



**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, February 12, 2020  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 or unanimous vote of the Board.

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
  - A. LWD Teacher Grant Winners (Verbal)
  - B. 5 Year Service Award – Ryan Rodriguez (Page 6)
  - C. 2019 CWEA San Diego Section Awards (Page 7)

## CONSENT CALENDAR

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

### 7. Approval of Board and Committee Minutes

Minutes of the following meetings:

January 7, 2020 Engineering Committee Meeting (Pages 8-10)  
January 7, 2020 Investment and Finance Committee Meeting (Pages 11-12)  
January 8, 2020 Regular Board Meeting (Pages 13-20)  
January 14, 2020 Community Affairs Committee Meeting (Pages 21-22)  
February 4, 2020 Investment and Finance Committee Meeting (Pages 23-24)  
February 5, 2020 Engineering Committee Meeting (Pages 25-28)

### 8. Approval of Demands for January 2020/February 2020

This item provides for Board of Directors approval of all demands paid from LWD during the month of January and a portion in February 2020. (Pages 29-46)

### 9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY19 to FY20, flows by sub-basin, and staff training. (Pages 47-53)

### 10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY20 budget and discloses monthly investments. (Pages 54-61)

### 11. Quarterly Treasurer's Report

This report discloses investments for the quarter ending December 31, 2019. (Pages 62-63, Enclosure 11)

### 12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2020. (Pages 64-65)

### 13. Emergency Repair of the La Costa Force Main

Retroactively authorize the General Manager to disburse an amount not to exceed \$118,838 to Maxim Engineering for the completion of emergency repairs to the La Costa Force Main. (Page 66)

## EWA REPORTS

### 14. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on January 29, 2020 – report by Director Sullivan. (Page 67)
- B. An Encina Member Agencies Manager's Meeting was held on February 4, 2020 – report by GM Bushee. (Verbal)

## COMMITTEE REPORTS

### 15. Committee Reports

- A. Community Affairs Committee meeting was held on January 14, 2020 – report by Director Sullivan. (Page 68)
- B. Investment and Finance Committee meeting was held on February 4, 2020 – report by Director Hanson (Page 69)
- C. Engineering Committee meeting was held on February 5, 2020 – report by Director Kulchin. (Page 70)
- D. Community Affairs Committee meeting was held on February 6, 2020 – report by Director Sullivan. (Verbal)

## ACTION ITEMS

**16. Adopt Resolution No. 2326 - Orphan Annexation (Pages 71-75)**

**17. Adopt Resolution No. 2323 – Updating the Leucadia Wastewater District Sewer Service Lateral Repair Authorization and Reimbursement Policy (Pages 76-86)**

**18. Vehicle Purchase of one (1) 2020 (¾ ton) Ford Pickup Truck and one (1) 2020 Ford (½ ton) Pickup Truck**

Authorize the General Manager to execute a Purchase Order with Encinitas Ford in the amount of \$104,998.07 for the purchase of one (1) 2020 (¾ ton) Ford Pickup Truck and one (1) 2020 Ford (½ ton) Pickup Truck to replace two similarly equipped District vehicles. (Pages 87-88)

**19. Contract Award for the District's Leucadia Pump Station Rehabilitation Project**

Authorize the General Manager to execute an Agreement with Stanek Constructors, Incorporated for the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$3,551,500 as the lowest responsive and responsible bidder. (Pages 89-96)

**20. Contract Award for Engineering Support Services for District's Leucadia Pump Station Rehabilitation Project**

Authorize the General Manager to execute an Amendment No. 8 to Task Order 29 with Infrastructure Engineering Corporation for engineering support services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$91,930 (Pages 97-100)

**21. Contract Award for Construction Management Services for the District's Leucadia Pump Station Rehabilitation Project**

Recommendation 1: Authorize the General Manager to execute an Agreement with Mavteck for construction management services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$252,000 and;

Recommendation 2: Authorize the General Manager to execute an Agreement with Rockwell Construction Services, Inc. for electrical, instrumentation and controls construction management and inspection services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$37,800. (Pages 101-102)

- 22. Contract Amendment No. 3 to Rising Tide Partners for Public Information Services**  
Authorize the General Manager to execute a one-year contract Amendment with Rising Tide Partners (RTP) for the Public Information Services Agreement in an amount not to exceed \$45,120.00 (Pages 103-106)
- 23. Annual Review of LWD Reserve Fund Policy**  
Recommend that the Board of Directors Adopt Resolution No. 2325 approving the revised Reserve Fund Policy and Receive and File the Annual Review of the LWD Reserve Fund Review Report. (Pages 107-112)
- 24. Authorize Staff to Proceed with the Proposition 218 Process and Schedule a Public Hearing to Consider Potential Rate Increases for Fiscal Years 2021, 2022, 2023**  
(Pages 113-116)
- 25. Call for Nominations to the CSDA Board of Directors Seat B** (Pages 117-122)

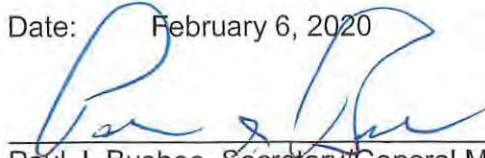
## **INFORMATION ITEMS**

- 26. Project Status Updates and Other Informational Reports**
- A. CSDA Quarterly dinner is scheduled for February 20, 2020 at The Butcher Shop Steakhouse in Kearny Mesa. (Pages 123-124)
  - B. 2020 CWEA Annual Conference is scheduled for March 31 - April 3, 2020 at the Reno Convention Center in Reno, NV. (Verbal)
  - C. Thank you letter from Encinitas Union School District. (Page 125)
- 27. Directors' Meetings and Conference Reports**
- A. The CASA Winter Conference was held January 21-23, 2020 at the Renaissance Indian Wells in Indian Wells, CA. (Page 126)
- 28. General Manager's Report**
- 29. General Counsel's Report**
- 30. Board of Directors' Comments**
- 31. Closed Session**  
Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice. (Verbal)
- 32. 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: February 6, 2020



Paul J. Bushee, Secretary/General Manager

**MEMORANDUM**

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Achievement of Individual Awards



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It is my pleasure to announce that a Leucadia Wastewater District (LWD) staff member has met individual performance objectives under LWD's Incentive Program. The individual achievement is as follows:

5 Year Service Award – Ryan Rodriguez


Field Services Technician II Ryan Rodriguez passed his 5<sup>th</sup> anniversary of employment at LWD on January 12, 2020. This milestone is a tribute to Ryan's hard work, dedication, and commitment to LWD. Ryan's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Ryan is eligible for an incentive award of \$100.

Please join me in congratulating Ryan for his outstanding accomplishment.

tb:PJB

MEMORANDUM

Ref: 20-7028

Date: February 6, 2020  
To: Board of Directors  
From: Paul J. Bushee, General Manager   
Subject: **2019 CWEA San Diego Section Awards**

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It is my pleasure to announce that the Leucadia Wastewater District (LWD) had a successful evening at the recent California Water Environment Association (CWEA) – San Diego Section's Annual Installation and Awards Banquet. LWD was honored to receive the following three awards: Community Engagement & Outreach Award – Film Festival, Collection System of the Year (0-249 miles), and Collection System Person of the Year. A brief summary of each award follows:

2019 Community Engagement & Outreach Award – Film Festival

This award recognizes LWD's achievements in promoting awareness and understanding of water quality issues through social media campaigns. District Staff and Rising Tide Partners created a video that documented the work that the Teacher Grant Program enables. The film series, the 2019 Leucadia Wastewater District Teacher Grant Winners, showcased the work of four educators, their schools, parent-volunteers, and students who were all affected positively by the grant in learning how to be water-wise.

The Community Engagement & Outreach Award qualifies as a local award under the organization objectives of the LWD's Incentive Program; therefore, staff is eligible for a \$100 incentive award.

2019 Collection System of the Year (0-249 miles)

This was the 8<sup>th</sup> time LWD has received the Collection System of the Year Award. One of the highlights that helped LWD win this award included our innovative solution to challenges, such as, a unique priority rating system for rehabbing or replacing defective sewer lines or manholes.

The Collection System of the Year Award qualifies as a local award under the organizational objectives of the LWD's Incentive Program; therefore, staff is eligible for a \$100 incentive award.

2019 Collection System Person of the Year Award

Mr. Hugo Gonzalez, a Field Service Technician II, received the Collection System Person of the Year Award. Hugo has been employed at LWD since September 2013. In achieving this award, the selection committee recognized the fact that Hugo is reliable, proficient, and efficient. He has demonstrated high proficiency and skill in traffic control setups and confined space entries during several hydro-cleaning and CCTV inspections. He also located two manholes that were lost for several years, which others could not successfully locate. His attention to detail, strong work ethic, and "can do" attitude merit his selection as the CWEA Collection System Person of the Year.

Please join me in congratulating Hugo and LWD as a whole for these outstanding accomplishments. All awards will move on to the CWEA's statewide competition, which will be announced at CWEA's Annual Conference in April located in Reno, Nevada.

tb:PJB

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 January 7, 2020

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, January 7, 2020 at 9:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Administrative Specialist Mark Brechbiel; District Engineer Dexter Wilson; and Jamie Fagnant with Infrastructure Engineering Corporation (IEC)

**3. Public Comment**

No public comment was received.

**4. New Business**

- A. Authorize the General Manager to execute Amendment No. 7 to Task Order No. 29 with Infrastructure Engineering Corporation for additional design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$117,690.

TSM Morishita discussed the background and what led to the project shifting from minor to major rehabilitation of the Leucadia Pump Station (LPS) as well as various design amendments from May 2018 to present.

He indicated that Amendment No. 7 outlines work for project design completion. The Scope of Work includes, but is not limited to: Modified system curve for revised surge tank piping and permanent submersible pump, enlarging the site plan, revised conceptual bypass plan, revised surge tank piping, super-oxygenation system requirements, fiberglass reinforced plastic platform for generator access, new submersible recirculation chopper pump in wet well, surge analysis for Surge Tank requirement and piping modification.

He stated that IEC's total design cost is now \$500,436 including the \$117,690 for Amendment No. 7.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute Amendment No. 7 to Task Order No. 29 with IEC for engineering design services for the LPS Rehabilitation Project in an amount not to exceed \$117,690.

- B. Authorize the General Manager to execute Amendment No. 2 to Task Order No. 38 with Infrastructure Engineering Corporation for final design services for the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$73,880.

TSM Morishita discussed the background and what led to the necessary replacement of the Encinitas Estates Pump Station (EEPS) based on the 2014 Pump Station



Assessment completed by IEC in April 2014.

He informed the EC that one of the main focuses in the decision to replace rather than repair EEPS was to eliminate dependency on Smith & Loveless as the sole source vendor for pump station material and equipment. In addition, replacing the current pump station with a submersible pump station provides a safer work environment for Field Staff and is more efficient and easier to maintain and operate.

TSM Morishita noted that IEC submitted a proposal for final project design. The proposal included 3 tasks; Project Management & Administration where IEC staff will attend two meetings, Final Design where IEC and District Staff will develop project design in a collaborative manner, and Electrical Design where a subconsultant will complete pump station electrical design.

TSM Morishita stated that IEC's total design fee is now \$142,751 which includes the \$73,880 for Amendment No. 2.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute Amendment No. 2 to Task Order No. 38 with IEC for engineering design services for the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$73,880.

## **5. Information Items**

### **A. Batiquitos (B3) Discharge Section Replacement Project Update.**

TSM Morishita stated that an actuator is on order for the B3 isolation valve and an approximately 4-6 weeks estimated time of repair. He also stated that both force mains are open and operating while we wait for the actuator. He indicated that the B3 isolation valve needs to be closed before work on the manholes can be completed.

GM Bushee reiterated that the B3 Discharge Section pipe replacement is complete we are just waiting for the actuator to complete the lining of two manholes at the north end of the line.

## **6. Directors' Comments**

None

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

TSM Morishita and GM Bushee gave an overview of an incident that took place at the adjacent Gelson's Market on Friday, December 27, 2019. TSM Morishita showed the location of the La Costa Pump Station (LCPS) force main in relation to Gelson's. He described how it was determined that the operation of LCPS was affecting the slab leak in Gelson's warehouse Area. GM Bushee explained that a valve was exercised at LCPS under the assumption that LCPS had two force mains. The valve that was exercised could not be resealed and resulted in the force main being pressurized whenever the pumps came on. GM Bushee continued that, according to the plans for construction of Albertson's in 2002, the section of force main and manhole under Gelson's that caused the overflow were to be removed during construction. Because the line was not disconnected and removed, wastewater began to infiltrate the warehouse area of the Gelson's grocery store.

Emergency repairs were made at LCPS to isolate the force main at the pump station. The contractor used a line stop valve, two mechanical plugs and concrete to isolate the force main prevent a future incident. The approximate construction cost is \$70,000.

**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:58 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Investment & Finance Committee Meeting  
 January 7, 2020

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, January 7, 2020 at 1:30 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Hanson called the meeting to order at 1:30 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

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

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Comprehensive Financial Plan Tracking Update.

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

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

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

ASM Duffey concluded that the District's finances remain strong, while maintaining low rates, and the District is tracking well with the Comprehensive Financial Plan. ASM Duffey also noted that staff will continue to monitor the Financial Plan closely.

GM Bushee stated that staff will present this item at tomorrow's Board meeting and will review the Sewer Rate Increase Timing Options with the Board.

The IFC was pleased with the report and no action was taken.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

GM Bushee noted that TSM Morishita will give a presentation on the La Costa Pump Station Forcemain issue at tomorrow's Board meeting.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 2:00 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 January 8, 2020

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, January 8, 2020 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, and Jaime Fagnant with Infrastructure Engineering Corporation

**3. Pledge of Allegiance**

Director Kulchin led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

None.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

- December 10, 2019 Human Resources Committee Meeting
- December 11, 2019 Regular Board Meeting

- 8. Approval of Demands for December 2019/January 2020**  
Payroll Checks numbered 21754-21795; General Checking Checks numbered 53613-53719
- 9. Operations Report** (A copy was included in the original January 8, 2020 Agenda)
- 10. Finance Report** (A copy was included in the original January 8, 2020 Agenda)
- 11. Disclosure of Reimbursements**  
This report discloses travel expense reimbursements for the month of December 2019.
- 12. Status Update on the Fiscal Year 2020 (FY20) LWD Tactics and Action Plan**

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

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

**EWA and COMMITTEE REPORTS**

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

- A. EWA Board Report – Meeting held on December 11, 2019.

Director Sullivan reported on EWA’s December 11, 2019 Board meeting.

**14. Committee Reports**

- A. Human Resources Committee (HRC) Meeting was held on December 10, 2019.

Director Hanson reported that the HRC reviewed the following item:

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

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

- B. Engineering Committee (EC) Meeting was held on January 7, 2020.

Director Kulchin reported that the EC reviewed the following recommendations:

- Authorize the General Manager to execute Amendment No. 7 to Task Order No. 29 with Infrastructure Engineering Corporation for additional design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$117,690; and
- Authorize the General Manager to execute Amendment No. 2 to Task Order No. 38 with Infrastructure Engineering Corporation for final design services for the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$73,880.

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

The EC also received an update on the Batiquitos (B3) Discharge Section Replacement Project. This item was for information purposes and there was no action taken.

C. Investment and Finance Committee (IFC) Meeting was held on January 7, 2020.

Director Hanson reported that the IFC reviewed the following item:

- Comprehensive Financial Plan Tracking Update

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

### ACTION ITEMS

**15. Leucadia Pump Station Rehabilitation Project Design Services**

Authorize the General Manager to execute Amendment No. 7 to Task Order No. 29 with Infrastructure Engineering Corporation for additional design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$117,690.

TSM Morishita presented the item noting it was reviewed by the Engineering Committee at its January 7<sup>th</sup> meeting and it is a Fiscal Year 2020 tactical goal. He provided background information on the item and discussed various design amendments of the Leucadia Pump Station from May 2018 to present.

TSM Morishita reviewed the changing design elements of the project and the additional design services needed by Infrastructure Engineering Corporation (IEC). He noted IEC's proposed fee for the scope of the amendment is \$117,690 which includes services to support project design, such as electrical and structural engineering subconsultant design services. The current engineer's opinion of probable construction cost is \$3,464,000. The total project design cost with this amendment is \$500,436 or 14% of the estimated construction cost.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Omsted and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment No. 7 to Task Order No. 29 with Infrastructure Engineering Corporation for additional design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$117,690 by the following vote:

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

**16. Encinitas Estates Pump Station Replacement Project Design Services**

Authorize the General Manager to execute Amendment No. 2 to Task Order No. 38 with Infrastructure Engineering Corporation for final design services for the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$73,880.

TSM Morishita presented the item noting it was reviewed by the Engineering Committee at its January 7<sup>th</sup> meeting and it is a Fiscal Year 2020 tactical goal. He provided background information on the item noting that the 2014 Pump Station Assessment Report estimated the cost of construction to replace the pump station was \$842,000 and the estimated cost for pump station rehabilitation was \$592,000. Based on those cost figures, the cost difference between replacement and rehabilitation was \$250,000.

TSM Morishita stated that replacing the Encinitas Estates Pump Station has several advantages over rehabilitation and he reviewed the advantages. He noted that Infrastructure Engineering Corporation's (IEC) proposed fee for design services is \$73,880 which includes services to support project design, such as electrical engineering subconsultant services. When combined with the \$68,871 previously authorized fees, the total design fee is \$142,751.

Vice President Omsted asked how many pump stations do not use submersible pumps. TSM Morishita answered Village Park 7 (VP7) and La Costa Pump station do not use submersible pumps.

Director Hanson asked what is the life expectancy of the rehab project. GM Bushee answered noting that it depends on the project component but pumps normally last 20 years and electrical components 10 years.

Director Kulchin asked TSM Morishita to clarify the total design fee costs. TSM Morishita provided a breakdown of the costs.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment No. 2 to Task Order No. 38 with Infrastructure Engineering Corporation for final design services for the Encinitas Estates Pump Station Replacement Project in an amount not to exceed \$73,880 by the following vote:

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

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

ASM Duffey presented the item noting it was reviewed by the Investment and Finance Committee at its January 7<sup>th</sup> meeting. ASM Duffey explained the purpose of the Comprehensive Financial Plan. He stated that the District updates the Financial Plan about every 5 years, since conditions and assumptions change. He noted that the most recent update was completed in 2018 by Rafetelis and staff does an internal update of the Financial Plan on an annual basis to see how actual results are tracking with the original projections.

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



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

Director Kulchin asked when the next rate increase will be. ASM Duffey answered that, based on the 2018 Financial Plan, the next increase is scheduled for July 2020.

Director Sullivan asked if there was any advantage in deferring the rate increase to July 2021. ASM Duffey answered that there isn't necessarily any advantage but staff is presenting it as an option. He said the District will need the money eventually but the rate increase could be deferred and the District would remain financially sound.

Director Kulchin stated that the District should stay on track with the 3-year on 3-year off plan since the rate payers are accustomed to this plan. He added that the District should not defer the rate increase.

Vice President Omsted agreed with Director Kulchin and stated he would like to like to see the reserve balances stay above the target line.

GM Bushee stated this item is for Board discussion and that staff has no recommended preference on this matter. He noted that staff is seeking direction from the Board and that at the January 7<sup>th</sup> Investment and Finance Committee meeting, committee members were split on whether the District should defer or move forward.

President Juliussen stated he would like to defer the rate increase to July 2021. He said that it would show the rate payers that the District only raises rates when absolutely necessary.

Director Sullivan stated that she agrees with President Juliussen but she also she sees how rate payers might be used to the 3-year on 3-year off plan.

Following discussion, the Board received and filed the Comprehensive Financial Plan Tracking update and voted to move forward with the planned rate increase for FY 2021 and proceed with the Proposition 218 Notice by the following vote:

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

**18. Adopt Resolution No. 2324 – Adopting the Revised LWD Board-General Manager/Staff Relations Policy.**

ASM Duffey presented the item noting it is a Fiscal Year 2020 tactical goal. He provided background information on the policy noting that the policy was reviewed by the Human Resources Committee at its December 10<sup>th</sup> meeting. He stated that staff made the following revisions to the policy:

- Section III Board to Staff: Clarify which staff members the Board may contact;
- Section VI Board to Other Agencies: Add language to this section indicating that a Board member will not offer testimony/comments about District business at a formal meeting of another official body without approval from the Board; and
- Minor grammatical revisions were made throughout the policy.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by President Juliussen and unanimously carried, the Board of Directors adopted Resolution No. 2324 – The Revised LWD Board-General Manager/Staff Relations Policy by the following vote:

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

**19. Call for Nominations to the San Diego Local Agency Formation Commission (LAFCO) Regular Member Election**

EA Baity presented the item stating that LAFCO is requesting nominations for one regular special district member to serve on San Diego LAFCO. She stated the four-year term commences May 4, 2020 and the incumbent, Jo MacKenzie, is expected to seek a new term. EA Baity indicated that the deadline to receive nominations is February 7, 2020 at 5:00 p.m.

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

**20. 2020 Board of Directors Committee Assignments**

President Juliussen asked the Board members if they were satisfied with their committee assignments. There were no requests to change committee assignments and the committee assignments remained the same.

**INFORMATION ITEMS**

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

**A. La Costa Pump Station Force Main Issue.**

TSM Morishita gave a presentation on the La Costa Pump Station force main Issue which occurred on December 27<sup>th</sup>.

TSM Morishita provided background information on the issue. He noted the location of the La Costa Pump Station (LCPS) force main in relation to the adjacent Gelson’s grocery store. TSM Morishita stated that the operation of LCPS was causing a leak in the Gelson’s warehouse area. He explained that a valve was exercised at LCPS under the assumption that LCPS had two force mains. The valve that was exercised could not be resealed and resulted in the force main being pressurized whenever the pumps came on. TSM Morishita stated that according to the 2002 plans for construction of Albertson’s, the Gelson’s predecessor, the section of force main and manhole under Gelson’s were to be removed during construction. However, the line was not disconnected and removed. This is what caused the wastewater to infiltrate the Gelson’s warehouse area after the LCPS valve would not fully close.

TSM Morishita noted that emergency repairs were made at LCPS to isolate the force main at the pump station. He stated that the contractor used a line stop valve, two mechanical plugs and concrete to isolate the force main prevent a future incident and the approximate construction cost is \$70,000.

Director Sullivan asked who is responsible for the cost. GM Bushee stated that the District is responsible for the work that was completed by the contractor at LCPS. He stated that since the Gelson's predecessor did not remove or disconnect the line under Gelson's, any costs incurred by Gelson's should be their responsibility.

The Board thanked TSM Morishita for his presentation.

B. 2020 CASA Winter Conference is scheduled for January 21-23, 2020 at the Renaissance Indian Wells in Indian Wells, CA.

EA Baity stated the time and date of the 2020 CASA Winter Conference.

C. 2020 CWEA San Diego Section Awards Banquet is scheduled for January 25, 2020 from 4pm-9pm at the La Jolla Shores Hotel in La Jolla, CA.

EA Baity stated the time and date of the 2020 CWEA San Diego Section Awards Banquet.

Director Sullivan asked if there would be a carpool to the Awards Banquet. GM Bushee answered that there would be a carpool from the District office and that an email reminder would be sent.

D. 2020 WateReuse CA Annual Conference is scheduled for March 15-17, 2020 at the Hyatt Regency San Francisco in San Francisco, CA.

EA Baity stated the time and date of the 2020 WateReuse CA Annual Conference.

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

None.

**23. General Manager's Report**

GM Bushee reported on the following items:

- LAFCO Executive Officer's Final Determination for LWD's Authority to Provide Recycled Water

**24. General Counsel's Report**

None.

**25. Board of Directors' Comments**

Director Sullivan wished everyone a happy New Year and said she is looking forward to another great year.

President Juliussen thanked staff, GC Brechtel, and Director Kulchin for their work with LAFCO on the recycled water issue with the City of Carlsbad.

**26. Adjournment**

President Juliussen adjourned the meeting at approximately 6:23 p.m.

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Allan Juliussen, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
January 14, 2020

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, January 14, 2020 at 1:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 1:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Neal Bloom with Rising Tide Partners (RTP)

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Discussion of the Winter 2020 Newsletter Proposed Article Topics and Production Schedule.

ASSup Hill presented the subject item and provided a brief summary of the following proposed newsletter article topics:

- Partnership with OMWD – Using Recycled Water in Vactors;
- Information about PFAS;
- FY 2019 Financial Audit Results;
- Sewer Service Rate Increase;
- Our EWA Partnership;
- Teacher Grant Recipients and CSDA Video Contest winner;
- Lateral Grants;
- Leucadia Pump Station Rehabilitation Project;
- Orchard Wood Pipeline Project;
- Standout Achievements; and
- Call for local photographers

Chairperson Sullivan suggested that staff mention that LWD currently has the lowest sewer rate in the county. She also stated she would like to see the District mention recent awards received by EWA. Staff stated they would add this information.

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

The next two CAC meetings were scheduled for Thursday, February 6 and Thursday, February 13 at 1:30 p.m.

**5. Information Items**

None.

**6. Directors' Comments**

Chairperson Sullivan thanked staff and RTP for a great job.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 1:23 p.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
February 4, 2020

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A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, February 4, 2020 at 1:30 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Hanson called the meeting to order at 1:30 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

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

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Annual Review of LWD Reserve Fund Policy.

ASM Duffey presented the item describing the purpose of the policy and stating that the policy calls for annual review by the Board of Directors

ASM Duffey stated staff has reviewed the Reserve Fund Policy and is recommending a few small changes to the existing Reserve Fund Policy. The changes are for clarification and housekeeping purposes.

ASM Duffey also provided an overview of the FY 2019 reserve activity.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2325, the Revised Reserve Fund Policy and receive and file the Annual Review of the Reserve Fund Review Report.

B. Proposition 218 Process and Schedule a Public Hearing to Consider Adoption of an Ordinance increasing the Sewer Service Charges for Fiscal Years 2021, 2022 and 2023.

ASM Duffey presented the item and provided background information noting that the District adopted a Financial Plan on June 6, 2018. He stated that the Financial Plan indicated that in order for the District to meet the projected future operating and capital expenditures necessary to maintain the integrity of its collection system, a three-year sewer rate increase would be needed beginning fiscal year 2021.

ASM Duffey explained that at the January 8, 2020 Board Meeting the Board directed staff to move forward with the planned sewer rate increase and proceed with the Proposition 218 Notice process. ASM Duffey then reviewed the draft text for the Proposition 218 notice along with a schedule of tasks.

Director Omsted asked if the notice would be mailed or hand delivered. GM Bushee answered it would be mailed to the District's 20,000 plus accounts.

