



BOARD OF DIRECTORS

REGULAR MEETING

And

PUBLIC HEARING TO RECEIVE PUBLIC INPUT ON DRAFT REDISTRICTING MAPS

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: 893 7016 1912 **Passcode:** 148000

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, February 9, 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. 2364 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic (Pages 7-10)**
5. **General Public Comment Period**
6. **Approval of Agenda**
7. **Presentation and Awards**
 - A. 2021 CWEA San Diego Section Awards (Pages 11-12)

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:

January 12, 2022 Regular Board Meeting (Pages 13-17)

January 31, 2022 Investment and Finance Committee Meeting (Pages 18-19)

February 1, 2022 Community Affairs Committee Meeting (Pages 20-21)

9. Approval of Demands for January/February 2022

This item provides for Board of Directors approval of all demands paid from LWD during the month of January and a portion of February 2022. (Pages 22-30)

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 31-37)

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 38-45)

12. Quarterly Treasurer's Report

This report discloses investments for the quarter ending December 31, 2021. (Pages 46-47, Enclosure 12)

13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2022. (Pages 48-49)

INFORMATION ITEMS

14. Employee Satisfaction Survey Results (Pages 50-51)

EWA REPORTS

15. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on January 26, 2022 via video conference – report by Director Omsted. (Pages 52-53)
- B. An Encina Member Agency Manager’s (MAM) Meeting was held on February 1, 2022 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

16. Committee Reports

- A. Investment and Finance Committee meeting was held on January 31, 2022 via videoconference – report by Director Brown. (Page 54)
- B. Community Affairs Committee meeting was held on February 1, 2022 via videoconference – report by Vice President Sullivan. (Page 55)

PUBLIC HEARING

17. Public Hearing to Consider and Receive Public Input on Drafting Redistricting Maps (Pages 56-66)

ACTION ITEMS

18. Contract Amendment No. 1 to Rising Tide Partners for Public Information Services

Authorize the General Manager to execute a one-year contract Amendment with Rising Tide Partners (RTP) for the Public Information Services Agreement in an amount not to exceed \$49,764. (Pages 67-72)

19. Annual Review of LWD Reserve Fund Policy

Adopt Resolution No. 2365 approving the revised Reserve Fund Policy and File the Annual Review of the LWD Reserve Fund Review Report. (Pages 73-80)

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

- A. CSDA Quarterly Meeting is scheduled for February 17, 2022 at 6:00 p.m. via Zoom. (Page 81)
- B. CWEA Annual Conference is scheduled for April 11-14, 2022 in Sacramento, CA. (Verbal)

21. Directors’ Meetings and Conference Reports

None.

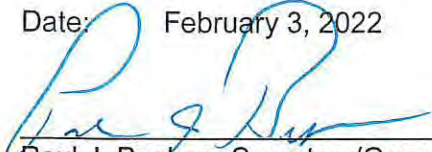
22. General Manager’s Report

- 23. General Counsel's Report**
- 24. Board of Directors' Comments**
- 25. Adjournment**

AFFIDAVIT OF POSTING

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

Date: February 3, 2022



Paul J. Bushee, Secretary/General Manager

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*

MEMORANDUM

DATE: February 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2364 – 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. 2364 – 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 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 through December 2021 and January 2022 meetings and staff is recommending the Board adopt Resolution No. 2364 in order to hold its February 9th meeting virtually.

PJB:dwb

Attachment

RESOLUTION NO. 2364

**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) March 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 February 9, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

MEMORANDUM

Ref: 22-7847

Date: February 3, 2022
To: Board of Directors
From: Paul J. Bushee, General Manager
Subject: 2021 CWEA San Diego Section Awards

It is my pleasure to announce that the Leucadia Wastewater District (LWD) had a successful evening at the recent California Water Environment Association (CWEA) – San Diego Section’s Annual Installation and Awards Banquet. LWD was honored to receive the following three awards: Engineering Achievement Award – Leucadia Pump Station Rehabilitation Project, Collection System of the Year (0-249 miles), and Collection System Person of the Year. A brief summary of each award follows:

2021 Engineering Achievement Award – Leucadia Pump Station Rehabilitation Project

This award recognizes LWD’s engineering achievement in the rehabilitation of the Leucadia Pump Station (LPS). Highlights of the LPS Project included replacing four (4) 200 horsepower (HP) centrifugal pumps with five (5) dry pit submersible pumps and the installation of an ECO₂ super-oxygenation system, liquid oxygen (LOX) storage tank and LOX evaporator. The installation of the new dry pit submersible pumps had several benefits which included: pump resiliency, flood proofing, lower time and repair costs, safer work environment for staff, and improved pumping operation and efficiency. The installation of the ECO₂ system helped reduce odors and prevent internal metal corrosion of the two LPS parallel force mains.

The Engineering Achievement Award qualifies as a local award under the organization objectives of the LWD’s Incentive Program; therefore, staff is eligible for a \$100 incentive award.

2021 Collection System of the Year (0-249 miles)

This was the 9th time LWD has received the Collection System of the Year Award. One of the highlights that helped LWD win this award included our innovative solution to challenges, such as, a unique priority rating system for rehabbing or replacing defective sewer lines or manholes. LWD’s Collection System also emphasizes employee safety as a priority. LWD has an active Safety Committee that meets quarterly to review safety programs, conduct safety inspections, draft new programs if required, and correct any safety items found in previous inspections to prevent future accidents.

The Collection System of the Year Award qualifies as a local award under the organizational objectives of the LWD’s Incentive Program; therefore, staff is eligible for a \$100 incentive award.

2021 Collection System Person of the Year Award

Mr. Curney Russell, a Field Service Technician II, received the Collection System Person of the Year Award. Curney has been employed at LWD since April 2016. In achieving this award, the selection committee recognized the fact that Curney is highly motivated and possesses a strong work ethic.

Curney demonstrates high proficiency and skill in operating the District's Pump Stations and Gafner AWT Plant. During an emergency situation at the District's Encinitas Estates Pump Station, Curney provided assistance and setup the emergency bypass pump to ensure the pump station maintained its pumping capabilities, which prevented a Sanitary Sewer Overflow (SSO). Additionally, in April 2020, Curney provided assistance during an epic storm event. His quick

thinking to hold flow at the Leucadia Pump Station's overflow basin helped tremendously in the efforts to not overcome the Batiquitos Pump Station, which is located next to a lagoon and the ocean. Curney's professionalism, adaptability, and willingness to help merit his selection as the CWEA Collection System Person of the Year.

Please join me in congratulating Curney and LWD as a whole for these outstanding accomplishments. All awards will move on to the CWEA's statewide competition, which will be announced at CWEA's Annual Conference in April located in Sacramento.

tb:PJB

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 January 12, 2022

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, January 12, 2022 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Field Services Superintendent Jeff Stecker, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and District Engineer Dexter Wilson

3. Pledge of Allegiance

Vice President Sullivan led the pledge of allegiance.

4. Adopt Resolution No. 2362 - 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. Staff is recommending the Board adopt Resolution No. 2362 in order to hold its January 12th meeting virtually.

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2362 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

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

5. General Public Comment Period

None.

6. Approval of Agenda

Upon a motion duly made by Director Omsted, seconded by Director Roesink, and unanimously carried, the Board of Directors approved the agenda by the following vote:

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

7. Presentations and Awards

Introduce new Director of Finance and Administration Ryan Green.

GM Bushee introduced Mr. Ryan Green, the new Director of Finance and Administration (DFA) and provided background information on DFA Green.

The Board of Directors congratulated and welcomed DFA Green to the District.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

December 9, 2021 Regular Board Meeting

December 14, 2021 Community Affairs Committee Meeting

9. Approval of Demands for December 2021/January 2022

Payroll Checks numbered 23071-23125; General Checking Checks numbered 56353-56487

10. Operations Report (A copy was included in the original January 12, 2022 Agenda)

11. Finance Report (A copy was included in the original January 12, 2022 Agenda)

12. Disclosure of Reimbursements

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

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

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

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on December 15, 2021.

Vice President Sullivan reported on EWA's December 15, 2021 Board Meeting.

15. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on December 14, 2021.

Director Brown reported that the CAC reviewed five teacher grant applications and agreed with staff to present the applications to the Board of Directors and they will be discussed later in the agenda.

ACTION ITEMS

16. Award Teacher Grants

ASsup Hill introduced the item and provided background information noting that this item was reviewed by the Community Affairs Committee (CAC) on December 14th, 2021. ASsup Hill stated the District received five applications by the 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 FY22 budget relatively easily.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted and unanimously carried, the Board of Directors awarded three Teacher Grants totaling \$7,480 by the following vote:

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

17. 2022 Board of Directors Committee Assignments

President Hanson made the following committee appointments:

- Engineering Committee:
Director Roesink (chair), Director Brown
- Investment & Finance Committee:
Director Brown (chair), Director Omsted
- Community Affairs Committee:
Director Roesink (chair), Vice President Sullivan

- Human Resources Committee:
Vice President Sullivan (chair), President Hanson
- Encina Wastewater Authority (EWA):
President Hanson, Director Omsted
GM Bushee (alternate)

There was no action taken.

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

GM Bushee presented the item stating with the recent retirement of ASM Duffey, the resolution requires an update authorizing the Director of Finance and Administration (DFA), Ryan Green, to deposit and withdraw funds from LAIF.

Following discussion, upon a motion duly made by Director Brown, seconded by Director Omsted and unanimously carried, the Board of Directors approved Resolution No. 2363 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) by the following vote:

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

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

A. Encinitas Estates Pump Station Replacement Project.

TSM Morishita provided an update on the Encinitas Estates Pump Station Replacement Project.

B. 2022 CWEA San Diego Section Awards Banquet is scheduled for January 29, 2022 at the Catamaran Resort in San Diego, CA.

EA Baily announced the date and time of the 2022 CWEA San Diego Section Awards Banquet.

C. Board of Directors Code of Conduct.

This item was for informational purposes.

20. Directors' Meetings and Conference Reports

None.

21. General Manager's Report

GM Bushee reported on the following:

- Electoral Redistricting Process Update;
- Request for Proposals for District Auditor Update;

- Employee Satisfaction Survey Results;
- Board Self Evaluation Survey; and
- COVID-19 Status Update

22. General Counsel's Report

GC Brechtel reported on the following:

- Declared State of Emergency extended until the end of March

23. Board of Directors' Comments

Director Omsted thanked the staff for including the Code of Conduct in the Board Agenda. He suggested that it be moved to the front of the agenda. GM Bushee stated staff would do so.

Director Brown welcomed DFA Green to the District.

Vice President Sullivan wished everyone a happy and healthy New Year.

Director Roesink welcomed DFA Green to the District and thanked DTS Morishita for his work on the Encinitas Estates Pump Station Replacement Project.

24. Adjournment

President Hanson adjourned the meeting at 6:03 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 January 31, 2022

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Monday, January 31, 2022 at 11:00 a.m. via video conference.

1. Call to Order

Chairperson Brown called the meeting to order at 11:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Brown and Omsted
 DIRECTORS ABSENT: None
 OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, and Administrative Services Supervisor Trisha Hill

3. Public Comment

No public comment was received.

4. New Business

B. Annual Review of LWD Reserve Fund Policy.

GM Bushee presented the recommendation indicating the purpose of the policy. He noted that the policy calls for annual review of the level of reserve funds by the Board of Directors. GM Bushee noted that staff had reviewed the Reserve Policy and is not recommending changes to the policy. He then introduced DFA Green.

DFA Green stated that the Reserve Fund Policy was last reviewed in February 2021 and last revised in February 2020. DFA Green then provided an overview of the FY2021 reserve activity.

Director Omsted asked when the next Financial Plan Tracking Update will be. GM Bushee answered in the next month or two. He stated that DFA Green will be working with Lauren Hoodenpyle from Clifton Larson Allen (CLA) to provide an update.

Director Omsted suggested that the policy clarify the allowable types of uses of the District's restricted reserve at Encina Wastewater Authority (EWA). GM Bushee and DFA Green stated they could make the clarification.

Chairperson Brown asked about the Capital Improvement Reserve and if it is necessary to show a Reserve with a zero balance. DFA Green stated that if the Reserve has a zero balance it will not be shown in the next years financial statements.

Chairperson Brown stated that in the future LWD may want to consider an analysis and potential increase to the Operating Reserve. GM Bushee and DFA Green agreed with Chairperson Brown.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors adopt a Revised Reserve Fund Policy.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Brown adjourned the meeting at 11:38 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
February 1, 2022

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, February 1, 2022 at 10:00 a.m., via video conference.

1. Call to Order

Chairperson Roesink called the meeting to order at 10:05 a.m.

2. Roll Call

DIRECTORS PRESENT: Roesink

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Neal Bloom and Iris Grootenhuis with Rising Tide Partners (RTP)

3. Public Comment

No public comment was received.

4. New Business

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

ASsup Hill presented the subject item noting it is a FY 2022 Tactical Goal. She then introduced Mr. Neal Bloom of Rising Tide Partners (RTP) to provide a brief summary of the proposed newsletter article topics.

Vice President Sullivan entered the meeting at 10:12 a.m.

Vice President Sullivan suggested adding Encina Wastewater Authority's Energy Awards to the newsletter. ASsup Hill and Mr. Bloom stated that this can be added to the Achievements section of the newsletter.

Mr. Bloom presented the remaining list of newsletter articles and how they could be positioned in the layout form. The CAC discussed the articles and agreed to include them the newsletter.

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

B. Authorize the General Manager to execute a one-year contract Amendment with Rising Tide Partners (RTP) for Public Information Services in an amount not to exceed \$49,764.00

ASsup Hill introduced the item and stated RTP has provided public information services to the District since March 2016. ASsup Hill stated that LWD entered into a

new professional services agreement with RTP on March 8, 2021. This agreement will expire on March 8, 2022, however, it includes language to extend the agreement for an additional year. ASsup Hill stated that staff has negotiated a one-year contract amendment with a scope of work and fees. She then reviewed the specific tasks included in the agreement.

Directors Sullivan and Roesink stated they have been very pleased with RTP's work.

Following discussion, the CAC agreed with staff to present this item at the February Board meeting.

5. Information Items

None.

6. Directors' Comments

Directors Sullivan and Roesink commended staff and RTP for their work.

Chairperson Roesink stated he will miss the February Board Meeting.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Roesink adjourned the meeting at 10:47 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
February 9, 2022

Disbursement Period January 7, 2022 Through February 3, 2022

GENERAL CHECKING	
Operating	\$ 821,940.22
Capital	\$ 1,398,348.26
TOTAL GENERAL CHECKS	<u>\$ 2,220,288.48</u>
PAYROLL CHECKS	\$ 104,054.26
TOTAL DEMANDS	\$ 2,324,342.74

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
February 9, 2022**

Disbursement Period January 7, 2022 Through February 3, 2022

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	1/12/2022	23126-23143	\$ 49,303.90
Biweekly Payroll Checks	1/26/2022	23144-23161	\$ 53,204.96
Board Payroll Checks	2/1/2022	23162-23166	\$ 1,545.40
TOTAL PAYROLL CHECKS			\$ 104,054.26

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 1/7/2022 Through 2/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56488	1/13/2022	ADS LLC	4,655.00	Flow Metering / Data Analysis - December 2021
	1/13/2022	ADS LLC	1,340.00	Meter Maintenance / Data Delivery ECHO - December 2021
56489	1/13/2022	AIRGAS USA LLC	800.00	Liquid Oxygen Contract - Monthly Fee
	1/13/2022	AIRGAS USA LLC	1,637.12	Liquid Oxygen Contract 01/03/22
56490	1/13/2022	AMERICAN BUSINESS BANK	16,970.50	Retention-Pacific Hydrotech Encinitas Estates PS # 8654100
56491	1/13/2022	AWSS INC	4,825.13	Vehicle Fuel 11/02/21-12/16/21
56492	1/13/2022	CONFIDENCE CONSULTING	1,600.00	SureHire Assessments-FST (4)
56493	1/13/2022	CORODATA	83.14	File Storage - December 2021
56494	1/13/2022	DOWNSTREAM SERVICES, INC.	75.00	Stormwater Maintenance
56495	1/13/2022	ECC PTA	1,998.00	Teacher Grant-J Smith-El Camino Creek Elementary
56496	1/13/2022	EUSD	630.00	Teacher Grant-N Jois-Capri Elementary
56497	1/13/2022	FLORA VISTA ELEMENTARY PTA	1,352.00	Teacher Grant-K Cole-Flora Vista Elementary
56498	1/13/2022	GRAINGER, INC	48.92	Battery
	1/13/2022	GRAINGER, INC	33.88	Miniature Hologen Bulb
	1/13/2022	GRAINGER, INC	255.24	Submersible Sump Pump
56499	1/13/2022	HARTFORD LIFE & ACCIDENT INS.	440.18	Life Insurance - January 2022
56500	1/13/2022	ICMA RETIREMENT-303979	5,202.27	Deferred Comp for PPE 01/09/22
56501	1/13/2022	LCC FOUNDATION	2,000.00	Teacher Grant-J Honsberger-La Costa Canyon High School
56502	1/13/2022	MSC JANITORIAL SERVICE, INC	2,206.66	Janitorial Services - December 2021
56503	1/13/2022	Pacific Hydrotech Corporation	322,439.50	Encinitas Estates PS Replacement Project-December 2021
56504	1/13/2022	PARK DALE LANE PTA	1,500.00	Teacher Grant-J Anguiano-Park Dale Lane Elementary
56505	1/13/2022	Professional Exchange Service Corpora...	90.00	Answering Service - December 2021
56506	1/13/2022	PRUDENTIAL OVERALL SUPPLY	153.27	Weekly Uniform/Laundry Service 01/06/22
56507	1/13/2022	RISING TIDE PARTNERS	2,706.00	Public Outreach - December 2021
56508	1/13/2022	SAN DIEGO COUNTY VECTOR CONTROL	8.37	Mosquito/Vector Disease Control Assessment - FY22
56509	1/13/2022	SAN DIEGUITO WATER DISTRICT	144.61	Water @ BPS
56510	1/13/2022	SOUTH BAY FOUNDRY	4,040.63	24" Manholes, Frames & Covers (10)
56511	1/13/2022	STAPLES	447.29	Office Supplies
56512	1/13/2022	TERMINIX PROCESSING CENTER	82.00	Pest Control 12/09/21
56513	1/13/2022	THE HOME DEPOT CRC/GECF	48.38	Duct Tape
	1/13/2022	THE HOME DEPOT CRC/GECF	794.55	Sheeting/Wet Patch/Tape/Clamps/Fuel Tank
	1/13/2022	THE HOME DEPOT CRC/GECF	37.37	T5 Light Bulbs
56514	1/13/2022	VERIZON WIRELESS	21.27	Telemetry for Cell Phones 11/24/21-12/23/21
56515	1/13/2022	WATERUSE ASSOCIATION-SAN DIEGO...	75.00	2022 Organizational Membership Enrollment
56516	1/20/2022	AT&T	189.91	Phone Service - BPS 12/10/21-01/09/22
56517	1/20/2022	Atlas Technical Consultants LLC	514.25	Geotech Services-Encinitas Estates PS Replacement Project
56518	1/20/2022	Brightview Landscape Services Inc	304.00	Landscape Maintenance @ Encinitas Creek - January 2022

