



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: 817 3454 2221 **Passcode:** 137585

Public Participation/Comment: Members of the public can participate in the meeting by emailing comments to the Executive Assistant at 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, September 14, 2022

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 or unanimous vote of the Board.

Any writings or documents provided to a majority of the members of Leucadia Wastewater District regarding any item on this Agenda will be made available for public inspection in the Administration Office located at 1960 La Costa Avenue, Carlsbad, CA 92009 during normal business hours. 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. **Adopt Resolution No. 2382 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic** (Pages 6-9)
5. **General Public Comment Period**
6. **Approval of Agenda**
7. **Presentation and Awards**
None.

CONSENT CALENDAR

Items 8-12 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

August 17, 2022 Regular Board Meeting (Pages 10-14)

September 6, 2022 Engineering Committee Meeting (Pages 15-18)

9. Approval of Demands for August/September 2022

This item provides for Board of Directors approval of all demands paid from LWD during the month of August and a portion of September 2022. (Pages 19-29)

10. 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 FY22 to FY23, flows by sub-basin, and staff training. (Pages 30-36)

11. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY23 budget and discloses monthly investments. (Pages 37-44)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of August 2022. (Pages 45-46)

EWA REPORTS

13. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on August 24, 2022 via video conference – report by Director Omsted. (Page 47)
- B. An Encina Member Agencies Manager's Meeting was held on September 6, 2022 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

14. Committee Reports

Engineering Committee meeting was held on September 6, 2022 – report by Director Roesink. (Pages 48)

ACTION ITEMS

15. Adopt Resolution No. 2379 – Briggs Annexation (Pages 49-53)

16. Adopt Resolution No. 2383 – Stits Annexation (Pages 54-58)

17. Retrofit Closed Circuit Television Van

Authorize the General Manager to execute a procurement from Haaker Equipment Company in the amount of \$182,497.25 to retrofit the existing CCTV Van with an EnviroSight RovverX Long Range CCTV System and accessories through a cooperative purchase program. (Pages 59-60)

18. Supervisory Control and Data Acquisition Central Upgrade Project

Authorize the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated for the Supervisory Control and Data Acquisition (SCADA) Central Control Upgrade Project in an amount not to exceed \$70,000. (Pages 61-65)

19. Division 4 Board of Directors Vacancy (Page 66)

20. Potential Participation in Stories of San Dieguito film/book project (Pages 67-68)

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

Flu Shot Clinic is scheduled for Thursday, September 15, 2022 from 3:30 – 4:30 p.m. (Verbal)

22. Directors' Meetings and Conference Reports

A. CSDA Local Section Quarterly Dinner was held on August 18, 2022 at the 94th Aero Squadron in Kearny Mesa, CA. (Page 69)

B. 2022 CSDA Annual Conference was held August 22 – 25, 2022 at the J.W. Marriott Desert Springs Resort & Spa in Palm Desert, CA. (Page 70)

C. 2022 WaterReuse CA Annual Conference was held September 11 – 13, 2022 at the Hyatt Embarcadero in San Francisco, CA. (Page 71)

23. General Manager's Report

24. General Counsel's Report

25. Board of Directors' Comments

26. Adjournment

AFFIDAVIT OF POSTING

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

Date: September 8, 2022



Paul J. Bushee, Secretary/General Manager

Board of Directors' Code of Conduct

- ♦ *I will openly communicate during Board meetings and voice my views, in the meetings, on all matters regarding the District.*
- ♦ *I will support the decisions of the Board once they are voted on.*
- ♦ *I will concentrate on issues of governance and strategic import to the District and will expect support from staff on issues of operational import and detail.*
- ♦ *I will treat fellow Board members with dignity and respect.*
- ♦ *I will be prepared to discuss Board issues and agree to spend the necessary time and attention to Board matters.*
- ♦ *If I have concerns or questions, I will ask. If I need clarification of Board agenda items, I will call ahead and discuss with the General Manager.*
- ♦ *I will support the general manager as the primary spokesperson for the district.*
- ♦ *I will conduct myself in the highest ethical manner and comply with all appropriate government regulations.*

Role of Staff

- ♦ *Implement policies of LWD Board*
- ♦ *Create tactics and action plans that address how policies should be implemented*
- ♦ *Provide technical competence in addressing issues of how tactics should be implemented*
- ♦ *Provide relevant facts and recommendations*
- ♦ *Provide effective leadership*
- ♦ *Administer day-to-day operations of the district*
- ♦ *Respond to reasonable board requests for information*

MEMORANDUM

DATE: September 8, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2382 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2382 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic;
2. Discuss and take other action, as appropriate.

DISCUSSION:

On September 30, 2021 the Executive Orders authorizing virtual or teleconference meetings without full compliance with the Brown Act expired. On September 16, 2021, Governor Newsom signed Assembly Bill 361, which took effect immediately, and amends provisions of the Ralph M. Brown Act (Cal. Gov. Code 54950 *et seq.*) to provide local agencies with authority to continue virtual meetings during a state of emergency proclaimed by the Governor.

The authority provided by AB 361 is not automatic. For Leucadia Wastewater District to continue virtual meetings:

1. There must be a proclaimed state of emergency pursuant to section 8625 of the California Emergency Services Act (Cal. Gov. Code, § 52953(e)(4).); and
2. The Board of Directors must hold a meeting and adopt a resolution finding, by a majority vote, that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees. (Cal. Gov. Code, § 52953(e)(1).)

On March 4, 2020, Governor Newsom proclaimed a state of emergency pursuant to Section 8625 of the California Emergency Services Act, and it remains in place today. Thus, the Board of Directors has authority to adopt an AB 361 resolution extending virtual meetings. Resolutions approving virtual meetings pursuant to AB 361 automatically expire after 30 days unless renewed. (Cal. Gov. Code, § 52953(e)(3).)

The Board has adopted complying resolutions at its October through December 2021 and January through August 2022 meetings and staff is recommending the Board adopt Resolution No. 2382 in order to hold its September 14th meeting virtually.

PJB:dwb

Attachment

RESOLUTION NO. 2382

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA
WASTEWATER DISTRICT AUTHORIZING REMOTE TELECONFERENCE
MEETINGS DUE TO THE DECLARED STATE EMERGENCY RESULTING FROM
THE COVID-19 PANDEMIC**

WHEREAS, the Leucadia Wastewater District is committed to ensuring public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Leucadia Wastewater District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconference meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), during a proclaimed state of emergency, subject to specified conditions; and

WHEREAS, on March 4, 2020, the Governor of California issued a Proclamation declaring a state of emergency pursuant to Government Code section 8625 due to the COVID-19 pandemic; and

WHEREAS, COVID-19 can result in serious illness or death; and

WHEREAS, COVID-19 spreads effectively in indoor settings when multiple people are present,

**NOW, THEREFORE, THE BOARD OF DIRECTORS FOR THE LEUCADIA
WASTEWATER DISTRICT HEREBY FINDS AND RESOLVES AS FOLLOWS:**

1. The above recitations are true and correct.
2. As a result of the COVID-19 pandemic state of emergency, the risk of serious illness or death from the disease, and the ability of the disease to spread efficiently when multiple people are present, the Board finds that meeting in person would present imminent risks to the health and safety of attendees.
3. Accordingly, the Board elects to continue holding legislative meetings telephonically pursuant to the alternative procedures authorized by Government Code section 54953(e).
4. The General Manager is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

5. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) October 14, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of LEUCADIA WASTEWATER DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED at a meeting of the Board of Directors of LEUCADIA WASTEWATER DISTRICT held September 14, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

LEUCADIA WASTEWATER DISTRICTMinutes of a Regular Board Meeting
August 17, 2022

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, August 17, 2022 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Hanson, Brown, Roesink, and Omsted

DIRECTORS ABSENT: Sullivan

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Field Services Technician In-Training Johnny Montoya, and District Engineer Dexter Wilson

3. Pledge of Allegiance

Director Brown led the pledge of allegiance.

4. Adopt Resolution No. 2380 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic

GM Bushee presented the item and provided background information on AB 361. Staff is recommending the Board adopt Resolution No. 2380 in order to hold its August 17th meeting virtually.

Director Brown asked the Board if they would like to resume in person meetings in September. Director Omsted stated he is a little worried with the current increase in COVID cases so he would like to continue meetings via Zoom.

Upon a motion duly made by Director Brown, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2380 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Absent
Director Brown	Yes
Director Roesink	Yes
Director Omsted	Yes

5. General Public Comment Period

None.

6. Approval of Agenda

Upon a motion duly made by Director Omsted, seconded by Director Roesink, and unanimously

carried, the Board of Directors approved the agenda by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Absent
Director Brown	Yes
Director Roesink	Yes
Director Omsted	Yes

7. Presentations and Awards

A. State Water Resources Control Board Water Treatment Operator Grade T1 – Johnny Montoya

GM Bushee introduced Field Services Technician In-Training Johnny Montoya stating that Johnny recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. He presented background information about Johnny and noted that he has been employed with the District since September 2021. He noted that Johnny is eligible for a \$500 incentive award under the District's incentive program.

California Water Environment Association (CWEA) Collection System Maintenance Grade 1 Certification – Johnny Montoya

GM Bushee introduced Field Services Technician In-Training Johnny Montoya stating that Johnny recently received his Grade 1 Collection System Maintenance certification from CWEA. He noted that Johnny is eligible for a \$500 incentive award under the District's incentive program.

The Board congratulated Johnny and thanked him for his efforts.

B. Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2021

GM Bushee stated that LWD received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2021. GM Bushee acknowledged former staff member Richard Duffey and DFA Green for their work on the Annual Comprehensive Financial Report (ACFR).

The Board congratulated staff for their efforts.

CONSENT CALENDAR

Director Brown requested that Board Agenda item number 9, Approval of Demands, be pulled from the Consent Calendar.

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

July 13, 2022 Regular Board Meeting

July 25, 2022 Community Affairs Committee Meeting

9. Approval of Demands for July/August 2022

Payroll Checks numbered 220713-1 to 220801-5; General Checking Checks numbered 23204-23338

10. Operations Report (A copy was included in the original August 17, 2022 Agenda)

11. Finance Report (A copy was included in the original August 17, 2022 Agenda)

12. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2022.
(Pages 47-48, Enclosure 12)

13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2022.

14. Fiscal Year 2023 (FY23) Pay Schedules

Adopt Resolution No. 2381 - Approving the FY23 pay schedules.

Upon a motion duly made by Director Omsted, seconded by Director Brown, and unanimously carried, the Board of Directors approved item 8 and items 10-14 of the Consent Calendar by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Absent
Director Brown	Yes
Director Roesink	Yes
Director Omsted	Yes

Director Brown asked for clarification on the Encina Wastewater Reserve Contribution Capital Adjustment. DFA Green provided clarification noting that this adjustment relates to the 4th quarter of last year when Encina adjusted the timing of the quarterly invoices to the member agencies.

Upon a motion duly made by Director Brown, seconded by Director Roesink, and unanimously carried, the Board of Directors approved Item 9, Approval of the Demands, by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Absent
Director Brown	Yes
Director Roesink	Yes
Director Omsted	Yes

EWA and COMMITTEE REPORTS

15. Encina Wastewater Authority (EWA) Reports

A regular EWA Board Meeting was held on July 27, 2022.

Director Omsted reported on EWA's July 27, 2022 Board Meeting.

16. Committee Reports

Community Affairs Committee (CAC) Meeting was held on July 25, 2022.

Director Roesink reported that the CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC made some suggested edits and staff stated they would make those

edits. The CAC then directed staff to move forward with the newsletter and proposed production schedule. The next CAC meeting was scheduled for September 14th at 1 p.m.

ACTION ITEMS

17. Revised Conflict of Interest Code

Adopt Resolution No. 2377 – Approving LWD's Revised Conflict of Interest Code.

EA Baity presented this item and provided background information on LWD's Conflict of Interest Code (COIC). EA Baity stated the District is required by California Code to biennially review its COIC. She noted the District last amended the Code and Appendix A on August 19, 2020.

EA Baity then summarized the recommended changes to the Designated Positions section of the COIC. EA Baity noted that GC Brechtel has reviewed the recommended changes.

Upon a motion duly made by Director Roesink, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2377 approving LWD's revised Conflict of Interest Code by the following vote:

Director	Vote
President Hanson	Yes
Vice President Sullivan	Absent
Director Brown	Yes
Director Roesink	Yes
Director Omsted	Yes

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 18, 2022 at the 94th Aero Squadron in Kearny Mesa, CA

EA Baity announced the date and time of the CSDA Quarterly Dinner.

B. Flu Shot Clinic is scheduled for Thursday, September 15, 2022.

EA Baity announced the date and time of the Flu Shot Clinic.

19. Directors' Meetings and Conference Reports

The 2022 CASA Annual Conference was held August 10 - 12, 2022 in Olympic Valley, CA.

President Hanson stated it was held at a beautiful location.

Director Roesink stated he enjoyed the session on microplastics. He congratulated staff on submitting for two CASA awards but noted it is hard to compete against a pure water project.

Director Omsted stated he enjoyed the sessions on non-flushable wipes and water intrusion into the Truckee Sanitation system.

Vice President Sullivan entered the meeting at 5:37 p.m.

20. General Manager's Report

GM Bushee reported on the following:

- He will be on vacation from August 18 – August 22 and DFA Green will be acting GM

21. General Counsel's Report

GC Brechtel reported on the following:

- No one filed for the November election for District 4 so the seat is vacant. He will follow up with the County Board of Supervisors on the process for filling the vacant seat

Director Brown asked GC Brechtel if he can ask the Board of Supervisors if the LWD Board can recommend someone in District 4 for the vacant seat. GC Brechtel said he will find out and report back to the Board.

22. Board of Directors' Comments

Vice President Sullivan apologized for being late to the meeting.

23. Closed Session

A. Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code 54956.9(d)(2)

The Board of Directors met in Closed Session. Following Closed Session the Board rejected the Palmer claim.

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

There was no reportable action.

24. Adjournment

President Hanson adjourned the meeting at approximately 6:30 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 September 6, 2022

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, September 6, 2022 at 9:30 a.m. via video conference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Roesink, Brown

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Director of Technical Services Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; Field Service Technician III Mauricio Avalos; Field Service Technician III Gabriel Mendez; and District Engineer Dexter Wilson

3. Public Comment

None.

4. New Business

A. Adopt Resolution No. 2379, Briggs Annexation, as presented.

FFSpec Riffel presented the item to the EC. He explained that the Briggs Annexation involves one parcel totaling 2.92 acres with an existing single-family residence that is currently connected to a septic tank system. He continued that per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for the proposed construction of a 1,200 square foot Accessory Dwelling Unit (ADU). FFSpec Riffel said that the private sewer lateral for the parcel will connect to the available public sewer system. He stated that the collection and treatment systems have sufficient capacity to accommodate the existing single-family dwelling and proposed ADU.

Chairperson Roesink asked if there were any complexities to this connection to the collection system. FFSpec Riffel answered that this situation is a straight forward connection to a stub out that is at the property line.

Director Brown asked if both the main and ADU connections will be done at the same time. FFSpec Riffel answered yes, both lines will be connected at the same time as required by the City of Encinitas because the trunk line is in close to the property.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2379 the Briggs Annexation.

B. Adopt Resolution No. 2383, Stits Annexation, as presented.

FFSpec Riffel presented the item to the EC. He explained that the Stits Annexation involves one parcel totaling 0.70 acres and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. He continued that per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for the proposed lot split. FFSpec Riffel said that the connection of the existing single-family residence and the proposed lot split to the collection system requires the construction of approximately 175 feet of public sewer extension on Eolus Avenue. He continued that the collection and treatment systems have sufficient capacity to accommodate the existing single-family dwelling and the future development of the split parcel.

Chairperson Roesink asked if the resident pays for the extension of the trunk line. FFSpec Riffel answered affirmatively. FFSpec Riffel continued that a reimbursement agreement can be used to possibly help defray the construction cost. However, the resident has not requested a reimbursement agreement at this time.

