



BOARD OF DIRECTORS REGULAR MEETING

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

To join this meeting via Zoom Teleconference please dial: 1 (669) 900-6833
Meeting ID: 857 3587 0049 **Passcode:** 817153

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

DATE: Wednesday, September 9, 2020
TIME: 5:00 p.m.
PLACE: VIA VIDEOCONFERENCE ONLY

AGENDA

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

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

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

- 4. Appointment of Director Mr. Matthew S. Brown**
- 5. Board of Directors Oath of Office**
General Counsel Brechtel will administer the oath of office to Mr. Matthew S. Brown.
(Pages 5-6)
- 6. General Public Comment Period**
- 7. Approval of Agenda**
- 8. Presentation and Awards**
None.

CONSENT CALENDAR

Items 9-13 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

9. Approval of Board and Committee Minutes

Minutes of the following meetings:

August 19, 2020 Regular Board Meeting (Pages 7-15)
August 25, 2020 Special Board Meeting (Pages 16-17)
September 1, 2020 Special Board Meeting (Pages 18-19)
September 2, 2020 Engineering Committee Meeting (Pages 20-22)
September 3, 2020 Community Affairs Committee meeting (Page 23)

10. Approval of Demands for August/September 2020

This item provides for Board of Directors approval of all demands paid from LWD during the month of August and a portion of September 2020. (Pages 24-41)

11. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY20 to FY21, flows by sub-basin, and staff training. (Pages 42-48)

12. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY21 budget and discloses monthly investments. (Pages 49-56)

13. Disclosure of Reimbursements

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

EWA REPORTS

14. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on August 26, 2020 via video conference – report by Director Sullivan. (Page 59)

- B. An Encina Member Agencies Manager's Meeting was held on September 1, 2020 – report by TSM Morishita. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Engineering Committee meeting was held on September 2, 2020 via videoconference – report by Vice President Omsted. (Page 60)
- B. Community Affairs Committee meeting was held on September 3, 2020 via videoconference – report by Director Sullivan. (Page 61)

ACTION ITEMS

16. Board of Directors Committee Assignments

Review and Discuss the Board Committee Assignments. (Pages 62-64)

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

- A. Encinitas Estates Pump Station Project Status. (Pages 65-82)
- B. Flu Shot Clinic is scheduled for Thursday, September 17, 2020 from 3:00pm – 4:00pm. (Verbal)

18. Directors' Meetings and Conference Reports

- A. CSDA Local Section Virtual Quarterly Meeting was held on August 20, 2020 via videoconference. (Page 83)

19. General Manager's Report

20. General Counsel's Report

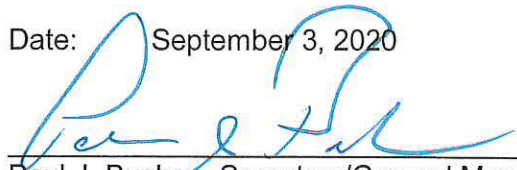
21. Board of Directors' Comments

22. 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: September 3, 2020



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: September 3, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Appointment of New Director



RECOMMENDATION:

1. Appoint Mathew S. Brown to the Vacant Director Seat

DISCUSSION:

The Board of Directors has recently undergone a recruitment process for the vacant Director seat. The process included Special Board Meetings on July 29th, August 25th and interviews on September 1st. As a result of these efforts, the Board has selected Mathew S. Brown to fill the vacant Director seat. Today's recommendation is to formally appoint Mr. Brown to the Leucadia Wastewater District Board of Directors.

tb:PJB



Oath of Office

I, MATTHEW S. BROWN, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Matthew S. Brown

September 9, 2020
Date

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 August 19, 2020

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, August 19, 2020 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:

Juliussen, Omsted, Hanson, 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, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Field Services Specialist Ian Riffel, Field Services Supervisor Marvin Gonzalez, FST III Rick Easton, FST III Hugo Gonzalez, FST III Ryan Rodriguez, and District residents Rolando Saldana, Tom Applegate, and Matthew Brown

3. Pledge of Allegiance

Director Hanson led the pledge of allegiance.

4. General Public Comment Period

GM Bushee stated that three District residents, Mr. Rolando Saldana, Mr. Matthew Brown, and Mr. Tom Applegate, were in attendance at tonight's meeting. All three residents introduced themselves and noted that they had submitted letters of interest for the Director vacancy position.

The Board of Directors thanked Mr. Saldana, Mr. Brown, and Mr. Applegate for their interest in the Director vacancy position and for attending the meeting.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Achievement of Individual Awards – Individual Service Awards

40 Year Service Award – Jeff Stecker

GM Bushee introduced Field Services Superintendent Jeff Stecker, stating that he recently passed his 40th year anniversary at the District. He provided background information about Jeff and noted that under LWD's incentive program Jeff is eligible for a \$1500 incentive award.

The Board congratulated Jeff for his efforts.

15 Year Service Award – Marvin Gonzalez

GM Bushee introduced Field Services Supervisor Marvin Gonzalez, stating that he recently passed his 15th year anniversary at the District. He provided background information about Marvin and noted that under LWD's incentive program Marvin is eligible for a \$300 incentive award.

The Board congratulated Marvin for his efforts.

B. Achievement of Individual Awards – Professional Achievement Awards

California Water Environment Association (CWEA) Collection System Maintenance Grade 3 Certification – Ryan Rodriguez

GM Bushee introduced Field Services Technician III Ryan Rodriguez stating that Ryan recently received his Collection System Grade 3 certification from the California Water Environment Association. GM Bushee presented background information about Ryan and noted that Ryan is eligible for a \$500 incentive award under the District's incentive program.

The Board of Directors congratulated Ryan for his efforts.

California Water Environment Association (CWEA) Collection System Maintenance Grade 3 Certification – Hugo Gonzalez

GM Bushee introduced Field Services Technician III Hugo Gonzalez stating that Hugo recently received his Collection System Grade 3 certification from the California Water Environment Association. GM Bushee presented background information about Hugo and noted that Hugo is eligible for a \$500 incentive award under the District's incentive program.

The Board of Directors congratulated Hugo for his efforts.

C. Achievement of Organizational Award – Six Years No Vehicle Accidents

GM Bushee stated that on July 8th, the District had passed six years without a vehicle accident. He stated that this goal is a significant accomplishment since the Field Services staff spends approximately 10-12K hours annually behind the wheel. GM Bushee noted that staff is eligible for a \$750 incentive award under the District's incentive program. He also thanked the Board for their support of this program.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

July 8, 2020 Regular Board Meeting
July 29, 2020 Special Board Meeting
August 4, 2020 Community Affairs Committee meeting
August 5, 2020 Engineering Committee Meeting
August 5, 2020 Investment and Finance Committee meeting

8. Approval of Demands for July/August 2020

Payroll Checks numbered 22117-22180; General Checking Checks numbered 54401-54506

9. Operations Report (A copy was included in the original August 19, 2020 Agenda)

10. Finance Report (A copy was included in the original August 19, 2020 Agenda)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2020.

12. Disclosure of Reimbursements

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

13. Fiscal Year 2021 (FY21) Pay Schedules

Adopt Resolution No. 2337 - Approving the FY21 pay schedules.

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

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on July 22, 2020.

Director Sullivan reported on EWA's July 22, 2020 Board Meeting.

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

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

15. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on August 4, 2020.

Director Sullivan reported that the CAC reviewed the following Fall 2020 Newsletter Proposed Article Topics and Production Schedule.

- Continue to Provide Essential Services during COVID;
- LWD's FY20 Accomplishments;
- Transmittal of COVID through Sewer is Low Risk;
- Proper Grease Disposal;
- Illegal Connections and What Not to Flush;
- Teacher Grant Applications;
- Watch a Virtual Tour;
- Pump Station Projects;
- Standout Achievements;
- Call for local photographers; and
- Memorial commemorating Director Kulchin

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

B. Engineering Committee (EC) Meeting was held on August 5, 2020.

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

- Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the Fiscal Year 2020 Gravity Sewer Repair/Quebrada Realignment Project in an amount not to exceed \$1,395,000 as the lowest responsive and responsible bidder;
- Authorize an additional appropriation of \$420K for project construction for the Fiscal Year 2020 Gravity Sewer Repair/Quebrada Realignment Project; and
- Adopt Resolution No. 2339 - Adopting LWD's Vehicle Replacement Policy

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 information regarding the Batiquitos Pump Station Emergency Basin Project Concept. This item was for information purposes and there was no action taken.

C. Investment and Finance Committee (IFC) Meeting was held on August 5, 2020.

Director Hanson reported that the IFC participated in the Financial Audit Entrance meeting with staff and CPA Shannon Ayala, from Davis Farr, LLP. Director Hanson noted that the auditors have begun their preliminary audit review and the IFC reviewed the auditor's responsibilities, the timing of the audit, and upcoming changes to the audit process. There was no action taken.

Director Hanson reported that the IFC reviewed Resolution No. 2338 amending the LWD Procurement Policy.

Director Hanson also reported that the IFC reviewed staff's recommendation to re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2020 through August 31, 2021 and to adopt Resolution No. 2341 amending the LWD Investment Policy.

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

ACTION ITEMS

16. Vehicle Replacement Policy

Adopt Resolution No. 2339 - Adopting LWD's Vehicle Replacement Policy.

FST III Easton presented the item and provided background information on what has led to the recommendation to adopt a formal policy as opposed to the continued use of the current guidelines.

He stated that new policy would be an effective tool to consistently and rationally replace fleet vehicles. He also noted that the policy would assist staff with budgeting for proposed replacement vehicle purchases.

Director Sullivan thanked FST III Easton for his presentation.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2339 adopting LWS's Vehicle Replacement Policy by the following vote:

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

17. Fiscal Year 2020 Gravity Sewer Repair / Quebrada Realignment Project Construction Contract

Recommendation 1: Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the Fiscal Year 2020 Gravity Sewer Repair / Quebrada Realignment Project in an amount not to exceed \$1,395,000 as the lowest responsive and responsible bidder.

Recommendation 2: Authorize an additional appropriation of \$420K for project construction.

FSSpec Riffel presented this item indicating it was a FY21 tactical goal. He then provided background information on the Quebrada gravity line's significant sag and difficult easement access, along with the recommendations. He noted that in addition to the Quebrada realignment project, twenty (20) open trench and manhole repairs were included to form a bigger project with the intent to attract greater interest for a more competitive bid.

FSSEC Riffel stated that five bids were received with Wier Construction Corporation (Wier) being the apparent low bidder. Upon review by Infrastructure Engineering Corporation (IEC), the bid provided by Wier did not meet the minimum experience requirements for the project. However,

Burtech Pipeline Incorporated (Burtech), the second lowest bidder, did meet the minimum requirements and it was recommended that Burtech be awarded the project as the lowest responsive and responsible bidder. FSSpec Riffel stated that that he and TSM Morishita met with Wier to discuss the rejection of their bid and Wier stated that they would not contest the bid rejection.

FSSpec Riffel also noted that Staff requested an additional appropriation to the FY21 budget of \$420K to cover the cost for project construction. GM Bushee explained that cost escalation was due to the addition of 11 items during project design.

Director Sullivan asked why the homeowner did not grant the District the sewer easement. FSSpec Riffel stated that the homeowners did not want a sewer easement passing through their side yard. Director Sullivan asked if this affected the cost of the project. TSM Morishita explained that it did not affect the cost since the project never went out to bid.

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 an Agreement with Burtech Pipeline, Incorporated for construction services to complete the Fiscal Year 2020 Gravity Sewer Repair/Quebrada Realignment Project in an amount not to exceed \$1,395,000 as the lowest responsive and responsible bidder by the following vote:

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

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized an additional appropriation of \$420K for project construction by the following vote:

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

18. Contract Award for Construction Management Services Fiscal Year 2020 Gravity Sewer Repair / Quebrada Realignment Project Construction Contract

Authorize the General Manager to execute an Agreement with Mavteck for construction management services during construction of the Fiscal Year 2020 Gravity Sewer Repair/Quebrada Realignment Project in an amount not to exceed \$45,000.

FSSpec Riffel presented this item indicating it was a FY21 tactical goal. FSSpec Riffel then described the construction management services for this project.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Mavteck for construction management services during construction of the Fiscal Year 2020 Gravity Sewer Repair/Quebrada Realignment Project in an amount not to exceed \$45,000 by the following vote:

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

19. Annual Review of LWD's Procurement Policy

Adopt Resolution No. 2338 - Approving LWD's Revised Procurement Policy.

ASM Duffey presented this item indicating it is a FY21 tactical goal. He provided background information on this item indicating that staff recently conducted a review of the existing policy. Based on this review, staff is recommending adding a section to address the procurement of highly technical goods or services by competitive negotiations and making some clarification changes in the policy.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2338 approving LWD's revised Procurement Policy by the following vote:

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

20. Annual Review of LWD's Investment Policy

Redelegate authority to manage LWD's investment program to the General Manager effective September 1, 2020 through August 31, 2021, and adopt Resolution No. 2341 amending LWD's Investment Policy.

ASM Duffey presented the item and stated staff reviewed the policy and made some enhancements. He then reviewed the following changes to the Investment Policy:

- Expanding the Authorized Investment Chart by adding relevant California Government Code sections and maximum maturities.
- Increasing allowable allocation percentages for certain authorized investment with higher safety and liquidity characteristics, such as US Treasuries.
- Limiting amount invested in certain types of securities of any single issuer to 5% of LWD's total portfolio,
- Adding additional information and clarifying some sections of the policy.
- Make some minor administrative changes such as formatting, numbering, and grammar.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors redelegated authority to manage LWD's investment program to the General Manager effective September 1, 2020 through August 31, 2021, and adopted Resolution No. 2341 amending LWD's Investment Policy by the following vote:

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

21. Revised Conflict of Interest Code

Adopt Resolution No. 2336 – Approving LWD’s Revised Conflict of Interest Code.

EA Baity presented this item and provided background information on LWD’s Conflict of Interest Code (COIC). She stated that the County of San Diego Clerk of the Board of Supervisors (County Clerk) is encouraging agencies to consider amending their COIC to specify that Statements of Economic Interest (Form 700s) be filed directly with LWD, rather than the County Clerk. She noted that GC Brechtel has reviewed the proposed revised COIC and Resolution No. 2336.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2336 - Approving LWD’s Revised Conflict of Interest Code by the following vote:

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

22. Revised CalPERS Employer Paid Member Contributions

Adopt Resolution No. 2340 – Updating the CalPERS Employer Paid Member Contributions.

EA Baity presented the item stating that CalPERS requires its members to report any changes to its defined benefit retirement program. She added that the Board reduced the employer paid member contributions (EPMC) for classic members from 1% to 0% effective July 1, 2017. EA Baity stated that CalPERS requested that the District submit a retroactive resolution documenting the EPMC change from 1% to 0% since they did not have one on file.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors retroactively adopted Resolution No. 2263 – Updating the CalPERS Employer Paid Member Contribution from 1% to 0% by the following vote:

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

INFORMATION ITEMS

23. Project Status Updates and Other Informational Reports

A. CSDA Virtual Quarterly Meeting is scheduled for Thursday, August 20, 2020 at 6:00pm.

EA Baity provided the date and time of the CSDA Virtual Quarterly Meeting.

B. Flu Shot Clinic is scheduled for Thursday, September 17, 2020 from 3:00pm – 3:45pm.

EA Baity provided the date and time of the 2020 Flu Shot Clinic.

24. Directors' Meetings and Conference Reports

The 2020 CASA Annual Virtual Conference was held August 12-13, 2020.

Director Sullivan stated it was the best virtual conference yet and she found it engaging and lively. Directors Omsted, Hanson, and Juliussen agreed with Director Sullivan.

Vice President Omsted stated he enjoyed the session on the tracing of COVID-19 in wastewater. Director Hanson stated she found the CSRMA session informative. She also stated that during the CASA Conference she attended the CSRMA Board Meeting and she noted that the District would receive a small CSRMA dividend check.

25. General Manager's Report

GM Bushee reported on the following items:

- The agenda for the Special Board Meeting on August 25th will go out this Friday; and
- ADS Environmental Services (ADS) has approached LWD to participate in a COVID-19 tracing study. ADS is applying for a research grant and if awarded, LWD's wastewater would be tested as part of the study.

Vice President Omsted asked what will be discussed at the Special Board Meeting. GM Bushee stated the Board will consider the letters of interest for the Director vacancy, review the interview process, and discuss who they would like to interview.

26. General Counsel's Report

GC Brechtel reported on the following items:

- Employees and COVID-19 workers compensation;
- Proposed Assembly Bill 685 – Requiring employers to report COVID-19 infections to employees

27. Board of Directors' Comments

Director Sullivan thanked Mr. Saldana, Mr. Brown, and Mr. Applegate for attending the meeting and for their interest in the Director vacancy position.

President Juliussen thanked staff and the Board for all their work.

28. Adjournment

President Juliussen adjourned the meeting at approximately 6:30 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Special Board Meeting

August 25, 2020

A special meeting of the Board of Directors of Leucadia Wastewater District (LWD) was held Tuesday, August 25, 2020 at 10:00 a.m. via teleconference.

1. Call to Order

President Juliussen called the meeting to order at 10:04 a.m.

2. Roll Call

DIRECTORS PRESENT:

Juliussen, Omsted, Hanson, and Sullivan

DIRECTORS ABSENT:

None

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Technical Services Manager Robin Morishita, Executive Assistant Tianne Baity, Field Services Superintendent Jeff Stecker, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, and Field Services Specialist Ian Riffel

3. Pledge of Allegiance

Vice President Omsted led the Pledge of Allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Board Vacancy

Review letters of interest from candidates applying for the Director vacancy position.

