



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, July 10, 2019
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
 - A. LAFCO Recognition of Director Hanson. (Verbal)

CONSENT CALENDAR

Items 7-11 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed

from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

June 11, 2019 Community Affairs Committee Meeting (Page 5)

June 12, 2019 Regular Board Meeting (Pages 6-14)

July 2, 2019 Engineering Committee Meeting (Pages 15-16)

8. Approval of Demands for June/July 2019

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion in July 2019. (Pages 17-32)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY19 to FY20, flows by sub-basin, and staff training. (Pages 33-39)

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 40-47)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of June 2019. (Pages 48-49)

EWA REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on June 26, 2019 – report by Director Sullivan. (Page 50)

B. An EWA Member Agency Manager's (MAM) meeting was held on July 9, 2019 – report by GM Bushee (verbal)

COMMITTEE REPORTS

13. Committee Reports

A. Community Affairs Committee meeting was held on June 11, 2019 – report by Director Sullivan. (Page 51)

B. Engineering Committee meeting was held on July 2, 2019 – report by Vice President Juliussen. (Page 52)

ACTION ITEMS

14. Receive and file the Fiscal Year 2019 (FY19) Tactics and Action Plan Report.

(Pages 53-57)

15. Adopt the Fiscal Year 2020 (FY20) Tactics and Action Plan. (Pages 58-62)

16. Emergency Repair of the Leucadia Pump Station Surge Tank Line

Retroactively authorize the General Manager to execute an agreement with Piperin Corporation for emergency repairs to the Leucadia Pump Station Surge Tank Line at an estimated cost of \$60,000. (Pages 63-64)

17. CSDA Board of Directors 2019 Election – Seat B.

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate. (Pages 65-77)

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

None.

19. Directors' Meetings and Conference Reports

None.

20. General Manager's Report

21. General Counsel's Report

22. Board of Directors' Comments

23. Closed Session

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

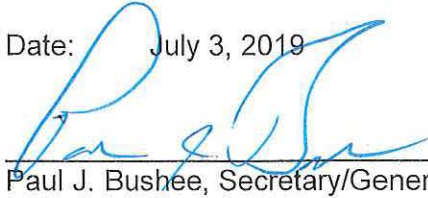
B. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)

24. 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: July 3, 2019



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
June 11, 2019

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, June 11, 2019 at 1:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Neal Bloom with Rising Tide Partners

3. Public Comment

No public comment was received.

4. New Business

A. Review the 2019 Summer Newsletter draft text.

ASSup Hill presented the draft text for the 2019 summer newsletter. The CAC suggested a few minor edits to the newsletter. She noted that RTP and staff will make the recommended changes.

Following discussion, the CAC authorized staff and RTP to proceed with the layout of the 2019 summer newsletter.

The next CAC meeting was scheduled for Tuesday, July 16, 2019 at 1:00 p.m.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee stated he sent a detailed response letter to LAFCO concerning the City of Carlsbad Cease and Desist Notice.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 1:28 p.m.

Paul J. Bushee
Secretary/Manager
(Seal)

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

June 12, 2019

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, June 12, 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, Omsted, Hanson, and Sullivan

DIRECTORS ABSENT: Juliussen

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, and Steven Henderson of Dexter Wilson Engineering, Inc.

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 Director Sullivan, 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	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

6. Presentations and Awards

None.

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

Minutes of the following meetings:

May 7, 2019 Special Board Meeting

May 8, 2019 Regular Board Meeting

May 23, 2019 Community Affairs Committee Meeting
June 5, 2019 Engineering Committee Meeting
June 5, 2019 Investment and Finance Meeting

8. Approval of Demands for May/June 2019

Payroll Checks numbered 21355-21427; General Checking – Checks numbered 52854-52973

9. Operations Report (A copy was included in the original June 12, 2019 Agenda)

10. Finance Report (A copy was included in the original June 12, 2019 Agenda)

11. Disclosure of Reimbursements

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

12. Establishing an Appropriations Limit of the LWD for Fiscal Year 2020 (FY20)

Adopt Resolution No. 2311 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2020 (July 1, 2019 to June 30, 2020) Pursuant to Article XIII (B) of the California Constitution

Upon a motion duly made by Director Sullivan, 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	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on May 22, 2019.

Director Sullivan reported on EWA's May 22, 2019 Board meeting.

B. EWA Member Agency Manager's (MAM) - Meeting held on June 4, 2019.

GM Bushee reported on EWA's MAM June 4, 2019 meeting.

14. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on May 23, 2019.

Director Sullivan reported that the CAC reviewed and agreed with the following summer newsletter article topics, along with the production schedule:

- Wipes Clog Pipes Campaign;
- No rate increases for fiscal year 2020;
- Lateral Grant Story;
- Graphic on proper sewer connection vs. improper connection;
- Recent school tours;

- Teacher grant applications;
- Batiquitos (B3) Force Main Discharge Section Replacement ;
- Easement maintenance and Inspections - Importance of Access;
- Standout Achievements; and
- Call for local photographers

She stated that the CAC made suggested edits and directed staff to move forward with the newsletter and production schedule. She noted the next CAC meeting was scheduled for Tuesday, June 11, 2019 at 1:00 p.m.

The CAC also received an update on the Downstream E-Newsletter Performance Report. This item was for information only and there was no action taken.

B. Engineering Committee (EC) Meeting was held on June 5, 2019.

President Kulchin reported that the EC reviewed the following recommendations:

- Authorize the General Manager to execute an Agreement with Charles King Company for construction services to complete the Batiquitos (B3) Force Main Discharge Section Replacement Project in an amount not to exceed \$444,660;
- Authorize the General Manager to execute a two-year procurement agreement with Evoqua Water Technologies LLC to furnish and deliver Ferrous Chloride in an amount not to exceed \$322,000; and
- Adopt the 2019 update of the District's Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Incorporated.

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

C. Investment and Finance Committee Meeting (IFC) Meeting was held on June 5, 2019.

Director Hanson reported that the IFC reviewed the following recommendation:

- Authorize the General Manger to enter into an agreement with Multi-Bank Securities, Inc., to add them as an additional financial broker-dealer.

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

OLD BUSINESS

15. Adopt the Fiscal Year 2020 (FY20) Budget.

ASM Duffey presented the item stating that the Board reviewed the recommended FY20 Budget at their Special Board meeting on May 7th and during the meeting the Board directed staff to finalize the budget. He stated that staff recommends that the Board adopt the FY20 Budget.

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted the FY20 Budget by the following vote:

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

PUBLIC HEARING

- 16. A proposal to adopt an ordinance increasing the amount that may be paid to directors and officers of the District for service to the District.**

President Kulchin opened the public hearing for comments. There were no public comments. President Kulchin closed the public hearing.

- 17. A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2020 (FY20) on the San Diego County Tax Roll.**

President Kulchin opened the public hearing for comments. There were no public comments. President Kulchin closed the public hearing.

ACTION ITEMS

- 18. Board of Directors Compensation Adjustment**

Adopt Ordinance No. 140 Increasing Compensation of Directors and Confirming meetings that Qualify for Director Compensation.

ASM Duffey presented this item stating at the April Board meeting the Board of Directors authorized staff to notice a public hearing for a proposed stipend increase from \$190 to \$200 per day of service.

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Ordinance No. 140 Increasing Compensation of Directors and Confirming meetings that Qualify for Director Compensation by the following vote:

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

- 19. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2020 (FY20)**

Adopt Resolution No. 2312 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2019 – June 30, 2020.

ASSup Hill presented this item noting that the District has been collecting wastewater service charges on the tax roll since 1979. She noted that the FY20 sewer service rate will be \$343.68 per year per equivalent dwelling unit (EDU) and is unchanged from FY19. She stated that staff

recommends that the Board adopt Resolution No. 2312 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2019 – June 30, 2020.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2312 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2019 – June 30, 2020 by the following vote:

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

20. 2019 Update of the District's Sewer System Management Plan (SSMP)

Adopt the 2019 Update of the District's SSMP completed by Dexter Wilson Engineering, Inc.

Mr. Steven Henderson with Dexter Wilson Engineering presented background on the Sanitary Sewer Management Plan (SSMP). He stated that the 2006 Statewide Sanitary Sewer Systems Waste Discharge Requirements (Statewide WDR) required collection system operators to develop and implement a Sewer System Management Plan (SSMP). He continued that an update of the SSMP is required every five years or when there are significant changes to the SSMP and the current SSMP was adopted in July 2014. He stated that, therefore, an update of the SSMP is necessary to comply with the five-year update requirement. Mr. Henderson said that the significant changes to the SSMP include:

1. Updates from the District's Asset Management Plan (updated in May 2018) and Standard Specifications (updated in May 2019).
2. Updating of the District's spill history and spill trends.
3. Addition of appendices per State Board guidelines to better track SSMP updates and revisions.
4. Updates of the contact list, standard operating procedures and preventative maintenance activities.

President Kulchin asked how to avoid gravity spills. Mr. Henderson answered stating that spills are normally caused by blockages, root intrusions, or defects in the pipe and that spills can be prevented with regular CCTV inspections and by adding problematic areas to the repair priority list.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted the 2019 Update of the District's Sewer System Management Plan by the following vote:

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

21. Batiquitos (B3) Force Main Discharge Section Replacement Project

Authorize the General Manager to execute an agreement with Charles King Company for construction services to complete the Batiquitos (B3) Force Main Discharge Section Replacement Project in an amount not to exceed \$444,660.00.

FSSpec Riffel presented the item and provided background information noting it is a tactical goal and that replacing the discharge section of the B3 Force Main is a prudent and cost-effective method for its maintenance and rehabilitation.

FSSpec Riffel continued that design was completed in April 2019 and bids were solicited on April 15th. He stated that four bids were received. He said that the apparent low bidder was Charles King Company (CKC) with a bid of \$444,660. FSSpec Riffel explained that Infrastructure Engineering Corporation evaluated the bids and recommended that the bid be awarded to CKC.

Director Sullivan asked if CKC has worked on District projects previously. FSSpec Riffel answered affirmatively.

Director Hanson asked if this project will help alleviate some of the issues that have occurred through the years in the Lanikai area. FSSpec Riffel answered affirmatively.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Sullivan, and carried, the Board of Directors authorized the General Manager to execute an agreement with Charles King Company for construction services to complete the B3 Force Main Discharge Section Replacement Project in an amount not to exceed \$444,660.00 by the following vote:

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

22. Ferrous Chloride

Authorize the General Manager to execute a two-year agreement with Evoqua Water Technologies LLC to furnish and deliver Ferrous Chloride in an amount not to exceed \$322,000.

FSS Stecker presented the item and explained the switch from Bioxide to Ferrous Chloride (Ferrous) was to control the level of hydrogen sulfide (H₂S) in the Leucadia Pump Station Force Mains. He continued that staff conducted a 120 day trial that demonstrated that Ferrous was more effective than Bioxide at reducing H₂S and at a lower cost.

FSS Stecker stated that the Request for Bid (RFB) was distributed to six known chemical suppliers and that two bids were received. He said that Evoqua Water Technologies (EWT) submitted the lowest bid at \$1.80 per gallon. FSS Stecker explained that staff evaluated the bids and recommends that the Board award the Ferrous procurement agreement to EWT as the lowest responsible and responsive bidder.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Evoqua to furnish and deliver Ferrous Chloride in an amount not to exceed \$322,000 by the following vote:

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

23. Adding MultiBank Securities, Inc. (MBS) as an authorized financial broker-dealer.

Authorize the General Manager to execute an agreement with Multi-Bank Securities, Inc. to add them as an additional authorized financial broker-dealer and provide fixed-income securities broker-dealer services.

ASM Duffey presented the item. He provided background information on LWD's three investment pools and the investment manager (PFM Company). He noted that the LWD currently does not have any funds invested in FDIC insured Certificates of Deposit (CDs) and is unable to purchase them through PFM.

ASM Duffey stated MBS is a broker-dealer with an excellent on-line platform for researching, investing, and monitoring CDs. He noted that LWD's Investment Policy allows the use of authorized financial dealers and institutions as long as certain requirements are met. He stated that MBS meets all the requirements and all CDs purchased will be held in a third-party safekeeping account in LWD's name.

President Kulchin asked what are the current CD rates? ASM Duffey stated 2.5 - 2.8% for a three to five year range.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Multi-Bank Securities, Inc. (MBS) to add them as an additional authorized financial broker-dealer and provide fixed-income securities broker-dealer services by the following vote:

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

24. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2314 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2019 to June 30, 2020.

ASsup Hill presented the recommendation and provided background information on this item. She stated that the Salary and Benefits Resolution was developed consistent with the Board's direction at the May 7th Special Board Meeting.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Hanson, and carried, the Board of Directors adopted Resolution No. 2314 - Setting Forth Salaries, Benefits

and other Working Conditions for Unrepresented Employees for the Period July 1, 2019 to June 30, 2020 by the following vote:

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

INFORMATION ITEMS

25. Project Status Updates and Other Informational Reports

- A. 2019 LWD Annual Employee Luncheon is scheduled for Thursday, July 11, 2019 at Stagecoach Park in Carlsbad, CA.

EA Baity announced the date, time, and location of the Annual Employee Luncheon.

- B. CSDA Board of Directors Candidate Statements for Seat B.

EA Baity announced that the District had received four candidate statements for the CSDA Board of Directors Seat B.

26. Directors' Meetings and Conference Reports

- A. The 2019 CSDA Legislative Days Conference was held May 21-22, 2019 at the Sacramento Convention Center in Sacramento, CA.

Director Sullivan stated they did not get to meet with any of the elected officials but did get to meet with some of their staff and they were warmly received.

Director Omsted stated Senator Bates office was impressed on LWD's letter regarding SB 332.

27. General Manager's Report

None.

28. General Counsel's Report

GC Brechtel reported on the following item:

- Plantier versus Ramona Water District

29. Board of Directors' Comments

Director Hanson stated that this year is CSDA's 50th Anniversary.

Director Sullivan stated that CSDA was started in San Diego County.

30. Closed Session

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

There was no reportable action.

31. Adjournment

President Kulchin adjourned the meeting at approximately 6:10 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 July 2, 2019

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, July 2, 2019 at 9:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Technician III Gabriel Mendez; Field Services Technician II Curney Russell; District Engineer Dexter Wilson

3. Public Comment

None.

4. New Business

- A. Retroactively authorize the General Manager to execute an agreement with Piperin Corporation (Piperin) to complete emergency repairs to the Leucadia Pump Station (LPS) Surge Tank Line at an estimated cost of \$60,000.

GM Bushee and TSM Morishita presented staff's recommendation. TSM Morishita explained in detail what led to necessitate the emergency repair of the LPS surge tank line. TSM Morishita indicated that over the course of approximately one hour on the morning of June 21, 2019, the LPS pressurized surge tank line failed and began discharging water through the asphalt surrounding LPS. Several Field Services Technicians (FST) responded and quickly and efficiently determined how to stop and bypass the flow of water.

TSM Morishita then outlined how proactive planning of LWD facilities prevented any spills into storm drains or other waterways and was instead contained within LWD facilities and returned back to LPS.

GM Bushee reiterated to the EC that this was not a Sanitary Sewer Overflow (SSO) because everything that was released was contained on site.

TSM Morishita, GM Bushee and Chairperson Juliussen praised the efforts and quick response of the FST team as well as collaborations with other city officials that were called in and DE Wilson who also responded.

After discussion, the EC was unanimously in favor of the steps taken to determine the proper course of action for the emergency repair and concurred with staff to recommend that the Board retroactively authorize the expenditures to do so.

5. Information Items

A. Securing Manhole Covers in Easement Areas

FST III Mendez and FST II Russell presented a brief to the EC that outlined the steps the Field Service Staff has taken to prevent vandalism, ensure safety and uphold general aesthetics of various manholes in easements throughout the District.

They detailed certain difficulties reaching manholes due to rough terrain, long distances and heavy material loads to carry to the sites.

Their presentation went on to detail the steps they take to reconstruct various manholes so as to be aesthetically appropriate. They explained how the use of locking composite manhole covers that weigh significantly less than typical manhole covers are safer and more effective in preventing vandalism.