Director Brown asked if stub outs are constructed to the properties adjacent to the trunk line extension. FFSpec Riffel answered that stub outs are not part of the trunk line extension.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2383 the Stits Annexation.

C. Authorize the General Manager to execute a procurement from Haaker Equipment Company in the amount of \$182,497.25 to retrofit the existing CCTV Van with EnviroSight RoverX Long Range CCTV System and accessories through a cooperative purchase program.

FST III Avalos and FST III Mendez presented the item to the EC. FST III Avalos stated that the District has two Closed Circuit Television (CCTV) Vehicles in its fleet for video inspection of the collection system. He said that Staff is recommending the retrofit of the Van which is currently equipped with the CUES inspection system. FST III Avalos explained that the Van engine and chassis are in good condition. He said that the District has spent nearly \$20K over the last two years in CCTV equipment services and repairs for the CUES System and Staff has noticed an increase in cost and frequency of the repairs.

FST III Avalos explained the reasons for the retrofit including, equipment down time, lack of customer service and support, advancement in CCTV technology and equipment standardization. He continued that staff researched different CCTV systems from Ibak, Proteus, and EnviroSight.

FST III Mendez stated that staff selected the EnviroSight System due to system and equipment functionality and reliability. He provided the EC with numerous advantages of the EnviroSight System including user friendly software, easier modification of transporter system to fit various pipe diameters, the ability to remotely elevate the camera on the transporter, and improved reliability. He said that the retrofit of the Van with EnviroSight will result in the CCTV Inspection Systems being the same in both inspection vehicles improving operator efficiency and performance due to system standardization.

FST III Mendez said that the District's Procurement Policy permits the use of cooperative purchasing programs when feasible and in the best interest of the District. He said that the retrofit of the Van from the Haaker Equipment Company will be through a cooperative purchasing program with Sourcewell Cooperative (Sourcewell). He continued that the Sourcewell is a self-supported government agency, therefore, the retrofit has already been vetted through the competitive pricing process by Sourcewell.

Director Brown commended both FST III Avalos and Mendez on their great presentation. He asked about the differences of the CCTV cameras between EnviroSight and CUES? FST III Mendez referred to the picture in the presentation and explained that the EnviroSight camera can be elevated from the transporter while in use compared to the CUES system that requires modification to the transporter prior to inserting into a pipe.

Chairperson Roesink stated that he strongly supports the standardization of the CCTV equipment. He asked what will happen to the CUES equipment that is removed from the Van. FSSup Gonzalez answered that the District will attempt to sell the used CUES equipment.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute an agreement for the retrofit of the CCTV Van by Haaker through the Sourcewell Cooperative.

- D. Authorize the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated for the Supervisory Control and Data Acquisition (SCADA) Central Control Upgrade Project in an amount not to exceed \$70,000.

FSS Stecker presented the item to the EC. He stated that SCADA is used to monitor the operation of the District's ten (10) pump stations and provides an alarm notification when operations are outside of set parameters. He continued that SCADA does not enable central control of the pump stations and each pump station operates autonomously.

FSS Stecker said that SCADA Central Control (SCC) is located in the Headquarters Building and is made up of two desktop computers operating on the antiquated Windows 7 operating system. He continued that the SCC project includes the purchase of one desktop and required software; configuring the software; developing and programming the human machine interface; and staff training. FSS Stecker commented that in the future the SCADA upgrades will be done sooner than the ten year interval.

FSS Stecker stated that Base Nine Consulting, Inc. (BNCI) possess unique knowledge of the District's SCADA System and completed the previous SCC upgrade. He continued that for those reasons this is a sole source procurement for services.

Chairperson Roesink asked if the work includes update / replacement of the SCADA software. FSS Strecker answered that the contract does include software upgrades and replacement. Chairperson Roesink asked how long will the project take. FSS Stecker answered the project should take approximately two weeks after procurement of the software and hardware.

Director Brown commented that he agrees that system upgrades should be done sooner than ten years, and recommended that the period be five years or less dependent upon available technology and for improved cyber security.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute a sole source Agreement with BNCI for the SCADA Central Control upgrade.

5. Information Items

A. Development Projects Summary

FSSpec Riffel presented this item to the EC. The EC reviewed the project location map and thanked staff for producing a useful and informative map.

B. FY 22 Gravity Pipeline Project Update

FSSpec Riffel presented this item to the EC. He provided background information on the project. During the presentation, he described the installation of a new manhole on Oakbranch Drive and a clean out on Hygeia Avenue.

6. Directors' Comments

Chairperson Roesink thanked Director Brown for his IT knowledge and expertise regarding discussion of cyber security issues such as the SCADA Upgrade project.

Director Brown thanked staff for the great presentations and for helping to enlighten the committee members to enable them to make informed decisions.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Roesink adjourned the meeting at approximately 10:53 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
September 14, 2022

Disbursement Period August 5, 2022 Through September 8, 2022

GENERAL CHECKING

Operating	\$ 808,990.60
Capital	\$ 981,529.69
TOTAL GENERAL CHECKS	\$ 1,790,520.29

PAYROLL CHECKS	\$ 173,513.67
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TOTAL DEMANDS	\$ 1,964,033.96
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
September 14, 2022**

Disbursement Period August 5, 2022 Through September 8, 2022

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	8/10/2022	220810-1 to 220810-19	\$ 56,254.57
Incentive Payroll Check	8/17/2022	220817-1	\$ 909.13
Biweekly Payroll Checks	8/24/2022	220824-1 to 220824-19	\$ 55,231.01
Board Payroll Checks	9/1/2022	220901-1 to 220901-5	\$ 5,348.83
Biweekly Payroll Checks	9/7/2022	220907-1 to 220907-19	\$ 55,770.13

TOTAL PAYROLL CHECKS	\$ 173,513.67
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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 8/5/2022 Through 9/8/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23339	8/11/2022	ADT/PROTECTION 1	165.00	Security Services 08/17/22-09/16/22
23340	8/11/2022	ALPHAGRAPHICS	418.08	Smoke Testing Door Hangers
23341	8/11/2022	AT&T	353.25	Phone Service - Elevator 06/25/22-07/24/22
23342	8/11/2022	BAY CITY ELECTRIC WORKS, INC	414.62	Generator Service/Load Test/Fuel Polish-VP5
	8/11/2022	BAY CITY ELECTRIC WORKS, INC	696.27	Generator Service/Maintenance - La Costa PS
23343	8/11/2022	Burnham Nationwide	267.80	Fee Refund for Project 1126-Sweetgreen 7750 ECR
23344	8/11/2022	CHARLES KINNEY	3,000.00	Lateral Reimbursement: 543 Cerro Street, Encinitas CA 92024
23345	8/11/2022	CM HARU SUSHI INC / HARUMAMA	191.44	Fee Refund for Project 1119-Harumama-1460 Encinitas Blvd
23346	8/11/2022	CORODATA	289.44	File Storage - July 2022
23347	8/11/2022	DANIEL AVAN	1.26	Fee Refund for Project 1137-1023 Neptune Ave
23348	8/11/2022	DATA NET SOLUTIONS GROUP	1,360.30	Managed Services Monthly Service-July 2022
	8/11/2022	DATA NET SOLUTIONS GROUP	400.00	Wifi Subscription/License/Maintenance
23349	8/11/2022	DEXTER WILSON ENGINEERING	342.00	Development Services-0943 Leucadia Streetscape
	8/11/2022	DEXTER WILSON ENGINEERING	220.49	Development Services-1154 The Beacons Phase 3-7760 & 7770 ECR
	8/11/2022	DEXTER WILSON ENGINEERING	228.00	Development Services-1158 For Giving LLC Annex-936 Hymettus
	8/11/2022	DEXTER WILSON ENGINEERING	171.00	Development Services-1159 Lola 55-7720 ECR #L&M
	8/11/2022	DEXTER WILSON ENGINEERING	171.00	Development Services-1160 Carlsbad Fuel&Convenience-7602 ECR
23350	8/11/2022	ENCINITAS CHAMBER OF COMMERCE	295.00	Membership Renewal FY2022
23351	8/11/2022	EVERBOWL, LLC	205.42	Fee Refund for Project 1084-Everbowl 7670 ECR #103
23352	8/11/2022	FEDERAL EXPRESS CORPORATION	132.32	Shipping 08/02/22
23353	8/11/2022	GUUSJE BENDELER	138.17	Fee Refund for Project 1102-1650 Caudor St PPS
23354	8/11/2022	HESTIA ATELIER LLP	281.31	Fee Refund for Project 1128-Starbucks 905 Orpheus Ave
23355	8/11/2022	ICMA RETIREMENT-303979	5,645.74	Deferred Comp for PPE 08/07/22
23356	8/11/2022	INTERSTATE BATTERIES OF SAN DIEGO	17.24	Batteries
23357	8/11/2022	JACKSON DESIGN & REMODELING	821.92	Fee Refund for Project 1157-7940/7942 Grado El Tupelo ADU PP
23358	8/11/2022	KENNETH D McKENZIE	162.91	Fee Refund for Project 1122-1403 Rainbow Ridge ADU PPS
23359	8/11/2022	M. D. MURPHY	85.71	Fee Refund for Project 1078-1059 Hermes Ave Lot Split
23360	8/11/2022	MINUTEMAN PRESS	91.53	Window Envelopes (500)
23361	8/11/2022	MIREILLE BOISSE	3,000.00	Lateral Reimbursement: 169 Phoebe St, Encinitas, CA 92024
23362	8/11/2022	MSC JANITORIAL SERVICE, INC	2,206.66	Janitorial Services - July 2022
23363	8/11/2022	PRUDENTIAL OVERALL SUPPLY	121.85	Weekly Uniform/Laundry Service 08/04/22

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23364	8/11/2022	Quench USA Inc	136.85	Drinking Water Service 07/19/22-08/18/22
23365	8/11/2022	CATALIN OR KRISTINA REU	2.33	Fee Refund for Project 1127-1060 Urania Ave
23366	8/11/2022	RMCA ARCHITECTURE DESIGN PLANN...	39.77	Fee Refund for Project 1107-Stater Bros.
23367	8/11/2022	RSI GROUP INC	168.15	Fee Refund for Project 1147-Mendocino Farms-268 N. ECR
23368	8/11/2022	RYAN LAW	51.17	Fee Refund for Project 1101-154-156 Coop Court-MULA
23369	8/11/2022	SOUTHERN CONTRACTING COMPANY	580.00	Check Run 08/11/22
23370	8/11/2022	Stacy Cox	309.82	Fee Refund for Project 1105-1528 Caudor St PPS
23371	8/11/2022	STAPLES	261.80	Office Supplies
23372	8/11/2022	Professional Exchange Service Corpora...	156.50	Phone Answering Service - July 2022
23373	8/11/2022	TKS RESTAURANTS LLC-THE KEBAB S...	181.35	Fee Refund for Project 1124-The Kebab Shop
23374	8/11/2022	UNIFIRST CORPORATION	56.31	First Aid Supplies
23375	8/18/2022	AIRGAS USA LLC	1,376.48	Liquid Oxygen Contract 08/04/22
	8/18/2022	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
23376	8/18/2022	AT&T	211.93	Phone Service-BPS 07/10/22-08/09/22
23377	8/18/2022	Atlas Technical Consultants LLC	2,687.00	Services-FY22 Gravity Sewer Repairs-July 2022
23378	8/18/2022	AWSS INC	6,300.80	Vehicle Fuel 06/19/22-07/26/22
23379	8/18/2022	BAY CITY ELECTRIC WORKS, INC	1,027.36	Generator Service/Maintenance - BPS
	8/18/2022	BAY CITY ELECTRIC WORKS, INC	1,598.93	Generator Service/Maintenance - LPS
	8/18/2022	BAY CITY ELECTRIC WORKS, INC	582.57	Generator Service/Maintenance - Portable # 135
	8/18/2022	BAY CITY ELECTRIC WORKS, INC	1,263.85	Generator Service/Maintenance - Portable # 166
	8/18/2022	BAY CITY ELECTRIC WORKS, INC	1,263.85	Generator Service/Maintenance - Portable # 167
	8/18/2022	BAY CITY ELECTRIC WORKS, INC	1,588.78	Generator Service/Maintenance - Portable # 174
23380	8/18/2022	CARLSBAD POLICE DEPT - ALARM UNIT	100.00	False Alarm Fee
	8/18/2022	CARLSBAD POLICE DEPT - ALARM UNIT	24.00	Permit 2022
23381	8/18/2022	CSDA- SAN DIEGO CHAPTER	130.00	CSDA Quarterly Dinner 08/18/22-C Roesink & E Sullivan
23382	8/18/2022	CWEA	202.00	CWEA Membership Renewal-FY 2023-J Montoya
	8/18/2022	CWEA	202.00	CWEA Membership Renewal-FY 2023-R Easton
23383	8/18/2022	DATA NET SOLUTIONS GROUP	(192.50)	Credit for Rate Correction on Inv # 9809071
	8/18/2022	DATA NET SOLUTIONS GROUP	2,274.90	Monthly IT Service - July 2022
	8/18/2022	DATA NET SOLUTIONS GROUP	8,085.56	POWEREDGE R750 8-Core Servers (2)
23384	8/18/2022	DONALD OMSTED	48.50	Expense Report for CASA 2022 Annual Conference
23385	8/18/2022	FEDERAL EXPRESS CORPORATION	37.78	Shipping 08/08/22
23386	8/18/2022	FIDELITY SECURITY LIFE INSURANCE...	426.30	Vision Insurance - August 2022
23387	8/18/2022	HUGO GONZALEZ	399.47	Expense Report for Tristate Conference 2022
23388	8/18/2022	INTERSTATE BATTERIES OF SAN DIEGO	287.61	Batteries - Chase Truck #164

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23389	8/18/2022	JACK DOHENY COMPANY INC	1,075.00	PACP/MACP Training - H Gonzalez
23390	8/18/2022	MARVIN GONZALEZ	225.65	Expense Report for Tristate Conference 2022
23391	8/18/2022	MAURICIO AVALOS	190.23	Expense Report for Tristate Conference 2022
23392	8/18/2022	MAVTECK	3,875.00	FY2022 Gravity Sewer Repair Project
23393	8/18/2022	OLIN CORPORATION	9,909.31	Sodium Hypochlorite Chemicals
23394	8/18/2022	PACIFIC RIM MECHANICAL	751.91	Cooling Unit Service - BPS
23395	8/18/2022	PLANT PEOPLE, INC	168.00	Office Plant Maintenance - August 2022
23396	8/18/2022	PRUDENTIAL OVERALL SUPPLY	119.54	Weekly Uniform/Laundry Service 08/09/22
	8/18/2022	PRUDENTIAL OVERALL SUPPLY	119.54	Weekly Uniform/Laundry Service 08/16/22
23397	8/18/2022	REPUBLIC SERVICES #661	344.87	Waste Service - July 2022
23398	8/18/2022	RICK EASTON	486.42	Expense Report for Tristate Conference 2022
23399	8/18/2022	RISING TIDE PARTNERS	2,252.25	Public Outreach Services - July 2022
23400	8/18/2022	SAN DIEGUITO WATER DISTRICT	26.48	Water @ Tanker 1
	8/18/2022	SAN DIEGUITO WATER DISTRICT	218.46	Water @ Tanker 2
23401	8/18/2022	SPACELINK/12B NETWORK	160.00	Webcam @ BPS 08/14/22-09/13/22
23402	8/18/2022	STAPLES	162.00	Office Supplies
	8/18/2022	STAPLES	214.68	Office Supplies
23403	8/18/2022	TERMINIX PROCESSING CENTER	90.00	Pest Control 07/11/22
23404	8/18/2022	THE HOME DEPOT CRC/GEFC	203.84	ABS Cleanout Plugs / Caps / Superglue / Weld Adhesive
	8/18/2022	THE HOME DEPOT CRC/GEFC	53.84	Ant Spray / Lightbulbs
	8/18/2022	THE HOME DEPOT CRC/GEFC	27.23	Operating Supplies
	8/18/2022	THE HOME DEPOT CRC/GEFC	156.71	Soap / Batteries / Trash Bags / Simple Green
	8/18/2022	THE HOME DEPOT CRC/GEFC	12.34	Vinyl Tubing
	8/18/2022	THE HOME DEPOT CRC/GEFC	26.42	Wingnut test plug / Cap
23405	8/18/2022	VERIZON WIRELESS	982.19	Cell Phones 07/08/22-08/07/22
23406	8/18/2022	WORDEN WILLIAMS LLP	1,350.87	Legal Services - July 2022
23407	8/25/2022	ATEL COMMUNICATIONS, INC	42.00	Phone Equipment Service
23408	8/25/2022	BRYAN MARCUS	2,643.99	Lateral Reimbursement: 7952 Paseo Aliso, Carlsbad CA 92009
23409	8/25/2022	COSCO FIRE PROTECTION	270.00	Quarterly Fire Sprinkler Inspection
23410	8/25/2022	FEDERAL EXPRESS CORPORATION	61.81	Shipping 08/15/22
23411	8/25/2022	HARTFORD LIFE & ACCIDENT INS.	495.40	Life Insurance - August 2022
23412	8/25/2022	ICMA RETIREMENT-303979	5,631.86	Deferred Comp for PPE 08/21/22
23413	8/25/2022	INFRASTRUCTURE ENGINEERING CORP	1,215.00	Design Services for VP7 PS Replacement - July 2022
23414	8/25/2022	OLIVENHAIN MUNICIPAL WATER DIS...	51.15	Water @ VP5 PS
23415	8/25/2022	PACIFIC PIPELINE SUPPLY	285.36	Cherne Sewer Test Plug
	8/25/2022	PACIFIC PIPELINE SUPPLY	338.86	Valve Ball SXS PVC & Sandcloth Open Mesh
23416	8/25/2022	PETTY CASH	283.49	Petty Cash Reconciliation 08/25/22
23417	8/25/2022	QUADIENT LEASING	180.07	Postage Meter Machine Lease 09/18/22-12/17/22
23418	8/25/2022	RIVERSIDE EXPRESS	25.50	Toll Road Charge # 17282824-Plate #CA1559369-Tristate Conf
23419	8/25/2022	SAN DIEGO GAS & ELECTRIC	3,879.50	Electric @ Admin

