



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, November 13, 2019

TIME: 5:00 p.m.

PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
None.

CONSENT CALENDAR

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

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

7. Approval of Board and Committee Minutes

October 9, 2019 Regular Board Meeting (Pages 5-10)

November 6, 2019 Engineering Committee Meeting (Pages 11-12)

November 6, 2019 Investment and Finance Committee Meeting (Pages 13-14)

November 7, 2019 Human Resources Committee Meeting (Pages 15-16)

8. Approval of Demands for October/ November 2019

This item provides for Board of Directors approval of all demands paid from LWD during the month of October and a portion in November 2019. (Pages 17-38)

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 39-45)

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 46-53)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending September 30, 2019. (Pages 54-55, Enclosure 11)

12. Disclosure of Reimbursements

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

EWA REPORTS

13. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on October 23, 2019 – report by Director Sullivan. (Page 58)

B. An Encina Member Agencies Manager's Meeting was held on November 5, 2019 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

14. Committee Reports

A. Engineering Committee (EC) meeting was held November 6, 2019 - report by Vice President Juliussen. (Page 59)

B. Investment and Finance Committee (IFC) meeting was held on November 6, 2019 – report by Director Hanson. (Page 60)

C. Human Resources Committee (HRC) meeting was held on November 7, 2019 – report by Director Hanson. (Page 61)

ACTION ITEMS

- 15. Receive and file the Fiscal Year 2019 (FY19) Comprehensive Annual Financial Report (CAFR) conducted by Davis Farr LLP (Pages 62-67, Enclosure 15)**
- 16. Award of Purchase Agreement for a Replacement Emergency Bypass Pump**
Authorize the General Manager to execute an Agreement with Rockwell Engineering & Equipment Company, Incorporated for the purchase of a replacement Emergency Bypass Pump in an amount not to exceed \$71,539.20 (Pages 68-72)
- 17. Resolution No. 2319 Updating LWD's Electronic Media Usage Policy (Pages 73-84)**
- 18. Calendar Year 2020 Board of Directors' Meeting Schedule (Pages 85-88)**

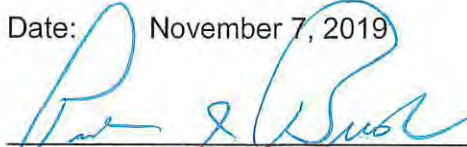
INFORMATION ITEMS

- 19. Project Status Updates and Other Informational Reports**
 - A. 2019 Batiquitos Lagoon Foundation Board Members Election. (Pages 89-92)
 - B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 21, 2019 at The Butcher Shop Steakhouse in Kearny Mesa. (Pages 93-94)
 - C. LWD Annual Holiday Luncheon is scheduled for Thursday, December 12, 2019 at The Crossings in Carlsbad. (Page 95)
 - D. CASA Winter Conference is scheduled for January 21 - January 23, 2019 at the Renaissance Indian Wells in Indian Wells, CA. (Verbal)
 - E. Thank you letter from CASA Education Foundation. (Page 96)
- 20. Directors' Meetings and Conference Reports**
None.
- 21. General Manager's Report**
- 22. General Counsel's Report**
- 23. Board of Directors' Comments**
- 24. Closed Session**
Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice. (Verbal)
- 25. 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: November 7, 2019



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 October 9, 2019

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, October 9, 2019 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, District Engineer Dexter Wilson, and Field Services Specialist Ian Riffel

3. Pledge of Allegiance

Vice President Juliussen led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury.

GM Bushee reported that on September 12, 2019 staff completed eight years without a lost time injury accident. This achievement meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,200 compensation award. He stated this award reflects staff's excellent attention to safety.

The Board congratulated staff for their efforts.

B. Certificate of Achievement for Excellence in Financial Reporting from The Government Finance Officers Association (GFOA).

ASM Duffey reported that the District received this award for its outstanding financial reporting associated with the District's Comprehensive Annual Financial Report (CAFR) for FY18. ASM Duffey thanked staff for their efforts with the CAFR.

C. Investment Policy Certification from The California Municipal Treasurers Association (CMTA).

ASM Duffey reported that the District received this award for recently revising the District's investment policy. He noted that this award certifies that the District's investment policy complies with the current State statues governing the investment practices of local government entities located within the State of California

The Board congratulated ASM Duffey and staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- September 11, 2019 Regular Board Meeting
- October 2, 2019 Engineering Committee Meeting

8. Approval of Demands for September/October 2019

Payroll Checks numbered 21577-21619; General Checking – Checks numbered 53289-53377

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

10. Finance Report (A copy was included in the original October 9, 2019 Agenda)

11. Disclosure of Reimbursements

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

12. Status Update on the Fiscal Year 2020 (FY20) LWD Tactics and Action Plan

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on September 25, 2019.

Director Sullivan reported on EWA's September 25, 2019 Board meeting.

B. EWA Member Agency Manager's (MAM) - Meeting held on October 8, 2019.

GM Bushee reported on EWA's MAM October 8, 2019 meeting.

14. Committee Reports

A. Engineering Committee (EC) Meeting was held on October 2, 2019.

Director Juliussen reported that the EC reviewed the following recommendations:

- Authorize the General Manager to execute an Agreement with Pacific Sun Systems for the purchase of two (2) Portable Emergency Generators in an amount not to exceed \$157,161.99 and;
- Authorize the General Manager to execute a sole source purchase Agreement with Pacific Rim Mechanical for the purchase of a new air-cooled chiller in an amount not to exceed \$57,480.00

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

ACTION ITEMS

15. Award of Purchase Agreement for Two (2) Portable Emergency Generators

Authorize the General Manager to execute an agreement with Pacific Sun Systems for the purchase of two (2) Portable Emergency Generators in an amount not to exceed \$157,161.99.

FSS Stecker presented the item noting it is a tactical goal and it was reviewed by the Engineering Committee (EC) at their October 2nd meeting. He also provided background information on the District's current generators, their age and how they are beyond the 10-year replacement age. He also indicated that as of January 1, 2020 they will no longer be in compliance with San Diego County Air Pollution Control District (APCD) regulations.

FSS Stecker stated rather than rebuilding the existing generators to be in compliance, at a considerable cost, staff is requesting to purchase two new generators. He stated that in August 2019 staff conducted a request for bids and six bids were received. Following review of the bids, staff recommends the generators be purchased from Pacific Sun Systems, the lowest responsive and responsible bidder, in an amount not to exceed \$157,161.99. FSS Stecker noted that the old generators will be sold at auction.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Omsted,

and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Pacific Sun Systems for the purchase of two (2) Portable Emergency Generators in an amount not to exceed \$157,161.99 by the following vote:

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

16. Award of Purchase Agreement - HVAC Rehabilitation

Authorize the General Manager to execute a sole source purchase Agreement with Pacific Rim Mechanical for the purchase of a new air-cooled chiller in an amount not to exceed \$57,480.00.

FSSpec Riffel presented the item noting it is a tactical goal and it was reviewed by the Engineering Committee (EC) at their October 2nd meeting. He also provided background information on the District's current chiller noting that it is beyond its 10-year useful life.

He stated that in February 2018 LWD staff requested quotes from three companies for maintenance services and the replacement of the equipment. Ultimately, Pacific Rim Mechanical (Pac Rim) provided the lowest quote for a new replacement chiller. In addition, Pac Rim is currently the District's HVAC repair and maintenance provider.

FSSpec Riffel also stated that since the initial bid in early 2018, the industry standard has changed with respects to how chillers are built. Instead of copper being used for the cooling coils, aluminum is now the industry standard. Therefore, the updated quote received in 2019 from Pac Rim is approximately \$6,000 less.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source purchase Agreement with Pacific Rim Mechanical for the purchase of a new air-cooled chiller in an amount not to exceed \$57,480.00 by the following vote:

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

17. LAFCO San Diego County Consolidated Redevelopment Oversight Board Call for Ballots – 60 Day Extension

EA Baity presented the item stating that the LAFCO has extended the call for ballots for the San Diego County Consolidated Redevelopment Oversight Board since a quorum of ballots was not received by the August 30th deadline. She stated that the LAFCO Advisory Committee's Nominating Committee believes all three candidates are equally qualified and that ballots must be received by October 30th. EA Baity noted that staff has no recommendation.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Juliussen and unanimously carried, the Board of Directors voted for William R. (Bob) Ayres for the LAFCO San Diego County Consolidated Redevelopment Oversight Board by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

- A. LWD Annual Holiday Luncheon is scheduled for Thursday, December 12, 2019 at The Crossings in Carlsbad.

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

- B. REAL ID Act Requirements.

EA Baity presented information on the REAL ID Act Requirements.

19. Directors' Meetings and Conference Reports

- A. The CSDA Annual Conference was held September 25-28, 2019 at the Anaheim Marriott in Anaheim, CA.

Director Hanson stated the conference had great motivational speakers. She also stated that she really enjoyed the final event which celebrated CSDA's 50th anniversary.

Director Sullivan agreed with Director Hanson.

20. General Manager's Report

GM Bushee reported on the following items:

- There is no Closed Session tonight and the recycled water issue with the City of Carlsbad will be addressed at a LAFCO Special Districts Advisory Committee meeting on October 11th; and
- The District contributed \$1,000 to the CASA Education Foundation for this year

21. General Counsel's Report

GC Brechtel reported on the following items:

- Assembly Bill 1184 – California public agency email retention bill passed; and
- Accessory Dwelling Units (ADU) - Legislation on ADU size and drainage fixtures

22. Board of Directors' Comments

Vice President Juliussen thanked staff for a great job.

Director Omsted mentioned AB857 – California Public Banking Bill.

23. Closed Session

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

There was no Closed Session.

24. Adjournment

President Kulchin adjourned the meeting at approximately 5:41 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 November 6, 2019

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, November 6, 2019 at 10:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 10:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; and District Engineer Dexter Wilson.

3. Public Comment

None.

4. New Business

- A. Authorize the General Manager to execute an Agreement with Rockwell Engineering & Equipment Company, Incorporated for the purchase of a replacement Emergency Bypass Pump in an amount not to exceed \$71,539.20.

Field Service Superintendent (FSS) Stecker presented staff's recommendation. He explained the need for an emergency bypass pump to bypass Leucadia and Batiquitos Pump Stations in emergency situations. He said the on January 1, 2020 the San Diego County Air Pollution Control District (APCD) will implement stricter requirements on portable diesel engines. FSS Stecker stated that the current diesel engine driven pump will be out of compliance of the new APCD standards.

FSS Stecker said that while developing the specifications for the replacement pump, staff decided to purchase an electric motor driven pump as a better pump replacement option. He also reminded the EC that in October the Board authorized the purchase of two portable electric generators. He stated that either generator can be used to power this new pump.

FSS Stecker explained that the Request for Bid (RFB) was sent to five pump manufacturers and published in the San Diego Union Tribune. He stated that three bids were received. He continued that Rockwell Engineering & Equipment Company (Rockwell) was the lowest bidder at \$71,539.20. FSS Stecker said that the bids were evaluated by DE Wilson and his staff and that Rockwell's bid satisfied all bid specifications. He said that DE Wilson recommended that the purchase be awarded to Rockwell and that staff concurs with that recommendation.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manger to execute an Agreement with Rockwell for the purchase of a

replacement Emergency Bypass Pump in an amount not to exceed \$71,539.20.

5. Information Items

A. Batiquitos (B3) Discharge Section Replacement Project Update

TSM Morishita presented an update of the Batiquitos (B3) Force Main Discharge Section Replacement Project. He said that the new section of force main was pressure tested and connected to the existing force main. He explained that the new replacement termination manhole was completed. TSM Morishita said that marker balls were installed along the new pipe alignment to make it easier to locate the force main. He said that revegetation along Carlsbad Boulevard was ongoing. He stated that the cured-in-place manhole lining of two manholes will be completed in the next two weeks.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee informed the EC that the Carlsbad Municipal Water District (CMWD) submitted their response letter to the Subcommittee of the Special Districts Advisory Committee of the San Diego Local Area Formation Commission (LAFCO) on November 5, 2019. He stated that the letter addressed LAFCO Subcommittee questions posed to CMWD regarding our District providing recycled water to the La Costa Resort & Spa.

GM Bushee mentioned to the EC that the Leucadia Pump Station Rehabilitation Project will be going out for bids on November 11, 2019. He stated that the Engineer's Estimate for the project is \$3.65M.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 10:39 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 November 6, 2019

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Wednesday, November 6, 2019 at 1:30 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 1:32 p.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services
 Manager Richard Duffey, Administrative Services
 Supervisor Trisha Hill, Executive Assistant Tianne Baity,
 and Shannon Ayala from Davis Farr LLP

3. Public Comment

None.

4. New Business

A. Receive and file the Fiscal Year 2019 (FY19) Comprehensive Annual Financial Report (CAFR).

ASM Duffey presented the item. He provided a summary of the CAFR, highlighting the Management's Discussion and Analysis (MD&A). ASM Duffey discussed the District's FY19 Revenues and Expenses, Key Financial Ratios, Net Position, Restricted Reserve Balances, Unrestricted Reserve Balances, Reserves vs. Cash Investment Balances, Operating Revenues by Source, Operating Expenses by Activity, Net Position by Component, and the FY19 Budget to Actual Expenses.

ASM Duffey introduced Shannon Ayala of Davis Farr LLP to provide a summary of the auditor's reports and auditing process.

Ms. Ayala stated that the auditor's internal report indicated that the audit was a clean, unmodified opinion for the year ending FY19. She stated there were no instances of noncompliance with certain provisions of laws, regulations, contracts, and grant agreements that have a material effect on the determination of financial statement amounts. Ms. Ayala noted the areas of audit focus included construction in progress, construction/engineering contract testing, and other post-employment benefit obligations.

In conclusion, Ms. Ayala stated that staff was prepared for the audit, and the auditors had no recommended material audit adjustments and noted no material weaknesses or significant deficiencies in internal controls.

Directors Hanson and Omsted thanked Ms. Ayala for her summary.

Following discussion, the IFC agreed with staff to recommend that the Board of Directors receive and file the FY19 CAFR.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee briefed the committee on the City of Carlsbad recycled water issue.

8. Adjournment

Chairperson Hanson adjourned the meeting at 2:24 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resources Committee Meeting
November 7, 2019

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Thursday, November 7, 2019 at 9:30 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 9:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted
DIRECTORS ABSENT: None
OTHERS PRESENT: General Manager Paul Bushee, Administrative Services
Manager Richard Duffey, Administrative Services
Supervisor Trisha Hill, and Executive Assistant Tianne Baity

3. Public Comment

None.

4. New Business

A. Adopt Resolution No. 2319 Updating LWD's Electronic Media Usage Policy.

ASSup Hill presented the item. She provided a summary of the updated policy noting that changes were made to the following sections:

- Section 1: Background - various minor changes to reflect updated technology language, grammatical updates, and language that is consistent with the District's Human Resources Policy Manual and Anti-Harassment/Discrimination Policy; and
- Sections 2-4: Scope - language that clarifies who the policy applies to, updated IT definitions, and revisions to reflect current administrative procedures.

She also noted that the updated policy now includes an attachment for email guidelines and how to avoid phishing scams.

Director Omsted suggested a few minor changes. Staff stated they will make the changes.

Following discussion, the HRC agreed with staff to forward this recommendation to the Board of Directors.

5. Information Items

None.

6. Directors' Comments

None.

7. **General Manager's Comments**


None.

8. **Adjournment**

Chairperson Hanson adjourned the meeting at 10:08 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

MEMORANDUM

DATE: November 7, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of October/November Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 2,041,937.73**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period October 4, 2019 through November 7, 2019.

Operating expenses totaled **\$ 807,863.98** Capital Improvement Program expenses totaled **\$ 1,051,382.43** and Payroll expense for District Employees and the Board totaled **\$ 182,691.32**.