The EC praised their efforts and the hard work put into this project.

6. Directors' Comments

None

7. General Manager's Comments

None.


8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:50 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: July 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of June/July Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 451,721.22.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period June 11, 2019 through July 5, 2019.

Operating expenses totaled **\$223,428.87** Capital Improvement Program expenses totaled **\$121,417.40** and Payroll expense for District Employees and the Board totaled **\$106,874.95**.

Attachment 1	Summary of Demands by Account June 11- July 3, 2019
Attachment 2	Accounts Payable Check Register dated June 11, 2019
Attachment 3	Payroll Check Register dated June 19, 2019
Attachment 4	Accounts Payable Check Register dated June 25, 2019
Attachment 5	Accounts Payable Check Register dated June 1, 2019
Attachment 6	Board Payroll Check Register dated July 1, 2019
Attachment 7	Payroll Check Register dated July 3, 2019

DEMANDS SUMMARY

July 10, 2019

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -6/19/2019	21428 - 21446	\$51,455.36	
Payroll Check - 7/3/2019	21447 - 21465	\$53,600.95	
Board Payroll Check -7/1/ 2019	21466 - 21470	<u>\$1,818.64</u>	
	Total	\$106,874.95	
General Checking -6/11/2019	52974 - 53004	\$ 145,761.84	
General Checking - 6/25/2019	53005 - 53038	\$ 169,338.55	
General Checking - 7/1/2019	53039 - 53060	<u>\$ 29,745.88</u>	
	Total	\$ 344,846.27	
	GRAND TOTAL		\$451,721.22

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/11/2019 Through 6/11/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	52974	6/11/2019	1,190.00	DEPTH METER MAINT-MAY
ADS LLC		6/11/2019	<u>4,340.00</u>	FLOW METERING-MAY
	Total 52974		5,530.00	
ALLIANT INSURANCE SERVICES	52975	6/11/2019	<u>480.00</u>	ANNUAL INS-CRIME-19/20
	Total 52975		480.00	
CINTAS FIRST AID AND SAFETY	52976	6/11/2019	<u>130.68</u>	ADULT AED PADS-FIRST AID
	Total 52976		130.68	
CITY OF CARLSBAD	52977	6/11/2019	214.51	WATER @ VACTOR
CITY OF CARLSBAD		6/11/2019	<u>274.96</u>	WATER @ VACTOR 2
	Total 52977		489.47	
CORODATA	52978	6/11/2019	<u>186.92</u>	STORAGE-MAY
	Total 52978		186.92	
DONALD OMSTED	52979	6/11/2019	<u>115.20</u>	REIMBURSE FOR CSDA LEGISLATIVE DAYS
	Total 52979		115.20	
ELAINE SULLIVAN	52980	6/11/2019	<u>104.71</u>	REIMBURSE FOR CSDA LEGISLATIVE DAYS
	Total 52980		104.71	
EVOQUA WATER TECHNOLOGIES, LLC	52981	6/11/2019	20,920.00	BPS CARBON CHANGE OUT
EVOQUA WATER TECHNOLOGIES, LLC		6/11/2019	<u>5,878.45</u>	CHEMICAL FERROUS
	Total 52981		26,798.45	
GRAINGER, INC	52982	6/11/2019	35.79	DRAWER SLIDE LEVER
GRAINGER, INC		6/11/2019	<u>266.15</u>	FUEL TRANSFER PUMP
	Total 52982		301.94	
HEAVILAND ENTERPRISES, INC	52983	6/11/2019	840.00	LANDSCAPE FEES-JUNE
HEAVILAND ENTERPRISES, INC		6/11/2019	<u>295.00</u>	MONTHLY VEG CLEANUP-JUNE
	Total 52983		1,135.00	
ICMA RETIREMENT-303979	52984	6/11/2019	<u>5,389.95</u>	DEFERRED COMP
	Total 52984		5,389.95	
JUDY HANSON	52985	6/11/2019	<u>640.28</u>	REIMBURSE FOR CSDA LEGISLATIVE DAYS
	Total 52985		640.28	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/11/2019 Through 6/11/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
MITSUBISHI ELECTRIC US, INC	52986	6/11/2019	<u>308.81</u>	ELEVATOR SERVICE/MAINTENANCE
	Total 52986		308.81	
NATIONWIDE RETIREMENT SOLUTIONS	52987	6/11/2019	<u>289.85</u>	DEFERRED COMP
	Total 52987		289.85	
NEOPOST, INC	52988	6/11/2019	<u>425.05</u>	POSTAGE/METER RENTAL/POSTAGE SUPPLIES
	Total 52988		425.05	
NU-LINE TECHNOLOGIES, INC	52989	6/11/2019	<u>54,924.52</u>	CURED IN PLACE LINING PROJECT-MARCH
	Total 52989		54,924.52	
OFFICE DEPOT, INC.	52990	6/11/2019	<u>253.25</u>	OFFICE SUPPLIES
	Total 52990		253.25	
OLIVENHAIN MUNICIPAL WATER DISTRICT	52991	6/11/2019	45.21	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DISTRICT		6/11/2019	1,186.75	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT		6/11/2019	45.21	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DISTRICT		6/11/2019	45.21	WATER @ VP7
	Total 52991		1,322.38	
PACIFIC PIPELINE SUPPLY	52992	6/11/2019	<u>703.40</u>	PARTS FOR AWT
	Total 52992		703.40	
PLANT PEOPLE, INC	52993	6/11/2019	<u>158.00</u>	MAINT OF LIVE PLANTS @ ADM BLDG
	Total 52993		158.00	
RFYEAGER ENGINEERING, INC	52994	6/11/2019	<u>6,170.00</u>	ANNUAL CATHODIC PROTECTION@LIFT STATIONS/BPS
	Total 52994		6,170.00	
ROCKWELL SOLUTIONS	52995	6/11/2019	<u>35,475.31</u>	SUBMERSIBLE PUMP @LPS
	Total 52995		35,475.31	
CURNEY RUSSELL	52996	6/11/2019	<u>185.00</u>	REIMBURSE FOR CLASS
	Total 52996		185.00	
SLOAN ELECTRIC COMPANY	52997	6/11/2019	662.58	FALK COVER-GRID @BPS
SLOAN ELECTRIC COMPANY		6/11/2019	<u>683.00</u>	MILEAGE CHRGS FOR WORK @ BPS

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/11/2019 Through 6/11/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 52997		1,345.58	
TERMINIX	52998	6/11/2019	60.00	MONTHLY PEST SERVICE
	Total 52998		60.00	
THE HOME DEPOT CRC/GECF	52999	6/11/2019	342.78	SUPPLIES
	Total 52999		342.78	
T.S. INDUSTRIAL SUPPLY	53000	6/11/2019	142.78	GREEN MARKING PAINT/FLAG
	Total 53000		142.78	
UNDERGROUND SERVICE ALERT OF	53001	6/11/2019	89.20	FEE FOR UNDERGROUND
UNDERGROUND SERVICE ALERT OF		6/11/2019	272.35	UNDERGROUND ALARM SERVICE
	Total 53001		361.55	
UNIFIRST CORPORATION	53002	6/11/2019	223.48	LAUNDRY SERVICE-W/E 6/5/2019
	Total 53002		223.48	
VERIZON WIRELESS	53003	6/11/2019	21.27	CELL PHONES-TELEMENTRY
	Total 53003		21.27	
WESELOH CHEVROLET	53004	6/11/2019	1,746.23	MAINT AND REPAIR FOR #154
	Total 53004		1,746.23	
Report Total			145,761.84	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 19, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21428 - 21446	6/19/2019	\$51,455.36

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/25/2019 Through 6/25/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP	53005	6/25/2019	500.00	CONSULTING SERVICES-LAFCO-MAY
	Total 53005		500.00	
AT&T	53006	6/25/2019	127.64	PHONE SERVICE @ BPS
	Total 53006		127.64	
BOOT WORLD, INC	53007	6/25/2019	47.91	SAFETY BOOTS FOR H. GONZALEZ
BOOT WORLD, INC		6/25/2019	272.75	SAFETY BOOTS FOR J. HOYETT
	Total 53007		320.66	
CARLSBAD FUELS CORPORATION	53008	6/25/2019	2,411.45	VEHICLE FUELS AND BPS
	Total 53008		2,411.45	
CHARLES ULMER	53009	6/25/2019	1,587.70	TIRES FOR #152
	Total 53009		1,587.70	
CWEA	53010	6/25/2019	87.00	RENEWAL FOR T. AMOS
	Total 53010		87.00	
DATA NET SOLUTIONS GROUP	53011	6/25/2019	57.50	IS MAINT AND SUPPORT
DATA NET SOLUTIONS GROUP		6/25/2019	480.00	VIDEO SERVER
	Total 53011		537.50	
DEXTER WILSON ENGINEERING	53012	6/25/2019	9,635.00	GE/CIP/MAY/200/0358/0364/0370...
	Total 53012		9,635.00	
ICMA RETIREMENT-303979	53013	6/25/2019	5,428.74	DEFERRED COMP
	Total 53013		5,428.74	
INFRASTRUCTURE ENGINEERING CORP	53014	6/25/2019	5,336.11	2019 ASSEESSMENTS @ AVOCADO/DIANA/RV PS-MAY
INFRASTRUCTURE ENGINEERING CORP		6/25/2019	3,411.46	B3 FORCE MAIN PROJECT-MAY
INFRASTRUCTURE ENGINEERING CORP		6/25/2019	13,160.00	LPS REHAB PROJECT-MAY
INFRASTRUCTURE ENGINEERING CORP		6/25/2019	475.00	ORCHARD WOOD REPORT-MAY
	Total 53014		22,382.57	
JEFF BILLS	53015	6/25/2019	4,110.36	CONSULTING FEES-JUNE
	Total 53015		4,110.36	
KING OF THE PAINTERS, INC	53016	6/25/2019	16,500.00	BALANCE ON PAINTING OF BUILDING

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/25/2019 Through 6/25/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 53016		16,500.00	
MALLORY SAFETY AND SUPPLY	53017	6/25/2019	576.96	SAFETY ITEMS
	Total 53017		576.96	
MSC JANITORIAL SERVICE, INC	53018	6/25/2019	2,478.80	JUNE JANITORIAL/MACHINE SCRUB FLOORS
	Total 53018		2,478.80	
NATIONWIDE RETIREMENT SOLUTIONS	53019	6/25/2019	289.85	DEFERRED COMP
	Total 53019		289.85	
OFFICE DEPOT, INC.	53020	6/25/2019	391.42	OFFICE SUPPLIES
	Total 53020		391.42	
OLIVENHAIN MUNICIPAL WATER DIST	53021	6/25/2019	7,446.92	FOR BLUE WATER STRATEGIES-4/1-9/30/19
OLIVENHAIN MUNICIPAL WATER DIST		6/25/2019	1,016.23	FOR RMC GRANT ADM COSTS
OLIVENHAIN MUNICIPAL WATER DIST		6/25/2019	2,517.14	FOR RMC/WOODWARD & CURRAN COSTS
OLIVENHAIN MUNICIPAL WATER DIST		6/25/2019	7,964.47	FURMAN GROUP/BLUE WATER STRATEGIES
	Total 53021		18,944.76	
PACIFIC RIM MECHANICAL	53022	6/25/2019	216.00	A/C SERVICE IN THE LUNCH ROOM
	Total 53022		216.00	
PLUMBERS DEPOT, INC	53023	6/25/2019	18,972.15	LED LIGHthead ASSY/WHEEL TRANSPORTER
PLUMBERS DEPOT, INC		6/25/2019	1,130.91	MORE WORK ON CABLE, ETC
PLUMBERS DEPOT, INC		6/25/2019	1,759.67	PARTS/LABOR-CCTV
PLUMBERS DEPOT, INC		6/25/2019	4,752.59	REPAIRS/MAINT-CCTV
PLUMBERS DEPOT, INC		6/25/2019	765.74	WORK ON COMPUTER/CREDIT
	Total 53023		27,381.06	
PURE WATER PARTNERS, LLC	53024	6/25/2019	135.77	FILTERED WATER @ ADM OFFICE
	Total 53024		135.77	
RISING TIDE PARTNERS	53025	6/25/2019	2,992.50	PUBLIC INFO-MAY
	Total 53025		2,992.50	
SAN DIEGO GAS & ELECTIRC	53026	6/25/2019	363.32	ELECTIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		6/25/2019	2,547.88	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		6/25/2019	94.35	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		6/25/2019	12,414.54	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		6/25/2019	632.84	ELECTRIC @ E. ESTATES PS

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/25/2019 Through 6/25/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGO GAS & ELECTIRC		6/25/2019	1,346.73	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		6/25/2019	819.97	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		6/25/2019	10,103.29	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		6/25/2019	126.48	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		6/25/2019	637.12	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		6/25/2019	302.92	ELECTRIC @ VP5
SAN DIEGO GAS & ELECTIRC		6/25/2019	134.23	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		6/25/2019	18.97	GAS @ ADM BLDG
	Total 53026		29,542.64	
SOUTHERN CONTRACTING COMPANY	53027	6/25/2019	602.00	ELECTRICAL WORK @ BPS
SOUTHERN CONTRACTING COMPANY		6/25/2019	250.00	ELECTRICAL WORK @ LPS
SOUTHERN CONTRACTING COMPANY		6/25/2019	5,876.13	REMOVAL OF OLD UNIT @ BPS
	Total 53027		6,728.13	
SPACELINK/I2B NETWORK	53028	6/25/2019	160.00	WEB CAM @ BPS-6/19-7/13/19
	Total 53028		160.00	
TODD AMOS	53029	6/25/2019	130.04	REIMBURSE FOR SAFETY BOOTS
	Total 53029		130.04	
CHRISTINE TRAUIG	53030	6/25/2019	3,000.00	LATERAL REIMBURSEMENT
	Total 53030		3,000.00	
UNIFIRST CORPORATION	53031	6/25/2019	219.18	LAUNDRY SERVICE-W/E 6/12/19
	Total 53031		219.18	
SAN DIEGO UNION TRIBUNE	53032	6/25/2019	569.90	NEWSPAPER AD FOR ORDINANCE
	Total 53032		569.90	
U.S. BANK	53033	6/25/2019	2,243.72	CONFERENCES/OFFICE SUPPLIES/MEETINGS
	Total 53033		2,243.72	
CONCENTRA	53034	6/25/2019	99.00	PHYSICAL-M. GONZALEZ
	Total 53034		99.00	
VERIZON WIRELESS	53035	6/25/2019	908.68	CELL PHONES CHARGES
	Total 53035		908.68	
VORTEX INDUSTRIES, INC	53036	6/25/2019	500.00	REPAIR TO GATE
	Total 53036		500.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/25/2019 Through 6/25/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
WEST COAST SAFETY SUPPLY CO., INC.	53037	6/25/2019	253.92	TIGER TAIL/CREDIT
	Total 53037		253.92	
WORDEN WILLIAMS LLP	53038	6/25/2019	7,947.60	LEGAL FEES-MAY
	Total 53038		7,947.60	
Report Total			169,338.55	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 6/24/2019 Through 6/25/2019

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	6/24/2019	53033	38.68	4330	BOARD CONFERENCES	CSDA LEG DAYS-D.O.
U.S. BANK	API	6/24/2019	53033	8.04	4330	BOARD CONFERENCES	CSDA LEG-D.O.
U.S. BANK	API	6/24/2019	53033	20.00	4930	SUBSCRIPTIONS	NEWSLETTER MAILING
U.S. BANK	API	6/24/2019	53033	1,420.13	5520	REPAIR & MAINT PUMP STATION	SCAFFOLD
U.S. BANK	API	6/24/2019	53033	1.25	5710	TRAINING, EDUCATION & CONFERNC	ACCT DAY-R.D.
U.S. BANK	API	6/24/2019	53033	5.50	5710	TRAINING, EDUCATION & CONFERNC	ACCTG DAY-R.D.
U.S. BANK	API	6/24/2019	53033	51.36	5710	TRAINING, EDUCATION & CONFERNC	CSRMA COMM-R.D.
U.S. BANK	API	6/24/2019	53033	177.21	5710	TRAINING, EDUCATION & CONFERNC	FS TRAINING LUNCH
U.S. BANK	API	6/24/2019	53033	226.94	5735	EMPLOYEE RECOGNITION	ADM DAY LUNCH
U.S. BANK	API	6/24/2019	53033	109.66	5740	MEETING SUPPLIES	BRD MTG LUNCH
U.S. BANK	API	6/24/2019	53033	29.95	5910	TELEPHONE	WEB HOST
U.S. BANK	API	6/24/2019	53033	125.00	5910	TELEPHONE	WEBSITE
U.S. BANK	API	6/24/2019	53033	30.00	5910	TELEPHONE	WIFI

