



BOARD OF DIRECTORS REGULAR MEETING

Pursuant to the State of California Executive Order N-29-20, and in the interest of public health, the District is temporarily taking actions to mitigate the COVID-19 pandemic by holding Board Meetings by teleconference or videoconference. The general public may not attend this meeting at the District's office due to social distancing requirements.

To join this meeting via Zoom Teleconference please dial: 1 (669) 900-6833
Meeting ID: 879 6466 6084 **Passcode:** 502781

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, April 20, 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. 2367 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic (Pages 6-9)**

5. General Public Comment Period

6. Approval of Agenda

7. Presentation and Awards

A. Teacher Grant Recipients. (Verbal)

B. Achievement of Individual Award – Curney Russell. (Pages 10-11)

C. CWEA State Awards. (Page 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:

March 9, 2022 Regular Board Meeting (Pages 13-17)

April 5, 2022 Engineering Committee Meeting (Pages 18-20)

April 7, 2022 Community Affairs Committee Meeting (Pages 21-22)

9. Approval of Demands for March/April 2022

This item provides for Board of Directors approval of all demands paid from LWD during the month of March and a portion of April 2022. (Pages 23-33)

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 34-40)

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 41-48)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of March 2022. (Pages 49-50)

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

(Pages 51-56)

EWA REPORTS

14. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on March 23, 2022 via video conference – report by Director Omsted. (Page 57)

- B. An Encina Member Agency Manager's (MAM) Meeting was held on April 5, 2022 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Engineering Committee meeting was held on April 5, 2022 via videoconference – report by Director Brown. (Page 58)
- B. Community Affairs Committee meeting was held on April 7, 2022 via videoconference – report by Director Roesink. (Page 59)

ACTION ITEMS

- 16. Authorize the General Manager to execute a contract with Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services for Fiscal Year 2022 (FY22), FY23, and FY24 in an amount not to exceed \$84,150.00 (Pages 60-63)**

17. Award of District As-Needed Engineering Design Services

Authorize the General Manager to execute an as-needed Engineering Design Services contract with Waterworks Engineers, LLC. (Pages 64-65)

18. Revision of the Leucadia Wastewater District Standard Specifications and Procedures for Wastewater Facility Projects

Adopt Resolution No. 2368 revising the Leucadia Wastewater District Standard Specifications and Procedures for Wastewater Facility Projects (Pages 66-70)

19. Approve the Communication Plan Update (Pages 71-81)

20. Board of Directors Compensation Adjustment (Pages 82-83)

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

- A. 2022 CSDA Legislative Days is scheduled for May 17-18, 2022 in Sacramento, CA. (Verbal)

22. Directors' Meetings and Conference Reports

- A. 2022 CWEA Annual Conference was held April 11-14, 2022 in Sacramento, CA. (Page 84)

23. General Manager's Report

24. General Counsel's Report

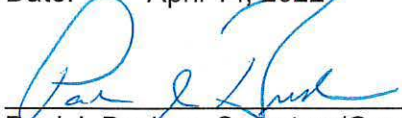
25. Board of Directors' Comments

26. 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: April 14, 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: April 14, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2367 – 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. 2367 – 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 through March 2022 meetings and staff is recommending the Board adopt Resolution No. 2367 in order to hold its April 20th meeting virtually.

PJB:dwb

Attachment

RESOLUTION NO. 2367

**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) May 20, 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 April 20, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:


Judy Hanson, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

MEMORANDUM

DATE: April 14, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Achievement of an Individual Award – Curney Russell

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

California Water Environment Association (CWEA) Collection System Maintenance Grade 3 Certification – Curney Russell

Field Services Technician III Curney Russell recently received his Grade 3 Collection System Maintenance certification from CWEA. Curney has been working for LWD since April 2016 and this is his fourth certification since his employment at the District. Curney has worked hard on his own time for this achievement while maintaining his fulltime position at LWD. This accomplishment reflects Curney's desire to excel through continued professional development. As a result of this certification, Curney is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Curney for his outstanding accomplishment.

tb:PJB

CWEA

TECHNICAL
CERTIFICATION
PROGRAM

Certificate of Competence

This is to certify

Curney Russell

Having submitted acceptable evidence of qualifications by education, training and experience, this individual is hereby granted this certification of competency in

COLLECTION SYSTEM MAINTENANCE GRADE 3

Certificate number: 1308233122

Expires: 2/28/2023



Arvind Akela, President
California Water Environment Association



Abigail Gomez, Chair
Technical Certification Program

MEMORANDUM

Ref: 22-7901

Date: April 14, 2022
To: Board of Directors
From: Paul J. Bushee, General Manager
Subject: **Presentations and Awards**



It is my pleasure to announce that the Leucadia Wastewater District (LWD) was honored to receive the following awards: 2021 CWEA State Collection System of the Year - 1st Place and 2021 CWEA State Collection System Person of the Year – 2nd Place. CWEA presented LWD the awards at the CWEA Annual Conference on Thursday, April 14th at the Sacramento Convention Center. A brief summary of the awards follow:

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

LWD was selected as California's top collection system in its size category. LWD's recent San Diego section award was a significant accomplishment; however, winning the state is an even bigger honor. This award is a tribute to staff's hard work not only for this past year, but previous years as well. This is the 5th time that LWD has received the Statewide Award since 2004.

The State Collection System of the Year Award meets an organizational objective of the LWD's Incentive Program; therefore, staff is eligible for a \$300 incentive award.

2021 Collection System Person of the Year Award

Mr. Curney Russell, a Field Service Technician III, received the CWEA San Diego Collection System Person of the Year Award. After winning at the local level, Curney continued his success with a second place finish for Collection System Person of the Year Award for the State of California.

Please join me in congratulating Curney and LWD as a whole for these outstanding accomplishments.

tb:PJB

Attachment

LEUCADIA WASTEWATER DISTRICTMinutes of a Regular Board Meeting
March 9, 2022

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

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Sullivan, Brown, Roesink, and Omsted
 DIRECTORS ABSENT: Hanson
 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, District Engineer Dexter Wilson, and Kay Vinson with National Demographics Corporation

3. Pledge of Allegiance

Vice President Sullivan led the pledge of allegiance.

4. Adopt Resolution No. 2366 - 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 Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2366 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

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

Following discussion, the Board reached consensus to hold the April Board Meeting virtually.

5. General Public Comment Period

None.

6. Approval of Agenda

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

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

7. Presentations and Awards

None.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

February 9, 2022 Regular Board Meeting
February 22, 2022 Investment and Finance Committee Meeting
February 28, 2022 Community Affairs Committee Meeting
March 1, 2022 Investment and Finance Committee Meeting

9. Approval of Demands for February/March 2022

Payroll Checks numbered 23167-220301-5; General Checking Checks numbered 56605-56721

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

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

12. Disclosure of Reimbursements

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on February 23, 2022.

Director Omsted reported on EWA's Board Meeting.

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

GM Bushee reported on EWA's MAM Meeting.

14. Committee Reports

A. Investment and Finance Committee (IFC) Meeting was held on February 22, 2022.

Director Brown reported that the IFC reviewed the Audit Services Proposals. Following review of the proposals, two firms were selected for interviews on March 1, 2022. Staff and the IFC plan to present the recommended contract to the Board at the April Board Meeting.

B. Community Affairs Committee (CAC) Meeting was held on February 28, 2022

Director Roesink reported that the CAC reviewed and commented on the draft text of the 2022 Spring newsletter.

The CAC directed staff to move forward with the final text and layout of the newsletter.

C. Investment and Finance Committee (IFC) Meeting was held on March 1, 2022

Director Brown reported that the IFC and staff conducted auditor interviews with the following two firms:

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

Staff and the IFC plan to present Rogers, Anderson, Malody & Scott, LLP as the recommended contract at the April 20th Board Meeting.

PUBLIC HEARING

15. Public Hearing to Consider Draft Redistrict Election Map – Option 2 for the Leucadia Wastewater District

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

Vice President Sullivan closed the public hearing.

ACTION ITEMS

16. Adopt Ordinance No. 144 – Reconfirming District Based Election Procedures and Adopting an Updated Redistricting Map

Director Brown stated he approved of the redistricting map and he thanked Ms. Vinson of National Demographics for her help in developing the map.

Following discussion and upon a motion duly made by Director Omsted, seconded by Director Brown, and carried, the Board of Directors adopted Ordinance No. 144 – Reconfirming District Based Election Procedures and Adopting an Updated Redistricting Map by the following vote:

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

17. Fiscal Year 2023 (FY23) Budget Development Schedule

DFA Green presented the item stating that staff is in the process of preparing the FY23 Budget. He provided the recommended dates for the Special Board Meeting to review the Preliminary FY23 Budget.

Following discussion, the Board of Directors agreed to schedule the Special Board Meeting for Monday, May 9, 2022 at 1:00 p.m.

18. Board Performance Evaluation Survey Results

GM Bushee reviewed the Board Performance Evaluation Survey Results.

Director Brown suggested that the survey also be completed by the Board next year. Vice President Sullivan agreed with Director Brown. GM Bushee stated that the survey would be reviewed again within the next year.

Following discussion, the Board of Directors reached consensus to receive and file the Board Performance Evaluation Survey Results.

19. Call for Nominations to the CSDA Board of Directors Seat B

EA Baity presented the item stating that CSDA is seeking nominations for its Board of Directors for Seat B. She stated the deadline for receipt of all nominations is March 31, 2022. She noted that the incumbent, Don Bartz of Phelan Pinon Hills Community Services District, is running for re-election and staff has no recommendation on this matter.

Following discussion, the Board chose not to submit a nomination.

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.

Director Brown stated that the local section mentioned promoting the CSDA Video Contest. ASSup Hill stated that LWD has already posted the CSDA Video Contest information on the District website.

Vice President Sullivan stated she enjoyed the meeting discussions and topic.

22. General Manager's Report

GM Bushee reported on the following:

- Update on Request for Proposals for Engineering Services;
- Pure Water Oceanside ribbing cutting event on March 22 at 10:30am; and
- Update on the CWEA State Awards

President Hanson entered the meeting at 5:45 p.m.

23. General Counsel's Report

None.

24. Board of Directors' Comments

None.

25. Adjournment

Vice President Sullivan adjourned the meeting at 5:51 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 April 5, 2022

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, April 5, 2022 at 9:30 a.m. via video conference.

1. Call to Order

Chairperson Roesink called the meeting to order at 9:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Roesink, Brown

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Director of Technical Services Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; District Engineer Dexter Wilson; Kathleen Heitt from Dexter Wilson Engineering Inc. (DWEI); and Michael Fisher and Tim Lewis from Waterworks Engineers, LLC

3. Public Comment

None.

4. New Business

A. Adopt Resolution No. 2368 revising Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects.

Kathleen Heitt from DWEI presented this item to the EC. She provided background on the District's Standard Specifications and Procedures for Wastewater Facility Projects (Standard Spec). Ms. Heitt explained that the 2021 update of Greenbook (Standard Specifications for Public Work Construction) and recommended updates to the Standard Notes and Standard Drawings were contributing factors to this update. She continued that additionally, maintaining up-to-date Design and Performance Provisions are a mandated element of the District's Sewer System Management Plan.

Ms. Heitt reviewed a list of the principle changes and updates to the Standard Spec which includes private pump station capacity, manhole lining, and Micro Enterprise Home Kitchen Operations (MEHKOs).

Chairperson Roesink asked about available manhole lining alternatives and what type of lining is the District currently using? Ms. Heitt answered that alternatives such as epoxy coating and High Density Poly Ethylene (HDPE) liners are available substitutes. Staff also mentioned that the District currently uses cured-in-place manhole liners (CIPML) and spray on ravine epoxy liners that have worked extremely well.

Director Brown asked about the requirement for MEHKOs. Ms. Heitt explained the permitting process through the County of San Diego. She also stated the intention of the District is to include the implementation of best management practices to reduce the impact to the District's and resident's sewer system by fats, oils and grease (FOG) that could be generated by MEHKOs.

Chairperson Roesink asked if the permit application to the County was voluntary or required. Staff answered that applying for a MEHKO permit was voluntary.

Director Brown stated that upon his review of the Standard Spec he was curious to know how many developments in the District's service area that were over 50 parcels and required a preliminary sewer study? Ms. Heitt and DE Wilson answered that recently there were two or three developments of that size that required the completion of a sewer study.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2368 revising the District's Standard Specs.

B. Authorize the General Manager to execute an as-needed Engineering Design Services contract with Waterworks Engineers, LLC.

DTS Morishita presented this item to the EC. He provided background on the need for and scope of the design engineering services. He continued that the core services are project design, bidding assistance and office engineering during construction. DTS Morishita stated that the Request for Proposals (RFP) was distributed in November 2021 and produced an inadequate response of two proposals. He continued that due to receiving only two proposals the RFP was reissued in January 2022. He stated that in February 2022, six proposals were received.

DTS Morishita said that the proposals were evaluated by a five person selection panel. He continued that as a result of the evaluation two firms were invited to attend an interview with the panel. He said that based on the interviews the panel selected Waterworks Engineers, LLC. DTS Morishita stated that the reference check substantiated the panel's choice.

Chairperson Roesink asked if Waterworks' Office was located in San Diego. Michael Fisher from Waterworks answered that they have several offices throughout California and Arizona. He continued that there are four people in their San Diego office and seven people in their Los Angeles office. Tim Lewis from Waterworks stated that he is in the San Diego office and that he will respond to any local requirements.

Director Brown asked DE Wilson what were Waterworks' strengths that resulted in their selection. DE Wilson stated that they were innovative, matched the District's size, have high technical expertise and are motivated to build clientele in San Diego. GM Bushee added that Waterworks strives to interact with field staff during project design and had innovative solutions in referenced projects that reduced capital costs.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the GM Bushee to execute an engineering services contract with Waterworks Engineers.

5. Information Items

A. Development Projects Summary

DTS Morishita presented this item to the EC for comments and questions. Chairperson Roesink and Director Brown both asked for additional information to be included within the summary. DE Wilson's staff will modify the project summary report accordingly.

B. Encinitas Estates Pump Station Replacement Project Update

DTS Morishita presented this item to the EC. He reviewed the project location, layout and design. He described in detail the installation of electrical conduit and wiring; installation of the Motor Control Center and Natural Gas Emergency Generator; construction of the pump station floor, side walk, curb and gutter; and installation of the sliding gate. DTS Morishita continued to explain the completion of the valve vault and wet well construction, including pump installation.

Chairperson Roesink asked if the wet well was locked to prevent intrusion and vandalism. Staff answered that the wet well hatch was locked.

Directors Roesink and Brown asked about operating noise pollution from the pump station. Staff answered that the Emergency Generator is critically silenced, a natural gas engine runs quieter than a diesel or gasoline engine and the pumps are submersed in water attenuating pump noise.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Roesink adjourned the meeting at approximately 10:54 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 April 7, 2022

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, April 7, 2022 at 10:30 a.m. via video conference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Roesink and Sullivan

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, 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 Layout.

ASSup Hill presented the item and introduced Mr. Bloom and Ms. Grootenhuis from RTP to provide an overview of the newsletter draft layout. Chairperson Roesink suggested that a future newsletter included proper disposal information for swimming pool plaster. Staff agreed. The CAC suggested other minor edits to the text. Staff and RTP stated that they would make the changes.

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

B. Review Communication Plan Update.

ASSup Hill presented the item and provided background information on the Communication Plan. She stated that RTP and staff made several updates to the plan to illustrate the effectiveness of improvements made to current outreach tools used to increase public awareness about the services provided by the District. In addition, the plan update validated several outreach tools that the District has used for many years. ASSup Hill then introduced Mr. Bloom to provide an overview on the Communication Plan.

Mr. Bloom provided an overview of the Communication Plan highlighting the following areas:

- Audience Demographics;
- Social Media Analysis;
- Videos; and
- Events and Giveaways

Following discussion, the CAC concurred with staff to forward the Communication Plan to the Board of Directors for approval.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

The CAC reviewed the Live Virtual Tour Teaser Video that was created by RTP. The CAC were very impressed with the video and thanked RTP for their work.

