



**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, March 8, 2023

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**  
State Water Resources Control Board Treatment Operator T1 – Jeffrey Pivaral  
(Pages 6-7)

**CONSENT CALENDAR**

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

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

Minutes of the following meetings:

February 8, 2023 Regular Board Meeting (Pages 8-14)

February 14, 2023 Community Affairs Committee Meeting (Page 15-17)

February 28, 2023 Human Resources Committee Meeting (Page 18-19)

**8. Approval of Demands for February / March 2023**

This item provides for Board of Directors approval of all demands paid from LWD during the month of February and a portion in March 2023. (Pages 20-29)

**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 FY22 to FY23, flows by sub-basin, and staff training. (Pages 30-36)

**10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY23 budget and discloses monthly investments. (Pages 37-44)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of February 2023. (Pages 45-46)

**12. Annual Review of Board-General Manager/Staff Relations Policy - Adopt Resolution No. 2394 (Pages 47-52)**

**EWA REPORTS**

**13. Encina Wastewater Authority Reports**

A. A regular EWA Board Meeting was held on February 22, 2023 – report by Vice President Roesink. (Pages 53-54)

B. An Encina Member Agencies Manager's Meeting was held on March 7, 2023 – report by GM Bushee. (Verbal)

**COMMITTEE REPORTS**

**14. Committee Reports**

A. Community Affairs Committee meeting was held on February 14, 2023 – report by Director Saldana. (Pages 55-56)

B. Human Resources Committee meeting was held on February 28, 2023 – report by Vice President Roesink. (Page 57)

**ACTION ITEMS**

**15. Rising Tide Partners Public Information Services (Pages 58-62)**

A. Authorize the General Manager to execute an agreement with Rising Tide Partners for as needed public information services for a period of 3 years and 12 weeks with an option for 2 additional years.

- B. Authorize the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$66,723 for services through June 30, 2024.

**16. Fiscal Year 2024 (FY24) Budget Development Schedule (Page 63)**

**17. Amending the Human Resources Policy Manual – Adopt Resolution No. 2393**  
(Pages 64-67, Enclosure 17)

**INFORMATION ITEMS**

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

2023 CSDA Legislative Days is scheduled for May 16 – 17, 2023 at the Sheraton Grand Hotel in Sacramento, CA. (Verbal)

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

CSDA Quarterly Dinner was held on February 16, 2023 at The Butcher Shop Steakhouse in San Diego, CA. (Page 68)

**20. General Manager's Report**

**21. General Counsel's Report**

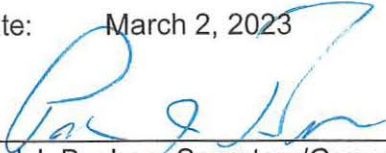
**22. Board of Directors' Comments**

**23. Adjournment**

AFFIDAVIT OF POSTING

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

Date: March 2, 2023



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Paul J. Bushee, Secretary/General Manager

### Board of Directors' Code of Conduct

- ◆ *I will openly communicate during Board meetings and voice my views, in the meetings, on all matters regarding the District.*
- ◆ *I will support the decisions of the Board once they are voted on.*
- ◆ *I will concentrate on issues of governance and strategic import to the District and will expect support from staff on issues of operational import and detail.*
- ◆ *I will treat fellow Board members with dignity and respect.*
- ◆ *I will be prepared to discuss Board issues and agree to spend the necessary time and attention to Board matters.*
- ◆ *If I have concerns or questions, I will ask. If I need clarification of Board agenda items, I will call ahead and discuss with the General Manager.*
- ◆ *I will support the general manager as the primary spokesperson for the district.*
- ◆ *I will conduct myself in the highest ethical manner and comply with all appropriate government regulations.*

### Role of Staff

- ◆ *Implement policies of LWD Board*
- ◆ *Create tactics and action plans that address how policies should be implemented*
- ◆ *Provide technical competence in addressing issues of how tactics should be implemented*
- ◆ *Provide relevant facts and recommendations*
- ◆ *Provide effective leadership*
- ◆ *Administer day-to-day operations of the district*
- ◆ *Respond to reasonable board requests for information*

**MEMORANDUM**

**DATE:** March 2, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Presentation and Awards – Achievement of Individual Award**

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

State Water Resources Control Board Water Treatment Operator Grade T1 – Jeffrey Pivaral

Field Services Technician In-Training Jeffrey Pivaral recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. Jeffrey has been working for the District since June 2022 and this is his second certification since his employment at the District. Jeffrey has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Jeffrey's desire to excel through continued professional development. As a result of this certification, Jeffrey is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Jeffrey for this outstanding accomplishment.

tb:PJB

*State of California*  
*State Water Resources Control Board*

IN ACCORDANCE WITH DIVISION 104, PART 1, CHAPTER 4, ARTICLE 3 OF  
THE HEALTH AND SAFETY CODE

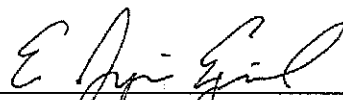
Jeffrey S. Pivaral

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER TREATMENT FACILITY FOR  
PRODUCTION OF WATER FOR DOMESTIC USE AND IS HEREBY GRANTED THIS CERTIFICATE FOR

*Water Treatment Operator*

*Grade T1*

Operator Number: 45964  
Issued February 2023

  
\_\_\_\_\_  
E. Joaquin Esquivel  
Chair





**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting

February 8, 2023

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, February 8, 2023 at 5:00 p.m. via teleconference.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Sullivan, Roesink, Saldana, Hanson

DIRECTORS ABSENT: Omsted

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Field Services Superintendent Marvin Gonzalez, Executive Assistant Tianne Baity, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, Kathleen Heit of Dexter Wilson Engineering, and Tim Lewis of Water Works Engineers

**3. Pledge of Allegiance**

Vice President Roesink led the pledge of allegiance.

**4. Adopt Resolution No. 2391 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic**

Upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2391 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

| Director               | Vote   |
|------------------------|--------|
| President Sullivan     | Yes    |
| Vice President Roesink | Yes    |
| Director Saldana       | Yes    |
| Director Omsted        | Absent |
| Director Hanson        | Yes    |

**5. General Public Comment Period**

None.

**6. Approval of Agenda**

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



| Director               | Vote   |
|------------------------|--------|
| President Sullivan     | Yes    |
| Vice President Roesink | Yes    |
| Director Saldana       | Yes    |
| Director Omsted        | Absent |
| Director Hanson        | Yes    |

**7. Presentations and Awards**

2021 CWEA San Diego Section Awards.

GM Bushee stated that the District received an award at the CWEA San Diego Section Awards Banquet on Saturday, January 21<sup>st</sup>. He noted that the award was for Collection System Person of the Year – Steve Krason. GM Bushee provided background information on Steve and a brief summary of Steve’s accomplishments. GM Bushee stated that Steve will move on to the CWEA Statewide competition.

The Board congratulated Steve for his efforts and wished him luck on the State level.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

- January 11, 2023 Regular Board Meeting
- January 24, 2023 Ad Hoc Committee Meeting
- January 30, 2023 Investment and Finance Committee Meeting
- January 31, 2023 Engineering Committee Meeting

**9. Approval of Demands for January/February 2023**

Payroll Checks numbered 230111-1 – 230201-5; General Checking Checks numbered 23910-23981

**10. Operations Report** (A copy was included in the original February 8, 2023 Agenda)

**11. Finance Report** (A copy was included in the original February 8, 2023 Agenda)

**12. Quarterly Treasurer’s Report**

This report discloses investments for the quarter ending December 31, 2022.

**13. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of January 2023.

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

| Director               | Vote   |
|------------------------|--------|
| President Sullivan     | Yes    |
| Vice President Roesink | Yes    |
| Director Saldana       | Yes    |
| Director Omsted        | Absent |
| Director Hanson        | Yes    |

## **EWA and COMMITTEE REPORTS**

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

#### **A. A regular EWA Board Meeting was held on January 25, 2023.**

Vice President Roesink reported on EWA's Board Meeting.

#### **B. An Encina Member Agency Manager's (MAM) Meeting was held on February 7, 2023.**

GM Bushee reported on EWA's MAM Meeting.

### **15. Committee Reports**

#### **A. Ad Hoc Committee (AHC) Meeting was held on January 24, 2023.**

Director Saldana reported that the AHC reviewed the Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy. The AHC discussed whether the current policy adequately rotates the LWD committee membership.

Following a lengthy discussion, the AHC decided to keep the policy as is. Director Omsted stated he would like historical committee assignment data, going back to January 2022, included in every January Board agenda as a reference. Staff stated they would do this.

The Ad Hoc Committee also determined that Director Saldana should serve as Chair for the Engineering Committee.

#### **B. Investment and Finance Committee (IFC) Meeting was held on January 30, 2023**

GM Bushee reported that the IFC conducted its Annual Review of the LWD Reserve Fund Policy. The IFC concurred with staff to recommend that the Board of Directors adopt a Revised Reserve Fund Policy.

This recommendation will be discussed later in the agenda.

#### **C. Engineering Committee (EC) Meeting was held on January 31, 2023**

Director Saldana reported that the Engineering Committee (EC) reviewed the following recommendations:

- Receive and file the Rancho Verde Pump Station Rehabilitation Preliminary Design Report completed by Water Works Engineers; and
- Authorize the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers (WWE) for engineering design services for the Rancho Verde Pump Station Rehabilitation Project in an amount not to exceed \$89,804.

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

The EC also received updates on the Development Projects Summary and the January 2023 Storm Events Report. These items were for information purposes and there was no action taken. The January 2023 Storm Events Report will be reviewed later in the agenda.

## **ACTION ITEMS**

### **16. Annual Review of LWD Reserve Fund Policy**

Adopt Resolution No. 2392 approving the revised Reserve Fund Policy and File the Annual Review of the LWD Reserve Fund Review Report.

DFA Green introduced the item noting that the IFC reviewed this item at its January 30<sup>th</sup> meeting. He reviewed the purpose of the policy and indicated that it was last revised in February 2022. He noted that the policy calls for annual review by the Board of Directors.

DFA Green stated that staff and the IFC have reviewed the Reserve Policy and are recommending a few minor changes. He then reviewed those changes and provided an overview of the FY 2022 reserve balances.

Director Saldana asked if the unrestricted reserve balance grows beyond what is expected can the reserve money be moved to other reserve funds. DFA Green answered that since it is unrestricted it can be shifted amongst the reserve funds at the Board's discretion.

Vice President Roesink asked if the emergency repair of the secondary effluent pipeline was billed to the Emergency Reserve fund. GM Bushee answered affirmatively.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2392 approving the revised Reserve Fund Policy and Filed the Annual Review of the LWD Reserve Fund Review Report by the following vote:

| <b>Director</b>               | <b>Vote</b> |
|-------------------------------|-------------|
| <b>President Sullivan</b>     | Yes         |
| <b>Vice President Roesink</b> | Yes         |
| <b>Director Saldana</b>       | Yes         |
| <b>Director Omsted</b>        | Absent      |
| <b>Director Hanson</b>        | Yes         |

### **17. Rancho Verde Pump Station Rehabilitation Project**

Receive and file the Rancho Verde Pump Station Rehabilitation Preliminary Design Report completed by Water Works Engineers.

FSSpec Riffel presented the recommendation noting this item is a Fiscal Year 2023 (FY23) tactical goal. He provided background information noting that Water Works Engineers (WWE) completed the Preliminary Design Report (PDR) in December 2022. FSSpec Riffel introduced Mr. Tim Lewis from WWE to present the PDR results. Mr. Lewis provided project location information and outlined the PDR recommendations.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors received and filed the Rancho Verde

Pump Station Rehabilitation Preliminary Design Report completed by Water Works Engineers by the following vote:

| Director               | Vote   |
|------------------------|--------|
| President Sullivan     | Yes    |
| Vice President Roesink | Yes    |
| Director Saldana       | Yes    |
| Director Omsted        | Absent |
| Director Hanson        | Yes    |

- 18. Authorize the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers (WWE) for engineering design services for the Rancho Verde Pump Station Rehabilitation Project in an amount not to exceed \$89,804.**

FSSpec Riffel presented the recommendation. He stated upon receiving and filing the RVPS Preliminary Design Report (PDR) the next step in the process is final design. He continued that WWE has submitted the final design proposal. FSSpec Riffel noted that WWE's proposed fee is \$89,804 which is fair and reasonable given the size and complexity of the project.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers (WWE) for engineering design services for the Rancho Verde Pump Station Rehabilitation Project in an amount not to exceed \$89,804 by the following vote:

| Director               | Vote   |
|------------------------|--------|
| President Sullivan     | Yes    |
| Vice President Roesink | Yes    |
| Director Saldana       | Yes    |
| Director Omsted        | Absent |
| Director Hanson        | Yes    |

- 19. Receive and File the Risk Control Survey Report**

DFA Green presented the item and noted that David Patzer of CSRMA conducted the survey. He stated that the audit process was lengthy and it involved many safety committee meetings, along with input from other staff members. He provided the results of the audit including its recommendations. DFA Green added that staff has already implemented many of the survey's recommendations and will address the remaining issues over the course of this year and next year.

DFA Green stated that the CSRMA Executive Board is requesting that the Board receive and file this report in order to help educate Board members with CSRMA's risk control efforts.

Following discussion, and upon a motion duly made by Director Saldana, seconded by Director Hanson and carried, the Board of Directors received and filed the CSRMA Risk Control Audit Report by the following vote:

| Director               | Vote   |
|------------------------|--------|
| President Sullivan     | Yes    |
| Vice President Roesink | Yes    |
| Director Saldana       | Yes    |
| Director Omsted        | Absent |
| Director Hanson        | Yes    |

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

EA Baity presented the item stating that CSDA is seeking nominations for its Board of Directors for Seat C. She provided information regarding the nomination process and noted the deadline for receipt of all nominations is April 6, 2023. She also noted that the incumbent, Arlene Schafer of Costa Mesa Sanitary District, is running for re-election and that staff has no recommendation on this matter.

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

**INFORMATION ITEMS**

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

A. January 2023 Storm Events Report

Ms. Kathleen Heitt of Dexter Wilson Engineering provided an overview of the January 2023 storm events which included several LWD flow meter locations, differences between inflow and infiltration, and the flow comparisons amongst the various meters.

B. CWEA Annual Conference is scheduled for April 18 - 21, 2023 in San Diego, CA.

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

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

The CASA Annual Conference was held January 25-27, 2023 at the Hilton Palm Springs in Palm Springs, CA.

Director Saldana stated he enjoyed the CSRMA seminar and that the speaker was excellent. He stated he attended some great sessions on PFAS, biosolids, and new requirements for air toxins.

**23. General Manager's Report**

GM Bushee reported on the following:

- Update on the sale of a parcel on Vulcan Avenue to the City of Encinitas;
- LAFCO Municipal Service Review (MSR) process will begin soon; and
- LWD staff completed live virtual tours in both English and Spanish with Capri Elementary School students.

**24. General Counsel's Report**

GC Brechtel reported on the following:

- Update on AB 361 and options for telephonic meetings moving forward; and
- Taxpayer Protection and Government Accountability Act

**25. Board of Directors' Comments**

President Sullivan stated she enjoyed the CWEA Awards Banquet and representing both EWA and LWD.

**26. Adjournment**

President Sullivan adjourned the meeting at 6:24 p.m.

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Elaine Sullivan, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 February 14, 2023

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, February 14, 2023 at 11:00 a.m., via video conference.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 11:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Saldana

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Neal Bloom and Iris Grootenhuis with Rising Tide Partners (RTP)

**3. Public Comment**

No public comment was received.

**4. Discussion of Spring 2023 Newsletter Proposed Article Topics and Production Schedule.**

ADS Hill presented the subject item. She then introduced Mr. Neal Bloom of Rising Tide Partners (RTP) to provide a brief summary of the proposed newsletter article topics.

Mr. Bloom presented the list of newsletter articles and reviewed them with the CAC. The CAC discussed the articles and agreed to include them in the newsletter.

Director Saldana suggested that LWD and RTP consider reaching out to high school photography clubs or classes for more local photos. Mr. Bloom answered that this is a good suggestion and they could proactively reach out to the high schools since the call for local photographers is normally only posted on social media or in the newsletter.

Mr. Bloom then reviewed the production schedule.

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

**5. Rising Tide Partners Public Information Services**

**A. Authorize the General Manager to execute a sole source agreement with Rising Tide Partners for as needed public information services for a period of 3 years and 12 weeks with an option for 2 additional years.**

ADS Hill introduced the item and stated RTP has provided public information services to the District since March 2016. ADS Hill stated that LWD's current professional services agreement with RTP expires on March 8, 2023. She stated staff has proposed an as needed agreement to retain Rising Tide Partners for an initial 3 year and 12



week contract period with an option to extend for 2 additional years. The additional 12 weeks of the initial term is designed to align RTP's contract with the District's fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>) and its associated budget cycle. She then reviewed the tasks included in the agreement.

Following discussion, the CAC agreed with staff to present this item at the March Board meeting.

**B. Authorize the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$66,723 for services through June 30, 2024.**

ADS Hill introduced the item. She reviewed Task Order No. 1 noting it has been designed to cover services for the remainder of FY23 through FY24, which ends in June 2024. She stated Staff has negotiated a scope of work for Task Order No. 1 and associated fees. She then reviewed the task order specifics.

Following discussion, the CAC agreed with staff to present this item at the March Board meeting.

**6. Information Items**

**Public Outreach Performance Report.**

Mr. Neal Bloom and Ms. Iris Grootenhuis, of RTP, presented an update on RTP's public outreach performance for 2022. The report reviewed the following topics:

- LWD Website Stats – Top three pages are Surfcam, Home page, and Job page, website traffic down 4% from 2021;
- LWD Facebook Updates – Most popular boosted post was the “Virtual Tour Video” and then the “What is FOG Video”, increased Facebook page likes for 2022;
- LWD Social Media Updates – the District will not use TikTok since it is not recommended for government accounts or devices, Instagram account will be created, Nextdoor account for public agencies is on hold for now due to the amount of public comments and time required to monitor them;
- LWD Virtual Tours and Stickers – Live virtual tour in English and now also in Spanish, new vector truck stickers were created

RTP then presented a few short clips from the LWD Virtual Tour in both Spanish and English. The CAC thanked RTP for their presentation.

