



**BOARD OF DIRECTORS
REGULAR MEETING**

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

To join this meeting via Zoom Teleconference please dial: 1 (669) 900-6833
Meeting ID: 858 3614 5312 **Passcode:** 387626

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

DATE: Wednesday, April 14, 2021
TIME: 5:00 p.m.
PLACE: VIA VIDEOCONFERENCE ONLY

AGENDA

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

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**

6. **Presentation and Awards**
 - A. 5 Year Service Award – Curney Russell (Page 6)

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:

March 10, 2021 Regular Board Meeting (Pages 7-12)
April 5, 2021 Human Resources Committee Meeting (Pages 13-14)
April 6, 2021 Community Affairs Committee Meeting (Page 15)
April 7, 2021 Engineering Committee Meeting (Pages 16-17)
April 7, 2021 Investment and Finance Committee Meeting (Pages 18-20)

8. **Approval of Demands for March/April 2021**

This item provides for Board of Directors approval of all demands paid from LWD during the month of March and a portion of April 2021. (Pages 21-27)

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 FY20 to FY21, flows by sub-basin, and staff training. (Pages 28-34)

10. **Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY21 budget and discloses monthly investments. (Pages 35-42)

11. **Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of February 2021. (Pages 43-44)

12. **Status Update on the Fiscal Year 2021 (FY21) LWD Tactics and Action Plan**

(Pages 45-50)

EWA REPORTS

13. **Encina Wastewater Authority Reports**

- A. A regular EWA Board Meeting was held on March 24, 2021 via video conference – report by Director Sullivan. (Page 51)
- B. An Encina Member Agency Manager's (MAM) Meeting was held on April 6, 2021 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

14. Committee Reports

- A. Human Resources Committee meeting was held on April 5, 2021 via videoconference – report by President Omsted. (Page 52)
- B. Community Affairs Committee meeting was held on April 6, 2021 via videoconference – report by Director Brown. (Page 53)
- C. Engineering Committee meeting was held on April 7, 2021 via videoconference – report by President Omsted. (Page 54)
- D. Investment and Finance Committee meeting was held on April 7, 2021 via videoconference – report by Vice President Hanson. (Page 55)

ACTION ITEMS

15. Financial Management and Accounting Support Services

Authorize the General Manager to execute a sole source Professional Services Agreement with Clifton Larsen Allen LLP (CLA) for Financial Management & Accounting Support Services for an amount not to exceed \$120,000. (Pages 56-61)

16. Execute an Agreement with Time Value Investments, Inc. (TVI) as an Authorized Financial Broker-Dealer

Authorize the General Manager to execute an agreement with Time Value Investments, Inc., (TVI) to add them as an additional authorized financial broker-dealer and provide fixed-income securities broker-dealer services. (Pages 62-63)

17. Proposition 218 Notice Process

Authorize the General Manager to Proceed with the Proposition 218 Process and Schedule a Public Hearing to Consider Adoption of an Ordinance increasing the Sewer Service Charges for Fiscal Years 2022, 2023, and 2024. (Pages 64-67)

18. Amending the Human Resources Policy Manual

Adopt Resolution No. 2345 - Amending the Human Resources Policy Manual (HRPM) (Pages 68-71, Enclosure 18)

19. Board of Directors Compensation Adjustment (Pages 72-73)

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

- A. 2021 CSDA Virtual Legislative Days is scheduled for May 18-19, 2021. (Verbal)
- B. CSDA San Diego Chapter Quarterly Virtual Meeting is scheduled for May 20, 2021 at 6:00pm via Zoom. (Verbal)
- C. Support Letter for John Skerbelis for CSDA Southern Network Seat A. (Pages 74-75)

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

23. General Counsel's Report

24. Board of Directors' Comments

25. Adjournment

AFFIDAVIT OF POSTING

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

Date: April 8, 2021



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: April 8, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Achievement of Individual Award**



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

5 Year Service Award – Curney Russell

Field Services Technician II, Curney Russell, passed his 5th anniversary of employment at LWD on April 4, 2021. This milestone is a tribute to Curney's hard work, dedication, and commitment to LWD. Curney's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Curney is eligible for an incentive award of \$100.

Please join me in congratulating Curney for his outstanding accomplishment.

tb:PJB

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 March 10, 2021

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, March 10, 2021 at 5:00 p.m. via teleconference.

1. Call to Order

President Omsted called the meeting to order at 5:01 p.m.

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, and Kristin Norton of Titan Engineering & Consulting, LLC

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

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

GM Bushee presented the item stating that LWD’s incentive program authorizes a 50% cost sharing of the CSRMA dividend payment. CSRMA recently issued a dividend to LWD in the amount of \$28,437.00. He stated that this dividend reflects the District’s excellent safety record. He noted that each employee is eligible to receive an incentive award of \$789.92.

The Board members congratulated LWD staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- February 10, 2021 Regular Board Meeting
- March 2, 2021 Community Affairs Committee Meeting
- March 3, 2021 Engineering Committee Meeting

8. Approval of Demands for February / March 2021

Payroll Checks numbered 22538-22585; General Checking Checks numbered 55174-55266

9. Operations Report (A copy was included in the original March 10, 2021 Agenda)

10. Finance Report (A copy was included in the original March 10, 2021 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of February 2021.

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on February 24, 2021.

Director Sullivan reported on EWA's February 24, 2021 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on March 2, 2021.

GM Bushee reported on EWA's MAM March 2, 2021 meeting.

13. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on March 2, 2021.

Director Brown reported that the CAC reviewed the proposed newsletter topics, along with the production schedule.

The CAC suggested that the Teacher Grant article be moved to the lead article and made several other suggested edits. Staff agreed to make those edits and the CAC then directed staff to move forward with the newsletter and production schedule.

B. Engineering Committee (EC) Meeting was held on March 3, 2021.

President Omsted reported that the EC reviewed the recommendation to receive and file the 2021 Update of the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC. The EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

The EC also received updates on the Leucadia Pump Station Rehabilitation Project Update and the FY20 Gravity Sewer Repair / Quebrada Realignment Project Update. These items were for information purposes and there was no action taken.

ACTION ITEMS

14. Update of the District's Hazard Preparedness and Mitigation Plan

Receive and file the 2021 Update of the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC.

TSM Morishita presented the item noting it is a Fiscal Year 2021 Tactical Goal. He then introduced Ms. Kristin Norton of Titan Engineering & Consulting, LLC.

Ms. Norton presented the item and provided an update of the District's Hazard Preparedness & Mitigation Plan (HMP). Ms. Norton reviewed the overall plan goals and objectives, the plan update process, the identified hazards, and the hazard profiles for the force mains and each pump station. Ms. Norton evaluated the vulnerability assessment pertaining to direct damage, loss of function, and environmental impact on LWD's infrastructure. She also reviewed the mitigation and preparedness strategies for the vulnerabilities.

Ms. Norton concluded that the mitigation and preparedness strategies have been divided into high priority and long term recommendations.

Director Brown asked if wildfires have had any impact on the District facilities. GM Bushee answered that there has been no damage to District facilities from wildfires.

Director Brown stated that there is a large gas line in the area and he asked if there is a mitigation plan for gas leaks. Ms. Norton answered that an option is LEL gas detectors. TSM Morishita explained that the HMP looked at natural hazards not manmade hazards. Director Brown suggested that gas leaks be added to the next HMP update.

The Board thanked Ms. Norton for her presentation.

Upon a motion duly made by Director Juliussen, seconded by Director Brown, and unanimously carried, the Board of Directors received and filed the 2021 Update of the Hazard Preparedness & Mitigation Plan completed by Titan Engineering & Consulting, LLC by the following vote:

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

15. Fiscal Year 2022 (FY22) Budget Development Schedule

ASM Duffey presented the item stating that staff is in the process of preparing the FY22 Budget. He provided the recommended dates for the Special Board Meeting to review the Preliminary FY22 Budget.

Following discussion, the Board of Directors agreed to schedule the Special Board Meeting for Monday, May 10, 2021 at 1:00 p.m.

16. Call for Nominations to the San Diego Local Agency Formation Commission (LAFCO) Alternate Member Election

EA Baity presented the item stating that LWD recently received notification that nominations are being solicited for one alternate special district member to serve on San Diego LAFCO and the vacated seat expires on May 1, 2023. She stated the deadline for receipt of all nominations is Friday, April 23, 2021. EA Baity noted that a candidate’s forum will be held in conjunction with the CSDA Quarterly Dinner with confirmation being provided under separate/future cover. She also stated that staff has no recommendation on this matter.

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

17. Review of Strategic Planning Facilitator Proposals

President Omsted stated he would like each Board member to list their top two strategic planning facilitator proposals.

Director Juliussen stated his top choice was Sterling Insights. Director Brown stated his first choice was Confidence Consulting and his second choice was Sterling Insights. Director Sullivan stated her top choice was Confidence Consulting. Vice President Hanson stated she would like to postpone the strategic planning workshop. President Omsted stated his first choice was Barber & Gonzales and his second choice was Confidence Consulting.

Vice President Hanson stated that \$10K is a lot to spend right now and the strategic planning workshop should be postponed until a later time. Director Juliussen agreed with Vice President Hanson.

Director Brown stated he would like to schedule a strategic planning workshop sooner rather than later. He stated that as a new Board member it is important for him to learn more about the District with the Board so the workshop should not be postponed. President Omsted stated Director Brown had a valid point.

Vice President Hanson made a motion to postpone the strategic planning for one year. Director Juliussen seconded the motion. The Board then voted as follows:

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

The motion did not pass.

Director Brown made a motion to select Confidence Consulting as the strategic planning facilitator. Director Sullivan seconded the motion. The Board then voted as follows:

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

The motion passed.

GM Bushee stated he would follow up with Confidence Consulting so that a date could be scheduled for the strategic planning session.

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. LWD Proposed Rate Increase.

GM Bushee stated that last month he had discussed with the Board a possible postponement of the LWD scheduled rate increase. He stated that since that time he has received additional information on how other local agencies are approaching rate increases and believes LWD should move forward with the planned rate increase. He also stated that the District has not had a rate increase in 4 years, and one is needed to keep the District's strong financial standing. Directors Sullivan, Omsted and Juliussen agreed with GM Bushee.

Following discussion, GM Bushee stated that staff will proceed with a recommendation for a proposed 3-year rate increase at the April Board meeting and the Board will be able to review the Proposition 218 Notice at that time.

19. Directors' Meetings and Conference Reports

A. The CSDA Virtual Quarterly Meeting was held February 18, 2021 via video conference.

Director Sullivan stated it was a great meeting and it was interesting to hear from different agencies on how COVID19 has impacted them. Director Brown and President Omsted agreed.

20. General Manager's Report

GM Bushee reported on the following items:

- COVID19 Update - Return to full staffing and staff vaccinations; and
- State Water Resources Control Board (SWRCB) Waste Discharge Requirements (WDR) Update

21. General Counsel's Report

GC Brechtel reported on the following items:

- Assembly Bill 377 – Water Quality; and
- Senate Bill 323 – Statute of Limitations on Water Rights

22. Board of Directors' Comments

Director Brown stated it was great that water/wastewater agencies were now in COVID19 vaccination tier 1B.

Director Juliussen thanked staff for doing a great job.

Director Sullivan stated she is happy to hear that things are going well at the District.

Vice President Hanson stated she received a Virtual Tour of EWA and it was excellent.

President Omsted stated that depending when the strategic planning workshop is scheduled, he hopes it can be in person if everyone has received their vaccine.

23. Adjournment

President Omsted adjourned the meeting at approximately 5:52 p.m.

Donald F. Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Human Resources Committee Meeting
 April 5, 2021

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Monday, April 5, 2021 at 11:00 a.m. via teleconference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Omsted and Brown

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services
 Manager Richard Duffey, Administrative Services
 Supervisor Trisha Hill, and Executive Assistant Tianne Baity

3. Public Comment

None.

4. New Business

A. Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy

GM Bushee presented background information on the item noting that at the January 2021 Board meeting, President Omsted requested that the policy relating to the Board's selection of committee members be referred to the HRC. GM Bushee then turned the meeting over to the HRC for discussion.

Chairperson Omsted stated that rather than having the Board President annually appoint, he would like to change the committee assignments to Option 1: 2-year rotating and alternating committees. Director Brown stated that he would prefer Option 3: 2-year rotating and alternating committees with the exception of the Encina Wastewater Authority assignments. The HRC discussed the pros and cons of each option as well as the timing.

Chairperson Omsted suggested that the committee assignments be discussed at the Strategic Planning session later this summer. Director Brown stated that he supports discussing the committee assignments at Strategic Planning but was concerned that it could take valuable time away from other initiatives. GM Bushee suggested that the Board could place a time limit on the discussion.

Following a lengthy discussion, the HRC agreed to refer further discussion of the committee assignments to the Board of Directors at the Strategic Planning session.

B. Adopt Resolution No. 2345 - Amending the Human Resources Policy Manual (HRPM)

ASsup Hill presented background information on the item and stated that the proposed changes to the HRPM are related to several California employment laws that became effective on January 1, 2021. She then summarized changes to the HRPM in the following areas:

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

Chairperson Omsted stated he would like to see the online trainings that staff complete. GM Bushee stated that the trainings could be forwarded to him for review.

Director Brown suggested a typographical change to page 59. ASsup Hill stated she would make the change.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors Adopt Resolution No. 2345 – Amending the HRPM.

5. Information Items

None.

6. Directors' Comments

Director Brown asked for a District and staff COVID-19 Update. GM Bushee provided an update.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Omsted adjourned the meeting at 11:52 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
April 6, 2021

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, April 6, 2021 at 11:00 a.m. via video conference.

1. Call to Order

Chairperson Brown called the meeting to order at 11:02 a.m.

2. Roll Call

DIRECTORS PRESENT: Brown and Juliussen

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. New Business

A. Review Spring 2021 Newsletter Draft Text.

ASsup Hill presented the item and provided an overview of the Spring 2021 newsletter draft text.

The CAC reviewed the text and Chairperson Brown suggested some minor edits. Staff and RTP stated they would make the changes.

The CAC then directed staff to move forward with the layout of the newsletter.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

ASM Duffey stated that an employee reached their 5 year service award this past weekend and this employee would be added to the Standout Achievements section of the Spring newsletter.

8. Adjournment

Chairperson Brown adjourned the meeting at 11:17 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 April 7, 2021

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, April 7, 2021 at 9:00 a.m., via video conference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen, Omsted

DIRECTORS ABSENT: None

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

3. Public Comment

None.

4. New Business

None.

5. Information Items

A. Development Projects Summary

DE Frascchetti began by stating there are three projects of the 15 that have made very minor progress.

President Omsted asked if the NCTD project along North Coast Highway 101 would impact any of the District's sewer lines. FSSpc Riffel answered that there are no impacts.

B. Leucadia Pump Station Rehabilitation Project Update

TSM Morishita presented an update to the Leucadia Pump Station Rehabilitation Project. As a reminder he began by showing an overhead image of the District grounds where the project is taking place. He continued by describing the work taking place in the meter vault. He stated that the side stream lines have been installed for the ECO₂ Super-Oxygenation System.

TSM Morishita continued by showing the FRP (Fiber-Reinforced Plastic) grating platform that is being installed on top of the surge tank line that runs adjacent to the generator. He explained that the grating will allow staff and vendors to walk safely on the south side of the generator and improve access to the generator for maintenance.

TSM Morishita moved to the work taking place in the wet well. He stated that the grease and debris blanket was removed by a Stanek subcontractor. He then displayed images of the FRP stairs, railings and deck grating that was installed in 2006 and noted that

they are still in very good condition. He used photos from the 2006 pump station rehabilitation project to show significant corrosion resistance of the FRP material compared to concrete in the wet well environment.

President Omsted asked how often does staff use the stairs to enter the wet well. FSSup Gonzalez stated that it is very infrequent. FSS Stecker clarified that staff typically enters the wet well once or twice per year.

TSM Morishita went on to describe work that has taken place in the dry well. He stated that the installation of the discharge header is progressing. He continued that the new concrete pedestals have been constructed for the five new pumps. He explained that the installation of the pumps and associated piping has started.

President Omsted asked what percentage of wastewater would be diverted to the ECO₂ Liquid Oxygen system. TSM Morishita stated that approximately 25% of the wastewater would be diverted. However, this would vary based on flow levels.

C. FY20 Gravity Sewer Repair / Quebrada Realignment Project Update

FSSpc Riffel presented an update to the FY20 Gravity Sewer Repair project. He started by providing a background of the project and stated that all underground work on the project has been completed. He continued that all that is left is the final paving of the various areas.

FSSpc Riffel described work that took place on Babilonia Street in Carlsbad where a cleanout was replaced due to major root intrusion. He displayed images of where the street was excavated and a new cast in place manhole was constructed. He indicated that as result of installing the new manhole, a lateral connection required realignment.

President Omsted asked if all projects were taking place in the same general area. GM Bushee and FSSpc Riffel stated that they were spread over different areas within the District. FSSpc Riffel stated that repairs were done at nine locations in Encinitas and eleven in Carlsbad.

6. Directors' Comments

Chairperson Juliussen commended DE Frascchetti for all her years of service and hard work.

7. General Manager's Comments

GM Bushee provided an update pertaining to COVID-19. He stated that there are no new staff cases and staff is in the process of getting vaccinated.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:50 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 April 7, 2021

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Wednesday, April 7, 2021 at 1:00 p.m. via video conference.

1. Call to Order

Chairperson Hanson called the meeting to order at 1:12 p.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Sullivan

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and David Foreman and Lauren Hoodenpyle of Clifton Larsen Allen, LLP

3. Public Comment

No public comment was received.

