



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, January 8, 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**
None.

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:

December 10, 2019 Human Resources Committee Minutes (Pages 5-6)

December 11, 2019 Regular Board Meeting (Pages 7-12)

8. Approval of Demands for December 2019/January 2020

This item provides for Board of Directors approval of all demands paid from LWD during the month of December and a portion in January 2020. (Pages 13-29)

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 30-36)

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 37-44)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of December 2019. (Pages 45-46)

12. Status Update on the Fiscal Year 2020 (FY20) LWD Tactics and Action Plan

(Pages 47-52)

EWA REPORTS

13. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on December 11, 2019 – report by President Juliussen. (Page 53)

COMMITTEE REPORTS

14. Committee Reports

A. Human Resources Committee meeting was held on December 10, 2019 – report by Director Hanson. (Page 54)

B. Engineering Committee meeting was held on January 7, 2020 – report by Director Kulchin. (Verbal)

C. Investment and Finance Committee meeting was held on January 7, 2020 – report by Director Hanson. (Verbal)

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. (Pages 55-62)

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. (Pages 63-68)

17. Comprehensive Financial Plan Tracking Update. (Page 69)

18. Adopt Resolution No. 2324 – Adopting the Revised Board-General Manager/Staff Relations Policy. (Pages 70-75)

19. Call for Nominations to the San Diego Local Agency Formation Commission (LAFCO) Regular Member Election. (Pages 76-79)

20. 2020 Board of Directors Committee Assignments. (Pages 80-82)

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

A. La Costa Pump Station Forcemain Issue. (Verbal)

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

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. (Page 83)

D. 2020 WateReuse CA Annual Conference is scheduled for March 15-17, 2020 at the Hyatt Regency San Francisco in San Francisco, CA. (Pages 84-85)

22. Directors' Meetings and Conference Reports

23. General Manager's Report

24. General Counsel's Report

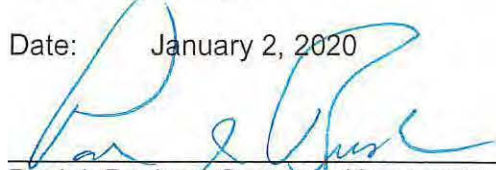
25. Board of Directors' Comments

26. Adjournment

AFFIDAVIT OF POSTING

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

Date: January 2, 2020



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resources Committee Meeting
December 10, 2019

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Wednesday, December 10, 2019 at 1:00 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 1:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

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

3. Public Comment

None.

4. New Business

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

ASM Duffey presented the item stating the policy calls for an annual review. He provided background information on the policy indicating that it was last updated in January 2019 and it is a tactical goal for Fiscal Year 2020. He stated staff has reviewed the policy and is not recommending any changes.

Director Omsted suggested minor edits and sentence restructuring to Section II, item F, Section III, item C, and Section V, item C. He also suggested adding to Section VI regarding Board comments about District business at other official meetings. Staff stated they would make these changes.

GM Bushee stated that once the changes are made, staff will send the updated Policy to the HRC to review and comment on prior to placing this item on the January Board agenda.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 1:32 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT**Minutes of a Regular Board Meeting**

December 11, 2019

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, December 11, 2019 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:

Kulchin, Juliussen, Omsted, and Hanson

DIRECTORS ABSENT:

Sullivan

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 Field Services Specialist Ian Riffel

3. Pledge of Allegiance

President Kulchin led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

| Director | Vote |
|--------------------------|--------|
| President Kulchin | Yes |
| Vice President Juliussen | Yes |
| Director Omsted | Yes |
| Director Hanson | Yes |
| Director Sullivan | Absent |

6. Presentations and Awards

None.

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

Minutes of the following meetings:

November 13, 2019 Regular Board Meeting

November 20, 2019 Community Affairs Committee Meeting

December 4, 2019 Engineering Committee Meeting

8. Approval of Demands for November/December 2019

Payroll Checks numbered 21701-21753; General Checking Checks numbered 53515-53612

9. Operations Report (A copy was included in the original December 11, 2019 Agenda)

10. Finance Report (A copy was included in the original December 11, 2019 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of November 2019.

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

| Director | Vote |
|--------------------------|--------|
| President Kulchin | Yes |
| Vice President Juliussen | Yes |
| Director Omsted | Yes |
| Director Hanson | Yes |
| Director Sullivan | Absent |

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on November 13, 2019.

Vice President Juliussen reported on EWA's November 13, 2019 Board meeting.

B. EWA Member Agency Manager's (MAM) - Meeting held on December 3, 2019.

GM Bushee reported on EWA's MAM December 3, 2019 meeting.

13. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on November 20, 2019.

President Kulchin reported that the CAC reviewed three teacher grant applications and agreed with staff to present the applications to the Board of Directors.

This item will be reviewed by the Board of Directors later in the agenda.

B. Engineering Committee (EC) Meeting was held on December 4, 2019.

Vice President Juliussen reported that the EC reviewed the following recommendation:

- Adopt Resolution No. 2322 – Gupta Annexation

The EC concurred with staff to present this recommendation to the Board of Directors and it 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.

ACTION ITEMS

14. Amended Revised Establishment Document of the Encina Wastewater Authority

Adopt Resolution No. 2319 – An Amended Revised Establishment Document of the Encina Wastewater Authority.

GM Bushee presented the item stating that at Encina Wastewater Authority's (EWA) November 13, 2019 Board of Directors and Encina Joint Advisory Committee meetings, the Boards adopted an amended Revised Establishment Document (RED) and directed EWA staff to forward it to the member agencies for their adoption. GM Bushee provided background information on the RED and noted that the main purpose of the amended RED is to conform with Assembly Bill 1912 (AB1912) which requires the Member Agencies to be jointly liable for all retirement obligations in the event the Joint Powers Authority dissolves, ceases to operate or withdraws from its retirement system.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Omsted and unanimously carried, the Board of Directors adopted Resolution No. 2319 Amending the Revised Establishment Document of the Encina Wastewater Authority by the following vote:

| Director | Vote |
|--------------------------|--------|
| President Kulchin | Yes |
| Vice President Juliussen | Yes |
| Director Omsted | Yes |
| Director Hanson | Yes |
| Director Sullivan | Absent |

15. Award Teacher Grants

ASsup Hill introduced the item and provided background information noting that this item was reviewed by the Community Affairs Committee (CAC) on November 20th. ASsup Hill stated the District received three applications by the deadline. She noted that all three schools qualified for the grants and the grants totaled \$4,091.00.

President Kulchin stated the CAC reviewed all three applications and the CAC was impressed by all the teachers.

Following discussion, upon a motion duly made by Vice President Juliussen, seconded by Director Omsted and unanimously carried, the Board of Directors awarded three Teacher Grants totaling \$4,091.00 by the following vote:

| Director | Vote |
|--------------------------|--------|
| President Kulchin | Yes |
| Vice President Juliussen | Yes |
| Director Omsted | Yes |
| Director Hanson | Yes |
| Director Sullivan | Absent |

16. Adopt Resolution No. 2320 – Updating LWD’s Records Retention Policy and Schedules.

ASsup Hill presented the item noting it is a Fiscal Year 2020 tactical goal. She provided background information on the policy noting that it was last revised in 2015. She stated that the current Records Retention Policy and Schedules needs to be updated for the following reasons:

- To assure that the revised policy continues to meet applicable provisions of California law relating to the retention and destruction of public records;
- Revise the policy to include travel reports, written protests and security camera footage; and
- Update the policy with minor administrative changes.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Juliussen and unanimously carried, the Board of Directors Adopted Resolution No. 2320 – Updating LWD’s Records Retention Policy and Schedules by the following vote:

| Director | Vote |
|---------------------------------|-------------|
| President Kulchin | Yes |
| Vice President Juliussen | Yes |
| Director Omsted | Yes |
| Director Hanson | Yes |
| Director Sullivan | Absent |

17. Board of Directors Election of Officers

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

Upon a motion duly made by Director Omsted, seconded by Director Hanson, and carried, the Board of Directors elected Vice President Juliussen as the Board President for Calendar Year 2020 by the following vote:

| Director | Vote |
|---------------------------------|-------------|
| President Kulchin | Yes |
| Vice President Juliussen | Yes |
| Director Omsted | Yes |
| Director Hanson | Yes |
| Director Sullivan | Absent |

Upon a motion duly made by Vice President Juliussen, seconded by Director Hanson, and carried, the Board of Directors elected Director Omsted as the Board Vice President for Calendar Year 2020 by the following vote:

| Director | Vote |
|---------------------------------|-------------|
| President Kulchin | Yes |
| Vice President Juliussen | Yes |
| Director Omsted | Yes |
| Director Hanson | Yes |
| Director Sullivan | Absent |

18. Adopt Resolution No. 2322 - Requesting LAFCO to Take Proceedings for the Gupta Change of Organization

DE Wilson presented the item stating that the annexation into the District of the Gupta Property (Gupta), consists of a Chevron Gas Station for planned tenant expansion (upgraded Mini-Mart and Quick Serve Restaurant) at 865 Orpheus Avenue.

DE Wilson indicated that the ultimate connection of Gupta into the District's collection system is covered under a Reimbursement Agreement, Ordinance No. 127. He explained that Ordinance No. 127 was approved in February 2013 and at that time the developer constructed an extension of the public sewer line in Orpheus Avenue to connect their commercial development to District service. Gupta will now have to reimburse the developer approximately \$57,000 to connect to public sewer facilities as part of the Reimbursement Agreement to pay their fair share of the construction costs. DE Wilson continued that the annexation of Gupta into the District's service area is required before the District can provide sewer collection services.

DE Wilson indicated that the Gupta development would connect via a single private sewer lateral to the District's collection system. He also stated that per the City of Encinitas, this connection is now required in order to provide sewer service to the new expanded Gupta commercial facilities.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2322 – Requesting LAFCO to take proceedings for the Gupta Change of Organization by the following vote:

| Director | Vote |
|--------------------------|--------|
| President Kulchin | Yes |
| Vice President Juliussen | Yes |
| Director Omsted | Yes |
| Director Hanson | Yes |
| Director Sullivan | Absent |

19. Local Agency Formation Commission (LAFCO) Ballot Form – Special Districts Advisory Committee Election.

EA Baity presented the item stating that LAFCO is requesting that the District select up to eight eligible nominees for the Advisory Committee. The deadline for the receipt of ballots is January 6, 2020 and staff has no recommendation on this matter.

Following discussion, upon a motion duly made by Vice President Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors agreed to support and nominate Michael Sims of Bonita-Sunnyside Fire Protection District, Jack Bebee of Fallbrook Public Utility District, James E. Gordon of Deer Springs Fire Protection District, Robert Thomas of Pomerado Cemetery District, Albert C. Lau of Santa Fe Irrigation District, Thomas Kennedy of Rainbow Municipal Water District, Kimberly A. Thorner of Olivenhain Municipal Water District, and Mark Robak of Otay Water District to the Special Districts Advisory Committee positions by the following vote:

| Director | Vote |
|--------------------------|--------|
| President Kulchin | Yes |
| Vice President Juliussen | Yes |
| Director Omsted | Yes |
| Director Hanson | Yes |
| Director Sullivan | Absent |

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

A. Thank You letter from Glenner Alzheimer's Family Centers.

EA Baity stated the District received a thank you letter from Glenner Alzheimer's Family Centers.

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

GM Bushee reported on the following items:

- Update on the Thanksgiving Day spill at Batiquitos Pump Station;
- LWD Holiday Luncheon;
- LAFCO Special Districts Advisory Committee Meeting on December 20th; and
- Carlsbad Police site search for suspected criminals on the run at the District site on December 6th

GM Bushee wished everyone a Merry Christmas and Happy Holidays.

23. General Counsel's Report

None.

24. Board of Directors' Comments

Vice President Juliussen thanked the Board for voting for him to be the 2020 Board President. Vice President Juliussen stated he would be the Encina Wastewater Authority Chair for 2020.

President Kulchin thanked the Board for allowing him to be the 2019 Board President. President Kulchin also thanked staff for their work during the Thanksgiving Day spill.


25. Adjournment

President Kulchin adjourned the meeting at approximately 5:29 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

MEMORANDUM

DATE: January 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of December/January Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **422,574.35**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period December 6, 2019 through January 2, 2020.

Operating expenses totaled **\$267,044.03**, Capital Improvement Program expenses totaled **\$48,787.68**, and Payroll expense for District Employees and the Board totaled **\$106,742.64**.

| | |
|--------------|--|
| Attachment 1 | Summary of Demands by Account December 6, 2019-January 2, 2020 |
| Attachment 2 | Accounts Payable Check Register dated December 12, 2019 |
| Attachment 3 | Payroll Check Register dated December 18, 2019 |
| Attachment 4 | Accounts Payable Check Register dated December 23, 2019 |
| Attachment 5 | Payroll Check Register dated January 1, 2020 |
| Attachment 6 | Board Payroll Check Register dated January 1, 2020 |
| Attachment 7 | Accounts Payable Check Register dated January 2, 2020 |

DEMANDS SUMMARY

January 8, 2019

1. Demands

| <u>Category</u> | <u>Check #'s</u> | <u>Amount</u> | <u>Total</u> |
|-------------------------------|--------------------|----------------------|---------------------|
| Payroll Check -12/18/2019 | 21754 - 21772 | \$52,010.88 | |
| Payroll Check - 1/1/2020 | 21773 - 21791 | \$48,561.13 | |
| Payroll Check-1/1/2020 | 21796 | \$4,684.23 | |
| Board Payroll Check -1/2/2020 | 21792 - 21795 | <u>\$1,486.40</u> | |
| | Total | \$106,742.64 | |
| General Checking -12/12/2019 | 53613 - 53655 | \$ 62,609.40 | |
| General Checking - 12/23/2019 | 53656 - 53692 | \$ 93,868.12 | |
| General Checking - 1/2/2020 | 53693 - 53719 | <u>\$ 159,354.19</u> | |
| | Total | \$ 315,831.71 | |
| | GRAND TOTAL | | \$422,574.35 |
| <u>Voided Check</u> | Reissued | 21778 | |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 12/12/2019 Through 12/12/2019

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|---|--------------|----------------|-----------------|---|
| ADS LLC | 53613 | 12/12/2019 | 1,190.00 | DEPTH METER MAINT/DATA FLOW-NOV |
| ADS LLC | | 12/12/2019 | <u>4,340.00</u> | FLOW METERING AND DATA -NOV |
| | Total 53613 | | 5,530.00 | |
| CHRIS BROWN dba:ALCHEMY CONSULTING GROUP | 53614 | 12/12/2019 | 2,000.00 | CONSULTING FEES-LAFCO ISSUE |
| | Total 53614 | | <u>2,000.00</u> | |
| AUTO PLUS | 53615 | 12/12/2019 | <u>99.23</u> | SERVICE MAINT FOR #152 |
| | Total 53615 | | 99.23 | |
| AZTEC LEASING, INC | 53616 | 12/12/2019 | <u>530.88</u> | COPIER LEASE |
| | Total 53616 | | 530.88 | |
| CARLSBAD FUELS CORPORATION | 53617 | 12/12/2019 | 1,967.58 | VEHICLE FUELS |
| | Total 53617 | | <u>1,967.58</u> | |
| CITY OF CARLSBAD | 53618 | 12/12/2019 | 31.28 | WATER @ FIRE LINE |
| CITY OF CARLSBAD | | 12/12/2019 | 380.41 | WATER @ PLANT/OFFICE |
| CITY OF CARLSBAD | | 12/12/2019 | 227.17 | WATER @ VACTOR |
| CITY OF CARLSBAD | | 12/12/2019 | <u>270.74</u> | WATER @ VACTOR2 |
| | Total 53618 | | 909.60 | |
| CORODATA | 53619 | 12/12/2019 | <u>78.11</u> | STORAGE-NOV |
| | Total 53619 | | 78.11 | |
| COX COMMUNICATIONS SAN DIEGO | 53620 | 12/12/2019 | 1,483.79 | PHONE/INTERNET |
| | Total 53620 | | <u>1,483.79</u> | |
| DATA NET SOLUTIONS GROUP | 53621 | 12/12/2019 | <u>1,035.95</u> | IS MAINT AND SUPPORT |
| | Total 53621 | | 1,035.95 | |
| DKF SOLUTIONS GROUP, LLC | 53622 | 12/12/2019 | 300.00 | MONTHLY SAFETY SUBSCRIPTION-DEC |
| | Total 53622 | | <u>300.00</u> | |
| DIG SAFE BOARD | 53623 | 12/12/2019 | <u>89.20</u> | CALIF STATE FEE-MONTHLY-Dec |
| | Total 53623 | | 89.20 | |
| ECC PTA | 53624 | 12/12/2019 | 1,091.00 | TEACHER GRANT-EL CAMINO CREEK-JENNIFER SMITH |
| | Total 53624 | | <u>1,091.00</u> | |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 12/12/2019 Through 12/12/2019

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|--------------------------------------|--------------|----------------|--------------|--|
| ENCINA WASTEWATER AUTHORITY | 53625 | 12/12/2019 | 3,500.00 | REIMBURSE TO ENCINA-EQUIPMENT PAINTING |
| | Total 53625 | | 3,500.00 | |
| ENCINITAS UNIFIED SCHOOL DISTRICT | 53626 | 12/12/2019 | 1,000.00 | TEACHER GRANT-CAPRI ELEMENTARY-NANCY JOIS |
| | Total 53626 | | 1,000.00 | |
| EVOQUA WATER TECHNOLOGIES, LLC | 53627 | 12/12/2019 | 7,698.66 | CHEMICAL FERROUS |
| | Total 53627 | | 7,698.66 | |
| GRAINGER, INC | 53628 | 12/12/2019 | 34.48 | PARTS @ LPS |
| | Total 53628 | | 34.48 | |
| HARTFORD LIFE & ACCIDENT INS. | 53629 | 12/12/2019 | 456.89 | LIFE INS-DEC |
| | Total 53629 | | 456.89 | |
| HEAVILAND ENTERPRISES, INC | 53630 | 12/12/2019 | 840.00 | LANDSCAPE MAINT-DEC |
| HEAVILAND ENTERPRISES, INC | | 12/12/2019 | 304.00 | MONTHLY VEG CLEANUP-DEC |
| | Total 53630 | | 1,144.00 | |
| ICMA RETIREMENT-303979 | 53631 | 12/12/2019 | 5,261.65 | DEFERRED COMP |
| ICMA RETIREMENT-303979 | | 12/12/2019 | 4,738.34 | DEFERRED COMP-SICK BUYBACK |
| | Total 53631 | | 9,999.99 | |
| LCC FOUNDATION | 53632 | 12/12/2019 | 2,000.00 | TEACHER GRANT-LA COSTA CANYON-JUNE HONSBERGER |
| | Total 53632 | | 2,000.00 | |
| MAVTECK | 53633 | 12/12/2019 | 4,080.00 | BPS FORCE MAIN CONSTRUCTION CONSULTING-NOV |
| | Total 53633 | | 4,080.00 | |
| NAPA AUTO | 53634 | 12/12/2019 | 37.14 | HOSE CLAMP-#152 |
| | Total 53634 | | 37.14 | |
| NATIONWIDE RETIREMENT SOLUTIONS | 53635 | 12/12/2019 | 150.00 | DEFERRED COMP |
| | Total 53635 | | 150.00 | |
| NEOPOST, INC | 53636 | 12/12/2019 | 140.26 | POSTAGE/METER RENTAL |
| | Total 53636 | | 140.26 | |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 12/12/2019 Through 12/12/2019