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 1/7/2022 Through 2/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	1/20/2022	Brightview Landscape Services Inc	857.00	Landscape Maintenance @ LWD Admin - January 2022
56519	1/20/2022	CONFIDENCE CONSULTING	13,977.94	Employee Satisfaction Survey (with Travel Expense)
	1/20/2022	CONFIDENCE CONSULTING	1,500.00	Leadership Assessment - R Green
56520	1/20/2022	COSCO FIRE PROTECTION	225.00	Quarterly Fire Sprinkler Inspection
56521	1/20/2022	COUNTY OF SAN DIEGO APCD	2,587.00	Registration Fees-Encinitas Estates PS New Generator
56522	1/20/2022	DATA NET SOLUTIONS GROUP	1,429.40	Managed Services Monthly Services - December 2021
56523	1/20/2022	DEXTER WILSON ENGINEERING	278.08	Development Services-1113 St Elizabeth Ann Seton Church
	1/20/2022	DEXTER WILSON ENGINEERING	114.00	Development Services-1123 806/808 Hygeia Ave Private PS
	1/20/2022	DEXTER WILSON ENGINEERING	164.00	Development Services-1135 Woodside Dev La Costa Ave
	1/20/2022	DEXTER WILSON ENGINEERING	114.00	Development Services-1136 Wishbone Way APN 264-222-33
	1/20/2022	DEXTER WILSON ENGINEERING	286.00	Development Services-1137 1023 Neptune Avenue
	1/20/2022	DEXTER WILSON ENGINEERING	285.00	Development Services-1139 1967 Vulcan Avenue
	1/20/2022	DEXTER WILSON ENGINEERING	57.00	Development Services-1140 831 Neptune Avenue ADU
	1/20/2022	DEXTER WILSON ENGINEERING	8,943.50	General Engineering 103-500 November 2021
56524	1/20/2022	IWATER, INC	9,000.00	Annual Maintenance & Support for InfraMAP Enterprise
56525	1/20/2022	OLIVENHAIN MUNICIPAL WATER DIS...	49.92	Water @ VP5 PS
56526	1/20/2022	PACIFIC RIM MECHANICAL	308.50	Quarterly HVAC Services-AWT
	1/20/2022	PACIFIC RIM MECHANICAL	629.00	Quarterly HVAC Services-BPS
	1/20/2022	PACIFIC RIM MECHANICAL	171.00	Quarterly HVAC Services-EEPS
	1/20/2022	PACIFIC RIM MECHANICAL	626.50	Quarterly HVAC Services-LPS
	1/20/2022	PACIFIC RIM MECHANICAL	2,467.25	Quarterly HVAC Services-LWD Admin Building
56527	1/20/2022	PLANT PEOPLE, INC	168.00	Office Plant Maintenance - January 2022
56528	1/20/2022	PLUMBERS DEPOT, INC	369.75	Tiger Tail Ropes (4)
56529	1/20/2022	PRECISION SIGNS & LABELS/ENVISIO...	134.50	Teacher Grant Recipient Signs
56530	1/20/2022	PRUDENTIAL OVERALL SUPPLY	146.94	Weekly Uniform/Laundry Service 01/13/22
56531	1/20/2022	SAN DIEGO GAS & ELECTRIC	1,015.73	Electric @ E Estates PS
	1/20/2022	SAN DIEGO GAS & ELECTRIC	335.86	Electric @ VP5 PS
	1/20/2022	SAN DIEGO GAS & ELECTRIC	637.31	Gas @ Admin
56532	1/20/2022	SAN DIEGUITO WATER DISTRICT	12.72	Water @ Tanker 1
56533	1/20/2022	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 01/14/22-02/13/22
56534	1/20/2022	UNIFIRST FIRST AID CORP	119.38	First Aid Supplies
56535	1/20/2022	UPS	13.44	Shipping Pickup Charges 01/07/22
56536	1/20/2022	V&A CONSULTING ENGINEERS	2,000.00	Quarterly SM Creek Flow Measurements
56537	1/20/2022	VERIZON WIRELESS	1,044.19	Cell Phones 12/08/21-01/07/22
56538	1/20/2022	VOLT WORKFORCE SOLUTIONS	471.20	Temp Admin Specialist-Y Santos-PE 01/09/22
56539	1/20/2022	WASTE MANAGEMENT	225.29	Trash Service - December 2021

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 1/7/2022 Through 2/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56543	1/27/2022	AMBER ALBERTY	2,139.50	Lateral Reimbursement-1636 Burgundy Road, Encinitas
56544	1/27/2022	BAY CITY ELECTRIC WORKS, INC	940.97	Generator Service/Load Test/Fuel Polish-#166 Port
	1/27/2022	BAY CITY ELECTRIC WORKS, INC	940.97	Generator Service/Load Test/Fuel Polish-#167 Port
56545	1/27/2022	BERTRAM NIELSEN	2,100.00	Lateral Reimbursement-1410 Hygeia Ave, Encinitas
56546	1/27/2022	CAROL POFF	2,109.00	Lateral Reimbursement-1243 Hygeia Avenue, Encinitas
56547	1/27/2022	CHARLES ULMER DBA: CHUCKS TIRE ...	1,207.83	New Tires for CCTV Van # 160
56548	1/27/2022	CONCENTRA	145.00	FST Vaccinations - J Montoya
56549	1/27/2022	COUNTY OF SAN DIEGO	1,240.00	LPS Facility Permit DEH2002-HUPFP-105038 02/28/22-02/28/23
56550	1/27/2022	DEXTER WILSON ENGINEERING	7,025.00	General Engineering 103-500 December 2021
56551	1/27/2022	ELECTRICAL SALES, INC.	146.21	Fourth Dimension Hour Meters
56552	1/27/2022	ENCINA WASTEWATER AUTHORITY	1,027,536.18	2nd Quarter FY 2022 Billing - Capital
	1/27/2022	ENCINA WASTEWATER AUTHORITY	647,694.28	2nd Quarter FY 2022 Billing - O/M
	1/27/2022	ENCINA WASTEWATER AUTHORITY	960.00	Lab Reports
	1/27/2022	ENCINA WASTEWATER AUTHORITY	1,620.60	Lab Reports - AWT
56553	1/27/2022	FEDERAL EXPRESS CORPORATION	12.90	Shipping 12/15/21
	1/27/2022	FEDERAL EXPRESS CORPORATION	67.24	Shipping 12/27/21
56554	1/27/2022	HACH COMPANY	255.65	HQ Standard Probe Field Case
56555	1/27/2022	ICMA RETIREMENT-303979	5,208.89	Deferred Comp for PPE 01/23/22
56556	1/27/2022	INFRASTRUCTURE ENGINEERING CORP	950.00	Encinitas Estates PS Replace Project - December 2021
	1/27/2022	INFRASTRUCTURE ENGINEERING CORP	125.00	FY2022 Gravity Sewer Repair Project - Decemeber 2021
	1/27/2022	INFRASTRUCTURE ENGINEERING CORP	9,395.00	VP7 PS Repalce Project - December 2021
56557	1/27/2022	LEE'S LOCK & SAFE	121.50	Camlock Broken Key Repair
56558	1/27/2022	MINUTEMAN PRESS	121.59	Business Cards-R Morishita
	1/27/2022	MINUTEMAN PRESS	433.28	Letterhead / Business Cards-R Green
56559	1/27/2022	NATIONWIDE RETIREMENT SOLUTIONS	593.86	Deferred Comp 01/12/22 & 01/26/22
56560	1/27/2022	SAN DIEGO GAS & ELECTRIC	3,677.49	Electric @ Admin
	1/27/2022	SAN DIEGO GAS & ELECTRIC	99.79	Electric @ Avocado PS
	1/27/2022	SAN DIEGO GAS & ELECTRIC	518.31	Electric @ AWT
	1/27/2022	SAN DIEGO GAS & ELECTRIC	17,601.73	Electric @ BPS
	1/27/2022	SAN DIEGO GAS & ELECTRIC	364.50	Electric @ Diana PS
	1/27/2022	SAN DIEGO GAS & ELECTRIC	7,651.23	Electric @ LPS
	1/27/2022	SAN DIEGO GAS & ELECTRIC	161.32	Electric @ RV PS
	1/27/2022	SAN DIEGO GAS & ELECTRIC	784.88	Electric @ Saxony PS
	1/27/2022	SAN DIEGO GAS & ELECTRIC	161.80	Electric @ VP7 PS
56561	1/27/2022	SOUTHERN CONTRACTING COMPANY	1,590.00	Remove Muffin Monster @ LPS & Chopper Pump @ BPS
56562	1/27/2022	STAPLES	(53.86)	Credit from Invoice # 3493575954
	1/27/2022	STAPLES	431.75	Office Supplies
56563	1/27/2022	STATE WATER RESOURCES CONTROL...	1,738.00	Annual Permit Fee-Gafner Facility # 937I018685
56564	1/27/2022	TERMINIX PROCESSING CENTER	60.00	Pest Control 01/12/22

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 1/7/2022 Through 2/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56565	1/27/2022	U.S. BANK	1,953.86	Cal Card Purchases - Statement 01/24/22
56566	1/27/2022	United States Treasury	155.19	EIN 95-2151973 / 4th Quarter 2021 Payroll Taxes Due
56567	1/27/2022	UPS	13.56	Shipping 01/07/22
56568	1/27/2022	VAPEX PRODUCTS, INC	319.85	In Line & Main Air Intake Filters
56569	2/3/2022	ADT/PROTECTION 1	165.00	Security Services 02/17/22-03/16/22
56570	2/3/2022	AIRGAS USA LLC	1,659.05	Liquid Oxygen Contract 01/18/22
56571	2/3/2022	AT&T	323.46	Phone Service-Elevator 12/25/21-01/24/22
56572	2/3/2022	AZTEC LEASING, INC	530.88	Copier Lease - January 2022
56573	2/3/2022	BAJA POOL AND SPA SERVICE	150.00	Weekly Fountain Maintenance - February 2022
56574	2/3/2022	BAY CITY ELECTRIC WORKS, INC	972.43	Generator Service/Maintenance - BPS
	2/3/2022	BAY CITY ELECTRIC WORKS, INC	416.46	Generator Service/Maintenance - La Costa PS
	2/3/2022	BAY CITY ELECTRIC WORKS, INC	1,351.17	Generator Service/Maintenance - LPS
	2/3/2022	BAY CITY ELECTRIC WORKS, INC	160.97	Generator Service/Maintenance - Portable Pump #135
	2/3/2022	BAY CITY ELECTRIC WORKS, INC	565.97	Generator Service/Maintenance - Saxony PS
	2/3/2022	BAY CITY ELECTRIC WORKS, INC	415.97	Generator Service/Maintenance - VP5 PS
56575	2/3/2022	Brightview Landscape Services Inc	900.00	Landscape Maintenance @ LWD Admin - February 2022
56576	2/3/2022	CITY OF CARLSBAD	470.48	Water @ 1900 La Costa Ave
	2/3/2022	CITY OF CARLSBAD	153.40	Water @ 1960 La Costa Ave
	2/3/2022	CITY OF CARLSBAD	27.78	Water @ Fire Line
56577	2/3/2022	COLONIAL LIFE INS	169.72	Accident/Critical Illness Insurance 01/12/22 & 01/26/22
56578	2/3/2022	CONFIDENCE CONSULTING	4,688.55	All Staff Training w/ Travel Expense
56579	2/3/2022	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 01/22/22-02/21/22
	2/3/2022	COX COMMUNICATIONS SAN DIEGO	521.51	Phone Service 01/18/22-02/17/22
56580	2/3/2022	CWEA	96.00	CSM Grade 2 Cert Renewal-C Russell
56581	2/3/2022	DATA NET SOLUTIONS GROUP	(274.95)	Credit for Invoice # 9808111
	2/3/2022	DATA NET SOLUTIONS GROUP	(200.00)	Credit on Invoice # 9808111
	2/3/2022	DATA NET SOLUTIONS GROUP	3,921.15	Monthly IT Service-Dec 2021 / Citrix Maintenance
56582	2/3/2022	DAVID REES	3,000.00	Lateral Reimbursement: 304 Trailview Road, Encinitas
56583	2/3/2022	DKF SOLUTIONS GROUP, LLC	300.00	MSO Subscription - February 2022
56584	2/3/2022	FEDERAL EXPRESS CORPORATION	35.65	Shipping 01/24/22
56585	2/3/2022	GARY FOSTER	1,739.70	Lateral Reimbursement: 3519 Sitio Baya, Carlsbad
56586	2/3/2022	GRAINGER, INC	158.71	Electronic Module / Isolated Solenoid Operator
56587	2/3/2022	HARTFORD LIFE & ACCIDENT INS.	440.18	Life Insurance - February 2022
56588	2/3/2022	HUMANA DENTAL INS.	3,141.33	Dental Insurance - February 2022
56589	2/3/2022	KEN GRODY FORD	72.02	Vehicle Service - Vehicle # 173
56590	2/3/2022	MES VISION	410.41	Vision Insurance - February 2022
56591	2/3/2022	MUTUAL OF OMAHA	1,205.54	Disability Insurance - February 2022
56592	2/3/2022	NAPA AUTO	51.68	Blue Def

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 1/7/2022 Through 2/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	2/3/2022	NAPA AUTO	51.87	Blue Def / Battery Cleaner / Battery Protector
	2/3/2022	NAPA AUTO	96.85	Fuel Filters
	2/3/2022	NAPA AUTO	101.00	V-Belt / Cable Ties / Graphite Lube
56593	2/3/2022	PLUMBERS DEPOT, INC	1,935.63	Calibration Gas Cylinder w/ Hazardous Material Charge
	2/3/2022	PLUMBERS DEPOT, INC	3,537.65	Gas Monitors Docking Stations (2)
56594	2/3/2022	Professional Exchange Service Corpora...	90.00	Answering Services - January 2022
56595	2/3/2022	PRUDENTIAL OVERALL SUPPLY	107.33	Weekly Uniform/Laundry Service 01/27/22
56596	2/3/2022	RANCHO SANTA FE SECURITY SYSTEMS	258.00	Burgler/Fire Alarm System Qtrly Billing 02/01/22-04/30/22
56597	2/3/2022	RCP BLOCK & BRICK, INC	183.80	Sack Black Beach Pebble
56598	2/3/2022	SAN DIEGO GAS & ELECTRIC	1,124.08	Electric @ La Costa PS
56599	2/3/2022	SAN DIEGO UNION TRIBUNE	157.53	Newspaper Subscription thru 04/14/22
56600	2/3/2022	SOUTHERN CONTRACTING COMPANY	864.00	De-term old Pump #1 / Term new Pump #1
	2/3/2022	SOUTHERN CONTRACTING COMPANY	540.00	ER Service - Automatic Transfer Switch
56601	2/3/2022	STAPLES	156.24	Office Supplies
56602	2/3/2022	UNDERGROUND SERVICE ALERTS/C	269.05	Monthly Underground Alarm Service
	2/3/2022	UNDERGROUND SERVICE ALERTS/C	67.76	Monthly Underground State Fees
56603	2/3/2022	VOLT WORKFORCE SOLUTIONS	699.44	Temp Admin Specialist-Y Santos-PE 01/23/22
56604	2/3/2022	WASTE MANAGEMENT	264.34	Trash Service - January 2022
Report Total			<u>2,220,288.48</u>	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 1/7/2022 Through 2/3/2022

