



**BOARD OF DIRECTORS
REGULAR MEETING**

And

**A PUBLIC HEARING TO CONSIDER A DRAFT REDISTRICT ELECTION MAP FOR THE
LEUCADIA WASTEWATER DISTRICT**

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: 825 3333 5375 **Passcode:** 618943

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, March 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. 2366 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic (Pages 5-8)**
5. **General Public Comment Period**
6. **Approval of Agenda**
7. **Presentation and Awards**
None.

CONSENT CALENDAR

Items 8-12 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:

February 9, 2022 Regular Board Meeting (Pages 9-14)
February 22, 2022 Investment and Finance Committee Meeting (Page 15)
February 28, 2022 Community Affairs Committee Meeting (Page 16)
March 1, 2022 Investment and Finance Committee Meeting (Page 17)

9. Approval of Demands for February/March 2022

This item provides for Board of Directors approval of all demands paid from LWD during the month of February and a portion of March 2022. (Pages 18-26)

10. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY21 to FY22, flows by sub-basin, and staff training. (Pages 27-33)

11. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY21 budget and discloses monthly investments. (Pages 34-41)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of February 2022. (Pages 42-43)

EWA REPORTS

13. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on February 23, 2022 via video conference – report by Director Omsted. (Page 44)

- B. An Encina Member Agency Manager's (MAM) Meeting was held on March 1, 2022 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

14. Committee Reports

- A. Investment and Finance Committee meeting was held on February 22, 2022 via videoconference – report by Director Brown. (Page 45)
- B. Community Affairs Committee meeting was held on February 28, 2022 via videoconference – report by Director Roesink. (Page 46)
- C. Investment and Finance Committee meeting was held on March 1, 2022 via videoconference – report by Director Brown. (Page 47)

PUBLIC HEARING

- 15. Public Hearing to Consider a Draft Redistrict Election Map – Option 2 for the Leucadia Wastewater District (Pages 48-51)

ACTION ITEMS

- 16. Adopt Ordinance No. 144 – Reconfirming District Based Election Procedures and Adopting an Updated Redistricting Map (Pages 52-56)
- 17. Fiscal Year 2023 (FY23) Budget Development Schedule (Page 57)
- 18. Board Performance Evaluation Survey Results (Pages 58-60)
- 19. Call for Nominations to the CSDA Board of Directors Seat B (Pages 61-66)

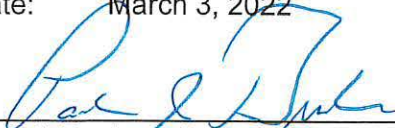
INFORMATION ITEMS

- 20. Project Status Updates and Other Informational Reports
None.
- 21. Directors' Meetings and Conference Reports
 - A. CSDA Virtual Quarterly Meeting was held February 17, 2022 via video conference. (Page 67)
- 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: March 3, 2022



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: March 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2366 – 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. 2366 – 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 and February 2022 meetings and staff is recommending the Board adopt Resolution No. 2366 in order to hold its March 9th meeting virtually.

PJB:dwb

Attachment

RESOLUTION NO. 2366

**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) April 8, 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 March 9, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 February 9, 2022

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, February 9, 2022 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Hanson, Sullivan, Brown, and Omsted,
 DIRECTORS ABSENT: Roesink
 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, Field Services Technician Curney Russell, District Engineer Dexter Wilson, Jeff Bills with Confidence Consulting, Neal Bloom of Rising Tide Partners, and Kay Vinson with National Demographics Corporation

3. Pledge of Allegiance

Vice President Sullivan led the pledge of allegiance.

4. Adopt Resolution No. 2364 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic

Upon a motion duly made by Director Omsted, seconded by Director Brown, and unanimously carried, the Board of Directors adopted Resolution No. 2364 - 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	Absent
Director Omsted	Yes

5. General Public Comment Period

None.

6. Approval of Agenda

Upon a motion duly made by Director Omsted, seconded by Director Brown, 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	Absent
Director Omsted	Yes

7. Presentations and Awards

A. 2021 CWEA San Diego Section Awards.

GM Bushee stated that the District received three awards at the CWEA San Diego Section Awards Banquet on Saturday, January 29th. He noted that the awards were for: Engineering Achievement Award – Leucadia Pump Station Rehabilitation Project, Collection System of the Year (0-249 miles), and Collection System Person of the Year – Curney Russell. GM Bushee stated that the local section winners will move on to the State level.

GM Bushee stated that The Engineering Achievement Award recognized the District for the rehabilitation of the Leucadia Pump Station. GM Bushee stated that 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. The Board congratulated staff for their efforts.

GM Bushee stated the District received the San Diego Section Collection System of the Year Award (0-249 miles). GM Bushee stated that The Collection System of the Year 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. The Board congratulated staff for their efforts.

GM Bushee also stated that Curney Russell, Field Services Technician II, received the Collection System Person of the Year Award. He provided background information on Curney and a brief summary of Curney’s accomplishments. The Board congratulated Curney for his efforts and wished him luck on the State level.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

- January 12, 2022 Regular Board Meeting
- January 31, 2022 Investment and Finance Committee Meeting
- February 1, 2022 Community Affairs Committee Meeting

9. Approval of Demands for January/February 2022

Payroll Checks numbered 23126-23166; General Checking Checks numbered 56488-56604

10. Operations Report (A copy was included in the original February 9, 2022 Agenda)

11. Finance Report (A copy was included in the original February 9, 2022 Agenda)

12. Quarterly Treasurer’s Report

This report discloses investments for the quarter ending December 31, 2021.

13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2022.

Upon a motion duly made by President Hanson, 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	Absent
Director Omsted	Yes

INFORMATION ITEMS

14. Employee Satisfaction Survey Results

Mr. Jeff Bills of Confidence Consulting presented the results of the Employee Satisfaction Survey.

The Board thanked Mr. Bills for his presentation.

EWA and COMMITTEE REPORTS

15. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on January 26, 2022.

Director Omsted reported on EWA's Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on February 1, 2022.

GM Bushee reported on EWA's MAM Meeting.

16. Committee Reports

A. Investment and Finance Committee (IFC) Meeting was held on January 31, 2022.

Director Brown reported that the IFC reviewed the 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.

B. Community Affairs Committee (CAC) Meeting was held on February 1, 2022.

Vice President Sullivan reported that the CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC made several suggested edits. Staff agreed to make those edits and the CAC then directed staff to move forward with the newsletter and proposed production schedule.

Vice President Sullivan also reported that the CAC reviewed the following recommendation:

- 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.

PUBLIC HEARING

17. Public Hearing to Consider and Receive Public Input on Draft Redistricting Maps

Vice President Sullivan opened the public hearing for comments. There were no public comments.

Ms. Kay Vinson of National Demographics Corporation (NDC) presented the item and summarized the 2020 census data. She concluded that adjustments to the voting divisions are required and she noted that draft maps must comply with Federal laws and traditional redistricting principles. She then reviewed the following maps:

- Existing Map with Updated Census Data;
- Updated Divisions with Minimal Boundary Changes; and
- Option 2 – More Contiguous Boundaries

Vice President Sullivan stated Option 2 looks much cleaner. Director Omsted agreed with Vice President Sullivan. Director Brown concurred with Directors Sullivan and Omsted and stated Option 2 is also easier to explain to the public.

Following discussion, the Board of Directors reached consensus to Bring Option 2 as the preferred map for adoption at the March 9th Board Meeting.

The Board of Directors thanked Ms. Vinson for her presentation.

Vice President Sullivan closed the public hearing.

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 Public Information Services in an amount not to exceed \$49,764.

ASsup Hill introduced the item noting that the CAC reviewed this item at its February 1st meeting. ASsup Hill stated 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.

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.

Following discussion, upon a motion duly made by President Hanson, seconded by Director Omsted and unanimously carried, the Board of Directors authorized 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 by the following vote:

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

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.

DFA Green introduced the item noting that the IFC reviewed this item at its January 31st meeting. DFA indicated the purpose of the policy and noted that it was last reviewed in February 2021 and last revised in February 2020. He noted that the policy calls for annual review by the Board of Directors.

DFA Green noted that staff and the IFC have reviewed the Reserve Policy and are recommending a few minor changes. He then reviewed those changes and provided an overview of the FY 2021 reserve balances.

Following discussion, upon a motion duly made by Director Brown, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2365 approving the revised Reserve Fund Policy and Filed the Annual Review of the LWD Reserve Fund Review Report by the following vote:

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

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.

EA Baity announced the date and time of the CSDA Quarterly Meeting.

B. CWEA Annual Conference is scheduled for April 11-14, 2022 in Sacramento, CA.

EA Baity announced the date and time of the CWEA Annual Conference.

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

GM Bushee reported on the following:

- State Water Resources Control Board (SWRCB) – Updated draft discharge

- requirements released;
- Six Request for Proposals for District Auditor received by deadline; and
- Administrative Specialist Job Opening Update

23. General Counsel's Report

GC Brechtel reported on the following:

- Kaanaana v. Barrett Business Services - Prevailing Wage Law;
- Plantier v. Ramona Municipal Water District – Collection of Wastewater Fees; and
- Extension of COVID-19 paid sick leave

24. Board of Directors' Comments

Director Omsted stated he was impressed by the number of applications received at the District for the Administrative Specialist job opening. He stated that reflects that the District is a great place to work.

Director Brown thanked everyone for a great meeting.

President Hanson thanked Vice President Sullivan for leading the meeting.

25. Adjournment

Vice President Sullivan adjourned the meeting at 6:37 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 February 22, 2022

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, February 22, 2022 at 10:30 a.m. via video conference.

1. Call to Order

Chairperson Brown called the meeting to order at 10:30 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, Accounting Technician Kelly Gil, Executive Assistant Tianne Baity

3. Public Comment

No public comment was received.

4. New Business

A. Review of the Received Proposals for Auditing Services

DFA Green presented the item and noted that six auditing service proposals were received by the February 3, 2022 deadline. DFA Green then provided a summary of the auditor ranking sheets.

Following discussion, staff and the IFC agreed to select two firms to be interviewed.

Interviews were scheduled for March 1, 2022. Following the interviews, the preferred auditing firm will be selected and staff will present a recommended contract at the April 2022 Board Meeting.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Brown adjourned the meeting at 11:04 a.m.

Paul J. Bushee
 Secretary/General Manager
 (Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
February 28, 2022

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Monday, February 28, 2022 at 11:00 a.m. via video conference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Roesink and Sullivan

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. New Business

A. Review Spring 2022 Newsletter Draft Text.

ASsup Hill presented the item and provided an overview of the Spring 2022 newsletter draft text.

The CAC reviewed the text and suggested some minor edits. Staff and RTP stated they would make the changes.

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

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Roesink adjourned the meeting at 11:51 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
March 1, 2022

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, March 1, 2022 at 9:00 a.m. via video conference.

1. Call to Order

Chairperson Brown called the meeting to order at 9:00 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, Accounting Technician Kelly Gil

3. Public Comment

No public comment was received.

4. New Business

A. Auditor Interviews

The IFC and staff conducted interviews with the following firms:

- Rogers, Anderson, Malody & Scott, LLP 9:00 A.M.
- The Pun Group 9:45 A.M.

The IFC and staff agreed to present Rogers, Anderson, Malody & Scott, LLP as the recommended Professional Auditing Services contract at the April 20, 2022 Board meeting.

5. Adjournment

Chairperson Brown adjourned the meeting at approximately 10:45 a.m.

Paul J. Bushee
Secretary/General Manager (Seal)

LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
 March 9, 2022

Disbursement Period February 4, 2022 Through March 3, 2022

GENERAL CHECKING

Operating		\$	205,775.44
Capital		\$	30,065.50
TOTAL GENERAL CHECKS		\$	235,840.94

VOIDED CHECKS

Check # 56181	Operating	Check dated 10/21/21	\$	(150.00)
---------------	-----------	----------------------	----	----------

PAYROLL CHECKS

\$ 111,550.86

TOTAL DEMANDS	\$	347,241.80
----------------------	-----------	-------------------

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

Disbursement Period February 4, 2022 Through March 3, 2022

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	2/9/2022	23167-23184	\$ 52,119.39
Incentive Payroll Check	2/10/2022	23185-23203	\$ 3,412.57
Biweekly Payroll Checks	2/23/2022	220223-1 to 22023-19	\$ 53,723.35
Board Payroll Checks	3/1/2022	220301-1 to 220301-5	\$ 2,295.55
TOTAL PAYROLL CHECKS			\$ 111,550.86

