



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: 851 8298 1318 **Passcode:** 924660

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, August 18, 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. 20 Year Service Award – Trisha Hill (Page 5)
 - B. CASA Award of Excellence Public Outreach/Education (Page 6)
 - C. Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2020 (Pages 7-8)
 - D. Special District Leadership Foundation (SDLF) District Transparency Certificate and District of Distinction Accreditation (Pages 9-10)

CONSENT CALENDAR

Items 7-13 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- July 14, 2021 Regular Board Meeting (Pages 11-18)
- August 4, 2021 Special Board Meeting (Pages 19-21)
- August 5, 2021 Investment and Finance Committee Meeting (Pages 22-23)

8. Approval of Demands for July/August 2021

This item provides for Board of Directors approval of all demands paid from LWD during the month of July and a portion of August 2021. (Pages 24-32)

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 FY21 to FY22, flows by sub-basin, and staff training. (Pages 33-38)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY22 budget and discloses monthly investments. (Pages 39-46)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2021. (Pages 47-48, Enclosure 11)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2021. (Pages 49-50)

13. Fiscal Year 2022 (FY22) Pay Schedules

Adopt Resolution No. 2352 - Approving the FY22 pay schedules. (Pages 51-53)

EWA REPORTS

14. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on July 28, 2021 via video conference – report by Director Sullivan. (Page 54)
- B. An Encina Member Agency Manager’s (MAM) Meeting was held on August 3, 2021 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Investment and Finance Committee meeting was held on August 5, 2021 via videoconference – report by Vice President Hanson. (Page 55)
- B. Community Affairs Committee meeting was held on August 16, 2021 via videoconference – report by Director Brown. (Verbal)
- C. Engineering Committee meeting was held on August 16, 2021 via videoconference – report by Director Roesink. (Verbal)

ACTION ITEMS

16. Annual Review of LWD’s Procurement Policy

Adopt Resolution No. 2354 - Approving LWD’s Revised Procurement Policy. (Pages 56-66)

17. Mutual Maintenance Services and Equipment Agreement

Authorize the General Manager to execute an agreement for mutual maintenance services and equipment between Olivenhain Municipal Water District (OMWD) and Leucadia Wastewater District (LWD). (Pages 67-74)

18. Board of Directors Committee Assignments (Pages 75 -83)

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 19, 2021 at the 94th Aero Squadron in Kearny Mesa, CA (Page 84)

20. Directors’ Meetings and Conference Reports

2021 CASA Annual Conference was held August 11 - 13, 2021 in San Diego, CA. (Page 85)

21. General Manager’s Report

22. General Counsel’s Report

23. Board of Directors’ Comments

24. 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: August 12, 2021



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: August 12, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Achievement of Individual Awards**



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:

20 Year Service Award – Trisha Hill

Administrative Services Supervisor Trisha Hill passed her 20th anniversary of employment at LWD on July 30, 2021. This milestone is a tribute to Trisha's hard work, dedication, and commitment to LWD. Trisha's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Trisha is eligible for an incentive award of \$400.

Please join me in congratulating Trisha for her outstanding accomplishment.

tb:PJB

MEMORANDUM

DATE: August 12, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **California Association of Sanitation Agencies (CASA) Award of Excellence in Public Outreach/Education**

It is my pleasure to announce that Leucadia Wastewater District (LWD) recently received the 2021 CASA Award of Excellence in Public Outreach/Education.

During April 2021, LWD submitted an application to CASA under the CASA Award of Excellence Public Outreach/Education category for LWD's Virtual Tour. With the help of Rising Tide Partners (RTP), LWD created a virtual tour to continue educating District customers, even during the pandemic. Over ten LWD staff members narrated and were featured in the video, while informing the public of LWD's services. The video was first filmed in October 2020 and went live on the LWD's YouTube channel, Facebook page and on its website in February 2021.

This award qualifies as a state award under the organizational objectives of the District's Incentive Program; therefore, staff is eligible for a \$300 incentive award.

Please join me in congratulating both the LWD Board, staff, and RTP for this outstanding accomplishment.

tb:PJB



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

6/18/2021

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Leucadia Wastewater District** for its comprehensive annual financial report for the fiscal year ended June 30, 2020. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is*the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.

203 NORTH LASALLE STREET, SUITE 2700, CHICAGO, ILLINOIS 60601-1210



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

6/18/2021

Donald Omsted
President
Leucadia Wastewater District, California

Dear Mr. Omsted:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended June 30, 2020 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Michele Mark Levine
Director, Technical Services



July 14, 2021

Paul Bushee, CSDM
General Manager
Leucadia Wastewater District
1960 La Costa Ave.
Carlsbad, CA 92009

RE: District Transparency Certificate of Excellence Approval

Dear Paul Bushee:

Congratulations Leucadia Wastewater District has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, the Leucadia Wastewater District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

David Aranda
SDLF Board President



July 20, 2021

Paul Bushee, CSDM
General Manager
Leucadia Wastewater District
1960 La Costa Ave.
Carlsbad, CA 92009

RE: District of Distinction

Congratulations! Leucadia Wastewater District has successfully completed the District of Distinction accreditation through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important accreditation. By completing this program, Leucadia Wastewater District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

David Aranda
SDLF Board President

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 July 14, 2021

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, July 14, 2021 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

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

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, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, and District resident Volker Hoehne

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

Mr. Volker Hoehne, a District resident, asked for clarification of the monthly average rate of return in the Monthly Investment Summary located in the Finance Report. ASM Duffey and GM Bushee provided clarification. Mr. Hoehne also asked for clarification on the Demands Summary and recent payments made to Rising Tide Partners (RTP) for their public outreach services. GM Bushee provided clarification on the payments and summarized the services provided by RTP. GC Brechtel also noted that there is a compliance component to RTP's public outreach services contract since they notify customers of rules and regulations to avoid sewer spills and repair laterals.

5. Approval of Agenda

Upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, 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 Roesink	Yes

6. Presentations and Awards

None.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- June 9, 2021 Regular Board Meeting
- June 15, 2021 Investment and Finance Committee Meeting
- July 7, 2021 Investment and Finance Committee Meeting
- July 7, 2021 Engineering Committee Meeting

8. Approval of Demands for June/July 2021

Payroll Checks numbered 22750-22793; General Checking Checks numbered 55667-55797

9. Operations Report (A copy was included in the original July 14, 2021 Agenda)

10. Finance Report (A copy was included in the original July 14, 2021 Agenda)

11. Disclosure of Reimbursements

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

Upon a motion duly made by Director Brown, seconded by Vice President Hanson, 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 Roesink	Yes

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on June 23, 2021.

Director Sullivan reported on EWA's June 23, 2021 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on July 6, 2021.

GM Bushee reported on EWA's July 6, 2021 MAM meeting.

13. Committee Reports

A. Investment and Finance Committee Meeting was held on June 15, 2021.

Director Sullivan reported that the IFC participated in the Financial Audit Entrance meeting with staff and CPA Shannon Ayala, from Davis Farr, LLP. Director Sullivan stated that Davis Farr has begun their preliminary audit review. The IFC reviewed the auditor's responsibilities, the timing of the audit, and upcoming changes to the audit process. The final phase of the audit will begin September 2021.

There was no action taken.

B. Investment and Finance Committee Meeting was held on July 7, 2021.

Director Sullivan reported that the IFC reviewed staff's recommendation to update the District's Investment Policy. The IFC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

C. Engineering Committee (EC) Meeting was held on July 7, 2021.

Director Brown reported that the EC reviewed staff's recommendation to update the District's Capacity Fee ordinance. The EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

Director Brown also reported that the EC also received updates on Development Projects, the Leucadia Pump Station Rehabilitation Project, and the FY21 Cured-In-Place Pipe Lining Project.

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

14. A proposal to consider Adopting an Update to the Leucadia Wastewater District Capacity Fee Ordinance

President Omsted opened the public hearing for comments. No public comments were provided. President Omsted closed the public hearing.

ACTION ITEMS

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

Adopt Ordinance No. 143 - An Ordinance of the Board of Directors of the Leucadia Wastewater District (District) Establishing the District's Capacity Fee and Amending the EDU Factors Capacity Fee Schedule.

FSSpc Riffel presented the item and provided background information noting it is a tactical goal. FSSpc Riffel stated that recently the California Department of Housing and Community Development (HCD) has issued guidance clarifying how fees are assessed for larger ADUs. He continued that HCD guidance states that the capacity fee for an ADU shall be proportionate to the size of the primary residence.

FSSpc Riffel explained that staff and GC Brechtel do not believe that a fee proportionate to the size of the primary residence would be fair or proportional to the burden on the District's system. He continued that the District's current practice of using square footage is in compliance with the law.

FSSpc Riffel also noted that GC Brechtel believes that the HCD guidance misstates the law in regards to capacity charges for ADUs. Under existing California Code ADUs can be charged capacity fees either by the number of fixtures or the square footage of the ADU. He stated that there is no reference to square footage based on the primary residence.

FSSpc Riffel explained that there is merit to having the capacity fee for an ADU be less than that of a single-family residence. He noted that staff is recommending that the capacity fee assessment for ADU's of 1,001 square feet or more be reduced from 1 EDU to 0.75 EDU. FSSpc Riffel noted that the fiscal impact of Ordinance No. 143 would be a reduction of approximately \$2,200 per year in sewer service revenues.

Director Sullivan thanked FSSpc Riffel for his presentation.

Upon a motion duly made by Director Brown, seconded by Vice President Hanson, and unanimously carried, the Board of Directors adopted Ordinance 143 – An Ordinance of the Board of Directors of the Leucadia Wastewater District (District) Establishing the District’s Capacity Fee and Amending the EDU Factors Capacity Fee Schedule by the following vote:

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

16. Annual Review of LWD’s Investment Policy

Redelegate authority to manage LWD’s investment program to the General Manager effective September 1, 2021 through August 31, 2022, adopt Resolution No. 2351 amending LWD’s Investment Policy, and receive and file the annual review of the policy.

ASM Duffey presented the item and noted that the Investment Policy calls for an annual review and additionally requires the that the Board annually delegate authority to manage the Investment Program to the General Manager. ASM Duffey stated that staff recently reviewed the Policy to determine if any amendments are warranted.

ASM Duffey then reviewed the recommended changes to the Investment Policy under Section 10.0 “Safekeeping and Custody” and Section 11.0 “Diversification”. ASM Duffey noted that as a result, staff is recommending the following changes to the investment policy:

- Removing the delivery-versus-payment transaction restriction.
- Increasing the Medium-Term Corporate Notes maximum percentage from 20% to 25%.
- Clarifying some sections of the policy.
- Make some minor administrative changes such as formatting, numbering, and grammar.

Director Brown asked what areas would have a decrease if the percentage of corporate notes increases. ASM Duffey stated there would be a reduction in the Pools. He added that the LAIF, CAMP, and SD County Pools currently have more money than what the District needs for liquidity.

Following discussion, upon a motion duly made by Director Brown, seconded by Vice President Hanson, and unanimously carried, the Board of Directors redelegate authority to manage LWD’s investment program to the General Manager effective September 1, 2021 through August 31, 2022, adopted Resolution No. 2351 amending LWD’s Investment Policy, and received and filed the annual review of the Investment Policy by the following vote:

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

17. Receive and file the Fiscal Year 2021 (FY21) Tactics and Action Plan Report

GM Bushee presented the item stating that the District has accomplished over 109 goals. He provided the highlights of the Plan, which included the following:

- No sewer spills;
- Hiring of Clifton Larson Allen to provide financial support;
- Recruitment of two new Directors;
- Leucadia Pump Station Project; and
- FY 20/21 Gravity Line Projects

Director Brown stated that one of the biggest accomplishments was being able to execute the Plan during the COVID pandemic. He stated that he would like to see an update to the COVID-19 Response Plan moving forward. GM Bushee stated that this can be added to the FY22 Tactics and Action Plan. GM Bushee noted that the COVID-19 Response Plan was created with the help of ASsup Hill and the Safety Committee. Director Brown thanked ASsup Hill and the Safety Committee for their work on the COVID-19 Response Plan.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Roesink, and unanimously carried, the Board of Directors received and filed the FY21 Tactics and Action Plan by the following vote:

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

18. Adopt the Fiscal Year 2022 (FY22) Tactics and Action Plan

GM Bushee presented the item stating the Plan includes 78 tactical goals. He provided the highlights of the Plan, which included the following:

- Employee Team Building;
- Additional Smoke Testing;
- Completion of the Encinitas and VP7 Pump Station Projects

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted the FY22 Tactics and Action Plan by the following vote:

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

19. In Person Board Meetings

GM Bushee presented the item and provided background information on the item. GM Bushee noted that on June 11, 2021 Governor Newsome issued Executive Order N-08-21 which specified that the ability to hold virtual meetings in accordance with the Brown Act will expire on September 30, 2021. He then noted the following options regarding Board and Committee meetings:

1. Return to in-person meetings beginning in August.
2. Continue virtual meetings until October.
3. Utilize a hybrid where the Board and Staff would meet in person and the public would be required to telephone in until October.

Following discussion, the Board of Directors reached consensus to return to in person Board and Committee Meetings beginning in September.

President Omsted asked if the Committee Meetings could remain virtual. GM Bushee replied that the Committee Meetings also fall under the Brown Act and therefore the ability to hold virtual Committee Meetings will also expire on September 30th. GC Brechtel confirmed this statement.

Director Brown made a motion for Committee Meetings to remain virtual through September while Board Meetings revert to in person meetings in September. Director Sullivan seconded the motion. The Board of Directors then voted as follows:

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

The motion passed and there was no other action taken.

20. Board of Directors Committee Assignments

Receive and File Committee Assignments.

President Omsted stated that now that the vacant Director position has been filled by Director Roesink, he would like to make changes to the temporary Committee assignments made at the May Board meeting. President Omsted then assigned Director Roesink to the Engineering Committee and Community Affairs Committee and Directors Sullivan and Brown reverted back to their normal Committees assigned in January 2021.

Director Sullivan asked if anyone would like to trade with her and take her place on the Investment and Finance Committee. Director Brown agreed to trade committees with her so she would be on the Human Resources Committee and he would be on the Investment and Finance Committee. Director Sullivan thanked Director Brown.

There was no other action taken.

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

None.

22. Directors' Meetings and Conference Reports

The 2021 CWEA Annual Virtual Conference was held June 7 - 10, 2021.

President Omsted stated he enjoyed the sessions on potable reuse water systems.

23. General Manager's Report

GM Bushee reported on the following:

- Acknowledgement of FSS Stecker for his work on the OMWD Mutual Aid Agreement;
- The Board Strategic Planning Workshop will be held in person on August 4th; and
- He will be out of the office on vacation July 15th – 27th and TSM Morishita would be the acting GM

24. General Counsel's Report

GC Brechtel reported on the following:

- AB 361: Public Agencies and Remote Meetings

25. Board of Directors' Comments

Director Roesink thanked the Board for his appointment.

Director Brown congratulated Director Roesink on completing his first board meeting as a Director.

Director Brown stated he would like an informational report at the September Board Meeting on how the drought may or may not be affecting the District. GM Bushee stated that staff would do this.

Directors Sullivan and Hanson welcomed Director Roesink.

26. Closed Session

Personnel matters as authorized by Government Code §54957 to review General Manager Performance.

The Board of Directors met in closed session. General Counsel Brechtel reported that the Board of Directors reviewed GM Bushee's performance. He stated that the Board agreed that the General Manager's performance was overall excellent.

The Board then reviewed the General Manager's compensation in open session.

Upon a motion duly made by Director Sullivan, seconded by Director Brown, and carried, the Board of Directors approved a 3% salary increase from \$245,543.42 to \$252,909.72 plus a one time bonus of \$5,000 by the following vote:

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

27. Adjournment

President Omsted adjourned the meeting at approximately 6:53 p.m.

Donald F. Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Special Board Meeting
Wednesday, August 4, 2021

A special meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, August 4, 2021 at 9:00 a.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

President Omsted called the meeting to order at 9:04 a.m.

2. Roll Call

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

DIRECTORS ABSENT:

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

3. Approval of Agenda

The Board of Directors approved the agenda by consensus.

4. Public Comment

No public comment was received.

5. Strategic Planning Workshop

GM Bushee thanked everyone for attending the strategic planning session and stated it was the first in-person meeting since March 2020. He welcomed Directors Brown and Roesink to their first District in-person Board meeting.

A. Welcome/Introductions

Staff and the Board introduced themselves and each Staff member provided a brief description of their primary job responsibilities.

B. Results of Board and Staff Interviews

GM Bushee then introduced Jeff Bills of Confidence Consulting to facilitate the meeting.

Mr. Bills provided a summary of the results of the Board and Staff interviews.

The Board and Staff participated in an open discussion reviewing the following areas:

- Clarity of Purpose;
- Fiduciary Oversight;
- Strategy;
- Board Competence and Expertise;
- Board Meetings;
- Role and Responsibility;
- Performance Evaluation; and
- Board and Leadership Succession

Mr. Bills called for a break at 10:55 a.m.

President Omsted asked if it is possible to receive a list of Board Self-Evaluation questions. Mr. Bills answered affirmatively noting that he would forward the list to GM Bushee to distribute to the Board.

C. Lessons Learned from the Pandemic

Mr. Bills reviewed lessons learned from the pandemic and then summarized the significance of these lessons.

Mr. Bills called for a lunch break at 12:00 p.m.

D. Future Expectations

Mr. Bills discussed what can be expected in the future and how to respond to potential issues and concerns.

Director Brown expressed concern for the need for more financial expertise and support once ASM Duffey retires. GM Bushee stated that when hiring for a replacement for ASM Duffey's position, the District will be looking to hire a person with a strong financial background.

President Omsted expressed concern with the high costs of Encina Wastewater Authority (EWA). GM Bushee stated that these costs are part of being a member of EWA and he noted that the recent costs are not in line with their original projections, however, the costs are for rehabilitation projects that need to be done.

Director Brown stated that in the future the District may want to reevaluate the 3 years on - 3 years-off rate increase schedule as well as consider investing more money into cybersecurity. TSM Morishita noted that the District has invested money into new cybersecurity equipment as well as training for all Staff.

E. Key Areas to Address

Mr. Bills noted that a key area of discussion for the Board was the Board Committee Assignments. He then turned it over to the Board for discussion.

President Omsted stated he would like to see a rotation to the committee assignments. He then shared a spreadsheet he created which showed how the committee members could potentially rotate through the committees.

Director Sullivan stated she did not agree with rotating committees.

Vice President Hanson stated she agreed with rotating committees.

Director Brown stated that he believed that a new Board member can be a better Board member by rotating committees, however, long term knowledge can be important with the EWA Committee.

Following a lengthy discussion, the Board reached consensus to bring the Board Committee assignment policy to the August Board meeting for review and potential action.

F. Summation

At the conclusion of the meeting, Mr. Bills provided a brief recap of the ideas and topics discussed during the strategic planning workshop.

The Board and Staff thanked Mr. Bills for a great Strategic Planning workshop.

