



**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: 832 3300 0851 **Passcode:** 669736

Public Participation/Comment: Members of the public can participate in the meeting by emailing comments to the Executive Assistant at tbait@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, October 13, 2021
TIME: 5:00 p.m.
PLACE: VIA VIDEOCONFERENCE ONLY

AGENDA

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

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

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

4. **General Public Comment Period**
5. **Adopt Resolution No. 2357 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic (Pages 5-8)**
6. **Approval of Agenda**
7. **Presentation and Awards**
 - A. 10 Year Service Award – Gabriel Mendez (Page 9)

CONSENT CALENDAR

Items 8-13 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

September 8, 2021 Regular Board Meeting (Pages 10-15)

September 15, 2021 Community Affairs Committee meeting (Page 16)

9. Approval of Demands for September/October 2021

This item provides for Board of Directors approval of all demands paid from LWD during the month of September and a portion of October 2021. (Pages 17-27)

10. 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 28-33)

11. 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 34-41)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of September 2021. (Pages 42-43)

13. Status Update on the Fiscal Year 2022 (FY22) LWD Tactics and Action Plan

(Pages 44-49)

EWA REPORTS

14. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on September 22, 2021 via video conference – report by Director Sullivan. (Page 50-51)

- B. An Encina Member Agencies Manager's Meeting was held on October 5, 2021 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Community Affairs Committee meeting was held on September 15, 2021 via videoconference – report by Director Brown. (Page 52)

ACTION ITEMS

- 16. Board of Directors Self Evaluation Form (Pages 53-59)

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

None.

18. Directors' Meetings and Conference Reports

None.

19. General Manager's Report

20. General Counsel's Report

21. Board of Directors' Comments

22. Adjournment

AFFIDAVIT OF POSTING

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

Date: October 7, 2021



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: October 7, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2357 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2357 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic;
2. Provide direction for the process to be used to consider adoption of new AB 361 resolutions during the pendency of the proclaimed state of emergency; and
3. Discuss and take other action, as appropriate.

DISCUSSION:

On September 30, 2021 the Executive Orders authorizing virtual or teleconference meetings without full compliance with the Brown Act expired. On Sept. 16, 2021, Governor Newsom signed Assembly Bill 361, which took effect immediately, and amends provisions of the Ralph M. Brown Act (Cal. Gov. Code 54950 *et seq.*) to provide local agencies with authority to continue virtual meetings during a state of emergency proclaimed by the Governor.

The authority provided by AB 361 is not automatic. For Leucadia Wastewater District to continue virtual meetings:

1. There must be a proclaimed state of emergency pursuant to section 8625 of the California Emergency Services Act (Cal. Gov. Code, § 52953(e)(4).); and
2. The Board of Directors must hold a meeting and adopt and a resolution finding, by a majority vote, that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees. (Cal. Gov. Code, § 52953(e)(1).) A

On March 4, 2020, Governor Newsom proclaimed a state of emergency pursuant to Section 8625 of the California Emergency Services Act, and it remains in place today. Thus, the Board of Directors

has authority to adopt an AB 361 resolution extending virtual meetings. Resolutions approving virtual meetings pursuant to AB 361 automatically expire after 30 days unless renewed. (Cal. Gov. Code, § 52953(e)(3).)

AB 361 also authorizes virtual meetings if “state or local officials have imposed or recommended measures to promote social distancing. (Cal. Gov. Code, § 52953(e)(2).) It is not clear to staff this exception applies, particularly in light of the expiration of the Executive Orders authorizing virtual meetings. Thus, it is not presented to the Board of Directors as an option.

AB 361 requirements present a unique challenge for the Board of Directors because it only meets once a month. Because Board authorizations for virtual meetings must be renewed every 30-days, authorizations adopted by the Board will, with few exceptions, expire before the next scheduled meeting. AB 361 allows a virtual meeting to determine if an extension should be granted, but otherwise does not permit virtual meetings until a renewed authorization is approved. This leaves the Board with two options:

1. Hold a special virtual meeting at the beginning of each month to determine if the regular meeting later in the month should be virtual; or
2. Start each regularly scheduled meeting as a virtual meeting and have adoption of a new AB 361 resolution as the first item of business. If the resolution is approved, the virtual meeting would continue. If the resolution is not approved, the Board would set a new date for an in-person meeting and adjourn.

Staff believes Option 2 is the most practical because of the logistical difficulty of scheduling special meetings each month in light of the already busy schedules of all Board members. Option 1 would provide more certainty regarding the meeting process, but in staff’s estimation, the benefit of this option would not outweigh the logistical difficulties it would present.

For purposes of this meeting, there was simply not enough time to schedule a special meeting, so the Board is being presented with Option 2 only. Therefore, staff recommends that the Board of Directors adopt Resolution No. 2357 and start each regularly scheduled meeting as a virtual meeting and have adoption of a new AB 361 resolution as the first item of business.

PJB:dwb

Attachment

RESOLUTION NO. 2357

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA
WASTEWATER DISTRICT AUTHORIZING REMOTE TELECONFERENCE
MEETINGS DUE TO THE DECLARED STATE EMERGENCY RESULTING FROM
THE COVID-19 PANDEMIC**

WHEREAS, the Leucadia Wastewater District is committed to ensuring public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Leucadia Wastewater District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconference meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), during a proclaimed state of emergency, subject to specified conditions; and

WHEREAS, on March 4, 2020, the Governor of California issued a Proclamation declaring a state of emergency pursuant to Government Code section 8625 due to the COVID-19 pandemic; and

WHEREAS, COVID-19 can result in serious illness or death; and

WHEREAS, COVID-19 spreads effectively in indoor settings when multiple people are present,

**NOW, THEREFORE, THE BOARD OF DIRECTORS FOR THE LEUCADIA
WASTEWATER DISTRICT HEREBY FINDS AND RESOLVES AS FOLLOWS:**

1. The above recitations are true and correct.
2. As a result of the COVID-19 pandemic state of emergency, the risk of serious illness or death from the disease, and the ability of the disease to spread efficiently when multiple people are present, the Board finds that meeting in person would present imminent risks to the health and safety of attendees.
3. Accordingly, the Board elects to continue holding legislative meetings telephonically pursuant to the alternative procedures authorized by Government Code section 54953(e).
4. The General Manager is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

5. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 12, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of LEUCADIA WASTEWATER DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED at a meeting of the Board of Directors of LEUCADIA WASTEWATER DISTRICT held October 13, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald F. Omsted, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

MEMORANDUM

DATE: October 7, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Achievement of Individual Awards



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

10 Year Service Award – Gabriel Mendez

Field Services Technician III, Gabriel (Gabe) Mendez, passed his 10th anniversary of employment at LWD on September 12, 2021. This milestone is a tribute to Gabe's hard work, dedication, and commitment to LWD. Gabe's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Gabe is eligible for an incentive award of \$200.

Please join me in congratulating Gabe for his outstanding accomplishment.

tb:PJB

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
September 8, 2021

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, September 8, 2021 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Omsted, Hanson, Sullivan, and Brown

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Field Services Superintendent Jeff Stecker, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baily, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, and Kathleen Heitt of Dexter Wilson Engineering

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

Upon a motion duly made by 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	Absent

6. Presentations and Awards

Adopt Resolution No. 2356 – In Appreciation of Richard A. Duffey For His Outstanding Service and Commitment to the Leucadia Wastewater District.

GM Bushee presented ASM Richard Duffey with the Resolution of Appreciation, noting Richard's accomplishments throughout his career at the District. The Board and staff congratulated Richard on his upcoming retirement and thanked him for his hard work and contribution to the District.

ASM Duffey thanked the Board and staff and he provided a brief review of his tenure with LWD. ASM Duffey stated that LWD is a great place to work.

Director Roesink entered the meeting at 5:11 p.m.

Director Sullivan asked if ASM Duffey could be acknowledged in a LWD newsletter for his work on the District's native landscaping. GM Bushee answered affirmatively.

Director Brown thanked ASM Duffey for his work at the District and stated he was sad to see him go.

President Omsted thanked ASM Duffey for a great job.

Upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2356 – In Appreciation of Richard A. Duffey For His Outstanding Service and Commitment to the Leucadia Wastewater District by the following vote:

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

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- August 16, 2021 Community Affairs Committee Meeting
- August 16, 2021 Engineering Committee Meeting
- August 18, 2021 Regular Board Meeting
- August 27, 2021 Engineering Committee Meeting

8. Approval of Demands for August/September 2021

Payroll Checks numbered 22854-22895; General Checking Checks numbered 55930-56014

9. Operations Report (A copy was included in the original September 8, 2021 Agenda)

10. Finance Report (A copy was included in the original September 8, 2021 Agenda)

11. Disclosure of Reimbursements

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

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

12. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on August 25, 2021.

Director Sullivan reported on EWA's August 25, 2021 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on September 7, 2021.

GM Bushee reported on EWA's September 7, 2021 MAM meeting.

13. Committee Reports

A. Engineering Committee (EC) Meeting was held on August 27, 2021.

Director Roesink reported that the EC reviewed staff's recommendation to 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.

Director Roesink also reported that the EC also received an update on the Easement Crawler. This item was for information purposes and no action was taken.

ACTION ITEMS

14. Adopt Resolution No. 2353 – Aldern Annexation

FSSpec Riffel presented the item stating that the annexation into the District of the Aldern Property consists of one parcel totaling .48 acres, located west of Interstate 5, north of Leucadia Boulevard and east of Hygeia Avenue. He noted the 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. FSSpec Riffel noted 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 additional dwelling on the property. The connection of the existing residence to the 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 additional dwelling.

Director Sullivan asked if a lot of septic systems are failing. FSSpec Riffel answered that since he has been the FSSpec only one property has had a failing septic system. GM Bushee answered that to the best of his knowledge very few are failing within the District's sphere of influence.

Director Brown asked what triggers the City of Encinitas to require proposed additions connect to sewer. FSSpec Riffel stated he wasn't exactly sure what triggers this requirement but generally if the property is within 100-200 linear feet of the existing public sewer system the City requires connection to sewer.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2353 – Requesting LAFCO to take proceedings for the Aldern Change of Organization by the following vote:

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

15. Board of Directors Strategic Planning Workshop Report

Receive and file the August 4, 2021 Strategic Planning Workshop report from Confidence Consulting.

GM Bushee presented the item stating that it is a follow up from the Board's Strategic Planning workshop. He added that Mr. Bills completed a report summarizing the planning session.

Following discussion, upon a motion duly made by Director Brown, seconded by Vice President Hanson, and unanimously carried, the Board of Directors received and filed the August 4, 2021 Strategic Planning Workshop Report from Confidence Consulting by the following vote:

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

INFORMATION ITEMS

16. Project Status Updates and Other Informational Reports

A. LWD Drought Report

Ms. Kathleen Heitt of Dexter Wilson Engineering (DWE) presented a report to the Board on how the drought has impacted the District and yearly flows.

Director Brown asked what creates a drop in Equivalent Dwelling Units (EDUs). Ms. Heitt explained that a change in a food establishment, such as a change from a restaurant to a coffee shop, or a change that decreases seats, can decrease the amount of EDUs. GM Bushee also stated that LWD recently adjusted capacity fees for EDUs for Accessory Dwelling Units (ADUs) and that reduced the number of EDUs.

President Omsted asked if biological oxygen demand (BOD) increases or decreases if oxygen is added to sewer flows. DE Wilson replied that the BOD will decrease at Encina if the oxygen that is added is used before the flow arrives at Encina.

The Board thanked Ms. Heitt for her report.

B. Flu Shot Clinic is scheduled for Thursday, September 16, 2021 from 3:30 – 4:30 p.m.

EA Baity announced the date and the time of the Flu Shot Clinic.

17. Directors' Meetings and Conference Reports

A. The CSDA Quarterly Dinner was held August 19, 2021 at the 94th Aero Squadron in Kearny Mesa, CA.

Director Sullivan stated the dinner was held at a new location. She stated the main speaker explained climate change very well and there was a big turn out. Vice President Hanson agreed with Director Sullivan.

B. 2021 CSDA Annual Conference was held on August 30 – September 2, 2021 at the Monterey Conference Center in Monterey, CA.

Director Roesink stated the conference was well done and the speakers were great. He noted that he completed AB 1825 and AB 1234 training. He stated he enjoyed being able to network with other special district professionals.

Director Sullivan stated that it was a great conference and the speakers were outstanding. Vice President Hanson agreed with Director Sullivan.

Vice President Hanson stated the keynote speakers were excellent.

President Omsted stated he was impressed with the venue. He stated he enjoyed the session on conflict resolution and he enjoyed the AB 1234 training.

18. General Manager's Report

GM Bushee reported on the following:

- Richard Duffey's retirement luncheon;
- New FST-In-Training started on September 1, 2021; and
- LWD is currently recruiting a Director of Finance

Director Brown asked for an update on the LWD COVID-19 status. GM Bushee provided an update.

19. General Counsel's Report

None.

20. Board of Directors' Comments

Director Roesink stated he is looking forward to Richard's luncheon. He also stated he learned a lot at the CSDA Conference. He thanked staff for their hard work.

Director Brown also stated he is looking forward to Richard's luncheon. Director Brown asked if LWD meetings will return to in-person meetings next month. GM Bushee answered affirmatively, noting as of now, the Board meetings are scheduled to return to in-person meetings in October.

Director Sullivan stated she read an interesting article on recycled water and sewage in the San Diego Union Tribune.

Vice President Hanson stated she had a great time at the CSDA Conference.

President Omsted stated he is looking forward to Richard's luncheon.

21. Adjournment

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

Donald F. Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 September 15, 2021

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Wednesday, September 15, 2021 at 12:30 p.m. via video conference.

1. Call to Order

Chairperson Brown called the meeting to order at 12:30 p.m.