- | | |
|--------------|--|
| Attachment 1 | Summary of Demands by Account October 4 - November 7, 2019 |
| Attachment 2 | Payroll Check Register dated October 9, 2019 |
| Attachment 3 | Payroll Check Register dated October 10, 2019 |
| Attachment 4 | Accounts Payable Check Register dated October 10, 2019 |
| Attachment 5 | Payroll Check Register dated October 23, 2019 |
| Attachment 6 | Accounts Payable Check Register dated October 28, 2019 |
| Attachment 7 | Board Payroll Check Register dated November 1, 2019 |
| Attachment 8 | Accounts Payable Check Register dated November 1, 2019 |
| Attachment 9 | Payroll Check Register dated November 6, 2019 |

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 9, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21620 - 21638	10/9/2019	\$54,336.55

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 10, 2019
 Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21639 - 21657	10/10/2019	\$20,013.33

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 10/10/2019 Through 10/10/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	53378	10/10/2019	1,190.00	DEPTH METER MAINT-SEPT
ADS LLC		10/10/2019	<u>4,340.00</u>	FLOW METERING DATA-SEPT
	Total 53378		5,530.00	
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP	53379	10/10/2019	2,000.00	LEGAL CONSULTING RE: LAFCO-SEPT
	Total 53379		2,000.00	
AYALA ENGINEERING	53380	10/10/2019	3,775.00	MANHOLE REHAB
AYALA ENGINEERING		10/10/2019	<u>3,250.00</u>	MANHOLE REHABS
	Total 53380		7,025.00	
AZTEC LEASING, INC	53381	10/10/2019	<u>530.88</u>	COPIER LEASE
	Total 53381		530.88	
BAJA POOL AND SPA SERVICE	53382	10/10/2019	<u>140.00</u>	FOUNTAIN SERVICE FOR OCT
	Total 53382		140.00	
BAY CITY ELECTRIC WORKS, INC	53383	10/10/2019	858.91	BATTERY CHARGER @ VP5 PS
	Total 53383		858.91	
BIGTUNA INTERACTIVE	53384	10/10/2019	<u>210.00</u>	WEB DEVELOPMENT
	Total 53384		210.00	
CARLSON & BEAULOYE	53385	10/10/2019	<u>99.25</u>	INDICATOR LIGHTS @ LPS/AWT
	Total 53385		99.25	
CASA EDUCATION FOUNDATION	53386	10/10/2019	1,000.00	DONATION/PLEDGE
	Total 53386		1,000.00	
CHARLES KING COMPANY	53387	10/10/2019	336,471.00	BPS FORCE MAIN PROJECT-JULY-SEPT
	Total 53387		336,471.00	
CITY OF CARLSBAD	53388	10/10/2019	27.06	WATER @ FIRE LINE
CITY OF CARLSBAD		10/10/2019	473.25	WATER @ LPS/ADM
CITY OF CARLSBAD		10/10/2019	320.01	WATER FOR VACTOR
CITY OF CARLSBAD		10/10/2019	<u>418.44</u>	WATER FOR VACTOR 2
	Total 53388		1,238.76	
COX COMMUNICATIONS SAN DIEGO	53389	10/10/2019	1,482.82	PHONE/INTERNET/CABLE SERVICE
	Total 53389		1,482.82	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 10/10/2019 Through 10/10/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
DETECTION INSTRUMENTS CORP	53390	10/10/2019	336.04	CALIBRATIONS @ LPS AND BPS
	Total 53390		336.04	
DEXTER WILSON ENGINEERING	53391	10/10/2019	6,782.50	GE/CIP/AUGUST/200/0358
	Total 53391		6,782.50	
DKF SOLUTIONS GROUP, LLC	53392	10/10/2019	300.00	MY SAFETY OFFICER PROGRAM/MONTHLY FEE-OCT
	Total 53392		300.00	
DONALD OMSTED	53393	10/10/2019	21.96	CSDA CONFERENCE
	Total 53393		21.96	
ELAINE SULLIVAN ELAINE SULLIVAN	53394	10/10/2019	98.84	CSDA CONFERENCE
		10/10/2019	1,136.25	REIMBURSE FOR 34TH WATERUSE CONF
	Total 53394		1,235.09	
EVOQUA WATER TECHNOLOGIES, LLC	53395	10/10/2019	7,228.78	CHEMICALS-FERROUS
	Total 53395		7,228.78	
EWING IRRIGATION PRODUCTS	53396	10/10/2019	61.25	PARTS FOR AWT
	Total 53396		61.25	
HAAKER EQUIPMENT CO HAAKER EQUIPMENT CO HAAKER EQUIPMENT CO	53397	10/10/2019	415.03	PARTS
		10/10/2019	3,124.75	PRIAHNA VACTOR HOSES
		10/10/2019	10,965.93	REPLACE LEAKING WTR TANKS-VACTOR
	Total 53397		14,505.71	
HARTFORD LIFE & ACCIDENT INS.	53398	10/10/2019	456.89	LIFE INS-OCTOBER
	Total 53398		456.89	
ICMA RETIREMENT-303979	53399	10/10/2019	5,358.39	DEFERRED COMP
	Total 53399		5,358.39	
JEFF BILLS	53400	10/10/2019	4,682.32	CONSULTING FEES-SEPT
	Total 53400		4,682.32	
JUDY HANSON	53401	10/10/2019	549.67	CSDA CONFERENCE
	Total 53401		549.67	
KEVIN CONLIN	53402	10/10/2019	1,310.50	LATERAL REIMBURSEMENT

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 10/10/2019 Through 10/10/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 53402		1,310.50	
MAVTECK	53403	10/10/2019	1,920.00	CM SERVICES FOR LPS SURGE TANK
MAVTECK		10/10/2019	3,420.00	CM/INSPECTION SERVICES @GLEASONS PLAZA
	Total 53403		5,340.00	
MINUTEMAN PRESS	53404	10/10/2019	161.17	#10 ENVELOPES
	Total 53404		161.17	
MITSUBISHI ELECTRIC US, INC	53405	10/10/2019	308.81	ELEVATOR SERVICE AND MAINTENANCE
	Total 53405		308.81	
NAPA AUTO	53406	10/10/2019	327.24	FILTERS/CLEANER
NAPA AUTO		10/10/2019	103.38	OIL FILTERS
	Total 53406		430.62	
NATIONWIDE RETIREMENT SOLUTIONS	53407	10/10/2019	150.00	DEFERRED COMP
	Total 53407		150.00	
NEOPOST, INC	53408	10/10/2019	17.94	POSTAGE/MAIL
	Total 53408		17.94	
OFFICE DEPOT, INC.	53409	10/10/2019	33.38	OFFICE SUPPLIES
	Total 53409		33.38	
OLIN CORPORATION	53410	10/10/2019	4,611.48	CHEMICALS-BIOXIDE
	Total 53410		4,611.48	
OLIVENHAIN MUNICIPAL WATER DISTRICT	53411	10/10/2019	49.28	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DISTRICT		10/10/2019	594.50	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT		10/10/2019	793.75	WATER @ TRAVLEING 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		10/10/2019	45.21	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DISTRICT		10/10/2019	53.35	WATER @ VP7
	Total 53411		1,536.09	
PACIFIC PIPELINE SUPPLY	53412	10/10/2019	972.08	PARTS FOR LPS/BPS
	Total 53412		972.08	
PACIFIC RIM MECHANICAL	53413	10/10/2019	10,393.00	BPS HVAC EQUIP REPLACEMENT

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 10/10/2019 Through 10/10/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
PACIFIC RIM MECHANICAL		10/10/2019	<u>2,395.50</u>	QTRLY HVAC MAINT
	Total 53413		12,788.50	
PACS, Inc	53414	10/10/2019	370.00	CARBON SAMPLE TESTING @ BPS
PACS, Inc		10/10/2019	<u>370.00</u>	CARBON SAMPLE TESTING @ LPS
	Total 53414		740.00	
PAUL BUSHEE	53415	10/10/2019	<u>581.46</u>	WEFTEC CONFERENCE
	Total 53415		581.46	
PLANT PEOPLE, INC	53416	10/10/2019	158.00	MAINT OF LIVE PLANTS @
				OFFICE-OCT
	Total 53416		158.00	
PLUMBERS DEPOT, INC	53417	10/10/2019	253.86	CABLE ASSY
PLUMBERS DEPOT, INC		10/10/2019	295.32	GRIT CATCHER
PLUMBERS DEPOT, INC		10/10/2019	313.89	SCREW CAP
PLUMBERS DEPOT, INC		10/10/2019	<u>184.64</u>	WARTHOG KIT
	Total 53417		1,047.71	
PURE WATER PARTNERS, LLC	53418	10/10/2019	135.77	MONTHLY FEE FOR FILTERED WTR
				FOR ADM OFFICE
	Total 53418		135.77	
RANCHO SANTA FE SECURITY SYSTEMS	53419	10/10/2019	103.00	ALARM SERVICE FOR DOOR
	Total 53419		103.00	
SAN DIEGUITO WATER DISTRICT	53420	10/10/2019	226.86	WATER @ TANKER
	Total 53420		226.86	
SOUTHERN CONTRACTING COMPANY	53421	10/10/2019	1,120.00	SERVICE CALL @ LPS/ADM OFFICE
	Total 53421		1,120.00	
STAPLES	53422	10/10/2019	<u>254.69</u>	OFFICE SUPPLIES
	Total 53422		254.69	
TERMINIX	53423	10/10/2019	<u>62.00</u>	MONTHLY PEST SERVICES-SEPT
	Total 53423		62.00	
THE HOME DEPOT CRC/GEFC	53424	10/10/2019	<u>677.27</u>	SUPPLIES/TOOLS
	Total 53424		677.27	
TIM BESTAMENTE	53425	10/10/2019	<u>150.00</u>	MAINT WORK ON A DOOR

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 10/10/2019 Through 10/10/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 53425		150.00	
UNDERGROUND SERVICE ALERT OF	53426	10/10/2019	163.45	UNDERGROUND ALARM SERVICE
UNDERGROUND SERVICE ALERT OF		10/10/2019	89.20	UNDERGROUND ALARM SERVICE FEE
	Total 53426		252.65	
UNIFIRST CORPORATION	53427	10/10/2019	276.29	LAUNDRY SERVICE-W/E 9/25/2019
UNIFIRST CORPORATION		10/10/2019	236.00	LAUNDRY SERVICES-W/E 10/2/19
	Total 53427		512.29	
UNIFIRST FIRST AID	53428	10/10/2019	26.88	FIRST AID ITEMS
	Total 53428		26.88	
UNITED PARCEL	53429	10/10/2019	78.86	SHIPPING
	Total 53429		78.86	
VERIZON WIRELESS	53430	10/10/2019	21.27	TELEMETRY -CELL PHONES
	Total 53430		21.27	
WASTE MANAGEMENT	53431	10/10/2019	218.98	TRASH SERVICES-SEPT
	Total 53431		218.98	
WESELOH CHEVROLET	53432	10/10/2019	49.95	SMOG CERT FOR #151
WESELOH CHEVROLET		10/10/2019	49.95	SMOG CERT FOR #155
WESELOH CHEVROLET		10/10/2019	49.95	SMOG CERT FOR #158
	Total 53432		149.85	
WEST COAST SAFETY SUPPLY CO., INC.	53433	10/10/2019	580.00	O2 SENSOR
	Total 53433		580.00	
WORDEN WILLIAMS LLP	53434	10/10/2019	2,256.40	LEGAL FEES FOR SEPT.
	Total 53434		2,256.40	
Report Total			435,119.73	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 From 10/10/2019 Through 10/10/2019

1001 - Opus Bank General
 Checking

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ELAINE SULLIVAN	53394	10/10/2019	98.84	CSDA CONFERENCE
ELAINE SULLIVAN		10/10/2019	<u>1,136.25</u>	REIMBURSE FOR 34TH WATERUSE CONF
	Total 53394		(1,235.09)	
ELAINE SULLIVAN	53435	10/10/2019	98.84	CSDA CONFERENCE
	Total 53435		98.84	
Report Total			<u>98.84</u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 23, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21658 - 21676	10/23/2019	\$53,782.39

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 10/28/2019 Through 10/28/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AIR POLLUTION CONTROL DISTRICT	53436	10/28/2019	446.00	EMISSION FEES @ BPS
	Total 53436		446.00	
ATEL COMMUNICATIONS, INC	53437	10/28/2019	2,019.76	PAGING HORNS
	Total 53437		2,019.76	
AT&T	53438	10/28/2019	218.60	PHONE SERVICE
AT&T		10/28/2019	138.12	PHONE SERVICE @ BPS
	Total 53438		356.72	
CA ASSOC OF SANITATION AGENCIES	53439	10/28/2019	8,913.00	2020 AGENCY MEMBERSHIP DUES
	Total 53439		8,913.00	
CALIFORNIA SPECIAL DISTRICTS ASSOC	53440	10/28/2019	7,615.00	MEMBERSHIP DUES-2020
	Total 53440		7,615.00	
CARLSBAD FUELS CORPORATION	53441	10/28/2019	2,157.41	VEHICLE/TRUCK FUEL
	Total 53441		2,157.41	
CHARLES ULMER DBA: CHUCKS TIRE CENTER	53442	10/28/2019	2,120.95	TIRES FOR #159
	Total 53442		2,120.95	
CORODATA	53443	10/28/2019	96.73	STORAGE-FILES-SEPT
	Total 53443		96.73	
CWEA	53444	10/28/2019	192.00	MEMBERSHIP RENEWAL-M. GONZALEZ
	Total 53444		192.00	
DATA NET SOLUTIONS GROUP	53445	10/28/2019	2,749.86	IS MAINT AND SUPPORT
	Total 53445		2,749.86	
DAVIS FARR LLP	53446	10/28/2019	10,000.00	AUDITOR SERVICES-SEPT
	Total 53446		10,000.00	
DETECTION INSTRUMENTS CORP	53447	10/28/2019	547.01	CALIBRATIONS @ LPS/BPS
	Total 53447		547.01	
DEXTER WILSON ENGINEERING	53449	10/28/2019	4,087.50	GE/0996/SEPT/ENCINITAS BEACH HOTEL

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 10/28/2019 Through 10/28/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DEXTER WILSON ENGINEERING		10/28/2019	165.00	GE/1083/SEPT/WOODSIDE LANE
DEXTER WILSON ENGINEERING		10/28/2019	110.00	GE/SEPT/0941/ORPHEUS AVE
DEXTER WILSON ENGINEERING		10/28/2019	125.89	GE/SEPT/0962/BEACONS BEACH TRIAD
DEXTER WILSON ENGINEERING		10/28/2019	211.43	GE/SEPT/0969/7601 ROMERIA ST
DEXTER WILSON ENGINEERING		10/28/2019	211.43	GE/SEPT/0970/7603 ROMERIA ST
DEXTER WILSON ENGINEERING		10/28/2019	211.43	GE/SEPT/0971/7605 ROMERIA ST
DEXTER WILSON ENGINEERING		10/28/2019	55.00	GE/SEPT/0983/HYMETTUS ESTATES
DEXTER WILSON ENGINEERING		10/28/2019	542.50	GE/SEPT/1009/URANIA AVE
DEXTER WILSON ENGINEERING		10/28/2019	440.00	GE/SEPT/1016/OMWD EL CAMINOE
DEXTER WILSON ENGINEERING		10/28/2019	3,440.00	GE/SEPT/1037/RYAN ANNEX
DEXTER WILSON ENGINEERING		10/28/2019	262.64	GE/SEPT/1039/LOT 213-LA COSTA
DEXTER WILSON ENGINEERING		10/28/2019	710.00	GE/SEPT/1048/WOOD AVE
DEXTER WILSON ENGINEERING		10/28/2019	37.50	GE/SEPT/1069/VULCAN AVE
DEXTER WILSON ENGINEERING		10/28/2019	70.00	GE/SEPT/1070/ENCINITAS VILLAGE
DEXTER WILSON ENGINEERING		10/28/2019	220.00	GE/SEPT/1077/VULCAN AVE
DEXTER WILSON ENGINEERING		10/28/2019	165.00	GE/SEPT/1084/EVERBOWL
	Total 53449		11,065.32	
ENCINA WASTEWATER AUTHORITY	53450	10/28/2019	3,628.85	LAB FEES
	Total 53450		3,628.85	
HEAVILAND ENTERPRISES, INC	53451	10/28/2019	840.00	LANDSCAPE MAINT/FEES-OCT
	Total 53451		840.00	
INFRASTRUCTURE ENGINEERING CORP	53452	10/28/2019	235.00	DIANA EMERGENCY GENERATOR PROJECT-SEPT
INFRASTRUCTURE ENGINEERING CORP		10/28/2019	1,075.00	E. ESTATES PROJECT-SEPT
INFRASTRUCTURE ENGINEERING CORP		10/28/2019	2,795.00	FY 20 GRAVITY SEWER-SEPT
INFRASTRUCTURE ENGINEERING CORP		10/28/2019	10,408.98	LPS REHAB PROJECT-SEPT
INFRASTRUCTURE ENGINEERING CORP		10/28/2019	9,218.64	ORCHARD WOOD PROJECT-SEPT
	Total 53452		23,732.62	
KONECRANES, INC	53453	10/28/2019	2,800.00	LPS CRANE WORK
	Total 53453		2,800.00	
MAVTECK	53454	10/28/2019	3,480.00	B3 FORCE MAIN-CM INSPECTION SERVICES-AUG
MAVTECK		10/28/2019	8,880.00	CM INSPECTION SERVICES-B3 FORCE MAIN-SEPT
	Total 53454		12,360.00	
MIRA MESA WINDOW CLEANING	53455	10/28/2019	600.00	SOLAR PANELS CLEANED
	Total 53455		600.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 10/28/2019 Through 10/28/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
MSC JANITORIAL SERVICE, INC	53456	10/28/2019	<u>1,927.40</u>	JANITORIAL SERVICE-OCT
	Total 53456		1,927.40	
PLUMBERS DEPOT, INC	53457	10/28/2019	<u>225.98</u>	SCREWS
	Total 53457		225.98	
RISING TIDE PARTNERS	53458	10/28/2019	<u>2,629.27</u>	PUBLIC INFORMATION-SEPT
	Total 53458		2,629.27	
SAN DIEGO GAS & ELECTIRC	53459	10/28/2019	3,251.77	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		10/28/2019	107.39	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		10/28/2019	11,669.71	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		10/28/2019	419.53	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		10/28/2019	675.92	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		10/28/2019	1,455.55	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		10/28/2019	812.13	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		10/28/2019	9,521.56	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		10/28/2019	139.99	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		10/28/2019	645.43	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		10/28/2019	322.67	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		10/28/2019	153.01	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		10/28/2019	<u>11.69</u>	GAS @ ADM OFFICE
	Total 53459		29,186.35	
SPACELINK/I2B NETWORK	53460	10/28/2019	<u>160.00</u>	WEB CAM @ BPS-OCT/NOV
	Total 53460		160.00	
UNIFIRST CORPORATION	53461	10/28/2019	236.00	LAUNDRY SERVICE W/E 10/16/2019
UNIFIRST CORPORATION		10/28/2019	<u>241.01</u>	LAUNDRY SERVICES-W/E 10/9/2019
	Total 53461		477.01	
UNITED PARCEL	53462	10/28/2019	<u>99.86</u>	SHIPPING
	Total 53462		99.86	
U.S. BANK	53463	10/28/2019	<u>3,878.10</u>	OFFICE SUPPLIES, TRAINING, CONFERENC...
	Total 53463		3,878.10	
V&A CONSULTING ENGINEERS	53464	10/28/2019	<u>2,000.00</u>	QTRLY SM CREEK FLOW-DISCHARGE PERMIT
	Total 53464		2,000.00	
SAN DIEGO FREIGHTLINER	53465	10/28/2019	<u>450.01</u>	MAINT/SERVISE FOR #159
	Total 53465		450.01	
VERIZON WIRELESS	53466	10/28/2019	<u>918.57</u>	CELL PHONES USAGE
	Total 53466		918.57	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 10/28/2019 Through 10/28/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
WILLIAM MCGEHEE	53467	10/28/2019	2,375.00	LATERAL REIMBURSEMENT
	Total 53467		2,375.00	
Report Total			136,568.78	

Leucadia Wastewater District
 Vendor Activity - Supplemental Credit Card Report
 From 10/17/2019 Through 10/28/2019