The meeting was adjourned at 2:25 p.m.

Donald F. Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 August 5, 2021

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Thursday, August 5, 2021 at 2:30 pm. via video conference.

1. Call to Order

Chairperson Hanson called the meeting to order at 2:33 p.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Brown

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Accounting Technician Kelly Gil, and Lauren Hoodenpyle with Clifton Larson Allen, LLC

3. Public Comment

No public comment was received.

4. New Business

A. Revised Procurement Policy - Adopt Resolution No. 2338 approving LWD's revised Procurement Policy.

ASM Duffey presented an overview of the Procurement Policy. He reviewed the policy coverage types, procurement category guidelines, and the procurement summary guidelines. He stated that staff has reviewed the policy and is not recommending any changes noting that the policy was most recently updated in 2020.

Director Brown asked if cellular services are considered Goods or Other Services. ASM Duffey answered that cellular is considered Goods. Director Brown asked if the language in Section 4.1 can be changed from telephone to telecommunications since that includes both landline and cellular. GM Bushee replied that staff will update Section 4.1 to reflect telecommunications.

Director Brown asked if Section 3.8 included all the protected classes. GM Bushee stated he would have GC Brechtel verify what the appropriate language should be to include all the protected classes and would update the policy accordingly. GM Bushee noted that he would email the committee the updated language once it was confirmed by GC Brechtel.

Director Brown asked if Section 12.4, Continuing Services, could be removed noting that is out of place in that section and it is already partially addressed in Section 11.1. GM Bushee stated that Continuing Services could be removed from Section 12.4 and elaborated more in Section 11.1.

Director Brown asked if the verbiage in Section 11.1 B can be updated since it is confusing. GM Bushee stated he would clarify this section to state that sole source procurements over \$35,000 require justification to the Board.

Following discussion, staff stated that they would make the suggested changes to the Procurement Policy and bring the revised Procurement Policy to the August Board Meeting for approval.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee thanked the committee for their input and comments on the Policy.

8. Adjournment

Chairperson Hanson adjourned the meeting at 3:00 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
 August 18, 2021

Disbursement Period July 9, 2021 Through August 12, 2021

GENERAL CHECKING		
Operating	\$	945,703.94
Capital	\$	1,588,153.29
TOTAL GENERAL CHECKS	\$	2,533,857.23
PAYROLL CHECKS	\$	163,264.96
TOTAL DEMANDS	\$	2,697,122.19

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS**

August 18, 2021

Disbursement Period July 9, 2021 Through August 12, 2021

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	7/14/2021	22794-22811	\$ 52,435.27
Biweekly Payroll Checks	7/28/2021	22812-22829	\$ 52,445.77
Incentive Payroll Check	7/26/2021	22830	\$ 3,850.82
Board Payroll Checks	8/1/2021	22831-22835	\$ 1,734.72
Biweekly Payroll Checks	8/11/2021	22836-22853	\$ 52,798.38
TOTAL PAYROLL CHECKS			\$ 163,264.96

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 7/9/2021 Through 8/12/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
55798	7/15/2021	ABBIE DEATON	1,044.75	Lateral Reimbursement-553 Cloudview Lane, Encinitas
55799	7/15/2021	AIRGAS USA LLC	40.17	Kit Placard
	7/15/2021	AIRGAS USA LLC	2,308.31	Liquid Oxygen Contract Delivery
	7/15/2021	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
55800	7/15/2021	AT&T	140.67	Phone Service - BPS 06/10/21-07/09/21
55801	7/15/2021	Atlas Technical Consultants LLC	1,593.00	PM & FS Inspect/Test for LPS Rehab Project
55802	7/15/2021	BRAX COMPANY, INC	44,196.03	Reconditioning of AWT Pumps
55803	7/15/2021	BURTECH PIPELINE, INC	47,025.00	FY2020 Gravity Sewer Repair Project - May 2020
55804	7/15/2021	CARLSBAD FUELS CORPORATION	1,942.27	Vehicle Fuel 06/10/21-06/25/21
55805	7/15/2021	CORODATA	80.81	File Storage - June 2021
55806	7/15/2021	DATA NET SOLUTIONS GROUP	1,262.90	IS Maintenance & Support - June 2021
	7/15/2021	DATA NET SOLUTIONS GROUP	1,475.00	Microsoft SQI Server (1) & User CALS Renewal (10)
	7/15/2021	DATA NET SOLUTIONS GROUP	1,250.00	Watchguard M370 Security Suite Renewal
55807	7/15/2021	FEDERAL EXPRESS CORPORATION	37.10	Shipping 06/24/21
	7/15/2021	FEDERAL EXPRESS CORPORATION	30.95	Shipping 06/29/21
55808	7/15/2021	ICMA RETIREMENT-303979	6,236.28	Deferred Comp for PPE 07/11/21
55809	7/15/2021	MAVTECK	10,750.00	FY2021 CIPP Pipe Lining Project - June 2021
55810	7/15/2021	MITSUBISHI ELECTRIC US, INC	324.88	Elevator Maintenance - July 2021
55811	7/15/2021	NATIONWIDE RETIREMENT SOLUTIONS	296.93	Deferred Comp 07/14/21
55812	7/15/2021	NU-LINE TECHNOLOGIES, INC	94,035.75	FY2021 CIPP Lining Project - May 2021
55813	7/15/2021	PACIFIC RIM MECHANICAL	308.50	Quarterly HVAC Services-AWT
	7/15/2021	PACIFIC RIM MECHANICAL	629.00	Quarterly HVAC Services-BPS
	7/15/2021	PACIFIC RIM MECHANICAL	171.00	Quarterly HVAC Services-EEPS
	7/15/2021	PACIFIC RIM MECHANICAL	626.50	Quarterly HVAC Services-LPS
	7/15/2021	PACIFIC RIM MECHANICAL	2,467.25	Quarterly HVAC Services-LWD Admin Building
55814	7/15/2021	PROFORMA PRINT & PROMOTIONS	497.46	Payroll Check Stock Order (qty 1,000)
55815	7/15/2021	PRUDENTIAL OVERALL SUPPLY	107.79	Weekly Uniform/Laundry Service 07/08/21
55816	7/15/2021	QUADIENT FINANCE USA, INC	200.00	Postage
55817	7/15/2021	Quench USA Inc	136.85	Drinking Water Service 06/19/21-07/18/21
55818	7/15/2021	RFYEAGER ENGINEERING, INC	6,590.00	CTS Testing
55819	7/15/2021	SAN DIEGO UNION TRIBUNE	1,469.50	Rate Increase Notice Published 06/14/21
55820	7/15/2021	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 07/14/21-08/13/21
55821	7/15/2021	STAPLES	115.63	Office Supplies
	7/15/2021	STAPLES	(2.84)	Office Supplies - Credit
55822	7/15/2021	TERMINIX PROCESSING CENTER	77.00	Pest Control 06/14/21
55823	7/15/2021	THE HOME DEPOT CRC/GECF	404.53	Gorilla Glue Adhesives/Epoxy/Minute Weld/Clear Weld/Acetone
	7/15/2021	THE HOME DEPOT CRC/GECF	279.07	Impact Wrench
	7/15/2021	THE HOME DEPOT CRC/GECF	111.93	Metal Detector
	7/15/2021	THE HOME DEPOT CRC/GECF	127.53	Nut Drivers
	7/15/2021	THE HOME DEPOT CRC/GECF	94.55	Rags/Caulk Gun/Acetone/KwikWeld
	7/15/2021	THE HOME DEPOT CRC/GECF	53.81	Ratchet / Socket Set
	7/15/2021	THE HOME DEPOT CRC/GECF	51.78	RazorTooth Blade

Leucadia Wastewater District
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	7/15/2021	THE HOME DEPOT CRC/GEFC	12.93	Rubber Stoppers
	7/15/2021	THE HOME DEPOT CRC/GEFC	642.62	Toos / Inverter / Lopper
	7/15/2021	THE HOME DEPOT CRC/GEFC	21.51	Wire Stripper/Cutter
	7/15/2021	THE HOME DEPOT CRC/GEFC	41.96	ZEP Degreaser / Combo Brush
55824	7/15/2021	UNIFIRST FIRST AID CORP	64.94	First Aid Supplies - April
	7/15/2021	UNIFIRST FIRST AID CORP	88.00	First Aid Supplies - June
	7/15/2021	UNIFIRST FIRST AID CORP	89.99	First Aid Supplies - May
55825	7/15/2021	V&A CONSULTING ENGINEERS	2,000.00	SM Creek Flow 04/01/21-06/30/21
55826	7/15/2021	VALLECITOS WATER DISTRICT	613.32	Employee Assistance Program for FYE2022
55827	7/15/2021	WORDEN WILLIAMS LLP	5,196.60	Legal Fees - June 2021
55828	7/22/2021	AIRGAS USA LLC	1,391.52	Liquid Oxygen Contract Delivery
55829	7/22/2021	ARROW PIPELINE REPAIR INC dba Pa...	1,987.50	Replace Shut-Off Valve & House Bib Box-Building Exterior
55830	7/22/2021	BAY CITY ELECTRIC WORKS, INC	(506.05)	Credit for Original Invoice W237406 paid twice
	7/22/2021	BAY CITY ELECTRIC WORKS, INC	416.76	Generator Service/Maintenance - EEPS
	7/22/2021	BAY CITY ELECTRIC WORKS, INC	590.74	Generator Service/Maintenance - La Costa PS
	7/22/2021	BAY CITY ELECTRIC WORKS, INC	643.11	Generator Service/Maintenance - Saxony PS
	7/22/2021	BAY CITY ELECTRIC WORKS, INC	597.48	Generator Service/Maintenance - VP5 PS
55831	7/22/2021	CS-ASSOCIATED MUNICIPAL SALES C...	3,581.51	9661484-Dezurik 8" Plug Valves (2)
55832	7/22/2021	DEXTER WILSON ENGINEERING	341.00	Development Services-0929 Cascada Verde
	7/22/2021	DEXTER WILSON ENGINEERING	57.00	Development Services-0996 Encinitas Beach Hotel
	7/22/2021	DEXTER WILSON ENGINEERING	385.00	Development Services-1109 Lagasse Annexation-395 Sunset
	7/22/2021	DEXTER WILSON ENGINEERING	328.00	Development Services-1118 Salon World-1022 N El Camino Real
	7/22/2021	DEXTER WILSON ENGINEERING	178.13	Development Services-1121 MRKT Space-774/782 N Coast Hwy 101
	7/22/2021	DEXTER WILSON ENGINEERING	328.00	Development Services-1122 1403 Rinbow Ridge Ln-ADU Priv PS
	7/22/2021	DEXTER WILSON ENGINEERING	171.00	Development Services-1124 The Kebab Shop
	7/22/2021	DEXTER WILSON ENGINEERING	114.00	Development Services-1125 1605 Burgundy Road
	7/22/2021	DEXTER WILSON ENGINEERING	114.00	Development Services-1126 Sweetgreen-7750 El Camino Real A
55833	7/22/2021	ELLIOT ASSOCIATES	463.76	Data Processing-Sewer Assessment File
55834	7/22/2021	ENCINA WASTEWATER AUTHORITY	3,796.00	Lab Reports - AWT
55835	7/22/2021	EVOQUA WATER TECHNOLOGIES, LLC	25,702.69	Batiquitos Carbon Change Out
	7/22/2021	EVOQUA WATER TECHNOLOGIES, LLC	10,120.12	Bloxide 06/25/21
55836	7/22/2021	NORTH COUNTY TRANSIT DISTRICT	2,541.80	Annual License Fee FYE2022 #235.70-0708-PL-LCWD/#263.3-0708-
55837	7/22/2021	PLUMBERS DEPOT, INC	70.93	Spring Torsion Cable Assy
55838	7/22/2021	PRUDENTIAL OVERALL SUPPLY	101.32	Weekly Uniform/Laundry Service 07/15/21
55839	7/22/2021	SAN DIEGO GAS & ELECTIRC	971.82	Electric @ E Estates PS

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	7/22/2021	SAN DIEGO GAS & ELECTIRC	246.19	Electric @ Saxony PS-CCA Electric Generation
	7/22/2021	SAN DIEGO GAS & ELECTIRC	418.64	Electric @ VP5 PS
	7/22/2021	SAN DIEGO GAS & ELECTIRC	13.50	Gas @ Admin
55840	7/22/2021	SAN DIEGUITO WATER DISTRICT	12.72	Water @ Tanker 2
55841	7/22/2021	SLOAN ELECTRIC COMPANY	3,624.50	Leucadia PS Submersible Pump-Replace Power & Sensor Cables
55842	7/22/2021	SOUTHERN CONTRACTING COMPANY	4,150.00	LPS Chopper Pump RVSS Replacement
55843	7/22/2021	SWRCB-DWOCF	55.00	Drinking Water Treatment Op Cert Renewal 2020-H Gonzalez
55844	7/29/2021	ALLIANT INSURANCE SERVICES	2,157.93	APIP Cyber Liability Insurance FYE 2022
55845	7/29/2021	BAY CITY ELECTRIC WORKS, INC	836.15	Generator Service/Maintenance - BPS 500 kw
	7/29/2021	BAY CITY ELECTRIC WORKS, INC	1,222.35	Generator Service/Maintenance - LPS 800 kw
	7/29/2021	BAY CITY ELECTRIC WORKS, INC	460.24	Generator Service/Maintenance - Portable Pump # 135
55846	7/29/2021	CARLSBAD FUELS CORPORATION	1,879.72	Vehicle Fuel 06/28/21 - 07/14/21
55847	7/29/2021	CAROL POFF	891.00	Lateral Reimbursement-1243 Hygela Ave
55848	7/29/2021	CHARLES KING COMPANY	5,400.00	Emergency Bypass Pump Rental-BPS 06/07/21-07/04/21
55849	7/29/2021	CITY OF CARLSBAD	357.12	Water @ 1900 La Costa Ave
	7/29/2021	CITY OF CARLSBAD	153.40	Water @ 1960 La Costa Ave
	7/29/2021	CITY OF CARLSBAD	32.14	Water @ Fire Line
55850	7/29/2021	CITY OF CARLSBAD	452.37	West Influent Pipeline Agreement
55851	7/29/2021	COSCO FIRE PROTECTION	225.00	Quarterly Fire Sprinkler Inspection
55852	7/29/2021	DATA NET SOLUTIONS GROUP	2,799.80	Monthly IT Services - June 2021
	7/29/2021	DATA NET SOLUTIONS GROUP	(165.00)	Overcharge Credit for Invoice 9807020
55853	7/29/2021	ENCINA WASTEWATER AUTHORITY	1,226,206.27	4th Quarter FYE 2021 Billing - Capital
	7/29/2021	ENCINA WASTEWATER AUTHORITY	679,933.10	4th Quarter FYE 2021 Billing - O/M
55854	7/29/2021	EWING IRRIGATION PRODUCTS	98.38	Leucadia Surge Tank Supplies
55855	7/29/2021	FEDERAL EXPRESS CORPORATION	37.10	Shipping 07/15/21
55856	7/29/2021	IAN RIFFEL	232.93	Safety Boots FYE 2022 - I Riffel
55857	7/29/2021	ICMA RETIREMENT-303979	6,242.74	Deferred Comp for PPE 07/25/21
55858	7/29/2021	INFRASTRUCTURE ENGINEERING CORP	3,142.50	Encinitas Estates PS Replace Project - June 2021
	7/29/2021	INFRASTRUCTURE ENGINEERING CORP	645.00	LPS Rehab Project - June 2021
55859	7/29/2021	MALLORY SAFETY AND SUPPLY	598.02	Disposable Gloves
55860	7/29/2021	NATIONWIDE RETIREMENT SOLUTIONS	296.93	Deferred Comp 07/28/21
55861	7/29/2021	OLIVENHAIN MUNICIPAL WATER DIST	1,470.06	NSDWRC Payment for Woodward & Curran Services-Admin
55862	7/29/2021	PRUDENTIAL OVERALL SUPPLY	101.32	Weekly Uniform/Laundry Service 07/22/21
55863	7/29/2021	RANCHO SANTA FE SECURITY SYSTEMS	258.00	Burglar/Fire Alarm System Qtrly Billing 08/01/21-10/31/21
	7/29/2021	RANCHO SANTA FE SECURITY SYSTEMS	10.00	Delete Security Code 02/05/21 - J Hoyett
55864	7/29/2021	SAN DIEGO GAS & ELECTIRC	2,874.51	Electric @ Admin
	7/29/2021	SAN DIEGO GAS & ELECTIRC	134.55	Electric @ Avocado PS
	7/29/2021	SAN DIEGO GAS & ELECTIRC	1,931.59	Electric @ AWT
	7/29/2021	SAN DIEGO GAS & ELECTIRC	13,797.99	Electric @ BPS
	7/29/2021	SAN DIEGO GAS & ELECTIRC	474.21	Electric @ Diana PS

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 From 7/9/2021 Through 8/12/2021