8. Adjournment

Chairperson Roesink adjourned the meeting at 11:39 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
 April 20, 2022

Disbursement Period March 4, 2022 Through April 14, 2022

GENERAL CHECKING

Operating	\$	222,276.56
Capital	\$	497,104.27
TOTAL GENERAL CHECKS	\$	719,380.83

VOIDED CHECKS

Check # 56810	Operating	Check dated 03/24/22	\$ (1,749.81)
Check # 56454	Operating	Check dated 01/06/22	\$ (1,290.00)
Check # 56856	Operating	Check dated 04/07/22	\$ -

PAYROLL CHECKS	\$	164,701.63
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TOTAL DEMANDS	\$	881,042.65
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS**

April 20, 2022

Disbursement Period March 4, 2022 Through April 14, 2022

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	3/9/2022	220309-1 to 220309-19	\$ 54,248.05
Final Payroll-M Brechbiel	3/10/2022	220310-1 to 220310-2	\$ 5,584.18
Biweekly Payroll Checks	3/23/2022	220323-1 to 220323-18	\$ 52,159.99
Final Payroll-C Giles	3/23/2022	220323-19	\$ 475.71
Board Payroll Checks	4/1/2022	220401-1 to 220401-5	\$ 1,357.10
Biweekly Payroll Checks	4/6/2022	220406-1 to 220406-17	\$ 50,876.60
TOTAL PAYROLL CHECKS			\$ 164,701.63

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 3/4/2022 Through 4/14/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56722	3/10/2022	AIRGAS USA LLC	1,352.05	Liquid Oxygen Contract 02/25/22
	3/10/2022	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
56723	3/10/2022	ALIGNMENT PLUS	493.37	Vehicle Service - Vehicle # 172
56724	3/10/2022	AZTEC LEASING, INC	530.88	Cople Lease - February 2022
56725	3/10/2022	Brightview Landscape Services Inc	900.00	Landscape Maintenance @ LWD Admin - March 2022
56726	3/10/2022	CITY OF CARLSBAD	225.92	Water for Vactor 1
	3/10/2022	CITY OF CARLSBAD	345.04	Water for Vactor 2
56727	3/10/2022	COLONIAL LIFE INS	169.72	Accident/Critical Illness Insurance 02/09/22 & 02/23/22
56728	3/10/2022	CS-ASSOCIATED MUNICIPAL SALES C...	3,755.66	6" PEC Plug Valve Dezurik
56729	3/10/2022	CWEA	101.00	CSM Grade 3 Certificate Renewal-G Mendez
56730	3/10/2022	ICMA RETIREMENT-303979	6,276.30	Deferred Comp for PPE 03/06/22
56731	3/10/2022	JWC ENVIRONMENTAL LLC	34,530.00	Rebuilt Muffin Monster (Repair & Service)
56732	3/10/2022	NATIONWIDE RETIREMENT SOLUTIONS	300.00	Deferred Comp 03/09/22
56733	3/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	367.27	Recycled Water @ Traveling
	3/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	101.73	Water @ Encinitas Estates PS
	3/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	336.96	Water @ Traveling
	3/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	309.72	Water @ Traveling 2
	3/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	54.63	Water @ VP7 PS
56734	3/10/2022	PACIFIC SAFETY CENTER	280.00	Safety Training Membership Renewal 05/01/22-04/30/23
56735	3/10/2022	PRUDENTIAL OVERALL SUPPLY	174.61	Weekly Uniform/Laundry Service 03/03/22
56736	3/10/2022	QUADIENT FINANCE USA, INC	200.00	Postage
56737	3/10/2022	RIGHT-OF-WAY ENGINEERING SERVI...	1,235.00	Engineering Services-La Costa Gravity Trunk Line Monitoring
56738	3/10/2022	RISING TIDE PARTNERS	4,933.50	Public Outreach Services - February 2022
56739	3/10/2022	ROCKWELL CONSTRUCTION SERVICE...	742.50	Electrical Const Mgmt-Encinitas PS Replace Proj-Feb 2022
56740	3/10/2022	SAN DIEGUITO WATER DISTRICT	169.37	Water @ BPS
56741	3/10/2022	SOUTHERN CONTRACTING COMPANY	1,532.00	Hook up New Vapex/Temp power existing Vapex-LPS
56742	3/10/2022	STAPLES	(4.21)	Credit for Invoice 3500460382
	3/10/2022	STAPLES	100.69	Office Supplies
56743	3/10/2022	SWRCB-DWOCF	80.00	Water Treatment Operator Cert-Grade T2-G Mendez
56744	3/10/2022	TERMINIX PROCESSING CENTER	82.00	Pest Control 02/09/22
56745	3/10/2022	THE HOME DEPOT CRC/GECF	102.76	adapters
	3/10/2022	THE HOME DEPOT CRC/GECF	38.66	adhesive caution tape
	3/10/2022	THE HOME DEPOT CRC/GECF	147.90	hose/sealant/CLR cleaner/spray bottle/water nozzle
	3/10/2022	THE HOME DEPOT CRC/GECF	154.41	primer/paint/straps/angle iron
	3/10/2022	THE HOME DEPOT CRC/GECF	100.49	trash bags/spray bottle/cleaners
56746	3/10/2022	THE HOWARD E. NYHART COMPANY, ...	6,200.00	OPEB Actuarial Valuation & GASB 75 Report for FYE 06/30/22
56747	3/10/2022	VERIZON WIRELESS	21.27	Telemetry for Cell Phones 01/24/22-02/23/22

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56748	3/10/2022	VOLT WORKFORCE SOLUTIONS	942.40	Temp Admin Specialist-Y Santos-PE 02/27/22
56749	3/10/2022	WORDEN WILLIAMS LLP	2,133.00	Legal Services - February 2022
56750	3/17/2022	ABILA INC	224.00	MIP Accounting Software Renewal 03/01/22-02/28/23
56751	3/17/2022	AMERICAN BUSINESS BANK	11,135.32	Rentention-Pacific Hydrotech Encinitas Estates PS #8654100
56752	3/17/2022	AT&T	189.56	Phone Service-BPS 02/10/22-03/09/22
56753	3/17/2022	CLIFTONLARSONALLEN LLP	2,240.00	Accounting Services - February 2022
56754	3/17/2022	CORODATA	80.46	File Storage - February 2022
56755	3/17/2022	CWEA	101.00	CSM Grade 3 Certificate Renewal-R Easton
56756	3/17/2022	DATA NET SOLUTIONS GROUP	(3,875.00)	Managed Service Monthly Service-Credit
	3/17/2022	DATA NET SOLUTIONS GROUP	1,077.40	Managed Service Monthly Service-Feb 2022
	3/17/2022	DATA NET SOLUTIONS GROUP	1,139.90	Managed Service Monthly Service-Jan 2022
	3/17/2022	DATA NET SOLUTIONS GROUP	3,557.15	Monthly IT Support Services-Feb 2022
56757	3/17/2022	ENCINITAS FORD	138.86	Vehicle Service - Vehicle # 172
56758	3/17/2022	EWING IRRIGATION PRODUCTS	32.39	Pesticide
56759	3/17/2022	FEDERAL EXPRESS CORPORATION	26.93	Shipping 02/28/22
56760	3/17/2022	HACH COMPANY	242.37	Sensor Cap Replacement
56761	3/17/2022	JOHN W. SMITH dba: NORTH COUNT...	195.00	Backflow Preventers Testing (3)
56762	3/17/2022	MALLORY SAFETY AND SUPPLY	200.96	Safety Supplies - Jacket & Pants
56763	3/17/2022	Pacific Hydrotech Corporation	47,187.45	Encinitas Estates Replacement Project-Feb 2022
	3/17/2022	Pacific Hydrotech Corporation	164,383.57	Encinitas Estates Replacement Project-Jan 2022
56764	3/17/2022	PACIFIC PIPELINE SUPPLY	1,948.44	Steel Reducing Flange
56765	3/17/2022	PRUDENTIAL OVERALL SUPPLY	107.33	Weekly Uniform/Laundry Service 01/20/22
	3/17/2022	PRUDENTIAL OVERALL SUPPLY	123.20	Weekly Uniform/Laundry Service 03/10/22
56766	3/17/2022	SOUTHERN CONTRACTING COMPANY	700.38	MCC Breaker Handle - Saxony PS
56767	3/17/2022	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 03/14/22-04/13/22
56768	3/17/2022	STAPLES	138.25	Office Supplies
56769	3/17/2022	UPS	41.11	Shipping 02/28/22
56770	3/17/2022	VOLT WORKFORCE SOLUTIONS	942.40	Temp Admin Specialist-Y Santos-PE 03/06/22
56771	3/17/2022	VORTEX INDUSTRIES, LLC	1,012.69	Weatherproof Door - LPS
56772	3/17/2022	WEST COAST SAFETY SUPPLY INC	462.10	5-Port Gas Regulator Manifold
56773	3/21/2022	CONRAD GILES	276.03	Safety Boots - FY2022 - C Giles
56774	3/24/2022	AIRGAS USA LLC	1,613.31	Liquid Oxygen Contract 03/10/22
56775	3/24/2022	ALPHAGRAPHICS	175.18	Tab Sets for Annual Budget
56776	3/24/2022	AYALA ENGINEERING	16,650.00	Various Manhole Repairs & Rehabs
56777	3/24/2022	BARRETT ENGINEERED PUMP	1,309.16	Batiquitos PS MSK60M2-20
56778	3/24/2022	BRADFORD SIGNS	356.00	Interior Office Signs (2)
56779	3/24/2022	BURTECH PIPELINE, INC	46,192.56	FY2020 Gravity Sewer Repair Project-August 2021
56780	3/24/2022	CONCENTRA	145.00	FST Vaccinations - J Montoya
56781	3/24/2022	CONFIDENCE CONSULTING	1,200.00	SureHire Assessments-Administrative Specialist Position

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56782	3/24/2022	CRANWORKS SOUTHWEST, INC	31,026.61	Stella Telescopic Crane / Labor
56783	3/24/2022	CURNEY RUSSELL	210.00	Reimbursement-Collections Systems Grade 3 Test/Member Fee
56784	3/24/2022	DETECTION INSTRUMENTS CORP	3,410.20	Acrulog H2S Short Deployment Gas Monitors (2)
56785	3/24/2022	DEXTER WILSON ENGINEERING	400.00	Development Services-0929 Cascada Verde
	3/24/2022	DEXTER WILSON ENGINEERING	278.00	Development Services-1096 Shirber Annexation-858 Hymettus
	3/24/2022	DEXTER WILSON ENGINEERING	5,829.50	Development Services-1109 Lagasse Annexation-395 Sunset
	3/24/2022	DEXTER WILSON ENGINEERING	158.54	Development Services-1132 Jay Birds 1935 Calle Barcelona 172
	3/24/2022	DEXTER WILSON ENGINEERING	392.00	Development Services-1134 579 La Costa Ave
	3/24/2022	DEXTER WILSON ENGINEERING	228.00	Development Services-1135 Woodside Dev-La Costa Ave
	3/24/2022	DEXTER WILSON ENGINEERING	328.00	Development Services-1140 831 Neptune Ave ADU
	3/24/2022	DEXTER WILSON ENGINEERING	57.00	Development Services-1144 1660 Burgundy Rd
	3/24/2022	DEXTER WILSON ENGINEERING	57.00	Development Services-1145 128 W Glaucus St
	3/24/2022	DEXTER WILSON ENGINEERING	285.00	Development Services-1146 La Coruna Pl APN 216-160-23
	3/24/2022	DEXTER WILSON ENGINEERING	228.00	Development Services-1147 Medocino Farms 268 N El CaminoReal
	3/24/2022	DEXTER WILSON ENGINEERING	11,496.00	General Engineering 103-500 February 2022
56786	3/24/2022	FEDERAL EXPRESS CORPORATION	33.06	Shipping 03/09/22
56787	3/24/2022	ICMA RETIREMENT-303979	6,254.23	Deferred Comp for PPE 03/20/22
56788	3/24/2022	IWATER, INC	600.00	infraMAP Cloud Upgrade
56789	3/24/2022	LENNART ANDERSSON	3,000.00	Lateral Reimbursement: 2057 Playa Rd, Carlsbad
56790	3/24/2022	NAPA AUTO	28.52	Grey Water Odor Control / Reflector
56791	3/24/2022	NATIONWIDE RETIREMENT SOLUTIONS	300.00	Deferred Comp
56792	3/24/2022	NORTH COUNTY TRANSIT DISTRICT	1,934.55	NCTD License Fee - 233.10-0218-SEW-LWD 07/01/22-01/31/23
56793	3/24/2022	NU-LINE TECHNOLOGIES, INC	17,764.38	Retention Payment: FY2021 Cured-In-Place Pipe Lining Project
56794	3/24/2022	O'REILLY AUTO PARTS	95.16	Car Wash/Blue Def/WD40
56795	3/24/2022	OLIVENHAIN MUNICIPAL WATER DIST	539.00	Woodard & Curran NSDCRRWP 2020 Grant Admin Costs
56796	3/24/2022	OLIVENHAIN MUNICIPAL WATER DIS...	49.96	Water @ VP5 PS
56797	3/24/2022	PLUMBERS DEPOT, INC	731.59	CCTV Van Misc Repairs / Maintenance
56798	3/24/2022	PRUDENTIAL OVERALL SUPPLY	111.81	Weekly Uniform/Laundry Service 03/17/22
56799	3/24/2022	RGB RICE GENERAL BUILDING	1,274.77	Repairs on building leaks balance due
56800	3/24/2022	SAN DIEGO GAS & ELECTRIC	745.02	Electric @ E Estates PS
	3/24/2022	SAN DIEGO GAS & ELECTRIC	1,288.07	Electric @ La Costa PS
	3/24/2022	SAN DIEGO GAS & ELECTRIC	145.88	Electric @ RV PS

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
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	3/24/2022	SAN DIEGO GAS & ELECTRIC	738.97	Electric @ Saxony PS
	3/24/2022	SAN DIEGO GAS & ELECTRIC	160.79	Electric @ VP7 PS
	3/24/2022	SAN DIEGO GAS & ELECTRIC	423.32	Gas @ Admin
56801	3/24/2022	SAN DIEGO UNION TRIBUNE	160.00	Newspaper Subscription through 06/09/22
56802	3/24/2022	SAN DIEGUITO TROPHY	15.09	Nameplates - R Green & R Morishita
56803	3/24/2022	SAN DIEGUITO WATER DISTRICT	397.20	Water @ Tanker 2
56804	3/24/2022	SOUTHERN CONTRACTING COMPANY	1,380.00	Replace Grinder with Wetwell - LPS
56805	3/24/2022	STAPLES	57.46	Office Supplies
56806	3/24/2022	TERMINIX PROCESSING CENTER	60.00	Pest Control 03/07/22
56807	3/24/2022	UNIFIRST FIRST AID CORP	99.86	First Aid Supplies
56808	3/24/2022	VERIZON WIRELESS	937.42	Cell Phones 02/08/22-03/07/22
56809	3/24/2022	VOLT WORKFORCE SOLUTIONS	1,178.00	Temp Admin Specialist-Y Santos-PE 03/13/22
	3/24/2022	VOLT WORKFORCE SOLUTIONS	1,156.80	Temp Admin Specialist-Y Santos-PE 03/20/22
56810	3/24/2022	PETER SCOTT	1,749.81	Vehicle Damage Claim on 03/17/22
56811	3/31/2022	AIRGAS USA LLC	1,885.23	Liquid Oxygen Contract 03/22/22
56812	3/31/2022	CITY OF CARLSBAD	426.88	Water @ 1900 La Costa Ave
	3/31/2022	CITY OF CARLSBAD	153.40	Water @ 1960 La Costa Ave
	3/31/2022	CITY OF CARLSBAD	32.14	Water @ Fire Line
56813	3/31/2022	CWEA	192.00	CWEA Membership Renewal FY2022-C Russell
56814	3/31/2022	EWING IRRIGATION PRODUCTS	18.02	Ball Valves / PVC Nipples
56815	3/31/2022	HAAKER EQUIPMENT CO	5,612.98	Repairs / Maintenance for Trucks
	3/31/2022	HAAKER EQUIPMENT CO	76.55	Repairs / Maintenance for Vactors
56816	3/31/2022	INFRASTRUCTURE ENGINEERING CORP	125.00	Encinitas Estates PS Replace Project-February 2022
	3/31/2022	INFRASTRUCTURE ENGINEERING CORP	2,342.76	FY2022 Gravity Swere Repair Project-February 2022
	3/31/2022	INFRASTRUCTURE ENGINEERING CORP	1,830.00	LPS Rehab Project-February 2022
	3/31/2022	INFRASTRUCTURE ENGINEERING CORP	3,435.00	VP7 PS Replace Project-February 2022
56817	3/31/2022	MALLORY SAFETY AND SUPPLY	449.04	Safety Supplies / Staff PPE - Disposable Gloves
56818	3/31/2022	MAVTECK	12,625.00	Construction Management - E Estates PS Project - Feb 2022
56819	3/31/2022	NORLAB, INC	254.00	Liquid Powder Tracing Dye
56820	3/31/2022	PACIFIC PIPELINE SUPPLY	685.32	Piep Steel Bare Flg x Groove 12" x 12"
56821	3/31/2022	PLUMBERS DEPOT, INC	1,121.95	CCTV Van Misc Repairs / Maintenance
56822	3/31/2022	READY LINE FLEET SERVICE INC	125.00	Headlight Repair - Vehicle # 125
56823	3/31/2022	SAN DIEGO GAS & ELECTRIC	3,508.25	Electric @ Admin
	3/31/2022	SAN DIEGO GAS & ELECTRIC	114.70	Electric @ Avocado PS
	3/31/2022	SAN DIEGO GAS & ELECTRIC	1,204.69	Electric @ AWT
	3/31/2022	SAN DIEGO GAS & ELECTRIC	15,559.85	Electric @ BPS
	3/31/2022	SAN DIEGO GAS & ELECTRIC	435.67	Electric @ Diana PS
	3/31/2022	SAN DIEGO GAS & ELECTRIC	8,711.33	Electric @ LPS
	3/31/2022	SAN DIEGO GAS & ELECTRIC	334.39	Electric @ VP5 PS
56824	3/31/2022	SMITHERS MSE INC	356.00	LPS Spent Carbon Sample F50141JE-02IIK
56825	3/31/2022	TIANNE BAITY	577.28	Reimbursement: Notary Course/Exam for Renewal

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56826	3/31/2022	U.S. BANK	2,977.25	Cal Card Purchases - Statement 03/22/22
56827	3/31/2022	PETER SCOTT	1,821.55	Vehicle Damage Claim on 03/17/22
56828	4/7/2022	ADS LLC	4,655.00	Flow Metering / Data Analysis - Feb 2022
	4/7/2022	ADS LLC	4,655.00	Flow Metering / Data Analysis - March 2022
	4/7/2022	ADS LLC	1,340.00	Meter Maintenance / Data Delivery ECHO - Feb 2022
	4/7/2022	ADS LLC	1,340.00	Meter Maintenance / Data Delivery ECHO - March 2022
56829	4/7/2022	ADT/PROTECTION 1	165.00	Security Services 04/17/22-05/16/22
56830	4/7/2022	AT&T	324.83	Phone Service-Elevator 02/25/22-03/24/22
56831	4/7/2022	AZTEC LEASING, INC	530.88	Copier Lease - March 2022
56832	4/7/2022	BABBITT INTERNATIONAL	1,290.00	Level Switch for Leucadia PS Surge Tank & Receiver Card
56833	4/7/2022	BAJA POOL AND SPA SERVICE	150.00	Weekly Fountain Maintenance - April 2022
56834	4/7/2022	C & B Air Power	729.55	R/O A1552994 Compressor Services (2)
56835	4/7/2022	CITY OF CARLSBAD	212.84	Water for Vactor 1
	4/7/2022	CITY OF CARLSBAD	301.44	Water for Vactor 2
56836	4/7/2022	COLONIAL LIFE INS	169.72	Accident/Critical Illness Insurance 03/09/22 & 03/23/22
56837	4/7/2022	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 03/22/22-04/21/22
	4/7/2022	COX COMMUNICATIONS SAN DIEGO	523.55	Phone Service 03/18/22-04/17/22
56838	4/7/2022	DKF SOLUTIONS GROUP, LLC	300.00	MSO Subscription - April 2022
56839	4/7/2022	FEDERAL EXPRESS CORPORATION	29.67	Shipping 03/11/22
56840	4/7/2022	HAAKER EQUIPMENT CO	1,251.83	Repairs / Maintenance for Trucks
56841	4/7/2022	HACH COMPANY	8,224.00	HACH Service Contract 03/30/22-03/29/23
56842	4/7/2022	HARTFORD LIFE & ACCIDENT INS.	459.08	Life Insurance - April 2022
56843	4/7/2022	HUMANA DENTAL INS.	3,391.00	Dental Insurance - April 2022
56844	4/7/2022	MAVTECK	6,250.00	Construction Management-E Estates PS Project-March 2022
56845	4/7/2022	MES VISION	410.41	Vision Insurance - April 2022
56846	4/7/2022	MITSUBISHI ELECTRIC US, INC	354.78	Elevator Maintenance - April 2022
56847	4/7/2022	MSC JANITORIAL SERVICE, INC	2,536.66	Janitorial Services & Qtrly Floor Service-Feb 2022
	4/7/2022	MSC JANITORIAL SERVICE, INC	2,206.66	Janitorial Services-March 2022
56848	4/7/2022	MUTUAL OF OMAHA	1,334.79	Disability Insurance - April 2022
56849	4/7/2022	NAPA AUTO	129.10	Fuel Filters / Penetrant
	4/7/2022	NAPA AUTO	9.69	Penetrant
56850	4/7/2022	NATIONWIDE RETIREMENT SOLUTIONS	300.00	Deferred Comp
56851	4/7/2022	OLIVENHAIN MUNICIPAL WATER DIS...	68.13	Recycled Water @ Traveling
	4/7/2022	OLIVENHAIN MUNICIPAL WATER DIS...	55.50	Water @ Encinitas Estates PS
	4/7/2022	OLIVENHAIN MUNICIPAL WATER DIS...	299.88	Water @ Traveling
	4/7/2022	OLIVENHAIN MUNICIPAL WATER DIS...	299.88	Water @ Traveling 2
	4/7/2022	OLIVENHAIN MUNICIPAL WATER DIS...	55.50	Water @ VP7 PS
56852	4/7/2022	PRUDENTIAL OVERALL SUPPLY	142.23	Weekly Uniform/Laundry Service 03/24/22