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	10/17/2019	53463	125.00	1129	ACCOUNTS RECEIVABLE OTHER	ADD TIX-A/R/-R.D.
U.S. BANK	API	10/17/2019	53463	596.39	4330	BOARD CONFERENCES	CASA HOTEL-E.S.
U.S. BANK	API	10/17/2019	53463	(700.00)	4330	BOARD CONFERENCES	CREDIT-WATERUSE-D.O.
U.S. BANK	API	10/17/2019	53463	211.68	4330	BOARD CONFERENCES	CSDA HOTEL DEP-D.O.
U.S. BANK	API	10/17/2019	53463	211.68	4330	BOARD CONFERENCES	CSDA HOTEL DEP-E.S.
U.S. BANK	API	10/17/2019	53463	211.68	4330	BOARD CONFERENCES	CSDA HOTEL DEP-J.H.
U.S. BANK	API	10/17/2019	53463	6.50	4330	BOARD CONFERENCES	WATERUSE PKG.-E.S.
U.S. BANK	API	10/17/2019	53463	9.64	4330	BOARD CONFERENCES	WATERUSE-FOOD-E.S.
U.S. BANK	API	10/17/2019	53463	16.03	4330	BOARD CONFERENCES	WATERUSE-UBER-E.S.
U.S. BANK	API	10/17/2019	53463	145.89	4330	BOARD CONFERENCES	WATERUSE-UBER-E.S.
U.S. BANK	API	10/17/2019	53463	44.14	4910	OFFICE SUPPLIES	OFFICE SUPPLIES
U.S. BANK	API	10/17/2019	53463	20.00	4930	SUBSCRIPTIONS	E-NEWSLETTER
U.S. BANK	API	10/17/2019	53463	399.98	4950	Computer Software/Srvc/Support/Hardware	GO DADDY RENEWAL
U.S. BANK	API	10/17/2019	53463	37.78	5213	DISTRICT ENGINEERING SERVICES	BUSINESS LUNCH-DEXTER-P.B.
U.S. BANK	API	10/17/2019	53463	34.58	5213	DISTRICT ENGINEERING SERVICES	BUSINESS LUNCH-P.B.
U.S. BANK	API	10/17/2019	53463	336.57	5540	VEHICLES	VEHICLE WINDSHIELD REPLACE
U.S. BANK	API	10/17/2019	53463	209.40	5710	TRAINING, EDUCATION & CONFERNC	BRD SECRETARY LUNCH
U.S. BANK	API	10/17/2019	53463	104.00	5710	TRAINING, EDUCATION & CONFERNC	CASA CONF-R.M.
U.S. BANK	API	10/17/2019	53463	211.68	5710	TRAINING, EDUCATION & CONFERNC	CSDA HOTEL DEP-R.D.
U.S. BANK	API	10/17/2019	53463	285.48	5710	TRAINING, EDUCATION & CONFERNC	CSFMO HOTEL-R.D.
U.S. BANK	API	10/17/2019	53463	30.00	5710	TRAINING, EDUCATION & CONFERNC	CSFMO MTG-R.D.
U.S. BANK	API	10/17/2019	53463	425.00	5710	TRAINING, EDUCATION & CONFERNC	CSFMO REG-R.D.
U.S. BANK	API	10/17/2019	53463	750.00	5735	EMPLOYEE RECOGNITION	EMPLY HOLIDAY LUNCH
U.S. BANK	API	10/17/2019	53463	125.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	10/17/2019	53463	30.00	5910	TELEPHONE	WIFI

Transaction Total 3,878.10

Report
 Opening/Current
 Balance

Report Transaction
 Totals 3,878.10

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: November 1, 2019

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21677 - 21681	11/1/2019	\$1,726.30

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 11/1/2019 Through 11/1/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	53468	11/1/2019	1,190.00	DEPTH METER MAINT-OCT
ADS LLC		11/1/2019	<u>4,340.00</u>	FLOW METERING DATA-OCT
	Total 53468		5,530.00	
ALPHAGRAPHICS	53469	11/1/2019	<u>45.43</u>	FINANCIAL REPORT COVERS
	Total 53469		45.43	
AT&T	53470	11/1/2019	<u>218.72</u>	PHONE SERVICE FOR ELEVATOR
	Total 53470		218.72	
BAJA POOL AND SPA SERVICE	53471	11/1/2019	<u>260.00</u>	NOV SERVICE FOR FOUNTAIN
	Total 53471		260.00	
CARLSON & BEAULOYE	53472	11/1/2019	<u>430.42</u>	BELTS @ AWT
	Total 53472		430.42	
CITY OF CARLSBAD	53473	11/1/2019	13.53	WATER @ FIRE LINE
CITY OF CARLSBAD		11/1/2019	342.43	WATER @ PLANT
CITY OF CARLSBAD		11/1/2019	<u>17.75</u>	WATER @FIRE LINE
	Total 53473		373.71	
COLONIAL LIFE INS	53474	11/1/2019	<u>257.91</u>	ACCIDENT/CRITICAL CARE INS-OCT
	Total 53474		257.91	
COX COMMUNICATIONS SAN DIEGO	53475	11/1/2019	1,483.79	CABLE/INTERNET/PHONE
	Total 53475		1,483.79	
CWEA	53476	11/1/2019	192.00	MEMBERSHIP RENEWAL-J. HOYETT
CWEA		11/1/2019	<u>104.00</u>	RENEWAL-COLL SYSTEM 4-I.RIFFEL
	Total 53476		296.00	
DATA NET SOLUTIONS GROUP	53477	11/1/2019	<u>171.50</u>	IS MAINT AND SUPPORT
	Total 53477		171.50	
DETECTION INSTRUMENTS CORP	53478	11/1/2019	434.95	CALIBRATIONS @ LPS
	Total 53478		434.95	
DEXTER WILSON ENGINEERING	53479	11/1/2019	<u>8,780.00</u>	GE/CIP/SEPT/200/0358/0364
	Total 53479		8,780.00	
DKF SOLUTIONS GROUP, LLC	53480	11/1/2019	300.00	MY SAFETY OFFICER PROGRAM-NOV
	Total 53480		300.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/1/2019 Through 11/1/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ENCINA WASTEWATER AUTHORITY	53481	11/1/2019	424,561.33	ENCINA 1ST QTR O/M COSTS
ENCINA WASTEWATER AUTHORITY		11/1/2019	657,916.31	ENCINA 1ST QTR-CAPITAL EXPENDITURE
ENCINA WASTEWATER AUTHORITY		11/1/2019	136,907.00	ENCINA PENSION PLAN POLICY
	Total 53481		1,219,384.64	
EVOQUA WATER TECHNOLOGIES, LLC	53482	11/1/2019	7,263.73	CHEMICAL FERROUS
	Total 53482		7,263.73	
HARTFORD LIFE & ACCIDENT INS.	53483	11/1/2019	456.89	LIFE INS-NOV
	Total 53483		456.89	
HEAVILAND ENTERPRISES, INC	53484	11/1/2019	145.00	IRRIGATION REPAIRS
HEAVILAND ENTERPRISES, INC		11/1/2019	295.00	MONTHLY VEG CLEANUP-OCT
	Total 53484		440.00	
HUMANA DENTAL INS.	53485	11/1/2019	3,191.33	DENTAL INS-NOV
	Total 53485		3,191.33	
IAN RIFFEL	53486	11/1/2019	288.02	REIMBURSE FOR SEWER SUMMIT
	Total 53486		288.02	
ICMA RETIREMENT-303979	53487	11/1/2019	5,339.97	DEFERRED COMP
	Total 53487		5,339.97	
INTERSTATE BATTERIES OF SAN DIEGO	53488	11/1/2019	241.39	BATTERY FOR GEN #142
	Total 53488		241.39	
JAMES HOYETT	53489	11/1/2019	287.46	REIMBURSE FOR SEWER SUMMIT
	Total 53489		287.46	
JEFFERY STECKER	53490	11/1/2019	214.31	REIMBURSE FOR SEWER SUMMIT
	Total 53490		214.31	
MES VISION	53491	11/1/2019	414.12	VISION INS-NOV
	Total 53491		414.12	
MITSUBISHI ELECTRIC US, INC	53492	11/1/2019	308.81	ELEVATOR MAINT AND SERVICE
	Total 53492		308.81	
MUTUAL OF OMAHA	53493	11/1/2019	1,201.25	DISABILITY INS-NOV

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/1/2019 Through 11/1/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 53493		1,201.25	
NAPA AUTO	53494	11/1/2019	36.61	AIR FILTERS FOR LPS/BPS
	Total 53494		36.61	
NATIONWIDE RETIREMENT SOLUTIONS	53495	11/1/2019	150.00	DEFERRED COMP
	Total 53495		150.00	
NORTH COUNTY TRANSIT DISTRICT	53496	11/1/2019	51.22	CPI/ANNUAL RENT-ADDITIONAL AMOUNT
	Total 53496		51.22	
OFFICE DEPOT, INC.	53497	11/1/2019	208.13	OFFICE SUPPLIES/BATTERY FOR RVPS
	Total 53497		208.13	
OLIVENHAIN MUNICIPAL WATER DIST	53498	11/1/2019	7,446.93	CONSULTING FEES FOR BLUE WATER STRATEGIES
	Total 53498		7,446.93	
PACIFIC RIM MECHANICAL	53499	11/1/2019	734.00	SERVICE CALL-REPAIR MOTOR
PACIFIC RIM MECHANICAL		11/1/2019	439.70	SERVICE CALL/REPAIR
PACIFIC RIM MECHANICAL		11/1/2019	529.00	SERVICE REPAIR
PACIFIC RIM MECHANICAL		11/1/2019	278.00	SERVICE/REPAIR @ LPS
	Total 53499		1,980.70	
PLANT PEOPLE, INC	53500	11/1/2019	217.88	MAINT OF LIVE PLANTS @ ADM OFFICE-NOV
	Total 53500		217.88	
PLUMBERS DEPOT, INC	53501	11/1/2019	4,300.03	CCTV VAN PARTS/MAINT
PLUMBERS DEPOT, INC		11/1/2019	70.10	PARTS/CREDIT
	Total 53501		4,370.13	
RANCHO SANTA FE SECURITY SYSTEMS	53502	11/1/2019	258.00	ALARM SERVICE-NOV-JAN
	Total 53502		258.00	
SAN DIEGO UNION TRIBUNE	53503	11/1/2019	151.79	NEWSPAPER DELIVERY
	Total 53503		151.79	
SAN DIEGO GAS & ELECTIRC	53504	11/1/2019	11,658.23	ELECT. @BPS
	Total 53504		11,658.23	
SOUTHERN CONTRACTING COMPANY	53505	11/1/2019	520.00	ELECTRICAL WORK @ BPS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/1/2019 Through 11/1/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 53505		520.00	
STAPLES	53506	11/1/2019	310.99	OFFICE SUPPLIES
STAPLES		11/1/2019	<u>242.39</u>	OFFICE SUPPLIES-INK
	Total 53506		553.38	
TERMINIX	53507	11/1/2019	<u>34.00</u>	BAIT SERVICE-OCT
	Total 53507		34.00	
TRAVIS BRAY	53508	11/1/2019	<u>2,256.50</u>	LATERAL REIMBURSEMENT
	Total 53508		2,256.50	
SOLANA PALM LLC	53509	11/1/2019	<u>90.00</u>	ANSWERING SERVICE-OCT/NOV
	Total 53509		90.00	
UNIFIRST CORPORATION	53510	11/1/2019	236.00	LAUNDRY SERVICE W/E 10/30/19
UNIFIRST CORPORATION		11/1/2019	<u>240.73</u>	LAUNDRY SERVICE-W/E 10/23/19
	Total 53510		476.73	
UNIFIRST FIRST AID	53511	11/1/2019	<u>54.68</u>	1ST AID SUPPLIES FOR CABINET
	Total 53511		54.68	
UNITED PARCEL	53512	11/1/2019	<u>57.86</u>	SHIPPING
	Total 53512		57.86	
WASTE MANAGEMENT	53513	11/1/2019	<u>218.98</u>	TRASH SERVICE
	Total 53513		218.98	
WESELOH CHEVROLET	53514	11/1/2019	<u>288.05</u>	TRUCK MAINT ON #155
	Total 53514		288.05	
Report Total			<u>1,288,694.15</u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 6, 2019

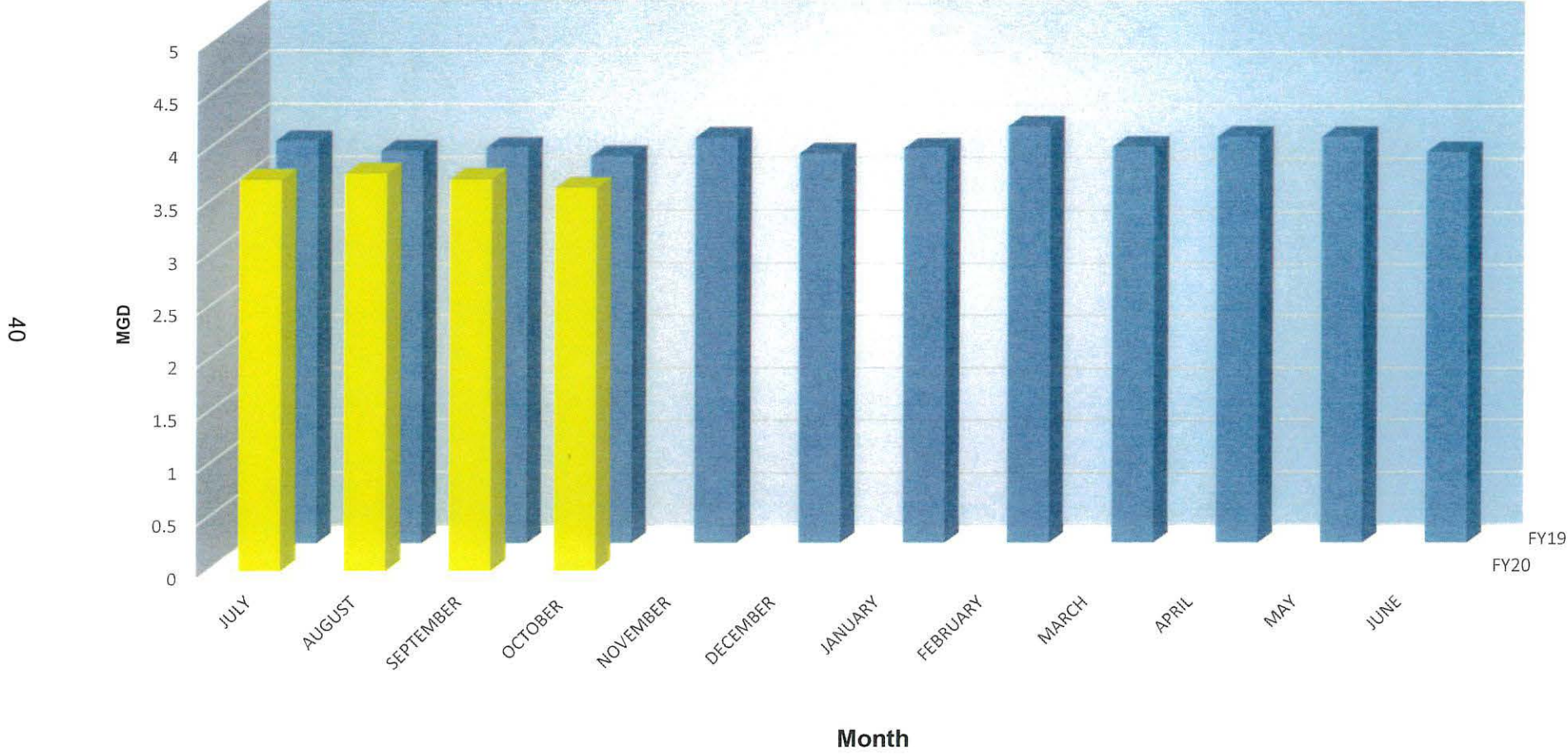
<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21682 - 21700	11/6/2019	\$52,832.75

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

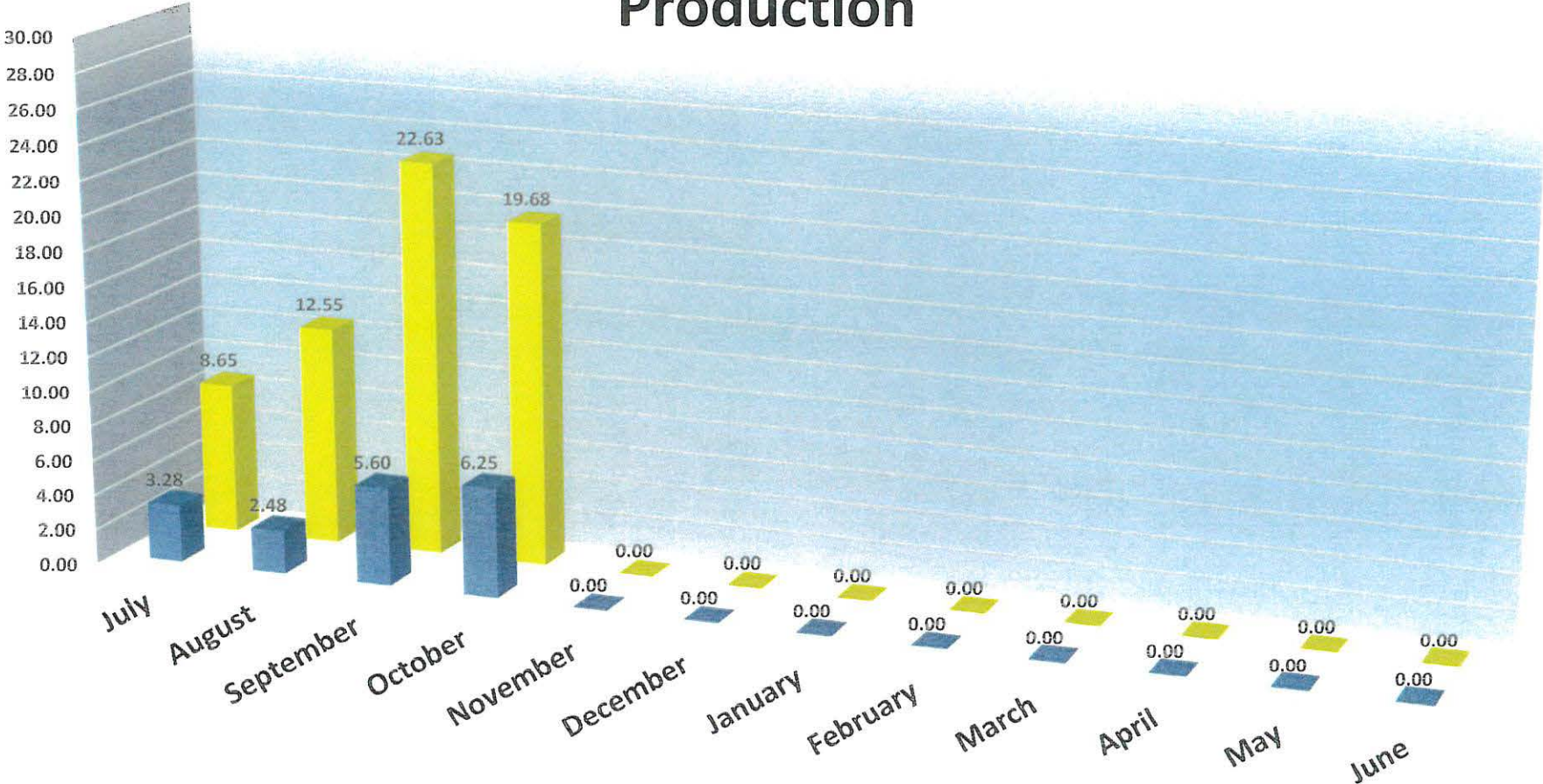
CURRENT MONTH - October 2019							FY 2019
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,721.44	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	115.01	1.00	3.71	129.17	41.87	3.82
YTD			28,722.44				
AUGUST	0.00	116.87	15.00	3.77	131.19	43.76	3.73
YTD			28,737.44				
SEPTEMBER	0.03	111.60	2.00	3.72	129.44	36.04	3.76
YTD			28,739.44				
OCTOBER	0.00	112.84	4.00	3.64	126.64	27.39	3.68
YTD			28,743.44				
NOVEMBER							3.86
YTD							
DECEMBER							3.71
YTD							
JANUARY							3.76
YTD							
FEBRUARY							3.97
YTD							
MARCH							3.78
YTD							
APRIL							3.88
YTD							
MAY							3.88
YTD							
JUNE							3.74
YTD							
YTD Totals	0.03	456.32	22.00			149.06	
Mo Average	0.01	114.08	5.50	3.71	129.11	37.27	3.76