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 2/4/2022 Through 3/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56605	2/10/2022	ADS LLC	4,655.00	Flow Metering / Data Analysis - January 2022
	2/10/2022	ADS LLC	1,340.00	Meter Maintenance / Data Delivery ECHO - January 2022
56606	2/10/2022	AIRGAS USA LLC	800.00	Liquid Oxygen Contract - Monthly Fee
56607	2/10/2022	AYALA ENGINEERING	7,100.00	Emergency Manhole Rehab-Rancho Santa Fe MH08-0540/08-0520
56608	2/10/2022	Brightview Landscape Services Inc	319.00	Landscape Maintenance @ Encinitas Creek-February 2022
56609	2/10/2022	CITY OF CARLSBAD	343.64	Water for Vactor 1
	2/10/2022	CITY OF CARLSBAD	323.24	Water for Vactor 2
56610	2/10/2022	CWEA	101.00	CWEA Cert Renewal-CSM Grade 3-M Avalos
56611	2/10/2022	EMPLOYMENT DEVELOPMENT DEPT	4,050.00	Acct 932-0538-3: Unemployment-T Amos 10/01/21-12/31/21
56612	2/10/2022	ENCINITAS FORD	336.78	Service on Vehicle # 171
56613	2/10/2022	EVOQUA WATER TECHNOLOGIES, LLC	24,116.00	Batiquitos PS Carbon Change Out
56614	2/10/2022	FEDERAL EXPRESS CORPORATION	28.34	Shipping 01/28/22
56615	2/10/2022	HAAKER EQUIPMENT CO	1,234.82	Repairs / Maintenance for Vactors
56616	2/10/2022	ICMA RETIREMENT-303979	6,050.89	Deferred Comp for PPE 02/06/22
56617	2/10/2022	JOHN W. SMITH dba: NORTH COUNT...	675.46	Backflow Testing
56618	2/10/2022	MITSUBISHI ELECTRIC US, INC	354.78	Elevator Maintenance - February 2022
56619	2/10/2022	NATIONWIDE RETIREMENT SOLUTIONS	303.07	Deferred Comp 02/09/22 & 01/25/22 (Additional)
56620	2/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	67.27	Recycled Water @ Travelling
	2/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	88.73	Water @ Encinitas Estates PS
	2/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	296.10	Water @ Traveling
	2/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	309.72	Water @ Traveling 2
	2/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	69.89	Water @ VP7 PS
56621	2/10/2022	PRUDENTIAL OVERALL SUPPLY	107.33	Weekly Uniform/Laundry Service 02/03/22
56622	2/10/2022	READY LINE FLEET SERVICE INC	930.59	Service on Vehicle # 170
56623	2/10/2022	RGB RICE GENERAL BUILDING	7,100.55	Repairs on Building Leaks
56624	2/10/2022	ROCKWELL CONSTRUCTION SERVICE...	2,902.50	Electrical Const Mgmt-Encinitas PS Replace Proj-Jan 2022
56625	2/10/2022	SAFE HEARING AMERICA, INC	1,044.00	On-Site Audiometric Testing for FSTs (Annual Testing)
56626	2/10/2022	T.S. INDUSTRIAL SUPPLY	81.16	4x4 Nipple / 4In A Camlock
56627	2/10/2022	THE HOME DEPOT CRC/GEFC	65.37	Slip hook/Quick link/Rope/Electrical Tape
	2/10/2022	THE HOME DEPOT CRC/GEFC	42.25	Weed & Grass Spray/Wallplate
56628	2/10/2022	VERIZON WIRELESS	21.27	Telemetry for Cell Phones
56629	2/10/2022	VORTEX INDUSTRIES, LLC	395.00	Hollow Metal Door Repairs-BPS
	2/10/2022	VORTEX INDUSTRIES, LLC	490.00	Hollow Metal Door Repairs-LPS
56630	2/17/2022	AIRGAS USA LLC	1,727.97	Liquid Oxygen Contract 02/01/22
56631	2/17/2022	AT&T	189.17	Phone Service-BPS 01/10/22-02/09/22
56632	2/17/2022	AWSS INC	7,241.53	Vehicle Fuel 12/17/21-02/07/22
56633	2/17/2022	BATTERIESPLUS	28.92	6V Batteries (2)
	2/17/2022	BATTERIESPLUS	42.75	Battery Recycling Service
56634	2/17/2022	C & B Air Power	112.06	R/O A152961 - AWT Compressor Service
56635	2/17/2022	CONCENTRA	255.00	New Hire Physical - C Giles
56636	2/17/2022	CORODATA	83.14	File Storage - January 2022
56637	2/17/2022	ELECTRICAL SALES, INC.	523.45	LED Light Bulbs

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 2/4/2022 Through 3/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56638	2/17/2022	ESRI	3,000.00	ArcGIS Desktop Standard Single Use Term License
56639	2/17/2022	FEDERAL EXPRESS CORPORATION	59.65	Shipping 02/02/22
56640	2/17/2022	NAPA AUTO	162.35	Antifreeze/Truck Signal Light/Blue Def/WD-40
	2/17/2022	NAPA AUTO	43.05	Oil Dry
56641	2/17/2022	PRUDENTIAL OVERALL SUPPLY	107.33	Weekly Uniform/Laundry Service 02/10/22
56642	2/17/2022	Quench USA Inc	136.85	Drinking Water Service 01/19/22-02/18/22
	2/17/2022	Quench USA Inc	136.85	Drinking Water Service 11/19/21-12/18/21
	2/17/2022	Quench USA Inc	136.85	Drinking Water Service 12/19/21-01/18/22
56643	2/17/2022	RISING TIDE PARTNERS	3,613.50	Public Outreach Services - January 2022
56644	2/17/2022	SAN DIEGO LAFCO	50.00	Project # 1114 - Aldern Annexation
56645	2/17/2022	SAN DIEGO UNION TRIBUNE	191.00	Classified Listing SDT17463352
56646	2/17/2022	SAN DIEGUITO WATER DISTRICT	139.02	Water @ Tanker 1
	2/17/2022	SAN DIEGUITO WATER DISTRICT	46.34	Water @ Tanker 2
56647	2/17/2022	SHARP ELECTRONICS CORP DBA SHA...	96.91	Copier Fees 10/31/21-01/31/22
56648	2/17/2022	SOUTHERN CONTRACTING COMPANY	1,680.00	Saxony PS Pump #1 Change out determination
	2/17/2022	SOUTHERN CONTRACTING COMPANY	540.00	Saxony PS Pump #1 high temp switch triggered
56649	2/17/2022	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 02/14/22-03/12/22
56650	2/17/2022	STAPLES	1,037.78	Office Supplies
56651	2/17/2022	STATE BOARD OF EQUALIZATION	300.00	Project # 1114 - Aldern Annexation
56652	2/17/2022	TERMINIX PROCESSING CENTER	82.00	Pest Control 01/12/22
56653	2/17/2022	UNIFIRST FIRST AID CORP	73.56	First Aid Supplies
56654	2/17/2022	VERIZON WIRELESS	1,284.48	Cell Phones 01/08/22-02/07/22
56655	2/17/2022	VOLT WORKFORCE SOLUTIONS	1,172.99	Temp Admin Specialist-Y Santos-PE 01/30/22
	2/17/2022	VOLT WORKFORCE SOLUTIONS	1,178.00	Temp Admin Specialist-Y Santos-PE 02/06/22
56656	2/17/2022	WORDEN WILLIAMS LLP	1,539.00	Legal Services-January 2022 (Inv Amt \$3,645/Retainer \$2,106)
56657	2/24/2022	AIRGAS USA LLC	1,391.84	Liquid Oxygen Contract 02/14/22
56658	2/24/2022	BATTERIESPLUS	24.54	12 V Batteries
56659	2/24/2022	Brightview Landscape Services Inc	1,707.23	Batiquitos PS Clean Up
	2/24/2022	Brightview Landscape Services Inc	434.94	Batiquitos PS Tree Removal
56660	2/24/2022	CLIFTONLARSONALLEN LLP	6,384.00	Accounting Services - January 2022
56661	2/24/2022	COUNTY OF SAN DIEGO APCD	2,771.00	Emission Permit Fee for APCD1980-SITE-02074 03/2022-03/2023
56662	2/24/2022	COUNTY OF SAN DIEGO APCD	814.00	Emission Permit Fee for APCD2001-SITE-04085 03/2022-03/2023
56663	2/24/2022	CRANENETWORKS SOUTHWEST, INC	2,713.39	Master Disconnect Switch / Winch Kit - Vehicle #156
56664	2/24/2022	CS-ASSOCIATED MUNICIPAL SALES C...	3,443.11	Actuator for Existing Valve @ BPS
	2/24/2022	CS-ASSOCIATED MUNICIPAL SALES C...	1,350.00	Actuator for Existing Valve @ BPS (Inspection)

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 2/4/2022 Through 3/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56665	2/24/2022	CWEA	192.00	CWEA Membership Renewal FY2022-D Omsted
	2/24/2022	CWEA	192.00	CWEA Membership Renewal FY2022-I Riffel
56666	2/24/2022	DATA NET SOLUTIONS GROUP	3,501.10	Monthly IT Services - January 2022
56667	2/24/2022	DEXTER WILSON ENGINEERING	399.00	Development Services-0943 Leucadia Streetscape
	2/24/2022	DEXTER WILSON ENGINEERING	114.00	Development Services-1093 Cadencia St APN 223-260-33
	2/24/2022	DEXTER WILSON ENGINEERING	9,837.00	Development Services-1109 Lagasse Annexation-395 Sunset
	2/24/2022	DEXTER WILSON ENGINEERING	442.00	Development Services-1120 116 Grandview Street
	2/24/2022	DEXTER WILSON ENGINEERING	556.00	Development Services-1123 806-808 Hygela Ave-Private PS
	2/24/2022	DEXTER WILSON ENGINEERING	244.73	Development Services-1130 1260 Saxony Rd ADU Priv PS
	2/24/2022	DEXTER WILSON ENGINEERING	57.00	Development Services-1140 831 Neptune Ave ADU
	2/24/2022	DEXTER WILSON ENGINEERING	449.00	Development Services-1142 665 Neptune Ave ADU
	2/24/2022	DEXTER WILSON ENGINEERING	399.00	Development Services-1143 Size Ox-7750 El Camino Real
56668	2/24/2022	INFRASTRUCTURE ENGINEERING CORP	477.50	Enicintas Estates PS Replace Project-January 2022
56669	2/24/2022	MALLORY SAFETY AND SUPPLY	23.71	Safety Supplies - Rubber Boots
56670	2/24/2022	MCCROMETER	247.00	Prop Retest Cert - AWT
56671	2/24/2022	MSC JANITORIAL SERVICE, INC	2,536.66	Janitorial Service-Jan 2022 & Qtrly Floor Service (Nov 2021)
56672	2/24/2022	NAPA AUTO	42.00	Batiquitos Surge Tank Compressor V-Belt
	2/24/2022	NAPA AUTO	53.27	Blue Def / Dext Mercon ATF
56673	2/24/2022	OLIVENHAIN MUNICIPAL WATER DIS...	54.63	Water @ VP5 PS
56674	2/24/2022	PACIFIC RIM MECHANICAL	1,304.50	Replace boiler low water cutoff board @ Admin Building
	2/24/2022	PACIFIC RIM MECHANICAL	154.00	Service Call 2201-1639 MAU is Loud
56675	2/24/2022	PALOMAR RESEARCH SERVICES,LLC	95.00	Background Check - New Employee
56676	2/24/2022	PETTY CASH	318.02	Petty Cash 02/23/22
56677	2/24/2022	PRUDENTIAL OVERALL SUPPLY	200.54	Weekly Uniform/Laundry Service 02/17/22
56678	2/24/2022	QUADIENT LEASING	180.07	Postage Meter Machine Lease 03/18/22-06/17/22
56679	2/24/2022	READY LINE FLEET SERVICE INC	156.00	Service on Vehicle # 159
56680	2/24/2022	RYAN GREEN	88.32	Travel Reimbursement for CSMFO Annual Conference
56681	2/24/2022	SAN DIEGO GAS & ELECTRIC	112.47	Electric @ Avocado PS
	2/24/2022	SAN DIEGO GAS & ELECTRIC	1,176.67	Electric @ AWT
	2/24/2022	SAN DIEGO GAS & ELECTRIC	13,938.12	Electric @ BPS
	2/24/2022	SAN DIEGO GAS & ELECTRIC	385.65	Electric @ Diana PS
	2/24/2022	SAN DIEGO GAS & ELECTRIC	466.39	Electric @ E Estates PS
	2/24/2022	SAN DIEGO GAS & ELECTRIC	1,206.78	Electric @ La Costa PS
	2/24/2022	SAN DIEGO GAS & ELECTRIC	7,535.98	Electric @ LPS
	2/24/2022	SAN DIEGO GAS & ELECTRIC	146.48	Electric @ RV PS

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 2/4/2022 Through 3/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	2/24/2022	SAN DIEGO GAS & ELECTRIC	930.76	Electric @ Saxony PS
	2/24/2022	SAN DIEGO GAS & ELECTRIC	310.26	Electric @ VP5 PS
	2/24/2022	SAN DIEGO GAS & ELECTRIC	159.52	Electric @ VP7 PS
	2/24/2022	SAN DIEGO GAS & ELECTRIC	478.42	Gas @ Admin
56682	2/24/2022	SOUTHERN CONTRACTING COMPANY	1,340.00	Change out Ballasts on Fixtures
56683	2/24/2022	TERMINIX PROCESSING CENTER	60.00	Pest Control 02/09/22
56684	2/24/2022	THOMSON REUTERS-WEST	674.52	Subscription Renewal
56685	2/24/2022	VOLT WORKFORCE SOLUTIONS	1,178.00	Temp Admin Specialist-Y Santos-PE 02/13/22
56686	3/3/2022	ADT/PROTECTION 1	165.00	Security Services 03/17/22-04/16/22
56687	3/3/2022	AGUA HEDIONDA LAGOON FOUNDATI...	750.00	Silver Sponsorship for World Water Day Exhibition
56688	3/3/2022	AT&T	325.04	Phone Service-Elevator 01/25/22-02/24/22
56689	3/3/2022	BAJA POOL AND SPA SERVICE	150.00	Weekly Fountain Maintenance - March 2022
56690	3/3/2022	CITY OF CARLSBAD	470.48	Water @ 1900 La Costa Ave
	3/3/2022	CITY OF CARLSBAD	153.40	Water @ 1960 La Costa Ave
	3/3/2022	CITY OF CARLSBAD	27.78	Water @ Fire Line
56691	3/3/2022	CITY OF CARLSBAD	419.00	Traffic Control Permit-HydroClean/CCTV Insp-El Camino Real
56692	3/3/2022	CONCENTRA	105.00	DOT Physical/Recertification-C Russell
	3/3/2022	CONCENTRA	105.00	DOT Physical/Recertification-G Mendez
56693	3/3/2022	COSCO FIRE PROTECTION	695.00	Annual Fire Sprinkler & Alarm Inspection
56694	3/3/2022	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 02/22/22-03/21/22
	3/3/2022	COX COMMUNICATIONS SAN DIEGO	523.55	Phone Service 02/18/22-03/17/22
56695	3/3/2022	CUMMINS SALES AND SERVICE	3,625.72	Main Office Transfer Switch Service Call/Labor/Parts
56696	3/3/2022	DEXTER WILSON ENGINEERING	12,708.50	General Engineering 103-500 January 2022
56697	3/3/2022	DKF SOLUTIONS GROUP, LLC	300.00	MSO Subscription - February 2022
56698	3/3/2022	ELECTRICAL SALES, INC.	174.49	LED Light Bulbs (10)
56699	3/3/2022	FEDERAL EXPRESS CORPORATION	26.93	Shipping 02/17/22
56700	3/3/2022	HARTFORD LIFE & ACCIDENT INS.	478.66	Life Insurance - March 2022
56701	3/3/2022	HUMANA DENTAL INS.	3,339.52	Dental Insurance - March 2022
56702	3/3/2022	ICMA RETIREMENT-303979	6,051.01	Deferred Comp for PPE 02/20/22
56703	3/3/2022	INFRASTRUCTURE ENGINEERING CORP	3,812.50	Design Services for VP7 Replace Project - January 2022
	3/3/2022	INFRASTRUCTURE ENGINEERING CORP	375.00	FY2022 Gravity Sewer Repair Project - January 2022
56704	3/3/2022	MAVTECK	14,500.00	Check Run 03/03/22
56705	3/3/2022	MES VISION	410.41	Vision Insurance - March 2022
56706	3/3/2022	MITSUBISHI ELECTRIC US, INC	354.78	Elevator Maintenance - March 2022
56707	3/3/2022	MUTUAL OF OMAHA	1,287.29	Disability Insurance - March 2022
56708	3/3/2022	NAPA AUTO	32.30	Surge Tank Compressor Air Filter - BPS
56709	3/3/2022	NATIONWIDE RETIREMENT SOLUTIONS	300.00	Deferred Comp 02/23/22
	3/3/2022	NATIONWIDE RETIREMENT SOLUTIONS	150.00	Deferred Comp 10/20/21
56710	3/3/2022	PLANT PEOPLE, INC	158.00	Office Plant Maintenance - February 2022
56711	3/3/2022	PLUMBERS DEPOT, INC	1,922.23	Trailer Mounted Repairs, Parts & Labor
56712	3/3/2022	Professional Exchange Service Corpora...	90.00	Answering Services - February 2022
56713	3/3/2022	PRUDENTIAL OVERALL SUPPLY	164.23	Check Run 03/03/22

