



**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:** 840 8421 3619      **Passcode:** 320969

**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, March 10, 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. Achievement of Organizational Objective – Cost Sharing of CSRMA Dividends (Pages 5-7)

## **CONSENT CALENDAR**

Items 7-11 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:

February 10, 2021 Regular Board Meeting (Pages 8-17)  
March 2, 2021 Community Affairs Committee Meeting (Pages 18-19)  
March 3, 2021 Engineering Committee Meeting (Pages 20-21)

### **8. Approval of Demands for February/March 2021**

This item provides for Board of Directors approval of all demands paid from LWD during the month of February and a portion of March 2021. (Pages 22-40)

### **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 41-47)

### **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 48-55)

### **11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of February 2021. (Pages 56-57)

## **EWA REPORTS**

### **12. Encina Wastewater Authority Reports**

- A. A regular EWA Board Meeting was held on February 24, 2021 via video conference – report by Director Sullivan. (Page 58)
- B. An Encina Member Agency Manager's (MAM) Meeting was held on March 2, 2021 – report by GM Bushee. (Verbal)

## **COMMITTEE REPORTS**

### **13. Committee Reports**

- A. Community Affairs Committee meeting was held on March 2, 2021 via videoconference – report by Director Brown. (Page 59)
- B. Engineering Committee meeting was held on March 3, 2021 via videoconference – report by President Omsted. (Page 60)

## **ACTION ITEMS**

### **14. Update of the District's Hazard Preparedness and Mitigation Plan**

Receive and file the 2021 Update of the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC. (Pages 61-66)

### **15. Fiscal Year 2022 (FY22) Budget Development Schedule (Page 67)**

### **16. Call for Nominations to the San Diego Local Agency Formation Commission (LAFCO) Alternate Member Election (Pages 68-71)**

### **17. Review of Strategic Planning Facilitator Proposals (Page 72)**

## **INFORMATION ITEMS**

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

- A. LWD Proposed Rate Increase. (Verbal)

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

- A. CSDA Virtual Quarterly Meeting was held February 18, 2021 via videoconference. (Page 73)

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

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

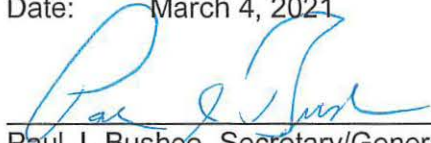
### **22. Board of Directors' Comments**

### **23. 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: March 4, 2021



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Paul J. Bushee, Secretary/General Manager

**MEMORANDUM**

**DATE:** March 4, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Achievement of Organizational Performance Objective**

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

Cost Sharing of CSRMA Retrospective Refunds or Dividends

At its January 2020 meeting, the CSRMA Board of Directors approved the distribution of dividend payments from the pooled liability insurance program to LWD in the amount of \$28,437.00 (see attached letter). The dividend reflects LWD's excellent risk management record and an ongoing commitment to safety. This meets an organizational objective under LWD's Incentive Program which authorizes a 50% cost sharing of the dividend amount with employees. Consequently, each employee is eligible for an incentive compensation award of \$789.92. Table 1, below, summarizes the allocation of the CSRMA dividend and calculation of this incentive compensation award.

Table 1

Dividend Amount	\$28,437.00
50% of Net Dividend (amount eligible for incentive compensation)	\$14,218.50
Incentive Compensation Award Per Employee (18 positions)	\$789.92

Please join me in congratulating LWD for its excellent safety awareness program.

tb:PJB

Attachment

# CSRMA California Sanitation Risk Management Authority



c/o ALLIANT INSURANCE SERVICES, INC.  
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Insurance License No.: 0C36861  
Tel: 415.403.1400 Fax: 415.874.4813

**OFFICERS:**

Craig Murray, *President*  
805.684.7214  
Sandeep Karkal, *Vice President*  
415.892.1694

**PAST PRESIDENTS:**

Greg Baatrup  
2018-2020  
Paul Bushee  
2014-2018

February 19, 2021

Mr. Paul Bushee  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

**Pooled Liability Program**  
**Twenty-Ninth Dividend Declaration**

Dear Paul:

On January 28, 2021, in accordance with the Board adopted Policy and Procedure, the Board of Directors declared a dividend. Dividends declared reflect favorable results from Program Years 1986/87 – 2014/15. Enclosed is Leucadia Wastewater District's dividend share in the amount of \$28,437.

All agencies share in dividends through the formula adopted by the Board of Directors. Dividends are in addition to the Retrospective Rating Program, which limits returns to 25% of a member's original deposit. Any remaining unencumbered funds up to 25% of the amount in any one year are shared among the membership as dividends.

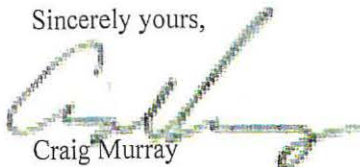
This year, our 35th year of providing service to our membership, the total amount of the dividend declared is \$1,344,560. This remarkable result is reflective of a continued effort in *effective risk management* by member agencies, as well as through the hard work of the CSRMA claims management staff, Program Committee, and the Executive Board.

We expect to declare dividends again next year, the calculation of which will incorporate all prior program years including 2015/16. Overall, the Pooled Liability Program has returned almost \$26 million in dividends since its inception, giving a clear indication that the program continues to remain fiscally healthy and is meeting the needs of the membership.

Please contact Myron Leavell, [mleavell@alliant.com](mailto:mleavell@alliant.com), if you should have any questions.

Thank you for your continued participation.

Sincerely yours,



Craig Murray  
President



*A Joint Powers Authority*

CALIFORNIA SANITATION  
RISK MANAGEMENT AUTHORITY  
C/O ALLIANT INSURANCE SERVICES, INC.  
100 PINE STREET 11TH FLOOR  
SAN FRANCISCO, CA 94111

UNION BANK OF CALIFORNIA  
GOVERNMENT SERVICES #291  
SAN FRANCISCO, CA 94104  
16-49-1220

G 21471

PAY TO THE  
ORDER OF

LEUCADIA WASTEWATER DISTRICT

02/01/2021

\$ 28,437.00

DOLLARS

Twenty-eight thousand four hundred thirty-seven and 00/100

THIS CHECK EXPIRES AND IS VOID 45 DAYS FROM ISSUE DATE

LEUCADIA WASTEWATER DISTRICT  
1960 La Costa Avenue  
Carlsbad, CA 92009

MEMO

PLP Dividends 2020

⑈021471⑈ ⑈122000496⑈ 2840026936⑈

AUTHORIZED SIGNATURE

CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY C/O ALLIANT INSURANCE SERVICES, INC.

02/01/2021

LEUCADIA WASTEWATER DISTRICT

PLP Dividends 2020

G 21471

28,437.00

General Checking - UB:General Checking PLP Dividends 2020

28,437.00

LEUCADIA WASTEWATER DISTRICT  
1960 LA COSTA AVENUE  
CARLSBAD, CA 92009  
(760) 753-0155

RECEIVED FROM: CSRMA c/o ALLIANT

DATE: 2/22/21

NO: 3911

\$ 28,437.00

TWENTY-EIGHT THOUSAND FOUR HUNDRED THIRTY-SEVEN &  
DOLLARS

FOR: PLP DIVIDENDS 2020

AMOUNT OF ACCOUNT \$

AMOUNT PAID \$ 28,437.00

BALANCE DUE \$

BY: *Thank You*

CASH  
 CHECK  
 M.O.  
 CREDIT CARD

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 February 10, 2021

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, February 10, 2021 at 5:00 p.m. via teleconference.

**1. Call to Order**

President Omsted called the meeting to order at 5:05 p.m.

**2. Roll Call**

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

**DIRECTORS ABSENT:**

**OTHERS PRESENT:** General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Field Services Supervisor Marvin Gonzalez, Field Services Specialist Ian Riffel, Field Services Technician III James Hoyett, Neal Bloom and Iris Grootenhuis of Rising Tide Partners, Barry Willis of San Diego LAFCO / Alpine Fire Protection District, and Chris Brown of Alchemy Consulting

**3. Pledge of Allegiance**

President Omsted led the pledge of allegiance.

**4. General Public Comment Period**

Mr. Barry Willis of San Diego LAFCO introduced himself stating that he is always available to discuss San Diego LAFCO issues and he left his contact information.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

**A. 5 Year Service Award – Richard Duffey**

GM Bushee introduced Administrative Services Manager Richard Duffey, stating that he recently passed his 5<sup>th</sup> year anniversary at the District. He provided background information about Richard and noted that under LWD's incentive program Richard is eligible for a \$100 incentive award.



The Board congratulated Richard for his efforts.

**B. Adopt Resolution No. 2344 – In Appreciation of James Hoyett for His Outstanding Service and Commitment to Leucadia Wastewater District**

GM Bushee presented FST III James Hoyett with the Resolution of Appreciation, noting James' accomplishments throughout his career at the District.

The Board and staff congratulated James on his upcoming retirement and thanked him for his hard work and contributions to the District.

Upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2344 - In Appreciation of James Hoyett for His Outstanding Service and Commitment to Leucadia Wastewater District by the following vote:

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

**CONSENT CALENDAR**

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

Minutes of the following meetings:

- January 13, 2021 Regular Board Meeting
- February 1, 2021 Investment and Finance Committee Meeting
- February 2, 2021 Community Affairs Committee Meeting
- February 3, 2021 Engineering Committee Meeting

**8. Approval of Demands for January/February 2021**

Payroll Checks numbered 22493-22537; General Checking Checks numbered 55084-55172

**9. Operations Report** (A copy was included in the original February 10, 2021 Agenda)

**10. Finance Report** (A copy was included in the original February 10, 2021 Agenda)

**11. Quarterly Treasurer's Report**

This report discloses investments for the quarter ending December 31, 2020.

**12. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of January 2021.

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

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

### EWA and COMMITTEE REPORTS

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

A. A regular EWA Board Meeting was held on January 27, 2021.

Director Sullivan reported on EWA's January 27, 2021 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on February 2, 2021.

GM Bushee reported on EWA's MAM February 2, 2021 meeting.

#### 14. Committee Reports

A. An Ad Hoc Committee Meeting was held on January 14, 2021.

Director Sullivan reported that the Ad Hoc Committee reviewed the following Strategic Planning Facilitator Proposals.

- Barber & Gonzales Consulting Group;
- Sterling Insights;
- Regional Government Services; and
- Confidence Consulting

Director Sullivan stated the Ad Hoc Committee and staff discussed the four proposals in detail and reviewed the ratings for each firm. The Ad Hoc Committee is recommending Confidence Consulting as the Strategic Planning Facilitator. This item will be discussed later in the agenda.

B. Investment and Finance Committee (IFC) Meeting was held on February 1, 2021.

Vice President Hanson stated the Investment and Finance Committee (IFC) reviewed the following recommendation:

- Authorize the General Manager to execute a one-year contract amendment (contract amendment No. 2) with Davis Farr LLP for Financial Auditing Services for Fiscal Year 2021 (FY21) in an amount not to exceed \$23,500

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

Vice President Hanson also stated that staff presented the Annual Review of LWD's Reserve Fund Policy and is not recommending any changes. She noted that the IFC concurred with staff to recommend that the Board of Directors to receive and file the annual review of the reserve policy and this item will be discussed later in the agenda.

C. Community Affairs Committee (CAC) Meeting was held on February 2, 2021.

Director Brown reported that the CAC reviewed the following recommendation:

- Authorize the General Manager to execute a Professional Services Agreement with Rising Tide Partners (RTP) for Public Information Services in an amount not to exceed \$49,764.00

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

The CAC also received updates on the following: Website Update; LWD Virtual Tour Video; and Teacher Grant School Giveaways.

These items were for information purposes and no action was taken. Director Brown noted that the LWD Virtual Tour Video will be discussed later in the agenda.

GM Bushee stated that the updated website did not go live today but should go live in the next day or two.

Vice President Hanson stated she viewed the LWD Virtual Tour Video and it is excellent.

D. Engineering Committee (EC) Meeting was held on February 3, 2021.

President Omsted reported that EC reviewed the following recommendations:

- Authorize the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the Fiscal Year 2021 Cured-in-Place Pipe Lining Project in an amount not to exceed \$342,806; and
- Award of Purchase Contract to Procure an Easement Machine and Authorize Transfer of Capital Funds

Recommendation 1: Authorize the General Manager to execute a Purchase Agreement with Plumber's Depot for the purchase of a new Easement Machine with a trailer in an amount not to exceed \$53,034.55.

Recommendation 2: Authorize a transfer of \$54,000 in capital funds from the Capital Program Orchard Wood Road Sewer Rehabilitation account, 50-51-0365-6499, to the Capital Acquisitions Sewer Maintenance Equipment account, 50-99-0000-6350.

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

The EC also received updates on the following projects: Development Projects Summary; Leucadia Pump Station Rehabilitation Project Update; and FY20 Gravity Sewer Repair / Quebrada Realignment Project Update.

These items were for information purposes and there was no action taken. The Leucadia Pump Station Rehabilitation Project Update will be discussed later in the agenda

## ACTION ITEMS

### 15. **Contract Amendment No. 3 to Rising Tide Partners for Public Information Services**

Authorize the General Manager to execute a one-year contract Amendment with Rising Tide Partners (RTP) for the Public Information Services Agreement in an amount not to exceed \$49,764.

ASsup Hill introduced the item and provided background information. She stated that RTP has been working with LWD for 5 years and their contract is up for renewal. ASsup Hill stated that staff has negotiated a new one-year professional services agreement with a scope of work and fees. She then reviewed the specific tasks included in the agreement.

Director Sullivan asked if public information contracts are normally one-year at a time. ASsup Hill stated they are not normally one year. GM Bushee clarified that RTP's original contract was three years with the option for a two-year extension. He stated that through the years LWD has used various public information consultants and staff has been extremely pleased with RTP.

Director Sullivan stated that she is very happy with RTP's work, original ideas, and newsletter writing. President Omsted concurred with Director Sullivan and he said RTP is the best public outreach firm LWD has worked with since he has been on the Board. Vice President Hanson agreed with President Omsted.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Brown, and unanimously carried, the Board of Directors authorized the General Manager to execute a one-year contract Amendment with Rising Tide Partners (RTP) for the Public Information Services Agreement in an amount not to exceed \$49,764 by the following vote:

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

### 16. **Fiscal Year 2021 Cured-in-Place Pipe Lining Project**

Authorize the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the Fiscal Year 2021 Cured-in-Place Pipe Lining Project in an amount not to exceed \$342,806.

FSSpec Riffel presented the item noting it is a Fiscal Year 2021 Tactical Goal. He provided background information noting the goal of the project is to repair and/or replace pipeline segments and manholes that have been determined to be of a defect "Rating 3."

FSSpec Riffel stated that IEC completed the design for the project in November 2020 with an

estimated cost of \$540,000. The District subsequently published a Notice Inviting Bids with bids due January 12, 2021. He stated that the District received one bid from Nu Line Technologies, LLC (Nu Line), in amount of \$342,806, which is nearly \$200,000 under the Engineer's estimate. FSSpec Riffel noted that the project consists of lining many easements which may have contributed to the lack of bids. He said that Nu Line has worked on three other projects for the District and IEC and staff recommend the project be awarded to Nu Line Technologies, LLC as the lowest responsive and responsible bidder.

Director Brown asked why no other cured-in-place contractors submitted bids. FSSpec Riffel stated he followed up with Insituform and Sancon and both contractors said it was a combination of the difficult easement work and being too busy right now.

TSM Morishita stated that Nu Line is based in Encinitas and since they have worked with LWD in the past, they are very familiar with LWD's easements and are able to submit a more aggressive bid.

