



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: 893 3224 5128 **Passcode:** 746542

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, October 12, 2022
TIME: 5:00 p.m.
PLACE: VIA VIDEOCONFERENCE ONLY

AGENDA

Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 or unanimous 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. 2384 - 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**
None.

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:

September 14, 2022 Regular Board Meeting (Pages 10-17)
September 16, 2022 Community Affairs Committee Meeting (Page 18)
September 28, 2022 Special Board Meeting (Pages 19-20)
October 4, 2022 Engineering Committee Meeting (Pages 21-22)
9. **Approval of Demands for September/October 2022**
This item provides for Board of Directors approval of all demands paid from LWD during the month of September and a portion of October 2022. (Pages 23-28)
10. **Operations Report**
This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY22 to FY23, flows by sub-basin, and staff training. (Pages 29-34)
11. **Finance Report**
This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY23 budget and discloses monthly investments. (Pages 35-42)
12. **Disclosure of Reimbursements**
This report discloses travel expense reimbursements for the month of September 2022. (Pages 43-44)
13. **Status Update on the Fiscal Year 2023 (FY23) LWD Tactics and Action Plan**
(Pages 45-50)

EWA REPORTS

14. **Encina Wastewater Authority Reports**
 - A. A regular EWA Board Meeting was held on September 28, 2022 via video conference – report by Director Omsted. (Pages 51-52)

- B. An Encina Member Agencies Manager's Meeting was held on October 4, 2022 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Community Affairs Committee meeting was held on September 16, 2022 – report by Director Roesink. (Page 53)
- B. Engineering Committee meeting was held on October 4, 2022 – report by Director Roesink. (Page 54)

ACTION ITEMS

16. Adopt Resolution No. 2385 – For Giving LLC Annexation (Pages 55-59)
17. Recycled Water Agreement with Omni La Costa Resort & Spa (Pages 60-65)

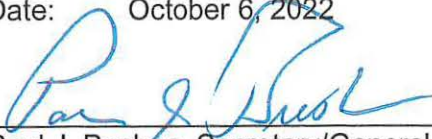
INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports
None.
19. Directors' Meetings and Conference Reports
None.
20. General Manager's Report
21. General Counsel's Report
22. Board of Directors' Comments
23. 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 at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: October 6, 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: October 6, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2384 – 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. 2384 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic;
2. Discuss and take other action, as appropriate.

DISCUSSION:

On September 30, 2021 the Executive Orders authorizing virtual or teleconference meetings without full compliance with the Brown Act expired. On September 16, 2021, Governor Newsom signed Assembly Bill 361, which took effect immediately, and amends provisions of the Ralph M. Brown Act (Cal. Gov. Code 54950 *et seq.*) to provide local agencies with authority to continue virtual meetings during a state of emergency proclaimed by the Governor.

The authority provided by AB 361 is not automatic. For Leucadia Wastewater District to continue virtual meetings:

1. There must be a proclaimed state of emergency pursuant to section 8625 of the California Emergency Services Act (Cal. Gov. Code, § 52953(e)(4).); and
2. The Board of Directors must hold a meeting and adopt and a resolution finding, by a majority vote, that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees. (Cal. Gov. Code, § 52953(e)(1).)

On March 4, 2020, Governor Newsom proclaimed a state of emergency pursuant to Section 8625 of the California Emergency Services Act, and it remains in place today. Thus, the Board of Directors has authority to adopt an AB 361 resolution extending virtual meetings. Resolutions approving virtual meetings pursuant to AB 361 automatically expire after 30 days unless renewed. (Cal. Gov. Code, § 52953(e)(3).)

The Board has adopted complying resolutions at its October through December 2021 and January through September 2022 meetings and staff is recommending the Board adopt Resolution No. 2384 in order to hold its October 12th meeting virtually.

PJB:dwb

Attachment

RESOLUTION NO. 2384

**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) November 11, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of LEUCADIA WASTEWATER DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED at a meeting of the Board of Directors of LEUCADIA WASTEWATER DISTRICT held October 12, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 September 14, 2022

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, September 14, 2022 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Hanson, Sullivan, Roesink, and Omsted
DIRECTORS ABSENT: Brown
OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Field Services Superintendent Jeff Stecker, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Supervisor Marvin Gonzalez, Field Services Specialist Ian Riffel, Field Services Technician III Mauricio Avalos, Field Services Technician III Gabe Mendez, District Engineer Dexter Wilson, and Patrick Danforth and Daphne Fletcher of Ledge Media & HPN Books

3. Pledge of Allegiance

Vice President Sullivan led the pledge of allegiance.

4. Adopt Resolution No. 2382 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic

GM Bushee presented the item and provided background information on AB 361. Staff is recommending the Board adopt Resolution No. 2382 in order to hold its September 14th meeting virtually.

Vice President Sullivan asked for a COVID status update regarding in person meetings. GM Bushee provided an update. Vice President Sullivan stated she would like to continue teleconference meetings next month. Director Omsted agreed with Vice President Sullivan.

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2382 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

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

5. General Public Comment Period

GM Bushee stated that Daphne Fletcher and Patrick Danforth of Ledge Media & HPN Books are in attendance and will speak later on in the agenda. He also noted that Field Services Technician III Mauricio Avalos and Field Services Technician III Gabe Mendez are in attendance and will be presenting later in the agenda.

6. Approval of Agenda

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

Director	Vote
President Hanson	Yes
Vice President Sullivan	Yes
Director Brown	Absent
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:

- August 17, 2022 Regular Board Meeting
- September 6, 2022 Engineering Committee Meeting

9. Approval of Demands for August/September 2022

Payroll Checks numbered 22810-1 – 220907-19; General Checking Checks numbered 23339-23479

10. Operations Report (A copy was included in the original September 14, 2022 Agenda)

11. Finance Report (A copy was included in the original September 14, 2022 Agenda)

12. Disclosure of Reimbursements

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

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

Director	Vote
President Hanson	Yes
Vice President Sullivan	Yes
Director Brown	Absent
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 August 24, 2022.

Director Omsted reported on EWA's August 24, 2022 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on September 6, 2022.

GM Bushee reported on EWA's September 6, 2022 MAM meeting.

Director Brown entered the meeting at 5:15 p.m.

14. Committee Reports

Engineering Committee (EC) Meeting was held on September 6, 2022.

The EC reviewed the following recommendations:

- Adopt Resolution No. 2379, Briggs Annexation;
- Adopt Resolution No. 2383, Stits Annexation;
- Authorize the General Manager to execute a procurement through a cooperative purchase program with Haaker Equipment Company in the amount of \$182,497.25 to retrofit the existing CCTV Van with Envirosight RovverX Long Range CCTV System and accessories; and
- Authorize the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated for the Supervisory Control and Data Acquisition (SCADA) Central Control Upgrade Project in an amount not to exceed \$70,000.

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

The EC also received an update on the Development Projects Summary and the FY 22 Gravity Pipeline Project Update. These items were for information purposes and there was no action taken.

ACTION ITEMS

15. Adopt Resolution No. 2379 –Briggs Annexation

FSSpec Riffel presented the item stating that the annexation into the District of the Briggs Property consists of one parcel totaling 2.92 acres, located east of Rancho Santa Fe Road, south of La Costa Avenue, and west of Lone Jack Road. He noted the annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. FSSpec Riffel noted that per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for the proposed construction of a 1,200 sf ADU. The private sewer lateral for the parcel will connect to the available public sewer system on the north side of Dusty Trail. He stated that there is sufficient capacity to accommodate the connection of the existing single-family dwelling and proposed ADU.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2379 – Requesting LAFCO to take proceedings for the Briggs Change of Organization by the following vote:

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

16. Adopt Resolution No. 2383 –Stits Annexation

FSSpec Riffel presented the item stating that the annexation into the District of the Stits Property consists of one parcel totaling 0.84 acres, located west of Interstate 5, north of Leucadia Boulevard, and east of Hygeia Avenue. He noted the annexation is within the District’s sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. FSSpec Riffel noted that per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for a proposed lot split. The connection of the existing single-family residence and the proposed lot split to the collection system requires the construction of approximately 175 linear feet of public sewer extension on Eolus Avenue before two (2) private lateral connections can be attained. He stated that there is sufficient capacity to accommodate the connection of the existing single-family dwelling and proposed ADU.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2383 – Requesting LAFCO to take proceedings for the Stits Change of Organization by the following vote:

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

17. Retrofit Closed Circuit Television Van

Authorize the General Manager to execute a procurement from Haaker Equipment Company in the amount of \$182,497.25 to retrofit the existing CCTV Van with an Envirosight RovverX Long Range CCTV System and accessories through a cooperative purchase program.

FST III Avalos and FST III Mendez presented the item noting it is a Tactical Goal for FY 2023.

FST III Avalos stated that the District has two Closed Circuit Television (CCTV) Vehicles in its fleet for video inspection of the collection system. He said that staff is recommending the retrofit of the Van which is currently equipped with the CUES inspection system. FST III Avalos explained the reasons for the retrofit including, equipment down time, lack of customer service and support, advancement in CCTV technology and equipment standardization. He stated that staff researched different CCTV systems from Ibak, Proteus, and Envirosight.

FST III Mendez stated that staff selected the Envirosight System due to system and equipment functionality and reliability. He then reviewed the advantages to using the Envirosight System. He said that the retrofit of the Van with Envirosight will result in the CCTV Inspection Systems being the same in both inspection vehicles improving operator efficiency and performance due to system standardization.

FST III Mendez stated that the District's Procurement Policy permits the use of cooperative purchasing programs when feasible and in the best interest of the District. He noted that the retrofit of the Van from the Haaker Equipment Company will be through a cooperative purchasing program with Sourcewell Cooperative (Sourcewell).

Vice President Sullivan congratulated FST III Avalos and FST III Mendez for a great presentation.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Roesink, and unanimously carried, the Board of Directors authorized the General Manager to execute a procurement from Haaker Equipment Company in the amount of \$182,497.25 to retrofit the existing CCTV Van with an EnviroSight RowverX Long Range CCTV System and accessories through a cooperative purchase program by the following vote:

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

18. Supervisory Control and Data Acquisition Central Upgrade Project

Authorize the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated for the Supervisory Control and Data Acquisition (SCADA) Central Control Upgrade Project in an amount not to exceed \$70,000.

FSS Stecker presented the item noting it is a Tactical Goal for FY 2023. FSS Stecker provided background information on the District's SCADA Central Control (SCC) system located in the Headquarters building. He noted that the SCC project includes the purchase of one desktop and required software; configuring the software; developing and programming the human machine interface; and staff training.

FSS Stecker stated that Base Nine Consulting, Inc. (BNCI) possess unique knowledge of the District's SCADA System and completed the previous SCC upgrade. He continued that for those reasons this is a sole source procurement for services.