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|-------------------------------------|--------------|----------------|--------------|-------------------------------------|
| OLIVENHAIN MUNICIPAL WATER DISTRICT | 53637 | 12/12/2019 | 46.21 | WATER @ E. ESTATES |
| OLIVENHAIN MUNICIPAL WATER DISTRICT | | 12/12/2019 | 294.50 | WATER @ TRAVELING |
| OLIVENHAIN MUNICIPAL WATER DISTRICT | | 12/12/2019 | 334.35 | WATER @ TRAVELING 2 |
| OLIVENHAIN MUNICIPAL WATER DISTRICT | | 12/12/2019 | 46.21 | WATER @ VP5 PS |
| OLIVENHAIN MUNICIPAL WATER DISTRICT | | 12/12/2019 | 46.21 | WATER @ VP7 |
| | Total 53637 | | 767.48 | |
| PAUL BUSHEE | 53638 | 12/12/2019 | 513.68 | REIMBURSE FOR CASA PLANNING SESSION |
| | Total 53638 | | 513.68 | |
| PLANT PEOPLE, INC | 53639 | 12/12/2019 | 158.00 | INDOOR PLANTS MAINTENANCE-DEC |
| | Total 53639 | | 158.00 | |
| PURE WATER PARTNERS, LLC | 53640 | 12/12/2019 | 135.77 | FILTERED WATE FOR OFFICE |
| | Total 53640 | | 135.77 | |
| RISING TIDE PARTNERS | 53641 | 12/12/2019 | 2,445.00 | PUBLIC INFORMATION-NOV |
| | Total 53641 | | 2,445.00 | |
| SAN DIEGUITO WATER DISTRICT | 53642 | 12/12/2019 | 143.28 | WATER @ TANKER |
| SAN DIEGUITO WATER DISTRICT | | 12/12/2019 | 226.86 | WATER @ TANKER 2 |
| | Total 53642 | | 370.14 | |
| STAPLES | 53643 | 12/12/2019 | 148.01 | OFFICE SUPPLIES |
| | Total 53643 | | 148.01 | |
| TERMINIX | 53644 | 12/12/2019 | 62.00 | MONTHLY PEST SERVICE-NOV |
| | Total 53644 | | 62.00 | |
| THE HOME DEPOT CRC/GECE | 53645 | 12/12/2019 | 407.97 | SUPPLIES |
| | Total 53645 | | 407.97 | |
| TIM BESTAMENTE | 53646 | 12/12/2019 | 185.35 | HANDYMAN SERVICES |
| | Total 53646 | | 185.35 | |
| UNDERGROUND SERVICE ALERT OF | 53647 | 12/12/2019 | 128.80 | UNDERGROUND ALARM SERVICE |
| | Total 53647 | | 128.80 | |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 12/12/2019 Through 12/12/2019

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|------------------------------------|---------------------|-----------------------|-------------------------|--------------------------------------|
| UNIFIRST CORPORATION | 53648 | 12/12/2019 | <u>245.01</u> | LAUNDRY SERVICE W/E 12/4/19 |
| | Total 53648 | | 245.01 | |
| U.S. BANK | 53649 | 12/12/2019 | <u>6,102.41</u> | CONFERENCES/MEETINGS/OFFICE SUPPLIES |
| | Total 53649 | | 6,102.41 | |
| CONCENTRA | 53650 | 12/12/2019 | <u>30.00</u> | PHYSICALS-GABE MENDEZ |
| | Total 53650 | | 30.00 | |
| VERIZON WIRELESS | 53651 | 12/12/2019 | <u>21.27</u> | CELL PHONE-TELEMETRY |
| | Total 53651 | | 21.27 | |
| WASTE MANAGEMENT | 53652 | 12/12/2019 | <u>256.91</u> | TRASH SERVICE-NOV |
| | Total 53652 | | 256.91 | |
| WESELOH CHEVROLET | 53653 | 12/12/2019 | <u>323.95</u> | MAINT/SERVICE FOR #158 |
| | Total 53653 | | 323.95 | |
| WEST COAST SAFETY SUPPLY CO., INC. | 53654 | 12/12/2019 | <u>2,331.89</u> | CYLINDER CALIBRATIONS |
| | Total 53654 | | 2,331.89 | |
| WORDEN WILLIAMS LLP | 53655 | 12/12/2019 | <u>2,619.00</u> | LEGAL FEES-NOV |
| | Total 53655 | | 2,619.00 | |
| Report Total | | | <u><u>62,609.40</u></u> | |

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 12/10/2019 Through 12/12/2019

| Vendor Name | Tra... Sou... | Effective Date | Check/Voucher Number | Expenses | GL Code | GL Title | Transaction Description |
|-------------|---------------|----------------|----------------------|----------|---------|--------------------------------|----------------------------|
| U.S. BANK | API | 12/10/2019 | 53649 | 595.00 | 4330 | BOARD CONFERENCES | Casa Reg-D.O. |
| U.S. BANK | API | 12/10/2019 | 53649 | 595.00 | 4330 | BOARD CONFERENCES | Casa Reg-E.S. |
| U.S. BANK | API | 12/10/2019 | 53649 | 1,190.00 | 4330 | BOARD CONFERENCES | Casa Reg-J/M/D/K |
| U.S. BANK | API | 12/10/2019 | 53649 | 85.90 | 4910 | OFFICE SUPPLIES | Checks |
| U.S. BANK | API | 12/10/2019 | 53649 | 20.00 | 4930 | SUBSCRIPTIONS | newsletter email |
| U.S. BANK | API | 12/10/2019 | 53649 | 21.54 | 4950 | Computer | Computer supply |
| | | | | | | Software/Srvc/Support/Hardware | |
| U.S. BANK | API | 12/10/2019 | 53649 | 349.99 | 4950 | Computer | FS-Internet |
| | | | | | | Software/Srvc/Support/Hardware | |
| U.S. BANK | API | 12/10/2019 | 53649 | 172.36 | 5510 | LINE MAINTENANCE | GPS Receiver for FS |
| U.S. BANK | API | 12/10/2019 | 53649 | 77.55 | 5530 | BUILDINGS & GROUNDS | Vactor item/garage openers |
| U.S. BANK | API | 12/10/2019 | 53649 | 240.00 | 5540 | VEHICLES | Vehicle |
| U.S. BANK | API | 12/10/2019 | 53649 | 150.05 | 5710 | TRAINING, EDUCATION & CONFERNC | Bkast-Team Bldg |
| U.S. BANK | API | 12/10/2019 | 53649 | 595.00 | 5710 | TRAINING, EDUCATION & CONFERNC | Casa Reg |
| U.S. BANK | API | 12/10/2019 | 53649 | 595.00 | 5710 | TRAINING, EDUCATION & CONFERNC | Casa Reg-P.B. |
| U.S. BANK | API | 12/10/2019 | 53649 | 313.39 | 5710 | TRAINING, EDUCATION & CONFERNC | Conf-Hotel-R.M. |
| U.S. BANK | API | 12/10/2019 | 53649 | 368.96 | 5710 | TRAINING, EDUCATION & CONFERNC | Conference-R.M. |
| U.S. BANK | API | 12/10/2019 | 53649 | 179.96 | 5710 | TRAINING, EDUCATION & CONFERNC | CSRMA Meeting-R.D. |
| U.S. BANK | API | 12/10/2019 | 53649 | 62.23 | 5710 | TRAINING, EDUCATION & CONFERNC | Food-Conf-R.M. |
| U.S. BANK | API | 12/10/2019 | 53649 | 231.55 | 5710 | TRAINING, EDUCATION & CONFERNC | Lunch-Team Bldg |
| U.S. BANK | API | 12/10/2019 | 53649 | 38.00 | 5710 | TRAINING, EDUCATION & CONFERNC | Parking-R.M. |
| U.S. BANK | API | 12/10/2019 | 53649 | 76.93 | 5740 | MEETING SUPPLIES | CAC Lunch |
| U.S. BANK | API | 12/10/2019 | 53649 | (11.00) | 5740 | MEETING SUPPLIES | Credit |
| U.S. BANK | API | 12/10/2019 | 53649 | 125.00 | 5910 | TELEPHONE | WEBSITE |
| U.S. BANK | API | 12/10/2019 | 53649 | 30.00 | 5910 | TELEPHONE | Wifi |

Transaction Total 6,102.41

Report
Opening/Current
Balance

Report Transaction
Totals

6,102.41

Report Current Balances

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 18, 2019

| <u>Check Nos.</u> | <u>Date</u> | <u>Amount</u> |
|-------------------|-------------|---------------|
| 21754 - 21772 | 12/18/2019 | \$52,010.88 |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 12/23/2019 Through 12/23/2019

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|------------------------------------|--------------|----------------|--------------|--------------------------------------|
| AMERICAN RESIDENTIAL SERVICES, LLC | 53656 | 12/23/2019 | 43.87 | REFUND DEV #1072-ATRIA SENIOR LIVING |
| | Total 53656 | | 43.87 | |
| AT&T | 53657 | 12/23/2019 | 135.55 | PHONE SERVICE @ BPS |
| | Total 53657 | | 135.55 | |
| ALBERTO BESSUDO | 53658 | 12/23/2019 | 42.02 | REFUND DEV #0994-HYGEIA AVE |
| | Total 53658 | | 42.02 | |
| BOKAL & SNEED ARCHITECTS | 53659 | 12/23/2019 | 54.81 | REFUND DEV #1071-SUNRICH LANE |
| | Total 53659 | | 54.81 | |
| CARLSBAD FUELS CORPORATION | 53660 | 12/23/2019 | 2,031.43 | VEHICLE/TRUCK FUEL |
| | Total 53660 | | 2,031.43 | |
| PETTY CASH | 53661 | 12/23/2019 | 281.06 | SUPPLIES, B-DAYS, MEETINGS |
| | Total 53661 | | 281.06 | |
| CWEA | 53662 | 12/23/2019 | 192.00 | I.RIFFEL MEMBERSHIP RENEWAL |
| CWEA | | 12/23/2019 | 192.00 | MEMBERSHIP RENEWAL FOR R. RODRIGUEZ |
| CWEA | | 12/23/2019 | 192.00 | MEMBERSHIP RENEWAL-D.O. 2020 |
| | Total 53662 | | 576.00 | |
| DATA NET SOLUTIONS GROUP | 53663 | 12/23/2019 | 506.65 | IS MAINT AND REPAIR |
| DATA NET SOLUTIONS GROUP | | 12/23/2019 | 57.50 | IS MAINT AND SUPPORT |
| | Total 53663 | | 564.15 | |
| DEXTER WILSON ENGINEERING | 53664 | 12/23/2019 | 330.00 | GE/0941/NOV/ORPHEUS AVE |
| DEXTER WILSON ENGINEERING | | 12/23/2019 | 62.50 | GE/1037/NOV/RYAN ANNEX |
| DEXTER WILSON ENGINEERING | | 12/23/2019 | 275.00 | GE/1081/NOV/ALMADEN LN |
| DEXTER WILSON ENGINEERING | | 12/23/2019 | 55.00 | GE/1081/NOV/CORTE ESPERANZA |
| DEXTER WILSON ENGINEERING | | 12/23/2019 | 800.00 | GE/1087/NOV/CHINA FUSION RESTAURANT |
| | Total 53664 | | 1,522.50 | |
| ELECTRICAL SALES, INC. | 53665 | 12/23/2019 | 20.77 | PARTS-BLK SLG PACK @DIANA PS |
| ELECTRICAL SALES, INC. | | 12/23/2019 | 198.40 | PARTS-CLASS T FUSE @DIANA PS |
| | Total 53665 | | 219.17 | |
| JONATHON HUTCHINGS | 53666 | 12/23/2019 | 3,000.00 | LATERAL REIMBURSEMENT |
| | Total 53666 | | 3,000.00 | |
| ICMA RETIREMENT-303979 | 53667 | 12/23/2019 | 5,250.96 | DEFERRED COMP |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 12/23/2019 Through 12/23/2019

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|------------------------------------|--------------|----------------|--------------|--|
| | Total 53667 | | 5,250.96 | |
| INFRASTRUCTURE ENGINEERING CORP | 53668 | 12/23/2019 | 4,025.00 | 2020 GRAVITY SEWER-NOV |
| INFRASTRUCTURE ENGINEERING CORP | | 12/23/2019 | 1,345.16 | DIANA EMERGENCY GENERATOR PROJECT-NOV |
| INFRASTRUCTURE ENGINEERING CORP | | 12/23/2019 | 18,140.00 | E. ESTATES-REPLACEMENT PROJECT-NOV |
| INFRASTRUCTURE ENGINEERING CORP | | 12/23/2019 | 6,290.00 | ENG WORK @ PUMP STATIONS |
| INFRASTRUCTURE ENGINEERING CORP | | 12/23/2019 | 4,866.83 | ORCHARD WOOD SEWER REPORT-NOV |
| | Total 53668 | | 34,666.99 | |
| JENSEN PRECAST | 53669 | 12/23/2019 | 10,040.69 | MANHOLES FOR POINSETTIA PROJECT |
| | Total 53669 | | 10,040.69 | |
| KEN GRODY FORD | 53670 | 12/23/2019 | 43.24 | MAINT ON CCTV #160 |
| | Total 53670 | | 43.24 | |
| SAN DIEGO LAFCO | 53671 | 12/23/2019 | 3,325.00 | ANNEX FOR GRUPA ANNEX |
| | Total 53671 | | 3,325.00 | |
| MESA REPROGRAPHICS | 53672 | 12/23/2019 | 18.00 | LPS REHAB PROJECT-FILES |
| | Total 53672 | | 18.00 | |
| NATIONWIDE RETIREMENT SOLUTIONS | 53673 | 12/23/2019 | 150.00 | DEFERRED COMP-R. MORISHITA |
| | Total 53673 | | 150.00 | |
| PACIFIC RIM MECHANICAL | 53674 | 12/23/2019 | 511.00 | PUMP GAUGES |
| | Total 53674 | | 511.00 | |
| PLUMBERS DEPOT, INC | 53675 | 12/23/2019 | 365.73 | MANHOLE HOOK |
| PLUMBERS DEPOT, INC | | 12/23/2019 | 2,937.33 | PARTS-WHEEL MODULE |
| | Total 53675 | | 3,303.06 | |
| RCP BLOCK & BRICK, INC | 53676 | 12/23/2019 | 71.06 | FILTER FABRIC |
| | Total 53676 | | 71.06 | |
| RICHARD DUFFEY | 53677 | 12/23/2019 | 50.12 | REIMBURSE FOR CSRMA FINANCE COMM. |
| | Total 53677 | | 50.12 | |
| RYAN RODRIGUEZ | 53678 | 12/23/2019 | 210.10 | REIMBURSE R. RODRIGUEZ FOR SAFETY BOOTS |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 12/23/2019 Through 12/23/2019

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|------------------------------|--------------|----------------|--------------|------------------------------------|
| | Total 53678 | | 210.10 | |
| SAN DIEGO GAS & ELECTIRC | 53679 | 12/23/2019 | 3,319.57 | ELECTRIC @ ADM OFFICE |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 97.91 | ELECTRIC @ AVOCADO PS |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 370.07 | ELECTRIC @ DIANA PS |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 586.47 | ELECTRIC @ E. ESTATES |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 696.93 | ELECTRIC @ EEPs |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 871.80 | ELECTRIC @ LCPS |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 9,750.23 | ELECTRIC @ LPS |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 128.26 | ELECTRIC @ RANCHO VERDE PS |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 633.29 | ELECTRIC @ SAXONY PS |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 284.00 | ELECTRIC @ VP5 |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 136.69 | ELECTRIC @ VP7 |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 202.12 | GAS @ OFFICE |
| SAN DIEGO GAS & ELECTIRC | | 12/23/2019 | 132.90 | NAT GAS @ EE |
| | Total 53679 | | 17,210.24 | |
| SHEA HOMES, LP | 53680 | 12/23/2019 | 35.64 | REFUND DEV #0949-VULCAN AVE |
| | Total 53680 | | 35.64 | |
| SOUTHERN CONTRACTING COMPANY | 53681 | 12/23/2019 | 536.00 | ELECTRICAL WORK @ BPS |
| SOUTHERN CONTRACTING COMPANY | | 12/23/2019 | 2,616.00 | ELECTRICAL WORK @ DIANA PS |
| | Total 53681 | | 3,152.00 | |
| SPACELINK/I2B NETWORK | 53682 | 12/23/2019 | 160.00 | WEB CAM @ BPS-12/19-1/2020 |
| | Total 53682 | | 160.00 | |
| S&R TOWING, INC | 53683 | 12/23/2019 | 568.75 | TOWING #152 |
| S&R TOWING, INC | | 12/23/2019 | 525.00 | TOWING-#152 |
| | Total 53683 | | 1,093.75 | |
| STAPLES | 53684 | 12/23/2019 | 209.27 | OFFICE SUPPLIES |
| | Total 53684 | | 209.27 | |
| UNIFIRST CORPORATION | 53685 | 12/23/2019 | 238.65 | LAUNDRY SERVICE W/E 12/11/2019 |
| UNIFIRST CORPORATION | | 12/23/2019 | 240.73 | LAUNDRY SERVICE W/E 12/18/19 |
| | Total 53685 | | 479.38 | |
| UNIFIRST FIRST AID CORP | 53686 | 12/23/2019 | 297.90 | REFIL FOR FIRST AID FOR LPS/BPS |
| | Total 53686 | | 297.90 | |
| SAN DIEGO UNION TRIBUNE | 53687 | 12/23/2019 | 490.42 | ONLINE LISTING FOR PROJECT |
| | Total 53687 | | 490.42 | |
| VANESSA LONDON | 53688 | 12/23/2019 | 21.01 | REFUND DEV #1068-LONDON DETACHMENT |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 12/23/2019 Through 12/23/2019

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|------------------------|---------------------|-----------------------|-------------------------|--------------------------------|
| | Total 53688 | | 21.01 | |
| SAN DIEGO FREIGHTLINER | 53689 | 12/23/2019 | <u>564.40</u> | WORK ON VACTOR-#153 |
| | Total 53689 | | 564.40 | |
| VERIZON WIRELESS | 53690 | 12/23/2019 | <u>901.68</u> | CELL PHONES USAGE |
| | Total 53690 | | 901.68 | |
| VORTEX INDUSTRIES, INC | 53691 | 12/23/2019 | <u>599.15</u> | REPAIR TO HOLLOW METAL DOORS |
| | Total 53691 | | 599.15 | |
| GRACE WOODEN | 53692 | 12/23/2019 | <u>2,542.50</u> | LATERAL REIMBURSEMENT |
| | Total 53692 | | 2,542.50 | |
| Report Total | | | <u><u>93,868.12</u></u> | |

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: January 1, 2020

| <u>Check Nos.</u> | <u>Date</u> | <u>Amount</u> |
|-------------------|-------------|---------------|
| 21773 - 21791 | 1/1/2020 | \$48,561.13 |
| 21796 | 1/1/2020 | \$4,684.23 |
| | | \$53,245.36 |

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: January 1, 2020

| <u>Check No.</u> | <u>Date</u> | <u>Amount</u> |
|------------------|-------------|---------------|
| 21792 - 21795 | 1/1/2020 | \$1,486.40 |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 1/2/2020 Through 1/2/2020

