



**BOARD OF DIRECTORS**

**REGULAR MEETING**

**And**

**PUBLIC HEARING ON A PROPOSAL TO CONSIDER INCREASING THE AMOUNT THAT  
MAY BE PAID TO DIRECTORS AND OFFICERS OF THE DISTRICT FOR SERVICE TO THE  
DISTRICT**

**And**

**PUBLIC HEARING ON A PROPOSAL TO CONSIDER THE FISCAL YEAR 2020  
COLLECTION OF WASTEWATER SERVICE CHARGES  
ON THE COUNTY TAX ROLL**

**DATE:** Wednesday, June 12, 2019  
**TIME:** 5:00 p.m.  
**PLACE:** Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

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

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

## **CONSENT CALENDAR**

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

7. **Approval of Board and Committee Minutes**  
Minutes of the following meetings:

May 7, 2019 Special Board Meeting (Pages 6-8)  
May 8, 2019 Regular Board Meeting (Pages 9-14)  
May 23, 2019 Community Affairs Committee (Pages 15-16)  
June 5, 2019 Engineering Committee Meeting (Pages 17-19)  
June 5, 2019 Investment and Finance Committee Meeting (Pages 20-21)

8. **Approval of Demands for May/June 2019**

This item provides for the Board of Directors approval of all demands paid from LWD during the month of May and a portion in June 2019. (Pages 22-41)

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 FY18 to FY19, flows by sub-basin, and staff training. (Pages 42-48)

10. **Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY19 budget and discloses monthly investments. (Pages 49-55)

11. **Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of May 2019. (Pages 56-57)

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

Adopt Resolution No. 2311 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2020 (July 1, 2019 to June 30, 2020) Pursuant to Article XIII (B) of the California Constitution. (Pages 58-62)

## **EWA REPORTS**

13. **Encina Wastewater Authority Reports**

A. A regular EWA Board Meeting was held on May 22, 2019 – report by Director Juliussen. (Page 63)

B. An Encina Member Agencies Manager's Meeting was held on June 11, 2019 – report by GM Bushee. (Verbal)

## COMMITTEE REPORTS

### 14. Committee Reports

- A. Community Affairs Committee Meeting was held on May 23, 2019 – report by Director Sullivan. (Page 64)
- B. Engineering Committee Meeting was held on June 5, 2019 – report by Vice President Julussen. (Page 65)
- C. Investment and Finance Committee Meeting was held on June 5, 2019 – report by Director Hanson. (Page 66)

## OLD BUSINESS

- 15. Adopt the Fiscal Year 2020 (FY20) Budget. (Page 67, Enclosure 15)

## PUBLIC HEARING

- 16. A proposal to adopt an ordinance increasing the amount that may be paid to directors and officers of the District for service to the District. (Page 68)
- 17. A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2020 (FY20) on the San Diego County Tax Roll. (Page 69)

## ACTION ITEMS

### 18. Board of Directors Compensation Adjustment

Adopt Ordinance No.140 Increasing Compensation of Directors and Confirming meetings that Qualify for Director Compensation. (Pages 70-72)

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

Adopt Resolution No. 2312 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2019 – June 30, 2020. (Pages 73-75)

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

Adopt the 2019 update of the District's SSMP completed by Dexter Wilson Engineering, Inc. (Pages 76-78)

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

Authorize the General Manager to execute an agreement with Charles King Company for construction services to complete the Batiquitos (B3) Force Main Discharge Section Replacement Project in an amount not to exceed \$444,660. (Pages 79-84)

### 22. Ferrous Chloride

Authorize the General Manager to execute a two-year agreement with Evoqua Water Technologies LLC to furnish and deliver Ferrous Chloride in an amount not to exceed \$322,000. (Pages 85-88)

**23. Adding MultiBank Securities, Inc. (MBS) as an authorized financial broker-dealer.**  
Authorize the General Manger to execute an agreement with Multi-Bank Securities, Inc. (MBS) to add them as an additional authorized financial broker-dealer and provide fixed-income securities broker-dealer services. (Page 89)

**24. Unrepresented Employees Salary and Benefits Resolution**  
Adopt Resolution No. 2314 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2019 to June 30, 2020. (Pages 90-97)

## **INFORMATION ITEMS**

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

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

B. CSDA Board of Directors Candidate Statements for Seat B. (Pages 98-106)

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

A. The 2019 CSDA Legislative Days Conference was held May 21-22, 2019 at the Sacramento Convention Center in Sacramento, CA. (Page 107)

**27. General Manager's Report**

**28. General Counsel's Report**

**29. Board of Directors' Comments**

**30. Closed Session**

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

**31. 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: June 6, 2019



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Paul J. Bushee, Secretary/General Manager

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Special Board Meeting  
 Tuesday, May 7, 2019

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Tuesday, May 7, 2019 at 12:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

President Kulchin called the meeting to order at 12:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Kulchin, Juliussen, Omsted, Hanson, and Sullivan  
 DIRECTORS ABSENT: None  
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Superintendent Jeff Stecker, District Engineer Dexter Wilson, Field Services Supervisor Marvin Gonzalez, and Field Services Specialist Ian Riffel

**3. Pledge of Allegiance**

President Kulchin led the pledge of allegiance.

**4. Public Comment**

No public comment was received.

**5. Approval of Agenda**

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

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

GM Bushee stated President Kulchin requested that item No. 7 - Closed Session be moved to the front of the agenda. GM Bushee asked GC Brechtel if there would be an issue moving this item. GC Brechtel stated there is no issue with presenting item No. 7 - Closed Session before the overview of the Fiscal Year 2020 (FY20) Budget.

**7. Closed Session**

A. Meet with District representatives General Manager Bushee and Administrative Services Manager Duffey to discuss the FY20 Informal Input Process and provide direction regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6

General Counsel Brechtel stated that the Board will meet in closed session with District representatives General Manager Bushee and Administrative Services Manager Duffey to

discuss the FY20 informal input process regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6.

The Board of Directors met in closed session and provided direction to the District's representatives. There was no other reportable action.

## **6. Overview of Recommended Fiscal Year 2020 (FY20) Budget**

### **A. Review and discuss the recommended FY20 Budget.**

GM Bushee stated that staff is seeking direction or comments during the meeting. He noted that staff will incorporate the Board's comments/direction at today's meeting and present the FY20 Budget for approval during the June Board meeting. He introduced ASM Duffey to provide the highlights of the FY20 Budget. ASM Duffey provided FY20 Budget highlights that included the following items:

- Principal Budget Objectives;
- Cost allocation by program;
- Summary of Revenue Increases;
- Summary of Operating Expenses with PERS UAL ADPs;
- Summary of Operating Expenses without PERS UAL ADPs; and
- Summary of Capital Expenditures

He stated that overall revenues are projected to increase 3% from the FY19 Budget. He also stated that the operating expenses with PERS UAL ADPs represent a 14% increase and that the operating expenses without PERS UAL ADPs represent a 3% increase. He also noted that capital expenditures represent a 29% increase from the FY19 Budget.

ASM Duffey then introduced ASsup Hill to present the administrative services budget.

ASsup Hill stated that the administrative expenses totaled approximately \$2.0 million while non-labor expenses totaled \$698K. ASsup Hill summarized the administrative expenses indicating that total administrative expenses will increase 4% and non-labor expenses will decrease 6%. She noted that the FY20 Budget does not include election expenses of \$30K since there is no election in FY20. She also noted a decrease of \$18K for network support and software renewals and a decrease of \$12K in bank fees. ASsup Hill stated the cost of the OPEB Valuation for FY20 is \$7K. ASsup Hill then introduced FSS Stecker to present an overview of the operating expenses.

FSS Stecker stated that the operating expenses for LWD facilities are projected to be \$7.1 million with the Encina Treatment Plant expenses accounting for \$2.6 million of that total. He summarized the field services expenses indicating that Operating Supplies are projected to increase 6% or \$9K. For the Batiquitos facilities, he noted that total operating expenses are projected to be \$443K which represents a 4% increase over the FY19 Budget. For the Recycled Water Enterprise, FSS Stecker indicated that the proposed operating expenses are \$246K which is an increase of 4% over the FY19 Budget. He noted that Repairs and Maintenance will increase 4%, or \$2K, and that Permits will increase 10%, or \$3K.

Vice President Juliussen asked if the District still has emergency portable radios. FSS Stecker answered that the District has an emergency response radio. FSSup Gonzalez stated that the field services staff also has smart phones that have a push-to-talk function.

President Kulchin asked if there was a budget for solar panels. FSS Stecker answered that no money was budgeted for FY20 for additional solar panels but the District currently has solar at the District office and at the Batiquitos Pump Station.

FSS Stecker then introduced FSSpec Riffel to present the development budget.

FSSpec Riffel noted that the total operating expenses for development are projected at \$101K and that development pays for development. He noted that this is a decrease of 16%, or \$18K, from the FY19 Budget. He also noted that Professional Services are projected to decrease 18% or \$20K, since no major developments are anticipated.

FSSpec then introduced TSM Morishita to present the capital budgets.

TSM Morishita then presented the capital acquisition budgets for the wastewater program and the recycled water program. He added that capital acquisition items typically cost more than \$5,000 and have a life expectancy greater than one year and capital improvement items are for infrastructure and multi-year projects. He noted the proposed capital budget total is a little over \$9.8 million, with a proposed capital acquisition budget of \$1.2 million and a capital improvement budget of \$8.6 million. He further explained that the majority of the capital acquisition budget will go towards the purchase of a new vector truck, a new ¾ ton on-call pickup truck, a new mark out ½ ton pickup truck, replacement of "Big Blue" pump and replacement of 2 portable generators. He also reviewed the additional capital acquisitions, such as, headquarters building HVAC rehab and security cameras, and pump station equipment, such as, pump deragger controllers and a rebuilt muffin monster.

TSM Morishita provided detailed information on the capital improvement budget by reviewing Leucadia multi-year capital improvement projects, Leucadia ongoing rehabilitation projects, and other major projects which have a projected cost of \$8.6 million. He stated that the capital budget also includes jointly owned facilities costs of \$342K, Encina capital improvement costs of \$3.6 million, and recycled water program costs of \$30K.

President Kulchin excused himself from the meeting at 1:29 p.m. because he had to tend to another matter.

ASM Duffey then concluded the FY20 Proposed Budget Overview by presenting contributions from reserves. He also presented another graph showing monthly sewer rates for San Diego agencies as of April 2019. He noted the FY19 wastewater service charge will remain the same for FY20 at \$343.68 per EDU per year and that LWD is the second lowest in the County of San Diego.

DE Wilson stated that most of the agencies on the monthly sewer rate graph send their wastewater to Metro for advance primary treatment. He noted that the Leucadia Wastewater District provides secondary treatment and is more efficient than many of the agencies on the graph while costing ratepayers less.

Director Sullivan stated everyone did a great job and it was easy to understand.

No action was taken.

## 8. Adjournment

Vice President Juliussen adjourned the meeting at 1:53 p.m.

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David Kulchin, President

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Paul J. Bushee  
Secretary/General Manager (SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 May 8, 2019

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, May 8, 2019 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Kulchin, Juliussen, Hanson, and Sullivan  
 DIRECTORS ABSENT: Omsted  
 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, Field Services Specialist Ian Riffel, and District Engineer Dexter Wilson

**3. Pledge of Allegiance**

President Kulchin led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

None.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

March 13, 2019 Regular Board Meeting

**8. Approval of Demands for April/May 2019**

Payroll Checks numbered 21311-21354; General Checking – Checks numbered 52779-52853

**9. Operations Report** (A copy was included in the original May 8, 2019 Agenda)

**10. Finance Report** (A copy was included in the original May 8, 2019 Agenda)

**11. Quarterly Treasurer’s Report**

This report discloses investments for the quarter ending March 31, 2019

**12. Disclosure of Reimbursements**

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

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

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

**EWA and COMMITTEE REPORTS**

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

A. EWA Board Report – Meeting held on April 24, 2019.

Director Sullivan reported on EWA’s April 24, 2019 Board meeting.

B. EWA Member Agency Manager’s (MAM) - Meeting held on May 7, 2019.

GM Bushee reported on EWA’s MAM May 7, 2019 meeting.

**14. Committee Reports**

A. Engineering Committee (EC) Meeting was held on May 1, 2019.

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

- Adopt Resolution No. 2315 revising Leucadia Wastewater District’s Standard Specifications and Procedures for Wastewater Facility Projects;
- Adopt Resolution No. 2316 delegating authority for acceptance of sewer facilities and interests in real property to the General Manager; and
- Adopt Ordinance No. 139 - an update of the Leucadia Wastewater District’s Wastewater Ordinance.

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

## PUBLIC HEARING

### 15. A Proposal to consider an update of the Leucadia Wastewater District's Wastewater Ordinance.

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

## ACTION ITEMS

### 16. Revision of Leucadia Water District Standard Specifications and Procedures for Wastewater Facility Projects

#### A. Adopt Resolution No. 2315 revising Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects; and

DE Wilson presented the item. He explained that the Standard Spec update is needed since there are new industry standards in the 2018 "Greenbook" and there are Field Crew preferences and discrepancies between the 2016 Standard Spec and actual field conditions. DE Wilson stated that the major updates were on: 1) manhole lining; 2) raising manholes to grade; 3) terminal manholes; 4) lateral connections; 5) private pump stations; 6) underground structure drains; and 7) Accessory Dwelling Units. He continued that there were minor updates for clarity, grammar and consistency.

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2315 revising Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects by the following vote:

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

#### B. Adopt Resolution No. 2316 delegating authority for acceptance of sewer facilities and interests in real property to the General Manager.

FSSpec Riffel presented the item. He explained that in the past, the resolution adopting the Standard Spec included the General Manager's authorization to accept sewer facilities and interests in real property for the District. He continued that staff believes it is prudent to separate the General Manager's authorization into its own resolution for clarity and administrative purposes.

Upon a motion duly made by Director Hanson, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2316 delegating authority for acceptance of sewer facilities and interests in real property to the General Manager by the following vote:

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

**17. Adopting the Update to the Leucadia Wastewater District's Wastewater Ordinance**  
Adopt Ordinance No. 139 - An Update of the Leucadia Wastewater District's Wastewater Ordinance.

FSSpec Riffel presented the item. He continued that the update of the Standard Spec and an unpaid fine from an enforcement action were the prompts for updating the District's Wastewater Ordinance (Ordinance). He provided background information on the current Ordinance and noted that the updated Ordinance added the following provisions for non-payment of fines: 1) late payment penalties; 2) unpaid fees collected on tax roll; 3) file a separate lien on the real property; and 4) petition the Superior Court.

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Ordinance No. 139 – An Update of the Leucadia Wastewater District's Wastewater Ordinance by the following vote:

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

**18. Approving the Recommended Encina Wastewater Authority Fiscal Year 2020 (FY20) Budget.**

Adopt Resolution No. 2313 Approving the Recommended Encina Wastewater Authority FY20 Operating, Capital, and Pension Funding Policy Budgets.

ASM Duffey presented the recommendation to approve the EWA FY20 Budget. He noted the Operating Budget is approximately \$17.2M, the Capital Budget is approximately \$22.4M, and the CalPERS Pension Funding Budget is approximately \$4.0M. He noted the District's share is approximately \$2.0M for operating costs, \$3.6M for capital costs, and \$547K for pension costs.

Upon a motion duly made by Director Hanson, seconded by President Kulchin, and unanimously carried, the Board of Directors adopted Resolution No. 2313 – Approving the Recommended EWA FY20 Operating, Capital, and Pension Funding Policy Budgets by the following vote:

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

## INFORMATION ITEMS

### 19. Project Status Updates and Other Informational Reports

- A. CSDA Quarterly Dinner is scheduled for Thursday, May 16, 2019 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

EA Baity announced the date and time of the May CSDA Quarterly Dinner. GM Bushee stated that a carpool will be leaving from the District office at 5:30 p.m. and that he will send an email reminder.

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

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

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

EA Baity announced that the District had received one candidate statement for the CSDA Board of Directors Seat B. She stated the statement was from Kathleen Tiegs from the Cucamonga Valley Water District.

### 20. Directors' Meetings and Conference Reports

None.

### 21. General Manager's Report

None.

### 22. General Counsel's Report

None.

### 23. Board of Directors' Comments

Director Sullivan wished everyone a happy Mother's Day. She thanked staff for a great job on their presentations.

Vice President Juliussen thanked staff for a great job on the wastewater ordinance and standard specs resolutions.

Director Kulchin asked if the field services staff is trained on the wastewater ordinance. GM Bushee stated that the field services staff are aware of the ordinance but it is primarily used by management and FSSpec Riffel, DE Wilson, TSM Morishita, and FSS Stecker.

### 24. Closed Session

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

There was no reportable action.

**25. Adjournment**

President Kulchin adjourned the meeting at approximately 6:08 p.m.

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David Kulchin, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
May 23, 2019

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, May 23, 2019 at 10:30 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

President Kulchin called the meeting to order at 10:30 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

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

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Discussion of the Summer 2019 Newsletter Proposed Article Topics and Production Schedule.

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

- Wipes Clog Pipes Campaign;
- No rate increases for fiscal year 2020;
- Lateral Grant Story;
- Graphic on proper sewer connection vs. improper connection;
- Recent school tours;
- Teacher grant applications;
- Batiquitos (B3) Force Main Discharge Section Replacement ;
- Easement maintenance and Inspections - Importance of Access;
- Standout Achievements; and
- Call for local photographers

Chairperson Sullivan suggested that staff add the CSDA Student Video Contest to the newsletter. Staff stated they would add it to the newsletter.

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

The next CAC meeting was scheduled for Tuesday, June 11, 2019 at 1:00 p.m.

**5. Information Items**

**A. Downstream E-Newsletter Performance Report – 2019 Winter Newsletter**

Mr. Neal Bloom, of RTP, presented an update on the Downstream E-Newsletter Performance Report for the 2019 Winter Newsletter. He noted that current e-newsletter software, called Constant Contact, allows RTP to measure how many district customers have opened or read the District's e-newsletter. Mr. Bloom then reviewed some e-newsletter statistics based on the data gathered from Constant Contact.

The CAC thanked Mr. Bloom for his presentation.

This item was for information only and no action was taken.

**6. Directors' Comments**

The CAC thanked staff and RTP.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 11:13 A.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 June 5, 2019

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, June 5, 2019 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Juliussen called the meeting to order at 8:30 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; District Engineer Dexter Wilson; Rob Weber from Infrastructure Engineering Corporation; and Steven Henderson from Dexter Wilson Engineering Incorporated.

**3. Public Comment**

None.

**4. New Business**

- A. Authorize the General Manager to execute an Agreement with Charles King Company for construction services to complete the Batiquitos (B3) Force Main Discharge Section Replacement Project in an amount not to exceed \$444,660.

Field Services Specialist (FSSpec) Ian Riffel presented staff's recommendation. He explained the background from previous force main replacement projects that led staff to conclude that replacing the discharge section of the B3 Force Main is a prudent and cost effective method for its maintenance and rehabilitation.

FSSpec Riffel continued that design was completed in April 2019 and bids were solicited on April 15<sup>th</sup>. He stated that the bids were due on May 14<sup>th</sup> and four bids were received. He said that the apparent low bidder was Charles King Company (CKC) with a bid of \$444,660. FSSpec Riffel explained that Infrastructure Engineering Corporation (IEC) evaluated the bids and recommended that the bid be awarded to CKC. He said that staff concurs with IEC and recommends that the Board award the contract to CKC for \$444,660.

After discussion, the EC concurred with staff to recommend that the Board award the B3 Force Main Discharge Section Replacement Project construction contract to Charles King Company at a cost of \$444,660.

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

Field Services Superintendent (FSS) Jeffery Stecker presented staff's recommendation. He explained the reasons for the switch from Bioxide to Ferrous Chloride (Ferrous) to control the level of hydrogen sulfide (H<sub>2</sub>S) in the Leucadia Pump Station Force Mains (LPSFM). He continued that staff conducted a 120 day trial that demonstrated that Ferrous was more effective than Bioxide at reducing H<sub>2</sub>S and at a lower cost. FSS Stecker explained that staff estimated the cost to supply of Ferrous over a two year contract period would exceed \$60,000. He continued that, therefore, staff solicited for bids in accordance with the District's Procurement Policy and Procedures.

FSS Stecker stated that the Request for Bid (RFB) was distributed to six know chemical suppliers on April 29, 2019 and the RFB was published in the San Diego Union-Tribune on May 3<sup>rd</sup>. He continued that the bids were due on May 15<sup>th</sup> and that two bids were received. He said that Evoqua Water Technologies (EWT) submitted the lowest bid at \$1.80 per gallon. FSS Stecker explained that staff evaluated the bids and recommends that the Board award the Ferrous procurement agreement to EWT as the lowest responsible and responsive bidder.

