



**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: 815 4653 3407 **Passcode:** 495489

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, January 12, 2022
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. 2362 - 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**
Introduce new Director of Finance & Administration Ryan Green (verbal)

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:

December 8, 2021 Regular Board Meeting (Pages 9-15)
December 14, 2021 Community Affairs Committee Meeting (Pages 16-17)

9. **Approval of Demands for December 2021/January 2022**
This item provides for Board of Directors approval of all demands paid from LWD during the month of December 2021 and a portion of January 2022. (Pages 18-26)
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 27-33)
11. **Finance Report**
This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY22 budget and discloses monthly investments. (Pages 34-41)
12. **Disclosure of Reimbursements**
This report discloses travel expense reimbursements for the month of December 2021. (Pages 42-43)
13. **Status Update on the Fiscal Year 2022 (FY22) LWD Tactics and Action Plan**
(Pages 44-49)

EWA REPORTS

14. **Encina Wastewater Authority Reports**
 - A. A regular EWA Board Meeting was held on December 15, 2021 via video conference – report by Vice President Sullivan. (Pages 50-51)

COMMITTEE REPORTS

15. Committee Reports

- A. Community Affairs Committee meeting was held on December 14, 2021 via videoconference – report by Director Brown. (Page 52)

ACTION ITEMS

16. Award Teacher Grants. (Pages 53-67)

17. 2022 Board of Directors Committee Assignments. (Pages 68-71)

18. Resolution No. 2363 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) (Pages 72-74)

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

- A. Encinitas States Pump Station Replacement Project Update. (Verbal)
- B. 2022 CWEA San Diego Section Awards Banquet is scheduled for January 29, 2022 from 4pm - 9pm at the Catamaran Resort in San Diego, CA. (Verbal)
- C. Board of Directors Code of Conduct (Pages 75-76)

20. Directors' Meetings and Conference Reports

None.

21. General Manager's Report

22. General Counsel's Report

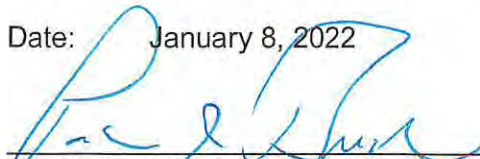
23. Board of Directors' Comments

24. Adjournment

AFFIDAVIT OF POSTING

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

Date: January 8, 2022



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: January 6, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2362 – 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. 2362 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic;
2. Discuss and take other action, as appropriate.

DISCUSSION:

On September 30, 2021 the Executive Orders authorizing virtual or teleconference meetings without full compliance with the Brown Act expired. On 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 and a resolution finding, by a majority vote, that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees. (Cal. Gov. Code, § 52953(e)(1).)

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).)

The Board has adopted complying resolutions at its October, November, and December meetings and staff is recommending the Board adopt Resolution No. 2362 in order to hold its January 12th meeting virtually.

PJB:dwb

Attachment

RESOLUTION NO. 2362

**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) February 11, 2022, 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 January 12, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 December 8, 2021

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

1. Call to Order

President Omsted called the meeting to order at 5:03 p.m.

2. Roll Call

DIRECTORS PRESENT: Omsted, Hanson, Brown, and Roesink
 DIRECTORS ABSENT: Sullivan
 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, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, and Lauren Hoodenpyle of Clifton Larson Allen, LLP

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. Adopt Resolution No. 2361 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic

GM Bushee presented the item and provided background information on AB 361. GM Bushee noted that 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. 2361 in order to hold its December 8th meeting virtually.

Upon a motion duly made by Director Roesink, seconded by Director Brown, and unanimously carried, the Board of Directors adopted Resolution No. 2361 - 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	Absent
Director Brown	Yes
Director Roesink	Yes

5. General Public Comment Period

None.

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	Absent
Director Brown	Yes
Director Roesink	Yes

7. Presentations and Awards

Achieve of Organizational Performance Objective – Two Years No Spills.

GM Bushee presented the item stating that on November 28, 2021 staff completed two years without a spill, which meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,000 compensation award.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

- November 10, 2021 Regular Board Meeting
- November 30, 2021 Human Resources Committee Meeting
- December 1, 2021 Engineering Committee Meeting

9. Approval of Demands for November/December 2021

Payroll Checks numbered 23003-23070; General Checking Checks numbered 56263-56352

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

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

12. Disclosure of Reimbursements

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

13. Board-General Manager/Staff Relations Policy

Receive and file the annual review of the Board-General Manager/Staff Relations Policy.

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

Director	Vote
President Omsted	Yes
Vice President Hanson	Yes
Director Sullivan	Absent
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 November 17, 2021.

GM Bushee reported on EWA's November 17, 2021 Board Meeting.

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

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

15. Committee Reports

A. Human Resources Committee (HRC) Meeting was held on November 30, 2021.

President Omsted reported that the HRC reviewed the Board-General Manager/Staff Relations Policy. There were no changes to the policy and the HRC concurred with staff to place this item on the December Board Agenda Consent Calendar.

President Omsted also reported that the HRC reviewed the following recommendations:

- Adopt Resolution No. 2360 – Amending LWD's Substance Abuse Policy; and
- Board Performance Evaluation Survey

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

B. Engineering Committee (EC) Meeting was held on December 1, 2021.

Director Roesink reported that the EC reviewed the following recommendation:

- Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the Fiscal Year 2022 Gravity Sewer Repairs Project in an amount not to exceed \$268,000 as the lowest responsive and responsible bidder.

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

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.

Director Roesink stated that the EC was very impressed with staff's work on the Encinitas Estates Pump Station Project and he thanked FSSpec Riffel and TSM Morishita for their work on the project.

ACTION ITEMS

16. Fiscal Year 2022 Gravity Sewer Repairs Project

Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the Fiscal Year 2022 Gravity Sewer Repairs Project in an amount not to exceed \$268,000 as the lowest responsive and responsible bidder.

FSSpec Riffel presented the item and provided background information. He reviewed the bid schedule, the engineer's estimate of \$334,000, and the 4 bids that were received. FSSpec Riffel indicated that Burtech Pipeline, Inc. (Burtech) not only submitted the lowest bid at \$268,000, which is \$66,000 less than the engineer's estimate, but also met all the bid requirements. FSSpec Riffel also stated that Infrastructure Engineering Corporation (IEC), project design engineer, performed a bid analysis and recommended awarding the contract to Burtech Pipeline, Inc.

FSSpec Riffel explained the disparity in the bid results. He stated that Burtech has recently completed several projects for the District, reducing their risk and likely resulted in their lower bid.

Director Brown asked how the work would be completed to abandon the two pipelines. FSSpec Riffel explained the process. Director Brown asked if the District maintains information on the abandoned pipelines. FSSpec Riffel answered affirmatively. Director Brown asked under what circumstances would the District bring in two engineering contractors to complete a project within the year. FSSpec stated that as long as the type of construction is consistent a second firm shouldn't be needed and Burtech is a large company that shouldn't require assistance to complete the project. TSM Morishita added that the projects come off a priority list and LWD typically budgets \$500,000 per year for this type of work.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Roesink, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the Fiscal Year 2022 Gravity Sewer Repairs Project in an amount not to exceed \$268,000 as the lowest responsive and responsible bidder by the following vote:

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

17. Adopt Resolution No. 2360 - Amending the LWD Substance Abuse Policy.

ASsup Hill presented the item and provided background information stating it is a FY 2022 Tactical Goal. She noted that policy was last updated in 2006 and since that time, regulatory requirements, as well as District procedures have changed rendering the existing policy obsolete. ASsup Hill then summarized the following revised policy sections:

- o Sections I and II – Purpose and Policy Statements;
- o Section III – Applicability;
- o Section IV – Definitions;
- o Section V – Prohibited Substances;
- o Sections IX and X – Testing for Prohibited Substances for All Employees vs.

- o Safety-Sensitive Employees; and
- o Appendix A – Procedures for Complying with FMCSA and Clearinghouse Requirements and Conducting Substance Abuse Testing

She stated that throughout the policy, various minor changes were made to improve clarity, correct grammatical spelling, and format inconsistencies. She noted that one section of the policy referenced the wrong section of another part of the policy and that will be corrected.

Director Brown asked how many employees are Safety Sensitive Employees. ASsup Hill answered a total of 10 employees, all of the Field Services Technicians and the Field Services Supervisor. GM Bushee noted that Safety Sensitive Employees have Class B licenses.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Brown, and unanimously carried, the Board of Directors adopted Resolution No. 2360 – Amending LWD’s Substance Abuse Policy by the following vote:

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

18. Board of Directors Election of Officers

ASsup Hill presented the item stating that LWD’s current policy calls for the Board to elect a President and Vice President.

Upon a motion duly made by President Omsted, seconded by Director Brown, and carried, the Board of Directors elected Vice President Hanson as the Board President for Calendar Year 2022 by the following vote:

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

Upon a motion duly made by President Omsted, seconded by Director Roesink, and carried, the Board of Directors elected Director Sullivan as the Board Vice President for Calendar Year 2022 by the following vote:

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

19. Approve the Board Performance Evaluation Survey

GM Bushee provided background information on the item. He stated that at the November 30th HRC meeting, staff and the HRC reviewed the survey and agreed to present it to the full Board for approval at the December Board Meeting. GM Bushee stated that should the Board approve the Performance Evaluation Survey, the Survey would be sent to the Board to complete in early January and the results would be reported back at the February Board Meeting. Follow up items could be agendized at future Board Meetings or Strategic Planning sessions.

Director Roesink stated it might be beneficial to include these questions in all future Board packets. President Omsted agreed with Director Brown. GM Bushee stated that staff can add them.

Following discussion, upon a motion duly made by Director Brown, seconded by Vice President Hanson, and unanimously carried, the Board of Directors agreed to approve the Board Performance Evaluation Survey by the following vote:

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

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

A. 2022 CASA Winter Conference is scheduled for January 19 - 21, 2022 at the Hilton Palm Springs in Palm Springs, CA.

GM Bushee announced the date and location of the 2022 CASA Winter Conference. Director Brown stated he would like to attend. GM Bushee stated that he would forward this information to EA Baity.

21. Directors' Meetings and Conference Reports

A. CSDA Quarterly Dinner Meeting was held on Thursday, November 18, 2021 at the 94th Aero Squadron in San Diego, CA.

GM Bushee stated that Director Sullivan was elected 2nd Vice President of the CSDA San Diego Section.

22. General Manager's Report

GM Bushee reported on the following:

- Update on the Director of Administration and Finance recruitment;
- Staff Employee Satisfaction Survey will be conducted tomorrow with Mr. Jeff Bills;
- Update on the Administrative Services Specialist position;
- He will be out of the office December 16-17;
- Thanked President Omsted for a great job as Board President this year; and
- Wished everyone a happy holidays.

23. General Counsel's Report

GC Brechtel reported on the following:

- Update on Governor Newsom Executive Order N-21-21;
- Department of Water Resources - Home Water Usage Report; and
- Wished everyone a happy holiday season.

24. Board of Directors' Comments

Director Roesink stated he enjoys being a part of the Engineering Committee. He also stated that being on the LWD Board has been fun and rewarding and he wished everyone a happy holiday season.

Director Brown wished everyone a Merry Christmas and he thanked staff for their work at tonight's meeting. He stated he is proud to be part of this Board and LWD.

Vice President Hanson wished everyone a Merry Christmas and Happy New Year.

President Omsted stated he is very happy with our two new Board members and how the year has progressed and he wished everyone a Merry Christmas.

Directors Brown, Roesink, and Hanson thanked President Omsted for his leadership this year.

25. Adjournment

President Omsted adjourned the meeting at 6:05 p.m.

Donald F. Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 December 14, 2021

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, December 14, 2021 at 11:00 a.m., via video conference.

1. Call to Order

Chairperson Brown called the meeting to order at 11:01 a.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

None.

4. New Business

A. Review of Teacher Grant Applications.

ASsup Hill introduced the item and provided background information on the Teacher Grant Program noting the District was happy to have received five applications by the November 19th deadline.

ASsup Hill noted that the total cost for the five grants is \$7,480, which is \$1,480 over the FY22 budget amount of \$6,000. Based on the quality of the applications, staff is recommending that the grants be awarded to all five applicants. She stated that staff believes the additional \$1,480 is well worth the outreach value of the award and this amount can be absorbed by the FY 22 budget relatively easily.

Director Roesink stated that he thought all the applicants qualified for grants. Chairperson Brown agreed with Director Roesink.

Chairperson Brown stated he would like to see signage for the projects noting the projects have been sponsored by the District. GM Bushee stated that LWD has done this previously and plans to continue providing signs.

Director Roesink asked if it would be a conflict of interest to have local irrigation manufacturers donate products to assist the schools with their projects. GM Bushee stated he would check with General Counsel on this issue.

Following discussion, the CAC and staff agreed that the five schools qualified for the grants. The CAC and staff's recommendation will be forwarded to the Board of Directors for approval at its January 12th Meeting.

5. Information Items

None.

6. Directors' Comments

Directors Roesink and Brown thanked staff and RTP for their work.

7. General Manager's Comments

GM Bushee thanked RTP for their work in contacting the schools regarding the Teacher Grant Program.