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 2/4/2022 Through 3/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56714	3/3/2022	Quench USA Inc	136.85	Drinking Water Service 02/19/22-03/18/22
56715	3/3/2022	SAN DIEGO GAS & ELECTRIC	3,776.53	Electric @ Admin
56716	3/3/2022	STAPLES	258.82	Office Supplies
56717	3/3/2022	U.S. BANK	8,044.24	Cal Card Purchases - Statement 02/22/22
56718	3/3/2022	UNDERGROUND SERVICE ALERTS/C	153.55	Monthly Underground Alarm Service
	3/3/2022	UNDERGROUND SERVICE ALERTS/C	67.76	Monthly Underground State Fees
56719	3/3/2022	UPS	35.71	Shipping 02/03/22
56720	3/3/2022	VOLT WORKFORCE SOLUTIONS	1,178.00	Temp Admin Specialist-Y Santos-PE 02/20/22
56721	3/3/2022	WASTE MANAGEMENT	225.29	Trash Service - February 2022
Report Total			235,840.94	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 2/4/2022 Through 3/3/2022

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	2/22/2022	56717	63.42	4330	BOARD CONFERENCES	CWEA Conference-Flight-E Sullivan
U.S. BANK	API	2/22/2022	56717	640.00	4330	BOARD CONFERENCES	CWEA Conference-Registration-D Omsted
U.S. BANK	API	2/22/2022	56717	640.00	4330	BOARD CONFERENCES	CWEA Conference-Registration-E Sullivan
U.S. BANK	API	2/22/2022	56717	50.00	4610	VEHICLE FUELS	CWEA Awards-Vehicle (Tahoe) Fuel
U.S. BANK	API	2/22/2022	56717	10.23	4910	OFFICE SUPPLIES	Calendar-P Bushee
U.S. BANK	API	2/22/2022	56717	73.24	4910	OFFICE SUPPLIES	Cell Phone Charging Cubes
U.S. BANK	API	2/22/2022	56717	20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	2/22/2022	56717	167.11	4930	SUBSCRIPTIONS	Labor Law Posters
U.S. BANK	API	2/22/2022	56717	489.70	4950	Computer Software/Srvc/Support/Hardware	Annual Zoom Cloud
U.S. BANK	API	2/22/2022	56717	9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud Storage
U.S. BANK	API	2/22/2022	56717	791.94	5310	ADVERTISING	Recruitment Ad
U.S. BANK	API	2/22/2022	56717	1,564.92	5520	REPAIR & MAINT PUMP STATION	Weather Cap Gasket-Field
U.S. BANK	API	2/22/2022	56717	(235.00)	5710	TRAINING, EDUCATION & CONFERNC	CSDA Training Refund-R Green
U.S. BANK	API	2/22/2022	56717	217.96	5710	TRAINING, EDUCATION & CONFERNC	CWEA Conference-Flight-C Russell
U.S. BANK	API	2/22/2022	56717	217.96	5710	TRAINING, EDUCATION & CONFERNC	CWEA Conference-Flight-G Mendez
U.S. BANK	API	2/22/2022	56717	217.96	5710	TRAINING, EDUCATION & CONFERNC	CWEA Conference-Flight-M Gonzalez
U.S. BANK	API	2/22/2022	56717	142.96	5710	TRAINING, EDUCATION & CONFERNC	CWEA Conference-Flight-R Morishita
U.S. BANK	API	2/22/2022	56717	2,085.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA Conference-Registration-Field Staff
U.S. BANK	API	2/22/2022	56717	575.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA Conference-Registration-R Morishita

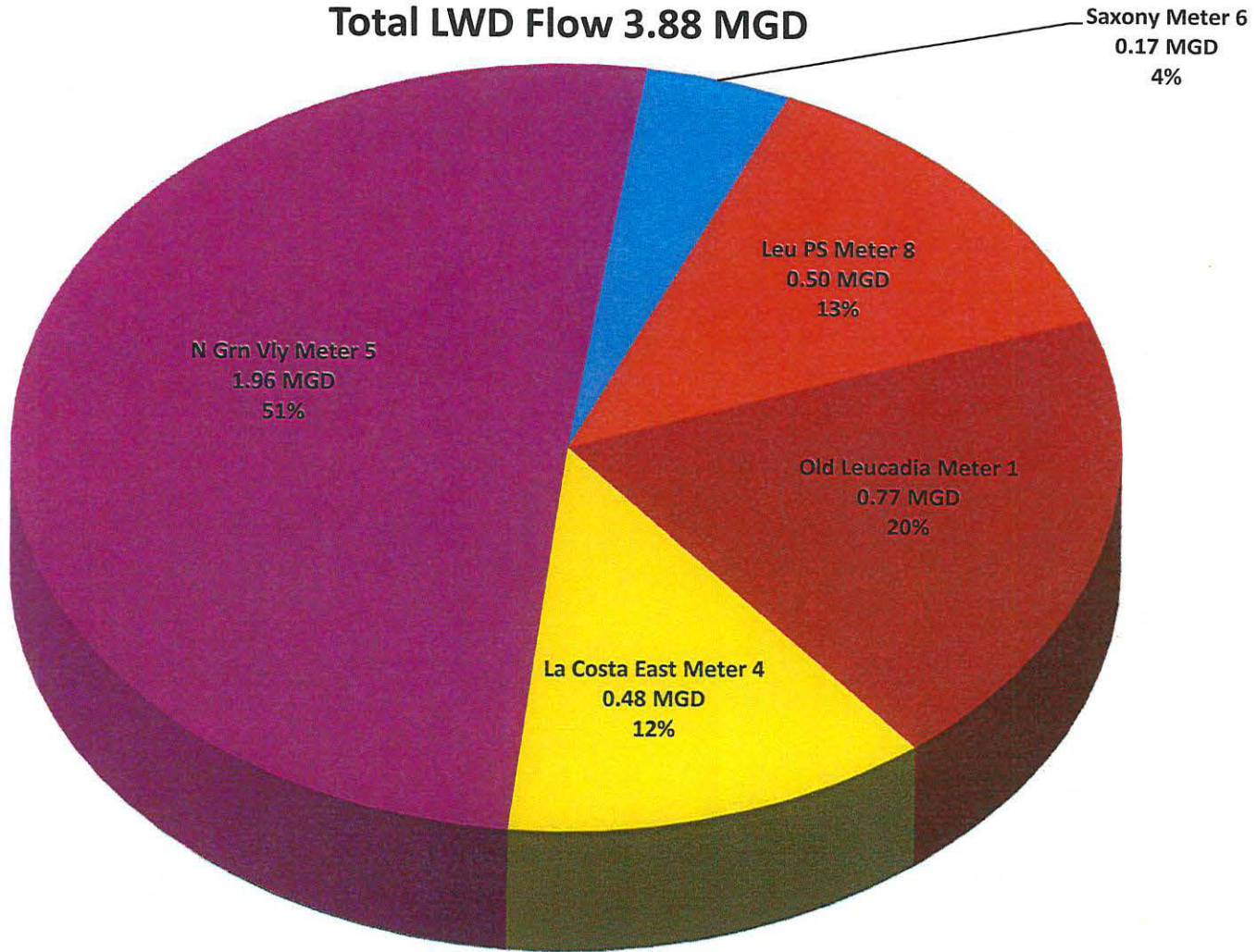
Leucadia Wastewater District
 Vendor Activity - Supplemental Credit Card Report
 From 2/4/2022 Through 3/3/2022

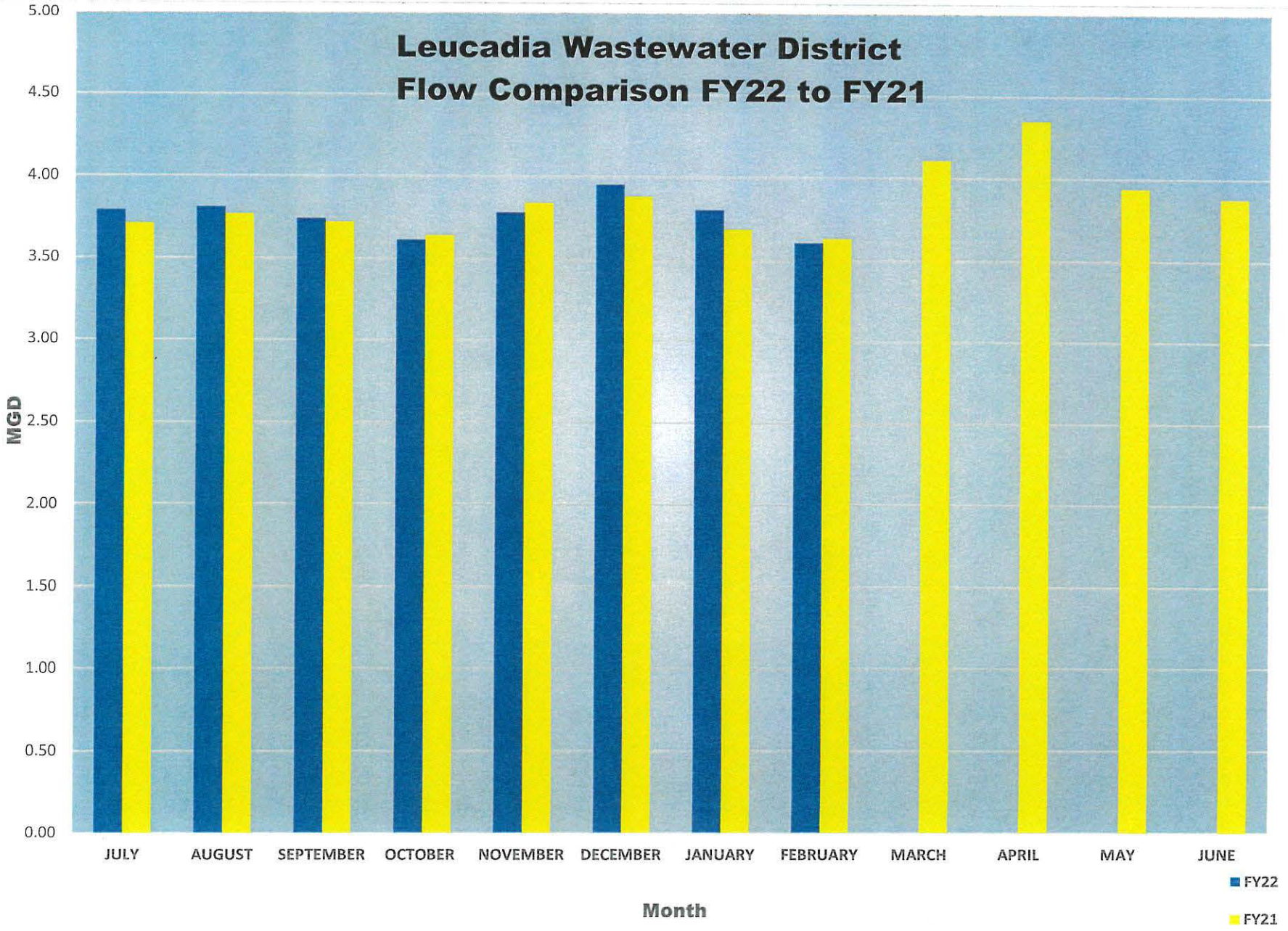
Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	2/22/2022	56717	43.18	5740	MEETING SUPPLIES	CWEA State Award Tour-Coffee
U.S. BANK	API	2/22/2022	56717	39.95	5740	MEETING SUPPLIES	Meeting Supplies
U.S. BANK	API	2/22/2022	56717	61.22	5740	MEETING SUPPLIES	Meeting Supplies-Coffee & Creamer
U.S. BANK	API	2/22/2022	56717	2.50	5740	MEETING SUPPLIES	Meeting Supplies-Dish Soap
U.S. BANK	API	2/22/2022	56717	125.00	5910	TELEPHONE	Webhosting
U.S. BANK	API	2/22/2022	56717	30.00	5910	TELEPHONE	Wifi
Transaction Total				<u>8,044.24</u>			
Report Opening/Current Balance							
Report Transaction Totals				<u>8,044.24</u>			
Report Current Balances							

