



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 9515 7126 **Passcode:** 845337

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

DATE: Wednesday, November 10, 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. **Adopt Resolution No. 2359 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic** (Pages 5-8)
5. **General Public Comment Period**
6. **Approval of Agenda**
7. **Presentation and Awards**
 - A. Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury. (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:

October 13, 2021 Regular Board Meeting (Pages 10-14)

October 19, 2021 Community Affairs Committee meeting (Page 15)

November 2, 2021 Engineering Committee Meeting (Pages 16-18)

November 3, 2021 Investment and Finance Committee Meeting (Pages 19-20)

9. Approval of Demands for October/November 2021

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

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 29-34)

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 35-42)

12. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending September 30, 2021. (Pages 43-44, Enclosure 12)

13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of October 2021. (Pages 45-46)

EWA REPORTS

14. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on October 27, 2021 via video conference – report by Director Sullivan. (Page 47)

- B. An Encina Member Agencies Manager's Meeting was held on November 2, 2021 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Community Affairs Committee meeting was held on October 19, 2021 via videoconference – report by Director Brown. (Page 48)
- B. Engineering Committee meeting was held on November 2, 2021 via videoconference – report by Director Roesink. (Page 49)
- C. Investment and Finance Committee Meeting was held on November 3, 2021 via videoconference – report by Vice President Hanson (Page 50)

ACTION ITEMS

16. Receive and file the Fiscal Year 2021 (FY21) Annual Comprehensive Financial Report conducted by Davis Farr LLP (Pages 51-56, Enclosure 16)
17. Receive and File the FY2021 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc. (Pages 57-67)
18. Adopt Resolution No. 2358 - Requesting LAFCO Take Proceedings for the Weston Annexation (Pages 68-72)
19. Calendar Year 2022 Board of Directors' Meeting Schedule (Pages 73-76)

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

- A. Senate Bill 9 (SB9) Report. (Verbal)
- B. 2021 Batiquitos Lagoon Foundation Board Members Election. (Pages 77-80)
- C. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 18, 2021 at the 94th Aero Squadron in San Diego, CA. (Pages 81-82)
- D. 2022 CASA Winter Conference is scheduled for January 19 - 21, 2022 at the Hilton Palm Springs in Palm Springs, CA. (Pages 83-86)

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

23. General Counsel's Report

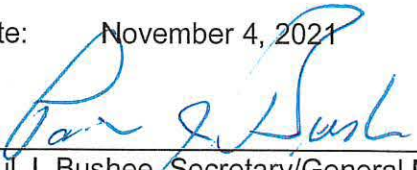
24. Board of Directors' Comments

25. Adjournment

AFFIDAVIT OF POSTING

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

Date: November 4, 2021



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: November 4, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2359 – 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. 2359 – 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.

BACKGROUND:

At the October 13, 2021 Board Meeting the Board of Directors adopted Resolution No. 2357 - Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic. Resolutions approving virtual meetings pursuant to AB 361 automatically expire after 30 days so the Resolution must be renewed and a new Resolution adopted authorizing the continuation of remote teleconference meetings.

DISCUSSION:

On September 30, 2021 the Executive Orders authorizing virtual or teleconference meetings without full compliance with the Brown Act expired. On September 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 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).)

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).)

Last month, the Board reviewed various options to hold meetings virtually and chose to adopt a resolution at the beginning of each meeting in accordance with AB 361. Therefore, staff is recommending the Board adopt Resolution No. 2359 in order to hold its November 10th meeting virtually.

PJB:dwb

Attachment

RESOLUTION NO. 2359

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) December 10, 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 November 10, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald F. Omsted, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

MEMORANDUM

DATE: November 4, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury**

I am pleased to report that the Leucadia Wastewater District (LWD) recently achieved an organizational objective under the District's Incentive Program.

Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury

On October 15, 2021 LWD staff completed two years without a lost time injury accident. This achievement represents a significant accomplishment since workplace injuries result in lost productivity, low morale, and increased workers' compensation costs. Consequently, avoiding workplace injuries is one of the most important accomplishments LWD staff can achieve. By reaching this goal, each employee is eligible for a \$500 incentive compensation award.

Please join me in congratulating LWD for this accomplishment.

tb:PJB

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
October 13, 2021

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, October 13, 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, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Technician III Gabriel Mendez, District Engineer Dexter Wilson, and Lauren Hoodenpyle of Clifton Larson, Allen LLP

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Adopt Resolution No. 2357 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic

GC Brechtel presented the item and provided background information. He stated that the Board of Directors has authority to adopt an AB 361 resolution extending virtual meetings but Board authorizations for virtual meetings must be renewed every 30-days since authorizations adopted by the Board will expire before the next scheduled meeting. GC Brechtel stated that 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. He noted that 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.

GC Brechtel noted that 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. GC Brechtel stated 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.

Upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2357 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

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

6. Approval of Agenda

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

7. Presentations and Awards

10 Year Service Award – Gabriel Mendez

GM Bushee introduced Field Services Technician III, Gabriel (Gabe) Mendez stating that he recently passed his 10th year anniversary at the District on September 12th. He provided background information about Gabe and noted that under LWD's incentive program Gabe is eligible for a \$200 incentive award.

The Board congratulated Gabe for his excellent service.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

September 8, 2021 Regular Board Meeting
September 15, 2021 Community Affairs Committee Meeting

9. Approval of Demands for September/October 2021

Payroll Checks numbered 22896-22957; General Checking Checks numbered 56015-56156

10. Operations Report (A copy was included in the original October 13, 2021 Agenda)

11. Finance Report (A copy was included in the original October 13, 2021 Agenda)

12. Disclosure of Reimbursements

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

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

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

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on September 22, 2021.

Director Sullivan reported on EWA's September 22, 2021 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on October 5, 2021.

GM Bushee reported on EWA's October 5, 2021 MAM meeting.

15. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on August 15, 2021.

Director Brown reported that the CAC reviewed and commented on the draft text of the 2021 Fall newsletter. He stated that the CAC made some suggested edits and staff stated they would make the changes. The CAC then directed staff to move forward with the layout of the newsletter with the suggested changes.

ACTION ITEMS

16. Board of Directors Self Evaluation Form

President Omsted presented the item noting that at the Strategic Planning Workshop he had requested that a sample Board performance evaluation survey be provided to the Board. President Omsted noted that Mr. Jeff Bills provided the Board with the Board performance evaluation survey and it has been included in the agenda packet.

Director Sullivan stated that there were too many questions and she suggested that the questions be modified and shortened. Vice President Hanson and President Omsted agreed with Director Sullivan.

Director Brown stated the he believes the best Boards review themselves. He stated that he agreed with Director Sullivan that the survey is too long and the questions can be improved and shortened.

He noted that there is value in having a Board Self Evaluation survey but meeting annually to review it is too often.

GM Bushee stated that another option is to bring in a facilitator to assist with a Board satisfaction survey, similar to the employee satisfaction survey staff does every other year with Mr. Bills.

President Omsted stated he liked the idea of written questions with a facilitator but agreed with Director Brown that meeting every year was too often.

GM Bushee suggested referring the survey to the Human Resources Committee (HRC) to review and refine the survey with staff.

Director Roesink stated that he thinks that a Board self evaluation has value and he thought it was a good idea to have the HRC simplify the process of reviewing the survey.

Following discussion, the Board of Directors reached consensus to refer the Self Evaluation Survey to the HRC to refine the survey and forward it back to the full Board for review by the following vote:

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

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

None.

18. Directors' Meetings and Conference Reports

None.

19. General Manager's Report

GM Bushee reported on the following:

- LWD COVID-19 status update; and
- He will be on vacation October 18th – 21st and TSM Morishita will be the acting GM.

20. General Counsel's Report

GC Brechtel reported on the following:

- SB 323 – Local government: Water or Sewer Service Legal Actions

21. Board of Directors' Comments

Director Roesink thanked staff for Richard Duffey's retirement luncheon. He stated he enjoyed meeting everyone in person.

Director Brown asked for a future agenda item on SB 9 – Housing Development Approvals and the impact on LWD.

Director Sullivan agreed with Director Roesink that it was great to see all the employees at the luncheon.

President Omsted stated he enjoyed Richard Duffey's retirement luncheon and stated it was one of the best retirement lunches organized by LWD.

22. Adjournment

President Omsted adjourned the meeting at approximately 5:53 p.m.

Donald F. Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 October 19, 2021

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held October 19, 2021 at 12:00 p.m. via videoconference.

1. Call to Order

Chairperson Omsted called the meeting to order at 12:00 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 Baity, and Neal Bloom and Iris Grootenhuis of Rising Tide Partners (RTP)

3. Public Comment

No public comment was received.

4. New Business

A. Review the draft layout for the 2021 Fall newsletter.

ASsup Hill provided background on the newsletter. She introduced Mr. Bloom from RTP to provide an overview of the newsletter draft layout. Mr. Bloom provided an overview and the CAC suggested some edits. Staff and RTP stated that they would make the changes.

Following discussion, the CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

5. Information Items

None.

6. Directors' Comments

Director Roesink stated he would mention the Teacher Grant Program to La Costa Heights Elementary School.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Brown adjourned the meeting at 12:34 p.m.

Paul J. Bushee
 Secretary/Manager
 (Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 November 2, 2021

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, November 2, 2021 at 9:00 a.m. via video conference.

1. Call to Order

Chairperson 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 Superintendent Jeffrey Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; District Engineer Dexter Wilson; Steven Henderson from Dexter Wilson Engineering, Inc. and Administrative Specialist II Mark Brechbiel

3. Public Comment

None.

4. New Business

A. Adopt Resolution No. 2358 - Weston Annexation, as presented.

FSSpec Riffel presented staff's recommendation. He explained that the proposed Weston Annexation into the Leucadia Wastewater District's (LWD) service area involves three parcels totaling 13.4 acres, located west of Interstate 5 and north of La Costa Ave. He continued that there are two existing single-family residence that are currently connected to a septic tank system. The proposed subdivision consists of 48 total single-family residences, all of which would be required to connect to the public sewer per the City of Encinitas. He stated that an Environmental Impact Report was conducted for this project in March of 2019 and approved by the City of Encinitas as the Lead Agency. FSSpec Riffel stated that LWD has sufficient capacity for the proposed development. He continued that connection to the District's collection system requires the construction of approximately 1,800 linear feet of public sewer and 12 manholes within the subdivision. He then stated that approximately 350 linear feet of existing public sewer would need to be modified.

Director Roesink asked who is responsible for costs associated with the construction of the proposed new piping. FSSpec Riffel replied that the developer is responsible for all costs.

Director Roesink asked if the city has already adopted this project. FSSpec Riffel replied affirmatively.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2358 - Weston Annexation.

B. Receive and file the FY2021 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.

FSS Stecker and Mr. Steven Henderson presented this item to the EC.

FSS Stecker began by providing an overview of why the SSMP is required as well as a brief background. He also stated that the completion of FY21 SSMP Audit is one of LWD's tactical goals. He stated that the State of California issued Waste Discharge Requirements (WDR) require that agencies develop and implement an SSMP. FSS Stecker continued that WDR require an audit of the SSMP every two years but LWD performs this annually.

Mr. Henderson provided further background and detailed information on what is included in a SSMP Audit. He noted that the SSMP and the annual Audits are to ensure the proper operation and maintenance of collection systems to reduce the number and volume of Sewer System Overflows (SSO). He provided further detail and highlights of the audit results including the fact that Field Staff has exceeded the established hydro-cleaning and CCTV inspection mileage goals that have resulted in LWD having no spills in FY21.

In summary, Mr. Henderson explained that all SSMP elements are in place and implemented and there is no significant change from the FY19 SSMP Update.

Following discussion, the EC concurred with staff to recommend that the Board of Directors receive and file the FY21 Audit of the District's 2019 SSMP.

5. Information Items

A. Development Projects Summary

TSM Morishita presented this item to the EC. There was no discussion.

B. Encinitas Estates Pump Station Replacement Project Update

TSM Morishita presented this item to the EC. He provided the project location, layout and design. He showed in detail the location and installation of the precast wet well and valve vault. TSM Morishita continued by showing the installation of the inlet gravity line, force main and pump station bypass system. There was no discussion.

6. Directors' Comments

Chairperson Omsted commented that the City of Encinitas has asked residents to continue to reduce water usage. He asked if LWD has noticed a decrease in flow since this has gone into effect. GM Bushee stated that no significant flow reduction has been observed.

7. General Manager's Comments

None.

8. Adjournment

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

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
November 3, 2021

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Wednesday, November 3, 2021 at 10:30 a.m. via videoconference.

1. Call to Order

Chairperson Hanson called the meeting to order at 10:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Brown

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Lauren Hoodenpyle from Clifton Larson, Allen LLP, and Shannon Ayala from Davis Farr LLP

3. Public Comment

None.

4. New Business

A. Receive and file the Fiscal Year 2021 (FY21) Annual Comprehensive Financial Report.

Ms. Lauren Hoodenpyle from Clifton Larson, Allen LLP presented the item. She provided a summary of the Annual Comprehensive Financial Report, highlighting the Management's Discussion and Analysis (MD&A). Ms. Hoodenpyle discussed the District's FY21 Revenues and Expenses, Key Financial Ratios, Net Position, Restricted Reserve Balances, Unrestricted Reserve Balances, Reserves vs. Cash Investment Balances, Operating Revenues by Source, Operating Expenses by Activity, and Net Position by Component.

Director Brown asked if the investment earnings decreased because they weren't laddered. GM Bushee answered affirmatively. He stated that unfortunately the investments were not as laddered as the District would have liked so many matured at the same time. He explained that two years ago the District started using additional brokerage firms to help ladder the investments. GM Bushee noted that the decrease in investment earnings also includes principal and interest.

Director Brown asked how recycled water revenue is forecasted. GM Bushee stated that recycled water production varies with the weather conditions and is hard to predict. He stated that recycled water revenue is normally projected based on the average production over the past ten years.

GM Bushee then reviewed the FY21 Budget to Actual Expenses.

GM Bushee introduced Shannon Ayala of Davis Farr LLP to provide a summary of the auditor's reports and auditing process.

Ms. Ayala stated that the auditor's internal report indicated that the audit was a clean, unmodified opinion for the year ending FY21. She stated there were no instances of noncompliance with certain provisions of laws, regulations, contracts, and grant agreements that have a material effect on the determination of financial statement amounts. Ms. Ayala noted the areas of audit focus included Fixed Audit Testing and Governmental Accounting Standards 98 (GASB 98).

In conclusion, Ms. Ayala stated that staff was prepared for the audit, and the auditors had no recommended material audit adjustments and noted no material weaknesses or significant deficiencies in internal controls.

Director Brown stated the Annual Comprehensive Financial Report was clear and easy to read.

Director Brown asked for clarification on the Fair Value Hierarchy levels. Ms. Ayala provided clarification. Director Brown asked about GASB 96 impacts the District. Ms. Hoodenpyle stated that GASB 96 doesn't impact the District since it focuses more on the implementation and subscription costs of cloud based technology.

Following discussion, the IFC agreed with staff to recommend that the Board of Directors receive and file the FY21 Annual Comprehensive Financial Report.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee provided an update on the recruitment of the Director of Finance and Administration position. GM Bushee thanked Ms. Hoodenpyle, staff, and Ms. Ayala for their hard work on the audit.

8. Adjournment

Chairperson Hanson adjourned the meeting at 11:21 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
November 10, 2021

Disbursement Period October 8, 2021 Through November 4, 2021

GENERAL CHECKING

Operating	\$ 720,473.32
Capital	\$ 1,328,746.81
TOTAL GENERAL CHECKS	\$ 2,049,220.13

PAYROLL CHECKS	\$ 114,893.88
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TOTAL DEMANDS	\$ 2,164,114.01
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
November 10, 2021**

Disbursement Period October 8, 2021 Through November 4, 2021

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Incentive Payroll Check	10/13/2021	22858-22958	\$ 184.70
Voided/Damaged Checks	10/14/2021	22959-22960	\$ -
Final Payroll Checks	10/14/2021	22961-22963	\$ 15,115.25
Biweekly Payroll Checks	10/20/2021	22964-22980	\$ 48,658.46
Board Payroll Checks	11/1/2021	22981-22985	\$ 1,541.80
Biweekly Payroll Checks	11/3/2021	22986-23002	\$ 49,393.67
TOTAL PAYROLL CHECKS			\$ 114,893.88