8. Adjournment

Chairperson Brown adjourned the meeting at 11:30 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY**

January 12, 2022

Disbursement Period December 3, 2021 Through January 6, 2022

GENERAL CHECKING		
Operating	\$	394,305.29
Capital	\$	417,126.42
TOTAL GENERAL CHECKS	\$	811,431.71
PAYROLL CHECKS	\$	112,894.79
TOTAL DEMANDS	\$	924,326.50

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
January 12, 2022**

Disbursement Period December 3, 2021 Through January 6, 2022

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Incentive Payroll Check	12/9/2021	23071-23087	\$ 14,888.73
Biweekly Payroll Checks	12/15/2021	23088-23104	\$ 48,404.37
Biweekly Payroll Checks	12/29/2021	23105-23121	\$ 48,133.79
Board Payroll Checks	1/3/2022	23122-23125	\$ 1,467.90
TOTAL PAYROLL CHECKS			\$ 112,894.79

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 12/3/2021 Through 1/6/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56353	12/9/2021	ADS LLC	4,655.00	Flow Metering / Data Analysis - November 2021
	12/9/2021	ADS LLC	1,340.00	Meter Maintenance / Data Delivery ECHO - November 2021
56354	12/9/2021	ADT/PROTECTION 1	165.00	Security Services 12/17/21-01/16/22
56355	12/9/2021	AIRGAS USA LLC	1,489.26	Liquid Oxygen Contract 11/23/21
56356	12/9/2021	AMERICAN BUSINESS BANK	9,080.00	Retention-Pacific Hydrotech Encinitas Estates PS # 8654100
56357	12/9/2021	AZTEC LEASING, INC	530.88	Copier Lease - November 2021
56358	12/9/2021	Brightview Landscape Services Inc	304.00	Landscape Maintenance @ Encinitas Creek - December 2021
	12/9/2021	Brightview Landscape Services Inc	857.00	Landscape Maintenance @ LWD Admin - December 2021
56359	12/9/2021	CA ASSOC OF SANITATION AGENCIES	13,600.00	Agency Membership Renewal FY 2022
56360	12/9/2021	CARLSBAD FUELS CORPORATION	2,579.95	Vehicle Fuel 10/13/21-10/28/21
56361	12/9/2021	CITY OF CARLSBAD	221.56	Water for Vactor 1
	12/9/2021	CITY OF CARLSBAD	393.00	Water for Vactor 2
56362	12/9/2021	CLIFTONLARSONALLEN LLP	5,296.00	Accounting Services - November 2021
56363	12/9/2021	COUNTY OF SAN DIEGO APCD	481.00	District Fees for APCD2003-SITE-05084 January 2022-2023
56364	12/9/2021	COUNTY OF SAN DIEGO APCD	446.00	District Fees for APCD2004-SITE-05094 January 2022-2023
56365	12/9/2021	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 11/22/21-12/21/21
56366	12/9/2021	CWEA	106.00	CWEA Certificate Renewal FY 2022 - M Gonzalez
	12/9/2021	CWEA	212.00	CWEA Certificates Renewal FY 2022 - J Stecker
	12/9/2021	CWEA	192.00	CWEA Membership Renewal FY 2022 - G Mendez
	12/9/2021	CWEA	192.00	CWEA Membership Renewal FY 2022 - R Rodriguez
56367	12/9/2021	DATA NET SOLUTIONS GROUP	3,534.00	Monthly IT Service - November 2021 / Citrix Subscription/Lic
	12/9/2021	DATA NET SOLUTIONS GROUP	1,426.50	Monthly Server Service - November 2021
56368	12/9/2021	DIANNE DRESSEL	3,000.00	Lateral Reimbursement: 2614 Abedul St, Carlsbad CA 92009
56369	12/9/2021	HARTFORD LIFE & ACCIDENT INS.	443.58	Life Insurance - December 2021
56370	12/9/2021	MAHYAR AJIR	3,000.00	Lateral Reimbursement: 7232 El Fuerte St, Carlsbad CA 92009
56371	12/9/2021	MAVTECK	11,000.00	Construction Management-E Estates PS Project-November 2021
56372	12/9/2021	MIKE LEWIS	3,000.00	Lateral Reimbursement: 1771 Hillcrest Scenic Ln, Encinitas
56373	12/9/2021	MINUTEMAN PRESS	77.31	6-Up Labels (400)
56374	12/9/2021	MITSUBISHI ELECTRIC US, INC	324.88	Elevator Maintenance - December 2021
56375	12/9/2021	MSC JANITORIAL SERVICE, INC	2,206.66	Janitorial Services - November 2021
56376	12/9/2021	NAPA AUTO	73.19	Blue Def / Car Wash / Hitch Plug Pin
56377	12/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	67.27	Recycled Water @ Traveling
	12/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	63.15	Water @ Encinitas Estates PS
	12/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	336.96	Water @ Traveling
	12/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	309.72	Water @ Traveling 2
	12/9/2021	OLIVENHAIN MUNICIPAL WATER DIS...	49.02	Water @ VP7 PS

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 12/3/2021 Through 1/6/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56378	12/9/2021	Pacific Hydrotech Corporation	172,520.00	Enclinitas Estates PS Replacement Project - November 2021
56379	12/9/2021	PALOMAR RESEARCH SERVICES,LLC	105.00	Background Check - New Employee
56380	12/9/2021	PETTY CASH	336.00	Petty Cash 12/08/21
56381	12/9/2021	PLUMBERS DEPOT, INC	778.66	Overhaul Kit for WGR Magnum Nozzle
56382	12/9/2021	Premier Chevrolet of Carlsbad	563.64	Tires (2) for Vehicle # 156
56383	12/9/2021	Professional Exchange Service Corpora...	90.00	Answer Service - November 2021
56384	12/9/2021	PRUDENTIAL OVERALL SUPPLY	107.33	Weekly Uniform/Laundry Service 12/02/21
56385	12/9/2021	RIGHT-OF-WAY ENGINEERING SERVI...	2,945.00	Engineering Services-La Costa Gravity Trunk Line Monitoring
56386	12/9/2021	RISING TIDE PARTNERS	2,961.75	Public Outreach - November 2021
56387	12/9/2021	ROCKWELL CONSTRUCTION SERVICE...	2,565.00	Electrical Construction Mgmt-Enclinitas PS Replace-Nov 2021
56388	12/9/2021	ROCKWELL ENGINEERING & EQUIPM...	99,561.50	Pioneer Diesel Pump & Trailer System
56389	12/9/2021	SAN DIEGO UNION TRIBUNE	160.00	Newspaper Delivery
56390	12/9/2021	STAPLES	417.42	Office Supplies
	12/9/2021	STAPLES	134.00	Office Supplies / New Keyboard-TB / Boardroom Server Rack
56391	12/9/2021	TERMINIX PROCESSING CENTER	142.00	Pest Control 11/24/21
56392	12/9/2021	THE HOME DEPOT CRC/GECF	30.06	Blue Def
	12/9/2021	THE HOME DEPOT CRC/GECF	75.10	Light Bulbs
	12/9/2021	THE HOME DEPOT CRC/GECF	79.38	Spring Links / Trash Bags / Cleaning Supplies
	12/9/2021	THE HOME DEPOT CRC/GECF	78.81	Trash Bags / Brush Head / Soap / Broom Handle
56393	12/9/2021	UNDERGROUND SERVICE ALERTS/C	140.35	Monthly Underground Alarm Service
	12/9/2021	UNDERGROUND SERVICE ALERTS/C	120.93	Monthly Underground State Fees
56394	12/9/2021	VERIZON WIRELESS	21.27	Telemetry for Cell Phones 10/24/21-11/23/21
56395	12/13/2021	ALLIANT INSURANCE SERVICES	875.00	Public Official Bond Renewal - P Bushee
56396	12/16/2021	AIRGAS USA LLC	1,716.68	Liquid Oxygen Contract
	12/16/2021	AIRGAS USA LLC	800.00	Liquid Oxygen Contract - Monthly Fee
56397	12/16/2021	ALPHAGRAPHICS	46.58	ID Card - J Montoya & K Gil
56398	12/16/2021	AT&T	189.91	Phone Service - BPS 11/10/21-12/09/21
56399	12/16/2021	Atlas Technical Consultants LLC	3,097.75	Geotech Services-Enclinitas Estates PS Replacement Project
56400	12/16/2021	BASE NINE CONSULTING	1,690.00	SCADA Support Services & Parts - Pump Stations
56401	12/16/2021	C & B Air Power	1,407.00	Service Kits - LPS / AWT
56402	12/16/2021	CONCENTRA	239.00	New Hire Physical - R Green
56403	12/16/2021	CORODATA	80.08	File Storage - November 2021
56404	12/16/2021	CSDA- SAN DIEGO CHAPTER	12.00	Returned Check Fee (Check # 56295)
56405	12/16/2021	CWEA	91.00	CWEA Certification Renewal FY22 - S Krason
56406	12/16/2021	DETECTION INSTRUMENTS CORP	1,228.18	Calibrations @ BPS
56407	12/16/2021	FEDERAL EXPRESS CORPORATION	28.94	Shipping 12/06/21
56408	12/16/2021	HACH COMPANY	1,990.29	DO Meter / DO Sensor
56409	12/16/2021	ICMA RETIREMENT-303979	4,987.88	Deferred Comp for PPE 12/12/21
56410	12/16/2021	MESA REPROGRAPHICS	291.81	FY22 Gravity Sewer Repairs Project - Conformed Plans
56411	12/16/2021	NATIONWIDE RETIREMENT SOLUTIONS	150.00	Deferred Comp 12/15/21

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 12/3/2021 Through 1/6/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56412	12/16/2021	OLIN CORPORATION	5,088.62	Sodium Hypochlorite Chemicals 05/13/21
	12/16/2021	OLIN CORPORATION	5,046.83	Sodium Hypochlorite Chemicals 07/19/21
	12/16/2021	OLIN CORPORATION	5,090.45	Sodium Hypochlorite Chemicals 09/15/21
56413	12/16/2021	PLANT PEOPLE, INC	158.00	Office Plan Maintenance - December 2021
56414	12/16/2021	PROFORMA PRINT & PROMOTIONS	497.46	A/P Check Stock Order (qty 1,000)
56415	12/16/2021	PRUDENTIAL OVERALL SUPPLY	107.33	Weekly Uniform/Laundry Service 12/09/21
56416	12/16/2021	SAN DIEGO UNION TRIBUNE	258.50	Classified Listing SDT 17455089
56417	12/16/2021	SAN DIEGUITO WATER DISTRICT	31.80	Water @ Tanker 2
56418	12/16/2021	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 12/14/21-01/13/22
56419	12/16/2021	STAPLES	126.50	Office Supplies
56420	12/16/2021	STATE WATER RESOURCES CONTROL...	23,783.00	FY22 Permit Fee - Gafner Facility 9 00000206
56421	12/16/2021	STATE WATER RESOURCES CONTROL...	17,834.00	FY22 Permit Fee - LWD Facility 9SSO11210
56422	12/16/2021	UNIFIRST FIRST AID CORP	170.91	First Aid Supplies
56423	12/16/2021	VERIZON WIRELESS	1,011.05	Cell Phones 11/08/21-12/07/21
56424	12/16/2021	WORDEN WILLIAMS LLP	1,393.80	Legal Services - November 2021
56425	12/23/2021	ABILA	6,703.31	MIP Accounting Software Renewal 03/01/22-02/28/23
56426	12/23/2021	BANNER BANK	1,843.55	Retention for Stanek Construction-LPS Rehab Project-Dec2021
56427	12/23/2021	BRAX COMPANY, INC	20,883.94	Repair Batiquitos #4 Pump-Materials & Labor
56428	12/23/2021	C & B Air Power	977.57	Work Order A-152907
56429	12/23/2021	CSRMA	591.00	W/C Payroll Audit for FY 2021
56430	12/23/2021	DAVIS FARR LLP	1,000.00	Financial Auditing Services
56431	12/23/2021	DEXTER WILSON ENGINEERING	2,187.50	Development Services-0996 Encinitas Beach Hotel-Nov 2021
	12/23/2021	DEXTER WILSON ENGINEERING	165.00	Development Services-1032 Weston Subdivision-Nov 2021
	12/23/2021	DEXTER WILSON ENGINEERING	114.00	Development Services-1114 1143 Eolus Ave Pub Sewer-Nov 2021
	12/23/2021	DEXTER WILSON ENGINEERING	399.00	Development Services-1115 555/571 N Vulcan Ave-Nov 2021
	12/23/2021	DEXTER WILSON ENGINEERING	57.00	Development Services-1130 1260 Saxony Rd ADU PS-Nov 2021
	12/23/2021	DEXTER WILSON ENGINEERING	66.00	Development Services-1132 Jay Bird's 1935 Calle Bar-Nov 2021
	12/23/2021	DEXTER WILSON ENGINEERING	114.00	Development Services-1134 579 La Costa Ave-Nov 2021
	12/23/2021	DEXTER WILSON ENGINEERING	57.00	Development Services-1135 Woodside Dev La Costa Ave-Nov 2021
	12/23/2021	DEXTER WILSON ENGINEERING	57.00	Development Services-1136 Wishbone Way-Nov 2021
	12/23/2021	DEXTER WILSON ENGINEERING	114.00	Development Services-1137 1023 Neptune Ave-Nov 2021

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 12/3/2021 Through 1/6/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	12/23/2021	DEXTER WILSON ENGINEERING	114.00	Development Services-1138 539/541 Hermes Ave-Nov 2021
	12/23/2021	DEXTER WILSON ENGINEERING	720.00	Update Operations SubBasin Map to Reflect Current SubBasins
56432	12/23/2021	DODGE DATA & ANALYTICS	1,342.61	FY2022 Gravity Sewer Repairs Project-Notice Inviting Bids
56433	12/23/2021	FEDERAL EXPRESS CORPORATION	12.90	Shipping 12/09/21
56434	12/23/2021	HACH COMPANY	17.66	Buffer Soln
	12/23/2021	HACH COMPANY	241.79	Membrane Replacement Kits (2)
56435	12/23/2021	HADRONEX INC dba: SMARTCOVER S...	6,567.70	SmartCover Contract Renewal: 02/24/22-02/28/23
56436	12/23/2021	HUDSON SAFE T LITE	108.25	Cone Holder Plate
56437	12/23/2021	INFRASTRUCTURE ENGINEERING CORP	1,125.00	Encinitas Estates PS Replace Project - November 2021
	12/23/2021	INFRASTRUCTURE ENGINEERING CORP	2,160.00	FY2022 Gravity Sewer Repair Project - November 2021
	12/23/2021	INFRASTRUCTURE ENGINEERING CORP	765.00	VP7 PS Replace Project - November 2021
56438	12/23/2021	MALLORY SAFETY AND SUPPLY	675.48	Safety Supplies - Disposable Gloves
56439	12/23/2021	MIRA MESA WINDOW CLEANING	2,980.00	Solar Panel / Window Cleaning / Powerwash Building
56440	12/23/2021	NAPA AUTO	19.37	Wiper Blades
56441	12/23/2021	PACIFIC PIPELINE SUPPLY	37.50	Gaskets (4)
56442	12/23/2021	Premier Chevrolet of Carlsbad	93.81	Vehicle Service - #155
	12/23/2021	Premier Chevrolet of Carlsbad	80.89	Vehicle Service - #165
56443	12/23/2021	PRUDENTIAL OVERALL SUPPLY	107.33	Weekly Uniform/Laundry Service 12/16/21
56444	12/23/2021	SAN DIEGO GAS & ELECTRIC	3,381.03	Electric @ Admin
	12/23/2021	SAN DIEGO GAS & ELECTRIC	98.11	Electric @ Avocado PS
	12/23/2021	SAN DIEGO GAS & ELECTRIC	340.59	Electric @ Diana PS
	12/23/2021	SAN DIEGO GAS & ELECTRIC	620.12	Electric @ E Estates PS
	12/23/2021	SAN DIEGO GAS & ELECTRIC	919.59	Electric @ La Costa PS
	12/23/2021	SAN DIEGO GAS & ELECTRIC	6,605.00	Electric @ LPS
	12/23/2021	SAN DIEGO GAS & ELECTRIC	130.62	Electric @ RV PS
	12/23/2021	SAN DIEGO GAS & ELECTRIC	280.12	Electric @ VP5 PS
	12/23/2021	SAN DIEGO GAS & ELECTRIC	146.57	Electric @ VP7 PS
	12/23/2021	SAN DIEGO GAS & ELECTRIC	244.39	Gas @ Admin
56445	12/23/2021	SITE ONE LANDSCAPE SUPPLY, LLC	91.46	Straw Wattle (2)
56446	12/23/2021	SOUTHERN CONTRACTING COMPANY	1,850.00	Generator Cable Racks @ LPS (4)
	12/23/2021	SOUTHERN CONTRACTING COMPANY	250.00	HOA Switches for Existing VFDs
	12/23/2021	SOUTHERN CONTRACTING COMPANY	3,500.00	Upgrade Existing Office Light Fixtures to LED
56447	12/23/2021	STANEK CONSTRUCTORS, INC	71,898.45	Leucadia PS Rehab Project - December 2021
56448	12/23/2021	STAPLES	25.83	Office Supplies
56449	12/23/2021	TERMINIX PROCESSING CENTER	60.00	Pest Control 12/09/21
56450	1/6/2022	ADT/PROTECTION 1	165.00	Security Services 01/17/22-02/16/22
56451	1/6/2022	AIRGAS USA LLC	1,609.55	Liquid Oxygen Contract 12/21/21
56452	1/6/2022	AT&T	326.35	Phone Service-Elevator 11/25/21-12/24/21
56453	1/6/2022	AZTEC LEASING, INC	530.88	Copier Lease - December 2021

