



BOARD OF DIRECTORS REGULAR MEETING

Pursuant to the State of California Executive Order N-29-20, and in the interest of public health, the District is temporarily taking actions to mitigate the COVID-19 pandemic by holding Board Meetings by teleconference or videoconference. The general public may not attend this meeting at the District's office due to social distancing requirements.

To join this meeting via Teleconference please dial: 1 (669) 900-6833
Meeting ID: 896 1232 6114 **Password:** 771060

Public Participation/Comment: Members of the public can participate in the meeting by emailing comments to the Executive Assistant at tbaity@lwwd.org by 4:00 p.m. the day of the meeting. The subject line of your email should clearly state the item number you are commenting on. If you desire to have your comment read into the record during the meeting, please note that in the email subject line. All comments will be emailed to the Board of Directors prior to the start of the meeting. Finally, comments may be mailed to the District, but to be considered, must be received on or before the meeting date. Written comments should be mailed to: Leucadia Wastewater District, c/o Executive Assistant, 1960 La Costa Avenue, Carlsbad, CA 92009.

DATE: Wednesday, July 8, 2020
TIME: 5:00 p.m.
PLACE: VIA VIDEOCONFERENCE ONLY

AGENDA

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

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**

5. **Approval of Agenda**
6. **Presentation and Awards**
None.

CONSENT CALENDAR

Items 7-14 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 10, 2020 Regular Board Meeting (Pages 6-11)
July 1, 2020 Engineering Committee Meeting (Pages 12-14)

8. **Approval of Demands for June/July 2020**

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion of July 2020. (Pages 15-33)

9. **Operations Report**

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY20 to FY21, flows by sub-basin, and staff training. (Pages 34-40)

10. **Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY21 budget and discloses monthly investments. (Pages 41-48)

11. **Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of June 2020. (Pages 49-50)

12. **Transfer of Capital Funds**

Authorize a transfer of \$50,000 in capital funds from the La Cost Golf Course Realignment Project, account 50-51-0357-6499, to the Batiquitos (B3) Force Main Discharge Section Replacement Project, account 50-51-0374-6499. (Page 51)

13. **Appropriation Carry Over Purchase ¾ Ton Pick-up Truck**

Authorize the General Manager to carry over an appropriated budgeted amount of \$71,500 from the Fiscal Year 2020 (FY20) Capital Acquisition Budget to the FY21 Capital Acquisition Budget for the purchase of a new ¾ Ton Pick-Up Truck. (Page 52)

14. **Appropriation Carry Over Purchase Vector Truck**

Authorize the General Manager to carry over an appropriated budgeted amount of \$433,000 from the Fiscal Year 2020 (FY20) Capital Acquisition Budget to the FY21 Capital Acquisition Budget for the purchase of the Vector 2110 Combination Truck. (Page 53)

EWA REPORTS

15. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on June 24, 2020 via video conference – report by Director Sullivan. (Pages 54-55)
- B. An Encina Member Agencies Manager's Meeting was held on July 7, 2020 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

16. Committee Reports

- A. Engineering Committee meeting was held on July 1, 2020 via videoconference – report by Director Kulchin. (Page 56)

ACTION ITEMS

17. Receive and file the Fiscal Year 2020 (FY20) Tactics and Action Plan Report (Pages 57-61)

18. Adopt the Fiscal Year 2021 (FY21) Tactics and Action Plan (Pages 62-66)

19. Award of Purchase Contract – Ozone Odor Control Units (2)

Authorize the General Manager to execute a sole source purchase Agreement with Vapex Environmental Technologies to purchase two (2) replacement Vapex odor control units for Batiquitos and Leucadia Pump Stations in an amount not to exceed \$192,000.
(Pages 67-75)

20. Dexter Wilson Engineering Incorporated Contract Extension for District Engineer Services

Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000. (Pages 76-86)

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

- A. Operating Expense Report. (Pages 87-90)
- B. CASA Election of Officers Fiscal Year 2020/2021 and Approval of Dues Resolution for Calendar Year 2021. (Pages 91-98)
- C. The CASA Virtual Annual Conference will be held August 12 – 13, 2020.
(Pages 99-101)

22. Directors' Meetings and Conference Reports

The 2020 CA Annual WaterReuse Virtual Conference was held June 24 - 25, 2020.
(Page 102)

23. General Manager's Report

24. General Counsel's Report

25. Board of Directors' Comments

26. Closed Session

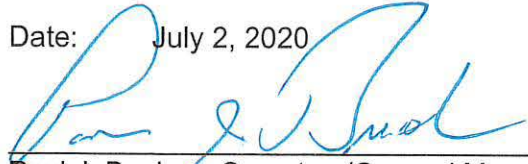
- A. Closed session pursuant to California Government Code Sec. 54956.8 to confer with Real Property Negotiators regarding potential terms for acquisition of utility easement: Property Location – Diana Street, Leucadia, California; Agency Negotiators – Paul Bushee and Robin Morishita; Property Owner Negotiator – Beachwalk Condominium HOA.
- B. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)

27. 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 2, 2020



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 June 10, 2020

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, June 10, 2020 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Accounting Technician Maggie McEniry, and District Engineer Dexter Wilson

3. Pledge of Allegiance

Vice President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

Adopt Resolution No. 2335 - In Appreciation of Margaret McEniry For Her Outstanding Service and Commitment to Leucadia Wastewater District.

GM Bushee presented AT Margaret (Maggie) McEniry with the Resolution of Appreciation, noting Maggie's accomplishments throughout her career at the District.

The Board and staff congratulated Maggie on her upcoming retirement and thanked her for her hard work and contributions to the District.

Upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2335 - In Appreciation of Margaret McEniry For Her Outstanding Service and Commitment to Leucadia Wastewater District by the following vote:

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

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

May 13, 2020 Regular Board Meeting
 May 14, 2020 Special Board Meeting
 June 2, 2020 Investment and Finance Committee Meeting
 June 3, 2020 Engineering Committee Meeting

8. Approval of Demands for May/June 2020

Payroll Checks numbered 22027-22070; General Checking Checks numbered 54166-54276

9. Operations Report (A copy was included in the original June 10, 2020 Agenda)

10. Finance Report (A copy was included in the original June 10, 2020 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of May 2020.

12. Establishing an Appropriations Limit of the LWD for Fiscal Year 2021 (FY21)

Adopt Resolution No. 2331 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2021 (July 1, 2020 to June 30, 2021) Pursuant to Article XIII (B) of the California Constitution.

13. Actuarial Valuation of Leucadia Wastewater District's Retiree Health Program

Receive and file the Actuarial Valuation of LWD's Retiree Health program as of June 30, 2019.

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

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on May 27, 2020.

Director Sullivan reported on EWA's May 27, 2020 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on June 2, 2020.

GM Bushee reported on EWA's MAM June 2, 2020 meeting.

15. Committee Reports

A. Investment and Finance Committee (IFC) Meeting was held on June 2, 2020.

Director Hanson reported that the IFC reviewed the following recommendation:

- Receive and file the Actuarial Valuation of LWD's Retiree Health Insurance Program as of June 30, 2019.

The IFC agreed with staff to include the report in the consent calendar of the agenda.

B. Engineering Committee (EC) Meeting was held on June 3, 2020.

Director Kulchin reported that the EC reviewed the following recommendation:

- Adopt Resolution No. 2334 approving the District's Orchard Wood Road Sewer Repair Project and the associated California Environmental Quality Act Notice of Exemption.

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

The EC also received updates on the Batiquitos (B3) Discharge Section Replacement Project and the Leucadia Pump Station Project. These items were for information purposes and there was no action taken.

OLD BUSINESS

16. Adopt the Fiscal Year 2021 (FY21) Budget.

ASM Duffey presented the item stating that the Board reviewed the recommended FY21 Budget at their Special Board meeting on May 14th and during the meeting the Board directed staff to finalize the budget. ASM Duffey noted that sewer service fee for FY21 will remain \$343.68 per EDU per year. He stated that staff recommends that the Board adopt the FY21 Budget.

Upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted the FY21 Budget by the following vote:

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

17. A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2021 (FY21) on the San Diego County Tax Roll.

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

Director Sullivan asked if the District received any comments regarding the postponement of the proposed sewer rate increase. GM Bushee answered that he received one phone call from a resident who thanked the District for postponing the increase.

18. Update Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2021 (FY21)

Adopt Resolution No. 2332 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2020 - June 30, 2021.

ASsup Hill presented this item and stated that staff recommends that the Board adopt Resolution No. 2332 - Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1 2020 - June 30, 2021.

Following discussion, upon a motion duly made by Vice President Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2332 - Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2020 - June 30, 2021 by the following vote:

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

19. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2333 setting forth salaries, benefits and other working conditions for represented employees for the period July 1, 2020 to June 30, 2021.

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 14th Special Board Meeting and has been reviewed by GC Brechtel.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Kulchin, and carried, the Board of Directors adopted Resolution No. 2333 - Setting Forth Salaries, Benefits and other Working Conditions for Unrepresented Employees for the Period July 1, 2020 to June 30, 2021 by the following vote:

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

20. Orchard Wood Road Sewer Repair Project

Adopt Resolution No. 2334 approving the District's Orchard Wood Road Sewer Repair Project and the associated California Environmental Quality Act Notice of Exemption.

GM Bushee provided background information on the project explaining that the gravity pipeline in an easement at the end of Orchard Wood Road in the City of Encinitas has a major sag which causes a significant amount of grit and grease to accumulate in the line. He stated that this line segment requires frequent cleaning to prevent a sewer system overflow.

GM Bushee stated that in order to proceed with the project, the City of Encinitas is requiring the District to obtain a Major Use Permit (MUP). The MUP check list requires that the District's Board of Directors consider the Project as a whole and approve the Project subject to the California Environmental Quality Act (CEQA) exemptions identified in the Notice of Exemption (NOE) prepared for the Project.

Upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2334 approving the District's Orchard Wood Road Sewer Repair Project and the associated California Environmental Quality Act Notice of Exemption by the following vote:

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

21. CSDA Board of Directors 2020 Elections - Seat C

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate.

EA Baity presented the item stating that CSDA is requesting its members to vote for a candidate for Seat C for the southern network region. She noted the candidates' names and that staff has no recommendation.

Upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors voted for Arlene Schafer from Costa Mesa Sanitary District by the following vote:

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

INFORMATION ITEMS

22. Project Status Updates and Other Informational Reports

A. Incentive Program Report.

GM Bushee presented a report that was developed based on Director Sullivan's requests at the May 14, 2020 Board Budget Workshop. GM Bushee showed a comparison of the Incentive Programs' actual expenses relative to the Incentive Program budget. He also provided a comparison of personnel expenses relative to overall operating expenses.

Director Sullivan thanked GM Bushee for the report.

Vice President Omsted asked if the graph of other Operating Costs Net of EWA could be broken down and itemized. GM Bushee stated he could bring this item back with the costs broken down.

B. WaterReuse CA Annual Conference will be held via virtual conference June 24 – 25, 2020.

EA Baity announced the dates of the virtual conference.

23. Directors' Meetings and Conference Reports

The 2020 CSDA Legislative Days Virtual Conference was held May 18 - 22, 2020.

Director Hanson stated the virtual conference was interesting and a learning experience. She noted that some of the webinars were difficult to read online.

Vice President Omsted stated the webinar regarding pension liabilities was difficult to follow.

Director Sullivan stated that she participated in CSDA Committee Meetings earlier today and she noted that that CSDA Committees discussed what could be improved for future virtual conferences.

24. General Manager's Report

GM Bushee reported on the following items:

- There will be a retirement luncheon honoring AT McEniry in the near future; and
- Update on the Accounting Technician interviews and hiring.

25. General Counsel's Report

GC Brechtel reported on the following items:

- Special Districts Provide Essential Services Act (H.R.7073);
- Governor Newsom's Executive Order on COVID-19 and Workers' Compensation; and
- National Lawyers Guild v. City of Hayward and the California Public Records Act.

26. Board of Directors' Comments

President Juliussen thanked staff and the Board for their work during the pandemic.

27. Adjournment

President Juliussen adjourned the meeting at approximately 5:56 p.m.

Allan Juliussen, President

Paul J. Bushee Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 July 1, 2020

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, July 1, 2020 at 9:00 a.m., via video conference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Kulchin, Juliussen

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; District Engineer Dexter Wilson; and Administrative Specialist Mark Brechbiel

3. Public Comment

None.

4. New Business

A. Authorize the General Manager to execute a sole source purchase Agreement with Vapex Environmental Technologies to purchase two (2) replacement Vapex odor control units for Batiquitos and Leucadia Pump Stations in an amount not to exceed \$192,000.

FSS Stecker presented information to the EC pertaining to purchasing two Vapex odor control units.

He stated that the District initially purchased two units in 2004 which were subsequently replaced in 2013. With the general lifespan being 7-10 years, the time has come to replace them again. FSS Stecker further explained that the Vapex units create an ozone fog and, in conjunction with Bioxide and Carbon Scrubbers, provide a great solution for odor control. He then stated that repair parts for the Vapex units are no longer available due to their age.

FSS Stecker explained that the purchase of the Vapex units satisfy sole-source procurement requirements because the units are only manufactured and sold by Vapex. He concluded by stating that adequate funds for the purchase of the two Vapex units are included in the FY 2021 Capital Acquisitions budget.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute a sole source purchase agreement with Vapex Environmental Technologies to purchase two replacement Vapex odor control units in an amount not to exceed \$192,000.

- B. Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated (DWEI) Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000.

TSM Morishita presented staff's recommendation to the EC for a proposed 2-year extension to the DWEI agreement.

He indicated that the initial 3-year contract originally signed in 2017 expires in July with an option to extend the Agreement for 2 additional years.

He continued by stating that DWEI has performed exceptionally well and is recognized as a valuable asset to the District. They provide engineering guidance to staff and maintain the District's standard specifications. DWEI also provides Capital Improvement Program support in the form of technical review of projects and update of the Asset Management Plan. In addition, they provide development support by performing plan checks, construction inspections and annexations.

In conclusion, TSM Morishita stated that for the aforementioned reasons staff requests that the EC recommend that the Board of Directors authorize the General Manager to execute a two-year extension to the DWEI Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute a two year extension to the DWEI Professional Services Agreement.

- C. Authorize a transfer of \$50,000 in capital funds from the La Costa Golf Course Realignment Project, account 50-51-0357-6499, to the Batiquitos (B3) Force Main Discharge Sections Replacement Project, account 50-51-0374-6499.

TSM Morishita presented staff's recommendation. He explained that as part of the B3 Force Main Discharge Section Replacement Project three manholes were identified to be Cured-In-Place Manhole Lined (CIPML). However, the manhole at the end of the B3 Force Main is oddly shaped. TSM Morishita continued that the CIPML contractor said that the liner would not fit properly and would create creases and folds when cured. It was recommended that the manhole be replaced instead of lined. Therefore, a change order was issued to replace the manhole.

TSM Morishita then explained that in November 2019 a major storm event caused a Sewer System Overflow (SSO) at the Batiquitos Pump Station (BPS). The SSO occurred because the B3 isolation valve at BPS failed in the close position. The valve failure prevented staff from using the B3 Force Main to increase output at BPS to mitigate the increase of flow into the station. Charles King Company, B3 Force Main Discharge Section Replacement Project contractor, was asked to repair the B3 isolation valve at BPS under a change order.

TSM Morishita continued by stating that the La Costa Golf Course Realignment Project was completed in May 2019 and final payment issued in August 2019. There was \$163,000 remaining in that project account after being fully paid. Therefore, staff requests authorization to transfer \$50,000 from the La Costa Golf Course Realignment Project account to the Batiquitos (B3) Force Main Discharge Section Replacement Project to cover change order costs.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the transfer of \$50,000 in capital funds from the La Costa Golf Course Realignment Project account to the Batiquitos (B3) Force Main Discharge Section Replacement Project account. The EC agreed to add this item to the Consent Calendar for the July Board Meeting.

5. Information Items

A. Diana Pump Station Emergency Generator Siting

TSM Morishita explained that the Diana Pump Station currently has no area or easement for a permanent on-site generator. He said that staff believes it is prudent to have a permanently installed emergency generator to power the pump station during loss of electric power events. He also explained that the pump motor controls and necessary electrical components for the pump station are attached to an adjacent utility pole. TSM Morishita said that an adjacent small parcel of vacant land could be used to site an enclosure for the generator and electrical components.

TSM Morishita stated that the parcel is owned by the Beachwalk Condominium complex. A District team met with the Beachwalk Home Owners Association (HOA) President to discuss the possibility of obtaining an easement on the parcel. The Beachwalk HOA President stated that they are open to the idea. Therefore, staff is proceeding accordingly.

6. Directors' Comments

President Juliussen commended staff and engineering consultants for their continued hard work.

7. General Manager's Comments

GM Bushee mentioned that the District has been contacted by the insurance company for Gelson's Market as a result of a discharge into their storage area in December 2019. The insurance company submitted a claim to the District requesting payment for cleanup and concrete sealing of abandoned sewer facilities under Gelson's building. Correspondence denying the claim has been returned to the insurance company.


8. Adjournment

President Juliussen adjourned the meeting at approximately 9:33 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: July 2, 2020
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 **\$624,107.09**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period June 5, 2020 through July 2, 2020.

Operating expenses totaled **\$369,936.06**, Capital Improvement Program expenses totaled **\$136,579.41**, and Payroll expense for District Employees and the Board totaled **\$117,591.62**.

Attachment 1	Summary of Demands by Account June 5, 2020 - July 2, 2020
Attachment 2	Accounts Payable Check Register dated June 15, 2020
Attachment 3	Payroll Check Register dated June 17, 2020
Attachment 4	Accounts Payable Check Register dated June 25, 2020
Attachment 5	Board Payroll Check Register dated July 1, 2020
Attachment 6	Payroll Check Register dated July 1, 2020
Attachment 7	Accounts Payable Check Register dated July 1, 2020
Attachment 8	Payroll Check Register dated July 2, 2020

DEMANDS SUMMARY

July 8, 2020

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -6/17/2020	22071 - 22089	\$53,027.20	
Board Payroll Check - 7/1/2020	22090 - 22094	\$3,222.67	
Payroll Check-7/1/2020	22095 - 22114	\$55,025.37	
Payroll Check -7/2/2020	22115 - 22116 Final Check	<u>\$6,316.38</u>	
	Total	\$117,591.62	
General Checking -6/15/2020	54277 - 54318	\$ 151,227.86	
General Checking - 6/25/2020	54319 - 54356	\$ 124,026.08	
General Checking- 7/1/2020	54357 - 54371	SPOILED	
General Checking- 7/1/2020	54372 - 54400	\$ 231,261.53	
	Total	\$ 506,515.47	
	GRAND TOTAL		\$624,107.09

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/15/2020 Through 6/15/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	54277	6/15/2020	1,190.00	DEPTH METER MAINT.-MAY
ADS LLC		6/15/2020	<u>4,340.00</u>	FLOW METERING AND DATA-MAY
	Total 54277		5,530.00	
ALPHAGRAPHICS	54278	6/15/2020	<u>526.12</u>	2021 ANNUAL BUDGET
	Total 54278		526.12	
ATEL COMMUNICATIONS, INC	54279	6/15/2020	<u>74.00</u>	SERVICE CALL
	Total 54279		74.00	
AT&T	54280	6/15/2020	<u>137.89</u>	PHONE SERVICE @ BPS
	Total 54280		137.89	
BASE NINE CONSULTING	54281	6/15/2020	<u>260.00</u>	FLOW TOTALS FOR ENCINA
	Total 54281		260.00	
CARLSON & BEAULOYE	54282	6/15/2020	<u>1,397.75</u>	AWT/LPS COMPRESSORS
	Total 54282		1,397.75	
CITY OF CARLSBAD	54283	6/15/2020	54.48	WATER @ FIRE LINE
CITY OF CARLSBAD		6/15/2020	1,051.96	WATER @ PLANT
CITY OF CARLSBAD		6/15/2020	489.93	WATER @ VACTOR
CITY OF CARLSBAD		6/15/2020	<u>544.03</u>	WATER @ VACTOR 2
	Total 54283		2,140.40	
CORODATA	54284	6/15/2020	<u>80.21</u>	STORAGE-MAY
	Total 54284		80.21	
COX COMMUNICATIONS SAN DIEGO	54285	6/15/2020	900.00	INTERNET
	Total 54285		900.00	
DATA NET SOLUTIONS GROUP	54286	6/15/2020	872.00	IS MAINT AND SUPPORT
DATA NET SOLUTIONS GROUP		6/15/2020	815.52	SYMANTEC END POINT ANTI VIRUS LICENSES
	Total 54286		1,687.52	
DIG SAFE BOARD	54287	6/15/2020	<u>96.47</u>	UNDERGROUND STATE FEE
	Total 54287		96.47	
EVOQUA WATER TECHNOLOGIES, LLC	54288	6/15/2020	10,248.17	BIOXIDE
	Total 54288		10,248.17	
HAAKER EQUIPMENT CO	54289	6/15/2020	4,947.75	ANTI BLAST BULLDOG NOZZLE
HAAKER EQUIPMENT CO		6/15/2020	14,007.50	JET SCAN COMBO