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

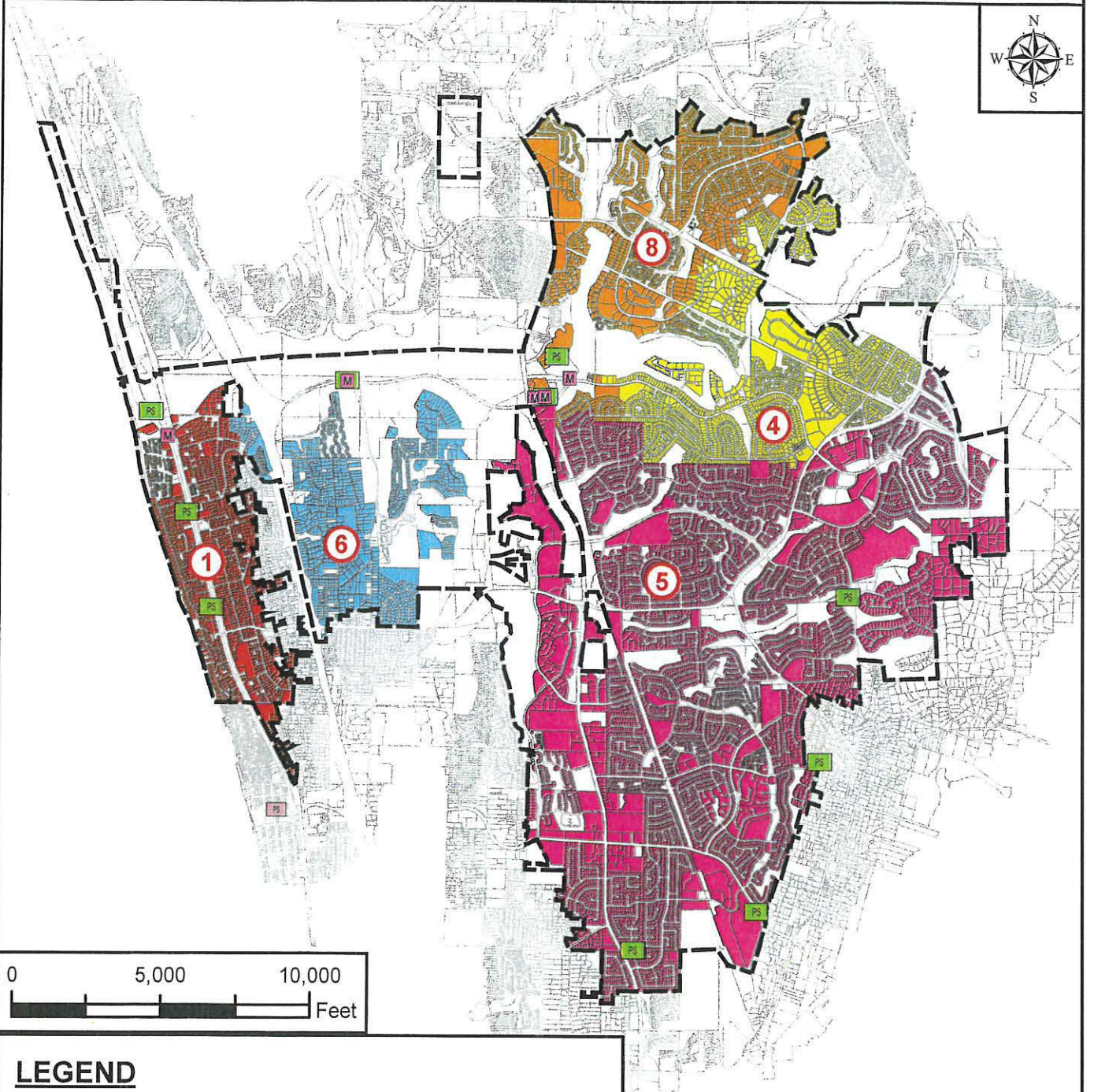
CURRENT MONTH - February 2022							FY 2021
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,774.34	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.16	117.49	19.70	3.79	131.80	47.70	3.95
YTD			28,754.64				
AUGUST	0.11	118.11	6.00	3.81	132.47	47.70	4.01
YTD			28,760.64				
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	0.28	100.80	4.00	3.60	125.13	10.71	3.63
YTD			28,770.14				
MARCH							3.89
YTD							
APRIL							3.90
YTD							
MAY							3.90
YTD							
JUNE							3.85
YTD							
YTD Totals	5.68	914.16	35.20			176.91	
Mo Average	0.71	114.27	4.40	3.76	130.73	22.11	3.83

**LWD Flows by Sub-Basin
February 2022
Total LWD Flow 3.88 MGD**














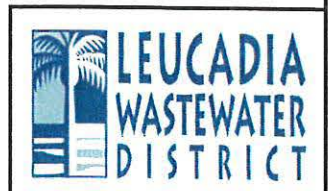
LEUCADIA WASTEWATER DISTRICT



LEGEND

Parcels by Basin

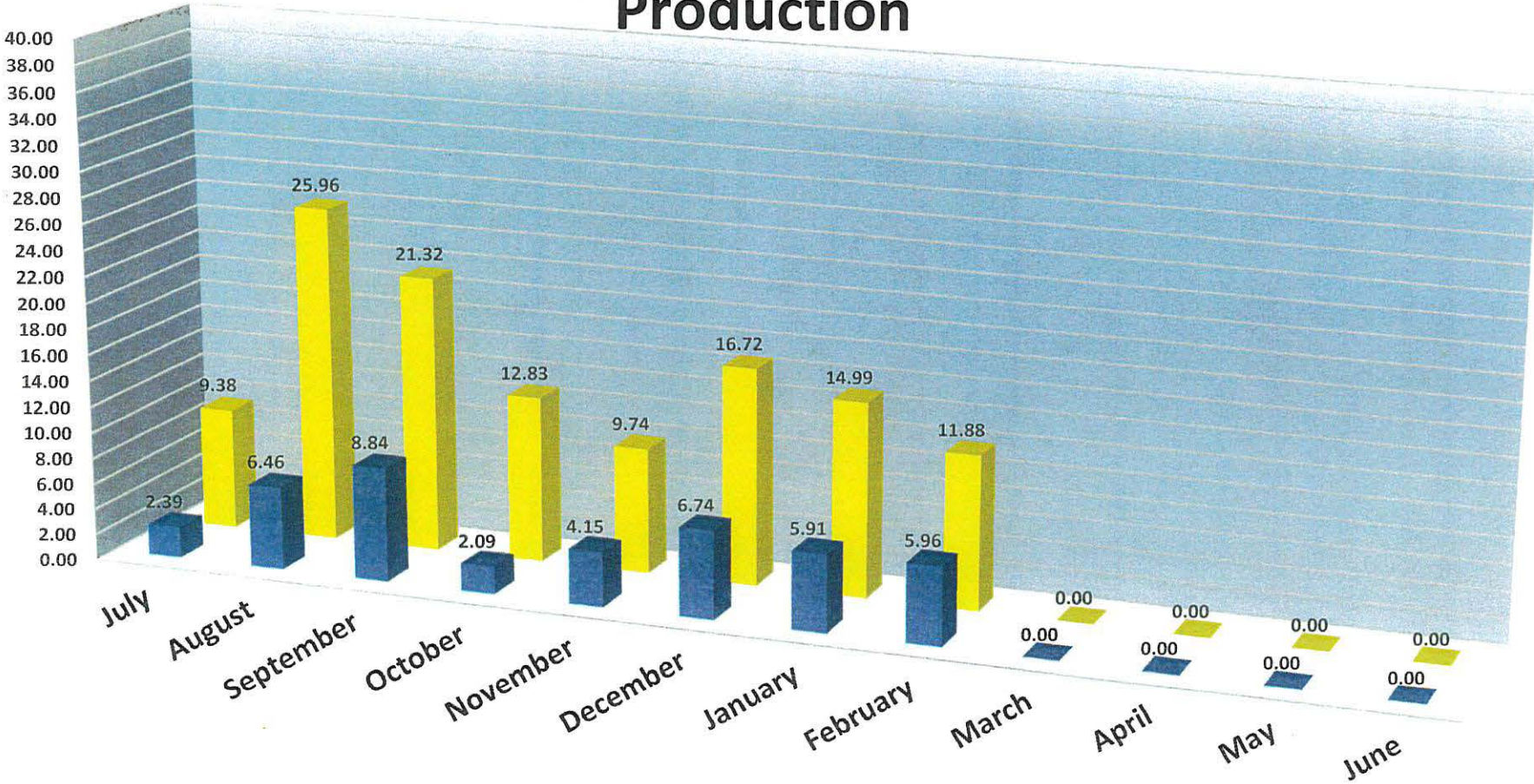
- | | | | |
|---|------------------------|---|-------------------------|
|  | 1 - Old Leucadia |  | Meter Locations |
|  | 4 - La Costa East |  | LWD Pump Stations |
|  | 5 - North Green Valley |  | Encinitas Pump Stations |
|  | 6 - Saxony |  | LWD Boundary |
|  | 8 - Leucadia PS | | |



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

SEWER COLLECTION SYSTEM BY SUB-BASIN

FY-22 CCTV Inspections & Hydro Cleaning Production



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

■ CCTV Inspections (YTD 42.5 Miles)
 ■ Hydro Cleaning (YTD 122.8 Miles)



LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
February 2022**

Training & Safety Events for the month February 2022

Hours

Description	Ops	Admin	Total
Anti Harassment Training	5.0	4.0	9.0
CSRMA Basic Math for Collections System Workers	1.0	0.0	1.0
CSRMA - Finding the Facts: Conducting Internal Investigations	0.0	6.0	6.0
Emergency Action Plan	1.0	0.0	1.0
Lockout / Tagout	3.0	0.0	3.0
Storm Water Pollutions Prevention	5.0	0.0	5.0
	0.0	0.0	0.0
Total Training Hours	15.0	10.0	25.0

YTD Monthly Avg 34

YTD Totals 274

Conferences for the month of February 2022

Attendees

Description	Ops	Admin	Total
CSMFO	0	1	1
SCAP	1	0	1
WUHRC Mtg	0	1	1
Total Attended Conferences	1	2	3

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	15.00	10.00	25.00	
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	211.75	62.50	274.25	
YTD Monthly Avg	26.47	7.81	34.28	

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	1.00	2.00	3.00	
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	7.00	7.00	14.00	
YTD Monthly Avg	2.33	3.50	4.67	

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 2/28/2022

	<u>Amount</u>
Assets	
Cash & Investments	27,189,620.53
Accounts Receivables	143,379.97
Net OPEB Asset	73,376.00
Prepaid Expense	367,498.42
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	184,268,092.64
Less Accumulated Depreciation	<u>(64,311,774.48)</u>
Total Assets	<u>149,771,393.08</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,344,994.00
OPEB Health Deferred Outflows	86,509.00
Total Deferred Outflows	<u>1,431,503.00</u>
Total Assets & Deferred Outflows	<u><u>151,202,896.08</u></u>
Liabilities	
Accounts Payable & Accrued Expenses	708,513.10
Developer Deposits	110,270.09
Net Pension Liability	4,523,924.00
Total Liabilities	<u>5,342,707.19</u>
Deferred Inflows	
PERS Pension Deferred Inflows	181,483.00
OPEB Health Deferred Inflows	6,794.00
Total Deferred Inflows	<u>188,277.00</u>
Net Position	
Beginning Net Position (as of June 30, 2021)	
Investment in Capital Assets	119,956,318.25
Reserves	26,711,648.62
Total Beginning Net Position (as of June 30, 2021)	<u>146,667,966.87</u>
Current Change In Net Position	
Other	(996,054.98)
Total Current Change In Net Position	<u>(996,054.98)</u>
Total Net Position	<u><u>145,671,911.89</u></u>
Total Liabilities, Deferred Inflows & Net Position	<u><u>151,202,896.08</u></u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

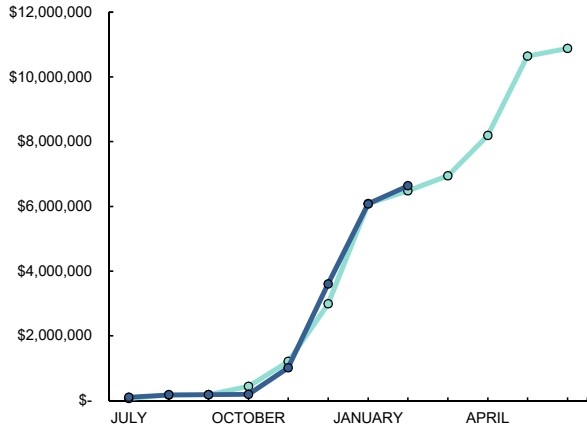
From 7/1/2021 Through 2/28/2022

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 6,635,523.58	\$10,879,991.00	\$ 4,244,467.42	61.0%
3150 Recycled Water Sales	249,098.92	350,000.00	100,901.08	71.2%
3100 Misc. Operating Revenue	42,598.57	180,599.00	138,000.43	23.6%
TOTAL OPERATING REVENUES	\$ 6,927,221.07	\$11,410,590.00	\$ 4,483,368.93	60.7%
OPERATING EXPENSES				
4100 Salaries	\$ 1,308,728.98	\$ 2,063,646.00	\$ 754,917.02	63.4%
4200 Employee Benefits	971,305.48	1,561,018.00	589,712.52	62.2%
4300 Directors Expense	41,851.36	129,100.00	87,248.64	32.4%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	26,713.20	45,000.00	18,286.80	59.4%
4700 Insurance Expense	119,169.34	179,800.00	60,630.66	66.3%
4800 Memberships	32,982.89	36,925.00	3,942.11	89.3%
4900 Office Expense	100,217.77	169,500.00	69,282.23	59.1%
5000 Operating Supplies	68,451.98	147,500.00	79,048.02	46.4%
5200 Professional Services	282,494.62	600,000.00	317,505.38	47.1%
5300 Printing & Publishing	16,114.35	29,600.00	13,485.65	54.4%
5400 Rents & Leases	29,219.50	24,200.00	(5,019.50)	120.7%
5500 Repairs & Maintenance	252,835.74	559,100.00	306,264.26	45.2%
5600 Monitoring & Permits	61,621.43	74,300.00	12,678.57	82.9%
5700 Training & Development	18,953.95	49,500.00	30,546.05	38.3%
5900 Utilities	281,661.97	468,900.00	187,238.03	60.1%
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	\$ 4,986,464.28	\$ 8,660,893.00	\$ 3,674,428.72	57.6%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 82,696.25	\$ 162,848.00	\$ 80,151.75	50.8%
3220 Property Taxes	1,164,179.13	1,988,000.00	823,820.87	58.6%
3250 Investment Income	179,824.87	316,000.00	136,175.13	56.9%
3290 Misc. Non Op Revenue	82,921.70	127,300.00	44,378.30	65.1%
TOTAL NON-OPERATING REVENUES	\$ 1,509,621.95	\$ 2,594,148.00	\$ 1,084,526.05	58.2%