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 12/3/2021 Through 1/6/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56454	1/6/2022	BABBITT INTERNATIONAL	1,290.00	Level Switch for Leucadia PS Surge Tank & Receiver Card
56455	1/6/2022	BAJA POOL AND SPA SERVICE	150.00	Weekly Maintenance of Fountain - January 2022
56456	1/6/2022	CITY OF CARLSBAD	405.08	Water @ 1900 La Costa Ave
	1/6/2022	CITY OF CARLSBAD	153.40	Water @ 1960 La Costa Ave
	1/6/2022	CITY OF CARLSBAD	27.78	Water @ Fire Line
	1/6/2022	CITY OF CARLSBAD	230.28	Water for Vactor 1
	1/6/2022	CITY OF CARLSBAD	454.04	Water for Vactor 2
56457	1/6/2022	CLIFTONLARSONALLEN LLP	4,640.00	Accounting Services - December 2021
56458	1/6/2022	COLONIAL LIFE INS	254.58	Accident/Critical Illness Insurance 12/01, 12/15, & 12/29/21
56459	1/6/2022	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service - January 2022
	1/6/2022	COX COMMUNICATIONS SAN DIEGO	526.10	Phone Service 12/18/21-01/17/22
56460	1/6/2022	CSRMA	155,972.00	Pooled Liability Insurance - CY 2022
56461	1/6/2022	DATA NET SOLUTIONS GROUP	300.00	Wifi Renewal - Guest Wifi Network
56462	1/6/2022	DETECTION INSTRUMENTS CORP	225.37	Calibrations @ BPS
56463	1/6/2022	DEXTER WILSON ENGINEERING	1,040.00	FY-21 SSMP Audit Job 103-019/5
56464	1/6/2022	DKF SOLUTIONS GROUP, LLC	300.00	MSO Subscription - January 2022
56465	1/6/2022	GRAINGER, INC	4.33	Safety Pins
56466	1/6/2022	HUMANA DENTAL INS.	3,141.33	Dental Insurance - January 2022
56467	1/6/2022	ICMA RETIREMENT-303979	4,892.60	Deferred Comp for PPE 12/26/21
56468	1/6/2022	KELLY GIL	1,030.00	Tuition Reimbursement-MKTG351/FIN320
56469	1/6/2022	MAVTECK	14,000.00	Construction Management-E Estates PS Project-December 2021
56470	1/6/2022	MES VISION	387.63	Vision Insurance - January 2022
56471	1/6/2022	MITSUBISHI ELECTRIC US, INC	354.78	Elevator Maintenance - January 2022
56472	1/6/2022	MUTUAL OF OMAHA	1,205.54	Disability Insurance - January 2022
56473	1/6/2022	NAPA AUTO	58.34	Oil Filter / Oil
56474	1/6/2022	NATIONWIDE RETIREMENT SOLUTIONS	150.00	Deferred Comp 12/29/21
56475	1/6/2022	OFFICE DEPOT, INC.	325.74	Office Supplies
56476	1/6/2022	OLIVENHAIN MUNICIPAL WATER DIST	8,666.67	BlueWater Strategies Consulting 10/01/21-03/31/22
	1/6/2022	OLIVENHAIN MUNICIPAL WATER DIST	375.06	Woodard & Curran NSDCRRWP 2020 Grant Admin Cost
	1/6/2022	OLIVENHAIN MUNICIPAL WATER DIST	3,213.02	Woodard & Curran WIIN Grant Application 2021
56477	1/6/2022	OLIVENHAIN MUNICIPAL WATER DIS...	67.27	Recycled Water @ Traveling
	1/6/2022	OLIVENHAIN MUNICIPAL WATER DIS...	59.34	Water @ Encinitas Estates PS
	1/6/2022	OLIVENHAIN MUNICIPAL WATER DIS...	391.44	Water @ Traveling
	1/6/2022	OLIVENHAIN MUNICIPAL WATER DIS...	323.34	Water @ Travelling 2
	1/6/2022	OLIVENHAIN MUNICIPAL WATER DIS...	45.31	Water @ VP5 PS
	1/6/2022	OLIVENHAIN MUNICIPAL WATER DIS...	54.63	Water @ VP7 PS
56478	1/6/2022	PRUDENTIAL OVERALL SUPPLY	107.33	Weekly Uniform/Laundry Service 12/23/21
	1/6/2022	PRUDENTIAL OVERALL SUPPLY	107.33	Weekly Uniform/Laundry Service 12/30/21
56479	1/6/2022	QUADIENT FINANCE USA, INC	529.73	Postage
56480	1/6/2022	RANCHO SANTA FE SECURITY SYSTEMS	10.00	Added Security Code - J Montoya
56481	1/6/2022	RICK EASTON	262.22	Safety Boots - FY 2022 - R Easton

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 12/3/2021 Through 1/6/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56482	1/6/2022	ROCKWELL CONSTRUCTION SERVICE...	1,417.50	Electrical Construction Management-Encinitas PS Replace Proj
56483	1/6/2022	SAN DIEGO GAS & ELECTRIC	1,144.48	Electric @ AWT
	1/6/2022	SAN DIEGO GAS & ELECTRIC	17,017.74	Electric @ BPS
	1/6/2022	SAN DIEGO GAS & ELECTRIC	433.62	Electric @ Saxony PS
56484	1/6/2022	SITE ONE LANDSCAPE SUPPLY, LLC	22.97	Straw Wattle
56485	1/6/2022	U.S. BANK	2,819.41	Cal Card Purchase - Statement 12/22/21
56486	1/6/2022	UNDERGROUND SERVICE ALERTS/C	254.20	Monthly Underground Alarm Service
	1/6/2022	UNDERGROUND SERVICE ALERTS/C	120.93	Monthly Underground State Fees
56487	1/6/2022	UPS	129.99	Shipping 12/10/21 & 12/14/21
Report Total			811,431.71	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 12/3/2021 Through 1/6/2022

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	12/22/2021	56485	222.18	4330	BOARD CONFERENCES	CASA Conference - Hotel Deposit - M Brown
U.S. BANK	API	12/22/2021	56485	595.00	4330	BOARD CONFERENCES	CASA Conference - Registration - M Brown
U.S. BANK	API	12/22/2021	56485	460.00	4810	MEMBERSHIP & DUES	GFOA Award Review Fee
U.S. BANK	API	12/22/2021	56485	20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	12/22/2021	56485	9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud
U.S. BANK	API	12/22/2021	56485	40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom Cloud
U.S. BANK	API	12/22/2021	56485	28.60	5227	MANAGEMENT SUPPORT SERVICES	J Bill Satisfaction Survey - Lunch
U.S. BANK	API	12/22/2021	56485	740.89	5310	ADVERTISING	Recruitment
U.S. BANK	API	12/22/2021	56485	547.75	5735	EMPLOYEE RECOGNITION	Heat Lamps for District Events
U.S. BANK	API	12/22/2021	56485	125.00	5910	TELEPHONE	WebHosting
U.S. BANK	API	12/22/2021	56485	30.00	5910	TELEPHONE	Wifi

Transaction Total 2,819.41

Report
Opening/Current
Balance

Report Transaction
Totals

2,819.41

Report Current Balances

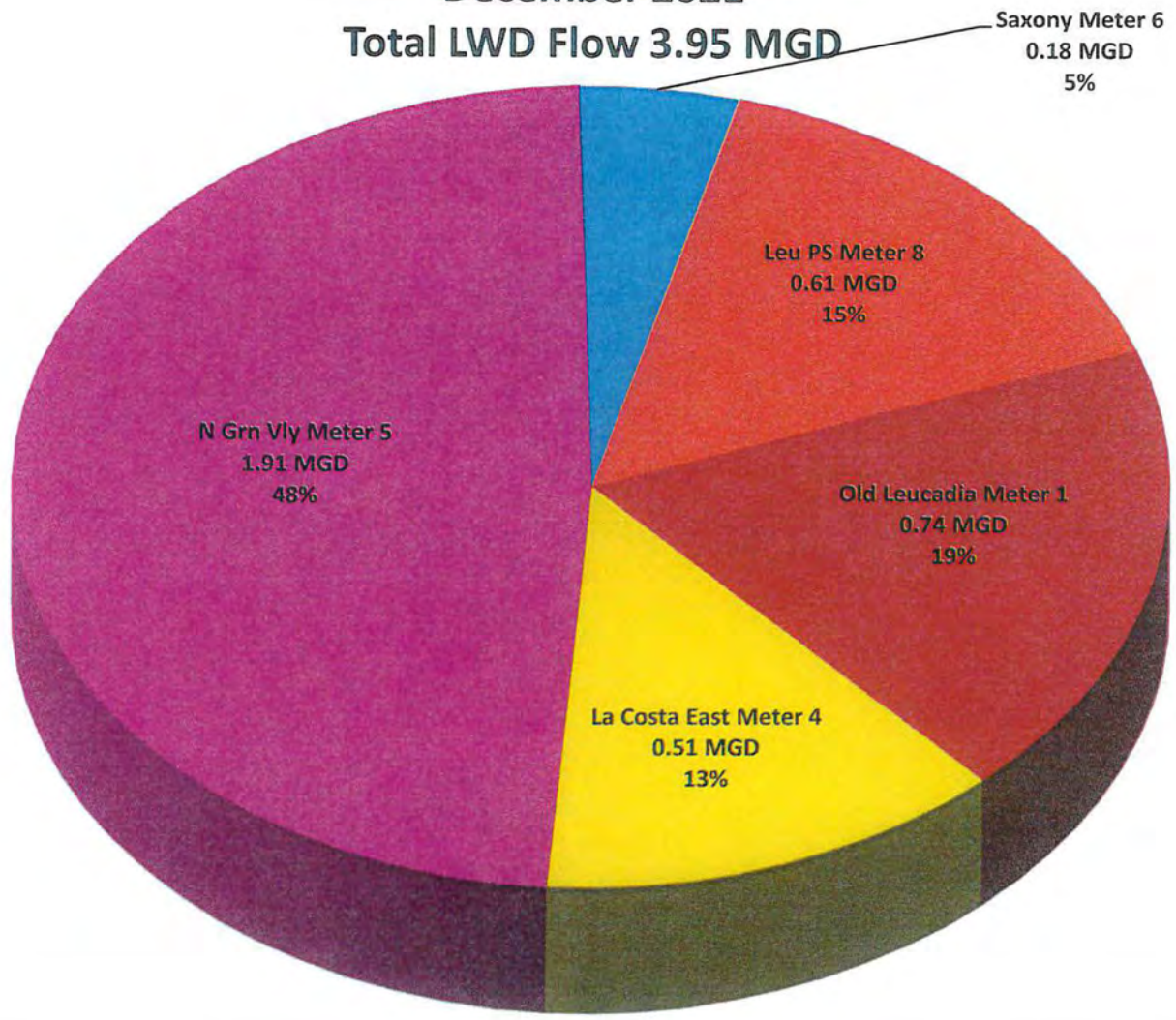
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2022 (July 2021 - June 2022)**

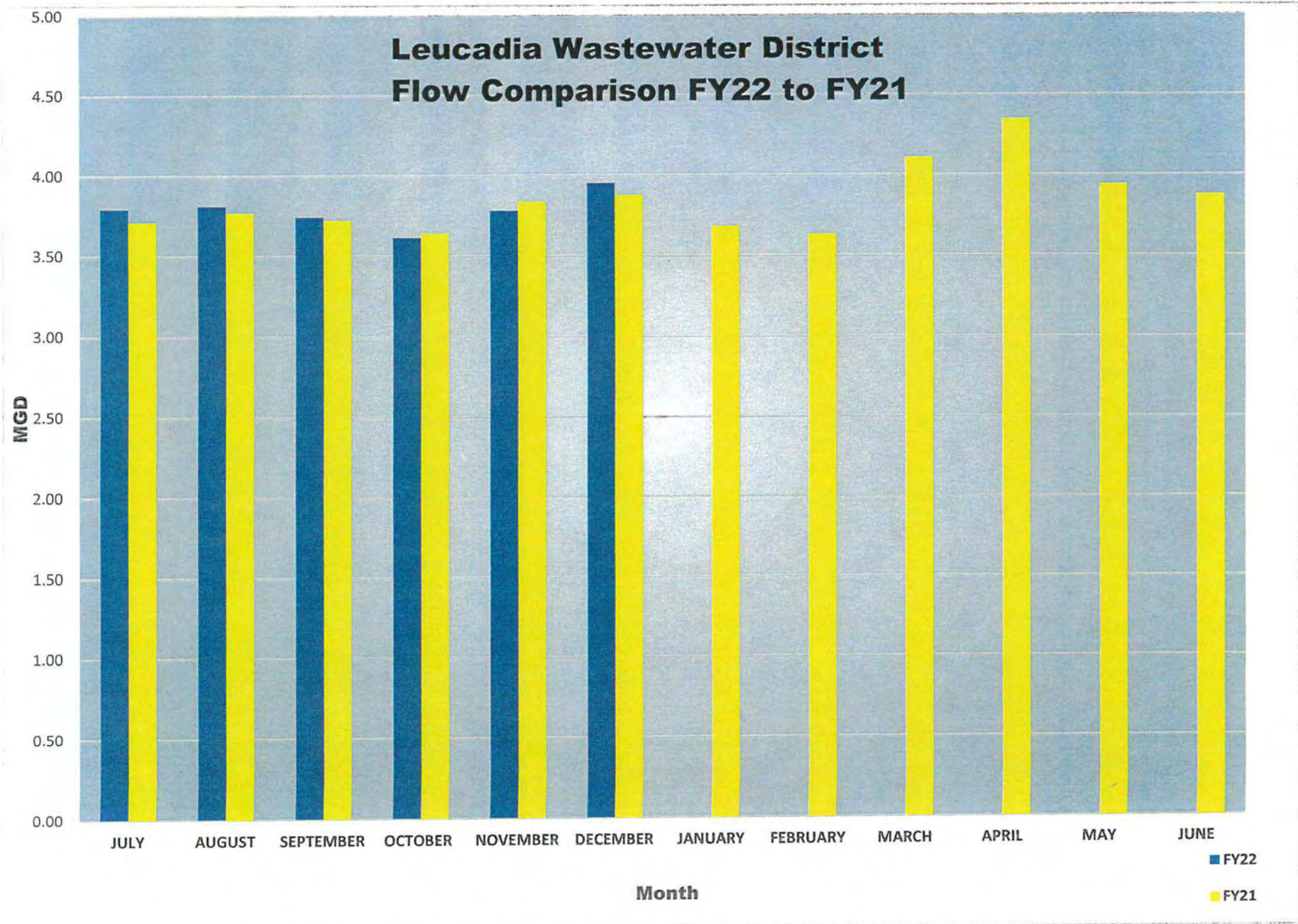
CURRENT MONTH - December 2021							FY 2021
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,774.34	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.16	117.49	19.70	3.79	131.80	47.70	3.95
YTD			28,754.64				
AUGUST	0.11	118.11	6.00	3.81	132.47	47.70	4.01
YTD			28,760.64				
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	0.00	113.40	1.25	3.78	131.42	19.15	3.88
YTD			28,763.14				
DECEMBER*	3.21	122.45	1.00	3.95	137.32	4.09	3.76
YTD			28,764.14				
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	4.93	695.56	29.20			166.20	
Mo Average	0.82	115.93	4.87	3.78	131.43	27.70	3.83