4. New Business

- A. Authorize the General Manager to execute an agreement with Time Value Investments, Inc., (TVI) to add them as an additional authorized financial broker-dealer and provide fixed-income securities broker-dealer services.

ASM Duffey presented the item and provided background information noting that the District currently utilizes three options to manage its investments. He stated that to diversify and to enlarge the pool of available authorized investment options, staff is recommending adding an additional broker/dealer to our list. Time Value Investments (TVI). ASM Duffey then provided background information on TVI.

ASM Duffey stated that LWD's Investment Policy allows the use of authorized financial dealers and institutions as long as certain requirements have been met. He stated staff has contacted three references who provided positive reviews of TVI.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute an agreement with Time Value Investments, Inc., (TVI) to add them as an additional authorized financial broker-dealer.

- B. Authorize the General Manager to execute a Professional Services Agreement with Clifton Larsen Allen LLP (CLA) for Financial Management & Accounting Support Services for an amount not to exceed \$120,000.

ASM Duffey presented the item and provided background information noting that he will be retiring in the near future. He stated that staff has reviewed options for his replacement and for managing the finances. He noted that staff believes LWD's best option is to return to outsourcing the financial and accounting services and that staff

has identified CLA (formerly White Nelson Diehl Evans LLP) as the most viable option.

ASM Duffey explained that CLA's principal in charge of the LWD work would be Mr. David Foreman, CPA. He then provided background information on Mr. Foreman. ASM Duffey stated that staff believes that CLA's fee is fair and reasonable based on industry standards.

Chairperson Hanson asked for clarification on the District's weekly accounting functions. ASM Duffey provided clarification on the weekly functions.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute a Professional Services Agreement with Clifton Larsen Allen LLP (CLA) for Financial Management & Accounting Support Services for an amount not to exceed \$120,000.

- C. Authorize the General Manager to Proceed with the Proposition 218 Process and Schedule a Public Hearing to Consider Adoption of an Ordinance increasing the Sewer Service Charges for Fiscal Years 2022, 2023, and 2024.

ASM Duffey presented the item and provided background information noting that the District adopted a Financial Plan in June 2018. He stated that the Financial Plan indicated that in order for the District to meet the projected future operating and capital expenditures necessary to maintain the integrity of its collection system, a three-year sewer rate increase would be needed beginning fiscal year 2021. ASM Duffey stated that due to the COVID-19 pandemic the sewer rate increase was postponed for fiscal year 2021.

ASM Duffey stated that based on the Financial Plan Update tracking and previous proposed sewer rate increase discussions, the Board directed staff to move forward with the planned sewer rate increase for fiscal year 2022 and proceed with the Proposition 218 Notice process.

Staff and the IFC then reviewed the draft text for the Proposition 218 Notice. Director Sullivan stated that the notice was well done.

Following discussion, the IFC agreed to recommend that the Board of Directors authorize the General Manager to proceed with the Proposition 218 process and schedule a public hearing to consider adoption of an ordinance increasing the sewer service charges for Fiscal Years 2022, 2023, and 2024.

5. Information Items

None.

6. Directors' Comments

Director Sullivan asked if the professional services agreement with Clifton Larsen Allen LLP (CLA) would cost more than hiring a replacement ASM. GM Bushee stated that the professional services agreement with CLA would cost the District significantly less.

7. General Manager's Comments

GM Bushee provided a COVID-19 update regarding District staff.

8. Adjournment

Chairperson Hanson adjourned the meeting at 1:37 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY**

April 14, 2021

Disbursement Period March 3, 2021 Through April 7, 2021

GENERAL CHECKING

Operating	\$ 163,245.83
Capital	\$ 493,427.88

TOTAL GENERAL CHECKS	\$ 656,673.71
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PAYROLL CHECKS	\$ 167,112.30
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TOTAL DEMANDS	\$ 823,786.01
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS**

April 14, 2021

Disbursement Period March 3, 2021 Through April 7, 2021

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	3/10/2021	22586-22602	\$ 49,803.74
Payroll Checks	3/11/2021	22603-22604	Spoiled
Incentive Payroll Check	3/11/2021	22605-22622	\$ 12,360.04
Biweekly Payroll Checks	3/24/2021	22623-22640	\$ 50,328.79
Board Payroll Checks	4/1/2021	22641-22645	\$ 2,296.32
Biweekly Payroll Checks	4/7/2021	22646-22663	\$ 52,323.41
TOTAL PAYROLL CHECKS			\$ 167,112.30

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 3/3/2021 Through 4/7/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
55267	3/5/2021	ADS LLC	4,340.00	Flow Metering & Data Analysis - Feb. 2021
	3/5/2021	ADS LLC	1,340.00	Meter Maint. & Data Deliv. Feb. 2021
55268	3/5/2021	ADT/PROTECTION 1	165.00	Extended Service Protection 3.17.21-4.16.21
55269	3/5/2021	BATIQUITOS LAGOON FOUNDATION	1,000.00	BLF Membership 2021
55270	3/5/2021	BAY CITY ELECTRIC WORKS, INC	506.05	LCPS Lift Pump & Thermostat Repl.
	3/5/2021	BAY CITY ELECTRIC WORKS, INC	565.00	Prev. Maint. on Generator @ Saxony PS - Feb. 2021
	3/5/2021	BAY CITY ELECTRIC WORKS, INC	415.00	Preventative Maint. on Generator @ Enc. Est. - Feb. 2021
	3/5/2021	BAY CITY ELECTRIC WORKS, INC	160.00	Preventative Maint. on portable Generator # 135
55271	3/5/2021	Brightview Landscape Services Inc	304.00	Landscape Maint. @ Encinitas Creek - March 2021
	3/5/2021	Brightview Landscape Services Inc	857.00	Landscape Maint. @ LWD Admin - March 2021
55272	3/5/2021	CHARLES KING COMPANY	5,400.00	12 inch sound attenuated pump-01.19.21-2.15.21
55273	3/5/2021	CITY OF CARLSBAD	27.78	Water @ Fire Line
55274	3/5/2021	FEDERAL EXPRESS CORPORATION	31.70	Shipping 2.11.21
55275	3/5/2021	GRAINGER, INC	52.95	Paper Towel Roll @ BPS
55276	3/5/2021	HAAKER EQUIPMENT CO	15,085.00	Rovver X Portable Cable Reel
	3/5/2021	HAAKER EQUIPMENT CO	12,660.63	Rovver X VC500 Pendant/Control
55277	3/5/2021	MALLORY SAFETY AND SUPPLY	269.38	Tyvek Coveralls
55278	3/5/2021	MITSUBISHI ELECTRIC US, INC	324.88	Regular Service - March 2021
55279	3/5/2021	OLIVENHAIN MUNICIPAL WATER DIS...	52.21	Water @ Enc. Estates PS
	3/5/2021	OLIVENHAIN MUNICIPAL WATER DIS...	52.21	Water @ VP5 PS
	3/5/2021	OLIVENHAIN MUNICIPAL WATER DIS...	47.62	Water @ VP7
	3/5/2021	OLIVENHAIN MUNICIPAL WATER DIS...	698.33	Woodard & Curran Admin Costs
55280	3/5/2021	PACIFIC SAFETY CENTER	280.00	Membership Renewal - 5.1.21-4.30.22
55281	3/5/2021	PALOMAR RESEARCH SERVICES,LLC	114.00	Background Check - Kelly Gil
55282	3/5/2021	PRUDENTIAL OVERALL SUPPLY	97.60	Uniforms 2.25.21
55283	3/5/2021	Quench USA Inc	136.85	Drinking Water 02.19.21-03.18.21
55284	3/5/2021	TERMINIX PROCESSING CENTER	45.00	Pest Control 2.08.21
55285	3/5/2021	UNITED PARCEL	7.40	Shipping UPS Pickup 2.23.21
55286	3/5/2021	U.S. BANK	2,576.81	Cal Card Purchases - Stmt 2/22/21
55287	3/5/2021	WASTE MANAGEMENT	222.57	Dumpster @ LWD - Feb. 2021
55288	3/15/2021	ABILA	238.56	MIP Accounting Software Additional Users FY21
55289	3/15/2021	ADT/PROTECTION 1	25.00	Returned Check Charge
55290	3/15/2021	AGUA HEDIONDA LAGOON FOUNDATI...	750.00	Sponsorship for World Water Day
55291	3/15/2021	AT&T	230.10	Phone Service - Elevator
55292	3/15/2021	BAY CITY ELECTRIC WORKS, INC	970.00	Generator Service @ BPS
	3/15/2021	BAY CITY ELECTRIC WORKS, INC	1,350.00	Generator/Emergency Pump Service @ LPS
55293	3/15/2021	PETTY CASH	252.31	Petty Cash for 11/19/20 - 03/09/21
55294	3/15/2021	CORODATA	80.62	File Storage - Feb 2021
55295	3/15/2021	EVOQUA WATER TECHNOLOGIES, LLC	10,295.87	Bioxide-Feb 2021
55296	3/15/2021	JOHN W. SMITH dba: NORTH COUNT...	195.00	Backflow Preventers Tests (3)
55297	3/15/2021	MAVTECK	8,880.00	FY20 Gravity Sewer Repair
	3/15/2021	MAVTECK	15,240.00	LPS Rehab - Feb 2021

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 3/3/2021 Through 4/7/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
55298	3/15/2021	OFFICE DEPOT	11.59	Filing Tabs
55299	3/15/2021	OLIVENHAIN MUNICIPAL WATER DIS...	365.60	Recycled Water @ Traveling
55300	3/15/2021	PACS, Inc	370.00	Carbon Media Analysis - BPS
55301	3/15/2021	PRUDENTIAL OVERALL SUPPLY	97.60	Uniforms 03/04/21
55302	3/15/2021	RISING TIDE PARTNERS	4,922.50	Public Information - Feb 2021
55303	3/15/2021	SAN DIEGO COUNTY CLERK	50.00	Document Filing Fee - Permitting for EPS
55304	3/15/2021	SAN DIEGUITO WATER DISTRICT	157.16	Water @ BPS
	3/15/2021	SAN DIEGUITO WATER DISTRICT	38.16	Water @ Tanker 1
	3/15/2021	SAN DIEGUITO WATER DISTRICT	31.80	Water @ Tanker 2
55305	3/15/2021	THE HOME DEPOT CRC/GEFC	247.89	Home Depot Account Statement 02/2021
55306	3/15/2021	THOMSON REUTERS-WEST	587.24	Subscription-Construction Law Manuals
55307	3/15/2021	UNITED PARCEL	44.58	Shipping
55308	3/15/2021	CONCENTRA	239.00	Physicals - K Gil
55309	3/15/2021	SAN DIEGO FREIGHTLINER	901.48	Service / Maintenance - Vactor # 159
55310	3/15/2021	VERIZON WIRELESS	21.27	Telemetry for Cell Phones
55311	3/18/2021	ADT/PROTECTION 1	165.00	Security Svc 2/17-3/16
55312	3/18/2021	AT&T	140.49	Phone Service - BPS
55313	3/18/2021	BANNER BANK	7,859.95	Rentention for Stanek Constructon-LPS Rehab Project
	3/18/2021	BANNER BANK	9,712.50	Rentention for Stanek Construction-LPS Rehab Project
55314	3/18/2021	BURTECH PIPELINE, INC	50,825.00	FY 2020 Gravity Sewer Repair - Feb 2021
55315	3/18/2021	CARLSBAD FUELS CORPORATION	2,058.94	Vehicle Fuels 02/08/21-03/01/21
55316	3/18/2021	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service - 03/2021
55317	3/18/2021	CWEA	96.00	CSM Grade 2 - Certification Renewal - C Russell
	3/18/2021	CWEA	101.00	CSM Grade 3 - Certification Renewal - R Easton
55318	3/18/2021	DETECTION INSTRUMENTS CORP	224.05	Calibrations @ BPS/LPS
55319	3/18/2021	DEXTER WILSON ENGINEERING	57.00	Development Services 103-600 Bella Azul - Feb 2021
	3/18/2021	DEXTER WILSON ENGINEERING	652.00	Development Services 103-600 Lagasse/Sunset - Feb 2021
	3/18/2021	DEXTER WILSON ENGINEERING	258.00	Development Services 103-600 Marae Village - Feb 2021
	3/18/2021	DEXTER WILSON ENGINEERING	171.00	Development Services 103-600 Shake Shack - Feb 2021
	3/18/2021	DEXTER WILSON ENGINEERING	449.00	Development Services 103-600 Shirber/Hymettus - Feb 2021
	3/18/2021	DEXTER WILSON ENGINEERING	5,982.00	General Engineering 103-500 Feb 2021
	3/18/2021	DEXTER WILSON ENGINEERING	1,657.50	GIS Maintenance/Tasks 103-700 Feb 2021
55320	3/18/2021	DKF SOLUTIONS GROUP, LLC	300.00	MSO Subscription - March 2021
55321	3/18/2021	EWING IRRIGATION PRODUCTS	184.43	Parts/Supplies - BPS
55322	3/18/2021	FEDERAL EXPRESS CORPORATTON	16.25	Shipping 03/02/21
55323	3/18/2021	GRAINGER, INC	59.65	Silicone Coolant Hose - LPS Generator
55324	3/18/2021	HAAKER EQUIPMENT CO	3,178.63	Pirahna 1 x 600 Hose
55325	3/18/2021	ICMA RETIREMENT-303979	5,839.28	Deferred Comp for PPE 03/07/21
55326	3/18/2021	MORAES/PHAM & ASSOCIATES	1,744.00	Electrical Engineering - VP7PS
55327	3/18/2021	NAPA AUTO	248.54	Auto Parts/Supplies

Leucadia Wastewater District
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 From 3/3/2021 Through 4/7/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	3/18/2021	NAPA AUTO	38.75	Blue Def
55328	3/18/2021	OLIVENHAIN MUNICIPAL WATER DIS...	448.38	Water @ Traveling
	3/18/2021	OLIVENHAIN MUNICIPAL WATER DIS...	348.63	Water @ Travelling 2
55329	3/18/2021	PACIFIC RIM MECHANICAL	477.00	HVAC Maintenance/Service-Admin 2102-0455
	3/18/2021	PACIFIC RIM MECHANICAL	538.08	HVAC Maintenance/Service-Admin 2102-1067
55330	3/18/2021	PRUDENTIAL OVERALL SUPPLY	103.60	Uniforms 03/11/21
55331	3/18/2021	SAN DIEGO GAS & ELECTIRC	597.36	Electric @ Encinitas Estates PS
	3/18/2021	SAN DIEGO GAS & ELECTIRC	313.41	Electric @ VP5 PS
55332	3/18/2021	SITE ONE LANDSCAPE SUPPLY, LLC	192.30	Supplies - AWT
55333	3/18/2021	STANEK CONSTRUCTORS, INC	149,339.05	LPS Rehab Project - Feb 2021
	3/18/2021	STANEK CONSTRUCTORS, INC	184,537.50	LPS Rehab Project - Jan 2021
55334	3/18/2021	STAPLES	120.77	CCTV Printer
	3/18/2021	STAPLES	335.49	Office Supplies
	3/18/2021	STAPLES	(3.88)	Office Supplies - Credit
55335	3/18/2021	TITAN ENGINEERING & CONSULTING	8,550.00	LWD HMP Update 2021
55336	3/18/2021	T.S. INDUSTRIAL SUPPLY	191.55	Gas/Diesel Hose, Coupling
55337	3/18/2021	UNIFIRST FIRST AID CORP	186.83	First Aid Supplies - March 2021
55338	3/18/2021	SAN DIEGO FREIGHTLINER	446.37	Service/Maintenance - Vactor # 159
55339	3/18/2021	VERIZON WIRELESS	1,043.13	Cell Phones
55340	3/25/2021	Atlas Tree Service	5,880.00	Tree Trimming - 49 Trees @ District Site
55341	3/25/2021	BAY CITY ELECTRIC WORKS, INC	500.06	Generator Maintenance - VP5 PS - March 2021
	3/25/2021	BAY CITY ELECTRIC WORKS, INC	255.00	Generator Service @ LCPS - March 2021
	3/25/2021	BAY CITY ELECTRIC WORKS, INC	1,639.29	Lift Pump & Thermostate - LCPS
55342	3/25/2021	C & B Air Power	264.80	XPA932 Belts / Beko Mat Cartridge
55343	3/25/2021	CHARLES KING COMPANY	5,400.00	12 Sound Attenuated Pump Rental - 02/16/21-03/14/21
55344	3/25/2021	CITY OF CARLSBAD	381.00	Traffic Control Permit: HydroClean/CCTV Inspection-La Costa
55345	3/25/2021	DETECTION INSTRUMENTS CORP	3,406.03	Acrulog Gas Data Logger / Software
	3/25/2021	DETECTION INSTRUMENTS CORP	524.43	Calibration/Sensor Replacement @ BPS
55346	3/25/2021	FEDERAL EXPRESS CORPORATION	30.95	Shipping 03/15/21
55347	3/25/2021	HI-WAY SAFETY, INC	990.27	Cone Signs/Barricade
55348	3/25/2021	ICMA RETIREMENT-303979	6,039.28	Deferred Comp for PPE 03/21/21
55349	3/25/2021	INFRASTRUCTURE ENGINEERING CORP	1,370.00	Batiquitos ER Overflow Lining - Feb 2021
	3/25/2021	INFRASTRUCTURE ENGINEERING CORP	7,247.50	Encinitas Estates PS Replace Project - Feb 2021
	3/25/2021	INFRASTRUCTURE ENGINEERING CORP	495.00	FY20-21 Gravity Sewer Repair Project - Feb 2021
	3/25/2021	INFRASTRUCTURE ENGINEERING CORP	2,645.00	LPS Rehab Project - Feb 2021
55350	3/25/2021	CONFIDENCE CONSULTING	1,600.00	Assessment Exercises-Choi/Gonzales/Watson/Paz
55351	3/25/2021	KONECRANES, INC	595.00	Quarterly Inspection Services
55352	3/25/2021	NATIONWIDE RETIREMENT SOLUTIONS	296.93	Deferred Comp 03/10/21
	3/25/2021	NATIONWIDE RETIREMENT SOLUTIONS	296.93	Deferred Comp 03/24/21
55353	3/25/2021	NORTH COUNTY TRANSIT DISTRICT	768.98	License 235.10-2003-PL-LCWD
55354	3/25/2021	PRUDENTIAL OVERALL SUPPLY	107.60	Uniforms 03/18/21
55355	3/25/2021	SAN DIEGO GAS & ELECTIRC	2,585.72	Electric @ Admin
	3/25/2021	SAN DIEGO GAS & ELECTIRC	107.20	Electric @ Avacado PS
	3/25/2021	SAN DIEGO GAS & ELECTIRC	948.03	Electric @ AWT