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Leucadia Wastewater District Flow Comparison FY19 to FY20



FY-20 CCTV Inspections & Hydro Cleaning Production

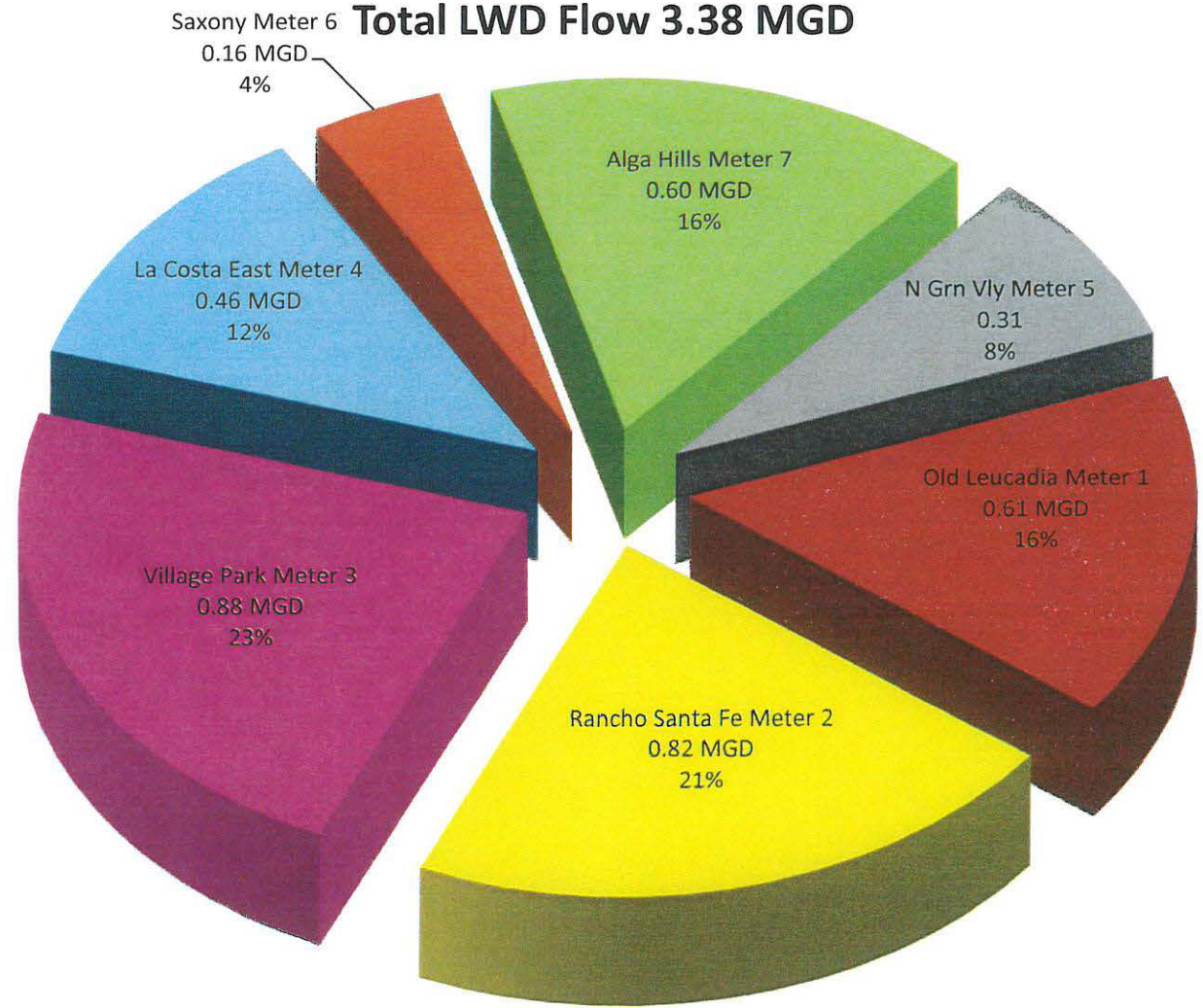


Monthly Target Mileage
 Hydro-Cleaning: 15 Miles/Month
 CCTV Inspections: 6.3 Miles/Month

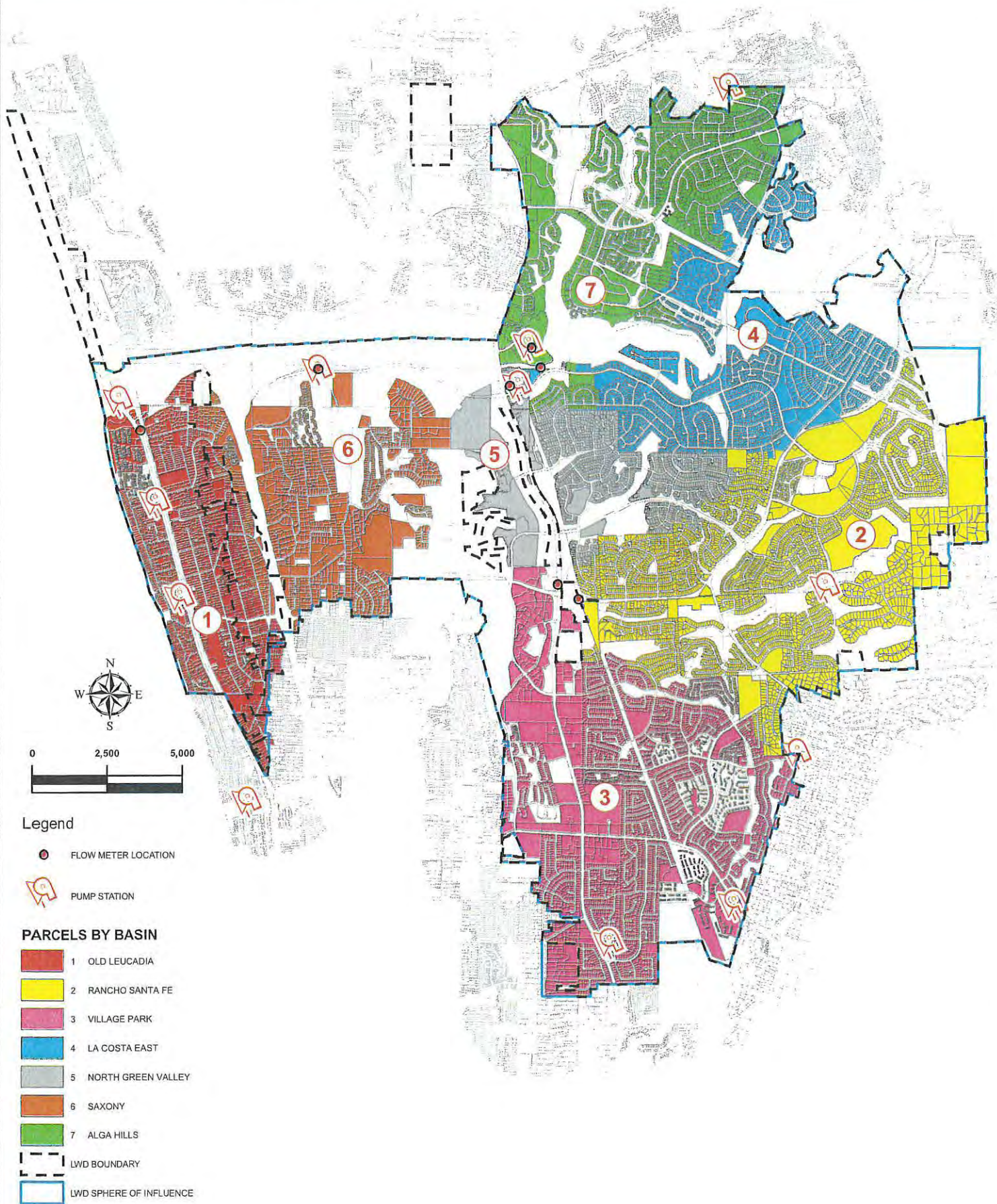
■ CCTV Inspections (YTD 17.6 Miles)
 ■ Hydro Cleaning (YTD 63.5 Miles)

LWD Flows by Sub-Basin October 2019



Total LWD Flow 3.38 MGD



LEUCADIA WASTEWATER DISTRICT



Legend

-  FLOW METER LOCATION
-  PUMP STATION

PARCELS BY BASIN

-  1 OLD LEUCADIA
-  2 RANCHO SANTA FE
-  3 VILLAGE PARK
-  4 LA COSTA EAST
-  5 NORTH GREEN VALLEY
-  6 SAXONY
-  7 ALGA HILLS
-  LWD BOUNDARY
-  LWD SPHERE OF INFLUENCE

Operations and Administration Training Report October 2019

Training & Safety Events for the month October 2019

Hours

Description	Ops	Admin	Total
Fall Protection	1	0	1
Sewer Overflows & Backups	26	10	36
Sewer Summit*	18	0	18
Spill Prevention Control & Countermeasures	5	0	5
Team Building	48	20	68
	0	0	0
Total Training Hours	98	30	128

Conferences for the month of October 2019

Attendees

Description	Ops	Admin	Total
Other (Sewer Summit)	4	0	4
Total Attended Conferences	4	0	4

Notes:

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

* 13.5 hours of the 18 count towards CEU's



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	0	0	0	
Dec-19	0	0	0	
Jan-20	0	0	0	
Feb-20	0	0	0	
Mar-20	0	0	0	
Apr-20	0	0	0	
May-20	0	0	0	
Jun-20	0	0	0	
YTD Totals	400	47	445	
YTD Monthly Avg	33	4	37	

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	0	0	
Jan-20	0	0	0	
Feb-20	0	0	0	
Mar-20	0	0	0	
Apr-20	0	0	0	
May-20	0	0	0	
Jun-20	0	0	0	
YTD Total	11	7	18	
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 10/31/2019

	Amount
Assets	
Cash & Investments	34,644,393.49
Accounts Receivables	374,908.61
Net OPEB Asset	135,445.00
Prepaid Expense	379,166.46
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	169,719,937.04
Less Accumulated Depreciation	<u>(59,239,580.98)</u>
Total Assets	<u>148,055,469.62</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>149,240,780.62</u>
Liabilities	
Accounts Payable & Accrued Expenses	2,316,978.24
Developer Deposits	111,259.34
Net Pension Liability	4,000,889.00
Total Liabilities	<u>6,429,126.58</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	<u>(3,002,843.85)</u>
Total Current Change In Net Position	<u>(3,002,843.85)</u>
Total Net Position	<u>142,451,144.04</u>
Total Liabilities, Deferred Inflows & Net Position	<u>149,240,780.62</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

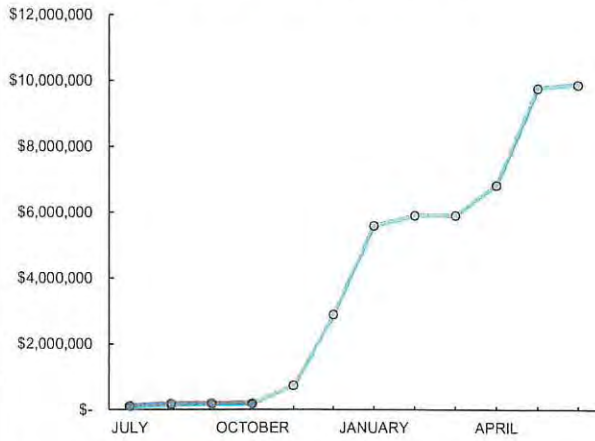
From 7/1/2019 Through 10/31/2019

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 179,976.04	\$ 9,868,771.00	\$ 9,688,794.96	1.8%
3150 Recycled Water Sales	168,294.52	350,000.00	181,705.48	48.1%
3100 Misc. Operating Revenue	-	189,043.00	189,043.00	0.0%
TOTAL OPERATING REVENUES	\$ 348,270.56	\$10,407,814.00	\$10,059,543.44	3.3%
OPERATING EXPENSES				
4100 Salaries	\$ 626,074.12	\$ 2,016,361.00	\$ 1,390,286.88	31.0%
4200 Employee Benefits	425,920.28	1,347,926.00	922,005.72	31.6%
4300 Directors Expense	33,846.77	142,400.00	108,553.23	23.8%
4400 Election Expense	-	-	-	0.0%
4600 Gas, Oil & Fuel	9,900.30	41,000.00	31,099.70	24.1%
4700 Insurance Expense	22,898.98	119,800.00	96,901.02	19.1%
4800 Memberships	22,977.00	30,200.00	7,223.00	76.1%
4900 Office Expense	41,668.54	154,900.00	113,231.46	26.9%
5000 Operating Supplies	64,922.38	198,200.00	133,277.62	32.8%
5200 Professional Services	106,118.94	408,400.00	302,281.06	26.0%
5300 Printing & Publishing	9,122.98	29,500.00	20,377.02	30.9%
5400 Rents & Leases	6,726.22	18,000.00	11,273.78	37.4%
5500 Repairs & Maintenance	125,596.17	492,260.00	366,663.83	25.5%
5600 Monitoring & Permits	10,955.35	65,200.00	54,244.65	16.8%
5700 Training & Development	16,934.99	46,800.00	29,865.01	36.2%
5900 Utilities	153,321.07	442,600.00	289,278.93	34.6%
6100 LAFCO Operations	7,323.45	7,700.00	376.55	95.1%
6200 Encina Operating Expense	698,375.33	2,554,800.00	1,856,424.67	27.3%
6900 Admin O/H alloc to Capital	(39,639.92)	(179,028.00)	(139,388.08)	22.1%
TOTAL OPERATING EXPENSES	\$ 2,343,042.95	\$ 7,937,019.00	\$ 5,593,976.05	29.5%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 91,602.00	\$ 305,340.00	\$ 213,738.00	30.0%
3220 Property Taxes	53,775.22	1,790,000.00	1,736,224.78	3.0%
3250 Investment Income	285,273.00	735,000.00	449,727.00	38.8%
3290 Misc. Non Op Revenue	220.87	85,300.00	85,079.13	0.3%
TOTAL NON-OPERATING REVENUES	\$ 430,871.09	\$ 2,915,640.00	\$ 2,484,768.91	14.8%

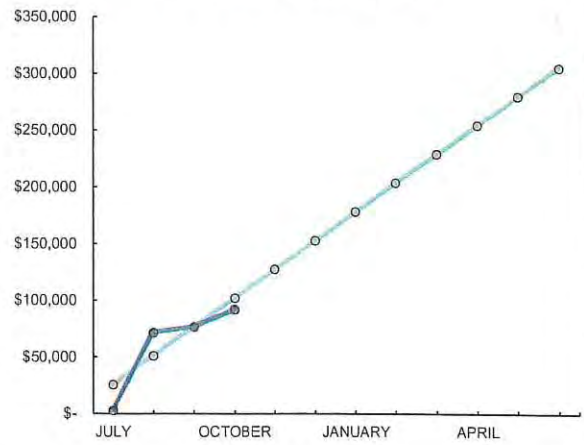
Leucadia Wastewater District Revenue FY2019