* Meter error, December flow
used sub-basin flow volumes

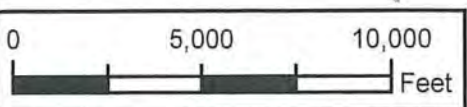
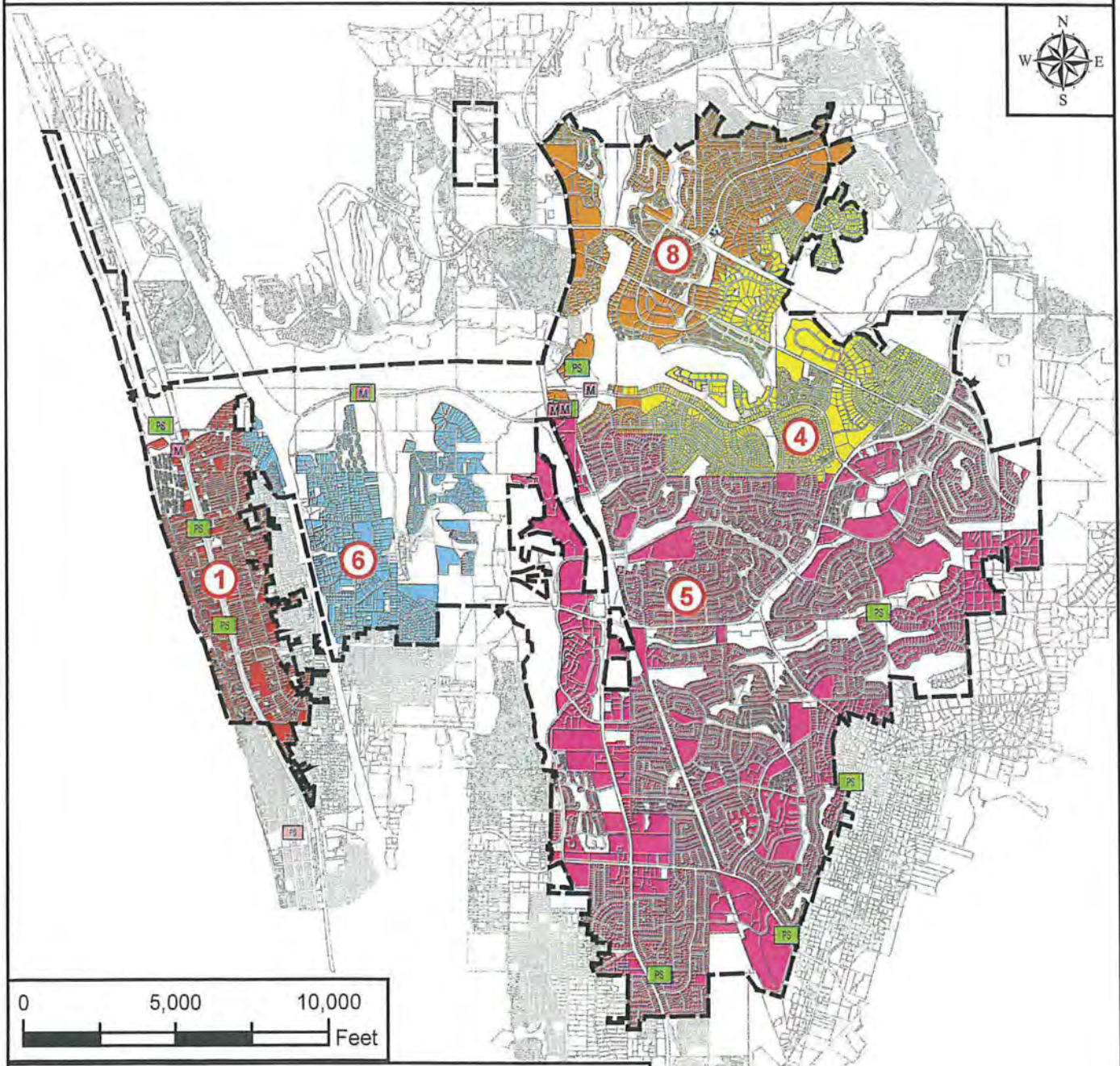
operations report

**LWD Flows by Sub-Basin
December 2021
Total LWD Flow 3.95 MGD**





LEUCADIA WASTEWATER DISTRICT



LEGEND

- | | |
|-------------------------|-------------------------|
| Parcels by Basin | Meter Locations |
| 1 - Old Leucadia | LWD Pump Stations |
| 4 - La Costa East | Encinitas Pump Stations |
| 5 - North Green Valley | LWD Boundary |
| 6 - Saxony | |
| 8 - Leucadia PS | |

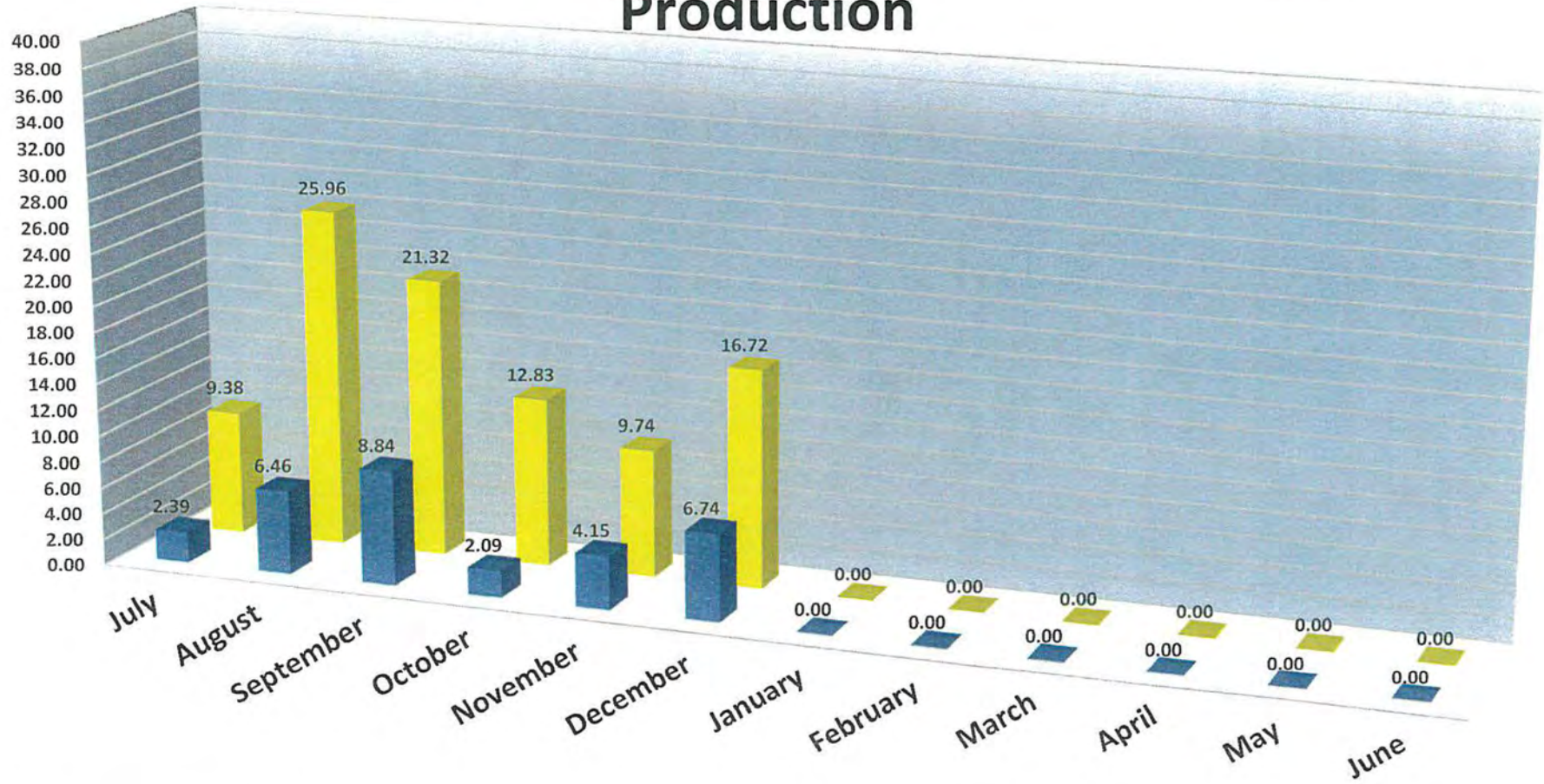


DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN

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FY-22 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 30.7 Miles)

■ Hydro Cleaning (YTD 96 Miles)


 LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
December 2021**

Training & Safety Events for the month December 2021

Hours

Description	Ops	Admin	Total
CSRMA Workplace Violence Training	1.00	2.00	3.00
Emergency Action Plan	0.00	2.00	2.00
Reasonable Suspicion of Alcohol for Supervisors	0.00	2.00	2.00
Reasonable Suspicion of Drugs for Supervisors	0.00	2.00	2.00
	0.00	0.00	0.00
Total Training Hours	1.00	8.00	9.00

Conferences for the month of December 2021

Attendees

Description	Ops	Admin	Total
Total Attended Conferences	0	0	0

Notes:

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



LEADERS IN
ENVIRONMENTAL
PROTECTION

Operations and Administration Training Report Summary for Fiscal Year 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	10.00	5.00	15.00	
Dec-21	1.00	8.00	9.00	
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	182.00	44.50	226.50	
YTD Monthly Avg	30.33	7.42	37.75	

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

Leucadia Wastewater District

Balance Sheet

As of 12/31/2021

	Amount
Assets	
Cash & Investments	26,750,172.05
Accounts Receivables	161,954.84
Net OPEB Asset	73,376.00
Prepaid Expense	380,901.25
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	184,268,092.64
Less Accumulated Depreciation	(64,311,774.48)
Total Assets	149,363,922.30
Deferred Outflows	
PERS Pension Deferred Outflows	1,344,994.00
OPEB Health Deferred Outflows	86,509.00
Total Deferred Outflows	1,431,503.00
Total Assets & Deferred Outflows	150,795,425.30
Liabilities	
Accounts Payable & Accrued Expenses	700,702.26
Developer Deposits	99,070.09
Net Pension Liability	4,523,924.00
Total Liabilities	5,323,696.35
Deferred Inflows	
PERS Pension Deferred Inflows	181,483.00
OPEB Health Deferred Inflows	6,794.00
Total Deferred Inflows	188,277.00
Net Position	
Beginning Net Position (as of June 30, 2021)	
Investment in Capital Assets	119,956,318.25
Reserves	26,711,648.62
Total Beginning Net Position (as of June 30, 2021)	146,667,966.87
Current Change In Net Position	
Other	(1,384,514.92)
Total Current Change In Net Position	(1,384,514.92)
Total Net Position	145,283,451.95
Total Liabilities, Deferred Inflows & Net Position	150,795,425.30

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2021 Through 12/31/2021

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

OPERATING REVENUES

3110 Sewer Service Fees	\$ 3,603,908.59	\$10,879,991.00	\$ 7,276,082.41	33.1%
3150 Recycled Water Sales	234,103.31	350,000.00	115,896.69	66.9%
3100 Misc. Operating Revenue	42,598.57	180,599.00	138,000.43	23.6%
TOTAL OPERATING REVENUES	\$ 3,880,610.47	\$11,410,590.00	\$ 7,529,979.53	34.0%

OPERATING EXPENSES

4100 Salaries	\$ 1,009,440.03	\$ 2,063,646.00	\$ 1,054,205.97	48.9%
4200 Employee Benefits	729,683.56	1,561,018.00	831,334.44	46.7%
4300 Directors Expense	37,639.22	129,100.00	91,460.78	29.2%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	14,646.54	45,000.00	30,353.46	32.5%
4700 Insurance Expense	41,183.34	179,800.00	138,616.66	22.9%
4800 Memberships	31,904.39	36,925.00	5,020.61	86.4%
4900 Office Expense	75,929.46	169,500.00	93,570.54	44.8%
5000 Operating Supplies	53,696.55	147,500.00	93,803.45	36.4%
5200 Professional Services	192,854.47	600,000.00	407,145.53	32.1%
5300 Printing & Publishing	14,610.46	29,600.00	14,989.54	49.4%
5400 Rents & Leases	27,880.76	24,200.00	(3,680.76)	115.2%
5500 Repairs & Maintenance	161,515.75	559,100.00	397,584.25	28.9%
5600 Monitoring & Permits	54,488.50	74,300.00	19,811.50	73.3%
5700 Training & Development	13,904.76	49,500.00	35,595.24	28.1%
5900 Utilities	191,664.77	468,900.00	277,235.23	40.9%
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	\$ 3,430,267.07	\$ 8,660,893.00	\$ 5,230,625.93	39.6%

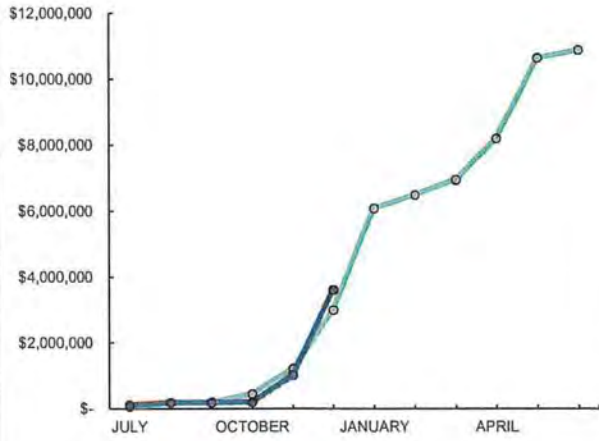
NON-OPERATING REVENUES

3130 Capacity Fees	\$ 53,434.50	\$ 162,848.00	\$ 109,413.50	32.8%
3220 Property Taxes	763,223.99	1,988,000.00	1,224,776.01	38.4%
3250 Investment Income	139,361.87	316,000.00	176,638.13	44.1%
3290 Misc. Non Op Revenue	82,300.10	127,300.00	44,999.90	64.7%
TOTAL NON-OPERATING REVENUES	\$ 1,038,320.46	\$ 2,594,148.00	\$ 1,555,827.54	40.0%