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 10/8/2021 Through 11/4/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56157	10/21/2021	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
56158	10/21/2021	AMERICAN BUSINESS BANK	16,975.75	Retention-Pacific Hydrotech Encinitas Estates PS # 8654100
56159	10/21/2021	Atlas Technical Consultants LLC	437.00	200256P6 Gravity Sewer Repair September 2021
	10/21/2021	Atlas Technical Consultants LLC	860.75	Geotech Services-Encinitas Estates PS Replacement Project
56160	10/21/2021	BATIKUITOS LAGOON FOUNDATION	1,500.00	Batikuitos Lagoond Clean Up 2021
56161	10/21/2021	CALIFORNIA SPECIAL DISTRICTS ASS...	8,195.00	2022 CSDA Membership Renewal
56162	10/21/2021	CARLSBAD FUELS CORPORATION	2,143.46	Vehicles Fuel 09/25/21-10/12/21
56163	10/21/2021	CHARLES KING COMPANY	5,400.00	Emergency Bypass Pump Rental-BPS 08/30/21-09/26/21
56164	10/21/2021	CORODATA	96.07	File Storage - September 2021
56165	10/21/2021	DATA NET SOLUTIONS GROUP	75.88	DVD Drive Replacement
	10/21/2021	DATA NET SOLUTIONS GROUP	4,198.60	Monthly IT Service - September 2021
	10/21/2021	DATA NET SOLUTIONS GROUP	1,291.90	Monthly Server Service - September 2021
	10/21/2021	DATA NET SOLUTIONS GROUP	1,446.00	Veeam Essentials ENT Plus (Backup Software)
56166	10/21/2021	DETECTION INSTRUMENTS CORP	224.32	Calibrations @ LPS
56167	10/21/2021	DEXTER WILSON ENGINEERING	164.00	Development Svcs-1109 Lagasse Annex-395 Sunset
	10/21/2021	DEXTER WILSON ENGINEERING	171.00	Development Svcs-1114 1143 Eolus Ave Public Sewer Improve
	10/21/2021	DEXTER WILSON ENGINEERING	114.00	Development Svcs-1120 116 Grandview Street
	10/21/2021	DEXTER WILSON ENGINEERING	278.00	Development Svcs-1130 1260 Saxony Rd ADU Private PS
	10/21/2021	DEXTER WILSON ENGINEERING	114.00	Development Svcs-1131 Carlsbad Perm Fire Station # 2
	10/21/2021	DEXTER WILSON ENGINEERING	228.00	Development Svcs-1132 Jay Bird's 1935 Calle Barcelona # 172
	10/21/2021	DEXTER WILSON ENGINEERING	2,985.00	District's FY-21 SSMP Audit Job 103-019/5
56168	10/21/2021	DUKE'S ROOT CONTROL	5,705.24	Line Segments Foaming Root Control (3,317 feet)
56169	10/21/2021	HAAKER EQUIPMENT CO	17,778.75	PTP70II CCTV Camera Head & Adaptor to Connect Camera
	10/21/2021	HAAKER EQUIPMENT CO	1,035.01	Repairs / Maintenance for Vactors
56170	10/21/2021	ICMA RETIREMENT-303979	5,038.12	Deferred Comp for PPE 10/17/21
56171	10/21/2021	INFRASTRUCTURE ENGINEERING CORP	380.00	Batikuitos ER Overflow Lining-September 2021
	10/21/2021	INFRASTRUCTURE ENGINEERING CORP	13,135.00	Encinitas Estates PS Replace Project-September 2021
	10/21/2021	INFRASTRUCTURE ENGINEERING CORP	4,555.00	FY2022 Gravity Sewer Repair Project-September 2021
	10/21/2021	INFRASTRUCTURE ENGINEERING CORP	8,085.00	VP7 PS Replace Project-September 2021
56172	10/21/2021	INTERSTATE BATTERIES OF SAN DIEGO	290.07	Batteries
56173	10/21/2021	JETER SYSTEMS CORPORATION	495.70	Filing Supplies
56174	10/21/2021	JOHNNY MONTOYA	255.14	Safety Boots-FYE2022-J Montoya
56175	10/21/2021	LEE'S LOCK & SAFE	3.23	Generator Key
	10/21/2021	LEE'S LOCK & SAFE	550.17	Padlocks (35)

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 10/8/2021 Through 11/4/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56176	10/21/2021	MAURICIO AVALOS	294.36	Safety Boots-FYE2022-M Avalos
56177	10/21/2021	MESA REPROGRAPHICS	26.00	Graphic Design/Emails - FY2022 Gravity Sewer Repair
56178	10/21/2021	MINUTEMAN PRESS	91.53	Logo Envelopes (500)
56179	10/21/2021	MSC JANITORIAL SERVICE, INC	2,206.66	Janitorial Services - October 2021
56180	10/21/2021	NAPA AUTO	159.34	Blue Def / Vehicle Supplies
	10/21/2021	NAPA AUTO	137.75	Fuel Filters / V-Belts
	10/21/2021	NAPA AUTO	36.59	Vehicle Supplies
56181	10/21/2021	NATIONWIDE RETIREMENT SOLUTIONS	150.00	Deferred Comp 10/20/21
56182	10/21/2021	OLIVENHAIN MUNICIPAL WATER DIS...	67.27	Recycled Water @ Travelling
	10/21/2021	OLIVENHAIN MUNICIPAL WATER DIS...	895.74	Water @ Travelling
	10/21/2021	OLIVENHAIN MUNICIPAL WATER DIS...	957.03	Water @ Traveling 2
56183	10/21/2021	Pacific Hydrotech Corporation	322,539.25	Encinitas Estates PS Replace Project-September 2021
56184	10/21/2021	PACIFIC RIM MECHANICAL	30,128.30	LPS Rehab-HVAC Equipment Replacement Services
	10/21/2021	PACIFIC RIM MECHANICAL	308.50	Quarterly HVAC Services-AWT
	10/21/2021	PACIFIC RIM MECHANICAL	629.00	Quarterly HVAC Services-BPS
	10/21/2021	PACIFIC RIM MECHANICAL	171.00	Quarterly HVAC Services-EEPS
	10/21/2021	PACIFIC RIM MECHANICAL	626.50	Quarterly HVAC Services-LPS
	10/21/2021	PACIFIC RIM MECHANICAL	2,467.25	Quarterly HVAC Services-LWD Admin Building
	10/21/2021	PACIFIC RIM MECHANICAL	1,585.70	Retention Pymt-LPS Rehab-HVAC Equipment Replacement Services
56185	10/21/2021	PLANT PEOPLE, INC	158.00	Office Plant Maintenance - October 2021
	10/21/2021	PLANT PEOPLE, INC	226.88	Office Plant Maintenance - September 2021
56186	10/21/2021	Premier Chevrolet of Carlsbad	343.47	Vehicle Service - #126
	10/21/2021	Premier Chevrolet of Carlsbad	1,270.67	Vehicle Service - #156
56187	10/21/2021	PRUDENTIAL OVERALL SUPPLY	123.35	Weekly Uniform/Laundry Service 10/07/21
	10/21/2021	PRUDENTIAL OVERALL SUPPLY	109.02	Weekly Uniform/Laundry Service 10/14/21
56188	10/21/2021	QUADIENT FINANCE USA, INC	14.80	Neoshipment Postage 09/13/21 & 09/17/21
56189	10/21/2021	ROBERT PARADOWSKI	1,270.92	Lateral Reimbursement-3329 Piragua St, Carlsbad CA 92009
56190	10/21/2021	SAN DIEGO EMPLOYERS ASSOCIATION	659.00	SDEA Annual Membership Renewal FYE2022
56191	10/21/2021	SAN DIEGO GAS & ELECTRIC	3,763.41	Electric @ Admin
	10/21/2021	SAN DIEGO GAS & ELECTRIC	13,820.98	Electric @ BPS
	10/21/2021	SAN DIEGO GAS & ELECTRIC	879.36	Electric @ E Estates PS
	10/21/2021	SAN DIEGO GAS & ELECTRIC	923.14	Electric @ La Costa PS
	10/21/2021	SAN DIEGO GAS & ELECTRIC	5,894.57	Electric @ LPS
	10/21/2021	SAN DIEGO GAS & ELECTRIC	172.34	Electric @ RV PS
	10/21/2021	SAN DIEGO GAS & ELECTRIC	790.42	Electric @ Saxony PS
	10/21/2021	SAN DIEGO GAS & ELECTRIC	365.55	Electric @ VP5 PS
	10/21/2021	SAN DIEGO GAS & ELECTRIC	205.77	Electric @ VP7 PS
	10/21/2021	SAN DIEGO GAS & ELECTRIC	162.36	Gas @ Admin
56192	10/21/2021	SAN DIEGO UNION TRIBUNE	407.00	Bids Notice SDT 17446151
56193	10/21/2021	SAN DIEGO UNION TRIBUNE	158.79	Newspaper Delivery
56194	10/21/2021	SOUTHERN CONTRACTING COMPANY	540.00	LPS-Change Parameters in P4 & P5 VFDs

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
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From 10/8/2021 Through 11/4/2021

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56195	10/21/2021	SPACELINK/I2B NETWORK	1,122.55	Camera Repair
	10/21/2021	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 10/14/21-11/13/21
56196	10/21/2021	STAPLES	177.42	Office Supplies
	10/21/2021	STAPLES	(4.31)	Office Supplies - Credit
	10/21/2021	STAPLES	210.63	Office Supplies / Surge Protector-La Costa PS
56197	10/21/2021	STAPLES TECHNOLOGY SOLUTIONS	2,379.76	HP Designjet T1650 36" Large Format Printer
	10/21/2021	STAPLES TECHNOLOGY SOLUTIONS	(123.47)	HP Designjet T1650 36" Large Format Printer-Shipping Waived
56198	10/21/2021	TERMINIX PROCESSING CENTER	82.00	Pest Control 09/13/21
56199	10/21/2021	TIM BESTAMENTE	80.00	Building Maintenance
56200	10/21/2021	TIM ESCHER	3,000.00	Lateral Reimbursement-1694 Noma Lane, Encinitas CA 92024
56201	10/21/2021	UNIFIRST FIRST AID CORP	83.03	First Aid Supplies
	10/21/2021	UNIFIRST FIRST AID CORP	410.16	First Aid Supplies - Delux Truck Kits (4)
56202	10/21/2021	UPS	13.88	Shipping 10/18/21
56203	10/21/2021	VERIZON WIRELESS	1,046.62	Cell Phones 09/18/21-10/07/21
56204	10/21/2021	WATEREUSE ASSOCIATION	2,205.00	FYE2022 Membership Renewal
56205	10/25/2021	L&L PRINTERS	4,222.61	Downstream Newsletter Postage
56206	10/28/2021	AIRGAS USA LLC	1,545.02	Liquid Oxygen Contract
56207	10/28/2021	ALPHAGRAPHICS	46.19	Annual Financial Report Covers
56208	10/28/2021	AT&T	190.40	Phone Service - BPS 09/10/21-10/09/21
56209	10/28/2021	CITY OF CARLSBAD	221.96	Water @ 1900 La Costa Ave
	10/28/2021	CITY OF CARLSBAD	153.40	Water @ 1960 La Costa Ave
	10/28/2021	CITY OF CARLSBAD	32.14	Water @ Fire Line
56210	10/28/2021	DAVIS FARR LLP	15,000.00	Audit Services for FYE 2021
56211	10/28/2021	DETECTION INSTRUMENTS CORP	424.71	Calibrations @ LPS
56212	10/28/2021	DEXTER WILSON ENGINEERING	7,132.00	General Engineering 103-500 September 2021
56213	10/28/2021	ENCINA WASTEWATER AUTHORITY	852,402.15	1st Quarter FYE 2022 Billing - Capital
	10/28/2021	ENCINA WASTEWATER AUTHORITY	542,908.39	1st Quarter FYE 2022 Billing - O/M
	10/28/2021	ENCINA WASTEWATER AUTHORITY	3,530.75	AWT Lab Reports
56214	10/28/2021	HAAKER EQUIPMENT CO	98.25	Repairs / Maintenance for Vactors
56215	10/28/2021	INTERSTATE BATTERIES OF SAN DIEGO	142.26	Batteries
56216	10/28/2021	LEE'S LOCK & SAFE	566.20	PadLocks (42)
56217	10/28/2021	MALLORY SAFETY AND SUPPLY	116.37	Safety Supplies - Disposable Masks
56218	10/28/2021	MAVTECK	15,500.00	Encinitas Estates PS Replace Project September 2021
	10/28/2021	MAVTECK	2,040.00	FY2020 Gravity/Quebrada Realignment Project Aug-Sept 2021
	10/28/2021	MAVTECK	2,625.00	FY2021 CIPP Pipe Lining Project Aug-Sept 2021
56219	10/28/2021	OLIVENHAIN MUNICIPAL WATER DIS...	53.63	Water @ VP5 PS
56220	10/28/2021	PACIFIC RIM MECHANICAL	1,568.00	HVAC Repairs - BPS
	10/28/2021	PACIFIC RIM MECHANICAL	543.00	Replace CHW Piping Pressure Guages
56221	10/28/2021	PLUMBERS DEPOT, INC	30.72	CCTV Van Repairs
56222	10/28/2021	PRUDENTIAL OVERALL SUPPLY	121.45	Weekly Uniform/Laundry Service 10/21/21
56223	10/28/2021	SAN DIEGO GAS & ELECTRIC	128.32	Electric @ Avocada PS
	10/28/2021	SAN DIEGO GAS & ELECTRIC	1,449.31	Electric @ AWT
	10/28/2021	SAN DIEGO GAS & ELECTRIC	458.61	Electric @ Diana PS

Leucadia Wastewater District
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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56224	10/28/2021	STAPLES	194.98	Office Supplies
	10/28/2021	STAPLES	(11.36)	Office Supplies - Credit
56225	10/28/2021	SWRCB-DWOCB	55.00	Water Distribution Operator Certification Renewal-M Gonzalez
56226	10/28/2021	TERMINIX PROCESSING CENTER	60.00	Pest Control 10/13/21
56227	10/28/2021	U.S. BANK	2,442.93	Cal Card Purchases - Statement 10/22/21
56228	10/28/2021	UNIFIRST FIRST AID CORP	581.86	First Aid Supplies
56229	10/28/2021	WATCHMAN SAFETY CONSULTING	2,200.00	Confined Space Training & Fall Protection
56230	10/28/2021	WORDEN WILLIAMS LLP	4,725.00	Legal Services - September 2021
56231	11/4/2021	ADS LLC	4,655.00	Flow Metering / Data Analysis - October 2021
	11/4/2021	ADS LLC	1,340.00	Meter Maintenance / Data Delivery ECHO - October 2021
56232	11/4/2021	ADT/PROTECTION 1	165.00	Security Services 11/17/21-12/16/21
56233	11/4/2021	AZTEC LEASING, INC	530.88	Copier Lease - October 2021
56234	11/4/2021	BAJA POOL AND SPA SERVICE	150.00	Weekly Maintenance of Fountain - November 2021
56235	11/4/2021	Brightview Landscape Services Inc	304.00	Landscape Maintenance @ Encinitas Creek - November 2021
	11/4/2021	Brightview Landscape Services Inc	857.00	Landscape Maintenance @ LWD Admin - November 2021
56236	11/4/2021	CLIFTONLARSONALLEN LLP	11,648.00	Accounting Services - October 2021
56237	11/4/2021	COLONIAL LIFE INS	169.72	Accident/Critical Illness Insurance 10/06/21 & 10/20/21
56238	11/4/2021	CONFIDENCE CONSULTING	4,590.29	All Staff Training
56239	11/4/2021	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 10/22/21-11/21/21
	11/4/2021	COX COMMUNICATIONS SAN DIEGO	526.10	Phone Service 10/18/21-11/17/21
56240	11/4/2021	CWEA	106.00	CSM Grade 4 Certification Renewal - I Riffel
56241	11/4/2021	DATA NET SOLUTIONS GROUP	1,458.00	Monthly Server Service - October 2021
56242	11/4/2021	DKF SOLUTIONS GROUP, LLC	300.00	MSO Subscription - November 2021
56243	11/4/2021	HAAKER EQUIPMENT CO	36.64	Repairs / Maintenance for Vactors - Lifter Bolt
56244	11/4/2021	HARTFORD LIFE & ACCIDENT INS.	439.50	Life Insurance - November 2021
56245	11/4/2021	HI-WAY SAFETY, INC	111.79	Signs / Barricades
56246	11/4/2021	HUMANA DENTAL INS.	3,288.05	Dental Insurance - November 2021
56247	11/4/2021	ICMA RETIREMENT-303979	5,237.78	Deferred Comp for PPE 10/31/21
56248	11/4/2021	MAVTECK	15,250.00	Encinitas Estates PS Replace Project - October 2021
56249	11/4/2021	MES VISION	403.35	Vision Insurance - November 2021
56250	11/4/2021	MESA REPROGRAPHICS	23.00	Email/Upload Files-FY22 Gravity Sewer Repairs Adden
56251	11/4/2021	MUTUAL OF OMAHA	1,277.91	Disability Insurance - November 2021
56252	11/4/2021	NATIONWIDE RETIREMENT SOLUTIONS	150.00	Deferred Comp 11/03/21
56253	11/4/2021	PRUDENTIAL OVERALL SUPPLY	108.52	Weekly Uniform/Laundry Service 10/28/21
56254	11/4/2021	Quench USA Inc	136.85	Drinking Water Service 10/19/21-11/18/21
56255	11/4/2021	RANCHO SANTA FE SECURITY SYSTEMS	258.00	Burglar/Fire Alarm System Qtrly Billing 11/01/21-01/31/22

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
56256	11/4/2021	RISING TIDE PARTNERS	6,699.00	Public Outreach - October 2021
56257	11/4/2021	SOUTHERN CONTRACTING COMPANY	3,750.00	Portable Generator Cables for Emergency Bypass Pumping-LPS
	11/4/2021	SOUTHERN CONTRACTING COMPANY	8,000.00	Spare Hydorranger Transducers
56258	11/4/2021	STAPLES	184.24	Office Supplies
56259	11/4/2021	UNDERGROUND SERVICE ALERTS/C	214.60	Monthly Underground Alarm Service
	11/4/2021	UNDERGROUND SERVICE ALERTS/C	120.93	Monthly Underground State Fees
56260	11/4/2021	UNIFIRST FIRST AID CORP	268.84	First Responder Kit Soft Pack
56261	11/4/2021	UPS	61.55	Shipping 10/14/21 & 10/21/21
56262	11/4/2021	WASTE MANAGEMENT	264.34	Trash Service - October 2021
Report Total			2,049,220.13	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 10/8/2021 Through 11/4/2021

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	10/22/2021	56227	128.22	4810	MEMBERSHIP & DUES	Amazon Prime Membership
U.S. BANK	API	10/22/2021	56227	192.00	4810	MEMBERSHIP & DUES	CWEA Membership - JM
U.S. BANK	API	10/22/2021	56227	266.47	4910	OFFICE SUPPLIES	Office Supplies - Tab Folders
U.S. BANK	API	10/22/2021	56227	20.00	4930	SUBSCRIPTIONS	E-Newsletter
U.S. BANK	API	10/22/2021	56227	9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud - PB
U.S. BANK	API	10/22/2021	56227	40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom Cloud
U.S. BANK	API	10/22/2021	56227	312.00	5040	Safety Supplies & Services	Datco
U.S. BANK	API	10/22/2021	56227	733.69	5310	ADVERTISING	Job Advertisement
U.S. BANK	API	10/22/2021	56227	150.00	5530	BUILDINGS & GROUNDS	eWaste Disposal Fee
U.S. BANK	API	10/22/2021	56227	53.86	5540	VEHICLES	Battery Charger
U.S. BANK	API	10/22/2021	56227	56.45	5540	VEHICLES	Smog Check - Vehicle # 151
U.S. BANK	API	10/22/2021	56227	56.45	5540	VEHICLES	Smog Check - Vehicle # 155
U.S. BANK	API	10/22/2021	56227	56.45	5540	VEHICLES	Smog Check - Vehicle # 164
U.S. BANK	API	10/22/2021	56227	162.11	5710	TRAINING, EDUCATION & CONFERNC	FS Training Lunch
U.S. BANK	API	10/22/2021	56227	50.24	5710	TRAINING, EDUCATION & CONFERNC	Lunch with SFID
U.S. BANK	API	10/22/2021	56227	125.00	5910	TELEPHONE	Webhosting
U.S. BANK	API	10/22/2021	56227	30.00	5910	TELEPHONE	Wifi