Following discussion, the IFC agreed to recommend that the Board of Directors authorize staff to proceed with the Proposition 218 process and schedule a public hearing to consider adoption of an ordinance increasing the sewer service charges for Fiscal Years 2021, 2022, and 2023.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 2:00 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)



**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 February 5, 2020

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, February 5, 2020 at 9:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Director Kulchin called the meeting to order at 9:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Kulchin

DIRECTORS ABSENT: Juliussen

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; Field Services Technician II Rick Easton; District Engineer Representative Natalie Frascchetti; and Robert Weber Infrastructure Engineering Corporation

**3. Public Comment**

None.

**4. New Business**

**A. Adopt Resolution No. 2326, Orphan Annexation, as presented.**

District Engineer Representative (DER) Frascchetti presented information to the EC pertaining to the annexation into the District of the Orphan Property (Orphan). She explained that the annexation involves one parcel totaling 0.56 acres, located west of Interstate 5, north of Leucadia Boulevard and east of Hymettus Avenue.

DER Frascchetti stated that the property is within the District's sphere of influence and includes an existing single-family residence that is currently connected to an ageing septic tank system. She continued that the private sewer lateral for the residence will connect to the available public sewer system in the middle of Eolus Avenue. She said that the annexation is necessary to provide sewer service to this residence.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2326, Orphan Annexation.

**B. Adopt Resolution No. 2323 updating the Leucadia Wastewater District Sewer Service Lateral Repair Authorization and Reimbursement Policy.**

Field Services Specialist (FSSpec) Riffel presented staff's recommendation. He stated that in July 2008, the Board adopted the Sewer Service Lateral Repair Authorization and Reimbursement Policy (Policy). He continued that the new Policy set forth the rules that govern the District Sewer Service Lateral Repair Reimbursement Program (Program) for property owners who perform qualified repairs for their sewer service lateral (Sewer

Lateral). FSSpec Riffel explained that the property owner is required to ensure the Sewer Lateral is properly maintained in a free-flowing condition. He went on to give examples of common lateral problems, such as the growth of roots caused by either a cracked or broken pipe.

FSSpec Riffel stated that the Program provides District customers financial assistance to maintain or repair their lateral. He explained that customers qualify for reimbursement on eligible repairs for ½ the cost, up to a maximum of \$3,000. He continued that the Program stipulates a process for customers to follow to obtain the reimbursement. FSSpec Riffel stated that over the past 11 years the District has reimbursed nearly 200 customers totaling over \$400K.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2323 updating the District Sewer Service Lateral Repair Authorization and Reimbursement Policy.

- C. Authorize the General Manager to execute a Purchase Order with Encinitas Ford in the amount of \$104,998.07 for the purchase of one (1) 2020 (¾ ton) Ford Pickup Truck and one (1) 2020 Ford (½ ton) Pickup Truck to replace two similarly equipped District vehicles.

Field Services Technician (FST) II Easton presented staff's recommendation. He stated that both vehicles have reached their useful life and meet or exceed the District's vehicle replacement guidelines. He explained that the Request for Bids was sent to ten San Diego County Ford dealerships along with advertising the Notice Inviting Bids in the San Diego Union Tribune. FST II Easton stated that the bids were due on January 27, 2020 and that only one bid was received from Encinitas Ford.

FST II Easton continued that Staff reviewed the bid and all required specifications were met in Encinitas Ford's bid. He stated that staff determined that Encinitas Ford is the lowest responsive and responsible bidder. He said that staff recommends awarding the purchase of the two vehicles to Encinitas Ford.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the purchase of the replacement trucks.

- D. Authorize the General Manager to execute an Agreement with Stanek Constructors, Incorporated for the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$3,551,500 as the lowest responsive and responsible bidder.

TSM Morishita presented staff's recommendation. He explained how the project transformed from a minor rehabilitation project to a major one. He continued that project design was completed by Infrastructure Engineering Corporation (IEC) in November 2019 and the project was advertised for bids. TSM Morishita said that the bids were due on January 16, 2020 and seven bids were received.

TSM Morishita explained that the low bidder, HPS Mechanical Inc. (HPS), did not meet the minimum bid requirements and, therefore, their bid was nonresponsive. He said that HPS did not meet the experience requirements and did not provide a Project Manager resume. TSM Morishita stated that the omissions concern important bid requirements that were not minor or inconsequential such that they could be waived by the District. Stanek Constructors, Inc. (Stanek), the second lowest bidder did meet all the bid requirements and was considered the lowest responsive and responsible bidder.

TSM Morishita explained that Stanek's bid is \$109K higher than HPS's bid and that both bids were under the \$3.7M Engineer's Cost Estimate for construction.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize an agreement with Stanek for construction of the Leucadia Pump Station Rehabilitation Project.

- E. Authorize the General Manager to execute an Amendment No. 8 to Task Order 29 with Infrastructure Engineering Corporation for engineering support services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$91,930.

TSM Morishita presented staff's recommendation. He explained the need for and scope of engineering support services during construction. He stated that IEC's proposal was reviewed by staff and it was determined that the proposal was fair and reasonable.

The EC reviewed the Scope of Work for the engineering support services to be provided by IEC during the construction of the Leucadia Pump Station Rehabilitation Project.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize Amendment No. 8 to Task Order 29 with Infrastructure Engineering Corporation for engineering support services during the construction of the Leucadia Pump Station Rehabilitation Project.

- F. Recommendation 1: Authorize the General Manager to execute an Agreement with Mavteck for construction management services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$252,000.

Recommendation 2: Authorize the General Manager to execute an Agreement with Rockwell Construction Services, Inc. for electrical, instrumentation and controls construction management and inspection services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$37,800.

TSM Morishita presented staff's recommendation. He explained the need for construction management (CM) services and electrical / instrumentation CM and inspection services. He explained the experience levels of both Maverick Madsen (Mavteck) and Rockwell Swanson (Rockwell Construction Services). TSM Morishita stated that both proposals were fair and reasonable.

The EC reviewed the Scope of Work for the construction management services to be provided by Mavteck and Rockwell Construction Services during construction of the Leucadia Pump Station Rehabilitation project.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute agreements with Mavteck and Rockwell for construction management services for the Leucadia Pump Station Rehabilitation Project.

- G. Retroactively authorize the General Manager to disburse an amount not to exceed \$118,838 to Maxim Engineering for the completion of emergency repairs to the La Costa Force Main.

TSM Morishita presented staff's recommendation. He explained the situation that caused the emergency repair and the process of the repair. He stated that final cost for the repair was \$118,838 instead of the estimated repair cost of \$70,000 when the work commenced. TSM Morishita explained that as work progressed, Maxim encountered significant ground water increasing the time (labor), material and equipment (Badger Hydrovac with Operator) costs. He said that the EZ Valve, a special valve used to isolate a pressurized line, cost \$25,000. He continued that the original estimate did not use prevailing wage labor rates.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the retroactive payment to Maxim Engineering for the La Costa Force Main repair.

Director Kulchin agreed with placing this item on the consent calendar for the February Board meeting.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

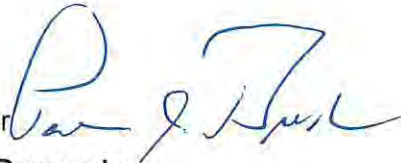
**8. Adjournment**

Director Kulchin adjourned the meeting at approximately 9:53 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**MEMORANDUM**

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Approval of January/February Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **1,926,564.43**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the period January 3, 2020 through February 3, 2020.

Operating expenses totaled \$ **816,851.67**, Capital Improvement Program expenses totaled \$ **1,001,745.95**, and Payroll expense for District Employees and the Board totaled \$**107,966.81**.

Attachment 1	Summary of Demands by Account January 3, 2020 – February 6, 2020
Attachment 2	Accounts Payable Check Register dated January 9, 2020
Attachment 3	Payroll Check Register dated January 15, 2020
Attachment 4	Accounts Payable Check Register dated January 24, 2020
Attachment 5	Payroll Check Register dated January 29, 2020
Attachment 6	Board Payroll Check Register dated February 1, 2020
Attachment 7	Accounts Payable Check Register dated February 3, 2020

**DEMANDS SUMMARY**  
February 12, 2020

**1. Demands**

<u>Category</u>	<u>Check #s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -1/15/2020	21797 - 21815	\$51,940.17	
Payroll Check - 1/29/2020	21816 - 21834	\$51,610.26	
Board Payroll Check-2/1/2020	21835 - 21839	<u>\$4,416.38</u>	
	<b>Total</b>	<b>\$107,966.81</b>	
General Checking -1/9/2020	53720 - 53761	\$ 36,188.18	
General Checking - 1/24/2020	53762 - 53802	\$ 1,669,623.28	
General Checking - 2/3/2020	53803 - 53840	<u>\$ 112,786.16</u>	
	<b>Total</b>	<b>\$ 1,818,597.62</b>	
	<b>GRAND TOTAL</b>		<b>\$1,926,564.43</b>
<u>Voided Checks</u>	Reissued	52933	
		52951	
		52964	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 1/9/2020 Through 1/9/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	53720	1/9/2020	1,190.00	DEPTH METER MAINT - DEC
ADS LLC		1/9/2020	<u>4,340.00</u>	FLOW METERING DATA - DEC 2019
	Total 53720		5,530.00	
AGUA HEDIONDA LAGOON FOUNDATION	53721	1/9/2020	750.00	SPONSORSHIP FOR WORLD WATER DAY
	Total 53721		750.00	
ALIGNMENT PLUS	53722	1/9/2020	<u>363.20</u>	ALIGNMENT FOR # 157
	Total 53722		363.20	
ARMANDO LEYVA-LOS TACOS	53723	1/9/2020	<u>31.79</u>	REFUND DEV-LOS TACOS-#1045
	Total 53723		31.79	
AT&T	53724	1/9/2020	<u>219.26</u>	PHONE CHARGES
	Total 53724		219.26	
CARLSBAD FUELS CORPORATION	53725	1/9/2020	1,881.57	VEHICLE FUELS / BPS GEN FUEL
	Total 53725		1,881.57	
CITY OF CARLSBAD	53726	1/9/2020	231.39	WATER @ VACTOR
CITY OF CARLSBAD		1/9/2020	<u>287.62</u>	WATER @ VACTOR 2
	Total 53726		519.01	
CWEA	53727	1/9/2020	104.00	RENEWAL FOR M. GONZALEZ COLLECTIONS
CWEA		1/9/2020	<u>94.00</u>	RENEWAL FOR R. RODRIGUEZ
	Total 53727		198.00	
DATA NET SOLUTIONS GROUP	53728	1/9/2020	<u>86.25</u>	IS MAINT AND SUPPORT
	Total 53728		86.25	
DEXTER WILSON ENGINEERING	53729	1/9/2020	<u>2,960.00</u>	GE/CIP/NOV/200/0358
	Total 53729		2,960.00	
DKF SOLUTIONS GROUP, LLC	53730	1/9/2020	300.00	MONTHLY SUB. FEE - JANUARY 2020
	Total 53730		300.00	
DIG SAFE BOARD	53731	1/9/2020	<u>89.20</u>	FEE FOR UNDERGROUND SERVICES
	Total 53731		89.20	
ELECTRICAL SALES, INC.	53732	1/9/2020	<u>235.93</u>	CLASS T FUSE @ DIANA PS
	Total 53732		235.93	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 1/9/2020 Through 1/9/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
GRAINGER, INC	53733	1/9/2020	1,114.14	CHAIN SHACKLE @LPS
GRAINGER, INC		1/9/2020	<u>51.68</u>	SHAKLE PIN@ LPS
	Total 53733		1,165.82	
HAPPINESS NAILS & SPA	53734	1/9/2020	<u>30.81</u>	REFUND DEV-POKI POKI-#1024
	Total 53734		30.81	
MAILFINANCE, INC	53735	1/9/2020	<u>180.07</u>	POSTAGE MACHINE LEASE PAYMENT
	Total 53735		180.07	
MALLORY SAFETY AND SUPPLY	53736	1/9/2020	301.38	NITRILE GLOVES
MALLORY SAFETY AND SUPPLY		1/9/2020	<u>275.31</u>	SAFETY ITEMS
	Total 53736		576.69	
MAVTECK	53737	1/9/2020	<u>3,120.00</u>	CM INSPECTION SERVICES-DEC
	Total 53737		3,120.00	
MESA REPROGRAPHICS	53738	1/9/2020	<u>36.00</u>	FILES FOR LPS REHAB
	Total 53738		36.00	
MINUTEMAN PRESS	53739	1/9/2020	<u>557.94</u>	ENVELOPES / LETTERHEAD
	Total 53739		557.94	
MITSUBISHI ELECTRIC US, INC	53740	1/9/2020	<u>315.53</u>	ELEVATOR SERVICE AND MAINT
	Total 53740		315.53	
OLIVENHAIN MUNICIPAL WATER DISTRICT	53741	1/9/2020	46.21	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DISTRICT		1/9/2020	310.44	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT		1/9/2020	318.41	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		1/9/2020	46.21	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DISTRICT		1/9/2020	50.28	WATER @ VP7
	Total 53741		<u>771.55</u>	
PACIFIC PIPELINE SUPPLY	53742	1/9/2020	<u>420.77</u>	SEWER AIR PLUG @ LCPS
	Total 53742		420.77	
PACIFIC RIM MECHANICAL	53743	1/9/2020	<u>2,395.50</u>	QUARTERLY HVAC SERVICE
	Total 53743		2,395.50	
PLANT PEOPLE, INC	53744	1/9/2020	<u>158.00</u>	LIVE PLANT MAINT ADMIN- JAN



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 1/9/2020 Through 1/9/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 53744		158.00	
PROFORMA PRINT & PROMOTIONS	53745	1/9/2020	495.70	PAYROLL CHECKS
	Total 53745		495.70	
PURE WATER PARTNERS, LLC	53746	1/9/2020	135.77	FILTERED WATER FOR OFFICE
	Total 53746		135.77	
RISING TIDE PARTNERS	53747	1/9/2020	3,022.50	PUBLIC INFO - DEC
	Total 53747		3,022.50	
RYAN ROBINSON -RGC CONSTRUCTION	53748	1/9/2020	21.80	REFUND DEV-AVENIDA LA POSTA-#1065
	Total 53748		21.80	
SAN DIEGO UNION TRIBUNE	53749	1/9/2020	151.85	NEWSPAPER DELIVERY
	Total 53749		151.85	
SAN DIEGUITO WATER DISTRICT	53750	1/9/2020	172.33	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		1/9/2020	5.97	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		1/9/2020	113.43	WATER @ TANKER 2
	Total 53750		291.73	
THE SHERWIN-WILLIAMS CO	53751	1/9/2020	108.48	PAINT
	Total 53751		108.48	
STAPLES	53752	1/9/2020	224.26	OFFICE SUPPLIES
	Total 53752		224.26	
TERMINIX	53753	1/9/2020	62.00	MONTHLY PEST SERVICE-DEC
	Total 53753		62.00	
THE HOME DEPOT CRC/GEFC	53754	1/9/2020	1,057.20	SUPPLIES/TOOLS
	Total 53754		1,057.20	
UNDERGROUND SERVICE ALERTS/C	53755	1/9/2020	214.60	UNDERGROUND ALARM SERVICE
	Total 53755		214.60	
UNIFIRST CORPORATION	53756	1/9/2020	245.01	LAUNDRY SERVICE W/E 1/1/2020
	Total 53756		245.01	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 1/9/2020 Through 1/9/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
U.S. BANK	53757	1/9/2020	4,814.79	OFFICE SUPPLIES/CONFERENCES/MEETIN...
	Total 53757		4,814.79	
VERIZON WIRELESS	53758	1/9/2020	21.27	TELEMETRY
	Total 53758		21.27	
VORTEX INDUSTRIES, INC	53759	1/9/2020	1,919.35	SURGE SUPPRESSOR LABOR
	Total 53759		1,919.35	
WASTE MANAGEMENT	53760	1/9/2020	218.98	TRASH SERVICE-DEC
	Total 53760		218.98	
WESELOH CHEVROLET	53761	1/9/2020	290.00	MAINT. REPAIR ON # 156
	Total 53761		290.00	
Report Total			36,188.18	

**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 1/7/2020 Through 1/9/2020

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	1/7/2020	53757	560.00	4810	MEMBERSHIP & DUES	GFOA AWARD-R.D.
U.S. BANK	API	1/7/2020	53757	43.00	4910	OFFICE SUPPLIES	OFFICE REMOTES
U.S. BANK	API	1/7/2020	53757	20.00	4930	SUBSCRIPTIONS	E-NEWSLETTER
U.S. BANK	API	1/7/2020	53757	954.24	5540	VEHICLES	2011 CHEVY SERVICE
U.S. BANK	API	1/7/2020	53757	367.57	5540	VEHICLES	TV VAN MOUNT
U.S. BANK	API	1/7/2020	53757	70.00	5710	TRAINING, EDUCATION & CONFERNC	CASA MEETING-PARKING
U.S. BANK	API	1/7/2020	53757	12.01	5710	TRAINING, EDUCATION & CONFERNC	CSRMA MEETING-P.B.
U.S. BANK	API	1/7/2020	53757	32.00	5710	TRAINING, EDUCATION & CONFERNC	CSRMA MEETING-PARKING-R.D.
U.S. BANK	API	1/7/2020	53757	15.17	5710	TRAINING, EDUCATION & CONFERNC	CSRMA MTG-P.B.
U.S. BANK	API	1/7/2020	53757	400.00	5710	TRAINING, EDUCATION & CONFERNC	WC CONFERENCE-T.H.
U.S. BANK	API	1/7/2020	53757	525.00	5735	EMPLOYEE RECOGNITION	CWEA AWARDS
U.S. BANK	API	1/7/2020	53757	525.00	5735	EMPLOYEE RECOGNITION	CWEA AWARDS DINNER
U.S. BANK	API	1/7/2020	53757	256.08	5735	EMPLOYEE RECOGNITION	FS BREAKFAST
U.S. BANK	API	1/7/2020	53757	879.72	5735	EMPLOYEE RECOGNITION	HOLIDAY LUNCH-P.B.
U.S. BANK	API	1/7/2020	53757	125.00	5910	TELEPHONE	WEBHOSTING
U.S. BANK	API	1/7/2020	53757	30.00	5910	TELEPHONE	WIFI-R.M.

Transaction Total 4,814.79

Report  
Opening/Current  
Balance

Report Transaction  
Totals 4,814.79

Report Current Balances

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 15, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21797 - 21815	1/15/2020	\$51,940.17

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 1/24/2020 Through 1/24/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AIR POLLUTION CONTROL DISTRICT	53762	1/24/2020	723.00	DISTRICT FEES-EMISSION FOR BPS
AIR POLLUTION CONTROL DISTRICT		1/24/2020	2,523.00	PERMIT FOR EMISSION FEES
	Total 53762		3,246.00	
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP	53763	1/24/2020	2,000.00	CONSULTING RE: LAFCO-DEC
	Total 53763		2,000.00	
ATEL COMMUNICATIONS, INC	53764	1/24/2020	186.00	SERVICE CALL
	Total 53764		186.00	
AT&T	53765	1/24/2020	138.38	PHONE SERVICE @ BPS
	Total 53765		138.38	
BARRETT ENGINEERED PUMP	53766	1/24/2020	1,651.19	GOULDS SERIES PUMP @ BPS
	Total 53766		1,651.19	
CALIFORNIA CHAMBER OF COMMERCE	53767	1/24/2020	164.79	LABOR POSTERS
	Total 53767		164.79	
CARLSON & BEAULOYE	53768	1/24/2020	1,478.16	PARTS/MATERIALS FOR SEPARATOR FOR AWT/LPS
	Total 53768		1,478.16	
CHARLES KING COMPANY	53769	1/24/2020	40,416.62	BPS FORCE MAIN PROJECT-DEC
	Total 53769		40,416.62	
CORODATA	53770	1/24/2020	80.72	STORAGE OF FILES-DEC
	Total 53770		80.72	
COUNTY OF SAN DIEGO	53771	1/24/2020	1,221.00	PROGRAM FACILITY FEE FOR LPS-20/21
	Total 53771		1,221.00	
CWEA	53772	1/24/2020	192.00	MEMBERSHIP RENEWAL FOR D. KULCHIN
	Total 53772		192.00	
DATA NET SOLUTIONS GROUP	53773	1/24/2020	1,150.00	WATCHGUARD RENEWAL
	Total 53773		1,150.00	
DEXTER WILSON ENGINEERING	53774	1/24/2020	110.00	GE/0941/DEC/ORPHEUS AVE

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 1/24/2020 Through 1/24/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
DEXTER WILSON ENGINEERING		1/24/2020	495.00	GE/0943/DEC/LEUCADIA STREETSCAPE
DEXTER WILSON ENGINEERING		1/24/2020	770.00	GE/0996/DEC/ENCINITAS BEACH HOTEL
DEXTER WILSON ENGINEERING		1/24/2020	110.00	GE/1015/DEC/VULCAN AVE
DEXTER WILSON ENGINEERING		1/24/2020	35.00	GE/1076/DEC/CHAUDOR ST
DEXTER WILSON ENGINEERING		1/24/2020	195.00	GE/1079/DEC/CITY OF ENCINITAS
DEXTER WILSON ENGINEERING		1/24/2020	110.00	GE/1083/DEC/WOODSIDE LANE
DEXTER WILSON ENGINEERING		1/24/2020	160.00	GE/1086/DEC/ALMADEN LANE
DEXTER WILSON ENGINEERING		1/24/2020	110.00	GE/1088/DEC/TARGET
DEXTER WILSON ENGINEERING		1/24/2020	800.00	GE/1090/DEC/CHOP STOP
DEXTER WILSON ENGINEERING		1/24/2020	110.00	GE/1091/DEC/APN 21607135
DEXTER WILSON ENGINEERING		1/24/2020	330.00	GE/1092/DEC/ROOSTER RAMEN
	Total 53774		3,335.00	
DOWNSTREAM SERVICES, INC.	53775	1/24/2020	75.00	STORMWATER MAINTENANCE
	Total 53775		75.00	
DUKE'S ROOT CONTROL	53776	1/24/2020	6,621.42	LINE SEGMENTS FOAMING ROOT CONTROL
	Total 53776		6,621.42	
ENCINA WASTEWATER AUTHORITY	53777	1/24/2020	1,253,672.00	2ND QTR-O/M COSTS/CAPITAL EXP-2019-2020
ENCINA WASTEWATER AUTHORITY		1/24/2020	136,907.00	ENCINA-PENSION PLAN POLICY-FY2020
	Total 53777		1,390,579.00	
EVOQUA WATER TECHNOLOGIES, LLC	53778	1/24/2020	7,452.07	CHEMICAL FERROUS
	Total 53778		7,452.07	
FEDERAL EXPRESS CORPORATION	53779	1/24/2020	8.10	SHIPPING
	Total 53779		8.10	
HEAVILAND ENTERPRISES, INC	53780	1/24/2020	856.97	LANDSCAPE FEES-JAN
HEAVILAND ENTERPRISES, INC		1/24/2020	304.00	MONTHLY VEG. CLEANUP-JAN
	Total 53780		1,160.97	
ICMA RETIREMENT-303979	53781	1/24/2020	5,740.70	DEFERRED COMP
	Total 53781		5,740.70	
INFRASTRUCTURE ENGINEERING CORP	53782	1/24/2020	1,555.00	2019 PS ASSESSMENTS-DEC
INFRASTRUCTURE ENGINEERING CORP		1/24/2020	455.00	DIANA EMERGENCY GENERATOR-DEC
INFRASTRUCTURE ENGINEERING CORP		1/24/2020	7,960.00	E. ESTATES PS PROJECT-DEC

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 1/24/2020 Through 1/24/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INFRASTRUCTURE ENGINEERING CORP		1/24/2020	5,560.00	FY2020 GRAVITY SEWER PROJECT-DEC
INFRASTRUCTURE ENGINEERING CORP		1/24/2020	117,688.75	LPS REHAB-DEC
INFRASTRUCTURE ENGINEERING CORP		1/24/2020	917.50	ORCHARD WOOD SEWER REPORT-DEC
	Total 53782		134,136.25	
JEREMY NEILL	53783	1/24/2020	3,000.00	LATERAL REIMBURSEMENT
	Total 53783		3,000.00	
JWC ENVIRONMENTAL LLC	53784	1/24/2020	33,393.94	MUFFIN MONSTER REPAIR
	Total 53784		33,393.94	
MESA REPROGRAPHICS	53785	1/24/2020	18.00	FILES FOR LPS REHAB
MESA REPROGRAPHICS		1/24/2020	18.00	FILES FOR LPS REHAB PROJECT
MESA REPROGRAPHICS		1/24/2020	18.00	FILES-FOR LPS REHAB
	Total 53785		54.00	
NATIONWIDE RETIREMENT SOLUTIONS	53786	1/24/2020	289.85	DEFERRED COMP
	Total 53786		289.85	
RICHARD STINSON	53787	1/24/2020	1,942.50	CONSTRUCTION CONSULTING-AUG-JAN
	Total 53787		1,942.50	
SAN DIEGO GAS & ELECTIRC	53788	1/24/2020	3,232.52	ELECTRIC @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		1/24/2020	107.86	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		1/24/2020	10,596.35	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		1/24/2020	327.65	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		1/24/2020	578.45	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		1/24/2020	412.41	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		1/24/2020	869.63	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		1/24/2020	136.30	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		1/24/2020	655.33	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		1/24/2020	132.78	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		1/24/2020	272.01	ELELCTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		1/24/2020	363.05	GAS @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		1/24/2020	213.34	NAT GAS @ EE
	Total 53788		17,897.68	
SOUTHERN CONTRACTING COMPANY	53789	1/24/2020	570.00	ELECTRICAL WORK @ ADM OFFICE
SOUTHERN CONTRACTING COMPANY		1/24/2020	270.00	ELECTRICAL WORK @ BPS
	Total 53789		840.00	
SPACELINK/I2B NETWORK	53790	1/24/2020	160.00	WEB CAM @ BPS-JAN/FEB

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 1/24/2020 Through 1/24/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 53790		160.00	
STAPLES	53791	1/24/2020	<u>430.20</u>	OFFICE SUPPLIES
	Total 53791		430.20	
STATE WATER RESOURCES CONTROL BOARD	53792	1/24/2020	<u>1,400.00</u>	ANNUAL PERMIT FEE-GAFNER PLANT
	Total 53792		1,400.00	
STATE WATER RESOURCES CONTROL BD	53793	1/24/2020	<u>60.00</u>	CERT RENEWAL FOR T. AMOS
	Total 53793		60.00	
SOLANA PALM LLC	53794	1/24/2020	<u>90.00</u>	ANSWERING SERVICE-JAN/FEB
	Total 53794		90.00	
T.S. INDUSTRIAL SUPPLY	53795	1/24/2020	<u>51.26</u>	SUPPLIES/PARTS FOR BPS
	Total 53795		51.26	
UNIFIRST CORPORATION	53796	1/24/2020	240.73	LAUNDRY SERVICE W/E 1/15/2020
UNIFIRST CORPORATION		1/24/2020	<u>236.00</u>	LAUNDRY SERVICE-W/E 1/8/2020
	Total 53796		476.73	
CONCENTRA	53797	1/24/2020	<u>250.00</u>	PHYSICALS
	Total 53797		250.00	
V&A CONSULTING ENGINEERS	53798	1/24/2020	<u>2,000.00</u>	CREEK SAMPLING-AWT-OCT-DEC
	Total 53798		2,000.00	
VERIZON WIRELESS	53799	1/24/2020	<u>933.13</u>	CELL PHONES USAGE
	Total 53799		933.13	
WESELOH CHEVROLET	53800	1/24/2020	<u>373.22</u>	MAINT/SERVICE FOR #158
	Total 53800		373.22	
WIN-911 SOFTWARE	53801	1/24/2020	<u>990.00</u>	ANNUAL SOFTWARE MAINT/SUPPORT
	Total 53801		990.00	
WORDEN WILLIAMS LLP	53802	1/24/2020	<u>3,957.40</u>	LEGAL FEES FOR DEC
	Total 53802		3,957.40	
Report Total			<u>1,669,623.28</u>	



LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 29, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21816 - 21834	1/29/2020	\$51,610.26

**LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT**

**Payroll Date:** February 1, 2020

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21835 - 21839	2/1/2020	\$4,416.38

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/3/2020 Through 2/3/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	53803	2/3/2020	<u>219.47</u>	PHONE CHARGES
	Total 53803		219.47	
BAJA POOL AND SPA SERVICE	53804	2/3/2020	<u>140.00</u>	MONTHLY FEE FOR MAINT OF FOUNTAIN-FEB
	Total 53804		140.00	
CAPSTONE FIRE MANAGEMENT, INC	53805	2/3/2020	<u>1,545.00</u>	TECHNICAL RESCUE TEAM @ LPS
	Total 53805		1,545.00	
PETTY CASH	53806	2/3/2020	<u>297.02</u>	REIMBURSE PETTY CASH FOR SUPPLIES
	Total 53806		297.02	
CITY OF CARLSBAD	53807	2/3/2020	<u>27.06</u>	WATER @ FIRE LINE
CITY OF CARLSBAD		2/3/2020	<u>633.61</u>	WATER @ PLANT
	Total 53807		660.67	
COLONIAL LIFE INS	53808	2/3/2020	<u>355.17</u>	ACCIDENT/CRITICAL ILLNESS INS-JAN
	Total 53808		355.17	
COX COMMUNICATIONS SAN DIEGO	53809	2/3/2020	<u>900.00</u>	INTERNET CHARGES
COX COMMUNICATIONS SAN DIEGO		2/3/2020	<u>511.85</u>	PHONE CHARGES
	Total 53809		1,411.85	
CWEA	53810	2/3/2020	<u>94.00</u>	COLLECTION RENEWAL FOR C. RUSSELL
CWEA		2/3/2020	<u>192.00</u>	MEMBERSHIP RENEWAL-T. AMOS
	Total 53810		286.00	
DEXTER WILSON ENGINEERING	53811	2/3/2020	<u>5,967.50</u>	GE/CAPITAL/DEC/200/0358
	Total 53811		5,967.50	
ENCINA WASTEWATER AUTHORITY	53812	2/3/2020	<u>3,785.80</u>	LAB REPORTS-AWT
	Total 53812		3,785.80	
GABRIEL MENDEZ	53813	2/3/2020	<u>232.73</u>	REIMBURSE FOR SAFETY BOOTS
	Total 53813		232.73	
GOLDEN BELL PRODUCTS, INC	53814	2/3/2020	<u>3,880.00</u>	COAT SANITARY SEWER MANHOLES WITH INSECTA

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/3/2020 Through 2/3/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 53814		3,880.00	
GRAINGER, INC	53815	2/3/2020	<u>38.12</u>	SWING CHECK VALVE @BPS
	Total 53815		38.12	
HUMANA DENTAL INS.	53816	2/3/2020	<u>3,191.33</u>	DENTAL INS-FEB
	Total 53816		3,191.33	
ICMA RETIREMENT-303979	53817	2/3/2020	<u>5,765.78</u>	DEFERRED COMP
	Total 53817		5,765.78	
IWATER, INC	53818	2/3/2020	9,000.00	ANNUAL MAINTENANCE AND SUPPORT FOR INFRA MAP ENTERPRISE
	Total 53818		9,000.00	
JUDY HANSON	53819	2/3/2020	<u>828.08</u>	REIMBURSE FOR CASA CONF
	Total 53819		828.08	
SAN DIEGO LAFCO	53820	2/3/2020	<u>3,080.00</u>	GUPTA ANNEX-#0941
	Total 53820		3,080.00	
MAVTECK	53821	2/3/2020	8,400.00	CM SERVICES FOR EMERGENCY REPAIR OF LC FORCE MAIN
	Total 53821		8,400.00	
McCROMETER	53822	2/3/2020	<u>470.00</u>	PROP RETEST CERT-AWT
	Total 53822		470.00	
MES VISION	53823	2/3/2020	<u>414.12</u>	VISION INS-FEB
	Total 53823		414.12	
MSC JANITORIAL SERVICE, INC	53824	2/3/2020	<u>2,227.40</u>	JANITORIAL SERVICE-JAN
	Total 53824		2,227.40	
MUTUAL OF OMAHA	53825	2/3/2020	<u>1,201.25</u>	DISABILITY INS-FEB
	Total 53825		1,201.25	
NAPA AUTO	53826	2/3/2020	<u>42.55</u>	SUPPLIES
	Total 53826		42.55	
NATIONWIDE RETIREMENT SOLUTIONS	53827	2/3/2020	294.05	DEFERRED COMP
	Total 53827		294.05	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/3/2020 Through 2/3/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
PACIFIC RIM MECHANICAL	53828	2/3/2020	54,606.00	INSTALLATION OF NEW AIR CHILLER
PACIFIC RIM MECHANICAL		2/3/2020	216.00	SERVICE CALL FOR FAN COIL @ LPS
	Total 53828		54,822.00	
PAUL BUSHEE	53829	2/3/2020	424.28	REIMBURSE FOR CASA CONF
	Total 53829		424.28	
PURE WATER PARTNERS, LLC	53830	2/3/2020	129.30	ANNUAL INVOICE FOR EXTRA TANK
	Total 53830		129.30	
SITE ONE LANDSCAPE SUPPLY, LLC	53831	2/3/2020	154.21	STRAW WATTLE ROLL
	Total 53831		154.21	
STAPLES	53832	2/3/2020	204.25	OFFICE SUPPLIES
	Total 53832		204.25	
TERMINIX	53833	2/3/2020	34.00	PEST SERVICE-BAIT TRAPS-JAN
	Total 53833		34.00	
THOMSON REUTERS-WEST	53834	2/3/2020	508.59	SUBSCRIPTION-CONSTRUCTION LAW MANUAL
	Total 53834		508.59	
TRISHA HILL	53835	2/3/2020	608.75	REIMBURSE FOR CASA CONF
	Total 53835		608.75	
UNIFIRST CORPORATION	53836	2/3/2020	236.00	LAUNDRY SERVICE W/E 1-22-2020
	Total 53836		236.00	
UNIFIRST FIRST AID CORP	53837	2/3/2020	81.57	REFIL OF FIRST AID CABINET
	Total 53837		81.57	
CONCENTRA	53838	2/3/2020	224.00	PHYSICALS
CONCENTRA		2/3/2020	500.00	RESP PHYSICALS
	Total 53838		724.00	
VORTEX INDUSTRIES, INC	53839	2/3/2020	1,058.30	REPAIRS TO GATE @ BPS
	Total 53839		1,058.30	
WESELOH CHEVROLET	53840	2/3/2020	67.02	MAINT ON #148
	Total 53840		67.02	

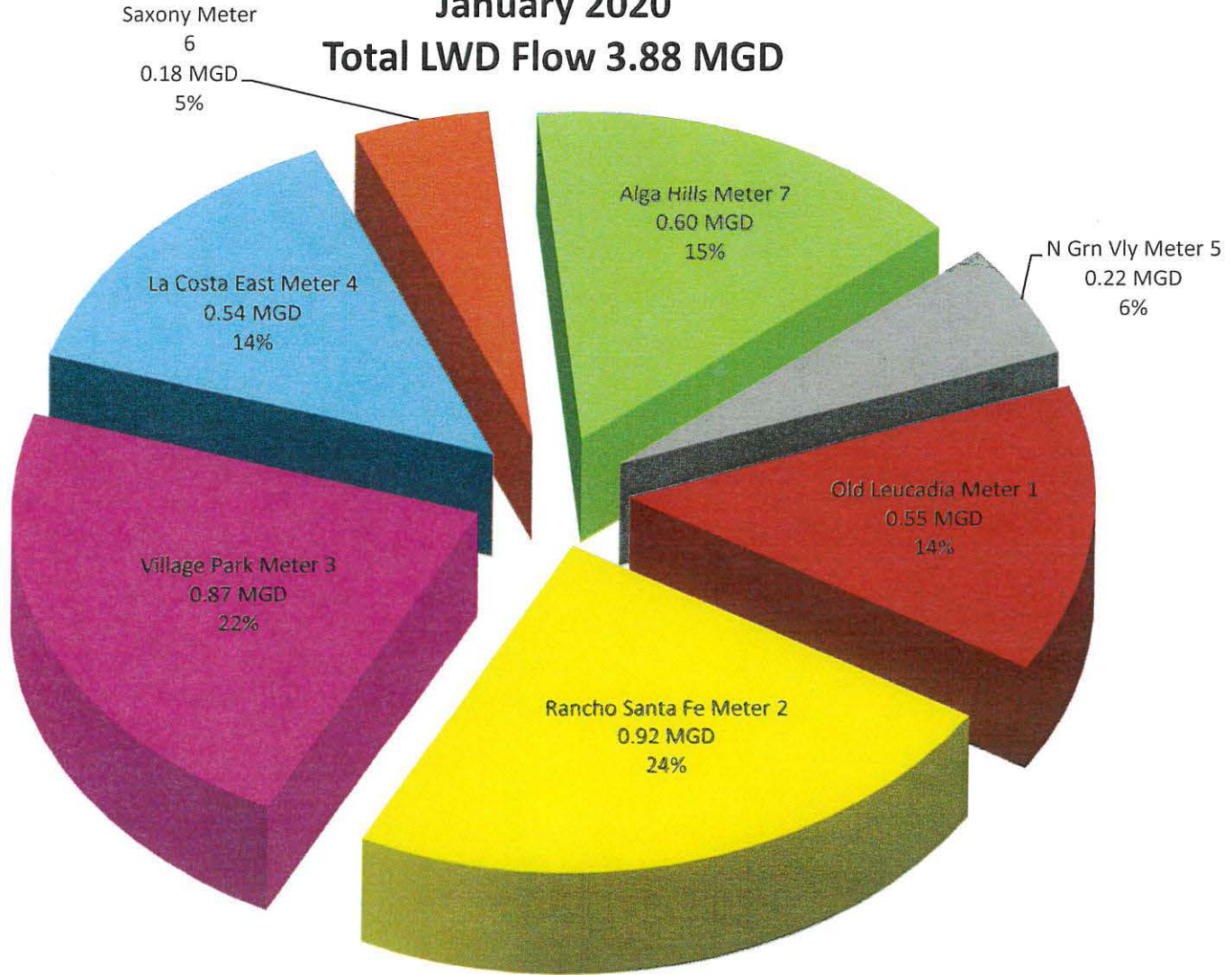
**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1001 - Opus Bank General Checking  
From 2/3/2020 Through 2/3/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			112,786.16	

**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2020 (July 2019 - June 2020)**

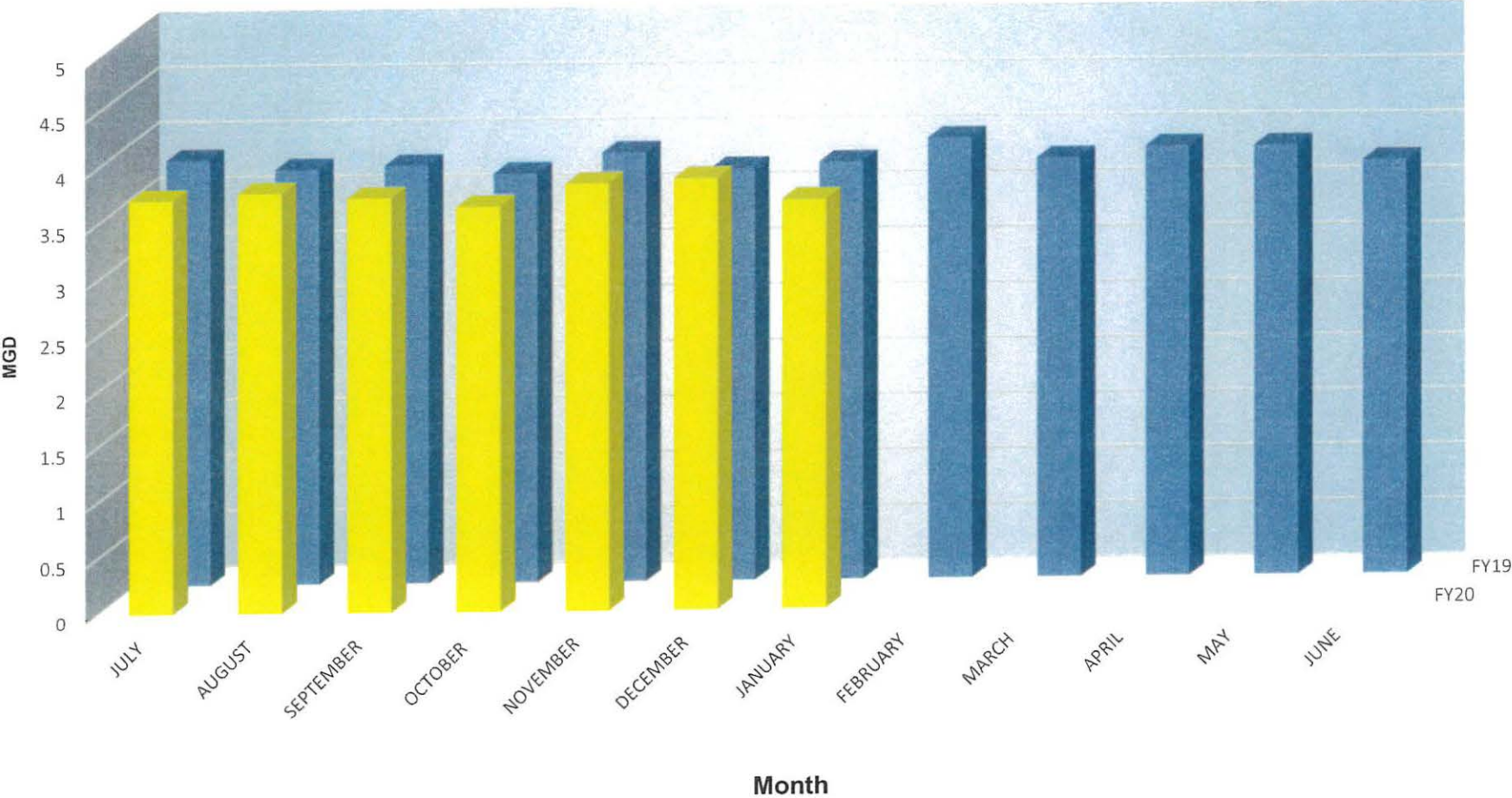
CURRENT MONTH - January 2020							FY 2019
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,721.44	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	115.01	1.00	3.71	129.17	41.87	3.82
YTD			28,722.44				
AUGUST	0.00	116.87	15.00	3.77	131.19	43.76	3.73
YTD			28,737.44				
SEPTEMBER	0.03	111.60	2.00	3.72	129.44	36.04	3.76
YTD			28,739.44				
OCTOBER	0.00	112.84	4.00	3.64	126.64	27.39	3.68
YTD			28,743.44				
NOVEMBER	3.55	115.20	6.93	3.84	133.56	6.54	3.86
YTD			28,750.37				
DECEMBER	3.61	120.28	3.23	3.88	134.94	0.00	3.71
YTD			28,753.60				
JANUARY	0.61	114.08	6.50	3.68	127.96	0.00	3.76
YTD			28,760.10				
FEBRUARY							3.97
YTD							
MARCH							3.78
YTD							
APRIL							3.88
YTD							
MAY							3.88
YTD							
JUNE							3.74
YTD							
YTD Totals	7.80	805.88	38.66			155.60	
Mo Average	1.11	115.13	5.52	3.75	130.41	22.23	3.76

# LWD Flows by Sub-Basin January 2020 Total LWD Flow 3.88 MGD



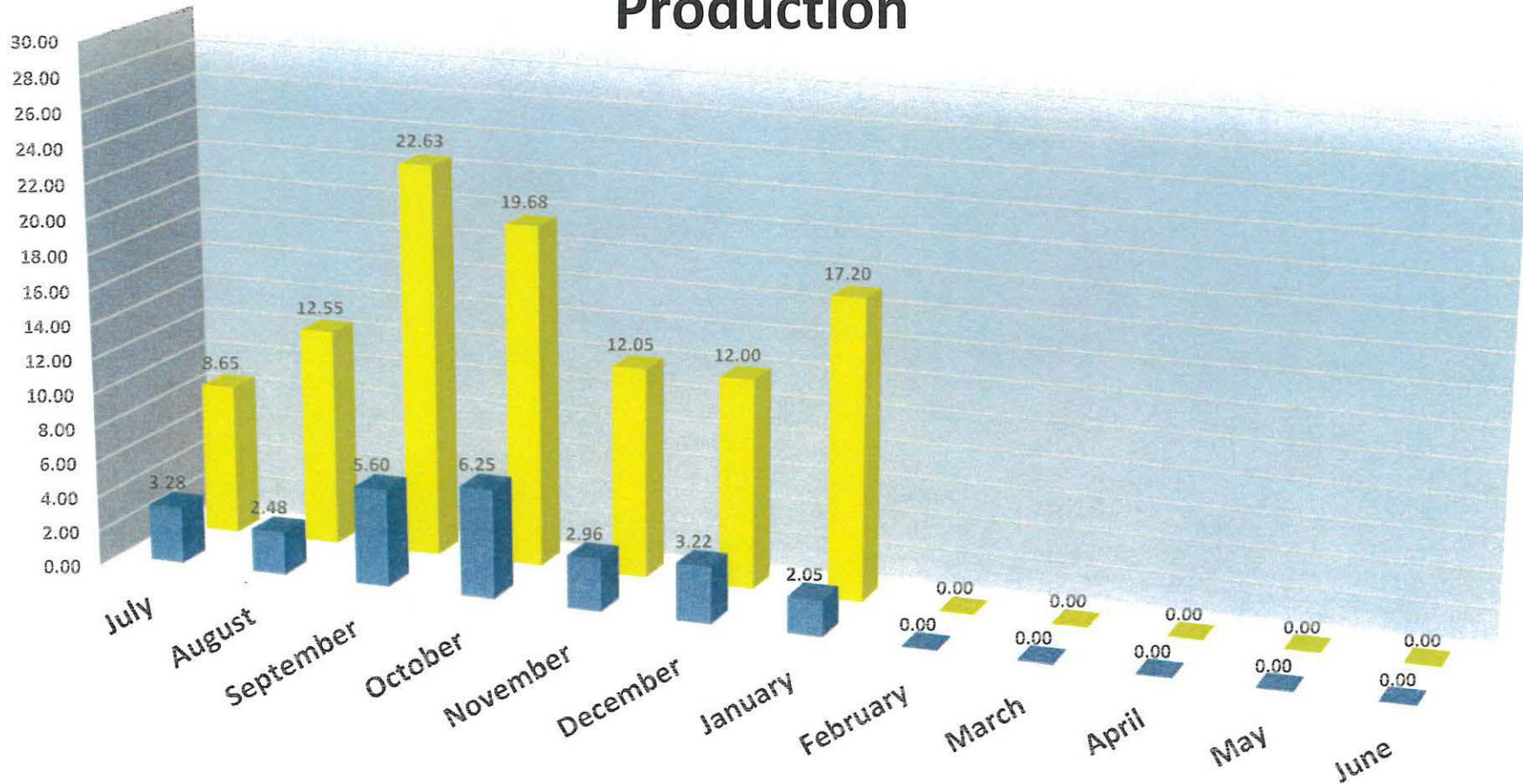


# Leucadia Wastewater District Flow Comparison FY19 to FY20



# FY-20 CCTV Inspections & Hydro Cleaning Production

50



## Monthly Target Mileage

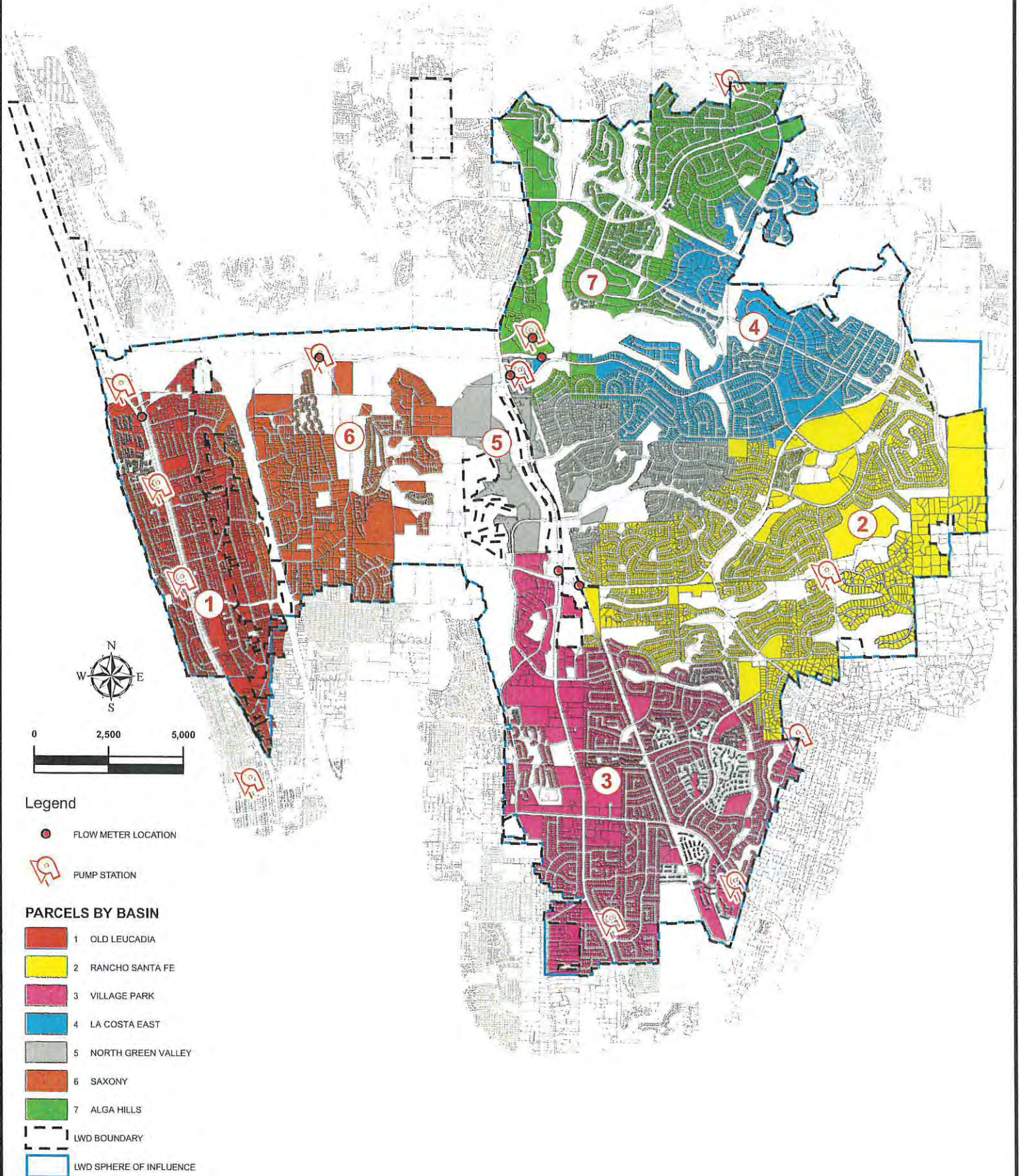
Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 25.8 Miles)

■ Hydro Cleaning (YTD 104.8 Miles)

# LEUCADIA WASTEWATER DISTRICT



## Legend

FLOW METER LOCATION

PUMP STATION

## PARCELS BY BASIN

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



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**Operations and Administration Training Report  
January 2020**

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

**Hours**

Description	Ops	Admin	Total
CSRMA Workers Comp Management Program: Employees	3	0	3
CSRMA Workers Comp Management Program: Supervisors	0	1	1
Fire Extinguisher Training	10	9	19
Water Industry Backflow Prevention Methods	1	0	1
Water Industry Ground Water Treatment	1	0	1
Water Industry Quality of Water (CA AB-54)	1	0	1
<b>Total Training Hours</b>	<b>16</b>	<b>10</b>	<b>26</b>

YTD Monthly Avg 45

YTD Totals 535

**Conferences for the month of January 2020**

**Attendees**

Description	Ops	Admin	Total
CASA	0	2	2
CSMFO	0	1	1
<b>Total Attended Conferences</b>	<b>0</b>	<b>3</b>	<b>3</b>

*Notes:*

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



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**Operations and Administration Training Report  
Summary for Fiscal Year 2020**

Training		Hours		
Month	Ops	Admin	Total	
Jul-19	240	1	241	
Aug-19	37	10	47	
Sep-19	25	6	30	
Oct-19	98	30	128	
Nov-19	23	7	19	
Dec-19	38	7	45	
Jan-20	16	10	26	
Feb-20	0	0	0	
Mar-20	0	0	0	
Apr-20	0	0	0	
May-20	0	0	0	
Jun-20	0	0	0	
<b>YTD Totals</b>	<b>477</b>	<b>70</b>	<b>535</b>	
<b>YTD Monthly Avg</b>	<b>40</b>	<b>6</b>	<b>45</b>	

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-19	3	2	5	
Aug-19	4	2	6	
Sep-19	0	3	3	
Oct-19	4	0	4	
Nov-19	0	0	0	
Dec-19	0	2	2	
Jan-20	0	3	3	
Feb-20	0	0	0	
Mar-20	0	0	0	
Apr-20	0	0	0	
May-20	0	0	0	
Jun-20	0	0	0	
<b>YTD Total</b>	<b>11</b>	<b>12</b>	<b>23</b>	
<b>YTD Monthly Avg</b>	<b>1</b>	<b>1</b>	<b>2</b>	

