



## 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:** 868 7190 6572      **Passcode:** 135736

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

**DATE:** Wednesday, September 8, 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 or unanimous vote of the Board.

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

1. Call to Order
2. Roll Call

**3. Pledge of Allegiance**

**4. General Public Comment Period**

**5. Approval of Agenda**

**6. Presentation and Awards**

Adopt Resolution No. 2356 – In Appreciation of Richard A. Duffey For His Outstanding Service and Commitment to the Leucadia Wastewater District. (Pages 5-7)

## **CONSENT CALENDAR**

Items 7-11 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:

August 16, 2021 Community Affairs Committee Meeting (Pages 8-9)

August 16, 2021 Engineering Committee Meeting (Pages 10-11)

August 18, 2021 Regular Board Meeting (Pages 12-18)

August 27, 2021 Engineering Committee Meeting (Pages 19-20)

**8. Approval of Demands for August/September 2021**

This item provides for Board of Directors approval of all demands paid from LWD during the month of August and a portion of September 2021. (Pages 21-28)

**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 29-34)

**10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY22 budget and discloses monthly investments. (Pages 35-42)

**11. Disclosure of Reimbursements**

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

## **EWA REPORTS**

**12. Encina Wastewater Authority Reports**

A. A regular EWA Board Meeting was held on August 25, 2021 via video conference – report by Director Sullivan. (Page 45)

B. An Encina Member Agencies Manager's Meeting was held on September 7, 2021 – report by GM Bushee. (Verbal)

## **COMMITTEE REPORTS**

### **13. Committee Reports**

- A. Engineering Committee meeting was held on August 27, 2021 – report by Director Roesink. (Page 46)

## **ACTION ITEMS**

### **14. Adopt Resolution No. 2353 – Aldern Annexation (Pages 47-51)**

### **15. Board of Directors Strategic Planning Workshop Report**

- Receive and file the August 4, 2021 Strategic Planning Workshop report from Confidence Consulting. (Pages 52-60)

## **INFORMATION ITEMS**

### **16. Project Status Updates and Other Informational Reports**

- A. LWD Drought Report (Verbal)
- B. Flu Shot Clinic is scheduled for Thursday, September 16, 2021 from 3:30 – 4:30 p.m. (Page 61)

### **17. Directors' Meetings and Conference Reports**

- A. CSDA Local Section Quarterly Dinner was held on August 19, 2021 at the 94<sup>th</sup> Aero Squadron in Kearny Mesa, CA. (Page 62)
- B. 2021 CSDA Annual Conference was held on August 30 – September 2, 2021 at the Monterey Conference Center in Monterey, CA. (Page 63)

### **18. General Manager's Report**

### **19. General Counsel's Report**

### **20. Board of Directors' Comments**

### **21. Adjournment**

AFFIDAVIT OF POSTING

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

Date: September 2, 2021

 for PJB  
Paul J. Bushee, Secretary/General Manager

**MEMORANDUM**

**DATE:** September 2, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Resolution No. 2356 in Appreciation of Richard A. Duffey for His Outstanding Service and Commitment to the Leucadia Wastewater District (LWD)**

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Board Resolution No. 2356 as presented.

**DISCUSSION:**

As you are aware, LWD's Administrative Services Manager, Richard Duffey, will retire on September 9, 2021 after 24 years of service at LWD. Over Richard's tenure, LWD accomplished numerous achievements due, in part, to Richard's dedication and hard work. Attached for your consideration is LWD's Board Resolution No. 2356, expressing appreciation to Richard for his outstanding service to LWD.

tb:PJB

Attachment

## **RESOLUTION NO. 2356**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT IN RECOGNITION AND APPRECIATION OF RICHARD A. DUFFEY FOR HIS OUTSTANDING SERVICE AND COMMITMENT TO THE LEUCADIA WASTEWATER DISTRICT**

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**WHEREAS**, Richard A. Duffey has served the Leucadia Wastewater District (LWD) with distinction for over 24 years, and has now decided to retire to pursue new and exciting opportunities; and

**WHEREAS**, Richard began his service at LWD in July 1998 as the Financial Consultant and became the full-time Administrative Services Manager in January 2016; and

**WHEREAS**, Richard has played an integral role in the District's many successes during his tenure including many clean financial audits and numerous financial awards all of which have contributed heavily to the District's excellent financial position; and

**WHEREAS**, Richard's financial oversight of four updates to the District's Financial Plan have helped guide the District's finances during his tenure and well into the future; and

**WHEREAS**, In addition to Richard's financial acumen, Richard's oversight of the District's landscaping operations, as well as the installation of the District's Native Landscape Garden have resulted in its beautiful headquarters facility that has helped cultivate a very positive and professional image of the District; and

**WHEREAS**, Richard's contributions have helped foster an excellent team culture by lending his accounting knowledge to fellow employees as well as instituting the very popular annual cornhole tournament that has helped build a strong sense of comradery throughout the District.

**NOW, THEREFORE**, the Board of Directors of the Leucadia Wastewater District hereby extend their sincere thanks and appreciation to Richard A. Duffey for over 24 Years of Outstanding and Distinguished service to the District and extend their best wishes for a happy, bright, and fulfilling retirement.

PASSED AND ADOPTED this 8<sup>th</sup> day of September 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Judy Hanson, Vice President

\_\_\_\_\_  
Matthew Brown, Director

\_\_\_\_\_  
Chris Roesink, Director

\_\_\_\_\_  
Elaine Sullivan, Director

\_\_\_\_\_  
Donald F. Omsted, President

\_\_\_\_\_  
Paul J. Bushee, Secretary/Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
August 16, 2021

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Monday, August 16, 2021 at 12:30 p.m., via video conference.

**1. Call to Order**

Chairperson Brown called the meeting to order at 12:31 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Brown and Roesink

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Balty, and Iris Grootenhuis with Rising Tide Partners (RTP)

**3. Public Comment**

No public comment was received.

**4. New Business**

**A. Discussion of Fall 2021 Newsletter Proposed Article Topics and Production Schedule.**

ASsup Hill presented the subject item. She provided a brief summary of the proposed newsletter article topics. ASsup Hill noted that the proposed list of Main Articles needs to be reduced due to the size restrictions of the newsletter.

Chairperson Brown suggested that the lead article be how the drought affects wastewater collection. He stated that this topic impacts more people at the moment. GM Bushee stated they would make the change and shift the Resiliency Plan article to a Main Article. Director Roesink agreed with Chairperson Brown.

Chairperson Brown asked how many Main Articles can fit into the newsletter. Ms. Grootenhuis stated four or five articles, with four being ideal for spacing, content, and size.

Following discussion, the CAC narrowed the main articles to the following:

- Resiliency Plan and Olivenhain Municipal Water District Mutual Aid Agreement;
- Allan Juliussen Board Member Memorial;
- Holiday cooking (No FOG) Reminder;
- New Employees;
- Year End Review Stats; and
- Teacher Grant Applications

Chairperson Brown suggested removing the Teacher Grant Applications if there is not enough space in the newsletter since it was mentioned in the Spring 2021 newsletter. Staff stated they would do this.



GM Bushee noted that staff and RTP also use the District website page and the District Facebook page to announce the Teacher Grant Applications and that they also visit the schools to talk about the program.

Chairperson Brown stated he would like to see the surf cam link in the newsletter. Staff stated they would add it.

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

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Brown adjourned the meeting at 1:27 p.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 August 16, 2021

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, August 16, 2021 at 1:30 p.m., via video conference.

**1. Call to Order**

Chairperson Omsted called the meeting to order at 1:40 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Omsted, Roesink

DIRECTORS ABSENT: None

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

**3. Public Comment**

None.

**4. New Business**

- A. 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).

FSS Stecker presented this item to the EC. He began by stating that OMWD owns and operates hydraulic valve turning equipment used to exercise valves throughout their water distribution system. During the Leucadia Pump Station Rehabilitation Project, LWD contacted OMWD to open a large valve that staff could not manually open. As a result, LWD staff reached out to OMWD and asked about future assistance to exercise two large valves at Batiquitos Pump Station and one at Leucadia Pump Station on a biannual basis.

FSS Stecker noted, in return, OMWD asked if LWD could provide services to clean two of OMWD's pump station wet wells using our combination hydro-cleaning / vacuum trucks.

FSS Stecker stated that the hydraulic valve turning equipment costs \$40,000. He continued that an additional truck would need to be purchased for the equipment to be mounted on. He explained that staff would require training and that there would be additional cost for maintenance and repair of the hydraulic equipment.

Chairperson Omsted asked if the agreement was vetted by General Counsel. FSS Stecker replied affirmatively.

Director Roesink asked about the agreement and any risks, upsides or downsides. GM Bushee stated this is a non-binding agreement and that any party can step away from the agreement at any time.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute a mutual maintenance services and equipment agreement between OMWD and LWD.

**5. Information Items**

**A. Development Projects Summary**

Chairperson Omsted asked if there are any utility conflicts with the project taking place on Jason Street in the City of Encinitas. FSSpec Riffel stated there are no utility conflicts.

Chairperson Omsted asked if projects 1114 and 1115 (Eolus & N. Vulcan) were LWD projects. FSSpec Riffel stated that project 1114 is an annexation into the District and 1115 is a new development where approximately 300 feet of LWD sewer would be rerouted and/or realigned.

**B. Leucadia Pump Station Rehabilitation Project (LPSRP) Update**

TSM Morishita provided an overview of the completed LPSRP Project to familiarize Director Roesink with the project and its major goals.

**C. FY21 Cured-In-Place Pipe (CIPP) Lining Project**

FSSpec Riffel updated the EC on the progress of the FY21 CIPP Lining Project. He stated that to date, Nu Line Technologies has completed 29 of 29 repairs. He further detailed the Cured-In-Place Manhole Liner (CIPML) installation that took place in an easement near La Costa Avenue. FSSpec Riffel displayed imagery showing major infiltration into the manhole to be repaired. He went on to explain the process of cleaning out and installing the CIPML into the manhole.

**6. Directors' Comments**

Director Roesink commended staff.

Chairperson Omsted indicated that the Board of Directors be offered a tour of the newly rehabilitated LPS.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Omsted adjourned the meeting at approximately 2:40 p.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**Minutes of a Regular Board Meeting  
August 18, 2021

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, August 18, 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, Natalie Fraschetti of Dexter Wilson Engineering, and Joey Randall of Olivenhain Municipal Water District

**3. Pledge of Allegiance**

President Omsted led the pledge of allegiance.

**4. General Public Comment Period**

Mr. Joey Randall, Assistant General Manager of Olivenhain Municipal Water District (OMWD), introduced himself. He stated that he was joining the meeting to comment on Agenda Item 17, Mutual Maintenance Services and Equipment Agreement between OMWD and LWD. Mr. Randall thanked FSS Stecker, TSM Morishita, and GM Bushee for collaborating on the Agreement. He noted that OMWD approved the Agreement at their July 14, 2021 Board Meeting.

The Board thanked Mr. Randall for attending the meeting.

**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****A. 20 Year Service Award – Trisha Hill**

GM Bushee introduced Administrative Services Supervisor Trisha Hill, stating that she recently passed her 20<sup>th</sup> year anniversary at the District. He provided background information about Trisha and noted that under LWD's incentive program Trisha is eligible for a \$400 incentive award.

The Board congratulated Trisha for her excellent service.

**B. CASA Award of Excellence Public Outreach/Education**

GM Bushee stated LWD received the CASA Award of Excellence in Public Outreach/Education. He noted that with the help of Rising Tide Partners (RTP), LWD created a virtual tour to continue educating District customers, even during the pandemic. He acknowledged Neal Bloom of RTP and ASsup Hill for their work on the video. GM Bushee noted staff is eligible for a \$300 incentive award under the District's incentive program.

The Board congratulated staff and ASsup Hill for their efforts.

**C. Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2020**

GM Bushee stated that LWD received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2020. GM Bushee acknowledged ASM Duffey for his work on the Comprehensive Annual Financial Report (CAFR).

The Board congratulated staff and ASM Duffey for their efforts.

**D. Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence and District of Distinction accreditation**

GM Bushee stated that LWD received the SDLF District Transparency Certificate of Excellence and District of Distinction accreditation.

The Board congratulated staff for their efforts.

## **CONSENT CALENDAR**

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

Minutes of the following meetings:

July 14, 2021 Regular Board Meeting

August 4, 2021 Special Board Meeting

August 5, 2021 Investment and Finance Committee Meeting

**8. Approval of Demands for July/August 2021**

Payroll Checks numbered 22794-22853; General Checking Checks numbered 55798-55929

**9. Operations Report** (A copy was included in the original August 18, 2021 Agenda)

**10. Finance Report** (A copy was included in the original August 18, 2021 Agenda)

**11. Quarterly Treasurer's Investment Report**

This report discloses investments for the quarter ending June 30, 2021.

**12. Disclosure of Reimbursements**

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

**13. Fiscal Year 2022 (FY22) Pay Schedules**

Adopt Resolution No. 2352 - Approving the FY22 pay schedules.

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

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

**EWA and COMMITTEE REPORTS**

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

A. A regular EWA Board Meeting was held on July 28, 2021.

Director Sullivan reported on EWA's July 28, 2021 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on August 3, 2021.

GM Bushee reported on EWA's August 3, 2021 MAM meeting.

**15. Committee Reports**

A. Investment and Finance Committee Meeting was held on August 5, 2021.

Vice President Hanson reported that 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 the IFC concurred with staff to present the revised Procurement Policy to the Board at the August Board Meeting for approval. Vice President Hanson stated this item will be discussed later in the agenda.

B. Community Affairs Committee Meeting was held on August 16, 2021.

Director Brown reported that the CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC suggested that the lead article be How the Drought Affects LWD. Director Brown stated the CAC also narrowed down the list of main articles and made several other suggestions regarding content. The CAC then directed staff to move forward with drafting the newsletter articles.

C. Engineering Committee Meeting was held on August 16, 2021.

Director Roesink reported that the EC reviewed a recommendation to 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). The EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

The EC also received updates on the Development Projects Summary, the Leucadia Pump Station Rehabilitation Project, and the FY21 Cured-In-Place Lining Project. These items were for information purposes and there was no action taken.

President Omsted stated he would like the Board to tour the Leucadia Pump Station.

## **ACTION ITEMS**

### **16. Annual Review of LWD's Procurement Policy**

Adopt Resolution No. 2354 - Approving LWD's Revised Procurement Policy.

ASM Duffey presented the item noting it was reviewed by the Investment and Finance Committee (IFC) at their August 5<sup>th</sup> meeting. ASM Duffey provided background information and gave a presentation on the Procurement Policy. He stated that the IFC recently met to conduct its annual review of the policy. Based on this review, staff and the IFC are recommending the following updates to streamline and clarify the policy:

- Eliminate Section 3.8 "Discrimination Language" because it is not legally required.
- 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.