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	4/7/2022	PRUDENTIAL OVERALL SUPPLY	151.73	Weekly Uniform/Laundry Service 03/31/22
56853	4/7/2022	Quench USA Inc	136.85	Drinking Water Service 03/19/22-04/18/22
56854	4/7/2022	RISING TIDE PARTNERS	825.00	Public Outreach Services 03/01/22-03/08/22
	4/7/2022	RISING TIDE PARTNERS	4,232.25	Public Outreach Services 03/09/22-03/31/22
56855	4/7/2022	ROCKWELL CONSTRUCTION SERVICE...	945.00	Electrical Const Mgmt-Encinitas PS Replace Proj-March 2022
56857	4/7/2022	STAPLES	(54.94)	Credit on Invoice # 3502891936
	4/7/2022	STAPLES	(39.79)	Credit on Invoice # 3502891941
	4/7/2022	STAPLES	868.96	Office Supplies
56858	4/7/2022	Professional Exchange Service Corpora...	90.00	Phone Answering Service - March 2022
56859	4/7/2022	THE HOME DEPOT CRC/GEFC	214.42	Grease Gun
	4/7/2022	THE HOME DEPOT CRC/GEFC	1,408.32	Washer/Dryer
	4/7/2022	THE HOME DEPOT CRC/GEFC	67.75	Weed & Grass Spray / Degreaser
56860	4/7/2022	UNDERGROUND SERVICE ALERTS/C	179.95	Monthly Underground Alarm Services
	4/7/2022	UNDERGROUND SERVICE ALERTS/C	67.76	Monthly Underground State Fee
56861	4/7/2022	VERIZON WIRELESS	21.27	Telemetry for Cell Phones 02/24/22-03/23/22
56862	4/7/2022	VOLT WORKFORCE SOLUTIONS	1,047.83	Temp Admin Specialist-Y Santos-PE 03/27/22
56863	4/7/2022	WASTE MANAGEMENT	225.29	Trash Service - March 2022
56864	4/14/2022	AA BEEKEEPER	225.00	In-ground Wasp Nest Removal
56865	4/14/2022	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
56866	4/14/2022	AMERICAN BUSINESS BANK	4,525.29	Retention-Pacific Hydrotech Encinitas Estates PS # 8654100
56867	4/14/2022	Brightview Landscape Services Inc	319.00	Landscape Maintenance @ Encinitas Creek-April 2022
	4/14/2022	Brightview Landscape Services Inc	900.00	Landscape Maintenance @ LWD Admin-April 2022
56868	4/14/2022	CORODATA	83.15	File Storage - March 2022
56869	4/14/2022	DATA NET SOLUTIONS GROUP	1,372.70	Managed Service Monthly Services - March 2022
	4/14/2022	DATA NET SOLUTIONS GROUP	2,994.10	Monthly IT Services - March 2022
56870	4/14/2022	DOWNSTREAM SERVICES, INC.	75.00	Stormwater Maintenance
56871	4/14/2022	ENCINA WASTEWATER AUTHORITY	1,485.25	AWT Lab Reports (Jan 2022-March 2022)
56872	4/14/2022	ICMA RETIREMENT-303979	6,059.49	Deferred Comp for PPE 04/03/22
56873	4/14/2022	LIQUID CANVAS INC	2,145.00	Awnings @ LPS & BPS 50% Prepayment
56874	4/14/2022	Pacific Hydrotech Corporation	85,980.48	Encinitas Estates Replacement Project-March 2022
56875	4/14/2022	PACIFIC RIM MECHANICAL	308.50	Quarterly HVAC Services-AWT
	4/14/2022	PACIFIC RIM MECHANICAL	629.00	Quarterly HVAC Services-BPS
	4/14/2022	PACIFIC RIM MECHANICAL	171.00	Quarterly HVAC Services-EEPS
	4/14/2022	PACIFIC RIM MECHANICAL	626.50	Quarterly HVAC Services-LPS
	4/14/2022	PACIFIC RIM MECHANICAL	2,467.25	Quarterly HVAC Services-LWD Admin Building
56876	4/14/2022	PLANT PEOPLE, INC	168.00	Office Plant Maintenance - April 2022
56877	4/14/2022	PRUDENTIAL OVERALL SUPPLY	112.12	Weekly Uniform/Laundry Service 04/07/22

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 3/4/2022 Through 4/14/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
56878	4/14/2022	RFYEAGER ENGINEERING, INC	6,790.00	Cathodic Protection Assessment 2022
56879	4/14/2022	SCAP	538.00	Collection Systems Membership Renewal FY 2023
56880	4/14/2022	TERMINIX PROCESSING CENTER	82.00	Pest Control 03/07/22
56881	4/14/2022	TIM BESTAMENTE	218.58	Admin Building Faucet Repair
56882	4/14/2022	SAN DIEGO UNION TRIBUNE	1,629.31	Advertising: Online Public Notice/Signed Ordinance & Map
56883	4/14/2022	CONCENTRA	255.00	New Hire Physical - N Garcia
56884	4/14/2022	V&A CONSULTING ENGINEERS	2,000.00	Quarterly SM Creek Flow Measurements
56885	4/14/2022	VOLT WORKFORCE SOLUTIONS	1,178.00	Temp Admin Specialist-Y Santos-PE 04/03/22
56886	4/14/2022	WORDEN WILLIAMS LLP	<u>2,376.00</u>	Legal Services - March 2022
Report Total			<u>719,380.83</u>	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 3/4/2022 Through 4/14/2022

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	3/22/2022	56826	640.00	4330	BOARD CONFERENCES	CWEA Conference-Registration-J Hanson
U.S. BANK	API	3/22/2022	56826	50.00	4810	MEMBERSHIP & DUES	CSDA Renewals-CSDM for P Bushee
U.S. BANK	API	3/22/2022	56826	180.00	4930	SUBSCRIPTIONS	Conference Calling Subscription
U.S. BANK	API	3/22/2022	56826	20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	3/22/2022	56826	9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud Storage
U.S. BANK	API	3/22/2022	56826	35.55	4950	Computer Software/Srvc/Support/Hardware	Miscellaneous Computer Equipment
U.S. BANK	API	3/22/2022	56826	40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom Cloud
U.S. BANK	API	3/22/2022	56826	10.76	5040	Safety Supplies & Services	Ethernet Cables
U.S. BANK	API	3/22/2022	56826	42.06	5310	ADVERTISING	Recruitment Advertisement
U.S. BANK	API	3/22/2022	56826	213.00	5530	BUILDINGS & GROUNDS	Battery / Light Bulb Recycling
U.S. BANK	API	3/22/2022	56826	257.96	5710	TRAINING, EDUCATION & CONFERNC	CWEA Conference-Flight-J Stecker
U.S. BANK	API	3/22/2022	56826	695.00	5710	TRAINING, EDUCATION & CONFERNC	CWEA Conference-Registration-J Stecker
U.S. BANK	API	3/22/2022	56826	411.10	5710	TRAINING, EDUCATION & CONFERNC	Training Books - Field Services
U.S. BANK	API	3/22/2022	56826	62.69	5735	EMPLOYEE RECOGNITION	Engineering Interviews Lunch
U.S. BANK	API	3/22/2022	56826	154.14	5740	MEETING SUPPLIES	Meeting Supplies
U.S. BANK	API	3/22/2022	56826	125.00	5910	TELEPHONE	WebHosting
U.S. BANK	API	3/22/2022	56826	30.00	5910	TELEPHONE	Wifi

Transaction Total 2,977.25

Report
Opening/Current
Balance

Report Transaction
Totals

2,977.25

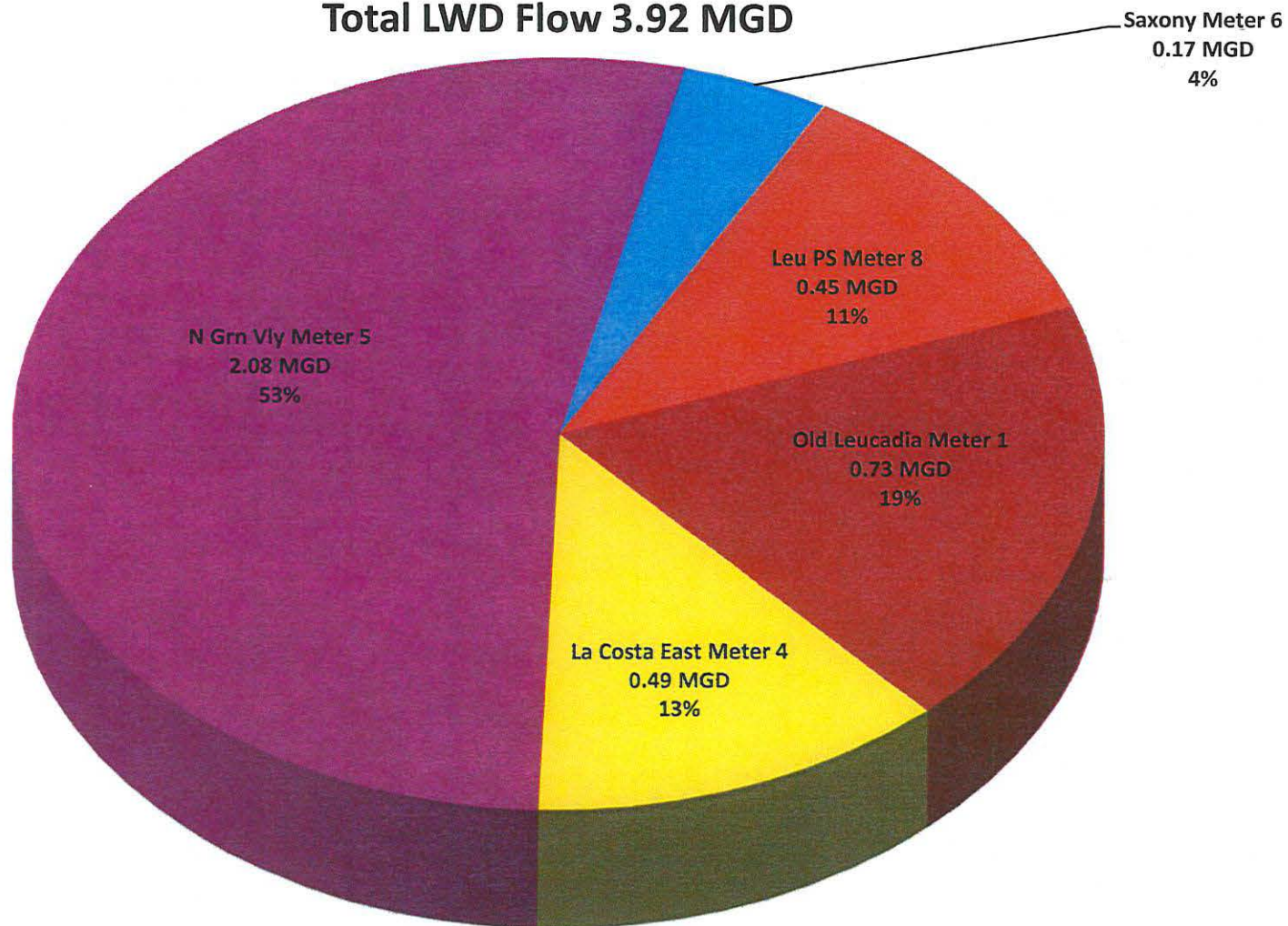
Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 3/4/2022 Through 4/14/2022

<u>Vendor Name</u>	<u>Tra... Sou...</u>	<u>Effective Date</u>	<u>Check/Voucher Number</u>	<u>Expenses</u>	<u>GL Code</u>	<u>GL Title</u>	<u>Transaction Description</u>
Report Current Balances				<u> </u>			

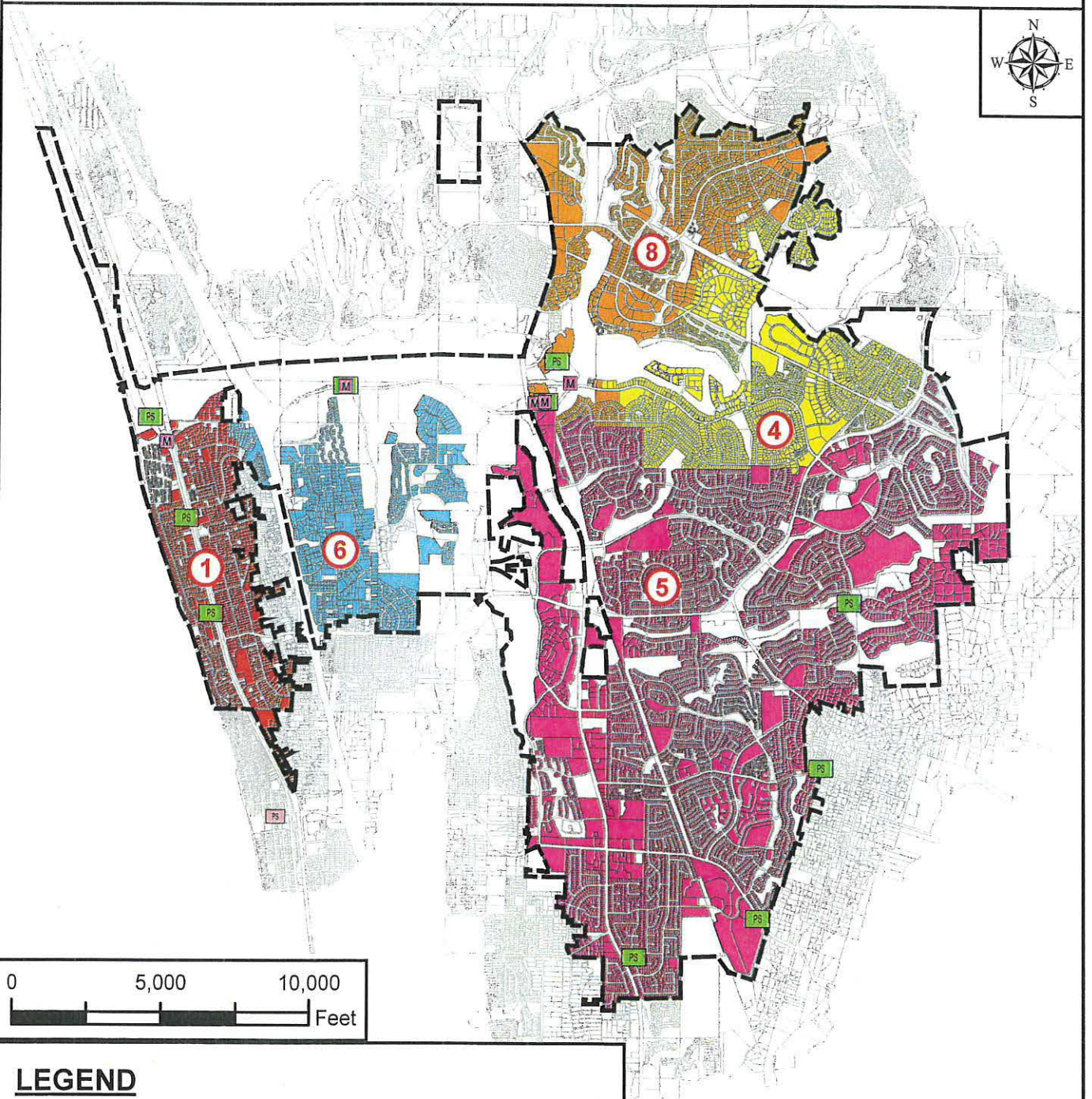
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2022 (July 2021 - June 2022)**

CURRENT MONTH - March 2022							FY 2021 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,774.34	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
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	1.66	115.32	2.50	3.72	129.29	10.91	3.89
YTD			28,772.64				
APRIL							3.90
YTD							
MAY							3.90
YTD							
JUNE							3.85
YTD							
YTD Totals	7.34	1029.48	37.70			187.82	
Mo Average	0.82	114.39	4.19	3.76	130.57	20.87	3.83