GM Bushee presented this item and noted that LWD received letters of interest from ten candidates. He stated that nine of the candidates met the submittal deadline and one candidate submitted a letter of interest after the deadline.

GM Bushee explained that the Board has three options regarding the applicants: 1) make a selection based on the applications submitted; 2) interview a shortlist of the candidates; or 3) interview all of the candidates. He then reviewed some guidelines and ground rules for moving forward with the public meeting. GM Bushee then turned the meeting over to President Juliussen.

President Juliussen stated that although the candidate was qualified, the late submittal should not be considered. Following discussion, the Board reached consensus to not include the late submittal in the recruitment process.

GM Bushee stated that all candidates reside within the District and staff confirmed with the Registrar of Voters (ROV) that each candidate is a registered voter. However, the ROV stated Mr. Alexander Jolly is not a registered voter at the address he provided the District.

The Board then discussed the remaining candidates and the selection process. They all agreed that the candidates were strong and qualified. After a lengthy discussion the Board agreed to narrow the interview list from nine candidates to six candidates.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried the Board of Directors decided to interview Mr. Rolando Saldana, Mr. Paul Ecke III, Mr. Tom Applegate, Mr. Robert Prohaska, Mr. Sachin Chawla, and Mr. Matthew Brown at the September 1, 2020 Special Board Meeting by the following vote:

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

7. Director Vacancy Interview Questions

Review draft interview questions for Director vacancy.

GM Bushee presented the item. He stated that staff has developed eight draft questions and these are for the Board's consideration. He noted that the Board has the option of using these draft questions, modifying them, or removing them and adding new ones.

Following discussion, the Board reached consensus on four interview questions with a fifth open ended question.

Vice President Omsted asked if the Board could have a copy of the finalized questions before the interviews. GM Bushee answered affirmatively.

The Board directed staff to arrange the interview times for the September 1st Special Board Meeting.

8. Adjournment

President Juliussen adjourned the meeting at 11:02 a.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Special Board Meeting

September 1, 2020

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Tuesday, September 1, 2020 at 10:00 a.m. via teleconference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, and Sullivan

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Mr. Sachin Chawla, Mr. Robert Prohaska, Mr. Paul Ecke III, Mr. Matthew Brown, Mr. Thomas Applegate, and Mr. Rolando Saldana

3. Pledge of Allegiance

Vice President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Board of Directors Vacancy

A. Interview and consider candidates for the Board of Director's vacant position.

The Board of Directors interviewed the following candidates for the vacant position:

1. Mr. Sachin Chawla
2. Mr. Robert Prohaska
3. Mr. Paul Ecke III
4. Mr. Matthew Brown
5. Mr. Thomas Applegate
6. Mr. Rolando Saldana

Following the interviews, the Board discussed the candidates at length and agreed that all six candidates were well qualified for the Board vacancy. Each Board member then chose and deliberated their top three candidates.

Following discussion, upon a motion duly made by Director Sullivan that the Board select Mr. Thomas Applegate to the vacant Director position, and seconded by President Juliussen, the motion did not pass by the following vote:

Director	Vote
President Juliussen	Yes
Vice President Omsted	No
Director Hanson	No
Director Sullivan	Yes

Upon a motion duly made by Vice President Omsted, seconded by Director Hanson, and carried, the Board of Directors selected Mr. Matthew Brown to fulfill the remaining term of the vacant Director position by the following vote:

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

President Juliussen stated that the appointment of Mr. Brown is scheduled to occur at the September 9, 2020 Board of Directors meeting.

President Juliussen thanked the Board, Staff, General Counsel, and the General Manager for their work.

7. Adjournment

President Juliussen adjourned the meeting at approximately 1:48 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 September 2, 2020

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, September 2, 2020 at 9:00 a.m., via video conference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Omsted

DIRECTORS ABSENT: None

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

3. Public Comment

None.

4. New Business

None

5. Information Items

A. Encinitas Estates Pump Station Project Status

TSM Morishita presented to the EC information regarding the status of the Encinitas Pump Station Replacement Project. He provided background and stated that the original Smith and Loveless package pump station was installed in 1974. He stated that the 2014 Pump Station Assessment Report recommended that the pump station be replaced.

TSM Morishita went on to describe the project location. He showed that the pump station is located on a residential property on Oakbranch Drive.

TSM Morishita stated that the project went out for bids on July 6, 2020 and bids were due on August 18, 2020. Five bids were received at a cost significantly higher than the Engineer's estimate. He stated that the two lowest bidders failed to meet the experience requirements for projects with a similar scope, project manager background and claims filed against bidder. He said that the third bidder satisfied the bid requirements.

TSM Morishita continued that due to the significantly higher bids the project team decided to reject all bids received and rebid a modified project. Bid rejection letters were distributed to all bidders on August 27, 2020

He stated that project modifications include a change in pump station orientation and installing standard submersible pumps with an additional conditioning pump in the wet well in place of submersible chopper. He said this will reduce costs due to elimination

of pump station bypassing, simpler construction, lower component costs and easier installation.

He stated that it is anticipated that the modified project will be rebid at the end of September 2020.

President Juliussen asked if staff went back to the design engineer to find out why their estimate was so different?

TSM Morishita replied affirmatively and stated that the design engineer acknowledged that the estimate was miscalculated. GM Bushee added that a meeting was held with the design engineer and included DE Wilson to determine where the miscalculation occurred to correct the discrepancy for the rebid.

President Juliussen commended staff for their diligence in reviewing and reassessing the project.

Chairperson Omsted commented that the higher bids ultimately resulted in a better design. He also asked that a larger area map of the project location be added to future presentations. He then asked for greater detail on submersible pump station design.

B. Orchard Wood Road Pipeline Repair Project Status

TSM Morishita provided an update to the Orchard Wood Road Pipeline Repair Project.

He went on to describe the project location and concept. TSM Morishita stated that the project required LWD to obtain a Major Use Permit (MUP) through the City of Encinitas. The MUP requires completion of a Citizens Participation Program (CPP) where residents within 500 feet of the project provide input pertaining to the project impacts to surrounding residents. The CPP was conducted virtually on July 15, 2020 from 6:00pm to 8:00pm at which time three residents participated. There were no issues raised by any in attendance. TSM Morishita stated that the CPP Report was submitted to and approved by Encinitas.

Chairperson Omsted mentioned what appeared to be a new lateral line as part of the project as indicated on a graphic within the slideshow.

TSM Morishita indicated that because the existing lines are going to be abandoned and the new lines are not in the same location, LWD will need to install a new lateral that connects to the sewer main on Olivenhain Road for the business.

C. Leucadia Pump Station Project Update

TSM Morishita provided an update as to the progress of the ongoing Leucadia Pump Station Rehabilitation Project. He stated that last week Stanek Constructors demolished the trash enclosure as it would be in conflict with the new location for the super oxygenation system.

He also indicated that this week, Stanek Constructors would be trenching to install a relocated potable water line.

6. Directors' Comments

Chairperson Omsted asked if there would be mention of the newly appointed Board Member in the upcoming newsletter.

President Juliussen suggested that the CAC discuss the topic at their upcoming September 3rd meeting.

President Juliussen commended staff and DE Wilson regarding the reassessment of the Encinitas Estates Pump Station Replacement Project. Chairperson Omsted echoed President Juliussen's comment.

7. General Manager's Comments

None

8. Adjournment

President Juliussen adjourned the meeting at approximately 9:40 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

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

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, September 3, 2020 at 10:30 a.m. via video conference.

1. Call to Order

Chairperson Sullivan called the meeting to order at 10:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Juliussen

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. New Business

A. Review Fall 2020 Newsletter Draft Text.

ASSUP Hill presented the item and provided an overview of the Fall 2020 newsletter draft text. She noted that the section on the Encinitas Estates Pump Station will be removed and added to the next newsletter since the project is being redesigned and rebid.

The CAC reviewed the text and noted that they had no changes. Chairperson Sullivan stated the newsletter is well written and informative. President Juliussen agreed with Chairperson Sullivan.

Following discussion, the CAC directed staff to move forward with the layout of the newsletter.
 Chairperson Sullivan

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments


GM Bushee stated he notified Mr. Matthew Brown of his upcoming appointment to the Board of Directors at the September 9th Board Meeting.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 10:43 a.m.

Paul J. Bushee
 Secretary/General Manager
 (Seal)

MEMORANDUM

DATE: September 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of August/September Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$2,886,702.18**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period August 13, 2020 through September 4, 2020.

Operating expenses totaled **\$728,717.02**, Capital Improvement Program expenses totaled **\$2,083,256.59**, and Payroll expense for District Employees and the Board totaled **\$74,728.57**.

Attachment 1	Summary of Demands by Account August 13, 2020 – September 4, 2020
Attachment 2	Accounts Payable Check Register dated August 17, 2020
Attachment 3	Payroll Incentive Check Report dated August 19, 2020
Attachment 4	Payroll Incentive Check Report dated August 20, 2020
Attachment 5	Accounts Payable Check Register dated August 21, 2020
Attachment 6	Payroll Check Report dated August 26, 2020
Attachment 7	Board Payroll Check Report dated September 1, 2020

DEMANDS SUMMARY

September 9, 2020

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>
Incentive Checks - 8/20/20	22181-22199	\$ 11,902.97
Incentive Checks - 8/19/20	22200-22203	\$ 2,455.54
Payroll Checks - 8/26/2020	22204-22222	\$ 54,772.64
Payroll Checks (Voided) - 8/26/2020	22204-22208, 22210-22211, 22213-22216, 22218-22221	\$ (41,550.53)
Payroll Checks (Re-Issued) - 8/26/2020	22227-22241	\$ 42,010.23
Board Payroll Checks - 9/1/2020	22223-22226	\$ 5,137.72
	Total	\$ 74,728.57
General Checking - 8/17/2020	54507-54560	\$ 2,692,528.03
General Checking - 8/21/2020	54561-54590	\$ 119,445.58
	Total	\$ 2,811,973.61
	GRAND TOTAL	\$ 2,886,702.18

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/17/2020 Through 8/17/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	54507	8/17/2020	4,340.00	Flow Metering & Data - July
ADS LLC		8/17/2020	<u>1,340.00</u>	Meter Maint & Data Delivery - July
	Total 54507		5,680.00	
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP	54508	8/17/2020	2,000.00	Consulting Fees LAFCO - June
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP		8/17/2020	2,000.00	Consulting Fees LAFCO - May
	Total 54508		<u>4,000.00</u>	
AT&T	54509	8/17/2020	<u>139.56</u>	Phone Svc @ BPS
	Total 54509		139.56	
AZTEC LEASING, INC	54510	8/17/2020	<u>530.88</u>	Copier Lease - July
	Total 54510		530.88	
BOOT WORLD, INC	54511	8/17/2020	<u>105.17</u>	Safety Boots - M A
	Total 54511		105.17	
BRAX COMPANY, INC	54512	8/17/2020	<u>45,356.07</u>	BPS Pump #3 Repairs
	Total 54512		45,356.07	
CARLSBAD FUELS CORPORATION	54513	8/17/2020	1,047.09	Vehicle Fuels
	Total 54513		<u>1,047.09</u>	
CITY OF CARLSBAD	54514	8/17/2020	264.18	Water @ Vactor
CITY OF CARLSBAD		8/17/2020	<u>286.96</u>	Water @ Vactor 2
	Total 54514		551.14	
THE COAST NEWS	54515	8/17/2020	<u>357.00</u>	Legal Notice - Board Vacancy
	Total 54515		357.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/17/2020 Through 8/17/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CORODATA	54516	8/17/2020	82.27	File Storage - July
	Total 54516		82.27	
COX COMMUNICATIONS SAN DIEGO	54517	8/17/2020	1,125.00	Internet Svc
	Total 54517		1,125.00	
DOANE AND HARTWIG WATER SYSTEMS, INC	54518	8/17/2020	4,991.50	Chemical Feed Pump & Delivery
	Total 54518		4,991.50	
DATA NET SOLUTIONS GROUP	54519	8/17/2020	936.00	IS Maint & Support
	Total 54519		936.00	
DETECTION INSTRUMENTS CORP	54520	8/17/2020	927.92	Calibrations @ LPS
	Total 54520		927.92	
DIG SAFE BOARD	54521	8/17/2020	96.47	Monthly Underground State Fees
	Total 54521		96.47	
DOWNSTREAM SERVICES, INC.	54522	8/17/2020	75.00	Stormwater Maint
	Total 54522		75.00	
ENCINA WASTEWATER AUTHORITY	54523	8/17/2020	1,600,576.96	4th Qtr Billing - Capital
ENCINA WASTEWATER AUTHORITY		8/17/2020	553,237.89	4th Qtr Billing - Q/M
	Total 54523		2,153,814.85	
EVOQUA WATER TECHNOLOGIES, LLC	54524	8/17/2020	10,187.92	Bioxide - July

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/17/2020 Through 8/17/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54524		10,187.92	
FEDERAL EXPRESS CORPORATION	54525	8/17/2020	30.15	Shipping
	Total 54525		30.15	
GRAINGER, INC	54526	8/17/2020	17.80	Battery 12VDC
	Total 54526		17.80	
HAAKER EQUIPMENT CO	54527	8/17/2020	432,985.83	New Vector Truck
	Total 54527		432,985.83	
HARTFORD LIFE & ACCIDENT INS.	54528	8/17/2020	463.50	Life Insurance - Aug
	Total 54528		463.50	
IAN RIFFEL	54529	8/17/2020	269.35	Safety Boots - I R
	Total 54529		269.35	
SAN DIEGO LAFCO	54530	8/17/2020	50.00	Exemption Notice - Orphan Annex
	Total 54530		50.00	
LAWNMOWERS PLUS, INC	54531	8/17/2020	227.38	Generator Maint/Svc
	Total 54531		227.38	
QUADIENT LEASING	54532	8/17/2020	14.90	Postage
	Total 54532		14.90	
MALLORY SAFETY AND SUPPLY	54533	8/17/2020	316.18	Nitrile Gloves - Bulk
	Total 54533		316.18	
MESA REPROGRAPHICS	54534	8/17/2020	10.00	EEPS Addendum
MESA REPROGRAPHICS		8/17/2020	10.00	EEPS Replacement - Email Svc

Date: 8/17/20 12:09:52 PM

Page: 3

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/17/2020 Through 8/17/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
MESA REPROGRAPHICS		8/17/2020	<u>30.00</u>	Plans/Specs EEPS
	Total 54534		50.00	
MES VISION	54535	8/17/2020	<u>421.01</u>	Vision Insurance - Aug
	Total 54535		421.01	
MITSUBISHI ELECTRIC US, INC	54536	8/17/2020	<u>315.53</u>	Elevator Maint/Svc - Aug
	Total 54536		315.53	
NIXON-EGLI EQUIPMENT CO.	54537	8/17/2020	<u>201.56</u>	Throttle Cabling
	Total 54537		201.56	
OLIN CORPORATION	54538	8/17/2020	<u>9,382.07</u>	Sodium Chloride Delivery
	Total 54538		9,382.07	
OLIVENHAIN MUNICIPAL WATER DISTRICT	54539	8/17/2020	65.60	Recycled Water @ Traveling
OLIVENHAIN MUNICIPAL WATER DISTRICT		8/17/2020	47.62	Water @ EEPS
OLIVENHAIN MUNICIPAL WATER DISTRICT		8/17/2020	681.13	Water @ Traveling
OLIVENHAIN MUNICIPAL WATER DISTRICT		8/17/2020	654.53	Water @ Traveling 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		8/17/2020	52.21	Water @ VP 7
OLIVENHAIN MUNICIPAL WATER DISTRICT		8/17/2020	47.62	Water @ VP5 PS
	Total 54539		<u>1,548.71</u>	
PLUMBERS DEPOT, INC	54540	8/17/2020	<u>325.48</u>	Cart Assembly
	Total 54540		325.48	
PURE WATER PARTNERS, LLC	54541	8/17/2020	<u>135.77</u>	Filtered Water Svc - Aug

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/17/2020 Through 8/17/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54541		135.77	
RISING TIDE PARTNERS	54542	8/17/2020	2,332.50	Public Information - July
	Total 54542		2,332.50	
SAN DIEGO GAS & ELECTIRC	54543	8/17/2020	697.36	Electric @ EEPS
SAN DIEGO GAS & ELECTIRC		8/17/2020	310.65	Electric @ VP5 PS
	Total 54543		1,008.01	
SHARP ELECTRONICS CORP DBA SHARP BUSINESS	54544	8/17/2020	130.73	Copier Overages - July
	Total 54544		130.73	
SOUTHERN CONTRACTING COMPANY	54545	8/17/2020	1,241.00	Install Power Cables Gen #166
SOUTHERN CONTRACTING COMPANY		8/17/2020	910.00	Instali Power Cables Gen #167
	Total 54545		2,151.00	
STAPLES	54546	8/17/2020	295.31	Office Supplies
	Total 54546		295.31	
STATE BOARD OF EQUALIZATION	54547	8/17/2020	300.00	BOE Fees - Orphan Annex
	Total 54547		300.00	
TERMINIX PROCESSING CENTER	54548	8/17/2020	77.00	Monthly Pest Svc - July
	Total 54548		77.00	
THE HOME DEPOT CRC/GECF	54549	8/17/2020	12.06	Brass Adapter Truck #160
THE HOME DEPOT CRC/GECF		8/17/2020	74.55	Cleaning Liquids/Trash Bags
THE HOME DEPOT CRC/GECF		8/17/2020	101.31	Herbicide & Weed Killer
THE HOME DEPOT CRC/GECF		8/17/2020	(107.71)	Mailbox Refund