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/15/2020 Through 6/15/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
HAAKER EQUIPMENT CO		6/15/2020	<u>502.83</u>	TRIGGER ASSY/PIPE ASSY
	Total 54289		19,458.08	
HARRINGTON INDUSTRIAL PLASTICS INC	54290	6/15/2020	390.07	SUPPLIES FOR AWT
HARRINGTON INDUSTRIAL PLASTICS INC		6/15/2020	482.12	VALVE BALL/NIPPLE TUBE
	Total 54290		872.19	
HEAVILAND ENTERPRISES, INC	54291	6/15/2020	401.89	IRRIGATION SERVICES/REPAIRS
HEAVILAND ENTERPRISES, INC		6/15/2020	856.67	LANDSCAPE FEES-JUNE
HEAVILAND ENTERPRISES, INC		6/15/2020	<u>304.00</u>	MONTHLY VEG CLEANUP-JUNE
	Total 54291		1,562.56	
ICMA RETIREMENT-303979	54292	6/15/2020	<u>6,018.33</u>	DEFERRED COMP
	Total 54292		6,018.33	
INFRASTRUCTURE ENGINEERING CORP	54293	6/15/2020	7,685.00	FY 2020-GRAVITY SEWER-APRIL
	Total 54293		7,685.00	
CONFIDENCE CONSULTING	54294	6/15/2020	<u>2,375.00</u>	CONSULTING SERVICES-MAY
	Total 54294		2,375.00	
KONECRANES, INC	54295	6/15/2020	<u>550.00</u>	QTRLY INSPECTION-CRANE
	Total 54295		550.00	
MALLORY SAFETY AND SUPPLY	54296	6/15/2020	<u>6,257.05</u>	RAIN GEAR-JACKETS/HOODS
	Total 54296		6,257.05	
MARQUEE ENTERPRISES, LLC	54297	6/15/2020	<u>69,010.88</u>	REFUND TO DEV #0941
	Total 54297		69,010.88	
MITSUBISHI ELECTRIC US, INC	54298	6/15/2020	<u>315.53</u>	ELEVATOR MAINT AND SERVICE
	Total 54298		315.53	
NAPA AUTO	54299	6/15/2020	<u>135.64</u>	SUPPLIES
	Total 54299		135.64	
NATIONWIDE RETIREMENT SOLUTIONS	54300	6/15/2020	294.05	DEFERRED COMP
	Total 54300		294.05	
OLIVENHAIN MUNICIPAL WATER DISTRICT	54301	6/15/2020	65.60	RECYCLED WATER @ TRAVELING

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/15/2020 Through 6/15/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
OLIVENHAIN MUNICIPAL WATER DISTRICT		6/15/2020	47.62	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		6/15/2020	574.73	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		6/15/2020	295.43	WATER @ TRAVLING
OLIVENHAIN MUNICIPAL WATER DISTRICT		6/15/2020	47.62	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		6/15/2020	47.62	WATER @ VP7
	Total 54301		1,078.62	
PURE WATER PARTNERS, LLC	54302	6/15/2020	135.77	FILTERED WATER FOR OFFICE
	Total 54302		135.77	
QUADIENT FINANCE USA, INC	54303	6/15/2020	15.50	POSTAGE
	Total 54303		15.50	
RANCHO SANTA FE SECURITY SYSTEMS	54304	6/15/2020	115.50	ON SITE SERVICE CALL
	Total 54304		115.50	
RISING TIDE PARTNERS	54305	6/15/2020	2,302.50	PUBLIC INFO-MAY
	Total 54305		2,302.50	
SAN DIEGO UNION TRIBUNE	54306	6/15/2020	160.00	NEWSPAPER DELIVERY
	Total 54306		160.00	
SAN DIEGUITO WATER DISTRICT	54307	6/15/2020	5.97	WATER @ TANKER 2
	Total 54307		5.97	
SAN ELIJO JOINT POWERS AUTHORITY	54308	6/15/2020	390.00	N. SAN DIEGO WATER REUSE COALITION-2020
	Total 54308		390.00	
SOUTHERN CONTRACTING COMPANY	54309	6/15/2020	540.00	DRY WALL AIR SUPPLY @ BPS
SOUTHERN CONTRACTING COMPANY		6/15/2020	1,492.34	ODOR SCRUBBER @ BPS
	Total 54309		2,032.34	
STAPLES	54310	6/15/2020	171.62	OFFICE SUPPLIES
	Total 54310		171.62	
TERMINIX PROCESSING CENTER	54311	6/15/2020	62.00	MONTHLY PEST SERVICE-MAY

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/15/2020 Through 6/15/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54311		62.00	
THE HOME DEPOT CRC/GECF	54312	6/15/2020	1,699.15	SUPPLIES-TOOLS
	Total 54312		1,699.15	
UNDERGROUND SERVICE ALERTS/C	54313	6/15/2020	173.35	ALARM SERVICE UNDERGROUND
	Total 54313		173.35	
UNIFIRST CORPORATION	54314	6/15/2020	236.00	LAUNDRY SERVICE-W/E 6/10/2020
UNIFIRST CORPORATION		6/15/2020	240.73	LAUNDRY SERVICE-W/E 6/3/2020
	Total 54314		476.73	
SAN DIEGO UNION TRIBUNE	54315	6/15/2020	315.72	CLASSIFIED LISTING-PUBLIC NOTICE
	Total 54315		315.72	
VERIZON WIRELESS	54316	6/15/2020	21.27	TELEMETRY FOR CELL PHONES
	Total 54316		21.27	
WASTE MANAGEMENT	54317	6/15/2020	218.98	TRASH SERVICE-MAY
	Total 54317		218.98	
WORDEN WILLIAMS LLP	54318	6/15/2020	4,240.00	LEGAL FEES-MAY
	Total 54318		4,240.00	
Report Total			151,227.86	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 3

Payroll Date: June 17, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22071 - 22089	6/17/2020	\$53,027.20

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/25/2020 Through 6/25/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
BAY CITY ELECTRIC WORKS, INC	54319	6/25/2020	2,471.90	GENERATOR WORK @LCPS
	Total 54319		2,471.90	
CABLE, PIPE & LEAK DETECTION, Inc	54320	6/25/2020	687.50	WORK DONE ON FORCED MAIN SEWER
	Total 54320		687.50	
CARLSBAD FUELS CORPORATION	54321	6/25/2020	1,332.91	VEHICLE/TRUCK GASOLINE
	Total 54321		1,332.91	
PETTY CASH	54322	6/25/2020	270.61	PETTY CASH JUNE 2020
	Total 54322		270.61	
CUMMINS PACIFIC,LLC	54323	6/25/2020	16,948.78	EMERGENCY CALL OUT FOR GENERATOR CONTROLLER @ LPS
	Total 54323		16,948.78	
DATA NET SOLUTIONS GROUP	54324	6/25/2020	1,035.00	IS MAINT AND SUPPORT
DATA NET SOLUTIONS GROUP		6/25/2020	2,329.85	WATCHGUARD-PARTIAL PAYMENT
	Total 54324		3,364.85	
DEXTER WILSON ENGINEERING	54325	6/25/2020	1,350.00	GE/0929/MAY/CASCADE VERDE
DEXTER WILSON ENGINEERING		6/25/2020	415.00	GE/0941/MAY/ORPHEUS AVE
DEXTER WILSON ENGINEERING		6/25/2020	155.00	GE/0943/MAY/LEUCADIA STREETScape
DEXTER WILSON ENGINEERING		6/25/2020	812.50	GE/0996/MAY/ENCINITAS BEACH HOTEL
DEXTER WILSON ENGINEERING		6/25/2020	1,250.00	GE/1003/MAY/THE BEACONS
DEXTER WILSON ENGINEERING		6/25/2020	165.00	GE/1058/MAY/EL CAMINO REAL BLDG
DEXTER WILSON ENGINEERING		6/25/2020	1,000.00	GE/1086/MAY/ALMADEN LANE
DEXTER WILSON ENGINEERING		6/25/2020	300.00	GE/1089/MAY/ORPHAN ANNEX
DEXTER WILSON ENGINEERING		6/25/2020	250.00	GE/1091/MAY/APN 216-071-35
DEXTER WILSON ENGINEERING		6/25/2020	60.00	GE/1096/MAY/SHIRBER ANNEX
DEXTER WILSON ENGINEERING		6/25/2020	260.00	GE/1101/MAY/154 & 156 COOP CT
	Total 54325		6,017.50	
DODGE DATA & ANALYTICS	54326	6/25/2020	1,126.06	GREEN SHEET PROPOSAL
	Total 54326		1,126.06	
ELECTRICAL SALES, INC.	54327	6/25/2020	206.24	PARTS FOR BPS
	Total 54327		206.24	
EWING IRRIGATION PRODUCTS	54328	6/25/2020	64.41	PARTS FOR AWT
	Total 54328		64.41	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/25/2020 Through 6/25/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
HUGO GONZALEZ	54329	6/25/2020	205.00	REIMBURSE HUGO FOR CERTIFICATION TEST
	Total 54329		205.00	
ICMA RETIREMENT-303979	54330	6/25/2020	6,030.38	DEFERRED COMP
	Total 54330		6,030.38	
INFRASTRUCTURE ENGINEERING CORP	54331	6/25/2020	10,162.22	E. ESTATES PS PROJECT-MAY
INFRASTRUCTURE ENGINEERING CORP		6/25/2020	9,950.00	FY 2020 GRAVITY SEWER-MAY
INFRASTRUCTURE ENGINEERING CORP		6/25/2020	4,265.00	LPS REHAB PROJECT-MAY
INFRASTRUCTURE ENGINEERING CORP		6/25/2020	2,955.13	ORCHARD WOOD SEWER-MAY
	Total 54331		27,332.35	
LA COSTA LOGO, LLC	54332	6/25/2020	1,987.56	TUMBLER CUPS
	Total 54332		1,987.56	
MALLORY SAFETY AND SUPPLY	54333	6/25/2020	273.35	SAFETY ITEMS
	Total 54333		273.35	
MAVTECK	54334	6/25/2020	3,600.00	B3 FORCE MAIN-MAY
MAVTECK		6/25/2020	1,920.00	CM SERVICES-LPS-MAY
MAVTECK		6/25/2020	2,400.00	CM SERVICES-WEIDNER WARRANTY
	Total 54334		7,920.00	
McCROMETER	54335	6/25/2020	1,963.62	AWT INFLUENT METER
	Total 54335		1,963.62	
MESA REPROGRAPHICS	54336	6/25/2020	440.02	PRINTS/FILES-2020 GRAVITY PROJECT
MESA REPROGRAPHICS		6/25/2020	35.00	WATERMARK PLANS-GRAVITY SEWER PROJECT
	Total 54336		475.02	
MSC JANITORIAL SERVICE, INC	54337	6/25/2020	2,334.50	JANITORIAL SERVICE-JUNE
	Total 54337		2,334.50	
NATIONWIDE RETIREMENT SOLUTIONS	54338	6/25/2020	294.05	DEFERRED COMP
	Total 54338		294.05	
PACIFIC PIPELINE SUPPLY	54339	6/25/2020	1,238.98	PARTS FOR BPS
	Total 54339		1,238.98	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/25/2020 Through 6/25/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PALOMAR RESEARCH SERVICES,LLC	54340	6/25/2020	105.00	BACKGROUND CHECK-NEW EMPLOYEE
	Total 54340		105.00	
POLYDYNE, INC	54341	6/25/2020	15,707.17	POLY ALUMN-CLARIFLOC
	Total 54341		15,707.17	
RYAN RODRIGUEZ	54342	6/25/2020	205.00	REIMBURSE FOR CERT TEST
	Total 54342		205.00	
SAN DIEGO GAS & ELECTIRC	54343	6/25/2020	2,170.54	ELECTRIC @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		6/25/2020	99.43	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		6/25/2020	337.44	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		6/25/2020	626.56	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		6/25/2020	1,162.34	ELECTRIC @ EEPs(AWT)
SAN DIEGO GAS & ELECTIRC		6/25/2020	730.05	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		6/25/2020	8,628.99	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		6/25/2020	127.73	ELECTRIC @ RV PS
SAN DIEGO GAS & ELECTIRC		6/25/2020	647.45	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		6/25/2020	295.70	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		6/25/2020	130.95	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		6/25/2020	38.12	GAS @ ADM OFFICE
	Total 54343		14,995.30	
SOUTHERN CONTRACTING COMPANY	54344	6/25/2020	3,220.00	GENERATOR POWER CABLES
	Total 54344		3,220.00	
SPACELINK/I2B NETWORK	54345	6/25/2020	160.00	WEB CAM @ BPS-JUNE/JULY
	Total 54345		160.00	
STAPLES	54346	6/25/2020	430.88	OFFICE SUPPLIES
	Total 54346		430.88	
TERMINIX PROCESSING CENTER	54347	6/25/2020	45.00	PEST TRAPS
	Total 54347		45.00	
TIM BESTAMENTE	54348	6/25/2020	126.07	REPAIR WORK TO BATHROOM
	Total 54348		126.07	
SOLANA PALM LLC	54349	6/25/2020	90.00	ANSWERING SERVICE-JUNE-JULY
	Total 54349		90.00	
UNIFIRST CORPORATION	54350	6/25/2020	245.01	LAUNDRY SERVICE W/E 6/17/2020
	Total 54350		245.01	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/25/2020 Through 6/25/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
UNIFIRST FIRST AID CORP	54351	6/25/2020	128.84	REFILL SAFETY ITEMS/FIRST AID CABINET
	Total 54351		128.84	
UNITED RENTALS	54352	6/25/2020	3,553.53	GENERATOR RENTAL-6/29/2020
	Total 54352		3,553.53	
U.S. BANK	54353	6/25/2020	1,044.77	CONFERENCES/MEETINGS/OFFICE SUPPLIES-MAY AND JUNE
	Total 54353		1,044.77	
VERIZON WIRELESS	54354	6/25/2020	958.52	CELL PHONES USAGE
	Total 54354		958.52	
WESELOH CHEVROLET	54355	6/25/2020	383.86	SERVICE ON TRUCK #154
WESELOH CHEVROLET		6/25/2020	81.56	TRUCK #154 MAINT AND SERVICE
	Total 54355		465.42	
Report Total			124,026.08	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 6/22/2020 Through 6/25/2020

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	6/22/2020	54353	150.00	4330	BOARD CONFERENCES	WATEREUSE REG FOR AJ-PB
U.S. BANK	API	6/22/2020	54353	150.00	4330	BOARD CONFERENCES	WATEREUSE REG FOR JM-PB
U.S. BANK	API	6/22/2020	54353	(575.00)	4330	BOARD CONFERENCES	WATEREUSE REG REFUND-ES
U.S. BANK	API	6/22/2020	54353	(575.00)	4330	BOARD CONFERENCES	WATEREUSE REG REFUND-PB
U.S. BANK	API	6/22/2020	54353	150.00	4330	BOARD CONFERENCES	WATEREUSE REG-DO
U.S. BANK	API	6/22/2020	54353	150.00	4330	BOARD CONFERENCES	WATEREUSE REG-ES
U.S. BANK	API	6/22/2020	54353	32.66	4910	OFFICE SUPPLIES	YEAR LABELS-RD
U.S. BANK	API	6/22/2020	54353	20.00	4930	SUBSCRIPTIONS	E-NEWSLETTER SUBSCRIP-PB
U.S. BANK	API	6/22/2020	54353	20.00	4930	SUBSCRIPTIONS	E-NEWSLETTER-PB
U.S. BANK	API	6/22/2020	54353	9.99	4950	Computer Software/Srvc/Support/Hardware	APPLE STORAGE-PB
U.S. BANK	API	6/22/2020	54353	9.99	4950	Computer Software/Srvc/Support/Hardware	I-PAD CLOUD STORAGE-PB
U.S. BANK	API	6/22/2020	54353	166.37	4950	Computer Software/Srvc/Support/Hardware	IPOD ACCESSORIES-RM
U.S. BANK	API	6/22/2020	54353	14.99	4950	Computer Software/Srvc/Support/Hardware	ZOOM RENEWAL-PB
U.S. BANK	API	6/22/2020	54353	14.99	4950	Computer Software/Srvc/Support/Hardware	ZOOM SUBSCRIPTION-PB
U.S. BANK	API	6/22/2020	54353	79.72	5040	Safety Supplies & Services	THERMOMETER-PB
U.S. BANK	API	6/22/2020	54353	142.24	5310	ADVERTISING	INDEED HIRE AT-RD
U.S. BANK	API	6/22/2020	54353	25.00	5710	TRAINING, EDUCATION & CONFERNC	CPA-EDUC/TRAINING-RD
U.S. BANK	API	6/22/2020	54353	89.97	5735	EMPLOYEE RECOGNITION	AWARD PLAQUE-PB
U.S. BANK	API	6/22/2020	54353	16.15	5735	EMPLOYEE RECOGNITION	GIFT BAGS EMPLOYEE-PB
U.S. BANK	API	6/22/2020	54353	48.49	5735	EMPLOYEE RECOGNITION	PLAQUE TAGS/TROPHY SD-PB
U.S. BANK	API	6/22/2020	54353	9.64	5735	EMPLOYEE RECOGNITION	REPRINT PHOTO-RD
U.S. BANK	API	6/22/2020	54353	54.80	5740	MEETING SUPPLIES	COFFEE-RM
U.S. BANK	API	6/22/2020	54353	29.95	5910	TELEPHONE	DNS WEBSITE-RM
U.S. BANK	API	6/22/2020	54353	250.00	5910	TELEPHONE	WEB HOSTING-PB
U.S. BANK	API	6/22/2020	54353	30.00	5910	TELEPHONE	WIFI-RM
U.S. BANK	API	6/22/2020	54353	529.82	6350	SEWER MAINTENANCE EQUIPMENT	GAS DETECTOR-RM
Transaction Total				<u>1,044.77</u>			

Report
Opening/Current
Balance

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 6/25/2020 Through 6/25/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AMERICAN RESIDENTIAL SERVICES, LLC	54356	6/25/2020	43.87	REFUND DEV #1072-ATRIA SENIOR LIVING
	Total 54356		43.87	
Report Total			43.87	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: July 1, 2020

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
22090-22094	7/1/2020	\$3,222.67

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 1, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22095 - 22114	7/1/2020	\$55,025.37

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 7/1/2020 Through 7/1/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
VALLECITOS WATER DISTRICT	54372	7/1/2020	613.32	EMPLOYEE ASSISTANCE PROGRAM FY 20-21
	Total 54372		613.32	
CONCENTRA	54373	7/1/2020	338.00	DOT EXAM - SK & NEW HIRE PHYSICAL - JW
	Total 54373		338.00	
UNIFIRST FIRST AID CORP	54374	7/1/2020	148.04	FIRST AID SUPPLIES
	Total 54374		148.04	
UNIFIRST CORPORATION	54375	7/1/2020	236.00	LAUNDRY SVCS WEEK ENDING 6/24/20
	Total 54375		236.00	
TITUS INDUSTRIAL GROUP, INC	54376	7/1/2020	9,483.28	MANHOLE COVER & FRAME
	Total 54376		9,483.28	
STAPLES	54377	7/1/2020	153.57	OFFICE SUPPLIES
	Total 54377		153.57	
PLUMBERS DEPOT, INC	54378	7/1/2020	190.97	EQUIPMENT PARTS
	Total 54378		190.97	
nfpACCOUNTING TECHNOLOGIES	54379	7/1/2020	2,413.00	MIP SUBSCRIPTION FY 20-21
	Total 54379		2,413.00	
NATIONWIDE RETIREMENT SOLUTIONS	54380	7/1/2020	294.05	DEFERRED COMP
	Total 54380		294.05	
MUTUAL OF OMAHA	54381	7/1/2020	1,139.85	DISABILITY INSURANCE PREMIUM - JULY 2020
	Total 54381		1,139.85	
MITSUBISHI ELECTRIC US, INC	54382	7/1/2020	315.53	ELEVATOR MAINT - JULY 2020
	Total 54382		315.53	
MES VISION	54383	7/1/2020	398.23	VISION INSURANCE PREMIUM - JULY 2020
	Total 54383		398.23	
M.H. DWARAKANATH	54384	7/1/2020	2,615.83	7640 PRIMAVERA GRANT - DWARAKANATH

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 7/1/2020 Through 7/1/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54384		2,615.83	
ICMA RETIREMENT-303979	54385	7/1/2020	6,127.30	DEFERRED COMP
	Total 54385		6,127.30	
HUMANA DENTAL INS.	54386	7/1/2020	3,093.20	DENTAL INSURANCE PREMIUM - JULY 2020
	Total 54386		3,093.20	
HARTFORD LIFE & ACCIDENT INS.	54387	7/1/2020	443.92	LIFE INSURANCE PREMIUM - JULY 2020
	Total 54387		443.92	
HAAKER EQUIPMENT CO	54388	7/1/2020	42.05	EQUIPMENT PARTS
HAAKER EQUIPMENT CO		7/1/2020	60.33	WARNING LIGHT PARTS
	Total 54388		102.38	
FEDERAL EXPRESS CORPORATION	54389	7/1/2020	36.60	DOCUMENT SHIPPING - IR
	Total 54389		36.60	
ENCINA WASTEWATER AUTHORITY	54390	7/1/2020	136,907.00	PENSION PAYMENT - Q1 FY 20-21
	Total 54390		136,907.00	
DKF SOLUTIONS GROUP, LLC	54391	7/1/2020	300.00	MSO MONTHLY SUBSCRPT - JULY 2020
	Total 54391		300.00	
DATA NET SOLUTIONS GROUP	54392	7/1/2020	2,119.05	IT SVC SUPPORT - JANUARY 2020
	Total 54392		2,119.05	
COX COMMUNICATIONS SAN DIEGO	54393	7/1/2020	900.00	INTERNET SERVICE
COX COMMUNICATIONS SAN DIEGO		7/1/2020	510.34	PHONE SERVICE
	Total 54393		1,410.34	
COOMBS SERVICE GROUP	54394	7/1/2020	1,938.50	BPS REPAIRS VAPEX - JUNE 2020
	Total 54394		1,938.50	
COLONIAL LIFE INS	54395	7/1/2020	137.24	EE INSURANCE PREMIUMS - JUNE 2020
	Total 54395		137.24	
CHARLES KING COMPANY	54396	7/1/2020	52,620.06	BPS MAIN REPLACE & RETENTION