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
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 From 3/3/2021 Through 4/7/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	3/25/2021	SAN DIEGO GAS & ELECTIRC	12,406.70	Electric @ BPS
	3/25/2021	SAN DIEGO GAS & ELECTIRC	353.07	Electric @ Diana PS
	3/25/2021	SAN DIEGO GAS & ELECTIRC	791.23	Electric @ La Costa PS
	3/25/2021	SAN DIEGO GAS & ELECTIRC	10,429.29	Electric @ LPS
	3/25/2021	SAN DIEGO GAS & ELECTIRC	134.79	Electric @ RV PS
	3/25/2021	SAN DIEGO GAS & ELECTIRC	745.86	Electric @ Saxony PS
	3/25/2021	SAN DIEGO GAS & ELECTIRC	131.18	Electric @ VP7 PS
	3/25/2021	SAN DIEGO GAS & ELECTIRC	269.91	Gas@ Admin
55356	3/25/2021	SPACELINK/I2B NETWORK	160.00	Webcam Service @ BPS
55357	3/25/2021	STAPLES	275.20	Office Supplies
	3/25/2021	STÁPLES	(3.23)	Office Supplies - Credit
55358	3/25/2021	TERMINIX PROCESSING CENTER	77.00	Pest Control 02/08/21
	3/25/2021	TERMINIX PROCESSING CENTER	45.00	Pest Control 03/08/21
55359	3/25/2021	T.S. INDUSTRIAL SUPPLY	132.38	Green Marking Flags
55360	3/25/2021	UNITED PARCEL	44.62	Shipping 03/09/21
	3/25/2021	UNITED PARCEL	44.65	Shipping 03/16/21
55361	3/25/2021	SAN DIEGO FREIGHTLINER	605.78	Assessment/Oil/Bit Inspection
55362	4/1/2021	ADS LLC	4,340.00	Flow Metering / Data Analysis - March 2021
	4/1/2021	ADS LLC	1,340.00	Meter Maintenance / Data Delivery (ECHO) - March 2021
55363	4/1/2021	Brightview Landscape Services Inc	304.00	Landscape Maintenance @ Encinitas Creek - April 2021
	4/1/2021	Brightview Landscape Services Inc	857.00	Landscape Maintenance @ LWD Admin - April 2021
55364	4/1/2021	CARLSBAD FUELS CORPORATION	1,454.84	Vehicle Fuels 03/03/21-03/15/21
55365	4/1/2021	CHARLES KING COMPANY	5,400.00	12 Sound Attenuated Pump Rental
55366	4/1/2021	CITY OF CARLSBAD	501.00	Water @ 1900 La Costa Ave
	4/1/2021	CITY OF CARLSBAD	153.40	Water @ 1960 La Costa Ave
	4/1/2021	CITY OF CARLSBAD	27.78	Water @ Fire Line
55367	4/1/2021	CONCENTRA	99.00	DOT Physical/Recertification - R Easton
55368	4/1/2021	DETECTION INSTRUMENTS CORP	224.38	Calibrations @ BPS / LPS
55369	4/1/2021	DOWNSTREAM SERVICES, INC.	534.92	Stormwater Maintenance
55370	4/1/2021	EVOQUA WATER TECHNOLOGIES, LLC	10,160.30	Bioxide 03/16/2021
55371	4/1/2021	HUMANA DENTAL INS.	2,954.55	Dental Insurance - April 2021
55372	4/1/2021	INTERSTATE BATTERIES OF SAN DIEGO	169.04	Battery - Golf Cart
55373	4/1/2021	Jeff Godlls	1,475.00	Lateral Reimbursement
55374	4/1/2021	Jody Welp	1,775.00	Lateral Reimbursement
55375	4/1/2021	Matthew Rubba	3,000.00	Lateral Reimbursement
55376	4/1/2021	MES VISION	357.79	Vision Insurance - April 2021
55377	4/1/2021	MUTUAL OF OMAHA	1,073.08	Disability Insurance - April 2021
55378	4/1/2021	PRUDENTIAL OVERALL SUPPLY	107.60	Unifoms 03/25/21
55379	4/1/2021	RISING TIDE PARTNERS	1,290.00	Public Information - March 2021
55380	4/1/2021	Ronald Dutt	1,550.00	Lateral Reimbursement
55381	4/1/2021	Samuel Sheagren	3,000.00	Lateral Reimbursement
55382	4/1/2021	Steve Repech	3,000.00	Lateral Reimbursement
55383	4/1/2021	T.S. INDUSTRIAL SUPPLY	1,619.47	4 x 50' Red 150psi Discharge Hose Asy
55384	4/1/2021	Tim Agnew	1,855.00	Lateral Reimbursement
55385	4/1/2021	U.S. BANK	1,546.73	Cal Card Purchases - Statement 03/22/21
55386	4/1/2021	WASTE MANAGEMENT	222.57	Trash Service - March 2021

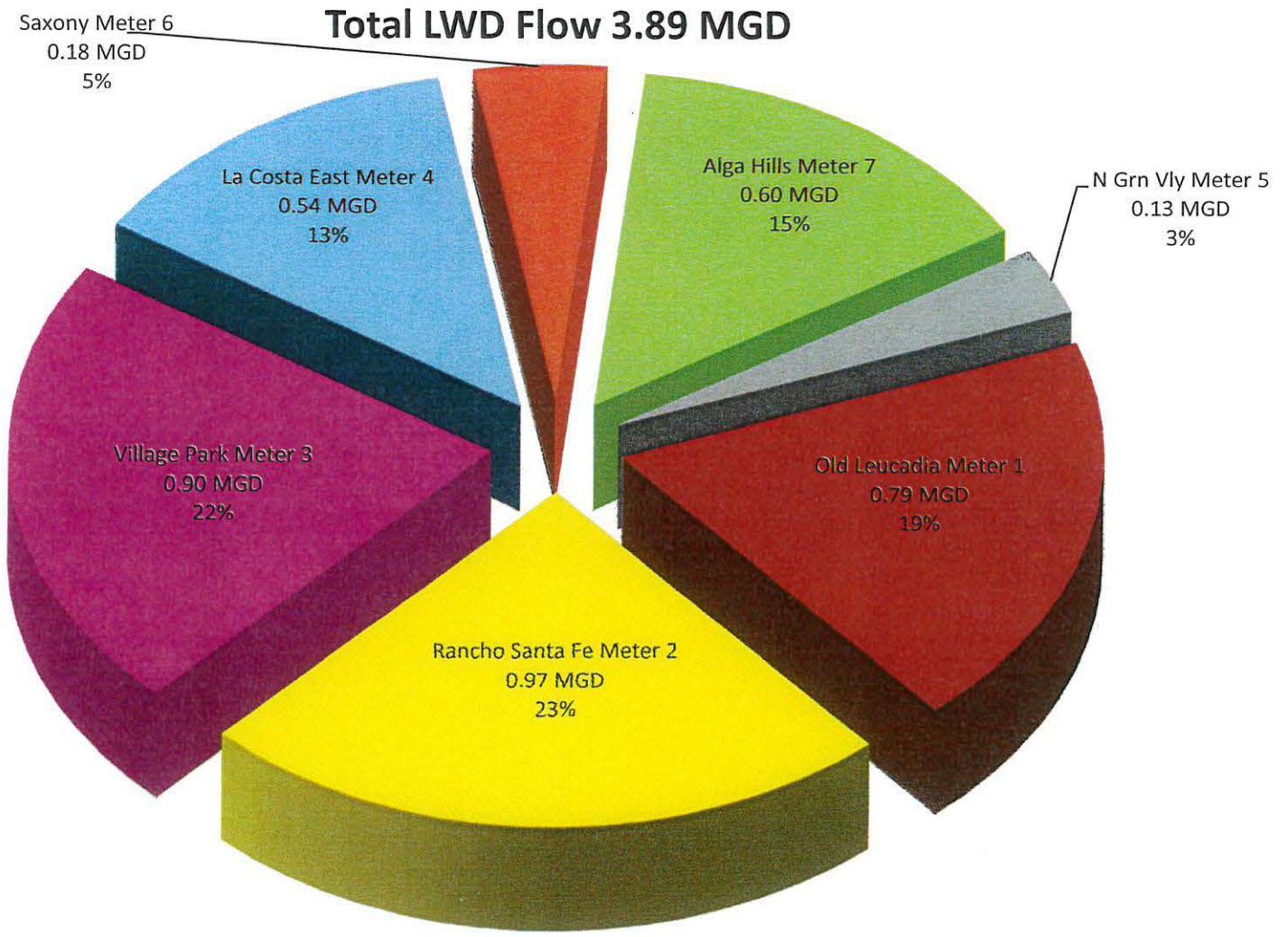
Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 3/3/2021 Through 4/7/2021

<u>Check Number</u>	<u>Effective Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			656,673.71	

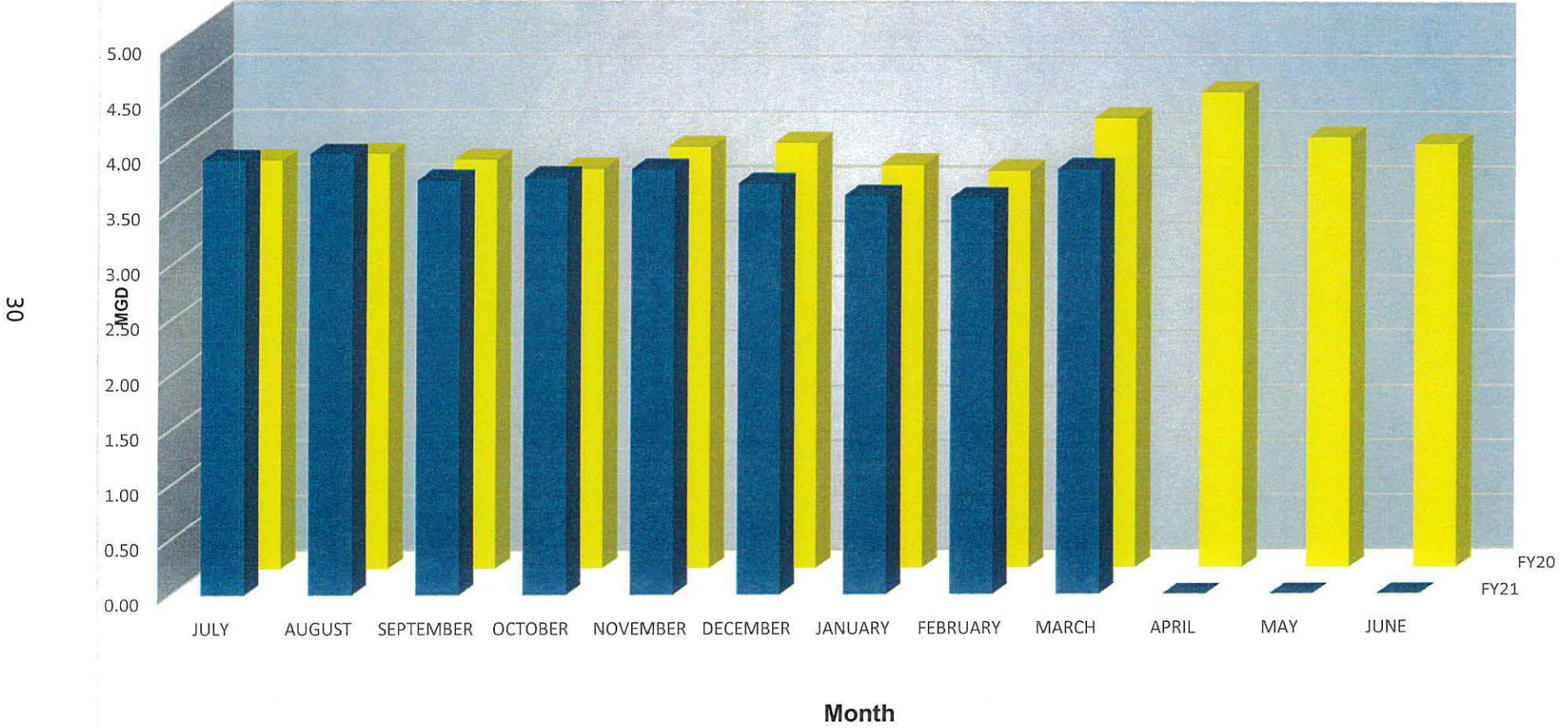
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2021 (July 2020 - June 2021)**

CURRENT MONTH - March 2021							FY 2020
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,738.54	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	122.45	1.05	3.95	137.44	48.21	3.71
YTD			28,739.59				
AUGUST	0.00	124.31	6.50	4.01	139.50	47.43	3.77
YTD			28,746.09				
SEPTEMBER	0.00	113.40	2.25	3.78	131.49	38.42	3.72
YTD			28,748.34				
OCTOBER	0.02	118.11	1.75	3.81	132.52	30.66	3.64
YTD			28,750.09				
NOVEMBER	0.50	116.40	4.75	3.88	134.93	10.01	3.84
YTD			28,754.84				
DECEMBER	0.79	116.56	2.00	3.76	130.75	11.26	3.88
YTD			28,756.84				
JANUARY	2.25	113.15	1.25	3.65	126.92	0.00	3.68
YTD			28,758.09				
FEBRUARY	0.14	101.64	4.75	3.63	126.20	0.00	3.63
YTD			28,762.84				
MARCH	1.41	120.59	2.75	3.89	135.23	13.46	4.11
YTD			28,765.59				
APRIL							4.35
YTD							
MAY							3.94
YTD							
JUNE							3.88
YTD							
YTD Totals	5.11	1046.61	27.05			199.45	
Mo Average	0.57	116.29	3.01	3.82	132.78	22.16	3.85

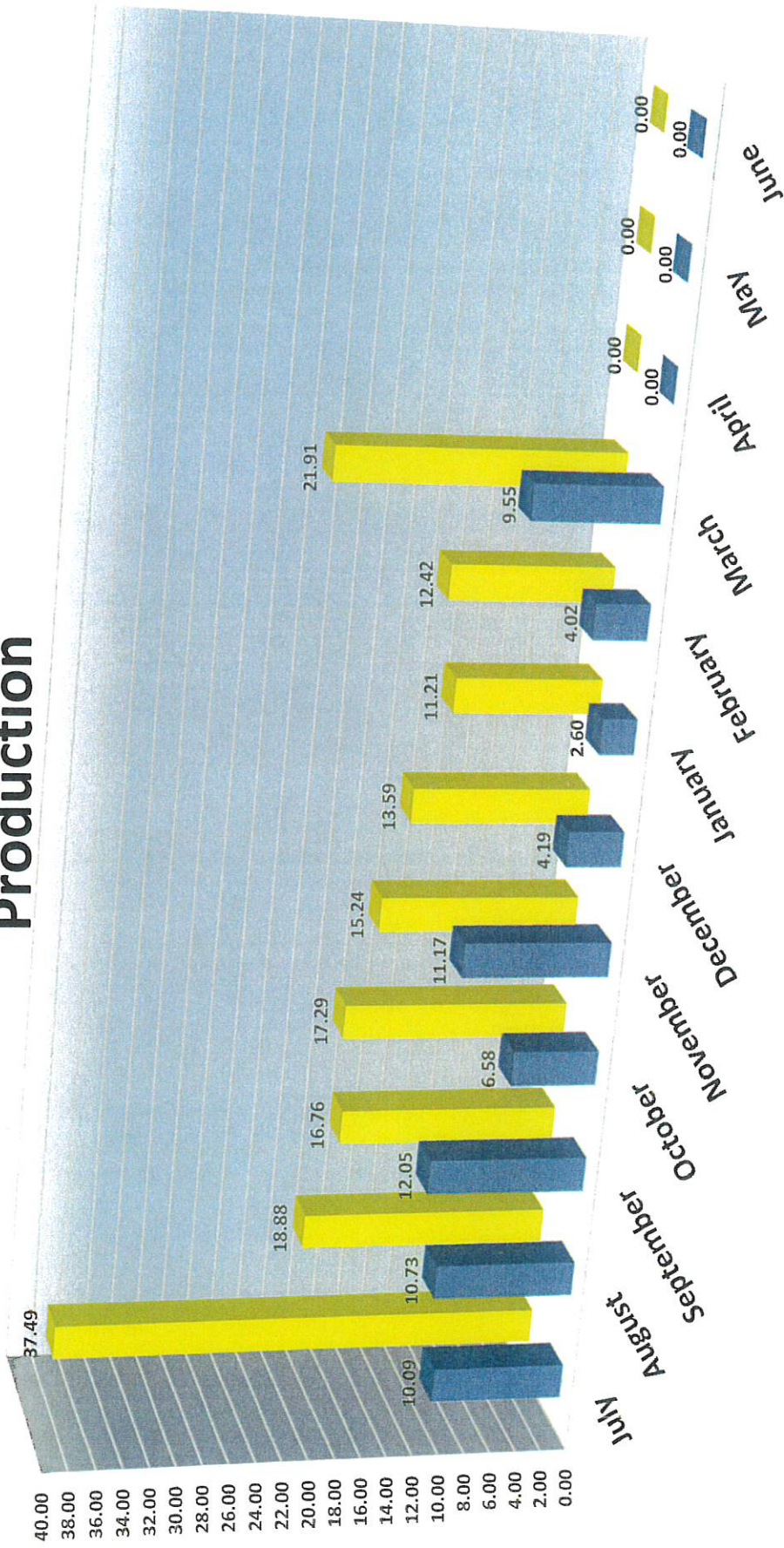
**LWD Flows by Sub-Basin
March 2021
Total LWD Flow 3.89 MGD**