*Notes:*

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

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

# Leucadia Wastewater District

## Balance Sheet

As of 1/31/2020

	<u>Amount</u>
<b>Assets</b>	
Cash & Investments	36,916,855.57
Accounts Receivables	377,025.01
Net OPEB Asset	135,445.00
Prepaid Expense	258,065.45
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	169,719,937.04
Less Accumulated Depreciation	<u>(59,239,580.98)</u>
Total Assets	<u>150,208,947.09</u>
<b>Deferred Outflows</b>	
PERS Pension Deferred Outflows	1,171,962.00
OPEB Health Deferred Outflows	13,349.00
Total Deferred Outflows	<u>1,185,311.00</u>
<b>Total Assets &amp; Deferred Outflows</b>	<u>151,394,258.09</u>
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	1,177,263.43
Developer Deposits	137,290.26
Net Pension Liability	4,000,889.00
Total Liabilities	<u>5,315,442.69</u>
<b>Deferred Inflows</b>	
PERS Pension Deferred Inflows	350,054.00
OPEB Health Deferred Inflows	10,456.00
Total Deferred Inflows	<u>360,510.00</u>
<b>Net Position</b>	
Beginning Net Position (as of June 30, 2018)	
Investment in Capital Assets	110,480,356.06
Reserves	34,973,631.83
Total Beginning Net Position (as of June 30, 2018)	145,453,987.89
Current Change In Net Position	
Other	264,317.51
Total Current Change In Net Position	<u>264,317.51</u>
Total Net Position	<u>145,718,305.40</u>
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>	<u>151,394,258.09</u>

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

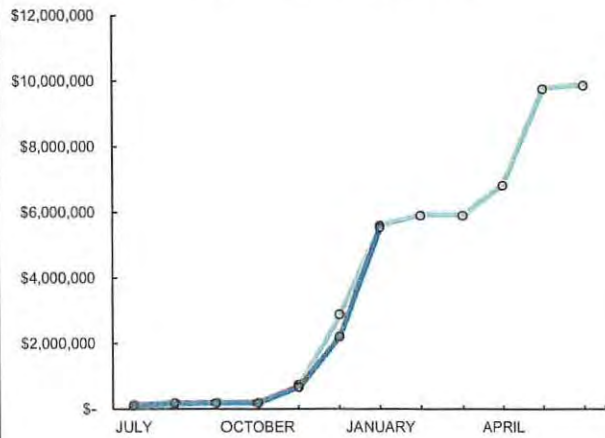
From 7/1/2019 Through 1/31/2020

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 5,540,503.74	\$ 9,868,771.00	\$ 4,328,267.26	56.1%
3150 Recycled Water Sales	217,848.76	350,000.00	132,151.24	62.2%
3100 Misc. Operating Revenue	-	189,043.00	189,043.00	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 5,758,352.50</b>	<b>\$ 10,407,814.00</b>	<b>\$ 4,649,461.50</b>	<b>55.3%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 1,155,766.49	\$ 2,016,361.00	\$ 860,594.51	57.3%
4200 Employee Benefits	760,054.47	1,347,926.00	587,871.53	56.4%
4300 Directors Expense	56,359.91	142,400.00	86,040.09	39.6%
4400 Election Expense	-	-	-	0.0%
4600 Gas, Oil & Fuel	19,408.48	41,000.00	21,591.52	47.3%
4700 Insurance Expense	133,099.98	119,800.00	(13,299.98)	111.1%
4800 Memberships	28,621.72	30,200.00	1,578.28	94.8%
4900 Office Expense	74,772.44	154,900.00	80,127.56	48.3%
5000 Operating Supplies	100,830.15	198,200.00	97,369.85	50.9%
5200 Professional Services	191,736.99	408,400.00	216,663.01	46.9%
5300 Printing & Publishing	9,122.98	29,500.00	20,377.02	30.9%
5400 Rents & Leases	8,093.03	18,000.00	9,906.97	45.0%
5500 Repairs & Maintenance	199,192.45	492,260.00	293,067.55	40.5%
5600 Monitoring & Permits	55,555.15	65,200.00	9,644.85	85.2%
5700 Training & Development	26,894.95	46,800.00	19,905.05	57.5%
5900 Utilities	234,546.15	442,600.00	208,053.85	53.0%
6100 LAFCO Operations	7,323.45	7,700.00	376.55	95.1%
6200 Encina Operating Expense	1,333,584.75	2,554,800.00	1,221,215.25	52.2%
6900 Admin O/H alloc to Capital	(81,645.66)	(179,028.00)	(97,382.34)	45.6%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,313,317.88</b>	<b>\$ 7,937,019.00</b>	<b>\$ 3,623,701.12</b>	<b>54.3%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 148,104.22	\$ 305,340.00	\$ 157,235.78	48.5%
3220 Property Taxes	991,440.45	1,790,000.00	798,559.55	55.4%
3250 Investment Income	484,228.50	735,000.00	250,771.50	65.9%
3290 Misc. Non Op Revenue	783.67	85,300.00	84,516.33	0.9%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 1,624,556.84</b>	<b>\$ 2,915,640.00</b>	<b>\$ 1,291,083.16</b>	<b>55.7%</b>

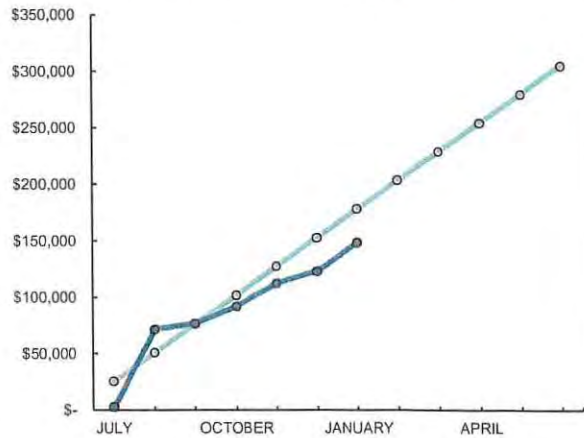
# Leucadia Wastewater District Revenue FY2019

YTD through January 31, 2020

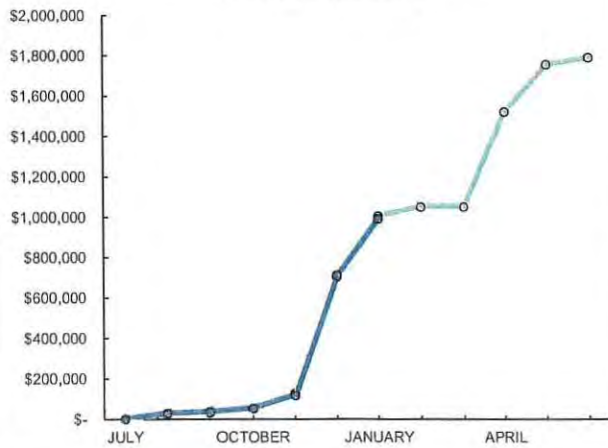
### Sewer Service Fees



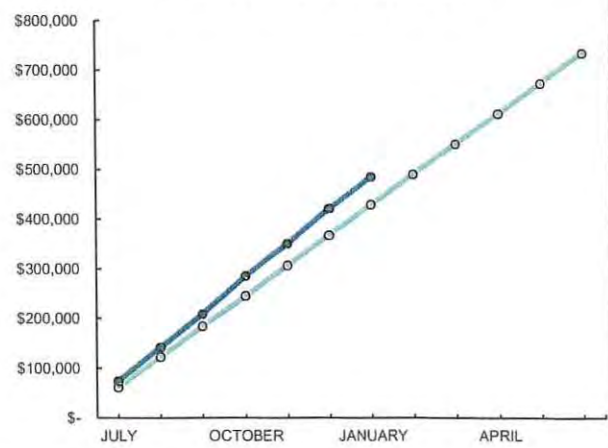
### Capacity Charges



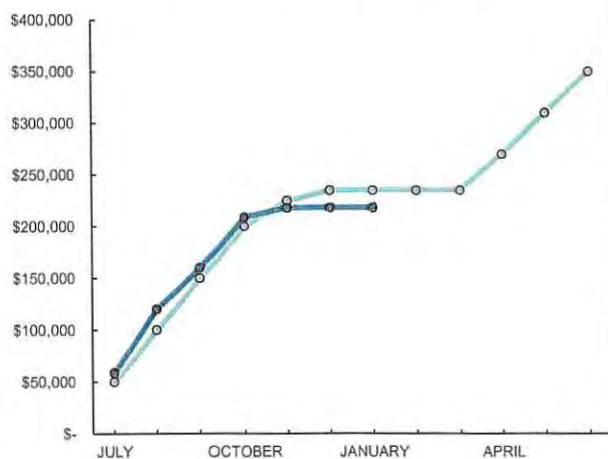
### Property Taxes



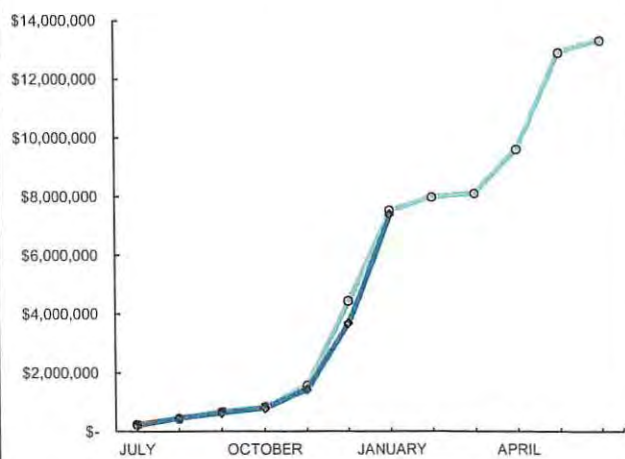
### Investment Income



### Recycled Wastewater Sales



### Total Revenue



○ Budget    ◆ Actual

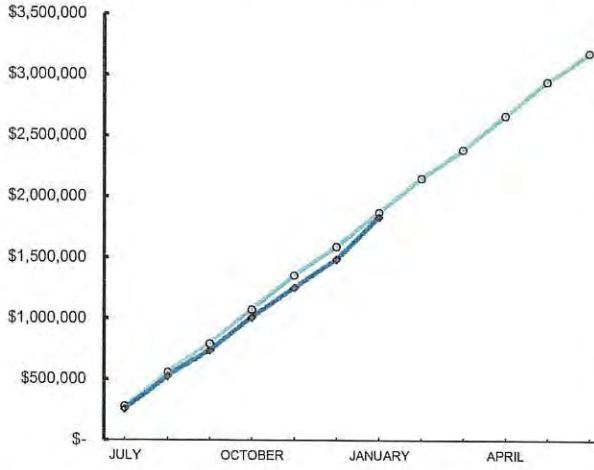
\* Preliminary: subject to future review, reconciliation, accruals, and audit



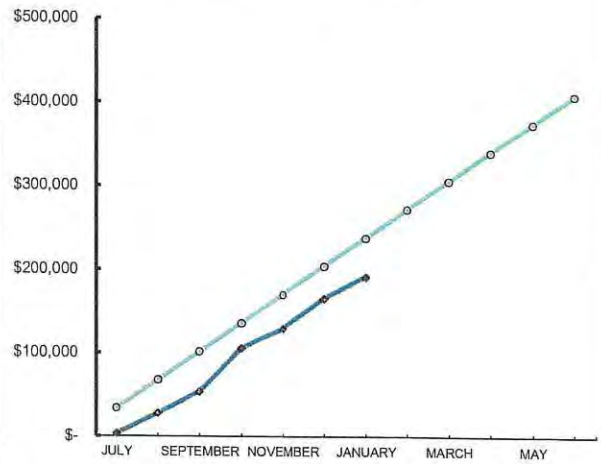
# Leucadia Wastewater District Operating Expenses FY2019

YTD through January 31, 2020

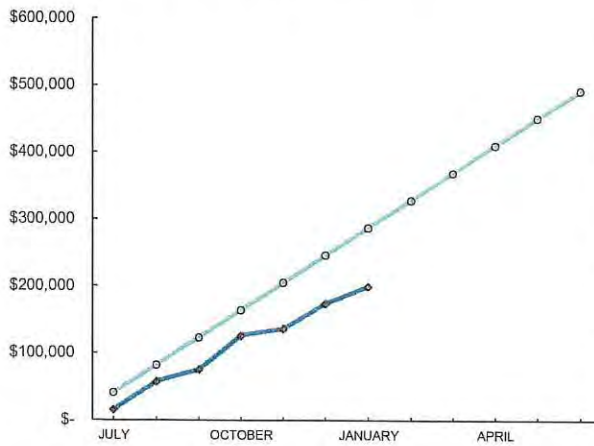
Salaries and Benefits



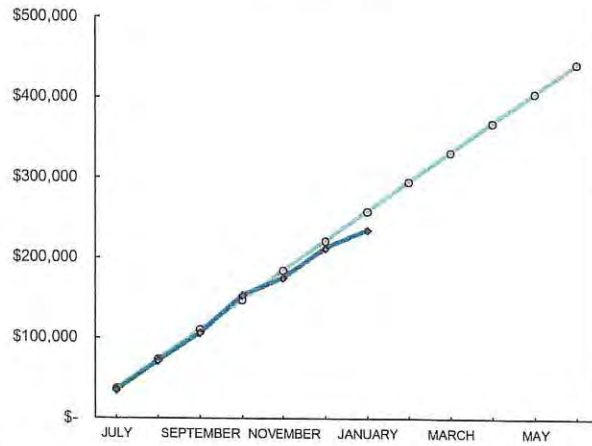
Professional Services



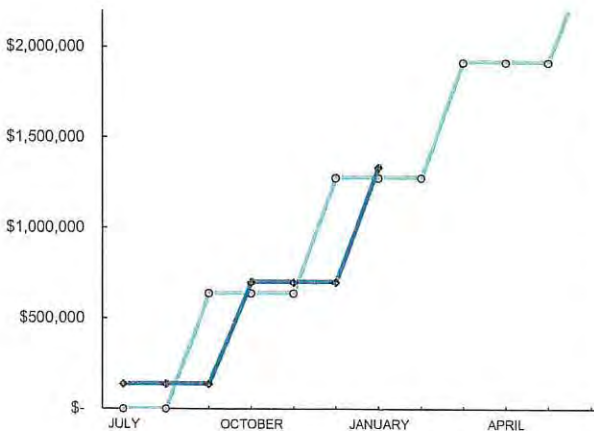
Repairs & Maintenance



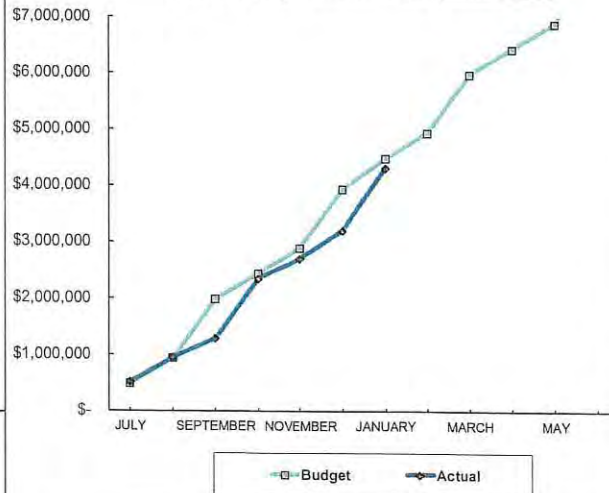
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement

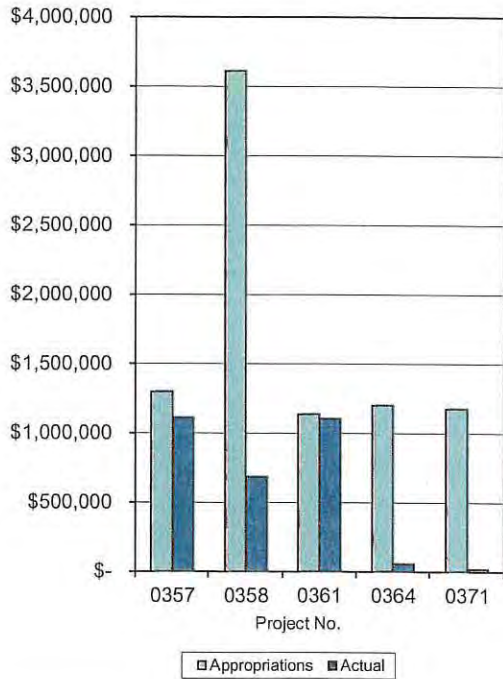


\* Preliminary: subject to future review, reconciliation, accruals, and audit

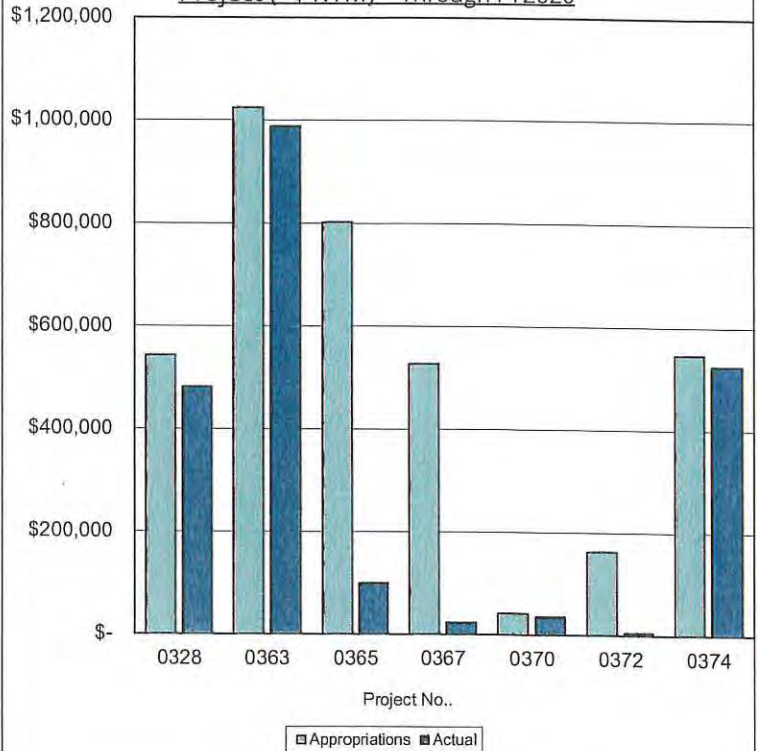
# Leucadia Wastewater District Capital Expenditures

As of January 31, 2020

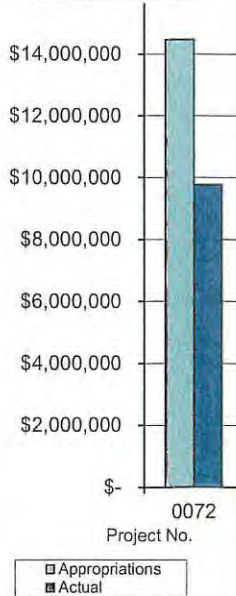
**District Multi Year Capital Expenditures  
by Project  
(>\$1.1M) Through FY2020**



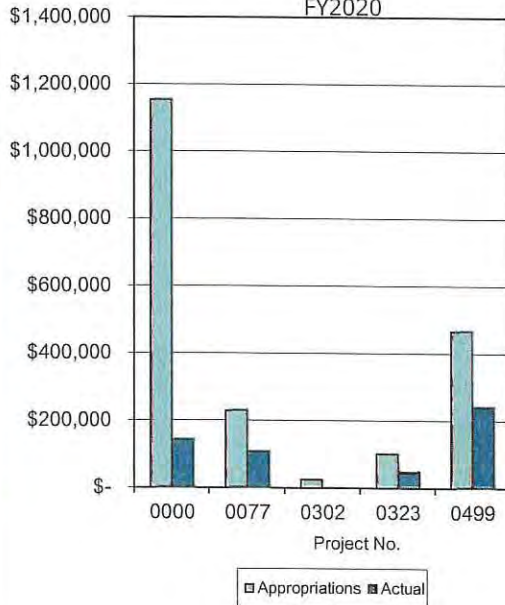
**District Multi Year Capital Expenditures by  
Project (<\$1.1M) Through FY2020**



**District's Share of  
Encina WPCF  
Capital Exp  
Through FY2020**



**Single Year Capital Expenditures by  
Project  
FY2020**



### Project Legend

Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Rplcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Rplcmnt	0367
Pump Station Assessment	0370
FY20 Gravity Line Rehab/Quebrada Rlgn	0371
Diana Pump Station Upgrade	0372
Bat FM (B3) Discharge Section Rplcmnt	0374

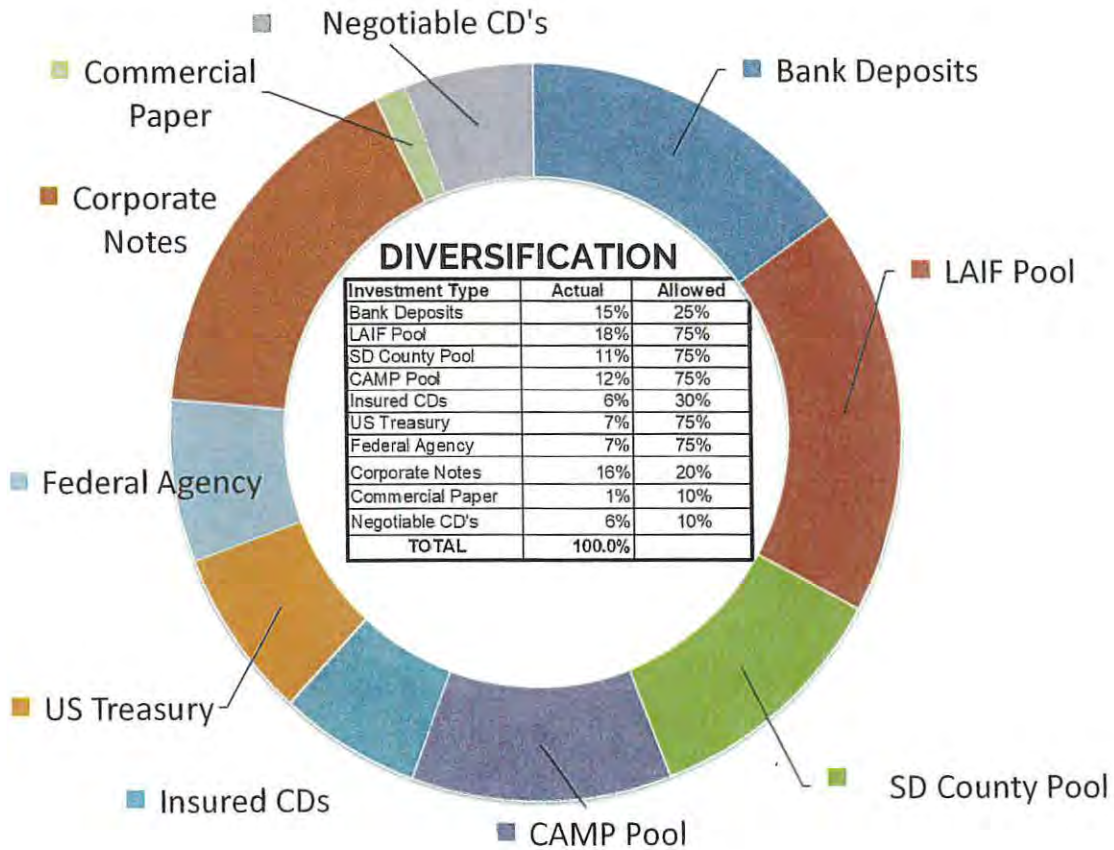
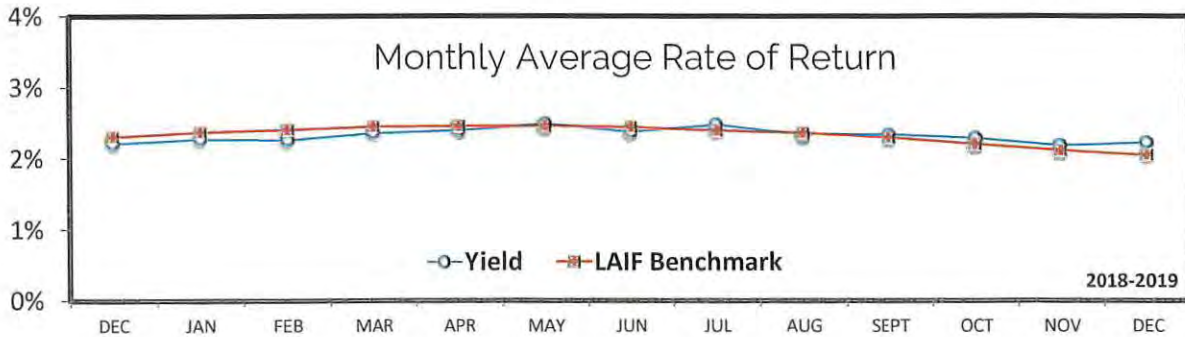
  

Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

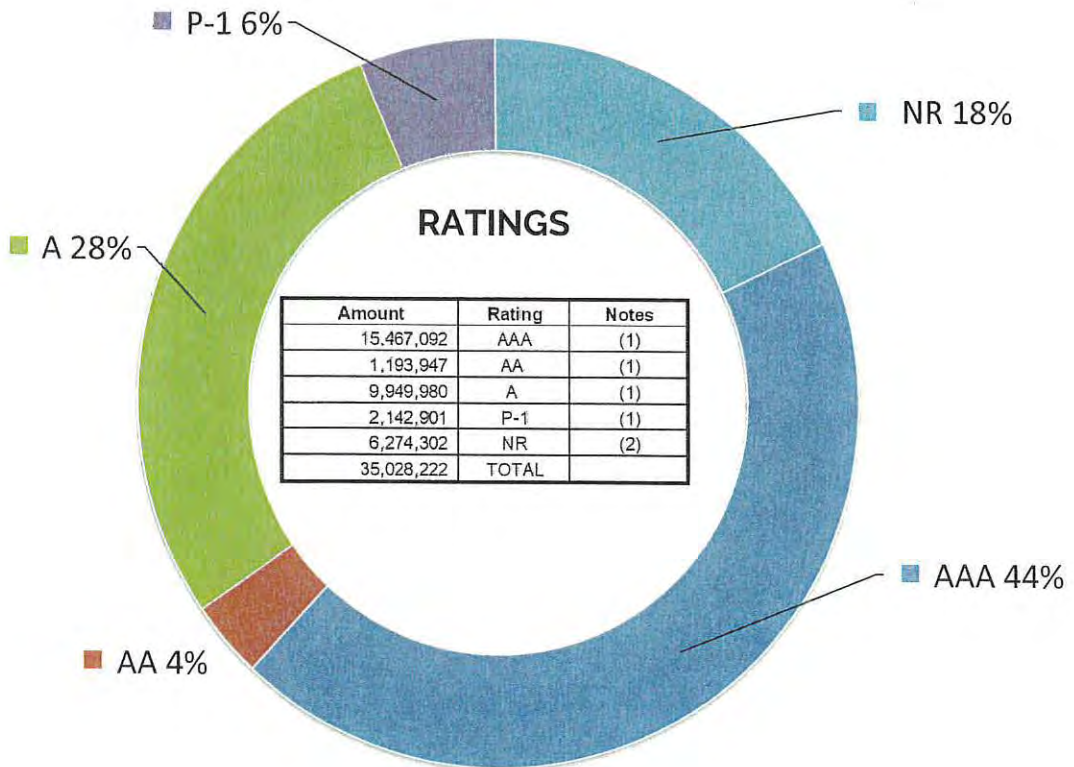
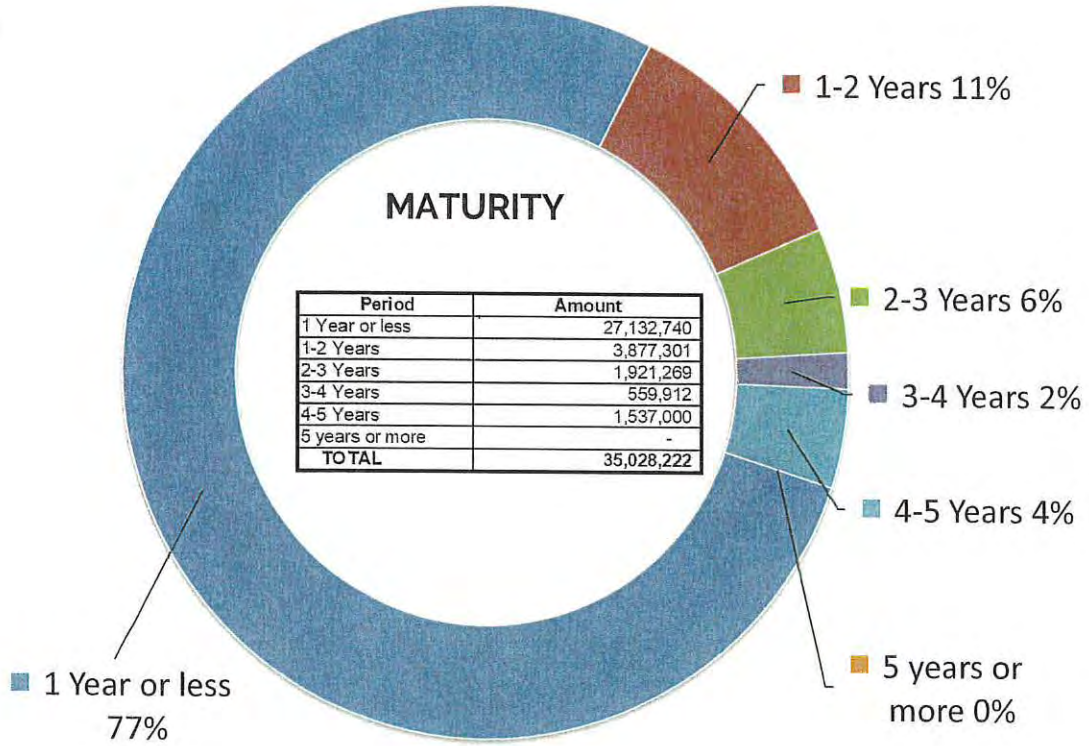
\* Preliminary: subject to future review, reconciliation, accruals, and audit

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**December 31, 2019**

Cash Equivalents & Investments	Principal (Original Cost)		December Interest	Average Rate
	Nov 30, 2019	Dec 31, 2019		
Opus Bank Reserve	\$ 3,656,903	\$ 5,282,699	\$ 10,272	2.490%
LAIF Pool	6,274,302	6,274,302	\$ 10,682	2.043%
SD County Pool	3,878,680	3,898,363	6,683	2.065%
CAMP Pool	3,235,564	4,051,719	5,013	1.800%
Certificates of Deposit - Insured	2,190,000	2,190,000	3,680	2.017%
CAMP Portfolio				
US Treasury Notes	3,388,203	2,595,234	5,403	1.910%
GNMA Pool	4,646	-	1	7.370%
Federal Agency Notes	2,480,465	2,480,465	4,616	2.230%
Corporate Bonds/Notes	5,749,233	5,762,538	11,871	2.490%
Commerical Paper	490,248	492,901	950	2.400%
Negotiable CD's	2,000,000	2,000,000	4,169	2.500%
Total Camp Portfolio	14,112,794	13,331,138	27,009	2.340%
<b>Totals</b>	<b>\$ 33,348,244</b>	<b>\$ 35,028,222</b>	<b>\$ 63,339</b>	<b>2.223%</b>



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**December 31, 2019**  
**(Continued)**

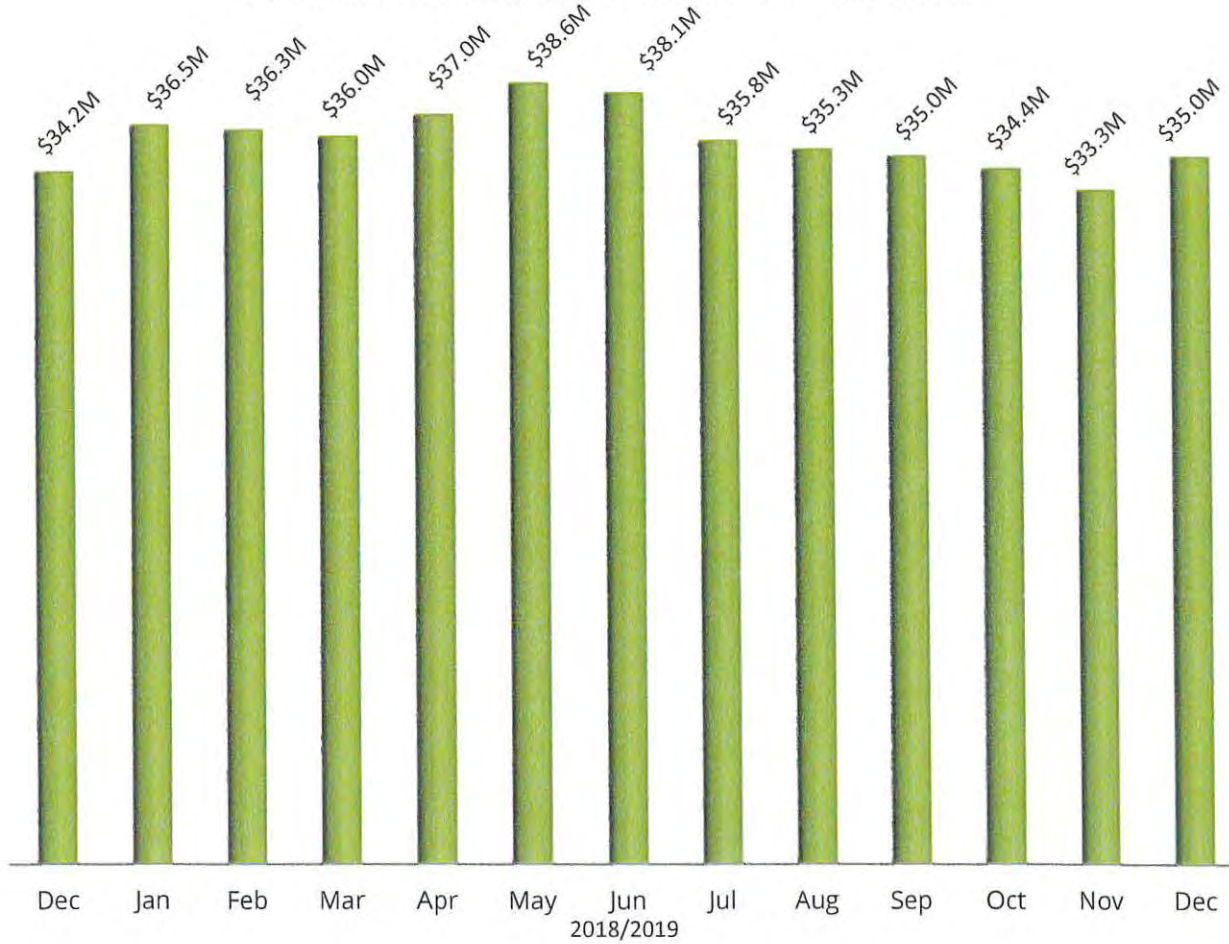


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.  
 (2) LAIF is not rated

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**December 31, 2019**

(Continued)

**CASH & INVESTMENT RESERVES BY MONTH**



**INVESTMENT TRANSACTIONS**

*For the months of December, 2019*

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Goldman Sachs Group Corp Note	\$ 312,912		1/22/2023	38141GRD8	2.18%	
MUFG Bank LTD/NY Comm Paper		\$ 490,248	12/27/2019	62479MZT3	2.67%	
MUFG Bank LTD/NY Comm Paper	\$ 492,901		9/21/2020	62479LJM8	1.93%	
US Treasury Note		\$ 792,969	12/31/2019	912828UF5	1.43%	
Pfizer Inc Corp Note		\$ 299,607	12/15/2019	717081EB5	1.74%	
<b>TOTAL</b>	<b>\$ 805,813</b>	<b>\$ 1,587,316</b>				

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

MEMORANDUM

Ref: 20-7055

**DATE:** February 6, 2020

**TO:** Board of Directors

**FROM:** Paul J. Bushee, General Manager



**SUBJECT:** LWD QUARTERLY TREASURER'S INVESTMENT REPORT

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

**DISCUSSION:**

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending December 31, 2019 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rad:PJB

Attachment

# LEUCADIA WASTEWATER DISTRICT


## QUARTERLY TREASURER'S REPORT SUMMARY

### 12-31-2019

SUMMARY OF CASH & INVESTMENTS at December 31, 2019					
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS					
ASSETS	PAR VALUE 12/31/2019	AMORTIZED COST 12/31/2019	% OF TOTAL		MARKET VALUE 12/31/2019
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 5,521,227	\$ 5,521,227	15.6%	25%	\$ 5,521,227
LAIF - STATE INVESTMENT POOL	\$ 6,274,302	\$ 6,274,302	17.8%	75%	\$ 6,285,410
SAN DIEGO COUNTY INVESTMENT POOL	\$ 3,898,363	\$ 3,898,363	11.0%	75%	\$ 3,903,000
CAMP - JPA INVESTMENT POOL	\$ 4,051,719	\$ 4,051,719	11.5%	75%	\$ 4,051,719
FEDERAL AGENCY SECURITIES	\$ 2,500,000	\$ 2,495,123	7.1%	75%	\$ 2,504,510
US TREASURY BONDS/NOTES	\$ 2,600,000	\$ 2,594,854	7.4%	75%	\$ 2,606,962
CORPORATE NOTES	\$ 5,750,000	\$ 5,769,812	16.4%	20%	\$ 5,802,381
COMMERICAL PAPER	\$ 500,000	\$ 493,033	1.4%	10%	\$ 492,755
NEGOTIABLE CERTIFICATES OF DEPOSIT	\$ 2,000,000	\$ 2,000,000	5.7%	10%	\$ 2,005,159
INSURED CERTIFICATES OF DEPOSIT	\$ 2,190,000	\$ 2,190,000	6.2%	30%	\$ 2,197,722
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>\$ 35,285,611</b>	<b>\$ 35,288,434</b>	<b>100.0%</b>		<b>\$ 35,370,844</b>

As of December 31, 2019		QUARTERLY RESULTS			
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
<b>\$35.4M</b>	<b>234</b>	<b>-\$0.1M</b>	<b>\$191K</b>	<b>2.23%</b>	<b>2.11%</b>

**MEMORANDUM**

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **January 2020 Board Disclosure of Reimbursements Report**

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending January 2020.

**DISCUSSION:**

Government Code Section §53065 stipulates that Special Districts must disclose reimbursements of \$100 or more on at least an annual basis. Leucadia Wastewater District (LWD) prepares the Disclosure Report every month in accordance with Resolution No. 2291 – The Integrated Travel Authorization and Expense Reimbursement Policy, which is above and beyond the requirements of Government Code Section §53065.

Attached please find the Board Disclosure of Reimbursements report for the month of January 2020 for your review.

tb:PJB

Attachment



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


Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	Assup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	T. Hill
<b>2020 CASA Winter Conference</b>										
2020 CASA Winter Conference January 21-23, 2020 Indian Wells, CA	Registration	595.00	595.00	595.00	595.00		595.00			595.00
	Hotel	659.61	659.61	659.61	190.00		439.74			439.74
	Airfare									
	Meals	57.44	62.51	8.62			45.28			81.23
	Baggage									
	Parking/Coaster		90.00							
	Tips/Baggage	6.00	18.00							
	Fuel/mileage/taxi/uber	138.00	138.00	5.75			17.51			120.75
<b>Total</b>	<b>1,456.05</b>	<b>1,563.12</b>	<b>1,268.98</b>	<b>785.00</b>	<b>0.00</b>	<b>1,097.53</b>	<b>0.00</b>	<b>0.00</b>	<b>1,236.72</b>	
<b>2020 CSFMO Conference</b>										
2020 CSFMO Conference January 28-31, 2020 Anaheim, CA	Registration							425.00		
	Hotel							901.44		
	Airfare									
	Meals							60.61		
	Baggage									
	Parking/Coaster									
	Tips/Baggage							22.00		
	Fuel/mileage/taxi/uber									
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,409.05</b>	<b>0.00</b>	<b>0.00</b>	
<b>2020 DK Conference</b>										
2020 DK Conference January 28-31, 2020 Anaheim, CA	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>2020 DO Conference</b>										
2020 DO Conference January 28-31, 2020 Anaheim, CA	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

Notes:

- DK cancelled conference due to illness 1/20/2020, one night room/tax charged and conference registration
- DO drove with JH in JH car

**MEMORANDUM**

Ref: 20-7050

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Emergency Repair of the La Costa Force Main

---

**RECOMMENDATION:**

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

1. Retroactively authorize the General Manager to disburse an amount not to exceed \$118,838 to Maxim Engineering for the completion of emergency repairs to the La Costa Force Main.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

At the January 2020 Board Meeting staff presented a brief of the emergency repairs performed to repair the La Costa Pump Station Force Main. The repairs were necessary to stop the discharge of wastewater into Gelson's Market which the District was notified of on December 27, 2019. As you may recall, the incident occurred because a section of the abandoned La Costa Force Main and the discharge manhole was not removed, as designated in the plans, during construction of the building circa 2003. Additionally, the valve isolating the abandoned section of the force main in the La Costa Resort failed resulting in the abandoned section being charged with wastewater from the La Costa Pump Station.

Paragraph 10.2, Emergency, of the District's Procurement Policy, states:

"An emergency situation may be determined by the General Manager if there is no time to convene a Board meeting. In the case of an emergency, the General Manager can authorize procurement(s) that exceeds his designated threshold in order to resolve the situation."

Accordingly, to permanently isolate the abandoned force main, Maxim Engineering (Maxim) agreed to perform the emergency repairs and commenced construction on December 28<sup>th</sup>. The original estimate for the work was \$70,000. As work progressed, Maxim encountered significant ground water increasing the time (labor), material and equipment (Badger Hydrovac with Operator) costs. The EZ Valve, a special valve used to isolate a pressurized line, cost \$25,000. Additionally, the original estimate did not use prevailing wage labor rates. As a result, the actual cost for the repairs totaled \$118,838.

Therefore, because this was an emergency repair, staff and the EC request that the Board retroactively authorize the General Manager to pay Maxim Engineering for the emergency repairs to the La Costa Force Main.

rym:PJB

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**January 29, 2020**

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

**1. 2019 Ocean Outfall Maintenance and External Inspection Report**

The Board of Directors received and filed the 2019 Ocean Outfall Maintenance and External Inspection Report.

**Executive Session**

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

Terms and conditions of options to lease portions of the South Parcel per Government Code §54956.8 represented by Scott McClelland and Tucker Southern, and potential tenant, Strategic Management Group, HP Investors, LLC, Ken Grody Ford.

Following Closed Session, Encina counsel reported that the Board of Directors elected to move forward with a lease agreement with Strategic Management Group for an energy storage facility on a portion of the south parcel.

# **Community Affairs Committee Meeting Report**

Presented by Director Sullivan

---

## **Meeting held January 14, 2020**

The CAC reviewed the following recommendation:

### **1. Discussion of the 2020 Winter Newsletter Proposed Topics and Production Schedule**

The CAC reviewed and agreed with the following newsletter article topics, along with the production schedule:

- Partnership with OMWD – Using Recycled Water in Vactors;
- Information about PFAS;
- FY 2019 Financial Audit Results;
- Sewer Service Rate Increase;
- Our EWA Partnership;
- Teacher Grant Recipients and CSDA Video Contest winner;
- Lateral Grants;
- Leucadia Pump Station Rehabilitation Project;
- Orchard Wood Pipeline Project;
- Standout Achievements; and
- Call for local photographers

The CAC made suggested edits and directed staff to move forward with the newsletter and production schedule.

The next two CAC meetings were scheduled for Thursday, February 6 and Thursday, February 13 at 1:30 p.m.

# Investment and Finance Committee Meeting Report

Presented by Director Hanson

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## **Meeting held February 4, 2020**

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

- 1. Annual Review of LWD Reserve Fund Policy - Adopt Resolution No 2325 approving the revised Reserve Fund Policy and Receive and File the Annual Reserve Fund Review Report**
- 2. Authorize Staff to Proceed with the Proposition 218 Process and Schedule a Public Hearing to Consider Adoption of an Ordinance increasing the Sewer Service Charges for Fiscal Years 2021, 2022 and 2023.**

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

# Engineering Committee Meeting Report

Presented by Director Kulchin

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## **Meeting held February 5, 2020**

The Engineering Committee (EC) reviewed the following recommendations:

- Adopt Resolution No. 2326 - Orphan Annexation;
- Adopt Resolution No. 2323 – Updating the Leucadia Wastewater District Sewer Service Lateral Repair Authorization and Reimbursement Policy;
- Vehicle Purchase of one (1) 2020 (¾ ton) Ford Pickup Truck and one (1) 2020 Ford (½ ton) Pickup Truck;
- Contract Award for the construction of the District's Leucadia Pump Station Rehabilitation Project not to exceed \$3,551,500;
- Contract Award for Engineering Support Services for the District's Leucadia Pump Station Rehabilitation Project not to exceed \$91,930; and
- Contract Award for Construction Management, Electrical, Instrumentation and Controls, and Inspection Services for the District's Leucadia Pump Station Rehabilitation Project not to exceed \$289,800

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

The EC also reviewed the recommendation to retroactively authorize the General Manager to disburse an amount not to exceed \$118,838 to Maxim Engineering for the completion of emergency repairs to the La Costa Force Main. The EC agreed to add this item to the Consent Calendar for the February Board Meeting.

**MEMORANDUM**

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Resolution No. 2326 Requesting LAFCO to Take Proceedings for the Orphan Change of Organization

---

**RECOMMENDATION:**

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

1. Adopt Resolution No. 2326, Orphan Annexation, as presented.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

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

The proposed Orphan Annexation into the Leucadia Wastewater District's (LWD) service area involves one parcel totaling 0.56 acres, located west of Interstate 5, north of Leucadia Boulevard and east of Hymettus 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 an ageing septic tank system. The private sewer lateral for the residence will connect to the available public sewer system in the middle of Eolus Avenue. The annexation is necessary to provide sewer service to this residence.

Approval of Resolution No. 2326 would authorize a boundary annexation.

LWD's collection and treatment systems have sufficient capacity to accommodate the existing single-family dwelling. Attached please find a copy of Resolution No. 2326 for your review.

ier:PJB

Attachment

**RESOLUTION NO. 2326**

**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  
ORPHAN 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 Orphan Change of Organization; and

**WHEREAS**, the proposed Orphan Change of Organization includes annexation of the Gupta territory (*APNs 254-392-30-00*) 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 February 12<sup>th</sup>, 2020 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Allan Juliussen, President

ATTEST:

---

Paul Bushee, General Manager  
(SEAL)

**EXHIBIT "A"**  
**ORPHAN ANNEXATION**  
**TO LEUCADIA WASTEWATER DISTRICT**  
**GEOGRAPHIC DESCRIPTION**

ALL THAT CERTAIN PROPERTY, SITUATED IN A PORTION OF LOT 3 IN BLOCK F OF SOUTH COAST PARK, 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:

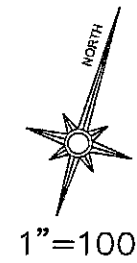
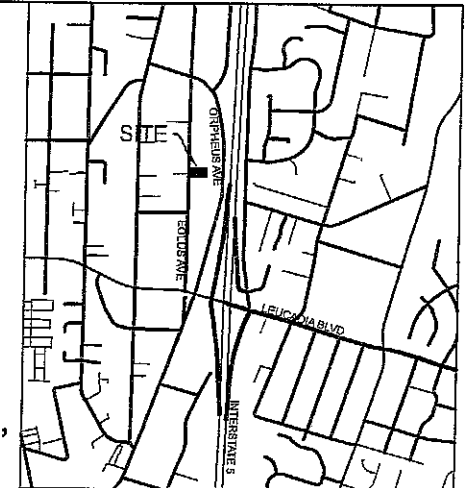
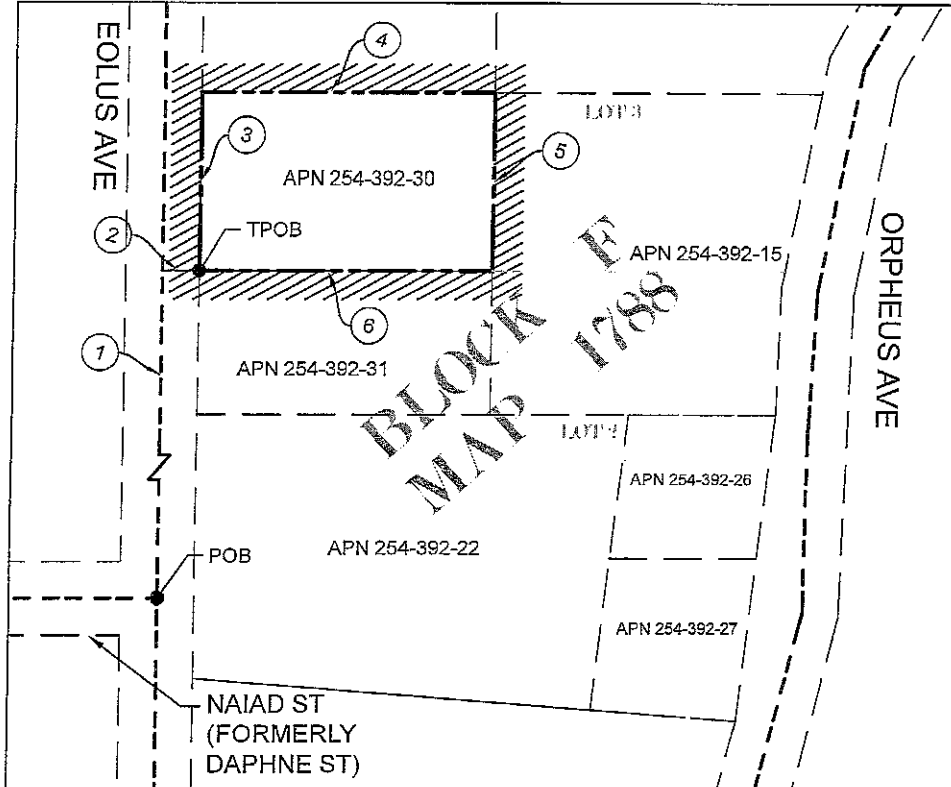
COMMENCING AT THE CENTERLINE INTERSECTION OF EOLUS AVENUE AND DAPHNE STREET (NOW KNOWN AS NAIAD STREET). AS SHOWN ON SAID MAP 1788; THENCE

1. NORTH 15°43'30" WEST 450.08 FEET ALONG THE CENTERLINE OF SAID EOLUS AVENUE TO THE INTERSECTION OF THE WESTERLY PROLONGATION OF THE SOUTHERLY LINE OF SAID LOT 3; THENCE
2. NORTH 74°16'30" EAST 25.00 FEET TO THE SOUTHWESTERLY CORNER OF SAID LOT 3 BEING THE TRUE POINT OF BEGINNING; THENCE
3. NORTH 15°43'30" WEST 121.51 FEET; THENCE
4. NORTH 74°16'30" EAST 200.00 FEET; THENCE
5. SOUTH 15°43'30" EAST 121.51 FEET; THENCE
6. SOUTH 74°16'30" WEST 200.00 FEET, TO THE TRUE POINT OF BEGINNING AND CONTAINING 0.558 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"  
LWD SEWER ANNEXATION  
EOLUS AVENUE-ORPHAN ANNEXATION



**LEGEND**

PARCEL "A" METES & BOUNDS (1)

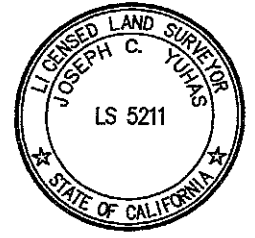
EXISTING LWD BOUNDARY  IN LWD

PARCEL TO BE ANNEXED 

**COURSES**

1. NORTH 15°43'30" WEST 450.08'
2. NORTH 74°16'30" EAST 25.00'
3. NORTH 15°43'30" WEST 121.51'
4. NORTH 74°16'30" EAST 200.00'
5. SOUTH 15°43'30" EAST 121.51'
6. SOUTH 74°16'30" WEST 200.00'

**VICINITY MAP**  
NOT TO SCALE



ASSESSOR'S PARCEL NUMBER: 254-392-23	LAFCO RESOLUTION NO. 1-16-20	ACREAGE 0.56 AC	DATE 1-16-20	SCALE 1"=100'
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LEUCADIA WASTEWATER DISTRICT ANNEXATION  
MAP 1788, PORTION OF LOT 3 IN BLOCK "F"  
OF SOUTH COAST PARK

**PASCO LARET SUITER**  
& ASSOCIATES  
CIVIL ENGINEERING • LAND PLANNING • LAND SURVEYING  
555 North Highway 101, Ste A, Solana Beach, CA 92675  
ph 954-259-8212 | fx 954-259-8812 | [pascoengineering.com](http://pascoengineering.com)

PLSA 3259

**MEMORANDUM**

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Resolution No. 2323 Updating the Leucadia Wastewater District Sewer Service Lateral Repair Authorization and Reimbursement Policy**

---

**RECOMMENDATION:**

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

1. Adopt Resolution No. 2323 updating the Leucadia Wastewater District Sewer Service Lateral Repair Authorization and Reimbursement Policy.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

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

In July 2008, the Leucadia Wastewater District (District) Board of Directors adopted the Sewer Service Lateral Repair Authorization and Reimbursement Policy (Policy). This new Policy set forth the rules that govern the District Sewer Service Lateral Repair Reimbursement Program (Lateral Reimbursement Program) for property owners who perform qualified repairs for the sewer service lateral (Sewer Lateral). The Sewer Lateral is the sewer pipeline that extends from the plumbing of a house or business to the public sewer system, including portions that extend into the public right-of-way and the physical connection to the public sewer system.