2. Roll Call

DIRECTORS PRESENT: Brown and Roesink

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. New Business

A. Review Fall 2021 Newsletter Draft Text.

ASsup Hill presented the item and provided an overview of the Fall 2021 newsletter.

The CAC reviewed the text and Chairperson Brown and Director Roesink suggested edits related to the look and wording of several articles as well as the newsletter in general. Staff and RTP stated they would make the changes.

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

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Brown adjourned the meeting at 1:11 p.m.

Paul J. Bushee
 Secretary/General Manager
 (Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY**

October 13, 2021

Disbursement Period September 3, 2021 Through October 7,2021

GENERAL CHECKING

Operating		\$	313,889.56
Capital		\$	645,749.48
TOTAL GENERAL CHECKS		\$	959,639.04

VOIDED CHECKS

Check # 55731	Operating	\$	(949.46)
Check # 56047	Operating	\$	(301.50)

PAYROLL CHECKS		\$	173,722.51
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TOTAL DEMANDS		\$	1,132,110.59
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
October 13, 2021**

Disbursement Period September 3, 2021 Through October 7,2021

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	9/8/2021	22896-22914	\$ 54,274.85
Final Payroll Check - R Duffey	9/9/2021	22915-22916	\$ 13,232.85
Biweekly Payroll Checks	9/22/2021	22917-22934	\$ 51,099.91
Board Payroll Checks	10/1/2021	22935-22939	\$ 2,653.52
Biweekly Payroll Checks	10/6/2021	22940-22957	\$ 52,461.38
TOTAL PAYROLL CHECKS			\$ 173,722.51

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 9/3/2021 Through 10/7/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56015	9/9/2021	AIRGAS USA LLC	1,671.58	Liquid Oxygen Contract
56016	9/9/2021	AZTEC LEASING, INC	530.88	Copier Lease - August 2021
56017	9/9/2021	CARLSBAD CHAMBER OF COMMERCE	849.00	Membership Renewal 10/01/21-9/30/22
56018	9/9/2021	CHARLES KING COMPANY	5,400.00	Emergency Bypass Pump Rental-BPS 08/02/21-08/29/21
56019	9/9/2021	CITY OF CARLSBAD	256.44	Water for Vactor 1
	9/9/2021	CITY OF CARLSBAD	275.28	Water for Vactor 2
56020	9/9/2021	CITY OF CARLSBAD	419.00	Traffic Control Permit-HydroClean/CCTV Inspection-La Costa
56021	9/9/2021	COLONIAL LIFE INS	169.72	Accident/Critical Illness Insurance 08/11/21 & 08/25/21
56022	9/9/2021	COUNTY OF SAN DIEGO	515.00	Facility Permit Fee-VP5 PS 10/31/21-10/31/22
56023	9/9/2021	COUNTY OF SAN DIEGO APCD	856.00	Permit Registration Fee for New Portable Bypass Pump #174
56024	9/9/2021	ENCINA WASTEWATER AUTHORITY	1,114.25	AWT Lab Reports
56025	9/9/2021	HAAKER EQUIPMENT CO	553.97	Repairs / Maintenance for Vectors
	9/9/2021	HAAKER EQUIPMENT CO	969.84	Repairs on Camera Head
56026	9/9/2021	HARTFORD LIFE & ACCIDENT INS.	481.08	Life Insurance - Septmeber 2021
56027	9/9/2021	ICMA RETIREMENT-303979	6,056.41	Deferred Comp for PPE 09/05/21
56028	9/9/2021	MSC JANITORIAL SERVICE, INC	2,206.66	Janitorial Services - August 2021
56029	9/9/2021	NATIONWIDE RETIREMENT SOLUTIONS	296.93	Deferred Comp 09/08/21
56030	9/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	67.27	Recycled Water @ Travelling
	9/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	48.92	Water @ Encinitas Estates PS
	9/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	330.15	Water @ Traveling
	9/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	666.05	Water @ Traveling 2
	9/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	48.92	Water @ VP5 PS
	9/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	48.92	Water @ VP7 PS
56031	9/9/2021	PETTY CASH	243.02	Petty Cash from 07/27/21-9/7/21
56032	9/9/2021	Premier Chevrolet of Carlsbad	949.46	Vehicle Service-Vehicle # 155
56033	9/9/2021	Professional Exchange Service Corpora...	103.50	Answer Service - August 2021
56034	9/9/2021	PRUDENTIAL OVERALL SUPPLY	132.08	Weekly Uniform/Laundry Service 09/02/21
56035	9/9/2021	Quench USA Inc	136.85	Drinking Water Service 08/19/21-09/18/21
56036	9/9/2021	SAN DIEGUITO WATER DISTRICT	133.44	Water @ BPS
	9/9/2021	SAN DIEGUITO WATER DISTRICT	6.36	Water @ Tanker 2
56037	9/9/2021	TERMINIX PROCESSING CENTER	82.00	Pest Control 08/09/21
56038	9/9/2021	THE HOME DEPOT CRC/GEFC	83.92	Carb Crimp Brush / Brush Knot Grinder
	9/9/2021	THE HOME DEPOT CRC/GEFC	119.20	Drywall / Lumber - LPS
	9/9/2021	THE HOME DEPOT CRC/GEFC	99.15	Flexible Steel Cable / Cleaning Supplies
	9/9/2021	THE HOME DEPOT CRC/GEFC	(45.22)	Return Credit: Flexible Steel Cable
56039	9/9/2021	UNDERGROUND SERVICE ALERTS/C	255.85	Monthly Underground Alarm Service
	9/9/2021	UNDERGROUND SERVICE ALERTS/C	120.93	Monthly Underground State Fees
56040	9/9/2021	VERIZON WIRELESS	21.27	Telemetry for Cell Phones 07/24/21-08/23/21
56041	9/9/2021	WATER ENVIRONMENT FEDERATION	332.00	Membership Renewal - J Stecker
	9/9/2021	WATER ENVIRONMENT FEDERATION	267.00	Membership Renewal - R Morishita
56042	9/16/2021	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
56043	9/16/2021	AMERICAN BUSINESS BANK	15,628.00	Retention-Pacific Hydrotech Encinitas Estates Pump Station

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 9/3/2021 Through 10/7/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56044	9/16/2021	Atlas Technical Consultants LLC	407.75	200256P6 Gravity Sewer Repair August 2021
56045	9/16/2021	CARLSBAD FUELS CORPORATION	2,238.54	Vehicle Fuel 08/09/21-08/23/21
56046	9/16/2021	CHRIS ROESINK	773.64	Expense Report for CSDA 2021 Conference
56047	9/16/2021	CONCENTRA	301.50	DOT Physical - J Montoya
56048	9/16/2021	CORODATA	83.52	File Storage - August 2021
56049	9/16/2021	COUNTY OF SAN DIEGO APCD	460.00	Permit/District Fees APCD2005-SITE-05750/APCD2006-PT...
56050	9/16/2021	DATA NET SOLUTIONS GROUP	1,550.00	Check Run 09/16/21
	9/16/2021	DATA NET SOLUTIONS GROUP	1,324.00	Monthly Server Services - August 2021
56051	9/16/2021	DEPT OF TOXIC SUBSTANCES CONTROL	7.50	Non-Recycled Hazardous Waste Manifest Fee
56052	9/16/2021	DEXTER WILSON ENGINEERING	57.00	Development Services-0943 Leucadia Streetscape
	9/16/2021	DEXTER WILSON ENGINEERING	392.00	Development Services-1114 1143 Eolus Ave Pub Sewer Improve
	9/16/2021	DEXTER WILSON ENGINEERING	335.00	Development Services-1126 Sweetgreen-7750 El Camino Real A
	9/16/2021	DEXTER WILSON ENGINEERING	620.00	Development Services-1128 Starbucks 905 Orpheus Ave
	9/16/2021	DEXTER WILSON ENGINEERING	114.00	Development Services-1129 1688 Burgundy Rd ADU Priv PS
	9/16/2021	DEXTER WILSON ENGINEERING	392.00	Development Services-1130 1260 Saxony Rd ADU Priv PS
	9/16/2021	DEXTER WILSON ENGINEERING	171.00	Development Services-1131 Carlsbad Perm Fire Station #2
56053	9/16/2021	FEDERAL EXPRESS CORPORATION	12.90	Shipping 09/02/21
56054	9/16/2021	GOVERNMENT FINANCE OFFICER ASS...	160.00	Membership Renewal: P Bushee #122325001 09/01/21-08/31/22
56055	9/16/2021	HEATHER SOUZA	3,000.00	Lateral Reimbursement-7750 Corte Marin, Carlsbad CA 92009
56056	9/16/2021	ICMA RETIREMENT-303979	6,307.64	Deferred Comp-R Duffey Retirement Payout
56057	9/16/2021	JUDY HANSON	631.06	Expense Report for CSDA 2021 Conference
56058	9/16/2021	MAVTECK	10,875.00	Encinitas Estates PS Replacement - July-August 2021
	9/16/2021	MAVTECK	2,160.00	LPS Rehab Project - August 2021
56059	9/16/2021	MESA REPROGRAPHICS	15.00	Graphic Design-FY22 Gravity Sewer Repair
56060	9/16/2021	Pacific Hydrotech Corporation	296,932.00	Encinitas Estates PS Replacement Project - August 2021
56061	9/16/2021	PAUL BUSHEE	504.51	Expense Report for CSDA 2021 Conference
56062	9/16/2021	PRUDENTIAL OVERALL SUPPLY	203.19	Weekly Uniform/Laundry Service 09/09/21
56063	9/16/2021	QUADIENT FINANCE USA, INC	200.00	Postage
56064	9/16/2021	ROCKWELL CONSTRUCTION SERVICE...	270.00	Encinitas PS Replace Elec/Instrum/Inspect Svcs-August 2021
	9/16/2021	ROCKWELL CONSTRUCTION SERVICE...	945.00	LPS Rehab Elec/Instrum/Inspect Svcs-August 2021

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56065	9/16/2021	SAN DIEGO LAFCO	6,405.00	Project # 1114-Aldern Annexation
56066	9/16/2021	SMITHERS MSE INC	356.00	LPS Spent Carbon Sample F47548JE-01SDN
56067	9/16/2021	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 09/14/21-10/13/21
56068	9/16/2021	STAPLES	63.98	Office Supplies
56069	9/16/2021	UNITED PARCEL	7.49	Shipping 08/10/21
	9/16/2021	UNITED PARCEL	22.73	Shipping 08/24/21
	9/16/2021	UNITED PARCEL	44.16	Shipping 09/07/21
56070	9/16/2021	VERIZON WIRELESS	917.15	Cell Phones 08/08/21-09/07/21
56071	9/16/2021	WORDEN WILLIAMS LLP	3,105.51	Legal Services - August 2021
56072	9/23/2021	AIRGAS USA LLC	1,612.68	Liquid Oxygen Contract
56073	9/23/2021	AT&T	140.40	Phone Service-BPS 08/10/21-09/09/21
56074	9/23/2021	Atlas Technical Consultants LLC	140.00	200216P6 LPS Rehab Project-Final Verified Report
56075	9/23/2021	CARLSBAD FUELS CORPORATION	1,852.14	Vehicle Fuel 08/24/21-09/08/21
56076	9/23/2021	CONFIDENCE CONSULTING	3,500.00	Consulting Services: Leadership Development & Training
56077	9/23/2021	DETECTION INSTRUMENTS CORP	224.95	Callbrations @ LPS
56078	9/23/2021	DEXTER WILSON ENGINEERING	1,690.00	District's FY-21 SSMP Audit Job 103-019 Proposal-August 2021
56079	9/23/2021	DONALD OMSTED	25.80	Expense Report for CSDA 2021 Conference
56080	9/23/2021	HAAKER EQUIPMENT CO	2,679.10	Larger Grit Wheels for CCTV Camera (4)
	9/23/2021	HAAKER EQUIPMENT CO	675.59	Repair / Maintenance for Vactors
56081	9/23/2021	ICMA RETIREMENT-303979	5,976.43	Deferred Comp for PPE 09/19/21
56082	9/23/2021	INFRASTRUCTURE ENGINEERING CORP	4,715.00	Encinitas Estates PS Replacement Project-August 2021
	9/23/2021	INFRASTRUCTURE ENGINEERING CORP	5,380.00	VP7 PS Replacement Project-August 2021
56083	9/23/2021	NATIONWIDE RETIREMENT SOLUTIONS	296.93	Deferred Comp 09/22/21
56084	9/23/2021	PRUDENTIAL OVERALL SUPPLY	107.52	Weekly Uniform/Laundry Service 09/16/21
56085	9/23/2021	SAN DIEGO GAS & ELECTIRC	3,748.14	Electric @ Admin
	9/23/2021	SAN DIEGO GAS & ELECTIRC	150.07	Electric @ Avocado PS
	9/23/2021	SAN DIEGO GAS & ELECTIRC	14,847.18	Electric @ BPS
	9/23/2021	SAN DIEGO GAS & ELECTIRC	491.32	Electric @ Diana PS
	9/23/2021	SAN DIEGO GAS & ELECTIRC	950.83	Electric @ E Estates PS
	9/23/2021	SAN DIEGO GAS & ELECTIRC	879.91	Electric @ La Costa PS
	9/23/2021	SAN DIEGO GAS & ELECTIRC	7,125.88	Electric @ LPS
	9/23/2021	SAN DIEGO GAS & ELECTIRC	172.62	Electric @ RV PS
	9/23/2021	SAN DIEGO GAS & ELECTIRC	735.55	Electric @ Saxony PS
	9/23/2021	SAN DIEGO GAS & ELECTIRC	372.39	Electric @ VP5 PS
	9/23/2021	SAN DIEGO GAS & ELECTIRC	201.62	Electric @ VP7 PS
	9/23/2021	SAN DIEGO GAS & ELECTIRC	12.41	Gas @ Admin
56086	9/23/2021	SCAP	538.00	Collections System Membership Renewal FY2022
56087	9/23/2021	STAPLES	397.43	Office Supplies
	9/23/2021	STAPLES	(29.53)	Office Supplies - Credit
56088	9/23/2021	UNITED PARCEL	67.51	Shipping 08/10/21 & 08/17/21
56089	9/23/2021	VORTEX INDUSTRIES, INC	1,348.00	Leucadia Headquarters Gates - Preventative Maintenance
56090	9/30/2021	BASE NINE CONSULTING	3,000.00	Optimize Radio Communications (40%)