Upon a motion duly made by Director Brown, seconded by Vice President Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2354 - Approving LWD's Revised Procurement Policy by the following vote:

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

### **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).

FSS Stecker presented the item noting it was reviewed by the Engineering Committee (EC) at their August 16<sup>th</sup> meeting. He provided background information stating that OMWD owns and operates hydraulic valve turning equipment used to exercise valves. FSS Stecker stated that during the Leucadia Pump Station Rehabilitation Project, LWD contacted OMWD to open a large valve that staff could not manually open. As a result, LWD staff reached out to OMWD and asked about future assistance to exercise two large valves at Batiquitos Pump Station and one at Leucadia Pump Station on a biannual basis. In return, OMWD asked if LWD could provide services to clean two of OMWD's pump station wet wells using our combination hydro-cleaning / vacuum trucks.

FSS Stecker stated that the hydraulic valve turning equipment costs \$40,000. He continued that an

additional truck would need to be purchased for the equipment to be mounted on, staff would require training, and there would be additional cost for maintenance and repair of the hydraulic equipment.

The Board thanked FSS Stecker for his efforts in the collaboration between OMWD and LWD.

Director Brown asked if LWD is tracking the hours used between the agencies. GM Bushee answered that the exchange of services is estimated to be about twice a year and there is no anticipated transfer of cash between the agencies. GM Bushee stated he would keep the Board informed if the agreement didn't seem equitable or fair and there is language in the agreement that allows it to be terminated at any time.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement for mutual maintenance services and equipment between Olivenhain Municipal Water District (OMWD) and Leucadia Wastewater District (LWD) by the following vote:

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

#### **18. Board of Directors Committee Assignments**

GM Bushee presented the item and provided background information noting that this item is a follow-up to the Board Strategic Planning Workshop. He stated there are three options listed for the Board to consider regarding the appointment of standing committee members. GM Bushee then reviewed the three options.

President Omsted stated he would like to see the committee members rotate. He then asked the Board for comments.

Vice President Hanson stated she preferred Option 2.

Director Sullivan stated she preferred Option 3 since continuity with the Encina Board is very important.

Director Roesink stated he preferred Option 3. He stated that it is a good hybrid option that allows the current LWD Board President discretion to select members for the Encina Board.

Director Brown stated he preferred Option 3. However, he noted that future Board Presidents should consider opportunities for other Board members to be on the Encina Board.

President Omsted stated he preferred Option 2 but there is value to option 3 since some Board members may not be able to attend the Encina Board Meetings. President Omsted agreed with Director Brown that there should be opportunities for other Board members to be on the Encina Board.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Roesink, and unanimously carried, the Board of Directors selected Option 3: 2-Year Rotating and Alternating



Committees for LWD Committees Only (not Encina) and approved Resolution No. 2355 Revising the Policy for the Election of Board Officers, Establishment of Committees and Selection of Board Committee Members by the following vote:

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

## INFORMATION ITEMS

### 19. Project Status Updates and Other Informational Reports

CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 19, 2021 at the 94<sup>th</sup> Aero Squadron in Kearny Mesa, CA

EA Baity announced the time and location of the CSDA Quarterly Dinner Meeting. She noted that this will be an in-person meeting at a new location. GM Bushee stated there would be a carpool leaving at 5:45 p.m.

### 20. Directors' Meetings and Conference Reports

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

Director Sullivan stated it was great to see everyone in person and she really enjoyed the discussion on the rebuilding of Paradise after the 2018 fire. Directors Hanson and Omsted agreed with Director Sullivan.

Director Roesink stated it was his first conference as a Board member. He stated the conference was well done and he was very proud to represent the District.

### 21. General Manager's Report

GM Bushee reported on the following:

- North San Diego County Regional Recycled Water Project (NSDCRRWP) approved for \$6.2M in WIIN Title XVI federal funding; and
- Employee COVID Status Update

GM Bushee stated the September Board Meeting is scheduled to be an in-person meeting. He asked the Board if they would like to keep the September Board Meeting in-person or go virtual. The Board reached consensus to change the September Board Meeting to a virtual meeting.

### 22. General Counsel's Report

GC Brechtel reported on the following:

- CASA Conference Updates – AB 818: Wipe Legislation and Governor's Executive Order regarding the Brown Act; and
- SB 594: Elections and Local Redistricting

Director Sullivan asked if the District boundaries will change now that the Census Bureau results have been released. GM Bushee answered the outside boundaries will not change but the shape of

the electoral districts within those boundaries could change.

Director Sullivan asked when will the new electoral districts be established. GM Bushee answered that normally Census data is released in February and new electoral districts need to be established by November. GM Bushee noted it will be difficult to meet that deadline since the Census information was just released. However, if SB 594 is passed the District will have until April 17, 2022 to adopt adjusted District boundaries.

### **23. Board of Directors' Comments**

Director Sullivan stated she is looking forward to the CSDA Conference and the CSDA Quarterly Dinner.

Director Brown stated it was good to see everyone in-person at the Strategic Planning Workshop. He also stated he would like to get a tour of the Leucadia Pump Station. GM Bushee stated he would provide a tour to the Board at their convenience and EA Baity would assist with scheduling the tour.

### **24. Adjournment**

President Omsted adjourned the meeting at approximately 6:12 p.m.

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Donald F. Omsted, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 August 27, 2021

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Friday, August 27, 2021 at 9:00 a.m.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Omsted, Roesink

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; Field Services Technician III Ryan Rodriguez; and District Engineer Dexter Wilson

**3. Public Comment**

None.

**4. New Business**

**A. Adopt Resolution No. 2353, Aldern Annexation, as presented.**

FSSpec Riffel presented staff's recommendation. He explained that the proposed Aldern Annexation into the Leucadia Wastewater District's (LWD) service area involves one parcel totaling 0.48 acres, located west of Interstate 5, north of Leucadia Boulevard and east of Hygeia Avenue. He continued that the existing single-family residence is currently connected to a septic tank system. FSSpec Riffel stated that per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for a proposed addition to the residence. He continued that connection to the District's collection system requires the construction of approximately 190 linear feet of public sewer extension on Eolus Avenue. He stated that there is sufficient capacity to accommodate the connection of the existing single-family dwelling and the addition.

FSSpec Riffel explained the fees associated with an annexation, specifically District fees and Local Agency Formation Commission (LAFCO) fees.

Director Roesink asked who determines whether a resident stays on septic or is required to connect to the public sewer? FSSpec Riffel answered that, in this case, the City of Encinitas does.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2353, Aldern Annexation.

**5. Information Items**

**A. Easement Crawler Update**

Field Service Technician (FST) III Ryan Rodriguez presented an update of staff's use of the Easement Crawler (Crawler). He provided the EC with background information of the Crawler including the purchase date, price and Crawler specifications. He continued with presenting two recent instances where staff used the Crawler. FST III Rodriguez explained how the Crawler is an extension of the Combination Hydro-Cleaning Truck. He stated that the Crawler enables easier maintenance of easement line segments, allows staff to properly clean a line segment, reduces crew size, and improves crew safety and efficiency.

**6. Directors' Comments**

Director Roesink thanked staff for their time and for the information he received as a new Committee member.

**7. General Manager's Comments**

None.

**8. Adjournment**

President Omsted adjourned the meeting at approximately 10:05 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
**DEMANDS SUMMARY**  
September 8, 2021

**Disbursement Period**                      August 13, 2021 Through September 2, 2021

**GENERAL CHECKING**

Operating		\$	120,205.09
Capital		\$	331,754.46
<b>TOTAL GENERAL CHECKS</b>		\$	451,959.55

**VOIDED CHECKS**

Check # 55843	Operating	\$	(55.00)
Check # 55971	Operating	\$	(11,356.64)

<b>PAYROLL CHECKS</b>		\$	64,713.59
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<b>TOTAL DEMANDS</b>		\$	<b>505,261.50</b>
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**LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE/BOARD PAYROLL CHECKS**

September 8, 2021

**Disbursement Period**                      August 13, 2021 Through September 2, 2021

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Incentive Payroll Check	8/18/2021	22854	\$ 369.40
Incentive Payroll Check	8/19/2021	22855-22872	\$ 4,734.12
Biweekly Payroll Checks	9/8/2021	22873-22890	\$ 53,094.36
Board Payroll Checks	9/1/2021	22891-22895	\$ 6,515.71
<b>TOTAL PAYROLL CHECKS</b>			<b>\$ 64,713.59</b>

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 8/13/2021 Through 9/2/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
55930	8/19/2021	AA BEEKEEPER	450.00	Live Bee & Hive Removal
55931	8/19/2021	AIRGAS USA LLC	1,757.41	Liquid Oxygen Contract
55932	8/19/2021	AMERICAS FINEST FIRE	1,256.67	Annual Fire Extinguisher Service
55933	8/19/2021	AT&T	140.19	Phone Service - BPS 07/10/21-08/09/21
55934	8/19/2021	BARRETT ENGINEERED PUMP	19,739.80	Yeoman Pump Replacement (2)
55935	8/19/2021	CHARLES KING COMPANY	5,400.00	Emergency Bypass Pump Rental-BPS 07/05/21-08/01/21
55936	8/19/2021	CHRIS ROESINK	39.76	Expense Report for the 2021 CASA Conference
55937	8/19/2021	CONFIDENCE CONSULTING	6,176.04	Consulting Services - Expense Report
55938	8/19/2021	CWEA	192.00	CWEA Association Membership FYE 2022-R Easton
55939	8/19/2021	DATA NET SOLUTIONS GROUP	1,911.63	Refurbished Cisco Catalyst 3750x48 Port Swith/Stacking Cable
	8/19/2021	DATA NET SOLUTIONS GROUP	565.98	Watchguard AP325 Powersupply (4)
	8/19/2021	DATA NET SOLUTIONS GROUP	1,657.95	Watchguard AP325 Wireless Access Points
55940	8/19/2021	EWING IRRIGATION PRODUCTS	5.42	PVC Supplies
55941	8/19/2021	GABRIEL MENDEZ	256.44	Safety Boots-FYE 2022-G Mendez
55942	8/19/2021	GRAINGER, INC	14.23	Security Cable
55943	8/19/2021	HAAKER EQUIPMENT CO	2,469.60	8" Grit QC Wheel (4)
55944	8/19/2021	ICMA RETIREMENT-303979	6,072.36	Deferred Comp for PPE 08/08/21
55945	8/19/2021	INFRASTRUCTURE ENGINEERING CORP	1,215.00	Encinitas Estates PS Replacement Project-July 2021
	8/19/2021	INFRASTRUCTURE ENGINEERING CORP	20,844.08	FY20-21 Gravity Sewer Repair Project - July 2021
	8/19/2021	INFRASTRUCTURE ENGINEERING CORP	9,433.75	FY2022 Gravity Sewer Repair Project - July 2021
	8/19/2021	INFRASTRUCTURE ENGINEERING CORP	170.00	LPS Rehab Project - July 2021
	8/19/2021	INFRASTRUCTURE ENGINEERING CORP	5,385.00	VP7 PS Replacement Project - July 2021
55946	8/19/2021	MARVIN GONZALEZ	213.93	Expense Report for TriState 2021 Conference
55947	8/19/2021	MAVTECK	4,500.00	FY2021 CIPP Pipe Lining Project - July 2021
	8/19/2021	MAVTECK	8,760.00	LPS Rehab Project - July 2021
55948	8/19/2021	NAPA AUTO	151.81	Blue Def / Wiper Blades / Car Wash
55949	8/19/2021	OLIVENHAIN MUNICIPAL WATER DIS...	134.54	Recycled Water @ Travelling
	8/19/2021	OLIVENHAIN MUNICIPAL WATER DIS...	1,137.00	Water @ Traveling
	8/19/2021	OLIVENHAIN MUNICIPAL WATER DIS...	878.22	Water @ Travelling 2
55950	8/19/2021	PACIFIC PIPELINE SUPPLY	691.59	LPS Supplies: Flange/Valve Ball/Camlock/Gasket
55951	8/19/2021	PLUMBERS DEPOT, INC	1,365.07	CCTV Van Repairs
55952	8/19/2021	PRUDENTIAL OVERALL SUPPLY	103.32	Weekly Uniform/Laundry Service 08/12/21
55953	8/19/2021	RYAN RODRIGUEZ	165.51	Expense Report for TriState 2021 Conference
55954	8/19/2021	SAN DIEGO GAS & ELECTIRC	11.20	Gas @ Admin
55955	8/19/2021	SAN DIEGO UNION TRIBUNE	160.00	Newspaper Delivery 09/09/21-11/03/21
55956	8/19/2021	SOUTHERN CONTRACTING COMPANY	1,620.00	LPS Surge Tank Repair
55957	8/19/2021	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 08/14/21-09/13/21
55958	8/19/2021	STAPLES	322.17	Membership Fee
	8/19/2021	STAPLES	277.23	Office Supplies