Transaction Total 2,442.93

Report
Opening/Current
Balance

Report Transaction
Totals

2,442.93

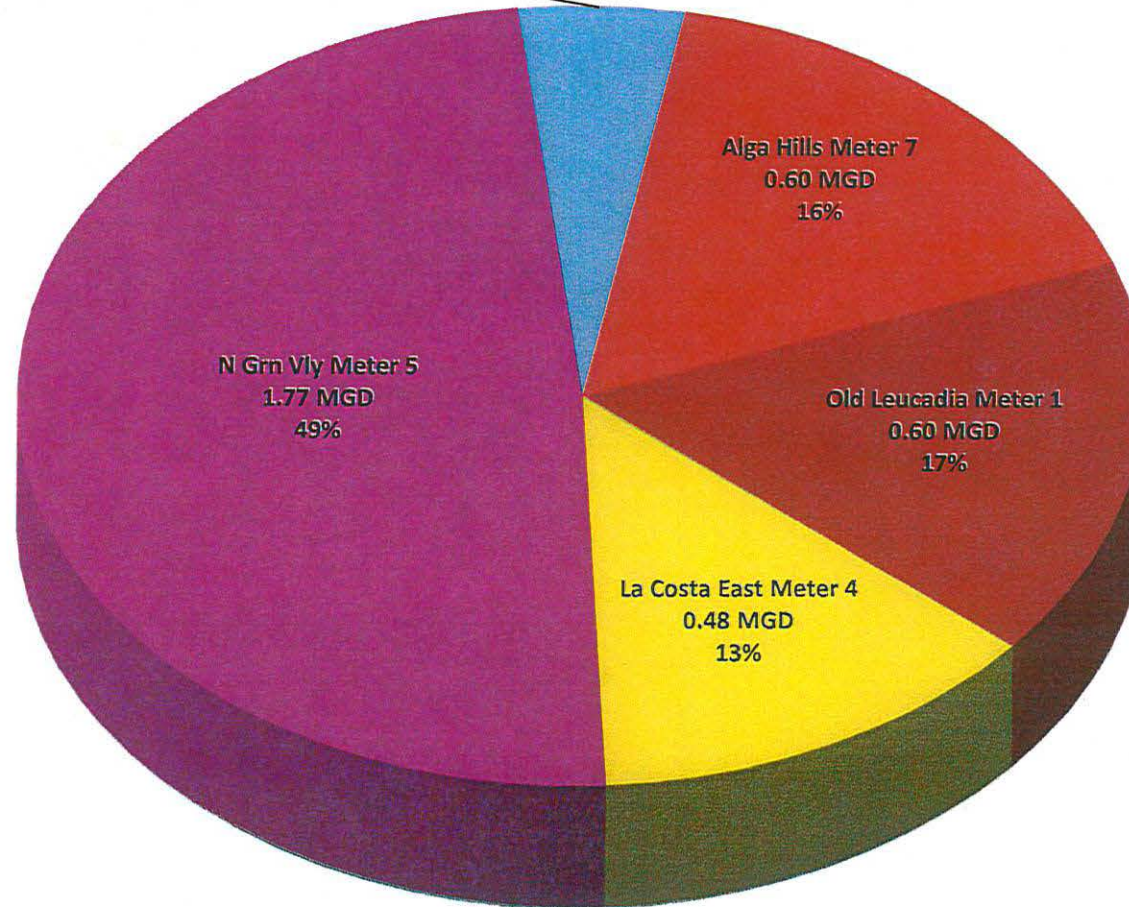
Report Current Balances

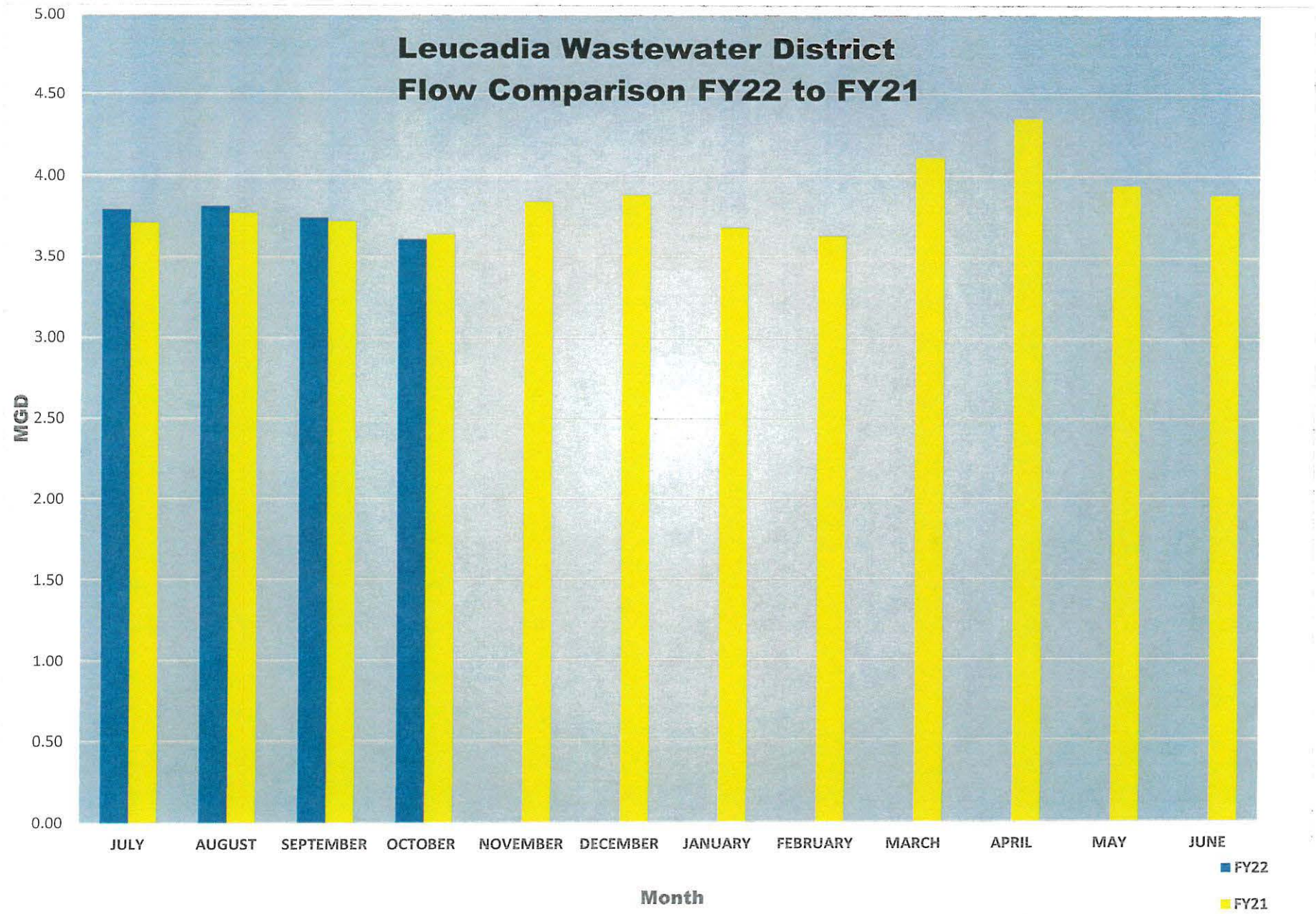
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2022 (July 2021 - June 2022)**

CURRENT MONTH - October 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	1.34	111.91	1.25	3.61	125.51	14.49	3.81
YTD			28,761.89				
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	1.72	459.71	26.95			142.96	
Mo Average	0.43	114.93	6.74	3.74	129.96	35.74	3.83

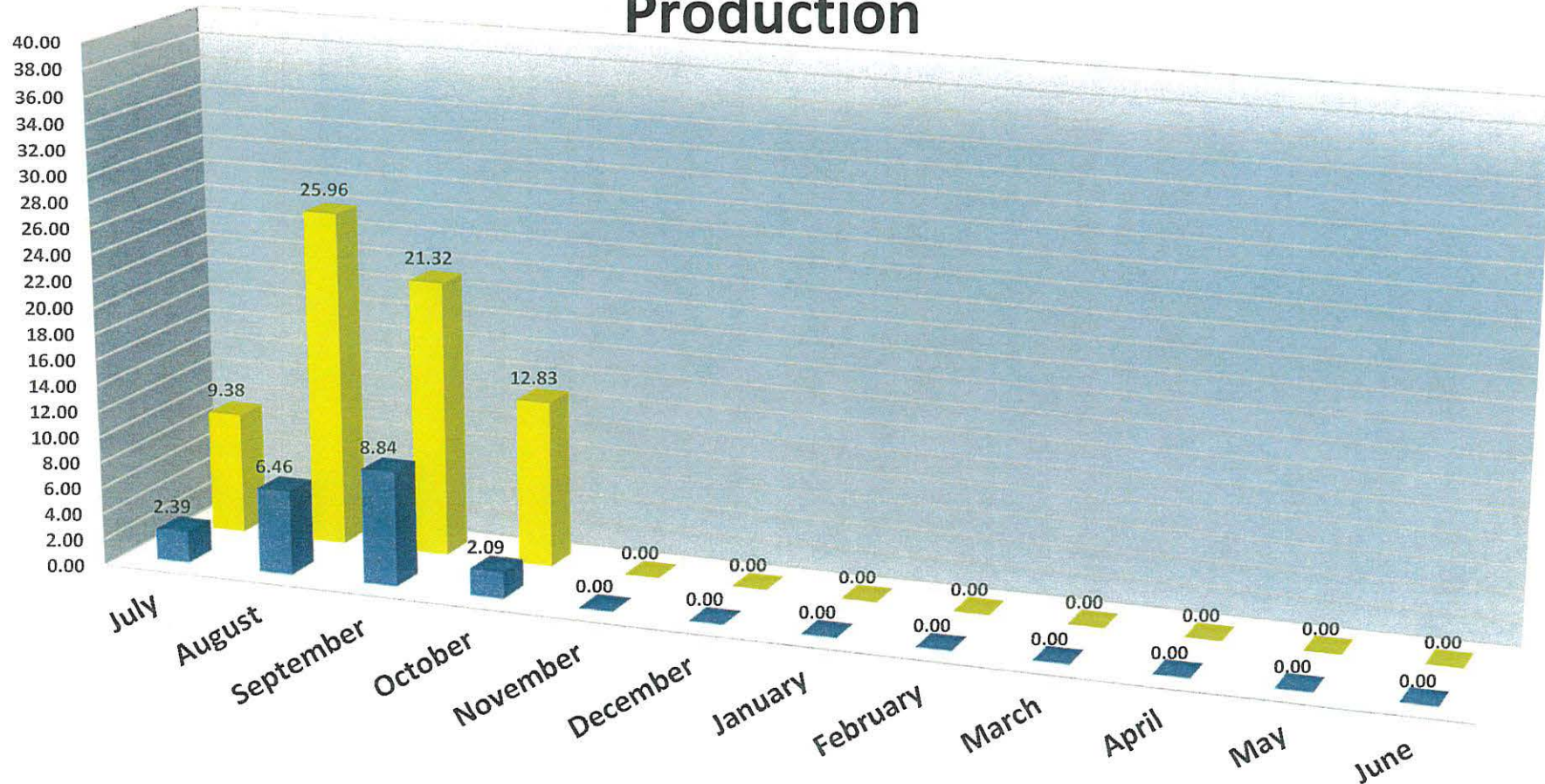
**LWD Flows by Sub-Basin
October 2021
Total LWD Flow 3.62 MGD**

Saxony Meter
6
0.17 MGD
5%





FY-22 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 19.8 Miles)

■ Hydro Cleaning (YTD 69.5 Miles)

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	30.00	7.50	37.50	
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	171.00	31.50	202.50	
YTD Monthly Avg	42.75	7.88	50.63	

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	2.00	0.00	2.00	
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	6.00	5.00	11.00	
YTD Monthly Avg	3.00	5.00	5.50	

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Operations and Administration Training Report

October 2021

Training & Safety Events for the month October 2021

Hours

Description	Ops	Admin	Total
CSRMA Hot Spot/High Frequency Cleaning	10.0	0.0	10.0
CSRMA Jet Rodding (Hydro Jetting)	1.0	0.0	1.0
CSRMA Workplace Violence	4.0	4.0	8.0
Emergency Action Plan	4.0	1.0	5.0
Emergency Evacuation Drill (Earthquake)	6.0	2.5	8.5
Reasonable Suspicion of Alcohol for Supervisors	1.0	0.0	1.0
Reasonable Suspicion of Drugs for Supervisors	1.0	0.0	1.0
Water Industry: Backflow Prevention	1.0	0.0	1.0
Water Industry: Corrosion Control	1.0	0.0	1.0
Water Industry: Maintenance on Pumps, Motors and Circuits	1.0	0.0	1.0
	0.0	0.0	0.0
Total Training Hours	30.0	7.5	37.5

Conferences for the month of October 2021

Attendees

Description	Ops	Admin	Total
Sewer Summit (Virtual)	2	0	2
Total Attended Conferences	2	0	2

Notes:

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

Leucadia Wastewater District

Balance Sheet

As of 10/31/2021

	Amount
Assets	
Cash & Investments	24,242,147.80
Accounts Receivables	145,170.98
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	<u>147,141,431.32</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,344,994.00
OPEB Health Deferred Outflows	86,509.00
Total Deferred Outflows	<u>1,431,503.00</u>
Total Assets & Deferred Outflows	<u>148,572,934.32</u>
Liabilities	
Accounts Payable & Accrued Expenses	747,796.88
Developer Deposits	83,215.09
Net Pension Liability	4,523,924.00
Total Liabilities	<u>5,354,935.97</u>
Deferred Inflows	
PERS Pension Deferred Inflows	181,483.00
OPEB Health Deferred Inflows	6,794.00
Total Deferred Inflows	<u>188,277.00</u>
Net Position	
Beginning Net Position (as of June 30, 2021)	
Investment in Capital Assets	119,956,318.25
Reserves	26,711,648.62
Total Beginning Net Position (as of June 30, 2021)	<u>146,667,966.87</u>
Current Change In Net Position	
Other	(3,638,245.52)
Total Current Change In Net Position	<u>(3,638,245.52)</u>
Total Net Position	<u>143,029,721.35</u>
Total Liabilities, Deferred Inflows & Net Position	<u>148,572,934.32</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2021 Through 10/31/2021

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

OPERATING REVENUES

3110 Sewer Service Fees	\$ 192,700.51	\$10,879,991.00	\$10,687,290.49	1.8%
3150 Recycled Water Sales	201,555.55	350,000.00	148,444.45	57.6%
3100 Misc. Operating Revenue	21,157.75	180,599.00	159,441.25	11.7%
TOTAL OPERATING REVENUES	\$ 415,413.81	\$11,410,590.00	\$10,995,176.19	3.6%

OPERATING EXPENSES

4100 Salaries	\$ 615,614.52	\$ 2,063,646.00	\$ 1,448,031.48	29.8%
4200 Employee Benefits	298,051.73	1,561,018.00	1,262,966.27	19.1%
4300 Directors Expense	26,690.06	129,100.00	102,409.94	20.7%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	12,066.59	45,000.00	32,933.41	26.8%
4700 Insurance Expense	39,028.34	179,800.00	140,771.66	21.7%
4800 Memberships	17,345.39	36,925.00	19,579.61	47.0%
4900 Office Expense	52,168.07	169,500.00	117,331.93	30.8%
5000 Operating Supplies	22,128.07	147,500.00	125,371.93	15.0%
5200 Professional Services	139,951.48	600,000.00	460,048.52	23.3%
5300 Printing & Publishing	8,117.28	29,600.00	21,482.72	27.4%
5400 Rents & Leases	21,693.20	24,200.00	2,506.80	89.6%
5500 Repairs & Maintenance	94,074.45	559,100.00	465,025.55	16.8%
5600 Monitoring & Permits	11,498.50	74,300.00	62,801.50	15.5%
5700 Training & Development	10,834.45	49,500.00	38,665.55	21.9%
5900 Utilities	138,510.88	468,900.00	330,389.12	29.5%
6100 LAFCO Operations	7,257.17	7,700.00	442.83	94.2%
6200 Encina Operating Expense	816,722.39	2,677,900.00	1,861,177.61	30.5%
6900 Admin O/H alloc to Capital	(44,755.05)	(192,796.00)	(148,040.95)	23.2%
TOTAL OPERATING EXPENSES	\$ 2,286,997.52	\$ 8,660,893.00	\$ 6,373,895.48	26.4%

