



**BOARD OF DIRECTORS
REGULAR MEETING**

And

**PUBLIC HEARING ON A PROPOSAL TO CONSIDER ADOPTING AN UPDATE TO THE LEUCADIA
WASTEWATER DISTRICT CAPACITY FEE SCHEDULE**

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

To join this meeting via Teleconference please dial: 1-669-900-6833
Meeting ID: 830 0012 8422 **Password:** 331232

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

DATE: Wednesday, May 13, 2020
TIME: 5:00 p.m.
PLACE: VIA TELECONFERENCE ONLY

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**

4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentation and Awards**
 - A. Achievement of Individual Award - Rick Easton (Pages 6-7)

CONSENT CALENDAR

Items 7-13 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:

March 11, 2020 Regular Board Meeting (Pages 8-12)
May 5, 2020 Investment and Finance Committee Meeting (Pages 13-14)
May 6, 2020 Engineering Committee Meeting (Pages 15-18)
8. **Approval of Demands for March, April, May 2020**
This item provides for Board of Directors approval of all demands paid from LWD during the month of March, April and a portion in May 2020. (Pages 19-57)
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 58-66)
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 67-78)
11. **Quarterly Treasurer's Report**
This report discloses investments for the quarter ending March 31, 2020. (Pages 79-80, Enclosure 11)
12. **Disclosure of Reimbursements**
This report discloses travel expense reimbursements for the months of March and April for 2020. (Pages 81-82)
13. **Status Update on the Fiscal Year 2020 (FY20) LWD Tactics and Action Plan**
(Pages 83-88)

EWA REPORTS

14. **Encina Wastewater Authority Reports**
 - A. A regular EWA Board Meeting was held on April 22, 2020 via videoconference – report by Director Sullivan. (Page 89)

- B. An Encina Member Agencies Manager's Meeting was held on May 5, 2020 via videoconference – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Investment and Finance Committee meeting was held on May 5, 2020 via videoconference – report by Director Hanson. (Page 90)
- B. Engineering Committee meeting was held on May 6, 2020 via videoconference – report by Director Kulchin. (Page 91)

PUBLIC HEARING

16. A Proposal to Consider Adopting an Update to the Leucadia Wastewater District Capacity Fee Ordinance. (Page 92)

ACTION ITEMS

17. Update to the Leucadia Wastewater District's Capacity Fee Ordinance

Adopt Ordinance No. 141 – An Ordinance of the Board of Directors of the Leucadia Wastewater District Establishing the District's Capacity Fee and Amending the EDU Factors Capacity Fee Schedule. (Pages 93-108)

18. Infrastructure Engineering Corporation Contract Extension for Engineering Design Services

Authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services. (Pages 109-117)

19. ADS Environmental Services Lease for ECHO SSO/Depth Meters for Monitoring, Data Analysis and Presentation, and Maintenance

Authorize the General Manager to execute a sole source five-year professional services agreement with ADS Environmental Service, Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$80,400 (\$16,080 annually), effective July 1, 2020. (Pages 118-122)

20. Agreement with Evoqua Water Technologies LLC to Furnish and Deliver Bioxide on Interim Basis

Authorize the General Manager to execute Amendment No. 1 to the agreement with Evoqua Water Technologies, LLC to furnish Bioxide on interim basis in an amount not to exceed \$2.33 per gallon or an estimated \$122,000 per year. (Pages 123-127)

21. Discussion of Proposed Rate Increase (Page 128)

22. Board of Directors Compensation Adjustment (Pages 129-130)

23. Leucadia Wastewater District's Telecommuting Policy

Adopt Resolution No. 2329 - Leucadia Wastewater District's Telecommuting Policy. (Pages 131-144)

24. Approving the Recommended Encina Wastewater Authority Fiscal Year 2021 (FY21) Budget

Adopt Resolution No. 2330 - Approving the Recommended Encina Wastewater Authority Fiscal Year 2021 (FY21) Operating, Capital, and Pension Funding Policy Budgets. (Pages 145-147)

25. Covid-19 Emergency Grant Funding

Adopt Resolution No. 2328 - Authorizing the General Manager to Apply for Financial Assistance for COVID-19 Pandemic Impacts, As Needed. (Pages 148-155)

INFORMATION ITEMS

26. Project Status Updates and Other Informational Reports

A. 2020 CSDA Legislative Days is scheduled for Monday, May 18 – Friday, May 22, 2020 via virtual conference webinars. (Pages 156-157)

B. Support Letter for Arlene Schafer for CSDA Southern Network Seat C. (Pages 158-160)

27. Directors' Meetings and Conference Reports

28. General Manager's Report

29. General Counsel's Report

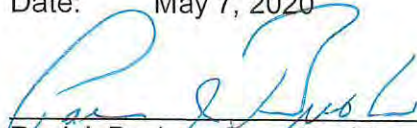
30. Board of Directors' Comments

31. Adjournment

AFFIDAVIT OF POSTING

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

Date: May 7, 2020



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Achievement of an Individual Award



It is my pleasure to announce that a Leucadia Wastewater District (LWD) staff member has met an individual performance objective under LWD's Incentive Program. The individual and achievement are as follows:

California Water Environment Association (CWEA) Collection System Maintenance Grade 3 Certification – Richard (Rick) Easton

Please join me in congratulating Rick who recently received his Collection System Maintenance grade 3 certification from CWEA. Rick has been working for the District since September 2013 and this is his fifth certification since his employment at the District. Rick has worked hard on his own time for this achievement while maintaining his fulltime position at LWD.

This accomplishment reflects Rick's desire to excel through continued professional development. As a result of this certification, Rick is eligible for an Individual Incentive Award of \$500.

tb:PJB

CALIFORNIA WATER ENVIRONMENT ASSOCIATION

Certification of Competence

THIS IS TO CERTIFY THAT

Richard Easton

HAVING SUBMITTED ACCEPTABLE EVIDENCE OF QUALIFICATIONS
BY EDUCATION, TRAINING AND EXPERIENCE IS HEREBY
GRANTED THIS CERTIFICATION OF COMPETENCY IN

**Collection System Maintenance
Grade 3**

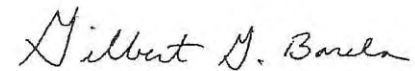
Expires: 3/31/2021



Kevin Calderwood, President
California Water Environment Association



Certificate Number 1308218939



Gilbert G. Barela, Chair
Technical Certification Program

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
March 11, 2020

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, March 11, 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: Juliussen (via teleconference), Omsted, Hanson, Sullivan and Kulchin

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baily, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, and District resident Steve Deering

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 Hanson, and unanimously carried, the Board of Directors approved the agenda by the following vote:

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

6. Presentations and Awards

A. Achievement of Organizational Objective – Cost Sharing of CSRMA Dividends

GM Bushee presented the item stating that LWD's incentive program authorizes a 50% cost sharing of the CSRMA dividend payment. CSRMA recently issued a dividend to LWD in the amount of \$27,022.00. He stated that this dividend reflects the District's excellent safety record. He noted that each employee is eligible to receive an incentive award of \$711.11.

The Board members congratulated LWD staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

February 6, 2020 Community Affairs Committee Meeting
February 12, 2020 Regular Board Meeting
March 3, 2020 Community Affairs Committee Meeting
March 4, 2020 Engineering Committee Meeting

8. Approval of Demands for February / March 2020

Payroll Checks numbered 21840-21903; General Checking Checks numbered 53841-53944

9. Operations Report (A copy was included in the original March 11, 2020 Agenda)

10. Finance Report (A copy was included in the original March 11, 2020 Agenda)

11. Disclosure of Reimbursements

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

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on February 26, 2020.

Director Sullivan reported on EWA's February 26, 2020 Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on March 3, 2020.

GM Bushee reported on EWA's MAM March 3, 2020 meeting.

13. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on March 3, 2020.

Director Sullivan reported that the CAC reviewed and commented on the draft layout of the 2020 Winter newsletter. She stated 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.

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.

B. Engineering Committee (EC) Meeting was held on March 4, 2020.

Director Kulchin reported that the 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.

ACTION ITEMS

14. Fiscal Year 2021 (FY21) Budget Development Schedule

ASM Duffey presented the item stating that staff is in the process of preparing the FY21 Budget. He provided the recommended dates for the Special Board Meeting to review the Preliminary FY21 Budget.

Following discussion, the Board of Directors agreed to schedule the Special Board Meeting for Thursday, May 14, 2020 at 9:00 a.m.

No action was taken.

15. Board Approval for Travel to the 2020 CWEA Annual Conference

ASM Duffey presented the item noting that 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.

ASM Duffey stated that the 2020 California Water Environment Association (CWEA) Annual Conference is scheduled for March 31 – April 3, 2020 in Reno, NV and Directors Sullivan, Omsted, and Hanson have expressed interest in attending the conference. He stated that their attendance would require Board approval since it is out of state.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Kulchin, and unanimously carried, the Board of Directors approved travel for Directors Sullivan, Omsted, and Hanson to the 2020 CWEA annual Conference in Reno, Nevada by the following vote:

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

16. Adopt Resolution No. 2327 - Schirber Annexation

DE Wilson presented the item stating that the annexation into the District of the Schirber Property consists of one parcel totaling 1.69 acres, located west of Interstate 5, south of Leucadia Boulevard and east of Hygeia 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 a

septic tank system, and a proposed accessory dwelling unit. DE Wilson noted that 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.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2327 – Requesting LAFCO to take proceedings for the Schirber Change of Organization by the following vote:

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

17. Call for Nominations to the CSDA Board of Directors Seat C

EA Baity presented the item stating that CSDA is seeking nominations for its Board of Directors for Seat C. She stated the deadline for receipt of all nominations is March 26, 2020. She noted that the incumbent, Arlene Schafer, is running for re-election and staff has no recommendation on this matter.

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

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

EA Baity announced the date and time of the 2020 CSDA Legislative Days.

B. Local Agency Formation Commission (LAFCO) Letter – Vista Irrigation District Board Member

EA Baity stated Jo MacKenzie of Vista Irrigation District was elected to San Diego LAFCO as a regular special district representative.

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

EA Baity stated the District received a support letter from Helix Water District for Mark Gracyk for the CSDA Board of Directors Seat B.

D. Support Letter for Assembly Concurrent Resolution 179 – Voepel

EA Baity stated on February 26th Assembly Member Randy Voepel introduced Assembly Concurrent Resolution (ACR) 179, which proclaims the week of May 17 – May 23, 2020 as Special Districts Week. EA Baity stated the District submitted a letter of support for ACR 179 to Assembly Member Voepel and to CSDA.

19. Directors' Meetings and Conference Reports

None.

20. General Manager's Report

GM Bushee reported on the following items:

- Draft Spring Newsletter has been given to the Board to review and comment on by next Wednesday;
- Maggie McEniry will be retiring and the District will have a Retirement Luncheon for her in May;
- LWD Safety Committee will be establishing a Pandemic Emergency Plan in light of the COVID-19 Coronavirus;
- LWD in partnership with Olivenhain Municipal Water District (OMWD) is now filling hydro-cleaning trucks with recycled water from OMWD's recycled water fill stations; and
- There will be no Closed Session tonight since there is no new information on the recycled water issue.

21. General Counsel's Report

GC Brechtel reported on the following item:

- Potential new legislative bills that could reduce fees and possibly increase generator use.

22. Board of Directors' Comments

President Juliussen thanked DE Wilson and staff for their work on the Schirber Annexation.

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.

There was no closed session.

24. Adjournment

Vice President Omsted adjourned the meeting at approximately 5:26 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 May 5, 2020

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, May 5, 2020 at 9:30 a.m. via conference call.

1. Call to Order

Chairperson Hanson called the meeting to order at 9:39 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, 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. Adopt Resolution No. 2329 - Leucadia Wastewater District's Telecommuting Policy.

ASsup Hill presented the item describing the purpose of the policy. She noted that in response to the global Coronavirus (COVID-19) pandemic and to protect the health of LWD's employees and members of the public, LWD implemented a temporary telecommuting work schedule beginning on March 18, 2020.

ASsup Hill then reviewed the Telecommuting Policy guidelines, procedures and key components of the policy.

- Defines the purpose and establishes authority lines;
- Explains potential need to telework due to an emergency, pandemic, or other instances, as appropriate;
- Defines procedures for equipment needs and reimbursements for reasonable business-related expenses;
- Defines procedures for safeguarding District documents (electronic/paper);
- Defines procedures for the return of equipment, documents, etc.; and
- Establishes that employees' salary and benefits will remain unchanged

Chairperson Hanson thanked ASsup Hill for her presentation.

Vice President Omsted asked about employees using personal equipment versus District provided equipment. ASsup Hill stated the District provided laptops to those employees that needed them to work from home. GM Bushee stated that the policy states when feasible, all work from home should be done on the District's secure remote server and that using personal cell phone or email for any District business is subject to the California Public Records Act, but not any personal records.

Chairperson Hanson asked how the field services staff work from home. GM Bushee stated that the field services staff are able to complete online training from home. He also stated

that when the field services staff are home, they are on-call and must be available to respond, if needed.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2329, the Leucadia Wastewater District's Telecommuting Policy.

5. Information Items

None.

6. Directors' Comments

Vice President asked what the District's mask wearing policy is. GM Bushee stated that all employees must wear masks when outside. He stated that when inside the office masks are not required if the employees are practicing social distancing and are at least 6 feet apart. If employees are required to work within 6 feet of one another, masks are required.

7. General Manager's Comments

GM Bushee stated that there will be an item on the May Board Agenda to discuss the proposed sewer rate increase.

8. Adjournment

Chairperson Hanson adjourned the meeting at 10:01 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 May 6, 2020

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, May 6, 2020 at 9:00 a.m., via video conference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Kulchin, Juliussen

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; District Engineer Dexter Wilson; Robert Weber of Infrastructure Engineering Corporation; General Counsel Wayne Brechtel; and Administrative Specialist Mark Brechbiel

3. Public Comment

None.

4. New Business

- A. Adopt Ordinance No. 141 - An Ordinance of the Board of Directors of the Leucadia Wastewater District Establishing the District's Capacity Fee and Amending the EDU Factors Capacity Fee Schedule.

FSSpec Riffel presented information to the EC pertaining to amending the Equivalent Dwelling Unit (EDU) Factors proposed in Ordinance 141.

He stated that the State of California is continuing to pass housing legislation in an effort to battle the state's housing crisis and one of the tools the state is using to aid in that effort is the promotion of Accessory Dwelling Units (ADU's) and Junior Accessory Dwelling Units (JADU's). The units are constructed on existing single family or multi-family residences.

He further explained and defined what an ADU and JADU are. An ADU being a maximum of 1,200 square feet and containing an individual kitchen and bathroom. An ADU built within an existing structure is generally exempt from sewer capacity fees whereas if built outside an existing structure remains subject to sewer capacity fees. A JADU is defined as being 500 square feet or less, built within an existing structure and may share a kitchen and bathroom with the primary dwelling. JADU's are exempt from sewer capacity fees due to being constructed within an existing dwelling.

FSSpec Riffel explained that Ordinance 141 adjusts the ADU and JADU EDU factors based on square footage, clarifies the ADU category to include JADU, creates an additional sub-category for an ADU or JADU of 500 square feet or less, and clarifies that a JADU will be assessed an EDU factor only if it has an individual kitchen and bathroom.

FSSpec Riffel concluded by stating that these minor changes will result in a reduction of approximately 25 EDU's and a reduction of approximately \$9,500 per year in sewer service fees.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Ordinance No. 141 – Establishing the District's Capacity Fee and Amending the EDU Factors Capacity Fee Schedule.

B. Authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services.

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

He indicated that the initial 3-year contract was slated to expire May 1, 2020. However, due to the cancellation of the April 2020 Board Meeting because of the COVID-19 pandemic, a verbal agreement was made to extend the contract beyond May 1st and until the May 2020 Board Meeting.

He further explained that during the initial 3-years, IEC provided design and construction support to 13 LWD Capital Improvement projects.

TSM Morishita stated that the proposed extension would expire May 1, 2020 and would have no specific compensation amount but instead would be issued using Task Orders for each project. He said that the execution of a Task Order or Task Order Amendment would comply with the Procurement Policy thresholds.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute a two year extension to the IEC contract for as needed engineering design services.

C. Authorize the General Manager to execute a sole source five-year professional services agreement with ADS Environmental Service, Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$80,400.

FSSup Stecker presented staff's recommendation. He explained that LWD entered into a Professional Services Agreement with ADS in 2017 to operate a depth monitoring network of (10) ECHO SSO/depth monitors for the District.

He explained that during the last three year trial period, staff observed several beneficial factors provided by the ECHO meters. One of the benefits is that it integrates into the existing ADS Flow Meter (FM) software so that staff can access both the FM information and the ECHO meter depth information in one program making it efficient and user friendly for staff. Another is the flexibility of the ECHO meters. The meters can be moved with ease through the collection system to help identify areas with high inflow and infiltration, as needed.

ADS provided a three and five year lease option for consideration. The five year option saves the District a total of \$3,600 over the course of the five year term.

Following discussion, the EC concurred with staff to recommend that the Board of

Directors authorize the General Manager to execute a five-year agreement with ADS for equipment maintenance and analysis for 10 ECHO depth meters in an amount not to exceed \$80,400.

- D. Authorize the General Manager to execute Amendment No. 1 to the agreement with Evoqua Water Technologies, LLC (EWT) to furnish and deliver Bioxide on an interim basis in an amount not to exceed \$2.33 per gallon or an estimated \$122,000 per year.

FSSup Stecker presented staff's recommendation. He explained the history the District has with Evoqua dating back to 2006 when Bioxide was selected as an effective chemical to prevent and control formation of hydrogen sulfide (H_2S) in the Leucadia Pump Station (LPS) Force Mains. Over time, however, the efficacy of the Bioxide was reduced and the cost for the chemical was quite high.

He stated that in March of 2018 staff executed an agreement with EWT to begin a 120-day trial to use a new chemical to control the H_2S called Ferrous Chloride (Ferrous). Ferrous was more effective at reducing the H_2S levels than Bioxide and was more cost effective.

FSSup Stecker further explained that the Ferrous was later determined to be the cause of an issue with the District's air/vacuum relief valves (air vacs) on the force mains and was subsequently turned off.

The H_2S levels have significantly increased and it is being recommended that Bioxide be used to control those levels in the interim while the LPS is undergoing a rehabilitation. Once the rehabilitation project is completed, a super-oxygenation system will be in place and the use of Bioxide will no longer be needed.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute Amendment No. 1 to the agreement with Evoqua to furnish Bioxide on interim basis in an amount not to exceed \$2.33 per gallon or an estimated amount of \$122,000 per year.

5. Information Items

A. Batiquitos (B3) Discharge Section Replacement Project Update

TSM Morishita briefly explained that the B3 project is nearly complete. The only item remaining is the lining of one more manhole. He anticipates project completion in May.

B. Impacts of the April 10th Major Storm Event

DE Wilson described the major storm event in terms of flow. The average flow on a dry weather day is 3.7 mgd. This was increased to 8.2 mgd on April 10, 2020.

He further compared this event to other events in the past which indicated that the April 10th event had a greater impact on the system's flow than the others.

He then showed a map that showed the amount of infiltration in different sections of the collection system. One section had a 313% increase on April 10th over its typical flow.

DE Wilson stated the importance of the ADS Flow Monitoring System in gathering and providing the flow data for evaluation.

In conclusion, he commended the Operations staff for their diligence and hard work as they were attending to several system and flow alarms that day. In addition, the system design worked exactly as it should and there were no reportable spills.

6. Directors' Comments

Director Juliussen commended staff for continued hard work. He expressed his gratitude not only for the work put in during the storm even but also under the unusual circumstances with COVID-19.

7. General Manager's Comments

GM Bushee echoed Director Juliussen and commended staff for their hard work during these difficult times.

Director Kulchin asked how the current red tide is affecting the system. GM Bushee indicated that there is no impact on the system functions but the odor coming from the organic matter has increased odor complaints to the district office.


8. Adjournment

Director Juliussen adjourned the meeting at approximately 9:53 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of March/April/May Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 2,228,649.85.**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period March 3, 2020 through May 6, 2020.

Operating expenses totaled **\$ 995,489.67**, Capital Improvement Program expenses totaled **\$ 948,139.72**, and Payroll expense for District Employees and the Board totaled **\$285,020.46.**

Attachment 1	Summary of Demands by Account March 4, 2020 – May 6, 2020
Attachment 2	Accounts Payable Check Register dated March 10, 2020
Attachment 3	Payroll Check Register dated March 11, 2020
Attachment 4	Payroll Incentive Check Register dated March 12, 2020
Attachment 5	Accounts Payable Check Register dated March 23, 2020
Attachment 6	Payroll Check Register dated March 25, 2020
Attachment 7	Accounts Payable Check Register dated March 26, 2020
Attachment 8	Board Payroll Check Register dated April 1, 2020
Attachment 9	Accounts Payable Check Register dated April 1, 2020
Attachment 10	Payroll Check Register dated April 8, 2020
Attachment 11	Accounts Payable Check Register dated April 10, 2020
Attachment 12	Accounts Payable Check Register dated April 15, 2020
Attachment 13	Payroll Check Register dated April 22, 2020
Attachment 14	Accounts Payable Check Register dated April 22, 2020
Attachment 15	Board Payroll Check Register dated May 1, 2020
Attachment 16	Accounts Payable Check Register dated May 1, 2020
Attachment 17	Payroll Check Register dated May 6, 2020

AGENDA ITEM 7B

DEMANDS SUMMARY

May 13, 2020

1. Demands

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Check -3/11/2020	21906 - 21924		\$54,061.61	
Payroll Check - 3/12/2020	21925 - 21943	Incentive	\$12,074.83	
Payroll Check-3/25/2020	21944 - 21962		\$52,876.41	
Board Payroll Check - 4/1/2020	21963 - 21967		\$1,545.20	
Payroll Check - 4/8/2020	21968 - 21986		\$54,400.61	
Payroll Check - 4/22/2020	21987 - 22005		\$54,710.29	
Board Payroll Check - 5/1/2020	22006		\$369.20	
Payroll Check - 5/6/2020	22007 - 22026		<u>\$54,982.31</u>	
	Total			\$285,020.46
General Checking -3/10/2020	53945 - 53987		\$ 107,195.10	
General Checking - 3/23/2020	53988 - 54022		\$ 106,849.23	
General Checking 3/36/2020	54023		\$ 4,103.42	
General Checking - 4/1/2020	54024 - 54061		\$ 71,390.47	
General Checking - 4/10/2020	54062 - 54099		\$ 70,501.72	
General Checking - 4/15/2020	54100		\$ 4,847.06	
General Checking - 4/22/2020	54101 - 54129		\$ 1,500,516.51	
General Checking - 5/1/2020	54130 - 54165		<u>\$ 78,225.88</u>	
	Total		\$ 1,943,629.39	
	GRAND TOTAL			\$2,228,649.85
<u>Spoiled Checks</u>	21904			
	21905			
<u>Voided Check</u>	22010 Reissued			

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 3/10/2020 Through 3/10/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	53945	3/10/2020	2,590.00	DEPTH METER MAIN-FEB
ADS LLC		3/10/2020	<u>4,340.00</u>	FLOW METERING & DATA -FEB
	Total 53945		6,930.00	
AYALA ENGINEERING	53946	3/10/2020	22,675.00	AGREEMENT FOR ADJUSTMENT 19 MANHOLES
AYALA ENGINEERING		3/10/2020	<u>4,460.00</u>	TRAFFIC CONTROL-PO-9181
	Total 53946		27,135.00	
AZTEC LEASING, INC	53947	3/10/2020	530.88	COPIER LEASE-DEC
AZTEC LEASING, INC		3/10/2020	530.88	COPIER LEASE-FEB
AZTEC LEASING, INC		3/10/2020	<u>530.88</u>	COPIER LEASE-JAN
	Total 53947		1,592.64	
BAJA POOL AND SPA SERVICE	53948	3/10/2020	<u>140.00</u>	FOUNTAIN SERVICE-MARCH
	Total 53948		140.00	
CARLSBAD FUELS CORPORATION	53949	3/10/2020	1,223.45	VEHICLE FUEL
	Total 53949		1,223.45	
CITY OF CARLSBAD	53950	3/10/2020	27.24	WATER @ FIRE LINE
CITY OF CARLSBAD		3/10/2020	683.97	WATER @ PLANT
CITY OF CARLSBAD		3/10/2020	208.67	WATER @ VACTOR
CITY OF CARLSBAD		3/10/2020	<u>269.88</u>	WATER @ VACTOR 2
	Total 53950		1,189.76	
COSCO FIRE PROTECTION	53951	3/10/2020	695.00	ANNUAL FIRE SPRINKLER/ALARM INSPECTIONS
	Total 53951		695.00	
COX COMMUNICATIONS SAN DIEGO	53952	3/10/2020	900.00	INTERNET SERVICE
	Total 53952		900.00	
CWEA	53953	3/10/2020	99.00	COLL. SYSTEMS RENEWAL-M. AVALOS
	Total 53953		99.00	
DATA NET SOLUTIONS GROUP	53954	3/10/2020	<u>1,027.40</u>	IS MAINT AND SUPPORT
	Total 53954		1,027.40	
DEXTER WILSON ENGINEERING	53955	3/10/2020	<u>4,447.50</u>	GE/CIP/JAN/200/0358/0363
	Total 53955		4,447.50	
DKF SOLUTIONS GROUP, LLC	53956	3/10/2020	<u>300.00</u>	MY SAFETY PROGRAM-MARCH

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 3/10/2020 Through 3/10/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 53956		300.00	
DIG SAFE BOARD	53957	3/10/2020	96.47	FEE FOR UNDERGROUND ALARM SERVICE
	Total 53957		96.47	
EVOQUA WATER TECHNOLOGIES, LLC	53958	3/10/2020	22,504.00	BPS CARBON SCRUBBER CLEANOUT
	Total 53958		22,504.00	
FEDERAL EXPRESS CORPORATION	53959	3/10/2020	12.50	SHIPPING
	Total 53959		12.50	
GOLD COAST SKYLIGHTS INC.	53960	3/10/2020	2,875.00	SKYLIGHT HATCH DOOR @ BPS
	Total 53960		2,875.00	
GRAINGER, INC	53961	3/10/2020	32.90	WASHER/BOLTS
	Total 53961		32.90	
HAAKER EQUIPMENT CO	53962	3/10/2020	589.46	PARTS-FTG COUNTER/COUNTER WHEEL
	Total 53962		589.46	
HADRONEX INC dba: SMARTCOVER SYSTEMS	53963	3/10/2020	6,867.51	3 YEAR SERVICES AGREEMENT/MONITORING SERVICE-2020-1 of 3
	Total 53963		6,867.51	
HARTFORD LIFE & ACCIDENT INS.	53964	3/10/2020	456.89	LIFE INS-MARCH
	Total 53964		456.89	
HEAVILAND ENTERPRISES, INC	53965	3/10/2020	675.00	2020 SPRING TREE TRIMING
	Total 53965		675.00	
KEN GRODY FORD	53966	3/10/2020	36.35	HANDLE-#160
KEN GRODY FORD		3/10/2020	69.00	MIRROR GLASS FOR #160
	Total 53966		105.35	
KONECRANES, INC	53967	3/10/2020	6,172.00	LPS-LOAD TEST FOR OVERHEAD MONORAIL CRANE
	Total 53967		6,172.00	
SAN DIEGO LAFCO	53968	3/10/2020	50.00	FILING OF GUPTA ANNEX
	Total 53968		50.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 3/10/2020 Through 3/10/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
MESA REPROGRAPHICS	53969	3/10/2020	8.00	PLANS AND SPECS-LPS PROJECT
MESA REPROGRAPHICS		3/10/2020	1,160.84	PLANS/SPECS FOR LPS REHAB PROJECT
	Total 53969		1,168.84	
MITSUBISHI ELECTRIC US, INC	53970	3/10/2020	315.53	ELEVATOR MAINT/SERVICE
	Total 53970		315.53	
NAPA AUTO	53971	3/10/2020	58.17	SUPPLIES
	Total 53971		58.17	
OLIVENHAIN MUNICIPAL WATER DISTRICT	53972	3/10/2020	46.21	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DISTRICT		3/10/2020	334.35	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT		3/10/2020	637.21	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		3/10/2020	346.62	WATER @ TRAVELING-TCM
OLIVENHAIN MUNICIPAL WATER DISTRICT		3/10/2020	50.28	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DISTRICT		3/10/2020	46.21	WATER @ VP7 PS
	Total 53972		1,460.88	
PLANT PEOPLE, INC	53973	3/10/2020	158.00	MAINT OF LIVE PLANTS @ OFFICE-mARCH
	Total 53973		158.00	
PLUMBERS DEPOT, INC	53974	3/10/2020	528.63	CABLE ASSY-FREIGHT
PLUMBERS DEPOT, INC		3/10/2020	717.49	LABOR/PARTS
	Total 53974		1,246.12	
RISING TIDE PARTNERS	53975	3/10/2020	5,107.50	PUBLIC INFO RMATION-FEB
	Total 53975		5,107.50	
SOUTHERN CONTRACTING COMPANY	53976	3/10/2020	3,215.00	ELECTRICAL WORK @ RVPS
SOUTHERN CONTRACTING COMPANY		3/10/2020	834.50	ELECTRICAL WORK @ SPS
SOUTHERN CONTRACTING COMPANY		3/10/2020	2,393.50	ELECTRICAL WORK @ SPS-BREAKER
SOUTHERN CONTRACTING COMPANY		3/10/2020	520.00	ELECTRICAL WORK ON MOBILE GENERATOR
SOUTHERN CONTRACTING COMPANY		3/10/2020	1,395.36	LEVEL TRANSDUCER @ LPS
	Total 53976		8,358.36	
STAPLES	53977	3/10/2020	5.16	OFFICE SUPPLIES