Director Juliussen stated that the EC reviewed this recommendation and based on Nu Line's experience agreed to forward the recommendation to the Board.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Vice President Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Nu Line Technologies, LLC for construction services to complete the Fiscal Year 2021 Cured-in-Place Pipe Lining Project in an amount not to exceed \$342,806 by the following vote:

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

**17. Award of Purchase Contract to Procure an Easement Machine and Authorize Transfer of Capital Funds**

Recommendation 1: Authorize the General Manager to execute a Purchase Agreement with Plumber's Depot for the purchase of a new Easement Machine with a trailer in an amount not to exceed \$53,034.55.

Recommendation 2: Authorize a transfer of \$54,000 in capital funds from the Capital Program Orchard Wood Road Sewer Rehabilitation account, 50-51-0365-6499, to the Capital Acquisitions Sewer Maintenance Equipment account, 50-99-0000-6350.

FSSup Gonzalez presented the item reminding the Board that the Orchard Wood Road Pipeline Replacement Project had been canceled due to the estimated high construction cost and that the Easement Machine would facilitate maintenance of this pipeline.

FSSup Gonzalez stated that access to properly hydro-clean the pipelines by Vactor Combination truck in the Orchard Wood easement area is very difficult. He stated an Easement Machine would make line cleaning more efficient.

FSSup Gonzalez continued that staff requested quotes for an Easement Machine from four vendors and five were received. Plumbers Depot returned the lowest quote at \$53,034.55. He also stated that within the request for quotes, staff specified an Easement Machine that operates with wheels, rather than tracks, to prevent damage to the Omni La Costa Resort turf areas.

FSSup Gonzalez noted that the procurement of the Easement Machine was not included in the FY21 budget. He stated that staff is requesting the Board's approval to transfer \$54,000 from the cancelled Orchard Wood Road Pipeline Rehabilitation Project account (\$436K budgeted), to the Capital Acquisitions Sewer Maintenance Equipment account to fund the procurement.

Director Brown asked if the Easement Machine was retrofitted with wheels or if it comes with wheels. FSSup Gonzalez stated it comes with wheels.

Director Juliussen stated that the EC reviewed this recommendation and the Easement Machine is environmentally friendly.

Upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and unanimously carried, the Board of Directors approved Recommendations 1 and 2 by the following vote:

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

**18. Contract Amendment No. 2 to Davis Farr LLP for Financial Auditing Services**

Authorize the General Manager to execute a one-year contract amendment (contract amendment No 2) with Davis Farr LLP for Financial Auditing Services for Fiscal Year 2021 (FY21) in an amount not to exceed \$23,500.

ASM Duffey presented the recommendation stating that the Board of Directors authorized an initial three-year contract with Davis Farr LLP for financial auditing services for Fiscal Years ending 2016 through 2018, with the option to extend for two additional years. He stated that a two-year extension (contract amendment No.1) was subsequently approved and it ended in FY 2020.

ASM Duffey noted that he will be retiring in July 2021 and staff believes it is in the District's best interest to maintain continuity with our current auditing firm during this time.

Following discussion, upon a motion duly made by Director Brown, seconded by Vice President Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute a one-year contract amendment (contract amendment No 2) with Davis Farr LLP for Financial Auditing Services for Fiscal Year 2021 (FY21) in an amount not to exceed \$23,500 by the following vote:

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

**19. Annual Review of LWD Reserve Fund Policy**

Receive and file the Annual Reserve Policy Review Report.

ASM Duffey presented the recommendation indicating the purpose of the policy and that it was last revised in February 2020. He noted that the policy calls for annual review by the Board of Directors. ASM Duffey noted that staff has reviewed the Reserve Policy and is not recommending changes. ASM Duffey also provided an overview of the FY 2020 reserve balances.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director

Juliussen, and unanimously carried, the Board of Directors received and filed the Reserve Fund Policy Review Report by the following vote:

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

**20. Strategic Planning Facilitator**

Authorize the General Manager to execute an agreement with Confidence Consulting to provide strategic planning services in an amount not to exceed \$10,200.

GM Bushee provided background information on the item noting that at the November 2020 Board meeting, the Board appointed an Ad Hoc Committee (Committee) consisting of President Omsted and Director Sullivan to work with staff to procure a strategic planning facilitator. The Committee subsequently met on December 3, 2020 and January 14, 2021.

GM Bushee stated that on December 3<sup>rd</sup> the Committee reviewed the draft request for proposals (RFP) and a potential mailing list of six strategic planning consultants. The Committee decided to shortlist the firms and distribute the RFP to the following: Barber & Gonzales Consulting Group; The Tamayo Group; Regional Government Services; and Confidence Consulting.

GM Bushee stated that during the RFP response period, the Tamayo Group, Inc, indicated that they would be unable to respond and subsequently referred the RFP to a firm named Sterling Insights. Four firms submitted proposals by the January 7<sup>th</sup> deadline and they included the following: Barber & Gonzales Consulting Group; Sterling Insights; Regional Government Services; and Confidence Consulting.

GM Bushee said that on January 14<sup>th</sup> the Committee met to review and discuss the proposals. He noted that the Committee and staff discussed the four proposals in detail and reviewed the ratings for each firm. The Committee and staff felt that Confidence Consulting's approach to the strategic planning effort was superior. GM Bushee then provided background information on Confidence Consulting, which is led by Mr. Jeff Bills.

As a result, the Committee is recommending that Confidence Consulting serve as the Strategic Planning Facilitator to the Board of Directors. He noted that due to the strength of Confidence Consulting's proposal, the Committee opted to forego the interview process and proceed with a recommended agreement.

Director Juliussen stated that he hoped the Committee would have selected a new firm as the strategic planning facilitator. He stated he hoped the Board could find someone they all agree on. Vice President Hanson agreed. Director Sullivan noted that Confidence Consulting's approach was new and innovative when compared to the other proposals.

Director Brown stated he would like to hear more from the Ad Hoc Committee on why they are recommending Confidence Consulting. Director Sullivan responded and stated reasons why she felt Confidence Consulting's proposal was a standout compared to the others. President Omsted added that Confidence Consulting was not his top choice. However, after reviewing the proposals and

discussing them with staff and the Committee, President Omsted said he changed his mind. President Omsted noted that Confidence Consulting has done an excellent job with staff.

Following a lengthy discussion, GM Bushee noted that the Ad Hoc Committee is recommending that the Board execute an agreement with Confidence Consulting to provide strategic planning services. Director Sullivan made a motion to approve the recommendation. There was no second.

The Board further discussed the next steps forward in the process. Director Brown suggested that this item be brought back to the Board at its March meeting. GC Brechtel stated that the most productive decision would be to have the Board review all the proposals and consider this issue at the March Board meeting. GM Bushee agreed to send all proposals to the Board for their review.

Upon a motion duly made Director Brown, seconded by President Omsted, and carried, the Board of Directors decided to review the four submitted Strategic Planning Facilitator Proposals and to bring this item back to the March Board meeting for further discussion by the following vote:

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

## 21. Call for Nominations to the CSDA Board of Directors Seat A

EA Baity presented the item stating that CSDA is seeking nominations for its Board of Directors for Seat A. She stated the deadline for receipt of all nominations is March 29, 2021. She noted that the incumbent, Jo MacKenzie, is running for re-election and staff has no recommendation on this matter.

Director Brown asked how long is the term. EA Baity answered it is for three years.

Following discussion, the Board chose not to submit a nomination.

## INFORMATION ITEMS

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

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

TSM Morishita presented an update to the Leucadia Pump Station Rehabilitation Project noting that President Omsted had asked at the February 3<sup>rd</sup> EC meeting that this be presented to the full board at the February Board meeting.

TSM Morishita reviewed the project location and stated that the odor control facility side stream piping portion of the project is still taking place. He presented images that showed the construction of the brick wall that will be surrounding the odor control facility.

TSM Morishita then showed images of the modification inside the emergency basin. TSM Morishita also reviewed the bypass plan and how it was tested.

Director Brown asked if the last picture is the temporary pump that will be moved. TSM Morishita answered affirmatively.



President Omsted asked if the flow at the pump station increased during the Super Bowl halftime. TSM Morishita stated he hadn't reviewed the flow reports for Sunday but there were no issues reported that day.

**B. LWD Virtual Tour Video**

ASsup Hill provided background information on the LWD Virtual Tour Video created by Rising Tide Partners (RTP). President Omsted suggested that the video link be sent to the Board since the majority of the Board had already seen the video. GM Bushee stated link video would be emailed to the Board so they could view it if they hadn't already.

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

**A. The 2021 CASA Winter Virtual Conference was held January 27-28, 2021 via video conference.**

Vice President Hanson stated it was a good conference. She said she enjoyed the roundtables, especially the one on climate change. She noted Encina won an award.

Director Sullivan stated she also enjoyed the roundtables and she noted that some presentations are better on Zoom since they can bring in presenters who may be located too far away to physically attend a conference. She stated the roundtable on wastewater testing for COVID was fascinating.

President Omsted stated he really enjoyed the roundtable on co-digestion in Denmark.

**24. General Manager's Report**

None.

**25. General Counsel's Report**

GC Brechtel reported on the following items:

- EDU's - City of Ojai versus the CA Department of Housing; and
- Assembly Bill 377 – Water Quality

**26. Board of Directors' Comments**

Director Juliussen thanked staff for doing a great job.

**27. Closed Session**

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

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

**28. Adjournment**

President Omsted adjourned the meeting at approximately 7:06 p.m.

\_\_\_\_\_  
Donald F. Omsted, President

\_\_\_\_\_  
Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
March 2, 2021

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, March 2, 2021 at 11:00 a.m., via video conference.

**1. Call to Order**

Chairperson Brown called the meeting to order at 11:02 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Brown and Juliussen

DIRECTORS ABSENT: None

OTHERS PRESENT: Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Neal Bloom, Iris Grootenhuis, and Corrine Naliboff with Rising Tide Partners

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Discussion of Spring 2021 Newsletter Proposed Article Topics and Production Schedule.

ASsup Hill presented the subject item. She then introduced Mr. Neal Bloom of Rising Tide Partners (RTP) to provide a brief summary of the proposed newsletter article topics.

Chairperson Brown suggested that the lead article be changed from Smoke Testing to Teacher Grant Recipients or the Virtual Tour. He stated that these topics impact more District residents than the Smoke Testing. Chairperson Brown suggested moving the Smoke Testing article to a main article instead of a lead article. Director Juliussen agreed with Chairperson Brown.

Director Juliussen stated that COVID Detection in Wastewater could also be a good lead article, indicating wastewater testing for COVID is important. ASsup Hill noted that the District applied for a grant for testing of COVID in wastewater but did not receive the grant. Chairperson Brown stated that if LWD eventually receives the grant, that would be a good lead article in a future newsletter.

Chairperson Brown noted that a main concern for families right now are the issues with schools during the pandemic. He stated that it would be a good idea to highlight something positive within the local schools. Director Juliussen agreed. ASsup Hill and Mr. Bloom stated they would change the lead article to the Teacher Grant Recipients.

Mr. Bloom presented the remaining list of newsletter articles and how they could be positioned in the layout form. The CAC discussed the articles and agreed to include them in the newsletter.

Chairperson Brown asked if there is a way to acknowledge or thank long time District customers, indicating this idea is separate from the newsletter articles. He also asked

if it is possible to add a one to two sentence "Did You Know" or "Facts" section about the District. EA Baity noted that LWD does not maintain a customer data base because it bills customers on the property tax roll which makes it difficult to distinguish between various customers. Mr. Bloom added that the District engages with its customers in a proactive manner, such as acknowledging participants in the Lateral Grant Program. Staff and RTP stated they would look into other possible ways to acknowledge/thank long term customers and that they could add a facts section to the newsletter.

Chairperson Brown asked if the Smoke Testing video created by RTP could be viewed. Mr. Bloom shared the Smoke Testing video with the CAC.

Following discussion, the CAC authorized staff and RTP to proceed with the newsletter articles and the production schedule.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Brown adjourned the meeting at 11:43 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 March 3, 2021

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, March 3, 2021 at 9:00 a.m., via video conference.

**1. Call to Order**

Chairperson 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; Administrative Specialist Mark Brechbiel; District Engineer Dexter Wilson; and Kristin Norton of Titan Engineering & Consulting, LLC

**3. Public Comment**

None.

**4. New Business**

A. Receive and file the 2021 Update of the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC.

Ms. Norton presented the update of the District's Hazard Preparedness & Mitigation Plan (HMP) to the EC.

She reviewed the overall plan goals and objectives, the plan update process, identified hazards, and hazard profiles for each pump station.

Ms. Norton then reviewed the vulnerability assessment pertaining to direct damage, loss of function, and environmental impact on LWD's infrastructure. Ms. Norton further reviewed the mitigation and preparedness strategies for the identified vulnerabilities.

In conclusion, Ms. Norton stated that the mitigation and preparedness strategies have been divided into high priority and long term recommendations.

Following discussion, the EC concurred with staff to recommend that the Board receive and file the 2021 Update of the HMP.

**5. Information Items**

A. Development Projects Summary

GM Bushee asked if DE Wilson would like to discuss anything on the development projects spreadsheet. DE Wilson stated that there were no updates from the previous EC meeting. GM Bushee noted that with the EC's concurrence, staff will present only new projects or items of concern during this update moving forward. The EC agreed.

## B. Leucadia Pump Station Rehabilitation Project Update

TSM Morishita presented an update to the Leucadia Pump Station Rehabilitation Project. As a reminder he began by showing an overhead image of the District grounds where the project is taking place.

He continued by describing the work taking place in the meter vault. He stated that flow from the pump station will travel into the meter vault where a portion of sewage will then get diverted to the super-oxygenation system to be oxygenated in order to decrease odors and corrosion. The oxygenated sewage will then be returned to the force main at the meter vault.

TSM Morishita then reviewed how the new flow meter was installed. He described how the new discharge header was being installed. He also detailed the work that has taken place within the pump station dry well.

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

FSSpc Riffel presented an update to the FY20 Gravity Sewer Repair project. He started by providing a background of the project and stated that 13 of the 20 items have been completed.

FSSpc Riffel described work that just took place on Garboso Street in Carlsbad where approximately 280 feet of 8 inch PVC pipe was replaced due to a significant sag in the line. In addition, there were 7 lateral reconnections that were performed. He stated that the sag was causing grease to collect as well as strong odors. He stated that the construction crew installed approximately 50 feet of pipe line per day and that the pipe replacement on Garboso Street was completed in six days.

### **6. Directors' Comments**

Chairperson Juliussen commended staff and consultants on all their hard work. He also asked what is the status of LWD's potential rate increase. GM Bushee provided an update and agreed to include an information item on the upcoming Board meeting agenda.

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

GM Bushee stated staff has returned to its normal work schedule and all COVID protocols remain in place.

### **8. Adjournment**

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

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**MEMORANDUM**

**DATE:** March 4, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Approval of February/March Demands



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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$967,306.35**
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the period February 2, 2021 through March 2, 2021.