After discussion, the EC concurred with staff to recommend that the Board award the agreement to supply Ferrous to EWT.

C. Adopt the 2019 update of the District's Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Incorporated.

FSS Jeffery Stecker presented background on the Sanitary Sewer Management Plan (SSMP). He stated that the 2006 Statewide Sanitary Sewer Systems Waste Discharge Requirements (Statewide WDR) required collection system operators to develop and implement a Sewer System Management Plan (SSMP). He continued that an update of the SSMP is required every five years or when there are significant changes to the SSMP. FSS Stecker explained that the District's current SSMP was adopted in July 2014. He stated that, therefore, an update of the SSMP is necessary to comply with the five year update requirement.

FSS Stecker said that the significant changes to the SSMP include:

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

Steven Henderson from Dexter Wilson Engineering Incorporated presented an overview of the updated SSMP. He explained the significant changes.

After discussion, the EC concurred with staff to recommend the Board adopt the 2019 Update of the SSMP at the June 2019 Board meeting.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**  
None.

**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:12 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
June 5, 2019

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A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Wednesday, June 5, 2019 at 1:30 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

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

**3. Public Comment**

None.

**4. New Business**

- A. Recommend that the Board of Directors authorize the General Manger to enter into an agreement with Multi-Bank Securities, Inc., to add them as an additional financial broker-dealer.

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

ASM Duffey stated MBS is a broker-dealer with an excellent on-line platform for researching, investing, and monitoring CDs. He noted that LWD's Investment Policy allows the use of authorized financial dealers and institutions as long as certain requirements are met. He stated that MBS meets all the requirements and all CDs purchased will be held in a third-party safekeeping account in LWD's name. ASM Duffey said staff is recommending that the IFC recommend to the Board of Directors to authorize the General Manager to sign an agreement with MBS to provide broker-dealer services for the purchasing of CDs.

Following discussion, the IFC concurred with staff to present this item for the Board's consideration.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 1:44 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Approval of May/June Demands



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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 430,018.97**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the period May 3, 2019 through June 6, 2019.

Operating expenses totaled **\$ 172,453.25**, Capital Improvement Program expenses totaled **\$98,461.95** and Payroll expense for District Employees and the Board totaled **\$159,103.77**.

Attachment 1	Summary of Demands by Account May 3, 2019 – June 6, 2019
Attachment 2	Payroll Check Register dated May 8, 2019
Attachment 3	Accounts Payable Check Register dated May 14, 2019
Attachment 4	Payroll Check Register dated May 22, 2019
Attachment 5	Accounts Payable Check Register dated May 28, 2019
Attachment 6	Board Payroll Check Register dated June 1, 2019
Attachment 7	Accounts Payable Check Register dated June 3, 2019
Attachment 8	Payroll Check Register dated June 5, 2019

**DEMANDS SUMMARY**  
**June 12, 2019**

**1. Demands**

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -5/8/2019	21355 - 21377	\$52,054.51	
Payroll Check -5/22/2019	21378 - 21403	\$51,814.66	
Board Payroll Check -6/1/2019	21404 - 21408	\$4,044.54	
Payroll Check -6/5/2019	21409 - 21427	<u>\$51,190.06</u>	
	<b>Total</b>	<b>\$159,103.77</b>	
General Checking -5/14/2019	52854 - 52897	\$ 83,641.85	
General Checking - 5/28/2019	52898 - 52930	\$ 159,309.98	
General Checking - 6/3/2019	52931 - 52973	<u>\$ 27,963.37</u>	
	<b>Total</b>	<b>\$ 270,915.20</b>	
	<b>GRAND TOTAL</b>		<b>\$430,018.97</b>

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: May 8, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21355 - 21377	5/8/2019	\$52,054.51

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 5/14/2019 Through 5/14/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	52854	5/14/2019	<u>205.29</u>	LD PHONE SERVICE
	Total 52854		205.29	
BURTECH PIPELINE, INC	52855	5/14/2019	<u>2,493.75</u>	LC GOLF COURSE PROJECT-APRIL
	Total 52855		2,493.75	
CARLSBAD FUELS CORPORATION	52856	5/14/2019	<u>2,026.75</u>	VEHICLE FUELS
	Total 52856		2,026.75	
PETTY CASH	52857	5/14/2019	<u>273.71</u>	REIMBURSE PETTY CASH-MAR-MAY
	Total 52857		273.71	
CINTAS FIRST AID AND SAFETY	52858	5/14/2019	<u>89.82</u>	REFILL FIRST AID CABINET
	Total 52858		89.82	
CITY OF CARLSBAD	52859	5/14/2019	148.58	WATER @ ADM BLDG
CITY OF CARLSBAD		5/14/2019	31.28	WATER @ FIRE LINE
CITY OF CARLSBAD		5/14/2019	206.51	WATER @ PLANT
CITY OF CARLSBAD		5/14/2019	218.73	WATER @ VACTOR
CITY OF CARLSBAD		5/14/2019	<u>296.06</u>	WATER @ VACTOR 2
	Total 52859		901.16	
CORODATA	52860	5/14/2019	<u>73.19</u>	STORAGE-APRIL
	Total 52860		73.19	
CO'S TRAFFIC CONTROL, INC	52861	5/14/2019	<u>90.00</u>	PLANS/DRAFT DESIGN
	Total 52861		90.00	
COX COMMUNICATIONS SAN DIEGO	52862	5/14/2019	<u>1,473.87</u>	CABLE/INTERNET
	Total 52862		1,473.87	
CSDA- SAN DIEGO CHAPTER	52863	5/14/2019	<u>150.00</u>	CSDA QTRLY DINNER-5/16/19
	Total 52863		150.00	
CWEA	52864	5/14/2019	92.00	RENEWAL FOR H. GONZALEZ
CWEA		5/14/2019	<u>188.00</u>	RENEWAL FOR S. KRASON
	Total 52864		280.00	
DATA NET SOLUTIONS GROUP	52865	5/14/2019	<u>829.50</u>	IS MAINT AND SUPPORT/OFFSITE BACKUP
	Total 52865		829.50	
DETECTION INSTRUMENTS CORP	52866	5/14/2019	<u>803.85</u>	CALIBRATIONS @ LPS/BPS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 5/14/2019 Through 5/14/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 52866		803.85	
ELECTRICAL SALES, INC.	52867	5/14/2019	10.32	LAMP FOR BPS
	Total 52867		10.32	
GRAINGER, INC	52868	5/14/2019	27.79	ELBOW THREAD-AWT
	Total 52868		27.79	
HAAKER EQUIPMENT CO	52869	5/14/2019	76.81	BALL VALVE-VACTOR #159
	Total 52869		76.81	
HARTFORD LIFE & ACCIDENT INS.	52870	5/14/2019	445.13	LIFE INS-MAY
	Total 52870		445.13	
HEAVILAND ENTERPRISES, INC	52871	5/14/2019	840.00	LANDSCAPING FEES-MAY
HEAVILAND ENTERPRISES, INC		5/14/2019	295.00	MONTHLY CLEANUP-APRIL
	Total 52871		1,135.00	
ICMA RETIREMENT-303979	52872	5/14/2019	5,433.65	DEFERRED COMP
	Total 52872		5,433.65	
INFRASTRUCTURE ENGINEERING CORP	52873	5/14/2019	28,738.90	LPS REHAB-MARCH
	Total 52873		28,738.90	
JEANNE OTA	52874	5/14/2019	2,140.50	LATERAL REIMBURSEMENT
	Total 52874		2,140.50	
KEN GRODY FORD	52875	5/14/2019	144.30	MAINT/REPAIR ON TRUCK #161
	Total 52875		144.30	
KING OF THE PAINTERS, INC	52876	5/14/2019	16,500.00	1/2 PAYMENT FOR EXTERIOR PAINTING JOB
	Total 52876		16,500.00	
MALLORY SAFETY AND SUPPLY	52877	5/14/2019	153.38	SUPPLIES
	Total 52877		153.38	
MITSUBISHI ELECTRIC US, INC	52878	5/14/2019	308.81	ELEVATOR MAINT/SERVICE
	Total 52878		308.81	
NATIONWIDE RETIREMENT SOLUTIONS	52879	5/14/2019	289.85	DEFERRED COMP
	Total 52879		289.85	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 5/14/2019 Through 5/14/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
OFFICE DEPOT, INC.	52880	5/14/2019	<u>151.24</u>	OFFICE SUPPLIES
	Total 52880		151.24	
OLIVENHAIN MUNICIPAL WATER DISTRICT	52881	5/14/2019	45.21	WATER @ E.ESTATES PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		5/14/2019	342.32	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT		5/14/2019	685.03	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		5/14/2019	45.21	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		5/14/2019	49.28	WATER @ VP7 PS
	Total 52881		<u>1,167.05</u>	
PACIFIC RIM MECHANICAL	52882	5/14/2019	290.50	HVAC MAINT @ AWT
PACIFIC RIM MECHANICAL		5/14/2019	160.75	HVAC MAINT @ EEPS MCC ROOM
PACIFIC RIM MECHANICAL		5/14/2019	590.00	HVAC MAINT @ LPS
PACIFIC RIM MECHANICAL		5/14/2019	<u>592.25</u>	HVAC MAINT @BPS
	Total 52882		1,633.50	
PLANT PEOPLE, INC	52883	5/14/2019	<u>158.00</u>	INTERIOR PLANTS MAINT-MAY
	Total 52883		158.00	
PLUMBERS DEPOT, INC	52884	5/14/2019	<u>168.70</u>	VIDEO CAPTURE USB
	Total 52884		168.70	
PURE WATER PARTNERS, LLC	52885	5/14/2019	<u>135.77</u>	FILTERED WATER FOR BLDG
	Total 52885		135.77	
SAN DIEGUITO TROPHY	52886	5/14/2019	<u>80.81</u>	UPDATES TO AWARDS PLAQUES
	Total 52886		80.81	
SAN DIEGUITO WATER DISTRICT	52887	5/14/2019	155.62	WATER @ BPS
	Total 52887		155.62	
SANTA FE IRRIGATION DISTRICT	52888	5/14/2019	504.43	ENCINA CONSULTANT FOR LPS
	Total 52888		504.43	
SOUTHERN CONTRACTING COMPANY	52889	5/14/2019	1,300.00	ELECTRIC WORK @ AWT/BPS/RVPS
SOUTHERN CONTRACTING COMPANY		5/14/2019	5,980.00	IR SCANNING @ AWT/BPS/REMOTE PS
	Total 52889		<u>7,280.00</u>	
TERMINIX	52890	5/14/2019	<u>60.00</u>	MONTHLY PEST SERVICE-4/30/19

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 5/14/2019 Through 5/14/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 52890		60.00	
THE HOME DEPOT CRC/GECF	52891	5/14/2019	<u>631.51</u>	SUPPLIES
	Total 52891		631.51	
UNDERGROUND SERVICE ALERT OF	52892	5/14/2019	89.20	DIG SAFE FEE
UNDERGROUND SERVICE ALERT OF		5/14/2019	<u>163.45</u>	UNDERGROUND ALARM SERVICE-APRIL
	Total 52892		252.65	
UNIFIRST CORPORATION	52893	5/14/2019	218.97	LAUNDRY SERVICE W/E 5/1/19
UNIFIRST CORPORATION		5/14/2019	<u>223.27</u>	LAUNDRY SERVICE-W/E 5/8/19
	Total 52893		442.24	
U.S. BANK	52894	5/14/2019	<u>5,387.98</u>	CONFERENCES/MEETINGS/SUPPL...
	Total 52894		5,387.98	
VERIZON WIRELESS	52895	5/14/2019	<u>21.27</u>	CELL PHONES-TELEMETRY
	Total 52895		21.27	
WASTE MANAGEMENT	52896	5/14/2019	<u>214.19</u>	TRASH SERVICE-APRIL
	Total 52896		214.19	
WESELOH CHEVROLET	52897	5/14/2019	<u>101.56</u>	MAINT/REPAIR TO #155
	Total 52897		101.56	
Report Total			<u><u>83,641.85</u></u>	

**Leucadia Wastewater District**  
 Vendor Activity - Supplemental Credit Card Report  
 From 5/7/2019 Through 5/14/2019

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Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	5/7/2019	52894	541.04	4330	BOARD CONFERENCES	CWEA CONF-D.O.
U.S. BANK	API	5/7/2019	52894	724.77	4330	BOARD CONFERENCES	CWEA CONF-E.S.
U.S. BANK	API	5/7/2019	52894	99.00	4930	SUBSCRIPTIONS	DROPBOX-P.B.
U.S. BANK	API	5/7/2019	52894	292.50	5040	Safety Supplies & Services	DATCO
U.S. BANK	API	5/7/2019	52894	24.47	5210	ENGINEERING	LUNCH W/ENCINITAS-P.B.
U.S. BANK	API	5/7/2019	52894	139.00	5530	BUILDINGS & GROUNDS	BATTERY RECYCLE
U.S. BANK	API	5/7/2019	52894	54.79	5630	PERMITS & MONITORING FEES	SWRCB MTG-LUNCH
U.S. BANK	API	5/7/2019	52894	199.00	5710	TRAINING, EDUCATION & CONFERNC	ACCT TRAINING-R.D.
U.S. BANK	API	5/7/2019	52894	298.97	5710	TRAINING, EDUCATION & CONFERNC	CSRMA FLIGHT-R.D.
U.S. BANK	API	5/7/2019	52894	683.81	5710	TRAINING, EDUCATION & CONFERNC	CWEA HOTEL-G.M.
U.S. BANK	API	5/7/2019	52894	683.81	5710	TRAINING, EDUCATION & CONFERNC	CWEA HOTEL-M.G.
U.S. BANK	API	5/7/2019	52894	683.81	5710	TRAINING, EDUCATION & CONFERNC	CWEA HOTEL-R.E.
U.S. BANK	API	5/7/2019	52894	683.81	5710	TRAINING, EDUCATION & CONFERNC	CWEA-HOTEL-J.S.
U.S. BANK	API	5/7/2019	52894	124.20	5735	EMPLOYEE RECOGNITION	CBAD PERMIT-PARK
U.S. BANK	API	5/7/2019	52894	125.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	5/7/2019	52894	30.00	5910	TELEPHONE	WIFI-R.M.
Transaction Total				<u>5,387.98</u>			
Report Opening/Current Balance							
Report Transaction Totals				5,387.98			
Report Current Balances							

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: May 22, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21378 - 21403	5/22/2019	\$51,814.66

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 5/28/2019 Through 5/28/2019

Vendor Name	ID	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	ATT	52898	5/28/2019	127.55	L.D. PHONE @ BPS
		Total 52898		127.55	
AYALA ENGINEERING	AYALAENGINEERIN	52899	5/28/2019	24,612.00	COAST HWY MANHOLE REHAB
		Total 52899		24,612.00	
CRANWORKS SOUTHWEST, INC	CRANWORKS	52900	5/28/2019	450.85	EASEMENT TRUCK CRANE
		Total 52900		450.85	
CWEA	CWEA	52901	5/28/2019	102.00	RENEWAL FOR J. HOYETT
		Total 52901		102.00	
DAVIS FARR LLP	DAVISFARR	52902	5/28/2019	6,500.00	AUDITOR FEES FOR 6/30/19 FISCAL YR
		Total 52902		6,500.00	
DEXTER WILSON ENGINEERING	DEXTERWILSONE...	52903	5/28/2019	660.00	2019 SSMP-APRIL
DEXTER WILSON ENGINEERING	DEXTERWILSONE...		5/28/2019	1,425.00	GE/0929/APRIL/CASCADA VERDE
DEXTER WILSON ENGINEERING	DEXTERWILSONE...		5/28/2019	990.00	GE/0996/APRIL/ENCINITAS BEACH HOTEL
DEXTER WILSON ENGINEERING	DEXTERWILSONE...		5/28/2019	195.00	GE/1049/APRIL/CREPE ESCAPE
DEXTER WILSON ENGINEERING	DEXTERWILSONE...		5/28/2019	275.00	GE/1058/APRIL/EL CAMINO BLDG
DEXTER WILSON ENGINEERING	DEXTERWILSONE...		5/28/2019	55.00	GE/1062/APRIL/1509/1513 ENCINITAS BLVD
DEXTER WILSON ENGINEERING	DEXTERWILSONE...		5/28/2019	55.00	GE/1066/APRIL/HILLCREST AVE
DEXTER WILSON ENGINEERING	DEXTERWILSONE...		5/28/2019	220.00	GE/1069/APRIL/VULCAN AVE
DEXTER WILSON ENGINEERING	DEXTERWILSONE...		5/28/2019	550.00	GE/1070/APRIL/ENCINITAS VILLAGE
DEXTER WILSON ENGINEERING	DEXTERWILSONE...		5/28/2019	220.00	GE/1071/APRIL/SUNRICH LANE
DEXTER WILSON ENGINEERING	DEXTERWILSONE...		5/28/2019	19,682.50	GE/CIP/APRIL/200/0358/365/370/...
		Total 52903		24,327.50	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 5/28/2019 Through 5/28/2019

<u>Vendor Name</u>	<u>ID</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
EVOQUA WATER TECHNOLOGIES, LLC	EVOQUAWATERT...	52904	5/28/2019	11,359.89	CHEMICAL FERROUS
		Total 52904		11,359.89	
FEDERAL EXPRESS CORPORATION	FEDERALEXPRESSC	52905	5/28/2019	41.30	SHIPPING
		Total 52905		41.30	
GABRIEL MENDEZ	GABRIELMENDEZ	52906	5/28/2019	106.07	SAFETY BOOTS FOR GABE
		Total 52906		106.07	
GEORGE YEE	GEORGEYEE	52907	5/28/2019	3,000.00	LATERAL REIMBURSEMENT
		Total 52907		3,000.00	
HAAKER EQUIPMENT CO	HAAKEREQUIPME...	52908	5/28/2019	17,600.74	EXCHANGE RODDER-VACTOR #152
		Total 52908		17,600.74	
HEAVILAND ENTERPRISES, INC	HEAVILAND	52909	5/28/2019	410.32	IRRIGATION SERVICES
HEAVILAND ENTERPRISES, INC	HEAVILAND		5/28/2019	295.00	MONTHLY CLEANUP FEE-MAY
		Total 52909		705.32	
ICMA RETIREMENT-303979	ICMARETIREMENT3	52910	5/28/2019	5,408.57	DEFERRED COMP
		Total 52910		5,408.57	
INFRASTRUCTURE ENGINEERING CORP	INFRASTRUCTUREE	52911	5/28/2019	1,415.38	2019 PUMP ASSESSMENTS-APRIL
INFRASTRUCTURE ENGINEERING CORP	INFRASTRUCTUREE		5/28/2019	4,168.92	B3 SEWER FORCE MAIN-APRIL
INFRASTRUCTURE ENGINEERING CORP	INFRASTRUCTUREE		5/28/2019	7,727.50	LPS REHAB PROJECT-APRIL
INFRASTRUCTURE ENGINEERING CORP	INFRASTRUCTUREE		5/28/2019	4,482.50	ORCHARD WOOD SEWER-APRIL

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 5/28/2019 Through 5/28/2019

<u>Vendor Name</u>	<u>ID</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
		Total 52911		17,794.30	
JETER SYSTEMS CORPORATION	JETERSYSTEMSCOR	52912	5/28/2019	31.44	2020 LABELS FOR FILESD
		Total 52912		31.44	
LA COSTA LOGO, LLC	LACOSTALOGOLLC	52913	5/28/2019	1,179.30	CAPS/T-SHIRTS/ART FEE
		Total 52913		1,179.30	
MARCON PRODUCTS INC.	MARCONPRODUC...	52914	5/28/2019	69.13	GRADE RINGS
		Total 52914		69.13	
MESA REPROGRAPHICS	MESAREPRO	52915	5/28/2019	18.00	FILES
		Total 52915		18.00	
NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDERETIR	52916	5/28/2019	289.85	DEFERRED COMP
		Total 52916		289.85	
NEOPOST, INC	NEOPOST	52917	5/28/2019	182.07	POSTAGE AND MAILINGS
		Total 52917		182.07	
OFFICE DEPOT, INC.	OFFICEDEPOTINC	52918	5/28/2019	369.40	OFFICE SUPPLIES
		Total 52918		369.40	
PACIFIC RIM MECHANICAL	PACIFICRIM	52919	5/28/2019	590.00	QTRLY HVAC SERVICE @ LPS-FEB
		Total 52919		590.00	
RISING TIDE PARTNERS	RISINGTIDE	52920	5/28/2019	3,270.00	PUBLIC INFORMATION-APRIL
		Total 52920		3,270.00	
SAN DIEGO UNION TRIBUNE	SANDIEGOUNION...	52921	5/28/2019	219.19	ONLINE NOTICE FOR ORDINANCE

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 5/28/2019 Through 5/28/2019