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 8/13/2021 Through 9/2/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
55959	8/19/2021	STEVE KRASON	80.55	Expense Report for TriState 2021 Conference
55960	8/19/2021	TIM BESTAMENTE	399.54	Admin Building Maintenance
	8/19/2021	TIM BESTAMENTE	627.98	Leucadia PS Building Maintenance
55961	8/19/2021	TRISHA HILL	103.92	Expense Report for the CASA 2021 Conference
55962	8/26/2021	BILL BOYAJIAN	2,000.00	Lateral Reimbursement: 2069 Playa Rd, Carlsbad, CA 92009
55963	8/26/2021	COSCO FIRE PROTECTION	1,142.00	Backflow Repairs
55964	8/26/2021	COX COMMUNICATIONS SAN DIEGO	529.29	Phone Service 08/18/21-09/17/21
55965	8/26/2021	DONALD OMSTED	25.40	Expense Report for CASA 2021 Conference
55966	8/26/2021	ENCINA WASTEWATER AUTHORITY	236,392.21	4th Quarter FYE2021 Billing-Capital Adjustment
	8/26/2021	ENCINA WASTEWATER AUTHORITY	(33,086.77)	4th Quarter FYE2021 Billing-O/M Adjustment
55967	8/26/2021	HUGO GONZALEZ	136.29	Expense Report from TriState 2021 Conference
55968	8/26/2021	ICMA RETIREMENT-303979	6,056.41	Deferred Comp for PPE 08/22/21
55969	8/26/2021	JUDY HANSON	431.81	Expense Report for CASA 2021 Conference
55970	8/26/2021	KARL BOLINE	2,565.76	Lateral Reimbursement: 7923 Calle Madrid, Carlsbad CA 92009
55971	8/26/2021	KDC CONSTRUCTION	11,356.64	Fee Refund for Project 1128-Starbucks 905 Orpheus Ave
55972	8/26/2021	NATIONWIDE RETIREMENT SOLUTIONS	296.93	Deferred Comp 08/25/21
55973	8/26/2021	PACIFIC RIM MECHANICAL	1,153.00	Hot Water Pump #1 Mechanical Seal Leak-Admin Building
55974	8/26/2021	PLUMBERS DEPOT, INC	6,024.40	CCTV Van Misc Repairs / Maintenance
55975	8/26/2021	PRUDENTIAL OVERALL SUPPLY	103.32	Weekly Uniform/Laundry Service 08/19/21
55976	8/26/2021	RGB RICE GENERAL BUILDING	1,392.76	Vactor Building-Roof Repair / Admin Building-Leaks
55977	8/26/2021	RICHARD DRUTMAN	4,076.87	Vehicle Damage Claim on 06/22/21
55978	8/26/2021	SAN DIEGO GAS & ELECTIRC	3,348.46	Electric @ Admin
	8/26/2021	SAN DIEGO GAS & ELECTIRC	142.73	Electric @ Avocado PS
	8/26/2021	SAN DIEGO GAS & ELECTIRC	1,983.28	Electric @ AWT
	8/26/2021	SAN DIEGO GAS & ELECTIRC	15,030.93	Electric @ BPS
	8/26/2021	SAN DIEGO GAS & ELECTIRC	453.99	Electric @ Diana PS
	8/26/2021	SAN DIEGO GAS & ELECTIRC	919.35	Electric @ E Estates PS
	8/26/2021	SAN DIEGO GAS & ELECTIRC	981.39	Electric @ La Costa PS
	8/26/2021	SAN DIEGO GAS & ELECTIRC	6,900.49	Electric @ LPS
	8/26/2021	SAN DIEGO GAS & ELECTIRC	170.67	Electric @ RV PS
	8/26/2021	SAN DIEGO GAS & ELECTIRC	710.13	Electric @ Saxony PS
	8/26/2021	SAN DIEGO GAS & ELECTIRC	363.72	Electric @ VP5 PS
	8/26/2021	SAN DIEGO GAS & ELECTIRC	201.15	Electric @ VP7 PS
55979	8/26/2021	SAN ELIJO JOINT POWERS AUTHORITY	611.11	N San Diego Water Reuse Conference Sponsorship 2021
55980	9/2/2021	ADS LLC	4,655.00	Flow Monitoring / Data Analysis - August 2021
	9/2/2021	ADS LLC	1,340.00	Meter Maintenance / Depth Delivery (ECHO) - August 2021



**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 8/13/2021 Through 9/2/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
55981	9/2/2021	ADT/PROTECTION 1	165.00	Security Services 09/17/21-10/16/21
55982	9/2/2021	AIR POLLUTION CONTROL DISTRICT	450.00	Notice of Violation-BPS Vapex Equipment
55983	9/2/2021	AT&T	278.94	Phone Service-Elevator 07/25/21-08/24/21
55984	9/2/2021	Atlas Technical Consultants LLC	666.75	LPS Rehab Project - June/July 2021
55985	9/2/2021	BAJA POOL AND SPA SERVICE	300.00	Weekly Maintenance of Fountain - August/September 2021
55986	9/2/2021	BOOT WORLD, INC	292.22	Safety Boots FYE 2022-H Gonzalez
55987	9/2/2021	Brightview Landscape Services Inc	857.00	Monthly Landscape Services @ Admin Site - Sept 2021
	9/2/2021	Brightview Landscape Services Inc	304.00	Monthly Landscape Services @ Encitas Creek - Sept 2021
55988	9/2/2021	CARLSBAD FUELS CORPORATION	2,091.50	Vehicle Fuel 07/18/21-08/06/21
55989	9/2/2021	CITY OF CARLSBAD	291.72	Water @ 1900 La Costa Ave
	9/2/2021	CITY OF CARLSBAD	153.40	Water @ 1960 La Costa Ave
	9/2/2021	CITY OF CARLSBAD	32.14	Water @ Fire Line
55990	9/2/2021	CLIFTONLARSONALLEN LLP	8,976.00	Accounting Services - August 2021
55991	9/2/2021	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 08/22/21-09/21/21
55992	9/2/2021	CURNEY RUSSELL	256.44	Safety Boots-FYE 2022-C Russell
55993	9/2/2021	DATA NET SOLUTIONS GROUP	107.75	Dell R720 Server Hard Drive Replacement
55994	9/2/2021	DKF SOLUTIONS GROUP, LLC	300.00	MSO Subscription - September 2021
55995	9/2/2021	HUMANA DENTAL INS.	3,185.09	Dental Insurance - September 2021
55996	9/2/2021	KDC CONSTRUCTION	11,356.64	Fee Refund for Project 1128-Starbucks 905 Orpheus Ave
55997	9/2/2021	McCalls Meter Sales Service	750.00	Labor for Meter Repair (Meter S/N 20-04271-06)
55998	9/2/2021	MES VISION	385.69	Vislon Insurance - September 2021
55999	9/2/2021	MITSUBISHI ELECTRIC US, INC	324.88	Elevator Maintenance - September 2021
56000	9/2/2021	MUTUAL OF OMAHA	1,304.44	Disability Insurance - September 2021
56001	9/2/2021	NAPA AUTO	161.37	Fuel Filters/WD40/Paint Markers/Sissors
56002	9/2/2021	PACIFIC RIM MECHANICAL	13,265.00	HVAC Repairs - Admin Building
56003	9/2/2021	PALOMAR RESEARCH SERVICES,LLC	95.00	Backgroud Check - New Employee
56004	9/2/2021	PLUMBERS DEPOT, INC	4,205.28	4" Trash Pump w/Honda Gas Engine & Wheel Kit
56005	9/2/2021	PRUDENTIAL OVERALL SUPPLY	103.32	Weekly Uniform/Laundry Service 08/26/21
56006	9/2/2021	RIISING TIDE PARTNERS	3,412.20	Public Outreach - August 2021
56007	9/2/2021	SOUTHERN CONTRACTING COMPANY	1,600.00	LPS Lock-Out-Stops (4)
	9/2/2021	SOUTHERN CONTRACTING COMPANY	1,600.00	Replace old Transducer-Saxony Pump Station
56008	9/2/2021	STAPLES	277.97	Office Supplies / Face Masks
56009	9/2/2021	STATE WATER RESOURCES CONTROL...	70.00	Water Treatment (T1) Operator-Cert Renewal 2022-H Gonzalez
56010	9/2/2021	TERMINIX PROCESSING CENTER	60.00	Pest Control 08/09/21
56011	9/2/2021	U.S. BANK	4,443.05	Cal Card Purchases - Statement 08/23/21
56012	9/2/2021	VERIZON WIRELESS	1,124.18	Cell Phones 07/08/21-08/07/21
56013	9/2/2021	VORTEX INDUSTRIES, INC	1,036.46	Gate Chain Replacement - BPS
	9/2/2021	VORTEX INDUSTRIES, INC	975.22	Gate Maintenance
56014	9/2/2021	WASTE MANAGEMENT	225.29	Trash Service - August 2021

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 8/13/2021 Through 9/2/2021

<u>Check Number</u>	<u>Effective Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			451,959.55	

**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 8/23/2021 Through 8/23/2021

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	8/23/2021		309.98	4330	BOARD CONFERENCES	CASA Conference-Hotel-ES
U.S. BANK	API	8/23/2021		16.55	4330	BOARD CONFERENCES	CASA Conference-Lunch-DO
U.S. BANK	API	8/23/2021		338.42	4330	BOARD CONFERENCES	CSDA Conference-Hotel Deposit-CR
U.S. BANK	API	8/23/2021		338.42	4330	BOARD CONFERENCES	CSDA Conference-Hotel Deposit-DO
U.S. BANK	API	8/23/2021		338.42	4330	BOARD CONFERENCES	CSDA Conference-Hotel Deposit-ES
U.S. BANK	API	8/23/2021		338.42	4330	BOARD CONFERENCES	CSDA Conference-Hotel Deposit-JH
U.S. BANK	API	8/23/2021		(61.01)	4330	BOARD CONFERENCES	Refund-SW Flight-CR
U.S. BANK	API	8/23/2021		20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	8/23/2021		499.98	4950	Computer Software/Srvc/Support/Hardware	GoDaddy Renewal SSL Cert
U.S. BANK	API	8/23/2021		9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud-PB
U.S. BANK	API	8/23/2021		171.32	4950	Computer Software/Srvc/Support/Hardware	iPad Keyboard
U.S. BANK	API	8/23/2021		40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom
U.S. BANK	API	8/23/2021		80.80	5040	Safety Supplies & Services	COVID Sneeze Guard
U.S. BANK	API	8/23/2021		7.50	5630	PERMITS & MONITORING FEES	CA EPA Fee
U.S. BANK	API	8/23/2021		187.59	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference Lunch
U.S. BANK	API	8/23/2021		45.00	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference Parking-PB
U.S. BANK	API	8/23/2021		72.00	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference Parking-RM
U.S. BANK	API	8/23/2021		338.42	5710	TRAINING, EDUCATION & CONFERNC	CSDA Conference-Hotel Deposit-PB
U.S. BANK	API	8/23/2021		98.13	5735	EMPLOYEE RECOGNITION	Interview Staff-Lunch
U.S. BANK	API	8/23/2021		272.61	5735	EMPLOYEE RECOGNITION	Retirement Frame
U.S. BANK	API	8/23/2021		205.17	5740	MEETING SUPPLIES	Strategic Planning Meeting-Breakfast
U.S. BANK	API	8/23/2021		218.22	5740	MEETING SUPPLIES	Strategic Planning Meeting-Lunch
U.S. BANK	API	8/23/2021		19.34	5910	TELEPHONE	Phone Case-Employee Cell-RE
U.S. BANK	API	8/23/2021		125.00	5910	TELEPHONE	WebHosting
U.S. BANK	API	8/23/2021		30.00	5910	TELEPHONE	Wifi

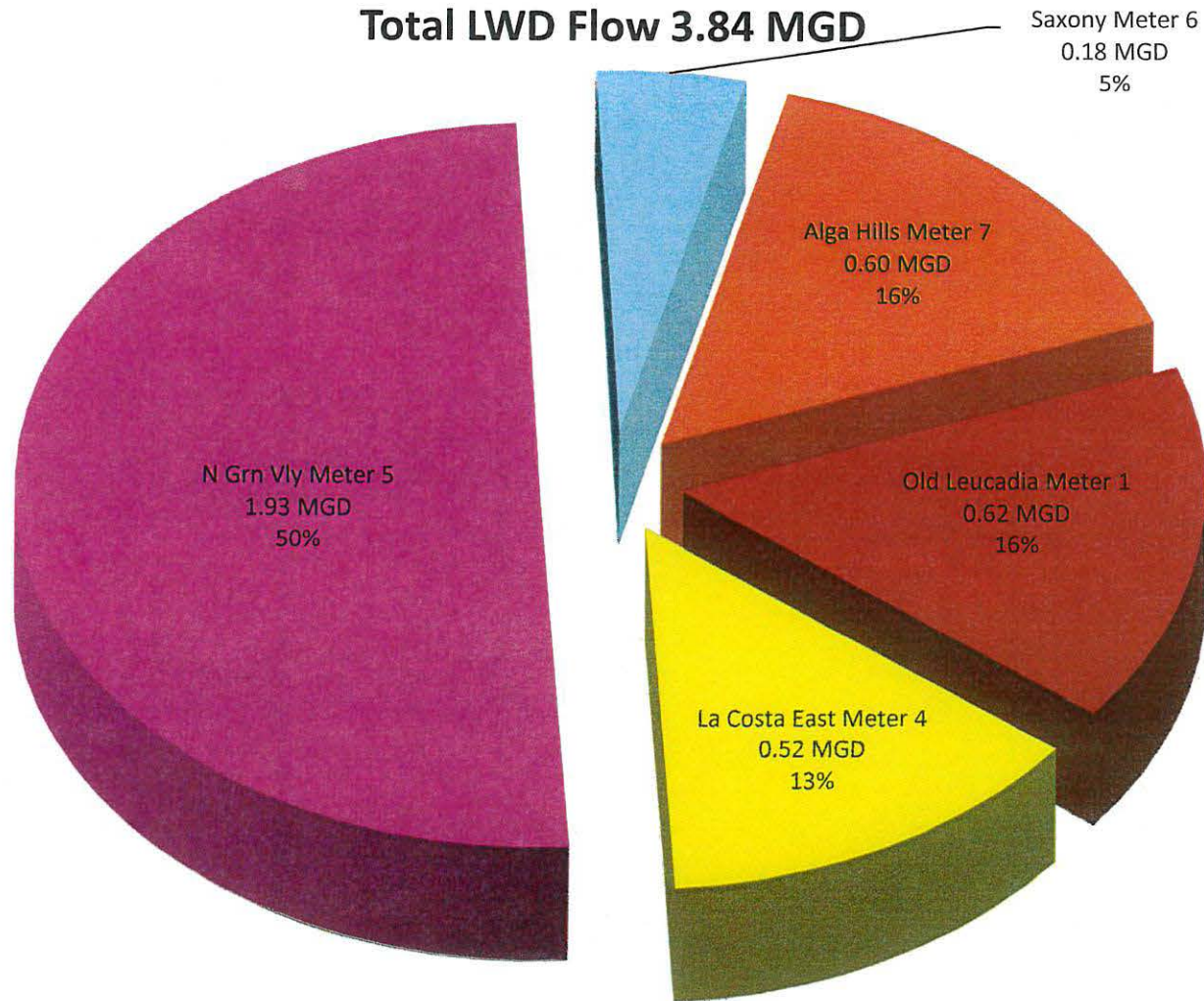
**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 8/23/2021 Through 8/23/2021

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	8/23/2021		<u>382.78</u>	6499	CONSTRUCTION	LPS-Remote Receiver Card
			Transaction Total	<u>4,443.05</u>			
Report Opening/Current Balance				<u>                    </u>			
Report Transaction Totals				<u>4,443.05</u>			
Report Current Balances				<u>                    </u>			