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	7/29/2021	SAN DIEGO GAS & ELECTIRC	906.40	Electric @ La Costa PS
	7/29/2021	SAN DIEGO GAS & ELECTIRC	7,157.27	Electric @ LPS
	7/29/2021	SAN DIEGO GAS & ELECTIRC	187.47	Electric @ RV PS
	7/29/2021	SAN DIEGO GAS & ELECTIRC	809.84	Electric @ Saxony PS
	7/29/2021	SAN DIEGO GAS & ELECTIRC	224.60	Electric @ VP7 PS
55865	7/29/2021	SOUTHERN CONTRACTING COMPANY	540.00	Surge Tank Troubleshoot
55866	7/29/2021	STAPLES	438.92	Office Supplies
55867	7/29/2021	TERMINIX PROCESSING CENTER	60.00	Pest Control 07/12/21
55868	7/29/2021	VERIZON WIRELESS	1,232.72	Cell Phones 06/08/21-07/07/21
55869	8/2/2021	COLONIAL LIFE INS	169.72	Accident/Critical Illness Ins 07/14/21 & 07/28/21
55870	8/2/2021	HUMANA DENTAL INS.	3,339.53	Dental Insurance - August 2021
55871	8/2/2021	MES VISION	412.18	Vision Insurance - August 2021
55872	8/2/2021	MUTUAL OF OMAHA	1,439.79	Disability Insurance - August 2021
55873	8/5/2021	ADS LLC	4,655.00	Flow Metering / Data Analyis - July 2021
	8/5/2021	ADS LLC	1,340.00	Meter Maintenance / Data Delivery ECHO - July 2021
55874	8/5/2021	ADT/PROTECTION 1	165.00	Security Services 08/17/21-09/16/21
55875	8/5/2021	AT&T	278.87	Phone Service-Elevator 06/25/21-07/24/21
55876	8/5/2021	AZTEC LEASING, INC	530.88	Copier Lease - July 2021
55877	8/5/2021	BIGTUNA INTERACTIVE	960.00	Web Development Q1/Q2 Security Updates
55878	8/5/2021	Brightview Landscape Services Inc	304.00	Landscape Maintenance @ Encinitas Creek - August 2021
	8/5/2021	Brightview Landscape Services Inc	857.00	Landscape Maintenance @ LWD Admin - August 2021
55879	8/5/2021	CITY OF CARLSBAD	212.84	Water for Vector 1
	8/5/2021	CITY OF CARLSBAD	279.64	Water for Vector 2
55880	8/5/2021	CLIFTONLARSONALLEN LLP	7,616.00	Accounting Services July 2021
	8/5/2021	CLIFTONLARSONALLEN LLP	8,096.00	Accounting Services May-June 2021
55881	8/5/2021	CONFIDENCE CONSULTING	1,200.00	Sure Hire Assessments-FST In Training Recruitment
55882	8/5/2021	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 07/22/21-08/21/21
	8/5/2021	COX COMMUNICATIONS SAN DIEGO	529.29	Phone Service 07/18/21-08/17/21
55883	8/5/2021	DATA NET SOLUTIONS GROUP	3,407.71	Citrix Subscription/License/Maintenance
	8/5/2021	DATA NET SOLUTIONS GROUP	17,240.00	Refurbished NETAPP PAS2552HA Dual Controller
55884	8/5/2021	DEXTER WILSON ENGINEERING	6,433.00	General Engineering 103-500 June 2021
55885	8/5/2021	DKF SOLUTIONS GROUP, LLC	300.00	MSO Subscription - August 2021
55886	8/5/2021	GRAINGER, INC	30.57	LPS Supplies
55887	8/5/2021	HAAKER EQUIPMENT CO	799.73	Repairs / Maintenance for Vectors
55888	8/5/2021	HARTFORD LIFE & ACCIDENT INS.	443.96	Life Insurance - August 2021
55889	8/5/2021	JOHN W. SMITH dba: NORTH COUNT...	330.00	Backflow Repair
55890	8/5/2021	MALLORY SAFETY AND SUPPLY	75.95	Safety Supplies / Staff PPE - Safety Vests
55891	8/5/2021	MSC JANITORIAL SERVICE, INC	2,206.66	Janitorial Services - July 2021
55892	8/5/2021	Premier Chevrolet of Carlsbad	930.74	Vehicle Service - Vehicle # 156
55893	8/5/2021	Professional Exchange Service Corpora...	90.00	Answering Service - July 2021
55894	8/5/2021	PRUDENTIAL OVERALL SUPPLY	101.32	Weekly Uniform/Laundry Service 07/29/21
55895	8/5/2021	Quench USA Inc	136.85	Drinking Water Service 07/19/21-08/18/21

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55896	8/5/2021	ROCKWELL CONSTRUCTION SERVICE...	675.00	LPS Rehab Project - July 2021
55897	8/5/2021	U.S. BANK	4,335.72	Cal Card Purchases - Statement 07/22/21
55898	8/5/2021	UNDERGROUND SERVICE ALERTS/C	212.95	Monthly Underground Alarm Service
	8/5/2021	UNDERGROUND SERVICE ALERTS/C	120.93	Monthly Underground State Fees
55899	8/5/2021	VERIZON WIRELESS	21.27	Telemetry for Cell Phones 06/24/21-07/23/21
55900	8/12/2021	AIRGAS USA LLC	1,577.60	Liquid Oxygen Contract
	8/12/2021	AIRGAS USA LLC	800.00	Liquid Oxygen Contract - Monthly Fee
55901	8/12/2021	Atlas Technical Consultants LLC	1,384.50	Project 200256P6 Gravity Sewer Repair Feb-March 2021
55902	8/12/2021	BANNER BANK	8,256.25	Retention for Stanek Construction LPS Rehab-June 2021
55903	8/12/2021	BAY CITY ELECTRIC WORKS, INC	1,060.00	Generator Service / Maintenance on Portable Pump #166
	8/12/2021	BAY CITY ELECTRIC WORKS, INC	1,060.00	Generator Service / Maintenance on Portable Pump #167
55904	8/12/2021	CORODATA	83.52	File Storage - July 2021
55905	8/12/2021	CSDA- SAN DIEGO CHAPTER	90.00	CSDA Quarterly Dinner - August 2021
55906	8/12/2021	DALE KIMBALL	637.50	Lateral Reimbursement: 3313 Piragua St, Carlsbad CA 92009
55907	8/12/2021	DATA NET SOLUTIONS GROUP	3,206.70	Monthly IT Services - July 2021
	8/12/2021	DATA NET SOLUTIONS GROUP	1,264.90	Monthly Server Services - July 2021
55908	8/12/2021	DEXTER WILSON ENGINEERING	470.00	Development Services-1079 City of Encinitas-Leucadia/Hygeia
	8/12/2021	DEXTER WILSON ENGINEERING	392.00	Development Services-1124 The Kebab Shop
	8/12/2021	DEXTER WILSON ENGINEERING	57.00	Development Services-1126 Sweetgreen-7750 El Camino Real A
	8/12/2021	DEXTER WILSON ENGINEERING	400.00	Development Services-1127 1060 Urania Ave
55909	8/12/2021	EMPLOYMENT DEVELOPMENT DEPT	847.00	Unemployment-J Whlittenburge
55910	8/12/2021	ENCINITAS FORD	106.20	Vehicle Service - Vehicle # 160
55911	8/12/2021	HACH COMPANY	53.28	Buffer Solns (3)
55912	8/12/2021	NATIONWIDE RETIREMENT SOLUTIONS	296.93	Deferred Comp 08/11/21
55913	8/12/2021	OLIVENHAIN MUNICIPAL WATER DIS...	48.92	Water @ Encinitas Estates PS
	8/12/2021	OLIVENHAIN MUNICIPAL WATER DIS...	58.34	Water @ VP5 PS
	8/12/2021	OLIVENHAIN MUNICIPAL WATER DIS...	48.92	Water @ VP7 PS
55914	8/12/2021	PACIFIC PIPELINE SUPPLY	458.26	ARI Rolling Seals (6)
55915	8/12/2021	PLANT PEOPLE, INC	158.00	Office Plant Maintenance - August 2021
55916	8/12/2021	PRUDENTIAL OVERALL SUPPLY	101.32	Weekly Uniform/Laundry Service 08/05/21
55917	8/12/2021	QUADIENT FINANCE USA, INC	223.04	Postage Machine Ink Cartridge
55918	8/12/2021	RISING TIDE PARTNERS	3,217.50	Public Outreach - July 2010
55919	8/12/2021	SAN DIEGO UNION TRIBUNE	503.50	Public Notice Posting 07/07/21 & 07/18/21
55920	8/12/2021	SAN DIEGUITO WATER DISTRICT	19.08	Water @ Tanker 1
	8/12/2021	SAN DIEGUITO WATER DISTRICT	171.72	Water @ Tanker 2
55921	8/12/2021	SHARP ELECTRONICS CORP DBA SHA...	128.26	Copier Fees 04/28/21-07/27/21
55922	8/12/2021	SOUTHERN CONTRACTING COMPANY	5,090.00	Refurbish Fountain Vault
55923	8/12/2021	STANEK CONSTRUCTORS, INC	156,868.75	Leucadia PS Rehab Project - June 2021
55924	8/12/2021	TERMINIX PROCESSING CENTER	82.00	Pest Control 07/12/21

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 1001 - PPB (Opus) General Checking Account
 From 7/9/2021 Through 8/12/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
55925	8/12/2021	THE HOME DEPOT CRC/GECF	53.85	Floor Fan
	8/12/2021	THE HOME DEPOT CRC/GECF	89.13	Operating Supplies
	8/12/2021	THE HOME DEPOT CRC/GECF	224.48	Rubber Pipe Insulation/Gall Valves/Duct Tape
	8/12/2021	THE HOME DEPOT CRC/GECF	989.54	Wrench/Screwdriver Sets/Hammers/Blower/Impact Wrench/Battery
55926	8/12/2021	The Youngrens Inc DBA Bauman Phot...	75.00	Retouched Images for Photoshoot on 07/12/21
55927	8/12/2021	VORTEX INDUSTRIES, INC	650.96	BPS-Hollow Metal Doors Repair
55928	8/12/2021	WASTE MANAGEMENT	264.34	Trash Service - July 2021
55929	8/12/2021	WORDEN WILLIAMS LLP	2,889.00	Legal Fees - July 2021
Report Total			2,533,857.23	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 6/30/2021 Through 8/12/2021

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	6/30/2021	55897	466.93	5735	EMPLOYEE RECOGNITION	Employee Lunch
U.S. BANK	API	7/22/2021	55897	495.00	4330	BOARD CONFERENCES	CASA Registration-C Roesink
U.S. BANK	API	7/22/2021	55897	352.97	4330	BOARD CONFERENCES	CSDA Flight-C Roesink
U.S. BANK	API	7/22/2021	55897	501.69	4330	BOARD CONFERENCES	CSDA Rental Car-C Roesink
U.S. BANK	API	7/22/2021	55897	250.00	4810	MEMBERSHIP & DUES	CSDA Award Re-Accreditation
U.S. BANK	API	7/22/2021	55897	27.40	4910	OFFICE SUPPLIES	Office Supplies
U.S. BANK	API	7/22/2021	55897	20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	7/22/2021	55897	9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud Storage
U.S. BANK	API	7/22/2021	55897	40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom
U.S. BANK	API	7/22/2021	55897	263.25	5040	Safety Supplies & Services	DATCO
U.S. BANK	API	7/22/2021	55897	249.91	5510	LINE MAINTENANCE	Sludge Judge
U.S. BANK	API	7/22/2021	55897	261.97	5710	TRAINING, EDUCATION & CONFERN	CSDA Flight-P Bushee
U.S. BANK	API	7/22/2021	55897	376.27	5710	TRAINING, EDUCATION & CONFERN	CSDA Rental Car-P Bushee
U.S. BANK	API	7/22/2021	55897	211.50	5710	TRAINING, EDUCATION & CONFERN	TriState Hotel-H Gonzalez
U.S. BANK	API	7/22/2021	55897	211.50	5710	TRAINING, EDUCATION & CONFERN	TriState Hotel-M Gonzalez
U.S. BANK	API	7/22/2021	55897	211.50	5710	TRAINING, EDUCATION & CONFERN	TriState Hotel-R Rodriguez
U.S. BANK	API	7/22/2021	55897	211.50	5710	TRAINING, EDUCATION & CONFERN	TriState Hotel-S Krason
U.S. BANK	API	7/22/2021	55897	19.34	5910	TELEPHONE	Cell Phone Case (field)
U.S. BANK	API	7/22/2021	55897	125.00	5910	TELEPHONE	Webhosting
U.S. BANK	API	7/22/2021	55897	30.00	5910	TELEPHONE	Wifi

Transaction Total 4,335.72

Report
Opening/Current
Balance

Report Transaction
Totals 4,335.72

Report Current Balances

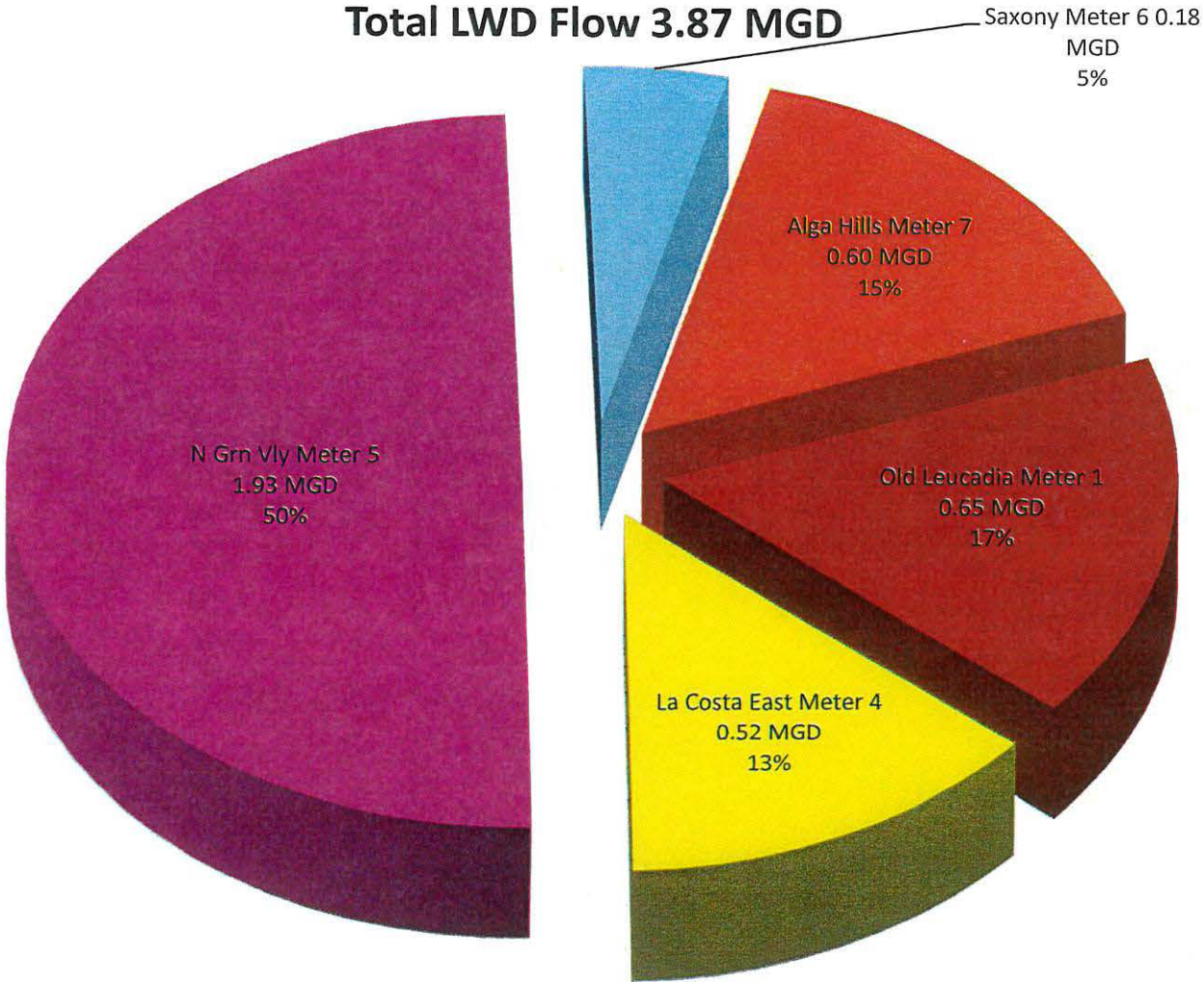
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2021 (July 2021 - June 2022)**

CURRENT MONTH - July 2021							FY 2021
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,774.34	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.16	117.49	19.70	3.79	131.80	47.70	3.95
YTD			28,754.64				
AUGUST							4.01
YTD							
SEPTEMBER							3.78
YTD							
OCTOBER							3.81
YTD							
NOVEMBER							3.88
YTD							
DECEMBER							3.76
YTD							
JANUARY							3.65
YTD							
FEBRUARY							3.63
YTD							
MARCH							3.89
YTD							
APRIL							3.90
YTD							
MAY							3.90
YTD							
JUNE							3.85
YTD							
YTD Totals	0.16	117.49	19.70			47.70	
Mo Average	0.16	117.49	19.70	3.79	131.80	47.70	3.83