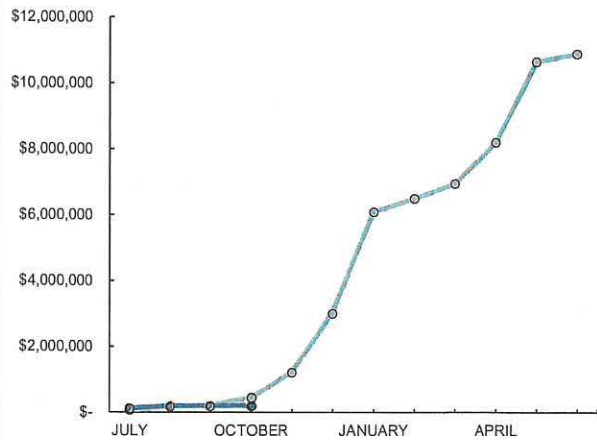
NON-OPERATING REVENUES

3130 Capacity Fees	\$ 41,984.25	\$ 162,848.00	\$ 120,863.75	25.8%
3220 Property Taxes	51,845.80	1,988,000.00	1,936,154.20	2.6%
3250 Investment Income	100,364.87	316,000.00	215,635.13	31.8%
3290 Misc. Non Op Revenue	80,532.63	127,300.00	46,767.37	63.3%
TOTAL NON-OPERATING REVENUES	\$ 274,727.55	\$ 2,594,148.00	\$ 2,319,420.45	10.6%

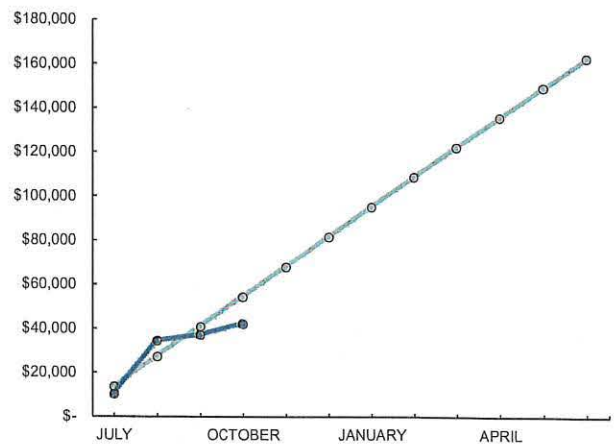
Leucadia Wastewater District Revenue FY2022

YTD through October 31, 2021

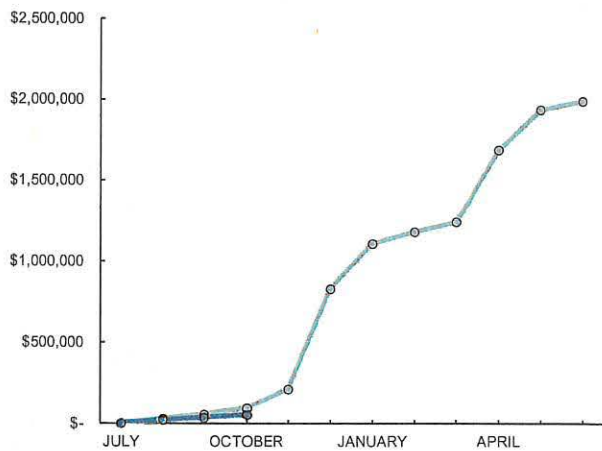
Sewer Service Fees



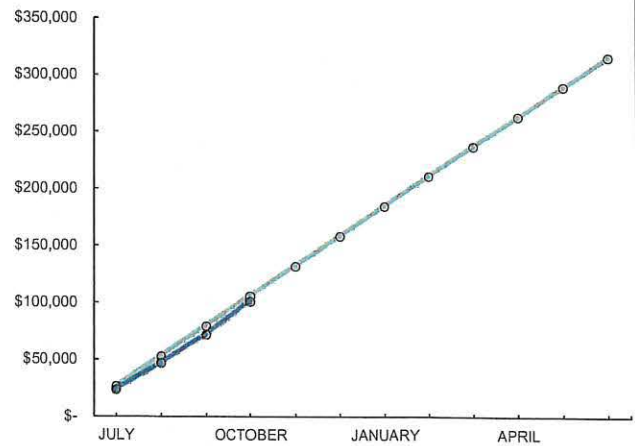
Capacity Charges



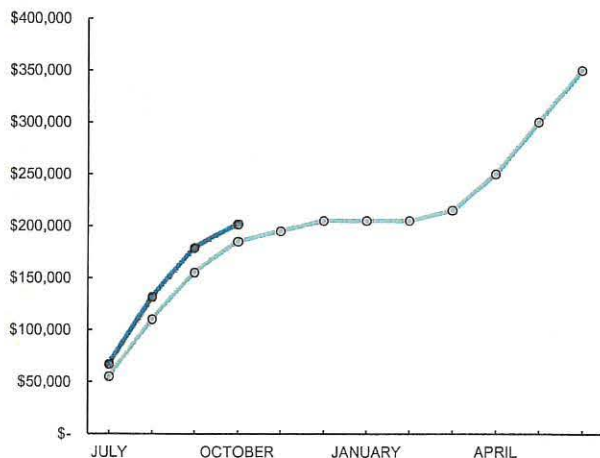
Property Taxes



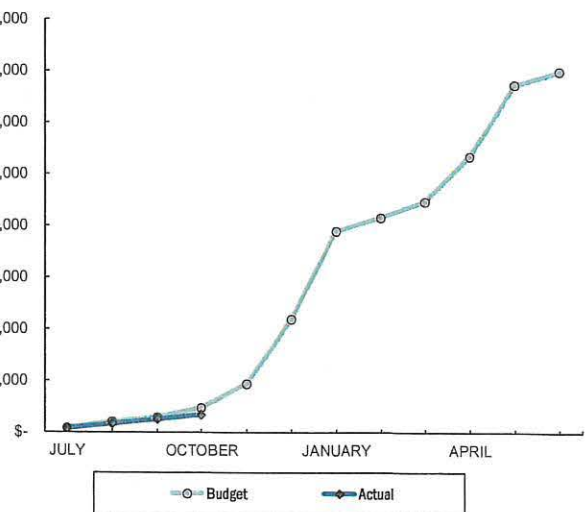
Investment Income



Recycled Wastewater Sales



Total Revenue

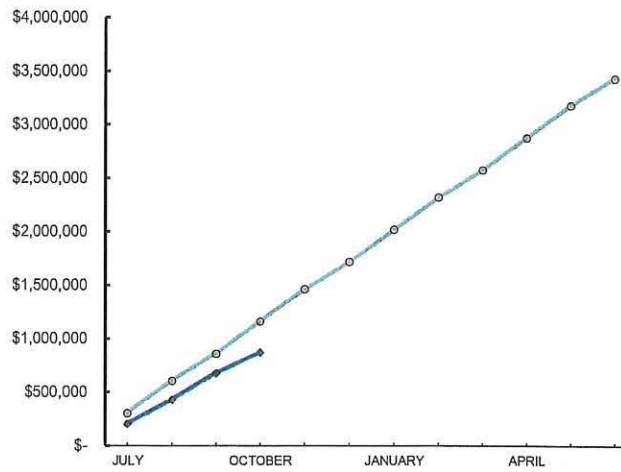


* Preliminary: subject to future review, reconciliation, accruals, and audit

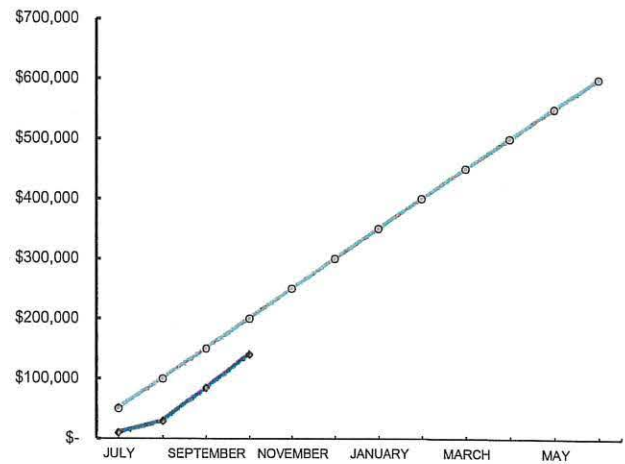
Leucadia Wastewater District Operating Expenses FY2022

YTD through October 31, 2021

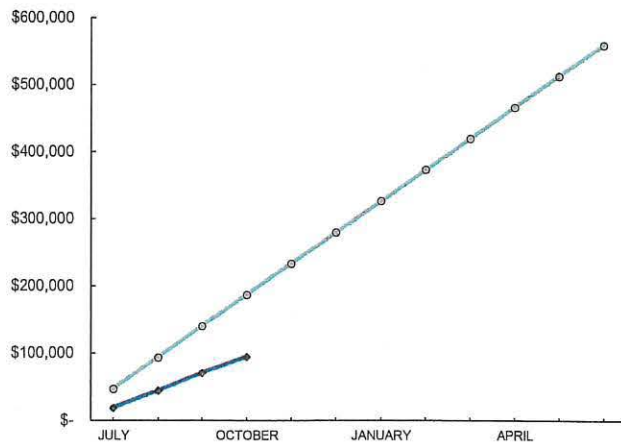
Salaries and Benefits



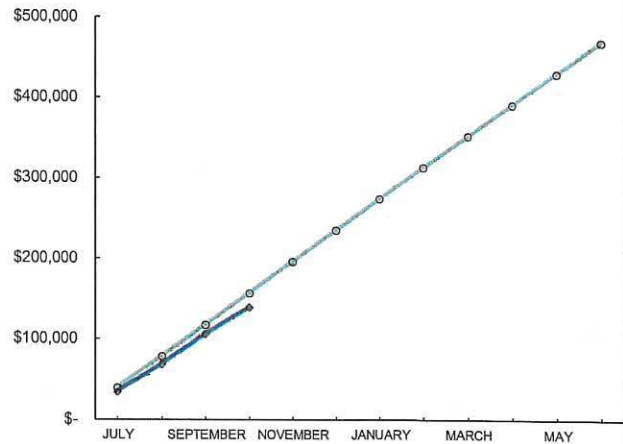
Professional Services



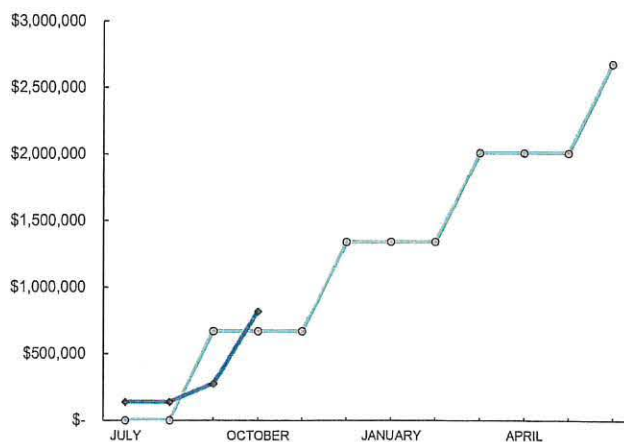
Repairs & Maintenance



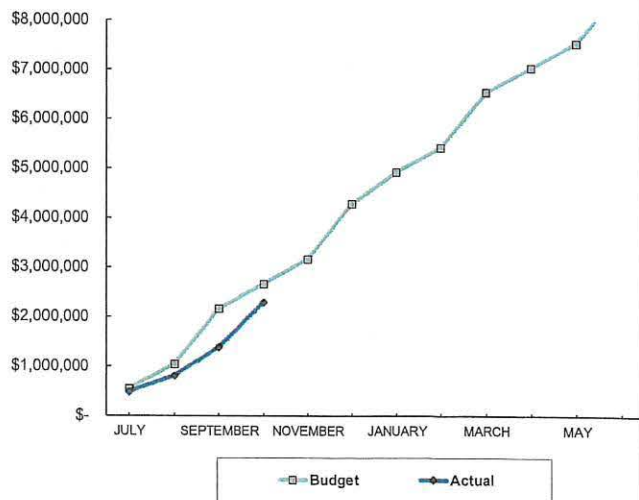
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

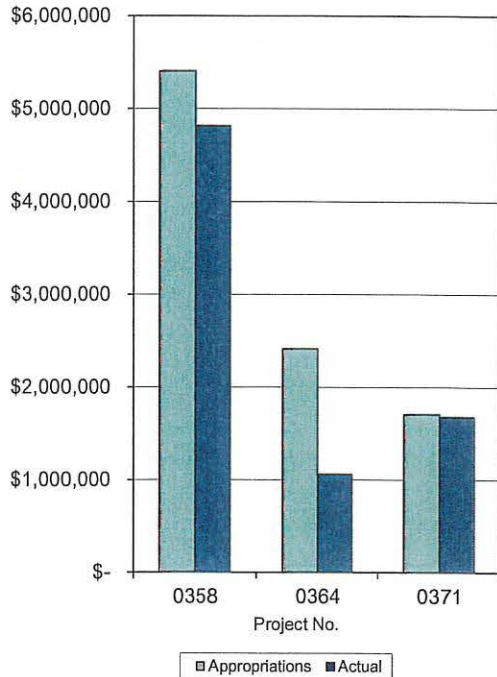


* Preliminary: subject to future review, reconciliation, accruals, and audit

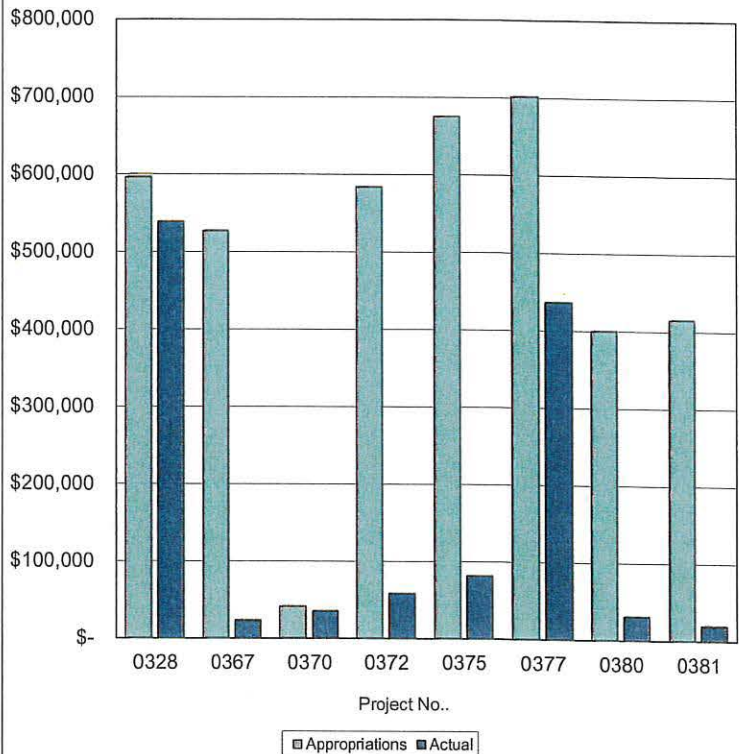
Leucadia Wastewater District Capital Expenditures

As of October 31, 2021

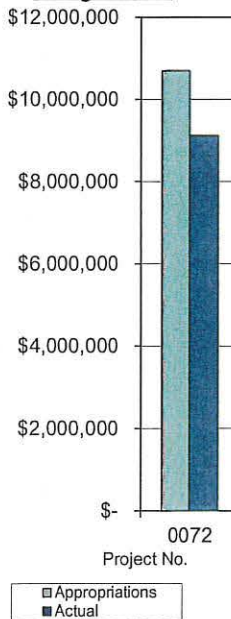
District Multi Year Capital Expenditures by Project (>\$1.1M) Through FY2022



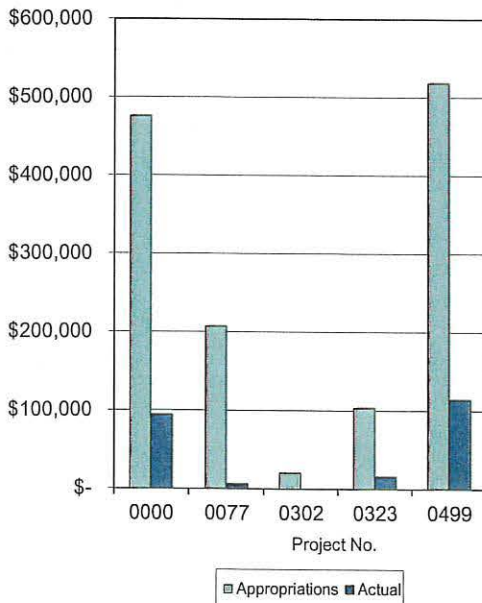
District Multi Year Capital Expenditures by Project (<\$1.1M) Through FY2022