**7. Directors' Comments**

Chairperson Sullivan stated she loved the videos created by RTP.

Director Saldana thanked staff and RTP for their work and he stated he looks forward to more videos.

**8. General Manager's Comments**

None.

**9. Adjournment**

Chairperson Sullivan adjourned the meeting at 12:04 p.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Human Resources Committee Meeting  
 February 28, 2023

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A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Tuesday, February 28, 2023 at 3:00 p.m., via video conference.

**1. Call to Order**

Director Roesink called the meeting to order at 3:04 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Roesink

DIRECTORS ABSENT: Hanson

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, and Executive Assistant Tianne Baity

**3. Public Comment**

None.

**4. Annual Review of the Board-General Manager/Staff Relations Policy – Adopt Resolution No. 2394**

DFA Green presented the item stating the policy calls for an annual review. He stated staff has reviewed the policy and is recommending minor administrative revisions to the policy relating to staff title changes since the policy's last review.

Since the changes to the policy were minimal, staff suggested that this item be added to the Consent Calendar in the March Board Agenda. The HRC agreed.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2394 – Annual Review of the Board-General Manager/Staff Relations Policy.

**5. Amending the Human Resources Policy Manual - Adopt Resolution No. 2393**

ADS Hill presented background information on the item. She stated that the proposed changes to the HRPM are related to several federal and state laws, and includes revisions that align with current procedures, along with clerical and formatting updates. Staff has updated the policy to reflect employment law updates that are applicable to the District. She then summarized the major changes to the HRPM including:

- Section 3 - General Employment Policies; and
- Section 10 - Leave of Absence

ADS Hill also noted that minor changes were made to improve clarity and correct grammatical spelling and format inconsistencies.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors Adopt Resolution No. 2393 – Amending the HRPM.

Director Hanson entered the meeting at 3:19 p.m.

**6. Information Items**

None.

**7. Directors' Comments**

None.

**8. General Manager's Comments**

None.

**9. Adjournment**

Director Roesink adjourned the meeting at 3:26 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT  
DEMANDS SUMMARY**

March 8, 2023

**Disbursement Period**                      February 3, 2023 Through March 2, 2023

|   |                           |
|---|---------------------------|
| <b>GENERAL CHECKING</b>                   |                           |
| Operating                                 | \$     219,563.09         |
| Capital                                   | \$     156,829.32         |
| <b>TOTAL GENERAL CHECKS</b>               | <u>\$     376,392.41</u>  |
| <br><b>PAYROLL EXPENSE REIMBURSEMENTS</b> | <br>\$           2,626.29 |
| <br><b>PAYROLL CHECKS</b>                 | <br>\$     109,373.17     |
| <b>TOTAL DEMANDS</b>                      | <b>\$     488,391.87</b>  |

**LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE/BOARD PAYROLL CHECKS  
March 8, 2023**

**Disbursement Period**                      February 3, 2023 Through March 2, 2023

| <u>Description</u>          | <u>Check Date</u> | <u>Check #'s</u>      | <u>Amount</u>        |
|-----------------------------|-------------------|-----------------------|----------------------|
| Biweekly Payroll Checks     | 2/8/2023          | 230208-1 to 230208-18 | \$ 53,859.65         |
| Biweekly Payroll Checks     | 2/22/2023         | 230222-1 to 230222-18 | \$ 53,402.32         |
| Board Payroll Checks        | 3/1/2023          | 230301-1 to 230301-5  | \$ 2,111.20          |
| <b>TOTAL PAYROLL CHECKS</b> |                   |                       | <b>\$ 109,373.17</b> |

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 2/3/2023 Through 3/2/2023

| Check Number | Effective Date | Vendor Name                         | Check Amount | Transaction Description   |
|--------------|----------------|-------------------------------------|--------------|---|
| 23982        | 2/9/2023       | ADT COMMERCIAL LLC                  | 165.00       | Monthly Security Camera Maintenance<br>02/17/23-03/16/23        |
| 23983        | 2/9/2023       | AT&T                                | 133.09       | Phone Service-Elevator<br>12/25/22-01/24/23                     |
| 23984        | 2/9/2023       | Atlas Technlcal Consultants LLC     | 5,055.00     | Geo.Tech.Eng. Services-FY 2022 Gravity<br>Sewer Repairs Project |
| 23985        | 2/9/2023       | AZTEC LEASING, INC                  | 530.88       | Copy Machine Lease - January 2023                               |
| 23986        | 2/9/2023       | BAJA POOL AND SPA SERVICE           | 150.00       | Water Fountain Weekly Maintenance -<br>February 2023            |
| 23987        | 2/9/2023       | BAY CITY ELECTRIC WORKS             | 518.40       | Generator Service/Maintenance - La<br>Costa PS                  |
|              | 2/9/2023       | BAY CITY ELECTRIC WORKS             | 1,378.11     | Generator Service/Maintenance - LPS                             |
|              | 2/9/2023       | BAY CITY ELECTRIC WORKS             | 967.91       | Generator Service/Maintenance -<br>Portable # 167               |
|              | 2/9/2023       | BAY CITY ELECTRIC WORKS             | 202.91       | Generator Service/Maintenance -<br>Portable # 174               |
|              | 2/9/2023       | BAY CITY ELECTRIC WORKS             | 592.91       | Generator Service/Maintenance -<br>Saxony PS                    |
| 23988        | 2/9/2023       | BIGTUNA INTERACTIVE                 | 4,281.25     | Web Support and Updates to Website                              |
| 23989        | 2/9/2023       | Brightview Landscape Services Inc   | 900.00       | Landscape Maintenance Services @<br>Admin - February 2023       |
|              | 2/9/2023       | Brightview Landscape Services Inc   | 319.00       | Vegitation Cleanup (Line Maintenance) -<br>February 2023        |
| 23990        | 2/9/2023       | BURTECH PIPELINE INC DBA BURTEC...  | 3,800.00     | Cleanout 01-0030 - Install Sewer<br>Cleanout                    |
| 23991        | 2/9/2023       | CAROL HENKE                         | 3,000.00     | Lateral Reimbursement: 985 Hermes<br>Ave, Encinitas CA 92024    |
| 23992        | 2/9/2023       | CHRISTOPHER/BRIGITTE ENGEL          | 2,902.94     | Lateral Reimbursement: 1651 Leora<br>Lane, Encinitas CA 92024   |
| 23993        | 2/9/2023       | CITY OF CARLSBAD                    | 558.33       | Water @ 1900 La Costa Ave                                       |
|              | 2/9/2023       | CITY OF CARLSBAD                    | 27.58        | Water @ Fire Line   |
|              | 2/9/2023       | CITY OF CARLSBAD                    | 164.09       | Water @1960 La Costa Ave  |
|              | 2/9/2023       | CITY OF CARLSBAD                    | 318.87       | Water for Vactor 1  |
|              | 2/9/2023       | CITY OF CARLSBAD                    | 402.87       | Water for Vactor 2  |
| 23994        | 2/9/2023       | COLLICUTT ENERGY SERVICES INC       | 620.00       | Reprogram Control Panel on 2 Portable<br>Units                  |
| 23995        | 2/9/2023       | COSCO FIRE PROTECTION               | 720.00       | Annual Fire Sprinkler & Fire Alarm<br>Inspections               |
|              | 2/9/2023       | COSCO FIRE PROTECTION               | 641.00       | Quarterly Inspection Repairs                                    |
| 23996        | 2/9/2023       | COX COMMUNICATIONS SAN DIEGO        | 1,050.00     | Internet Service 01/22/23-02/21/23                              |
|              | 2/9/2023       | COX COMMUNICATIONS SAN DIEGO        | 518.37       | Phone Service 01/18/23-02/17/23                                 |
| 23997        | 2/9/2023       | CWEA                                | 105.00       | Certification Renewal-CSM Grade 3-M<br>Avalos                   |
| 23998        | 2/9/2023       | DATA NET SOLUTIONS GROUP            | (17.50)      | Credit to Invoice # 9809620                                     |
|              | 2/9/2023       | DATA-NET-SOLUTIONS GROUP            | 2,090.10     | IT Support Monthly Service - November<br>2022                   |
| 23999        | 2/9/2023       | DKF SOLUTIONS GROUP, LLC            | 300.00       | Monthly MSO Subscription - February<br>2023                     |
| 24000        | 2/9/2023       | DOWNSTREAM SERVICES, INC.           | 80.00        | Stormwater Maintenance (2 of 3<br>Services)                     |
| 24001        | 2/9/2023       | ESCONDIDO GOLF CART CENTER, INC     | 157.94       | Golf Cart Tire  |
| 24002        | 2/9/2023       | FIDELITY SECURITY LIFE INSURANCE... | 394.52       | Vision Insurance - February 2023                                |



**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 2/3/2023 Through 3/2/2023

| Check Number | Effective Date | Vendor Name                              | Check Amount | Transaction Description                                    |
|--------------|----------------|--|--------------|--|
|              | 2/9/2023       | FIDELITY SECURITY LIFE INSURANCE...      | 426.30       | Vision Insurance - January 2023                            |
| 24003        | 2/9/2023       | GRAINGER, INC                            | 292.93       | Operating Supplies for Avocado PS                          |
|              | 2/9/2023       | GRAINGER, INC                            | 145.30       | Operating Supplies for Leucadia PS                         |
| 24004        | 2/9/2023       | HAAKER EQUIPMENT CO                      | 5,831.95     | 6" Wheels (6) / 8" Wheels (4)                              |
|              | 2/9/2023       | HAAKER EQUIPMENT CO                      | 693.48       | Repairs / Maintenance for Vactors - 3IN Y Strainer         |
|              | 2/9/2023       | HAAKER EQUIPMENT CO                      | 52.44        | Repairs / Maintenance for Vactors - Switch                 |
|              | 2/9/2023       | HAAKER EQUIPMENT CO                      | 3,178.63     | Rodder Hoses 1" x 600' (2)                                 |
| 24005        | 2/9/2023       | HADRONEX INC dba: SMARTCOVER S...        | 5,622.44     | BPS Wetwell H2s Smartcover-Monitoring 09/29/22-02/29/24    |
| 24006        | 2/9/2023       | HARTFORD LIFE & ACCIDENT INS.            | 462.17       | Life Insurance - February 2023                             |
| 24007        | 2/9/2023       | HI-WAY SAFETY, INC                       | 26.94        | Custom Sigris: DEBRIS TANK FULL (2)                        |
| 24008        | 2/9/2023       | HUMANA DENTAL INS.                       | 3,627.79     | Dental Insurance - February 2023                           |
| 24009        | 2/9/2023       | IB CONSULTING LLC                        | 4,740.00     | Financial Planning Contract - January 2023                 |
| 24010        | 2/9/2023       | INFRASTRUCTURE ENGINEERING CORP          | 1,530.00     | Design Services for VP7 PS Replacement - September 2022    |
|              | 2/9/2023       | INFRASTRUCTURE ENGINEERING CORP          | 312.50       | FY2022 Gravity Sewer Repairs - December 2022               |
| 24011        | 2/9/2023       | INTERSTATE BATTERIES OF SAN DIEGO        | 154.83       | Battery/Core   |
| 24012        | 2/9/2023       | KAMELE SHAFFER                           | 2,994.02     | Lateral Reimbursement: 1670 Leora Lane, Encinitas CA 92024 |
| 24013        | 2/9/2023       | KEN BAYER                                | 1,750.00     | Lateral Reimbursement: 1447 Hygela St, Leucadia CA 92024   |
| 24014        | 2/9/2023       | L&L PRINTERS                             | 290.93       | Sticker Printing   |
| 24015        | 2/9/2023       | MALLORY SAFETY AND SUPPLY                | 168.64       | Glasses / Leather Gloves                                   |
| 24016        | 2/9/2023       | MAVTECK                                  | 6,345.00     | CM Services for B1 Emergency Repair                        |
| 24017        | 2/9/2023       | MESA REPROGRAPHICS                       | 286.96       | VP7 PS Replacement Project Prints                          |
| 24018        | 2/9/2023       | MISSION SQUARE                           | 5,379.11     | Deferred Comp for PPE 02/05/23                             |
| 24019        | 2/9/2023       | MSC JANITORIAL SERVICE, INC              | 2,334.58     | Janitorial Services - January 2023                         |
| 24020        | 2/9/2023       | MUTUAL OF OMAHA                          | 1,165.88     | Disability Insurance - February 2023                       |
| 24021        | 2/9/2023       | NAPA AUTO                                | 223.81       | Tire Inflation Inflator Dial / Blue Def                    |
| 24022        | 2/9/2023       | OLIVENHAIN MUNICIPAL WATER DIST          | 287.36       | Woodard & Curran WIIN NEPA                                 |
| 24023        | 2/9/2023       | OLIVENHAIN MUNICIPAL WATER DIS...        | 68.93        | Recycled Water @ Traveling                                 |
|              | 2/9/2023       | OLIVENHAIN MUNICIPAL WATER DIS...        | 51.15        | Water @ Encinitas Estates PS                               |
|              | 2/9/2023       | OLIVENHAIN MUNICIPAL WATER DIS...        | 754.49       | Water @ Traveling  |
|              | 2/9/2023       | OLIVENHAIN MUNICIPAL WATER DIS...        | 453.77       | Water @ Traveling 2  |
|              | 2/9/2023       | OLIVENHAIN MUNICIPAL WATER DIS...        | 51.15        | Water @ VP7 PS   |
| 24024        | 2/9/2023       | PACIFIC RIM MECHANICAL                   | 321.00       | Quarterly HVAC Services-AWT                                |
|              | 2/9/2023       | PACIFIC RIM MECHANICAL                   | 654.50       | Quarterly HVAC Services-BPS                                |
|              | 2/9/2023       | PACIFIC RIM MECHANICAL                   | 178.00       | Quarterly HVAC Services-EEPS                               |
|              | 2/9/2023       | PACIFIC RIM MECHANICAL                   | 651.50       | Quarterly HVAC Services-LPS                                |
|              | 2/9/2023       | PACIFIC RIM MECHANICAL                   | 2,566.00     | Quarterly HVAC Services-LWD Admin Building                 |
| 24025        | 2/9/2023       | Premier Chevrolet of Carlsbad            | 2,033.64     | Vehicle Service/Maintenance - Vehicle # 156                |
| 24026        | 2/9/2023       | Professional Exchange Service Corpora... | 90.00        | Monthly Phone Answering Services - January 2023            |
| 24027        | 2/9/2023       | PRUDENTIAL OVERALL SUPPLY                | 133.84       | Weekly Uniform/Laundry Service 01/24/23                    |

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1.001 - PPB (Opus) General Checking Account  
 From 2/3/2023 Through 3/2/2023

| Check Number | Effective Date | Vendor Name                          | Check Amount | Transaction Description                                      |
|--------------|----------------|--------------------------------------|--------------|--|
|              | 2/9/2023       | PRUDENTIAL OVERALL SUPPLY            | 136.50       | Weekly Uniform/Laundry Service<br>01/31/23                   |
|              | 2/9/2023       | PRUDENTIAL OVERALL SUPPLY            | 134.02       | Weekly Uniform/Laundry Service<br>02/07/23                   |
| 24028        | 2/9/2023       | Quench USA Inc                       | 136.85       | Office Drinking Water Monthly Service<br>01/19/23-02/18/23   |
| 24029        | 2/9/2023       | READY LINE FLEET SERVICE INC         | 265.00       | Misc Vehicle Services - Vehicle # 159                        |
|              | 2/9/2023       | READY LINE FLEET SERVICE INC         | 167.50       | Misc Vehicle Services - Vehicle # 161                        |
|              | 2/9/2023       | READY LINE FLEET SERVICE INC         | 410.78       | Misc Vehicle Services - Vehicle # 170                        |
|              | 2/9/2023       | READY LINE FLEET SERVICE INC         | 150.50       | Misc Vehicle Services - Vehicle # 911                        |
| 24030        | 2/9/2023       | REPUBLIC SERVICES #661               | 376.91       | Waste Service - January 2023                                 |
| 24031        | 2/9/2023       | REWARD STRATEGY GROUP INC            | 3,920.00     | Salary Study 12/01/22-01/31/23                               |
| 24032        | 2/9/2023       | ROCKWELL SOLUTIONS                   | 26,790.51    | Vaughn Chopper Pump-Wetwell Mixing                           |
| 24033        | 2/9/2023       | SAN DIEGO GAS & ELECTRIC             | 323.61       | Electric @ Diana PS  |
|              | 2/9/2023       | SAN DIEGO GAS & ELECTRIC             | 1,241.14     | Electric @ La Costa PS                                       |
|              | 2/9/2023       | SAN DIEGO GAS & ELECTRIC             | 691.43       | Electric/Gas @ E Estates PS                                  |
| 24034        | 2/9/2023       | SAN DIEGO LAFCO                      | 50.00        | Project # 1141 - Briggs Annexation<br>CEQA NOE Filing Fee    |
| 24035        | 2/9/2023       | SAN DIEGO LAFCO                      | 50.00        | Project # 1161 - Stits Annexation CEQA<br>NOE Filing Fee     |
| 24036        | 2/9/2023       | SOUTHERN CONTRACTING COMPANY         | 1,160.00     | Field Investigation for UPS Bypass<br>Circuitry-Diana PS     |
|              | 2/9/2023       | SOUTHERN CONTRACTING COMPANY         | 1,015.00     | Replace Ultrasonic Transducer<br>w/Pressure Transducer-RV PS |
| 24037        | 2/9/2023       | STATE BOARD OF EQUALIZATION          | 350.00       | Project # 1141 - Briggs Annexation                           |
| 24038        | 2/9/2023       | STATE BOARD OF EQUALIZATION          | 350.00       | Project # 1161 - Stits Annexation                            |
| 24039        | 2/9/2023       | TERMINIX PROCESSING CENTER           | 90.00        | Monthly Pest Control Services 01/09/23                       |
| 24040        | 2/9/2023       | THE HOME DEPOT CRC/GECF              | 50.04        | AirDuster/Quick Dry Contact Cleaner                          |
|              | 2/9/2023       | THE HOME DEPOT CRC/GECF              | 94.90        | Bug Killer/BlueBleach/Grinder<br>Discs/Hose Nozzles/Soap     |
|              | 2/9/2023       | THE HOME DEPOT CRC/GECF              | 208.23       | WD40/Trash<br>Bags/Batteries/Degreaser/Cleaner               |
| 24041        | 2/9/2023       | The Youngrens Inc DBA Bauman Phot... | 1,025.00     | New Employee / Board Member<br>Headshots                     |
| 24042        | 2/9/2023       | THOMSON REUTERS-WEST                 | 776.89       | 2022-23 Construction Law Manual/CA<br>Codes Subscription     |
| 24043        | 2/9/2023       | U.S. BANK                            | 3,601.09     | Cal Card Statement Dated 01/23/23                            |
| 24044        | 2/9/2023       | UNDERGROUND SERVICE ALERTS/C         | 221.75       | Monthly Underground Alarm Service                            |
|              | 2/9/2023       | UNDERGROUND SERVICE ALERTS/C         | 72.26        | Monthly Underground State Fees                               |
| 24045        | 2/9/2023       | UNIFIRST FIRST AID CORP              | 90.17        | First Aid Supplies   |
| 24046        | 2/9/2023       | VORTEX INDUSTRIES, LLC               | 550.00       | Gate Maintenance - BPS                                       |
| 24047        | 2/9/2023       | WATER WORKS ENGINEERING LLC          | 34,557.23    | BPS Emergency Basin<br>Inspection-January 2023               |
| 24048        | 2/9/2023       | WILLIAMS LLP                         | 2,079.00     | Legal Services - January 2023                                |
| 24049        | 2/16/2023      | ADS CORP DBA ADS ENVIRONMENTAL...    | 4,655.00     | Flow Metering / Data Analysis - January<br>2023              |
|              | 2/16/2023      | ADS CORP DBA ADS ENVIRONMENTAL...    | 1,340.00     | Meter Maintenance / Data Delivery<br>ECHO - January 2023     |
| 24050        | 2/16/2023      | AIRGAS USA LLC                       | 1,638.37     | Liquid Oxygen Contract 01/23/23                              |
| 24051        | 2/16/2023      | AT&T                                 | 214.45       | Phone Service-BPS 01/10/23-02/09/23                          |
| 24052        | 2/16/2023      | AYALA ENGINEERING                    | 19,750.00    | Manhole Rehabs (MH #<br>09-7160,7170,7180,7190,9200)         |