Transaction Total 2,243.72

Report
Opening/Current
Balance

Report Transaction Totals 2,243.72

Report Current Balances

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 7/1/2019 Through 7/1/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	53039	7/1/2019	1,190.00	DEPTH METER AND DATA-JUNE
ADS LLC		7/1/2019	4,340.00	FLOW METERING-JUNE
	Total 53039		5,530.00	
ALIGNMENT PLUS	53040	7/1/2019	84.00	MAINT WORK FOR THE ONCALL TRUCK #158
	Total 53040		84.00	
AUTO PLUS	53041	7/1/2019	5.62	MINI BULB
	Total 53041		5.62	
AYALA ENGINEERING	53042	7/1/2019	8,863.00	MANHOLE REHAB @ JERSEY MIKES SHOPPING CENTER
	Total 53042		8,863.00	
BAJA POOL AND SPA SERVICE	53043	7/1/2019	140.00	FOUNTAIN SERVICE FOR JULY
	Total 53043		140.00	
BIGTUNA INTERACTIVE	53044	7/1/2019	2,430.00	WEB DEVELOPMENT QTRLY/WEB DEV-EMPLOYEE APPLICATION
	Total 53044		2,430.00	
PETTY CASH	53045	7/1/2019	298.42	PETTY CASH-5/19-6/19
	Total 53045		298.42	
COLONIAL LIFE INS	53046	7/1/2019	279.04	ACCIDENT/ILLNESS INS-JUNE
	Total 53046		279.04	
COSCO FIRE PROTECTION	53047	7/1/2019	252.00	ASSIST WITH EVACUATION DRILL
	Total 53047		252.00	
COUNTY OF SAN DIEGO	53048	7/1/2019	565.00	PERMIT @ BPS-7/2019-7/2020
COUNTY OF SAN DIEGO		7/1/2019	485.00	PERMIT @ LCPS-7/2019-7/2020
COUNTY OF SAN DIEGO		7/1/2019	484.00	PERMIT @ SPS-7/2019-7/2020
	Total 53048		1,534.00	
CSDA- SAN DIEGO CHAPTER	53049	7/1/2019	150.00	MEMBERSHIP RENEWAL-CSDA-2019-2020
	Total 53049		150.00	
DEXTER WILSON ENGINEERING	53050	7/1/2019	495.00	GE/MAY/0566/LEUCADIA HILLS
DEXTER WILSON ENGINEERING		7/1/2019	440.00	GE/MAY/0929/CASCADA VERDE
DEXTER WILSON ENGINEERING		7/1/2019	280.00	GE/MAY/0943/LEUCADIA STREETSCAPE
DEXTER WILSON ENGINEERING		7/1/2019	492.50	GE/MAY/0983/HYMETTUS ESTATES
DEXTER WILSON ENGINEERING		7/1/2019	300.01	GE/MAY/0996/ENCINITAS BEACH HOTEL

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 7/1/2019 Through 7/1/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DEXTER WILSON ENGINEERING		7/1/2019	1,107.50	GE/MAY/1022/N. VULCAN AVE
DEXTER WILSON ENGINEERING		7/1/2019	235.00	GE/MAY/1056/CAZADERO DR
DEXTER WILSON ENGINEERING		7/1/2019	220.00	GE/MAY/1058/EL CAMINO REAL BLDG
DEXTER WILSON ENGINEERING		7/1/2019	107.50	GE/MAY/1062/1509/1513 ENCINITAS BLVD
DEXTER WILSON ENGINEERING		7/1/2019	365.00	GE/MAY/1066/HILLCREST AVE
DEXTER WILSON ENGINEERING		7/1/2019	200.00	GE/MAY/1068/LONDON DETACHMENT-ORO CT
DEXTER WILSON ENGINEERING		7/1/2019	250.00	GE/MAY/1070/ENCINITAS VILLAGE
DEXTER WILSON ENGINEERING		7/1/2019	580.00	GE/MAY/1071/SUNRICH LANE
DEXTER WILSON ENGINEERING		7/1/2019	440.00	GE/MAY/1072/ATRIA SENIOR LIVING
	Total 53050		5,512.51	
FEDERAL EXPRESS CORPORATION	53051	7/1/2019	12.10	SHIPPING
	Total 53051		12.10	
GREAT AMERICA FINANCIAL SERVICES	53052	7/1/2019	847.38	COPIER LEASE
	Total 53052		847.38	
MES VISION	53053	7/1/2019	414.12	VISION INS-JULY
	Total 53053		414.12	
MUTUAL OF OMAHA	53054	7/1/2019	1,201.25	DISABILITY INS-JULY
	Total 53054		1,201.25	
OLIVENHAIN MUNICIPAL WATER DIST	53055	7/1/2019	267.05	PAYMENT FOR INVOICE FOR WOODWARD/CURRAN LRP COSTS
	Total 53055		267.05	
TERMINIX	53056	7/1/2019	34.00	MONTHLY BAIT SERVICE
	Total 53056		34.00	
SOLANA PALM LLC	53057	7/1/2019	90.00	ANSWERING SERVICE-6/16-7/15/19
	Total 53057		90.00	
UNIFIRST CORPORATION	53058	7/1/2019	227.37	LAUNDRY SERVICE-W/E 6/19/19
UNIFIRST CORPORATION		7/1/2019	219.18	LAUNDRY SERVICE-W/E 6/26/19
	Total 53058		446.55	
VALLECITOS WATER DISTRICT	53059	7/1/2019	613.32	EAP PROGRAM-2019-2020
	Total 53059		613.32	
SAN DIEGO FREIGHTLINER	53060	7/1/2019	741.52	MAINT/REPAIR ON #159

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 7/1/2019 Through 7/1/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 53060		741.52	
Report Total			29,745.88	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: July 1, 2019

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21466 - 21470	7/1/2019	\$1,818.64

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

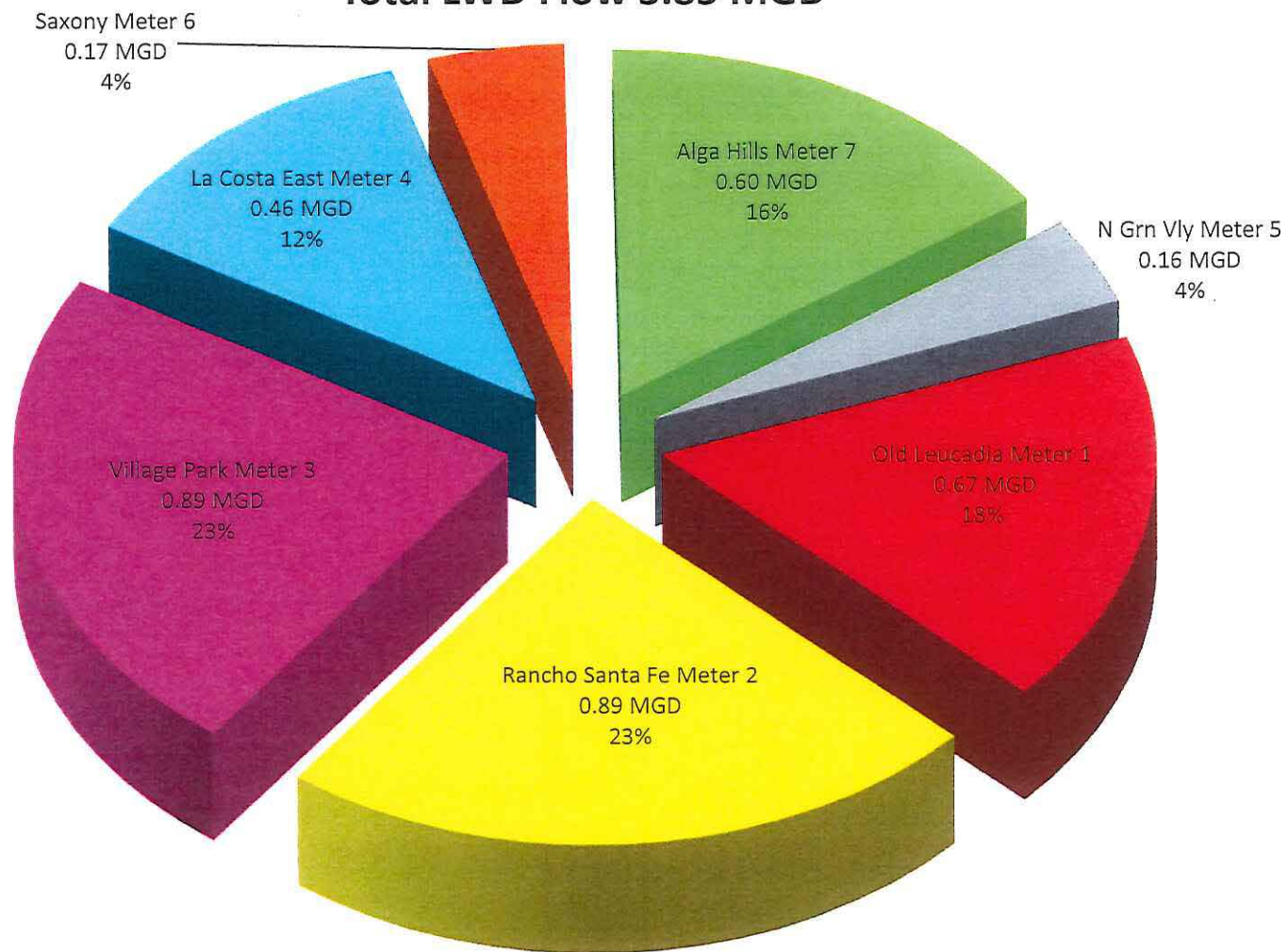
Payroll Date: July 3, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21477 - 21465	7/3/2019	\$53,600.95

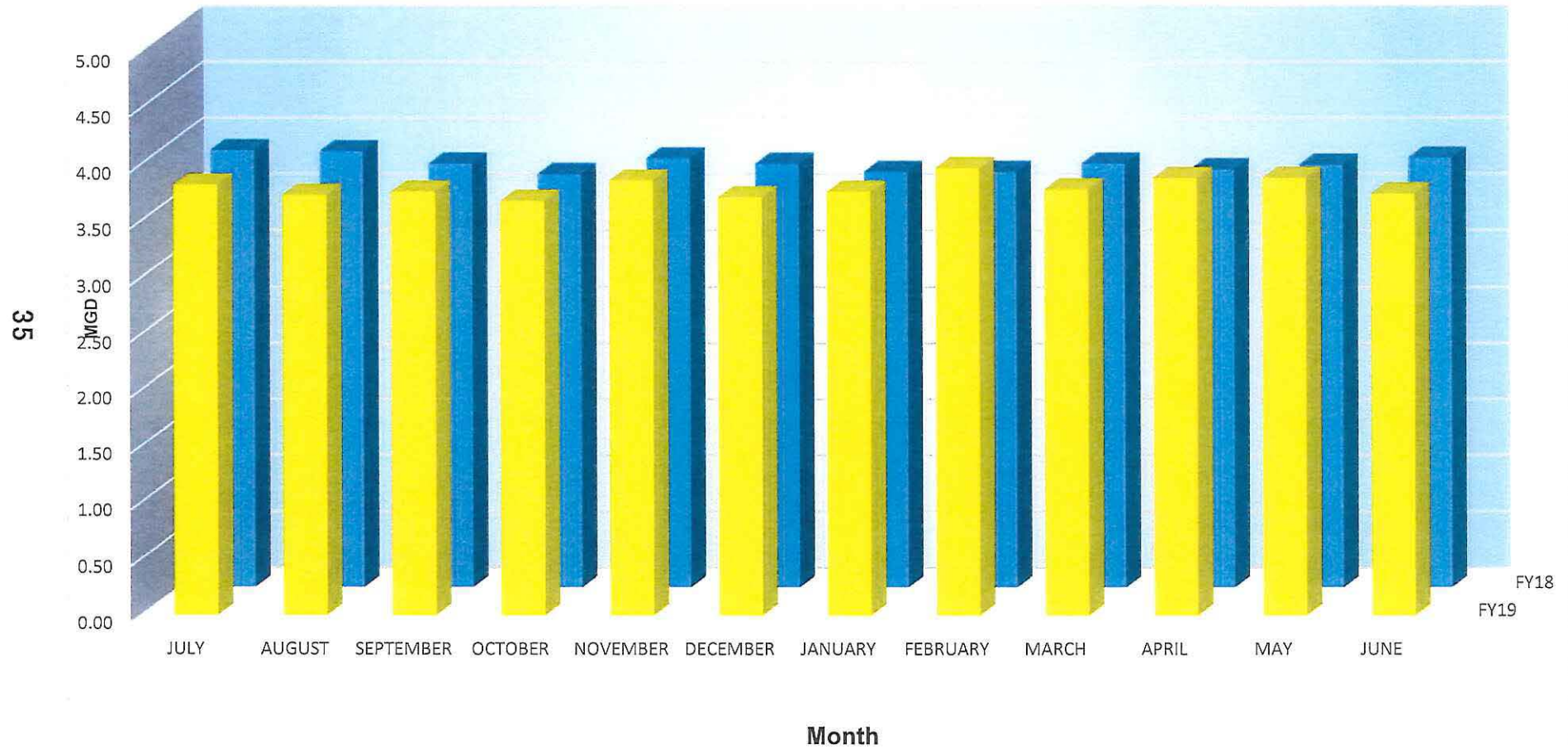
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2019 (July 2018 - June 2019)**

CURRENT MONTH - June 2019							FY 2018
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,561.74	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.03	118.42	1.00	3.82	134	52.17	3.88
YTD			28,562.74				
AUGUST	0.00	115.63	2.00	3.73	131	22.20	3.87
YTD			28,564.74				
SEPTEMBER	0.00	112.80	-8.70	3.76	132	35.10	3.76
YTD			28,556.04				
OCTOBER	0.38	114.08	3.30	3.68	129	36.33	3.67
YTD			28,559.34				
NOVEMBER	0.74	115.80	1.50	3.86	135	5.31	3.81
YTD			28,560.84				
DECEMBER	2.82	115.01	3.50	3.71	130	0.00	3.76
YTD			28,564.34				
JANUARY	2.94	116.56	15.00	3.76	132	0.00	3.69
YTD			28,579.34				
FEBRUARY	5.65	111.16	118.90	3.97	138	0.00	3.69
YTD			28,698.24				
MARCH	1.16	117.18	2.00	3.78	132	0.00	3.76
YTD			28,700.24				
APRIL	0.57	116.40	3.00	3.88	135	29.96	3.71
YTD			28,703.24				
MAY	0.70	120.28	15.20	3.88	135	18.16	3.75
YTD			28,718.44				
JUNE	0.05	112.20	3.00	3.74	130	29.62	3.81
YTD			28,721.44				
YTD Totals	15.04	1385.52	159.70			228.85	
Mo Average	1.25	115.46	13.31	3.80	132.67	19.07	3.76

