



**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, March 11, 2020  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

- 1. Call to Order**
  - A. Teleconference with President Juliussen at the following location:  
1935 Leucadia Scenic Court  
Encinitas, CA 92024
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
  - A. Achievement of Organizational Objective – Cost Sharing of CSRMA Dividends  
(Pages 5-7)

**CONSENT CALENDAR**

Items 7-11 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member

of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

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

Minutes of the following meetings:

February 6, 2020 Community Affairs Committee Meeting (Page 8)

February 12, 2020 Regular Board Meeting (Pages 9-20)

March 3, 2020 Community Affairs Committee Meeting (Pages 21-22)

March 4, 2020 Engineering Committee Meeting (Pages 23-24)

**8. Approval of Demands for February / March 2020**

This item provides for Board of Directors approval of all demands paid from LWD during the month of February and a portion in March 2020. (Pages 25-40)

**9. Operations Report**

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY19 to FY20, flows by sub-basin, and staff training. (Pages 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 FY20 budget and discloses monthly investments. (Pages 49-56)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of February 2020. (Pages 57-58)

## **EWA REPORTS**

**12. Encina Wastewater Authority Reports**

A. A regular EWA Board Meeting was held on February 26, 2020 – report by Director Sullivan. (Page 59)

B. An Encina Member Agencies Manager's Meeting was held on March 10, 2020 – report by GM Bushee. (Verbal)

## **COMMITTEE REPORTS**

**13. Committee Reports**

A. Community Affairs Committee meeting was held on March 3, 2020 – report by Director Sullivan. (Page 60)

B. Engineering Committee meeting was held on March 4, 2020 – report by Director Kulchin. (Page 61)

## **ACTION ITEMS**

**14. Fiscal Year 2020 (FY20) Budget Development Schedule (Page 62)**

**15. Board Approval for Travel to the 2020 CWEA Annual Conference (Page 63)**

**16. Adopt Resolution No. 2327 - Schirber Annexation (Pages 64-68)**

**17. Call for Nominations to the CSDA Board of Directors Seat C (Pages 69-75)**

## **INFORMATION ITEMS**

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

A. 2020 CSDA Legislative Days is scheduled for May 19 – May 20, 2020 at the Sheraton Grand Hotel in Sacramento, CA. (Verbal)

B. Local Agency Formation Commission (LAFCO) Letter – Vista Irrigation District Board Member Jo MacKenzie new regular member on the San Diego Local Agency Formation Commission. (Page 76)

C. Support Letter for Mark Gracyk for the CSDA Board of Directors Southern Network Seat B. (Page 77)

D. Support Letter for Assembly Concurrent Resolution 179 - Voepel. (Page 7)

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

None.

**20. General Manager's Report**

**21. General Counsel's Report**

**22. Board of Directors' Comments**

**23. Closed Session**

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)

**24. Adjournment**

AFFIDAVIT OF POSTING

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


Date: March 5, 2020



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Paul J. Bushee, Secretary/General Manager

**MEMORANDUM**

**DATE:** March 5, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Achievement of Organizational Performance Objective**

I am pleased to report that the Leucadia Wastewater District (LWD) recently achieved an organizational objective under the District's Incentive Program.

Cost Sharing of CSRMA Retrospective Refunds or Dividends

At its January 2020 meeting, the CSRMA Board of Directors approved the distribution of dividend payments from the pooled liability insurance program to LWD in the amount of \$27,022.00 (see attached letter). The dividend reflects LWD's excellent risk management record and an ongoing commitment to safety. This meets an organizational objective under LWD's Incentive Program which authorizes a 50% cost sharing of the dividend amount with employees. Consequently, each employee is eligible for an incentive compensation award of \$711.11. Table 1, below, summarizes the allocation of the CSRMA dividend and calculation of this incentive compensation award.

Table 1

Dividend Amount	\$27,022
50% of Net Dividend (amount eligible for incentive compensation)	\$13,511
Incentive Compensation Award Per Employee (19 positions)	\$711.11

Please join me in congratulating LWD for its excellent safety awareness program.

tb:PJB

Attachment





c/o ALLIANT INSURANCE SERVICES, INC.  
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Insurance License No.: 0C36861  
Tel: 415.403.1400 Fax: 415.874.4813

**OFFICERS:**

Greg Baatrup, *President*  
707.429.8930  
Craig Murray, *Vice President*  
805.684.7214

**PAST PRESIDENTS:**

Paul Bushee  
2014-2018  
Russ Baggerly  
2010-2014

February 12, 2020

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



**Pooled Liability Program  
Twenty-Eighth Dividend Declaration**

Dear Paul:

On January 22, 2020, in accordance with the Board adopted Policy and Procedure, the Board of Directors declared a dividend. Dividends declared reflect favorable results from Program Years 1986/87 – 2013/14. Enclosed is Leucadia Wastewater District's dividend share in the amount of \$27,022.

All agencies share in dividends through the formula adopted by the Board of Directors. Dividends are in addition to the Retrospective Rating Program, which limits returns to 25% of a member's original deposit. Any remaining unencumbered funds up to 25% of the amount in any one year are shared among the membership as dividends.

This year, our 34th year of providing service to our membership, the total amount of the dividend declared is \$1,292,953. This remarkable result is reflective of a continued effort in *effective risk management* by member agencies, as well as through the hard work of the CSRMA claims management staff, Program Committee, and the Executive Board.

We expect to declare dividends again next year, the calculation of which will incorporate all prior program years including 2014/15. Overall, the Pooled Liability Program has returned over \$25 million in dividends since its inception, giving a clear indication that the program continues to remain fiscally healthy and is meeting the needs of the membership.

Please contact Myron Leavell, [mleavell@alliant.com](mailto:mleavell@alliant.com), if you should have any questions.

Thank you for your continued participation.

Sincerely yours,

Greg Baatrup  
President

*A Joint Powers Authority*

**CALIFORNIA SANITATION  
RISK MANAGEMENT AUTHORITY**  
C/O ALLIANT INSURANCE SERVICES, INC.  
100 PINE STREET 11TH FLOOR  
SAN FRANCISCO, CA 94111

UNION BANK OF CALIFORNIA  
GOVERNMENT SERVICES #291  
SAN FRANCISCO, CA 94104  
16-49-1220

G 21270

02/03/2020

PAY TO THE  
ORDER OF

LEUCADIA WASTEWATER DISTRICT

\$ \*\*27,022.00

Twenty-seven thousand twenty-two and 00/100

DOLLARS

Leucadia Wastewater Dist.  
1960 La Costa Avenue  
Carlsbad, CA 92009

THIS CHECK EXPIRES AND IS VOID 45 DAYS FROM ISSUE DATE

VOID  
AUTHORIZED SIGNATURE

MEMO

⑈021270⑈ ⑆122000496⑆ 2740026936⑈

CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY C/O ALLIANT INSURANCE SERVICES, INC.

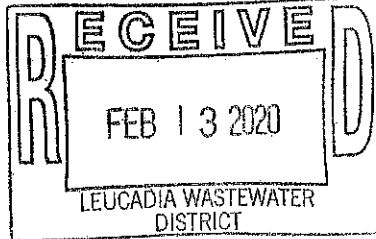
02/03/2020

LEUCADIA WASTEWATER DISTRICT

G 21270

Date	Type	Reference	Original Amount	Balance Due	Payment
01/31/2020	Bill	Div 2020	27,022.00	27,022.00	27,022.00
		Check Amount			27,022.00

1005.2 General Check



27,022.00

**LEUCADIA WASTEWATER DISTRICT**  
1960 LA COSTA AVENUE  
CARLSBAD, CA 92009  
(760) 753-0155

No 3774  
DATE 02/13/2020

RECEIVED FROM CSRMA \$ 27,022

TWENTY-SEVEN THOUSAND TWENTY-TWO AND 00/100 DOLLARS

FOR LIABILITY REIMBURSEMENT DIVIDEND

AMOUNT OF ACCOUNT \$  
AMOUNT PAID \$ 27,022  
BALANCE DUE \$

BY *Thank You!*

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
February 6, 2020

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held February 6, 2020 at 11:00 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 11:04 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, and Executive Assistant Tianne Baity,

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review Winter 2020 Newsletter draft text.

ASSup Hill presented the draft text for the 2020 Winter Newsletter. The CAC suggested a few minor edits to the newsletter. Staff stated they would make the suggested edits. Following discussion, the CAC authorized staff to proceed with the layout of the 2020 Winter Newsletter.

B. Authorize the General Manager to execute a one-year contract Amendment with Rising Tide Partners (RTP) for Public Information Services in an amount not to exceed \$45,120.00

The CAC reviewed the proposed one-year contract amendment with RTP. Following discussion, the CAC agreed with staff to present this item at the February Board meeting.

**5. Information Items**

None.

**6. Directors' Comments**

The CAC stated that they were pleased with the draft text of the 2020 newsletter.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 11:28 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)



**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting

February 12, 2020

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, February 12, 2020 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT:

Omsted, Hanson, Sullivan and Kulchin,

DIRECTORS ABSENT:

Juliussen

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Administrative Specialist Mark Brechbiel, Field Services Specialist Ian Riffel, Field Services Technician Ryan Rodriguez, Field Service Technician Hugo Gonzalez, Field Services Technician Rick Easton, Jared Criscuolo and Neal Bloom from Rising Tide Partners, Jaime Fagnant from Infrastructure Engineering Corporation, Nancy Jois and Camille Sowinski from Capri Elementary School, Jennifer Smith and students from El Camino Creek Elementary School, and June Honsberger from La Costa Canyon High School

**3. Pledge of Allegiance**

Vice President Omsted led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

## 6. Presentations and Awards

### A. LWD Teacher Grant Winners

ASsup Hill provided background information on the Teacher Grant Program noting that in December 2019 the Board approved three teacher grants.

ASsup Hill introduced Ms. Jennifer Smith of El Camino Creek Elementary School to provide a brief update on her school's project funded by the District's teacher grant program. The students from Smith's class provided an update on the hydroponics garden at El Camino Creek Elementary School.

ASsup Hill introduced Ms. Nancy Jois from Capri Elementary School and Ms. Camille Sowinski, the Encinitas School District green consultant and Stormwater Pollution Prevention Plan team leader, to provide a brief update on their school's project funded by the District's teacher grant program. Ms. Jois and Ms. Sowinski provided an update on the rain garden at Capri Elementary School.

ASsup Hill introduced Ms. June Honsberger of La Costa Canyon High School to provide a brief update on her school's project funded by the District's teacher grant program. Ms. Honsberger provided an update on the native plant garden at La Costa Canyon High School.

The Board thanked Ms. Jois, Ms. Sowinski, Ms. Smith, Ms. Honsberger and the students for attending the meeting.

### B. 5 Year Service Award – Ryan Rodriguez

GM Bushee introduced Field Services Technician II Ryan Rodriguez, stating that he recently passed his 5<sup>th</sup> year anniversary at the District. He provided background information about Ryan and noted that under LWD's incentive program Ryan is eligible for a \$100 incentive award.

The Board congratulated Ryan for his efforts.

### C. 2019 CWEA San Diego Section Awards

GM Bushee stated that the District received three awards at the CWEA San Diego Section Awards Banquet on Saturday, January 25<sup>th</sup>. He noted that the awards were for: Community Engagement & Outreach Award – Film Festival, Collection System of the Year (0-249 miles), and Collection System Person of the Year - Hugo Gonzalez. GM Bushee stated that the local section winners will move on to the State level.

GM Bushee stated that the Community Engagement & Outreach Award recognized the District and Rising Tide Partners (RTP) for creating a video describing the projects of the teacher grant recipients. GM Bushee stated that The Community Engagement & Outreach Award qualifies as a local award under the organization objectives of the LWD's Incentive Program; therefore, staff is eligible for a \$100 incentive award. The Board congratulated staff and RTP for their efforts.

GM Bushee stated the District received the San Diego Section Collection System of the Year Award (0-249 miles). GM Bushee stated that The Collection System of the Year Award qualifies as a local award under the organization objectives of the LWD's Incentive Program; therefore, staff is eligible for a \$100 incentive award. The Board congratulated staff for their efforts.

GM Bushee also stated that Hugo Gonzalez, Field Services Technician II, received the

Collection System Person of the Year Award. He provided background information on Hugo and a brief summary of Hugo's accomplishments. The Board congratulated Hugo for his efforts and wished him luck on the State level.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

- January 7, 2020 Engineering Committee Meeting
- January 7, 2020 Investment and Finance Committee Meeting
- January 8, 2020 Regular Board Meeting
- January 14, 2020 Community Affairs Committee Meeting
- February 4, 2020 Investment and Finance Committee Meeting
- February 5, 2020 Engineering Committee Meeting

**8. Approval of Demands for December 2019/January 2020**

Payroll Checks numbered 21797-21839; General Checking Checks numbered 53720-53840

**9. Operations Report** (A copy was included in the original February 12, 2020 Agenda)

**10. Finance Report** (A copy was included in the original February 12, 2020 Agenda)

**11. Quarterly Treasurer's Report**

This report discloses investments for the quarter ending December 31, 2019.

**12. Disclosure of Reimbursements**

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

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

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

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

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

**EWA and COMMITTEE REPORTS**

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

A. EWA Board Report – Meeting held on January 29, 2020.

Director Sullivan reported on EWA's January 29, 2020 Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on February 4, 2020.

GM Bushee reported on EWA's MAM February 4, 2020 meeting.

**15. Committee Reports**

A. Community Affairs Committee (CAC) Meeting was held on January 14, 2020.

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

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

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

B. Investment and Finance Committee (IFC) Meeting was held on February 4, 2020.

Director Hanson reported that the IFC reviewed the following recommendations:

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

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

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

C. Engineering Committee (EC) Meeting was held on February 5, 2020.

Director Kulchin reported that the EC reviewed the following recommendations:

- Adopt Resolution No. 2326 - Orphan Annexation;
- Adopt Resolution No. 2323 – Updating the Leucadia Wastewater District Sewer Service Lateral Repair Authorization and Reimbursement Policy;

- Vehicle Purchase of one (1) 2020 (¾ ton) Ford Pickup Truck and one (1) 2020 Ford (½ ton) Pickup Truck;
- Contract Award for the District's Leucadia Pump Station Rehabilitation Project;
- Contract Award for Engineering Support Services for District's Leucadia Pump Station Rehabilitation Project; and
- Contract Award for Construction Management Services for the District's Leucadia Pump Station Rehabilitation Project.

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

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

D. Community Affairs Committee (CAC) Meeting was held on February 6, 2020.

Director Sullivan reported that the CAC reviewed the following recommendations:

1. Review the 2020 Winter Newsletter Draft Text

The CAC reviewed and commented on the draft text of the 2020 Winter newsletter. The CAC directed staff to move forward with final text and layout of the newsletter.

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

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

## **ACTION ITEMS**

### **16. Adopt Resolution No. 2326 - Orphan Annexation**

DE Wilson presented the item stating that the annexation into the District of the Orphan Property consists of one parcel totaling 0.56 acres, located west of Interstate 5, north of Leucadia Boulevard and east of Hymettus Avenue. He noted the annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to an ageing septic tank system. DE Wilson noted that the private sewer lateral for the residence will connect to the available public sewer system in the middle of Eolus Avenue.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2326 – Requesting LAFCO to take proceedings for the Orphan Change of Organization by the following vote:

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

**17. Adopt Resolution No. 2323 – Updating the Leucadia Wastewater District Sewer Service Lateral Repair Authorization and Reimbursement Policy**

FSSpec Riffel presented the item stating that the Board adopted the Sewer Service Lateral Repair Authorization and Reimbursement Policy in July 2008.