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/17/2020 Through 8/17/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
THE HOME DEPOT CRC/GECF		8/17/2020	38.68	Sanding Disks
THE HOME DEPOT CRC/GECF		8/17/2020	<u>205.93</u>	Valve Assembly Daina PS
	Total 54549		324.82	
T.S. INDUSTRIAL SUPPLY	54550	8/17/2020	<u>114.75</u>	Maintenance Supplies
	Total 54550		114.75	
UNDERGROUND SERVICE ALERTS/C	54551	8/17/2020	214.60	Underground Alarm Svc
	Total 54551		<u>214.60</u>	
UNIFIRST CORPORATION	54552	8/17/2020	<u>236.00</u>	Laundry Svc - Week Ending 8/5/20
	Total 54552		236.00	
UNIFIRST FIRST AID CORP	54553	8/17/2020	<u>101.12</u>	First Aid Supplies
	Total 54553		101.12	
UNITED PARCEL	54554	8/17/2020	<u>57.63</u>	Shipping
	Total 54554		57.63	
U.S. BANK	54555	8/17/2020	<u>3,352.43</u>	Cal Card 6/23-7/22/20
	Total 54555		3,352.43	
CONCENTRA	54556	8/17/2020	<u>136.50</u>	Staff Hep B - J W
	Total 54556		136.50	
VERIZON WIRELESS	54557	8/17/2020	<u>21.27</u>	Telemetry for Cell Phones
	Total 54557		21.27	
WASTE MANAGEMENT	54558	8/17/2020	<u>261.18</u>	Trash Svc - July
	Total 54558		261.18	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/17/2020 Through 8/17/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
WEST COAST SAFETY SUPPLY CO., INC.	54559	8/17/2020	307.12	100 Masks
	Total 54559		307.12	
WORDEN WILLIAMS LLP	54560	8/17/2020	4,347.00	Legal Fees - July
	Total 54560		4,347.00	
Report Total			2,692,528.03	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 8/17/2020 Through 8/17/2020

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	8/17/2020	54555	125.00	4330	BOARD CONFERENCES	CASA Reg Board AJ - (PB)
U.S. BANK	API	8/17/2020	54555	125.00	4330	BOARD CONFERENCES	CASA Reg Board DO - (DO)
U.S. BANK	API	8/17/2020	54555	125.00	4330	BOARD CONFERENCES	CASA Reg Board ES - (ES)
U.S. BANK	API	8/17/2020	54555	125.00	4330	BOARD CONFERENCES	CASA Reg Board JH - (PB)
U.S. BANK	API	8/17/2020	54555	600.00	4330	BOARD CONFERENCES	SDLF Reg Board ES - (ES)
U.S. BANK	API	8/17/2020	54555	245.23	4910	OFFICE SUPPLIES	Tabbed Office Folders - (RD)
U.S. BANK	API	8/17/2020	54555	20.00	4930	SUBSCRIPTIONS	Newsletter Subscr - (PB)
U.S. BANK	API	8/17/2020	54555	395.75	4950	Computer Software/Srvc/Support/Hardware	Versadesk JW - (RM)
U.S. BANK	API	8/17/2020	54555	14.99	4950	Computer Software/Srvc/Support/Hardware	Zoom Subscr July - (PB)
U.S. BANK	API	8/17/2020	54555	263.25	5040	Safety Supplies & Services	DATCO - (PB)
U.S. BANK	API	8/17/2020	54555	50.64	5040	Safety Supplies & Services	Face Shields FS - (RM)
U.S. BANK	API	8/17/2020	54555	402.29	5510	LINE MAINTENANCE	CCTV Van Maint - (RM)
U.S. BANK	API	8/17/2020	54555	175.92	5580	TREATMENT PLANT R&M	Flow Meter Valve - (RM)
U.S. BANK	API	8/17/2020	54555	125.00	5710	TRAINING, EDUCATION & CONFERNC	CASA Reg Staff PB - (PB)
U.S. BANK	API	8/17/2020	54555	125.00	5710	TRAINING, EDUCATION & CONFERNC	CASA Reg Staff TH - (PB)
U.S. BANK	API	8/17/2020	54555	22.00	5735	EMPLOYEE RECOGNITION	Cleaner/Tablecloth MM - (RD)
U.S. BANK	API	8/17/2020	54555	31.73	5735	EMPLOYEE RECOGNITION	Retirement Cake MM - (RD)
U.S. BANK	API	8/17/2020	54555	225.63	5735	EMPLOYEE RECOGNITION	Retirement Lunch MM - (PB)
U.S. BANK	API	8/17/2020	54555	30.00	5910	TELEPHONE	Verizon Wifi - (RM)
U.S. BANK	API	8/17/2020	54555	125.00	5910	TELEPHONE	Webhosting - (PB)

Transaction Total 3,352.43

Report
Opening/Current
Balance

Report Transaction
Totals 3,352.43

Report Current Balances

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 19, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22200-22203	8/19/2020	\$2,455.54

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 20, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22181-22199	8/20/2020	\$11,902.97

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/21/2020 Through 8/21/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AMERICAS FINEST FIRE	54561	8/21/2020	<u>1,800.86</u>	Annual Fire Extinguishers Svc
	Total 54561		1,800.86	
BAY CITY ELECTRIC WORKS, INC	54562	8/21/2020	1,806.15	BPS Generator Svc
BAY CITY ELECTRIC WORKS, INC		8/21/2020	416.76	E Estates PS Generator Svc
BAY CITY ELECTRIC WORKS, INC		8/21/2020	881.99	La Costa PS Generator Svc
BAY CITY ELECTRIC WORKS, INC		8/21/2020	1,222.35	LPS Generator Svc
BAY CITY ELECTRIC WORKS, INC		8/21/2020	460.24	Pioneer #135 Generator Svc
BAY CITY ELECTRIC WORKS, INC		8/21/2020	643.11	Saxony PS Generator Svc
BAY CITY ELECTRIC WORKS, INC		8/21/2020	597.48	VP5 PS Generator Svc
	Total 54562		<u>6,028.08</u>	
CARLSBAD FUELS CORPORATION	54563	8/21/2020	<u>1,580.06</u>	Vehicle Fuels
	Total 54563		1,580.06	
CWEA	54564	8/21/2020	<u>192.00</u>	Membership Renewal - R Easton
	Total 54564		192.00	
DATA NET SOLUTIONS GROUP	54565	8/21/2020	<u>3,046.45</u>	IS Maint & Support
	Total 54565		3,046.45	
DETECTION INSTRUMENTS CORP	54566	8/21/2020	404.64	Calibrations @ BPS
DETECTION INSTRUMENTS CORP		8/21/2020	405.48	Calibrations @ LPS
	Total 54566		<u>810.12</u>	
DEXTER WILSON ENGINEERING	54567	8/21/2020	715.00	GE/0943/May/Leuc Streetscape
DEXTER WILSON ENGINEERING		8/21/2020	577.50	GE/0996/May/Enc Bch Hotel
DEXTER WILSON ENGINEERING		8/21/2020	187.50	GE/1003/July/Beacons
DEXTER WILSON ENGINEERING		8/21/2020	62.50	GE/1010/July/NC Highway
DEXTER WILSON ENGINEERING		8/21/2020	500.00	GE/1037/July/Ryan Annex
DEXTER WILSON ENGINEERING		8/21/2020	255.00	GE/1070/Sep-Oct/Enc Village
DEXTER WILSON ENGINEERING		8/21/2020	40.06	GE/1077/July/Vulcan Widening
DEXTER WILSON ENGINEERING		8/21/2020	422.75	GE/1090/July/Chop Shop
DEXTER WILSON ENGINEERING		8/21/2020	171.00	GE/1102/July/Caudor PS
DEXTER WILSON ENGINEERING		8/21/2020	<u>171.00</u>	GE/1103/July/Hygeia Ave
	Total 54567		3,102.31	
ENCINITAS CHAMBER OF COMMERCE	54568	8/21/2020	<u>295.00</u>	Membership Renewal - FY21

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/21/2020 Through 8/21/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54568		295.00	
GRAINGER, INC	54569	8/21/2020	132.64	Fuel Nozzles Auxiliary Tank Truck #164
	Total 54569		132.64	
HEAVILAND ENTERPRISES, INC	54570	8/21/2020	856.67	Landscaping Svc - Aug
HEAVILAND ENTERPRISES, INC		8/21/2020	304.00	Vegetation Line Maint - Aug
	Total 54570		1,160.67	
INFRASTRUCTURE ENGINEERING CORP	54571	8/21/2020	5,669.50	LPS Rehab Project - July
INFRASTRUCTURE ENGINEERING CORP		8/21/2020	960.00	Orchard Wood Sewer - July
	Total 54571		6,629.50	
MAVTECK	54572	8/21/2020	2,160.00	LPS CM Svcs - July
	Total 54572		2,160.00	
NAPA AUTO	54573	8/21/2020	45.19	Blue Def Diesel Additive
NAPA AUTO		8/21/2020	17.22	Portable Trash Pump
	Total 54573		62.41	
PARKSON CORPORATION	54574	8/21/2020	2,996.00	Purchase Air Lift - AWT
PARKSON CORPORATION		8/21/2020	415.00	Purchase Air Lift Crate - AWT
	Total 54574		3,411.00	
PLUMBERS DEPOT, INC	54575	8/21/2020	1,173.03	CCTV Van Maint/Svc
	Total 54575		1,173.03	
SAN DIEGO GAS & ELECTIRC	54576	8/21/2020	2,448.88	Electric @ Admin
SAN DIEGO GAS & ELECTIRC		8/21/2020	114.26	Electric @ Avocado PS
SAN DIEGO GAS & ELECTIRC		8/21/2020	1,441.99	Electric @ AWT
SAN DIEGO GAS & ELECTIRC		8/21/2020	12,353.20	Electric @ BPS
SAN DIEGO GAS & ELECTIRC		8/21/2020	379.22	Electric @ Diana PS
SAN DIEGO GAS & ELECTIRC		8/21/2020	756.98	Electric @ La Costa PS
SAN DIEGO GAS & ELECTIRC		8/21/2020	10,838.75	Electric @ LPS
SAN DIEGO GAS & ELECTIRC		8/21/2020	144.97	Electric @ RV PS
SAN DIEGO GAS & ELECTIRC		8/21/2020	756.46	Electric @ Saxony PS
SAN DIEGO GAS & ELECTIRC		8/21/2020	170.64	Electric @ VP7 PS
SAN DIEGO GAS & ELECTIRC		8/21/2020	10.00	Gas @ Admin
	Total 54576		29,415.35	
SPACELINK/I2B NETWORK	54577	8/21/2020	160.00	Webcam @ BPS 7/15-8/13
SPACELINK/I2B NETWORK		8/21/2020	160.00	Webcam @ BPS 8/14-9/13
	Total 54577		320.00	
STANEK CONSTRUCTORS, INC	54578	8/21/2020	15,389.99	LPS Rehab Project - July

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/21/2020 Through 8/21/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54578		15,389.99	
STAPLES	54579	8/21/2020	21.51	Office Supplies
	Total 54579		21.51	
TIM BESTAMENTE	54580	8/21/2020	145.21	Bathroom Maint/Svc Admin
	Total 54580		145.21	
Thomas Finnigan	54581	8/21/2020	1,600.00	2035 Playa Rd - Lateral Grant
	Total 54581		1,600.00	
UNIFIRST CORPORATION	54582	8/21/2020	245.01	Laundry Svc - Week Ending 8/12/20
UNIFIRST CORPORATION		8/21/2020	236.00	Laundry Svc - Week Ending 8/19/20
	Total 54582		481.01	
SAN DIEGO UNION TRIBUNE	54583	8/21/2020	596.25	Public Bid Notices E Estates & LPS Rehabs
	Total 54583		596.25	
UNITED PARCEL	54584	8/21/2020	57.62	Shipping
	Total 54584		57.62	
VERIZON WIRELESS	54585	8/21/2020	1,107.72	Cell Phone Usage/Equip Purchases
	Total 54585		1,107.72	
VORTEX INDUSTRIES, INC	54586	8/21/2020	16,302.40	Gate Repairs/Replacement Parts
	Total 54586		16,302.40	
CHRISTOPHER PENDERGRASS	54587	8/21/2020	4,280.00	PRCS/Traffic Cntrl Training - FY21
	Total 54587		4,280.00	
WOODYS CRANE SERVICE	54588	8/21/2020	375.00	Crane Svc @ LPS
	Total 54588		375.00	
Report Total			101,676.19	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 8/21/2020 Through 8/21/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ICMA RETIREMENT-303979	54589	8/21/2020	<u>16,887.24</u>	Deferred Comp
	Total 54589		16,887.24	
NATIONWIDE RETIREMENT SOLUTIONS	54590	8/21/2020	<u>882.15</u>	Deferred Comp
	Total 54590		882.15	
Report Total			<u><u>17,769.39</u></u>	

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: **August 26, 2020**

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22209, 22212, 22217, 22222	8/26/2020	\$13,222.11
22227-22241	8/26/2020	\$42,010.23

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

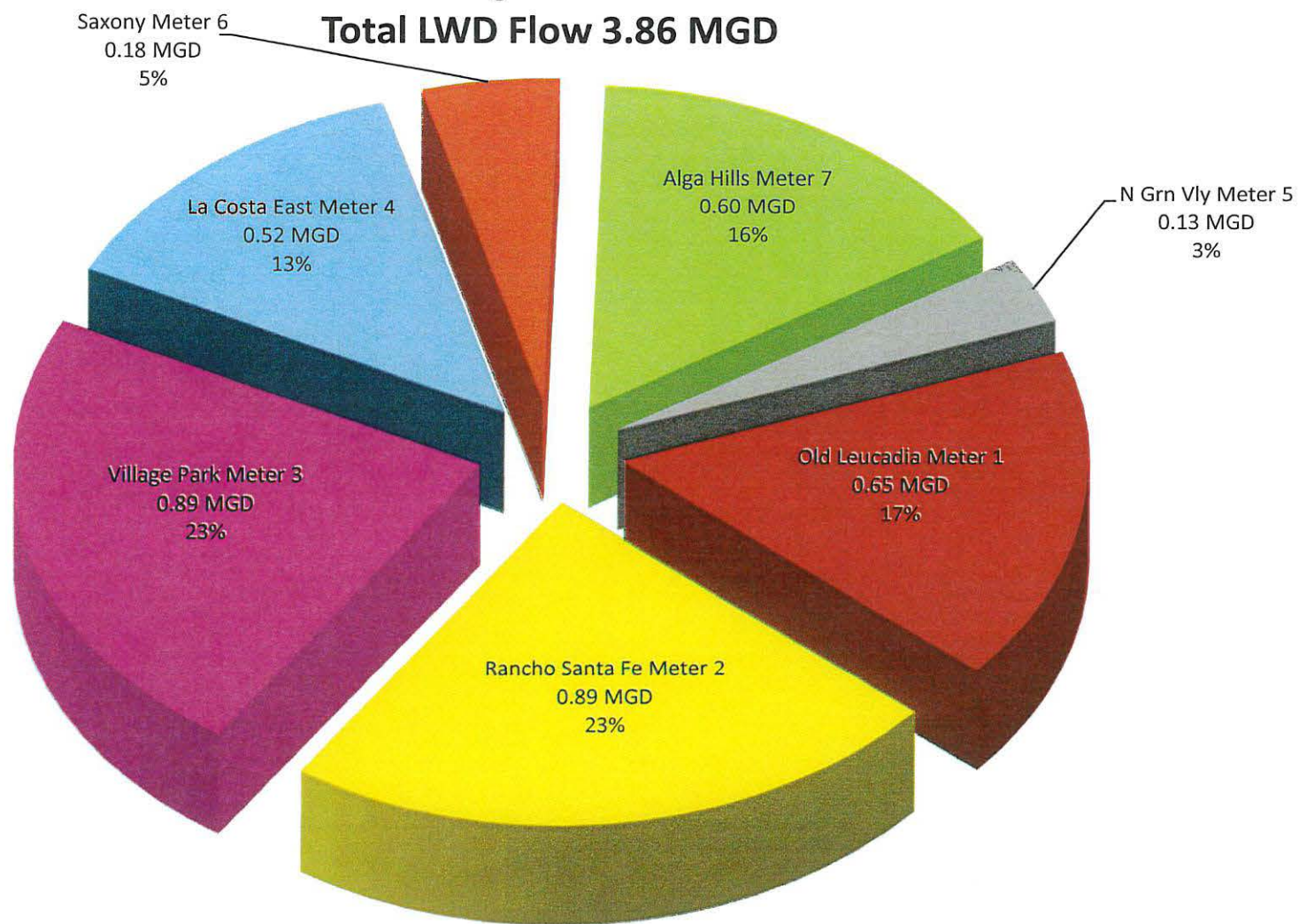
Payroll Date: September 1, 2020

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
22223-22226	9/1/2020	\$5,137.72