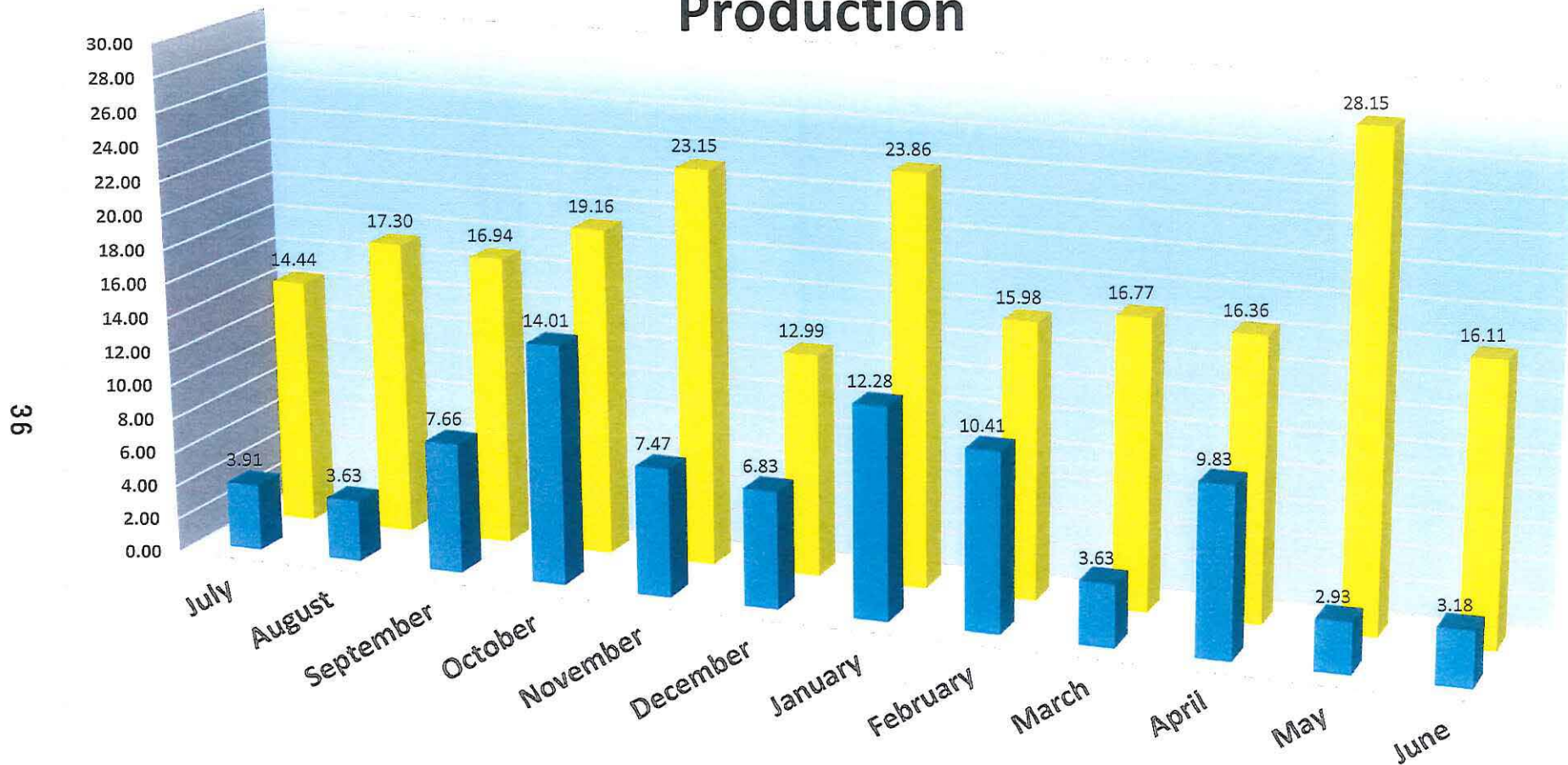
**LWD Flows by Sub-Basin
June 2019
Total LWD Flow 3.85 MGD**



Leucadia Wastewater District Flow Comparison FY18 to FY19



FY-19 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

CCTV Inspections: 6.3 Miles/Month

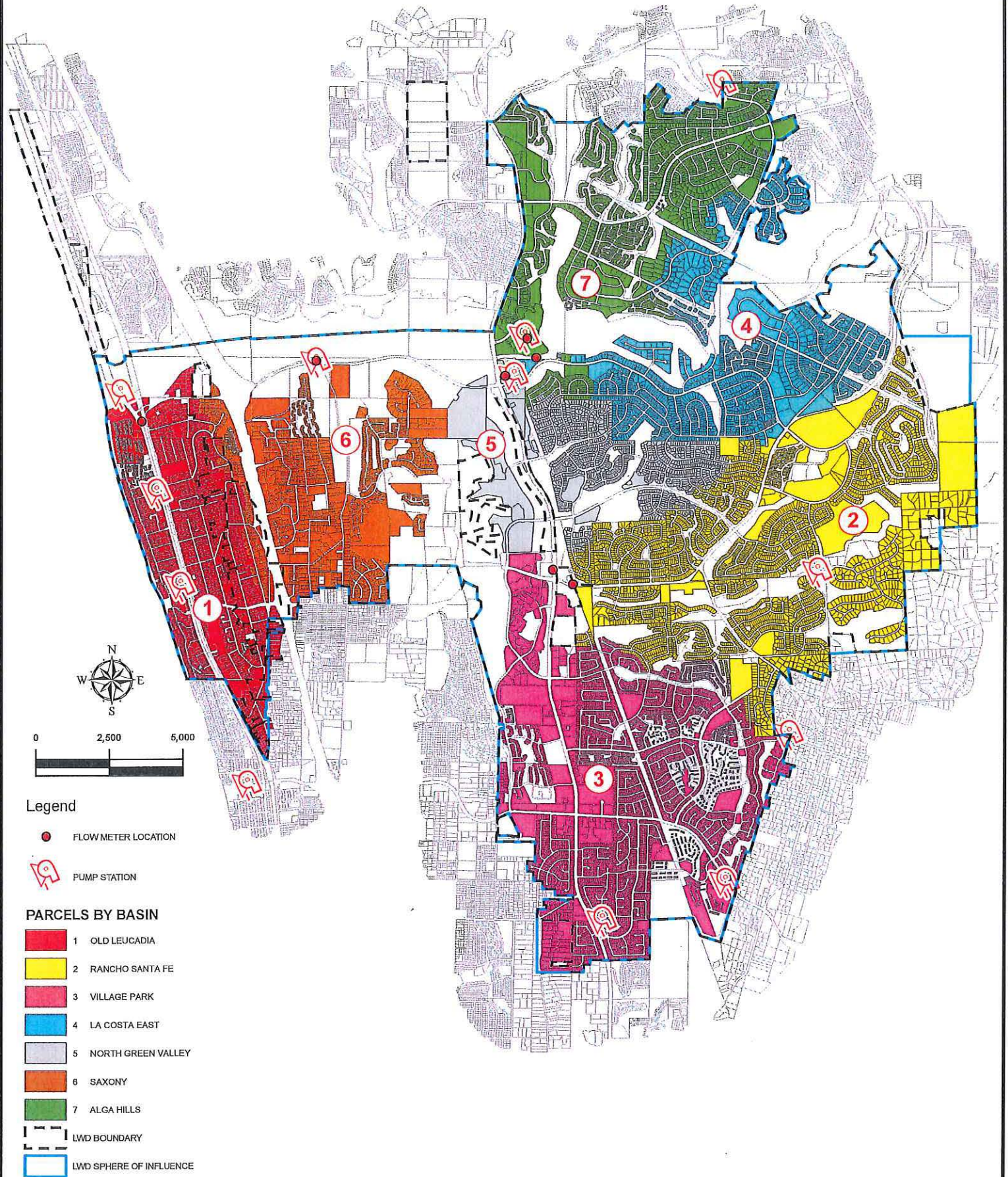
Hydro-Cleaning: 15 Miles/Month

NOTE: CCTV production down due to equipment in shop for repairs

■ CCTV Inspections (YTD 85.8 Miles)

■ Hydro Cleaning (YTD 221.2 Miles)

LEUCADIA WASTEWATER DISTRICT



Operations and Administration Training Report June 2019

Training & Safety Events for the month June 2019

Hours

Description	Ops	Admin	Total
Chemical Deliveries	5	0	5
Fire Evacuation Drill	13	6	19
Getting Started w/ Drupal 8	0	5	5
HAZOWOPER	24	0	24
Heat Illness	1	0	1
Human Resources Webinar Training	0	7	7
Lockout / Tagout	5	0	5
Mutual Aid Training - VP7	11	0	11
Rating Repair lines /Manholes	5	0	5
Respiratory Protection	6	0	6
Sewer Overflows & Backups	10	0	10
Underground Marking & Locating	2	0	2
Water Industry Maintenance on Pumps, Motors etc.	1	0	1
Water Industry Risk Assessment	1	0	1
	0	0	0
Total Training Hours	84	18	102

YTD Monthly Avg

51

YTD Totals

613

Conferences for the month of June 2019

Attendees

Description	Ops	Admin	Total
FlowSystems Pump Presentation @ LWD	5	0	5
Total Attended Conferences	5	0	5

Notes:

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



LEADERS IN
ENVIRONMENTAL
PROTECTION

Operations and Administration Training Report Summary for Fiscal Year 2019

Training		Hours	
Month	Ops	Admin	Total
Jul-18	55	0	55
Aug-18	35	3	38
Sep-18	27	0	27
Oct-18	54	10	64
Nov-18	13	6	19
Dec-18	35	12	47
Jan-19	83	32	115
Feb-19	46	12	58
Mar-19	7	0	7
Apr-19	58	4	62
May-19	12	7	19
Jun-19	84	18	102
YTD Totals	509	104	613
YTD Monthly Avg	42	9	51

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-18	0	0	0
Aug-18	0	2	2
Sep-18	3	2	5
Oct-18	0	0	0
Nov-18	0	0	0
Dec-18	0	0	0
Jan-19	0	4	4
Feb-19	0	2	2
Mar-19	3	0	3
Apr-19	4	0	4
May-19	0	1	1
Jun-19	5	0	5
YTD Total	15	11	26
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 6/30/2019

	Amount
Assets	
Cash & Investments	38,139,815.82
Accounts Receivables	220,125.88
Net OPEB Asset	135,445.00
Prepaid Expense	47,989.80
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	164,254,378.99
Less Accumulated Depreciation	(55,698,965.17)
Total Assets	149,139,990.32
Deferred Outflows	
PERS Pension Deferred Outflows	1,323,002.00
OPEB Health Deferred Outflows	13,349.00
Total Deferred Outflows	1,336,351.00
Total Assets & Deferred Outflows	150,476,341.32
Liabilities	
Accounts Payable & Accrued Expenses	376,823.66
Developer Deposits	137,087.56
Net Pension Liability	4,074,562.00
Total Liabilities	4,588,473.22
Deferred Inflows	
PERS Pension Deferred Inflows	348,638.00
OPEB Health Deferred Inflows	10,456.00
Total Deferred Inflows	359,094.00
Net Position	
Beginning Net Position (as of June 30, 2018)	
Investment in Capital Assets	108,555,413.82
Reserves	34,000,805.07
Total Beginning Net Position (as of June 30, 2018)	142,556,218.89
Current Change In Net Position	
Other	2,972,555.21
Total Current Change In Net Position	2,972,555.21
Total Net Position	145,528,774.10
Total Liabilities, Deferred Inflows & Net Position	150,476,341.32

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

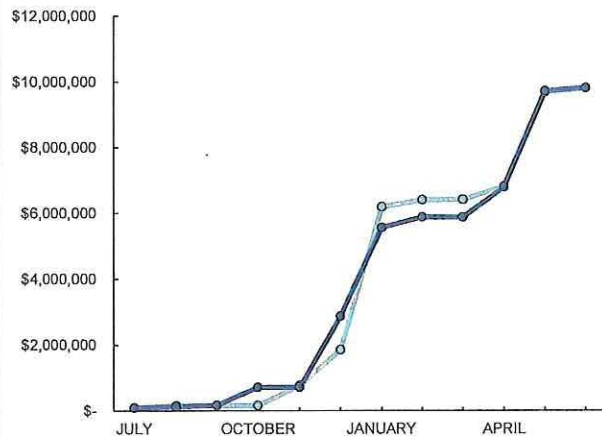
From 7/1/2018 Through 6/30/2019

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 9,824,374.29	\$ 9,813,782.00	\$ (10,592.29)	100.1%
3150 Recycled Water Sales	273,906.71	295,000.00	21,093.29	92.8%
3100 Misc. Operating Revenue	56,409.48	204,520.00	148,110.52	27.6%
TOTAL OPERATING REVENUES	\$10,154,690.48	\$10,313,302.00	\$ 158,611.52	98.5%
OPERATING EXPENSES				
4100 Salaries	\$ 1,878,326.51	\$ 1,924,859.00	\$ 46,532.49	97.6%
4200 Employee Benefits	995,343.48	1,064,235.00	68,891.52	93.5%
4300 Directors Expense	109,189.39	144,800.00	35,610.61	75.4%
4400 Election Expense	402.76	30,000.00	29,597.24	1.3%
4600 Gas, Oil & Fuel	37,971.53	41,000.00	3,028.47	92.6%
4700 Insurance Expense	88,758.98	114,500.00	25,741.02	77.5%
4800 Memberships	30,433.60	29,400.00	(1,033.60)	103.5%
4900 Office Expense	154,006.28	155,600.00	1,593.72	99.0%
5000 Operating Supplies	188,169.98	189,500.00	1,330.02	99.3%
5200 Professional Services	349,898.44	449,300.00	99,401.56	77.9%
5300 Printing & Publishing	24,888.66	29,500.00	4,611.34	84.4%
5400 Rents & Leases	18,379.66	17,400.00	(979.66)	105.6%
5500 Repairs & Maintenance	446,037.90	486,600.00	40,562.10	91.7%
5600 Monitoring & Permits	51,785.93	59,900.00	8,114.07	86.5%
5700 Training & Development	42,567.19	47,000.00	4,432.81	90.6%
5900 Utilities	408,933.24	432,600.00	23,666.76	94.5%
6100 LAFCO Operations	7,517.38	7,500.00	(17.38)	100.2%
6200 Encina Operating Expense	1,324,752.91	1,887,300.00	562,547.09	70.2%
6900 Admin O/H alloc to Capital	(112,422.84)	(159,684.00)	(47,261.16)	70.4%
TOTAL OPERATING EXPENSES	\$ 6,044,940.98	\$ 6,951,310.00	\$ 906,369.02	87.0%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 742,994.10	\$ 381,675.00	\$ (361,319.10)	194.7%
3220 Property Taxes	1,690,306.92	1,700,000.00	9,693.08	99.4%
3250 Investment Income	710,339.89	489,000.00	(221,339.89)	145.3%
3290 Misc. Non Op Revenue	45,222.85	107,600.00	62,377.15	42.0%
TOTAL NON-OPERATING REVENUES	\$ 3,188,863.76	\$ 2,678,275.00	\$ (510,588.76)	119.1%

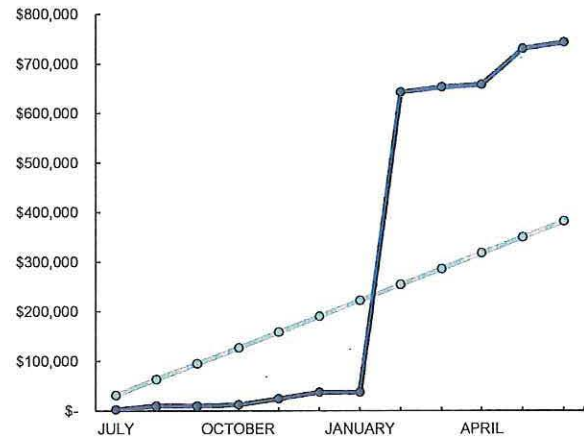
Leucadia Wastewater District Revenue FY2019