FSSpec Riffel then reviewed the purpose of the procedure and the process that homeowners must follow in order to qualify for the reimbursement program. He stated that minor administrative changes were made to the policy and that staff worked closely with GC Brechtel to update this policy.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2323 – Updating the Leucadia Wastewater District Sewer Service Lateral Repair Authorization and Reimbursement Policy by the following vote:

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

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

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

FST II Easton presented the item noting it is a tactical goal for Fiscal Year 2020. He provided background information on the vehicles and stated that both vehicles have reached their useful life and meet or exceed the District's vehicle replacement guidelines.

FST II Easton stated that only one bid was received from Encinitas Ford. He stated that staff determined that Encinitas Ford met all required bid specifications and was the lowest responsive and responsible bidder.

The Board thanked FST II Easton for his presentation.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute a Purchase Order with Encinitas Ford in the amount of \$104,998.07 for the purchase of one (1) 2020 (¾ ton) Ford Pickup Truck and one (1) 2020 Ford (½ ton) Pickup Truck to replace two similarly equipped District vehicles by the following vote:



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

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

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

TSM Morishita presented the item noting it is a tactical goal for Fiscal Year 2020. He provided background information on the project noting that project design was completed by Infrastructure Engineering Corporation (IEC) in November 2019 and the project was advertised for bids. TSM Morishita said that the bids were due on January 16, 2020 and seven bids were received.

TSM Morishita explained that the low bidder, HPS Mechanical Inc. (HPS), did not meet the minimum bid requirements and, therefore, their bid was nonresponsive. Stanek Constructors, Inc. (Stanek), the second lowest bidder did meet all the bid requirements and was considered the lowest responsive and responsible bidder. TSM Morishita explained that Stanek's bid is \$109K higher than HPS's bid and that both bids were under the \$3.7M Engineer's Cost Estimate for construction.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Stanek Contractors, Incorporated for the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$3,551,500 as the lowest responsive and responsible bidder by the following vote:

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

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

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

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

Director Sullivan thanked staff and the Engineering Committee members for thoroughly reviewing the committee agenda items. She stated that she has great confidence in all of the

District's committee recommendations and she appreciates the time the committees spend reviewing and discussing agenda items.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Kulchin, and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment No. 8 to Task Order 29 with Infrastructure Engineering Corporation for engineering support services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$91,930 by the following vote:

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

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

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

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

TSM Morishita presented the item and provided background information on the project and explained the need for construction management (CM) services and electrical / instrumentation CM and inspection services. He stated that both proposals were reviewed by staff and it was determined that both proposals were fair and reasonable.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Mavteck for construction management services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$252,000 by the following vote:

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

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Rockwell Construction Services, Inc. for electrical, instrumentation and controls construction management and inspection services during the construction of the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$37,800 by the following vote:

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

**22. Contract Amendment No. 3 to Rising Tide Partners for Public Information Services**

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

ASsup Hill presented the item and noted it was reviewed by the Community Affairs Committee at the February 6<sup>th</sup> meeting. She provided background information on the contract with RTP noting that LWD entered into a three-year contract with Rising Tide Partners (RTP) on March 9, 2016. ASsup Hill stated the amendment with RTP is part of LWD’s ongoing outreach efforts and she reviewed the services to be provided in the proposed one-year amendment.

Director Kulchin thanked staff and RTP for a tremendous job on community outreach and social media. He stated he is pleased with the fabulous work from staff and RTP.

Directors Hanson and Sullivan agreed with Director Kulchin and Vice President Omsted stated he really appreciates staff and RTP’s work and the continued growth of the outreach program.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute a one-year Amendment with Rising Tide Partners (RTP) for Public Information Services in an amount not to exceed \$45,120.00 by the following vote:

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

**23. Annual Review of LWD Reserve Fund Policy**

Adopt Resolution No 2325 approving the revised Reserve Fund Policy and Receive and File the Annual Reserve Fund Review Report.

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

ASM Duffey stated staff has reviewed the Reserve Fund Policy and is recommending a few small changes to the existing Reserve Fund Policy. He stated the changes are for clarification and housekeeping purposes. ASM Duffey then provided an overview of the FY 2019 reserve activity.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2325 – The Revised Reserve Fund Policy and received and filed the Annual Reserve Fund Review Report by the following vote:

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

**24. Authorize Staff to Proceed with the Proposition 218 Process and Schedule a Public Hearing to Consider Potential Rate Increases for Fiscal Years 2021, 2022, 2023**

ASM Duffey presented the item and provided background information. He stated that the District adopted a Financial Plan on June 6, 2018 and that the Financial Plan prescribed that a three-year sewer rate increase would be needed beginning fiscal year 2021. ASM Duffey explained that at the January 8, 2020 Board Meeting the Board directed staff to move forward with the planned sewer rate increase and proceed with the Proposition 218 Notice process. ASM Duffey then reviewed the draft text for the Proposition 218 notice along with a schedule of tasks.

Director Kulchin stated that if the District increases sewer fees, staff and the Board should possibly consider increasing the Lateral Repair Reimbursement Policy amount to homeowners as well as increasing the Teacher Grant Program amounts.

GM Bushee noted that the Teacher Grant Program was recently increased from \$1,000 to \$2,000 per grant, however, a potential increase in the Lateral Reimbursement Policy could be discussed at a future Community Affairs Committee meeting.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized staff to proceed with the Proposition 218 process and schedule a public hearing to consider adoption of an ordinance increasing the sewer service charges for Fiscal Years 2021, 2022, and 2023 by the following vote:

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

**25. Call for Nominations to the CSDA Board of Directors Seat B**

EA Baity presented the item stating that CSDA is seeking nominations for its Board of Directors for the remaining term of Seat B. She stated the deadline for receipt of all nominations is March 6, 2020. She noted that this will be an appointment by the CSDA full Board rather than an election and that staff has no recommendation on this matter.

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

**INFORMATION ITEMS**

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

- A. CSDA Quarterly dinner is scheduled for February 20, 2020 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

EA Baity stated the date and time of the CSDA Quarterly Dinner Meeting. She stated a carpool will be leaving from the District office at 5:30 p.m. and an email reminder will be sent.

B. 2020 CWEA Annual Conference is scheduled for March 31 - April 3, 2020 at the Reno Convention Center in Reno, NV.

EA Baity announced the date and time of the 2020 CWEA Annual Conference.

GM Bushee stated that the District Travel Authorization and Expense Reimbursement Policy calls for the Board to approve out of state travel. He noted that this item will be placed on the March Board agenda.

C. Thank you letter from Encinitas Union School District.

EA Baity stated the District received a thank you letter from Encinitas Union School District for a teacher grant awarded to Capri Elementary School.

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

A. The CASA Winter Conference was held January 21-23, 2020 at the Renaissance Indian Wells in Indian Wells, CA.

Director Hanson stated it was a great conference with a touching retirement ceremony honoring Executive Director Bobby Larsen.

Director Sullivan agreed with Director Hanson.

**28. General Manager's Report**

GM Bushee reported on the following items:

- There will be no Closed Session tonight since there is no new information on the recycled water issue;
- He attended a Tour of the Hoover Dam / Colorado River Aqueduct on January 31 - February 1; and
- He will attend the CASA D.C. Conference February 24-26.

**29. General Counsel's Report**

GC Brechtel reported on the following item:

- CASA Attorney Committee – Discussion on Sewer Service Fees for Junior ADU's.

**30. Board of Directors' Comments**

Director Sullivan stated she is happy for the recent District Awards at the San Diego Section of CWEA and is excited to see what happens at the State level.

**31. Closed Session**

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

There was no closed session.

**32. Adjournment**

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

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Donald Omsted, Vice President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)



**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
March 3, 2020

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held March 3, 2020 at 4:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 4:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

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

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review the draft layout for the 2020 Winter newsletter.

ASSup Hill introduced Mr. Bloom from RTP to provide an overview of the newsletter draft layout. Mr. Bloom provided an overview of the newsletter and stated that there would be some minor edits to the Lateral Grant and District Awards articles.

Director Kulchin asked when would the newsletter be mailed. Assup Hill answered that the production schedule was pushed back a few weeks so staff is estimating that the newsletter will be mailed to residents in late March. She noted that the name of the newsletter will be changed from the Winter newsletter to the Spring newsletter.

Following discussion, the CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 4:14 p.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 March 4, 2020

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, March 4, 2020 at 9:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen, 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; and Administrative Specialist Mark Brechbiel

**3. Public Comment**

None.

**4. New Business**

**A. Adopt Resolution No. 2327, Schirber Annexation, as presented.**

District Engineer (DE) Wilson presented information to the EC pertaining to the annexation into the District of the Schirber Property (Schirber). He explained that the annexation involves one parcel totaling 1.69 acres, located west of Interstate 5, South of Leucadia Boulevard and West of Hymettus Avenue.

DE Wilson stated that the property is within the District's sphere of influence and includes an existing single-family residence that is currently connected to an ageing septic tank system. He continued that the private sewer lateral for the residence will connect to the available public sewer system on Fulvia Street. He said that the annexation is necessary to provide sewer service to this residence and its planned Accessory Dwelling Unit.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2327, Schirber Annexation.

**5. Information Items**

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

TSM Morishita began by referring back to the spill from November 2019 that occurred due to a faulty valve on the B3 line. He stated that a new valve actuator had to be ordered and it took some time to arrive. As of Friday February 28<sup>th</sup> the actuator was installed and the valve is operational. Subsequently, the two remaining manholes at the

end of the B3 Force Main can now be lined. This will take place March 5, 2020 at which time the project will be complete.

**6. Directors' Comments**

Director Juliussen expressed his appreciation for all staff and their continued hard work.

**7. General Manager's Comments**

GM Bushee informed the EC that he has a meeting with representatives from the City of Encinitas tonight at 5:00 p.m. to discuss potable reuse of wastewater.

He also informed the EC that yesterday he met with TSM Morishita, FSS Stecker, FSSup Gonzalez and FSSpec Riffel at a property on Agua Dulce Court in Carlsbad to investigate a possible groundwater issue. GM Bushee explained that personnel from the Carlsbad Municipal Water District and Olivenhain Municipal Water District were present to investigate the issue. He stated that the group determined that District assets did not cause the water intrusion in the area.

**8. Adjournment**

Director Juliussen adjourned the meeting at approximately 9:26 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**MEMORANDUM**

**DATE:** March 5, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Approval of February/March Demands



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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 520,813.76.**
2. Discuss and take other action as appropriate.

**DISCUSSION:**

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

Operating expenses totaled **\$ 352,951.56**, Capital Improvement Program expenses totaled **\$ 55,008.58**, and Payroll expense for District Employees and the Board totaled **\$ 112,853.62.**

Attachment 1	Summary of Demands by Account February 7, 2020 - March 3, 2020
Attachment 2	Accounts Payable Check Register dated February 12, 2020
Attachment 3	Payroll Incentive Check Register dated February 12, 2020
Attachment 4	Payroll Check Register dated February 12, 2020
Attachment 5	Accounts Payable Check Register dated February 24, 2020
Attachment 6	Payroll Check Register dated February 26, 2020
Attachment 7	Board Payroll Check Register dated March 1, 2020
Attachment 8	Accounts Payable Check Register dated March 2, 2020

## DEMANDS SUMMARY

March 11, 2020

### 1. Demands

<u>Category</u>	<u>Check #s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -2/12/2020	21840 - 21859	Incentive	\$3,565.89
Payroll Check - 2/12/2020	21860 - 21880		\$53,331.73
Payroll Check-2/26/2020	21881 - 21899		\$52,584.66
Board Payroll Check - 3/1/2020	21900 - 21903		<u>\$3,371.34</u>
	<b>Total</b>		<b>\$112,853.62</b>
General Checking -2/12/2020	53841 - 53898	\$	192,139.17
General Checking - 2/24/2020	53899 - 53927	\$	188,335.53
General Checking - 3/3/2020	53928 - 53944	\$	<u>27,485.44</u>
	<b>Total</b>	<b>\$</b>	<b>407,960.14</b>
	<b>GRAND TOTAL</b>		<b>\$520,813.76</b>
<u>Void Checks</u>	21865 Reissued		
	21869 Reissued		



LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 12, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21860 - 21878	2/12/2020	\$53,331.73

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 12, 2020  
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21840 - 21859	2/12/2020	\$3,565.89

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/12/2020 Through 2/12/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	53841	2/12/2020	1,190.00	DEPTH METER MAINT FOR JAN
ADS LLC		2/12/2020	<u>4,340.00</u>	FLOW METERING/DATA FOR JAN
	Total 53841		5,530.00	
ALPHAGRAPHICS	53842	2/12/2020	<u>509.60</u>	ID BADGES
	Total 53842		509.60	
AT&T	53843	2/12/2020	<u>137.77</u>	PHONE CHARGES/INTERNET @ BPS
	Total 53843		137.77	
BAY CITY ELECTRIC WORKS, INC	53844	2/12/2020	146.82	COOLANT SERVICE FOR GENERATOR @ BPS
BAY CITY ELECTRIC WORKS, INC		2/12/2020	415.00	GENERATOR SERVICE @ E. ESTATES
BAY CITY ELECTRIC WORKS, INC		2/12/2020	415.00	GENERATOR SERVICE @ LCPS
BAY CITY ELECTRIC WORKS, INC		2/12/2020	565.00	GENERATOR SERVICE @ SPS
BAY CITY ELECTRIC WORKS, INC		2/12/2020	415.00	GENERATOR SERVICE @ VP5
	Total 53844		<u>1,956.82</u>	
CARLSBAD FUELS CORPORATION	53845	2/12/2020	1,811.15	VEHICLE FUELS/BPS FUELS
CARLSBAD FUELS CORPORATION		2/12/2020	1,754.87	VEHICLE/TRUCKS FUELS
	Total 53845		<u>3,566.02</u>	
CITY OF CARLSBAD	53846	2/12/2020	1,471.00	ROW PERMIT/GOP AND ANNUAL PERMIT
	Total 53846		1,471.00	
CITY OF CARLSBAD	53847	2/12/2020	206.07	WATER @ VACTOR
CITY OF CARLSBAD		2/12/2020	<u>274.96</u>	WATER @ VACTOR 2
	Total 53847		481.03	
CORODATA	53848	2/12/2020	<u>80.72</u>	STORAGE-JAN
	Total 53848		80.72	
CRANWORKS SOUTHWEST, INC	53849	2/12/2020	253.68	WORK ON #156
	Total 53849		253.68	
CSDA- SAN DIEGO CHAPTER	53850	2/12/2020	<u>150.00</u>	CSDA QTRLY DINNER-FEB
	Total 53850		150.00	
CUMMINS PACIFIC,LLC	53851	2/12/2020	2,748.62	REPAIR/REPLACE WIRING HARNES @ LPS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/12/2020 Through 2/12/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 53851		2,748.62	
DATA NET SOLUTIONS GROUP	53852	2/12/2020	<u>1,968.58</u>	IS MAINT AND SUPPORT
	Total 53852		1,968.58	
DAVID TAYLOR	53853	2/12/2020	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 53853		3,000.00	
DKF SOLUTIONS GROUP, LLC	53854	2/12/2020	<u>300.00</u>	MONTHLY SUB FEE FOR MY SAFETY PROGRAM-FEB
	Total 53854		300.00	
DIG SAFE BOARD	53855	2/12/2020	<u>96.47</u>	FEES FOR UNDERGROUND ALARM SERVICE
	Total 53855		96.47	
DONALD OMSTED	53856	2/12/2020	<u>5.75</u>	REIMBURSE D. OMSTED FOR CONF
	Total 53856		5.75	
ELAINE SULLIVAN	53857	2/12/2020	<u>968.12</u>	REIMBURSE FOR CASA CONF
	Total 53857		968.12	
EVOQUA WATER TECHNOLOGIES, LLC	53858	2/12/2020	<u>7,469.54</u>	CHEMICAL FERROUS
	Total 53858		7,469.54	
EWING IRRIGATION PRODUCTS	53859	2/12/2020	<u>26.50</u>	PARTS FOR BPS
	Total 53859		26.50	
FEDERAL EXPRESS CORPORATION	53860	2/12/2020	<u>73.50</u>	SHIPPING
	Total 53860		73.50	
GRAINGER, INC	53861	2/12/2020	17.20	PARTS
GRAINGER, INC		2/12/2020	29.29	PARTS-WASHER
GRAINGER, INC		2/12/2020	<u>69.65</u>	SCBA BRACKET
	Total 53861		116.14	
HARTFORD LIFE & ACCIDENT INS.	53862	2/12/2020	<u>456.89</u>	LIFE INS-FEB
	Total 53862		456.89	
JOHN W. SMITH dba: NORTH COUNTY BACKFLOW	53863	2/12/2020	<u>420.00</u>	BACKFLOW SERVICE
	Total 53863		420.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/12/2020 Through 2/12/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
KONECRANES, INC	53864	2/12/2020	<u>550.00</u>	QTRLY INSPECTION @LPS
	Total 53864		550.00	
MARCON PRODUCTS INC.	53865	2/12/2020	<u>138.19</u>	GRADE RINGS
	Total 53865		138.19	
MAVTECK	53866	2/12/2020	<u>1,200.00</u>	LPS REHAB CONSTRUCTION REVIEW
	Total 53866		1,200.00	
MAXIM ENGINEERING	53867	2/12/2020	<u>118,837.18</u>	LA COSTA FORCE MAIN EMERGENCY REPAIR
	Total 53867		118,837.18	
MITSUBISHI ELECTRIC US, INC	53868	2/12/2020	<u>315.53</u>	MAINT AND SERVICE FOR ELEVATOR
	Total 53868		315.53	
NAPA AUTO	53869	2/12/2020	50.58	ARMORALL WASH/BLUE DEF
NAPA AUTO		2/12/2020	34.44	BLUE DEFT
NAPA AUTO		2/12/2020	<u>96.85</u>	FUEL FILTERS @ VP7/LC/EE
	Total 53869		181.87	
NATIONWIDE RETIREMENT SOLUTIONS	53870	2/12/2020	<u>294.05</u>	DEFERRED COMP
	Total 53870		294.05	
NEOPOST, INC	53871	2/12/2020	<u>123.36</u>	POSTAGE/SHIPPING/SUPPLIES
	Total 53871		123.36	
OLIVENHAIN MUNICIPAL WATER DISTRICT	53872	2/12/2020	46.21	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DISTRICT		2/12/2020	350.29	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT		2/12/2020	533.60	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		2/12/2020	46.21	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DISTRICT		2/12/2020	46.21	WATER @ VP7
	Total 53872		1,022.52	
OLIVENHAIN MUNICIPAL WATER DIST	53873	2/12/2020	<u>2,015.95</u>	INVOICE FOR RMC GRANT COSTS
	Total 53873		2,015.95	
PACIFIC RIM MECHANICAL	53874	2/12/2020	610.75	QTRLY BPS HVAC SERVICE
PACIFIC RIM MECHANICAL		2/12/2020	166.00	QTRLY EEPS HVAC SERVICE