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 2/3/2023 Through 3/2/2023

| Check Number | Effective Date | Vendor Name                       | Check Amount | Transaction Description                                      |
|--------------|----------------|-----------------------------------|--------------|--|
|              | 2/16/2023      | AYALA ENGINEERING                 | 6,450.00     | Various Manhole Repairs & Rehabs (#10-5040 & 04-1370)        |
| 24053        | 2/16/2023      | AWSS INC                          | 5,305.57     | Vehicle/Generator Fuel 12/21/22-01/23/23                     |
| 24054        | 2/16/2023      | COLONIAL LIFE INS                 | 252.04       | Accident/Critical Illness Insurance 01/11/23 & 01/25/23      |
| 24055        | 2/16/2023      | CORODATA RECORDS MANAGEMENT ...   | 102.28       | File Storage - January 2023                                  |
| 24056        | 2/16/2023      | CSDA- SAN DIEGO CHAPTER           | 120.00       | CSDA Dinner 02/16/23 - E Sullivan/P Bushee                   |
| 24057        | 2/16/2023      | CWEA                              | 202.00       | CWEA Membership Renewal-FY23-D Ormsted                       |
| 24058        | 2/16/2023      | DATA NET SOLUTIONS GROUP          | 1,552.00     | Managed Services Monthly Service - January 2023              |
|              | 2/16/2023      | DATA NET SOLUTIONS GROUP          | 8,859.80     | Update to Sharepoint / POWEREDGE Servers                     |
| 24059        | 2/16/2023      | DEXTER WILSON ENGINEERING         | 27,450.00    | Asset Management Plan Update FY2023 - January 2023           |
|              | 2/16/2023      | DEXTER WILSON ENGINEERING         | 640.00       | Development Services-1032 Weston Subdivision                 |
|              | 2/16/2023      | DEXTER WILSON ENGINEERING         | 64.00        | Development Services-1115 555 & 571 N Vulcan Ave             |
|              | 2/16/2023      | DEXTER WILSON ENGINEERING         | 128.00       | Development Services-1135 Woodside Dev-La Costa Ave          |
|              | 2/16/2023      | DEXTER WILSON ENGINEERING         | 128.00       | Development Services-1174 2725 Cazadero Dr New SFD           |
|              | 2/16/2023      | DEXTER WILSON ENGINEERING         | 256.00       | Development Services-1175 Pltfire Pizza-7720 El Camino Real  |
|              | 2/16/2023      | DEXTER WILSON ENGINEERING         | 128.00       | Development Services-1176 Alejandra's Mexican Food           |
|              | 2/16/2023      | DEXTER WILSON ENGINEERING         | 64.00        | Development Services-1177 1750 Gascony Rd ADU Priv PS        |
|              | 2/16/2023      | DEXTER WILSON ENGINEERING         | 227.50       | Prepare District's FY-22 SSMP Audit - January 2023           |
| 24060        | 2/16/2023      | ENCINA WASTEWATER AUTHORITY       | 780.00       | Lab Testing  |
|              | 2/16/2023      | ENCINA WASTEWATER AUTHORITY       | 1,707.25     | Lab Tests  |
| 24061        | 2/16/2023      | HADRONEX INC dba: SMARTCOVER S... | 5,461.26     | Yearly Contract Renewal for H2S Sensors for the FM           |
| 24062        | 2/16/2023      | LEE'S LOCK & SAFE                 | 172.40       | SDGE Keys AA27 (10)  |
| 24063        | 2/16/2023      | MITSUBISHI ELECTRIC US INC        | 366.73       | Elevator Maintenance - February 2023                         |
| 24064        | 2/16/2023      | PLANT PEOPLE, INC                 | 178.00       | Office Plant Maintenance - February 2023                     |
| 24065        | 2/16/2023      | RFYEAGER ENGINEERING, INC         | 7,210.00     | Cathodic Test: Leucadia L1, L2 & Lift Stations/Batiquitos B3 |
| 24066        | 2/16/2023      | RISING TIDE PARTNERS              | 3,374.25     | Public Outreach Services - January 2023                      |
| 24067        | 2/16/2023      | SAFE HEARING AMERICA, INC         | 1,101.00     | On-site Audiometric Testing for FSTs 02/13/23                |
| 24068        | 2/16/2023      | SAN DIEGO UNION TRIBUNE           | 181.93       | Newspaper Subscription through 05/01/23                      |
| 24069        | 2/16/2023      | SAN DIEGUITO TROPHY               | 32.25        | Nameplates - R Saldana (2)                                   |
| 24070        | 2/16/2023      | SAN DIEGUITO WATER DISTRICT       | 35.10        | Water @ Tanker 1   |
|              | 2/16/2023      | SAN DIEGUITO WATER DISTRICT       | 161.46       | Water @ Tanker 2   |
| 24071        | 2/16/2023      | SPACELINK/I2B NETWORK             | 160.00       | Webcam @ BPS 02/14/23-03/13/23                               |

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 2/3/2023 Through 3/2/2023

| Check Number | Effective Date | Vendor Name                       | Check Amount | Transaction Description                                     |
|--------------|----------------|-----------------------------------|--------------|---|
| 24072        | 2/16/2023      | STAPLES                           | 215.49       | APC Backups for Pump Stations                               |
|              | 2/16/2023      | STAPLES                           | (5.84)       | Credit on Invoice # 3527832990                              |
|              | 2/16/2023      | STAPLES                           | (119.33)     | Credit on Invoice # 3529876221                              |
|              | 2/16/2023      | STAPLES                           | 238.66       | Office Supplies   |
| 24073        | 2/16/2023      | ASCENSUS                          | 1,800.00     | OPEB Actuarial Roll-Forward Services for FY2023             |
| 24074        | 2/16/2023      | VERIZON WIRELESS                  | 976.84       | Cell Phones 01/08/23-02/07/23                               |
| 24075        | 2/16/2023      | VORTEX INDUSTRIES, LLC            | 1,512.50     | Preventative Maintenance on Gates/Steel Rolling Doors - LWD |
| 24076        | 2/23/2023      | CONCENTRA                         | 113.00       | DOT Physical / Recertification - R Easton                   |
| 24077        | 2/23/2023      | COUNTY OF SAN DIEGO APCD          | 3,384.00     | District Fees for APCD1980-SITE-02074 March 03/2023-03/2024 |
| 24078        | 2/23/2023      | COUNTY OF SAN DIEGO APCD          | 911.00       | District Fees for APCD2001-SITE-04085 March 03/2023-03/2024 |
| 24079        | 2/23/2023      | CWEA                              | 202.00       | CWEA Membership Renewal-FY 2023-I Riffel                    |
| 24080        | 2/23/2023      | DEXTER WILSON ENGINEERING         | 5,080.00     | General Engineering 103-500 FY2023 - January 2023           |
| 24081        | 2/23/2023      | FEDERAL EXPRESS CORPORATION       | 166.64       | Shipping 02/08/23 & 02/10/23                                |
| 24082        | 2/23/2023      | GOLDEN BELL PRODUCTS, INC         | 6,968.00     | Manhole Roach Treatment (268 Manholes)                      |
| 24083        | 2/23/2023      | GOLDEN CRICKET MANAGEMENT         | 2,250.00     | Lateral Reimbursement: 129 Basil St, Encinitas CA 92024     |
| 24084        | 2/23/2023      | GRAINGER, INC                     | 22.41        | Fire Extinguisher Vehicle Brackets (2)                      |
| 24085        | 2/23/2023      | HAAKER EQUIPMENT CO               | 1,327.92     | Repairs / Maintenance for Vactors - Air Seal / Brake        |
| 24086        | 2/23/2023      | JOHN W. SMITH dba: NORTH COUNT... | 1,296.20     | Backflow Services - Testing of 6 Preventers                 |
| 24087        | 2/23/2023      | MALLORY SAFETY AND SUPPLY         | 131.46       | Lock-Out Center Board                                       |
| 24088        | 2/23/2023      | MISSION SQUARE                    | 5,378.74     | Deferred Comp for PPE 02/19/23                              |
| 24089        | 2/23/2023      | NORTH COUNTY TRANSIT DISTRICT     | 2,690.00     | Easement Licenses/Annual Admin Fee 02/01/23-01/31/24        |
| 24090        | 2/23/2023      | PACIFIC RIM MECHANICAL            | 2,471.00     | Batiquitos PS AC Repairs                                    |
|              | 2/23/2023      | PACIFIC RIM MECHANICAL            | 680.00       | Replace Crankcase Heater on Compressor A1                   |
| 24091        | 2/23/2023      | PETTY CASH                        | 350.06       | Petty Cash 01/09/23-02/17/23                                |
| 24092        | 2/23/2023      | PRUDENTIAL OVERALL SUPPLY         | 138.36       | Weekly Uniform/Laundry Service 02/14/23                     |
| 24093        | 2/23/2023      | QUADIENT LEASING                  | 180.07       | Postage Meter Machine Lease 03/18/23-06/17/23               |
| 24094        | 2/23/2023      | Quench USA Inc                    | 129.30       | RO Tan Rental 02/16/23-02/15/24                             |
| 24095        | 2/23/2023      | SAN DIEGO GAS & ELECTRIC          | 988.72       | Gas @ Admin   |
| 24096        | 2/23/2023      | STAPLES                           | 226.31       | Office Supplies   |
| 24097        | 2/23/2023      | SWRCB-DWOCB                       | 55.00        | T1 Certification Renewal - R Easton OP #36300               |
| 24098        | 3/2/2023       | AIRGAS USA LLC                    | 800.00       | Liquid Oxygen Contract - Monthly Fee                        |
|              | 3/2/2023       | AIRGAS USA LLC                    | 1,406.56     | Liquid Oxygen Contract 02/07/23                             |
| 24099        | 3/2/2023       | COLONIAL LIFE INS                 | 252.04       | Accident/Critical Illness Insurance 02/08/23 & 02/22/23     |
| 24100        | 3/2/2023       | HAAKER EQUIPMENT CO               | 3,929.52     | CCTV Camera Service/Repair                                  |
| 24101        | 3/2/2023       | HUMANA DENTAL INS.                | 3,740.63     | Dental Insurance - March 2023                               |

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 2/3/2023 Through 3/2/2023

| Check Number | Effective Date | Vendor Name               | Check Amount | Transaction Description                                    |
|--------------|----------------|---------------------------|--------------|--|
| 24102        | 3/2/2023       | JAIME BURKE               | 2,181.00     | Lateral Reimbursement: 752 Orpheus Ave, Encinitas CA 92024 |
| 24103        | 3/2/2023       | MUTUAL OF OMAHA           | 1,247.63     | Disability Insurance - March 2023                          |
| 24104        | 3/2/2023       | NAPA AUTO                 | 82.02        | Blue Def/WD40/Auto Cleaner                                 |
| 24105        | 3/2/2023       | PLUMBERS DEPOT, INC       | 1,363.04     | Sewer Hose 1/2" x 500' 4000PSI Piranha Green               |
| 24106        | 3/2/2023       | PRUDENTIAL OVERALL SUPPLY | 131.54       | Weekly Uniform/Laundry Service 02/21/23                    |
| 24107        | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 3,587.59     | Electric @ Admin   |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 109.46       | Electric @ Avocado PS                                      |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 946.33       | Electric @ AWT   |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 19,617.82    | Electric @ BPS   |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 352.48       | Electric @ Diana PS  |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 1,310.21     | Electric @ La Costa PS                                     |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 12,231.41    | Electric @ LPS   |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 147.22       | Electric @ RV PS   |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 694.22       | Electric @ Saxony PS                                       |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 352.97       | Electric @ VP5 PS  |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 164.47       | Electric @ VP7 PS  |
|              | 3/2/2023       | SAN DIEGO GAS & ELECTRIC  | 687.79       | Electric/Gas @ E Estates PS.                               |
| 24108        | 3/2/2023       | U.S. BANK                 | 10,267.86    | Cal Card Purchases - Statement 02/22/23                    |
| 24109        | 3/2/2023       | UNIFIRST FIRST AID CORP   | 84.61        | First Aid Supplies   |
| Report Total |                |                           | 376,392.41   |  |

**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 2/3/2023 Through 3/2/2023

| Vendor Name | Tra... Sou... | Effective Date | Check/Voucher Number | Expenses | GL Code | GL Title                                | Transaction Description                  |
|-------------|---------------|----------------|----------------------|----------|---------|---|--|
| U.S. BANK   | API           | 2/22/2023      | 24108                | 458.38   | 4330    | BOARD CONFERENCES                       | CASA Conference-Hotel-D Orsted           |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 30.46    | 4330    | BOARD CONFERENCES                       | CASA Conference-Meal-D Orsted            |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 83.02    | 4330    | BOARD CONFERENCES                       | CASA Conference-Meal-E Sullivan          |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 222.22   | 4330    | BOARD CONFERENCES                       | CWEA Conference-Hotel Deposit-E Sullivan |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 222.22   | 4330    | BOARD CONFERENCES                       | CWEA Conference-Hotel Deposit-J Hanson   |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 827.00   | 4330    | BOARD CONFERENCES                       | CWEA Conference-Registration-C Roesink   |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 787.00   | 4330    | BOARD CONFERENCES                       | CWEA Conference-Registration-D Orsted    |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 787.00   | 4330    | BOARD CONFERENCES                       | CWEA Conference-Registration-E Sullivan  |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 787.00   | 4330    | BOARD CONFERENCES                       | CWEA Conference-Registration-J Hanson    |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 24.95    | 4910    | OFFICE SUPPLIES                         | 1099 E-File Charge                       |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 161.61   | 4910    | OFFICE SUPPLIES                         | Microwave-Staff Kitchen                  |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 20.00    | 4930    | SUBSCRIPTIONS                           | eNewsletter                              |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 489.70   | 4950    | Computer Software/Srvc/Support/Hardware | Annual Zoom Renewal                      |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 9.99     | 4950    | Computer Software/Srvc/Support/Hardware | iCloud Storage                           |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 5.99     | 4950    | Computer Software/Srvc/Support/Hardware | iPad App-PDF Editor & Viewer-C Roesink   |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 86.19    | 5040    | Safety Supplies & Services              | COVID Tests                              |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 292.50   | 5040    | Safety Supplies & Services              | DATCO January 2023-March 2023            |
| U.S. BANK   | API           | 2/22/2023      | 24108                | 384.00   | 5310    | ADVERTISING                             | ZipRecruiter Job Posting-FST In-Training |

**Leucadia Wastewater District**  
 Vendor Activity - Supplemental Credit Card Report  
 From 2/3/2023 Through 3/2/2023

| Vendor Name                    | Tra... Sou... | Effective Date | Check/Voucher Number | Expenses         | GL Code | GL Title                      | Transaction Description                   |
|--------------------------------|---------------|----------------|----------------------|------------------|---------|-------------------------------|---|
| U.S. BANK                      | API           | 2/22/2023      | 24108                | 1,792.00         | 5520    | REPAIR & MAINT PUMP STATION   | Safety Netting @ BPS                      |
| U.S. BANK                      | API           | 2/22/2023      | 24108                | 229.19           | 5710    | TRAINING, EDUCATION & CONFERN | CASA Conference-Hotel-R Morishita         |
| U.S. BANK                      | API           | 2/22/2023      | 24108                | 34.64            | 5710    | TRAINING, EDUCATION & CONFERN | CASA Conference-Meal-R Morishita          |
| U.S. BANK                      | API           | 2/22/2023      | 24108                | 82.46            | 5710    | TRAINING, EDUCATION & CONFERN | CASA Conference-Meal-R Morishita & T Hill |
| U.S. BANK                      | API           | 2/22/2023      | 24108                | 486.14           | 5710    | TRAINING, EDUCATION & CONFERN | CSMFO Conference-Hotel-R Green            |
| U.S. BANK                      | API           | 2/22/2023      | 24108                | 65.20            | 5710    | TRAINING, EDUCATION & CONFERN | CSMFO Conference-Meal-R Green             |
| U.S. BANK                      | API           | 2/22/2023      | 24108                | 872.00           | 5710    | TRAINING, EDUCATION & CONFERN | CWEA Conference-Registration-M Avalos     |
| U.S. BANK                      | API           | 2/22/2023      | 24108                | 872.00           | 5710    | TRAINING, EDUCATION & CONFERN | CWEA Conference-Registration-S Krason     |
| U.S. BANK                      | API           | 2/22/2023      | 24108                | 125.00           | 5910    | TELEPHONE                     | Webhosting                                |
| U.S. BANK                      | API           | 2/22/2023      | 24108                | 30.00            | 5910    | TELEPHONE                     | Wifi                                      |
| Transaction Total              |               |                |                      | <u>10,267.86</u> |         |                               |   |
| Report Opening/Current Balance |               |                |                      |                  |         |                               |   |
| Report Transaction Totals      |               |                |                      | <u>10,267.86</u> |         |                               |   |
| Report Current Balances        |               |                |                      |                  |         |                               |   |

