



**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:** 857 5390 6883      **Passcode:** 644601

**Public Participation/Comment:** Members of the public can participate in the meeting by emailing comments to the Executive Assistant at [tbaity@lwwd.org](mailto:tbaity@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, January 13, 2021

**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. 20 Year Service Award – Steve Krason (Page 5)
  - B. 15 Year Service Award – Tianne Baity

## **CONSENT CALENDAR**

Items 7-13 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. **Approval of Board and Committee Minutes**  
Minutes of the following meetings:
  - December 8, 2020 Human Resources Committee Meeting (Pages 6-7)
  - December 9, 2020 Regular Board Meeting (Pages 8-13)
  - January 5, 2021 Investment and Finance Committee Meeting (Pages 14-15)
  - January 6, 2021 Engineering Committee Meeting (Pages 16-19)
8. **Approval of Demands for December 2020/January 2021**  
 This item provides for Board of Directors approval of all demands paid from LWD during the month of December 2020 and a portion of January 2021. (Pages 20-38)
9. **Operations Report**  
 This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY20 to FY21, flows by sub-basin, and staff training. (Pages 39-45)
10. **Finance Report**  
 This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY21 budget and discloses monthly investments. (Pages 46-53)
11. **Disclosure of Reimbursements**  
 This report discloses travel expense reimbursements for the month of December 2020. (Pages 54-55)
12. **Board-General Manager/Staff Relations Policy**  
 Receive and file the annual review of the Board-General Manager/Staff Relations Policy. (Pages 56-60)
13. **Status Update on the Fiscal Year 2021 (FY21) LWD Tactics and Action Plan**  
 (Pages 61-66)

## **EWA REPORTS**

### **14. Encina Wastewater Authority Reports**

- A. A regular EWA Board Meeting was held on December 9, 2020 via video conference – report by Director Sullivan. (Pages 67-68)

## **COMMITTEE REPORTS**

### **15. Committee Reports**

- A. Human Resources Committee meeting was held on December 8, 2020 via videoconference – report by Vice President Hanson. (Page 69)
- B. Investment and Finance Committee meeting was held on January 5, 2021 via videoconference – report by Vice President Hanson. (Page 70)
- C. Engineering Committee meeting was held on January 6, 2021 via videoconference – report by President Omsted. (Page 71)

## **ACTION ITEMS**

**16. Adopt Resolution No. 2343 – Lagasse Annexation.** (Pages 72-76)

**17. Comprehensive Financial Plan Tracking Update.** (Page 77)

**18. 2021 Board of Directors Committee Assignments.** (Pages 78-80)

## **INFORMATION ITEMS**

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

- A. Orchard Wood Road Sewer Rehabilitation Project Update. (Verbal)

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

None.

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

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

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

### **24. Closed Session**

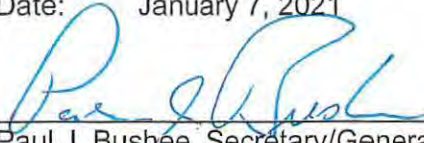
Meet with District Representative General Manager Bushee to discuss and provide direction regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6

### **25. Adjournment**

AFFIDAVIT OF POSTING

I, Paul J. Bushee, Secretary of the Leucadia Wastewater District, hereby certify that I posted a copy of the foregoing agenda in the lobby of the District office at 1960 La Costa Avenue, Carlsbad, California 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: January 7, 2021



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Paul J. Bushee, Secretary/General Manager

**MEMORANDUM**

**DATE:** January 7, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Achievement of Individual Awards



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It is my pleasure to announce that Leucadia Wastewater District (LWD) staff members have met individual performance objectives under LWD's Incentive Program. The individual achievements are as follows:

20 Year Service Award – Steve Krason

Field Services Technician II Steve Krason passed his 20<sup>th</sup> anniversary of employment at LWD on December 18, 2020. This milestone is a tribute to Steve's hard work, dedication, and commitment to LWD. Steve's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Steve is eligible for an incentive award of \$400.

15 Year Service Award – Tianne Baity

Executive Assistant Tianne Baity passed her 15<sup>th</sup> anniversary of employment at LWD on January 9, 2021. This milestone is a tribute to Tianne's hard work, dedication, and commitment to LWD. Tianne's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Tianne is eligible for an incentive award of \$300.

Please join me in congratulating Steve and Tianne for their outstanding accomplishments.

tb:PJB

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Human Resources Committee Meeting  
December 8, 2020

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A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Tuesday, December 8, 2020 at 1:30 p.m., via video conference.

**1. Call to Order**

Chairperson Hanson called the meeting to order at 1:32 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

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

**3. Public Comment**

None.

**4. New Business**

A. Annual Review of the Board-General Manager/Staff Relations Policy.

GM Bushee presented the item stating the policy calls for an annual review. He stated staff has reviewed the policy and is not recommending any changes. GM Bushee noted if the HRC concurs with staff this item will be placed on the January Board Agenda Consent Calendar.

Following discussion, the HRC concurred with staff to place this item on the January Board Agenda Consent Calendar.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

GM Bushee stated that he notified the Board this morning via email that staff has returned to an alternate work schedule due to the most recent Regional Stay at Home Order from California Governor Newsom. He stated that this schedule will remain in effect through the end of the month.

He also provided a District COVID-19 update.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 1:40 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 December 9, 2020

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, December 9, 2020 at 5:00 p.m. via teleconference.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, Sullivan and 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, Field District Engineer Dexter Wilson, and Paul Ecke III a District resident

**3. Pledge of Allegiance**

Director Brown led the pledge of allegiance.

**4. Board of Directors Oath of Office**

GC Brechtel administered the Oath of Office to President Juliussen, Vice President Omsted and Director Hanson.

**5. General Public Comment Period**

Mr. Ecke III asked if the project on North Vulcan belongs to the District. GM Bushee answered affirmatively and stated that the project should be complete within the next few weeks.

**6. Approval of Agenda**

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

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

**7. Presentations and Awards**

A. One Year No Spills.

GM Bushee presented the item stating that on November 28, 2020 staff completed one year without a spill, which meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,000 compensation award.



The Board congratulated staff for their efforts.

## CONSENT CALENDAR

### 8. Approval of Board and Committee Minutes

#### Minutes of the following meetings:

- November 18, 2020 Regular Board Meeting
- December 2, 2020 Engineering Committee Meeting
- December 2, 2020 Community Affairs Committee Meeting

### 9. Approval of Demands for October/November 2020

Payroll Checks numbered 22347-22426; General Checking Checks numbered 54850-54962

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

### 11. Finance Report (A copy was included in the original December 9, 2020 Agenda)

### 12. Disclosure of Reimbursements

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

Upon a motion duly made by Director Hanson, 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 November 18, 2020.

Director Sullivan reported on EWA's November 18, 2020 Board Meeting.

#### B. An Encina Member Agency Manager's (MAM) Meeting was held on December 1, 2020.

GM Bushee reported on EWA's MAM December 1, 2020 meeting.

### 14. Committee Reports

#### A. Engineering Committee (EC) Meeting was held on December 2, 2020.

Vice President Omsted reported that the EC received updates on the following projects:

- Leucadia Pump Station Rehabilitation Project; and
- FY20 Gravity Sewer Repair / Quebrada Realignment Project

These items were for information purposes and there was no action taken.

**B. Community Affairs Committee (CAC) Meeting was held on December 2, 2020.**

Director Sullivan reported that the CAC reviewed three teacher grant applications and agreed with staff to present the applications to the Board of Directors. This item will be discussed later in the agenda.

**C. Ad Hoc Committee Meeting was held on December 3, 2020.**

Vice President Omsted reported that the Ad Hoc Committee reviewed and commented on the draft Strategic Planning RFP, draft schedule, and draft mailing list of Strategic Planning Consultants. The Committee agreed to the draft RFP and draft schedule. The Committee also agreed to narrow down the draft mailing list to the following four consultants:

- Tamayo Group, Inc.;
- Barber & Gonzales Consulting Group;
- Regional Government Services; and
- Confidence Consulting

President Juliussen stated that he would this item to be discussed at the January Board meeting. GM Bushee stated that an RFP update will be provided at the January meeting and the committee should make a recommendation for a strategic planning facilitator at the February Board meeting.

Director Brown asked for confirmation on the time frame for the Strategic Planning Session. GM Bushee answered it would be in late February or early March depending on the Board's and the Facilitator's availability.

**ACTION ITEMS**

**15. Board of Directors Election of Officers**

ASM Duffey presented the item stating that LWD's current policy calls for the Board to elect a President and Vice President.

Upon a motion duly made by Director Hanson, seconded by Director Sullivan, and carried, the Board of Directors elected Vice President Omsted as the Board President for Calendar Year 2021 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

Upon a motion duly made by Vice President Omsted, seconded by Director Brown, and carried, the Board of Directors elected Director Hanson as the Board Vice President for Calendar Year 2021 by the following vote:

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

## 16. Award Teacher Grants

ASsup Hill introduced the item and provided background information noting that this item was reviewed by the Community Affairs Committee (CAC) on December 2<sup>nd</sup>. ASsup Hill stated the District received three applications by the deadline. She noted that all three schools qualified for the grants and the grants totaled \$5,336.00.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Hanson and unanimously carried, the Board of Directors awarded three Teacher Grants totaling \$5,336.00 by the following vote:

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

ASsup Hill then provided historical information on the Teacher Grant Program from fiscal year 2009 through fiscal year 2021. She noted the number of students impacted, the amounts awarded, the number of applications received, and the approximate cost per student.

The Board thanked ASsup Hill for her presentation.

GM Bushee thanked Neal Bloom and Iris Grootenhuis from Rising Tide Partners for their work in contacting the schools regarding the Teacher Grant Program.

## INFORMATION ITEMS

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

#### A. EWA Virtual Tour.

GM Bushee provided background information on the drone EWA Virtual Tour. He stated that President Juliussen asked that this item be presented to the Board.

Director Brown asked GM Bushee for clarification on the capital improvement projects at EWA. GM Bushee provided a breakdown on the projects.

The Board thanked GM Bushee for his presentation.

B. CASA Virtual Winter Conference is scheduled for January 27 – 28, 2020 via video conference.

EA Baity provided information regarding the upcoming virtual conference.

C. Congratulations letters to Director Hanson regarding the November election.

EA Baity stated that Director Hanson received congratulatory letters for her recent election victory from Congressman Mike Levin and Assemblywoman Tasha Boerner Horvath.

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

A. CSDA Virtual Quarterly Meeting was held November 19, 2020 via videoconference.

Director Sullivan stated the speaker was great. Director Hanson agreed.

Director Brown stated he was impressed with the scale of the project. Vice President Omsted agreed with Director Brown.

**19. General Manager's Report**

GM Bushee reported on the following items:

- LWD staff has resumed the alternate work schedule based on the Regional Stay at Home Order imposed by Governor Newsom;
- Thanked President Juliussen for a great job as Board President this year; and
- Wished everyone a happy holidays.

**20. General Counsel's Report**

GC Brechtel wished everyone a great holiday season.

**21. Board of Directors' Comments**

Director Hanson wished everyone happy holidays.

Directors Brown stated he attended the CSDA Module 1: Governance Foundations Virtual Workshop. He stated it was a good workshop and the presenter did a great job. Director Sullivan thanked Director Brown for taking the time to complete the workshop.

Director Sullivan wished everyone happy holidays and she looked forward to a new year. She also thanked the Board for a great year with President Juliussen's leadership.

Vice President Omsted thanked President Juliussen for being the first Board President to conduct Board meetings via Zoom. He thanked President Juliussen for a good job over the past year.

President Juliussen thanked the staff and the Board for a great year.

**22. Closed Session**

Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – Gelson's Claim

The Board of Directors met in Closed Session. There was no reportable action.

**23. Adjournment**

President Juliussen adjourned the meeting at approximately 6:19 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  
 January 5, 2021

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, January 5, 2021 at 9:30 a.m. via video conference.

**1. Call to Order**

Chairperson Hanson called the meeting to order at 9:28 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, and Executive Assistant Tianne Baity

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Comprehensive Financial Plan Tracking Update.

ASM Duffey explained the purpose of the Comprehensive Financial Plan. He stated that the District has a Comprehensive Financial Plan prepared about every 5 years, since conditions and assumptions change. He noted that the most recent Financial Plan Update was completed in 2018 and staff does an internal update of the Financial Plan on an annual basis to see how actual results are tracking with the original projections.

ASM Duffey stated the financial plan model looks out over 20 years. He noted that information from the FY 2018, FY 2019, and FY 2020 Audit and the FY 2021 Budget was used to update revenues, expenses, and capital projections in the financial plan model. ASM Duffey then provided an overview on the following topics.

- Comparison of projected and actual revenues and expenditures;
- Comparison of projected and updated reserve balances; and
- Monthly Sewer Service Rate Comparison

ASM Duffey concluded that the District's finances remain strong, while maintaining low rates, and the District is tracking well with the Comprehensive Financial Plan. ASM Duffey also noted that staff will continue to monitor the Financial Plan closely. He stated that for FY 2022, staff is recommending the District implement the 3-year, 10% rate increase, which was postponed in FY 2021 due to the COVID-19 pandemic.

President Omsted asked how many rate payers are unable to pay their sewer fees on the property taxes. GM Bushee answered that last fiscal year around 98% of expected sewer revenues were received by the District.

President Omsted asked what happens if the rate payers do not pay their sewer fees. ASM Duffey answered that the San Diego County Tax Collector has enforcement options for collecting the fees.

President Omsted asked what would be the monthly rate increase. ASM Duffey answered that monthly rates would increase by \$2.86 per month.

Based on the IFC's input, GM Bushee stated that staff plans to present a recommended rate increase with an associated Proposition 218 Notice to the full Board in either February or March 2021.

The IFC was pleased with the report and following discussion agreed to present this item for the Board's consideration at the January 13<sup>th</sup> Board Meeting.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 9:59 a.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 January 6, 2021

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, January 6, 2021 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; District Engineer Dexter Wilson and Administrative Specialist Mark Brechbiel

**3. Public Comment**

None.

**4. New Business**

A. Adopt Resolution No. 2343, Lagasse Annexation

FSSpc Riffel presented this information to the EC. He began by providing information on where the proposed Lagasse Annexation (Lagasse) is located. He stated that the property is in the District's Island Area at 395 Sunset Drive in Encinitas, between Interstate 5 and Vulcan Avenue.

He stated that the annexation project is a result of a lot split to construct a new single family residence on the annexed property. FSSpc Riffel continued that the connection to the District's collection system will require the construction of approximately 800 feet of public sewer pipeline and 7 manholes to the existing 8" sewer main located on Vulcan Avenue. FSSpc Riffel stated that Lagasse would be responsible for all construction costs. As a result, he indicated that Lagasse is interested in a 10-year reimbursement agreement. The reimbursement agreement would allow for all adjacent properties along the newly constructed public sewer to connect by paying their fair share of the construction costs. FSSpc Riffel stated that the District would administer the reimbursement agreement. He explained that the cost to administer the agreement would be paid by a fee charged for each subsequent connection.

Director Juliussen asked if the potential new laterals would remain private. FSSpc Riffel replied affirmatively stating that the private laterals are not part of the reimbursement agreement.

Director Juliussen then asked if there is an option to extend the 10-year agreement once it nears expiration. FSSpc Riffel stated that 90 days prior to the agreement expiration, the property owner has the option to request an extension of the



reimbursement agreement.

President Omsted asked if LWD or the property owner would hire the contractor to perform the work. FSSpc Riffel stated that the property owner would be responsible for selecting a construction contractor but that the District's Construction Manager, who is also the Development Inspector for Dexter Wilson Engineering, would inspect the work.

TSM Morishita then stated that DE Wilson would conduct a plan check and approve the plans prior to construction to ensure the plans comply with the District's Standard Specifications and Procedures for Wastewater Facility Projects (LWD Standard Specs).

Following discussion, the EC concurred with staff to recommend to the Board of Directors to adopt Resolution No. 2343, Lagasse Annexation.

## **5. Information Items**

### **A. Orchard Wood Road Sewer Rehabilitation Project Update**

TSM Morishita presented an update to the Orchard Wood Road Sewer Rehabilitation project. He began by describing the location of the project. He continued that there is a significant sag in a segment of the sewer main that would require replacement to properly correct the defect. He said that this particular segment serves approximately 386 residents and that it is in an environmentally sensitive area.

TSM Morishita stated that due to the project location it was determined that the District would need to obtain permits from several governmental entities in order to construct the project using the open trench method of construction. He continued that biological and cultural impacts would require monitoring and mitigation during the project.

He stated that District staff attended a City of Encinitas Engineering Planning Meeting that resulted in changing of the original pipeline alignment to avoid impacts to tress in Scott Valley Park.

TSM Morishita continued that to lessen the environmental impact and reduce permit requirements, various trenchless methods were considered including Horizontal Directional Drill (HDD), Pilot Tube Boring and Micro Tunneling. He stated that HDD could not meet the pipeline slope requirements. He continued that the estimated construction costs for Pilot Tube Boring and Micro Tunneling ranged from \$1.1M to \$1.6M. TSM Morishita said that \$436K was budgeted for construction based on original project cost estimates. He continued that the project team determined these trenchless methods are not cost effective.

TSM Morishita said that the project team decided to cancel the project and maintain the line as a Special Maintenance Activity on a 3-month hydro-cleaning cycle. He then stated that it would be beneficial to Field Services staff to purchase an Easement Crawler to better serve such hard to service areas at an estimated cost of \$60,000.

GM Bushee stated that in the near future staff would request a transfer of funds from the CIP Budget to the Capital Acquisition Budget in order to purchase the Easement Crawler.