**LWD Flows by Sub-Basin
March 2022
Total LWD Flow 3.92 MGD**












LEUCADIA WASTEWATER DISTRICT



LEGEND

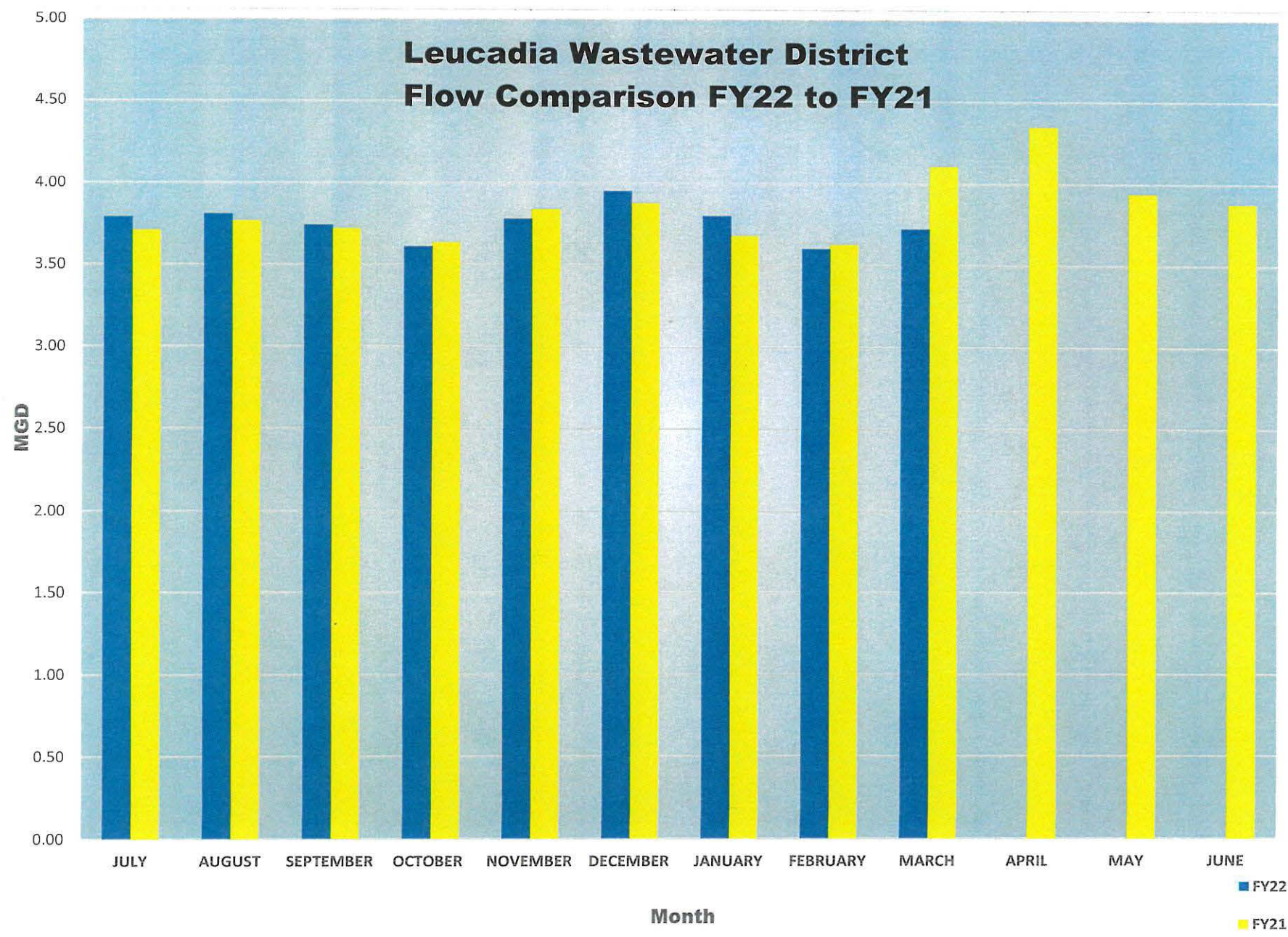
Parcels by Basin

- | | |
|--|---|
|  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 | |

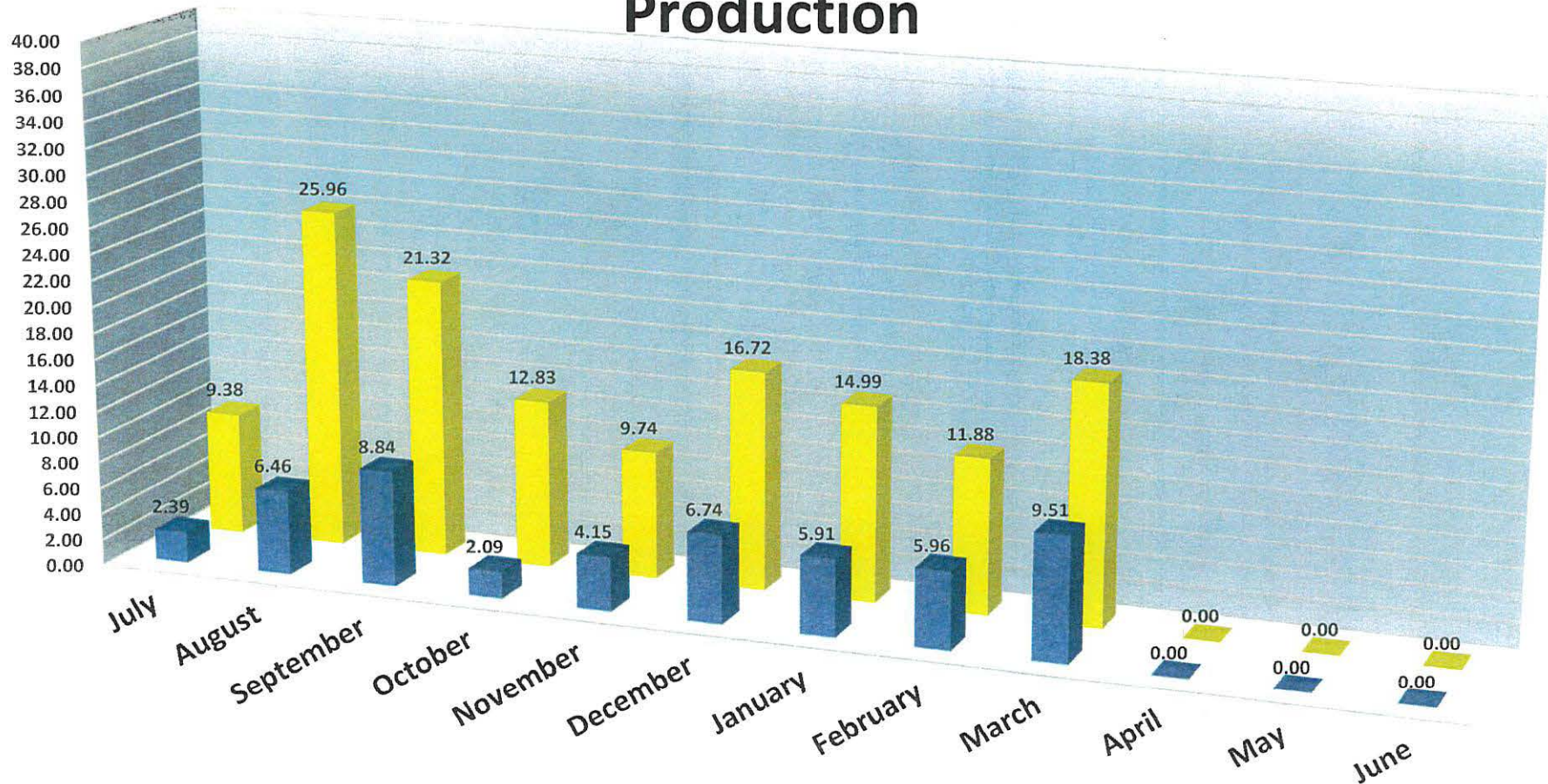


DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

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 52 Miles)

■ Hydro Cleaning (YTD 141.2 Miles)

Operations and Administration Training Report

March 2022

Training & Safety Events for the month March 2022

Hours

Description	Ops	Admin	Total
Anti Harassment Training (SB1343)	2.0	0.0	2.0
Bloodborne Pathogens	3.0	3.0	6.0
CCTV Inspections, Traffic Control, Air Movement and Hydraulics for Nozzles	16.0	0.0	16.0
COVID-19 Exposure Control & Disease Preparedness	0.0	1.0	1.0
Emergency Action Plan	0.0	1.0	1.0
Fire Extinguisher Training	3.0	4.5	7.5
Fire Prevention Plan Training	0.0	1.0	1.0
Five things you need to know to fight fraud in your organization	0.0	1.0	1.0
Lockout / Tagout	1.0	0.0	1.0
New Employee Orientation	1.0	1.0	2.0
Storm Water Pollutions Prevention	1.0	0.0	1.0
Total Training Hours	27.0	12.5	39.5

Conferences/Webinars/Seminars

Attendees

Description	Ops	Admin	Total
CSDA - Module 2 Setting Direction	0	6	6
CSRMA/LCW-Managing & Understanding Employees Rights (Labor leaves)	0	4	4
Total Attended Conferences	0	10	10

Notes:

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



LEADERS IN
ENVIRONMENTAL
PROTECTION

Operations and Administration Training Report Summary for Fiscal Year 2022

Training		Hours	
Month	Ops	Admin	Total
Jul-21	35.50	7.00	42.50
Aug-21	14.00	12.00	26.00
Sep-21	91.50	5.00	96.50
Oct-21	30.00	7.50	37.50
Nov-21	10.00	5.00	15.00
Dec-21	1.00	8.00	9.00
Jan-22	14.75	8.00	22.75
Feb-22	15.00	10.00	25.00
Mar-22	27.00	12.50	39.50
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		238.75	75.00
			313.75

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-21	0.00	0.00	0.00
Aug-21	4.00	5.00	9.00
Sep-21	0.00	0.00	0.00
Oct-21	2.00	0.00	2.00
Nov-21	0.00	0.00	0.00
Dec-21	0.00	0.00	0.00
Jan-22	0.00	0.00	0.00
Feb-22	1.00	2.00	3.00
Mar-22	0.00	10.00	10.00
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	17.00
			24.00

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 3/31/2022

	Amount
Assets	
Cash & Investments	26,975,615.83
Accounts Receivables	149,714.52
Net OPEB Asset	73,376.00
Prepaid Expense	318,418.99
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>149,514,643.50</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>150,946,146.50</u></u>
Liabilities	
Accounts Payable & Accrued Expenses	2,051,468.88
Developer Deposits	112,270.09
Net Pension Liability	4,523,924.00
Total Liabilities	<u>6,687,662.97</u>
Deferred Inflows	
PERS Pension Deferred Inflows	181,483.00
OPEB Health Deferred Inflows	6,794.00
Total Deferred Inflows	<u>188,277.00</u>
Net Position	
Beginning Net Position (as of June 30, 2021)	
Investment in Capital Assets	119,956,318.25
Reserves	26,711,648.62
Total Beginning Net Position (as of June 30, 2021)	<u>146,667,966.87</u>
Current Change In Net Position	
Other	<u>(2,597,760.34)</u>
Total Current Change In Net Position	<u>(2,597,760.34)</u>
Total Net Position	<u>144,070,206.53</u>
Total Liabilities, Deferred Inflows & Net Position	<u><u>150,930,871.61</u></u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2021 Through 3/31/2022

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

OPERATING REVENUES

3110 Sewer Service Fees	\$ 7,086,618.68	\$10,879,991.00	\$ 3,793,372.32	65.1%
3150 Recycled Water Sales	264,373.81	350,000.00	85,626.19	75.5%
3100 Misc. Operating Revenue	89,847.60	180,599.00	90,751.40	49.7%
TOTAL OPERATING REVENUES	\$ 7,440,840.09	\$11,410,590.00	\$ 3,969,749.91	65.2%

OPERATING EXPENSES

4100 Salaries	\$ 1,468,107.77	\$ 2,063,646.00	\$ 595,538.23	71.1%
4200 Employee Benefits	1,094,046.72	1,561,018.00	466,971.28	70.1%
4300 Directors Expense	48,842.79	129,100.00	80,257.21	37.8%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	26,763.20	45,000.00	18,236.80	59.5%
4700 Insurance Expense	120,990.89	179,800.00	58,809.11	67.3%
4800 Memberships	34,256.89	36,925.00	2,668.11	92.8%
4900 Office Expense	119,432.68	169,500.00	50,067.32	70.5%
5000 Operating Supplies	77,400.88	147,500.00	70,099.12	52.5%
5200 Professional Services	351,332.86	600,000.00	248,667.14	58.6%
5300 Printing & Publishing	18,752.84	29,600.00	10,847.16	63.4%
5400 Rents & Leases	32,677.82	24,200.00	(8,477.82)	135.0%
5500 Repairs & Maintenance	288,807.05	559,100.00	270,292.95	51.7%
5600 Monitoring & Permits	65,181.68	74,300.00	9,118.32	87.7%
5700 Training & Development	24,974.79	49,500.00	24,525.21	50.5%
5900 Utilities	324,801.30	468,900.00	144,098.70	69.3%
6100 LAFCO Operations	7,257.17	7,700.00	442.83	94.2%
6200 Encina Operating Expense	1,934,148.65	2,677,900.00	743,751.35	72.2%
6900 Admin O/H alloc to Capital	(146,923.52)	(192,796.00)	(45,872.48)	76.2%
TOTAL OPERATING EXPENSES	\$ 5,890,852.46	\$ 8,660,893.00	\$ 2,770,040.54	68.0%

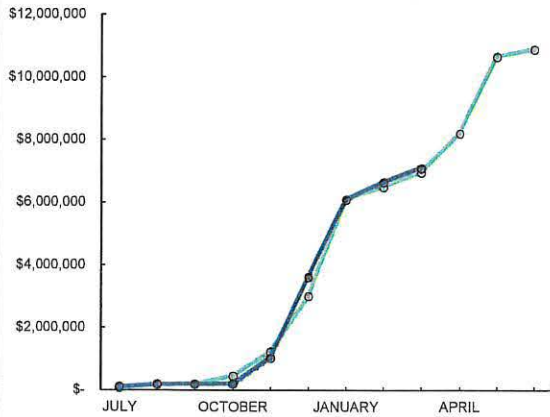
NON-OPERATING REVENUES

3130 Capacity Fees	\$ 94,146.50	\$ 162,848.00	\$ 68,701.50	57.8%
3220 Property Taxes	1,219,769.42	1,988,000.00	768,230.58	61.4%
3250 Investment Income	191,359.87	316,000.00	124,640.13	60.6%
3290 Misc. Non Op Revenue	84,393.28	127,300.00	42,906.72	66.3%
TOTAL NON-OPERATING REVENUES	\$ 1,589,669.07	\$ 2,594,148.00	\$ 1,004,478.93	61.3%

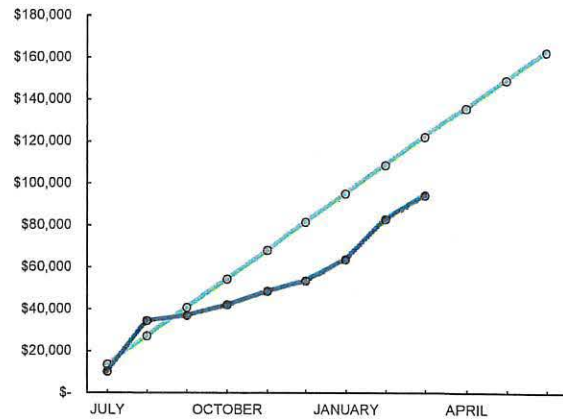
Leucadia Wastewater District Revenue FY2022

YTD through March 31, 2022

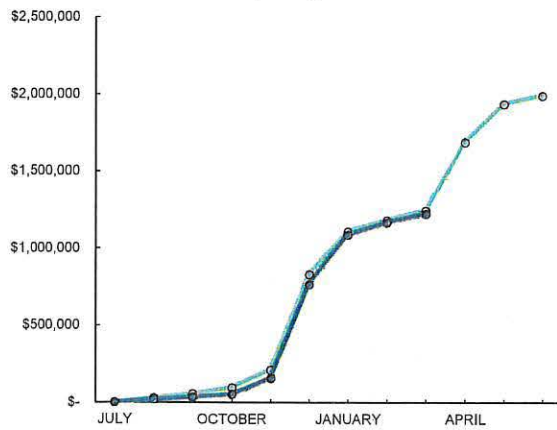
Sewer Service Fees



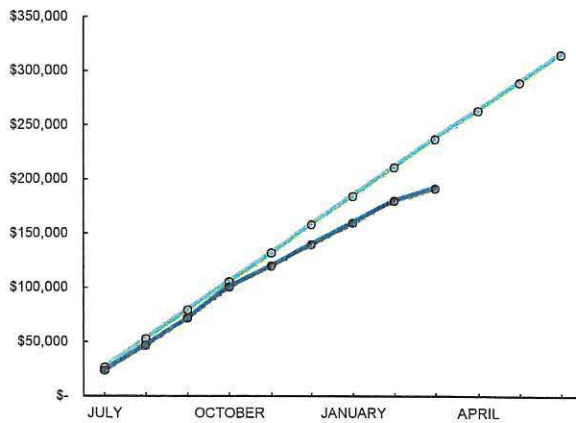
Capacity Charges



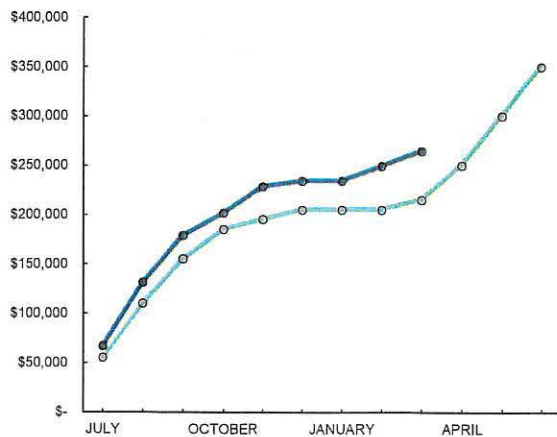
Property Taxes



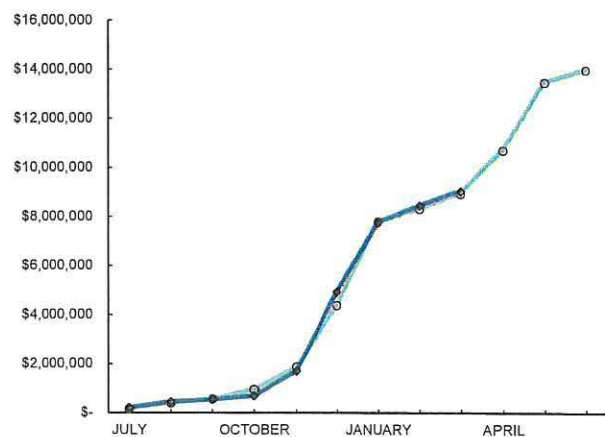
Investment Income



Recycled Wastewater Sales



Total Revenue



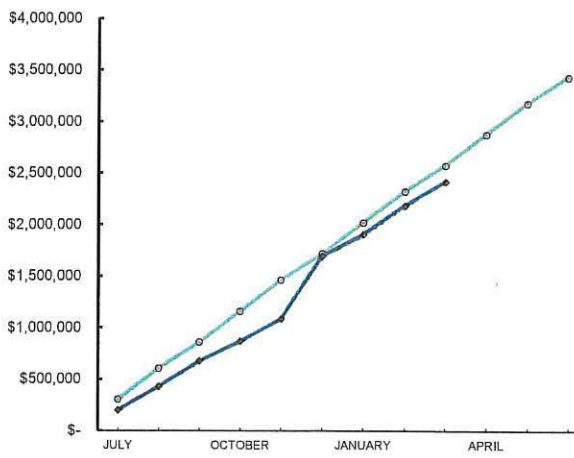
○ Budget ● Actual

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

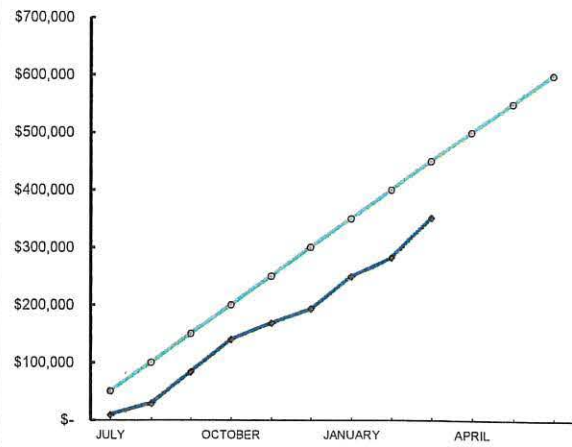
Leucadia Wastewater District Operating Expenses FY2022