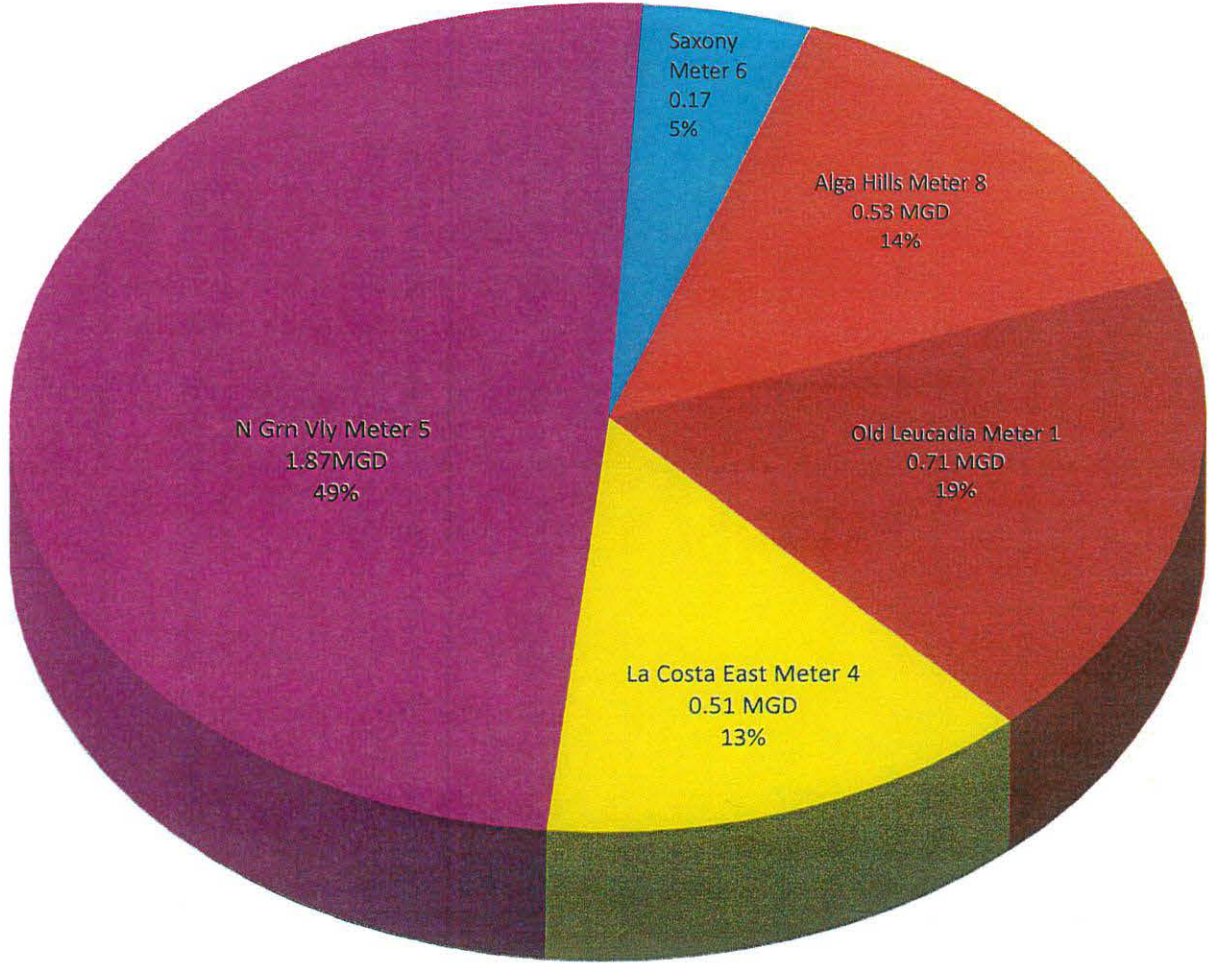


**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2023 (July 2022 - June 2023)**

| CURRENT MONTH February 2023 |                   |               |                          |               |         |                               | FY 2022       |
|-----------------------------|-------------------|---------------|--------------------------|---------------|---------|-------------------------------|---------------|
| Period                      | Total Rain Inches | Total Flow MG | Added EDU's<br>28,782.09 | LWD ADF (MGD) | GPD/EDU | RECLAIMED<br>Total (ac-ft/mo) | LWD ADF (MGD) |
| JULY                        | 0.00              | 118.11        | 1.00                     | 3.81          | 132.37  | 46.48                         | 3.79          |
| YTD                         |                   |               | 28,783.09                |               |         |                               |               |
| AUGUST                      | 0.00              | 122.76        | 4.64                     | 3.96          | 137.56  | 48.02                         | 3.81          |
| YTD                         |                   |               | 28,787.73                |               |         |                               |               |
| SEPTEMBER                   | 0.29              | 117.30        | 18.25                    | 3.91          | 135.74  | 33.03                         | 3.74          |
| YTD                         |                   |               | 28,805.98                |               |         |                               |               |
| OCTOBER                     | 0.06              | 116.56        | 1.00                     | 3.76          | 130.52  | 21.73                         | 3.61          |
| YTD                         |                   |               | 28,806.98                |               |         |                               |               |
| NOVEMBER                    | 1.20              | 116.10        | 1.25                     | 3.87          | 134.34  | 2.36                          | 3.78          |
| YTD                         |                   |               | 28,808.23                |               |         |                               |               |
| DECEMBER                    | 0.72              | 117.80        | 74.25                    | 3.80          | 131.57  | 0.00                          | 3.95          |
| YTD                         |                   |               | 28,882.48                |               |         |                               |               |
| JANUARY                     | 6.87              | 124.00        | 1.00                     | 4.00          | 138.49  | 0.00                          | 3.80          |
| YTD                         |                   |               | 28,883.48                |               |         |                               |               |
| FEBRUARY                    | 3.45              | 101.64        | 1.50                     | 3.63          | 125.67  | 0.00                          | 3.60          |
| YTD                         |                   |               | 28,884.98                |               |         |                               |               |
| MARCH                       |                   |               |                          |               |         |                               | 3.72          |
| YTD                         |                   |               |                          |               |         |                               |               |
| APRIL                       |                   |               |                          |               |         |                               | 3.68          |
| YTD                         |                   |               |                          |               |         |                               |               |
| MAY                         |                   |               |                          |               |         |                               | 3.64          |
| YTD                         |                   |               |                          |               |         |                               |               |
| JUNE                        |                   |               |                          |               |         |                               | 3.86          |
| YTD                         |                   |               |                          |               |         |                               |               |
| YTD Totals                  | 12.59             | 934.27        | 102.89                   |               |         | 151.62                        |               |
| Mo Average                  | 1.57              | 116.78        | 12.86                    | 3.84          | 133.28  | 18.95                         | 3.75          |

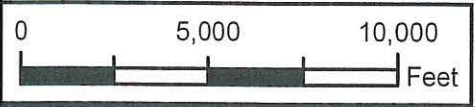
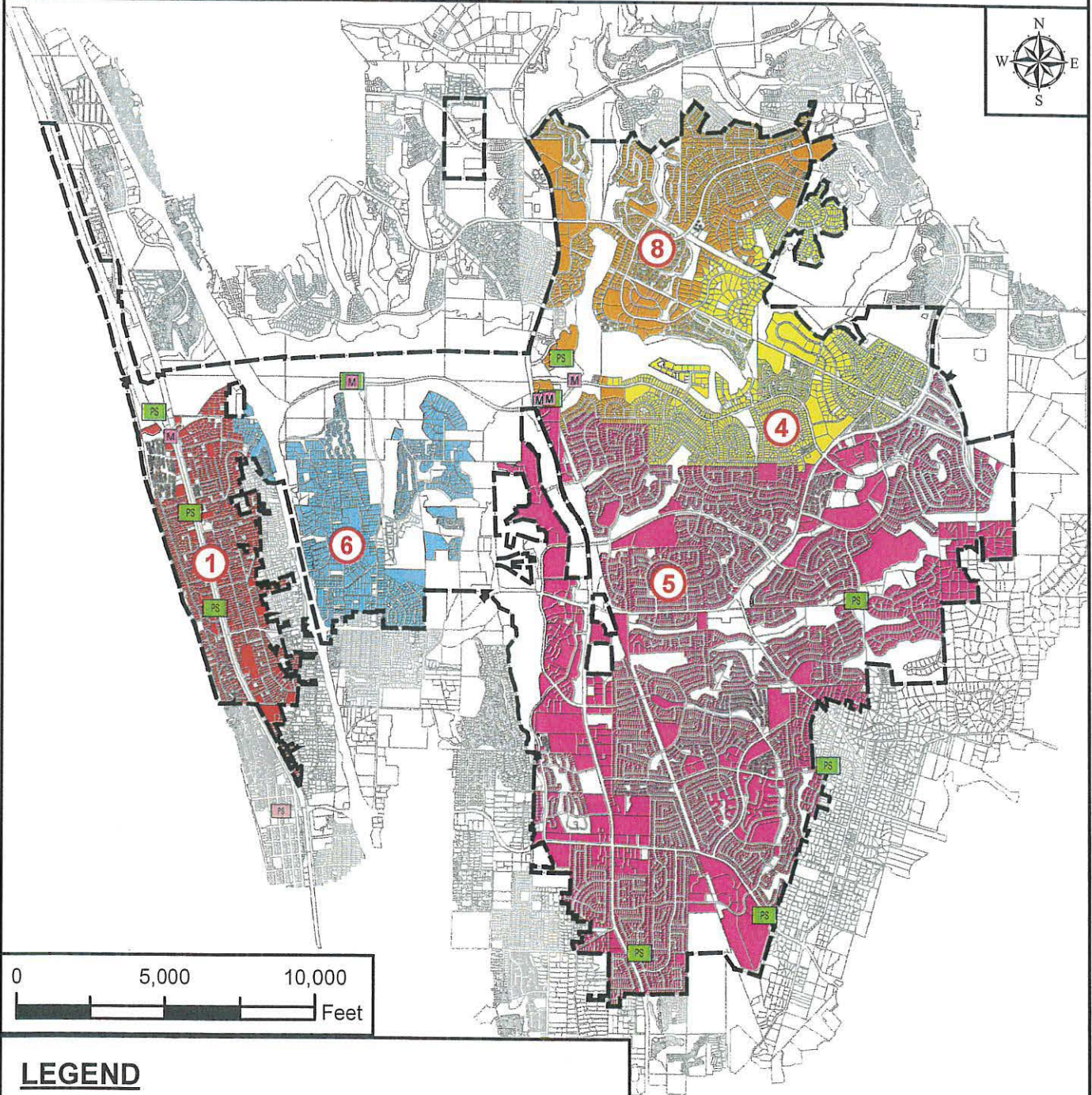
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**LWD Flows by Sub-Basin  
February 2023  
Total LWD Flow 3.79 MGD**



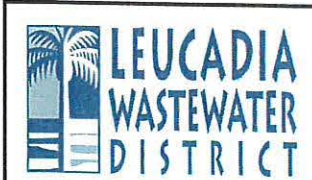


# LEUCADIA WASTEWATER DISTRICT



## LEGEND

- |                         |                         |
|-------------------------|-------------------------|
| <b>Parcels by Basin</b> | Meter Locations         |
| 1 - Old Leucadia        | LWD Pump Stations       |
| 4 - La Costa East       | Encinitas Pump Stations |
| 5 - North Green Valley  | LWD Boundary            |
| 6 - Saxony              |                         |
| 8 - Alga Hills          |                         |



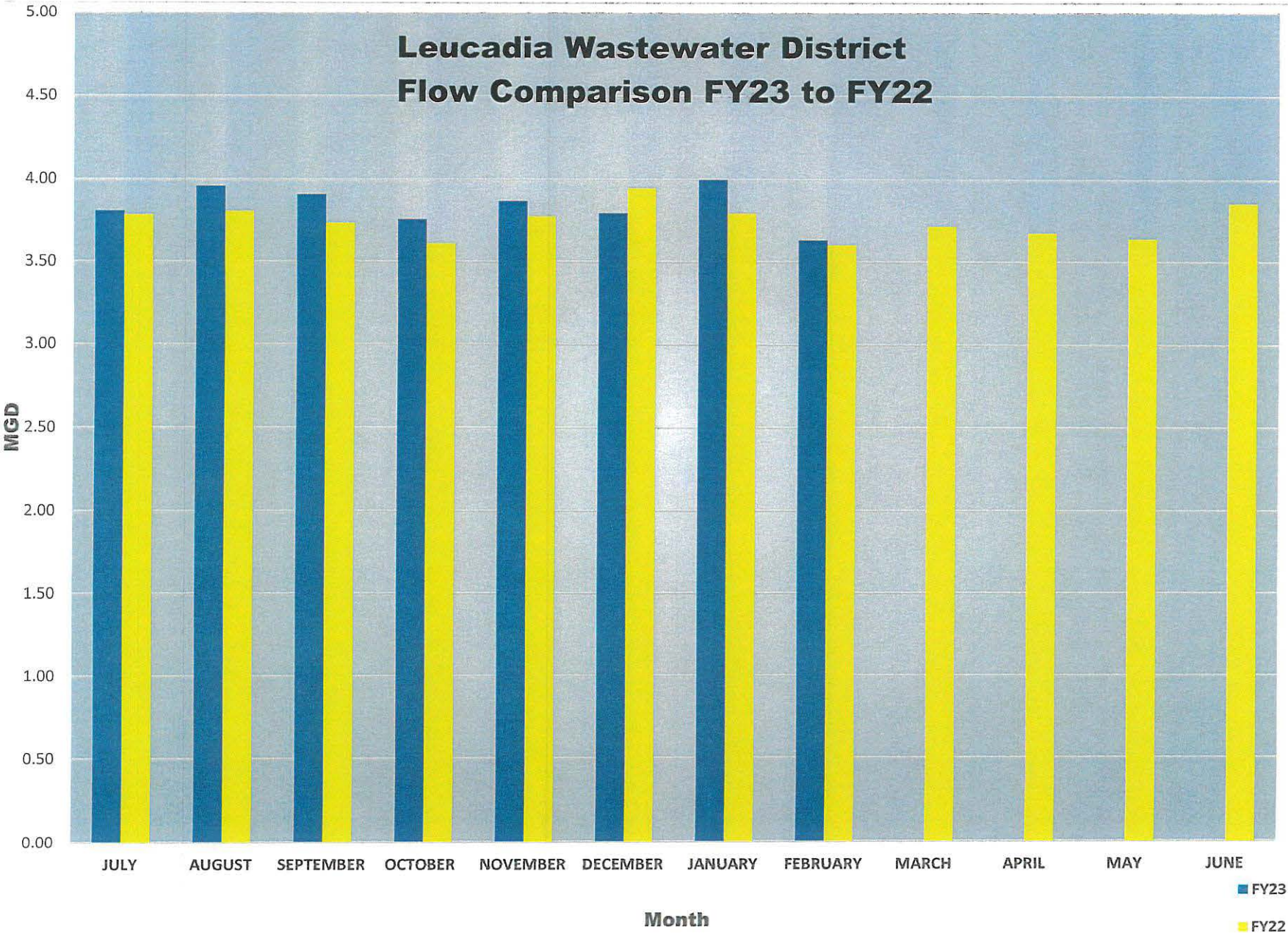
DEXTER WILSON ENGINEERING, INC.  
CONSULTING ENGINEERS  
(760) 438-4422