YTD through October 31, 2019

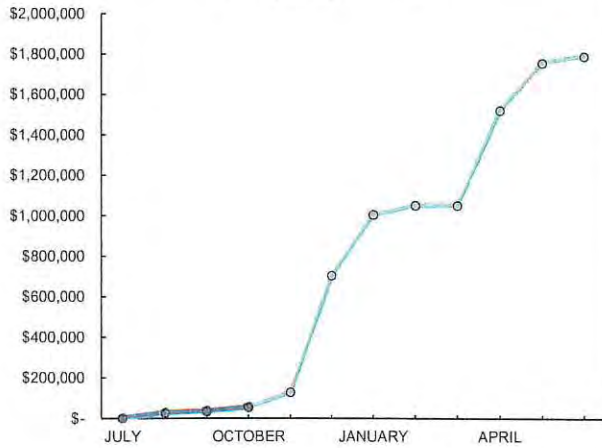
Sewer Service Fees



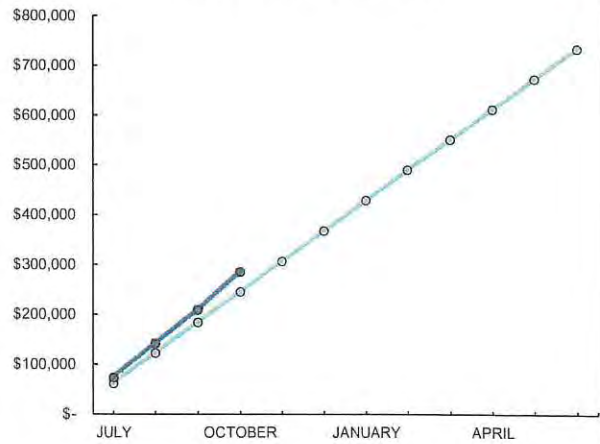
Capacity Charges



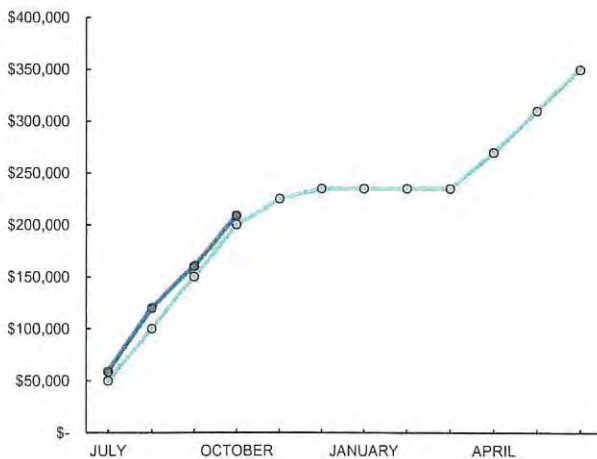
Property Taxes



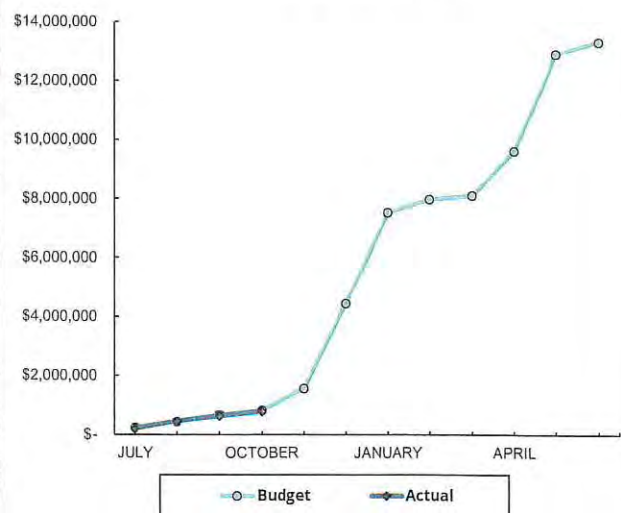
Investment Income



Recycled Wastewater Sales



Total Revenue

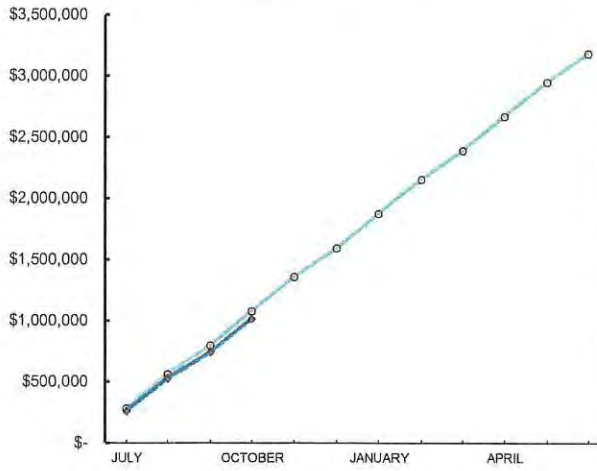


* Preliminary: subject to future review, reconciliation, accruals, and audit

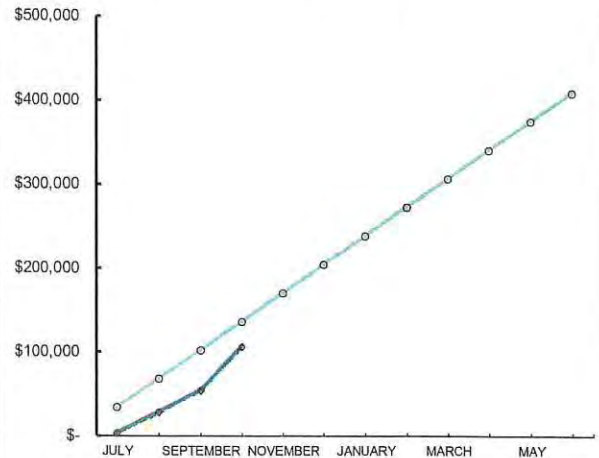
Leucadia Wastewater District Operating Expenses FY2019

YTD through October 31, 2019

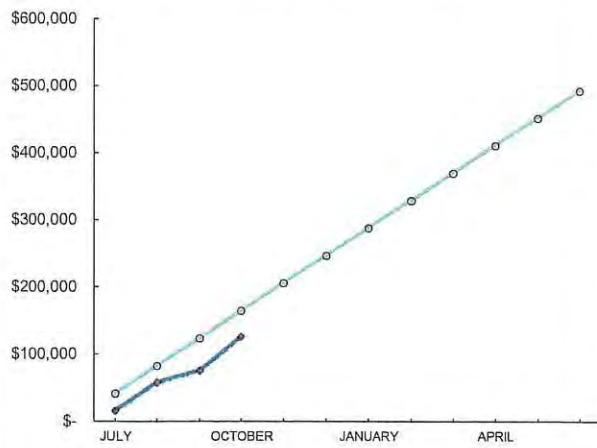
Salaries and Benefits



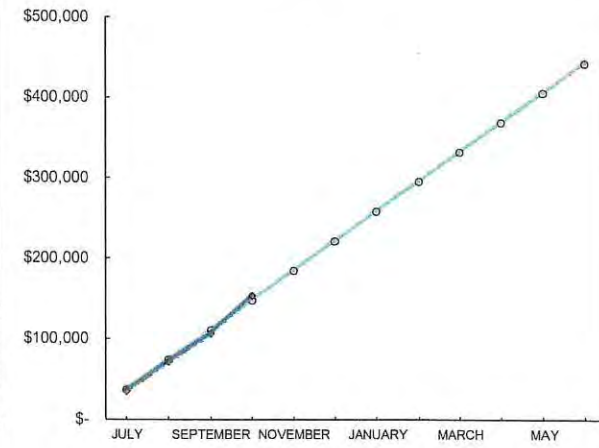
Professional Services



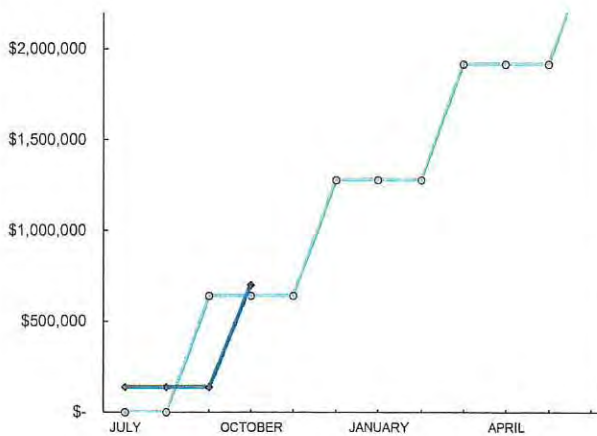
Repairs & Maintenance



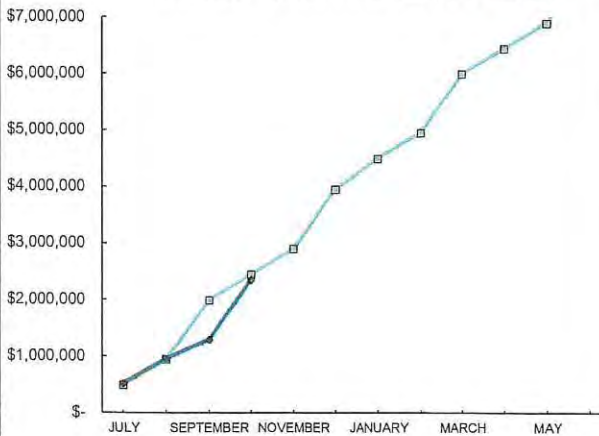
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement



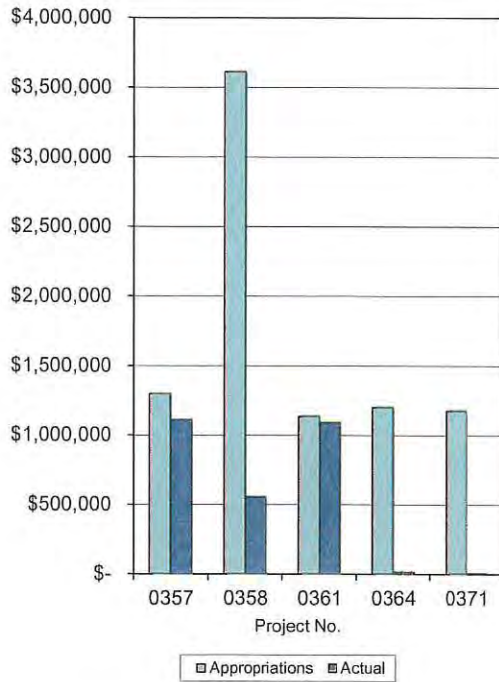
□ - Budget ◆ - Actual

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

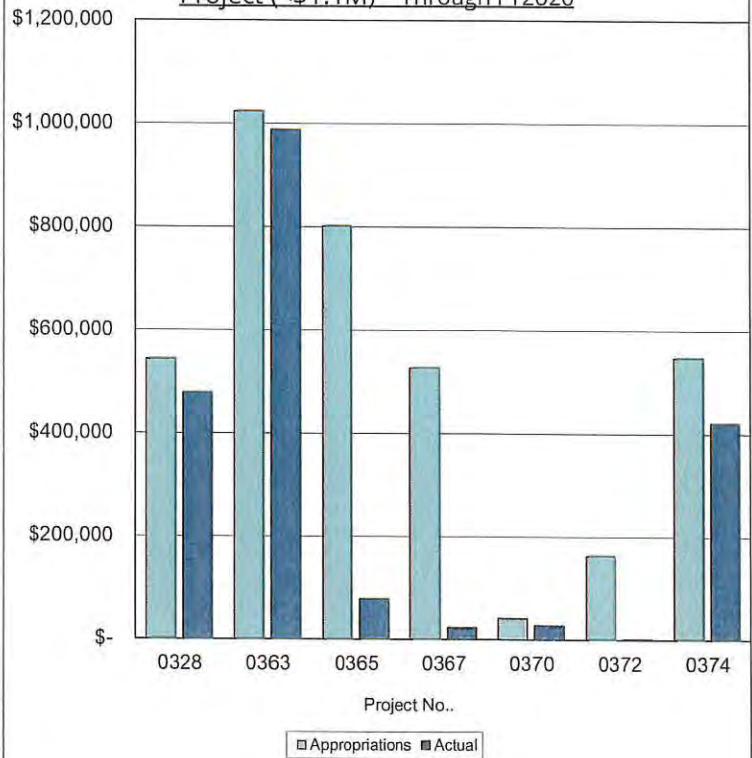
Leucadia Wastewater District Capital Expenditures

As of October 31, 2019

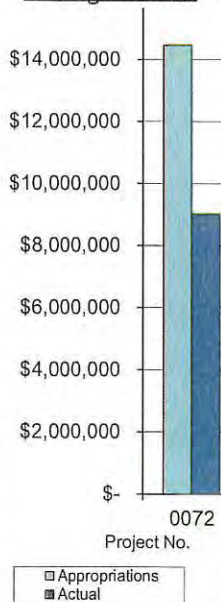
**District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2020**



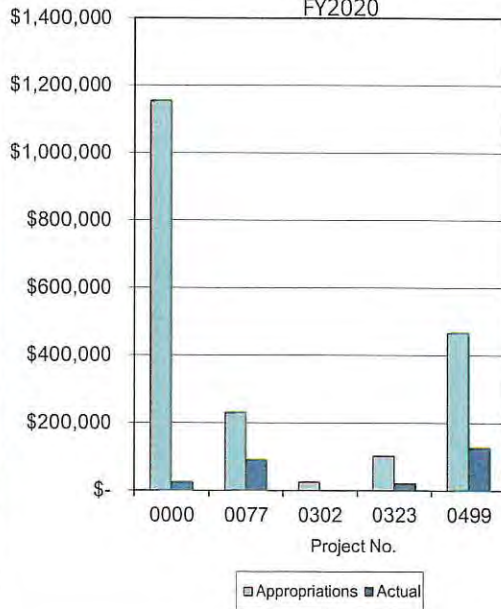
**District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2020**



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



**Single Year Capital Expenditures by
Project
FY2020**



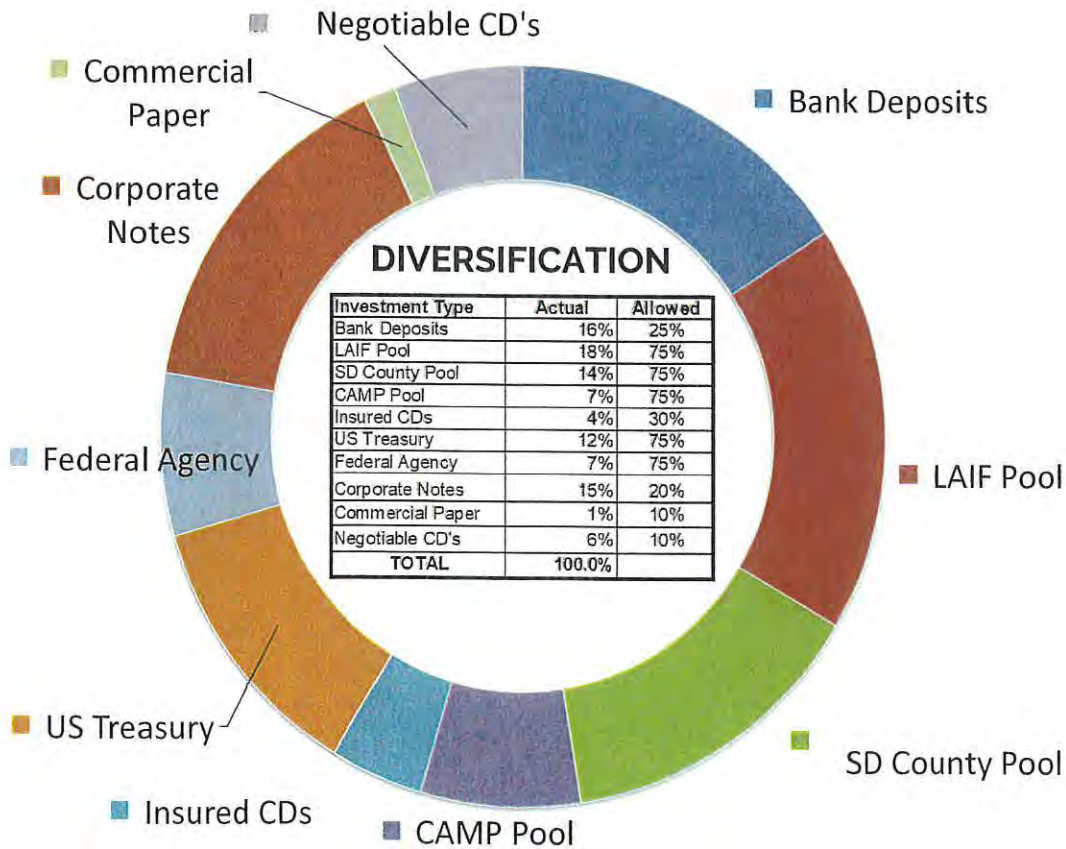
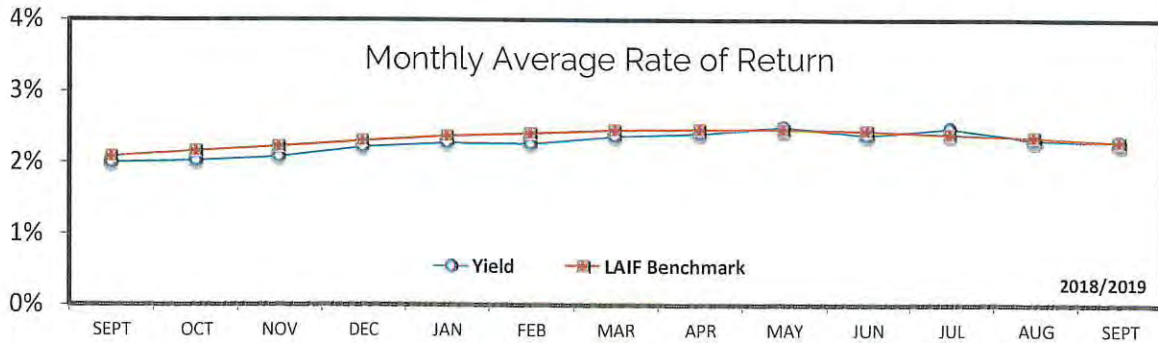
Project Legend