<u>Vendor Name</u>	<u>ID</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
		Total 52921		219.19	
SAN DIEGO GAS & ELECTIRC	SDG&E	52922	5/28/2019	2,584.24	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	88.96	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	12,943.70	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	346.05	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	571.62	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	1,158.87	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	751.53	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	11,088.59	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	113.15	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	552.13	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	260.20	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	121.22	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC	SDG&E		5/28/2019	19.35	GAS @ ADM BLDG
		Total 52922		30,599.61	
SLOAN ELECTRIC COMPANY	SLOANELECTRICCO	52923	5/28/2019	1,365.00	LABOR TO INSPECT VAUGHAN CHOPPER @ LPS
		Total 52923		1,365.00	
SOUTHERN CONTRACTING COMPANY	SOUTHERNCONT...	52924	5/28/2019	803.36	CHOPPER PUMP @ LPS
		Total 52924		803.36	
SPACELINK/I2B NETWORK	SPACELINK/I2B	52925	5/28/2019	160.00	WEB CAM @ BPS-MAY/JUNE
		Total 52925		160.00	
SOLANA PALM LLC	TRICOMMUNITYA...	52926	5/28/2019	90.00	ANSWERING SERVICE-MAY/JUNE
		Total 52926		90.00	
UNIFIRST CORPORATION	UNIFIRSTCORPORA	52927	5/28/2019	219.18	LAUNDRY SERVICE-W/E 5/15/2019
		Total 52927		219.18	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 5/28/2019 Through 5/28/2019

<u>Vendor Name</u>	<u>ID</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
VERIZON WIRELESS	VERIZONWIRELESS	52928	5/28/2019	<u>901.36</u>	CELL PHONES-APRIL/MAY
		Total 52928		901.36	
CHRISTOPHER PENDERGRASS	WATCHMAN	52929	5/28/2019	<u>2,200.00</u>	FLAGGER TRAINING
		Total 52929		2,200.00	
WORDEN WILLIAMS LLP	WORDENWILLIAM...	52930	5/28/2019	<u>4,617.00</u>	LEGAL FEES-APRIL
		Total 52930		4,617.00	
Report Total				<u><u>159,309.98</u></u>	

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: June 1, 2019

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21404 - 21408	6/1/2019	\$4,044.54

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 6/3/2019 Through 6/3/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ALLIANT INSURANCE SERVICES	52931	6/3/2019	202.00	VEHICLE/202.EQUIPMENT INS-3RD QTR ENDORSEMENT
	Total 52931		202.00	
ALPHAGRAPHICS	52932	6/3/2019	521.27	ANNUAL BUDGET-2020
	Total 52932		521.27	
ARMANDO LEYVA-LOS TACOS	52933	6/3/2019	31.79	REFUND DEV-LOS TACOS-#1045
	Total 52933		31.79	
AT&T	52934	6/3/2019	204.80	PHONE SERVICE
	Total 52934		204.80	
BRAD AUGHINBAUGH	52935	6/3/2019	56.66	REFUND DEV-DUCK DONUTS-#1047
	Total 52935		56.66	
AUTO PLUS	52936	6/3/2019	20.45	PLUG PACKS
	Total 52936		20.45	
BAJA POOL AND SPA SERVICE	52937	6/3/2019	215.00	FOUNTAIN SERVICE-JUNE
	Total 52937		215.00	
CARLSBAD FUELS CORPORATION	52938	6/3/2019	2,364.68	VEHICLE FUELS
	Total 52938		2,364.68	
CINTAS FIRST AID AND SAFETY	52939	6/3/2019	91.65	REFILL FIRST AID CABINET
	Total 52939		91.65	
CITY OF CARLSBAD	52940	6/3/2019	27.06	WATER @ FIRE LINE
CITY OF CARLSBAD		6/3/2019	193.85	WATER @ PLANT/OFFICE
CITY OF CARLSBAD		6/3/2019	148.58	WATER @PLANT/OFFICE
	Total 52940		369.49	
CIVIL LANDWORKS, CORP	52941	6/3/2019	21.73	REFUND DEV-SPRINGDALE LN-#1063
	Total 52941		21.73	
COLONIAL LIFE INS	52942	6/3/2019	279.04	ACCIDENT/CRITICAL ILLNESS INS-MAY
	Total 52942		279.04	
COX COMMUNICATIONS SAN DIEGO	52943	6/3/2019	1,473.87	PHONE/INTERNET SERVICE

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 6/3/2019 Through 6/3/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 52943		1,473.87	
CWEA	52944	6/3/2019	92.00	RENEWAL-S. KRASON-COLLECTION
	Total 52944		92.00	
DATA NET SOLUTIONS GROUP	52945	6/3/2019	2,137.50	ACCOUNTING SERVER SOTWARE UPDATE
DATA NET SOLUTIONS GROUP		6/3/2019	1,090.05	IS MAINT AND SUPPORT
	Total 52945		3,227.55	
DKF SOLUTIONS GROUP, LLC	52946	6/3/2019	300.00	MONTHLY FEE FOR SAFETY PROGRAM-JUNE
	Total 52946		300.00	
FEDERAL EXPRESS CORPORATION	52947	6/3/2019	37.56	SHIPPING
	Total 52947		37.56	
GINA RITTSCHOF	52948	6/3/2019	22.06	REFUND DEV-HYGEIA AVE-#1057
	Total 52948		22.06	
GRAINGER, INC	52949	6/3/2019	27.33	BATTERY @ BPS
GRAINGER, INC		6/3/2019	25.44	MOBIL POLYREX/MOTOR GREASE
	Total 52949		52.77	
GREAT AMERICA FINANCIAL SERVICES	52950	6/3/2019	788.97	COPIER LEASE
	Total 52950		788.97	
HAPPINESS NAILS & SPA	52951	6/3/2019	30.81	REFUND DEV-POKI POKI-#1024
	Total 52951		30.81	
HARTFORD LIFE & ACCIDENT INS.	52952	6/3/2019	445.13	LIFE INS-JUNE
	Total 52952		445.13	
JCI JONES CHEMICAL, INC	52953	6/3/2019	4,919.90	HYPOCHLORIDE-CHEMICALS
	Total 52953		4,919.90	
KENNETH KAUFMAN	52954	6/3/2019	54.60	REFUND DEV-ALGA RD-#1061
	Total 52954		54.60	
LOGAN ZINSER	52955	6/3/2019	599.21	REFUND DEV-ZINSER ANNEX-#1021
	Total 52955		599.21	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 6/3/2019 Through 6/3/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
MALLORY SAFETY AND SUPPLY	52956	6/3/2019	49.57	EAR PLUGS-SAFETY ITEMS
MALLORY SAFETY AND SUPPLY		6/3/2019	<u>277.35</u>	NITRLE GLOVES-SAFETY ITMES
	Total 52956		326.92	
ROBERT MC LEAN	52957	6/3/2019	108.50	REFUNBD DEV-MCLEAN ANNEX-#0993
	Total 52957		108.50	
MES VISION	52958	6/3/2019	<u>414.12</u>	VISION INS-JUNE
	Total 52958		414.12	
MSC JANITORIAL SERVICE, INC	52959	6/3/2019	<u>1,676.00</u>	JANITORIAL SERVICES-MAY
	Total 52959		1,676.00	
MUTUAL OF OMAHA	52960	6/3/2019	<u>1,201.25</u>	DISABILITY INS-JUNE
	Total 52960		1,201.25	
NAPA AUTO	52961	6/3/2019	<u>177.55</u>	FILTERS/STEERING FLUID/ETC
	Total 52961		177.55	
FRANK NOLAN	52962	6/3/2019	<u>96.69</u>	REFUND DEV-NOLAN PROP.#0662
	Total 52962		96.69	
PLUMBERS DEPOT, INC	52963	6/3/2019	<u>1,813.76</u>	REPAIR TO CCTV CAMERA
	Total 52963		1,813.76	
RYAN ROBINSON -RGC CONSTRUCTION	52964	6/3/2019	21.80	REFUND DEV-AVENIDA LA POSTA-#1065
	Total 52964		21.80	
SAN DIEGO UNION TRIBUNE	52965	6/3/2019	<u>114.16</u>	NEWSPAPER DELIVERY
	Total 52965		114.16	
TERMINIX	52966	6/3/2019	<u>34.00</u>	MONTHLY PEST BAIT SERVICE-MAY
	Total 52966		34.00	
THE GUARDIAN	52967	6/3/2019	<u>3,426.58</u>	DENTAL INS-JUNE
	Total 52967		3,426.58	
THOMAS REITER	52968	6/3/2019	29.01	REFUND DEV-BLUE HERRON AVE-#1055
	Total 52968		29.01	
UNIFIRST CORPORATION	52969	6/3/2019	227.37	LAUNDRY SERVICE-W/E 5/22/19

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 6/3/2019 Through 6/3/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNIFIRST CORPORATION		6/3/2019	<u>219.18</u>	LAUNDRY SERVICE-W/E 5/29/2019
	Total 52969		446.55	
SAN DIEGO UNION TRIBUNE	52970	6/3/2019	733.87	CLASSIFIED LISTINGS-ORDINANCES
SAN DIEGO UNION TRIBUNE		6/3/2019	<u>320.17</u>	PUBLIC NOTICE LISTINGS
	Total 52970		1,054.04	
WASTE MANAGEMENT	52971	6/3/2019	<u>214.19</u>	TRASH SERVICE-MAY
	Total 52971		214.19	
WD PARTNERS	52972	6/3/2019	<u>53.15</u>	REFUND DEV-STARBUCKS-#1050
	Total 52972		53.15	
WSA, IC	52973	6/3/2019	332.11	REFUND DEV=SCOTT ANNEX-#0946
	Total 52973		<u>332.11</u>	
Report Total			<u><u>27,963.37</u></u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 5, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21409 - 21427	6/5/2019	\$51,190.06

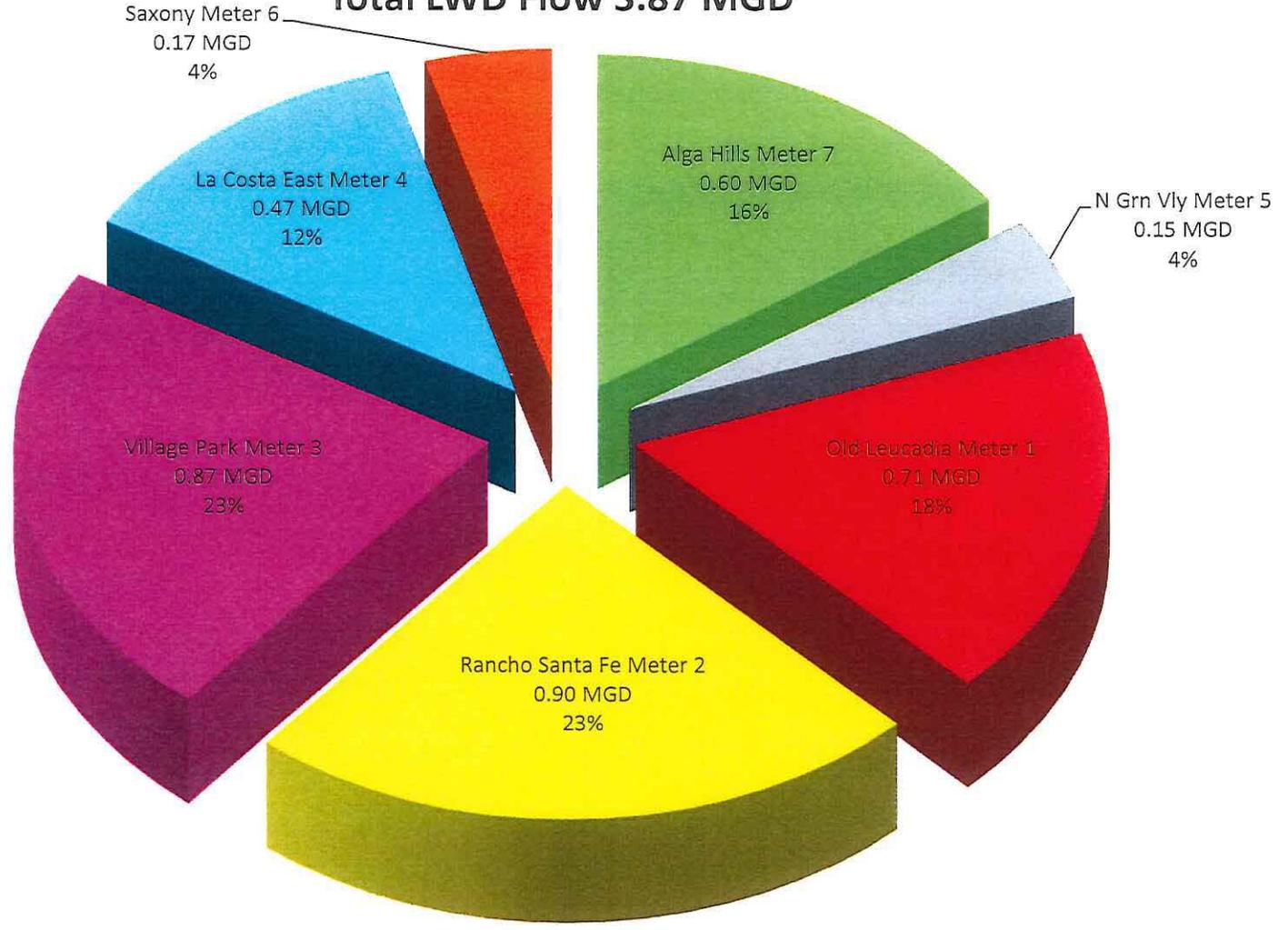
**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2019 (July 2018 - June 2019)**

CURRENT MONTH - May 2019							FY 2018
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,561.74	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.03	118.42	1.00	3.82	134	52.17	3.88
YTD			28,562.74				
AUGUST	0.00	115.63	2.00	3.73	131	22.20	3.87
YTD			28,564.74				
SEPTEMBER	0.00	112.80	-8.70	3.76	132	35.10	3.76
YTD			28,556.04				
OCTOBER	0.38	114.08	3.30	3.68	129	36.33	3.67
YTD			28,559.34				
NOVEMBER	0.74	115.80	1.50	3.86	135	5.31	3.81
YTD			28,560.84				
DECEMBER	2.82	115.01	3.50	3.71	130	0.00	3.76
YTD			28,564.34				
JANUARY	2.94	116.56	15.00	3.76	132	0.00	3.69
YTD			28,579.34				
FEBRUARY	5.65	111.16	118.90	3.97	138	0.00	3.69
YTD			28,698.24				
MARCH	1.16	117.18	2.00	3.78	132	0.00	3.76
YTD			28,700.24				
APRIL	0.57	116.40	2.00	3.88	135	29.96	3.71
YTD			28,702.24				
MAY	0.70	120.28	15.20	3.88	135	18.16	3.75
YTD			28,717.44				
JUNE							3.81
YTD							
<b>YTD Totals</b>	14.99	1273.32	155.70			199.23	
<b>Mo Average</b>	1.36	115.76	14.15	3.80	132.89	18.11	3.76