Per District Ordinance No. 139, a property owner is required to ensure the Sewer Lateral is properly maintained in a free-flowing condition. Sewer Laterals that are poorly maintained have a negative effect on the public sewer system because of an increased potential for sewer spill overflows. A common problem observed in Sewer Laterals is the growth of roots, which have the tendency of entering through either cracked or broken pipe, that can potentially obstruct flow. Additionally, during heavy rain events, the District experiences a significant increase in flow due to Inflow and Infiltration (I&I). Despite the efforts by District staff to continually clean and inspect the public sewer system, the extra flow from the I&I reduces the system capacity and creates the potential for a sewer spill overflow. The expense for Sewer Lateral repairs, however, can be very costly, especially when the repairs are required in the public right-of-way.

The Lateral Reimbursement Program provides District customers financial assistance to maintain compliance with District Ordinance No. 139 and allows participation in a program that reduces sewer spill overflows by focusing on Sewer Lateral repair. Property owners can qualify for reimbursement on eligible repairs for ½ the cost, up to a maximum of \$3,000. The Lateral Reimbursement Program encourages property owners to make proper repairs with licensed

plumbers or contractors rather than defer the necessary repairs or employ quick fix solutions. These repairs enhance the performance of the entire public sewer system and prevent environmental damage.

To qualify for the Lateral Reimbursement Program, an applicant must adhere to the following process:

- Pre-Authorization: Applicant submits Sewer Service Lateral Repair Reimbursement Request (Reimbursement Request – see Attachment A) to District
- Visual verification of repairs by District staff
- District collects plumber/contractor verification of repair and confirmation of full payment by applicant to plumber/contractor
- District processes Reimbursement Request for General Manager approval
- Upon General Manager approval, District provides applicant reimbursement check

Since the implementation of the Lateral Reimbursement Program over 11 years ago, the District has processed nearly 200 applications that total over \$400K in reimbursements.

District Staff has worked closely with District Counsel to update this Policy, including an updated Reimbursement Request that will be available on the District's website in a PDF fillable form.

Therefore, District staff and the EC request the Board adopt Resolution No. 2323 updating LWD's Sewer Service Lateral Repair Authorization and Reimbursement Policy. This resolution will supersede Resolution No. 2194.

**FISCAL IMPACT:**

The District will continue to budget \$100,000 annually, or at the discretion of the Board, to fund the Lateral Reimbursement Program. Reimbursements will be made to this limit, but will not exceed this appropriation.

ier:PJB

Attachment

**RESOLUTION NO. 2323**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING THE UPDATED SEWER SERVICE LATERAL REPAIR  
AUTHORIZATION AND REIMBURSEMENT POLICY**

---

**WHEREAS**, The Leucadia Wastewater District (LWD) Board of Directors adopted a Private Lateral Repair Authorization and Reimbursement Policy on July 9, 2008; and,

**WHEREAS**, LWD owns and operates public sewer facilities for the benefit of its customers and general public; and

**WHEREAS**, LWD is required to implement regulations, programs and other activities to prevent sewer spill overflows; and

**WHEREAS**, privately owned sewer service laterals that are not properly maintained create risk of sewer spill overflows and harm to public sewer facilities; and

**WHEREAS**, the Board of Directors of LWD (Board) previously appropriated funding to partially reimburse property owners for the cost of repairing private sewer service laterals (Reimbursement Funds); and

**WHEREAS**, the attached Sewer Service Lateral Repair Authorization and Reimbursement Policy updates and clarifies the rules necessary to implement a reimbursement program,

**NOW, THEREFORE**, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the revised Sewer Service Lateral Repair Authorization and Reimbursement Policy and authorizes the General Manager to take all actions necessary to carry out its provisions; and
2. The Board of Directors' authorization is limited to expenditure of Reimbursement Funds it has approved and appropriated; and,
3. This Resolution supersedes Resolution No. 2194.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held February 12, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Allan Juliussen, President

ATTEST:

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Paul J. Bushee, Secretary/Manager

(SEAL)

## LEUCADIA WASTEWATER DISTRICT

### SEWER SERVICE LATERAL REPAIR AUTHORIZATION AND REIMBURSEMENT POLICY

Ref: 20-6917

#### 1. Purpose

This policy sets forth the rules governing the Leucadia Wastewater District's (District) reimbursement program for qualified sewer service lateral (Sewer Lateral) repairs.

#### 2. Overview

- a. Public Health and Environmental regulations specifically prohibit sanitary sewer overflows (SSO's) and require agencies that own and operate Public Sewer Systems to proactively implement programs and other activities that prevent SSO's.
- b. A Sewer Lateral is the sewer pipeline that extends from the plumbing of a building to the Public Sewer System, including portions that extend across other properties and/or public rights-of-way and the saddle, wye, or other physical connection to the Public Sewer System. It is the responsibility of the property and/or building owner to maintain the Sewer Lateral in a free flowing, obstruction free, and water-tight condition.
- c. Sewer Laterals that convey sewage to the Public Sewer System represent a significant percentage of a community's overall sewer infrastructure. In order to achieve the District's goal of preventing SSO's, it is important to ensure Sewer Laterals are properly maintained.
- d. Infiltration and Inflow from Sewer Laterals, especially those constructed from vitrified clay pipe segments, often account for more than half of the total stormwater and groundwater conveyed by the Public Sewer System. This excess water, which takes up capacity in both the Public Sewer System and at the wastewater treatment plant, has the potential to cause SSO's. Additionally, obstructions (such as plant roots which may grow into the Public Sewer System from a lateral) can damage and obstruct the sewer collection system, potentially causing a SSO.
- e. This policy is intended to increase both Public Sewer System reliability and public awareness for the proper maintenance and repair of Sewer Laterals by providing funds to help ensure that defective or broken Sewer Laterals are repaired in a timely manner by licensed plumbers or contractors.

#### 3. Qualified Sewer Lateral Repairs

- a. Reimbursement is authorized for the following Sewer Lateral work:
  - i. Repair or replacement of a Sewer Lateral.
  - ii. Installation of a Sewer Lateral liner and/or top hat.
  - iii. Installation or replacement of an authorized backwater valve.
- b. Reimbursement is not authorized for the following work:



- i. Any work on the portion of the Sewer Lateral that is located within, or underneath, the building.
- ii. Installation of a new Sewer Lateral for a remodel, new construction or first-time connection to the Public Sewer System.
- iii. General maintenance, such as cleaning or inspections, not being done as part of an authorized repair.

#### 4. Assistance Coverage and Limits

- a. District will provide reimbursement for up to ½ the cost of the qualified Sewer Lateral repairs, up to a maximum of \$3,000. Reasonable expenses shall include labor and materials.
- b. Reimbursements are on a first come, first serve, basis and approvals are solely at the discretion of the District's General Manager who shall consider the spirit and intent of this policy. The General Manager's determination of eligibility is final and binding.
- c. Reimbursement for qualified Sewer Lateral repairs shall only be made when/if appropriated funds from an approved District budget are available and pending final approval within 60 days of the Request.
- d. Reimbursement Requests that are not pre-authorized are presumptively not qualified for reimbursement but may be approved if the General Manager finds that the failure to obtain pre-authorization was reasonable given the facts and circumstances of the particular repair work.

#### 5. Program Application Procedure

- a. The applicant must complete the following items in order to receive the reserved funds:
  - i. Pre-Authorization. Provide the District a completed Reimbursement Request (Attachment A - application) and a cost estimate from a licensed plumber or contractor before any work is performed. The District recommends to solicit for three (3) estimates to ensure costs are reasonable. The General Manager or his/her designee shall ensure application is complete, the work is eligible under the program and appropriated funds are available prior to pre-authorization.
  - ii. Once pre-authorized, the property owner may proceed with work and agrees to provide District staff 48 hours-notice so the site inspection may be scheduled. This step satisfies the requirement of the *Visual Verification by District Staff* (page 4 of application). For any dig and replace work, District staff is required to take photos of the repair prior to the backfill of the excavation(s).
  - iii. Once Sewer Lateral repair work is completed, the applicant provides the District:
    - 1. A completed *Certification from Licensed Plumber or Contractor* (page 4 of application).
    - 2. A final paid in full invoice.
    - 3. If applicable, a post repair video inspection for any liner or top hat work.
- b. Once necessary items are collected above, the District shall prepare the *Approval Form* (Page 5 of application) and the appropriate reimbursement in accordance with the limits defined above. The reimbursement may be adjusted as necessary to reflect actual eligible costs after all work is completed. A property owner is typically reimbursed 2 weeks after final approval.

Attachment A



**LEUCADIA**  
WASTEWATER  
DISTRICT

LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**SEWER SERVICE LATERAL REPAIR REIMBURSEMENT REQUEST**

Page 1 of 5

**APPLICANT INFORMATION**

Property Owner

Tenant

Property Manager/Agent/Other

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Home

Cell

Office

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

**\*\*Please Note: Only complete this section if property owner is different from the applicant listed above.**

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Home

Cell

Office

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**SEWER LATERAL REPAIR INFORMATION**

Address of Repair: \_\_\_\_\_

Accessor's Parcel Number: \_\_\_\_\_

Repair Details: \_\_\_\_\_

Will a Backflow Device be installed? Yes:  No:

*(Backflow devices can protect the home from sewage coming back into their homes from the mainline, but generally require more frequent routine service)*

Estimate of Total Cost for Repair: \$ \_\_\_\_\_

Estimate of Total Reimbursement Amount Requested (Maximum of \$3,000): \$ \_\_\_\_\_

**LEUCADIA WASTEWATER DISTRICT**  
**SEWER SERVICE LATERAL REPAIR REIMBURSEMENT REQUEST**

Page 2 of 5

Property Owner/Tenant/Agent Initials: \_\_\_\_\_

**Property Owner/Tenant/Agent acknowledge and agree to the following:**

1. The sewer service lateral (Sewer Lateral) is that part of the sewer pipeline that extends from the plumbing of a building to the Leucadia Wastewater District (District) Public Sewer System, which is generally located in a public street or public sewer easement. The Sewer Lateral includes the physical connection (saddle, wye, etc.) to the Public Sewer System. The applicant is responsible for the construction and maintenance, at the applicant's expense, of the building sewer and the Sewer Lateral.
2. The District is providing a public service to assist in the prevention of sewer spill overflows by participating in the Sewer Service Lateral Repair Reimbursement Program (Program) to allow reimbursement to private parties for Sewer Lateral repairs completed by a licensed plumber or contractor. This Program will enhance the performance of the entire Public Sewer System and prevent environmental damage, while assisting District customers to meet their sewer obligations. **District will provide reimbursement for up to ½ of the repair costs, up to a maximum of \$3,000.**
3. To qualify for reimbursement, the work must be performed by a licensed plumber or contractor and verified by District staff using page 4 of this request within 60 days of submittal. An on-site verification must be scheduled by Applicant with District Staff to occur while work is in progress. The District is not inspecting the design or quality of the work and is not liable for defects. The District makes no guarantees regarding the quality of the work of the plumber, contractor or property owner.
4. Applicant will obtain any necessary Federal, State or local permits including any building or right of way permits, and will comply with all Federal, State or local laws.
5. Applicant will maintain Sewer Lateral and building sewer lines in proper working order at all times. Applicant will notify the District if any emergency occurs during Sewer Lateral repair work.
6. Applicant shall bear the entire repair costs of any and all public or public utility property damaged or destroyed by reason of any Sewer Lateral repair work done.
7. Reimbursement of funds is available on a first come, first serve basis, and Applicant will only receive reimbursement if funds are available, regardless of whether the work qualifies for such reimbursement.
8. Disbursement of the funds, to the extent that they are available, is solely at the discretion of the General Manager, who shall consider the spirit and intent of the Program as expressed by the District Board. The General Manager shall determine whether the Sewer Lateral repair work qualifies for reimbursement under the Program, and that determination is final and binding.
9. Applicant agrees to be solely responsible for the Sewer Lateral repair work for which funding is requested and to indemnify and hold the District harmless from any damages or claims arising from the work.

**LEUCADIA WASTEWATER DISTRICT  
SEWER SERVICE LATERAL REPAIR REIMBURSEMENT REQUEST**

**Page 3 of 5**

**PROPERTY OWNER/TENANT/AGENT CERTIFICATION**

I certify that the information on this request is true and correct and that I have read and agreed to all of the above statements. If signed by tenant/agent, tenant/agent certifies that the property owner provided authority to sign on behalf of the property owner:

**Signature of Property Owner/Tenant/Agent:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**PRE-AUTHORIZATION**

The Application for Reimbursement set forth above is pre-approved. The District has reserved funds sufficient to pay for this request, pending completion of the Sewer Lateral repair work and submittal of all other items required by the District and completion of the Certification and Verification within 60 days of the date entered below. Please note that the final approval of the reimbursement request cannot be completed, and the funds cannot be released, until applicable items are submitted to the District.

**District Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LEUCADIA WASTEWATER DISTRICT  
SEWER SERVICE LATERAL REPAIR REIMBURSEMENT REQUEST**

Page 4 of 5

**CERTIFICATION AND VERIFICATION**

**Applicant Name:** \_\_\_\_\_

**Development Project Address:** \_\_\_\_\_

**Development Project APN:** \_\_\_\_\_

**Total Repair Costs as indicated on attached estimate: \$** \_\_\_\_\_

**Total Amount of Reimbursement Requested: \$** \_\_\_\_\_

**VISUAL VERIFICATION BY DISTRICT STAFF**

I have viewed the Sewer Lateral repair work to confirm that the work was done and that the work qualifies for reimbursement under the District's Sewer Service Lateral Repair Reimbursement Program.

**District Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CERTIFICATION FROM LICENSED PLUMBER OR CONTRACTOR**

I certify that I have completed the Sewer Lateral repair work at the following address: \_\_\_\_\_, I also certify that I am a licensed plumber or contractor, that I am familiar with the standard specifications of Leucadia Wastewater District, and that all work met the specifications of the District.

**Date work completed:** \_\_\_\_\_

**Invoice Number:** \_\_\_\_\_

**Total Cost of Repair:** \_\_\_\_\_

**Signature of Plumber/Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Plumber's/Contractor's License Number:** \_\_\_\_\_

**LEUCADIA WASTEWATER DISTRICT  
SEWER SERVICE LATERAL REPAIR REIMBURSEMENT REQUEST**

Page 5 of 5

**APPROVAL**

	Initials	Date
Reimbursement Request Received	_____	_____
Cert. from Plumber/Contractor Received	_____	_____
Final PAID Invoice Received	_____	_____
Post Liner Inspection Received (if applicable)	_____	_____
 District Verification that Work Qualifies under Program	_____	_____
 <b>Applicant Name:</b> _____		
<b>Amount Approved for Reimbursement:</b> \$ _____		
<b>Check Issued on:</b> _____		
<b>By:</b> <u>District General Manager</u>	<b>Signature:</b> _____	
	<b>Date:</b> _____	

**REIMBURSEMENT ACCEPTANCE:**

I certify that I have received the check listed above, as reimbursement under the Leucadia Wastewater District Sewer Service Lateral Repair Reimbursement Program. If signed by Agent, Agent also certifies authority to sign on behalf of the property owner:

**Signature of Property Owner/Tenant/Agent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## MEMORANDUM

**Date:** February 6, 2020  
**To:** Board of Directors  
**From:** Paul J. Bushee, General Manager   
**SUBJECT:** **Vehicle Purchases to Replace One (1) 2014 Pickup Truck and One (1) 2002 Mark Out Van**

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**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a Purchase Order with Encinitas Ford in the amount of \$104,998.07 for the purchase of one (1) 2020 Ford Pickup Truck (¾ ton) and one (1) 2020 Ford (½ ton) Pickup Truck to replace two similarly equipped District trucks.
2. Discuss and take other action, as appropriate.

**DISCUSSION:*****Tactical Goal: Services / Purchases ¾ Ton and ½ Ton Pickup Trucks***

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

The Leucadia Wastewater District (District) maintains a fleet of 14 vehicles used in the operation and maintenance of its Collection System. To properly manage the vehicle fleet, staff has developed written guidelines for the systematic and prudent replacement of District vehicles.

The On-Call Truck is a 2014 model year pick up, is 6 years old, and has 113,067 miles. Additionally, the Mark-Out Van is a 2002 model van, is 18 years old, and has 78,777 miles. Both vehicles have reached their useful life. In accordance with the District's vehicle replacement guidelines, both vehicles meet or exceed the replacement criteria; either 5 years old and 60,000 miles or 7 years old and any miles. It is important to note that the District will auction off both the 2014 On-Call Truck and the 2002 Mark-Out Van rather than trading them into the dealer to maximize their residual value.

The key reasons for the replacing the 2014 On-call Truck and the 2002 Mark-Out Van are as follows:

- Diminished reliability of the current vehicles.
- The ½ ton Mark-Out Truck will be a multiple use vehicle that can be used by Field Service Staff when it is not being used for its primary function of supporting mark-outs.

Staff solicited sealed bids for a 2020 ¾ ton diesel Pickup Truck and a 2020 ½ ton gasoline Pickup Truck from all ten San Diego County Ford dealerships along with advertising the Notice Inviting Bids in the San Diego Union Tribune. The bids were due on January 27, 2020. Only one bid was received as follows:

1. Encinitas Ford

\$104,998.07

Staff reviewed the bid and all required specifications have been met. Therefore, staff and the EC determined that Encinitas Ford is the lowest responsive bidder and recommends authorizing the General Manager to execute a purchase order with Encinitas Ford in the amount of \$104,998.07 for the purchase of one (1) 2020 ¾ ton Ford Pickup Truck and one (1) 2020 ½ ton Ford Pickup Truck.

**FISCAL IMPACT:**

The bid award price came in at approximately \$9,000 over the line item amounts in the FY20 Capital Acquisitions Budget. There are sufficient funds in the Capital Acquisitions Budget to absorb the additional \$9,000 due to savings in the HVAC Rehabilitation component of the budget.

jms:PJB



MEMORANDUM

Ref: 20-7043

DATE: February 6, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Contract Award for the District's Leucadia Pump Station Rehabilitation Project

RECOMMENDATION:

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

- 1. Authorize the General Manager to execute an Agreement with Stanek Constructors, Inc for the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$3,551,500 as the lowest responsive and responsible bidder.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Infrastructure and Technology / Leucadia Pump Station Rehabilitation

This item was reviewed at the February 5th EC meeting and the EC concurred with staff to present this item for the Board's consideration.

In April 2018, the Board received and filed the Preliminary Design Report for the Leucadia Pump Station Rehabilitation Project (Project) completed by Infrastructure Engineering Corporation (IEC). Immediately thereafter, the Board authorized the commencement of the design phase. During design, the project transformed from a minor to a major pump station rehabilitation project. This major rehabilitation project will:

- > Install five new dry pit submersible pumps
> Replace the check valves and associated piping
> Replace the 24" discharge header
> Install a submersible pump in the Emergency Basin
> Install a super-oxygenation odor/corrosion control system

IEC completed project design in November 2019. The project was bid on November 11, 2019 with bids due on January 16, 2020. Seven (7) bids were received with the following results:

Table with 2 columns: Construction Firm, Bid Price. Rows include HPS Mechanical (\$3,442,500), Stanek Constructors (\$3,551,500), JR Filanc (\$3,651,605), SCW Contracting (\$3,744,500), Pacific Hydrotech (\$3,784,382), Ahrens Mechanical (\$3,866,500), Metro Builders (\$3,992,784).

The bids were reviewed by Preston Lewis at IEC. The bid submitted by HPS Mechanical, Inc. (HPS), the lowest bidder, did not meet the minimum experience requirements for the project. The minimum experience was three (3) wastewater pump station projects or projects of similar scope and complexity in the past (5) five years; 100% flow bypassing with no spills; and submission of the Project Manager's resume. HPS submitted one (1) project that met the criteria and did not submit a Project Manager resume. The second lowest bidder, Stanek Constructors, Inc (Stanek), submitted four (4) projects that satisfied the minimum experience requirements and submitted resumes for four project managers. The bid documents clearly stated the project manager and experience requirements, and all other bidders submitted the required information in their original bid documents. The omissions concern important bid requirements that were not minor or inconsequential such that they could be waived by the District. Staff has consistently applied this standard on all bids for projects.

Stanek's bid is \$109K higher than HPS's bid. Both bids were under the \$3.7M Engineer's Cost Estimate for construction. Upon completion of IEC's review, it was recommended that Stanek be awarded the contract as the lowest responsive and responsible bidder, see attached letter.

HPS was notified of staff's intent to recommend that Stanek be awarded the contract as the lowest responsive and responsible bidder. Subsequently, staff received a written protest from HPS of their bid rejection, attached, seeking relief and requesting that HPS be awarded the Project. In the letter, HPS did provide additional project references and a Project Manager resume. However, it does not nullify the fact that the documents were not included in HPS's original bid. The fact that the information was submitted after the District notified HPS of the discrepancy does not make HPS's original bid documents responsive. HPS has since notified staff that it has dropped its bid protest and will not contest LWD's award to Stanek.

Stanek's bid price of \$3,551,500 is approximately \$48,500 (1.36%) less than the estimated construction cost. Therefore, Staff and the EC recommend that the Board of Directors award the contract to Stanek Constructors, Inc. as the lowest responsive and responsible bidder.

**FISCAL IMPACT:**

Funds totaling \$2.4 million were appropriated in the Fiscal Year (FY) 2019 and 2020 budgets for project construction. This appropriation is sufficient to commence project construction. However, the transformation of the project from a minor to a major rehabilitation of the pump station resulted in a cost escalation for construction. Therefore, staff will be requesting an additional appropriation in the FY 2021 Budget of \$1.56 million to cover the bid price for construction and a 10% contingency.

rym:PJB

Attachments



**BID REVIEW MEMORANDUM**

Date: January 23, 2020

Subject: **Leucadia Pump Station Rehabilitation Project – Bid Review of Apparent Second Low Bidder**

Prepared By: Preston Lewis, P.E. 

**PURPOSE**

This memorandum provides a summary of our evaluation of bid results and a review of the responsiveness of the apparent second low bidder for the subject project. The apparent low bidder was deemed not responsive and was disqualified.

**BID RESULTS**

Seven bids were received and opened on January 16<sup>th</sup>, 2020. The bids are summarized in the attached Bid summary and characteristics of the bids are as follows:

<u>Low Bid</u>	<u>High Bid</u>	<u>Average Bid</u>	<u>Engineers Estimate</u>
\$3,442,500	\$3,992,784	\$3,717,681	\$3,700,000

**REVIEW OF THE APPARENT SECOND LOW BIDDER**

Stanek Constructors, Inc. is the apparent second low bidder and is recommended for award of Contract. The Bid Review is as follows:

**Contractor’s License:** The Contractor holds the required Class A License (No. 869424). The license is current and active.

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

**Signatures:** George Foote, President, signed the Closing Statement, Bidder’s Bond, Non-Collusion Affidavit, California All-Purpose Acknowledgement, and Local Preference Certification.

**Project Manager’s Experience:** The Contractor submitted (4) Project Manager resumes but, did not indicate who would be assigned to the project. All of the resumes submitted indicate appropriate qualifying experience to manage the subject project.

**Worker’s Compensation Insurance:** Policy # WC582209906 10/1/2019 to 11/1/2020



**References:**

- 1) Agency: County Sanitation District of Los Angeles County  
 Project: Whittier Narrows WRP Secondary Treatment Facilities Modifications  
 Bid Amount: \$8,800,000  
 Final Contract Amount: \$9,313,836  
 Construction Duration: 420 Calendar Days  
 Date of Substantial Completion: August 26, 2010

Spoke with Jenny Hsu, who said that it had been over 10 years since she had worked with them on the referenced project. Her recollection was that they did an ok job. The main problem she had with them was with Stanek's Field Superintendent who was eventually replaced before the end of the job.

The Project is not a lift station and it is over 10 years old, therefore it does not satisfy the Bid Documents as qualifying project experience. However, it does indicate the project exceeded the Hp experience requirement listed in the Bid Documents

- 
- 2) Agency: Orange County Sanitation District  
 Project: Project J-109 Cengen Cooling Water System Replacement  
 Bid Amount: \$5,618,000  
 Final Contract Amount: \$5,914,192  
 Construction Duration: 515 Working Days  
 Date of Substantial Completion: November 22, 2013

Spoke with Victoria Chekov who provided a positive reference. She felt the experience was satisfactory, Stanek was very responsive, and easy to deal with on change orders.

The project does not meet the technical definition of a sewer lift station and it is approximately 6 years old. However, it does meet the 500 Hp and wastewater bypass flow requirements indicated in the Bid Documents.

- 
- 3) Agency: City of Santa Barbara  
 Project: Headworks Screening Replacement at El Estero WWTP  
 Bid Amount: \$3,910,000  
 Final Contract Amount: \$4,729,550  
 Construction Duration: 655 Calendar Days  
 Date of Substantial Completion: June 27, 2013

I spoke with Amanda Fleese, said that Stanek did a good job for them. She mentioned that a major part of the project was by-passing the entire plant flow which went well.



The project is 6 years old and is a wastewater treatment plant improvements project. The project does meet the bypass flow requirements indicated in the Bid Documents.

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4)	Agency:	City of Oceanside, Water Utilities Department
	Project:	San Luis Rey Water Reclamation Facility Major Upgrades
	Bid Amount:	\$1,460,000
	Final Contract Amount:	\$1,599,166
	Construction Duration:	308 Calendar Days
	Date of Substantial Completion:	December 16, 2015

Spoke with Amy Czajkowski, IEC. Amy said the project had a major by-pass component and there were no reported spills. The project involved a lot of rehabilitation work and overall the project went well. Amy felt that Stanek was fair and met the expectations of the contract. She appreciated that George Foote took ownership of the project and took care of any issues that came up during construction.

The project is a recent water reclamation plant improvements project. It does not meet the qualifying project type experience criteria, but it does meet the bypass flow requirements indicated in the Bid Documents.

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5)	Agency:	City of Santa Barbara
	Project:	El Estero Wastewater Treatment Plant Secondary Treatment Process Improvements
	Bid Amount:	\$21,710,000
	Final Contract Amount:	\$25,168,885
	Construction Duration:	565 Calendar Days
	Date of Substantial Completion:	December 26, 2018

Spoke with the CM for the project from MNS Engineering. There were high change orders on the project, but the majority were owner initiated. Contractor initiated change orders were less than 5%. Stanek was described as very good, cooperative, on schedule, and met the expectations of the contract. Stanek took care of warranty issues after the completion of the project.

This was a large and recently completed wastewater treatment plant improvements project. It does not meet the qualifying project type experience criteria, but it does meet the bypass flow requirements indicated in the Bid Documents.

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6)	Agency:	City of Aurora
	Project:	Prologis Lift Station Improvements
	Bid Amount:	\$1,051,000
	Final Contract Amount:	\$1,103,550
	Construction Duration:	177 Calendar Days
	Date of Substantial Completion:	April 5, 2017



Spoke with James DeHerrera 303-739-7296. James gave Stanek a favorable reference and complimented them on the quality of their work and very good communication.