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 3/10/2020 Through 3/10/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 53977		5.16	
STATE BOARD OF EQUALIZATION	53978	3/10/2020	350.00	GUPTA ANNEX #0941
	Total 53978		350.00	
TERMINIX	53979	3/10/2020	62.00	MONTHLY PEST SERVICE-FEB
TERMINIX		3/10/2020	34.00	PEST CONTROL SERVICE-FEB
	Total 53979		96.00	
THE HOME DEPOT CRC/GECF	53980	3/10/2020	556.30	SUPPLIES
	Total 53980		556.30	
T.S. INDUSTRIAL SUPPLY	53981	3/10/2020	59.71	PARTS/HOSE/CAMLOCK
	Total 53981		59.71	
UNDERGROUND SERVICE ALERTS/C	53982	3/10/2020	156.85	ALARM SERVICE-UNDERGROUND
	Total 53982		156.85	
UNIFIRST CORPORATION	53983	3/10/2020	245.01	LAUNDRY SERVICE W/E 2/26/2020
UNIFIRST CORPORATION		3/10/2020	236.00	LAUNDRY SERVICE- W/E 3/4/2020
	Total 53983		481.01	
CONCENTRA	53984	3/10/2020	250.00	PHYSICALS
	Total 53984		250.00	
VERIZON WIRELESS	53985	3/10/2020	21.27	CELL PHONES-TELEMETRY
	Total 53985		21.27	
WASTE MANAGEMENT	53986	3/10/2020	218.98	TRASH SERVICE-FEB
	Total 53986		218.98	
WEST COAST SAFETY SUPPLY CO., INC.	53987	3/10/2020	677.16	MANHOLE CUSHIONS
WEST COAST SAFETY SUPPLY CO., INC.		3/10/2020	332.43	TIGERTAILS
	Total 53987		1,009.59	
Report Total			107,195.10	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 3

Payroll Date: March 11, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21906 - 21924	3/11/2020	\$54,061.61

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: **March 12, 2020**
 Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21925 - 21943	3/12/2020	\$12,074.83

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 3/23/2020 Through 3/23/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ACACIA GASOLINE & CAR WASH	53988	3/23/2020	52.58	VEHICLE GAS
	Total 53988		52.58	
AT&T	53989	3/23/2020	138.04	BPS PHONE SERVICE
	Total 53989		138.04	
AYALA ENGINEERING	53990	3/23/2020	9,750.00	INSTALLATION OF MANHOLES
	Total 53990		9,750.00	
PETTY CASH	53991	3/23/2020	269.71	SUPPLIES/B-DAYS/BRD MEETINGS
	Total 53991		269.71	
COLONIAL LIFE INS	53992	3/23/2020	236.78	CRITICAL ILLNESS/ACCIDENT INS-FEB
	Total 53992		236.78	
CORODATA	53993	3/23/2020	77.93	STORAGE-FEB
	Total 53993		77.93	
CWEA	53994	3/23/2020	192.00	CWEA Membership - Allan Juliussen
CWEA		3/23/2020	192.00	CWEA Membership - Elaine Sullivan
CWEA		3/23/2020	192.00	CWEA Membership - Judy Hanson
	Total 53994		576.00	
DATA NET SOLUTIONS GROUP	53995	3/23/2020	1,050.56	PARTIAL PAYMENT-REMOTE DESKTOP SERVER
	Total 53995		1,050.56	
EWING IRRIGATION PRODUCTS	53996	3/23/2020	65.89	P.S. & Line Maint. Parts
	Total 53996		65.89	
FEDERAL EXPRESS CORPORATION	53997	3/23/2020	48.20	Shipping
	Total 53997		48.20	
HEAVILAND ENTERPRISES, INC	53998	3/23/2020	856.67	Landscape Maint - March 2020
HEAVILAND ENTERPRISES, INC		3/23/2020	304.00	MONTHLY VEGETATION CLEANUP-MARCH
	Total 53998		1,160.67	
HI-WAY SAFETY, INC	53999	3/23/2020	977.83	CONES/SIGNS STAND
	Total 53999		977.83	
ICMA RETIREMENT-303979	54000	3/23/2020	6,016.27	DEFERRED COMP
	Total 54000		6,016.27	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 3/23/2020 Through 3/23/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INFRASTRUCTURE ENGINEERING CORP	54001	3/23/2020	380.00	DIANA EMERGENCY GENERATOR-FEB
INFRASTRUCTURE ENGINEERING CORP		3/23/2020	16,006.28	ENCINITAS ESTATES PS REPLACEMENT PROJECT-FEB
INFRASTRUCTURE ENGINEERING CORP		3/23/2020	10,500.00	FY2020 GRAVITEY SEWER PROJECT-FEB
INFRASTRUCTURE ENGINEERING CORP		3/23/2020	991.93	LPS REHAB PROJECT-FEB
	Total 54001		27,878.21	
SAN DIEGO LAFCO	54002	3/23/2020	6,405.00	SCHIRBER ANNEXATION
	Total 54002		6,405.00	
MARVIN GONZALEZ	54003	3/23/2020	232.73	REIMBURSE FOR SAFETY BOOTS
	Total 54003		232.73	
NAPA AUTO	54004	3/23/2020	96.85	Fuel Filters - VP7, E. Est., LCPS
NAPA AUTO		3/23/2020	102.83	Gloves, Air Filter, Sealant, Cable ties
	Total 54004		199.68	
NATIONWIDE RETIREMENT SOLUTIONS	54005	3/23/2020	294.05	DEFERRED COMP
	Total 54005		294.05	
NU-LINE TECHNOLOGIES, INC	54006	3/23/2020	4,425.00	SECTIONAL LINER REPAIR
	Total 54006		4,425.00	
OFFICE DEPOT, INC.	54007	3/23/2020	27.79	OFFICE SUPPLIES
	Total 54007		27.79	
PURE WATER PARTNERS, LLC	54008	3/23/2020	135.77	MONTHLY FILTERED WATER @ OFFICE-MARCH
	Total 54008		135.77	
Quadient Finance USA, Inc	54009	3/23/2020	435.64	Postage Machine Lease & Postage
	Total 54009		435.64	
RICHARD EASTON	54010	3/23/2020	200.00	REIMBURSE FOR CLASS
	Total 54010		200.00	
SAN DIEGUITO WATER DISTRICT	54011	3/23/2020	122.20	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		3/23/2020	5.97	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		3/23/2020	29.85	WATER @ TANKER 2
	Total 54011		158.02	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 3/23/2020 Through 3/23/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGO GAS & ELECTIRC	54012	3/23/2020	2,560.20	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		3/23/2020	103.89	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		3/23/2020	10,418.68	Electric @ BPS 03/2020
SAN DIEGO GAS & ELECTIRC		3/23/2020	303.64	ELECTRIC @ DPS
SAN DIEGO GAS & ELECTIRC		3/23/2020	657.92	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		3/23/2020	524.42	Electric @ Enc. Est.
SAN DIEGO GAS & ELECTIRC		3/23/2020	785.61	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		3/23/2020	8,290.96	Electric @ LPS
SAN DIEGO GAS & ELECTIRC		3/23/2020	126.95	ELECTRIC @ RVPS
SAN DIEGO GAS & ELECTIRC		3/23/2020	590.22	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		3/23/2020	129.55	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		3/23/2020	280.70	Electric @ VP5
SAN DIEGO GAS & ELECTIRC		3/23/2020	138.94	GAS @ E.ESTATES
SAN DIEGO GAS & ELECTIRC		3/23/2020	163.57	GAS @ OFFICE
	Total 54012		25,075.25	
SHADES OF LIGHT SD	54013	3/23/2020	246.38	Shades for Richard's Office
	Total 54013		246.38	
SOUTHERN CONTRACTING COMPANY	54014	3/23/2020	540.00	E.Est. - Disconnect Pump Motor
SOUTHERN CONTRACTING COMPANY		3/23/2020	540.00	ELECTRICAL WORK @LPS
SOUTHERN CONTRACTING COMPANY		3/23/2020	3,200.00	Install Generator Parts
SOUTHERN CONTRACTING COMPANY		3/23/2020	1,060.00	Repl. Pump #1 Soft Start @ Enc. Est PS
	Total 54014		5,340.00	
SPACELINK/I2B NETWORK	54015	3/23/2020	160.00	WEBCAM @ BPS-3/14-4/13/2020
	Total 54015		160.00	
STAPLES	54016	3/23/2020	333.23	OFFICE SUPPLIES
	Total 54016		333.23	
T.S. INDUSTRIAL SUPPLY	54017	3/23/2020	572.47	P.S. Repair & Maint. Parts
	Total 54017		572.47	
UNIFIRST CORPORATION	54018	3/23/2020	240.73	LAUNDRY SERVICE-W/E 3/11/2020
	Total 54018		240.73	
U.S. BANK	54019	3/23/2020	10,204.44	CONFERENCES/MEETINGS/OFFICE SUPPLIES
	Total 54019		10,204.44	
CONCENTRA	54020	3/23/2020	99.00	PHYSICALS
	Total 54020		99.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 3/23/2020 Through 3/23/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
VERIZON WIRELESS	54021	3/23/2020	<u>928.18</u>	Cell Phones
	Total 54021		928.18	
WORDEN WILLIAMS LLP	54022	3/23/2020	<u>2,837.20</u>	LEGAL SERVICES-FEB
	Total 54022		2,837.20	
Report Total			<u><u>106,849.23</u></u>	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 3/16/2020 Through 3/23/2020

Vendor Name	ction Source	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	3/16/2020	54019	659.61	4330	BOARD CONFERENCES	CASA CONF HOTEL-D.O.
U.S. BANK	API	3/16/2020	54019	8.62	4330	BOARD CONFERENCES	CASA CONF-FOOD-D.O.
U.S. BANK	API	3/16/2020	54019	386.96	4330	BOARD CONFERENCES	CWEA FLIGHT-D.O.
U.S. BANK	API	3/16/2020	54019	272.96	4330	BOARD CONFERENCES	CWEA FLIGHT-J.H.
U.S. BANK	API	3/16/2020	54019	114.00	4330	BOARD CONFERENCES	CWEA FLIGHT-JUDY
U.S. BANK	API	3/16/2020	54019	151.42	4330	BOARD CONFERENCES	CWEA HOTEL DEP-D.O.
U.S. BANK	API	3/16/2020	54019	151.42	4330	BOARD CONFERENCES	CWEA HOTEL DEP-E.S.
U.S. BANK	API	3/16/2020	54019	151.42	4330	BOARD CONFERENCES	CWEA HOTEL-JUDY
U.S. BANK	API	3/16/2020	54019	1,695.00	4330	BOARD CONFERENCES	CWEA REG-BOD
U.S. BANK	API	3/16/2020	54019	110.00	4810	MEMBERSHIP & DUES	CSMFO MEMBERSHIP
U.S. BANK	API	3/16/2020	54019	20.47	4910	OFFICE SUPPLIES	IPAD CHARGER-E.S.
U.S. BANK	API	3/16/2020	54019	20.47	4910	OFFICE SUPPLIES	IPADS CORD-E.S.
U.S. BANK	API	3/16/2020	54019	20.00	4930	SUBSCRIPTIONS	ENEWSLETTER
U.S. BANK	API	3/16/2020	54019	43.09	5030	TOOLS	OFFICE-PORTABLE SCALE
U.S. BANK	API	3/16/2020	54019	25.00	5040	Safety Supplies & Services	DRUG CLEANING HOUSE-R.D.
U.S. BANK	API	3/16/2020	54019	210.11	5530	BUILDINGS & GROUNDS	NEW FLAGS
U.S. BANK	API	3/16/2020	54019	198.00	5530	BUILDINGS & GROUNDS	RECYCLE LIGHT BULBS
U.S. BANK	API	3/16/2020	54019	144.22	5710	TRAINING, EDUCATION & CONFERNC	CASA CONF-P.B.
U.S. BANK	API	3/16/2020	54019	12.32	5710	TRAINING, EDUCATION & CONFERNC	CASA DC
U.S. BANK	API	3/16/2020	54019	695.00	5710	TRAINING, EDUCATION & CONFERNC	CASA DC CONF-PB

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 3/16/2020 Through 3/23/2020

U.S. BANK	API	3/16/2020 54019	23.50 5710	TRAINING, EDUCATION & CONFERNC	CSMFO CONF
U.S. BANK	API	3/16/2020 54019	642.66 5710	TRAINING, EDUCATION & CONFERNC	CSMFO CONF-R.D.
U.S. BANK	API	3/16/2020 54019	30.00 5710	TRAINING, EDUCATION & CONFERNC	CSMFO-R.D.
U.S. BANK	API	3/16/2020 54019	2,335.00 5710	TRAINING, EDUCATION & CONFERNC	CWEA REG-FS
U.S. BANK	API	3/16/2020 54019	180.00 5710	TRAINING, EDUCATION & CONFERNC	CWEA TRAINING-FS
U.S. BANK	API	3/16/2020 54019	308.84 5710	TRAINING, EDUCATION & CONFERNC	CWEA-H. GONZALEZ
U.S. BANK	API	3/16/2020 54019	308.84 5710	TRAINING, EDUCATION & CONFERNC	CWEA-J. HOYETT
U.S. BANK	API	3/16/2020 54019	308.84 5710	TRAINING, EDUCATION & CONFERNC	CWEA-M. GONZALEZ
U.S. BANK	API	3/16/2020 54019	530.00 5710	TRAINING, EDUCATION & CONFERNC	HR TRAINING-T.H.
U.S. BANK	API	3/16/2020 54019	3.15 5710	TRAINING, EDUCATION & CONFERNC	P.B.-MET WATER TOUR
U.S. BANK	API	3/16/2020 54019	64.00 5710	TRAINING, EDUCATION & CONFERNC	PARKING-P.B.
U.S. BANK	API	3/16/2020 54019	224.52 5710	TRAINING, EDUCATION & CONFERNC	TH-HOTEL HR CONF
U.S. BANK	API	3/16/2020 54019	125.00 5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	3/16/2020 54019	<u>30.00</u> 5910	TELEPHONE	WIFI

Transaction	<u>10,204.44</u>
Total	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 6

Payroll Date: March 25, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21944 - 21962	3/25/2020	\$52,876.41

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
From 3/26/2020 Through 3/26/2020

*1001 - Opus Bank General
Checking*

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>
L&L PRINTERS	54023	3/26/2020	<u>4,103.42</u>
	Total 54023		4,103.42
Report Total			<u>4,103.42</u>

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT****Payroll Date:** April 1, 2020

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21963 - 21967	4/1/2020	\$1,545.20

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/1/2020 Through 4/1/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	54024	4/1/2020	216.97	Phone Service
	Total 54024		216.97	
BAJA POOL AND SPA SERVICE	54025	4/1/2020	140.00	Water Fountain Service-April
	Total 54025		140.00	
BARRETT ENGINEERED PUMP	54026	4/1/2020	2,250.75	Self Prime Pump Repair
	Total 54026		2,250.75	
BRAX COMPANY, INC	54027	4/1/2020	5,989.97	Repair # 2 Pump @ Encinitas Estates PS
	Total 54027		5,989.97	
COLONIAL LIFE INS	54028	4/1/2020	236.78	Critical Care/Accident Ins-March
	Total 54028		236.78	
COSCO FIRE PROTECTION	54029	4/1/2020	905.00	Fire Sprinkler Service
	Total 54029		905.00	
CWEA	54030	4/1/2020	192.00	CWEA Membership Renewal - Curney Russell
	Total 54030		192.00	
DEXTER WILSON ENGINEERING	54031	4/1/2020	240.00	Dev Svcs #1089 Orphan Annex
DEXTER WILSON ENGINEERING		4/1/2020	1,275.00	Dev. Svcs. 0996 - Encinitas Beach Hotel
DEXTER WILSON ENGINEERING		4/1/2020	60.00	Dev. Svcs. 1058 - El Camino Real Bldg
DEXTER WILSON ENGINEERING		4/1/2020	420.00	Dev. Svcs. 1064-2630 Vistosa Pl.
DEXTER WILSON ENGINEERING		4/1/2020	180.00	Dev. Svcs. 1077 Vulcan Ave. Widening
DEXTER WILSON ENGINEERING		4/1/2020	260.00	Dev. Svcs. 1078 - 1057 & 1057 Hermes Ave.
DEXTER WILSON ENGINEERING		4/1/2020	235.00	Dev. Svcs. 1081 - 3561 Corte Esperanza
DEXTER WILSON ENGINEERING		4/1/2020	450.00	Dev. Svcs. 1088 Target 1010 N. El Camino Real
DEXTER WILSON ENGINEERING		4/1/2020	405.00	Dev. Svcs. 1094 - 2700 Argonauta St.
DEXTER WILSON ENGINEERING		4/1/2020	280.00	Dev. Svcs. 1095 - 898 Hymettus Ave.
DEXTER WILSON ENGINEERING		4/1/2020	480.00	Dev. Svcs. 1096 Shirber Annexation / 858 Hymettus Ave.
DEXTER WILSON ENGINEERING		4/1/2020	120.00	Dev. Svcs. 1097 - 2651 Acuna Court
DEXTER WILSON ENGINEERING		4/1/2020	210.00	Dev. Svcs. 941-865 Orpheus Ave.
DEXTER WILSON ENGINEERING		4/1/2020	6,210.00	General Engineering Svcs. - Feb. 2020
	Total 54031		10,825.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/1/2020 Through 4/1/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DKF SOLUTIONS GROUP, LLC	54032	4/1/2020	<u>300.00</u>	Monthly Safety Program-April
	Total 54032		300.00	
GRAINGER, INC	54033	4/1/2020	<u>388.80</u>	Wheelbarrow Mixer
	Total 54033		388.80	
HAAKER EQUIPMENT CO	54034	4/1/2020	<u>1,232.31</u>	Vactor Parts
	Total 54034		1,232.31	
HARTFORD LIFE & ACCIDENT INS.	54035	4/1/2020	<u>456.89</u>	Life Ins-April
	Total 54035		456.89	
HEAVILAND ENTERPRISES, INC	54036	4/1/2020	<u>2,150.63</u>	2020- Beach Clean-up Landscaping @ BPS
	Total 54036		2,150.63	
HUMANA DENTAL INS.	54037	4/1/2020	<u>3,191.33</u>	Dental Ins-April
	Total 54037		3,191.33	
ICMA RETIREMENT-303979	54038	4/1/2020	<u>6,016.18</u>	Deferred Comp
	Total 54038		6,016.18	
JOHN W. SMITH dba: NORTH COUNTY BACKFLOW	54039	4/1/2020	<u>180.00</u>	Test 3 backflow preventers
	Total 54039		180.00	
MAVTECK	54040	4/1/2020	<u>2,400.00</u>	B3 Force Main-Feb/March
MAVTECK		4/1/2020	<u>2,160.00</u>	LPS Rehab-March
	Total 54040		4,560.00	
MES VISION	54041	4/1/2020	<u>414.12</u>	Vision Ins-April
	Total 54041		414.12	
MITSUBISHI ELECTRIC US, INC	54042	4/1/2020	<u>315.53</u>	Elevator Maint-April
	Total 54042		315.53	
MSC JANITORIAL SERVICE, INC	54043	4/1/2020	<u>2,227.40</u>	March Janitorial Services
	Total 54043		2,227.40	
MUTUAL OF OMAHA	54044	4/1/2020	<u>1,201.25</u>	Disability Ins-April
	Total 54044		1,201.25	
NAPA AUTO	54045	4/1/2020	<u>58.15</u>	Simple Green Cleaner
	Total 54045		58.15	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/1/2020 Through 4/1/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
NATIONWIDE RETIREMENT SOLUTIONS	54046	4/1/2020	294.05	Deferred Comp
	Total 54046		294.05	
PACIFIC RIM MECHANICAL	54047	4/1/2020	2,874.00	Chiller Rplcmt - Retention Billing
PACIFIC RIM MECHANICAL		4/1/2020	216.00	HVAC Service Call For No Power - Admin Bldg
PACIFIC RIM MECHANICAL		4/1/2020	884.55	Retention Billing for Fan @ BPS
	Total 54047		3,974.55	
PLANT PEOPLE, INC	54048	4/1/2020	158.00	Maint of Live Plants in Office-April
	Total 54048		158.00	
RANCHO SANTA FE SECURITY SYSTEMS	54049	4/1/2020	258.00	Alarm Systems Service - 3 Months
	Total 54049		258.00	
RISING TIDE PARTNERS	54050	4/1/2020	1,605.00	Public Inf-3/1-3/9/2020
RISING TIDE PARTNERS		4/1/2020	4,380.00	Public Information-3/10-3/31/2020
	Total 54050		5,985.00	
ROCKWELL CONSTRUCTION SERVICES, INC	54051	4/1/2020	270.00	LPS Project-March
	Total 54051		270.00	
STAPLES	54052	4/1/2020	310.53	Office Supplies
STAPLES		4/1/2020	360.12	Office SUPplies/Refund
	Total 54052		670.65	
TERMINIX	54053	4/1/2020	34.00	Pest Control Services-March
	Total 54053		34.00	
THE HOWARD E. NYHART COMPANY, INC	54054	4/1/2020	6,000.00	OPED Actuarial Evaluation for FY2020
	Total 54054		6,000.00	
SOLANA PALM LLC	54055	4/1/2020	90.00	Answering Service-Mar/April
	Total 54055		90.00	
TRUGRIT TRACTION, INC	54056	4/1/2020	475.80	Cues Compatible 8 inch Gritwheel
	Total 54056		475.80	
UNIFIRST CORPORATION	54057	4/1/2020	271.56	Uniform Laundry Service-W/E-3/18/2020
UNIFIRST CORPORATION		4/1/2020	245.01	Uniform Service-W/E 3/25/2020
	Total 54057		516.57	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/1/2020 Through 4/1/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNIFIRST FIRST AID CORP	54058	4/1/2020	169.32	GLoves and Masks
UNIFIRST FIRST AID CORP		4/1/2020	<u>37.97</u>	Refill First Aid Cabinet
	Total 54058		207.29	
U.S. BANK	54059	4/1/2020	2,214.89	Conferences/meetings/office supplies
	Total 54059		2,214.89	
VORTEX INDUSTRIES, INC	54060	4/1/2020	<u>778.00</u>	Prev. Maint. on 13 Doors
	Total 54060		778.00	
WEST COAST SAFETY SUPPLY CO., INC.	54061	4/1/2020	6,014.61	Gas Detectors & Mounts
	Total 54061		<u>6,014.61</u>	
Report Total			<u><u>71,390.47</u></u>	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 3/30/2020 Through 4/1/2020

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	3/31/2020	54059	550.00	4330	BOARD CONFERENCES	CSD AReg-JH/DK
U.S. BANK	API	3/31/2020	54059	211.96	4330	BOARD CONFERENCES	CSDA Flight-D.O.
U.S. BANK	API	3/31/2020	54059	199.96	4330	BOARD CONFERENCES	CSDA Flight-DK
U.S. BANK	API	3/31/2020	54059	211.96	4330	BOARD CONFERENCES	CSDA Flight-E.S.
U.S. BANK	API	3/31/2020	54059	211.96	4330	BOARD CONFERENCES	CSDA FLIGHT-JH
U.S. BANK	API	3/31/2020	54059	275.00	4330	BOARD CONFERENCES	CSDA Reg-D.O.
U.S. BANK	API	3/31/2020	54059	875.00	4330	BOARD CONFERENCES	CSDA Reg-E.S.
U.S. BANK	API	3/31/2020	54059	(151.42)	4330	BOARD CONFERENCES	CWEA Refund Hotel-J. Hanson
U.S. BANK	API	3/31/2020	54059	(151.42)	4330	BOARD CONFERENCES	CWEA Refund-Hotel-D.O.
U.S. BANK	API	3/31/2020	54059	(151.42)	4330	BOARD CONFERENCES	CWEA Refund-Hotel-E.S.
U.S. BANK	API	3/31/2020	54059	14.95	4910	OFFICE SUPPLIES	Software-1099
U.S. BANK	API	3/31/2020	54059	20.00	4930	SUBSCRIPTIONS	E Newsletter
U.S. BANK	API	3/31/2020	54059	180.00	4930	SUBSCRIPTIONS	Uber Conf subs.
U.S. BANK	API	3/31/2020	54059	258.57	4950	Computer Software/Srvc/Support/Hardware	SSD Hardware
U.S. BANK	API	3/31/2020	54059	200.00	5310	ADVERTISING	BC Water Jobs Ad
U.S. BANK	API	3/31/2020	54059	45.00	5310	ADVERTISING	Craigslist-Ad
U.S. BANK	API	3/31/2020	54059	275.00	5310	ADVERTISING	CSMFO
U.S. BANK	API	3/31/2020	54059	25.31	5310	ADVERTISING	Indeed-Ad
U.S. BANK	API	3/31/2020	54059	175.00	5310	ADVERTISING	NEO Gov
U.S. BANK	API	3/31/2020	54059	191.86	5710	TRAINING, EDUCATION & CONFERNC	CASA DC Conf
U.S. BANK	API	3/31/2020	54059	379.34	5710	TRAINING, EDUCATION & CONFERNC	CASA DC Hotel
U.S. BANK	API	3/31/2020	54059	(30.00)	5710	TRAINING, EDUCATION & CONFERNC	CSMFO Refund-Lunch
U.S. BANK	API	3/31/2020	54059	(308.84)	5710	TRAINING, EDUCATION & CONFERNC	CWEA Refund -J. Hoyett
U.S. BANK	API	3/31/2020	54059	(151.42)	5710	TRAINING, EDUCATION & CONFERNC	Cwea Refund Hotel
U.S. BANK	API	3/31/2020	54059	(151.42)	5710	TRAINING, EDUCATION & CONFERNC	CWEA Refund Hotel-H.G.
U.S. BANK	API	3/31/2020	54059	(151.42)	5710	TRAINING, EDUCATION & CONFERNC	CWEA Refund hotel-J. Hoyett
U.S. BANK	API	3/31/2020	54059	(308.84)	5710	TRAINING, EDUCATION & CONFERNC	CWEA Refund-H.G>
U.S. BANK	API	3/31/2020	54059	(151.42)	5710	TRAINING, EDUCATION & CONFERNC	CWEA Refund-Hotel-M. G.
U.S. BANK	API	3/31/2020	54059	(308.84)	5710	TRAINING, EDUCATION & CONFERNC	CWEA Refund-M.G.
U.S. BANK	API	3/31/2020	54059	(224.52)	5710	TRAINING, EDUCATION & CONFERNC	DWC Refund hotel-T.H
U.S. BANK	API	3/31/2020	54059	125.00	5910	TELEPHONE	Web Hosting
U.S. BANK	API	3/31/2020	54059	30.00	5910	TELEPHONE	Wifi
Transaction Total				<u>2,214.89</u>			

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 8, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21968 - 21986	4/8/2020	\$54,400.61