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 7/1/2020 Through 7/1/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 54396		52,620.06	
BAJA POOL AND SPA SERVICE	54397	7/1/2020	140.00	DIST OFFICE FOUNTAIN MAINT - JULY 2020
	Total 54397		140.00	
AZTEC LEASING, INC	54398	7/1/2020	530.88	COPIER LEASES - JUNE 2020
	Total 54398		530.88	
AT&T	54399	7/1/2020	217.39	ADMIN PHONE SVC - 5/25-6/24
	Total 54399		217.39	
ALLIANT INSURANCE SERVICES	54400	7/1/2020	504.00	FIRE INSURANCE PREMIUM - FY 20-21
ALLIANT INSURANCE SERVICES		7/1/2020	6,294.00	VEHICLE INSURANCE PREMIUM - JULY 2020
	Total 54400		6,798.00	
Report Total			231,261.53	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 8

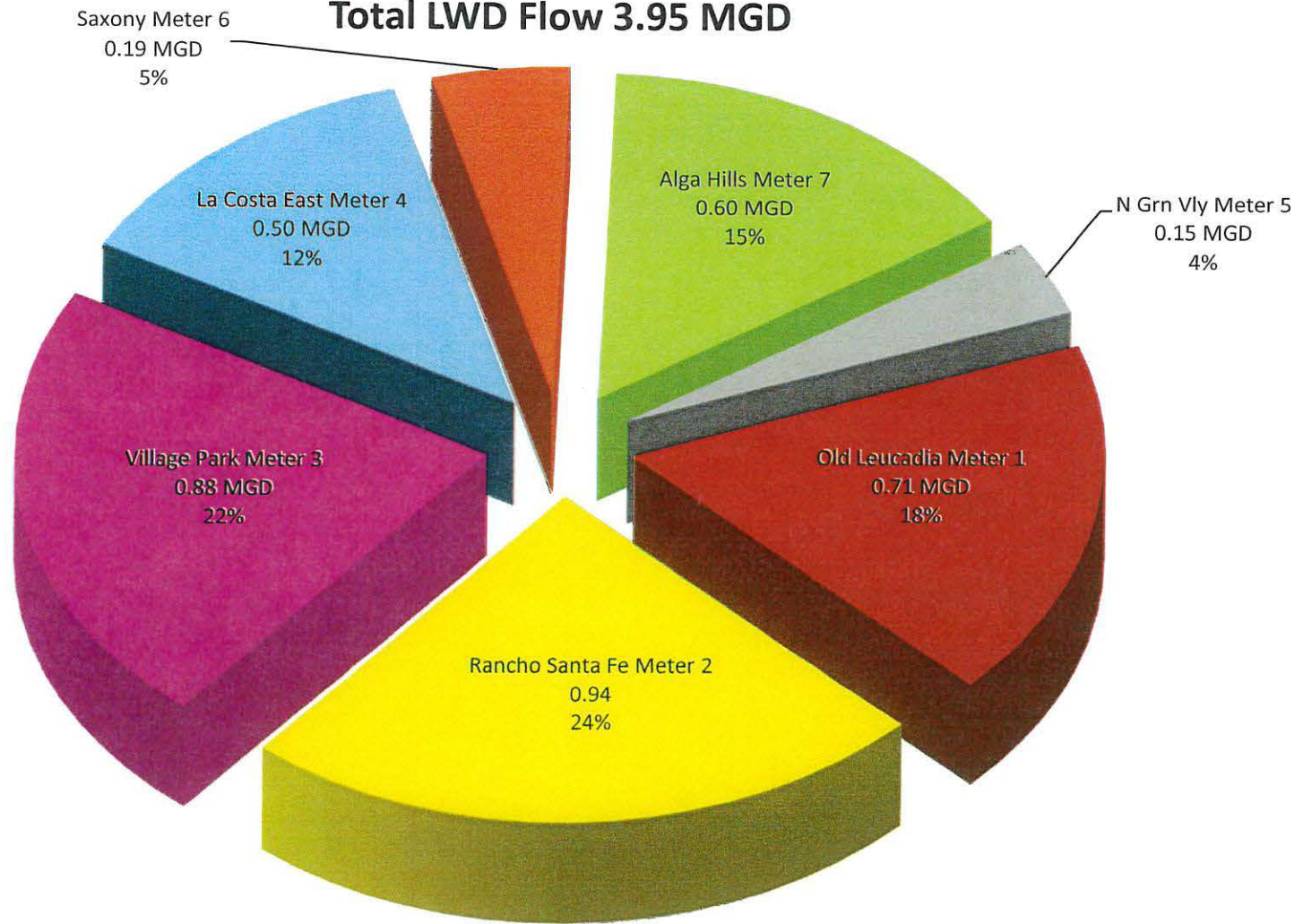
Payroll Date: July 2, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22115 -22116	7/2/2020	\$6,316.38

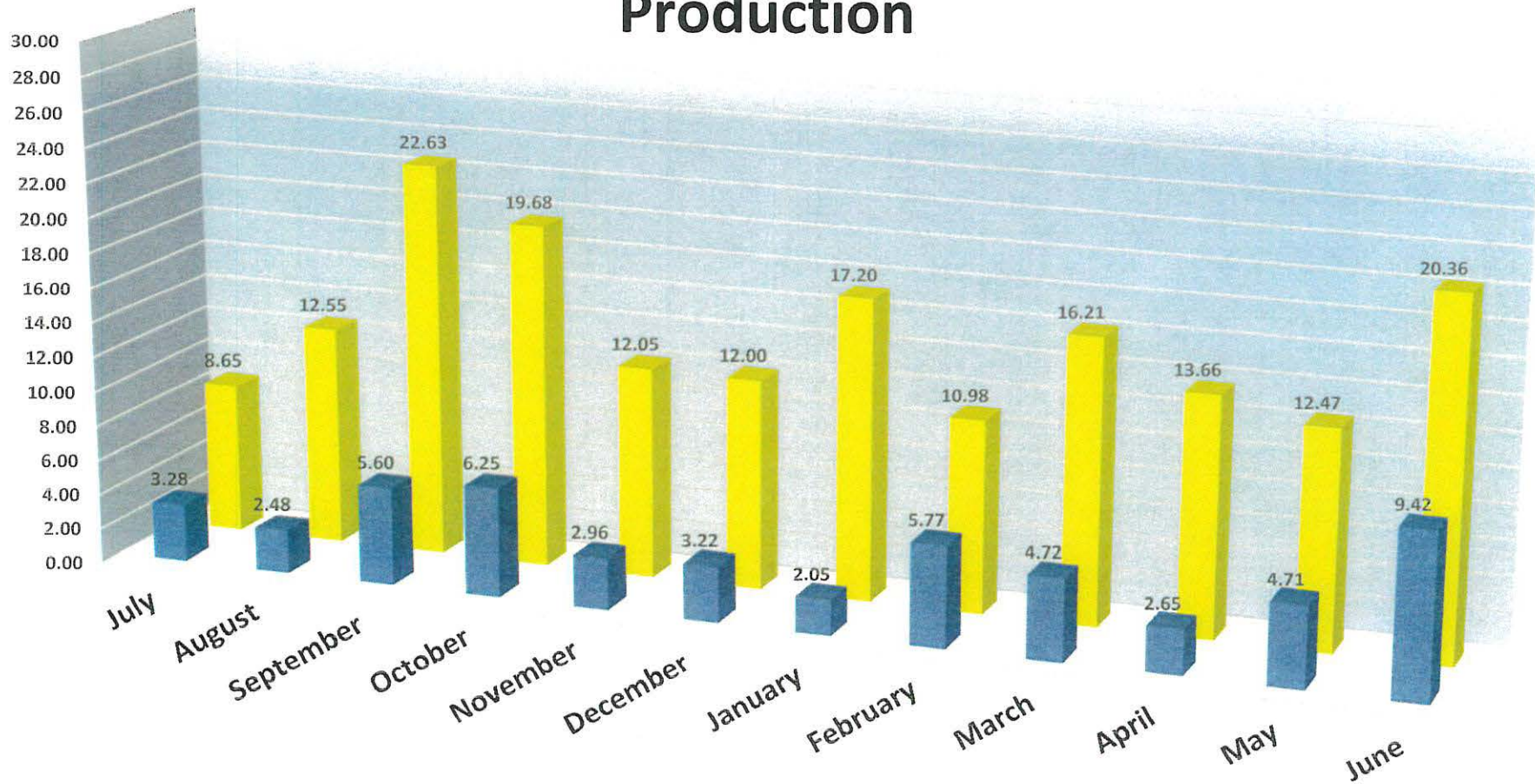
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2020 (July 2019 - June 2020)**

CURRENT MONTH - June 2020							FY 2019 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,721.44	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
JULY	0.00	115.01	1.00	3.71	129.17	41.87	3.82
YTD			28,722.44				
AUGUST	0.00	116.87	15.00	3.77	131.19	43.76	3.73
YTD			28,737.44				
SEPTEMBER	0.03	111.60	2.00	3.72	129.44	36.04	3.76
YTD			28,739.44				
OCTOBER	0.00	112.84	4.00	3.64	126.64	27.39	3.68
YTD			28,743.44				
NOVEMBER	3.55	115.20	6.93	3.84	133.56	6.54	3.86
YTD			28,750.37				
DECEMBER	3.61	120.28	3.23	3.88	134.94	0.00	3.71
YTD			28,753.60				
JANUARY	0.61	114.08	6.50	3.68	127.96	0.00	3.76
YTD			28,760.10				
FEBRUARY	0.42	105.27	4.00	3.63	126.20	0.00	3.97
YTD			28,764.10				
MARCH	2.89	127.41	8.12	4.11	142.85	3.35	3.78
YTD			28,772.22				
APRIL	6.44	130.50	1.75	4.35	151.18	0.00	3.88
YTD			28,773.97				
MAY	0.04	122.14	-37.68	3.94	137.11	39.73	3.88
YTD			28,736.29				
JUNE	0.16	116.40	2.25	3.88	135.01	36.76	3.74
YTD			28,738.54				
YTD Totals	17.75	1407.60	17.10			235.44	
Mo Average	1.48	117.30	1.43	3.85	133.77	19.62	3.76

**LWD Flows by Sub-Basin
June 2020
Total LWD Flow 3.95 MGD**



FY-20 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month

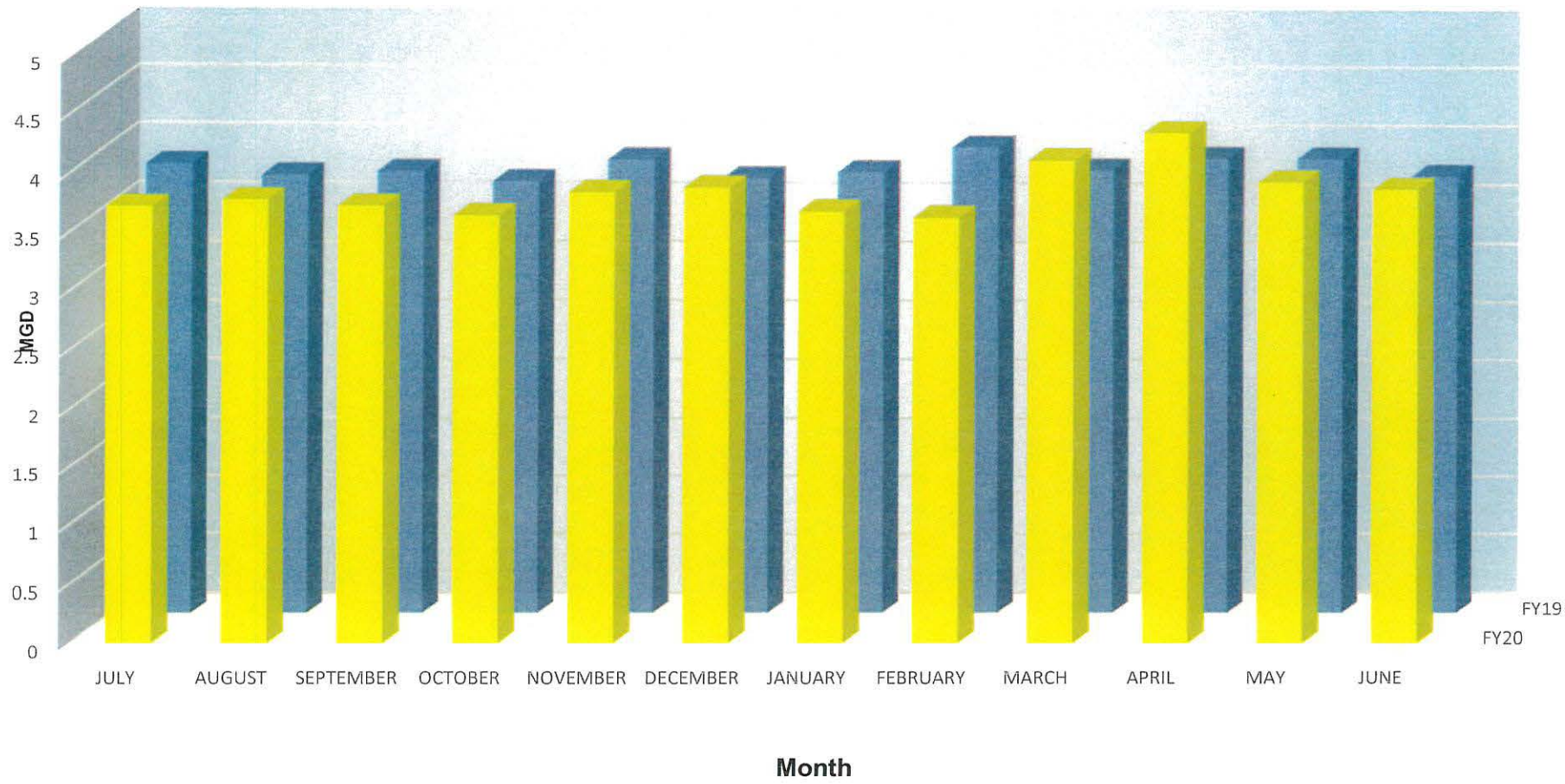
CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 53.1 Miles)

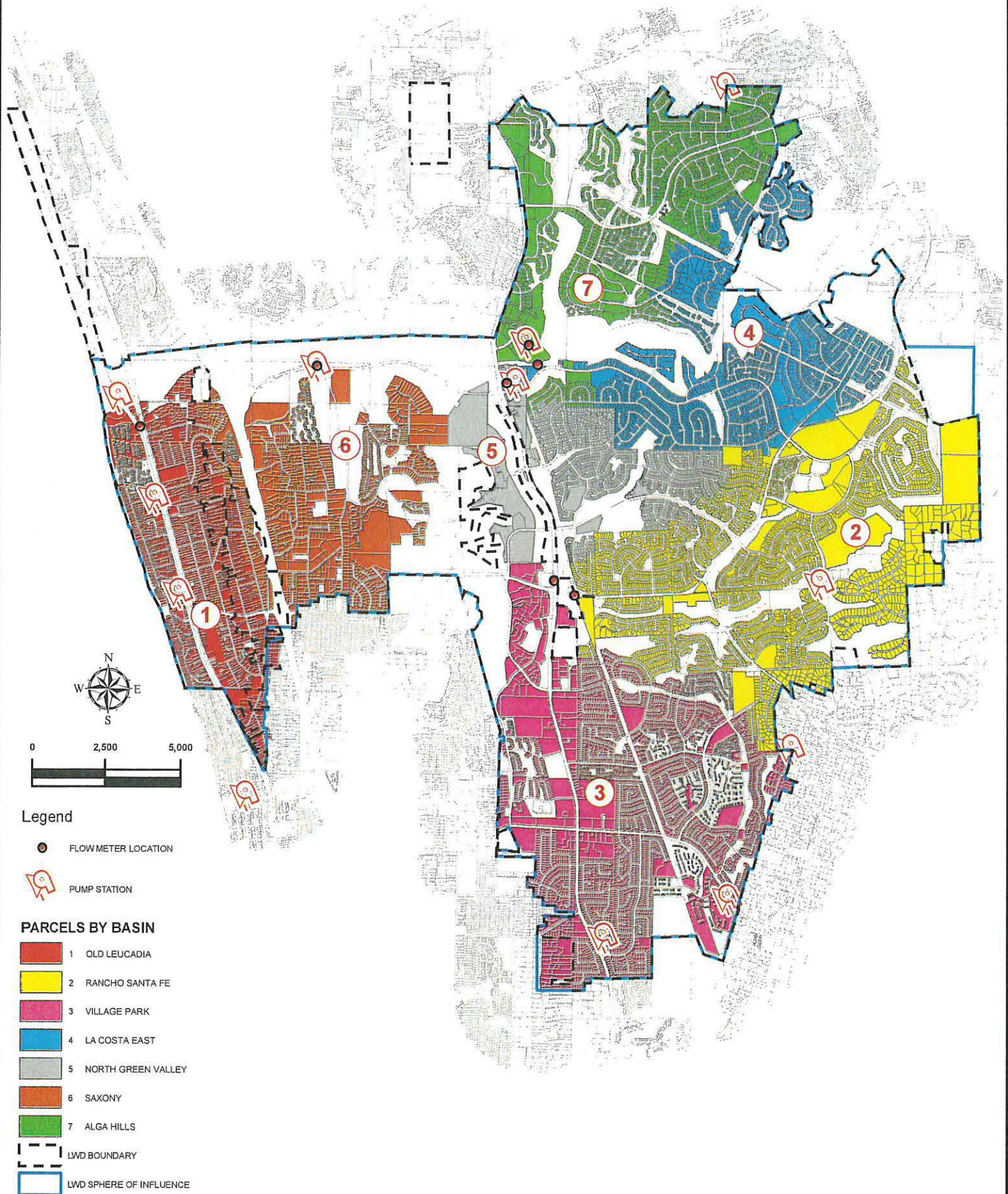
■ Hydro Cleaning (YTD 178.4 Miles)

**Leucadia Wastewater District
Flow Comparison FY19 to FY20**

37



LEUCADIA WASTEWATER DISTRICT





LEADERS IN
ENVIRONMENTAL
PROTECTION

Operations and Administration Training Report June 2020

Training & Safety Events for the month June 2020

Hours

Description	Ops	Admin	Total
Fraud Risk Training	0	2	2
GASB Updates	0	3	3
Human Resources Class Training	0	8	8
Respiratory Protection	1	0	1
Water Industry Backflow Prevention Overview	1	0	1
Water Industry Coagulation, Flocculation & Sedimentation	1	0	1
Water Industry Corrosion Control	1	0	1
Water Industry Disinfection Basics	1	0	1
Water Industry Distribution Service to Customers	1	0	1
Water Industry Ground Water Treatment	1	0	1
Water Industry Maintenance on Pumps, Motors & Circuits	1	0	1
Water Industry Mathematics Applied	1	0	1
Water Industry Quality of Water (CA AB-54)	1	0	1
	0	0	0
Total Training Hours	10	13	23

YTD Monthly Avg 57

YTD Totals 686

Conferences for the month of June 2020

Attendees

Description	Ops	Admin	Total
Total Attended Conferences	0	0	0

Notes:

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

Operations and Administration Training Report Summary for Fiscal Year 2020

Training		Hours		
Month	Ops	Admin	Total	
Jul-19	240	1	241	
Aug-19	37	10	47	
Sep-19	25	6	30	
Oct-19	98	30	128	
Nov-19	23	7	19	
Dec-19	38	7	45	
Jan-20	16	10	26	
Feb-20	45	4	49	
Mar-20	38	7	45	
Apr-20	21	2	23	
May-20	11	0	11	
Jun-20	10	13	23	
YTD Totals	602	96	686	
YTD Monthly Avg	50	8	57	

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-19	3	2	5	
Aug-19	4	2	6	
Sep-19	0	3	3	
Oct-19	4	0	4	
Nov-19	0	0	0	
Dec-19	0	2	2	
Jan-20	0	3	3	
Feb-20	0	3	3	
Mar-20	0	0	0	
Apr-20	0	0	0	
May-20	0	3	3	
Jun-20	0	0	0	
YTD Total	11	18	29	
YTD Monthly Avg	1	2	2	