Vice President Sullivan thanked FSS Stecker for his presentation.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Roesink, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated for the Supervisory Control and Data Acquisition (SCADA) Central Control Upgrade Project in an amount not to exceed \$70,000 by the following vote:

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

19. Division 4 Board of Director Vacancy

GC Brechtel presented the item noting that it is a follow-up to the August 2022 Board Meeting. He stated that there is a vacancy in Division 4 since no one decided to run for that division prior to the August 12 deadline. He stated that after contacting the San Diego County Board of Supervisors regarding the Division 4 Board vacancy, he was told that the San Diego County Board of Supervisors ultimately makes the appointment to LWD's vacant director position rather than the LWD Board. However, because LWD falls within County Supervisorial District 3, the process would be for the LWD Board to make a recommendation to District 3 Supervisor Terra Lawson-Remer by October 28, 2022. The Board of Supervisors would then appoint the new LWD director at its November 15, 2022 meeting. Once appointed, the new director serves the full four-year term as if elected.

GC Brechtel then reviewed the following potential selection options noting that the candidate must reside in District 4:

1. The Board could contact and select one candidate
2. The Board could reach out to multiple candidates and conduct interviews
3. The Board could advertise and conduct a full recruitment process

Vice President Sullivan asked if any Board member had anyone in mind for the Division 4 vacancy. Director Brown stated he had a recommendation and provided background information on his recommendation.

Director Omsted asked if any candidates that previously interviewed with the Board during a vacancy currently reside in Division 4. GM Bushee stated that two former candidates reside in Division 4.

Following discussion, the Board reached consensus to have GM Bushee reach out to the previous two candidates that currently reside in District 4, as well as the recommended candidate from Director Brown, to see if they are interested in serving on the Board. GM Bushee stated he would report back to the Board after contacting the potential candidates. GM Bushee noted that a future Special Board Meeting to conduct candidate interviews would be scheduled prior to the October Board Meeting.

20. Potential Participation in Stories of San Dieguito film/book project

ADS Hill presented and provided background information on the item. She noted that San Dieguito Heritage Ranch Museum is working with a historical publishing company called HPN Books/Ledge Media (HPN) to produce a documentary film and history book about North County San Diego. ADS Hill stated staff believes that participating in this project would be an excellent community outreach tool and recommended that the District participate at the "General Sponsor" level of \$5,000. She noted that his sponsorship level would allow for a 2 page featured article in the history book.

Ms. Daphne Fletcher of HPN then gave a presentation on the book layout.

Following discussion, upon a motion duly made by Director Brown, seconded by Director Omsted, and unanimously carried, the Board of Directors opted to participate in the project at the General Sponsor level by the following vote:

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

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

Flu Shot Clinic is scheduled for Thursday, September 15, 2022 from 3:30 – 4:30 p.m.

EA Baity announced the date and the time of the Flu Shot Clinic.

22. Directors' Meetings and Conference Reports

A. The CSDA Quarterly Dinner was held August 18, 2022 at the 94th Aero Squadron in Kearny Mesa, CA.

Director Roesink stated it was a very interesting and informative meeting and that the SANDAG speaker was very good.

B. 2022 CSDA Annual Conference was held August 22 - 25, 2022 at the J.W. Marriott Desert Springs Resort and Spa in Palm Desert, CA.

President Hanson stated there were really good presentations and speakers at the conference. She stated she enjoyed Dr. Wendy Suzuki's presentation. Vice President Sullivan agreed with President Hanson.

Director Omsted stated it was a very good conference.

Director Omsted asked if the North County Coalition has recently received any grant funding. GM Bushee stated the Coalition has received a total of \$23.9M in WIIN Title XVI funding.

C. 2022 WaterReuse CA Annual Conference was held September 11 - 13, 2022 at the Hyatt Embarcadero in San Francisco, CA.

Vice President Sullivan stated it was a great conference with an attendance of 600 people. She noted that she participated in a lot of panel discussions.

23. General Manager's Report

GM Bushee reported on the following:

- Olivenhain Municipal Water District (OMWD) Open House Event is scheduled for October 8th;
- LWD has received \$5,800 in COVID grant funding; and
- LWD has developed an orientation on Encina for any interested Board members

24. General Counsel's Report

GC Brechtel reported on the following:

- AB 2449 - open meetings and teleconferences

25. Board of Directors' Comments

Director Brown stated that the District is doing well and he is proud to be part of this organization. Director Roesink agreed with Director Brown.

26. Adjournment

President Hanson adjourned the meeting at approximately 6:49 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 September 16, 2022

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Friday, September 16, 2022 at 10:00 a.m. via video conference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Roesink and Sullivan

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. New Business

A. Review Fall 2022 Newsletter Draft Text.

ASSup Hill presented the item and introduced Ms. Iris Grootenhuis of RTP. Ms. Grootenhuis provided an overview of the Fall 2022 newsletter draft text.

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

Following discussion, the CAC authorized staff and RTP to proceed with the draft layout of the newsletter. The next CAC meeting was scheduled for October 5, 2022 at 9:00 a.m.

5. Information Items

None.

6. Directors' Comments

Director Sullivan stated that the fall newsletter was well written and captivating. Chairperson Roesink agreed with Director Sullivan.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Roesink adjourned the meeting at 10:40 a.m.

Paul J. Bushee
 Secretary/General Manager
 (Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Special Board Meeting
 September 28, 2022

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, September 28, 2020 at 4:00 p.m. via teleconference.

1. Call to Order

President Hanson called the meeting to order at 4:01 p.m.

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Mr. Sachin Chawla, Mr. Arthur Schmidt, and Mr. Rolando Saldana

3. Pledge of Allegiance

President Hanson led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Board of Directors Vacancy

A. Interview and consider candidates for the Board of Director's vacant position.

The Board of Directors interviewed the following candidates for the vacant position:

1. Mr. Rolando Saldana
2. Mr. Sachin Chawla
3. Mr. Arthur Schmidt

Following the interviews, the Board discussed the candidates at length and agreed that all three candidates were well qualified for the Board vacancy. Each Board member then chose and deliberated their top candidates.

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and carried, the Board of Directors decided to recommended Mr. Rolando Saldana for District 4 to the County Board of Supervisors by the following vote:

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

GM Bushee stated he would reach out to Mr. Saldana and let him know that the Board has selected him as the recommended candidate for the District 4 vacancy. GM Bushee stated he would also reach out to the other candidates to thank them for participating in the interview process.

GC Brechtel stated that LWD will recommend Mr. Saldana to County Supervisorial District 3 Representative Terra Lawson-Remer prior to the October 28 deadline. The County Board of Supervisors would then appoint the new LWD director at its November 15, 2022 meeting.

7. Adjournment

President Hanson adjourned the meeting at approximately 5:29 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 October 4, 2022

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, October 4, 2022 at 9:00 a.m. via video conference.

1. Call to Order

Chairperson Roesink called the meeting to order at 9:05 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; Field Services Specialist Ian Riffel; and District Engineer Dexter Wilson

3. Public Comment

None.

4. New Business

A. Adopt Resolution No. 2385, For Giving LLC Annexation, as presented.

FFSpec Riffel presented this item to the EC. He explained that the For Giving LLC Annexation involves one parcel totaling 1.2 acres with an existing single-family residence that is currently connected to a septic tank system. He continued that per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for the proposed parcel split into three parcels. FFSpec Riffel explained that, additionally, two new single family residents are proposed to be constructed, one on each of the two new parcels. He said that connection of these parcels to the District's Collection System will require a developer funded 125 foot extension of the public sewer. He stated that the collection and treatment systems have sufficient capacity to accommodate the three residences.

Chairperson Roesink asked if there are any challenges to this annexation. FFSpec Riffel answered that there are no challenges. GM Bushee added that this is a standard annexation and that the City of Encinitas typically requires connecting to the public sewer as properties are subdivided.

Director Brown asked if a reimbursement agreement is part of this annexation. FFSpec Riffel answered that this annexation will connect at the end of the public sewer line. Therefore, no additional properties will be able to connect to the extension and no sewer extension or reimbursement agreement is required.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2385 the For Giving LLC Annexation.

5. Information Items

A. Development Projects Summary

FSSpec Riffel presented this item to the EC. He mentioned that a new nine unit development has been added on Gibraltar Street in Carlsbad.

The EC discussed the Gibraltar development and the details of how multi-family units typically connect to the LWD system. The EC also discussed the status of the Marea Village and Omni La Costa Resort and Spa development.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Roesink adjourned the meeting at approximately 9:26 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
October 12, 2022**

Disbursement Period September 9, 2022 Through October 6, 2022

GENERAL CHECKING

Operating	\$	142,615.39
Capital	\$	170,682.26
TOTAL GENERAL CHECKS	\$	313,297.65

VOIDED CHECKS

Check # 55534	Operating	Check dated 05/13/21	\$	(24.85)
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PAYROLL CHECKS	\$	118,357.02
TOTAL DEMANDS	\$	431,629.82

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

Disbursement Period September 9, 2022 Through October 6, 2022

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	9/21/2022	220921-1 to 220921-19	\$ 57,310.48
Board Payroll Checks	10/3/2022	221003-1 to 221003-5	\$ 4,113.48
Biweekly Payroll Checks	10/5/2022	221005-1 to 221005-19	\$ 56,933.06
TOTAL PAYROLL CHECKS			\$ 118,357.02