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/10/2020 Through 4/10/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	54062	4/10/2020	1,190.00	DEPTH METER
ADS LLC		4/10/2020	4,340.00	MAINT/DATA-MARCH
				FLOW METERING DATA-MARCH
	Total 54062		5,530.00	
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP	54063	4/10/2020	2,000.00	CONSULTING FEES-LAFECO-MARCH
	Total 54063		2,000.00	
ALPHAGRAPHICS	54064	4/10/2020	285.53	ANNUAL BUDGET TABS
	Total 54064		285.53	
AUTO PLUS	54065	4/10/2020	7.67	PARTS
	Total 54065		7.67	
AZTEC LEASING, INC	54066	4/10/2020	530.88	COPIER LEASE-MARCH
	Total 54066		530.88	
CARLSBAD FUELS CORPORATION	54067	4/10/2020	3,405.20	VEHICLE FUEL
	Total 54067		3,405.20	
CITY OF CARLSBAD	54068	4/10/2020	31.51	WATER @ FIRE LINE
CITY OF CARLSBAD		4/10/2020	517.44	WATER @ PLANT
	Total 54068		548.95	
COX COMMUNICATIONS SAN DIEGO	54069	4/10/2020	900.00	INTERNET CHARGES
COX COMMUNICATIONS SAN DIEGO		4/10/2020	511.91	PHONE SERVICE
	Total 54069		1,411.91	
DATA NET SOLUTIONS GROUP	54070	4/10/2020	846.90	IS MAINT AND SUPPORT
	Total 54070		846.90	
DIG SAFE BOARD	54071	4/10/2020	96.47	STATE FEE FOR UNDERGROUND ALARM
	Total 54071		96.47	
EWING IRRIGATION PRODUCTS	54072	4/10/2020	56.83	PARTS
	Total 54072		56.83	
FLO-SYSTEMS, INC	54073	4/10/2020	5,648.96	IMPELLARS @ DIANA PS
	Total 54073		5,648.96	
HAAKER EQUIPMENT CO	54074	4/10/2020	3,124.75	PIRAHNA HOSES

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/10/2020 Through 4/10/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 54074		3,124.75	
HEAVILAND ENTERPRISES, INC	54075	4/10/2020	856.67	LANDSCAPE MAINT-APRIL
HEAVILAND ENTERPRISES, INC		4/10/2020	304.00	MONTHLY VEG CLEANUP-APRIL
	Total 54075		1,160.67	
ICMA RETIREMENT-303979	54076	4/10/2020	6,016.26	DEFERRED COMP
	Total 54076		6,016.26	
L&L PRINTERS	54077	4/10/2020	5,103.93	BALANCE DUE ON NEWSLETTER
	Total 54077		5,103.93	
MALLORY SAFETY AND SUPPLY	54078	4/10/2020	238.50	NITRILE GLOVES
MALLORY SAFETY AND SUPPLY		4/10/2020	238.78	NITRLE GLOVES
	Total 54078		477.28	
MIRA MESA WINDOW CLEANING	54079	4/10/2020	975.00	CLEAN WINDOWS/SOLAR PANELS
	Total 54079		975.00	
NAPA AUTO	54080	4/10/2020	34.44	SUPPLIES
	Total 54080		34.44	
NATIONWIDE RETIREMENT SOLUTIONS	54081	4/10/2020	294.05	DEFERRED COMP
	Total 54081		294.05	
nfpACCOUNTING TECHNOLOGIES	54082	4/10/2020	1,313.97	ADDITIONAL LICENSE FOR MIP
	Total 54082		1,313.97	
OLIVENHAIN MUNICIPAL WATER DISTRICT	54083	4/10/2020	46.36	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		4/10/2020	372.80	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT		4/10/2020	445.90	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		4/10/2020	46.36	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		4/10/2020	50.43	WATER @ VP7 PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		4/10/2020	95.41	WATER @TRAVELING
	Total 54083		1,057.26	
PACIFIC RIM MECHANICAL	54084	4/10/2020	2,395.50	QTRLY HVAC MAINT
	Total 54084		2,395.50	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/10/2020 Through 4/10/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
PAUL BUSHEE	54085	4/10/2020	<u>4,373.04</u>	REIMBURSE FOR LAPTOPS FOR ADM. STAFF
	Total 54085		4,373.04	
PURE WATER PARTNERS, LLC	54086	4/10/2020	<u>135.77</u>	FILTERED WATER @ OFFICE-APRIL
	Total 54086		135.77	
SAN DIEGUITO WATER DISTRICT	54087	4/10/2020	<u>179.10</u>	WATER @ TANKER 2
	Total 54087		179.10	
SLOAN ELECTRIC COMPANY	54088	4/10/2020	<u>10,967.86</u>	PUMP @ DIANA PS
	Total 54088		10,967.86	
SMITH & LOVELESS, INC	54089	4/10/2020	<u>748.59</u>	PARTS FOR E. ESTATES PS
	Total 54089		748.59	
SOUTHERN CONTRACTING COMPANY	54090	4/10/2020	540.00	ELECTRICAL WORK @ BPS
SOUTHERN CONTRACTING COMPANY		4/10/2020	540.00	ELECTRICAL WORK @ DIANA PS
SOUTHERN CONTRACTING COMPANY		4/10/2020	900.00	ELECTRICAL WORK @ E. ESTATES PS
SOUTHERN CONTRACTING COMPANY		4/10/2020	540.00	ELECTRICAL WORK @ LPS
SOUTHERN CONTRACTING COMPANY		4/10/2020	2,200.00	ELECTRICAL WORK @ RVPS
SOUTHERN CONTRACTING COMPANY		4/10/2020	344.80	WETWELL FLOATS @ BPS
	Total 54090		5,064.80	
STAPLES	54091	4/10/2020	<u>315.91</u>	OFFICE SUPPLIES
	Total 54091		315.91	
TERMINIX	54092	4/10/2020	<u>62.00</u>	PEST SERVICE FOR MARCH
	Total 54092		62.00	
THE HOME DEPOT CRC/GECE	54093	4/10/2020	<u>181.88</u>	SUPPLIES
	Total 54093		181.88	
UNDERGROUND SERVICE ALERTS/C	54094	4/10/2020	<u>178.30</u>	UNDERGROUND ALARM
	Total 54094		178.30	
UNIFIRST CORPORATION	54095	4/10/2020	<u>236.00</u>	LAUNDRY SERVICE-W/E 4/1/2020
	Total 54095		236.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/10/2020 Through 4/10/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
VERIZON WIRELESS	54096	4/10/2020	<u>21.27</u>	TELEMETRY FOR CELL PHONES
	Total 54096		21.27	
WASTE MANAGEMENT	54097	4/10/2020	<u>218.98</u>	TRASH SERVICE-MARCH
	Total 54097		218.98	
WESELOH CHEVROLET	54098	4/10/2020	<u>897.01</u>	MAINT ON #155
	Total 54098		897.01	
WORDEN WILLIAMS LLP	54099	4/10/2020	<u>4,598.80</u>	LEGAL FEES-MARCH
	Total 54099		<u>4,598.80</u>	
Report Total			<u><u>70,501.72</u></u>	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/15/2020 Through 4/15/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
L&L PRINTERS	54100	4/15/2020	<u>4,847.06</u>	Postage for Prop. 218 Notice Mailing
	Total 54100		<u>4,847.06</u>	
Report Total			<u><u>4,847.06</u></u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 22, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21987 - 22005	4/22/2020	\$54,710.29

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/22/2020 Through 4/22/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP	54101	4/22/2020	2,000.00	CONSULTING FEES-LAFCO-FEB
	Total 54101		2,000.00	
AT&T	54102	4/22/2020	138.04	PHONE SERVICE @ BPS
	Total 54102		138.04	
AUTO PLUS	54103	4/22/2020	2.04	MULTI PURPOSE FUNNEL
	Total 54103		2.04	
BAY CITY ELECTRIC WORKS, INC	54104	4/22/2020	678.87	WORK @ LCPS
	Total 54104		678.87	
CHARLES ULMER DBA: CHUCKS TIRE CENTER	54105	4/22/2020	1,077.81	TIRES FOR #159
	Total 54105		1,077.81	
CITY OF CARLSBAD	54106	4/22/2020	208.67	WATER @ VACTOR
CITY OF CARLSBAD		4/22/2020	269.88	WATER @ VACTOR 2
	Total 54106		478.55	
CORODATA	54107	4/22/2020	80.52	STORAGE-MARCH
	Total 54107		80.52	
COSCO FIRE PROTECTION	54108	4/22/2020	225.00	QTRLY SPRINKLER INSPECTION
	Total 54108		225.00	
DATA NET SOLUTIONS GROUP	54109	4/22/2020	1,395.25	IS MAINT AND SUPPORT
DATA NET SOLUTIONS GROUP		4/22/2020	6,646.15	SET UP SERVER/IS MAINT AND SUPPORT
	Total 54109		8,041.40	
DEXTER WILSON ENGINEERING	54110	4/22/2020	1,057.50	GE/0996/MARCH/ENCINITAS BEACH HOTEL
DEXTER WILSON ENGINEERING		4/22/2020	182.50	GE/1003/MARCH/THE BEACONS
DEXTER WILSON ENGINEERING		4/22/2020	120.00	GE/1054/MARCH/OMNI LC BALLROOM
DEXTER WILSON ENGINEERING		4/22/2020	2,595.00	GE/1058/MARCH/EL CAMINO REAL BLDG
DEXTER WILSON ENGINEERING		4/22/2020	75.48	GE/1083/MARCH/815 WOODSIDE LN
DEXTER WILSON ENGINEERING		4/22/2020	240.00	GE/1097/MARCH/2651 ACUNA CT
DEXTER WILSON ENGINEERING		4/22/2020	225.00	GE/1099/MARCH/2215 CALLE BARCELONA
DEXTER WILSON ENGINEERING		4/22/2020	180.00	GE/1100/MARCH/2670 ARGONAUTA ST
DEXTER WILSON ENGINEERING		4/22/2020	8,525.00	GE/CIP/MARCH/200/358/364

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/22/2020 Through 4/22/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54110		13,200.48	
ENCINA WASTEWATER AUTHORITY	54111	4/22/2020	847,196.17	3RD QTR BILLING FOR ENCINA-CAPITAL
ENCINA WASTEWATER AUTHORITY		4/22/2020	408,418.94	3RD QTR BILLING FOR ENCINA-Q/M
ENCINA WASTEWATER AUTHORITY		4/22/2020	136,905.00	ENCINA PERS UAL 3RD QTR
ENCINA WASTEWATER AUTHORITY		4/22/2020	996.25	LAB REPORTS FOR AWT
	Total 54111		1,393,516.36	
GOLDEN BELL PRODUCTS, INC	54112	4/22/2020	254.29	HAND SANITIZER
	Total 54112		254.29	
INFRASTRUCTURE ENGINEERING CORP	54113	4/22/2020	645.00	DIANA GENERATOR-MARCH
INFRASTRUCTURE ENGINEERING CORP		4/22/2020	40,696.50	E. ESTATES REPLACEMENT PROJECT-MARCH
INFRASTRUCTURE ENGINEERING CORP		4/22/2020	4,825.00	FY2020 GRAVITY SEWER REPAIR-MARCH
INFRASTRUCTURE ENGINEERING CORP		4/22/2020	1,315.00	LPS REHAB PROJECT-MARCH
INFRASTRUCTURE ENGINEERING CORP		4/22/2020	402.50	PUMP STATION ASSESSMENTS-MARCH
	Total 54113		47,884.00	
NAPA AUTO	54114	4/22/2020	69.93	FUEL INJECTION HOSE
	Total 54114		69.93	
NORTH COUNTY TRANSIT DISTRICT	54115	4/22/2020	1,825.23	LICENSE-233.10-218 SEW-LWD-EASEMENT
NORTH COUNTY TRANSIT DISTRICT		4/22/2020	757.59	LICENSE-235.10-2003 PL LCWD-EASEMENT
	Total 54115		2,582.82	
PACIFIC RIM MECHANICAL	54116	4/22/2020	8,382.00	REPLACEMENT OF EEPS AC UNIT
PACIFIC RIM MECHANICAL		4/22/2020	278.00	WORK ON THERMOSTAT @LPS
	Total 54116		8,660.00	
PROFORMA PRINT & PROMOTIONS	54117	4/22/2020	496.26	A/P CHECKS
	Total 54117		496.26	
Quadient Finance USA, Inc	54118	4/22/2020	7.15	POSTAGE
	Total 54118		7.15	
SAN DIEGO UNION TRIBUNE	54119	4/22/2020	158.99	NEWSPAPER DELIVERY

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/22/2020 Through 4/22/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54119		158.99	
SAN DIEGO GAS & ELECTIRC	54120	4/22/2020	97.24	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		4/22/2020	315.66	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		4/22/2020	662.80	ELECTRIC @ EEPs
SAN DIEGO GAS & ELECTIRC		4/22/2020	752.55	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		4/22/2020	8,411.13	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		4/22/2020	139.32	ELECTRIC @ RVPS
SAN DIEGO GAS & ELECTIRC		4/22/2020	664.76	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		4/22/2020	262.57	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		4/22/2020	2,405.48	ELECTRIC @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		4/22/2020	524.82	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		4/22/2020	143.67	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		4/22/2020	159.85	GAS @ OFFICE
	Total 54120		14,539.85	
SOUTHERN CONTRACTING COMPANY	54121	4/22/2020	1,080.00	ELECTRICAL WORK @ E. ESTATES PS
SOUTHERN CONTRACTING COMPANY		4/22/2020	540.00	ELECTRICAL WORK @ LPS
SOUTHERN CONTRACTING COMPANY		4/22/2020	675.00	ELECTRICAL WORK @ E. ESTATES PS
	Total 54121		2,295.00	
SPACELINK/I2B NETWORK	54122	4/22/2020	160.00	WEB CAM @ BPS-4/2020-5/2020
	Total 54122		160.00	
UNIFIRST CORPORATION	54123	4/22/2020	236.00	LAUNDRY SERVICE-W/E 4/15/2020
UNIFIRST CORPORATION		4/22/2020	240.73	LAUNDRY SERVICE-W/E 4/8/2020
	Total 54123		476.73	
UNIFIRST FIRST AID CORP	54124	4/22/2020	52.28	WIPES
	Total 54124		52.28	
CONCENTRA	54125	4/22/2020	99.00	PHYSICALS
	Total 54125		99.00	
V&A CONSULTING ENGINEERS	54126	4/22/2020	2,000.00	SM CREEK FLOW-MARCH
	Total 54126		2,000.00	
SAN DIEGO FREIGHTLINER	54127	4/22/2020	66.79	LATCH HOOD
	Total 54127		66.79	
VERIZON WIRELESS	54128	4/22/2020	1,088.29	CELL PHONE USAGE
	Total 54128		1,088.29	
WEST COAST SAFETY SUPPLY CO., INC.	54129	4/22/2020	186.06	SURGICAL MASKS

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 4/22/2020 Through 4/22/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 54129		186.06	
Report Total			1,500,516.51	

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: May 1, 2020

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
22006	5/1/2020	\$369.20

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 5/1/2020 Through 5/1/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	54130	5/1/2020	217.87	Phone Service
	Total 54130		217.87	
AZTEC LEASING, INC	54131	5/1/2020	530.88	Copier Lease-April
	Total 54131		530.88	
BAJA POOL AND SPA SERVICE	54132	5/1/2020	260.00	May Fountain Maintenance and Service
	Total 54132		260.00	
CARLSBAD FUELS CORPORATION	54133	5/1/2020	1,865.97	Vehicle Fuels
	Total 54133		1,865.97	
COLONIAL LIFE INS	54134	5/1/2020	137.24	Critical care/accident Ins-4/8/4/22/2020
	Total 54134		137.24	
COX COMMUNICATIONS SAN DIEGO	54135	5/1/2020	510.34	Phone Service
	Total 54135		510.34	
CWEA	54136	5/1/2020	94.00	Hugo Gonzalez Coll. Sys. Maint. Grade 2 Renewal
	Total 54136		94.00	
DATA NET SOLUTIONS GROUP	54137	5/1/2020	811.72	Anti-Virus Renewal
	Total 54137		811.72	
DKF SOLUTIONS GROUP, LLC	54138	5/1/2020	300.00	Monthly Safety Subscription-May
	Total 54138		300.00	
ELECTRICAL SALES, INC.	54139	5/1/2020	29.67	Parts for DPS
	Total 54139		29.67	
FEDERAL EXPRESS CORPORATION	54140	5/1/2020	8.10	Shipping
	Total 54140		8.10	
HACH COMPANY	54141	5/1/2020	7,307.00	Calibrations-Parts and Labor
	Total 54141		7,307.00	
HADRONEX INC dba: SMARTCOVER SYSTEMS	54142	5/1/2020	383.99	Antenna E-Square Traffic Rated
	Total 54142		383.99	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 5/1/2020 Through 5/1/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
HARTFORD LIFE & ACCIDENT INS.	54143	5/1/2020	456.89	Life Ins-May
	Total 54143		456.89	
HUMANA DENTAL INS.	54144	5/1/2020	3,191.30	Dental Ins-May
	Total 54144		3,191.30	
ICMA RETIREMENT-303979	54145	5/1/2020	6,018.02	4.22.2020 Payroll Contribution-Deferred Comp
	Total 54145		6,018.02	
L&L PRINTERS	54146	5/1/2020	3,097.17	Printing and Mailing of Prop 218 Notice
	Total 54146		3,097.17	
MES VISION	54147	5/1/2020	414.12	Vision Ins-May
	Total 54147		414.12	
MINUTEMAN PRESS	54148	5/1/2020	219.75	Voucher Pads/Envelopes
	Total 54148		219.75	
MSC JANITORIAL SERVICE, INC	54149	5/1/2020	1,927.40	April 2020 Janitorial Service
	Total 54149		1,927.40	
MUTUAL OF OMAHA	54150	5/1/2020	1,201.25	May 2020 Disability Premiums
	Total 54150		1,201.25	
NAPA AUTO	54151	5/1/2020	64.56	Fuel Filters
	Total 54151		64.56	
NATIONWIDE RETIREMENT SOLUTIONS	54152	5/1/2020	294.05	4.22.2020 Payroll Deduction-Deferred Comp
	Total 54152		294.05	
PLANT PEOPLE, INC	54153	5/1/2020	158.00	May Plants Maintenance
	Total 54153		158.00	
PONTON INDUSTRIES, INC	54154	5/1/2020	13,483.38	DRP 1/2 50 Deragger
	Total 54154		13,483.38	
RANCHO SANTA FE SECURITY SYSTEMS	54155	5/1/2020	258.00	Alarm Systems Monitoring May - July 2020
	Total 54155		258.00	
SAN DIEGO GAS & ELECTIRC	54156	5/1/2020	11,708.90	Electric @ BPS March 2020

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 5/1/2020 Through 5/1/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54156		11,708.90	
SOUTHERN CONTRACTING COMPANY	54157	5/1/2020	520.00	Electrical Work @ Encinitas Estates PS
SOUTHERN CONTRACTING COMPANY		5/1/2020	1,060.00	Electrical Work @ LPS
SOUTHERN CONTRACTING COMPANY		5/1/2020	7,020.00	IR Scanning @ LPS, BPS & Gafner
SOUTHERN CONTRACTING COMPANY		5/1/2020	6,542.09	New Motor for Odor Control Sys @ LPS
	Total 54157		15,142.09	
STAPLES	54158	5/1/2020	(9.69)	Credit
STAPLES		5/1/2020	140.18	Office Supplies
	Total 54158		130.49	
TERMINIX	54159	5/1/2020	34.00	Pest Traps
	Total 54159		34.00	
SOLANA PALM LLC	54160	5/1/2020	90.00	Apr-May Answering Service
	Total 54160		90.00	
UNIFIRST CORPORATION	54161	5/1/2020	245.01	Laundry Service-W/E 4/22/2020
	Total 54161		245.01	
UNITED PARCEL	54162	5/1/2020	123.95	Shipping
	Total 54162		123.95	
UNITED RENTALS	54163	5/1/2020	4,342.22	Generator Rental
	Total 54163		4,342.22	
U.S. BANK	54164	5/1/2020	2,853.98	Conferences/Meetings/Office Supplies
	Total 54164		2,853.98	
WEST COAST SAFETY SUPPLY CO., INC.	54165	5/1/2020	314.57	Hand Sanitizer
	Total 54165		314.57	
Report Total			78,225.88	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 4/27/2020 Through 5/1/2020

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	4/28/2020	54164	150.00	4330	BOARD CONFERENCES	CSDA Leg Days-A.J.
U.S. BANK	API	4/28/2020	54164	(375.00)	4330	BOARD CONFERENCES	CSDA Refund-JH/DK/DO
U.S. BANK	API	4/28/2020	54164	(725.00)	4330	BOARD CONFERENCES	CSDA-Credit-E.S.
U.S. BANK	API	4/28/2020	54164	69.34	4910	OFFICE SUPPLIES	Ink Cart-R.D.
U.S. BANK	API	4/28/2020	54164	55.86	4910	OFFICE SUPPLIES	Phone Case-Field Service
U.S. BANK	API	4/28/2020	54164	119.88	4930	SUBSCRIPTIONS	DropBox Subs.
U.S. BANK	API	4/28/2020	54164	20.00	4930	SUBSCRIPTIONS	E-Newsletter mailing
U.S. BANK	API	4/28/2020	54164	14.99	4930	SUBSCRIPTIONS	Zoom Subs.
U.S. BANK	API	4/28/2020	54164	9.99	4950	Computer Software/Srvc/Support/Hardware	Ipad Cloud Storage-P.B.
U.S. BANK	API	4/28/2020	54164	681.75	4950	Computer Software/Srvc/Support/Hardware	Ipad-R.M.
U.S. BANK	API	4/28/2020	54164	2,380.48	4950	Computer Software/Srvc/Support/Hardware	LapTops
U.S. BANK	API	4/28/2020	54164	234.00	5040	Safety Supplies & Services	Datco
U.S. BANK	API	4/28/2020	54164	285.96	5040	Safety Supplies & Services	Office MRES
U.S. BANK	API	4/28/2020	54164	100.00	5310	ADVERTISING	BC Water Sub-Recruitment
U.S. BANK	API	4/28/2020	54164	45.00	5310	ADVERTISING	Craigslist Recruitment
U.S. BANK	API	4/28/2020	54164	86.78	5310	ADVERTISING	Indeed Recruitment
U.S. BANK	API	4/28/2020	54164	128.00	5310	ADVERTISING	Zip Recruiter-R.D.
U.S. BANK	API	4/28/2020	54164	(60.00)	5710	TRAINING, EDUCATION & CONFERNC	CWEA Refund-Rick E.
U.S. BANK	API	4/28/2020	54164	(60.00)	5710	TRAINING, EDUCATION & CONFERNC	CWEA refund-Ryan
U.S. BANK	API	4/28/2020	54164	(60.00)	5710	TRAINING, EDUCATION & CONFERNC	Cwea Refund-Steve K
U.S. BANK	API	4/28/2020	54164	(400.00)	5710	TRAINING, EDUCATION & CONFERNC	W/C Conf Refund-T.H.
U.S. BANK	API	4/28/2020	54164	26.95	5740	MEETING SUPPLIES	Coffee/Creamer
U.S. BANK	API	4/28/2020	54164	125.00	5910	TELEPHONE	Website

Transaction Total 2,853.98

Report
Opening/Current
Balance

Report Transaction
Totals

2,853.98

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

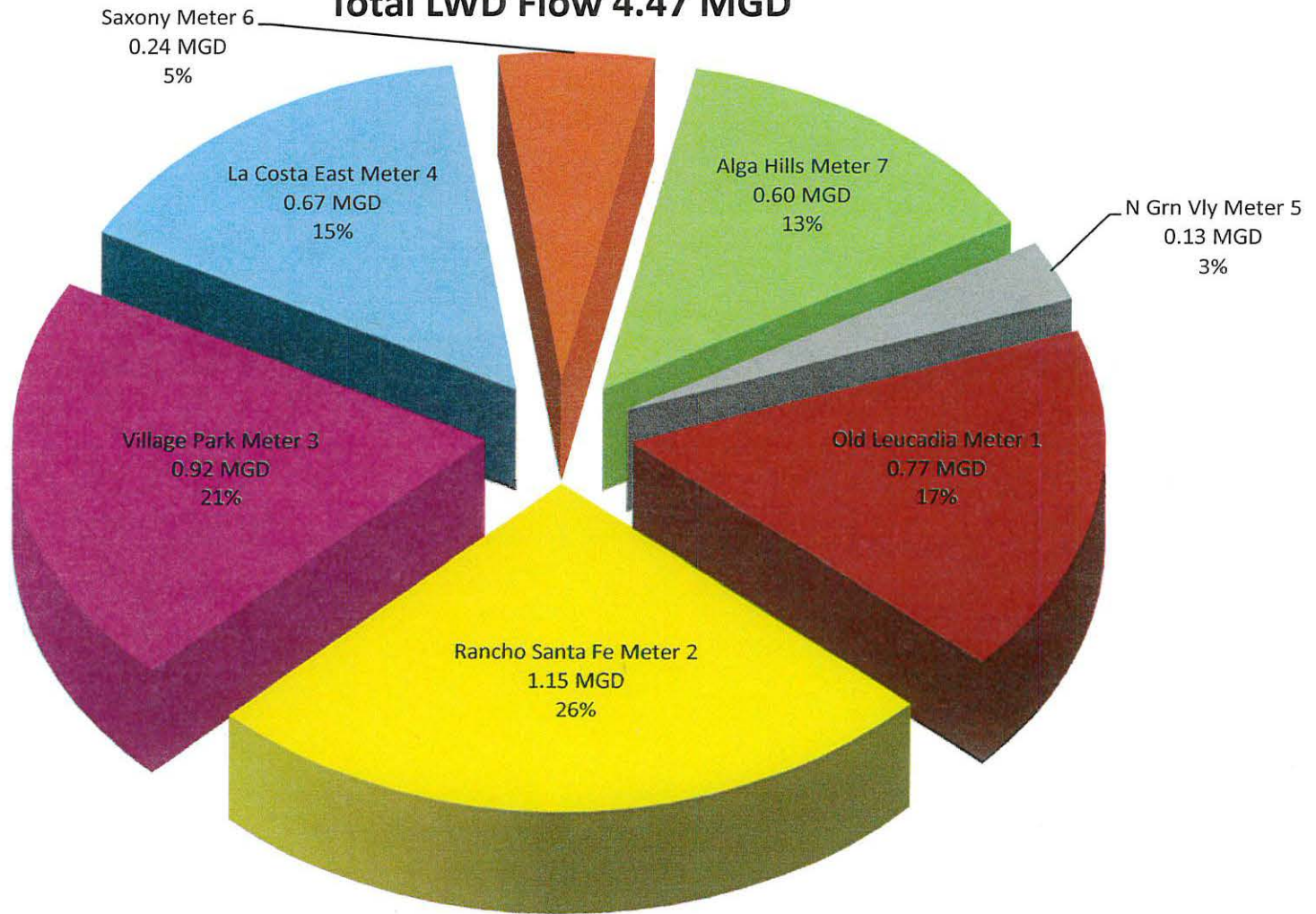
Payroll Date: **May 6, 2020**

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22007 - 22026	5/6/2020	\$54,982.31

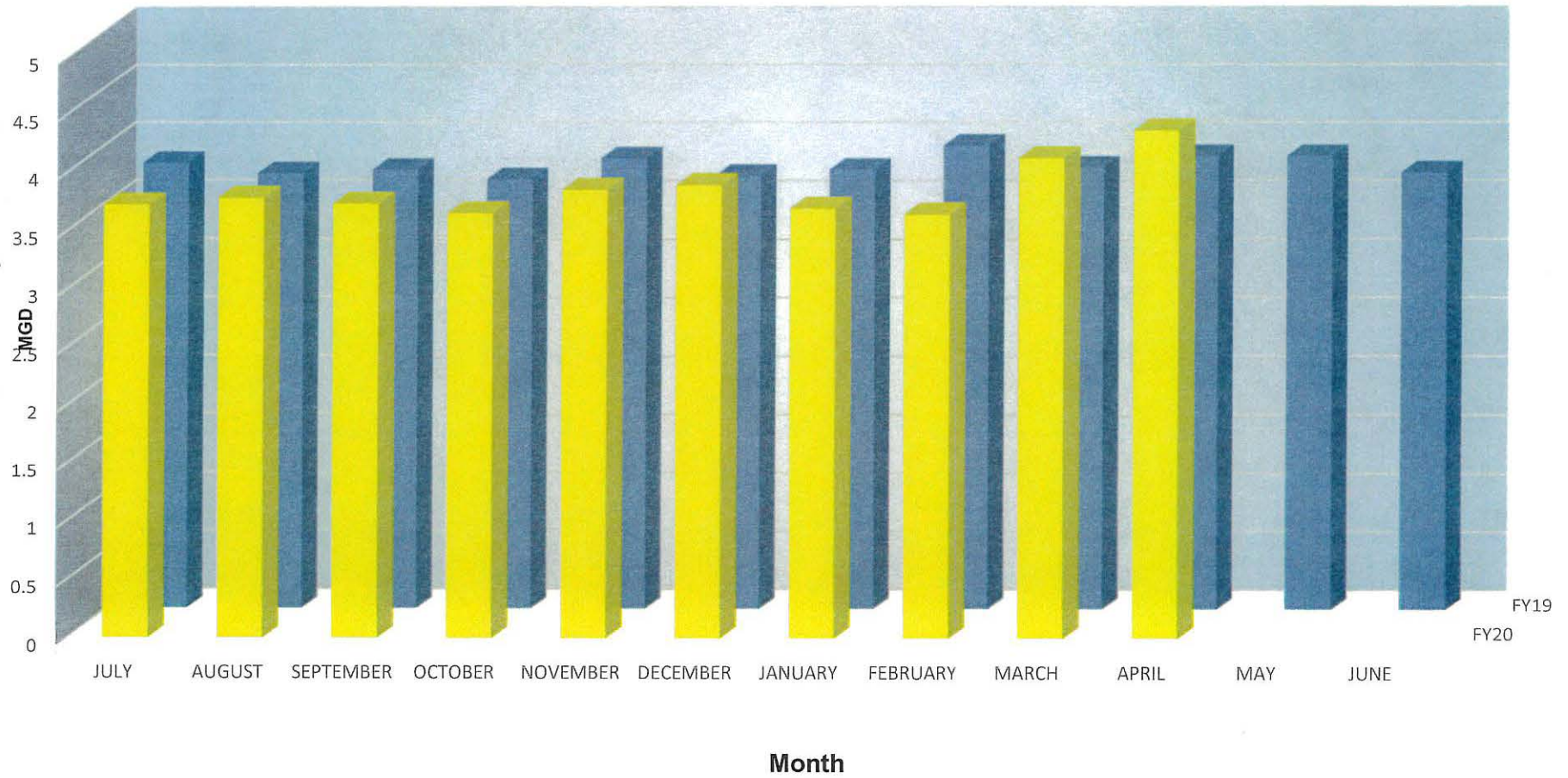
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2020 (July 2019 - June 2020)**