Operating expenses totaled **\$111,592.29**, Capital Improvement Program expenses totaled **\$737,689.55**, and Payroll expense for District Employees and the Board totaled **\$118,024.51**

- |               |  |
|---------------|--|
| Attachment 1  | Summary of Demands by Account February 5, 2021 to March 2, 2021. |
| Attachment 2  | Final Payroll Check Report dated February 5, 2021.               |
| Attachment 3  | Payroll Check Report dated February 10, 2021.                    |
| Attachment 4  | Incentive Payroll Check Report dated February 10, 2021           |
| Attachment 5  | Final Payroll Check Report dated February 11, 2021               |
| Attachment 6  | Accounts Payable Check Register dated February 17, 2021.         |
| Attachment 7  | Payroll Check Report dated February 24, 2021.                    |
| Attachment 8  | Accounts Payable Check Register dated February 25, 2021.         |
| Attachment 9  | Board Payroll Check Report dated March 1, 2021.                  |
| Attachment 10 | Accounts Payable Check Register dated March 2, 2021              |

**LEUCADIA WASTEWATER DISTRICT  
DEMANDS SUMMARY  
March 10, 2021**

**1. Demands**

<u>Category</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
<b>PAYROLL CHECKS</b>			
Final Payroll Checks	2/5/2021	22538-22540	\$ 10,276.99
Biweekly Payroll Checks	2/10/2021	22541-22558	\$ 51,718.42
Incentive Payroll Check	2/10/2021	22559	\$ 92.35
Payroll Check	2/11/2021	22560	Spilled
Final Payroll Checks	2/11/2021	22561-22562	\$ 3,820.10
Biweekly Payroll Checks	2/24/2021	22563-22580	\$ 50,017.23
Biweekly Payroll Checks	2/24/2021	22573	Void
Board Payroll Checks	3/1/2021	22581-22585	\$ 2,099.42
<b>TOTAL PAYROLL CHECKS</b>			<b>\$ 118,024.51</b>
<b>GENERAL CHECKING</b>			
General Checking	2/17/2021	55174-55225	\$ 118,291.71
General Checking	2/25/2021	55226-55253	\$ 687,387.29
General Checking	3/2/2021	55254	Spilled
General Checking	3/2/2021	55255-55266	\$ 43,602.84
<b>TOTAL GENERAL CHECKS</b>			<b>\$ 849,281.84</b>
<b>GRAND TOTAL</b>			<b>\$ 967,306.35</b>

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 5, 2021

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22538-22540	2/5/2021	\$10,276.99



LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 10, 2021

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22541-22558	2/10/2021	\$51,718.42

**LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT**

**Payroll Date:** February 10, 2021

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22559	2/10/2021	\$92.35

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 11, 2021

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22560	2/11/2021	Spoiled
22561-22562	2/11/2021	\$3,820.10

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus/PPB Bank General Checking  
 From 2/17/2021 Through 2/17/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	55174	2/17/2021	4,340.00	Flow Metering & Data - Jan
ADS LLC		2/17/2021	<u>1,340.00</u>	Meter Maint & Data Delivery - Jan
	Total 55174		5,680.00	
ADT/PROTECTION 1	55175	2/17/2021	<u>165.00</u>	Security Svc 2/17-3/16
	Total 55175		165.00	
AIR POLLUTION CONTROL DISTRICT	55176	2/17/2021	2,292.00	Permit for Emission Fees
	Total 55176		<u>2,292.00</u>	
AIR POLLUTION CONTROL DISTRICT	55177	2/17/2021	723.00	Emission Fee Permit - BPS
	Total 55177		<u>723.00</u>	
CHRIS BROWN dba ALCHEMY CONSULTING GROUP	55178	2/17/2021	2,000.00	Consulting Fees LAFCO - Dec
CHRIS BROWN dba ALCHEMY CONSULTING GROUP		2/17/2021	2,000.00	Consulting Fees LAFCO - Jan
	Total 55178		<u>4,000.00</u>	
ALPHAGRAPHICS	55179	2/17/2021	<u>30.42</u>	Employee Badge - J Whittenburge
	Total 55179		30.42	
Atlas Technical Consultants LLC	55180	2/17/2021	6,197.00	Geotech Eng Svcs LPS Rehab Proj - Jan
	Total 55180		<u>6,197.00</u>	
AT&T	55181	2/17/2021	<u>230.17</u>	Phone Svc for Elevator
	Total 55181		230.17	
BAY CITY ELECTRIC WORKS, INC	55182	2/17/2021	506.05	Block Heater Serviced - LCPS
BAY CITY ELECTRIC WORKS, INC		2/17/2021	160.00	Pump Prev Maint - LCPS
	Total 55182		<u>666.05</u>	
BRAX COMPANY, INC	55183	2/17/2021	8,208.21	Motor Removal & Svc/Re-Install - EEPS
	Total 55183		<u>8,208.21</u>	
CHARLES KING COMPANY	55184	2/17/2021	5,400.00	Emergency Bypass Pump Rental - BPS
	Total 55184		<u>5,400.00</u>	
CITY OF CARLSBAD	55185	2/17/2021	31.51	Water @ Fire Line
CITY OF CARLSBAD		2/17/2021	598.57	Water @ Plant

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus/PPB Bank General Checking  
 From 2/17/2021 Through 2/17/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CITY OF CARLSBAD		2/17/2021	259.91	Water @ Vactor
CITY OF CARLSBAD		2/17/2021	<u>274.15</u>	Water @ Vactor 2
	Total 55185		1,164.14	
CORODATA	55186	2/17/2021	<u>81.08</u>	File Storage - Jan
	Total 55186		81.08	
COSCO FIRE PROTECTION	55187	2/17/2021	695.00	Annual Fire Sprinkler/Alarm Testing
COSCO FIRE PROTECTION		2/17/2021	<u>390.00</u>	Fire Valve Test
	Total 55187		1,085.00	
COX COMMUNICATIONS SAN DIEGO	55188	2/17/2021	1,050.00	Internet Svc
	Total 55188		1,050.00	
DKF SOLUTIONS GROUP, LLC	55189	2/17/2021	<u>300.00</u>	MSO Subscription - Feb
	Total 55189		300.00	
EVOQUA WATER TECHNOLOGIES, LLC	55190	2/17/2021	10,069.92	Bioxide - Jan
	Total 55190		10,069.92	
FEDERAL EXPRESS CORPORATION	55191	2/17/2021	77.40	Shipping
	Total 55191		77.40	
GRAINGER, INC	55192	2/17/2021	47.57	Motor 1/100 HP - VP7 PS
GRAINGER, INC		2/17/2021	(80.82)	Return - Pintle Hook Veh #160
GRAINGER, INC		2/17/2021	<u>418.65</u>	Synthetic Gear Grease
	Total 55192		385.40	
HAAKER EQUIPMENT CO	55193	2/17/2021	66.81	Ball Valve 1/2"
HAAKER EQUIPMENT CO		2/17/2021	479.29	E-Stop Controls (2)
HAAKER EQUIPMENT CO		2/17/2021	<u>(462.29)</u>	Refund - E-Stop Controls (2)
	Total 55193		83.81	
HACH COMPANY	55194	2/17/2021	<u>232.11</u>	Membrane Replacement - AWT
	Total 55194		232.11	
INFRASTRUCTURE ENGINEERING CORP	55195	2/17/2021	3,220.00	Diana Emerg Generator - Dec
INFRASTRUCTURE ENGINEERING CORP		2/17/2021	3,855.00	E Estates PS Proj - Dec
INFRASTRUCTURE ENGINEERING CORP		2/17/2021	2,694.10	FY21 Gravity Sewer - Dec
INFRASTRUCTURE ENGINEERING CORP		2/17/2021	930.00	LPS Rehab Proj - Dec

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus/PPB Bank General Checking  
 From 2/17/2021 Through 2/17/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 55195		10,699.10	
INTERSTATE BATTERIES OF SAN DIEGO	55196	2/17/2021	237.11	Batteries for Vehicle #158
INTERSTATE BATTERIES OF SAN DIEGO		2/17/2021	118.56	Battery for Vehicle #126
	Total 55196		355.67	
JOHN W. SMITH dba: NORTH COUNTY BACKFLOW	55197	2/17/2021	420.00	Backflow Preventers Installed (6)
	Total 55197		420.00	
LEE'S LOCK & SAFE	55198	2/17/2021	39.44	Padlocks (2) - VP5
	Total 55198		39.44	
Matthew Busko	55199	2/17/2021	3,000.00	3102 Quebrada Circle - Lateral Reimbursement
	Total 55199		3,000.00	
MAVTECK	55200	2/17/2021	11,760.00	FY20 Grav Line Proj CM Svcs - Jan
MAVTECK		2/17/2021	18,120.00	LPS Rehab CM Svcs - Jan
	Total 55200		29,880.00	
MITSUBISHI ELECTRIC US, INC	55201	2/17/2021	324.88	Elevator Maint/Svc - Feb
	Total 55201		324.88	
NATIONWIDE RETIREMENT SOLUTIONS	55202	2/17/2021	296.93	Deferred Comp
	Total 55202		296.93	
NEW PIG CORPORATION	55203	2/17/2021	552.99	Pigtail Socks (40)
	Total 55203		552.99	
NORTH COUNTY TRANSIT DISTRICT	55204	2/17/2021	1,847.74	License 233.10-2018 LWD Easement
	Total 55204		1,847.74	
OLIVENHAIN MUNICIPAL WATER DISTRICT	55205	2/17/2021	65.60	Recycled Water @ Traveling
OLIVENHAIN MUNICIPAL WATER DISTRICT		2/17/2021	47.62	Water @ E Estates PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		2/17/2021	328.68	Water @ Traveling
OLIVENHAIN MUNICIPAL WATER DISTRICT		2/17/2021	315.38	Water @ Traveling 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		2/17/2021	47.62	Water @ VP5 PS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus/PPB Bank General Checking  
 From 2/17/2021 Through 2/17/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
OLIVENHAIN MUNICIPAL WATER DISTRICT		2/17/2021	52.21	Water @ VP7
	Total 55205		857.11	
PACIFIC RIM MECHANICAL	55206	2/17/2021	299.50	Qtrly HVAC Maint/Svc @ AWT
PACIFIC RIM MECHANICAL		2/17/2021	610.75	Qtrly HVAC Maint/Svc @ BPS
PACIFIC RIM MECHANICAL		2/17/2021	166.00	Qtrly HVAC Maint/Svc @ EEPS
PACIFIC RIM MECHANICAL		2/17/2021	608.25	Qtrly HVAC Maint/Svc @ LPS
	Total 55206		1,684.50	
PLANT PEOPLE, INC	55207	2/17/2021	158.00	Office Plant Maint - Feb
	Total 55207		158.00	
PRUDENTIAL OVERALL SUPPLY	55208	2/17/2021	106.30	Laundry Svc - Wk Ending 1/28/21
PRUDENTIAL OVERALL SUPPLY		2/17/2021	102.10	Laundry Svc - Wk Ending 2/4/21
	Total 55208		208.40	
RANCHO SANTA FE SECURITY SYSTEMS	55209	2/17/2021	258.00	Alarm Sys Monitoring - Feb through Apr
	Total 55209		258.00	
ROCKWELL CONSTRUCTION SERVICES, INC	55210	2/17/2021	4,455.00	LPS Rehab Elec/Instrum/Inspect Svcs - Jan
	Total 55210		4,455.00	
RYAN RODRIGUEZ	55211	2/17/2021	248.96	Safety Boots Reimbursement
	Total 55211		248.96	
SAFE HEARING AMERICA, INC	55212	2/17/2021	968.00	Hearing Tests
	Total 55212		968.00	
SAN DIEGO UNION TRIBUNE	55213	2/17/2021	157.58	Newspaper Delivery 2/6/21 - 3/29/21
	Total 55213		157.58	
SOUTHERN CONTRACTING COMPANY	55214	2/17/2021	650.00	Change Camlocks Connectors to Female
SOUTHERN CONTRACTING COMPANY		2/17/2021	520.00	Change Submersible Pump - RV PS
SOUTHERN CONTRACTING COMPANY		2/17/2021	1,492.34	Scrubber Motor Replacement - BPS
SOUTHERN CONTRACTING COMPANY		2/17/2021	1,100.00	Vapex Unit Maint - BPS
	Total 55214		3,762.34	
STAPLES	55215	2/17/2021	160.52	Office Supplies
	Total 55215		160.52	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus/PPB Bank General Checking  
 From 2/17/2021 Through 2/17/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
TERMINIX PROCESSING CENTER	55216	2/17/2021	45.00	Monthly Pest Svc - Jan
	Total 55216		45.00	
Professional Exchange Service Corporation	55217	2/17/2021	90.00	Answering Svc - Jan
	Total 55217		90.00	
THE HOME DEPOT CRC/GECF	55218	2/17/2021	21.52	Disposable Ear Plugs - BPS
THE HOME DEPOT CRC/GECF		2/17/2021	52.10	Squeegee/Pushbroom - Sheet Metal VP5
	Total 55218		73.62	
TIM BESTAMENTE	55219	2/17/2021	269.46	Bathroom Maint/Svc Admin
	Total 55219		269.46	
UNDERGROUND SERVICE ALERTS/C	55220	2/17/2021	183.25	Underground Alarm Svc
	Total 55220		183.25	
U.S. BANK	55221	2/17/2021	4,319.21	Cal Card Purchases - Stmt 1/22/21
	Total 55221		4,319.21	
VERIZON WIRELESS	55222	2/17/2021	21.27	Telemetry for Cell Phones
	Total 55222		21.27	
WASTE MANAGEMENT	55223	2/17/2021	261.18	Trash Svc - Jan
	Total 55223		261.18	
WEST COAST SAFETY SUPPLY CO., INC.	55224	2/17/2021	2,213.20	Blended Gas Cylinder
WEST COAST SAFETY SUPPLY CO., INC.		2/17/2021	64.65	Surgical Masks (200)
	Total 55224		2,277.85	
WORDEN WILLIAMS LLP	55225	2/17/2021	2,295.00	Legal Fees - Jan
	Total 55225		2,295.00	
Report Total			118,291.71	



**Leucadia Wastewater District**  
 Vendor Activity - Supplemental Credit Card Report  
 From 1/30/2021 Through 2/28/2021

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	1/31/2021	55221	165.00	4330	BOARD CONFERENCES	AJ CASA Conf Reg - (PB)
U.S. BANK	API	1/31/2021	55221	165.00	4330	BOARD CONFERENCES	DO CASA Conf Reg - (DO)
U.S. BANK	API	1/31/2021	55221	165.00	4330	BOARD CONFERENCES	ES CASA Conf Reg - (ES)
U.S. BANK	API	1/31/2021	55221	165.00	4330	BOARD CONFERENCES	JH CASA Conf Reg - (RM)
U.S. BANK	API	1/31/2021	55221	164.79	4930	SUBSCRIPTIONS	Cal Chamber Labor Laws - (RD)
U.S. BANK	API	1/31/2021	55221	20.00	4930	SUBSCRIPTIONS	E-Newsletter - (PB)
U.S. BANK	API	1/31/2021	55221	9.99	4950	Computer Software/Srvc/Support/Hardware	Apple I-Cloud Subscription - (PB)
U.S. BANK	API	1/31/2021	55221	54.99	4950	Computer Software/Srvc/Support/Hardware	Zoom Cloud Subscription - (PB)
U.S. BANK	API	1/31/2021	55221	263.25	5040	Safety Supplies & Services	DATCO Testing Svcs - (PB)
U.S. BANK	API	1/31/2021	55221	974.00	5310	ADVERTISING	Job Posting - (RD)
U.S. BANK	API	1/31/2021	55221	285.62	5530	BUILDINGS & GROUNDS	Landscaping - (RD)
U.S. BANK	API	1/31/2021	55221	200.00	5710	TRAINING, EDUCATION & CONFERNC	RD CSMFO Conf Reg - (RD)
U.S. BANK	API	1/31/2021	55221	165.00	5710	TRAINING, EDUCATION & CONFERNC	RM CASA Conf Reg - (RM)
U.S. BANK	API	1/31/2021	55221	165.00	5710	TRAINING, EDUCATION & CONFERNC	TH CASA Conf Reg - (RD)
U.S. BANK	API	1/31/2021	55221	148.70	5735	EMPLOYEE RECOGNITION	JH Service/Retire Award - (PB)
U.S. BANK	API	1/31/2021	55221	60.64	5740	MEETING SUPPLIES	Meeting Supplies - (PB)
U.S. BANK	API	1/31/2021	55221	38.68	5910	TELEPHONE	FS Phone Case - (PB)
U.S. BANK	API	1/31/2021	55221	30.00	5910	TELEPHONE	RM Verizon Wi-Fi - (RM)
U.S. BANK	API	1/31/2021	55221	125.00	5910	TELEPHONE	Web Hosting - (PB)
U.S. BANK	API	1/31/2021	55221	953.55	6499	CONSTRUCTION	FY20 Grav Line Giftcards for Residents - (RM)

Transaction Total 4,319.21

Report Opening/Current Balance

Report Transaction Totals 4,319.21

Report Current Balances

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 24, 2021

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22563-22580	2/24/2021	\$50,017.23
22573	2/24/2021	VOID