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 6/30/2020

	Amount
Assets	
Cash & Investments	37,935,243.02
Accounts Receivables	212,601.10
Net OPEB Asset	75,859.00
Prepaid Expense	49,912.14
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	169,719,937.04
Less Accumulated Depreciation	(59,239,580.98)
Total Assets	<u>150,795,171.32</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,171,962.00
OPEB Health Deferred Outflows	76,648.00
Total Deferred Outflows	<u>1,248,610.00</u>
Total Assets & Deferred Outflows	<u>152,043,781.32</u>
Liabilities	
Accounts Payable & Accrued Expenses	559,262.06
Developer Deposits	183,098.30
Net Pension Liability	4,000,889.00
Total Liabilities	<u>4,743,249.36</u>
Deferred Inflows	
PERS Pension Deferred Inflows	350,054.00
OPEB Health Deferred Inflows	4,397.00
Total Deferred Inflows	<u>354,451.00</u>
Net Position	
Beginning Net Position (as of June 30, 2019)	
Investment in Capital Assets	110,480,356.06
Reserves	34,973,631.83
Total Beginning Net Position (as of June 30, 2019)	<u>145,453,987.89</u>
Current Change In Net Position	
Other	1,492,093.07
Total Current Change In Net Position	<u>1,492,093.07</u>
Total Net Position	<u>146,946,080.96</u>
Total Liabilities, Deferred Inflows & Net Position	<u>152,043,781.32</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2019 Through 6/30/2020

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

OPERATING REVENUES

3110 Sewer Service Fees	\$ 9,816,124.22	\$ 9,868,771.00	\$ 52,646.78	99.5%
3150 Recycled Water Sales	329,624.03	350,000.00	20,375.97	94.2%
3100 Misc. Operating Revenue	55,028.91	189,043.00	134,014.09	29.1%
TOTAL OPERATING REVENUES	\$10,200,777.16	\$10,407,814.00	\$ 207,036.84	98.0%

OPERATING EXPENSES

4100 Salaries	\$ 1,932,727.80	\$ 2,016,361.00	\$ 83,633.20	95.9%
4200 Employee Benefits	1,316,221.05	1,347,926.00	31,704.95	97.6%
4300 Directors Expense	98,198.80	142,400.00	44,201.20	69.0%
4400 Election Expense	-	-	-	0.0%
4600 Gas, Oil & Fuel	32,237.48	41,000.00	8,762.52	78.6%
4700 Insurance Expense	106,077.98	119,800.00	13,722.02	88.5%
4800 Memberships	31,657.72	30,200.00	(1,457.72)	104.8%
4900 Office Expense	128,218.73	154,900.00	26,681.27	82.8%
5000 Operating Supplies	174,103.01	198,200.00	24,096.99	87.8%
5200 Professional Services	350,601.93	408,400.00	57,798.07	85.8%
5300 Printing & Publishing	36,533.12	29,500.00	(7,033.12)	123.8%
5400 Rents & Leases	14,880.14	18,000.00	3,119.86	82.7%
5500 Repairs & Maintenance	405,853.57	492,260.00	86,406.43	82.4%
5600 Monitoring & Permits	60,126.49	65,200.00	5,073.51	92.2%
5700 Training & Development	41,960.39	46,800.00	4,839.61	89.7%
5900 Utilities	397,838.44	442,600.00	44,761.56	89.9%
6100 LAFCO Operations	7,323.45	7,700.00	376.55	95.1%
6200 Encina Operating Expense	1,878,908.69	2,554,800.00	675,891.31	73.5%
6900 Admin O/H alloc to Capital	(130,086.81)	(179,028.00)	(48,941.19)	72.7%
TOTAL OPERATING EXPENSES	\$ 6,883,381.98	\$ 7,937,019.00	\$ 1,053,637.02	86.7%

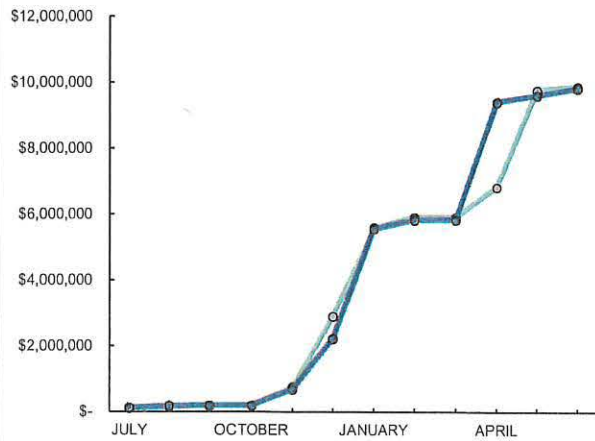
NON-OPERATING REVENUES

3130 Capacity Fees	\$ 230,800.47	\$ 305,340.00	\$ 74,539.53	75.6%
3220 Property Taxes	1,774,140.15	1,790,000.00	15,859.85	99.1%
3250 Investment Income	786,353.50	735,000.00	(51,353.50)	107.0%
3290 Misc. Non Op Revenue	185,175.19	85,300.00	(99,875.19)	217.1%
TOTAL NON-OPERATING REVENUES	\$ 2,976,469.31	\$ 2,915,640.00	\$ (60,829.31)	102.1%

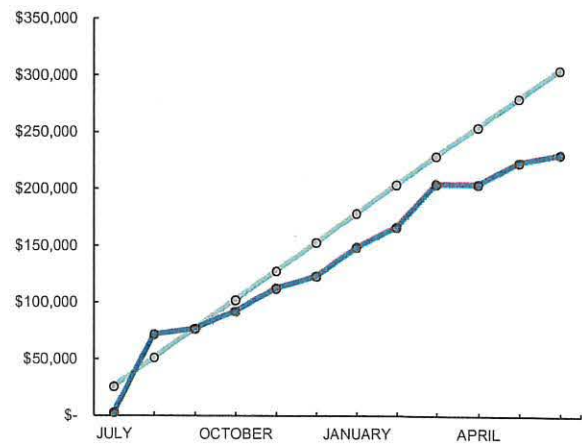
Leucadia Wastewater District Revenue FY2020

YTD through June 30, 2020

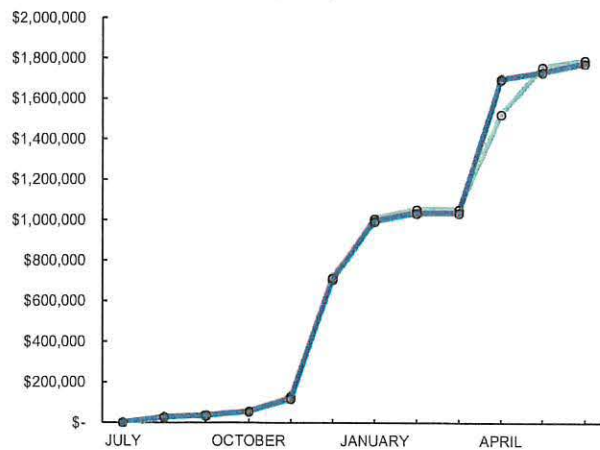
Sewer Service Fees



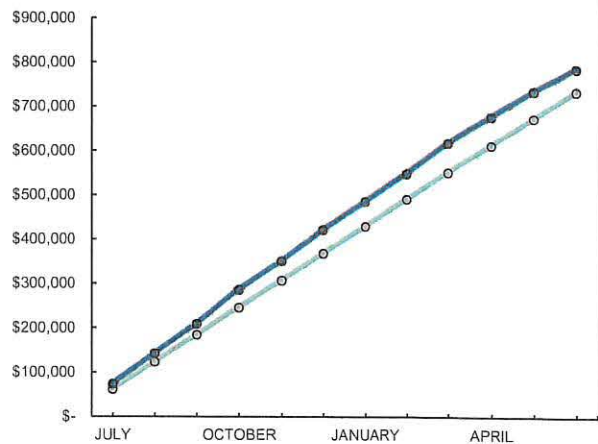
Capacity Charges



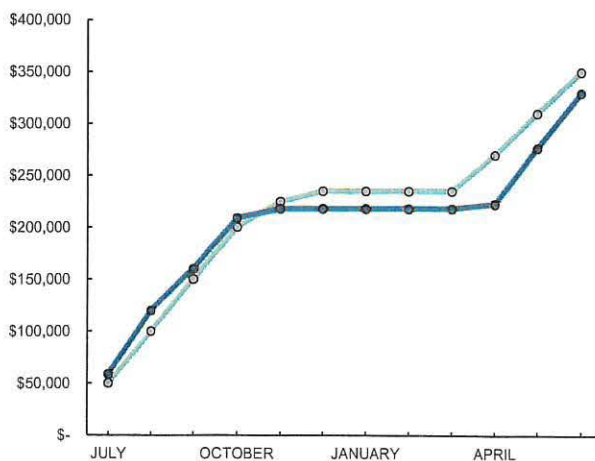
Property Taxes



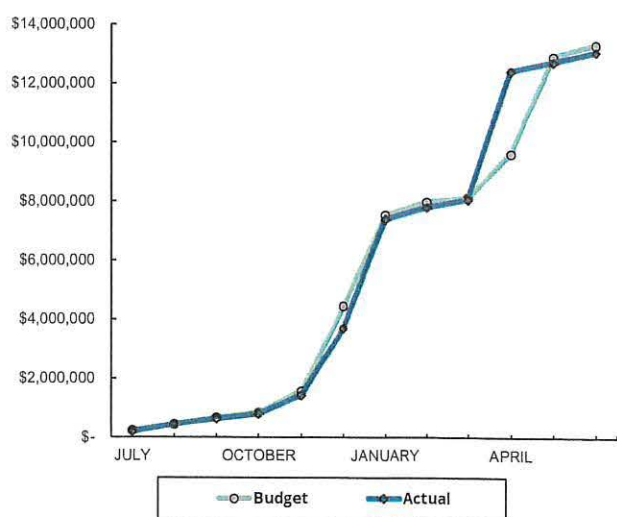
Investment Income



Recycled Wastewater Sales



Total Revenue

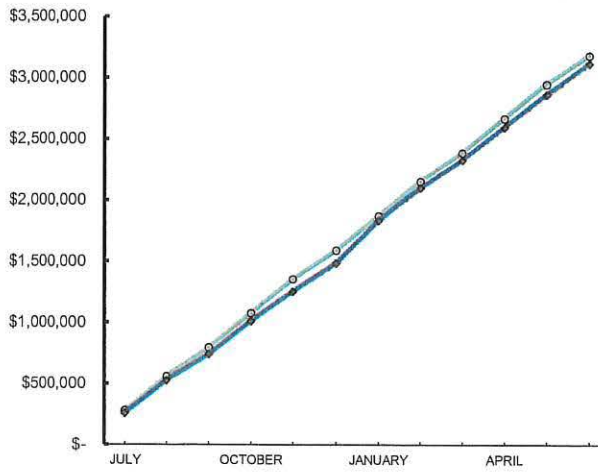


* Preliminary: subject to future review, reconciliation, accruals, and audit

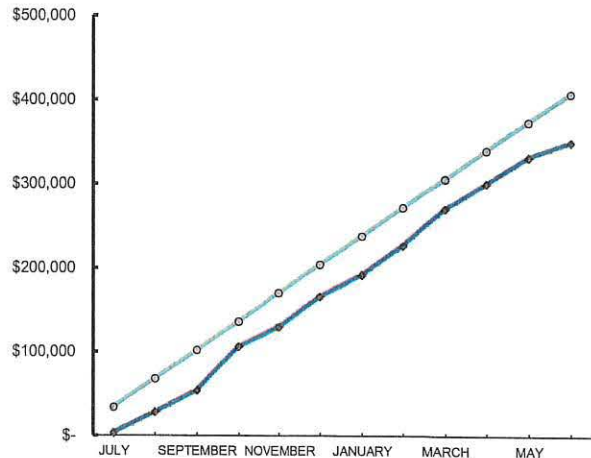
Leucadia Wastewater District Operating Expenses FY2020

YTD through June 30, 2020

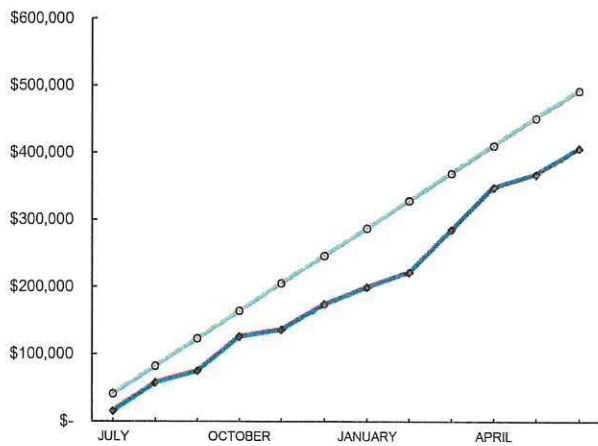
Salaries and Benefits



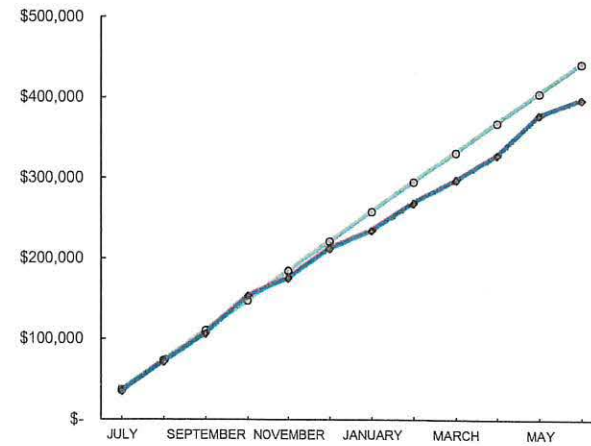
Professional Services



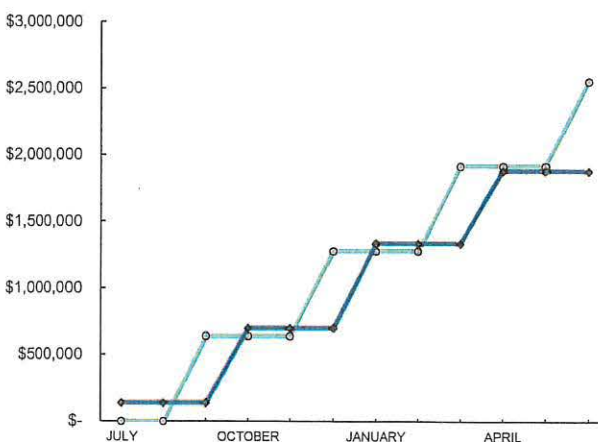
Repairs & Maintenance



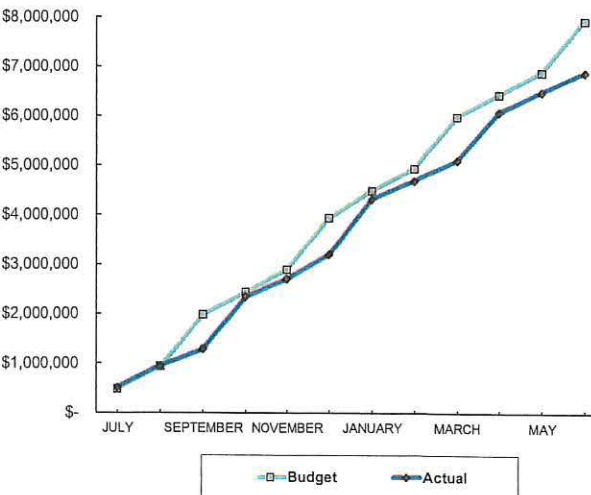
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

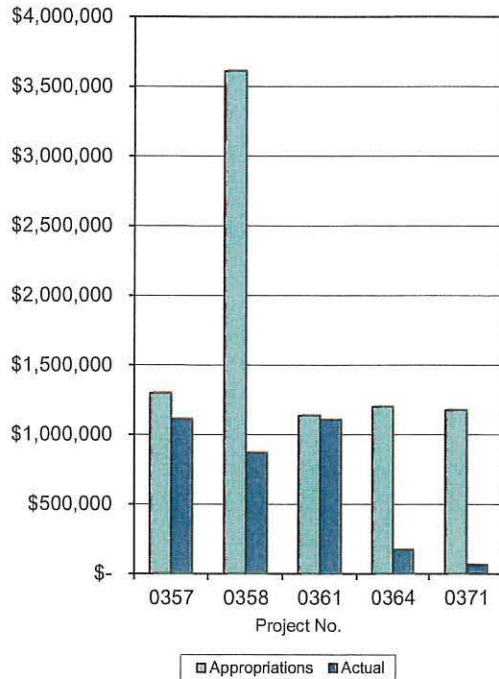


* Preliminary: subject to future review, reconciliation, accruals, and audit

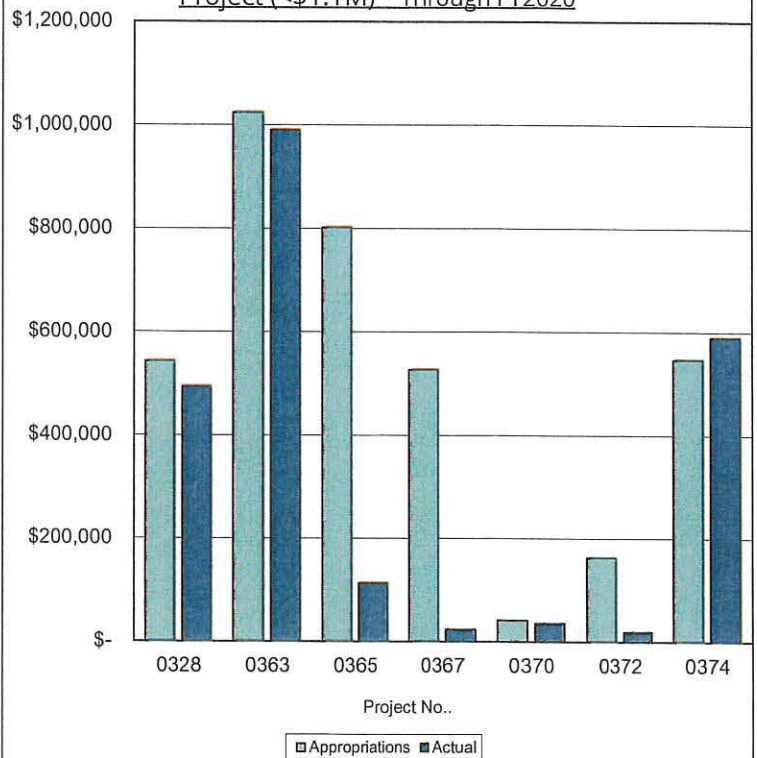
Leucadia Wastewater District Capital Expenditures

As of June 30, 2020

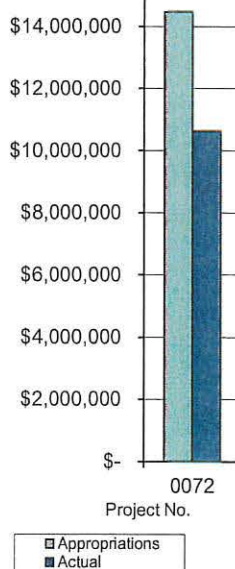
District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2020



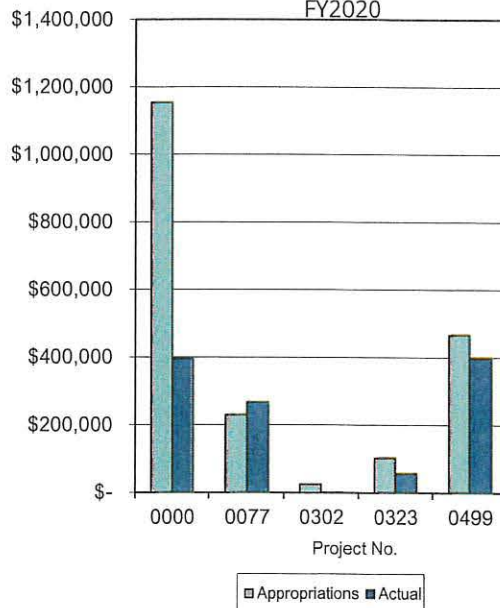
District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2020