CURRENT MONTH - April 2020							FY 2019 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,721.44	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
JULY	0.00	115.01	1.00	3.71	129.17	41.87	3.82
YTD			28,722.44				
AUGUST	0.00	116.87	15.00	3.77	131.19	43.76	3.73
YTD			28,737.44				
SEPTEMBER	0.03	111.60	2.00	3.72	129.44	36.04	3.76
YTD			28,739.44				
OCTOBER	0.00	112.84	4.00	3.64	126.64	27.39	3.68
YTD			28,743.44				
NOVEMBER	3.55	115.20	6.93	3.84	133.56	6.54	3.86
YTD			28,750.37				
DECEMBER	3.61	120.28	3.23	3.88	134.94	0.00	3.71
YTD			28,753.60				
JANUARY	0.61	114.08	6.50	3.68	127.96	0.00	3.76
YTD			28,760.10				
FEBRUARY	0.42	105.27	4.00	3.63	126.20	0.00	3.97
YTD			28,764.10				
MARCH	2.89	127.41	8.12	4.11	142.85	3.35	3.78
YTD			28,772.22				
APRIL	6.44	130.50	1.75	4.35	151.18	0.00	3.88
YTD			28,773.97				
MAY							3.88
YTD							
JUNE							3.74
YTD							
YTD Totals	17.55	1169.06	52.53			158.95	
Mo Average	1.76	116.91	5.25	3.83	133.31	15.90	3.76

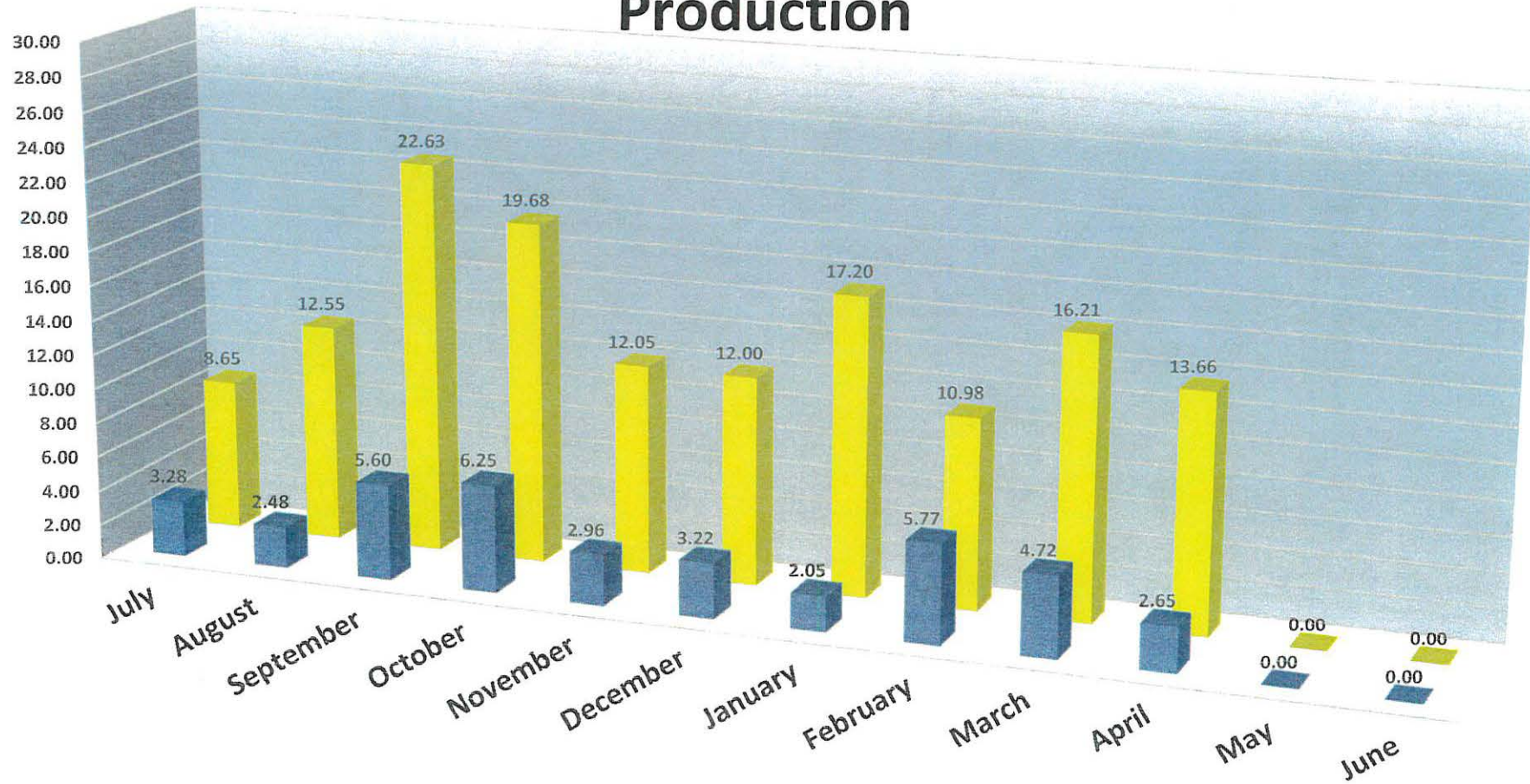
**LWD Flows by Sub-Basin
April 2020
Total LWD Flow 4.47 MGD**



Leucadia Wastewater District Flow Comparison FY19 to FY20



FY-20 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

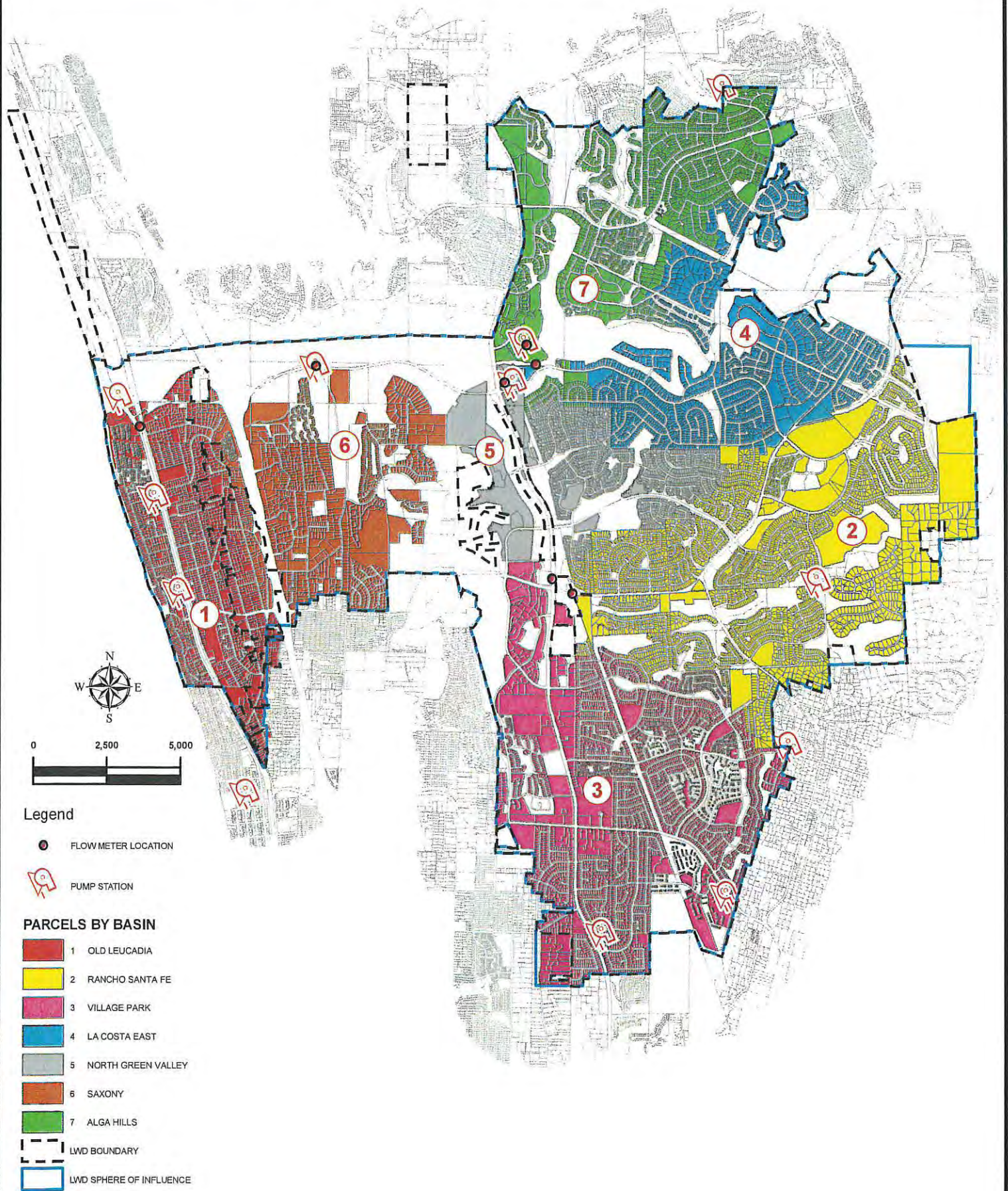
Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 39 Miles)

■ Hydro Cleaning (YTD 145.6 Miles)

LEUCADIA WASTEWATER DISTRICT



Operations and Administration Training Report March 2020

Training & Safety Events for the month March 2020

Hours

Description	Ops	Admin	Total
Bloodborne Pathogens	11	4	15
CSRMA Workers Comp. Mgmt Progm.: Employees	1	1	2
Hearing Conservation	2	0	2
Pump Station Training w/ District Engineer	22	2	24
Water Industry Backflow Prevention Overview	1	0	1
Water Industry Corrosion Control	1	0	1
	0	0	0
Total Training Hours	38	7	45

YTD Monthly Avg 52

YTD Totals 629

Conferences for the month of March 2020

Attendees

Description	Ops	Admin	Total
CSDA	0	0	0
CSRMA	0	0	0
CSMFO	0	0	0
CWEA	0	0	0
Total Attended Conferences	0	0	0

Notes:

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

Operations and Administration Training Report Summary for Fiscal Year 2020

Training		Hours	
Month	Ops	Admin	Total
Jul-19	240	1	241
Aug-19	37	10	47
Sep-19	25	6	30
Oct-19	98	30	128
Nov-19	23	7	19
Dec-19	38	7	45
Jan-20	16	10	26
Feb-20	45	4	49
Mar-20	38	7	45
Apr-20	0	0	0
May-20	0	0	0
Jun-20	0	0	0
YTD Totals	560	81	629
YTD Monthly Avg	47	7	52

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-19	3	2	5
Aug-19	4	2	6
Sep-19	0	3	3
Oct-19	4	0	4
Nov-19	0	0	0
Dec-19	0	2	2
Jan-20	0	3	3
Feb-20	0	3	3
Mar-20	0	0	0
Apr-20	0	0	0
May-20	0	0	0
Jun-20	0	0	0
YTD Total	11	15	26
YTD Monthly Avg	1	1	2

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Operations and Administration Training Report

April 2020

Training & Safety Events for the month April 2020

Hours

Description	Ops	Admin	Total
Bloodborne Pathogens	1	2	3
CSRMA Workers Comp Mgmt Prgm: Employees	1	0	1
CSRMA Workers Comp Mgmt Prgm: Supervisors	1	0	1
Heat Illness	8	0	8
Respiratory Protection	1	0	1
Water Industry Backflow Prevention Methods	1	0	1
Water Industry Corrosion Control	2	0	2
Water Industry Disinfection Basics	1	0	1
Water Industry Distribution System Materials and Equip.	1	0	1
Water Industry Effective Meter Reading	1	0	1
Water Industry Hydraulics	1	0	1
Water Industry Mathematics Basics	1	0	1
Water Industry Storm Water Pollution Prevention	1	0	1
	0	0	0
Total Training Hours	21	2	23

YTD Monthly Avg 54

YTD Totals 652

Conferences for the month of April 2020

Attendees

Description	Ops	Admin	Total
CSDA	0	0	0
CSRMA	0	0	0
CSMFO	0	0	0
CWEA	0	0	0
Total Attended Conferences	0	0	0

Notes:

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



LEADERS IN
ENVIRONMENTAL
PROTECTION

Operations and Administration Training Report Summary for Fiscal Year 2020

Training		Hours	
Month	Ops	Admin	Total
Jul-19	240	1	241
Aug-19	37	10	47
Sep-19	25	6	30
Oct-19	98	30	128
Nov-19	23	7	19
Dec-19	38	7	45
Jan-20	16	10	26
Feb-20	45	4	49
Mar-20	38	7	45
Apr-20	21	2	23
May-20	0	0	0
Jun-20	0	0	0
YTD Totals	581	83	652
YTD Monthly Avg	48	7	54

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-19	3	2	5
Aug-19	4	2	6
Sep-19	0	3	3
Oct-19	4	0	4
Nov-19	0	0	0
Dec-19	0	2	2
Jan-20	0	3	3
Feb-20	0	3	3
Mar-20	0	0	0
Apr-20	0	0	0
May-20	0	0	0
Jun-20	0	0	0
YTD Total	11	15	26
YTD Monthly Avg	1	1	2

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

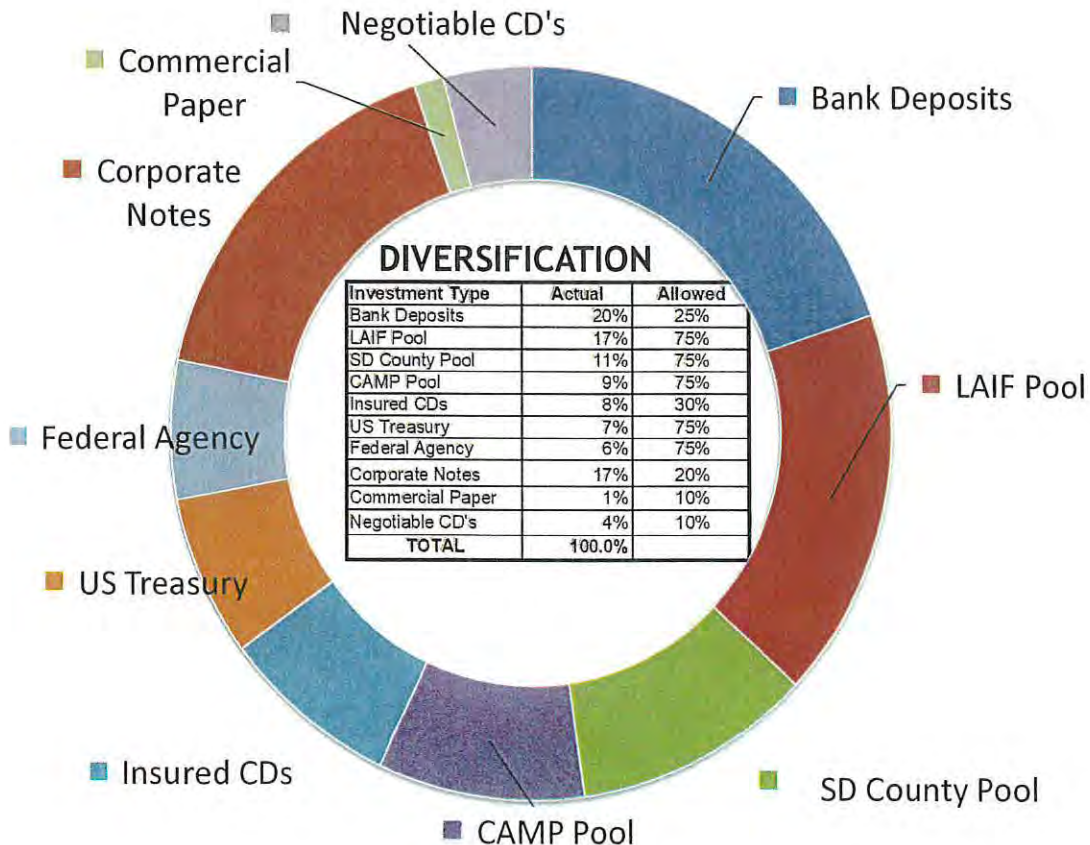
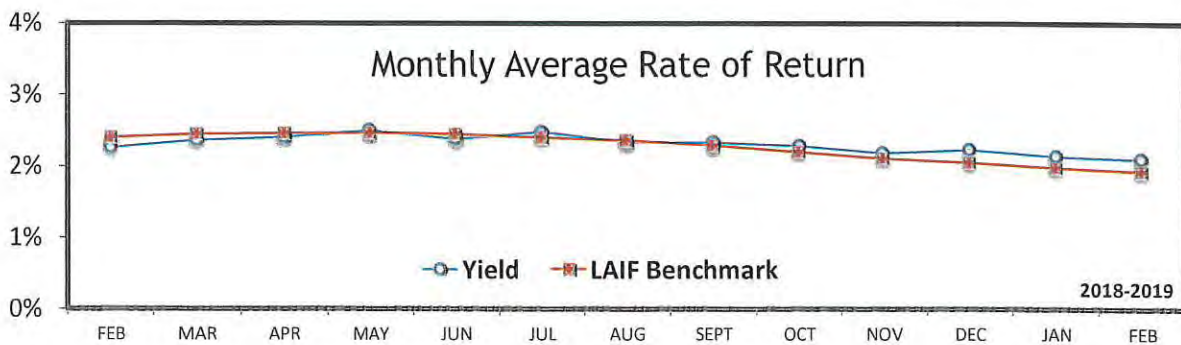
Balance Sheet

As of 3/31/2020

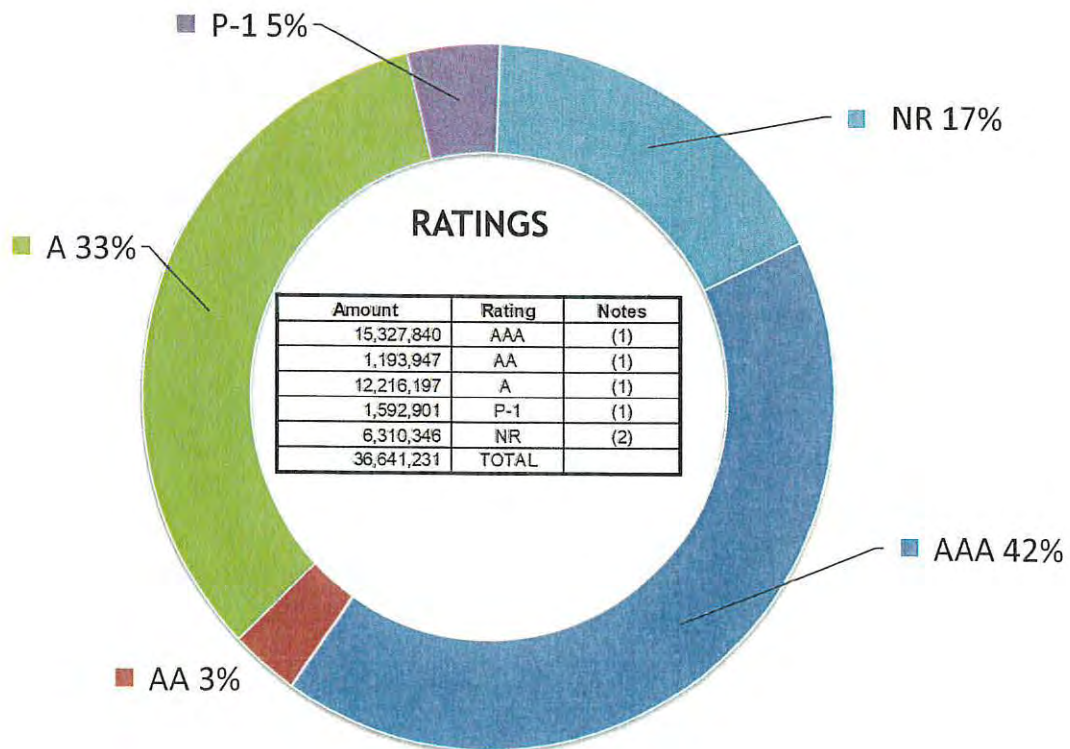
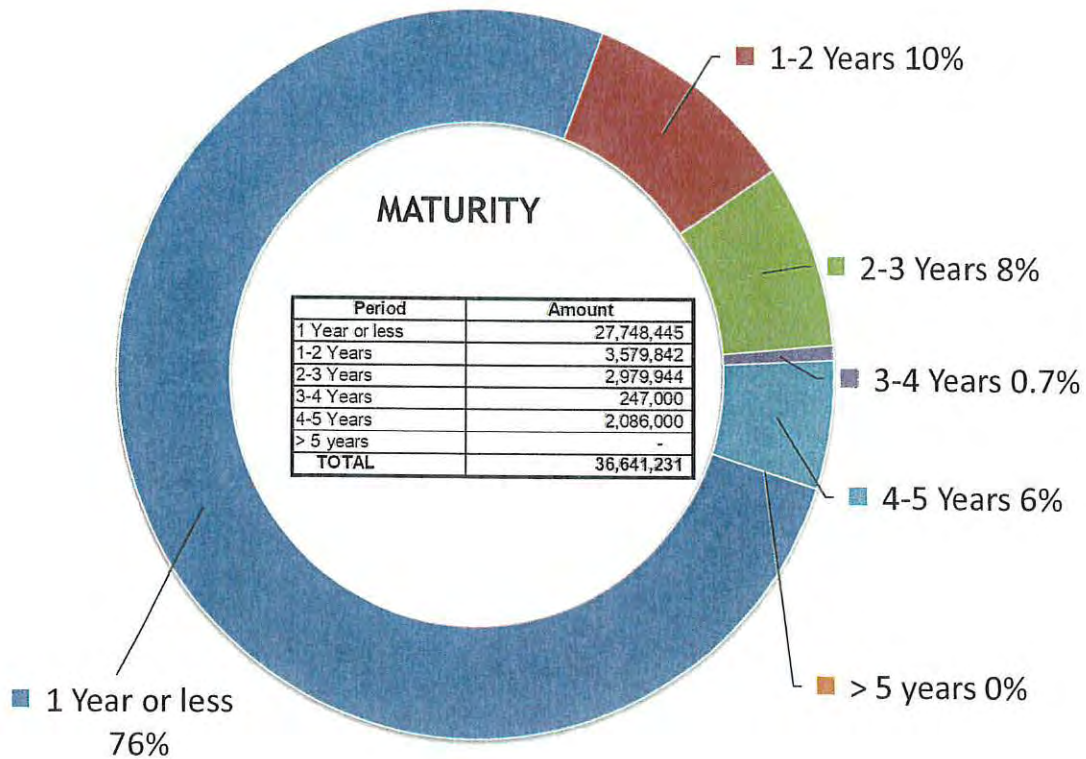
	Amount
Assets	
Cash & Investments	36,653,052.68
Accounts Receivables	185,248.80
Net OPEB Asset	135,445.00
Prepaid Expense	174,804.11
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	169,719,937.04
Less Accumulated Depreciation	(59,239,580.98)
Total Assets	<u>149,670,106.65</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,171,962.00
OPEB Health Deferred Outflows	13,349.00
Total Deferred Outflows	<u>1,185,311.00</u>
Total Assets & Deferred Outflows	<u>150,855,417.65</u>
Liabilities	
Accounts Payable & Accrued Expenses	1,121,764.28
Developer Deposits	236,431.08
Net Pension Liability	4,000,889.00
Total Liabilities	<u>5,359,084.36</u>
Deferred Inflows	
PERS Pension Deferred Inflows	350,054.00
OPEB Health Deferred Inflows	10,456.00
Total Deferred Inflows	<u>360,510.00</u>
Net Position	
Beginning Net Position (as of June 30, 2018)	
Investment in Capital Assets	110,480,356.06
Reserves	34,973,631.83
Total Beginning Net Position (as of June 30, 2018)	<u>145,453,987.89</u>
Current Change In Net Position	
Other	(318,164.60)
Total Current Change In Net Position	<u>(318,164.60)</u>
Total Net Position	<u>145,135,823.29</u>
Total Liabilities, Deferred Inflows & Net Position	<u>150,855,417.65</u>

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 29, 2020

Cash Equivalents & Investments	Principal (Original Cost)		February Interest	Average Rate
	Jan 31, 2020	Feb 29, 2020		
Opus Bank Reserve	\$ 6,318,245	\$ 7,248,916	\$ 12,249	2.330%
LAIF Pool	6,310,346	6,310,346	\$ 10,054	1.912%
SD County Pool	3,906,934	3,906,934	7,000	2.150%
CAMP Pool	4,069,577	3,407,709	4,766	1.750%
Certificates of Deposit - Insured	2,437,000	2,935,000	3,942	1.958%
CAMP Portfolio				
US Treasury Notes	2,595,234	2,595,234	4,458	2.060%
Federal Agency Notes	2,480,465	2,231,653	4,593	2.280%
Corporate Bonds/Notes	6,062,538	6,062,538	12,454	2.450%
Commerical Paper	492,901	492,901	792	1.930%
Negotiable CD's	2,000,000	1,450,000	3,487	2.430%
Total Camp Portfolio	13,631,138	12,832,326	25,784	2.330%
Totals	\$ 36,673,240	\$ 36,641,231	\$ 63,795	2.088%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 29, 2020
(Continued)