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 9/9/2022 Through 10/6/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23480	9/15/2022	AA BEEKEEPER	400.00	Live Bee & Hive Removal
23481	9/15/2022	ADT/PROTECTION 1	165.00	Monthly Security Camera Maintenance 09/17/22-10/16/22
23482	9/15/2022	AIRGAS USA LLC	1,502.41	Liquid Oxygen Contract 08/30/22
	9/15/2022	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
23483	9/15/2022	Brightview Landscape Services Inc	319.00	Vegetation Cleanup (Line Maintenance) - September 2022
23484	9/15/2022	BURTECH PIPELINE INC DBA BURTEC...	72,497.88	FY2020 Gravity Sewer Repair Retention Payment
23485	9/15/2022	CHARLES ULMER DBA: CHUCKS TIRE ...	1,550.85	New Tires (4) - Vehicle # 171
23486	9/15/2022	CORODATA	96.56	File Storage - August 2022
23487	9/15/2022	DATA NET SOLUTIONS GROUP	1,268.60	Managed Services Monthly Service - August 2022
	9/15/2022	DATA NET SOLUTIONS GROUP	465.00	POWEREDGE R750 8-Core Servers (2)
23488	9/15/2022	FEDERAL EXPRESS CORPORATION	38.21	Shipping 08/30/22
23489	9/15/2022	GRAINGER, INC	21.06	Fuses
	9/15/2022	GRAINGER, INC	85.69	Hex Nuts / Washers / Split Lock Washer
	9/15/2022	GRAINGER, INC	223.42	HXHDCPSRW 20-Pack
23490	9/15/2022	HACH COMPANY	323.23	DPD Total Chlorine
23491	9/15/2022	MALLORY SAFETY AND SUPPLY	223.86	Safety Supplies: Survey Vests
23492	9/15/2022	MAVTECK	2,750.00	FY2022 Gravity Sewer Repair Project - August 2022
23493	9/15/2022	MISSION SQUARE	5,648.63	Deferred Comp for PPE 09/04/22
23494	9/15/2022	NAPA AUTO	120.67	Battery Charger - BPS
23495	9/15/2022	PLANT PEOPLE, INC	168.00	Office Plant Maintenance - September 2022
23496	9/15/2022	Professional Exchange Service Corpora...	140.50	Phone Answering Services - August 2022
23497	9/15/2022	QUADIENT FINANCE USA, INC	200.00	Postage
23498	9/15/2022	SAN DIEGUITO WATER DISTRICT	6.62	Water @ Tanker 1
	9/15/2022	SAN DIEGUITO WATER DISTRICT	39.72	Water @ Tanker 2
23499	9/15/2022	STAPLES	(4.64)	Credit on Invoice # 3516274017
	9/15/2022	STAPLES	248.88	Office Supplies
23500	9/15/2022	TERMINIX PROCESSING CENTER	90.00	Monthly Pest Control Services 08/08/22
23501	9/15/2022	THE HOME DEPOT CRC/GECF	168.97	Ballasts / Anchor Shckles / Spring Link
	9/15/2022	THE HOME DEPOT CRC/GECF	55.66	Drill Screws / Driver Set / Anchor / Lashing
	9/15/2022	THE HOME DEPOT CRC/GECF	106.67	HDL Bath Faucet
	9/15/2022	THE HOME DEPOT CRC/GECF	39.30	Late Fee / Finance Charge
	9/15/2022	THE HOME DEPOT CRC/GECF	10.74	Sevin Sulfur
	9/15/2022	THE HOME DEPOT CRC/GECF	7.52	Stop Rust Flat White Can
	9/15/2022	THE HOME DEPOT CRC/GECF	65.66	Telescopic Pole / 4-sided Brush
	9/15/2022	THE HOME DEPOT CRC/GECF	50.73	Wire Rope / Clamp Sets / Rake
23502	9/15/2022	WATER ENVIRONMENT FEDERATION	267.00	Membership Renewal FY2023 - R Morishita
23503	9/15/2022	WORDEN WILLIAMS LLP	4,752.00	Legal Services - August 2022
23504	9/15/2022	XYLEM WATER SOLUTIONS USA INC	26,687.39	Flygt Model NT-3153.095 Submersible Pump
23505	9/22/2022	AIRGAS USA LLC	1,164.09	Liquid Oxygen Contract 09/09/22
23506	9/22/2022	AT&T	213.76	Phone Service-BPS 08/10/22-09/09/22
23507	9/22/2022	ATEL COMMUNICATIONS, INC	294.00	Phone System Service
23508	9/22/2022	DATA NET SOLUTIONS GROUP	(192.50)	Credit for Rate Correction on Invoice 9809131

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	9/22/2022	DATA NET SOLUTIONS GROUP	2,485.75	IT Support Monthly Service - August 2022
	9/22/2022	DATA NET SOLUTIONS GROUP	15,025.74	Update to Sharepoint from 2013 to 2019 Quote DNSQ15319
23509	9/22/2022	DEXTER WILSON ENGINEERING	320.00	Development Services-0943 Leucadia Streetscape
	9/22/2022	DEXTER WILSON ENGINEERING	490.50	Development Services-1115 555/571 N Vulcan Ave
	9/22/2022	DEXTER WILSON ENGINEERING	64.00	Development Services-1133 633 Sparta Drive ADU
	9/22/2022	DEXTER WILSON ENGINEERING	384.00	Development Services-1139 1967 Vulcan Avenue
	9/22/2022	DEXTER WILSON ENGINEERING	298.50	Development Services-1141 Briggs Annex 3637 Copper Crest
	9/22/2022	DEXTER WILSON ENGINEERING	469.00	Development Services-1159 Lola 55 7720 El Camino Real # L&M
	9/22/2022	DEXTER WILSON ENGINEERING	490.50	Development Services-1161 Stits Annex 1177 Eolus Ave
	9/22/2022	DEXTER WILSON ENGINEERING	320.00	Development Services-1162 Teaspoon 7625 Via Campanile
	9/22/2022	DEXTER WILSON ENGINEERING	398.99	Development Services-1163 1439 Neptune Ave New SFD
	9/22/2022	DEXTER WILSON ENGINEERING	192.00	Development Services-1164 Birdseye Kitchen 540/542 N Coast
	9/22/2022	DEXTER WILSON ENGINEERING	1,160.00	Prepare District's FY-22 SSMP Audit
23510	9/22/2022	HAAKER EQUIPMENT CO	754.25	1" x 15' Leader Hoses
23511	9/22/2022	HEALTHY CREATIONS CAFE/NECTARI...	24.85	Refund for Devel. Deposit-Healthy Creations/Nectarline Grove
23512	9/22/2022	HI-WAY SAFETY, INC	26.94	Custom Sign: Sewage Treatment
23513	9/22/2022	MISSION SQUARE	5,651.39	Deferred Comp for PPE 09/21/22
23514	9/22/2022	MSC JANITORIAL SERVICE, INC	3,008.75	Janitorial Services - August 2022 & Qtrly Floor Service
23515	9/22/2022	NAPA AUTO	65.71	Motor Oil
23516	9/22/2022	OLIVENHAIN MUNICIPAL WATER DIS...	51.15	Water @ VP5 PS
23517	9/22/2022	PLUMBERS DEPOT, INC	3,155.05	Warthog Magnum Nozzle
23518	9/22/2022	Premier Chevrolet of Carlsbad	115.98	Maintenance on Vehicle # 155
23519	9/22/2022	PRUDENTIAL OVERALL SUPPLY	119.54	Weekly Uniform/Laundry Service 09/13/22
23520	9/22/2022	SAN DIEGO GAS & ELECTRIC	4,600.60	Electric @ Admin
	9/22/2022	SAN DIEGO GAS & ELECTRIC	1,225.15	Electric @ La Costa PS
	9/22/2022	SAN DIEGO GAS & ELECTRIC	20,854.10	Electric @ LPS
	9/22/2022	SAN DIEGO GAS & ELECTRIC	114.68	Electric @ RV PS
	9/22/2022	SAN DIEGO GAS & ELECTRIC	963.85	Electric @ Saxony PS
	9/22/2022	SAN DIEGO GAS & ELECTRIC	172.62	Electric @ VP7 PS
	9/22/2022	SAN DIEGO GAS & ELECTRIC	825.44	Electric/Gas @ E Estates PS
	9/22/2022	SAN DIEGO GAS & ELECTRIC	10.00	Gas @ Admin
23521	9/22/2022	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 09/14/22-10/13/22
23522	9/22/2022	STAPLES	187.55	Office Supplies
23523	9/22/2022	SUZI SHATTO	765.00	First Aid / CPR / AED Course - All Staff
23524	9/22/2022	VERIZON WIRELESS	1,009.35	Cell Phones 08/08/22-09/07/22
23547	9/29/2022	BURTECH PIPELINE INC DBA BURTEC...	829.00	Vacuum Breaker Kits (6)
23548	9/29/2022	CITY OF CARLSBAD	271.89	Water @ 1900 La Costa Ave

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	9/29/2022	CITY OF CARLSBAD	27.58	Water @ Fire Line
	9/29/2022	CITY OF CARLSBAD	164.09	Water @1960 La Costa Ave
23549	9/29/2022	COLONIAL LIFE INS	315.06	Accident/Critical Illness Ins 09/07/22 & 09/21/22
23550	9/29/2022	CONFIDENCE CONSULTING	4,684.40	Leadership Development Training & Travel Expenses
23551	9/29/2022	COUNTY OF SAN DIEGO APCD	599.00	District Fees for APCD2005-SITE-05750 Oct 2022-2023
23552	9/29/2022	DATA NET SOLUTIONS GROUP	403.13	Refurb NetGear 48 Port GB Smart Switch
	9/29/2022	DATA NET SOLUTIONS GROUP	62.81	Shipping Charge to send back bad NETGEAR switch
	9/29/2022	DATA NET SOLUTIONS GROUP	4,074.63	WatchGuard Firebox SCADA/BPS
23553	9/29/2022	HAAKER EQUIPMENT CO	382.79	Repairs / Maintenance for Vactors: 4" Bulldog Skid
	9/29/2022	HAAKER EQUIPMENT CO	90.51	Repairs / Maintenance for Vactors: Nitrogen Canister
23554	9/29/2022	INFRASTRUCTURE ENGINEERING CORP	3,300.00	Design Services for VP7 PS Replacement
23555	9/29/2022	MALLORY SAFETY AND SUPPLY	686.41	Safety Supplies / Staff PPE Nitrile Glove 8 Mil Blue (30BX)
23556	9/29/2022	NAPA AUTO	135.66	Miscellaneous Auto Supplies
	9/29/2022	NAPA AUTO	40.93	Miscellaneous Auto Supplies Easy Slip
	9/29/2022	NAPA AUTO	116.84	Motor Oil (2) Funnel (1) Blue Def (3)
23557	9/29/2022	PACIFIC PIPELINE SUPPLY	93.42	Gaskets
23558	9/29/2022	PACIFIC RIM MECHANICAL	1,934.78	AC Repairs - LPS
23559	9/29/2022	PRUDENTIAL OVERALL SUPPLY	247.72	Weekly Uniform/Laundry Service
23560	9/29/2022	ROCKWELL SOLUTIONS	23,178.20	Vaughan Submersible Chopper Pump @ BPS
23561	9/29/2022	SAN DIEGO GAS & ELECTRIC	97.63	Electric @ Avocado PS
	9/29/2022	SAN DIEGO GAS & ELECTRIC	2,149.94	Electric @ AWT
	9/29/2022	SAN DIEGO GAS & ELECTRIC	16,065.32	Electric @ BPS
	9/29/2022	SAN DIEGO GAS & ELECTRIC	558.44	Electric @ Diana PS
	9/29/2022	SAN DIEGO GAS & ELECTRIC	366.78	Electric @ VP5 PS
23562	9/29/2022	SAN DIEGO LAFCO	6,405.00	Project # 1141 - Briggs Annexation
23563	9/29/2022	SAN DIEGO LAFCO	6,405.00	Project # 1161 - Stits Annexation
23564	9/29/2022	SOUTHERN CONTRACTING COMPANY	580.00	Fix and test UPS Diana PS
	9/29/2022	SOUTHERN CONTRACTING COMPANY	1,470.00	Misc Electric Work - BPS
	9/29/2022	SOUTHERN CONTRACTING COMPANY	580.00	RTU Panel Troubleshoot Saxony PS
23565	9/29/2022	STAPLES	78.85	Office Supplies
23566	9/29/2022	TERMINIX PROCESSING CENTER	62.20	Monthly Pest Control Services 09/12/22
23567	9/29/2022	WATER WORKS ENGINEERING LLC	23,623.00	FY2023 Cured In Place Pipe Line Project
23568	10/6/2022	AWSS INC	8,404.43	Vehicle / Generator Fuel 08/26/22-09/15/22
23569	10/6/2022	AZTEC LEASING, INC	530.88	Copy Machine Lease - September 2022
23570	10/6/2022	BAJA POOL AND SPA SERVICE	160.00	Water Fountain Weekly Maintenance - October 2022
23571	10/6/2022	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 09/22/22-10/21/22
	10/6/2022	COX COMMUNICATIONS SAN DIEGO	509.76	Phone Service 09/18/22-10/17/22
23572	10/6/2022	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription - October 2022
23573	10/6/2022	FIDELITY SECURITY LIFE INSURANCE...	426.30	Vision Insurance - October 2022
23574	10/6/2022	HAAKER EQUIPMENT CO	244.99	Repairs/Maintenance for Vactors - Wear Block/Bronze Bearings