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

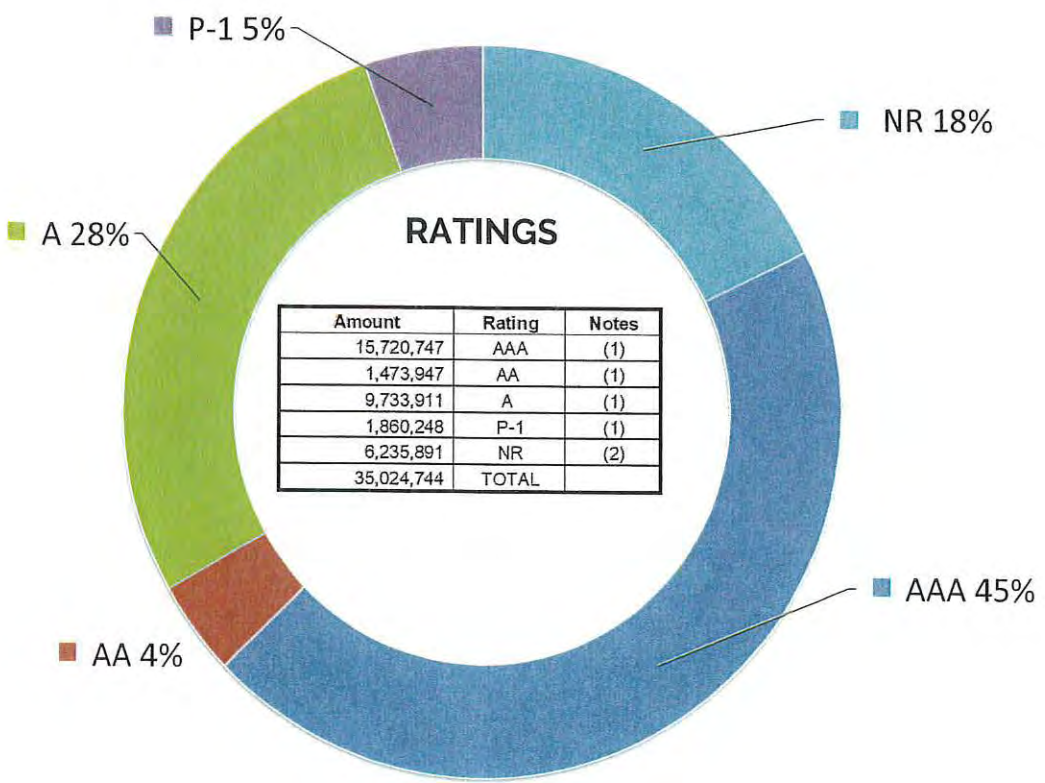
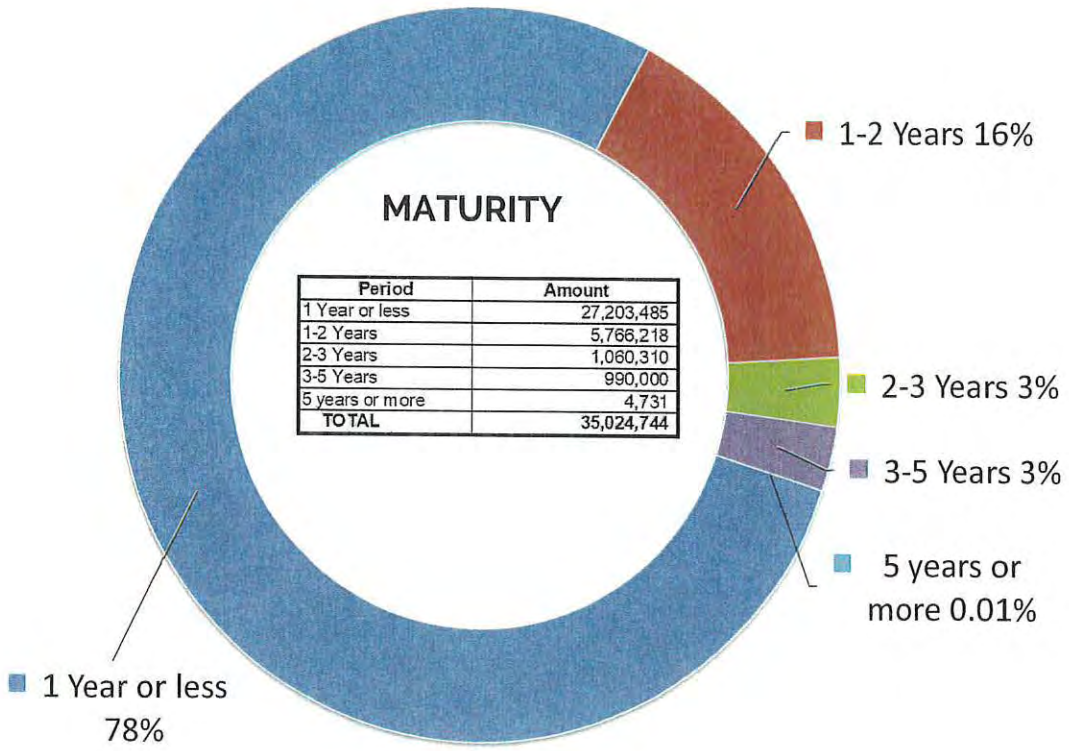
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2019

Cash Equivalents & Investments	Principal (Original Cost)		September Interest	Average Rate
	Aug 31, 2019	Sep 30, 2019		
Opus Bank Reserve	\$ 5,331,384	\$ 5,493,137	\$ 12,549	2.610%
LAIF Pool	6,235,891	6,235,891	\$ 11,848	2.280%
SD County Pool	4,850,124	4,870,990	9,108	2.251%
CAMP Pool	2,948,431	2,485,485	4,407	2.220%
Certificates of Deposit - Insured CAMP Portfolio	249,000	1,449,000	477	2.042%
US Treasury Notes	4,178,766	4,178,766	7,626	2.070%
GNMA Pool	4,774	4,731	29	7.370%
Federal Agency Notes	2,480,465	2,480,465	4,616	2.230%
Corporate Bonds/Notes	5,836,627	5,336,032	10,927	2.460%
Commerical Paper	490,248	490,248	1,091	2.670%
Negotiable CD's	2,000,000	2,000,000	3,621	2.500%
Total Camp Portfolio	14,990,878	14,490,241	27,909	2.320%
Totals	\$ 34,605,709	\$ 35,024,744	\$ 66,298	2.285%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2019
(Continued)

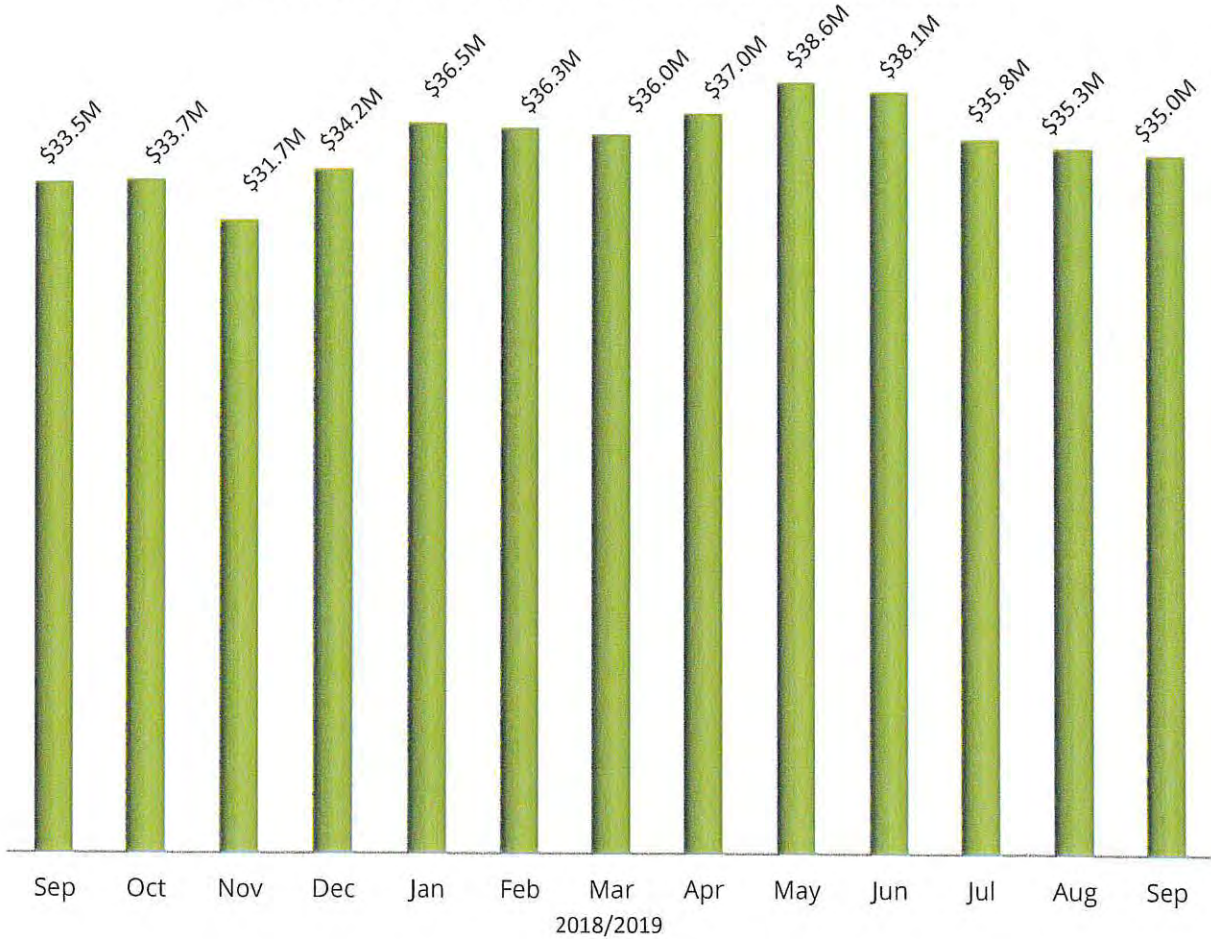


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
(2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2019

(Continued)

CASH & INVESTMENT RESERVES BY MONTH



INVESTMENT TRANSACTIONS

For the months of September, 2019

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 42		(3)	7.37%
US Alliance Credit Union Ins CD	\$ 249,000				1.95%
CISCO Systems Inc Corp Notes		\$ 500,000			1.36%
Well Fargo Bank NA Insured CD	\$ 210,000				2.05%


TOTAL	\$ 459,000	\$ 500,042	\$ -
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(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 20-6905

DATE: November 7, 2019
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 September 30, 2019 (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

9-30-2019

SUMMARY OF CASH & INVESTMENTS at September 30, 2019				
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS				
ASSETS	AMORTIZED COST 9/30/2019	% OF TOTAL		MARKET VALUE 9/30/2019
		Actual	Allowed	
CASH IN BANK (Checking/Reserve Accounts)	\$ 5,769,691	16.3%	25%	\$ 5,769,691
LAIF - STATE INVESTMENT POOL	\$ 6,235,891	17.6%	75%	\$ 6,246,135
SAN DIEGO COUNTY INVESTMENT POOL	\$ 4,870,990	13.8%	75%	\$ 4,890,000
CAMP - JPA INVESTMENT POOL	\$ 2,485,485	7.0%	75%	\$ 2,485,485
INSURED CERTIFICATES OF DEPOSIT	\$ 1,449,000	4.1%	30%	\$ 1,453,850
CAMP PORTFOLIO - US BANK Safekeeping				
Federal Agency Securities				
GNMA Pools	\$ 4,668			\$ 4,622
FNMA Benchmark & Global Notes	\$ 1,496,998			\$ 1,503,193
FHLMC Notes	\$ 996,241			\$ 998,981
Total Federal Agency Securities	\$ 2,497,907	7.1%	75%	\$ 2,506,796
US Treasury Bonds/Notes	\$ 4,192,915	11.9%	75%	\$ 4,202,866
Corporate Notes	\$ 5,342,531	15.1%	20%	\$ 5,377,756
Commerical Paper	\$ 496,834	1.4%	10%	\$ 497,445
Negotiable Certificates of Deposit	\$ 2,000,000	5.7%	10%	\$ 2,006,563
TOTAL CAMP PORTFOLIO	\$ 14,530,188	34.0%		\$ 14,591,426
TOTAL CASH & INVESTMENTS	\$ 35,341,245	100.0%		\$ 35,436,588

As of September 30, 2019		QUARTERLY RESULTS			
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
\$35.4M	212	-\$3.3M	\$211K	2.36%	2.33%

MEMORANDUM

DATE: November 7, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: October 2019 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

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

tb:PJB

Attachment

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

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	J. Stecker
2019 Sewer Summit										
2019 Sewer Summit October 17, 2019 Oakland, CA	Registration									
	Hotel								201.68	201.68
	Airfare								151.96	164.96
	Meals								32.67	26.50
	Amtrack									
	Parking								38.00	
	Tips/Baggage								9.00	2.00
	Fuel/mileage/taxi/uber									
	Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	433.31
2019 Sewer Summit										
	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
2019 Sewer Summit										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019 Sewer Summit										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:
JS received ride to/from airport with IR

Encina Wastewater Authority Report

Regular Board Meeting

October 23, 2019

EWA Board of Directors - Director Sullivan Reporting

1. Climate Change Action Plan Award

The Board of Directors authorized the General Manager to execute a Professional Services Agreement with Woodard & Curran Inc. in the amount of \$79,535 for the development of a Climate Change Action Plan.

2. Primary Effluent Conveyance System Rehabilitation Final Acceptance

The Board of Directors took final acceptance of the contract with J.R. Filanc Construction Company Inc. for construction of the Primary Effluent Conveyance System Rehabilitation Project and directed staff to record a Notice of Completion with the San Diego County Recorder.

There was no Executive Session.

Engineering Committee Meeting Report

Presented by Vice President Juliussen

Meeting held November 6, 2019

The Engineering Committee (EC) reviewed the following recommendation:

- 1. Authorize the General Manager to execute an Agreement with Rockwell Engineering & Equipment Company, Incorporated for the purchase of a replacement Emergency Bypass Pump in an amount not to exceed \$71,539.20**

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

- 2. The EC also received an update on the Batiquitos (B3) Discharge Section Replacement Project.**

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

Investment & Finance Committee Meeting Report

Presented by Director Hanson

Meeting held November 6, 2019

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

- 1. Receive and file the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR)**

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

Human Resources Committee Meeting Report

Presented by Director Hanson

Meeting held November 7, 2019

The Human Resources Committee (HRC) reviewed the following recommendation:

- Adopt Resolution No. 2319 Updating LWD's Electronic Media Usage Policy

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

MEMORANDUM

Ref: 20-6888

DATE: November 7, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2019 (FY 19) Comprehensive Annual Financial Report

RECOMMENDATION:

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

1. Receive and File the FY19 Comprehensive Annual Financial Report (CAFR).
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Financial / FY19 Audit

This item was reviewed by the IFC at its November 6th meeting and the IFC concurred with staff to present this item for the Board's consideration.

State law requires the Leucadia Wastewater District (LWD) to prepare a complete set of financial statements in conformance with generally accepted accounting principles (GAAP). The law also requires that the financial statements be audited in accordance with generally accepted auditing standards. For LWD, these documents collectively take the form of LWD's annual financial audit.

LWD prepares a more comprehensive financial audit, which is known as a Comprehensive Annual Financial Report or CAFR. This year's CAFR includes the following sections:

- Introductory section that includes the letter of transmittal
- A Financial section that includes the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements with notes, and Supplementary Information
- Statistical section that includes cost and revenue comparisons and other LWD statistics for the past 10 years.
- Other information

The accounting firm of Davis Farr LLP has completed its audit of LWD's FY19 CAFR. Staff is pleased to report that the auditors found that the financial statements fairly represent LWD's financial condition and is in conformance with GAAP.

Attached for the Board's review is the Auditor's information letter which reports on any significant audit findings as a result of their audit, and the Auditor's Report on Internal Controls, Compliance, and Other Matters. A PDF of the full CAFR will be emailed to you for your review.

Staff along with Shannon Ayala, CPA of Davis Farr LLP, will present an overview of the CAFR at the upcoming meeting.

rad:PJB

Attachment
Enclosure

To the Board of Directors
Leucadia Wastewater District

We have audited the financial statements of Leucadia Wastewater District for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 27, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Leucadia Wastewater District are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2019. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Leucadia Wastewater District's financial statements were:

Management's estimate of which capital projects represent ordinary maintenance activities necessary to keep an asset operational for its originally intended useful life versus significant improvement, replacement, and life extending projects that should be capitalized as additions to capital assets is based on management's knowledge of the assets and their useful lives.

Management's estimate of transactions related to net pension and OPEB liabilities based on actuarial information. We evaluated the key factors and assumptions used to develop the estimates above and determined they are reasonable in relation to the financial statements taken as a whole.

There were no particularly sensitive note disclosures affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We noted there was an immaterial uncorrected misstatement to increase construction in progress and accounts payable.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 29, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Leucadia Wastewater District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Leucadia Wastewater District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to *Management's Discussion and Analysis, Schedule of the Proportionate Share of the Net Pension Liability, Schedule of Contributions-Defined Benefit Pension Plan, Schedule of Changes in Net OPEB Liability and Related Ratios and Schedule of OPEB Contributions*, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the financial statements and *Combining Schedule of Changes in Net Position* which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, statistical section and other information which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Leucadia Wastewater District
Page Three

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Leucadia Wastewater District and is not intended to be, and should not be, used by anyone other than these specified parties.

DAVIS FARR LLP

Irvine, California
October 29, 2019

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Board of Directors
Leucadia Wastewater District
Carlsbad, California

Independent Auditor's Report

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Leucadia Wastewater District (the District), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 29, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether The District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of

our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

DAVIS FARR LLP

Irvine, California
October 29, 2019

MEMORANDUM

DATE: November 7, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Award of Purchase Agreement for a Replacement Emergency Bypass Pump**

RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Rockwell Engineering & Equipment Company, Incorporated for the purchase of a replacement Emergency Bypass Pump in an amount not to exceed \$71,539.20.
2. Discuss and take other action as appropriate.

DISCUSSION:**Tactical Goal: Services / Purchases / Emergency Bypass Pump Replacement**

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

The Leucadia Wastewater District (District) currently owns and maintains one large portable emergency diesel engine driven bypass pump (diesel bypass pump). This diesel bypass pump enables the District to completely bypass the largest capacity pump stations, Batiquitos and Leucadia. During an event of a loss of pumping capability at either pump station, staff deploys and sets up the diesel bypass pump to maintain collection system operation to prevent a sewer system overflow.

On January 1, 2020, the San Diego County Air Pollution Control District (APCD) will implement stricter requirements on portable diesel engines. When this occurs, the current diesel bypass pump will be out of compliance with APCD regulations. Therefore, the District needs to replace the diesel bypass pump to maintain emergency bypass pumping capability. Additionally, the District's current emergency bypass pump is 21 years old and has exceeded its useful life.

During the development of the replacement emergency bypass pump specifications, staff evaluated whether an electric motor driven pump would be a viable replacement for the diesel engine driven pump. As a result of this evaluation, staff and District Engineer Wilson concluded that an electric motor driven pump can meet the pumping requirements and is a better option for the following reasons:

1. No annual permit required with APCD, a cost savings of \$230 per year
2. Smaller trailer wheel base making it easier to tow, back-up and position

3. Lower maintenance costs associated with an electric motor
4. No limit on the time an electric motor driven pump can be connected at a pump station because it is not a violation of APCD regulations

As you may recall, last month the Board of Directors approved the purchase of two (2) portable emergency generators. During a loss of SDG&E service, these generators will provide emergency electrical power for four satellite pump stations that are not equipped with emergency generators. Additionally, either one of these two new generators can be used to provide electrical power to the new electric motor driven bypass pump (electric bypass pump). Staff used this holistic approach in planning the purchase of the generators and the electric bypass pump.