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

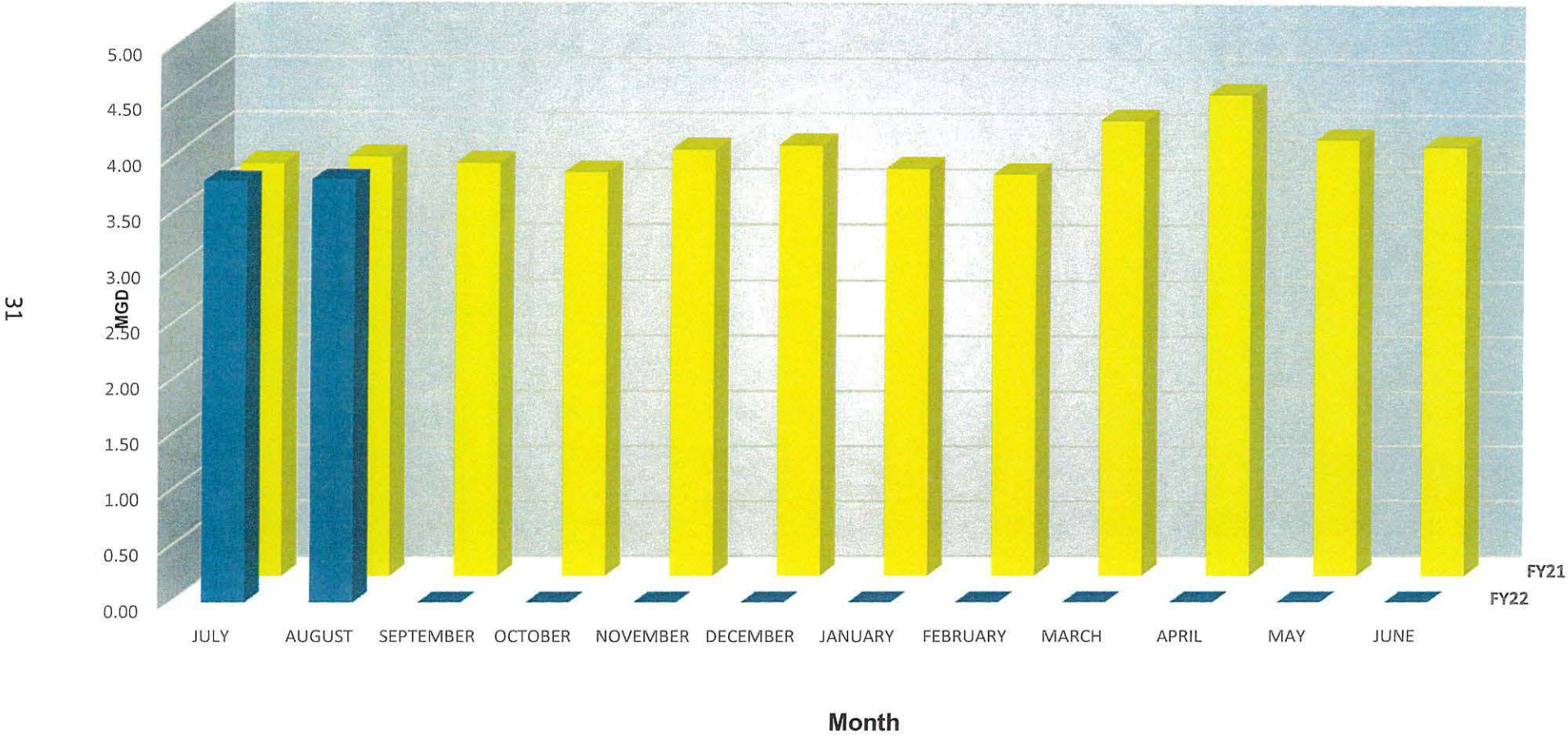
CURRENT MONTH - August 2021							FY 2021 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,774.34	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
JULY	0.16	117.49	19.70	3.79	131.80	47.70	3.95
YTD			28,754.64				
AUGUST	0.11	118.11	6.00	3.81	132.47	47.70	4.01
YTD			28,760.64				
SEPTEMBER							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	0.27	235.60	25.70			95.40	
Mo Average	0.14	117.80	12.85	3.80	132.14	47.70	3.83

**LWD Flows by Sub-Basin  
August 2021  
Total LWD Flow 3.84 MGD**

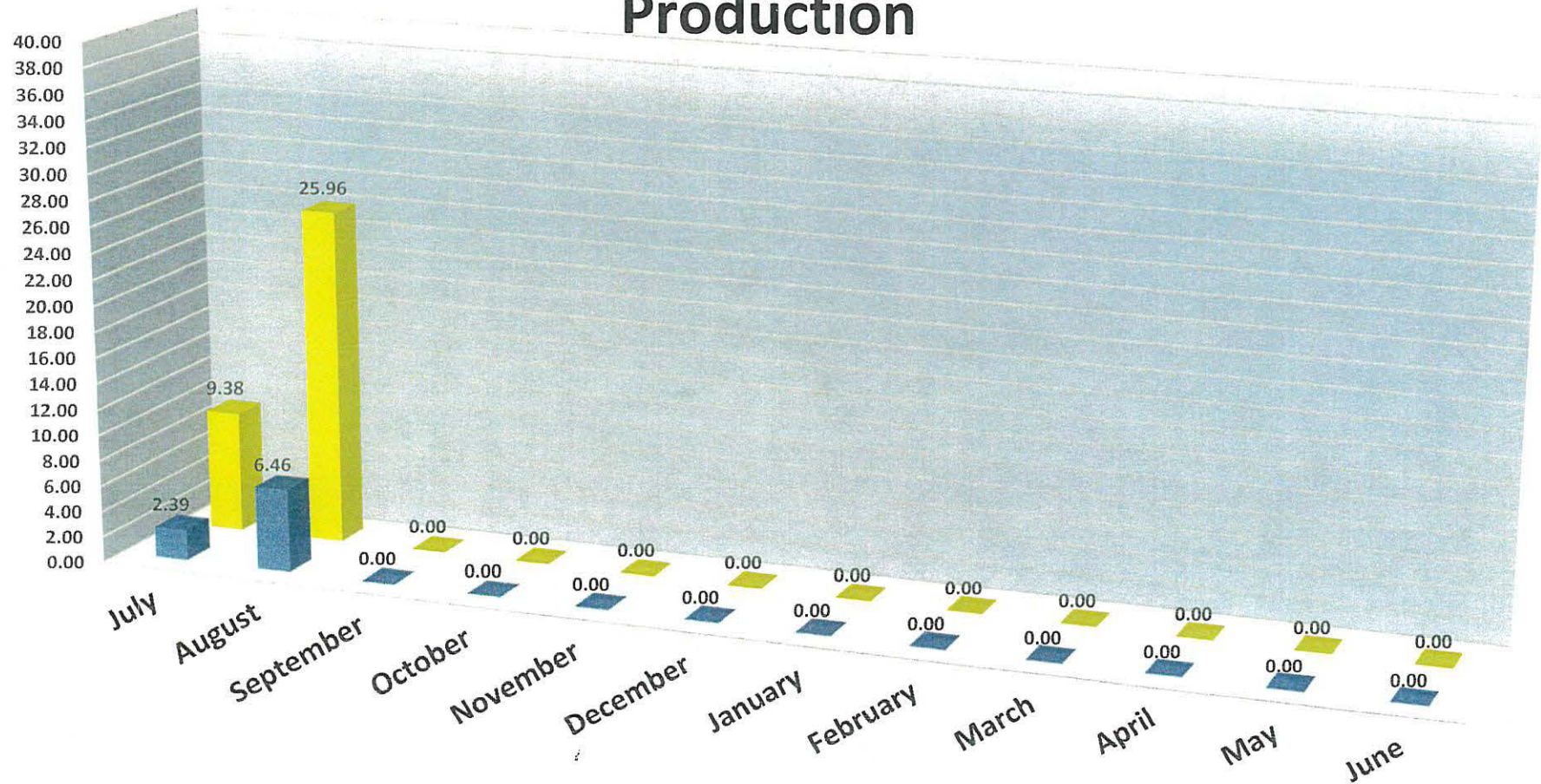




**Leucadia Wastewater District  
Flow Comparison FY22 to FY21**



# FY-22 CCTV Inspections & Hydro Cleaning Production



## Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 8.8 Miles)

■ Hydro Cleaning (YTD 35.3 Miles)



## Operations and Administration Training Report

### August 2021

#### Training & Safety Events for the month August 2021

Description	Hours		
	Ops	Admin	Total
CSRMA Office Safety	0.0	1.0	1.0
Cybersecurity Training	5.0	11.0	16.0
Heat Illness	4.0	0.0	4.0
Overflow Emergency Response Plan	4.0	0.0	4.0
Water Industry Bloodborne Pathogens Safety	1.0	0.0	1.0
			0.0
<b>Total Training Hours</b>	<b>14.0</b>	<b>12.0</b>	<b>26.0</b>

#### Conferences for the month of August 2021

Description	Attendees		
	Ops	Admin	Total
CASA (Virtual)	0	4	4
CSDA	0	1	1
Tri-State Seminar	4	0	4
Other	0	0	0
<b>Total Attended Conferences</b>	<b>4</b>	<b>5</b>	<b>9</b>

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	14.00	12.00	26.00
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
<b>YTD Totals</b>	<b>49.50</b>	<b>19.00</b>	<b>68.50</b>
<b>YTD Monthly Avg</b>	<b>4.13</b>	<b>1.58</b>	<b>5.71</b>

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-21	0.00	0.00	0.00
Aug-21	4.00	5.00	9.00
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
<b>YTD Total</b>	<b>4.00</b>	<b>5.00</b>	<b>9.00</b>
<b>YTD Monthly Avg</b>	<b>0.33</b>	<b>0.42</b>	<b>0.75</b>

**Notes:**

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

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

# Leucadia Wastewater District

## Balance Sheet

As of 8/31/2021

	Amount
<b>Assets</b>	
Cash & Investments	27,330,297.91
Accounts Receivables	191,471.57
Net OPEB Asset	73,376.00
Prepaid Expense	683,218.38
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	184,586,969.61
Less Accumulated Depreciation	(60,318,602.37)
<b>Total Assets</b>	<u>154,587,931.10</u>
<b>Deferred Outflows</b>	
PERS Pension Deferred Outflows	1,344,994.00
OPEB Health Deferred Outflows	86,509.00
<b>Total Deferred Outflows</b>	<u>1,431,503.00</u>
<b>Total Assets &amp; Deferred Outflows</b>	<u>156,019,434.10</u>
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	900,324.33
Developer Deposits	66,715.09
Net Pension Liability	4,523,924.00
<b>Total Liabilities</b>	<u>5,490,963.42</u>
<b>Deferred Inflows</b>	
PERS Pension Deferred Inflows	181,483.00
OPEB Health Deferred Inflows	6,794.00
<b>Total Deferred Inflows</b>	<u>188,277.00</u>
<b>Net Position</b>	
Beginning Net Position (as of June 30, 2021)	
Investment in Capital Assets	112,718,595.48
Reserves	34,240,653.54
Undesignated Net Position	4,026,815.45
<b>Total Beginning Net Position (as of June 30, 2021)</b>	<u>150,986,064.47</u>
Current Change In Net Position	
Other	(645,870.79)
<b>Total Current Change In Net Position</b>	<u>(645,870.79)</u>
<b>Total Net Position</b>	<u>150,340,193.68</u>
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>	<u>156,019,434.10</u>

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2021 Through 8/31/2021

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

### OPERATING REVENUES

3110 Sewer Service Fees	\$ 180,650.49	\$10,879,991.00	\$10,699,340.51	1.7%
3150 Recycled Water Sales	131,265.26	350,000.00	218,734.74	37.5%
3100 Misc. Operating Revenue	-	180,599.00	180,599.00	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 311,915.75</b>	<b>\$11,410,590.00</b>	<b>\$11,098,674.25</b>	<b>2.7%</b>

### OPERATING EXPENSES

4100 Salaries	\$ 281,007.77	\$ 2,063,646.00	\$ 1,782,638.23	13.6%
4200 Employee Benefits	145,340.20	1,561,018.00	1,415,677.80	9.3%
4300 Directors Expense	7,865.88	129,100.00	121,234.12	6.1%
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	1,229.17	36,925.00	35,695.83	3.3%
4900 Office Expense	20,419.85	169,500.00	149,080.15	12.0%
5000 Operating Supplies	8,532.79	147,500.00	138,967.21	5.8%
5200 Professional Services	28,742.23	600,000.00	571,257.77	4.8%
5300 Printing & Publishing	1,378.50	29,600.00	28,221.50	4.7%
5400 Rents & Leases	8,600.94	24,200.00	15,599.06	35.5%
5500 Repairs & Maintenance	43,634.30	559,100.00	515,465.70	7.8%
5600 Monitoring & Permits	3,796.00	74,300.00	70,504.00	5.1%
5700 Training & Development	2,869.96	49,500.00	46,630.04	5.8%
5900 Utilities	67,964.90	468,900.00	400,935.10	14.5%
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%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 806,255.74</b>	<b>\$ 8,660,893.00</b>	<b>\$ 7,854,637.26</b>	<b>9.3%</b>

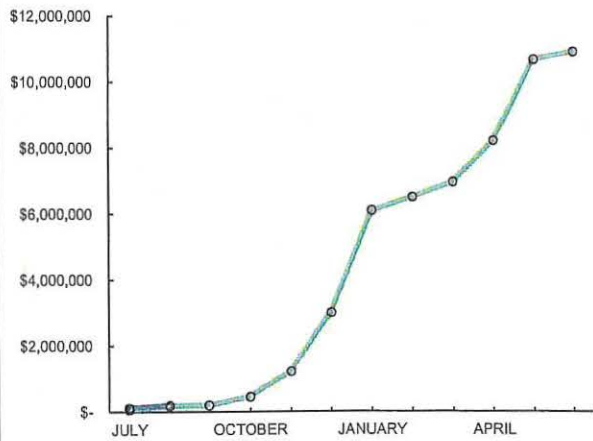
### NON-OPERATING REVENUES

3130 Capacity Fees	\$ 34,350.75	\$ 162,848.00	\$ 128,497.25	21.1%
3220 Property Taxes	19,961.17	1,988,000.00	1,968,038.83	1.0%
3250 Investment Income	46,517.00	316,000.00	269,483.00	14.7%
3290 Misc. Non Op Revenue	37,000.00	127,300.00	90,300.00	29.1%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 137,828.92</b>	<b>\$ 2,594,148.00</b>	<b>\$ 2,456,319.08</b>	<b>5.3%</b>

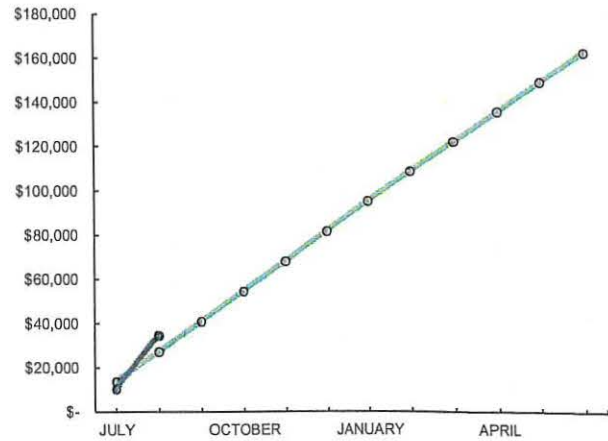
# Leucadia Wastewater District Revenue FY2022