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus/PPB Bank General Checking  
 From 2/25/2021 Through 2/25/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Atlas Technical Consultants LLC	55226	2/25/2021	384.00	Quebrada Realignment Grading, Utility, Trench
	Total 55226		384.00	
AT&T	55227	2/25/2021	140.90	BPS Phones
	Total 55227		140.90	
BOOT WORLD, INC	55228	2/25/2021	185.09	Boots - Mauricio A.
	Total 55228		185.09	
Brightview Landscape Services Inc	55229	2/25/2021	857.00	Landscape @ Admin Feb. 2021
Brightview Landscape Services Inc		2/25/2021	304.00	Landscape @ Enc. Creek - Feb. 2021
	Total 55229		1,161.00	
BURTECH PIPELINE, INC	55230	2/25/2021	166,725.00	FY2020 Gravity Sewer Repair
	Total 55230		166,725.00	
BURTECH PIPELINE, INC	55231	2/25/2021	434,862.50	FY2020 Gravity Sewer Repair
	Total 55231		434,862.50	
C & B Air Power	55232	2/25/2021	454.27	Safety Valve for Pump
	Total 55232		454.27	
CSRMA	55233	2/25/2021	20.40	Deductible Recovery
	Total 55233		20.40	
CWEA	55234	2/25/2021	192.00	CWEA Assoc. Membership - Don O. 2021
CWEA		2/25/2021	192.00	CWEA Assoc. Membership - Ian R. 2021
CWEA		2/25/2021	101.00	Gabe M. - Grade 3 Cert. Renewal
	Total 55234		485.00	
DEXTER WILSON ENGINEERING	55235	2/25/2021	271.00	1105-1528 Caudor St. - Jan. 2021
DEXTER WILSON ENGINEERING		2/25/2021	677.00	1109 - Lagasse Annex. - Jan. 2021
DEXTER WILSON ENGINEERING		2/25/2021	399.00	1110 - Shake Shack - Jan. 2021
DEXTER WILSON ENGINEERING		2/25/2021	342.00	1111 - Marea Village - Jan. 2021
DEXTER WILSON ENGINEERING		2/25/2021	6,476.00	General Engineering / CIP / Jan. 2021
DEXTER WILSON ENGINEERING		2/25/2021	420.00	GIS Maint. - Jan. 2021
	Total 55235		8,585.00	
EVOQUA WATER TECHNOLOGIES, LLC	55236	2/25/2021	10,255.70	Bloxxide 02/2/2021
	Total 55236		10,255.70	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus/PPB Bank General Checking  
 From 2/25/2021 Through 2/25/2021

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ICMA RETIREMENT-303979	55237	2/25/2021	<u>6,152.65</u>	Def. Comp. 2.10.21
	Total 55237		6,152.65	
INFRASTRUCTURE ENGINEERING CORP	55238	2/25/2021	10,730.00	Bat. Emerg. Overflow Lining - Jan. 2021
INFRASTRUCTURE ENGINEERING CORP		2/25/2021	60.00	Diana Emerg. Generator - Jan. 2021
INFRASTRUCTURE ENGINEERING CORP		2/25/2021	645.00	Enc. Est. PS Repl. Proj. - Jan. 2021
INFRASTRUCTURE ENGINEERING CORP		2/25/2021	3,370.00	FY20-21 Grav. Sewer Rep. Proj. - Jan. 2021
INFRASTRUCTURE ENGINEERING CORP		2/25/2021	2,242.50	LPS Rehab. - Jan. 2021
	Total 55238		17,047.50	
MARVIN GONZALEZ	55239	2/25/2021	<u>216.49</u>	Boots - Marvin G.
	Total 55239		216.49	
MINUTEMAN PRESS	55240	2/25/2021	161.17	1000 Window Envelopes
MINUTEMAN PRESS		2/25/2021	<u>81.87</u>	Business Cards J. Whittenburge
	Total 55240		243.04	
NAPA AUTO	55241	2/25/2021	<u>96.89</u>	Auto Parts
	Total 55241		96.89	
PLUMBERS DEPOT, INC	55242	2/25/2021	<u>5,833.96</u>	CCTV Van Repairs
	Total 55242		5,833.96	
PRUDENTIAL OVERALL SUPPLY	55243	2/25/2021	97.60	Uniforms 2/11/21
PRUDENTIAL OVERALL SUPPLY		2/25/2021	<u>97.60</u>	Uniforms 2/18/21
	Total 55243		195.20	
Quench USA Inc	55244	2/25/2021	<u>129.30</u>	RO Tank Feb. 2021 - Feb. 2022
	Total 55244		129.30	
RISING TIDE PARTNERS	55245	2/25/2021	<u>4,147.50</u>	Public Outreach - Jan. 2021
	Total 55245		4,147.50	
SAN DIEGUITO WATER DISTRICT	55246	2/25/2021	57.24	Construction Water Usage - Tanker 2
SAN DIEGUITO WATER DISTRICT		2/25/2021	127.20	Construction Water Usage - Tanker1
	Total 55246		184.44	
SAN DIEGO GAS & ELECTIRC	55247	2/25/2021	2,376.76	Electric @ Admin
SAN DIEGO GAS & ELECTIRC		2/25/2021	89.67	Electric @ Avocado PS
SAN DIEGO GAS & ELECTIRC		2/25/2021	680.31	Electric @ AWT
SAN DIEGO GAS & ELECTIRC		2/25/2021	10,784.26	Electric @ BPS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus/PPB Bank General Checking  
 From 2/25/2021 Through 2/25/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO GAS & ELECTIRC		2/25/2021	301.49	Electric @ Diana PS
SAN DIEGO GAS & ELECTIRC		2/25/2021	551.55	Electric @ Enc. Est. PS
SAN DIEGO GAS & ELECTIRC		2/25/2021	787.33	Electric @ La Costa PS
SAN DIEGO GAS & ELECTIRC		2/25/2021	10,625.92	Electric @ LPS
SAN DIEGO GAS & ELECTIRC		2/25/2021	124.15	Electric @ RV PS
SAN DIEGO GAS & ELECTIRC		2/25/2021	713.15	Electric @ Saxony PS
SAN DIEGO GAS & ELECTIRC		2/25/2021	264.38	Electric @ VP5 PS
SAN DIEGO GAS & ELECTIRC		2/25/2021	116.73	Electric @ VP7
SAN DIEGO GAS & ELECTIRC		2/25/2021	<u>308.70</u>	Gas @ Admin
	Total 55247		27,724.40	
SPACELINK/I2B NETWORK	55248	2/25/2021	<u>160.00</u>	Camzone Channel - Feb. 2021
	Total 55248		160.00	
STAPLES	55249	2/25/2021	291.83	Office Supplies - 02/13/21
STAPLES		2/25/2021	<u>218.72</u>	Office Supplies - 2.06.21
	Total 55249		510.55	
TERMINIX PROCESSING CENTER	55250	2/25/2021	77.00	Pest Control Feb. 2021
	Total 55250		77.00	
UNIFIRST FIRST AID CORP	55251	2/25/2021	<u>181.82</u>	First Aid Supplies Feb. 2021
	Total 55251		181.82	
SAN DIEGO UNION TRIBUNE	55252	2/25/2021	<u>157.58</u>	Union Tribune Delivery - Feb. 2021
	Total 55252		157.58	
VERIZON WIRELESS	55253	2/25/2021	<u>1,070.11</u>	Cell Phones - Jan. 2021
	Total 55253		<u>1,070.11</u>	
Report Total			<u><u>687,387.29</u></u>	

**LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT**

**Payroll Date:** March 1, 2021

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22581-22585	3/1/2021	\$2,099.42

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus/PPB Bank General Checking  
 From 3/2/2021 Through 3/2/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CARLSBAD FUELS CORPORATION	55255	3/2/2021	1,570.28	Vehicle Fuels Jan. 14 - Feb. 05, 2021
	Total 55255		1,570.28	
CITY OF CARLSBAD	55256	3/2/2021	470.48	Water @ 1900 La Costa Jan. 2021
CITY OF CARLSBAD		3/2/2021	153.40	Water @ 1960 La Costa Jan. 2021
CITY OF CARLSBAD		3/2/2021	212.84	Water for Vactor 1
CITY OF CARLSBAD		3/2/2021	279.64	Water for Vactor 2
	Total 55256		1,116.36	
COLONIAL LIFE INS	55257	3/2/2021	119.54	Accident/Critical Insurance Feb. 10 & 24, 2021
	Total 55257		119.54	
COX COMMUNICATIONS SAN DIEGO	55258	3/2/2021	527.14	Phone Service Feb. 2021
	Total 55258		527.14	
Gemini Finance Corporation	55259	3/2/2021	21,630.40	Generator
	Total 55259		21,630.40	
HARTFORD LIFE & ACCIDENT INS.	55260	3/2/2021	437.49	Life Insurance March 2021
	Total 55260		437.49	
HUMANA DENTAL INS.	55261	3/2/2021	3,035.57	Dental Ins. March. 2021
	Total 55261		3,035.57	
ICMA RETIREMENT-303979	55262	3/2/2021	5,904.30	Deferred Comp. ICMA 2.24.21
	Total 55262		5,904.30	
MES VISION	55263	3/2/2021	403.35	Vision Ins. March 2021
	Total 55263		403.35	
MUTUAL OF OMAHA	55264	3/2/2021	1,073.08	Disability Insurance - March 2021
	Total 55264		1,073.08	
NATIONWIDE RETIREMENT SOLUTIONS	55265	3/2/2021	296.33	Deferred Comp. 2.24.21 Nationwide
	Total 55265		296.33	
SOUTHERN CONTRACTING COMPANY	55266	3/2/2021	7,489.00	Electrical Work @ LWD
	Total 55266		7,489.00	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1001 - Opus/PPB Bank General Checking  
From 3/2/2021 Through 3/2/2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			43,602.84	

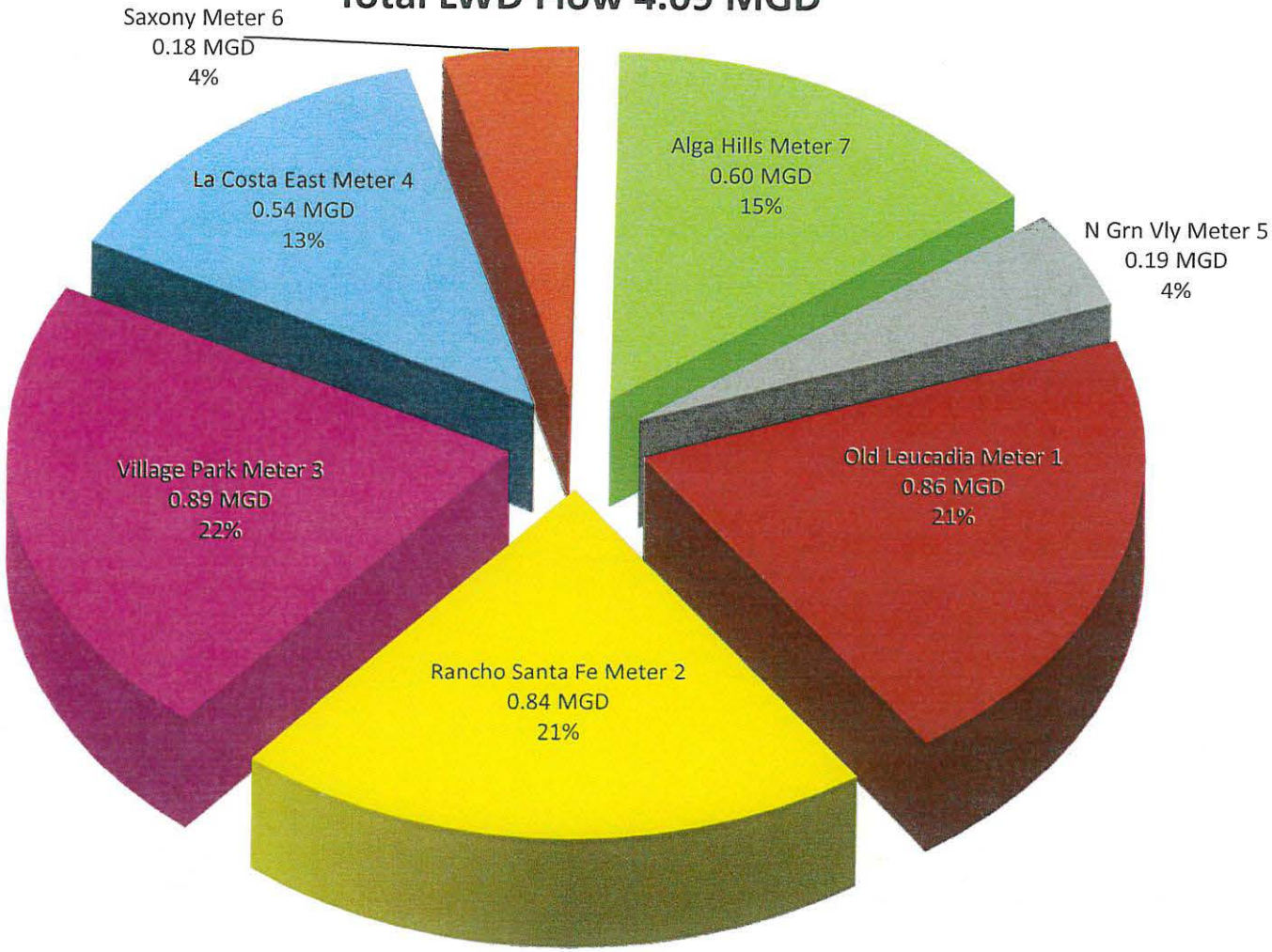


**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2021 (July 2020 - June 2021)**

CURRENT MONTH - February 2021							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	2.25	113.15	1.25	3.65	126.92	0.00	3.68
YTD			28,758.09				
FEBRUARY	0.14	101.64	4.75	3.63	126.20	0.00	3.63
YTD			28,762.84				
MARCH							4.11
YTD							
APRIL							4.35
YTD							
MAY							3.94
YTD							
JUNE							3.88
YTD							
<b>YTD Totals</b>	<b>3.70</b>	<b>926.02</b>	<b>24.30</b>			<b>185.99</b>	
<b>Mo Average</b>	<b>0.46</b>	<b>115.75</b>	<b>3.04</b>	<b>3.81</b>	<b>132.47</b>	<b>23.25</b>	<b>3.85</b>