To procure the new electric bypass pump, the District prepared performance specifications and identified five (5) pump manufacturers that could meet the criteria. On October 3, 2019, the District distributed a Request for Sealed Bid to the manufacturers. Additionally, a Request for Bids was published in the San Diego Union-Tribune. The bids were due on October 17, 2019. The District received three bids with the following results:

Supplier	Bid Submitted
Rockwell Engineering & Equipment Co.	\$71,539.20
Charles King Company	\$97,367.31
Xylem Dewatering Solutions Inc.	\$202,943.00

The bids were reviewed by Dexter Wilson and Kathleen Heitt at Dexter Wilson Engineering Inc. (DWEI). The bid memorandum is attached for your review. Based on their review of the bid documents, DWEI determined that Rockwell Engineering & Equipment Co, Inc. (Rockwell) has the requisite knowledge and experience to provide the electric bypass pump. Rockwell's specified electric bypass pump satisfied all bid specifications. It is important to note that the District will not trade in the diesel bypass pump. Instead, it will be sold at public auction at a later date.

As a result of their evaluation, DWEI recommends that Rockwell be awarded the contract as the lowest responsive and responsible bidder. Staff and the EC concur with DWEI's assessment and recommend that the Board award the purchase of the Emergency Electric Motor Driven Bypass Pump to Rockwell Engineering & Equipment Co, Inc. in an amount not to exceed \$71,539.20.

FISCAL IMPACT:

The Fiscal Year 2020 Capital Acquisition Budget includes sufficient funding for the purchase of the Emergency Bypass Pump.

jms:PJB

Attachment

DEXTER WILSON ENGINEERING, INC.

DEXTER S. WILSON, P.E.
ANDREW M. OVEN, P.E.
STEPHEN M. NIELSEN, P.E.
NATALIE J. FRASCHETTI, P.E.
STEVEN J. HENDERSON, P.E.

MEMORANDUM

103-500

TO: Jeff Stecker, Leucadia Wastewater District

FROM: Dexter S. Wilson, P.E., Dexter Wilson Engineering, Inc. *DSW*
Kathleen Heitt, E.I.T., Dexter Wilson Engineering, Inc.

DATE: October 24, 2019

SUBJECT: Trailer Mounted Electric Motor-Driven Pump Bid Review

This memorandum provides a summary of our evaluation of bid results and the responsiveness of the low bid for Leucadia Wastewater District's (LWD or District) October 3rd, 2019 Request for Sealed Bids for a trailer-mounted electric motor-driven pump.

Bid Results

Bids were opened October 17th, 2019 and three bids were received. The bids are summarized in Table 1 below.

TABLE 1 BID SUMMARY	
Company Name	Bid Amounts
Rockwell Engineering & Equipment Co, Inc.	\$71,539.20
Charles King Company	\$97,367.31
Xylem Dewatering Solutions Inc.	\$202,943.00

Review of Apparent Lowest Bidder

Rockwell Engineering & Equipment Co, Inc. (Rockwell) submitted the apparent lowest bid. Dexter Wilson Engineering Inc. finds Rockwell to be the lowest responsive bidder. The following reviews have been completed:

Bid Form. Nick Rockwell, the Senior Sales Engineer, completed and signed the bid form on behalf of Rockwell. The final bid including all options, sales tax, and delivery was priced at \$71,539.20. Relevant vendor information for Rockwell including the address and contact information were also included.

Delivery Date. The delivery date on the bid form was stated as 7 weeks from the Notice of Award. This complies with the specified requirement that the delivery occur within 7 weeks or sooner of the Notice of Award.

Pump Design Requirements. The pump included in the bid has the hydraulic capacity to meet both the design duty point of 3,200 gpm at 100 feet TDH and the second duty point of 4,600 gpm at 90 feet TDH. It is a fully automatic priming pump with a solids handling capability of 3.75 inches as specified.

Pump Additional Equipment and Appurtenances. All pump equipment including the impeller, bearings, shafts, seals, suction and discharge flanges, gaskets, O-rings, priming system, and check valve meet or exceed the specified requirements. Deviances from the specifications include a CA6NM stainless steel impeller and 174PH stainless steel shaft which were both determined to be acceptable. Wear rings pressed into the suction cover of the pump will be utilized rather than wear plates. The seals will have a tungsten carbide stationary seat and a silicon carbide rotating face.

Motor. The motor for the generator will be 200 horsepower and will be manufactured by Teco Westinghouse. A soft starter will also be included and will be manufactured by Franklin Control Systems. The predicted supplier of the District's new generator reviewed the proposed motor and said it should work with the generator to be supplied.

Frame and Trailer. As specified, Rockwell included a frame and trailer in their bid for the pump with all relevant Department of Transportation running lights, stop lights, reflectors, and license plate holders. The assembled trailer will have a maximum weight less than 20,000 pounds and will include a lifting bail, pintle trailer hitch, spare tire, and spare tire mount.

Options Included. Rockwell included the required float switch options. The float switches will be NEC Class 1 Division 1 rated high- and low-level float switches compatible with the provided control panel.

Warranty. Rockwell will include a 2-year warranty for all equipment as specified. They did not include an option for an extended warranty. All services will be provided by Rockwell technicians.

Company and References. Rockwell is based out of Tustin, California. In addition to trailer-mounted pumps they also carry a variety of other pumps and other wastewater products with a specialty in chopper pumps. Pioneer Pumps are one of several pump brands they carry.

Trailer/Engine Construction. The trailer-mounted pump will be manufactured entirely by Pioneer Pump who has been manufacturing pumps for more than 20 years. Rockwell will coordinate the delivery of the pump package to LWD.

Recommendation

Dexter Wilson Engineering Inc. recommends the purchase of the trailer-mounted electric motor-driven pump be awarded to Rockwell as the lowest responsive bidder based on the bid amount and submitted documentation demonstrating their satisfaction of the bid documents.

DSW:KH:sc

MEMORANDUM

DATE: November 7, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2319 Updating LWD's Electronic Media Usage Policy

RECOMMENDATION:

1. Adopt Resolution No. 2319 Updating LWD's Electronic Media Usage Policy.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: People/ Administrative Policy Updates/Review

This item was reviewed by the HRC at its November 7th meeting and the HRC concurred with staff to present this item for the Board's consideration.

LWD's current Electronic Media Usage Policy was developed as a supplement policy to LWD's Human Resources Policy Manual during January 2011 and later revised in October 2013. Due to the rapid changing nature of technology, this policy is outdated and requires revisions to meet current administrative procedures.

Below please find a summary of the policy's revisions:

Section 1: Background

- This section includes various minor changes to reflect updated technology language, grammatical updates, and language that is consistent with the District's Human Resources Policy Manual and Anti-Harassment/ Discrimination Policy.

Sections 2-4: Scope

- These sections include language that clarifies who the policy applies to, updated IT definitions, and revisions to reflect current administrative procedures.

The policy also includes Attachment A, E-Mail Guidelines. The revised guidelines now include language that explains how to recognize and avoid phishing scams and it also provides examples of types of phishing emails. The purpose of adding this language will help employees identify phishing emails to prevent computer viruses.

The proposed Resolution No. 2319 which amends the Electronic Media Usage Policy is provided as Attachment 1 and contains the full strikeout text of the proposed policy.

Therefore, staff requests that the Board of Directors adopt Resolution No. 2319 amending the Electronic Media Usage Policy, or provide direction as appropriate.

Staff will provide a detailed overview of the changes at the upcoming meeting.

Attachment

th:PJB

RESOLUTION NO. 2319

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE AMENDED ELECTRONIC MEDIA USAGE POLICY**

Whereas, the Electronic Media Usage Policy was established during January 2011 and it was last updated during October 2013; and

Whereas, the Board of Directors desire to amend the Electronic Media Usage Policy to reflect the changing nature of technology and be consistent with current procedures and with District's Human Resources Policy Manual.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the amended Electronic Media Usage Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with related District policies.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 13th day of November 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David Kulchin, President

Attest:

Paul J. Bushee, Secretary /Manager

Exhibit A

Electronic Media Usage Policy Manual



ELECTRONIC MEDIA USAGE POLICY

Ref: 20-DRAFT6891

1. Background

The Leucadia Wastewater District (LWD) makes every effort to provide its employees with technology-based resources in order to conduct official business more effectively. In this regard, LWD has installed personal computers, local area networks (LANs), electronic mail (~~email~~) and access to the ~~Internet~~. In addition, ~~District authorized~~ staff may utilize ~~paggers and digital cellular telephones~~ ~~cell phones and tablets~~ ~~iPads~~ ~~with which includes similar features as a computer, such as; internet access, sending and receiving email-mails, text messages, photographs and multimedia messages. voicemail features.~~

All District provided electronic media resources, including ~~email~~ systems, ~~Internet~~ access, ~~tablets, and telephones~~ ~~cell phones and (including~~ voicemail), etc. are intended to be used primarily for business purposes. Any personal use must be of an incidental nature, and not interfere with business activities; ~~must not involve solicitation, and must not potentially embarrass the District, its residents, its ratepayers, or its employees. Electronic devices and services are provided primarily for District use. Limited, occasional or incidental use of electronic devices (sending or receiving) for personal, non-business purposes is understandable and acceptable. However, employees need to demonstrate a sense of responsibility and may not abuse this.~~

~~Electronic devices may not be used for knowingly transmitting, retrieving or storage of any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose which is illegal or against District policy or contrary to the District's interest.~~

2. Scope

This policy ~~is supplemental to section 3.12 of the Human Resources Policy Manual and statement~~ applies to all District Board Members; ~~and~~ employees; ~~contractors and consultants.~~

~~All vendors, contractors, consultants and temporary employees are required to abide by the aforementioned policy items when conducting business on District property, or using District equipment. When you are remotely connected to District systems, you are considered to be both on District property and using District equipment.~~

3. Definitions

Attachment: An application specific file, such as a Word or Excel document, that is transported with an e-mail message. The recipient must have suitable software for viewing the attachment.

E-mail: A message, possibly with attachments, ~~composed on a computer and received by a computer. A network, potentially including the Internet, is the transmission medium distributed by electronic means from electronic device~~ ~~one computer~~ user to one or more recipients via network.

Text Message: An electronic communication/message sent and received by a mobile phone.

Internet: A worldwide network of computers, adhering to universal standards, that is capable of exchanging data with each other.

LAN: Local Area Network. The District's internal network is an example.

Phishing: A cybercrime in which a target or targets are contacted by e-mail, telephone, or text message by someone posing as a legitimate institution to lure individuals into providing sensitive data.

4. General

1.4.1. The General Manager, ~~Administrative Services Manager or Technical Services Manager~~ or his/her designee must authorize ~~Internet~~ internet use. Each employee will be responsible for the security of his/her account password and held responsible for the use or misuse of the account.

2.4.2. All data created on all District resources/electronic devices, including printed material and e-mail, are owned by the District. Management reserves the right to monitor and access all ~~email~~ files created, stored or received on all District systems, at any time, with no prior notice. There is **NO** expectation of personal privacy in the use of the ~~Internet~~ internet, text messages and ~~email~~ e-mail. These mediums are subject to archival policies and any scrutiny normally afforded to paper files and documents covering the same subject matter.

3.4.3. The District is not responsible for items originating in the ~~Internet~~ internet.

4.4.4. The District reserves the right to restrict access to portions of the ~~Internet~~ internet.

5.4.5. Relevant, existing District policies apply to ~~Internet~~ internet usage. This includes but is not limited to:

- Internet and District provided resources shall not be used to obtain or disseminate any sexually oriented material.
- The use of these Internet resources to send threatening, slanderous, racially and/or sexually harassing messages is prohibited.
- The use of any District resource for personal gain is prohibited.

~~Copyrighted software shall not be downloaded unless it is a "demo" package provided by the vendor and approved by the Technical Services Manager.~~

- No programs or software may be installed on District computer systems (office pc or the network) without the written authorization of the Technical Services Manager. The Technical Services Manager or Field Services Superintendent shall authorize all modifications or software installations on the District SCADA network.
 - All downloaded data and software, or disks containing data originating outside LWD's network ~~must~~will be scanned for viruses prior to opening and use.
 - ~~Unencrypted, confidential documents must never be sent via e-mail.~~
 - When using ~~e-mail~~electronic media, remember that each employee represents the District. Do not speak for the District unless authorized to do so. In addition, employees should take reasonable care to prevent introduction or spread computer viruses/malware into or through LWD communication and information systems and equipment. If an employee(s) receives suspicious phishing e-mail(s)/text messages, he/she shall not open the e-mail/ text messages or any attachments. Employees shall delete the e-mail/text message and block future
 - mail-mails from the sender or forward the e-mail to the District's contracted IT support desk to verify if the e-mail is safe to open. To assist employees with the use of e-mails and how to identify phishing e-mails, guidelines are attached for additional information.
- 6.

5. Enforcement

A violation of standards, procedures or guidelines established pursuant to this policy shall be presented to District management for appropriate action and may result in disciplinary action including termination. If, based on the District's audit and review of any employee's ~~i~~Internet usage, the District has reason to believe that an employee's use of the ~~i~~Internet violates the law in any manner, the District may refer the matter to the proper authorities for prosecution.

6. Frequency of Review

This policy ~~shall~~will be provided to new employees and reviewed by each employee ~~with~~and his/her immediate supervisor prior to the first use of any District furnished electronic media, including ~~i~~Internet and e-mail related resources. New updates to the policy shall be sent to all employees.

7. Policy Coordinator

Administrative Services ~~Manager~~Supervisor

Date of Last Revision/Review

January 2011

October 2013

September~~November~~ 2019

ELECTRONIC MEDIA USAGE AUTHORIZATION REQUEST

End-User Information

Director/Employee: _____

Dept.: ~~Dept.:~~ _____

Required/~~Requested~~ -Services or Equipment: ~~Internet~~ E-mail Internet Access

~~Pager~~ Cellular Phone iPad SCADA Network

Electronic Usage Policy Review

I have received a copy of the LWD Electronic Usage Policy and agree to abide by its provisions.

Director/Employee Signature: _____

Date: _____

I have reviewed the LWD Electronic Usage Policy with this employee.

Manager/Supervisor: _____

Date: _____

LWD Electronic Media Usage Authorization

Authorizing Signature: _____

Date: _____

Instructions:

1. Fill out the above as required.
2. Review the [Internet Electronic Usage/Electronic Media Usage Policy](#) with the employee requiring authorization.
3. Return signed form to the [Administrative Services Supervisor/ASM](#).

ATTACHMENT A

E-MAIL GUIDELINES

The following section is NOT part of the [Internet Usage Policy](#). It contains information and hints that will assist you in the use of [Internet based e-mail](#).

General Guidelines

1. [E-mail](#) is not secure. Never include in an [e-mail](#) anything you want to keep secure and confidential.
2. Be careful when sending attachments. The recipient may not have the software to read it. An example of this is sending a Microsoft Word document to a site that only uses WordPerfect.
3. Don't send large files [over 109MB](#) via [e-mail](#) unless necessary. The recipient may have a "slow" [Internet](#) connection and/or may be paying for each received byte. It may be necessary to send a large file [via file-sharing software \(e.g.: Dropbox, Google Drive, SharepointSharePoint etc.\)](#) or through surface mail rather than [e-mail](#).
4. Include a signature block at the bottom of [e-mail](#) messages. This usually contains the sender's name, [e-mail](#) address and voice/fax phone numbers [as well as District approved Confidentiality Notice](#). Outlook [may-can](#) be configured to add this automatically.
5. Delivery of [e-mail](#) is not 100% reliable. For important items, notify senders that their [e-mail](#) was received and when a response can be expected.
6. Be careful of punctuation and spelling. Always use the built-in checkers.
7. All [e-mails](#) that resides on the [e-mail](#) server [are](#) backed up to [magnetic-tape server archive](#). Note that all messages may be available for audit, via the backup, even if the online version is erased.

How to Recognize and Avoid Phishing Scams

[Phishing e-mails and text messages may look like they're from a company you know or trust. They may look like they're from a bank, a credit card company, a social networking site, an online payment website or app, or an online store. Phishing e-mails and text messages often tell a story to trick you into clicking on a link or opening an attachment. They may](#)

- [say they've noticed some suspicious activity or log-in attempts](#)
- [claim there's a problem with your account or your payment information](#)
- [say you must confirm some personal information](#)
- [include a fake invoicefake invoice](#)
- [want you to click on a link to make a payment](#)
- [say you're eligible to register for a governmentgovernment refund](#)
- [offer a coupon for free items coupon for free stuff](#)

- say you are eligible to receive a lump sum of money

7. _____

What to Do if You Suspect a Phishing Email

Answer the following questions before opening the email(s):

1. Does the District have an account with the company/vendor or know the person that has contacted me? If your answer is no, it could be a phishing scam
2. Do you notice several spelling or grammar errors in the email? If your answer is yes, it could be a phishing scam.
3. Is the sender asking you to update bank or account information? If your answer is yes, it could be a phishing scam.
4. Is it asking you to click on something?

If you suspect any phishing email(s), DO NOT open the email or attachment, and DO NOT respond. Delete it as quickly as possible.

Phishing/Spam Email Examples:

The email below states in the heading under the sender's name "Suspected Spam" and the District security software quarantined this email. Delete these emails immediately and do not open.



1/10 8/29/2019 4:40 AM

Wells Fargo Bank <info@organicnailshop.es>

Suspected Spam:Re: payment_invoice

Notice the email is not from Wells Fargo Bank

Symantec Mail Security replaced Payment_copy.zip with this text message. The original text contained an executable file and was quarantined.

ID:EXCH1::SYQ5490475f2

The email message was also quarantined.

The e-mail below appears to be from the Social Security Administration but was marked by Microsoft as not being valid. In addition, when the mouse cursor is hovered over the hyperlink, what is displayed as the actual web address is completely unrelated to the subject manner.

Get Protected



no-reply@ssa.gov (no-reply@ssa.gov) Add to contacts 1/04/16

To: [Redacted]

E-mail appears to be from valid Federal Government source

But was marked by Microsoft SmartScreen.

From: **no-reply@ssa.gov** (no-reply@ssa.gov) Microsoft SmartScreen classified this message as junk.

Sent: Mon 1/04/16 3:16 PM

To: [Redacted]



Microsoft SmartScreen marked this message as junk and we'll delete it after ten days.

Wait, it's safe!

As regards our commitment, concerning the S.A.F.E Act 2015 imposed by the Internal Revenue Service (IRS).

Social Security Administration has brought to you a new Security features that helps you as a tax payer to secure and protect your Personal Information.

This new features helps you monitor your credit report, and alert you of unauthorized us <http://www.food.com> ty.

<http://www.food.com>
Click to follow link

When mouse cursor is hovered over link it displays unrelated website

To register, click [here](#) to get started.

Please do not reply to this E-mail, as we are unable to respond to messages sent to this address.