President Omsted questioned the cancellation of the project. He was wondering if it would be put off for a period of time and re-evaluated at a later date; possibly 10-15 years down the road.

GM Bushee stated that the line is in good shape with the exception of the sag which can be maintained. He replied affirmatively that it would be re-evaluated at a later date.

#### B. Leucadia Pump Station Rehabilitation Project Update

TSM Morishita presented an update to the Leucadia Pump Station Rehabilitation Project. He began by showing project location and what has already taken place.

He showed the EC images of where the ECO<sub>2</sub> Super-Oxygenation (ECO<sub>2</sub>) pad is located as well as where a trench is being dug to construct the concrete block wall footing around the ECO<sub>2</sub> facility. In addition, he showed images of a new concrete pad constructed for the super-oxygenation cone for the ECO<sub>2</sub> equipment.

TSM Morishita showed the EC the continued work on the ECO<sub>2</sub> side stream pipe line and where the electrical conduit for the permanent Emergency Basin submersible pump was installed. He then showed an image of reddish colored concrete covering where the electrical conduit was laid. This is to indicate to potential future construction crews that electrical conduit is buried there.

TSM Morishita proceeded to discuss the Surge Tank & Emergency Basin Submersible Pump Line construction. He showed the installation of the Emergency Pump Suction Connection and the installation of the standby bypass pumping system being installed by Stanek.

Director Juliussen asked about the piping being rated for earthquakes. DE Wilson stated that the High Density Polyethylene (HDPE) pipe is designed to flex to mitigate the impact of minor earthquakes.

#### C. FY20 Gravity Sewer Repair / Quebrada Realignment Project Update

FSSpc Riffel presented an update to the FY20 Gravity Sewer repair list. He stated that 12 bid items have been completed, one has been removed and 8 remain.

He then went on to provide information on one of the repairs that has taken place in the Marbella Condominium Complex just east of the District offices. This project item was to locate and raise a missing manhole. The manhole was located between two condominium buildings buried at a depth of approximately 5-6 feet. The manhole was subsequently exposed and raised to grade.

FSSpc Riffel described another project item called the Quebrada Easement. This project is to replace approximately 600' of 8" sewer line. He explained that a line parallel to the existing line will be constructed to simplify construction and reduce bypassing. He indicated that there was a large amount of vegetation that needed to be removed along the path in order to accommodate construction equipment, such as a large excavator and dump trucks.

## **6. Directors' Comments**

Director Juliussen asked the EC about new development projects that he has seen starting up in the Encinitas area and whether or not they would be new additions to the District's system and if our existing system would be able to handle the potential new flow.

DE Wilson described this from a Master Plan standpoint and stated that the master plan would be reevaluated to ensure proper capacity is available for these new additions.

Director Juliussen then asked if the topic of "new plans" or "new developments" could be added to the EC Agenda, as they arise, to keep the EC aware of these projects and their possible impact to District infrastructure. GM Bushee agreed and stated that this would definitely be added.

President Omsted stated that Director Hanson would like to visit the various projects and/or pump stations to maintain awareness of the District's infrastructure and CIP Projects. GM Bushee stated that this would be arranged at the request and convenience of any Director.

Director Juliussen commended staff on all their hard work during the difficult year of 2020 and expressed his appreciation.

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

GM Bushee announced to the EC that Field Services Technician James Hoyett will be retiring in the month of February 2021 after 31 years of service.


## **8. Adjournment**

President Juliussen adjourned the meeting at approximately 10:10am.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**MEMORANDUM**

**DATE:** January 7, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Approval of December/January Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$1,396,750.18**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the period December 9, 2020 through January 4, 2021.

Operating expenses totaled **\$174,524.78**, Capital Improvement Program expenses totaled **\$1,092,547.85**, and Payroll expense for District Employees and the Board totaled **\$129,677.55**.

- |              |   |
|--------------|---|
| Attachment 1 | Summary of Demands by Account December 9, 2020 – January 4, 2021. |
| Attachment 2 | Accounts Payable Check Register dated December 9, 2020            |
| Attachment 3 | Payroll Incentive Check Report dated December 9, 2020             |
| Attachment 4 | Payroll Check Report dated December 16, 2020                      |
| Attachment 5 | Accounts Payable Check Register dated December 21, 2020           |
| Attachment 6 | Payroll Check Report dated December 30, 2020                      |
| Attachment 7 | Accounts Payable Check Register dated December 31, 2020           |
| Attachment 8 | Board Payroll Check Report dated January 4, 2021                  |
| Attachment 9 | Accounts Payable Check Register dated January 4, 2021             |

## DEMANDS SUMMARY

January 13, 2021

### 1. Demands

<u>Category</u>	<u>Check #s</u>		<u>Amount</u>
Incentive Checks - 12/09/2020	22427-22445	\$	16,886.62
Payroll Checks - 12/16/2020	22446-22464	\$	54,842.67
Payroll Checks - 12/30/2020	22465-22487	\$	65,700.06
Payroll Checks (Voided) 12/30/20	22469-22470	\$	(10,225.12)
Board Payroll Checks - 01/04/2021	22488-22492	\$	2,473.32
Payroll Checks (Spoiled) 12/30/20	22484-22485	\$	-
	<b>Total</b>	\$	<b>129,677.55</b>
General Checking - 12/09/2020	54963-55007	\$	390,479.14
General Checking - 12/21/2020	55008-55046	\$	632,312.04
General Checking - 12/31/2020	55047-55070	\$	244,281.45
	<b>Total</b>	\$	<b>1,267,072.63</b>
	<b>GRAND TOTAL</b>	\$	<b>1,396,750.18</b>

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/9/2020 Through 12/9/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	54963	12/9/2020	4,340.00	Flow Metering & Data - Nov
ADS LLC		12/9/2020	1,340.00	Meter Maint & Data Delivery - Nov
ADS LLC		12/9/2020	<u>16,000.00</u>	Smoke Testing Sewer Lines
	Total 54963		21,680.00	
ADT/PROTECTION 1	54964	12/9/2020	<u>165.00</u>	Security Svc - 12/17-1/16
	Total 54964		165.00	
AIR POLLUTION CONTROL DISTRICT	54965	12/9/2020	446.00	Emission Fees - LPS
	Total 54965		446.00	
AIR POLLUTION CONTROL DISTRICT	54966	12/9/2020	446.00	Emission Fees - E Estates PS
	Total 54966		446.00	
ARROW PIPELINE REPAIR, INC	54967	12/9/2020	<u>187.00</u>	Water Pressure Test
	Total 54967		187.00	
Atlas_Technical Consultants LLC	54968	12/9/2020	2,849.50	Geotechnical Engineering Svcs - FY20 Gravity Line
	Total 54968		2,849.50	
BURTECH PIPELINE, INC	54969	12/9/2020	<u>273,172.50</u>	FY20 Gravity Line Proj - Oct
	Total 54969		273,172.50	
C & B Air Power	54970	12/9/2020	1,212.97	Service & Replacement Parts for Compressors - AWT
	Total 54970		1,212.97	
CITY OF CARLSBAD	54971	12/9/2020	27.24	Water @ Fire Line
CITY OF CARLSBAD		12/9/2020	<u>598.57</u>	Water @ Plant
	Total 54971		625.81	
DATA NET SOLUTIONS GROUP	54972	12/9/2020	<u>2,163.05</u>	IS Maint & Support
	Total 54972		2,163.05	
DEPARTMENT OF INDUSTRIAL RELATIONS	54973	12/9/2020	225.00	Conveyance Permit
	Total 54973		225.00	
DIG SAFE BOARD	54974	12/9/2020	<u>96.47</u>	Monthly Underground State Fees
	Total 54974		96.47	
DOWNSTREAM SERVICES, INC.	54975	12/9/2020	465.32	Filter Bag Replace (2) & Install Grated Inlet

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/9/2020 Through 12/9/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 54975		465.32	
EVOQUA WATER TECHNOLOGIES, LLC	54976	12/9/2020	10,300.89	Bloxide - Nov
	Total 54976		10,300.89	
Grant Hoxworth	54977	12/9/2020	2,895.00	826 Birchview - Lateral Reimbursement
	Total 54977		2,895.00	
HADRONEX INC dba: SMARTCOVER SYSTEMS	54978	12/9/2020	120.00	H2S Monitoring
	Total 54978		120.00	
ICMA RETIREMENT-303979	54979	12/9/2020	8,597.24	Deferred Comp
	Total 54979		8,597.24	
INTERSTATE BATTERIES OF SAN DIEGO	54980	12/9/2020	158.26	Battery & Core Fee - Pump #135
INTERSTATE BATTERIES OF SAN DIEGO		12/9/2020	(48.00)	Refund - Battery Core Vector #159
	Total 54980		110.26	
MALLORY SAFETY AND SUPPLY	54981	12/9/2020	454.59	Safety Glasses (10 pr)
	Total 54981		454.59	
MAVTECK	54982	12/9/2020	8,880.00	FY20 Gravity Line Proj Constr Mgmt Svcs - Nov
MAVTECK		12/9/2020	8,760.00	LPS Rehab Proj Constr Mgmt Svcs - Nov
	Total 54982		17,640.00	
MESA REPROGRAPHICS	54983	12/9/2020	15.00	FY21 Gravity Pipeline Doc Svc
	Total 54983		15.00	
MITSUBISHI ELECTRIC US, INC	54984	12/9/2020	315.53	Elevator Maint/Svc - Dec
	Total 54984		315.53	
NATIONWIDE RETIREMENT SOLUTIONS	54985	12/9/2020	150.00	Deferred Comp
	Total 54985		150.00	
OLIVENHAIN MUNICIPAL WATER DISTRICT	54986	12/9/2020	65.60	Recycled Water @ Traveling
OLIVENHAIN MUNICIPAL WATER DISTRICT		12/9/2020	47.62	Water @ E Estates
OLIVENHAIN MUNICIPAL WATER DISTRICT		12/9/2020	302.08	Water @ Traveling

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/9/2020 Through 12/9/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
OLIVENHAIN MUNICIPAL WATER DISTRICT		12/9/2020	288.78	Water @ Traveling 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		12/9/2020	47.62	Water @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		12/9/2020	47.62	Water @ VP7
	Total 54986		799.32	
PACIFIC PIPELINE SUPPLY	54987	12/9/2020	152.79	Valve Wrench 6'-11'
	Total 54987		152.79	
PLANT PEOPLE, INC	54988	12/9/2020	158.00	Office Plant Maint - Dec
	Total 54988		158.00	
PRUDENTIAL OVERALL SUPPLY	54989	12/9/2020	46.37	Name & LWD Emblems for Uniforms
	Total 54989		46.37	
RESTORATION MANAGEMENT	54990	12/9/2020	757.89	Backflow Damage Repair
	Total 54990		757.89	
RISING TIDE PARTNERS	54991	12/9/2020	2,257.50	Public Information - Nov
	Total 54991		2,257.50	
ROCKWELL CONSTRUCTION SERVICES, INC	54992	12/9/2020	1,080.00	Elec Instrumentation Inspection Svc - Oct/Nov
	Total 54992		1,080.00	
SOUTHERN CONTRACTING COMPANY	54993	12/9/2020	520.00	Generator Motor Repairs - AWT
	Total 54993		520.00	
STAPLES	54994	12/9/2020	203.02	Office Supplies
	Total 54994		203.02	
STATE WATER RESOURCES CONTROL BOARD	54995	12/9/2020	20,362.00	FY21 Annual Permit - AWT
STATE WATER RESOURCES CONTROL BOARD		12/9/2020	15,269.00	FY21 Collection System Permit
	Total 54995		35,631.00	
STATE WATER RESOURCES CONTROL BD	54996	12/9/2020	55.00	Cert Renewal - M Avalos
	Total 54996		55.00	
Professional Exchange Service Corporation	54997	12/9/2020	90.00	Answering Svc - Nov



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/9/2020 Through 12/9/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54997		90.00	
THE HOME DEPOT CRC/GECF	54998	12/9/2020	108.66	Gear Grease & Towing Adapter/Mount
THE HOME DEPOT CRC/GECF		12/9/2020	76.57	Nuts/Bolts & Steel Bar Stock
THE HOME DEPOT CRC/GECF		12/9/2020	95.54	Plumbing Stock - BPS
THE HOME DEPOT CRC/GECF		12/9/2020	184.47	Polystyrene/Trash Bags/Cleaning Supplies
THE HOME DEPOT CRC/GECF		12/9/2020	<u>61.22</u>	Steel Flange/Coupling/Fittings
	Total 54998		526.46	
Tish Quirk	54999	12/9/2020	1,775.00	21 Greenview - Lateral Reimbursement
	Total 54999		<u>1,775.00</u>	
T.S. INDUSTRIAL SUPPLY	55000	12/9/2020	<u>179.38</u>	Swivel Base Vise
	Total 55000		179.38	
UNDERGROUND SERVICE ALERTS/C	55001	12/9/2020	163.45	Underground Alarm Svc
	Total 55001		<u>163.45</u>	
UNIFIRST CORPORATION	55002	12/9/2020	231.14	Laundry Svc Wk Ending - 11/25/20
UNIFIRST CORPORATION		12/9/2020	<u>240.15</u>	Laundry Svc Wk Ending - 12/02/20
	Total 55002		471.29	
UNITED PARCEL	55003	12/9/2020	<u>13.80</u>	Shipping
	Total 55003		13.80	
VERIZON WIRELESS	55004	12/9/2020	<u>21.27</u>	Telemetry for Cell Phones
	Total 55004		21.27	
WASTE MANAGEMENT	55005	12/9/2020	<u>222.57</u>	Trash Svc - Nov
	Total 55005		222.57	
WEST COAST SAFETY SUPPLY CO., INC.	55006	12/9/2020	31.90	Blue Filter & Sensor Refund
	Total 55006		<u>31.90</u>	
WIN-911 SOFTWARE	55007	12/9/2020	<u>990.00</u>	Annual Software Maint
	Total 55007		990.00	
Report Total			<u><u>390,479.14</u></u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 9, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22427-22445	12/9/2020	\$16,886.62

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 16, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22446-22464	12/16/2020	\$54,842.67