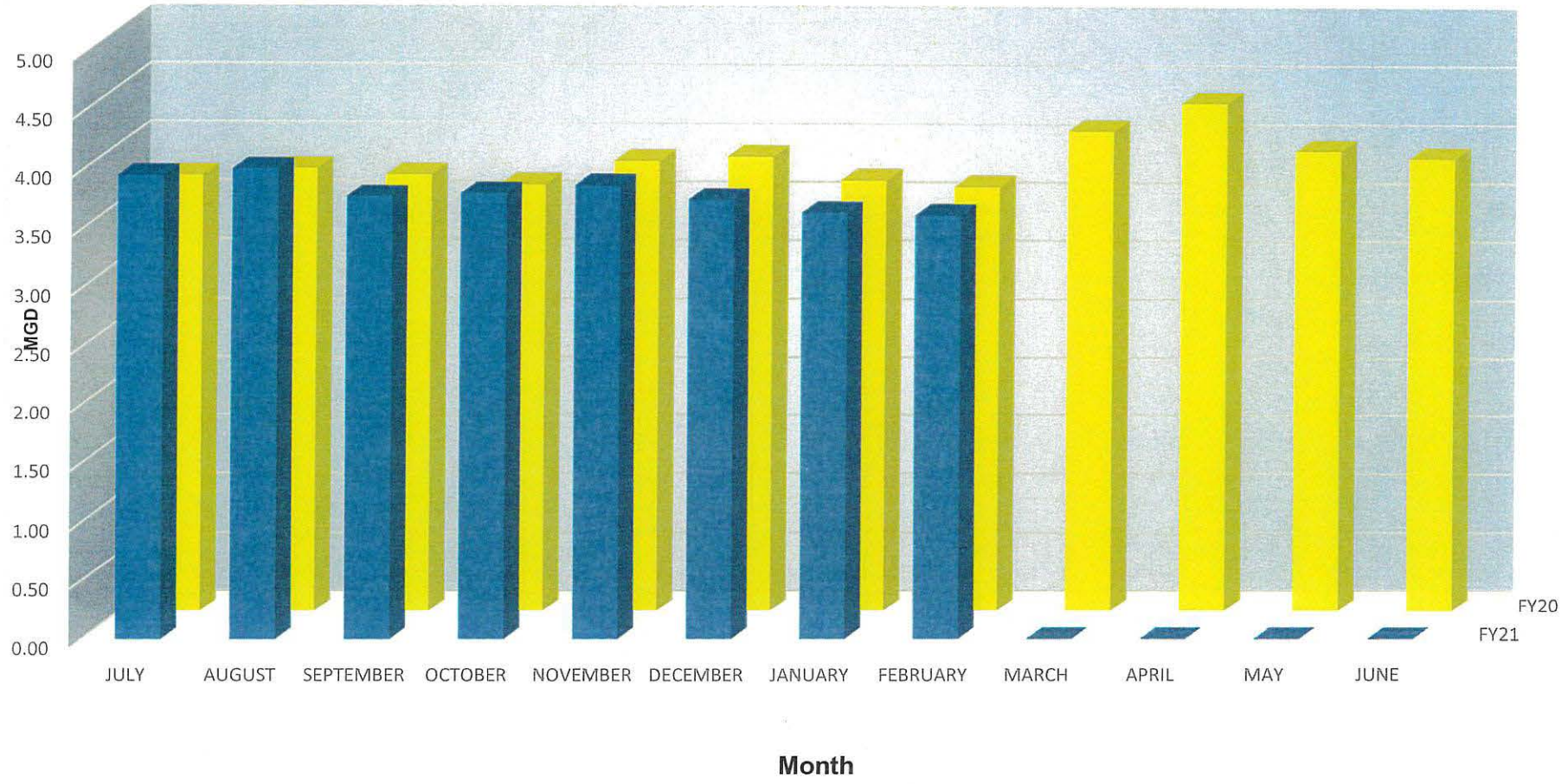
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**LWD Flows by Sub-Basin  
February 2021  
Total LWD Flow 4.09 MGD**



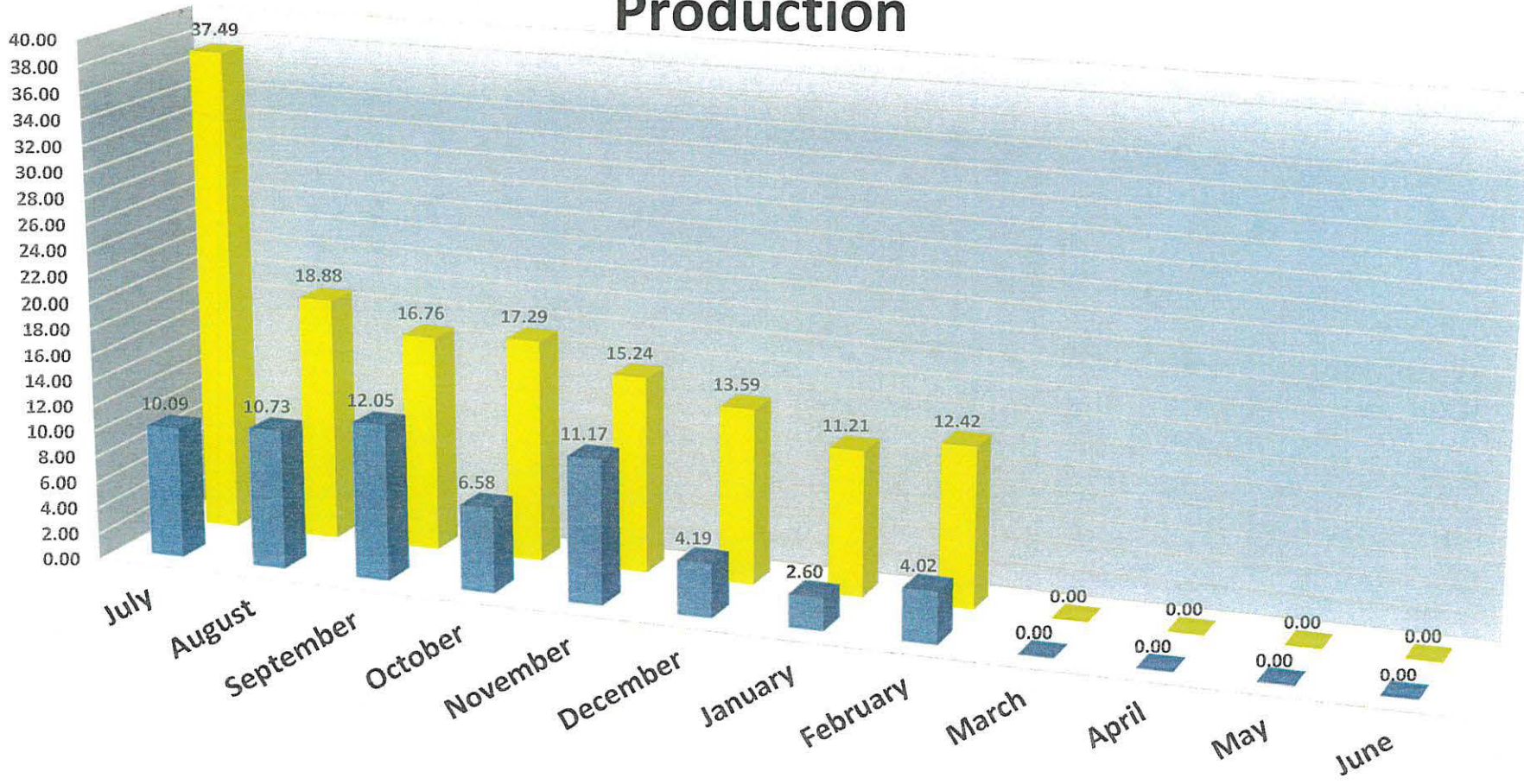
# Leucadia Wastewater District Flow Comparison FY20 to FY21

43



# FY-21 CCTV Inspections & Hydro Cleaning Production

44



## Monthly Target Mileage

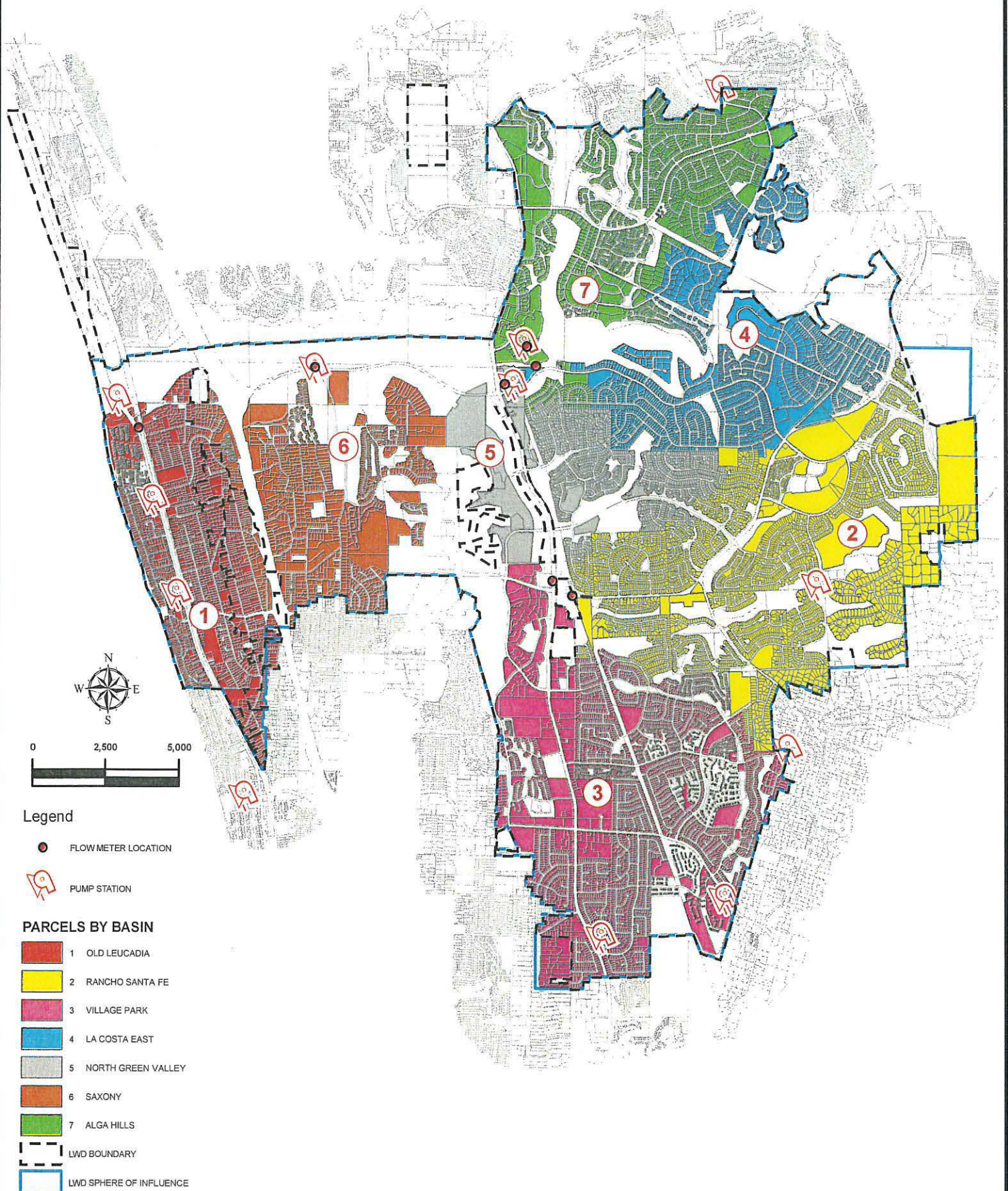
Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 61.4 Miles)

■ Hydro Cleaning (YTD 142.9 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  
February 2021**

**Training & Safety Events for the month February 2021**

**Hours**

Description	Ops	Admin	Total
CSFMO 21st Century Internal Auditing	0.0	1.0	1.0
CSFMO COVID-19 Impacts on Budget	0.0	1.0	1.0
CSFMO Budget Presentation	0.0	1.0	1.0
CSFMO CalPERS Update	0.0	1.0	1.0
CSFMO Fiduciary Accounting, Component Units, & 457 Plans	0.0	1.0	1.0
CSFMO Gifts in a Crisis	0.0	1.0	1.0
CSFMO Group Live Courses	0.0	1.0	1.0
CSFMO How to Build Two-Way Trust	0.0	1.0	1.0
CSFMO Low Interest Rates Playbook	0.0	1.0	1.0
CSFMO - Tracking & Accounting for Capital Assets	0.0	1.5	1.5
Lockout / Tagout	4.0	0.0	4.0
Pump Station Emergency Response Plans	9.0	0.0	9.0
Sewer Force Main Condition Assessment	8.0	0.0	8.0
Storm Water Pollutions Prevention	3.0	0.0	3.0
	0.0	0.0	0.0
<b>Total Training Hours</b>	<b>24.0</b>	<b>10.5</b>	<b>34.5</b>

YTD Monthly Avg 26

YTD Totals 313

**Conferences for the month of February 2021**

**Attendees**

Description	Ops	Admin	Total
CSMFO	0	1	1
WUHRC Mtg	0	1	1
<b>Total Attended Conferences</b>	<b>0</b>	<b>2</b>	<b>2</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	14.25	11.50	25.75	
Feb-21	24.00	10.50	34.50	
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>254.25</b>	<b>58.50</b>	<b>312.75</b>	
<b>YTD Monthly Avg</b>	<b>21.19</b>	<b>4.88</b>	<b>26.06</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	1.00	4.00	5.00	
Feb-21	0.00	2.00	2.00	
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>16.00</b>	<b>10.00</b>	<b>26.00</b>	
<b>YTD Monthly Avg</b>	<b>1.33</b>	<b>0.83</b>	<b>2.17</b>	

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

# Leucadia Wastewater District

## Balance Sheet

As of 2/28/2021

	<u>Amount</u>
<b>Assets</b>	
Cash & Investments	31,742,341.25
Accounts Receivables	127,556.40
Net OPEB Asset	75,859.00
Prepaid Expense	247,397.05
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>146,952,949.18</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>148,426,400.18</u>
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	595,999.92
Developer Deposits	77,910.11
Net Pension Liability	4,386,823.00
<b>Total Liabilities</b>	<u>5,060,733.03</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	(3,956,809.87)
<b>Total Current Change In Net Position</b>	<u>(3,956,809.87)</u>
<b>Total Net Position</b>	<u>143,002,439.15</u>
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>	<u>148,426,400.18</u>



# Leucadia Wastewater District

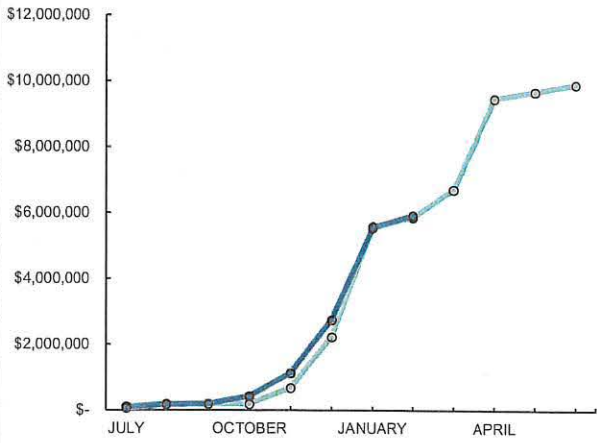
Summary Budget Comparison - Revenues and Operating Expenses  
From 7/1/2020 Through 2/28/2021

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 5,898,756.90	\$ 9,891,110.00	\$ 3,992,353.10	59.6%
3150 Recycled Water Sales	257,958.77	350,000.00	92,041.23	73.7%
3100 Misc. Operating Revenue	52,780.17	191,753.00	138,972.83	27.5%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 6,209,495.84</b>	<b>\$10,432,863.00</b>	<b>\$ 4,223,367.16</b>	<b>59.5%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 1,382,971.94	\$ 2,094,973.00	\$ 712,001.06	66.0%
4200 Employee Benefits	955,365.25	1,515,744.00	560,378.75	63.0%
4300 Directors Expense	55,615.36	151,700.00	96,084.64	36.7%
4400 Election Expense	32,000.00	37,000.00	5,000.00	86.5%
4600 Gas, Oil & Fuel	17,460.31	41,000.00	23,539.69	42.6%
4700 Insurance Expense	128,323.86	150,300.00	21,976.14	85.4%
4800 Memberships	31,288.89	37,850.00	6,561.11	82.7%
4900 Office Expense	88,447.69	169,200.00	80,752.31	52.3%
5000 Operating Supplies	105,859.49	205,500.00	99,640.51	51.5%
5200 Professional Services	189,286.03	439,900.00	250,613.97	43.0%
5300 Printing & Publishing	12,275.38	29,600.00	17,324.62	41.5%
5400 Rents & Leases	9,461.30	18,300.00	8,838.70	51.7%
5500 Repairs & Maintenance	350,916.75	531,680.00	180,763.25	66.0%
5600 Monitoring & Permits	56,449.17	70,800.00	14,350.83	79.7%
5700 Training & Development	18,060.31	49,500.00	31,439.69	36.5%
5900 Utilities	271,372.50	448,600.00	177,227.50	60.5%
6100 LAFCO Operations	6,909.88	7,700.00	790.12	89.7%
6200 Encina Operating Expense	1,388,870.56	2,569,500.00	1,180,629.44	54.1%
6900 Admin O/H alloc to Capital	(90,676.33)	(192,756.00)	(102,079.67)	47.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 5,010,258.34</b>	<b>\$ 8,376,091.00</b>	<b>\$ 3,365,832.66</b>	<b>59.8%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 95,418.75	\$ 305,340.00	\$ 209,921.25	31.3%
3220 Property Taxes	1,098,475.49	1,870,000.00	771,524.51	58.7%
3250 Investment Income	280,724.25	458,000.00	177,275.75	61.3%
3290 Misc. Non Op Revenue	56,398.49	86,200.00	29,801.51	65.4%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 1,531,016.98</b>	<b>\$ 2,719,540.00</b>	<b>\$ 1,188,523.02</b>	<b>56.3%</b>