District's Share of Encina WPCF Capital Exp Through FY2022



Single Year Capital Expenditures by Project FY2022



Project Legend

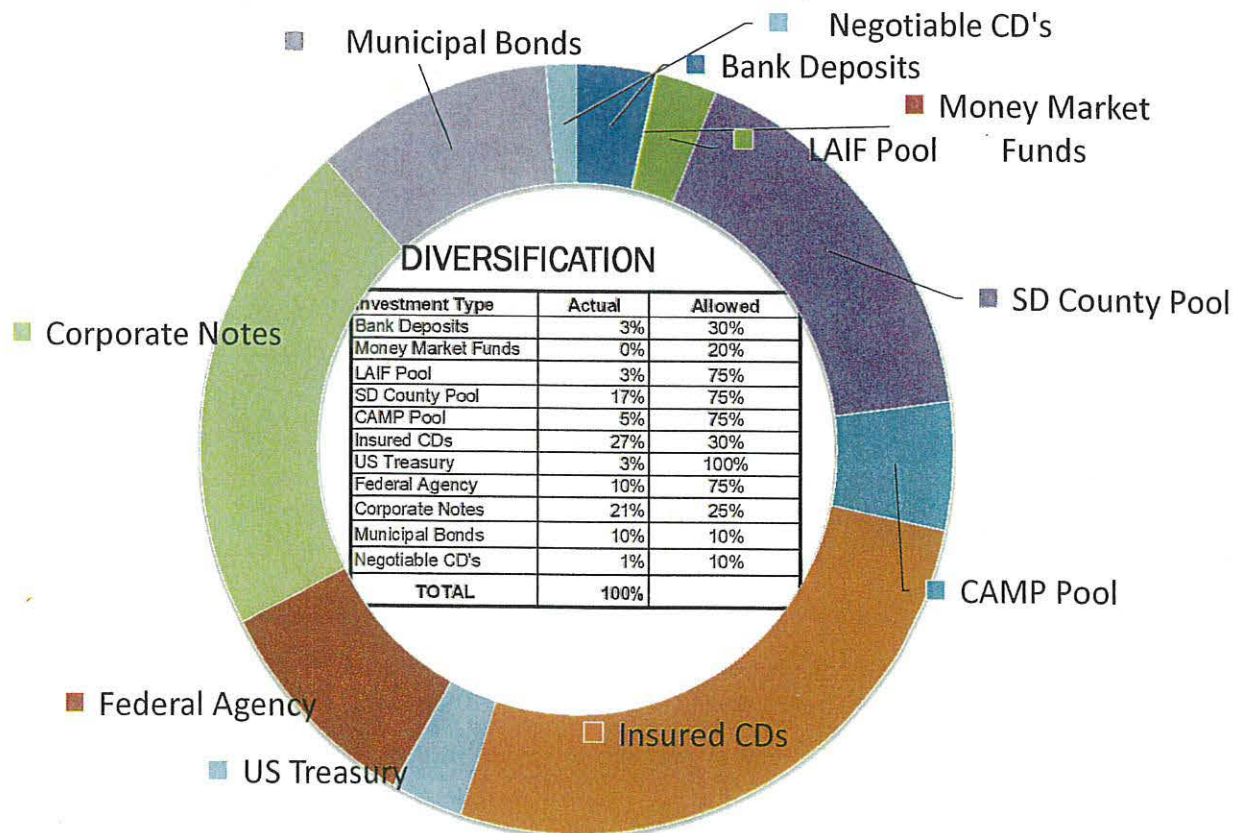
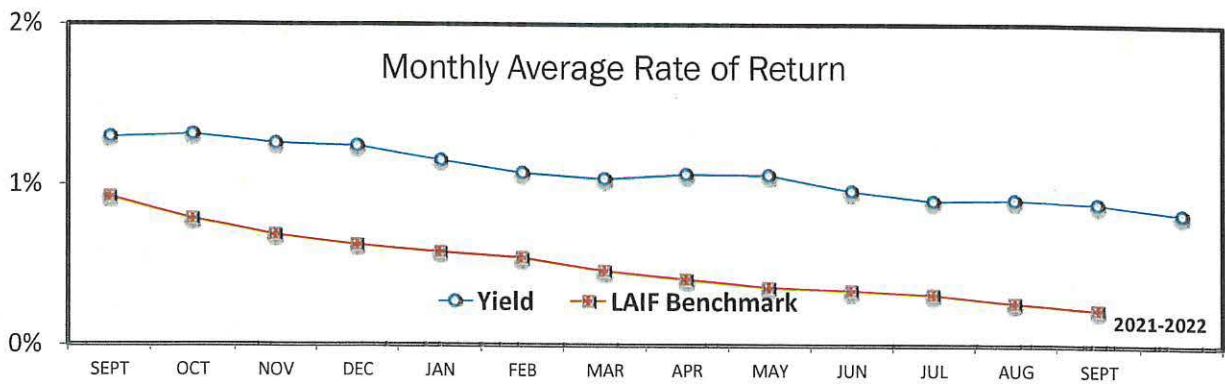
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Leucadia Pump Station Rehabilitation	0358
Encinitas Estates Pump Station Rplcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Rplcmnt	0367
Pump Station Assessment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

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

st to future review, reconciliation, accruals, and audit

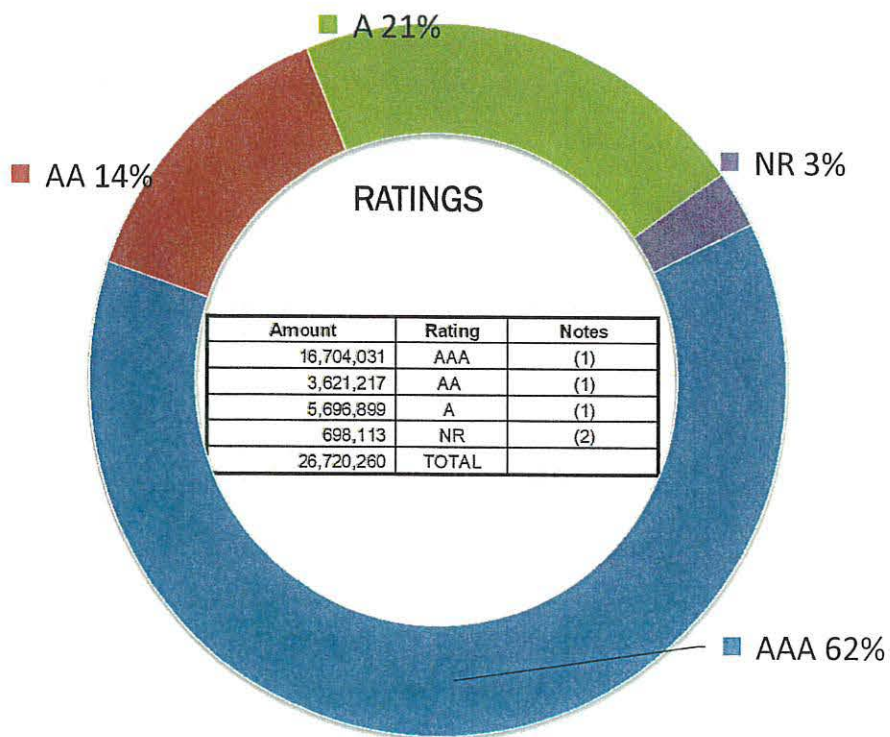
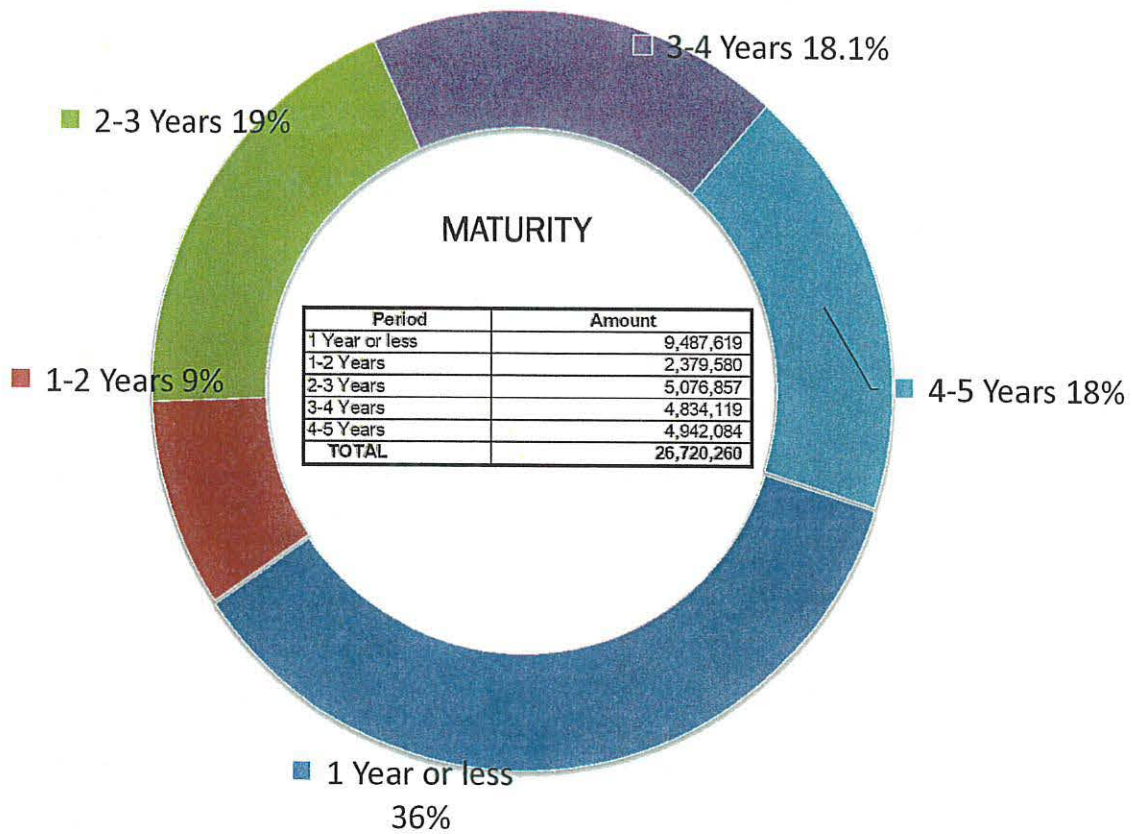
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2021

Cash Equivalents & Investments	Principal (Original Cost)		September Interest	Average Rate
	Aug 31, 2021	Sep 30, 2021		
Pacific Premier Bank Reserves	\$ 1,728,369	\$ 906,255	\$ 5	0.010%
TVI Dreyfus Money Market	151,477.70	10,527	\$ 4	0.030%
LAIF Pool	998,113	698,113	146	0.206%
SD County Pool	4,516,716	4,516,716	2,785	0.740%
CAMP Pool	1,119,314	1,433,739	12	0.050%
Certificates of Deposit - Insured	6,871,000	7,120,000	6,763	1.336%
US Treasury Notes	569,852	810,199	218	1.140%
Federal Agency Notes	2,844,450	2,544,450	1,380	0.712%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	5,618,823	5,578,371	4,429	1.175%
Negotiable CD's	350,000	350,000	540	1.850%
Totals	\$ 27,520,003	\$ 26,720,260	\$ 18,465	0.817%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2021

(Continued)

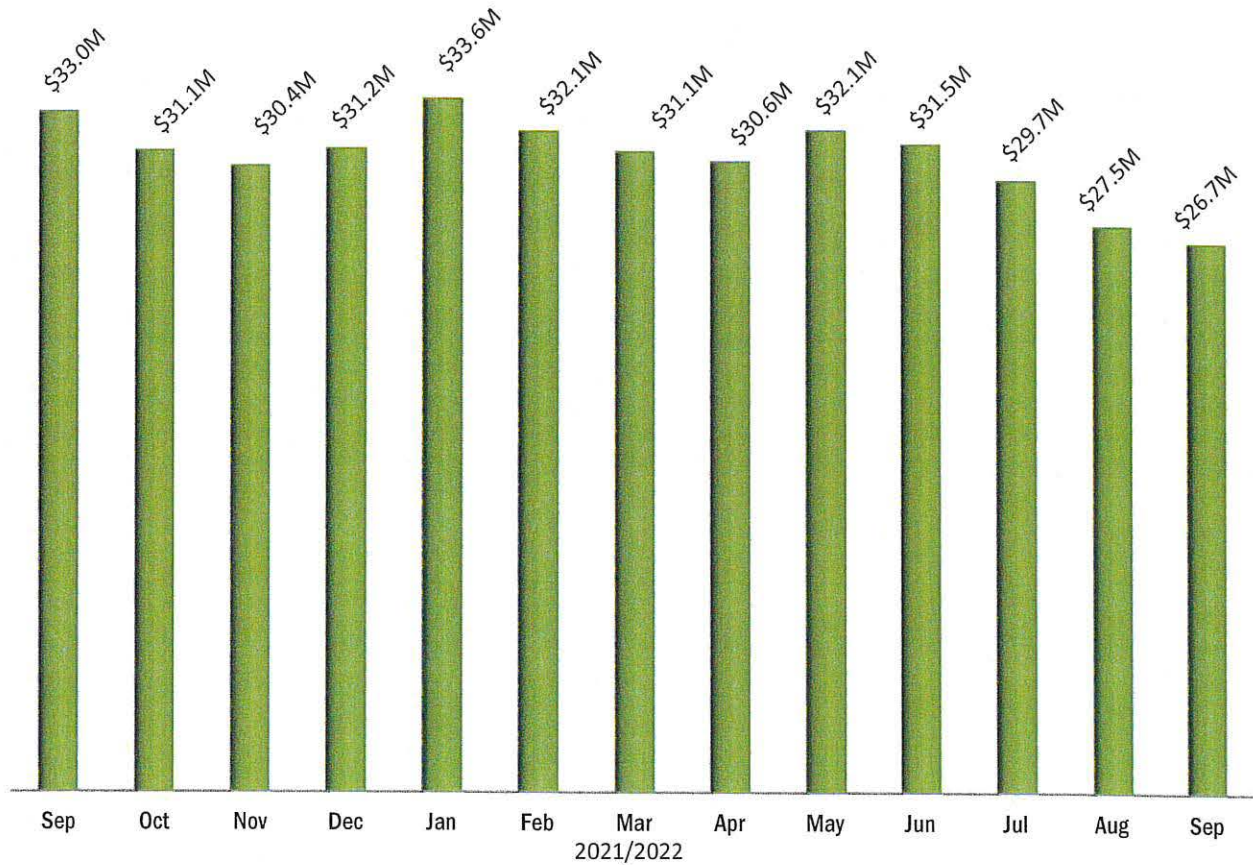


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2021

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Pentagon Federal CR UN	249,000		9/29/2026	70962LAS1	0.90%	
US Treasury Note	240,348		8/15/2026	912833PA2	0.80%	
FHLB Notes (called)		300,000	3/17/2026	3130ALM92	0.95%	
FHLB (called)		300,000	6/30/2026	3130AMXC1	1.05%	
FHLB (callable)	300,000		9/30/2026	3130ANYN4	1.00%	
American Honda Finance		300,000	9/9/2021	02665WBG5	2.93%	
B of A Corp Note	250,605		9/10/2026	06048WN63	1.100%	


TOTAL

\$	1,039,953	\$	900,000
----	-----------	----	---------

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

MEMORANDUM

Ref: 22-7773

DATE: November 4, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

rad:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY

09-30-2021

SUMMARY OF CASH & INVESTMENTS at September 30, 2021

SEE QUARTERLY TREASURER'S REPORT FOR DETAILS

ASSETS	PAR VALUE 9/30/2021	AMORTIZED COST 9/30/2021	% OF TOTAL		MARKET VALUE 9/30/2021
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 906,255	\$ 906,255	3%	30%	\$ 906,255
MONEY MARKET FUNDS	\$ 10,527	\$ 10,527	0%	20%	\$ 10,527
LAIF - STATE INVESTMENT POOL	\$ 698,113	\$ 698,113	3%	75%	\$ 698,025
SAN DIEGO COUNTY INVESTMENT POOL	\$ 4,516,716	\$ 4,516,716	17%	75%	\$ 4,491,000
CAMP - JPA INVESTMENT POOL	\$ 1,433,739	\$ 1,433,739	5%	75%	\$ 1,433,739
FEDERAL AGENCY SECURITIES	\$ 2,250,000	\$ 2,247,340	9%	75%	\$ 2,242,883
US TREASURY BONDS/NOTES	\$ 800,000	\$ 807,879	3%	100%	\$ 803,464
CORPORATE NOTES	\$ 5,450,000	\$ 5,531,924	21%	25%	\$ 5,510,610
NEGOTIABLE CERTIFICATES OF DEPOSIT	\$ 350,000	\$ 350,000	1%	10%	\$ 355,197
INSURED CERTIFICATES OF DEPOSIT	\$ 7,120,000	\$ 7,120,000	27%	30%	\$ 7,222,099
TOTAL CASH & INVESTMENTS	\$ 26,205,350	\$ 26,374,383	100%		\$ 26,397,543

As of September 30, 2021

QUARTERLY RESULTS



Cash & Investments

\$26.4M



Avg Days to Maturity

793



Change in Cash & Inv

-\$5.05M



Interest Earned

\$62K



Average Return

0.9%



LAIF Benchmark

0.2%

MEMORANDUM

DATE: November 4, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **October 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 October 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 October 2021 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
October 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
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Shuttle									
	Tips									
	Fuel/mileage/rental car									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes : There were no conferences in the month of October 2021.

Encina Wastewater Authority Report
Regular Board Meeting
October 27, 2021

EWA Board of Directors - Director Sullivan Reporting

1. Continue Virtual Meetings

The Board of Directors authorized the continuation of virtual meetings under Assembly Bill 361 (AB 361).

2. Scope Expansion Change Order for the Climate Control Upgrades for the Cogeneration Building Project

The Board of Directors authorized the General Manager to execute a scope expansion change order with West Coast Air-Conditioning Co., in the amount of \$464,283 for climate control upgrades at the Cogeneration Building Project for concrete and air intake plenum repairs.

3. Award Contracts for Building HVAC Rehabilitation

The Board of Directors authorized the General Manager to execute the following Progressive-Design Build Agreements with West Coast Air Conditioning Co.,:

- An agreement in the amount of \$157,134 for the Administration Building HVAC Rehabilitation Project; and
- An agreement in the amount of \$489,829 for the Dewatering Building HVAC Rehabilitation Project.

There was no Executive Session.

Community Affairs Committee Meeting Report

Presented by Director Brown

Meeting held October 19, 2021

The CAC reviewed the following item:

1. Review the 2021 Fall Newsletter Draft Layout

The CAC reviewed and commented on the draft layout of the 2021 Fall newsletter. The CAC suggested some edits and staff and RTP stated that they would make the changes.

The final draft newsletter will be mailed to the Board for review prior to being mailed to District customers which is scheduled for early November.

Engineering Committee Meeting Report

Presented by Director Roesink

Meeting held November 2, 2021

The Engineering Committee (EC) reviewed the following recommendations:

- 1. Adopt Resolution No. 2353 - Weston Annexation**
- 2. Receive and File the FY2021 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.**

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

3. This EC also received updates on the following:

- Development Projects Summary; and
- Encinitas Estates Pump Station Replacement Project.

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

Investment & Finance Committee Meeting Report

Presented by Vice President Hanson

Meeting held November 3, 2021

The Investment & Finance Committee (IFC) reviewed the following recommendation:

1. Receive and file the Fiscal Year 2021 Annual Comprehensive Financial Report.

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

MEMORANDUM

Ref: 22-7784

DATE: November 4, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2021 (FY21) Annual Comprehensive Financial Report

RECOMMENDATION:

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

1. Receive and File the FY21 Annual Comprehensive Financial Report.
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Financial / FY21 Audit

This item was reviewed by the IFC at its November 3rd meeting and the IFC concurred with staff to present this item to the Board.