YTD through June 30, 2019

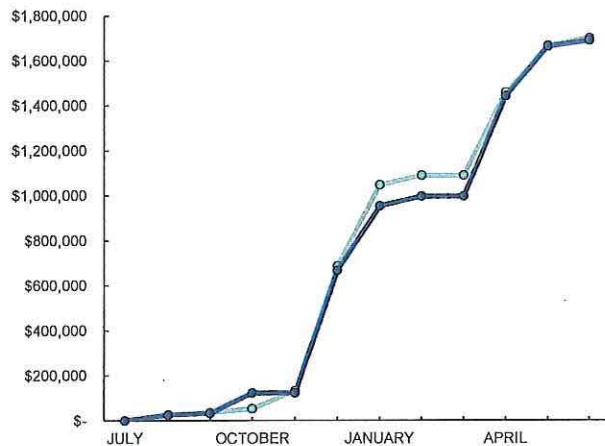
Sewer Service Fees



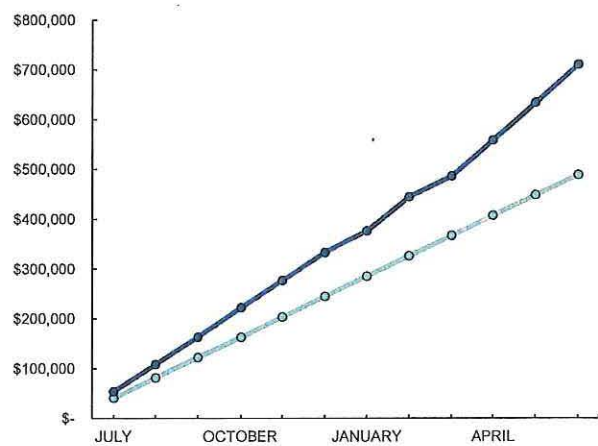
Capacity Charges



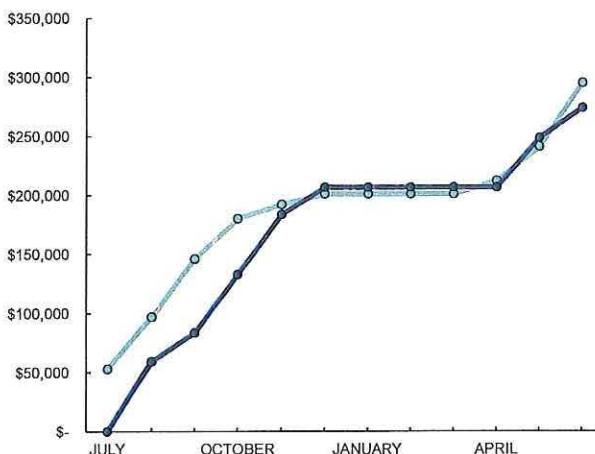
Property Taxes



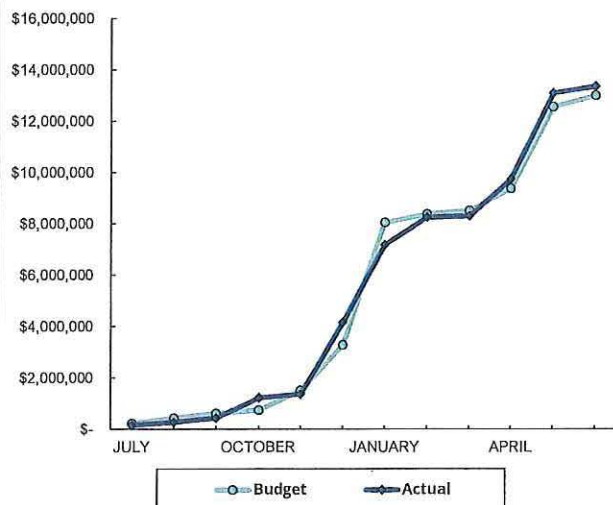
Investment Income



Recycled Wastewater Sales



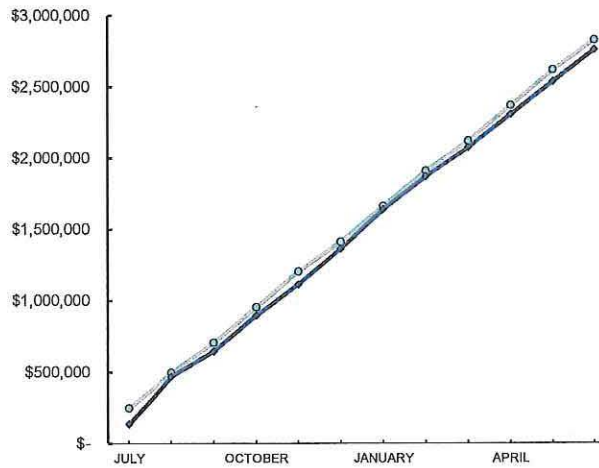
Total Revenue



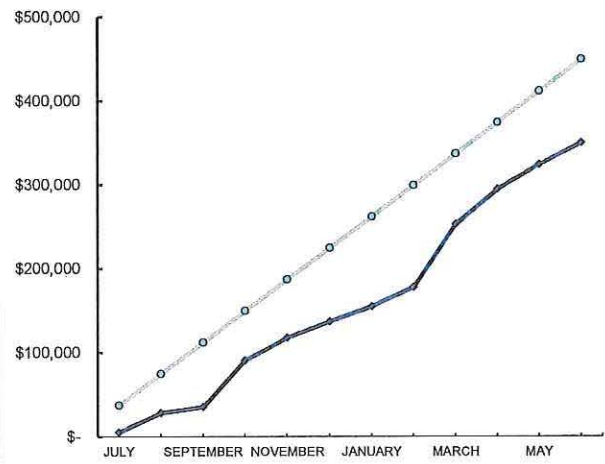
Leucadia Wastewater District Operating Expenses FY2019

YTD through June 30, 2019

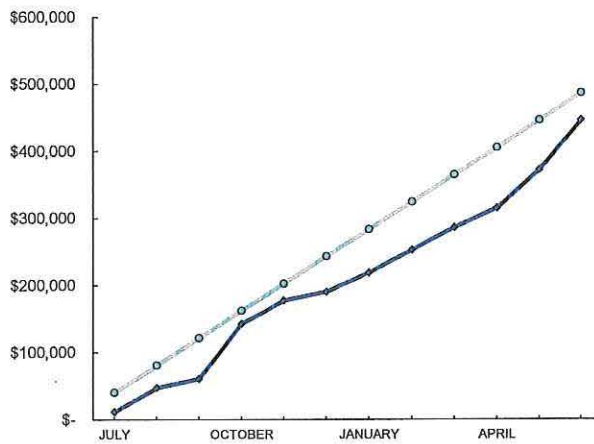
Salaries and Benefits



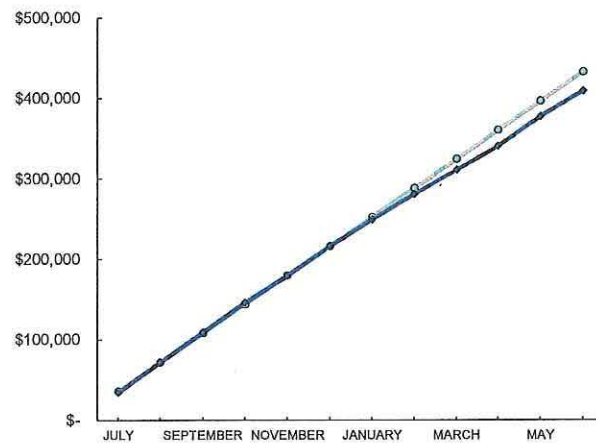
Professional Services



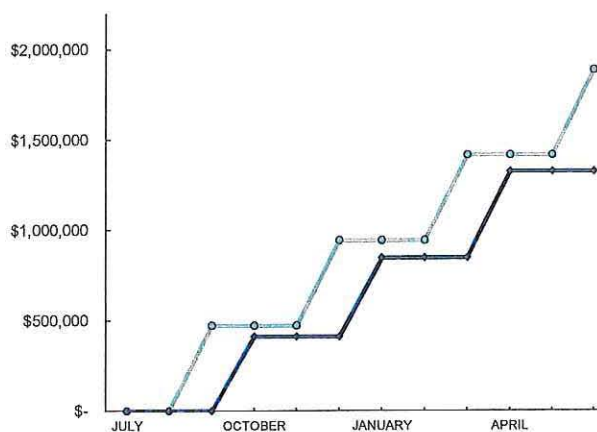
Repairs & Maintenance



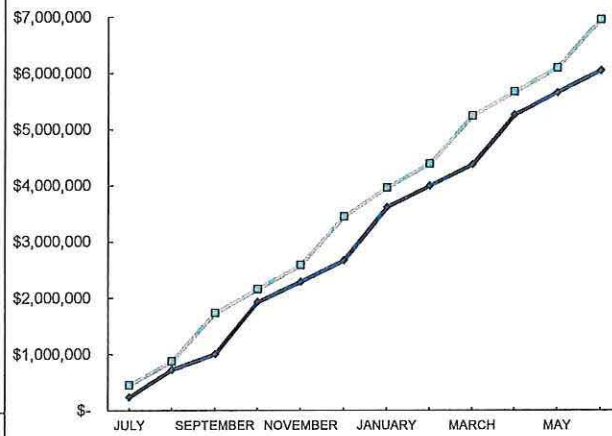
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

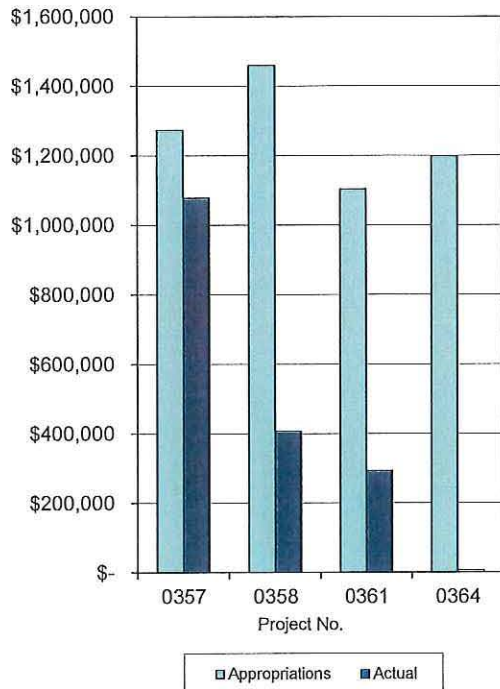


Legend: Budget (dashed line with squares), Actual (solid line with diamonds)

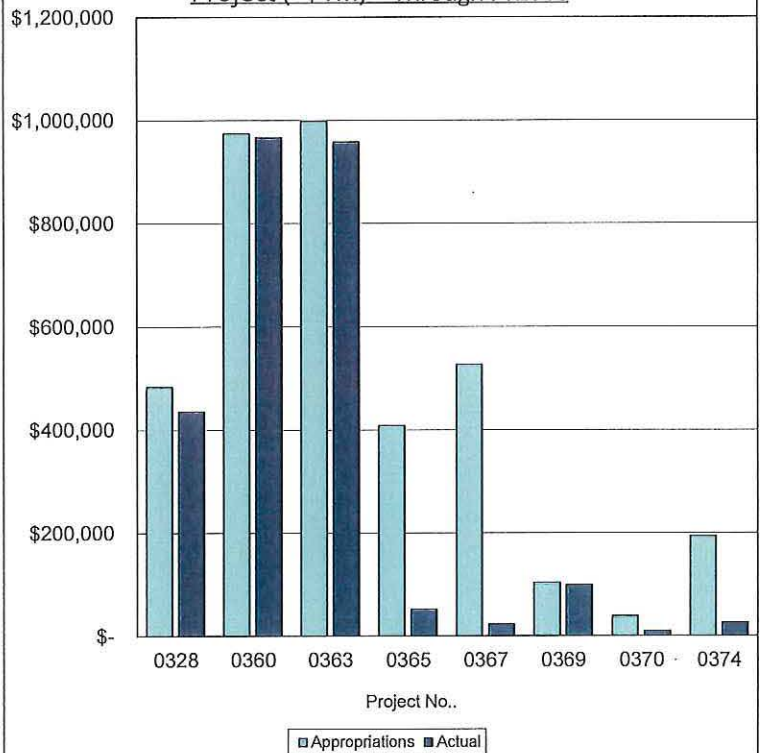
Leucadia Wastewater District Capital Expenditures

As of June 30, 2019

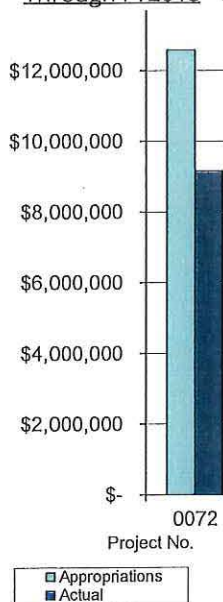
District Multi Year Capital Expenditures
by Project
(>\$1M) Through FY2018



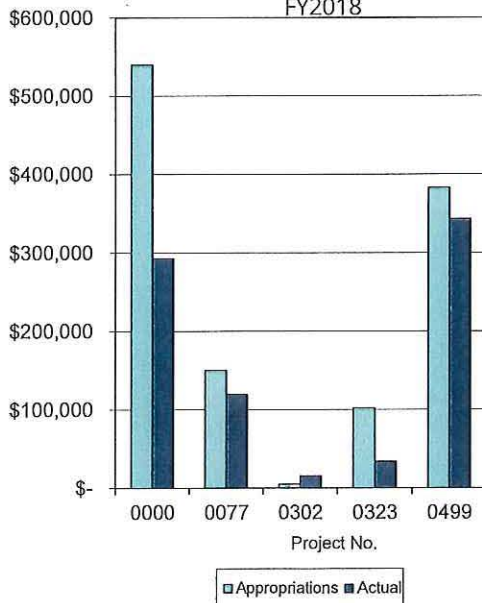
District Multi Year Capital Expenditures by
Project (<\$1M) Through FY2018



District's Share of
Encina WPCF
Capital Exp
Through FY2018



Single Year Capital Expenditures by
Project
FY2018



Project Legend

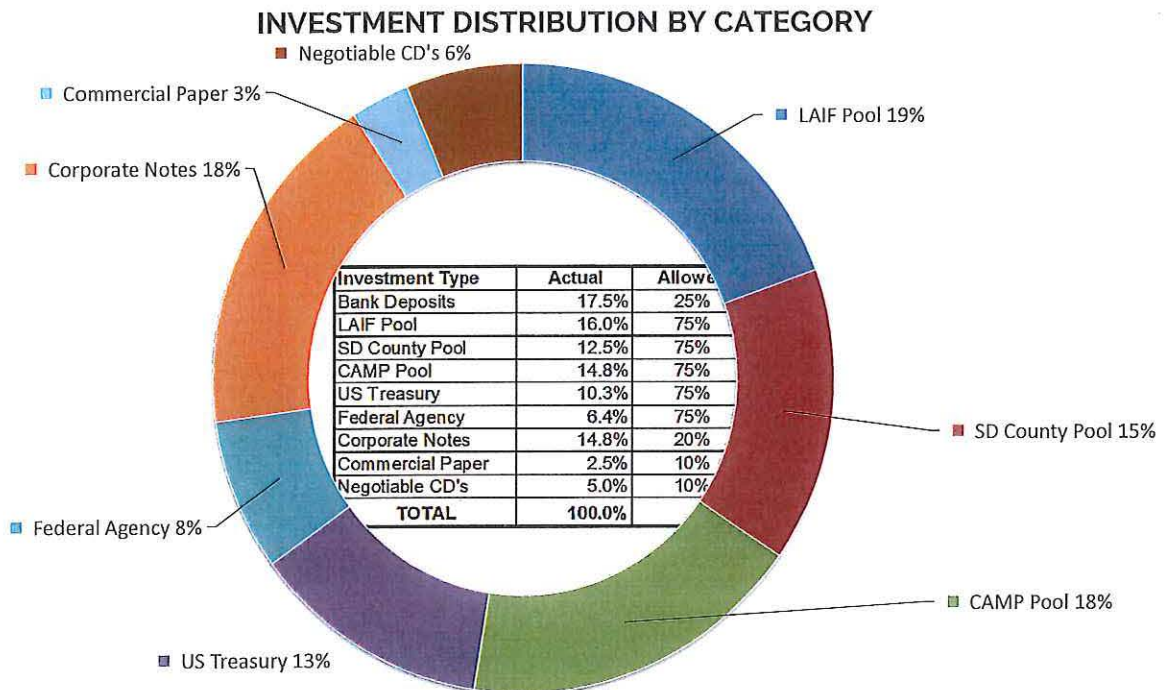
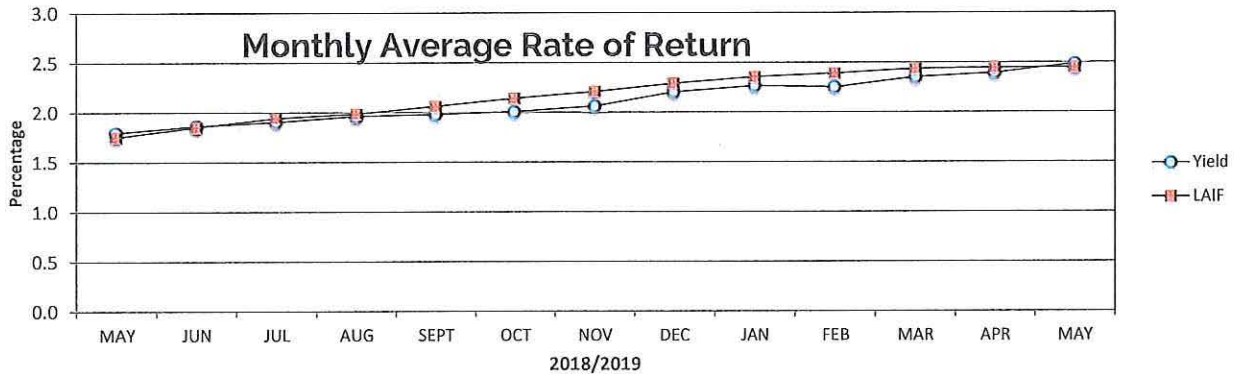
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Replcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Replcmnt	0367
HQ Electric Meter Installation	0369
Pump Station Assessment	0370
Bat FM (B3) Discharge Section Replaceme	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
May 31, 2019