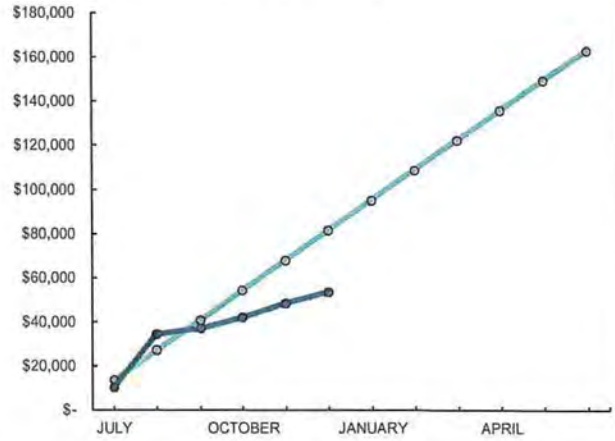
Leucadia Wastewater District Revenue FY2022

YTD through December 31, 2021

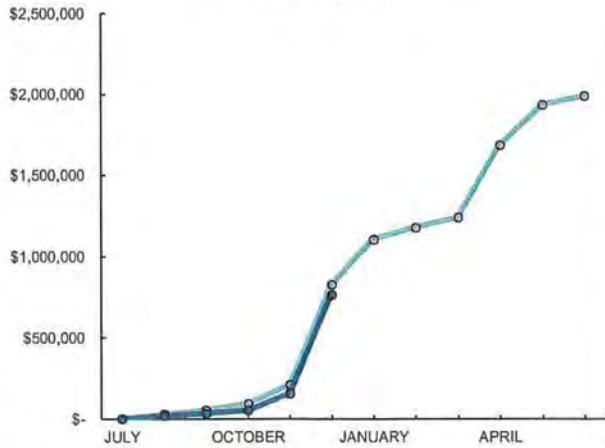
Sewer Service Fees



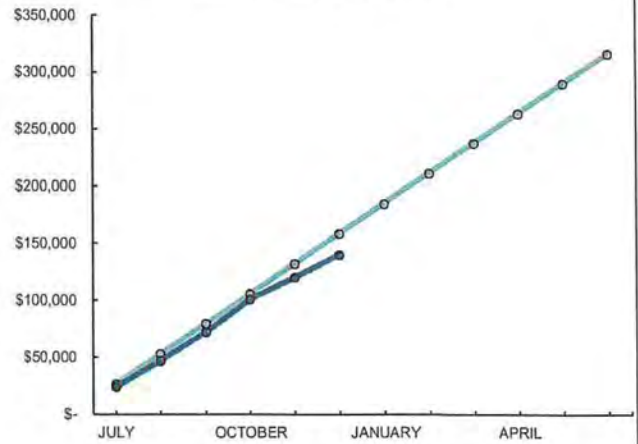
Capacity Charges



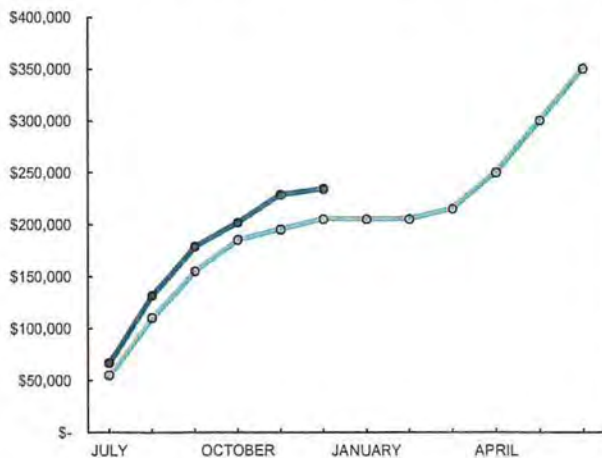
Property Taxes



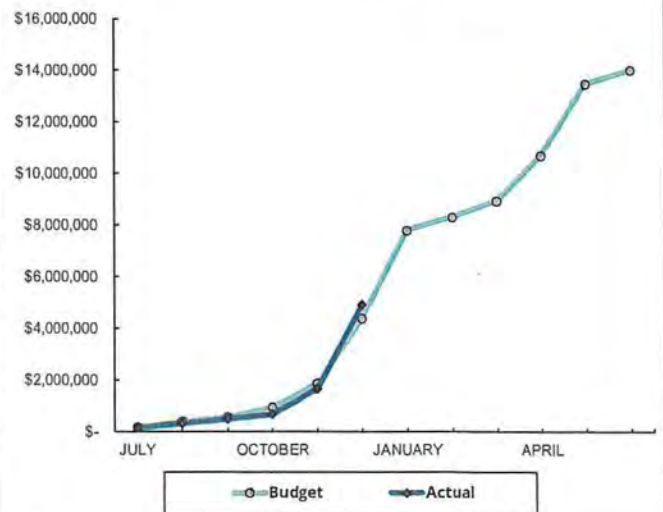
Investment Income



Recycled Wastewater Sales



Total Revenue

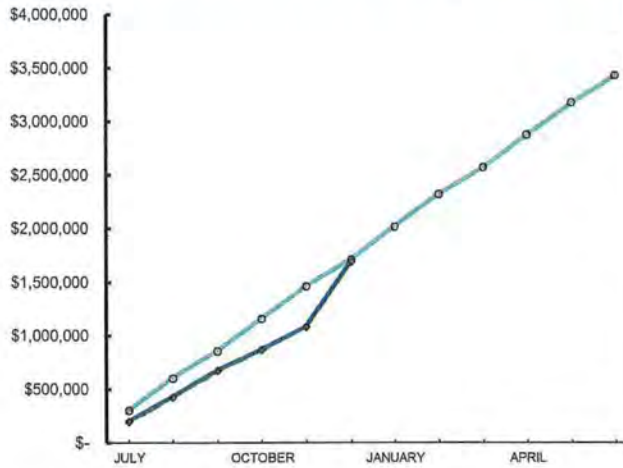


* Preliminary: subject to future review, reconciliation, accruals, and audit

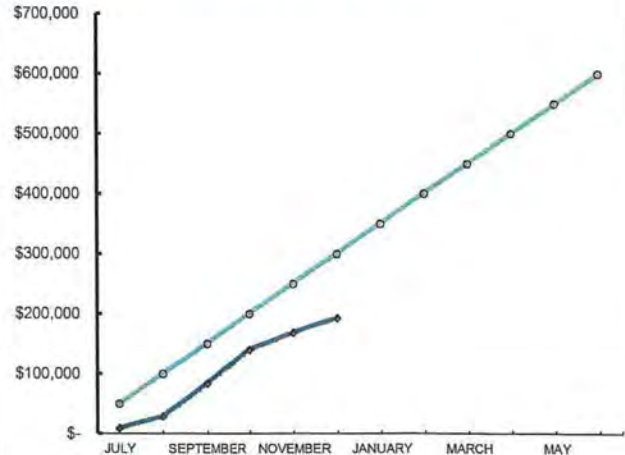
Leucadia Wastewater District Operating Expenses FY2022

YTD through December 31, 2021

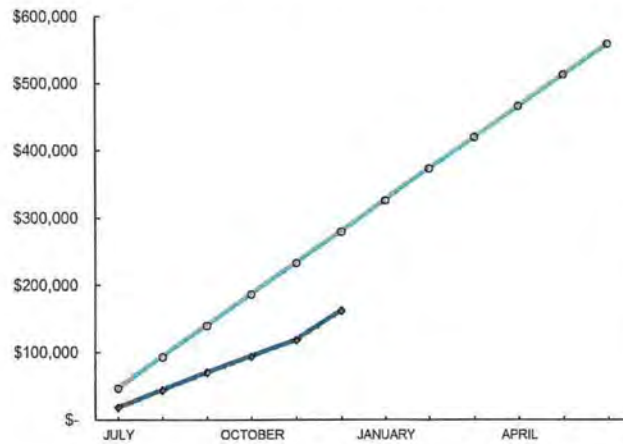
Salaries and Benefits



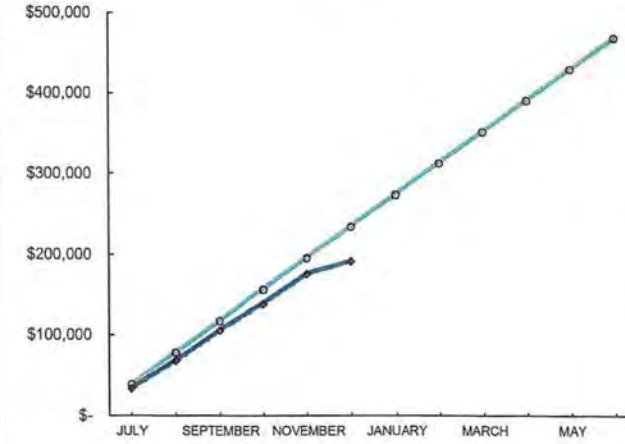
Professional Services



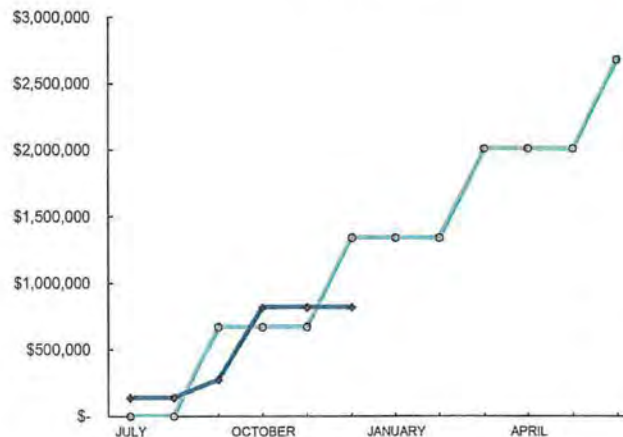
Repairs & Maintenance



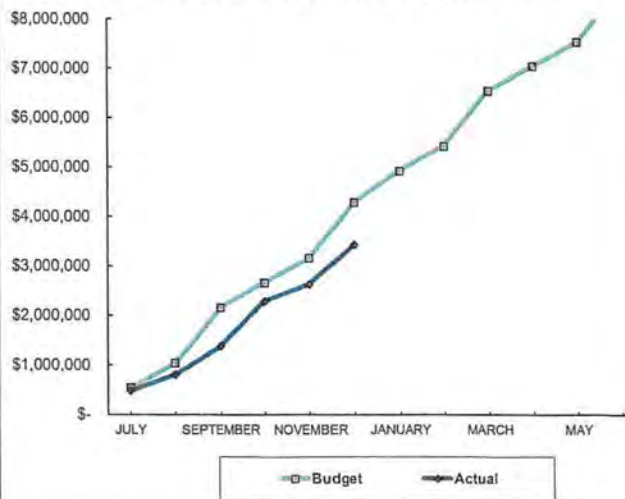
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement

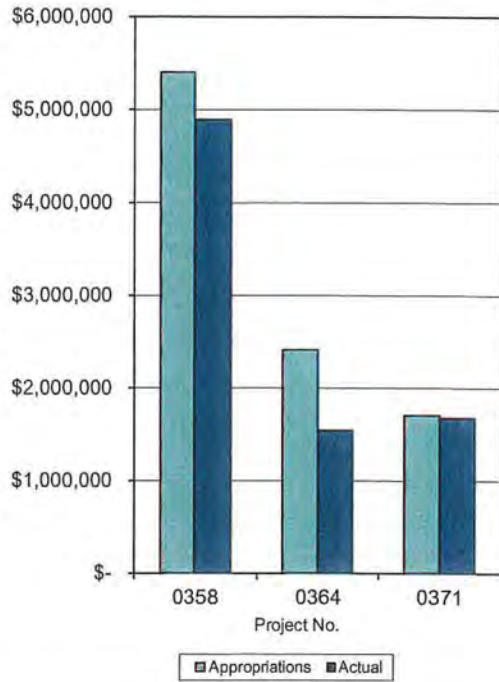


* Preliminary: subject to future review, reconciliation, accruals, and audit

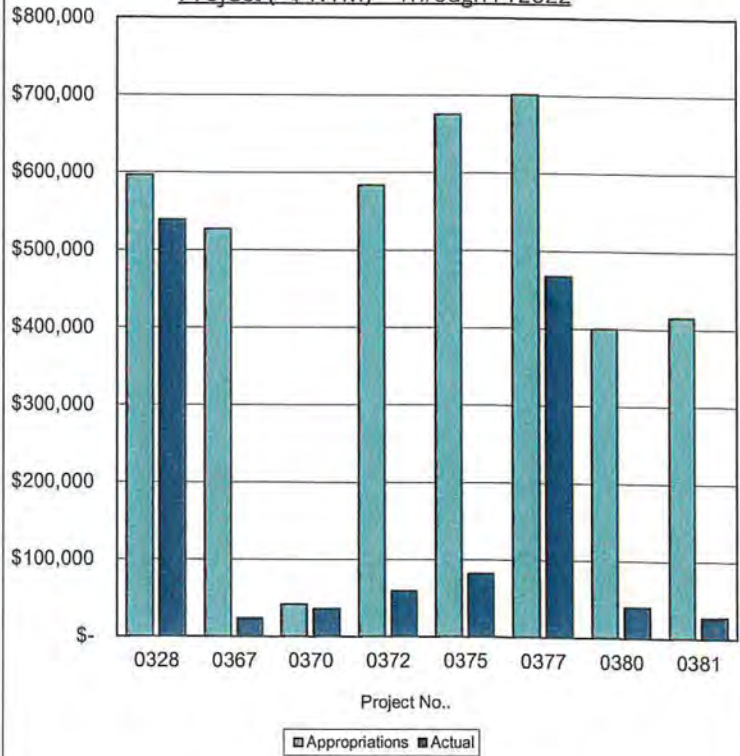
Leucadia Wastewater District Capital Expenditures

As of December 31, 2021

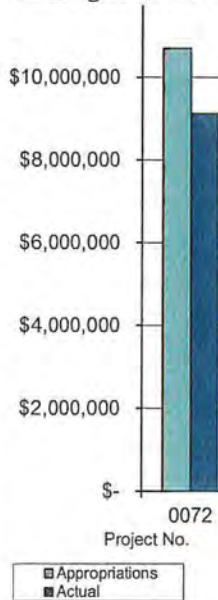
**District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2022**



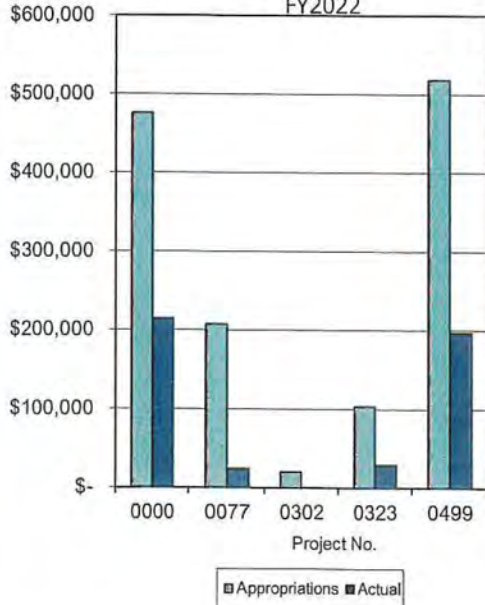
**District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2022**