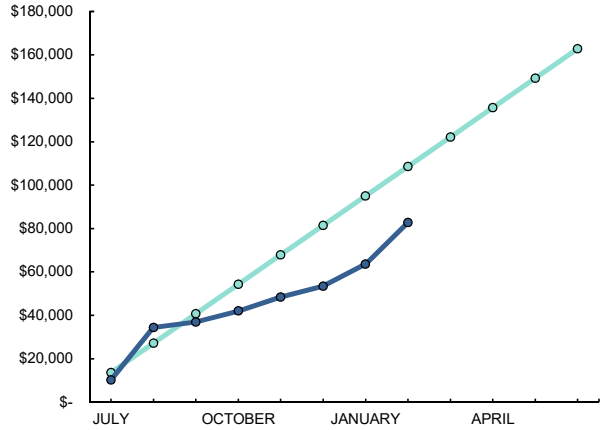
Leucadia Wastewater District Revenue FY2022

YTD through February 28, 2022

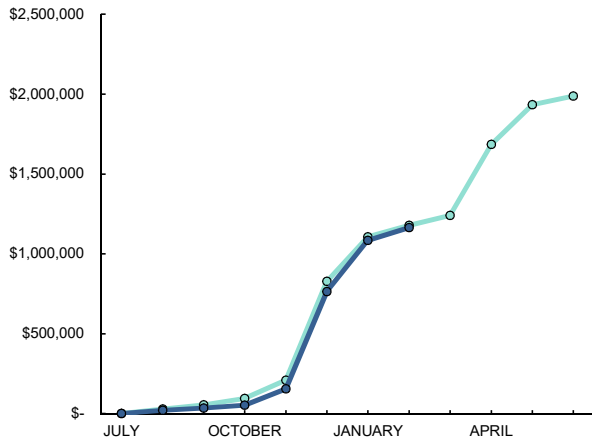
Sewer Service Fees



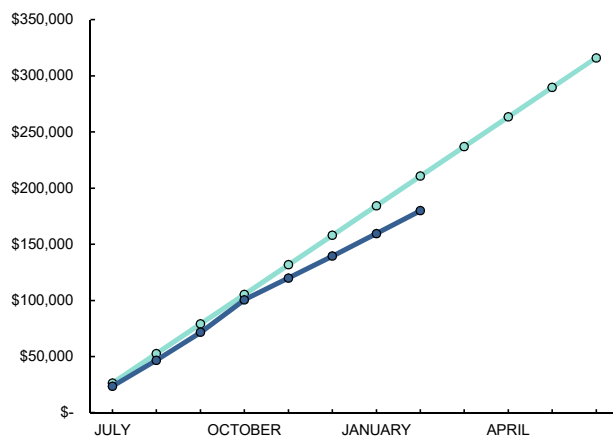
Capacity Charges



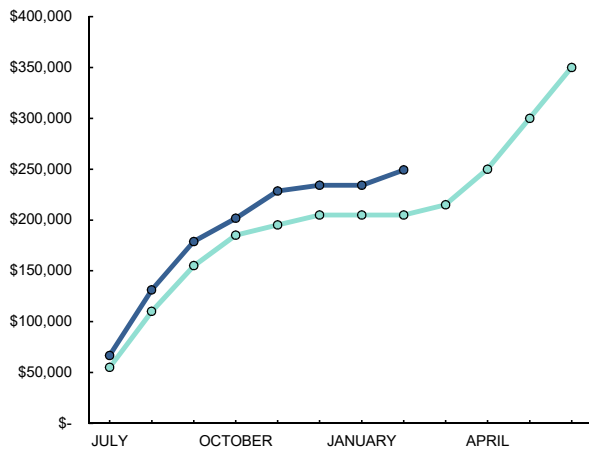
Property Taxes



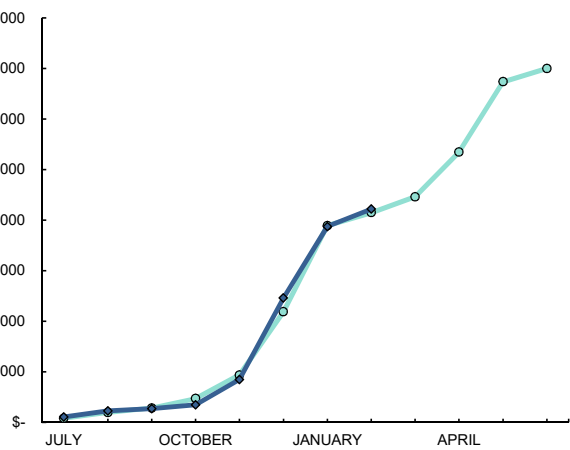
Investment Income



Recycled Wastewater Sales



Total Revenue



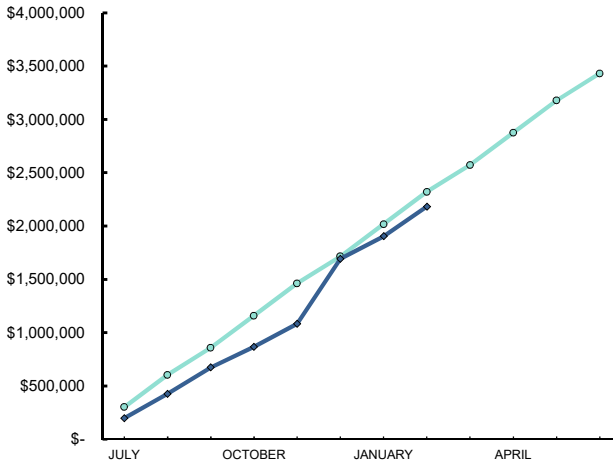
○ Budget ◆ Actual

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

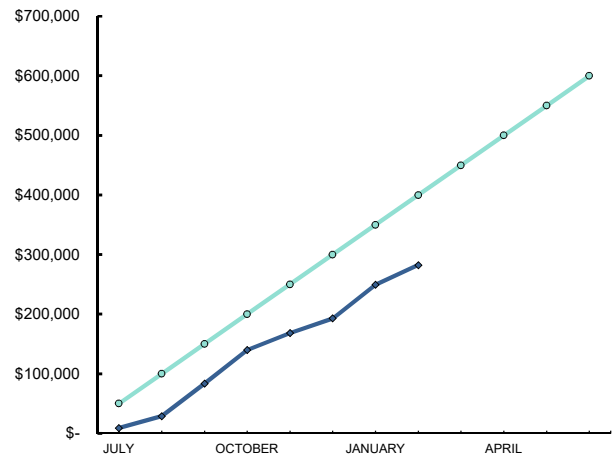
Leucadia Wastewater District Operating Expenses FY2022

YTD through February 28, 2022

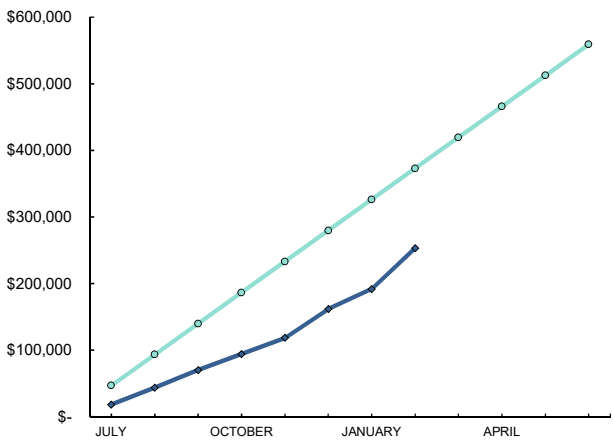
Salaries and Benefits



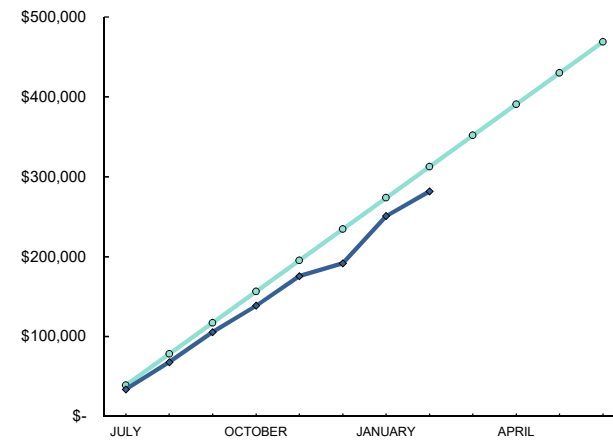
Professional Services



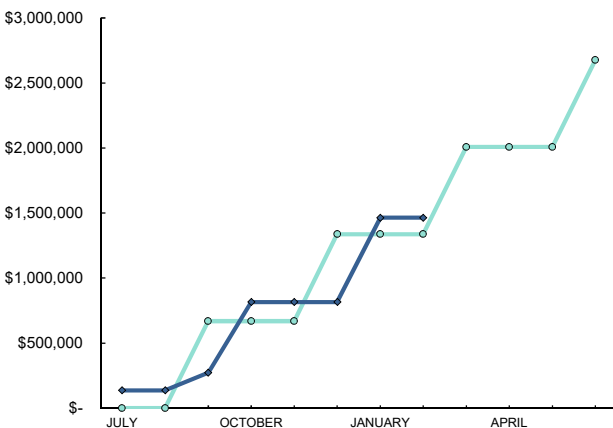
Repairs & Maintenance



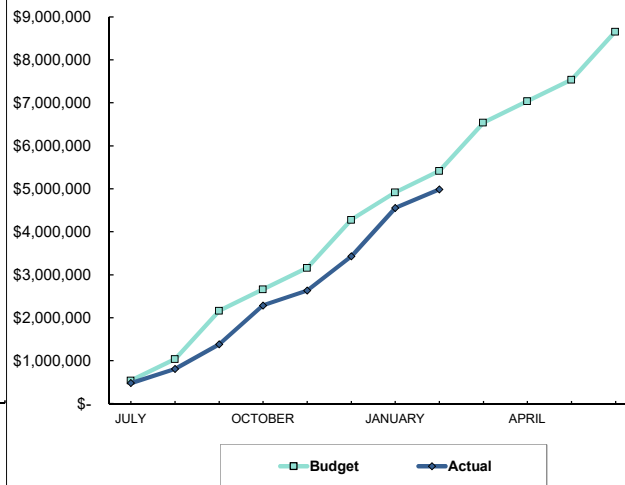
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement



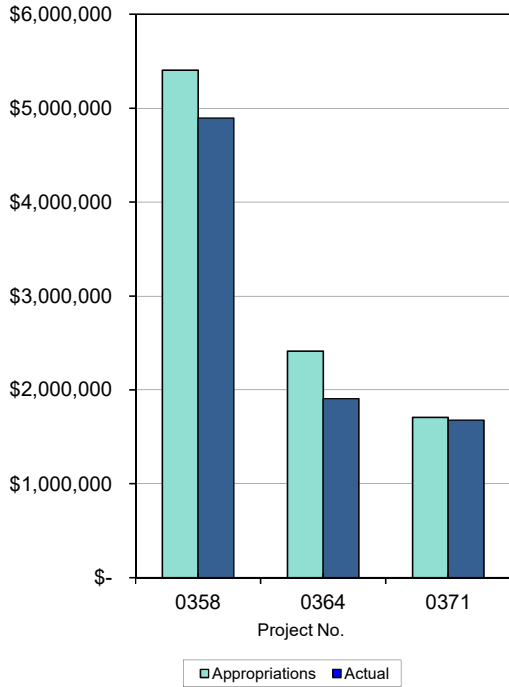
■ Budget ◆ Actual

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

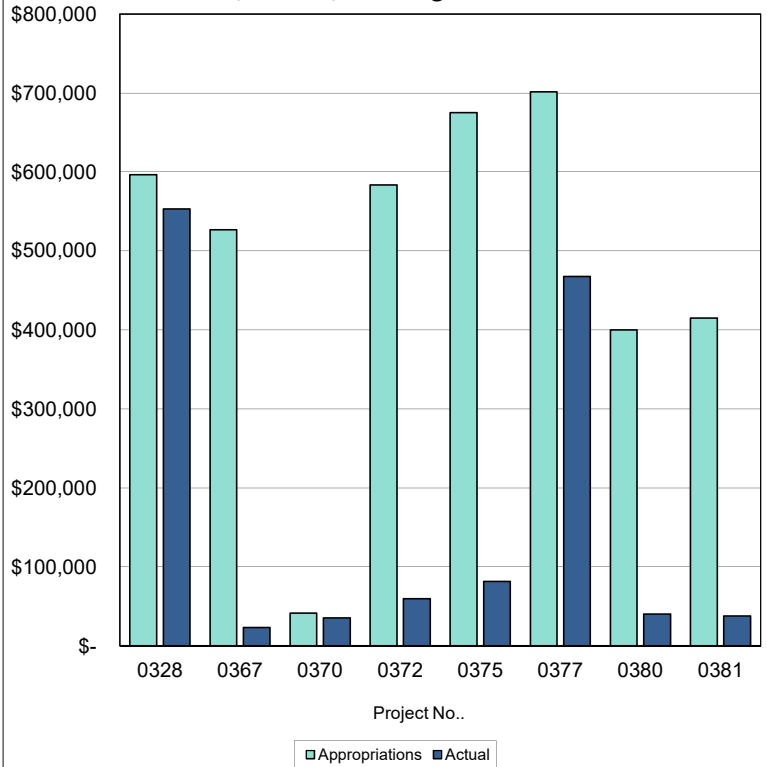
Leucadia Wastewater District Capital Expenditures