This was a new and recently constructed sewer lift station that would the Lift Station experience and the sewer bypass flow requirements indicated in the Bid Documents

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7)	Agency:	Pueblo West Metropolitan District
	Project:	States Avenue Lift Station
	Bid Amount:	\$1,645,000
	Final Contract Amount:	\$1,684,165
	Construction Duration:	296 Calendar Days
	Date of Substantial Completion:	November 8, 2019

Spoke with Jeffery DeHerrera who worked with Stanek on the recently competed referenced project. Jeffery spoke highly of Stanek and the project had minimal change orders. The project was a new 5 mgd lift station. The District has recently awarded additional projects to Stanek.

This was a new and recently constructed sewer lift station that would meet the Lift Station experience requirements indicated in the Bid Documents.

**Registration with the Department of Industrial Relations (DIR):**

Contractors and their subcontractors are required to be registered with the DIR prior to bidding a public works project.

Contractor/Sub Contractor Legal Name	Registration Number	Registration Date	Expiration Date
Stanek Constructors	1000000499	7/1/2019	6/30/2022
Southern Counties Quality Masonry	1000008191	7/1/2019	6/30/2021
Amber Steel	1000000630	7/1/2019	6/30/2021
TWC	1000048887	7/1/2019	6/30/2020
National Coating & Lining	1000013795	7/1/2019	6/30/2021
Southern Contracting	1000002172	7/1/2019	6/30/2022

Source: <https://efiling.dir.ca.gov/PWCR/Search>

**Bid Item/Cost Review:** Stanek’s bid is 1.36% less than the Engineer’s Estimate and 3.12% more than the lowest bidder, HPS Mechanical. Mobilization is 3.8% of the contract amount well within the contract limit of 5%. The review of the individual bid items generally lines up with the other bidders and there is no obvious evidence of weighting the bid.



**Claims Filed:** Stanek answered No to Item 8 in Experience Data, regarding claims filed within the past 5 years.

**Addenda:** Stanek acknowledges receipt of Addendum's 1-6

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

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

- Although several resumes were submitted, the PM was not designated. However, all of the resumes submitted indicated adequate and appropriate experience. This irregularity is deemed minor and can be clarified with the Contractor on who the intended PM is.
- Stanek submitted 7 project references. They appear to meet the sewer by-pass experience with no record of spills. However, they have only completed (2) similar pump station projects in the past (5) years. However, within the past 5 years they have completed substantial WWTP and Lift Station rehabilitation work including projects in excess of 500 Hp that would provide them with the necessary experience and qualifications for the Leucadia Pump Station Rehabilitation Project.

**RECOMMENDATION:** Stanek received favorable and satisfactory references for all of the 7 project qualifications they submitted. Technically, they did not strictly meet the (3) Lift Station projects with one having a minimum of 500 Hp in the past five years requirement (none of the three lowest bidders meet this threshold), however, they have completed two lift stations in the past five years and additional qualifications include significant wastewater treatment plant and lift station construction experience. They do meet the (3) sewer bypass projects without incident of a spill requirement. They also submitted resumes of four different project managers that all possess satisfactory construction PM experience.

For all of the above reasons, we recommend that the District award the Leucadia Pump Station Rehabilitation Project to Stanek Constructors, Inc.

Attachments  
Table 1 – Bid Summary

**LEUCADIA PUMP STATION REHABILITATION PROJECT**

BID ITEM	BID DESCRIPTION	HPS	STANEK	FILANC	ENGINEER EST	SCW	PACIFIC HYDRO	AHREN'S MECH	METRO BUILDERS
1	Mobilization, Bonds, Permits, Cleanup and Demobilization	115,000.00	135,000.00	146,042.00		135,000.00	150,000.00	144,000.00	496,875.00
2	Demolition	324,000.00	170,000.00	193,475.00		227,000.00	142,549.00	199,000.00	66,175.00
3	Contractors Portable By-Pass Pump Station	142,000.00	183,000.00	135,502.00		170,000.00	284,881.00	201,000.00	364,650.00
4	Emergency Overflow Basin Permanent & Temporary Pumps	230,000.00	80,000.00	93,862.00		52,000.00	95,696.00	82,000.00	88,750.00
5	Emergency Overflow Basin Pump and Temporary By-Pass Pump Mechanical & Piping Installation	245,000.00	125,000.00	122,150.00		75,000.00	143,318.00	201,000.00	72,045.00
6	Pump Room Pumps Mechanical & Piping	473,000.00	650,000.00	534,042.00		642,000.00	806,013.00	622,000.00	752,200.00
7	Spare Jockey Pump	42,000.00	14,000.00	16,791.00		12,000.00	14,946.00	14,000.00	12,688.00
8	Wet Well Mechanical & Piping	275,000.00	100,000.00	72,968.00		95,000.00	87,364.00	90,000.00	156,625.00
9	Valve Vault Mechanical	48,000.00	35,000.00	18,640.00		28,000.00	32,461.00	52,000.00	60,325.00
10	Surge Tank Mechanical & Piping	54,000.00	100,000.00	44,147.00		85,000.00	63,611.00	105,000.00	89,353.00
11	Flow Meter Vault Mechanical & Piping	47,000.00	60,000.00	81,711.00		93,000.00	92,246.00	96,000.00	55,935.00
12	Odor Control System Installation & Associated Improvements	38,000.00	225,000.00	276,871.00		325,000.00	224,828.00	166,000.00	202,981.00
13	Manufacturer Supplied Liquid Oxygen Odor Control Unit	371,500.00	371,500.00	371,500.00		371,500.00	371,500.00	371,500.00	371,500.00
14	Emergency Force Main & Connections	95,000.00	150,000.00	180,020.00		200,000.00	231,071.00	88,000.00	49,480.00
15	Structural Modifications & Improvements	145,000.00	250,000.00	110,128.00		147,000.00	222,822.00	218,000.00	79,400.00
16	Civil Site Improvements	178,000.00	150,000.00	310,801.00		124,000.00	117,885.00	384,000.00	102,121.00
17	Miscellaneous Building Improvements & Exterior Building Painting	190,000.00	150,000.00	282,141.00		200,000.00	112,197.00	155,000.00	172,500.00
18	Electrical & Instrumentation	325,000.00	534,000.00	580,000.00		650,000.00	513,705.00	593,000.00	689,600.00
19	PLC Modifications and Programming	24,000.00	24,000.00	24,000.00		24,000.00	24,000.00	24,000.00	24,000.00
20	Start up and Testing	17,000.00	10,000.00	43,402.00		27,000.00	15,345.00	29,000.00	31,250.00
21	Site Restoration & Clean up	64,000.00	15,000.00	63,312.00		10,000.00	34,345.00	29,000.00	43,750.00
<b>TOTAL SHOWN IN BID</b>		<b>3,442,500.00</b>	<b>3,551,500.00</b>	<b>3,651,605.00</b>		<b>3,692,500.00</b>	<b>3,784,382.00</b>	<b>3,866,500.00</b>	<b>3,982,203.00</b>
<b>MATHEMATICAL TOTAL</b>		<b>3,442,500.00</b>	<b>3,551,500.00</b>	<b>3,651,605.00</b>	<b>3,700,000.00</b>	<b>3,744,500.00</b>	<b>3,784,382.00</b>	<b>3,866,500.00</b>	<b>3,992,784.00</b>



MEMORANDUM

Ref: 20-7044

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Contract Award for Engineering Support Services for District's Leucadia Pump Station Rehabilitation Project**

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**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an Amendment No. 8 to Task Order 29 with Infrastructure Engineering Corporation for engineering support services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$91,930.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

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

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

The District's Leucadia Pump Station Rehabilitation Project (Project) requires engineering support during the construction phase of the project. Engineering support services include attending pre-construction and progress meetings, review and process submittals and shop drawings, respond to Requests for Information (RFI), design plan revisions when required, and prepare record drawings upon project completion. Infrastructure Engineering Corporation (IEC) designed the project and Staff believes it is prudent to retain their services for continuity during the construction phase. Section 11.4, Continuing Services, of the District's Procurement Policy allows the retention of a firm for subsequent phases of a project. IEC submitted a proposal, attached, to provide office engineering services in an amount not to exceed \$91,930. Staff believes this fee is fair and reasonable.

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

**FISCAL IMPACT:**

Sufficient funds to cover the proposed cost for engineering support during construction have been budgeted.

rym:PJB

Attachment



January 21, 2019

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

**RE: Proposal for Additional Engineering Services for Construction Phase Services for Leucadia Pump Station Rehabilitation Project**

Dear Mr. Morishita:

It has been our pleasure to assist the District with the Leucadia Pump Station (LPS) Rehabilitation Design Project. This letter requests an amendment (Amendment 8) for construction support services. The services requested under this eighth amendment supplement, and do not overlap with, services authorized under the original contract or other Amendments.

**SCOPE OF SERVICES**

**Task 1.0 – Meetings**

IEC will attend the Pre-construction meeting and six (6) construction progress meetings thereafter for a total of seven (7) meetings. It is assumed that District staff will take meeting notes.

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

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

Contractor RFI's will be responded to in writing. The responses will first be sent to the District for input prior to returning to the Contractor. A RFI submittal log will be kept and will itemize the RFI and response(s). The log will also include the date received; reviewer; and the date returned to the contractor, and other pertinent information. It is anticipated that approximately fifteen (15) RFI's will be reviewed.



Mr. Robin Morishita  
Leucadia Wastewater District  
Page 2 of 2

**FEE**

The proposed level of effort and fee is indicated on the attached table. Billing will be in accordance with our current agreement for as-needed engineering services. We sincerely appreciate the opportunity to provide this proposal and assist the District with this project. Please contact me at (858) 842-6978 should you have any questions or need further information.

Sincerely,

Rob Weber, PE  
Senior Project Manager

cc: Jamie Fagnant, PE, IEC,  
Preston Lewis, PE, IEC

**FEE ESTIMATE**  
**LEUCADIA WASTEWATER DISTRICT**  
**Leucadia Pump Station Rehabilitation - Construction Services**

Task/ Subtask	Task/Subtask Description	<i>Sr. Project Manager (Skip Lewis)</i>	<i>Senior Project Engineer (Jamie Fagnant)</i>	<i>Engineer II/ CAD I Designer</i>	<i>Word Processor (Annette Moore)</i>	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$190.00	\$160.00	\$115.00	\$75.00					
<b>TASK 1</b>	<b>Project Management and Administration</b>									<b>\$13,460</b>
	Meetings (7)	28	6			34	\$6,280	\$700	\$0	\$6,980
	Project Status Reports/Coordination	24	12			36	\$6,480	\$0	\$0	\$6,480
<b>TASK 2</b>	<b>Shop Drawings and RFIs</b>									<b>\$78,470</b>
	Review Shop Drawings (40 and 16 resubmittals)	28	12	84	28	152	\$19,000	\$0	\$0	\$19,000
	Respond to RFIs (15)	30	15	120		165	\$21,900	\$70	\$0	\$21,970
	Electrical					0	\$0	\$0	\$27,500	\$27,500
	Structural					0	\$0		\$10,000	\$10,000
		110	45	204	28	387	<del>          </del>	<del>          </del>	<del>          </del>	<del>          </del>
		\$20,900	\$7,200	\$23,460	\$2,100	<del>          </del>	\$53,660	\$770	\$37,500	<b>\$91,930</b>

**TOTAL NOT-TO-EXCEED FEE: \$91,930**

100

## MEMORANDUM

Ref: 20-7045

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Contract Award for Construction Management Services for the District's Leucadia Pump Station Rehabilitation Project**

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### RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Mavteck for construction management services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$252,000.
2. Authorize the General Manager to execute an Agreement with Rockwell Construction Services, Inc. for electrical, instrumentation and controls construction management and inspection services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$37,800.
3. Discuss and take other action as appropriate.

### DISCUSSION:

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

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

The District's Leucadia Pump Station Rehabilitation Project (Project) requires construction management (CM) support to oversee construction of the project. The CM services consist of contractor oversight, negotiating change orders, construction inspection and administration. Mr. Maverick Madsen (Mavteck) has a proven track record of providing excellent CM services to the District. Mr. Madsen has provided excellent CM services for the 2017 Village Park No. 5 Pump Station Replacement, Batiquitos (B3) Force Main Discharge Section Replacement, and La Costa Force Main Emergency Repair projects. Additionally, Mr. Madsen provided constructability reviews during project design. For this Project, Mavteck submitted a proposal to provide CM services in an amount not to exceed \$252,000, an estimated 2100 hours at \$120 per hour. Based on the estimated fifteen (15) month construction period and Mr. Madsen's experience and past performance, staff believes this fee is fair and reasonable.

Included in the Project is the installation of five (5) dry pit submersible pumps, a submersible pump in the emergency basin and a submersible chopper pump in the wet well. Additionally, a super-oxygenation system for odor and corrosion control will be installed. The construction of these items will require CM services for electrical distribution, instrumentation and control systems. Mr. Rockwell Swanson (Rockwell Construction Services, Inc.) is well known in the

wastewater industry as a technical expert in these disciplines. He provided these specialized CM and inspection services during the previous 2006 Leucadia Pump Station Rehabilitation, the 2013 Batiquitos Pump Station Rehabilitation, the 2016 Saxony Pump Station Rehabilitation and the 2017 Village Park No. 5 Pump Station Replacement projects. Mr. Swanson submitted a proposal to provide electrical/instrumentation and control CM and inspection services in an amount not to exceed \$37,800, an estimated 280 hours at \$135 per hour. Based on Mr. Swanson's experience and past performance, Staff believes this fee is fair and reasonable.

Both Mr. Madsen and Mr. Swanson have consistently provided outstanding CM services on previous District projects. They possess the requisite knowledge of the District's collection system and operations. They performed constructability reviews of the Project during the project's design phase and, therefore, have thorough knowledge of the project's plans and specifications. Retaining their CM services during construction will provide continuity, efficiency and is in the best interest of the District. For these reasons, the procurement of these CM services satisfies the criteria for continuity of service under Section 11.4, Continuing Services, of the District's Procurement Policy.

The services provided by both contracts will be paid on a time and material basis. Therefore, Staff and the EC recommend that the Board award the contracts for CM and electrical/instrumentation and control inspection for the Project to Mavteck and Rockwell Construction Services Inc.

**FISCAL IMPACT:**

Sufficient funds to cover the proposed cost for these construction management and inspection services have been budgeted.

rym:PJB

## MEMORANDUM

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Contract Amendment No. 3 to Rising Tide Partners for Public Information Services**

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**RECOMMENDATION:**

Staff and the Community Affairs Committee (CAC) recommend that the Board of Directors:

1. Authorize the General Manager to execute a one-year contract Amendment with Rising Tide Partners (RTP) for Public Information Services in an amount not to exceed \$45,120.00
2. Discuss and take action, as appropriate.

**DISCUSSION:**

This item was reviewed at the February 6<sup>th</sup> CAC meeting and the CAC concurred with staff to present this item for the Board's consideration.

LWD entered into an agreement with RTP on March 9, 2016 to provide public information services to the District for an initial 3-year period and the agreement includes language to extend the contract. Staff believes that executing the contract for an additional year is in the best interest of the District.

Staff has negotiated the scope of work and fees with RTP. It includes similar services as the prior task orders that are most important to LWD's public information program. These specific tasks are:

- ❖ Draft newsletter ideas and graphic design work for the District newsletter(s);
- ❖ Assist staff with maintaining and updating LWD's Facebook *as required*;
- ❖ Assist staff with the Teacher Grant Program;
- ❖ Develop project outreach materials, *as required*; and
- ❖ Develop, create, and edit video content for LWD's use on social media/website.

As can be seen, many of the services to be provided are part of LWD's ongoing outreach efforts. Staff believes these items are important for keeping LWD's public information efforts current, as well as enhancing LWD's ability to provide timely information to the media and the public. The total proposed fee for Amendment No. 3 is \$45,120.00. Sufficient funds have been included in the FY20 budget to initiate this project and additional funds will be budgeted in the FY21 budget to complete it.

Proposed Amendment No. 3 which includes the Scope of Work and a budget detailing anticipated expenses is attached for the Board's review.

th:PJB

Attachment

**AMENDMENT NO. 3  
TO THE AGREEMENT BETWEEN  
THE LEUCADIA WASTEWATER DISTRICT  
AND RISING TIDE PARTNERS (RTP)  
FOR PROVIDING PUBLIC INFORMATION SERVICES**

Ref: 20-7004

This Amendment No. 3 to the AGREEMENT is made and entered into this 9th day of March, 2020 by and between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and RISING TIDE PARTNERS, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an initial three year AGREEMENT on March 9, 2016 for Public Information Services; and

WHEREAS, the DISTRICT has determined it would be most efficient to amend the AGREEMENT to allow CONSULTANT to provide specific public information services critical to the DISTRICT.

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

**ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT**

The Scope of Work is for the period March 9, 2020 to March 8, 2021 shall include the services described in Attachment A.

**ARTICLE 4: COMPENSATION**

Compensation for all work performed under Amendment No. 3 shall be calculated on a time and material basis. Compensation for the services described in Attachment A shall not exceed Forty-Five Thousand One Hundred Twenty Dollars (\$45,120). This amount shall not be exceeded unless there is a change in the scope of work and/or additional authorization by the DISTRICT, in writing and agreed to by both parties.

All other provisions of the original AGREEMENT shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto caused this Amendment No. 3 to be executed the day and year first written above.

**RISING TIDE PARTNERS**

**LEUCADIA WASTEWATER DISTRICT**

By: \_\_\_\_\_  
Jared Criscuolo  
President

By: \_\_\_\_\_  
Paul J. Bushee  
General Manager



## ATTACHMENT A

### SCOPE OF WORK FOR PUBLIC INFORMATION SERVICES

March 9, 2020 – March 8, 2021

#### DESCRIPTION OF SERVICES

The services included within this scope of work consist of the design and development of certain public information elements important to Leucadia Wastewater District. These services include a focus on LWD's commitment to environmental protection, financial stability, and excellent customer services, staying abreast of technology, low sewer service rates, and efficiencies in operations. The services included are those specifically required by the District.

#### I. SCOPE OF SERVICES

Based on our experience with similar public information projects, the following scope of services describes the tasks anticipated for LWD's Public Information Program in Fiscal Year 2020 and a portion in Fiscal Year 2021:

##### TASK 1 - NEWSLETTER

1. Draft Newsletter ideas and manage the graphic design, printing, and mailing of *up to two* District newsletter(s).
2. Meet with Community Affairs Committee for each newsletter.

##### TASK 2 – UPDATE FACEBOOK AND MAINTAIN WEBSITE

1. Continue to Build Facebook Audience and Focus on Engaging Community Members
2. Develop creative taglines for Facebook ads; generate content/posts and schedule posts to ensure communications reflect current and relevant information.
3. Provide monthly operations updates on Facebook and website

##### TASK 3 – PROJECT OUTREACH

1. Draft and outreach for media alerts to residents adjacent to major construction projects and other pipeline installations.
2. Assist with the Teacher Grant Program.
3. Develop written and visual components to creative assets including but not limited to maps, fliers, door hangers, signs, or other as needed media for print and digital publication.

##### TASK 4 – VIDEO OUTREACH

1. Script and develop video(s) for LWD's website, Facebook, and other outreach channels.
  - i. Short videos to cover a variety of issues including but not limited to blockages, improper disposal, maintenance and field services work,

capital improvement projects, personalities, and development of small-scale "hands on" assets about the plant.

## **II. FEES AND CONDITIONS**

The Services described in Section I. above, will be provided on an hourly rate basis in accordance with the current RISING TIDE PARTNERS Standard Rate Schedule with a not to exceed upper limit of \$45,120.00.

MEMORANDUM

Ref: 20-7036

DATE: February 6, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager [Signature]
SUBJECT: Annual Review of LWD Reserve Fund Policy

RECOMMENDATION:

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

- 1. Adopt Resolution No 2325 approving the revised Reserve Fund Policy;
2. Receive and file the Annual Reserve Fund Review Report; and
3. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Financial / Finance Policy Reviews

This item was reviewed at the February 4th IFC meeting and the IFC concurred with staff to present this item for the Board's consideration.

In February 2005, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Reserve Fund Policy which established a means for LWD to ensure that sufficient funds are available for current operating and capital needs. The policy was last revised in February 2019.

The Reserve Fund Policy establishes two distinct reserves at LWD: 1) Restricted Reserves and 2) Unrestricted Reserves. The policy also establishes various designations within each type of reserve and calls for an annual review of the reserve balances. This report constitutes that review.

Staff has reviewed the Reserve Fund Policy and is recommending a few small changes to the existing Reserve Fund Policy. The changes are for clarification purposes and a reserve name correction. A copy of the policy with highlighted changes is attached for the committee's review.

During November 2019, the Board received the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019 that included the following reserve balances:

Restricted Reserves:

Table with 2 columns: Reserve Designation, Reserve Balances. Rows include Capital Improvement Reserve, Encina Wastewater Authority Reserve, and Total (\$2,258,975).

Unrestricted Reserves:

Table with 2 columns: Reserve Designation, Reserve Balances. Rows include Operations Reserve, Replacement Reserve, Water Recycling Reserve, Emergency Reserve, and Total (\$32,714,661).

Staff will provide an overview of the FY 2019 reserve activity during the Board meeting.

rad:PJB

Attachment

## Exhibit A

### LEUCADIA WASTEWATER DISTRICT RESERVE FUND POLICY

Ref: ~~19-646320-7013~~

#### A. POLICY STATEMENT:

One key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital, and debt service cost needs. An additional critical element of fiscal responsibility is to anticipate and prepare for future funding requirements as well as for unforeseen disasters and other unforeseen events. The Leucadia Wastewater District (LWD) will at all times strive to have sufficient funding available to meet its operating, capital, and debt service cost obligations. Reserve funds will be accumulated and maintained in a manner, which allows LWD to fund costs consistent with LWD's adopted Asset Management Plan and Financial Plan, while avoiding significant rate fluctuations due to changes in cash flow requirements. LWD will also maintain an emergency reserve position that may be utilized to fund unexpected disasters or unanticipated major failures. The Board of Directors will annually review the level of reserve funds maintained.

#### B. DEFINITIONS:

Restricted Reserves: These reserves have restrictions on their use that are imposed by outside sources such as creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted Reserves: These reserves have no externally imposed use restriction. The use of Unrestricted Reserve funds is at the discretion of the Board of Directors. There are two categories of Unrestricted Reserves; Designated and Undesignated. At LWD, all Unrestricted Reserves have been Designated.

Designated Reserves: These reserves are set-aside for a specific purpose, which is determined by the Board of Directors. The Board of Directors also has the authority to redirect the use of these reserve funds as the needs of LWD change.

#### C. LEUCADIA WASTEWATER DISTRICT RESERVES:

LWD maintains the following reserve funds:

##### 1.0 **RESTRICTED RESERVES:**

###### a) Capital Improvement Reserve:

The purpose of the Capital Improvement Reserve is to finance future capital facilities that are expansion/growth related. These capital improvements are identified in LWD's Asset Management Plan and Financial Plan. These reserve funds are accumulated in an orderly manner in conformance with State law and drawn down as required by growth related capital projects.

###### b) Encina Wastewater Authority Reserve:

LWD is a member agency of the Encina Wastewater Authority Joint Powers Authority (EWA). EWA maintains member agency deposits on hand to meet its operational, inventory, and capital demands during any quarter. These deposits are restricted for that use.

## 2.0 UNRESTRICTED DESIGNATED RESERVES:

a) Operating Reserve:

Since the majority of operating revenues are received periodically over the fiscal year and operating expenses are incurred uniformly over the fiscal year, an operating reserve is necessary to fund those costs attributable to daily operations. To meet daily operational needs, LWD has established an Operating Reserve balance at 33% of annual budgeted operating expenses.

b) Replacement Reserve:

The Replacement Reserve provides funds for capital replacement and refurbishment of existing wastewater facilities. These capital improvements are identified in LWD's adopted Asset Management Plan and Financial Plan. Replacement Reserve funds are accumulated in an orderly manner and drawn down as required to fund capital replacement projects. To avoid abrupt sewer service rate changes, this reserve may be used to stabilize rates. The Replacement Reserve shall not exceed the total 20-year capital replacement costs for wastewater facilities as identified in the Financial Plan. The yearly average of the 20-year capital replacement costs is the minimum target balance to ensure that LWD is able to fund capital replacements as they are scheduled or needed.

c) Water Recycling Reserve:

The Water Recycling Reserve will fund capital improvements and replacement of water recycling facilities. This reserve can also be used to fund operating expenses in the Water Recycling Fund whenever there is a shortfall of recycled wastewater sales revenue. These capital improvements are identified in LWD's adopted Asset Management Plan and Financial Plan. The Replacement Water Recycling Reserve shall not exceed the total 20-year capital replacement costs for water recycling facilities as identified in the Financial Plan.

d) Emergency Reserve:

The Emergency Reserve provides funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated major failure in a period when capital improvements funds have otherwise been purposely spent down to preset limits on planned projects. The Emergency Reserve is at the discretion of the Board of Directors and is maintained at a level of \$7,500,000, which is based on the recommendation by LWD staff and the District Engineer (Exhibit A).

For further detail of the sources and uses of the above reserves please refer to following section "D".

## D. SOURCES AND USE OF FUNDS:

This section describes the sources and uses of funds for LWD reserves and includes maximum and minimum reserve balances and other informational notes.

## RESTRICTED RESERVES

RESERVE	SOURCE OF FUNDS	USE OF FUNDS	NOTES
Capital Improvement	Interest earned on reserve	Growth related capital expenditures	Funds previously accumulated from capacity fees. Now, capacity fees reflect 100% buy-in to the system and are transferred to the Replacement Reserve
EWA	Funds transferred from LWD to EWA for deposit with EWA	Funds transferred back from EWA to LWD due to reduction in deposit requirements	Deposit balances determined by EWA approved financial reserve policy. Deposit is for EWA Operating, Inventory, and Capital demands during any quarterly period

## UNRESTRICTED DESIGNATED RESERVES

RESERVE	SOURCE OF FUNDS	USE OF FUNDS	NOTES
Operating	Operating income and interest earned on reserve	Wastewater Operating expenses	Reserve balance maintained at 33% of budgeted operating expenses. Excess (deficit) funds transferred to (from) Replacement Reserve
Replacement	Property taxes, interest earned on reserve, 100% of Capacity Fees, and other non-operating income. Also excess operating <u>net</u> income transferred from Operating Reserve, and excess interest earned on emergency reserve	Replacement related capital expenditures and rate stabilization	Maximum reserve balance is 20-year capital replacement costs as identified in the Financial Plan. Minimum reserve target balance is the yearly average of the 20-year capital replacement costs as identified in the Financial Plan
Water Recycling	Recycled Water sales, grant income, and interest earned on reserve	Recycled Water capital improvement and replacement costs as well as water recycling operating expenses	Maximum reserve balance is 20-year capital replacement costs as identified in the Financial Plan.
Emergency	Originally funded by board action. Interest earned on reserve. <u>Additional funding as needed to maintain Reserve level.</u>	Emergency repair or replacement expenditures	Reserve balance maintained at \$7,500,000 level. Excess ( <u>deficit</u> ) funds transferred to ( <u>from</u> ) Replacement Reserve

## EXHIBIT A

### Leucadia Wastewater District Discussion of Emergency Reserve Fund

Maintenance of an Emergency Reserve Fund (ERF) would provide the benefit of providing funds for emergency response for repair or replacement of capital facilities potentially necessary due to natural disaster damage or unanticipated major failure in a period when capital improvement funds have otherwise been purposely spent down to preset limits on planned projects. Separately, Capital Reserve Funds will be accumulated in a planned manner through financing, setting aside a portion of sewer service fees, or a combination of both methods, as determined by Board policy.