District's Share of
Encina WPCF
Capital Exp
Through FY2020



Single Year Capital Expenditures by
Project
FY2020



Project Legend

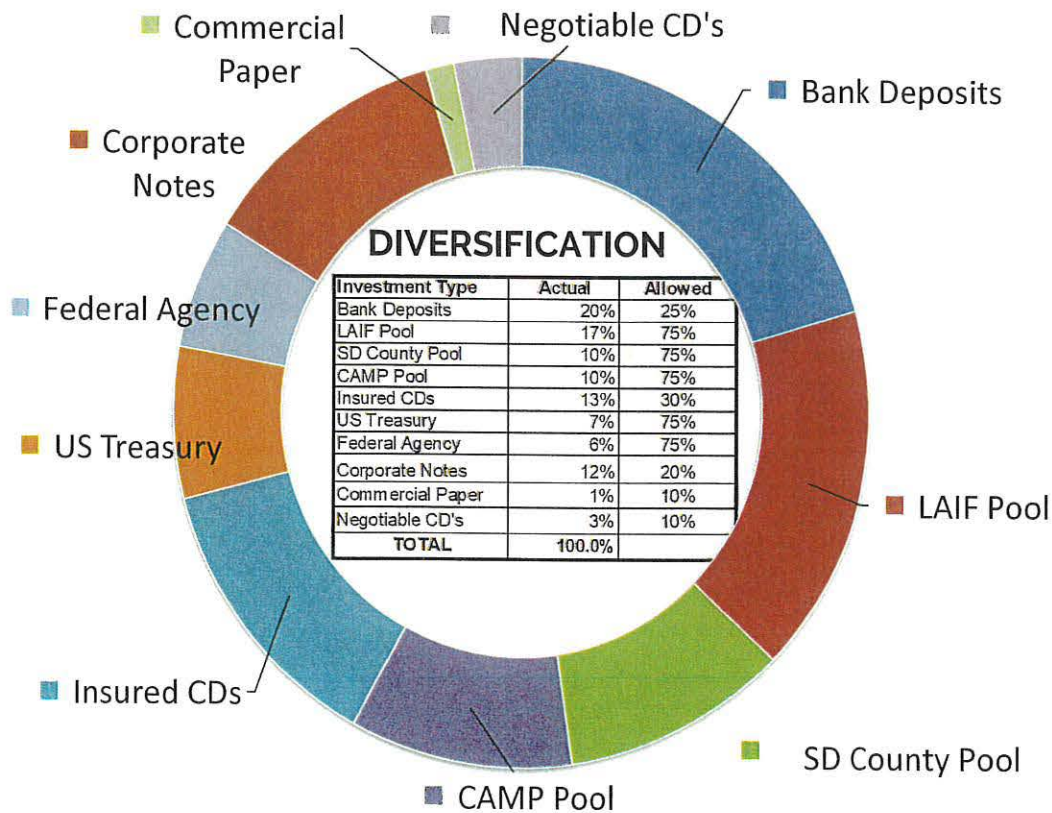
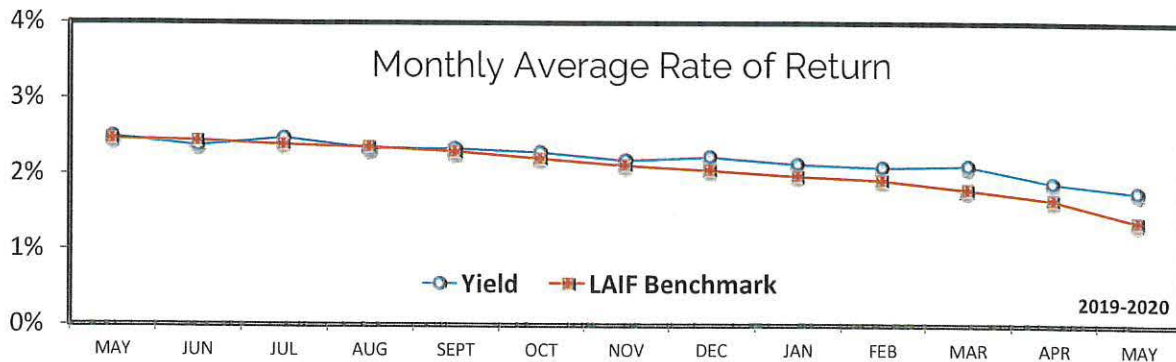
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas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

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

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

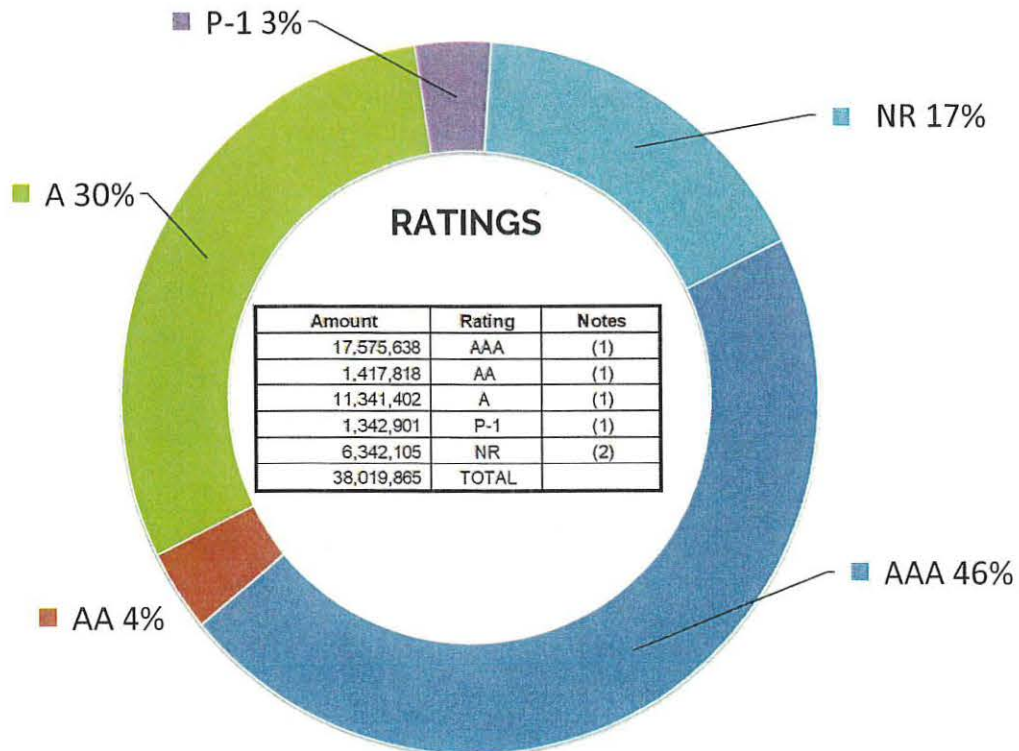
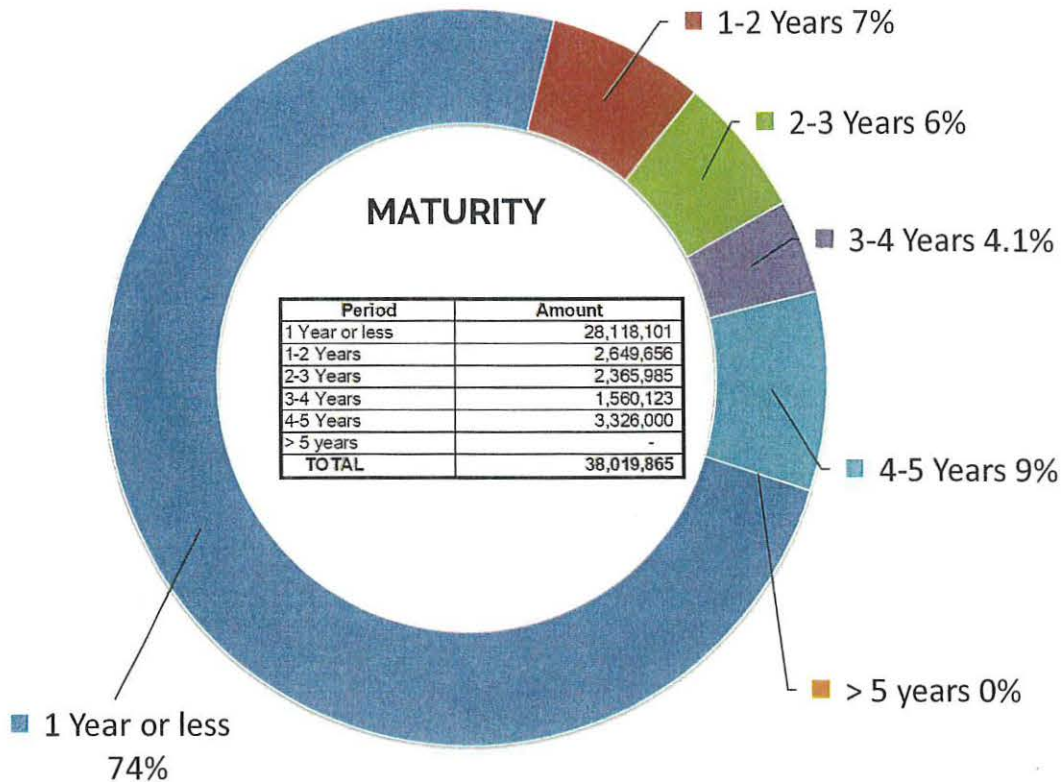
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2020

Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	Apr 30, 2020	May 31, 2020		
Opus Bank Reserve	\$ 9,151,076	\$ 7,673,929	\$ 13,254	2.060%
LAIF Pool	6,342,105	6,342,105	\$ 7,204	1.363%
SD County Pool	3,924,766	3,924,766	5,419	1.657%
CAMP Pool	3,083,569	3,905,965	2,003	0.670%
Certificates of Deposit - Insured	4,669,000	4,918,000	6,679	1.640%
US Treasury Notes	2,595,234	2,595,234	4,759	2.060%
Federal Agency Notes	2,231,673	2,231,673	3,873	2.016%
Municipal Bonds	318,123	318,123	300	1.113%
Corporate Bonds/Notes	5,215,946	4,417,168	9,969	2.462%
Commercial Paper	492,901	492,901	792	1.930%
Negotiable CD's	1,200,000	1,200,000	2,293	2.290%
Totals	\$ 39,224,393	\$ 38,019,865	\$ 56,544	1.757%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2020

(Continued)

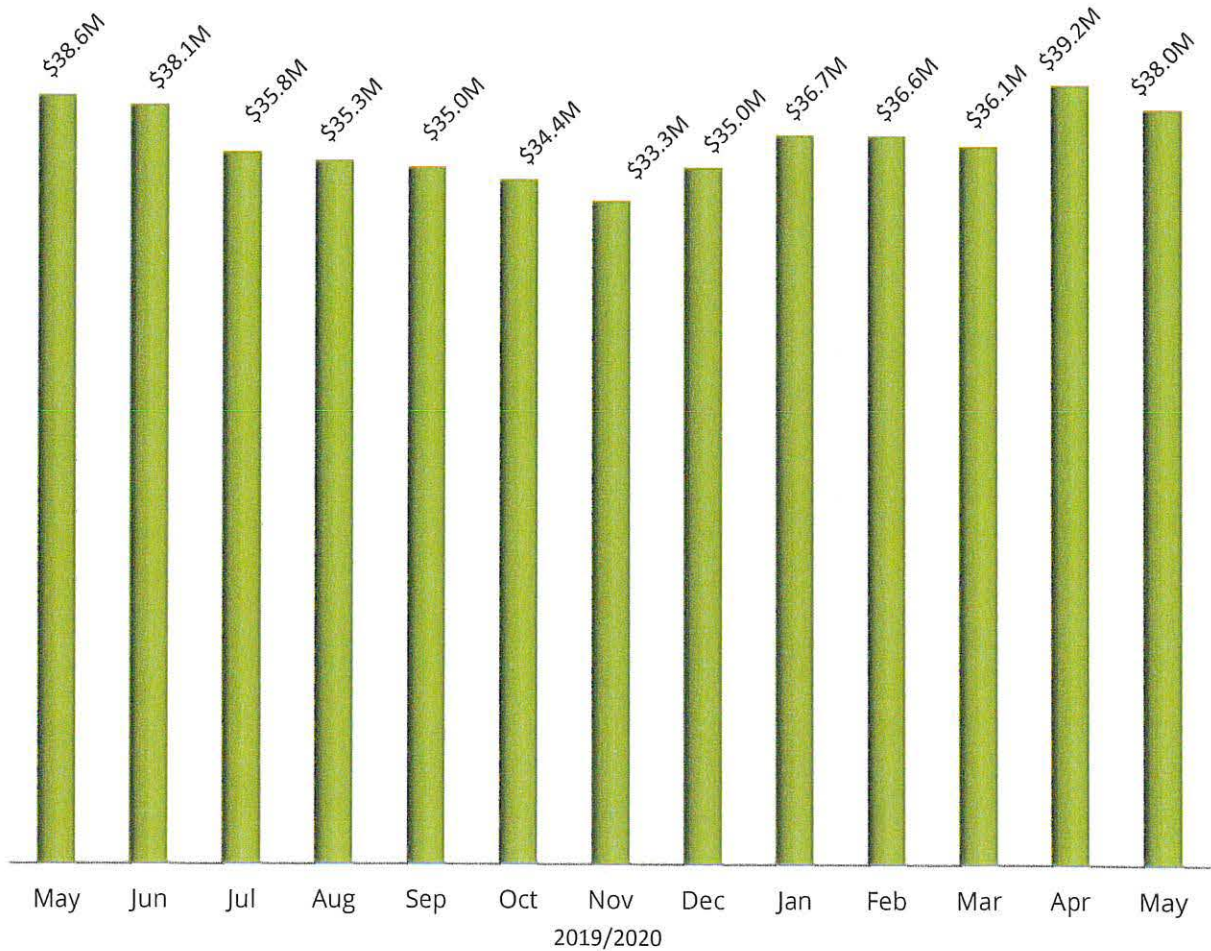


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2020

(Continued)

CASH & INVESTMENT RESERVES BY MONTH



INVESTMENT TRANSACTIONS

For the months of May, 2020

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Enerbank USA Salt Lake CD	\$ 249,000		5/15/2024	29278TPA2	0.70%	
Intel Corp Notes		\$ 301,158	5/11/2020	458140AZ3	1.71%	
IBM Credit Corp Note		\$ 247,893	5/15/2020	459200HM6	1.93%	
Caterpillar Final Service		\$ 249,728	5/15/2020	14913Q2J7	3.01%	

TOTAL

\$ 249,000	\$ 798,778
------------	------------

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

MEMORANDUM

DATE: July 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: June 2020 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

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

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
June 1 - 30, 2020**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	TSM R. Morishita	Assup T. Hill
WateReuse CA Annual Virtual Conference June 24 - 25, 2020	WateReuse CA Annual Virtual Conference									
	Registration	150.00	150.00	150.00		150.00	150.00			
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	150.00	150.00	150.00	0.00	150.00	150.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

Due to COVID19, WateReuse CA Annual Conference was postponed in March and moved to a virtual conference in June 2020

MEMORANDUM

Date: July 2, 2020
To: Board of Directors
From: Paul J. Bushee, General Manager
Subject: **Transfer of Capital Funds**



RECOMMENDATION:

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

1. Authorize a transfer of \$50,000 in capital funds from the La Cost Golf Course Realignment Project, account 50-51-0357-6499, to the Batiquitos (B3) Force Main Discharge Section Replacement Project, account 50-51-0374-6499.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed at the July 1st EC meeting and the EC concurred with staff to add this item to the Consent Calendar for the July Board Meeting.

As part of the Batiquitos (B3) Force Main Discharge Section Replacement Project (B3 Project) three manholes at the end of the force main were designated to be Cured-In-Place Manhole Lined (CIPML). The manhole at the end of the B3 Force Main was not a conventional manhole and was oddly shaped. The lining contractor recommended that the manhole be replaced instead of CIPML because the liner would not properly fit the odd shape of the manhole. If the liner were installed, it would contain major creases and folds when cured. A Change order was issued for the construction of the new manhole.

In November 2019 a major storm event occurred that resulted in a Sewer System Overflow (SSO) at the Batiquitos Pump Station (BPS). The SSO occurred because the B3 isolation valve at the pump station failed in the close position. The valve failure prevented staff from using the B3 Force Main to increase output at BPS to mitigate the increase of flow into the station during the storm. Charles King Company, the B3 Project Contractor, was asked to repair the B3 isolation valve at the pump station under a Charge Order. It should be noted that subsequent to the valve repair, BPS operated without a SSO during the epic April 2020 storm by pumping through both B2 and B3 Force Mains.

The transfer of funds is necessary to cover these change orders and the associated construction management and inspection costs. Construction of the La Costa Golf Course Realignment Project was completed in May 2019 and final construction payment made in August 2019. There is \$163,000 remaining in that account. Therefore, staff requests authorization to transfer \$50,000 from the La Costa Golf Course Realignment Project to the Batiquitos (B3) Force Main Discharge Section Replacement Project.

rym:PB

MEMORANDUM

Date: July 2, 2020
To: Board of Directors
From: Paul J. Bushee, General Manager 
Subject: **Appropriation carry over to Fiscal Year 2021 (FY21) Capital Acquisition Budget for the purchase of a ¾ Ton Pick-up Truck**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Authorize the General Manager to carry over an appropriated budgeted amount of \$71,500 from the Fiscal Year 2020 (FY20) Capital Acquisition Budget to the FY21 Capital Acquisition Budget for the purchase of a new ¾ Ton Pick-up Truck.
2. Discuss and take other action as appropriate.

DISCUSSION:

In Fiscal Year 2020 (FY20), funds were appropriated in the Capital Acquisition Budget (account 50-99-0000-6310) for the purchase of a new Ford ¾ Ton Pick-up Truck (Truck). This purchase was reviewed by the EC at its January 30, 2020 meeting and subsequently approved by the Board on February 6, 2020. This purchase is a Tactical Goal for FY20 under Services.

On February 7, 2020, staff ordered the Truck and was provided a delivery date in June 2020. The long lead time was attributed to the shortage of a truck chassis. In late April, Ford completed the truck chassis build and delivered it to Phoenix Enterprises in Pomona, CA, to complete the body build.

In May, staff was notified that due to supply chain disruptions caused by the COVID-19 pandemic, the availability of parts and equipment came to a standstill. This caused an unexpected delay in the delivery of the truck to the District. The expected delivery will now be in FY21.

Therefore, staff is recommending that the Board authorize the General Manager to carry over the appropriated budgeted amount of \$71,500 from the FY20 Capital Acquisition Budget to the FY21 Capital Acquisition Budget to cover the costs for the purchase of the new ¾ Ton Pick-up Truck.

jms:PB

MEMORANDUM

Date: July 2, 2020
To: Board of Directors
From: Paul J. Bushee, General Manager 
Subject: **Appropriation carry over to Fiscal Year 2021 (FY 21) Capital Acquisition Budget for the purchase of the Vactor 2110 Combination Truck**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Authorize the General Manager to carry over an appropriated budgeted amount of \$433,000 from the Fiscal Year 2020 (FY20) Capital Acquisition Budget to the FY21 Capital Acquisition Budget for the purchase of the Vactor 2110 Combination Truck.
2. Discuss and take other action as appropriate.

DISCUSSION:

In Fiscal Year 2020 (FY20), funds were appropriated in the Capital Acquisition Budget (account 50-99-000-6310) for the purchase of a new Vactor Combination Truck (Vactor). This purchase was reviewed by the EC at its August 7, 2019 meeting and subsequently approved by the Board on August 14, 2019. This purchase is a tactical goal for FY20 under Services.

Due to the long lead time and the shortage of truck chassis, staff ordered the truck on August 15, 2019. The chassis was built by Freightliner in Illinois and delivered to Haaker in early June. The emergency safety lighting package and back-up camera equipment were installed and the delivery date to the District was set for June 23, 2020.

On June 22nd, the day before delivery, staff was notified that the Vactor was hit while parked in Haaker's yard by a delivery truck. The collision caused damage to the Vactor's right front fender and bumper. Staff informed Haaker that it would not accept delivery of the damaged Vactor until it is repaired. It is now anticipated that delivery will be in FY21.

Therefore, staff is recommending that the Board authorize the General Manager to carry over the appropriated budgeted amount of \$433,000 from the FY20 Capital Acquisition Budget to the FY21 Capital Acquisition Budget to cover the costs for the purchase of the Vactor 2110 Combination Truck.

jms:PB

Encina Wastewater Authority Report
Regular Board Meeting
June 24, 2020

EWA Board of Directors - Director Sullivan Reporting

1. Secondary Clarifiers and Strainers Improvements Construction

The Board of Directors authorized the General Manager to execute the following related to the Secondary Clarifiers and Strainers Improvements Project:

- A contract with J.R. Filanc Construction Company, Inc. (Filanc) in the amount of \$6,202,111 for construction;
- A professional services agreement with Carollo Engineers in an amount not to exceed \$831,251 for construction management services; and
- A professional services agreement with Woodard & Curran, Inc. in an amount not to exceed \$241,755 for engineering services.

2. Cogeneration Building Structural Repair Project – Task Order No. 2 Demolition and Installation of New West Wall

The Board of Directors authorized the General Manager to execute the following related to the Cogeneration Building Structural Repair Project:

- A task order with J.R. Filanc Construction Company, Inc. (Filanc) in the amount of \$1,598,465 for demolition and construction;
- The continuation of engineering services agreement with Carollo Engineers in an amount not to exceed \$415,184 for engineering support and construction management services; and

- Approve the transfer of unexpended appropriations from the Capital Improvement Program budget in the amount of \$513,649.

Executive Session

There was no Executive Session.

Engineering Committee Meeting Report

Presented by Director Kulchin

Meeting held July 1, 2020

The Engineering Committee (EC) reviewed the following recommendations:

- Authorize the General Manager to execute a sole source purchase Agreement with Vapex Environmental Technologies to purchase two (2) replacement Vapex odor control units for Batiquitos and Leucadia Pump Stations in an amount not to exceed \$192,000 and;
- Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000.


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

The EC reviewed the following recommendation to authorize a transfer of \$50,000 in capital funds from the La Cost Golf Course Realignment Project, account 50-51-0357-6499, to the Batiquitos (B3) Force Main Discharge Section Replacement Project, account 50-51-0374-6499.

The EC agreed to add this item to the Consent Calendar for the July Board Meeting.

