining the equipment according to specifications and requirements provided within the Request for Bids Proposal document. The rental shall have a three-year duration with two optional one-year extensions.

##### 1.2 Background

The DISTRICT owns and operates the Leucadia Pump Station (LPS). It has a daily flow that pumps 3.2 million gallons of wastewater to a pump station downstream. LPS has used nitrate (Bioxide) to help prevent the formation of Hydrogen Sulfide (H<sub>2</sub>S) in the stations dual force mains. An ECO2 super-oxygenation system (ECO2) is being constructed to help mitigate the formation of H<sub>2</sub>S. The ECO2 system is being installed as part of the LPS Rehabilitation Project and the contractor currently anticipates that the ECO2 system will be installed between November 2020 and January 2021.

The project consists of providing and installing the equipment listed in Section 2.3, Equipment Requirements; monitoring and filling the tank as required for continuous operation; and maintaining the performance of the equipment through the term of the contract in accordance with this Scope of Work.

The LOX storage tank and feed system equipment listed will be rented from the selected Vendor and installed at 1960 La Costa Avenue, Carlsbad, CA, 92009. The system must provide gaseous oxygen fully vaporized from LOX in accordance with the technical specifications provided in Section 2. The estimated oxygen usage is 1,030 pounds of O<sub>2</sub> per day.

##### 1.3 Estimated Quantity

The quantities indicated in this solicitation are approximate annual quantities. Quantities may be increased or decreased depending on actual feed rate during the contract term; however, no price adjustments will be allowed as a result of any fluctuation in the quantity purchased.

##### 1.4 Bid Deadline

Bids will be submitted on the bid form provided. Bids shall be mailed or delivered to DISTRICT at 1960 La Costa Avenue, Carlsbad, CA, 92009 and shall be received no later than 2:00 p.m. (local) on Tuesday October 6, 2020 when the bids will be publicly opened and read. Late bids will be

returned unopened. Please label the bottom left corner of the envelope with "Liquid Oxygen Delivery and Tank Rental".

Bids shall be valid for one-hundred twenty days (120) days after the bid date. DISTRICT intends to award purchase in November 2020. The purchase will be awarded to the responsive and responsible bidder who submits the lowest total bid. Emailed proposals will not be accepted. Vendors will deliver three (3) unbound originals of the proposal in a sealed envelope before the due date.

### 1.5 Bid Evaluation and Award

The contract for LOX Delivery and Tank Rental will be awarded based on the following criteria:

1. Bid is responsive when received on time and completed per instructions,
2. Bid is compliant with specifications and industry standards,
3. Vendor is offering the lowest overall price for the best value
4. Vendor is responsible; DISTRICT may consider:
  - a. Possession of industry standard licensing and/or certifications;
  - b. Financial responsibility of the Vendor;
  - c. Experience of the Vendor;
  - d. Adequacy of equipment of the Vendor;
  - e. Past performance of the Vendor; and
  - f. Declared delivery date.

A Vendor's failure to promptly respond to DISTRICT inquires for proposal clarification may result in determination of non-responsibility.

The tank is anticipated to be installed on or around November 2020 and scheduled chemical deliveries to begin June 2021.

Vendors have the right to take exception to the specifications or terms to this solicitation. Any exceptions taken must be explained in the bid. Any exceptions that contradict the DISTRICT terms and conditions, or contain provisions that are not in the best interest of the DISTRICT will disqualify the Vendor. If exceptions are not explained, the Vendor will comply with the specifications as stated in this solicitation.

The DISTRICT reserves the right to reject any or all bids and waive any informality or minor defects in proposals received.

## SECTION 2: TECHNICAL SPECIFICATIONS

### 2.1 Coordination and Safety

- A. The Vendor will coordinate work with staff to prevent any interruptions to operations, customers, and the general public.
- B. The Vendor is responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Vendor will take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to all employees on the Work and other persons who may be affected thereby.



- C. The Vendor will protect existing and adjacent properties, structures and utilities. Vendor is responsible for any damage to existing and adjacent properties, structures and utilities, and will make all necessary repairs at no additional costs.
- D. The gated access to the site will remain closed and locked at all times except as directed by the DISTRICT.
- E. Vendor shall coordinate installation of tank and associated equipment with the DISTRICT LPS Rehabilitation construction contractor through the DISTRICT's Construction Manager.

## 2.2 Delivery, Inspection, and Acceptance of LOX

- A. No "minimum orders" are permitted. Bids indicating a minimum order requirement will be rejected.
- B. LOX to be delivered to the location specified. All deliveries are F.O.B. destination.
- C. LOX deliveries and service will occur between 7:00 am and 2:00 pm local time unless emergency conditions arise.
- D. Deliveries will access the tank site via La Costa Ave, Carlsbad through a locked gate. The DISTRICT will provide access to the site. The Vendor will not install locks on any gates without prior approval from the DISTRICT.
- E. LOX storage and feed system Vendor will maintain an adequate tank level at all times as to not interrupt system operation.
- F. Vendor will continuously monitor the storage level in the LOX storage tank, schedule and perform LOX deliveries to ensure continuous operation of the system.