YTD through March 31, 2022

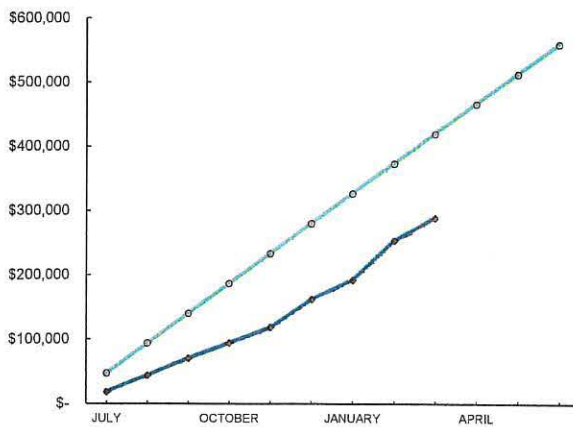
Salaries and Benefits



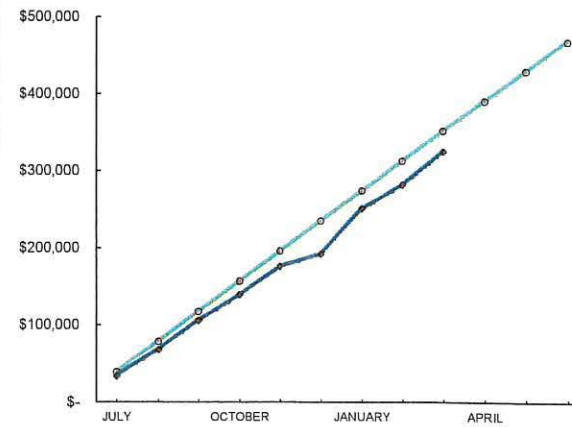
Professional Services



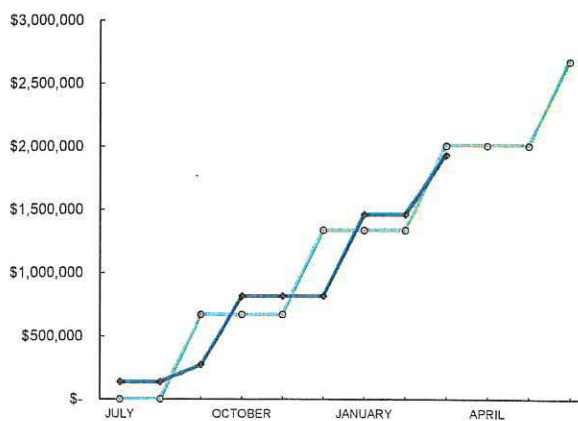
Repairs & Maintenance



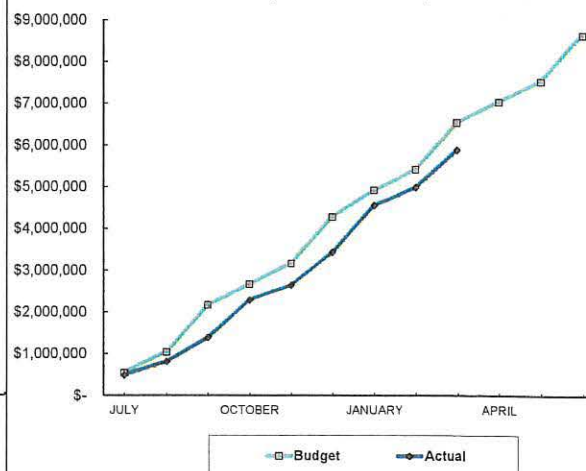
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

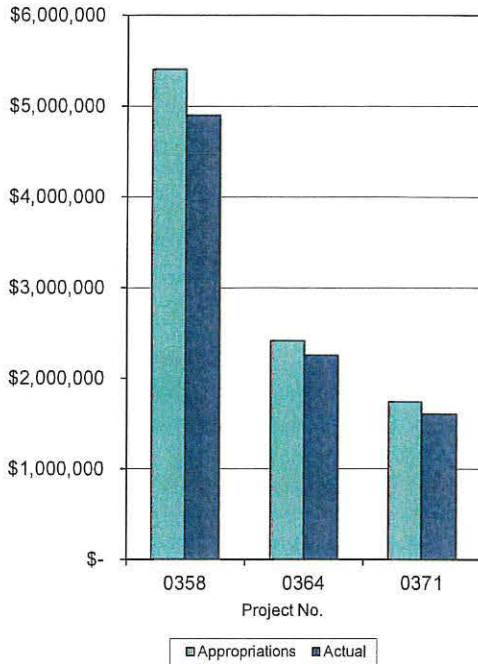


* Preliminary; subject to future review, reconciliation, accruals, and audit

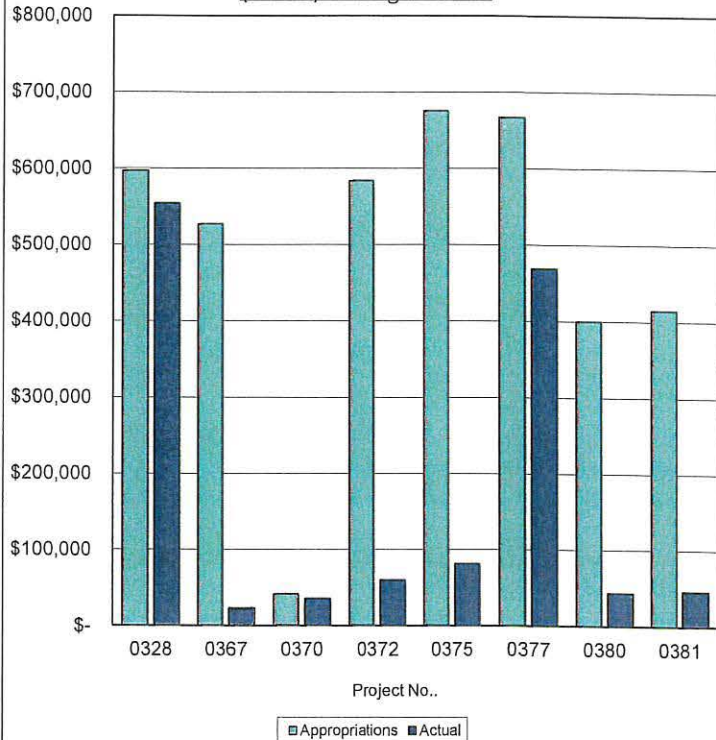
Leucadia Wastewater District Capital Expenditures

As of March 31, 2022

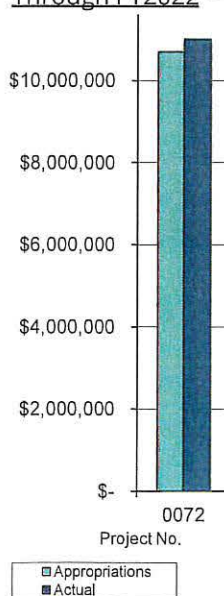
District Multi Year Capital Expenditures
by Project
(>\$1M) Through FY2022



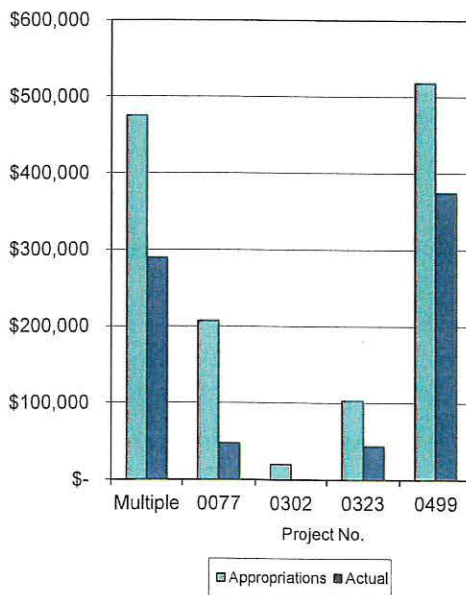
District Multi Year Capital Expenditures by Project
(<\$1M) Through FY2022



District's Share of
Encina WPCF
Capital Exp
Through FY2022



Single Year Capital
Expenditures by Project FY2022



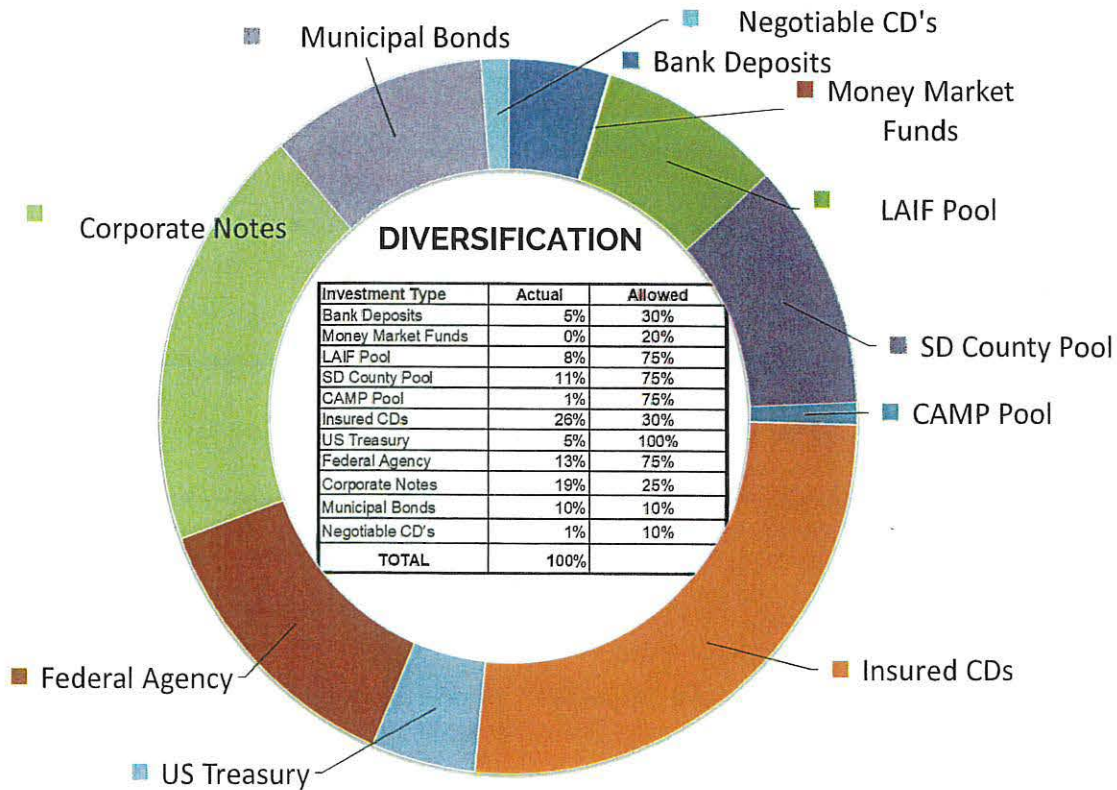
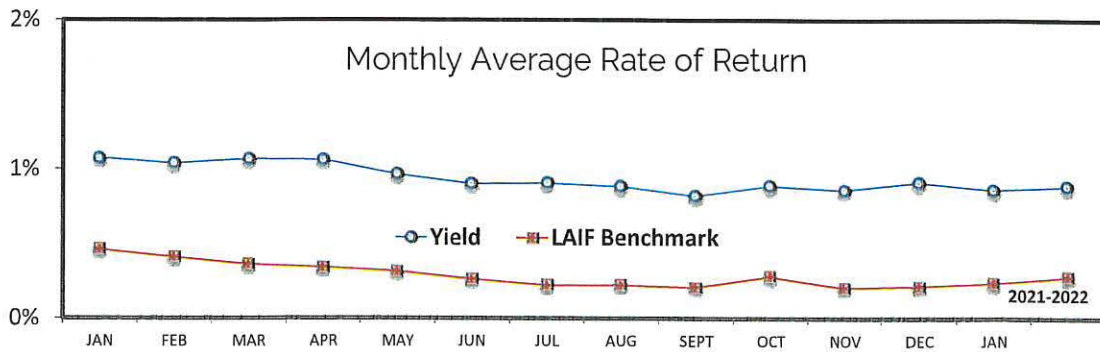
Project Legend

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		Multiple
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

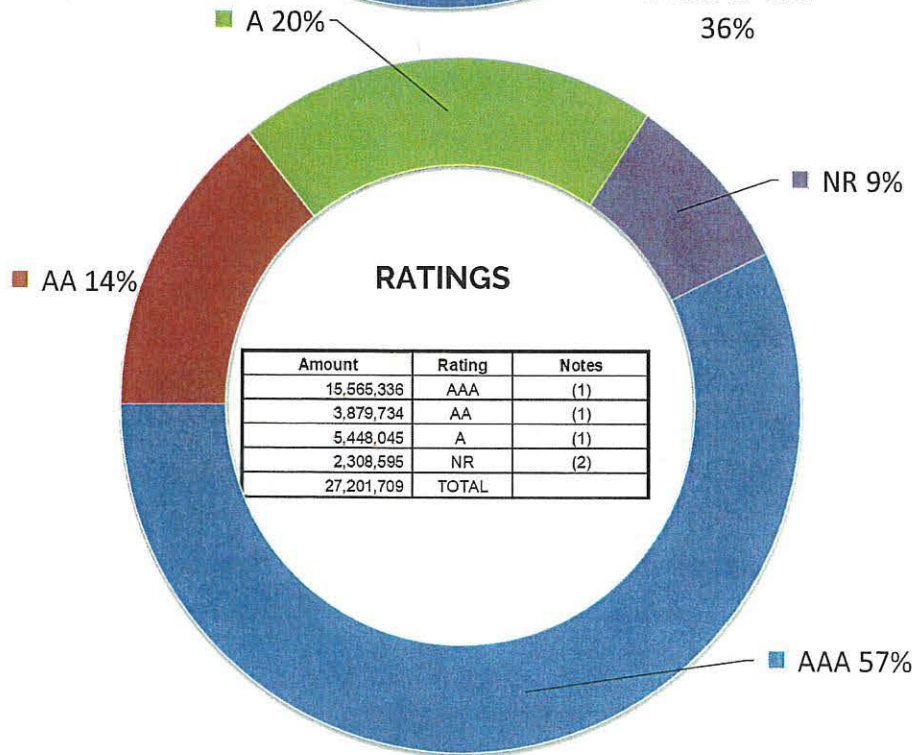
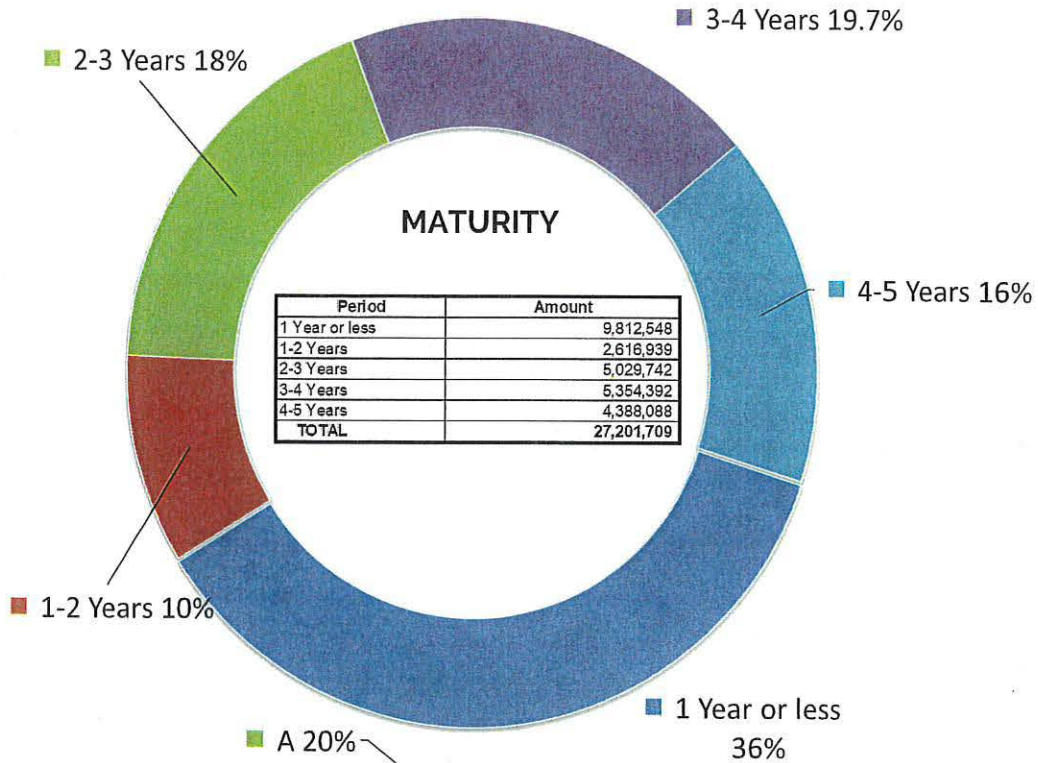
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 28, 2022