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/12/2020 Through 2/12/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PACIFIC RIM MECHANICAL		2/12/2020	299.50	QTRLY HVAC SERVICE @ AWT
PACIFIC RIM MECHANICAL		2/12/2020	<u>608.25</u>	QTRLY LPS HVAC SERVICE
	Total 53874		1,684.50	
PLANT PEOPLE, INC	53875	2/12/2020	<u>158.00</u>	INDOOR PLANTS MAINT-FEB
	Total 53875		158.00	
PLUMBERS DEPOT, INC	53876	2/12/2020	<u>276.58</u>	CABLES
	Total 53876		276.58	
PURE WATER PARTNERS, LLC	53877	2/12/2020	<u>135.77</u>	MONTHLY FEE FOR FILTERED WATER
	Total 53877		135.77	
RICHARD DUFFEY	53878	2/12/2020	<u>32.41</u>	REIMBURSE FOR CSMFO CONF
	Total 53878		32.41	
CURNEY RUSSELL	53879	2/12/2020	<u>243.55</u>	REIMBURSE C. RUSSELL FOR SAFETY BOOTS
	Total 53879		243.55	
SAFE HEARING AMERICA, INC	53880	2/12/2020	<u>962.00</u>	HEARING TESTS
	Total 53880		962.00	
SAN DIEGO COUNTY VECTOR CONTROL	53881	2/12/2020	<u>8.37</u>	MOSQUITO & VECTOR DISEASE CONTROL ASSESSMENT
	Total 53881		8.37	
SAN DIEGUITO WATER DISTRICT	53882	2/12/2020	11.94	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		2/12/2020	<u>101.49</u>	WATER @ TANKER 2
	Total 53882		113.43	
SAN DIEGO GAS & ELECTIRC	53883	2/12/2020	<u>7,871.72</u>	ELECTRIC @ LPS
	Total 53883		7,871.72	
SHADES OF LIGHT SD	53884	2/12/2020	<u>739.12</u>	DEPOSIT FOR REPLACING BLINDS
	Total 53884		739.12	
SOUTHERN CONTRACTING COMPANY	53885	2/12/2020	520.00	ELECTRICAL WORK @ BPS
SOUTHERN CONTRACTING COMPANY		2/12/2020	<u>2,040.00</u>	ELECTRICAL WORK @LPS
	Total 53885		2,560.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/12/2020 Through 2/12/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
STAPLES	53886	2/12/2020	<u>101.71</u>	OFFICE SUPPLIES
	Total 53886		101.71	
TERMINIX	53887	2/12/2020	<u>62.00</u>	MONTHLY FEE FOR PEST SERVICE-JAN
	Total 53887		62.00	
THE HOME DEPOT CRC/GEFC	53888	2/12/2020	<u>791.80</u>	SUPPLIES
	Total 53888		791.80	
T.S. INDUSTRIAL SUPPLY	53889	2/12/2020	<u>61.81</u>	SUPPLIES
	Total 53889		61.81	
UNDERGROUND SERVICE ALERTS/C	53890	2/12/2020	<u>199.75</u>	ALARM SERVICE FOR UNDERGROUND
	Total 53890		199.75	
UNIFIRST CORPORATION	53891	2/12/2020	245.01	LAUNDRY SERVICE -W/E 1/29/2020
UNIFIRST CORPORATION		2/12/2020	<u>236.00</u>	LAUNDRY SERVICE W/E 2/5/2020
	Total 53891		481.01	
SAN DIEGO UNION TRIBUNE	53892	2/12/2020	<u>123.41</u>	CLASSIFIED LISTING
	Total 53892		123.41	
U.S. BANK	53893	2/12/2020	<u>8,991.30</u>	CONFERENCES/SUPPLIES/TRAVEL...
	Total 53893		8,991.30	
VERIZON WIRELESS	53894	2/12/2020	<u>21.27</u>	TELEMETRY FOR CELL PHONES
	Total 53894		21.27	
VORTEX INDUSTRIES, INC	53895	2/12/2020	<u>400.00</u>	REPAIRS TO SLIDE GATE @ BPS
	Total 53895		400.00	
WASTE MANAGEMENT	53896	2/12/2020	<u>311.07</u>	TRASH SERVICE
	Total 53896		311.07	
WESELOH CHEVROLET	53897	2/12/2020	<u>82.19</u>	MAINT/REPAIR FOR #165
	Total 53897		82.19	
WORDEN WILLIAMS LLP	53898	2/12/2020	<u>9,261.00</u>	LEGAL FEES-JAN
	Total 53898		9,261.00	
Report Total			<u>192,139.17</u>	

**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 2/6/2020 Through 2/12/2020

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	2/6/2020	53893	281.96	4330	BOARD CONFERENCES	CSDA MTG SAC-E.S.
U.S. BANK	API	2/6/2020	53893	763.96	4330	BOARD CONFERENCES	WATERUSE CONF-D.O.
U.S. BANK	API	2/6/2020	53893	575.00	4330	BOARD CONFERENCES	WATERUSE CONF-E.S.
U.S. BANK	API	2/6/2020	53893	188.96	4330	BOARD CONFERENCES	WATERUSE CONF-J. HANSON
U.S. BANK	API	2/6/2020	53893	575.00	4330	BOARD CONFERENCES	WATERUSE CONF-J.H.
U.S. BANK	API	2/6/2020	53893	18.26	4910	OFFICE SUPPLIES	OFFICE SUPPLIES
U.S. BANK	API	2/6/2020	53893	20.00	4930	SUBSCRIPTIONS	ENEWSLETTER SUBS.
U.S. BANK	API	2/6/2020	53893	(14.99)	4950	Computer Software/Srvc/Support/Hardware	CREDIT-SOFTWARE
U.S. BANK	API	2/6/2020	53893	306.60	4950	Computer Software/Srvc/Support/Hardware	DRIVES/BRACKETS
U.S. BANK	API	2/6/2020	53893	106.67	4950	Computer Software/Srvc/Support/Hardware	KEYBOARD IPAD-R.D.
U.S. BANK	API	2/6/2020	53893	14.99	4950	Computer Software/Srvc/Support/Hardware	SOFTWARE
U.S. BANK	API	2/6/2020	53893	292.50	5040	Safety Supplies & Services	DATCO
U.S. BANK	API	2/6/2020	53893	510.38	5710	TRAINING, EDUCATION & CONFERNC	CWEA CONF-HG
U.S. BANK	API	2/6/2020	53893	510.38	5710	TRAINING, EDUCATION & CONFERNC	CWEA CONF-J. HOYETT
U.S. BANK	API	2/6/2020	53893	510.38	5710	TRAINING, EDUCATION & CONFERNC	CWEA CONF-MG
U.S. BANK	API	2/6/2020	53893	510.38	5710	TRAINING, EDUCATION & CONFERNC	CWEA CONF-R.M.
U.S. BANK	API	2/6/2020	53893	49.00	5710	TRAINING, EDUCATION & CONFERNC	MM TRAINING
U.S. BANK	API	2/6/2020	53893	150.00	5735	EMPLOYEE RECOGNITION	CWEA BANQUET
U.S. BANK	API	2/6/2020	53893	150.00	5735	EMPLOYEE RECOGNITION	CWEEA BANQUET-BRD
U.S. BANK	API	2/6/2020	53893	45.65	5735	EMPLOYEE RECOGNITION	LUNCH-I. RIFFEL-P.B.
U.S. BANK	API	2/6/2020	53893	718.22	5735	EMPLOYEE RECOGNITION	R. STINSON LUNCH
U.S. BANK	API	2/6/2020	53893	100.00	5735	EMPLOYEE RECOGNITION	R. STINSON LUNCH DEPOSIT
U.S. BANK	API	2/6/2020	53893	100.00	5735	EMPLOYEE RECOGNITION	R. STINSON LUNCHEON
U.S. BANK	API	2/6/2020	53893	125.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	2/6/2020	53893	30.00	5910	TELEPHONE	WIFI
U.S. BANK	API	2/6/2020	53893	2,353.00	6360	OFFICE EQUIPMENT	LITTL PC
Transaction Total				<u>8,991.30</u>			

Report  
Opening/Current  
Balance

\_\_\_\_\_



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/24/2020 Through 2/24/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP	53899	2/24/2020	2,000.00	CONSULTING FEES-LAFCO-JAN
	Total 53899		2,000.00	
BATIQUITOS LAGOON FOUNDATION	53900	2/24/2020	1,000.00	RENEWAL OF MEMBERSHIP-2020
	Total 53900		1,000.00	
BAY CITY ELECTRIC WORKS, INC	53901	2/24/2020	75.00	GENERATOR SERVICE @ VP5
BAY CITY ELECTRIC WORKS, INC		2/24/2020	75.00	GENERATOR WORK @ LCPS
BAY CITY ELECTRIC WORKS, INC		2/24/2020	1,350.00	GENERATOR WORK @ LPS
BAY CITY ELECTRIC WORKS, INC		2/24/2020	160.00	SERVICE CALL FOR PUMP # 135
	Total 53901		1,660.00	
CHARLES ULMER DBA: CHUCKS TIRE CENTER	53902	2/24/2020	1,092.81	TIRES-#159
	Total 53902		1,092.81	
SAN DIEGO COUNTY SYMPOSIUM FUND	53903	2/24/2020	190.00	SYMPOSIUM REG FEES-R.D./T.H.
	Total 53903		190.00	
CWEA	53904	2/24/2020	99.00	RENEWAL FOR G. MENDEZ-COLL.3
CWEA		2/24/2020	89.00	RENEWAL FOR I. RIFFEL-PLANT TECH 1
	Total 53904		188.00	
DEXTER WILSON ENGINEERING	53905	2/24/2020	240.00	GE/0941/JAN/ORPHEUS AVE
DEXTER WILSON ENGINEERING		2/24/2020	3,375.00	GE/0996/JAN/ENCINITAS BEACH HOTEL
DEXTER WILSON ENGINEERING		2/24/2020	60.00	GE/1083/JAN/WOODSIDE LANE
DEXTER WILSON ENGINEERING		2/24/2020	240.00	GE/1088/JAN/TARGET
DEXTER WILSON ENGINEERING		2/24/2020	285.00	GE/1091/JAN/APN21607-35
DEXTER WILSON ENGINEERING		2/24/2020	489.49	GE/1092/JAN/ROOSTER RAMEN
DEXTER WILSON ENGINEERING		2/24/2020	120.00	GE/1095/JAN/HYMETTUS AVE
	Total 53905		4,809.49	
FEDERAL EXPRESS CORPORATION	53906	2/24/2020	22.05	SHIPPING
	Total 53906		22.05	
FIRE PROTECTRION SERVICE/S.A.F.E.	53907	2/24/2020	475.00	FIRE EXTINGUISHER TRAINING DEMO
	Total 53907		475.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/24/2020 Through 2/24/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
HEAVILAND ENTERPRISES, INC	53908	2/24/2020	856.67	LANDSCAPE MAINTENANCE-FEB
HEAVILAND ENTERPRISES, INC		2/24/2020	<u>304.00</u>	MONTHLY VEG CLEANUP-FEB
	Total 53908		1,160.67	
ICMA RETIREMENT-303979	53909	2/24/2020	<u>5,986.52</u>	DEFERRED COMP
	Total 53909		5,986.52	
INFRASTRUCTURE ENGINEERING CORP	53910	2/24/2020	1,565.00	DIANA PS EMERGENCY GENERATOR-JAN
INFRASTRUCTURE ENGINEERING CORP		2/24/2020	28,592.50	E. ESTATES REPLACEMENT PROJECT-JAN
INFRASTRUCTURE ENGINEERING CORP		2/24/2020	9,130.65	FY2020 GRAVITY SEWER REPAIR PROJECT-JAN
INFRASTRUCTURE ENGINEERING CORP		2/24/2020	6,227.93	LPS REHAB-JAN
INFRASTRUCTURE ENGINEERING CORP		2/24/2020	8,292.50	ORCHARD WOOD REPORT-JAN
	Total 53910		<u>53,808.58</u>	
CONFIDENCE CONSULTING	53911	2/24/2020	<u>7,547.23</u>	CONSULTING FEES/SERVICES
	Total 53911		7,547.23	
KEN GRODY FORD	53912	2/24/2020	<u>244.25</u>	WORK ON TRUCK #164
	Total 53912		244.25	
SAN DIEGO LAFCO	53913	2/24/2020	6,405.00	LAFCO-ORPHAN ANNEXATION #1089
	Total 53913		<u>6,405.00</u>	
MALLORY SAFETY AND SUPPLY	53914	2/24/2020	<u>313.86</u>	SAFETY ITEMS-GLOVES
	Total 53914		313.86	
MSC JANITORIAL SERVICE, INC	53915	2/24/2020	<u>1,927.40</u>	JANITORIAL SERVICE-FEB
	Total 53915		1,927.40	
PACIFIC PIPELINE SUPPLY	53916	2/24/2020	<u>543.26</u>	FLANGES @ BPS
	Total 53916		543.26	
PRECISION SIGNS & LABELS/ENVISION GRAPHICS	53917	2/24/2020	92.10	SIGNS FOR TEACHERS GRANTS
	Total 53917		<u>92.10</u>	
ROCKWELL ENGINEERING & EQUIPMENT CO.	53918	2/24/2020	73,399.33	TRAILER MOUNTED ELECTRIC PUMP
	Total 53918		<u>73,399.33</u>	
SAN DIEGO GAS & ELECTIRC	53919	2/24/2020	2,780.38	ELECTRIC @ ADM OFFICE