The amount to be recommended for maintenance in the ERF has been evaluated and discussed by Leucadia Wastewater District (LWD) staff and the District Engineer. The following table lists some pros and cons for three potential levels of ERF.

ERF Alternatives	Pros	Cons
Alternative 1: LWD maintain small ERF of \$1.0 million	<ol style="list-style-type: none"> <li>1) Reduces initial reliance on borrowing.</li> <li>2) Would extend period of reduced rate increases.</li> </ol>	<ol style="list-style-type: none"> <li>1) Not enough reserve to respond to many reasonably possible emergency events.</li> <li>2) Increased risk at point of ERF exhaustion that emergencies could not be responded to timely.</li> <li>3) Reduced District liquidity and lesser financing qualifications.</li> <li>4) Increased long term reliance on borrowing.</li> </ol>
Alternative 2: LWD maintain a Moderate ERF of \$7.5 million	<ol style="list-style-type: none"> <li>1) Sufficient funds to adequately replace or repair two major District facilities on an emergency basis.</li> <li>2) Sufficient funds to replace or repair about six or seven concurrent intermediate size facility problems at any given time.</li> <li>3) Unlikely to deplete ERF in a time period that would not allow establishment of additional financing, if necessary.</li> <li>4) Provides opportunity for investment of modest amount of about 1.5 years worth</li> </ol>	<ol style="list-style-type: none"> <li>1) Ties up \$7.5 million of funds that could be used to offset or defer rate increases.</li> <li>2) May be considered as ability to pay discretionary fines in the potential event of a major wastewater spill.</li> <li>3) Over time, it may be determined that the \$7.5 million amount should be decreased or increased depending on facility performance and risk tolerance.</li> </ol>


	<p>of sewer service fee collections.</p> <p>5) Provides ability to fund one to two years of typical CIP schedule projects, while additional funding is being established.</p> <p>6) Increases liquidity of District that would be considered positively by financial markets when considering other financing issues.</p>	
<p>Alternative 3: LWD maintain a Large ERF of \$15 million</p>	<p>1) Very little risk that any emergency situation would result that funds were not available for immediate response.</p>	<p>1) Maintenance of large reserves is considered by some watch dog entities as a negative attribute.</p>

Based on an analysis of the above three ERF funding alternatives above, LWD staff and the District Engineer recommend that LWD adopt Alternative 2 – LWD Maintain a Moderate ERF of \$7.5 million.



## MEMORANDUM

Ref: 20-7037

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Proposition 218 Process and Schedule a Public Hearing to Consider Adoption of an Ordinance increasing the Sewer Service Charges for Fiscal Years 2021, 2022 and 2023**

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### RECOMMENDATION:

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

1. Authorize Staff to Proceed with the Proposition 218 Process; and,
2. Schedule a Public Hearing to Consider Adoption of an Ordinance Increasing the Sewer Service Charges for Fiscal Years 2021, 2022 and 2023; or
3. Discuss and take other action, as appropriate.

### BACKGROUND:

This item was reviewed at the February 4<sup>th</sup> IFC meeting and the IFC concurred with staff to present this item for the Board's consideration.

The LWD Board of Directors adopted a Financial Plan Study on June 6, 2018. This Plan provides critical information regarding required operating and capital expenditures for the next 20 years. The Financial Plan Study indicated that in order for the District to meet the projected future operating and capital expenditures necessary to maintain the integrity of its collection system, a sewer service charge increase was required beginning fiscal year 2021.

### DISCUSSION:

At the January 8, 2020 Board meeting, staff presented an update of the Financial Plan tracking module. Staff explained that each year following the final audit, staff updates the Financial Plan tracking module to monitor how the District's revenues, expenditures, and reserves are tracking with the Financial Plan's projections.

Based on the Financial Plan Update tracking and discussion, the Board directed staff to move forward with the planned sewer service rate increase for fiscal year 2021 and proceed with the Proposition 218 Notice process.

Staff has drafted the text for the Proposition 218 Notice, along with a schedule for tasks that meets the requirements of the CA Constitution Article XIID and the Proposition 218 Omnibus Implementation Act. The draft text for the Proposition 218 Notice and schedule of tasks is attached for the Board's review.

Staff and the IFC recommend that the Board of Director's authorize staff to proceed with the Proposition 218 process, set a public hearing to consider adoption of an Ordinance increasing the sewer service charges for Fiscal Year 2021, 2022 and 2023 and approve the draft text for the Proposition 218 Notice.

th:PJB

Attachments

## 2020 Prop 218 Notice Schedule

Date	Tasks	Days prior to Public Hearing
1/13/2020	Begin working on the draft <i>text</i> Prop 218 Notice	149
1/30/2020	IFC agenda delivered	132
2/4/2020	IFC to review draft Prop 218 notice	127
2/12/2020	Board agenda item - authorize staff to begin Prop. 218 notice process	119
2/13/2020	Get quote to mail out Prop 218 notice	118
3/2/2020	Finalize notice and provide to RTP for graphics	100
3/12/2020	RTP provide staff with draft layout of Prop. 218 notice	90
3/16/2020	Staff review RTP design layout of notice and get back edits by 3/19/2020	86
3/26/2020	RTP complete final changes to design of Prop 218 notice	76
4/1/2020	LWD begin coordinate the mailing with printers (submit mailing list)	70
4/26/2020	Prop 218 Notice must be mailed before this date ( 45 days prior to public hearing)	45
5/27/2020	Public Hearing Notice in UT w/ notice Collection of Wastewater Service Charge	14
6/3/2020	Public Hearing Notice in UT w/ notice Collection of Wastewater Service Charge	7
6/10/2020	Public Hearing date June Board meeting	0
7/1/2020	New FY 21 Sewer Rates effective date	

## About Leucadia Wastewater District

The Leucadia Wastewater District (District) was formed in April 1959 pursuant to the County Water District Law. Established as an Enterprise Special District, the District is authorized to provide wastewater collection and treatment services, and to levy rates and fees to support those services.

The District provides wastewater service to the Leucadia and Village Park areas of Encinitas and the La Costa area of Carlsbad. The District encompasses 16 square miles and serves approximately 62,600 residents. Wastewater from the District's service area is transported to the Encina Water Pollution Control Facility where it is treated to federally-mandated standards to protect public health. The Encina Plant is a regional facility located in Carlsbad that is jointly owned by the District and five other public entities.

The District also owns and operates the Gafner Water Reclamation Facility, which has a treatment capacity of 1 million gallons per day. Recycled water produced at the Gafner Facility is sold to the Omni La Costa Resort and Spa for use as irrigation for its golf course.

Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009



## Notice of Public Hearing on Sewer Service Charge Increase

The ***Leucadia Wastewater District*** is considering sewer service rate changes that will affect your property tax bill. This document explains the public hearing and protest process, the rate increases being proposed and it will further explain the reasoning behind the proposed rate adjustments.

### Public Hearing Information

***A public hearing will be held on the proposed increases to sewer service charge rates in fiscal years 2021, 2022, and 2023.*** The public hearing will be held on **Wednesday, June 10, 2020 at 5 p.m.** in the Boardroom located at 1960 La Costa Avenue, Carlsbad, CA 92009. The Board of Directors will hear and consider oral testimony and written material submitted regarding the proposed rate increases at the hearing. Any written protest must include a name, signature and the property address or Assessor Parcel Number (APN). One written protest per parcel will be counted in calculating a majority protest to the proposed increase.

## Notice of Public Hearing

In compliance with Article XIID of the California State Constitution and the Proposition 218 Omnibus Implementation Act, notice is hereby given that the Leucadia Wastewater District Board of Directors will hold a public hearing regarding proposed sewer service charge increases for the next three fiscal years.

### Public Hearing Information Continued

Written protest may be mailed to the Leucadia Wastewater District at 1960 La Costa Avenue, Carlsbad, CA 92009 or submitted prior to and during the public hearing. Submissions will be accepted if they are received prior to the close of the public hearing. At the close of the public hearing, the Board of Directors will consider and may approve the rate increases. **Oral comments at the public hearing will not qualify as formal protests unless accompanied by a written protest.** If, by the close of the public hearing, written protests against the rate increase are not presented by a majority of property owners, the Board of Directors will be authorized to adopt an ordinance to increase the sewer rate charge. Although the public hearing will be held to consider proposed rates for three fiscal years, the Board of Directors will annually confirm the need for the annual rate prior to July 1<sup>st</sup> of the last two years of the rate period. The time and place for these future meetings will be provided in published newspaper notices and posted on the District's Website at [www.lwwd.org](http://www.lwwd.org)

## Explanation of Annual Sewer Service Charge Increases

The Leucadia Wastewater District proactively plans for increases in costs associated with operations, maintenance, and replacement or rehabilitation of aging infrastructure. The District also pays a percentage share of the operation, maintenance, and capital replacement cost at the jointly owned Encina Sewage Treatment Plant. To cover these anticipated increases in costs, an increase in wastewater rates over the next three years is being proposed. This will be the first increase in three years, as the District has successfully kept rates flat for that time frame. During the last three years, the District has continually inspected its sewer lines and pump stations and has maintained them in excellent working order. During that time the District spent over \$21 million on ongoing operating and maintenance costs and over \$20 million on equipment and infrastructure replacement and rehabilitation. The District used an engineering firm to develop an Asset Management Plan which determines when capital facilities will need to be replaced, and at what costs. The District also used a financial firm to prepare a Financial Plan Study, which projects the District's revenue and expenditures over the next twenty years and determines the timing of sewer rate increases. These proposed sewer rate increases for the next three years are part of the latest Financial Plan Study completed in June 2018.

These increases are based on the needs of the District. It is anticipated that the District will spend approximately \$25 million for operating and maintenance costs and \$26 million on capital replacement and rehabilitation costs over the next three years. The District's current sewer service charge is \$28.64 per month, or \$343.68 annually, per Equivalent Dwelling Unit (EDU). Currently, the District has the lowest sewer service rate in San Diego County. To help keep costs down, the District utilizes a pay as you go methodology. The District has no financing debt but collects funds ahead of time to pay for upcoming capital needs, thus saving significant amounts on financing and interest expense.


The Leucadia Wastewater District Board of Directors is proposing rate increases for the next three fiscal years in accordance with the following chart. All rates are based on one Equivalent Dwelling Unit (EDU).

Fiscal Year	Annual Rate	Monthly Rate
2020 (Current)	\$343.68	\$28.64
2021	\$378.04	\$31.50
2022	\$415.84	\$34.65
2023	\$457.42	\$38.12

*The current San Diego County average monthly sewer charge, as of January 2020, is \$50.86 per month per EDU. <sup>1</sup>*

<sup>1</sup> Wastewater User Charge Survey Report,

**MEMORANDUM**

**DATE:** February 6, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Call for Nominations to the CSDA Board of Directors Seat B

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**RECOMMENDATION:**

That the Board of Directors considers the following:

1. Discuss and take action as appropriate.

**DISCUSSION:**

Leucadia Wastewater District received notification that nominations are being solicited for the remaining term of Seat B, which is currently vacant, on CSDA's Board of Directors. Any regular member of an Independent Special District is eligible to nominate one person, a board member or managerial employee. The deadline for receipt of all nominations is March 6, 2020. The nomination form must include a Board resolution/minute action supporting the candidate.

All nominees will receive a Candidate's Letter in the mail. CSDA Southern Network Board Members will conduct interviews of candidates and then a Board appointment recommendation will be submitted by CSDA Southern Network Board Members for consideration by the full Board on March 27, 2020. The newly appointed Board Member for the Southern Network Seat B will take office April 1, 2020.

Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached is CSDA's notification letter, the nomination form, and a map showing the CSDA regions.

tb:PJB

Attachments



**California Special  
Districts Association**  
*Districts Stronger Together*



**DATE:** January 22, 2020

**TO:** CSDA Voting Member Presidents and General Managers –  
Southern Network

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT:** **CSDA BOARD OF DIRECTORS VACANCY –  
CALL FOR NOMINATIONS: SEAT B – SOUTHERN NETWORK**

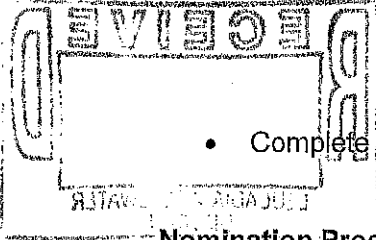
The CSDA Elections and Bylaws Committee is looking for independent special district Board Members or their General Managers from the Southern Network who are interested in leading the direction of the California Special Districts Association for the remainder of the 2020 - 2022 term, Seat B which is currently vacant.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the Southern Network (see attached CSDA Network Map).

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the summer/fall.  
*(CSDA does **not** reimburse travel related expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however registration fees are covered)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*



- Complete Annual Chief Executive Officer Evaluation.

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 6, 2020. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814

E-mail: [amberp@csla.net](mailto:amberp@csla.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination.

CSDA Southern Network Board Members will conduct interviews of candidates that submitted nominations on March 9 – 13, 2020.

A Board appointment recommendation will be submitted by CSDA Southern Network Board Members for consideration by the full Board on March 27, 2020.

The newly appointed Board Member for the Southern Network Seat B will take office April 1, 2020.

If you have any questions, please contact Amber Phelen at [amberp@csla.net](mailto:amberp@csla.net).



California Special  
Districts Association  
*Districts Stronger Together*

**2020-2022 BOARD APPOINTMENT  
FOR SEAT B SOUTHERN NETWORK  
NOMINATION FORM**

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: SOUTHERN

District Telephone: \_\_\_\_\_

Candidate Direct Telephone: \_\_\_\_\_

Best Time to Arrange a Call: AM  PM   
Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

**Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax  
amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS – March 6, 2020***





California Special  
Districts Association  
*Districts Stronger Together*

**2020-2022 CSDA BOARD APPOINTMENT  
SEAT B SOUTHERN NETWORK  
CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/Minutes:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

\_\_\_\_\_  
\_\_\_\_\_

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\_\_\_\_\_  
\_\_\_\_\_

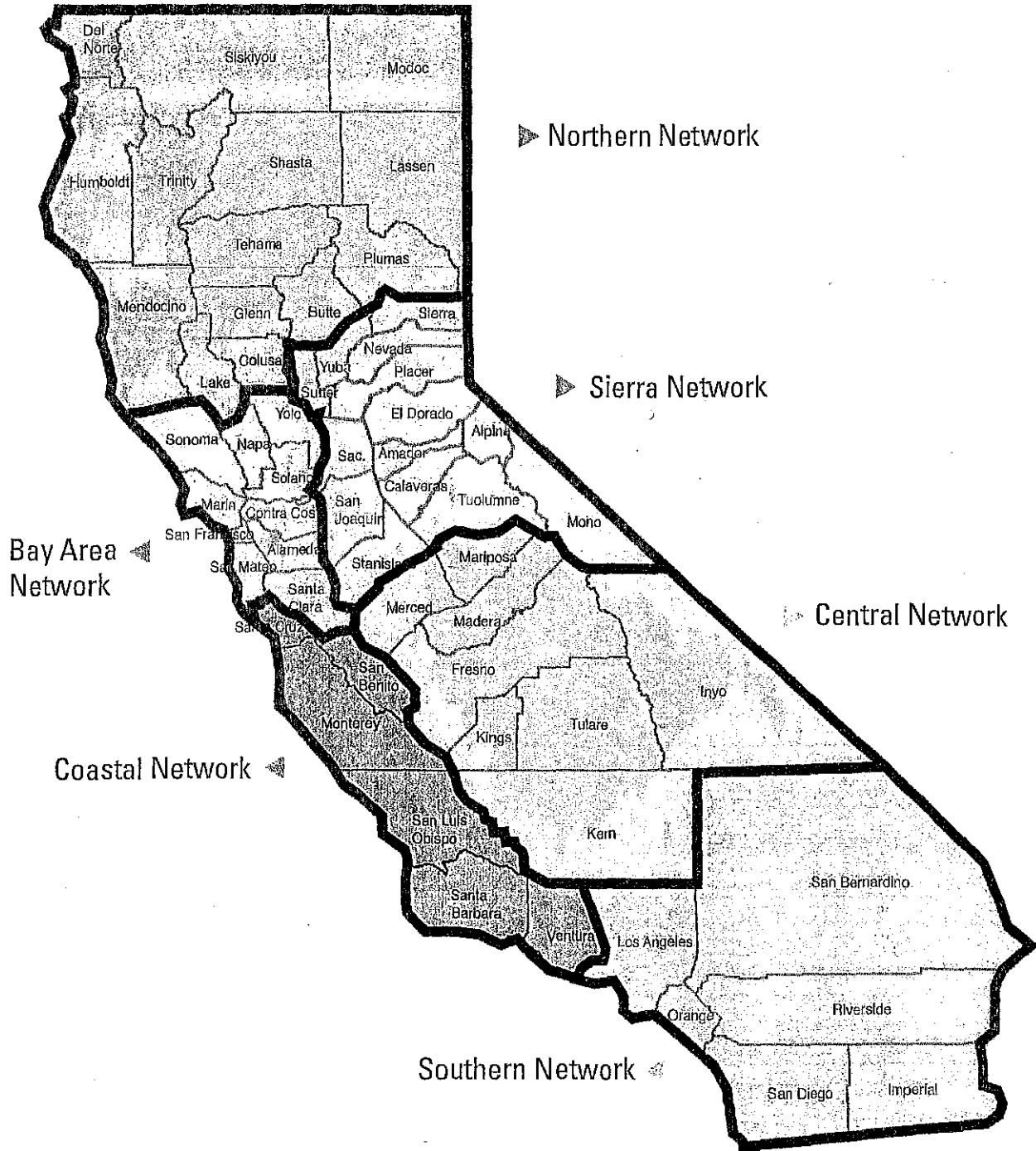
4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Additional Candidate Statement** – Please provide an additional statement that includes any personal or professional information that will assist the Board of Directors in making their selections. The preferred formatting for the statement is to be typed with 1-inch margins, 1.5 spacing, 12 pt. Times New Roman font, and no more than 2 pages.



California Special Districts Association  
**DISTRICT NETWORKS**





# San Diego Chapter

## California Special Districts Association

February 4, 2020

To: San Diego Chapter CSDA Member Agencies  
 From: Tom Kennedy, San Diego Chapter President  
 Subject: San Diego Chapter CSDA Quarterly Dinner Meeting  
 Event Date: **Thursday, February 20, 2020**  
 Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**  
 Location: **The Butcher Shop Steakhouse – Kearny Mesa**  
 5255 Kearny Villa Road, San Diego - (858) 565-2272  
<http://www.butchershopsd.signonsandiego.com>

**Board of Directors**

**President**

**Tom Kennedy**  
 Rainbow Municipal Water District

**First Vice-President**

**Jim Peasley**  
 Padre Dam Municipal Water District

**Second Vice-President**

**Elaine Sullivan**  
 Leucadia Wastewater District

**Treasurer**

**Richard Stevenson**  
 Sweetwater Authority

**Secretary**

**Diana Towne**  
 Rincon del Diablo Municipal Water District

**Past President**

**Michael J. Bardin**  
 Santa Fe Irrigation District

**State CSDA Director**

**Jo MacKenzie**  
 Vista Irrigation District

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

***“Issues Impacting San Diego’s Agricultural Communities”***  
***By Hannah Gbeh, Executive Director***  
*San Diego County Farm Bureau*

Be sure to read your February 2020 San Diego Chapter CSDA Newsletter for more great information.

***Dinner Menu Selections – \$30 per person (\$40 non-member)***

*Public is invited to attend the dinner at the \$40 non-member price*

Tri-Tip Steak with Bordelaise Sauce, New Potatoes and Vegetables  
 Fillet of Atlantic Salmon- Sauteed Salmon Fillet with Dill Buerre Blanc  
 Mediterranean Pasta - Pasta, Olive Oil, Garlic, Sun-Dried Tomatoes, Black Olives, Feta Cheese

**Registration deadline is: Thursday, February 13, 2020**

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Tom Kennedy at (760) 728-1178 Ext. 130; [tkennedy@rainbowmwd.com](mailto:tkennedy@rainbowmwd.com), or Rich Stevenson at (619) 409-6711; [rstevenson@sweetwater.org](mailto:rstevenson@sweetwater.org)

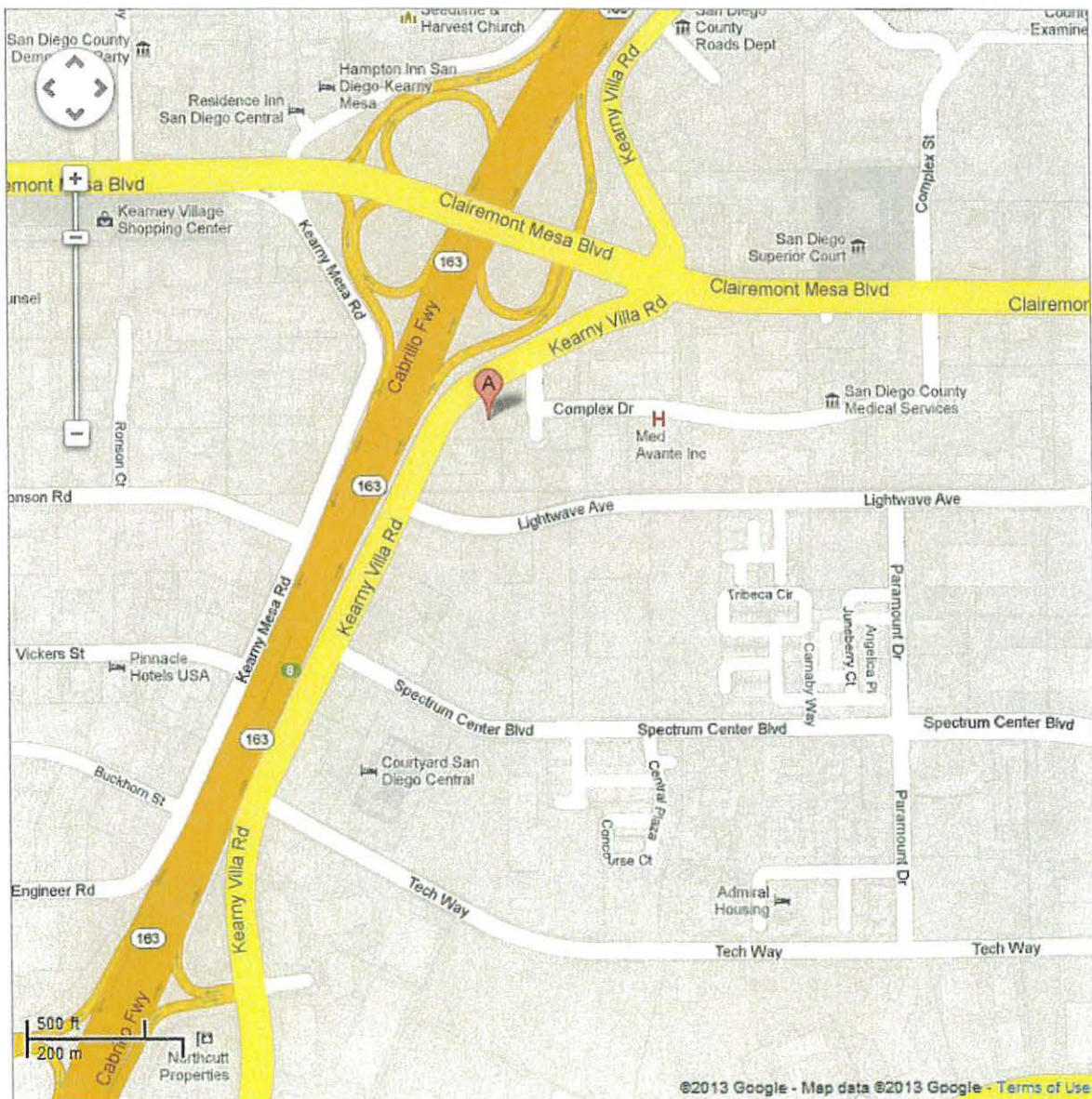
Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.

**Directions to: The Butcher Shop Steakhouse – Kearny Mesa**  
**5255 Kearny Villa Road, San Diego - (858) 565-2272**  
<http://www.butchershopsd.signonsandiego.com>

Located just off HWY 163 & Clairemont Mesa Blvd.

From South: Take 163 North to Clairemont Mesa Blvd East. Take the first two rights. We are on the left side of the street.

From North: Take 163 South to Clairemont Mesa Blvd East. Cross the 163 overpass and take the first right. Once again we are on the left side of the street.

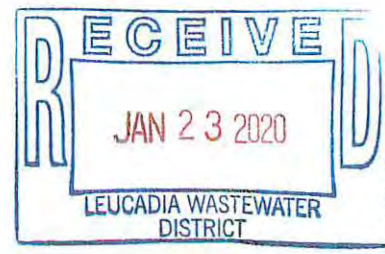


# Encinitas

UNION SCHOOL DISTRICT

101 S. Rancho Santa Fe Road  
Encinitas, CA 92024-4349  
Phone: (760) 944-4300  
FAX: (760) 944-4393  
www.eusd.net

*ms*



**Board of Trustees**

Emily Andrade  
Leslie Schneider  
Gregg Sonken  
Marla Strich  
Rimga Viskanta

January 16, 2020

Leucadia Water District  
1960 La Costa Avenue  
Carlsbad, CA 92009

**Superintendent**

Andrée Grey, Ed.D.

Greetings:

On behalf of the Board of Trustees, I would like to thank you for your generous donation of cash for support Capri Elementary. The Board wants you to know that your donation is very much appreciated. This type of support helps to build a stronger educational system for our children and the community.

**Assistant Superintendents**

Amy Illingworth, Ed.D.  
Educational Services

Again, please accept our gratitude for your thoughtfulness.

Angelica Lopez, Ed.D.  
Administrative Services

Yours truly,

Joseph Dougherty  
Business Services

*Andrée Grey*

Andrée Grey, Ed.D.  
Superintendent

/all

# Directors' Meetings

Presented by Directors Omsted, Hanson, and Sullivan

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## Conference

2020 CASA Winter Conference

## Dates and Location

January 21-23, 2020

Renaissance Indian Wells, Indian Wells, CA

## List of Attendees

Director Omsted

Director Hanson

Director Sullivan

The above mentioned Board members attended various sessions regarding governance and management of wastewater operations.