Leucadia Wastewater District Flow Comparison FY20 to FY21



FY-21 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

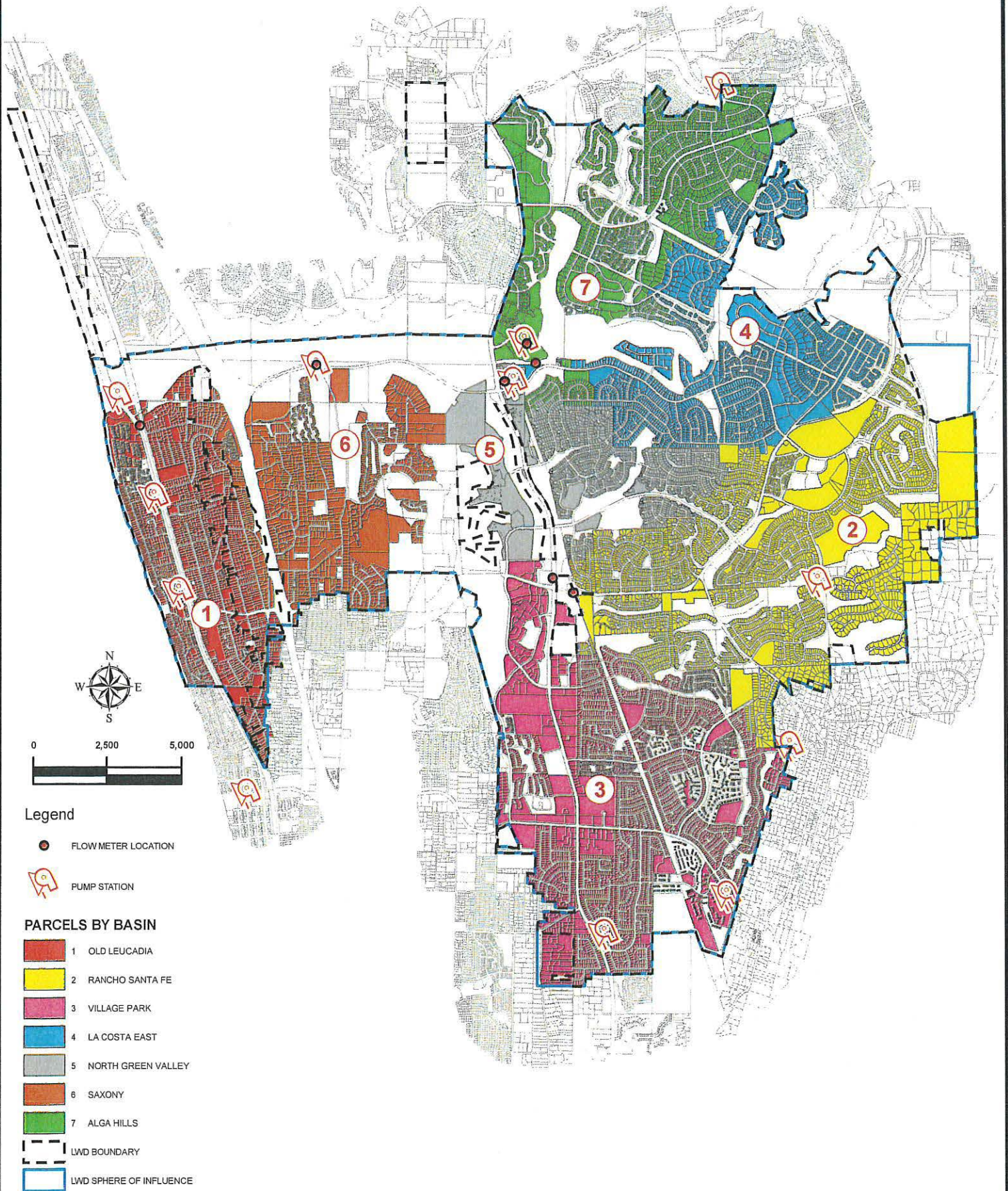
Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month


■ CCTV Inspections (YTD 71 Miles)

■ Hydro Cleaning (YTD 164.8 Miles)

LEUCADIA WASTEWATER DISTRICT



Legend

 FLOW METER LOCATION

 PUMP STATION

PARCELS BY BASIN

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



LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
March 2021**

Training & Safety Events for the month March 2021

Hours

Description	Ops	Admin	Total
Batiquitos Pump Station Training	4.0	0.0	4.0
COVID-19 Exposure Control & Disease Preparedness	8.0	8.0	16.0
New Employee Orientation	0.0	1.0	1.0
SCBA Fit Test / Respiratory Training	8.0	0.0	8.0
Storm Water Pollutions Prevention	1.0	0.0	1.0
Water Industry Distribution System Materials & Equipment	1.0	0.0	1.0
	0.0	0.0	0.0
Total Training Hours	22.0	9.0	31.0

YTD Monthly Avg 52

YTD Totals 629

Conferences for the month of March 2021

Attendees

Description	Ops	Admin	Total
Total Attended Conferences	0	0	0

Notes:

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



LEADERS IN
ENVIRONMENTAL
PROTECTION

Operations and Administration Training Report Summary for Fiscal Year 2021

Training		Hours		
Month	Ops	Admin	Total	
Jul-20	27.00	6.00	33.00	
Aug-20	69.00	5.00	74.00	
Sep-20	60.00	7.00	67.00	
Oct-20	7.00	12.50	19.50	
Nov-20	39.50	3.00	42.50	
Dec-20	13.50	3.00	16.50	
Jan-21	14.25	11.50	25.75	
Feb-21	24.00	10.50	34.50	
Mar-21	22.00	9.00	31.00	
Apr-21	0.00	0.00	0.00	
May-21	0.00	0.00	0.00	
Jun-21	0.00	0.00	0.00	
YTD Totals	276.25	67.50	343.75	
YTD Monthly Avg	23.02	5.63	28.65	

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-20	0.00	0.00	0.00	
Aug-20	1.00	3.00	4.00	
Sep-20	0.00	0.00	0.00	
Oct-20	12.00	0.00	12.00	
Nov-20	2.00	1.00	3.00	
Dec-20	0.00	0.00	0.00	
Jan-21	1.00	4.00	5.00	
Feb-21	0.00	2.00	2.00	
Mar-21	0.00	0.00	0.00	
Apr-21	0.00	0.00	0.00	
May-21	0.00	0.00	0.00	
Jun-21	0.00	0.00	0.00	
YTD Total	16.00	10.00	26.00	
YTD Monthly Avg	1.33	0.83	2.17	

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 3/31/2021

	<u>Amount</u>
Assets	
Cash & Investments	31,419,991.27
Accounts Receivables	78,623.86
Net OPEB Asset	75,859.00
Prepaid Expense	200,491.05
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	173,554,271.16
Less Accumulated Depreciation	<u>(60,835,675.68)</u>
Total Assets	<u>146,534,760.66</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,396,803.00
OPEB Health Deferred Outflows	76,648.00
Total Deferred Outflows	<u>1,473,451.00</u>
Total Assets & Deferred Outflows	<u>148,008,211.66</u>
Liabilities	
Accounts Payable & Accrued Expenses	609,670.56
Developer Deposits	79,910.11
Net Pension Liability	4,386,823.00
Total Liabilities	<u>5,076,403.67</u>
Deferred Inflows	
PERS Pension Deferred Inflows	282,136.00
PERS Projected/Actual Earnings Difference	76,695.00
OPEB Health Deferred Inflows	4,397.00
Total Deferred Inflows	<u>363,228.00</u>
Net Position	
Beginning Net Position (as of June 30, 2020)	
Investment in Capital Assets	112,718,595.48
Reserves	34,240,653.54
Total Beginning Net Position (as of June 30, 2020)	146,959,249.02
Current Change In Net Position	
Other	<u>(4,390,669.03)</u>
Total Current Change In Net Position	<u>(4,390,669.03)</u>
Total Net Position	<u>142,568,579.99</u>
Total Liabilities, Deferred Inflows & Net Position	<u>148,008,211.66</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

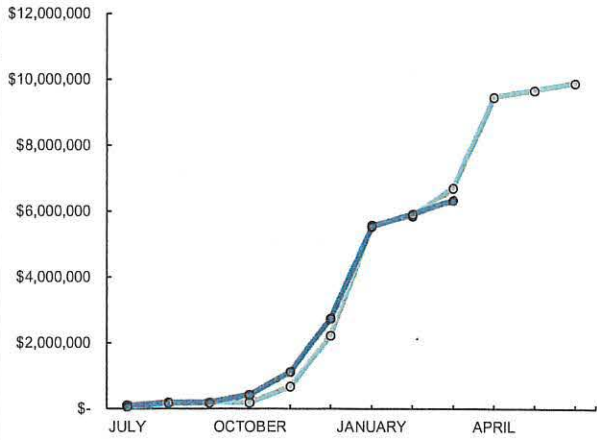
From 7/1/2020 Through 3/31/2021

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 6,316,960.85	\$ 9,891,110.00	\$ 3,574,149.15	63.9%
3150 Recycled Water Sales	257,958.77	350,000.00	92,041.23	73.7%
3100 Misc. Operating Revenue	52,780.17	191,753.00	138,972.83	27.5%
TOTAL OPERATING REVENUES	\$ 6,627,699.79	\$ 10,432,863.00	\$ 3,805,163.21	63.5%
OPERATING EXPENSES				
4100 Salaries	\$ 1,536,597.17	\$ 2,094,973.00	\$ 558,375.83	73.3%
4200 Employee Benefits	1,072,549.11	1,515,744.00	443,194.89	70.8%
4300 Directors Expense	62,373.20	151,700.00	89,326.80	41.1%
4400 Election Expense	32,000.00	37,000.00	5,000.00	86.5%
4600 Gas, Oil & Fuel	22,544.37	41,000.00	18,455.63	55.0%
4700 Insurance Expense	128,323.86	150,300.00	21,976.14	85.4%
4800 Memberships	33,135.89	37,850.00	4,714.11	87.5%
4900 Office Expense	104,477.79	169,200.00	64,722.21	61.7%
5000 Operating Supplies	128,751.91	205,500.00	76,748.09	62.7%
5200 Professional Services	206,535.89	439,900.00	233,364.11	47.0%
5300 Printing & Publishing	12,498.40	29,600.00	17,101.60	42.2%
5400 Rents & Leases	31,830.28	18,300.00	(13,530.28)	173.9%
5500 Repairs & Maintenance	331,332.83	531,680.00	200,347.17	62.3%
5600 Monitoring & Permits	56,984.09	70,800.00	13,815.91	80.5%
5700 Training & Development	19,566.01	49,500.00	29,933.99	39.5%
5900 Utilities	306,251.98	448,600.00	142,348.02	68.3%
6100 LAFCO Operations	6,909.88	7,700.00	790.12	89.7%
6200 Encina Operating Expense	1,388,870.56	2,569,500.00	1,180,629.44	54.1%
6900 Admin O/H alloc to Capital	(139,454.62)	(192,756.00)	(53,301.38)	72.3%
TOTAL OPERATING EXPENSES	\$ 5,342,078.60	\$ 8,376,091.00	\$ 3,034,012.40	63.8%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 109,413.50	\$ 305,340.00	\$ 195,926.50	35.8%
3220 Property Taxes	1,155,828.39	1,870,000.00	714,171.61	61.8%
3250 Investment Income	308,089.25	458,000.00	149,910.75	67.3%
3290 Misc. Non Op Revenue	56,517.64	86,200.00	29,682.36	65.6%
TOTAL NON-OPERATING REVENUES	\$ 1,629,848.78	\$ 2,719,540.00	\$ 1,089,691.22	59.9%

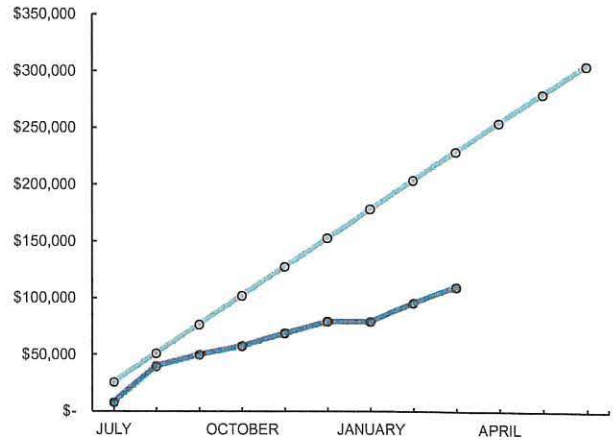
Leucadia Wastewater District Revenue FY2021

YTD through March 31, 2021

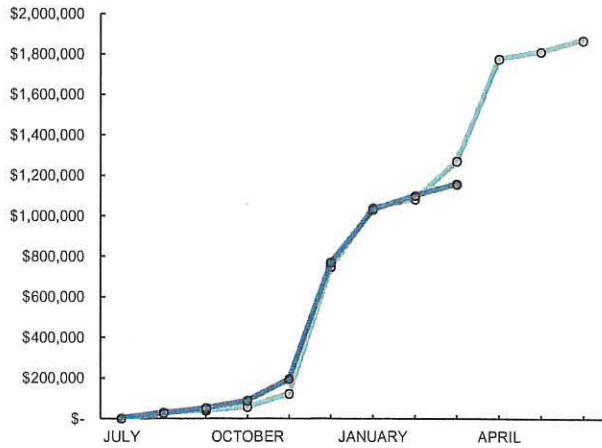
Sewer Service Fees



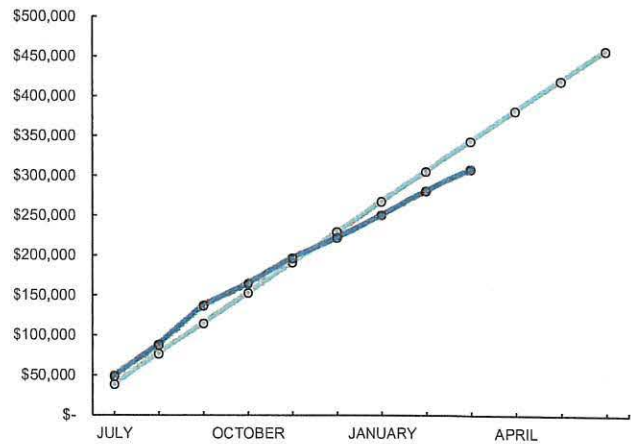
Capacity Charges



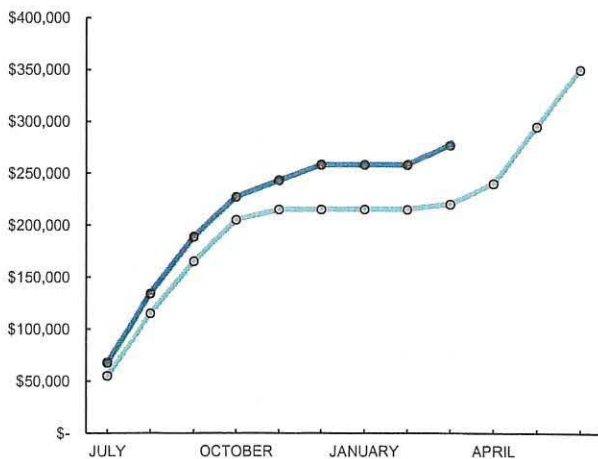
Property Taxes



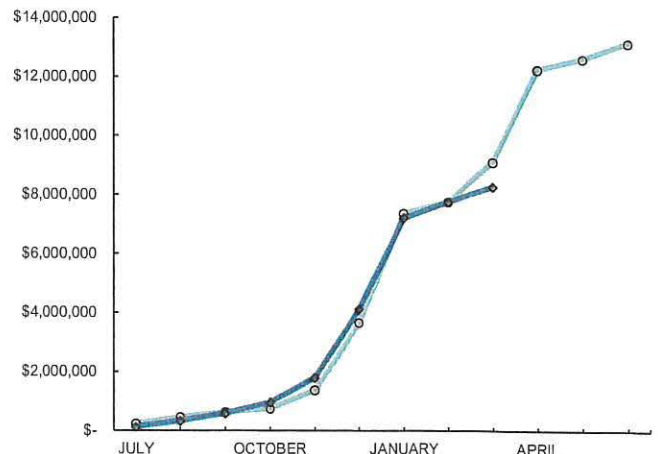
Investment Income



Recycled Wastewater Sales



Total Revenue



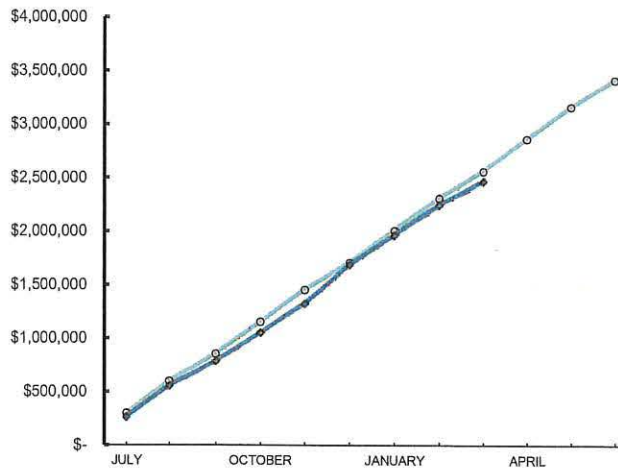
○ Budget ◆ Actual

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

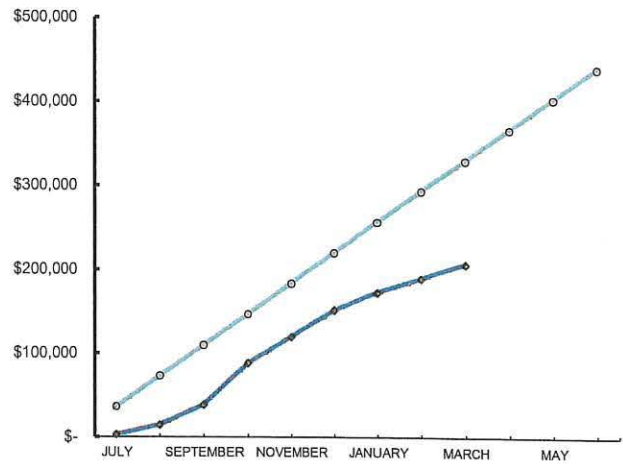
Leucadia Wastewater District Operating Expenses FY2021