Cash Equivalents & Investments	Principal (Original Cost)		February Interest	Average Rate
	Jan 31, 2022	Feb 28, 2022		
Pacific Premier Bank Reserves	\$ 2,477,076	\$ 1,266,491	\$ 8	0.010%
TVI Dreyfus Money Market	12,835	16,474	0	0.030%
LAIF Pool	2,308,595	2,308,595	535	0.278%
SD County Pool	3,031,084	3,031,084	1,692	0.670%
CAMP Pool	950,107	271,050	22	0.060%
Certificates of Deposit - Insured	7,120,000	7,120,000	7,829	1.321%
US Treasury Notes	1,056,885	1,311,275	841	0.984%
Federal Agency Notes	3,044,450	3,547,052	2,363	0.975%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	5,536,889	5,227,799	4,536	1.045%
Negotiable CD's	350,000	350,000	540	1.850%
Totals	\$ 28,639,808	\$ 27,201,709	\$ 20,547	0.883%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 28, 2022

(Continued)

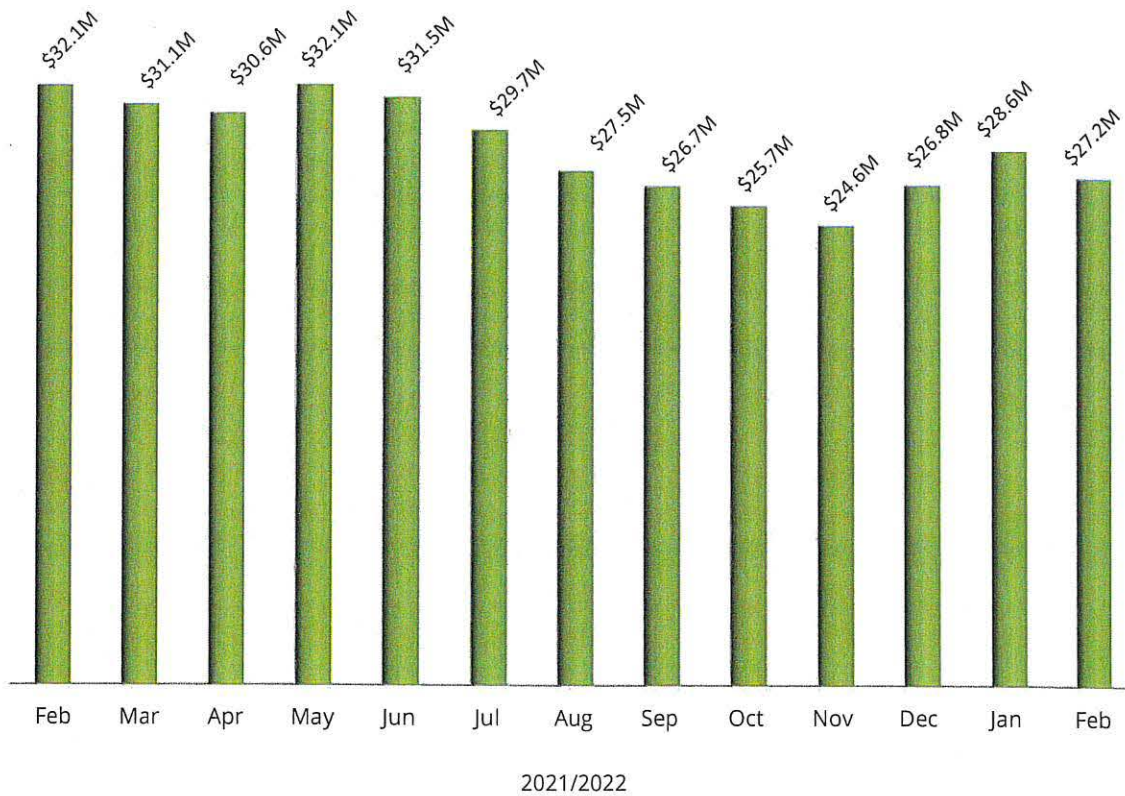


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 28, 2022

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
US Treasury Note	254,391		2/29/2024	9128286G0	1.15%	
FHLB (callable)	250,000		2/17/2027	3130AQPE7	1.90%	
FHLB	252,603		3/10/2023	313382AX1	1.15%	
PNC Financial Svcs Corp Notes		309,090	2/7/2022	693476BN2	1.92%	
TOTAL	\$ 756,993	\$ 309,090				

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: April 14, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: March 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 March 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 March 2022 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
March 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 March 2022.

MEMORANDUM

DATE: April 14, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2022 (FY 22) LWD Tactics and Action Plan

RECOMMENDED:

1. No action is required.

DISCUSSION:

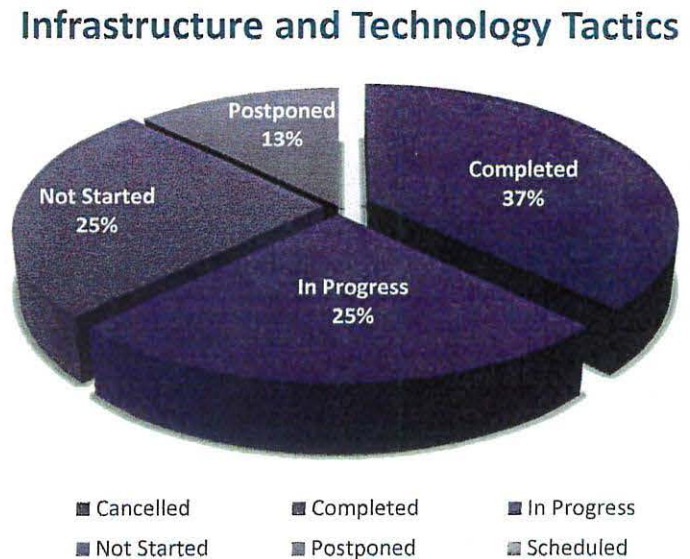
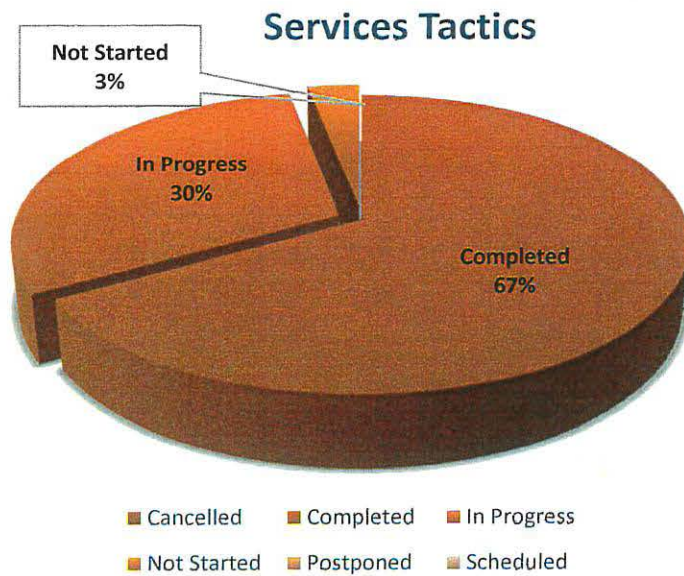
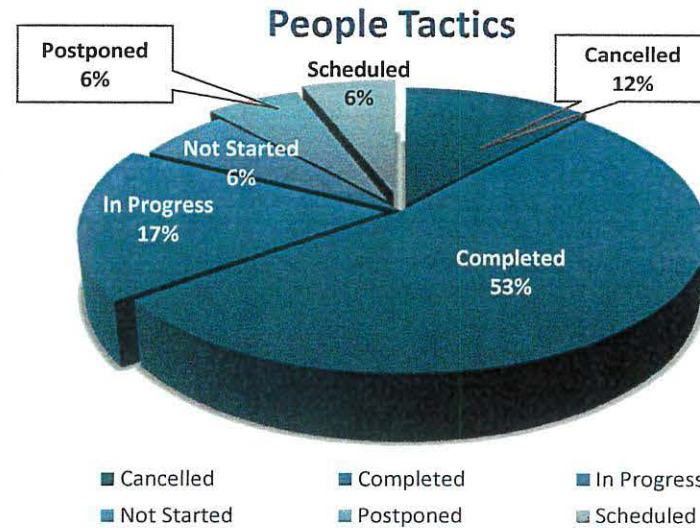
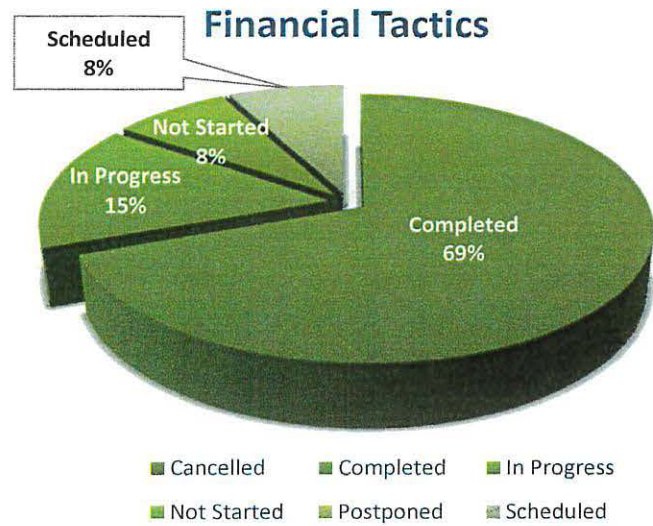
During the July 14, 2021 Board meeting, the Board of Directors adopted the LWD FY 22 Tactics and Action Plan. Attached for the Board's review, is the FY 22 Tactics and Action Plan's quarterly status report with an ending date of March 31, 2022. The report indicates which goals are in progress, completed, postponed, cancelled, and have not been started.

th:PJB

Attachments

FY 2022 Tactics and Action Plan Status Report

January 1 - March 31, 2022



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

1. Financial

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

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

2. People

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

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

3. Services

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

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

4. Infrastructure and Technology

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

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

Encina Wastewater Authority Report
Regular Board Meeting
March 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. Letter of Support for AB 1944

The Board of Directors directed staff to send a letter to Assembly Member Alex Lee in Support of Assembly Bill 1944 (AB 1944).

3. Solicit Potable Reuse Advocacy Agencies

The Board of Directors authorized staff to solicit Advocacy Agencies for the Encina Potable Reuse Project.

4. Award Agreement for Financial Auditing Services

The Board of Directors authorized the General Manager to execute a three-year agreement for Financial Auditing Services to Moss, Levy, Hartzheim LLP in the amount of \$19,985 for the first year.

There was no Executive Session.

Engineering Committee Meeting Report

Presented by Director Roesink

Meeting held April 5, 2022

1. The Engineering Committee (EC) reviewed the following recommendations:

- Adopt Resolution No. 2368 revising the Leucadia Wastewater District Standard Specifications and Procedures for Wastewater Facility Projects; and
- Authorize the General Manager to execute an as-needed Engineering Design Services contract with Waterworks Engineers, LLC.

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

2. The EC also received updates on the following:

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

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

Community Affairs Committee Meeting Report

Presented by Director Roesink

Meeting held April 7, 2022

The Community Affairs Committee (CAC) reviewed the following recommendation:

1. Review the draft layout of the Spring 2022 newsletter

The CAC reviewed and commented on the final draft layout of the spring 2022 newsletter. Rising Tide Partners (RTP) will make the recommended changes.

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

2. Review the draft Communication Plan Update

The CAC reviewed the draft Communication Plan Update.

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: April 14, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award of Contract to Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services

RECOMMENDATION:

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

1. Execute a contract with Rogers, Anderson, Malody & Scott, LLP for financial auditing services for Fiscal Year 2022 (FY22), FY23 and FY24 in an amount not to exceed \$84,150.

DISCUSSION:

The IFC considered this item at their February 22, 2022 and March 1, 2022 meetings. The IFC and staff recommend that this item be forwarded to the Board of Directors for consideration.

The Leucadia Wastewater District (LWD) has used Davis Farr, LLP to conduct its independent annual financial statement audits for the past six years. Although their services have been excellent, it is prudent to periodically change auditors to ensure independence and bring a fresh perspective to the financial auditing process. In order to procure auditing services, staff sent Request for Proposals (RFP) to 15 Certified Public Accounting (CPA) firms throughout California, advertised in the San Diego Union Tribune, and posted a notice of the RFP on the California Society of Municipal Finance Officers (CSMFO) website, all during the month of January 2022. Staff also held a pre-proposal conference on January 26, 2022 to review the RFP and to answer any questions from prospective CPA firms. As a result, six auditing service proposals were received by the February 3, 2022 deadline.

A team consisting of LWD's Investment and Finance Committee members, the General Manager, the Director of Finance and Administration, and the Accounting Technician reviewed each proposal. Based on the review and discussions at the February 22, 2022 meeting, two firms were short-listed for interviews: The Pun Group and Rogers, Anderson, Malody, & Scott, LLP.

Interviews were held on March 1, 2022. Based on the overall quality of the proposals and the interview, Rogers, Anderson, Malody, & Scott, LLP was selected as the apparent successful firm. Rogers, Anderson, Malody, & Scott, LLP, located in San Bernardino, has proposed an experienced audit team. They have served many special districts throughout California that include Western Municipal Water District, East Valley Water District, Big Bear Area Regional Wastewater Agency, Ventura Regional Sanitary District, Triunfo Sanitation District and Crestline Sanitation District.

The proposed scope of work is attached for your review. The proposed agreement is a three-year contract with an option for two additional years. The auditing fee for the initial three-year agreement is for an amount not to exceed \$84,150, broken down as follows:

<u>Fiscal Year Ending</u>	<u>Audit Fees</u>
June 30, 2022	\$ 27,700
June 30, 2023	27,700
June 30, 2024	<u>28,750</u>
Total Three-Year Contract Price	<u>\$ 84,150</u>

The amount is reasonable, in line with similar engagements, and comparable with prior year's auditing fee. Should LWD exercise the two-year option on the agreement, the scope would not change and the fee would be for an amount not to exceed \$58,400. The FY22 Budget contains sufficient funds to cover the audit work that will be conducted in FY22. Thereafter, staff plans to request appropriations to fund each year's auditing fee as part of the annual budget process.

reg:PJB

Attachment

ATTACHMENT A**SCOPE OF WORK**

The audit firm, Rogers, Anderson, Malody & Scott, LLP, will audit the financial statements of Leucadia Wastewater District as of and for the years ended June 30, 2022, 2023, and 2023. The audits are to be performed in accordance with auditing standards generally accepted in the United States of America as set forth by the American Institute of Certified Public Accountants, and in accordance with State Controller's Minimum Audit Requirements for California Special Districts.

If the audit firm considers findings discovered in the course of the audit to be either material weaknesses or significant deficiencies, it will be required to issue a management letter to the Board of Directors. The audit firm shall also issue a separate letter to District management that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are not considered to be either material weaknesses or significant deficiencies.

The auditor will be required to make an immediate written report of any illegal act and/or reportable irregularity of which they become aware, to the Board President, General Manager, and the Investment and Finance Committee via email and overnight letter.

The District desires an Annual Comprehensive Financial Report (ACFR) to be prepared by the independent auditor. The District will prepare the letter of transmittal and the Management's Discussion and Analysis (MD&A) and provide necessary information for the statistical section. The District plans to submit each ACFR to the Government Finance Officers Association (GFOA) as part of its Certificate of Achievement for Excellence in Financial Reporting Program. The District desires comparative financial statements for all fiscal years covered under the contract period. The auditing firm should mention possible changes in the format or content to the financial statements that they consider necessary to ensure the financial statements remain in conformity with all applicable professional standards.

The District desires the auditor to express an opinion on the fair presentation of its basic financial statements and related notes to the financial statements, as well as all supplementary information in the Financial Section of the ACFR. Certain limited procedures should be applied to the MD&A and required supplementary information, but an expression of an opinion is not required. The auditor will not be required to express an opinion on the introductory, statistical, and other information sections

The auditing firm shall complete the audit and the Independent Auditor's Report should be submitted no later than December 1st of each year. The auditing firm shall submit a substantially complete final draft at least two weeks prior. The District will provide year-end adjusted trial balances for each fund with supporting schedules no later than September 30th of each year.

The auditing firm shall prepare and provide twenty (20) copies of the ACFR. The partner in charge of the audit shall be available to attend at least two (2) meetings at which the ACFR and audit report will be reviewed by LWD's Investment and Finance committee and Board.

If applicable, the auditor will perform additional audit steps in accordance with the Single Audit Act. The District does not believe that a single audit will be required in fiscal year 2015-16. However, the auditor will be familiar with the Single Audit Act, and will review the District's receipts of federal financial assistance to determine the District's status with respect to the Single Audit Act's guidelines and requirements. If a Single Audit is required the audit will be conducted under Government Auditing Standards and the appropriate additional reports will be issued. A Single Audit, if required, is not part of this audit proposal and would require a separate engagement.

The firm shall make available its working papers and respond to all reasonable inquiries of successor auditors and others to review working papers of the District, upon the District's written consent. The auditing firm will retain all working papers, at the firm's expense, for a minimum of seven (7) years.