As of February 28, 2022

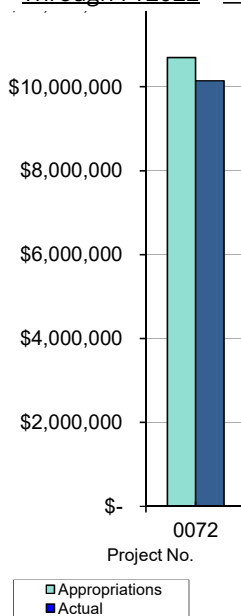
District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2022



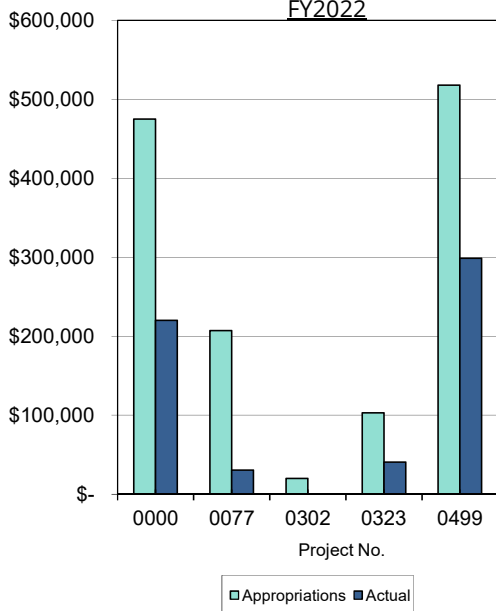
District Multi Year Capital Expenditures by Project
(<\$1.1M) Through FY2022



District's Share of
Encina WPCF
Capital Exp
Through FY2022



Single Year Capital Expenditures by
Project
FY2022



Project Legend

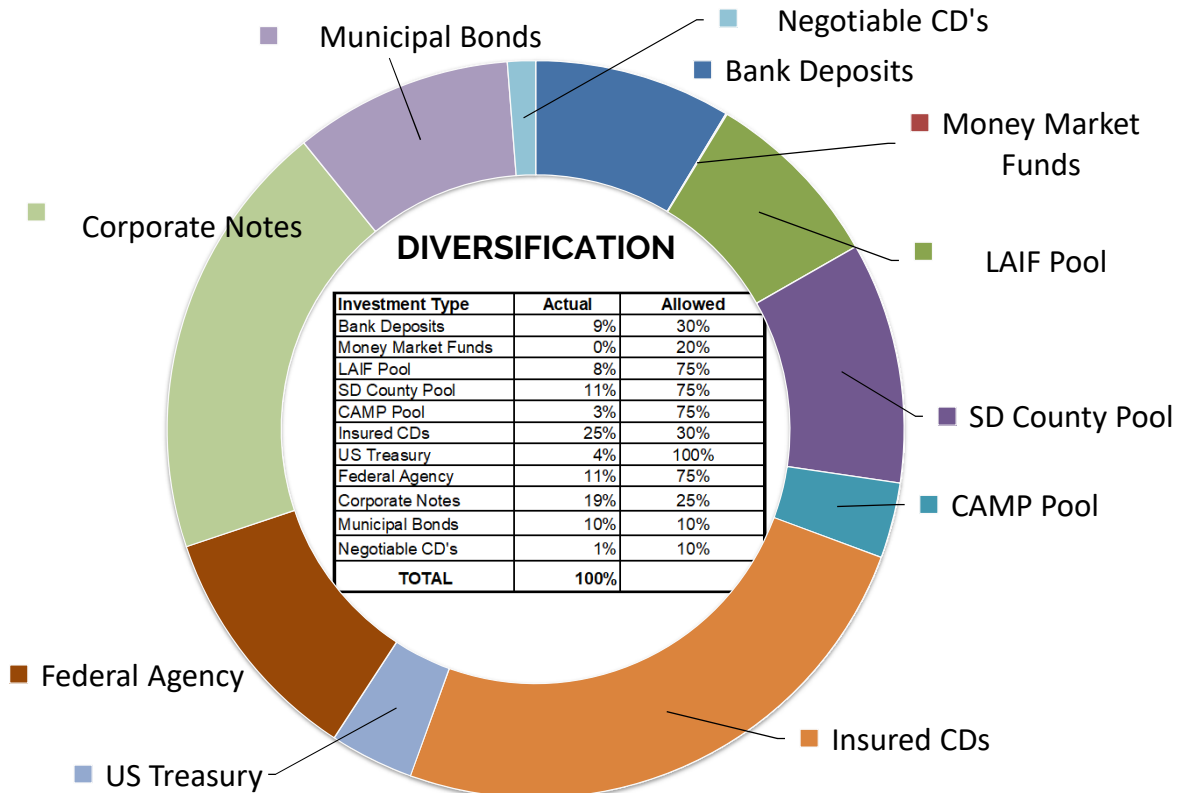
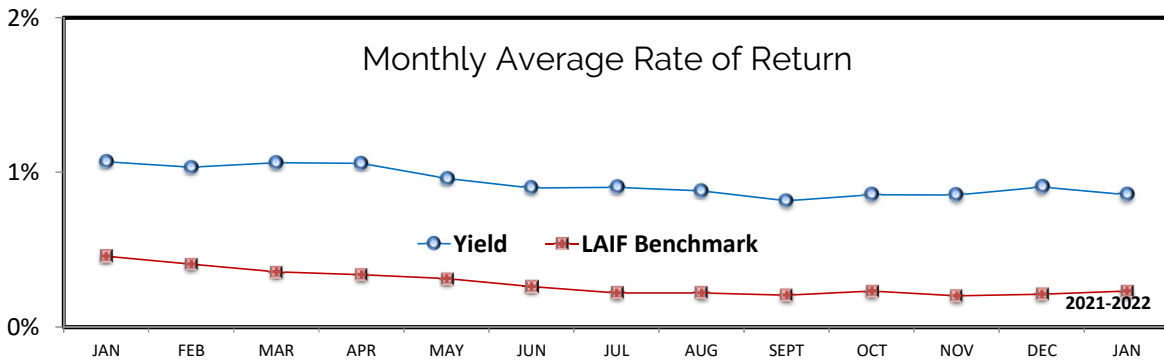
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Leucadia Pump Station Rehabilitation	0358
Encinitas Estates Pump Station Rplcmnt	0364
B1 Force Main - North Section Replcmnt	0367
FY20 Gravity Line Rehab/Quebrada Rlgn	0371
Diana Pump 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

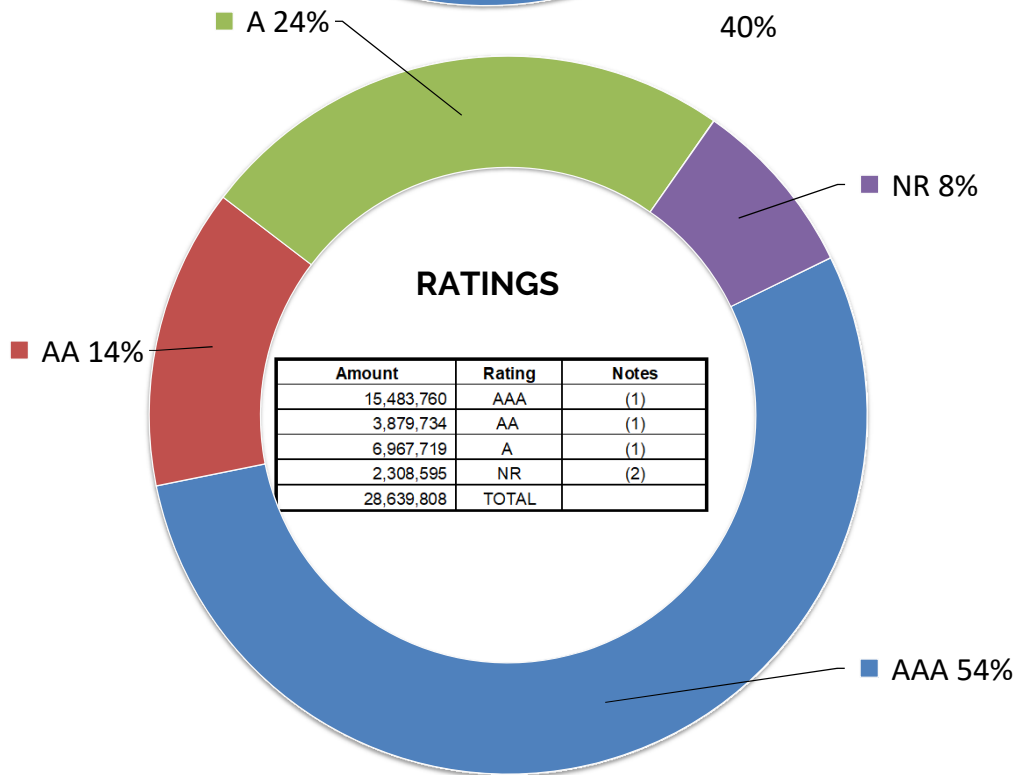
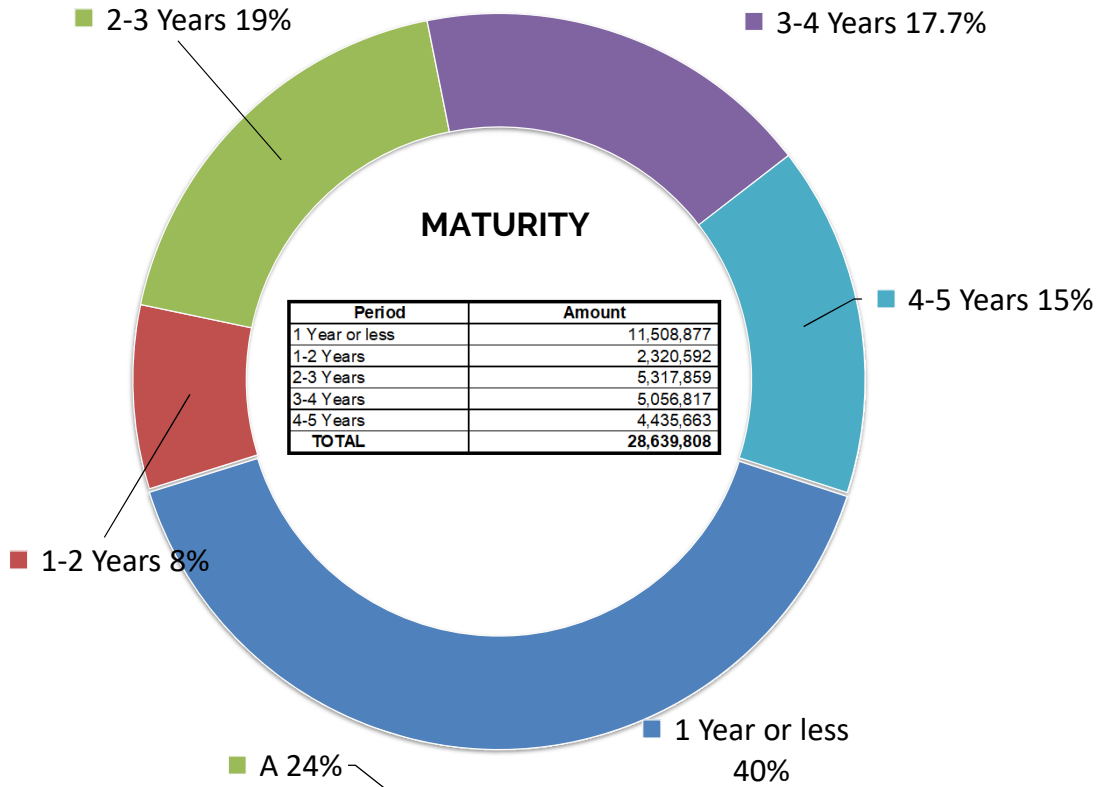
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2022

Cash Equivalents & Investments	Principal (Original Cost)		January Interest	Average Rate
	Dec 31, 2021	Jan 31, 2022		
Pacific Premier Bank Reserves	\$ 1,288,722	\$ 2,477,076	\$ 9	0.010%
TVI Dreyfus Money Market	12,833	12,835	1	0.030%
LAIF Pool	2,433,106	2,308,595	462	0.234%
SD County Pool	3,026,028	3,031,084	1,640	0.650%
CAMP Pool	944,273	950,107	41	0.050%
Certificates of Deposit - Insured	7,120,000	7,120,000	7,829	1.321%
US Treasury Notes	810,199	1,056,885	450	0.930%
Federal Agency Notes	2,794,450	3,044,450	1,787	0.866%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	5,278,371	5,536,889	4,857	1.047%
Negotiable CD's	350,000	350,000	540	1.850%
Totals	\$ 26,809,872	\$ 28,639,808	\$ 19,798	0.857%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2022

(Continued)