## 2.3 Equipment Requirements

- A. Horizontal liquid oxygen storage tank: a 3,000-gallon capacity with pressure relief valves capable of multiple releases during low demand periods.
- B. Ambient vaporizers: Two (2) ambient vaporizers shall be provided and shall be sized so that they can be alternated to maintain frost free through all climate conditions. Calculations shall be provided as part of the bid package to justify the sizing of the vaporizers. Climate conditions for operation will be as follows:
  - a. Extreme High Temperature: 105°F
  - b. Average High Temperature: 70°F
  - c. Extreme Low Temperature: 30°F
  - d. Average Low Temperature: 55°F
  - e. Average Humidity: 80%
  - f. Average Dew Point: 51°F
- C. Dual line regulator with safety relief bypass and low temperature shut off to regulate the vaporizers discharge pressure and temperature. The discharge pressure shall always be between 80 and 100 psi and the oxygen must always be in its gaseous form when discharged from the vaporizers.

- D. An isolation valve at the outlet of the vendor supplied equipment.
- E. All interconnecting piping between oxygen systems components to the isolation valve.
- F. LOX tank level sensor and radio telemetry; and anchoring of LOX tank and vaporizers.
- G. The bid package shall include preliminary dimensional drawings of all equipment. A detailed system layout shall be provided to the District after the bid is award.

#### 2.4 Site Conditions

- A. Location for installation of the tank and equipment is shown on the attached LPS Rehabilitation Project sheets G1, C4, C5, M11, and S12.
- B. The equipment must fit within a 30' by 10'11" footprint.
- C. Any exceptions to the specified site shall be included in the bid package.

## MEMORANDUM

Ref: 21-7363

**DATE:** November 12, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Contract Award for the District's Encinitas Estates Pump Station Replacement Project**

---

### RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Pacific Hydrotech Corporation for the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$1,797,000 as the lowest responsive and responsible bidder.
2. Authorize an additional appropriation of \$1,134,000 to complete project construction and the associated soft costs.
3. Discuss and take other action as appropriate.

### BACKGROUND:

**Tactical Goal:** **Infrastructure and Technology / Encinitas Estates Pump Station Replacement**

This item was reviewed at the November 10<sup>th</sup> EC meeting and the EC concurred with staff to present this item for the Board's consideration.

In January 2020, the Board authorized the final design services for the Encinitas Estates Pump Station Replacement Project (Project). Infrastructure Engineering Corporation (IEC) completed Project design in July 2020. Subsequently, the project was noticed for bids on July 6<sup>th</sup> with bids due on August 18<sup>th</sup>. Unfortunately, the bids received in August were significantly higher than the estimated cost and budgeted appropriation. Therefore, all bids were rejected and staff proceeded to redesign the Project.

IEC completed Project redesign in September 2020. Additionally, IEC adjusted the Engineer's Estimate to reflect the current construction market and Project scope. The redesign included replacing the submersible chopper pumps with standard submersible pumps. This modification resulted in the removal of Variable Frequency Drives and their associated cooling equipment. The orientation and footprint of the pump station was altered to reduce the bypassing period during construction and impacts to the resident's property adjacent to the pump station. The goals of these modifications were to simplify construction and reduce construction and material costs.

### DISCUSSION:

The redesigned Project was bid on September 28, 2020 with bids due on October 27<sup>th</sup>. Six (6) bids were received with the following results:

<b>Construction Firm</b>	<b>Bid Price</b>
Kay Construction Company	\$1,616,200
Pacific Hydrotech Corporation	\$1,797,000
Stanek Constructors, Incorporated	\$1,893,000
Blue Pacific Engineering & Construction	\$1,907,000
SCW Contracting Corporation	\$1,987,000
James W Fowler Company	\$1,997,000

The bids were reviewed by Preston Lewis at IEC. The bid submitted by Kay Construction Company (Kay Construction), the apparent low bidder, did not meet the minimum experience requirements for the project. The minimum experience requirements were three (3) wastewater pump station projects or projects of similar scope and complexity in the past (5) five years and 100% flow bypassing with no spills. Kay Construction did not meet the minimum experience requirement. Therefore, their bid was determined to be nonresponsive.

The second lowest bidder, Pacific Hydrotech Corporation (Pacific Hydrotech), submitted five (5) projects that satisfied the minimum experience requirements. Upon completion of IEC's review, it was recommended that Pacific Hydrotech be awarded the contract, see attached letter.

Pacific Hydrotech's bid is \$181K higher than Kay Construction's bid and is \$83K (4.8%) over the \$1.714M Engineer's Cost Estimate for construction. It should be noted that Pacific Hydrotech's bid is over \$500,000 less than the original August 2020 bid solicitation.

Kay Construction was notified of staff's intent to recommend that Pacific Hydrotech be awarded the contract as the lowest bidder. Kay Construction accepted the result of the bid evaluation and understood the reasoning for their disqualification.

Based on the factors stated above, staff recommends that the Board of Directors award the contract for the Encinitas Estates Pump Station Replacement Project to Pacific Hydrotech in an amount not to exceed \$1,797,000 as the lowest responsive and responsible bidder.