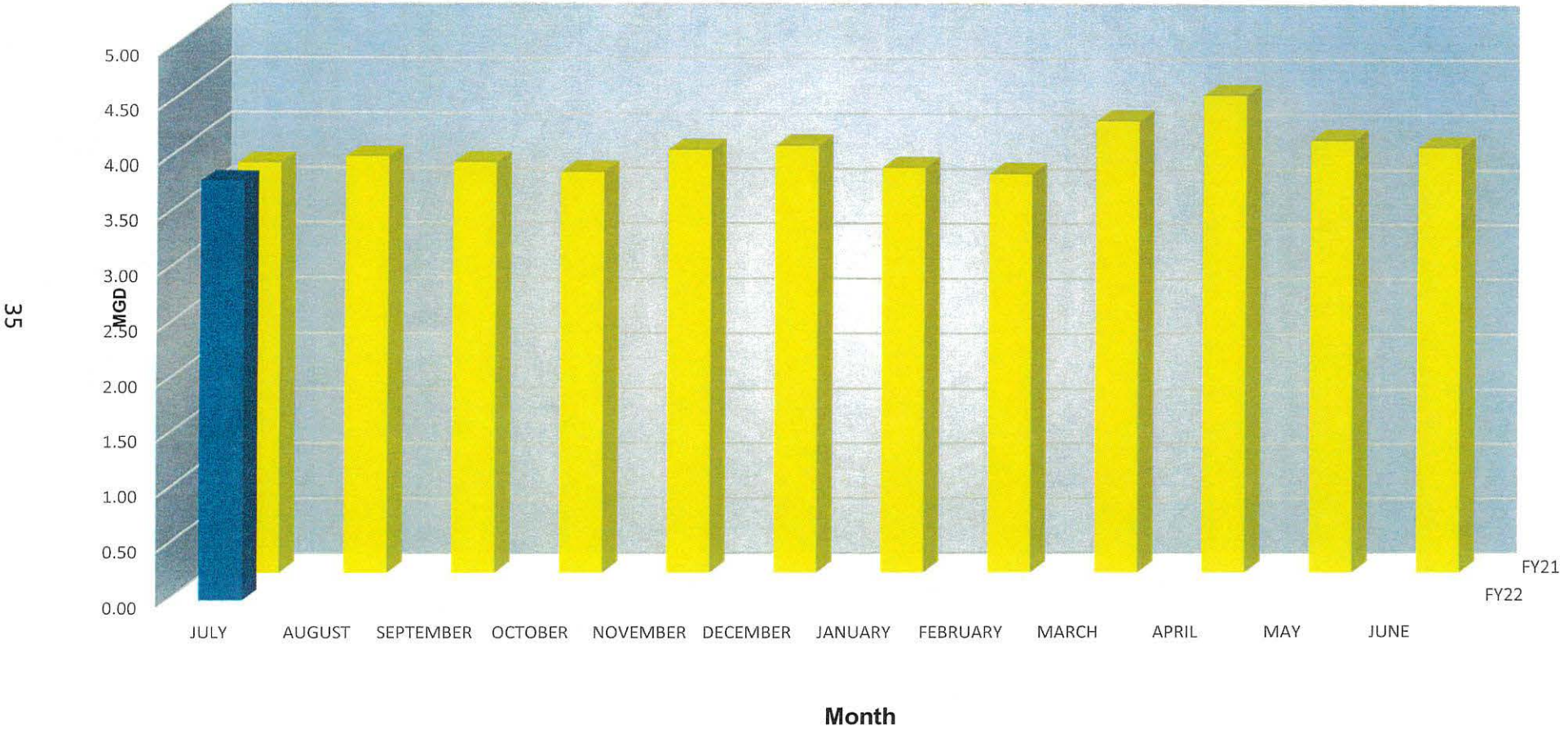
33

LWD Flows by Sub-Basin July 2021

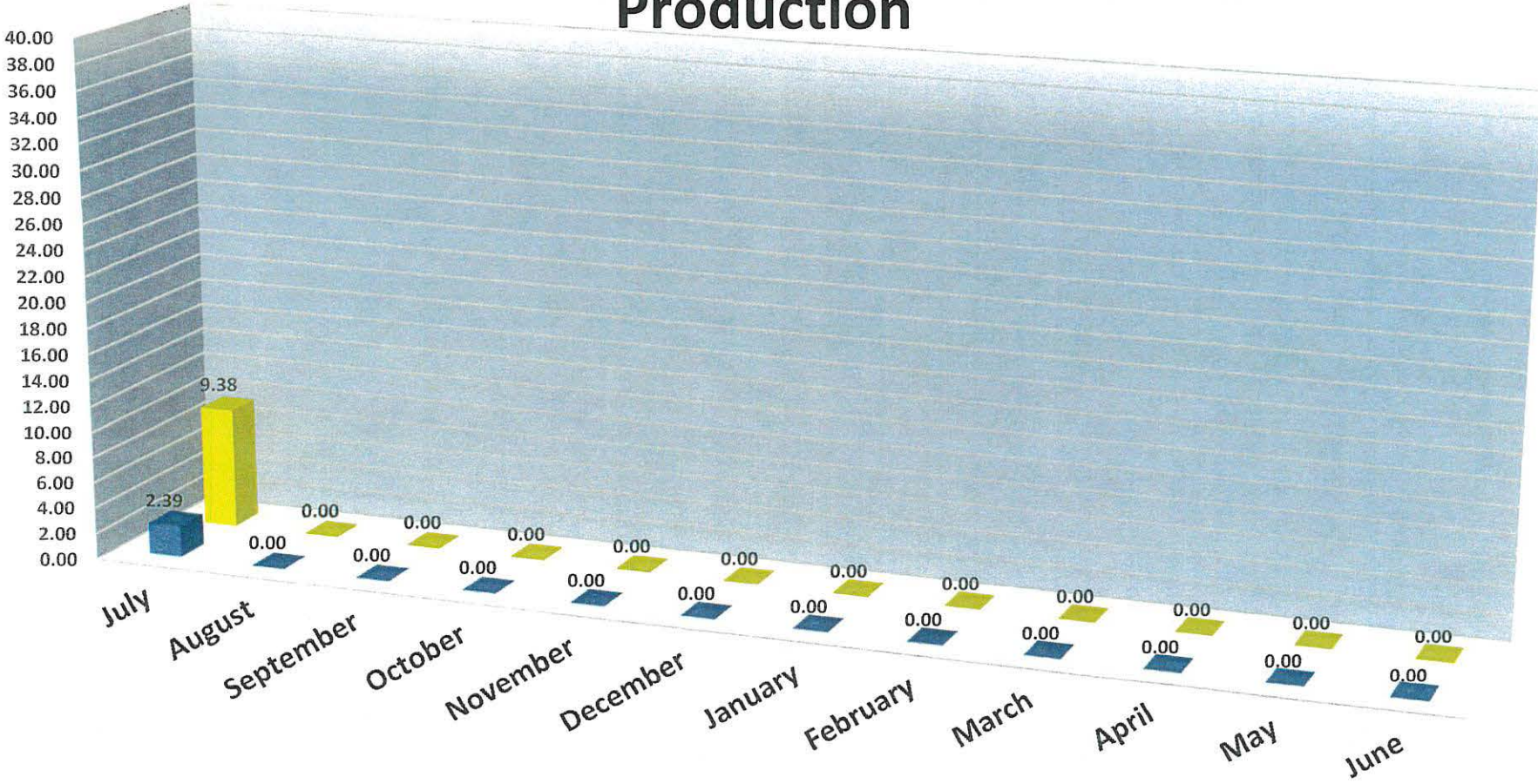
Total LWD Flow 3.87 MGD



Leucadia Wastewater District Flow Comparison FY22 to FY21



FY-22 CCTV Inspections & Hydro Cleaning Production



36

Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 2.4 Miles)

■ Hydro Cleaning (YTD 9.4 Miles)



LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
July 2021**

Training & Safety Events for the month July 2021

Hours

Description	Ops	Admin	Total
Bypass Pumping	0.75	0.00	0.75
CalPERS Funding Risk Mitigation Update	0.00	1.00	1.00
Confined Space: Awareness	1.00	0.00	1.00
CSFMO Investment Accounting Sessions	0.00	6.00	6.00
CWEA Collections Equipment Training	24.00	0.00	24.00
Overflow Emergency Response Plan (SSO)	4.50	0.00	4.50
Plugging Sewers	0.75	0.00	0.75
Respiratory Protection	2.00	0.00	2.00
Water Industry: Backflow Prevention Methods	1.00	0.00	1.00
Water Industry: Quality of Water	0.50	0.00	0.50
Water Sampling Part 1: Collecting Water Samples	1.00	0.00	1.00
			0.00
Total Training Hours	35.50	7.00	42.50

Conferences for the month of July 2021

Attendees

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

Notes:

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



LEADERS IN
ENVIRONMENTAL
PROTECTION

Operations and Administration Training Report Summary for Fiscal Year 2022

Training		Hours		
Month	Ops	Admin	Total	
Jul-21	35.50	7.00	42.50	
Aug-21	0.00	0.00	0.00	
Sep-21	0.00	0.00	0.00	
Oct-21	0.00	0.00	0.00	
Nov-21	0.00	0.00	0.00	
Dec-21	0.00	0.00	0.00	
Jan-22	0.00	0.00	0.00	
Feb-22	0.00	0.00	0.00	
Mar-22	0.00	0.00	0.00	
Apr-22	0.00	0.00	0.00	
May-22	0.00	0.00	0.00	
Jun-22	0.00	0.00	0.00	
YTD Totals		35.50	7.00	42.50
YTD Monthly Avg		2.96	0.58	3.54

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-21	0.00	0.00	0.00	
Aug-21	0.00	0.00	0.00	
Sep-21	0.00	0.00	0.00	
Oct-21	0.00	0.00	0.00	
Nov-21	0.00	0.00	0.00	
Dec-21	0.00	0.00	0.00	
Jan-22	0.00	0.00	0.00	
Feb-22	0.00	0.00	0.00	
Mar-22	0.00	0.00	0.00	
Apr-22	0.00	0.00	0.00	
May-22	0.00	0.00	0.00	
Jun-22	0.00	0.00	0.00	
YTD Total		0.00	0.00	0.00
YTD Monthly Avg		0.00	0.00	0.00

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 7/31/2021

	<u>Amount</u>
Assets	
Cash & Investments	27,826,825.47
Accounts Receivables	303,345.60
Net OPEB Asset	73,376.00
Prepaid Expense	683,218.38
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	173,586,278.92
Less Accumulated Depreciation	(60,835,675.68)
Total Assets	<u>143,678,568.69</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,344,994.00
OPEB Health Deferred Outflows	86,509.00
Total Deferred Outflows	<u>1,431,503.00</u>
Total Assets & Deferred Outflows	<u>145,110,071.69</u>
Liabilities	
Accounts Payable & Accrued Expenses	598,935.07
Developer Deposits	89,720.35
Net Pension Liability	4,523,924.00
Total Liabilities	<u>5,212,579.42</u>
Deferred Inflows	
PERS Pension Deferred Inflows	181,483.00
OPEB Health Deferred Inflows	6,794.00
Total Deferred Inflows	<u>188,277.00</u>
Net Position	
Beginning Net Position (as of June 30, 2021)	
Investment in Capital Assets	112,718,595.48
Reserves	34,240,653.54
Undesignated Net Position	(6,858,242.47)
Total Beginning Net Position (as of June 30, 2021)	<u>140,101,006.55</u>
Current Change In Net Position	
Other	(391,791.28)
Total Current Change In Net Position	<u>(391,791.28)</u>
Total Net Position	<u>139,709,215.27</u>
Total Liabilities, Deferred Inflows & Net Position	<u>145,110,071.69</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

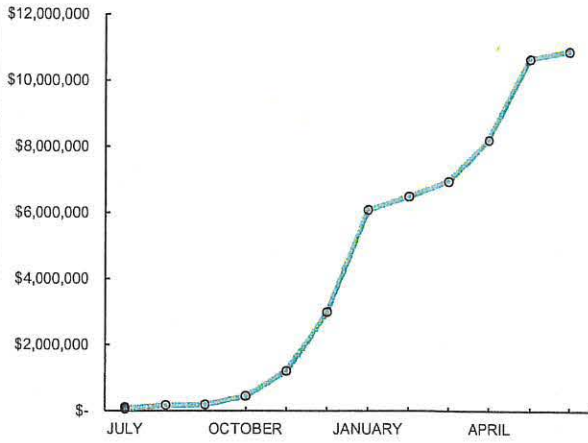
From 7/1/2021 Through 6/30/2022

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 106,324.99	\$10,879,991.00	\$10,773,666.01	1.0%
3150 Recycled Water Sales	66,775.56	350,000.00	283,224.44	19.1%
3100 Misc. Operating Revenue	-	180,599.00	180,599.00	0.0%
TOTAL OPERATING REVENUES	\$ 173,100.55	\$11,410,590.00	\$11,237,489.45	1.5%
OPERATING EXPENSES				
4100 Salaries	\$ 127,253.59	\$ 2,063,646.00	\$ 1,936,392.41	6.2%
4200 Employee Benefits	71,176.20	1,561,018.00	1,489,841.80	4.6%
4300 Directors Expense	3,191.80	129,100.00	125,908.20	2.5%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	1,639.74	45,000.00	43,360.26	3.6%
4700 Insurance Expense	39,069.34	179,800.00	140,730.66	21.7%
4800 Memberships	715.00	36,925.00	36,210.00	1.9%
4900 Office Expense	16,492.13	169,500.00	153,007.87	9.7%
5000 Operating Supplies	3,914.37	147,500.00	143,585.63	2.7%
5200 Professional Services	9,718.32	600,000.00	590,281.68	1.6%
5300 Printing & Publishing	800.00	29,600.00	28,800.00	2.7%
5400 Rents & Leases	3,072.68	24,200.00	21,127.32	12.7%
5500 Repairs & Maintenance	18,160.91	559,100.00	540,939.09	3.2%
5600 Monitoring & Permits	3,796.00	74,300.00	70,504.00	5.1%
5700 Training & Development	1,839.76	49,500.00	47,660.24	3.7%
5900 Utilities	33,871.73	468,900.00	435,028.27	7.2%
6100 LAFCO Operations	7,257.17	7,700.00	442.83	94.2%
6200 Encina Operating Expense	136,907.00	2,677,900.00	2,540,993.00	5.1%
6900 Admin O/H alloc to Capital	-	(192,796.00)	(192,796.00)	0.0%
TOTAL OPERATING EXPENSES	\$ 478,875.74	\$ 8,660,893.00	\$ 8,182,017.26	5.5%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 10,178.00	\$ 162,848.00	\$ 152,670.00	6.3%
3220 Property Taxes	-	1,988,000.00	1,988,000.00	0.0%
3250 Investment Income	23,575.00	316,000.00	292,425.00	7.5%
3290 Misc. Non Op Revenue	-	127,300.00	127,300.00	0.0%
TOTAL NON-OPERATING REVENUES	\$ 33,753.00	\$ 2,594,148.00	\$ 2,560,395.00	1.3%

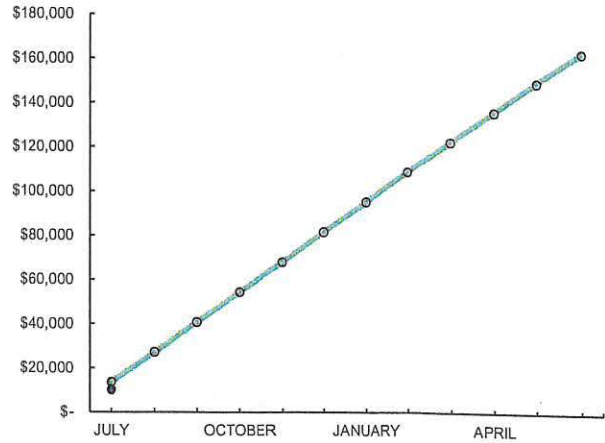
Leucadia Wastewater District Revenue FY2022

YTD through July 31, 2021

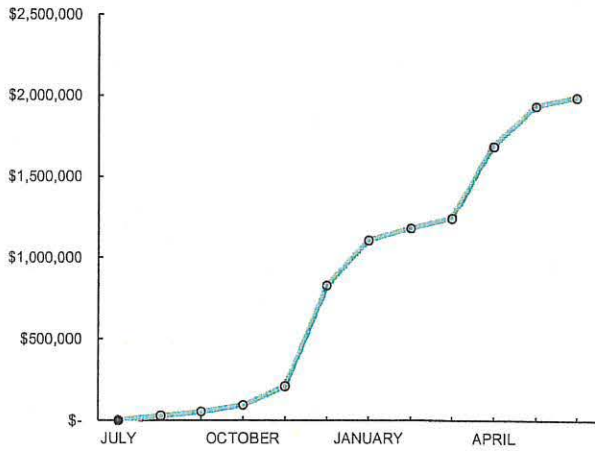
Sewer Service Fees



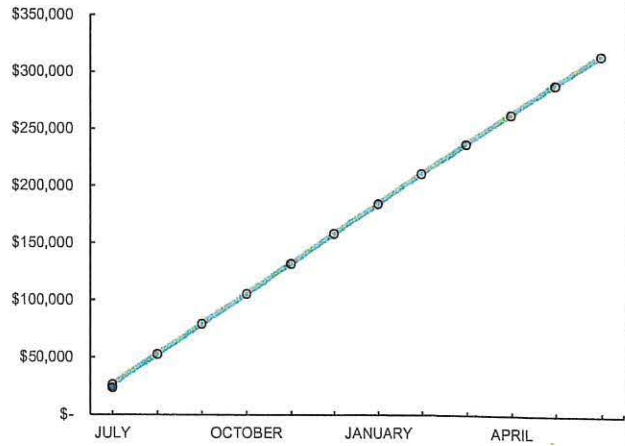
Capacity Charges



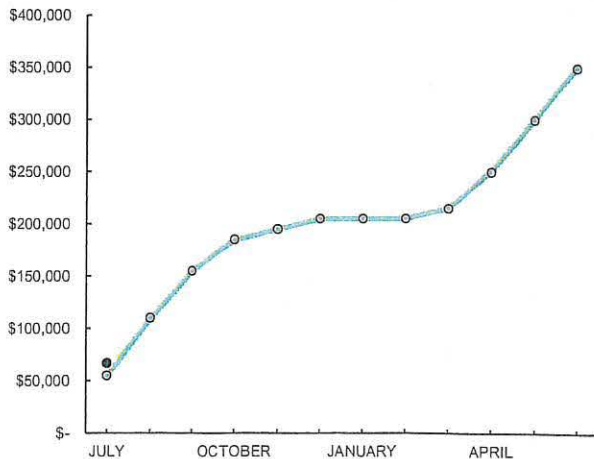
Property Taxes



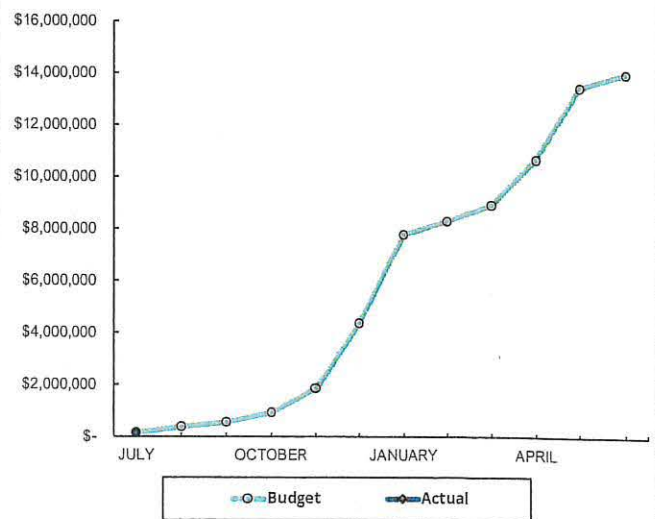
Investment Income



Recycled Wastewater Sales



Total Revenue

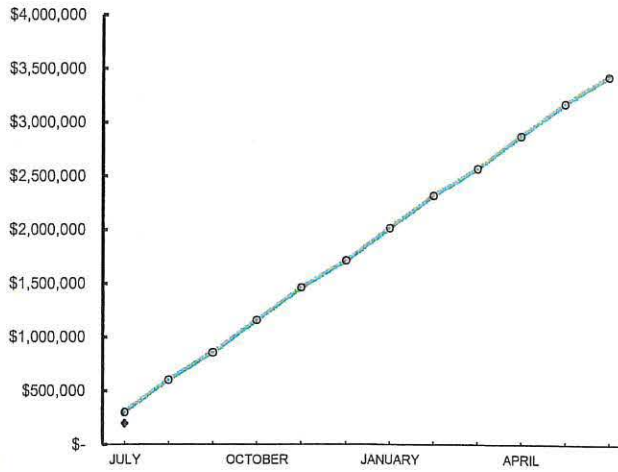


* Preliminary: subject to future review, reconciliation, accruals, and audit

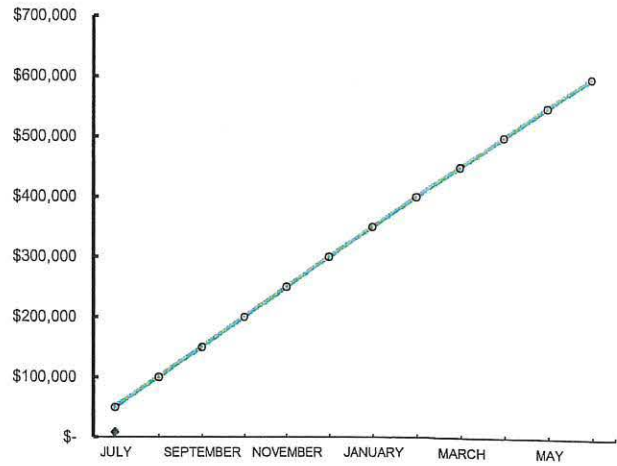
Leucadia Wastewater District Operating Expenses FY2022