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/21/2020 Through 12/21/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	55008	12/21/2020	<u>139.88</u>	Phone Svc @ BPS
	Total 55008		139.88	
BANNER BANK	55009	12/21/2020	<u>10,896.30</u>	Retention for Stanek Constr - LPS Rehab Proj
	Total 55009		10,896.30	
CARLSBAD FUELS CORPORATION	55010	12/21/2020	<u>2,831.78</u>	Vehicle Fuels
	Total 55010		2,831.78	
CITY OF CARLSBAD	55011	12/21/2020	212.94	Water @ Vactor
CITY OF CARLSBAD		12/21/2020	<u>312.58</u>	Water @ Vactor 2
	Total 55011		525.52	
CORODATA	55012	12/21/2020	<u>78.28</u>	File Storage - Nov
	Total 55012		78.28	
CWEA	55013	12/21/2020	<u>106.00</u>	Membership Renewal - M Gonzalez
	Total 55013		106.00	
DATA NET SOLUTIONS GROUP	55014	12/21/2020	(811.72)	Credit - Anti-Virus Renewal
DATA NET SOLUTIONS GROUP		12/21/2020	2,652.50	IS Maint & Support
DATA NET SOLUTIONS GROUP		12/21/2020	<u>360.00</u>	Watchguard AP325 Renewal
	Total 55014		2,200.78	
DAVIS FARR LLP	55015	12/21/2020	<u>1,000.00</u>	Audit Svcs - Nov
	Total 55015		1,000.00	
DEXTER WILSON ENGINEERING	55016	12/21/2020	3,648.00	Air Vac PS Seminar
DEXTER WILSON ENGINEERING		12/21/2020	114.00	GE/0943/Nov/Leuc Streetscape
DEXTER WILSON ENGINEERING		12/21/2020	57.00	GE/1027/Nov/Bella Azul
DEXTER WILSON ENGINEERING		12/21/2020	57.00	GE/1033/Nov/NC Highway
DEXTER WILSON ENGINEERING		12/21/2020	100.00	GE/1100/Nov/Argonauta
DEXTER WILSON ENGINEERING		12/21/2020	114.00	GE/1104/Nov/HSIP Ped Xing
DEXTER WILSON ENGINEERING		12/21/2020	114.00	GE/1108/Nov/Segovia Pavement
DEXTER WILSON ENGINEERING		12/21/2020	<u>8,806.00</u>	General Engineering/CIP/Oct
	Total 55016		13,010.00	
DODGE DATA & ANALYTICS	55017	12/21/2020	<u>1,299.30</u>	FY21 Gravity Line Proj - Notice for Bids
	Total 55017		1,299.30	
ECC PTA	55018	12/21/2020	<u>1,336.00</u>	Teacher Grant - J Smith El Camino Creek
	Total 55018		1,336.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/21/2020 Through 12/21/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ENCINA WASTEWATER AUTHORITY	55019	12/21/2020	347,417.97	2nd Qtr Billing - Capital
	Total 55019		347,417.97	
ENCINITAS UNIFIED SCHOOL DISTRICT	55020	12/21/2020	2,000.00	Teacher Grant - N Jois Capri Elementary
	Total 55020		2,000.00	
FEDERAL EXPRESS CORPORATION	55021	12/21/2020	100.25	Shipping
	Total 55021		100.25	
GRAINGER, INC	55022	12/21/2020	144.52	Compound Gauge - Vehicle #160
GRAINGER, INC		12/21/2020	80.82	Pintle Hook - Vehicle #160
GRAINGER, INC		12/21/2020	41.92	Plastic Syringes 50mi (30)
GRAINGER, INC		12/21/2020	159.48	Trailer Hitch/Plate - Vehicle #160
	Total 55022		426.74	
HAAKER EQUIPMENT CO	55023	12/21/2020	167.61	Safety Light - Vehicle #170
	Total 55023		167.61	
HEAVILAND ENTERPRISES, INC	55024	12/21/2020	856.67	Landscaping Svc - Dec
HEAVILAND ENTERPRISES, INC		12/21/2020	304.00	Vegetation Line Maint - Dec
	Total 55024		1,160.67	
ICMA RETIREMENT-303979	55025	12/21/2020	5,597.24	Deferred Comp
	Total 55025		5,597.24	
LCC FOUNDATION	55026	12/21/2020	2,000.00	Teacher Grant - J Honsberger LCC HS
	Total 55026		2,000.00	
Mary Quinn	55027	12/21/2020	3,000.00	2412 Torrejon - Lateral Reimbursement
	Total 55027		3,000.00	
MESA REPROGRAPHICS	55028	12/21/2020	337.45	FY21 Gravity Line - Doc Svc
	Total 55028		337.45	
NATIONWIDE RETIREMENT SOLUTIONS	55029	12/21/2020	150.00	Deferred Comp
	Total 55029		150.00	
PACIFIC PIPELINE SUPPLY	55030	12/21/2020	419.65	Carbon Steel Limit Rods (2)
	Total 55030		419.65	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/21/2020 Through 12/21/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
Phyllis Arlt	55031	12/21/2020	1,850.00	28 Greenview - Lateral Reimbursement
	Total 55031		1,850.00	
QUADIENT FINANCE USA, INC	55032	12/21/2020	254.99	Postage
	Total 55032		254.99	
RFYEAGER ENGINEERING, INC	55033	12/21/2020	3,965.00	Engineering - L1/L2 Anode Replacement
	Total 55033		3,965.00	
SAN DIEGUITO WATER DISTRICT	55034	12/21/2020	203.52	Water @ Tanker
SAN DIEGUITO WATER DISTRICT		12/21/2020	298.92	Water @ Tanker 2
	Total 55034		502.44	
SAN DIEGO GAS & ELECTIRC	55035	12/21/2020	2,667.54	Electric @ Admin
SAN DIEGO GAS & ELECTIRC		12/21/2020	89.59	Electric @ Avocado PS
SAN DIEGO GAS & ELECTIRC		12/21/2020	1,049.57	Electric @ AWT
SAN DIEGO GAS & ELECTIRC		12/21/2020	299.00	Electric @ Diana PS
SAN DIEGO GAS & ELECTIRC		12/21/2020	609.60	Electric @ E Estates PS
SAN DIEGO GAS & ELECTIRC		12/21/2020	265.57	Electric @ VP5 PS
SAN DIEGO GAS & ELECTIRC		12/21/2020	295.25	Gas @ Admin
	Total 55035		5,276.12	
SLOAN ELECTRIC COMPANY	55036	12/21/2020	831.75	Pump Drive/Motor Svc - AWT
	Total 55036		831.75	
SMITH & LOVELESS, INC	55037	12/21/2020	738.00	HDW Seal Spare D Shaft - E Estates PS
	Total 55037		738.00	
SOUTHERN CONTRACTING COMPANY	55038	12/21/2020	780.00	Generator Cabling Rotation
SOUTHERN CONTRACTING COMPANY		12/21/2020	8,107.80	Soft Start Replacements for Pumps - E Estates PS
	Total 55038		8,887.80	
SPACELINK/I2B NETWORK	55039	12/21/2020	160.00	Webcam @ BPS 12/14-1/13
	Total 55039		160.00	
STANEK CONSTRUCTORS, INC	55040	12/21/2020	207,029.70	LPS Rehab Proj - Nov
	Total 55040		207,029.70	
STAPLES	55041	12/21/2020	164.81	Office Supplies
	Total 55041		164.81	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/21/2020 Through 12/21/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
STATE WATER RESOURCES CONTROL BD	55042	12/21/2020	60.00	Cert Renewal - M Avalos
	Total 55042		60.00	
TERMINIX PROCESSING CENTER	55043	12/21/2020	77.00	Monthly Pest Svc - Nov
	Total 55043		77.00	
Timothy Corbin	55044	12/21/2020	1,850.00	29 Greenview - Lateral Reimbursement
	Total 55044		1,850.00	
UNIFIRST CORPORATION	55045	12/21/2020	235.87	Laundry Svc Wk Ending - 12/16/20
UNIFIRST CORPORATION		12/21/2020	231.14	Laundry Svc Wk Ending - 12/9/20
	Total 55045		467.01	
WORDEN WILLIAMS LLP	55046	12/21/2020	3,996.00	Legal Fees - Nov
	Total 55046		3,996.00	
Report Total			632,312.04	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 30, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22465-22486	12/30/2020	\$ 65,700.06
22469-22470	12/30/2020	\$ (10,225.12)
22484-22485	12/30/2020	Spoiled



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/31/2020 Through 12/31/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALPHAGRAPHICS	55047	12/31/2020	<u>300.69</u>	Letterhead Order (500)
	Total 55047		300.69	
BASE NINE CONSULTING	55048	12/31/2020	<u>1,704.50</u>	Radio Purchase, Configure, Install, and Comission
	Total 55048		1,704.50	
BIGTUNA INTERACTIVE	55049	12/31/2020	<u>11,600.00</u>	Website Development & Implementation - Dec
	Total 55049		11,600.00	
BURTECH PIPELINE, INC	55050	12/31/2020	<u>154,992.50</u>	FY20 Gravity Line Proj - Nov
	Total 55050		154,992.50	
CHICAGO TITLE COMPANY	55051	12/31/2020	<u>48.00</u>	Recording Svc - E Estates PS Proj
	Total 55051		48.00	
CWEA	55052	12/31/2020	106.00	Membership Renewal - I Riffel
CWEA		12/31/2020	192.00	Membership Renewal - R Rodriguez
CWEA		12/31/2020	<u>91.00</u>	Membership Renewal - S Krason
	Total 55052		389.00	
DBS Manufacturing Inc	55053	12/31/2020	<u>12,299.00</u>	New Scraper - AWT
	Total 55053		12,299.00	
DEXTER WILSON ENGINEERING	55054	12/31/2020	11,108.00	General Engineering/CIP/Nov
DEXTER WILSON ENGINEERING		12/31/2020	420.00	GIS Support - Jul
DEXTER WILSON ENGINEERING		12/31/2020	600.00	GIS Support - Nov
DEXTER WILSON ENGINEERING		12/31/2020	<u>540.00</u>	GIS Support - Oct
	Total 55054		12,668.00	
EWING IRRIGATION PRODUCTS	55055	12/31/2020	<u>20.90</u>	PVC Plumbing Stock - BPS
	Total 55055		20.90	
FEDERAL EXPRESS CORPORATION	55056	12/31/2020	<u>25.00</u>	Shipping
	Total 55056		25.00	
ICMA RETIREMENT-303979	55057	12/31/2020	<u>4,605.24</u>	Deferred Comp
	Total 55057		4,605.24	
INFRASTRUCTURE ENGINEERING CORP	55058	12/31/2020	840.00	Diana Emerg Generator - Nov
INFRASTRUCTURE ENGINEERING CORP		12/31/2020	796.50	E Estates PS Proj - Nov
INFRASTRUCTURE ENGINEERING CORP		12/31/2020	6,800.00	FY21 Gravity Sewer - Nov

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/31/2020 Through 12/31/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INFRASTRUCTURE ENGINEERING CORP		12/31/2020	1,785.00	LPS Rehab Proj - Nov
INFRASTRUCTURE ENGINEERING CORP		12/31/2020	2,365.00	Orchard Wood - Nov
	Total 55058		12,586.50	
CONFIDENCE CONSULTING	55059	12/31/2020	3,500.00	Consulting Svcs - Dec
	Total 55059		3,500.00	
LA COSTA VALLEY MASTER ASSOC.	55060	12/31/2020	1,000.00	Non-Exclusive Easement - FY20 Grav Proj
	Total 55060		1,000.00	
MSC JANITORIAL SERVICE, INC	55061	12/31/2020	2,004.50	Janitorial Svc - Dec
	Total 55061		2,004.50	
NAPA AUTO	55062	12/31/2020	26.12	Diesel Additive
	Total 55062		26.12	
NATIONWIDE RETIREMENT SOLUTIONS	55063	12/31/2020	150.00	Deferred Comp
	Total 55063		150.00	
SAN DIEGO GAS & ELECTIRC	55064	12/31/2020	11,007.03	Electric @ BPS
SAN DIEGO GAS & ELECTIRC		12/31/2020	729.40	Electric @ La Costa PS
SAN DIEGO GAS & ELECTIRC		12/31/2020	8,537.62	Electric @ LPS
SAN DIEGO GAS & ELECTIRC		12/31/2020	130.61	Electric @ RV PS
SAN DIEGO GAS & ELECTIRC		12/31/2020	659.68	Electric @ Saxony PS
SAN DIEGO GAS & ELECTIRC		12/31/2020	114.50	Electric @VP7 PS
	Total 55064		21,178.84	
SOUTH BAY FOUNDRY	55065	12/31/2020	2,101.13	Frames/Covers for 24" Manholes (6)
	Total 55065		2,101.13	
STAPLES	55066	12/31/2020	(3.99)	Credit - Office Supplies
STAPLES		12/31/2020	12.89	Office Supplies
	Total 55066		8.90	
STATE WATER RESOURCES CONTROL BD	55067	12/31/2020	60.00	Cert Renewal - R Rodriguez
	Total 55067		60.00	
TERMINIX PROCESSING CENTER	55068	12/31/2020	45.00	Monthly Pest Svc - Dec
	Total 55068		45.00	
U.S. BANK	55069	12/31/2020	1,543.77	Cal Card Purchases - Stmt 12/22/20

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 12/31/2020 Through 12/31/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 55069		1,543.77	
VERIZON WIRELESS	55070	12/31/2020	<u>1,423.86</u>	Cell Phone Usage
	Total 55070		<u>1,423.86</u>	
Report Total			<u><u>244,281.45</u></u>	

**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 12/1/2020 Through 12/31/2020

Vendor Name	Tran... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	12/31/2020	55069	460.00	4810	MEMBERSHIP & DUES	GFOA CAFR Fees - (RD)
U.S. BANK	API	12/31/2020	55069	19.34	4910	OFFICE SUPPLIES	PB Phone Case - (PB)
U.S. BANK	API	12/31/2020	55069	36.99	4910	OFFICE SUPPLIES	RM Office Planner - (RM)
U.S. BANK	API	12/31/2020	55069	46.96	4910	OFFICE SUPPLIES	W-2 and 1099 Supplies - (RD)
U.S. BANK	API	12/31/2020	55069	26.88	4920	POSTAGE	Postage Machine Sealant - (PB)
U.S. BANK	API	12/31/2020	55069	20.00	4930	SUBSCRIPTIONS	E-Newsletter Subscription - (PB)
U.S. BANK	API	12/31/2020	55069	64.62	4950	Computer Software/Srvc/Support/Hardware	Laptop Charger - (PB)
U.S. BANK	API	12/31/2020	55069	9.99	4950	Computer Software/Srvc/Support/Hardware	PB I-Cloud Storage - (PB)
U.S. BANK	API	12/31/2020	55069	54.99	4950	Computer Software/Srvc/Support/Hardware	Zoom Cloud Subscription - (PB)
U.S. BANK	API	12/31/2020	55069	625.00	5510	LINE MAINTENANCE	Digital Locator Re-Furbished - (RM)
U.S. BANK	API	12/31/2020	55069	24.00	5710	TRAINING, EDUCATION & CONFERNC	RD Excel Training - (RD)
U.S. BANK	API	12/31/2020	55069	125.00	5910	TELEPHONE	Dec/Jan. Web Hosting - (PB)
U.S. BANK	API	12/31/2020	55069	30.00	5910	TELEPHONE	RM Verizon Wi-Fi - (RM)
Transaction Total				<u>1,543.77</u>			
Report Opening/Current Balance							
Report Transaction Totals				<u>1,543.77</u>			
Report Current Balances							

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: January 4, 2021

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
22488-22492	1/4/2021	\$2,473.32

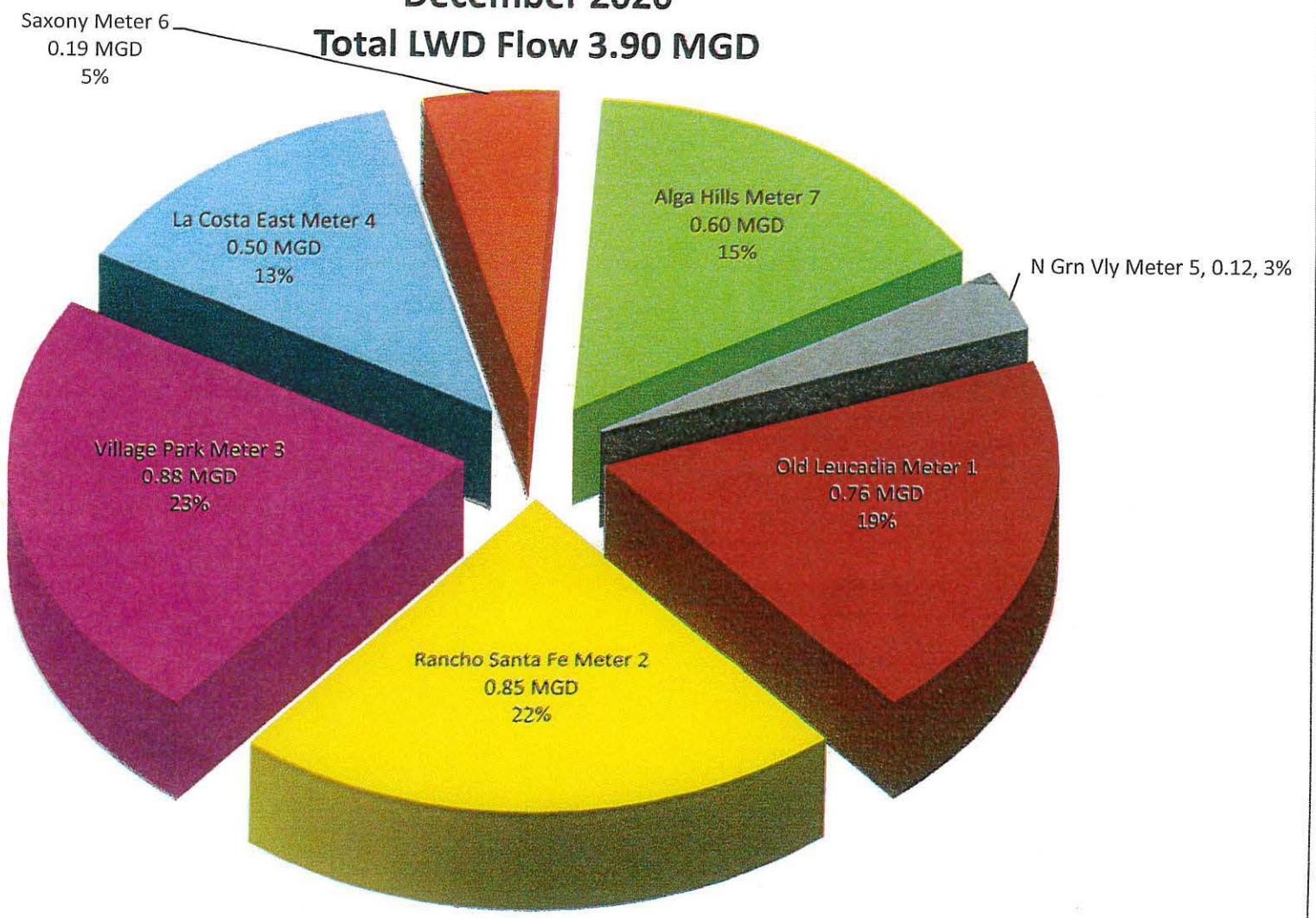
**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 1/4/2021 Through 1/4/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADT/PROTECTION 1	55071	1/4/2021	<u>165.00</u>	Security Svc 1/17-2/16
	Total 55071		165.00	
AZTEC LEASING, INC	55072	1/4/2021	<u>530.88</u>	Copier Lease - Dec
	Total 55072		530.88	
BAJA POOL AND SPA SERVICE	55073	1/4/2021	<u>140.00</u>	Fountain Svc - Jan
	Total 55073		140.00	
The Youngrens Inc DBA Bauman Photographers	55074	1/4/2021	<u>440.00</u>	District Photos
	Total 55074		440.00	
CARLSBAD FUELS CORPORATION	55075	1/4/2021	<u>1,473.05</u>	Vehicle Fuels
	Total 55075		1,473.05	
COLONIAL LIFE INS	55076	1/4/2021	<u>205.86</u>	Accident/Critical Ins - Dec
	Total 55076		205.86	
COX COMMUNICATIONS SAN DIEGO	55077	1/4/2021	<u>521.97</u>	Phone Svc
	Total 55077		521.97	
DKF SOLUTIONS GROUP, LLC	55078	1/4/2021	<u>300.00</u>	MSO Subscription - Jan
	Total 55078		300.00	
HARTFORD LIFE & ACCIDENT INS.	55079	1/4/2021	<u>475.97</u>	Life Insurance - Jan
	Total 55079		475.97	
HUMANA DENTAL INS.	55080	1/4/2021	<u>3,084.64</u>	Dental Insurance - Jan
	Total 55080		3,084.64	
KONECRANES, INC	55081	1/4/2021	<u>595.00</u>	Qtrly Inspection Svcs
	Total 55081		595.00	
MES VISION	55082	1/4/2021	<u>412.18</u>	Vision Insurance - Jan
	Total 55082		412.18	
MUTUAL OF OMAHA	55083	1/4/2021	<u>1,195.14</u>	Disability Insurance - Jan
	Total 55083		1,195.14	
Report Total			<u>9,539.69</u>	