**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

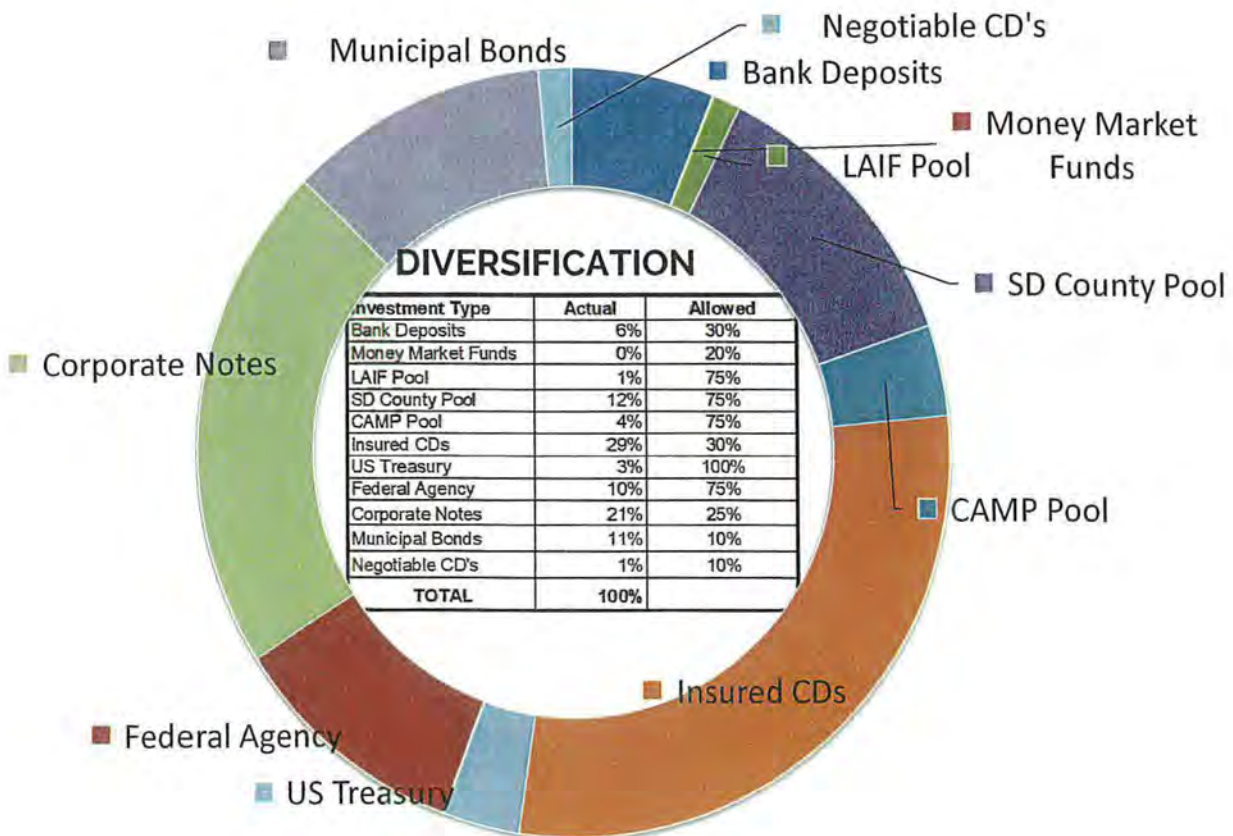
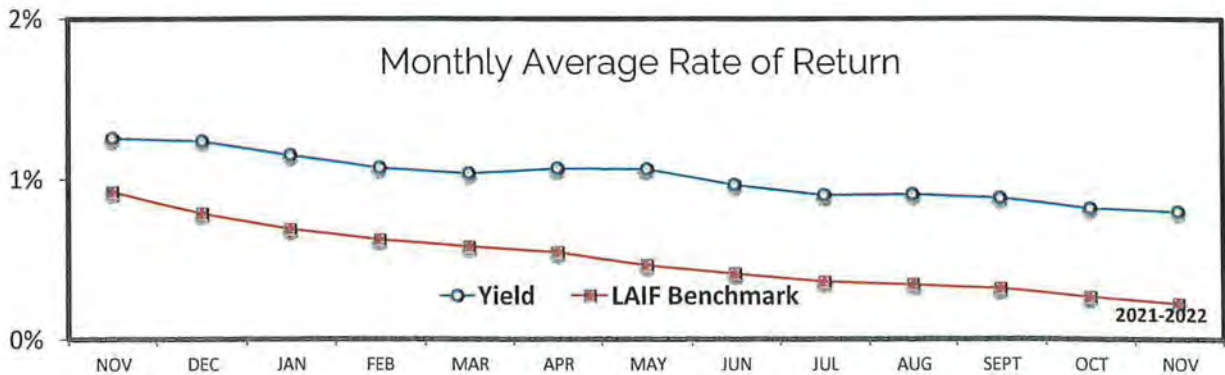
Subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT

Monthly Investment Summary

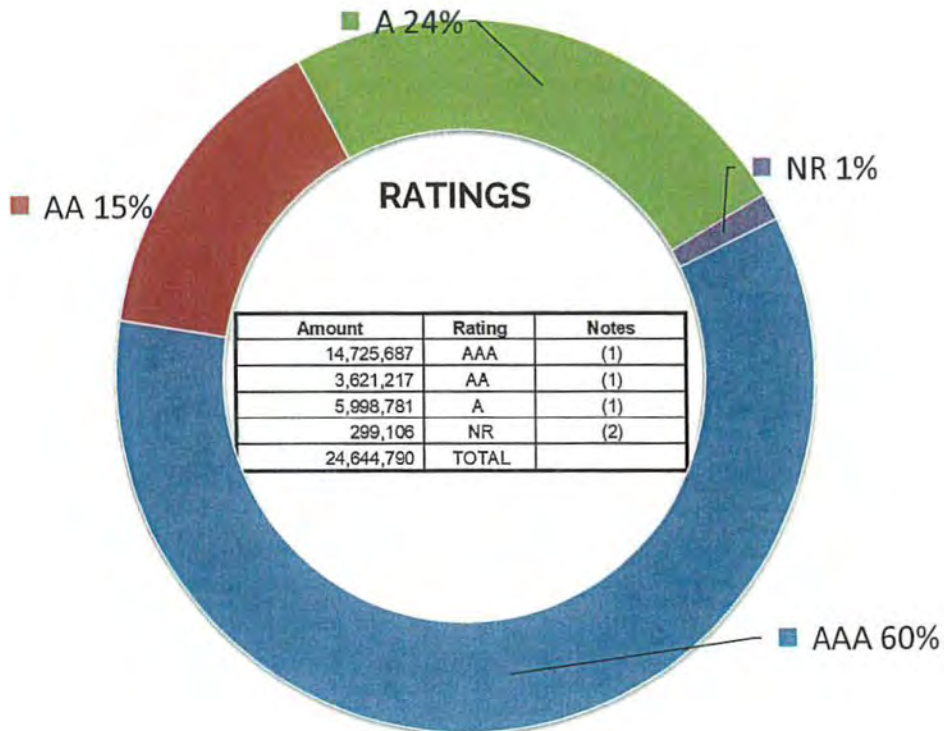
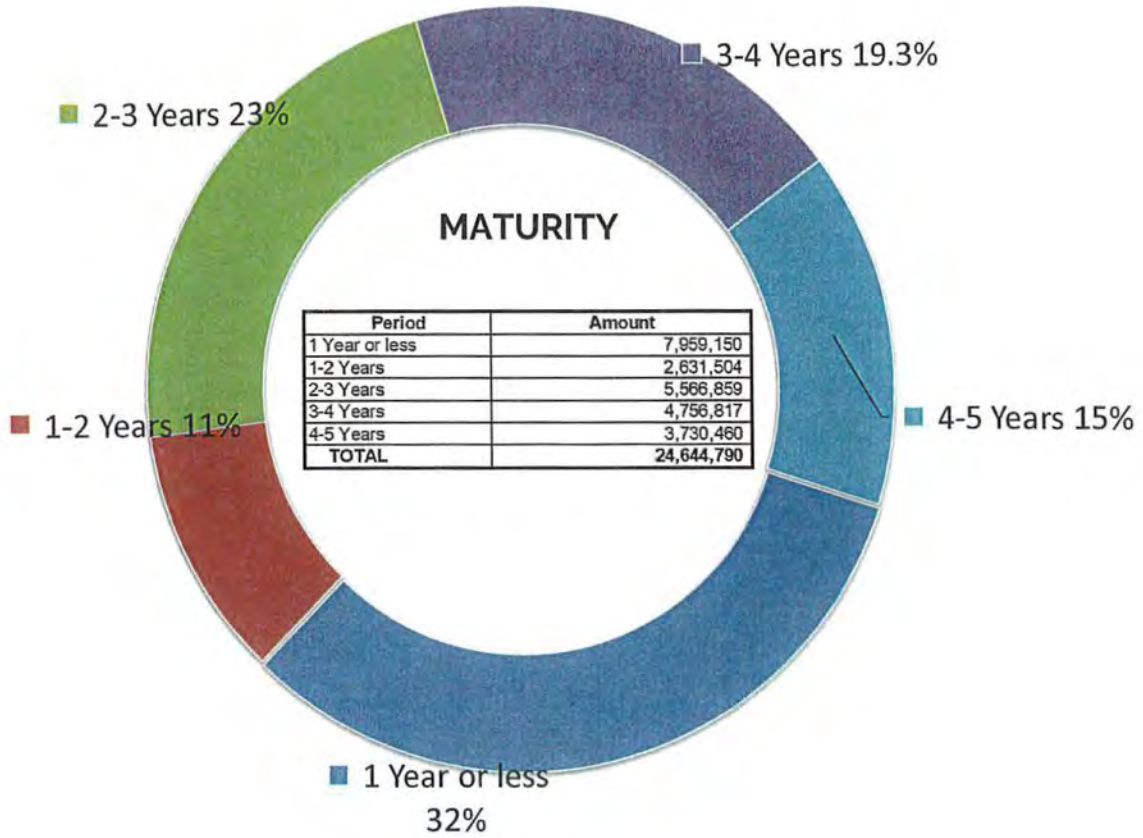
November 30, 2021

Cash Equivalents & Investments	Principal (Original Cost)		November Interest	Average Rate
	Oct 31, 2021	Nov 30, 2021		
Pacific Premier Bank Reserves	\$ 2,243,788	\$ 1,508,137	\$ 5	0.010%
TVI Dreyfus Money Market	10,526.88	11,933	1,406	0.030%
LAIF Pool	299,106	299,106	51	0.203%
SD County Pool	3,026,028	3,026,028	1,866	0.740%
CAMP Pool	934,284	944,677	39	0.050%
Certificates of Deposit - Insured	7,120,000	7,120,000	6,763	1.336%
US Treasury Notes	810,199	810,199	218	1.140%
Federal Agency Notes	2,544,450	2,544,450	983	0.616%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	5,578,371	5,278,371	3,854	1.087%
Negotiable CD's	350,000	350,000	540	1.850%
Totals	\$ 25,668,642	\$ 24,644,790	\$ 17,907	0.854%



LEUCADIA WASTEWATER DISTRICT
 Monthly Investment Summary
 November 30, 2021

(Continued)



LEUCADIA WASTEWATER DISTRICT

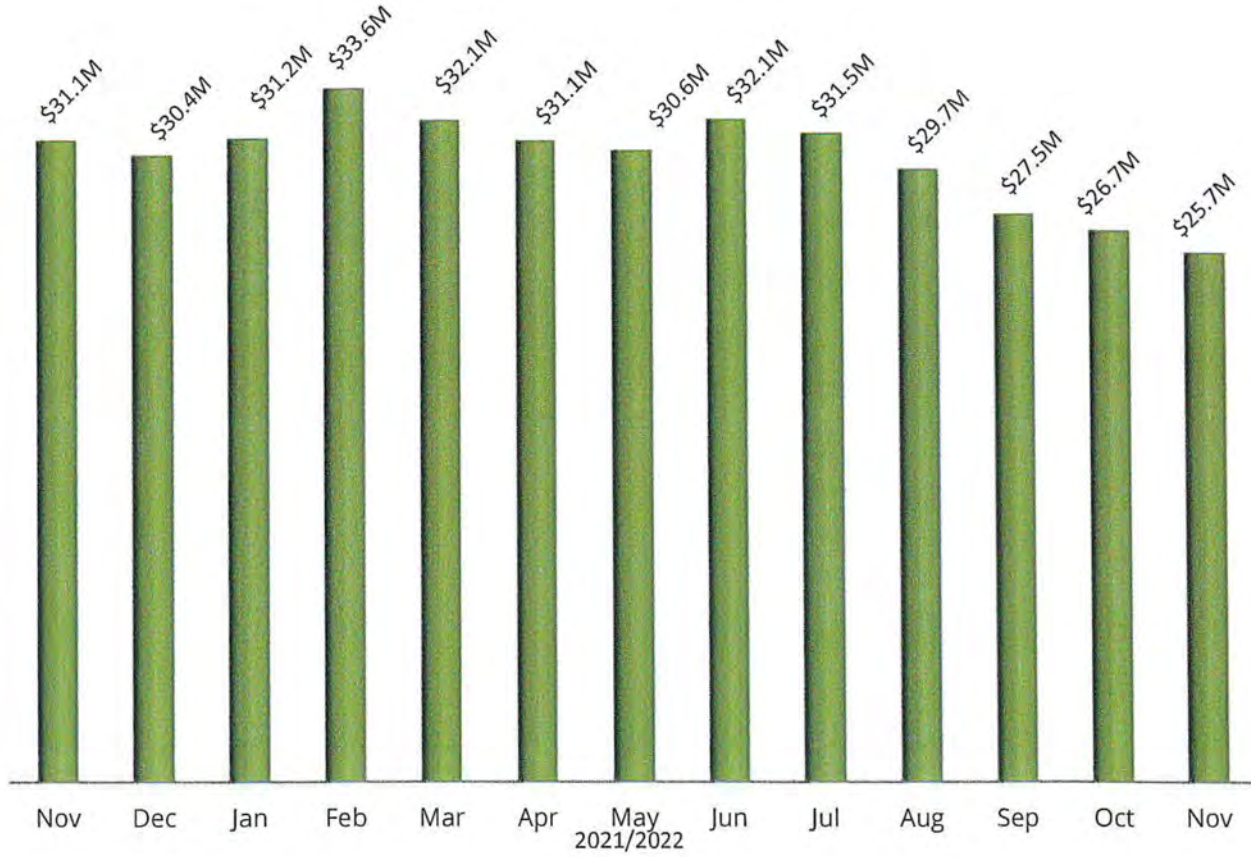
Monthly Investment Summary

November 30, 2021

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

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
JPMorgan Chase Bank Corp Notes-Called		300,000	11/27/2024	48128GM49	2.300%	

TOTAL

\$	-	\$	300,000
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MEMORANDUM

DATE: January 6, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **December 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 December 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 December 2021 for your review.

tb:PJB

Attachment

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

Conference Date	Description	Director	Director	Director	Director	Director	GM	TSM	ASsup	FSS
		J. Hanson	E. Sullivan	D. Orsted	C. Roesink	M. Brown	P. Bushee	R. Morishita	T. Hill	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 December 2021.