## SEWER COLLECTION SYSTEM BY SUB-BASIN

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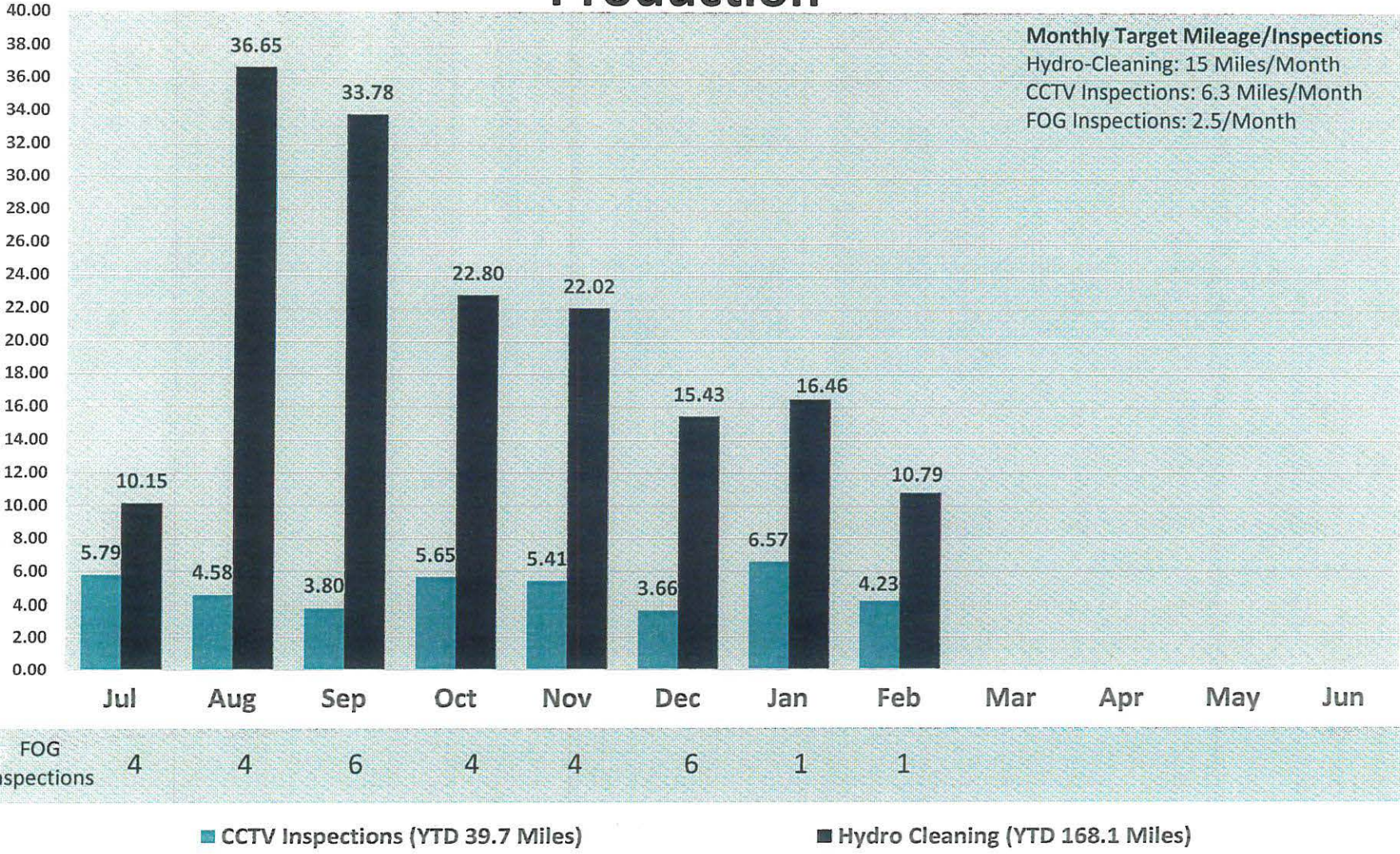


# Leucadia Wastewater District Flow Comparison FY23 to FY22





# FY-23 CCTV Inspections & Hydro Cleaning Production





**Operations and Administration Training Report**  
**February 2023**

**Training & Safety Events for the month February 2023**
**Hours**

| Description  | Ops          | Admin        | Total        |
|--|--------------|--------------|--------------|
| Batiquitos Bypass Tailgate   | 24.0         | 0.0          | 24.0         |
| Creating a Service Call Workorder on InfraMap Tailgate                             | 3.5          | 0.0          | 3.5          |
| Ethics Training for Local Officials  | 2.0          | 2.0          | 4.0          |
| Hearing Conservation   | 5.0          | 0.0          | 5.0          |
| Anti-Harassment Training for Supervisors and Managers - California (SB1343/AB1825) | 0.0          | 4.0          | 4.0          |
| Tactical Communication Skills When Dealing with the Public                         | 0.0          | 1.0          | 1.0          |
| Office Ergonomics  | 1.0          | 0.0          | 1.0          |
| Office Safety  | 0.0          | 1.0          | 1.0          |
| DataNet Mobile Security: Introduction  | 0.5          | 1.0          | 1.5          |
| DataNet Internet Safety and Social Media   | 0.0          | 0.5          | 0.5          |
| DataNet Data Protection: Privacy Risks   | 0.0          | 0.5          | 0.5          |
| DataNet Introduction to Phishing   | 0.5          | 1.0          | 1.5          |
| DataNet The Benefits of Password Managers  | 0.5          | 0.0          | 0.5          |
| DataNet What is Account Takeover (ATO)?  | 0.5          | 0.0          | 0.5          |
| Water Industry Hydraulics  | 1.0          | 0.0          | 1.0          |
| Water Industry Disinfection Basics   | 1.0          | 0.0          | 1.0          |
| Water Industry Coagulation, Flocculation and Sedimentation                         | 1.0          | 0.0          | 1.0          |
| What to Do Following a Vehicle Accident  | 0.0          | 1.0          | 1.0          |
| Worker's Comp Management Program (WCMP): Employees                                 | 1.0          | 1.0          | 2.0          |
| WinCan Tailgate  | 45.0         | 0.0          | 45.0         |
| <b>Total Training Hours</b>  | <b>86.50</b> | <b>13.00</b> | <b>99.50</b> |

**Conferences/Webinars/Seminars for the month of February 2023**
**Attendees**

| Description   | Ops      | Admin    | Total     |
|---|----------|----------|-----------|
| California Society of Municipal Finance Officers (CSMFO) Conference | 0        | 1        | 1         |
| CSRMA Employment Law: The Disability Interactive Process Webinar    | 0        | 1        | 1         |
| SWRCB Revised SSMP Requirements Webinar                             | 8        | 2        | 10        |
| Reissue Waste Discharge Requirements (WDR) Webinar                  | 1        | 0        | 1         |
| <b>Total Attended Conferences</b>                                   | <b>9</b> | <b>4</b> | <b>13</b> |

*Notes:*
*Trainings include web-based, classroom, tailgates and safety events*
*Conferences include CASA, CWEA, CSDA, CSRMA, CSMFO*



**LEUCADIA**  
WASTEWATER  
DISTRICT

LEADERS IN  
ENVIRONMENTAL  
PROTECTION

### Operations and Administration Training Report Summary for Fiscal Year 2023

| Training          |       | Hours        |              |              |
|-------------------|-------|--------------|--------------|--------------|
| Month             | Ops   | Admin        | Total        |              |
| Jul-22            | 21.0  | 7.0          | 28.0         |              |
| Aug-22            | 48.0  | 43.0         | 91.0         |              |
| Sep-22            | 30.0  | 11.5         | 41.5         |              |
| Oct-22            | 128.0 | 19.0         | 147.0        |              |
| Nov-22            | 46.0  | 3.0          | 49.0         |              |
| Dec-22            | 43.5  | 2.5          | 46.0         |              |
| Jan-23            | 53.5  | 8.0          | 61.5         |              |
| Feb-23            | 86.5  | 13.0         | 99.5         |              |
| Mar-23            | 0.0   | 0.0          | 0.0          |              |
| Apr-23            | 0.0   | 0.0          | 0.0          |              |
| May-23            | 0.0   | 0.0          | 0.0          |              |
| Jun-23            | 0.0   | 0.0          | 0.0          |              |
| <b>YTD Totals</b> |       | <b>456.5</b> | <b>107.0</b> | <b>563.5</b> |

| Conferences      |     | Attendees   |             |             |
|------------------|-----|-------------|-------------|-------------|
| Month            | Ops | Admin       | Total       |             |
| Jul-22           | 2.0 | 2.0         | 4.0         |             |
| Aug-22           | 4.0 | 2.0         | 6.0         |             |
| Sep-22           | 0.0 | 1.0         | 1.0         |             |
| Oct-22           | 2.0 | 2.0         | 4.0         |             |
| Nov-22           | 1.0 | 4.0         | 5.0         |             |
| Dec-22           | 7.0 | 3.0         | 10.0        |             |
| Jan-23           | 7.0 | 6.0         | 13.0        |             |
| Feb-23           | 9.0 | 4.0         | 13.0        |             |
| Mar-23           | 0.0 | 0.0         | 0.0         |             |
| Apr-23           | 0.0 | 0.0         | 0.0         |             |
| May-23           | 0.0 | 0.0         | 0.0         |             |
| Jun-23           | 0.0 | 0.0         | 0.0         |             |
| <b>YTD Total</b> |     | <b>32.0</b> | <b>24.0</b> | <b>56.0</b> |

*Notes:*

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

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



# Leucadia Wastewater District

## Balance Sheet

As of 2/28/2023

|   | <u>Amount</u>         |
|---|-----------------------|
| <b>Assets</b>   |                       |
| Cash & Investments  | 25,740,561.67         |
| Accounts Receivables  | 130,098.79            |
| Net OPEB Asset  | 246,761.00            |
| Prepaid Expense   | 314,729.32            |
| Funds held with Encina Wastewater Authority                   | 445,200.00            |
| Capital Assets  | 187,983,392.07        |
| Less Accumulated Depreciation                                 | (65,265,622.75)       |
| <b>Total Assets</b>   | <u>149,595,120.10</u> |
| <b>Deferred Outflows</b>                                      |                       |
| PERS Pension Deferred Outflows                                | 1,274,038.00          |
| OPEB Health Deferred Outflows                                 | 74,182.00             |
| <b>Total Deferred Outflows</b>                                | <u>1,348,220.00</u>   |
| <b>Total Assets &amp; Deferred Outflows</b>                   | <u>150,943,340.10</u> |
| <b>Liabilities</b>  |                       |
| Accounts Payable & Accrued Expenses                           | 520,242.42            |
| Developer Deposits  | 93,554.34             |
| Lease Liability   | 13,018.57             |
| Net Pension Liability   | 2,094,667.00          |
| <b>Total Liabilities</b>                                      | <u>2,721,482.33</u>   |
| <b>Deferred Inflows</b>                                       |                       |
| PERS Pension Deferred Inflows                                 | 176,126.00            |
| PERS Projected/Actual Earnings Difference                     | 1,828,534.00          |
| OPEB Health Deferred Inflows                                  | 146,751.00            |
| <b>Total Deferred Inflows</b>                                 | <u>2,151,411.00</u>   |
| <b>Net Position</b>   |                       |
| Beginning Net Position (as of June 30, 2021)                  |                       |
| Investment in Capital Assets                                  | 122,704,750.01        |
| Reserves  | 23,651,323.22         |
| <b>Total Beginning Net Position (as of June 30, 2021)</b>     | <u>146,356,073.23</u> |
| Current Change In Net Position                                |                       |
| Other   | (285,626.46)          |
| <b>Total Current Change In Net Position</b>                   | <u>(285,626.46)</u>   |
| <b>Total Net Position</b>                                     | <u>146,070,446.77</u> |
| <b>Total Liabilities, Deferred Inflows &amp; Net Position</b> | <u>150,943,340.10</u> |

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

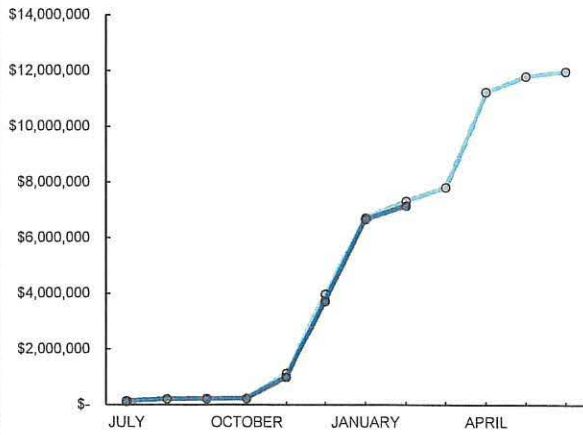
From 7/1/2022 Through 2/28/2023

| Account Title                       | YTD Actual             | Total Annual Budget    | Remaining Budget       | Percentage Total Budget Used |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------------|
| <b>OPERATING REVENUES</b>           |                        |                        |                        |                              |
| 3110 Sewer Service Fees             | \$ 7,146,185.31        | \$11,980,350.00        | \$ 4,834,164.69        | 59.6%                        |
| 3150 Recycled Water Sales           | 211,369.28             | 357,000.00             | 145,630.72             | 59.2%                        |
| 3100 Misc. Operating Revenue        | 28,995.52              | 194,150.00             | 165,154.48             | 14.9%                        |
| <b>TOTAL OPERATING REVENUES</b>     | <b>\$ 7,386,550.11</b> | <b>\$12,531,500.00</b> | <b>\$ 5,144,949.89</b> | <b>58.9%</b>                 |
| <b>OPERATING EXPENSES</b>           |                        |                        |                        |                              |
| 4100 Salaries                       | \$ 1,409,043.08        | \$ 2,165,419.01        | \$ 756,375.93          | 65.1%                        |
| 4200 Employee Benefits              | 998,400.91             | 1,579,273.19           | 580,872.28             | 63.2%                        |
| 4300 Directors Expense              | 65,053.97              | 137,400.00             | 72,346.03              | 47.3%                        |
| 4400 Election Expense               | -                      | 60,000.00              | 60,000.00              | 0.0%                         |
| 4600 Gas, Oil & Fuel                | 40,710.23              | 51,000.00              | 10,289.77              | 79.8%                        |
| 4700 Insurance Expense              | 206,947.68             | 225,425.00             | 18,477.32              | 91.8%                        |
| 4800 Memberships                    | 25,674.07              | 38,425.00              | 12,750.93              | 66.8%                        |
| 4900 Office Expense                 | 98,661.43              | 173,800.00             | 75,138.57              | 56.8%                        |
| 5000 Operating Supplies             | 66,888.95              | 148,800.00             | 81,911.05              | 45.0%                        |
| 5200 Professional Services          | 206,761.94             | 528,900.00             | 322,138.06             | 39.1%                        |
| 5300 Printing & Publishing          | 19,078.82              | 30,000.00              | 10,921.18              | 63.6%                        |
| 5400 Rents & Leases                 | 9,367.98               | 22,900.00              | 13,532.02              | 40.9%                        |
| 5500 Repairs & Maintenance          | 288,189.69             | 509,000.00             | 220,810.31             | 56.6%                        |
| 5600 Monitoring & Permits           | 67,144.97              | 84,300.00              | 17,155.03              | 79.7%                        |
| 5700 Training & Development         | 32,273.96              | 49,000.00              | 16,726.04              | 65.9%                        |
| 5900 Utilities                      | 337,892.47             | 506,680.00             | 168,787.53             | 66.7%                        |
| 6100 LAFCO Operations               | 8,003.54               | 7,700.00               | (303.54)               | 103.9%                       |
| 6200 Encina Operating Expense       | 1,808,641.00           | 2,274,600.00           | 465,959.00             | 79.5%                        |
| 6900 Admin O/H alloc to Capital     | (97,313.03)            | (209,032.00)           | (111,718.97)           | 46.6%                        |
| <b>TOTAL OPERATING EXPENSES</b>     | <b>\$ 5,591,421.66</b> | <b>\$ 8,383,590.20</b> | <b>\$ 2,792,168.54</b> | <b>66.7%</b>                 |
| <b>NON-OPERATING REVENUES</b>       |                        |                        |                        |                              |
| 3130 Capacity Fees                  | \$ 510,172.25          | \$ 152,670.00          | \$ (357,502.25)        | 334.2%                       |
| 3220 Property Taxes                 | 1,259,443.47           | 2,038,700.00           | 779,256.53             | 61.8%                        |
| 3250 Investment Income              | 220,915.00             | 341,000.00             | 120,085.00             | 64.8%                        |
| 3290 Misc. Non Op Revenue           | 10,067.04              | 27,400.00              | 17,332.96              | 36.7%                        |
| <b>TOTAL NON-OPERATING REVENUES</b> | <b>\$ 2,000,597.76</b> | <b>\$ 2,559,770.00</b> | <b>\$ 559,172.24</b>   | <b>78.2%</b>                 |

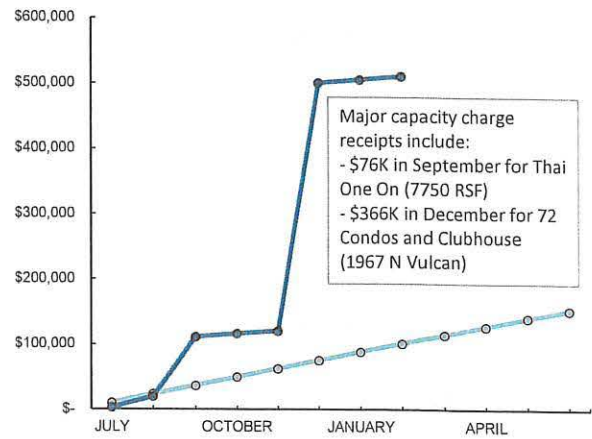
# Leucadia Wastewater District Revenue FY2023