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

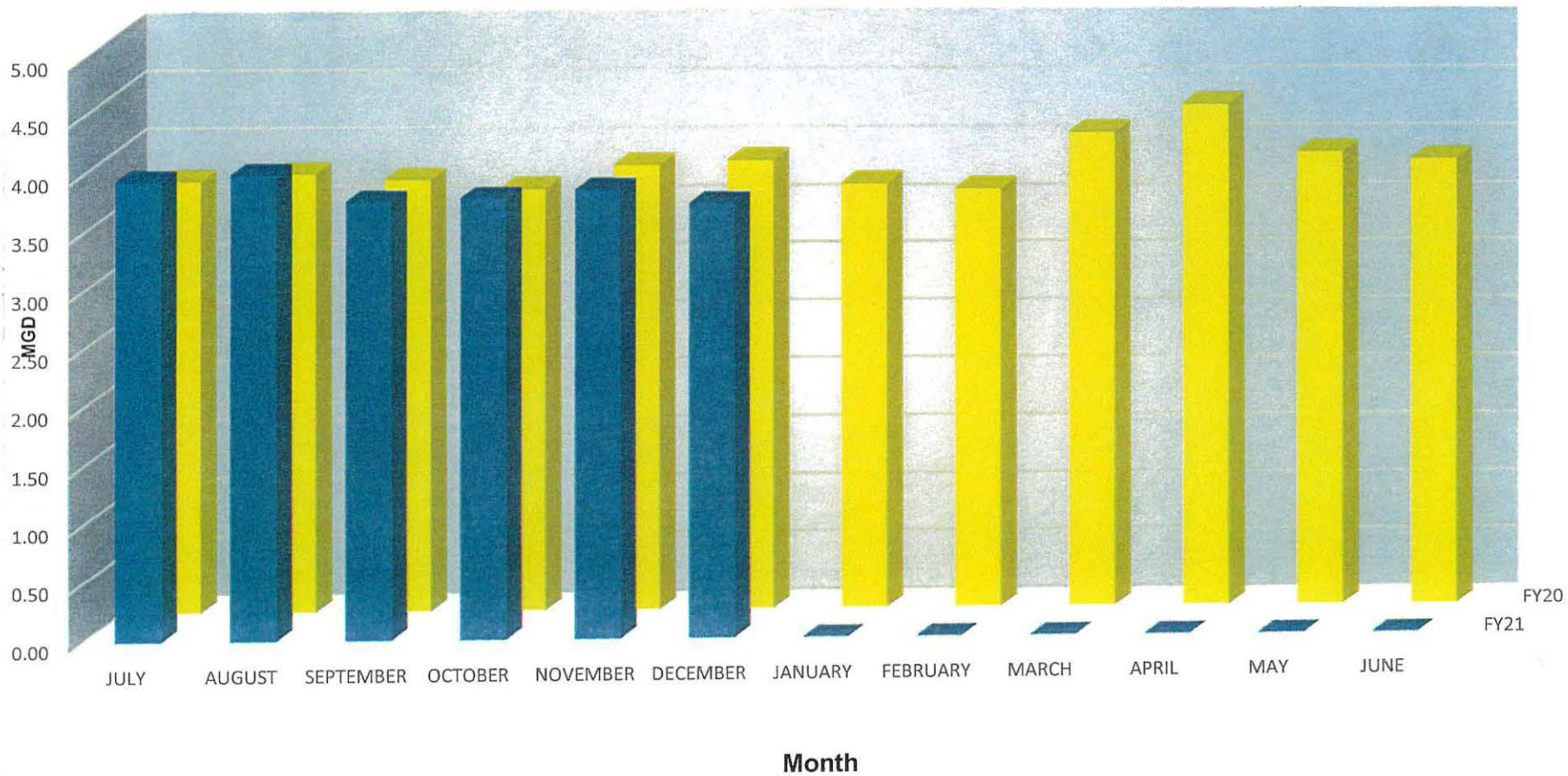
CURRENT MONTH - November 2020							FY 2020
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,738.54	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	122.45	1.05	3.95	137.44	48.21	3.71
YTD			28,739.59				
AUGUST	0.00	124.31	6.50	4.01	139.50	47.43	3.77
YTD			28,746.09				
SEPTEMBER	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	0.50	116.40	4.75	3.88	134.93	10.01	3.84
YTD			28,754.84				
DECEMBER	0.79	116.56	2.00	3.76	130.75	11.26	3.88
YTD			28,756.84				
JANUARY							3.68
YTD							
FEBRUARY							3.63
YTD							
MARCH							4.11
YTD							
APRIL							4.35
YTD							
MAY							3.94
YTD							
JUNE							3.88
YTD							
<b>YTD Totals</b>	1.31	711.23	18.30			185.99	
<b>Mo Average</b>	0.22	118.54	3.05	3.87	134.44	31.00	3.85

**LWD Flows by Sub-Basin  
December 2020  
Total LWD Flow 3.90 MGD**

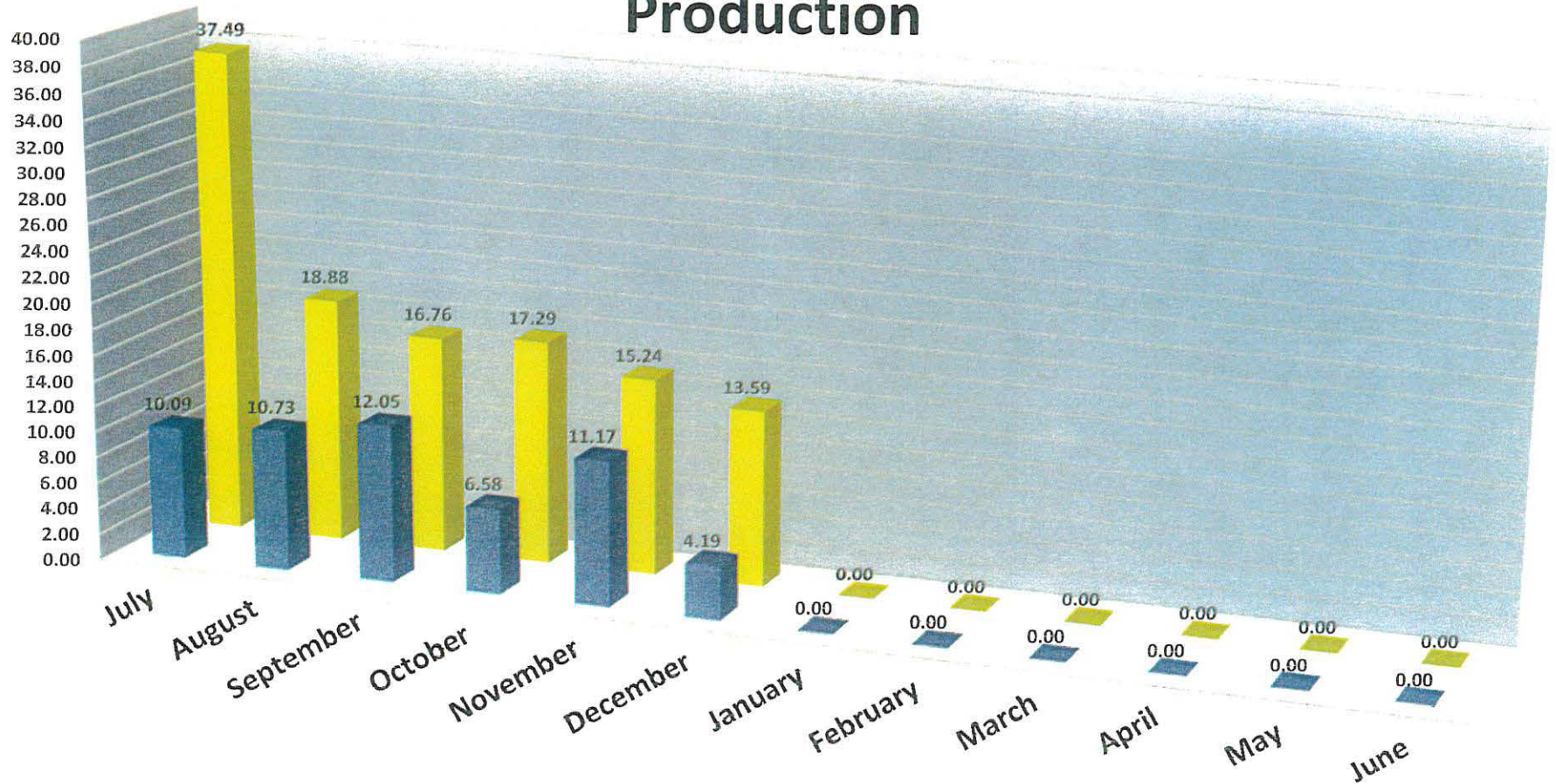




## Leucadia Wastewater District Flow Comparison FY20 to FY21



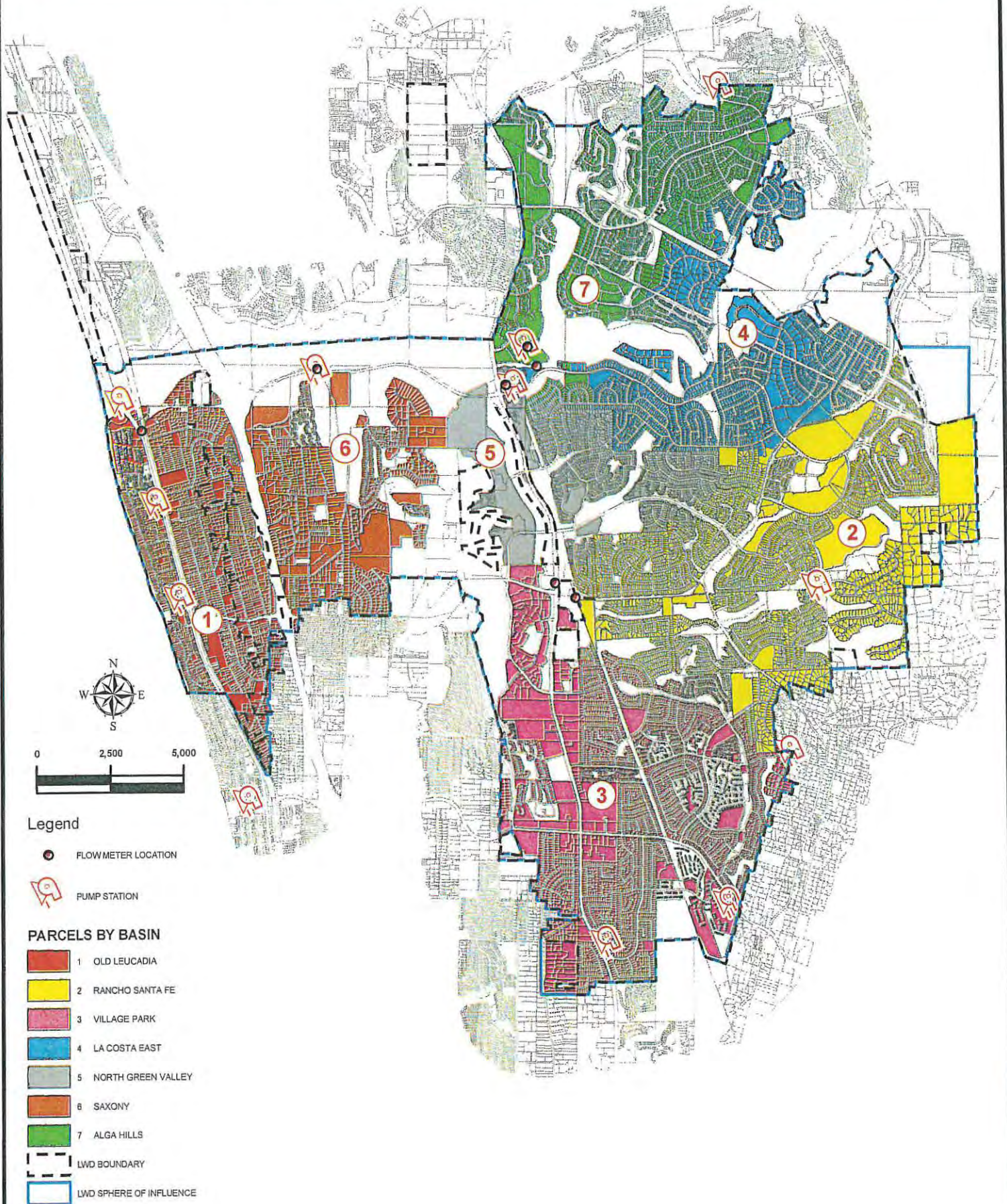
# FY-21 CCTV Inspections & Hydro Cleaning Production



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

■ CCTV Inspections (YTD 54.8 Miles)  
 ■ Hydro Cleaning (YTD 119.3 Miles)

# LEUCADIA WASTEWATER DISTRICT



## Legend

FLOW METER LOCATION

PUMP STATION

## PARCELS BY BASIN

- 1 OLD LEUCADIA
- 2 RANCHO SANTA FE
- 3 VILLAGE PARK
- 4 LA COSTA EAST
- 5 NORTH GREEN VALLEY
- 6 SAXONY
- 7 ALGA HILLS
- LWD BOUNDARY
- LWD SPHERE OF INFLUENCE



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**Operations and Administration Training Report  
December 2020**

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

**Hours**

Description	Ops	Admin	Total
Excel in the Cloud	0.0	1.0	1.0
Excel -Math, Formulas & Functions	0.0	2.0	2.0
Pump Station Alarm Response	4.5	0.0	4.5
Water Industry Coagulation, Flocculation & Sedimentation	1.0	0.0	1.0
Water Industry Combustable and Flammable Liquids	1.0	0.0	1.0
Water Industry Confined Space Entry	1.0	0.0	1.0
Water Industry Corrosion Control	1.0	0.0	1.0
Water Industry Disaster Preparedness	1.0	0.0	1.0
Water Industry Distribution Service to Customers	1.0	0.0	1.0
Water Industry Distribution System Materials & Equipment	1.0	0.0	1.0
Water Industry Disinfection Basics	1.0	0.0	1.0
Water Industry Hydraulics	1.0	0.0	1.0
	0.0	0.0	0.0
<b>Total Training Hours</b>	<b>13.5</b>	<b>3.0</b>	<b>16.5</b>

**Conferences for the month of December 2020**

**Attendees**

Description	Ops	Admin	Total
CASA	0	0	0
CSDA	0	0	0
CSRMA Finance Committee	0	0	0
CSMFO	0	0	0
CWEA	0	0	0
Other	0	0	0
<b>Total Attended Conferences</b>	<b>0</b>	<b>0</b>	<b>0</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	39.50	3.00	42.50	
Dec-20	13.50	3.00	16.50	
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>216.00</b>	<b>36.50</b>	<b>252.50</b>	
<b>YTD Monthly Avg</b>	<b>18.00</b>	<b>3.04</b>	<b>21.04</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	2.00	1.00	3.00	
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>15.00</b>	<b>4.00</b>	<b>19.00</b>	
<b>YTD Monthly Avg</b>	<b>1.25</b>	<b>0.33</b>	<b>1.58</b>	

*Notes:*

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

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

# Leucadia Wastewater District

## Balance Sheet

As of 12/31/2020

	<u>Amount</u>
<b>Assets</b>	
Cash & Investments	31,387,072.15
Accounts Receivables	107,410.58
Net OPEB Asset	75,859.00
Prepaid Expense	340,962.97
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	173,554,271.16
Less Accumulated Depreciation	(60,835,675.68)
<b>Total Assets</b>	<u>146,671,100.18</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>1,473,451.00</u>
<b>Total Assets &amp; Deferred Outflows</b>	<u>148,144,551.18</u>
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	559,011.26
Developer Deposits	77,160.11
Net Pension Liability	4,386,823.00
<b>Total Liabilities</b>	<u>5,022,994.37</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>363,228.00</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>146,959,249.02</u>
Current Change In Net Position	
Other	(4,200,920.21)
<b>Total Current Change In Net Position</b>	<u>(4,200,920.21)</u>
<b>Total Net Position</b>	<u>142,758,328.81</u>
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>	<u>148,144,551.18</u>

# Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

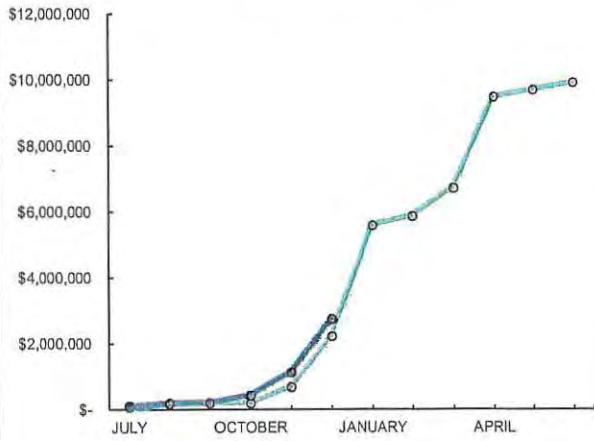
From 7/1/2020 Through 12/31/2020

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 2,728,136.56	\$ 9,891,110.00	\$ 7,162,973.44	27.6%
3150 Recycled Water Sales	257,958.77	350,000.00	92,041.23	73.7%
3100 Misc. Operating Revenue	26,121.17	191,753.00	165,631.83	13.6%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 3,012,216.50</b>	<b>\$10,432,863.00</b>	<b>\$ 7,420,646.50</b>	<b>28.9%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 1,063,054.72	\$ 2,094,973.00	\$ 1,031,918.28	50.7%
4200 Employee Benefits	715,443.12	1,515,744.00	800,300.88	47.2%
4300 Directors Expense	41,386.05	151,700.00	110,313.95	27.3%
4400 Election Expense	32,000.00	37,000.00	5,000.00	86.5%
4600 Gas, Oil & Fuel	16,170.25	41,000.00	24,829.75	39.4%
4700 Insurance Expense	28,542.46	150,300.00	121,757.54	19.0%
4800 Memberships	30,243.89	37,850.00	7,606.11	79.9%
4900 Office Expense	52,074.70	169,200.00	117,125.30	30.8%
5000 Operating Supplies	67,842.17	205,500.00	137,657.83	33.0%
5200 Professional Services	151,325.05	439,900.00	288,574.95	34.4%
5300 Printing & Publishing	10,861.38	29,600.00	18,738.62	36.7%
5400 Rents & Leases	7,082.68	18,300.00	11,217.32	38.7%
5500 Repairs & Maintenance	281,710.06	531,680.00	249,969.94	53.0%
5600 Monitoring & Permits	46,624.67	70,800.00	24,175.33	65.9%
5700 Training & Development	16,720.97	49,500.00	32,779.03	33.8%
5900 Utilities	207,717.54	448,600.00	240,882.46	46.3%
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	(90,676.33)	(192,756.00)	(102,079.67)	47.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,348,589.73</b>	<b>\$ 8,376,091.00</b>	<b>\$ 5,027,501.27</b>	<b>40.0%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 78,879.50	\$ 305,340.00	\$ 226,460.50	25.8%
3220 Property Taxes	767,826.41	1,870,000.00	1,102,173.59	41.1%
3250 Investment Income	221,716.25	458,000.00	236,283.75	48.4%
3290 Misc. Non Op Revenue	33,473.51	86,200.00	52,726.49	38.8%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 1,101,895.67</b>	<b>\$ 2,719,540.00</b>	<b>\$ 1,617,644.33</b>	<b>40.5%</b>

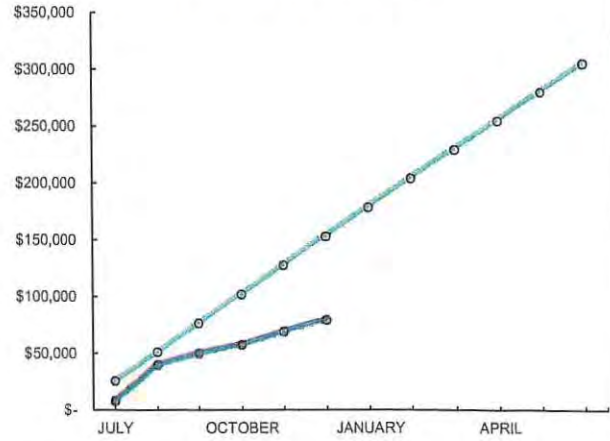
# Leucadia Wastewater District Revenue FY2021

YTD through December 31, 2020

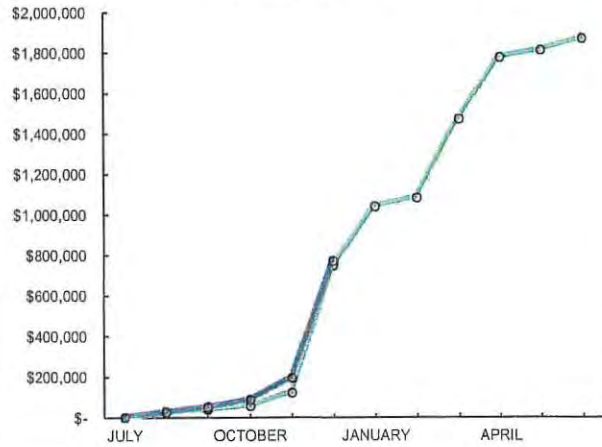
### Sewer Service Fees



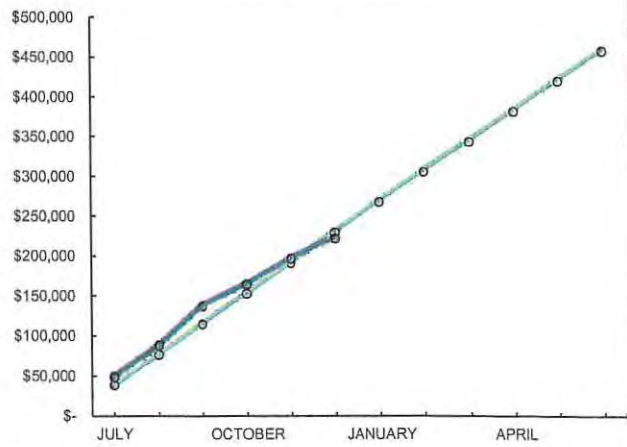
### Capacity Charges



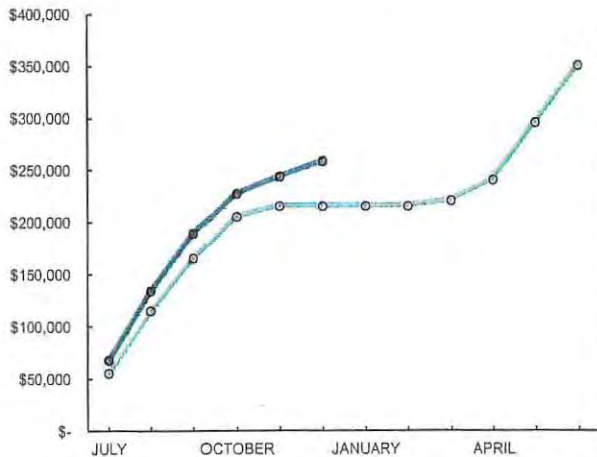
### Property Taxes



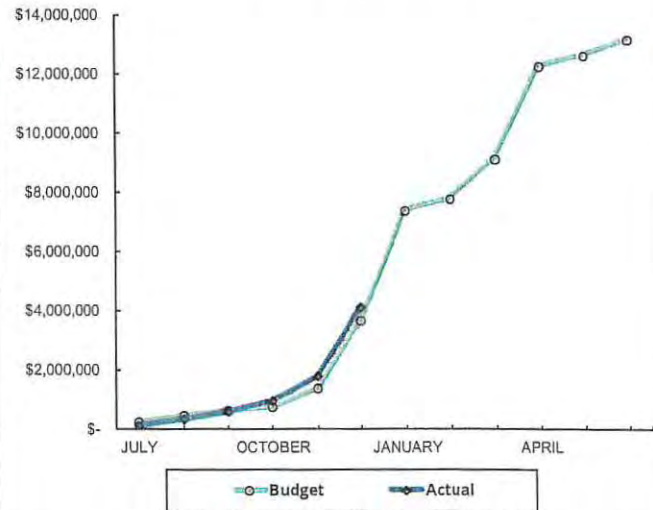
### Investment Income



### Recycled Wastewater Sales



### Total Revenue



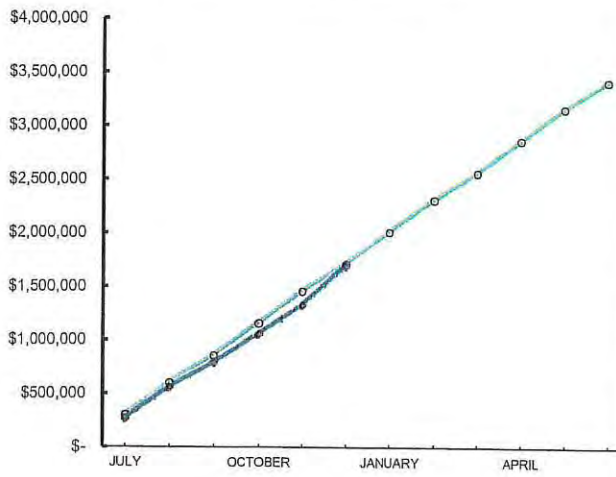
\* Preliminary: subject to future review, reconciliation, accruals, and audit



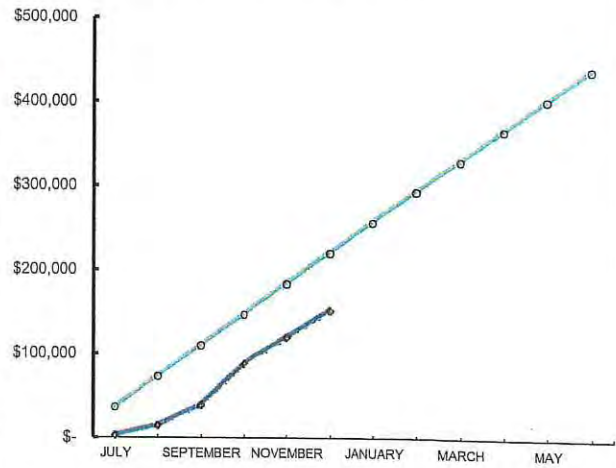
# Leucadia Wastewater District Operating Expenses FY2021

YTD through December 31, 2020

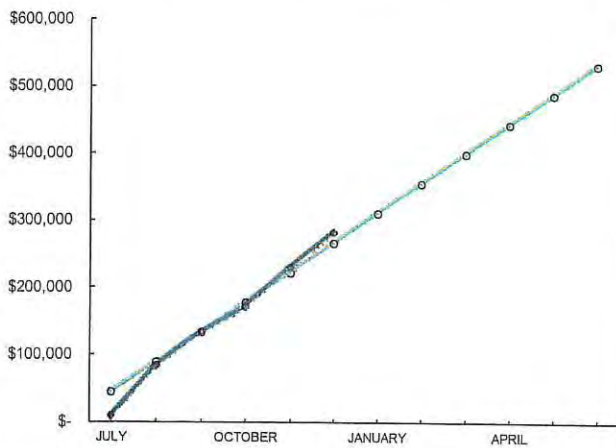
Salaries and Benefits



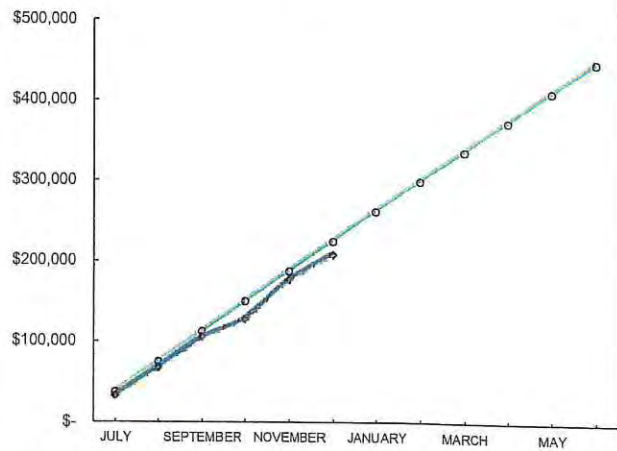
Professional Services



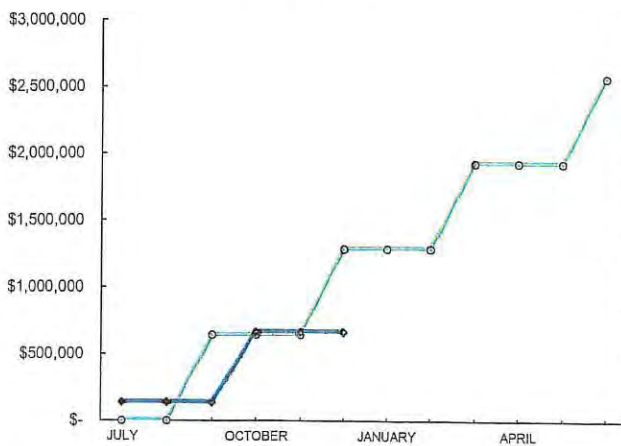
Repairs & Maintenance



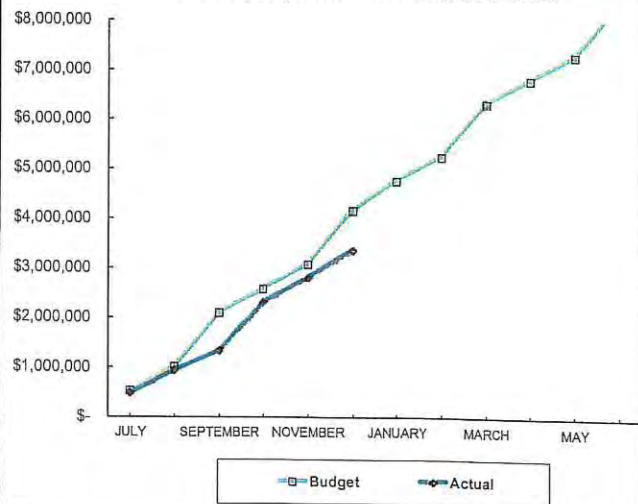
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement



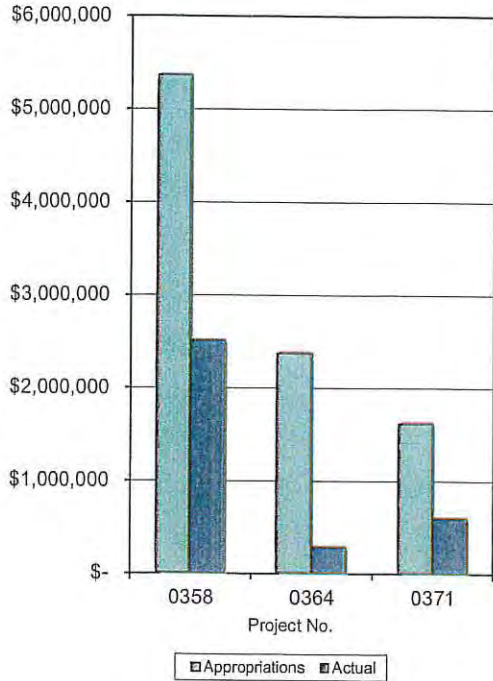
□ Budget     ◆ Actual

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

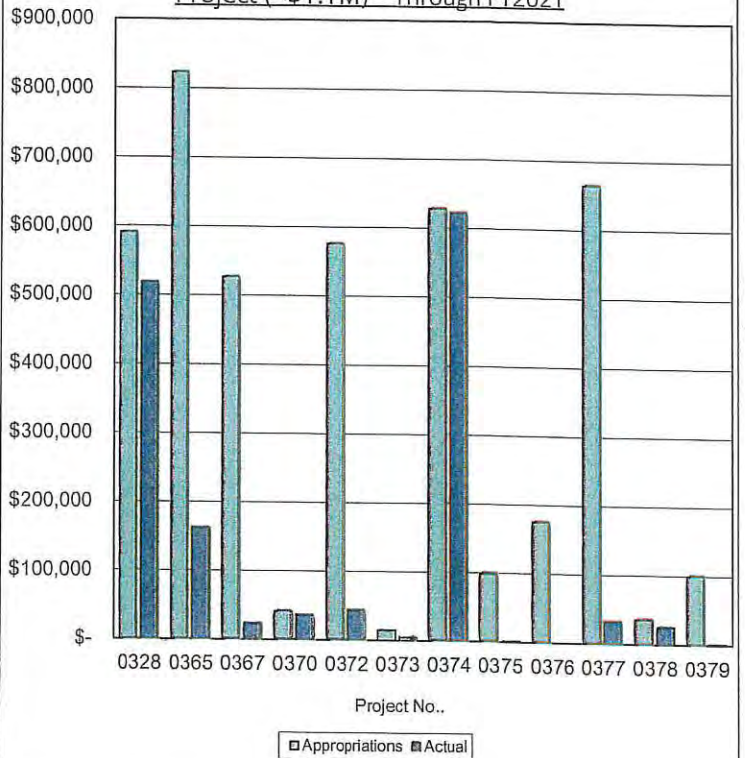
# Leucadia Wastewater District Capital Expenditures

As of December 31, 2020

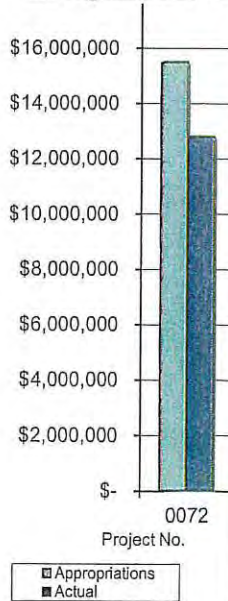
**District Multi Year Capital Expenditures  
by Project  
(>\$1.1M) Through FY2021**



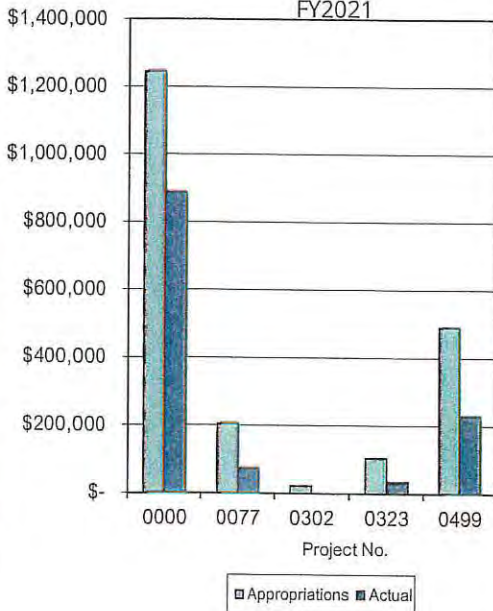
**District Multi Year Capital Expenditures by  
Project (<\$1.1M) Through FY2021**