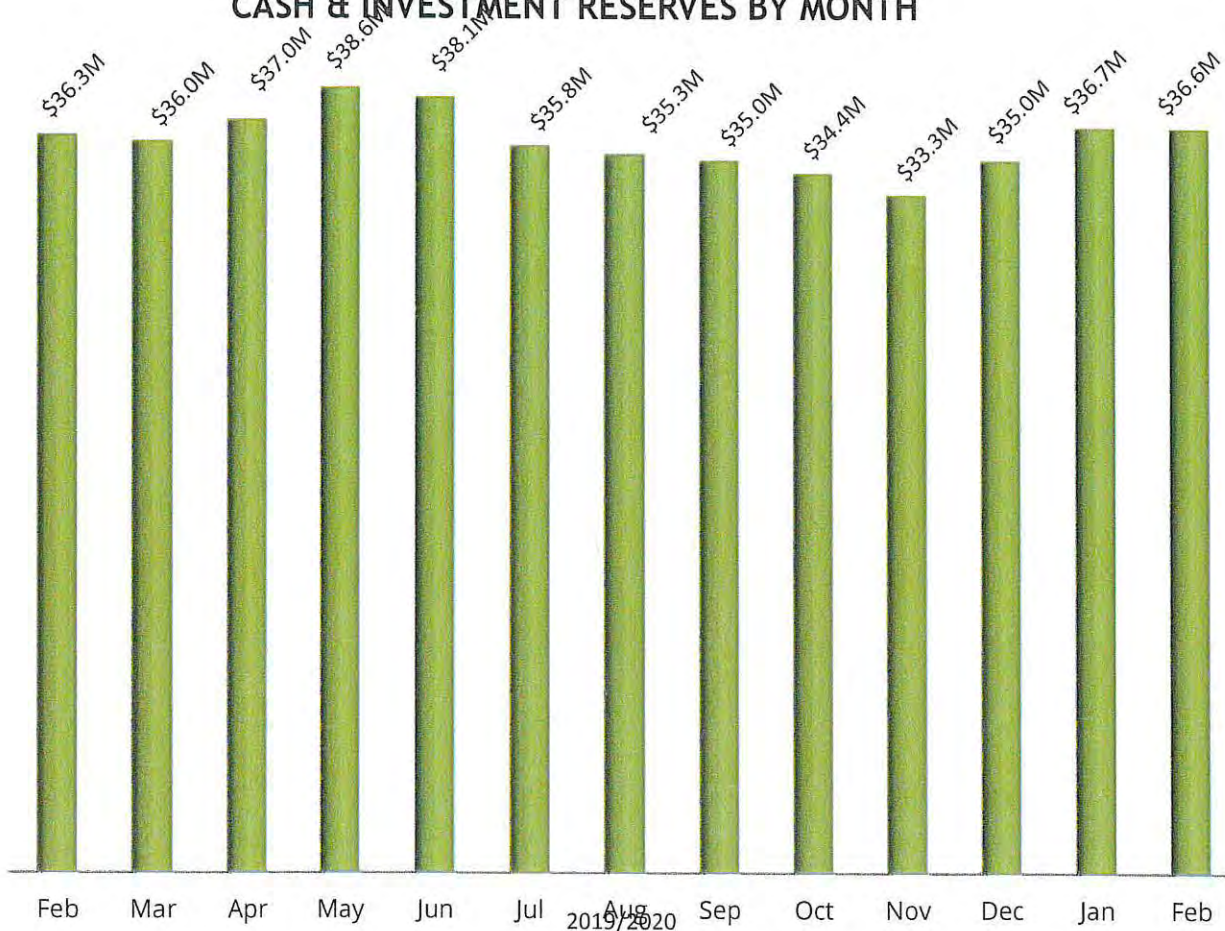


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 29, 2020

(Continued)

CASH & INVESTMENT RESERVES BY MONTH



INVESTMENT TRANSACTIONS

For the months of February, 2020

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM	Notes
					at Cost	
Wells Fargo Nat'l Bk Insured CD	\$ 249,000		2/21/2023	949495BC8	1.75%	
Silver Bank LaJolla Insured CD		\$ 249,000	2/14/2020	828373GYO	2.30%	
Live Oak Banking Co Insured CD	\$ 249,000		8/28/2024	538036JU9	1.70%	
Morgan Stanley BK N	\$ 249,000		2/21/2025	61765QN21	2.00%	
FNMA Notes		\$ 498,575	2/28/2020	3130ADUJ9	1.60%	
FHLB Notes	\$ 249,763		2/17/2023	3130AJ7E3	1.41%	
Credit Suisse NY Neg CD		\$ 300,000	2/7/2020	22549LFR1	2.67%	
Nordea Bank AB NY Neg CD		\$ 250,000	2/20/2020	65590ASN7	2.72%	
TOTAL	\$ 747,763	\$ 1,297,575				

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)

Leucadia Wastewater District

Balance Sheet

As of 4/30/2020

	Amount
Assets	
Cash & Investments	39,111,765.06
Accounts Receivables	209,278.36
Net OPEB Asset	135,445.00
Prepaid Expense	133,173.44
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	169,719,937.04
Less Accumulated Depreciation	(59,239,580.98)
Total Assets	<u>152,111,217.92</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,171,962.00
OPEB Health Deferred Outflows	13,349.00
Total Deferred Outflows	<u>1,185,311.00</u>
Total Assets & Deferred Outflows	<u>153,296,528.92</u>
Liabilities	
Accounts Payable & Accrued Expenses	1,133,780.04
Developer Deposits	241,431.08
Net Pension Liability	4,000,889.00
Total Liabilities	<u>5,376,100.12</u>
Deferred Inflows	
PERS Pension Deferred Inflows	350,054.00
OPEB Health Deferred Inflows	10,456.00
Total Deferred Inflows	<u>360,510.00</u>
Net Position	
Beginning Net Position (as of June 30, 2018)	
Investment in Capital Assets	110,480,356.06
Reserves	34,973,631.83
Total Beginning Net Position (as of June 30, 2018)	<u>145,453,987.89</u>
Current Change In Net Position	
Other	2,105,930.91
Total Current Change In Net Position	<u>2,105,930.91</u>
Total Net Position	<u>147,559,918.80</u>
Total Liabilities, Deferred Inflows & Net Position	<u>153,296,528.92</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

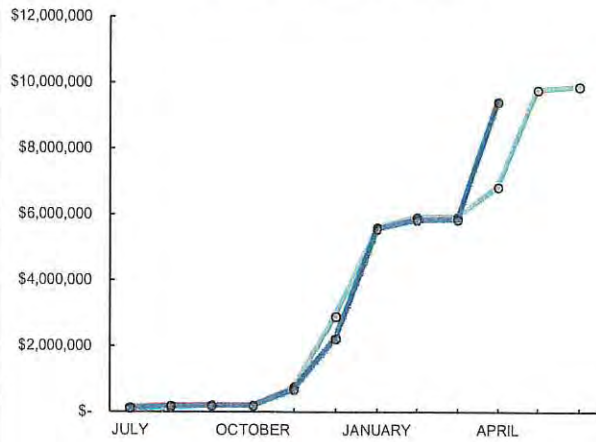
From 7/1/2019 Through 4/30/2020

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 9,400,308.30	\$ 9,868,771.00	\$ 468,462.70	95.3%
3150 Recycled Water Sales	217,848.76	350,000.00	132,151.24	62.2%
3100 Misc. Operating Revenue	34,614.59	189,043.00	154,428.41	18.3%
TOTAL OPERATING REVENUES	\$ 9,652,771.65	\$10,407,814.00	\$ 755,042.35	92.7%
OPERATING EXPENSES				
4100 Salaries	\$ 1,625,821.20	\$ 2,016,361.00	\$ 390,539.80	80.6%
4200 Employee Benefits	1,099,871.40	1,347,926.00	248,054.60	81.6%
4300 Directors Expense	85,958.66	142,400.00	56,441.34	60.4%
4400 Election Expense	-	-	-	0.0%
4600 Gas, Oil & Fuel	29,521.70	41,000.00	11,478.30	72.0%
4700 Insurance Expense	106,077.98	119,800.00	13,722.02	88.5%
4800 Memberships	30,880.72	30,200.00	(680.72)	102.3%
4900 Office Expense	111,956.79	154,900.00	42,943.21	72.3%
5000 Operating Supplies	118,506.20	198,200.00	79,693.80	59.8%
5200 Professional Services	300,980.64	408,400.00	107,419.36	73.7%
5300 Printing & Publishing	28,273.19	29,500.00	1,226.81	95.8%
5400 Rents & Leases	13,510.32	18,000.00	4,489.68	75.1%
5500 Repairs & Maintenance	347,591.55	492,260.00	144,668.45	70.6%
5600 Monitoring & Permits	60,022.40	65,200.00	5,177.60	92.1%
5700 Training & Development	37,516.41	46,800.00	9,283.59	80.2%
5900 Utilities	328,452.30	442,600.00	114,147.70	74.2%
6100 LAFCO Operations	7,323.45	7,700.00	376.55	95.1%
6200 Encina Operating Expense	1,878,908.69	2,554,800.00	675,891.31	73.5%
6900 Admin O/H alloc to Capital	(130,086.81)	(179,028.00)	(48,941.19)	72.7%
TOTAL OPERATING EXPENSES	\$ 6,081,086.79	\$ 7,937,019.00	\$ 1,855,932.21	76.6%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 204,083.22	\$ 305,340.00	\$ 101,256.78	66.8%
3220 Property Taxes	1,695,388.79	1,790,000.00	94,611.21	94.7%
3250 Investment Income	677,043.50	735,000.00	57,956.50	92.1%
3290 Misc. Non Op Revenue	173,646.78	85,300.00	(88,346.78)	203.6%
TOTAL NON-OPERATING REVENUES	\$ 2,750,162.29	\$ 2,915,640.00	\$ 165,477.71	94.3%

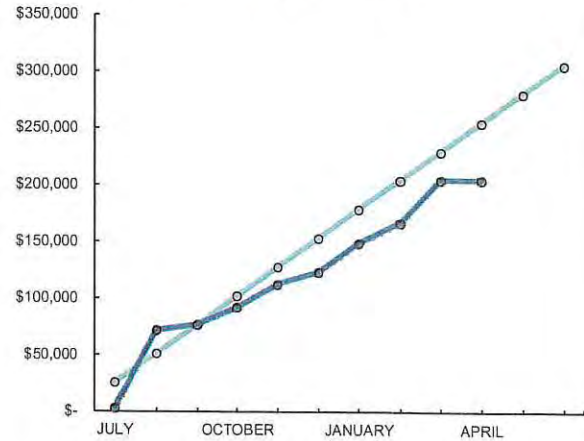
Leucadia Wastewater District Revenue FY2019

YTD through April 30, 2020

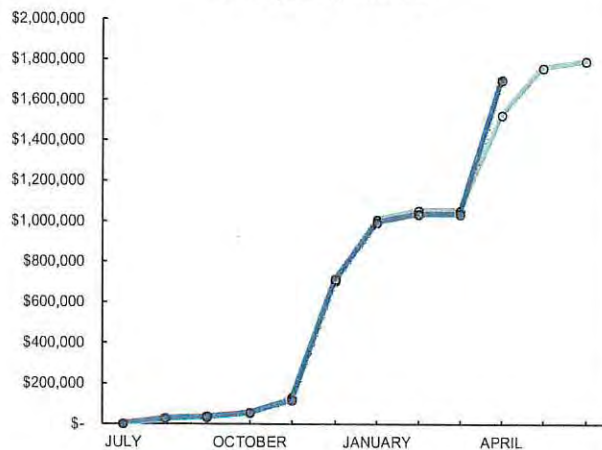
Sewer Service Fees



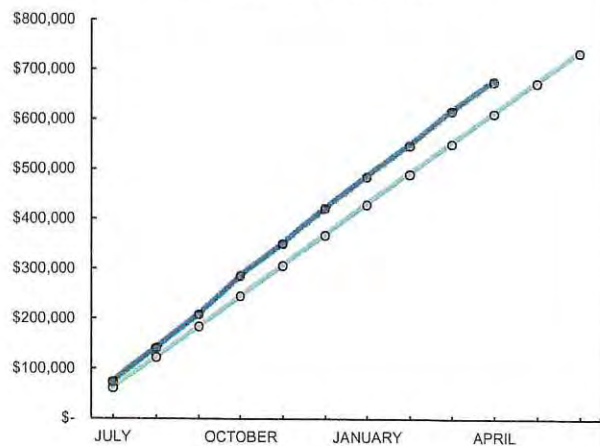
Capacity Charges



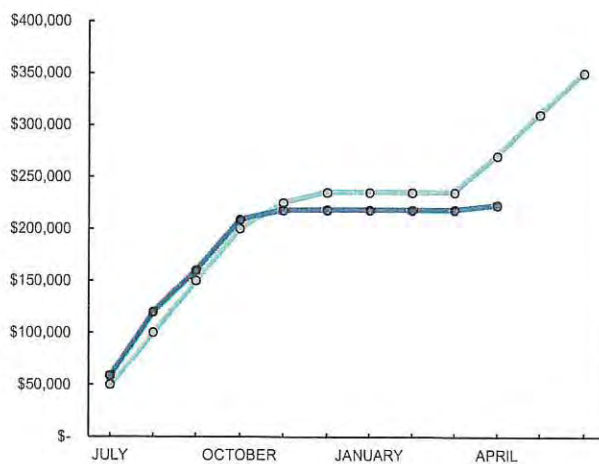
Property Taxes



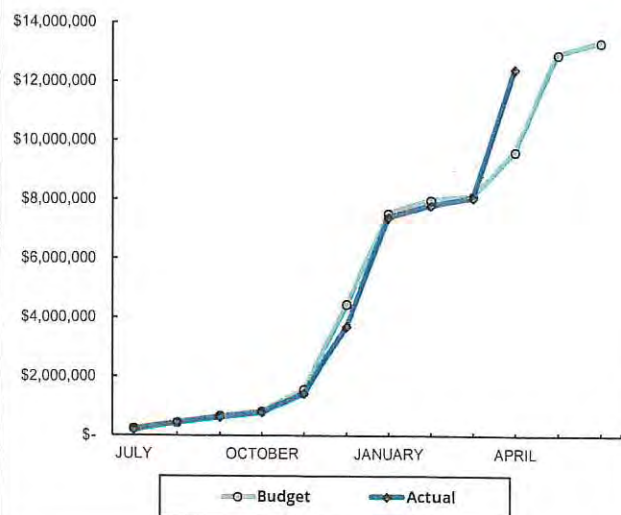
Investment Income



Recycled Wastewater Sales



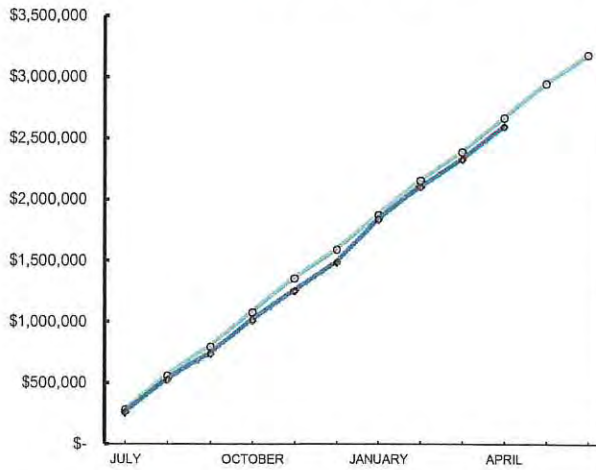
Total Revenue



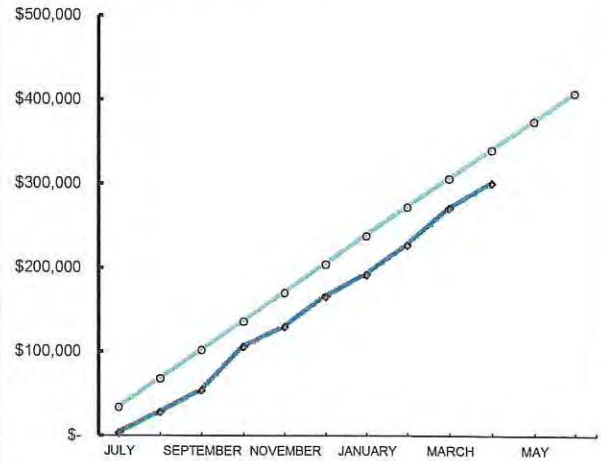
Leucadia Wastewater District Operating Expenses FY2019

YTD through April 30, 2020

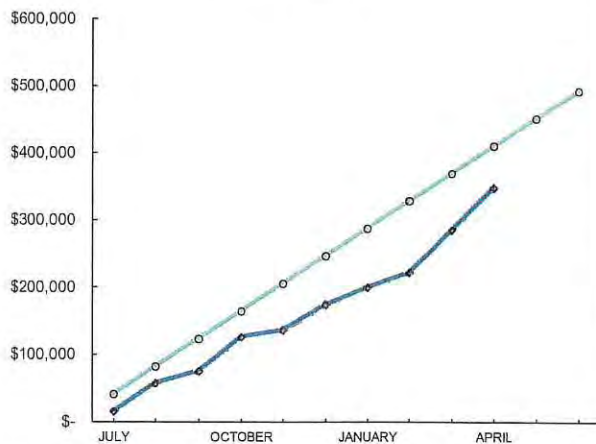
Salaries and Benefits



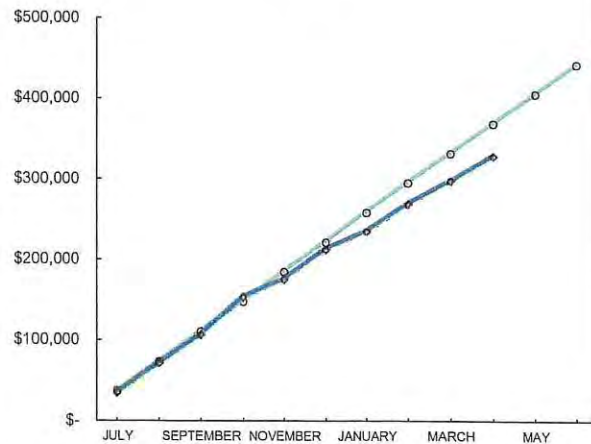
Professional Services



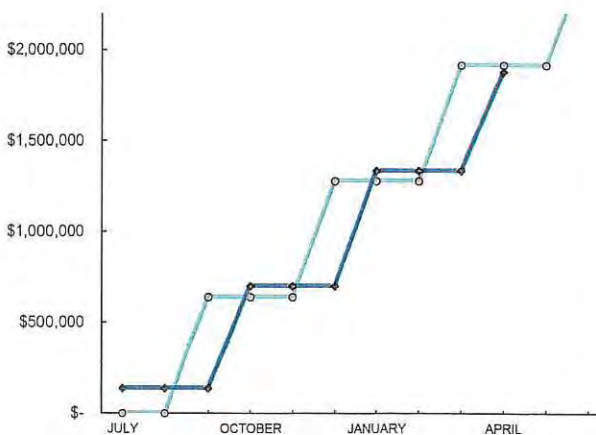
Repairs & Maintenance



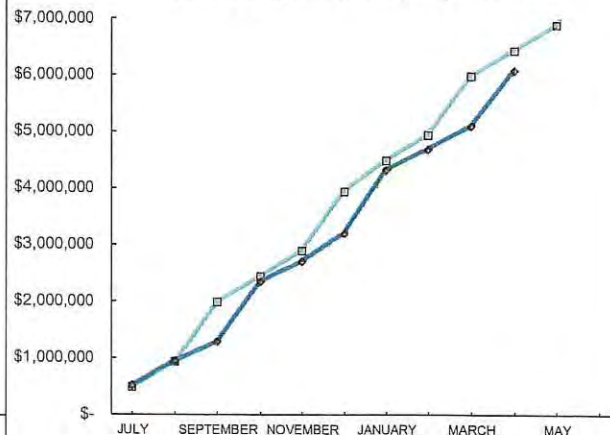
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

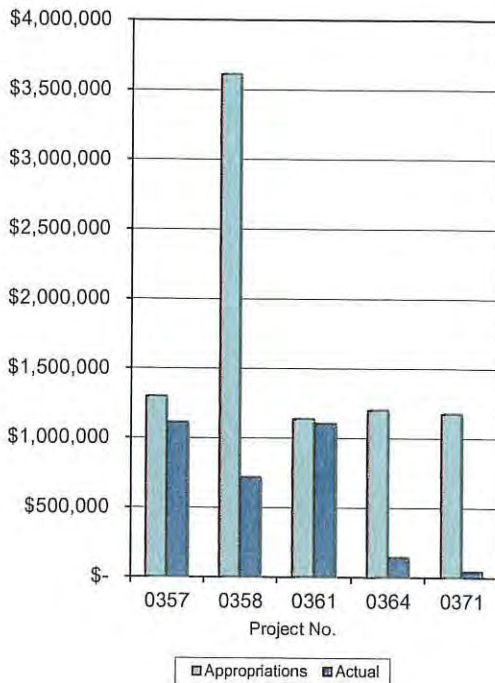


□ Budget
◆ Actual

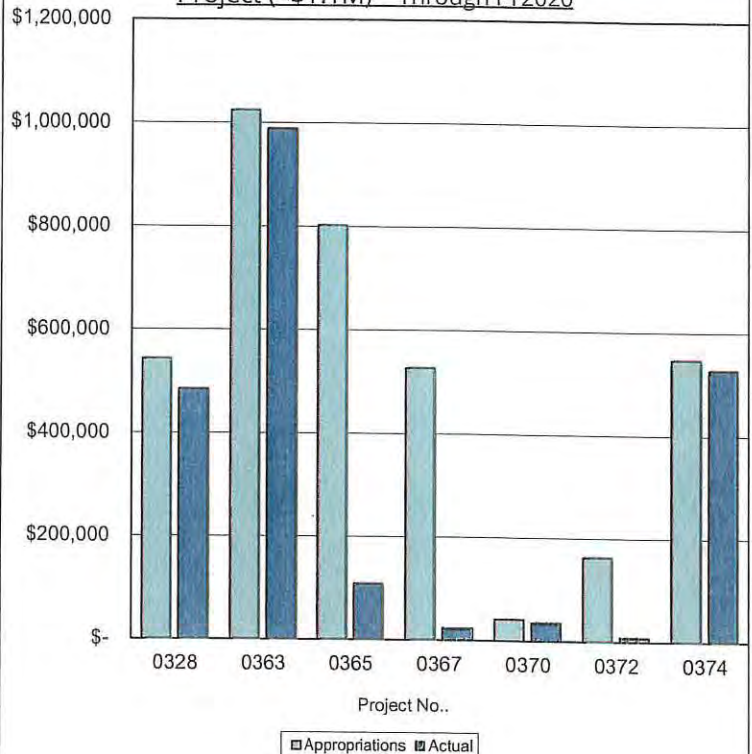
Leucadia Wastewater District Capital Expenditures

As of April 30, 2020

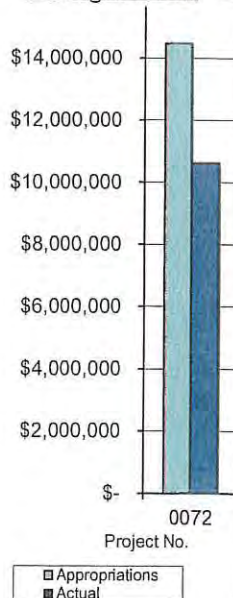
**District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2020**



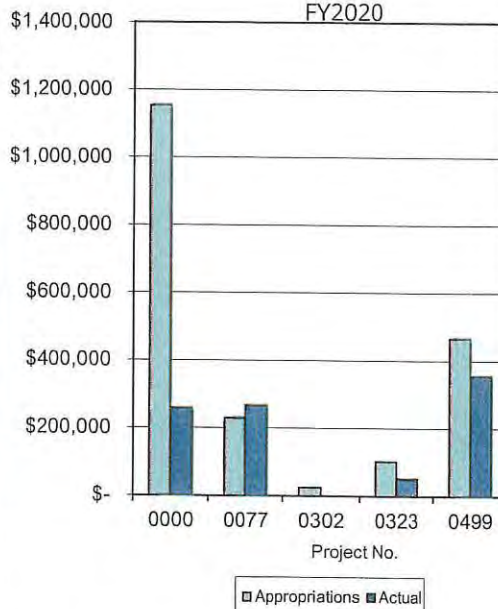
**District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2020**



**District's Share of
Encina WPCF
Capital Exp
Through FY2020**



**Single Year Capital Expenditures by
Project
FY2020**



Project Legend

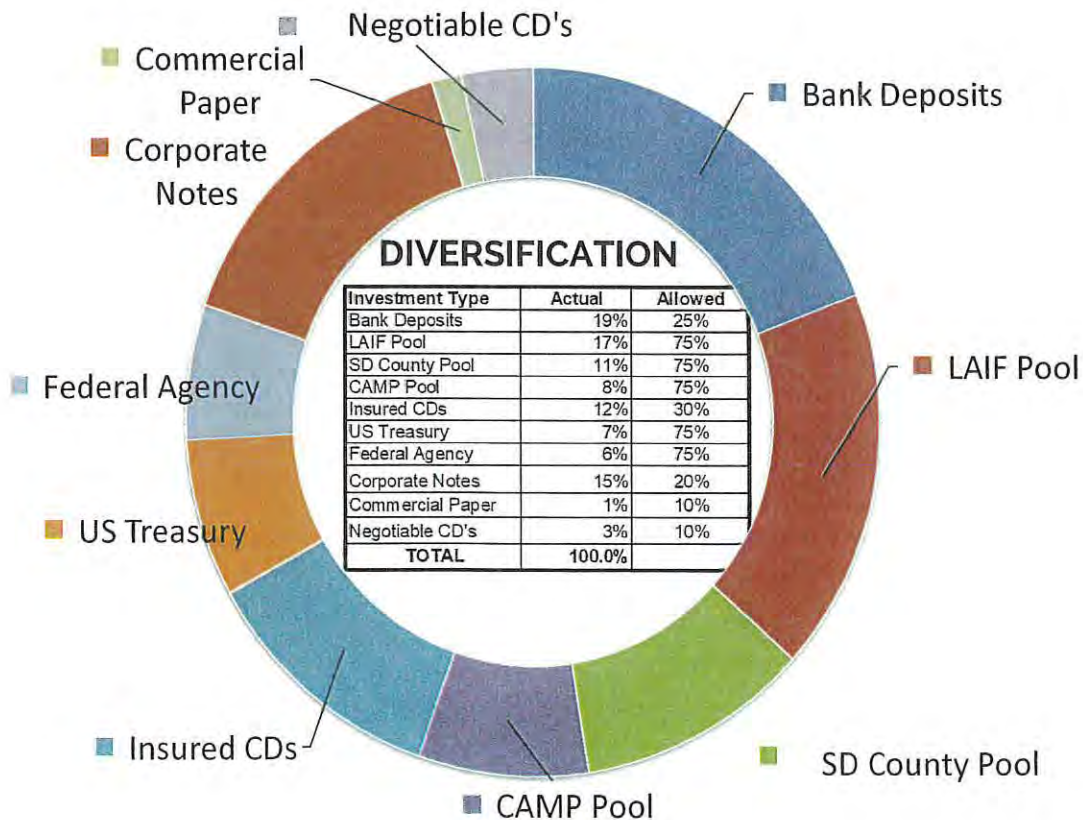
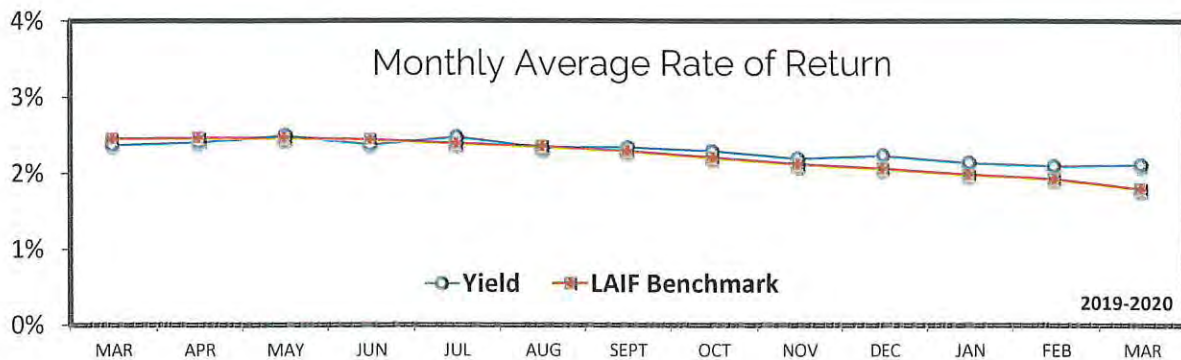
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Rplcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section 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