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	1/27/2022	56565	(222.18)	4330	BOARD CONFERENCES	CASA Conference-Hotel Refund-DO
U.S. BANK	API	1/27/2022	56565	(222.18)	4330	BOARD CONFERENCES	CASA Conference-Hotel Refund-ES
U.S. BANK	API	1/27/2022	56565	(222.18)	4330	BOARD CONFERENCES	CASA Conference-Hotel Refund-JH
U.S. BANK	API	1/27/2022	56565	(222.18)	4330	BOARD CONFERENCES	CASA Conference-Hotel Refund-MB
U.S. BANK	API	1/27/2022	56565	(595.00)	4330	BOARD CONFERENCES	CASA Conference-Registration Refund-ES
U.S. BANK	API	1/27/2022	56565	(595.00)	4330	BOARD CONFERENCES	CASA Conference-Registration Refund-DO
U.S. BANK	API	1/27/2022	56565	(595.00)	4330	BOARD CONFERENCES	CASA Conference-Registration Refund-JM
29 U.S. BANK	API	1/27/2022	56565	(595.00)	4330	BOARD CONFERENCES	CASA Conference-Registration Refund-MB
U.S. BANK	API	1/27/2022	56565	24.95	4910	OFFICE SUPPLIES	1099 MISC Filing
U.S. BANK	API	1/27/2022	56565	24.95	4910	OFFICE SUPPLIES	1099 NEC Filing
U.S. BANK	API	1/27/2022	56565	151.18	4910	OFFICE SUPPLIES	W2 / 1099 Forms & Envelopes
U.S. BANK	API	1/27/2022	56565	20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	1/27/2022	56565	9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud-PB
U.S. BANK	API	1/27/2022	56565	40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom
U.S. BANK	API	1/27/2022	56565	234.00	5040	Safety Supplies & Services	DATCO Quarterly Payment
U.S. BANK	API	1/27/2022	56565	572.00	5310	ADVERTISING	Recruitment Ad
U.S. BANK	API	1/27/2022	56565	1,061.78	5520	REPAIR & MAINT PUMP STATION	Ozone Analyzer
U.S. BANK	API	1/27/2022	56565	(222.18)	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Hotel Refund-PB
U.S. BANK	API	1/27/2022	56565	(222.18)	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Hotel Refund-TH
U.S. BANK	API	1/27/2022	56565	(1,190.00)	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Registration Refund-PB & TH
U.S. BANK	API	1/27/2022	56565	495.65	5710	TRAINING, EDUCATION & CONFERNC	COVID Tests
U.S. BANK	API	1/27/2022	56565	1,040.00	5710	TRAINING, EDUCATION & CONFERNC	CSDA Training-RG
U.S. BANK	API	1/27/2022	56565	535.00	5710	TRAINING, EDUCATION & CONFERNC	CSFMO Registration-RG

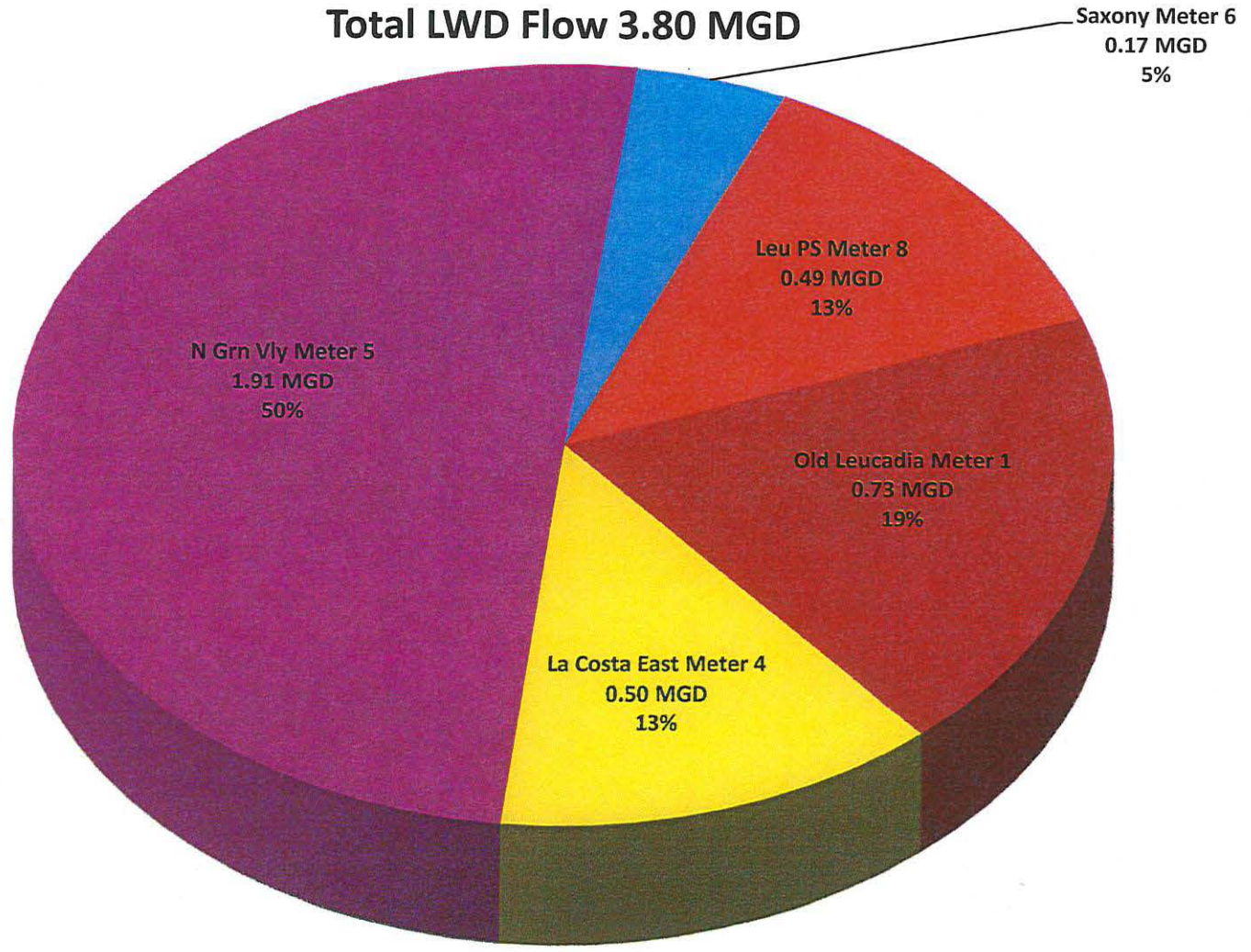
Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 1/7/2022 Through 2/3/2022

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	1/27/2022	56565	85.00	5735	EMPLOYEE RECOGNITION	CWEA Award Dinner Ticket
U.S. BANK	API	1/27/2022	56565	1,365.00	5735	EMPLOYEE RECOGNITION	CWEA Awards Dinner Tickets
U.S. BANK	API	1/27/2022	56565	176.29	5735	EMPLOYEE RECOGNITION	Interview Lunch
U.S. BANK	API	1/27/2022	56565	411.50	5735	EMPLOYEE RECOGNITION	Mark's Lucheon
U.S. BANK	API	1/27/2022	56565	127.98	5910	TELEPHONE	Domain Renewal
U.S. BANK	API	1/27/2022	56565	326.67	5910	TELEPHONE	Phone Cases / Screen Protectors
U.S. BANK	API	1/27/2022	56565	125.00	5910	TELEPHONE	Webhosting
U.S. BANK	API	1/27/2022	56565	30.00	5910	TELEPHONE	Wifi
Transaction Total				<u>1,953.86</u>			
Report Opening/Current Balance							
Report Transaction Totals				<u>1,953.86</u>			
Report Current Balances							

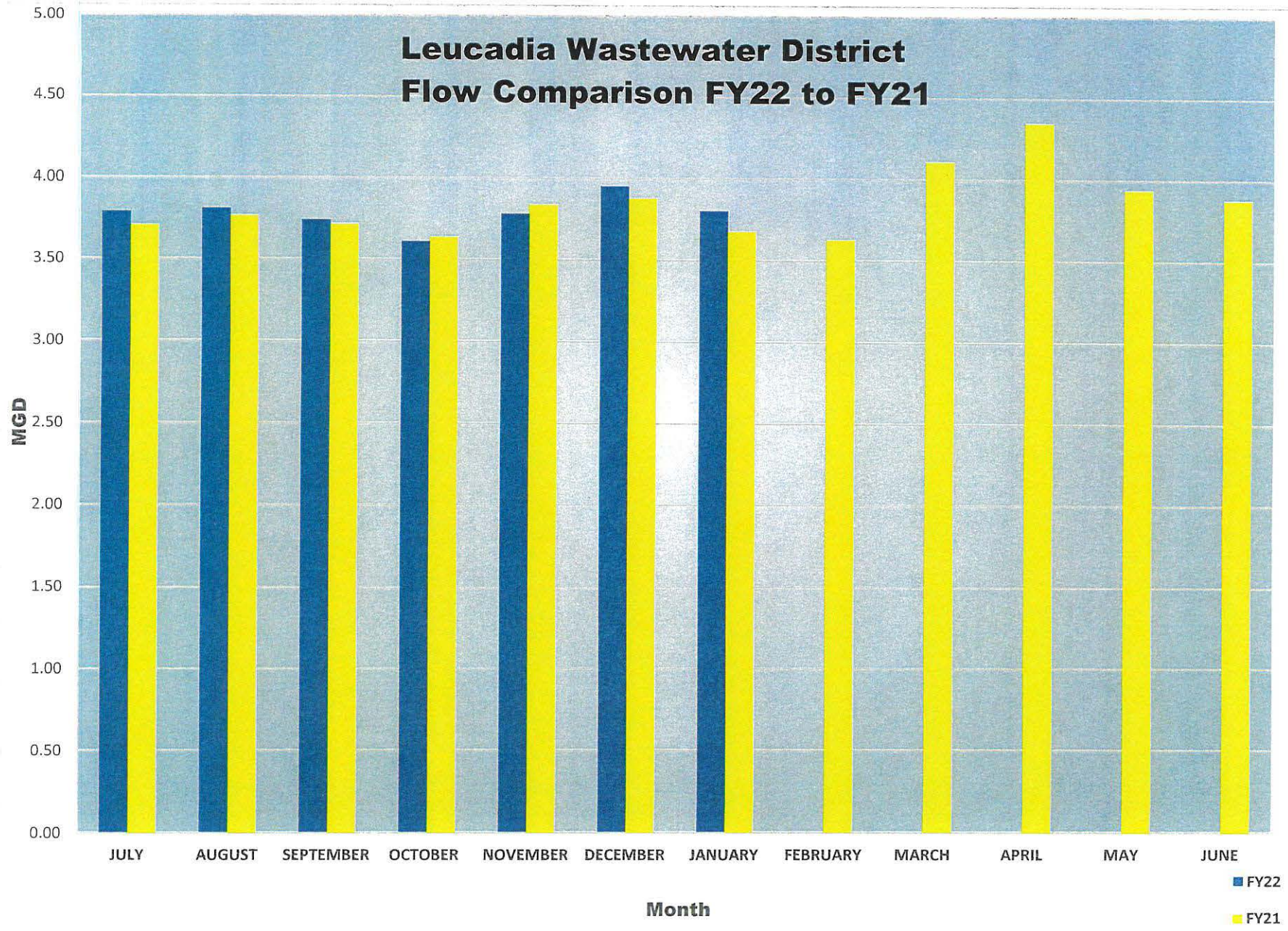
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2022 (July 2021 - June 2022)**

CURRENT MONTH - January 2022							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	0.00	3.95	137.33	4.09	3.76
YTD			28,763.14				
JANUARY	0.47	117.80	3.00	3.80	132.10	0.00	3.65
YTD			28,766.14				
FEBRUARY							3.63
YTD							
MARCH							3.89
YTD							
APRIL							3.90
YTD							
MAY							3.90
YTD							
JUNE							3.85
YTD							
YTD Totals	5.40	813.36	31.20			166.20	
Mo Average	0.77	116.19	4.46	3.78	131.53	23.74	3.83

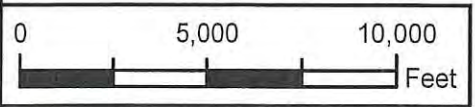
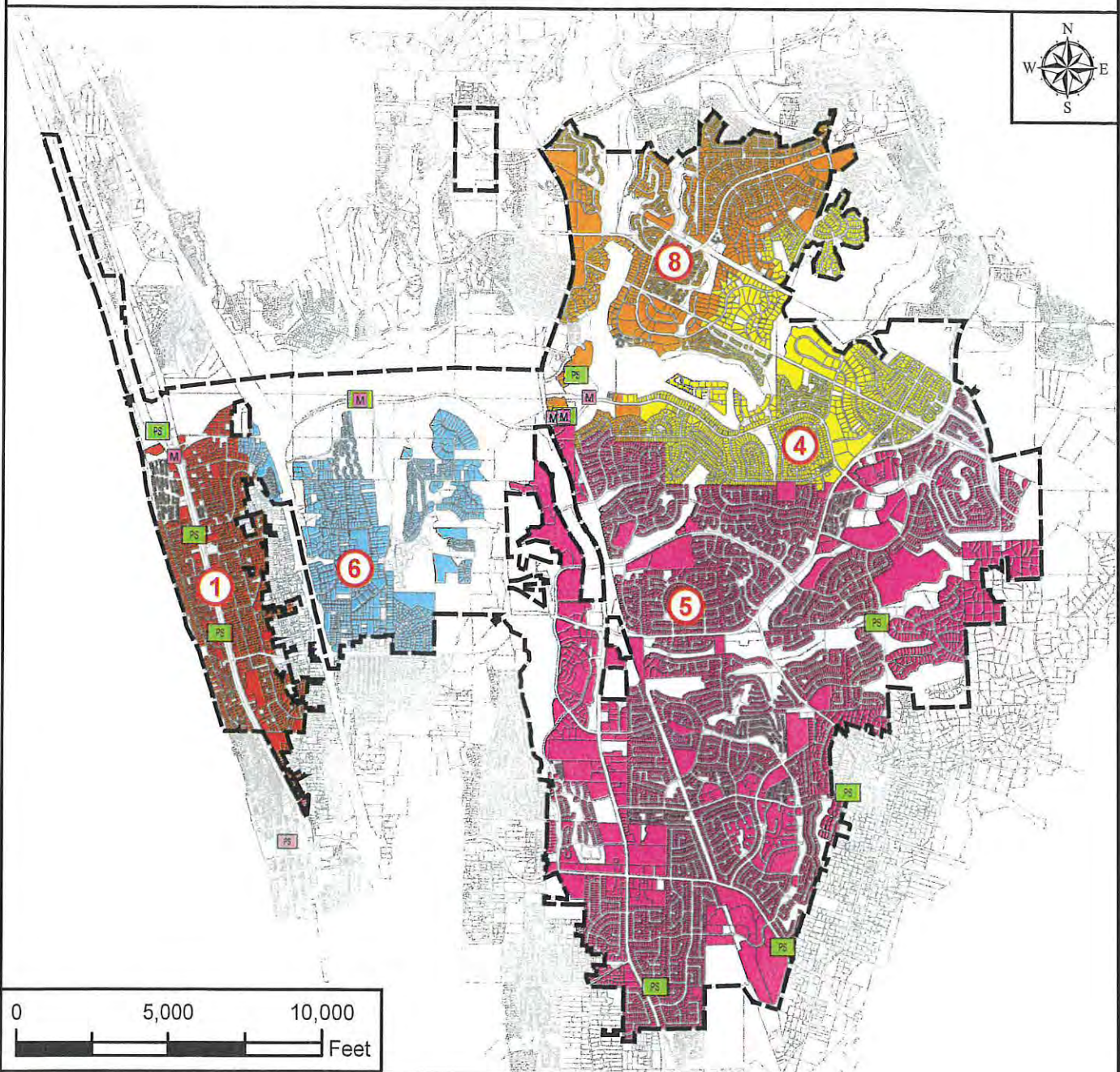
**LWD Flows by Sub-Basin
January 2022
Total LWD Flow 3.80 MGD**



Leucadia Wastewater District Flow Comparison FY22 to FY21



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 | |

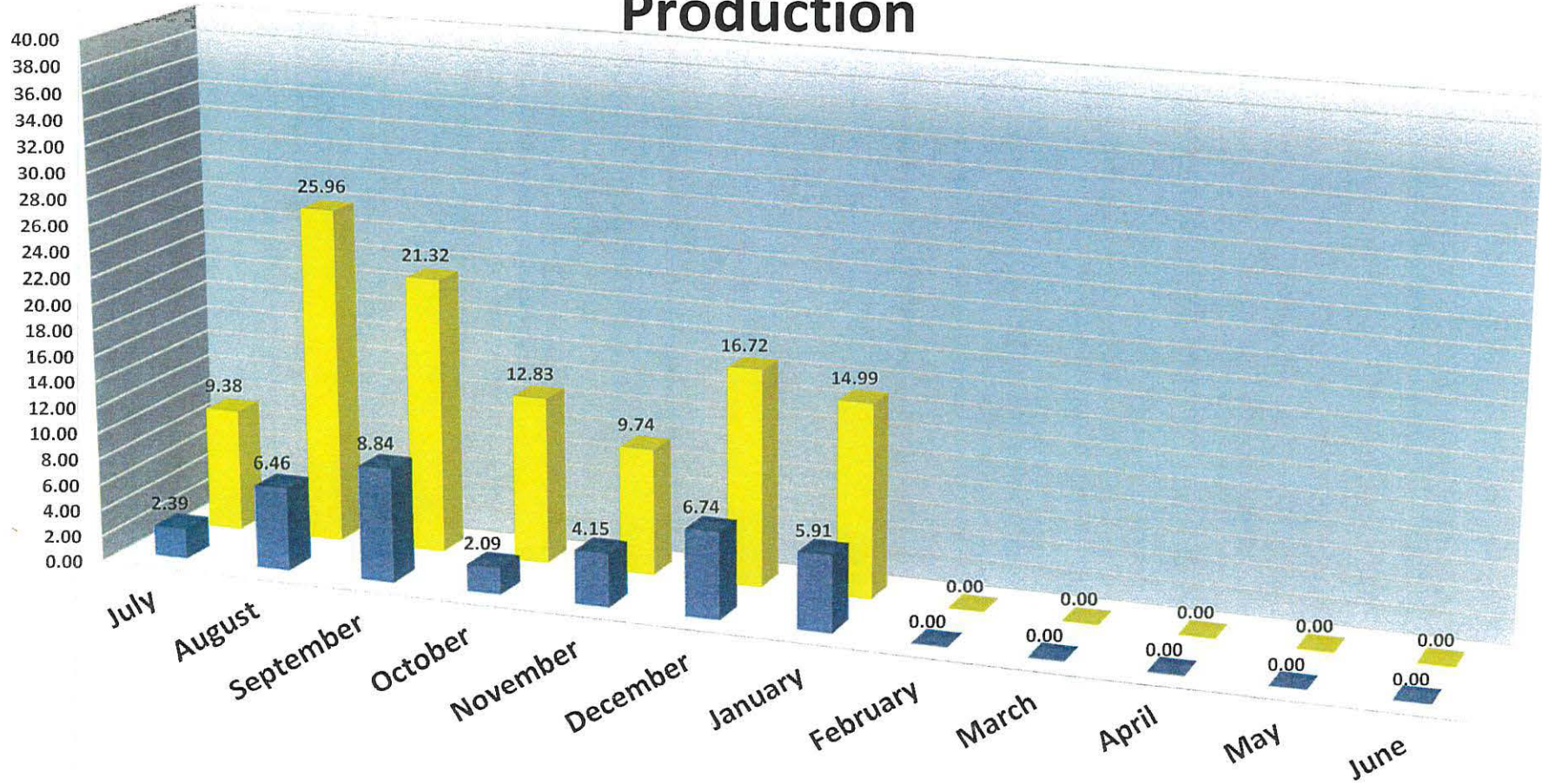


DEXTER WILSON ENGINEERING, INC.
 CONSULTING ENGINEERS
 (760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN

Date Saved: 11/12/2021 9:07:13 AM
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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 36.6 Miles)