YTD through July 31, 2021

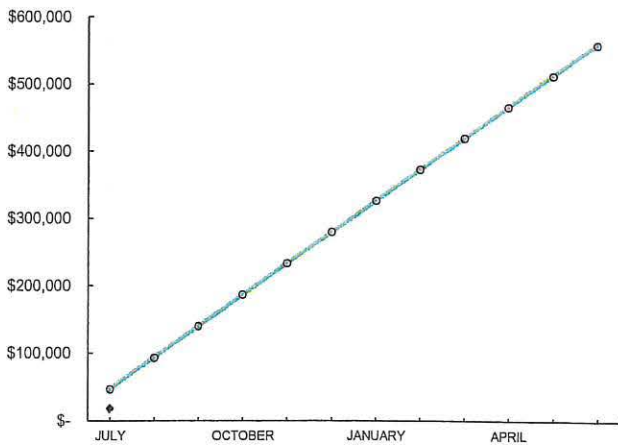
Salaries and Benefits



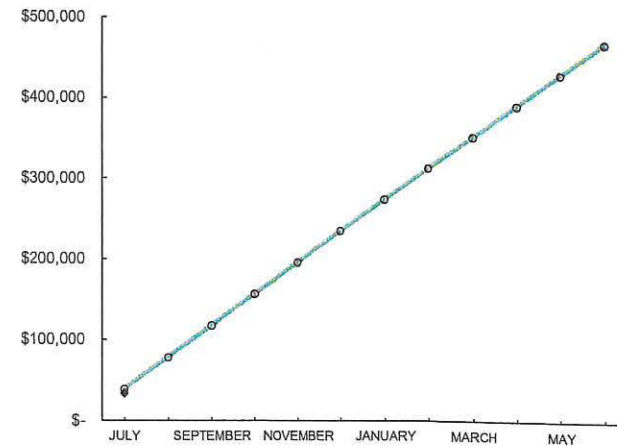
Professional Services



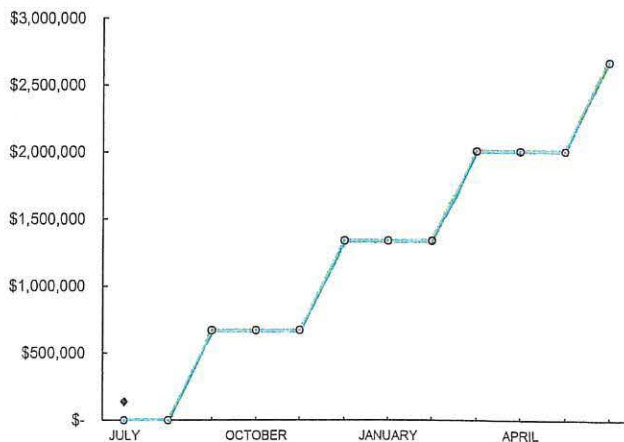
Repairs & Maintenance



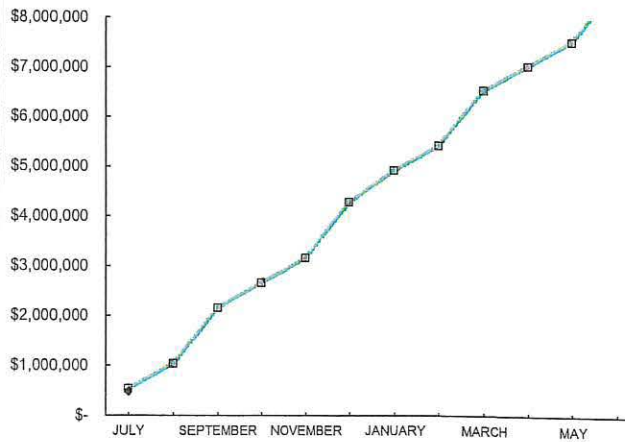
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement



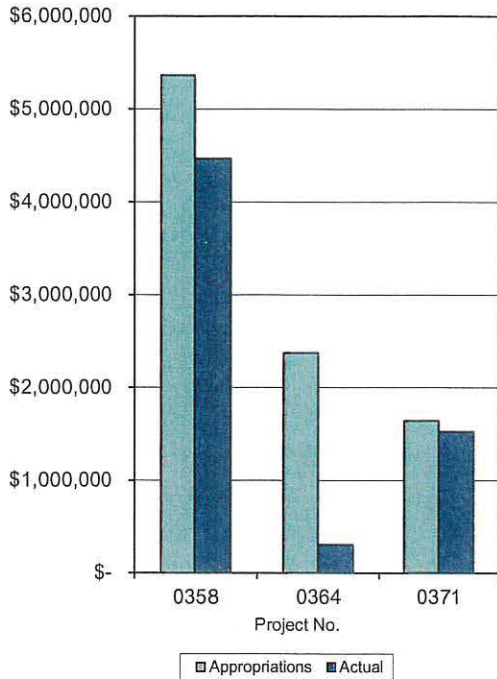
□ Budget ◆ Actual

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

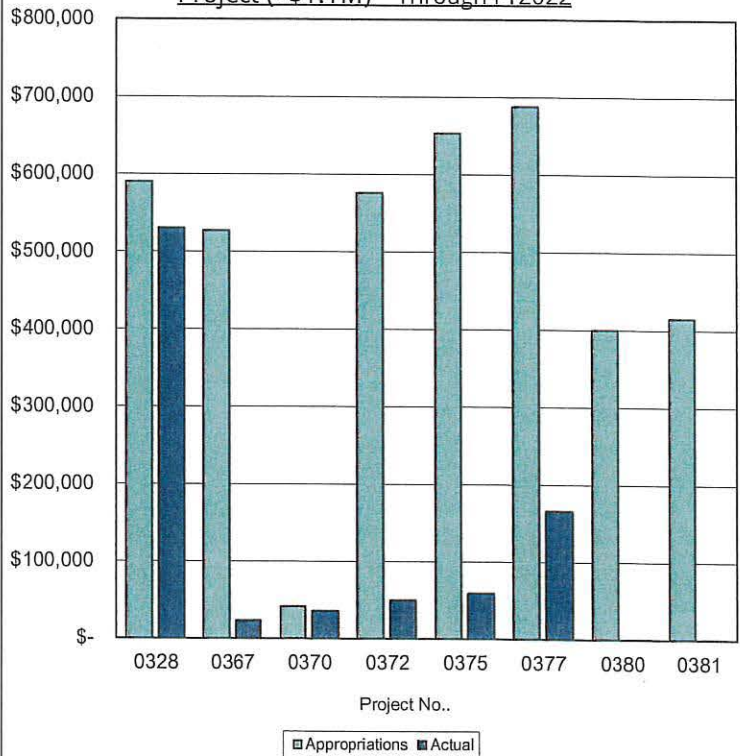
Leucadia Wastewater District Capital Expenditures

As of July 31, 2021

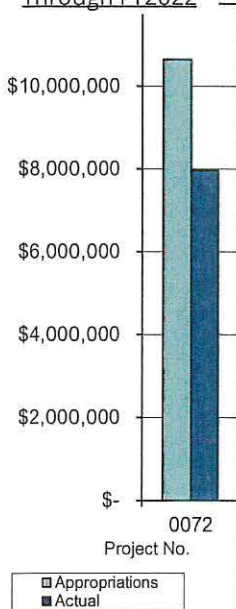
District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2022



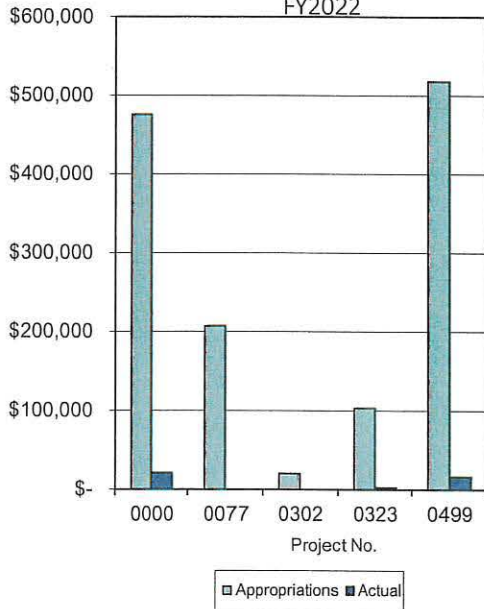
District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2022



District's Share of
Encina WPCF
Capital Exp
Through FY2022



Single Year Capital Expenditures by
Project
FY2022



Project Legend

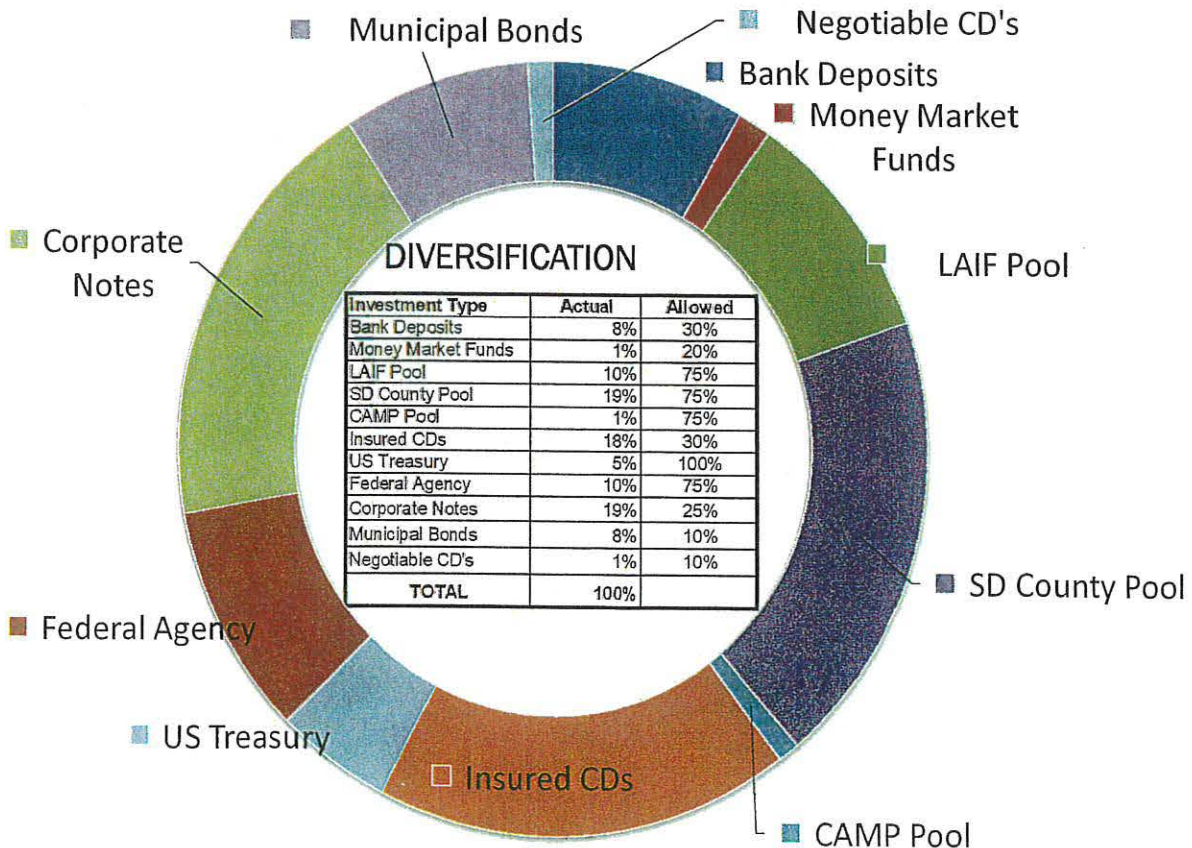
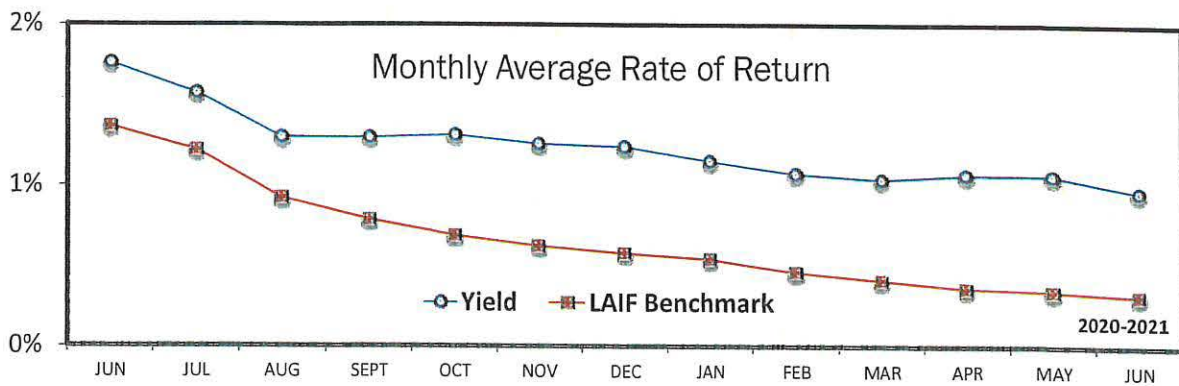
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Leucadia Pump Station Rehabilitation	0358
Encinitas Estates Pump Station Rplcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Rplcmnt	0367
Pump Station Assessment	0370
FY20 Gravity Line Rehab/Quebrada Rlgn	0371
Diana Pump Station Upgrade	0372
Batiquitos PS Emergency Basin Upgrade	0375
FY2021 Gravity Pipeline Rehabilitation	0377
FY2021 L1/L2 Force Main Anode Rplcmnt	0378
FY2022 Gravity Pipeline Rehabilitation	0380
Village Park 7 Pump Station Rehabilitation	0381

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

st to future review, reconciliation, accruals, and audit

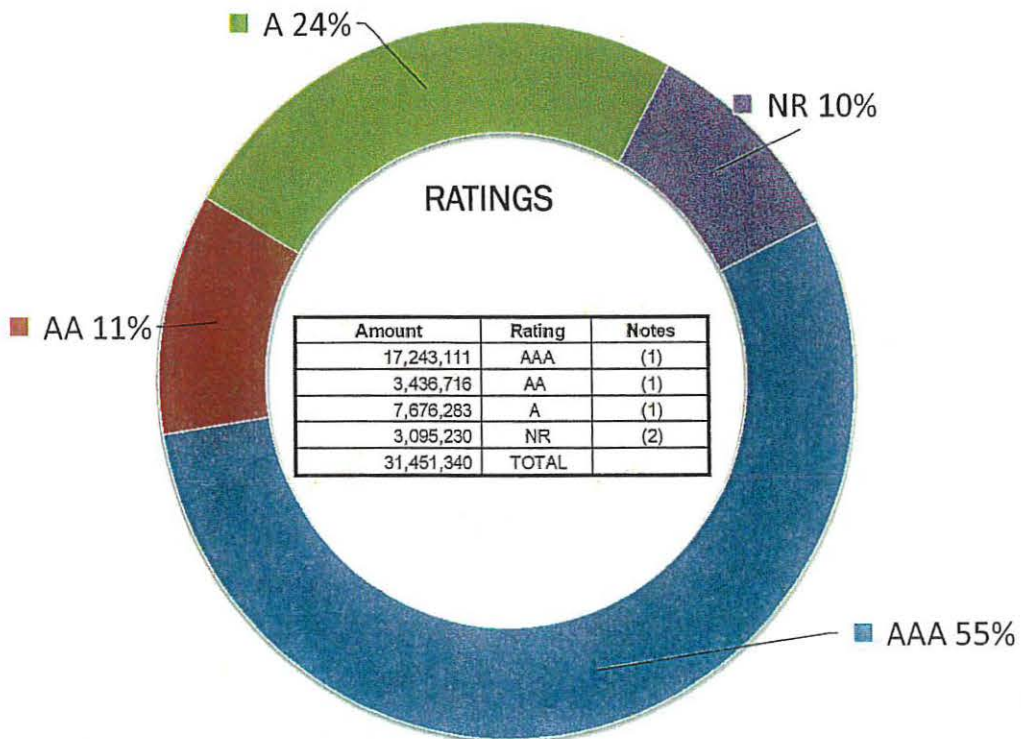
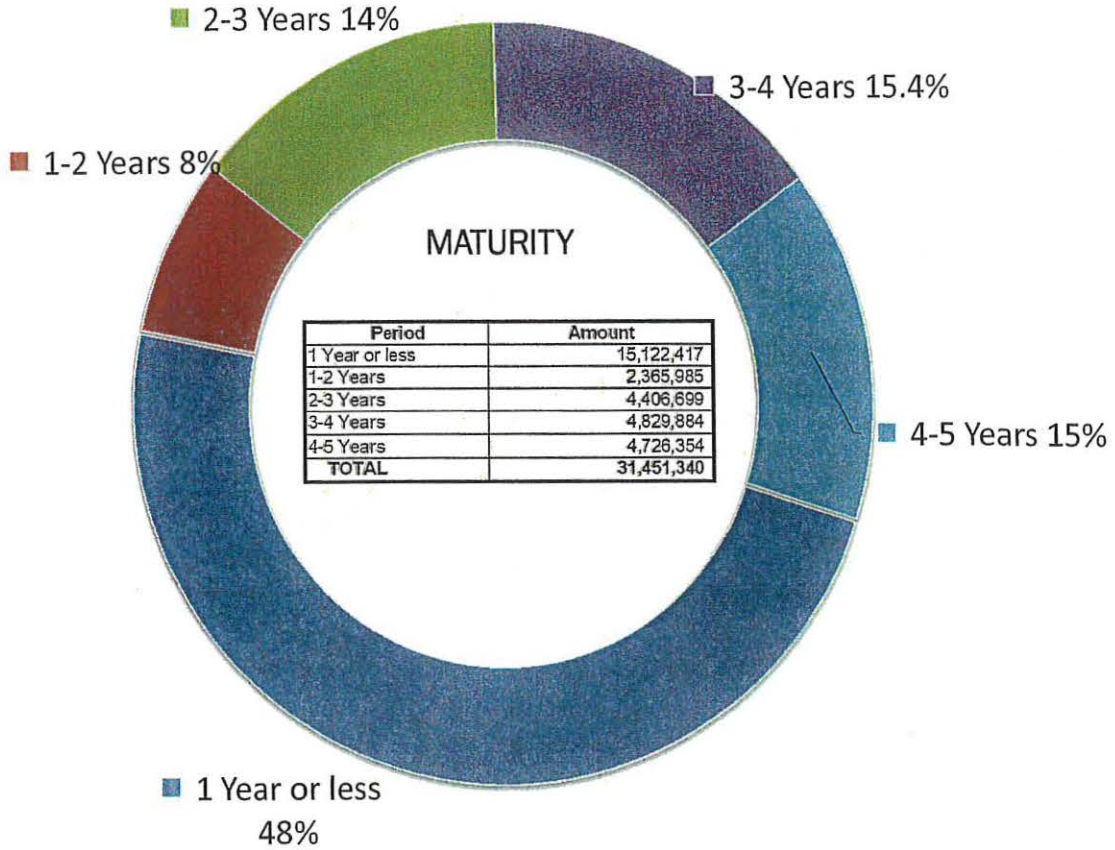
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 June 30, 2021