**FISCAL IMPACT:**

Staff is requesting an additional appropriation of \$1,134,000 to the FY21 Budget. Funds totaling \$946K were appropriated in prior fiscal years for Project construction. That budgeted cost was based on the replacement of the Village Park No. 5 (VP5) Pump Station completed in October 2017. The VP5 construction site was not restricted by adjacent homes, like the Encinitas Estates site, and did not include the replacement of the emergency generator and its associated equipment. The restricted site increases the construction period, thereby increasing construction costs. The Project incurred additional soft cost for Project redesign and construction management cost will increase with the increased construction period. Therefore, staff requests an additional appropriation to the FY21 Budget of \$1,134,000 to cover the bid price for construction and a 10% contingency and associated soft costs.

rym:PJB

Attachment

**BID REVIEW MEMORANDUM**

Date: November 5, 2020  
Subject: Encinitas Estates Pump Station Project  
Prepared By: Preston Lewis, P.E. 

---

**PURPOSE**

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

**BID RESULTS**

Six bids were received and opened on October 27<sup>th</sup>, 2020. The bids results are as follows:

<u>Contractor</u>	<u>Bid Amount</u>
Kay Construction	\$1,616,200
Pacific Hydrotech Corporation	\$1,797,000
Stanek Construction	\$1,898,000
Blue Pacific	\$1,907,000
SCW Contracting	\$1,987,000
James W Fowler	\$1,997,000
Engineers Estimate	\$1,714,000

**REVIEW OF LOW BIDDER**

**Kay Construction - Santee, CA is the apparent low bidder.**

**Contractor's License:** The Contractor holds the required Class A License (No. 648223). The license is current and active. They also hold classifications: B

**Bid Bond:** A bid bond in the amount of ten percent (10%) of the bid amount was submitted with United States Fire Insurance Company as surety.

**Signatures:** Jon Kay, Owner, signed the Closing Statement, Bidder's Bond, Non-Collusion Affidavit, California All-Purpose Acknowledgement, and Local Preference Certification.

**Project Manager's Experience:** The Contractor did not submit a resume for a designated PM

**Worker's Compensation Insurance:** State Compensation Insurance Fund Policy #9258550 8/6/2019 to 8/6/2020





**References:** Contractor did not complete qualifying experience forms included in the Bid Documents but instead attached a list of projects that omitted the data requested to be completed on the experience forms. Based on the list of project names submitted it does not appear that any sewer lift station projects have been completed by the contractor

**Recommendation:** Without any qualifying experience as required by the contract documents, it is recommended that the contractor be disqualified and that the second low bidder's bid be evaluated.

### REVIEW OF SECOND LOW BIDDER

Pacific Hydrotech Corporation is the apparent second low bidder.

**Contractor's License:** The Contractor holds the required Class A License (No. 518355). The license is current and active.

**Bid Bond:** A bid bond in the amount of ten percent (10%) of the bid amount was submitted with Liberty Mutual has an A.M. Best Financial Strength Rating of A (superior xv)

**Signatures:** Joselito Guintu, Vice President, signed the Closing Statement, Bidder's Bond, Non-Collusion Affidavit, California All-Purpose Acknowledgement, and Local Preference Certification.

**Project Manager's Experience:** The Contractor did not submit a resume for their proposed Project Manager. The Contractor was contacted and a resume for the proposed PM was provided and is attached.

**Worker's Compensation Insurance:** Policy # 54309453 07/01/2019 to 07/01/2021 The Contractor and their Sub-Contractors all have experience modification factors less than 1.0

#### References:

- 1) Agency: Eastern Municipal Water District  
Project: Soboba Lift Station  
Bid Amount: \$1,130,200  
Final Contract Amount: \$1,147,137  
Construction Duration: 320 Calendar Days  
Date of Substantial Completion: August 2019

Sewer lift station project that included 18-foot deep wet well and 10Hp submersible pumps. The project included sewer by-passing.





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2)	Agency:	International Boundary Water Commission
	Project:	South Bay International WWTP
	Bid Amount:	\$15,756,800
	Final Contract Amount:	\$17,804,059
	Construction Duration:	720 Working Days
	Date of Substantial Completion:	April 2018

Project included a 15 mgd lift station with 6 submersible pumps.

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3)	Agency:	City of Holtville
	Project:	Holtville WWTP
	Bid Amount:	\$11,229,137
	Final Contract Amount:	\$12,238,163
	Construction Duration:	540 Calendar Days
	Date of Substantial Completion:	June 2017

The project included a 2 mgd lift station with submersible pumps. The project included sewer by-passing.

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4)	Agency:	Coachella Valley Water District
	Project:	Plant 7 Biosolids Upgrades
	Bid Amount:	\$12,107,601
	Final Contract Amount:	\$12,107,601
	Construction Duration:	600 Calendar Days
	Date of Substantial Completion:	June 2018

The project included a 5 mgd lift station with 540 gpm submersible pumps.

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5)	Agency:	Irvine Ranch Water District
	Project:	Newport Coast Lift Station
	Bid Amount:	\$3,329,300
	Final Contract Amount:	\$3,623,688
	Construction Duration:	420 Calendar Days
	Date of Substantial Completion:	December 2018

The lift station project included sewer bypassing.

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The contractor also included a table of 15 large wastewater lift station and treatment plant projects completed throughout southern California

The attached table includes the agency responses to reference checks for the above projects that were included with their Bid.