■ Hydro Cleaning (YTD 110.9 Miles)


 LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
January 2022**

Training & Safety Events for the month January 2022
Hours

Description	Ops	Admin	Total
Anti-Harassment Training for Supervisor/Managers	0.00	2.00	2.00
CSRMA Workplace Violence	1.00	0.00	1.00
Emergency Action Plan	0.75	0.00	0.75
State Required Trainings: Ethics AB1234	0.00	6.00	6.00
Lockout / Tagout	7.00	0.00	7.00
Storm Water Pollutions Prevention Plan (SWPPP)	5.00	0.00	5.00
Water Industry Driving Safety	1.00	0.00	1.00
Total Training Hours	14.75	8.00	22.75

YTD Monthly Avg 36

YTD Totals 249

Conferences for the month of January 2022
Attendees

Description	Ops	Admin	Total
Total Attended Conferences	0	0	0

Notes:

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

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	14.75	8.00	22.75	
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	196.75	52.50	249.25	
YTD Monthly Avg	28.11	7.50	35.61	

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 1/31/2022

	Amount
Assets	
Cash & Investments	26,957,821.92
Accounts Receivables	148,819.25
Net OPEB Asset	73,376.00
Prepaid Expense	416,239.42
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	149,593,774.75
Deferred Outflows	
PERS Pension Deferred Outflows	1,344,994.00
OPEB Health Deferred Outflows	86,509.00
Total Deferred Outflows	1,431,503.00
Total Assets & Deferred Outflows	151,025,277.75
Liabilities	
Accounts Payable & Accrued Expenses	698,930.55
Developer Deposits	101,570.09
Net Pension Liability	4,523,924.00
Total Liabilities	5,324,424.64
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	(1,155,390.76)
Total Current Change In Net Position	(1,155,390.76)
Total Net Position	145,512,576.11
Total Liabilities, Deferred Inflows & Net Position	151,025,277.75

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2021 Through 1/31/2022

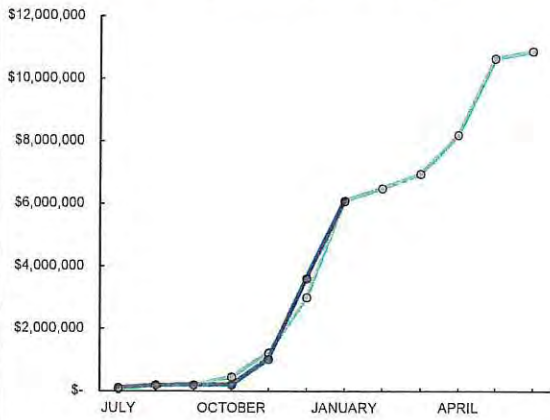
Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 6,075,928.64	\$10,879,991.00	\$ 4,804,062.36	55.8%
3150 Recycled Water Sales	234,103.31	350,000.00	115,896.69	66.9%
3100 Misc. Operating Revenue	42,598.57	180,599.00	138,000.43	23.6%
TOTAL OPERATING REVENUES	\$ 6,352,630.52	\$11,410,590.00	\$ 5,057,959.48	55.7%
OPERATING EXPENSES				
4100 Salaries	\$ 1,155,840.80	\$ 2,063,646.00	\$ 907,805.20	56.0%
4200 Employee Benefits	846,928.29	1,561,018.00	714,089.71	54.3%
4300 Directors Expense	37,904.35	129,100.00	91,195.65	29.4%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	19,471.67	45,000.00	25,528.33	43.3%
4700 Insurance Expense	119,169.34	179,800.00	60,630.66	66.3%
4800 Memberships	32,401.89	36,925.00	4,523.11	87.8%
4900 Office Expense	88,923.81	169,500.00	80,576.19	52.5%
5000 Operating Supplies	62,720.70	147,500.00	84,779.30	42.5%
5200 Professional Services	249,511.00	600,000.00	350,489.00	41.6%
5300 Printing & Publishing	15,923.35	29,600.00	13,676.65	53.8%
5400 Rents & Leases	28,942.52	24,200.00	(4,742.52)	119.6%
5500 Repairs & Maintenance	191,581.94	559,100.00	367,518.06	34.3%
5600 Monitoring & Permits	60,426.43	74,300.00	13,873.57	81.3%
5700 Training & Development	18,256.59	49,500.00	31,243.41	36.9%
5900 Utilities	250,787.43	468,900.00	218,112.57	53.5%
6100 LAFCO Operations	7,257.17	7,700.00	442.83	94.2%
6200 Encina Operating Expense	1,464,416.67	2,677,900.00	1,213,483.33	54.7%
6900 Admin O/H alloc to Capital	(97,532.12)	(192,796.00)	(95,263.88)	50.6%
TOTAL OPERATING EXPENSES	\$ 4,552,931.83	\$ 8,660,893.00	\$ 4,107,961.17	52.6%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 63,612.50	\$ 162,848.00	\$ 99,235.50	39.1%
3220 Property Taxes	1,083,849.25	1,988,000.00	904,150.75	54.5%
3250 Investment Income	159,403.87	316,000.00	156,596.13	50.4%
3290 Misc. Non Op Revenue	82,300.10	127,300.00	44,999.90	64.7%
TOTAL NON-OPERATING REVENUES	\$ 1,389,165.72	\$ 2,594,148.00	\$ 1,204,982.28	53.5%

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

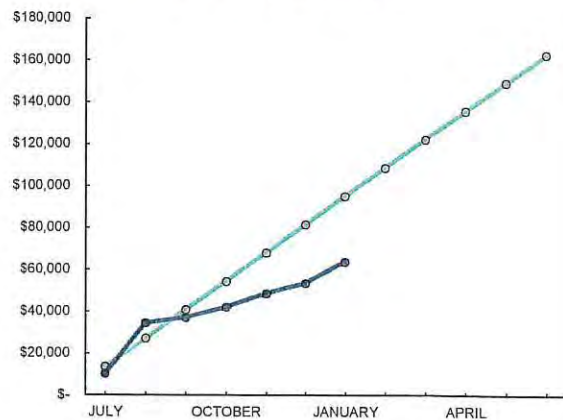
Leucadia Wastewater District Revenue FY2022

YTD through January 31, 2022

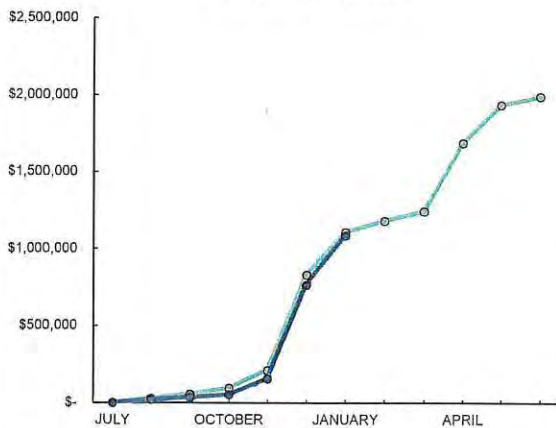
Sewer Service Fees



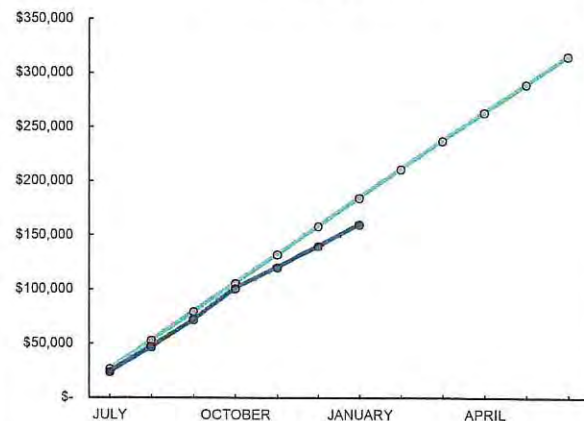
Capacity Charges



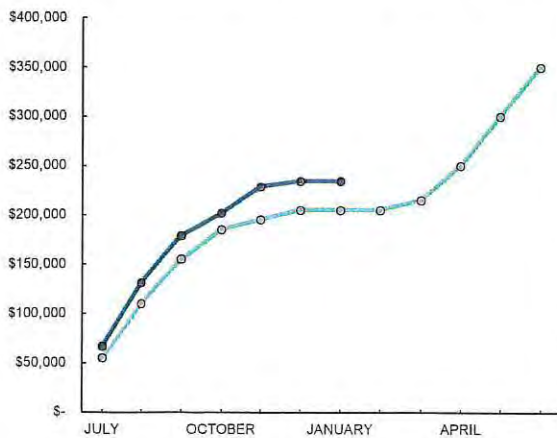
Property Taxes



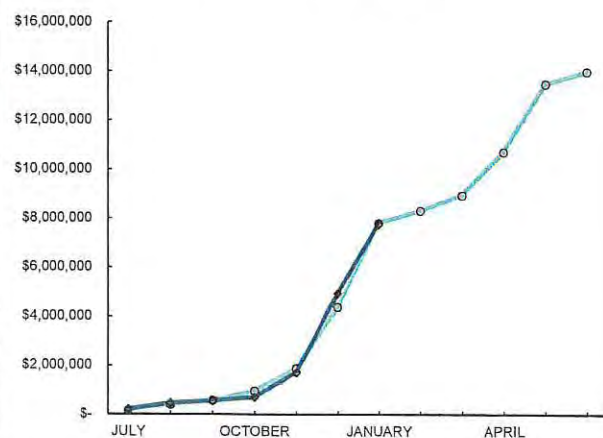
Investment Income



Recycled Wastewater Sales



Total Revenue



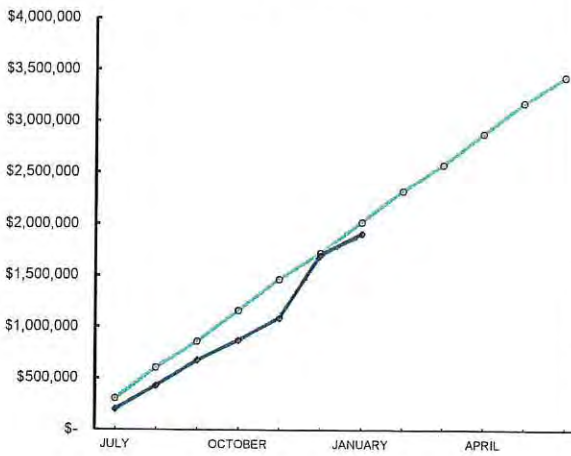
○ Budget ● Actual

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

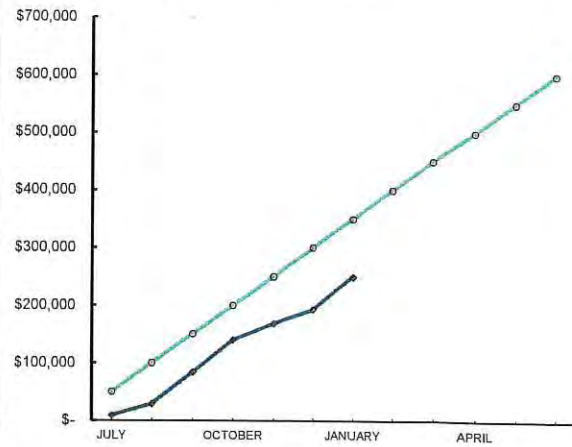
Leucadia Wastewater District Operating Expenses FY2022

YTD through January 31, 2022

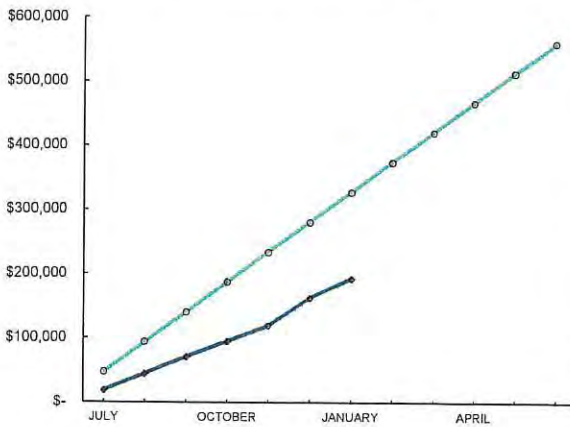
Salaries and Benefits



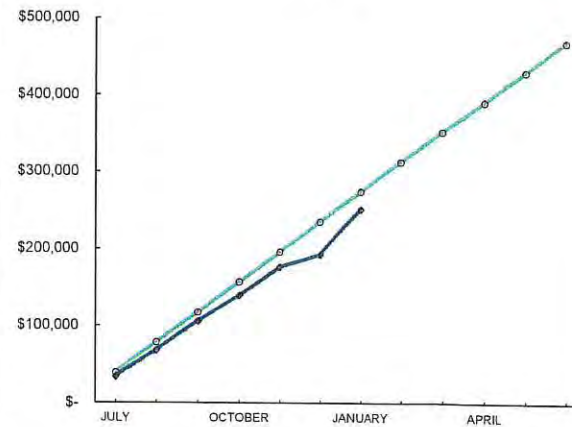
Professional Services



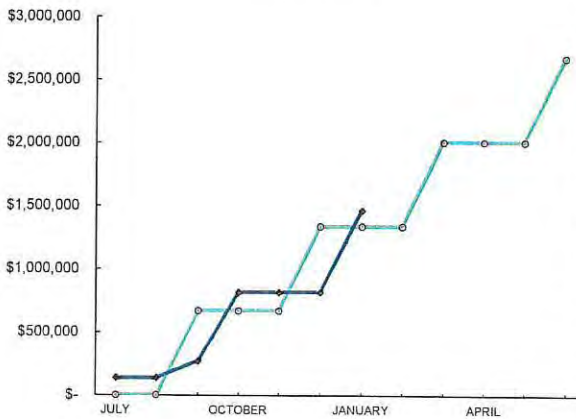
Repairs & Maintenance



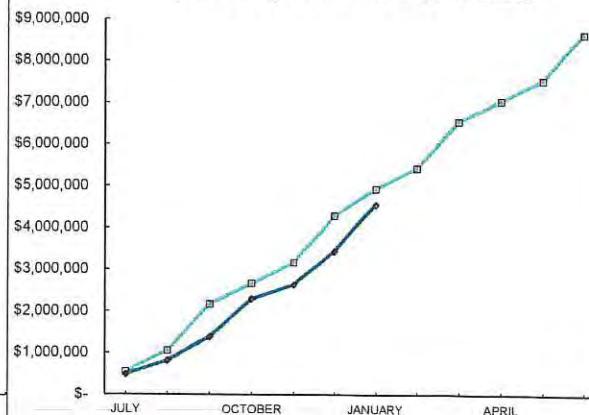
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