State law requires the Leucadia Wastewater District (LWD) to prepare a complete set of financial statements in conformance with generally accepted accounting principles (GAAP). The law also requires that the financial statements be audited in accordance with generally accepted auditing standards. For LWD, these documents collectively take the form of LWD's annual financial audit.

LWD prepares a more comprehensive financial audit, which is known as the Annual Financial Comprehensive Financial Report. This year's Annual Comprehensive Financial Report includes the following sections:

- Introductory section that includes the letter of transmittal.
- A Financial section that includes the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements with notes, and Supplementary Information.
- Statistical section that includes cost and revenue comparisons and other LWD statistics for the past 10 years.
- Other information.

The accounting firm of Davis Farr LLP has completed its audit of LWD's FY21 Annual Comprehensive Financial Report. Staff is pleased to report that the auditors found that the financial statements fairly represent LWD's financial condition and is in conformance with GAAP.

Attached for the Board's review is the Auditor's information letter which reports on any significant audit findings as a result of their audit, and the Auditor's Report on Internal Controls, Compliance, and Other Matters. Also provided is a copy of the full Annual Comprehensive Financial Report which is enclosed for your review.

Staff along with Shannon Ayala, CPA of Davis Farr LLP, will present an overview of the Annual Comprehensive Financial Report at the upcoming meeting.

PJB

Attachment
Enclosure

To the Board of Directors
Leucadia Wastewater District

We have audited the financial statements of Leucadia Wastewater District for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 13, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Leucadia Wastewater District are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2021. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Leucadia Wastewater District's financial statements were:

Management's estimate of which capital projects represent ordinary maintenance activities necessary to keep an asset operational for its originally intended useful life versus significant improvement, replacement, and life extending projects that should be capitalized as additions to capital assets is based on management's knowledge of the assets and their useful lives.

Management's estimate of transactions related to net pension and OPEB liabilities based on actuarial information. We evaluated the key factors and assumptions used to develop the estimates above and determined they are reasonable in relation to the financial statements taken as a whole.

There were no particularly sensitive note disclosures affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no such misstatements noted.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 28, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Leucadia Wastewater District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Leucadia Wastewater District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to *Management's Discussion and Analysis, Schedule of the Plan's Proportionate Share of the Net Pension Liability, Schedule of Contributions-Defined Benefit Pension Plan, Schedule of Changes in Net OPEB Liability and Related Ratios and Schedule of OPEB Contributions*, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the financial statements and *Combining Schedule of Changes in Net Position* which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the Introductory section, statistical section and other information which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Leucadia Wastewater District and is not intended to be, and should not be, used by anyone other than these specified parties.

DavisFarr LLP

Irvine, California
October 28, 2021

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Board of Directors
Leucadia Wastewater District
Carlsbad, California

Independent Auditor's Report

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Leucadia Wastewater District (the District), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 28, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether The District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and

accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

DavisFarr LLP

Irvine, California
October 28, 2021

MEMORANDUM

Ref: 22-7782

DATE: November 4, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2021 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP)

RECOMMENDATION:

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

1. Receive and file the FY2021 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Services / SSMP Audit

This item was reviewed by the EC at its November 2nd meeting and the EC concurred with staff to present this item to the Board.

The Statewide Sanitary Sewer Systems Waste Discharge Requirements (WDR), adopted in May 2006, imposed several regulations on all California agencies that operate Sewage Collection Systems. The Statewide WDR required sewer agencies to develop and implement a system-specific Sewer System Management Plan (SSMP). The District has complied with all prescribed provisions, including having a written Sewer System Management Plan (SSMP) that was adopted by the District's Board of Directors in June 2009. Per the State Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-003-DWQ), the SSMP must be updated every five years and requires each system to audit their SSMP every two years. However, the District has taken a pro-active approach and conducts its SSMP Audit annually to assure its program and activities remain effective in reducing Sanitary Sewer Overflows (SSO's).

In 2019, Dexter Wilson Engineering, Inc. (DWE) worked closely with staff to develop and complete our SSMP 5-Year Update. Additionally, DWE has completed the District's SSMP annual audits for Fiscal Years 2010 to 2020. Due to their thorough knowledge of the plan, staff requested that DWE conduct the 2021 SSMP Audit.

This FY2021 Audit, which uses a standard checklist and a comprehensive review of District operations, concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. Additionally, changes in District organization, practices, or regulations were not significant enough to require a readoption of the SSMP prior to June 2024, the deadline of the next WDR-required 5-year review cycle.

The letter report of the FY2021 Audit is attached for your review. A copy of the complete report, including enclosures, is available upon request.

DWE will present an overview of the FY2021 Audit at the meeting.

jms:PJB

Attachment

**LEUCADIA WASTEWATER DISTRICT
SEWER SYSTEM MANAGEMENT PLAN
FISCAL YEAR 2021 AUDIT**

October 22, 2021

**Prepared by:
Dexter Wilson Engineering, Inc.
2234 Faraday Avenue
Carlsbad, CA 92008**



Job No. 103-019/5

DEXTER WILSON ENGINEERING, INC.

DEXTER S. WILSON, P.E.
ANDREW M. OVEN, P.E.
NATALIE J. FRASCHETTI, P.E.
STEVEN J. HENDERSON, P.E.
FERNANDO FREGOSO, P.E.
KATHLEEN L. HEITT, P.E.

October 22, 2021

103-019/5

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Attention: Paul Bushee, General Manager

Subject: Leucadia Wastewater District Sewer System Management Plan Fiscal Year
2021 Audit

The Leucadia Wastewater District's (District) Sewer System Management Plan (SSMP) was adopted by the District Board and certified by the General Manager in June 2019. The purpose of the SSMP is to memorialize and publicly present in a central document the programs and activities utilized by the District to effectively manage its wastewater collection system. The SSMP requires audits at least every two years. The District has decided to conduct annual audits.

The purpose of this letter-report is to present the Fiscal Year 2021 (FY21) Audit (the second audit of the 2019 readoption of the District's SSMP) in fulfillment of the District's SSMP requirements. The Audit consists of completing the Section IX SSMP Evaluation Checklist and Section X SSMP Audit Checklist. These checklists are accompanied by summaries of the SSMP activities for the year.

Section IX SSMP Evaluation Checklist

The Statewide Waste Discharge Requirements (WDR) governing sanitary sewers specify that each Wastewater Collection Agency shall:

- maintain relevant information that can be used to establish and prioritize appropriate SSMP activities,
- monitor the implementation and measure the effectiveness of each element of the SSMP,
- assess the success of the preventative maintenance program,
- update program elements, as appropriate, based on monitoring or performance evaluations, and
- identify and illustrate Sewer System Overflow (SSO) trends, including frequency, location, and volume.

Maintaining the applicability of the SSMP to District activities necessitates ongoing evaluation of the activities the District performs, their success, and improvement, if necessary. The Section IX SSMP Evaluation Checklist (Evaluation Checklist) is used on an annual basis to evaluate the applicability and effectiveness of the District's SSMP.

In completing the Evaluation Checklist (found in Attachment A), we find that, in general, the District's activities, programs, and efforts meet or exceed the requirements of the SSMP. Minor changes were made to the SSMP to more accurately reflect the District's procedures and customer/community outreach. However, the changes do not necessitate a re-adoption of the SSMP prior to the scheduled June 10, 2024 revision, per the required five year cycle. In completing the Evaluation Checklist, there are several items to note, as discussed in the Audit Discussion section below.

Section X SSMP Audit Checklist

The Statewide WDRs governing sanitary sewers specify that the District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. These audits must occur, at a minimum, every two years and a report must be prepared and kept

Paul Bushee
October 22, 2021

on file. The audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including the identification of any deficiencies in the SSMP and the steps taken to correct them.

The District has chosen to conduct their SSMP audit on an annual basis. In completing the Audit Checklist, we find all requirements of the checklist to be current and implemented. The completed Audit Checklist for FY21 can be found in Attachment B.

Audit Discussion

The following paragraphs highlight notable elements of the FY21 Audit organized by the relevant SSMP Section. Additional notes can be found on the Evaluation Checklist in Attachment A.

Sections I, II, and III (District Goals, Organization, and Legal Authority). No appreciable changes have occurred to the District's Goals, Organization, or Legal Authority since the 2019 SSMP. The statewide WDR which governs the SSMP is in the process of being revised. District staff have been active in this process toward reissuance of the WDR. There were no new field services staff hired in FY21.

Section IV (Preventative Maintenance Program). General statistics regarding the District's preventative maintenance activities are provided in Attachment C. Also in Attachment C, Exhibit C-1 graphically illustrates those areas within the District which are readily accessible for hydrocleaning and closed circuit television (CCTV) inspection and those areas which have additional needs or requirements in order to hydroclean or CCTV, such as the need for significant traffic control procedures or night work due to day time traffic volume or wastewater flows.

Exhibit C-2 tracks the general progress of CCTV inspections in the District. Per the District's SSMP, the District strives to CCTV their entire system every three years. The District is on track to meet its goal of CCTV inspecting its 200 mile gravity sewer system within a three-year timeframe. However, in review of Exhibit C-2, there are select areas within the District which have not been CCTV inspected in the last three years. These areas will be CCTV inspected in FY22.

Paul Bushee
October 22, 2021

In FY20, the District's portable flow meters (Echo meters) were relocated to strategic gravity sewer locations which are difficult to clean and CCTV inspect. In addition to monitoring capacity, the meters have assisted in determining whether the frequency of the resource intensive cleaning and CCTV activities of these locations can be extended. These locations are also being further evaluated in terms of inflow and infiltration.

In FY16, the District began introducing foam treatments in pipelines and manholes for the treatment of roots. The initial results were favorable and the District has incorporated foam treatment into the regular schedule of preventative maintenance activities. Eighteen additional line segments utilized foam treatment for root control in FY21.

In FY21, a mutual maintenance services and equipment agreement between the District and Oliyenhain Municipal Water District (OMWD) was prepared. The agreement enables the District to have access to OMWD's hydraulic valve turning equipment services. These services will be utilized to exercise three large valves every six months at the major District pump stations. In return, the District will provide services to clean two of OMWD's pump station wet wells.

The District's Asset Management Plan (AMP) was revised in May 2018. Progress throughout FY21 with respect to the AMP (and other asset planning efforts) is summarized in the Attachment I letter-report at the end of the audit. The District's revised AMP is summarized as well in Attachment I.

The FY21 SOP training schedule can be found in Attachment D and all updated SOPs are included on a CD in Attachment E.

Section VI (Overflow Emergency Response Plan). No revisions were made to the OERP.

Section VII (FOG Control Program). Only one SSO has been attributable to FOG since FY11, continuing the District's SSMP determination that a formal FOG control program is not warranted at this time. The District continues to require BMP agreements for all new FSEs as well as further continuing its outreach via newsletters, door hangers, inspections,

etc. Additionally, the District is training field staff and conducting inspection of grease interceptors/traps in shopping plazas that show significant corrosion of manholes.

Section VIII (System Evaluation and Capacity Assurance). The District continues to monitor (and address as necessary) the presence of scale in the Alga Hills area. The area was most recently CCTV inspected in FY20 and is hydrocleaned as deemed necessary. Any defects discovered during the CCTV inspections are incorporated into the District's Repair Priority List.

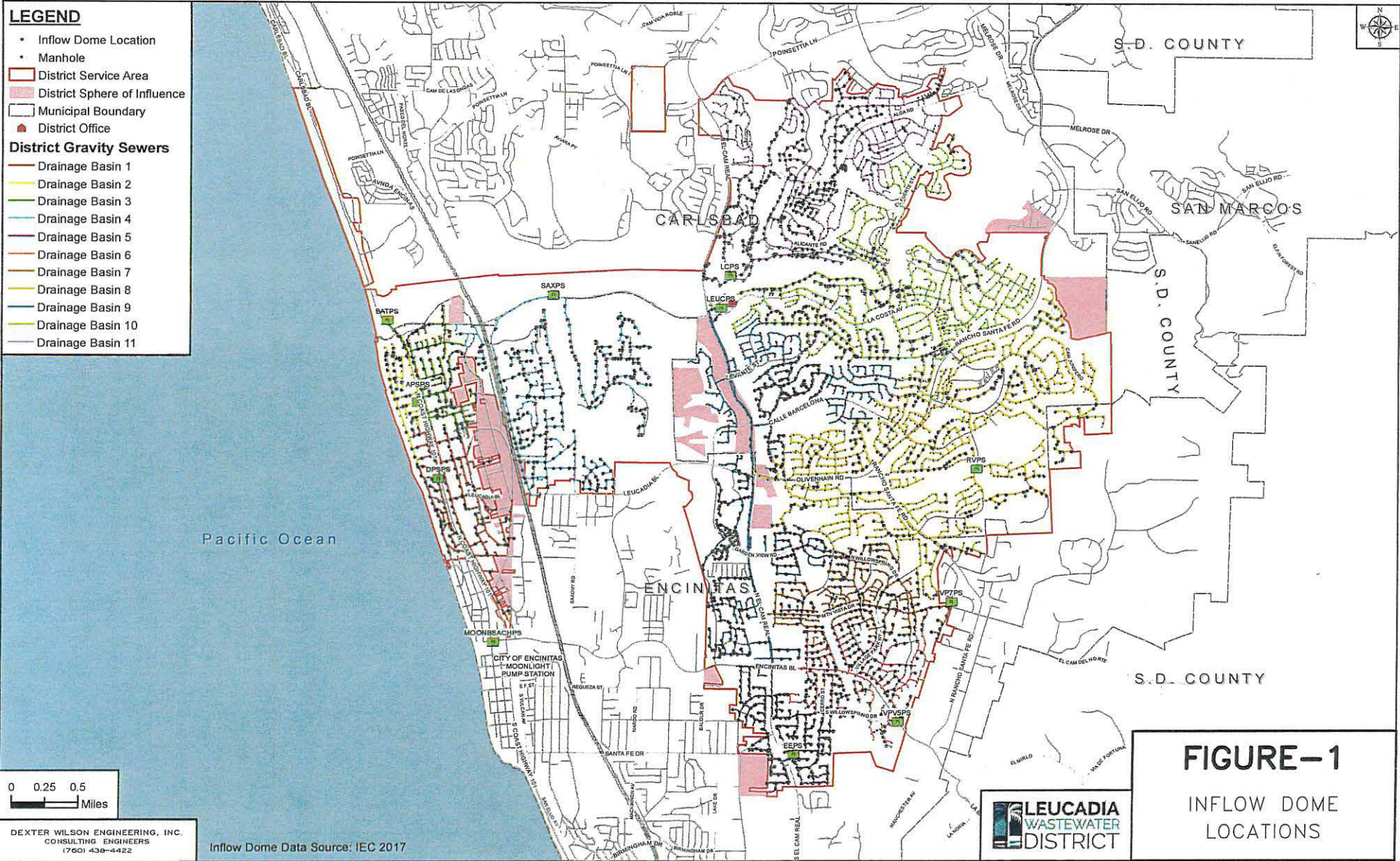
Inflow domes have been installed in 2,414 of the District's 5,103 manholes to aid in reducing inflow. The District will continue to repair/replace inflow domes as it becomes necessary. Figure 1 shows the manhole locations where inflow domes have been installed throughout the District.

Smoke testing was performed on approximately 13,000 linear feet in FY21. A total of 59 defects were identified. A majority of the defects were found along private laterals and cleanouts.

Flow analyses of the District were conducted as part of the District's 2008, 2013, and 2018 AMPs. All three documents concluded that estimates of average and peak ultimate flows are within the design values of the District and less than the flows utilized in the District's detailed capacity analyses conducted as part of the 1999 Wastewater Master Plan. There are no capacity-driven replacement projects currently identified for the District. For reference, the current buildout flows for the District are projected to be 4.7 mgd in comparison to the 1999 Master Plan where buildout flows were projected at 6.5 mgd.

The District's monthly flow comparison for FY20 and FY21 can be found in Attachment F. In comparison to FY20, average daily flows have slightly decreased in FY21.

Other FY21 system evaluation activities included the monitoring of COVID-19 impacts to wastewater flows as well as analyzing the FY20 relocation of select Echo meters within the District to better evaluate inflow and infiltration and cleaning frequency requirements.