YTD through March 31, 2021

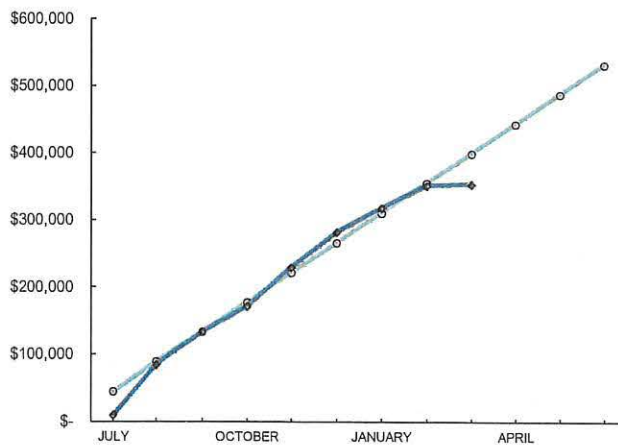
Salaries and Benefits



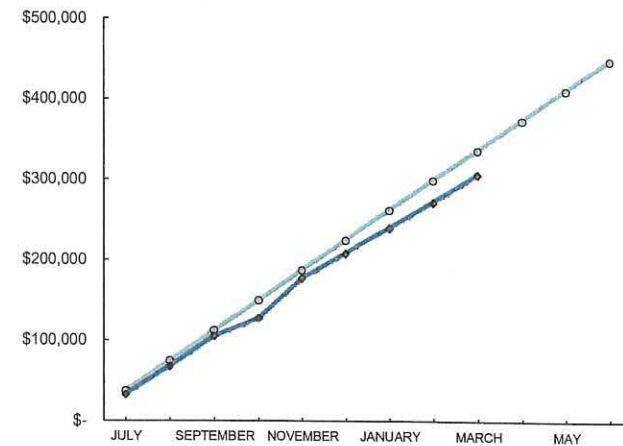
Professional Services



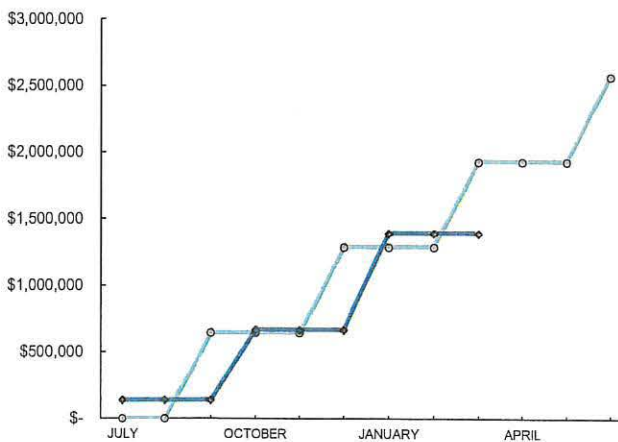
Repairs & Maintenance



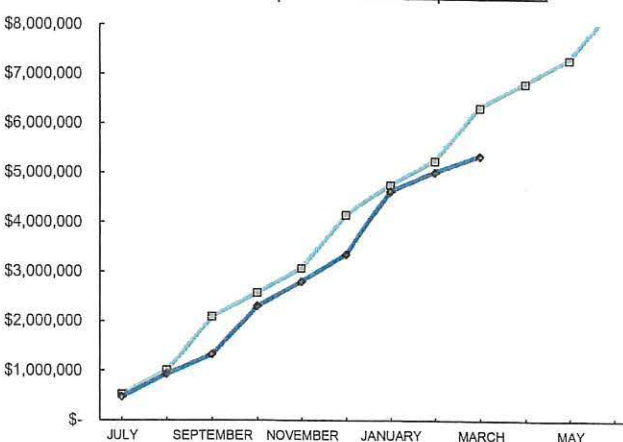
Utilities



Encina M&O



Total Operating Expenses - Before Depreciating & Replacement



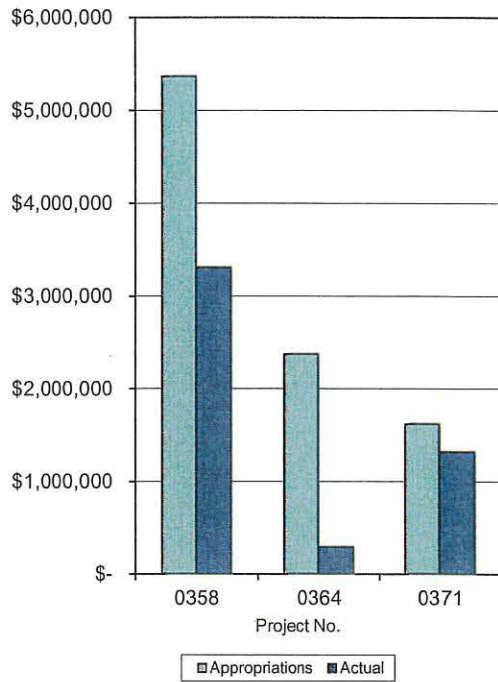
□ - Budget ◆ - Actual

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

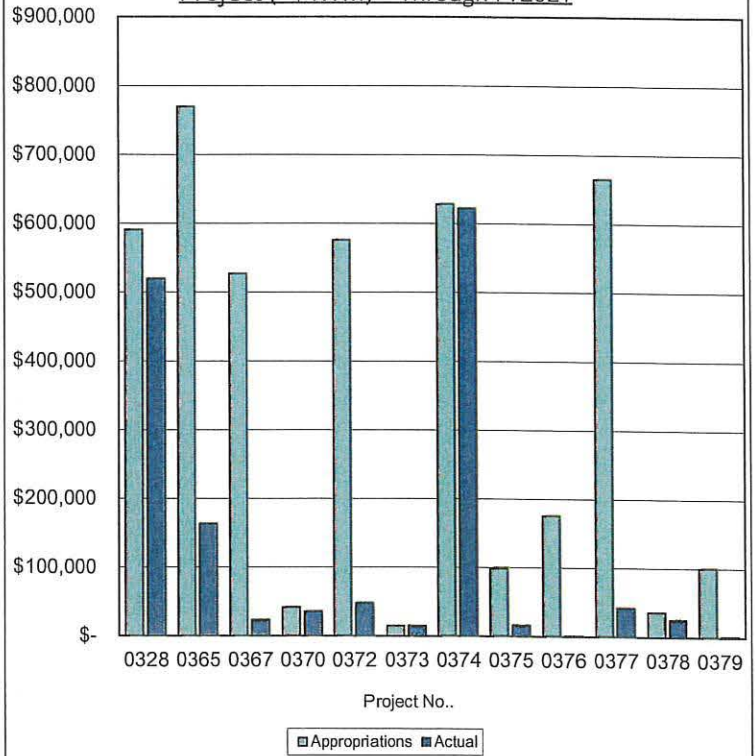
Leucadia Wastewater District Capital Expenditures

As of March 31, 2021

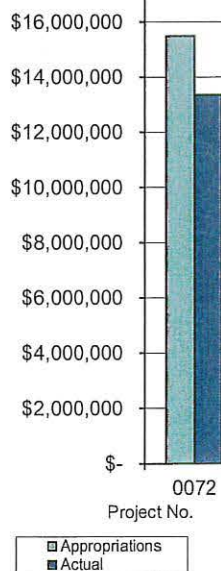
District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2021



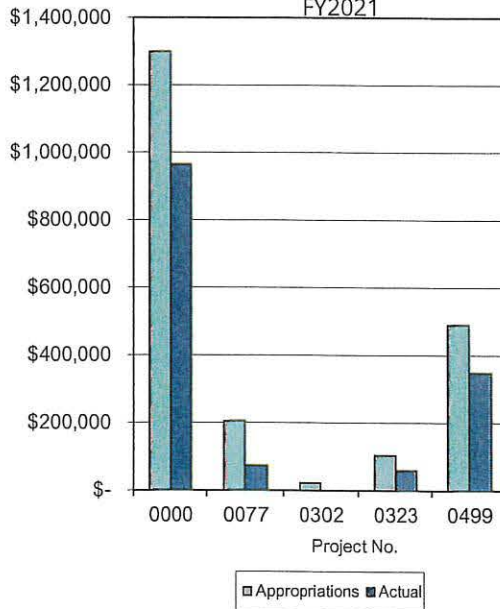
District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2021



District's Share of
Encina WPCF
Capital Exp
Through FY2021



Single Year Capital Expenditures by
Project
FY2021



Project Legend

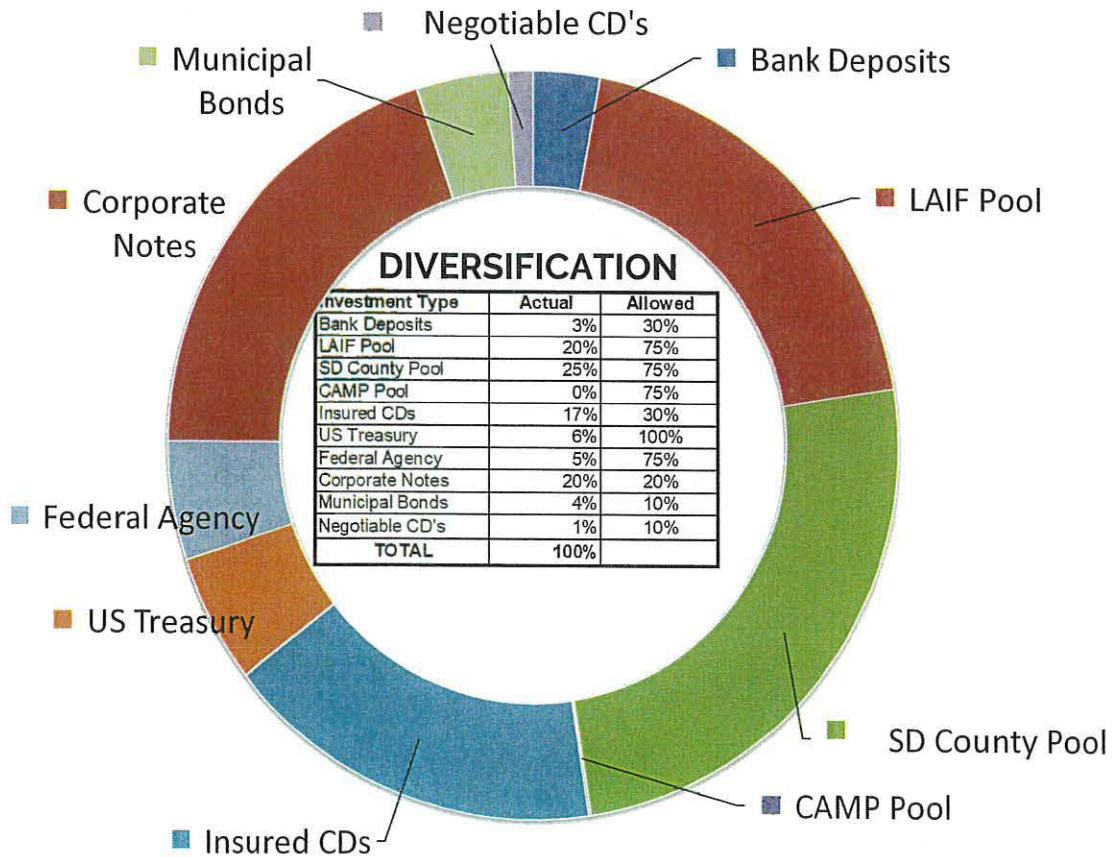
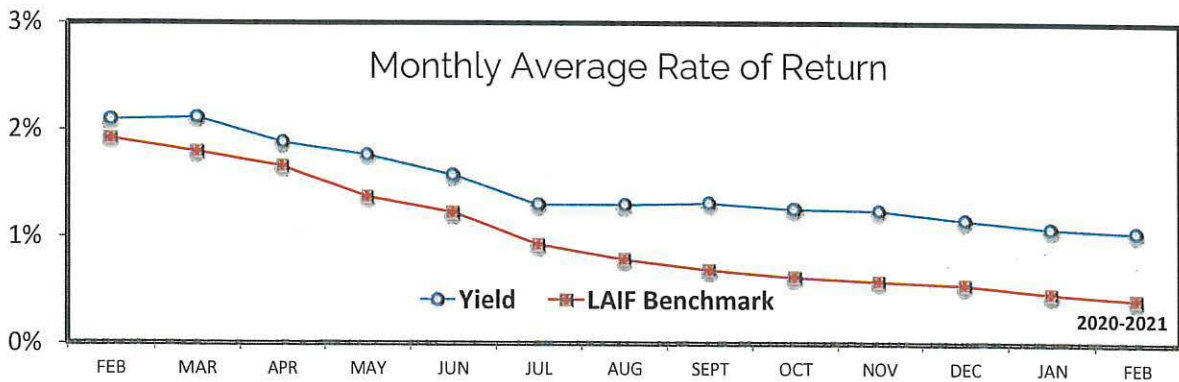
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Leucadia Pump Station Rehabilitation	0358
Encinitas Estates Pump Station Rplcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Rplcmnt	0367
Pump Station Assessment	0370
FY20 Gravity Line Rehab/Quebrada Rlgn	0371
Diana Pump Station Upgrade	0372
Hazard Mitigation Plan Update	0373
Bat FM (B3) Discharge Section Rplcmnt	0374
Batiquitos PS Emergency Basin Upgrade	0375
Batiquitos Pump Station Rehabilitation	0376
FY2021 Gravity Pipeline Rehabilitation	0377
FY2021 L1/L2 Force Main Anode Rplcmnt	0378
Village Park 5 PS New Chopper Pumps	0379