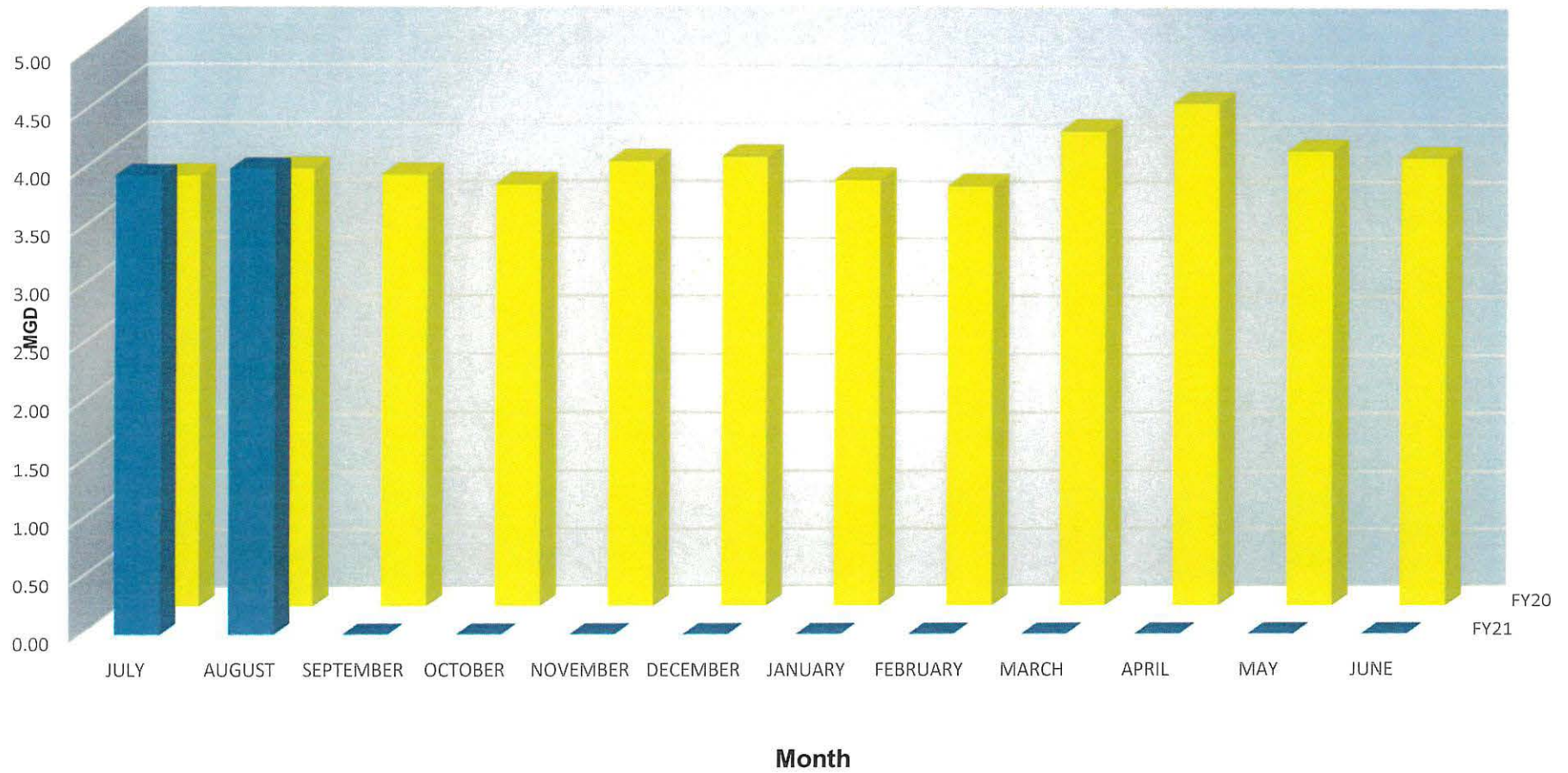
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2021 (July 2020 - June 2021)**

CURRENT MONTH - August 2020							FY 2020 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,738.54	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
JULY	0.00	122.45	1.05	3.95	137.44	48.21	3.71
YTD			28,739.59				
AUGUST	0.00	124.31	6.50	4.01	139.50	47.43	3.77
YTD			28,746.09				
SEPTEMBER							3.72
YTD							
OCTOBER							3.64
YTD							
NOVEMBER							3.84
YTD							
DECEMBER							3.88
YTD							
JANUARY							3.68
YTD							
FEBRUARY							3.63
YTD							
MARCH							4.11
YTD							
APRIL							4.35
YTD							
MAY							3.94
YTD							
JUNE							3.88
YTD							
YTD Totals	0.00	246.76	7.55			95.64	
Mo Average	0.00	123.38	3.78	3.98	138.47	47.82	3.85

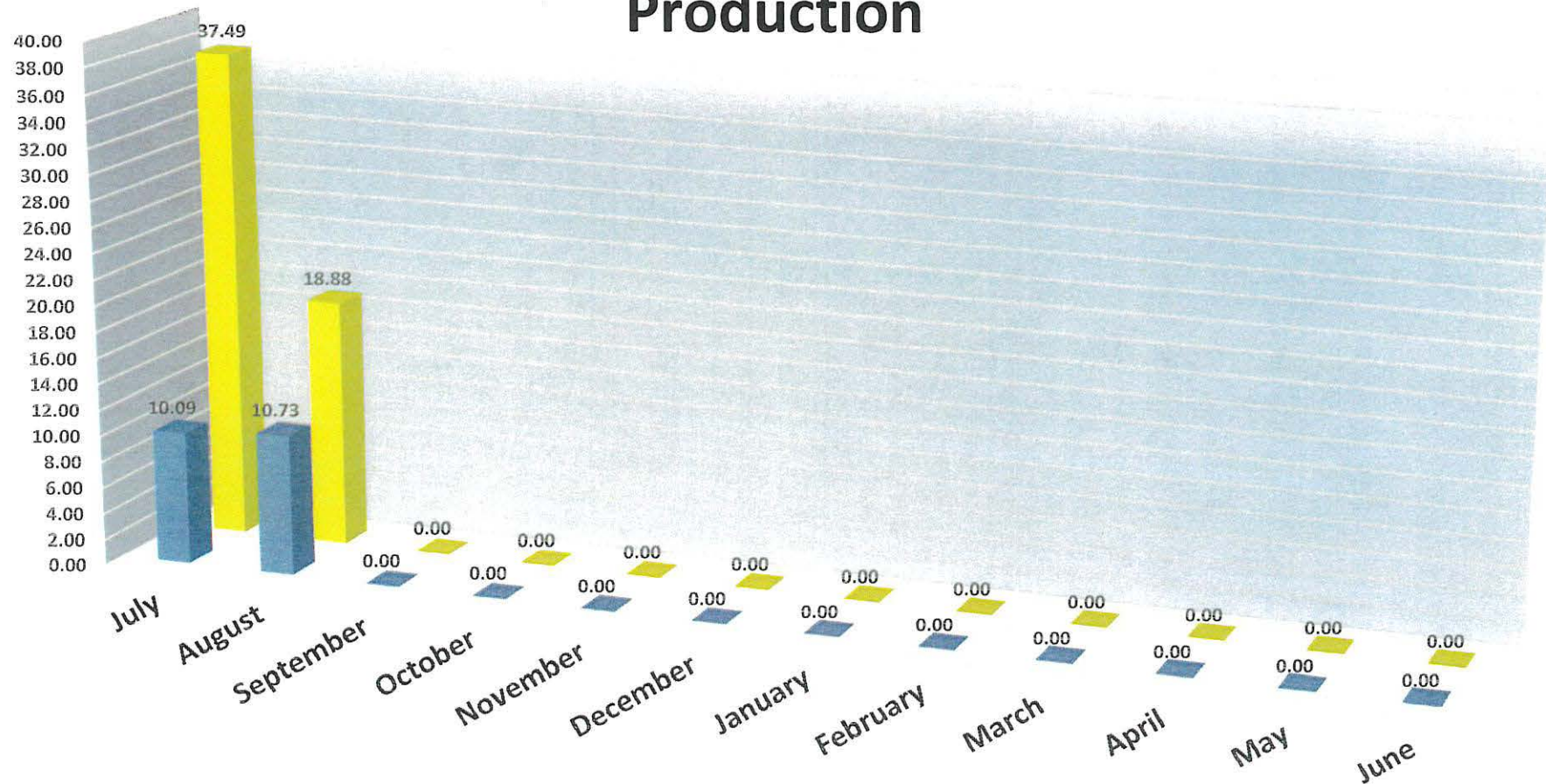
**LWD Flows by Sub-Basin
August 2020
Total LWD Flow 3.86 MGD**



Leucadia Wastewater District Flow Comparison FY20 to FY21



FY-21 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

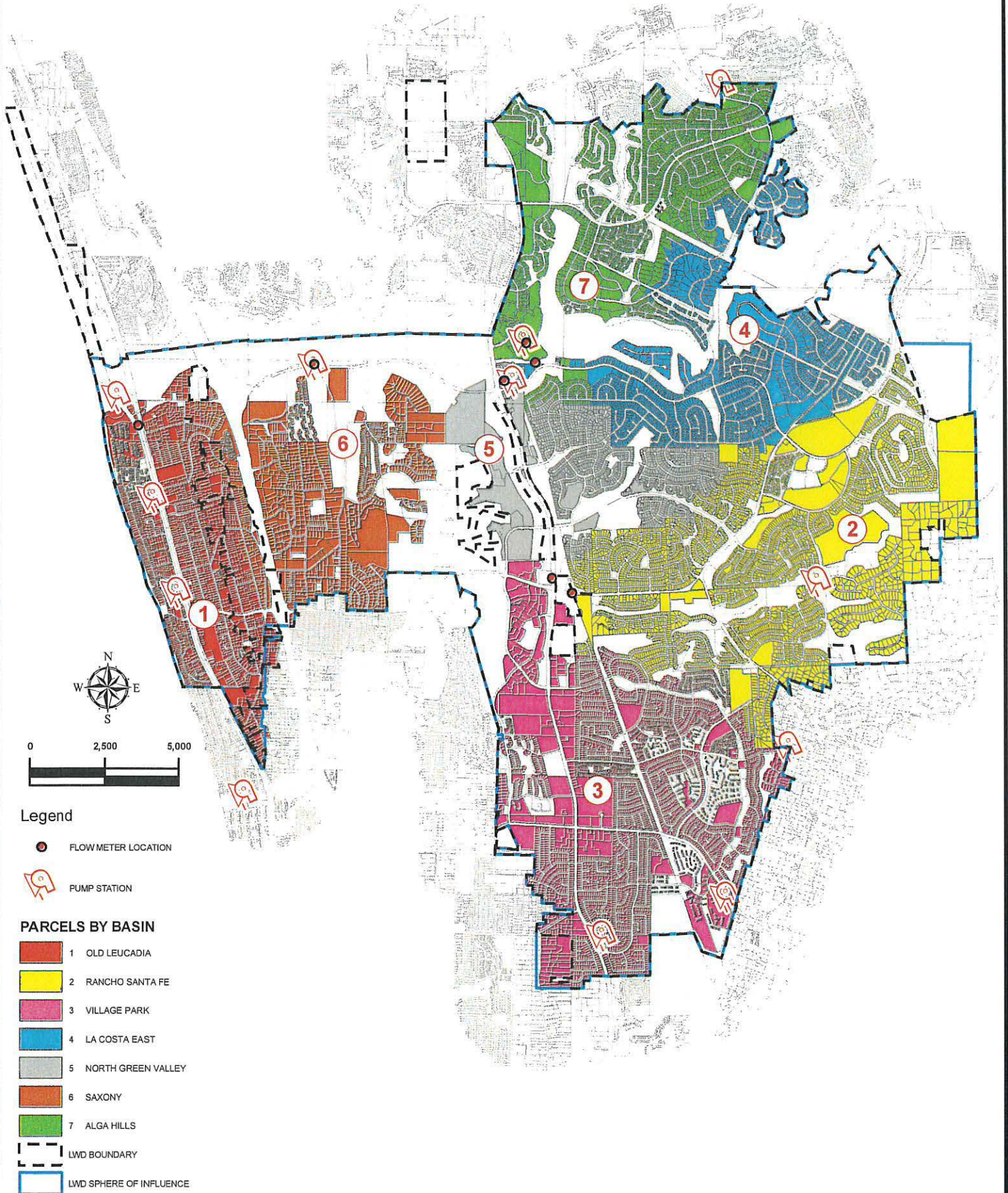
Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 20.8 Miles)

■ Hydro Cleaning (YTD 56.4 Miles)

LEUCADIA WASTEWATER DISTRICT



Operations and Administration Training Report

August 2020

Training & Safety Events for the month August 2020

Hours

Description	Ops	Admin	Total
Confined Space: Awareness	9.0	0.0	9.0
Confined Space: Entrant/Attendant	9.0	0.0	9.0
Confined Space: Entry Rescue Practice	9.0	0.0	9.0
Confined Space: Entry Supervisor Training	9.0	0.0	9.0
Confined Space: Non-Entry Rescue	9.0	0.0	9.0
CSRMA Webinar: Building a Foundation for Equity in the Workplace	1.5	3.0	4.5
Fall Protection	7.0	0.0	7.0
Flagging / Traffic Control	10.0	0.0	10.0
Respiratory Protection	1.0	0.0	1.0
Sexual Harassment Prevention for Supervisors	0.0	2.0	2.0
Trash Pump Training	4.5	0.0	4.5
			0.0
Total Training Hours	69.0	5.0	74.0

Conferences for the month of August 2020

Attendees

Description	Ops	Admin	Total
CASA (Virtual)	0	3	3
CSRMA (Virtual)	1	0	1
Total Attended Conferences	1	3	4

Notes:

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

Operations and Administration Training Report Summary for Fiscal Year 2021

Training		Hours	
Month	Ops	Admin	Total
Jul-19	27.00	6.00	33.00
Aug-19	69.00	5.00	74.00
Sep-19	0.00	0.00	0.00
Oct-19	0.00	0.00	0.00
Nov-19	0.00	0.00	0.00
Dec-19	0.00	0.00	0.00
Jan-20	0.00	0.00	0.00
Feb-20	0.00	0.00	0.00
Mar-20	0.00	0.00	0.00
Apr-20	0.00	0.00	0.00
May-20	0.00	0.00	0.00
Jun-20	0.00	0.00	0.00
YTD Totals	96.00	11.00	107.00
YTD Monthly Avg	8.00	0.92	8.92

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-19	0.00	0.00	0.00
Aug-19	1.00	3.00	4.00
Sep-19	0.00	0.00	0.00
Oct-19	0.00	0.00	0.00
Nov-19	0.00	0.00	0.00
Dec-19	0.00	0.00	0.00
Jan-20	0.00	0.00	0.00
Feb-20	0.00	0.00	0.00
Mar-20	0.00	0.00	0.00
Apr-20	0.00	0.00	0.00
May-20	0.00	0.00	0.00
Jun-20	0.00	0.00	0.00
YTD Total	1.00	3.00	4.00
YTD Monthly Avg	0.08	0.25	0.33

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 8/31/2020

	Amount
Assets	
Cash & Investments	34,181,817.41
Accounts Receivables	211,052.41
Net OPEB Asset	75,859.00
Prepaid Expense	528,386.97
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	169,719,937.04
Less Accumulated Depreciation	(59,239,580.98)
Total Assets	<u>147,518,671.85</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,396,803.00
OPEB Health Deferred Outflows	76,648.00
Total Deferred Outflows	<u>1,473,451.00</u>
Total Assets & Deferred Outflows	<u>148,992,122.85</u>
Liabilities	
Accounts Payable & Accrued Expenses	624,868.25
Developer Deposits	92,994.89
Net Pension Liability	4,386,823.00
Total Liabilities	<u>5,104,686.14</u>
Deferred Inflows	
PERS Pension Deferred Inflows	282,136.00
PERS Projected/Actual Earnings Difference	76,695.00
OPEB Health Deferred Inflows	4,397.00
Total Deferred Inflows	<u>363,228.00</u>
Net Position	
Beginning Net Position (as of June 30, 2020)	
Investment in Capital Assets	110,480,356.06
Reserves	34,973,631.83
Undesignated Net Position	(748,696.53)
Total Beginning Net Position (as of June 30, 2020)	<u>144,705,291.36</u>
Current Change In Net Position	
Other	(1,181,082.65)
Total Current Change In Net Position	<u>(1,181,082.65)</u>
Total Net Position	<u>143,524,208.71</u>
Total Liabilities, Deferred Inflows & Net Position	<u>148,992,122.85</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2020 Through 8/31/2020

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

OPERATING REVENUES

3110 Sewer Service Fees	\$ 160,772.82	\$ 9,891,110.00	\$ 9,730,337.18	1.6%
3150 Recycled Water Sales	100,000.00	350,000.00	250,000.00	28.6%
3100 Misc. Operating Revenue	-	191,753.00	191,753.00	0.0%
TOTAL OPERATING REVENUES	\$ 260,772.82	\$10,432,863.00	\$10,172,090.18	2.5%

OPERATING EXPENSES

4100 Salaries	\$ 316,418.72	\$ 2,094,973.00	\$ 1,778,554.28	15.1%
4200 Employee Benefits	238,212.70	1,515,744.00	1,277,531.30	15.7%
4300 Directors Expense	10,726.37	151,700.00	140,973.63	7.1%
4400 Election Expense	-	37,000.00	37,000.00	0.0%
4600 Gas, Oil & Fuel	4,679.90	41,000.00	36,320.10	11.4%
4700 Insurance Expense	7,797.46	150,300.00	142,502.54	5.2%
4800 Memberships	2,262.00	37,850.00	35,588.00	6.0%
4900 Office Expense	13,389.01	169,200.00	155,810.99	7.9%
5000 Operating Supplies	18,983.60	205,500.00	186,516.40	9.2%
5200 Professional Services	14,614.51	439,900.00	425,285.49	3.3%
5300 Printing & Publishing	357.00	29,600.00	29,243.00	1.2%
5400 Rents & Leases	3,165.79	18,300.00	15,134.21	17.3%
5500 Repairs & Maintenance	83,673.89	531,680.00	448,006.11	15.7%
5600 Monitoring & Permits	2,419.45	70,800.00	68,380.55	3.4%
5700 Training & Development	5,409.36	49,500.00	44,090.64	10.9%
5900 Utilities	67,446.85	448,600.00	381,153.15	15.0%
6100 LAFCO Operations	6,909.88	7,700.00	790.12	89.7%
6200 Encina Operating Expense	136,907.00	2,569,500.00	2,432,593.00	5.3%
6900 Admin O/H alloc to Capital	-	(192,756.00)	(192,756.00)	0.0%
TOTAL OPERATING EXPENSES	\$ 933,373.49	\$ 8,376,091.00	\$ 7,442,717.51	11.1%