This phishing email below states "Action required" in the heading

Wed 7/31/2019 8:22 AM
lwwd.org <noreply@noreply.com>
Action required (Message release error)

Email E-mail was received from an unknown sender

To: info

If there are problems with how this message is displayed, click here to view it in a web browser.

(Do not click on this)
Request to click on
"Resolve incident"

Dear info@lwwd.org,

Message Release Error

Incident has been opened ** INC09672983 **
10+ new emails from one of your contacts have been prevented from delivery to your inbox as of today due to an unknown server error.
You have important messages awaiting delivery to your inbox.
Incident Ticket Support INC09672983 | [Resolve Incident](#)
July 31, 2019

This message was sent to info@lwwd.org by Mail service

CONFIDENTIALITY NOTICE: The information in this email, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and legally privileged information. If you are not the intended recipient, any disclosure, copying, distribution or use of the contents of this information in any manner is strictly prohibited and may be unlawful.

Message Release Error

MEMORANDUM

Ref: 20-6866

DATE: November 7, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Calendar Year 2020 Board of Directors' Meeting Schedule

RECOMMENDATION:

Staff requests that the Board of Directors:

- 1. Approve the calendar year 2020 Board of Directors' meeting schedule.
2. Discuss and take other action, as appropriate.

DISCUSSION:

During November 2009, the Board of Directors adopted Resolution No. 2205 establishing the date, time and place for regular meetings of the Board. According to the resolution, Board meetings will be held at the District Administration Building at 5:00 P.M. on the second Wednesday of each month unless changed by a motion of the Board at a regular meeting. Below please find the proposed meeting schedule for calendar year 2020. Also attached is the updated 2020 conference schedule that staff has prepared for coordinating with the Board meeting dates in order to avoid potential conflicts with the proposed dates.

To avoid conflict with holidays or meetings of professional organizations in which the District is affiliated, the dates indicated in blue below have been changed from the second Wednesday of the month to the third Wednesday of the month. The conflicting meeting is indicated next to the revised date.

Table with 2 columns: Original Date, Revised Date. Title: 2018 Board of Directors' Meeting Schedule. Rows include dates from January 8, 2020 to June 10, 2020, with revised dates in blue for August 19, 2020 and November 18, 2020.

As of November 7, 2019, there is no date available for the CASA/WateReuse Joint Public Policy Forum. This conference is a one day conference normally in mid-April, however, this conference was cancelled in 2019. Should the CASA/WateReuse Joint Public Policy Forum conflict with the April 8th Board meeting, the April Board meeting can be moved at the Board's discretion.

In accordance with the Resolution, staff requests that the Board of Directors approve the calendar year 2020 Board of Directors' meeting schedule (above) and take other action, as appropriate.

tb:PJB

Attachments



LEUCADIA
WASTEWATER
DISTRICT

LEADERS IN
ENVIRONMENTAL
PROTECTION

Board of Directors

2020 Calendar Year Board Meeting Schedule	
January 8, 2020	July 8, 2020
February 12, 2020	August 19, 2020*
March 11, 2020	September 9, 2020
April 8, 2020	October 14, 2020
May 13, 2020	November 18, 2020**
June 10, 2020	December 9, 2020

* August Board Meeting conflicted with CASA Annual Conference on August 12. August Board Meeting changed to August 19.

** November Board Meeting conflicted with Veteran's Day Holiday on November 11. November Board Meeting changed to November 18.

UPCOMING 2020 CONFERENCES

CASA Conferences

Winter Conference

Date: **January 21-23, 2020**

LWD Board Meeting: January 8, 2020

Location: Renaissance Indian Wells, Indian Wells, CA

Conference website: <https://casaweb.org/events>

Joint Public Policy Forum (CASA-WaterReuse)

Date: **Date currently N/A normally in mid April** (9am to 1:30pm)

LWD Board Meeting: April 8, 2020 (POSSIBLE CONFLICT)

Location:

The Sutter Club
1220 9th Street
Sacramento, CA 95814

Hotels in close proximity. Choose from the following:

- Hyatt Regency Sacramento. Complimentary Shuttle Service.
- Sheraton Grand Sacramento
- The Citizen Hotel

Parking available at the Sutter Club Parking Garage, 824 L Street, Sacramento, CA.

Conference website: <http://casaweb.org/events>

65th Annual Conference

Date: **August 12-14, 2020**

LWD Board Meeting: August 12, 2020 (CONFLICT)

Location: Squaw Creek Lake Tahoe

Conference website: <https://casaweb.org/events>

WaterReuse Conference

2020 WaterReuse California Annual Conference

Date: **March 15-17, 2020**

LWD Board Meeting: March 11, 2020

Location: Hyatt Regency SF, San Francisco, CA

Conference website:

<https://watereuse.org/news-events/conferences-2/>

CSDA Conferences

Legislative Days

Date: **May 19-20, 2020**

LWD Board Meeting: May 13, 2020

Location: Sacramento Convention Center

Conference website: <https://legislatedays.csda.net/home>

Annual Conference

Date: **August 24-27, 2020**

LWD Board Meeting: August 19, 2020 (moved to the Aug 19 since CASA Annual is Aug 12)

Location: Palm Desert, CA

Conference website: <https://www.csda.net/annualconference/home>

CWEA Conferences

Annual Conference

Date: **March 31 – April 3, 2020**

LWD Board Meeting: April 8, 2020

Location: Reno Convention Center, Reno, NV

Conference website: <http://events.cwea.org/>

WEF TEC Conference

93rd Annual Water Environment Federation Conference


Date: **October 3-7, 2020**

LWD Board Meeting: October 14, 2020

Location: Morial Convention Center, New Orleans, LA

Conference website: <http://www.weftec.org>

MEMORANDUM

DATE: November 7, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2019 Batiquitos Lagoon Foundation Board Members Election

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD received the Batiquitos Lagoon Foundation (BLF) ballot for their 2019 election. There are three seats available. The candidates are the following:

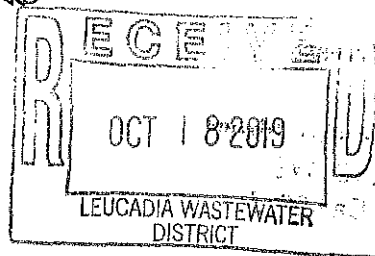
- Fred Sandquist (Incumbent);
- Deb Mossa (Incumbent);
- Bill McGee

Attached for your review are the candidate's statements and a copy of the BLF election ballot. The ballot is due at the BLF by noon, Monday, November 19, 2019.

Staff has no recommendation on this matter. The ballot will be forwarded to the BLF by the due date with the Board's recommendation.

tb:PJB

Attachment



2019 Annual Meeting
of the
Batiquitos Lagoon Foundation (BLF)

Tuesday, Nov. 19, 2019 at 4:30 p.m.

at the

Batiquitos Lagoon Nature Center
7380 Gabbiano Lane

(west end of lagoon trail, see map at www.batiquitosfoundation.org)

~ Agenda ~

- *Meeting of Batiquitos Lagoon Foundation members*
 - *Meet board candidates*
 - *Election of three board members*
 - *Regular board meeting*

Ballot

Eligible voters: BLF members current on their dues as of Oct. 20, 2019.

Board seats: The BLF has nine board members serving three-year terms.
Each year, three seats are open for election.

Ballot submissions: To submit by mail, fold this page in half, seal with tape and mail to the P.O. Box on reverse side. Mailed ballots must be received by noon on Nov. 19, 2019.
To submit in person, bring your ballot to the annual meeting.

Vote for no more than three

Bill McGee

Fred Sandquist (incumbent)

Deb Mossa (incumbent)

Other: _____

Signature

Print name

Date

Sign your ballot! - Unsigned ballots will not be counted!

2019 Batiquitos Lagoon Foundation Board Election Candidate Information

Bill McGee:

I was born in Stamford, Conn., attended Connecticut schools, and graduated from UConn in 1971 with a B.A. in History and Education with honors. I spent two years as credit manager in an export firm in New York City, then went to law school (UConn) and graduated in 1976 with a J.D. After passing the bar that year, I spent three years with an international consulting firm, then 10 years as Director of Adjudications for the Connecticut Department of Environmental protection, where I supervised all the regulatory hearings on water and air pollution, land use, wetlands development, and solid waste sites. My staff and I decided over 700 issues, and there was not a single court appeal of any of them. I was then asked to start up and run a non-profit arbitration program to settle commercial disputes between travel agents and the nation's airlines. I've now done that for 31 years and handled over 7,000 cases, without a single court appeal.

In between, I started a horse racing/breeding partnership in Maryland, which bred and raced about two dozen horses over 25 years. I have attended five Kentucky Derbys, a dozen Preakness and Belmont Stakes, was present at one Triple Crown Belmont (Affirmed in 1978), and have been a frequent attendee at various Breeders Cups (including the inaugural in 1984) as well as races in England and all over the United States. In 2015, I realized a long-term dream and moved to California after spending so many great summer vacations here. My wife Sandy and I have a son, Matt, in San Francisco with his wife and two children, and a daughter, Jennifer, in Minneapolis with two children. My daughter Emily passed away at the much-too-young age of 25 in 2012. Her presence in my life is memorialized in the first row of memorial bricks at Batiquitos Lagoon, where we often walked during our visits when she was young.

I've traveled to Africa and Europe, central America and the Caribbean, written articles for business and environmental publications and played adult ice hockey for 20 years without losing a single tooth. I was also a tennis player at UConn and would love to find somebody to hit the ball with around here! (in 1966 I got to hit with Arthur Ashe, and in the 1980s played summer hockey with Brian Leetch and a number of Hartford Whalers). I have been a host at the Batiquitos Lagoon Nature Center for the last few years and am willing to expand my involvement to serve on the Board of Directors.

Deb Mossa (incumbent):

My name is Deb Mossa, and I started as a Nature Center host in the Spring of 2013. During the last three years, I have participated as an active Board Member, a docent for school walks, and coordinator for the annual kayak event. I have also recruited and trained many of our new volunteers as well as packed up and reinstalled the displays at the Nature Center. On the administrative side, I have helped coordinate strategy sessions, grant writing and for the last nine months, I've been BLF Vice President and Manager of the new Nature Center. I have become a certified Naturalist and attended various meetings and seminars to continue to learn and expand my knowledge of the lagoon and the plants and animals that live there. I have enjoyed learning about the lagoon and sharing that knowledge by interacting with the lagoon trail guests that stop by the Nature Center. The lagoon volunteers and Board have all been amazing, friendly, helpful and sincere about their commitment to keeping the Batiquitos Lagoon the special place it is, and it is an honor to be associated with Batiquitos.

On the professional side, I retired after 38 years in the corporate world, including nine years as a Company Officer. In my last position, I was a Regional Vice President for the Philadelphia Region for a large fast food company. I had a staff of 68 and was responsible for all aspects of the business including marketing, finance, real estate, human resources, communications, and general operations and training. I have worked with many stakeholder groups inside and outside of the corporate structure. I have had five years of international responsibilities, travel and development in Asia, Africa and Latin America. I have lived and worked on both the east coast and west coast as well as the Midwest. I have done extensive public

Continued on other side

Deb Mossa, continued...

speaking, training and team building. I have a B.S. in liberal arts from DePaul University and an MBA from Purdue (Go Boilers!). I have served on the boards of the Philadelphia Chamber of Commerce and the DuPont LPGA Country Club Classic. I have been a docent and tour guide for the Frank Lloyd Wright Home and Studio Foundation in Oak Park, Illinois, and I participated in prairie restoration in the Chicago area when I lived in the Midwest.

On the personal side, I am married and reside in Carlsbad with my husband and cat. We have one daughter who lives and teaches in Oceanside. I enjoy walking the lagoon trail as well as along the coast. I am an avid reader and life long learner. I previously lived in Carlsbad for five years and when we decided it was time to retire, we both knew that this is where we wanted to be. As corny as it sounds, it really is a little piece of paradise, and we are thrilled to be back.

I think I can bring value to the Batiquitos Board as a "Jill" of many trades. I have a lot of knowledge and experience that I apply to many of the tasks that need to be done. I have a wealth of experience organizing and presenting information. I also have had success setting strategic goals, building consensus and motivating stakeholders. I have worked on marketing and public relations plans and issues. I have many years of experience in training and mentoring others. The last three years have been very rewarding, and I can continue to add value and be actively involved in the functions of the nature center and the volunteers on an ongoing basis. I am a very productive person and have a history of adding value to whatever I get involved with as well as bringing new ideas and perspectives based on my global experiences. I am dedicated and committed and have a history of working well with others. If there is any additional information that you may need please contact me at deborahmossa@gmail.com. Thanks for your consideration.

Fred Sandquist (incumbent):

After my wife and I moved to Carlsbad in July 2001, I became involved with the Batiquitos Lagoon Foundation and soon was elected to its board. My wife and I share a passion for the environment. My goal as BLF President has been and continues to be to make our volunteer-based organization a respected and recognized leader in educating the public about the importance of our fragile coastal wetlands and associated watershed. I also want the BLF to be a leader and serve as an example of community-based stewardship for sustaining Batiquitos Lagoon Ecological Reserve (BLER), State Marine Conservation Area (SMCA) (No Take) and its associated watershed now and into the future through our volunteer program opportunities, where the public can directly participate and support our preservation work – a hands-on experiential approach. I also worked with Board Member David Hill to successfully challenge the *La Costa 48* development project, which would have significant impacts on the BLER and SMACA. Our appeal helped convince the California Coastal Commission to vote for a *de novo* hearing to review the project's impacts.

My experience and background includes: being a former Volunteer Park Ranger with the State of Maryland's Department of Natural Resources; director, Systems Engineering with the Social Security Administration in Baltimore, Maryland; retired Commander, U.S. Naval Reserve (cryptologic officer and destroyer line officer); appointed representative to Assembly member Tasha Boerner's *Environment, Water & Sustainability Advisory Council*, representing the 76th Assembly District; appointed environmental member of the City of Carlsbad's *Envision Carlsbad Citizens Advisory Committee*, charged with defining what Carlsbad will look like as it reaches full build-out; former Deputy Director, Navy Tri-Service Medical Information System Office, Bureau of Medicine and Surgery/Naval Medical Command; and contract work for the Navy's Trident Submarine Program.

My education includes a Master of Science degree in the Technology of Management in 1972, from American University, Washington, D.C; a B.S. in Applied Science (Systems Analysis) in 1966 from Miami University in Oxford Ohio; and Doctor of Science graduate work in Medical Engineering at George Washington University in Washington, D.C. I am married to Sandi Sandquist and have a son, Eric, (Department Chair and Professor of Astronomy and Astrophysics, San Diego State University) and daughter Kristin, who lives with her husband Stuart in Boulder, Colo. We are proud grandparents of Mira Sandquist, age 8. I ask for your continued support for serving on the BLF's board of directors!



San Diego Chapter

California Special Districts Association

November 6, 2019

To: San Diego Chapter CSDA Member Agencies
 From: Tom Kennedy, San Diego Chapter President
 Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
 Event Date: **Thursday, November 21, 2019**
 Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**
 Location: **The Butcher Shop Steakhouse – Kearny Mesa**
 5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Board of Directors

President

Tom Kennedy

Rainbow Municipal Water District

First Vice-President

Jim Peasley

Padre Dam Municipal Water District

Second Vice-President

Elaine Sullivan

Leucadia Wastewater District

Treasurer

Richard Stevenson

Sweetwater Authority

Secretary

Diana Towne

Rincon del Diablo Municipal Water District

Past President

Michael J. Bardin

Santa Fe Irrigation District

State CSDA Director

Jo MacKenzie

Vista Irrigation District

~~ San Diego Chapter CSDA Board of Directors Elections ~~

Followed by a dynamic, interactive and educational evening as SDCSDA presents:

**San Diego LAFCO Special Districts Advisory Committee
Candidate Forum**

Followed by:

**“Building Wildfire Resilient Communities
in San Diego County”**

**By Tony Mecham, Unit and County Fire Chief
Cal Fire San Diego**

Be sure to read your November 2019 San Diego Chapter CSDA Newsletter for more great information.

Dinner Menu Selections – \$30 per person (\$40 non-member)

Public is invited to attend the dinner at the \$40 non-member price

Tri-Tip Steak with Bordelaise Sauce, New Potatoes and Vegetables
 Fillet of Atlantic Salmon- Sauteed Salmon Fillet with Dill Buerre Blanc
 Mediterranean Pasta - Pasta, Olive Oil, Garlic, Sun-Dried Tomatoes, Black Olives,
 Feta Cheese

Registration deadline is: Thursday, November 14, 2019

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Tom Kennedy at (760) 728-1178 Ext. 130; tkennedy@rainbowmwd.com, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.

Directions to: The Butcher Shop Steakhouse – Kearny Mesa
5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopd.signonsandiego.com>

Located just off HWY 163 & Clairemont Mesa Blvd.

From South: Take 163 North to Clairemont Mesa Blvd East. Take the first two rights. We are on the left side of the street.

From North: Take 163 South to Clairemont Mesa Blvd East. Cross the 163 overpass and take the first right. Once again we are on the left side of the street.





LEUCADIA WASTEWATER DISTRICT

Cordially invites you to the

2019 Holiday Luncheon

THURSDAY, DECEMBER 12, 2019

12:00 to 2:00 P.M.

(lunch served 12:15 P.M.)



5800 The Crossings Drive
Carlsbad, CA 92008
(760) 444-1800

Please RSVP with
Tianne by
December 4th

700 R Street, Suite 200
Sacramento, Ca 95811



October 30, 2019

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Dear Friends:

On behalf of the Board of Directors, we want to thank Leucadia Wastewater District for your generous support for the CASA Education Foundation. Your contribution of \$1,000 allows the foundation to continue to provide financial support to students who are pursuing a higher education in engineering, environmental science, public administration, and other related fields, and have shown an interest in a career in the water sector.

The CASA Education Foundation is a 501(c)(3) nonprofit public benefit corporation, established with the vision of enhancing the future of California's clean water community by attracting new professionals into the industry.

Your contribution is an investment in the future of our workforce. Thank you for supporting our organization and the students we serve. If you would like additional information regarding our scholarship recipients, please do not hesitate to contact us.

Most sincerely,

A handwritten signature in black ink that reads "Catherine Smith".

Catherine Smith
Founding Board Member

A handwritten signature in black ink that reads "Michael P. Dunbar".

Michael P. Dunbar
President

CC: Foundation Board of Directors

This letter serves as your receipt for your donation. No goods or services were provided in exchange for your donation.