Cash Equivalents & Investments	Principal (Original Cost)		June Interest	Average Rate
	May 31, 2021	Jun 30, 2021		
Pacific Premier Bank Reserves	\$ 505,119	\$ 2,640,500	\$ 3	0.010%
TVI Dreyfus Money Market	-	\$ 448,927	\$ 3	0.030%
LAIF Pool	4,095,230	3,095,230	785	0.262%
SD County Pool	8,002,984	6,002,984	4,070	0.720%
CAMP Pool	785,758	285,120	21	0.050%
Certificates of Deposit - Insured	5,629,000	5,629,000	6,763	1.441%
US Treasury Notes	1,561,805	1,561,805	1,483	1.140%
Federal Agency Notes	2,447,110	3,046,875	1,597	0.772%
Municipal Bonds	2,567,388	2,567,388	2,099	0.939%
Corporate Bonds/Notes	6,172,578	5,823,510	6,440	1.289%
Negotiable CD's	350,000	350,000	540	1.850%
Totals	\$ 32,116,971	\$ 31,451,340	\$ 23,803	0.899%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 June 30, 2021

(Continued)

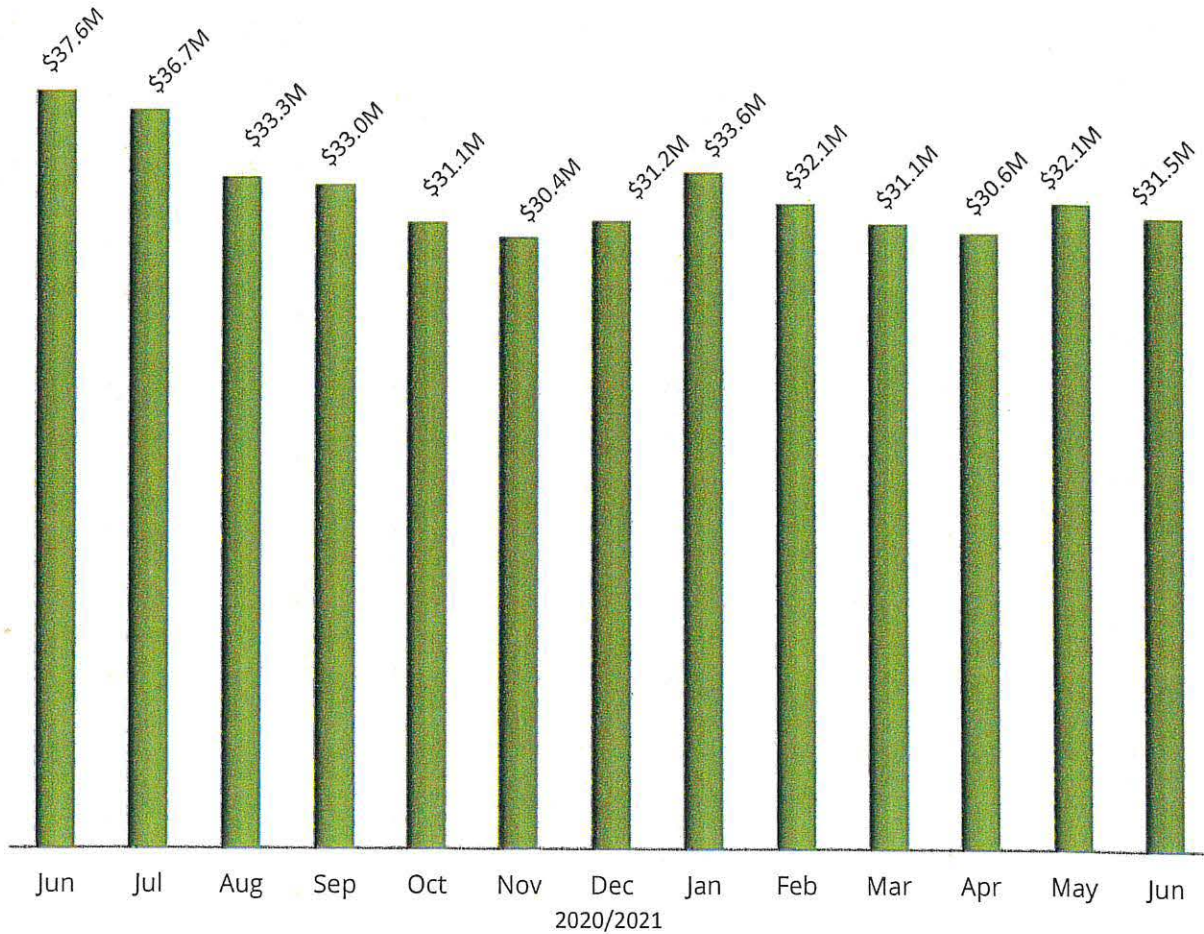


(1) CAMP Pool & SD County Pool, are rated by Standard & Pools. Investments are rated by Moody's.
 (2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2021

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS


Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Federal Home Loan Bank	\$ 300,000		6/30/2026	3130AMXC1	1.05%	
Wells Fargo & Co Corp Note (Called)		\$ 300,000	6/30/2021	95001DAJ9	1.00%	
Wells Fargo & Co Corp Note (Called)		\$ 300,000	6/2/2021	95001DA34	1.50%	
Federal Farm Credit Bank	\$ 299,765		6/28/2021	3133EMH47	0.62%	
United Health Corp Note	\$ 250,933		6/29/2021	91324PEC2	1.07%	

TOTAL	\$ 850,698	\$ 600,000
-------	------------	------------

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

MEMORANDUM

Ref: 22-7704

DATE: August 12, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **LWD QUARTERLY TREASURER'S INVESTMENT REPORT**

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending June 30, 2021 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rad:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY

06-30-2021

SUMMARY OF CASH & INVESTMENTS at June 30, 2021

SEE QUARTERLY TREASURER'S REPORT FOR DETAILS

ASSETS	PAR VALUE 6/30/2021	AMORTIZED COST 6/30/2021	% OF TOTAL		MARKET VALUE 6/30/2021
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 2,640,500	\$ 2,640,500	8%	30%	\$ 2,640,500
MONEY MARKET FUNDS	\$ 448,927	\$ 448,927	1%	20%	\$ 448,927
LAIF - STATE INVESTMENT POOL	\$ 3,095,230	\$ 3,095,230	10%	75%	\$ 3,095,487
SAN DIEGO COUNTY INVESTMENT POOL	\$ 6,002,984	\$ 6,002,984	19%	75%	\$ 6,010,000
CAMP - JPA INVESTMENT POOL	\$ 285,120	\$ 285,120	1%	75%	\$ 285,120
FEDERAL AGENCY SECURITIES	\$ 3,050,000	\$ 3,047,229	10%	75%	\$ 3,041,169
US TREASURY BONDS/NOTES	\$ 1,550,000	\$ 1,568,294	5%	100%	\$ 1,569,250
CORPORATE NOTES	\$ 5,700,000	\$ 5,791,677	18%	20%	\$ 5,783,839
NEGOTIABLE CERTIFICATES OF DEPOSIT	\$ 350,000	\$ 350,000	1%	10%	\$ 356,741
INSURED CERTIFICATES OF DEPOSIT	\$ 5,629,000	\$ 5,629,000	18%	30%	\$ 5,780,269
TOTAL CASH & INVESTMENTS	\$ 31,251,761	\$ 31,426,349	100%		\$ 31,555,774

As of June 30, 2021	QUARTERLY RESULTS
---------------------	-------------------



Cash & Investments

\$31.6M



Avg Days to Maturity

625



Change in Cash & Inv

\$356K



Interest Earned

\$76K



Average Return


1.0%



LAIF Benchmark

0.3%

MEMORANDUM

DATE: August 12, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: July 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 July 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 July 2021 for your review.

tb:PJB


Attachment

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

Conference Date	Description	Director	Director	Director	Director	Director	GM	TSM	ASM	FSS
		J. Hanson	E. Sullivan	D. Omsted	C. Roesink	M. Brown	P. Bushee	R. Morishita	R. Duffey	J. Stecker
	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 July 2021

MEMORANDUM

DATE: August 12, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2022 (FY22) Pay Schedules

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2352 approving the FY22 pay schedules.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The purpose of this agenda item is to present proposed Resolution No. 2352 to the Board of Directors for consideration. This resolution approves pay schedules for all employee classifications, including the General Manager classification for FY22 in accordance with CalPERS regulations and by California Code of Regulations (CCR) §570.5(a).

Staff recommends that the Board of Directors adopt Resolution No. 2352 approving the FY22 pay schedules to comply with CCR §570.5(a) and CalPERS regulations.

th:PJB

RESOLUTION NO. 2352

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE FISCAL YEAR 2022 PAY SCHEDULE**

Whereas, the employees of the Leucadia Wastewater District (LWD) are a valuable and important part of the LWD organization and have had the opportunity to participate in an informal input process with designated District representatives on wages, hours, and other terms and conditions of employment; and,

Whereas, the LWD Board of Directors authorized a classification adjustment for all employees, except the General Manager, on June 9, 2021 to be effective July 1, 2021; and,

Whereas, the LWD Board of Directors authorized a 3% salary adjustment for the LWD General Manager, adjusting compensation from \$245,543.42 to \$252,909.72 effective July 14, 2021; and,

Whereas, the LWD Board of Directors desires to establish, adopt and publish the FY 2022 Pay Schedule for all LWD employees including the General Manager in accordance with CalPERS requirements and by California Code of Regulations (CCR) §570.5(a).

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors hereby adopts the LWD Fiscal Year 2022 Pay Schedule attached hereto as Attachment "1" and directs that it be posted and maintained in accordance with CalPERS requirements and CCR §570.5(a).
2. This Resolution supersedes Resolution No. 2337.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 18th day of August, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald F. Omsted, President

Attest:

Paul J. Bushee, Secretary /Manager

(SEAL)

**LEUCADIA WASTEWATER DISTRICT
FY 2022 SALARY SCHEDULE**

Position	Salary Range	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Vacant	1	\$36,239	\$45,299	\$17.42	\$21.78
Vacant	2	\$38,051	\$47,564	\$18.29	\$22.87
Vacant	3	\$39,954	\$49,942	\$19.21	\$24.01
Vacant	4	\$41,951	\$52,439	\$20.17	\$25.21
Vacant	5	\$44,049	\$55,061	\$21.18	\$26.47
Vacant	6	\$46,251	\$57,814	\$22.24	\$27.80
Vacant	7	\$48,564	\$60,705	\$23.35	\$29.18
Vacant	8	\$50,992	\$63,740	\$24.52	\$30.64
Vacant	9	\$53,542	\$66,927	\$25.74	\$32.18
Vacant	10	\$56,219	\$70,273	\$27.03	\$33.79
Field Services Technician-in-Training Administrative Services Specialist I	11	\$59,030	\$73,787	\$28.38	\$35.47
Vacant	12	\$61,981	\$77,476	\$29.80	\$37.25
Field Services Technician I Administrative Services Specialist II	13	\$65,080	\$81,350	\$31.29	\$39.11
Vacant	14	\$68,334	\$85,418	\$32.85	\$41.07
Field Services Technician II Accounting Technician	15	\$71,751	\$89,689	\$34.50	\$43.12
Vacant	16	\$75,338	\$94,173	\$36.22	\$45.28
Field Services Technician III	17	\$79,105	\$98,882	\$38.03	\$47.54
Field Services Specialist Executive Assistant	18	\$83,061	\$103,826	\$39.93	\$49.92
Vacant	19	\$87,214	\$109,017	\$41.93	\$52.41
Vacant	20	\$91,574	\$114,468	\$44.03	\$55.03
Vacant	21	\$96,153	\$120,191	\$46.23	\$57.78
Field Services Supervisor Administrative Services Supervisor	22	\$100,961	\$126,201	\$48.54	\$60.67
Vacant	23	\$106,009	\$132,511	\$50.97	\$63.71
Vacant	24	\$111,309	\$139,136	\$53.51	\$66.89
Vacant	25	\$116,875	\$146,093	\$56.19	\$70.24
Field Services Superintendent	26	\$122,718	\$153,398	\$59.00	\$73.75
Vacant	27	\$128,854	\$161,068	\$61.95	\$77.44
Vacant	28	\$135,297	\$169,121	\$65.05	\$81.31
Vacant	29	\$142,062	\$177,577	\$68.30	\$85.37
Vacant	30	\$149,165	\$186,456	\$71.71	\$89.64
Technical Services Manager Administrative Services Manager	31	\$156,623	\$195,779	\$75.30	\$94.12
Vacant	32	\$164,454	\$205,568	\$79.06	\$98.83
General Manager	n/a	\$252,909.72	\$252,909.72	\$121.59	\$121.59

Notes:

1. Approved and adopted by LWD Board of Directors June 9, 2021
2. Effective date: July 1, 2021
July 14, 2021 - General Manager salary until changed by the Board of Directors
3. Time base for salary amounts indicated is "annual"

Encina Wastewater Authority Report
Regular Board Meeting
July 28, 2021

EWA Board of Directors - Director Sullivan Reporting

1. As-Needed General Contractor Services Award

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

- a contract with SS Mechanical Construction Corporation for As-Needed General Contractor Services;
- a contract with Orion Construction Corporation for As-Needed General Contractor Services; and
- award a Task Order in the amount of \$166,075 to SS Mechanical Construction Corporation for the Aeration Basin Minor Improvements Project.

2. Resolution 2021-03: Appropriating Funds for Fiscal Year 2022 Pension Policy, Operating and Capital Program Budgets and Establishing Controls Thereon

The Board of Directors adopted Resolution No. 2021-03 appropriating funds for Fiscal Year 2022 for the following:

- Pension Policy in the amount of \$4,096,100;
- Operating funds in the amount of \$19,534,867; and
- Capital funds in the amount of \$23,294,844.

There was no Executive Session.

Investment & Finance Committee Meeting Report

Presented by Vice President Hanson

Meeting held August 5, 2021

1. Annual Review of LWD's Procurement Policy – Receive and File the Annual Review of the Procurement Policy.

The IFC conducted its Annual Review of the LWD Procurement Policy and made some recommended changes to the Policy. Staff stated they would make the changes and bring the revised Procurement Policy to the August Board Meeting for approval.

This item will be discussed later in the agenda.

MEMORANDUM

DATE: August 12, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Annual Review of Procurement Policy

RECOMMENDATION:

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

1. Adopt Resolution No. 2354 approving LWD's revised Procurement Policy; and
2. Discuss and take other action, as appropriate.

DISCUSSION:**Tactical Goal: Finance/Financial Policy Reviews/Procurement Policy**

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

The Leucadia Wastewater District (LWD) Procurement Policy was adopted by the Board of Directors on March 9, 2005. It was last revised on August 19, 2020. The Policy consolidates purchasing requirements under one program and provides a prudent set of controls while maintaining efficiency and flexibility in the procurement process.

The IFC recently met to conduct its annual review of the policy. Based on this review, staff and IFC are recommending updates to clarify and streamline the Policy. A brief summary of the updates are as follows:

- Eliminate Section 3.8. This section had not been updated since the Policy was originally developed in 2005 and would need to be amended to reflect a number of new protected classes. Staff asked General Counsel Brechtel to review this language and he has determined that discrimination language is not legally required in a Procurement Policy. Given that LWD has updated anti-discrimination language in its Human Resources Policy Manual and that it is not a requirement for the Procurement Policy, staff is recommending that it be deleted.
- Updated references to "telephone" services in the Policy to "telecommunications".
- Moved language relating to "continuing services" from Section 12 to Section 11.1 – Sole Source Procurement.
- Clarified language under Section 11.1B regarding justifications for sole source procurements.
- Other minor edits.

Attached please find the proposed Policy with changes in redline/strikeout format for the Board's review.

PJB:

Attachment

RESOLUTION NO. 2354

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

WHEREAS, the Leucadia Wastewater District's (LWD) existing Procurement Policy was adopted on August 19, 2020 to establish a prudent set of controls in the procurement process; and

WHEREAS, it is prudent for LWD to periodically review its Procurement Policy to reflect changes in laws and regulation as well as the escalation of prices due to inflation.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the LWD Procurement Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes and rescinds Resolution No. 2338.

PASSED AND ADOPTED by the Board of Directors of Leucadia Wastewater District this 18th day of August, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald F. Omsted, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

Attachment 1



PROCUREMENT POLICY

Ref: 22-7709

1. Purpose

The purpose of this Policy is to establish the requirements and implement the rules and regulations governing the procurement of all goods and services required by the Leucadia Wastewater District (LWD).

2. Related LWD Board of Directors' Policies

- 2.1. Resolution 2289 authorizing the General Manager to purchase up to \$35,000 of goods, materials, supplies, and services at any one time without specific prior Board approval dated September 13, 2017.
- 2.2. LWD's current Conflict of Interest Code.

3. Policy

It is the Policy of the Board of Directors that:

- 3.1. LWD shall procure required goods and services commensurate with acceptable quality at the lowest possible cost.
- 3.2. Appropriate internal financial controls shall be exercised over all procurements.
- 3.3. No procurement shall be authorized unless sufficient funds have been appropriated pursuant to LWD's budgetary processes.
- 3.4. Cooperative purchasing with other public agencies shall be performed whenever such purchases are feasible and in the best interests of LWD.
- 3.5. The General Manager shall determine the necessity of insurance and/or appropriate insurance requirements in consultation with the originating department head and risk management advisors, and, with the advice and concurrence of the LWD General Counsel. If insurance is required, a Certificate of Insurance conforming to such requirements, and any applicable insurance industry standards, must be on file before goods are delivered or services are provided.
- 3.6. The General Manager shall execute and maintain administrative procedures to implement this Policy and to ensure that the procurement of all goods and services are properly documented and that they conform to: this Policy, related internal financial controls, and all applicable administrative procedures.

3.7. The General Manager shall maintain all documentation required by this Policy in accordance with LWD's Records Retention Policy.

~~3.8. The LWD shall not discriminate against any person or entity because of race, color, religion, national origin, gender or disability status and shall place, in all procurement related solicitations or advertisements for formal procurement of goods or services, a statement that all qualified bidders will receive consideration without regard to race, color, religion, national origin, gender or disability status.~~

~~3.9.3.8.~~ The General Manager may, at his/her discretion, delegate duties under this Policy.

~~3.10.3.9.~~ The Board of Directors may, at its sole discretion, waive all or any part of this Policy.

4. Policy Coverage

This Policy is intended to cover the procurement of the following types of items:

4.1. Goods: An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; installation of equipment or supplies specifically for LWD; and utilities such as electricity, natural gas, ~~telephone~~telecommunications, internet, and water.

4.2. Professional Services: Services that are professional in nature and do not include the physical construction or installation of equipment for the District's infrastructure. Services in this category include, but may not be limited to, engineering design, architectural services, public information services, financial services, strategic planning services and legal services.

4.3. Construction Services: Services typically associated with the physical construction and/or installation of equipment necessary to improve or replace the District's infrastructure. For the purposes of this policy, landscape services shall follow the procedures associated with this category.

4.4. Other Services: Other Services include all purchases for services not classified as goods, construction services, or professional services, and include janitorial and uniform rental services, but may not be limited to these services.

5. Open Market Procurements for Goods and Other Services (\$10,000 or less) and Professional Services and Construction Services (\$35,000 or less)

The LWD Staff shall make reasonable efforts to secure goods of suitable quality or, in the case of services, the best qualified consultant or service provider at the lowest possible cost and shall document such procurements as appropriate.