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|-------------------------------|--------------|----------------|--------------|----------------------------------|
| ABILA | 53693 | 1/2/2020 | 5,686.00 | RENEWAL NOTICE FOR SOFTWARE-2020 |
| | Total 53693 | | 5,686.00 | |
| BAJA POOL AND SPA SERVICE | 53694 | 1/2/2020 | 140.00 | FOUNTAIN SERVICE-JAN |
| | Total 53694 | | 140.00 | |
| BAY CITY ELECTRIC WORKS, INC | 53695 | 1/2/2020 | 291.25 | ELECTRICAL WORK @ BPS |
| | Total 53695 | | 291.25 | |
| BOOT WORLD, INC | 53696 | 1/2/2020 | 194.83 | SAFETY BOOTS FOR M. AVALOS |
| | Total 53696 | | 194.83 | |
| CITY OF CARLSBAD | 53697 | 1/2/2020 | 27.06 | WATER @ FIRE LINE |
| CITY OF CARLSBAD | | 1/2/2020 | 523.89 | WATER @ PLANT/OFFICE |
| | Total 53697 | | 550.95 | |
| COLONIAL LIFE INS | 53698 | 1/2/2020 | 236.78 | ACCIDENT/CRITICAL CARE INS-DEC |
| | Total 53698 | | 236.78 | |
| COX COMMUNICATIONS SAN DIEGO | 53699 | 1/2/2020 | 841.25 | INTERNET SERVICE ONLY |
| COX COMMUNICATIONS SAN DIEGO | | 1/2/2020 | 518.62 | PHONE SERVICE-DEC/JAN |
| | Total 53699 | | 1,359.87 | |
| CSRMA | 53700 | 1/2/2020 | 110,284.00 | POOLED LIABILITY-2019-2020 |
| | Total 53700 | | 110,284.00 | |
| DATA NET SOLUTIONS GROUP | 53701 | 1/2/2020 | 1,680.90 | WATCHGUARD AP325 |
| | Total 53701 | | 1,680.90 | |
| DAVIS FARR LLP | 53702 | 1/2/2020 | 1,050.00 | AUDITOR FEES-NOV |
| | Total 53702 | | 1,050.00 | |
| HARTFORD LIFE & ACCIDENT INS. | 53703 | 1/2/2020 | 456.89 | LIFE INS-JAN |
| | Total 53703 | | 456.89 | |
| HUMANA DENTAL INS. | 53704 | 1/2/2020 | 3,191.33 | DENTAL INS-JAN |
| | Total 53704 | | 3,191.33 | |
| ICMA RETIREMENT-303979 | 53705 | 1/2/2020 | 5,723.51 | DEFERRED COMP |
| | Total 53705 | | 5,723.51 | |

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 1/2/2020 Through 1/2/2020

| Vendor Name | Check Number | Effective Date | Check Amount | Transaction Description |
|---------------------------------|--------------|----------------|------------------|------------------------------|
| CONFIDENCE CONSULTING | 53706 | 1/2/2020 | <u>7,087.02</u> | CONSULTING SERVICES |
| | Total 53706 | | 7,087.02 | |
| MES VISION | 53707 | 1/2/2020 | <u>414.12</u> | VISION INS-JAN |
| | Total 53707 | | 414.12 | |
| MSC JANITORIAL SERVICE, INC | 53708 | 1/2/2020 | <u>1,927.40</u> | JANITORIAL SERVICE-DEC |
| | Total 53708 | | 1,927.40 | |
| MUTUAL OF OMAHA | 53709 | 1/2/2020 | <u>1,201.25</u> | DISABILITY INS-JAN |
| | Total 53709 | | 1,201.25 | |
| NAPA AUTO | 53710 | 1/2/2020 | <u>51.61</u> | BLUE DEF/SUPPLIES |
| | Total 53710 | | 51.61 | |
| NATIONWIDE RETIREMENT SOLUTIONS | 53711 | 1/2/2020 | <u>289.85</u> | DEFERRED COMP |
| | Total 53711 | | 289.85 | |
| NEW PIG CORPORATION | 53712 | 1/2/2020 | <u>497.06</u> | BLUE ABSORBENT SOCK |
| | Total 53712 | | 497.06 | |
| SAN DIEGO GAS & ELECTIRC | 53713 | 1/2/2020 | <u>13,665.09</u> | ELECTRIC @ BPS |
| | Total 53713 | | 13,665.09 | |
| SOUTHERN CONTRACTING COMPANY | 53714 | 1/2/2020 | 1,060.00 | ELECTRICAL WORK @ DIANA PS |
| SOUTHERN CONTRACTING COMPANY | | 1/2/2020 | 1,395.36 | LEVEL TRANSDUCER @ LPS |
| | Total 53714 | | 2,455.36 | |
| STAPLES | 53715 | 1/2/2020 | <u>465.75</u> | OFFICE SUPPLIES |
| | Total 53715 | | 465.75 | |
| TERMINIX | 53716 | 1/2/2020 | <u>34.00</u> | BAIT SERVICE-DEC |
| | Total 53716 | | 34.00 | |
| TODD AMOS | 53717 | 1/2/2020 | <u>93.37</u> | REIMBURSE FOR SAFETY BOOTS |
| | Total 53717 | | 93.37 | |
| SOLANA PALM LLC | 53718 | 1/2/2020 | <u>90.00</u> | ANSWERING SERVICE-DEC/JAN |
| | Total 53718 | | 90.00 | |
| UNIFIRST CORPORATION | 53719 | 1/2/2020 | <u>236.00</u> | LAUNDRY SERVICE-W/E 12/25/19 |
| | Total 53719 | | 236.00 | |

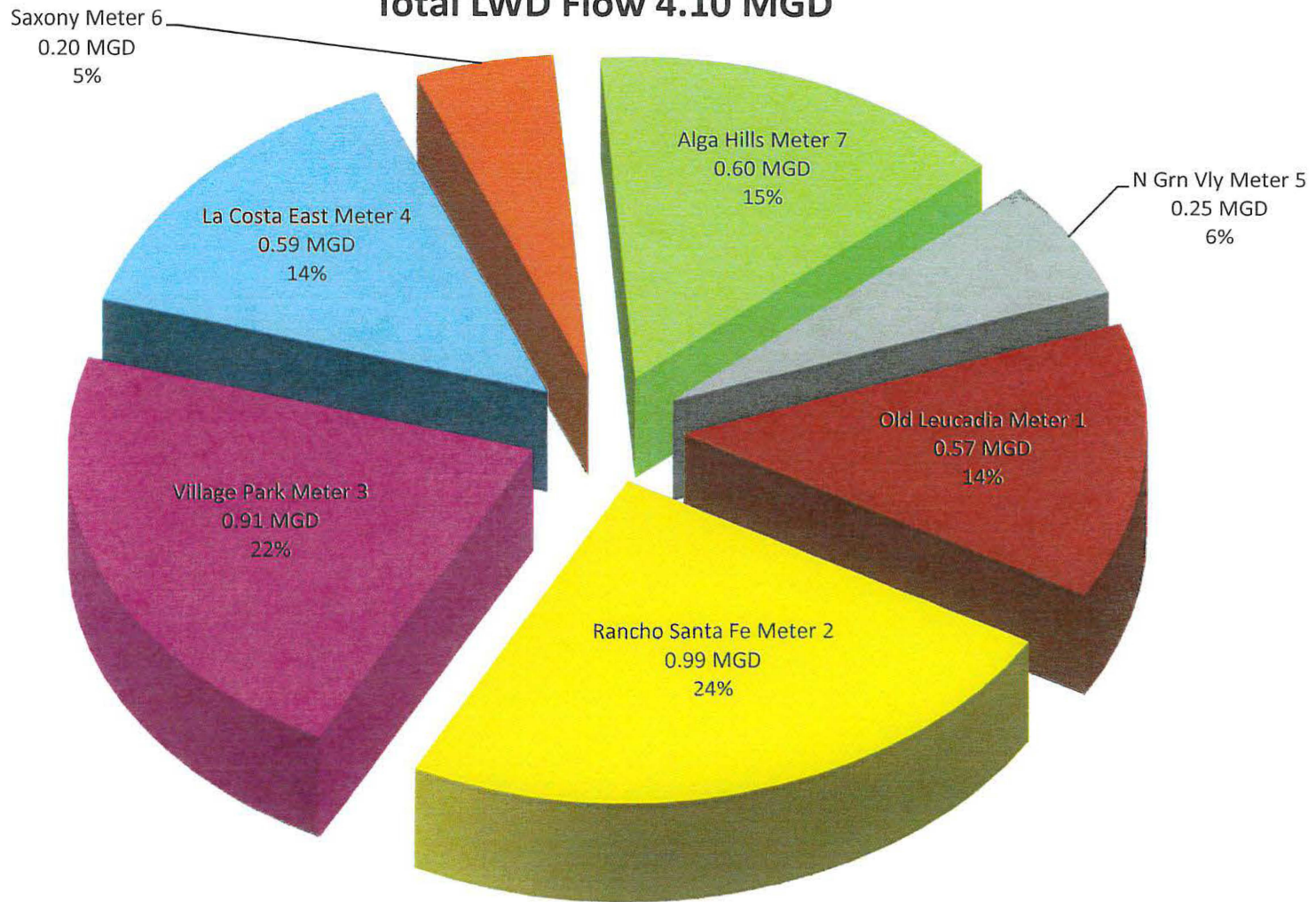
Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 1/2/2020 Through 1/2/2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Effective Date</u> | <u>Check Amount</u> | <u>Transaction Description</u> |
|--------------------|---------------------|-----------------------|---------------------|--------------------------------|
| Report Total | | | <u>159,354.19</u> | |

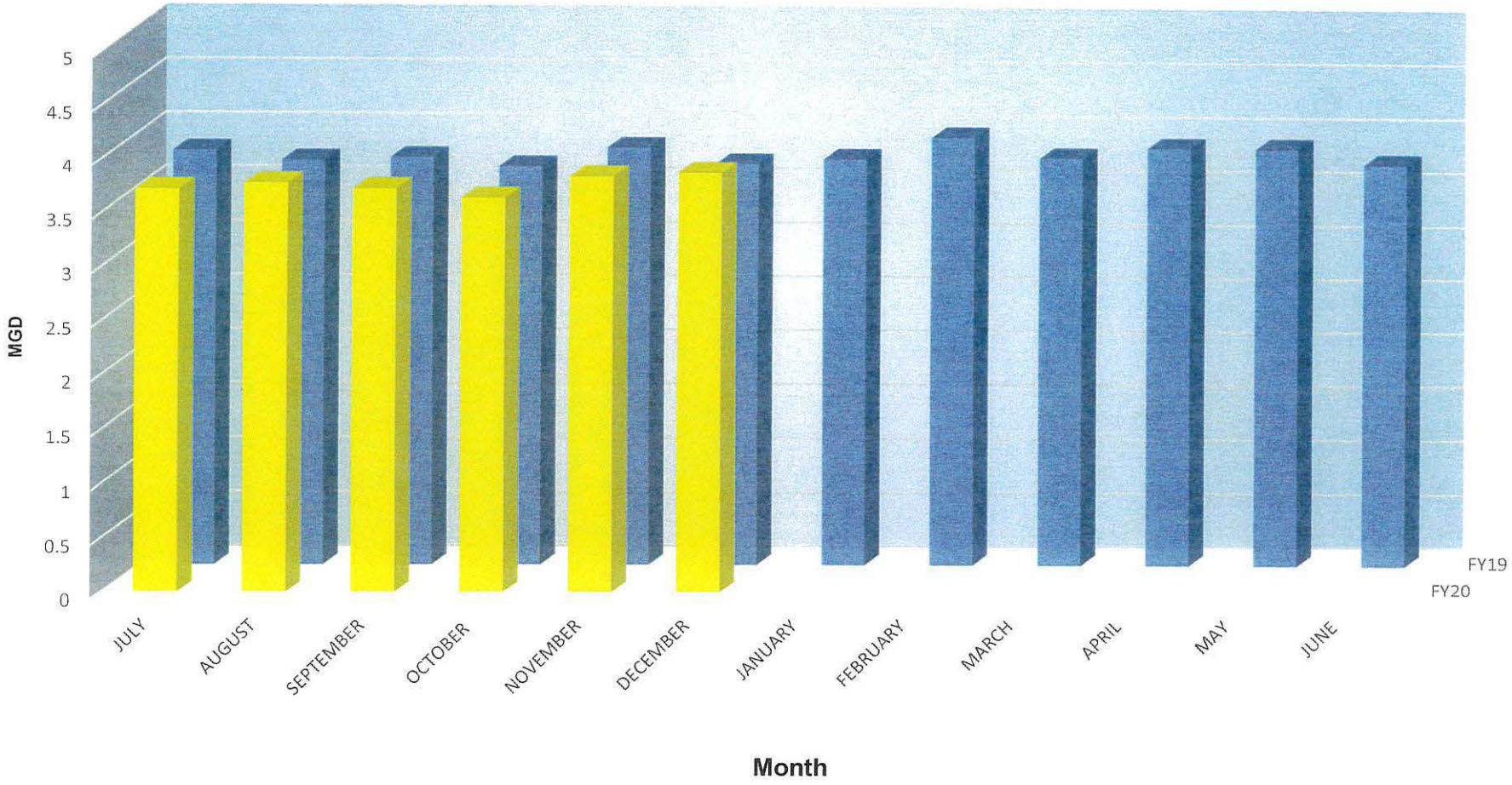
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2020 (July 2019 - June 2020)**

| CURRENT MONTH - December 2019 | | | | | | | FY 2019 LWD ADF (MGD) |
|-------------------------------|----------------------|------------------|--------------------------|------------------|---------|-------------------------------|-----------------------------|
| Period | Total Rain Inches | Total Flow MG | Added EDU's 28,721.44 | LWD ADF (MGD) | GPD/EDU | RECLAIMED Total (ac-ft/mo) | |
| 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 | | | | | | | 3.76 |
| YTD | | | | | | | |
| FEBRUARY | | | | | | | 3.97 |
| YTD | | | | | | | |
| MARCH | | | | | | | 3.78 |
| YTD | | | | | | | |
| APRIL | | | | | | | 3.88 |
| YTD | | | | | | | |
| MAY | | | | | | | 3.88 |
| YTD | | | | | | | |
| JUNE | | | | | | | 3.74 |
| YTD | | | | | | | |
| YTD Totals | 7.19 | 691.80 | 32.16 | | | 155.60 | |
| Mo Average | 1.20 | 115.30 | 5.36 | 3.76 | 130.82 | 25.93 | 3.76 |

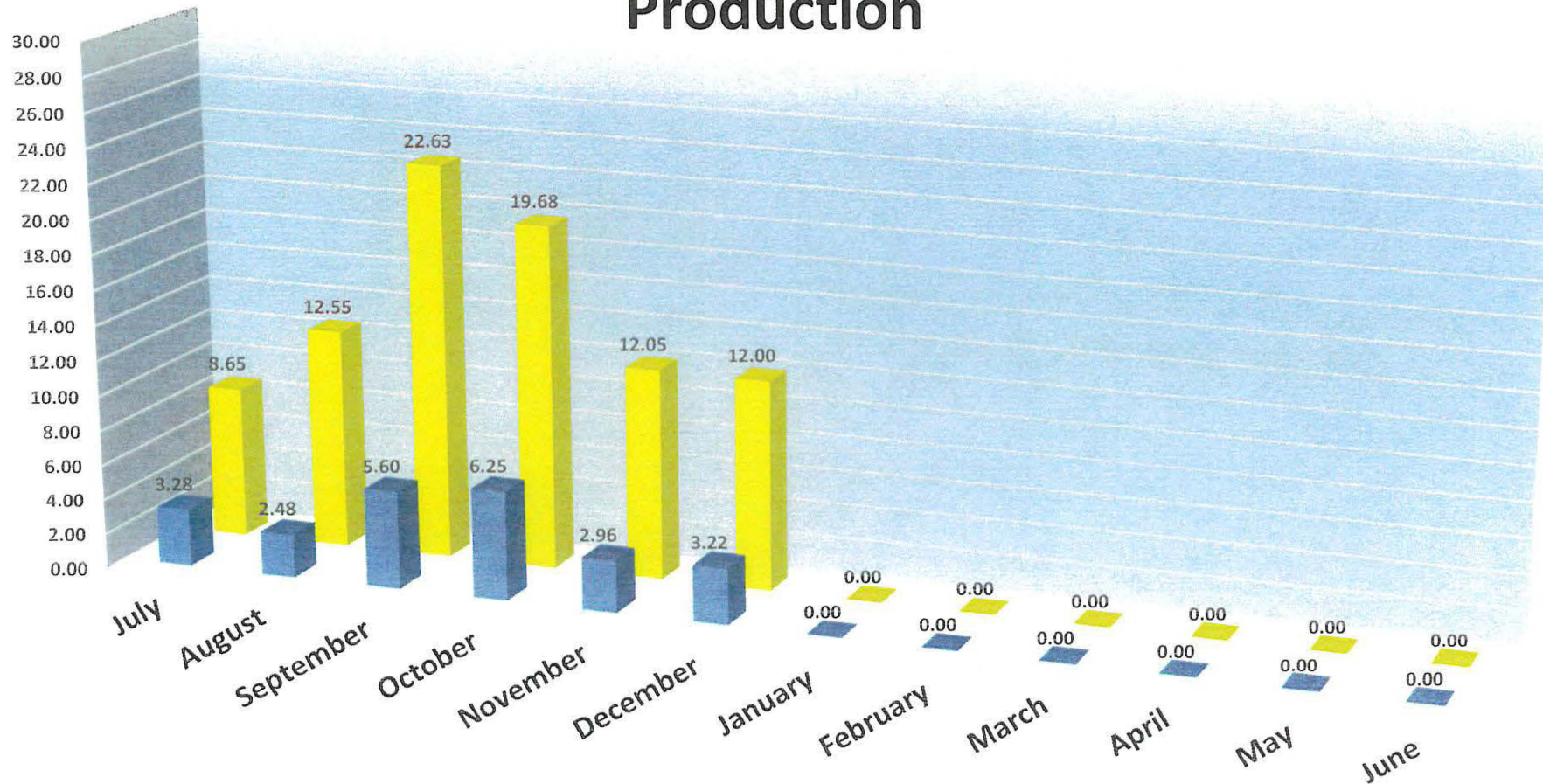
**LWD Flows by Sub-Basin
December 2019
Total LWD Flow 4.10 MGD**