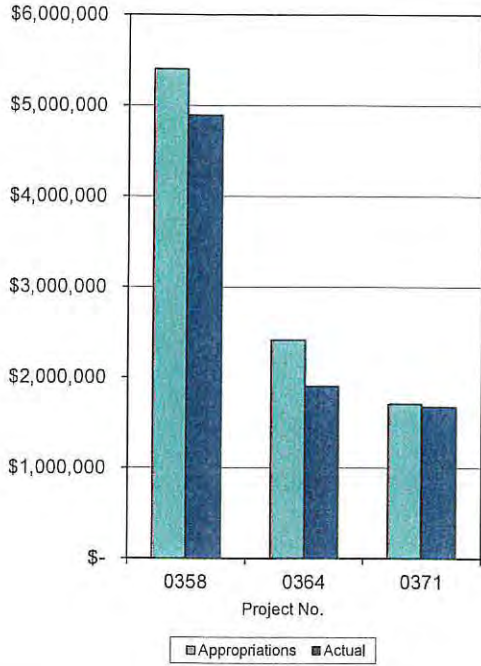
■ Budget ■ Actual

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

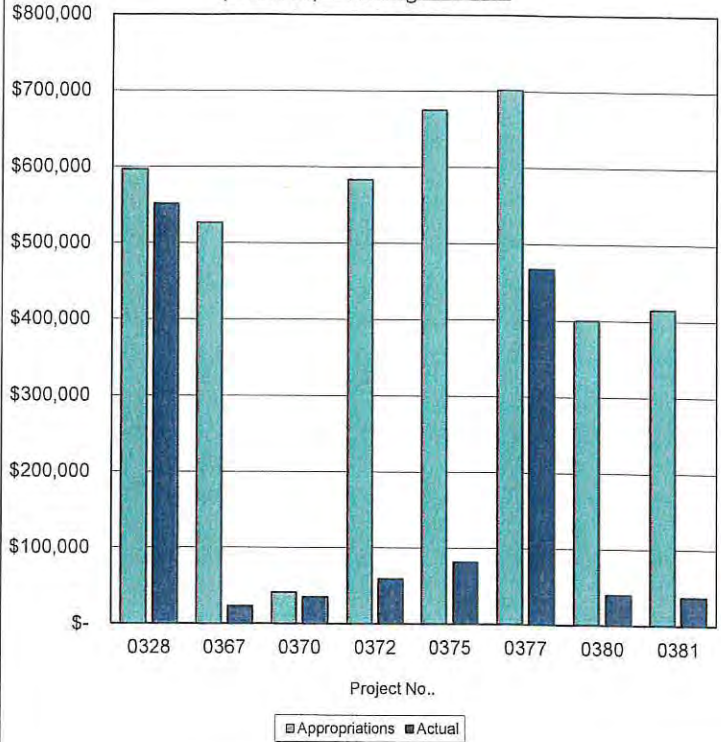
Leucadia Wastewater District Capital Expenditures

As of January 31, 2022

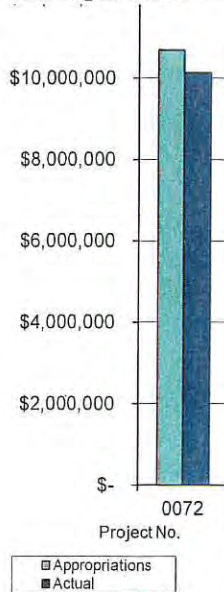
District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2022



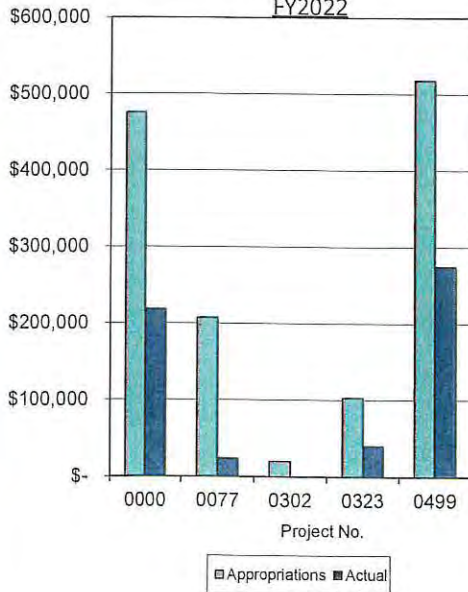
District Multi Year Capital Expenditures by Project
(<\$1.1M) Through FY2022



District's Share of
Encina WPCF
Capital Exp
Through FY2022



Single Year Capital Expenditures by
Project
FY2022



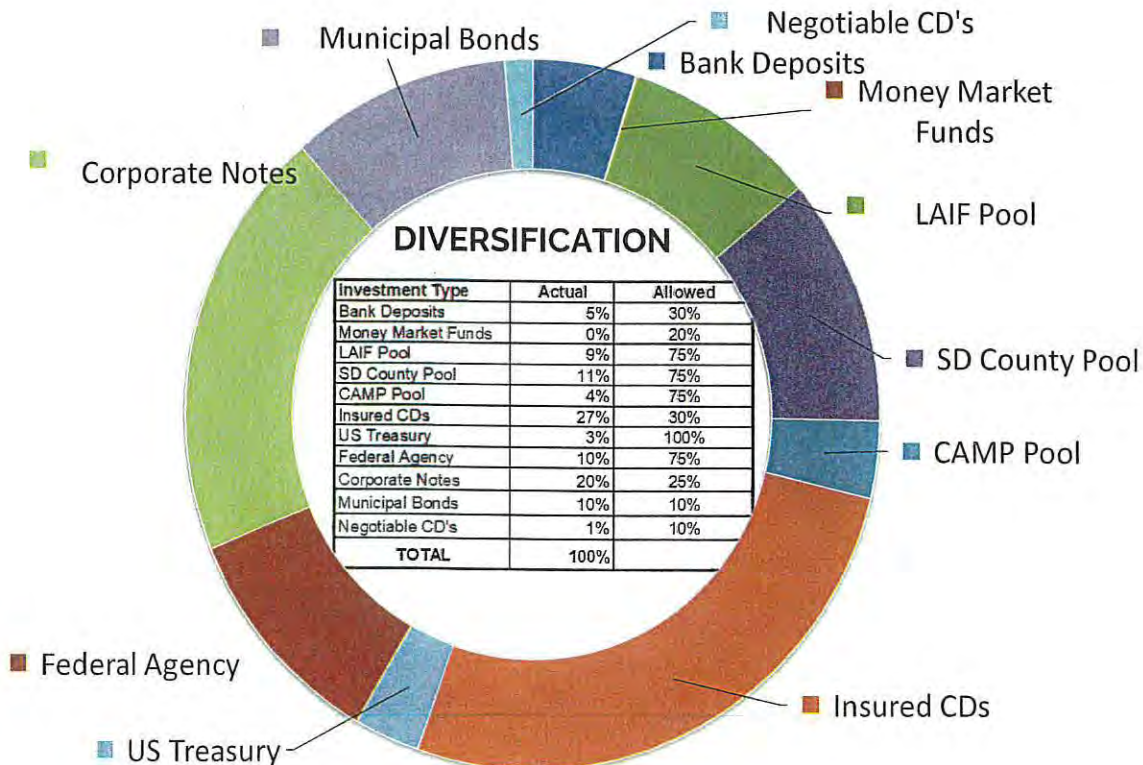
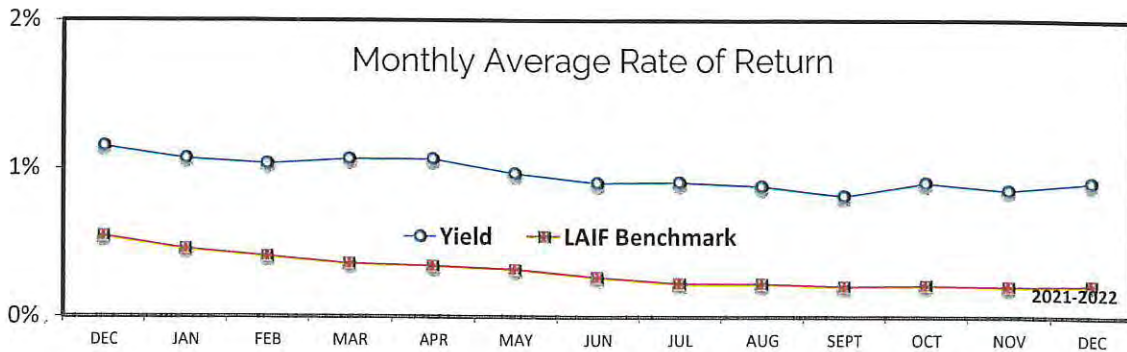
Project Legend

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
B1 Force Main - North Section Rplcmnt	0367
FY20 Gravity Line Rehab/Quebrada Rlgn	0371
Diana Pump Station Upgrade	0372
Batiquitos PS Emergency Basin Upgrade	0375
FY2021 Gravity Pipeline Rehabilitation	0377
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

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

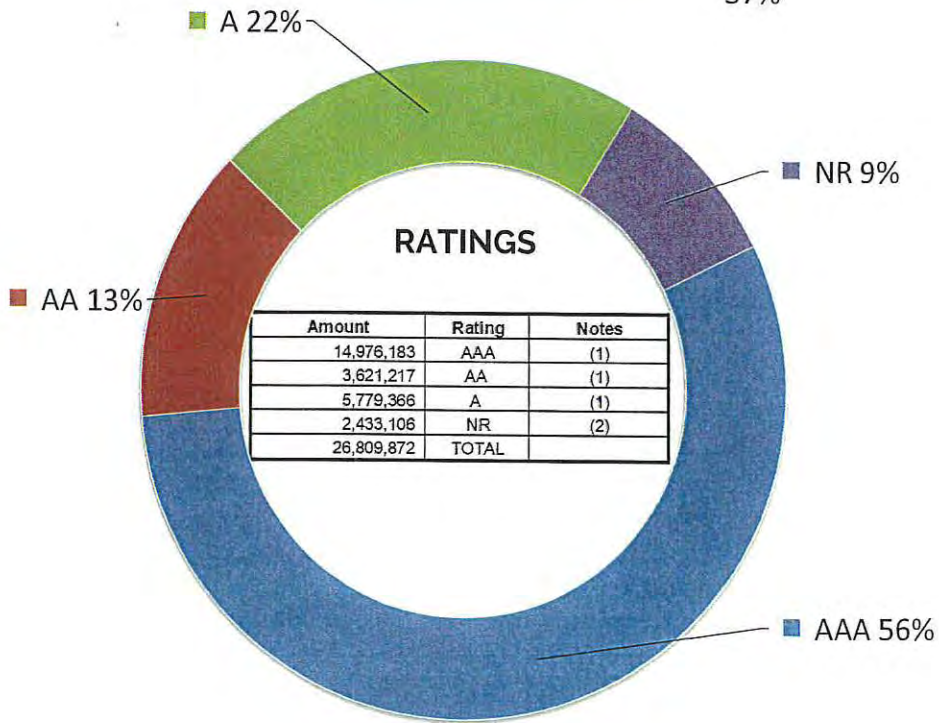
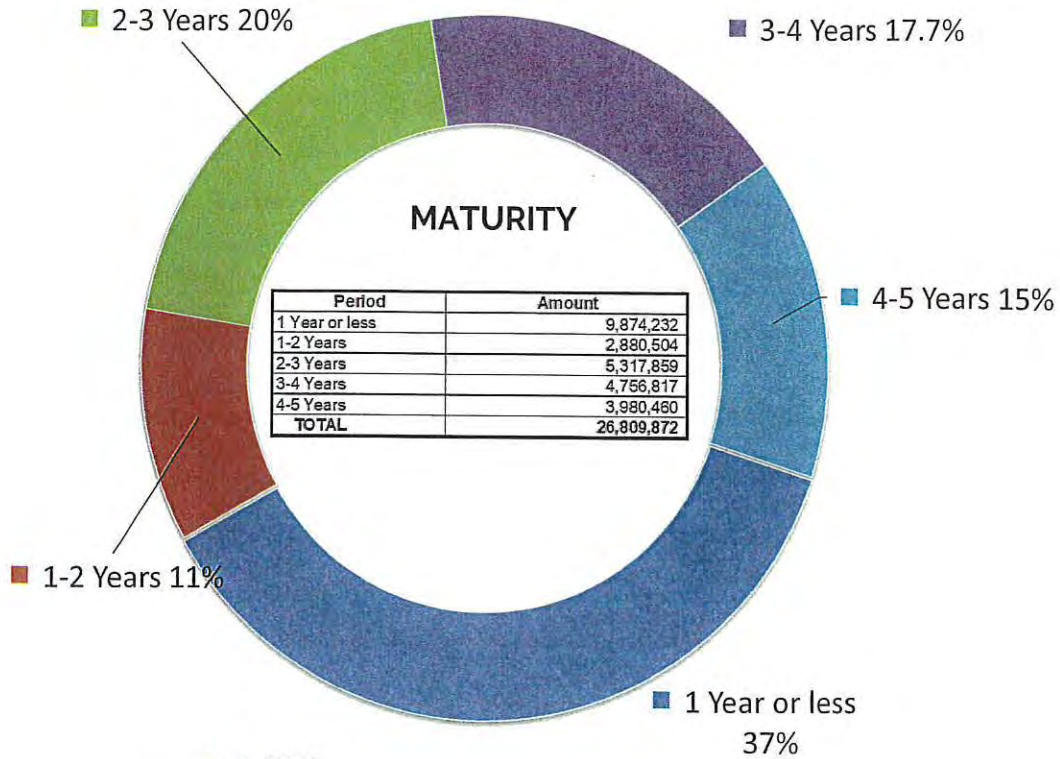
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2021

Cash Equivalents & Investments	Principal (Original Cost)		December Interest	Average Rate
	Nov 30, 2021	Dec 31, 2021		
Pacific Premier Bank Reserves	\$ 1,227,090	\$ 1,288,722	\$ 9	0.010%
TVI Dreyfus Money Market	11,932.99	12,833	0	0.030%
LAIF Pool	299,106	2,433,106	241	0.212%
SD County Pool	3,026,028	3,026,028	1,916	0.760%
CAMP Pool	944,677	944,273	40	0.050%
Certificates of Deposit - Insured	7,120,000	7,120,000	7,829	1.321%
US Treasury Notes	810,199	810,199	379	0.630%
Federal Agency Notes	2,544,450	2,794,450	1,571	0.779%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	5,278,371	5,278,371	4,595	1.023%
Negotiable CD's	350,000	350,000	540	1.850%
Totals	\$ 24,363,743	\$ 26,809,872	\$ 19,303	0.905%



LEUCADIA WASTEWATER DISTRICT
 Monthly Investment Summary
 December 31, 2021

(Continued)

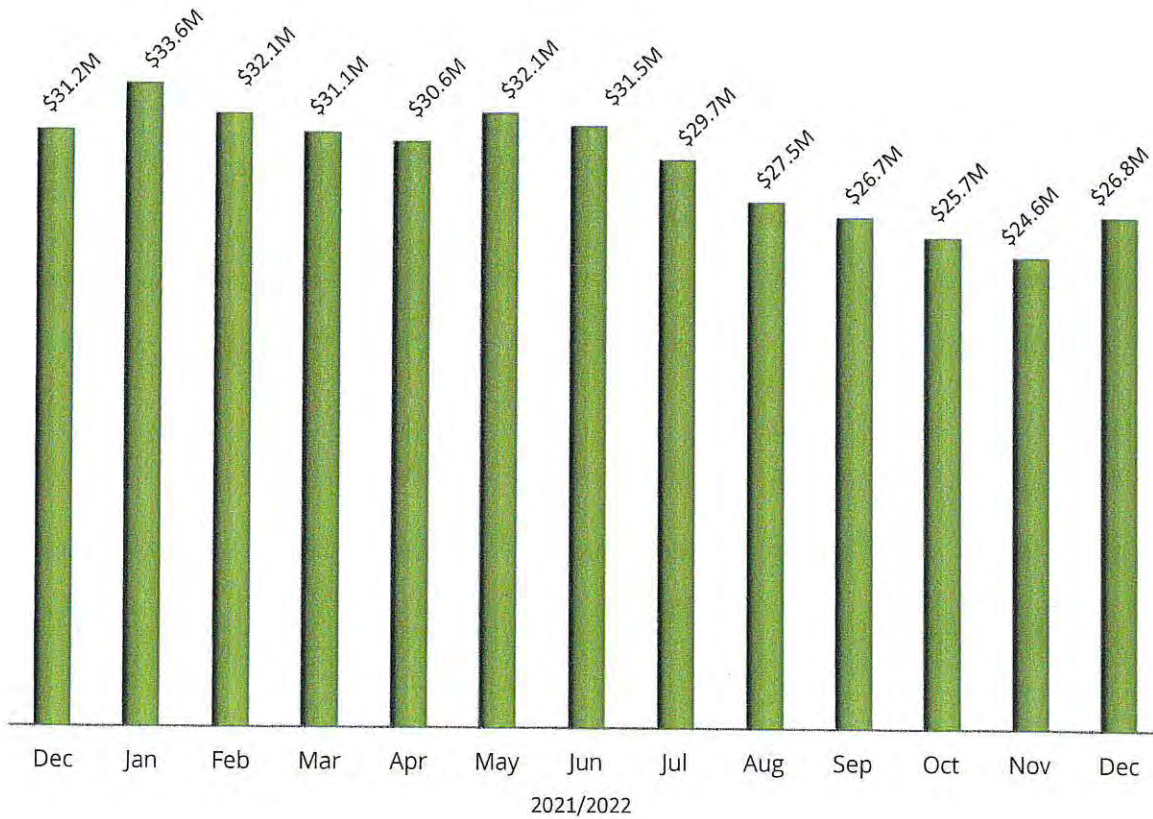


(1) CAMP Pool & SD County Pool, are rated by Standard & Pooors. Investments are rated by Moody's.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2021

(Continued)

CASH & INVESTMENT FUNDS BY MONTH




INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
FHLB	250,000	-	12/17/2026	3130APXT7	1.60%	
TOTAL	\$ 250,000	\$ -				

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

MEMORANDUM

Ref: 22-7869

DATE: February 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending December 31, 2021 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

reg:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY

12-31-2021

SUMMARY OF CASH & INVESTMENTS at December 31, 2021

SEE QUARTERLY TREASURER'S REPORT FOR DETAILS

ASSETS	PAR VALUE 12/31/2021	AMORTIZED COST 12/31/2021	% OF TOTAL		MARKET VALUE 12/31/2021
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 1,288,722	\$ 1,288,722	5%	30%	\$ 1,288,722
MONEY MARKET FUNDS	\$ 12,833	\$ 12,833	0%	20%	\$ 12,833
LAIF - STATE INVESTMENT POOL	\$ 2,433,106	\$ 2,433,106	9%	75%	\$ 2,426,875
SAN DIEGO COUNTY INVESTMENT POOL	\$ 3,026,028	\$ 3,026,028	11%	75%	\$ 3,014,000
CAMP - JPA INVESTMENT POOL	\$ 944,273	\$ 944,273	4%	75%	\$ 944,273
FEDERAL AGENCY SECURITIES	\$ 2,500,000	\$ 2,497,451	9%	75%	\$ 2,464,761
US TREASURY BONDS/NOTES	\$ 800,000	\$ 806,447	3%	100%	\$ 794,214
CORPORATE NOTES	\$ 5,150,000	\$ 5,221,197	20%	25%	\$ 5,150,644
NEGOTIABLE CERTIFICATES OF DEPOSIT	\$ 350,000	\$ 350,000	1%	10%	\$ 353,381
INSURED CERTIFICATES OF DEPOSIT	\$ 7,120,000	\$ 7,120,000	27%	30%	\$ 7,162,507
TOTAL CASH & INVESTMENTS	\$ 26,294,963	\$ 26,451,947	100%		\$ 26,304,681

As of December 31, 2021

QUARTERLY RESULTS



Cash & Investments

\$26.3M



Avg Days to Maturity

730



Change in Cash & Inv

\$78K



Interest Earned

\$55K



Average Return


0.9%



LAIF Benchmark

0.2%

MEMORANDUM

DATE: February 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **January 2022 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 January 2022.