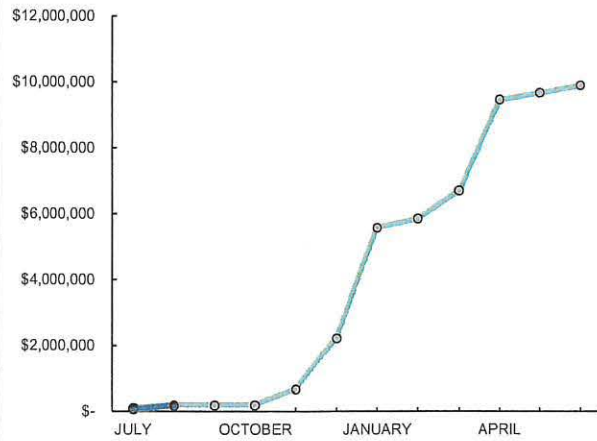
NON-OPERATING REVENUES

3130 Capacity Fees	\$ 39,439.75	\$ 305,340.00	\$ 265,900.25	12.9%
3220 Property Taxes	25,684.00	1,870,000.00	1,844,316.00	1.4%
3250 Investment Income	87,647.00	458,000.00	370,353.00	19.1%
3290 Misc. Non Op Revenue	2,469.19	86,200.00	83,730.81	2.9%
TOTAL NON-OPERATING REVENUES	\$ 155,239.94	\$ 2,719,540.00	\$ 2,564,300.06	5.7%

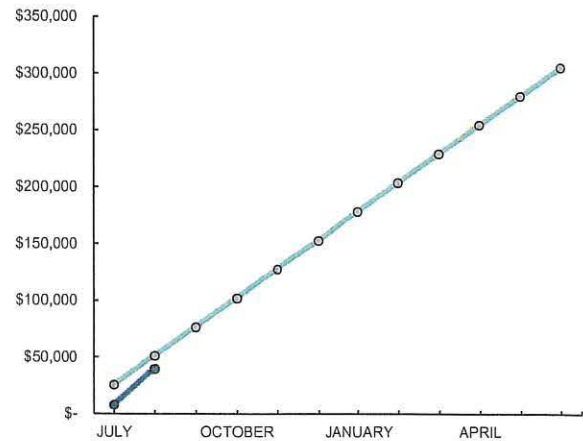
Leucadia Wastewater District Revenue FY2021

YTD through August 31, 2020

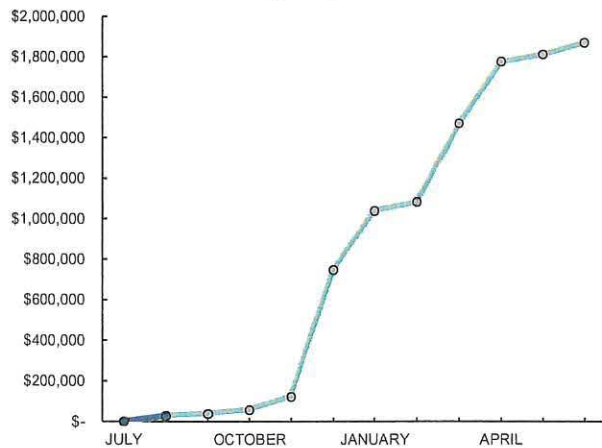
Sewer Service Fees



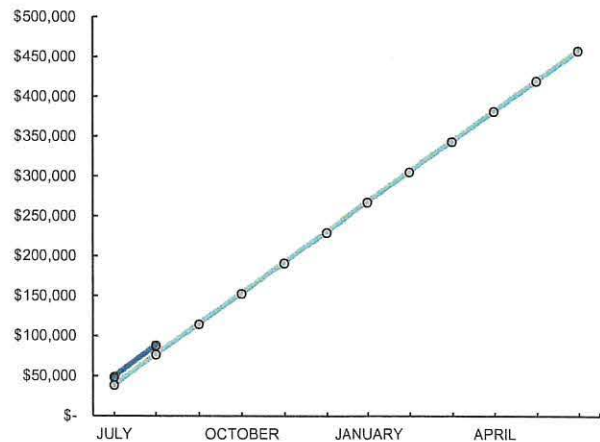
Capacity Charges



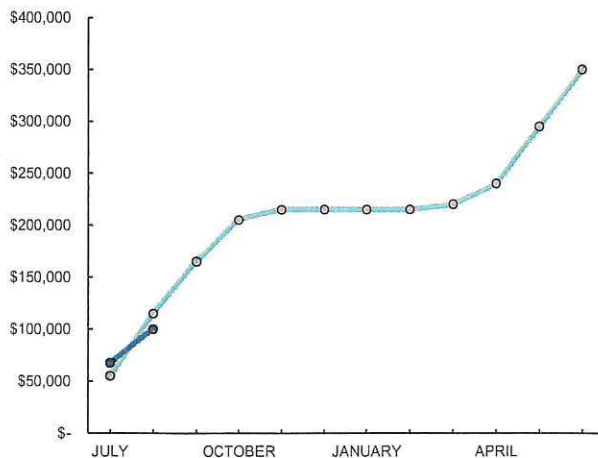
Property Taxes



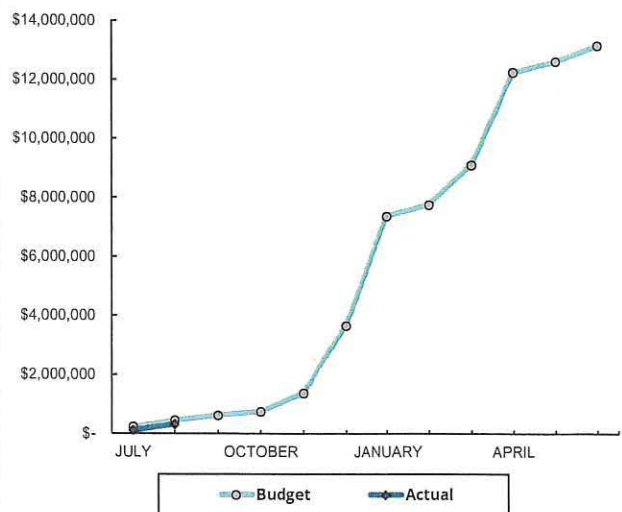
Investment Income



Recycled Wastewater Sales



Total Revenue

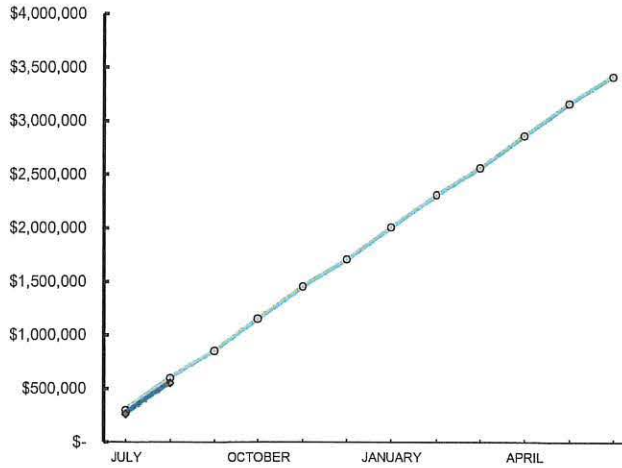


* Preliminary: subject to future review, reconciliation, accruals, and audit

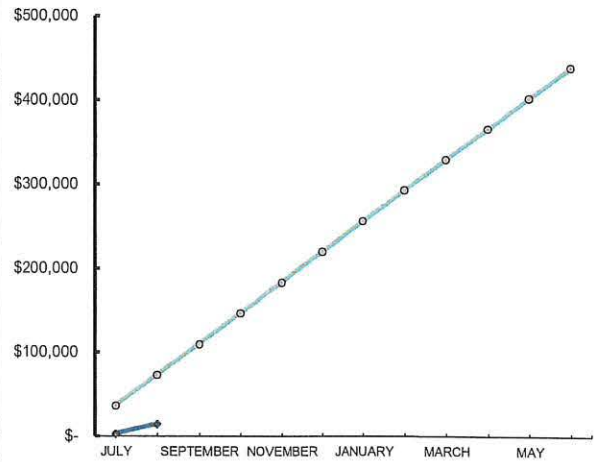
Leucadia Wastewater District Operating Expenses FY2021

YTD through August 31, 2020

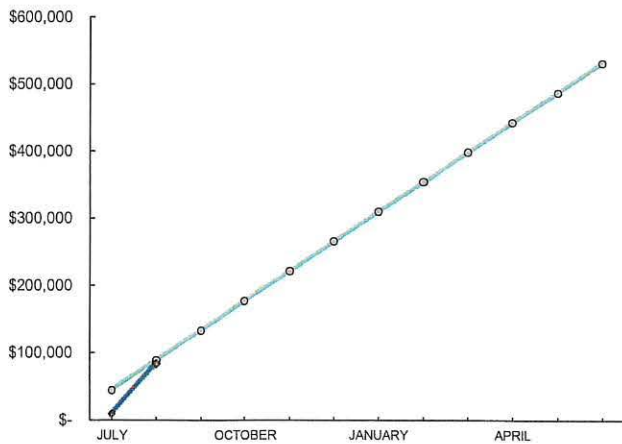
Salaries and Benefits



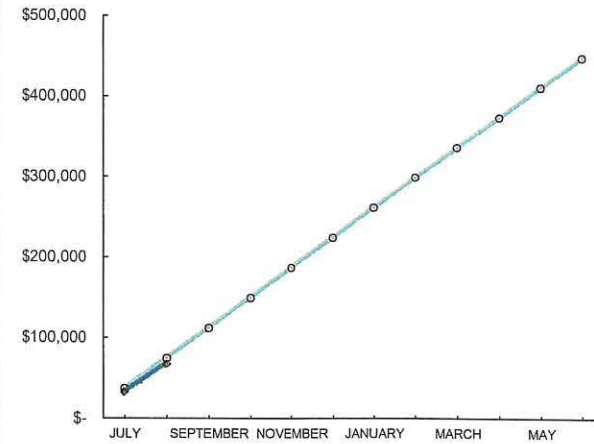
Professional Services



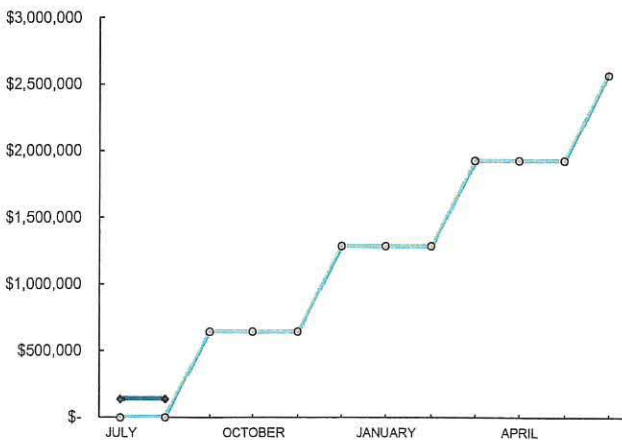
Repairs & Maintenance



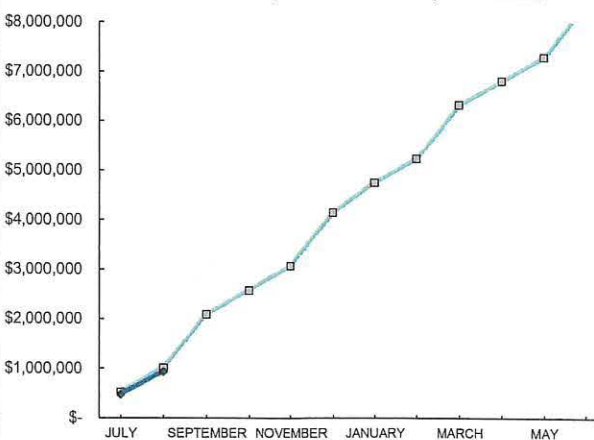
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



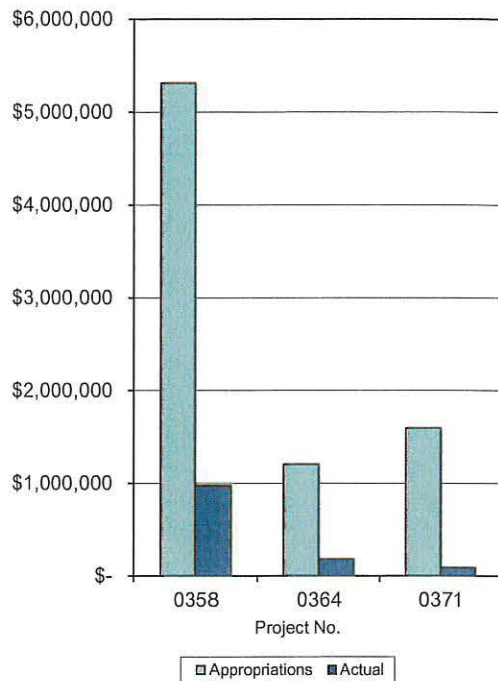
□ Budget ◆ Actual

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

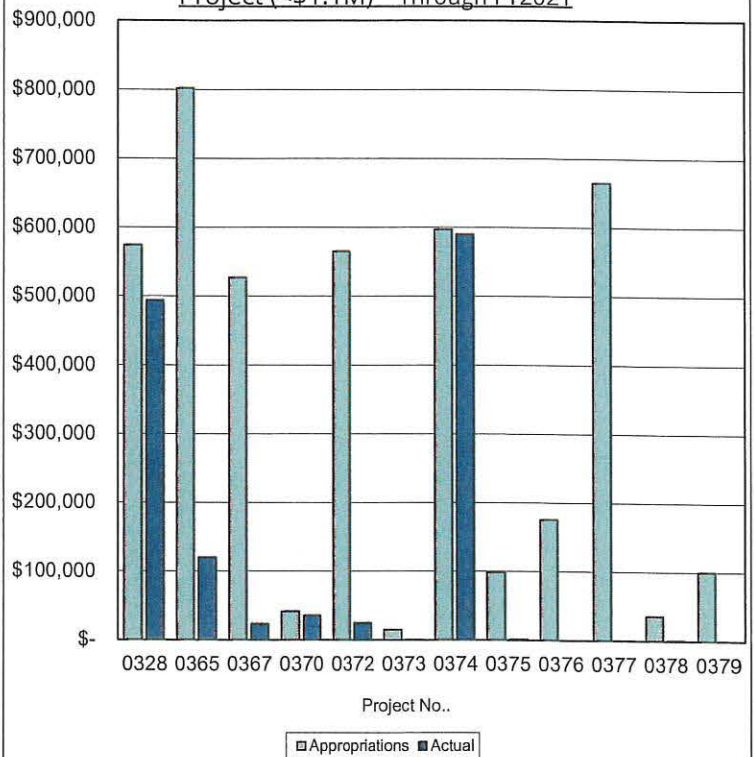
Leucadia Wastewater District Capital Expenditures

As of August 31, 2020

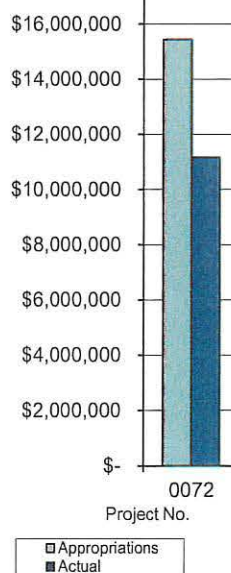
**District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2021**



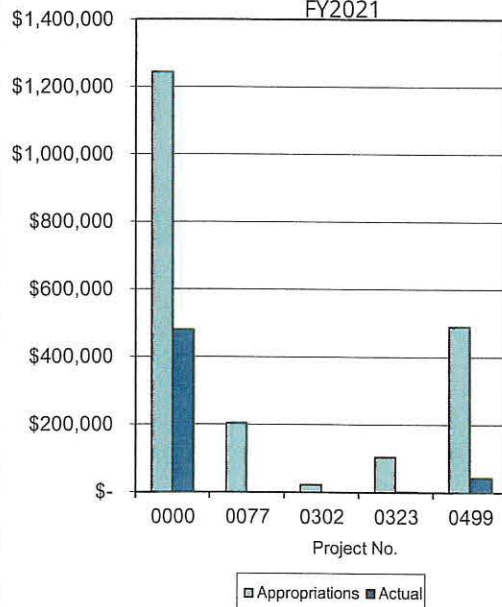
**District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2021**