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
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 From 9/9/2022 Through 10/6/2022

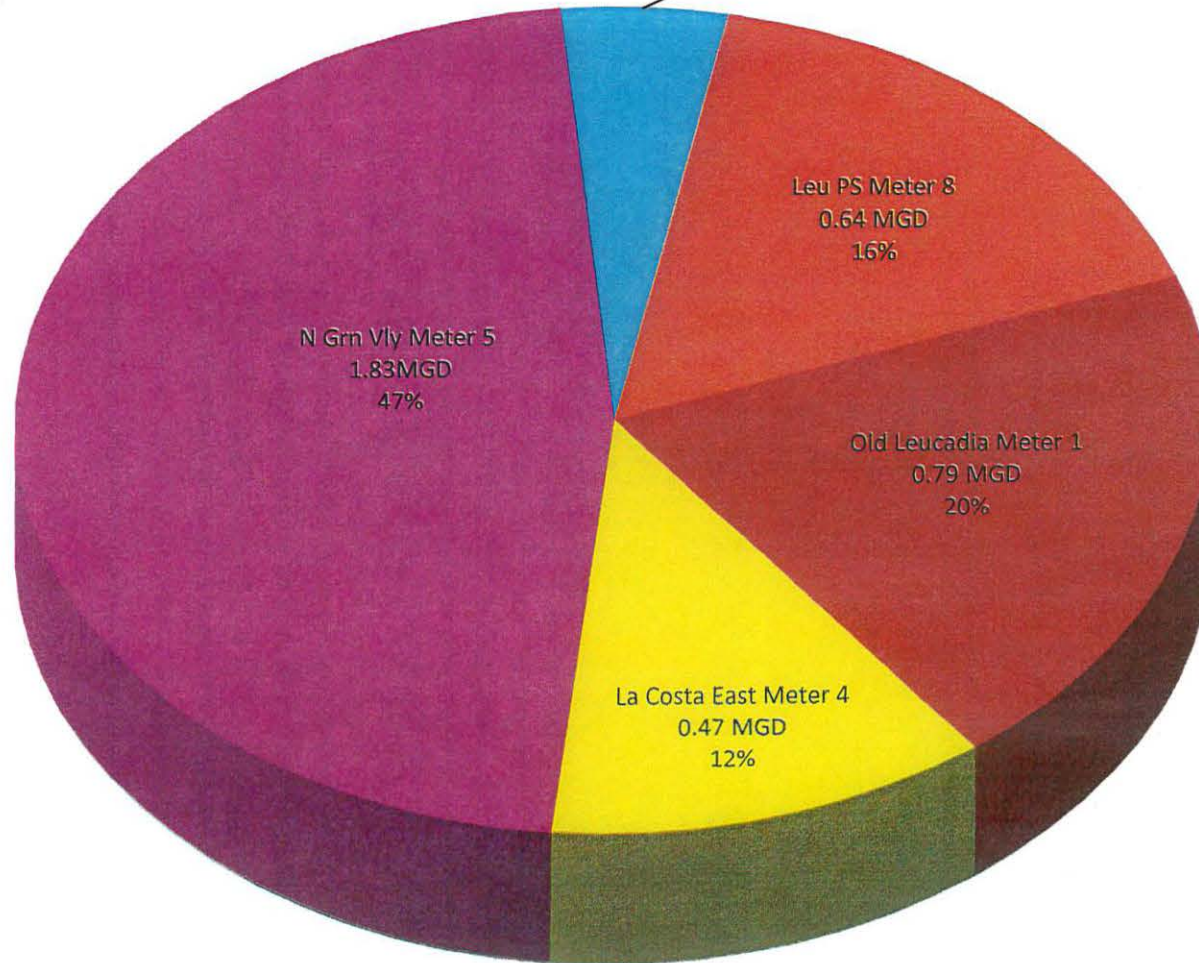
Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	10/6/2022	HAAKER EQUIPMENT CO	106.13	VA 81884A Shoe
23575	10/6/2022	HARTFORD LIFE & ACCIDENT INŞ.	501.33	Life Insurance - October 2022
23576	10/6/2022	HUMANA DENTAL INS.	3,797.05	Dental Insurance - October 2022
23577	10/6/2022	INTERSTATE BATTERIES OF SAN DIEGO	154.83	MTP-24 Battery
23578	10/6/2022	MISSION SQUARE	5,803.44	Deferred Comp for PPE 10/02/22
23579	10/6/2022	MUTUAL OF OMAHA	1,329.38	Disability Insurance - October 2022
23580	10/6/2022	NAPA AUTO	103.35	Blue Def (8)
	10/6/2022	NAPA AUTO	90.40	Delo 400 15W40 Oil (4) / Fuel Filters (6)
	10/6/2022	NAPA AUTO	67.85	Oil Filters (3)
23581	10/6/2022	O'REILLY AUTO PARTS	10.09	Oil Filter
23582	10/6/2022	PLANT PEOPLE, INC	168.00	Office Plant Maintenance - October 2022
23583	10/6/2022	QUADIENT FINANCE USA, INC	200.00	Postage
23584	10/6/2022	Quench USA Inc	136.85	Office Drinking Water Monthly Service 09/19/22-10/18/22
23585	10/6/2022	STAPLES	28.00	Emergency Drinking Water
	10/6/2022	STAPLES	31.24	Office Supplies
23586	10/6/2022	VERIZON WIRELESS	21.27	Telemetry for Cell Phones 08/24/22-09/23/22
Report Total			313,297.65	

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2023 (July 2022 - June 2023)**

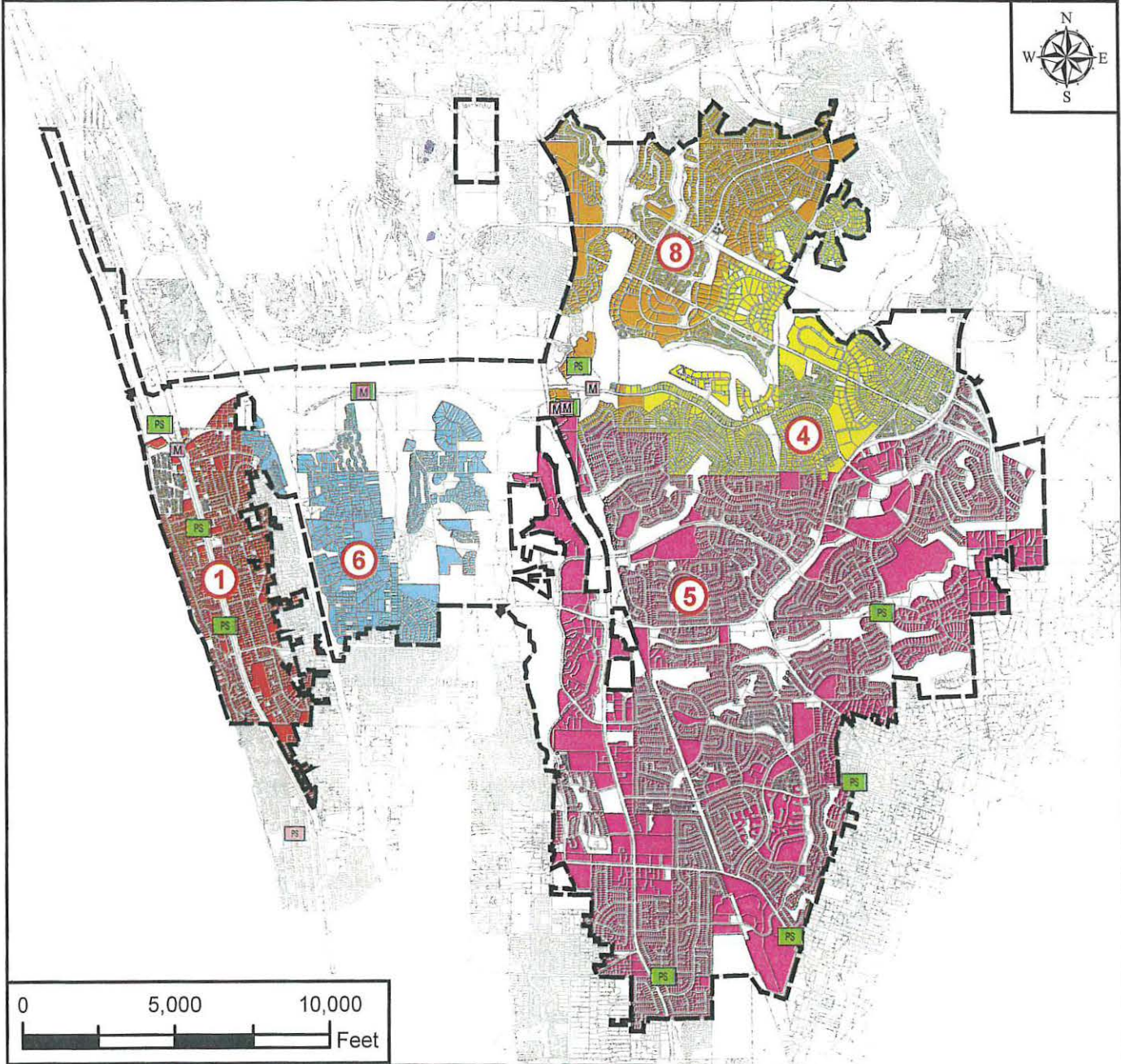
CURRENT MONTH - September 2022							FY 2022
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,782.09	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	118.11	1.00	3.81	132.37	46.48	3.79
YTD			28,783.09				
AUGUST	0.00	122.76	4.64	3.96	137.56	48.02	3.81
YTD			28,787.73				
SEPTEMBER	0.29	117.30	18.25	3.91	135.74	33.03	3.74
YTD			28,805.98				
OCTOBER							3.61
YTD							
NOVEMBER							3.78
YTD							
DECEMBER							3.95
YTD							
JANUARY							3.80
YTD							
FEBRUARY							3.60
YTD							
MARCH							3.72
YTD							
APRIL							3.68
YTD							
MAY							3.64
YTD							
JUNE							3.86
YTD							
YTD Totals	0.29	358.17	23.89			127.53	
Mo Average	0.10	119.39	7.96	3.89	135.22	42.51	3.75