**Registration with the Department of Industrial Relations (DIR):** The Contractor and their Sub-contractors acknowledge being registered with the DIR

**Bid Item/Cost Review:** Pacific Hydrotech's bid is 6% less than the third lowest bidder and 5% greater than the Engineer's Estimate. Mobilization is 4.4% of the contract amount and is well within the contract limit of 5%. The review of the individual bid items generally lines up with the other bidders and there is no obvious evidence of weighting the bid.

**Claims Filed:** Pacific Hydrotech answered No to Item 8 in Experience Data, regarding claims filed within the past 5 years. They currently have two claims that are currently open

**Addenda:** Pacific Hydrotech acknowledges receipt of Addendum's 1

**APPROACH TO WORK:** Pacific Hydrotech submitted an approach that appears reasonable and appropriate for the project.

**SUMMARY:** Irregularities noted in their bid include:

- The Contractor did not submit a resume for their proposed Project Manager.
- The contractor submitted more than the required three qualify project experience. They have substantial experience in the construction of sewer pump stations are well qualified for this project.

**RECOMMENDATION:** Pacific Hydrotech has submitted a qualifying bid that includes reasonable costs, required license, bid bond, workers compensation insurance, acknowledgments, signatures, and qualifying experience, along with positive reference checks. The Contractor did however omit a resume of their proposed Project Manager. However, based on the otherwise completeness of the bid and the Contractors qualifications, it is recommended that the project be awarded to Pacific Hydrotech Corporation.

Attachments:

- Reference Checks
- Resume Proposed Project Manager

<b>REFERENCES -</b>	<b>PACIFIC HYDROTECH CORPORATION</b>				
<b>Project/Owner's Rep Last Name, Phone No →</b>	Eastern Municipal Water District Ryan Mellow (951) 365-9082	Intl Boundary - Water Commission Arnold Wingle - On-Site Constr. Mgr (760) 602-3805	City of Holtville - Nicholas Wells (760) 356-4574	Irvine Ranch Water District Scott Toland (760) 822-3194	Coachella Valley Water District Diego Colorado Dudek Constr - Chuck Greely (760) 479-4151
<b>Project →</b>	Soboba Lift Station	South Bay Intl WWTP	Holtville Wastewater Treatment Plant	Newport Coast Lift Station	Plant 7 Biosolids Upgrades
<b>Substantial Completion →</b>	08/01/19	4/1/2018	6/2017	12/2018	6/1/2018
<b>Questions ↓</b>					
<b>1. Overall good to work with</b>	11/2 -Yes - very good to work with	11/3 - Yes	11/4 - Yes	11/3 - Yes - Very happy with work - cost effective	11/3 - Yes
<b>2. Claims filed</b>	None	No Claims	11/4 - No	No	None
<b>3. Change orders (number, status):</b>	11/2 - A few small - design changes	11/3- There were Significant design revisions but they were negotiated in a fair manner	11/4 - Yes, project was not fully designed when project began - they were justified	Change orders were justified	11/3 - There were a few Change Orders - less than 4%
<b>4. Would you award another contract to the Contractor:</b>	11/2 - Yes - absolutely	11/3 - Very selective in nature of the project if they were to be awarded a project again	11/4 - Yes, another project being bid on by them now	Yes	11/3 - Yes - absolutely
<b>5. Was work performed acceptably?:</b>	11/2 - Yes - work done was very good work	11/3-Eventually	11/4-Yes	Yes	11/3 - Yes - absolutely
<b>6. Other:</b>		11/3-They were unprepared for their first project working on a Federal Govt Project			



## Dale McKay RESUME

### Dale McKay, Project Manager

Office: Perris, CA

**PROFILE:** Accomplished professional of proven ability. Proficient in Project Management and Quality Control Management, with a drive for excellence and dedicated to delivering high quality projects by maintaining the highest moral standards and levels of integrity.

#### DUTIES:

**January 2002 to Present** – Project Manager (Perris, CA) As Project Manager, responsibilities include reviewing monthly corporate and project profit and loss reports, developing corporate policies and planning future corporate projects. Duties also include continued work as Project Manager on specific construction projects. Primary project activity has been in the construction of filter plants, well sites and pump stations, reservoirs.

**June 1999 to January 2002** – Project Superintendent (Perris, CA) As Superintendent, responsibilities include preparing submittals to the Owner/Engineer for approval, providing the customer with a specific contact person, keeping project schedules and project tracking. The project superintendent also supports the field crews w/ material and project procurement and plans and specifications clarifications and customer support.