The EC also received information regarding the Diana Pump Station Emergency Generator Siting. This item was for information purposes and there was no action taken. This item will be discussed in Closed Session later in tonight's meeting.

MEMORANDUM

DATE: July 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2020 (FY20) LWD Tactics and Action Plan Report

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Receive and file the FY20 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 majority of goals identified for FY20 along with several more that surfaced over the course of the year.

Staff is pleased to report that 97 tactical goals were accomplished. The FY20 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 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.

<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	Completed Completed Completed
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	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-19 Sep-19 Feb-20	Sep-19 Sep-19 Feb-20	Completed Completed Completed
Finance Awards	Apply for GFOA Financial Reporting Award	ASM		Dec-19	Jan-20	Completed
GASB 75 OPEB Liability Accrual Valuation	Coordinate with Actuary to Complete OPEB Valuation Complete Deferral Schedules and Record in Accounting	ASM ASM	ASsup	Mar-20 May-20	May-20 Jun-20	Completed Completed
PERS Unfunded Accrued Liability (UAL)	Implement Board approved 10 year option to paydown UAL	ASM	ASsup	Jul-19	Jul-19	Completed
Additional Items	Investment Policy Certification CMTA Reviewed Rate Increase Options Update Financial Plan model Proceed with Prop 218 Notifications Postponed Rate Increase - COVID	ASM ASM ASM ASM GM	GM GM ASsup, AS Board of Directors	Oct-19 Dec-19 Jan-20 Apr-20 May-20	Oct-19 Feb-20 Feb-20 May-20 May-20	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	ASsup, Pickering Ins Brokers	Nov-19	Jan-20	Completed
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jun-19	Jul-19	Completed
EAP Refresher Training	ASsup	All Staff	Mar-20	Jun-20	Delayed
Fire Extinguisher Training	ASsup	All Staff	Nov-19	Nov-19	Completed
CSRMA Ergonomic Training	ASsup	All Staff	Aug-19	Sep-19	Completed
SSO Response Training & RMC Presentation	FSSupt	FSSup, FS Staff	Feb-20	Apr-20	Completed
Administration Policy Updates/Annual Reviews					
Board Staff Relations Policy	ASM	GM, ASsup	Nov-19	Jan-20	Completed
Board Policy Binders	EA	AS	Jul-19	Nov-19	Completed
Review Job Descriptions and revise as required	ASsup	GM, ASM, EA, TSM	Jan-20	Mar-20	Completed
Review HPRM and revise as required	ASM	GM, ASsup, EA, TSM	Feb-20	Jun-20	Delayed
Review Records Retention Policy and revise as required	ASsup	EA, AS, GC	Sep-19	Dec-19	Completed
Conduct Team Building Workshop	GM	ASM, EA, ASsup	Oct-19	Nov-19	Completed
Emergency Response					
Conduct an Emergency Response Drill/Training	ASsup	ASM, FSS, FSSup, FST III	Mar-20	Jun-20	Delayed
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, ASsup, FSS, FSSup,	Jul-19	Jan-20	Completed
Update existing Safety Programs & Policies	ASM	GM, TSM, ASsup, FSS, FSSup,	Jan-20	Apr-20	Completed
Add new Programs & Policies as required	ASM	GM, TSM, ASsup, FSS, FSSup,	Mar-20	Jun-20	Completed
Conduct Employee Interviews					
Conduct Employee Satisfaction Survey	GM	ASM, ASsup	Oct-19	Dec-19	Completed
Compensation	GM	ASM, ASsup	May-20	Jun-20	Completed
Employee Recognition					
Annual Employee BBQ	EA	ASsup, AS	Jul-19	Jul-19	Completed
Holiday Function	EA	ASsup, AS	Aug-19	Dec-19	Completed
Additional Items					
No Vehicle Accidents - 5 Years		All Staff	Aug-19	Aug-19	Completed
Hoyett - 30 Years of Service		FST III Hoyett	Aug-19	Aug-19	Completed
Rodriguez - Cert. of Achievement Wastewater Technology		FST II Rodriguez	Sep-19	Sep-19	Completed
Rodriguez - AA Degree in Science Wastewater Technology		FST II Rodriguez	Sep-19	Sep-19	Completed
No Lost Time Accidents - 8 Years		All Staff	Oct-19	Oct-19	Completed
Updated LWD's Electronic Media Usage Policy	ASsup	GM, TSM, ASM	Sep-19	Nov-19	Completed
CWEA San Diego Sect. Collections Person of the Year Award - H. Gonzalez		FST II H. Gonzalez	Feb-20	Feb-20	Completed
Rodriguez - 5 Years of Service		FST II Rodriguez	Feb-20	Feb-20	Completed
Received CSRMA Cost Sharing of Dividends		All Staff	Mar-20	Mar-20	Completed
Developed Pandemic Plan	GM	Safety Committee	Mar-20	Mar-20	Completed
Implemented Telecommuting Policy	GM	ASsup	Apr-20	May-20	Completed
Easton - CWEA Collections System Maintenance Grade 3 Cert.		FST III Easton	May-20	May-20	Completed
Recruit new Accounting Technician staff member	ASM	ASsup, EA, AT, AS	Mar-20	Jun-20	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
Replace ATS Switch at Village Park 5 Pump Station	FSS	FSS, FS Staff	Aug-19	Dec-19	Completed
Rebuilt Muffin Monster Leucadia Pump Station	FSS	FSS, FS Staff	Nov-19	Feb-20	Completed
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-19	Jun-20	Completed
Purchases					
Vactor Replacement Truck	FSS	FSS, FS Staff	Jul-19	Jul-20	Completed
Replace 3/4 & 1/2 Pickup Trucks	FSS	FSS, FS Staff	Jul-19	Jun-20	In Progress
(2) Portable Emergency Generators	FSS	FSS, FS Staff	Aug-19	Jun-20	Completed
Emergency By-Pass Pump to Replace Big Blue	FSS	FSSup, DE	Jul-19	Jun-20	Completed
Smoke Testing in Old Town Area	FSS	FSSup, FS Staff	Aug-19	Dec-19	Delayed
Chemical Metering Pump (AWT)	FSS	FSSup, FS Staff	Jul-19	Oct-19	Completed
Purchase & Install Deragger Controls for VP5 & Avocado PS	FSS	FSSup, FS Staff	Jan-20	Apr-20	Completed
Administration Building and Facility Updates					
Replace Rain gutters	FSSpec	FSSup, FS Staff	Jul-19	Oct-19	Completed
HVAC Rehabilitation phase II	FSSpec	FSSup, FS Staff	Aug-19	Dec-19	Completed
RFB Security Cameras and installation of cameras	ASSup	Safety Committee, TSM	Jul-19	Jan-20	Delayed
By-Pass Pumping Drills					
Batiquitos Pump Station	FSSup	FSS, FS Staff	Jan-20	Jun-20	Completed
Leucadia Pump Station	FSSup	FSS, FS Staff	Aug-19	Nov-19	Completed
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-19	May-20	Completed
Public Outreach Services					
Regular Updates to District Website	ASSup	GM, ASM, EA, AS	Jul-19	Jun-20	Completed
Continue to Build Facebook Audience	ASSup	GM, ASM, FSSup, FS Staff	Jul-19	Jun-20	Completed
LWD Teacher Grant Program	ASSup	AS, RTP	Aug-19	Nov-19	Completed
Participate in CSDA Video Contest (CSDA revised dates of program)	ASSup	AS, RTP	Jun-19	Dec-20	Completed
Complete 2019 Summer Newsletter	ASSup	GM, ASM, EA, AS	Jul-19	Aug-19	Completed
Write, Design, Print, & Mail 2020 Spring Newsletter	ASSup	GM, ASM, EA, AS	Dec-19	Mar-20	Completed
*RFP for Public Outreach Services	ASM	GM, ASSup, EA	Dec-19	Mar-20	Revised
Awards					
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Sep-19	Nov-19	Completed
*Apply for CSDA District of Transparency	EA	EA	Feb-20	May-20	Delayed
Pursue Presentation Opportunities @ CWEA, SCAP, etc.	GM	FSS, TSM, ASM	Jul-19	Jun-20	Completed
Records Retention					
Review stored records destroy those past retention period	EA	AS	Aug-19	Oct-19	Completed
Additional Items					
LAFCO Approval to provide Recycled Water to OMNI Resort	GM	GC, Board of Directors	Jul-19	Jan-20	Completed
Securing Manhole Covers in Easement Areas Presentation to BOD	FSSup	FST III Mendez, FST II Russell	Jul-19	Aug-19	Completed
Gupta Annexation	DE	TSM, FSSpec	Nov-19	Dec-19	Completed
Orphan Annexation	DE	TSM, FSSpec	Dec-19	Feb-20	Completed
Update Sewer Lateral Reimbursement Policy	TSM	FSSpec, DE	Jan-20	Feb-20	Completed
Presentation to CWEA State Awards Committee	FSSup	All Staff	Jan-20	Jan-20	Completed
CWEA San Diego Sect. Collections System of the Year Award		All Staff, RTP	Feb-20	Feb-20	Completed
CWEA San Diego Sect. Community Engagement & Outreach Award		All Staff	Feb-20	Feb-20	Completed
Vehicle Purchase Presentation to BOD		FST III Easton	Feb-20	Feb-20	Completed
Partnership with OMWD - Use of Recycled Water in Vectors	FSSupt	FSSup, FST staff	Mar-20	Mar-20	Completed
Institute Alternate Workweek Schedule - COVID	GM		Mar-20	Jun-20	Completed
COVID Grant Funding Resolution	TSM		May-20	May-20	Completed
Update Capacity Fee Ordinance	TSM	FSSpec, DE, GC	Feb-20	May-20	Completed

*Notes:

1) CSDA extended the District of Transparency application due date - delayed until FY 21


2) RTP's contract was extended for an additional year

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	Completed
*Bid Project	TSM	GM, FSS, DE	Nov-19	Feb-20	Completed
Construction	TSM	GM, FSS, DE	Mar-20	Aug-21	In Progress
Orchard Wood Road Pipeline Replacement					
Complete Project Design	TSM	GM, FSS, DE	Dec-18	Aug-19	In Progress
Bid Project	TSM	GM, FSS, DE	Sep-19	Nov-19	Not Started
Construction	TSM	GM, FSS, DE	Dec-19	Mar-20	Not Started
Encinitas Estates Pump Station Replacement					
Project Design	TSM	GM, FSS, DE	May-19	Nov-19	Completed
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	Completed
Bid Project	TSM	GM, FSS, DE	Oct-19	Dec-19	In Progress
Construction	TSM	GM, FSS, DE	Jan-20	Apr-20	Not Started
Diana Pump Station Upgrade					
Project Design	TSM	GM, FSS, DE	Feb-20	Jun-20	In Progress
Bid Project	TSM	GM, FSS, DE	Jul-20	Sep-20	Not Started
Construction	TSM	GM, FSS, DE	Oct-20	Feb-21	Not Started
Batiquitos (B3) Force Main Discharge Section Replace					
*Construction	TSM	GM, FSS, DE	Jul-19	May-20	Completed
Purchase Back-up SCADA Server	FSSupt		Aug-19	Oct-19	Completed
Additional Items					
Installed Remote Server	TSM	DataNet	Mar-20	Apr-20	Completed
Successfully converted to Video (Zoom) Meetings	GM	TSM, BOD	Mar-20	Jun-20	Completed
Purchase Laptops for Telecommuting	GM		Apr-20	Apr-20	Completed
ECHO Meters contract extension	TSM	FSSupt.	May-20	May-20	Completed

MEMORANDUM

DATE: July 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2021 (FY21) LWD Tactics and Action Plan

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Adopt the FY21 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 FY21, staff has developed an ambitious plan that includes 98 tactical goals. A copy of the FY21 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 2021

Tactics & Action Plans

1. Financial

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
FY 2022 Budget	Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, ASSup, FSSp GM, TSM, FSS, EA, ASSup, FSSp GM	Jan-21 May-21 Jun-21	Mar-21 May-21 Jun-21	Not Started Not Started Not Started
FY 2020 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, AS	Jul-20 Jul-20 Dec-20	Sep-20 Dec-20 Dec-20	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-20 Sep-20 Feb-21	Aug-20 Sep-20 Feb-21	Not Started Not Started Not Started
Financial Awards	Apply for GFOA Financial Reporting Award	ASM		Dec-20	Jan-21	Not Started
Wastewater Financial Plan Tracking Update	Internally Update District's Financial Plan	ASM	GM	Dec-20	Feb-21	Not Started
Sewer Rate Increase Notification & Hearing	Issue Notification in Compliance with Prop 218 Review Written Protests Hold Public Hearing in Compliance with Prop 218	ASM ASM ASM	ASSup, AS, RTP GM, ASSup ASSup, EA, AS	Feb-21 Mar-21 Jun-21	Mar-21 Jun-21 Jun-21	Not Started Not Started Not Started
GASB 75 OPEB Liability Valuation Roll-forward	Work with Actuary to Complete OPEB Roll-forward Valuation Complete Deferral Schedules and Record in Accounting	ASM ASM	ASSup	Jan-20 May-20	Apr-20 Jun-20	Not Started Not Started
Evaluate Adding Additional Security Broker/Dealer		ASM	AT	Aug-20	Nov-20	Not Started
Evaluate Financial Auditor's Contract		ASM	AT	Oct-20	Jan-21	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	May-21	May-21	Not Started
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Sep-20	Jan-21	Not Started
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Sep-20	Jan-21	Not Started
Conduct Biennial Flagger Training	FSS	FSSup, FS Staff	Sep-20	Jan-21	Not Started
CPR/First Aid/AED Refresher Training	ASsup	All Staff	Jan-21	Feb-21	Not Started
Obtain Class A license to tow Generators	FSSup	FSS, FS Staff	Jul-20	May-20	Not Started
Excel Training	ASM	AT	Mar-21	Apr-21	Not Started
Administration Policy Updates/Annual Reviews					
Board Staff Relations Policy	ASM	GM, ASsup	Nov-20	Jan-21	Not Started
Board Policy Binders	EA	AS	Jul-20	Nov-20	Not Started
Review HRPM and revise as required	ASM	GM, ASsup, EA, TSM	Jul-20	Sep-20	Not Started
New Employee Onboarding/Training - Accounting Technician	ASM	ASsup	Jul-20	Sep-20	Not Started
Conduct Strategic Planning Workshop	GM	Board	Oct-20	Feb-21	Not Started
Emergency Response					
Conduct an Emergency Response Drill/Training	ASsup	ASM, FSS, FSSup, FST III	Mar-21	Jun-21	Not Started
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, FSS, FSSup, Safety Committee	Jul-20	Jan-21	Not Started
Update existing Safety Programs & Policies	ASM	GM, TSM, FSS, FSSup, Safety Committee	Jan-21	Apr-21	Not Started
Conduct Employee Interviews					
General Manager Check-in	GM	ASM, ASsup	Oct-20	Dec-20	Not Started
Compensation	GM	ASM, ASsup	May-21	Jun-21	Not Started
Leadership Coaching	GM	Management Staff	Jul-20	Jun-21	Not Started
Employee Recognition					
Annual Employee BBQ	EA	ASsup, AS	Jul-20	Sep-20	Not Started
Holiday Function	EA	ASsup, AS	Aug-20	Dec-20	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.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Replace Vapex Odor Control Machines Batiquitos Pump Station Leucadia Pump Station	FSSup FSSup	FSS, FS Staff FSS, FS Staff	Jul-20 Jul-20	Oct-20 Oct-20	Not Started Not Started
Purchases Pump Station Replacement Truck CCTV Replacement Truck Portable Trash Pump Replace 2 Gas Monitors Emergency by-pass connector for Batiquitos	FSS FSSup FSSup FSSup FSSup	FSSup, FS Staff FSS, FS Staff FSS, FS Staff FSS, FS Staff FSS, FS Staff	Aug-20 Jul-20 Jan-21 Jan-21 Sep-20	Oct-20 Nov-20 Mar-21 Mar-21 Nov-20	Not Started Not Started Not Started Not Started Not Started
Smoke Testing in Old Town Area FOG Inspections - Complete 10 Review Repair Priority List	FSSup FSSpec FSSpec	FSS, FS Staff FSSup, FS Staff FSSup, FS Staff	Aug-20 Jul-20 Nov-20	Nov-20 Jun-21 Dec-20	Not Started Not Started Not Started
Purchase Spare Chemical Metering Pump (AWT) Replace both Check & Effluent Valves (AWT) Replace Landscape Irrigation Supply Pumps (AWT)	FSS FSS FSS	FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff	Sep-20 Jul-20 Dec-20	Nov-20 Sep-20 Mar-20	Not Started Not Started Not Started
Administration Building and Facility Updates Replace Gate Operators Roof - Skylight Repairs	FSSpec FSSpec	FSSup, FS Staff FSSup, FS Staff	Jul-20 Jul-20	Aug-20 Aug-20	Not Started Not Started
By-Pass Pumping Drills Batiquitos Pump Station VP7 Pump Station	FSSup FSSup	FSS, FS Staff FSS, FS Staff	Oct-20 Nov-20	Dec-20 Dec-20	Not Started Not Started
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Feb-21	May-21	Not Started
SSMP Audit	FSS	FSSup, FSSpec	Aug-20	Nov-20	Not Started
Public Outreach Services Develop Relevant FaceBook Content LWD Teacher Grant Program Participate in CSDA Video Contest (CSDA revised dates of program) Write, Design, Print, & Mail 2020 Fall Newsletter Evaluate Public Outreach Services contract	ASsup ASsup ASsup ASsup ASM	GM, ASM, FSSup, FS Staff AS, RTP AS, RTP GM, ASM, EA, AS GM, ASsup, EA	Jul-20 Aug-20 Jun-20 Jul-20 Nov-20	Jun-21 Nov-20 Dec-20 Nov-20 Mar-21	Not Started Not Started In Progress Not Started Not Started
Awards Apply for CWEA Awards Apply for CSDA District of Transparency Apply for CSDA District of Distinction	FSS EA EA	TSM, ASM, FSSup EA EA	Oct-20 Feb-21 Feb-21	Nov-20 May-21 May-21	Not Started Not Started Not Started
Evaluate Janitorial Services Contract	ASsup	ASM, EA, AS	Jan-20	Apr-21	Not Started
Records Retention Review stored records destroy those past retention period	EA	AS	Aug-20	Oct-20	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.

Tactics		Leader	Team	Start Date	Completion Date	Status/Comments
Leucadia Pump Station Rehabilitation	Construction	TSM	GM, FSS, DE	Mar-20	Jun-21	In Progress
Orchard Wood Road Pipeline Replacement	Complete Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Mar-19 Sep-20 Dec-20	Sep-20 Nov-20 Mar-21	In Progress Not Started Not Started
Encintas Estates Pump Station Replacement	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	May-19 Jul-20 Nov-20	Jul-20 Oct-20 Oct-21	In Progress Not Started Not Started
FY 2020 Gravity Pipeline Rehab / Quebrada Realignment	Bid Project Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	Jun-20 Sep-20	Aug-20 Mar-21	In Progress Not Started
Diana Pump Station Upgrade	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Feb-20 Nov-20 Mar-21	Nov-20 Feb-21 Aug-21	In Progress Not Started Not Started
Hazard Mitigation Plan Update	Plan Update Board Approval	TSM TSM	GM, FSS, DE GM, FSS, DE	Nov-20 Mar-21	Feb-21 Mar-21	Not Started Not Started
FY2021 Gravity Pipeline Rehabilitation	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-20 Oct-20 Jan-21	Oct-20 Dec-21 Apr-21	Not Started Not Started Not Started
FY2021 L1/L2 Force Main Anode Replacement	Project Design Award Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Sep-20 Oct-20 Nov-20	Sep-20 Oct-20 Dec-20	Not Started Not Started Not Started
Village Park No. 5 PS New Chopper Pumps	Develop Specification & Pump Selection Purchase Approval Order Pump & Select Contractor Install Pump	FSS FSS FSS FSS	GM, TSM, DE GM, TSM, DE GM, TSM, DE GM, TSM, DE	Jul-20 Sep-20 Sep-20 Jan-21	Aug-20 Sep-20 Dec-20 Jan-21	Not Started Not Started Not Started Not Started
Batiquitos PS Emergency Basin Upgrade	Project Design Negotiate Contract Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-20 Dec-20 Mar-21	Nov-20 Feb-21 Jun-21	Not Started Not Started Not Started
Batiquitos PS Rehabilitation	Project Design	TSM	GM, FSS, DE	Mar-21	Jun-21	Not Started
Refurbish Network Server	Purchase, Program and Install	TSM		Aug-20	Sep-20	Not Started
Upgrade District's Website Platform		ASsup	GM, ASM, EA, AS, TSM, FS, FSSupt, FSSpec	Jan-21	May-21	Not Started

MEMORANDUM

DATE: July 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award of Purchase Contract – Ozone Odor Control Units (2)

RECOMMENDATION:

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

1. Authorize the General Manager to execute a sole source purchase Agreement with Vapex Environmental Technologies to purchase two (2) replacement Vapex odor control units for Batiquitos and Leucadia Pump Stations in an amount not to exceed \$192,000.
2. Discuss and take other action as appropriate.