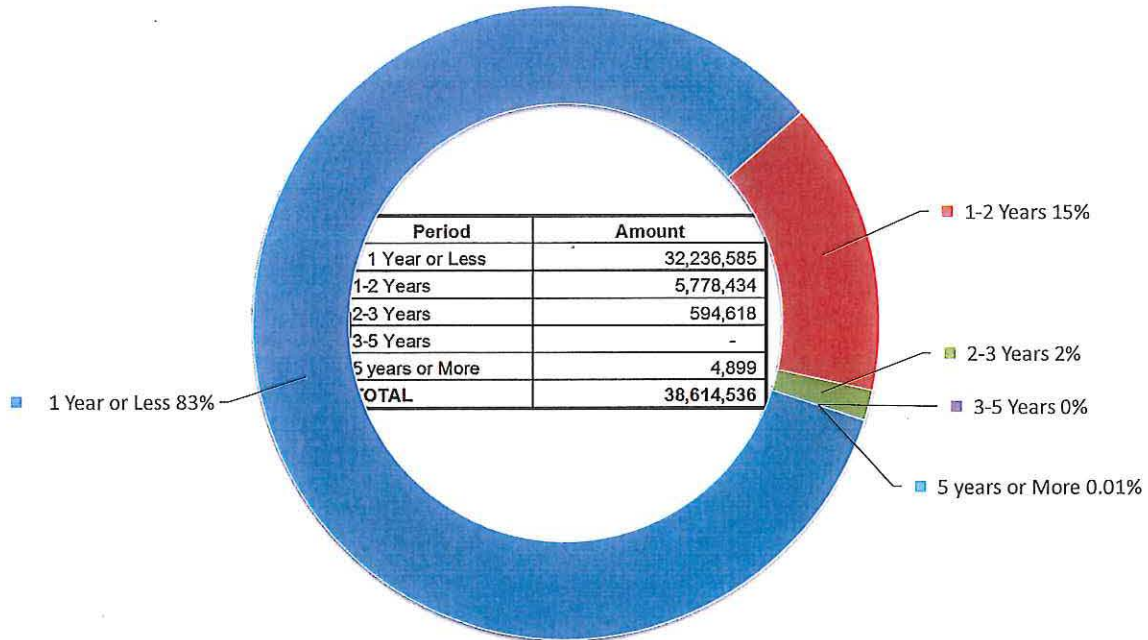
Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	Apr 30, 2019	May 31, 2019		
Opus Bank Reserve	\$ 5,217,733	\$ 6,746,051	\$ 14,870	2.590%
LAIF Pool	6,196,296	6,196,296	\$ 12,646	2.449%
SD County Pool	4,818,274	4,818,274	9,709	2.418%
CAMP Pool	5,369,484	5,715,634	12,112	2.520%
CAMP Portfolio				
US Treasury Notes	3,992,625	3,992,625	6,824	2.050%
Federal Agency Mortgage-Backed Securities	4,940	4,899	30	7.370%
Federal Agency Notes	2,480,465	2,480,465	4,616	2.240%
Corporate Bonds/Notes	5,730,026	5,730,026	11,276	2.370%
Commercial Paper	980,384	980,384	2,190	2.680%
Negotiable CD's	2,249,883	1,949,883	4,132	2.510%
Total Camp Portfolio	15,438,323	15,138,282	29,068	2.300%
Totals	\$ 37,040,110	\$ 38,614,536	\$ 78,404	2.487%



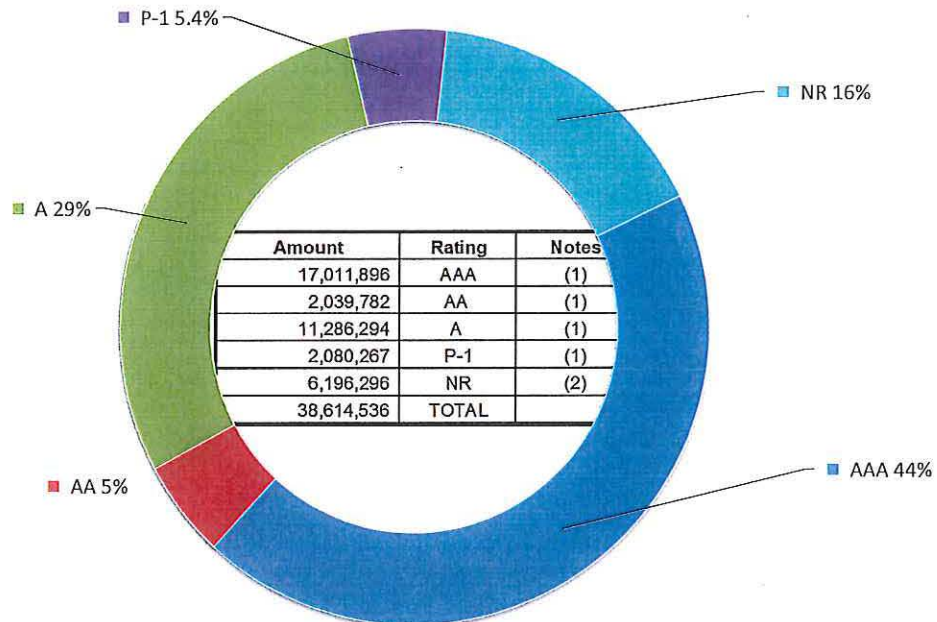
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2019

(Continued)

REMAINING MATURITY



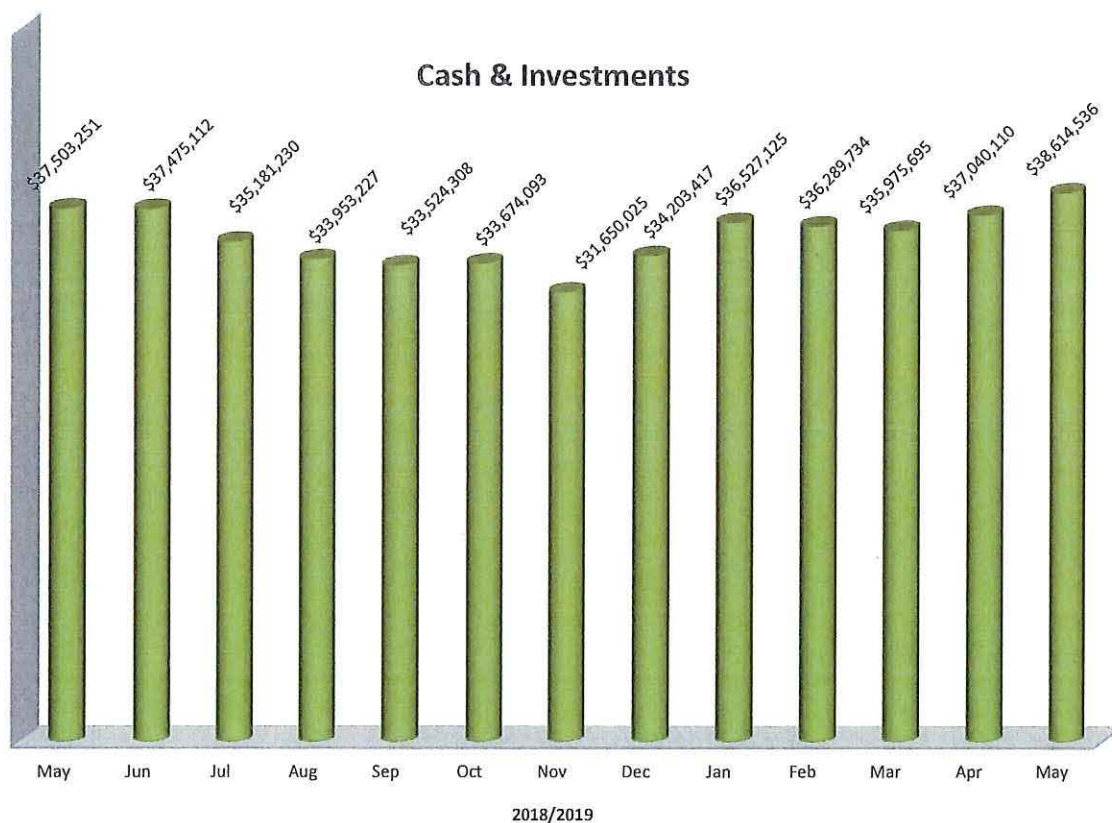
INVESTMENT RATINGS



- (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
May 31, 2019

(Continued)



INVESTMENT TRANSACTIONS
For the months of May, 2019

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 41		(3)	7.37%
Sumitomo Mitsui Bank NY Negotiable CD		\$ 300,000			2.05%

TOTAL


\$ -	\$ 300,041	\$ -
------	------------	------

(3) Monthly principal payments from mortgage pool

Investment transactions above do not include transfers between checking a/c's and cash equivalents (pools)

MEMORANDUM

Ref: 19-6714

DATE: July 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: June 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 June 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 June 2019 for your review.

tb:PJB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
June 1-30, 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	Fssup M. Gonzalez	FSS J. Stecker
	Registration									
	Hotel									
	Airfare									
	Meals									
	Amtrack						-			
	Parking									
	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									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

There were no conference or meetings which required travel reimbursements for the month of June 2019.

Encina Wastewater Authority Report
Regular Board Meeting
June 26, 2019

EWA Board of Directors - Director Sullivan Reporting

**1. Regenerative Thermal Oxidizer Replacement Project
Final Acceptance**

The Board of Directors took final acceptance of the contract with SS Mechanical Construction Corporation for the construction of the Regenerative Thermal Oxidizer Replacement Project and directed staff to record a notice of completion with the San Diego County Recorder.

**2. Primary Effluent Conveyance System Rehabilitation
Change Order No. 2**

The Board of Directors authorized the General Manager to do the following:

- Approve a scope expansion change order to the contract with J.R. Filanc Construction Company Inc. in an amount of \$449,452 for construction; and
- Approve the transfer of unexpended appropriations from the Capital Improvement Program budget in the amount of \$449,452.

There was no Executive Session.

Community Affairs Committee Meeting Report

Presented by Director Sullivan

Meeting held June 11, 2019

The CAC reviewed the following recommendation:

1. Review the 2019 Summer Newsletter Draft Text

The CAC reviewed and commented on the draft text of the 2019 Summer newsletter. The CAC directed staff to move forward with final text and layout of the newsletter.

The next CAC meeting was scheduled for Tuesday, July 16, 2019 at 1:00 p.m.

Engineering Committee Meeting Report

Presented by Vice President Juliussen

Meeting held July 2, 2019

The Engineering Committee (EC) reviewed the following recommendation:


- 1. Retroactively authorize the General Manager to execute an agreement with Piperin Corporation (Piperin) for emergency repairs to the Leucadia Pump Station Surge Tank Line at an estimated cost of \$60,000.**

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

- 2. The EC also received an update on securing manhole covers in easement areas.**

This item was for information purposes and there was no action taken.

MEMORANDUM

DATE: July 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2019 (FY19) LWD Tactics and Action Plan Report

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Receive and file the FY19 Tactics and Action Plan Report.
2. Discuss and take other action as appropriate.

DISCUSSION:

The Board of Directors adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005 and it was last updated in 2013. The Strategic Plan identified the following four strategic focus areas as LWD priorities:

1. Financial
2. People
3. Services
4. Infrastructure & Technology

In order to implement LWD's Strategic Focus Areas, staff annually develops a Tactics and Action Plan, which identifies tactical goals associated with each area. Staff has implemented the vast majority of goals identified for FY19 along with several more that surfaced over the course of the year.

Staff is pleased to report that 104 tactical goals were accomplished. The FY19 Tactics and Action Plan, including a glossary of terms, is attached for your review. Staff will provide an overview of the Plan at the Board of Directors' meeting.

PJB:

Attachment

**Leucadia Wastewater District
Fiscal Year 2019
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.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>	
FY 2020 Budget	Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, ASSup TSM, FSS, EA, ASSup TSM, FSS, ASSup	Jan-19 May-19 Jun-19	Mar-19 May-19 Jun-19	Completed Completed Completed
FY 2018 Audit	Data Collection & Report Preparation Coordinate with & Respond to Auditors Audit Report to Board	ASM ASM ASM	AT, ASSup AT, ASSup, EA, GM ASSup	Jul-18 Jul-18 Nov-18	Nov-18 Nov-18 Nov-18	Completed Completed Completed
Finance Policy Reviews	Procurement Policy Investment Policy Reserve Policy	ASM ASM ASM	TSM, GM, ASSup, EA ASSup, GM, EA ASSup, GM, EA	Aug-18 Sep-18 Feb-19	Aug-18 Sep-18 Feb-19	Completed Completed Completed
Finance Awards	Apply for CSMFO Financial Reporting Award	ASM		Dec-18	Jan-19	Completed
District Banking	Evaluate need to change banks (changed banks)	ASM	Assup, AT	Jul-18	Dec-18	Completed
Section 125 Cafeteria Plan	Procure new Sect. 125 Cafeteria Plan	ASSup	ASM	Jul-18	Jan-19	Completed
PERS Unfunded Accrued Liability (UAL)	Evaluate District UAL Valuation Present Potential Options to the Board	ASM ASM	GM, ASSup GM, ASSup	Oct-18 Jan-19	Nov-18 Feb-19	Completed Completed
Additional Items:	LWD Sewer Rate Comparison with SD County Agencies OPEB Actuarial Roll Forward Install New MIP Accounting Software Comprehensive Financial Plan Tracking Update Board Pres. Investment Update Presented by PFM Agreement with MBS as an authorized Financial broker-dealer	ASM ASM ASM ASM ASM ASM	ASSup, AS AT GM, ASSup	Apr-19 May-19 May-19 Dec-18 Feb-19 May-19	May-19 Jun-19 Jun-19 Feb-19 Feb-19 Jun-19	Completed Completed Completed Completed Completed 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.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-18	Jan-19	Completed
Employee Training					
Conduct Annual Flagger Training	FSSup	TSM, FSS	Mar-19	Apr-19	Completed
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jun-19	Jul-19	Scheduled
Administration Policy Updates/Annual Reviews					
Board Staff Relations Policy	ASM	GM, ASsup	Nov-18	Jan-19	Completed
Board Policy Binders	EA	AS	Jul-18	Feb-19	Completed
Review and Update No Harassment Policy	ASsup	GM, ASM, EA	Oct-18	Nov-18	Completed
Review and Update HRP	ASsup	GM, ASM, EA	Nov-18	Jan-19	Completed
Evaluate existing Human Resources procedures and/ programs	ASsup	GM, ASM, EA	Jan-19	Jun-19	Completed
Conduct Strategic Planning Workshop	GM	Board	Oct-18	Feb-19	Completed
Emergency Response					
Conduct an Emergency Response Training (Active Shooter drill and Fire Evacuation drill)	ASsup	ASM, FSS, FSSup, FST III	Dec-18	Jun-19	Completed
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, ASsup, FSS, FSSup,	Jul-18	Jan-19	Completed
Update existing Safety Programs & Policies	ASM	GM, TSM, ASsup, FSS, FSSup,	Jan-19	Apr-19	Completed
Add new Programs & Policies as required	ASM	GM, TSM, ASsup, FSS, FSSup,	Mar-19	Jun-19	Completed (see below)
Conduct Employee Interviews					
General Employee Interviews	GM	ASM	Nov-18	Dec-18	Completed
Compensation	GM	ASM	May-19	Jun-19	Completed
Employee Recognition					
Annual Employee BBQ	EA	ASsup, AS	Jul-18	Jul-18	Completed
Holiday Function	EA	ASsup, AS	Aug-18	Dec-18	Completed
Additional Items:					
No Vehicle Accidents - 4 Yrs	GM	All Staff	Jul-18	Jul-18	Completed
Achievement of Two Year No Spills (August 5, 2018)	ASM	All Staff	Aug-18	Aug-18	Completed
No Lost Time Accidents - 7 Yrs	GM	All Staff	Sep-18	Sep-18	Completed
Updated Bloodborne Pathogens Program	ASsup	Safety Committee	Jan-19	Mar-19	Completed
Active Shooter Preparedness Program	ASsup	Safety Committee	Jul-18	Jul-18	Completed
Hearing Conservation Program	ASsup	Safety Committee	Jul-18	Nov-18	Completed
New Personal Protection Equipment Program	ASsup	Safety Committee	Jun-18	Sep-18	Completed
Completed CPR/1st Aid Training	ASsup	All Staff	Nov-18	Feb-19	Completed
Board Pres. - LWD Risk Management & Safety Program Update	ASsup		Aug-18	Sep-18	Completed
Updated LWD's Compensation Policy	GM	ASM, ASsup	Aug-18	Sep-18	Completed
Schedule/Coordinate Flu Shot Clinic	EA		Aug-18	Sep-18	Completed
WD's Anti-Harassment/Discrimination Policy & Complaint Procedures	ASsup	GM, ASM, ASsup, EA, TSM	Aug-18	Nov-19	Completed
Board Election of Officers Resolution 2309	GM	ASM, ASsup	Aug-18	Jan-19	Completed
4 - FY 2020 Unrepresented Employee Salary and Benefits Resolution	ASsup	GM, ASM	Oct-18	Jan-19	Completed
New Dental Plan - Humana	ASsup	ASM, GM	May-19	Jun-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.


Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
SSMP Audit	FSS	TSM, FSSup	Oct-18	Jan-19	Completed
Update Standard Operating Procedures (SOPs)	FSS	TSM, FSSup	Oct-18	Jan-19	Completed
Update LWD Standard Specifications	DE	GM, TSM, FSSpec, DC	Jan-19	Mar-19	Completed
Conduct Review Board Approval	DE	GM, TSM, FSSpec, DC	Apr-19	Apr-19	Completed
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-18	Jun-19	Completed
Purchases	FSS	FSS, FS Staff	Jul-18	Nov-18	Completed
Utility Golf cart	FSS	FSS, FS Staff	Aug-18	Jan-19	Completed
3/4 Pickup Truck	FSS	FSS, FS Staff	Nov-18	Apr-19	Postponed
(2) Portable Emergency Generators	FSS	FSSup, DE	Oct-18	Jun-19	Postponed
Emergency By-Pass Pump to Replace Big Blue	FSSup	EA, AS	May-19	Jun-19	Completed
RFB to lease new copy machines					
Vaughan Chopper Pump & Control Panel for Batiquitos Pump Station	FSS	FSSup, FS Staff	Aug-18	Dec-18	Completed
Chemical Metering Pump (AWT)	FSS	FSSup, FS Staff	Jul-18	Oct-18	Completed
Administration Building and Facility Updates	FSS	FSSup, FS Staff	Jul-18	Dec-18	Completed
Repainting Buildings	FSS	FSSup, FS Staff	Jul-18	Dec-18	Postponed
Repainting AWT Handrails and equipment	FSSpec	FSSup, FS Staff	Sep-18	Feb-19	Completed
HVAC Rehabilitation					
By-Pass Pumping Drills	FSSup	FSS, FS Staff	Jan-19	Mar-19	Completed
Batiquitos Pump Station	FSSup	FSS, FS Staff	Feb-19	Apr-19	Completed
Leucadia Pump Station					
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-18	Jun-19	Completed
Public Outreach Services	ASsup	GM, ASM, EA, AS	Jul-18	Jun-19	Completed
Update Website	ASsup	GM, ASM, FSSup, FS Staff	Jul-18	Jun-19	Completed
Build Facebook Audience	ASsup	GM, ASM, EA, AS	Jul-18	Mar-19	Completed
Evaluate Teacher Grant Program	ASsup	AS	Aug-18	Nov-18	Completed
LWD Teacher Grant	ASsup	AS	Aug-18	Dec-18	Completed
Participate in CSDA (Video Contest)	ASsup	GM, ASM, EA, AS	Jul-18	Aug-18	Completed
Complete 2018 Summer Newsletter	ASsup	GM, ASM, EA, AS	Dec-18	Mar-19	Completed
Write, Design, Print, & Mail 2019 Winter Newsletter					
Awards	FSS	TSM, ASM, FSSup	Sep-18	Nov-18	Completed
Apply for CWEA Awards	EA	EA	Jul-18	Sep-18	Completed
Apply for CSDA District of Distinction					
Pursue Presentation Opportunities @ CWEA, SCAP, etc.	GM	FSS, TSM, ASM	Jul-18	Jun-19	Completed
Landscape Maintenance Agreement	FSS	ASM, FSSup,	Jul-18	Jul-18	Postponed
RFP Process	FSS	ASM, FSSup,	Aug-18	Oct-18	Postponed
Select Landscape Maint Co., Complete Contract, & Start					
Records Retention	EA	AS	Aug-18	Oct-18	Completed
Review stored records destroy those past retention period					
Additional Items:					
CASA Presentation	GM		Aug-18	Aug-18	Completed
District Landscape Enhancements	ASM		Dec-18	Apr-19	Completed
Redistrict Transition from At-Large to District-Based Elections	Board	GM, GC, EA	Sep-18	Jan-19	Completed
Created New Smoke Testing Notification Doorhangers	ASsup	FSSup, FSTs	Jul-18	Aug-18	Completed
Conducted Smoke Testing in Leucadia area	FSSupt	FSSup, FSTs	Jul-18	Aug-18	Completed
Ryan Annexation	DE	TSM, FSSpec	Sep-18	Nov-18	Completed
Hosted CSDA Video Contest Award Ceremony	GM	ASsup, EA, AS, Board	Jan-19	Jan-19	Completed
RTP Contract Extension	ASsup	ASM	Feb-19	Mar-19	Completed
CCTV Inspection Update Board Presentation	FSSup		Feb-19	Feb-19	Completed
CWEA San Diego & State Awards - Community Engagement & Outreach Best Use of Social Media	ASsup	ASM	Nov-18	Apr-19	Completed
Hosted 57 outside agencies/organizations meetings	ASsup	EA, AS	Jul-18	Jun-19	Completed
LWD Tours - Hosted 5 tours	FSSupt	FS Team	Jul-18	Jun-19	Completed
Update LWD Wastewater Ordinance	TSM	DE, FSSpec., FSSupt	Apr-19	May-19	Completed
Update Resol. Delegating Authority to GM to Accept Sewer Facilities/interests in real property	TSM	DE, FSSpec., FSSupt	Apr-19	May-19	Completed
Meeting at Sentor Bates office RE: impact of SB 322	GM		Apr-19	Apr-19	Completed
Andreiko Annexation	DE	TSM, FSSpec	Apr-19	Jun-19	Completed
CCTV Inspection of Sewer Gravity Trunk line at BPS	FSSup	FSTs			Completed
Adopt SSMP Update	TSM	DE, FSSupt, FSSup., FSSpec.	Mar-19	Jun-19	Completed
Traffic control set up for Emergency Repairs throughout the District	FSSup	FSTs	Jul-18	Jun-19	Completed
OMNI Recycled Water Agreement	GM	GC, TSM	Aug-18	Sep-18	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-18	In Progress
Bid Project	TSM	GM, FSS, DE	Nov-18	Feb-19	Not Started
Construction	TSM	GM, FSS, DE	Mar-19	Mar-20	Not Started
Poinsettia Station Gravity Pipeline (SANDAG)					
Complete Construction	TSM	GM, FSS, DE	Jan-18	Aug-18	Completed
FY18 Gravity Pipeline Rehabilitation					
Complete Construction	TSM	GM, FSS, DE	Apr-18	Aug-18	Completed
Orchard Wood Road Pipeline Replacement					
Complete Project Design	TSM	GM, FSS, DE	Jul-18	Nov-18	In Progress
Bid Project	TSM	GM, FSS, DE	Dec-18	Feb-19	Not Started
Construction	TSM	GM, FSS, DE	Apr-19	Aug-19	Not Started
Encintas Estates Pump Station Replacement					
Project Design	TSM	GM, FSS, DE	Dec-18	Jun-19	In Progress
Bid Project	TSM	GM, FSS, DE	Sep-19	Jan-20	Not Started
Construction	TSM	GM, FSS, DE	TBD	TBD	Not Started
La Costa Golf Course Line / Quebrada Realignment					
Bid Project	TSM	GM, FSS, DE	Jul-18	Sep-18	Completed
Construction	TSM	GM, FSS, DE	Oct-18	Dec-18	Completed
Batiquitos (B3) Force Main Discharge Section Replace					
Project Design	TSM	GM, FSS, DE	Nov-18	Feb-19	Completed
Bid Project	TSM	GM, FSS, DE	Mar-19	May-19	Completed
Construction	TSM	GM, FSS, DE	Jun-19	Sep-19	Not Started
Additional Items:					
Spectrum Services Agrmt - Telephone & Internet Services	ASsup	TSM, AS	Dec-18	Apr-19	Completed

MEMORANDUM

DATE: July 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2020 (FY20) LWD Tactics and Action Plan

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Adopt the FY20 LWD Tactics and Action Plan.
2. Discuss and take other action as appropriate.

DISCUSSION:

As you are aware, the Board of Directors originally adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005 and it was most recently updated in 2013. In order to maintain the Strategic Plan as a "living" document, staff annually develops a Tactics and Action Plan which develops goals associated with the Plan's four strategic areas:

1. Financial
2. People
3. Services
4. Infrastructure & Technology

For FY20, staff has developed an ambitious plan that includes over 77 tactical goals. A copy of the FY20 Tactics and Action Plan is attached for your review. Staff will provide a brief overview of the plan at the Board of Directors meeting.

PJB:

Attachments

**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.

ates and avoid abrupt rate adjustments.

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

2. People

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	ASM	Assup, Pickering Ins Brokers	Nov-19	Jan-20	Not Started
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jun-19	Jul-19	Not Started
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	Not Started
SSO Response Training & RMC Presentation	FSSupt	FSSup, FS Staff	Feb-20	Apr-20	Not Started
Administration Policy Updates/Annual Reviews					
Board Staff Relations Policy	ASM	GM, ASsup	Nov-19	Jan-20	Not Started
Board Policy Binders	EA	AS	Jul-19	Nov-19	Not Started
Review Job Descriptions and revise as required	ASsup	GM, ASM, EA, TSM	Jan-20	Mar-20	Not Started
Review HRRM and revise as required	ASM	GM, ASsup, EA, TSM	Feb-20	Jun-20	Not Started
Review Records Retention Policy and revise as required	ASsup	EA, AS, GC	Sep-19	Dec-19	Not Started
Conduct Team Building Workshop	GM	ASM, EA, ASsup	Oct-19	Nov-19	Not Started
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	Not Started
Update existing Safety Programs & Policies	ASM	GM, TSM, ASsup, FSS, FSSup,	Jan-20	Apr-20	Not Started
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	Not Started
Compensation	GM	ASM, ASsup	May-20	Jun-20	Not Started
Employee Recognition					
Annual Employee BBQ	EA	ASsup, AS	Jul-19	Jul-19	In Progress
Holiday Function	EA	ASsup, AS	Aug-19	Dec-19	Not Started

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	Not Started
Rebuilt Muffin Monster Leucadia Pump Station	FSS	FSS, FS Staff	Nov-19	Feb-20	Not Started
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-19	Jun-20	Not Started
Purchases					
Vactor Replacement Truck	FSS	FSS, FS Staff	Jul-19	Mar-20	Not Started
Replace 3/4 & 1/2 Pickup Trucks	FSS	FSS, FS Staff	Jul-19	Oct-19	Not Started
(2) Portable Emergency Generators	FSS	FSS, FS Staff	Aug-19	Dec-19	Not Started
Emergency By-Pass Pump to Replace Big Blue	FSS	FSSup, DE	Jul-19	Dec-19	Not Started
Smoke Testing in Old Town Area	FSS	FSSup, FS Staff	Aug-19	Dec-19	Not Started
Chemical Metering Pump (AWT)	FSS	FSSup, FS Staff	Jul-19	Oct-19	Not Started
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	Not Started
HVAC Rehabilitation phase II	FSSpec	FSSup, FS Staff	Aug-19	Dec-19	Not Started
RFB Security Cameras and installation of cameras	ASSup	Safety Committee, TSM	Jul-19	Jan-20	Not Started
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	Not Started
Continue to Build Facebook Audience	ASSup	GM, ASM, FSSup, FS Staff	Jul-19	Jun-20	Not Started
LWD Teacher Grant Program	ASSup	AS	Aug-19	Nov-19	Not Started
Participate in CSDA Video Contest (CSDA revised dates of program)	ASSup	AS	Jun-19	Dec-20	Not Started
Complete 2019 Summer Newsletter	ASSup	GM, ASM, EA, AS	Jul-19	Aug-19	Not Started
Write, Design, Print, & Mail 2020 Winter Newsletter	ASSup	GM, ASM, EA, AS	Dec-19	Mar-20	Not Started
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	Not Started
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	Not Started
Records Retention					
Review stored records destroy those past retention period	EA	AS	Aug-19	Oct-19	Not Started

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.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Leucadia Pump Station Rehabilitation					
Complete Project Design	TSM	GM, FSS, DE	Jul-18	Oct-19	In Progress
Bid Project	TSM	GM, FSS, DE	Nov-19	Feb-20	Not Started
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
Encintas 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	Not Started
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	Not Started
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	Not Started
Purchase Back-up SCADA Server	FSSupt		Aug-19	Oct-19	Not Started

MEMORANDUM

Ref: 20-6735

DATE: July 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Emergency Repair of Leucadia Pump Station Surge Tank Line

RECOMMENDATION:

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

1. Retroactively authorize the General Manager to execute an agreement with Piperin Corporation (Piperin) for emergency repairs to the Leucadia Pump Station Surge Tank Line at an estimated cost of \$60,000.
2. Discuss and take other action as appropriate.

DISCUSSION:

On June 21, 2019 the pipeline for the Leucadia Pump Station (LPS) surge tank failed. The surge tank functions as a shock absorber to minimize pressure fluctuations that may occur in the force mains whenever the pumps turn on or off. The line that failed is an 18 inch ductile iron pipe that was installed in 2006. All wastewater that escaped from the pipe was contained within the District's site and returned to the collection system. The surge tank line was isolated and LPS was placed back in service. As per LWD policy, staff contracted with Piperin to conduct emergency repairs to the pipeline.

Accordingly, on June 24th Piperin started excavating the site to locate the pipe failure. As a result, several holes were discovered near the bottom of the pipe. Please refer to the attached photo. The failed section was removed on Jun 26th and replaced with a section of polyvinyl chloride (PVC) pipe on June 27th. The repairs were done on a time and material basis with an estimated repair cost of approximately \$60,000 and a projected completion date of July 5th.