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/24/2020 Through 2/24/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SAN DIEGO GAS & ELECTIRC		2/24/2020	9,310.49	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		2/24/2020	296.36	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		2/24/2020	413.62	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		2/24/2020	499.12	ELECTRIC @ ENCINITAS ESTATES PS
SAN DIEGO GAS & ELECTIRC		2/24/2020	754.95	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		2/24/2020	128.82	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		2/24/2020	601.81	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		2/24/2020	126.19	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		2/24/2020	7,624.10	ELECTRIC @LPS
SAN DIEGO GAS & ELECTIRC		2/24/2020	251.05	ELECTRICV @ VP5 PS
SAN DIEGO GAS & ELECTIRC		2/24/2020	90.99	ELETRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		2/24/2020	314.90	GAS @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		2/24/2020	<u>199.15</u>	NAT GAS @ EE
	Total 53919		23,391.93	
THE SHERWIN-WILLIAMS CO	53920	2/24/2020	<u>55.80</u>	PAINT
	Total 53920		55.80	
SPACELINK/I2B NETWORK	53921	2/24/2020	<u>160.00</u>	WEB CAM @ BPS-FEB/MARCH
	Total 53921		160.00	
STAPLES	53922	2/24/2020	<u>119.77</u>	OFFICE SUPPLIES
	Total 53922		119.77	
SOLANA PALM LLC	53923	2/24/2020	<u>90.00</u>	ANSWERING SERVICE-2/2020-3/15/2020
	Total 53923		90.00	
T.S. INDUSTRIAL SUPPLY	53924	2/24/2020	<u>15.55</u>	PARTS
	Total 53924		15.55	
UNIFIRST CORPORATION	53925	2/24/2020	236.00	LAUNDRY SERVICE-W/E 2/12/2020
UNIFIRST CORPORATION		2/24/2020	<u>236.00</u>	LAUNDRY SERVICE-W/E 2/19/2020
	Total 53925		472.00	
CONCENTRA	53926	2/24/2020	<u>224.00</u>	PHYSICALS
	Total 53926		224.00	
VERIZON WIRELESS	53927	2/24/2020	<u>940.93</u>	CELL PHONES
	Total 53927		940.93	
Report Total			<u>188,335.53</u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 26, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21881- 21899	2/26/2020	\$52,584.66

**LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT**

**Payroll Date:** March 1, 2020

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21900 - 21903	3/1/2020	\$3,371.34

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

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AT&T	53928	3/2/2020	<u>215.98</u>	PHONE SERVICE
	Total 53928		215.98	
COX COMMUNICATIONS SAN DIEGO	53929	3/2/2020	<u>511.91</u>	TELEPHONE CHARGES/SERVICES
	Total 53929		511.91	
FEDERAL EXPRESS CORPORATION	53930	3/2/2020	<u>12.50</u>	SHIPPING
	Total 53930		12.50	
HUMANA DENTAL INS.	53931	3/2/2020	<u>3,191.33</u>	DENTAL INS-MARCH
	Total 53931		3,191.33	
ICMA RETIREMENT-303979	53932	3/2/2020	<u>5,989.97</u>	DEFERRED COMP
	Total 53932		5,989.97	
JO REED	53933	3/2/2020	<u>940.00</u>	LATERAL REIMBURSEMENT
	Total 53933		940.00	
KONECRANES, INC	53934	3/2/2020	<u>8,348.02</u>	LPS CRANE WORK
	Total 53934		8,348.02	
MAILFINANCE, INC	53935	3/2/2020	<u>180.07</u>	POSTAGE METER LEASE-MARCH-JUNE
	Total 53935		180.07	
MES VISION	53936	3/2/2020	<u>414.12</u>	VISION INS-MARCH
	Total 53936		414.12	
MUTUAL OF OMAHA	53937	3/2/2020	<u>1,201.25</u>	DISABILITY INS-MARCH
	Total 53937		1,201.25	
NATIONWIDE RETIREMENT SOLUTIONS	53938	3/2/2020	<u>294.05</u>	DEFERRED COMP
	Total 53938		294.05	
PACS, Inc	53939	3/2/2020	<u>370.00</u>	LPS CARBON SAMPLE
	Total 53939		370.00	
PAUL BUSHEE	53940	3/2/2020	<u>1,496.63</u>	REIMBURSE FOR CASA DC CONFERENCE
	Total 53940		1,496.63	
RISING TIDE PARTNERS	53941	3/2/2020	<u>3,920.00</u>	PUBLIC INFORMATION-JANUARY

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

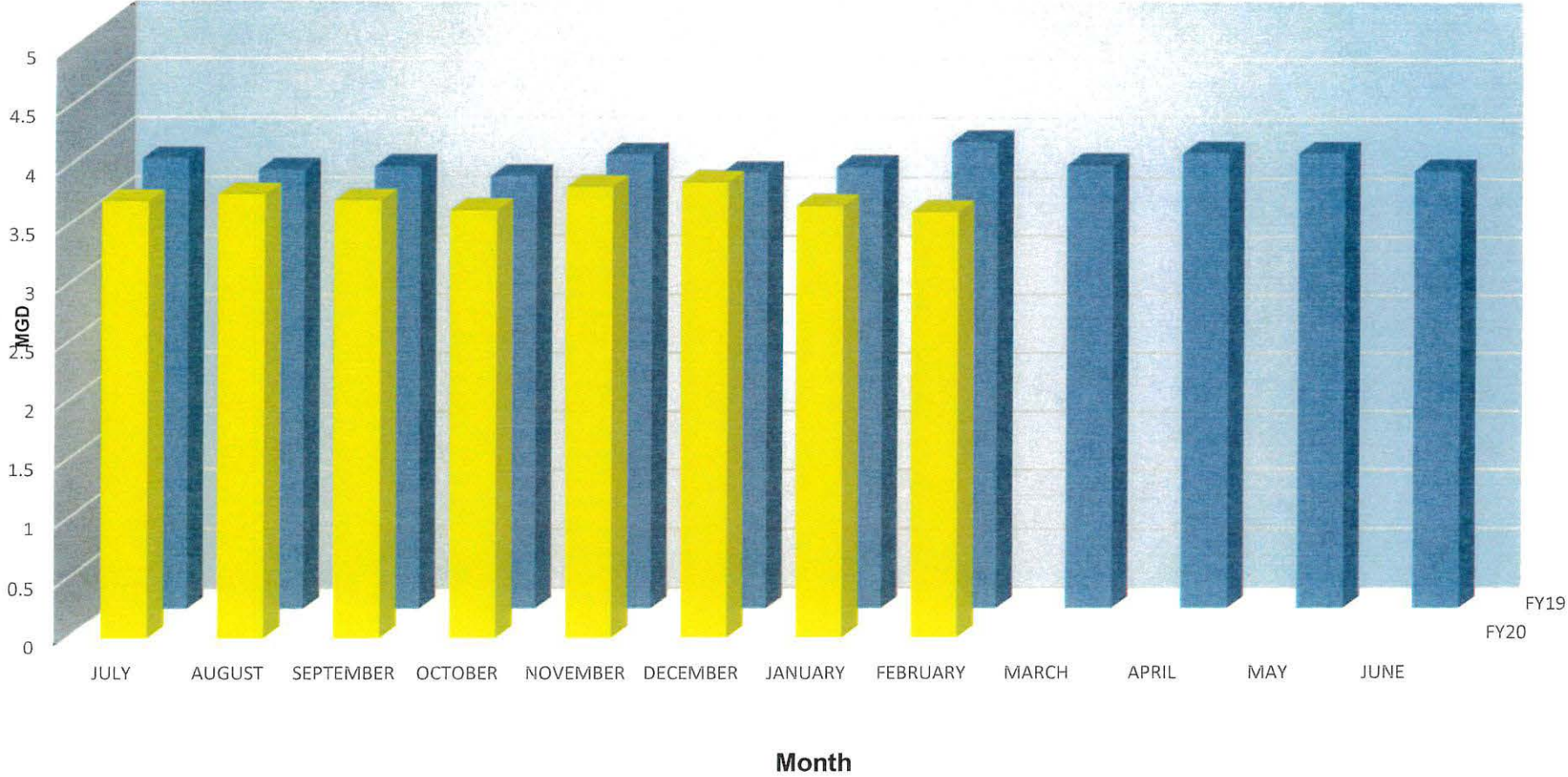
<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 53941		3,920.00	
SAN DIEGO UNION TRIBUNE	53942	3/2/2020	<u>150.90</u>	NEWSPAPER DELIVERY
	Total 53942		150.90	
STAPLES	53943	3/2/2020	<u>194.09</u>	OFFICE SUPPLIES
	Total 53943		194.09	
UNIFIRST FIRST AID CORP	53944	3/2/2020	<u>54.62</u>	REFILL FIRST AID CABINET
	Total 53944		54.62	
Report Total			<u><u>27,485.44</u></u>	

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

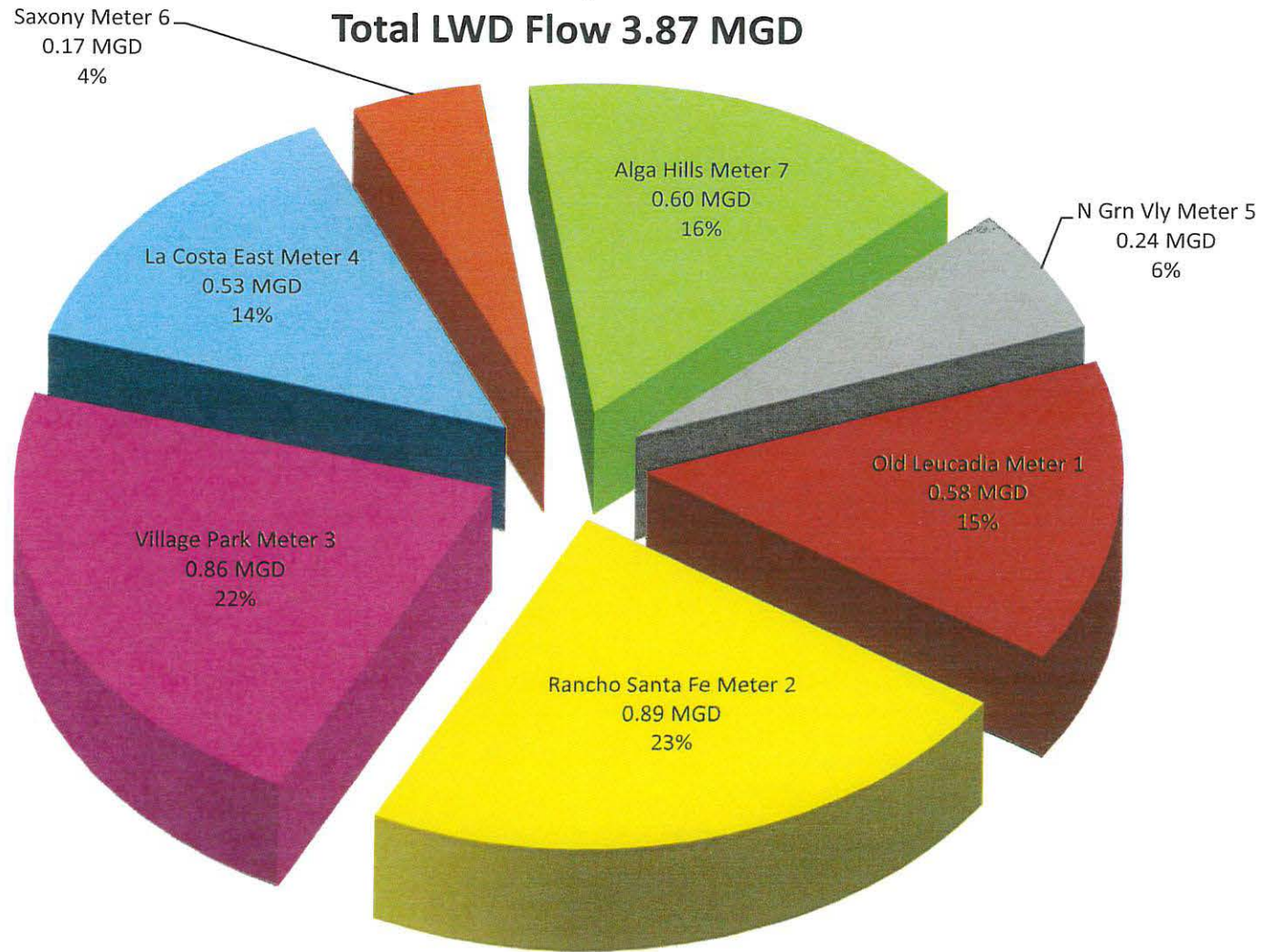
CURRENT MONTH - February 2020							FY 2019
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,721.44	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	115.01	1.00	3.71	129.17	41.87	3.82
YTD			28,722.44				
AUGUST	0.00	116.87	15.00	3.77	131.19	43.76	3.73
YTD			28,737.44				
SEPTEMBER	0.03	111.60	2.00	3.72	129.44	36.04	3.76
YTD			28,739.44				
OCTOBER	0.00	112.84	4.00	3.64	126.64	27.39	3.68
YTD			28,743.44				
NOVEMBER	3.55	115.20	6.93	3.84	133.56	6.54	3.86
YTD			28,750.37				
DECEMBER	3.61	120.28	3.23	3.88	134.94	0.00	3.71
YTD			28,753.60				
JANUARY	0.61	114.08	6.50	3.68	127.96	0.00	3.76
YTD			28,760.10				
FEBRUARY	0.42	105.27	4.00	3.63	126.20	0.00	3.97
YTD			28,764.10				
MARCH							3.78
YTD							
APRIL							3.88
YTD							
MAY							3.88
YTD							
JUNE							3.74
YTD							
YTD Totals	8.22	911.15	42.66			155.60	
Mo Average	1.03	113.89	5.33	3.73	129.89	19.45	3.76