<u>Fiscal Year Ending</u>	<u>Audit Fees</u>
June 30, 2022	\$ 27,700
June 30, 2023	27,700
June 30, 2024	<u>28,750</u>
 Total Three-Year Contract Price	 <u>\$ 84,150</u>
 <u>Fiscal Year Ending (Optional)</u>	 <u>Audit Fees</u>
June 30, 2025	\$ 28,750
June 30, 2026	29,650
 Total Five-Year Contract Price (including option years)	 <u>\$142,550</u>

The above amounts include all out-of-pocket expenses. The above amounts do not include a Single Audit.

Any special projects, extra work, accounting assistance, or additional assignments will be performed at the standard hourly rates indicated below:

	<u>Standard Hourly Rate for Fiscal Year Ending June 30,</u>				
<u>Classification</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Partner	\$250	\$250	\$260	\$260	\$265
Manager	\$185	\$185	\$190	\$190	\$190
In-charge Auditor	\$165	\$165	\$170	\$170	\$175
Staff	\$110	\$110	\$115	\$115	\$120
Clerical	\$55	\$55	\$60	\$60	\$65

MEMORANDUM

Date: April 14, 2022
To: Board of Directors
From: Paul J. Bushee, General Manager 
Subject: Award of District As-Needed Engineering Design Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute an as-needed Engineering Design Services contract with Waterworks Engineers, LLC.
2. Discuss and take other action as appropriate.

BACKGROUND:

This item was reviewed by the EC at their April 5th meeting and the EC concurred with staff to present this item for the Board's consideration.

To execute Capital Improvement Projects identified in the District's Asset Management Plan (AMP) and repair collection system defects that are found as a result of Field Service staff's Closed Circuit Television (CCTV) Inspection program, it is essential for the District to secure engineering design services. Although Infrastructure Engineering Corporation (IEC) currently provides these services, staff believes it is prudent to periodically undertake a Request for Proposal (RFP) process to prevent complacency and to evaluate firms that are willing to provide these services.

To select an engineering firm, Staff developed an engineering design services RFP. The typical core services to be provided by the selected firm will be:

1. Project design services, to include preliminary design review/evaluation and final design. The final design will result in the development of technical specifications and plans for bidding and constructing the project.
2. Bidding assistance, to include technical support during the bid phase, pre-bid conference attendance, preparation of bid addenda, evaluation of bids and award recommendation.
3. Office engineering services during the construction phase. This includes attending the pre-construction conference(s); providing technical interpretation of specifications and drawings; reviewing and approving shop drawings and construction submittals for technical compliance; answering inquiries, Request for Information (RFI), made by the Contractor regarding design issues; and developing as-built drawings from contractor red lined plans.

The professional services agreement is for an initial 3 year term with an option for a 2 year extension of services. These terms were selected for efficiency and to allow for continuity of service beyond the initial term should the selected consultant's performance warrant it.

DISCUSSION:

For the past 16 years, Infrastructure Engineering Corporation (IEC) has provided excellent design services to the District. IEC was selected as a result of three previous consecutive RFP solicitations and has provided excellent engineering service to the District. In November 2021, Staff advertised the RFP and distributed it to 23 interested engineering firms. Proposals were due on December 21, 2021. On that deadline the District received only two proposals, IEC and Dudek. This was an unexpected result and an inadequate response to the RFP. Considering and evaluating only two firms limits competition, restricts innovation and reduces alternatives. Staff suspected the reason for the limited response was due to IEC's 16 years of consecutive service to the District. Therefore, the RFP was reissued in January 2022. The reissued RFP was distributed to firms who received the initial solicitation. Proposals were due on February 15th and were submitted by the following six (6) consultants:

CONSULTANT	CONSULTANT
1. Carollo Engineers, Inc.	4. Lee & Ro, Inc.
2. Dudek	5. KWC Engineers
3. Horrocks Engineers	6. Waterworks Engineers, LLC

The proposals were evaluated by a five (5) person selection panel consisting of District Staff, District Engineer Dexter Wilson and District Construction Manager Maverick Madsen. As a result, the following two firms were short listed for interviews:

1. Lee & Ro, Inc. (Lee & Ro)
2. Waterworks Engineers, LLC (Waterworks)


The two firms were interviewed on March 16, 2022 by the selection panel. As a result of the interviews, Waterworks was evaluated to be the most qualified firm to provide the required engineering services. Subsequent reference checks substantiated the panel's selection.

Therefore, it is recommended that the as needed Engineering Design Services contract be awarded to Waterworks. This agreement does not have a specific compensation amount associated with it. Each design project will be issued using task orders to the agreement containing a negotiated compensation amount. If the compensation amount of an individual task order exceeds the thresholds established in the District's Purchasing Policy, the task order will require Board approval prior to execution.

It is important to note that IEC will continue to provide engineering services for projects that are currently in design and through project construction, or currently under construction. This is to ensure project continuity.

rym:PJB

MEMORANDUM

DATE: April 14, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Revision of Leucadia Water District Standard Specifications and Procedures for Wastewater Facility Projects

RECOMMENDATION:

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

1. Adopt Resolution No. 2368 revising Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects.
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Services / Update LWD Standard Specifications

This item was reviewed by the EC at their April 5th meeting and the EC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (District) adopted its current Standard Specifications and Procedures for Wastewater Facility Projects (Standard Spec) in May 2019. The Standard Spec, originally issued in November 2006, has previously undergone four revisions to ensure that it is current and appropriately documents District requirements. The Standard Spec is a comprehensive document that lays out the administrative and technical procedures for private parties to connect to the District's public sewer system. It has been a valuable tool for staff and developers because it establishes the parameters for collection system procedures, planning and design. Additionally, maintaining up-to-date Design and Performance Provisions are a mandated element of the Sewer System Management Plan (SSMP) required by the Statewide Waste Discharge Requirements (WDR).

As regulations change and District procedures become more refined over time, staff believes it is prudent to periodically revise the Standard Spec. Accordingly, staff has been in the process of updating the Standard Spec over the past eight months and included its update as a Fiscal Year 2022 Tactical Goal.

The District Engineer, General Counsel, and staff have spent a considerable amount of time reviewing and revising the Standard Spec to reflect current conditions. Although the update is comprehensive, key revisions can be summarized as follows:

1. Includes the 2021 version of the "Greenbook" (Standard Specifications for Public Works Construction) as the base reference document for construction of District sewers.

2. Legal review and update of Development processing procedures and all Standard Agreements and related documents in the Appendices of the Standard Spec.
3. Update of the Standard Notes and Standard Drawings.

A summary list of the principle changes and updates to the Standard Spec is attached for your information.

District Engineer Dexter Wilson or a representative from his firm will present an overview of the revised and updated Standard Spec at the meeting. As the Greenbook was updated and republished in 2021, there has been a thorough review and update of the LWD Standard Spec. Therefore, staff and the EC are recommending that the 2022 Standard Specifications be adopted as presented.

Resolution No. 2368 is attached for your review. A copy of the Standard Spec is available upon request.

FISCAL IMPACT:

There is no direct fiscal impact associated with this recommendation. All privately constructed wastewater facilities are funded by the subject private party.

dsw:PJB

Attachment

LWD Standard Specifications, April 2022 - Changes and Updates

Division 1 - Sewer System Procedures, Planning, and Design

Part 1 **Preparation and Processing of Wastewater Facility Projects by Developers**

- 1 Added Junior Accessory Dwelling Units to the definition and abbreviation lists.
- 2 Added Microenterprise Home Kitchen Operation to the definition and abbreviation lists.
- 3 Added a section with requirements for Private Pump Stations.

Part 2 **Sewer System Planning Guidelines**

- 1 Added FOG requirements for Microenterprise Home Kitchen Operations
- 2 Added maximum capacity requirements for Private Pump Stations.

Part 3 **Sewer System Design**

- 1 Added language about using permeable pavers in easements.
- 2 Added language to allow epoxy lining or PVC lining for new manholes. The main supplier of PVS liner has gone out of business.
- 3 Added maximum capacity requirements for Private Pump Stations.

Division 2 - Sewer System Standard Technical Specifications (Greenbook Modifications)

Part 1 **General Provisions**

- 1 Updated section numbering and titles to match 2021 Greenbook.

Part 2 **Construction Materials**

- 1 Updated section numbering and titles to match 2021 Greenbook.

Part 3 **Construction Methods**

- 1 Updated section numbering and titles to match 2021 Greenbook.

Part 4 **Utilities**

- 1 Updated section numbering and titles to match 2021 Greenbook.

Part 5 **System Rehabilitation**

- 1 Added language to allow epoxy lining or PVC lining for new manholes. The main supplier of PVS liner has gone out of business.

Part 8 **Landscaping and Irrigation**

- 1 Updated section numbering and titles to match 2021 Greenbook.

Division 2 - Standard Notes and Drawings

- GN, LN, & PN Updated notes to allow epoxy lining or PVC lining for new manholes. The main supplier of PVS liner has gone out of business.
- S-6 Set maximum difference between lid and frame diameter.
- S-7 Set maximum difference between lid and frame diameter.
- S-18 Updated to be consistent with Division 1 Part 3 depth requirements.
- S-33 Updated notes to allow epoxy lining or PVC lining for new manholes. The main supplier of PVS liner has gone out of business.

Appendix

- W Updated based on 2021 Greenbook.

RESOLUTION NO. 2368

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
REVISING THE STANDARD SPECIFICATIONS AND PROCEDURES FOR THE
WASTEWATER FACILITY PROJECTS**

WHEREAS, the Board of Directors of the Leucadia Wastewater District (LWD) desire to provide requirements and guidelines in the form of standard specifications for the processing of wastewater facility improvement plans and for the materials and methods of construction of such facilities;

WHEREAS, it is in the public interest to provide standard requirements to provide the public and LWD with well defined, concise, and understandable procedures for the processing of sewer improvement projects which, upon approval and acceptance by LWD will be owned and operated by LWD on behalf of District customers;

WHEREAS, Leucadia Wastewater District (LWD) Resolution No. 2315, approved on May 8, 2019 adopted standard specifications for the processing of privately constructed wastewater facilities; and

WHEREAS, LWD has completed a review of its standard specifications and determined that updates and changes are required;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT AS FOLLOWS:

1. The Board of Directors of the Leucadia Wastewater District does hereby rescind Resolution No. 2315 and adopts in its place and stead the Standard Specifications for the Design and Construction of Privately Constructed Wastewater Facilities attached hereto as Exhibit A;

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held April 20th, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

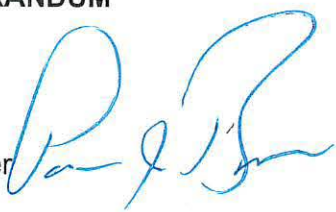
Judy Hanson, President

ATTEST:

Paul J. Bushee, Secretary/Manager
(SEAL)

MEMORANDUM

DATE: April 14, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Communication Plan Update



RECOMMENDATION:

Staff and the Community Affairs Committee (CAC):

1. Approve the Communication Plan Update; and
2. Discuss and provide direction, as appropriate.

DISCUSSION:

Tactical Goal: Services / Public Outreach / Review Communication Plan

This item was reviewed by the CAC at their April 7th meeting and the CAC concurred with staff to present this item for the Board's consideration.

LWD's current Communication Plan was adopted in September 2014. The Plan includes goals and objectives, along with recommended programs to increase the District's community exposure and to encourage public involvement. Rising Tide Partners (RTP) and staff recently reviewed the current plan to determine which goals and objectives continue to best meet the District's needs and to include new outreach tools that may improve the District's current communication methods.

RTP and staff made several updates to the plan to illustrate the effectiveness of improvements made to current outreach tools used to increase public awareness about the services provided by the District. In addition, the plan update validated several outreach tools that the District has used for many years; such as, the biannual newsletter, website, and the Teacher Grant Program which continue to meet the District's public outreach goals.

Attached please find the draft Communication Plan Update for your review. It includes the following sections:

- 1) Summary Overview of Goals and Objectives,
- 2) District Audience,
- 3) Analysis of current communication tools, and
- 4) Recommendations for public outreach activity/tasks

RTP and staff will provide an overview of the Communication Plan Update at the meeting. Staff requests that the committee review the proposed Plan and provide direction as appropriate.

Attachment

th:PJB

Communication Plan Update 2022

Introduction

The past couple of years have proven to be challenging and 2022 promises to be the year that the world shifts out of the pandemic. With continuous changes in the national and local health mandates, the Leucadia Wastewater District (LWD) plans to continue to be flexible and adaptable. LWD looks forward to continue to reach out to customers to provide local regulatory updates, industry news and information in accordance with its mission.

Summary Overview

The Communication Plan Objectives are to:

- ❖ Understand the audience.
- ❖ Evaluate and improve current communication tactics.
- ❖ Initiate innovative communication methods.
- ❖ Maximize community exposure and public involvement.
- ❖ Emphasize the importance of serving the public and protecting the environment.
- ❖ Maintain high quality service at minimal costs.

LWD has reviewed its customer base and current public outreach offerings, and compiled a 2022 Communication Plan outlining the ways in which LWD will inform its customers.

The Plan continues to focus on public outreach efforts using the following methods:

- ❖ Facebook posts and continued growth of customer's following LWD's page
 - ✓ Continue boosting posts
- ❖ LWD's Website
 - ✓ Continue utilizing Bitly to create custom URLs to direct users to visit an LWD website
- ❖ Biannual newsletter
- ❖ Request for local photos
- ❖ Providing FOG covers to community members
- ❖ Continue Teacher Grant program
- ❖ Promote Lateral Grant program
- ❖ Sponsor the Agua Hedionda event
- ❖ Continue relationship building with community members and participants
- ❖ Create and distribute branded materials

LWD recommends the following programmatic enhancements:

- ❖ Create an Instagram account, similar to LWD's Facebook account to reach additional customers
- ❖ Continue investing in and adding new videos and new content to LWD's webpage
- ❖ Bring back in-person events, such as tours and an open house
- ❖ Support the Batiquitos Lagoon Kayak Fundraiser & Cleanup Event

Background

LWD was established in 1959, and serves approximately 62,600 residents in a 16-square-mile coastal area. LWD's mission focuses on collecting, transporting, treating and disposing of wastewater in a safe, reliable, efficient, cost effective, and environmentally responsive manner, while providing excellent service to its customers. The communities in the service area include La Costa, Leucadia and the Village Park area of Encinitas.

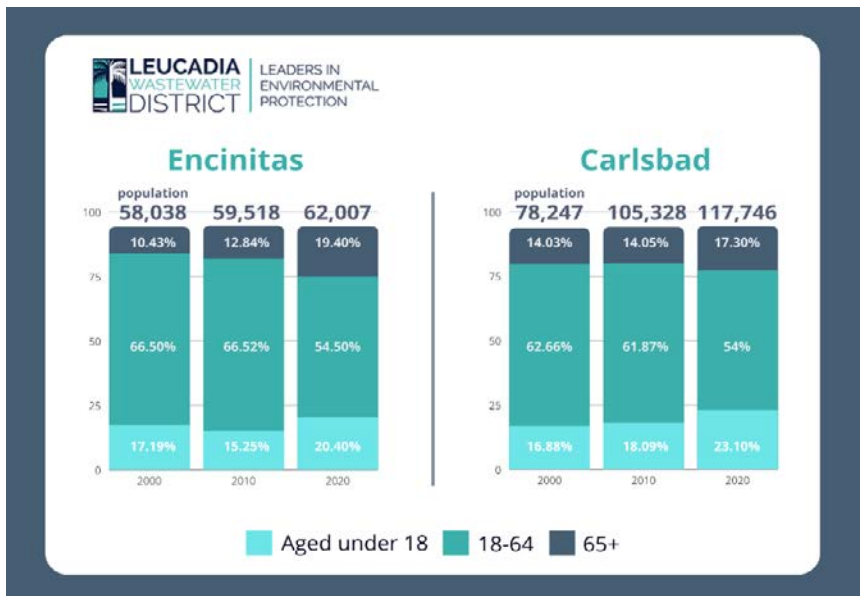
As with past communications plans, LWD has periodically updated its Communication Plan to review past tactics, results, and go forward plans. As previously acknowledged, LWD engages in proactive community engagement to inform ratepayers who don't directly pay LWD and therefore maintaining communications reflecting the agency's active role in collecting, transporting, recycling, and treating wastewater safely and efficiently.

Audience

Based on the following last three census, the local demographics show the following age trends.

As you can see, the population is changing over time.

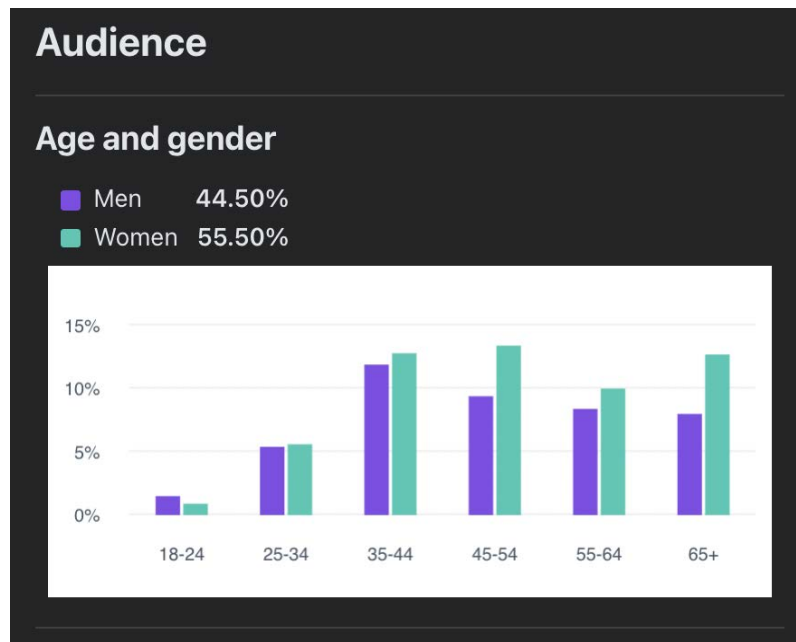
Based on this data from the US Census, the majority of residents within the District are in the age group 18-64. While the overall population has been growing, ages under 18 and 65+ are getting larger and growing faster. Within the next 10 years, it is expected that the majority of Encinitas and Carlsbad populations will be 0-18 and 65+. These demographics help RTP evaluate the most appropriate communication tools for this group.