YTD through August 31, 2021

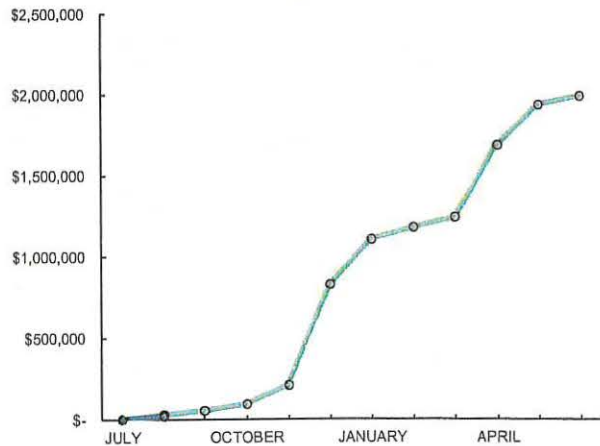
Sewer Service Fees



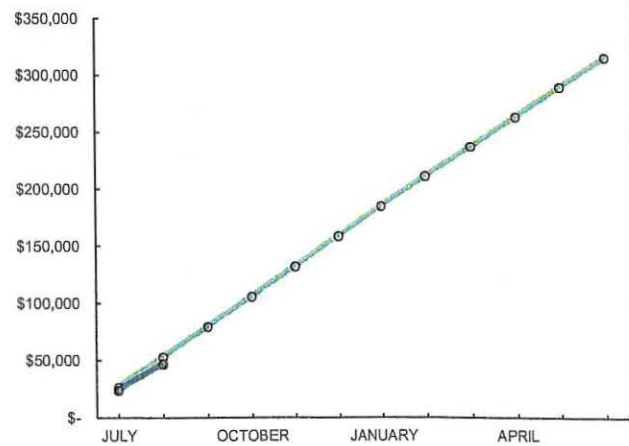
Capacity Charges



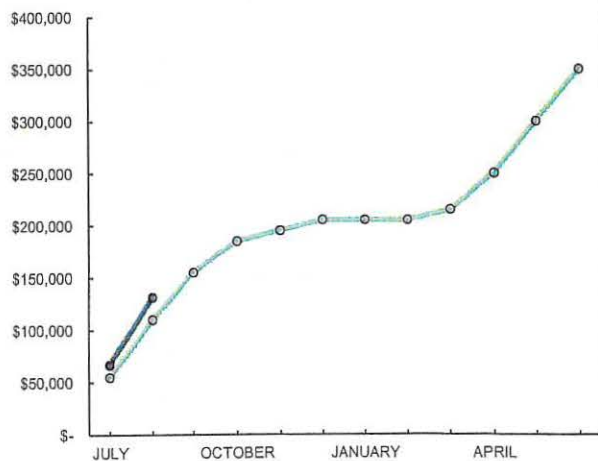
Property Taxes



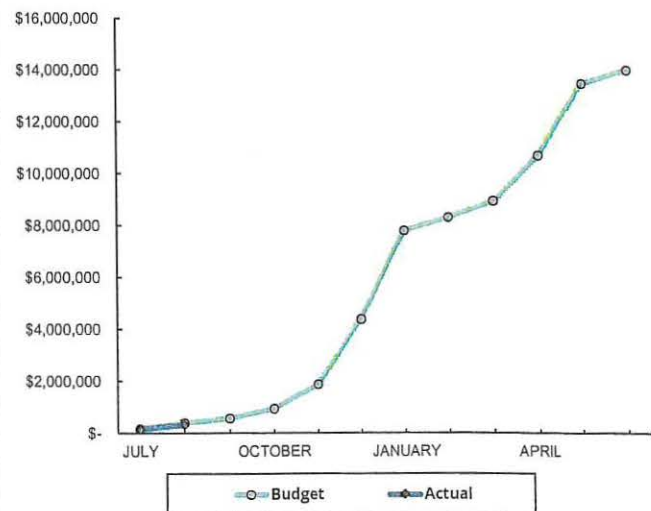
Investment Income



Recycled Wastewater Sales



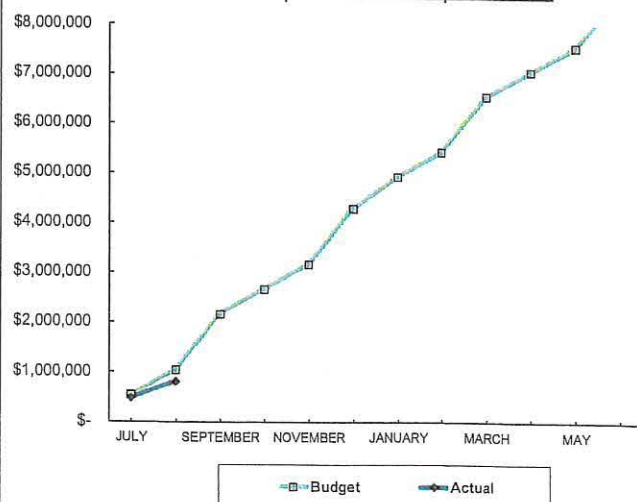
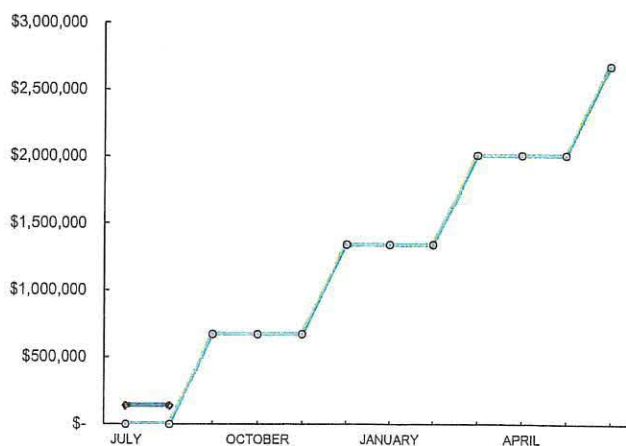
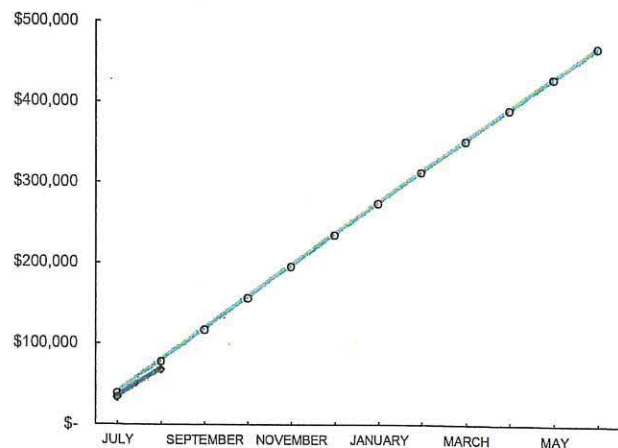
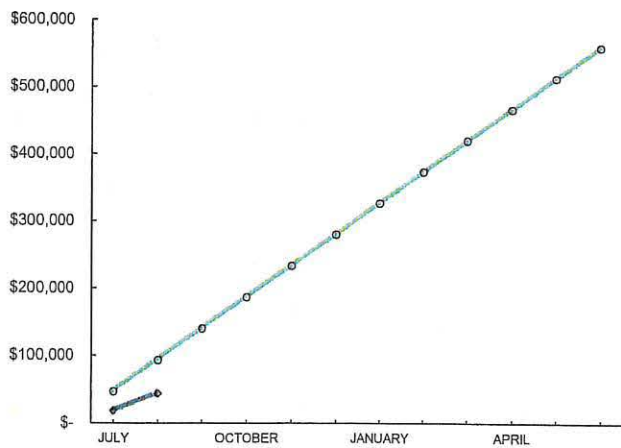
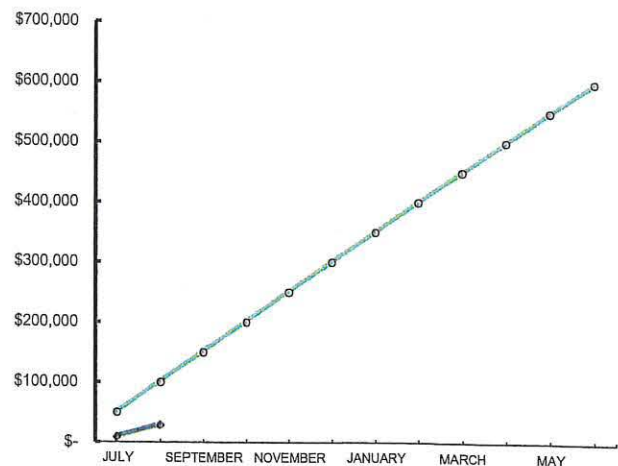
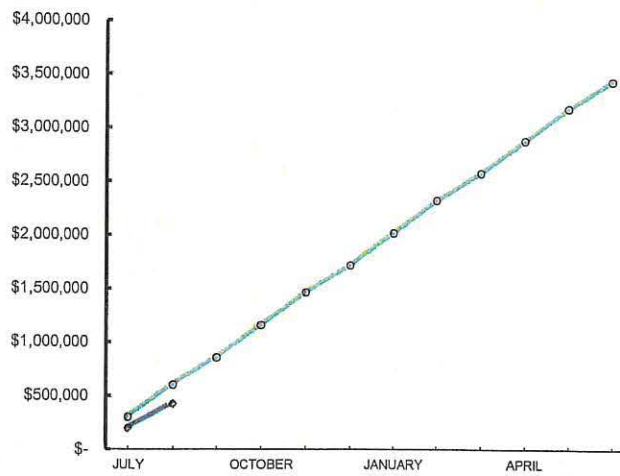
Total Revenue



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



## YTD through August 31, 2021

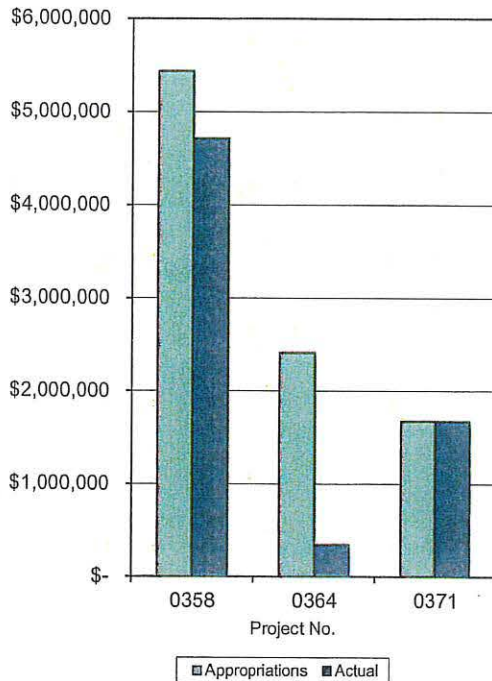


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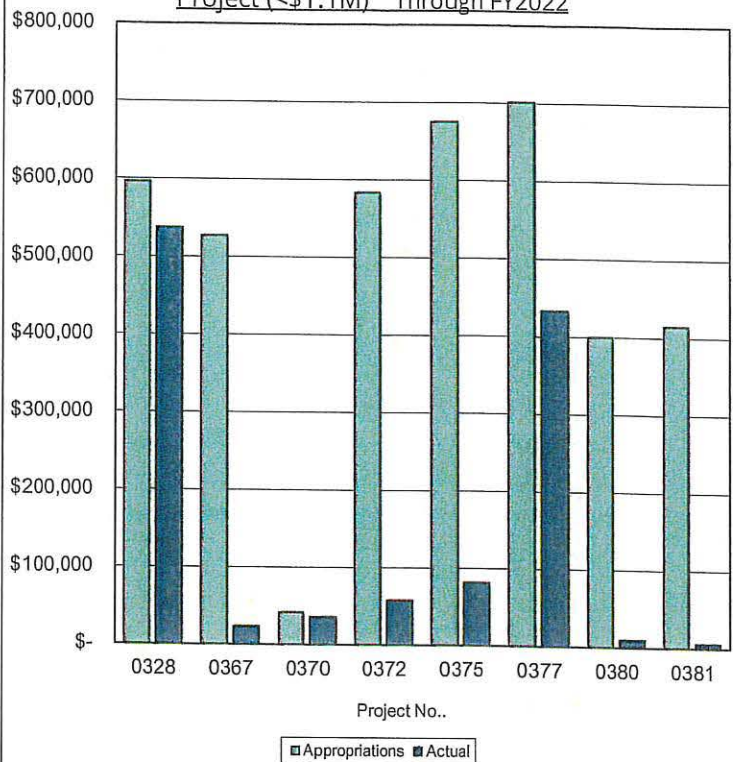
# Leucadia Wastewater District Capital Expenditures

As of August 31, 2021

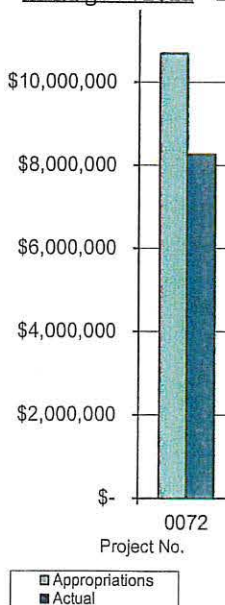
District Multi Year Capital Expenditures  
by Project  
(>\$1.1M) Through FY2022



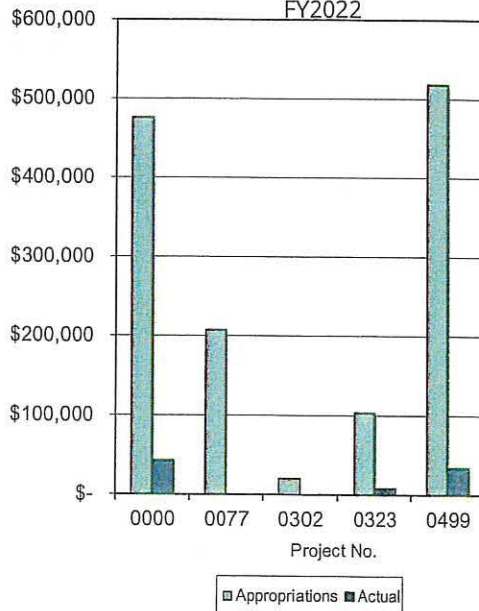
District Multi Year Capital Expenditures by  
Project (<\$1.1M) Through FY2022