Leucadia Wastewater District
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 1001 - PPB (Opus) General Checking Account
 From 9/3/2021 Through 10/7/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56091	9/30/2021	Brightview Landscape Services Inc	310.00	Replace 1" Ball Valve
56092	9/30/2021	CITY OF CARLSBAD	283.00	Water @ 1900 La Costa Ave
	9/30/2021	CITY OF CARLSBAD	153.40	Water @ 1960 La Costa Ave
56093	9/30/2021	CONCENTRA	301.50	DOT Physical - J Montoya
56094	9/30/2021	DEXTER WILSON ENGINEERING	1,571.00	General Engineering 103-500 July 2021
56095	9/30/2021	DOWNSTREAM SERVICES, INC.	75.00	Stormwater Maintenance
56096	9/30/2021	ENCINITAS CHAMBER OF COMMERCE	295.00	Membership Renewal FY2022
56097	9/30/2021	FEDERAL EXPRESS CORPORATION	19.42	Shipment Returned 09/22/21
56098	9/30/2021	GRAINGER, INC	633.83	Carbiners (6)
	9/30/2021	GRAINGER, INC	(342.71)	Carbiners (6) Returned
56099	9/30/2021	HUDSON SAFE T LITE	5,179.50	Solartech Trailer Mounted Arrow Board
56100	9/30/2021	INFRASTRUCTURE ENGINEERING CORP	11,385.00	FY2022 Gravity Sewer Repair Project - August 2021
56101	9/30/2021	KELLY GIL	970.00	Tuition Reimbursement-Summer 2021-Intermediate Accounting
56102	9/30/2021	MSC JANITORIAL SERVICE, INC	2,536.66	Janitorial Services & Quarterly Floor Service-September 2021
56103	9/30/2021	PRUDENTIAL OVERALL SUPPLY	113.45	Weekly Uniform/Laundry Service 09/23/21
56104	9/30/2021	RISING TIDE PARTNERS	4,215.75	Public Outreach - September 2021
56105	9/30/2021	SAN DIEGO GAS & ELECTIRC	1,748.84	Electric @ AWT
56106	9/30/2021	TERMINIX PROCESSING CENTER	60.00	Pest Control 09/13/21
56107	9/30/2021	U.S. BANK	5,235.84	Cal Card Purchases - Statement 09/22/21
56108	9/30/2021	VORTEX INDUSTRIES, INC	380.00	Preventative Maintenance-Swing Gate-Saxony PS
56109	10/1/2021	COLONIAL LIFE INS	169.72	Accident/Critical Illness Insurance 09/08/21 & 09/22/21
56110	10/1/2021	HARTFORD LIFE & ACCIDENT INS.	466.37	Life Insurance - October 2021
56111	10/1/2021	HUMANA DENTAL INS.	3,288.05	Dental Insurance - October 2021
56112	10/1/2021	MES VISION	403.35	Vision Insurance - October 2021
56113	10/1/2021	MUTUAL OF OMAHA	1,277.91	Disability Insurance - October 2021
56114	10/7/2021	AA BEEKEEPER	300.00	Live Bee & Hive Removal
56115	10/7/2021	ADS LLC	4,655.00	Flow Metering/Data Analysis-September 2021
	10/7/2021	ADS LLC	1,340.00	Meter Maintenance/Data Delivery ECHO-September 2021
	10/7/2021	ADS LLC	3,500.00	Relocate ADS Meter from LaCosta PS to Lucadia PS
56116	10/7/2021	ADT/PROTECTION 1	165.00	Security Service 10/17/21-11/16/21
56117	10/7/2021	AIRGAS USA LLC	2,058.08	Liquid Oxygen Contract
56118	10/7/2021	AT&T	279.48	Phone Service - Elevator 08/25/21-09/24/21
56119	10/7/2021	AZTEC LEASING, INC	530.88	Copier Lease - September 2021
56120	10/7/2021	BAJA POOL AND SPA SERVICE	150.00	Weekly Maintenance of Fountain - October 2021
56121	10/7/2021	BANNER BANK	2,714.55	Retention for Stanek Construction-LPS Rehab-July 2021
56122	10/7/2021	Brightview Landscape Services Inc	304.00	Landscape Maintenance @ Encinitas Creek - October 2021
	10/7/2021	Brightview Landscape Services Inc	857.00	Landscape Maintenance @ LWD Admin - October 2021

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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56123	10/7/2021	CARLSBAD FUELS CORPORATION	2,101.21	Vehicle Fuel 09/09/21-09/23/21
56124	10/7/2021	CITY OF CARLSBAD	27.78	Water @ Fire Line
	10/7/2021	CITY OF CARLSBAD	212.84	Water for Vactor 1
	10/7/2021	CITY OF CARLSBAD	284.00	Water for Vactor 2
56125	10/7/2021	CLIFTONLARSONALLEN LLP	8,272.00	Accounting Services - September 2021
56126	10/7/2021	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 09/22/21-10/21/21
	10/7/2021	COX COMMUNICATIONS SAN DIEGO	529.29	Phone Service 09/18/21-10/17/21
56127	10/7/2021	CWEA	192.00	CWEA Membership Renewal FYE2022 - H Gonzalez
	10/7/2021	CWEA	192.00	CWEA Membership Renewal FYE2022 - M Avalos
	10/7/2021	CWEA	192.00	CWEA Membership Renewal FYE2022 - M Gonzalez
56128	10/7/2021	DATA NET SOLUTIONS GROUP	9,322.95	Monthly Server Services & Watchguard & Cisco Install
56129	10/7/2021	DEXTER WILSON ENGINEERING	10,123.00	General Engineering 103-500 August 2021
56130	10/7/2021	DKF SOLUTIONS GROUP, LLC	300.00	MSO Subscription - October 2021
56131	10/7/2021	ENCINA WASTEWATER AUTHORITY	136,907.00	Pension Payment - Q2 FYE 2022
56132	10/7/2021	ICMA RETIREMENT-303979	5,125.13	Deferred Comp for PPE 10/03/21
56133	10/7/2021	MALLORY SAFETY AND SUPPLY	498.34	Safety Supplies - Gloves
56134	10/7/2021	MESA REPROGRAPHICS	368.53	Prints - FY2022 Gravity Sewer Repair
56135	10/7/2021	MITSUBISHI ELECTRIC US, INC	324.88	Elevator Maintenance - October 2021
56136	10/7/2021	NAPA AUTO	67.82	Blue Def
56137	10/7/2021	NATIONWIDE RETIREMENT SOLUTIONS	217.21	Deferred Comp 10/06/21
56138	10/7/2021	NU-LINE TECHNOLOGIES, INC	217,047.45	FY2021 CIPP Lining Project - June 2021
56139	10/7/2021	OLIVENHAIN MUNICIPAL WATER DIS...	53.63	Water @ Encinitas Estates PS
	10/7/2021	OLIVENHAIN MUNICIPAL WATER DIS...	53.63	Water @ VP7
56140	10/7/2021	Professional Exchange Service Corpora...	118.50	Answering Service - September 2021
56141	10/7/2021	PRUDENTIAL OVERALL SUPPLY	186.92	Weekly Uniform/Laundry Service 09/30/21
56142	10/7/2021	QUADIENT LEASING	72.41	Postage Meter Machine Lease - Property Taxes
	10/7/2021	QUADIENT LEASING	180.07	Postage Meter Machine Lease 03/18/21-06/17/21
	10/7/2021	QUADIENT LEASING	209.07	Postage Meter Machine Lease 06/18/21-09/17/21
	10/7/2021	QUADIENT LEASING	238.07	Postage Meter Machine Lease 09/18/21-12/17/21
56143	10/7/2021	Quench USA Inc	136.85	Drinking Water Service 09/19/21-10/18/21
56144	10/7/2021	ROCKWELL CONSTRUCTION SERVICE...	877.50	Encinitas PS Replace Elec/Inst/Inspect Svcs-Sept 2021
	10/7/2021	ROCKWELL CONSTRUCTION SERVICE...	270.00	LPS Rehab Elec/Instrumentation/Inspect Svcs-Sept 2021
56145	10/7/2021	SAN DIEGO FREIGHTLINER DBA LOS ...	609.37	Ultra Oil Service w/Bit Inspection - Vehicle # 159
56146	10/7/2021	SOUTHERN CONTRACTING COMPANY	540.00	LPS Pump Replacement - HOA Selector
56147	10/7/2021	STANEK CONSTRUCTORS, INC	51,576.45	Leucadia PS Rehab Project - July 2021
56148	10/7/2021	STAPLES	325.25	Office Supplies
	10/7/2021	STAPLES	(11.42)	Office Supplies - Credit

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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56149	10/7/2021	STATE WATER RESOURCES CONTROL...	150.00	Certification Renewal - J Stecker
56150	10/7/2021	THE HOME DEPOT CRC/GECF	36.38	Light Bulbs
	10/7/2021	THE HOME DEPOT CRC/GECF	113.20	Misc Operating Supplies
56151	10/7/2021	TRUGRIT TRACTION, INC	476.80	RG-8-C Ordered 08/23/21
56152	10/7/2021	UNDERGROUND SERVICE ALERTS/C	178.30	Monthly Underground Alarm Service
	10/7/2021	UNDERGROUND SERVICE ALERTS/C	120.93	Monthly Underground State Fees
56153	10/7/2021	UNITED PARCEL	4.05	Late Fee for August-September Invoices
	10/7/2021	UNITED PARCEL	45.45	Shipping 09/28/21
56154	10/7/2021	V&A CONSULTING ENGINEERS	2,000.00	Quarterly SM Creek Plow Measurements
56155	10/7/2021	VERIZON WIRELESS	21.27	Telemetry for Cell Phones 08/24/21-09/23/21
56156	10/7/2021	WASTE MANAGEMENT	264.34	Trash Service - September 2021
Report Total			959,639.04	

Leucadia Wastewater District
Vendor Activity
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Vendor Name	Tran... Source	Effective Date	Original Invoice Number	Check... Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	Apple iCloud-PB
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	Backpack Frame-FX
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	Backpack-FS
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Bag Check-DO
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Food-DC
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Food-PB
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Food-PB (Dinner for 4)
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Fuel-PB
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Hotel Credit-DO
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Hotel-DC
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Hotel-ES
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Parking-
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Parking-
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Rental Car-PB
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	CSDA Conference-Shuttle-I
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	eNewsletter
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	Generator Exhaust Rent
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	Job Advertisement
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	LPS Transmitter
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	R Duffey Retirement Award
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	R Duffey Retirement Cake
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	R Duffey Retirement Lunch
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	Recycled Water Decals
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	WebHosting
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	Wifi
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	Zoom
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	30.00	4330	BOARD CONFERENCES	CSDA Conference-Bag Check-DO
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	18.78	4330	BOARD CONFERENCES	CSDA Conference-Food-DC
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	(41.85)	4330	BOARD CONFERENCES	CSDA Conference-Hotel Credit-DO
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	460.36	4330	BOARD CONFERENCES	CSDA Conference-Hotel-DC

Leucadia Wastewater District
Vendor Activity
From 9/3/2021 Through 10/7/2021

Vendor Name	Tran... Source	Effective Date	Original Invoice Number	Check... Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	415.51	4330	BOARD CONFERENCES	CSDA Conference-Hotel-ES
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	79.96	4330	BOARD CONFERENCES	CSDA Conference-Parking-
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	25.00	4330	BOARD CONFERENCES	CSDA Conference-Shuttle-I
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	9.99	4950	Computer Software/Srvc/Support/Hardware	Apple iCloud-PB
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	1,310.00	5310	ADVERTISING	Job Advertisement
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	57.11	5510	LINE MAINTENANCE	Backpack Frame-FX
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	207.36	5510	LINE MAINTENANCE	Backpack-FS
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	155.16	5510	LINE MAINTENANCE	Recycled Water Decals
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	317.13	5520	REPAIR & MAINT PUMP STATION	LPS Transmitter
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	154.57	5540	VEHICLES	Generator Exhaust Rent
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	129.51	5710	TRAINING, EDUCATION & CONFERNC	CSDA Conference-Food-PB
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	183.39	5710	TRAINING, EDUCATION & CONFERNC	CSDA Conference-Food-PB (Dinner for 4)
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	25.64	5710	TRAINING, EDUCATION & CONFERNC	CSDA Conference-Fuel-PB
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	79.96	5710	TRAINING, EDUCATION & CONFERNC	CSDA Conference-Parking-
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	47.10	5710	TRAINING, EDUCATION & CONFERNC	CSDA Conference-Rental Car-PB
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	142.77	5735	EMPLOYEE RECOGNITION	R Duffey Retirement Award
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	78.90	5735	EMPLOYEE RECOGNITION	R Duffey Retirement Cake
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	1,134.49	5735	EMPLOYEE RECOGNITION	R Duffey Retirement Lunch
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	125.00	5910	TELEPHONE	WebHosting
U.S. BANK	API	9/22/2021	CC-09/22/21	56107	30.00	5910	TELEPHONE	Wifi
					5,235.84			Transaction Total
Total 9/22/2021					5,235.84			
U.S. BANK	APS	9/30/2021	CC-09/22/21	56107	0.00	1001	PPB (Opus) General Checking Account	Cal Card Purchases - Statement 09/22/21
U.S. BANK	APS	9/30/2021	CC-09/22/21	56107	0.00	1080	DUE TO/FROM OTHER FUNDS	Cal Card Purchases - Statement 09/22/21