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	8/25/2022	SAN DIEGO GAS & ELECTRIC	84.36	Electric @ Avocado PS
	8/25/2022	SAN DIEGO GAS & ELECTRIC	2,166.21	Electric @ AWT
	8/25/2022	SAN DIEGO GAS & ELECTRIC	12,526.42	Electric @ BPS
	8/25/2022	SAN DIEGO GAS & ELECTRIC	501.65	Electric @ Diana PS
	8/25/2022	SAN DIEGO GAS & ELECTRIC	1,198.43	Electric @ La Costa PS
	8/25/2022	SAN DIEGO GAS & ELECTRIC	7,326.17	Electric @ LPS
	8/25/2022	SAN DIEGO GAS & ELECTRIC	100.76	Electric @ RV PS
	8/25/2022	SAN DIEGO GAS & ELECTRIC	866.33	Electric @ Saxony PS
	8/25/2022	SAN DIEGO GAS & ELECTRIC	346.87	Electric @ VP5 PS
	8/25/2022	SAN DIEGO GAS & ELECTRIC	152.53	Electric @ VP7 PS
	8/25/2022	SAN DIEGO GAS & ELECTRIC	761.28	Electric/Gas @ E Estates PS
	8/25/2022	SAN DIEGO GAS & ELECTRIC	11.60	Gas @ Admin
23420	8/25/2022	STAPLES	322.17	Annual Membership Fee
	8/25/2022	STAPLES	102.05	Office Supplies
23421	8/25/2022	TERMINIX PROCESSING CENTER	62.20	Pest Control 08/08/22
23422	9/1/2022	AIRGAS USA LLC	1,456.05	Liquid Oxygen Contract 08/16/22
23423	9/1/2022	AT&T	363.99	Phone Service-Elevator 07/25/22-08/24/22
23424	9/1/2022	BAJA POOL AND SPA SERVICE	150.00	Water Fountain Weekly Maintenance - September 2022
23425	9/1/2022	BATIKITOS LAGOON FOUNDATION	1,000.00	Red-Tailed Hawk Sponsorship: Kayak & Cleanup Event
23426	9/1/2022	BAY CITY ELECTRIC WORKS, INC	2,071.71	Repair generator (alternator) for La Costa PS
23427	9/1/2022	CAPSTONE FIRE MANAGEMENT, INC	1,750.00	Stand by confined space rescue for Batiquitos Pump Station
23428	9/1/2022	CITY OF CARLSBAD	328.31	Water @ 1900 La Costa Ave
	9/1/2022	CITY OF CARLSBAD	164.09	Water @ 1960 La Costa Ave
	9/1/2022	CITY OF CARLSBAD	27.58	Water @ Fire Line
23429	9/1/2022	COLONIAL LIFE INS	315.06	Accident/Critical Illness Ins 08/10/22 & 08/24/22
23430	9/1/2022	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 08/22/22-09/21/22
	9/1/2022	COX COMMUNICATIONS SAN DIEGO	509.76	Phone Service 08/18/22-09/17/22
23431	9/1/2022	D&H WATER SYSTEMS, INC	178.65	A2-SNHL-T Tube Assy A2 SNHL 3/8" Comp (2)
23432	9/1/2022	DEXTER WILSON ENGINEERING	390.00	Asset Management Plan Update FY2023
	9/1/2022	DEXTER WILSON ENGINEERING	3,644.50	General Engineering 103-500 July 2022
23433	9/1/2022	DONALD OMSTED	161.00	Expense Report for CSDA 2022 Annual Conference
23434	9/1/2022	FIDELITY SECURITY LIFE INSURANCE...	426.30	Vision Insurance - September 2022
23435	9/1/2022	GRAINGER, INC	74.37	Sleeve Coupling Inserts (2)
23436	9/1/2022	HUMANA DENTAL INS.	3,797.05	Dental Insurance - September 2022
23437	9/1/2022	JUDY HANSON	755.04	Expense Report for CASA 2022 Annual Conference
	9/1/2022	JUDY HANSON	383.42	Expense Report for CSDA 2022 Annual Conference
23438	9/1/2022	MAVTECK	1,000.00	Construction Management-E Estates PS Project-July 2022
23439	9/1/2022	MUTUAL OF OMAHA	1,329.38	Disability Insurance - September 2022
23440	9/1/2022	PRUDENTIAL OVERALL SUPPLY	119.54	Weekly Uniform/Laundry Service 06/30/22

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	9/1/2022	PRUDENTIAL OVERALL SUPPLY	128.18	Weekly Uniform/Laundry Service 08/23/22
	9/1/2022	PRUDENTIAL OVERALL SUPPLY	119.54	Weekly Uniform/Laundry Service 08/30/22
23441	9/1/2022	Quench USA Inc	136.85	Office Drinking Water Monthly Service 08/19/22-09/18/22
23442	9/1/2022	CHRIS ROESINK	1,586.40	Expense Report for CASA 2022 Annual Conference
23443	9/1/2022	SAN DIEGO UNION TRIBUNE	158.79	Newspaper Subscription though 11/20/22
23444	9/1/2022	U.S. BANK	6,611.44	Cal Card Purchases - Statement Dated 08/22/22
23445	9/8/2022	ADS LLC	4,655.00	Flow Metering / Data Analysis - August 2022
	9/8/2022	ADS LLC	1,340.00	Meter Maintenance / Data Delivery ECHO - August 2022
23446	9/8/2022	ALLIANT INSURANCE SERVICES INC	3,531.15	Commercial Cyber Liability Insurance FY2023
23447	9/8/2022	ANTHEM EAP	30,633.72	EAP Fees-Account # 6278039975 07/01/22-06/30/23
23448	9/8/2022	AWSS INC	6,144.83	Vehicle Fuel 07/28/22-08/22/22
23449	9/8/2022	AZTEC LEASING, INC	530.88	Copier Lease - August 2022
23450	9/8/2022	BARRETT ENGINEERED PUMP	1,644.27	Myers MSK60M4 Sump Pump
23451	9/8/2022	BAY CITY ELECTRIC WORKS, INC	2,152.26	Battery Charger Replacement-BPS Generator
23452	9/8/2022	Brightview Landscape Services Inc	900.00	Landscape Maintenance Services @ Admin - September 2022
23453	9/8/2022	BURTECH PIPELINE INC DBA BURTEC...	326.00	Bathroom @ Admin - Toilet Repair
23454	9/8/2022	CARLSBAD CHAMBER OF COMMERCE	869.00	Membership Renewal 10/01/22-09/30/23
23455	9/8/2022	CHRIS ROESINK	35.00	Expense Report-CSDA Quarterly Dinner
23456	9/8/2022	CITY OF CARLSBAD	279.81	Water for Vactor 1
	9/8/2022	CITY OF CARLSBAD	316.07	Water for Vactor 2
23457	9/8/2022	COUNTY OF SAN DIEGO	548.00	Facility Permit Fee-VP5 PS 10/31/22-10/31/23
23458	9/8/2022	DETECTION INSTRUMENTS CORP	247.89	Calibrations @ BPS
23459	9/8/2022	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription - September 2022
23460	9/8/2022	ELAINE SULLIVAN	186.63	Expense Report for CSDA 2022 Annual Conference
	9/8/2022	ELAINE SULLIVAN	35.00	Expense Report for CSDA Quarterly Dinner
23461	9/8/2022	ENCINA WASTEWATER AUTHORITY	953,350.00	Quarterly Capital Payment-FY2023 Q2
	9/8/2022	ENCINA WASTEWATER AUTHORITY	615,743.00	Quarterly O/M Payment-FY2023 Q2
23462	9/8/2022	ENCINITAS FORD	224.40	Vehicle Maintenance/Service - Vehicle # 171
23463	9/8/2022	HAAKER EQUIPMENT CO	166.19	Repairs / Maintenance for Vactors: LED Spot Lt VA70499RA
	9/8/2022	HAAKER EQUIPMENT CO	104.56	Repairs / Maintenance for Vactors: Switch, Pressure VA40755B
23464	9/8/2022	HACH COMPANY	6.72	FAB-Sponges (2)
23465	9/8/2022	HARTFORD LIFE & ACCIDENT INS.	554.43	Life Insurance - September 2022

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23466	9/8/2022	LEE'S LOCK & SAFE	35.02	Standard 5 Pin Keys (10) - E Estates PS
23467	9/8/2022	MITSUBISHI ELECTRIC US, INC	354.78	Elevator Maintenance - September 2022
23468	9/8/2022	NAPA AUTO	61.33	Cash Wash / TST Grey Water Odor Control
23469	9/8/2022	OLIVENHAIN MUNICIPAL WATER DIS...	68.93	Recycled Water @ Traveling
	9/8/2022	OLIVENHAIN MUNICIPAL WATER DIS...	56.10	Water @ Encinitas Estates PS
	9/8/2022	OLIVENHAIN MUNICIPAL WATER DIS...	639.93	Water @ Traveling
	9/8/2022	OLIVENHAIN MUNICIPAL WATER DIS...	410.81	Water @ Travelling 2
	9/8/2022	OLIVENHAIN MUNICIPAL WATER DIS...	56.10	Water @ VP7 PS
23470	9/8/2022	PACIFIC PIPELINE SUPPLY	7,159.36	Filler Flanges / Epoxy Coating / Valve Swing Check Flanges
23471	9/8/2022	PRUDENTIAL OVERALL SUPPLY	121.85	Weekly Uniform/Laundry Service 09/06/22
23472	9/8/2022	READY LINE FLEET SERVICE INC	189.00	Air Leak in Vactor Control Air Switch - Vehicle # 159
	9/8/2022	READY LINE FLEET SERVICE INC	167.50	Install New Vactor Control Air Switch - Vehicle # 159
23473	9/8/2022	REPUBLIC SERVICES #661	(11.92)	Credit for Non-scheduled Service on July 2022 Invoice
	9/8/2022	REPUBLIC SERVICES #661	376.91	Waste Service - August 2022
23474	9/8/2022	RIGHT-OF-WAY ENGINEERING SERVI...	1,235.00	Qtrly Eng Svcs-La Costa Gravity Trunk Line Monitoring Q3
23475	9/8/2022	SAN DIEGUITO WATER DISTRICT	150.80	Water @ BPS
23476	9/8/2022	SOUTHERN CONTRACTING COMPANY	3,727.50	Re-installation of Grinder Pump (with Crane Truck)
	9/8/2022	SOUTHERN CONTRACTING COMPANY	580.00	Removed Generator plug, pull box, wires
23477	9/8/2022	UNDERGROUND SERVICE ALERTS/C	249.75	Monthly Underground Alarm Fees
	9/8/2022	UNDERGROUND SERVICE ALERTS/C	72.26	Monthly Underground State Fees
23478	9/8/2022	UNIFIRST FIRST AID CORP	83.45	First Aid Supplies
23479	9/8/2022	VERIZON WIRELESS	21.27	Telemetry for Cell Phones
Report Total			1,790,520.29	07/24/22-08/23/22

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
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Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	8/22/2022	23444	85.91	4330	BOARD CONFERENCES	CASA Conference-Airport Parking-D Omsted
U.S. BANK	API	8/22/2022	23444	491.11	4330	BOARD CONFERENCES	CASA Conference-Car Rental-D Omsted
U.S. BANK	API	8/22/2022	23444	715.80	4330	BOARD CONFERENCES	CASA Conference-Hotel-D Omsted
U.S. BANK	API	8/22/2022	23444	20.44	4330	BOARD CONFERENCES	CASA Conference-Meal-D Omsted
U.S. BANK	API	8/22/2022	23444	176.71	4330	BOARD CONFERENCES	CSDA Conference-Hotel Deposit-D Omsted
U.S. BANK	API	8/22/2022	23444	176.71	4330	BOARD CONFERENCES	CSDA Conference-Hotel Deposit-E Sullivan
U.S. BANK	API	8/22/2022	23444	176.71	4330	BOARD CONFERENCES	CSDA Conference-Hotel Deposit-J Hanson
U.S. BANK	API	8/22/2022	23444	675.00	4330	BOARD CONFERENCES	WateReuse Confernece-Registration-E Sullivan
U.S. BANK	API	8/22/2022	23444	92.97	4610	VEHICLE FUELS	Fuel for Tahoe
U.S. BANK	API	8/22/2022	23444	202.00	4810	MEMBERSHIP & DUES	CWEA Membership-J Pivaral
U.S. BANK	API	8/22/2022	23444	(332.00)	4810	MEMBERSHIP & DUES	WEF Membership Refund-P Bushee (Paid through AP Check)
U.S. BANK	API	8/22/2022	23444	332.00	4810	MEMBERSHIP & DUES	WEF Membership-P Bushee (Paid through AP check)
U.S. BANK	API	8/22/2022	23444	20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	8/22/2022	23444	30.00	4930	SUBSCRIPTIONS	Wifi
U.S. BANK	API	8/22/2022	23444	9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud Storage
U.S. BANK	API	8/22/2022	23444	40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom Cloud
U.S. BANK	API	8/22/2022	23444	48.47	5211	DESIGN & OFFICE ENGINEERING	SEJPA Lunch
U.S. BANK	API	8/22/2022	23444	49.01	5213	DISTRICT ENGINEERING SERVICES	AMMP Lunch-Dexter Wilson Engineering
U.S. BANK	API	8/22/2022	23444	448.00	5510	LINE MAINTENANCE	Carlsbad OT Work
U.S. BANK	API	8/22/2022	23444	6.45	5510	LINE MAINTENANCE	Cell Phone Screen Protector
U.S. BANK	API	8/22/2022	23444	161.55	5530	BUILDINGS & GROUNDS	Surveillance Signs