**District's Share of
Encina WPCF
Capital Exp
Through FY2021**



**Single Year Capital Expenditures by
Project
FY2021**



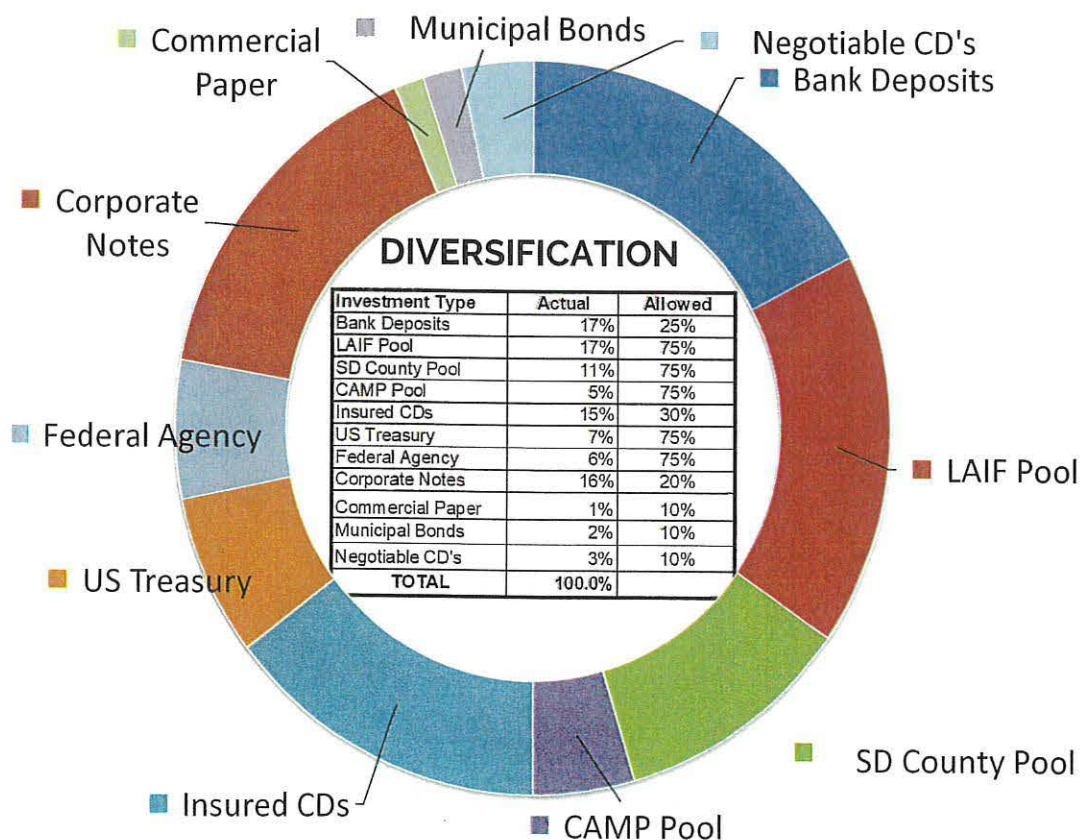
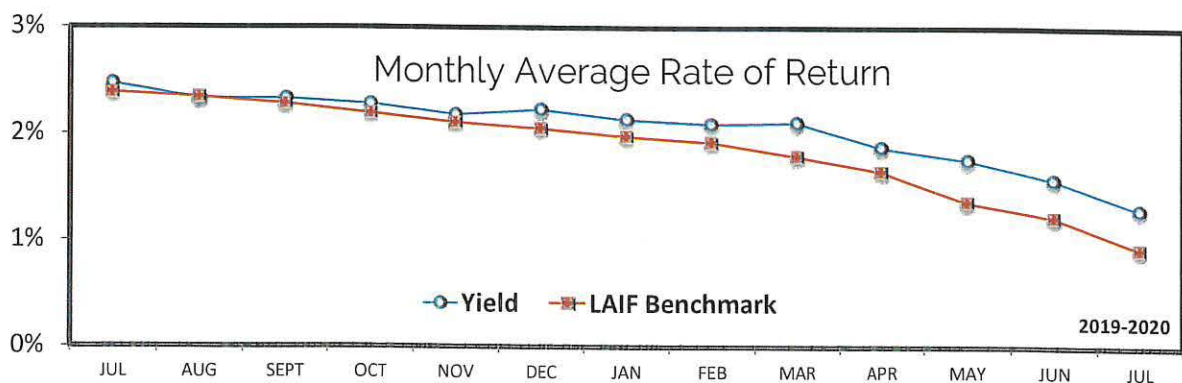
Project Legend

Multi-Year Capital Projects		No.
Encina Joint Facility Capital Projects		0072
North SD Water Reuse Coalition Project		0328
Leucadia Pump Station Rehabilitation		0358
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
Hazard Mitigation Plan Update		0373
Bat FM (B3) Discharge Section Rplcmnt		0374
Batiquitos PS Emergency Basin Upgrade		0375
Batiquitos Pump Station Rehabilitation		0376
FY2021 Gravity Pipeline Rehabilitation		0377
FY2021 L1/L2 Force Main Anode Rplcmnt		0378
Village Park 5 PS New Chopper Pumps		0379
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

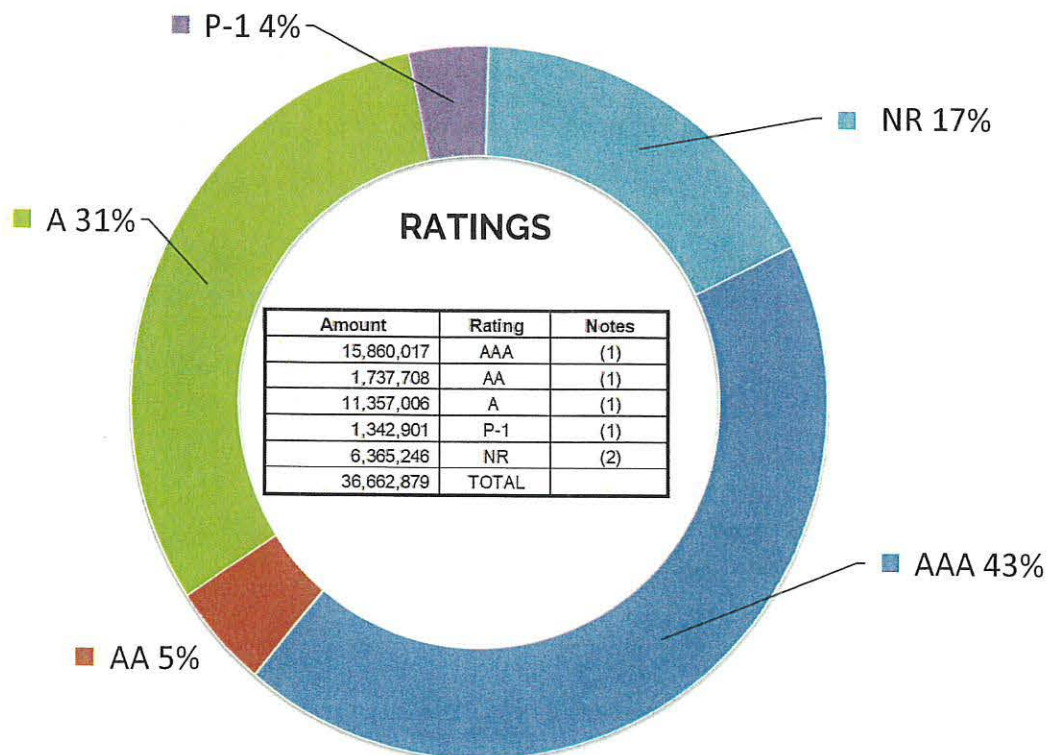
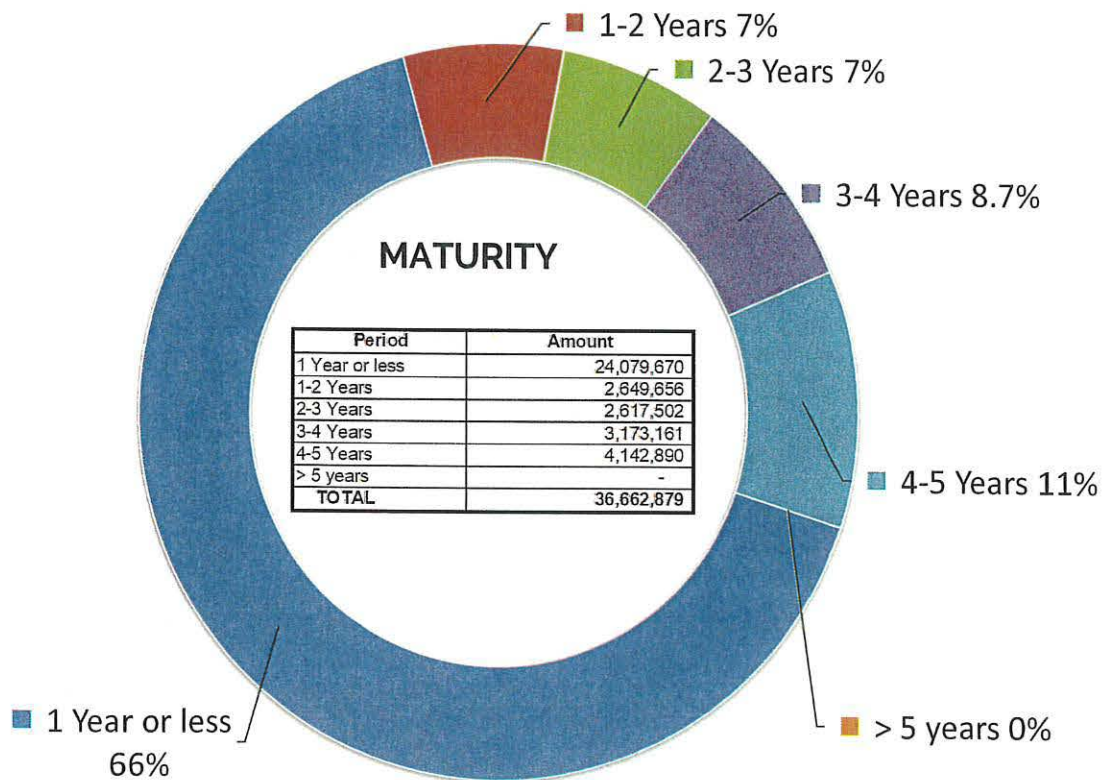
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
July 31, 2020

Cash Equivalents & Investments	Principal (Original Cost)		July Interest	Average Rate
	Jun 30, 2020	Jul 31, 2020		
Opus Bank Reserve	\$ 8,887,679	\$ 6,324,854	\$ 958	0.150%
LAIF Pool	6,342,105	6,365,246	\$ 4,871	0.920%
SD County Pool	3,939,045	3,946,770	4,939	1.504%
CAMP Pool	1,917,439	1,663,975	613	0.370%
Certificates of Deposit - Insured	5,166,000	5,415,000	6,957	1.568%
US Treasury Notes	2,595,234	2,595,234	4,458	2.060%
Federal Agency Notes	1,731,673	2,239,038	3,642	1.682%
Municipal Bonds	318,123	638,013	300	1.113%
Corporate Bonds/Notes	5,017,168	5,781,848	10,084	2.092%
Commercial Paper	492,901	492,901	792	1.930%
Negotiable CD's	1,200,000	1,200,000	2,300	2.290%
Totals	\$ 37,607,368	\$ 36,662,879	\$ 39,914	1.290%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
July 31, 2020

(Continued)

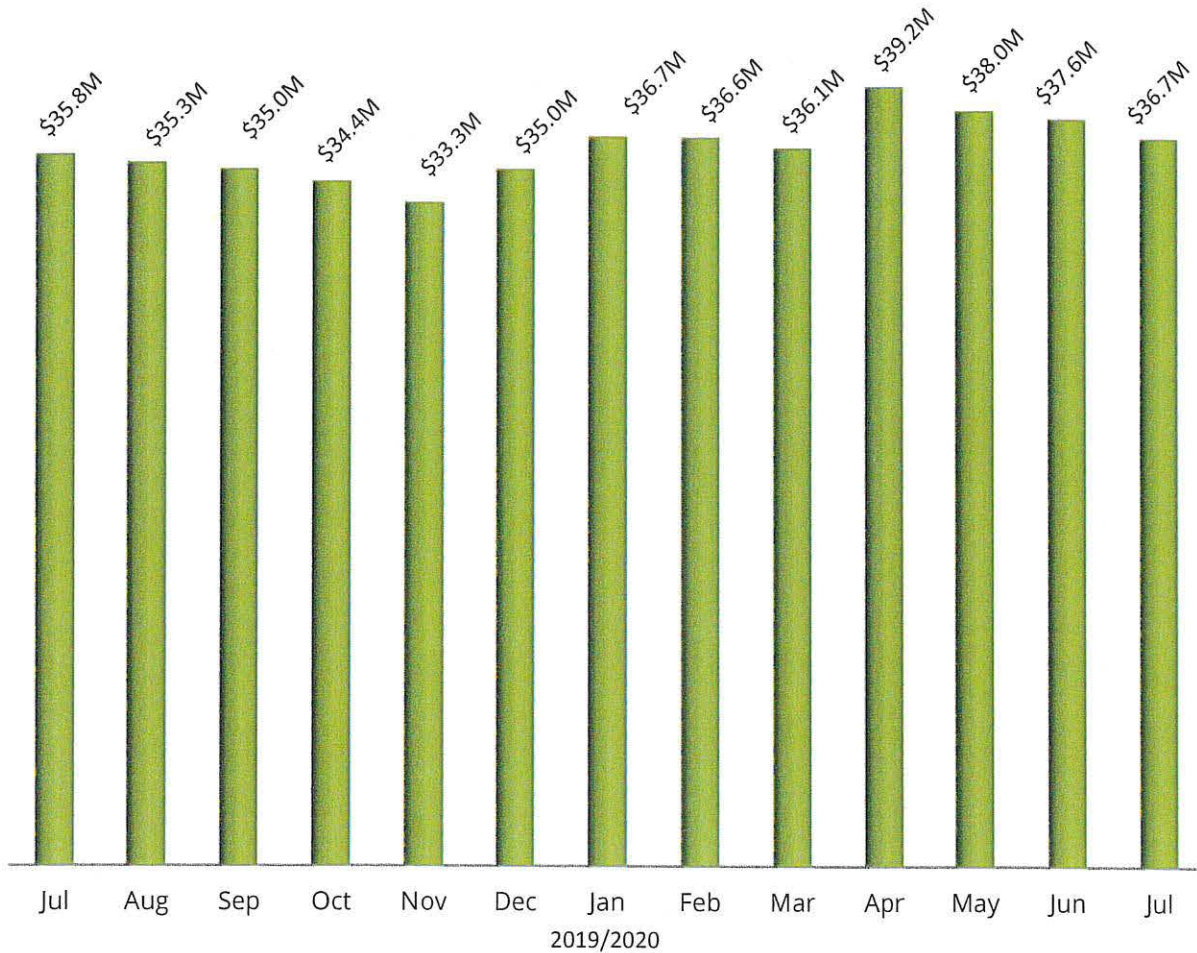


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
July 31, 2020

(Continued)

CASH & INVESTMENT RESERVES BY MONTH



INVESTMENT TRANSACTIONS

For the months of July, 2020

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Bank Baroda NY Insured CD	\$ 249,000		7/22/2025	06063HMS9	0.70%	
Ontario CA Pension Obligation Bonds	\$ 319,890		6/1/2025	68304FAE6	1.14%	
FNMA Federal Agency Notes		\$ 500,000	7/30/2020	3135G0T60	2.11%	
FFCB Federal Agency Notes (callable)	\$ 499,875		7/2/2024	3133ELR55	0.61%	
FHLMC Federal Agency Notes (callable)	\$ 500,000		7/16/2025	3134GVU22	0.90%	
Caterpillar Fin'l Services Corporate Notes	\$ 251,518		7/7/2023	14913R2D8	0.44%	
Toyota Motor Credit Corp Notes	\$ 257,265		8/25/2023	89236THA6	0.39%	
BofA Corp Notes (callable)	\$ 255,898		5/19/2024	06051GJC4	0.85%	
TOTAL	\$ 2,333,445	\$ 500,000				

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

MEMORANDUM

DATE: September 3, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: August 2020 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

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

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
August 1-31, 2020**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	TSM R. Morishita	Assup T. Hill	FSS J. Stecker
CASA Virtual Annual Conference August 12-13, 2020 CSRMA Portion August 11, 2020	Registration	125.00	125.00	125.00	125.00	125.00		125.00	125.00	
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	125.00	125.00	125.00	125.00	125.00	0.00	125.00	125.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

CASA Annual Conference became virtual conference due to COVID-19 Pandemic.

Encina Wastewater Authority Report
Regular Board Meeting
August 26, 2020

EWA Board of Directors - Director Sullivan Reporting

1. Biosolids Management Plan Update Award

The Board of Directors authorized the General Manager to execute a Professional Services Agreement with Jacobs in the amount not to exceed \$285,500 for Engineering Services for the Biosolids Management Plan Update.

2. South Parcel Auto Storage Ground Leaser Authorization

The Board of Directors authorized the General Manager to execute a ground lease with HP Investors for vehicle storage on the South Parcel.

3. Investment Policy Discussion – Fossil Fuels

The Board of Directors voted to not adopt the Policy.

There was no Executive Session.

Engineering Committee Meeting Report

Presented by Vice President Omsted

Meeting held September 2, 2020

The Engineering Committee (EC) received updates on the following:

- Encinitas Estates Pump Station Project;
- Orchard Wood Road Pipeline Repair Project; and
- Leucadia Pump Station Project

These items were for information purposes and there was no action taken.

Community Affairs Committee Meeting Report

Presented by Director Sullivan

Meeting held September 3, 2020


The CAC reviewed the following recommendation:

1. Review the 2020 Fall Newsletter Draft Text

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

MEMORANDUM

DATE: September 3, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Board of Directors Committee Assignments



RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

The Leucadia Wastewater District (LWD) Board President typically reviews committee assignments for the Board of Directors on an annual basis and makes appointments to the various committees as appropriate. Committee assignments for Calendar Year 2020 were made on January 8, 2020. As a result of the sudden passing of Director Kulchin this past July, President Juliussen filled the vacant committee assignments at a Special Board Meeting on July 29, 2020. At this meeting, President Juliussen appointed Vice President Omsted to the Engineering Committee (EC) and appointed himself to the Community Affairs Committee (CAC).