District's Share of  
Encina WPCF  
Capital Exp  
Through FY2022



Single Year Capital Expenditures by  
Project  
FY2022



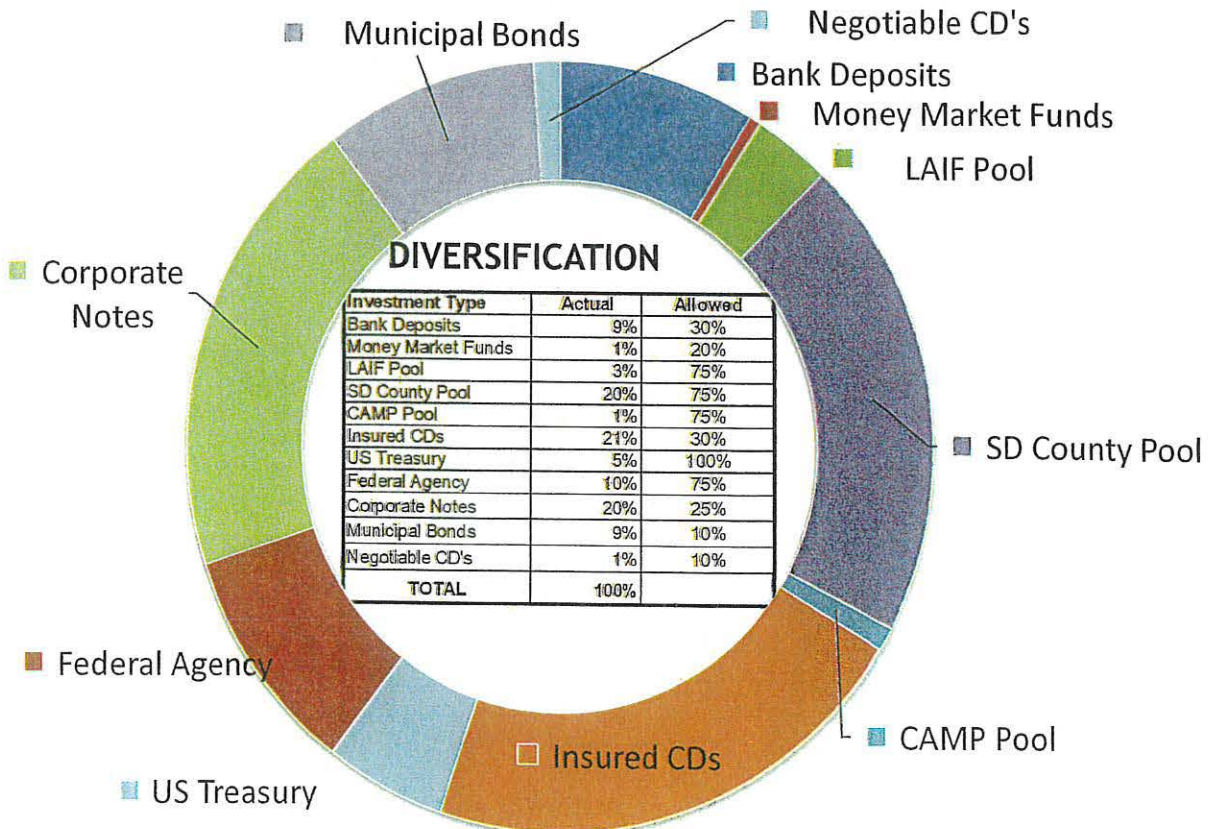
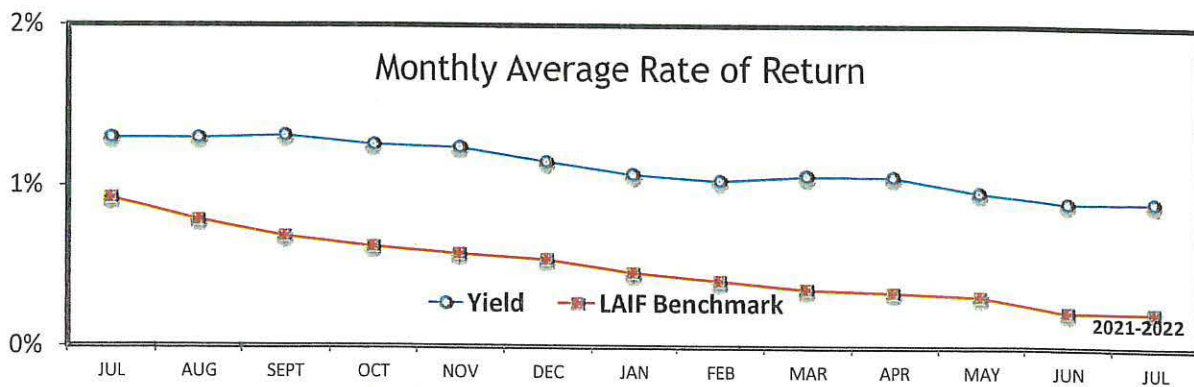
## Project Legend

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



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**July 31, 2021**

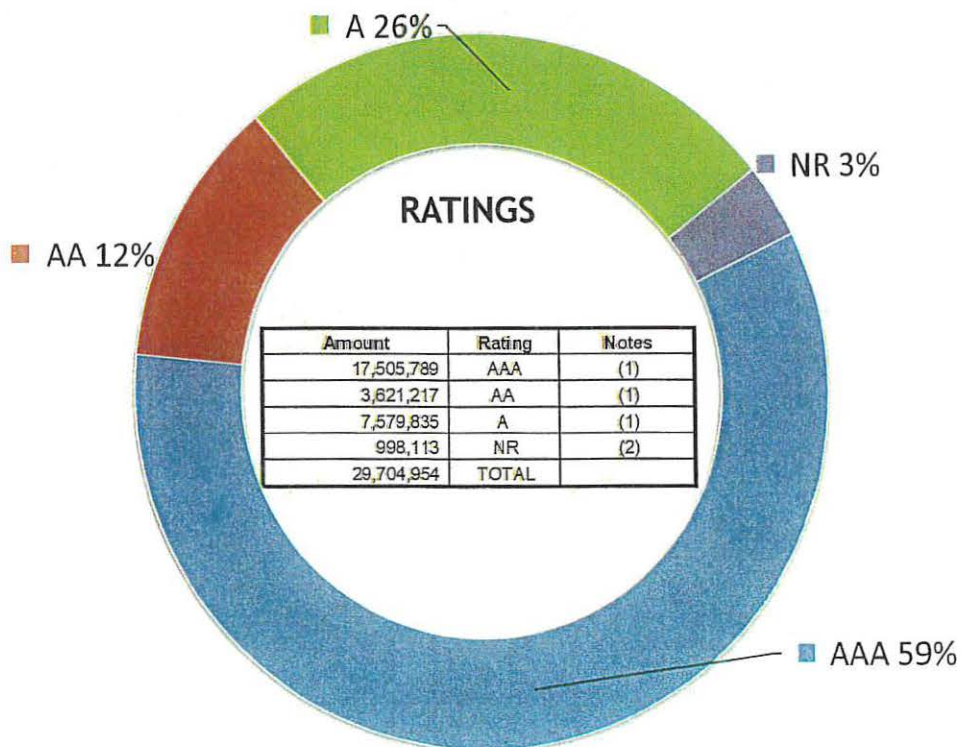
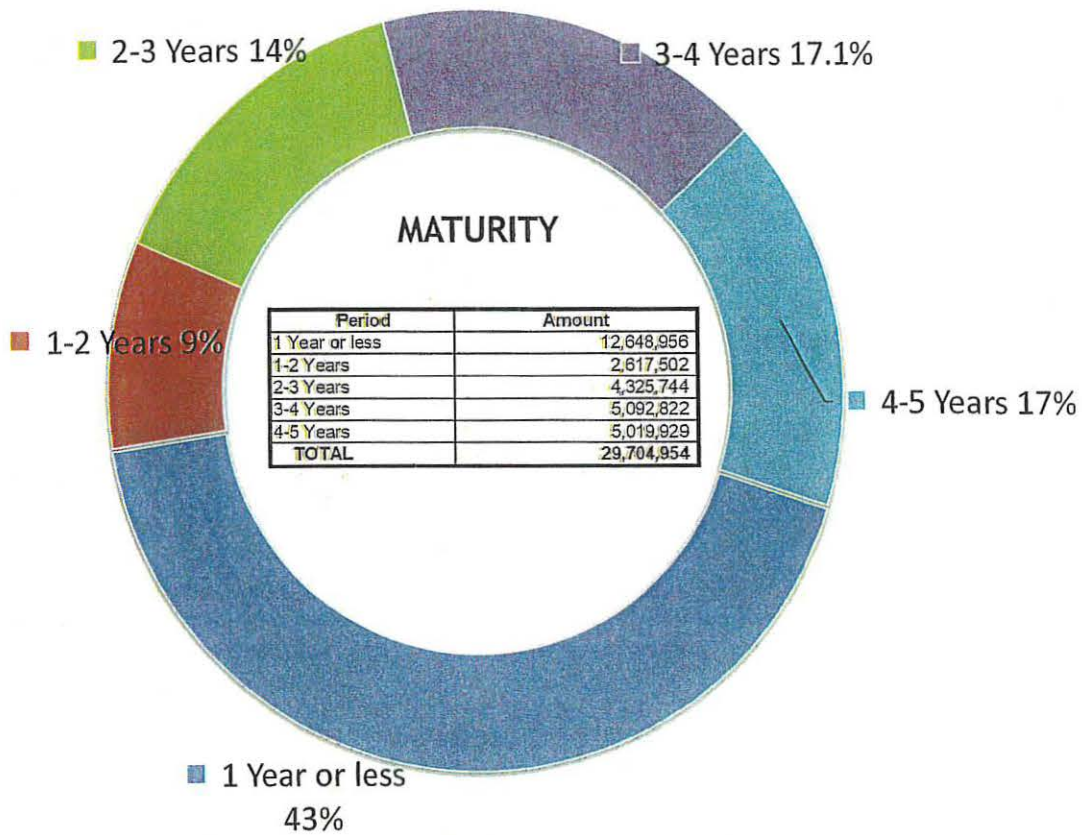
Cash Equivalents & Investments	Principal (Original Cost)		July Interest	Average Rate
	Jun 30, 2021	Jul 31, 2021		
Pacific Premier Bank Reserves	\$ 2,531,872	\$ 2,544,052	\$ 9	0.010%
TVI Dreyfus Money Market	448,926.79	150,679	7	0.030%
LAIF Pool	3,095,230	998,113	377	0.221%
SD County Pool	6,002,984	6,015,700	3,556	0.710%
CAMP Pool	285,120	290,756	12	0.050%
Certificates of Deposit - Insured	5,629,000	6,374,000	6,763	1.385%
US Treasury Notes	1,561,805	1,561,805	1,483	1.140%
Federal Agency Notes	3,046,875	2,844,450	1,954	0.772%
Municipal Bonds	2,567,388	2,751,889	2,142	0.900%
Corporate Bonds/Notes	5,823,510	5,823,510	6,165	1.293%
Negotiable CD's	350,000	350,000	540	1.850%
<b>Totals</b>	<b>\$ 31,342,711</b>	<b>\$ 29,704,954</b>	<b>\$ 23,007</b>	<b>0.905%</b>





**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**July 31, 2021**

(Continued)



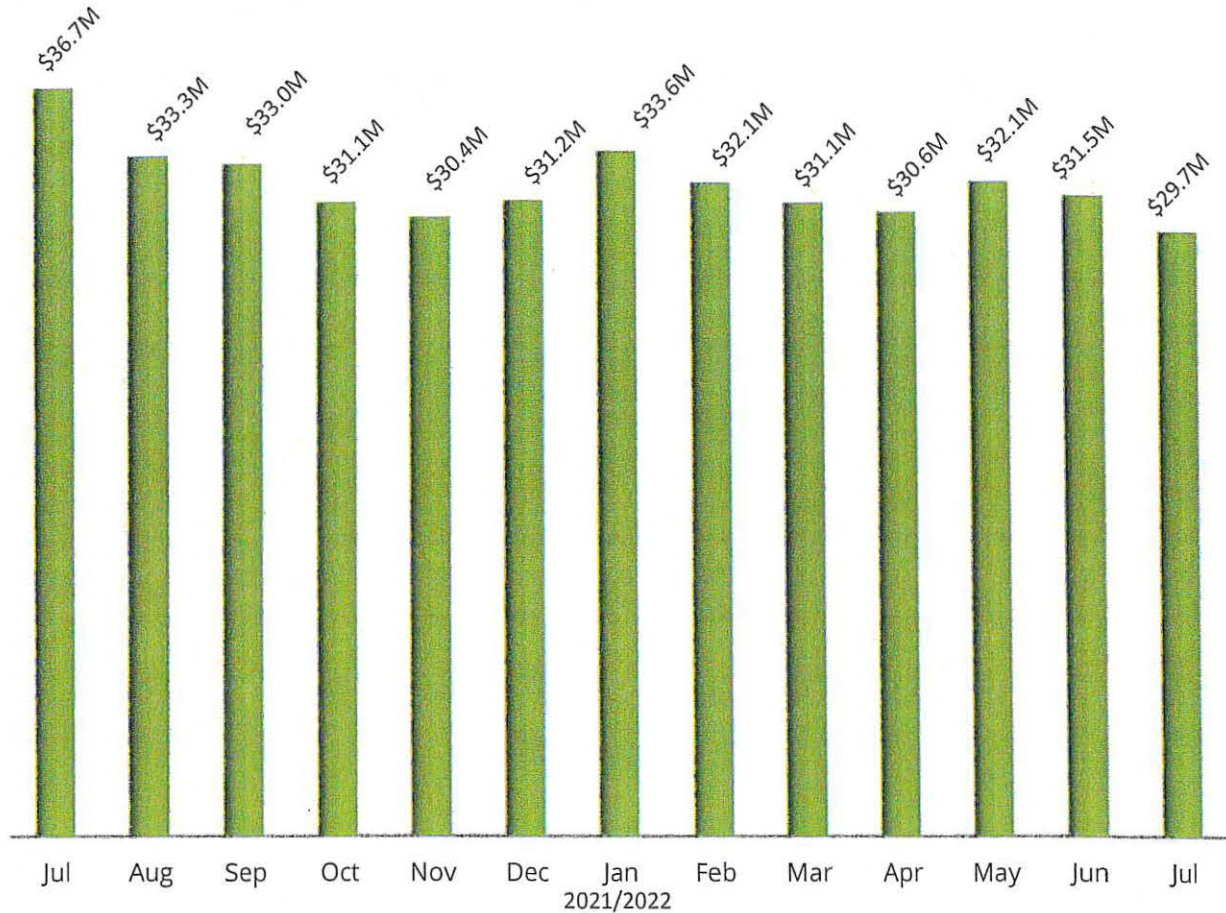
(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.