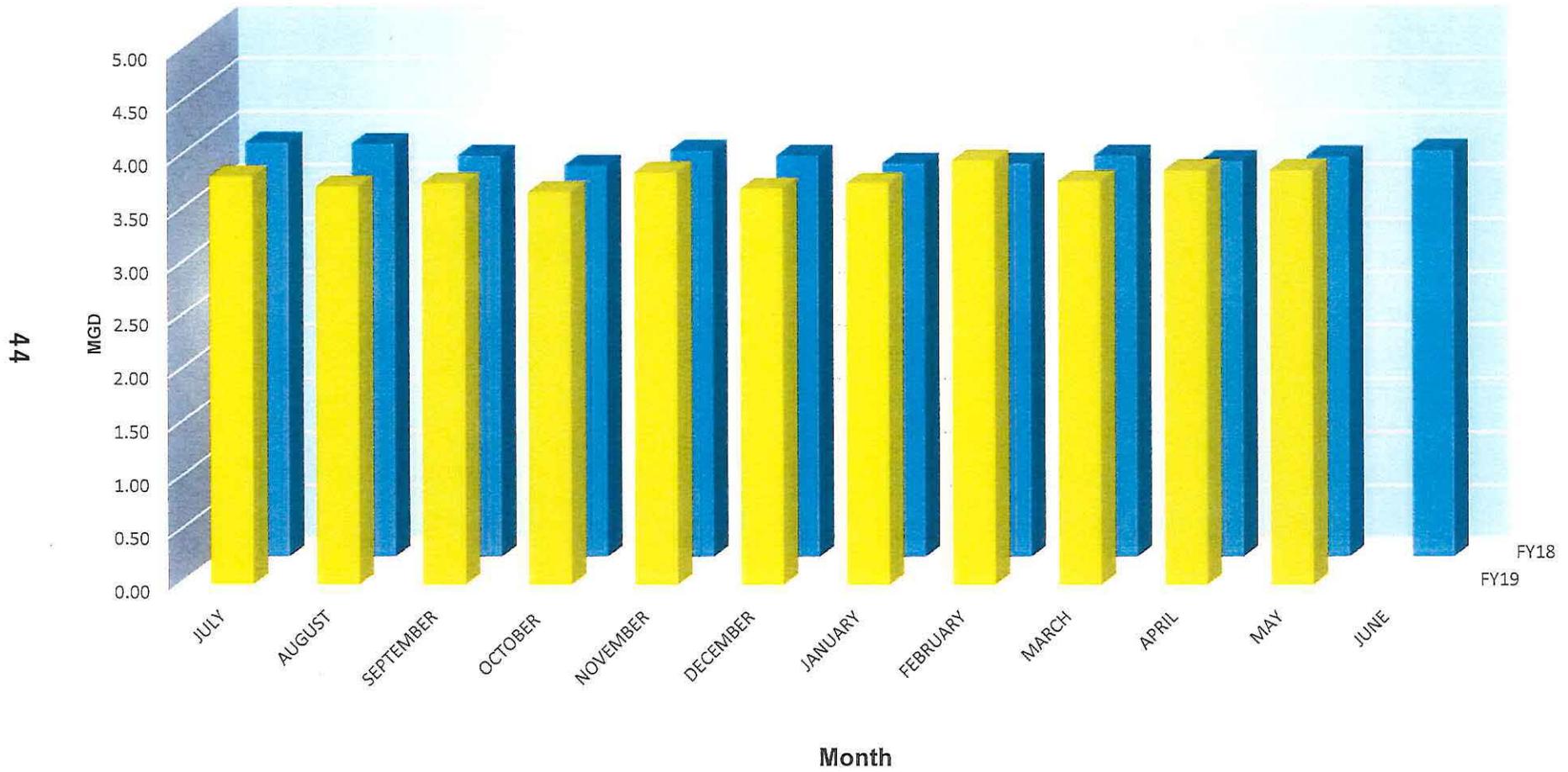
42

# LWD Flows by Sub-Basin May 2019

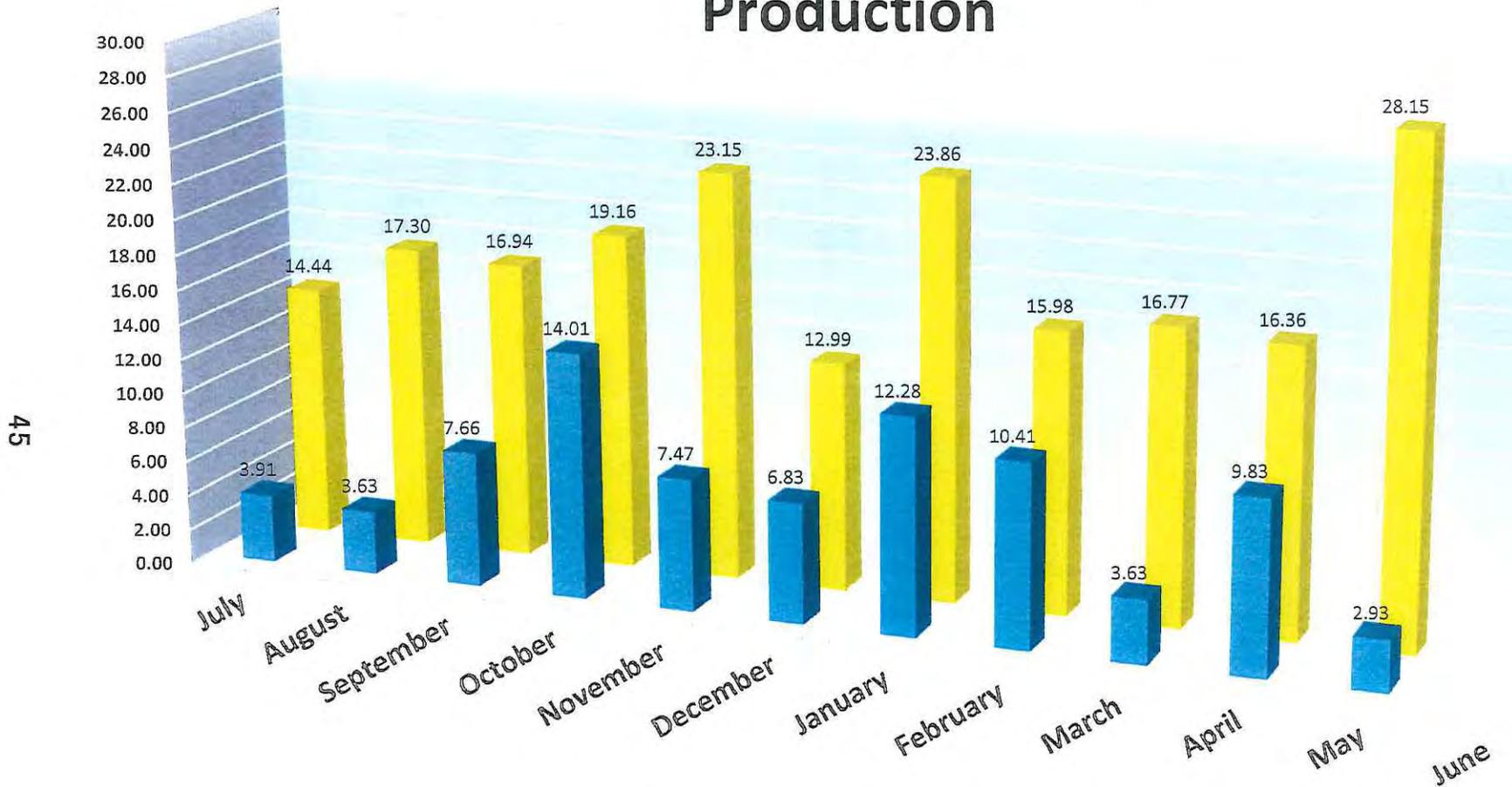
Total LWD Flow 3.87 MGD



## Leucadia Wastewater District Flow Comparison FY18 to FY19



# FY-19 CCTV Inspections & Hydro Cleaning Production



## Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month

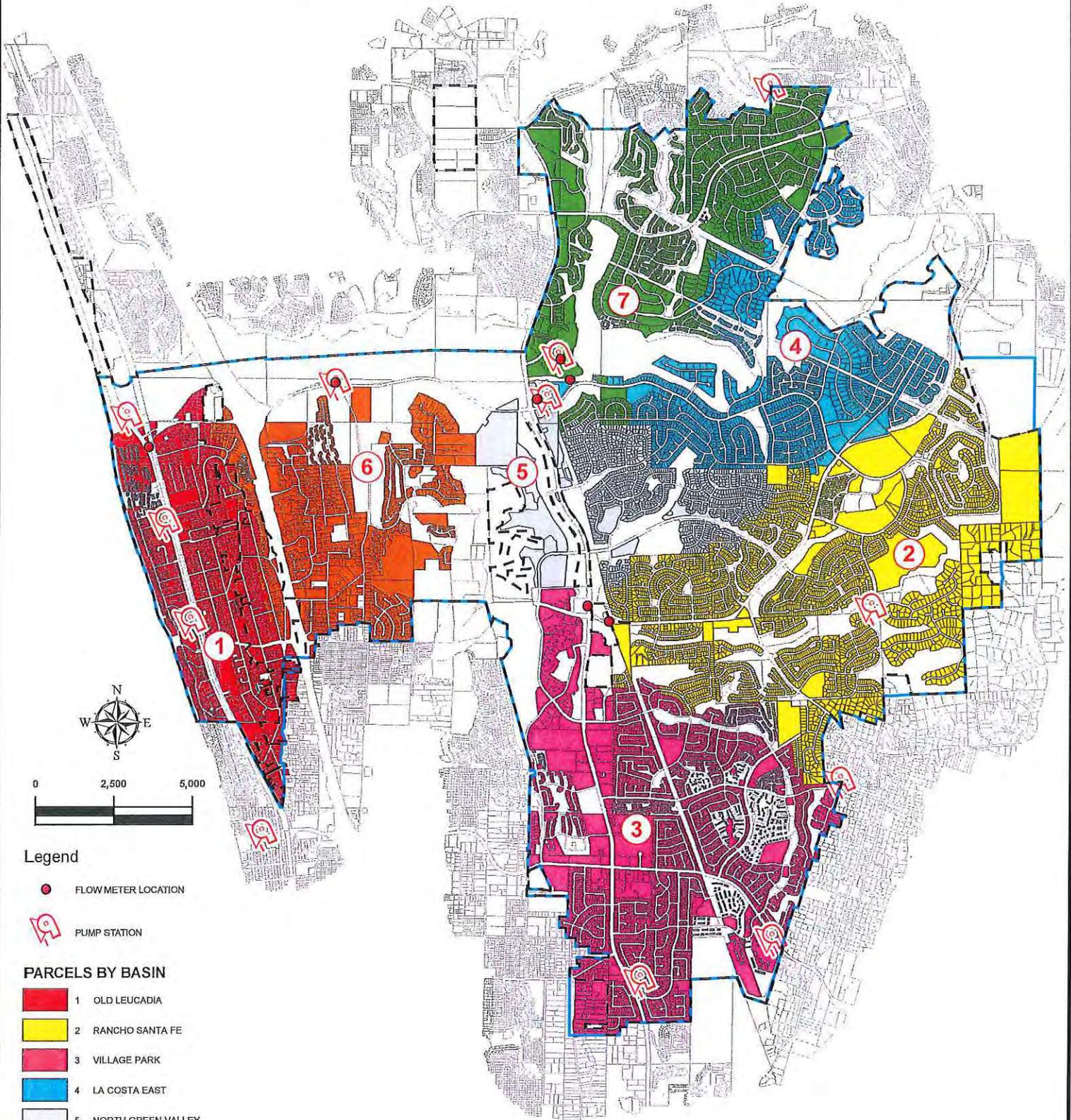
CCTV Inspections: 6.3 Miles/Month

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

■ CCTV Inspections (YTD 82.6 Miles)

■ Hydro Cleaning (YTD 205.1 Miles)

# LEUCADIA WASTEWATER DISTRICT



## Legend

-  FLOW METER LOCATION
  -  PUMP STATION
- PARCELS BY BASIN**
-  1 OLD LEUCADIA
  -  2 RANCHO SANTA FE
  -  3 VILLAGE PARK
  -  4 LA COSTA EAST
  -  5 NORTH GREEN VALLEY
  -  6 SAXONY
  -  7 ALGA HILLS
-  LWD BOUNDARY
  -  LWD SPHERE OF INFLUENCE



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**Operations and Administration Training Report  
May 2019**

**Training & Safety Events for the month May 2019**

**Hours**

Description	Ops	Admin	Total
Ethics Training (non-State Required)	0	4	4
Human Resources Webinar Training	0	3	3
Respiratory Protection	5	0	5
Underground Marking & Locating	7	0	7
<b>Total Training Hours</b>	<b>12</b>	<b>7</b>	<b>19</b>

YTD Monthly Avg 46  
YTD Totals 511

**Conferences for the month of May 2019**

**Attendees**

Description	Ops	Admin	Total
Accounting Educational Institute Seminar	0	1	0
<b>Total Attended Conferences</b>	<b>0</b>	<b>1</b>	<b>0</b>

Notes:

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



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

### Operations and Administration Training Report Summary for Fiscal Year 2019

Training		Hours		
Month	Ops	Admin	Total	
Jul-18	55	0	55	
Aug-18	35	3	38	
Sep-18	27	0	27	
Oct-18	54	10	64	
Nov-18	13	6	19	
Dec-18	35	12	47	
Jan-19	83	32	115	
Feb-19	46	12	58	
Mar-19	7	0	7	
Apr-19	58	4	62	
May-19	12	7	19	
Jun-19				
<b>YTD Totals</b>		<b>425</b>	<b>86</b>	<b>511</b>
<b>YTD Monthly Avg</b>		<b>39</b>	<b>8</b>	<b>46</b>

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-18	0	0	0	
Aug-18	0	2	2	
Sep-18	3	2	5	
Oct-18	0	0	0	
Nov-18	0	0	0	
Dec-18	0	0	0	
Jan-19	0	4	4	
Feb-19	0	2	2	
Mar-19	3	0	3	
Apr-19	4	0	4	
May-19	0	1	1	
Jun-19			0	
<b>YTD Total</b>		<b>10</b>	<b>11</b>	<b>21</b>
<b>YTD Monthly Avg</b>		<b>1</b>	<b>1</b>	<b>2</b>

**Notes:**

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

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

# Leucadia Wastewater District

## Balance Sheet

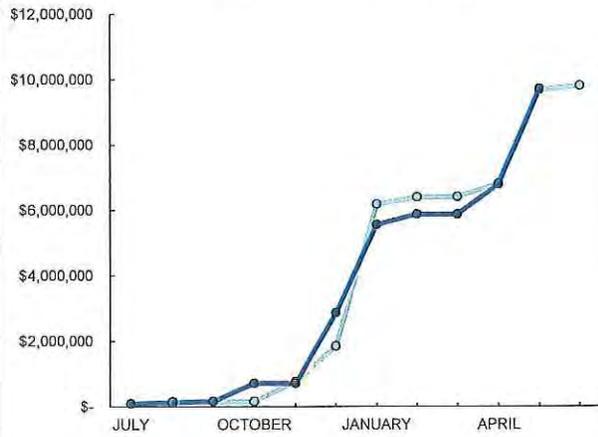
As of 5/31/2019

	Amount
<b>Assets</b>	
Cash & Investments	38,514,038.79
Accounts Receivables	143,555.48
Net OPEB Asset	123,127.00
Prepaid Expense	65,706.55
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	164,254,378.99
Less Accumulated Depreciation	(55,698,965.17)
Total Assets	149,443,041.64
<b>Deferred Outflows</b>	
PERS Pension Deferred Outflows	1,323,002.00
OPEB Health Deferred Outflows	21,235.00
Total Deferred Outflows	1,344,237.00
Total Assets & Deferred Outflows	150,787,278.64
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	364,988.37
Developer Deposits	130,045.68
Net Pension Liability	4,074,562.00
Total Liabilities	4,569,596.05
<b>Deferred Inflows</b>	
PERS Pension Deferred Inflows	348,638.00
OPEB Health Deferred Inflows	9,880.00
Total Deferred Inflows	358,518.00
<b>Net Position</b>	
Beginning Net Position (as of June 30, 2018)	
Investment in Capital Assets	108,555,413.82
Reserves	34,000,805.07
Total Beginning Net Position (as of June 30, 2018)	142,556,218.89
Current Change In Net Position	
Other	3,302,945.70
Total Current Change In Net Position	3,302,945.70
Total Net Position	145,859,164.59
Total Liabilities, Deferred Inflows & Net Position	150,787,278.64

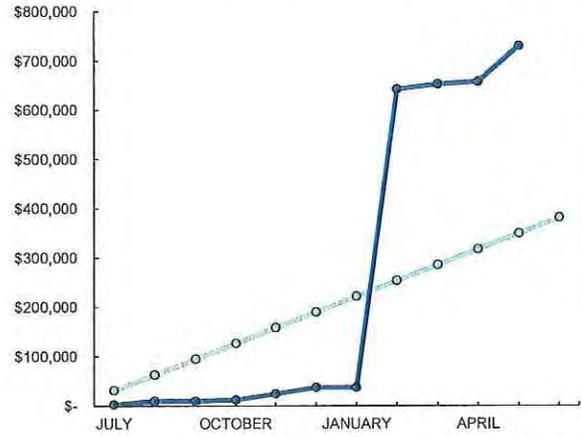
# Leucadia Wastewater District Revenue FY2019

YTD through May 31, 2019

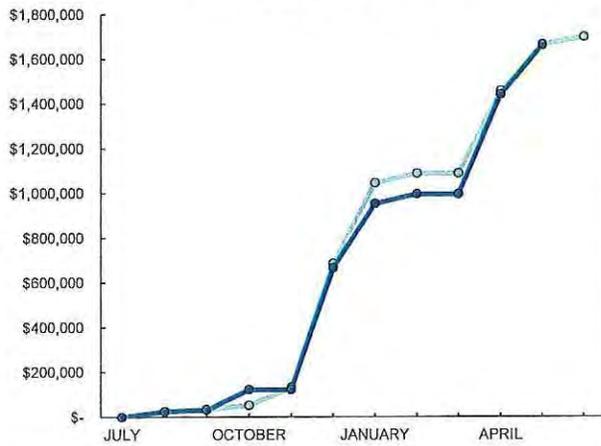
### Sewer Service Fees



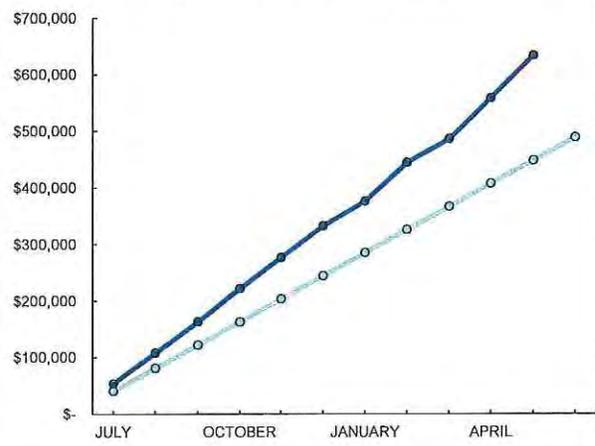
### Capacity Charges



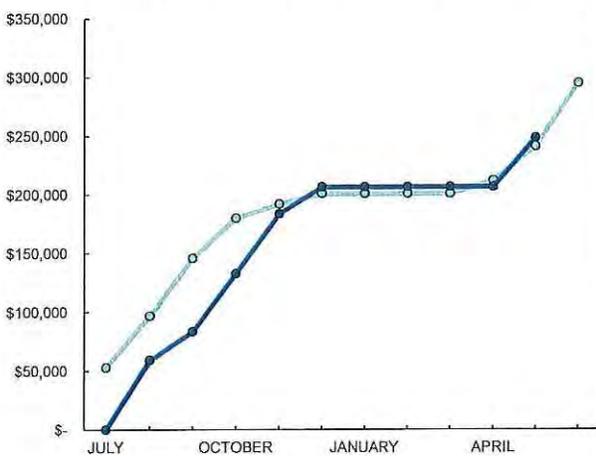
### Property Taxes



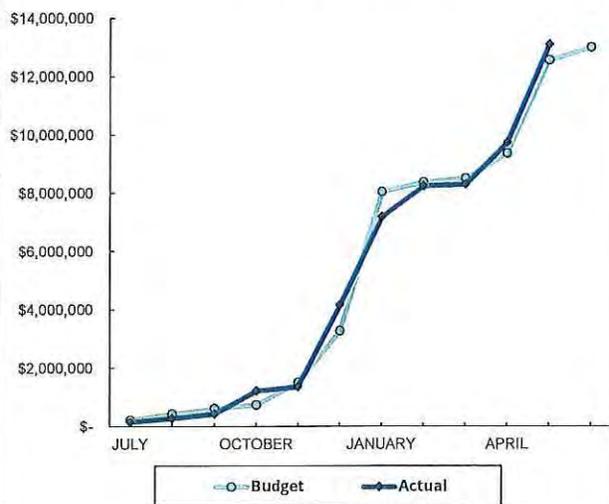
### Investment Income



### Recycled Wastewater Sales



### Total Revenue



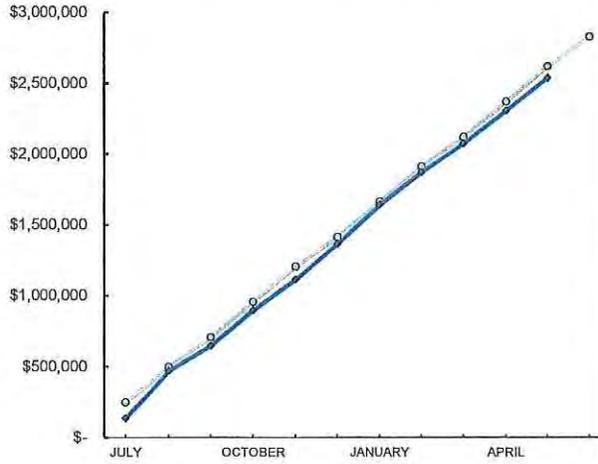
○ Budget     ● Actual

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

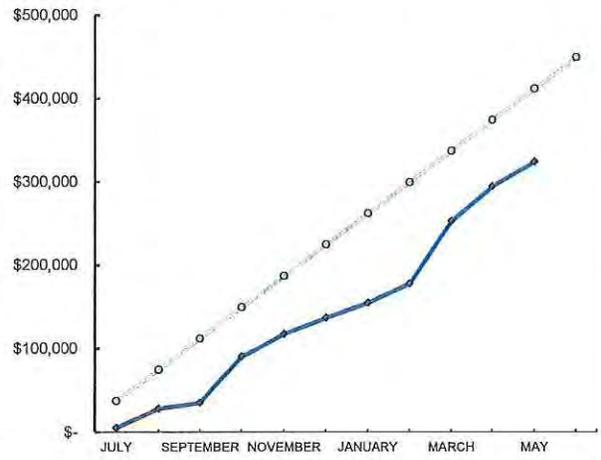
# Leucadia Wastewater District Operating Expenses FY2019

YTD through May 31, 2019

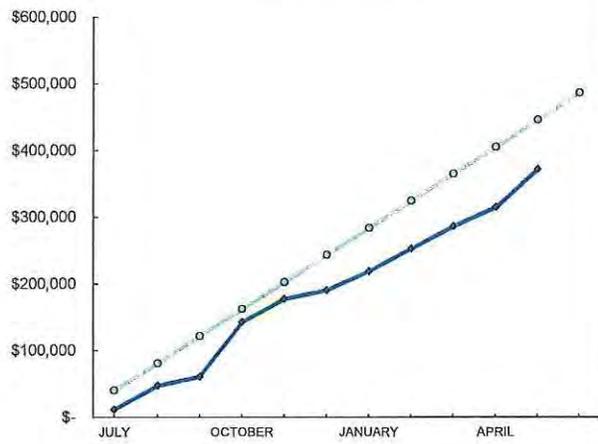
Salaries and Benefits



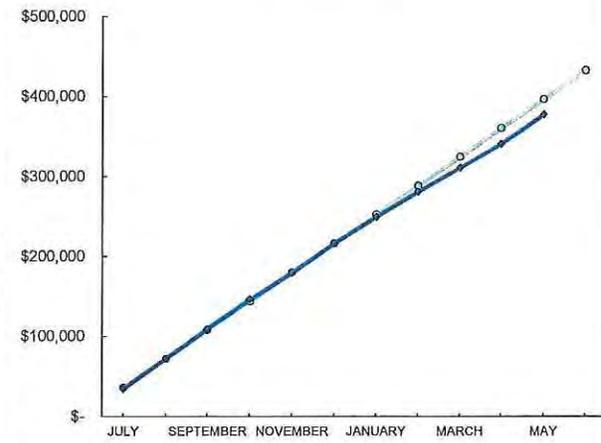
Professional Services



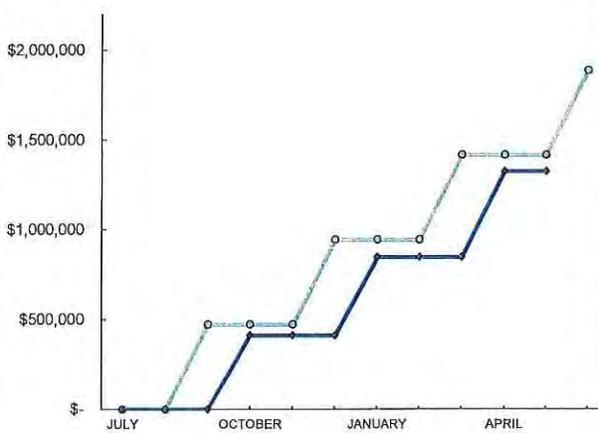
Repairs & Maintenance



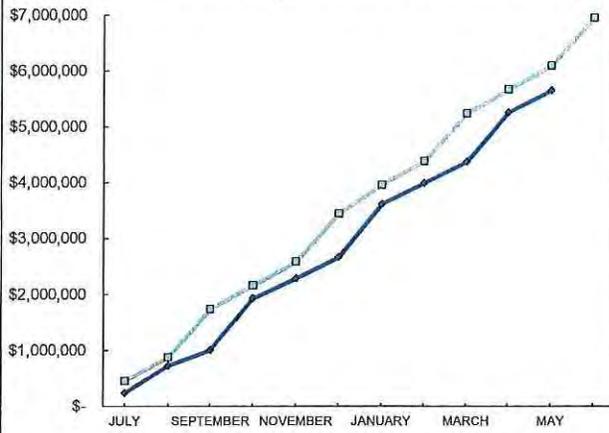
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement



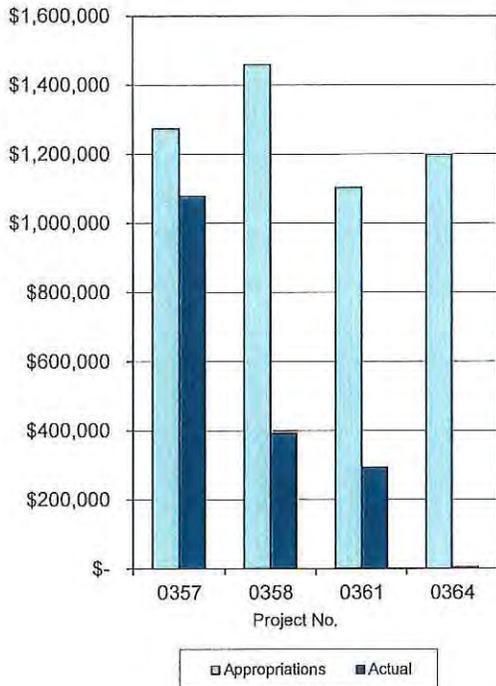
□ Budget    
 ◆ Actual

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

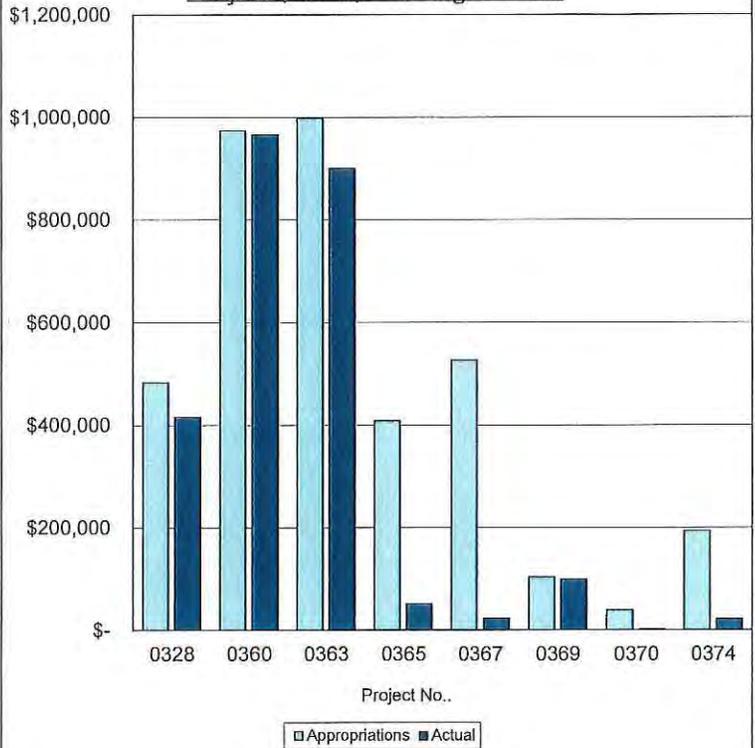
# Leucadia Wastewater District Capital Expenditures

As of May 31, 2019

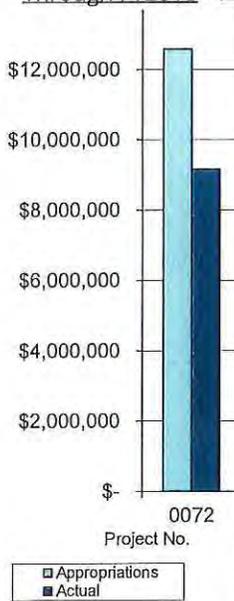
District Multi Year Capital Expenditures  
by Project  
(>\$1M) Through FY2018



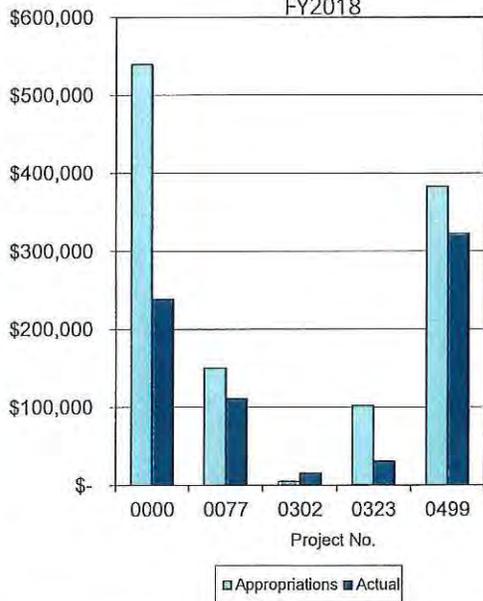
District Multi Year Capital Expenditures by  
Project (<\$1M) Through FY2018



District's Share of  
Encina WPCF  
Capital Exp  
Through FY2018



Single Year Capital Expenditures by  
Project  
FY2018



### Project Legend

Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Replcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Replcmnt	0367
HQ Electric Meter Installation	0369
Pump Station Assessment	0370
Bat FM (B3) Discharge Section Replacem	0374

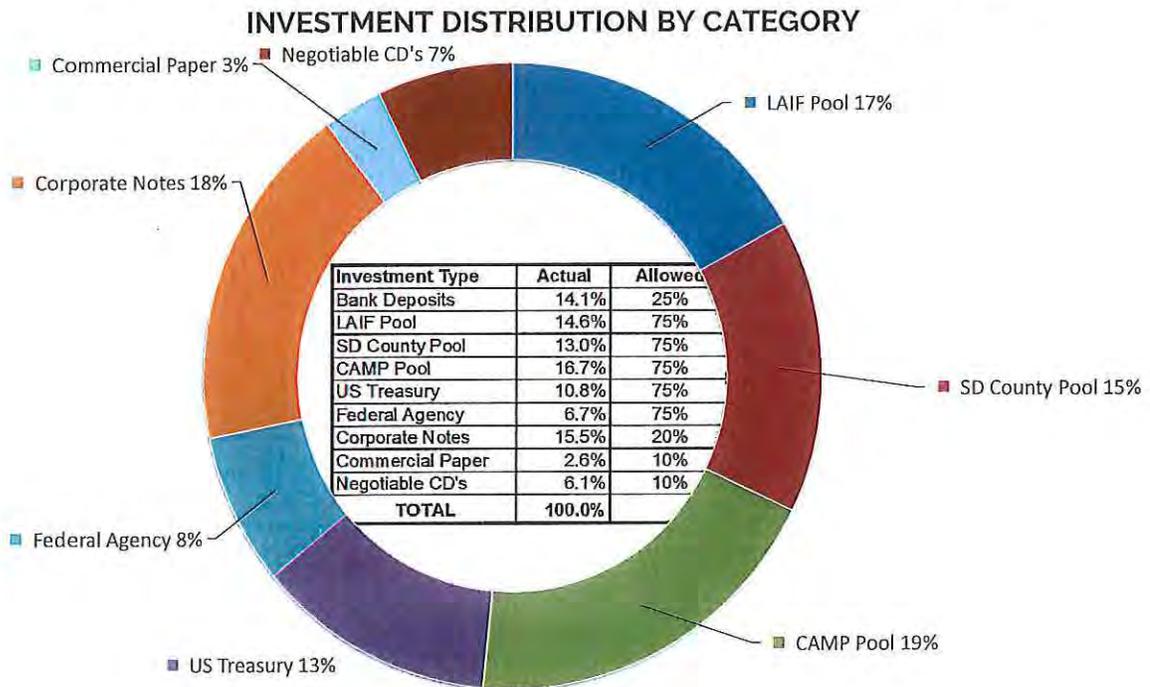
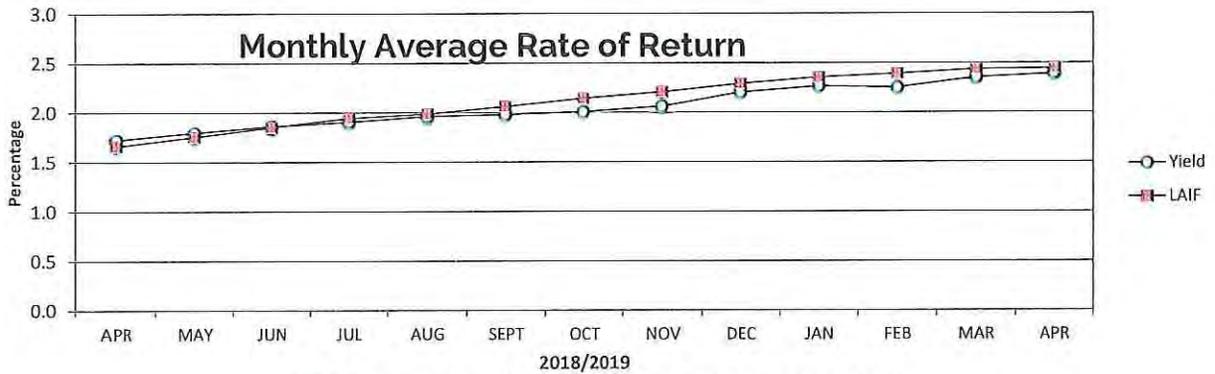
  

Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**April 30, 2019**

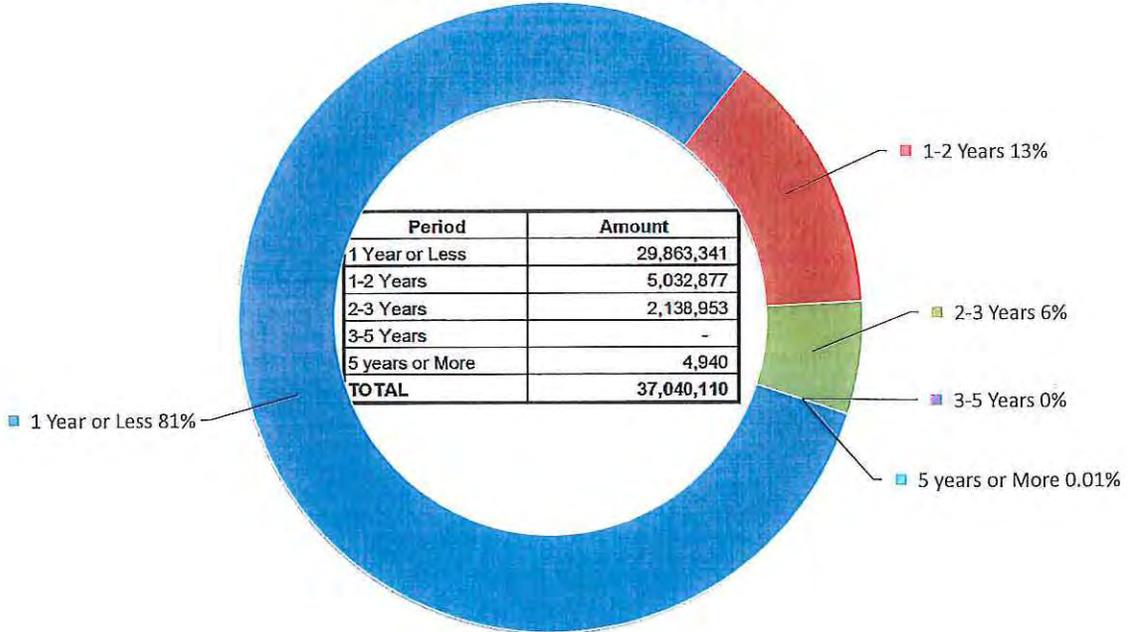
Cash Equivalents & Investments	Principal (Original Cost)		April Interest	Average Rate
	Mar 31, 2019	Apr 30, 2019		
Opus Bank Reserve	\$ 4,272,483	\$ 5,217,733	\$ 11,203	2.590%
LAIF Pool	6,157,671	5,396,546	\$ 11,771	2.445%
SD County Pool	4,794,350	4,818,274	9,757	2.439%
CAMP Pool	5,059,364	6,169,234	11,201	2.550%
CAMP Portfolio				
US Treasury Notes	3,992,719	3,992,625	6,151	2.050%
Federal Agency Mortgage-Backed Securities	4,984	4,940	30	7.370%
Federal Agency Notes	2,480,465	2,480,465	4,616	2.240%
Corporate Bonds/Notes	5,730,026	5,730,026	11,276	2.370%
Commerical Paper	983,751	980,384	2,151	2.680%
Negotiable CD's	2,499,883	2,249,883	4,662	2.450%
Total Camp Portfolio	15,691,827	15,438,323	28,886	2.300%
<b>Totals</b>	<b>\$ 35,975,695</b>	<b>\$ 37,040,110</b>	<b>\$ 72,817</b>	<b>2.393%</b>



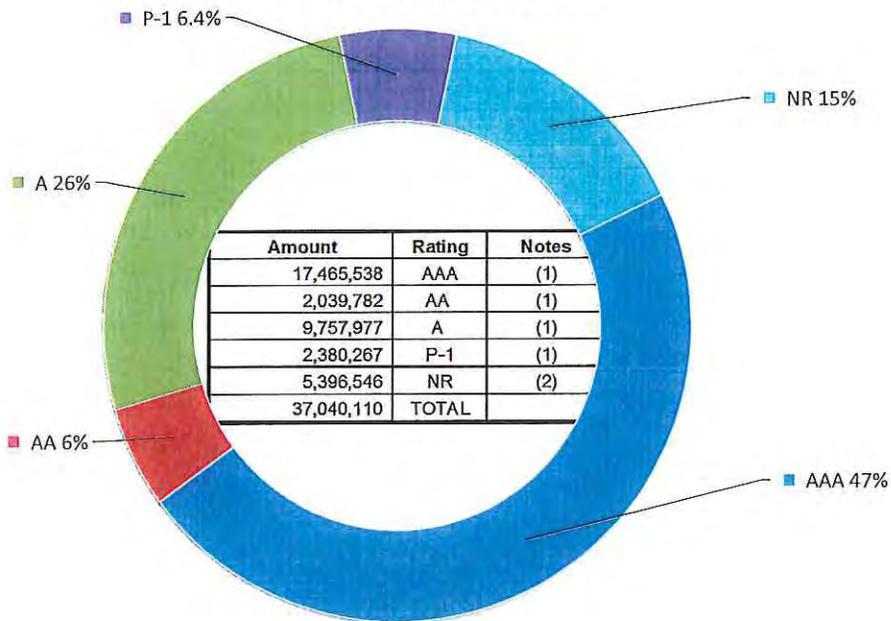
**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**April 30, 2019**

(Continued)

**REMAINING MATURITY**



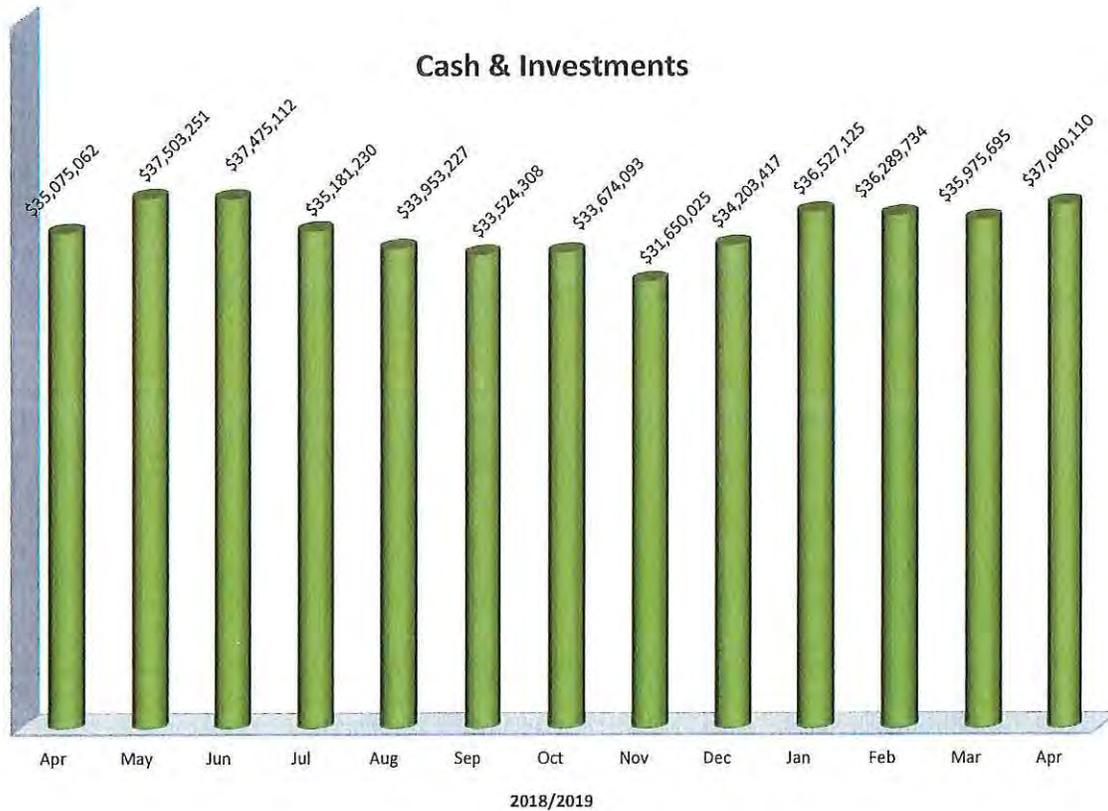
**INVESTMENT RATINGS**



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

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**April 30, 2019**

(Continued)



**INVESTMENT TRANSACTIONS**

*For the months of April, 2019*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 44		(3)	7.37%
US Treasury Note		\$ 800,000			1.26%
US Treasury Note	\$ 799,750				2.27%
MUFG Bank LTD/NY Comm Paper		\$ 500,000			2.57%
MUFG Bank LTD/NY Comm Paper	\$ 490,248				2.67%
Bank of Nova Scotia Houston Nef CD		\$ 250,000			1.91%
<b>TOTAL</b>	<b>\$ 1,289,998</b>	<b>\$ 1,550,044</b>	<b>\$ -</b>		

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 19-6656

DATE: June 6, 2019  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: **May 2019 Board Disclosure of Reimbursements Report**

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending May 2019.

**DISCUSSION:**

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

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

tb:PJB

Attachment

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

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	Fssup M. Gonzalez	FSS J. Stecker
2019 CSDA Legislative Days May 21-22, 2019 Sacramento, CA	<b>2019 CSDA Legislative Days</b>									
	Registration	275.00	150.00	275.00						
	Hotel	474.70	474.70	474.70						
	Airfare	244.96	196.96	108.98						
	Meals	81.07	83.31	17.83						
	Amtrack			38.68			-			
	Parking		53.70							
	Tips/Baggage	8.00	17.00	5.00						
	Fuel/mileage/taxi/uber	35.67	67.45	121.86						
<b>Total</b>	<b>1,119.40</b>	<b>1,043.12</b>	<b>1,042.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes:

- DO was already in northern CA for vacation. Took train from Bakersfield to SAC. One way airfare on SW to get home.
- ES drove JH to and from airport. ES drove DO/JH home from airport to her house. JH drove DO home.
- ES had SW points that were used from a previous canceled flight applied to travel costs.
- ES received discounted rate on registration for being on CSDA committees.

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Adopt Resolution No. 2311 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2020 (July 1, 2019 to June 30, 2020) Pursuant to Article XIII (B) of the California Constitution**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2311 as presented.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

California Government Code Section 7910 requires that the District establish appropriations limit at the beginning of each fiscal year. The appropriations limit for FY20 has been calculated at \$84,629,334. The planned District appropriations subject to the statutory limitation are \$1,894,512. As per Government Code Section 7910, the document used to develop the Appropriations Limit was made available to the public.

Proposed Resolution No. 2311 establishing the appropriations limit is attached for your consideration along with documentation used in the determination of the appropriations limit.

Staff recommends that the Board of Directors adopt Resolution No. 2311 as presented.

rad:PJB

Attachment

RESOLUTION NO. 2311

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
ESTABLISHING APPROPRIATIONS LIMIT OF THE DISTRICT  
FOR THE FISCAL YEAR JULY 1, 2019 - JUNE 30, 2020 PURSUANT TO  
ARTICLE XIII (B) OF THE CALIFORNIA CONSTITUTION

---

**WHEREAS**, Government Code Section 7910 requires that each year the Board of Directors of this District shall, by resolution, establish the District's appropriation limit for the following fiscal year pursuant to Article XIII (B) of the California Constitution; and

**WHEREAS**, the documentation attached hereto as Exhibit "A", used in the determination of the appropriations limit, has been available to the public in accordance with Government Code Section 7910.

**NOW, THEREFORE**, THE BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT (LWD) DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. The appropriations limit of LWD for the Fiscal Year July 1, 2019 - June 30, 2020 pursuant to Article XIII (B) of the California Constitution is hereby established as \$84,629,334.