YTD through February 28, 2023

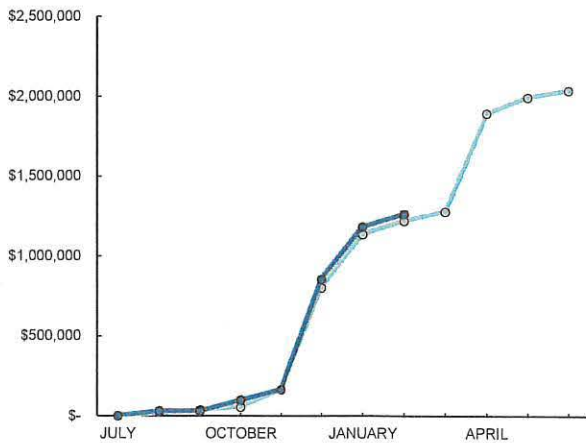
### Sewer Service Fees



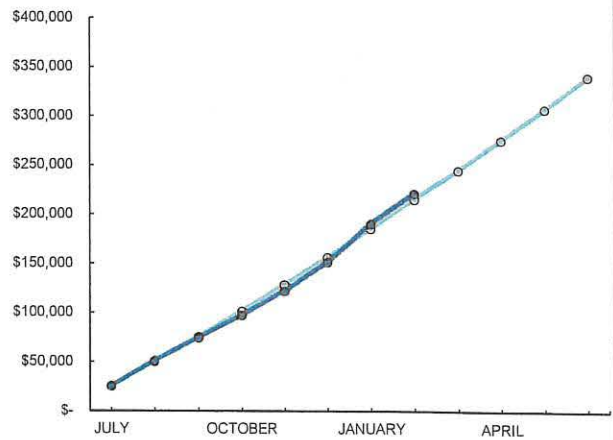
### Capacity Charges



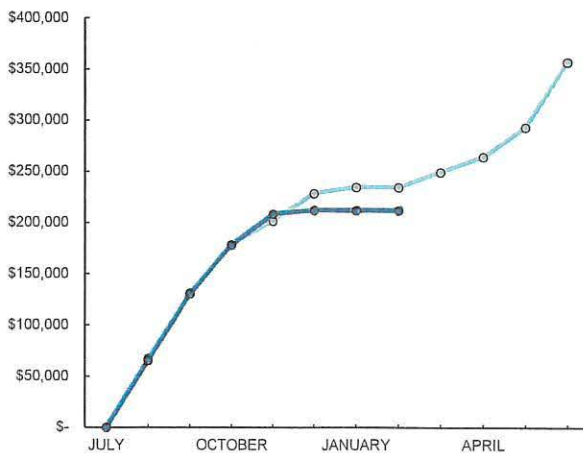
### Property Taxes



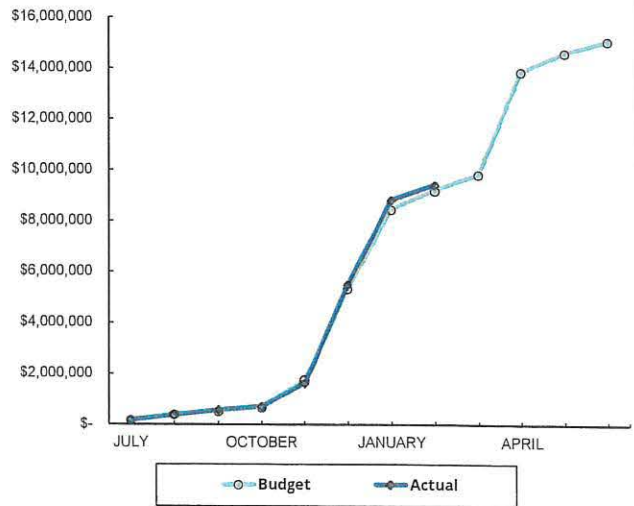
### Investment Income



### Recycled Wastewater Sales



### Total Revenue

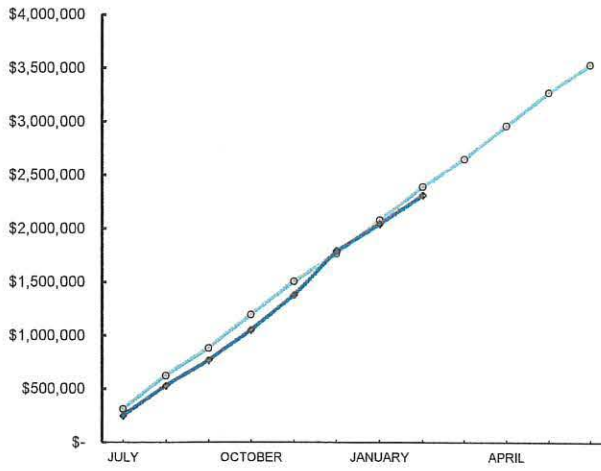


\* Preliminary: subject to future review, reconciliation, accruals, and audit

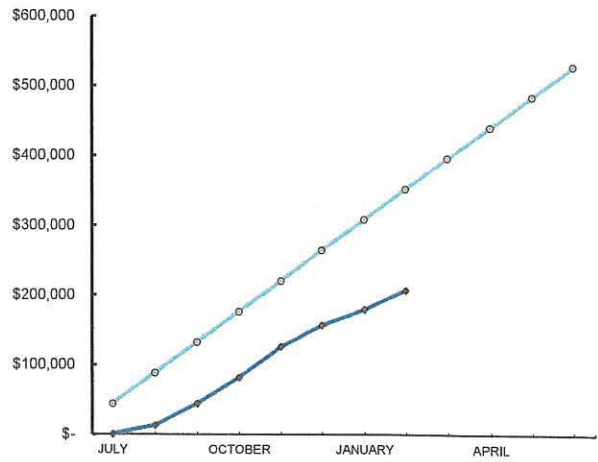
# Leucadia Wastewater District Operating Expenses FY2023

YTD through February 28, 2023

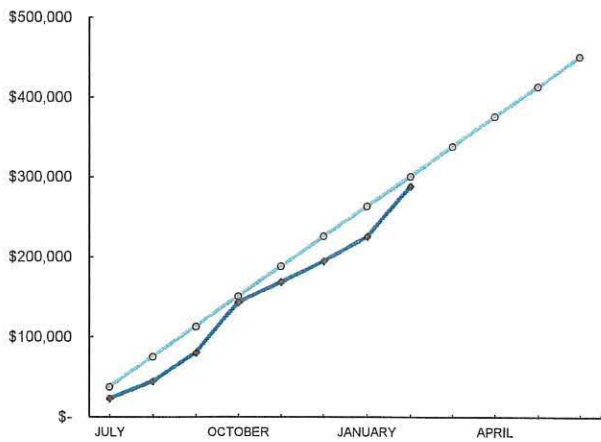
### Salaries and Benefits



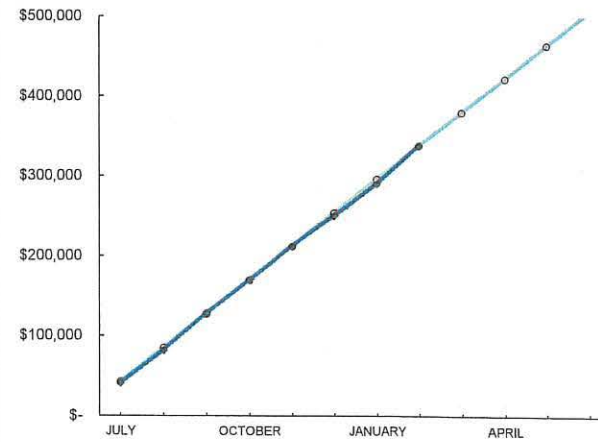
### Professional Services



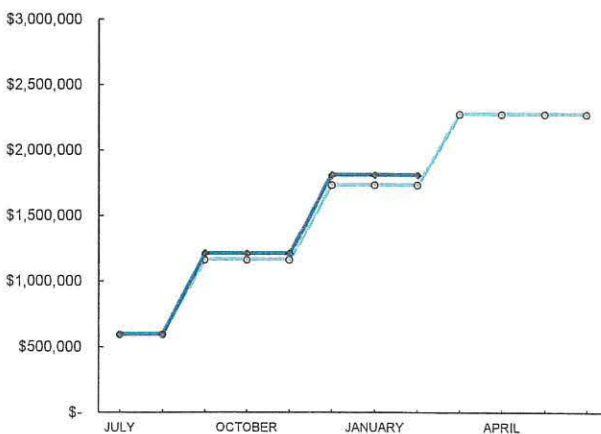
### Repairs & Maintenance



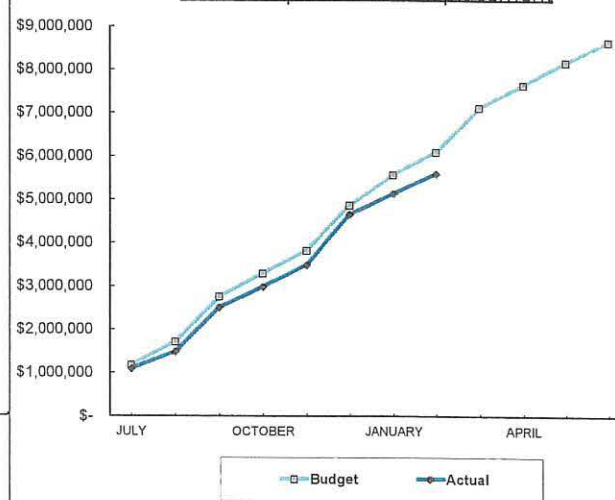
### Utilities



### Encina M&O



### Total Operating Expenses - Before Depreciation & Replacement



□ Budget    ◆ Actual

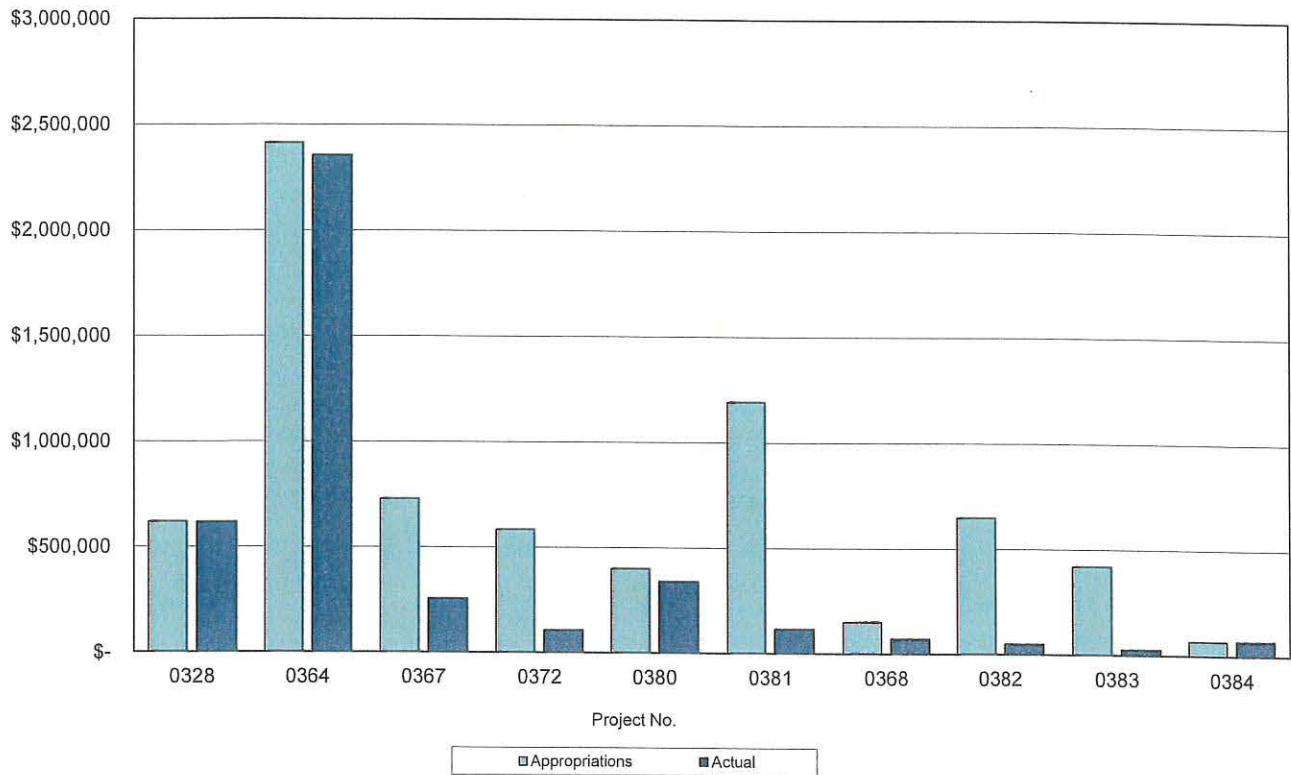
\* Preliminary; subject to future review, reconciliation, accruals, and audit



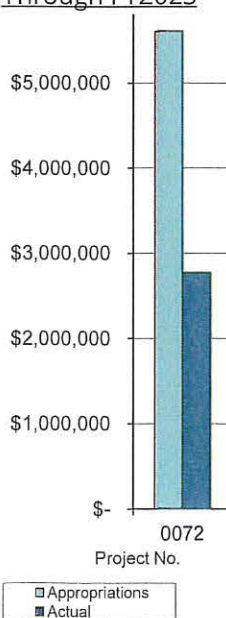
# Leucadia Wastewater District Capital Expenditures

As of February 28, 2023

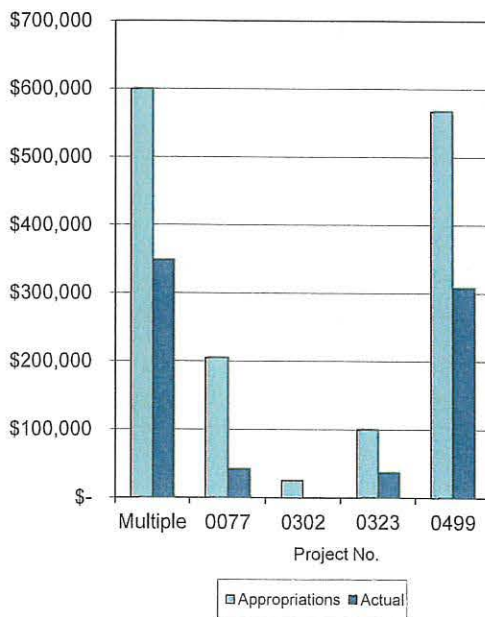
District Multi Year Capital Expenditures by Project Through FY2023



District's Share of Encina WPCF Capital Exp Through FY2023



Single Year Capital Expenditures by Project FY2023



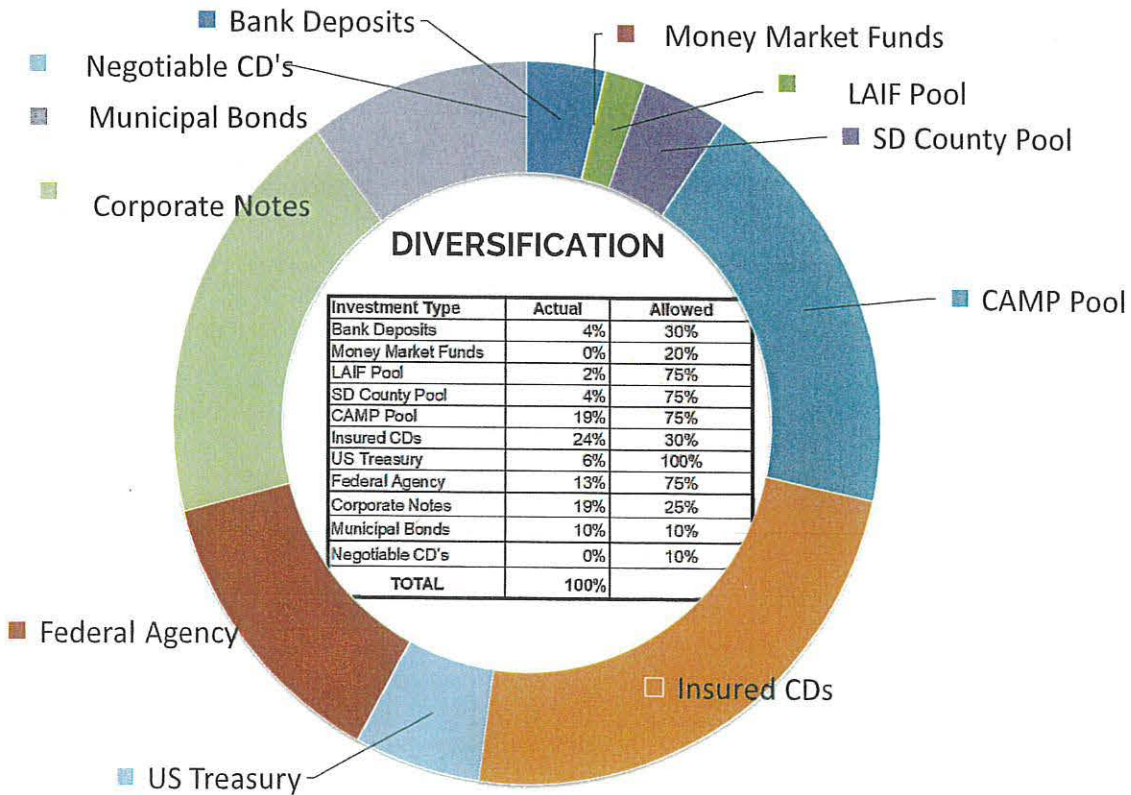
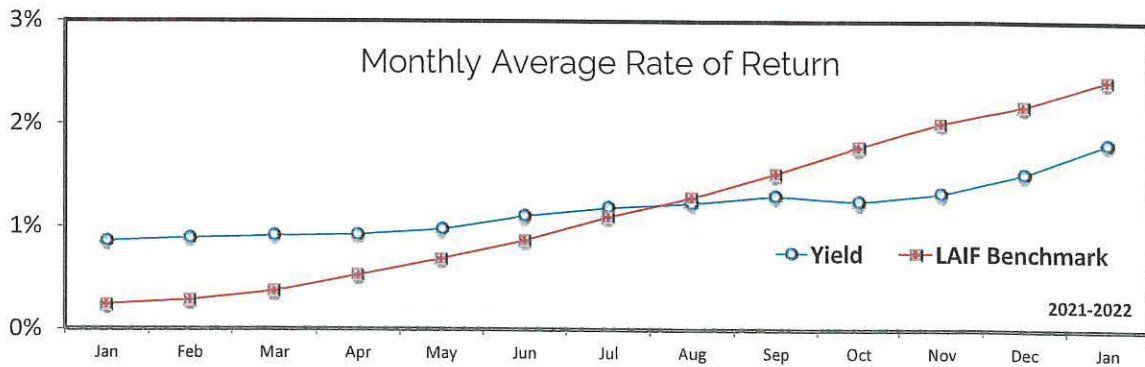
Project Legend

| Multi-Year Capital Projects                | No.      |
|--|----------|
| Encina Joint Facility Capital Projects     | 0072     |
| North SD Water Reuse Coalition Project     | 0328     |
| Encinitas Estates Pump Station Rplcmnt     | 0364     |
| B1 Force Main - North Section Rplcmnt      | 0367     |
| Asset Management Plan Update               | 0368     |
| Diana Pump Station Upgrade                 | 0372     |
| FY2022 Gravity Pipeline Rehabilitation     | 0380     |
| FY2023 Gravity Pipeline Rehabilitation     | 0382     |
| Village Park 7 Pump Station Rehabilitation | 0381     |
| Rancho Verde Pump Station                  | 0383     |
| Batiquitos Emergency Basin Inspection      | 0384     |
| Single Year Capital Projects               | No.      |
| Equipment - Capital Acquisitions           | Multiple |
| Misc. Pipeline Rehabilitation              | 0077     |
| District Engineering Services              | 0302     |
| Lateral Replace/Backflow Prevention        | 0323     |
| LWD Gen'l Cap Labor & O/H Allocation       | 0499     |