Leucadia Wastewater District Flow Comparison FY19 to FY20



FY-20 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

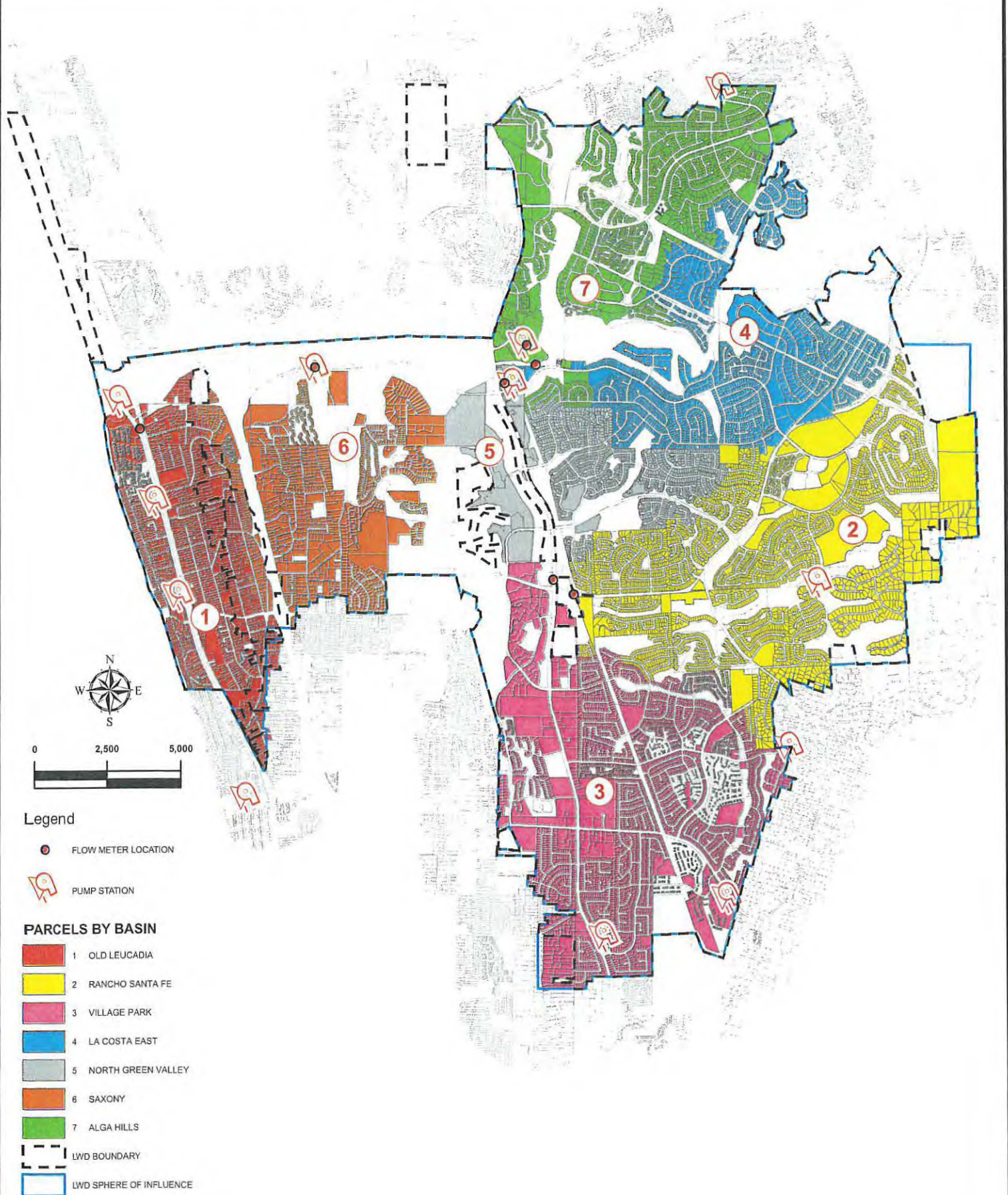
Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 23.8 Miles)

■ Hydro Cleaning (YTD 87.6 Miles)

LEUCADIA WASTEWATER DISTRICT



**Operations and Administration Training Report
December 2019**

| Training & Safety Events for the month December 2019 | | Hours | |
|---|-----|-------|-------|
| Description | Ops | Admin | Total |
| CSRMA Workers Comp Management Program: Employees | 4 | 1 | 5 |
| CSRMA Workers Comp Management Program: Supervisors | 0 | 3 | 3 |
| CSRMA Workers Comp Management Program: Coordinator | 0 | 1 | 1 |
| Easment Inspection Duties | 5 | 0 | 5 |
| Fall Protection | 2 | 0 | 2 |
| Office Ergonomics | 0 | 1 | 1 |
| Office Safety | 0 | 1 | 1 |
| SSO Sampling | 5 | 0 | 5 |
| Storm Water Pollutions Prevention | 2 | 0 | 2 |
| Tablet Optimization and GPS | 5 | 0 | 5 |
| Water Industry Alcohol Free Workplace | 1 | 0 | 1 |
| Water Industry Back Injury Prevention | 1 | 0 | 1 |
| Water Industry Building Evacuation and Emergencies | 1 | 0 | 1 |
| Water Industry Combustable and Flammable Liquids | 1 | 0 | 1 |
| Water Industry Compressed Gas Safety | 1 | 0 | 1 |
| Water Industry Confined Space Entry | 1 | 0 | 1 |
| Water Industry Disinfection Basics | 1 | 0 | 1 |
| Water Industry Driving Safety | 1 | 0 | 1 |
| Water Industry Effective Meter Reading | 1 | 0 | 1 |
| Water Industry Hydraulics | 1 | 0 | 1 |
| Water Industry Materials Handlin, Storage, Use & Disposal | 1 | 0 | 1 |
| Water Industry Mathematics Basics | 1 | 0 | 1 |
| Water Industry Trenching and Shoring | 1 | 0 | 1 |
| Water Industry Water Main Installation | 2 | 0 | 2 |
| | 0 | 0 | 0 |
| Total Training Hours | 38 | 7 | 45 |

| Conferences for the month of December 2019 | | Attendees | |
|--|----------|-----------|----------|
| Description | Ops | Admin | Total |
| CASA | 0 | 1 | 1 |
| CSRMA Finance Committee | 0 | 1 | 1 |
| Other | 0 | 0 | 0 |
| Total Attended Conferences | 0 | 2 | 2 |

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 | 0 | 0 | 0 |
| 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 |
| YTD Totals | 461 | 60 | 509 |
| YTD Monthly Avg | 38 | 5 | 42 |

| 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 | 0 | 0 |
| 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 |
| YTD Total | 11 | 9 | 20 |
| YTD Monthly Avg | 1 | 1 | 2 |

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 12/31/2019

| | Amount |
|--|-----------------------|
| Assets | |
| Cash & Investments | 35,328,326.42 |
| Accounts Receivables | 414,445.06 |
| Net OPEB Asset | 135,445.00 |
| Prepaid Expense | 295,905.12 |
| Funds held with Encina Wastewater Authority | 2,041,200.00 |
| Capital Assets | 169,719,937.04 |
| Less Accumulated Depreciation | (59,239,580.98) |
| Total Assets | <u>148,695,677.66</u> |
| Deferred Outflows | |
| PERS Pension Deferred Outflows | 1,171,962.00 |
| OPEB Health Deferred Outflows | 13,349.00 |
| Total Deferred Outflows | <u>1,185,311.00</u> |
| Total Assets & Deferred Outflows | <u>149,880,988.66</u> |
| Liabilities | |
| Accounts Payable & Accrued Expenses | 1,186,978.37 |
| Developer Deposits | 123,790.26 |
| Net Pension Liability | 4,000,889.00 |
| Total Liabilities | <u>5,311,657.63</u> |
| Deferred Inflows | |
| PERS Pension Deferred Inflows | 350,054.00 |
| OPEB Health Deferred Inflows | 10,456.00 |
| Total Deferred Inflows | <u>360,510.00</u> |
| Net Position | |
| 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) | <u>145,453,987.89</u> |
| Current Change In Net Position | |
| Other | (1,245,166.86) |
| Total Current Change In Net Position | <u>(1,245,166.86)</u> |
| Total Net Position | <u>144,208,821.03</u> |
| Total Liabilities, Deferred Inflows & Net Position | <u>149,880,988.66</u> |

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

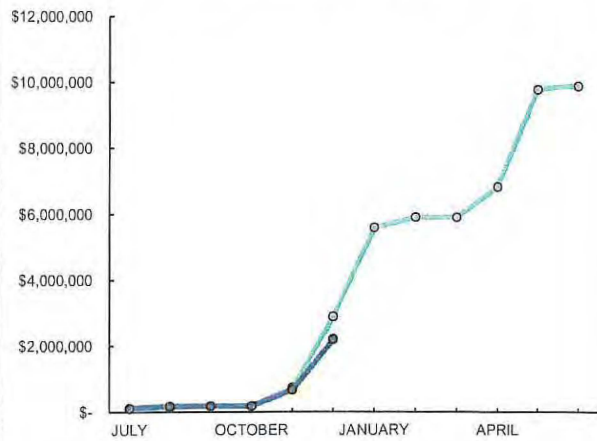
From 7/1/2019 Through 12/31/2019

| Account Title | YTD Actual | Total Annual Budget | Remaining Budget | Percentage Total Budget Used |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------------|
| OPERATING REVENUES | | | | |
| 3110 Sewer Service Fees | \$ 2,206,088.55 | \$ 9,868,771.00 | \$ 7,662,682.45 | 22.4% |
| 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% |
| TOTAL OPERATING REVENUES | \$ 2,423,937.31 | \$10,407,814.00 | \$ 7,983,876.69 | 23.3% |
| OPERATING EXPENSES | | | | |
| 4100 Salaries | \$ 937,628.92 | \$ 2,016,361.00 | \$ 1,078,732.08 | 46.5% |
| 4200 Employee Benefits | 631,764.39 | 1,347,926.00 | 716,161.61 | 46.9% |
| 4300 Directors Expense | 50,173.56 | 142,400.00 | 92,226.44 | 35.2% |
| 4400 Election Expense | - | - | - | 0.0% |
| 4600 Gas, Oil & Fuel | 17,526.91 | 41,000.00 | 23,473.09 | 42.7% |
| 4700 Insurance Expense | 133,099.98 | 119,800.00 | (13,299.98) | 111.1% |
| 4800 Memberships | 26,575.72 | 30,200.00 | 3,624.28 | 88.0% |
| 4900 Office Expense | 54,956.24 | 154,900.00 | 99,943.76 | 35.5% |
| 5000 Operating Supplies | 89,621.22 | 198,200.00 | 108,578.78 | 45.2% |
| 5200 Professional Services | 165,712.82 | 408,400.00 | 242,687.18 | 40.6% |
| 5300 Printing & Publishing | 9,122.98 | 29,500.00 | 20,377.02 | 30.9% |
| 5400 Rents & Leases | 7,912.96 | 18,000.00 | 10,087.04 | 44.0% |
| 5500 Repairs & Maintenance | 173,381.35 | 492,260.00 | 318,878.65 | 35.2% |
| 5600 Monitoring & Permits | 43,827.35 | 65,200.00 | 21,372.65 | 67.2% |
| 5700 Training & Development | 22,904.70 | 46,800.00 | 23,895.30 | 48.9% |
| 5900 Utilities | 211,915.54 | 442,600.00 | 230,684.46 | 47.9% |
| 6100 LAFCO Operations | 7,323.45 | 7,700.00 | 376.55 | 95.1% |
| 6200 Encina Operating Expense | 698,375.33 | 2,554,800.00 | 1,856,424.67 | 27.3% |
| 6900 Admin O/H alloc to Capital | (81,645.66) | (179,028.00) | (97,382.34) | 45.6% |
| TOTAL OPERATING EXPENSES | \$ 3,200,177.76 | \$ 7,937,019.00 | \$ 4,736,841.24 | 40.3% |
| NON-OPERATING REVENUES | | | | |
| 3130 Capacity Fees | \$ 122,659.22 | \$ 305,340.00 | \$ 182,680.78 | 40.2% |
| 3220 Property Taxes | 710,256.00 | 1,790,000.00 | 1,079,744.00 | 39.7% |
| 3250 Investment Income | 420,789.25 | 735,000.00 | 314,210.75 | 57.3% |
| 3290 Misc. Non Op Revenue | 492.67 | 85,300.00 | 84,807.33 | 0.6% |
| TOTAL NON-OPERATING REVENUES | \$ 1,254,197.14 | \$ 2,915,640.00 | \$ 1,661,442.86 | 43.0% |

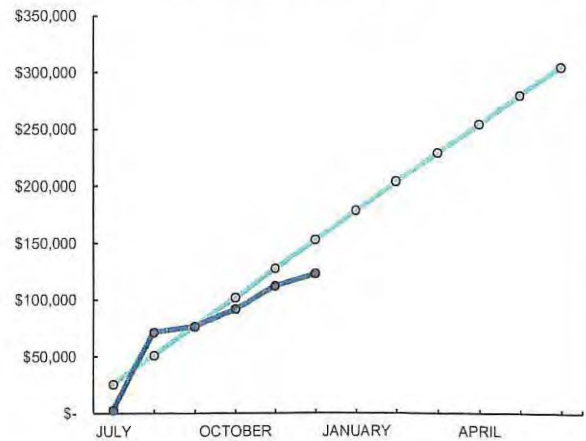
Leucadia Wastewater District Revenue FY2019

YTD through December 31, 2019

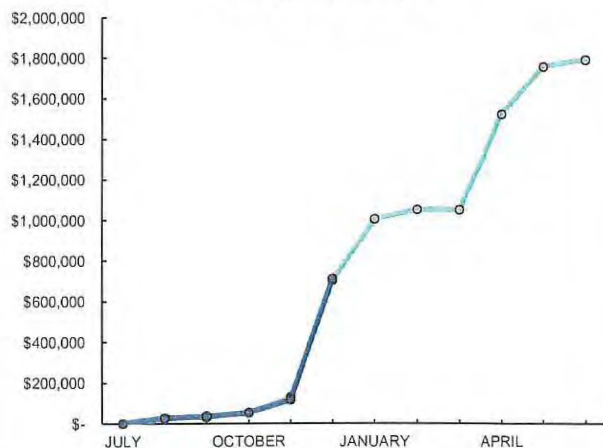
Sewer Service Fees



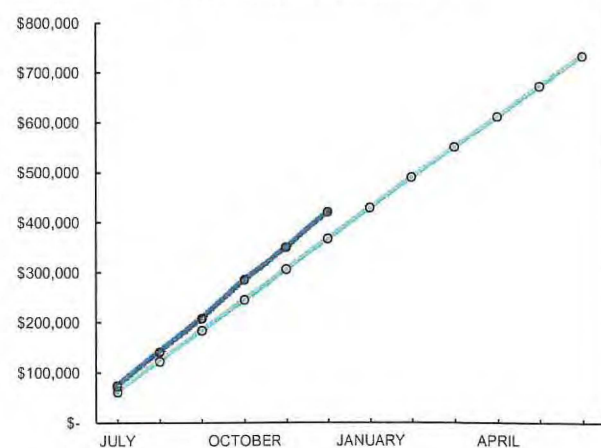
Capacity Charges



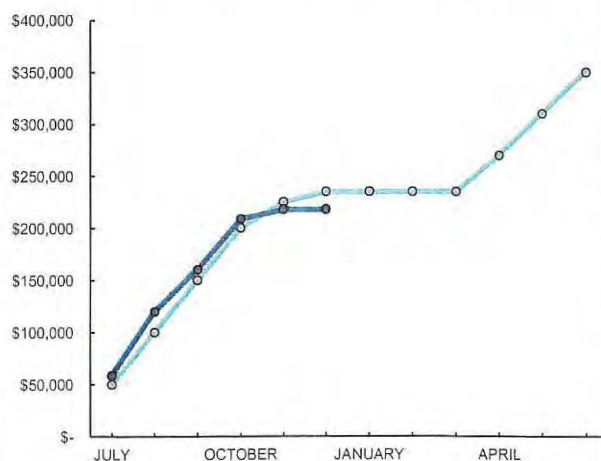
Property Taxes



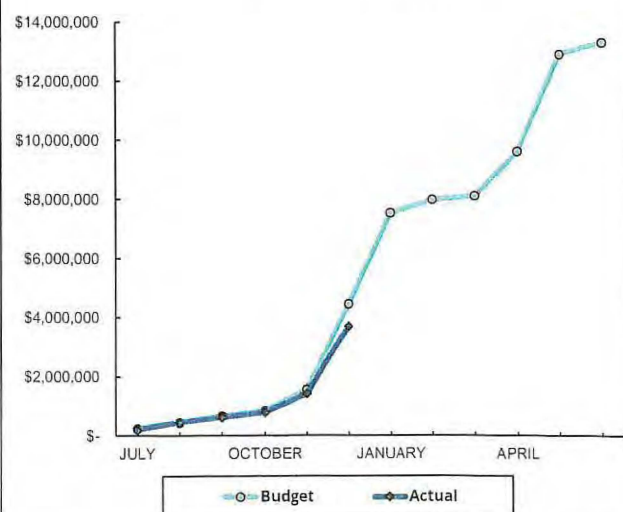
Investment Income



Recycled Wastewater Sales



Total Revenue

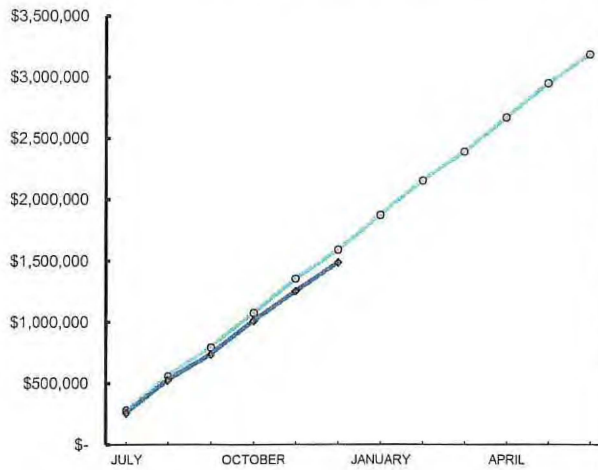


* Preliminary: subject to future review, reconciliation, accruals, and audit

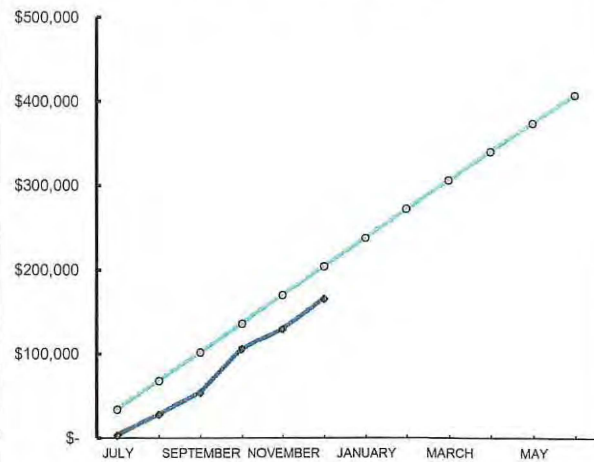
Leucadia Wastewater District Operating Expenses FY2019