Staff will provide an overview of this event at the upcoming Board meeting.

rym:PJB

Attachment

Photo of Failed Surge Tank Line



MEMORANDUM

DATE: July 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: CSDA Board of Directors 2019 Election



RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD recently received a California Special Districts Association (CSDA) electronic ballot for the 2019 election. There is one seat (Seat B) open for the southern network region. The candidates are the following and there is no incumbent:

- Ronald Coats, East Valley Water District
- Dennis LaMoreaux, Palmdale Water District
- Michael Mack, Rainbow Municipal Water District
- Greg Mills, Serrano Water District
- Kelly Rivers, Orange County Cemetery District
- Kathleen Tiegs, Cucamonga Valley Water District
- Lindsay Woods, Hesperia Recreation and Park District

Attached for your review is a copy of the CSDA electronic ballot information (Attachment A) and the candidate statements (Attachment B). The electronic ballot is due by 5:00PM on Friday, August 9, 2019.

This item has been placed on the agenda for discussion and action by the Board of Directors. Staff has no recommendation on this matter. Staff will cast the electronic vote based on the Board's recommendation by the due date.

Attachments

tb:PJB



**California Special
Districts Association**
Districts Stronger Together

[Home](#)[How It Works](#)[Logout Paul Bushee](#)

Electronic Ballot - 2019 CSDA Board of Directors Election, (Seat B) Southern Network - Term 2020-2022

Please vote for your choice

Choose one of the following candidates:

- Ronald Coats - East Valley Water District
- Dennis LaMoreaux - Palmdale Water District
- Michael Mack - Rainbow Municipal Water District
- Greg Mills - Serrano Water District
- Kelly Rivers - Orange County Cemetery District
- Kathleen Tiegs - Cucamonga Valley Water District
- Lindsay Woods - Hesperia Recreation and Park District

☐ Ronald Coats [\[view details\]](#)

☐ Dennis LaMoreaux [\[view details\]](#)

☐ Michael Mack [\[view details\]](#)

☐ Greg Mills [\[view details\]](#)

☐ Kelly Rivers [\[view details\]](#)

☐ Kathleen Tiegs [\[view details\]](#)

☐ Lindsay Woods [\[view details\]](#)

[Continue](#)[Cancel](#)

This is the online voting system of CSDA. Powered by [Simply Voting](#).

Tianne Bailey

From: Ronald Coats via California Special Districts Association
<Mail@ConnectedCommunity.org>
Sent: Friday, May 24, 2019 3:17 PM
To: info
Subject: Ronald Coats has sent you a message from www.csd.net

Ronald Coats has sent you a message from the California Special Districts Association website www.csd.net

Subject: Upcoming CSDA election

Message:
May 23, 2019

Fellow Southern Network CSDA Members,

It is my honor to request your consideration and support in the upcoming election for Seat B in the Southern Network of California Special Districts Association (CSDA) Board of Directors.

I currently serve on the East Valley Water District Board as director and have also had the opportunity to serve as Vice-Chairman and Chairman. During my six-year tenure, I've been actively involved in District's strategic planning by providing guidance on topics of interest to our community, like the construction of the Sterling Natural Resource Center (SNRC). The SNRC will create a sustainable source of water supply for over 600,000 local residents in the region by recycling up to 10 million gallons of water per day. In addition, the SNRC will also provide many benefits to the local community in the form of an Administrative Center that will serve as a resource for residents of all ages.

It is through the District's progressive initiatives and collaborative approach that East Valley Water District has accomplished several achievements including, earning the District of Distinction Gold Level accreditation from the Special District Leadership Foundation. I would like to use my experience to encourage and help others create their own path to success.

In addition to my service at the District, I am involved in the Association of California Water Agencies (ACWA) and currently serve on CSDA's Professional Development and Member Services Committees. It is my intention to join the CSDA Board of Directors to be part of the efforts to enhance the future of all special districts.

In my dedication to a lifetime of public service, I take great pride in having served my country in the United States Army and with my involvement with the community through numerous organizations including, school and college districts, the Association of San Bernardino Special Districts, chamber of commerce and many, many more.

Soon you will be receiving your ballots for the upcoming election. I ask for your support during the election and look forward to representing you in the Southern Network.

If you should have any questions, concerns, or ideas, please contact me. I welcome any input that you may have. You can reach me any time through e-mail me at rcoats@eastvalley.org or by phone at (909) 648-0028.

Thank you in advance for your consideration.

Respectfully,

Ronald L. Coats
East Valley Water District, Director

View and Reply:

<http://www.csd.net/network/members/profile/myaccount/inbox?MailMessageKey=d6842fd8-5455-4a44-b5bf->

[f0d468dd08e6&IsFromInbox=True](#)

Go to Inbox:

<http://www.csda.net/network/members/profile/myaccount/inbox>

Update your [email preferences](#) to choose the types of email you receive

[Unsubscribe from all participation emails](#)



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE



June 3, 2019

BOARD OF DIRECTORS

ROBERT E. ALVARADO
Division 1

DON WILSON
Division 2

GLORIA DIZMANG
Division 3

KATHY MAC LAREN
Division 4

VINCENT DINO
Division 5

Leucadia Wastewater District
ATTN: Mr. Paul Bushee
General Manager
1960 La Costa Avenue
Carlsbad, CA 92009-6810

**RE: SUPPORT FOR CSDA SEAT "B" IN SOUTHERN
NETWORK**

Dear Mr. Bushee:

Palmdale Water District is honored to nominate Dennis LaMoreaux to serve on the Southern Network Board of Directors for the California Special Districts Association (CSDA). We respectfully request your support and vote in the upcoming election for Dennis to represent you. Enclosed is his candidate statement explaining his background and extensive qualifications that are critical for the continued success of the CSDA Board.

Dennis fully understands the important role special districts play to efficiently and responsibly provide services for the people of California. He is fully committed to strengthening the understanding of our role and helping to ensure we remain viable in California. Dennis' dedication, loyalty, knowledge and work ethic have made him a stellar leader for Palmdale Water District. We are confident that he will be a true asset to the Southern Network Board with your support.

Very truly yours,


VINCENT DINO,
President


KATHY MAC LAREN,
Vice-President

Enclosure

cc: PWD Board of Directors

DENNIS D. LaMOREAUX
General Manager

ALESHIRE & WYNDER LLP
Attorneys



VOTE FOR DENNIS D. LaMOREAUX

CSDA SOUTHERN NETWORK

BOARD SEAT "B"



PALMDALE WATER DISTRICT
A CENTURY OF SERVICE



Dennis D. LaMoreaux

Fellow Southern Network CSDA Members,

I respectfully ask for your support to be the Seat "B" Board member for our area. I have worked with special districts in California for more than three decades and am confident that I have the skills, experience and commitment to be a strong proponent for our Network. There were several challenges and changes to special districts during my tenure. These include Little Hoover Commission reports, gaining representation on Local Agency Formation Commissions, and multiple efforts to better inform and educate State legislators. These challenges were handled successfully and made us stronger and more unified. My involvement with these matters will be helpful for both our Network and the entire Association as new issues arise.

My 30-plus years with special districts have been with Palmdale Water District and Rosamond Community Services District. Palmdale Water District celebrated 100 years of serving the community in 2018. It is a medium-sized water district with about 27,000 water service connections. It is a State Water Contractor that operates in an adjudicated groundwater basin and owns two surface water reservoirs and dams. Rosamond Community Services District was formed in 1966 to provide services in its area. It is a smaller district with 5,103 water and 4,738 sewer connections. It also operates streetlights and provides graffiti abatement. My experience in these different types of districts is valuable and gives a well-rounded background to understand and advocate for our Network.

The Southern Network has a large area and nearly 200 member agencies. I am fully committed to representing the entire Network as a board director. With your votes, I will be honored to work with current Southern Network Directors Arlene Schafer and Jo MacKenzie to make sure our needs are met and are well represented within the full CSDA Board.

Dennis D. LaMoreaux





May 22, 2019

Mr. Paul Bushee
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009-6810

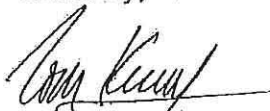
Dear Mr. Bushee,

It is with great pleasure that I forward for your consideration a candidate statement for Director Michael Mack who is seeking your support for the Southern Network (Seat B) of the California Special Districts Association Board of Directors.

Director Mack has served on the Rainbow Municipal Water District Board of Directors since 2016. He is actively involved in CSDA, serving on the Elections and Bylaws Committee, as well as with the Association of California Water Agencies.

Attached you will find a candidate's statement summarizing some of his many accomplishments. I encourage you to forward this information to your Board of Directors and consider supporting his candidacy for the 2019 elections which will take place June 17th to August 9th. Please do not hesitate to contact me, if you need additional information or if you would like him to contact your Board of Directors.

Sincerely,


Tom Kennedy
General Manager

ENDLESS POSSIBILITIES



My name is Michael Mack and I am honored to be seeking election to be on the Board of Directors of California Special Districts Association.

I was elected to the Rainbow Municipal Water District Board of Directors in December 2016 and appointed to serve as the District's representative at both ACWA and CSDA. My background includes a degree in horticulture and worked for the City of San Marcos for over thirty years. As the Parks Department Supervisor, I had many responsibilities including reviewing plans and inspection of new park and street median installations. I was both a Certified Playground Inspector and Irrigation Auditor. One of my main responsibilities was ensuring efficient usage of water resources. I calculated, determined, and programmed water requirements for the plant material for all parks and street medians within the City.

I have learned the importance of CSDA is we are the support system to help ensure efficient and productive services to both small and large communities throughout California at the local level of city governments. As your CSDA Board Member, I see endless possibilities and promise to tackle and meet the challenges our districts face. We all must work together for present and future needs for our special districts and by doing so we can and will achieve our goals. We must be proactive with our legislators and with this energy and commitment we can make the difference between success and failure.

I am very honored to have this chance to serve all of you and given this opportunity. I feel extensive service and experience in the public sector, I will work effortlessly to make those endless possibilities become reality.



SERRANO WATER DISTRICT
18021 EAST LINCOLN STREET
VILLA PARK, CA 92861-6446
714-538-0079



Directors

C.L. "Larry" Pharris, Jr., President
Greg Mills, Vice President
Frank O. Bryant
Jerry L. Haight
Brad Reese

Jerry Vilander, General Manager

May 6, 2019

Dear President and/or General Manager:

It is my honor to request your agency's support and vote for election to CSDA Seat B (California Special Districts Association) for the 2020-2022 term. Please disseminate this letter and attached candidate statement of experience to your agency's governing board.

I have served on the Serrano Water District Board for over three years and am currently the Board Vice President providing solid leadership and guidance with the District's Finance and Insurance Committees. Additionally, I have served as the District's representative for the ACWA-JPIA Insurance Committee for the past year.

Previously, I served on the Villa Park City Council for a four-year term including one term as Mayor and another as Mayor Pro-Tem. During my tenure with the City of Villa Park, I was very involved and an active participant in many sensitive community issues including the Community Development Committee, shortening the permitting process. Additionally, I served on the Orange County Sanitation District as a Board Member for two years proactively involved in many of the improvements that residents benefit from today. I also served a three-year term on the Orange County Vector Control District.

During my tenure here at Serrano Water District, I have been instrumental in spearheading financial programs, planning and fiscal analysis including capital improvement programs and ensuring that the District is providing high-quality water to its constituents in the most cost-effective manner. My personal commitment to the Serrano Water Districts ratepayer is emblematic of the successful stewardship towards ensuring that all assets are maintained and replaced within best industry practices.

Additionally, I have been fundamentally involved with the District's long-term planning including common sense initiatives for maximum rate payer benefit at minimum cost. I possess a solid understanding of Special Districts and believe that they provide better governance and

May 6, 2019

Page 2

improved local control. Also, I am actively involved with attending LAFCO meetings which provides me with the knowledge and skills necessary to work collaboratively in the best interest of Special Districts. Again, I am requesting your vote for the CSDA Seat B position. I am committed to working with all of the voting agencies to accomplish their goals. My statement of qualifications is attached for your perusal.

If you have any questions, kindly contact our General Manager, Jerry Vilander, at (714) 538-0079 or through email at jerryv@serranowater.org. Thank you for considering me for the CSDA Seat B position.

Sincerely,

A handwritten signature in cursive script that reads "Greg Mills".

Greg Mills
Serrano Water District, Vice President

cc: Board of Directors
Jerry Vilander, General Manager

Attachment

Greg Mills Seat B CSDA

EXPERIENCE

BUSINESS

- Small business owner – fifteen years
- Analytical Chemist – six years
- Process Engineer – six years
- Technical Marketing Manager – three years
- Marketing Director – three years
- Marketing Executive – five years

COMMUNITY INVOLVEMENT

- Board Member (Vice President) - Serrano Water District three years
- Villa Park City Councilman – four years; One term Mayor and one term Mayor Pro-Tem (one year each)
- Orange County Sanitation District - Director two years
- Orange County Vector Control District - Director three years
- ACWA-JPIA - Representative Serrano Water District
- Villa Park Family Picnic – five years
 - Chair – three years
- Eagle Scout
- Villa Park Rotary - Board member twenty-one years.
 - Club President; Paul Harris Fellow
- Indian Princess YMCA - seven years
- Orange Elks Lodge – seven years

PROFFESIONAL

- American Chemical Society – thirty years
- CS Mantech – eleven years
- PDA (Parenteral Drug Association)– five years
- ISPE (International Society of Pharmaceutical Engineering – eight years
- SEMI (Semiconductor Equipment and Manufacturer Institute – nine years
- Optical Society of America – four years
- MEPTEC
- AVS (American Vacuum Society)
 - ICMCTF

EDUCATION

- B.A., Chemistry – Illinois College
 - Phi Alpha President/Vice President
- M.S., Engineering Management – Santa Clara University

PERSONAL

- Married – 25 years. Wife: Journalist and active member of the community. One daughter currently at university.



John Bosler
Secretary/General Manager/CEO

April 19, 2019

Mr. Paul Bushee
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009-6810

Dear Mr. Bushee,

It is with great pleasure that I forward for your consideration a candidate statement for Director Kathleen Tieg who is seeking your support for the Southern Network (Seat B) of the California Special Districts Association Board of Directors.

Director Tieg has served admirably on the Cucamonga Valley Water District Board of Directors since 2005. She is actively involved in CSDA, as well as with the Association of California Water Agencies, and has served in numerous leadership positions with both organizations.

Attached you will find a candidate's statement summarizing some of her many accomplishments. You will also get a true sense of her integrity as a leader and her passion as an advocate for special districts throughout California. Also, Director Tieg will attend Special Districts Legislative Days being held in Sacramento May 21-22, 2019 if you would like to meet her in person and discuss her commitment to serving you and your district.

I encourage you to forward this information to your Board of Directors and consider supporting her candidacy for the 2019 elections which will take place June 17th to August 9th. Please do not hesitate to contact me, if you need additional information or if you would like her to contact your Board of Directors. Thank you for your consideration in this matter.

Sincerely,



John Bosler
General Manager/CEO



Kathleen J. Tiegs

2020-2022 California Special Districts Association
Board of Directors, Southern Network, Seat B



I am pleased to share with you my interest in serving as the Southern Network, Seat B, representative for the California Special Districts Association (CSDA) Board of Directors. Through my involvement with CSDA since 2011, I have served with great passion and commitment on the Board of Directors, and the Membership, Legislative, and By-laws Committees.

My experience on the Cucamonga Valley Water District (CVWD) Board of Directors has provided me with a solid foundation to lead. Elected to the CVWD in November 2005, I have served as the Board President and currently serve on the Legislative and Outreach, and Human Resources/Risk Management Committees. From 2014 to 2017 I was honored to serve in the capacity of President and Vice President of the Association of California Water Agencies (ACWA). My duties at ACWA provided me the extremely valuable opportunity to effectively dialogue with special districts across the state on the important issues they are facing and how we can solve them.

I also served on the Association of San Bernardino County Special Districts Board of Directors from 2010 – 2015 where I developed a network of colleagues in a variety of agencies with a common goal of serving the needs of our constituents. There are numerous critical issues that confront special districts today; these challenges will require strong, experienced leadership, as well as a commitment to preserving the special district's mission to make communities better by providing core local services and taking action through community collaboration.

Thank you for allowing me to share with you my experience, leadership and knowledge. I look forward to serving you and the entire CSDA organization.

With Best Regards,

Kathleen J. Tiegs