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 8/5/2022 Through 9/8/2022

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	8/22/2022	23444	20.20	5540	VEHICLES	Cylinder Muffler
U.S. BANK	API	8/22/2022	23444	29.06	5540	VEHICLES	Roof Vent Cover
U.S. BANK	API	8/22/2022	23444	14.28	5710	TRAINING, EDUCATION & CONFERNC	CalPERS Training-Lunch-P Bushee
U.S. BANK	API	8/22/2022	23444	449.00	5710	TRAINING, EDUCATION & CONFERNC	CalPERS Training-R Green
U.S. BANK	API	8/22/2022	23444	449.00	5710	TRAINING, EDUCATION & CONFERNC	CalPERS Training-T Hill
U.S. BANK	API	8/22/2022	23444	64.92	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Airport Parking-P Bushee
U.S. BANK	API	8/22/2022	23444	301.81	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Hotel-P Bushee
U.S. BANK	API	8/22/2022	23444	72.28	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Meal-P Bushee
U.S. BANK	API	8/22/2022	23444	99.17	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Meal-P Bushee & Board
U.S. BANK	API	8/22/2022	23444	22.16	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Rental Car Fuel-P Bushee
U.S. BANK	API	8/22/2022	23444	286.75	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Rental Car-P Bushee
U.S. BANK	API	8/22/2022	23444	18.46	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Taxi to Parking Garage-P Bushee
U.S. BANK	API	8/22/2022	23444	176.71	5710	TRAINING, EDUCATION & CONFERNC	CSDA Conference-Hotel-R Green
U.S. BANK	API	8/22/2022	23444	35.00	5710	TRAINING, EDUCATION & CONFERNC	CSFMO Meeting-R Green
U.S. BANK	API	8/22/2022	23444	765.00	5710	TRAINING, EDUCATION & CONFERNC	WEFTEC Conference-Registration-P Bushee
U.S. BANK	API	8/22/2022	23444	47.20	5740	MEETING SUPPLIES	Coffee & Creamer
U.S. BANK	API	8/22/2022	23444	125.00	5910	TELEPHONE	Webhosting
U.S. BANK	API	8/22/2022	23444	8.61	6360	OFFICE EQUIPMENT	VGA Adapter
Transaction Total				<u>6,611.44</u>			

Report
Opening/Current
Balance

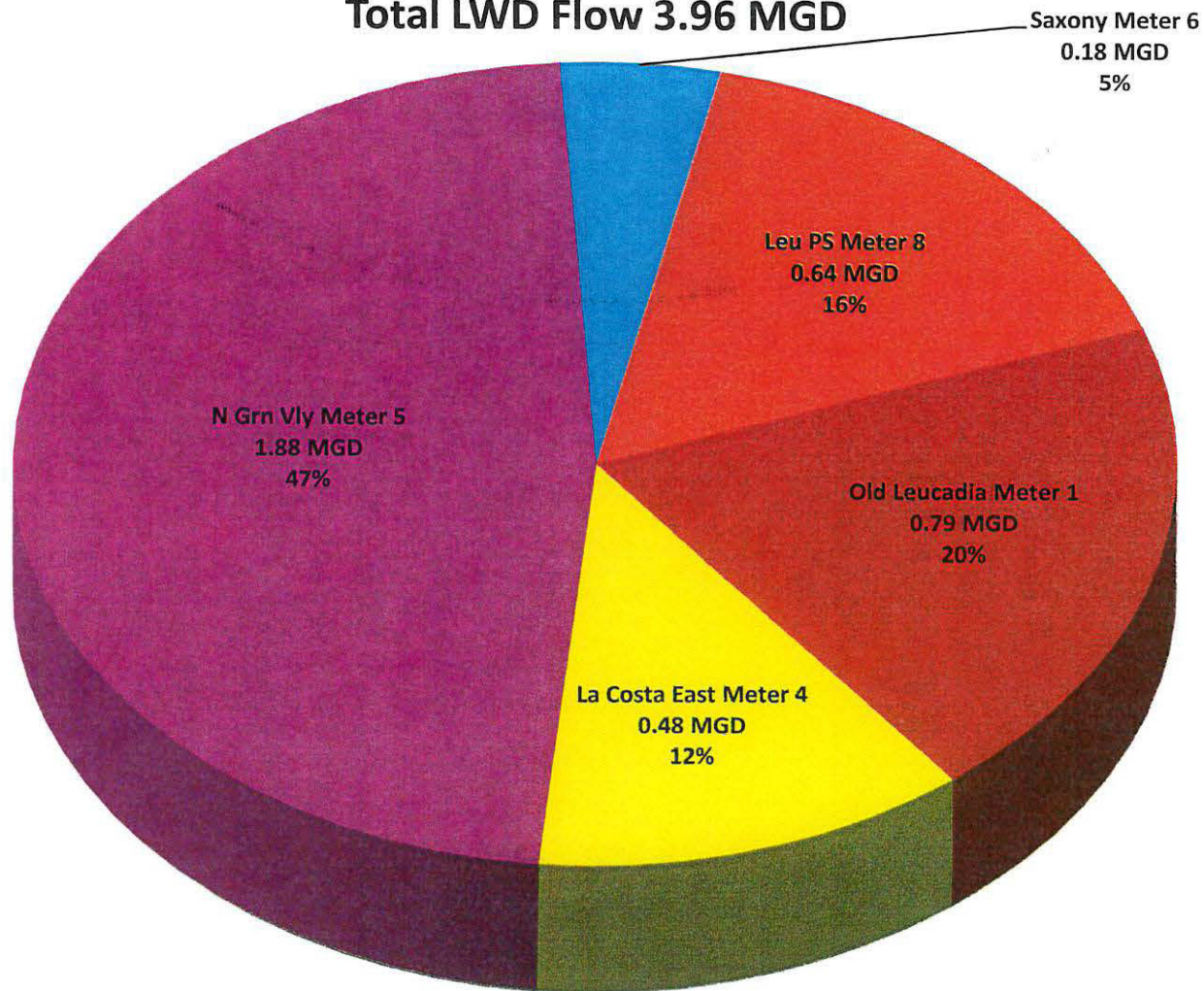
Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 8/5/2022 Through 9/8/2022

<u>Vendor Name</u>	<u>Tra... Sou...</u>	<u>Effective Date</u>	<u>Check/Voucher Number</u>	<u>Expenses</u>	<u>GL Code</u>	<u>GL Title</u>	<u>Transaction Description</u>
Report Transaction Totals				6,611.44			
Report Current Balances							

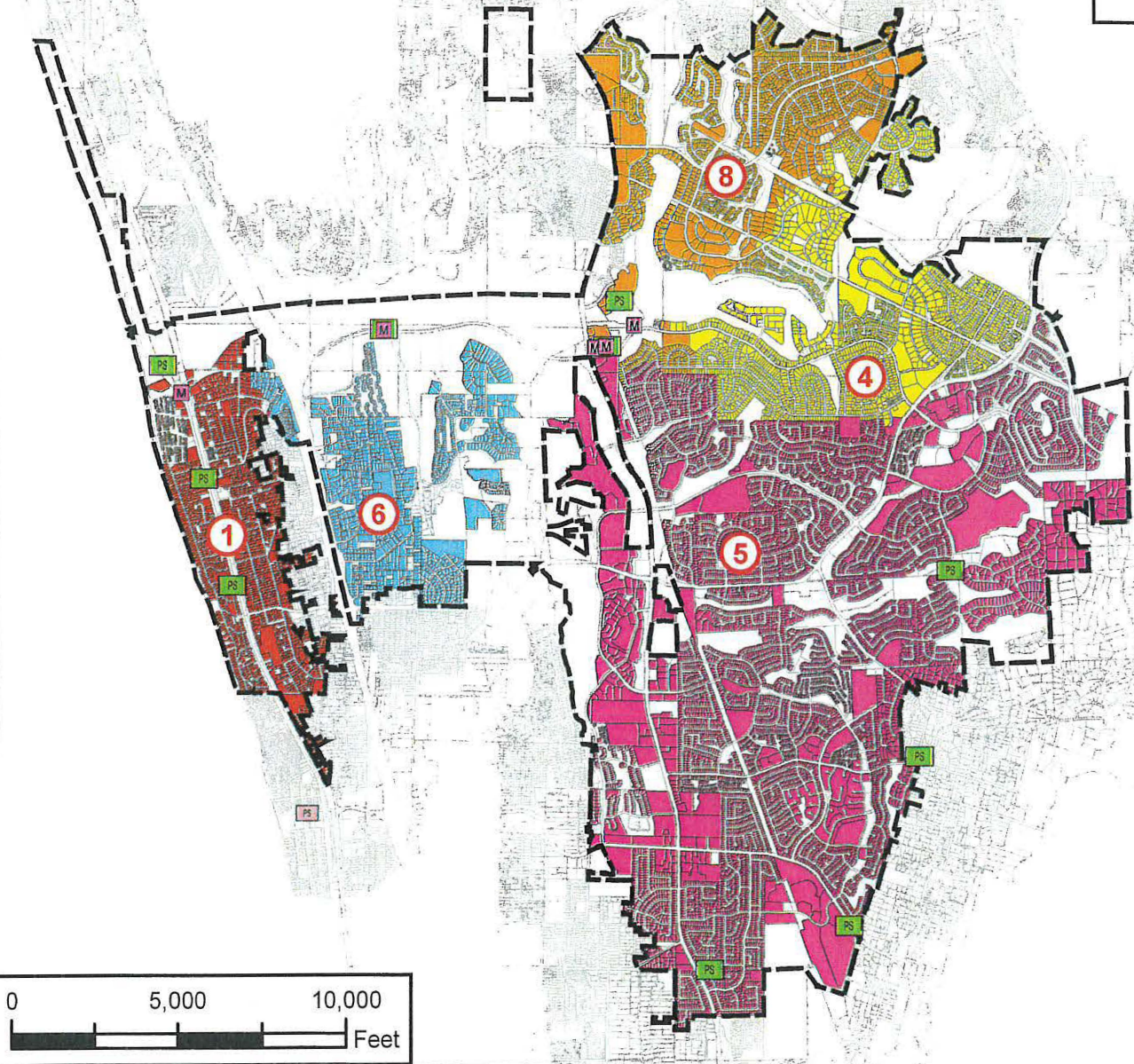
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2023 (July 2022 - June 2023)**

CURRENT MONTH - August 2022							FY 2022
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,782.09	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	118.11	1.00	3.81	132.37	46.48	3.79
YTD			28,783.09				
AUGUST	0.00	122.76	4.64	3.96	137.56	48.02	3.81
YTD			28,787.73				
SEPTEMBER							3.74
YTD							
OCTOBER							3.61
YTD							
NOVEMBER							3.78
YTD							
DECEMBER							3.95
YTD							
JANUARY							3.80
YTD							
FEBRUARY							3.60
YTD							
MARCH							3.72
YTD							
APRIL							3.68
YTD							
MAY							3.64
YTD							
JUNE							3.86
YTD							
YTD Totals	0.00	240.87	5.64			94.50	
Mo Average	0.00	120.44	2.82	3.89	134.96	47.25	3.75