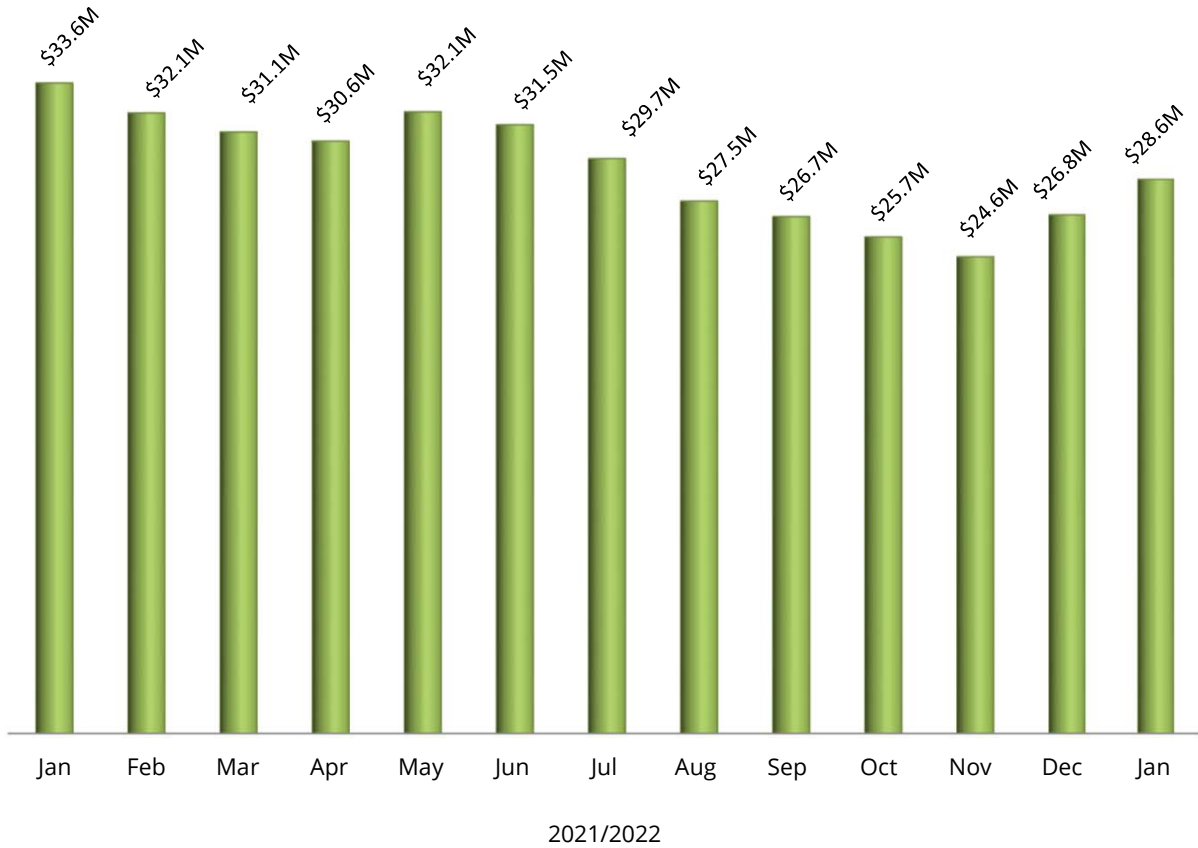


(1) CAMP Pool & SD County Pool, are rated by Standard & Pooors. Investments are rated by Moody's.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2022

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
FHLN	250,000		1/27/2027	3130AQLQ4	1.65%	
Exxon Mobil Corp	258,518		8/16/2026	30231GBD3	1.51%	
TOTAL	\$ 755,203	\$ -				

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

DATE: March 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: February 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 February 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 February 2022 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
February 1-28, 2022**

Conference Date	Description	Director	Director	Director	Director	Director	GM	TSM	ASsup	FSS
		J. Hanson	E. Sullivan	D. Omsted	C. Roesink	M. Brown	P. Bushee	R. Morishita	T. Hill	J. Stecker
	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 February 2022.

Encina Wastewater Authority Report
Regular Board Meeting
February 23, 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. CalPERS Pension Liability Status Update

The Board of Directors received and filed the CalPERS Pension Liability Update.

3. Effluent Equalization Facility Settlement Final Acceptance

The Board of Directors authorized the General Manager to take final acceptance of the contract with LB Civil Construction, Inc. for the Effluent Facility Settlement Project and directed staff to record a Notice of Completion with the San Diego County Recorder.

There was no Executive Session.

Investment & Finance Meeting Report

Presented by Director Brown

Meeting held February 22, 2022

1. Review of the Received Proposals for Auditing Services

LWD advertised a RFP for auditing services in January 2022. As a result, six auditing service proposals were received by the February 3, 2022 deadline.

Following review of the proposals, 2 firms were selected for interviews on March 1, 2022.

Staff and the Investment and Finance Committee plan to present the recommended contract to the Board at the April Board Meeting.

Community Affairs Committee Meeting Report

Presented by Director Roesink

Meeting held February 28, 2022

The CAC reviewed the following recommendation:

1. Review the 2022 Spring Newsletter Draft Text

The CAC reviewed and commented on the draft text of the 2022 Spring newsletter. The CAC suggested some minor edits and directed staff to move forward with final text and layout of the newsletter.

Investment & Finance Meeting Report

Presented by Director Brown

Meeting held March 1, 2022

1. Auditor Interviews

The IFC and staff conducted interviews with the following firms:

- Rogers, Anderson, Malody & Scott, LLP; and
- The Pun Group

Staff and the IFC agreed to present Rogers, Anderson, Malody & Scott, LLP as the recommended Professional Auditing Services contract at the April 20, 2022 Board Meeting.

MEMORANDUM

DATE: March 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Public Hearing to Consider Draft Redistrict Election Map – Option 2

DISCUSSION:

The purpose of this public hearing is to allow the Leucadia Wastewater District's (LWD) Board of Directors to receive and consider public comment on the following:

- LWD 2022 Electoral District Map – also known as Option 2.

Notice of this public hearing was published in The San Diego Union Tribune and on the District's website on March 2 (attached).

On February 9, 2022, the Board held a public hearing to receive and consider public comment regarding the draft maps. During the public hearing, the Board directed staff to proceed with a final public hearing to receive and consider public comment on LWD 2022 Electoral District Map. At the close of this public hearing, the Board will consider adoption of an ordinance that approves the LWD 2022 Electoral District Map.

In addition to considering public input, the Board must ensure the final district map complies with the following state and federally-mandated criteria:

Legal Requirements:

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 "Traditional Districting Principles" when in its development of electoral districts.

1. Each district shall consist of contiguous territory in as compact a form as possible.
2. 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.
3. 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.

4. 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.

dwb:PJB

Attachment

PUBLIC NOTICE

LEUCADIA WASTEWATER DISTRICT

NOTICE OF AVAILABILITY AND HEARING TO CONSIDER A DRAFT REDISTRICT ELECTION MAP FOR THE LEUCADIA WASTEWATER DISTRICT PURSUANT TO ELECTIONS CODE SECTION 11010

NOTICE IS HEREBY GIVEN that draft District Election Map - Option 2 is available for public review on the Leucadia Wastewater District website and at the administrative office located at 1960 La Costa Avenue, Carlsbad, California.

NOTICE IS FURTHER GIVEN that on Wednesday, March 9, 2022 at 5:00 P.M., or as soon thereafter as the matter may be heard, the Board of Directors of the Leucadia Wastewater District will hold a public hearing via Zoom videoconference, for the purpose of taking public comment regarding the draft map pursuant to Elections Code Section 11010.

At this public hearing, the Board will consider comments and information submitted by the public, and thereafter, proceed to finalize the draft District Election Map - Option 2 through adoption of an ordinance that approves the final district map. The Board of Directors previously held a public hearing to take public comment on February 9, 2022.

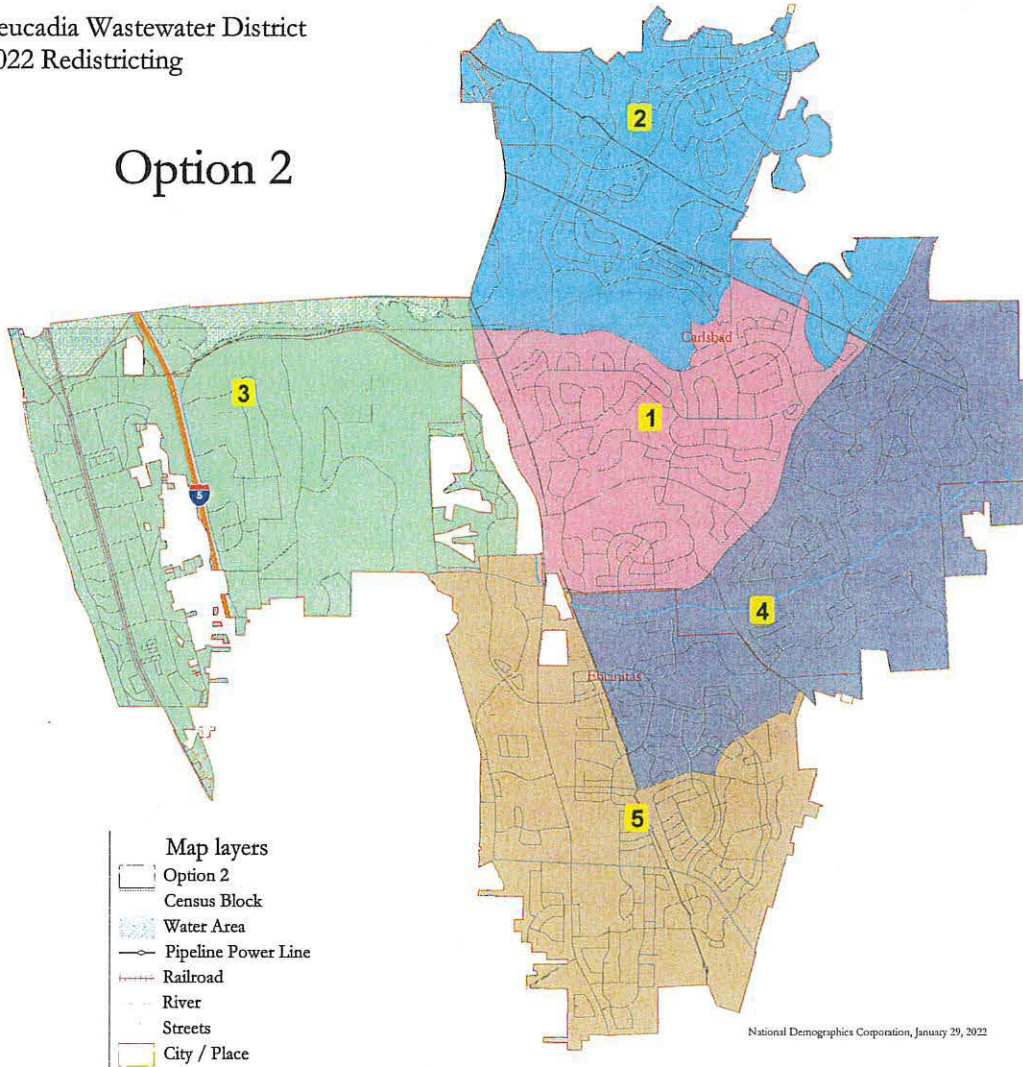
All interested parties are invited to attend this public hearing and to express opinions or submit information. If you are disabled in any way and need accommodation to participate in the public hearing, please call (760) 753-0155 for assistance prior to the hearing so the necessary arrangements can be made.

DATED: March 2, 2022

Paul J. Bushee
General Manager/Secretary
Leucadia Wastewater District

Leucadia Wastewater District
2022 Redistricting

Option 2



©2021 CALIPER

MEMORANDUM

DATE: March 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Establishing an Updated District Election Map – Option 2

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Ordinance No. 144 - Establishing an Updated Redistricting Map Pursuant to Elections Code section 22000.
2. Discuss and take other action, as appropriate.

BACKGROUND:

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 Leucadia Wastewater District retained National Demographics Corporation (NDC) to conduct the redistricting review. NDC completed its review of the census data and concluded that adjustments to the voting divisions were required. LWD has until April 17, 2022 to conduct its redistricting process.

DISCUSSION:

At its February 9th meeting, the Board of Directors conducted a public hearing and reviewed two district mapping alternatives: 1) updated divisions with minimal boundary changes; and 2) Option 2 - updated divisions with more contiguous boundaries. There was no public comment received. Based on its review, the Board directed staff to move forward with Option 2 for a final public hearing and for potential adoption at its March 9, 2022 meeting. The Option 2 map has been included in the attached draft Ordinance No. 144 for your review.

A public hearing to consider the draft LWD 2022 Electoral District Map (also known as Option 2) was held prior to this agenda item. The Board is now asked to consider adoption of Ordinance No. 144, which establishes an updated District Election Map pursuant to Elections Code section 22000. The following are the basic components of Ordinance No. 144:

1. Adopts the LWD 2022 Electoral District Map – also known as Option 2, creating five single member districts.
2. Reaffirms by-district election sequencing as follows:
 - a. 2022 – Divisions 2 and 4 and every four years thereafter until following the 2030 Census. (Please note that due to the timing of Director Roesink's appointment, Division 1 must run for a two-year term in 2022 according to the California Elections Code.)
 - b. 2024 – Divisions 1,3, and 5 and every four years thereafter until following the 2030 Census.

3. Requires that candidates and Board members be residents and a registered voters of the district in which they are seeking election or have been elected.

Based on this information and pending the outcome of the public hearing, staff is recommending that the Board adopt Ordinance No. 144.