26

Leucadia Wastewater District
 Vendor Activity
 From 9/3/2021 Through 10/7/2021

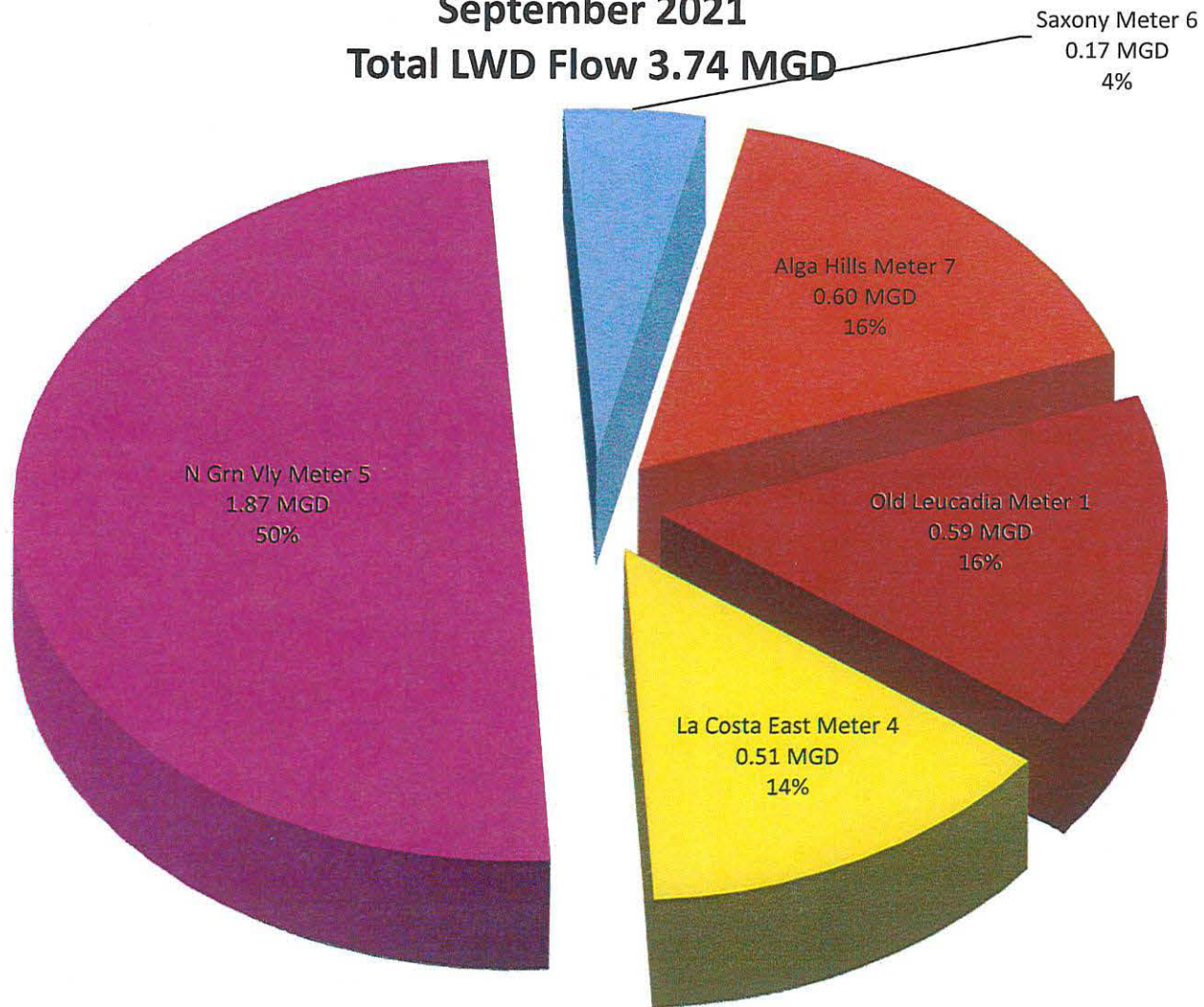
Vendor Name	Tran... Source	Effective Date	Original Invoice Number	Check... Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	APS	9/30/2021	CC-09/22/21	56107	0.00	2010	ACCOUNTS PAYABLE	Cal Card Purchases - Statement 09/22/21
					<u>0.00</u>			Transaction Total
		Total 9/30/2021			<u>0.00</u>			
Report Opening/Current Balance					<u> </u>			
Report Transaction Totals					<u>5,235.84</u>			
Report Current Balances					<u> </u>			

27

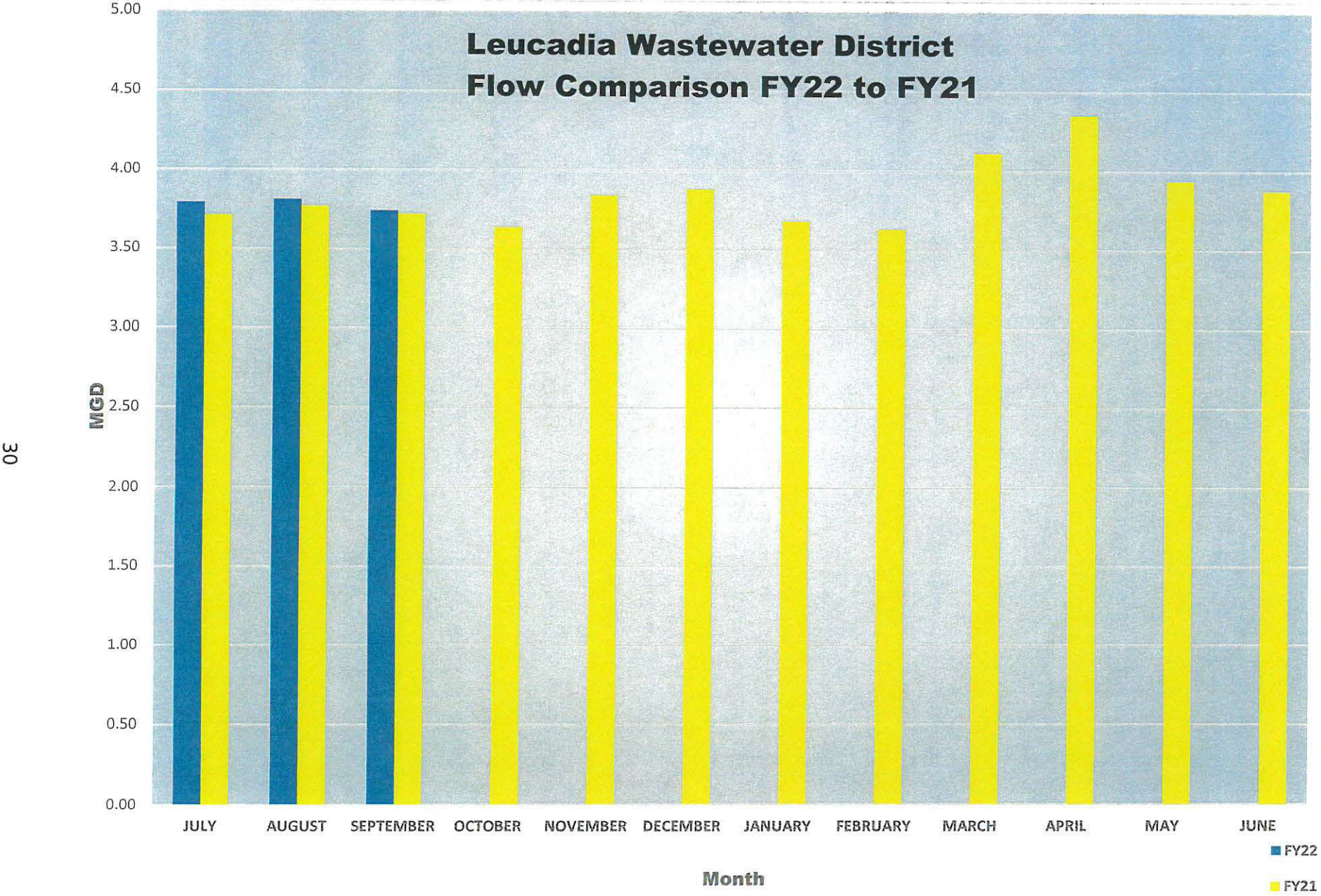
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2021 (July 2021 - June 2022)**

CURRENT MONTH - September 2021							FY 2021
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,774.34	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.16	117.49	19.70	3.79	131.80	47.70	3.95
YTD			28,754.64				
AUGUST	0.11	118.11	6.00	3.81	132.47	47.70	4.01
YTD			28,760.64				
SEPTEMBER	0.11	112.20	0.00	3.74	130.04	33.07	3.78
YTD			28,760.64				
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	0.38	347.80	25.70			128.47	
Mo Average	0.13	115.93	8.57	3.78	131.44	42.82	3.83

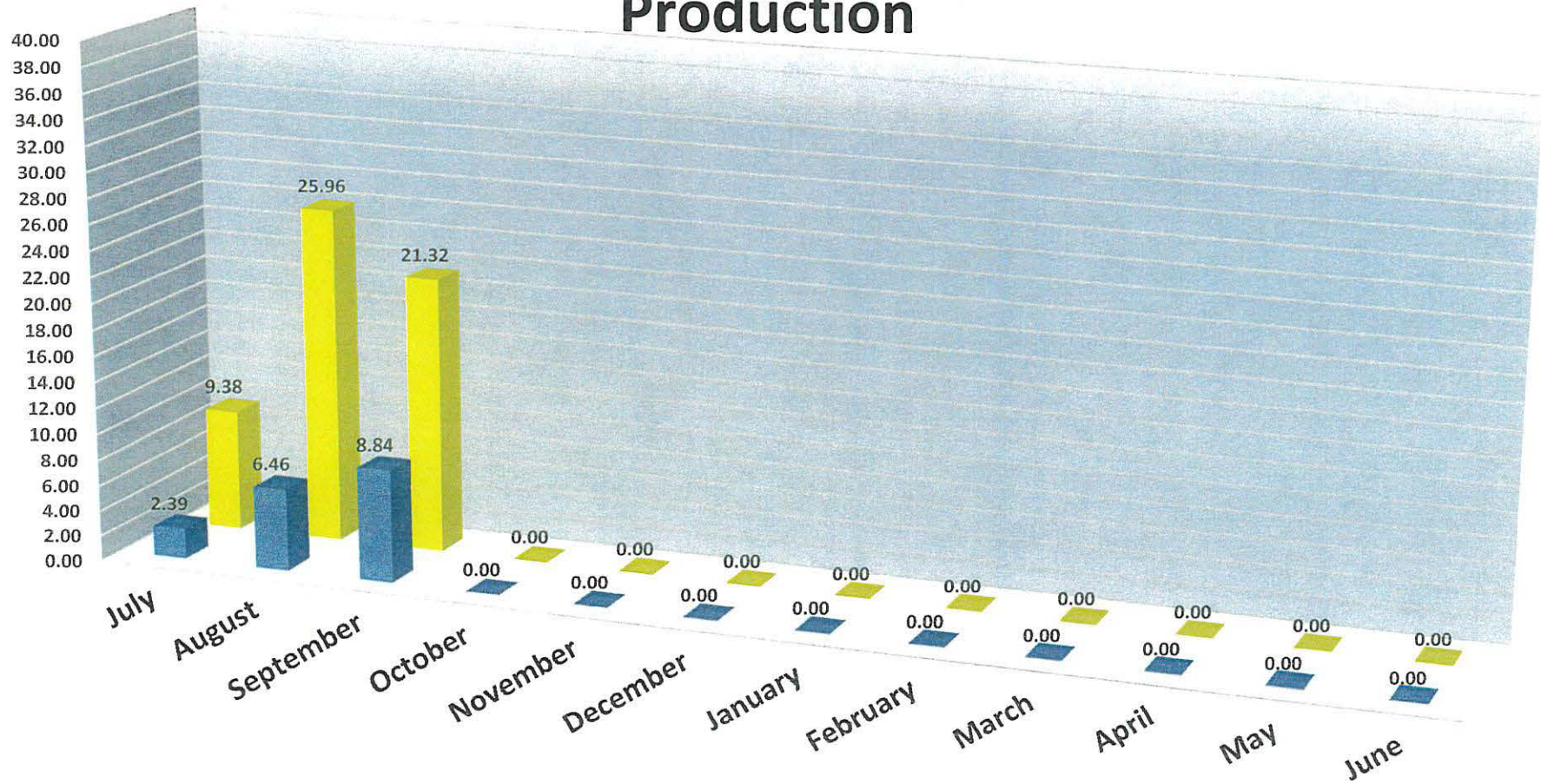
**LWD Flows by Sub-Basin
September 2021
Total LWD Flow 3.74 MGD**



Leucadia Wastewater District Flow Comparison FY22 to FY21



FY-22 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage 0
 Hydro-Cleaning: 15 Miles/Month
 CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 17.7 Miles)
■ Hydro Cleaning (YTD 56.7 Miles)



**Operations and Administration Training Report
September 2021**

Training & Safety Events for the month September 2021

Hours

Description	Ops	Admin	Total
Confined Space: Awareness	9.25	0.00	9.25
Confined Space: Entrant/Attendant	9.25	0.00	9.25
Confined Space: Entry Rescue Practice	9.25	0.00	9.25
Confined Space: Entry Supervisor Training	9.25	0.00	9.25
Confined Space: Non-Entry Rescue	9.25	0.00	9.25
CSRMA By-Pass Pumping	0.75	0.00	0.75
Cybersecurity Training	2.50	2.00	4.50
Dealing with Issues of Alcohol & Substance Abuse	0.00	1.00	1.00
Fall Protection	40.00	0.00	40.00
Reasonable Suspicion of Alcohol for Supervisors	1.00	1.00	2.00
Reasonable Suspicion of Drugs for Supervisors	1.00	1.00	2.00
Total Training Hours	91.50	5.00	96.50