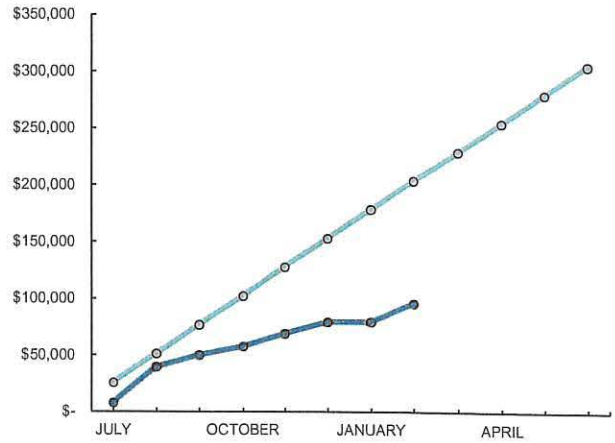
# Leucadia Wastewater District Revenue FY2021

YTD through February 28, 2021

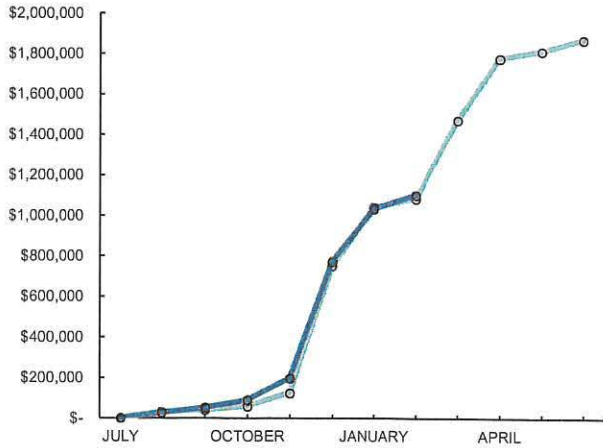
### Sewer Service Fees



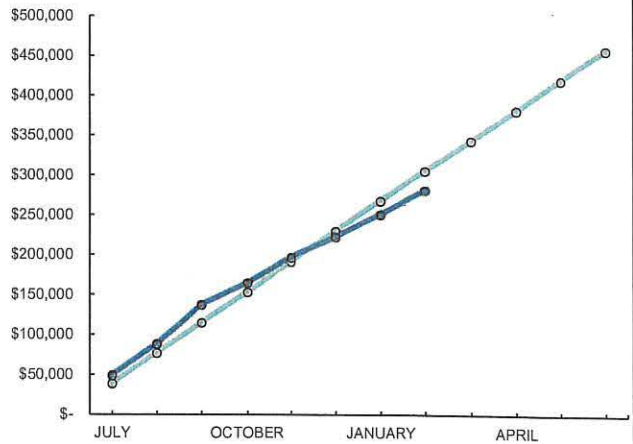
### Capacity Charges



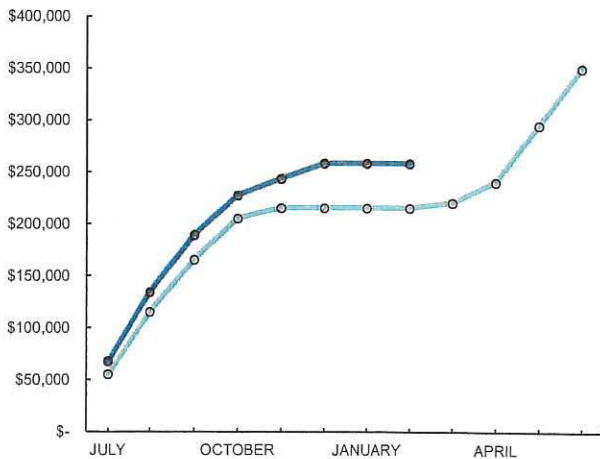
### Property Taxes



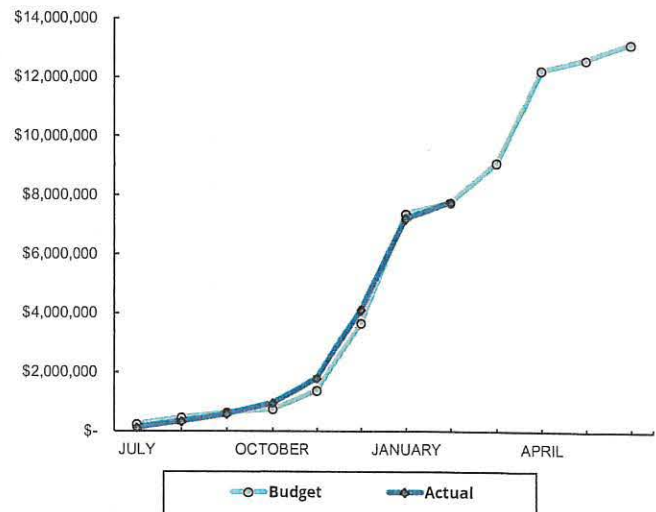
### Investment Income



### Recycled Wastewater Sales



### Total Revenue



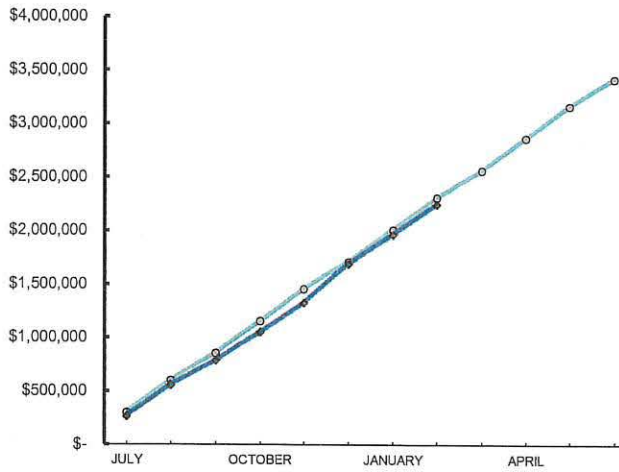
○ Budget     ◆ Actual

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

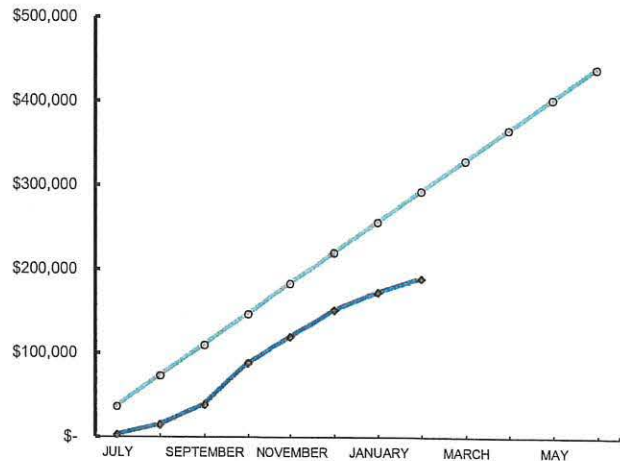
# Leucadia Wastewater District Operating Expenses FY2021

YTD through February 28, 2021

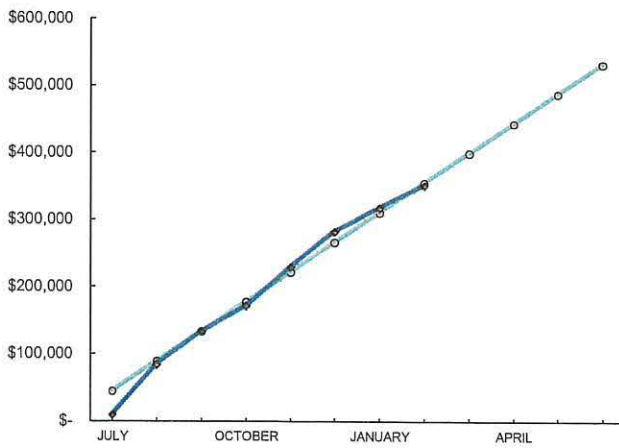
### Salaries and Benefits



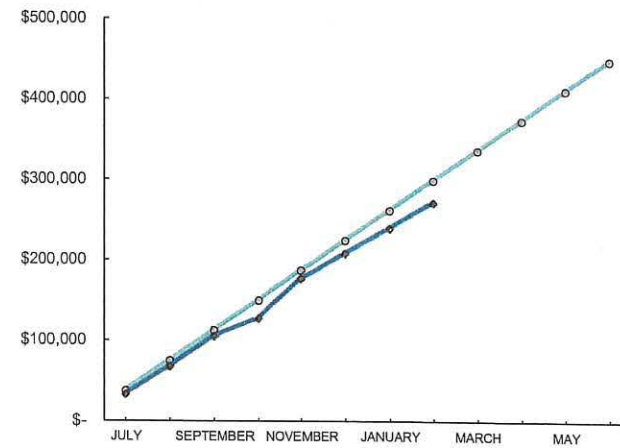
### Professional Services



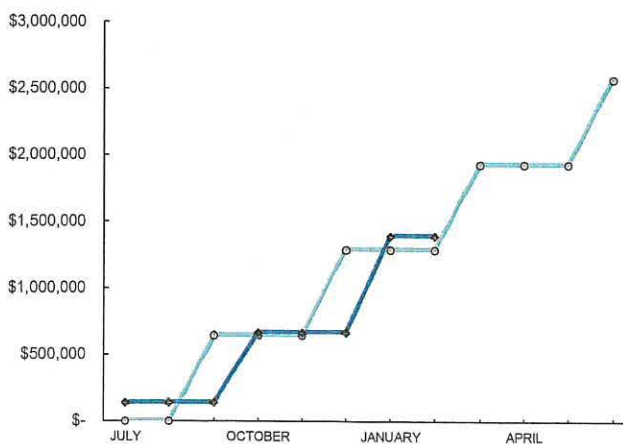
### Repairs & Maintenance



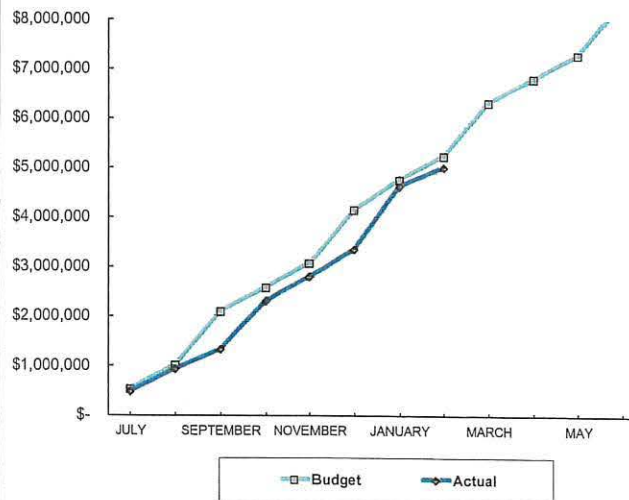
### Utilities



### Encina M&O



### Total Operating Expenses - Before Depreciation & Replacement

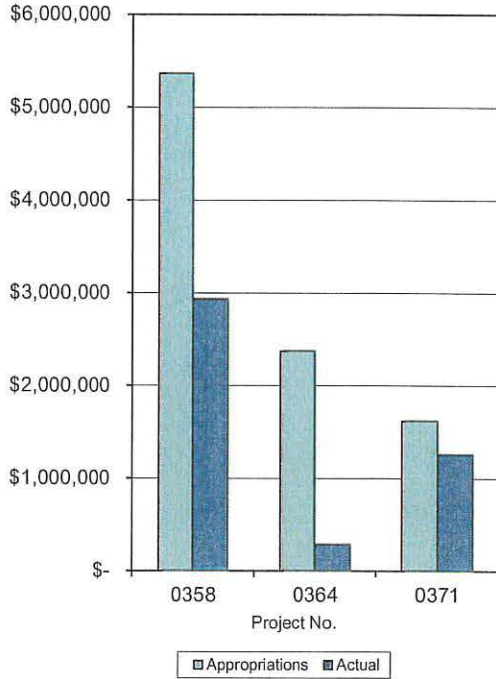


\* Preliminary: subject to future review, reconciliation, accruals, and audit

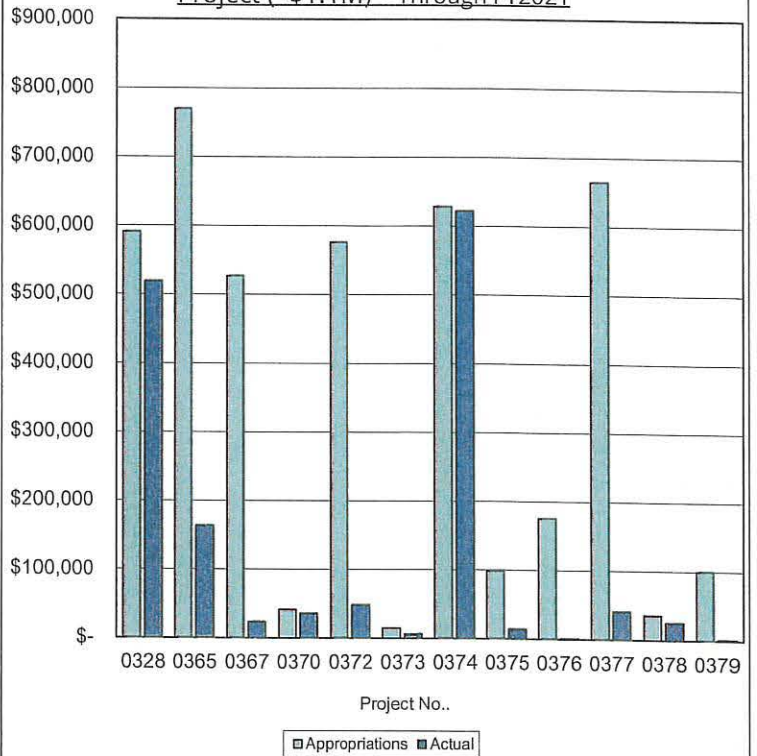
# Leucadia Wastewater District Capital Expenditures

As of February 28, 2021

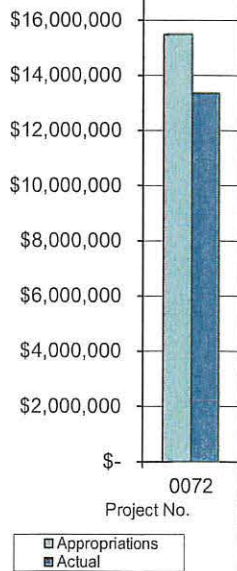
District Multi Year Capital Expenditures  
by Project  
(>\$1.1M) Through FY2021