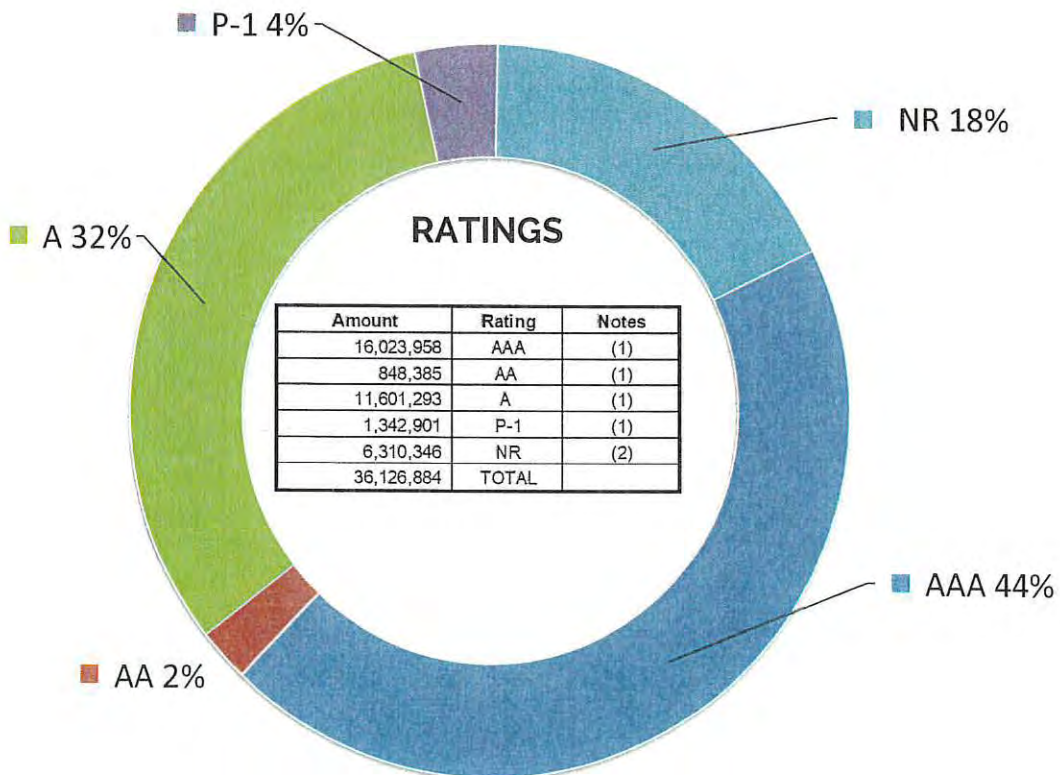
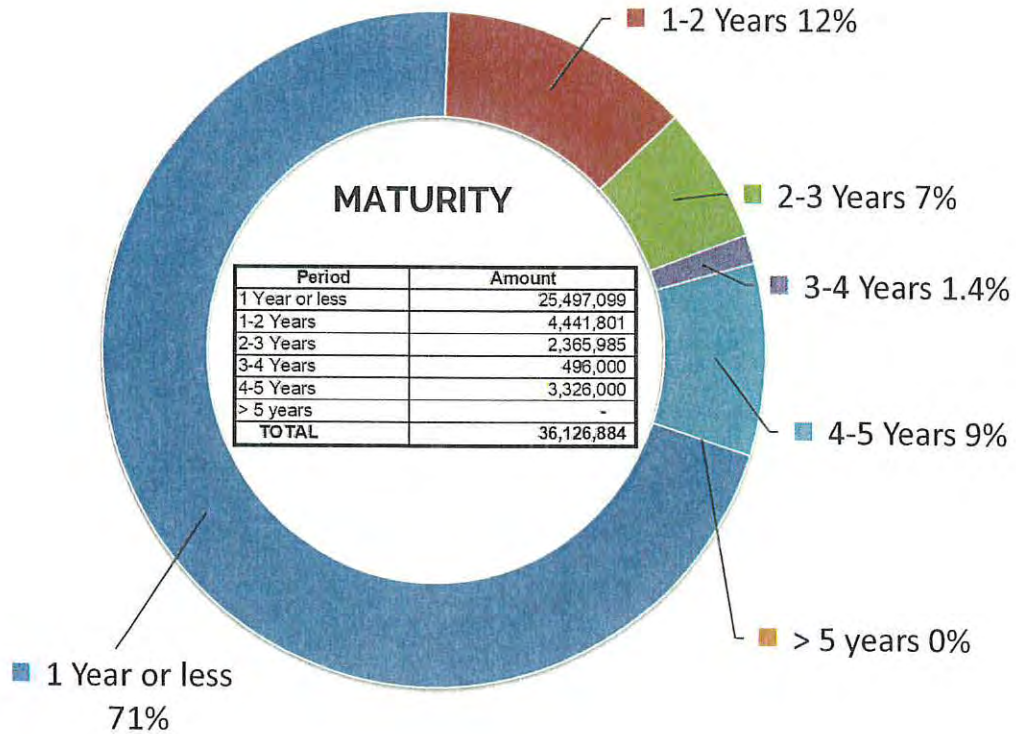
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2020

Cash Equivalents & Investments	Principal (Original Cost)		March Interest	Average Rate
	Feb 29, 2020	Mar 31, 2020		
Opus Bank Reserve	\$ 7,248,916	\$ 6,934,547	\$ 16,646	2.330%
LAIF Pool	6,310,346	6,310,346	\$ 9,397	1.787%
SD County Pool	3,906,934	3,919,367	6,357	1.951%
CAMP Pool	3,407,709	2,854,374	3,043	1.500%
Certificates of Deposit - Insured	2,935,000	4,172,000	5,020	1.706%
CAMP Portfolio				
US Treasury Notes	2,595,234	2,595,234	4,458	2.060%
Federal Agency Notes	2,231,653	2,231,673	4,232	2.250%
Corporate Bonds/Notes	6,062,538	5,416,442	11,523	2.500%
Commercial Paper	492,901	492,901	792	1.930%
Negotiable CD's	1,450,000	1,200,000	2,364	2.320%
Total Camp Portfolio	12,832,326	11,936,250	23,369	2.330%
Totals	\$ 36,641,231	\$ 36,126,884	\$ 63,831	2.105%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2020

(Continued)

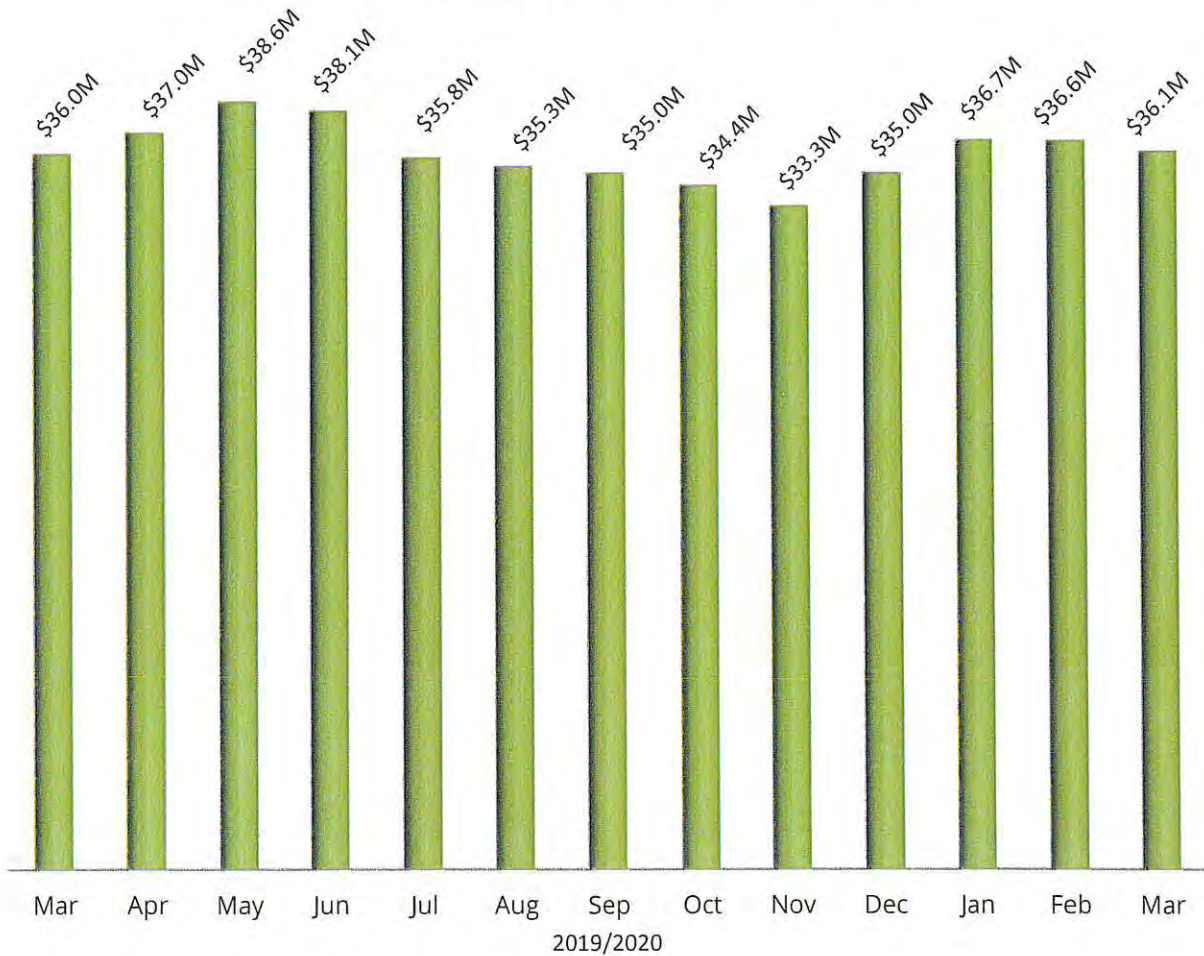


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. In 77 cents are rated by Moody's.
 (2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2020

(Continued)

CASH & INVESTMENT RESERVES BY MONTH



INVESTMENT TRANSACTIONS

For the months of March, 2020

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM	Notes
					at Cost	
Citi Bk Nat'l Assn Ins CD	\$ 248,000		3/28/2022	12556LBU9	1.05%	
Merrick Bk south Jordan Utah Ins CD	\$ 249,000		3/18/2024	59013KGA8	1.15%	
Machias Svgs Bk ME CTF Dep Ins CD	\$ 249,000		3/18/2025	554479DW2	1.15%	
Adirondack Bk Utica NY CTE Dep Ins CD	\$ 242,000		3/25/2025	00687QAT9	1.10%	
Alma Bk Astoria NY CTF Dep Ins CD	\$ 249,000		3/28/2025	020080BX4	1.40%	
FHLB Notes		\$ 500,000	3/30/2020	3130ADUJ9	2.38%	
FHLMC Notes	\$ 500,000		3/26/2025	3134GVHJO	1.50%	
Walt Disney Company Corp Notes		\$ 300,000	3/4/2020	25468PDP8	1.89%	
Toyota Motor Credit Corp Notes		\$ 350,000	3/12/2020	89236TCF0	2.94%	
UBS AG Stamford CT LT Neg CD		\$ 250,000	3/2/2020	90275DHG8	2.93%	
TOTAL	\$ 1,489,000	\$ 1,400,000				

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

Ref: 20-7147

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

DISCUSSION:

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending March 31, 2020 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rad:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY

3-31-2020

SUMMARY OF CASH & INVESTMENTS at March 31, 2020					
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS					
ASSETS	PAR VALUE 3/31/2020	AMORTIZED COST 3/31/2020	% OF TOTAL		MARKET VALUE 3/31/2020
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 7,434,581	\$ 7,434,581	20.3%	25%	\$ 7,434,581
LAIF - STATE INVESTMENT POOL	\$ 6,310,346	\$ 6,310,346	17.2%	75%	\$ 6,357,554
SAN DIEGO COUNTY INVESTMENT POOL	\$ 3,919,367	\$ 3,919,367	10.7%	75%	\$ 3,953,000
CAMP - JPA INVESTMENT POOL	\$ 2,854,374	\$ 2,854,374	7.8%	75%	\$ 2,854,374
FEDERAL AGENCY SECURITIES	\$ 2,250,000	\$ 2,246,739	6.1%	75%	\$ 2,267,601
US TREASURY BONDS/NOTES	\$ 2,600,000	\$ 2,595,413	7.1%	75%	\$ 2,642,531
CORPORATE NOTES	\$ 5,400,000	\$ 5,418,710	14.8%	20%	\$ 5,418,287
COMMERICAL PAPER	\$ 500,000	\$ 495,435	1.4%	10%	\$ 497,403
NEGOTIABLE CERTIFICATES OF DEPOSIT	\$ 1,200,000	\$ 1,200,000	3.3%	10%	\$ 1,210,832
INSURED CERTIFICATES OF DEPOSIT	\$ 4,172,000	\$ 4,172,000	11.4%	30%	\$ 4,197,295
TOTAL CASH & INVESTMENTS	\$ 36,640,669	\$ 36,646,965	100.0%		\$ 36,833,458

As of March 31, 2020		QUARTERLY RESULTS			
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
\$36.8M	328	\$1.4M	\$191K	2.11%	1.89%

MEMORANDUM

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: March and April 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 months ending March and April 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 months of March and April 2020 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
March and April 2020**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliusen	GM P. Bushee	ASM R. Duffey	TSM R. Morishita	Assup T. Hill
2020 CA Annual WateReuse March 15-17, 2020 San Francisco, CA CANCELLED	2020 CA Annual WateReuse Conference									
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2020 CWEA Annual Conference March 31 - April 3, 2020 Reno, NV CANCELLED	2020 CWEA Annual Conference									
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

- CA Annual WateReuse Conference was postponed due to COVID19, hotels, registrations, and flights cancelled
- CWEA Annual Conference was postponed due to COVID19, hotels and flights cancelled, CWEA will hold registration

MEMORANDUM

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2020 (FY 20) LWD Tactics and Action Plan

RECOMMENDED:

1. No action is required.

DISCUSSION:

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

Attached for the Board's review, is the FY 20 Tactics and Action Plan's quarterly status report with an ending date of March 31, 2020. The report indicates which goals are in progress, have been completed, and have not been started or delayed.

th:PJB

Attachments

**Leucadia Wastewater District
Fiscal Year 2020
Tactics & Action Plans**

1. Financial

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

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

2. People

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

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

3. Services

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

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

*Notes:

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

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

4. Infrastructure and Technology

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

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

*Notes

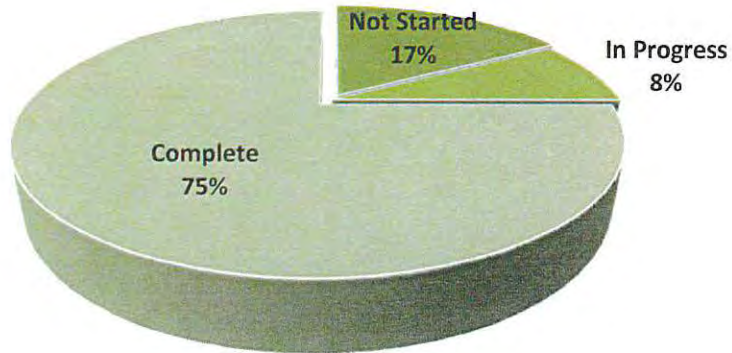
3) Leucadia PS Bid Project - substantially completed. Bids are due January 16th.

4) B3 FM Discharge Section Replace Construction - substantially complete

FY 2020 Tactics and Action Plan Status Report

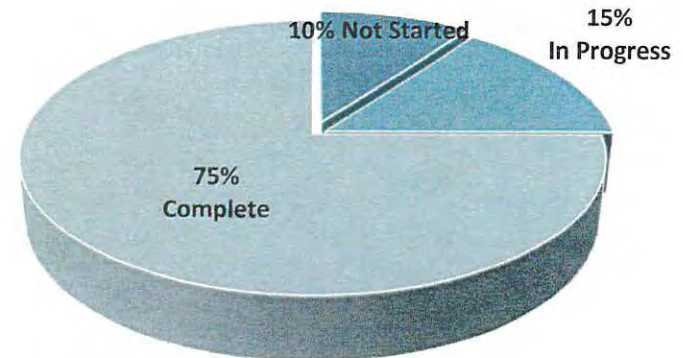
January 1 - March 31, 2020

Financial Tactics



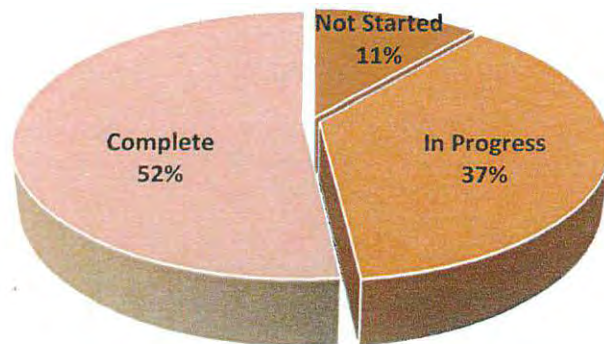
■ Not Started ■ In Progress ■ Complete

People Tactics



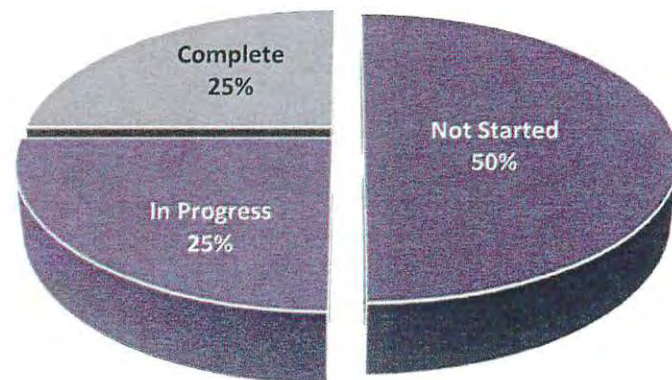
■ Not Started ■ In Progress ■ Complete

Services Tactics



■ Not Started ■ In Progress ■ Complete

Infrastructure & Technology Tactics



■ Not Started ■ In Progress ■ Complete

Encina Wastewater Authority Report
Regular Board Meeting
April 22, 2020

EWA Board of Directors - Director Sullivan Reporting

1. Resolution 2020-01: Proclamation Honoring Teva Miller

The Board adopted a Proclamation Honoring Teva Miller's retirement after 20 years of service to the Encina Wastewater Authority.

2. Adoption of Fiscal Year 2021 (FY21) Pension Funding Policy, Operating and Capital Budgets

The Board adopted the FY21 proposed CalPERS Pension Funding Policy Budget, the FY21 proposed Operations, Maintenance, and Administration Budget and the FY21 proposed Capital Improvement Program Budget and forwarded the recommended budgets to the Joint Advisory Committee.

Joint Advisory Committee

3. Adoption of FY21 Pension Policy, Operating and Capital Budgets

The Joint Advisory Committee adopted the CalPERS Pension Funding Policy Budget, the FY21 recommended Operations, Maintenance, and Administration Budget and the Capital Improvement Program Budget and forwarded the recommended budgets to the Boards and Councils of the Member Agencies.

An item related to EWA and JAC's budget adoption will be presented later on in tonight's agenda.

There was no Executive Session.

Investment and Finance Committee Meeting Report

Presented by Director Hanson

Meeting held May 5, 2020

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

1. Adopt Resolution No. 2329, the Leucadia Wastewater District's Telecommuting Policy.

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

Engineering Committee Meeting Report

Presented by Director Kulchin

Meeting held May 6, 2020

The Engineering Committee (EC) reviewed the following recommendations:

- Adopt Ordinance No. 141 – An Ordinance Establishing the District's Capacity Fee and Amending the EDU Factors Capacity Fee Schedule;
- Authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services;
- Authorize the General Manager to execute a sole source five-year professional services agreement with ADS Environmental Service, Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$80,400 (\$16,080 annually), effective July 1, 2020; and
- Authorize the General Manager to execute Amendment No. 1 to the agreement with Evoqua Water Technologies, LLC to furnish Bioxide on interim basis in an amount not to exceed \$2.33 per gallon or an estimated \$122,000 per year.

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 received updates on the Batiquitos (B3) Discharge Section Replacement Project and impacts of the April 10th major storm event. These items were for information purposes and there was no action taken.

MEMORANDUM

DATE: May 7, 2020

TO: Board of Directors

FROM: Paul J. Bushee, General Manager



SUBJECT: Public Hearing on a Proposal to Adopt an Update to the Leucadia Wastewater District Capacity Fee Ordinance

DISCUSSION:

The purpose of this public hearing is to allow the Leucadia Wastewater District (District) Board of Directors to receive and consider public comment on the following:

- A proposal to adopt a new wastewater capacity fee ordinance with an updated fee schedule to clarify the method used to calculate equivalent dwelling units (EDUs) for Accessory Dwelling Units and Junior Accessory Dwelling Units. The existing capacity fee of \$5,089 per EDU is not changed. Information regarding the facilities and costs covered by the wastewater capacity fee is available at the District office.

The notice of this public hearing was posted at LWD beginning May 7, 2020. It will also be published in the San Diego Union Tribune on May 8, 2020.

ier:PB

MEMORANDUM

Ref: 20-7151

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Proposed Ordinance No. 141 - Amend Equivalent Dwelling Unit (EDU) Factors Capacity Fee Schedule**

RECOMMENDATION:

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

1. Adopt Ordinance No. 141 – An Ordinance of the Board of Directors of the Leucadia Wastewater District Establishing the District's Capacity Fee and Amending the EDU Factors Capacity Fee Schedule.
2. Discuss and take other action as appropriate.

BACKGROUND:

This item was reviewed at the May 6th EC meeting and the EC concurred with staff to present this item for the Board's consideration.

The State of California has continued to pass major housing legislation in an effort to battle the state's ongoing housing and housing affordability crisis. One tool the state is using to resolve this issue is the promotion of Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). These units are constructed by property owners on the same property as a single-family or multi-family residence.

An ADU is defined as an attached or detached residential dwelling unit with an individual kitchen and bathroom that is located on the same parcel as an existing single-family dwelling. These units can be a maximum of 1,200 square feet. An ADU constructed outside of an existing structure remains subject to sewer capacity fees. An ADU that is constructed within an existing structure (i.e. single-family dwelling or garage), attached or detached, is generally exempt from sewer capacity fees.

A JADU is defined as a unit created within the walls of a proposed or existing single-family residence that is 500 square feet or smaller. A JADU may share a kitchen and bathroom with the primary dwelling. A JADU can only be constructed within an existing structure, therefore, the JADU is exempt from sewer capacity fees. However, appropriate sewer service fees still apply to the JADU.

The development of Ordinance No. 141 is a result of recent legislation that is designed to further encourage development of new ADUs and JADUs. EDU factors are used to calculate capacity and sewer service fees for District customers. An ADU or JADU must be assessed according to the proportionate burden placed upon the sewer system. Therefore, it is critical that these factors comply with new state laws and are evaluated to ensure they are established on a well-founded, logical, and justifiable basis. This will ensure the District is in compliance with the current laws and will withstand legal challenges of its fees.

DISCUSSION:

As of January 1, 2020, updated state legislation took effect to further clarify and ease various provisions to promote for the construction of ADUs and JADUs. The updates include:

- Allows a single-family residence to have both an ADU and JADU.
- Further limits and provides exemptions or reductions in impact fees.
- Reduced parking requirements.
- Expanding zoning areas for ADU construction.

Staff anticipates that the new legislation will result in an increasing number of new JADUs. As a result, staff chose to further evaluate the ADU/JADU categories to ensure consistent and appropriate standards for determination of EDU factors for ADUs and JADUs

The District's current ordinance provides for ADUs that are 1000 square feet or less to be assessed 0.5 EDUs. The current assessment does not change for smaller units that are 500 square feet or less. Staff recommends the assessment be changed to provide that JADUs, which are by definition no larger than 500 square feet, and ADUs that are 500 square feet or less, be assessed 0.25 EDUs. This reduced EDU rate takes into consideration the limited occupancy of the smaller sized units. Also, the lower EDU factor for ADUs and JADUs recognizes that they are unique residential units, which may not be separately owned, and may not always be consistently rented or occupied as independently owned apartments and condominiums. The new categories would be as follows:

1. An ADU or JADU that is 500 square feet or less be assessed 0.25 EDU.
2. An ADU or JADU that is 501-1,000 square feet be assessed 0.5 EDU.
3. JADUs that do not have independent kitchen and bath facilities would not be assessed any EDUs and would be covered by the EDU assessed to the primary residence.
4. The current standard of ADU's over 1,000 square feet be assessed 1.0 EDU would remain unchanged.

Staff believes the updated ADU/JADU category would provide a more equitable assessment for units 500 square feet or smaller and fully address the development scenarios for JADUs. The recommended changes are relatively minor both in administrative and financial impact. The overall impact of these updates will result in a reduction of approximately 25 EDUs for existing ADU's that are less than 500 square feet with a corresponding reduction in sewer services of approximately \$9,500 per year.

Therefore, staff is recommending minor changes to the current ordinance to further clarify the language and eliminate the potential for inconsistent interpretation of how fees are assessed. The recommended changes are in the following areas:

- Clarify the ADU category to include JADU's
- Create an additional sub-category for ADUs that are less than 500 square feet and JADUs
- Clarify that only a JADU with an individual kitchen and bathroom will be assessed EDUs

Attached please find a copy of Ordinance No. 141 for your review. Staff will present a detailed overview of the changes at the upcoming meeting.

FISCAL IMPACT:

The overall fiscal impact of Ordinance No. 141 will be a reduction of approximately \$9,500 per year in sewer service fees and is not expected to significantly impact LWD's annual revenues or operations.

ier:PJB

Attachment

ORDINANCE NO. 141

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ESTABLISHING THE DISTRICT'S CAPACITY FEE AND AMENDING THE
EQUIVALENT DWELLING UNIT FACTORS CAPACITY FEE SCHEDULE**

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

WHEREAS, the LWD Board of Directors has determined that a capacity fee is appropriate; and,

WHEREAS, the Capacity Fee has been set by Ordinance No. 137 at \$5,089 per Equivalent Dwelling Unit (EDU); and,

WHEREAS, the LWD Board of Directors has determined that the EDU Factors Capacity Fee Schedule should be amended to clarify how an Accessory Dwelling Unit (ADU) or a Junior Accessory Dwelling Unit (JADU) is assessed; and

WHEREAS, an additional category for smaller ADUs and JADUs (attached) has been added to the EDU Factors Capacity Schedule; and

WHEREAS, a public hearing to consider a reduced capacity fee for smaller ADUs and JADUs was duly noticed and held in accordance with Government Code Section 66016 on the date hereof,

NOW, THEREFORE, BE IT ORDAINED:

1. That the capacity fee charges shall be assessed in accordance with the EDU Factors established by the District and incorporated herein as "Exhibit A".
2. That the revised capacity fee charges and sewer service fees resulting from the new EDU Factors set forth on Exhibit A shall be prospective only and take effect on July 1, 2020 .
3. That the provisions of this ordinance shall be effective immediately after its adoption, and thereafter, Ordinance No. 137 shall be void and of no further force and effect.

PASSED AND ADOPTED this 13th day of May 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen
President

ATTEST:

Paul J. Bushee
Board Secretary

**LEUCADIA WASTEWATER DISTRICT
EDU FACTORS**

CAPACITY FEE SCHEDULE

WASTEWATER USE CATEGORIES		
NO.	DESCRIPTION	EDU FACTORS
1	<u>Single-Family Residence</u>	1.0
2	<u>Accessory Dwelling Unit & Junior Accessory Dwelling Unit</u>	
a	500 square feet or smaller	0.25
b	501-1000 square feet or larger	0.5
c	1,001 square feet or larger	1.0
	Capacity Fees do not apply to Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) that are exempt from such fees under State Law (generally new units contained within the existing space of a single-family residence or accessory structure). Sewer Service Fees still apply, and they are determined by the applicable EDU Factor for the ADU and JADU. Only JADUs with an individual kitchen and bathroom will be independently assessed an EDU factor. JADUs that do not have independent kitchen and bath facilities will be covered by the EDU already assessed to the primary property.	
3	<u>Multiple Dwelling</u> (apartments, duplexes, condominiums and townhouses) Each living unit	1.0
4	<u>Mobile Home or Trailer Park</u> Each mobile home or trailer space	1.0
5	<u>Motel or Hotel</u>	
a	Each unit without a kitchen	0.33
b	Each unit with a kitchen	0.55
6	<u>Medical Care or Elder Care</u> (hospitals, skilled nursing homes, convalescent homes, retirement homes, assisted living homes and similar facilities) Each plumbed facility must have a 1.0 EDU minimum. If the EDU calculation below is less than 1.0, the base minimum of 1.0 will apply	1.0 min.
a	Multiple dwellings without individual kitchen & with on-site community eating facilities, per individual bed	0.4
b	Multiple dwellings with individual kitchen and on-site community eating facilities, per living unit	0.8
c	Multiple dwellings with individual kitchen and no on-site community eating facility, per living unit	1.0
d	Single dwellings with individual kitchen regardless of community facilities, per living unit	1.0

7	<u>Churches, Theaters, and Auditoriums</u> Each unit of 115 persons or fraction thereof	1.0
8	<u>Schools</u>	
a	Each Elementary School per 60 pupils or fraction thereof	1.0
b	Each Junior High School per 50 pupils or fraction thereof	1.0
c	Each High School per 30 pupils or fraction thereof	1.0
d	Each Trade, Vocational, University or College per 30 pupils or fraction thereof	1.0
9	<u>Laundries - Self Service</u> Per each washer	0.75
10	<u>Food Services Establishments</u>	
a	<i>Limited Food Preparation Establishments.</i> Facilities that only engage in the reheating, hot-holding or assembly of ready to eat products and the incidental sale of beverages. See "Other Commercial or Industrial Users"	(See Category 15)
b	<i>Low Food Preparation Establishments.</i> Facilities that prepare food, but have equipment and/or uses deemed to have a low risk of FOG ¹ , BOD ² or TSS ³ discharge (microwave, toaster, toaster oven, bread oven, combi-oven, steamers, freezers for serving frozen products, and other similar equipment) ⁴ . Includes facilities for which the preparation and sale of specialized beverages, such as coffees and smoothies, is an incidental part of the business. Minimum allows for up to 14 seats with multi-use utensils or up to 30 seats with single-use utensils	2.0 min.
1)	Additional for each unit of 7 seats or portion thereof with multi-use utensils that exceeds minimum seating	1.0
2)	Additional for each unit of 15 seats or portion thereof with single-use utensils that exceeds minimum seating	1.0
c	<i>High Food Preparation Establishments.</i> Facilities that prepare food and have equipment and/or uses deemed to have a high risk of FOG ¹ , BOD ² or TSS ³ discharge (char-broiler, griddle, grill, stove (range), oven (range), deep fryer, kettle, rotisserie, smoker, tilt skillet, pizza oven and other similar equipment) ⁴ . Includes facilities for which the preparation and sale of specialized beverages, such as coffees, is the primary focus of the business. Minimum allows for up to 21 seats with multi-use utensils or up to 45 seats with single-use utensils	3.0 min.
1)	Additional for each unit of 7 seats or portion thereof with multi-use utensils that exceeds minimum seating	1.0
2)	Additional for each unit of 15 seats or portion thereof with single-use utensils that exceeds minimum seating	1.0

1 Fats, Oils, and Grease

2 Biochemical Oxygen Demand, 5 day

3 Total Suspended Solids

4 The type of equipment alone is not dispositive. A final determination regarding a facility's classification is made after considering its specific equipment and use characteristics.