**LWD Flows by Sub-Basin
September 2022
Total LWD Flow 3.91 MGD**

■ Saxony Meter 6,
0.18, 5%



LEUCADIA WASTEWATER DISTRICT

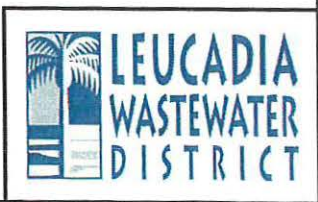


LEGEND

Parcels by Basin

- 1 - Old Leucadia
- 4 - La Costa East
- 5 - North Green Valley
- 6 - Saxony
- 8 - Leucadia PS

- Meter Locations
- LWD Pump Stations
- Encinitas Pump Stations
- LWD Boundary

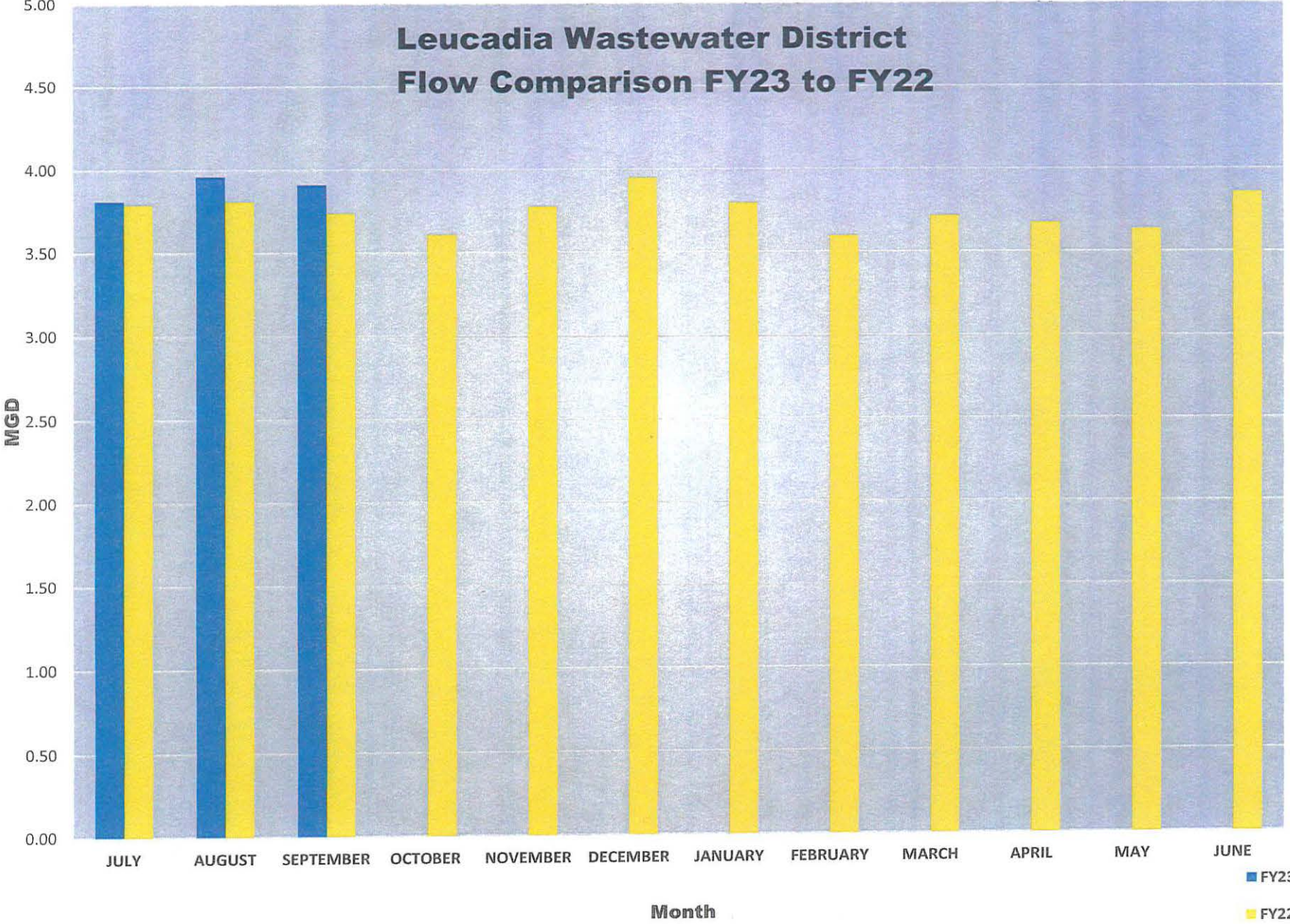


DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN

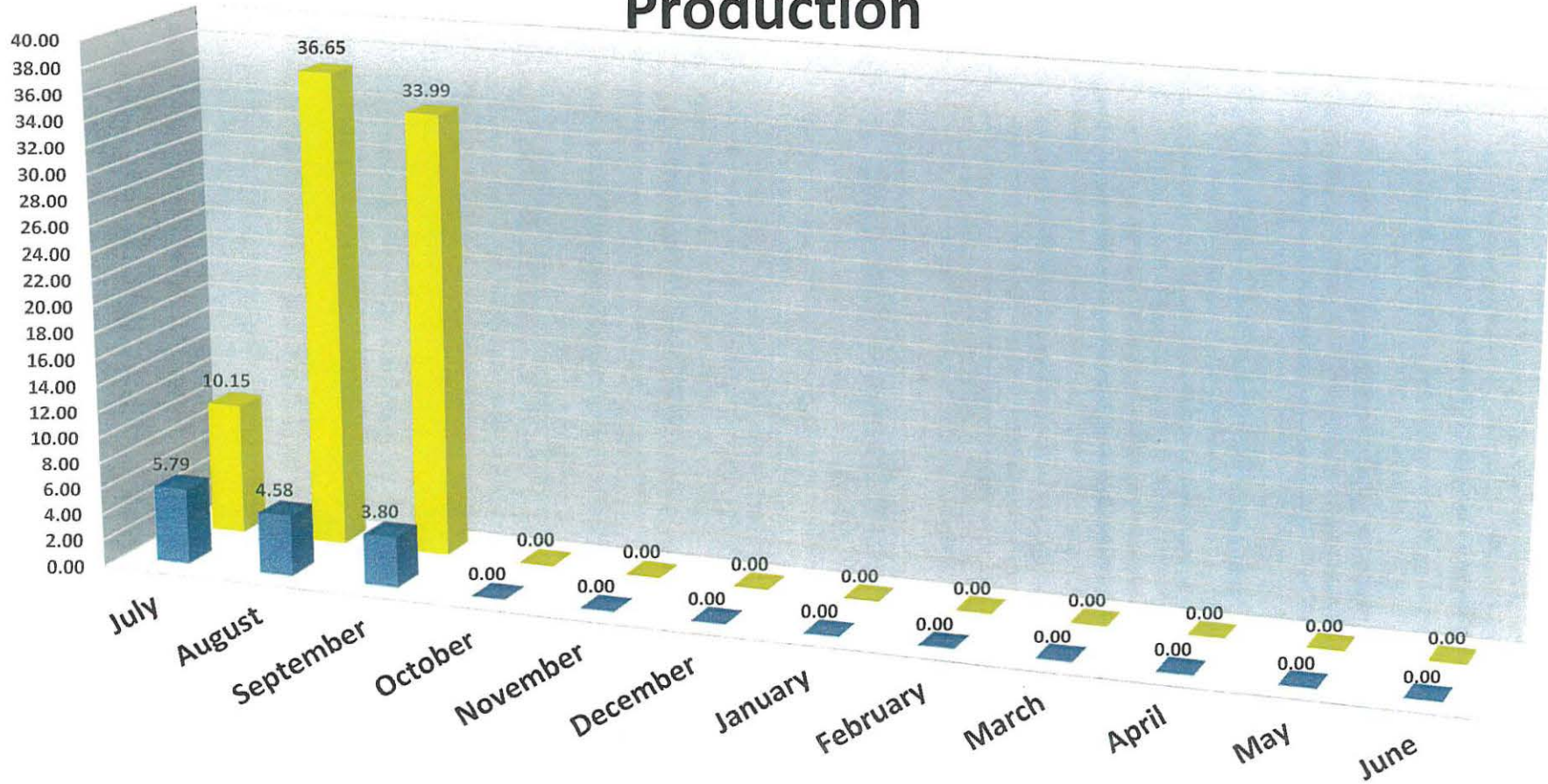
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Leucadia Wastewater District Flow Comparison FY23 to FY22



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FY-23 CCTV Inspections & Hydro Cleaning Production



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

■ CCTV Inspections (YTD 14.2 Miles)
■ Hydro Cleaning (YTD 80.8 Miles)



LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
September 2022**

Training & Safety Events for the month September 2022

Hours

Description	Ops	Admin	Total
Anti Harassment Training	1.0	0.0	1.0
Email Etiquette	0.0	1.0	1.0
Fall Protection	6.0	0.0	6.0
Fire Extinguisher Training	1.0	0.0	1.0
HAZWOPER (Advanced: Modules 1- 4)	2.0	0.0	2.0
Heat Illness	2.0	0.0	2.0
Respiratory Protection	1.0	0.0	1.0
SharePoint for Site Owners	0.0	1.5	1.5
CLASS Program Overview	0.0	0.5	0.5
CSRMA Field Ergonomics	1.0	0.0	1.0
CSRMA Office Ergonomics	2.0	5.0	7.0
CSRMA Sewer Overflow and Backup	11.0	0.0	11.0
CSRMA TrainingLink Use & Setup	0.0	1.0	1.0
DataNet General Data Protection Regulation (GDP) for Data Processors	0.0	0.5	0.5
DataNet Cyber Security	0.0	1.0	1.0
DataNet Phishing	0.0	0.5	0.5
DataNet Physical Office Security Training	0.0	0.5	0.5
Water Industry Coagulation, Flocculation & Sedimentation	1.0	0.0	1.0
Water Industry CPR Academic	1.0	0.0	1.0
Water Industry Disinfection Basics	1.0	0.0	1.0
Total Training Hours	30.00	11.50	41.50