**March 1990 to June 1999** – Foreman (Perris, CA)

#### *Professional Experience:*

**Garfield Reservoir Replacement & Pump Station- \$18.6M for the City of South Pasadena.** Demolition of existing reservoir, pipelines and pump station. Construction of new Underground pump station, underground pipelines and buried reservoir, including excavation, underground electric work, aggregate storage bins, drain systems, waterproofing, and site works. 2014-2017

**Menifee-Perris Desalters, Iron and Manganese Removal Facility - \$15M for Eastern Municipal Water District.** The project consisted of construction of (2) 160,000 gallon steel tanks, installation of (5) filters, construction of CMU equipment building and pre-fabricated steel building, (6) chemical feed pumps, (5) VIT pumps, construction of (9) new CMU block well site buildings, each with water softeners, (1) brine tank, (1) chlorine tank, water softeners, chlorine dosing pumps, rectifiers, electrical equipment, fine grading and asphalt work. 2011-2014

**Whittier Pumping Plant #2 project – \$14.1M for the Whittier Utility Authority.** The project consisted of the demolition of existing pump station and settling basin, construction of (2) new 3MG steel tank reservoirs, soil improvements, construction of new CMU block pump station with (4) 450HP vertical turbine pumps, 60” suction and 36” discharge piping, office building and furniture, fine grading and asphalt work. 2014-2016

**Water Reclamation Plant #7 Biosolids Upgrades - \$12M for Coachella Valley Water District.** The scope for this project includes the modification of the existing activated sludge pumping facility by removing the existing piping and installing new 2-6” piping to the new biosolids processing facility. The revision of scum piping by installing new piping from existing scum collection pit to new the new facility, and the construction of the new Biosolids Processing Facility capable of processing the sludge wasted from the existing water reclamation facility. 2016 – Jan. 2018 (in progress)

**Mesa Water Well Rehabilitation Project for the Mesa Water District – \$10.5M** which consists of rehabilitation of 5 existing well site, including (1) new Waukesha engine driven well pump, and (3) new motor driven well pump installations, new chemical injection equipment and (2) new 4,000 gallon chemical tanks at each well site. 2016-Present (In Progress)

**Alhambra Groundwater Treatment Plant (11.0MGD) - \$9.0M for the City of Alhambra.** This project included the construction of a groundwater treatment plant that treated eleven million gallons of water per day, including the relocation of pipes and valves, addition of a metering vault, and associated piping.



**Wilson Reservoir Replacement & Pump Station - \$8.2M for the City of South Pasadena.** The scope of work for this project included the demolition and removal of the existing Wilson Reservoir, pumping station, piping and associated facilities. The construction of the New Wilson Reservoir, clearwell, pumping station, operations building, piping, grading, and site improvements.

**2.1MG Reservoir and Pump Station - \$7.4M for the City of Industry.** This project included the construction of a new 3 pump-350HP pump station, a new (2.1) MG Steel tank, CIP pile foundation, surge tank, piping electrical, paving and fencing.

**Edinger Ave. Well Phase II Equipping Project for the City of Tustin - \$4M** which consisted of equipping previously drilled well, installation of new well pump, street work underneath 6 lane road, construction of new CMU block well site building, with a generator, scrubber, and chemical injection system, fire sprinkler system, fine grading, gate installation and asphalt work. 2015-2016

**Las Virgenes Third Digester Project for Las Virgenes Municipal Water District - \$6.1M.** The project consisted of construction of 1.0MG concrete sludge digester and mixing station, installation of (4) sludge mixing pumps, (4) sludge recirculation pumps and (4) heat exchanger, (1) boiler and all appurtenant piping, electrical work, grading and asphalt. 2013-2015

**Cal Poly Pomona Water Treatment Plant for Cal Poly Pomona College – \$4M.** The project consisted of construction of new CMU block treatment plant, reverse osmosis equipment including decarbonator, 1700 gallon flush tank, 500 gallon CIP tank, CIP control system, scale inhibitor, corrosion inhibitor, 500 gallon NaCl and NaOH chemical tanks, office/control room, restroom, tool room, lavatory room, underground wet well, fire sprinkler system, electrical work and (3) 250HP vertical turbine pumps. 2012-2014

**Well 19C - \$1.3M.** This project includes the installation of a single well and appurtenant piping, construction of a CMU pump house, removal and replacement of existing vertical turbine pump motors, and landscaping.

**Bella Vista Well - \$400K.** This project consisted of the equipping of a well site, siteworks, installation of a chlorination system, site block walls, and electrical works. 2006-2007

**Vale Well - \$400K.** This project consisted of the equipping of a well site, siteworks, installation of a chlorination system, site block walls, and electrical works. 2006-2007



MEMORANDUM

Ref: 21-7364

**DATE:** November 12, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Contract Award for Engineering Support Services for District's Encinitas Estates Pump Station Replacement Project**

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**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an Amendment No. 7 to Task Order 38 with Infrastructure Engineering Corporation for engineering support services during the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$75,680.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

**Tactical Goal:** **Infrastructure and Technology / Encinitas Estates Pump Station Replacement**

This item was reviewed at the November 10<sup>th</sup> EC meeting and the EC concurred with staff to present this item for the Board's consideration.

The District's Encinitas Estates Pump Station Replacement Project (Project) requires engineering support during the construction phase of the project. Engineering support services include attending pre-construction and progress meetings, review and process submittals and shop drawings, respond to Requests for Information (RFI), design plan revisions when required, and prepare record drawings upon project completion. Infrastructure Engineering Corporation (IEC) designed the project and staff believes it is prudent to retain their services for continuity during the construction phase. Section 12.4, Continuing Services, of the District's Procurement Policy allows the retention of a firm for subsequent phases of a project. IEC submitted a proposal, attached, to provide office engineering services in an amount not to exceed \$75,680. Staff believes this fee is fair and reasonable.

The services to be provided under this contract will be paid on a time and material basis. Therefore, staff and the EC recommend that the Board award the contract for engineering support services for the Project to IEC.