Conferences for the month of September 2021

Attendees

Description	Ops	Admin	Total
Other	0	0	0
Total Attended Conferences	0	0	0

Notes:

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



LEUCADIA
WASTEWATER
DISTRICT

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	91.50	5.00	96.50
Oct-21	0.00	0.00	0.00
Nov-21	0.00	0.00	0.00
Dec-21	0.00	0.00	0.00
Jan-22	0.00	0.00	0.00
Feb-22	0.00	0.00	0.00
Mar-22	0.00	0.00	0.00
Apr-22	0.00	0.00	0.00
May-22	0.00	0.00	0.00
Jun-22	0.00	0.00	0.00
YTD Totals	141.00	24.00	165.00
YTD Monthly Avg	47.00	8.00	55.00

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
YTD Total	4.00	5.00	9.00
YTD Monthly Avg	4.00	5.00	9.00

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 9/30/2021

	Amount
Assets	
Cash & Investments	26,751,245.49
Accounts Receivables	149,611.70
Net OPEB Asset	73,376.00
Prepaid Expense	683,218.38
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	184,268,092.64
Less Accumulated Depreciation	(64,311,774.48)
Total Assets	149,654,969.73
Deferred Outflows	
PERS Pension Deferred Outflows	1,344,994.00
OPEB Health Deferred Outflows	86,509.00
Total Deferred Outflows	1,431,503.00
Total Assets & Deferred Outflows	151,086,472.73
Liabilities	
Accounts Payable & Accrued Expenses	1,139,615.47
Developer Deposits	80,715.09
Net Pension Liability	4,523,924.00
Total Liabilities	5,744,254.56
Deferred Inflows	
PERS Pension Deferred Inflows	181,483.00
OPEB Health Deferred Inflows	6,794.00
Total Deferred Inflows	188,277.00
Net Position	
Beginning Net Position (as of June 30, 2021)	
Investment in Capital Assets	120,140,330.82
Reserves	26,574,418.59
Undesignated Net Position	(46,782.54)
Total Beginning Net Position (as of June 30, 2021)	146,667,966.87
Current Change In Net Position	
Other	(1,514,025.70)
Total Current Change In Net Position	(1,514,025.70)
Total Net Position	145,153,941.17
Total Liabilities, Deferred Inflows & Net Position	151,086,472.73

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2021 Through 9/30/2021

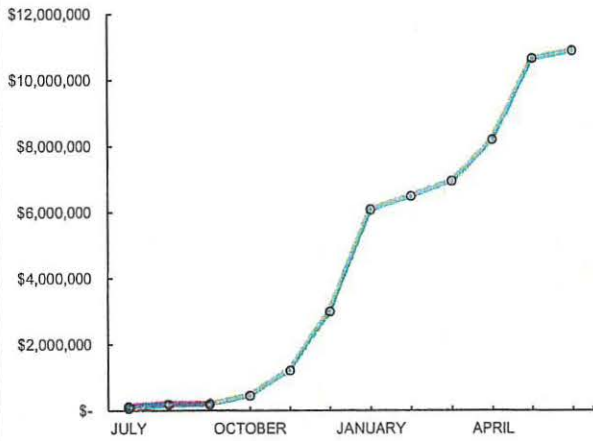
Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 182,225.66	\$10,879,991.00	\$10,697,765.34	1.7%
3150 Recycled Water Sales	131,265.26	350,000.00	218,734.74	37.5%
3100 Misc. Operating Revenue	-	180,599.00	180,599.00	0.0%
TOTAL OPERATING REVENUES	\$ 313,490.92	\$11,410,590.00	\$11,097,099.08	2.7%
OPERATING EXPENSES				
4100 Salaries	\$ 454,267.23	\$ 2,063,646.00	\$ 1,609,378.77	22.0%
4200 Employee Benefits	220,259.71	1,561,018.00	1,340,758.29	14.1%
4300 Directors Expense	21,572.95	129,100.00	107,527.05	16.7%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	9,923.13	45,000.00	35,076.87	22.1%
4700 Insurance Expense	39,028.34	179,800.00	140,771.66	21.7%
4800 Memberships	3,685.17	36,925.00	33,239.83	10.0%
4900 Office Expense	40,552.30	169,500.00	128,947.70	23.9%
5000 Operating Supplies	17,264.52	147,500.00	130,235.48	11.7%
5200 Professional Services	83,671.61	600,000.00	516,328.39	13.9%
5300 Printing & Publishing	2,707.79	29,600.00	26,892.21	9.1%
5400 Rents & Leases	15,524.25	24,200.00	8,675.75	64.1%
5500 Repairs & Maintenance	70,061.85	559,100.00	489,038.15	12.5%
5600 Monitoring & Permits	7,967.75	74,300.00	66,332.25	10.7%
5700 Training & Development	8,122.10	49,500.00	41,377.90	16.4%
5900 Utilities	105,628.22	468,900.00	363,271.78	22.5%
6100 LAFCO Operations	7,257.17	7,700.00	442.83	94.2%
6200 Encina Operating Expense	273,814.00	2,677,900.00	2,404,086.00	10.2%
6900 Admin O/H alloc to Capital	-	(192,796.00)	(192,796.00)	0.0%
TOTAL OPERATING EXPENSES	\$ 1,381,308.09	\$ 8,660,893.00	\$ 7,279,584.91	15.9%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 36,895.25	\$ 162,848.00	\$ 125,952.75	22.7%
3220 Property Taxes	33,462.99	1,988,000.00	1,954,537.01	1.7%
3250 Investment Income	71,542.87	316,000.00	244,457.13	22.6%
3290 Misc. Non Op Revenue	37,287.31	127,300.00	90,012.69	29.3%
TOTAL NON-OPERATING REVENUES	\$ 179,188.42	\$ 2,594,148.00	\$ 2,414,959.58	6.9%

Leucadia Wastewater District

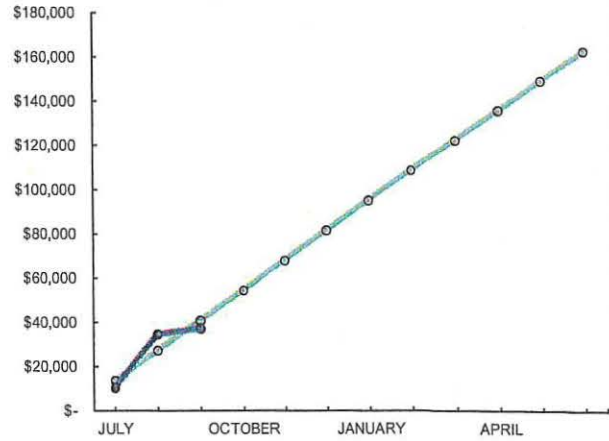
Revenue FY2022

YTD through September 30, 2021

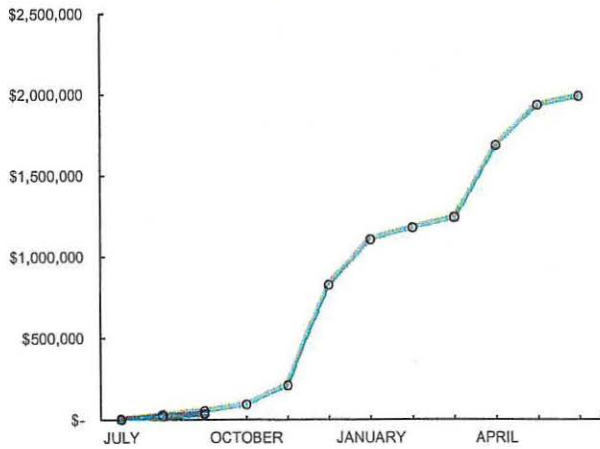
Sewer Service Fees



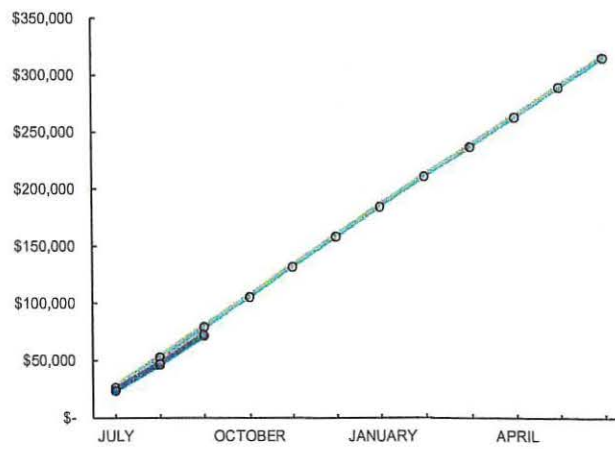
Capacity Charges



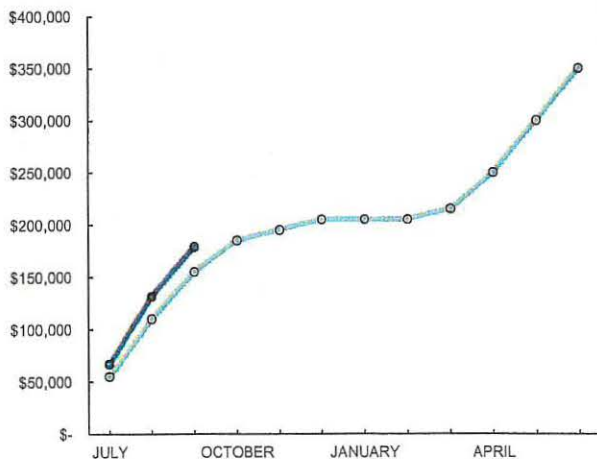
Property Taxes



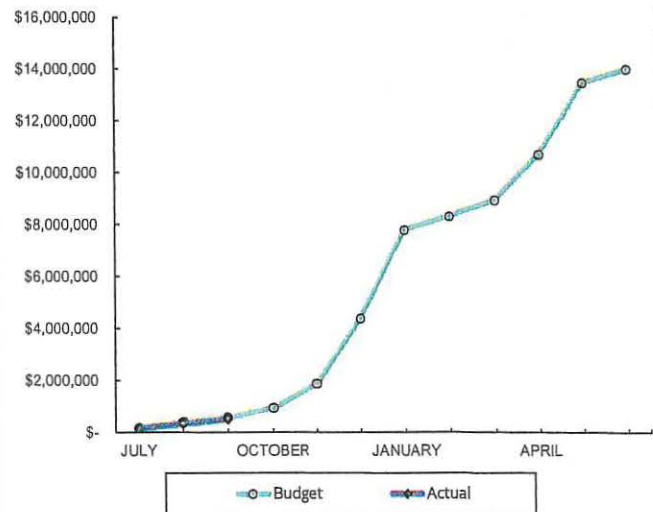
Investment Income



Recycled Wastewater Sales



Total Revenue

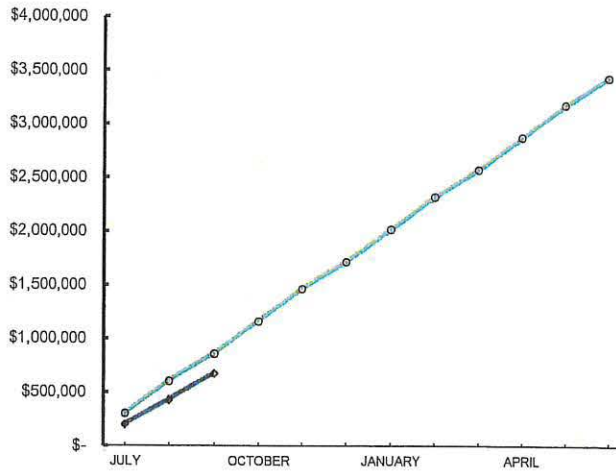


* Preliminary: subject to future review, reconciliation, accruals, and audit

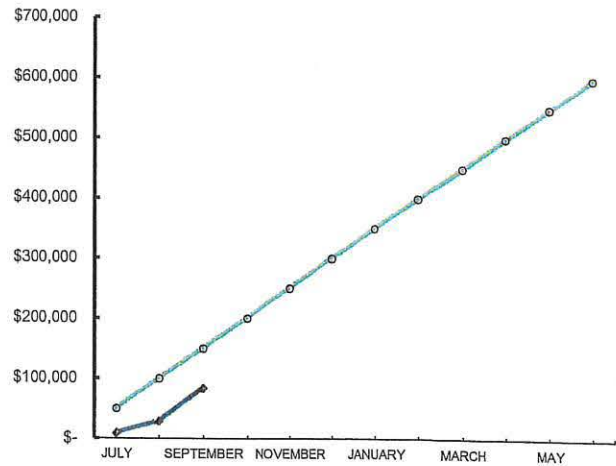
Leucadia Wastewater District Operating Expenses FY2022