Section 2. This Resolution is effective June 12, 2019 and supersedes Resolution No. 2297.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the LWD, held June 12, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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David Kulchin, President

ATTEST:

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Paul J. Bushee, General Manager

(SEAL)

**LEUCADIA WASTEWATER DISTRICT  
APPROPRIATIONS LIMIT  
FISCAL YEAR 2019-2020**

FISCAL YEAR	POPULATION FACTOR	CPI/PI FACTOR	ADJUSTMENT FACTOR	APPROPRIATIONS LIMIT	APPROPRIATIONS SUBJECT TO LIMIT	OVER (UNDER) LIMIT
1978-79				4,131,757		
1979-80	1.1185	1.1017	1.2323	5,019,364	474,509	(4,544,855)
1980-81	1.1952	1.1053	1.3211	6,725,969	269,388	(6,456,581)
1981-82	1.0207	1.0912	1.1138	7,491,303	201,344	(7,289,959)
1982-83	1.0570	1.0679	1.1288	8,455,960	346,283	(8,109,677)
1983-84	1.0578	1.0235	1.0827	9,154,915	518,291	(8,636,624)
1984-85	1.0641	1.0474	1.1145	10,203,504	370,506	(9,832,998)
1985-86	1.0423	1.0374	1.0813	11,032,865	407,693	(10,625,172)
1986-87	1.1571	1.0230	1.1837	13,059,749	854,824	(12,204,925)
1987-88	1.0810	1.0304	1.1140	14,548,109	571,371	(13,976,738)
1988-89	1.0486	1.0393	1.0898	15,854,675	2,287,498	(13,567,177)
1989-90	1.1118	1.0498	1.1672	18,505,063	7,133,033	(11,372,030)
1990-91	1.0273	1.0421	1.0705	19,809,670	3,570,985	(16,238,685)
1991-92	1.0271	1.0414	1.0696	21,188,858	4,873,688	(16,315,170)
1992-93	1.0085	1.0064	1.0149	21,505,287	945,024	(20,560,263)
1993-94	1.0199	1.0272	1.0477	22,530,400	881,142	(21,649,258)
1994-95	1.0079	1.0071	1.0151	22,870,074	1,258,995	(21,611,079)
1995-96	1.0004	1.0472	1.0476	23,959,121	534,652	(23,424,469)
1996-97	1.0167	1.0467	1.0642	25,496,815	7,127,060	(18,369,755)
1997-98	1.0204	1.0467	1.0680	27,230,599	4,706,220	(22,524,379)
1998-99	1.0367	1.0415	1.0797	29,401,505	2,864,723	(26,536,782)
1999-00	1.0386	1.0453	1.0857	31,920,931	1,219,792	(30,701,139)
2000-01	1.0422	1.0491	1.0933	34,900,013	2,073,768	(32,826,245)
2001-02	1.0445	1.0782	1.1262	39,303,693	460,000	(38,843,693)
2002-03	1.0445	0.9873	1.0312	40,531,016	761,542	(39,769,474)
2003-04	1.0263	1.0231	1.0500	42,557,926	773,263	(41,784,663)
2004-05	1.0218	1.0328	1.0553	44,911,884	452,866	(44,459,018)
2005-06	1.0157	1.0526	1.0692	48,018,786	1,339,689	(46,679,097)
2006-07	1.0216	1.0396	1.0620	50,997,014	6,064,787	(44,932,227)
2007-08	1.0172	1.0442	1.0622	54,168,601	4,121,237	(50,047,364)
2008-09	1.0163	1.0429	1.0599	57,415,246	1,424,330	(55,990,916)
2009-10	1.0102	1.0062	1.0165	58,360,757	1,496,698	(56,864,059)
2010-11	1.0143	0.9746	0.9885	57,691,221	1,257,308	(56,433,913)
2011-12	1.0077	1.0251	1.0330	59,594,831	941,116	(58,653,715)
2012-13	1.0103	1.0377	1.0484	62,479,881	1,237,704	(61,242,177)
2013-14	1.0087	1.0512	1.0603	66,247,981	1,278,375	(64,969,606)
2014-15	1.0135	0.9977	1.0112	66,988,165	1,318,868	(65,669,297)
2015-16	1.0073	1.0382	1.0458	70,055,307	1,473,535	(68,581,772)
2016-17	1.0082	1.0537	1.0623	74,420,087	1,576,765	(72,843,322)
2017-18	1.0070	1.0369	1.0442	77,708,993	1,641,550	(76,067,443)
2018-19	1.0108	1.0367	1.0478	81,427,055	1,766,492	(79,660,563)
<b>2019-20</b>	<b>1.0008</b>	<b>1.0385</b>	<b>1.0393</b>	<b>84,629,334</b>	<b>1,894,512</b>	<b>(82,734,822)</b>

**LEUCADIA WASTEWATER DISTRICT  
 APPROPRIATIONS SUBJECT TO LIMIT WORKSHEET  
 FISCAL YEAR 2019-2020**

Fiscal Year	Total Appropriations	Amount
2019-2020	General District	\$ 7,937,019
	Current Construction/Capital	9,791,791
	Other Debt & Reserves Exp.	-
	Reserves	30,606,063
	Subtotal	48,334,873
	Less: Prior Reserves (Limited to above reserves)	35,224,891
	(Difference)	(4,618,828)
	Less: Voter Approved Debt Service	0
	Total Available	17,728,810
	Non-Proceeds of Taxes	15,834,298
<b>Appropriations Subject to Limit</b>		<b>\$ 1,894,512</b>

Fiscal Year	Revenues	Total Revenue	Tax Revenue	Non Tax Revenue
2019-2020	Service Charges	\$ 10,218,771	\$ -	\$ 10,218,771
	Other Operating Income	189,043	-	189,043
	Property Taxes	1,790,000	1,790,000	-
	Other Non-Opererating Income	390,640	-	390,640
	Debt Service	-	-	-
	Less Voter Approved Debt Service	-	-	-
	Subtotal	12,588,454	1,790,000	10,798,454
	Interest Income	735,000	104,512	630,488
	Other Reserve Income	4,405,356	-	4,405,356
	<b>Total Revenues</b>	<b>\$ 17,728,810</b>	<b>\$ 1,894,512</b>	<b>\$ 15,834,298</b>

Interest Income Allocation

Tax Revenue	\$ 1,790,000
Total Revenue Before Interest	/ 12,588,454
%	= 14.2193791%
Interest Income	* 735,000
Interest Allocated to Tax Revenue	= \$ 104,512

**LEUCADIA WASTEWATER DISTRICT  
APPROPRIATIONS LIMIT WORKSHEET  
FISCAL YEAR 2019-2020**

(2)

	Total (1) 1/1/2018	Within District 1/1/2018	% of City	% of District
Carlsbad	115,095	33,933	29.5%	54.2%
Encinitas	63,375	28,632	45.2%	45.8%
Total		62,565	(to below)	100.0%

(1) The Cities of Carlsbad & Encinitas population figures are per SANDAG regional estimates for 1/01/2018. Figures are normally obtained from SANDAG website, however, due to website issues, obtained by special request from SANDAG.

(2) District population figures per special request from SANDAG. Latest estimate received May 14, 2019 are for Jan 2018.

		2017-2018		2018-2019	
		Total cities (3) 1/1/2018	Total district (Calc) 1/1/2018	Total cities (3) 1/2/2019	Total district (Calc) 1/2/2019
Population	%				
Carlsbad	29.5%	115,095	33,933	115,241	33,976
Encinitas	45.2%	63,375	28,632	63,390	28,639
Total	(from above)	178,470	62,565	178,631	62,615
Percentage change				0.090%	0.080%

<u>Adjustment factor calculation</u>	<u>FISCAL YEAR 2019-2020</u>	<u>% CHANGE</u>	<u>FACTOR</u>
1 population change calculation		0.080%	1.0008
2 per capita personal income - (3)		3.850%	1.0385
<b>Adjustment Factor</b>			<b>1.0393</b>

(3) Per California department of Finance letter and attachments, dated May 2019

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**May 22, 2019**

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

**1. National Pollutant Discharge Elimination System Permit Renewal Update**

The Board of Directors received and filed the National Pollutant Discharge Elimination System permit renewal update.

**2. Network Improvements Design Award**

The Board of Directors authorized the General Manager to execute the following professional service agreements related to the Network Improvements Project:

- CDM Smith, Inc. in the amount of \$264,644 for the network design; and
- Enterprise Automation in the amount of \$65,245 for SCADA design support

There was no Executive Session.

# Community Affairs Committee Meeting Report

Presented by Director Sullivan

---

## **Meeting held May 23, 2019**

The CAC reviewed the following recommendations:

### **1. Discussion of the 2019 Winter Newsletter Proposed Topics and Production Schedule**

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

- Wipes Clog Pipes Campaign;
- No rate increases for fiscal year 2020;
- Lateral Grant Story;
- Graphic on proper sewer connection vs. improper connection;
- Recent school tours;
- Teacher grant applications;
- Batiquitos (B3) Force Main Discharge Section Replacement
- Easement maintenance and Inspections - Importance of Access
- Standout Achievements; and
- Call for local photographers

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

The next CAC meeting was scheduled for Tuesday, June 11, 2019 at 1:00 p.m.

### **2. Downstream E-Newsletter Performance Report - 2019 Winter Newsletter**

The CAC also received an update on the Downstream E-Newsletter Performance Report for the 2019 Winter Newsletter.

This item was for information only and no action was taken.

# Engineering Committee Meeting Report

Presented by Vice President Juliussen

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## **Meeting held June 5, 2019**

The Engineering Committee (EC) reviewed the following recommendations:

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

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

# Investment and Finance Committee Meeting Report

Presented by Director Hanson

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## **Meeting held June 5, 2019**

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

1. Recommend that the Board of Directors authorize the General Manager to enter into an agreement with Multi-Bank Securities, Inc., to add them as an additional financial broker-dealer for the purchase of federally insured Certificates of Deposit.

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

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Adoption of Fiscal Year 2020 (FY20) Budget

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt the FY20 Leucadia Wastewater District (LWD) Budget as presented.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

On May 7, 2019, the Board of Directors conducted a special board meeting to review the proposed FY20 Budget. During this meeting, staff presented highlights of the proposed operating and capital budgets. In addition, the Board also conducted a closed session meeting to review the proposed personnel budget.

Following the meeting, the Board of Directors directed staff to prepare the final FY20 Operating and Capital Budgets.

The final budget is enclosed for the Board's review. Staff recommends that the Board of Directors adopt LWD's FY20 Budget.

tb:PJB

Enclosure

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Public Hearing on a Proposal to Consider Increasing the Amount That May Be Paid to Directors and Officers of the District for Service to the District**

---

The purpose of this public hearing is to allow the LWD Board of Directors to receive and consider public comment on the following:

- 1) A proposal to increase the amount that may be paid to directors and officers of the District from \$190 to \$200 per day of service;

The notice of this public hearing was posted at the District office and was advertised in the San Diego Union Tribune on May 1 and May 8, 2019.

**DISCUSSION:**

- 1) Board of Director's Compensation

The Board of Directors last approved a compensation increase in April 2016. The California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2016, the Board is eligible for an adjustment not to exceed 15%.

Proposed Ordinance No. 140 will be considered later in this agenda. The Ordinance provides for a 5.3% adjustment that increases compensation for a day's service to LWD from \$190 to \$200. It also confirms those meetings that qualify for director compensation.

If adopted, the compensation increase will be effective 60 days after adoption.

After receiving public testimony, the Board of Directors will close the public hearing and may consider action on the proposed item during the regular meeting immediately following this public hearing.

tb:PJB

**MEMORANDUM**

**DATE:** June 6, 2019

**TO:** Board of Directors

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

**SUBJECT:** **Public Hearing on a Proposal to Consider Collecting the District's Wastewater Service Charge for Fiscal Year 2020 (FY20) on the San Diego County Tax Roll**

The purpose of this public hearing is to allow the LWD Board of Directors to receive and consider public comment on the following:

- 1) A proposal to collect LWD's wastewater service charges for FY20 on the County Tax Roll in the same manner, together with, and at the same time as general taxes.

The notice of this public hearing was posted at the District on May 23, 2019. It was also published in the San Diego Union Tribune on May 23, 2019 and on May 30, 2019.

**DISCUSSION:**

- 1) Collection of District Wastewater Service Charges for FY20 on the Tax Roll of the County of San Diego

LWD has collected its wastewater service charges on the San Diego County Tax Roll, concurrent with general taxes, since 1979. Staff proposes to continue collecting its wastewater service charges in this manner for FY20. As per Government Code Section 5473, LWD has made available, for public review and inspection, a report showing the amount of the proposed wastewater service charges for each parcel of real property receiving wastewater service.

It is necessary for the Board to consider all objections or protests to the report. If the Board of Directors finds that the protests are made by the owners of a majority of separate parcels of property described in the report, then the report shall not be adopted and the wastewater service charges shall be collected separately from the tax rolls. To date, no objections or protests have been filed with LWD regarding this report.

After receiving public testimony, the Board of Directors will close the public hearing and may consider action on the proposed item during the regular meeting immediately following this public hearing.

th:PJB

**MEMORANDUM**

DATE: June 6, 2019  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager   
**SUBJECT: Board of Directors Compensation Adjustment**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors

1. Approve Ordinance No. 140: increasing compensation for LWD Board of Directors from \$190 to \$200 and confirming meetings that qualify for director compensation.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Prior to this item, the Board of Directors conducted a public hearing to receive and consider public comment on this proposed ordinance to increase compensation for Directors from \$190 to \$200.

On April 17, 2019, the Board of Directors directed staff to prepare, notice and schedule a public hearing for the purpose of considering an increase in Board of Director's compensation.

Proposed Ordinance No. 140 (Attachment 1) implements the compensation adjustment in accordance with the Board's direction and specifies the types of meetings for which compensation may be paid. The proposed Ordinance provides for a \$10 increase in compensation, resulting in a 5.3% adjustment.

The Board of Directors last approved a compensation increase on April 13, 2016. The California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2012, the Board is eligible for an adjustment not to exceed 15%.

If approved, Proposed Ordinance No. 140 will supersede Ordinance No. 134 which was adopted on April 13, 2016.

General Counsel has reviewed the proposed Ordinance. Notice of this Public Hearing was published in the San Diego Union Tribune on May 1, 2019 and May 8, 2019 in accordance with Water Code Section 20203 and Government Code Section 6066. If adopted, Ordinance No. 140 will become effective sixty (60) days after its adoption.

The fiscal impact of the proposed Ordinance will vary depending upon the number of meetings held by the Board of Directors and its committees and attendance at those meetings. Sufficient appropriations will be included in the Proposed FY 2020 budget to fund the resulting adjustment.

rad:PJB

Attachment

**ORDINANCE NO. 140**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
INCREASING COMPENSATION OF DIRECTORS AND  
CONFIRMING MEETINGS THAT QUALIFY FOR DIRECTOR COMPENSATION**

**WHEREAS**, the Leucadia Wastewater District (LWD) is a county water district that operates as a special district in accordance with Government Code Section 56036; and,

**WHEREAS**, the LWD Board of Directors desires to provide for reasonable compensation for Directors that is consistent with Water Code Section 20202; and,

**WHEREAS**, the LWD Board of Directors last set compensation on April 13, 2016 at \$190.00 per day of service for each Director pursuant to Ordinance No. 134; and,

**WHEREAS**, Ordinance No. 134 identified meetings which have been pre-approved and qualify for Director's compensation; and,

**WHEREAS**, the LWD Board of Directors has determined that an increase of 5.3% above the current rate is appropriate; and,

**WHEREAS**, a public hearing to consider the increase in compensation for Directors was duly noticed and held in accordance with Water Code Section 20203 on the date hereof,

**NOW, THEREFORE, BE IT ORDAINED:**

1. The LWD Board of Directors shall be compensated \$200 per day of service for attendance at meetings of the Board, Board committees, and conferences or seminars of the following organizations or associations:
  - California Association of Sanitation Agencies (CASA);
  - California Special Districts Association (CSDA);
  - California Sanitation Risk Management Authority (CSRMA);
  - California Water Environment Association (CWEA);
  - California WaterReuse Association;
  - Local Agency Formation Commission (LAFCO);
  - Southern California Alliance of Publicly Owned Treatment Works (SCAP); and
  - Special District Institute (SDI).

Also authorized for compensation is attendance at a conference or organized educational activity conducted in compliance with subdivision (c) of Government Code Section 54952.2, including, but not limited to, ethics training required by Government Code Sections 53234-53235.5.

Attendance at other meetings, conferences and seminars not specifically authorized by this Ordinance must be approved by the Board of Directors prior to attendance for compensation.

2. That in no event shall a Director receive compensation for more than a total of ten (10) days service to LWD in any calendar month.
3. That the provisions of this ordinance shall be effective sixty (60) days after its adoption, and thereafter, Ordinance No. 134 shall be void and of no further force and effect.

**PASSED AND ADOPTED** this 12th day of June 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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David Kulchin  
President

**ATTEST:**

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Paul J. Bushee  
General Manager

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Adopt Resolution No. 2312 – A Resolution of the Board of Directors of the Leucadia Wastewater District Adopting and Approving the Report for the Collection of Wastewater Service Charges on County Tax Roll for the Fiscal Year July 1, 2019 to June 30, 2020**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2312 as presented.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

LWD's wastewater service charge has been collected on the San Diego County Tax Roll since 1979. Staff is proposing to continue this practice for Fiscal Year 2020 (FY20). Prior to this item, the Board of Directors will have conducted a public hearing regarding the collection of the FY20 wastewater service charges on the county tax roll in accordance with Health and Safety Code Section 5473.

A written report was prepared and filed with the General Manager which contains a description of each parcel of real property and the amount of the wastewater service charge for each parcel for FY20. The charges in the report are based on the FY20 wastewater service charge of \$343.68 per year per equivalent dwelling unit (EDU).

Staff recommends that the Board adopt Resolution No. 2312 (attached) as presented, and/or take other action as appropriate.

th:PJB

Attachment

RESOLUTION NO. 2312

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING AND APPROVING THE REPORT FOR THE  
COLLECTION OF WASTEWATER SERVICE CHARGES ON THE COUNTY TAX  
ROLL FOR THE FISCAL YEAR JULY 1, 2019 – JUNE 30, 2020

---

**WHEREAS**, the Board of Directors of LEUCADIA WASTEWATER DISTRICT (LWD) has elected to have wastewater service fees for the Fiscal Year July 1, 2019 – June 30, 2020 (FY 2020) collected on the tax roll in accordance with Health and Safety Code Sections 5470-5474.10; and

**WHEREAS**, the current wastewater service fee for each equivalent dwelling unit (EDU) is \$343.68 per year (Existing Wastewater Service Fee); and

**WHEREAS**, the Board of Directors has determined that the FY 2020 Wastewater Service Fee for each EDU shall remain at \$343.68 per year effective July 1, 2019; and

**WHEREAS**, a written report was prepared and filed with the General Manager of this District, which written report contains a description of each parcel of real property receiving wastewater service and the amount of the wastewater service fee for each parcel for said fiscal year, which is based on the approved FY 2020 Wastewater Service Fee; and

**WHEREAS**, notice of the hearing on said report was published in the form and manner prescribed by law; and

**WHEREAS**, at the time stated in the notice, this Board of Directors did hear and consider all objections or protests to said report.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF LWD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1. The Board of Directors hereby determines that the amount of the wastewater fee for each parcel for the Fiscal Year July 1, 2019 – June 30, 2020 shall be as described in said report.

Section 2. The report is hereby adopted and approved.

Section 3. The General Manager is authorized and directed to file with the Auditor of San Diego County a copy of said report with a statement endorsed thereon over his signature that it has been finally adopted by the Board of Directors.

Section 4. Effective July 1, 2019 this Resolution supersedes Resolution No. 2298.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of LWD held June 12, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
David Kulchin, President

ATTEST:

\_\_\_\_\_  
Paul J. Bushee, Secretary/Manager

(SEAL)

**MEMORANDUM**

Ref: 19-6686

**DATE:** June 6, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** 2019 Update of the District's Sanitary Sewer Management Plan (SSMP)

**RECOMMENDATION:**

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

1. Adopt the 2019 update of the District's Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Incorporated.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

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

The Statewide Sanitary Sewer Systems Waste Discharge Requirements (Statewide WDR), issued by the state in May 2006, imposed regulations on all California agencies that operate Sewage Collection Systems. The Statewide WDR required sewer agencies to develop and implement a system specific Sewer System Management Plan (SSMP). The District complied with all prescribed provisions and adopted its initial SSMP in June 2009. The Statewide WDR requires the SSMP to be updated every five years. Therefore, in July 2014 the District adopted its current SSMP. With the passing of another five year period, an update of the SSMP is necessary to comply with the Statewide WDR requirement.