11	<u>Commercial Facilities With Food Preparation</u>	
a	For Food Preparation Area, See "Food Services Establishments"	(See Category 10)
b	For Commercial Area, See "Other Commercial or Industrial Users"	(See Category 15)
12	<u>Ballrooms, Banquet Facilities and Convention Facilities</u> Per block of 40 seats	1.0
13	<u>Automobile Service Stations</u>	
a	Not more than four (4) gasoline pumps	2.0
b	More than four (4) gasoline pumps	3.0
c	Additional for each washing rack, pit or floor drain (Drains subject to collecting toxic, hazardous, or potentially explosive waste are not allowed to be connected to sewer)	2.0
d	Car washes shall be individually evaluated by LWD District Engineer based on peak net discharge rate of specific equipment to be used with internal water recycling required	(Per Review)
14	<u>Banks and Savings and Loan Associations</u> Each 3,000 square feet or portion thereof	1.0
15	<u>Other Commercial or Industrial Users</u>	
a	Up to 1,000 square feet	1.0
b	Plus for each additional 1,000 square feet or portion thereof up to 5,000 square feet	0.6
c	Plus for each additional 1,000 square feet or portion thereof over 5,000 square feet	0.4
d	The Capacity Fees for establishments with unusual sewer characteristics or for any commercial use not described in the categories above shall be fixed by the Board of Directors by motion, resolution, or ordinance when each specific application is submitted	(Per Case)
	At any time the District may review the current standards of practice of any commercial or industrial customer with regard to sewer use during the previous year. If such use is not within the limits of the previous classification, the service may be reclassified accordingly and any additional capacity charges shall become due and payable immediately on request.	

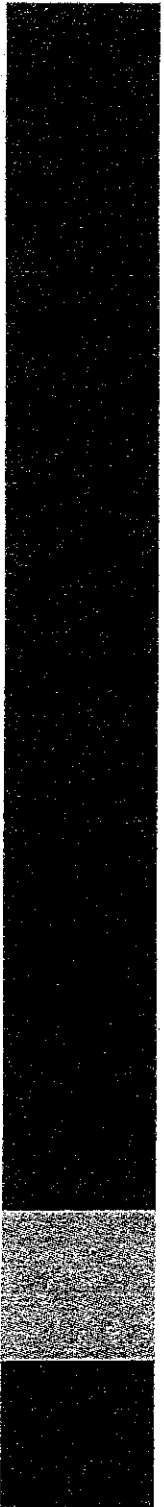
Ordinance No. 141 – Amend Equivalent Dwelling Unit Factors Capacity Fee Schedule

Leucadia Wastewater District



Why Are We Here?

- State of California passed new housing legislation updates due to ongoing housing and housing affordability crisis
- State tool: promote the construction of Accessory Dwelling Units (ADUs) & Junior Accessory Dwelling Units (JADUs)
- Replaces Ordinance No. 137 adopted in June 2018



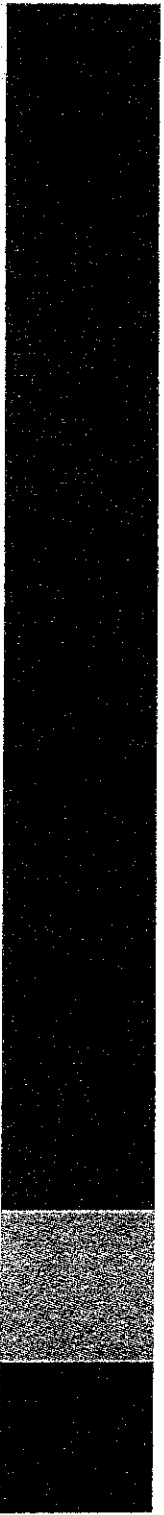
ADU vs. JADU

ADU

- Attached or detached residential unit on same parcel as an existing single-family residence
- Individual kitchen
- Individual bathroom
- Maximum of 1,200 sf

JADU

- Unit created within the walls of a proposed or existing single-family residence
- May share a kitchen and bathroom with primary dwelling
- 500 sf or smaller



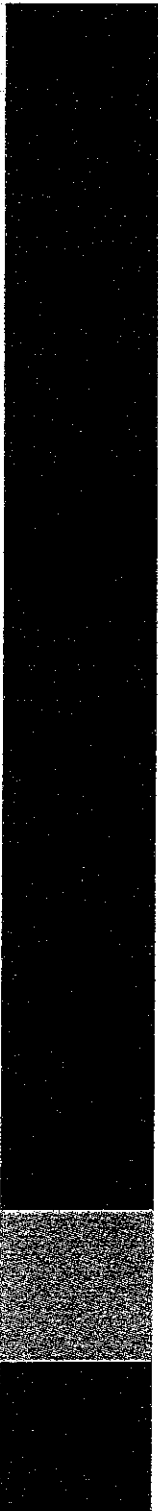
Importance of an EDU Factor

- An EDU is a factor used to assess the proportion of wastewater from a home, office, or restaurant contributes to the LWD sewer system
- EDU factors determine appropriate capacity fee charges (if applicable) and sewer service fees
- An ADU or JADU assessed an EDU factor according to the proportionate burden placed on the sewer system



New State Legislation

- As of January 1, 2020 – updates took effect to ease construction of ADUs & JADUs
- Updates will result in increasing number of ADUs & JADUs
- Staff chose to further evaluate the ADU/JADU category to ensure consistent standards



Recommendations

Current Ordinance

ADU & JADU

- 1,001 sf or larger
- 1,000 sf or smaller

EDU Factor

1.0

0.5



Proposed Ordinance



- 501 - 1,000 sf
- 500 sf or smaller

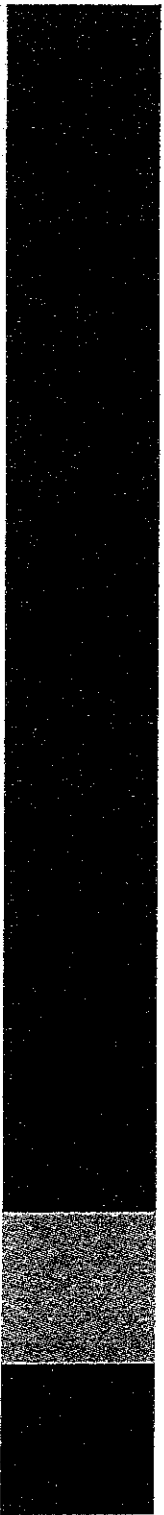
0.5

0.25



Recommendations Con'd

- Clarify the ADU category to include a JADU
- Create an additional sub-category for an ADU or JADU 500 sf or less
- Clarify only a JADU with individual kitchen and bathroom will be assessed an EDU factor



Impact

- Minor administrative changes
- Results in a reduction of 25 EDUs for existing ADUs that are 500 sf or smaller
- Reduction of about \$9,500 per year in sewer service fees



Questions or Comments?



MEMORANDUM

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Infrastructure Engineering Corporation Contract Extension for Engineering Design Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute a two year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services.
2. Discuss and provide direction as appropriate.

DISCUSSION:

This item was reviewed at the May 6th EC meeting and the EC concurred with staff to present this item for the Board's consideration.

In May 2017, the District entered into a Professional Services Agreement with Infrastructure Engineering Corporation (IEC) for as needed engineering design services. The initial contract period was for 3 years with an option to extend the agreement for 2 additional years. These terms were selected for efficiency and to allow for continuity of service beyond the initial term should it be warranted by staff and IEC.

The initial three-year period of the IEC agreement expired on May 1, 2020. IEC verbally agreed to extend their current services past May 1st and until the District approves a formal extension. This verbal extension was made as a result of the cancellation of the April Board of Director's meeting as a result of COVID-19 restrictions. Based on their performance and commitment to the District, staff is recommending that the option for a two-year contract extension be executed.

The amendment to the basic agreement will extend the engineering design services until May 2022. As is the case with the basic contract, this extension does not have a specific compensation amount associated with it. Each design project will be issued using task orders to the agreement containing a negotiated compensation amount. If the compensation amount of an individual task order exceeds the thresholds established in the District's Procurement Policy, the task order will require Board approval prior to execution.

Staff and the Engineering Committee recommend that the Board of Directors authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services and discuss and provide direction, as appropriate.

rym:PJB

INFRASTRUCTURE ENGINEERING CORPORATION (IEC) CONTRACT EXTENSION

(May 2020)

Recommendation

Authorize the General Manager to execute a two year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services.



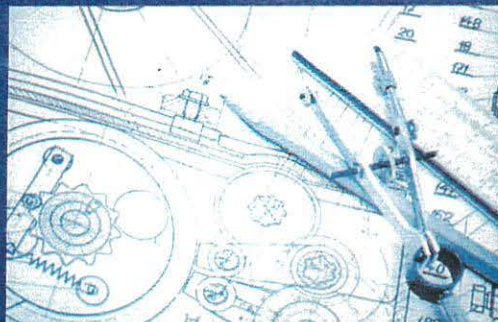
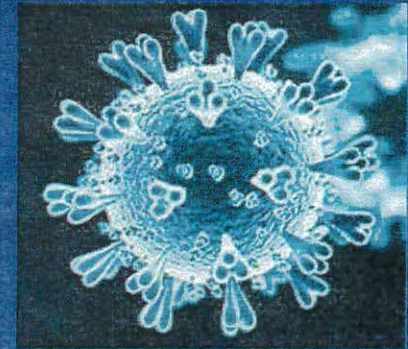
Discussion

- May 2017 executed contract for as needed design service
- Initial period for 3 years
- Option to extend for 2 additional years – based on performance
- Terms for efficiency and continuity of service



Discussion (cont.)

- Initial 3 year period expired on May 1st
- Cancellation of April 2020 Board Meeting due to COVID-19
- Verbal agreement to extend initial period beyond May 1st - pending amendment approval
- Design / Construction Support - 13 projects



Discussion (cont.)



- L1 FM West Section Replacement
- VP5 Pump Station Replacement
- Gafner Improvements
- B1 FM North Section Replacement (design only)
- FY18 Gravity Pipeline CIPP Lining
- La Costa Golf Course Pipeline Realignment
- 2019 Pump Stations Assessment
- B3 FM Discharge Section Replacement
- Leucadia Pump Station Rehabilitation
- Orchard Wood Road Gravity Line Repair
- Encinitas Estates Pump Station Replacement
- FY 20 Gravity Sewer Repairs
- Diana Pump Station Generator

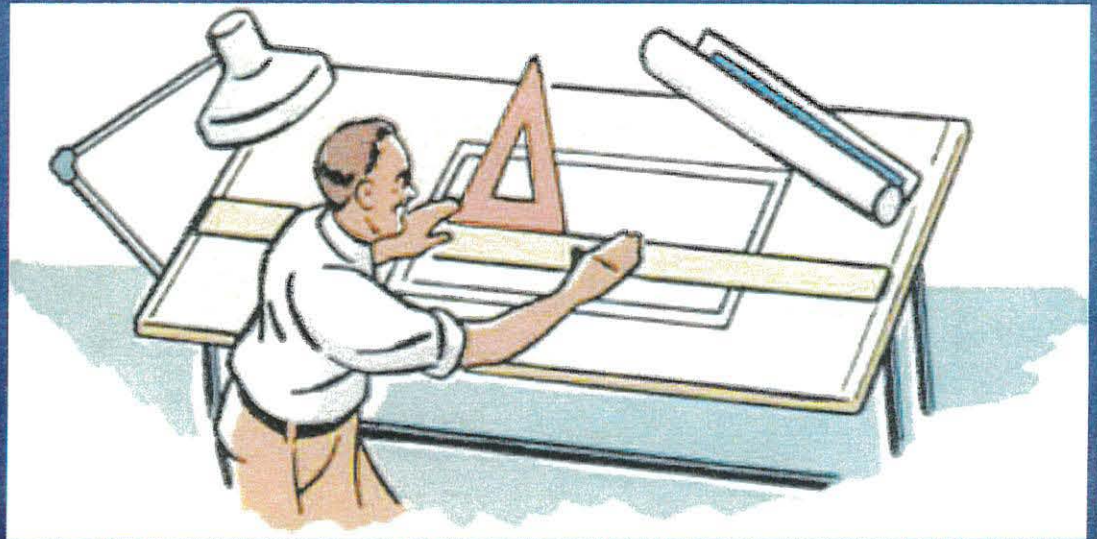


Discussion (cont.)

- Extension to 01 MAY 2022
- No specific compensation amount
- Task Order issued for each project
- Procurement Policy thresholds applies for individual task order / task order amendment(s)

Recommendation

Authorize the General Manager to execute a two year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services.



Questions / Comments

MEMORANDUM

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **ADS Environmental Services Lease for ECHO SSO/Depth Meters for Monitoring, Data Analysis and Presentation, and Maintenance**

RECOMMENDATION:

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

1. Authorize the General Manager to execute a sole source five-year professional services agreement with ADS Environmental Service, Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$80,400 (\$16,080 annually), effective July 1, 2020.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed at the May 6th EC meeting and the EC concurred with staff to present this item for the Board's consideration.

In August 2017, the Leucadia Wastewater District (District) entered into a Professional Services Agreement with ADS Environmental Service, Corporation (ADS) to operate a level monitoring network of ten (10) ECHO SSO/depth monitors for the District. The initial contract period was for three-years and will expire on June 30, 2020.

For the past three years, the District has utilized ADS's ECHO monitoring system, to monitor areas of concern in the collection system on a trial basis. The ECHO meters are essentially a sensor that is mounted on the inside cover of the manhole that alerts District staff if the flow starts to surcharge and/or potentially overflow. In addition, the ECHO meters have also proven effective at optimizing operations by tracking grit buildup in major pipelines and pinpointing areas with high infiltration/inflow.

As you may recall, the District also utilizes an ADS flow monitoring (FM) system that monitors flow from seven sub-basin pipeline locations throughout the service area. The FM system provides an early alert alarm system that sends a text message and email to the operators in case of a pipeline surcharge and utilizes an ADS proprietary computer software system that allows easy graphical viewing of the flow data. It should be noted that the agreement for the ADS FM system is separate from the ECHO monitoring agreement. The FM agreement is for five-years and expires on June 30, 2021.

During the three-year trial period, staff observed several beneficial factors provided by the ECHO meters. One of the benefits is that it integrates seamlessly into the existing ADS FM software so that staff can access both the FM information and ECHO meter depth information in one program making it efficient and user friendly for staff. Another is the flexibility of the ECHO meters. The meters can be moved with ease throughout the collection system to help identify areas with high inflow or infiltration, as needed.

At staff's request, ADS submitted both a three-year and a five-year fixed cost proposal for the lease of ten (10) ECHO meters for the District's collection system. Both proposals include

maintenance and repair of the meters. Additionally, the contract includes services for data collection, analysis and reporting. Both proposals are presented in the following chart.

ECHO Meter Lease Pricing				
	Monthly	Meters	Cost /Year	Total Cost
3-year lease	\$ 1,668.00	10	\$ 16,680.00	\$ 50,040.00
5-year lease	\$ 1,608.00	10	\$ 16,080.00	\$ 80,400.00
Savings per meter / month	\$60.00			

As presented in the chart, the District will save \$720 (\$60 X 12) annually or a total of \$3,600 (\$60 X 60) with the five-year lease when compared to the three-year lease for maintenance and monitoring of the ECHO meters. Another advantage of this arrangement is that ADS has offered a fixed price for the entire 5 year period with no cost escalators.

The proprietary nature of the combined FM and ECHO depth meter monitoring program and the successful use of the ECHO meters satisfy the District Procurement Policy's requirements for a sole source purchase.

Based on the analysis above and ADS's successful performance with the District, staff and the Engineering Committee recommend that the Board of Directors authorize the General Manager to execute a sole source five-year lease agreement with ADS Environmental Service, Corporation (ADS) to operate and maintain ten (10) ECHO SSO/depth monitors. The attached scope of work is provided for your review.

FISCAL IMPACT:

If approved, staff will propose sufficient funds in the FY21 Operating Budget to cover the first year's expense of this agreement. Staff plans to annually propose sufficient funds to cover these costs in the ensuing fiscal years.

jms:PJB

Attachments

ATTACHMENT A

SCOPE OF WORK

CONSULTANT will operate a level monitoring network of ten (10) ECHO SSO/depth monitors for DISTRICT in the Cities of Carlsbad and Encinitas, California. The work will be performed as set forth below:

Phase I – Mobilization

Equipment. CONSULTANT will supply ADS ECHO depth meter technology which is CONSULTANT's newest monitor. The ECHO will be equipped with wireless communication which will allow for remote collection, review and alarming of all data. The ECHO equipment will stay the property of CONSULTANT.

ECHO meters are certified under IECEx (International Electrotechnical Commission Explosion Proof) Intrinsic Safety standards for use in Zone 0/Class I, Div. 1, Groups C&D rated hazardous areas.

CONSULTANT will be responsible for all parts replacements and warranty items for the duration of the contract.

Phase II – Comprehensive Service - CONSULTANT will provide services to maintain and operate the depth monitoring equipment during the Agreement period (July 1, 2020 through June 30, 2025).

1) **Diagnostics:** Remote diagnostic inspection of all equipment using the most current procedures and programs from its facilities in San Diego, CA or other service locations.

2) **Repair:** Repair and preventative maintenance services, including battery replacement (assuming a 15-minute sample rate), necessary to keep the equipment operating in accordance with the manufacturer's design specifications.

CONSULTANT will respond to a malfunction within two (2) business days and perform repairs or temporary repairs within (2) business days thereafter. The types of conditions to be repaired and repair services to be performed under this Agreement include but are not limited to the following:

- Communication link failure - including control boards, modem, and modem interface;
- Hardware replacement – sensor malfunction;
- Low battery voltages - Battery voltages shall be considered as being low when the voltage is less than 5.5V; and

3) **Depth Confirmations:**

CONSULTANT will perform as needed field confirmations according to CONSULTANT's current internal quality procedures for all of the ADS ECHO™ depth monitors including:

- Verification of the depth of flow within manhole channel, topside only.
- Statement of confirmation

4) Service Schedule:

The field service shall occur during the normal operating hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday (excluding holidays).

5) Service Statement:

CONSULTANT shall prepare a statement of repair service whenever service or diagnostic functions are performed. These forms shall be submitted to DISTRICT upon request.

6) Primary Contact:

CONSULTANT shall designate a field service representative who shall be the primary contact with DISTRICT for the resolution of field problems.

ARTICLE 3.

Data Collection, Data Review, and Alarming Services (July 1, 2020 through June 30, 2025)

Data services will be conducted from CONSULTANT's National Data Center where trained Data Analysts utilize Flowview software, as well as Six Sigma quality assurance procedures to maximize data usability and ensure data up-time.

7) Data Collection and Diagnosis:

Data will be uploaded from the depth meters every twenty-four (24) hours to the Flowview Operations web hosted system. CONSULTANT's data analysts will review the data (e.g. bi-weekly) to verify that equipment is in working order and will dispatch CONSULTANT field crews to perform equipment repair as needed.

8) Data Alarming:

The Flowview web hosting system will send out real-time alarms (via the web, pagers, cell phones, emails) if any set triggers are reached at the individual depth meters. Alarm triggers can be set for Loss of Depth, Pipe Height, High, High High, and Overflow.

Exclusions:

The types of services excluded under this comprehensive service agreement include the following:

- Civil Engineer's Stamp on any plans for submitted for permitting;
- Work conducted outside of Service Schedule;
- Communication line work external to depth monitoring equipment;
- Changes or alterations in specifications;
- Painting or refinishing or furnishing materials therefore except as damaged by CONSULTANT during service work;
- Installation, moving, or removing of equipment unless required as part of the repair process;
- Repairs made necessary due to the negligence of DISTRICT, its employees, agents, invitees, or contractors;
- Repairs made necessary due to attempts by DISTRICT to repair or maintain the equipment unless authorized by CONSULTANT;
- Maintenance and repair necessary to put equipment not under the comprehensive scheduled service contract in good repair;

- Equipment repair or replacement outside manufacturer's design specifications when knowingly directed by DISTRICT; and
- Repairs made necessary due to events beyond CONSULTANT's control (force majeure).

DISTRICT Responsibilities

- 1) Access to the site of work with sufficient area for placement of personnel and equipment, including all right-of-way and ramps, if required. This includes, but is not limited to, exposing manholes, clearing easements and/or constructing roads or ramps suitable for truck/van, if necessary;
- 2) Pay all local licenses and permits fees, if required;
- 3) Assist in obtaining and complying with any special permits;
- 4) Ensure that selected sites have been jet cleaned to minimize hydraulic deficiencies; and
- 5) Provide any information concerning bypasses, overflows, base flows, critical surcharge areas, and maintenance habits.

Pricing:

Five-Year Service Period July 1, 2020 - June 30, 2025

Monthly Field Services, Analysis and Web Reporting Costs:				
Item	QTY	Description	Unit Cost meter/year	Yearly Extended Cost
1	10	ADS D-Site Level Only Monitoring Program (5 Year Option). ECHO Monitor Lease (ADS Owned Meter), Maintenance, and FlowView Prism with blockage prediction Setup/Hosting for sixty (60) Calendar Months.	\$ 1,608.00	\$ 16,080.00
			1 st Year Contract Value:	\$ 16,080.00
			2 nd Year Contract Value:	\$ 16,080.00
			3 rd Year Contract Value:	\$ 16,080.00
			4 th Year Contract Value:	\$ 16,080.00
			5 th Year Contract Value:	\$ 16,080.00
			2020-2025 Total Contract Value:	\$ 80,400.00

*Additional sites can be added for the unit rate price listed above with additional installation fee of \$500.

MEMORANDUM

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Agreement with Evoqua Water Technologies LLC to Furnish and Deliver Bioxide on Interim Basis**

RECOMMENDATION:

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

1. Authorize the General Manager to execute Amendment No. 1 to the agreement with Evoqua Water Technologies, LLC to furnish Bioxide on interim basis in an amount not to exceed \$2.33 per gallon or an estimated \$122,000 per year.
2. Discuss and take other action as appropriate.

BACKGROUND:

This item was reviewed at the May 6th EC meeting and the EC concurred with staff to present this item for the Board's consideration.

In 2006, the Leucadia Wastewater District (District) partnered with Evoqua Water Technologies, LLC (EWT), to provide Bioxide to help prevent and control the formation of hydrogen sulfide (H₂S) in the Leucadia Pump Station Force Mains (LPSFM). Control of H₂S is critical because it is a lethal gas, creates odors, and causes internal corrosion of metal pipes. While the injection of Bioxide in the LPSFM was effective, over time the efficacy of the Bioxide was reduced and the cost for the chemical was quite high.

As a result, staff looked for better ways to control H₂S and, working with the District Engineer, identified Ferrous Chloride (Ferrous) as a possible solution. In March 2018, staff executed an agreement with EWT and began a 120-day trial period using Ferrous to control H₂S. The results demonstrated that Ferrous was more effective at reducing H₂S levels than Bioxide and was more cost effective. The District subsequently executed a contract with EWT to continue to provide Ferrous.

In December 2019, staff began noticing issues with the District's air/vacuum relief valves (air vacs) as they performed routine maintenance. The air vacs' flapper valves were being compromised by an unknown substance causing leakage and the potential for a spill. Staff tested and evaluated the substance over the next few months but was unable to identify the substance. Staff eventually concluded that the Ferrous could be causing the unknown substance and turned off the Ferrous for a brief period and the unknown substance went away.

Based on this, staff stopped using Ferrous to avoid the potential for a spill. However, the H₂S levels in Leucadia and Batiquitos forcemains have become unacceptably high as a result. Concurrently, the Leucadia Pump Station upgrade project has identified super-oxygenation as

the long-term solution to control H₂S, but the upgrade is under construction and the system will not be in place for another year and half.

DISCUSSION:

To control the H₂S to some level during the interim period, staff is recommending that we return to using Bioxide.

On February 28, 2020 the District sent out a Request for Bids to two (2) known suppliers that furnish and deliver Bioxide. Bids were due April 6, 2020 and were received as follows:

	Cost per gallon	1 Year Cost
Evoqua	\$2.33	\$121,346
USP Technologies	\$2.95	\$153,636

The bids were submitted on a cost per gallon basis with EWT submitting the lowest bid. Staff used its previous dosing history for Bioxide, to estimate the cost over a one-year period. As a result of staff's evaluation, EWT was determined to be the lowest responsive bidder to satisfy the bid requirements and recommends the award of the agreement to EWT. Attached is a copy of the Scope of Work to furnish and deliver Bioxide for your review.

Therefore, staff and the Engineering Committee recommend that the Board of Directors authorize the General Manager to execute Amendment No.1 to furnish and deliver Bioxide to Evoqua Water Technologies, LLC as the lowest responsive and responsible bidder in an amount not to exceed \$2.33 per gallon or an estimated \$122,000 over a one-year period.

FISCAL IMPACT:

Sufficient funds will be appropriated in the FY21 Operating Budget to cover the cost associated with this agreement.

jms:PJB

ATTACHMENT A

SCOPE OF WORK FOR FURNISHING AND DELIVERING BIOXIDE

1. SCOPE OF SUPPLY

1.1 Equipment

- (1) 6,650 Nominal Gallon, Double Wall, High-Density Cross-Linked Polyethylene Chemical Storage Tank (10'2" Diameter, 14' 9 ½" Tall, Specific Gravity 1.65) for chemical storage
- (1) Complete UL Approved, Stainless Steel Control and Calibration Unit to Independently Control Two Feed Pumps. The Control Unit shall consist of:
 - (2) 24-Hour Time Clocks
 - (1) 316 SS Control Enclosure
 - (1) 15 Amp Circuit Breaker, 115 volt
 - (1) Ground Fault Convenience Receptacle
 - (5) On/Off Switches with LED Indicator Lights
 - (1) Calibration Cylinder with Flow Control Valves
 - (2) Dry Contacts to Receive Signal from Remote Source
- (2) M-15908-001 1.5" Evoqua Water Technologies Bellows Pumps with an adjustable feed rate from 63 to 630 mL/min and a maximum discharge pressure of 20 psi.
- (1) Single Wall Piping Kit shall consist of:
 - 40 ft of 1/2" schedule 80 PVC Pipe.
 - (1) 2" Stainless Steel Male Camlock
 - (1) 2" Plastic Female Camlock Cap.
 - (1) 2" Schedule 80 PVC Tank Fill Piping

Evoqua shall retain ownership of all provided equipment. Some of the above items provided as a loaner may be refurbished (used). Evoqua will maintain spare parts for the equipment for emergency replacement.

Evoqua shall be responsible for the following installation activities:

- 1. Deliver tank and feed system
- 2. Fill and suction piping installation
- 3. Removal and disposal of old tank (optional adder)

1.2 Chemical

Evoqua shall provide minimum 3,800-gallon bulk loads of Bioxide solution.