# Leucadia Wastewater District Flow Comparison FY19 to FY20

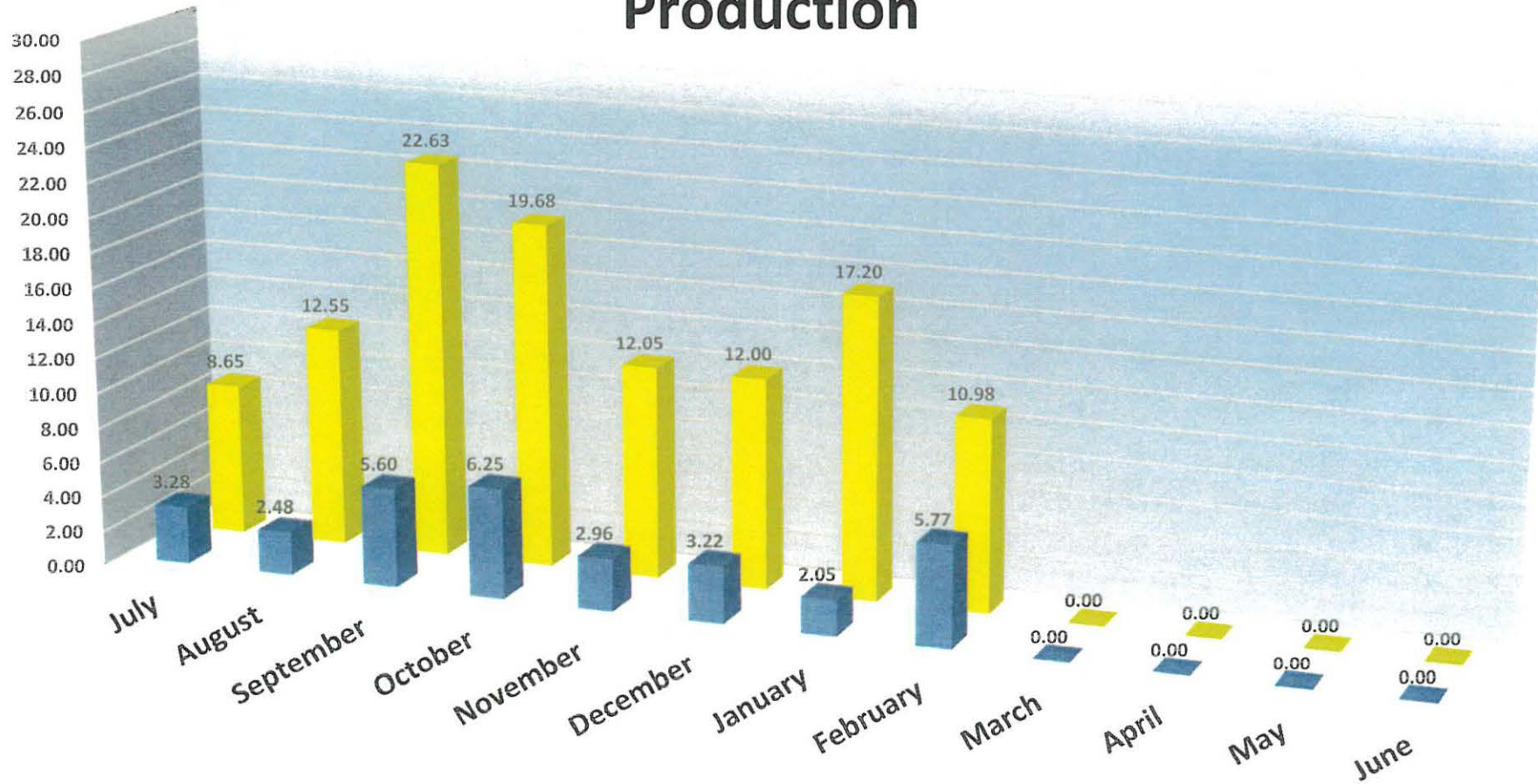


**LWD Flows by Sub-Basin  
February 2020  
Total LWD Flow 3.87 MGD**





# FY-20 CCTV Inspections & Hydro Cleaning Production

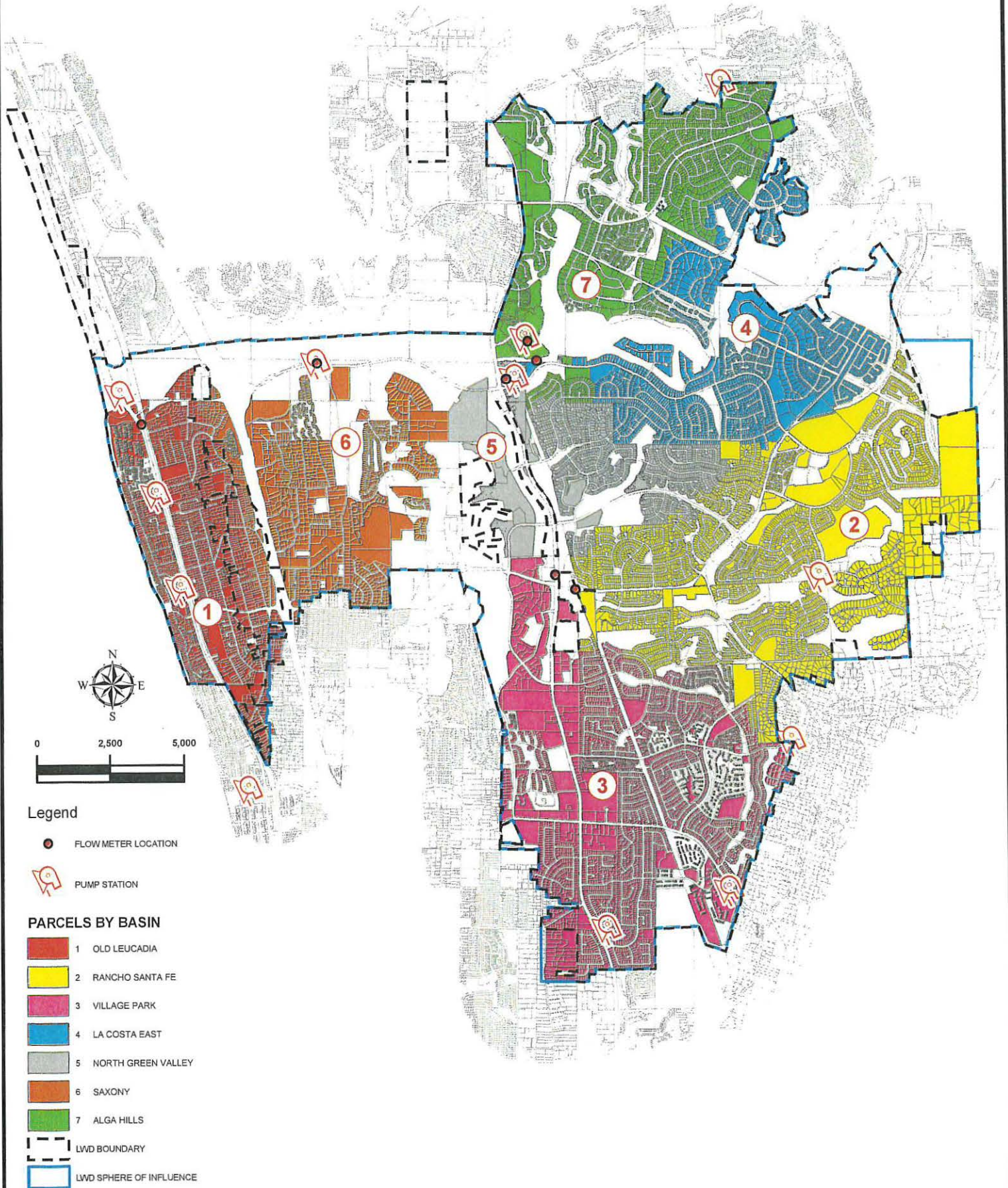


**Monthly Target Mileage**  
 Hydro-Cleaning: 15 Miles/Month  
 CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 31.6 Miles)  
 ■ Hydro Cleaning (YTD 115.7 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







**LEUCADIA**  
WASTEWATER  
DISTRICT

LEADERS IN  
ENVIRONMENTAL  
PROTECTION

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

Training Month	Hours		
	Ops	Admin	Total
Jul-19	240	1	241
Aug-19	37	10	47
Sep-19	25	6	30
Oct-19	98	30	128
Nov-19	23	7	19
Dec-19	38	7	45
Jan-20	16	10	26
Feb-20	45	4	49
Mar-20	0	0	0
Apr-20	0	0	0
May-20	0	0	0
Jun-20	0	0	0
<b>YTD Totals</b>	<b>522</b>	<b>74</b>	<b>584</b>
<b>YTD Monthly Avg</b>	<b>43</b>	<b>6</b>	<b>49</b>

Conferences Month	Attendees		
	Ops	Admin	Total
Jul-19	3	2	5
Aug-19	4	2	6
Sep-19	0	3	3
Oct-19	4	0	4
Nov-19	0	0	0
Dec-19	0	2	2
Jan-20	0	3	3
Feb-20	0	3	3
Mar-20	0	0	0
Apr-20	0	0	0
May-20	0	0	0
Jun-20	0	0	0
<b>YTD Total</b>	<b>11</b>	<b>15</b>	<b>26</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 2/29/2020

	<u>Amount</u>
<b>Assets</b>	
Cash & Investments	36,565,090.11
Accounts Receivables	421,715.23
Net OPEB Asset	135,445.00
Prepaid Expense	216,434.78
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	169,719,937.04
Less Accumulated Depreciation	(59,239,580.98)
<b>Total Assets</b>	<u>149,860,241.18</u>
<b>Deferred Outflows</b>	
PERS Pension Deferred Outflows	1,171,962.00
OPEB Health Deferred Outflows	13,349.00
<b>Total Deferred Outflows</b>	<u>1,185,311.00</u>
<b>Total Assets &amp; Deferred Outflows</b>	<u>151,045,552.18</u>
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	1,079,364.60
Developer Deposits	149,595.20
Net Pension Liability	4,000,889.00
<b>Total Liabilities</b>	<u>5,229,848.80</u>
<b>Deferred Inflows</b>	
PERS Pension Deferred Inflows	350,054.00
OPEB Health Deferred Inflows	10,456.00
<b>Total Deferred Inflows</b>	<u>360,510.00</u>
<b>Net Position</b>	
Beginning Net Position (as of June 30, 2018)	
Investment in Capital Assets	110,480,356.06
Reserves	34,973,631.83
<b>Total Beginning Net Position (as of June 30, 2018)</b>	<u>145,453,987.89</u>
Current Change In Net Position	
Other	1,205.49
<b>Total Current Change In Net Position</b>	<u>1,205.49</u>
<b>Total Net Position</b>	<u>145,455,193.38</u>
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>	<u>151,045,552.18</u>

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2019 Through 2/29/2020

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 5,818,028.96	\$ 9,868,771.00	\$ 4,050,742.04	59.0%
3150 Recycled Water Sales	217,848.76	350,000.00	132,151.24	62.2%
3100 Misc. Operating Revenue	-	189,043.00	189,043.00	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 6,035,877.72</b>	<b>\$10,407,814.00</b>	<b>\$ 4,371,936.28</b>	<b>58.0%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 1,308,342.46	\$ 2,016,361.00	\$ 708,018.54	64.9%
4200 Employee Benefits	872,925.30	1,347,926.00	475,000.70	64.8%
4300 Directors Expense	67,955.34	142,400.00	74,444.66	47.7%
4400 Election Expense	-	-	-	0.0%
4600 Gas, Oil & Fuel	22,974.50	41,000.00	18,025.50	56.0%
4700 Insurance Expense	106,077.98	119,800.00	13,722.02	88.5%
4800 Memberships	29,809.72	30,200.00	390.28	98.7%
4900 Office Expense	81,581.97	154,900.00	73,318.03	52.7%
5000 Operating Supplies	112,395.28	198,200.00	85,804.72	56.7%
5200 Professional Services	226,712.39	408,400.00	181,687.61	55.5%
5300 Printing & Publishing	9,755.99	29,500.00	19,744.01	33.1%
5400 Rents & Leases	8,273.10	18,000.00	9,726.90	46.0%
5500 Repairs & Maintenance	221,056.88	492,260.00	271,203.12	44.9%
5600 Monitoring & Permits	57,026.15	65,200.00	8,173.85	87.5%
5700 Training & Development	32,298.38	46,800.00	14,501.62	69.0%
5900 Utilities	268,453.28	442,600.00	174,146.72	60.7%
6100 LAFCO Operations	7,323.45	7,700.00	376.55	95.1%
6200 Encina Operating Expense	1,333,584.75	2,554,800.00	1,221,215.25	52.2%
6900 Admin O/H alloc to Capital	(81,645.66)	(179,028.00)	(97,382.34)	45.6%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,684,901.26</b>	<b>\$ 7,937,019.00</b>	<b>\$ 3,252,117.74</b>	<b>59.0%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 165,915.72	\$ 305,340.00	\$ 139,424.28	54.3%
3220 Property Taxes	1,032,878.71	1,790,000.00	757,121.29	57.7%
3250 Investment Income	547,551.50	735,000.00	187,448.50	74.5%
3290 Misc. Non Op Revenue	783.73	85,300.00	84,516.27	0.9%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 1,747,129.66</b>	<b>\$ 2,915,640.00</b>	<b>\$ 1,168,510.34</b>	<b>59.9%</b>

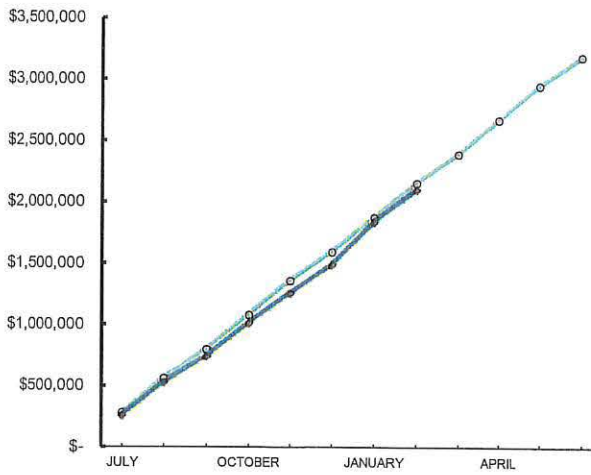




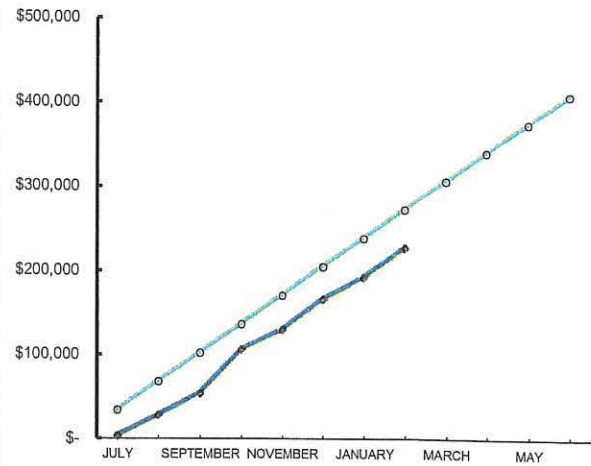
# Leucadia Wastewater District Operating Expenses FY2019