**LWD Flows by Sub-Basin
August 2022
Total LWD Flow 3.96 MGD**



LEUCADIA WASTEWATER DISTRICT



LEGEND

Parcels by Basin

1 - Old Leucadia

4 - La Costa East

5 - North Green Valley

6 - Saxony

8 - Leucadia PS



Meter Locations



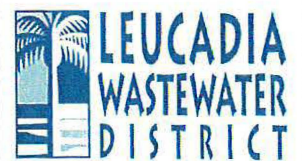
LWD Pump Stations



Encinitas Pump Stations

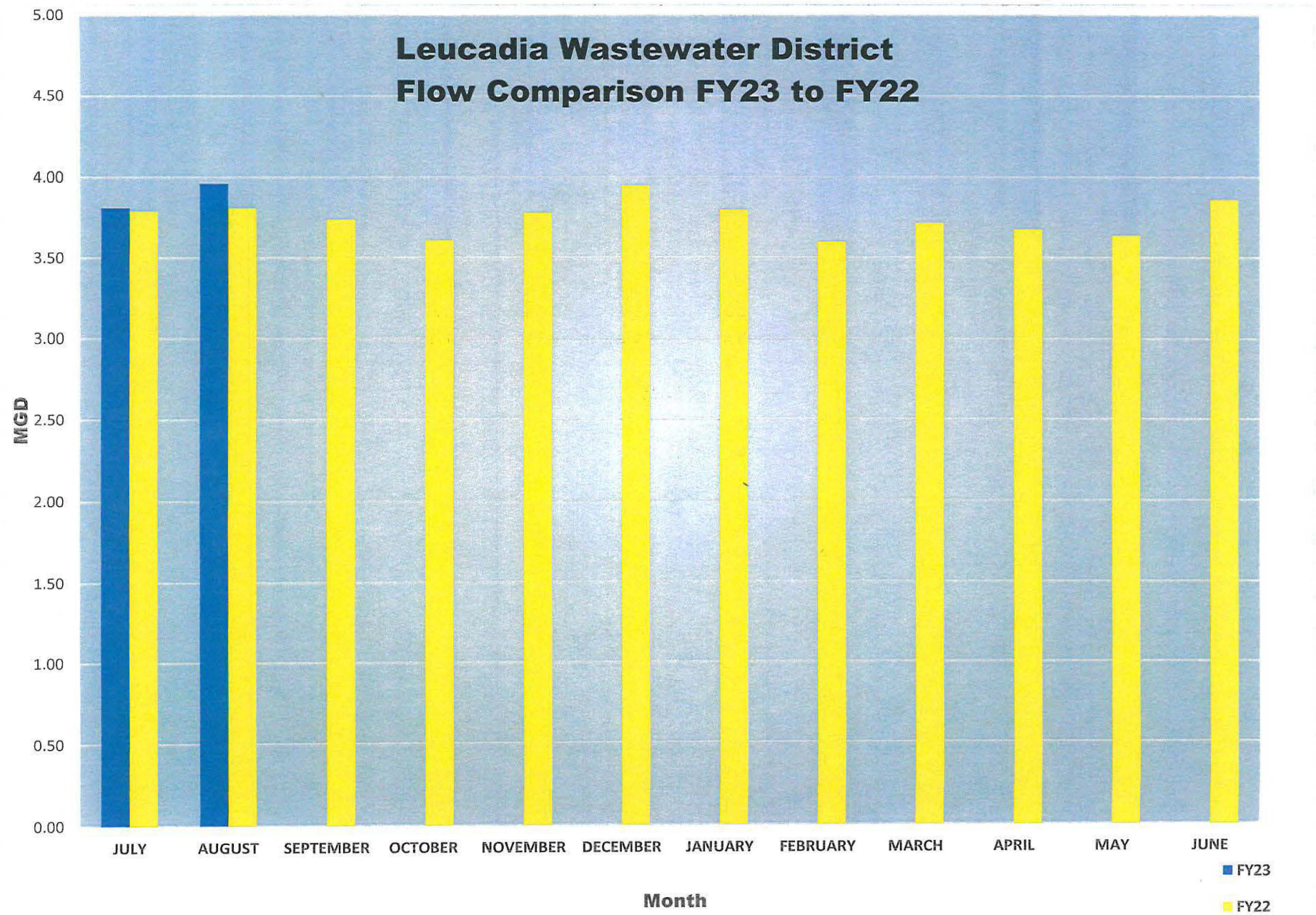


LWD Boundary

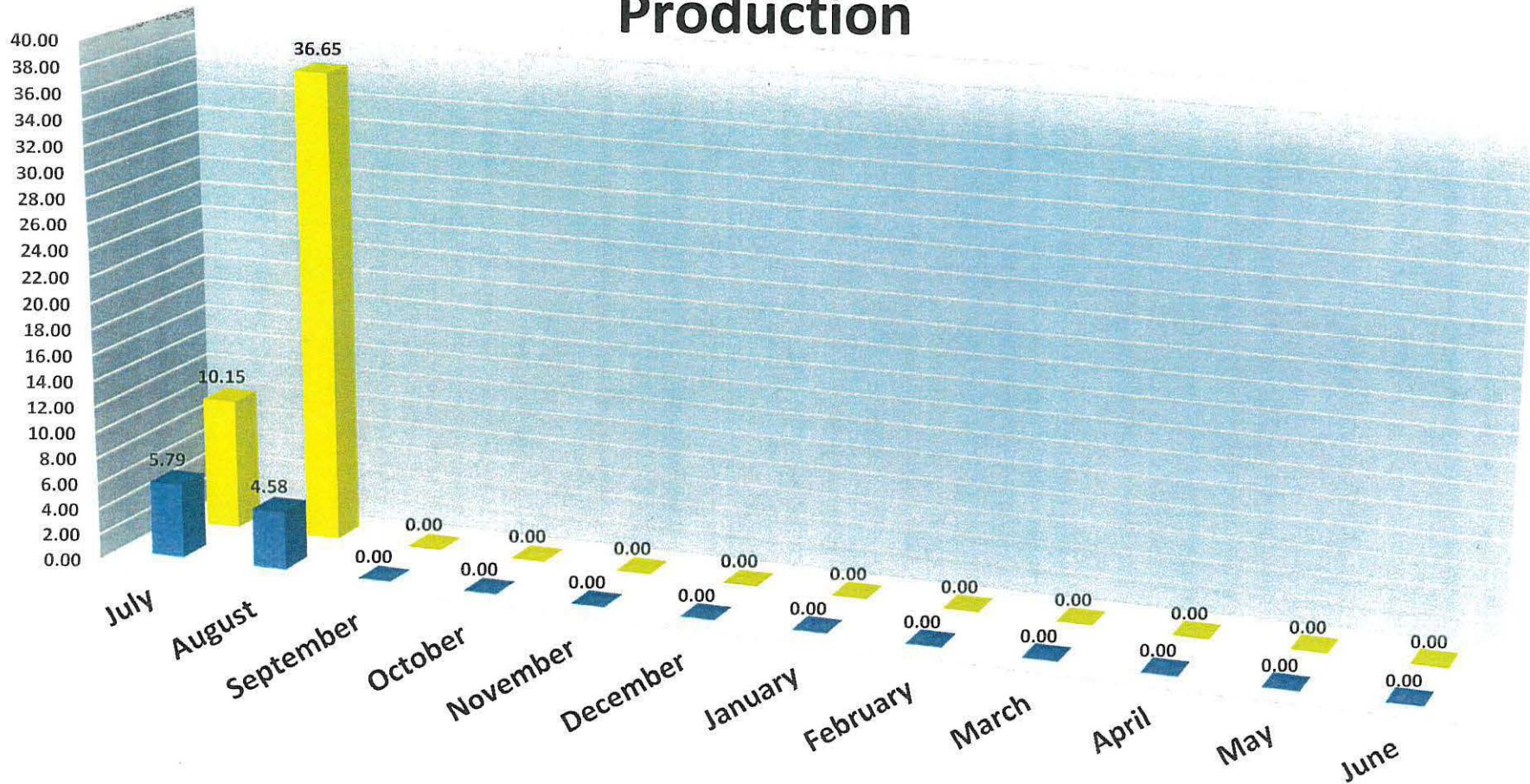


DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN



FY-23 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 10.4 Miles)

■ Hydro Cleaning (YTD 46.8 Miles)

Operations and Administration Training Report August 2022

Training & Safety Events for the month August 2022

Hours

Description	Ops	Admin	Total
Customer Service	0.0	1.0	1.0
Fall Protection	2.0	0.0	2.0
Fire Extinguisher Training	1.0	0.0	1.0
First Aid / CPR / AED	32.0	36.0	68.0
General Office Ergonomics	0.0	1.0	1.0
HAZWOPER (Advanced: Modules 1- 4)	4.0	0.0	4.0
Heat Illness	3.00	0.0	3.00
Lockout / Tagout	1.0	0.0	1.0
Respiratory Protection	3.0	0.0	3.0
CSRMA Sewer Overflow and Backup Response	1.0	0.0	1.0
DataNet Mobile Security: Securing Mobile Devices	0.0	1.5	1.5
DataNet Consequences of GDPR Release	0.0	1.0	1.0
DataNet Data Destruction	0.0	0.5	0.5
DataNet Ransomware Basics	0.0	0.5	0.5
DataNet Understanding Common Types of Data Breach	0.0	0.5	0.5
TVI Behind the Numbers	0.0	1.0	1.0
Welding Safety	1.0	0.0	1.0
Total Training Hours	48.00	43.00	91.00

Conferences/Webinars/Seminars for the month of August 2022

Attendees

Description	Ops	Admin	Total
CSFMO Property Taxes and Assessed Valuation Update	0	1	1
CSDA	0	1	1
Tri-State Seminar	4	0	4
Total Attended Conferences	4	2	6

Notes:

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

Conferences include CASA, CWEA, CSDA, CSRMA, CSFM

Operations and Administration Training Report Summary for Fiscal Year 2023

Training		Hours	
Month	Ops	Admin	Total
Jul-22	21.00	7.00	28.00
Aug-22	48.00	43.00	91.00
Sep-22	0.00	0.00	0.00
Oct-22	0.00	0.00	0.00
Nov-22	0.00	0.00	0.00
Dec-22	0.00	0.00	0.00
Jan-23	0.00	0.00	0.00
Feb-23	0.00	0.00	0.00
Mar-23	0.00	0.00	0.00
Apr-23	0.00	0.00	0.00
May-23	0.00	0.00	0.00
Jun-23	0.00	0.00	0.00
YTD Totals	69.00	50.00	119.00

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-22	2.00	2.00	4.00
Aug-22	4.00	2.00	6.00
Sep-22	0.00	0.00	0.00
Oct-22	0.00	0.00	0.00
Nov-22	0.00	0.00	0.00
Dec-22	0.00	0.00	0.00
Jan-23	0.00	0.00	0.00
Feb-23	0.00	0.00	0.00
Mar-23	0.00	0.00	0.00
Apr-23	0.00	0.00	0.00
May-23	0.00	0.00	0.00
Jun-23	0.00	0.00	0.00
YTD Total	6.00	4.00	10.00

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 8/31/2022

	Amount
Assets	
Cash & Investments	23,391,139.83
Accounts Receivables	197,718.30
Net OPEB Asset	246,761.00
Prepaid Expense	520,224.60
Funds held with Encina Wastewater Authority	445,200.00
Capital Assets	187,986,091.31
Less Accumulated Depreciation	(65,265,622.75)
Total Assets	<u>147,521,512.29</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,274,038.00
OPEB Health Deferred Outflows	74,182.00
Total Deferred Outflows	<u>1,348,220.00</u>
Total Assets & Deferred Outflows	<u>148,869,732.29</u>
Liabilities	
Accounts Payable & Accrued Expenses	528,618.04
Developer Deposits	79,551.74
Lease Liability	13,018.57
Net Pension Liability	2,094,667.00
Total Liabilities	<u>2,715,855.35</u>
Deferred Inflows	
PERS Pension Deferred Inflows	176,126.00
PERS Projected/Actual Earnings Difference	1,828,534.00
OPEB Health Deferred Inflows	146,751.00
Total Deferred Inflows	<u>2,151,411.00</u>
Net Position	
Beginning Net Position (as of June 30, 2021)	
Investment in Capital Assets	122,795,370.14
Reserves	23,581,075.75
Undesignated Net Position	0.10
Total Beginning Net Position (as of June 30, 2021)	<u>146,376,445.99</u>
Current Change In Net Position	
Other	(2,373,980.05)
Total Current Change In Net Position	<u>(2,373,980.05)</u>
Total Net Position	<u>144,002,465.94</u>
Total Liabilities, Deferred Inflows & Net Position	<u>148,869,732.29</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2022 Through 8/31/2022

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
---------------	------------	---------------------	------------------	------------------------------

OPERATING REVENUES

3110 Sewer Service Fees	\$ 201,288.79	\$11,980,350.00	\$11,779,061.21	1.7%
3150 Recycled Water Sales	65,095.53	357,000.00	291,904.47	18.2%
3100 Misc. Operating Revenue	-	194,150.00	194,150.00	0.0%
TOTAL OPERATING REVENUES	\$ 266,384.32	\$12,531,500.00	\$12,265,115.68	2.1%

OPERATING EXPENSES

4100 Salaries	\$ 285,139.97	\$ 2,161,260.00	\$ 1,876,120.03	13.2%
4200 Employee Benefits	242,903.00	1,583,432.00	1,340,529.00	15.3%
4300 Directors Expense	17,530.77	137,400.00	119,869.23	12.8%
4400 Election Expense	-	60,000.00	60,000.00	0.0%
4600 Gas, Oil & Fuel	4,402.36	51,000.00	46,597.64	8.6%
4700 Insurance Expense	122,501.53	225,425.00	102,923.47	54.3%
4800 Memberships	3,500.30	38,425.00	34,924.70	9.1%
4900 Office Expense	28,174.43	173,800.00	145,625.57	16.2%
5000 Operating Supplies	19,789.24	148,800.00	129,010.76	13.3%
5200 Professional Services	12,845.91	528,900.00	516,054.09	2.4%
5300 Printing & Publishing	-	30,000.00	30,000.00	0.0%
5400 Rents & Leases	2,027.55	22,900.00	20,872.45	8.9%
5500 Repairs & Maintenance	44,222.15	509,000.00	464,777.85	8.7%
5600 Monitoring & Permits	4,085.67	84,300.00	80,214.33	4.8%
5700 Training & Development	9,752.95	49,000.00	39,247.05	19.9%
5900 Utilities	81,302.75	506,680.00	425,377.25	16.0%
6100 LAFCO Operations	7,958.20	7,700.00	(258.20)	103.4%
6200 Encina Operating Expense	593,783.00	2,274,600.00	1,680,817.00	26.1%
6900 Admin O/H alloc to Capital	-	(209,032.00)	(209,032.00)	0.0%
TOTAL OPERATING EXPENSES	\$ 1,479,919.78	\$ 8,383,590.00	\$ 6,903,670.22	17.7%

NON-OPERATING REVENUES

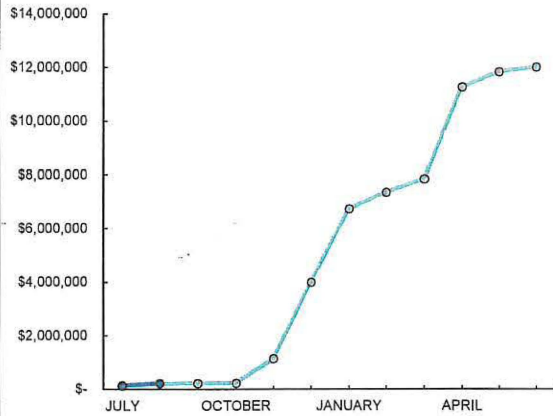
3130 Capacity Fees	\$ 19,083.75	\$ 152,670.00	\$ 133,586.25	12.5%
3220 Property Taxes	29,265.10	2,038,700.00	2,009,434.90	1.4%
3250 Investment Income	50,705.00	341,000.00	290,295.00	14.9%
3290 Misc. Non Op Revenue	417.23	27,400.00	26,982.77	1.5%
TOTAL NON-OPERATING REVENUES	\$ 99,471.08	\$ 2,559,770.00	\$ 2,460,298.92	3.9%

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

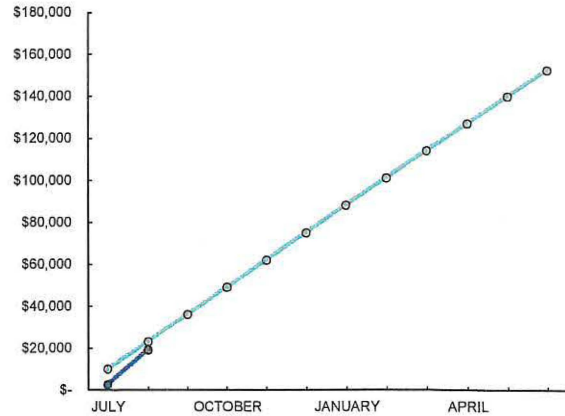
Leucadia Wastewater District Revenue FY2023