YTD through December 31, 2019

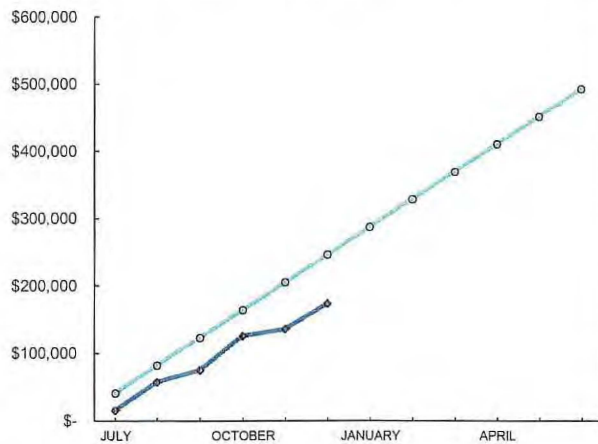
Salaries and Benefits



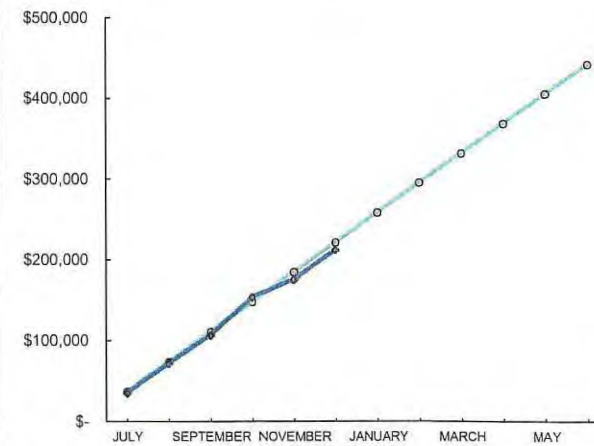
Professional Services



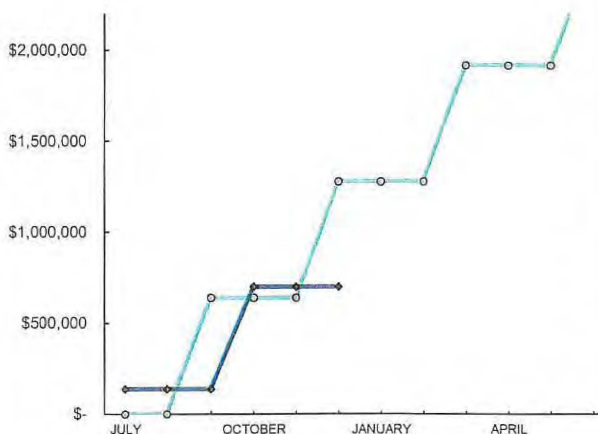
Repairs & Maintenance



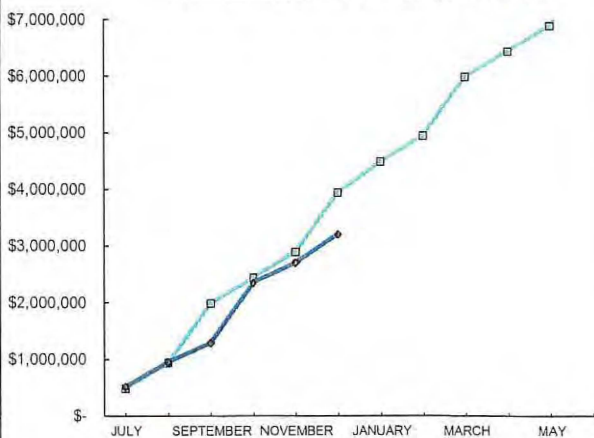
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



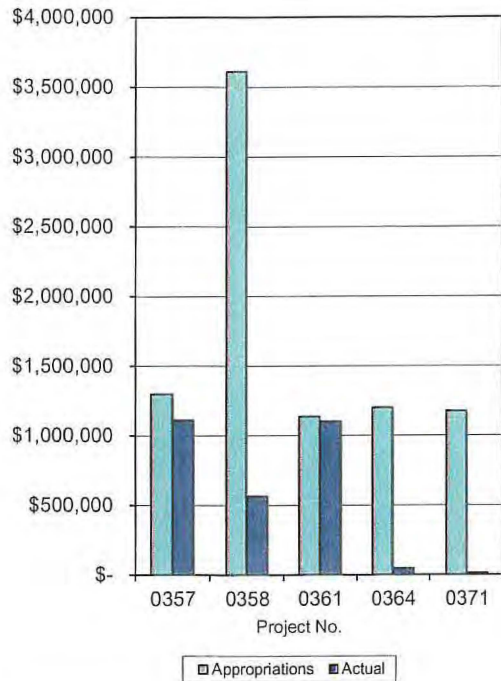
□ Budget ◆ Actual

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

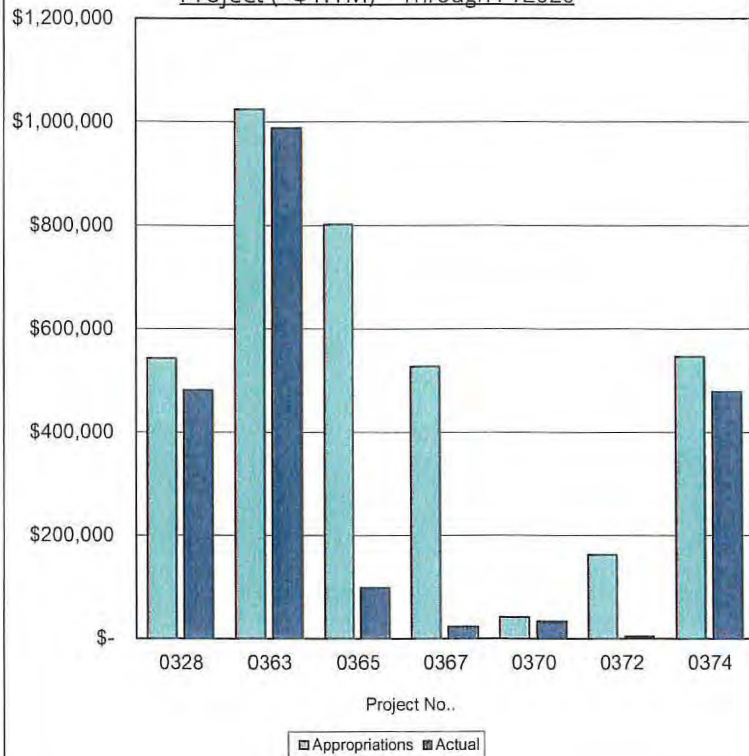
Leucadia Wastewater District Capital Expenditures

As of December 31, 2019

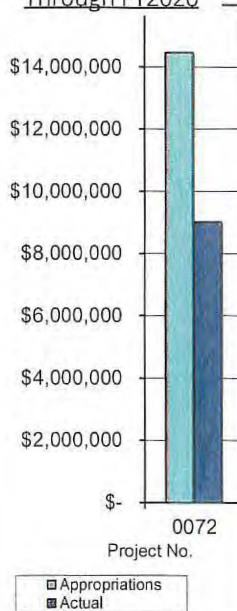
District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2020



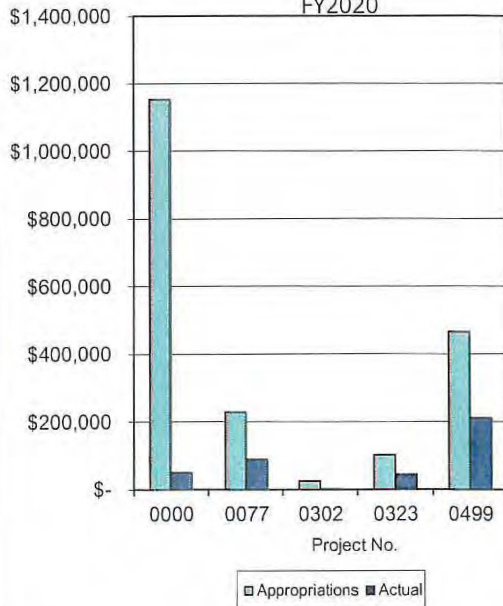
District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2020



District's Share of
Encina WPCF
Capital Exp
Through FY2020



Single Year Capital Expenditures by
Project
FY2020



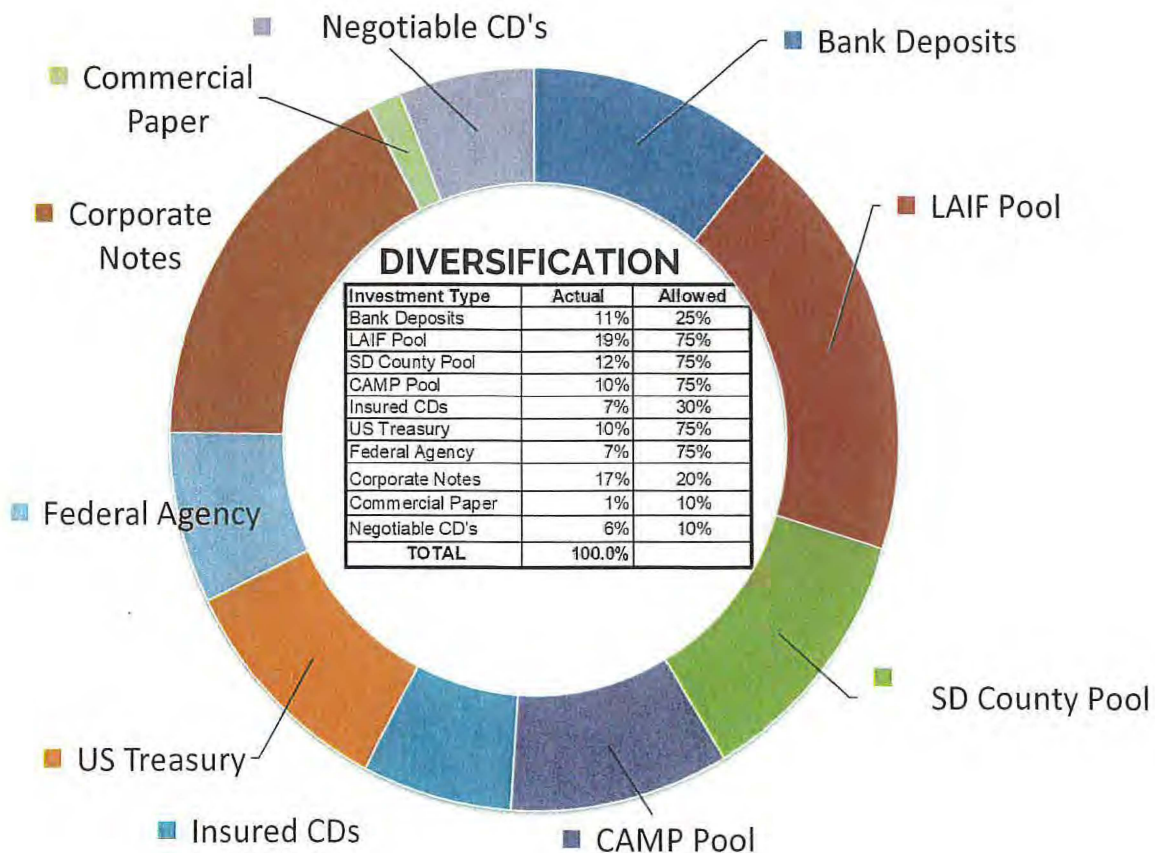
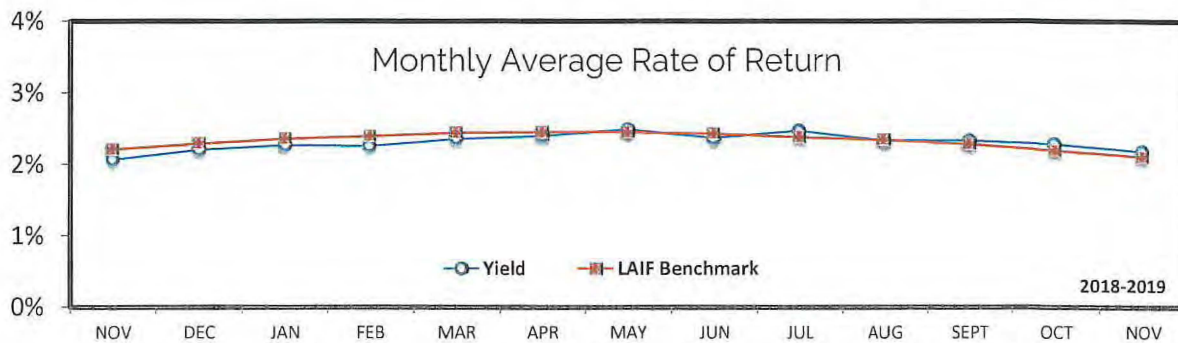
Project Legend

| 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 |

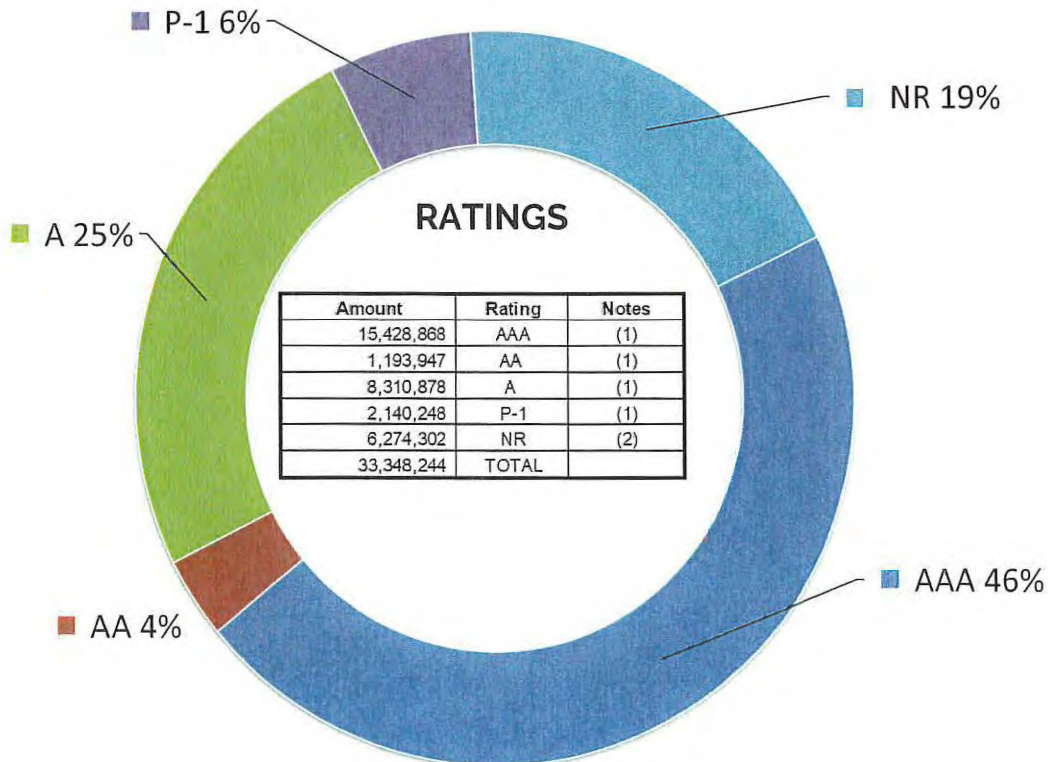
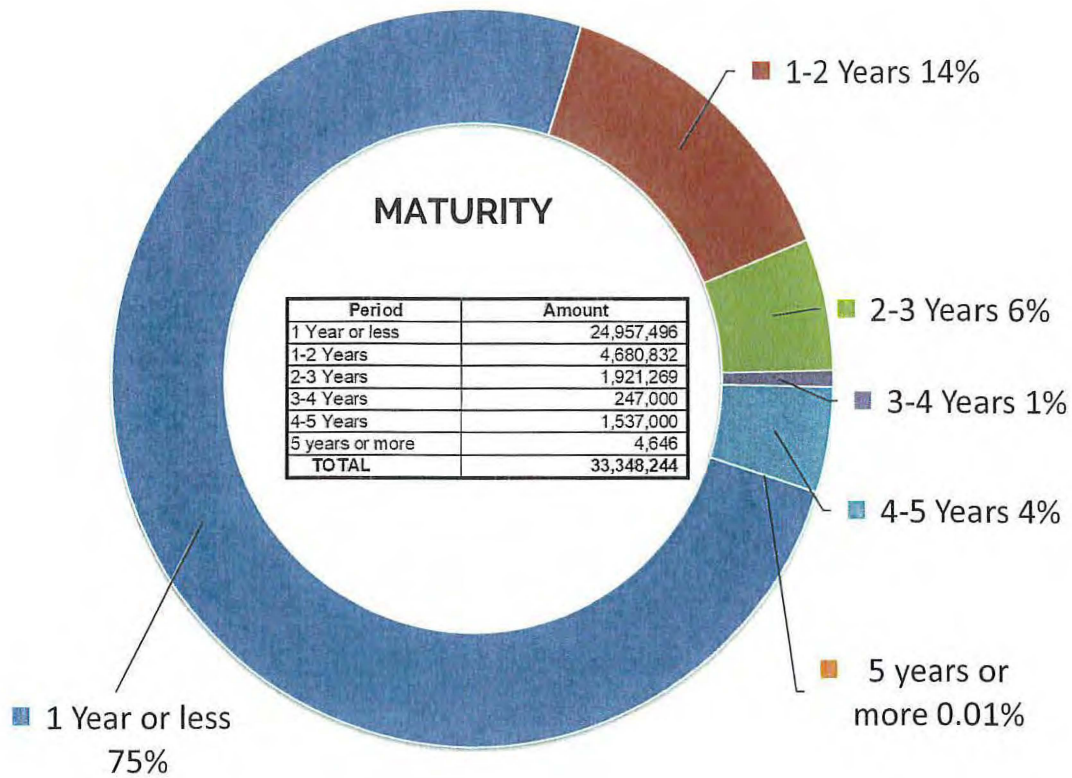
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2019

| Cash Equivalents & Investments | Principal (Original Cost) | | November Interest | Average Rate |
|-----------------------------------|---------------------------|----------------------|-------------------|---------------|
| | Oct 31, 2019 | Nov 30, 2019 | | |
| Opus Bank Reserve | \$ 5,275,542 | \$ 3,656,903 | \$ 8,477 | 2.490% |
| LAIF Pool | 6,274,302 | 6,274,302 | \$ 10,996 | 2.103% |
| SD County Pool | 3,878,680 | 3,878,680 | 7,027 | 2.174% |
| CAMP Pool | 3,625,032 | 3,235,564 | 4,993 | 1.880% |
| Certificates of Deposit - Insured | 1,943,000 | 2,190,000 | 3,300 | 2.017% |
| CAMP Portfolio | | | | |
| US Treasury Notes | 3,388,203 | 3,388,203 | 5,403 | 1.910% |
| GNMA Pool | 4,689 | 4,646 | 29 | 7.370% |
| Federal Agency Notes | 2,480,465 | 2,480,465 | 4,616 | 2.230% |
| Corporate Bonds/Notes | 5,036,344 | 5,749,233 | 11,356 | 2.470% |
| Commerical Paper | 490,248 | 490,248 | 1,091 | 2.670% |
| Negotiable CD's | 2,000,000 | 2,000,000 | 4,169 | 2.500% |
| Total Camp Portfolio | 13,399,948 | 14,112,794 | 26,664 | 2.300% |
| Totals | \$ 34,396,505 | \$ 33,348,244 | \$ 61,456 | 2.177% |



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2019
(Continued)