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

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

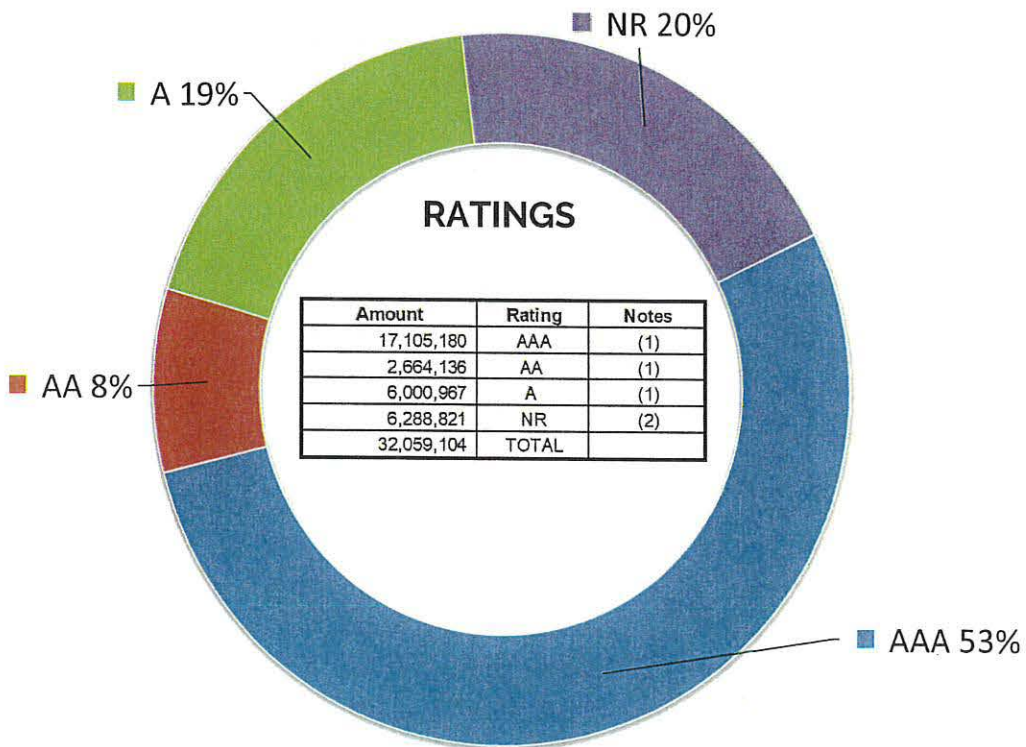
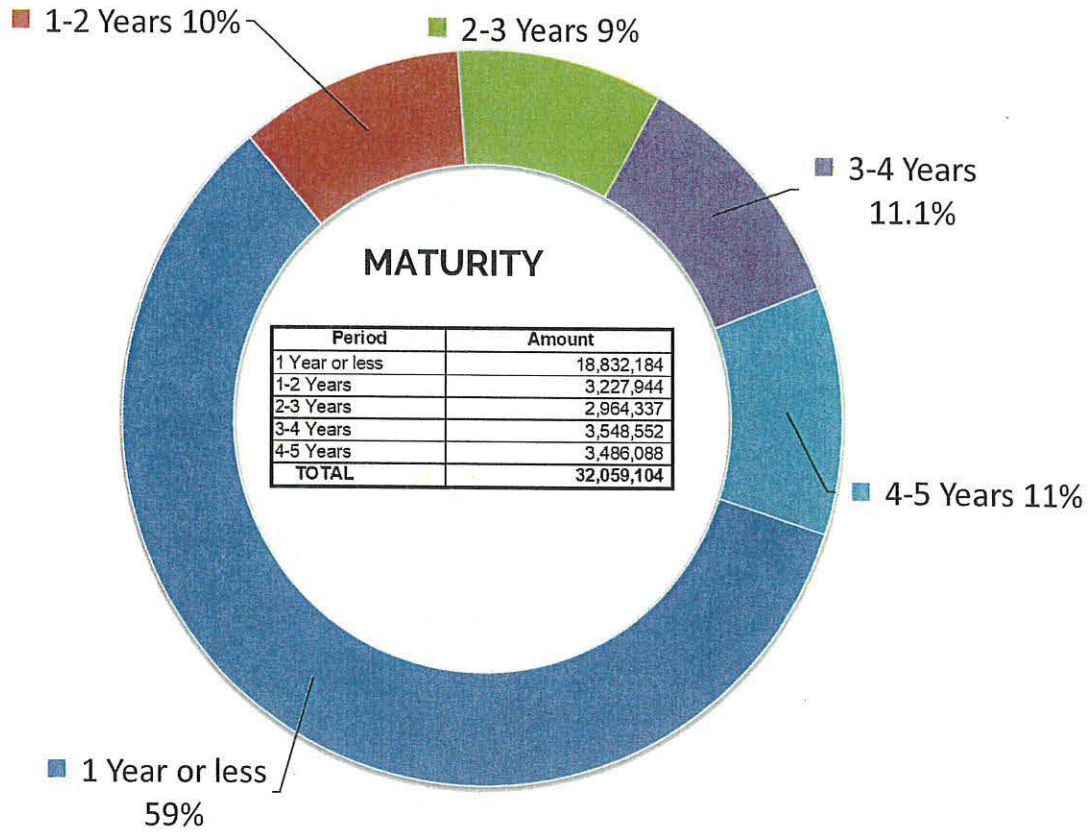
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 28, 2021

Cash Equivalents & Investments	Principal (Original Cost)		February Interest	Average Rate
	Jan 31, 2021	Feb 28, 2021		
Pacific Premier Bank Reserves	\$ 2,221,169	\$ 945,554	\$ 2	0.010%
LAIF Pool	6,288,821	6,288,821	2,133	0.407%
SD County Pool	7,978,531	7,986,783	5,855	0.880%
CAMP Pool	312,270	31,183	21	0.100%
Certificates of Deposit - Insured	5,380,000	5,380,000	6,617	1.475%
US Treasury Notes	1,791,703	1,791,703	2,778	1.860%
Federal Agency Notes	1,647,110	1,647,110	828	0.616%
Municipal Bonds	1,296,424	1,296,424	1,113	0.969%
Corporate Bonds/Notes	6,341,525	6,341,525	8,527	1.611%
Negotiable CD's	350,000	350,000	540	1.850%
Totals	\$ 33,607,553	\$ 32,059,104	\$ 28,414	1.038%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 28, 2021

(Continued)

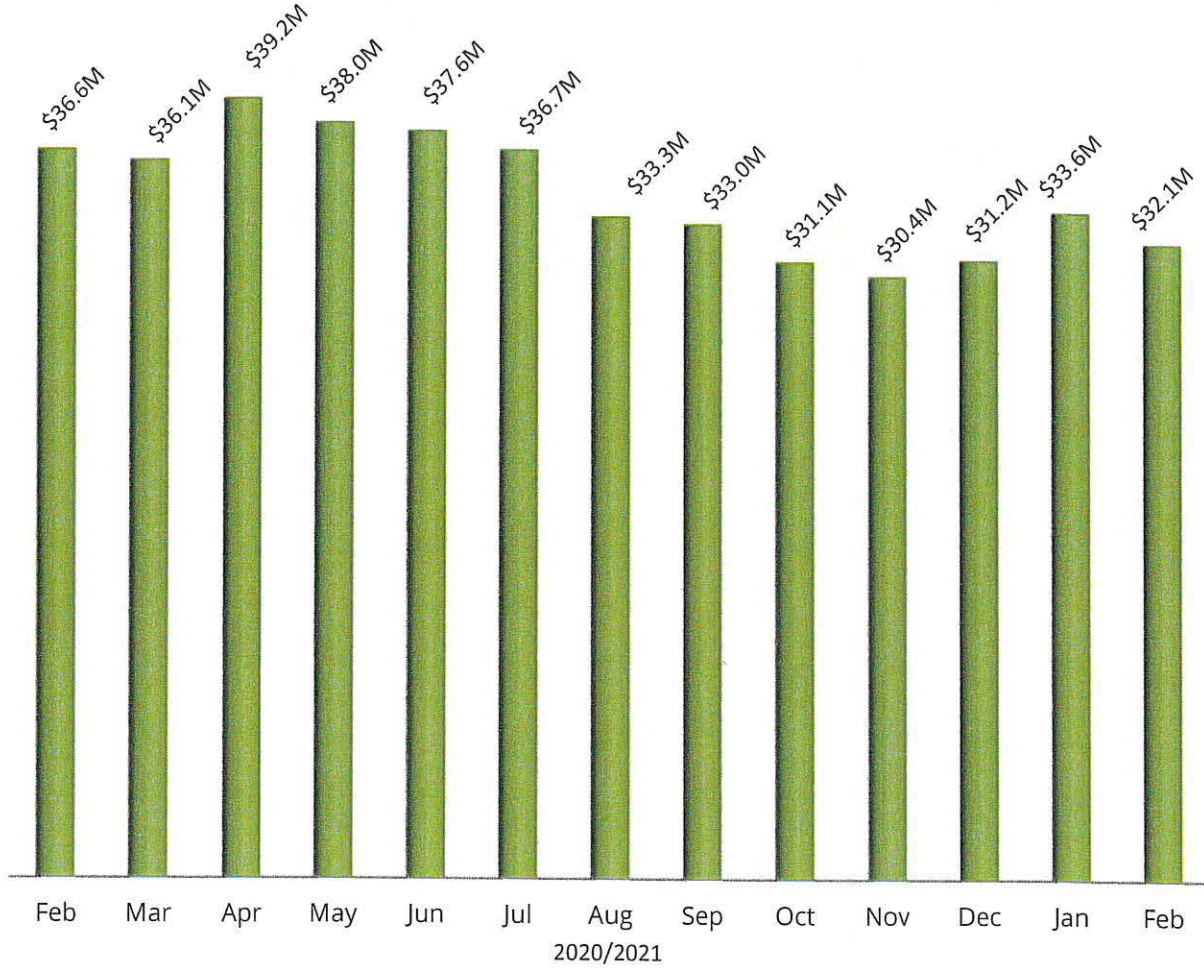


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 28, 2021

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

For the months of February, 2021

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
No Investment Transactions for February 2021						

TOTAL

\$ -	\$ -
------	------

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

MEMORANDUM

DATE: April 8, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **March 2021 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 March 2021.

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 March 2021 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
March 1-31, 2021**

Conference Date	Description	Director	Director	Director	Director	Director	GM	TSM	ASM	Assup
		J. Hanson	E. Sullivan	D. Omsted	A. Juliussen	M. Brown	P. Bushee	R. Morishita	R. Duffey	T. Hill
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: There were no conferences for the month of March 2021.

MEMORANDUM

DATE: April 8, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Status Update - Fiscal Year 2021 (FY 21) LWD Tactics and Action Plan**

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 8, 2020 Board meeting, the Board of Directors adopted the LWD FY 21 Tactics and Action Plan. Attached for the Board's review, is the FY 21 Tactics and Action Plan's quarterly status report with an ending date of March 31, 2021. The report indicates which goals are in progress, have been completed, postponed and have not been started.

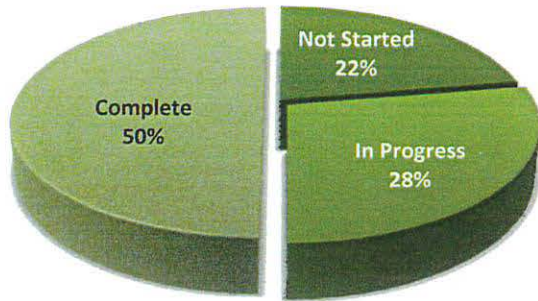
th:PJB

Attachments

FY 2021 Tactics and Action Plan Status Report

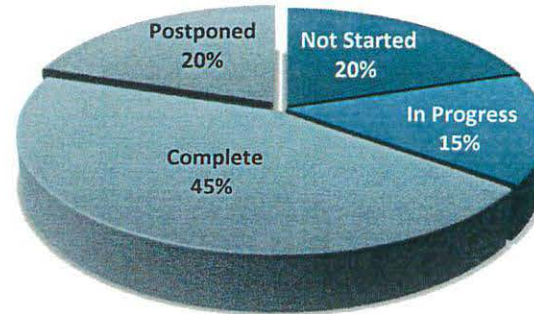
January 1 - March 31, 2021

Financial Tactics



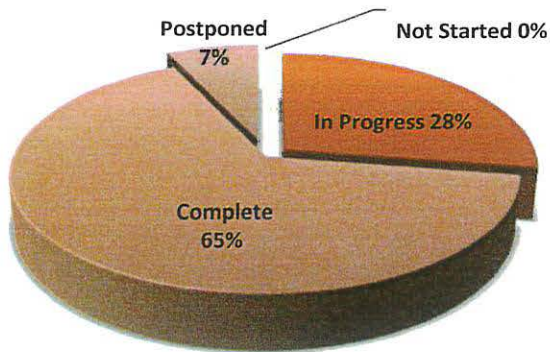
■ Not Started
 ■ In Progress
 ■ Complete

People Tactics



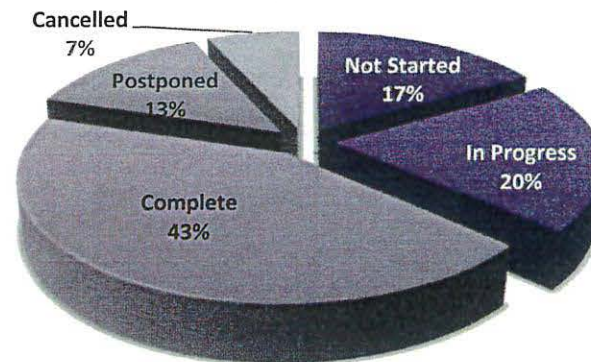
■ Not Started
 ■ In Progress
 ■ Complete
 ■ Postponed

Services Tactics



■ Not Started
 ■ In Progress
 ■ Complete
 ■ Postponed

Infrastructure and Technology Tactics



■ Not Started
 ■ In Progress
 ■ Complete
 ■ Postponed
 ■ Cancelled

**Leucadia Wastewater District
Fiscal Year 2021
Tactics & Action Plans**

1. Financial

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
FY 2022 Budget	Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, ASsup, FSSp GM, TSM, FSS, EA, ASsup, FSSp GM	Jan-21 May-21 Jun-21	Mar-21 May-21 Jun-21	In Progress Not Started Not Started
FY 2020 Audit	Close Books, Prepare Trial Balance & Supporting Schedules Coordinate with & Respond to Auditors Audit Report to Board	ASM ASM ASM	AT, ASsup AT, ASsup, EA, GM GM, ASsup, AS	Jul-20 Jul-20 Dec-20	Sep-20 Dec-20 Dec-20	Completed Completed Completed
Finance Policy Reviews	Procurement Policy Investment Policy Reserve Policy	ASM ASM ASM	TSM, GM, ASsup, EA ASsup, GM, EA ASsup, GM, EA	Aug-20 Sep-20 Feb-21	Aug-20 Sep-20 Feb-21	Completed Completed Completed
Financial Awards	Apply for GFOA Financial Reporting Award	ASM		Dec-20	Jan-21	Completed
Wastewater Financial Plan Tracking Update	Internally Update District's Financial Plan	ASM	GM	Dec-20	Feb-21	Completed
Sewer Rate Increase Notification & Hearing	Issue Notification in Compliance with Prop 218 Review Written Protests Hold Public Hearing in Compliance with Prop 218	ASM ASM ASM	ASsup, AS, RTP GM, ASsup ASsup, EA, AS	Feb-21 Mar-21 Jun-21	Mar-21 Jun-21 Jun-21	In Progress In Progress Not Started
GASB 75 OPEB Liability Valuation Roll-forward	Work with Actuary to Complete OPEB Roll-forward Valuation Complete Deferral Schedules and Record in Accounting	ASM ASM	ASsup	Jan-21 May-21	Apr-21 Jun-21	In Progress Not Started
Evaluate Adding Additional Security Broker/Dealer		ASM	AT	Aug-20	Nov-20	In Progress
Evaluate Financial Auditor's Contract		ASM	AT	Oct-20	Jan-21	Completed

2. People

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	ASM	ASsup, Pickering Ins Brokers	May-21	May-21	Not Started
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Sep-20	Jan-21	Completed
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Sep-20	Jan-21	Completed
Conduct Biennial Flagger Training	FSS	FSSup, FS Staff	Sep-20	Jan-21	Completed
CPR/First Aid/AED Refresher Training	ASsup	All Staff	Jan-21	Feb-21	Postponed
Obtain Class A license to tow Generators	FSSup	FSS, FS Staff	Jul-20	May-21	Postponed
Excel Training	ASM	AT	Mar-21	Apr-21	Not Started
Administration Policy Updates/Annual Reviews					
Board Staff Relations Policy	ASM	GM, ASsup	Nov-20	Jan-21	Completed
Board Policy Binders	EA	AS	Jul-20	Nov-20	Completed
Review HRPM and revise as required	ASM	GM, ASsup, EA, TSM	Jul-20	Sep-20	Completed
New Employee Onboarding/Training - Accounting Technician	ASM	ASsup	Jul-20	Sep-20	Completed
Conduct Strategic Planning Workshop	GM	Board	Oct-20	Feb-21	In Progress
Emergency Response					
Conduct an Emergency Response Drill/Training	ASsup	ASM, FSS, FSSup, FST III	Mar-21	Jun-21	Not Started
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, FSS, FSSup, Safety Committee	Jul-20	Jan-21	Completed
Update existing Safety Programs & Policies	ASM	GM, TSM, FSS, FSSup, Safety Committee	Jan-21	Apr-21	In Progress
Conduct Employee Interviews					
General Manager Check-in	GM	ASM, ASsup	Oct-20	Dec-20	Completed
Compensation	GM	ASM, ASsup	May-21	Jun-21	Not Started
Leadership Coaching	GM	Management Staff	Jul-20	Jun-21	In Progress
Employee Recognition					
Annual Employee BBQ	EA	ASsup, AS	Jul-20	Sep-20	Postponed
Holiday Function	EA	ASsup, AS	Aug-20	Dec-20	Postponed