**FISCAL IMPACT:**

Funds have been appropriated to cover the proposed cost for engineering support during construction.

rym:PJB

Attachment

November 5, 2020

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

**RE: Amendment 7 - Proposal for Construction Phase Services for Encinitas Estates Pump Station Project**

Dear Mr. Morishita:

It has been our pleasure to assist the District with the Encinitas Estates Pump Station Design Project. This letter requests an amendment (Amendment 7) for construction support services.

**SCOPE OF SERVICES**

**Task 1.0 – Bid Phase Services**

IEC will attend the Pre-construction meeting and prepare addenda to address bidder questions during the Bid Phase. Based on the three lowest bidders, IEC will conduct a bid review and analysis, perform reference checks, and prepare a recommendation memo for the District.

**Task 2.0—Review Shop Drawings and Respond to RFIs**

IEC will review project shop drawing submittals for conformance and compliance with the contract documents. The submittals will be stamped and returned with written comments to the District. Submittals will be coordinated with the District for their review and input prior to returning to the Contractor. Submittals will be digitized into an electronic PDF format and stored as a part of the project documentation. A submittal log will be kept for tracking status. The log will identify each submittal and re-submittal; date received; reviewer; and the date returned to the contractor, action required, and other pertinent information. It is anticipated that approximately forty (40) shop drawing submittals will be reviewed. It is assumed that there will be sixteen (16) re-submittals.

Contractor RFI's will be responded to in writing. The responses will first be sent to the District for input prior to returning to the Contractor. An RFI submittal log will be kept and will itemize the RFI and response(s). The log will also include the date received; reviewer; and the date returned to the contractor, and other pertinent information. It is anticipated that approximately twenty (20) RFI's will be reviewed.

It is anticipated that 4 site visits will be made during the construction phase.

**Task 2.1 & 2.2—Review Shop Drawings and Respond to RFIs Electrical and Structural**

Electrical and Structural submittals and RFI's will be processed as in Task 2.0 and routed to the appropriate discipline for review.

Mr. Robin Morishita  
Leucadia Wastewater District  
November 5, 2020  
Page 2 of 2

**FEE**

The proposed level of effort and fee is indicated on the attached table. 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) 583-1580 should you have any questions or need further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Preston Lewis".

Preston Lewis, PE  
Senior Project Manager

cc: Rob Weber, PE, IEC



**FEE ESTIMATE**  
**LEUCADIA WASTEWATER DISTRICT**  
**Encinitas Estates Pump Station Project - Construction Services**



Task/ Subtask	Task/Subtask Description	<i>Sr. Project Manager (Skip Lewis)</i>	<i>Engineer II</i>	<i>Engineer I/ CAD I Designer</i>	<i>Word Processor</i>	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$190.00	\$120.00	\$115.00	\$75.00					
<b>TASK 1</b>	<b>Bid Phase Services Original Design</b>									<b>\$7,180</b>
	Pre-bid, Addenda, Bid Review	24	16		8	48	\$7,080	\$100		\$7,180
<b>TASK 2</b>	<b>Construction Phase Services</b>									<b>\$68,500</b>
	Attend Pre-bid Mtg, 40 Submittals, 20 RFI's, 4 Site Visits	160	160		16	336	\$50,800	\$250		\$51,050
<b>Task 2.1</b>	Electrical								\$12,500	\$12,500
<b>Task 2.2</b>	Structural								\$4,950	\$4,950
		184	176	0	24	384				
		\$34,960	\$21,120	\$0	\$1,800		\$57,880	\$350	\$17,450	<b>\$75,680</b>

**TOTAL NOT-TO-EXCEED FEE: \$75,680**

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MEMORANDUM

Ref: 21-7365

**DATE:** November 12, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Contract Award for Construction Management Services for the District's Encinitas Estates Pump Station Replacement Project**

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**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an Agreement with Mavteck for construction management services during the construction of the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$90,000.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

**Tactical Goal:** **Infrastructure and Technology / Encinitas Estates Pump Station Rehabilitation**

This item was reviewed at the November 10<sup>th</sup> EC meeting and the EC concurred with staff to present this item for the Board's consideration.

The District's Encinitas Estates Pump Station Replacement Project (Project) requires construction management (CM) support to oversee construction of the project. The CM services consist of contractor oversight, negotiating change orders, construction inspection and administration.

Mr. Maverick Madsen (Mavteck) has a proven track record of providing excellent CM services to the District. Mavteck performed the constructability review during the design phase of this project. In addition, Mavteck is currently providing CM services for the Leucadia Pump Station Rehabilitation and FY20 Gravity Sewer Repair / Quebrada Realignment projects. Mavteck's proposed cost is not to exceed \$90,000, which approximately 5% of the Project's construction cost. Staff believes this amount is fair and reasonable.

Retaining Mavteck's CM services during construction will provide continuity, efficiency and is in the best interest of the District. For these reasons, the procurement of these CM services satisfies the criteria for continuity of service under Section 12.4, Continuing Services, of the District's Procurement Policy. Therefore, staff and the EC recommend that the Board authorize the General Manager to award the contract to Mavteck.