YTD through September 30, 2021

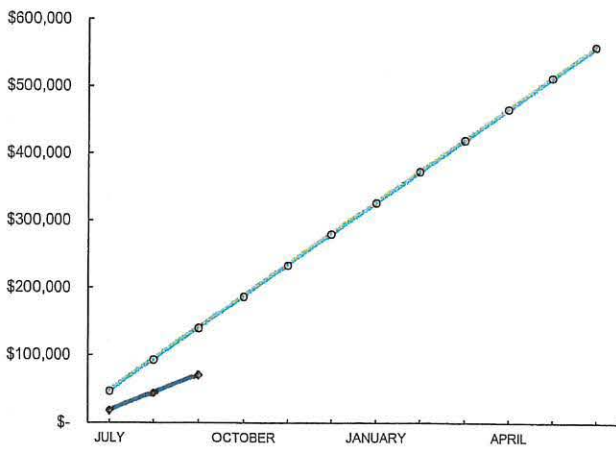
Salaries and Benefits



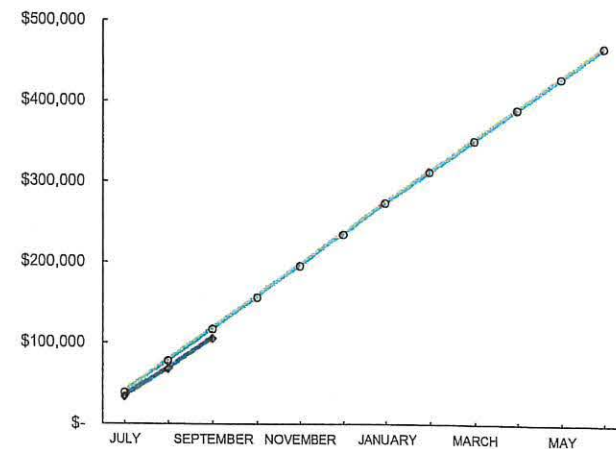
Professional Services



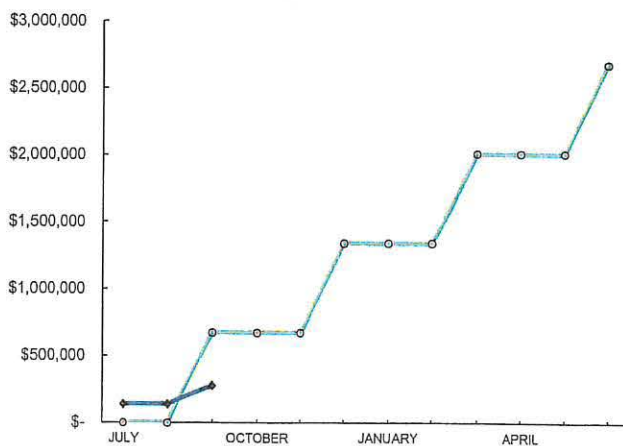
Repairs & Maintenance



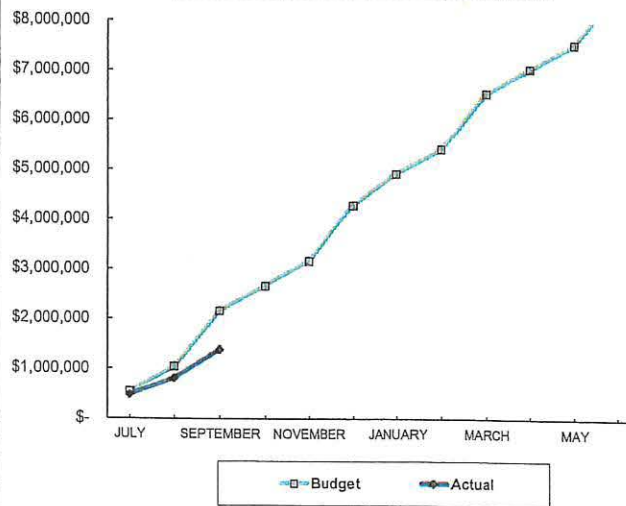
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement

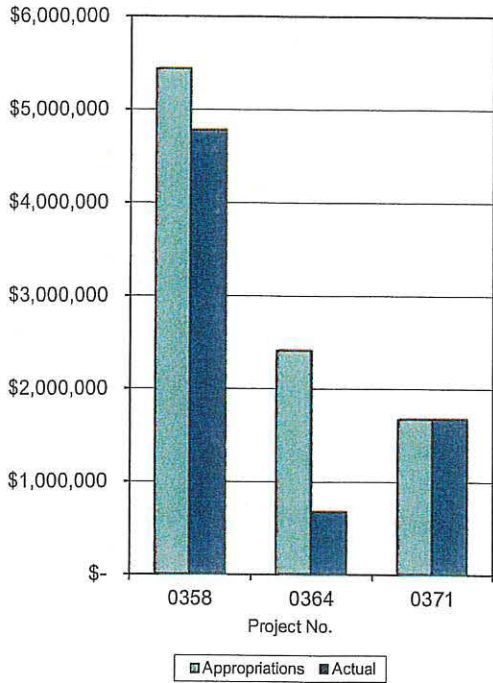


* Preliminary: subject to future review, reconciliation, accruals, and audit

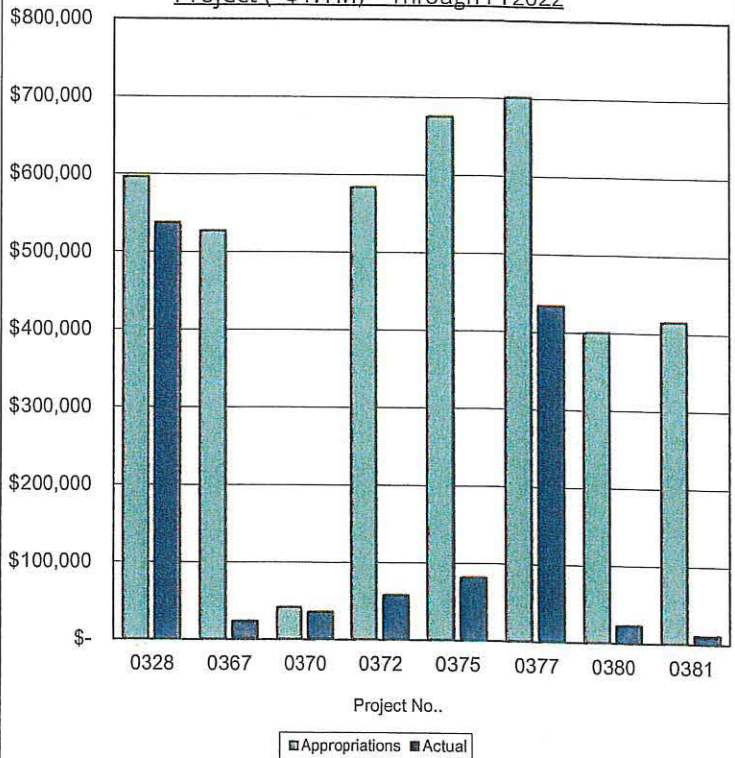
Leucadia Wastewater District Capital Expenditures

As of September 30, 2021

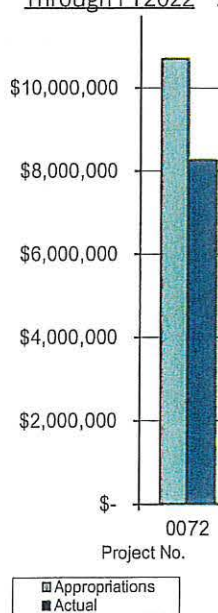
District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2022



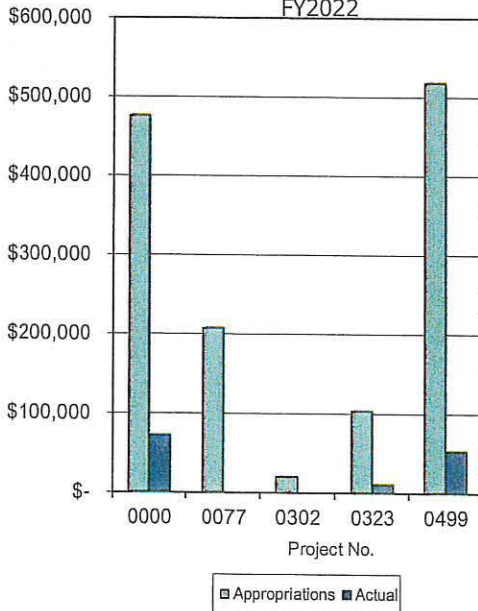
District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2022



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

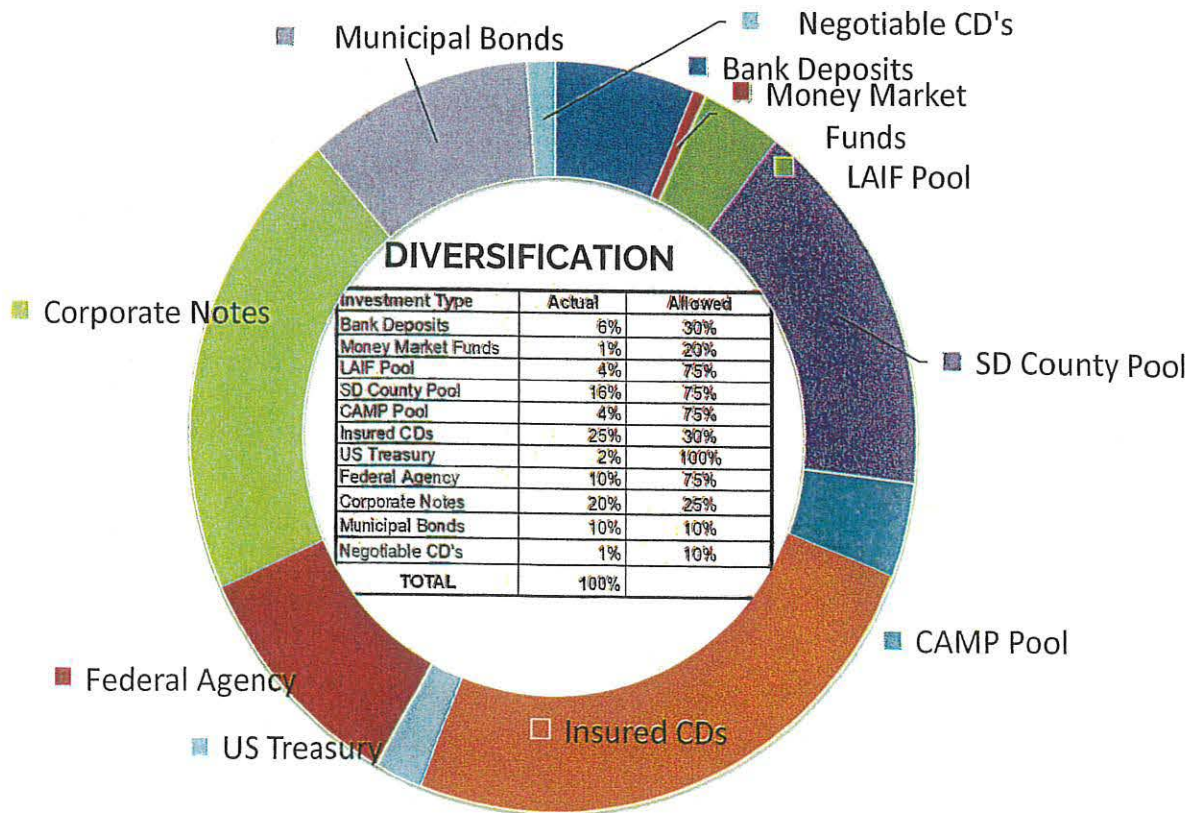
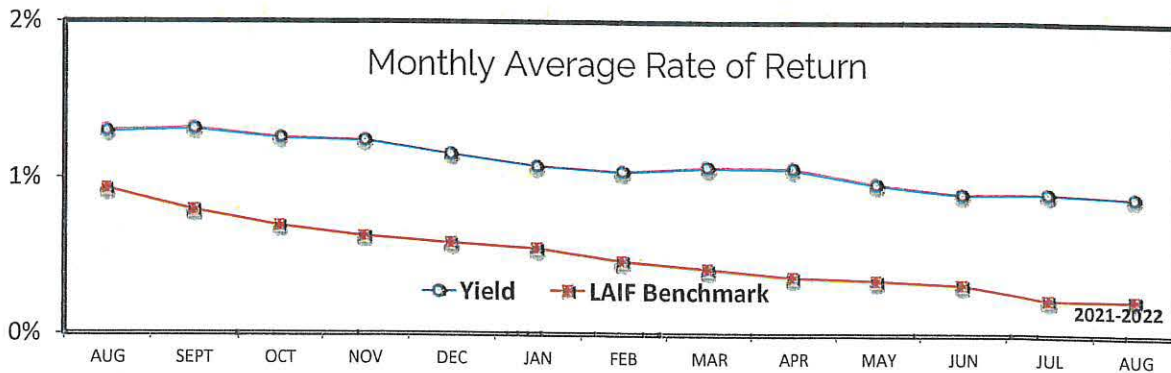
Subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT

Monthly Investment Summary

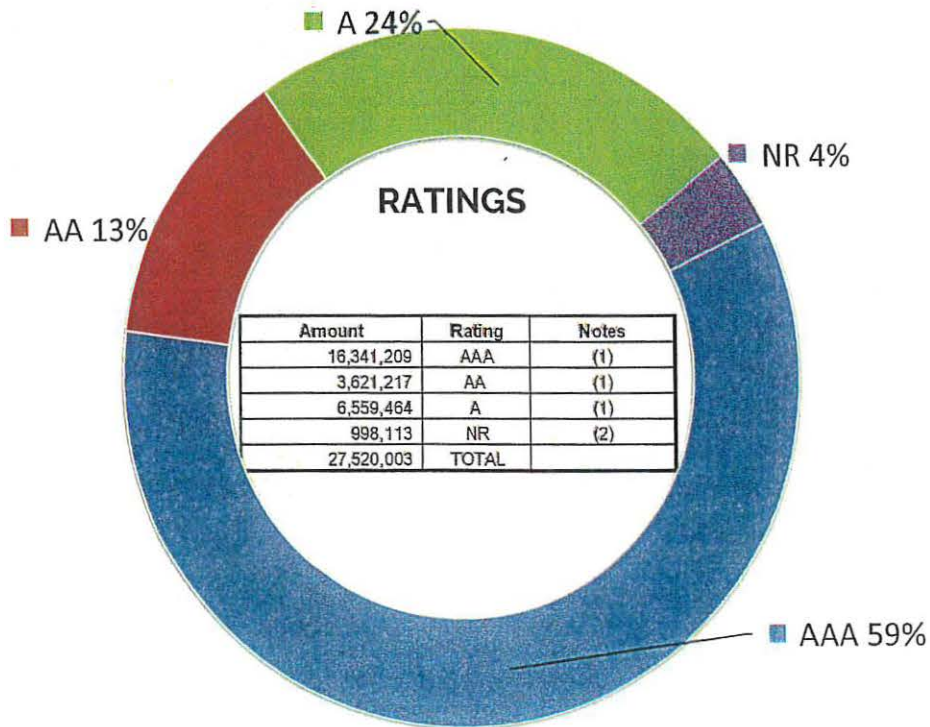
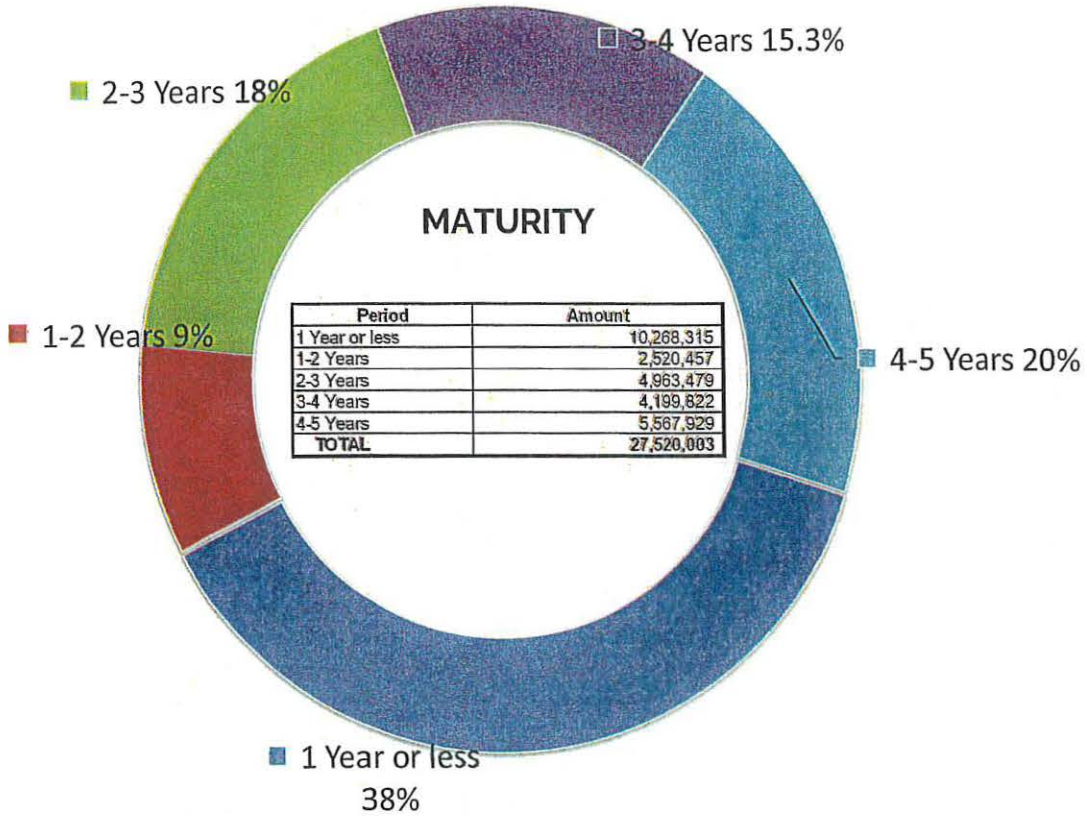
August 31, 2021

Cash Equivalents & Investments	Principal (Original Cost)		August Interest	Average Rate
	Jul 31, 2021	Aug 31, 2021		
Pacific Premier Bank Reserves	\$ 2,544,052	\$ 1,728,369	\$ 5	0.010%
TVI Dreyfus Money Market	150,678.85	151,478	\$ 4	0.030%
LAIF Pool	998,113	998,113	184	0.221%
SD County Pool	6,015,700	4,516,716	3,103	0.730%
CAMP Pool	290,756	1,119,314	12	0.050%
Certificates of Deposit - Insured	6,374,000	6,871,000	6,763	1.336%
US Treasury Notes	1,561,805	569,852	1,483	1.140%
Federal Agency Notes	2,844,450	2,844,450	1,483	0.712%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	5,823,510	5,618,823	5,228	1.287%
Negotiable CD's	350,000	350,000	540	1.850%
Totals	\$ 29,704,954	\$ 27,520,003	\$ 20,987	0.880%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 August 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

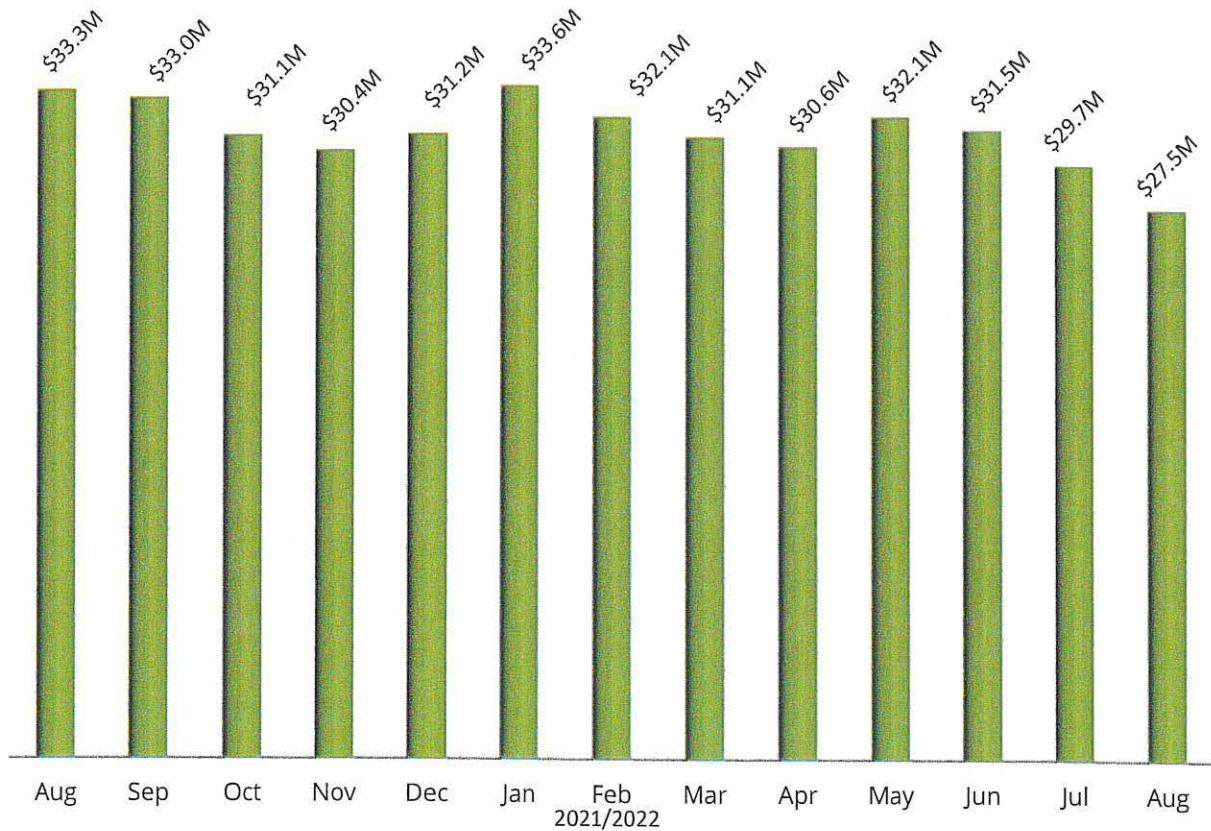
LEUCADIA WASTEWATER DISTRICT

Monthly Investment Summary

August 31, 2021

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost
Medallion Bank Salt Lake City CD	\$ 249,000		8/12/2024	58404DLH2	0.50%
Synchrony Bk Retail CD	\$ 248,000		8/13/2026	87165FZM9	0.90%
JP Morgan Chase Corp Note	\$ 300,000		8/17/2026	48128G4R8	1.150%
Citigroup Inc Corp Note		\$ 200,000	8/2/2021	172967KV2	2.053%
Branch Banking & Trust		\$ 303,561	8/3/2021	05531FBD4	2.69%
US Treasury Note		\$ 1,000,000	8/31/2021	9128282F6	1.53%

Notes

TOTAL	\$ 797,000	\$ 1,503,561
-------	------------	--------------

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: October 7, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **September 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 September 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 September 2021 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
September 1-30, 2021**

Conference Date	Description	Director	Director	Director	Director	Director	GM	TSM	ASsup	FSS
		J. Hanson	E. Sullivan	D. Omsted	C. Roesink	M. Brown	P. Bushee	R. Morishita	T. Hill	J. Stecker
2021 CSDA Annual Conference										
CSDA Annual Conference Aug 30 - Sept 2, 2021 Monterey, CA	Registration	625.00	625.00	625.00	625.00		625.00			
	Hotel	778.61	753.93	756.93	753.93		753.93			
	Airfare	238.00	238.00	238.00	291.96		261.97			
	Meals		48.43	18.78	189.20		132.31			
	Baggage	60.00	6.00	30.00						
	Parking/Shuttle	89.96		25.00	157.00		160.96			
	Tips	10.00		23.00	20.00		8.00			
	Fuel/mileage/rental car	30.91	113.78	2.80	587.86		449.01			
	Total	1,832.48	1,785.14	1,719.51	2,624.95	0.00	2,391.18	0.00	0.00	0.00
2021 CSDA Annual Conference										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2021 CSDA Annual Conference										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2021 CSDA Annual Conference										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes :

MEMORANDUM

DATE: October 7, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2022 (FY 22) LWD Tactics and Action Plan

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 14, 2021 Board meeting, the Board of Directors adopted the LWD FY 22 Tactics and Action Plan. Attached for the Board's review, is the FY 22 Tactics and Action Plan's quarterly status report with an ending date of September 30, 2021. The report indicates which goals are in progress, have been completed, postponed and have not been started.

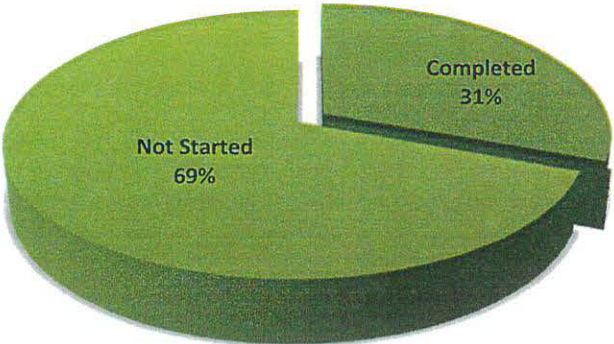
th:PJB

Attachments

FY 2022 Tactics and Action Plan Status Report

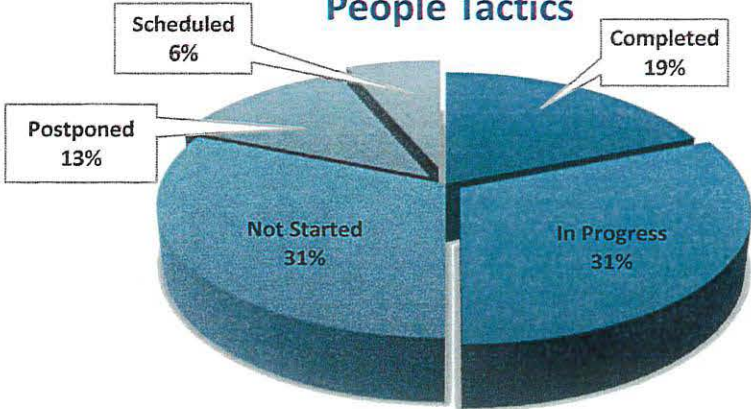
July 1 - September 30, 2021

Financial Tactics



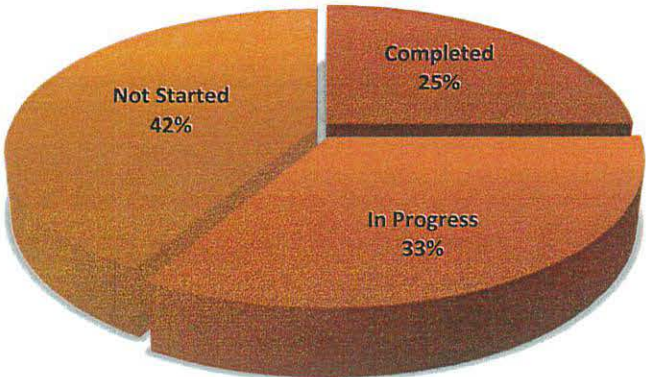
- Cancelled ■ Completed ■ In Progress
- Not Started ■ Postponed ■ Scheduled

People Tactics



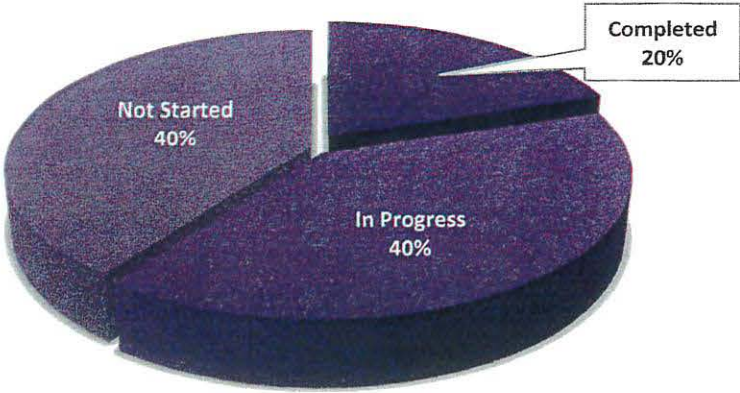
- Cancelled ■ Completed ■ In Progress
- Not Started ■ Postponed ■ Scheduled