**District's Share of  
Encina WPCF  
Capital Exp  
Through FY2021**



**Single Year Capital Expenditures by  
Project  
FY2021**



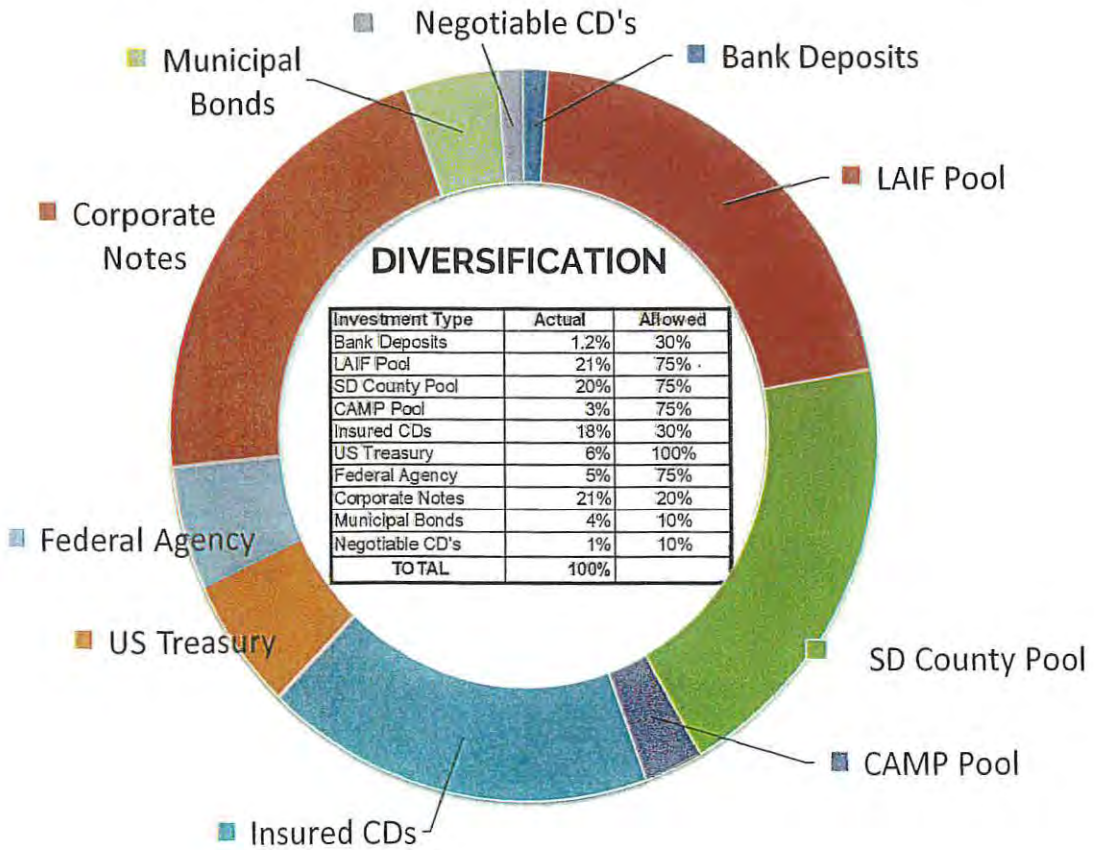
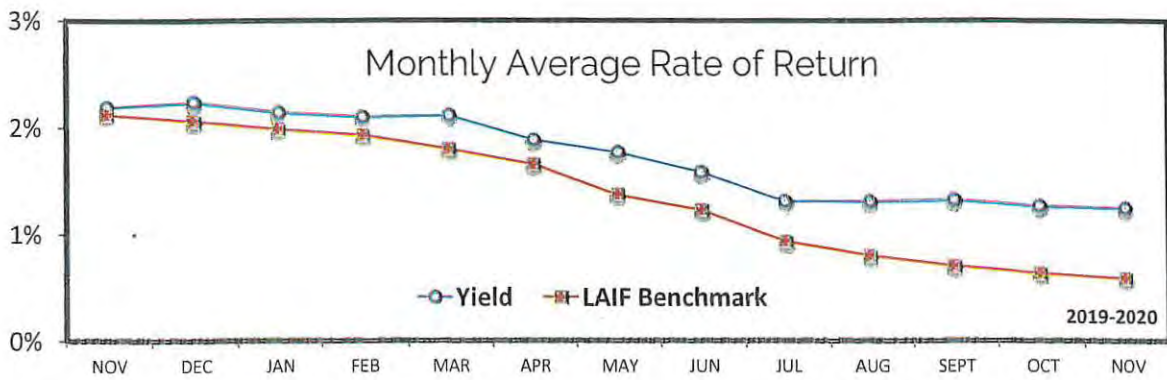
**Project Legend**

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
Hazard 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

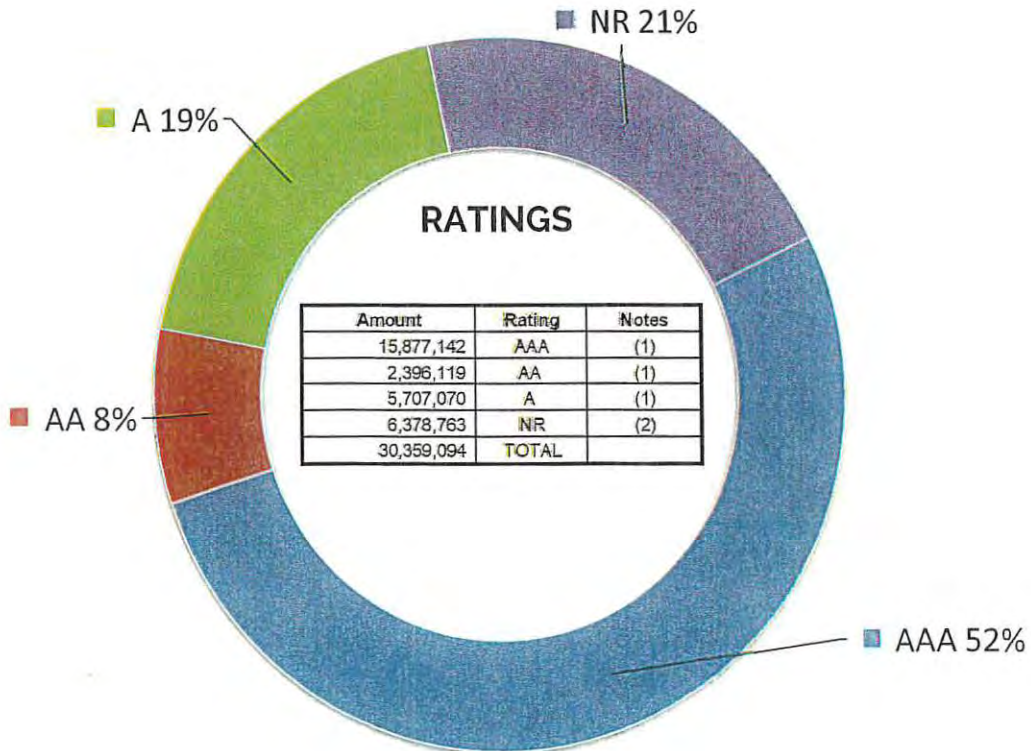
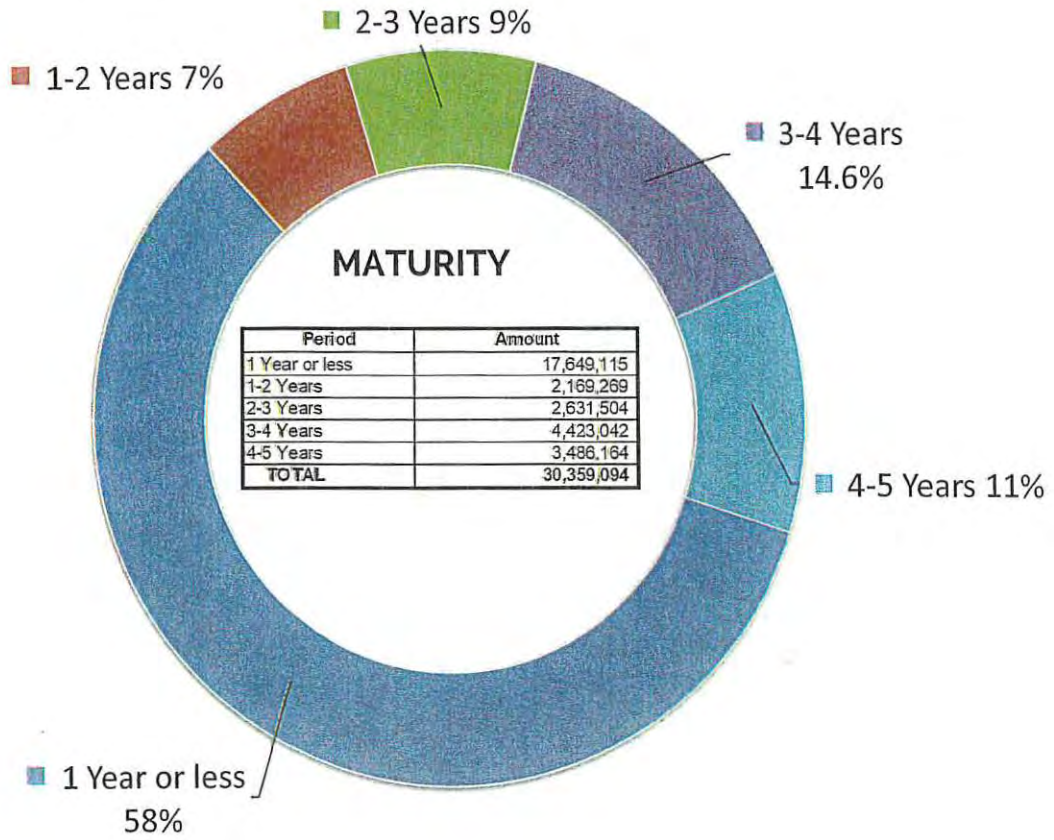
**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**November 30, 2020**

Cash Equivalents & Investments	Principal (Original Cost)		November Interest	Average Rate
	Oct 31, 2020	Nov 30, 2020		
Pacific Premier Bank Reserves	\$ 1,599,823	\$ 354,199	\$ 6	0.010%
LAIF Pool	6,378,763	6,378,763	\$ 3,062	0.576%
SD County Pool	5,966,719	5,972,370	5,284	1.062%
CAMP Pool	1,100,608	818,482	49	0.140%
Certificates of Deposit - Insured	5,166,000	5,379,000	6,744	1.454%
US Treasury Notes	2,595,234	1,791,703	4,458	2.060%
Federal Agency Notes	998,703	1,647,186	773	0.616%
Municipal Bonds	1,124,350	1,296,424	1,101	0.969%
Corporate Bonds/Notes	5,528,459	6,370,967	9,369	1.691%
Negotiable CD's	630,000	350,000	822	2.040%
<b>Totals</b>	<b>\$ 31,088,658</b>	<b>\$ 30,359,094</b>	<b>\$ 31,668</b>	<b>1.237%</b>



LEUCADIA WASTEWATER DISTRICT  
 Monthly Investment Summary  
 November 30, 2020

(Continued)

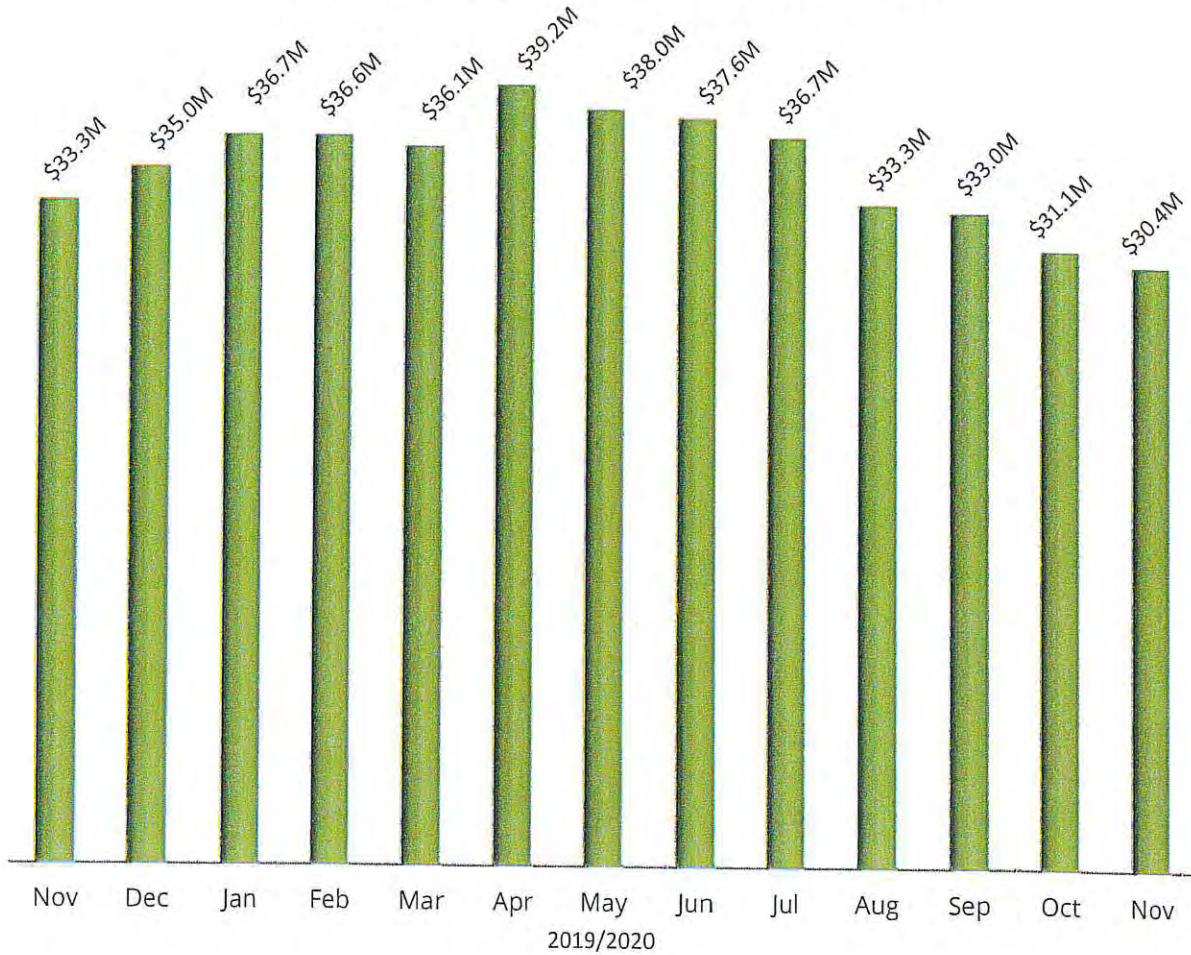


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.  
 (2) LAIF is not rated

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

(Continued)

**CASH & INVESTMENT RESERVES BY MONTH**



**INVESTMENT TRANSACTIONS**

*For the months of November, 2020*

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Texas Exchange Bank Ins CD	\$ 213,000		10/23/2025	88241TJJ0	0.60%	
Palmdale Wtr District Revenue Bond	\$ 172,074		10/1/2024	39674PAD6	0.85%	
US Treasury Note		\$ 800,000	11/30/2020	9128285Q9	2.51%	
FHLMC Note	\$ 249,806		11/6/2023	3137EAEZ8	0.28%	
FFCB Note (callable)	\$ 398,678		11/3/2025	3133EMFR8	0.61%	
Micorsoft Corp Note	\$ 268,400		2/6/2024	594918BX1	0.59%	
IMB Corp Note	\$ 274,108		2/12/2024	459200HU8	0.64%	
BofA Corp Note	\$ 300,000		11/25/2025	06048WK41	0.65%	
Swed Bank NY Neg CD		\$ 280,000	11/16/2020	87019U6D6	2.27%	
<b>TOTAL</b>	<b>\$ 1,876,065</b>	<b>\$ 1,080,000</b>				

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**

**DATE:** January 7, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** December 2020 Board Disclosure of Reimbursements Report

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending December 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 December 2020 for your review.

tb:PJB

Attachment

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

Conference Date	Description	Director	Director	Director	Director	Director	GM	TSM	ASM	FSS
		J. Hanson	E. Sullivan	D. Omsted	A. Juliussen	M. Brown	P. Bushee	R. Morishita	R. Duffey	J. Stecker
CSDA / SDLF Module 1 Governance Foundations Virtual Workshop December 8-9, 2020	Registration					100.00				
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	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>100.00</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>

**MEMORANDUM**

**DATE:** January 7, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Board-General Manager/Staff Relations Policy Annual Review**

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**RECOMMENDATION:**

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Receive and file the Annual Review of the LWD Board-General Manager/Staff Relations Policy; or,
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

**Tactical Goal: People/Administrative Policy Updates-Reviews/Board-General Manager/Staff Relations Policy**

This item was reviewed by the HRC at its December 8<sup>th</sup> meeting and the HRC concurred with staff to present this item for the Board's consideration.

In January, 2007, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Board-General Manager/Staff Relations Policy. The policy, which was last amended on January 8, 2020, calls for an annual review by the Board of Directors.