With the appointment of Director Brown to the LWD Board of Directors on September 1, 2020, President Juliussen has indicated his desire to review committee assignments. To facilitate this discussion, a summary of current committee assignments and appointments is attached.

This item has been placed on the agenda for discussion by the Board of Directors. Staff has no recommendation on this matter. Staff will incorporate any revisions to LWD committees and respond to other public agencies as appropriate.

Attachment

tb:PJB



Board of Directors' Committee Assignments

Engineering Committee

President Allan Juliussen, Chair

Vice President Donald Omsted ([filled Director Kulchin's position 7/29/2020](#))

Investment & Finance Committee

Director Judy Hanson, Chair

Vice President Donald Omsted

Community Affairs Committee

Director Elaine Sullivan, Chair

President Allan Juliussen ([filled Director Kulchin's position 7/29/2020](#))

Human Resource Committee

Director Judy Hanson, Chair

Vice President Donald Omsted



Board of Directors' and Manager Appointments and Assignments

Encina Wastewater Authority (EWA) Board of Directors/Joint Advisory Committee (JAC)

Director Elaine Sullivan
President Allan Juliussen
Paul Bushee, GM (Alternate)

Other Assignments:

Director Judy Hanson

- CSRMA Board of Directors Board Member

President Allan Juliussen

- EWA Capital Improvement Committee (CIC) Member

Director Elaine Sullivan

- EWA Policy and Finance Committee (PFC) Member
- CSDA Professional Development Committee
- CSDA Member Services Committee
- CSDA San Diego Chapter (2nd Vice President)

General Manager Paul Bushee

- Encina Wastewater Authority Member Agency Managers Committee
- CSRMA Board of Directors (Alternate)
- CASA Board of Directors

Encinitas Estates Pump Station Replacement Project

Project Status

Tactical Goal: Infrastructure and Technology

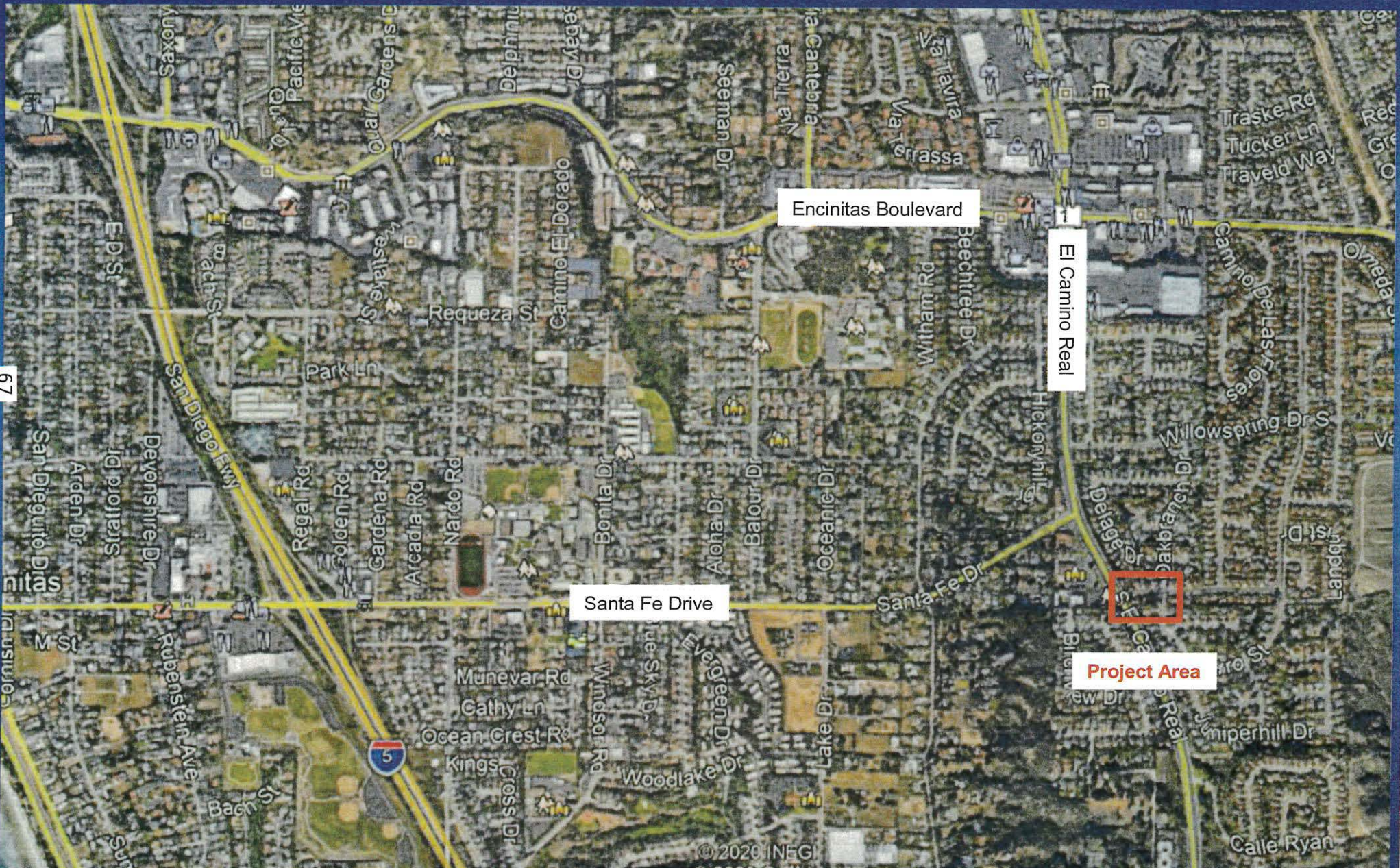
(September 20)

Background

- Encinitas Estates Pump Station (EEPS)
 - ❖ Smith & Loveless packaged pump station
 - ❖ Built in 1974
 - ❖ Pumps replaced in 1998
- 2014 Pump Station Assessment Report recommended replacement
 - ❖ Cast in place concrete wet well - 50 year life
 - ❖ Mechanical equipment replacement
 - ❖ Electrical components upgrade
 - ❖ Eliminate Smith & Loveless as sole source vendor
 - ❖ Submersible pump station advantages
 - ✓ Safer environment for staff
 - ✓ Easier, safer, more efficient to operate and maintain



Project Area



Project Location



Bid Timeline

- Design Completed JUN 20
- Project Out for Bids 06 JUL 20
- Bids Due 18 AUG 20
- Five Bids Received

Bid Results

ENCINITAS ESTATES PUMP STATION REPLACEMENT PROJECT

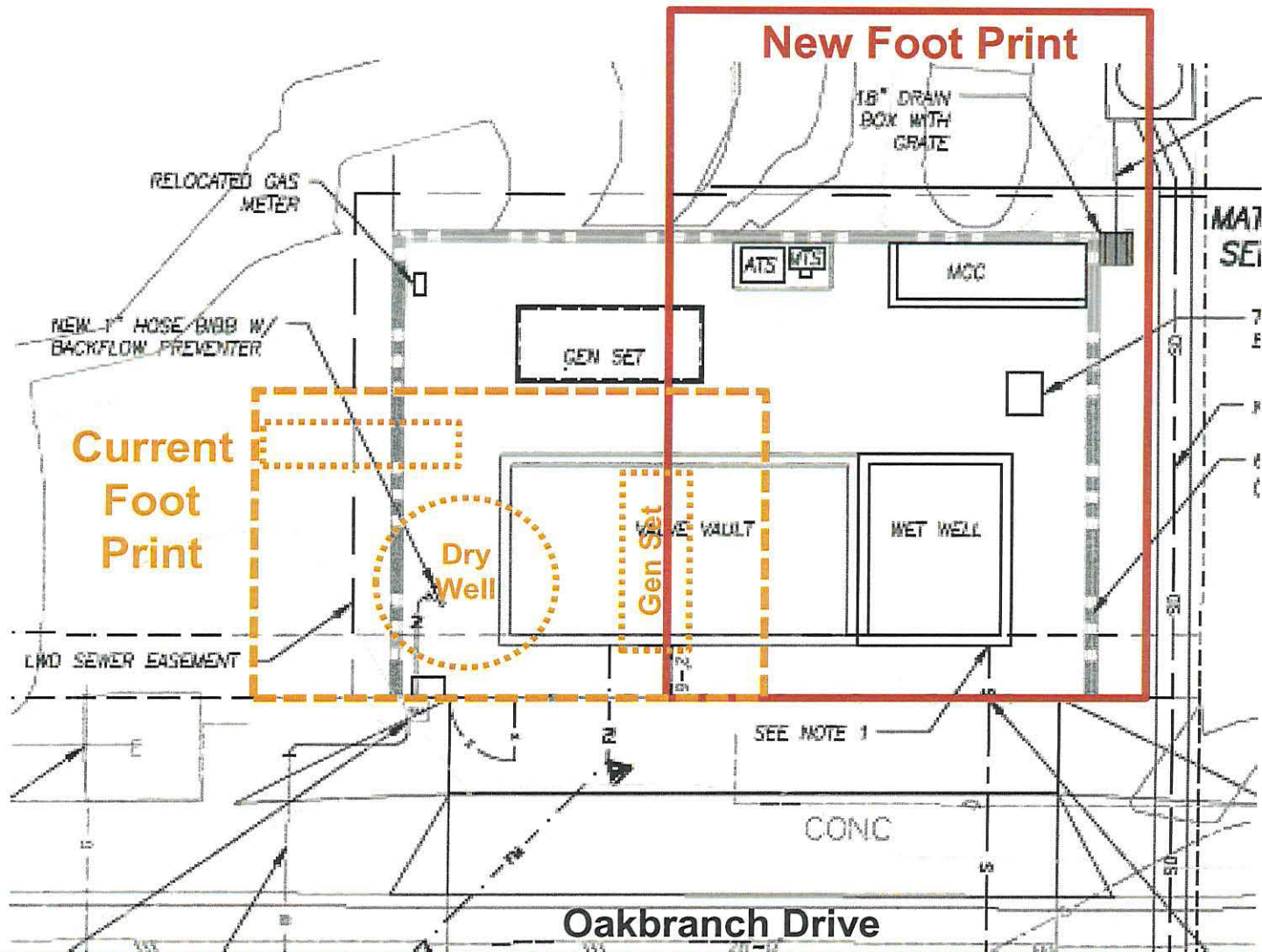
BID ITEM	BID DESCRIPTION	ENGINEER'S ESTIMATE	AVERAGE OF ALL BIDS	BLUE PACIFIC ENGINEERING & CONSTRUCTION	PACIFIC HYDROTECH CORPORATION	STANEK CONSTRUCTION	GREEN BUILDING CORPORATION	PCL CONSTRUCTION
TOTAL SHOWN IN BID		932,970	2,234,543	1,777,000.00	1,981,400.00	2,147,000.00	2,575,000.00	2,692,314.00

Options

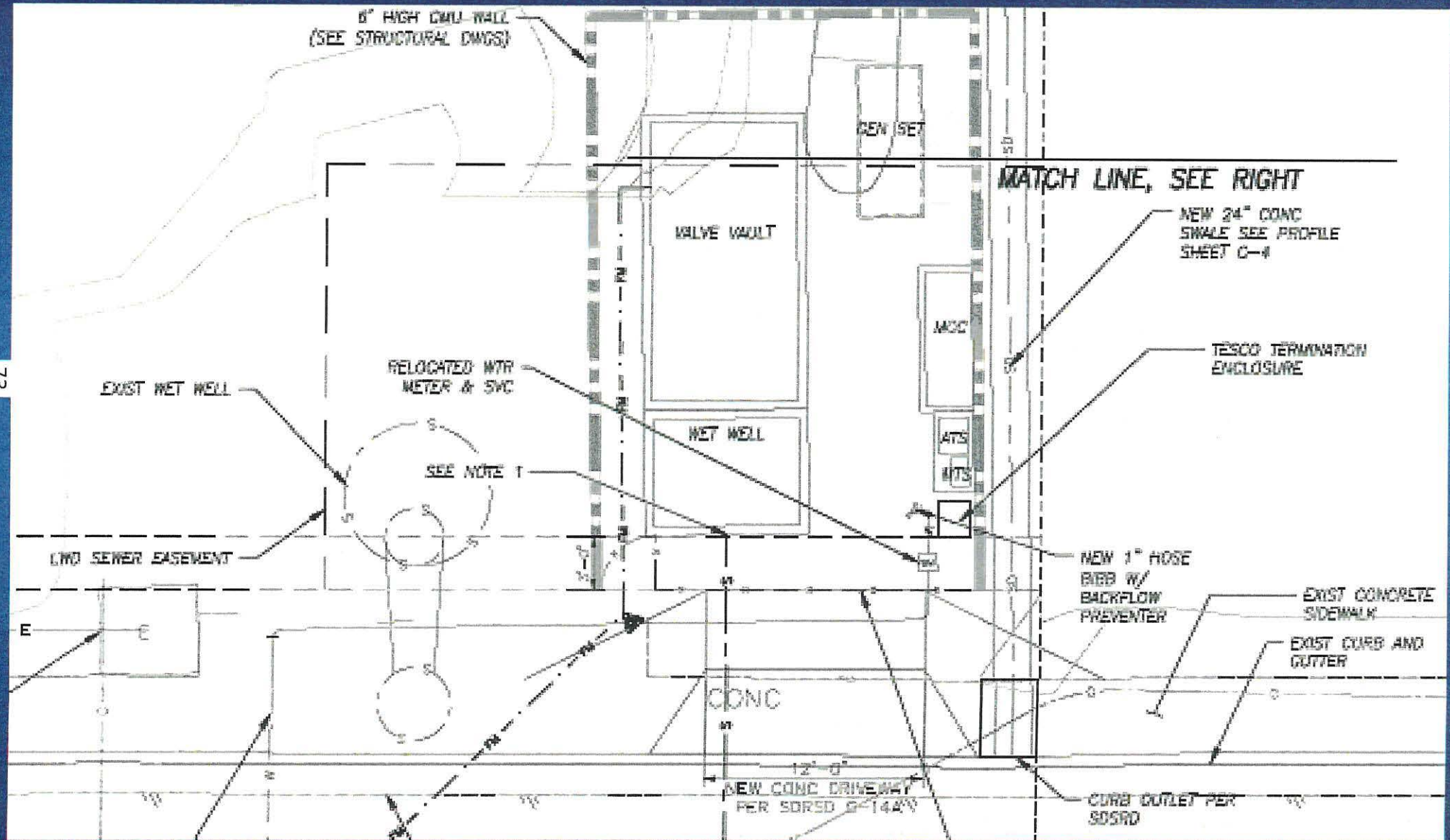
- Award Contract on Bid Results
- Award on Bid Results and Negotiate Price
- Reject Bids and Rebid Project
- Reject Bids and Rebid Modified Project
- Delay Project and Bid at a Later Date

Bid Rejection Letters Sent August 27

Reposition Pump Station



Modified Design



Additional Modifications

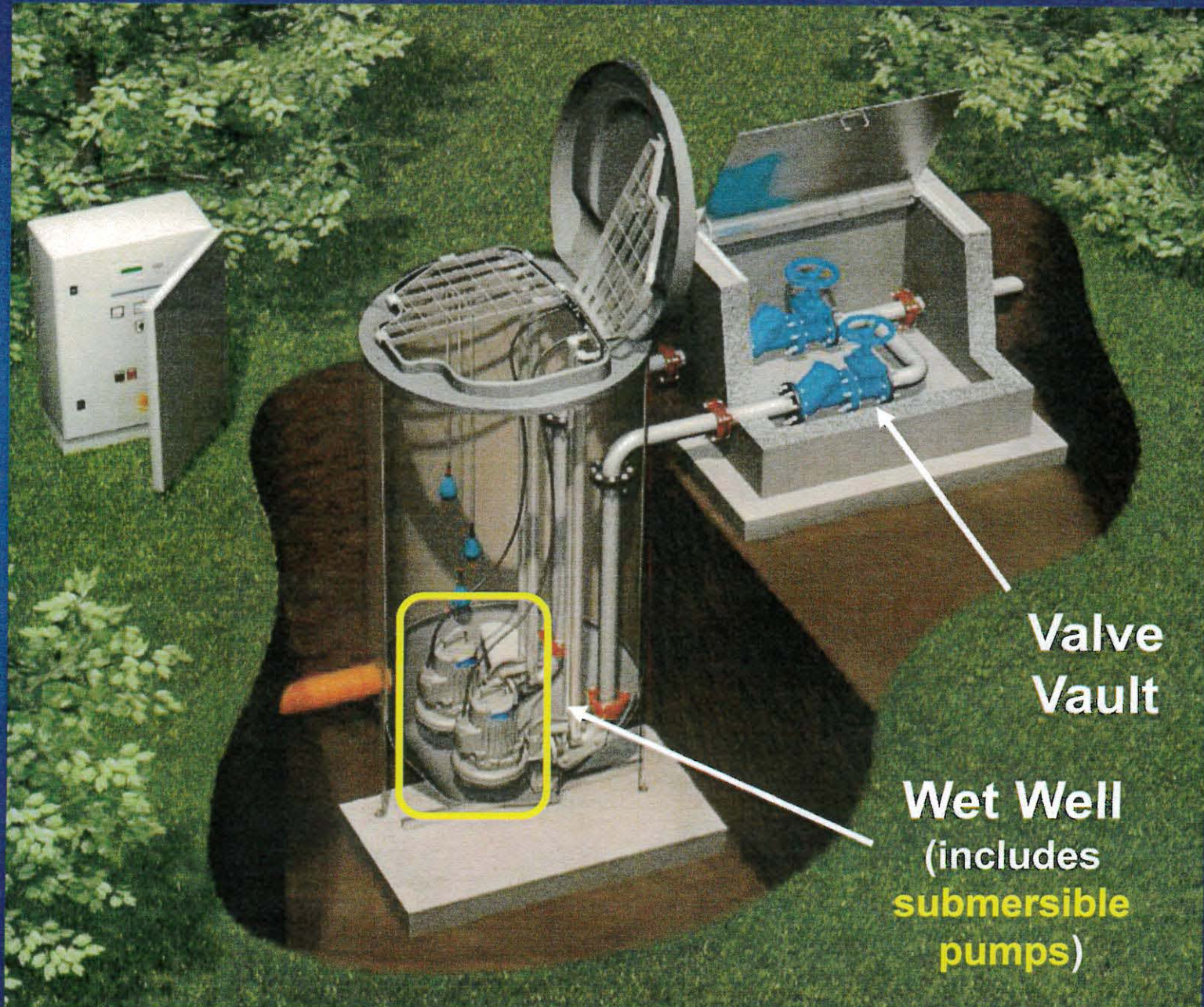
Pumps (Submersible)