DISCUSSION:**Tactical Goal: Services / Replace Vapex Odor Control Machine**

This item was reviewed at the July 1st EC meeting and the EC concurred with staff to present this item for the Board's consideration.

In July 2004 and in July 2013, the District purchased and installed two ozone odor control units for the Batiquitos and Leucadia Pump Stations. These proprietary odor control units are marketed under the brand name "Vapex". The units generate ozone and deliver it as a fine spray or fog into the wet well space. The ozone acts as an oxidizing agent that reacts with and destroys odor causing compounds in the wet well.

The existing Vapex units are seven years old and obsolete. Replacement parts are no longer available. The Vapex units are extremely effective at minimizing local odors at Batiquitos and Leucadia Pump Stations. Vapex is a critical component in the District's arsenal of odor control measures including adding Bioxide at Leucadia Pump Station and carbon scrubbers at both Batiquitos and Leucadia Pump Stations. The Vapex units are an integral part of the District's Air Pollution Control District (APCD) permit for odor control at both pump stations.

In the past, Staff has considered various chemical treatments for odor control at Batiquitos Pump Station. However, due to the high risks of personnel exposure, the storage of hazardous chemicals in an environmentally sensitive area and high chemical costs staff believes it is prudent to continue using Vapex. Additionally, changing to a new form of odor control would require modifying the APCD permit for Batiquitos Pump Station.

Due to its proprietary nature, the purchase of the Vapex units is a sole source procurement. The District's Procurement Policy allows sole source purchases if the item or service is of such a unique, proprietary or technical nature that it is only manufactured or provided by a single vendor. Included in the purchase price is equipment startup, training, a 36-month warranty and freight. Therefore, staff and the EC request approval for the purchase of two (2) replacement Vapex odor control units from Vapex Environmental Technologies in an amount not to exceed \$192,000.

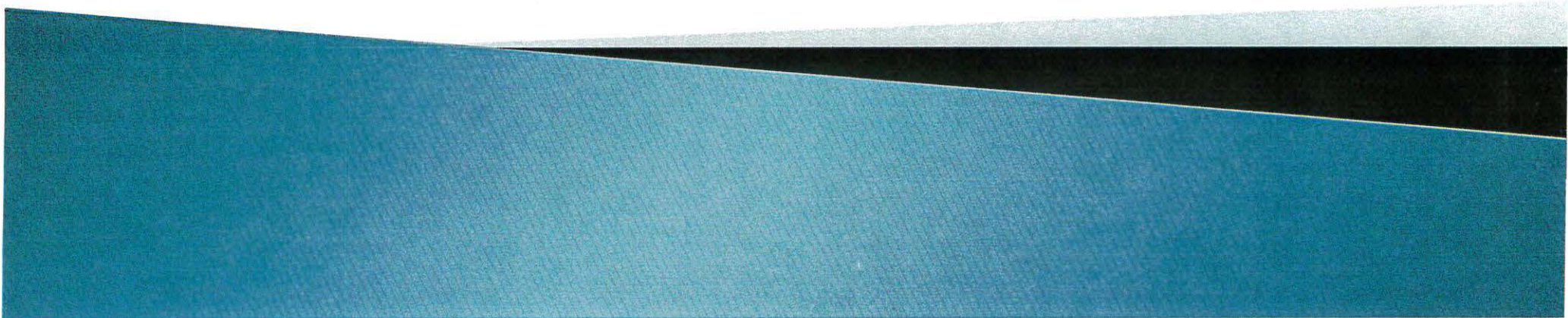
FISCAL IMPACT:

Adequate Funds for the purchase of the two Vapex units are included in the Fiscal Year 2021 Capital Acquisition Budget.

jms:PJB

Replace Vapex Units at Batiquitos & Leucadia Pump Stations

Leucadia Wastewater District



Recommendation

- ▶ Authorize the General Manager to purchase two (2) replacement Vapex odor control units for Batiquitos and Leucadia Pump Stations from Vapex Environmental Technologies in an amount not to exceed \$192,000



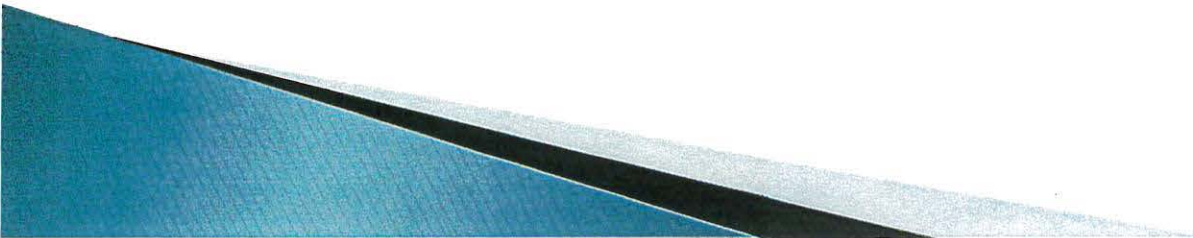
Discussion

- ▶ Vapex units were installed at Batiquitos and Leucadia pump stations in 2004 to help minimize odors
- ▶ The addition of carbon scrubbers were incorporated during pump stations up-grades
- ▶ All 2004 units were replaced in 2013



Discussion Cont.

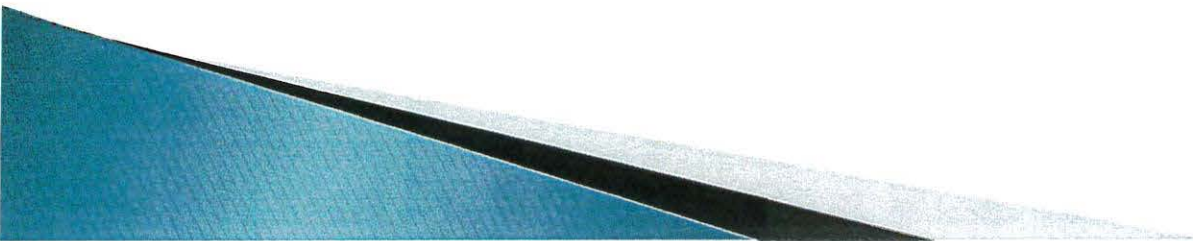
- ▶ The combinations of Bioxide, Vapex and Carbon Scrubbers work well together helping to minimize odors at both stations
- ▶ Vapex units are a part of districts odor control permit
- ▶ 2013 Vapex units have reached their useful life, replacement parts are no longer available



Discussion Cont.

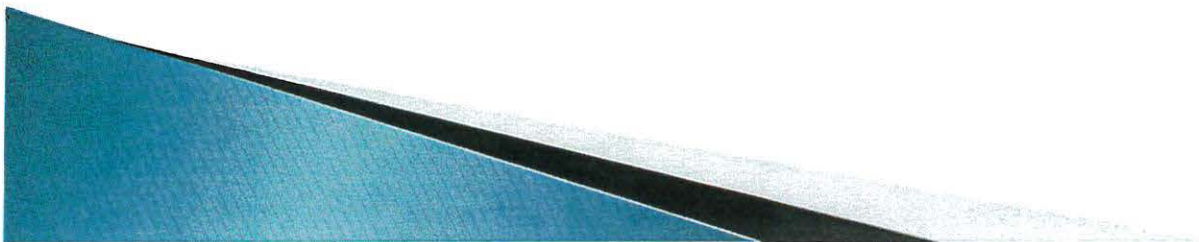
- ▶ The purchase of the Vapex units is a sole source procurement.
 - Item or service is of such a unique, proprietary or technical nature that it is only manufactured or provided by a single vendor

- ▶ Therefore, staff requests the Engineering Committee recommend to the Board to approve the purchase of two (2) replacement Vapex odor control units not to exceed \$192,000.

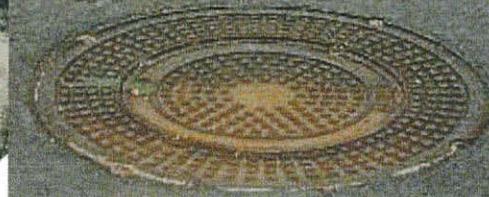


Fiscal Impact

- ▶ Adequate Funds for the purchase of the two Vapex units are included in the FY 2021 Capital Acquisition Budget.



Questions?



MEMORANDUM

DATE: July 2, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Dexter Wilson Engineering Incorporated Contract Extension for District Engineer Services**

RECOMMENDATION:

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

1. Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000.
2. Discuss and provide direction as appropriate.

DISCUSSION:

This item was reviewed at the July 1st EC meeting and the EC concurred with staff to present this item for the Board's consideration.

In July 2017, the District entered into a Professional Services Agreement with Dexter Wilson Engineering, Inc (DWEI) for District Engineer services. The initial contract period was for 3 years with an option to extend the Agreement for 2 additional years. These terms were selected for efficiency and to allow for continuity of service beyond the initial term should it be warranted by DWEI's performance.

The initial three-year period of the DWEI agreement expires in July. Based on DWEI's performance and commitment to the District, staff is recommending that the option for a two-year contract extension be executed. The proposed Amendment No. 1 is attached for your review.

Overall, DWEI has performed exceptionally well and they are recognized as a valuable asset to our District's team.

Therefore, staff and the EC recommend that the Board of Directors authorize the General Manager to execute a two-year extension to the DWEI Professional Services Agreement for engineering consulting services.

FISCAL IMPACT:

There are sufficient funds in the Fiscal Year 2021 Budget to cover the first year of the agreement. Staff plans to include funding in the Fiscal Year 2022 Budget to cover the second year's expenses.

rym:PJB

Attachment

**AMENDMENT NO. 1
TO THE AGREEMENT BETWEEN
THE LEUCADIA WASTEWATER DISTRICT
AND
DEXTER WILSON ENGINEERING, INCORPORATED
FOR ENGINEERING CONSULTING SERVICES**

This Amendment No. 1 to the AGREEMENT is made and entered into this 9th day of July, 2020 by and between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and DEXTER WILSON ENGINEERING INCORPORATED, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into a three (3) year AGREEMENT for **Engineering Consulting Services** on July 1, 2017; and

WHEREAS, said AGREEMENT includes an option to renew or extend the AGREEMENT for two (2) additional years; and

WHEREAS, DISTRICT has determined it would be most efficient to amend the AGREEMENT to extend the period of services from July 1, 2020 to June 30, 2022 or a period of two (2) years.

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

ARTICLE 1. TERM OF CONTRACT

Article 1: TERM OF CONTRACT, Section 1.01 shall be amended to read as follows:

1.01 The term of this AGREEMENT shall be extended for a two (2) year period commencing on July 1, 2020 and ending on June 30, 2022, or until terminated as provided under Article 7.

ARTICLE 4: COMPENSATION

4.01 Compensation for all work performed under Amendment No. 1 shall be calculated on a time and materials basis. Compensation for the services performed during this extension period shall not exceed Two Hundred Forty Thousand dollars (\$240,000). This amount shall be added to the initial AGREEMENT amount to bring the total not to exceed amount for the AGREEMENT to \$585,000. This amount shall not be exceeded unless there is a change in scope of work, in writing and agreed to by both parties.

EXHIBIT A SCOPE OF WORK

As allowed in the AGREEMENT, the adjustments to the DEWI Rate Schedule effective January 1, 2020 per the attached Exhibit B have been reviewed and have mutually been agreed to for the two-year extension.

All other terms and conditions of the AGREEMENT shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto caused this AGREEMENT to be executed the day and year first above written.

DEXTER WILSON ENGINEERING, INC.

LEUCADIA WASTEWATER DISTRICT

By: _____
Dexter Wilson
President/Secretary

By: _____
Paul J. Bushee
General Manager

EXHIBIT B

DEXTER WILSON ENGINEERING, INC.

**Rate Schedule
Effective January 1, 2020**

CLASSIFICATION	HOURLY RATE
Office Personnel:	
Planning/Design	
Principal Engineer (RCE)	\$214.00
Managing Engineer (RCE)	\$205.00
Project Engineer (RCE)	\$186.00
Senior Engineer (RCE)	\$162.00
Design Engineer (RCE)	\$124.00
Associate Engineer II	\$114.00
Associate Engineer I	\$105.00
Engineering Aide II	\$105.00
Engineering Aide I	\$ 91.00
Drafting/Design	
Senior Designer	\$114.00
Senior Drafter	\$105.00
Drafter II	\$ 86.00
Drafter I	\$ 76.00
Clerical	\$ 62.00

DEXTER WILSON ENGINEERING, INC. CONTRACT EXTENSION

(July 2020)

Recommendation

Authorize the General Manager to execute a two year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services.

Discussion

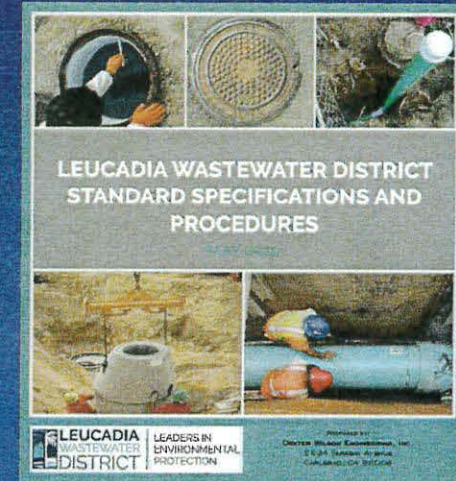


- July 2017 executed contract for District Engineer services
- Initial period for 3 years
- Option to extend for 2 additional years – based on performance
- Terms for efficiency and continuity of service

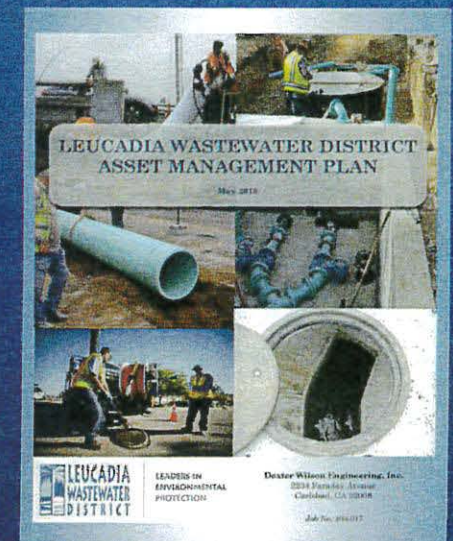
Discussion (cont.)

Scope of Services

- District Engineer:
 - ✓ Engineering guidance to staff
 - ✓ Standard specifications



- Capital Improvement Program support:
 - ✓ Technical review of projects
 - ✓ Planning – Asset Management Plan



Discussion (cont.)

- Development support:
 - ✓ Plan checking
 - ✓ Construction inspection
 - ✓ Annexations



- DWEL has performed exceptionally well and in a highly professional manner

Recommendation

Authorize the General Manager to execute a two year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services.

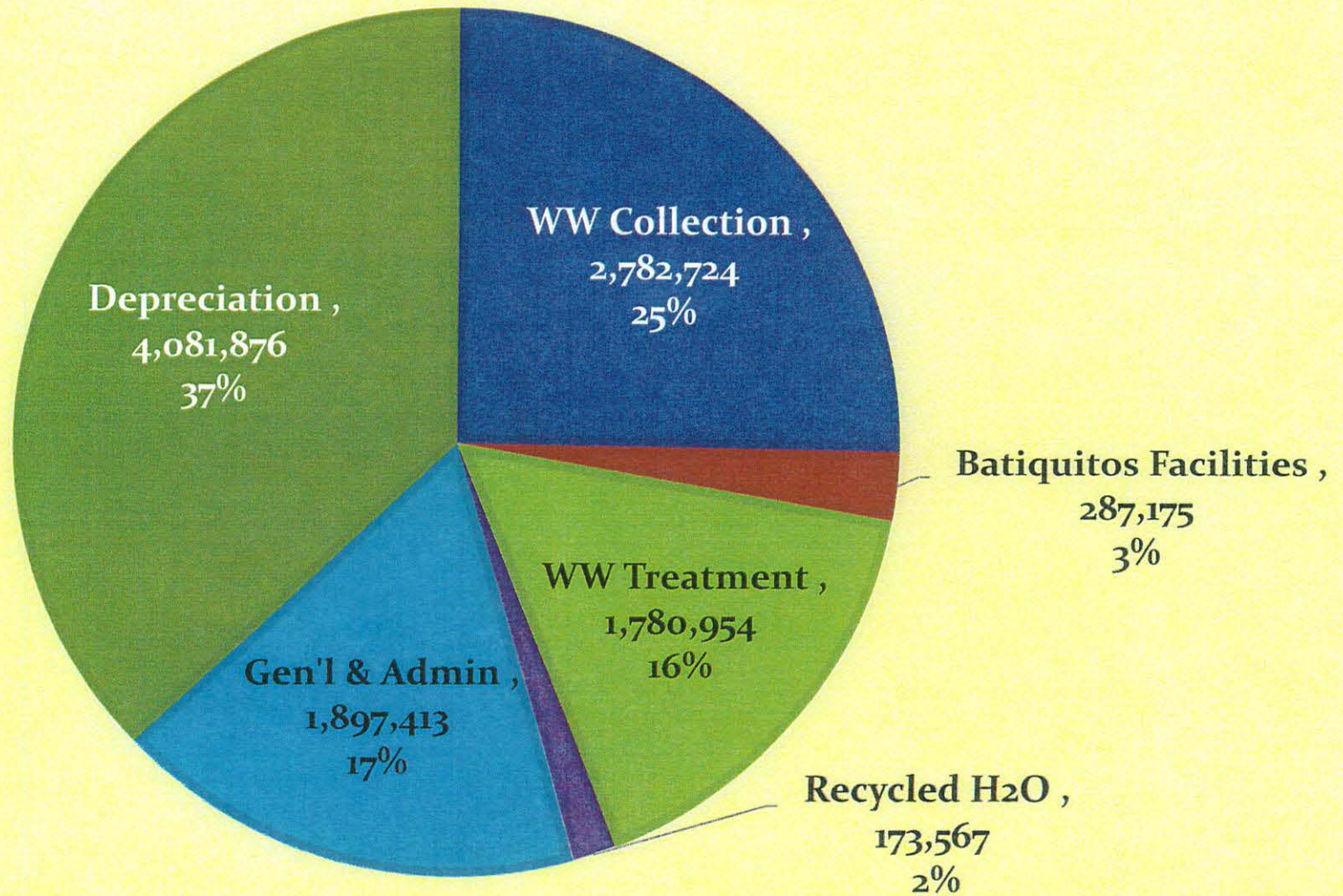
Questions / Comments

LWD Operating Expense Breakdown By Program

July 8, 2020

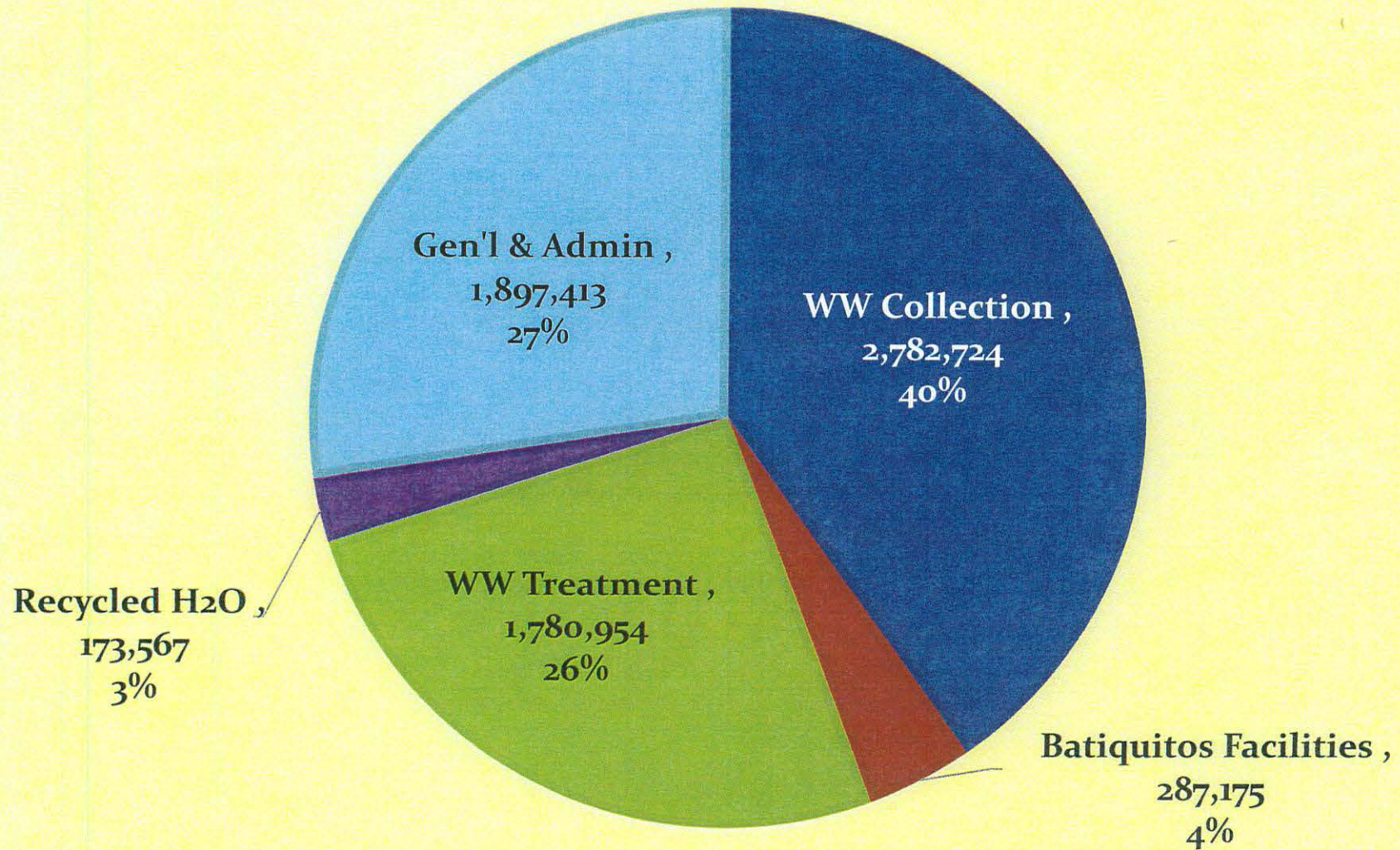
FY 2019 EXPENSES

(ACTUAL = \$11M)



FY 2019 EXPENSES

(ACTUAL EXCLUDING DEPRECIATION \$6.9M)



Questions?