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 January 2022 for your review.

tb:PJB


Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
January 1 - 31, 2022**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director C. Roesink	Director M. Brown	GM P. Bushee	TSM R. Morishita	ASsup T. Hill	FSS J. Stecker
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Shuttle									
	Tips									
	Fuel/mileage/rental car									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: : There were no conferences in the month of January 2022.

MEMORANDUM

DATE: February 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Employee Satisfaction Survey Results

RECOMMENDED:

1. This item is presented for information purposes.

DISCUSSION:

At last month's Board meeting the Board of Directors expressed interest in reviewing the results of the Employee Satisfaction Survey conducted by Mr. Jeff Bills from Confidence Consulting. Attached are the survey results for the Board's review.

Mr. Bills will provide an overview of the Employee Satisfaction Survey results at the Board meeting.

tb:PJB

Attachment

2021

Leucadia Wastewater District Staff Survey Results

Compared to Previous Years

Question	2021	2019	2017	2015	2013	2011	2009	2007
1 Overall Feeling	9.6	9.1	9.1	9.0	8.8	8.8	8.1	7.6
2 Trust	9.9	9.5	9.5	9.5	9.4	9.3	8.8	8.6
3 Communication	8.8	8.6	8.7	8.7	8.7	8.7	8.1	5.1
4 Working Conditions	9.8	9.3	9.3	9.3	9.3	9.3	9.0	8.2
5 Supervision	9.6	9.4	9.4	9.4	9.3	9.2	8.0	7.4
6 Pay	9.5	9.0	9.0	9.0	9.0	9.1	8.0	4.8
7 Benefits	9.9	9.7	9.7	9.7	9.6	9.6	9.1	9.0
8 Pride	9.9	9.8	9.7	9.7	9.6	9.6	9.1	9.0
9 Workload	6.5	6.1	6.2	6.5	6.5	6.5	6.2	5.7
10 Job Security	9.8	9.6	9.6	9.7	9.6	9.7	9.0	8.7
11 Dignity and Respect	9.9	9.7	9.7	9.7	9.6	9.6	8.6	8.4
12 Teamwork	9.7	9.1	9.0	8.9	8.7	8.6	8.1	8.2
Overall Score	9.4	9.1	9.1	9.1	9.0	9.0	8.3	7.8

Blue scores indicate an improvement from the previous survey.
 Red scores indicate a decrease in score from the previous survey.

Note: Workload scores are based on 10 being over-worked, 5 average and 1 underworked.

Encina Wastewater Authority Report
Regular Board Meeting
January 26, 2022

EWA Board of Directors – Director Omsted 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. Committee Assignments for Calendar Year 2022

The Board of Directors received and filed the committee assignments for calendar year 2022.

3. Establishment of a Water Reuse Executive Steering Committee

The Board of Directors discussed the establishment of a Water Reuse Executive Steering Committee.

4. 2021 Tactical Plan Achievement Report

The Board of Directors received and filed the 2021 Tactical Plan Achievement Report.

5. Capital Improvement Projects Status Report

The Board of Directors received and filed the Capital Improvement Projects Status Report for January 2022.

Executive Session

The Board of Directors met in Executive Session to discuss:

- Appointment of Public Employee – General Manager

The Board discussed the annual salary, cost of living, and benefits for the General Manager.

6. Salary and Terms of Employment for the EWA General Manager

The Board of Directors adopted Resolution No. 2022-012 establishing the salary and terms of employment for the EWA General Manager Scott McClelland.

Investment and Finance Committee Meeting Report

Presented by Director Brown

Meeting held January 31, 2022

The Investment and Finance Committee (IFC) reviewed the following recommendations:

1. The IFC conducted its Annual Review of the LWD Reserve Fund Policy.

Staff presented the Annual Review of LWD's Reserve Fund Policy. The IFC concurred with staff to recommend that the Board of Directors adopt a Revised Reserve Fund Policy.

This item will be discussed later in the agenda.

Community Affairs Committee Meeting Report

Presented by Vice President Sullivan

Meeting held February 1, 2022

The CAC reviewed the following recommendation:

1. Discussion of the 2022 Spring Newsletter Proposed Topics and Production Schedule

The CAC reviewed the proposed newsletter topics, along with the production schedule.

The CAC suggested that the No Sewer Spills for 2 Years and the Teacher Grant Winners be lead articles and made several other suggested edits. Staff agreed to make those edits and the CAC then directed staff to move forward with the newsletter and the proposed production schedule.

2. Authorize the General Manager to execute a one-year contract amendment with Rising Tide Partners (RTP) for Public Information Services in an amount not to exceed \$49,764.00

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

MEMORANDUM

DATE: February 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Public Hearing to Consider and Receive Public Input on Draft Redistricting Maps**

RECOMMENDATION:

The purpose of this public hearing is to allow the Leucadia Wastewater District's (LWD) Board of Directors to:

1. Review and consider public comment on the composition of electoral districts for the Board of Directors in light of the 2020 census, including consideration of draft redistricting maps.
2. Discuss and provide direction, as appropriate

BACKGROUND:

The Board of Directors adopted the first LWD electoral district map in January 2019, which consisted of five separate divisions. Prior to that time, Board members were elected at large. The California Elections Code requires local agencies to review their voting area divisions after each decennial (10 year) U.S. Census and, if necessary, adjust those divisions, commonly referred to as "redistricting". The 2020 census data was delayed due to the COVID pandemic and did not become available until August 2021. LWD has until April 17, 2022 to conduct its redistricting process.

DISCUSSION:

LWD retained National Demographics Corporation (NDC) to conduct the redistricting review. You may recall that NDC performed LWD's original electoral districting work in 2019. NDC has completed its review of the census data and has concluded that adjustments to the voting divisions are required. NDC has developed three maps as part of this effort including: 1) the existing electoral divisions with the updated census data; 2) updated divisions with minimal boundary changes; and 3) updated divisions with more contiguous boundaries. A brief summary of each is as follows

Existing Map with Updated Census Data

Attachment 1 is a map of the existing divisions along with the corresponding population data that reflects the new census information. Overall, LWD's service area population increased by 1,187 between 2010 and 2020 to a total of 59,543. The populations within the divisions varied with some increasing and some decreasing. The redistricting process considers how much each district varies from the "ideal" population number, which is the total population divided equally between the five districts ($59,543 / 5 = 11,909$). The redistricting guidelines call for the percent of deviation between districts to be no greater than 10%. The existing divisions with the new census data show a deviation between districts of up to 12.77%, therefore remapping of the divisions is required.

Updated Divisions with Minimal Boundary Changes

Attachment 2 is a map showing new divisional boundaries that have minimal changes from the existing LWD map along with the corresponding population data. The boundaries have been adjusted slightly from the existing map and show a maximum deviation of 8.45% which is within the electoral guidelines. All Board members remain in their current divisions under this alignment.

Updated Divisions with More Contiguous Boundaries

Attachment 3 is a map listed as Option 2 showing divisions that are more contiguous in nature along with the associated population data. Under this scenario, the maximum deviation is 7.32% which is also within the electoral guidelines. All Board members remain in their current divisions under this alignment as well.

Guidelines and Principals:

In creating the voting division boundaries, the LWD must ensure compliance with the following state and federally-mandated criteria:

1. Each district shall contain a nearly equal population as required by law; and
2. Each district shall be drawn in a manner that complies with the Federal Voting Rights Act. No district shall be drawn with race as the predominate factor in violation of the principles established by the United States Supreme Court in *Shaw v. Reno*, 509 U.S. 630 (1993), and its progeny.

In addition to the legal criteria, the Board may consider the following principals when developing the divisional maps:

- Each district shall consist of contiguous territory in as compact a form as possible.
- Each district shall respect communities of interest, such as school- and park-connected neighborhoods, rural or urban populations, city planning areas, social interests, agricultural, industrial or service industry interests, or other locally-recognized definitions of communities and neighborhoods, insofar as practicable.
- Each district border shall follow visible natural and man-made geographical and topographical features, including mountains, flat land, forest lands, highways, canals, etc., insofar as practicable.
- Each district shall respect the previous choices of voters by avoiding the creation of head-to-head contests between Board Members previously elected by the voters, insofar as this does not conflict with Federal or State Law.

Ms. Kay Vinson of NDC will present an overview of the redistricting work at the upcoming meeting.

This item has been placed on the agenda to receive public comment on the proposed redistricting maps and for the Board's review and comment. Staff is also requesting direction from the Board with the intent of presenting the preferred map for adoption at the March 9, 2022 Board meeting.

PJB:

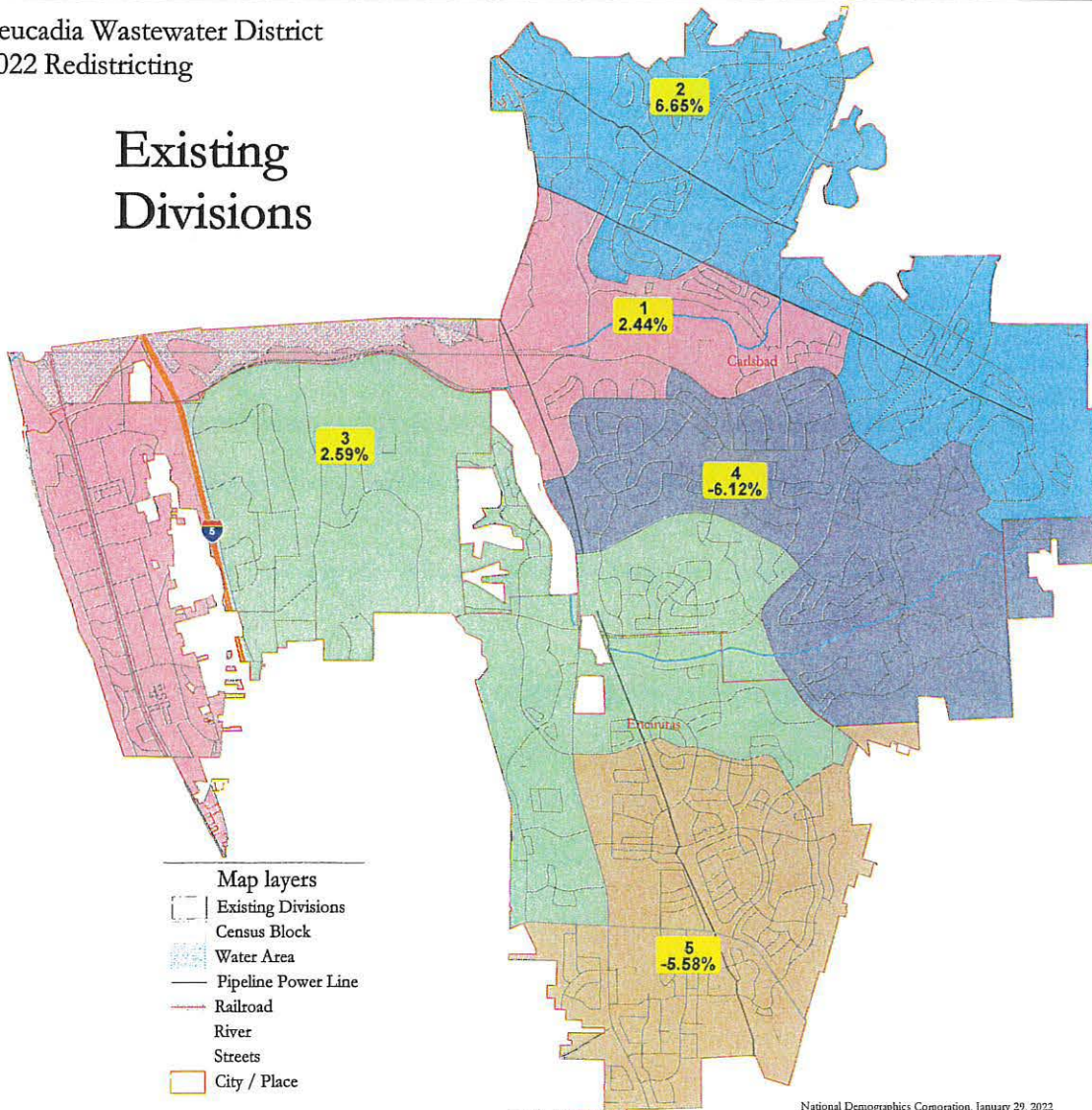
Attachments

Attachment 1

Existing Divisions

Leucadia Wastewater District
2022 Redistricting

Existing Divisions



Existing Divisions								
District		1	2	3	4	5	Total	
	Total Pop	12,199	12,701	12,218	11,180	11,245	59,643	
	Deviation from Ideal	290	792	309	-729	-684	1,621	
	% Deviation	2.44%	6.66%	2.69%	-8.12%	-6.68%	12.77%	
Total Pop	% Hisp	14.7%	14%	12%	10%	13%	13%	
	% NH White	74%	69%	75%	76%	75%	74%	
	% NH Black	1%	2%	1%	1%	1%	1%	
	% Asian-American	6%	12%	8%	9%	7%	9%	
	Total	9,747	10,002	8,884	8,029	8,906	45,669	
Citizen Voting Age Pop	% Hisp	10%	9%	5%	6%	12%	9%	
	% NH White	83%	78%	86%	84%	81%	82%	
	% NH Black	1%	2%	1%	1%	1%	1%	
	% Asian/Pac.Isl.	6%	10%	7%	9%	6%	7%	
	Total	8,819	8,810	8,940	8,553	8,132	43,254	
Voter Registration (Nov 2020)	% Latino est.	7%	8%	6%	6%	8%	7%	
	% Spanish-Surnamed	7%	8%	6%	6%	7%	7%	
	% Asian-Surnamed	2%	5%	4%	5%	3%	4%	
	% Filipino-Surnamed	1%	1%	1%	0%	0%	1%	
	% NH White est.	89%	85%	88%	89%	88%	88%	
	% NH Black	1%	2%	1%	1%	1%	1%	
Voter Turnout (Nov 2020)	Total	7,883	7,976	8,272	7,817	7,418	39,366	
	% Latino est.	7%	8%	6%	6%	7%	7%	
	% Spanish-Surnamed	7%	7%	6%	6%	7%	6%	
	% Asian-Surnamed	2%	5%	4%	4%	3%	4%	
	% Filipino-Surnamed	1%	1%	1%	0%	0%	1%	
	% NH White est.	90%	85%	88%	89%	89%	88%	
Voter Turnout (Nov 2018)	% NH Black	1%	2%	1%	1%	1%	1%	
	Total	6,195	6,238	6,969	6,241	6,345	32,008	
	% Latino est.	6%	6%	5%	5%	7%	6%	
	% Spanish-Surnamed	6%	6%	5%	5%	6%	6%	
	% Asian-Surnamed	2%	4%	4%	4%	2%	3%	
	% Filipino-Surnamed	1%	1%	1%	0%	0%	1%	
ACS Pop. Est.	% NH White est.	90%	87%	89%	90%	90%	89%	
	% NH Black est.	1%	1%	1%	1%	1%	1%	
	Total	12,988	13,443	11,990	11,439	11,697	61,467	
	Age	age0-19	22%	24%	23%	30%	23%	24%
		age20-60	59%	53%	43%	49%	49%	50%
		age60plus	22%	23%	34%	21%	28%	26%
Immigration	immigrants	12%	16%	14%	13%	9%	13%	
	naturalized	62%	74%	65%	78%	77%	71%	
Language spoken at home	english	80%	81%	85%	89%	87%	84%	
	spanish	12%	8%	6%	2%	8%	7%	
	asian-lang	2%	4%	6%	6%	2%	4%	
	other lang	6%	7%	4%	5%	3%	5%	
Language Fluency	Speaks Eng. "Less than Very Well"	6%	5%	6%	3%	1%	4%	
Education (among those age 25+)	hs-grad	31%	26%	26%	21%	24%	28%	
	bachelor	33%	35%	39%	38%	36%	38%	
	graduatedegree	23%	24%	26%	34%	29%	27%	
Child in Household	child-under18	28%	35%	31%	45%	30%	33%	
Pct of Pop. Age 16+	employed	69%	69%	66%	69%	69%	68%	
Household Income	income 0-25k	13%	6%	8%	3%	5%	7%	
	income 25-50k	12%	11%	13%	8%	9%	11%	
	income 50-76k	15%	10%	13%	5%	12%	11%	
	income 75-200k	41%	44%	37%	43%	46%	42%	
	income 200k-plus	19%	29%	29%	42%	27%	29%	
Housing Stats	single family	67%	75%	76%	92%	89%	79%	
	multi-family	33%	25%	24%	8%	11%	21%	
	rented	43%	25%	32%	17%	21%	28%	
	owned	57%	75%	68%	83%	79%	72%	

Total population data from the 2020 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