YTD through August 31, 2022

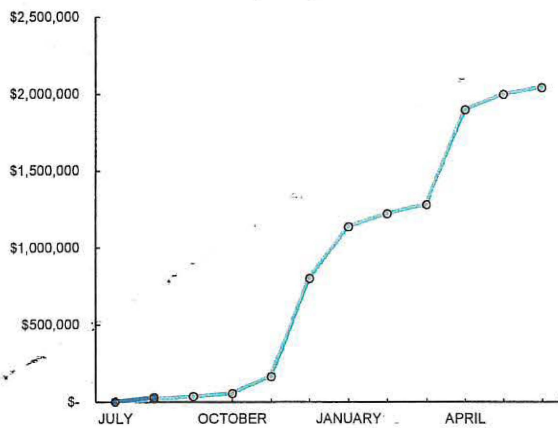
Sewer Service Fees



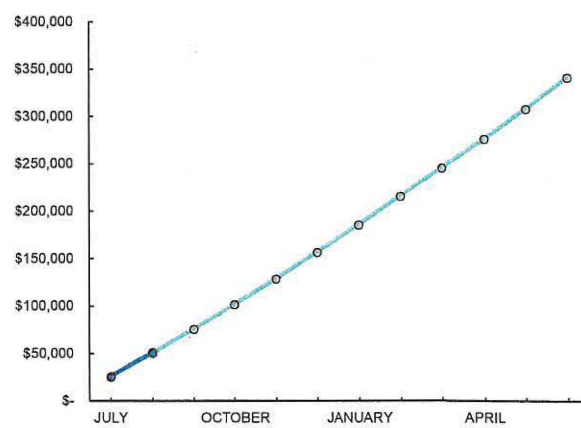
Capacity Charges



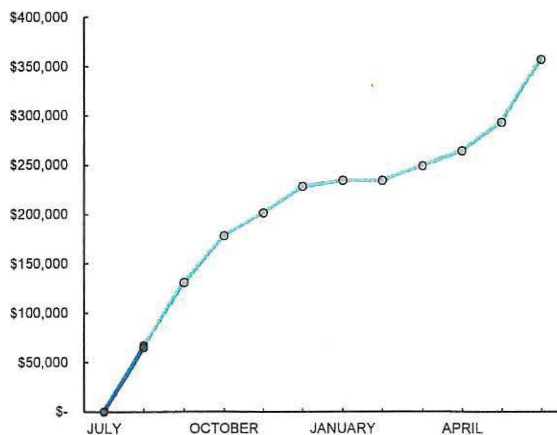
Property Taxes



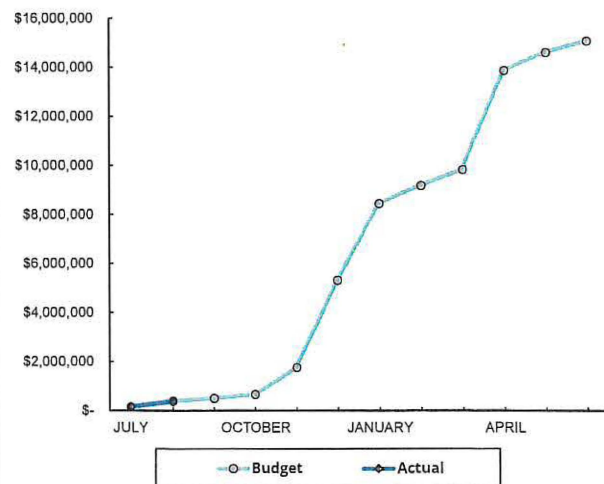
Investment Income



Recycled Wastewater Sales

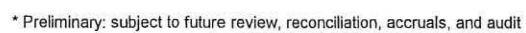


Total Revenue



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

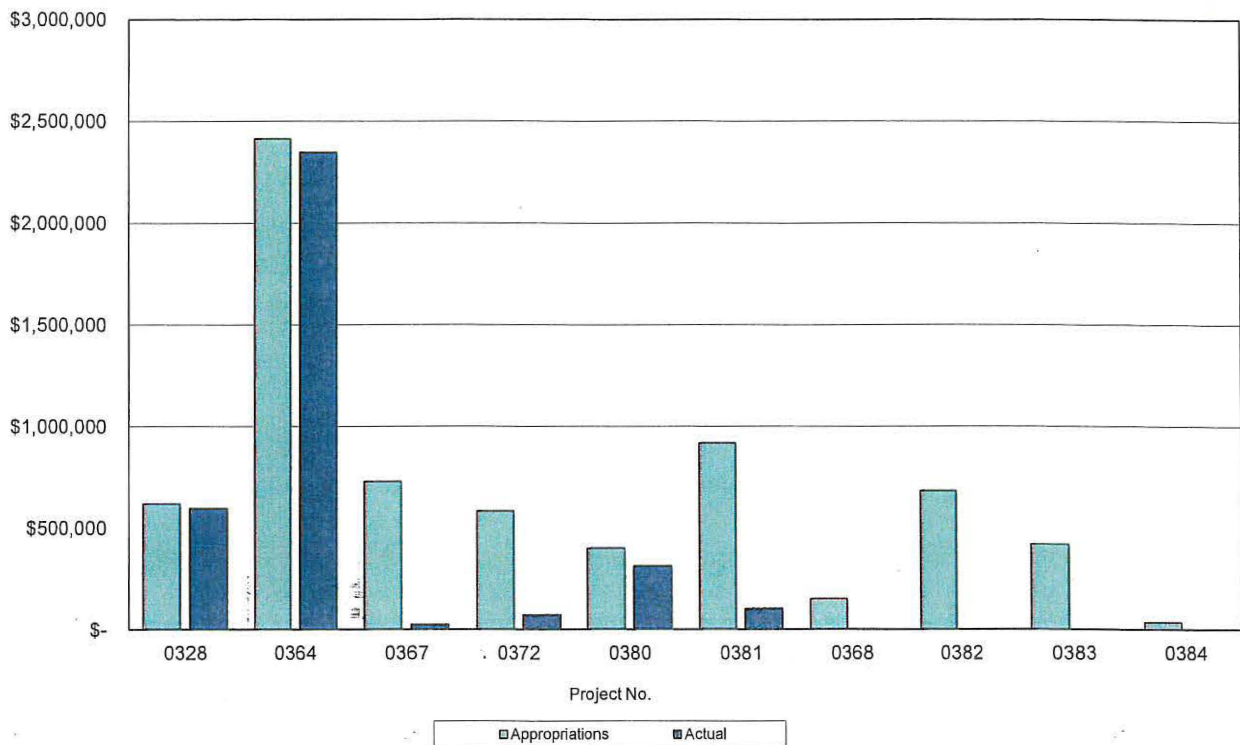
YTD through August 31, 2022



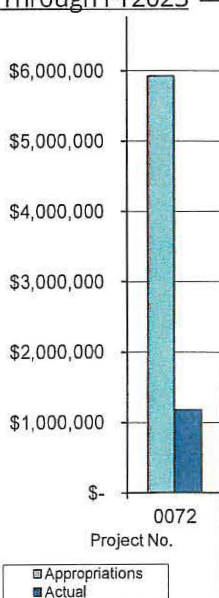
Leucadia Wastewater District Capital Expenditures

As of August 31, 2022

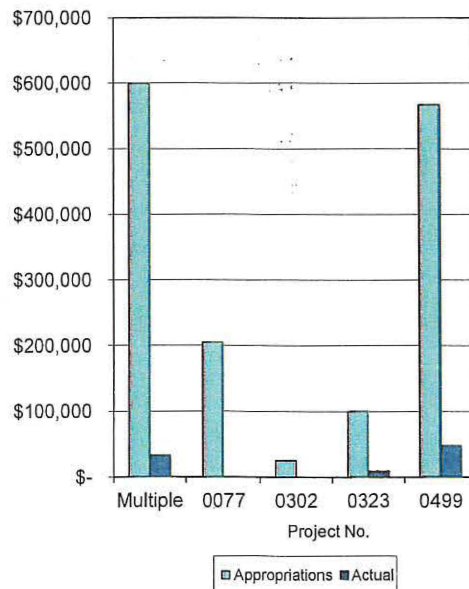
District Multi Year Capital Expenditures by Project Through FY2023



District's Share of Encina WPCF Capital Exp Through FY2023



Single Year Capital Expenditures by Project FY2023



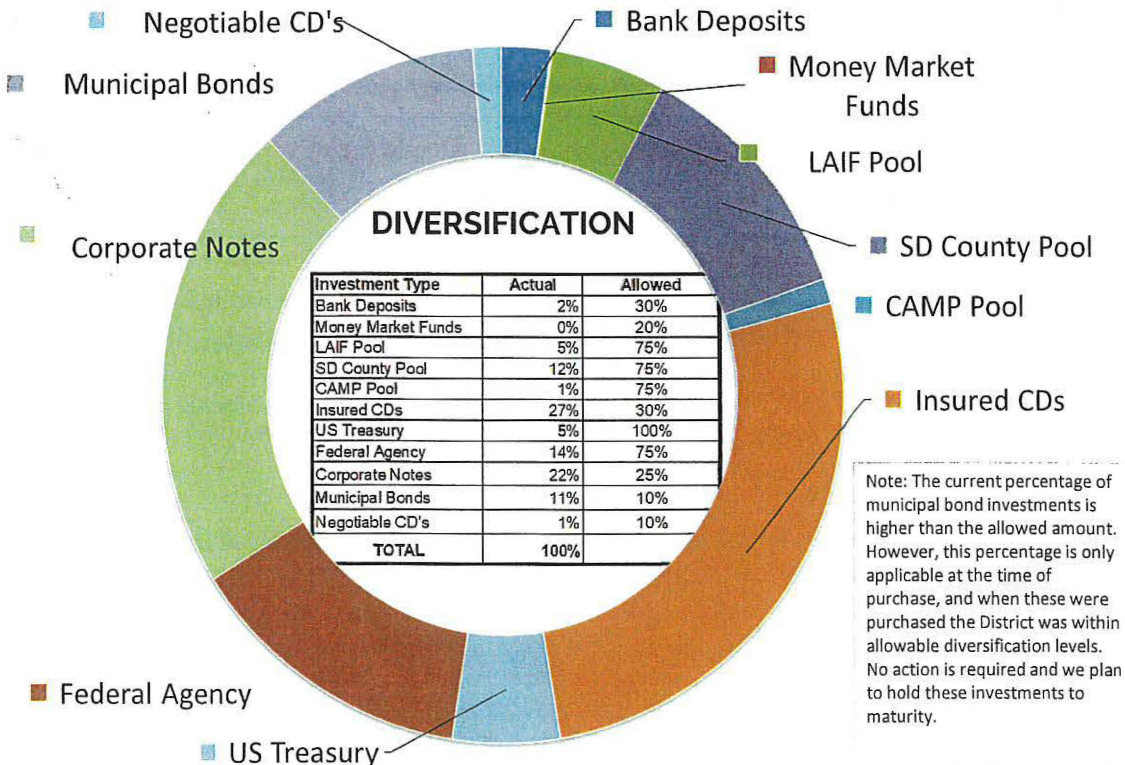
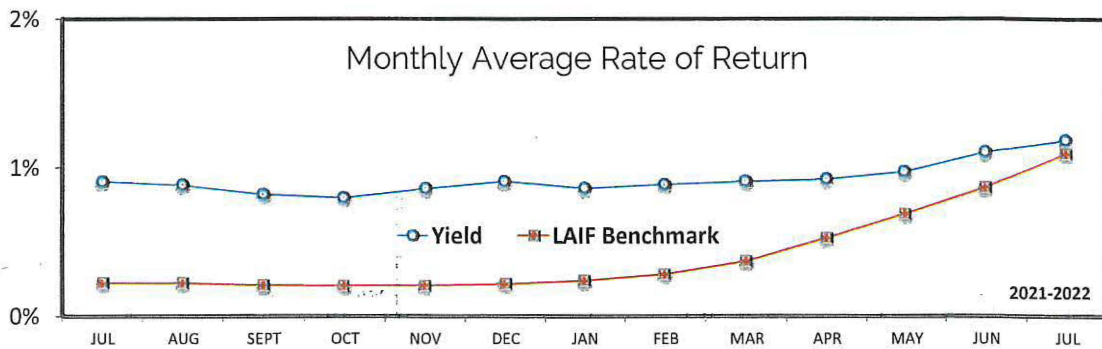
Project Legend

Multi-Year Capital Projects		No.
Encina Joint Facility Capital Projects		0072
North SD Water Reuse Coalition Project		0328
Encinitas Estates Pump Station Rplcmnt		0364
B1 Force Main - North Section Rplcmnt		0367
Asset Management Plan Update		0368
Diana Pump Station Upgrade		0372
FY2022 Gravity Pipeline Rehabilitation		0380
FY2023 Gravity Pipeline Rehabilitation		0382
Village Park 7 Pump Station Rehabilitation		0381
Rancho Verde Pump Station		0383
Batiquitos Emergency Basin Inspection		0384
Single Year Capital Projects		No.
Equipment - Capital Acquisitions	Multiple	0077
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

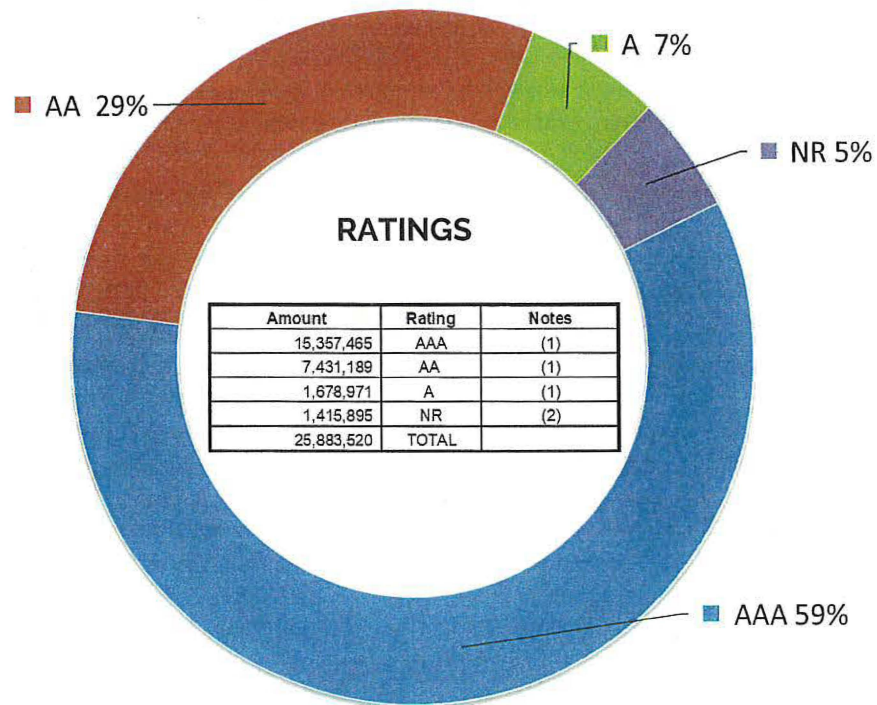
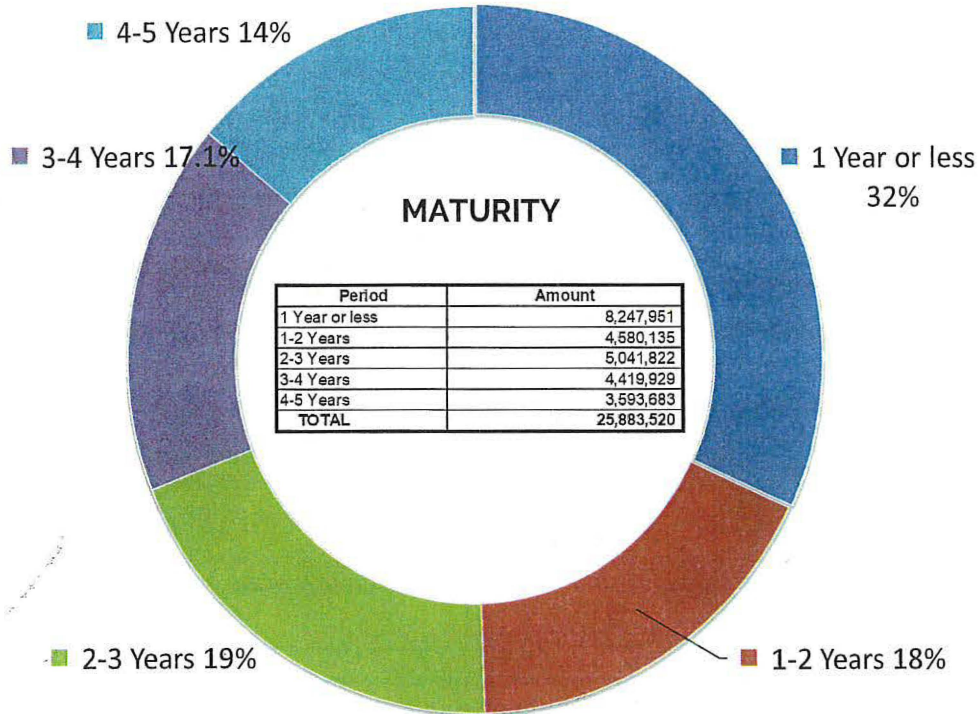
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
July 31, 2022

Cash Equivalents & Investments	Principal (Original Cost)		July Interest	Average Rate
	Jun 30, 2022	Jul 31, 2022		
Pacific Premier Bank Reserves	\$ 321,734	\$ 603,214	\$ 3	0.010%
TVI Dreyfus Money Market	20,269	20,291	22	0.770%
LAIF Pool	2,710,427	1,415,895	1,874	1.090%
SD County Pool	3,035,946	3,042,797	3,622	1.430%
CAMP Pool	289,384	295,650	407	1.640%
Certificates of Deposit - Insured	6,872,000	6,872,000	7,612	1.330%
US Treasury Notes	1,311,275	1,311,275	936	0.984%
Federal Agency Notes	3,547,052	3,547,052	2,723	0.975%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	5,673,457	5,673,457	6,050	1.297%
Negotiable CD's	350,000	350,000	540	1.850%
Totals	\$ 26,883,434	\$ 25,883,520	\$ 25,971	1.181%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
July 31, 2022

(Continued)

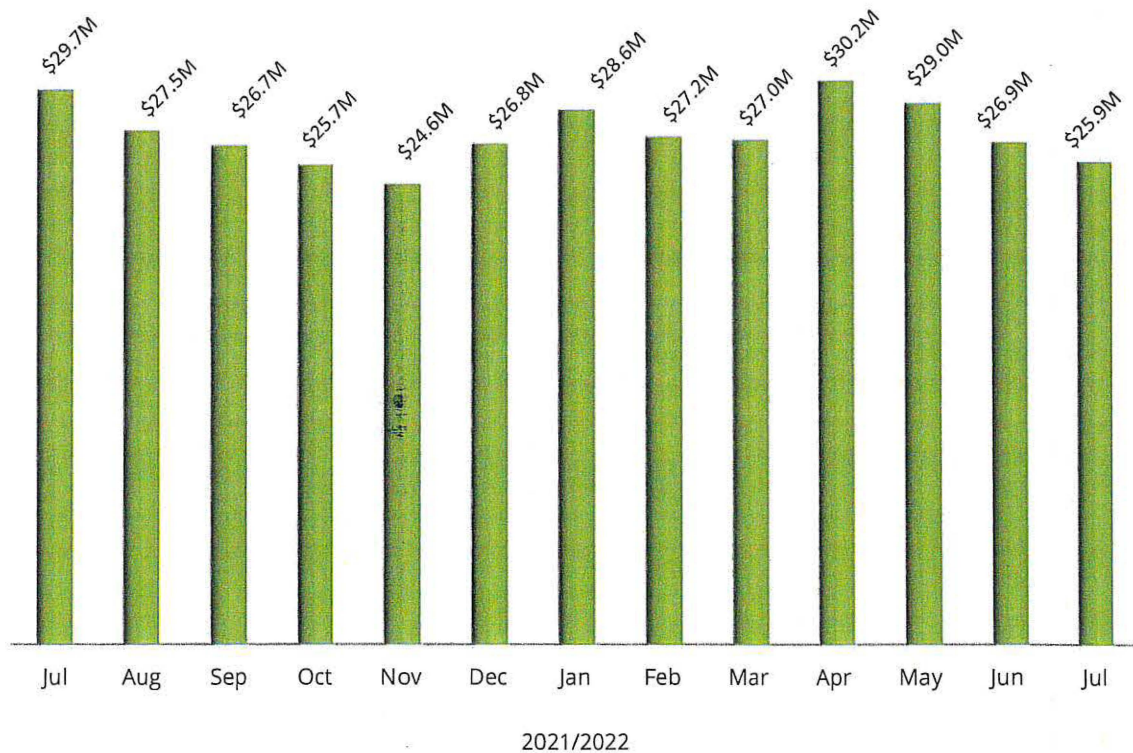


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
July 31, 2022

(Continued)

CASH & INVESTMENT FUNDS BY MONTH




INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
TOTAL	\$ -	\$ -				

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

MEMORANDUM

DATE: September 8, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: August 2022 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending August 2022.