Conferences/Webinars/Seminars for the month of September 2022

Attendees

Description	Ops	Admin	Total
CASA Collection Systems Working Group Meetings	0	1	1
Total Attended Conferences	0	1	1

Notes:

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

Conferences include CASA, CWEA, CSDA, CSRMA, CSMFO

Leucadia Wastewater District

Balance Sheet

As of 9/30/2022

	<u>Amount</u>
Assets	
Cash & Investments	21,450,120.62
Accounts Receivables	109,322.50
Net OPEB Asset	246,761.00
Prepaid Expense	468,353.02
Funds held with Encina Wastewater Authority	445,200.00
Capital Assets	187,983,392.07
Less Accumulated Depreciation	(65,265,622.75)
Total Assets	<u>145,437,526.46</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,274,038.00
OPEB Health Deferred Outflows	74,182.00
Total Deferred Outflows	<u>1,348,220.00</u>
Total Assets & Deferred Outflows	<u>146,785,746.46</u>
Liabilities	
Accounts Payable & Accrued Expenses	442,834.34
Developer Deposits	81,551.74
Lease Liability	13,018.57
Net Pension Liability	2,094,667.00
Total Liabilities	<u>2,632,071.65</u>
Deferred Inflows	
PERS Pension Deferred Inflows	176,126.00
PERS Projected/Actual Earnings Difference	1,828,534.00
OPEB Health Deferred Inflows	146,751.00
Total Deferred Inflows	<u>2,151,411.00</u>
Net Position	
Beginning Net Position (as of June 30, 2021)	
Investment In Capital Assets	122,704,750.01
Reserves	23,651,323.22
Total Beginning Net Position (as of June 30, 2021)	<u>146,356,073.23</u>
Current Change In Net Position	
Other	(4,353,809.42)
Total Current Change In Net Position	<u>(4,353,809.42)</u>
Total Net Position	<u>142,002,263.81</u>
Total Liabilities, Deferred Inflows & Net Position	<u>146,785,746.46</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

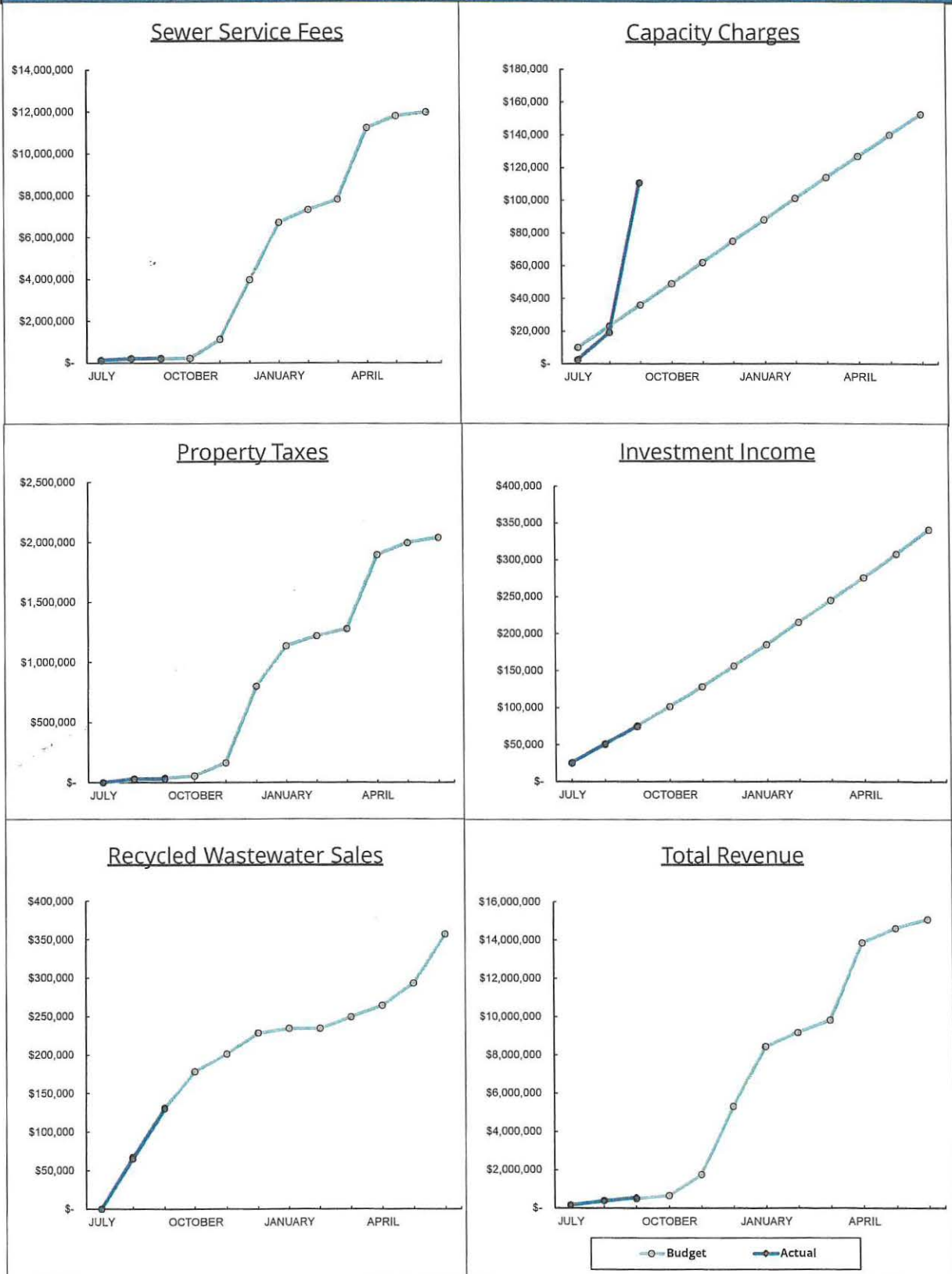
From 7/1/2022 Through 9/30/2022

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 213,789.98	\$11,980,350.00	\$11,766,560.02	1.8%
3150 Recycled Water Sales	130,126.61	357,000.00	226,873.39	36.5%
3100 Misc. Operating Revenue	-	194,150.00	194,150.00	0.0%
TOTAL OPERATING REVENUES	\$ 343,916.59	\$12,531,500.00	\$12,187,583.41	2.7%
OPERATING EXPENSES				
4100 Salaries	\$ 445,052.35	\$ 2,161,260.00	\$ 1,716,207.65	20.6%
4200 Employee Benefits	368,022.86	1,583,432.00	1,215,409.14	23.2%
4300 Directors Expense	26,265.23	137,400.00	111,134.77	19.1%
4400 Election Expense	-	60,000.00	60,000.00	0.0%
4600 Gas, Oil & Fuel	18,994.59	51,000.00	32,005.41	37.2%
4700 Insurance Expense	126,032.68	225,425.00	99,392.32	55.9%
4800 Memberships	5,636.30	38,425.00	32,788.70	14.7%
4900 Office Expense	39,945.44	173,800.00	133,854.56	23.0%
5000 Operating Supplies	24,766.57	148,800.00	124,033.43	16.6%
5200 Professional Services	44,027.82	528,900.00	484,872.18	8.3%
5300 Printing & Publishing	-	30,000.00	30,000.00	0.0%
5400 Rents & Leases	3,089.31	22,900.00	19,810.69	13.5%
5500 Repairs & Maintenance	79,795.11	509,000.00	429,204.89	15.7%
5600 Monitoring & Permits	5,232.67	84,300.00	79,067.33	6.2%
5700 Training & Development	10,817.95	49,000.00	38,182.05	22.1%
5900 Utilities	127,536.10	506,680.00	379,143.90	25.2%
6100 LAFCO Operations	7,958.20	7,700.00	(258.20)	103.4%
6200 Endna Operating Expense	1,209,526.00	2,274,600.00	1,065,074.00	53.2%
6900 Admin O/H alloc to Capital	(46,396.10)	(209,032.00)	(162,635.90)	22.2%
TOTAL OPERATING EXPENSES	\$ 2,496,303.08	\$ 8,383,590.00	\$ 5,887,286.92	29.8%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 110,685.75	\$ 152,670.00	\$ 41,984.25	72.5%
3220 Property Taxes	29,265.10	2,038,700.00	2,009,434.90	1.4%
3250 Investment Income	74,048.00	341,000.00	266,952.00	21.7%
3290 Misc. Non Op Revenue	2,977.22	27,400.00	24,422.78	10.9%
TOTAL NON-OPERATING REVENUES	\$ 216,976.07	\$ 2,559,770.00	\$ 2,342,793.93	8.5%

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

Leucadia Wastewater District Revenue FY2023

YTD through September 30, 2022

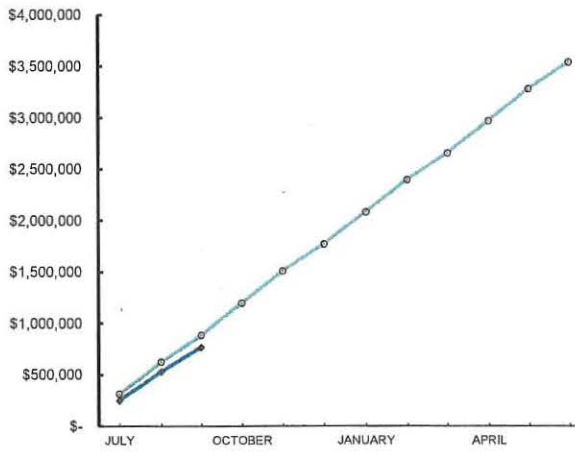


* Preliminary: subject to future review, reconciliation, accruals, and audit

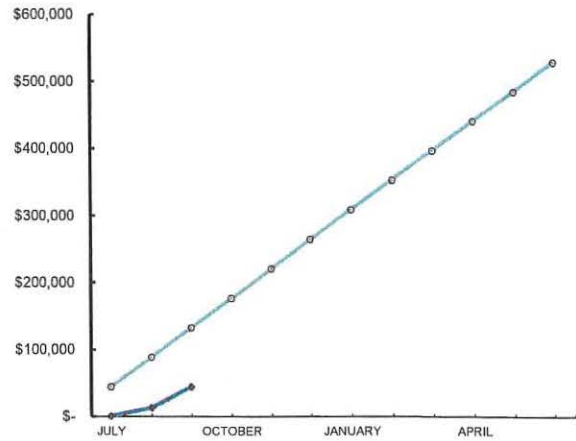
Leucadia Wastewater District Operating Expenses FY2023