3. Services

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Replace Vapex Odor Control Machines Batiquitos Pump Station Leucadia Pump Station	FSSup FSSup	FSS, FS Staff FSS, FS Staff	Jul-20 Jul-20	Oct-20 Oct-20	Completed Completed
Purchases Pump Station Replacement Truck CCTV Replacement Truck Portable Trash Pump Replace 2 Gas Monitors Emergency by-pass connector for Batiquitos	FSS FSSup FSSup FSSup FSSup	FSSup, FS Staff FSS, FS Staff FSS, FS Staff FSS, FS Staff FSS, FS Staff	Aug-20 Jul-20 Jan-21 Jan-21 Sep-20	Oct-20 Nov-20 Mar-21 Mar-21 Nov-20	Completed Completed Completed Completed Completed
Smoke Testing in Old Town Area FOG Inspections - Complete 10 Review Repair Priority List	FSSup FSSpec FSSpec	FSS, FS Staff FSSup, FS Staff FSSup, FS Staff	Aug-20 Jul-20 Nov-20	Nov-20 Jun-21 Dec-20	Completed In Progress In Progress
Purchase Spare Chemical Metering Pump (AWT) Replace both Check & Effluent Valves (AWT) Replace Landscape Irrigation Supply Pumps (AWT)	FSS FSS FSS	FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff	Sep-20 Jul-20 Dec-20	Nov-20 Sep-20 Mar-20	Completed Completed Postponed
Administration Building and Facility Updates Replace Gate Operators Roof - Skylight Repairs	FSSpec FSSpec	FSSup, FS Staff FSSup, FS Staff	Jul-20 Jul-20	Aug-20 Aug-20	Completed In Progress
By-Pass Pumping Drills Batiquitos Pump Station VP5 Pump Station	FSSup FSSup	FSS, FS Staff FSS, FS Staff	Oct-20 Nov-20	Dec-20 Dec-20	In Progress Completed
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Feb-21	May-21	Postponed
SSMP Audit	FSS	FSSup, FSSpec	Aug-20	Nov-20	Completed
Public Outreach Services Develop Relevant FaceBook Content LWD Teacher Grant Program Participate in CSDA Video Contest (CSDA revised dates of program) Write, Design, Print, & Mail 2020 Fall Newsletter Evaluate Public Outreach Services contract	ASsup ASsup ASsup ASsup ASM	GM, ASM, FSSup, FS Staff AS, RTP AS, RTP GM, ASM, EA, AS GM, ASsup, EA	Jul-20 Aug-20 Jun-20 Jul-20 Nov-20	Jun-21 Nov-20 Dec-20 Nov-20 Mar-21	In Progress Completed Completed Completed Completed
Awards Apply for CWEA Awards Apply for CSDA District of Transparency Apply for CSDA District of Distinction	FSS EA EA	TSM, ASM, FSSup	Oct-20 Apr-21 May-21	Nov-20 May-21 Jun-21	Completed In Progress In Progress
Evaluate Janitorial Services Contract	ASsup	ASM, EA, AS	Jan-21	Apr-21	In Progress
Records Retention Review stored records destroy those past retention period	EA	AS	Aug-20	Oct-20	Completed

4. Infrastructure and Technology

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
Leucadia Pump Station Rehabilitation	Construction	TSM	GM, FSS, DE	Mar-20	Jun-21	In Progress
Orchard Wood Road Pipeline Replacement	Complete Project Design	TSM	GM, FSS, DE	Mar-19	Sep-20	Completed
	Bid Project	TSM	GM, FSS, DE	Sep-20	Nov-20	Cancelled
	Construction	TSM	GM, FSS, DE	Dec-20	Mar-21	Cancelled
Encintas Estates Pump Station Replacement	Project Design	TSM	GM, FSS, DE	May-19	Jul-20	Completed
	Bid Project	TSM	GM, FSS, DE	Jul-20	Oct-20	Completed
	Construction	TSM	GM, FSS, DE	Nov-20	Oct-21	In Progress
FY 2020 Gravity Pipeline Rehab / Quebrada Realignment	Bid Project	TSM	GM, FSS, DE	Jun-20	Aug-20	Completed
	Construction	TSM	GM, FSS, DE	Sep-20	Mar-21	In Progress
Diana Pump Station Upgrade	Project Design	TSM	GM, FSS, DE	Feb-20	Nov-20	In Progress
	Bid Project	TSM	GM, FSS, DE	Nov-20	Feb-21	Not Started
	Construction	TSM	GM, FSS, DE	Mar-21	Aug-21	Not Started
Hazard Mitigation Plan Update	Plan Update	TSM	GM, FSS, DE	Nov-20	Feb-21	Completed
	Board Approval	TSM	GM, FSS, DE	Mar-21	Mar-21	Completed
FY2021 Gravity Pipeline Rehabilitation	Project Design	TSM	GM, FSS, DE	Jul-20	Oct-20	Completed
	Bid Project	TSM	GM, FSS, DE	Oct-20	Dec-21	Completed
	Construction	TSM	GM, FSS, DE	Jan-21	Apr-21	In Progress
FY2021 L1/L2 Force Main Anode Replacement	Project Design	TSM	GM, FSS, DE	Sep-20	Sep-20	Completed
	Award Project	TSM	GM, FSS, DE	Oct-20	Oct-20	Completed
	Construction	TSM	GM, FSS, DE	Nov-20	Dec-20	Completed
Village Park No. 5 PS New Chopper Pumps	Develop Specification & Pump Selection	FSS	GM, TSM, DE	Jul-20	Aug-20	Postponed
	Purchase Approval	FSS	GM, TSM, DE	Sep-20	Sep-20	Postponed
	Order Pump & Select Contractor	FSS	GM, TSM, DE	Sep-20	Dec-20	Postponed
	Install Pump	FSS	GM, TSM, DE	Jan-21	Jan-21	Postponed
Batiqitos PS Emergency Basin Upgrade	Project Design	TSM	GM, FSS, DE	Jul-20	Nov-20	In Progress
	Negotiate Contract	TSM	GM, FSS, DE	Dec-20	Feb-21	Not Started
	Construction	TSM	GM, FSS, DE	Mar-21	Jun-21	Not Started
Batiqitos PS Rehabilitation	Project Design	TSM	GM, FSS, DE	Mar-21	Jun-21	Not Started
Refurbish Network Server	Purchase, Program and Install	TSM		Aug-20	Sep-20	Completed
Upgrade District's Website Platform		ASSup	GM, ASM, EA, AS, TSM, FS, FSSupt, FSSpec	Jan-21	May-21	Completed

Encina Wastewater Authority Report
Regular Board Meeting
March 24, 2021

EWA Board of Directors - Director Sullivan Reporting

1. Source Control Program and Cost allocation Review

The Board of Directors authorized the General Manager to execute a Professional Services Agreement with Carollo Engineers, Inc. in the amount of \$125,822 for the Source Control Program and Cost Allocation Review.

2. Climate Control Rehabilitation for the Cogeneration Building

The Board of Directors authorized the General Manager to execute the following professional service agreements related to the Climate Control Rehabilitation for the Cogeneration Building:

- West Coast Air Conditioning Co. in the amount of \$3,694,660;
- Woodard and Curran in the amount of \$79,864; and
- As-Needed General Contractor floor repairs in the amount of \$200,000

The Board of Directors also authorized the General Manager to approve the transfer of available appropriations from the Capital Improvement Program budget in the amount of \$260,000.

There was no Executive Session.

Human Resources Committee Meeting Report

Presented by President Omsted

Meeting held April 5, 2021

The HRC reviewed the following recommendations:

1. Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy

The HRC reviewed the Policy and discussed the pros and cons of each option as well as the timing.

Following discussion, the HRC agreed to refer further discussion of the committee assignments to the Board of Directors at the Strategic Planning session.

2. Adopt Resolution No. 2345 – Amending the Human Resources Policy Manual (HRPM)

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

Community Affairs Committee Meeting Report

Presented by Director Brown

Meeting held April 6, 2021

The CAC reviewed the following recommendation:

1. Review the 2021 Spring Newsletter Draft Text

The CAC reviewed and commented on the draft text of the 2021 Spring newsletter. The CAC directed staff to move forward with final text and layout of the newsletter.

Engineering Committee Meeting Report

Presented by President Omsted

Meeting held April 7, 2021

1. The EC received updates on the following projects:

- Development Projects Summary;
- Leucadia Pump Station Rehabilitation Project; and
- FY20 Gravity Sewer Repair / Quebrada Realignment Project

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

Investment and Finance Committee Meeting Report

Presented by Vice President Hanson

Meeting held April 7, 2021

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

- 1. Authorize the General Manager to execute an agreement with Time Value Investments, Inc., (TVI) to add them as an additional authorized financial broker-dealer and provide fixed-income securities broker-dealer services;**
- 2. Authorize the General Manager to execute a Professional Services Agreement with Clifton Larsen Allen LLP (CLA) for Financial Management & Accounting Support Services for an amount not to exceed \$120,000; and**
- 3. Authorize the General Manager to Proceed with the Proposition 218 Process and Schedule a Public Hearing to Consider Adoption of an Ordinance increasing the Sewer Service Charges for Fiscal Years 2022, 2023, and 2024.**

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

MEMORANDUM

DATE: April 8, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Clifton Larsen Allen LLP (CLA) Professional Services Agreement for Financial Management and Accounting Support Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute a sole source Professional Services Agreement with Clifton Larsen Allen LLP (CLA) for Financial Management & Accounting Support Services for an amount not to exceed \$120,000.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the IFC at its April 7th meeting and the IFC concurred with staff to present this item to the Board.

As discussed at the January 2021 Board of Director's meeting, LWD's Administrative Services Manager Richard Duffey will be retiring in the near future. Mr. Duffey has been employed with LWD for the past five years. One of his primary functions has been to manage LWD's finances. For the prior seventeen years, Mr. Duffey served as a LWD's financial consultant through his firm of Brownell & Duffey.

Staff has reviewed options for managing the finances and believes LWD's best option is to return to outsourcing the financial and accounting services. Staff has identified CLA (formerly White Nelson Diehl Evans LLP) as the most viable option. CLA maintains a staff of Certified Public Accountants (CPA) who are familiar with LWD finance and accounting practices. CLA has performed independent audits of LWD's finances a number of times in the past 40 years.

CLA's principal in charge of the LWD work would be David Foreman, CPA, who has extensive accounting experience and an excellent working relationship with LWD staff. David and his team would perform the weekly, monthly, quarterly and annual accounting functions that are essential to LWD. The CLA team is based out of Carlsbad so they are readily available to perform in-person and remote work. CLA is also performing similar work for the Encina Wastewater Authority.

Under the proposed agreement, CLA would charge LWD a flat rate of \$160 per hour with an amount not to exceed \$120,000 for the first year. Staff believes that CLA's fee is fair and reasonable based on industry standards. CLA's unique knowledge and history with LWD meets the sole source requirements under LWD's Purchasing Policy.

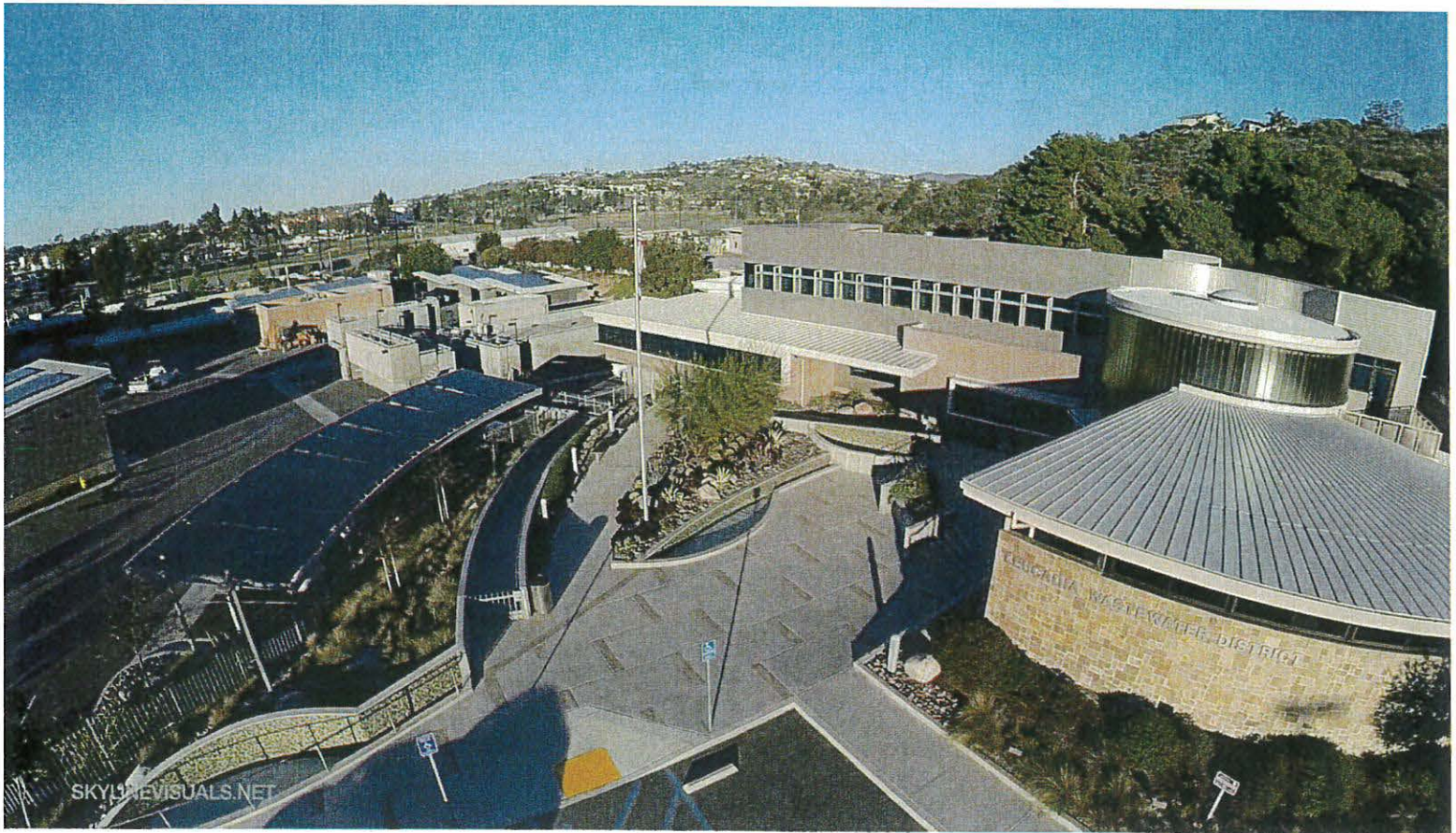
FISCAL IMPACT:

There are sufficient funds in the Fiscal Year 21 (FY 21) Budget to absorb CLA's expenses through the end of June. If approved, staff plans to propose sufficient funds to cover the agreement as part of the FY 22 Budget.

rad:PJB

Attachment

Create Opportunities



March 29, 2021

Proposal to provide professional financial management and accounting services support to the:

Leucadia Wastewater District



Prepared by:

David Forman, CPA, Principal
david.forman@CLAconnect.com
Direct Line: 760-994-4029

CLAconnect.com

WEALTH ADVISORY
OUTSOURCING
AUDIT, TAX, AND
CONSULTING



CLA (CliftonLarsonAllen LLP)
2965 Roosevelt Street
Suite A
Carlsbad, CA 92008
760-729-2343 | fax 760-729-2234
CLAconnect.com

March 29, 2021

Leucadia Wastewater District
Paul J. Bushee, General Manager
Richard A. Duffey, Administrative Services Manager

RE: Professional financial management and accounting services support to the Leucadia Wastewater District

Dear Mr. Bushee and Mr. Duffey:

Thank you for inviting us to propose our services to you. CLA (CliftonLarsonAllen LLP) gladly welcomes the opportunity to propose on the outsourcing of your professional financial management and accounting services for the Leucadia Wastewater District.

Nature of services

CLA will assist the District with weekly, monthly, quarterly and annual tasks, including (but not limited to):

- Review cash receipts, accounts payable, payroll and bank reconciliations prepared by District staff.
- Review monthly billings and prepare monthly financial reports for management and the Board.
- Review quarterly treasurer's report and payroll reports (including payroll tax returns).
- Prepare financial records for annual audit, as well as State Controller's Reports and submit Comprehensive Annual Financial Report (CAFR) to the GFOA.
- Review existing processes and procedures and provide feedback on areas for process improvement, if requested.

It is understood and agreed that CLA services will include advice and recommendations; however, all decisions in connection with the implementation of such advice and recommendations is the sole responsibility of, and made by, the District.



Rates

We agree to charge a flat rate of \$160 per hour for the first year of our service for work to be more specifically outlined in a detailed scope of work. We anticipate, based on your input during our preliminary discussions that the hours involved in this project will approximate 750 hours per year. Based on this estimate of hours, we estimate our fees to be \$120,000 for the first year. These hours were derived from estimates of weekly, monthly, quarterly and annual task as follows below. If in the process of working on this engagement it becomes apparent that the hours involved vary significantly from these estimates, we reserve the right to discuss additional fees with management.

Professional Services	Estimate of Cost
Weekly Tasks (estimate of 200 annual hours)	\$32,000
Monthly Tasks (estimate of 200 annual hours)	\$32,000
Quarterly Tasks (estimate of 64 annual hours)	\$10,240
Annual Tasks (estimate of 286 annual hours)	\$45,760
Total Not to Exceed Amount	\$120,000

Timing and Roles

CLA anticipates one to two staff members either working at the District or remotely (when type of works allows) at least one day per week. This would likely increase during times involving end of the year closing of books and records, preparing for audit and during the audit process. CLA anticipates three staff members involved in this engagement: a Principal, a Director and a Senior Accountant. All three staff are well versed in governmental accounting procedures and requirements of preparing a year-end CAFR. Staffing levels and duration of service can be based on engagement needs as determined by District management.

The engagement Principal will be Mr. David Forman, CPA. Mr. Forman has more than 27 years of experience with accounting and audits of local governments. He will oversee work performed by Ms. Hoodenpyle and will attend any meeting as necessary throughout the engagement.

The engagement Director will be Ms. Lauren Hoodenpyle, CPA. Ms. Hoodenpyle has more than 7 years of experience with accounting and audits of local governments. She will be the primary contact for the District. She will perform or oversee staff accountants for all work performed whether onsite or remotely.

We make a commitment to retain the same personnel on the engagement from year to year, except when such personnel leave the firm, or when the change is approved by the District. If a staff member is replaced, we make a commitment to replace that person with staff of at least equal experience

References

CLA offers its clients the best of two worlds — a firm with national experience providing financial management and accounting services to governmental entities as well as a local team who understands the needs and dynamics of San Diego public agencies. We are pleased to provide you with references upon request, who can describe their experience in greater detail.