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

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**January 31, 2023**

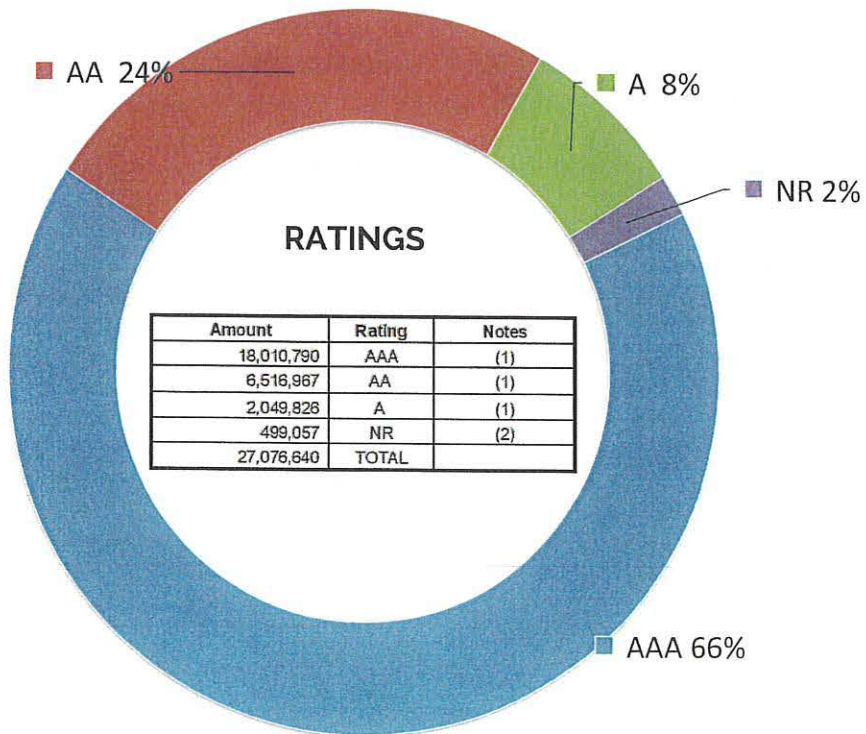
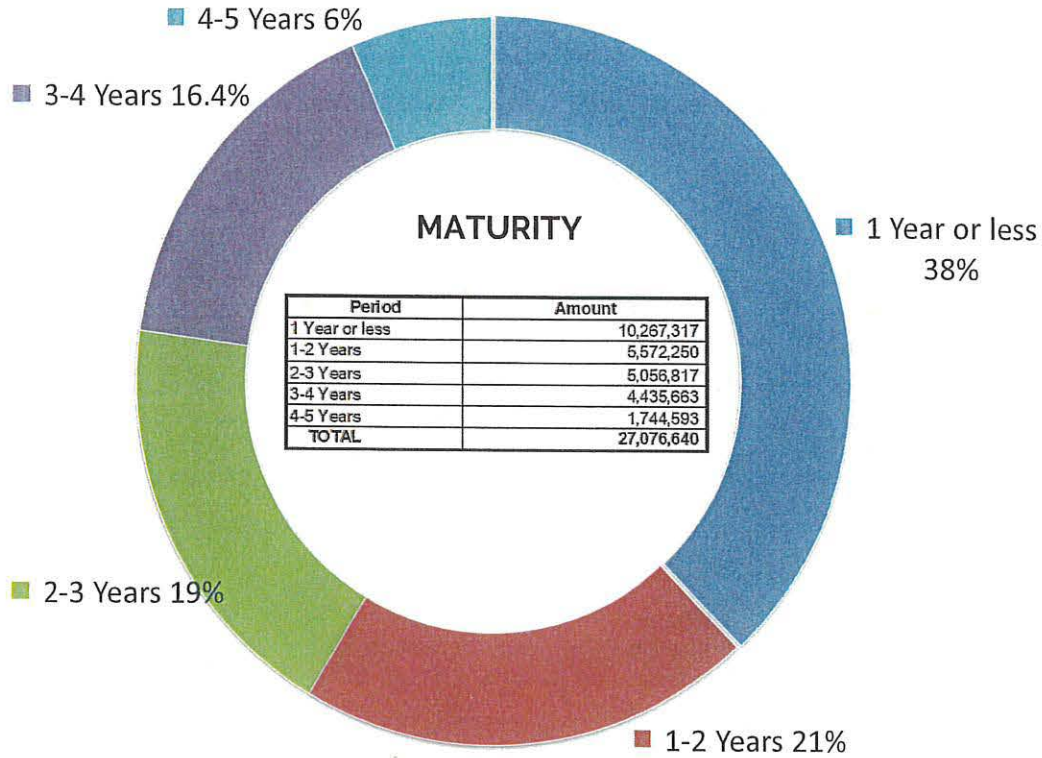
| Cash Equivalents & Investments    | Principal (Original Cost) |                      | January Interest | Average Rate  |
|-----------------------------------|---------------------------|----------------------|------------------|---------------|
|                                   | Dec 31, 2022              | Jan 31, 2023         |                  |               |
| Pacific Premier Bank Reserves     | \$ 594,203                | \$ 974,068           | \$ 7             | 0.010%        |
| TVI Dreyfus Money Market          | 4,354                     | 4,368                | 14               | 3.970%        |
| LAIF Pool                         | 794,470                   | 499,057              | 1,307            | 2.425%        |
| SD County Pool                    | 1,052,552                 | 1,054,238            | 2,774            | 3.160%        |
| CAMP Pool                         | 2,835,639                 | 5,162,391            | 15,096           | 4.530%        |
| Certificates of Deposit - Insured | 6,664,000                 | 6,417,000            | 7,960            | 1.491%        |
| US Treasury Notes                 | 1,311,275                 | 1,557,340            | 1,678            | 1.588%        |
| Federal Agency Notes              | 3,547,052                 | 3,547,052            | 2,723            | 0.975%        |
| Municipal Bonds                   | 2,751,889                 | 2,751,889            | 2,183            | 0.900%        |
| Corporate Bonds/Notes             | 5,422,147                 | 5,109,235            | 5,525            | 1.276%        |
| Negotiable CD's                   | -                         | -                    | -                | -             |
| <b>Totals</b>                     | <b>\$ 24,977,582</b>      | <b>\$ 27,076,640</b> | <b>\$ 39,267</b> | <b>1.810%</b> |





**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**January 31, 2023**

(Continued)

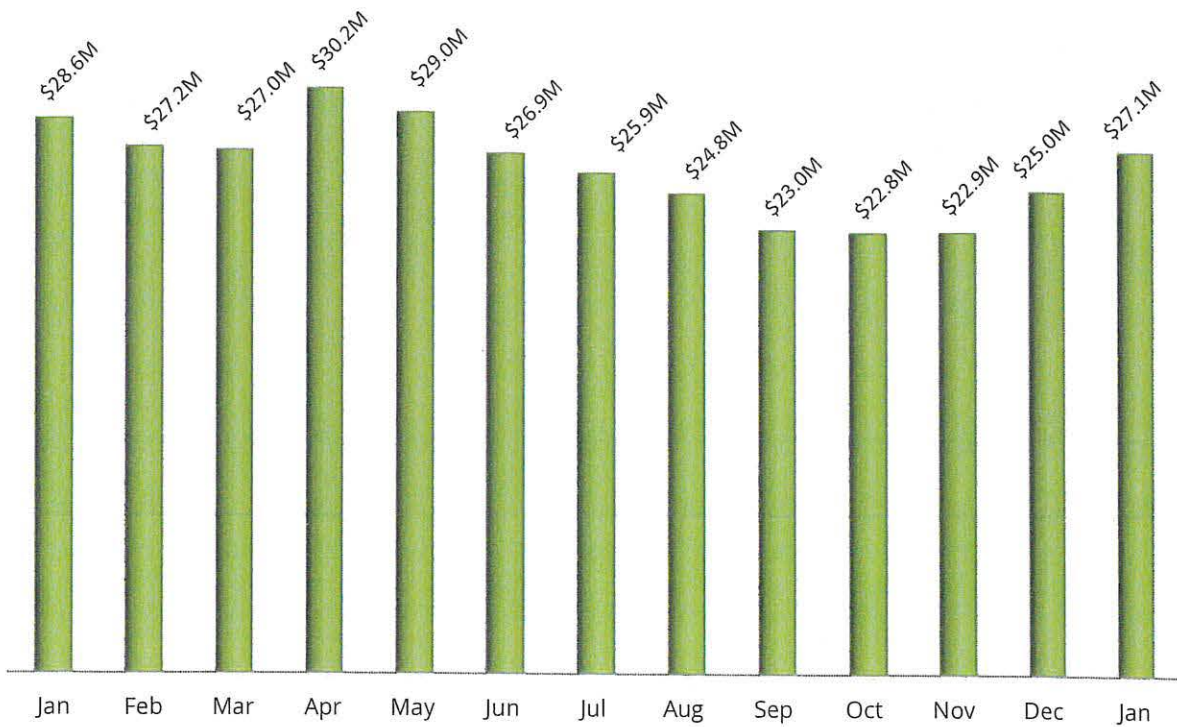


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.  
 (2) LAIF is not rated.

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**January 31, 2023**

(Continued)

**CASH & INVESTMENT FUNDS BY MONTH**



CY 2021/2022

**INVESTMENT TRANSACTIONS**

| Investment                | Purchases         | Sales & Maturities | Maturity Date | CUSIP     | YTM at Cost | Notes |
|---------------------------|-------------------|--------------------|---------------|-----------|-------------|-------|
| US Treasury Note          | 246,065           |                    | 12/31/2027    | 91282CBB6 | 4.00%       |       |
| Morgan Stanley Private Bk |                   | 247,000            | 1/3/2023      | 61760A5J4 | 1.85%       |       |
| Goldman Sachs Group Inc.  |                   | 312,912            | 1/22/2023     | 38141GRD8 | 2.18%       |       |
| <b>TOTAL</b>              | <b>\$ 246,065</b> | <b>\$ 559,912</b>  |               |           |             |       |

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



**MEMORANDUM**

**DATE:** March 2, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **February 2023 Board Disclosure of Reimbursements Report**

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending February 2023.

**DISCUSSION:**

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

Attached please find the Board Disclosure of Reimbursements report for the month of February 2023 for your review.

tb:PJB


Attachment

**Leucadia Wastewater District  
Disclosure of Reimbursements Report  
January and February 2023**

| Conference Date   | Description            | Director  | Director    | Director    | Director    | Director    | GM              | DTS          | ASsup           | DFA             |
|---|------------------------|-----------|-------------|-------------|-------------|-------------|-----------------|--------------|-----------------|-----------------|
|   |                        | J. Hanson | E. Sullivan | D. Omsted   | C. Roesink  | R. Saldana  | P. Bushee       | R. Morishita | T. Hill         | R. Green        |
| <b>2023 CASA Winter Conference<br/>January 24-27, 2023<br/>Palm Springs, CA</b> | Registration           |           |             |             |             | 625.00      |                 | 625.00       | 595.00          |                 |
|   | Hotel                  |           |             |             |             | 687.57      |                 | 458.38       | 229.19          |                 |
|   | Airfare                |           |             |             |             |             |                 |              |                 |                 |
|   | Meals                  |           |             |             |             | 37.01       |                 | 75.87        | 41.23           |                 |
|   | Rental Car             |           |             |             |             |             |                 |              |                 |                 |
|   | Parking/Coaster        |           |             |             |             |             |                 |              |                 |                 |
|   | Tips/Baggage           |           |             |             |             |             |                 |              |                 |                 |
|   | Fuel/mileage/taxi/uber |           |             |             |             | 157.20      |                 |              | 144.76          |                 |
|   | <b>Total</b>           |           | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>1,506.78</b> | <b>0.00</b>  | <b>1,159.25</b> | <b>1,010.18</b> |
| <b>2023 CSFMO Annual Conference<br/>Jan 31- Feb 3, 2023<br/>Sacramento, CA</b>  | Registration           |           |             |             |             |             |                 |              |                 | 470.00          |
|   | Hotel                  |           |             |             |             |             |                 |              |                 | 729.21          |
|   | Airfare                |           |             |             |             |             |                 |              |                 | 147.96          |
|   | Meals                  |           |             |             |             |             |                 |              |                 | 65.20           |
|   | Rental Car             |           |             |             |             |             |                 |              |                 |                 |
|   | Parking/Coaster        |           |             |             |             |             |                 |              |                 |                 |
|   | Tips/Baggage           |           |             |             |             |             |                 |              |                 |                 |
|   | Fuel/mileage/taxi/uber |           |             |             |             |             |                 |              |                 | 108.93          |
|   | <b>Total</b>           |           | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>     | <b>0.00</b>  | <b>0.00</b>     | <b>0.00</b>     |
|   | Registration           |           |             |             |             |             |                 |              |                 |                 |
|   | Hotel                  |           |             |             |             |             |                 |              |                 |                 |
|   | Airfare                |           |             |             |             |             |                 |              |                 |                 |
|   | Meals                  |           |             |             |             |             |                 |              |                 |                 |
|   | Rental Car             |           |             |             |             |             |                 |              |                 |                 |
|   | Parking/Coaster        |           |             |             |             |             |                 |              |                 |                 |
|   | Tips/Baggage           |           |             |             |             |             |                 |              |                 |                 |
|   | Fuel/mileage/taxi/uber |           |             |             |             |             |                 |              |                 |                 |
|   | <b>Total</b>           |           | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>     | <b>0.00</b>  | <b>0.00</b>     | <b>0.00</b>     |
|   | Registration           |           |             |             |             |             |                 |              |                 |                 |
|   | Hotel                  |           |             |             |             |             |                 |              |                 |                 |
|   | Airfare                |           |             |             |             |             |                 |              |                 |                 |
|   | Meals                  |           |             |             |             |             |                 |              |                 |                 |
|   | Rental Car             |           |             |             |             |             |                 |              |                 |                 |
|   | Parking/Coaster        |           |             |             |             |             |                 |              |                 |                 |
|   | Tips/Baggage           |           |             |             |             |             |                 |              |                 |                 |
|   | Fuel/mileage/taxi/uber |           |             |             |             |             |                 |              |                 |                 |
|   | <b>Total</b>           |           | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>     | <b>0.00</b>  | <b>0.00</b>     | <b>0.00</b>     |

Notes :  
DO, ES, and JH - 2023 CASA Conference expenses were reported in last month's board agenda  
TH - was only at CASA for 1 night, RM was at CASA for 2 nights

**MEMORANDUM**

**DATE:** March 2, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Board-General Manager/Staff Relations Policy Annual Review

---

**RECOMMENDATION:**

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2394 – The Revised Board-General Manager/Staff Relations Policy; and
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

**Tactical Goal: People/Administrative Policy Updates-Reviews/Board-General Manager/Staff Relations Policy**

This item was reviewed by the HRC at their February 28<sup>th</sup> meeting and the HRC concurred with staff to place this item on the March Board Agenda Consent Calendar.

In January, 2007, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Board-General Manager/Staff Relations Policy. The policy, which was last amended on January 13, 2021, calls for an annual review by the Board of Directors.

Staff recently conducted an annual review of the existing policy. Based on this review, staff is recommending minor administrative revisions to the policy relating to staff title changes since the policy's last review. This item has been placed on the agenda for the Board's review and comment. The revised strikeout policy is attached for the Board's review.

th:PJB

Attachment

**RESOLUTION NO. 2394**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LEUCADIA WASTEWATER DISTRICT  
ADOPTING THE REVISED LEUCADIA WASTEWATER DISTRICT'S  
BOARD-GENERAL MANAGER/STAFF RELATIONS POLICY**

**WHEREAS**, the Leucadia Wastewater District Board of Directors originally adopted a Board-General Manager/Staff Relations Policy in January 2007; and,

**WHEREAS**, the Policy was last amended in January 2021; and,

**WHEREAS**, it is in the interest of the Leucadia Wastewater District to periodically review and update the Board-General Manager/Staff Relations Policy; and

**WHEREAS**, the Board of Directors has completed its review and recommended changes to the policy.

**NOW, THEREFORE**, it is resolved as follows:

1. The LWD Board of Directors adopts the revised LWD Board-General Manager/Staff Relations Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2324 and all previously adopted Board-General Manager/Staff Relations Policies.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held March 8, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Elaine Sullivan, President

ATTEST:

---

Paul Bushee, General Manager  
(SEAL)



**LEUCADIA WASTEWATER DISTRICT  
BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY**

Ref: ~~21-7483~~23 8294

**I. General Provisions**

A) The Board of Directors, acting as a Board, is the governing body of the Leucadia Wastewater District (District) and is accountable to the public for the District's services, finances, establishment of policy and District performance. All powers of the Board shall be exercised and performed by the Board as a body, and no individual Director, except as otherwise authorized by the Board, shall have the power to alter or amend Board policy or directions. Public statements of Board policy and direction should reflect the viewpoint of a Board majority, notwithstanding a minority position. Directors acting within the scope and authority of their position enjoy strong legal protections from personal liability. Directors could lose some of these protections and risk personal liability if they act independently in excess of their authority.

B) The General Manager serves at the pleasure of the Board and is accountable to the Board for the implementation of Board policy and directions. The General Manager is the official spokesman for the District and is responsible for its day-to-day operation and administration. Unless directed otherwise by the Board, letters that express policies or positions of the District shall be from the General Manager.

C) The staff is responsible for performing administrative and operational functions assigned by the General Manager, or his or her designee, in implementing Board policy and directions. Direction to staff shall come through formal job descriptions or by directives from the General Manager or his or her designee.

D) District Counsel is retained by the Board, and is solely accountable to the Board.

E) The District's Financial Auditor is directly accountable to the Board. The Investment and Finance Committee (IFC) shall serve as the Board's delegated point of contact and meet with the Financial Auditor as required during the audit process.

**II. Board to General Manager**

A) The Board shall hire a General Manager, establish his or her compensation and define the conditions of his or her employment. The General Manager shall serve at the pleasure of the Board.

B) The General Manager is responsible for performing those functions, specific or general, assigned by the Board, either in the form of job description or Board direction.

C) The General Manager shall recommend, and the Board shall approve, the organizational structure of the District.

D) The General Manager shall hire all personnel with the exception of General Counsel at his or her sole discretion. The General Manager shall recommend and the Board shall approve the District's organizational chart and compensation ranges.

Policy Adopted: January 10, 2007

Amended: October 12, 2012, November 12, 2014, January 9, 2019, January 8, 2020, January 13, 2021 (approved via minutes), March 8, 2023

E) The Board of Directors shall ultimately approve district Policy. The General Manager may recommend and provide information regarding policy matters, including information relating to the technical, administrative and fiscal ramifications of the policies being considered.