6. Informal Procurements for Goods and Other Services (\$10,000.01 to \$60,000) and Construction Services (\$35,000.01 to \$60,000)

The following defines an informal procurement for goods:

6.1. Minimum Requirements: The procurement of goods or services require that Staff develop a Request for Quote to clarify and standardize the requirements of the procurement. The Request for Quote shall include, as a minimum:

- An appropriately detailed specification considering the value, availability and technical complexity of the items to be procured,
- A list of at least three (3) possible suppliers, if practicable,
- The date by which LWD must receive the quote.

6.2. Request for Quote Distribution and Evaluation: LWD shall distribute the Request for Quote to at least three (3) suppliers. Staff will evaluate the responses received to determine the best responsive and responsible quote that meets or exceeds the Request for Quote specifications. Although cost is important, it is not the sole ~~source~~-basis of the award.

6.3. Quote Documentation: Staff will document the quotes received and the results of the evaluation. If less than three (3) quotes were received and evaluated, a brief explanatory statement will be provided.

6.4. Award: The General Manager shall award the procurement to the best determined responsive and responsible quote, if the total dollar cost of the procurement is \$35,000 or less. If the total dollar cost of the procurement is \$35,000.01 or more, the purchase must be approved by the Board of Directors.

6.5. Delegation of Authority to Award: For the purchase of goods or construction services, the General Manager may delegate the authority to award procurements by administrative procedure specifically identifying such delegates and the dollar limit of each delegate's authority.

Nothing in this policy shall prohibit staff from utilizing a formal bid process if deemed to be in the best interest of the District. If a formal bid process is elected, the procedures in Section 8 below shall be followed.

7. **Informal Procurements for Professional Services (Contract from \$35,000.01 to \$60,000):**

The following defines an informal procurement for professional services:

7.1. Minimum Requirements. Staff will develop a Proposal letter to include, as a minimum:

- An appropriately detailed Scope of Work considering the value availability and technical complexity of the services to be procured,
- A list of at least three (3) possible firms, if practicable,
- The date by which LWD must receive the proposal,
- If the proposed project is not identified in the budget, the Board of Directors shall review and authorize the procurement.

7.2. Evaluation of Proposals. Staff or a panel of evaluators designated by the General Manager will determine the best qualified proposer based on professional competency and their ability to satisfy the Scope of Work. Whenever possible, dependent on the services required, LWD shall evaluate and document at least three (3) proposals. If less than three (3) proposals were evaluated, a brief explanatory statement will be submitted to the General Manager.

7.3. Negotiations. Staff shall negotiate with the best qualified proposer. If unable to successfully complete such negotiations, negotiate with the remaining proposers, in the order that their proposals are most beneficial to LWD, until negotiations are successfully completed.

- 7.4. Coordination, Review and Approval. The General Manager will assign staff and, if necessary, LWD Counsel to generate a contract or related documents. All informal procurements for professional services will require a written contract.
- 7.5. Award. The General Manager shall recommend that the Board of Directors award the contract to the best qualified firm with whom LWD successfully completed negotiations. The Board shall award procurements of services with a total dollar cost from \$35,000.01 to \$60,000.
- 7.6. Documentation of Award. The responsible staff member shall establish a Contract File that contains the Proposal documentation per Sections 7.1 through 7.5 of this Policy, signed contract and any additional documents prescribed by administrative procedure.
- 8. Formal Procurements for Goods, Construction Services, and Other Services (\$60,000.01 and over):**
- 8.1. Additional Requirements: Formal Request for Sealed Bids (RFB). In addition to this Policy's requirements for awarding Informal Procurements, the initiating department head shall submit for the General Manager's review and approval a RFB that includes:
- An appropriately detailed specification considering the value, availability and technical complexity of the items to be procured,
 - Proposed procurement schedule.
- 8.2. Supplemental Documents: Formal RFB. Along with the RFB, the initiating department head shall submit for the General Manager's review and approval the following Supplemental Documents:
- A draft Notice Inviting Bids for publication and
 - A suggested list of at least three (3) prospective vendors, if practicable.
- 8.3. Public Notice. Public Notice Inviting Bids for an RFB must be published in a newspaper of general circulation at least ten (10) days prior to the bid opening date. For only the formal procurement of goods and other services, if the General Manager determines that publication of an RFB will not enhance the competitiveness of the bid, the General Manager, at his sole discretion, may waive the public notice of the RFB. For example, there is a limited number of vendors and all vendors will be provided with the RFB, then the publication of the RFB can be waived
- 8.4. Bid Opening. All sealed bids are opened in public and apparent low bidder is identified at the bid opening.
- 8.5. Bid Evaluation. After the bid opening, all bids will be evaluated to ensure compliance with the bid specifications and for acceptable quality to determine the lowest responsive and responsible bidder. All bids and bid information shall be public unless otherwise specified in the bid specifications.
- 8.6. Award. All sealed bid procurements shall be awarded to the lowest responsive and responsible bidder who meets or exceeds the specifications of the RFB. All formal procurements must be approved by the Board of Directors.

9. Formal Procurements for Professional Services (\$60,000.01 and over)

9.1. Additional Requirements: Formal Request for Proposals (RFP) or Request for Qualifications (RFQ). In addition to this Policy's requirements for awarding Informal Procurements for services, the initiating department head shall submit for the General Manager's review and approval a RFP or RFQ that includes:

- A detailed Scope of Work itemizing the services required,
- Proposed schedule,
- Preliminary criteria upon which proposals / qualifications shall be evaluated,
- A draft public notice, and,
- A suggested list of prospective consultants to receive the RFP/RFQ.

9.2. General Manager Approval of Proposal Publication. No publication of public notice inviting proposals shall be made unless the General Manager has approved the Formal RFP and Supplemental Documents. If the project is not identified in the budget, the Board of Directors shall review and authorize the procurement.

9.3. Public Notice. Public notice of a RFP / RFQ must be published in a newspaper of general circulation at least ten (10) days prior to the proposal / Statement of Qualification (SOQ) due date.

9.4. RFQ Evaluation. If the implementation of the RFQ process is selected to procure services, additional steps are added to the RFP process. The RFQ calls for submission of a Statement of Qualification (SOQ) instead of a proposal. The SOQs are used to establish the professional competency and capability of each firm to perform and satisfy the project's Scope of Work. Once SOQs are received from interested firms, the General Manager will convene a panel consisting of at least three (3) individuals. The panel will evaluate the SOQs received in response to the RFQ to determine those firms that, in the panel's opinion, are best qualified to meet the Scope of Work identified in the RFQ. The panel will identify at least three (3) qualified firms, if appropriate. Once the qualified firms have been determined, only those firms will be invited by the General Manager to submit proposals (RFP) for evaluation.

9.5. Proposal Evaluation. Pursuant to the criteria established for that RFP and any additional criteria necessary and appropriate to advance the best interests of the LWD, the General Manager or a panel of evaluators selected by the General Manager shall review each proposal and may interview each firm to determine an ordinal ranking of the proposing firms. The ordinal ranking will be primarily based on the professional competency of the firms.

9.6. Negotiation. The General Manager or his/her designee shall enter into negotiations with the top ranked firm to establish the contract price and fees. If a fair price cannot be reached with the top ranked firm, then that firm shall be eliminated from consideration and negotiations shall be initiated with the next highest ranked firm.

9.7. Award. All formal procurements for services must be approved by the Board of Directors.

10. Competitive Negotiations

10.1. Competitive negotiations may be used for the procurement of highly technical goods or services. Under competitive negotiations cost will be a significant factor, but not the

only deciding factor. The General Manager may authorize competitive negotiations when:

- The goods or services are such that suitable technical or performance specifications are not readily available.
 - District does not possess the professional expertise necessary to develop suitable technical or performance specifications.
 - Proposals for the purchase goods or services would be more advantageous to District.
- 10.2. In the case of competitive negotiations, the initiating department head shall obtain the General Manager's authorization to proceed under this section using such open market, informal or formal, procedures as the General Manager shall, at his sole discretion deem necessary.
- 10.3. The use of competitive negotiations is not intended to be used for the purpose of avoiding the Formal RFB or Formal RFP requirements as set forth in this policy

11. Exceptions:

The following exceptions shall apply to the foregoing bidding procedures. When an exception applies, supplies, equipment and/or services may be purchased following whatever procedures are determined necessary under the circumstances as determined by the General Manager, at his or her discretion.

11.1. Sole Source Procurement

- A. In certain instances, goods and services are obtainable from only one vendor due to unique circumstances. These circumstances include:
- The good or service is of such a unique, proprietary or technical nature that it is only manufactured or provided by a single vendor;
 - The good or service must match or be compatible with other goods or services, currently in use by LWD, obtained from a certain vendor. In this instance, it must be demonstrated that the matching or compatible good or service can only be supplied by this same vendor, or
 - When a vendor or firm possesses unique knowledge of LWD; ~~or or is providing continuance of service as described in paragraph 12.4, Continuing Services.~~
 - Continuing Services. Where a vendor or firm has satisfactorily completed one phase in the development of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain this vendor or firm for a subsequent phase of work
- B. All sole source purchases for goods over \$10,000 require a justification to the General Manager; and all sole source procurements ~~for services~~ over \$35,000 require an explanation justifying the sole source procurement a justification under this Policy to the ~~General Manager and/or~~ Board of Directors.
- C. Sole source procurements shall comply with all award threshold requirements set forth in this Policy.

D. Complex or Unique Items

- In the event that the supplies and/or equipment sought to be purchased are unique and/or complex such that it is unlikely that there would be more than one bidder.
- It is unlikely that there would be any economic benefit to the public to be gained from bidding, the General Manager, at his or her discretion may authorize direct negotiations in lieu of bidding.
- An explanation to the Board of Directors is required justifying the procurement of critical or unique items.

11.2. Emergency

If an emergency arises and there is insufficient time to comply with the above applicable procurement procedures, an exception shall apply. An emergency situation may be determined by the General Manager if there is no time to convene a Board meeting. In the case of an emergency, the General Manager can authorize procurement(s) that exceeds his designated threshold in order to resolve the situation. The General Manager will inform the Board members of the emergency procurement as soon as possible. If the General Manager determines an emergency existed and authorizes a procurement(s) exceeding his/her approval authority, then a staff report shall be provided to the Board of Directors at its next regular meeting.

12. **Alternative or Conditional Requirements:**

12.1. Bid Security. Bidder's security may be prescribed in the public notice inviting bids at LWD's sole discretion. Bidders shall be entitled to return of bid security except that a successful bidder shall forfeit his bid security upon the bidder's refusal or failure to execute a contract within ten (10) days after the Notice of Award has been mailed.

12.2. Rejection of Bids/Proposals. The General Manager or Board of Directors, at their discretion, may reject any and all bids or proposals / SOQs and proceed pursuant to this Policy.

12.3. Performance Bond. LWD shall retain unilateral authority to require a performance bond before entering a contract. The amount of such a bond shall be set as determined reasonably necessary to protect the best interests of LWD. If LWD requires a performance bond, the form and amount of the bond shall be described in the public notice inviting bids or proposals.

~~12.4. Continuing Services. Where a vendor or firm has satisfactorily completed one phase in the development of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain this vendor or firm for a subsequent phase of work, the General Manager, or his designee, shall be authorized to proceed directly with the negotiations for compensation with this entity. If required by this Policy, the Board of Directors must approve the resulting contract or amendment. In the event that a fair price cannot be reached, then the appropriate procurement requirements set forth in this Policy shall apply.~~

12.5.12.4. Governing Law. Nothing in this policy is intended nor shall be deemed to supersede any applicable State or Federal laws.

13. Definitions:

Bidder: A person or firm submitting an offer to LWD in response to a Request for Bids.

Bid Security: The deposit of cash, certified check, cashier's check, bank draft, money order, or bid bond submitted with a bid and serving to guarantee to the owner that the bidder, if awarded the contract, will execute such contract in accordance with the bidding requirements and the contract documents.

Continuing Services: When a vendor or firm has satisfactorily completed one phase in the development of a project, that vendor or firm may be retained for a subsequent phase of work if their continued service is determined to be in the best interest of the District.

Construction Services: Services typically associated with the physical construction and/or installation of equipment necessary to improve or replace the District's infrastructure. For the purposes of this policy, landscape services shall follow the procedures associated with this category.

Formal Procurement of Goods and Services: Procurement of goods or services resulting in total payments greater than \$60,000.

Goods: An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; installation of equipment or supplies specifically for LWD; and utilities such as electricity, natural gas, telephonetelecommunications, internet, and water.

Informal Procurement of Goods: Purchase of goods resulting in total payments of \$10,000.01 to \$60,000.

Informal Procurement of Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amounts between \$35,000.01 and \$60,000.

Open Market Procurement of Goods: Purchase of goods resulting in total payments by the LWD of \$10,000 or less.

Open Market Procurement of Professional and Construction Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amount of up to \$35,000.

Other Services: Other Services include all purchases for services not classified as goods, construction services, or professional services, and include janitorial and uniform rental services.

Performance Bond: A written guaranty from a third party guarantor (usually a bank or an insurance company) submitted to the District by a contractor on winning the bid. A performance bond ensures payment of a sum (not exceeding a stated maximum) of money in case the contractor fails in the full performance of the contract.

Proposer: A person or firm submitting an offer to LWD in response to a Request for Proposals.

Scope of Work: A description of services required by LWD that a proposer must demonstrate the capability to provide as a prerequisite to LWD's consideration of their proposal.

Sealed Bids: A bid submitted in a sealed envelope to prevent disclosure of its content prior to the established public opening.

Professional Services: Services that are professional in nature and do not include the physical construction or/or installation of equipment for the District's infrastructure. Services in this

category include, but not limited to, engineering design, architectural services, public information services, financial services, strategic planning services and legal services. Other similar services would also be part of this category.

Sole Source Procurement: Procurement instances when the goods and/or services are obtainable from only one vendor due to unique circumstances, specifications, qualifications or continuance of service.

Specification: A description of the goods required by LWD that a bidder must satisfy precisely or through functional equivalency as a prerequisite to LWD's consideration of their bid.

Vendor / Firm / Consultant: An entity which is capable of or is interested in providing goods or services to LWD, or has been awarded a procurement agreement by LWD.

MEMORANDUM

DATE: August 12, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Agreement for Mutual Maintenance Services Between Olivenhain Municipal Water District and Leucadia Wastewater District

RECOMMENDATION:

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

1. Authorize the General Manager to execute an agreement for mutual maintenance services and equipment between Olivenhain Municipal Water District (OMWD) and Leucadia Wastewater District (LWD).
2. Discuss and take other action as appropriate.

BACKGROUND:

This item will be reviewed at the EC's August 16th meeting.

OMWD owns and operates a hydraulically operated valve-turning truck used to exercise valves throughout their water distribution system to ensure proper system operation. LWD owns and operates a high-pressure hydro-cleaning / vacuum combination truck to clean and remove debris from our wastewater collection system.

During the Leucadia Pump Station Rehabilitation Project, LWD contacted OMWD to open a large valve that staff could not manually open. OMWD successfully opened the valve. This prompted LWD to ask OMWD about future assistance to exercise two (2) large valves at Batiquitos Pump Station and one (1) at Leucadia Pump Station on a semiannual (every 6 months) basis.

In return, OMWD asked if LWD could provide services to clean two (2) of OMWD's pump station wet wells using our combination hydro-cleaning / vacuum trucks.

DISCUSSION: The approximate cost for a hydraulic operated valve machine is \$40K. This does not include the cost of the vehicle it is mounted on, please see photo. Additionally, there are equipment maintenance costs and staff training necessary to safely and properly operate the equipment.



OMWD has a designated crew that operates the valve turning equipment. This crew is experienced in its operation because OMWD has many valves to operate throughout their distribution system. Similarly, our Field Services crew is experienced in operating our combination hydro-cleaning / vacuum trucks to maintain our collection system. This experience is crucial for the safe and effective operation of the equipment. Therefore, both LWD and OMWD will benefit from the sharing of resources and expertise. It should be noted that additional valves may be added to the Agreement upon mutual agreement by both parties.

On July 14, 2021, the OMWD Board considered and approved the agreement (attached for your review).

Staff believes that a mutual service agreement such as this is a win-win for both agencies involved while demonstrating effective collaboration between public agencies. Therefore, staff recommends that the Board authorize the General Manager to execute this mutual maintenance services and equipment agreement with OMWD.

jms:PJB

Attachment

**AGREEMENT TO PROVIDE MAINTENANCE SERVICES
BETWEEN THE LEUCADIA WASTEWATER DISTRICT
AND OLIVENHAIN MUNICIPAL WATER DISTRICT**

This AGREEMENT is made and entered into on this ____ day of _____, 2021, by and between the LEUCADIA WASTEWATER DISTRICT ("LWD") and OLIVENHAIN MUNICIPAL WATER DISTRICT ("OMWD").

RECITALS

Whereas, OMWD has special expertise with regard to exercising and operation of large valves;

Whereas, LWD desires OMWD's assistance with regard to the exercising of force main valves at LWD's Batiquitos and Leucadia Pump Stations to help ensure their proper operation;

Whereas, OMWD has the need to utilize LWD's Vacuum Truck in its wastewater collection system in order to maintain optimal working conditions thereby reducing the potential for sewer system overflows,

NOW, THEREFORE, in the spirit of interagency cooperation, consideration of the mutual promises, conditions and covenants contained; the parties hereto agree as follows:

AGREEMENT

ARTICLE 1. GENERAL

A. OMWD agrees to exercise force main valves at LWD's Batiquitos and Leucadia Pump Stations at mutually acceptable dates and times. The force main valves to be exercised consist of one valve at the Leucadia Pump Station, two valves at the Batiquitos Pump Station, and any additional valves as the parties agree from time to time.

B. LWD agrees to provide Vacuum Truck services at OMWD's 4S Ranch and Rancho Cielo Pump Stations and wastewater collection system manholes at mutually acceptable dates and times.

C. This agreement is voluntary and may be withdrawn at any time at either parties' sole and absolute discretion.

D. Both parties shall perform all work necessary to complete the work and shall coordinate with each other to ensure it has all labor materials, equipment, and supplies required to complete the work.

E. All work under this AGREEMENT shall be done in a professional manner and both parties represent that they are skilled in the professional expertise necessary to provide the services required under this AGREEMENT.

F. Both parties agree to exchange an equal number hours of services provided pursuant to this AGREEMENT. In lieu of mutually exchanging services, either party may bill 150 dollars per hour for services provided pursuant to this agreement.

G. Either party may terminate this AGREEMENT by providing written notice to the other.

ARTICLE 2. INDEMNITY

Operating valves and operating a Vacuum Truck involve inherent risk whether performed manually or using machine assisted methods; therefore, to the fullest extent permitted by law, LWD and OMWD will indemnify each other, shall defend and hold harmless the other, and their directors, officers, officials, agents, employees, volunteers and consultants from and against all claims, demands, damages, losses, expenses, fines and other costs, including costs of defense and attorneys' fees, arising out of or resulting from this AGREEMENT, including without limitation, OMWD's work involving the force main valve maintenance and LWD's operation of the Vacuum Truck. However, neither party shall have an obligation to indemnify the other party from a claim caused by the active negligence, sole negligence, or willful misconduct of an indemnified party.