Social Media Analysis

Facebook

Facebook is used to communicate with a target audience, reinforce LWD's website and brand, and to promote events or vital information when necessary. Social media use continues to grow in LWD's demographic target market but there is not one specific avenue that works for everyone. Based on LWD's Facebook followers, the audience is middle aged and older and highly educated. Social media requires consistent, interesting, helpful and relevant information, requiring a level of development and maintenance on the part of the outreach consultant and/or LWD staff.



As shown in the bar graph, the majority of those who follow LWD's Facebook page are women aged 45-54 and men aged 35-44. As new forms of social media continue to grow, younger generations tend to gravitate towards the new trends, leaving Facebook with a demographic that is mostly middle aged and older. However, by promoting the Facebook page in the newsletter, through YouTube videos and word of mouth, the page has grown throughout the years.

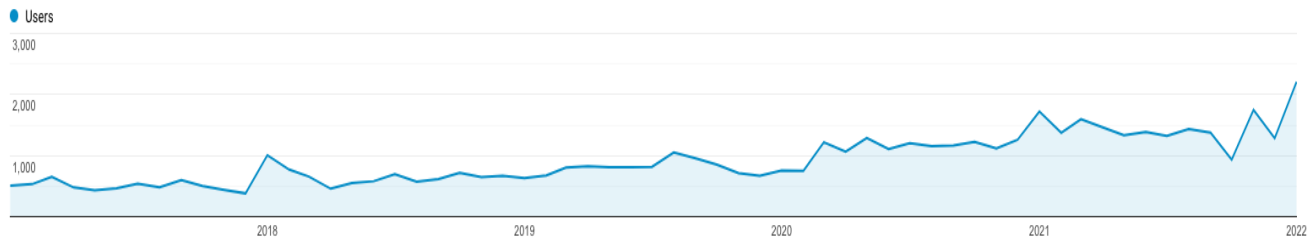
Recommendations: Based on the demographics of Carlsbad and Encinitas throughout the years, the population of those who are between 18 and 64 has remained consistent. This suggests LWD's Facebook should remain active since most people who follow the Facebook page are women aged 45-54 and men aged 35-44.

LWD should also take steps to engage the 18 & under and 18-35 year old populations on platforms they utilize. RTP suggests creating an Instagram account to engage. The same content being created for Facebook can be expressed on LWD's Instagram account and since they are the same company, there are easy tools to manage both efficiently.

Other platforms like Twitter or LinkedIn are less attractive based on audience demographics. Based on LWD's heavy video content, TikTok could be an interesting avenue, but the videos would need to be right sized for under three minutes content suitable for TikTok. This will also be benchmarked by looking at other agencies' usage and wastewater industry as a whole. LWD plans to continue monitoring other industry trends and outreach methods, such as TikTok, but do not plan to implement at this time.

LWD's Website

The recently updated website is a core communication tool that every business and government agency use to provide the user with thorough and detailed information about the agency. Since it was just updated in 2021, the content and design are reflections of what the staff and Board desired for the site. Continual upkeep and maintenance is relatively inexpensive, in light of the fact that the LWD has a number of graphics and articles from the newsletters that can be reused.



As shown by the graph above, the number of users on LWD's website has increased from 2017 until now. Current analytics suggest that the site visits are averaging about **1,300 users monthly**, split between 84% new visitors and 16% returning users. This is a significant increase from 2014, as the site visits averaged around 350 per month. The most active pages are the surf cam, employment opportunities and the request for bid page. The bounce rate (users that only look at the page they came to the site on) is about 61.37%. Over time, the website has maintained a consistent bounce rate.

This suggests that LWD can do a better job of providing more content to bring users deeper into the site—especially from the homepage.

<u>Data from 2018-2021</u>		Acquisition	
<input type="checkbox"/>	Default Channel Grouping	Users ? ↓	New Users ?
		49,412 % of Total: 100.00% (49,412)	49,551 % of Total: 100.02% (49,539)
<input type="checkbox"/>	1. Direct	26,070 (51.27%)	25,741 (51.95%)
<input type="checkbox"/>	2. Organic Search	20,610 (40.53%)	19,893 (40.15%)
<input type="checkbox"/>	3. Referral	2,929 (5.76%)	2,757 (5.56%)
<input type="checkbox"/>	4. Social	1,237 (2.43%)	1,159 (2.34%)
<input type="checkbox"/>	5. (Other)	1 (0.00%)	1 (0.00%)

However, many users are there for the information they need—i.e. job listings and forms and documents—and the number of entries straight into those pages suggests that users are able to find the information they need quickly, so functionally, the site is working well.

As shown from the data on the left, the referral and social default channels have encouraged traffic to the website through RTP efforts. Referral users are most likely

coming from LWD's newsletter, which includes multiple tracked Bitly links leading readers

to LWD's website. The social users are coming from LWD's Facebook, as many Facebook posts contain links leading to LWD's website.

Recommendations: The website should continue to be updated, so users will find new and relevant information. This has been done by adding new pages as new videos and other resources are created, especially on the Community tab. Existing newsletter content and graphics can be leveraged for the website with little cost or effort. Examples are evergreen graphics created by RTP such as "What Not to Flush" and "How to Dispose of FOG", pollution prevention articles, the Finance and Planning article and diagrams.

Photographs should also be cycled to show off the community's contributions.

Newsletter

The LWD newsletter goes out twice a year, each time to around 24,000 households. This is the only means of reaching and communicating with the entire service area. LWD also creates a digital version of the newsletter, with 411 people subscribed. The open rate of the e-newsletter averages around 35-40%, at least 5% higher than the industry average. Anecdotal evidence of readership like members receiving it in person, calling in and mentioning it help improve the industry average statistics.

RTP added feedback loops to understand additional readership, including Bitly tracked links, hashtags like #LWDPhoto, a call for submitting photos, a call for request for FOG caps, and more. We have seen a positive increase in engagement ever since these tactics were implemented.

Recommendations: Continue the newsletter as a means of communicating with the community. LWD sees readership and engagement based on feedback loops and should continue to build in feedback loops to understand engagement. LWD can increase feedback about LWD by always including a "call to action" in the newsletter—asking users to fill out the website survey, or sign up for the e-newsletter, for example.

Examples of Feedback Loops Designed into Public Outreach

Since RTP took over public outreach in 2016, a number of feedback loops were introduced to understand engagement and return-on-investment from public outreach efforts. These efforts are outlined below.

Community-submitted photos

Through the newsletter and social media, LWD asked the community to submit photos and to date community members have submitted 95 photos. Since LWD and the areas surrounding LWD are rich in nature, emphasizing the beauty of the coastal landscape gives LWD the opportunity to support local photographers and connect with the community.

Recommendations: Continue asking locals to send in photos for the website, Facebook and newsletter. Change the homepage of the website and Facebook cover photo every quarter to a photo sent in by the community. Utilize community photos for a calendar made by LWD.

FOG Can Cover

Similarly, LWD put word out that anyone wanting a FOG can cover can request one and LWD would mail them out. To date approximately 230 can covers have been requested.

Recommendations: Continue offering FOG covers to community members in LWD by promoting them on the website, Facebook and newsletter.

Link Management Platform - Bitly

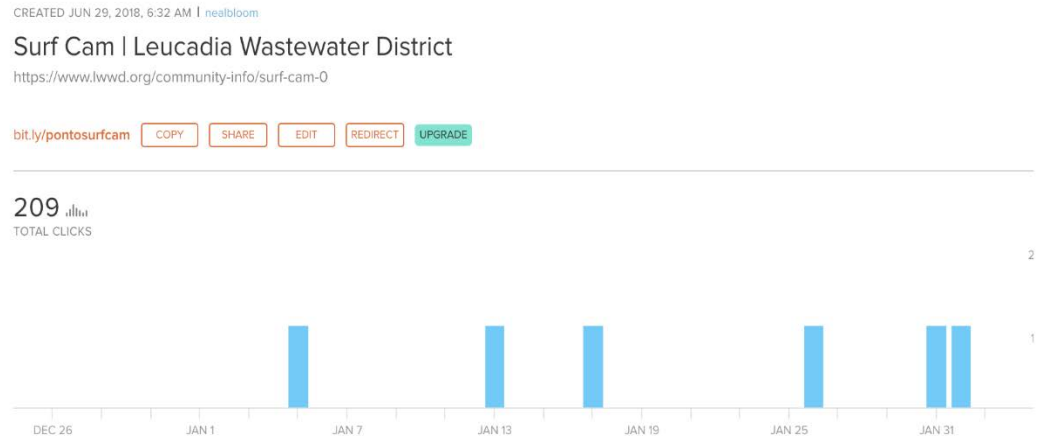
Bitly is a link management platform that shortens the original link for ease of sharing information and allows us to analyze the number of clicks per link. Understanding if constituents are going to LWD's website and engaging in the outreach is important to understand the return on investment of doing public outreach. Using website data with Bitly, LWD can track engagement in the newsletter, mailed brochures, and more using unique custom website URLs. This was originally developed for the print newsletter to understand if the readers are going to the website.

These URLs provide LWD statistics through unique link tracking. See some of the Bitlys from previous newsletters:

- ❖ Surf Cam Bitly (<http://bit.ly/pontosurfcam>) has 209 total clicks.
- ❖ Virtual Tour Bitly (<https://bit.ly/LWDvirtualtour>) has 43 total clicks.
- ❖ Homeowner's Lateral Grant Program Bitly (<http://bit.ly/latgrant>) has 72 total clicks.
- ❖ What 2 Flush Bitly (<http://bit.ly/What2Flush>) has 71 total clicks.

RTP will continue monitoring these links to determine what drives people back to the website.

The graph below depicts the Surf Cam Bitly, which is featured in almost every newsletter, has been clicked over 209 times.

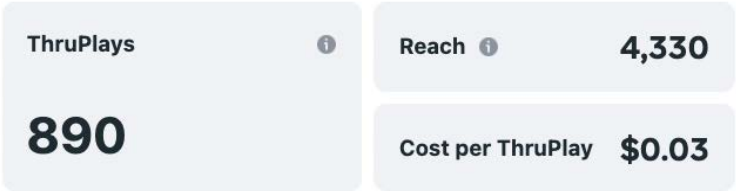


Recommendations: Continue utilizing Bitly to create custom URLs to direct users to visit an LWD webpage. This will encourage users to browse around LWD’s website.

Boosting Facebook posts

‘Boosting a Facebook post’ enables LWD to target a wider audience than just those who follow the Facebook page. RTP can set demographics and geographic focus of who is wanted to see a specific post and then allocate a daily budget to increase the exposure potential to the content. Since RTP started boosting posts, LWD has seen significant reach.

Performance



Activity



Shown above are the results of the boosted virtual tour video posted on Facebook. Most un-boosted posts reach around 30-300 people, but this boosted post reached 4,330 and at a rate of three cents per watch of video.

Recommendations: Continue boosting posts. RTP can start boosting a post once a week. Every video created should be boosted so more people can access it and learn from it. If an Instagram account is created, posts boosted on Facebook can be boosted on Instagram as well.

Teacher Grant Program

LWD started the Teacher Grant program in 2008. It has been used to help teachers fund their lesson plans, curriculums, and materials needed to teach water-focused lessons. To

date, a total of 48 teacher grants have been given out for a total amount of \$53,621, impacting over 17,000 students. Tactically, LWD began new outreach strategies in 2018 to get a wider pool of applicants. These tactics included offering to present to schools in person and virtually, dropping off educational materials like coloring books, calling school administrators, posting about the grant program on the website and LWD's Facebook page by tagging community organizations, producing videos of past teacher grant projects and re-sharing them, creating an email newsletter for teachers, administrators, and city workers to help spread the word, making sure other organizations promote it to their communities. Typically, \$6,000 per year was allocated to the program with a maximum amount of \$2,000 per grant.

With this outreach, FY2022 was a record year with 5 applications received for a total of \$7,480 requested. The additional funds were approved by the LWD.

Recommendations: Continue promoting the Teacher Grant through RTP's outreach strategies to get a wider pool of applicants. Continue to show the impact schools have on water education through their grant in promotion of new grant applications. Continue to partner with other organizations to help market the opportunity.

Lateral Grant Program

The Lateral Grant program has been around since 2008, in which time, 242 grants were awarded for a total of over \$537,000.

LWD has always mentioned the Lateral Grant program in the newsletter and on its Facebook but in 2019, LWD started showcasing the grant recipients in the newsletter, working to promote the grant both from the recipient word of mouth and LWD able to promote the actual recipients in print and digital form. This has shown an increase in grants per year.

Recommendations: Continue to increase promotion through newsletter articles, the website, and Facebook. RTP can produce the preparation of a one-page Fact Sheet about the program, available as a PDF online and printed out for LWD headquarters.

Videos

LWD's first video was produced in 2009. Over time, new distribution tactics have been used including posting more video to LWDs' Facebook page. Using Facebooks' analytics, it's clear that video posts get the most engagement and so in 2019, RTP began producing quarterly videos to have fresh content to story tell and promote LWDs' mission and positive impact in the community. Also, by posting videos and promoting them on Facebook, there's been a significant increase in viewership. Videos posted on LWD's Facebook range from 300-6,000+ views from 3+ years ago until present. Utilizing Facebook has greatly expanded the reach of video content.

Recommendations: Continue to invest in video. This content is proving to be engaging and is recyclable. The cost of filming has proven to be low while still providing high quality and the content is used multiple times. Video has also proven to be important in a time of a pandemic when in-person is not possible.

Events (In-person)

Events in the past, such as the 2017 Open House event, generated a fair amount of community participation (500+ attendees). While they are expensive to execute and the pandemic presents a complexity regarding safety, there are specific anecdotes that shows community appreciation for public outreach efforts with in-person events. With events, the public learns more about LWD and its operations which generates trust and positive attitudes about LWD through face-to-face interaction. LWD's staff can demonstrate their skills and knowledge and increase public awareness of pollution prevention, such as sewer spills.

Recommendations: Bring back in-person events, for reinvigorating community engagement. This includes in-person tours and/or live virtual tours and long-term, an Open House. When possible, an Open House would be ideal in the near future.

In the past, LWD has sponsored an Agua Hedionda event. In the future, LWD could support Batiquitos Lagoon through their Kayak Fundraiser & Cleanup Event and future community events, both financially and through marketing through LWD's Facebook page, newsletter, and elsewhere.

Partnership Outreach

To reach the general public, many organizations focus on specific stakeholders. These organizations have focuses like environment, sustainability, public awareness about specific programs, and other aligned messaging. LWD has already demonstrated this by utilizing schools to build awareness about the Teacher Grant Program.

Recommendations: LWD should continue to build relationships with important audiences, including schools, environment-related groups like Solana Center, Batiquitos Lagoon and Agua Hedionda Lagoon Foundations. Include information from these groups in LWD's outreach and vice versa ask these groups to spread the word about LWD related information.

Branded Giveaways

Like the can topper, materials that LWD can give out leave a lasting impression and a reminder to community members about LWD and therefore the importance of sewer collection services. While the newsletter is a branded item that shows up twice a year, there

are other materials that could be distributed. LWD has created giveaways for kids/schools in the past.

Recommendations:

Continue to create branded materials for community members. Examples like stickers for FSTs to give kids when they watch the Vactors go by, a 12-month color calendar with community-submitted photos, and more materials for schools will provide a lasting positive impression.

MEMORANDUM

Ref: 22-7898

DATE: April 14, 2022

TO: Board of Directors

FROM: Paul J. Bushee, General Manager



SUBJECT: Board of Director Compensation Adjustment

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction as appropriate.

DISCUSSION:

Subsequent to a duly noticed Public Hearing, the Board of Directors adopted Ordinance No. 140 regarding the compensation of Directors on June 12, 2019. Pursuant to applicable sections of the California Water Code (CWC), the Ordinance, which adjusted Director's compensation from \$190 to \$200, became effective 60 days after adoption.

California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2019, the Board is eligible for an adjustment not to exceed 15%. The exact amount of the increase, up to the limit, is at the Board's discretion.

A survey of Director's compensation for other agencies is attached for review.

This item is presented for the Board's consideration and staff has no recommendation on this matter. Staff requests that the board discuss this item and, if an increase is recommended, authorize staff to prepare, notice and schedule a public hearing concurrent with the May 2022 Board meeting.

tb:PJB

Attachment

**OBOARD OF DIRECTORS
PER DIEM COMPENSATION COMPARISON
APRIL 2022**

	DISTRICT	Apr 2021	Apr 2022
1	Carlsbad MWD	\$100.00	\$100.00
2	Eastern MWD	\$223.00	\$233.00
3	Elsinore Valley MWD	\$221.43	\$232.50
4	Encina Wastewater Authority	\$217.41	\$221.41
5	Fallbrook PUD	\$115.76	\$121.55*
6	Helix Water District	\$225.00	\$225.00
7	Lakeside Water District	\$125.00	\$125.00**
8	Leucadia Wastewater	\$200.00	\$200.00
9	Olivenhain MWD	\$150.00	\$150.00
10	Otay Water District	\$152.00	\$152.00
11	Padre Dam MWD	\$145.00	\$145.00
12	Rainbow MWD	\$150.00	\$150.00
13	Ramona MWD	\$100.00	\$100.00
14	Rancho California Water District	\$200.00	\$200.00
15	Rincon Del Diablo MWD	\$160.00	\$160.00
16	SDCWA Directors/Officers	\$150/\$180	\$150/\$180
17	San Dieguito Water District	\$100.00	\$100.00
18	Santa Fe Irrigation District	\$150.00	\$150.00
19	South Bay Irrigation District	\$100.00	\$100.00
20	Sweetwater Authority	\$150.00	\$150.00
21	Vallecitos Water District	\$200.00	\$200.00
22	Valley Center MWD	\$100.00	\$100.00
23	Vista Irrigation District	\$200.00	\$200.00
24	Yuima MWD	\$100.00	\$100.00

The **average** per diem is **\$157.82**

The **median** per diem is **\$150.00**

*** effective April 29, 2022**

**** did not respond, used last years per diem**

Directors' Meetings

Presented by Directors Hanson, Sullivan, and Omsted

Conference

2022 CWEA Annual Conference

Dates and Location

April 11-14, 2022

Sacramento Convention Center

Sacramento, CA

List of Attendees

President Hanson

Vice President Sullivan

Director Omsted

The above mentioned Board member attended various sessions regarding wastewater and recycled water issues.