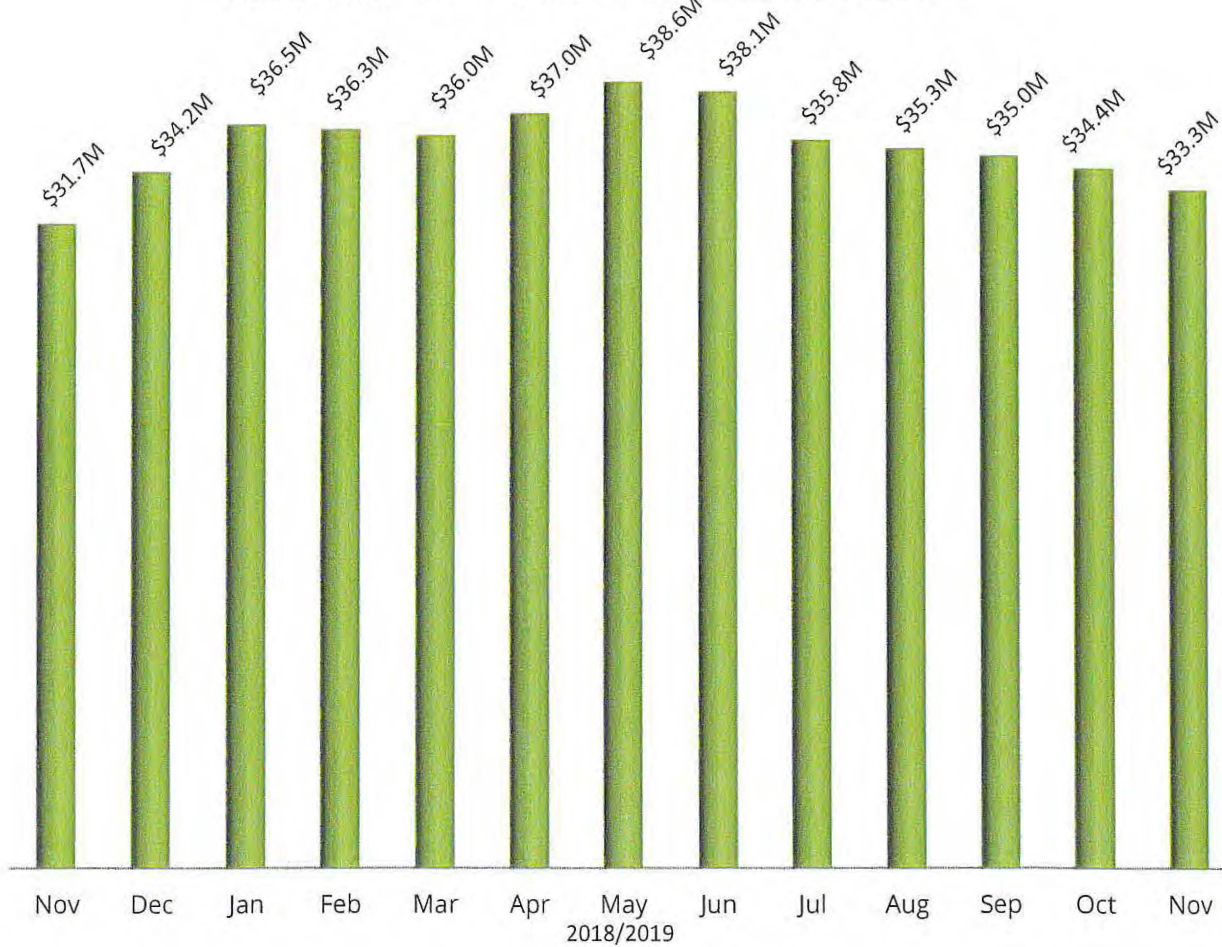


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2019

(Continued)

CASH & INVESTMENT RESERVES BY MONTH



INVESTMENT TRANSACTIONS

For the months of November, 2019

| Investment | Purchases | Sales & Maturities | Maturity Date | CUSIP | YTM at Cost | Notes |
|-------------------------------------|------------|--------------------|---------------|-----------|-------------|-------|
| GNMA MBS 30-yr Pool | | \$ 43 | 9/1/2026 | 36207GEE5 | 7.37% | (3) |
| PNC Financial Svcs Corp Notes | \$ 309,090 | | 3/8/2022 | 693476BN2 | 1.92% | |
| Abbott Laboratories Corp Notes | \$ 304,869 | | 3/15/2022 | 002824BA7 | 1.84% | |
| JP Morgan Chase Corp Notes | \$ 300,000 | | 11/27/2024 | 48128GM49 | 2.3-2.6% | (4) |
| State Bank of India NY - Insured CD | \$ 247,000 | | 11/27/2024 | 856285RS2 | 2.05% | |

TOTAL

| | |
|--------------|-------|
| \$ 1,160,959 | \$ 43 |
|--------------|-------|

(3) Monthly principal payments from mortgage pool

(4) 5 year corporate step note. First 3 years at 2.3%, 4th year at 2.45% & 5th year at 2.6%

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

MEMORANDUM

DATE: January 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: December 2019 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 December 2019.

DISCUSSION:

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

Attached please find the Board Disclosure of Reimbursements report for the month of December 2019 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
December 1-31, 2019**

| Conference Date | Description | Director J. Hanson | Director E. Sullivan | Director D. Omsted | Director D. Kulchin | Director A. Juliussen | GM P. Bushee | ASM R. Duffey | TSM R. Morishita | FSS J. Stecker |
|---|------------------------------|-----------------------|-------------------------|-----------------------|------------------------|--------------------------|-----------------|------------------|---------------------|-------------------|
| CASA Fall Strategic Planning December 4-6, 2019 Sacramento, CA | CASA Fall Strategic Planning | | | | | | | | | |
| | Registration | | | | | | | | | |
| | Hotel | | | | | | 462.46 | | | |
| | Airfare | | | | | | 162.96 | | | |
| | Meals | | | | | | 27.18 | | | |
| | Baggage | | | | | | | | | |
| | Parking/Coaster | | | | | | 70.00 | | | |
| | Tips/Baggage | | | | | | 5.00 | | | |
| | Fuel/mileage/taxi/uber | | | | | | 46.22 | | | |
| | Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 773.82 | 0.00 | 0.00 | 0.00 |
| | | | | | | | | | | |
| | Registration | | | | | | | | | |
| | Hotel | | | | | | | | | |
| | Airfare | | | | | | | | | |
| | Meals | | | | | | | | | |
| | Baggage | | | | | | | | | |
| | Parking/Coaster | | | | | | | | | |
| | Tips/Baggage | | | | | | | | | |
| | Fuel/mileage/taxi/uber | | | | | | | | | |
| | Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | | | | |
| | Registration | | | | | | | | | |
| | Hotel | | | | | | | | | |
| | Airfare | | | | | | | | | |
| | Meals | | | | | | | | | |
| | Baggage | | | | | | | | | |
| | Parking/Coaster | | | | | | | | | |
| | Tips/Baggage | | | | | | | | | |
| | Fuel/mileage/taxi/uber | | | | | | | | | |
| | Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | | | | |
| | Registration | | | | | | | | | |
| | Hotel | | | | | | | | | |
| | Airfare | | | | | | | | | |
| | Meals | | | | | | | | | |
| | Baggage | | | | | | | | | |
| | Parking/Coaster | | | | | | | | | |
| | Tips/Baggage | | | | | | | | | |
| | Fuel/mileage/taxi/uber | | | | | | | | | |
| | Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Notes:

MEMORANDUM

DATE: January 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2020 (FY 20) LWD Tactics and Action Plan

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 10, 2019 Board meeting, the Board of Directors adopted the LWD FY 20 Tactics and Action Plan. At a previous Board meeting, the Board of Directors directed staff to include a quarterly status report of the Tactics and Action Plan in the agenda.

Attached for the Board's review, is the FY 20 Tactics and Action Plan's quarterly status report with an ending date of December 31, 2019. The report indicates which goals are in progress, have been completed, and have not been started.

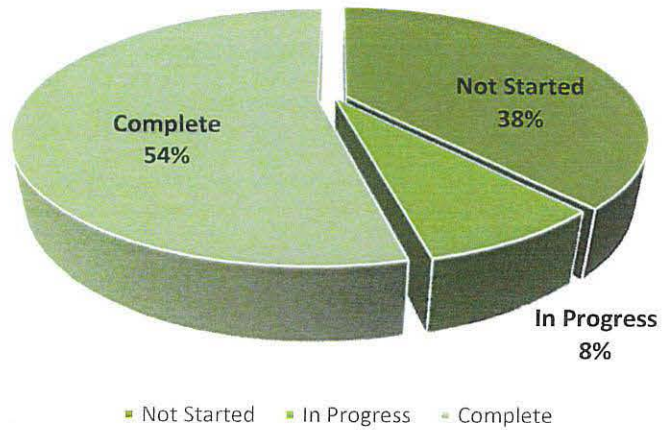
th:PJB

Attachments

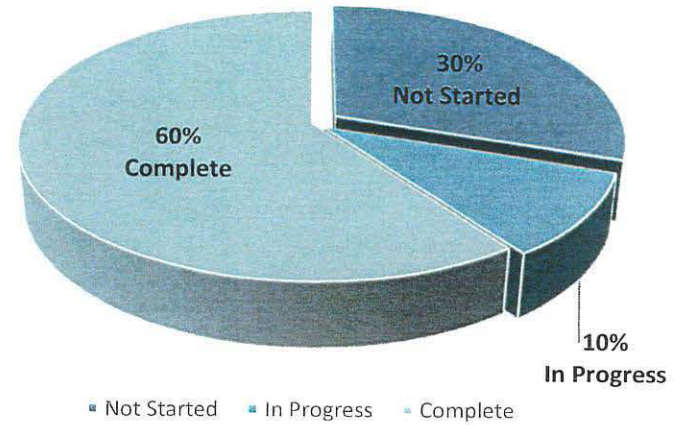
FY 2020 Tactics and Action Plan Status Report

October 1 - December 31, 2019

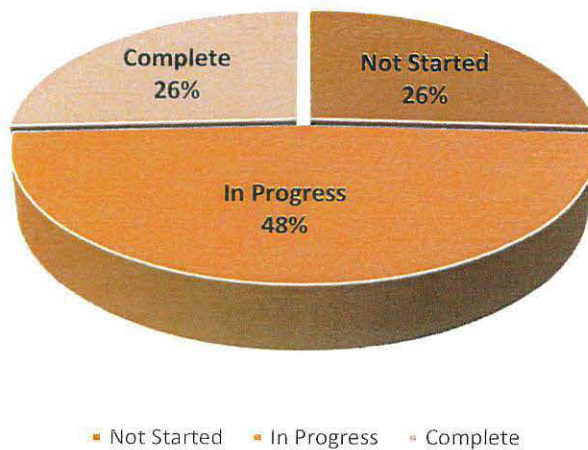
Financial Tactics



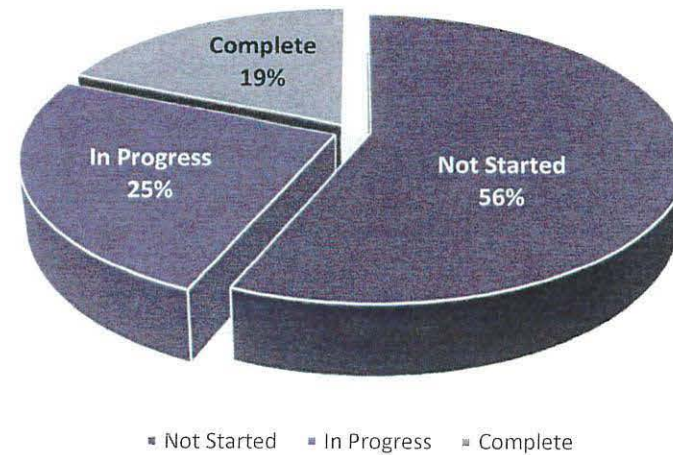
People Tactics



Services Tactics



Infrastructure & Technology Tactics



Leucadia Wastewater District
Fiscal Year 2020
Tactics & Action Plans

1. Financial

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

| Tactics | Leader | Team | Start Date | Completion Date | Status/Comments |
|---|--------|---------------------|------------|-----------------|-----------------|
| FY 2021 Budget | | | | | |
| Initial Data Collection | ASM | TSM, FSS, EA, ASSup | Jan-20 | Mar-20 | Not Started |
| Board Workshop | ASM | TSM, FSS, EA, ASSup | May-20 | May-20 | Not Started |
| Budget Approval | ASM | TSM, FSS, ASSup | Jun-20 | Jun-20 | Not Started |
| FY 2019 Audit | | | | | |
| Close Books, Prepare Trial Balance & Supporting Schedules | ASM | AT, ASSup | Jul-19 | Sep-19 | Completed |
| Coordinate with & Respond to Auditors | ASM | AT, ASSup, EA, GM | Jul-19 | Dec-19 | Completed |
| Audit Report to Board | ASM | GM, ASSup | Dec-19 | Dec-19 | Completed |
| Finance Policy Reviews | | | | | |
| Procurement Policy | ASM | TSM, GM, ASSup, EA | Aug-19 | Sep-19 | Completed |
| Investment Policy | ASM | ASSup, GM, EA | Sep-19 | Sep-19 | Completed |
| Reserve Policy | ASM | ASSup, GM, EA | Feb-20 | Feb-20 | In Progress |
| Finance Awards | | | | | |
| Apply for GFOA Financial Reporting Award | ASM | | Dec-19 | Jan-20 | Completed |
| GASB 75 OPEB Liability Accrual Valuation | | | | | |
| Coordinate with Actuary to Complete OPEB Valuation | ASM | ASSup | Mar-20 | May-20 | Not Started |
| Complete Deferral Schedules and Record in Accounting | ASM | | May-20 | Jun-20 | Not Started |
| PERS Unfunded Accrued Liability (UAL) | | | | | |
| Implement Board approved 10 year option to paydown UAL | ASM | ASSup | Jul-19 | Jul-19 | Completed |

2. People

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

| <u>Tactics</u> | <u>Leader</u> | <u>Team</u> | <u>Start Date</u> | <u>Completion Date</u> | <u>Status/Comments</u> |
|--|---------------|------------------------------|-------------------|------------------------|------------------------|
| Conduct Employee Benefits Briefing | ASM | Assup, Pickering Ins Brokers | Nov-19 | Jan-20 | Completed |
| Employee Training | | | | | |
| Conduct Annual Confined Space Entry Training | FSS | FSSup, FS Staff | Jun-19 | Jul-19 | Completed |
| EAP Refresher Training | ASsup | All Staff | Mar-20 | Jun-20 | Not Started |
| Fire Extinguisher Training | ASsup | All Staff | Nov-19 | Nov-19 | Not Started |
| CSRMA Ergonomic Training | ASsup | All Staff | Aug-19 | Sep-19 | Completed |
| SSO Response Training & RMC Presentation | FSSupt | FSSup, FS Staff | Feb-20 | Apr-20 | Completed |
| Administration Policy Updates/Annual Reviews | | | | | |
| Board Staff Relations Policy | ASM | GM, ASsup | Nov-19 | Jan-20 | In Progress |
| Board Policy Binders | EA | AS | Jul-19 | Nov-19 | Completed |
| Review Job Descriptions and revise as required | ASsup | GM, ASM, EA, TSM | Jan-20 | Mar-20 | Not Started |
| Review HRPM and revise as required | ASM | GM, ASsup, EA, TSM | Feb-20 | Jun-20 | In Progress |
| Review Records Retention Policy and revise as required | ASsup | EA, AS, GC | Sep-19 | Dec-19 | Completed |
| Conduct Team Building Workshop | GM | ASM, EA, ASsup | Oct-19 | Nov-19 | Completed |
| Emergency Response | | | | | |
| Conduct an Emergency Response Drill/Training | ASsup | ASM, FSS, FSSup, FST III | Mar-20 | Jun-20 | Not Started |
| LWD's Safety Program | | | | | |
| Review existing Safety Programs & Policies | ASM | GM, TSM, ASsup, FSS, FSSup, | Jul-19 | Jan-20 | Completed |
| Update existing Safety Programs & Policies | ASM | GM, TSM, ASsup, FSS, FSSup, | Jan-20 | Apr-20 | Completed |
| Add new Programs & Policies as required | ASM | GM, TSM, ASsup, FSS, FSSup, | Mar-20 | Jun-20 | Not Started |
| Conduct Employee Interviews | | | | | |
| Conduct Employee Satisfaction Survey | GM | ASM, ASsup | Oct-19 | Dec-19 | Completed |
| Compensation | GM | ASM, ASsup | May-20 | Jun-20 | Not Started |
| Employee Recognition | | | | | |
| Annual Employee BBQ | EA | ASsup, AS | Jul-19 | Jul-19 | Completed |
| Holiday Function | EA | ASsup, AS | Aug-19 | Dec-19 | Completed |

3. Services

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

| <u>Tactics</u> | <u>Leader</u> | <u>Team</u> | <u>Start Date</u> | <u>Completion Date</u> | <u>Status/Comments</u> |
|---|---------------|--------------------------|-------------------|------------------------|------------------------|
| Replace ATS Switch at Village Park 5 Pump Station | FSS | FSS, FS Staff | Aug-19 | Dec-19 | In Progress |
| Rebuilt Muffin Monster Leucadia Pump Station | FSS | FSS, FS Staff | Nov-19 | Feb-20 | In Progress |
| Participate in North County Water Recycling Lobbying Effort | GM | TSM, DE | Jul-19 | Jun-20 | In Progress |
| Purchases | | | | | |
| Vactor Replacement Truck | FSS | FSS, FS Staff | Jul-19 | Mar-20 | In Progress |
| Replace 3/4 & 1/2 Pickup Trucks | FSS | FSS, FS Staff | Jul-19 | Oct-19 | In Progress |
| (2) Portable Emergency Generators | FSS | FSS, FS Staff | Aug-19 | Dec-19 | In Progress |
| Emergency By-Pass Pump to Replace Big Blue | FSS | FSSup, DE | Jul-19 | Dec-19 | In Progress |
| Smoke Testing in Old Town Area | FSS | FSSup, FS Staff | Aug-19 | Dec-19 | Not Started (delayed) |
| Chemical Metering Pump (AWT) | FSS | FSSup, FS Staff | Jul-19 | Oct-19 | Completed |
| Purchase & Install Deragger Controls for VP5 & Avocado PS | FSS | FSSup, FS Staff | Jan-20 | Apr-20 | Not Started |
| Administration Building and Facility Updates | | | | | |
| Replace Rain gutters | FSSpec | FSSup, FS Staff | Jul-19 | Oct-19 | Completed |
| HVAC Rehabilitation phase II | FSSpec | FSSup, FS Staff | Aug-19 | Dec-19 | In Progress |
| RFB Security Cameras and installation of cameras | ASsup | Safety Committee, TSM | Jul-19 | Jan-20 | In Progress |
| By-Pass Pumping Drills | | | | | |
| Batiquitos Pump Station | FSSup | FSS, FS Staff | Jan-20 | Jun-20 | Not Started |
| Leucadia Pump Station | FSSup | FSS, FS Staff | Aug-19 | Nov-19 | Not Started |
| Host Emergency Drill with Local Agencies | FSS | FSSup, FS Staff | Jul-19 | May-20 | Not Started |
| Public Outreach Services | | | | | |
| Regular Updates to District Website | ASsup | GM, ASM, EA, AS | Jul-19 | Jun-20 | In Progress |
| Continue to Build Facebook Audience | ASsup | GM, ASM, FSSup, FS Staff | Jul-19 | Jun-20 | In Progress |
| LWD Teacher Grant Program | ASsup | AS | Aug-19 | Nov-19 | Completed |
| Participate in CSDA Video Contest (CSDA revised dates of program) | ASsup | AS | Jun-19 | Dec-20 | Completed |
| Complete 2019 Summer Newsletter | ASsup | GM, ASM, EA, AS | Jul-19 | Aug-19 | Completed |
| Write, Design, Print, & Mail 2020 Winter Newsletter | ASsup | GM, ASM, EA, AS | Dec-19 | Mar-20 | In Progress |
| RFP for Public Outreach Services | ASM | GM, ASsup, EA | Dec-19 | Mar-20 | Not Started |
| Awards | | | | | |
| Apply for CWEA Awards | FSS | TSM, ASM, FSSup | Sep-19 | Nov-19 | Completed |
| Apply for CSDA District of Transparency | EA | EA | Feb-20 | May-20 | Not Started |
| Pursue Presentation Opportunities @ CWEA, SCAP, etc. | GM | FSS, TSM, ASM | Jul-19 | Jun-20 | In Progress |
| Records Retention | | | | | |
| Review stored records destroy those past retention period | EA | AS | Aug-19 | Oct-19 | Completed |