ARTICLE 3. SEWER SYSTEM OVERFLOW

In the event that during the valve exercising process a sewer system overflow (SSO) occurs from LWD's force main valves, OMWD shall not be responsible for the costs

associated with or attributed to the SSO. These costs include, but are not limited to, response by LWD's staff and contractors, mitigation, cleanup, repairs, environmental sampling and/or monitoring, claims, litigation, OMWD staff costs and attorneys' fees, and any fines or penalties that may be levied against OMWD. All costs and actions for determining the cause of the SSO shall be the sole responsibility of LWD.

ARTICLE 4. CALIFORNIA LAW GOVERNS

This AGREEMENT shall be governed by California law. In the event of any legal or equitable proceeding to enforce or interpret the terms and conditions of this AGREEMENT, the parties agree that jurisdiction and venue shall lie only in the federal or state courts in or nearest to the North County Judicial District, County of San Diego, State of California. In the event any arbitration, action or proceeding is initiated to challenge, invalidate, enforce or interpret any of the terms of this AGREEMENT, the prevailing party shall be entitled to all attorneys' fees, all expert fees and costs, and all litigation fees, costs, and expenses in addition to any other relief granted by law. This provision shall apply to the entire AGREEMENT.

ARTICLE 5. DISPUTE RESOLUTION

Before any Party to this AGREEMENT may bring suit in any court concerning an issue relating to this AGREEMENT, such Party must first seek in good faith to resolve the issue through mediation or other form of non-binding alternative dispute resolution mutually acceptable to the Parties. Either Party may initiate informal dispute resolution by written demand on the other. No lawsuit or other remedy may be pursued until at least one informal meeting session has occurred or until the passage of thirty (30) calendar days from the date of mailing of the demand for dispute resolution, whichever occurs first.

ARTICLE 6. MODIFICATION

This AGREEMENT may not be altered in whole or in part except by a written modification approved by OMWD and executed by all the parties to this AGREEMENT.

ARTICLE 7. ENTIRE AGREEMENT

This AGREEMENT, together with all exhibits attached hereto, contains all representations and the entire understanding between the parties with respect to the subject matter of this AGREEMENT. Any prior correspondence, memoranda, or agreements, whether or not such correspondence, memoranda or agreements are in conflict with this AGREEMENT, are intended to be replaced in total by this AGREEMENT. LWD warrants and represents that no OMWD representative has made any oral representations or oral agreements not contained in this AGREEMENT. LWD further warrants and represents that LWD has not relied upon any oral statements or promises made by any OMWD representative or agent in executing this AGREEMENT. The parties mutually declare that this AGREEMENT and its exhibits constitute a final, complete and integrated agreement between the parties.

ARTICLE 8. UNENFORCEABLE PROVISIONS

The terms, conditions, and covenants of this AGREEMENT shall be construed whenever possible as consistent with all applicable laws and regulations. To the extent that any provision of this AGREEMENT, as so interpreted, is held to violate any applicable law or regulation, the remaining provisions shall nevertheless be carried into full force and effect and remain enforceable.

ARTICLE 9. REPRESENTATION OF CAPACITY TO CONTRACT

Each party to this AGREEMENT represents and warrants that he or she has the authority to execute this AGREEMENT on behalf of the entity represented by that individual. This representation is a material term of this AGREEMENT.

ARTICLE 10. OPPORTUNITY TO BE REPRESENTED BY INDEPENDENT COUNSEL

Each of the parties to this AGREEMENT warrants and represents that it has been advised to consult independent counsel of its own choosing and has had a reasonable opportunity to do so prior to executing this AGREEMENT.

ARTICLE 11. NO WAIVER

The failure of either party to enforce any term, covenant or condition of this

AGREEMENT on the date it is to be performed shall not be construed as a waiver of that party's right to enforce this, or any other, term, covenant, or condition of this AGREEMENT at any later date or as a waiver of any term, covenant, or condition of this AGREEMENT. No waiver shall occur unless the waiver is expressly stated in writing and signed by the person for the party having the authority to expressly waive the benefit or provision, in writing. No oral waivers shall be effective against either party.

ARTICLE 12. NO JOINT VENTURE and NO THIRD PARTY BENEFICIARIES

Nothing in this AGREEMENT is intended to create a joint venture, partnership or common enterprise relationship of any kind between LWD AND OMWD. No third parties shall be construed as beneficiaries of any term, covenant or provision of this AGREEMENT.

ARTICLE 13. TIME OF ESSENCE

The parties agree that time is of the essence as to all matters specified in this AGREEMENT. The parties mutually declare that this is a material term of this AGREEMENT.

ARTICLE 14. NOTICES.

All letters, statements, or notices required pursuant to this Agreement shall be deemed effective upon receipt when personally served, or sent certified mail, return receipt requested, to the following addresses:

To: LWD
Leucadia Wastewater District
Attn: Paul J. Bushee, General Manager
1960 La Costa Ave
Carlsbad, CA 92009

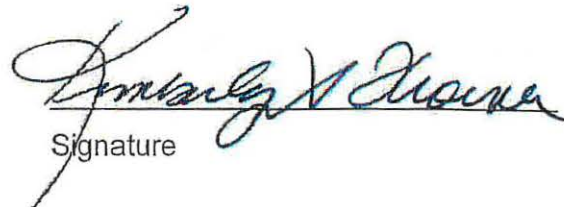
To: OMWD
Olivenhain Municipal Water District
Attn: Kimberly A. Thorner, General Manager
1966 Olivenhain Road
Encinitas, California 92024

IN WITNESS WHEREOF, the parties hereto caused this AGREEMENT to be executed the day and year first written above.

Leucadia Wastewater District:

Olivenhain Municipal Water District:

Signature


Signature

Title

Kimberly A. Thorner, General Manager
Title

Date

7/22/21
Date

MEMORANDUM

DATE: August 12, 2021

TO: Board of Directors

FROM: Paul J. Bushee, General Manager 

SUBJECT: **Proposed Resolution No. 2355 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2355 – Board of Directors Election of Officers, Establishment of Committees and Selection of Committee Members Policy; and
2. Discuss and take other action, as appropriate.

DISCUSSION:

At the August 4th Strategic Planning Workshop, the Board of Directors discussed LWD's Committee appointment process. The discussion focused on whether to have the Board President make the standing committee appointments or to institute two-year rotating committee appointments. As a result, the Board directed staff to develop three potential options for committee appointments for the Board's consideration at its August 18th meeting.

Staff has since drafted the policy to reflect three potential standing committee appointment options under Section 5. Staff has also added language that the committee appointments or rotations will occur at the January Board meeting each year. The draft language has been attached for your review and the potential options are in bold color format. A brief summary of the committee appointment options are as follows:

Option 1: Board President Appoints Committee Members – This option is the LWD's current policy where the Board President appoints the committee members each year. This option does allow committee appointments to go a vote, if requested by two Board members.

Option 2: 2-Year Rotating and Alternating Committees – Under this scenario, Board members would rotate committees every two years and the committee membership would alternate such that only one member would rotate off the committee each year.

Option 3: 2-Year Rotating and Alternating Committee for LWD Committees Only (Not Encina Joint Powers Authority) – This option is somewhat of a hybrid between Options 1 and 2 with only the LWD Committees rotating and alternating every two years. For the Encina Wastewater Authority and the Encina Joint Advisory Committee, appointments would be made annually by the Board President as they are now.

Staff will present these options in more detail at the upcoming meeting and requests the Board select which option it prefers in the policy. Staff also recommends that the Board adopt Resolution No. 2355 with the understanding that the preferred committee option would be incorporated into the final signed version of the policy.

PJB:

Attachment

RESOLUTION NO. 2355

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
REVISING THE POLICY FOR THE ELECTION OF BOARD OFFICERS, ESTABLISHMENT
OF COMMITTEES AND SELECTION OF BOARD COMMITTEE MEMBERS**

WHEREAS, the Board of Directors ("Board") of the Leucadia Wastewater District ("District") maintains a policy for the election of Board Officers, establishment of committees, and the selection of Board committee members and,

WHEREAS, from time to time the Board reviews its policies to determine if updates are warranted and;

WHEREAS, the Board has conducted such review and wishes to revise its policy to update its procedures for the selection of Board committee members;

NOW, THEREFORE, it is hereby resolved as follows:

1. The Board of Directors adopts the revised Board Policy for the Election of Board Officers, Establishment of Committees and the Selection of Board Committee Members attached hereto as Exhibit "A" and directs it be implemented consistent with California Water Code Section 30520 and any other applicable laws.
2. This Resolution supersedes Resolution No. 2309.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held August 18, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Donald F. Omsted, President

ATTEST:

Paul J. Bushee, General Manager
(SEAL)

**LEUCADIA WASTEWATER DISTRICT
BOARD OF DIRECTORS ELECTION OF BOARD OFFICERS, ESTABLISHMENT OF
COMMITTEES, and SELECTION OF BOARD COMMITTEE MEMBERS POLICY**

I. PURPOSE

- A. The purpose of this policy is to establish how the Board President and Vice President of the District are elected.
- B. The purpose of this policy is to describe how standing committees are formed; the roles of the standing committees and how Board members are appointed to standing committees.

II. POLICY

- A. The Board of Directors shall elect amongst its members, a Board President and Vice President on a yearly basis.
- B. Once elected, the Board officers shall serve in their nominated position for a one-year term.
- C. To facilitate the fulfillment of the Board responsibilities, the Board may, from time to time, establish committees.
- D. This policy shall supplement and be consistent with California Water Code Section 30520 and any other applicable laws.

III. ELECTION OF PRESIDENT AND VICE PRESIDENT PROCEDURES

- A. At a noticed Board meeting in December of each year, the Board shall elect a President and Vice President amongst its members by a majority vote.
- B. The newly elected Board President and Vice President shall begin their term of office at the first noticed meeting of the Board in January following the election.
- C. Upon the occurrence of a vacancy, the Board shall fill such vacancy in accordance with the law.

IV. SPECIFIC PURPOSE OF COMMITTEES

- A. To facilitate the fulfillment of its responsibilities, the Board may, from time-to-time, establish an Ad Hoc committee and/or a Standing committee. The purpose, scope and duration of each committee shall be established by the Board.

- B. Ad Hoc committees consist of two Board members selected during a Regular Board meeting to meet with District staff and consulting firms to discuss and provide recommendations to the Board regarding a specific item not covered by the Standing committees. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.
- C. Standing committees are created to assist the Board in specific areas or jurisdiction on an ongoing basis. A Standing committee shall consist of two Board members. The performance of all duties and functions by the committees is for the purpose of advising and recommending actions to the Board of Directors. A Standing Committee will meet with District staff and consulting firm, as deemed necessary, during the fiscal year in order to fulfill the needs of the Board.

LWD Board hereby establishes the following Standing Committees with their associated scope of duties:

1) Investment & Finance Committee

The Investment and Finance Committee (IFC) shall advise the Board on matters relating to District finances. Typical duties of the IFC include:

- Annual review of reserve and investment policies;
- Review of the Comprehensive Annual Financial Report (CAFR);
- Review of contracts related to financial matters; and,
- Review other financial matters, as appropriate.

2) Community Affairs Committee

The Community Affairs Committee (CAC) shall advise the Board on matters relating to the District's public information and outreach programs. Typical duties of the CAC include:

- Review production of the District's newsletters;
- Review the Teacher Grant Program;
- Review contracts related to public information; and,
- Review other public information and outreach matters, as appropriate.

3) Human Resources Committee

The Human Resources Committee (HRC) shall advise the Board on matters relating to District personnel. Typical duties of the HRC include:

- Review personnel policies;
- Review personnel budget; and,
- Review other personnel matters, as appropriate.

4) Engineering Committee

The Engineering Committee (EC) shall advise the Board on matters relating to District's Capital Improvement Program. Typical duties of the EC include:

- Review the District's Capital Improvement and Capital Acquisition Programs;
- Review contracts related to engineering and construction services;

- Review Capital Improvement and Capital Acquisition budgets; and,
- Review other Capital Improvement matters, as appropriate.

5) **Encina Joint Powers Authority - Encina Wastewater Authority (EWA) Board of Directors and Encina Joint Advisory Committee (JAC) Board Representatives**

The EWA Board and JAC Board representatives shall advise the LWD Board on matters relating to EWA. Typical duties of the EWA and JAC Board Representative include:

- Performs all Board functions for the EWA and JAC;
- Attend scheduled EWA Board and Standing committees meetings; and,
- Provide status reports about EWA operations and Capital Improvement Projects at LWD regular Board meetings.

V. **APPOINTMENT OF STANDING COMMITTEES MEMBERS GUIDELINES**

Option 1: Board President Appoints Committee Members (Current Policy)

A. The Board President shall appoint committee members at a meeting of the Board in January of each year. For appointments made by the Board President, no action or vote by the full Board is required. However, if requested by two Directors at the meeting in which committee appointments are made, a Board vote to affirm or reject the committee appointments shall be held. If a majority of the Directors vote in favor of the committee appointments, or fail to vote against the appointments, they shall be deemed approved. If a majority of the Directors present vote against the committee appointments, they shall be deemed void, and the Board shall then make the committee appointments.

Option 2: 2-Year Rotating and Alternating Committees

- A. At a noticed meeting of the Board in January of each year, the committee assignments shall be established for the calendar year.
- B. The term of committee members on their respective committee shall be for a period of two years. Following the committee members initial term, one committee member from each committee will follow a rotation pattern from the list of standing committees in Section IV,C. For example, one IFC member will rotate to the CAC, and one CAC member will to the HRC and so on. The intent is to rotate committee members so that each Board member gets an opportunity to eventually serve on all committees to broaden their experience in each specific area.
- C. For the initial transition from the Board President assignment of standing committees to rotating standing committees, the standing committee appointments and the committee's chairperson shall be assigned by the Board President and shall rotate from that point forward as described above. The chairperson of each committee shall make reports to the Board at the regular Board meetings.
- D. Upon the occurrence of a newly elected or appointed Board member, that person will fulfill the committee position(s) of the preceding Board member.

Option 3: 2-Year Rotating and Alternating Committees for LWD Committees Only (Not Encina Joint Powers Authority)

- A. At a noticed meeting of the Board in January of each year, the committee assignments shall be established for the calendar year.
- B. For LWD Committees only, the term of committee members on their respective committee shall be for a period of two years. Following the committee members initial term, one committee member from each committee will follow a rotation pattern from the list of standing committees in Section IV,C. For example, one IFC member will rotate to the CAC, and one CAC member will to the HRC and so on. The intent is to rotate committee members so that each Board member gets an opportunity to eventually serve on all committees to broaden their experience in each specific area.
- C. For the initial transition from the Board President assignment of standing committees to rotating standing committees, the standing committee appointments and the committee's chairperson shall be assigned by the Board President and shall rotate from that point forward as described above. The chairperson of each committee shall make reports to the Board at the regular Board meetings.
- D. Upon the occurrence of a newly elected or appointed Board member, that person will fulfill the committee position(s) of the preceding Board member.
- E. For the Encina Joint Powers Authority, LWD's Board President shall appoint two Directors to serve concurrently on the EWA Board and the JAC. The appointments shall be made at a noticed meeting of the LWD Board in January of each year. For appointments to the Encina Joint Powers Authority made by the President, no action or vote by the full Board is required. However, if requested by two Directors at the meeting in which the committee appointments are made, a Board vote to affirm or reject the committee appointments shall be held. If a majority of the Directors vote in favor of the committee appointments, or fail to vote against the appointments, they shall be deemed approved. If a majority of the Directors present vote against the committee appointments, they shall be deemed void, and the Board shall make the Encina Joint Powers appointments.

VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION REQUIREMENTS

- A. The General Manager shall complete, and post on the District's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments.
- B. The General Manager shall update and post a new Form 806 on the District's website upon any of the following circumstances: 1) the number of scheduled or estimated committee meetings is changed, 2) there is a change in committee compensation, or 3) there is a change in committee membership.



Board of Directors' Committee Assignments

Engineering Committee

President Donald Omsted, Chair
Director Chris Roesink

Investment & Finance Committee

Vice President Judy Hanson, Chair
Director Matthew Brown

Community Affairs Committee

Director Matthew Brown, Chair
Director Chris Roesink

Human Resource Committee

Director Elaine Sullivan, Chair
President Donald Omsted



Board of Directors' and Manager Appointments and Assignments

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

- Vice President Judy Hanson
- Director Elaine Sullivan
- President Donald Omsted (Alternate)

Other Assignments:

Vice President Judy Hanson

- CSRMA Board of Directors Board Member
- EWA Committee Member

Director Elaine Sullivan

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

General Manager Paul Bushee

- Encina Wastewater Authority Member Agency Managers Committee
- San Diego LAFCO Special District Advisory Committee



San Diego Chapter

California Special Districts Association

August 2, 2021

To: San Diego Chapter CSDA Member Agencies
From: Al Lau, San Diego Chapter President
Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
Event Date: **Thursday, August 19, 2021**
Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**

Board of Directors

President
Albert C. Lau
Santa Fe Irrigation District

First Vice-President
Jack Bebee
Fallbrook Public Utility District

Second Vice-President
Elaine Sullivan
Leucadia Wastewater District

Treasurer
Richard Stevenson
Sweetwater Authority

Secretary
Jose Martinez
Otay Water District

Past President
Tom Kennedy
Rainbow Municipal Water District

State CSDA Director
Jo MacKenzie
Vista Irrigation District

Location: **94th Aero Squadron**
8885 Balboa Avenue, San Diego - (858) 560-6771
<https://94thsandiego.com/>

Join us for a dynamic, interactive and educational evening as SDCSDA presents:

“State of the Climate and Climate Extremes”
by Alex Tardy, Warning Coordination Meteorologist
National Weather Service in San Diego

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

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

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

New York Steak Charbroiled with Maitre' d'Butter with Garlic Mashed Potatoes
Tilapia Francese - Fresh fillet sautéed with egg batter and parmesan cheese,
Topped with Lemon Beurre Blanc with Red Potatoes
Pesto Penne Primavera with Asparagus, Tomato, Fresh Mozzarella, and Pesto

Registration deadline is: Thursday, August 12, 2021

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Kim Johnson, Chapter Administrator, at (858) 227-5797, kjohnson@sfidwater.org, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

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

Directors' Meetings

Presented by Directors Omsted, Hanson, Sullivan, and Roesink

Conference

2021 CASA Annual Conference

Dates and Location

August 11-13, 2021

Hilton San Diego Bayfront

List of Attendees

President Omsted

Vice President Hanson

Director Sullivan

Director Roesink

The above mentioned Board members attended various sessions regarding governance and management of wastewater operations.