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 August 2022 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
August 1 - 31, 2022**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director C. Roesink	Director M. Brown	GM P. Bushee	TSM R. Green	ASsup T. Hill	FSS J. Stecker
CASA Annual Conference Resort at Squaw Creek August 10-12, 2022 Olympic Valley, CA	Registration	625.00	125.00 *	625.00	625.00		625.00			
	Hotel	1,073.70		1,073.70	1,073.70		603.62			
	Airfare	375.95		375.95			290.95			
	Meals	54.03		45.23	78.59		75.28			
	Rental Car			491.11			286.75			
	Parking/Coaster			85.91			64.92			
	Tips/Baggage	10.00		11.00	20.00					
	Fuel/mileage/taxi/uber			37.50	762.50		40.62			
	Total	2,138.68	125.00 *	2,745.40	2,559.79	0.00	1,987.14	0.00	0.00	0.00
CSDA Annual Conference J.W. Marriott Desert Springs August 22-25, 2022 Palm Desert, CA	Registration	650.00	650.00	650.00				600.00		
	Hotel	530.13	530.13	530.13				176.71		
	Airfare									
	Meals		114.23							
	Rental Car									
	Parking/Coaster									
	Tips/Baggage	30.00	16.00	21.00						
	Fuel/mileage/taxi/uber		170.63	140.00						
	Total	1,210.13	1,480.99	1,341.13	0.00	0.00	0.00	776.71	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: : * ES cancelled , only partial refund for registration
DO shared rental car with JH for CASA
CR drove personal vehicle to CASA
RG attended for 2 days CSDA, reg is only for 2 days for \$600, hotel is 1 night only
DO drove JH to CSDA

Encina Wastewater Authority Report
Regular Board Meeting
August 24, 2022

EWA Board of Directors – Director Omsted Reporting

1. AB 361 Findings to Continue Virtual or Telephonic Board Meetings

The Board of Directors authorized the continuation of virtual meetings under Assembly Bill 361.

2. Scope Expansion Change Order for the Climate Control Upgrades for the Cogeneration Building Project

The Board of Directors did the following:

- Authorized the General Manager to execute a scope expansion change order to the Design-Build agreement with West Coast Air Conditioning Co., Inc. in the amount of \$354,277;
- Authorized additional project contingency in the amount of \$50,000 subject to General Manager's authorization for unforeseen conditions and equipment and material cost escalations during construction; and
- Authorized the General Manager to approve the transfer of unexpended appropriations from the Capital Improvement Program budget in the amount of \$354,277 to the Project account.

3. Compensation Study Contract Award

The Board of Directors authorized the General Manager to execute a Professional Service Agreement with Reward Strategy Group Inc., to perform a Compensation Study for an amount not to exceed \$51,900.

Executive Session

4. Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code, 1 Potential Case

There was no reportable action.

Engineering Committee Meeting Report

Presented by Director Roesink

Meeting held September 6, 2022

1. The Engineering Committee (EC) reviewed the following recommendations:

- Adopt Resolution No. 2379, Briggs Annexation;
- Adopt Resolution No. 2383, Stits Annexation;
- Authorize the General Manager to execute a procurement through a cooperative purchase program with Haaker Equipment Company in the amount of \$182,497.25 to retrofit the existing CCTV Van with EnviroSight RovverX Long Range CCTV System and accessories; and
- Authorize the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated for the Supervisory Control and Data Acquisition (SCADA) Central Control Upgrade Project in an amount not to exceed \$70,000.

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

2. The EC also received an update on the following:

- Development Projects Summary; and
- FY 22 Gravity Pipeline Project Update

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

MEMORANDUM

DATE: September 8, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2379 Requesting LAFCO to Take Proceedings for the Briggs Change of Organization

RECOMMENDATION:

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

1. Adopt Resolution No. 2379, Briggs Annexation, as presented.
2. Discuss and take other action, as appropriate.

DISCUSSION:

This item was reviewed by the EC at their September 6th meeting and the EC concurred with staff to present this item for the Board's consideration.

The proposed Briggs Annexation into the Leucadia Wastewater District's (District) service area involves one parcel totaling 2.92 acres, located east of Rancho Santa Fe Road, south of La Costa Avenue and west of Lone Jack Road.

This annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. Per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for the proposed construction of a 1,200 sf ADU. The private sewer lateral for the parcel will connect to the available public sewer system on the north side of Dusty Trail. The annexation is necessary to provide sewer service to this property.

Approval of Resolution No. 2379 would authorize a boundary annexation.

The District's collection and treatment systems have sufficient capacity to accommodate the existing single-family dwelling and proposed ADU. Attached please find a copy of Resolution No. 2379 for your review.

ier:PJB

Attachment

RESOLUTION NO. 2379

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

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

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

WHEREAS, the proposed Briggs Change of Organization includes annexation of the Briggs territory (**APNs 264-222-24-00**) to the LWD; and

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

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

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

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

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

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

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

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

PASSED AND ADOPTED at a Regular meeting of the Board of Directors held on September 14th, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Judy Hanson, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

EXHIBIT "A"
BRIGGS ANNEXATION
TO LEUCADIA WASTEWATER DISTRICT

GEOGRAPHIC DESCRIPTION

ALL THAT CERTAIN PROPERTY, SITUATED IN PARCEL 1 OF PARCEL MAP NO. 8251, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, JANUARY 4, 1979 AS FOLLOWS:

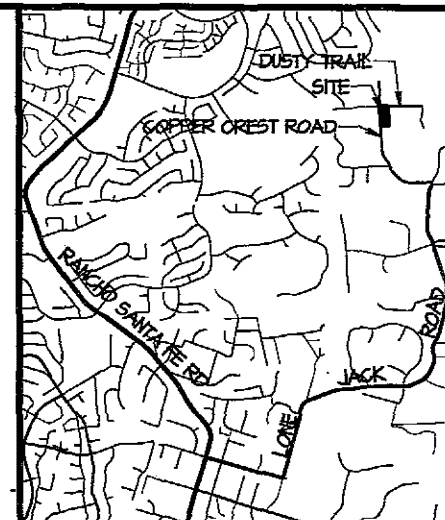
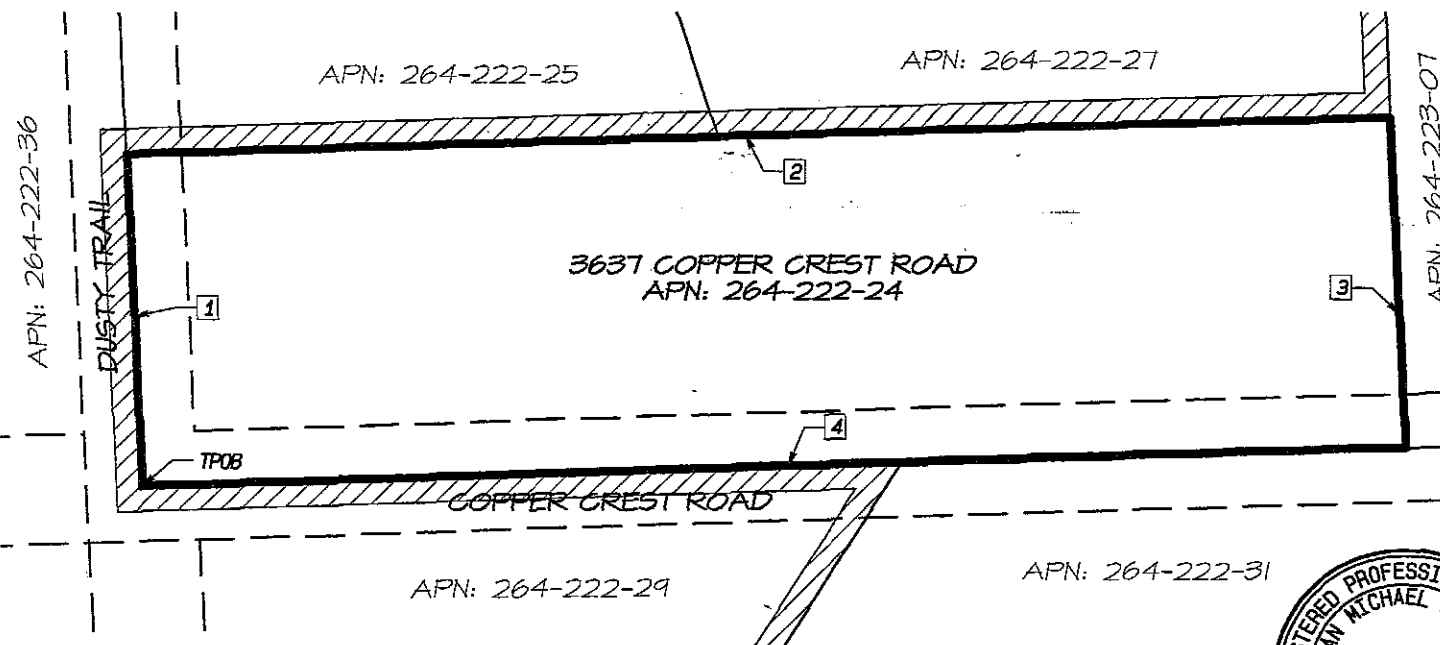
COMMENCING AT THE CENTERLINE INTERSECTION OF DUSTY TRAIL AND COPPER CREST ROAD AS SHOWN ON SAID MAP 8215. THE TRUE POINT OF BEGINNING; THENCE

1. NORTH 86°47'42" EAST 185.00 FEET; THENCE
2. SOUTH 02°08'13" EAST 688.33 FEET; THENCE
3. SOUTH 86°55'53" WEST 185.00 FEET; THENCE
4. NORTH 02°08'11" WEST 687.89 FEET, TO THE TRUE POINT OF BEGINNING AND CONTAINING 2.92 ACRES OF LAND MORE OR LESS.

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

EXHIBIT "B"

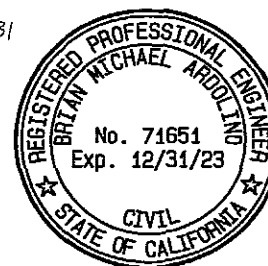
ANNEXATION TO THE LEUCADIA WASTEWATER DISTRICT 3637 COPPER CREST ROAD - BRIGGS



VICINITY MAP
NOT TO SCALE

COURSES

1. NORTH 86°47'42" EAST 185.00'
2. SOUTH 02°08'13" EAST 688.33'
3. SOUTH 86°55'53" WEST 185.00'
4. NORTH 02°08'11" WEST 687.89'

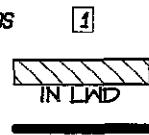


LEGEND

PARCEL "A" METES & BOUNDS

EXISTING LWD BOUNDARY

PARCEL TO BE ANNEXED



ASSESSOR'S PARCEL NUMBERS	LAFCD RESOLUTION NO.	ACREAGE	DATE	SCALE
264-222-24	DA18-02	2.9 AC	7-18-22	1"=80'
LEUCADIA WASTEWATER DISTRICT ANNEXATION PARCEL 1 OF PARCEL MAP 8251				
ARDOLINO COASTAL ENGINEERING PO BOX 1226 CARDIFF BY THE SEA, CA 92007 760.334.1373				

MEMORANDUM

DATE: September 8, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Resolution No. 2383 Requesting LAFCO to Take Proceedings for the Stits Change of Organization



RECOMMENDATION:

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

1. Adopt Resolution No. 2383, Stits Annexation, as presented.
2. Discuss and take other action, as appropriate.

DISCUSSION:

This item was reviewed by the EC at their September 6th meeting and the EC concurred with staff to present this item for the Board's consideration.

The proposed Stits Annexation into the Leucadia Wastewater District's (District) service area involves one parcel totaling 0.70 acres, located west of Interstate 5, north of Leucadia Boulevard and east of Hygeia Avenue.

This annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. Per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for a proposed lot split. The connection of the existing single-family residence and the proposed lot split to the collection system requires the construction of approximately 175 linear feet of public sewer extension on Eolus Avenue before two (2) private lateral connections can be attained. The annexation is necessary to provide sewer service to these properties.

Approval of Resolution No. 2383 would authorize a boundary annexation.

The District's collection and treatment systems have sufficient capacity to accommodate the existing single-family dwelling and the future development of the new parcel. Attached please find a copy of Resolution No. 2383 for your review.

ier:PJB

Attachment

RESOLUTION NO. 2383

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

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

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

WHEREAS, the proposed Stits Change of Organization includes annexation of the Stits territory (**APNs 254-382-18-00**) to the LWD; and

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

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

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

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

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

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

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

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

PASSED AND ADOPTED at a Regular meeting of the Board of Directors held on September 14th, 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Judy Hanson, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

EXHIBIT "A"
STITS ANNEXATION
TO LEUCADIA WASTEWATER DISTRICT

GEOGRAPHIC DESCRIPTION

ALL THAT CERTAIN PROPERTY, SITUATED IN A PORTION OF LOT 4 IN BLOCK F OF SOUTH COAST PARK ANNEX, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO 1788, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID SAN DIEGO COUNTY ON MARCH 29, 1924 AS FOLLOWS:

COMMENCING AT THE CENTERLINE INTERSECTION OF EOLUS AVENUE AND GLAUCUS STREET AS SHOWN ON SAID MAP 1788; THENCE

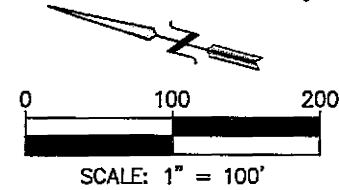
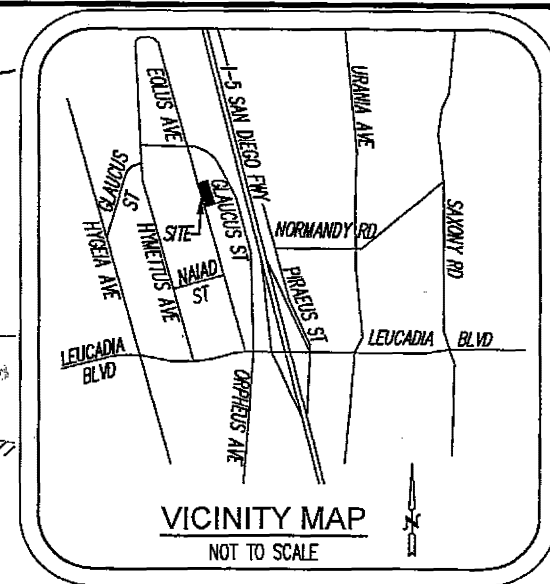
1. SOUTH 15°43'30" EAST 554.91 FEET ALONG THE CENTERLINE OF SAID EOLUS AVENUE TO THE NORTHWESTERLY CORNER OF SAID PORTION OF LOT 4 BEING THE TRUE POINT OF BEGINNING; THENCE
2. NORTH 80°16'30" EAST 150.50 FEET; THENCE
3. SOUTH 15°43'30" EAST 222.90 FEET; THENCE
4. SOUTH 63°34'50" WEST 152.32 FEET TO SAID CENTERLINE OF EOLUS AVENUE; THENCE
5. NORTH 15°43'30" WEST 266.90 FEET ALONG SAID CENTERLINE OF EOLUS AVENUE TO THE TRUE POINT OF BEGINNING.