(2) LAIF is not rated

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**July 31, 2021**

(Continued)

**CASH & INVESTMENT FUNDS BY MONTH**



**INVESTMENT TRANSACTIONS**

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM	Notes
					at Cost	
UBS Bank USA Salt Lake City	\$ 249,000		7/14/2026	90348JQ29	0.900%	
Cucamonga VY CA WD Bonds	\$ 184,501		9/1/2024	22972PCH3	0.543%	
FHLB (callable)	\$ 297,575		2/10/2026	3130AKWW2	0.710%	
Goldman Sachs Bk USA NY	\$ 248,000		7/28/2026	38149MXK4	1.00%	
Toyota Finl Svgs Bk	\$ 248,000		7/29/2026	89235MLE9	0.95%	
FHLB-Called		\$ 500,000	7/28/2021	3130ALXM1	1.25%	

TOTAL

\$ 1,227,076	\$ 500,000
--------------	------------

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

**MEMORANDUM**

**DATE:** September 2, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *RAD for PJB*  
**SUBJECT:** August 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 August 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 August 2021 for your review.

tb:PJB

Attachment



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

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director C. Roesink	Director M. Brown	GM P. Bushee	TSM R. Morishita	ASsup T. Hill	FSS J. Stecker
<b>2021 CASA Annual Conference</b>										
CASA Annual Conference August 11-13, 2021 San Diego, CA	Registration	595.00	595.00	595.00	495.00		595.00	595.00	495.00	
	Hotel	619.96	619.96							
	Airfare									
	Meals	31.26	31.26	16.55			31.26		31.26	
	Baggage									
	Parking/Coaster	80.00		13.00			45.00	72.00	30.00	
	Tips		2.00	4.00						
	Fuel/mileage/taxi/uber	41.83		8.40	39.76				73.92	
	<b>Total</b>	<b>1,368.05</b>	<b>1,248.22</b>	<b>636.95</b>	<b>534.76</b>	<b>0.00</b>	<b>671.26</b>	<b>667.00</b>	<b>630.18</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes :

T. Hill attended 1.5 days

C. Roesink attended 1 day

D. Omsted did not stay at hotel

The CSDA Annual Conference covers a portion in Aug/Sept and will be included in next month's reimb report.

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**August 25, 2021**

**EWA Board of Directors** - Director Sullivan Reporting

**1. Revised Purchasing Policy**

The Board of Directors adopted an Amended and Restated Purchasing Policy.

**2. Asset Management Services Awards**

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

- A Professional Services Agreement with Hazen and Sawyer in an amount not to exceed \$89,189 for Engineering Services for the Strategic Condition Assessment Plan; and
- A Professional Services Agreement with Hazen and Sawyer in an amount not to exceed \$106,625 for Engineering Services for the FY2023 Remotes Comprehensive Asset Management Plan (R-CAMP) Update.

**Executive Session**

**3. The Board of Directors met in closed session to discuss the following:**

- Ad Hoc Committee Meeting - Appointment of a public employee.

There was no reportable action.

# **Engineering Committee Meeting Report**

Presented by Director Roesink

---

## **Meeting held August 27, 2021**

The EC reviewed the following recommendation:

### **1. Adopt Resolution No. 2353 - Aldern Annexation**

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

### **2. This EC also received an update on the Easement Crawler.**

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

## MEMORANDUM

**DATE:** September 2, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *PJB for PJB*  
**SUBJECT:** Resolution No. 2353 Requesting LAFCO to Take Proceedings for the Aldern Change of Organization

---

### RECOMMENDATION:

Staff and the Engineering Committee recommend that the Board of Directors:

1. Adopt Resolution No. 2353, Aldern Annexation, as presented.
2. Discuss and take other action, as appropriate.

### DISCUSSION:

This item was reviewed at the August 27<sup>th</sup> EC meeting and the EC concurred with staff to present this item for the Board's consideration.

The proposed Aldern Annexation into the Leucadia Wastewater District's (LWD) service area involves one parcel totaling 0.48 acres, located west of Interstate 5, north of Leucadia Boulevard and east of Hygeia Avenue.

This annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. Per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for a proposed 967 square foot addition to the existing single-family residence. The connection of the existing single-family residence to the collection system requires the construction of approximately 200 linear feet of public sewer extension on Eolus Avenue before one (1) private lateral connection can be attained. The annexation is necessary to provide sewer service to this property.

Approval of Resolution No. 2353 would authorize a boundary annexation.

LWD's collection and treatment systems have sufficient capacity to accommodate the existing single-family dwelling. Attached please find a copy of Resolution No. 2353 for your review.

ier:PJB

Attachment

**RESOLUTION NO. 2353**

**A RESOLUTION OF APPLICATION BY THE  
BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT  
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION  
TO TAKE PROCEEDINGS FOR THE PROPOSED  
ALDERN CHANGE OF ORGANIZATION**

---

**RESOLVED**, by the Board of Directors of the Leucadia Wastewater District, that

**WHEREAS**, the Board of Directors of the LEUCADIA WASTEWATER DISTRICT (LWD), San Diego County, State of California, desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code for the proposed Aldern Change of Organization; and

**WHEREAS**, the proposed Aldern Change of Organization includes annexation of the Aldern territory (**APN 254-392-17-00**) to the LWD; and

**WHEREAS**, the reasons for this proposed Change of Organization are as follows:

1. LWD is empowered to and is engaged in the collection, treatment, and disposal of wastewater and has existing facilities to provide wastewater service to the territory proposed to be annexed.
2. The owners of the territory desire to utilize the LWD facilities.
3. The territory to be annexed is within LWD's Sphere of Influence.

**WHEREAS**, the territory subject to the proposed Change of Organization is inhabited, and a description of the external boundary of the territory is set forth in Exhibit "A" and a map thereof is set forth in Exhibit "B", both attached hereto and by this reference incorporated herein; and

**WHEREAS**, LWD requests that the proposed Change of Organization be subject to the following terms and conditions:

1. The annexed property is thereafter subject to capacity fees, sewer service fees, and all other district-wide Ordinances and Resolutions of LWD.

**WHEREAS**, LAFCO is authorized to approve this proposed Change of Organization without notice or hearing and without an election. If no express effective date is indicated, the effective date of the Change of Organization shall be the date of recordation of the Certificate of Completion and Resolution ordering the change of organization by the County Recorder.



**WHEREAS**, the staff of LWD has reviewed this proposed Change of Organization under the California Environmental Quality Act (CEQA) and has found it to be categorically exempt from CEQA pursuant to Section 15319 (a) of the California Environmental Quality Act.

**NOW, THEREFORE**, this Resolution of Application is hereby approved and adopted by the Board of Directors of the LEUCADIA WASTEWATER DISTRICT. The Local Agency Formation Commission of San Diego County is hereby requested to take proceedings for the proposed Change of Organization that includes the territory as described in Exhibit "A" and shown in Exhibit "B", according to the terms and conditions stated above and in a manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

**PASSED AND ADOPTED** at a Regular meeting of the Board of Directors held on September 8<sup>th</sup>, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Donald Omsted, President

ATTEST:

---

Paul Bushee, General Manager  
(SEAL)

EXHIBIT A

**ANNEXATION NO. DA21-  
1143 EOLUS AVENUE - ALDERN ANNEXATION  
TO LEUCADIA WASTEWATER DISTRICT**

**GEOGRAPHIC DESCRIPTION**

ALL THAT CERTAIN REAL PROPERTY, SITUATE IN A PORTION OF LOT 3 IN BLOCK F OF SOUTH COAST ANNEX, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 1788, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY MARCH 29, 1924, DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTERLINE INTERSECTION OF NAIAD STREET AND EOLUS AVENUE; THENCE NORTHERLY ALONG THE CENTERLINE OF EOLUS AVENUE NORTH 15°03'28" WEST 826.68 FEET TO THE **TRUE POINT OF BEGINNING**;

THENCE, (1) NORTH 15°03'28" WEST 92.78 FEET ALONG SAID CENTERLINE;

THENCE, LEAVING SAID CENTERLINE (2) NORTH 64°17'44" EAST 220.14 FEET;

THENCE, (3) SOUTH 08°40'36" EAST 108.82 FEET;

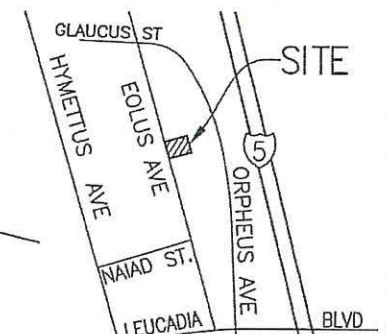
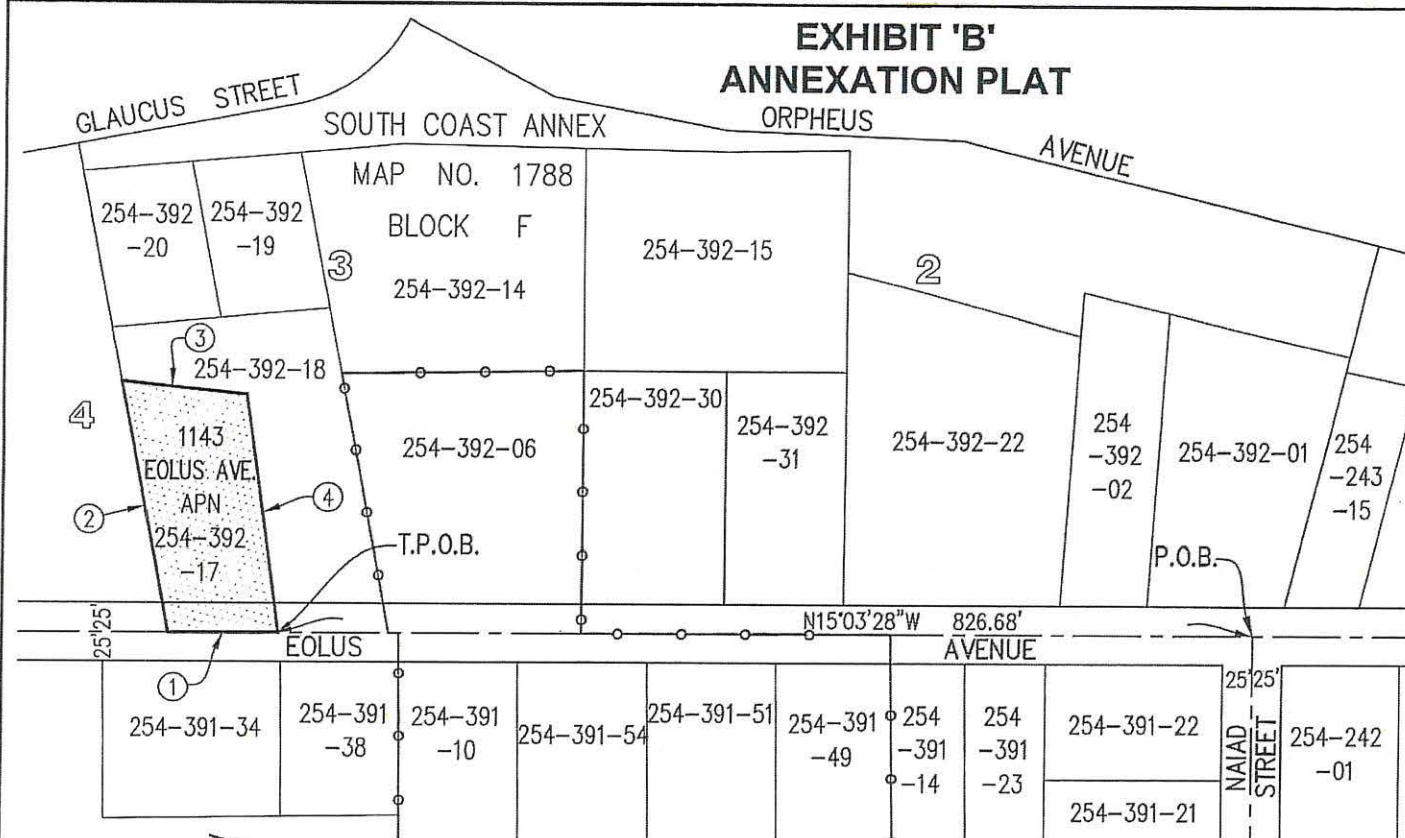
THENCE, (4) SOUTH 67°52'50" WEST 205.81 FEET TO THE **TRUE POINT OF BEGINNING** AND CONTAINING 0.48 ACRES OF LAND MORE OR LESS.

SAID LAND ORIGINALLY LOCATED WITHIN A PORTION OF SECTION 4, TOWNSHIP 13 SOUTH, RANGE 4 WEST, SAN BERNARDINO BASE AND MERIDIAN

*FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.*



# EXHIBIT 'B' ANNEXATION PLAT



## VICINITY MAP

NOT TO SCALE  
T.B.M. PG. 1147, B-3

### COURSES:

1. N15°03'28"W 92.78'
2. N64°17'44"E 220.14'
3. S08°40'36"E 108.82'
4. S67°52'50"W 205.81'

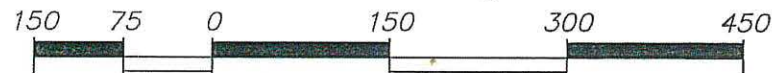


### SPEAR & ASSOCIATES, INC.

475 PRODUCTION STREET  
SAN MARCOS, CA. 92078  
PHONE (760) 736-2040

### DISCLAIMER:

"FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED".



SCALE: 1" = 150'

### LEGEND

PROPOSED ANNEXATION BOUNDARY

WITHIN LWD SPHERE OF  
INFLUENCE & OUTSIDE LWD

EXISTING LEUCADIA WASTEWATER  
DISTRICT BOUNDARY

PROPOSED ANNEXATION REGION

—○—○—○—○—

■

ASSESSOR PARCEL NUMBER	LAFCO RESOLUTION NO.	ACREAGE	DATE	SCALE
254-392-17		0.48	8/2/21	1"=150'

LWD ANNEXATION NO. \_\_\_\_\_  
PORTION OF LOT 3  
BLOCK F, TRACT 1788

SCOTT ALDERN  
1143 EOLUS AVE.  
ENCINITAS, CA 92075  
TEL: (760) 942-1830

JN.

**MEMORANDUM**

**DATE:** September 2, 2021  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Strategic Planning Workshop Report

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Receive and file the August 4, 2021 Strategic Planning Workshop Report from Confidence Consulting.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

The Board of Directors conducted its Strategic Planning Workshop on August 4, 2021. Mr. Jeff Bills facilitated the workshop. Prior to the workshop, Mr. Bills conducted interviews with the Board and key staff members. Based on the Board interviews, Mr. Bills recommended that the workshop focus on lessons learned from the pandemic, how these experiences make us a better organization, future expectations, and Board Committee Assignments.

Overall, staff believes that the Strategic Planning Workshop was very productive. Mr. Bills has since developed a summary report of the workshop and the report has been attached for your review.

Staff is recommending that the Board receive and file the Strategic Planning Workshop Report.