June 26, 2020

TO: Member Agencies Bill
FROM: Long, President
SUBJECT: **ANNUAL BUSINESS MEETING—AUGUST 13, 2020 & ACTION ON BOARD ELECTION AND DUES BY ELECTRONIC BALLOT**

This year, in order to prioritize the health and safety of our attendees, speakers, and staff, and to ensure that our clean water community avoids the risk of exposure to SARS-CoV-2, CASA has converted its traditional in-person Annual Conference to a virtual event. Our annual business meeting has traditionally been part of our in-person meeting each year, where the membership elects new directors to the CASA Board and approves the annual member dues resolution.

Due to this shift to a virtual format, the CASA Board has decided to have the members vote on these actions exclusively by written (electronic) ballot, separate and apart from the business meeting. CASA will hold its official "annual meeting" virtually on August 13, 2020 as part of the luncheon program during the Virtual Annual Conference. At the meeting we will report the results of the electronic balloting.

Included with this memorandum are several documents that are essential to conducting important association business, including a designation of agency representative form and an official ballot form for the proposed dues as well as the election of the Board of Directors nominees. Below is a short summary of those matters before you for approval.

Election of Directors for FY 2020-21

Utilizing a written (electronic) ballot, the membership will be asked to approve a slate of four nominees for the open seats on the Board of Directors. The Directors will serve three year terms. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are:

- Roger Bailey, Central Contra Costa San. District (Manager – North)
- Jasmin Hall, Inland Empire Utilities Agency (Director – South)
- David Cardenas, Selma-Kings-Fowler Sanitation District (Director – North)
- Craig Murray, Carpinteria Sanitary District (Manager – South)

Brief biographies of the nominees are attached. The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President. If elected, the four Directors will join eight incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Chris Davenport of Covello Group, to a one-year term. The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms.

As noted above, the election will take place by electronic ballot. Agency representatives may cast their votes up until 5:00 p.m. on Friday, July 31, 2020.

Approval of the Dues Resolution

Utilizing a written (electronic) ballot, the membership will be asked to approve the annual dues resolution. This year, the resolution reflects changes to the dues structure and tiers. These structural changes to the agency member dues tiers structure were approved by the Board

of Directors earlier this year. More information and a frequently asked questions document regarding these changes is available [here](#). This information was also distributed to all members through the CASA Connects newsletter and direct outreach in May of this year. A copy of the official dues resolution is included in the official ballot that accompanies this memorandum.

In brief, the new proposed structure is designed to serve the membership in a more strategic and thoughtful way. In an effort to soften the financial transition for agencies with smaller operating budgets moving between lower tiers, and to attract and retain members in these tier ranges, CASA developed this new structure which expands the number and levels of dues tiers. These structural changes are designed to be revenue neutral for CASA as an organization and establish a new baseline for the future.

If the proposed changes are adopted by the membership, the 2021 invoices sent out in late 2020 will reflect the new dues tiers. There are no proposed changes to the Associates dues for 2021. In addition, typically CASA makes its annual budget available to annual meeting attendees in hard copy format. This year, members may request a copy of the FY 2021 Budget, approved by the Board on June 9, 2020, and the year-end FY 2020 Treasurer's Report by emailing Cheryl MacKelvie at cmackelvie@casaweb.org.

President's Report

This year has seen big changes and "firsts" for CASA. Within months of selecting Adam Link to follow Bobbi Larson as our Executive Director, our entire staff was challenged to respond to the COVID-19 pandemic and also keep on top of all their ongoing responsibilities – while working from home! I am extremely pleased with how seamlessly and effectively everyone has been able to communicate and collaborate with each other and CASA's key stakeholders and members. We are indeed fortunate to have such a talented and flexible staff during these difficult times. Bobbi Larson deserves great thanks for her years building the organization and planning a smooth transition.

The pandemic has created new challenges for our industry, and at every turn CASA has quickly responded with timely information, including the development of a dedicated webpage with links to reliable resources on a variety of COVID-19 issues. I look forward to staff continuing this level of attention and responsiveness during these difficult times.

Another "first" will be our virtual conference in August. CASA staff has shown imagination and creativity in designing an interesting and informative program. Every effort is being made to encourage active communications and exchanges between attendees as face-to-face at past conferences. I look forward to the experience and believe it will be rewarding.

CASA also continued its major nonflushable wipes campaign, involving both legislation and related communications and awareness efforts. We also continue to address a variety of important issues at state regulatory agencies, including new policies at the State Water Board, Ocean Protection Council, and CalRecycle among others. We continue to make significant progress on our federal priorities, including enhanced federal funding for clean water projects and extension of NPDES permit terms.

It has been my pleasure to serve as your President during these unique times, and I have confidence that the organization will continue its commitment to providing valuable resources and essential advocacy on behalf of the clean water community. I look forward to "seeing" you all at CASA's first ever virtual conference event in August, and hopefully rejoining you all again in person in 2021.

Nominees for the CASA Board of Directors FY 2020-2021

Roger Bailey, Central Contra Costa Sanitary District



Roger became the General Manager at the Central Contra Costa Sanitary District on August 19, 2013. CentralSan is a progressive sanitary district providing wastewater collection and treatment services to approximately 471,000 people in the central Contra Costa area.

Before his employment at CentralSan, Roger served as the head of the City of San Diego Public Utilities Department. Prior to joining the City of San Diego, he served as Deputy City Manager and Utilities Director for the City of Glendale, Arizona; Utilities Director for the City of Royal Palm Beach, Florida; Assistant Utilities Director for the City of Valdosta, Georgia; and Senior Engineer with the City of Tallahassee Water Utilities Department. Under his leadership, San Diego and Glendale's Utilities Department has won platinum awards for Utility Excellence from the Association of Metropolitan Water Agencies. Since coming to CentralSan, the facility has won the NACWA Platinum Award for three consecutive years.

Roger is a registered professional engineer in Arizona and Florida. His education includes M.S. and B.S. degrees in Civil Engineering from Florida A&M University. He also holds a B.S. degree in Physics and Mathematics from the University of Winnipeg, Canada.

David T. Cárdenas, Selma-Kingsburg-Fowler County Sanitation District



David T. Cardenas is the Mayor of the City of Fowler, California, serving in the Mayor's role for the past 13 years, and as a member of the Fowler City Council for the past 21 years. For the past 9 years he has served as Vice-Chairman of the Fresno County Council of Governments Policy Board, is a boardmember for the FCTA, the Consolidated Mosquito Abatement District, Fresno County Rural Transit Agency and is the Chairman of the S. K. F. Sanitation District Board. Throughout the years, Mr. Cardenas has served on several committees and boards for various public agencies and organizations, including the South San Joaquin Valley Division of the League of California Cities, and the Five Cities Economic Development Authority. For decades, he has volunteered in civic activities for the betterment of his community, including the Fowler Lions Club and Fowler Knights of Columbus, of which he is a founding member.

Jasmin Hall, Inland Empire Utilities Agency



Jasmin Hall serves as Secretary Treasurer of the Inland Empire Utilities Agency Board of Directors where she represents Division 4, the City of Fontana and portions of the Cities of Rialto and Bloomington. Ms. Hall was appointed to the Board of Directors in October 2013 and elected in November 2014. Ms. Hall serves as Chair on the Agency's Finance & Administration Committee, and as an alternate Committee member on the Community & Legislative Affairs Committee and the Audit Committee. Ms. Hall is the Secretary/Treasurer on the Santa Ana Watershed Project Authority (SAWPA) Commission and serves on the Orange County

Sanitation District/SAWPA Joint Policy Committee. Ms. Hall is also the Agency's representative to California Association of Sanitation Agencies (CASA), Chino Desalter Authority, and Association of California Water Agencies. Ms. Hall serves as the Vice Chair for both the Inland Empire Regional Composting Authority and the CASA Utility Leadership Committee. She also serves as President on the Chino Basin Regional Financing Authority. She has over thirteen years of experience working on Inland Empire utility issues. Ms. Hall has extensive experience in community leadership by serving as the Fontana Planning Commission Secretary and serving as Chairwoman for the Fontana Parks and Recreation Commission.

Ms. Hall holds an M.B.A. degree with a specialization in Human Resource Management from National University, San Diego, a B.S. degree in Business Management from University of Phoenix, San Diego, and a Project Management Certification from University of Irvine.

Craig Murray, Carpinteria Sanitary District



Craig is General Manager of the Carpinteria Sanitary District, where he has been since 2004. He is a registered Civil Engineer in California and active in numerous professional organizations. Prior to his appointment as the District General Manager he worked as a consulting engineer serving municipal water and wastewater clients. Craig was a member of the CASA Utility Leadership Committee until 2017, is part of SCAP and CSRMA leadership, and is very active in CASA and a regular conference attendee.

Craig holds a bachelor's degree from UC Santa Barbara and a master's degree in Civil and Environmental Engineering from Cal Poly San Luis Obispo.



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.casaweb.org

DATE: June 26, 2020
TO: Member Agencies
FROM: Adam Link, Executive Director
SUBJECT: Designation of Agency Representative and Consent to Electronic Transmission

Dear Members:

We are requesting your assistance with a couple of administrative matters. CASA's bylaws require that each member agency designate an official voting representative and two alternates who are authorized to exercise the agency's voting rights. We are updating our records in advance of our annual election and ask that you complete a designation form.

Secondly, as a nonprofit mutual benefit corporation, CASA must obtain our members' consent to transmit official communications electronically rather than regular mail. By signing and returning the enclosed authorization, you agree that CASA may send these communications such as ballots and other official business matters to you via email.

We request that you return both original documents by Friday, July 31, 2020 to cmackelvie@casaweb.org.

If you have any questions, please feel free to contact me at (916) 446-0388 or alink@casaweb.org. Thank you for your assistance.

2020 DESIGNATION OF AGENCY REPRESENTATIVES

The bylaws of the California Association of Sanitation Agencies (CASA) provide that each voting member of the Association shall designate in writing the individual who shall exercise the voting rights and other privileges on behalf of the member agency, and two alternates to that individual as well. (Article II, Section 1.)

Please designate your agency's representative and two alternates and return this form to Cheryl MacKelvie at cmackelvie@casaweb.org. You may revise or update this designation at a future date.

Insert name of Agency

Insert name of Agency Representative

Telephone number

Email address

Insert name of Alternate #1

Telephone number

Email address

Insert name of Alternate #2

Telephone number

Email address

Submitted by:

Date:

E-Signature

Print name



OFFICIAL BALLOT

The voting members of the California Association of Sanitation Agencies (CASA) are requested to cast their votes on the following important actions:

Board of Directors FY 20-2021

The Nominating Committee and the Board of Directors recommend election of the following slate of Directors to the four available Board seats:

Roger Bailey, Central Contra Costa San. District (Manager – North)
Jasmin Hall, Inland Empire Utilities Agency (Director – South)
David Cardenas, S-K-F County Sanitation District (Director – North)
Craig Murray, Carpinteria Sanitary District (Manager – South)

Please check one:

- ☐ Approve the slate of Directors
☐ Do not approve the slate of Directors

Dues Resolution Calendar Year 2021 (See below Proposed Resolution No. 20-210)

Please check one:

- ☐ Approve the Dues Resolution
☐ Do not approve the Dues Resolution

Please mark this Official Ballot for approval or disapproval and then insert the voting agency name and your name and sign your name and date below where indicated.

In order to be counted, this original completed, signed and dated Official Ballot **must be returned to CASA by 5:00 p.m. on Friday, July 31, 2020.** Materially incomplete or illegible ballots will not be counted.

Date: _____

Insert name of CASA Member Agency

E-Signature of CASA Member Agency representative

Insert name of representative

Electronic Submission is preferred. Please send ballot to Cheryl MacKelvie at cmackelvie@casaweb.org.

PROPOSED RESOLUTION NO. 20-210

California Association of Sanitation Agencies

**CASA Annual Membership Dues**

Annual membership dues shall be determined as follows:

- 1. Active Member.** Dues are based on the member agency's annual operations and maintenance budget. The dues schedule for calendar year 2021 shall be:

Agency Operations & Maintenance Budget 2021 Dues

1.	Up to \$500,000	\$900
2.	Between \$500,001 - \$1,000,000	\$1,700
3.	Between \$1,000,001 - \$1,500,000	\$2,500
4.	Between \$1,500,001 - \$2,000,000	\$3,250
5.	Between \$2,000,001 - 2,500,000	\$4,000
6.	Between \$2,500,001 - 3,000,000	\$5,000
7.	Between \$3,000,001 - 3,500,000	\$6,000
8.	Between \$3,500,001 - \$4,000,000	\$7,000
9.	Between \$4,000,001 - 4,500,000	\$8,000
10.	between \$4,500,001 - \$5,000,000	\$9,000
11.	Between \$5,000,001 - \$10,000,000	\$13,600
12.	Between \$10,000,001 - \$20,000,000	\$17,100
13.	\$20,000,001 - \$100,000,000	\$20,500
14.	Over \$100,000,000	\$28,100

- 2. Associate Member.** Dues for associate members shall be:

Associate Number of Employees**2021 Dues**

1.	Employer with 1-5 employees	\$460
2.	Employer with 6-15 employees	\$930
3.	Employer with 16-29 employees	\$ 1,388
4.	Employer with 30-74 employees	\$ 1,850
5.	Employer with 75-120 employees	\$ 2,323
6.	Employer with over 121 employees	\$ 2,785

- 3. Honorary Member.** There shall be no dues for honorary members.

Adopted by the California Association of Sanitation Agencies by electronic ballot and announced at the annual conference held virtually on August 13, 2020.

ATTEST:

Jasmin Hall
Secretary - Treasurer

From: CASA <cmackelvie@casaweb.org>
Sent: Monday, June 22, 2020 10:01 AM
To: Tianne Baity
Subject: CASA 2020 Annual Conference Update



CASA Virtual Annual Conference 2020 - Registration Open!

This year's Annual Conference will be a fully virtual event held on August 12 - 13, offering attendees the same excellent speakers and panel presentations they would expect from an in-person CASA conference, along with the ability to connect with your peers, all while participating from the comfort of your home or office.

Registration for CASA's Annual Conference is now open!

CASA staff have been hard at work conceptualizing and transforming our in-person conference to an even larger virtual one. Using the interactive online functionality you have all come to know and love these last few months, we are excited to provide a variety of live, prerecorded, and interactive features. Program content includes:

- Roundtable Sessions
- COVID-19 Focused Panels
- Keynote Speaker Presentations
- Committee Meetings
- Innovative Project Presentations
- Virtual Facility Tours

For more details on topics and content, check out the [preliminary program](#).

The decision to cancel our in-person conference was a difficult one, but our move to a virtual event is meant to prioritize the health and safety of our attendees, speakers, and staff, and to ensure that our clean water community avoids the risk of exposure to SARS-CoV-2.

"While the landscape of the Annual Conference may have changed, we remain committed to providing an exceptional event of the high caliber our members have come to expect," says CASA Executive Director Adam Link. "Though we truly wish we were seeing all of you in August, a virtual event presents many new opportunities to provide the same level of engagement, learning opportunities, and connection in a way that keeps everyone safe."

Learn more at <https://casaweb.org/calendar/>.

**Curious how we came to the decision to transition to a virtual conference?
Check out CASA's thought process in this [video](#)!
We hope to see you in August!!**





Meeting the Moment

2020 Annual Conference | Aug. 12-13 | Virtual Event

CASAwab.org

 CASACleanWater

 @CASA_CleanWater

Preliminary Program – 6/17/20

Subject to Change

Wednesday, August 12

8:00 a.m. – 9:00 a.m.	CSRMA Training (Separate Registration Required)
9:00 a.m. – 9:15 a.m.	Welcome from CASA President Bill Long
9:15 a.m. – 10:15 a.m.	Larry Adam, Raymond James (Confirmed) National Economic Forecast in the Wake of COVID-19
10:15 a.m. – 10:30 a.m.	BREAK
10:30 a.m. – 11:45 a.m.	COVID-19 Panel [Perspectives on Workforce Transitions, Latest from the CDC, and Updates on Wastewater Based Epidemiology (WBE) Efforts] <ul style="list-style-type: none">▪ Eileen White, East Bay MUD (Confirmed)▪ Mark Starr, DPH (Invited)▪ Amy Kirby / Mia Mattioli, CDC (Confirmed)
11:45 a.m. – 12:15 p.m.	BREAK
12:15 p.m. – 1:15 p.m.	Lunchtime Water Trivia Event hosted by Pour House
1:15 p.m. – 1:30 p.m.	BREAK
1:30 p.m. – 2:30 p.m.	Roundtables (See Topic List Below, Sign-Up in Advance)
2:30 p.m. – 3:45 p.m.	Federal Legislative Committee Meeting (via Zoom)
3:45 p.m. – 4:00 p.m.	BREAK
4:00 p.m. – 5:00 p.m.	Communications Committee Meeting (via Zoom)

Thursday, August 13

8:00 a.m. – 9:00 a.m.	CSRMA Board of Directors Meeting
8:00 a.m. – 9:00 a.m.	Virtual Women's Networking Breakfast / Coffee
9:00 a.m. – 9:15 a.m.	Welcome from CASA Vice President Jason Dow
9:15 a.m. – 10:00 a.m.	Cassandra Pye, American Leadership Forum (Confirmed)

Leading Consciously – An Implicit Bias Primer

10:00 a.m. – 10:45 a.m.	Bruce Mehlman: Mehlman Castagnetti Rosen & Thomas (Confirmed) Long Term Impacts of COVID-19
10:45 a.m. – 11:00 a.m.	BREAK
11:00 a.m. – 11:30 a.m.	Assemblymember Richard Bloom and Jessica Gauger (Confirmed) Interview on Wipes Issues and Legislator of the Year Award
11:30 a.m. – 12:15 p.m.	Jason Carter, Arcadis (Confirmed) Closing the Innovation Gap
12:15 p.m. – 12:30 p.m.	BREAK
12:30 p.m. – 1:15 p.m.	Virtual Luncheon Program: CASA Education Foundation Scholarship Recipient Videos State Legislative Update (Jessica Gauger) Federal Legislative Update (Eric Sapirstein) Passing of the Gavel Annual Member Meeting: Election and Dues Changes Results
1:30 p.m. – 2:45 p.m.	Andrew Damron / Mark Panny, Napa Sanitation District (Confirmed) Strategic Considerations in Cost of Service and Planning Western Municipal Water District (Invited) Stakeholder Engagement and Communication on Rate Changes
2:45 p.m. – 3:00 p.m.	BREAK
3:00 p.m. – 4:00 p.m.	State Legislative Committee (via Zoom)
4:00 p.m. – 5:00 p.m.	Bay Area Biosolids Coalition Meeting

Roundtable Topics (More to Be Added)

- Communications: Developing Your Own Virtual Tours
- Communications: Customer Outreach Post-COVID 19
- COVID-19: The Future of Telework for Wastewater Agencies
- COVID-19: Wastewater Based Epidemiology Efforts
- COVID-19: Financial Impacts of the Pandemic and Agency Responses
- Regulatory: Microplastics - State Water Board Actions & Future Studies
- Regulatory: PFAS – SWRCB Investigatory Order, GSI Study, and other State and Federal Actions
- Regulatory: Ocean Acidification - Models and Next Steps
- Regulatory: State Water Board Revised Toxicity Provisions
- Regulatory: SB 1383 Implementation

Additional Recorded Content and Presentations (Available During Conference)

- “Meeting the Moment” Member Video
- Project Track Presentations (Multiple)
 - These 15 minute “quick hits” cover a number of innovative projects taking place at CASA member agencies on topics as diverse as renewable energy, biosolids management, and innovate approaches to treatment. Each presentation will contain follow up information for attendees who are interested in further details and specifics about these projects.
- Virtual Facility Tours (Multiple)

All presentations and prerecorded content will be available after the conference dates.

Directors' Meetings

Presented by Directors Juliussen, Omsted, Hanson, Sullivan

Conference

WaterReuse CA Annual Conference

Dates and Location

June 24-25, 2020

Virtual Conference

List of Attendees

President Juliussen

Vice President Omsted

Director Hanson

Director Sullivan

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