**FISCAL IMPACT:**

Contingent upon approval of the construction award for this Project, sufficient funds have been appropriated to cover the proposed cost for the recommended CM services.

rym:PJB



MEMORANDUM

Ref: 21-7340

DATE: November 12, 2020  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager  
SUBJECT: Calendar Year 2021 Board of Directors' Meeting Schedule



RECOMMENDATION:

Staff requests that the Board of Directors:

- 1. Approve the calendar year 2021 Board of Directors' meeting schedule.
- 2. Discuss and take other action, as appropriate.

DISCUSSION:

During November 2009, the Board of Directors adopted Resolution No. 2205 establishing the date, time and place for regular meetings of the Board. According to the resolution, Board meetings will be held at the District Administration Building at 5:00 P.M. on the second Wednesday of each month unless changed by a motion of the Board at a regular meeting.

Pursuant to the State of California Executive Order N-29-20, and in the interest of public health, the District is temporarily taking actions to mitigate the COVID-19 pandemic by holding Board Meetings via videoconference.

Below please find the proposed meeting schedule for calendar year 2021. Also attached is the updated 2021 conference schedule that staff has prepared for coordinating with the Board meeting dates in order to avoid potential conflicts with the proposed dates. To avoid conflict with holidays or meetings of professional organizations in which the District is affiliated, the dates indicated in blue below have been changed from the second Wednesday of the month to the third Wednesday of the month. The conflicting meeting is indicated next to the revised date.

2018 Board of Directors' Meeting Schedule	
January 13, 2021	July 14, 2021
February 10, 2021	August 18, 2021* (CASA Annual)
March 10, 2021	September 8, 2021
April 14, 2021	October 13, 2021
May 12, 2021	November 10, 2021
June 9, 2021	December 8, 2021

In accordance with the Resolution, staff requests that the Board of Directors approve the calendar year 2021 Board of Directors' meeting schedule (above) and take other action, as appropriate.

tb:PJB

Attachments



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## Board of Directors

2021 Calendar Year Board Meeting Schedule	
January 13, 2021	July 14, 2021
February 10, 2021	August 18, 2021*
March 10, 2021	September 8, 2021
April 14, 2021	October 13, 2021
May 12, 2021	November 10, 2021
June 9, 2021	December 8, 2021

*\* August Board Meeting conflicted with CASA Annual Conference on August 11. August Board Meeting changed to August 18.*

# UPCOMING 2021 CONFERENCES

## CASA Conferences

### CASA Virtual Winter Conference

Date: **January 27-28, 2021**

**LWD Board Meeting: January 13, 2021**

Location: Virtual Event

Conference website: <https://casaweb.org/events/casa-winter-conference/>

### CASA 66<sup>th</sup> Annual Conference

Date: **August 11-13, 2021**

**LWD Board Meeting: CONFLICT CHANGE AUGUST 11 MEETING TO AUGUST 18**

Location: Hilton San Diego Bayfront, San Diego, CA

Conference website: <https://casaweb.org/events/casa-winter-conference/>

## Wateruse Conference

\*Beginning in 2021, the Annual WaterUse Symposium moves to March each year and the WaterUse California Annual Conference moves to September each year.

### 2021 WaterUse California Annual Conference

Date: **September 19-21, 2021**

**LWD Board Meeting: September 8, 2021**

Location: Los Angeles, CA (only the city available currently)

Conference website:

<https://wateruse.org/news-events/conferences/>

## CSDA Conferences

### CSDA Legislative Days

Date: **May 18-19, 2021**

**LWD Board Meeting: May 12, 2021**

Location: Sacramento Convention Center

Conference website: <https://legislatedays.csda.net/home>

G:\Board of Directors\Board Agenda info sheets\2021 conferences (Nov 20).doc



### CSDA Annual Conference

Date: **August 30-September 2, 2021**

**LWD Board Meeting: August 18, 2021**

Location: Monterey, CA

Conference website: <https://www.csda.net/annualconference/home>

## CWEA Conferences

### CWEA Annual Conference

Date: **April 19-22, 2021**

**LWD Board Meeting: April 14, 2021**

Location: Town and Country San Diego, San Diego, CA

Conference website: <https://events.cwea.org/event/cwea-annual-conference-2021/>

## WEF TEC Conference

### 94<sup>th</sup> Annual Water Environment Federation Conference

Date: **October 16-20, 2021**

**LWD Board Meeting: October 13, 2021**

Location: McCormick Place, Chicago, IL

Conference website: <http://www.weftec.org>

**DATE:** November 12, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Potential Strategic Planning Facilitator**

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

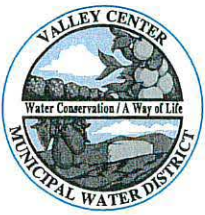
**DISCUSSION:**

The Board of Directors held its last strategic planning session in February 2019 and its next session has tentatively been earmarked for late February 2021. When the Fiscal Year 2021 Tactics and Actions plan was developed, we were envisioning that the Board's Strategic Planning Session would be held in person. However, at this point, it appears that the Board's event will likely be held virtually.

Michele Tamayo of The Tamayo Group facilitated the Board's last two strategic planning sessions and staff was left the impression that the Board was very pleased with Ms. Tamayo's efforts. The purpose of this item is for the Board to provide direction as to whether you would like staff to reach out to retain Ms. Tamayo or look to retain another facilitator.