4. Infrastructure and Technology

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

| Tactics | Leader | Team | Start Date | Completion Date | Status/Comments |
|---|--------|-------------|------------|-----------------|-----------------|
| Leucadia Pump Station Rehabilitation | | | | | |
| Complete Project Design | TSM | GM, FSS, DE | Jul-18 | Oct-19 | Completed |
| *Bid Project | TSM | GM, FSS, DE | Nov-19 | Feb-20 | Completed |
| Construction | TSM | GM, FSS, DE | Mar-20 | Aug-21 | Not Started |
| Orchard Wood Road Pipeline Replacement | | | | | |
| Complete Project Design | TSM | GM, FSS, DE | Dec-18 | Aug-19 | In Progress |
| Bid Project | TSM | GM, FSS, DE | Sep-19 | Nov-19 | Not Started |
| Construction | TSM | GM, FSS, DE | Dec-19 | Mar-20 | Not Started |
| Encinitas Estates Pump Station Replacement | | | | | |
| Project Design | TSM | GM, FSS, DE | May-19 | Nov-19 | In Progress |
| Bid Project | TSM | GM, FSS, DE | Dec-19 | Mar-20 | Not Started |
| Construction | TSM | GM, FSS, DE | Apr-20 | Sep-20 | Not Started |
| FY 2020 Gravity Pipeline Rehab / Quebrada Realignment | | | | | |
| Project Design | TSM | GM, FSS, DE | Jul-19 | Sep-19 | In Progress |
| Bid Project | TSM | GM, FSS, DE | Oct-19 | Dec-19 | Not Started |
| Construction | TSM | GM, FSS, DE | Jan-20 | Apr-20 | Not Started |
| Diana Pump Station Upgrade | | | | | |
| Project Design | TSM | GM, FSS, DE | Feb-20 | Jun-20 | In Progress |
| Bid Project | TSM | GM, FSS, DE | Jul-20 | Sep-20 | Not Started |
| Construction | TSM | GM, FSS, DE | Oct-20 | Feb-21 | Not Started |
| Batiquitos (B3) Force Main Discharge Section Replace | | | | | |
| *Construction | TSM | GM, FSS, DE | Jul-19 | Oct-19 | Completed |
| Purchase Back-up SCADA Server | FSSupt | | Aug-19 | Oct-19 | In Progress |

***Notes**

- 1) Leucadia PS Bid Project - substantially completed. Bids are due January 16th.
- 2) B3 FM Discharge Section Replace Construction - substantially complete

Encina Wastewater Authority Report
Regular Board Meeting
December 11, 2019

EWA Board of Directors - President Juliussen Reporting

1. Resolution 2019-05: Proclamation Honoring Scott Allan

The Board of Directors adopted Resolution No. 2019-05: Proclamation honoring Scott Allan for over 25 years of service to Encina Wastewater Authority.

2. Election of Officers for Calendar Year 2020

The Board of Directors conducted elections for the 2020 Encina Joint Advisory Committee and Encina Wastewater Authority Board of Directors Chair, Vice-Chair and Secretary and appointed an EWA Auditor and Treasurer for 2020. The results are as follows:

- Chair – Allan Juliussen
- Vice Chair – Keith Blackburn
- Secretary – Mike Steinlicht
- Auditor & Treasurer – LeAnn Warchol

3. Fiscal Year 2019 (FY19) Comprehensive Annual Financial Report (CAFR)

The Board of Directors received and filed the FY19 CAFR.

4. Construction Award and Authorizations for SCADA Network Infrastructure Improvement Project – Phase 1

The Board of Directors authorized the General Manager to execute eight separate recommendations totaling \$3,059,972 relating to the equipment, design, and construction of the SCADA Network Infrastructure Improvement Project.

There was no executive session.

Human Resources Committee Meeting Report

Presented by Director Hanson

Meeting held December 10, 2019

The Human Resources Committee (HRC) reviewed the following recommendation:

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

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

MEMORANDUM

DATE: January 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Leucadia Pump Station Rehabilitation Project – Design Services

RECOMMENDATION:

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

1. 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.
2. Discuss and take other action as appropriate.

BACKGROUND:

Tactical Goal: Infrastructure and Technology / Leucadia Pump Station Rehabilitation

This item will be reviewed by the EC at its January 7 meeting.

In May 2018 the Board authorized Amendment No. 4 to Task Order 29 with Infrastructure Engineering Corporation (IEC) for engineering services to design the Leucadia Pump Station (LPS) Rehabilitation Project. The major design elements in Amendment No. 4 included the installation of five new dry pit submersible pumps, replacement of the check valves and associated piping and replacement of the discharge header (installed in 1971).

You may recall that this criteria was added to the project design because staff discovered extremely high levels of hydrogen sulfide (H₂S) at the discharge end of the Leucadia (L2) Force Main, creating an extremely dangerous, odorous and corrosive environment. Field testing of several operational adjustments produced no significant H₂S reduction. Therefore, an evaluation and redesign of the mechanical system was required to reduce the H₂S levels. The installation of new pumps, check valves and associated piping altered the original project scope from a minor to a major pump station rehabilitation.

Subsequently, in February 2019 the Board authorized Amendment No. 5 for project design. This Amendment was for designing a permanently installed submersible pump in the LPS Emergency Basin. The primary advantage of this design is the ability to rapidly start pumping operations out of the emergency basin in emergencies. Additionally, the Amendment included preliminary siting for a super-oxygenation odor control system and flood proofing of the LPS dry well.

DISCUSSION:

In June 2019, as project design continued, the LPS Surge Tank Line failed. This ductile iron pipe was installed in July 2006. Although the spill was contained within the District's campus, staff requested that IEC include the replacement of the Surge Tank Line due to the questionable reliability of the line. Additionally, staff requested that a submersible recirculation chopper pump

be installed in the wet well to prevent grease blanket formation. The installation of the recirculation pump was requested after successful field testing of a similar pump installation at the Batiquitos Pump Station.

IEC has been responsive to the changing design elements of the project and have successfully completed project design. They have submitted a proposal for their engineering services provided to complete project design, attached for your review. The Scope of Work includes:

Task 2.1 – Additional Design Services

- Additional scope and plan sheets addressing:
 - ❖ General
 - Modified system curve for revised surge tank piping and permanent submersible pump
 - ❖ Civil
 - Enlarged site plan
 - Revised conceptual bypass plan
 - Revised surge tank piping
 - Super-Oxygenation System requirements
 - ❖ Mechanical
 - Replacement and modification of surge tank piping
 - Fiberglass Reinforced Plastic platform for generator access
 - New submersible recirculation chopper pump in wet well
 - Super-Oxygenation System piping
 - ❖ Electrical and Instrumentation
 - New submersible recirculation chopper pump in wet well
 - Super-Oxygenation System electrical requirements
- Additional Structural Scope
 - New submersible recirculation chopper pump in wet well
 - Super-Oxygenation System foundation
- Surge Analysis for Surge Tank requirement and piping modification

IEC's proposed fee for the scope of this 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. Staff and the EC reviewed the proposal and believes it is fair and reasonable. Therefore, staff and the EC recommend that the Board authorize the General Manager to execute Amendment No. 7 to Task Order 29 with IEC for engineering design services for the Leucadia Pump Station Rehabilitation Project.

FISCAL IMPACT:

The FY 2020 budget contains sufficient funds to complete design services to be provided under this task order amendment.

rym:PJB

Attachment



December 10, 2019

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

RE: Proposal for Additional Engineering Services for Final Design of 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 7) for additional engineering services to add additional scope to the Leucadia Pump Station Rehabilitation Project including the addition of a submersible pump in the emergency wetwell, the addition of an odor control system (Liquid Oxygen, LOX), the edition of a submersible recirculation chopper pump, replacement of the surge tank piping, and other minor changes. This scope includes the final design for these items including plans, specifications and an Engineer's Opinion of Probable Construction Cost (EOPCC). The services requested under this sixth amendment supplement, and do not overlap with, services authorized under the original contract or other amendments.

SCOPE OF SERVICES

Task 2.1 - Additional Design Services

IEC will prepare additional design for the addition of a submersible pump in the emergency wetwell, the addition of an odor control system (Liquid Oxygen, LOX), the edition of a submersible recirculation chopper pump, replacement of the surge tank piping, and other minor changes. The additional design items per drawing due to these additions are as follows.

General

- Drawing G-4. Pump Selection for new permanent submersible pump. Includes new modified system curve to account for revised surge tank piping, and pump selection.

Civil

- Drawing C-1. Updated and enlarged Civil Site Plan to account for LOX site, LOX sidestream piping, and trash enclosure relocation.
- Drawing C-2. Revised conceptual bypass plan to account for replacement of surge tank piping.
- Drawing C-3. Revised drawing to show redesign of surge tank piping (also referred to as new emergency forcemain for the proposed permanent submersible pump in the emergency wetwell. Design includes an above ground, supported pipeline with a new grating for access to the emergency generator.
- Drawing C-4. New lox side stream forcemain plan and profile.



- Drawing C-5. Drawing revised to include new details for LOX Civil Site plan, new trash enclosure and gate elevation, new wall for trash enclosure and LOX enclosure, fence section and gate post schedule.

Demolition

- Drawing D-1. New demolition includes the surge tank piping.

Mechanical Sheets

- Drawing M-1. New details to replace and modify the surge tank piping.
- Drawing M-2. Additional plan and sections for the permanent emergency pump and connections on the new surge tank piping.
- Drawing M-3. New plan and sections for modifications in the existing valve vault. Selection and specification of new sump pump for the existing valve vault.
- Drawing M-4. New plan and section for FRP platform to accommodate access to the generator over the new aboveground surge tank piping.
- Drawing M-6. Modified plan and created new section to accommodate the new conditioning pump (submersible chopper pump) in the existing wetwell.
- Drawing M-10. New plan and section of the flow meter vault to accommodate the LOX sidestream forcemain connection details.
- Drawing M-11. New plan and section detailing the new odor control equipment area.
- Drawing MD-2. New details for ground mounted pipe support, pipe bracket (detail 5), power control station pedestal, strain relief hook and temporary emergency overflow basin bypass pump.

Specifications Sections

- 04232 – Reinforced Concrete Block Masonry
- 09900 – Painting and Coating (modified)
- 11065 – Wet Pit Submersible Pump and Motor
- 11067 – Wet Well Recirculation Pump and Motor
- 11175 – Superoxygenation system
- 11307 – Sump Pump and Motor

Surge Analysis

Additional scope and fee to perform a surge analysis is included in this amendment. The surge analysis will consist of the following tasks.

- Task 1 – Information Review. Review of information including: pump station plans, sections, pump curves, valving, operations, etc.; existing force main profile, materials, diameters, and pressure classes.
- Task 2 – Model Development. Create a surge analysis model of the system including the two pump stations and one force main under maximum flow conditions for high and low water hammer wave speeds.
- Task 3 – Analysis and Recommendations. Perform surge analyses simulations for sudden pump trip and pump startup of the pump stations under maximum flow conditions assuming no surge protection for the system with high and low water hammer wave speeds. Based on the results of the analyses, analyze the system with the existing surge



protection installed and if necessary, recommend additional protection measures to protect the entire system from adverse pressure surges.

- Task 4 – Draft Technical Memorandum. Prepare and submit a Draft technical Memorandum summarizing the results and recommendations of the analysis.
- Task 5 – Final Technical Memorandum. Upon receipt and incorporation of comments, submit the Final Technical Memorandum.

Additional Structural Scope

Additional structural scope required to complete the design additions includes the following.

- Odor control and liquid oxygen tank and equipment foundation.
- Valve vault penetrations.
- Forcemain foundation and platform.
- New opening in top slab of overflow.
- 16" emergency bypass suction line support and penetration fill detail.
- New opening in top slab of pump station and modifications for grating penetration.
- New platform inside flow meter vault.
- Guardrail.

Additional Electrical and Instrumentation Scope

Additional electrical and instrumentation scope required to complete the design additions includes the following.

- E-2 - Revised partial site plan to include new LOX site. New detail for conduit to the LOX site.
- E-3 – Revised single line diagram to add odor control sidestream pump, emergency bypass pump, wetwell conditioning pump. Added same pumps to the MCC detail.
- E-4 – Revised upper level electrical plan to include conditioning pump and conduits to the new submersible bypass pump.
- E-5 – Revised to add new fixture in flow meter vault.
- E-6 – Revised to add new sump pump in flow meter vault.
- E-9 – Revised to add new submersible pump in overflow vault.
- E-10 – New plan for LOX odor equipment.
- E-15 – New control diagram for submersible pump in overflow vault.
- E-16 – New control diagram for wetwell conditioning pump.
- E-17 – Revised conduit schedule to add LOX equipment, conditioning pump, and new submersible pump in overflow vault.
- I-2 – Revised P&ID to add conditioning pump, and new submersible pump in overflow vault.
- I-5 – New P&ID for LOX equipment.



Mr. Robin Morishita
Leucadia Wastewater District
Page 4 of 4

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,

Robert S. Weber, PE
President

cc: Jamie Fagnant, PE

**FEE ESTIMATE
LEUCADIA WASTEWATER DISTRICT
Pump Rehabilitation Project - Final Design**

| Task/ Subtask | Task/Subtask Description | <i>Sr. Project Manager</i> | <i>Project Manager</i> | <i>Sr. Project Engineer</i> | <i>Engineer II</i> | <i>Word Processor</i> | Subtask Labor- Hours | Subtask Labor Cost | Direct Cost | Subcontract (Electrical/Str uctual) | Total Cost |
|------------------|---|--------------------------------|----------------------------|---------------------------------|--------------------|---------------------------|----------------------------|-----------------------|----------------|---|------------------|
| | | \$190.00 | \$180.00 | \$160.00 | \$120.00 | \$75.00 | | | | | |
| TASK 2.1 | Final Design | | | | | | | | | | \$117,690 |
| | Additional Civil and Mechanical Design and Specifications | 8 | 107 | 42 | 254 | 21 | 432 | \$59,555 | | | \$59,555 |
| | Surge Analysis | | | | | | 0 | \$0 | | \$15,400 | \$15,400 |
| | Additional Structural Design | | | | | | 0 | \$0 | | \$27,775 | \$27,775 |
| | Additional Electrical and Instrumentation | | | | | | 0 | \$0 | | \$14,960 | \$14,960 |
| | | 8 | 107 | 42 | 254 | 21 | 432 | | | | |
| | | \$1,520 | \$19,260 | \$6,720 | \$30,480 | \$1,575 | | \$59,555 | \$0 | \$58,135 | \$117,690 |

TOTAL NOT-TO-EXCEED FEE: \$117,690

MEMORANDUM

DATE: January 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Encinitas Estates Pump Station Replacement Project – Engineering Design Services

RECOMMENDATION:

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

1. 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.
2. Discuss and take other action as appropriate.

DISCUSSION:

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

This item will be reviewed by the EC at its January 7 meeting.

In April 2014, Infrastructure Engineering Corporation (IEC) completed the District's pump stations assessment. As a result of the assessment, IEC recommended the replacement of the Encinitas Estates Pump Station (a Smith & Loveless packaged pump station) with a submersible pump station.

In the 2014 Pump Stations Assessment Report the estimated planning cost of construction to replace the pump station was \$842,000 and the estimated cost for pump station rehabilitation was \$592,000. Therefore, the cost difference between replacement and rehabilitation was \$250,000. Based on those cost figures, the rehabilitation of the pump station is 30% less than pump station replacement. However, replacing the Encinitas Estates Pump Station (EEPS) has several advantages and was recommended for the following reasons:

- EEPS is nearing the recommended 50 year life for its cast in place concrete wet well
- The mechanical equipment needs to be replaced
- The electrical components require upgrade
- Replacement will eliminate dependency on Smith & Loveless as a sole source vendor for pump station material and equipment
- A submersible pump station will provide a safer environment for field service staff
- Submersible pump stations are easier, safer and more efficient to maintain and operate
- The confined space in the current pump station makes equipment replacement and repair associated with maintenance and rehabilitation difficult

Staff believes that the advantages of replacement outweigh the additional expense over rehabilitation. Therefore, staff agrees with IEC's recommendation to replace EEPS.

Project design commenced in May 2019 with the issuance of Task Order No. 38 to IEC for survey and base mapping to site the replacement pump station. Project design is based on the similar and recently completed Village Park No. 5 Pump Station Replacement Project. To continue project design, staff requested that IEC submit a proposal for final project design. IEC submitted their proposal, attached for your review. The Scope of Work includes:

- Task 1 – Project Management and Administration
IEC will attend two design/coordination meetings. Additional coordination will be addressed via e-mail and telephone.
- Task 3 – Final Design
IEC and District Staff will develop project design in a collaborative manner. It is anticipated that this method will streamline project design and eliminate formal 50% and 90% design submittals and reviews. IEC will prepare one bid package. Plans, specifications, calculations and an engineer's opinion of probable construction cost will be submitted at the 100% and Final Design levels.
- Task 3.1 – Electrical Design
Subconsultant will complete pump station electrical design including submersible pump connections, pump station controls and emergency generator and automatic transfer switch replacements.

IEC's 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. This total fee is 16% of the updated estimated construction cost of \$900,000. Staff and the EC believe the proposal is fair and reasonable. Therefore, staff and the EC recommend that the Board authorize the General Manager to execute an agreement with IEC for engineering design services to complete the design for the Encinitas Estates Pump Station Replacement Project.

FISCAL IMPACT:

The FY20 Capital Improvement Projects budget contains sufficient funds to cover the design services to be provided under this agreement.

rym:PJB

Attachment



December 10, 2019

Mr. Robin Morishita
Technical Services Manager
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Reference: Encinitas Estates Pump Station Replacement Project – Request for Amendment 2 – Final Design

Dear Mr. Morishita:

It has been our pleasure to assist the District with the Encinitas Estates. This letter summarizes the project budget and requests an amendment to provide the District with additional engineering support services as necessary for the design of the proposed pump station replacement. The services requested under this amendment supplement, and do not overlap with, services authorized under the original task order.

PROJECT BACKGROUND AND APPROACH

In the 2014 Pump Stations Assessment Report prepared by IEC, it was recommended that the District consider systematically replacing the existing Smith and Loveless packaged pump stations with new submersible pump stations in order to provide a safer working environment for District staff, and to simplify pump station maintenance and operation.

We have prepared this scope and approach to provide design services for the Encinitas Estates Pump Station Replacement. We anticipate submittals will include a Pump Selection Memorandum, siting figures, design development coordination with the District, and finally one 100% and one final submittal with calculations, plans, specifications and engineer's opinion of probable construction cost.

Design Assumptions

The following design assumptions have been taken into consideration in drafting our scope and approach:

- It is assumed that the project will include a parallel construction of a new pump station to minimize pump station bypassing operations. However, if lack of space precludes this option we will consider a phased bypass and pump station replacement in place.
- CEQA determination and environmental services are not included.
- Permitting assistance is not included.