Attachment

PJB



Leucadia Wastewater District  
Board of Directors Strategic Planning Workshop  
Wednesday, August 4, 2021  
Carlsbad, California  
Workshop Summary

### Overview

The LWD Board of Directors along with members of the Leadership Team, District Attorney and District Engineer met in a workshop setting; to discuss results from the Board and Staff interviews held prior to the workshop; to review and give input into lessons learned from the Pandemic, specifically how the Pandemic experience can help in becoming a better Board and organization; what we can expect in the future as a result of the Pandemic, and how best to respond; and to address the issue of Board Committee assignments. (See attached agenda for specifics)

### Welcome and Introductions

Paul Bushee, General Manager, welcomed each attendee to the Workshop and invited each participant to introduce themselves. All Board members were present. It was noted that the workshop was the first time the Board had met in person since the pandemic required meetings to be held remotely. Jeff Bills, Workshop facilitator outlined expectations for the workshop.

### Results of the Board and Staff Interviews

The Board and staff discussed eight key areas of Board responsibility and provided input into each area. The summary of discussion regarding each area is outlined below.

#### *Clarity and Purpose*

The Board discussed their ongoing commitment to the mission and values of the organization. Members focused on the mission and how it impacts the community and the organization itself. Board members reaffirmed their belief in the mission and the values that have made LWD strong and impactful. Matt Brown asked to read the mission statement out loud. There was discussion about how to make the mission more "active" in Board decisions. Board members agreed that asking if every decision they made in Board Meetings was consistent with the Mission of the organization was a good way to validate the mission's role in governance decisions. It was clear the Board was aware and concerned about the Mission and making it part of all decisions. There was also discussion about the values of the organization and how the values are central to the culture that exists at LWD. Board members talked about the organization's values and ongoing commitment to the support required to maintain these values and the impact they have on success.

### *Fiduciary Oversight*

The Board reaffirmed its strong focus on existing financial health and continuing to increase financial stability. There was considerable discussion on how financial security provides for flexibility during challenging times. The Board focused on their role in making sure the organization is financially strong, with financial security to weather unplanned events. Board members talked about the 2020 decision regarding not raising rates to customers, the impact of having financial security on the decision itself, and the position LWD enjoys in the area as having the lowest rates but the best reputation for service and quality. Board members unanimously agreed that maintaining financial security is key to the future and long-term success. Members of the Leadership Team also made supportive statements in agreement with the Board commitment to financial strength.

### *Strategy*

The Board discussed strategy in relation to making sound decisions that ensure LWD's long term success. There was discussion and agreement on the importance of staying focused on the organization's key tactics, continuing to empower leadership and staff, focusing on technology, continuing to place emphasis on staff and the hiring process, and education and development for both the staff and Board. Management also gave verbal support to the above items and the role they play in operations.

### *Board Competence and Expertise*

Board members acknowledged their individual levels of expertise and expressed commitment to learning and gaining additional knowledge. There was focus on the importance of every board member being prepared for Board Meetings, reading pre-distributed board material, making board meetings more effective, doing pre-work when there are questions or concerns and the efficient use of Board Committees. Board members expressed agreement on the importance of understanding the issues to be discussed and agreed on the value of seeking further information when needed and finding ways to make Board meetings a validation of outstanding preparation and critical review.

### *Board Meetings*

The Board reaffirmed its' commitment to having Board Meetings that reflect the best of every individual board member and the Board in its entirety. There was presentation and discussion about how the Board conducts business in open Board meetings and Board reputation. There was presentation about how potential conflict between board members at Board meetings can hurt the organization's reputation. Board members showed agreement on the importance of civility and teamwork when it comes to Board reputation and community standing. There was no disagreement from any board member on the value of having Board meetings that reflect the very best from each member and in the way they conduct business.

Staff members also concurred with the importance of Board civility and maintaining professional working relationships as well as the importance of the same thing at the management level.

#### *Board Roles and Responsibility*

The Board clearly understands their role and responsibility and reinforced several times the trust and confidence they have in management. There was specific reference to the importance of this trust during the pandemic. Board members articulated the success of LWD during the pandemic because of both board flexibility and trust between the board and management. There was specific reference from board members regarding the importance of maintaining this strength in relationships.

#### *Performance Evaluation*

While the Board has not been active in board performance evaluation, board members expressed interest in doing board self-evaluation and also looking for ways to receive feedback from key constituents. The board asked Confidence Consulting for examples or outlines of self-evaluation methods or processes that could be considered.

#### *Board and Leadership Succession*

Within the limits of Board election process, the Board clearly recognized the importance of attracting new Board members to the process who are talented and capable of bringing new expertise to the Board itself. The Board also recognized the need to continue a strong Board orientation process and providing Board members with opportunities for education and training. Because committee assignment was on the agenda for discussion later, there was limited comment, but varying opinion was given on process and decisions regarding committee assignments. The Board also commented positively on the way Management allocates time and resources to leadership training and development, consistent with the approach at the Board. Management also commented on the advantage and benefit of being able to have on-going leadership training and development. The Board also discussed the specific needs in finance and the relatively soon departure of the current Administrative Services Manager. Board members commented on the need for specific attention to finance, and support for the General Manager. Management responded in agreement and stated the importance of replacing the position with talent specific to finance, as opposed to a long-term outsourcing concept. There was also discussion regarding current leadership taking on different responsibilities in order for this to occur.

#### *Lessons Learned from the Pandemic*

The Board and staff discussed the impact of the pandemic so far; what we have learned from the experience; and what will have a positive effect on future Board deliberations and decisions. Summaries of key topics are to follow.

### *The Need to be Flexible and Adapt*

Board members and management all recognized and commented on the strong ability LWD demonstrated to adapt quickly to the needs created by the pandemic. Board members commented on the quality of staff contributing to this ability. It was recognized by the entire Board that because of future uncertainty, the ability to be flexible and nimble in adapting to unplanned change continues to be important. There was agreement that the future is still uncertain.

### *Hybrid Work*

The Board recognized and discussed the need for flexibility in work assignments. While the Board recognizes that significant work is tied to location, there was also agreement on the need to be flexible, in order to retain and attract outstanding and talented staff. Management responded in kind, recognizing the need to listen carefully to staff needs and having the flexibility to be creative.

### *Work Pool Quality Diminishment*

The Board asked questions of management regarding the availability of talent to fill vacated positions. Management responded by giving an overview of recent open positions and the number of applicants. It was determined that the situation at LWD is different than at other agencies and the difference can be attributed to the culture and way of doing business at LWD. The Board and Management recognized the importance of maintaining the efforts made to continue this advantage. It was discussed by all, the importance of LWD being a preferred place of employment in order to attract and retain excellent staff.

### *Work Pool Knowledge*

There was discussion regarding the differences in generational work groups and specifically the need to respond to Millennials who make up seventy percent of the work-force. Discussion centered on what all generational groups have in common when it comes to what they want at work. The Board agreed that there are differences in expectations from every generation but some are consistent and should be focused on. There was consensus that the best way to address these generational differences is to be good listeners and demonstrate flexibility in addressing their needs.

### *Work Life Balance*

There was discussion regarding the need for LWD to be sensitive to the feelings of staff members regarding work-life balance. It was recognized that staff have new and different expectations when it comes to work, but being open to change without compromising the mission and values of LWD are to be maintained. Board members gave open and insightful thoughts into what might be expected in the future based on their own experiences. Management provided input, focusing on the need to listen to the needs of staff and respond in creative and adaptable ways.



### *Trust Between the Board and Management*

The Board spent considerable time talking about the trust they have and placed in Management during the pandemic, and the trust they want to continue to have in the future. Management commented in the same regard and both parties recognized that one of the primary reasons LWD has done well during the pandemic is because of the positive relationship between the board and management. There was commitment from both management and the Board regarding a continuation of this trust by maintaining excellent communication, open dialogue and the ability the Board and management have to express open dissent without erosion of trust and respect.

### *Technology*

The Board discussed their past and ongoing commitment to technology and providing staff with the most current and appropriate tools for accomplishing work, both in the field and in the office. The Board asked management directly if there were other needs that needed to be met. It was clear and evident that the Board understands the importance of keeping technologically current and the advantage it provides to the people LWD serves and to the staff doing the work.

### *Science and Change*

There was limited discussion regarding the impact of COVID on science and scientific discoveries. The Board showed awareness as to new platforms for drug design and biological sequences that will affect all people, including LWD customers. There was understanding that the pandemic will change the pace at which science moves and that new approaches and discoveries, especially in the area of vaccines will have an impact on the way we do work.

### *Managing Unplanned Events*

There was significant discussion regarding LWD and its' ability to manage unplanned events. The Board expressed approval for the way management handled the pandemic and agreed that more of the unexpected should be expected. It was agreed by both board members and management that we should be prepared for instability.

### *Supply Chain Sensitivity*

The Board discussed and agreed that due to disruption to the supply chain, both the Board in its' planning and management in its operational planning should consider the time it now takes to procure essential items and equipment. It was agreed that more long-term planning for essential items, especially capital items needs to be done further in advance in order to effect timely delivery. It was recognized that there is some risk to this due to rapid changes in technology, but the consensus was to be pro-active in areas where risk is lower. There was also discussion about how this strategy requires the organization to maintain its financial position in order to capitalize needed items at a faster rate.

### *The Impact of Social and Political Changes*

The Board discussed and recognized that COVID had impact when it came to both social policy and change as well as political change that brought new implications. It was recognized that while such changes might have limited impact on the service LWD provides, there is impact that relates directly to customers and to staff. There was agreement via the discussion that being aware of these things and sensitive to the impact LWD decisions have on customers and staff was an important issue to consider.

### *New Allocation of Resources*

There was awareness that changes in the way we allocate resources is likely to occur. These changes could affect wage and salary strategy, operational resources strategy and even rate increase strategy. It was agreed upon that LWD will need to be open to different ways to allocate resources to meet needs that currently do not have high priority and that priority changes are likely to happen based on changes in the environment.

### *External Changes*

The Board discussed the likely potential that LWD business will change based on now unknown changes externally. This could include situations involving natural disasters, such as drought, earthquakes, and new viral threats. The Board also recognized the threat associated with cyber-attacks and ransomware, significant downturns in the economy and rate change risks. Management responded in kind and outlined current efforts to address several of these issues.

### *What Can We Expect in the Future*

The Board discussed a number of potential expectations for the future and gave insight into appropriate direction. The considerations included the following:

#### *Labor Resources*

It was clear that labor resources, despite availability, will require more creative approaches from management, including flexibility in work status, and selection. Staying focused on hiring the right people, whose values match the values of LWD is critical. The ability of LWD to recruit and retain excellent staff will be a function of maintaining high quality and reputation and excellent screening.

#### *Financial Resources*

While it was assumed that income from current sources is likely to remain mostly stable, there was discussion regarding the way we currently obtain revenue, the lack of appropriate revenue due to increased units on single lots, and other potential threats. It was concluded that our projected financial resources/revenue is likely to be at low risk. There was however, clear agreement that things can always change and LWD should remain as efficient as possible.

### *Hybrid Work*

It was agreed that hybrid work is here to stay but at what level at LWD is still uncertain. Paul Bushee, General Manager, pointed out the need to be flexible and adapt to need. There was agreement from both the board and management.

### *The Need to be Agile and Flexible*

The Board reiterated the need to be adaptable and capable of making rapid change based on need and unexpected events. Management recognized the same need and stressed the importance of hiring individuals who are flexible and resilient and can adapt to serious events that were unplanned.

### *Technology*

The Board maintained its' commitment to technology and LWD being able to perform with the best technology available and needed.

### *Leadership*

The question of whether the Board provides adequate resources to the management team was addressed. The board affirmed its commitment to do so. Management affirmed that the Board was very sensitive to and has met their needs.

### *Roles and Responsibilities*

The question, "Has the pandemic taken us away from our role" was discussed. Board members felt comfortable knowing that the organization has been disciplined during the pandemic, continued to focus on mission and values and working collaboratively with management. Management agreed.

### *Board Dynamics and Open Dissent*

The Board addressed the importance of being able to demonstrate open dissent without threatening the current high levels of trust among Board members. Individual board members expressed the trust they felt among one another and management. There was agreement both to the importance of being able to disagree without disruption and being able to express different opinions on all issues.

### *Performance Evaluation*

The board recognized that improving both the board self-evaluation process and looking for input from the management team would be valuable. The Board will consider approaches and next steps.

### *Accountability as Board Members*

There was clear acknowledgement of the importance of each board member being accountable by being prepared and having done any necessary pre-work before each board meeting. There was continued commitment by the entire board to maintain this level of performance.

### *Teamwork*

The Board expressed a high level of trust between members and an ongoing commitment to work together effectively on all matters regardless of differences of opinion.

### Key Issues to Address

#### Board Committee Assignments

Jeff Bills commented every Board member (In pre-workshop interviews) had brought up the issue of committee assignments. He then turned the time to Don Omsted, President of the Board who addressed the issue. Mr. Omsted outlined his thoughts regarding Board rotation on committees and handed out a document which showed LWWD committee assignments by district and until the year 2024. There was significant discussion regarding the need for change, the value of learning new things and contributing talents to different committees and the interest board members have in serving on committees themselves. There was also discussion about board expertise, the benefit to each board member by serving on different committees. There were also questions about past actions on the matter itself. Paul Bushee provided an overview of what had been done in the past, including assignment by the President, full rotation and rotation on four committees and President assignment to serve on the Encina Board. The Board agreed to have Paul provide an overview of what had previously been done and to put the matter on the next Board meeting agenda for discussion and a decision.



DON'T MISS A MOMENT.



# FREE FLU SHOTS

with most insurance\*

Date:

Time:

Location:

**September 16, 2021 3:30pm**

**Training Room**

Additional Information:

**Starts at 3:30pm and ends at 4:30pm**

**MUST bring copy of your insurance card and completed Consent Form**

**Consent Form will be emailed to all employees**

Shots administered by the Pharmacy Team at your neighborhood

## VONS

\*No co-payment unless required by your plan.

## Directors' Meetings

Presented by Directors Hanson and Sullivan

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### Conference

CSDA Quarterly Dinner Meeting

### Dates and Location

August 19, 2021 @ 6:00 p.m.  
94<sup>th</sup> Aero Squadron, San Diego, CA

### List of Attendees

Vice President Judy Hanson  
Director Elaine Sullivan

The above mentioned Board members heard a presentation on the "State of the Climate and Climate Extremes" by Alex Tardy, Warning Coordination Meteorologist from the National Weather Service in San Diego.



# Directors' Meetings

Presented by Directors Omsted, Hanson, Sullivan, Roesink

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## Conference

2021 CSDA Annual Conference

## Dates and Location

August 30 – September 2, 2021

Monterey Conference Center

Monterey, CA

## List of Attendees

President Omsted

Vice President Hanson

Director Sullivan

Director Roesink

The above mentioned Board members attended various sessions on; Board best practices, pensions, Brown Act, community outreach, and other breakout sessions.