YTD through September 30, 2022

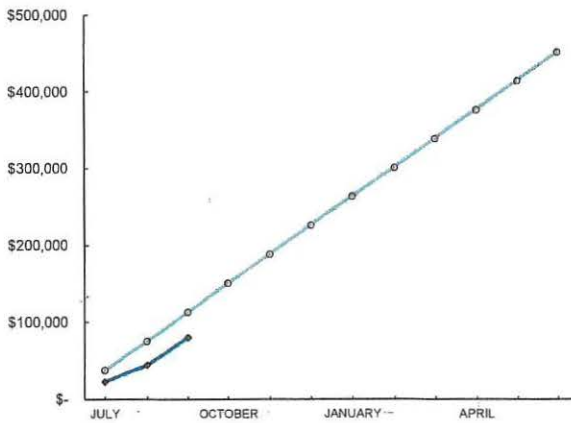
Salaries and Benefits



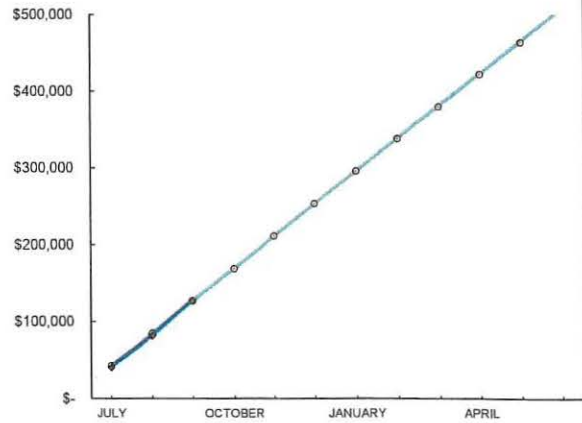
Professional Services



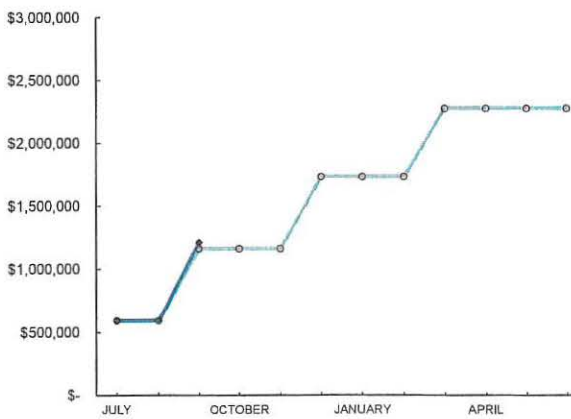
Repairs & Maintenance



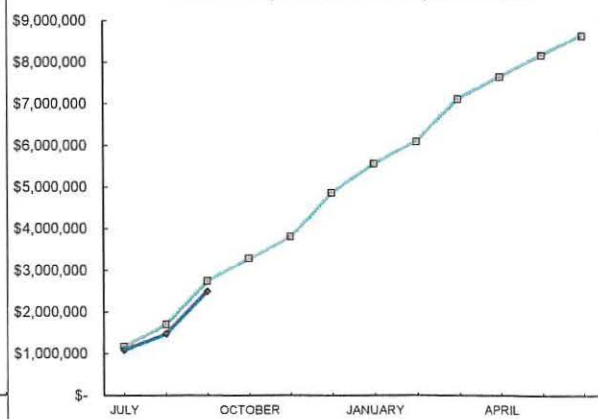
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



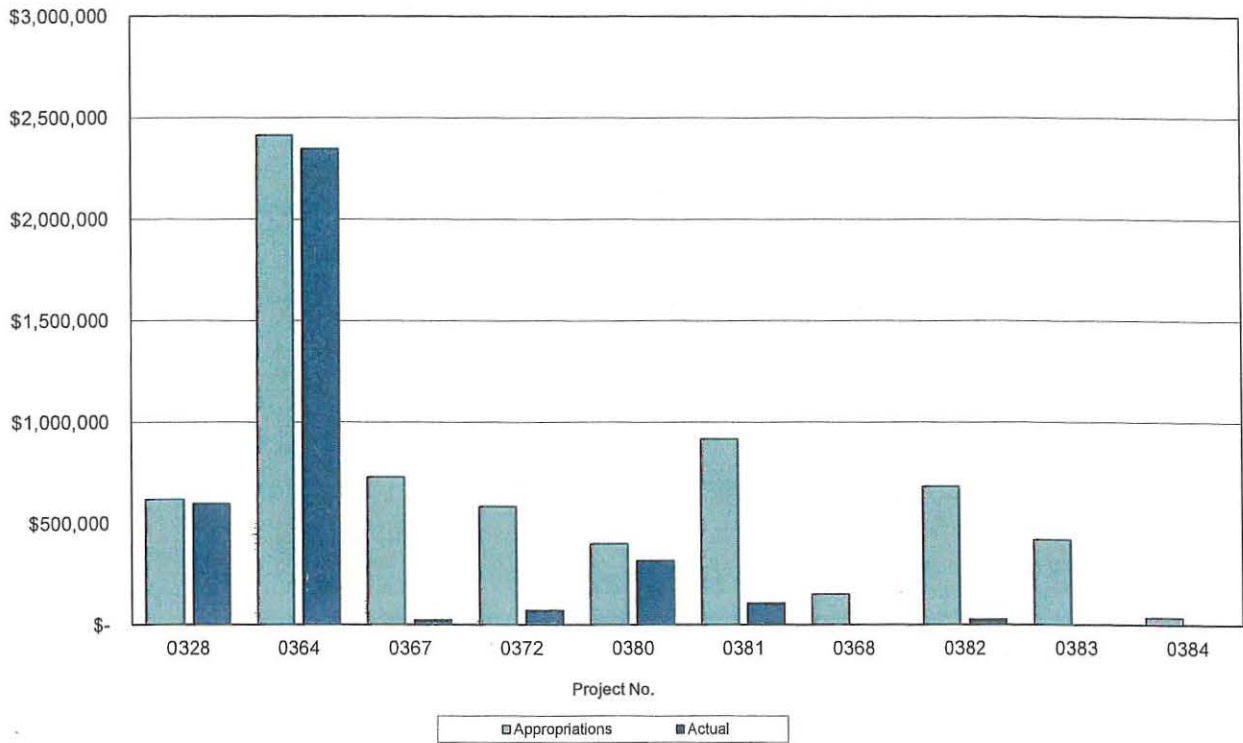
□ Budget
 ◆ Actual

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

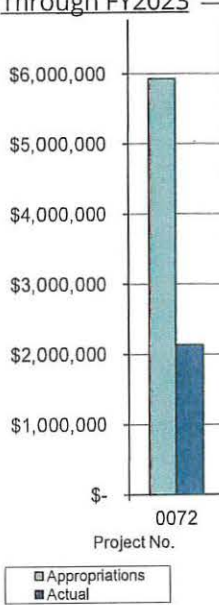
Leucadia Wastewater District Capital Expenditures

As of September 30, 2022

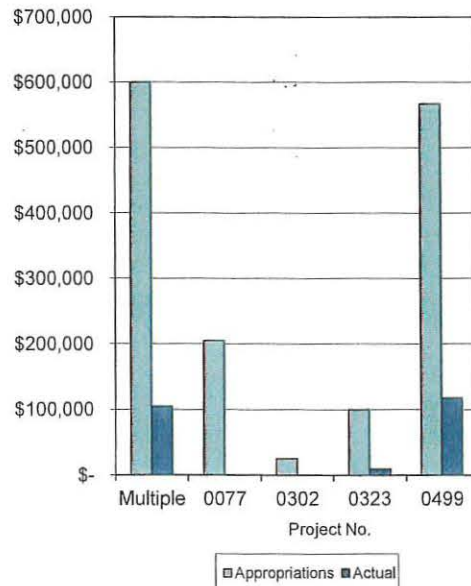
District Multi Year Capital Expenditures by Project Through FY2023



District's Share of Encina WPCF Capital Exp Through FY2023



Single Year Capital Expenditures by Project FY2023



Project Legend

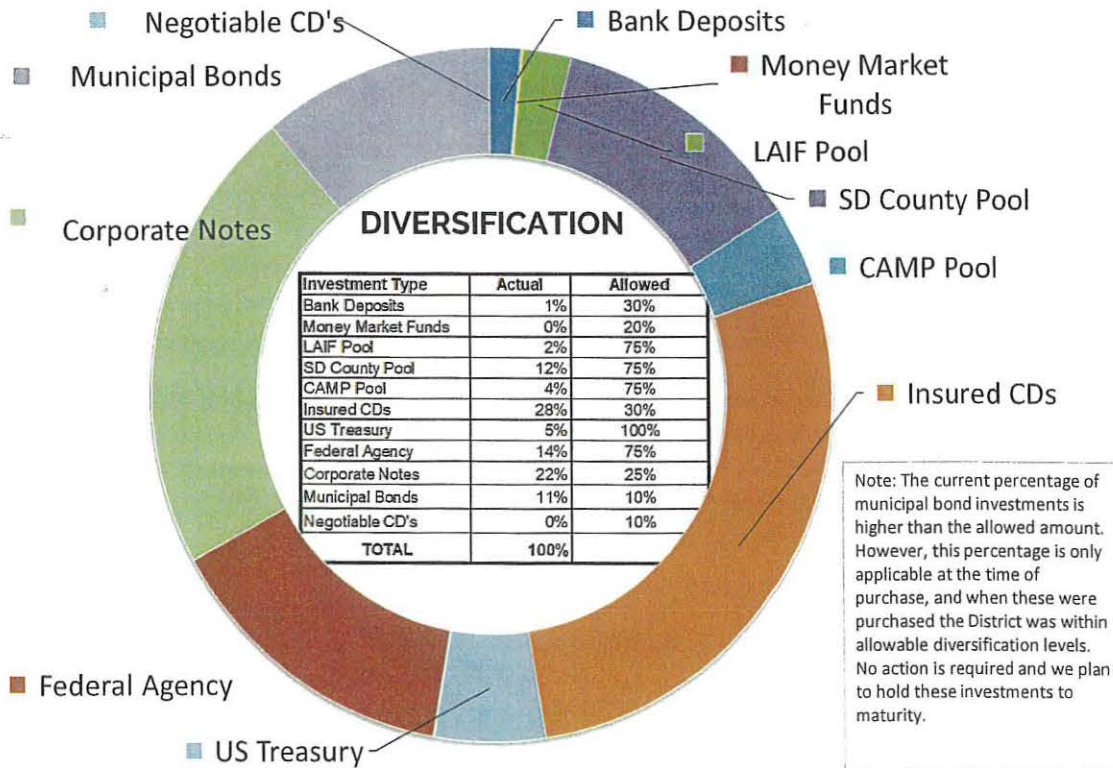
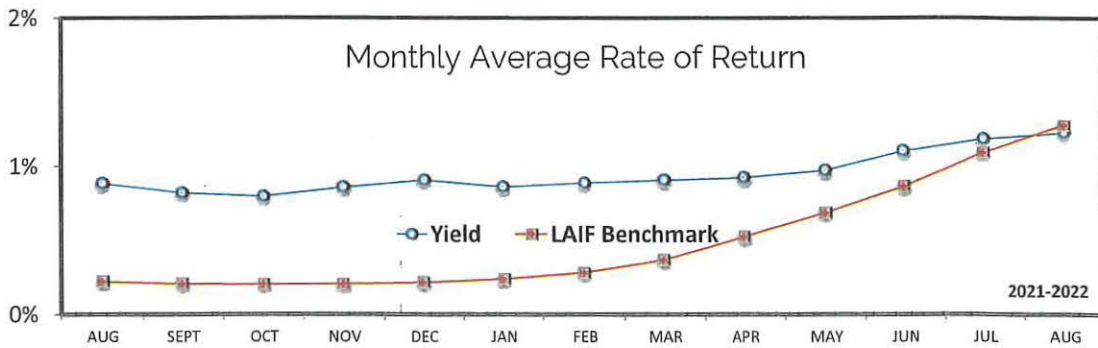
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Encinitas Estates Pump Station Rplcmnt	0364
B1 Force Main - North Section Rplcmnt	0367
Asset Management Plan Update	0368
Diana Pump Station Upgrade	0372
FY2022 Gravity Pipeline Rehabilitation	0380
FY2023 Gravity Pipeline Rehabilitation	0382
Village Park 7 Pump Station Rehabilitation	0381
Rancho Verde Pump Station	0383
Batiquitos Emergency Basin Inspection	0384