Paul Bushee
October 22, 2021

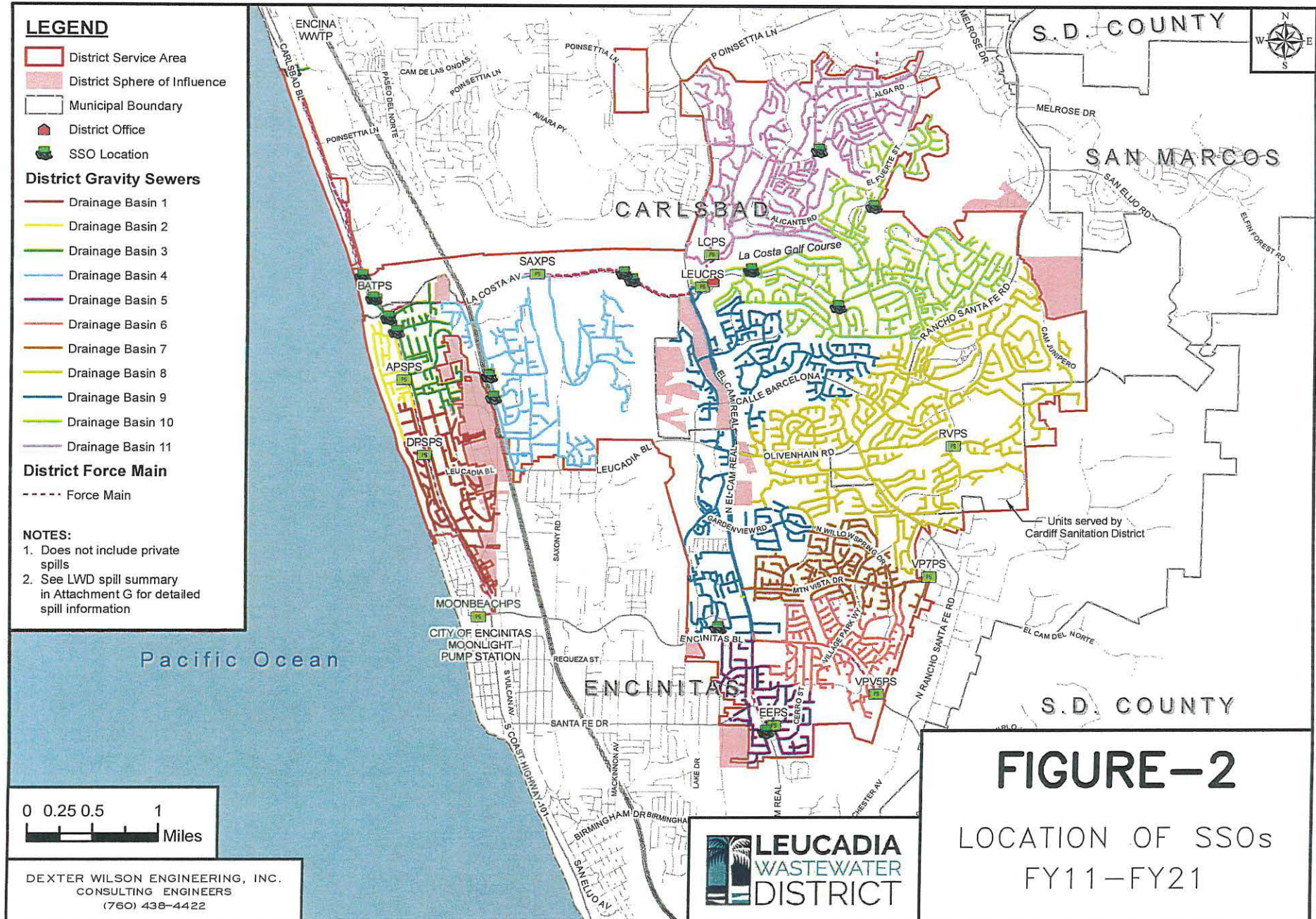
Section IX (Monitoring, Measurement, and Program Modifications) The District's Spill Summary through June 30, 2021 can be found in Attachment G. No spills occurred in FY21.

Spill review checklists for each SSO event are on file at the District office. Figure 2 identifies the location of each spill in a public line or manhole over the last ten years. There were four private lateral spills in FY21. Spill occurrence and volume continues to decline which demonstrates the District's successful preventative maintenance program.

Section XI (Communication Program) The District has made the 2019 SSMP and subsequent audits available on its website. The District also actively posts to Facebook to communicate generally with the public. Examples of Facebook posts by the District in FY21 included reminders about the problems that wipes cause in the sewer system, tips on how customers can better maintain their private sewer plumbing, keeping easements clear, and information on District activities such as smoke testing, routine maintenance work/traffic control, etc. Letters to homeowners and pool contractors were issued as well reminding them not to discharge plaster to sewer. Additionally, a formal SSMP presentation is provided to the Engineering Committee and Board of Directors and is part of those agendas and meeting packets.

Recommended SSMP Edits

Attachment H to this audit document is a place holder for specific edits to the 2019 SSMP; there are no edits/change recommended to the SSMP based on the FY21 Audit. Future edits, if necessary, will be documented in the SSMP change log (Appendix B of the SSMP and Attachment H of subsequent audits). Future edits/revisions to the SSMP will be evaluated to determine whether or not they are significant enough to warrant re-adoption of the District's SSMP prior to the scheduled June 10, 2024 revision.



Summary of Recommendations

The following section summarizes recommended items as a result of the FY21 Audit:

- Ensure that El Camino Real, La Costa Golf Course and La Costa Avenue, Alga Road, and Rancho Santa Fe Road sewers, which all require additional measures (e.g. traffic control, easements, etc.), maintain three year cleaning/CCTV cycles (See Attachment C, specifically location 1, 4, 5, 6, and 11). The El Camino Real, La Costa Golf Course, and Rancho Santa Fe Road sewers are scheduled for CCTV inspection in FY22.
- Ensure that the planned O&M activities (e.g. hydroclean and CCTV inspect every 5 years) for the Lanikai and Occidental sewer lines are on track (see AMPI memorandum Attachment A). The Occidental sewer line is scheduled to be hydrocleaned by Carlsbad in FY22.
- Complete all applicable scheduled SOP trainings in FY22 (see Attachment D for reference).

Next Steps

This SSMP FY21 Audit should be received and filed by the District Board as well as retained for inclusion in the current District's 2019 SSMP. Please be sure to post this FY21 Audit on the District's website and include a hardcopy in the District's 2019 SSMP counter copy. We appreciate the opportunity to have worked with the District on this project. Should you have any questions please do not hesitate to contact us.

Dexter Wilson Engineering, Inc.



Natalie J. Fraschetti, P.E.

NJF:SH:ah

Attachment(s)

MEMORANDUM

DATE: November 4, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2358 Requesting LAFCO to Take Proceedings for the Weston Change of Organization

RECOMMENDATION:

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

1. Adopt Resolution No. 2358, Weston Annexation, as presented.
2. Discuss and take other action, as appropriate.

DISCUSSION:

This item was reviewed by the EC at its November 2nd meeting and the EC concurred with staff to present this item to the Board.

The proposed Weston Annexation into the Leucadia Wastewater District's (LWD) service area involves three parcels totaling 13.4 acres, located north of La Costa Avenue and adjacent to and west of the Chevron Service Station at the top of the La Costa Avenue off ramp from south bound I-5.

This annexation is within the District's sphere of influence and includes two parcels that each have an existing single-family residence with a septic tank system. The developer plans to subdivide the three existing residential parcels to create a total of forty-eight (48) residential lots; consisting of the two existing single-family residences and the construction of an additional forty-six (46) single-family residences.

Per the City of Encinitas, the parcels are required to connect to the public sanitary sewer system to satisfy a permit condition of a Tentative Map for the subdivision development of forty-eight (48) single-family residences. On March 14, 2019, the City of Encinitas Planning Commission passed and adopted an Environmental Impact Report prepared by the property developer. The proposed development will require construction of approximately 1,800 linear feet of public sewer extension within the subdivision to connect the single-family residences. Additionally, about 350 linear feet of the existing District public sewer system, located on La Costa Avenue and Seabreeze Court, will require modification to a lower elevation to accommodate the gravity connection from the subdivision's proposed public sewer. The annexation is necessary to provide sewer service to the proposed subdivision development.

Approval of Resolution No. 2358 would authorize a boundary annexation.

LWD's collection and treatment systems have sufficient capacity to accommodate the connection of the additional forty-eight (48) single-family residences. Attached please find a copy of Resolution No. 2358 for your review.

ier:PJB

Attachment

RESOLUTION NO. 2358

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 WESTON CHANGE OF ORGANIZATION

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 Weston Change of Organization; and

WHEREAS, the proposed Weston Change of Organization includes annexation of the Weston territory (**APNS 216-030-10, 45, & 46**) 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 territory currently does not have public wastewater service;
3. The owner of the territory desires to develop a residential subdivision on the property consisting of 48-residential lots total that utilize LWD wastewater service and to extend the wastewater service to two existing homes within the territory ("Weston Subdivision Project"); and
4. The territory to be annexed is within LWD's Sphere of Influence.

WHEREAS, the territory subject to the proposed Change of Organization consists of three existing residential lots that are not connected to a public sewer system, two of which are using on-site septic systems, 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. Completion of sewer facility improvements in accordance with plans approved by the Leucadia Wastewater District; and
2. 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 Board of Directors of the Leucadia Wastewater District ("Board") considered the Environmental Impact Report (EIR) prepared for the Weston Subdivision Project, State Clearinghouse No. 2017121068, that was certified by the Planning Commission for City of Encinitas as the Lead Agency on March 14, 2019 and the California Environmental Quality Act

(CEQA) findings adopted in pursuant to CEQA Guidelines Section 15091, which found that changes or alterations were required in, or incorporated into, the project that would substantially lessen or avoid the significant effects identified in the Final EIR to a level of insignificance,

NOW, THEREFORE, Board finds and resolves as follows:

1. Potentially significant impacts resulting from the proposed annexation and resulting extension of public sewer service into the territory have been adequately identified and considered in the certified EIR for the Weston Subdivision Project;
2. Changes or alterations were required in, or incorporated into, the Weston Subdivision Project that would substantially lessen or avoid the significant effects related to the proposed annexation and extension of public sewer service to a level of insignificance;
3. This Resolution of Application is hereby approved and adopted by the Board;
4. 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; and
5. LWD requests that the proposed Change of Organization be subject to the following terms and conditions:
 - a. Completion of sewer facility improvements in accordance with plans approved by the Leucadia Wastewater District; and
 - b. The annexed property shall thereafter be subject to capacity fees, sewer service fees, and all other district-wide Ordinances and Resolutions of LWD.

PASSED AND ADOPTED at a Regular meeting of the Board of Directors held on November 10, 2021 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Donald Omsted, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

EXHIBIT "A"

ANNEXATION TO LEUCADIA WASTEWATER DISTRICT

GEOGRAPHICAL DESCRIPTION

APNS 216-030-10, 45 & 46

ANNEXATION NO. 2358

A PROTION OF LOT 8 IN SECTION 33, TOWNSHIP 12 SOUTH, RANGE 4 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO UNITED STATES GOVERNMENT SURVEY THEREOF APPROVED OCTOBER 25, 1875, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

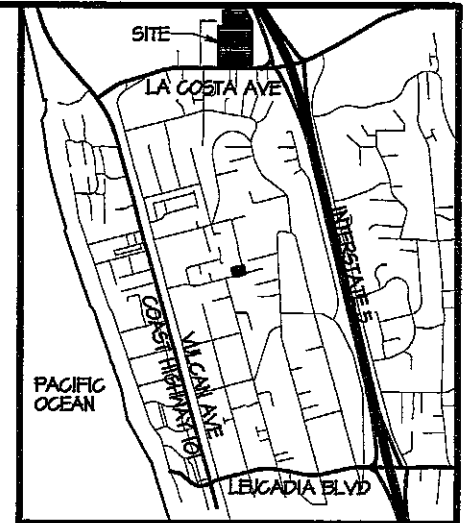
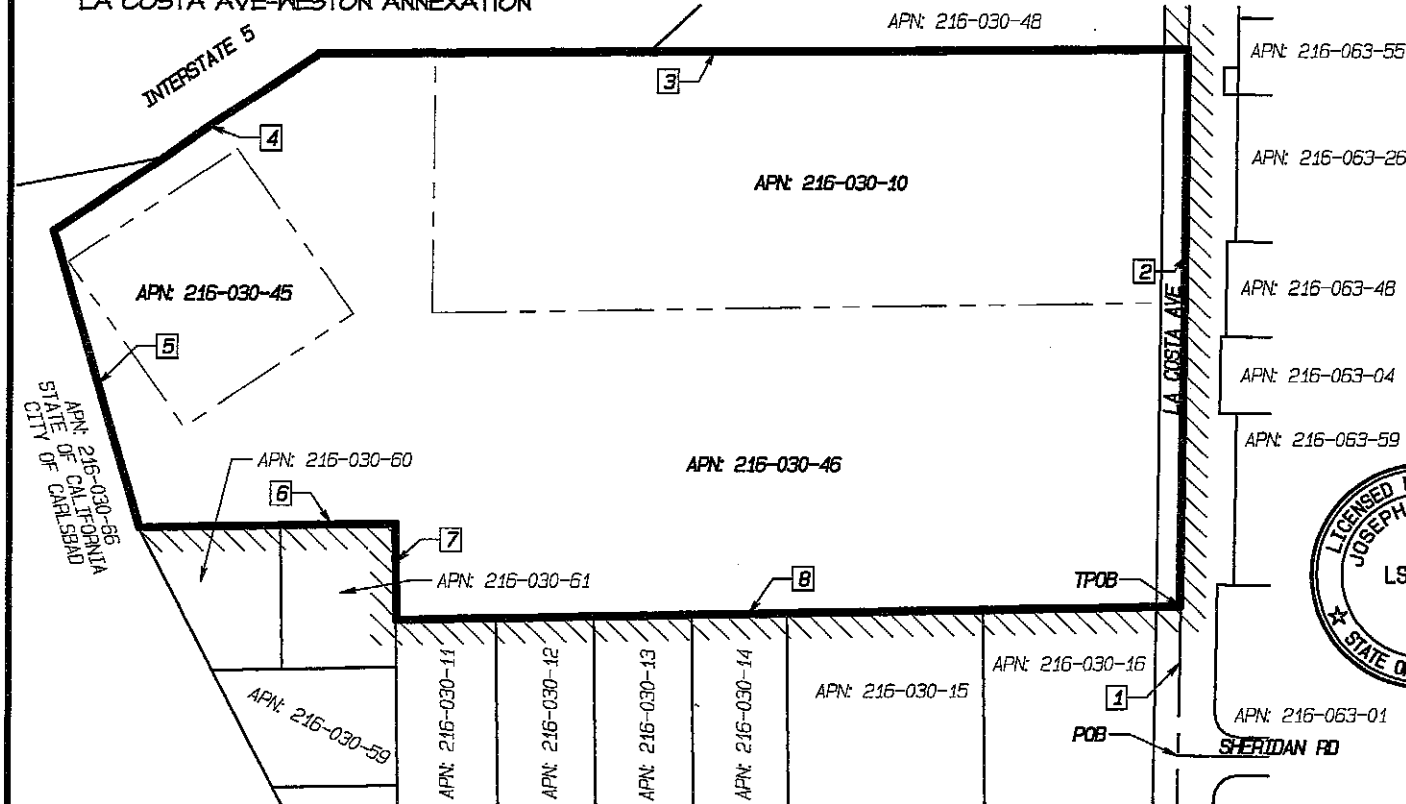
BEGINNING AT THE CENTERLINE INTERSECTION OF LA COSTA AVENUE SHERIDAN ROAD AS SHOWN ON MAP 2063 FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID SAN DIEGO COUNTY OCTOBER, 3 1926; THENCE ALONG THE CENTERLINE OF SAID LA COSTA AVENUE

- 1) SOUTH 89°26'11" EAST 153.85 FEET TO THE TRUE POINT OF BEGINNING;
THENCE
- 2) SOUTH 89°26'11" EAST 583.80 FEET; THENCE
- 3) NORTH 00°23'04" WEST 888.05 FEET; THENCE
- 4) NORTH 34°23'49" WEST 327.68 FEET; THENCE
- 5) SOUTH 74°03'39" WEST 322.61 FEET; THENCE
- 6) SOUTH 00°55'44" EAST 260.14 FEET; THENCE
- 7) SOUTH 89°04'43" WEST 99.62 FEET; THENCE
- 8) SOUTH 00°55'17" EAST 802.47 FEET, TO THE TRUE POINT OF BEGINNING

CONTAINING 13.4 ACRES OF LAND MORE OR LESS.

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"
LWD SEWER ANNEXATION
LA COSTA AVE-WESTON ANNEXATION

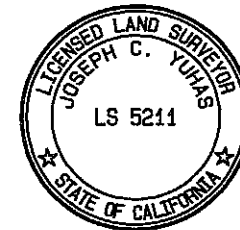


VICINITY MAP

NOT TO SCALE

COURSES

1. SOUTH 89°26'11" EAST 153.85'
2. SOUTH 89°26'11" EAST 583.80'
3. NORTH 00°23'04" WEST 888.05'
4. NORTH 34°23'49" WEST 327.68'
5. SOUTH 74°03'39" WEST 322.61'
6. SOUTH 00°55'44" EAST 260.14'
7. SOUTH 89°04'43" WEST 99.62'
8. SOUTH 00°55'17" EAST 802.47'



LEGEND

PARCEL "A" METES & BOUNDS

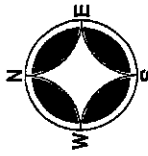
EXISTING LWD BOUNDARY

PARCEL TO BE ANNEXED

1



IN LWD



1"=150'

ASSESSOR'S PARCEL NUMBERS:	LAFCO RESOLUTION NO.	ACREAGE	DATE	SCALE
216-030-10, 45, & 46		13.4 AC	4-23-18	1"=150'
LEUCADIA WASTEWATER DISTRICT ANNEXATION POR. LOT 8, SEC 33, T12S, R4N, SEM				
PASCO LARET SUITER & ASSOCIATES				
CIVIL ENGINEERING • LAND PLANNING • LAND SURVEYING				
535 North Highway 101, Ste A, Solana Beach, CA 92075				
ph: 858.259.8212 fx: 858.259.4812 planning@sauter.com				

PLSA 2323

MEMORANDUM

Ref: 22-7767

DATE: November 4, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Calendar Year 2022 Board of Directors' Meeting Schedule

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve the calendar year 2022 Board of Directors' meeting schedule.
2. Discuss and take other action, as appropriate.

DISCUSSION:

During November 2009, the Board of Directors adopted Resolution No. 2205 establishing the date, time and place for regular meetings of the Board. According to the resolution, Board meetings will be held at the District Administration Building at 5:00 P.M. on the second Wednesday of each month unless changed by a motion of the Board at a regular meeting.

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. On September 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. During this state of emergency and in the interest of public health, the District is temporarily taking actions to mitigate the COVID-19 pandemic by holding Board Meetings via videoconference.

Below please find the proposed meeting schedule for calendar year 2022. Also attached is the updated 2022 conference schedule that staff has prepared for coordinating with the Board meeting dates in order to avoid potential conflicts with the proposed dates. To avoid conflict with holidays or meetings of professional organizations in which the District is affiliated, the dates indicated in **blue** below have been changed from the second Wednesday of the month to the third Wednesday of the month. The conflicting meeting is indicated next to the revised date.