- ~~Chopper Pump~~
- Standard Pump w / Conditioning Pump

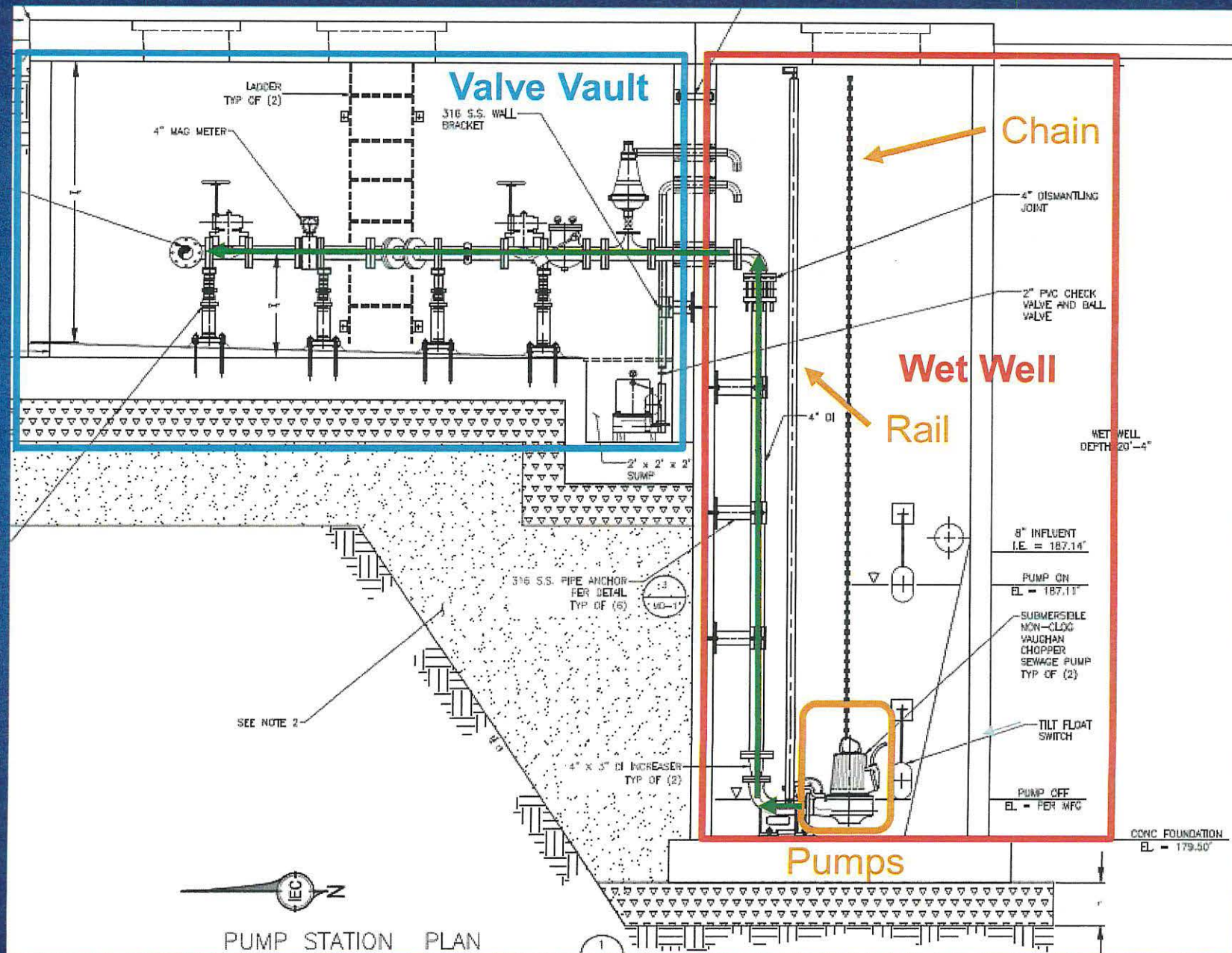
Electrical

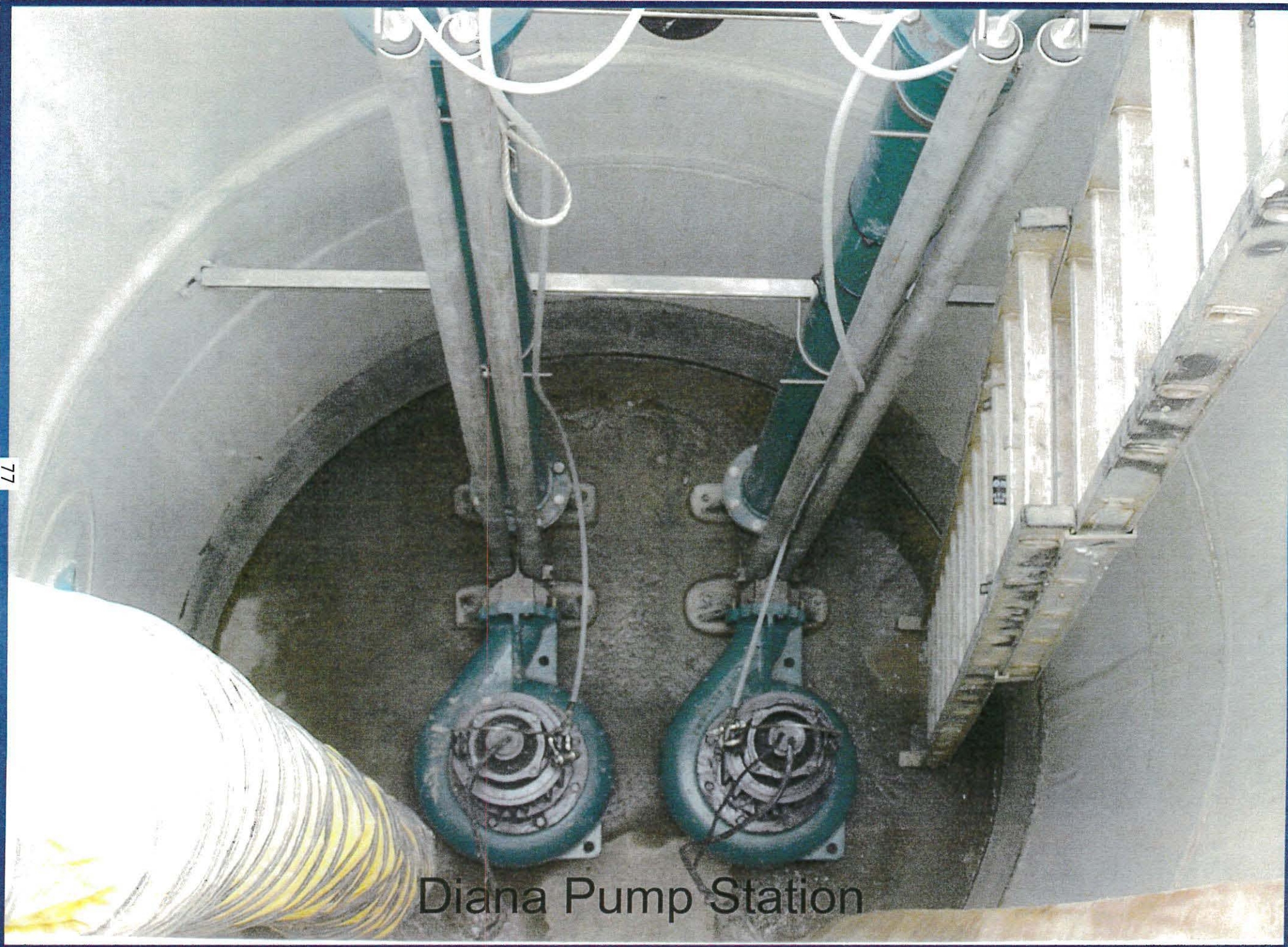
- ~~Variable Frequency Drives~~
 - ❖ Reduce Equipment Cost
 - ❖ Smaller Cabinet
 - ❖ No Cooling Unit Required
 - ❖ Less Complexity

Submersible Pump Design

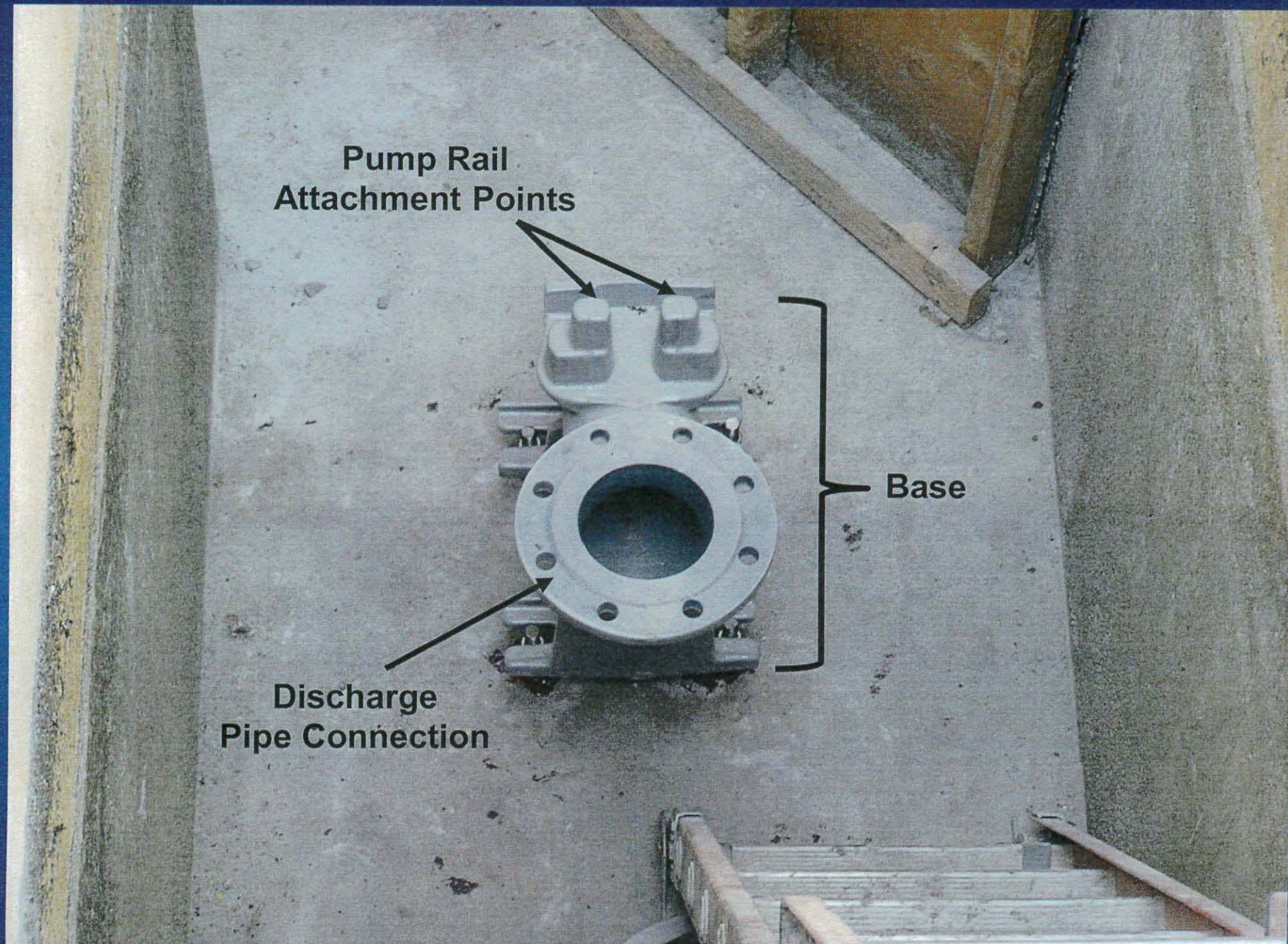


Encinitas Estates PS Design



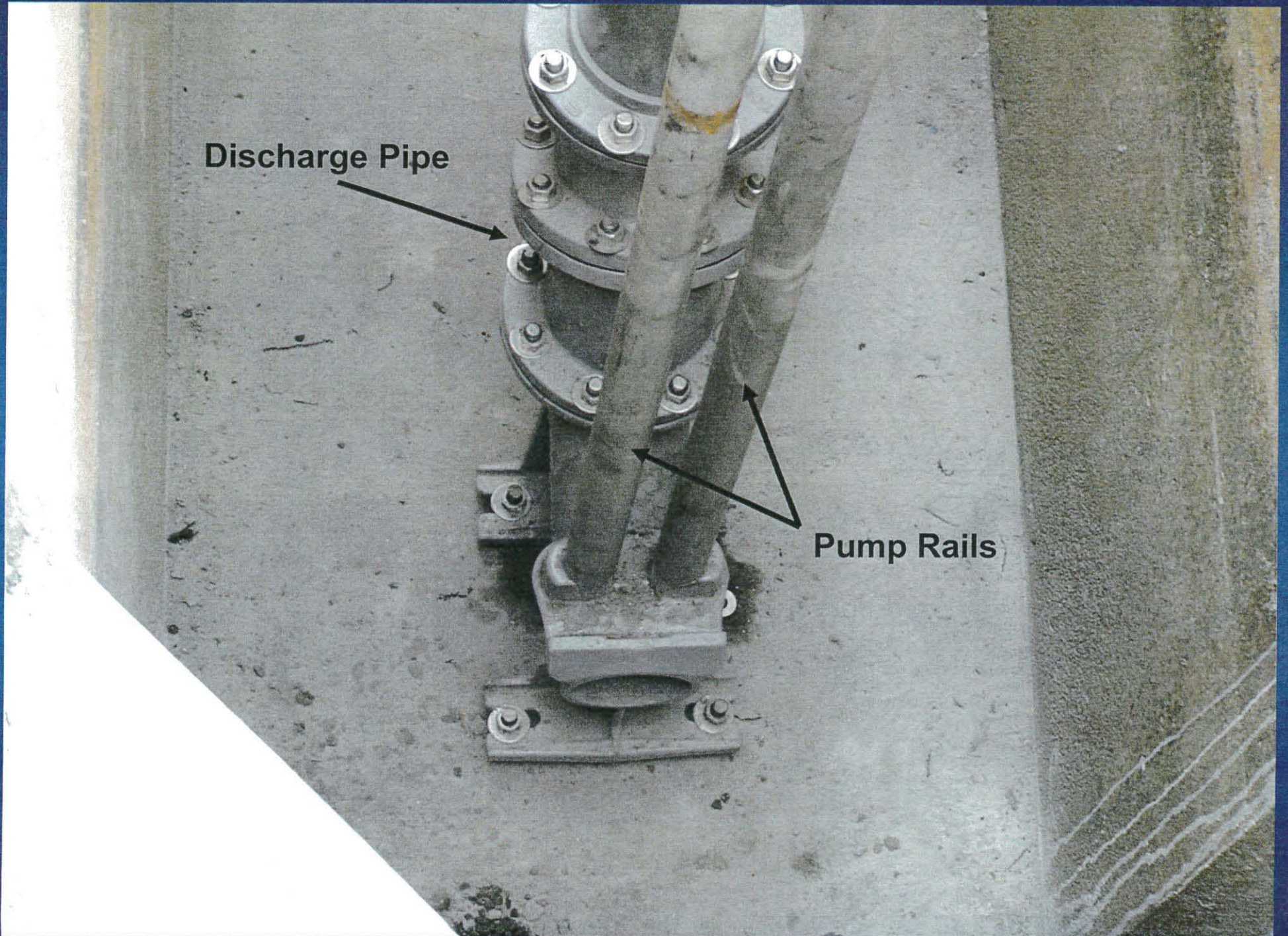


Diana Pump Station



Discharge Pipe

Pump Rails







VP5 Pump Station

Questions / Comments

Directors' Meetings

Presented by Directors Juliussen, Omsted, Hanson, Sullivan,

Conference

CSDA Virtual Quarterly Meeting

Dates and Location

August 20, 2020 @ 6pm via Zoom

List of Attendees

President Allan Juliussen

Vice President Donald Omsted

Director Judy Hanson

Director Elaine Sullivan

The above mentioned Board members heard a presentation by Barry Jantz, CEO of Grossmont Healthcare District. Mr. Jantz presented on the tremendous impact COVID-19 has had on the community and the incredible challenges facing health care districts.