1.3 Preventive Maintenance and Routine Sampling

An Evoqua service technician will perform routine maintenance and sampling for the chemical feed site at a *minimum of four (4) times per year*. These visits will be conducted at a frequency *not more than 3 months apart* and shall consist of odor control point liquid phase sampling. A written report will be provided within a week of site visit. Sampling and routine maintenance services will be scheduled in advance and include, but not be limited to the following:

- Liquid phase testing for performance evaluation and feed rate adjustments. The parameters measured shall be:

Parameter Monitored	Method
Dissolved Sulfide	Methylene Blue, pre-flocced to remove insoluble sulfides
pH	Combination Glass Electrode
Temperature	NIST calibrated Thermometer
Residual Nitrate	HACH Nitrate Strips

Table 1 – Performance Sampling Methods.

- A report will be issued to Leucadia WD each month noting the following:
 1. Beginning feed rate in ml/min, gal/day
 2. Liquid and Vapor phase data collected
 3. Adjusted feed rate in mL/min, gal/day
 4. Tank Levels
 5. General Condition of the feed and storage equipment

Sampling and optimization visits are crucial so that seasonal temperature changes and chemical demand changes in the waste water may be accounted for. System optimization minimize long periods of time where chemical overfeeding or underfeeding might be occurring and will lead to overall cost savings and increased system performance.

2. SITE, UTILITIES AND CUSTOMER REQUIREMENTS

The Leucadia WD shall be responsible for having certain facets of site preparation completed prior to Evoqua's mechanical installation of the feed equipment. This includes, but is not limited to dewatering, concrete work, trenching, containment piping, excavation, backfill, piping and electrical. Additionally, the customer shall be required to supply the following for each chemical feed system:

- Power – 15A / 120VAC / 1PH (provided within 10' of equipment)
- Floor Space – 12' x 12' Level ground (concrete pad preferred)
- Site Security
- Tanker Access for chemical delivery
- Verify discharge line in tact to chemical delivery location
- Force main tap for chemical injection (if required)
- Lift Station Contacts to operate equipment on LS mode (if required)
- Site Permits (as required)

3. SCHEDULE

Evoqua can begin the program within 2 - 3 weeks of authorization to proceed after Evoqua contract approval and depending on scheduling.

4. PRICING

Evoqua is pleased to offer the following price for chemical, equipment and services for a one-year period from date of contract acceptance. Pricing shall be subject to annual review:

Mobilization Fee: **\$ 6,750** one-time fee for the delivery and installation of chemical storage tank and feed system

BIOXIDE: **\$ 2.33 / gallon.** Price includes delivery, Prepaid (PPD).

Equipment and Quarterly Service: Included in the price of chemical

Demobilization Fee: **\$ 5,250** one-time fee for the removal of chemical storage tank and feed system


Optional Tank Removal Adder: **\$ 3,750** one-time fee for the removal and disposal of old tank

The Services to be performed under this contract can be extended with mutual agreement from both parties at the end of the contract date. Price increase requests for the extended period of the contract will be considered based on the local CPI-U.

* Pricing is valid for the one-year contract period. Evoqua reserves the right to request reasonable pricing increases for contract extensions for periods after June 30, 2021.

** Payment due within 15 days of receipt of quarterly invoice.

MEMORANDUM

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Discussion of Proposed Sewer Rate Increase

RECOMMENDED:

- 1) Discuss and take action, as appropriate.

DISCUSSION:

In February, the Board of Directors authorized staff to proceed with the Proposition 218 process for sewer service rate increases for Fiscal Years (FY) 2021, 2022 and 2023. The Board also scheduled a public hearing to consider public input on the rate increase on June 10, 2020. The decision to move forward was made prior to the onset of the COVID-19 Emergency.

To meet the 45-day notice requirement of Prop. 218, notices of the rate increases were mailed to District customers on April 21, 2020. Since that time, staff has received a number of phone calls and emails that have expressed concern about the rate increase especially in light of the severe economic impacts associated with the current COVID-19 Emergency.

President Juliussen and I discussed the customer responses in late April and we agreed that the Board should revisit whether to move forward with the rate increase at the May 13, 2020 Board meeting. Based on the current state of the COVID-19 Emergency and the heavy economic impact it has had on District customers, staff suggests that the Board postpone the subject rate increases until next year. The District's finances remain sound and we will be able to absorb postponement of a rate increase until next year.

This item is presented for the Board's discussion and potential action.

tb:PJB

MEMORANDUM

Ref: 20-7065

DATE: May 7, 2020

TO: Board of Directors

FROM: Paul J. Bushee, General Manager

SUBJECT: Board of Director Compensation Adjustment

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction as appropriate.

DISCUSSION:

Subsequent to a duly noticed Public Hearing, the Board of Directors adopted Ordinance No. 140 regarding the compensation of Directors on June 12, 2019. Pursuant to applicable sections of the California Water Code (CWC), the Ordinance, which adjusted Director's compensation from \$190 to \$200, became effective 60 days after adoption. This item is presented for the Board's consideration and staff has no recommendation on this matter.

California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2019, the Board is eligible for an adjustment not to exceed 5%. The exact amount of the increase, up to the limit, is at the Board's discretion.

A survey of Director's compensation for other agencies is attached for review.

Staff requests that the board discuss this item and, if an increase is recommended, authorize staff to prepare, notice and schedule a public hearing concurrent with the June 2020 Board meeting.

tb:PJB

Attachment

**BOARD OF DIRECTORS
PER DIEM COMPENSATION COMPARISON
APRIL 2020**

	DISTRICT	Feb 2019	Apr 2020
1	Carlsbad MWD	\$100.00	\$100.00
2	Eastern MWD	\$223.00	\$223.00
3	Elsinore Valley MWD	\$221.43	\$221.43
4	Encina Wastewater Authority	\$206.00	\$213.21
5	Fallbrook PUD	\$100.00	\$110.25
6	Helix Water District	\$225.00	\$225.00
7	Lakeside Water District	\$125.00	\$125.00
8	Leucadia Wastewater	\$190.00	\$200.00
9	Olivenhain MWD	\$150.00	\$150.00
10	Otay Water District	\$145.00	\$152.00
11	Padre Dam MWD	\$140.00	\$145.00
12	Rainbow MWD	\$150.00	\$150.00
13	Ramona MWD	\$100.00	\$100.00
14	Rancho California Water District	\$200.00	\$200.00
15	Rincon Del Diablo MWD	\$160.00	\$160.00
16	SDCWA Directors/Officers	\$150/\$180	\$150/\$180
17	San Dieguito Water District	\$100.00	\$100.00
18	Santa Fe Irrigation District	\$150.00	\$150.00
19	South Bay Irrigation District	\$100.00	\$100.00
20	Sweetwater Authority	\$150.00	\$150.00
21	Vallecitos Water District	\$200.00	\$200.00
22	Valley Center MWD	\$100.00	\$100.00
23	Vista Irrigation District	\$200.00	\$200.00
24	Yuima MWD	\$206.00	\$100.00

The **average** per diem is **\$156.20**

The **median** per diem is **\$150.00**

MEMORANDUM

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2329 Adopting LWD's Telecommuting Policy

RECOMMENDATION:

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

1. Adopt Resolution No. 2329 - LWD's Telecommuting Policy.
2. Discuss and take other action as appropriate.

BACKGROUND:

This item was reviewed at the May 5th IFC meeting and the IFC concurred with staff to present this item for the Board's consideration.

In response to the global Coronavirus (COVID-19) pandemic and to protect the health of LWD's employees and members of the public, LWD implemented a temporary telecommuting work schedule beginning on March 18, 2020. The temporary telecommuting work schedule consists of half of the employees working in the office/field one day, the other half working the office/field the next day. While half the staff is in the office/field, the other half is working remotely at home.

Prior to implementing this new schedule, LWD Management established the expectations for employees while working from home.

DISCUSSION:

In order to fortify and formally establish LWD's current work arrangement, staff is recommending that the Board approve the attached Telecommuting Policy, which provides guidelines and procedures to employees when working remotely from home.

Key components of the policy are as follows:

- Defines the purpose and establishes authority lines
- Explains potential need to telework due to an emergency, pandemic, or other instances, as appropriate.
- Defines procedures for equipment needs and reimbursements for reasonable business-related expenses
- Defines procedures for safeguarding District documents (electronic/paper)
- Defines procedures for the return of equipment, documents, etc.
- Establishes that employees' salary and benefits will remain unchanged

While this policy was prompted by this unprecedented event, telecommuting can also be an effective tool to continue productivity in other types of emergencies or if an employee is unable to commute due to an injury or illness but can still work remotely. Therefore, staff recommends approval of the Telecommuting Policy.

The attached proposed Resolution No. 2329 (Attachment 1) includes the Telecommuting Policy for the Board's review. Staff will provide an overview at the upcoming meeting.

Attachment

th:PJB

RESOLUTION NO. 2329

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE TELECOMMUTING POLICY**

Whereas, on March 4, 2020, Gavin Newsom, the Governor of the State of California proclaimed a State of Emergency for California as a result of the global Coronavirus (COVID-19) threat; and,

Whereas, for the preservation of the health and safety of employee's and members of the public, LWD established a telecommuting alternate work schedule that was prompted by the COVID-19 threat; and,

Whereas, the Board of Directors recognizes that telecommuting is an effective tool to continue District operations during the COVID-19 pandemic, as well as, unforeseen emergencies, disasters, other pandemics, or if an employee is unable to commute due to an injury or illness; and,

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the Telecommuting Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 13th day of May 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

Attest:

Paul J. Bushee, Secretary /Manager

Exhibit A

Telecommuting Policy

Telecommuting Policy

I. Purpose

The Leucadia Wastewater District (District) is committed to maintaining a safe and healthy workplace that is free from recognized hazards. The purpose of this policy is to allow employees to telecommute in exceptional circumstances including emergencies, pandemics and other instances, as appropriate. The policy shall be implemented at the discretion of the General Manager and provides and defines acceptable standards of telecommute arrangements. The District may allow or require employees to temporarily work from home to ensure business continuity. The District will implement this Policy in keeping with the mission of the District.

II. Policy

Telecommuting is an arrangement that allows eligible employees to work in designated areas outside of the office. The arrangement shall be established prior to the start of telecommuting work. This is short-term discretionary program that will be utilized in appropriate situations. Approval of a telecommuting arrangement is at the General Manager's discretion and is not an employee right. The arrangement may be modified or terminated at any time based on the District's operational needs.

All existing duties, obligations, responsibilities and condition of employment remain unchanged. Telecommuting employees are expected to abide by all District policies and procedures, rules and regulations, and all other official District documents.

III. Procedures

- A. Employees are not authorized to telecommute without prior approval. Employees will be provided with the specified period of time for telecommute arrangement and the District may require employees to return to regular, in-office work at any time at the discretion of the General Manager or her/his designee.
- B. The appropriate Manager or Supervisor shall determine the job responsibilities of the telecommuting arrangement. The District will coordinate with the employee(s) to determine the appropriate workspace considerations and scheduling issues.
- C. The Manager or Supervisor will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the District is to be used for business purposes only. Consistent with the District's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure that all official District documents are retained and maintained according to the normal operating procedures.
- D. As a minimum, employees must have a working telephone number and an internet connection sufficient to connect to the District's system. If District equipment is unavailable, employees must also have a suitable computer (including keyboard and monitor) to connect to the District's system. The District's IT consultant will be made available to answer questions and to provide support to employees in advance and during telecommute situations.
- E. To the extent feasible, all work should be completed on the District's remote server and documents should not be stored on personal computers or other personal devices. If employees are using a personal cell phone or email, the employee should be aware that

messages and text related to District business are subject to the California Public Records Act (PRA). All personal messages and texts on personal equipment are not subject to the PRA.

- F. The employee will establish an appropriate work environment within his/her home for work purposes. The District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, internet connection, Wi-Fi, telephone, or repairs/modifications to the home office space. The District may reimburse the employee(s) for reasonable business-related expenses incurred in carrying out the job (i.e. ink cartridges, paper, etc.)
- G. Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the District's records retention policies, especially as it pertains to the PRA. Employees must safeguard all sensitive and confidential information (both paper and in electronic form) relating to District work they access from the home. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information.
- H. Employee must return all equipment, records, documents, and correspondence to the District at the conclusion of the telecommute assignment.
- I. Employees shall continue to abide by practices, policies and procedures for requests of sick, vacation and other leaves of absences. Requests to work overtime, or take other time off from work must be pre-approved by the employee's manager or supervisor.
- J. Employees' salary and benefits remain unchanged. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. The employee agrees to hold the District harmless for injury to third parties at the alternate worksite.
- K. All of employees' existing supervisory relationships, lines of authority and supervisory practices remain in effect. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved.
- L. Employees are to be physically present at the alternate worksite and to follow the District normal hours of work as stated in the District's Human Resources Policy Manual.

IV. Employee Acknowledgement

I acknowledge that I have read, understand and will abide by the terms set forth in this policy. Employees who violate the District's Policy may be subject to discipline up to and including termination.

Employee's Name

Signature

Date

Submit the to the Administrative Services Supervisor.



LEUCADIA
WASTEWATER
DISTRICT

LEADERS IN
ENVIRONMENTAL
PROTECTION

Resolution No. 2329 – Adopting LWD's Telecommuting Policy

IFC Meeting - May 5, 2020

Background

- ▶ State of Emergency - Global COVID-19 Pandemic
- ▶ Est. Temporary Telecommuting Work Schedule
- ▶ Protection of LWD's employees and the public



Policy Key components

- ▶ Purpose:
 - Allow employees to telecommute in exceptional circumstances

Policy Key components

- Defines telecommuting
- Short-term discretionary program
- General Manager has authority to approve telecommuting arrangement

Policy Key components

► Procedures:

- Employee(s) requires approval to telecommute
- Job responsibilities, workspace, timeline will be established
- Equipment needs and reimbursement for reasonable business related expenses



LEUCADIA
WASTEWATER
DISTRICT

LEADERS IN
ENVIRONMENTAL
PROTECTION

Policy Key components

► Procedures:

- Safeguarding District documents
- Return equipment at conclusion of assignment
- Employees' salary and benefits will remain unchanged



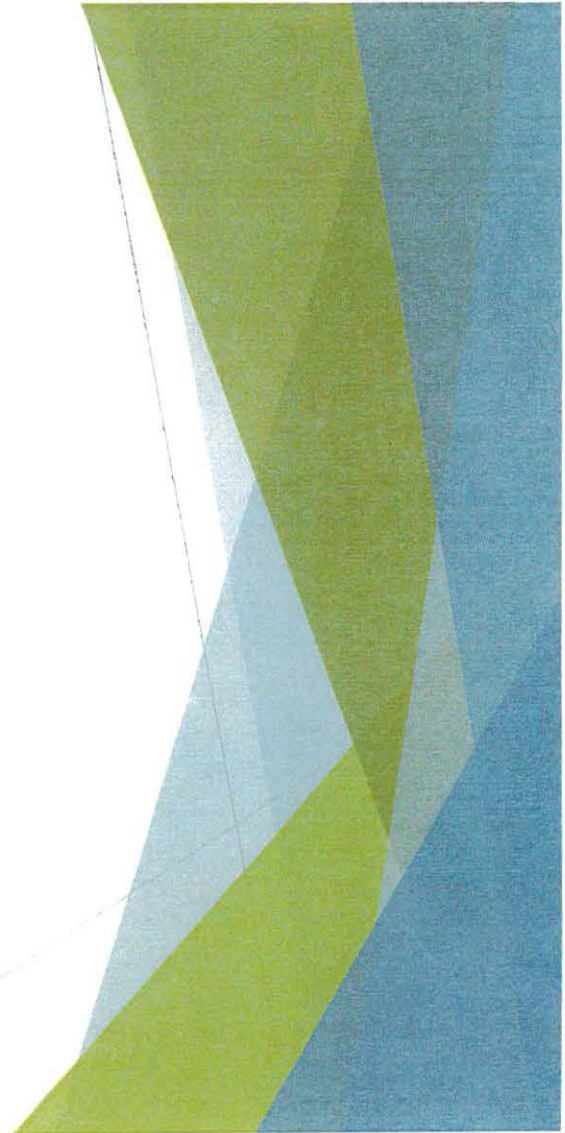
Conclusion

- COVID-19 prompted need for policy
- Effective tool to continue District operations
- Staff recommends approval of the Telecommuting Policy



LEADERS IN
ENVIRONMENTAL
PROTECTION


Questions?



MEMORANDUM

DATE: May 7, 2020

TO: Board of Directors

FROM: Paul J. Bushee, General Manager 

SUBJECT: **Adopt Resolution No. 2330 – A Resolution of the Board of Directors of the Leucadia Wastewater District (LWD) Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2021 (FY21) Operating, Capital and CalPERS Pension Funding Budgets**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2330 as presented.
2. Discuss and take other action as appropriate.

DISCUSSION:

The EWA Revised Basic Agreement (RBA) and Revised Establishment Document (RED) require that the governing body of each EWA member agency take action on the proposed annual budget. The recommended FY21 budget was approved by the EWA Board of Directors and the Joint Advisory Committee on April 22, 2020 and has been forwarded to LWD for consideration. A breakdown of the costs follows:

EWA Fiscal Year 2021 Budgets

Operating Budget	Capital Budget	CalPERS Pension Funding Budget
\$18,211,359	\$24,249,023	\$4,096,100

These budget figures include funding for all *joint and non-joint* facilities operated by EWA. A copy of EWA's recommended Budget is on file at LWD and is available upon request. LWD's share of the proposed FY21 operating, capital, and pension budgets is \$2,021,904, \$3,487,794 and \$547,626 respectively.

Director Sullivan served on this year's EWA Policy and Finance Committee and participated in EWA's Operating Budget review. President Juliussen served on the EWA Capital Improvement Committee and has reviewed the EWA Capital Budget in detail. Furthermore, staff has reviewed the recommended budget documents in detail and is prepared to answer any questions the Board may have.

Resolution No. 2330 (attached) approves the EWA Operating, Capital, and CalPERS Pension Funding budgets as required by EWA's RBA and RED. Staff recommends that the Board of Directors adopt the resolution as presented, and/or take other action as appropriate.

rad:PJB

Attachment

RESOLUTION NO. 2330

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
APPROVING THE ENCINA WASTEWATER AUTHORITY
FISCAL YEAR 2021 OPERATING, CAPITAL, and CALPERS PENSION
FUNDING BUDGETS**

WHEREAS, the City of Vista, City of Carlsbad, Buena Sanitation District, Vallecitos Water District, Leucadia Wastewater District and City of Encinitas are the "member agencies" of the Encina Wastewater Authority (EWA), a California joint powers authority; and

WHEREAS, the EWA member agencies are authorized and empowered to contract for the joint exercise of powers under the Government Code of the State of California for the operation, maintenance and administration of their jointly owned wastewater system, the Encina Joint System; and

WHEREAS, the member agencies recognize the need to operate, maintain and administer the Encina Joint System on a cooperative basis for the collection, transmission, treatment and disposal of wastewater, and the management of wastewater treatment byproducts; and

WHEREAS, LEUCADIA WASTEWATER DISTRICT (LWD) is party to certain documents entitled the Revised Basic Agreement and the Revised Establishment Document which establish the ownership, operation, maintenance and administration of the Encina Joint System and the EWA, respectively; and

WHEREAS, the Revised Basic Agreement governs the administration of the EWA and requires the preparation and approval by each of the member agencies of estimated Operating and Capital Improvement Program Budgets on an annual basis; and

WHEREAS, the Fiscal Year 2021 (FY21) EWA Operating, Capital, and CalPERS Pension Funding Budgets were approved by the EWA Joint Advisory Committee and the EWA Board of Directors on April 22, 2020, in the following amounts: Operating Budget – \$18,211,359; Capital Budget – \$24,249,023; and CalPERS Pension Funding Budget - \$4,096,100.

WHEREAS, the EWA Joint Advisory Committee and the EWA Board of Directors recommend member agency approval of the FY21 EWA Operating, Capital, and CalPERS Pension Funding Policy Budgets in the aforementioned amounts; and

WHEREAS, copies of the FY21 EWA Operating, Capital, and CalPERS Pension Funding Budgets were available for review by the LWD Board of Directors at its May 13, 2020 Board of Directors meeting;

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

Section 1. Approval of the recommended FY 21 Encina Wastewater Authority Pension Policy Budget as presented in the following amount: \$4,096,100.

Section 2. Approval of the recommended FY 21 Encina Wastewater Authority Operating Budget as presented in the following amount: \$18,211,359.

Section 3. Approval of the recommended FY 21 Encina Wastewater Authority Capital Budgets in the following amount: \$24,249,023.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held May 13, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

MEMORANDUM

Ref: 20-7146

DATE: May 7, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Authorize the General Manager to Apply for Financial Assistance for COVID-19 Pandemic Impacts, As Needed

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2328 to authorize the General Manager to apply for federal or state financial assistance, as needed, in response to the declared COVID-19 federal and state declared emergency.
2. Discuss and take other action, as appropriate.

DISCUSSION:

During a federal or state declared emergency, government funds may be made available for organizations to continue operating during the incident or recovery after the event has passed. The COVID-19 pandemic is a declared federal and state emergency. To be eligible to apply for government assistance in this situation the District must satisfy two conditions.

The first condition is that the District is required to file a California Governor's Office of Emergency Services (Cal OES) Form 130, Designation of Applicant's Agent Resolution for Non-State Agencies. Resolution No. 2328, attached, requires adoption by the Board to satisfy that requirement. The resolution authorizes the General Manager or his designee, as specified in the resolution, to act on the behalf of the District to apply for government financial assistance. This authorization is valid for a period of three years following the date of adoption.

The second condition is the submission of Cal OES Form 89, Project Assurances for Federal Assistance. This form lists assurances to be implemented on infrastructure projects such as:

1. Allow the awarding agency (AA) access to and right to examine all records and document related to the assistance.
2. Establish a proper accounting system in accordance with generally accepted accounting standards or AA directives.
3. Comply with AA requirements for drafting, review and approval of construction plans and specifications.
4. Furnish progress reports and such other information required by AA.

The proposed resolution and Cal OES Forms 89 and 130 are attached for Board's review.

Staff recommends the adoption of Resolution 2328 to establish the District's eligibility for federal and/or state financial assistance for the COVID-19 declared emergency. It should be noted that the District is not obligated to submit for financial assistance based on submission of these documents. However, staff believes it is prudent to have the option by establishing eligibility.

rym:PJB

Attachments

RESOLUTION NO. 2328

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
AUTHORIZING THE GENERAL MANAGER TO FILE
APPLICATIONS FOR FEDERAL FINANCIAL ASSISTANCE WITH
THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

WHEREAS, the District may elect to apply for Federal or State funding, in any form such as loans or grants, in response to instances of declared Federal or State disaster or emergency situations;

WHEREAS, the Board of Directors wishes to delegate authority for application of such funding to the General Manager or his/her designated representative,

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

Section 1: Adopt the Designation of Applicant's Agent Resolution for Non-State Agencies, attached hereto as Exhibit A.

Section 2: This delegation of authority is effective for all open and future Federal or State declared disasters or emergencies up to three (3) years following the adoption date of this resolution.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held May 13th, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

ATTEST:

Paul J. Bushee, Secretary /Manager

(SEAL)

EXHIBIT A

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES (CAL OES FORM 130)

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Leucadia Wastewater District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)

Administrative Services Manager, OR
(Title of Authorized Agent)

Technical Services Manager
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Leucadia Wastewater District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Leucadia Wastewater District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 13th day of May, 2020

Allan Juliussen, Board President
(Name and Title of Governing Body Representative)

Donald Omsted, Board Vice President
(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Paul J. Bushee, duly appointed and Board Secretary of
(Name) (Title)

Leucadia Wastewater District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Leucadia Wastewater District
(Governing Body) (Name of Applicant)

on the 13th day of May, 2020.

(Signature)

Board Secretary
(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: Leucadia Wastewater District

(Name of Organization)

ADDRESS: 1960 La Costa Avenue

CITY: Carlsbad STATE: CA ZIP CODE: 92009

TELEPHONE: (760) 753-0155 FAX NUMBER: (760) 753-3094

AUTHORIZED AGENT: Robin Morishita TITLE: Technical Services Mgr

EMAIL ADDRESS: rmorishita@lwwd.org

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.
21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subrecipient to enter into this agreement for and on behalf of the said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

Paul J. Bushee

PRINTED NAME

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

General Manager

TITLE

May 13, 2020

DATE

[CSDA HomePage](#)

2020 VIRTUAL SPECIAL DISTRICTS LEGISLATIVE DAYS

MAY 18 - 22, 2020

OVERVIEW

CSDA is transitioning our in-person Special Districts Legislative Days Conference to a virtual event – 2020 Virtual Special Districts Legislative Days. Attendees will have even more access to important information using this new format with no travel or hotel costs.

Here's what's included:

April 16 – May 29

Access to an exclusive 2020 Virtual Special Districts Legislative Days online community

Monday, May 18 - Friday, May 22

Access to three on-demand Policy Expert Webinars

- Prudently and Proactively Managing Pension Liabilities in Today's Volatile Environment
- 2021: When Redistricting and the California Voter Rights Act (CVRA) Collide

GENERAL INFORMATION

Pricing

\$150 CSDA Member
\$365 Non-member

[Register](#)

Exclusive Community Access April 16 – May 29

Access to an exclusive 2020 Virtual Special Districts Legislative Days online community.

2019 HIGHLIGHTS

- Navigating Legal Attacks, Legislative Shifts, and Public Protests on Prop 218 Rates and Fees

Tuesday, May 19: LIVE Legislative Briefing – will also be made available on-demand for a limited time

Here are some highlights from 2019 - help us take action like this in 2020 by registering now for Special Districts Legislative Days.

EXPERIENCE THE CONFERENCE

Legislative Days



DEFENDED CRITICAL LOCAL INFRASTRUCTURE FUNDING

Narrowed a host of legislation seeking to restrict or eliminate the ability of special districts to impose and collect development impact fees. (AB 68, AB 1484, SB 4, and SB 13)



BILLS SUPPORTED

- 31 – Signed into law
- 1 – Amended to remove support
- 5 – Vetoed
- 32 – Two-year bills



BILLS OPPOSED

- 13 – Signed into law
- 21 – Amended to remove opposition
- 7 – Vetoed
- 22 – Two-year bills

80+

CSDA staff attended chapter meetings throughout California.



ESTABLISHED SPECIAL DISTRICTS WEEK
SEPTEMBER 25-29

From: Costa Mesa Sanitary District <info@cmsdca.gov>
Sent: Wednesday, April 8, 2020 4:32 PM
To: Paul Bushee <PBushee@lwwd.org>
Subject: Re-elect Arlene Schafer for CSDA Southern Network

**RE-ELECT ARLENE SCHAFFER FOR
CSDA SOUTHERN NETWORK**

**ARLENE SCHAFFER - SECRETARY
COSTA MESA SANITARY DISTRICT**



Previous CSDA Experience

Board President
Board Vice President
Board Secretary
Finance Corporation
Legislative Committee
Professional Development
Committee
Member Services Committee
Recruitment & Planning Committee
Fiscal Committee

As the former Mayor of the City of Costa Mesa, it has been an honor to serve as your representative on the California Special Districts Association (CSDA) for the past five years and now I humbly ask for your support to re-elect me to the Southern Network for another term. I believe my 30 years of experience as a local government leader that includes 22 years serving special districts in a variety of different capacities makes me the best candidate. CSDA's mission is to be the voice for all special districts and provide members with the resources necessary to best serve their community. During my term as a member of the Board of Directors, I served on the Legislative Committee where we successfully defeated AB 1184 (email retention), but the bill was reintroduced this year (AB 2093), so we are amplifying our efforts to defeat email retention legislation once again. I also served on the Professional Development Committee that plans, organizes and directs professional development and events for CSDA. With the cooperation and dedication from CSDA's exceptional staff, we have provided top quality training and development to better serve our communities such as the Leadership Academy, Legislative Days, the General Manager Leadership

Summit, Board Secretary/Clerk Conference and of course, the highly anticipated Annual Conference & Exhibitor Showcase.

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 22 years. I am proud to be part of an organization that is recognized as a "Platinum" level District of Distinction, has earned the Transparency Certificate of Excellence for six consecutive years, and is one of few special districts in California to have received Gold Recognition in Special District Governance.

If re-elected, I will continue to support CSDA's vision and mission and I will work collaboratively with CSDA Board of Directors and staff to be open and transparent and to operate in the most prudent and ethical manner on behalf of our member agencies.

Please vote for Arlene Schafer by July 10, 2020.

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You are receiving this email because you have indicated interest in the Costa Mesa Sanitary District's upcoming programs, opportunities, and events.

Our mailing address is:
Costa Mesa Sanitary District
290 Paularino Ave