2022 Board of Directors' Meeting Schedule	
January 12, 2022	July 13, 2022
February 9, 2022	August 17, 2022* (CASA Annual)
March 9, 2022	September 14, 2022
April 20, 2022* (CWEA Annual)	October 12, 2022
May 11, 2022	November 9, 2022
June 8, 2022	December 14, 2022

In accordance with the Resolution, staff requests that the Board of Directors approve the calendar year 2022 Board of Directors' meeting schedule (above) and take other action, as appropriate.

tb:PJB

Attachments



LEADERS IN
ENVIRONMENTAL
PROTECTION

Board of Directors

2022 Calendar Year Board Meeting Schedule	
January 12, 2022	July 13, 2022
February 9, 2022	August 17, 2022*
March 9, 2022	September 14, 2022
April 20, 2022*	October 12, 2022
May 11, 2022	November 9, 2022
June 8, 2022	December 14, 2022

* April Board Meeting conflicted with CWEA Annual Conference on April 13. April Board Meeting changed to April 20.

* August Board Meeting conflicted with CASA Annual Conference on August 10. August Board Meeting changed to August 17.

UPCOMING 2022 CONFERENCES

CASA Conferences

CASA Virtual Winter Conference

Date: **January 19-21, 2022**

LWD Board Meeting: January 12, 2022

Location: Hilton Palm Springs, Palm Springs, CA

Conference website: <https://casaweb.org/events/2022-winter-conference/>

CASA 66th Annual Conference

Date: **August 10-12, 2022**

LWD Board Meeting: CONFLICT - CHANGE AUG 10 MEETING TO AUG 17

Location: Resort at Squaw Creek, Lake Tahoe, CA

Conference website: <https://casaweb.org/calendar/casa-events/>

CWEA Conferences

CWEA Annual Conference

Date: **April 11-14, 2022**

LWD Board Meeting: CONFLICT - CHANGE APRIL 13 MEETING TO APRIL 20

Location: Sacramento Convention Center, Sacramento, CA

Conference website: <https://www.cwea.org/conferences/cwea-annual-conference/>

CSDA Conferences

CSDA Legislative Days

Date: **May 17-18, 2022**

LWD Board Meeting: May 11, 2022

Location: Sacramento Convention Center, Sacramento, CA

Conference website: <https://legislatedays.csda.net/home>

CSDA Annual Conference

Date: **August 22-25, 2022**

LWD Board Meeting: August 10, 2022

Location: Palm Springs, CA

Conference website: <https://www.csda.net/annualconference/home>

WaterReuse Conference

*Beginning in 2021, the WaterReuse California Annual Conference moves to September each year.

2022 WaterReuse California Annual Conference

Date: **September 11-13, 2022**

LWD Board Meeting: September 14, 2022

Location: San Francisco, CA

Conference website:

<https://watereuse.org/news-events/conferences/>

WEF TEC Conference

95th Annual Water Environment Federation Conference

Date: **October 8-12, 2022**

LWD Board Meeting: October 12, 2022

Location: Ernest N. Morial Convention Center, New Orleans, LA

Conference website: <http://www.weftec.org>

MEMORANDUM

DATE: November 4, 2021
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2021 Batiquitos Lagoon Foundation Board Members Election

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD received the Batiquitos Lagoon Foundation (BLF) ballot for their 2021 election. There are three seats available. The candidates are the following:

- Kevin Kienast (Incumbent);
- Jeff Regan (Incumbent); and
- Craig Rossell (Incumbent)

Attached for your review are the candidate's statements and a copy of the BLF election ballot. The ballot is due at the BLF by noon, Tuesday, November 16, 2021.

Staff has no recommendation on this matter. The ballot will be forwarded to the BLF by the due date with the Board's recommendation.

tb:PJB

Attachment



2021 Annual Meeting of the Batiquitos Lagoon Foundation (BLF)

**Tuesday, Nov. 16, 2021 at 4:30 p.m.
at the BLF Nature Center, 7380 Gabbiano Lane, Carlsbad.**

~ Agenda ~

- *Meeting of Batiquitos Lagoon Foundation members*
 - *Meet board candidates*
 - *Election of three board members*
 - *Regular board meeting*

Ballot

Eligible voters: BLF members current on their dues as of Oct. 18, 2021.

Board seats: The BLF has nine board members serving three-year terms.
Each year, three seats are open for election.

Ballot submissions: Place your signed ballot in the envelope provided, then mail it to the BLF or put it in the drop box at the BLF Nature Center (usually open 9 a.m. - 3 p.m.)

Ballots must be received by noon on Nov. 16, 2021.

Vote for no more than three

☐ Kevin Kienast (incumbent)

☐ Craig Rossell (incumbent)

☐ Jeff Regan (incumbent)

☐ Other _____

Signature

Print name

Date

Sign your ballot! Unsigned ballots will not be counted!

2021 Batiquitos Lagoon Foundation Board Election

* Candidate Information *

Kevin Kienast (incumbent, BLF treasurer):

I was born and raised in the Seattle, Washington area and attended Western Washington University, receiving a B.A. in Business Management in 1992. I moved to Carlsbad in 1995 and have held two other Golf Course Superintendent positions in the San Diego area before joining the Aviara Golf team in the Fall of 2003.

I am currently a Certified Golf Course Superintendent with the Golf Course Superintendent Association of America. My interests include golf, skiing and surfing. I have been active with the Environmental Committee with Four Seasons and now with Park Hyatt Aviara Resort. I have maintained membership and been working towards Certified Audubon Cooperative Sanctuary designation of the golf course.

I first walked the Batiquitos Lagoon Trail when I moved to Aviara community in 1998 and have seen the great work and improvements that the Foundation has accomplished in the last two decades. I have always considered the Lagoon and its surroundings as an extension of the golf course and community, and would be honored to continue my involvement with the Foundation to ensure the long-term success of this vital resource. I have been serving as BLF Treasurer for many years and hope you will consider me for re-election to the Board of Directors.

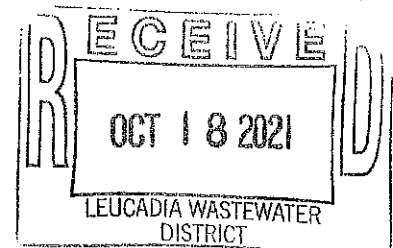
Jeff Regan (incumbent, BLF president):

My wife and I have been Aviara residents since 1994 and Spinnaker Hill homeowners prior to that (from 1985). I'm a native San Diegan and met my wife at SDSU where we both completed our undergrad degrees and pursued local careers here in San Diego County. As a previous BLF Board member from 2015-2018, I'm now retired and have more time to devote to the Foundation to help insure our continued success as the "caretaker" of this wonderful ecosystem we call Batiquitos Lagoon.

While it's relatively easy to have an "affection" for this lagoon when you live as close as my wife and I do, my passion for our environment and natural habitat intensified when I held a seasonal job in Grand Teton National Park as a ranger in the 1970's. From flyfishing to birdwatching, I developed a deeper appreciation and affinity for the outdoors and wildlife. Since that time, my support of the environment through local and national groups/organizations has been and will continue to be a priority.

Most important is our collective responsibility to help maintain the health of habitats like Batiquitos Lagoon, educating our young and "old" on the wonders that are outside their doors, and being lifelong stewards of our environment.

Continued on next page



Craig Rossell (incumbent):

Craig Rossell practiced law in Beverly Hills, Pasadena and Claremont for some thirty-eight years before moving to San Diego. A trial lawyer, he brings real estate, land title, business, construction and insurance expertise to the Foundation. While in Los Angeles Craig also served on a nonprofit board that oversaw minor foster care and adult special needs programs in education, employment and residential group housing. He later served on another board that develops university outreach at the graduate level. He enjoys research and writing, biking and beaching.

No longer tethered to a desk, what Craig finds most enjoyable about coastal life are the moods and temperateness of each day. Part of that experience is the Lagoon. It is a precious sanctuary amid fast-moving cars and trucks.

Married nearly fifty years, Craig is father to six, father-in-law to six more, and grandfather to several exceptional young people of whom he and his wife Theresa are shamelessly proud. Many live nearby. It's a pleasure to work with the wonderful people who enhance our Lagoon experience. Don't hesitate to get involved.



San Diego Chapter

California Special Districts Association

October 27, 2021

To: San Diego Chapter CSDA Member Agencies
 From: Al Lau, San Diego Chapter President
 Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
 Event Date: **Thursday, November 18, 2021**
 Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**

Board of Directors

President
Albert C. Lau
 Santa Fe Irrigation District

First Vice-President
Jack Bebee
 Fallbrook Public Utility District

Second Vice-President
Elaine Sullivan
 Leucadia Wastewater District

Treasurer
Richard Stevenson
 Sweetwater Authority

Secretary
Jose Martinez
 Otay Water District

Past President
Tom Kennedy
 Rainbow Municipal Water District

State CSDA Director
Jo MacKenzie
 Vista Irrigation District

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

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

“Roundtable Discussion of Workforce Challenges” Featuring

David Drake, founder of SmartCover Systems and Rincon del Diablo Board President

Sue Mosburg, CA-NV AWWA Executive Director
Eddie Sprecco, AGC CEO

We will also hold our own San Diego Chapter CSDA Board of Directors Elections

Positions up for election: Second Vice-President and Secretary

Please contact Nomination Committee Chair Jo MacKenzie for more information, mackgroup@cox.net.

Be sure to read your Fall San Diego Chapter CSDA Newsletter for more great info!

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

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

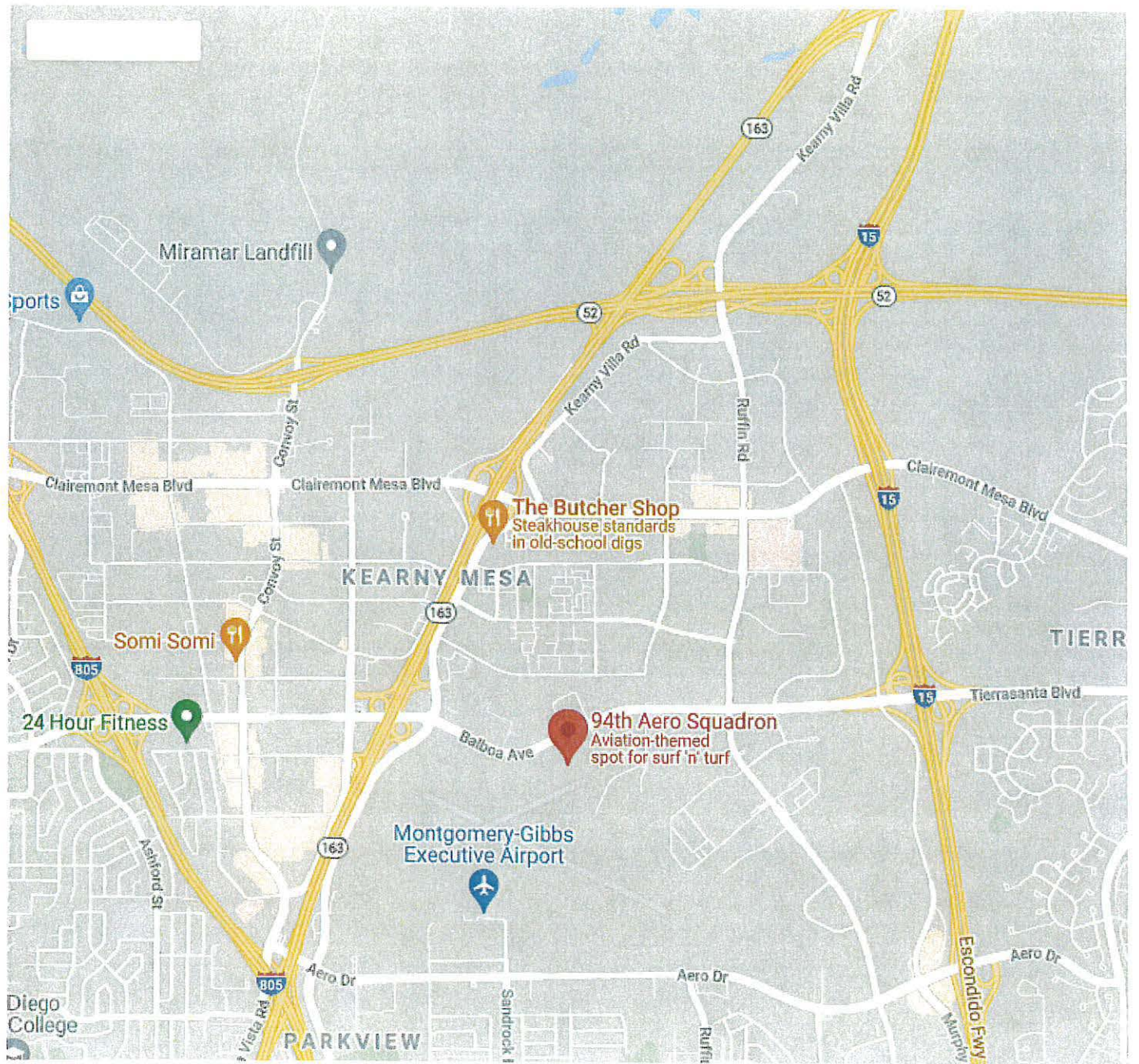
*New York Steak Charbroiled with Maitre' d'Butter with Garlic Mashed Potatoes
 Macadamia Crusted Mahi Mahi Served Lobster Veloute and Grilled Lemon with
 Garlic Mashed Potatoes*

*Fettuccini with Fresh Vegetables and Parmesan in a White Wine Sauce
 NY Cheesecake with Strawberries*

Registration deadline is: Thursday, November 11, 2021

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

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





Winter Conference

DC Forum

Annual Conference

Home



We are excited to welcome everyone back to Palm Springs for the 2022 CASA Winter Conference! This Conference (January 19-21, 2022) will be an in person event in downtown Palm Springs. We will be offering excellent speakers and panel presentations along with the ability to network and connect with your peers. We are excited to feature the always popular roundtable sessions. We hope to see you there!

Conference Information	Hotel Information	COVID-19 Information
PRELIMINARY PROGRAM	RESERVE A ROOM	
REGISTER HERE		
Registration Fees:	Reservations: (1-800-445-8667)	<ul style="list-style-type: none"> City of Palm Springs COVID Guidelines As part of our commitment to the safety and health of attendees at the 2022 CASA Winter Conference, we are requiring that all attendees provide proof of vaccination or a negative COVID test within 72 hours before arrival. As we approach the conference date, we will communicate further information about the process for participants to verify their proof of vaccination or negative COVID test prior to arriving. Without verification, you will not be able to attend the in-person conference. Masks - Masks will be provided by CASA. Hand Sanitizer - Hand sanitizer stations will be positioned throughout the meeting space. Responsible Food & Beverage/Seating for meeting spaces.
<ul style="list-style-type: none"> Member Full Conference: \$595 One Day rates available on Registration Form Member Guest (includes all meal functions): \$170 NonMember Fee: \$1,100 	<ul style="list-style-type: none"> Special Room Rate: \$189/night + taxes/fees – A deposit equal to one night's stay is required to hold each individual's reservation. Deposits are refundable if notice is received at 	
Cancellation Policy: \$75 Cancellation fee on or before Monday, January 10, 2022. No refund for late		

[Winter Conference](#)[DC Forum](#)[Annual Conference](#)[Home](#)

of a cancellation, refund or
change request by
contacting Cheryl MacKelvie
at cmackelvie@casaweb.org

CSRMA Registration

Form: Separate registration
is required.

(CSRMA Training will be on
Wednesday, Jan. 19, 2022)

cancellation

number is

obtained.

- Cut-off Date:

Jan. 4, 2022

- Early Departure

Fee: one nights

room and tax

will apply if

guest checks

out prior to the

confirmed

checkout date.

Location:

Hilton Palm Springs

Resort

400 East Tahquitz

Canyon Way

Palm Springs, CA

92262

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Preliminary Program Subject to Change

Wednesday, January 19

7:30 a.m. – 12:00 p.m.	CSRMA Training Seminar
8:00 a.m. – 5:00 p.m.	Registration
10:30 a.m. – 12:00 p.m.	CASA Board of Directors Meeting
12:00 p.m. – 1:30 p.m.	Associates Committee Meeting
12:00 p.m. – 1:30 p.m.	Lunch on Your Own
1:30 p.m. – 4:00 p.m.	Roundtable Series
1:30 p.m. – 2:30 p.m.	Session 1 (Various Table topics)
2:30 p.m. – 3:00 p.m.	Networking Break
3:00 p.m. – 4:00 p.m.	Session 2 (Repeat from Session 1)
4:00 p.m. – 5:00 p.m.	Communications Committee Meeting
4:15 p.m. – 5:30 p.m.	CSRMA Executive Board Meeting
5:30 p.m. – 6:30 p.m.	Welcome Reception

Thursday, January 20

7:30 a.m. – 9:30 a.m.	Breakfast
7:30 a.m. – 4:30 p.m.	Registration

Thursday – Con't

7:45 a.m. – 8:45 a.m.	CASA Education Foundation Board Meeting
8:00 a.m. – 9:15 a.m.	CSRMA Board of Directors Meeting
9:00 a.m. – 11:45 a.m.	Morning Session
9:00 – 9:45 a.m.	Keynote Address:
12:00 p.m. – 1:30 p.m.	Luncheon
2:00 p.m. – 3:30 p.m.	Afternoon Sessions
3:45 p.m. – 4:45 p.m.	Associates Engineering and Research Subcommittee
3:45 p.m. – 4:45 p.m.	Federal Legislative Committee Meeting
4:15 p.m. – 5:30 p.m.	Statewide Biosolids Meeting
5:30 p.m. – 6:30 p.m.	Associates Recognition Reception

Friday, January 21

8:00 a.m. – 10:30 a.m.	Registration
8:00 a.m. – 9:30 a.m.	Breakfast
8:00 a.m. – 9:00 a.m.	State Legislative Committee Meeting
9:15 a.m. – 11:00 a.m.	Closing Session President Jasmin A. Hall, Presiding
9:15 – 9:45 a.m.	Federal and State Legislative Updates Eric Sapirstein and Jessica Gauger
10:45 – 11:00 a.m.	President's Closing Remarks
11:00 a.m. – 3:00 p.m.	Attorneys Committee Meeting