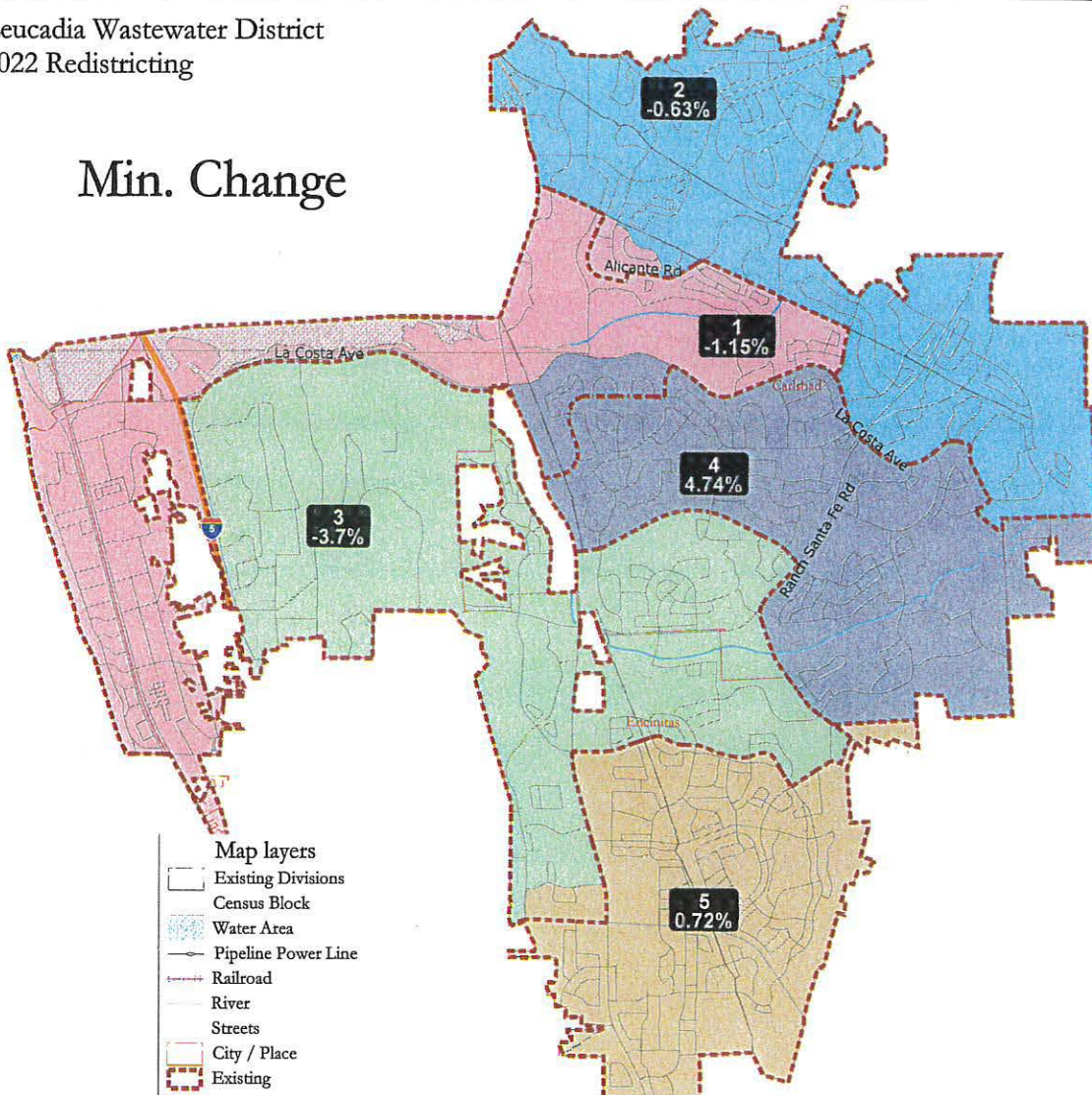
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC, Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.

Attachment 2

Minimal Boundary Changes

Leucadia Wastewater District
2022 Redistricting

Min. Change



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National Demographics Corporation, January 29, 2022

Min Change							
District		1	2	3	4	5	Total
	Total Pop	11,772	11,834	11,468	12,474	11,995	69,543
	Deviation from Ideal	-137	-75	-441	665	86	1,006
	% Deviation	-1.16%	-0.63%	-3.70%	4.74%	0.72%	8.45%
Total Pop	% Hisp	14.6%	14%	10%	10%	15%	13%
	% NH White	74%	69%	77%	76%	73%	74%
	% NH Black	1%	2%	1%	1%	1%	1%
	% Asian-American	6%	12%	8%	9%	7%	9%
Citizen Voting Age Pop	Total	9,296	9,173	8,386	9,309	9,405	45,669
	% Hisp	8%	9%	5%	9%	12%	8%
	% NH White	83%	79%	87%	82%	81%	82%
	% NH Black	1%	2%	1%	1%	1%	1%
	% Asian/Pac.Isl.	7%	10%	7%	8%	5%	7%
Voter Registration (Nov 2020)	Total	8,498	8,229	8,645	9,455	8,427	43,264
	% Latino est.	7%	8%	5%	6%	8%	7%
	% Spanish-Surnamed	7%	8%	5%	6%	7%	7%
	% Asian-Surnamed	2%	5%	4%	4%	3%	4%
	% Filipino-Surnamed	1%	1%	1%	0%	0%	1%
	% NH White est.	88%	84%	88%	88%	89%	88%
	% NH Black	1%	2%	1%	0%	1%	1%
Voter Turnout (Nov 2020)	Total	7,560	7,469	8,014	8,627	7,676	39,366
	% Latino est.	7%	8%	5%	6%	8%	7%
	% Spanish-Surnamed	7%	7%	5%	6%	7%	6%
	% Asian-Surnamed	2%	5%	4%	4%	3%	4%
	% Filipino-Surnamed	1%	1%	1%	0%	0%	1%
	% NH White est.	89%	85%	88%	89%	89%	88%
	% NH Black	1%	2%	1%	0%	1%	1%
Voter Turnout (Nov 2018)	Total	5,927	6,865	6,764	6,882	6,570	32,008
	% Latino est.	6%	6%	5%	5%	7%	6%
	% Spanish-Surnamed	6%	6%	5%	5%	6%	6%
	% Asian-Surnamed	2%	4%	4%	4%	2%	3%
	% Filipino-Surnamed	1%	1%	1%	0%	0%	1%
	% NH White est.	90%	87%	89%	90%	90%	89%
	% NH Black est.	1%	1%	1%	0%	1%	1%
ACS Pop. Est.	Total	12,138	12,458	11,164	13,274	12,423	61,457
Age	age0-19	21%	25%	23%	30%	23%	24%
	age20-60	57%	53%	43%	48%	49%	50%
	age60plus	22%	22%	34%	22%	28%	26%
Immigration	immigrants	13%	16%	14%	12%	9%	13%
	naturalized	63%	74%	66%	78%	75%	71%
Language spoken at home	english	82%	81%	85%	86%	87%	84%
	spanish	10%	8%	7%	5%	8%	7%
	asian-lang	2%	4%	4%	4%	3%	4%
	other lang	6%	7%	4%	5%	3%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	6%	5%	6%	4%	2%	4%
Education (among those age 25+)	hs-grad	31%	26%	24%	21%	25%	26%
	bachelor	32%	35%	39%	39%	36%	36%
	graduatedegree	24%	25%	26%	31%	28%	27%
Child In Household	child-under18	26%	36%	32%	44%	30%	33%
Pct of Pop. Age 16+	employed	69%	69%	55%	69%	69%	66%
Household Income	income 0-25k	13%	6%	7%	3%	6%	7%
	income 25-50k	12%	10%	12%	9%	10%	11%
	income 50-75k	15%	10%	13%	5%	13%	11%
	income 75-200k	41%	44%	37%	44%	45%	42%
	income 200k-plus	19%	30%	30%	39%	26%	29%
Housing Stats	single family	66%	77%	78%	89%	86%	79%
	multi-family	34%	23%	22%	11%	14%	21%
	rented	42%	24%	30%	21%	24%	28%
	owned	68%	76%	70%	79%	76%	72%

Total population data from the 2020 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

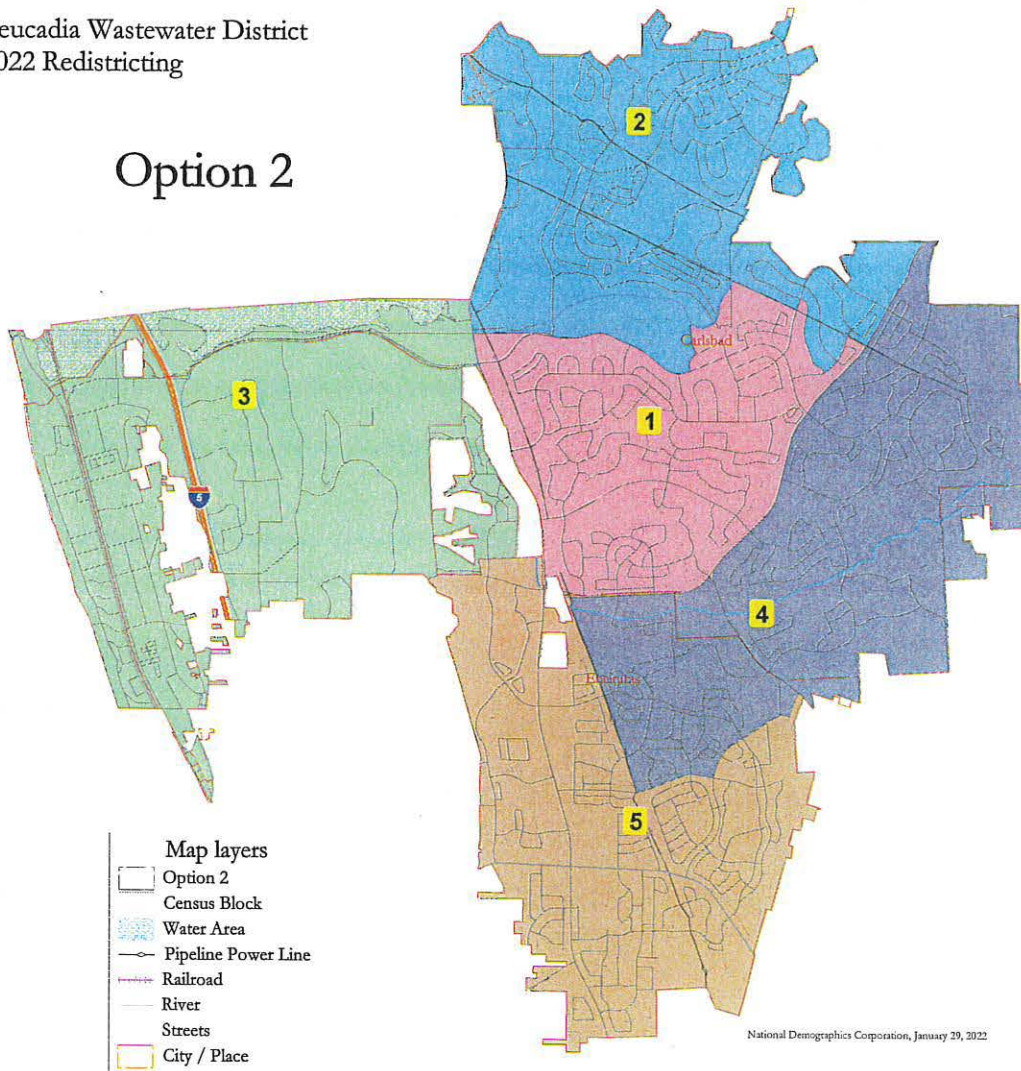
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.

Attachment 3

More Contiguous Boundaries (Option 2)

Leucadia Wastewater District
2022 Redistricting

Option 2



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Option 2

District		1	2	3	4	5	Total
	Total Pop	11,306	12,085	11,869	12,105	12,178	59,543
	Deviation from Ideal	-603	176	-40	166	269	872
	% Deviation	-5.06%	1.48%	-0.34%	1.65%	2.26%	7.32%
Total Pop	% Hisp	10.3%	14%	13%	10%	15%	13%
	% NH White	76%	70%	77%	74%	73%	74%
	% NH Black	1%	2%	1%	1%	1%	1%
	% Asian-American	9%	11%	5%	11%	7%	9%
Citizen Voting Age Pop	Total	7,858	9,907	9,294	8,661	9,849	45,569
	% Hisp	9%	10%	7%	6%	12%	9%
	% NH White	84%	78%	87%	84%	80%	82%
	% NH Black	0%	2%	1%	1%	1%	1%
	% Asian/Pac.Isi.	7%	10%	5%	9%	6%	7%
Voter Registration (Nov 2020)	Total	8,569	8,779	8,649	8,714	8,543	43,254
	% Latino est.	6%	9%	6%	6%	8%	7%
	% Spanish-Surnamed	6%	8%	6%	6%	7%	7%
	% Asian-Surnamed	4%	4%	3%	5%	3%	4%
	% Filipino-Surnamed	1%	1%	0%	1%	0%	1%
	% NH White est.	89%	85%	90%	88%	88%	88%
% NH Black	0%	2%	0%	1%	1%	1%	
Voter Turnout (Nov 2020)	Total	7,865	7,924	7,785	8,000	7,792	39,366
	% Latino est.	6%	8%	6%	6%	7%	7%
	% Spanish-Surnamed	6%	8%	5%	6%	7%	6%
	% Asian-Surnamed	4%	4%	2%	5%	3%	4%
	% Filipino-Surnamed	1%	1%	0%	1%	0%	1%
	% NH White est.	89%	85%	90%	88%	88%	88%
% NH Black	0%	2%	0%	1%	1%	1%	
Voter Turnout (Nov 2018)	Total	6,364	6,170	6,367	6,478	6,629	32,008
	% Latino est.	6%	7%	5%	6%	7%	6%
	% Spanish-Surnamed	5%	6%	5%	6%	6%	6%
	% Asian-Surnamed	4%	4%	2%	4%	2%	3%
	% Filipino-Surnamed	1%	1%	0%	0%	0%	1%
	% NH White est.	80%	87%	90%	89%	89%	89%
% NH Black est.	0%	2%	0%	1%	1%	1%	
ACS Pop. Est.	Total	11,367	12,880	12,313	12,005	12,892	61,467
Age	age0-19	29%	22%	21%	27%	23%	24%
	age20-60	48%	52%	50%	50%	49%	50%
	age60plus	23%	26%	29%	22%	28%	26%
Immigration	Immigrants	14%	16%	12%	12%	10%	13%
	naturalized	76%	74%	57%	75%	70%	71%
Language spoken at home	english	65%	81%	82%	87%	86%	84%
	spanish	6%	8%	11%	4%	8%	7%
	asian-lang	3%	4%	2%	5%	4%	4%
	other lang	6%	6%	5%	5%	2%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	5%	5%	5%	4%	2%	4%
Education (among those age 25+)	hs-grad	23%	28%	27%	22%	27%	26%
	bachelor	37%	35%	34%	37%	38%	36%
	graduatedegree	30%	23%	27%	31%	25%	27%
Child in Household	child-under18	44%	30%	26%	41%	30%	33%
Pct of Pop. Age 16+	employed	68%	70%	57%	68%	68%	66%
Household Income	income 0-25k	3%	7%	13%	4%	8%	7%
	income 25-50k	10%	12%	12%	7%	11%	11%
	income 50-75k	8%	11%	14%	9%	13%	11%
	income 75-200k	44%	45%	40%	38%	44%	42%
	income 200k-plus	35%	25%	21%	42%	24%	29%
Housing Stats	single family	86%	89%	72%	91%	81%	79%
	multi-family	14%	31%	28%	9%	19%	21%
	rented	19%	28%	43%	17%	31%	28%
	owned	81%	72%	57%	83%	69%	72%

Total population data from the 2020 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.

MEMORANDUM

DATE: February 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Contract Amendment No. 1 to Rising Tide Partners for Public Information Services**

RECOMMENDATION:

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

1. Authorize the General Manager to execute a one-year contract Amendment with Rising Tide Partners (RTP) for Public Information Services in an amount not to exceed \$49,764.00
2. Discuss and take action, as appropriate.

DISCUSSION:

This item was reviewed by the CAC at its February 1st meeting and the CAC concurred with staff to present this item to the Board.

RTP has provided public information services to the District since March 2016. LWD entered into a new professional services agreement with RTP on March 8, 2021. This agreement will expire on March 8, 2022, however, it includes language to extend the agreement for an additional year.

The District's procurement policy allows for continuation of services if the vendor/agency satisfactorily completes one phase of the project. Over these past six years, RTP has provided excellent public outreach services for the District and staff believes that executing an agreement for an additional year is in the best interest of the District.

Staff has negotiated a professional services agreement with a scope of work and fees. It includes similar services as the prior task orders. These services are most important to LWD's public information program. These specific tasks include the following:

- ❖ Draft newsletter ideas and graphic design work for the District newsletter(s);
- ❖ Assist staff with maintaining and updating LWD's Facebook as required;
- ❖ Assist staff with the Teacher Grant Program;
- ❖ Develop project outreach materials, as required; and
- ❖ Develop, create, and edit video content for LWD's use on social media/website.

Staff believes these items are important for keeping LWD's public information efforts current, as well as enhancing LWD's ability to provide timely information to the media and the public. The total proposed fee for these services is \$49,764.00. Sufficient funds have been included in the FY22 budget for the remainder of the current year and additional funds will be budgeted in the FY23 budget to complete it.