MEMORANDUM

DATE: January 6, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Status Update - Fiscal Year 2022 (FY 22) LWD Tactics and Action Plan**

RECOMMENDED:

1. No action is required.

DISCUSSION:

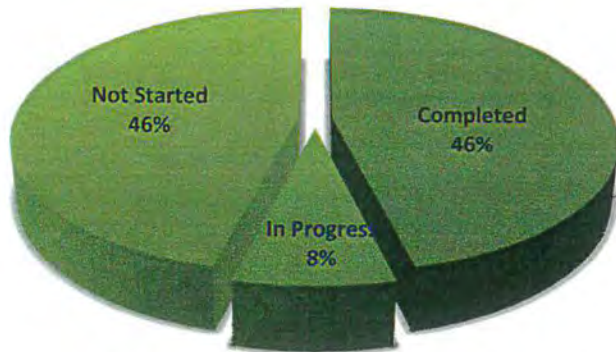
During the July 14, 2021 Board meeting, the Board of Directors adopted the LWD FY 22 Tactics and Action Plan. Attached for the Board's review, is the FY 22 Tactics and Action Plan's quarterly status report with an ending date of December 31, 2021. The report indicates which goals are in progress, completed, postponed, cancelled, and have not been started.

th:PJB

Attachments

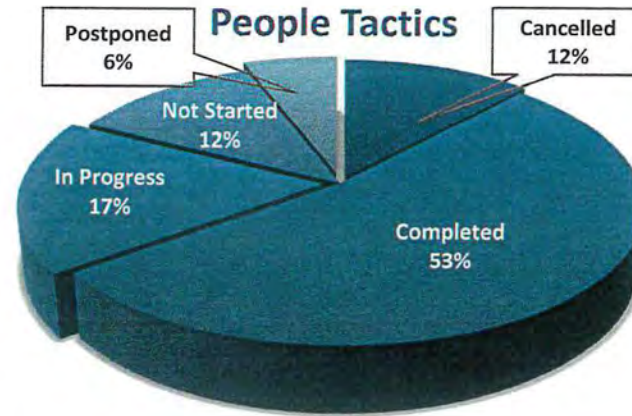
FY 2022 Tactics and Action Plan Status Report October 1 - December 31, 2021

Financial Tactics



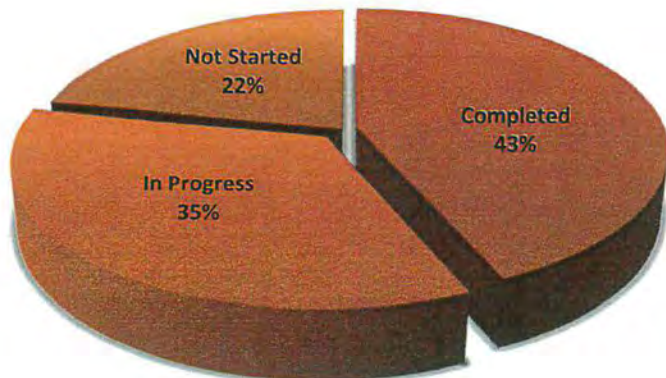
- Cancelled ■ Completed ■ In Progress
- Not Started ■ Postponed ■ Scheduled

People Tactics



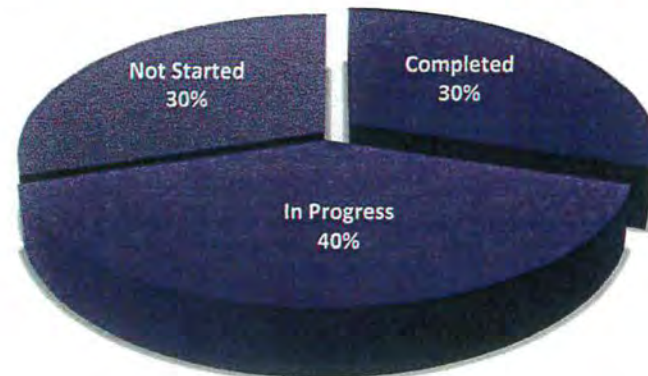
- Cancelled ■ Completed ■ In Progress
- Not Started ■ Postponed ■ Scheduled

Services Tactics



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

Infrastructure and Technology Tactics



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

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

1. Financial

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

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

2. People

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

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

3. Services

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

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

4. Infrastructure and Technology

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

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

Encina Wastewater Authority Report
Regular Board Meeting
December 15, 2021

EWA Board of Directors - Director Sullivan Reporting

1. AB 361 Findings to Continue Virtual or Telephonic Board Meetings

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

2. Election of Officers for Calendar Year 2022

The Board of Directors conducted elections for the 2021 Encina Joint Advisory Committee and Encina Wastewater Authority Board of Directors Chair, Vice-Chair and Secretary and appointed an EWA Auditor and Treasurer for 2022. The results are as follows:

- Chair – Judy Ritter
- Vice Chair – Joe Mosca
- Secretary – Scott McClelland
- Auditor & Treasurer – LeAnn Warchol

3. Fiscal Year 2021 (FY21) Comprehensive Annual Financial Report (CAFR)

The Board of Directors received and filed the FY21 CAFR.

4. COVID-19 Employee Vaccination Strategies

The Board of Directors adopted Resolution 2021-07: Adopting Employee COVID-19 Vaccination Incentives.

5. Primary Improvements Project Change Order

The Board of Directors authorized the General Manager to approve an Amendment to the Task Order with Kennedy Jenks in the amount of \$196,476 for additional construction management services.

Executive Session

The Board of Directors met in Executive Session to discuss:

- Appointment of Public Employee per Government Code Section – 54957(b)(1) – General Manager

There was no reportable action.

Community Affairs Committee Meeting Report

Presented by Director Brown

Meeting held December 14, 2021

The Community Affairs Committee reviewed the following recommendation:

1. Review of the Teacher Grant Applications

The CAC reviewed five teacher grant applications and agreed with staff to present the applications to the Board of Directors.

This item will be reviewed by the Board of Directors later in the agenda.

MEMORANDUM

DATE: January 6, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Review of Teacher Grant Applications

RECOMMENDATION:

Staff and the Community Affairs Committee (CAC) recommend that the Board of Directors:

1. Award five Teacher Grants totaling \$7,480; or
2. Discuss and provide direction, as appropriate.

BACKGROUND:**Tactical Goal: Services / Teacher Grant Program Awards**

LWD's Teacher Grant Program was established during 2008. Over the years minor adjustments have been made to the program such as, updating the timeline of the program and increasing the dollar amount of the grant that teachers are eligible to receive. During 2018, the Teacher Grant amount was increased to maximum amount of \$2,000 per grant and the budget was increased to \$6,000. In addition, staff increased its outreach efforts to encourage teachers to apply for the grant.

DISCUSSION:

This item was reviewed by the CAC at its December 14th meeting and the CAC concurred with staff to present this item for the Board's consideration.

During September 2021, staff provided the teacher grant information to nine elementary schools, one middle school, and one high school indicating that the submission deadline was November 19, 2021. Staff and RTP contacted all schools and teachers via email to inform and send reminders about the deadline. Staff also updated the LWD website that included a Teacher Grant Program page with a quick link to its home page. RTP posted several Facebook posts about the program.

As a result of these efforts, the District received the following five applications by the deadline:

Received Teacher Grant Applications:

Applicants	School	Amount Requested:	Project
Kelly Cole	Flora Vista Elementary	\$1,352	Garden Signs
Jennifer Smith	El Camino Creek Elementary	\$1,998	Water Conservation Strategy
Julie Anguiano	Park Dale Lane Elementary	\$1,500	Water Management Internship
June Honsberger	La Costa Canyon High School	\$2,000	Native Tree Garden / Outdoor Classroom
Nancy Jois	Capri Elementary	\$630	No Wipes Down the Pipes
TOTAL:		\$7,480	

Staff and the CAC have reviewed all applications and each qualifies for a grant based on the program's criteria. Attached please find the applications for your review.

FISCAL IMPACT:

Please note that the total cost for the five grants, if awarded, is \$7,480, which is \$1,480 over the FY 22 budget amount of \$6,000. Based on the quality of the applications, staff and the CAC are recommending to the Board of Directors that the grants be awarded to all five applicants. Staff and the CAC believe the additional \$1,480 is well worth the outreach value of the award and this amount can be absorbed by the FY 22 budget relatively easily.

th:PJB

Attachments



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Grant Application Form

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Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. **IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.** Completed applications **MUST BE** emailed to mbrechbiel@lwwd.org or received by Friday, November 19, 2021.

IDENTIFYING INFORMATION

Kelly Cole

Teacher's name

3rd

Grade

All

Subject

Flora Vista Elementary

School name

Encinitas Union

District

1690 Wandering Road, Encinitas, CA 92024

School address, including street, city and zip

Chris Juarez

Principal's name

760-944-4329

School phone number

Flora Vista PTA

Name of parent organization (i.e. PTA or school foundation)

Garden Signs

Project title

\$1352.00

Grant amount requested

Kelly Cole

Teacher's signature

Please tell us how you heard about this program

email from the school district

Poster/Flyer Web site Another Educator Newsletter Other

Click here: [Email to LWD](#)

Leucadia Wastewater District Grant Application

A. Description of Project

1. We would like to have the children make metal signs for our garden, detailing facts about its drought resistant, native plants, as well as their use by the local Native American tribe, the Kumeyaay. We would also create signs that detail the ways our garden saves water (drip irrigation, drought resistant plants, planting on a hill/decline, etc.). Being in a drought, the children will detail how important water conservation is, not just in our garden, but in all aspects of life. The subject areas are many: science (climate change and the need for water conservation), social studies (history of the Kumeyaay), and language arts (research and writing).
2. There will be approximately 70 third grade students working on this project with 3 teachers. We would like to involve the parent community with helping drill the metal signs into posts and dig the stakes into the ground.
3. See #1 above.
4. Parent volunteers in the community could help with placing the signs firmly in the ground.
5. The location is our school garden. The timeline would be this 2021-2022 school year, with completion being before June of 2022.

B. Objectives

Students will learn about the importance of water conservation in California, especially considering we are in one of the driest years on record. Children will also benefit from the leadership role as ambassadors of our garden and school. They will understand that certain plants have adapted for their survival in this climate. Through their research, children will be able to identify native plants and how they survive in a dry climate. Children will also learn to identify resources through their research that are reliable, credible, and accurate.

Science standards:

3-LS3-2 Heredity: Inheritance and Variation of Traits

3-ESS2-2 Earth's Systems

c. Budget

- 20 metal panels (Walgreens--\$59.99 each, 11 x 14 inches)
- 7 wooden stakes (Home Depot--approximately \$6 each)
- Sheet metal screws to affix the signs (Home Depot--approximately \$10 for 100)
- Tax



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IDENTIFYING INFORMATION

Jennifer Smith

Teacher's name

4

Grade

Multiple

Subject

El Camino Creek

School name

Encinitas

District

7885 Paseo Aliso Carlsbad 92078

School address, including street, city and zip

Jodi Greenberger

Principal's name

760-943-2051

School phone number

PTA

Name of parent organization (i.e. PTA or school foundation)

ECC Water Conservation Strategies

Project title

1,998.00

Grant amount requested

Jennifer Smith

Teacher's signature

Please tell us how you heard about this program

Poster/Flyer Web site Another Educator Newsletter Other

Click here: [Email to LWD](#)

I am seeking a LWWD grant to continue and grow the Water Conservation Strategies program I teach my 4th grade students. Our school community would like to be able to extend the hydroponics program to other classes at our school as well. The program objective is to instill a sense of awareness, empathy and conservation towards our water sources, environment, and community and to grow crops of food as an authentic learning and philanthropic experience. To begin, students will conduct a personal water use audit to calculate their "water footprint". We will discuss the journey water takes from the Delta and Colorado Rivers to San Diego County and the environmental ripple effects of taking water from those environments. They will learn about drought, the importance of conserving water, the projected effects climate change are likely to have on our water sources, and of course, what students can do everyday to conserve water. Students will calculate their school's rain harvest potential and use captured rainwater from the school's cisterns for composting and to irrigate the ornamental plants around campus.

We would also like to be able to continue our successful hydroponic Class Crop program. Through the hydroponic program, students learn how Ph affects nutrient absorption, how individual elements and minerals contribute to plant structure and how conductivity is measured in a solution. The crops we grow will be shared with food insecure people in our community through the St. Andrew's Food Pantry. We would like to be able to extend this portion of the program to other classes at our school by purchasing a greenhouse and more efficient hydroponic system in order to grow with several classes at a time.

In kind resources include the use of the school garden and supplies as well as the rain cisterns, Facilities will assemble the greenhouse and the Principal will fund part of the hydroponic consultant. The project will occur in my classroom, in the school's garden and kitchen lab, in our hydroponic lab area, as well as around campus. Several aspects of the program are ongoing in my class such as the captured rainwater use and growing in our small hydroponic system. The timeline for the extended hydroponics program will begin when the funds are released in March 2022 and will continue with as many crop cycles and classes as possible to end March 2023. The greenhouse and system will be a valuable and useful resource for the school community for years to come.

Thank you for your consideration.

ECC Water Conservation Strategies	
Item	Price
Greenhouse Tent	160
Tower Garden	850
20 gal reservoir and lid	128
Eco 1056 Water Pump 1083GPH	75
Seeds and seedlings	100
Nutrients	150
Root Riot	20
pH down 32	35
maxi tray (6)	120
irrigation for nursery	100
timer	30
soil	100
Hydroponic consulting	130
Total	\$1998



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IDENTIFYING INFORMATION

Julie Anguiano

Teacher's name

5th grade

Grade

General Ed.

Subject

Park Dale Lane Elementary

School name

EUSD

District

2050 Park Dale Lane, Encinitas, CA 92024

School address, including street, city and zip

Erin Terry

Principal's name

(760) 944-4344

School phone number

Park Dale Lane PTA (Tax ID #33-0119455)

Name of parent organization (I.e. PTA or school foundation)

Water Management Internship

Project title

\$1,500

Grant amount requested

Julie Anguiano

Teacher's signature

Please tell us how you heard about this program

Poster/Flyer Web site Another Educator Newsletter Other

Click here: [Email to LWD](#)

LWD Grant/Water Management Internship

Program Summary and Curriculum Description

I am a 5th grade teacher and this year my class will be participating in the Water Management Internship (WMI) program. This program, created and administered by BCK Programs, provides a framework for students to investigate the complexities of the water industry including both water suppliers and wastewater treatment providers. My students will gain an appreciation of the work involved in providing safe and reliable water services, and how water conservation (especially in California) is an important strategy to mitigate climate impacts. Students will connect with water professionals and the district's facilities team to identify ways to improve water efficiency at school, carry out investigations of water usage on their campus to obtain baseline data to further support their recommendations, examine wastewater system issues that have a broad community impact, and launch campaigns to address improper disposal of wipes and oils & grease, a significant issue jeopardizing the function of our local wastewater systems.