We are eager to work with you and welcome the chance to present our proposal to the management team and Board of Directors. If you have any questions about our offerings, please do not hesitate to contact us via the below information.

Sincerely,

CliftonLarsonAllen LLP



David Forman, CPA
Principal, State and Local Government
david.forman@CLAconnect.com
Direct Line: 760-994-4029

MEMORANDUM

DATE: April 8, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Execute an agreement with Time Value Investments, Inc. (TVI) as an authorized financial broker-dealer.

RECOMMENDATION:

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

1. Authorize the General Manager to execute an agreement with Time Value Investments, Inc., (TVI), to add them as an additional authorized financial broker-dealer and provide fixed-income securities broker-dealer services.
2. Discuss and take other action as appropriate.

BACKGROUND & DISCUSSION:**Tactical Goal: Financial / Evaluate Adding Additional Security Broker/Dealer**

This item was reviewed by the IFC at its April 7th meeting and the IFC concurred with staff to present this item to the Board.

The Leucadia Wastewater District (LWD) currently utilizes three options to manage its investments:

1. Investment Pools – LWD is a member of the Local Agency Formation Commission (LAIF), California Asset Management Program (CAMP) and the San Diego County Pool. These pools typically invest in short term securities. As such, the pools are very liquid and staff moves money in and out of the pools to cover operating and capital expenses.
2. CAMP Individual Portfolio – Public Financial Management (PFM) administers LWD's portfolio and coordinates with staff to invest in things such as federal agency securities, corporate bonds, etc. for periods up to five years.
3. Multi Bank Securities, Inc. (MBS) – is a broker dealer that staff uses to invest primarily in insured certificates of deposits (CD) but also other authorized investments for up to five years.

To diversify and to enlarge the pool of available authorized investment options, staff is recommending adding an additional broker/dealer to our list. Time Value Investments (TVI) is a broker/dealer that has comprehensive market access to institutional fixed income investments. TVI has over 400 public entity clients across the Western States and would offer investment reporting to help manage LWD's portfolio.

TVI frequently teaches on the subject of public fund investing at several organizations, including the California Municipal Treasurers Association (CMTA) and the California Municipal Finance Officers Association (CSMFO). All securities purchased through TVI would be held in a third-party custodial account in accordance with LWD's investment policy. LWD's Investment Policy allows the use of authorized financial dealers and institutions as long as certain requirements

have been met such as; a review of the entity's credit worthiness, credit characteristics, and financial history; and insuring it's a member of the federally regulated securities exchange. Staff has performed these preliminary steps and has contacted three references who provided positive reviews of TVI.

Staff and the IFC recommend that the Board of Directors authorize the General Manager to sign an agreement with TVI to provide broker-dealer services for the purchasing of authorized investments.

rad:PJB

MEMORANDUM

Ref: 21-7568

DATE: April 8, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Proposition 218 Process and Schedule a Public Hearing to Consider Adoption of an Ordinance increasing the Sewer Service Charges for Fiscal Years 2022, 2023 and 2024**

RECOMMENDATION:

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

1. Authorize the General Manager to Proceed with the Proposition 218 Process; and,
2. Schedule a Public Hearing to Consider Adoption of an Ordinance Increasing the Sewer Service Charges for Fiscal Years 2022, 2023 and 2024; or
3. Discuss and take other action, as appropriate.

DISCUSSION:

This item was reviewed by the IFC at its April 7th meeting and the IFC concurred with staff to present this item to the Board.

BACKGROUND:

The LWD Board of Directors adopted a Financial Plan Study in June of 2018. This Plan provides critical information regarding required operating and capital expenditures for the next 20 years. The Financial Plan Study indicated that in order for the District to meet the projected future operating and capital expenditures necessary to maintain the integrity of its collection system, a sewer service charge increase was required beginning fiscal year 2021.

In accordance with the plan, the Board directed staff to move forward with the sewer service rate increase for fiscal year 2021. Subsequently the COVID pandemic occurred and due to the severe economic impacts associated with it, the Board voted to postpone the rate increase and cancel the associated public hearing. LWD has not had a rate increase for the past four years.

At the January 13, 2021 Board meeting, staff presented an update of the Financial Plan tracking module. Staff explained that each year following the final audit, staff updates the Financial Plan tracking module to monitor how the District's revenues, expenditures, and reserves are tracking with the Financial Plan's projections.

Based on the Financial Plan Update tracking and previous proposed sewer rate increase discussions, the Board directed staff to move forward with the planned sewer service rate increase for fiscal year 2022 and proceed with the Proposition 218 Notice process.

The Proposition 218 Notice is attached for the Board's review. This notice meets State legal and regulatory requirements and will be sent to the LWD customer base 45 days prior to the June public hearing as required.

Staff and the IFC recommend that the Board of Director's authorize the General Manager to proceed with the Proposition 218 process, set a public hearing to consider adoption of an Ordinance increasing the sewer service charges for Fiscal Years 2022, 2023 and 2024.

th:PJB

Attachment

PUBLIC HEARING INFORMATION

A public hearing will be held on the proposed increases to sewer service charge rates in fiscal years 2022, 2023, and 2024.

Pursuant to the San Diego County Public Health Order, the public hearing will be held on **Wednesday, June 9, 2021 at 5 p.m.** via Zoom Teleconference.

The Zoom teleconference information will be posted on the District website 72 hours prior to June 9, 2021. If the restrictions are lifted, then the meeting will be held live in the Boardroom located at 1960 La Costa Avenue, Carlsbad, CA 92009.

The Board of Directors will hear and consider oral testimony and written protests regarding the proposed rate increases at the hearing. Any written protest must include a name, signature and the property address or Assessor Parcel Number (APN). One written protest per parcel will be counted in calculating a majority protest to the proposed increase.

Written protest may be mailed to the Leucadia Wastewater District at 1960 La Costa Avenue, Carlsbad, CA 92009 or submitted prior to and during the public hearing. Submissions will be accepted if they are received prior to the close of the public hearing. At the close of the public hearing, the Board of Directors will consider and may approve the rate increases. **Oral comments at the public hearing will not qualify as formal protests unless accompanied by a written protest.** If, by the close of the public hearing, written protests against the rate increase are not presented by a majority of property owners, the Board of Directors will be authorized to adopt an ordinance to increase the sewer rate charge. Although the public hearing will be held to consider proposed rates for three fiscal years, the Board of Directors will annually confirm the need for the annual rate prior to July 1st of the last two years of the rate period. The time and place for these future meetings will be provided in published newspaper notices and posted on the District's Website at www.lwwd.org



**LEUCADIA
WASTEWATER
DISTRICT**

LEADERS IN
ENVIRONMENTAL
PROTECTION

1960 La Costa Avenue, Carlsbad, CA 92009

**NOTICE OF PUBLIC HEARING
Sewer Service
Charge Increase**

The Leucadia Wastewater District is considering sewer service rate changes that will affect your property tax bill. This document explains the public hearing and protest process, the rate increases being proposed and it will further explain the reasoning behind the proposed rate adjustments.

**RATE INCREASE
BREAKDOWN**

The Leucadia Wastewater District Board of Directors is proposing rate increases for the next three fiscal years in accordance with the following chart.

All rates are based on one Equivalent Dwelling Unit (EDU).

FISCAL YEAR	ANNUAL RATE	MONTHLY RATE
2021 (current)	\$343.68	\$28.64
2022	\$378.04	\$31.50
2023	\$415.84	\$34.65
2024	\$457.42	\$38.12

The current San Diego County average monthly sewer charge, as of January 2021, is \$53.06 per month per EDU.

¹ Wastewater User Charge Survey Report, January 2021

ABOUT LEUCADIA WASTEWATER DISTRICT

The Leucadia Wastewater District (District) was formed in April 1959 pursuant to the County Water District Law. Established as an Enterprise Special District, the District is authorized to provide wastewater collection and treatment services, and to levy rates and fees to support those services.


The District provides wastewater service to the Leucadia and Village Park areas of Encinitas and the La Costa area of Carlsbad. The District encompasses 16 square miles and serves approximately 62,600 residents. Wastewater from the District's service area is transported to the Encina Water Pollution Control Facility where it is treated to federally-mandated standards to protect public health. The Encina plant is a regional facility located in Carlsbad that is jointly owned by the District and five other public entities.

The District also owns and operates the Gafner Water Reclamation Facility, which has a treatment capacity of 1 million gallons per day. Recycled water produced at the Gafner Facility is sold to the Omni La Costa Resort and Spa for use as irrigation for its golf course.

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, Ca 92009

 www.lwwd.org  info@lwwd.org
 (760) 753-0155  (760) 753-3094

Monday-Friday 8am-5pm



EXPLANATION of Annual Sewer Service Charge Increases


The Leucadia Wastewater District proactively plans for increases in costs associated with operations, maintenance, and replacement or rehabilitation of its infrastructure. The District also pays a percentage of the cost to operate and maintain the jointly owned Encina Wastewater Treatment Plant. To cover anticipated increases in costs, the District proposes to raise wastewater rates over the next three years. This would be the first rate increase in four years. During that time, the District has continually inspected its sewer lines and pump stations and has maintained them in excellent working order. This work has cost over \$29 million in operating and maintenance expenses and over \$30 million in infrastructure replacement expenses. The District used an engineering firm to develop an Asset Management Plan which determines when capital facilities will need to be replaced, and at what cost. The District also used a financial firm to prepare a Financial Plan Study, which projects the District's revenue and expenditures over the next twenty years and determines the timing of necessary sewer rate increases.

The proposed sewer rate increases for the next three years were recommended by the latest Financial Plan Study. These increases are necessary to meet the operations and infrastructure needs of the District. It is anticipated that the District will spend approximately \$25 million for operating and maintenance costs and \$26 million on capital replacement and rehabilitation costs over the next three years.

The District's current sewer service charge is \$28.64 per month, or \$343.68 annually, per household or Equivalent Dwelling Unit (EDU). Currently, the District has the lowest sewer service rate in San Diego County. To help keep costs down, the District utilizes a pay as you go methodology. The District has no financing debt but collects funds ahead of time to pay for upcoming capital needs, thus saving significant amounts on financing and interest expense.

MEMORANDUM

Ref: 21-7563

DATE: April 8, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Amending the Human Resources Policy Manual**

RECOMMENDATION:

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

1. Adopt Resolution No. 2345 amending the Human Resources Policy Manual (HRPM).
2. Discuss and provide direction as appropriate.

DISCUSSION:

This item was reviewed by the HRC at its April 5th meeting and the HRC concurred with staff to present this item to the Board.

In order to promote an effective and motivated workforce and to comply with current federal and state laws, LWD should periodically update the 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 October 14, 2020.

The proposed HRPM provides compliance with changes in applicable federal and state laws, incorporates changes in organizational policies and resolutions, and includes clarification and clerical revisions. Several California employment laws became effective January 1, 2021. District Counsel Brechtel suggested revising the HRPM in order to comply with the new employment laws. 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 - revisions made to comply with current CA law. (Pages 4-5)
- Section 3.3: Harassment – revisions made to include updated legally protected categories to comply with current CA law. (Page 6)
- Section 3.4: Governmental Administrative Remedies for Discrimination and Harassment – included California Department of Fair Employment and Housing contact information and the U.S. Equal Employment Opportunity Commission. (Pages 7-8)
- Section 3.5: No Abusive Conduct – Added new section to comply with current CA law. (Pages 8-9)
- Section 3.13: Information and Communication Systems and Equipment – included language that clarifies general use of email system and employee rights of privacy when using personal devices. (Pages 17 & 20)

Section 10 – Leave of Absence

Section 10.11: Pregnancy Disability Leave (PDL) – revisions made to comply with current CA law. (Page 49)

Section 10.12: Leaves under the Family and Medical Leave Act and California Family Rights Act – revisions made to expand immediate family members and the updated basic time period section to comply with current CA law. (Pages 53-58)

Section 10.14: Leave for Domestic Violence and Sexual Assault Victims – rewrite of the section to comply with current CA law. (Pages 59-60)

Minor Change Recommendations

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

Therefore, staff and the HRC request that the Board of Directors adopt Resolution No. 2345 amending the Human Resources Policy Manual and provide direction as appropriate.

th:PJB

Attachment
Enclosure

ATTACHMENT 1
RESOLUTION NO. 2345

RESOLUTION NO. 2345

**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 October 14, 2020; 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. 2342.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 14th day of April 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald F. Omsted, President

Attest:

Paul J. Bushee, Secretary /Manager

SEAL

MEMORANDUM

Ref: 21-7541

DATE: April 8, 2021

TO: Board of Directors

FROM: Paul J. Bushee, General Manager



SUBJECT: Board of Director Compensation Adjustment

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction as appropriate.

DISCUSSION:

Subsequent to a duly noticed Public Hearing, the Board of Directors adopted Ordinance No. 140 regarding the compensation of Directors on June 12, 2019. Pursuant to applicable sections of the California Water Code (CWC), the Ordinance, which adjusted Director's compensation from \$190 to \$200, became effective 60 days after adoption.

California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2019, the Board is eligible for an adjustment not to exceed 10%. The exact amount of the increase, up to the limit, is at the Board's discretion.

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

This item is presented for the Board's consideration and staff has no recommendation on this matter. Staff requests that the board discuss this item and, if an increase is recommended, authorize staff to prepare, notice and schedule a public hearing concurrent with the May 2021 Board meeting.

tb:PJB

Attachment

**BOARD OF DIRECTORS
PER DIEM COMPENSATION COMPARISON
APRIL 2021**

	DISTRICT	Apr 2020	Apr 2021
1	Carlsbad MWD	\$100.00	\$100.00
2	Eastern MWD	\$223.00	\$223.00
3	Elsinore Valley MWD	\$221.43	\$221.43
4	Encina Wastewater Authority	\$213.21	\$217.41
5	Fallbrook PUD	\$110.25	\$115.76 *
6	Helix Water District	\$225.00	\$225.00
7	Lakeside Water District	\$125.00	\$125.00
8	Leucadia Wastewater	\$200.00	\$200.00
9	Olivenhain MWD	\$150.00	\$150.00
10	Otay Water District	\$152.00	\$152.00
11	Padre Dam MWD	\$145.00	\$145.00
12	Rainbow MWD	\$150.00	\$150.00
13	Ramona MWD	\$100.00	\$100.00
14	Rancho California Water District	\$200.00	\$200.00
15	Rincon Del Diablo MWD	\$160.00	\$160.00
16	SDCWA Directors/Officers	\$150/\$180	\$150/\$180
17	San Dieguito Water District	\$100.00	\$100.00
18	Santa Fe Irrigation District	\$150.00	\$150.00
19	South Bay Irrigation District	\$100.00	\$100.00
20	Sweetwater Authority	\$150.00	\$150.00
21	Vallecitos Water District	\$200.00	\$200.00
22	Valley Center MWD	\$100.00	\$100.00
23	Vista Irrigation District	\$200.00	\$200.00
24	Yuima MWD	\$100.00	\$100.00

The **average** per diem is **\$156.58**

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

*Increase effective April 26, 2021

Rubidoux Community Services District

Board of Directors

John Skerbelis
Armando Muniz
Hank Trueba Jr.
Bernard Murphy
F. Forest Trowbridge



General Manager

Jeffrey D. Sims

Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

March 24, 2021

Leucadia Wastewater District
Attention: Paul Bushee, General Manager
pbushee@lwwd.org



Subject: **California Special District Association Election**
 Seat A – Southern Network
 John Skerbelis

Dear Paul,

As you may be aware the California Special District Association (“CSDA”) is receiving nominations for candidates to fill a Board of Director position, specifically Seat A – Southern Network. This position is becoming available due to the incumbent’s term ending.

Rubidoux Community Services District’s Board of Directors adopted Resolution No. 2021-873 on March 18, 2021 indicating concurrence to nominate its’ current Board President John Skerbelis as a candidate for the CSDA election for the Seat A – Southern Network Board of Director position.

Unique to Rubidoux Community Services District (“Rubidoux”) is its history as the state of California’s first community services district, formed in 1952. Rubidoux was within an unincorporated area of western Riverside County and now provides approximately 35,000 people with water, sewer, fire protection, trash, weed abatement, and street light services. These services in part helped enable the area to develop and grow, eventually leading into the incorporation of the area as the City of Jurupa Valley on July 1, 2011. Rubidoux continues to provide services consistent with its formation in 1952 and as a CSDA Member appreciates the support CSDA provides in many ways. John Skerbelis is currently Rubidoux’s Board President and is seeking election to CSDA’s Board of Directors and is seeking support from fellow CSDA Southern Network Members.

Examples of Director Skerbelis' public service experience includes -

- Elected to Board of Directors of RCSD in 2007 and past Board President twice
- Member of Riverside County Solid Waste Management Advisory Council – 7 years
- Recognized by Riverside County Board of Supervisors for outstanding performance related to the illegal dumping task force (AB 1822 and AB 1924)
- Worked for Riverside County Department of Environmental Health - 8 years
- Local business owner
- Coordinated with Congressman Calvert and Takano to secure FEMA funds for RCSD

With his experience and diversity of public service, Director Skerbelis would be a meaningful Board of Director for CSDA. When submitting your vote in the upcoming vote for CSDA Board of Director Seat A – Southern Network, it is requested you consider John Skerbelis for your vote. Voting begins May 29, 2021 and ends July 16, 2021.

Thank you for considering this support request. If you have any questions you would like to ask John, please feel free to contact him at trnzdoc@gmail.com.



Jeff Sims

General Manager

Rubidoux Community Services District

3590 Rubidoux Blvd.

Jurupa Valley, CA 92509

(951) 684-7580