PJB:





# VALLEY CENTER MUNICIPAL WATER DISTRICT

A Public Agency Organized July 12, 1954

Board of Directors  
Robert A. Polito  
President  
Randy D. Haskell  
Vice President  
Enrico P. Ferro  
Director  
Daniel E. Holtz  
Director  
Oliver J. Smith  
Director

November 5, 2020

## Oliver Smith, Nominee, San Diego LAFCO Special District Advisory Committee Election

### *Dear Special District Colleagues;*

I wanted to introduce you to VCMWD's Director Oliver Smith, who has been nominated by our agency to serve on the SD LAFCO Special District Advisory Committee. By looking at his attached resumé, you will see that his broad background in local governance through independent special districts eminently qualifies him to serve on the Advisory Committee.

Oliver came to the VCMWD Board of Directors two years ago after serving 12 years on the Valley Center Fire Protection District Board and the Valley Center Community Planning Group as its Chair. With this wealth and breadth of experience, Oliver will be a valuable advocate for promoting and preserving effective and efficient independent special district governance, both in the water and fire realms. In my view, with his cross-over experience, including land use policy, he will be an excellent addition to the SD LAFCO Special District's Advisory Committee.

In closing, I want to express my appreciation to all the independent special districts for supporting my participation in the Special District Committee over parts of the last four decades (for both Rincon del Diablo and VCMWD). Thank you all for giving me the opportunity to represent you on LAFCO issues. It is through that experience that I have gained an understanding of the importance of the Advisory Committee. I can fully and confidently say that Oliver Smith will be an effective and valuable member of that body.

*Sincerely;*

**Gary Arant**  
**General Manager**

Attachment



29300 Valley Center Road • P.O. Box 67 • Valley Center, CA 92082

(760) 735-4500 • FAX (760) 749-6478 • TDD (760) 749-2665 • [www.valleycenterwater.org](http://www.valleycenterwater.org) • e-mail [vcwater@valleycenterwater.org](mailto:vcwater@valleycenterwater.org)

# **Oliver J. Smith**

***Director, Valley Center Municipal Water District***

**Candidate for the SD LAFCO**

**Special District Advisory Committee**

## **LAFCO Advisory Committee Related Experience**

Since coming to Valley Center, Oliver Smith was elected 3 times to the Board of Directors of the Valley Center Fire Protection District, serving from 2007 to 2018 where he served as Board Secretary. After overseeing the transformation of the VCFPD to a locally staffed and operated agency, he was then elected to the Board of Directors of the Valley Center Municipal Water District in 2018. His combined governance and policy experience has given him an in-depth understanding of how to provide cost effective critical services and fiduciary oversight for Valley Center's fire and water independent special districts.

Oliver's diverse public background also includes serving on the Valley Center Community Planning Group, a public advisory group to the County of San Diego for land planning issues in the Valley Center area. He was first appointed, then elected 3 times from 2005 to 2020, serving as its Chair for the last 12 years of his tenure.

## **Professional and Educational Qualifications**

Oliver Smith is an Electrical Engineer who continues to design highly sophisticated medical products in a career spanning 40+ years. He has a BSEE from Worcester Polytechnic Institute (MA) and an MSBME (Biomedical Engineering) from Case Western Reserve University (OH).





## San Diego Chapter

Virtual

November 19th  
6:00 PM (Pacific Time)

Location:

Zoom Meeting Site: <https://us02web.zoom.us/j/88477471627?pwd=ZSs2cHJjYURNMUI2QWRMQkQ0M2VUVUT09>

Meeting ID: 884 7747 1627

Password: 884534

Phone Numbers: 1 669.900.6833  
1 346.248.7799  
1 253.215.8782



Please **DON'T** send in your RSVP form to our CSDA Treasurer, Rich Stevenson at Sweetwater Authority.

RSVP Deadline:  
None. Nada. Zip.



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

## **Airport Development Plan: Replacing Terminal One**



**Dennis Probst**

*Vice President of Development  
San Diego County Regional Airport Authority*

Dennis Probst is the Vice President of Development for the San Diego County Regional Airport Authority. In this role, Probst oversees all aspects of planning, environmental affairs, capital improvements and facilities development.

Major projects completed under Probst's leadership include the new international arrivals facility and Terminal 2 Parking Plaza. Probst is also overseeing the largest planned development program in the airport's history, the Airport Development Plan, which envisions the replacement of Terminal 1 and other improvements.

Probst came to the Airport Authority in December 2017 from the Metropolitan Airports Commission (MAC), where he most recently served as Chief Operating Officer. In that role, he was responsible for airport planning and development activities, information technology functions, and management and operation of Minneapolis-St. Paul International and six general aviation airports in the Twin Cities metropolitan area.

Mr. Probst holds a Bachelor of Science degree in civil engineering, a Bachelor of Arts architecture degree and a master of architecture degree from Iowa State University.



# Directors' Meetings

Presented by Directors Juliussen, Omsted, and Sullivan

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## Conference

2020 CWEA Annual Virtual Conference

## Dates and Location

October 19-22, 2020

## List of Attendees

President Juliussen  
Vice President Omsted  
Director Sullivan

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