Staff recently conducted an annual review of the existing policy. Based on this review, staff is not recommending any changes. The HRC has concurred with staff to place this item on the January consent calendar for the Board to receive and file.

tb:PJB

Attachment



**LEUCADIA WASTEWATER DISTRICT  
BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY**

Ref: 20-6955

**I. General Provisions**

A) The Board of Directors, acting as a Board, is the governing body of the Leucadia Wastewater District (District) and is accountable to the public for the District's services, finances, establishment of policy and District performance. All powers of the Board shall be exercised and performed by the Board as a body, and no individual Director, except as otherwise authorized by the Board, shall have the power to alter or amend Board policy or directions. Public statements of Board policy and direction should reflect the viewpoint of a Board majority, notwithstanding a minority position. Directors acting within the scope and authority of their position enjoy strong legal protections from personal liability. Directors could lose some of these protections and risk personal liability if they act independently in excess of their authority.

B) The General Manager serves at the pleasure of the Board and is accountable to the Board for the implementation of Board policy and directions. The General Manager is the official spokesman for the District and is responsible for its day-to-day operation and administration. Unless directed otherwise by the Board, letters that express policies or positions of the District shall be from the General Manager.

C) The staff is responsible for performing administrative and operational functions assigned by the General Manager, or his or her designee, in implementing Board policy and directions. Direction to staff shall come through formal job descriptions or by directives from the General Manager or his or her designee.

D) District Counsel is retained by the Board, and is solely accountable to the Board.

E) The District's Financial Auditor is directly accountable to the Board. The Investment and Finance Committee (IFC) shall serve as the Board's delegated point of contact and meet with the Financial Auditor as required during the audit process.

**II. Board to General Manager**

A) The Board shall hire a General Manager, establish his or her compensation and define the conditions of his or her employment. The General Manager shall serve at the pleasure of the Board.

B) The General Manager is responsible for performing those functions, specific or general, assigned by the Board, either in the form of job description or Board direction.

C) The General Manager shall recommend, and the Board shall approve, the organizational structure of the District.

D) The General Manager shall hire all personnel with the exception of General Counsel at his or her sole discretion. The General Manager shall recommend and the Board shall approve the District's organizational chart and compensation ranges.

Policy Adopted: January 10, 2007

Amended: October 12, 2012, November 12, 2014, January 9, 2019, January 8, 2020

E) The Board of Directors shall ultimately approve district Policy. The General Manager may recommend and provide information regarding policy matters, including information relating to the technical, administrative and fiscal ramifications of the policies being considered.

F) The General Manager shall take direction only from a Board majority, or from a duly appointed committee, acting within the scope of the District's policies.

G) The General Manager shall act as the primary point of contact between the Board and the staff.

H) The General Manager shall provide such reports for the Board as requested, including but not limited to:

- 1) Status reports on Board directed activities.
- 2) Financial reports.
- 3) Updates on operations, maintenance, construction and personnel matters.
- 4) Emergency reports.

### **III. Board to Staff**

A) Administration of staff is the direct responsibility of the General Manager. The General Manager shall provide policy and administrative direction to staff. Directors shall not direct staff regarding their employment duties.

B) If a Director is requesting the creation of a particular report or analysis, the matter shall be brought to the General Manager or, if appropriate, the Board of Directors. However, Directors may obtain copies of existing reports and analysis from staff.

C) Individual Directors may contact Management Staff directly for the purpose of asking questions about, or seeking clarifications of, issues related to the District's official business. For the purposes of this policy, Management Staff includes the Administrative Services Manager, the Technical Services Manager and the Field Services Superintendent. Travel questions may be directed to the Executive Assistant. The General Manager should be notified by staff of such contacts. This access may be in person or via telephone, e-mail or other forms of written or verbal requests.

D) Individual Directors intending to use more than 30 minutes of any staff member's time for issues relating to the District's business, should make an appointment with the staff member at a mutually agreed time and date. Contact with staff members should not generally exceed one (1) hour in any one week. Contact between Directors and the General Manager is not limited.

E) Individual Directors shall be granted access to all existing public documents at the District.

F) Staff members are not precluded from speaking with Directors. However, all complaints or matters of internal discipline should follow the established chain of command.

#### **IV. Board and Employee Political/Election Related Activities**

A) Government Code § 3204 prohibits elected public officials, such as District Board Members, from directly or indirectly “using any office, authority or influence” to persuade an individual to vote, exert political influence, or take political action on behalf of any candidate, officer, or party, in exchange for aiding or obstructing that individual’s ability to secure “any position, nomination, confirmation, or promotion.” It is unlawful, therefore, for Board Members to use their positions to force employees to perform political or election related tasks, or to retaliate against employees for refusing to do so.

B) In the event that District employees volunteer to help Board Members with election or political activities, the District prohibits such conduct while at work or while on District property. The basic rule is that public entities cannot use public funds or resources to influence voters to support a political position. This prohibition naturally extends to a public employee’s use of his or her time on the job for political or election activities. Employees may not participate in political or election activities while in uniform or at work.

#### **V. Board, General Manager and Staff to Attorneys**

A) The Board may hire Attorneys as needed and establish their compensation. Attorneys shall work under the direction of the Board or its designee and shall serve at the pleasure of the Board or its designee.

B) Attorneys shall not become involved in policy decisions, except to comment on the legal ramifications of the policies being discussed or considered.

C) Attorneys shall take direction from a Board majority, or from a duly appointed committee acting within the scope of the District’s policies.

D) Any Director may request a verbal opinion from Attorneys on matters relating to District business, including, but not limited to, clarification of potential conflicts of interest which may bear on the Director’s ability to participate in a vote. Any advice Attorneys provide shall be as legal counsel for the District and not individual Directors. Attorneys shall inform the Board if they become aware of any potential conflict of interest that may require withdrawal, disclosure, or abstention of a Director or otherwise impact the actions of the Board.

Directors may consult independent counsel on conflict of interest matters. If a potential conflict between an individual Director and the Board arises, the Director is encouraged to consult independent counsel.

E) Attorneys shall not respond to individual requests of a personal nature.

F) The General Manager is the primary point of contact between the staff and Attorneys for the assignment of work.

G) The General Manager shall be authorized to contact Attorneys at his or her discretion.

## **VI. Board to Other Agencies**

- A) Directors may contact elected officials, or staffs of other Agencies, on behalf of the Board. However, when representing the Board, Directors' comments should reflect approved Board policies or, in areas where no policy has yet been developed, the viewpoint of a majority of the Board. If the Board's viewpoint is unclear or not known, this should be stated.
- B) If a Director expresses an opinion before another agency regarding District business that is inconsistent with established Board policy or is simply not covered by Board policy or action, it is requested that the Director state that he or she is expressing their own opinion and not representing the Board as a whole.
- C) Directors shall not offer testimony or comments, regarding District business, at a formal meeting of another official body, without express consent from the Board.

## **VII. Emergency Situations**

- A) The General Manager or his/her appointee shall notify Directors of an emergency as soon as reasonably practical. The General Manager or his/her appointee shall follow-up with written reports to the Board within a reasonable time following the emergency.

## **VIII. Access To The Agenda**

- A) The Board may request items to be placed on future agendas at its regular meetings. In addition, each and every Director may place any item on the agenda provided the request is made no later than Tuesday of the week before the meeting.
- B) Items placed on the agenda by an individual Director, accompanied by material submitted by that Director, shall be included in the agenda packet.

## **IX. Policy Review**

- A) This policy shall be reviewed annually by the Board of Directors.

**MEMORANDUM**

**DATE:** January 7, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Status Update - Fiscal Year 2021 (FY 21) LWD Tactics and Action Plan

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**RECOMMENDED:**

1. No action is required.

**DISCUSSION:**

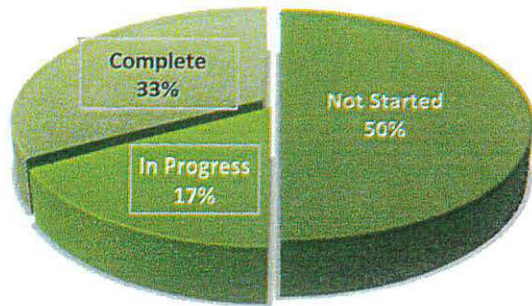
During the July 8, 2020 Board meeting, the Board of Directors adopted the LWD FY 21 Tactics and Action Plan. Attached for the Board's review, is the FY 21 Tactics and Action Plan's quarterly status report with an ending date of December 31, 2020. The report indicates which goals are in progress, have been completed, postponed and have not been started.

th:PJB

Attachments

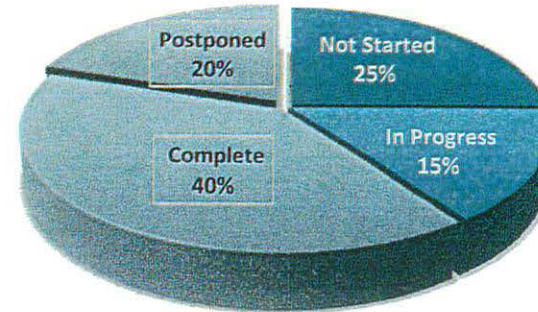
## FY 2021 Tactics and Action Plan Status Report October 1 - December 31, 2020

### Financial Tactics



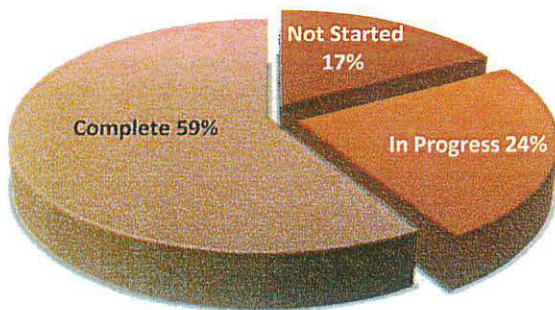
■ Not Started   
 ■ In Progress   
 ■ Complete

### People Tactics



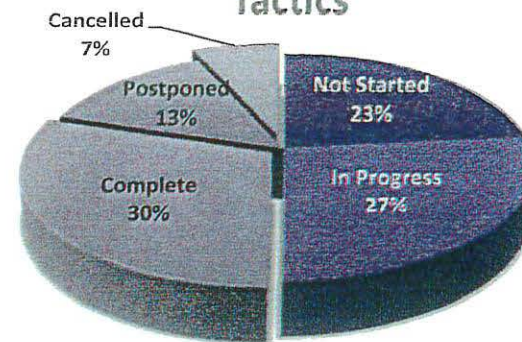
■ Not Started   
 ■ In Progress   
 ■ Complete   
 ■ Postponed

### Services Tactics



■ Not Started   
 ■ In Progress   
 ■ Complete

### Infrastructure and Technology Tactics



■ Not Started   
 ■ In Progress   
 ■ Complete   
 ■ Postponed   
 ■ Cancelled

**Leucadia Wastewater District**  
**Fiscal Year 2021**  
**Tactics & Action Plans**

**1. Financial**

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
FY 2022 Budget	Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, ASsup, FSSp GM, TSM, FSS, EA, ASsup, FSSp GM	Jan-21 May-21 Jun-21	Mar-21 May-21 Jun-21	Not Started Not Started Not Started
FY 2020 Audit	Close Books, Prepare Trial Balance & Supporting Schedules Coordinate with & Respond to Auditors Audit Report to Board	ASM ASM ASM	AT, ASsup AT, ASsup, EA, GM GM, ASsup, AS	Jul-20 Jul-20 Dec-20	Sep-20 Dec-20 Dec-20	Completed Completed Completed
Finance Policy Reviews	Procurement Policy Investment Policy Reserve Policy	ASM ASM ASM	TSM, GM, ASsup, EA ASsup, GM, EA ASsup, GM, EA	Aug-20 Sep-20 Feb-21	Aug-20 Sep-20 Feb-21	Completed Completed Not Started
Financial Awards	Apply for GFOA Financial Reporting Award	ASM		Dec-20	Jan-21	Completed
Wastewater Financial Plan Tracking Update	Internally Update District's Financial Plan	ASM	GM	Dec-20	Feb-21	In Progress
Sewer Rate Increase Notification & Hearing	Issue Notification in Compliance with Prop 218 Review Written Protests Hold Public Hearing in Compliance with Prop 218	ASM ASM ASM	ASsup, AS, RTP GM, ASsup ASsup, EA, AS	Feb-21 Mar-21 Jun-21	Mar-21 Jun-21 Jun-21	Not Started Not Started Not Started
GASB 75 OPEB Liability Valuation Roll-forward	Work with Actuary to Complete OPEB Roll-forward Valuation Complete Deferral Schedules and Record in Accounting	ASM ASM	ASsup	Jan-21 May-21	Apr-21 Jun-21	Not Started Not Started
Evaluate Adding Additional Security Broker/Dealer		ASM	AT	Aug-20	Nov-20	In Progress
Evaluate Financial Auditor's Contract		ASM	AT	Oct-20	Jan-21	In Progress

## 2. People

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	ASM	ASsup, Pickering Ins Brokers	May-21	May-21	Not Started
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Sep-20	Jan-21	Completed
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Sep-20	Jan-21	Completed
Conduct Biennial Flagger Training	FSS	FSSup, FS Staff	Sep-20	Jan-21	Completed
CPR/First Aid/AED Refresher Training	ASsup	All Staff	Jan-21	Feb-21	Postponed
Obtain Class A license to tow Generators	FSSup	FSS, FS Staff	Jul-20	May-21	Postponed
Excel Training	ASM	AT	Mar-21	Apr-21	Not Started
Administration Policy Updates/Annual Reviews					
Board Staff Relations Policy	ASM	GM, ASsup	Nov-20	Jan-21	Completed
Board Policy Binders	EA	AS	Jul-20	Nov-20	Completed
Review HRPM and revise as required	ASM	GM, ASsup, EA, TSM	Jul-20	Sep-20	Completed
New Employee Onboarding/Training - Accounting Technician	ASM	ASsup	Jul-20	Sep-20	Completed
Conduct Strategic Planning Workshop	GM	Board	Oct-20	Feb-21	In Progress
Emergency Response					
Conduct an Emergency Response Drill/Training	ASsup	ASM, FSS, FSSup, FST III	Mar-21	Jun-21	Not Started
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, FSS, FSSup, Safety Committee	Jul-20	Jan-21	In progress
Update existing Safety Programs & Policies	ASM	GM, TSM, FSS, FSSup, Safety Committee	Jan-21	Apr-21	Not Started
Conduct Employee Interviews					
General Manager Check-in	GM	ASM, ASsup	Oct-20	Dec-20	Completed
Compensation	GM	ASM, ASsup	May-21	Jun-21	Not Started
Leadership Coaching	GM	Management Staff	Jul-20	Jun-21	In Progress
Employee Recognition					
Annual Employee BBQ	EA	ASsup, AS	Jul-20	Sep-20	Postponed
Holiday Function	EA	ASsup, AS	Aug-20	Dec-20	Postponed



### 3. Services

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Replace Vapex Odor Control Machines Batiquitos Pump Station Leucadia Pump Station	FSSup FSSup	FSS, FS Staff FSS, FS Staff	Jul-20 Jul-20	Oct-20 Oct-20	Completed Completed
Purchases Pump Station Replacement Truck CCTV Replacement Truck Portable Trash Pump Replace 2 Gas Monitors Emergency by-pass connector for Batiquitos	FSS FSSup FSSup FSSup FSSup	FSSup, FS Staff FSS, FS Staff FSS, FS Staff FSS, FS Staff FSS, FS Staff	Aug-20 Jul-20 Jan-21 Jan-21 Sep-20	Oct-20 Nov-20 Mar-21 Mar-21 Nov-20	Completed Completed Completed Completed In Progress
Smoke Testing in Old Town Area FOG Inspections - Complete 10 Review Repair Priority List	FSSup FSSpec FSSpec	FSS, FS Staff FSSup, FS Staff FSSup, FS Staff	Aug-20 Jul-20 Nov-20	Nov-20 Jun-21 Dec-20	Completed In Progress In Progress
Purchase Spare Chemical Metering Pump (AWT) Replace both Check & Effluent Valves (AWT) Replace Landscape Irrigation Supply Pumps (AWT)	FSS FSS FSS	FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff	Sep-20 Jul-20 Dec-20	Nov-20 Sep-20 Mar-20	Completed Completed Not Started
Administration Building and Facility Updates Replace Gate Operators Roof - Skylight Repairs	FSSpec FSSpec	FSSup, FS Staff FSSup, FS Staff	Jul-20 Jul-20	Aug-20 Aug-20	Completed In Progress
By-Pass Pumping Drills Batiquitos Pump Station VP5 Pump Station	FSSup FSSup	FSS, FS Staff FSS, FS Staff	Oct-20 Nov-20	Dec-20 Dec-20	In Progress Completed
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Feb-21	May-21	Not Started
SSMP Audit	FSS	FSSup, FSSpec	Aug-20	Nov-20	Completed
Public Outreach Services Develop Relevant FaceBook Content LWD Teacher Grant Program Participate in CSDA Video Contest (CSDA revised dates of program) Write, Design, Print, & Mail 2020 Fall Newsletter Evaluate Public Outreach Services contract	ASsup ASsup ASsup ASsup ASM	GM, ASM, FSSup, FS Staff AS, RTP AS, RTP GM, ASM, EA, AS GM, ASsup, EA	Jul-20 Aug-20 Jun-20 Jul-20 Nov-20	Jun-21 Nov-20 Dec-20 Nov-20 Mar-21	In Progress Completed Completed Completed In Progress
Awards Apply for CWEA Awards Apply for CSDA District of Transparency Apply for CSDA District of Distinction	FSS EA EA	TSM, ASM, FSSup	Oct-20 Feb-21 Feb-21	Nov-20 May-21 May-21	Completed Not Started Not Started
Evaluate Janitorial Services Contract	ASsup	ASM, EA, AS	Jan-21	Apr-21	Not Started
Records Retention Review stored records destroy those past retention period	EA	AS	Aug-20	Oct-20	Completed