SCOPE OF SERVICES

The following detailed scope of services describes the specific tasks and deliverables that will be performed.

Task 1 – Project Management and Administration

Provision is made in the project scope and fee for two (2) design/coordination meetings. Additional coordination, project status reports and schedule updates will be addressed via e-mail and telephone.

Task 3 – Final Design

IEC proposes to address the design development of the pump station in a collaborative manner with District Staff and the District Engineer. Ongoing coordination on a weekly basis will apprise the District of the progress of the plans with regular submittal of the plans under development. This eliminates the need for formal 50% and 90% submittals, and streamlines the project such that review can be provided concurrent with the design to minimize the pausing of design efforts while review is provided and to minimize potential rework. It is intended for this collaborative approach to bring the civil and mechanical plans to a 90% design level prior to starting the subconsultant (structural, electrical and instrumentation) work on the project.

Included in the Final Design task is supplementary geotechnical investigation based on one boring to a depth of 25' on the pump station site to support the design of the pump station wet well.

IEC proposes utilizing existing survey from the Satellite Pump Station Replacement Project which included survey of the Encinitas Estates site. Additional plotting from existing aerials and field survey will extend the original survey to cover the proposed site location and field verify inverts of existing gravity sewers in the vicinity. IEC will obtain a title report for the property the pump station is located on, and provide a plat and legal description for the new easement and quitclaim.

IEC will prepare one bid package. Plans, specifications, calculations and an engineer's opinion of probable construction cost will be submitted at the 100% and Final Design levels. It is anticipated that this bid package will consist D-sized sheets, CSI format specifications, a calculations binder and an engineer's opinion of probable construction cost. The engineer's opinion of probable construction cost will be based on available bid results for similar construction projects and does not include a detailed cost estimate. The proposed drawings include the following:

General

- Title sheet
- General Notes
- Abbreviations and Legend
- Pump Curve

Civil

- Existing Site Conditions and Demolition
- Proposed Site Layout and Piping Plan
- Conceptual Bypass/Phasing Plan
- Civil Details (1)
- Mechanical Plan

- Mechanical Section
- Mechanical Details (2)

Electrical

- Standard Symbols and Abbreviations
- Electrical Site Plan
- Single Line Diagram/Elevations
- Pump Station Area Plan
- Control Diagrams
- Schedules
- Details
- RTU Elevation
- RTU Power Diagram
- RTU I/O Diagram (3)
- Electrical Demolition (2)
- Phasing Plan

Task 3.1 – Electrical Design

This phase covers subconsultant services to perform the electrical design for the pump station replacement. It includes design to cover the replacement of the existing pumps, floats, emergency generator and ATS.

FEE

The proposed level of effort and fee is indicated on the attached table. IEC has included a credit for the original proposed preliminary design scope and fee. The new collaborative design development approach replaces the original scope. 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) 413-2400 should you have any questions or need further information.

Sincerely,



Robert S. Weber, P.E.
Senior Project Manager

cc: Jamie Fagnant, P.E., IEC
Preston "Skip" Lewis, P.E., IEC


**FEE ESTIMATE
LEUCADIA WASTEWATER DISTRICT
Encinitas Estates Pump Station Replacement**

| Task/ Subtask | Task/Subtask Description | <i>Sr. Project Manager (Skip Lewis)</i> | <i>Senior Project Engineer (Jamie Fagnant)</i> | <i>Engineer I/ 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 | | | | | |
| TASK 1 | Project Management and Administration | | | | | | | | | \$4,010 |
| | Design Meetings (2) | 4 | 8 | | | 12 | \$2,040 | \$250 | \$0 | \$2,290 |
| | Project Status Reports/Coordination | 4 | 6 | | | 10 | \$1,720 | \$0 | \$0 | \$1,720 |
| TASK 3 | Final Design | | | | | | | | | \$36,540 |
| | Design Development | 20 | 16 | 84 | 4 | 124 | \$16,320 | \$0 | \$0 | \$16,320 |
| | 100% Submittal | 16 | 16 | 60 | 4 | 96 | \$12,800 | \$0 | \$0 | \$12,800 |
| | Final Submittal | 8 | 12 | 32 | 4 | 56 | \$7,420 | \$0 | \$0 | \$7,420 |
| TASK 3.1 | Electrical Design | | | | | | | | | \$33,330 |
| | Electrical Design | | | | | 0 | \$0 | \$0 | \$33,330 | \$33,330 |
| | | 52 | 58 | 176 | 12 | 298 | | | | |
| | | \$9,880 | \$9,280 | \$20,240 | \$900 | | \$40,300 | \$250 | \$33,330 | \$73,880 |

TOTAL NOT-TO-EXCEED FEE: \$73,880

MEMORANDUM

DATE: January 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Comprehensive Financial Plan Tracking



RECOMMENDED:

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

DISCUSSION:

Tactical Goal: Financial / Financial Plan Update

This item will be reviewed by the IFC at its January 7 meeting.

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

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

rad:PJB

MEMORANDUM

DATE: January 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Board-General Manager/Staff Relations Policy Annual Review

RECOMMENDATION:

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

1. Adopt Resolution No. 2324 – The Revised Board-General Manager/Staff Relations Policy; and
2. Discuss and take other action, as appropriate.

BACKGROUND:

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

This agenda item was reviewed by the HRC at their December 10th meeting. The HRC recommended that the policy be revised and forwarded for the Board's approval.

In January, 2007, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Board-General Manager/Staff Relations Policy. The policy, which was last amended on January 9, 2019, calls for an annual review by the Board of Directors.

DISCUSSION:

Staff and the HRC recently conducted an annual review of the existing policy. During this review, the HRC recommended 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.

The revised strikeout policy is attached for the Board's review.

Staff and the HRC recommend that the Board of Directors adopt Resolution No. 2324 approving the revised LWD Board-General Manager/Staff Relations Policy. This resolution will supersede Resolution No. 2308.

th:PJB
Attachment

RESOLUTION NO. 2324

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
ADOPTING THE REVISED LEUCADIA WASTEWATER DISTRICT'S
BOARD-GENERAL MANAGER/STAFF RELATIONS POLICY**

WHEREAS, the Leucadia Wastewater District Board of Directors originally adopted a Board-General Manager/Staff Relations Policy in January 2007; and,

WHEREAS, the Policy was last amended in January 2019; and,

WHEREAS, it is in the interest of the Leucadia Wastewater District to periodically review and update the Board-General Manager/Staff Relations Policy; and

WHEREAS, the Board of Directors has completed its review and recommended changes to the policy.

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors adopts the revised LWD Board-General Manager/Staff Relations Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2308 and all previously adopted Board-General Manager/Staff Relations Policies.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held January 8, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY

Ref: 19-645020-6955

I. General Provisions

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

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

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

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

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

II. Board to General Manager

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

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

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

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

Policy Adopted: January 10, 2007

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

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

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

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

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

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

III. Board to Staff

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

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

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

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

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

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

IV. Board and Employee Political/Election Related Activities

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

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

V. Board, General Manager and Staff to Attorneys

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

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

C) Attorneys shall take direction from a Board majority, or from a duly appointed committee acting within the scope of its the District’s policies. ~~and in accordance with direction from a Board majority or from the Board Chair.~~

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

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

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

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

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

VI. Board to Other Agencies

A) ~~A)~~ Directors may contact elected officials, or staffs of other Agencies, on behalf of the Board. However, when representing the Board, Directors' comments should reflect approved Board policies or, in areas where no policy has yet been developed, the viewpoint of a majority of the Board. If the Board's viewpoint is unclear or not known, this should be stated.

B) ~~B)~~ If a Director expresses an opinion before another agency regarding District business -that is inconsistent with established Board policy or is simply not covered by Board policy or action, it is requested that the Director state that he or she is expressing their own opinion and not representing the Board as a whole.

C) Directors shall not offer testimony or comments, regarding District business, at a formal meeting of another official body, without express consent from the Board.

VII. Emergency Situations

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

VIII. Access To The Agenda

A) The Board may request items to be placed on future agendas at its regular meetings. In addition, each and every Director may place any item on the agenda provided the request is made no later than Tuesday of the week before the meeting.

B) Items placed on the agenda by an individual Director, accompanied by material submitted by that Director, shall be included in the agenda packet.

IX. Policy Review

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

MEMORANDUM

DATE: January 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Call for Nominations to the San Diego Local Agency Formation Commission (LAFCO) Regular Member Election**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and take other action as appropriate.

DISCUSSION:

Leucadia Wastewater District recently received notification that nominations are being solicited for one regular special district member to serve on San Diego LAFCO. The four-year term commences May 4, 2020 and the deadline for receipt of all nominations is Friday, February 7, 2020 by 5:00 p.m. The incumbent holder, Jo MacKenzie with Vista Irrigation District, is expected to run for a new term.

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

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

tb:PJB

Attachments



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

CALL FOR NOMINATIONS



December 6, 2019

TO: Independent Special Districts in San Diego County

FROM: Tamaron Luckett, Executive Assistant

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

This notice serves as a call to nominations pursuant to Government Code Section 56332(1) to solicit one regular special district member to serve on the San Diego Local Agency Formation Commission (LAFCO). The term is four years and commences on May 4, 2020. The incumbent holder – Jo MacKenzie with Vista Irrigation District – is expected to seek nomination and run for a new term. Additional details follow.

- **Eligibility**

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

- **Authorized Nominations**

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

- **Submittal Process and Deadline**

Signed nominations and a limited **two-page** resume indicating the candidate's District and LAFCO experience must be returned to San Diego LAFCO **no later than Friday, February 7, 2020**. Nominations received after this date will be invalid. Nominations and resumes may be mailed to San Diego LAFCO Office at 9335 Hazard Way, Suite 200, San Diego, CA 92123 or email to tamaron.luckett@sdcounty.ca.gov, if necessary to meet the submission deadline, but the original form must be submitted.

Administration
Keene Simonds, Executive Officer
County Operations Center
9335 Hazard Way, Suite 200
San Diego, California 92123
T 858.614.7755 F 858.614.7766
www.sdlafco.org

Jim Desmond
County of San Diego

Dianne Jacob, Vice Chair
County of San Diego

Greg Cox, Alternate
County of San Diego

Mary Casillas Salas
City of Chula Vista

Bill Wells
City of El Cajon

Paul McNamara, Alternate
City of Escondido

Mark Kersey
City of San Diego

Chris Cate, Alternate
City of San Diego

Jo MacKenzie, Chair
Vista Irrigation

Barry Willis
Alpine Fire Protection

Erin Lump, Alternate
Rincon del Diablo MWD

Andy Vanderlaan
General Public

Harry Machis, Alternate
General Public

After nominations and resumes are received it is anticipated a candidate's forum will be held in conjunction with the California Special Districts Association Quarterly Dinner with confirmation being provided under separate/future cover. Election materials will be mailed out **no later than Friday, February 14, 2020** unless otherwise communicated by the LAFCO Executive Officer. Should you have any questions, please contact me at 858.614.7755.

Attachment:

- 1) Nomination form – LAFCO regular special district member

ATTACHMENT A

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

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

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2024.

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

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

(Presiding Officer Signature)

(Print name)

(Print Title)

(Date)

PLEASE ATTACH RESUME FOR NOMINEE

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

MEMORANDUM

DATE: January 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2020 Board of Directors Committee Assignments

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

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

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

Attachment

tb:PJB



Board of Directors' Committee Assignments

Engineering Committee

President Allan Juliussen, Chair
Director David Kulchin

Investment & Finance Committee

Director Judy Hanson, Chair
Vice President Donald Omsted

Community Affairs Committee

Director David Kulchin, Chair
Director Elaine Sullivan

Human Resource Committee

Director Judy Hanson, Chair
Vice President Donald Omsted



Board of Directors' and Manager Appointments and Assignments

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

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

Other Assignments:

Director Judy Hanson

- CSRMA Board of Directors Board Member

President Allan Juliussen

- EWA Capital Improvement Committee (CIC) Member

Director Elaine Sullivan

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

General Manager Paul Bushee

- Encina Wastewater Authority Member Agency Managers Committee
- CSRMA Board of Directors (Alternate)
- CASA Board of Directors



2020 San Diego Awards Banquet

Saturday, January 25

4pm-9pm

4pm - 5pm Hosted Bar, Games, Hors D' Oeuvres

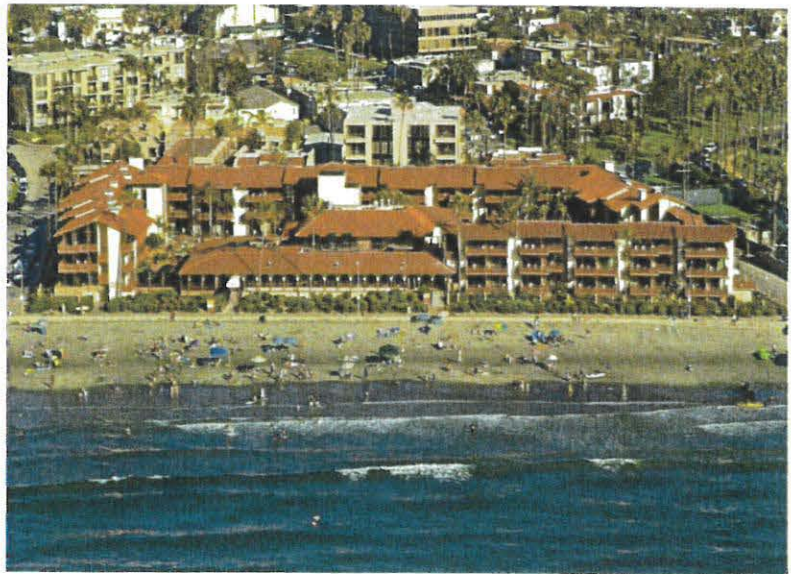
5pm - 6pm Welcome and Dinner

6pm - Ceremony Begins

La Jolla Shores Hotel

8110 Camino Del Oro

La Jolla, CA 92037



PLEASE RSVP WITH TIANNE BY JANUARY 10, 2020

TICKETS ARE LIMITED



[Home](#) \ [Sections](#) \ [California](#) \ [2020 WaterReuse California Annual Conference](#) \ Plenary Sessions

Plenary Sessions

Opening General Session

Monday, March 16, 2020
8:30 am – 9:30 am

Keynote Speaker

Kristin Peer, Deputy Secretary and Special Counsel for Water Policy

Kristin Peer was appointed by Governor Gavin Newsom in September 2019 to serve as Deputy Secretary and Special Counsel for Water Policy at the California Environmental Protection Agency. Prior to her appointment, she served for four years at CalEPA as Assistant General Counsel.

Prior to coming to CalEPA, she was at the California Department of Justice, where she served as Deputy Attorney General in the Natural Resources Law Section of the Public Rights Division from 2010 to 2015. In her earlier positions, she was an associate at Miller, Starr, Regalia from 2007 to 2010 and a credit analyst at Union Bank in Irvine from 2002 to 2004.

Kristin received her law degree from the University of California, Los Angeles in 2007. During her time at UCLA Law, she was an extern at the U.S. Bankruptcy Court in the Eastern District of California and a summer law clerk at Miller Starr Regalia in Walnut Creek.

Kristin received bachelor degrees in Business-Economics and Spanish from the University of California, Santa Barbara, where she graduated with honors and was awarded Phi Beta Kappa.



Kristin Peer

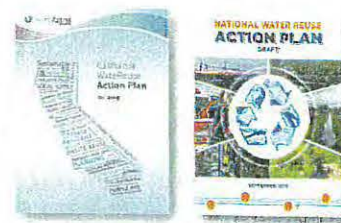
Decoding the National and California WaterReuse Action Plans: What's Going On and How Do We Work Together on Implementation

March 17, 2020
Noon to 1:30 (Starting after lunch)

The California WaterReuse Action Plan was released in 2019 and lays out a comprehensive strategy to advance water reuse in California over the next 30 years. The Plan serves as WaterReuse California's (WRCA) strategic vision and a primer for policy makers on reuse issues.

In 2019, the federal Environmental Protection Agency (EPA) released the draft National Water Reuse Action Plan (WRAP) that articulates a national vision and specific policy initiatives to advance reuse throughout the nation. The responsibility for implementing the plan is spread out over the EPA and five other federal agencies, as well as the utility and reuse community. The WaterReuse Association is also taking a leading role in the WRAP's implementation.

How do these plans line up? Where do they overlap and where is there a divergence? How are the WaterReuse Association and WRCA implementing these plans and how can California agencies and the reuse community engage? What are the opportunities for agencies and cities to work together for better regional outcomes?



Panel

Richard G. Luthy (Moderator)

Director, NSF Engineering Research Center for Re-inventing the Nation's Urban Water Infrastructure (ReNUWIt)

- Pat Scinieropi – Executive Director, WaterReuse Association
- Dave Pedersen – General Manager, Las Virgenes Municipal Water District
- Norma Camacho – General Manager, Valley Water
- Paul Sciuto – General Manager, Monterey One Water
- Paula Kehoe – Director of Water Resources, San Francisco Public Utilities Commission



[Home\Sections\California\2020 WateReuse California Annual Conference\Schedule at a Glance](#)

2020 Schedule at a Glance

Sunday, March 15, 2020

| | |
|------------------|---------------------|
| 9:00am – 2:00pm | Exhibitor Set Up |
| 11:00am – 4:30pm | San Jose Tour |
| 12:00pm – 3:00pm | CA Board Meeting |
| 1:00pm – 3:00pm | San Francisco Tours |
| 12:00pm – 3:00pm | CA Board Meeting |
| 12:00pm – 5:00pm | Registration Open |
| 1:00pm – 5:00pm | Technical Sessions |
| 3:00pm – 3:30pm | Networking Break |
| 3:00pm – 6:30pm | Exhibit Area Open |
| 5:00pm – 6:30pm | Welcome Reception |

Monday, March 16, 2020

| | |
|-------------------|---|
| 7:30am – 3:30pm | Registration Open |
| 7:30am – 3:30pm | Exhibit Area Open |
| 7:30am – 8:30am | Continental Breakfast |
| 8:30am – 9:30am | Opening General Session |
| 9:30am – 10:00am | Networking Break |
| 9:30am – 10:00am | Poster Sessions |
| 10:00am – 12:00pm | Technical Sessions |
| 12:00pm – 1:30pm | Awards Luncheon and Annual Membership Meeting |
| 1:30pm – 3:00pm | Technical Sessions |
| 3:00pm – 3:30pm | Networking Break |
| 3:00pm – 3:30pm | Poster Sessions |
| 3:30pm – 5:00pm | Technical Sessions |
| 5:30pm – 7:30pm | President's Reception |

Tuesday, March 17, 2020

| | |
|-------------------|-----------------------------|
| 8:00am – 12:00pm | Registration Open |
| 8:00am – 9:30am | Gordon Cologne Breakfast |
| 9:30am – 12:00pm | Exhibit Area Open |
| 9:30am – 10:00am | Networking Break |
| 10:00am – 12:00pm | Technical Sessions |
| 12:00pm – 2:00pm | Town Hall Session and Lunch |
| 2:00pm – 2:30pm | Networking Break |
| 2:00pm – 2:30pm | Poster Sessions |
| 2:30pm – 4:00pm | Technical Sessions |
| 2:30pm – 4:30pm | Exhibitor Breakdown |