CONTAINING 0.841 ACRES OF LAND MORE OR LESS.

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.




58



IN: 22-144 DATE: 8.16.22

CELST
171 SAXONY RD, STE 213, ENCINITAS, CA 92024
TEL: (760) 436-0660 FAX: (760) 436-0659

MEMORANDUM

Date: September 8, 2022
To: Board of Directors
From: Paul J. Bushee, General Manager 
Re: **Retrofit Closed Circuit Television Van**

RECOMMENDATION:

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

1. Authorize the General Manager to execute a procurement from Haaker Equipment Company in the amount of \$182,497.25 to retrofit the existing CCTV Van with an EnviroSight RovverX Long Range CCTV System and accessories through a cooperative purchase program.
2. Discuss and take other action, as appropriate.

DISCUSSION:**Tactical Goal: Services / Retrofit CCTV Van**

This item was reviewed by the EC at their September 6th meeting and the EC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (District) has two Closed Circuit Television (CCTV) Vehicles in its fleet for video inspection of the collection system. One vehicle is a Ford Sprinter CCTV Van (Van) that was purchased in 2016. The other is a Ford F-450 CCTV Truck (Truck) that was purchased in 2021. Staff is recommending the retrofit of the Van which is currently equipped with the CUES inspection system. The Van engine and chassis are in good condition. However, over the last two years, the District has spent nearly \$20K in CCTV equipment services and repairs for the CUES System and has noticed an increase in cost and frequency of the repairs.

In 2021 when the District purchased the Truck, staff researched different CCTV systems and equipment options and received demonstrations from three (3) companies; Ibak, Proteus and EnviroSight. After evaluating the options, staff selected the EnviroSight System due to system and equipment functionality and reliability. The Truck was purchased with the EnviroSight System (EnviroSight). Some EnviroSight advantages are:

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

Staff has been very satisfied with EnviroSight. The software is easier to use. The quick disconnect wheels make modifications for different pipe diameters quicker and easier. The reel cable is very light and durable reducing transporter motor strain. The transporter can be elevated to lift the camera above the wastewater. EnviroSight has proven to be reliable with

minimal downtime due to system maintenance issues. Additionally, the retrofit of the Van with Envirosight will result in the CCTV Inspection Systems being the same in both inspection vehicles improving operator efficiency and performance due to system standardization.

Cooperative Purchasing Program

The District's Procurement Policy (Section 3.4) permits the use of cooperative purchasing programs when feasible and in the best interest of the District. Staff is recommending the retrofit of the VAN from the Haaker Equipment Company (Haaker) through a cooperative purchasing program with Sourcewell Cooperative. Sourcewell Cooperative is a self-supported government agency that holds hundreds of competitively solicited procurement contracts ready for use. Essentially, the Haaker purchasing contract for the Envirosight retrofit has already been vetted through the competitive pricing process by Sourcewell Cooperative.

Therefore, staff and the EC recommend that the retrofit of the CCTV Van with Envirosight RoverX Long Range CCTV System and accessories be completed by Haaker Equipment Company through the Sourcewell Cooperative in the amount of \$182,497.25.

FISCAL IMPACT:

The FY23 Capital Acquisitions Budget includes a sufficient appropriation to complete the retrofit of Van.

mag:PJB

MEMORANDUM

Date: September 8, 2022
To: Board of Directors
From: Paul J. Bushee, General Manager 
Subject: Award of Professional Services Agreement for the Supervisory Control and Data Acquisition Central Upgrade Project

RECOMMENDATION:

Staff and the Engineering Committee recommend that the Leucadia Wastewater District (District) Board of Directors:

1. Authorize the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated for the Supervisory Control and Data Acquisition (SCADA) Central Control Upgrade Project in an amount not to exceed \$70,000.
2. Discuss and take other action as appropriate.

DISCUSSION:**Tactical Goal: Services / Upgrade SCADA System**

This item was reviewed by the EC at their September 6th meeting and the EC concurred with staff to present this item for the Board's consideration.

The Supervisory Control and Data Acquisition (SCADA) system is a critical system used in operating the District's collection system. SCADA is used to monitor the operation of the District's ten (10) pump stations and provides an alarm notification when operations are outside of set parameters, such as a high or low wet well level. The District's SCADA system does not enable central control of the pump stations and each pump station operates autonomously.

The SCADA Central Control (SCC) is located in the Headquarters Building and is made up of two desktop computers. One computer operates as the primary or lead computer while the other serves as a back-up in case the primary should fail. Both computers process the information received from and sent to the various remote pump stations and operate on the antiquated Windows 7 operating system.

Typically, SCADA computers are upgraded when software support is no longer available from vendors which is normally between 5 to 7 years. Although the District's Asset Management Plan estimates the useful life of a control system to be 10 years, the current system is 8 years old and will soon be unsupported.

In 2014, Base 9 Consulting, Inc. (BNCI) worked closely with Rockwell Construction Services (the District's Electrical, Instrumentation and Controls Inspector) to develop and complete the previous SCC Upgrade Project. In addition, BNCI has been specified by the District to perform the SCADA

upgrade and pump station controls in the District's last four pump station replacement / rehabilitation projects, including Leucadia Pump Station and Encinitas Estate Pump Station, and will perform the SCADA work on the Village Park 7 Pump Station Replacement Project.

Due to BNCI's experience and knowledge of the District's SCADA System, staff requested BNCI evaluate the SCC system. BNCI completed their evaluation in June 2022. As a result of the evaluation, BNCI has submitted a proposal to provide professional services for the SCC Upgrade Project, proposal attached. BNCI's scope of services include:

- Procure one new desktop computer
- Procure an upgraded version of Wonderware InTouch software and cyber security specifications
- Configure Work Stations – one new and one currently designated spare in the SCC room
- Procure and configure new alarm notification system (TopView)
- Provide as-built drawings for new configuration
- Human Machine Interface (HMI) development and programming
- Factory and field testing
- System startup and documentation
- Provide one-year warranty
- Provide four (4) training sessions as required

Due to the age of the existing SCADA primary and backup computers, the District previously purchased one desktop computer (spare) to have on hand in case of a computer failure. Therefore, the SCADA upgrade requires the procurement of one additional desktop computer, as outlined in BNCI's proposal.

Staff has evaluated the proposal and determined that it to be fair and reasonable. This procurement meets the criteria for a sole source procurement per Section 11.1, Sole Source Procurement, of the District's Procurement Policy for the following reasons:

- BNCI possess unique knowledge of the District's SCADA System.
- Continuation of services for the District's SCADA System upgrade.

Therefore, it is recommended that a sole source Agreement be executed with BNCI for professional services for the SCC Upgrade Project in the amount not to exceed \$70,000.

FISCAL IMPACT:

There is sufficient appropriation in the Fiscal Year 2023 Capital Acquisition Budget to cover the cost of this Agreement.

jms:PJB

Attachment



**Proposal To Upgrade the Wonderware Based
SCADA System
for the
Leucadia Waste Water District
Offered by
By Base9 Consulting**

Base9 Consulting (BNCI) offers this proposal to Leucadia Waste Water District (DISTRICT) to upgrade the existing Wonderware based SCADA system.

As a part of this agreement, Base9 Consulting will be responsible for the procurement, development, testing and the installation a new SCADA system including updated Wonderware Intouch, remote alarm notification and re-hosting the alarm process from the existing OPTO 22 Processor to the Allen Bradley communications processor.

Specifically, **BNCI shall be responsible for the following items:**

- 1: Procure one new Desktop computer with Windows 10 Pro.
- 2: Procure an upgraded version of Wonderware Intouch software. This includes one full development version and two runtime versions.
- 3: Upgrade the existing Wonderware application to the current version of Wonderware Intouch and install the application on the new Desktop computer as well as a second Desktop computer already in LWD's possession. This will replace the two Intouch stations currently in use with software compatible with Windows 10.
- 3: Procure, configure and install a new alarm notification system (TopView) that will utilize VOIP for alarm notification (to replace WIN-911). Note the District will be responsible for the VOIP server which is a subscription-based service. (Note: It is our understanding that the District already has VIOP connections and may only need to add 2 new connections.)
- 4: Procure, Configure and install required communications drivers.
- 5: Provide as-built drawings of the new configuration.
- 6: Remove the need for the existing keyboard, video and mouse extender (KVM).



- 7: Testing, startup and commissioning of the new system. This will be a staged conversion that keeps one original system in operation until the upgraded system has been tested and validated. At all times, the system redundancy will be maintained.
- 8: Develop Software Test Plans
- 9: Provide a Software Operations and Maintenance Manual covering the software developed for the upgrade.
- 10: Provide one year Warranty.
- 15: Provide three 4-hour training sessions training as required.

DISTRICT or others will retain responsibility for the following items:

- 1: VOIP external Server connection including firewall configuration for any path to the internet.

Terms and Conditions:

- 1: BNCI will invoice based on the following milestones:

Notice To Proceed	20%
Approval of Submittals	10%
Factory Acceptance Test Executed and Accepted	40%
Final System Acceptance	30%
- 2: All Invoices will be Net 30 days

Changes to the scope of work:

Should changes be identified that alter the scope of work agreed upon, adjustments will be made to the Fixed Price Costs.

Schedule:

BNCI will provide its portions of the submittals within 1 month of a notice to proceed.



Proposal for SCADA Upgrade
For the Leucadia Waste Water District

Offered by Base9 Consulting

BNCI will complete the programming within 2 months after receipt of the notice to proceed.

Facilities

Base9 Consulting, Inc. will perform the effort at locations deemed appropriate by BNCI.

Price

Base9 Consulting offers the effort described above for the fixed price of \$70,000.00 (Seventy Thousand Dollars).

Signed

A handwritten signature in dark ink, reading "Henry D. Logan", is written over a horizontal line.

8/11/2022

Henry D. Logan

Base9 Consulting
663 S Rancho Santa Fe Rd #674
San Marcos, Ca 92078

(760) 390-5038 / hdlogan@basenine.net

**** End Of Document ****

MEMORANDUM

Date: September 8, 2022
To: Board of Directors
From: Paul J. Bushee, General Manager
Subject: Division 4 Board of Director Vacancy



RECOMMENDATION:

Staff recommends that the Leucadia Wastewater District (District) Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

At last month's Board meeting, General Counsel Brechtel reported that no candidate filed to run for the Leucadia Wastewater District's (LWD) Electoral Division 4 by the August 12, 2022 filing deadline. Mr. Brechtel also indicated that he would research the question of how the open seat is filled and has since learned that the process is different from what occurs for mid-term vacancies.

Under the Uniform District Election Law, the San Diego County Board of Supervisors ultimately makes the appointment to LWD's vacant director position rather than the Board. However, because LWD falls within County Supervisorial District 3, the process would be for the LWD Board to make a recommendation to District 3 Supervisor Terra Lawson-Remer by October 28, 2022. The Board of Supervisors would then appoint the new LWD director at its November 15, 2022 meeting. Once appointed, the new director serves the full four-year term as if elected.

On LWD's end, the Board has a lot more flexibility in determining the recommended candidate than with mid-term vacancies. There are no requirements for advertising however, the candidate must reside in Division 4. Potential selection options include:


1. The Board could contact and select one candidate
2. The Board could reach out to multiple candidates and conduct interviews
3. The Board could advertise and conduct a full recruitment process

Depending on its preferred approach, the Board could hold special meetings or approve a recommended candidate at its regularly scheduled meeting on October 12, 2022.

The purpose of this item is for the Board to consider these options and provide direction to staff on its preferred approach. Staff will follow-up accordingly.

PJB

MEMORANDUM

DATE: September 8, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Stories of San Dieguito film/book project

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

The San Dieguito Heritage Ranch Museum is working with a historical publishing company called HPN Books/Ledge Media (HPN) to produce a documentary film and history book about North County San Diego. The book and documentary film will feature unique stories and photos from local individuals, businesses, and organizations located in the San Dieguito region of North County. A representative from HPN recently contacted the District asking if the District would like to participate in this upcoming project.

In addition to providing HNP with historical stories and photos about the District, HPN is looking for sponsors for this project. HNP's sponsorship layout packages is attached for your review. There are five layout packages to choose from, the sponsorship amount determines how much of the District's history, photos, and videos will be included in the project.

Staff believes that participating in this project would be an excellent outreach tool to inform the community about District's history and the services we provide that help protect our local environment. As such, staff recommends that the District participate at the "General Sponsor" level of \$5,000. This sponsorship level would allow for a 2 page featured article in the history book.

Please note that funding for this project was not included in the FY 23 Budget, however, staff believes this amount can be absorbed within the existing budget.

th:PJB

Attachment

Stories of San Dieguito

LAYOUT PACKAGES

Our book-packages fall into 5 levels to fit your needs with non-profit discounts available, as described below with each package of products & services customizable to fit your needs.

BASIC SPONSOR - \$2900

- 1-Page Highlight Story
350 -400 words – 2-3 photographs
- 2 Tickets to Film Premiere/Book release party
- Includes 1 Hardcover Book

GENERAL SPONSOR - \$5000

- 2-Page Feature Article
700 -800 words – 4-6 photographs
- 4 Tickets to Film Premiere/Book release party
- Includes Professional Interview
- Feature Video Segment QR Code Insertion into Article
- Includes 5 Hardcover Books

LEADERSHIP SPONSOR - \$25,000

- Thought Leader one page introduction by President of Organization
- Framed Wall Plaque of Thought Leader
- 8-Page Feature Article
- Logo on Title Page, Back Cover, with other leaders
- Feature Video Segment via 4 QR Codes
- Filmed Interview and 1 day Onsite Hollywood Package
- Special Recognition & Award presented at the Book Release Party
- 10 Tickets to Film Premiere/Book release party
- Includes 100 Hardcover Books
- 500 Profile Reprint Brochures
- 100 DVDs of the Documentary Film w/ your company logo

LEGACY SPONSOR - \$10,000

- 4-Page Feature Article
1400 -1600 words – 8-12 photographs
- Feature Video Segment with 2 QR Code Insertions
- Audio Interview and Custom Animated Short Film Package
- Special Recognition at the Book Release Party
- 6 Tickets to Film Premiere/Book release party
- Includes 50 Hardcover Books
- 50 DVDs of the Documentary Film w/ your company logo

REGENCY SPONSOR - \$50,000

- All the features of the Leadership Package, plus one of the following options:

Option A

- A 20-30 minute custom documentary feature film.
- Includes 3-5 professional interviews, B-Roll footage & 2nd Day of Onsite Hollywood Film Package.
- 100 custom film DVDs w/ your company logo.

Option B

- 500 copies of your own 8.5 x 11 inch Laminated Hardcover Custom Coffee Table Books, with up to 100 pages.
- Fully embedded with video segments.

Directors' Meetings

Presented by Directors Sullivan and Roesink

Conference

CSDA Quarterly Meeting

Dates and Location

August 18, 2022 @ 6:00 p.m.

94th Aero Squadron

San Diego, CA

List of Attendees

Vice President Sullivan

Director Roesink

The above mentioned Board members heard a presentation from Jennifer Williamson from SANDAG.

Directors' Meetings

Presented by Directors Hanson, Sullivan, Omsted

Conference

2022 CSDA Annual Conference

Dates and Location

August 22 - 25, 2022

J.W. Marriott Desert Springs Resort & Spa

Palm Desert, CA

List of Attendees

President Hanson

Vice President Sullivan

Director Omsted

The above mentioned Board members attended sessions on Board best practices, redistricting, Brown Act, cyber security, and other various topics.

Directors' Meetings

Presented by Vice President Sullivan

Conference

2022 WaterReuse CA Annual Conference

Dates and Location

September 11-13, 2022

Hyatt Embarcadero

San Francisco, CA

List of Attendees

Vice President Sullivan

The above mentioned Board member attended various sessions regarding the design, management, operations, and use of water recycling and/or desalination facilities and projects in California.