PJB

Attachment

ORDINANCE NO. 144

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
RECONFIRMING DISTRICT BASED ELECTION PROCEDURES
AND ADOPTING UPDATED REDISTRICTING MAP**

WHEREAS, on January 9, 2019, the Board of Directors ("Board") for the Leucadia Wastewater District ("District") adopted Ordinance 138, establishing a district-based elections system;

WHEREAS, Ordinance 138 created five separate electoral districts and included adoption of District Map 102, which defined the boundaries of each district;

WHEREAS, 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";

WHEREAS, the release of 2020 Census data requires that LWD complete a redistricting process by April 17, 2022;

WHEREAS, LWD has completed a review of the 2020 Census data and concluded that adjustments to the voting districts are required;

WHEREAS, on February 9, 2022, the Board held a public hearing to consider revised district mapping alternatives and elected to move forward with adoption of the District Election Map referred to as Option 2,

NOW, THEREFORE, BE IT ORDAINED:

Section 1. By-District Elections. Members of the Leucadia Wastewater District Board of Directors are elected by-district in five single member districts, meaning one member of the Board is elected from each district, by the voters of that district alone. Each member of the Board serves a four-year term.

Section 2. Electoral Districts.

A. The boundaries of each of the five electoral districts described on District Map 102 are hereby adjusted and replaced with the boundaries shown on the Leucadia Wastewater District 2022 Electoral District Map, also referred to as Option 2 ("2022 Electoral District Map") attached hereto as Exhibit A and incorporated herein by reference.

B. The districts described in the 2022 Electoral District Map shall continue in effect until they are amended or repealed in accordance with law. The boundaries of the districts shall be reapportioned from time to time as required by the Elections Code or any other applicable law.

Section 3. Implementation of By-District Elections.

A. Election of board members from Districts 1, 3, and 5 shall be held as part of the General Election in November 2024, and every four years thereafter.

B. Election of board members from Districts 2 and 4 shall be held as part of the General Election in November 2022, and every four years thereafter.

Section 4. Eligibility Requirements. Board members elected to represent a district must reside in that district and be a registered voter in that district, and any candidate for a Board position must live, and be a registered voter in, the district in which he or she seeks election. Termination of a residency in a district by a Board member shall create an immediate vacancy for that district unless a substitute residence within that district is established within 30 days after the termination of residency.

Section 5. No Impact on Current Board members. Notwithstanding any other provision of this Ordinance, each of the Board members in office at the time this Ordinance takes effect shall continue in office until the expiration of the full term for which he or she was elected or appointed. Vacancies in Board member offices elected at-large may be filled from the District at-large. At the end of the term for each at-large Board member, that member's successor shall be elected on a by-district basis in the districts established by this Ordinance as shown on the 2022 Electoral District Map. Any vacancies in a Board member office elected by-district shall be filled by a person qualified to hold office who is a resident and a registered voter of the district.

Section 6. Effective Date. The provisions of this Ordinance shall be effective immediately upon adoption; and thereafter, Ordinance 138 shall be void and of no further force and effect.

PASSED AND ADOPTED this 9th day of March 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

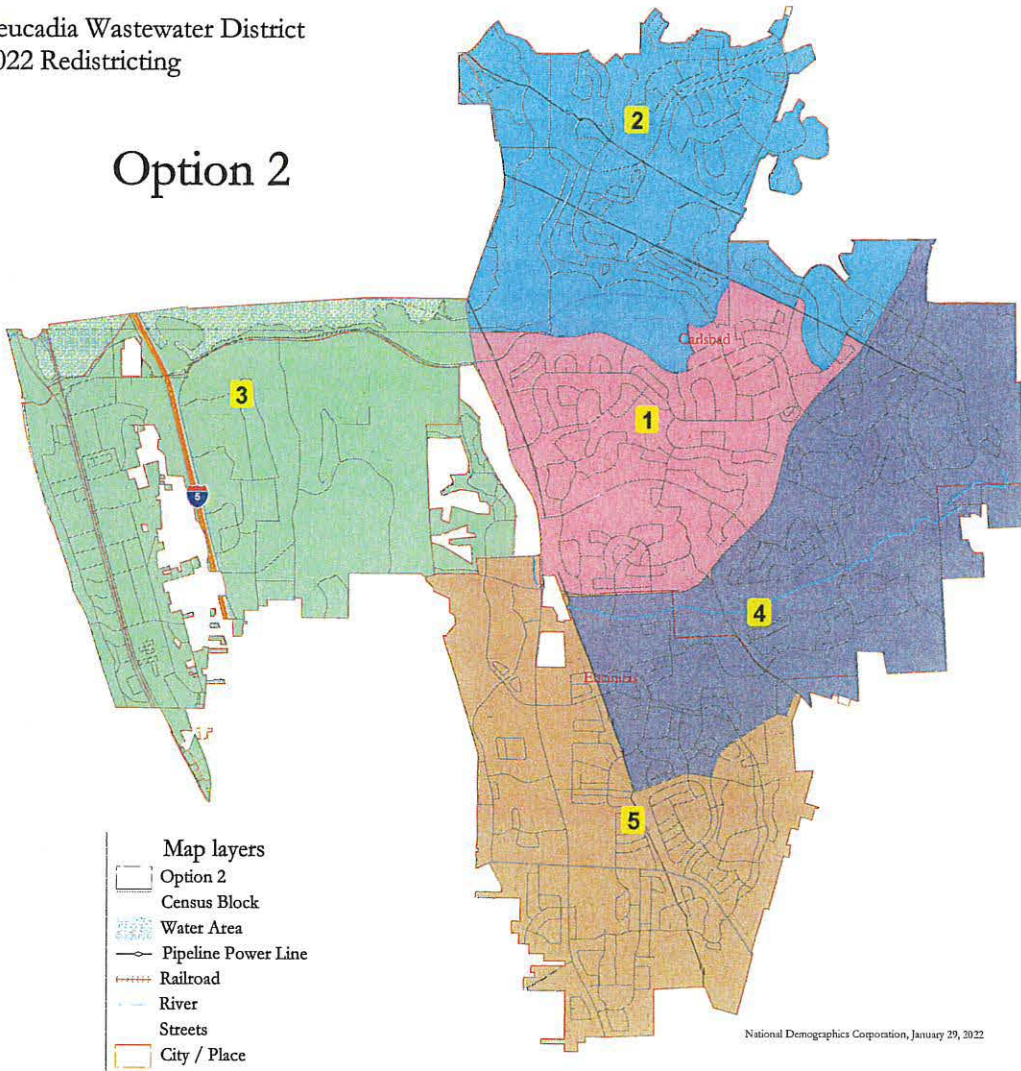
Judy Hanson
President

ATTEST:

Paul J. Bushee
General Manager


Leucadia Wastewater District
2022 Redistricting

Option 2



©2021 CALIPER

MEMORANDUM

DATE: March 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2023 (FY23) Budget Development Schedule

RECOMMENDED:

- 1) Discuss and take action as appropriate.

DISCUSSION:

Staff has commenced the budget development process to prepare the preliminary FY23 budget. For the past several years the Board has opted to conduct a Special Board Meeting to review the budget and this approach has worked very well. Staff recommends taking the same approach this year and offers the following potential dates for the Board's consideration.

- 1) Special Board Meeting to review the preliminary FY23 budget
 - a. Proposed Dates: Tuesday, May 3, 2022 (9:30 – 11:30 AM),
or Monday, May 9, 2022 (1:00 – 3:00 PM),
or Thursday, May 12, 2022 (9:00 – 11:00 AM)
- 2) Board of Directors meeting to review the final FY23 budget
 - a. Regular Board Meeting – Wednesday, June 8, 2022

Staff requests that the Board of Directors review the schedule and provide direction to staff regarding the budget development schedule.

reg: PJB

MEMORANDUM

DATE: March 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Board Performance Evaluation Survey**



RECOMMENDED:

Staff recommends that the Board of Directors:

1. Receive and File the Board Self Evaluation Survey Results.
2. Discuss and provide direction, as appropriate.

DISCUSSION:

At its December 2021 meeting, the Board of Directors approved the Board Self Evaluation Survey. The survey consisted of two forms: 1) an Individual Self Evaluation consisting of seven questions; and 2) a Full Board Evaluation consisting of eight questions.

The survey was sent to the Board in January and the results were received in early February. A summary of the results has been attached for your review. Please note that the summary includes the collective number of responses from all Board members in the respective categories. The summary also includes the comments received in the boxes below the survey questions. The summary draws no conclusions of what the results mean.

The purpose of this item is for the Board to review and discuss the survey results and, subsequently, to receive and file the report.

PJB

Attachments

Individual Self Evaluation Results

This form was used for each Board member to evaluate themselves personally

	Always	Most of the Time	Sometimes	Never
1 Do you read all Board materials and prepare before Board meetings?	4	1		
2 Do you engage with others and contribute to discussion frequently?	2	2	1	
3 Do you demonstrate the ability to think long term?	2	3		
4 Can you engage with others in discussing differences without conflict?	1	4		
5 Do all your comments and decisions reflect mission conformance?	2	3		
6 Do you vote against motions for personal reasons?				5
7 Do you trust management and do so without getting over-involved?	1	4		

Note: The numbers in each box reflect the total number of check marks of the Board in each category.

Additional Comments:

Comment 1: Great group of people on staff and the Board. Very proud to be a part of this organization

Comment 2: I definitely could use more experience in some of the committees where I have not participated as a member.

Full Board Evaluation Results

This form was used for each Board member to evaluate the Board as a whole


	Always	Most of the Time	Sometimes	Never
1 Does the Board show a disposition that promotes teamwork?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Is the full Board prepared to make critical decisions?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Do all Board members contribute in meaningful ways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 Can the Board resolve conflict without lingering affects?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5 Are Board decisions reflective of long term thought and value?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Does the Board communicate effectively among itself?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7 Do all Board decisions reflect a commitment to mission?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Do our decisions show trust in management?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: The numbers in each box reflect the total number of check marks of the Board in each category.

Additional Comments:

- Comment 1: I believe that with the pandemic, the Board has fewer chances to communicate with each other outside of formal meetings and therefore, the communication is not as strong as it could be.
- Comment 2: It seems lately that it is difficult to get people to second a motion.
- Comment 3: Sometimes individual Board members dominate the discussion.

MEMORANDUM

DATE: March 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Call for Nominations to the CSDA Board of Directors Seat B

RECOMMENDATION:

That the Board of Directors considers the following:

1. Discuss and take action as appropriate.

DISCUSSION:

Leucadia Wastewater District received notification that nominations are being solicited for Seat B on CSDA's Board of Directors. Any regular member of an Independent Special District is eligible to nominate one person, a board member or managerial employee, for the election. CSDA Board members serve three-year terms. The deadline for receipt of all nominations is March 31, 2022. The nomination form must include a Board resolution/minute action supporting the candidate.

All nominees will receive a Candidate's Letter in the mail. Electronic ballots will be mailed to the main contact at the District on June 2, 2022. All votes must be received through the system no later than 5:00 p.m. on July 8, 2022. The successful candidates will be notified no later than July 12, 2022 and he/she will be introduced at the Annual Conference in Palm Desert, CA in August.

Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached is CSDA's notification letter that includes a list of incumbents, the nomination form, and a candidate information sheet.

Don Bartz of Phelan Pinon Hills Community Services District is the current Southern Network Representative and he is running for re-election.

tb:PJB

Attachments

Tianne Baity

From: Paul Bushee
Sent: Wednesday, February 9, 2022 8:05 AM
To: Tianne Baity
Subject: FW: CSDA Board of Directors Call for Nominations Seat B

Paul J. Bushee

General Manager
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009
Ph: (760) 753-0155
Fax: (760) 753-3094
Email: pbushee@lwwd.org
Web: www.lwwd.org

From: Neil McCormick <neilm@csda.net>
Sent: Monday, January 31, 2022 11:30 AM
To: Paul Bushee <PBushee@lwwd.org>
Subject: CSDA Board of Directors Call for Nominations Seat B



California Special
Districts Association
Districts Stronger Together



**GET INVOLVED
IN CSDA**

CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS - SEAT B

Deadlines:

Northern, Sierra, Bay, Central & Southern Networks - March 31, 2022
Coastal Network - due to vacancy - April 11, 2022

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2023 - 2025 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network they seek to represent.

(CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. (CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the Spring, and the CSDA Annual Conference - held in the Fall. (CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected. (CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

Please review the CSDA Board **Policy 2.16 Board Commitments & Responsibilities**.

Nomination Procedures:

Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the Nomination Form. The deadline for receiving nominations for the Northern, Sierra, Bay Area, Central and Southern Networks is March 31, 2022. Due to the current vacancy in the Coastal Network, the deadline for receiving nominations for the Coastal Network is April 11, 2022. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814

Fax: 916.442.7889

E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 2, 2022. All votes must be received through the system no later than 5:00 p.m. July 8, 2022. The successful candidates will be notified no later than July 12, 2022. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2022.

Expiring Terms (See enclosed network map)

(*Incumbent is running for re-election)

Northern Network	Seat B	Kim Seney, Director, Gold Mountain Community Services District*
Sierra Network	Seat B	Jerry Gilmore, Director, Truckee Sanitary District*
Bay Network	Seat B	Ryan Clausnitzer, GM, Alameda County Mosquito Abatement District*
Central Network	Seat B	Lorenzo Rios, GM, Clovis Veterans Memorial District*
Coastal Network	Seat B	Vacant
Southern Network	Seat B	Don Bartz, GM, Phelan Pinon Hills Community Services District*

CSDA will be using a web-based online voting system, allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 2, 2022. All votes must be received through the system no later than 5:00 p.m. July 8, 2022.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail at amberp@csda.net by **March 31, 2022** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 2, 2022 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.





**California Special
Districts Association**
Districts Stronger Together

2022 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

March 31, 2022 at 5:00 p.m.



California Special
Districts Association
Districts Stronger Together

2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

Directors' Meetings

Presented by Directors Sullivan and Brown

Conference

CSDA Quarterly Meeting

Dates and Location

February 17, 2022 @ 6:00 p.m.

Via Zoom

List of Attendees

Vice President Sullivan

Director Brown

The above mentioned Board members heard a presentation from the Governor's office on "Priorities as it Relates to Special Districts".