The significant changes to the District's SSMP incorporated into this 2019 update are:

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

In 2009 Dexter Wilson Engineering, Incorporated (DWEI) worked closely with staff to develop the initial SSMP. Subsequently, in 2014 DWEI assisted in the first 5 year SSMP Update. Additionally, DWEI has conducted the District's annual SSMP audits for Fiscal Years 2010 to 2018. Due to their thorough knowledge of the SSMP and District operations, staff requested that DWEI conduct the 2019 SSMP Update.

The executive summary is attached for your review. A copy of the 2019 SSMP Update is available upon request.

Steven Henderson of DWEI will present an overview of the 2019 SSMP Update at the meeting.

jms:PJB

Attachment

## **Executive Summary**

The purpose of this Sewer System Management Plan (SSMP) is to document and publicly present in a central document the programs and activities utilized by the Leucadia Wastewater District (the District or LWD, system ID: 9SSO11210) in effectively managing its wastewater collection system.

### **Regulatory Background**

On May 2, 2006, in an effort to reduce the occurrences of sanitary sewer overflows (SSOs) within California, a Statewide General Waste Discharge Requirement (Statewide WDR) was adopted that imposed several new requirements on all agencies that operate sewage collection systems. To date, the District has complied with all provisions prescribed in the Statewide WDR, including enrollment in electronic spill reporting, the establishment of its legal authority to enforce sewer ordinances, certification of the complete initial SSMP implementation on June 8, 2009 by the General Manager, and subsequent audits of all SSMPs.

On July 30, 2013, revisions to the Monitoring and Reporting Program for the Statewide WDR were adopted. The adoption included revisions of spill category definitions; revisions to notification, reporting, and record keeping requirements; and enhancement of water quality monitoring requirements.

This 2019 SSMP is the 5-year update to the 2014 SSMP (as required by the Statewide WDR), will be re-certified by the Board of Directors and reported to the State Board.

### **SSMP Development**

Dexter Wilson Engineering, Inc., a consulting engineering firm, was tasked to assist the District in completing its SSMP. Prior to drafting this SSMP, every aspect of the District's activities and programs to prevent SSOs and to assure the proper system operation and maintenance were carefully reviewed and validated by the District. This included checks of: staff training, programs, operating procedures, historic data, and planning documents like the LWD Standard Specifications, the Asset Management Plan, and the Financial Plan Update. This review determined that the programs, procedures, plans, and management practices required for the Statewide WDR have been in place at the District for many years and are the basis for its outstanding record of environmental protection and regulatory compliance.

As an over-arching document, the SSMP strives to integrate programs and activities from the staff level to the Board level to insure that all components of District are connected and effective in preventing SSOs. Dexter Wilson Engineering, Inc. completed annual audits of the District's 2009 and 2014 SSMP and guided the District in the development of this 2019 version. The annual audit exceeds the WDR requirement of biennial audits and reflects the District's commitment to a proactive approach toward preventing SSOs.

## SSMP Future Activities

The performance evaluations and audits of the 2014 SSMP are incorporated into this document. Similarly, performance evaluations and audits of this 2019 SSMP are included by reference and shall be incorporated in the future 2024 update.

## Definitions

ASM	Administrative Services Manager
CIP	Capital Improvement Project
CWMS	Computerized Work Management System
DE	District Engineer
EDU	Equivalent Dwelling Units
EWA	Encina Wastewater Authority
FOG	Fats, Oil, and Grease
FSS	Field Services Superintendent
gpd	gallons per day
GM	General Manager
LRO	Legal Responsible Officer
LWD	Leucadia Wastewater District
MGD	million gallons per day
PM	Project Manager
SMA	Special Maintenance Area
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
TSM	Technical Services Manager
WDR	Waste Discharge Requirement

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Batiquitos (B3) Force Main Discharge Section Replacement Project - Construction

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an Agreement with Charles King Company for construction services to complete the Batiquitos (B3) Force Main Discharge Section Replacement Project in an amount not to exceed \$444,660.
2. Discuss and take other action as appropriate.

**BACKGROUND:****Tactical Goal: Infrastructure and Technology / B3 FM Discharge Section Replacement**

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

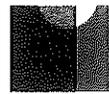
In February 2019 a Task Order was issued to Infrastructure Engineering Corporation (IEC) to design the replacement of the discharge section of the Batiquitos (B3) Force Main. The objective of the project is to replace the discharge end of the force main or approximately 720 feet of ductile iron pipe (DIP) with polyvinyl chloride (PVC) pipe. Staff elected to replace the discharge section because two previous force main replacement projects provided evidence that this section is highly susceptible to internal corrosion. This internal corrosion is due to the high probability that air enters the force main where it discharges to gravity flow. This condition was observed in the following projects:

1. In February 2013 the discharge end of the Batiquitos (B2) Force Main ruptured while initiating bypass operations into the Secondary Effluent (B1) Force Main for the Lanikai Trunk Sewer Lining Project. The rupture resulted from internal corrosion of a force main section adjacent to the bypass connection and caused a 22,000 gallon sewer spill. To repair B2 approximately 80 feet of the discharge section was replaced. As a result, the bypass was dismantled and the Lanikai Trunk Sewer Lining Project was canceled. The B2 Replacement Project resulted from the incident.
2. In 2015 the west section of Leucadia (L1) Force Main was replaced, including the discharge section west of the La Costa Avenue Railroad Bridge. When that section was removed, severe internal corrosion was found where it transitioned to gravity flow.

During both the B2 and L1 West Section Force Main Replacement Projects it was observed that except for the discharge sections, the rest of the DIP force mains were in excellent condition and showed no indication of internal or external corrosion. Construction of the B2 and L1 projects cost \$2.38 million and \$1.46 million, respectively. Therefore, staff believes a prudent and cost conscience approach to force main maintenance and rehabilitation is to replace the force main discharge section.

**DISCUSSION:**





**BID REVIEW MEMORANDUM**

Date: May 16, 2019

Subject: **Batiquitos (B3) Force Main Discharge Section Replacement Project**

Prepared By: Sheila McAtee

Reviewed By: Jamie Fagnant, P.E.

**PURPOSE**

This memorandum provides a summary of our evaluation of bid results and the responsiveness of the submitted bids for the subject project.

**BID RESULTS**

Four bids were received and opened on May 14, 2019. The bids are summarized on Table 1 - Bid Summary (see attached) and characteristics of the bids are as follows:

Low Bid:	\$444,660
High Bid:	\$644,000
Engineer's Opinion of Probable Cost:	\$485,000

Review of bid amounts and individual bid items is discussed further below.

**REVIEW OF LOW BIDDER**

Charles King Company (Charles King) submitted the apparent low bid. IEC has determined Charles King Company to be responsive to the bid requirements and recommends that the District award the project to Charles King Company. The following reviews have been completed.

**Contractor's License:** The Contractor holds the required Class A License (No. 738236). The license is current and active.

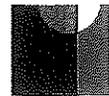
**Bid Bond:** A bid bond in the amount of ten percent (10%) of the bid amount was submitted with North American Specialty Insurance Company as surety. North American Specialty Insurance Company has a Best's Key Rating of A+, XV.

**Signatures:** Debra King, the Contractor's President, Secretary, and Treasurer, signed the Closing Statement, Bidder's Bond, Non-Collusion Affidavit, California All-Purpose Acknowledgement, and Local Preference Certification.

**Project Manager's Experience:** The Contractor has identified Scott King as the project manager. IEC has reviewed his resume and found his experience suitable to manage the 2019 B3 Sewer Force Main Replacement Project.

**Worker's Compensation Insurance:** Policy # T10180030 is in affect through 6-2-2019.

**Experience Requirements:** The bid documents require the Contractor to submit:



(a) three project references where the Contractor installed at least 1000 linear feet of 24-inch or greater AWWA C905 PVC pipe in each project, and (b) three project references where the Contractor installed a total of 30 cured-in-place manhole liners (CIPML) into sewer manholes. Although they did not report experience installing 24 inch PVC pipe, Charles King's submitted experience records show experience installing 12 inch diameter PVC pipe, with lengths totaling over 4000 linear feet. The submitted experience shows more than adequate experience installing PVC pipe, and IEC is confident in their ability to install 24 inch pipe. Although they did not report experience installing cured-in-place manhole linings (CIPML), the subcontractor they listed hold the required experience.

**References:** IEC contacted Charles King's listed references to perform an assessment of the Contractor's prior work. In all cases, Charles King Company was recommended as a good contractor with no record of claims.

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

Contractors and their subcontractors are required to be registered with the DIR prior to bidding a public works project. The table below demonstrates that Charles King Company and each of its subcontractors have met this requirement.

Contractor Legal Name	Registration Number	Registration Date	Expiration Date
Charles King Co.	1000001537	06/07/2018	06/30/2019
Sancon Engineering, Inc.	1000003923	06/14/2018	06/30/2019

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

**List of Subcontractors:**

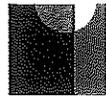
Contractor	Licence #	Location of Business	Portion of Work
Sancon Engineering, Inc	731797	Huntington Beach, CA	Rehabilitate Sewer Manholes

**Bid Item/Cost Review:**

Charles King's bid was approximately 8.3% below the engineer's opinion of probable cost. Although the bid cost is lower than the engineer's opinion of probable construction cost, it is our opinion that the bid costs reflect the current market conditions and reasonably stringent installation guidelines and do not constitute grounds to reject the received bids.

Charles King's cost for Bid Item 1, Mobilization, was listed as \$11,200, or 2.5% of the total bid. Contract documents limit the mobilization cost to 5% of the total project cost. IEC does not consider the proposed mobilization cost to be excessive.

**Claims Filed:** Charles King has not filed any claims in the last five (5) years but had one claim filed against them which they outlined in their bid documents. The claim was in reference to a subcontractor hired to perform cured in place pipe lining via a means and



methods that was contended to be not constructible. Ultimately, the claim was settled in mediation and the owner proceeded with the work under a different contractor using different products and installation procedures than originally specified. IEC reviewed the claim details as provided in the bid documents and found no cause to reject Charles King's bid as a result of the information provide therein.

**Addenda:** Charles King acknowledged receiving Addenda 1.

**Liner Material:** The District/IEC received an e-mail from a bidder questioning whether the apparent low bidder was proposing to use an approved manhole liner material. Although this was not an official bid protest, IEC did look into the proposed liner material and found the product proposed for use is the same material as had been proposed in the specifications, but that the company manufacturing it had been purchased and the material renamed. IEC takes no exception to the proposed material and does not feel the proposed material is grounds to reject the lowest apparent bid.

At this time, IEC has no concern regarding Charles King's ability to complete the work for the cost given.

**RECOMMENDATION**

IEC recommends award of the contract to Charles King Company based on their knowledge and experience record and responsiveness to the bidding requirements.

Attachments  
Table 1 – Bid Summary

**Leucadia Wastewater District  
 Batiquitos (B3) Sewer Force Main Discharge Section Replacement Project  
 Bid Summary**

Bid Item	Quantity	Unit	Article	Engineer's Estimate	Charles King	Mike Prlich	Burtech Pipeline	Piperin
1	1	LS	Mobilization, Bonds, Permits, Cleanup and Demobilization	\$26,400	\$11,200	\$30,000	\$35,000	\$30,000
2	1	LS	SWPPP	\$6,000	\$21,900	\$2,000	\$10,000	\$15,000
3	1	LS	Sheeting, Shoring and Bracing	\$12,000	\$10,700	\$10,000	\$12,000	\$20,000
4	750	LF	24" B3 Sewer Force Main	\$360,000	\$308,060	\$297,750	\$365,000	\$438,000
5	1	LS	Dewater 24" Sewer Force Main	\$6,000	\$12,500	\$20,000	\$8,500	\$20,000
6	1	LS	Traffic Control	\$10,560	\$4,300	\$18,000	\$15,000	\$30,000
7	1	LS	Pothole Utilities	\$7,920	\$11,300	\$10,000	\$12,000	\$20,000
8	3	EA	Install Cured-In-Place Manhole Liner (CIPML)	\$36,000	\$38,700	\$48,750	\$37,500	\$51,000
9	1	LS	Restore Existing Landscaping	\$18,000	\$26,000	\$15,000	\$30,000	\$20,000
<b>Total</b>				<b>\$482,880</b>	<b>\$444,660</b>	<b>\$451,500</b>	<b>\$525,000</b>	<b>\$644,000</b>

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Agreement with Evoqua Water Technologies LLC to Furnish and Deliver Ferrous Chloride**

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**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a two-year procurement agreement with Evoqua Water Technologies LLC to furnish and deliver Ferrous Chloride in an amount not to exceed \$322,000.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

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

In 2006, the Leucadia Wastewater District (District) partnered with Evoqua Water Technologies LLC (EWT), formally known as U.S. Filter Davis Products, to provide Bioxide to help prevent and control the formation of hydrogen sulfide (H<sub>2</sub>S) in the Leucadia Pump Station Force Mains (LPSFM). Control of H<sub>2</sub>S is critical because it is a lethal gas, creates odors, and causes internal corrosion of metal pipes. As staff continued to monitor the H<sub>2</sub>S level at the discharge of the LPSFM, it became apparent over time that Bioxide was not as effective as it was at initial use. Due to the high cost of Bioxide and community implementation of water conservation, the District decided to evaluate other alternatives to Bioxide.

Working collaboratively with the District Engineer, staff identified Ferrous Chloride (Ferrous) as an alternative to Bioxide for H<sub>2</sub>S control. Staff reached out to EWT and received confirmation that EWT was able to supply Ferrous.

In March 2018, the District began a 120-day field trial with EWT to inject Ferrous into the LPSFM. At the end of the 120-day trial period, the results demonstrated that Ferrous was more effective at reducing H<sub>2</sub>S levels than Bioxide and at a lower cost.

Based on the price during the trial period, staff estimated that the cost over a two year period for Ferrous would exceed \$60,000. In accordance with Section 8, Formal Procurements for Goods and Other Services (\$60,000.01 and over), of the District's Procurement Policy, staff is required to conduct a Formal Request for Sealed Bids (RFB). This procedure includes the publication of a Public Notice Inviting Bids in a newspaper of general circulation at least ten (10) days prior to the bid opening date.

On April 29, 2019 the District sent out the RFB to six (6) know suppliers to furnish and deliver Ferrous. Additionally, the RFB was published on May 3, 2019 in the San Diego Union-Tribune. Bids were due on May 15, 2019. Two Bids were received as follows:

	Cost per dry pound	Cost per gallon	Yearly Costs
Evoqua Water (EWT)	\$ 993	\$ 1.80	\$ 161,000
USP Technologies	\$ 1,135	\$ 2.07	\$ 185,000

EWT submitted the lowest Bid. The Bids were reviewed by staff. As a result of the evaluation, staff determined EWT to be responsive to the bid requirements and recommends the award of the agreement to EWT. Attached is a copy of the Scope of Work to furnish and deliver Ferrous for your review.

Therefore, staff and the EC recommend that the Board of Directors award the agreement to furnish and delivery Ferrous to Evoqua Water Technologies LLC as the lowest responsive and responsible bidder in an amount not to exceed \$322,000 over a two year period.

**FISCAL IMPACT:**

Sufficient funds have been appropriated in the Fiscal Year 2020 Operating Budget to cover the costs associated with this agreement. Sufficient funds will be appropriated in the succeeding fiscal year.

js:PJB

# ATTACHMENT A

## SCOPE OF WORK FOR FURNISHING AND DELIVERING FERROUS CHLORIDE

### 1. SCOPE OF GOODS AND SERVICES

#### A. GENERAL

Contractor shall furnish and deliver Ferrous Chloride to the Leucadia Wastewater District located at 1960 La Costa Ave, Carlsbad, CA 92009 ("LWD"), for the time period from July 1, 2019 to June 30, 2021, unless renewed pursuant to the terms of the Agreement.

It is estimated that the LWD will require an annual quantity of approximately 115 dry tons of Ferrous Chloride. However, no representation is made as to the total quantity that will be used by the LWD during this period. This product will be used to chemically enhance the reduction of Hydrogen Sulfides in the force mains utilized by the LPS. Present projections indicate that liquid Ferrous Chloride will be required on a fairly uniform basis throughout the supply period, but no assurances for this are given.

As part of the Scope of Goods and Services, the successful bidder will also be required to provide a safety seminar at the LWD and instructional materials on applications and safe handling of Ferrous Chloride. This training will be completed within ninety (90) days of issuance of the Notice of Award.

Contractor will provide the following services:

#### 1. Technical Services

- a. Contractor will provide and set-up the necessary Ferrous Chloride storage tank. This tank shall be a double containment tank and Contractor's standard dual pump feed system with the appropriate piping arrangements.
- b. Contractor will start-up and optimize the dose of the feed system.
- c. Contractor will provide technical assistance to the District as needed concerning feed rate adjustment, equipment maintenance, testing and troubleshooting.
- d. Contractor will be available and help survey any odor situations that may arise throughout the District.
- e. Contractor will provide scheduled bimonthly maintenance visits at the feed station (LPS).
- f. Contractor will maintain a full-time service technician in Southern California to respond promptly to odor problems, equipment problems, and emergency odor related situations.
- g. Contractor agrees to provide all applicable advances in the Ferrous Chloride technology as part of this agreement. Advances in the product

delivery equipment for better feed optimization, such as a PLC control system, will be provided as part of the contract at no added expense.

LWD reserves the right to purchase from companies other than the low evaluated bidder, if it is deemed to be in the best interest of the District. LWD reserves the right to reject all bids received.

## **B. PERFORMANCE**

All Ferrous Chloride shall be delivered in quantities of 3,500 to 4,000 gallons as a liquid solution varying in concentration from 32% to 35%.

LWD reserves the right to cancel this agreement and either re-bid or purchase on the open market if the selected Ferrous Chloride does not perform to LWD's satisfaction.

The Contractor will be responsible for the removal, disposal, cleaning, transportation, labor and other costs associated with the delivery of liquid Ferrous Chloride that does not meet acceptable performance criteria as determined by LWD.

## **C. DELIVERY**

Deliveries shall be made to the LPS at 1960 La Costa Ave, Carlsbad, California. Deliveries can be accepted Monday through Friday between the hours of 7:00 AM and 2:00 PM.

Ferrous Chloride deliveries shall be made only by a tanker truck that discharges to the Contractor supplied storage tank. All transportation equipment shall be thoroughly cleaned, and free from scale and other foreign matter. All discharge piping and valves shall be inspected before shipment and shall be in proper operating condition upon delivery. Defective tank trucks, from which Ferrous Chloride cannot be withdrawn, will be rejected and returned at the manufacturer's expense.

All Ferrous Chloride shall be delivered within five (5) calendar days of the request. If the supplier is unable to deliver a requested quantity within the terms stated above, LWD may purchase on the open market additional Ferrous Chloride necessary for LPS operation. If the unit cost of the product procured through the open market results in increased operating costs, the successful Ferrous Chloride supplier shall be responsible for the difference in costs.

Each shipment of Ferrous Chloride delivered shall have a certified weight and analysis statement included with the delivery.

## **D. HOUSEKEEPING AND SPILLS**

The Contractor shall be responsible to clean up and remove all trash, grease, oil and debris as a result of the specified work.

The Contractor will promptly clean up any spills or discharge of materials within the facility resulting from the Contractor's operation. If the cleanup results in the need for material disposal, the Contractor will assume all financial costs and responsibility for containment, freight and disposal. The Contractor will also conform to all federal, state and local material transport and disposal requirements.

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Adding Multi-Bank Securities, Inc. (MBS) as an authorized financial broker-dealer.**

---

**RECOMMENDATION:**

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

1. Authorize the General Manger to execute an agreement with Multi-Bank Securities, Inc. (MBS) to add them as an additional authorized financial broker-dealer and provide fixed-income securities broker-dealer services.
2. Discuss and take other action as appropriate.

**BACKGROUND & DISCUSSION:**

This item was reviewed by the IFC at its June 5<sup>th</sup> meeting and the IFC concurred with staff to present it for the Board's consideration.

The Leucadia Wastewater District (LWD) currently invests its reserve funds in three investment pools (LAIF, SD Pool, and CAMP Pool) and also utilizes an investment manager (PFM Company) to purchase authorized investments, such as US Treasuries, Federal Agency securities, Corporate Bonds, etc. LWD currently does not have any funds invested in FDIC insured Certificates of Deposit (CDs) and is unable to purchase them through PFM. LWD investment policy allows investments in insured CD's and, in the distant past, LWD had invested quite extensively in insured CDs directly thorough various banks and other financial institutions. FDIC insured CDs can be a low risk investment with competitive yields.