Services Tactics



- Cancelled ■ Completed ■ In Progress
- Not Started ■ Postponed ■ Scheduled

Infrastructure and Technology Tactics



- Cancelled ■ Completed ■ In Progress
- Not Started ■ Postponed ■ Scheduled

**Leucadia Wastewater District
Fiscal Year 2022
Tactics & Action Plans**

1. Financial

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
FY 2023 Budget Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, ASsup, FSSp GM, TSM, FSS, EA, ASsup, FSSp GM	Jan-22 May-22 Jun-22	Mar-22 May-22 Jun-22	Not Started Not Started Not Started
FY 2021 Audit Close Books, Prepare Trial Balance & Supporting Schedules Coordinate with & Respond to Auditors Audit Report to Board	ASM ASM ASM	AT, ASsup AT, ASsup, EA, GM GM, ASsup, AS	Jul-21 Jul-21 Dec-21	Sep-21 Dec-21 Dec-21	Completed Completed Not Started
Finance Policy Reviews Procurement Policy Investment Policy Reserve Policy	ASM ASM ASM	TSM, GM, ASsup, EA ASsup, GM, EA ASsup, GM, EA	Aug-21 Jul-21 Feb-22	Aug-21 Aug-21 Feb-22	Completed Completed Not Started
Financial Awards Apply for GFOA Financial Reporting Award	ASM		Dec-21	Jan-22	Not Started
Wastewater Financial Plan Tracking Update Internally Update District's Financial Plan	ASM	GM	Dec-21	Feb-22	Not Started
GASB 75 OPEB Liability Accrual Valuation Coordinate with Actuary to Complete OPEB Valuation Complete Deferral Schedules and Record in Accounting	ASM ASM	ASsup	Jan-22 May-22	Apr-22 Jun-22	Not Started Not Started

2. People

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	ASM	ASsup, Pickering Ins Brokers	May-22	May-22	Not Started
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Sep-21	Jan-22	Completed
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Sep-21	Jan-22	Completed
CPR/First Aid/AED Refresher Training	ASsup	All Staff	Jul-21	Sep-21	In Progress
Administration Policy Updates/Annual Reviews					
Board Staff Relations Policy	ASM	GM, ASsup	Nov-21	Jan-22	Not Started
Board Policy Binders	EA	AS	Jul-21	Nov-21	Completed
Review Substance Abuse Policy and revise as required	ASM	GM, ASsup, EA, TSM	Jul-21	Oct-21	In Progress
Conduct Team Building Workshop	GM	ASM, EA, ASsup	Oct-21	Dec-21	Scheduled
Emergency Response					
Conduct an Emergency Response Drill/Training	ASsup	ASM, FSS, FSSup, FS Staff, AS	Jul-21	Sep-21	In Progress
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, FSS, FSSup, Safety Committee	Jul-21	Jan-22	In Progress
Update existing Safety Programs & Policies	ASM	GM, TSM, FSS, FSSup, Safety Committee	Jan-22	Jun-22	Not Started
Update COVID Prevention Program	ASSupt	GM, TSM, FSS, FSSup, Safety Committee	Jul-21	Aug-21	In Progress
Conduct Employee Interviews					
Conduct Employee Satisfaction Survey	GM	ASM, ASsup	Oct-21	Dec-21	Not Started
Compensation	GM	ASM, ASsup	May-22	Jun-22	Not Started
Leadership Coaching	GM	Management Staff	Jul-21	Jun-22	In Progress
Employee Recognition					
Annual Employee BBQ	EA	ASsup, AS	Jul-21	Sep-21	Postponed
Holiday Function	EA	ASsup, AS	Aug-21	Dec-21	Postponed

3. Services

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Optimize Radio Communications	FSSup	FSS, FS Staff	Jul-21	Oct-21	In Progress
Purchases					
1 Ton Flatbed Truck with Crane	FSS	FSSup, FS Staff	Jul-21	Feb-22	In Progress
Arrow Board	FSSup	FSS, FS Staff	Aug-21	Nov-21	Completed
Portable Trash Pump	FSSup	FSS, FS Staff	Jan-22	Mar-22	Completed
Replace 2 Gas Monitors	FSSup	FSS, FS Staff	Jan-22	Mar-22	Not Started
Emergency by-pass Pump	FSSup	FSS, FS Staff	Jul-21	Sep-21	In Progress
Smoke Testing in Old Town Area	FSSup	FSS, FS Staff	Feb-22	Apr-22	Not Started
FOG Inspections - Complete 10	FSSpec	FSSup, FS Staff	Jul-21	Jun-22	Completed
Hydro clean and CCTV El Camino Real trunk lines	FSS	FSSup, FS Staff	Apr-22	Jun-22	Not Started
Replace Conductivity Meter (AWT)	FSS	FSSup, FS Staff	Oct-21	Jan-22	Not Started
Replace P11 & P12 Discharge Valves (AWT)	FSS	FSSup, FS Staff	Oct-21	Jan-22	In Progress
Replace Landscape Irrigation Supply Pumps (AWT)	FSS	FSSup, FS Staff	Aug-21	Feb-22	Not Started
Replace AC Unit LPS MCC Building	FSSpec	FSSup, FS Staff	Jul-21	Nov-21	Completed
Administration Building and Facility Updates					
HVAC Rehabilitation	FSSpec	FSSup, FS Staff	Jul-21	Oct-21	Completed
Evaluate & Award Landscape Contract	FSSpec	FSSup, FS Staff	Sep-21	Jan-22	In Progress
By-Pass Pumping Drills					
Batiquitos Pump Station	FSSup	FSS, FS Staff	Aug-21	Aug-21	Not Started
Leucadia Pump Station	FSSup	FSS, FS Staff	Sep-21	Sep-21	Not Started
Diana Pump Station	FSSup	FSS, FS Staff	Mar-22	Mar-22	Not Started
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Apr-22	May-22	Not Started
Election District - Remapping	GM	ASM, ASSup, EA	Dec-21	Feb-22	Not Started
Update LWD Standard Specifications					
Conduct Review	DE	GM, TSM, FSSpec, DC	Aug-21	Mar-22	In Progress
Board Approval	DE	GM, TSM, FSSpec, DC	Apr-22	Apr-22	Not Started
Update Capacity Fee Ordinance	FSSpec	GM, TSM, DC, DE	Jul-21	Jul-21	Completed
SSMP Audit	FSS	FSSup, FSSpec	Sep-21	Nov-21	In Progress
Public Outreach Services					
Develop Relevant FaceBook Content	ASSup	GM, ASM, FSSup, FS Staff	Jul-21	Jun-22	In Progress
LWD Teacher Grant Program	ASSup	AS, RTP	Aug-21	Nov-21	In Progress
Write, Design, Print, & Mail 2021 Fall Newsletter	ASSup	AS, RTP	Jul-21	Nov-21	In Progress
Write, Design, Print, & Mail 2022 Spring Newsletter	ASSup	GM, ASM, EA, AS	Jan-22	Mar-22	Not Started
Evaluate Public Outreach Services contract	ASM	GM, ASSup, EA	Nov-21	Mar-22	Not Started
Review Communication Plan and update if necessary	ASSup	GM, ASM, EA, AS	Sep-21	Dec-21	Not Started
Awards					
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Oct-21	Nov-21	Not Started
Records Retention					
Review stored records destroy those past retention period	EA	AS	Aug-21	Oct-21	Completed
Evaluate the benefits of going paperless	ASSup	EA, AT, ASII	Jan-22	Apr-22	Not Started

4. Infrastructure and Technology

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Leucadia Pump Station Rehabilitation Construction	TSM	GM, FSS, DE	Mar-20	Aug-21	Completed
Encintas Estates Pump Station Replacement Construction	TSM	GM, FSS, DE	Jan-21	Jan-22	In Progress
FY 2020 Gravity Pipeline Rehab / Quebrada Realignment Construction	TSM	GM, FSS, DE	Sep-20	Sep-21	Completed
Diana Pump Station Upgrade	Obtain Easement	TSM	Jul-21	Oct-21	In Progress
	Project Design	TSM	Nov-21	May-22	Not Started
	Environmental	TSM	May-22	Jul-22	Not Started
FY2021 Gravity Pipeline Rehabilitation Construction	TSM	GM, FSS, DE	Mar-21	Aug-21	Completed
Batiqitos PS Emergency Basin Upgrade	Bid Project	TSM	Jan-22	Apr-22	Not Started
	Construction	TSM	Mar-21	Jun-21	Not Started
FY22 Gravity Pipeline Rehabilitation	Design	TSM	Jul-21	Sep-21	In Progress
	Bid Project	TSM	Oct-21	Dec-21	In Progress
	Construction	TSM	Jan-22	Apr-22	Not Started
Village Park No. 7 PS Replacement	Design	FSS	Sep-21	Jan-22	In Progress
	Bid Project	FSS	Feb-22	Apr-22	Not Started
	Construction	FSS	Jun-22	May-23	Not Started
NetApp Storage Unit & Cisco Switch Purchase, Program and Install	TSM		Aug-21	Oct-21	Completed

Encina Wastewater Authority Report
Regular Board Meeting
September 22, 2021

EWA Board of Directors - Director Sullivan Reporting

1. Digester Improvements Project Construction Awards

The Board of Directors authorized the General Manager to execute the following professional service agreements related to the Digester Improvements Project:

- Construction contract to PCL Construction, Inc. in the amount of \$15,203,750;
- Four engineering support contracts associated with the project in the amount of \$4,196,075; and
- A contingency amount of \$970,000.

2. South Parcel Leasing Consideration

The Board of Directors authorized the General Manager to execute a lease option with TESIAC Corporation for an energy storage project.

Executive Session

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

- Appointment of a Public Employee per Government Code – General Manger.

The Board appointed Scott McClellan as Interim General Manager effective October 1, 2021.

4. The Board of Directors also authorized the following:

- Appointed Interim General Manager Scott McClellan as Board Secretary for EWA for Calendar Year 2021;

- Extension of EWA virtual meetings as allowed under Assembly Bill 361 (AB361); and
- Resolution 2021-05 Recognizing General Manager Michael Steinlicht's public service.

Community Affairs Committee Meeting Report

Presented by Director Brown

Meeting held September 15, 2021

The CAC reviewed the following:

1. The 2021 Fall Newsletter Draft Text

The CAC reviewed the text and the CAC suggested edits related to the look and wording of several articles as well as the newsletter in general. Staff and RTP stated they would make the changes.

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

MEMORANDUM

DATE: October 7, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Board of Directors Self Evaluation Form



RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

At the August 4, 2021 Strategic Planning Workshop, the Board discussed a number of issues including the evaluation of the Board's performance. President Omsted requested that a sample evaluation form be provided to the Board.

As a follow up to this request, attached please find a sample evaluation form provided by Mr. Jeff Bills for the Board's review and discussion. Staff is requesting that the Board provide direction as to whether it wants to pursue this issue further or simply receive and file this report.

PJB:
Attachment

Individual Board Member Self-Evaluation Form (This form is used for each Board member to evaluate themselves personally.)

Board Area	Outstanding	Average	Below Average	Key Question
Display of Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you honest in your statements and displays of credibility?
Disposition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you think like a Council member and avoid operational details?
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you attend all Council meetings and are excused only in emergencies?
Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you read all Council materials and prepare before Council meetings?
Contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you engage with others and contribute to discussion frequently?
Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you demonstrate a focus on outcomes as opposed to detail?
Conflict Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you focus on resolution of differences and not personal thought?
Strategic Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you demonstrate the ability to think long term?

Individual Board Member Self-Evaluation Form Page Two

Board Area	Outstanding	Average	Below Average	Key Question
Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do your comments show restraint and patience?
Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you contribute to positive outcomes in an energetic way?
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you demonstrate active listening and communication skills?
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you engage with others in discussing differences without conflict?
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you listen and accept differing points of view?
Mission Conformance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all your comments and decisions reflect mission conformance?
Value Adherence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are your decisions and votes consistent with what is ethically right?
Council Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you contribute to a positive Council culture?

Individual Board Member Self-Evaluation Form Page Three

Board Area	Outstanding	Average	Below Average	Key Question
Voting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you vote against motions because of who makes the motion?
Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you delay decisions intentionally for personal reasons?
Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you procrastinate decisions because you are unsure?
Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you vote against motions for personal reasons?
Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you changed your mind because of another Council Members opinion?
Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you trust management and do so without getting over-involved?
Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I show Governance understanding by being "eyes in and hands out?"

Board Self-Evaluation Form (This form is used for each Council member to annually evaluate the Council as a whole. Results are tabulated and reviewed.)

Board Area	Outstanding	Average	Below Average	Key Question
Display of Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Council consistent in making ethical and honest decisions?
Disposition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the Council show a disposition that promotes teamwork?
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all Council meetings reflect a full quorum of interest?
Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the full Council prepared to make critical decisions?
Contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all Council members contribute in meaningful ways?
Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the full Council discuss and make decisions or just rubber stamp?
Conflict Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can the Council resolve conflict without lingering affects?
Strategic Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are Council decisions reflective of long term thought and value?

Board Self-Evaluation Form Page Two

Board Area	Outstanding	Average	Below Average	Key Question
Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are Council meetings organized and conducted with purpose?
Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the full Council engaged or are some members non-participating?
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the Council communicate effectively among itself?
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all Council members find ways to work effectively together?
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can the Council adjust and compromise in changing situations?
Mission Conformance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all Council decisions reflect a commitment to mission?
Value Adherence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the Council tolerate deviations from core values?
Council Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Council culture one that is positive, rewarding and of pride?

Board Self-Evaluation Form Page Three

Board Area	Outstanding	Average	Below Average	Key Question
Role and Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do our decisions show trust in management?
Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do we make timely decisions or delay out of fear or procrastination?
Fear of Failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do we avoid taking action because we are uncertain of our decisions?
Delegation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do we avoid making decisions due to lack of trust in management?
Role and Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have our decisions turned out right?
Role and Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do we show good Governance by demonstrating "eyes in and hands out?"
Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does our Community trust us as a Council?"
Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do any Council Members dominate the agenda or conversation?