YTD through February 29, 2020

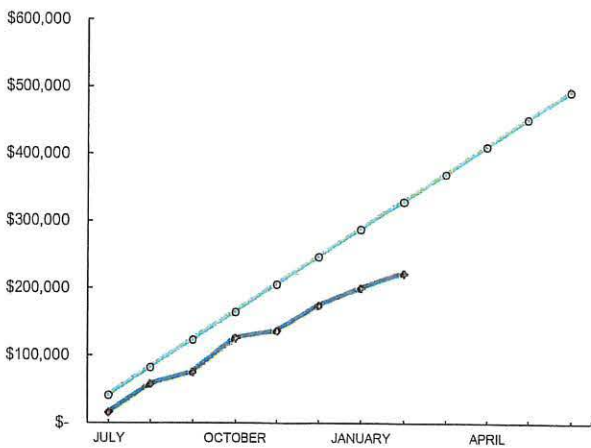
### Salaries and Benefits



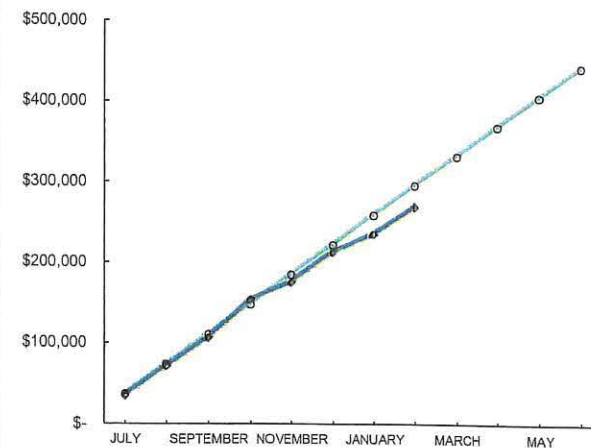
### Professional Services



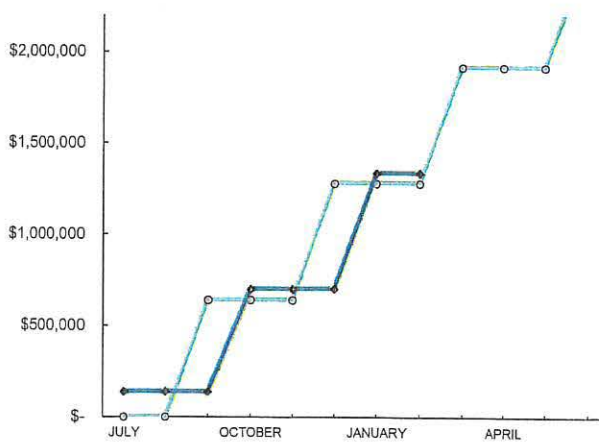
### Repairs & Maintenance



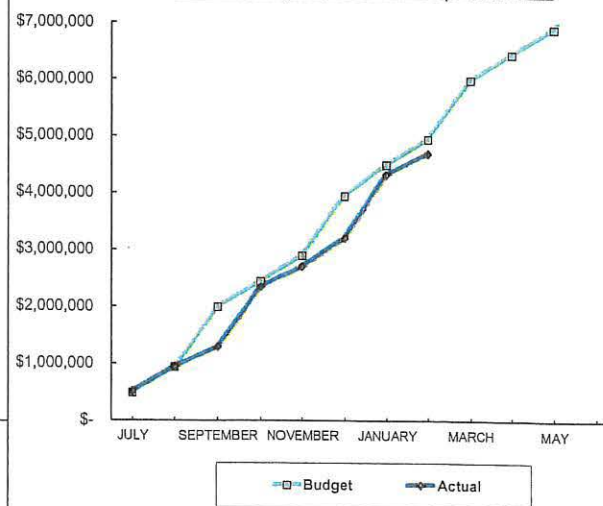
### Utilities



### Encina M&O



### Total Operating Expenses - Before Depreciation & Replacement

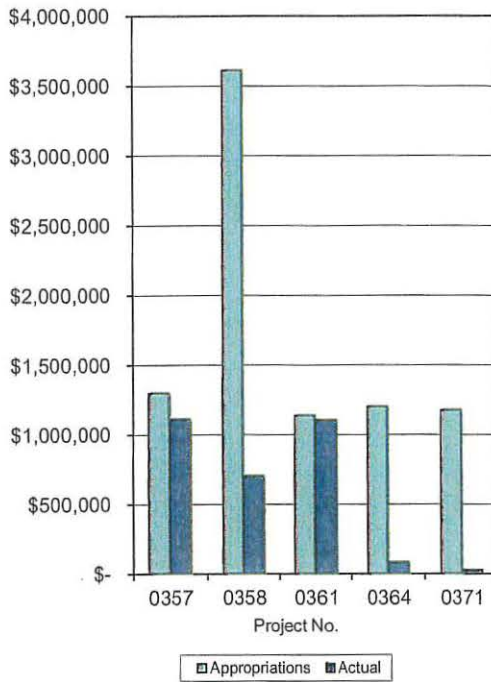


\* Preliminary: subject to future review, reconciliation, accruals, and audit

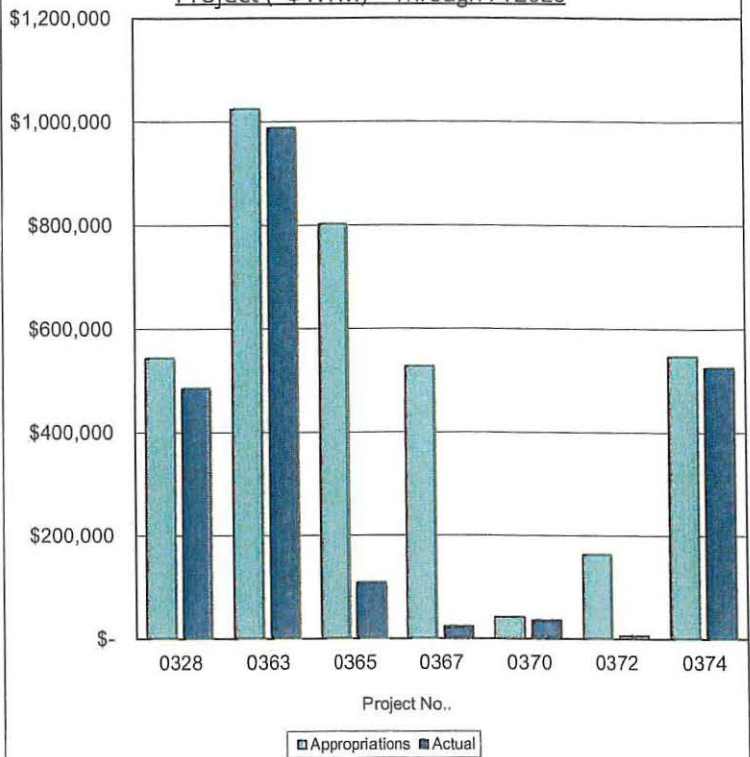
# Leucadia Wastewater District Capital Expenditures

As of February 29, 2020

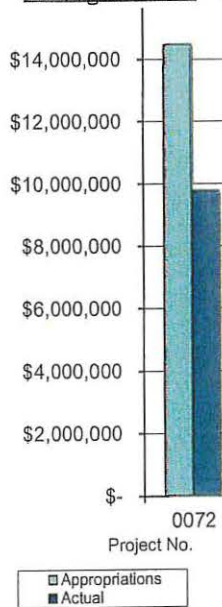
District Multi Year Capital Expenditures  
by Project  
(>\$1.1M) Through FY2020



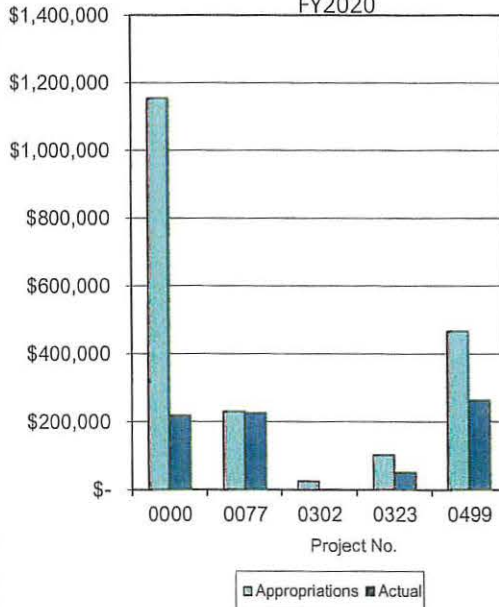
District Multi Year Capital Expenditures by  
Project (<\$1.1M) Through FY2020



District's Share of  
Encina WPCF  
Capital Exp  
Through FY2020



Single Year Capital Expenditures by  
Project  
FY2020



Project Legend

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

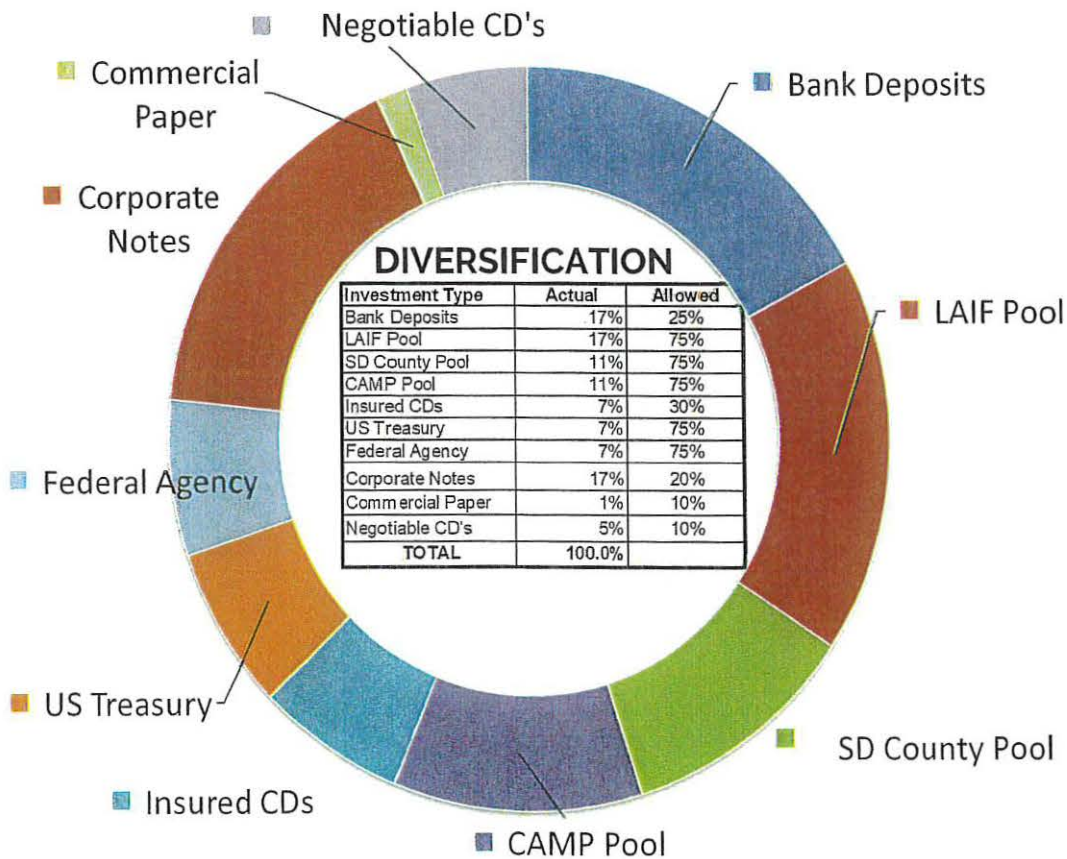
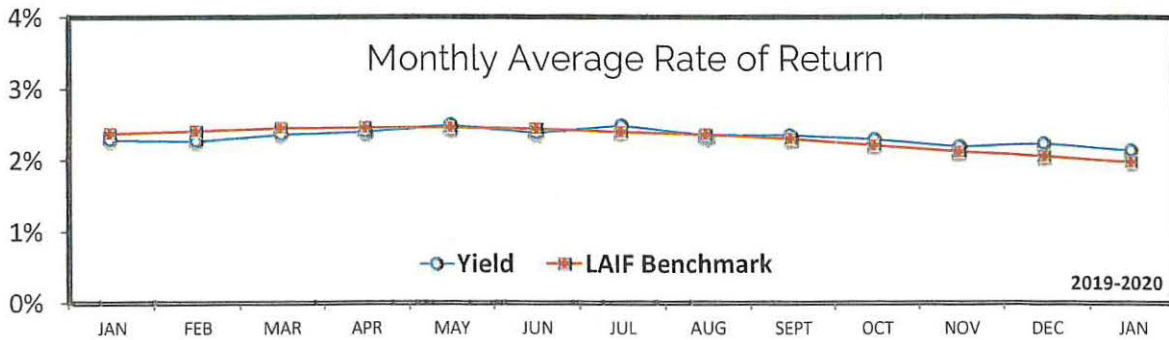
Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

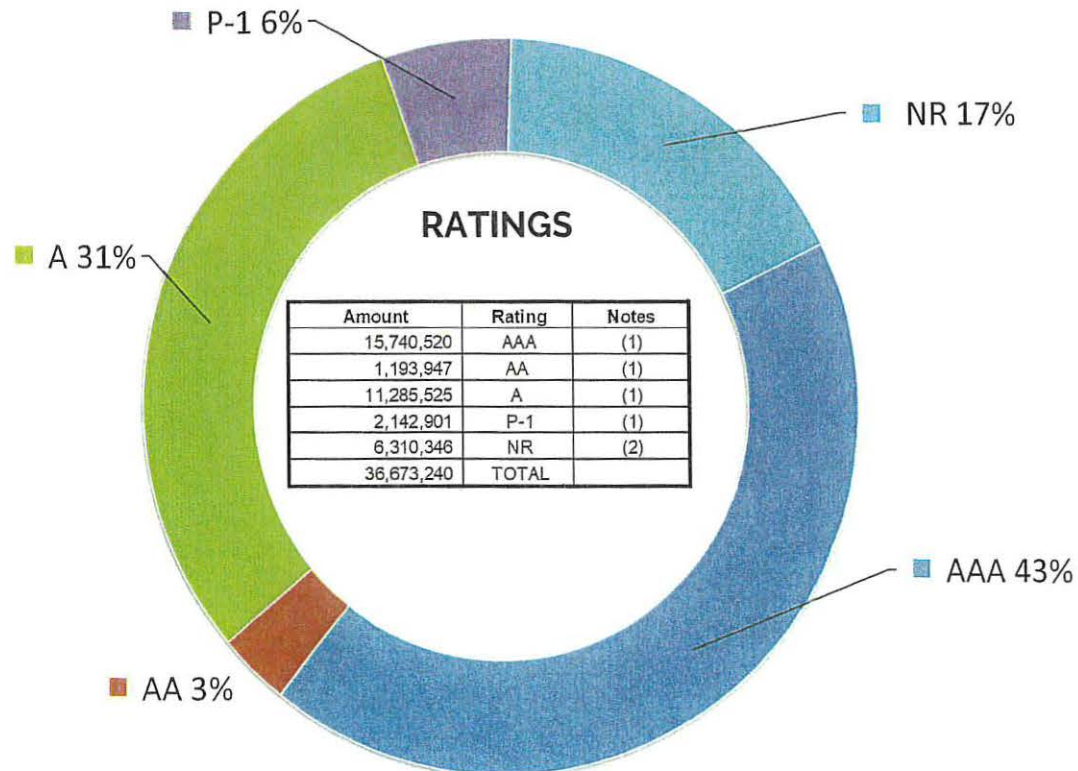
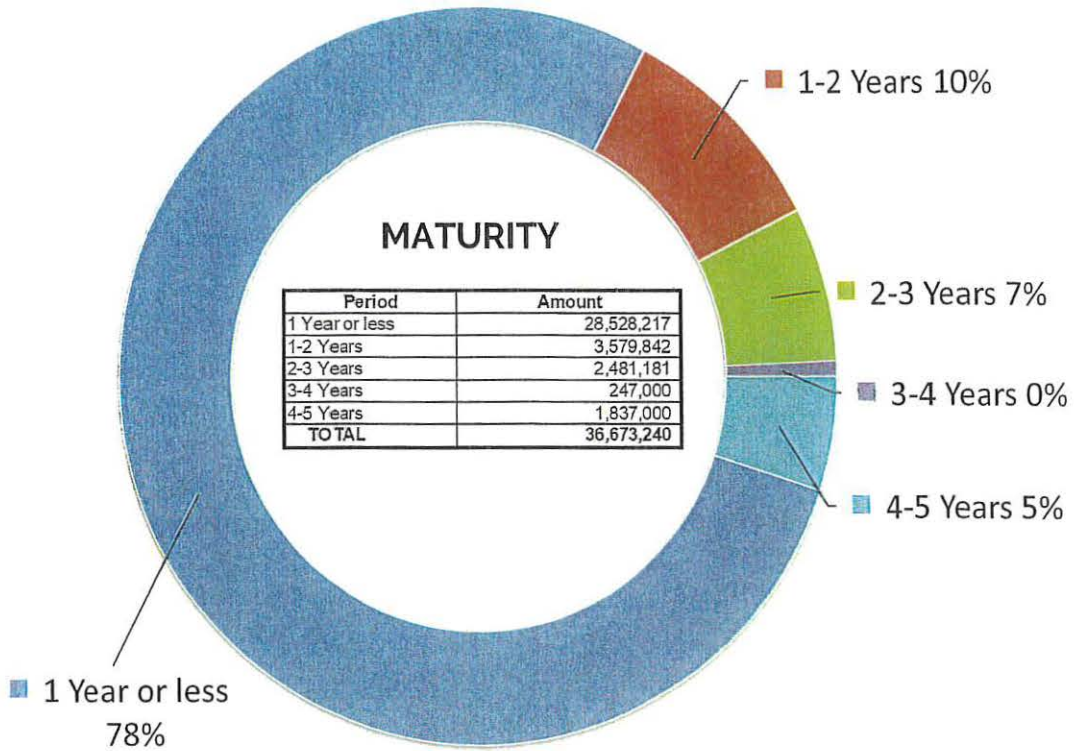