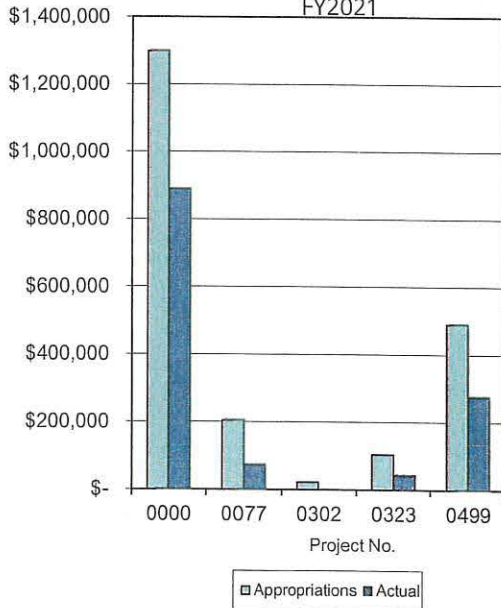
District Multi Year Capital Expenditures by  
Project (<\$1.1M) Through FY2021



District's Share of  
Encina WPCF  
Capital Exp  
Through FY2021



Single Year Capital Expenditures by  
Project  
FY2021



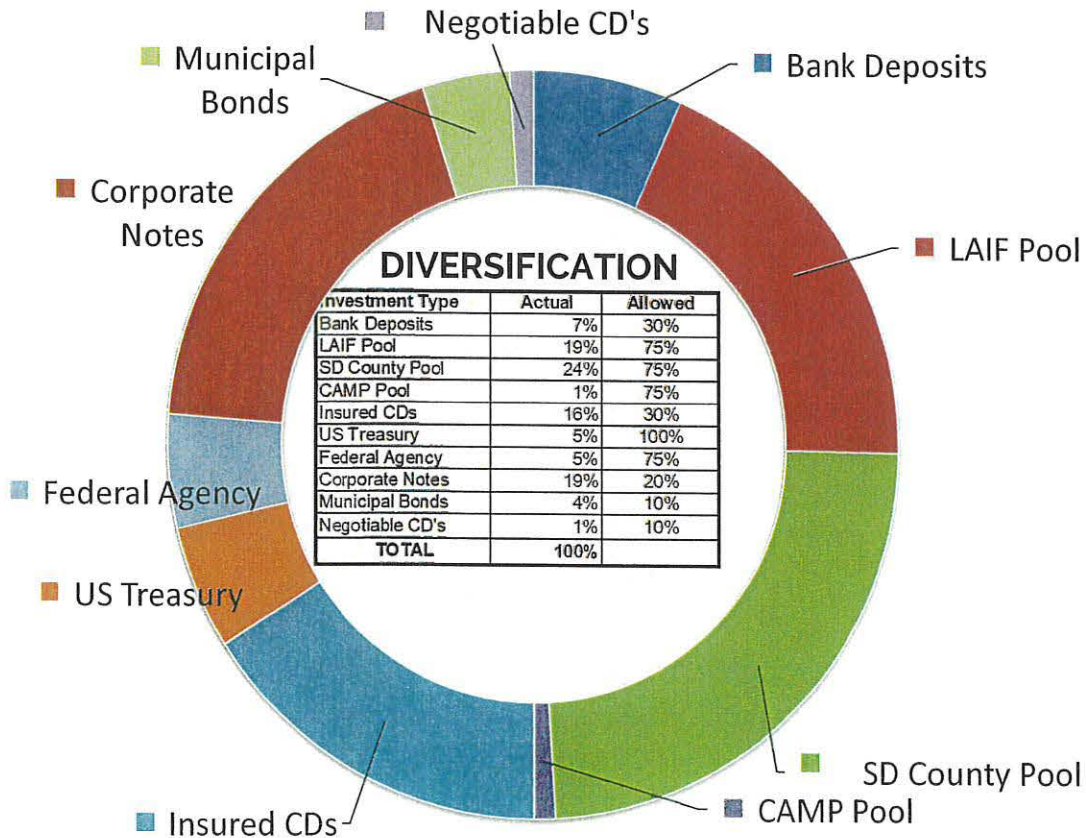
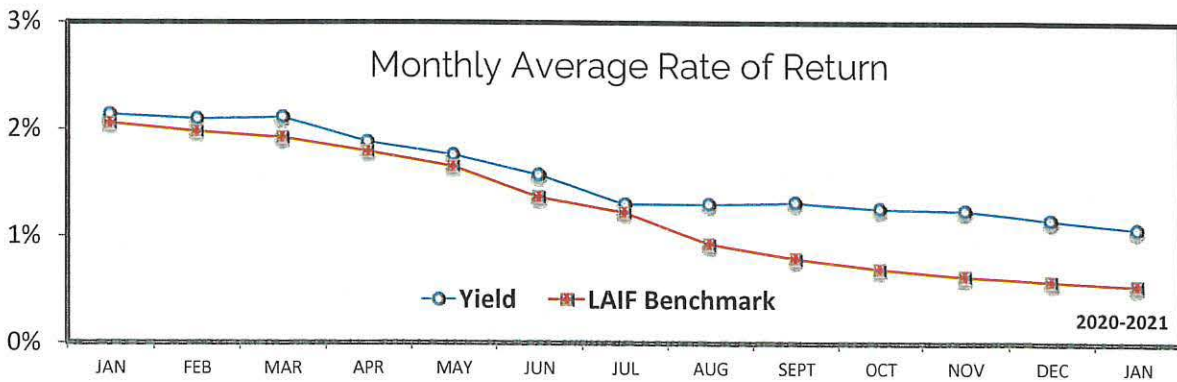
### Project Legend

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

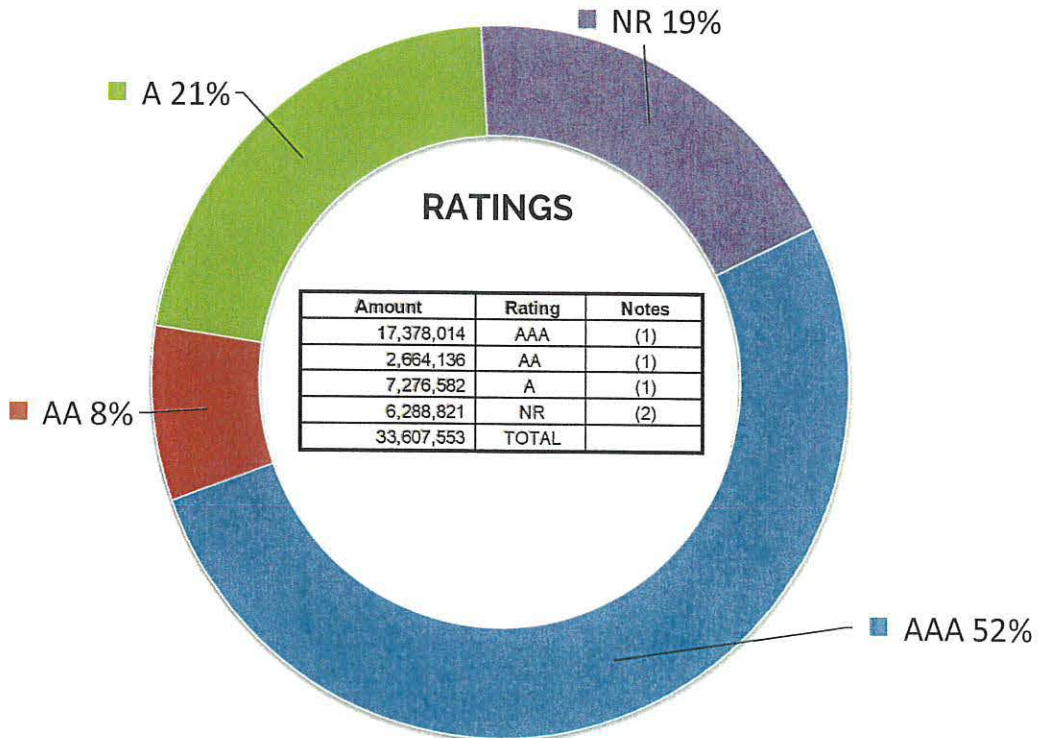
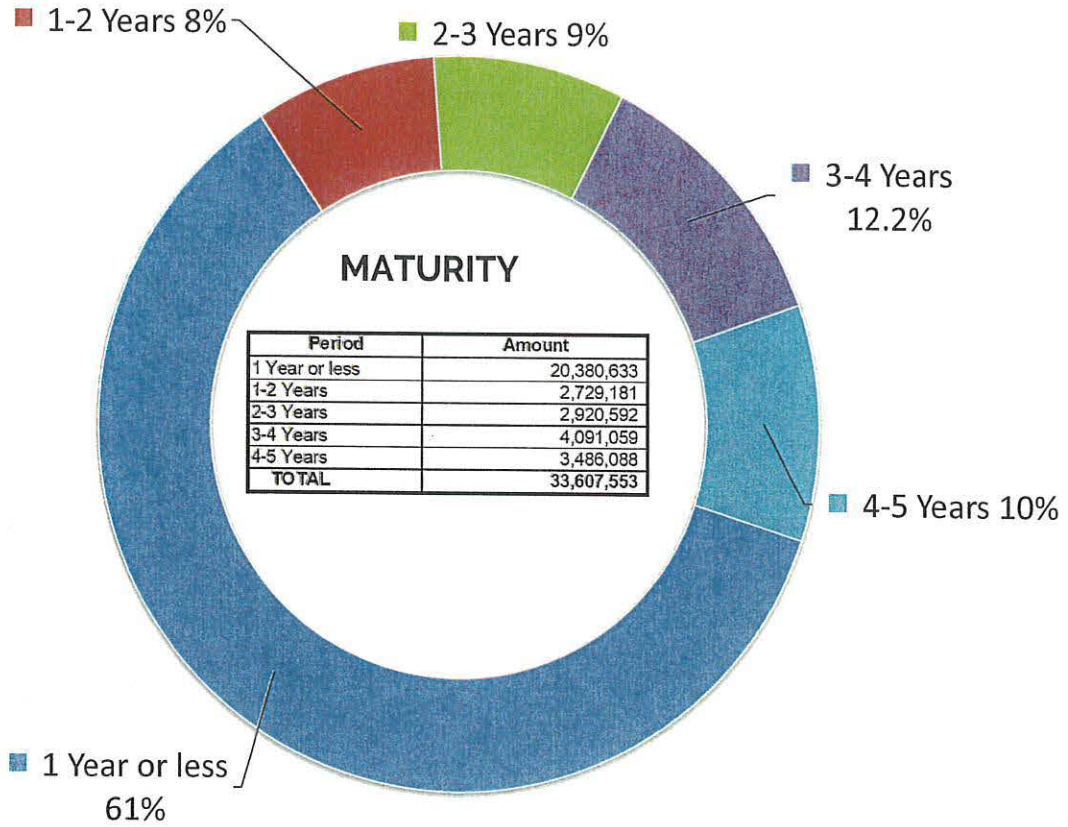
**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**January 31, 2021**

Cash Equivalents & Investments	Principal (Original Cost)		January Interest	Average Rate
	Dec 31, 2020	Jan 31, 2021		
Pacific Premier Bank Reserves	\$ 832,491	\$ 2,221,169	\$ 9	0.010%
LAIF Pool	6,278,763	6,288,821	\$ 2,398	0.458%
SD County Pool	6,972,370	7,978,531	5,595	0.885%
CAMP Pool	2,931	312,270	24	0.120%
Certificates of Deposit - Insured	5,380,000	5,380,000	6,592	1.475%
US Treasury Notes	1,791,703	1,791,703	2,778	1.860%
Federal Agency Notes	1,647,110	1,647,110	828	0.616%
Municipal Bonds	1,296,424	1,296,424	1,113	0.969%
Corporate Bonds/Notes	6,638,984	6,341,525	8,986	1.699%
Negotiable CD's	350,000	350,000	540	2.040%
<b>Totals</b>	<b>\$ 31,190,776</b>	<b>\$ 33,607,553</b>	<b>\$ 28,862</b>	<b>1.069%</b>



LEUCADIA WASTEWATER DISTRICT  
 Monthly Investment Summary  
 January 31, 2021

(Continued)

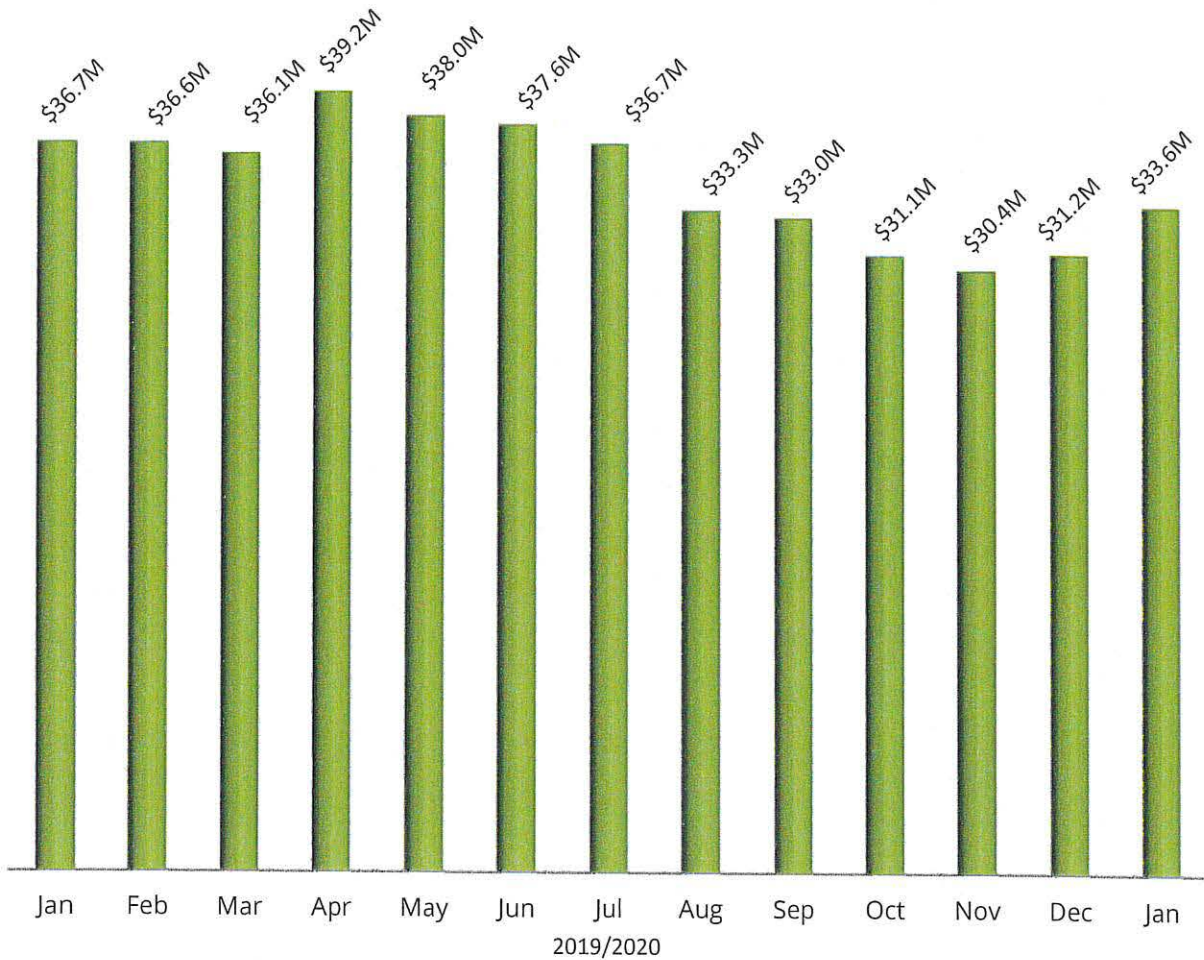


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.  
 (2) LAIF is not rated

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**January 31, 2021**

(Continued)

**CASH & INVESTMENT RESERVES BY MONTH**



**INVESTMENT TRANSACTIONS**

*For the months of January, 2021*

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
John Deere Capital Corp Notes		\$ 300,000	1/8/2021	24422ETF6	2.99%	
BofA Step Up Corp Notes		\$ 300,000	1/23/2021	06048WG79	2.25%	
BofA Step Up Corp Notes	\$ 300,000		1/26/2026	BAC5102300	0.60%	

TOTAL	\$ 300,000	\$ 600,000
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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:** March 4, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** February 2021 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 February 2021.