#### 4. Infrastructure and Technology

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Leucadia Pump Station Rehabilitation Construction	TSM	GM, FSS, DE	Mar-20	Jun-21	In Progress
Orchard Wood Road Pipeline Replacement Complete Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Mar-19 Sep-20 Dec-20	Sep-20 Nov-20 Mar-21	Completed Cancelled Cancelled
Encintas Estates Pump Station Replacement Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	May-19 Jul-20 Nov-20	Jul-20 Oct-20 Oct-21	Completed Completed In Progress
FY 2020 Gravity Pipeline Rehab / Quebrada Realignment Bid Project Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	Jun-20 Sep-20	Aug-20 Mar-21	Completed In Progress
Diana Pump Station Upgrade Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Feb-20 Nov-20 Mar-21	Nov-20 Feb-21 Aug-21	In Progress Not Started Not Started
Hazard Mitigation Plan Update Plan Update Board Approval	TSM TSM	GM, FSS, DE GM, FSS, DE	Nov-20 Mar-21	Feb-21 Mar-21	In Progress Not Started
FY2021 Gravity Pipeline Rehabilitation Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-20 Oct-20 Jan-21	Oct-20 Dec-21 Apr-21	Completed In Progress Not Started
FY2021 L1/L2 Force Main Anode Replacement Project Design Award Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Sep-20 Oct-20 Nov-20	Sep-20 Oct-20 Dec-20	Completed Completed Completed
Village Park No. 5 PS New Chopper Pumps Develop Specification & Pump Selection Purchase Approval Order Pump & Select Contractor Install Pump	FSS FSS FSS FSS	GM, TSM, DE GM, TSM, DE GM, TSM, DE GM, TSM, DE	Jul-20 Sep-20 Sep-20 Jan-21	Aug-20 Sep-20 Dec-20 Jan-21	Postponed Postponed Postponed Postponed
Batiquitos PS Emergency Basin Upgrade Project Design Negotiate Contract Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-20 Dec-20 Mar-21	Nov-20 Feb-21 Jun-21	In Progress Not Started Not Started
Batiquitos PS Rehabilitation Project Design	TSM	GM, FSS, DE	Mar-21	Jun-21	Not Started
Refurbish Network Server Purchase, Program and Install	TSM		Aug-20	Sep-20	Completed
Upgrade District's Website Platform	ASsup	GM, ASM, EA, AS, TSM, FS, FSSupt, FSSpec	Jan-21	May-21	In Progress

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**December 9, 2020**

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

**1. Election of Officers for Calendar Year 2021**

The Board of Directors conducted elections for the 2021 Encina Joint Advisory Committee and Encina Wastewater Authority Board of Directors Chair, Vice-Chair and Secretary and appointed an EWA Auditor and Treasurer for 2021. The results are as follows:

- Chair – Keith Blackburn
- Vice Chair – Judy Ritter
- Secretary – Mike Steinlicht
- Auditor & Treasurer – LeAnn Warchol

**2. Fiscal Year 2020 (FY20) Comprehensive Annual Financial Report (CAFR)**

The Board of Directors received and filed the FY20 CAFR.

**3. Encina Ocean Outfall Plume Tracking Study and Shared Agreement**

The Board of Directors authorized the General Manager to execute a shared services agreement with San Elijo Joint Powers Authority (SEJPA) for a joint Ocean Outfall Plume Tracking Study in the amount of \$284,360.

**Executive Session**

**4. The Board of Directors met in closed session to discuss:**

- Conference with Legal Counsel – Anticipated litigation (Government Code section §54956.9(d)(4) - one potential matter; and

- Labor Negotiations (Government Code section §54957.6)  
Authorized representative: Scott McClelland

There was no reportable action.

# Human Resources Committee Meeting Report

Presented by Director Hanson

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## **Meeting held December 8, 2020**

The HRC reviewed the following recommendation:

- 1. Annual Review of the Board-General Manager/Staff Relations Policy**

There were no changes to this policy and the HRC concurred with staff to place this item on the January Board Agenda Consent Calendar.

# **Investment and Finance Committee Meeting Report**

Presented by Vice President Hanson

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## **Meeting held January 5, 2021**

### **1. Comprehensive Financial Plan Tracking Update**

The Committee received an update on the Comprehensive Financial Plan Tracking.

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 President Omsted

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## **Meeting held January 6, 2021**

1. The EC reviewed the following recommendation:

- Adopt Resolution No. 2343 – Lagasse Annexation

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

2. The EC also received updates on the following projects:

- Orchard Wood Road Sewer Rehabilitation Project;
- Leucadia Pump Station Rehabilitation Project; and
- FY20 Gravity Sewer Repair / Quebrada Realignment Project

These items were for information purposes and there was no action taken. The Orchard Wood Road Sewer Rehabilitation Project will be reviewed later in the agenda.

**MEMORANDUM**

**DATE:** January 7, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Resolution No. 2343 Requesting LAFCO to Take Proceedings for the Lagasse Change of Organization

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**RECOMMENDATION:**

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

1. Adopt Resolution No. 2343, Lagasse Annexation, as presented.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

This item was reviewed by the EC its January 6<sup>th</sup> meeting and the EC concurred with staff to present this item to the Board.

The proposed Lagasse Annexation into the Leucadia Wastewater District's (LWD) service area involves one parcel totaling 1.049 acres, located west of Interstate 5, south of Leucadia Boulevard and east of Orpheus Avenue.

This annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. Per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for a proposed lot split along with a new single-family residence. The connection of the existing single-family residence and the proposed lot split to the collection system requires the construction of approximately 800 feet of public sewer extension starting from N. Vulcan Avenue, continuing east on Orpheus Avenue, and then south on Sunset Drive before two (2) private lateral connections can be attained. The annexation is necessary to provide sewer service to these properties.

In addition to the annexation, the property owner has requested a Reimbursement Agreement (Agreement) for the privately funded public sewer extension. As stipulated in the Reimbursement Agreement, each adjacent property owner (Owner) that connects to the public sewer system within a ten (10) year period is required to remit a payment equivalent to the Owner's fair share for construction of the sewer extension. The District administers the Reimbursement Agreement and charges each subsequent Owner an administrative fee equivalent to 5% of the pro rata construction share charged to the Owner. The Reimbursement Agreement will be executed once construction is complete.

Approval of Resolution No. 2343 would authorize a boundary annexation.

LWD's collection and treatment systems have sufficient capacity to accommodate the existing single-family dwelling and proposed single-family dwelling. Attached please find a copy of Resolution No. 2343 for your review.

ier:PJB

Attachment



**RESOLUTION NO. 2343**

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

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

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

**WHEREAS**, the proposed Lagasse Change of Organization includes annexation of the Lagasse territory (*APN 256-314-53-00*) to the LWD; and

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

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

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

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

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

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

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

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

**PASSED AND ADOPTED** at a Regular meeting of the Board of Directors held on January 13<sup>th</sup>, 2021 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Donald Omsted, President

ATTEST:

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Paul Bushee, General Manager  
(SEAL)

**EXHIBIT "A"**

**"LAGASSE-SUNSET DRIVE CHANGE OF ORGANIZATION"**

**ANNEXATION TO LEUCADIA WASTEWATER DISTRICT**

**GEOGRAPHICAL DESCRIPTION**

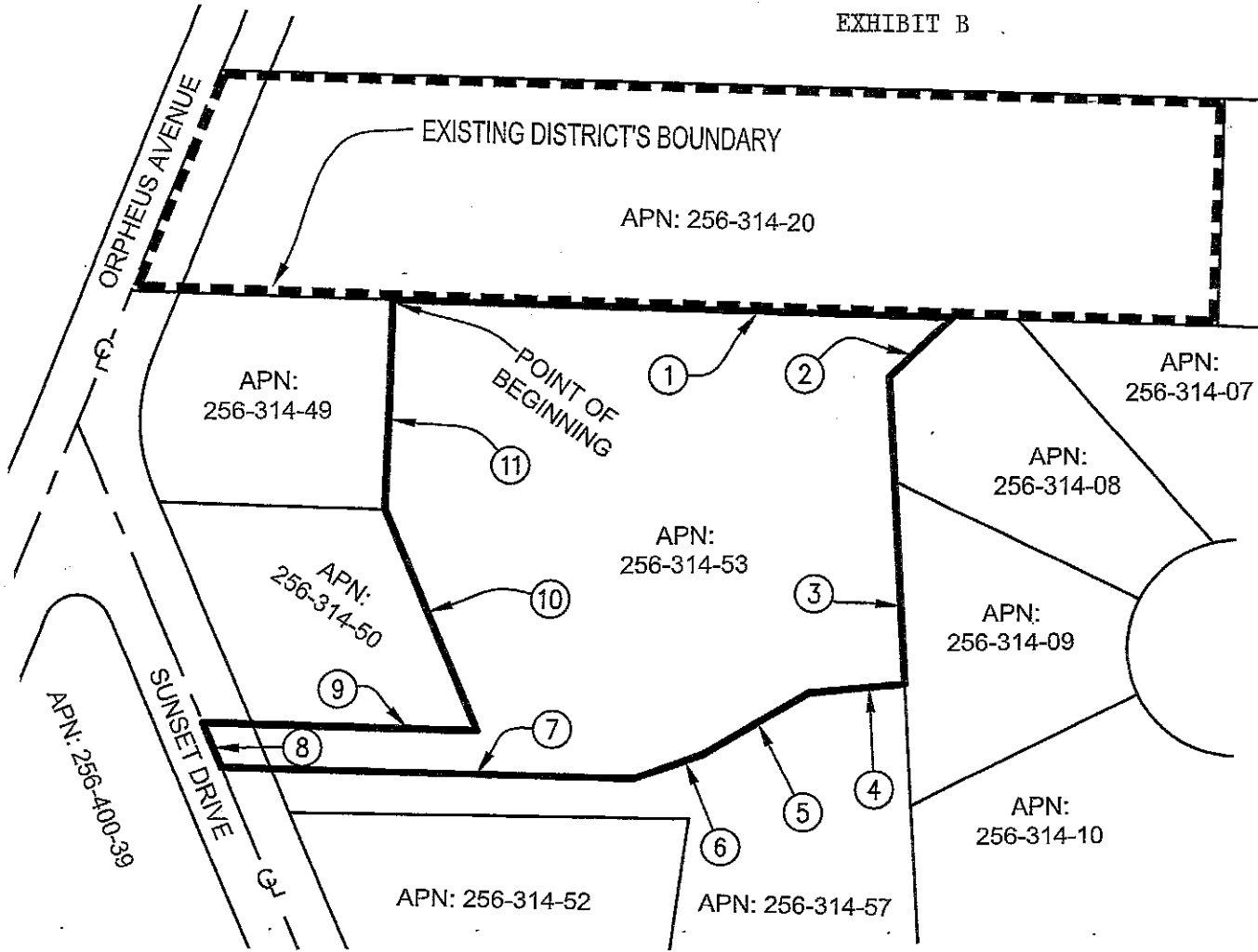
A PORTION OF LOT 3 IN BLOCK "W" OF SEASIDE GARGENS ANNEX IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEROF NO. 1801, TOGETHER WITH A PORTION OF SUNSET DRIVE. DESCRIBED AS FOLLOWS:

**BEGINNING** AT A POINT IN THE NORTHERLY LINE OF SAID LOT 3 DISTANT THEREON SOUTH 88°46'49" EAST 94.53 FEET FROM THE NORTHWEST CORNER THEREOF;

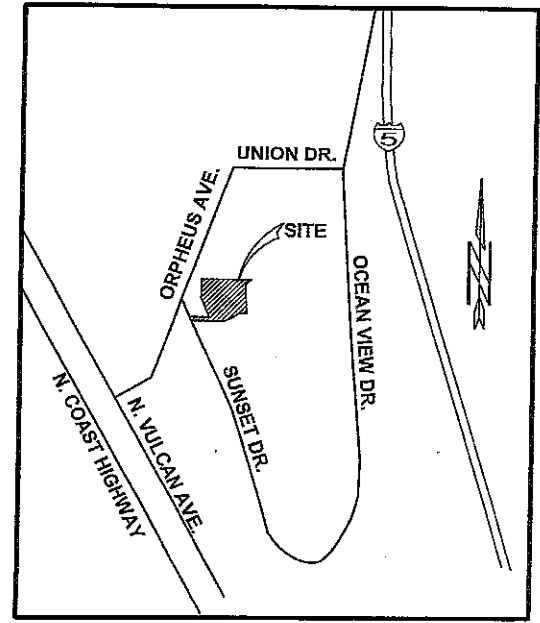
1. THENCE NORTH 88°46'49" WEST 249.65 FEET ALONG THE NORTHERLY LINE OF SAID LOT;
2. THENCE SOUTH 45°43'41" WEST 39.15 FEET;
3. THENCE SOUTH 03°43'25" EAST 141.82 FEET;
4. THENCE SOUTH 84°12'37" WEST 42.80 FEET;
5. THENCE SOUTH 58°45'42" WEST 54.80 FEET;
6. THENCE SOUTH 69°32'42" WEST 32.66 FEET;
7. THENCE NORTH 88°49'09" WEST 183.19 FEET TO A POINT IN THE CENTERLINE OF SAID SUNSET DRIVE;
8. THENCE ALONG SAID CENTERLINE NORTH 22°59'12" WEST 21.92 FEET;
9. THENCE LEAVING SAID CENTERLINE SOUTH 88°49'09" EAST 121.54 FEET;
10. THENCE NORTH 22°53'35" WEST 109.58 FEET;
11. THENCE NORTH 01°15'05" EAST 95.94 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 45,719 SQUARE FEET, MORE OR LESS.

EXHIBIT B



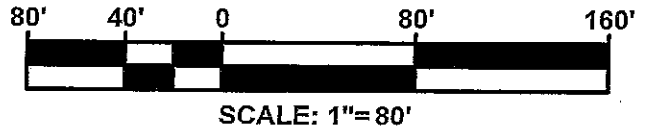
- COURSES:**
- ① N 88°46'49" W 249.65'
  - ② S 45°43'41" W 39.15'
  - ③ S 03°43'25" E 141.82'
  - ④ S 84°12'37" W 42.80'
  - ⑤ S 58°45'42" W 54.80'
  - ⑥ S 69°32'42" W 32.66'
  - ⑦ N 88°49'09" W 183.19'
  - ⑧ N 22°59'12" W 21.92'
  - ⑨ S 88°49'09" E 121.54'
  - ⑩ N 22°53'35" W 109.58'
  - ⑪ N 01°15'05" E 95.94'



**VICINITY MAP**  
NOT TO SCALE

**LEGEND:**

- EXISTING LEUCADIA WASTEWATER DISTRICT BOUNDARY
- PROPOSED LEUCADIA WASTEWATER DISTRICT BOUNDARY



ASSESSOR'S PARCEL MAP: 256-314-53	LAFCO RESOLUTION NO.	ACREAGE: 1.049	DATE: 12/29/2020	SCALE: 1"=80'
LEUCADIA WASTEWATER DISTRICT 1960 LA COSTA AVE, CARLSBAD, CA 92009		WALSH ENGINEERING & SURVEYING, INC. 607 ALDWYCH ROAD EL CAJON, CA 92020 (619) 588-6747		

**MEMORANDUM**

**DATE:** January 7, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** **Comprehensive Financial Plan Tracking**



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**RECOMMENDED:**

- 1) This item is presented for information purposes only.

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

This item was reviewed by the IFC its January 5<sup>th</sup> meeting and the IFC concurred with staff to present this item to the Board.

During 2018, LWD updated the District's Financial Plan. The purpose of the Financial Plan is to ensure the financial stability of the District through a long-term financial planning process that projects future financial conditions and provides guidance in our decision-making process. As you may recall, at the January 2018 meeting, the Board approved a professional services agreement with Raftelis Financial Consultants to update the Financial Plan. The Financial Plan Update was completed June 6, 2018.

Each year, following the completion of our annual audit, staff updates the Financial Plan model using these current audited figures and adds the following year's budget figures as well. Staff has completed this year's internal update and will present an overview of how LWD is currently tracking with the 2018 Comprehensive Financial Plan for the Board's information.

rad:PJB

**MEMORANDUM**

**DATE:** January 7, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** 2021 Board of Directors Committee Assignments

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**RECOMMENDATION:**

1. Discuss and take action as appropriate.

**DISCUSSION:**

Resolution No. 2309 calls for the Board President to appoint committee members in January of each year. To facilitate this discussion, a summary of current committee assignments and appointments is attached.

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

Attachment

tb:PJB



## Board of Directors' Committee Assignments

### **Engineering Committee**

Director Allan Juliussen, Chair  
President Donald Omsted

### **Investment & Finance Committee**

Vice President Judy Hanson, Chair  
President Donald Omsted

### **Community Affairs Committee**

Director Elaine Sullivan, Chair  
Director Matthew Brown

### **Human Resource Committee**

Vice President Judy Hanson, Chair  
President Donald Omsted



## **Board of Directors' and Manager Appointments and Assignments**

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

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

### **Other Assignments:**

#### **Vice President Judy Hanson**

- CSRMA Board of Directors Board Member

#### **Director Allan Juliussen**

- EWA Capital Improvement Committee (CIC) Member

#### **Director Elaine Sullivan**

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

#### **General Manager Paul Bushee**

- Encina Wastewater Authority Member Agency Managers Committee
- Encina Wastewater Authority Board (Alternate)
- San Diego LAFCO Special District Advisory Committee