Program Reach

My students will study the water efficiency of our school and make best practice recommendations that will impact the campus and possibly the eight other schools within our district. Additionally, my students will learn about the harms of FOG and wipes disposal and create a campaign to educate their school community (approximately 5,000+ families) and beyond.

Matching Funds

The School District is providing the funding for the WMI curriculum and for an instructor from BCK programs to make weekly visits to my class to assist with teaching this program. LWD grant funding will provide additional materials needed to assist with water conservation efforts on campus and materials needed to complete a successful outreach campaign in the community.

Program Specifics and Timeline







The program will take place at a local school over the course of the 2021-2022 school year. Meetings will start in November and our work will be completed in June.

Program Goals/Budget:

- Students will gain an understanding of how water travels to their home and is cleaned for reuse.
- Students will learn the value of clean water & water infrastructure.
- Students will learn the importance of water conservation and the harms to water infrastructure from FOG and wipes disposal.
- Students will make informed water efficiency recommendations to the school stakeholders.
- Students will promote infrastructure best practices to the school and community.

Budget/Estimated Expenses	Amount
New, more efficient irrigation for garden beds.	\$500.00
Drought tolerant plants for school.	\$200.00
Materials for community outreach projects (students will design FOG collectors as part of their project and stickers, magnets and/or posters to promote Wipes Clog Pipes campaign).	\$300.00
Sturdy, durable signage calling out water efficiency measures (to educate the school community).	\$200.00
Electronic pumps and hoses for multiple water catchment cisterns on campus to ensure water collected is being used.	\$300.00
TOTAL	\$1,500.00

Water Management Internship

 <p>Action 1: Water in California Students learn about California's water systems and water sources, how water is stored, distributed, and managed throughout the state.</p> <p>Action: Students Identify the source of their drinking water.</p>	 <p>Action 2: Your water agency Provide students with an introduction to local water agencies including water supplies, treatment, and distribution.</p> <p>Action: Look at the school water bill and calculate the cost of a gallon of water and ask students to do the same with parents. Help them realize the value of water.</p>
 <p>Action 3: Water in your home Focus specifically on how water gets to students' homes and school and how it is used. Look closely at the water meter and pipes.</p> <p>Action: Audit water meter/s and sprinklers. Make sure families know how to find and shut off the water meter and irrigate responsibly.</p>	 <p>Action 4: Conserving California's water Explain California's drought conditions and the impacts associated with climate change. Explain the need for conserving water.</p> <p>Action: Students evaluate a checklist of water conserving actions and identify the ones they already do and ones they will consider and share with their families.</p>
 <p>Action 5: Wastewater from your home Students learn the important distinction between potable water and wastewater. They follow wastewater's trip from the home, beneath the streets, and to the treatment plant. Students then identify major problems facing the wastewater industry such as wipes disposal (flushing) and grease clogs.</p> <p>Action: Students create a checklist of wastewater dos and don'ts and make plans to create a community outreach campaign.</p>	 <p>Action 6: Implement Student Campaigns Students use the remainder of program time to implement their campaigns to protect valuable water infrastructure and to conserve water.</p> <p>Action: Rollout Wipes Clog Pipes Campaign, Can the Grease Campaign and Water Conservation Campaigns in the community. Schedule student presentations to community stakeholders.</p>



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IDENTIFYING INFORMATION

June Honsberger

Teacher's name

10th -12th

Grade

Science

Subject

La Costa Canyon High School

School name

San Dieguito Union High School

District

1 Maverick Way Carlsbad, Ca 92009

School address, including street, city and zip

Reno Medina

Principal's name

760-436-6136

School phone number

La Costa Canyon HS Foundation

Name of parent organization (i.e. PTA or school foundation)

Monarch Butterfly and Native Plant Garden

Project title

\$2000

Grant amount requested

June Honsberger

Teacher's signature

Please tell us how you heard about this program

email

Poster/Flyer

Web site Another Educator

Newsletter

Other

Click here: [Email to LWD](#)

Monarch Butterfly and Native Plant Garden

A. Description of Project:

According to the January 2021 report by the Xerces Society, the western monarch butterfly population in California has declined 99.9% from three decades ago and this water use project will focus on helping the population recover its numbers. Experts blame this decline on climate change, habitat destruction, and the lack of food due to drought. In order to combat this decline, students will design, plant and maintain four large butterfly and native plant gardens on the school campus. The gardens will create a new habitat for the monarch butterflies and serve as outdoor laboratories where the students will study the life cycle and population of the monarch caterpillars and butterflies. The project will be a joint endeavor between science classes and the school's native plant club.

Starting in the late fall and early winter the science students will team up with members of the native plant club to remove the invasive species and amend the soil in the four garden areas. Next, the students will research native nectar plants and trees to discover which varieties will provide the best food sources and habitat for the butterflies. The students will continue to work on the design of the gardens and start germinating milkweed plants during the winter. In order to have enough native milkweed for the four garden areas, the students will need to germinate 100+ milkweed seedlings. This large number of milkweed plants are needed because each monarch caterpillar consumes an entire milkweed plant before it forms a chrysalis. Planting will begin in the spring once the designs are finalized, the supplies are ordered, and the milkweed plants are large enough to be transplanted to the garden locations.

After the gardens are installed the science students and club members will be responsible for maintaining the gardens for the duration of the school year. Additionally, science students will investigate the benefits of providing a habitat for monarch butterflies through a variety of garden activities and experiments. They will keep detailed records of caterpillars and butterfly numbers and use the data to track the population at each garden.

This project will involve two classroom teachers, 100 high school science students, and the native plant club members, grades 10-12. The project will be ongoing, with planting beginning in the Spring of 2022. These hands-on activities require garden tools, soil, compost, plants, trees, seeds, and mulch. Funds are needed to make this garden project a success. The grant would be used to purchase necessary supplies. Our parent foundation will provide an outdoor shed for tool storage.

Photos below show the garden areas that will be transformed by this project.



B. Learning Objectives

Students will study the relationship between monarch butterfly population, local climate, native plants and water use. Students will research and choose water wise plant varieties that will thrive in our arid Southern California climate and provide nectar and habitat for monarch butterflies. Students will monitor and record the monarch butterfly population and growth patterns of the different varieties of native milkweed plants.

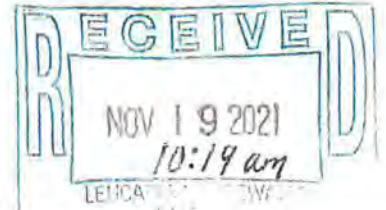
C. Budget

Item	Quantity/vendor	Amount	Non-Consumables
Shovels	20 @ \$10.00- Home Depot	\$200	x
hand trowels	10 @ \$10.00- home depot	\$100	x
100' garden hose	5 @ \$20.00 – Home Depot	\$100	x
Watering cans	10 @ \$15.00 – Home Depot	\$150	x
Garden Gloves	20 @ \$5.00 – Home Depot	\$100	x
small pots	100 @ \$0.50 – Home Depot	\$50	x
Garden Soil	50 bags @ \$10.00 – Home Depot	\$500	
Mulch/compost	60 bags @ \$5.00 – Home Depot	\$300	
Plants, Trees & Seeds	Anderson's La Costa Nursery	\$500	
	Total	\$2000	



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IDENTIFYING INFORMATION

Nancy Jois
Teacher's name

K
Grade

Subject

Capri Elementary
School name

Encinitas Union School District
District

941 Capri Road Encinitas CA 92024
School address, including street, city and zip

Stacy Crum
Principal's name

(760) 944-4360
School phone number

Name of parent organization (i.e. PTA or school foundation)

"No Wipes Down The Pipes"
Project title

\$630.00
Grant amount requested

Nancy P. Jois
Teacher's signature

Please tell us how you heard about this program

Poster/Flyer Web site Another Educator Newsletter Other

Click here: [Email to LWD](#)

To Whom It May Concern:

I am applying for a grant in the amount of \$630.00 to teach 4 kindergarten classes about the water cycle and water resource management to meet the Next Generation Science Standards for kindergarten. With these funds, these 4 classes would participate in a project learning about the water cycle and would create a public service announcement, in both English and Spanish, for their families and the community about the importance of protecting the water system by not flushing disposable wipes down the pipes. Specifically, students will create models of individual water cycles.

On March 17, 2020 the California Water Board sent out this notice to the public, "Wipes are among the leading causes of sewer system backups, impacting sewer system and treatment plant pumps and treatment systems," the notice reads. "Many spills go to our lakes, rivers, and oceans, where they have broad-ranging impacts on public health and the environment. Preventing sewer spills is important, especially during this COVID-19 emergency, for the protection of public health and the environment."

- Students will investigate the steps of the water cycle. They will describe each step of the water cycle and the state of matter that the water is in during each step. Students will demonstrate their understanding of the water cycle by designing and building their own water cycle model. They will take these models home to explain the water cycle to their families.
- Students will go on a virtual field trip via Zoom to the Leucadia Wastewater District facility to observe firsthand how the facility processes waste water from our community and to hear from experts what happens when "wipes go in the pipes."
- Students will synthesize what they've learned by creating a videotaped PSA to reinforce for themselves and to teach their families the effect of putting wipes down drains has on the sewage system. For the video all students will participate in a song/dance by the Banana Slug Band titled the "Water Cycle Boogie." several students will narrate in English and Spanish what they have learned about the water cycle and the effects of wipes in the septic systems.

This project consists of 90 students and 6-8 staff members. We would use \$630 of the funds to make individual water cycle models (materials per model \$7.00 x 90 = \$630.) Before we begin filming teachers will secure releases from students so the LLWD will be able to show this video on a public forum. A parent from our school does video production and has offered to put the video together for free.

As a result of this project students will be able to:


1. Create and explain a water cycle model;
2. Explain the impact of "wipes in the pipes"
3. Understand their knowledge can be used to teach others.

Budget: \$630.00

\$630.00 for Supplies for 90 water cycle models

Thank you for your time and consideration.

MEMORANDUM

DATE: January 6, 2022
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: 2022 Board of Directors Committee Assignments

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

The Board of Directors adopted Resolution No. 2355 at its August 2021 meeting. Resolution No. 2355 updated the policy for the election of Board officers, establishment of committees, and the selection of committee members. The Policy calls for the annual selection of committee members at the Board's regularly scheduled meeting in January each year.

Under the updated policy, the Leucadia committees rotate automatically each year while the Encina representatives are appointed annually by the Board President. The Policy also denotes that for the first year, which is this year, the Board president shall make the Leucadia committee appointments to begin the rotation. As such, President Hanson has made the following committee appointments for calendar year 2022:

Engineering Committee

Director Chris Roesink, Chair
 Director Matthew Brown

Investment & Finance Committee

Director Matthew Brown, Chair
 Director Donald Omsted

Community Affairs Committee

Director Chris Roesink, Chair
 Vice President Elaine Sullivan

Human Resource Committee

Vice President Elaine Sullivan, Chair
 President Judy Hanson

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

- President Judy Hanson
- Director Donald Omsted
- General Manager Paul Bushee (Alternate)

Under the Policy, the Board President's selections require no action or vote by the Board. The policy does contain a provision that allows the Board to overrule the Board President's selections if it chooses to do so. This item is placed on the agenda for the Board's review and discussion. Attached please find a copy of the 2021 Board assignments for comparison purposes.

Attachment

tb:PJB



Board of Directors' and Manager Appointments and Assignments

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

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

Other Assignments:

Vice President Judy Hanson

- CSRMA Board of Directors Board Member
- EWA Committee Member

Director Elaine Sullivan

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

General Manager Paul Bushee

- Encina Wastewater Authority Member Agency Managers Committee
- San Diego LAFCO Special District Advisory Committee
- CSRMA Board of Directors (Alternate)



Board of Directors' Committee Assignments Calendar Year 2021

Engineering Committee

President Donald Omsted, Chair
Director Chris Roesink

Investment & Finance Committee

Vice President Judy Hanson, Chair
Director Matthew Brown

Community Affairs Committee

Director Matthew Brown, Chair
Director Chris Roesink

Human Resource Committee

Director Elaine Sullivan, Chair
President Donald Omsted

MEMORANDUM

DATE: January 8, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Resolution No. 2363 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF)**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2363 authorizing investment of funds in the Local Agency Investment Fund (LAIF).
2. Discuss and take action, as appropriate.

DISCUSSION:

Resolution No. 2270 adopted by the Board of Directors in February 2016 authorized General Manager Paul Bushee and Administrative Services Manager Richard Duffey to deposit and withdraw money in the Local Agency Investment Fund (LAIF). With the recent retirement of Mr. Duffey, the resolution requires update.

Attached for your consideration is Resolution No. 2363 designating General Manager Paul Bushee and Director of Finance and Administration Ryan Green as the LWD officers authorized to deposit and withdraw funds from LAIF.

Staff recommends that the Board of Directors adopt this resolution as presented.

If adopted, Resolution No. 2363 will supersede Resolution No. 2270.

PJB

Attachment

RESOLUTION NO. 2363

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
AUTHORIZING INVESTMENT OF MONIES
IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated herein is in the best interests of the Leucadia Wastewater District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the deposit and withdrawal of Leucadia Wastewater District's monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the Leucadia Wastewater District's Officers identified herein below and/or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund.

Paul J. Bushee
(Name)

Ryan E. Green
(Name)

General Manager
(Title)

Director of Finance and Administration
(Title)

(Signature)

(Signature)

This Resolution is effective January 12, 2022 and supersedes Resolution No. 2270.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held January 12, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul J. Bushee, General Manager

Board of Directors' Code of Conduct

Board of Directors' Code of Conduct

- ◆ *I will openly communicate during Board meetings and voice my views, in the meetings, on all matters regarding the District.*
- ◆ *I will support the decisions of the Board once they are voted on.*
- ◆ *I will concentrate on issues of governance and strategic import to the District and will expect support from staff on issues of operational import and detail.*
- ◆ *I will treat fellow Board members with dignity and respect.*
- ◆ *I will be prepared to discuss Board issues and agree to spend the necessary time and attention to Board matters.*
- ◆ *If I have concerns or questions, I will ask. If I need clarification of Board agenda items, I will call ahead and discuss with the General Manager.*
- ◆ *I will support the general manager as the primary spokesperson for the district.*
- ◆ *I will conduct myself in the highest ethical manner and comply with all appropriate government regulations.*

Role of Staff

- ◆ *Implement policies of LWD Board*
- ◆ *Create tactics and action plans that address how policies should be implemented*
- ◆ *Provide technical competence in addressing issues of how tactics should be implemented*
- ◆ *Provide relevant facts and recommendations*
- ◆ *Provide effective leadership*
- ◆ *Administer day-to-day operations of the district*
- ◆ *Respond to reasonable board requests for information*