F) The General Manager shall take direction only from a Board majority, or from a duly appointed committee, acting within the scope of the District's policies.

G) The General Manager shall act as the primary point of contact between the Board and the staff.

H) The General Manager shall provide such reports for the Board as requested, including but not limited to:

- 1) Status reports on Board directed activities.
- 2) Financial reports.
- 3) Updates on operations, maintenance, construction and personnel matters.
- 4) Emergency reports.

### III. Board to Staff

A) Administration of staff is the direct responsibility of the General Manager. The General Manager shall provide policy and administrative direction to staff. Directors shall not direct staff regarding their employment duties.

B) If a Director is requesting the creation of a particular report or analysis, the matter shall be brought to the General Manager or, if appropriate, the Board of Directors. However, Directors may obtain copies of existing reports and analysis from staff.

C) Individual Directors may contact Management Staff directly for the purpose of asking questions about, or seeking clarifications of, issues related to the District's official business. For the purposes of this policy, Management Staff includes the Administrative Services Manager, Director of Finance and Administration, the Technical Services Manager, Director of Technical Services and the Field Services Superintendent. Travel questions may be directed to the Executive Assistant. The General Manager should be notified by staff of such contacts. This access may be in person or via telephone, e-mail or other forms of written or verbal requests.

D) Individual Directors intending to use more than 30 minutes of any staff member's time for issues relating to the District's business, should make an appointment with the staff member at a mutually agreed time and date. Contact with staff members should not generally exceed one (1) hour in any one week. Contact between Directors and the General Manager is not limited.

E) Individual Directors shall be granted access to all existing public documents at the District.

F) Staff members are not precluded from speaking with Directors. However, all complaints or matters of internal discipline should follow the established chain of command.

#### **IV. Board and Employee Political/Election Related Activities**

A) Government Code § 3204 prohibits elected public officials, such as District Board Members, from directly or indirectly “using any office, authority or influence” to persuade an individual to vote, exert political influence, or take political action on behalf of any candidate, officer, or party, in exchange for aiding or obstructing that individual’s ability to secure “any position, nomination, confirmation, or promotion.” It is unlawful, therefore, for Board Members to use their positions to force employees to perform political or election related tasks, or to retaliate against employees for refusing to do so.

B) In the event that District employees volunteer to help Board Members with election or political activities, the District prohibits such conduct while at work or while on District property. The basic rule is that public entities cannot use public funds or resources to influence voters to support a political position. This prohibition naturally extends to a public employee’s use of his or her time on the job for political or election activities. Employees may not participate in political or election activities while in uniform or at work.

#### **V. Board, General Manager and Staff to Attorneys**

A) The Board may hire Attorneys as needed and establish their compensation. Attorneys shall work under the direction of the Board or its designee and shall serve at the pleasure of the Board or its designee.

B) Attorneys shall not become involved in policy decisions, except to comment on the legal ramifications of the policies being discussed or considered.

C) Attorneys shall take direction from a Board majority, or from a duly appointed committee acting within the scope of the District’s policies.

D) Any Director may request a verbal opinion from Attorneys on matters relating to District business, including, but not limited to, clarification of potential conflicts of interest which may bear on the Director’s ability to participate in a vote. Any advice Attorneys provide shall be as legal counsel for the District and not individual Directors. Attorneys shall inform the Board if they become aware of any potential conflict of interest that may require withdrawal, disclosure, or abstention of a Director or otherwise impact the actions of the Board.

Directors may consult independent counsel on conflict of interest matters. If a potential conflict between an individual Director and the Board arises, the Director is encouraged to consult independent counsel.

E) Attorneys shall not respond to individual requests of a personal nature.

F) The General Manager is the primary point of contact between the staff and Attorneys for the assignment of work.

G) The General Manager shall be authorized to contact Attorneys at his or her discretion.

## **VI. Board to Other Agencies**

- A) Directors may contact elected officials, or staffs of other Agencies, on behalf of the Board. However, when representing the Board, Directors' comments should reflect approved Board policies or, in areas where no policy has yet been developed, the viewpoint of a majority of the Board. If the Board's viewpoint is unclear or not known, this should be stated.
- B) If a Director expresses an opinion before another agency regarding District business that is inconsistent with established Board policy or is simply not covered by Board policy or action, it is requested that the Director state that he or she is expressing their own opinion and not representing the Board as a whole.
- C) Directors shall not offer testimony or comments, regarding District business, at a formal meeting of another official body, without express consent from the Board.

## **VII. Emergency Situations**

- A) The General Manager or his/her appointee shall notify Directors of an emergency as soon as reasonably practical. The General Manager or his/her appointee shall follow-up with a written report to the Board at the next scheduled Board meeting following the emergency.

## **VIII. Access to the Agenda**

- A) The Board may request items to be placed on future agendas at its regular meetings. In addition, each and every Director may place any item on the agenda provided the request is made no later than Tuesday of the week before the meeting.
- B) Items placed on the agenda by an individual Director, accompanied by material submitted by that Director, shall be included in the agenda packet.

## **IX. Policy Review**

- A) This policy shall be reviewed annually by the Board of Directors.



**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**February 22, 2023**

**EWA Board of Directors** – Vice President Roesink Reporting

**1. Brown Act Modifications Update**

The Board of Directors received and filed the briefing update to the 2023 Brown Act Modifications.

**2. Board of Directors Compensation**

The Board of Directors adopted Ordinance 23-01 setting the Board of Directors compensation.

**3. DAFT Repair Project Scope Expansion Change Order**

The Board of Directors authorized the General Manager to execute the following:

- A scope expansion change order to the construction contract between EWA and J.R. Filanc Construction Co., in the amount of \$1,418,786; and
- An Amendment to the Professional Services Agreement between EWA and Carollo Engineers, Inc, in the amount of \$115,150 for additional engineering and construction management services.

**4. Odor Reduction Facility No.2 Supply and Installation of New Foul Air Fan**

The Board of Directors authorized the General Manager to execute the following:

- An agreement between EWA and West Coast Air Conditioning Co., in the amount of \$611,351 for the supply and installation of a fan for Odor Reduction Facility No.2; and
- Approve the transfer of unexpended appropriations from the Capital

- Improvement Program budget in the amount of \$350,000 to the project account.

### **Executive Session**

**The Board of Directors met in Executive Session pursuant to government code to discuss:**

- Labor Negotiations with Authorized Representative Scott McClelland;  
and
- Significant Exposure to Litigation

The Board of Directors voted to reject the government claim received on January 23, 2023. There was no other reportable action.

# **Community Affairs Committee Meeting Report**

Presented by Director Saldana

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## **Meeting held February 14, 2023**

**The Community Affairs Committee (CAC) reviewed the following recommendations:**

### **1. Discussion of the Spring 2023 Newsletter Proposed Article Topics and Production Schedule;**

The CAC reviewed the proposed newsletter topics, along with the production schedule.

The CAC then directed staff to move forward with the newsletter and the proposed production schedule.

### **2. Rising Tide Partners Public Information Services**

A. Authorize the General Manager to execute an agreement with Rising Tide Partners for as needed public information services for a period of 3 years and 12 weeks with an option for 2 additional years; and

B. Authorize the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$66,723 for services through June 30, 2024.

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

### **3. Public Outreach Performance Report**

The CAC received an update from RTP on LWD's public outreach performance for 2022.

RTP also presented a few short clips from the LWD Virtual Tour in both Spanish and English.

These items were for informational purposes and no action was taken.

# **Human Resources Committee Meeting Report**

Presented by Vice President Roesink

## **Meeting held February 28, 2023**

The HRC reviewed the following recommendations:

### **1. Annual Review of Board-General Manager/Staff Relations Policy – Adopt Resolution No. 2394**

The changes to this policy were minimal and the HRC concurred with staff to place this item on the March Board Agenda Consent Calendar.

### **2. Amending the Human Resources Policy Manual - Adopt Resolution No. 2393**

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

## MEMORANDUM

**DATE:** March 2, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Professional Services Agreement with Rising Tide Partners for Public Information Services

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**RECOMMENDATION:**

Staff and the Community Affairs Committee (CAC) recommend that the Board of Directors:

- A. Authorize the General Manager to execute a sole source agreement with Rising Tide Partners for as needed public information services for a period of 3 years and 12 weeks with an option for 2 additional years, and
- B. Authorize the General Manager to execute Task Order No. 1 to the Rising Tide Partners Public Information Services Agreement in the amount not to exceed \$66,723 for services through June 30, 2024.
- C. Discuss and take action, as appropriate.

**DISCUSSION:**

This item was reviewed by the CAC at its February 14<sup>th</sup> meeting and the CAC concurred with staff to present this item to the Board.

Rising Tide Partners (RTP) has provided public information services to the District since 2016 and RTP's existing agreement is set to expire on March 8, 2023. Overall, staff has been very satisfied with RTP's services and is recommending that the District continue this business relationship. As such, staff is recommending that the Board award this agreement on a sole source basis. The Procurement Policy allows for sole source awards for the continuation of services, and if it is in the best interest of the District. Staff believes that both conditions apply here.

As Needed Agreement

If authorized, the proposed as needed agreement (attachment 1) will retain Rising Tide Partners for an initial 3 year and 12 week contract period with an option to extend for 2 additional years. The additional 12 weeks of the initial term is designed to align RTP's contract with the District's fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>) and its associated budget cycle. The 2 year option allows for the continuation of services provided RTP's performance continues to be strong. Compensation will be on a time and materials basis in accordance with approved task orders that coincide with each fiscal year. Each task order will be negotiated separately based on the approved budget and plan for the applicable fiscal year.

Task Order No. 1:

Since LWD is in the midst of fiscal year 2023 (FY23), Task Order No. 1 has been designed to cover services for the remainder of FY23 through FY24, which ends in June 2024. Staff has negotiated a scope of work for Task Order No. 1 and associated fees. It includes similar services as the prior agreement. The agreement's specific tasks include the following:

- ❖ Draft newsletter ideas and graphic design work for the District biannual newsletters;
- ❖ Setup new District Instagram account;
- ❖ Assist staff with maintaining and updating LWD's social media accounts as required;
- ❖ Assist staff with the Teacher Grant Program;

- ❖ Develop project outreach materials, as required; and
- ❖ Develop, create, and edit video content for LWD's use on social media/website.

Staff believes these items are important to keep LWD's public information efforts current, as well as enhancing LWD's ability to provide timely information to the public. The total proposed fee for these services is \$66,723; of which, \$18,279 is allocated to services for the remainder of this fiscal year and \$48,444 is allocated to FY24 services. Sufficient funds have been included in the FY23 budget for the remainder of the current year and additional funds will be budgeted in the FY24 budget to complete it.

The proposed Task Order No. 1 has been attached for the Board's review.

th:PJB

Attachment

**TASK ORDER NO. 1  
TO THE AGREEMENT BETWEEN  
THE LEUCADIA WASTEWATER DISTRICT  
AND RISING TIDE PARTNERS (RTP)  
FOR PROVIDING PUBLIC INFORMATION SERVICES**

Ref: 23-8300

This Task Order No. 1 to the AGREEMENT is made and entered into this 8th day of March, 2023 by and between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and RISING TIDE PARTNERS, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an initial three-year and twelve-week AGREEMENT on March 8, 2023 for Public Information Services; and

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

**ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT**

The Scope of Work is for the period March 8, 2023 to June 30, 2024 shall include the services described in Attachment A.

**ARTICLE 4: COMPENSATION**

Compensation for all work performed under Amendment No. 2 shall be calculated on a time and material basis. Compensation for the services described in Attachment A shall not exceed sixty-six thousand seven hundred twenty-two and sixty-six cents (\$66,723). This amount shall not be exceeded unless there is a change in the scope of work and/or additional authorization by the DISTRICT, in writing and agreed to by both parties.

All other provisions of the original AGREEMENT shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto caused this Task Order No. 1 to be executed the day and year first written above.

**RISING TIDE PARTNERS**

**LEUCADIA WASTEWATER DISTRICT**

By: \_\_\_\_\_  
Neal Bloom,  
Chief Executive Officer

By: \_\_\_\_\_  
Paul J. Bushee,  
General Manager



## ATTACHMENT A

### SCOPE OF WORK FOR PUBLIC INFORMATION SERVICES

March 8, 2023 – June 30, 2024

#### DESCRIPTION OF SERVICES

The services included within this scope of work consist of the design and development of certain public information elements important to Leucadia Wastewater District. These services include a focus on LWD's commitment to environmental protection, financial stability, and excellent customer services, staying abreast of technology, low sewer service rates, and efficiencies in operations. The services included are those specifically required by the District.

#### I. SCOPE OF SERVICES

Based on our experience with similar public information projects, the following scope of services describes the tasks anticipated for LWD's Public Information Program in a portion of fiscal year 2023 and in fiscal year 2024:

##### TASK 1 - NEWSLETTER

1. Draft Newsletter ideas and manage the graphic design, printing, and mailing of *up to* three District newsletter(s).
2. Meet with Community Affairs Committee for each newsletter.

##### TASK 2 – UPDATE SOCIAL MEDIA ACCOUNTS

1. Continue to build Facebook audience and focus on engaging community members.
2. Develop creative taglines for Facebook/Instagram ads; generate content/posts and schedule posts to ensure communications reflect current and relevant information.
3. Create and maintain a LWD Instagram Page and build audience.

##### TASK 3 – PROJECT OUTREACH

1. Draft and outreach for media alerts to residents adjacent to major construction projects and other pipeline installations.
2. Assist with the Teacher Grant Program.
3. Develop written and visual components to creative assets including but not limited to maps, fliers, door hangers, signs, or other as needed media for print and digital publication.


##### TASK 4 – VIDEO OUTREACH

1. Script and develop video(s) for LWD's website, Facebook, Instagram and other outreach channels.
2. Short videos to cover a variety of issues including but not limited to blockages, improper disposal, maintenance and field services work, capital improvement projects, personalities, and development of small-scale "hands on" assets about the plant.

**II. FEES AND CONDITIONS**

The Services described in Section I above will be provided on an hourly rate basis in accordance with the current RISING TIDE PARTNERS, LLC Standard Rate Schedule (Attachment B) with a not to exceed upper limit of \$66,723.

**MEMORANDUM**

**DATE:** March 2, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Fiscal Year 2024 (FY24) Budget Development Schedule**

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**RECOMMENDED:**

- 1) Discuss and take action as appropriate.

**DISCUSSION:**

Staff has started the budget development process to prepare the preliminary FY24 budget. For the past several years the Board has opted to conduct a Special Board Meeting to review the budget, and this approach has worked well. Staff recommends taking the same approach this year and offers the following potential dates for the Board's consideration.


- 1) Special Board Meeting to review the preliminary FY24 budget
  - a. Proposed Dates: Tuesday, May 2, 2023 (10:00 – 12:00 pm),  
or Thursday, May 4, 2023 (10:00 – 12:00 pm),  
or Thursday, May 11, 2023 (10:00 – 12:00 pm)
- 2) Board of Directors meeting to review the final FY24 budget
  - a. Regular Board Meeting – Wednesday, June 14, 2023

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

reg: PJB

**MEMORANDUM**

Ref: 23-8342

**DATE:** March 2, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Amending the Human Resources Policy Manual**

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**RECOMMENDATION:**

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2393 amending the Human Resources Policy Manual (HRPM).
2. Discuss and provide direction as appropriate.

**BACKGROUND:**

This item was reviewed by the HRC at their February 28<sup>th</sup> meeting and the HRC concurred with staff to present this item for the Board's consideration.

In order to comply with current federal and state laws, LWD should periodically update its Human Resources Policy Manual (HRPM). LWD's HRPM was originally adopted by the Board of Directors in April 2001, and the HRPM was last updated on April 14, 2021.

**DISCUSSION:**

The proposed HRPM provides compliance with changes in applicable federal and state laws, and includes revisions that align with current procedures, along with clerical and formatting updates. Several California employment laws became effective January 1, 2023. Staff has updated the policy to reflect employment law updates that are applicable to the District. Staff will provide a summary of revisions to the HRPM at the upcoming meeting.

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

**Section 3 – General Employment Policies**

Section 3.2: Nondiscrimination/Equal Employment Opportunity – this section was reorganized and a “No Retaliation” section was added. (Pages 4-9)

Section 3.3: Governmental Administrative Remedies for Discrimination and Harassment – includes updated California Department of Fair Employment and Housing name and contact information to the California Civil Rights Department. (Page 9-10)

**Section 10 – Leave of Absence**

Section 10.6: Bereavement Leave – revisions were made to comply with current CA law, AB 949. (Page 48)

Section 10.12: Leaves under the Family and Medical Leave Act and California Family Rights Act – revisions made to include definition, “Designated person” resulting from CA law update AB 1041, and other revisions to comply with current FMLA/CFRA laws. (Page 55-60)

**Minor Change Recommendations**

Throughout the HRPM, various minor changes were made to improve clarity and correct grammatical spelling and format inconsistencies.

Therefore, staff and the HRC recommend that the Board of Directors adopt Resolution No. 2393 amending the Human Resources Policy Manual and provide direction as appropriate.

th:PJB

Attachment  
Enclosure

**ATTACHMENT 1**  
**RESOLUTION NO. 2393**

**RESOLUTION NO. 2393**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING THE AMENDED HUMAN RESOURCES POLICY MANUAL**

**WHEREAS**, the Leucadia Wastewater District (LWD) Board of Directors originally adopted LWD's Human Resources Policy Manual in April 2001; and,

**WHEREAS**, the Human Resources Policy Manual was last updated on April 14, 2021; and,

**WHEREAS**, the Board of Directors desire to amend the Human Resources Policy Manual to reflect changes in applicable federal and state laws, as well as organizational policies.

**NOW, THEREFORE**, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the amended LWD Human Resources Policy Manual attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2345.

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 8th day of March 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Elaine Sullivan, President

Attest:

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

SEAL

# Directors' Meetings

Presented by Director Sullivan

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## Conference

CSDA Quarterly Meeting

## Dates and Location

February 16, 2023 @ 6:00 p.m.

The Butcher Shop Steakhouse in San Diego, CA

## List of Attendees

President Sullivan

The above mentioned Board member heard a presentation from Healthcare experts regarding benefits, challenges, and needs in the healthcare industry after a pandemic world.