**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**January 31, 2020**

Cash Equivalents & Investments	Principal (Original Cost)		January Interest	Average Rate
	Dec 31, 2019	Jan 31, 2020		
Opus Bank Reserve	\$ 5,282,699	\$ 6,318,245	\$ 10,521	2.330%
LAIF Pool	6,274,302	6,310,346	\$ 10,314	1.967%
SD County Pool	3,898,363	3,906,934	6,569	2.021%
CAMP Pool	4,051,719	4,069,577	6,124	1.780%
Certificates of Deposit - Insured	2,190,000	2,437,000	4,036	2.000%
CAMP Portfolio				
US Treasury Notes	2,595,234	2,595,234	4,458	2.060%
Federal Agency Notes	2,480,465	2,480,465	4,616	2.230%
Corporate Bonds/Notes	5,762,538	6,062,538	12,037	2.450%
Commerical Paper	492,901	492,901	792	1.930%
Negotiable CD's	2,000,000	2,000,000	4,169	2.500%
Total Camp Portfolio	13,331,138	13,631,138	26,072	2.340%
<b>Totals</b>	<b>\$ 35,028,222</b>	<b>\$ 36,673,240</b>	<b>\$ 63,636</b>	<b>2.130%</b>



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**January 31, 2020**  
(Continued)



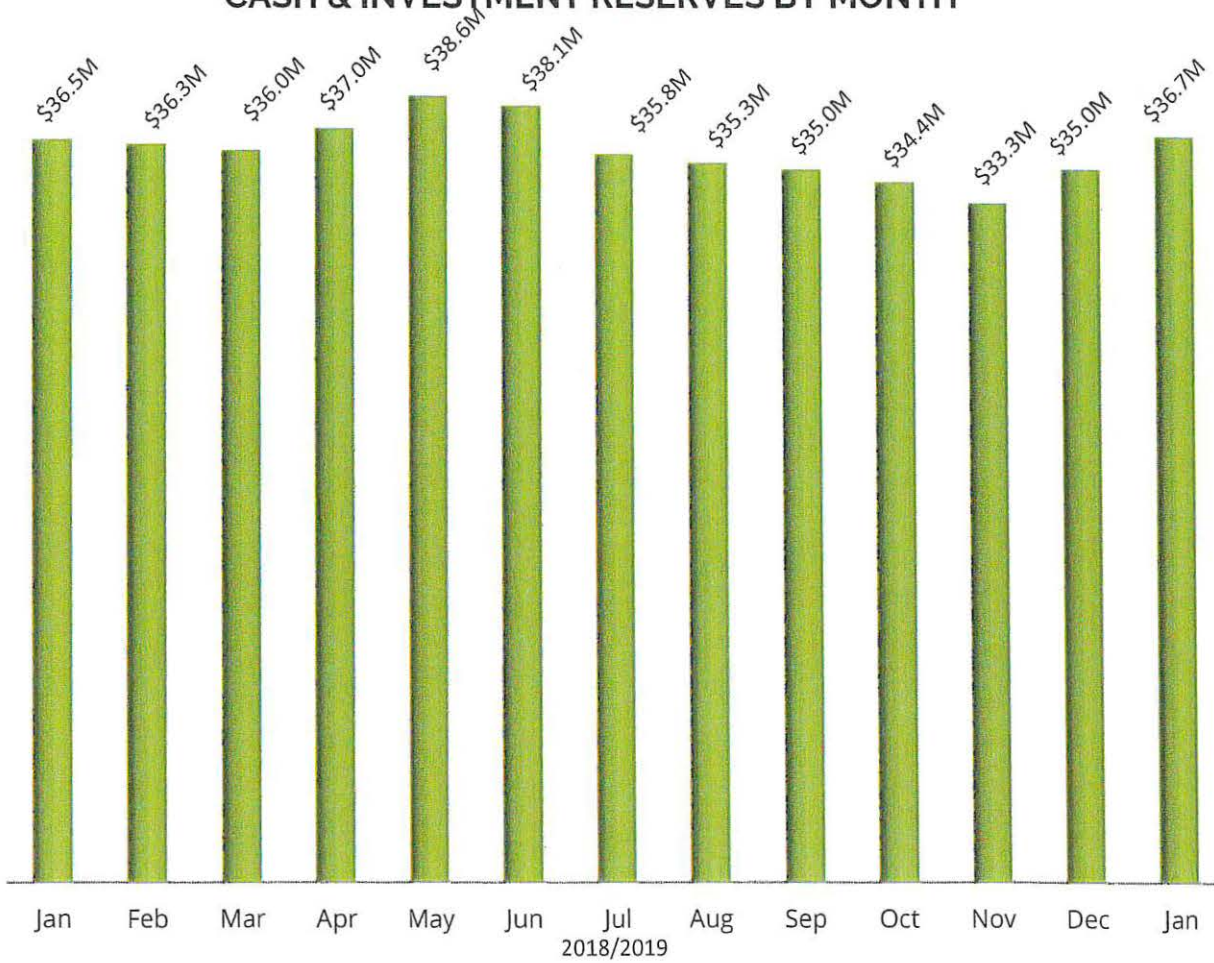
(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.  
(2) LAIF is not rated



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**January 31, 2020**

(Continued)

**CASH & INVESTMENT RESERVES BY MONTH**



**INVESTMENT TRANSACTIONS**

*For the months of January, 2020*

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Morgan Stanley Private Bk Insured CD	\$ 247,000		1/3/2023	61760A514	1.85%	
BofA Step Up Corporate Notes	\$ 300,000		1/23/2025	06048WG79	2.25%	(3)

TOTAL	\$ 300,000	\$ -
-------	------------	------

(3) 5 year corporate step note. First 2 years at 2.25%, 3rd & 4th year at 2.5%, & 5th year at 3.0%

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

**MEMORANDUM**

**DATE:** March 5, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** February 2020 Board Disclosure of Reimbursements Report

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

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

**DISCUSSION:**

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

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

tb:PJB

Attachment

**Leucadia Wastewater District  
Disclosure of Reimbursements Report  
February 1-29, 2020**

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	Assup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	T. Hill
<b>CASA D.C. Conference</b>										
CASA DC Conference February 24-26, 2020 Washington, D.C.	Registration						695.00			
	Hotel						1,138.02			
	Airfare						614.35			
	Meals						115.82			
	Baggage						30.00			
	Parking/Coaster						68.00			
	Tips						10.00			
	Fuel/mileage/taxi/uber						67.71			
	<b>Total</b>		0.00	0.00	0.00	0.00	0.00	2,738.90	0.00	0.00
<b>CASA D.C. Conference</b>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>CASA D.C. Conference</b>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>CASA D.C. Conference</b>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:



**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**February 26, 2020**

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

There were no Action items.

**Executive Session**

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

Terms and conditions of options to lease portions of the South Parcel per Government Code §54956.8 between the Encina Wastewater Authority, represented by Scott McClelland and Tucker Southern, and potential tenant, HP Investors, LLC, Ken Grody Ford, Triumph Capital Partners.

Following Closed Session, Encina counsel reported that the Board of Directors elected to move forward with a lease agreement.

# **Community Affairs Committee Meeting Report**

Presented by Director Sullivan

---

## **Meeting held March 3, 2020**

The CAC reviewed the following item:

### **1. Review the 2020 Spring Newsletter Draft Layout**

The CAC reviewed and commented on the draft layout of the 2020 Spring newsletter.

The final draft newsletter will be mailed to the Board for review prior to being mailed to District customers which is scheduled for late March.

# Engineering Committee Meeting Report

Presented by Director Kulchin

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## **Meeting held March 4, 2020**


The Engineering Committee (EC) reviewed the following recommendation:

- Adopt Resolution No. 2327 - Schirber Annexation;

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

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

**MEMORANDUM**

**DATE:** March 5, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2021 (FY21) Budget Development Schedule

---

**RECOMMENDED:**

- 1) Discuss and take action as appropriate.

**DISCUSSION:**

Staff has commenced the budget development process to prepare the preliminary FY21 Budget. For the past several years the Board has opted to conduct a Special Board Meeting to review the Budget and this approach has worked very well. Staff is suggesting the same approach this year and offers the following potential dates for the Board's consideration.

- 1) Special Board Meeting to review Preliminary FY19 Budget
  - a. Proposed Dates: Thursday, May 7, 2020 (9:00 – 11:00 AM),  
Tuesday, May 12, 2020 (1:00 – 3:00 PM),  
or Thursday, May 14, 2020 (9:00 – 11:00 AM)
- 2) Board of Directors Review of Final FY19 Budget
  - a. Regular Board Meeting – Wednesday, June 10, 2020

Staff requests that the Board of Directors review the schedule and provide direction to staff regarding the budget development schedule.

rad: PJB

**MEMORANDUM**

Ref: 20-7086

**DATE:** March 5, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Board Approval for Out of State Travel



---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Authorize Directors Sullivan, Omsted, and Hanson to attend the 2020 California Water Environment Association (CWEA) Annual Conference scheduled in Reno, Nevada.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

In September 2017, the Board adopted Resolution No. 2291, The Integrated Travel Authorization and Expense Reimbursement Policy. At that time, the policy was amended to include prior Board approval for out of state travel.

The 2020 CWEA Annual Conference is scheduled for March 31 - April 3, 2020 in Reno, Nevada. Directors Sullivan, Omsted, and Hanson have expressed interest in attending the conference and their attendance would require Board approval since it is out of state.

Since Board and Staff regularly attend the CWEA Annual Conference, staff recommends the Board authorize attendance at this conference.

tb:PJB

**MEMORANDUM**

**DATE:** March 5, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Resolution No. 2327 Requesting LAFCO to Take Proceedings for the Schirber Change of Organization

---

**RECOMMENDATION:**

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

1. Adopt Resolution No. 2327, Schirber Annexation, as presented.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

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

The proposed Schirber Annexation into the Leucadia Wastewater District (District) service area involves one parcel located at 858 Hymettus Avenue that totals 1.69 acres, located west of Interstate 5, south of Leucadia Boulevard and east of Hygeia Avenue.

This annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence, which is connected to a septic tank system, and a proposed accessory dwelling unit. Per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for a tenant improvement. The property will connect via private sewer lateral to the available public sewer system on Fulvia Street. The annexation is necessary to provide sewer service to this property.

Approval of Resolution No. 2327 would authorize a boundary annexation.

The District's collection and treatment systems have sufficient capacity to accommodate the existing single-family residence and the proposed accessory dwelling unit. Attached please find a copy of Resolution No. 2327 for your review.

ier:PJB

Attachment

**RESOLUTION NO. 2327**

**A RESOLUTION OF APPLICATION BY THE  
BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT  
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION  
TO TAKE PROCEEDINGS FOR THE PROPOSED  
SCHIRBER CHANGE OF ORGANIZATION**

---

**RESOLVED**, by the Board of Directors of the Leucadia Wastewater District, that

**WHEREAS**, the Board of Directors of the LEUCADIA WASTEWATER DISTRICT (LWD), San Diego County, State of California, desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code for the proposed Schirber Change of Organization; and

**WHEREAS**, the proposed Schirber Change of Organization includes annexation of the Schirber territory (*APN 254-331-12-00*) to the LWD; and

**WHEREAS**, the reasons for this proposed Change of Organization are as follows:

1. LWD is empowered to and is engaged in the collection, treatment, and disposal of wastewater and has existing facilities to provide wastewater service to the territory proposed to be annexed.
2. The owners of the territory desire to utilize the LWD facilities.
3. The territory to be annexed is within LWD's Sphere of Influence.

**WHEREAS**, the territory subject to the proposed Change of Organization is inhabited, and a description of the external boundary of the territory is set forth in Exhibit "A" and a map thereof is set forth in Exhibit "B", both attached hereto and by this reference incorporated herein; and

**WHEREAS**, LWD requests that the proposed Change of Organization be subject to the following terms and conditions:

1. The annexed property is thereafter subject to capacity fees, sewer service fees, and all other district-wide Ordinances and Resolutions of LWD.

**WHEREAS**, LAFCO is authorized to approve this proposed Change of Organization without notice or hearing and without an election. If no express effective date is indicated, the effective date of the Change of Organization shall be the date of recordation of the Certificate of Completion and Resolution ordering the change of organization by the County Recorder.

**WHEREAS**, the staff of LWD has reviewed this proposed Change of Organization under the California Environmental Quality Act (CEQA) and has found it to be categorically exempt from CEQA pursuant to Section 15319 (a) of the California Environmental Quality Act.

**NOW, THEREFORE**, this Resolution of Application is hereby approved and adopted by the Board of Directors of the LEUCADIA WASTEWATER DISTRICT. The Local Agency Formation Commission of San Diego County is hereby requested to take proceedings for the proposed Change of Organization that includes the territory as described in Exhibit "A" and shown in Exhibit "B", according to the terms and conditions stated above and in a manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

**PASSED AND ADOPTED** at a Regular meeting of the Board of Directors held on March 11<sup>th</sup>, 2020 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Allan Juliussen, President

ATTEST:

\_\_\_\_\_  
Paul Bushee, General Manager  
(SEAL)



**EXHIBIT "A"**  
**858 HYMETTUS AVE**  
**ANNEXATION TO LEUCADIA WASTEWATER DISTRICT**  
**GEOGRAPHIC DESCRIPTION**

All that certain real property, situated in a portion of Lot 18, a portion of Lot 2, and a portion of Lot 3, of Block 8 of South Coast Park, in the City of Encinitas, County of San Diego, State of California, according to Map thereof No. 1776, filed in the Office of the County Recorder of San Diego County, November 23, 1923, together with that portion of Hymettus Avenue lying easterly of said Lot 18, described as follows:

**Commencing** at the centerline intersection of Hymettus Avenue (50 feet wide) and Leucadia Boulevard (70 feet wide) in the City of Encinitas;

Thence, (1) South 15°03'23" East 144.37 feet along the centerline of Hymettus Avenue, said point also being a point on the easterly prolongation of the southerly line of said Lot 18;

Thence, (2) South 74°56'37" West 25.00 feet to the southeast corner of said Lot 18 to the **True point of Beginning**;

Thence, (3) South 75°06'37" West 370.21 feet

Thence, (4) North 32°42'00" West 128.04 feet

Thence, (5) North 40°41'52" West 70.01 feet

Thence, (6) North 49°24'17" East 8.67 feet

Thence, (7) a radius of 170 feet through an angle of 11°19'58" for 33.62 feet

Thence, (8) a radius of 25 feet through an angle of 111°28'01" for 48.64 feet

Thence, (9) South 79°20'08" East 43.41 feet

Thence, (10) North 49°24'17" East 26.92 feet

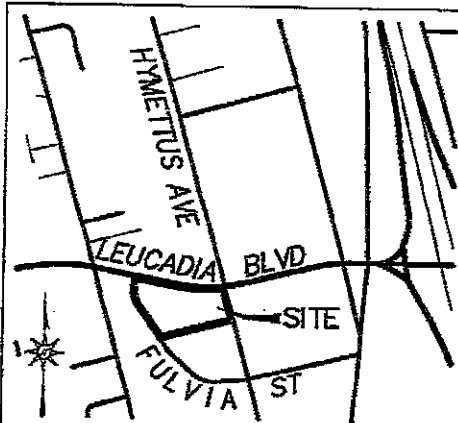
Thence, (11) South 79°20'08" East 75.98 feet

Thence, (12) a radius of 1030 feet through an angle of 15°31'28" for 279.08 feet

Thence, (13) South 15°03'23" East 118.19 feet to **True Point of Beginning**.