**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 February 2021 for your review.

tb:PJB

Attachment



**Leucadia Wastewater District  
Disclosure of Reimbursements Report  
February 1-28, 2021**

Conference Date	Description	Director	Director	Director	Director	Director	GM	TSM	ASM	Assup
		J. Hanson	E. Sullivan	D. Omsted	A. Juliussen	M. Brown	P. Bushee	R. Morishita	R. Duffey	T. Hill
	Registration									
	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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes: There were no conferences for the month of February 2021.

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**February 24, 2021**

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

**1. South Parcel Conditional Use Leasing Consideration**

The Board of Directors authorized the General Manager to continue negotiations for South Parcel conditional use related to cellular communication facilities.

**2. Cogeneration Building Structural Repair Project Final Acceptance**

The Board of Directors authorized the General Manager to take final acceptance of the contract with J.R. Filanc Construction company Inc. for the Cogeneration Building Structural Repair.

The Board of Directors also directed staff to record a Notice of Completion with the San Diego County Recorder.

**Executive Session**

**3. Conference with Agency Legal Counsel – Threat to Public Services or Facilities**

There was no action taken.

# Community Affairs Committee Meeting Report

Presented by Director Brown

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## **Meeting held March 2, 2021**

The CAC reviewed the following recommendation:

### **1. Discussion of the 2021 Spring Newsletter Proposed Topics and Production Schedule**

The CAC reviewed the proposed newsletter topics, along with the production schedule.

The CAC suggested that the Teacher Grant article be moved to the lead article and made several other suggested edits. Staff agreed to make those edits and the CAC then directed staff to move forward with the newsletter and production schedule.

# **Engineering Committee Meeting Report**

Presented by President Omsted

---

## **Meeting held March 3, 2021**

The EC reviewed the following recommendation:

- 1. Receive and file the 2021 Update of the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC.**

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:**

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

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

MEMORANDUM

Ref: 21-7528

**DATE:** March 4, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Update of the District's Hazard Preparedness and Mitigation Plan

**RECOMMENDATION:**

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

1. Receive and file the 2021 Update of the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC.
2. Discuss and provide direction as appropriate.

**DISCUSSION:**

**Tactical Goal: Infrastructure and Technology / Hazard Mitigation Plan Update**

This item was reviewed by the EC its March 3<sup>rd</sup> meeting and the EC concurred with staff to present this item to the Board.

Natural disasters such as floods, earthquakes and tsunamis occur with little warning and have the potential to be very destructive. Low laying coastal areas are especially susceptible to these catastrophes. Because wastewater collection systems primarily use gravity to perform their function efficiently, collection nodes are typically in areas of low elevation which are at high risk for natural disasters. For example, Batiquitos Pump Station which is located between the Pacific Ocean and Batiquitos Lagoon is at high risk to sustain considerable damage from a tsunami. Other assets are vulnerable to earthquakes, flooding and wildfire. To reduce the risk and minimize the effects of a natural disaster, staff retained Kristin Norton (Titan Engineering & Consulting, LLC) to assist with updating the District's Hazard Preparedness & Mitigation Plan (HMP). It should be noted that Ms. Norton developed the initial HMP in May 2015.

To accomplish this task, baseline data of the natural hazards that could affect the District's infrastructure and asset vulnerability was updated and reviewed. Then mitigation strategies were developed to reduce the risks resulting from those natural hazards. Finally, the recommended mitigation measures were prioritized for implementation. Attached please find the HMP's Executive Summary for your review. A copy of the complete HMP is available upon request.

Ms. Norton will present an overview of the HMP at the upcoming meeting.

rym:PJB

Attachment

## 1. EXECUTIVE SUMMARY

The Leucadia Wastewater District (District) originally developed a Hazard Preparedness and Mitigation Plan in 2015 in order to identify potential natural hazard vulnerabilities and prioritize hazard mitigation action items on a hazard-level, vulnerability and probability basis. The overall goal of the Plan is to reduce the potential for damage to District assets from natural hazards, which provides protection for the environment and public health due to wastewater discharges.

Hazard mitigation planning is a dynamic process built on realistic assessments of past and present information that enables the District to anticipate future hazards and provide mitigation strategies to address possible impacts and identified needs. The overall approach to the Hazard Preparedness and Mitigation Plan included developing a baseline understanding of the natural hazards to the District, determining ways to reduce those risks, and prioritizing mitigation recommendations for implementation.

Since the 2015 plan development, mapping for sea level rise has improved as data has become more readily available. This plan update incorporates this new data, as well as the most recent GIS data for natural hazards from the San Diego Geographic Information Source (SanGIS). Additionally, this plan update also includes the ongoing projects the District has implemented to mitigate natural hazards, including installation of submersible pumps, vegetation management, and installation of flexible couplings at railroad crossings.

### **Hazard Identification and Risk Assessment**

Located in a Southern California coastal community, the District is vulnerable to a wide range of natural hazards. In order to conduct a risk assessment, the following steps were followed:

1. Identifying Hazards – Reviewing past natural hazard incidents, available disaster archives, technical studies, etc. to determine which hazards pose a threat to the service area.
2. Profiling Hazards – Mapping identified hazards and their geographic extent.
3. Identifying Vulnerable Assets – Identifying District facilities that are located within identified hazard vulnerability zones.

### **Hazard Vulnerability Analysis**

Vulnerability describes how exposed or susceptible to damage a facility is, and is dependent upon the facility construction, location, and the percentage of service area served. The vulnerability analysis predicts the extent of damage and environmental impact that may result from a hazard event of a given intensity in a given area on the existing District facilities. Each facility located within an area vulnerable to natural hazards was evaluated to determine the potential impact to the facility (e.g., inundation can damage facility electrical and controls, earthquake can cause physical damage and/or collapse, loss of

function can result in environmental sewer system overflow, etc) and the environmental impact in terms of fines.

The table on the following page provides an overview of the District facilities and the associated vulnerability to natural hazards.

Leucadia Wastewater District

Facility	Earthquake	Liquefaction	Wildfire	Tsunami	Severe Storm / Flood	Sea Level Rise	Dam Failure	Rain Induced Landslide
Avocado Pump Station	X							
Batiquitos Pump Station	X	X		X		X		
Diana Pump Station	X							
Encinitas Estates Pump Station	X							
La Costa Pump Station	X	X						
Leucadia Pump Station	X							
Rancho Verde Pump Station	X							
Saxony Pump Station	X		X			X		
Village Park 5 Pump Station	X							
Village Park 7 Pump Station	X							
Piping / Force Mains	X	X						X



**Mitigation Strategies**

Mitigation strategies are administrative and engineering project recommendations to reduce the vulnerability to the identified hazards and/or reduce the damage and environmental impact of the hazard. It was imperative to have engineers and vital District employees involved in this phase of the plan in order to develop strategies and projects that will mitigate the hazard and solve the problem cost-effectively, as well as ensure consistency with the District’s long-term mitigation goals and capital improvements. The potential mitigation projects were reviewed in a team-setting to ensure the projects are aligned with District objectives.

The priority for implementing the mitigation recommendations depends upon the overall priority for the hazards mitigated by implementing the recommendation (and associated potential losses). Therefore, projects that provide all-hazard mitigation are prioritized above recommendations that provide mitigation for select hazards. To prioritize the hazard specific recommendations, each recommendation was assigned a priority rank based timeframe for implementation (high priority, medium priority, and long-term mitigation).


The table below provides a list of mitigation projects for consideration:

Mitigation Recommendations		
Recommendations	Facilities Protected	Hazard Mitigated
<b>High Priority Recommendations</b>		
<p>1. Evaluate the feasibility of dry flood-proofing the Batiquitos Pump Station, including the installation of flood-proof doors and ensuring all hatches are water tight. Also, consider flood-proofing the area around the pump station vents to minimize water carryover through the vents.</p> <p><i>Note: The BPS Rehabilitation Project is currently scheduled for Spring 2021, which includes the installation of dry pit submersible pumps and relocation of the emergency generator.</i></p>	Batiquitos Pump Station	Tsunami, Flood, Sea Level Rise, Severe Storm

## Leucadia Wastewater District

Mitigation Recommendations		
Recommendations	Facilities Protected	Hazard Mitigated
2. Provide flood protection for the electrical / control components at the Saxony Pump Station.	Saxony Pump Station	Tsunami, Flood, Sea Level Rise, Severe Storm
3. Develop detailed site specific flood response and contingency plans Batiquitos and Saxony Pump Stations.	Batiquitos & Saxony Pump Stations	Tsunami, Flood, Sea Level Rise, Severe Storm
<b>Medium Priority Recommendations</b>		
None identified.		
<b>Long Term Recommendations</b>		
1. Evaluate more robust long-term flood-proofing solutions for the Batiquitos Pump Station, possibly including building a wall around the pump station (may be subject to political and environmental limitations) or relocation of the pump station.	Batiquitos Pump Station	Tsunami, Flood, Sea Level Rise, Severe Storm
2. Evaluate elevating pump stations and emergency generators as they are rehabilitated or in new construction to account for potential sea level rise.	Batiquitos, Saxony, La Costa & Leucadia Pump Stations	Sea Level Rise
3. Review detailed engineering analysis for the force mains at the railroad crossing and Pacific Coast Highway Bridge and L2 Force Main on the La Costa Avenue railroad bridge to ensure the design considered seismic hazards and follows good engineering practices (e.g., flexible restrained joints, lateral supports, anchorage redundancy, etc.).	Force Mains	Earthquake

**MEMORANDUM**

**DATE:** March 4, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2022 (FY22) Budget Development Schedule

---

**RECOMMENDED:**

- 1) Discuss and take action as appropriate.

**DISCUSSION:**

Staff has commenced the budget development process to prepare the preliminary FY22 Budget. For the past several years the Board has opted to conduct a Special Board Meeting to review the Budget and this approach has worked very well. Staff is suggesting the same approach this year and offers the following potential dates for the Board's consideration.

- 1) Special Board Meeting to review Preliminary FY22 Budget
  - a. Proposed Dates: Wednesday, May 5, 2021 (9:00 – 11:00 AM),  
Monday, May 10, 2021 (1:00 – 3:00 PM),  
or Tuesday, May 18, 2021 (9:00 – 11:00 AM)
- 2) Board of Directors Review of Final FY22 Budget
  - a. Regular Board Meeting – Wednesday, June 9, 2021

Staff requests that the Board of Directors review the schedule and provide direction to staff regarding the budget development schedule.

rad: PJB

**MEMORANDUM**

**DATE:** March 4, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Call for Nominations to the San Diego Local Agency Formation Commission (LAFCO) Alternate Member Election**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Discuss and take other action as appropriate.

**DISCUSSION:**

Leucadia Wastewater District recently received notification that nominations are being solicited for one alternate special district member to serve on San Diego LAFCO. The term involves Erin Lump's (Rincon del Diablo Water District) vacated seat and expires on May 1, 2023.

After nominations and resumes are received by the Friday, April 23, 2021 deadline, a candidate's forum will be held in conjunction with the CSDA Quarterly Dinner with confirmation being provided under separate/future cover.

Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached is LAFCO's notification letter and the nomination form (Attachment A).

tb:PJB

Attachments



**San Diego County**  
**Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

**CALL FOR NOMINATIONS**



February 22, 2021

TO: Independent Special Districts in San Diego County

FROM: Tamaron Lockett, Commission Clerk

SUBJECT: **Call for Nominations | Alternate Special District Member Election on LAFCO**

This notice serves as a call for nominations pursuant to Government Code Section 56332(1) involving a vacant and unexpired term as alternate special district member on the San Diego County Local Agency Formation Commission (LAFCO). The term involves Erin Lump's (Rincon del Diablo Municipal Water District) vacated seat and expires on May 1, 2023. Additional details follow.

- **Eligibility**

Candidates eligible for election must be members of the legislative body of an independent special district who reside within San Diego County but may not be members of the legislative body of a city or county.

- **Authorized Nominations**

State Law specifies only the presiding officer or their alternate as designated by the governing board must sign the nomination form. Attached is nomination form for the LAFCO alternate special district member (**Attachment A**).

- **Submittal Process and Deadline**

Signed nominations and a limited **two-page** resume indicating the candidate's District and LAFCO experience must be returned to San Diego LAFCO **no later than Friday, April 23, 2021**. Nominations received after this date will be invalid. Nominations and resumes may be mailed to the San Diego LAFCO Office at 9335 Hazard Way, Suite 200, San Diego, CA 92123 or by email to [tamaron.lockett@sdcounty.ca.gov](mailto:tamaron.lockett@sdcounty.ca.gov), if necessary, to meet the submission deadline, but the original form must be submitted.

<b>Administration</b> Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T: 858.614.7755 F: 858.614.7766 <a href="http://www.sdlafco.org">www.sdlafco.org</a>	<b>Vice Chair Jim Desmond</b> County of San Diego  <b>Nora Vargas</b> County of San Diego  <b>Joel Anderson, Alt.</b> County of San Diego	<b>Mary Casillas Salas</b> City of Chula Vista  <b>Bill Wells</b> City of El Cajon  <b>Paul McNamara, Alt.</b> City of Escondido	<b>Chris Cate</b> City of San Diego  <b>Marni von Wilpert, Alt.</b> City of San Diego	<b>Jo MacKenzie</b> Vista Irrigation  <b>Barry Willis</b> Alpine Fire Protection  <b>Vacant, Alt.</b> Special District	<b>Chair Andy Vanderlaan</b> General Public  <b>Harry Mathis, Alt.</b> General Public
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After nominations and resumes are received it is anticipated a candidate's forum will be held in conjunction with the California Special Districts Association quarterly meeting with confirmation being provided under separate/future cover. Election materials will be mailed out **no later than Friday, April 30, 2021** unless otherwise communicated by the LAFCO Executive Officer. Should you have any questions, please contact me at 858.614.7755.

Attachment:

- 1) Nomination form - LAFCO alternate special district member

Respectfully,

Tamaron Lockett  
Commission Clerk

**ATTACHMENT A**

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION  
ALTERNATE MEMBER**

The \_\_\_\_\_ is pleased to nominate \_\_\_\_\_ as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring in 2023.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

\_\_\_\_\_  
(Presiding Officer Signature)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
(Date)

**PLEASE ATTACH RESUME FOR NOMINEE**

- Limit two-pages
- Must be submitted with Nomination Form

**MEMORANDUM**

**DATE:** March 4, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** **Strategic Planning Facilitator**



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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Discuss and take action, as appropriate.

**DISCUSSION:**

At its February 10, 2021 meeting, the Board of Directors reviewed a recommendation from the Strategic Planning Ad Hoc Committee for a strategic planning facilitator. Following discussion, the Board opted to postpone a decision on the strategic planning facilitator until the March 10, 2021 meeting with the understanding that the full Board would review all of the proposals received.

Staff delivered the full agendas from the December 3, 2020 and January 14, 2021 Ad Hoc Committee meetings on February 12<sup>th</sup>. The agendas included the request for proposals (RFP), the draft mailing list and the four proposals received. The four proposals included:

- Barber & Gonzales Consulting Group
- Sterling Insights
- Regional Government Services
- Confidence Consulting

This item has been placed on the agenda for the Board's discussion and potential action.

PJB:



## Directors' Meetings

Presented by Directors Omsted, Hanson, Sullivan, Brown, and Juliussen

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### Conference

CSDA Virtual Quarterly Meeting

### Dates and Location

February 18, 2021 @ 5:30pm via Zoom

### List of Attendees

President Donald Omsted  
Vice President Judy Hanson  
Director Elaine Sullivan  
Director Matthew Brown  
Director Allan Juliussen

The above mentioned Board members heard a presentation from Stephen Abbott of North County Fire Protection District, Barry Jantz of Grossmont Health Care District, and Jennifer Sabine of Sweetwater Authority on the Impacts of the COVID-19 Pandemic on Operations.