The proposed Amendment No. 1, which includes the Scope of Work and a budget detailing anticipated expenses is attached for the Board's review.

th:PJB

Attachment

**AMENDMENT NO. 1
TO THE AGREEMENT BETWEEN
THE LEUCADIA WASTEWATER DISTRICT
AND RISING TIDE PARTNERS (RTP)
FOR PROVIDING PUBLIC INFORMATION SERVICES**

Ref: 22-7859

This Amendment No. 1 to the AGREEMENT is made and entered into this 8th day of March, 2022 by and between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and RISING TIDE PARTNERS, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an initial one-year AGREEMENT on March 8, 2021 for Public Information Services; and

WHEREAS, the DISTRICT has determined it would be most efficient to amend the AGREEMENT to allow CONSULTANT to provide specific public information services critical to the DISTRICT.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT

The Scope of Work is for the period March 8, 2022 to March 8, 2023 shall include the services described in Attachment A.

ARTICLE 4: COMPENSATION

Compensation for all work performed under Amendment No. 1 shall be calculated on a time and material basis. Compensation for the services described in Attachment A shall not exceed Forty-Nine Thousand Seven Hundred Sixty-four Dollars (\$49,764.00). This amount shall not be exceeded unless there is a change in the scope of work and/or additional authorization by the DISTRICT, in writing and agreed to by both parties.

All other provisions of the original AGREEMENT shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto caused this Amendment No. 1 to be executed the day and year first written above.

RISING TIDE PARTNERS

LEUCADIA WASTEWATER DISTRICT

By: _____
Neal Bloom,
Chief Executive Officer

By: _____
Paul J. Bushee,
General Manager

ATTACHMENT A

SCOPE OF WORK FOR PUBLIC INFORMATION SERVICES

March 8, 2022 – March 8, 2023

DESCRIPTION OF SERVICES

The services included within this scope of work consist of the design and development of certain public information elements important to Leucadia Wastewater District. These services include a focus on LWD's commitment to environmental protection, financial stability, and excellent customer services, staying abreast of technology, low sewer service rates, and efficiencies in operations. The services included are those specifically required by the District.

I. SCOPE OF SERVICES

Based on our experience with similar public information projects, the following scope of services describes the tasks anticipated for LWD's Public Information Program in Fiscal Year 2022 and a portion in Fiscal Year 2023:

TASK 1 - NEWSLETTER

1. Draft Newsletter ideas and manage the graphic design, printing, and mailing of *up to two* District newsletter(s).
2. Meet with Community Affairs Committee for each newsletter.

TASK 2 – UPDATE FACEBOOK AND MAINTAIN WEBSITE

1. Continue to Build Facebook Audience and Focus on Engaging Community Members
2. Develop creative taglines for Facebook ads; generate content/posts and schedule posts to ensure communications reflect current and relevant information.

TASK 3 – PROJECT OUTREACH

1. Draft and outreach for media alerts to residents adjacent to major construction projects and other pipeline installations.
2. Assist with the Teacher Grant Program.
3. Develop written and visual components to creative assets including but not limited to maps, fliers, door hangers, signs, or other as needed media for print and digital publication.

TASK 4 – VIDEO OUTREACH

1. Script and develop video(s) for LWD's website, Facebook, and other outreach channels.
 - i. Short videos to cover a variety of issues including but not limited to blockages, improper disposal, maintenance and field services work, capital improvement projects, personalities, and development of small-scale "hands on" assets about the plant.

II. FEES AND CONDITIONS

The Services described in Section I. above, will be provided on an hourly rate basis in accordance with the current RISING TIDE PARTNERS, LLC Standard Rate Schedule (Attachment B) with a not to exceed upper limit of \$49,764.00.



Task Order	Task Subcategories	Hourly Rate	Annual Hours	Budget Total
Task 1 Newsletters				\$3,095.99
	Public Outreach Strategist	\$99.00	3.08	\$304.52
	Copy Editor	\$165.00	4.61	\$761.31
	Graphic Design	\$132.00	15.38	\$2,030.16
Task 2 Maintain Website and Update Facebook				\$6,861.94
	Public Outreach Strategist	\$99.00	16.00	\$1,583.52
	Content Research, Generation ar	\$66.00	79.98	\$5,278.42
	Web and Online Map Updates	\$60.00	0.00	\$0.00
Task 3 LWD Project Outreach				\$3,024.94
	Public Outreach Strategist	\$99.00	6.15	\$609.05
	Research	\$66.00	6.15	\$406.03
	Copy Editor	\$165.00	6.77	\$1,116.59
	Graphic Design/Layout	\$132.00	6.77	\$893.27
Task 4 Video				\$2,324.53
	Public Outreach Strategist	\$99.00	7.07	\$700.41
	Editing	\$132.00	12.30	\$1,624.13
Total RTP Task Orders FY 22 Budget				\$15,307.41



Task Order	Task Subcategories	Hourly Rate	Annual Hours	Budget Total
Task 1 Newsletters	Public Outreach Strategist	\$99.00	6.92	\$6,969.01
	Copy Editor	\$165.00	10.39	\$685.48
	Graphic Design	\$132.00	34.62	\$1,713.69
				\$4,569.84
Task 2 Maintain Website and Update Facebook				\$15,446.06
	Public Outreach Strategist	\$99.00	36.00	\$3,564.48
	Content Research, Generation and Scheduling	\$66.00	180.02	\$11,881.58
	Web and Online Map Updates	\$60.00	0.00	\$0.00
Task 3 LWD Project Outreach				\$6,809.06
	Public Outreach Strategist	\$99.00	13.85	\$1,370.95
	Research	\$66.00	13.85	\$913.97
	Copy Editor	\$165.00	15.23	\$2,513.41
	Graphic Design/Layout	\$132.00	15.23	\$2,010.73
Task 4 Video				\$5,232.47
	Public Outreach Strategist	\$99.00	15.93	\$1,576.59
	Editing	\$132.00	27.70	\$3,655.87
Total RTP Task Orders FY 23 Budget				\$34,456.59

MEMORANDUM

Ref: 22-7858

DATE: February 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Annual Review of LWD Reserve Fund Policy

Handwritten signature of Paul J. Bushee in blue ink.

RECOMMENDATION:

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

- 1. Adopt Resolution No. 2365 approving the revised Reserve Fund Policy;
2. Receive and file the Annual Reserve Fund Review Report; and
3. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Financial / Finance Policy Reviews

This item was reviewed by the IFC at its January 31st meeting and the IFC concurred with staff to present this item to the Board.

In February 2004, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Reserve Fund Policy which established a means for LWD to ensure that sufficient funds are available for current operating and capital needs. The policy was last reviewed in February 2021 and last revised in 2020.

The Reserve Fund Policy establishes two distinct reserves at LWD: 1) Restricted Reserves and 2) Unrestricted Reserves. The policy also establishes various designations within each type of reserve and calls for an annual review of the reserve balances. This report constitutes that review.

Staff and the IFC have reviewed the Reserve Fund Policy and are recommending one change to the existing Reserve Fund Policy. The change is intended to clarify the allowable types of uses of the District's restricted reserve at Encina Wastewater Authority. Staff also recommends minor editorial changes for clarity and consistency. A copy of the policy with changes highlighted is attached for the Board's review.

During November 2021, the Board received the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2021 that included the following reserve balances:

Restricted Reserves:

Table with 2 columns: Reserve Designation, Reserve Balances. Rows include Capital Improvement Reserve, Encina Wastewater Authority Reserve, and Total.

Unrestricted Reserves:

Table with 2 columns: Reserve Designation, Reserve Balances. Rows include Operations Reserve, Replacement Reserve, Water Recycling Reserve, Emergency Reserve, and Total.

Staff will provide an overview of the FY 2021 reserve activity during the Board meeting.

reg:PJB

Attachment

RESOLUTION NO. 2365

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT ADOPTING A REVISED RESERVE FUND POLICY

WHEREAS, the Leucadia Wastewater District Board of Directors has adopted a Reserve Fund Policy; and

WHEREAS, the Leucadia Wastewater District Board of Directors conduct an annual review of the Policy and recommend modifications to the Policy as required;

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. The LWD Board of Directors adopts the LWD Reserve Fund Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
3. This Resolution supersedes Resolution No. 2325.

PASSED AND ADOPTED at a meeting of the Board of Directors of LEUCADIA WASTEWATER DISTRICT held February 9, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

Exhibit A

LEUCADIA WASTEWATER DISTRICT RESERVE FUND POLICY

Ref: ~~20-701322-7865~~

A. POLICY STATEMENT:

One key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital, and debt service cost needs. An additional critical element of fiscal responsibility is to anticipate and prepare for future funding requirements as well as for unforeseen disasters and other unforeseen events. The Leucadia Wastewater District (LWD) will at all times strive to have sufficient funding available to meet its operating, capital, and debt service cost obligations. Reserve funds will be accumulated and maintained in a manner, which allows LWD to fund costs consistent with LWD's adopted Asset Management Plan and Financial Plan, while avoiding significant rate fluctuations due to changes in cash flow requirements. LWD will also maintain an emergency reserve position that may be utilized to fund unexpected disasters or unanticipated major failures. The Board of Directors will annually review the level of reserve funds maintained.

B. DEFINITIONS:

Restricted Reserves: These reserves have restrictions on their use that are imposed by outside sources such as creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted Reserves: These reserves have no externally imposed use restriction. The use of Unrestricted Reserve funds is at the discretion of the Board of Directors. There are two categories of Unrestricted Reserves; Designated and Undesignated. At LWD, all Unrestricted Reserves have been Designated.

Designated Reserves: These reserves are set-aside for a specific purpose, which is determined by the Board of Directors. The Board of Directors also has the authority to redirect the use of these reserve funds as the needs of LWD change.

C. LEUCADIA WASTEWATER DISTRICT RESERVES:

LWD maintains the following reserve funds:

1.0 RESTRICTED RESERVES:

a) Capital Improvement Reserve:

The purpose of the Capital Improvement Reserve is to finance future capital facilities that are expansion/growth related. These capital improvements are identified in LWD's Asset Management Plan and Financial Plan. These reserve funds are accumulated in an orderly manner in conformance with State law and drawn down as required by growth related capital projects.

b) Encina Wastewater Authority Reserve:

LWD is a member agency of the Encina Wastewater Authority Joint Powers Authority (EWA). EWA maintains member agency deposits on hand to meet its operational, inventory, and capital demands during any quarter. These deposits are restricted for that use.

2.0 UNRESTRICTED DESIGNATED RESERVES:

a) Operating Reserve:

Since the majority of operating revenues are received periodically over the fiscal year and operating expenses are incurred uniformly over the fiscal year, an operating reserve is necessary to fund those costs attributable to daily operations. To meet daily operational needs, LWD has established an Operating Reserve balance at 33% of annual budgeted operating expenses.

b) Replacement Reserve:

The Replacement Reserve provides funds for capital replacement and refurbishment of existing wastewater facilities. These capital improvements are identified in LWD's adopted Asset Management Plan and Financial Plan. Replacement Reserve funds are accumulated in an orderly manner and drawn down as required to fund capital replacement projects. To avoid abrupt sewer service rate changes, this reserve may be used to stabilize rates. The Replacement Reserve shall not exceed the total 20-year capital replacement costs for wastewater facilities as identified in the Financial Plan. The yearly average of the 20-year capital replacement costs is the minimum target balance to ensure that LWD is able to fund capital replacements as they are scheduled or needed.

c) Water Recycling Reserve:

The Water Recycling Reserve will fund capital improvements and replacement of water recycling facilities. This reserve can also be used to fund operating expenses in the Water Recycling Fund whenever there is a shortfall of recycled wastewater sales revenue. These capital improvements are identified in LWD's adopted Asset Management Plan and Financial Plan. The Water Recycling Reserve shall not exceed the total 20-year capital replacement costs for water recycling facilities as identified in the Financial Plan.

d) Emergency Reserve:

The Emergency Reserve provides funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated major failure in a period when capital improvements funds have otherwise been purposely spent down to preset limits on planned projects. The Emergency Reserve is at the discretion of the Board of Directors and is maintained at a level of \$7,500,000, which is based on the recommendation by LWD staff and the District Engineer (Exhibit A).

For further detail of the sources and uses of the above reserves please refer to following section "D".

D. SOURCES AND USE OF FUNDS:

This section describes the sources and uses of funds for LWD reserves and includes maximum and minimum reserve balances and other informational notes.

RESTRICTED RESERVES

RESERVE	SOURCE OF FUNDS	USE OF FUNDS	NOTES
Capital Improvement	Interest earned on reserve	Growth related capital expenditures	Funds previously accumulated from capacity fees. Now, capacity fees reflect 100% buy-in to the system and are transferred to the Replacement Reserve.
EWA	Funds transferred from LWD to EWA for deposit with EWA	<u>Capital investment and operating expenditures made by EWA and funds</u> Funds transferred back from EWA to LWD due to reduction in deposit requirements	Deposit balances determined by EWA approved financial reserve policy. Deposit is for EWA Operating, Inventory, and Capital demands during any quarterly period.

UNRESTRICTED DESIGNATED RESERVES

RESERVE	SOURCE OF FUNDS	USE OF FUNDS	NOTES
Operating	Operating income and interest earned on reserve	Wastewater Operating expenses	Reserve balance maintained at 33% of budgeted operating expenses. Excess (deficit) funds transferred to (from) Replacement Reserve.
Replacement	Property taxes, interest earned on reserve, 100% of Capacity Fees, and other non-operating income. Also excess operating net income transferred from Operating Reserve, and excess interest earned on emergency reserve	Replacement related capital expenditures and rate stabilization	Maximum reserve balance is 20-year capital replacement costs as identified in the Financial Plan. Minimum reserve target balance is the yearly average of the 20-year capital replacement costs as identified in the Financial Plan.
Water Recycling	Recycled Water sales, grant income, and interest earned on reserve	Recycled Water capital improvement and replacement costs as well as water recycling operating expenses	Maximum reserve balance is 20-year capital replacement costs as identified in the Financial Plan.

Emergency	Originally funded by board action. Interest earned on reserve. Additional funding as needed to maintain Reserve level.	Emergency repair or replacement expenditures	Reserve balance maintained at \$7,500,000 level. Excess (deficit) funds transferred to (from) Replacement Reserve.
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EXHIBIT A

Leucadia Wastewater District Discussion of Emergency Reserve Fund

Maintenance of an Emergency Reserve Fund (ERF) would provide the benefit of providing funds for emergency response for repair or replacement of capital facilities potentially necessary due to natural disaster damage or unanticipated major failure in a period when capital improvement funds have otherwise been purposely spent down to preset limits on planned projects. Separately, Capital Reserve Funds will be accumulated in a planned manner through financing, setting aside a portion of sewer service fees, or a combination of both methods, as determined by Board policy.

The amount to be recommended for maintenance in the ERF has been evaluated and discussed by Leucadia Wastewater District (LWD) staff and the District Engineer. The following table lists some pros and cons for three potential levels of ERF.

ERF Alternatives	Pros	Cons
Alternative 1: LWD maintain small ERF of \$1.0 million	<ol style="list-style-type: none"> 1) Reduces initial reliance on borrowing. 2) Would extend period of reduced rate increases. 	<ol style="list-style-type: none"> 1) Not enough reserve to respond to many reasonably possible emergency events. 2) Increased risk at point of ERF exhaustion that emergencies could not be responded to timely. 3) Reduced <u>District-LWD</u> liquidity and lesser financing qualifications. 4) Increased long term reliance on borrowing.
Alternative 2: LWD maintain a Moderate ERF of \$7.5 million	<ol style="list-style-type: none"> 1) Sufficient funds to adequately replace or repair two major <u>District-LWD</u> facilities on an emergency basis. 2) Sufficient funds to replace or repair about six or seven concurrent intermediate size facility problems at any given time. 3) Unlikely to deplete ERF in a time period that 	<ol style="list-style-type: none"> 1) Ties up \$7.5 million of funds that could be used to offset or defer rate increases. 2) May be considered as ability to pay discretionary fines in the potential event of a major wastewater spill. 3) Over time, it may be determined that the \$7.5 million amount should be decreased or increased depending on facility performance and risk tolerance.

	<p>would not allow establishment of additional financing, if necessary.</p> <p>4) Provides opportunity for investment of modest amount of about 1.5 years worth of sewer service fee collections.</p> <p>5) Provides ability to fund one to two years of typical CIP schedule projects, while additional funding is being established.</p> <p>6) Increases liquidity of <u>District-LWD</u> that would be considered positively by financial markets when considering other financing issues.</p>	
<p>Alternative 3: LWD maintain a Large ERF of \$15 million</p>	<p>1) Very little risk that any emergency situation would result that funds were not available for immediate response.</p>	<p>2) Maintenance of large reserves is considered by some watch dog entities as a negative attribute.</p>

Based on an analysis of the above three ERF funding alternatives above, LWD staff and the District Engineer recommend that LWD adopt Alternative 2 – LWD Maintain a Moderate ERF of \$7.5 million.

Tianne Baity

From: Kim Johnson <KJohnson@sfidwater.org>
Sent: Tuesday, February 1, 2022 11:32 AM
To: Kim Johnson
Subject: San Diego Chapter CSDA February Event

San Diego Chapter CSDA

Event Date: Thursday, February 17, 2022

Time: 5:30 p.m. social time

6 p.m. program begins

Location: [Zoom](#)

Join us for a dynamic, interactive and educational evening as
the Governor's office presents: "**Priorities as it Relates to Special Districts**"

Featuring:

Maurice Lyles, Regional Deputy Director, External Affairs, Greater San Diego, Imperial &
Orange Counties

Zach Bunshaft, Regional Coordinator, External Affairs, Greater San Diego, Imperial & Orange
Counties

Click to join zoom meeting here:

us02web.zoom.us/j/81618859046?pwd=eVWVXpGanJhVThpUzVReDIRUVE2QT09

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715 8592 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 816 1885 9046

Passcode: 974109

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