Contains **1.69** acres of land, more or less.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.



**VICINITY MAP**  
NOT TO SCALE

**COURSES:**

1. S 15°3'23" E 144.37'
2. S 74°56'37" W 25.00'
3. S 75°06'37" W 370.21'
4. N 32°42'00" W 128.04'
5. N 40°41'52" W 70.01'
6. N 49°24'17" E 8.67'
7. Δ= 11°19'58" 33.62'
8. Δ= 111°28'01" 48.64'
9. S 79°20'08" E 43.41'
10. N 49°24'17" E 26.92'
11. S 79°20'08" E 75.98'
12. Δ= 15°31'28" 279.08'
13. S 15°03'23" E 118.19'

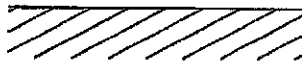
**LEGEND**

PROPOSED ANNEXATION BOUNDARY

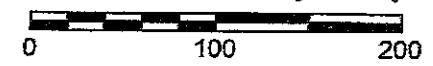
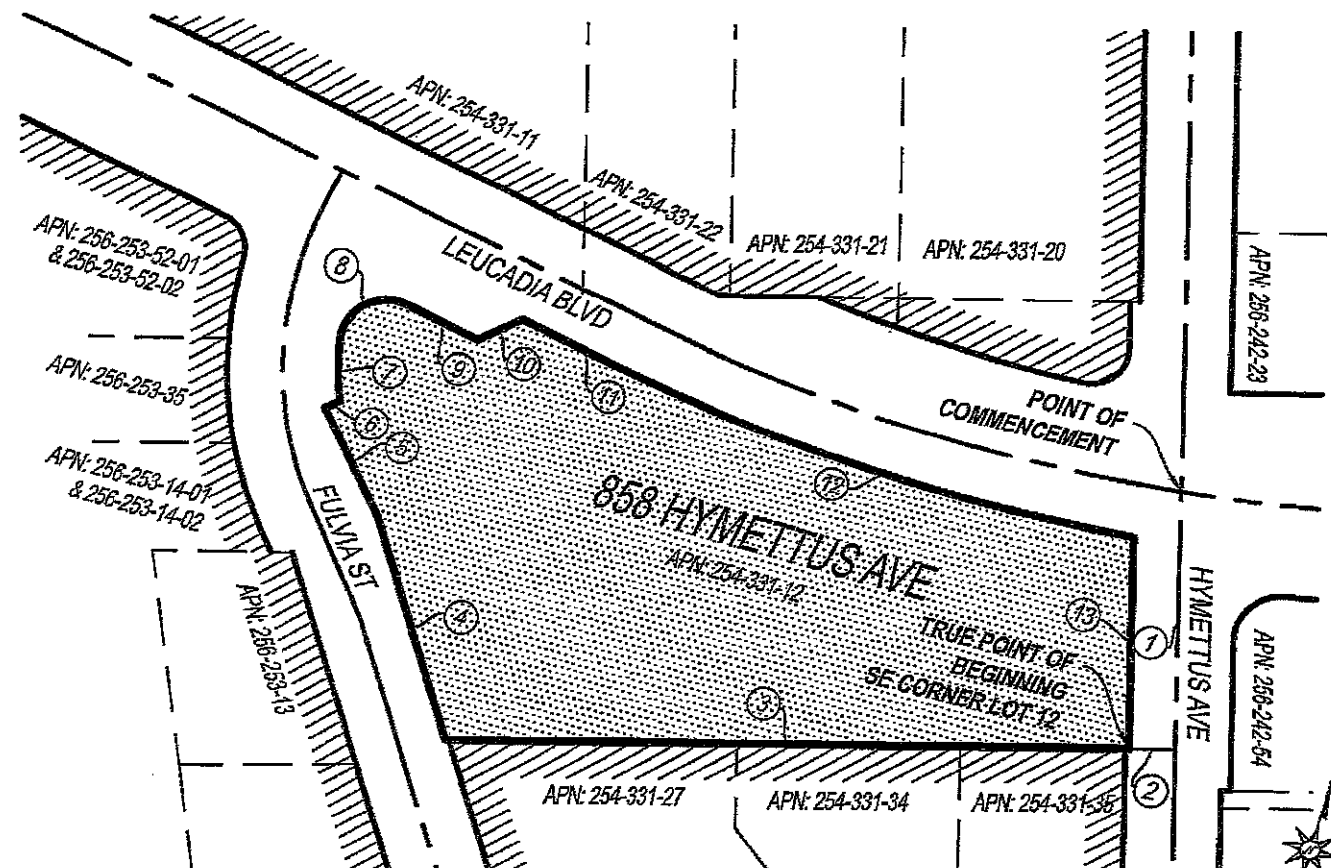
EXISTING LEUCADIA WASTEWATER DISTRICT BOUNDARY

PROPOSED ANNEXATION REGION

WITHIN LWD SPHERE OF INFLUENCE & OUTSIDE LWD



**EXHIBIT 'B'**  
**858 HYMETTUS AVENUE**



ASSESSOR'S PARCEL NUMBERS 254-331-12	LAFCO RESOLUTION NO.	ACREAGE 1.69	DATE 01/10/20	SCALE 1"=100'
BEING A PORTION OF LOT 2, LOT 3, AND LOT 18, BLOCK 8 OF MAP 1776		PASCO LARET SUITER & ASSOCIATES 535 N. HIGHWAY 101, SUITE A SOLANA BEACH, CA 92075 TEL: (858)259-8212		

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**MEMORANDUM**

**DATE:** March 5, 2020  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Call for Nominations to the CSDA Board of Directors Seat C

---

**RECOMMENDATION:**

That the Board of Directors considers the following:

1. Discuss and take action as appropriate.

**DISCUSSION:**

Leucadia Wastewater District received notification that nominations are being solicited for Seat C on CSDA's Board of Directors. Any regular member of an Independent Special District is eligible to nominate one person, a board member or managerial employee, for the election. CSDA Board members serve three-year terms. The deadline for receipt of all nominations is March 26, 2020. The nomination form must include a Board resolution/minute action supporting the candidate.

All nominees will receive a Candidate's Letter in the mail. Electronic ballots will be mailed to the main contact at the District on May 25, 2020. All votes must be received through the system no later than 5:00 p.m. on July 10, 2020. The successful candidates will be notified no later than July 14, 2020 and he/she will be introduced at the Annual Conference in Palm Desert, CA in August.

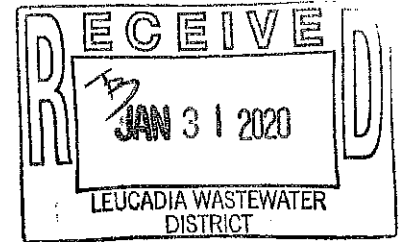
Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached is CSDA's notification letter that includes a list of incumbents, the nomination form, and a map showing the CSDA regions.

tb:PJB

Attachments



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



**DATE:** January 27, 2020  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT C**

---

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2021 - 2023 term.

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

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

**Commitment and Expectations:**

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

- Complete Annual Chief Executive Officer Evaluation.

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 26, 2020. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
 Fax: 916.442.7889  
 E-mail: [amberp@csda.net](mailto:amberp@csda.net)

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

CSDA will begin electronic voting on May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020. The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

**Northern Network** Seat C-Fred Ryness, Director, Burney Water District\*  
**Sierra Network** Seat C-Pete Kampa, GM, Saddle Creek Community Services District\*  
**Bay Area Network** Seat C-Stanley Caldwell, Director, Mt. View Sanitary District\*  
**Central Network** Seat C-Sandi Miller, GM, Selma Cemetery District\*  
**Coastal Network** Seat C-Vincent Ferrante, Director, Moss Landing Harbor District\*  
**Southern Network** Seat C-Arlene Schafer, Director, Costa Mesa Sanitary District\*

(\* = Incumbent is running for re-election)

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

**AGAIN, THIS YEAR!**

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district* May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020.**

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@cdda.net](mailto:Amberp@cdda.net) by **March 26, 2020** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 25, 2020 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 10, 2020.

The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.



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

**2021-2023 BOARD OF DIRECTORS NOMINATION FORM**

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

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

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

Network: \_\_\_\_\_ (see map)

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

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE DIRECTLY)

Fax: \_\_\_\_\_

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

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

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

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

***DEADLINE FOR RECEIVING NOMINATIONS – March 26, 2020***



California Special Districts Association  
**DISTRICT NETWORKS**







**San Diego County**  
**Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

**MEMORANDUM**

*MS*



February 25, 2020

**TO:** Independent Special Districts of San Diego County

**FROM:** Tamaron Lockett, Executive Assistant

**SUBJECT:** **Special District Nomination and Election Results |  
 Regular Member on San Diego Local Agency Formation Commission**

On December 6, 2019, the San Diego County Local Agency Formation Commission (LAFCO) solicited nominations among interested candidates for an election of one regular special district seat. The call for nominations ended on February 7, 2020. One nomination was received by the deadline involving Vista Irrigation District Board Member Jo MacKenize. Accordingly, and pursuant Government Code 56332(2), Ms. MacKenzie will begin a new four-year term as a regular special district representative on LAFCO beginning May 4, 2020.

Should you have any questions please contact me at (858) 614-7755. Thank you.

Tamaron Lockett  
 Executive Assistant

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

**Jim Desmond**  
 County of San Diego

**Dianne Jacob, Chair**  
 County of San Diego

**Greg Cox, Alternate**  
 County of San Diego

**Mary Casillas Salas**  
 City of Chula Vista

**Bill Wells**  
 City of El Cajon

**Paul McNamara, Alternate**  
 City of Escondido

**Mark Kersey**  
 City of San Diego

**Chris Cate, Alternate**  
 City of San Diego

**Jo MacKenzie**  
 Vista Irrigation

**Barry Willis**  
 Alpine Fire Protection

**Erin Lump, Alternate**  
 Rincon del Diablo MWD

**Andy Vanderlaan, Vice Chair**  
 General Public

**Harry Mathis, Alternate**  
 General Public



Setting Standards of  
Excellence in Public Service

Administration Office  
7811 University Avenue  
La Mesa, California 91942-0427  
  
619-466-0585  
helix@helixwater.org  
hwd.com

February 28, 2020

GENERAL MANAGER PAUL J. BUSHEE  
LEUCADIA WASTEWATER DISTRICT  
1960 LA COSTA AVENUE  
CARLSBAD, CA 92009



**SUBJECT: Support of Helix Water District President Mark Gracyk for the CSDA Board of Directors Southern Network Seat B**

Dear GENERAL MANAGER PAUL J. BUSHEE:

During the February 19, 2020, Helix Water District Regular Board Meeting, the board unanimously nominated President Gracyk as a candidate for consideration by the California Special Districts Association Appointment Committee to complete the remainder of the 2020-22 Board of Directors term for the Southern Network.

On behalf of Helix Water District, I am writing in support of Nominee Mark Gracyk. President Gracyk has served on the Helix Water District Board of Directors for just over three years and has shown great interest in CSDA throughout his term.

President Gracyk has participated in two special district leadership academies and passionately shares all he has learned with the board of directors, staff and the district's customers. President Gracyk attends the local quarterly CSDA dinner meetings and has attended an annual conference and the CSDA Essential Communications Workshop.

As Helix Water District's General Manager I have the opportunity to work closely with President Gracyk and wholeheartedly recommend President Gracyk to serve on the CSDA Board of Directors. Importantly, President Gracyk clearly understands the personal commitment and expectations of the candidate selected to fill this position and shares a passion for legislative advocacy and education. President Gracyk also understands the importance and implications of policy decisions in our region and is interested in the issues confronting special districts statewide. For all of these reasons, the Helix Water District Board of Directors and I strongly support the nomination of President Gracyk to serve on the CSDA Board of Directors and hope you will join us in our support of Mark Gracyk for the CSDA Board of Directors by reaching out to the Nominating Committee through CSDA's Amber Phelen, 1112 I Street, Suite 200, Sacramento CA 95814, (877) 924-2732 or email amberp@csda.net.

Please do not hesitate to contact me if you have any questions regarding President Gracyk's many qualifications.

Sincerely,

Carlos V. Lugo  
General Manager

**Board of Directors**  
Mark Gracyk, President  
DeAna R. Verbeke, Vice President  
Joel A. Scalzitti, Division 5  
Kathleen Coates Hedberg, Division 4  
Daniel H. McMillan, Division 1





LEADERS IN  
ENVIRONMENTAL  
PROTECTION

BOARD OF DIRECTORS  
Allan Juliussen, President  
Donald F. Omsted, Vice President  
Judy Hanson, Director  
David Kulchin, Director  
Elaine Sullivan, Director  
Paul J. Bushee, General Manager

Ref: 20-7097

March 4, 2020

The Honorable Randy Voepel  
California State Assembly  
State Capitol  
Sacramento, CA 95814  
Fax: (916) 319-2171

**RE: Assembly Concurrent Resolution 179 (Voepel) – Support [As Introduced]**

Dear Assembly Member Voepel:

The Leucadia Wastewater District (LWD) is pleased to support Assembly Concurrent Resolution 179, which would establish Special Districts Week from May 17 to May 23, 2020. Established in 1959, LWD collects, transports, treats and disposes of wastewater for approximately 62,000 customers in a 16-square-mile area that includes the La Costa area of Carlsbad and the Leucadia and the Village Park areas of Encinitas.

Special districts are formed by communities to provide a needed service, overseen by a local board, and funded by local revenue. By focusing on one service, or a small suite of services, these public entities are able to perform efficient, effective, sustainable service delivery and infrastructure development, while maintaining local accountability.

Special districts date back to 1887 and have a long, rich history of providing benefits to their residents. They vary in size to best meet local needs, ranging from servicing multi-county regions and sometimes millions of residents, to small rural communities. As a representative of the special district community, we are pleased to support Assembly Concurrent Resolution 179.

Leucadia Wastewater District would like to thank the author for introducing this resolution recognizing and commending special districts for the important work that they do throughout California. Please feel free to contact me if you have any questions.

Sincerely,

Paul J. Bushee  
General Manager

CC: Anthony Tannehill, Legislative Representative, California Special Districts Association  
[advocacy@csda.net]