Today it is more common and convenient to purchase multiple CDs through certain registered broker-dealers. MBS is one such broker-dealer with an excellent on-line platform for researching, investing, and monitoring CDs, All CDs purchased through MBS would be held in a third-party custodial account in accordance with LWD's investment policy. LWD's Investment Policy allows the use of authorized financial dealers and institutions as long as certain requirements have been met such as; a review of the entity's credit worthiness, credit characteristics, and financial history; and insuring it's a member of the federally regulated securities exchange. Staff has performed these preliminary steps and has contacted four references who provided positive reviews of MBS. Staff and the IFC recommend that the Board of Directors to authorize the General Manger to sign an agreement with MBS to provide broker-dealer services for the purchasing of CDs.

rad:PJB

**MEMORANDUM**

Ref: 19-6633

**DATE:** June 6, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Unrepresented Employees Salary and Benefits Resolution**

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2314 setting forth salaries, benefits and other working conditions for unrepresented employees for beginning July 1, 2019.
2. Discuss and take other action, as appropriate.

**BACKGROUND:**

LWD employees are not organized for the purpose of negotiating salary, benefits, and other working conditions. Therefore, employees, other than the General Manager, are classified as unrepresented employees. Within the unrepresented employee group, there are two categories of employees distinguished by their status as "Exempt" (Management Employees) or "Non-Exempt". This distinction primarily relates to an employee's status as it pertains to the overtime provisions of the Fair Labor Standards Act.

LWD annually conducts an informal input process to identify unrepresented employees' preferences regarding potential changes to salary, benefits and other working conditions. This input process was last conducted during April 2019. On May 7, 2019, the Board of Directors considered staff recommendations related to the informal input process. Direction received at that time is incorporated into the proposed resolution (Attached).

The proposed resolution specifies salaries, benefits, and other working conditions approved for the unrepresented employees. The FY20 Operating Budget includes sufficient appropriations to fund the proposed resolution.

General Counsel has reviewed the proposed resolution and any suggested revisions have been incorporated.

Staff recommends that the Board of Director's adopt Resolution No. 2314 setting forth salaries, benefits and other working conditions for unrepresented employees beginning July 1, 2019.

th:PJB

Attachment

RESOLUTION NO. 2314

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING EMPLOYEE SALARY, BENEFITS AND  
OTHER WORKING CONDITIONS**

**Whereas**, the employees of the Leucadia Wastewater District (LWD) are a valuable and important part of the LWD organization and have had the opportunity to participate in an informal input process with designated District representatives on wages, hours, and other terms and conditions of employment; and,

**Whereas**, the LWD Board of Directors and employees desire to update salaries, benefits and other terms and conditions of employment beginning July 1, 2019.

**Now, therefore, be it resolved by the Board of Directors of the Leucadia Wastewater District** that the salary, benefits and other terms and conditions of employment for the employees set forth below are hereby adopted and established as those of the Leucadia Wastewater District, and shall remain in effect until further action by the LWD Board of Directors.

**A. Employee Classifications**

Regular, full-time employees defined by LWD's Human Resources Policy Manual who occupy the following classifications are subject, without limitation, to the terms and conditions of employment set forth in this Resolution, applicable provisions of other Resolutions of the LWD Board of Directors and the LWD Human Resources Policy Manual:

1. Non-exempt Classifications

Accounting Technician	Field Services Supervisor
Administrative Specialist	Field Services Technician-in-Training
Administrative Specialist II	Field Services Technician I
Administrative Supervisor	Field Services Technician II
Executive Assistant	Field Services Technician III
Field Services Specialist	

2. Exempt Management Classifications

Administrative Services Manager  
Field Services Superintendent  
Technical Services Manager

**B. General Salary Adjustment**

There shall be no general salary adjustment during the term of this Resolution.

**C. Salary Range Adjustment**

Effective July 1, 2019, a new salary range schedule for all employee classifications, excluding the General Manager, shall be adjusted by three percent (3%), as indicated in Attachment 2.

**D. Performance Merit Program**

LWD's Human Resources Policy Manual provides that employees may be eligible for an increase in compensation within the salary range established for their classification. Increases within an employee's salary range are not automatic but are based on an employee's performance as evaluated annually by their immediate supervisor and Department Head. The General Manager provides final approval for all compensation increases.

**E. Medical, Dental and Vision Insurance**

Employees may elect coverage from the medical, dental and vision insurance programs offered by LWD. The District shall pay 100% of the insurance premiums for employees and eligible dependents. Medical coverage is provided on a calendar year basis, January through December; dental and vision coverage is provided on a fiscal year basis, July through June.

For medical coverage, new employees shall be eligible for coverage no later than the first day of the month following their first work day at LWD and in accordance with all enrollment and eligibility requirements established by the District with the insurance carriers. For dental and vision coverage, new employees shall be eligible for coverage no later than the first of the month following 30 days of employment.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

**F. Life Insurance**

The District shall provide each employee a maximum of \$50,000 of life insurance unless a greater amount has been approved as a term of employment. Dependent term life insurance coverage of \$5,000 shall be provided each employee dependent over six (6) months of age. Dependent term life insurance coverage of \$100 shall be provided each employee dependent fourteen (14) days to six (6) months of age. New employees and their dependents are eligible for life insurance coverage on the first day of the month following 30 days of employment and in accordance with all enrollment and eligibility requirements established by the District with the insurance carriers.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

**G. Disability Insurance**

The District shall provide short-term and long-term disability insurance to all LWD employees at no cost to the employee.

New employees are eligible for disability coverage on the first day of the month following 30 days of employment and in accordance with all enrollment and eligibility requirements established by the District with the insurance carriers.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

**H. Health Care Flexible Spending Account (HCFSA)**

Employees may elect to designate dollars for reimbursement of eligible medical, dental and vision expenses in accordance with the District's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction is based on IRS code regulations.

Employees shall assume responsibility for any income tax obligations resulting from participation in the health care reimbursement program.

**I. Dependent Care Flexible Spending Account (DCFSA)**

Employees may elect to designate dollars for reimbursement of eligible dependent care expenses in accordance with the District's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction is based on IRS code regulations.

Employees shall assume responsibility for any income tax obligations resulting from participation in the dependent care reimbursement program.

**J. Exempt Management Administrative Leave**

Management employees are exempt from overtime provisions of the Fair Labor Standards Act (FLSA). These employees shall receive forty (40) hours of administrative leave annually on July 1st. Employees in these classifications will be paid for unused administrative leave at termination.

The following LWD classifications are exempt from overtime requirements of the FLSA:

- a. Administrative Services Manager
- b. Technical Services Manager
- c. Field Services Superintendent

**K. Vacation Leave**

Employees shall earn paid vacation in accordance with LWD's Human Resources Policy Manual (HRPM).

Employees may accumulate a maximum of 300 hours.

Employees shall receive payment of cash in lieu of accumulated vacation only upon termination of employment.

**L. Sick Leave**

Employees shall earn paid sick in accordance with LWD's HRPM.

Employees may not accumulate more than 272 hours of sick leave for any purpose.

Annually, on a date or dates established by LWD, employees will be paid for any accumulated sick leave hours in excess of 176 hours at a rate of 75% of their regular hourly rate.

Employees not terminated for cause and who give the District fourteen (14) calendar days (beginning on the date the notice is received by the District) written notice of termination shall be paid for all accumulated sick leave hours at a rate of 75% of their regular hourly rate.

**M. Call Back**

Employees unexpectedly ordered to report back to duty to perform necessary work following completion of their work week or work shift and their departure from the site shall be entitled to compensation calculated at one and one-half their regular hourly rate. Employees called back under these conditions shall receive a minimum of two (2) hours compensation.

Virtual call-outs are Supervisory Control and Data Acquisition (SCADA) notifications that clear themselves within 30 minutes. These notifications require on-call personnel to monitor SCADA indicators from their on-call residence without returning to LWD. On-call staff, responding to virtual call-outs, will receive a minimum of 1 hour's compensation calculated at one and one-half their regular hourly rate.

**N. Standby Duty/On-Call**

LWD shall pay each employee assigned to standby/on-call duty at the rate of \$35/day or \$70/day if the day of duty is designated as a holiday in the HRPM. This rate is equivalent to \$245.00 per week of standby/on-call duty.

**O. Shift Differential**

Employees assigned to a regular work shift other than the day shift shall receive a shift differential in addition to their base rate of pay. Shift differential pay shall be \$1.00 per hour for AM duty

(12:30 AM-7:00AM) and \$.75 per hour for PM duty (4:30 PM-12:30 AM). Shift differential pay shall be in addition to their base rate of pay for hours assigned to a work shift other than the day shift and it shall be added to the base rate of pay for the purposes of calculating overtime compensation.

**P. Meal Allowance**

LWD shall reimburse employees a maximum of \$12.00 per meal for food and non-alcoholic beverages when the employee is unexpectedly ordered to work two (2) or more hour's overtime.

**Q. Uniform and Safety Boot Allowance**

Uniforms will be furnished to each Field Services employee without cost and will be laundered at the District's expense. Employees are expected to wear the furnished uniforms during work hours. Because this uniform allowance for "classic PERS members" is considered "special compensation" by California Public Employee's Retirement Law, \$12.36 per pay period will be reported to CalPERS as the monetary value for purchase, rental and/or maintenance of required clothing.

LWD shall reimburse all Field Services employees up to \$300.00 each fiscal year for the purchase of LWD approved steel-toed safety shoes/boots. On a case by case basis, the General Manager may authorize this shoe/boot reimbursement benefit for employees not in the Field Services Department.

**R. Retirement Plan**

The District participates in the California Public Employees' Retirement System (CalPERS) program. The District retirement program is a two-tiered program based on a member's original date of PERS eligibility.

- a. Classic Employees – Classic employees, as it applies to LWD's retirement program, are those employees with an original PERS eligibility date before January 1, 2013. This retirement program is based on 3% @ 60 and highest 12-month compensation formulas. For FY 2020, the District shall pay the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. Classic Employees shall pay the entire "Employee Contribution Rate" of 8%.
- b. New Employees – New employees, as it applies to LWD's retirement program, are those employees with an original PERS eligibility date of January 1, 2013 or later. This retirement program is based on 2% @ 62 and highest 3-year compensation formulas. For FY 2020, the District shall pay the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. New employees shall pay the entire "Employee Contribution Rate" of 6.750%.

To the maximum extent allowable, all employee contributions to CalPERS shall be made on a pre-tax basis.

**S. Social Security/Medicare**

The District shall participate in the federal Social Security Administration program. The District shall pay one-hundred percent (100%) of the employer FICA and Medicare contributions. Employee contributions shall be paid by the employee.

All employees (except those allowed by federal and state regulations) shall participate in the Social Security/Medicare program.

**T. Deferred Compensation Program**

Where the employee voluntarily participates in LWD's Deferred Compensation Program, LWD shall contribute an equal amount on a matching basis up to two percent (2%) of the employee's

base salary (calculated per pay period), provided, however, that LWD's matching contribution shall not exceed two percent (2%) of the Social Security annual salary contribution maximum.

**U. Educational Assistance**

The Educational Assistance Program is intended to reimburse pre-approved out-of-pocket expenses for tuition, books, supplies and other incidental expenses specifically associated with an employee's course of study. The District's maximum reimbursement amount is \$2,000 per employee per fiscal year.

**V. Terms and Conditions of Employment**

All other terms and conditions of employment are specified in the LWD Human Resources Policy Manual.

A summary of benefits (Attachment 1) and a classification salary range chart (Attachment 2) is attached.

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 12th day of June 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
David Kulchin, President

Attest:

\_\_\_\_\_  
Paul J. Bushee, Secretary /Manager

**Attachment 1**

**LEUCADIA WASTEWATER DISTRICT SCHEDULE OF BENEFITS**

<b>MEDICAL INSURANCE:</b> Paid by LWD; available through CalPERS.
<b>DENTAL INSURANCE:</b> Paid by LWD; available through Guardian Ins. Co.
<b>LIFE INSURANCE:</b> Paid by LWD; available through Hartford.
<b>SHORT-TERM AND LONG-TERM DISABILITY:</b> Paid by LWD; available through Mutual of Omaha Ins. Co.
<b>CalPERS RETIREMENT PROGRAM:</b> Two-tiered program. "Classic and New employees" pay 100% of employee contribution. Classic employees pay the full 8% employee contribution and new employees pay the full 6.75% employee contribution. Full vesting after 5 years.
<b>SOCIAL SECURITY/MEDICARE:</b> LWD pays 100% of employer FICA and Medicare contributions; employee contributions are paid by employee.
<b>DEFERRED COMPENSATION (Optional)</b> LWD matches up to 2% of base bi-weekly salary up to 2% of Social Security annual limit.
<b>VACATION:</b> Per Human Resources Policy Manual (HRPM). Based on time of service. Maximum 300-hour limit.
<b>SICK LEAVE:</b> Per HRPM. Maximum 272-hour limit. Sick leave in excess of 176 hours is paid at 75% of employee's rate of pay.
<b>BEREAVEMENT LEAVE:</b> 5 days paid leave if one-way travel is over 500 miles; 3 days paid leave if one-way travel is less than 500 miles.
<b>HOLIDAYS:</b> Twelve (12) paid Holidays annually per HRPM.
<b>LEAVE WITHOUT PAY:</b> Per HRPM.
<b>STAND-BY/ON-CALL PAY:</b> \$35 per day. \$70/day if a designated holiday. Weekly rate of \$245.00
<b>SHIFT DIFFERENTIAL:</b> \$1.00 per hour (AM shift) and \$.75 per hour (PM shift).
<b>ADMINISTRATIVE LEAVE:</b> Exempt management employees receive 40 hours per fiscal year on July 1st.
<b>EDUCATIONAL ASSISTANCE:</b> \$2,000 per fiscal year maximum. Internal Revenue Code Section 127 Program provides reimbursement for coursework towards a degree or as approved by General Manager.
<b>UNIFORMS:</b> Provided and laundered by LWD as required.
<b>SAFETY BOOTS:</b> \$300 per fiscal year for Field Services' employees.

Note: See Resolution for detailed benefit information and restrictions.

## Attachment 2

LEUCADIA WASTEWATER DISTRICT  
FY 2020 SALARY SCHEDULE

Position	Salary Range	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Vacant	1	\$ 34,662	\$ 43,327	\$ 16.66	\$ 20.83
Vacant	2	\$ 36,395	\$ 45,494	\$ 17.50	\$ 21.87
Vacant	3	\$ 38,215	\$ 47,768	\$ 18.37	\$ 22.97
Vacant	4	\$ 40,126	\$ 50,157	\$ 19.29	\$ 24.11
Vacant	5	\$ 42,132	\$ 52,665	\$ 20.26	\$ 25.32
Vacant	6	\$ 44,238	\$ 55,298	\$ 21.27	\$ 26.59
Vacant	7	\$ 46,450	\$ 58,063	\$ 22.33	\$ 27.91
Vacant	8	\$ 48,773	\$ 60,966	\$ 23.45	\$ 29.31
Vacant	9	\$ 51,211	\$ 64,014	\$ 24.62	\$ 30.78
Vacant	10	\$ 53,772	\$ 67,215	\$ 25.85	\$ 32.31
Field Services Technician-in-Training Administrative Services Specialist I	11	\$ 56,461	\$ 70,576	\$ 27.14	\$ 33.93
Vacant	12	\$ 59,284	\$ 74,105	\$ 28.50	\$ 35.63
Field Services Technician I Administrative Services Specialist II	13	\$ 62,248	\$ 77,810	\$ 29.93	\$ 37.41
Vacant	14	\$ 65,360	\$ 81,700	\$ 31.42	\$ 39.28
Field Services Technician II Accounting Technician	15	\$ 68,628	\$ 85,785	\$ 32.99	\$ 41.24
Vacant	16	\$ 72,060	\$ 90,075	\$ 34.64	\$ 43.31
Field Services Technician III	17	\$ 75,663	\$ 94,578	\$ 36.38	\$ 45.47
Field Services Specialist Executive Assistant	18	\$ 79,446	\$ 99,307	\$ 38.20	\$ 47.74
Vacant	19	\$ 83,418	\$ 104,273	\$ 40.10	\$ 50.13
Vacant	20	\$ 87,589	\$ 109,486	\$ 42.11	\$ 52.64
Vacant	21	\$ 91,968	\$ 114,960	\$ 44.22	\$ 55.27
Field Services Supervisor Administrative Services Supervisor	22	\$ 96,567	\$ 120,709	\$ 46.43	\$ 58.03
Vacant	23	\$ 101,395	\$ 126,744	\$ 48.75	\$ 60.93
Vacant	24	\$ 106,465	\$ 133,081	\$ 51.19	\$ 63.98
Vacant	25	\$ 111,788	\$ 139,735	\$ 53.74	\$ 67.18
Field Services Superintendent	26	\$ 117,378	\$ 146,722	\$ 56.43	\$ 70.54
Vacant	27	\$ 123,246	\$ 154,058	\$ 59.25	\$ 74.07
Vacant	28	\$ 129,409	\$ 161,761	\$ 62.22	\$ 77.77
Vacant	29	\$ 135,879	\$ 169,849	\$ 65.33	\$ 81.66
Vacant	30	\$ 142,673	\$ 178,341	\$ 68.59	\$ 85.74
Technical Services Manager Administrative Services Manager	31	\$ 149,807	\$ 187,259	\$ 72.02	\$ 90.03
Vacant	32	\$ 157,297	\$ 196,621	\$ 75.62	\$ 94.53

## Notes:

1. Approved and adopted by LWD Board of Directors June 12, 2019
2. Effective date: July 1, 2019
3. Revisions: N/A
4. Time base for salary amounts indicated is "annual"



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

*mb*



**Directors**

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

Jerry Vilander, General Manager

May 6, 2019

Dear President and/or General Manager:

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

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

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

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

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

May 6, 2019

Page 2

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

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

Sincerely,

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

Greg Mills  
Serrano Water District, Vice President

cc: Board of Directors  
Jerry Vilander, General Manager

Attachment

# Greg Mills

## Seat B CSDA

### EXPERIENCE

#### BUSINESS

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

#### COMMUNITY INVOLVEMENT

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

#### PROFFESIONAL

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

#### EDUCATION

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

#### PERSONAL

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



**Tianne Baity**

---

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

Ronald Coats has sent you a message from the California Special Districts Association website [www.csda.net](http://www.csda.net)

Subject: Upcoming CSDA election

Message:  
May 23, 2019

Fellow Southern Network CSDA Members,

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

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

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

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

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

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

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

Thank you in advance for your consideration.

Respectfully,

Ronald L. Coats  
East Valley Water District, Director

View and Reply:

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

[f0d468dd08e6&IsFromInbox=True](#)

Go to Inbox:

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

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

[Unsubscribe from all participation emails](#)



May 22, 2019

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

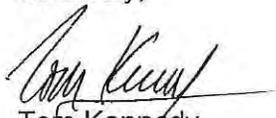
Dear Mr. Bushee,

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

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

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

Sincerely,

  
Tom Kennedy  
General Manager

## ENDLESS POSSIBILITIES



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

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

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

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



**PALMDALE WATER DISTRICT**  
A CENTURY OF SERVICE



June 3, 2019

**BOARD OF DIRECTORS**

**ROBERT E. ALVARADO**  
Division 1

**DON WILSON**  
Division 2

**GLORIA DIZMANG**  
Division 3

**KATHY MAC LAREN**  
Division 4

**VINCENT DINO**  
Division 5

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

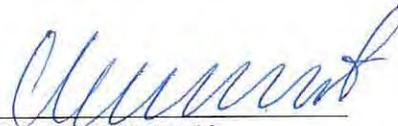
**RE: SUPPORT FOR CSDA SEAT "B" IN SOUTHERN NETWORK**

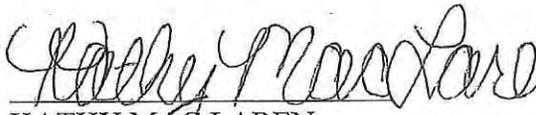
Dear Mr. Bushee:

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

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

Very truly yours,

  
VINCENT DINO,  
President

  
KATHY MAC LAREN,  
Vice-President

Enclosure

cc: PWD Board of Directors

**DENNIS D. LaMOREAUX**  
General Manager

**ALESHIRE & WYNDER LLP**  
Attorneys



# VOTE FOR DENNIS D. LaMOREAUX CSDA SOUTHERN NETWORK BOARD SEAT "B"

Fellow Southern Network CSDA Members,



*Dennis D. LaMoreaux*

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

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

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

*Dennis D. LaMoreaux*



# Directors' Meetings

Presented by Directors Omsted, Hanson, and Sullivan

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## Conference

CSDA Legislative Days

## Dates and Location

May 21-22, 2019

Sacramento Convention Center, Sacramento, CA

## List of Attendees

Director Omsted

Director Hanson

Director Sullivan

The above mentioned Board members attended meetings to Gain insights on policy changes impacting agencies and to meet with legislators on key issue experts and California's policy leaders.

The conference also included keynotes from California's highest office-holders, moderated panel discussions with the state's leading experts and issue-specific roundtable conversations covering the most pertinent issues facing each type of district.