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

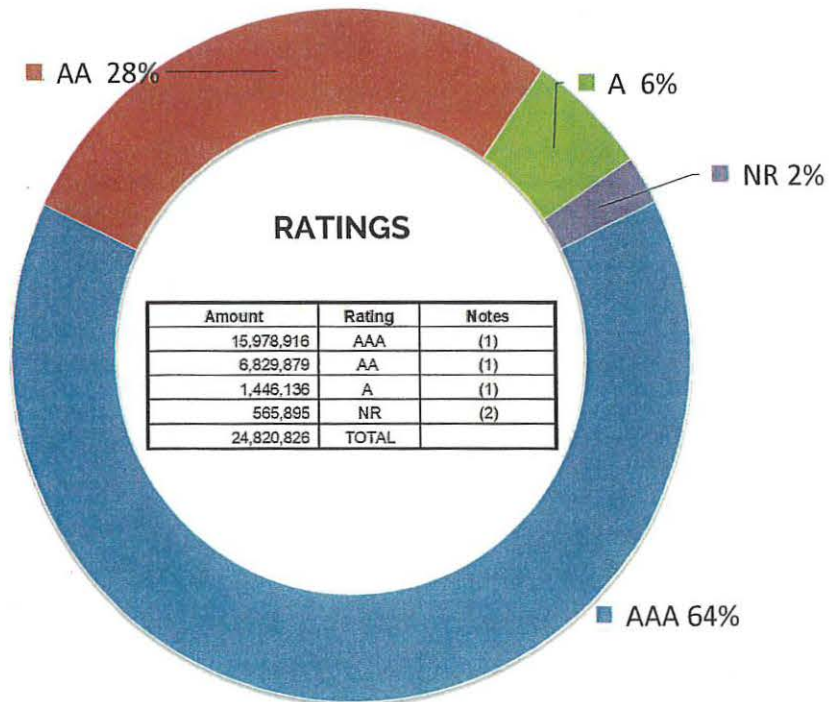
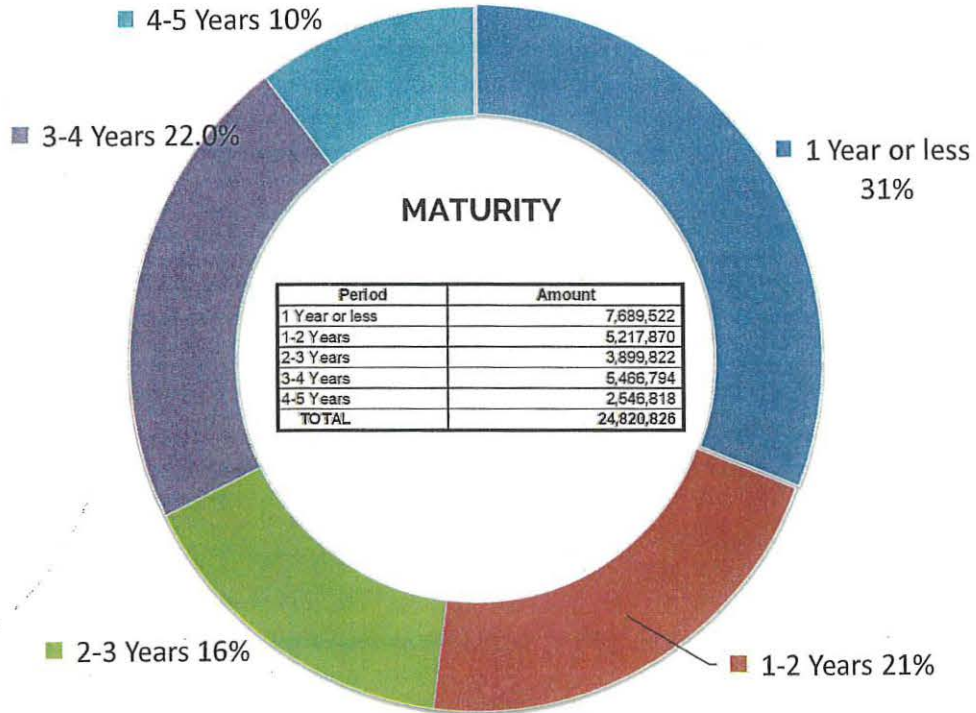
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2022

Cash Equivalents & Investments	Principal (Original Cost)		August Interest	Average Rate
	Jul 31, 2022	Aug 31, 2022		
Pacific Premier Bank Reserves	\$ 603,214	\$ 370,379	\$ 2	0.010%
TVI Dreyfus Money Market	20,291	23,964	34	1.860%
LAIF Pool	1,415,895	565,895	1,054	1.276%
SD County Pool	3,042,797	3,042,797	3,981	1.570%
CAMP Pool	295,650	913,428	988	2.300%
Certificates of Deposit - Insured	6,872,000	6,872,000	7,612	1.330%
US Treasury Notes	1,311,275	1,311,275	936	0.984%
Federal Agency Notes	3,547,052	3,547,052	2,723	0.975%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	5,673,457	5,422,147	5,876	1.297%
Negotiable CD's	350,000	-	453	1.850%
Totals	\$ 25,883,520	\$ 24,820,826	\$ 25,841	1.223%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2022

(Continued)

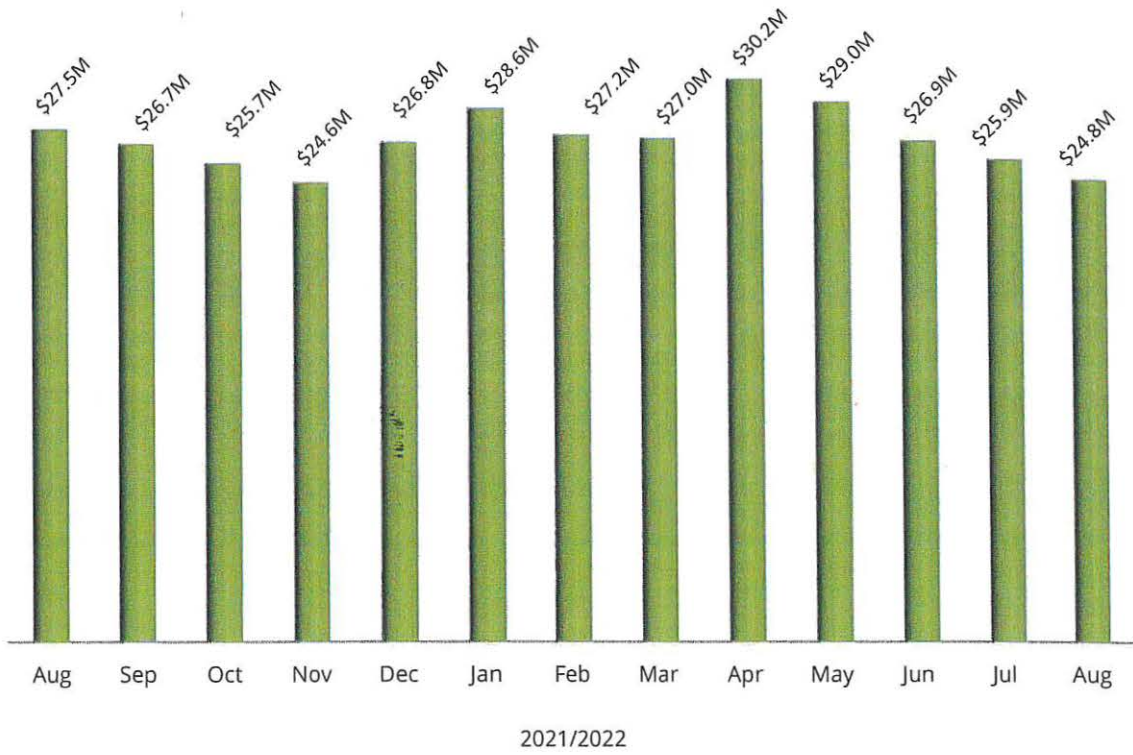


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2022

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Exxon Mobil Corp		251,310	8/16/2022	30231GBB7	1.72%	
Skandinav Enskilda Banken NY CD		350,000	8/26/2022	83050PDR7	1.85%	
TOTAL	\$ -	\$ 601,310				

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: October 6, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **September 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 September 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 September 2022 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
September 1-30, 2022**

Conference Date	Description	Director	Director	Director	Director	Director	GM	TSM	ASsup	FSS
		J. Hanson	E. Sullivan	D. Omsted	C. Roesink	M. Brown	P. Bushee	R. Green	T. Hill	J. Stecker
<i>WaterReuse CA Annual Conference September 11-13, 2022 San Francisco, CA</i>	Registration		675.00							
	Hotel		974.64							
	Airfare		157.96							
	Meals		128.38							
	Rental Car									
	Parking/Coaster		104.00							
	Tips/Baggage		22.00							
	Fuel/mileage/taxi/uber		156.00							
	Total	0.00	2,217.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	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									
	Rental Car									
	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									
	Rental Car									
	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 :

MEMORANDUM

DATE: October 6, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2023 (FY 23) LWD Tactics and Action Plan

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 13, 2022 Board meeting, the Board of Directors adopted the LWD FY 23 Tactics and Action Plan. Attached, for the Board's review, is the FY 23 Tactics and Action Plan's quarterly status report with an ending date of September 30, 2022. The report indicates which goals are in progress, have been completed, have been postponed and have not been started.

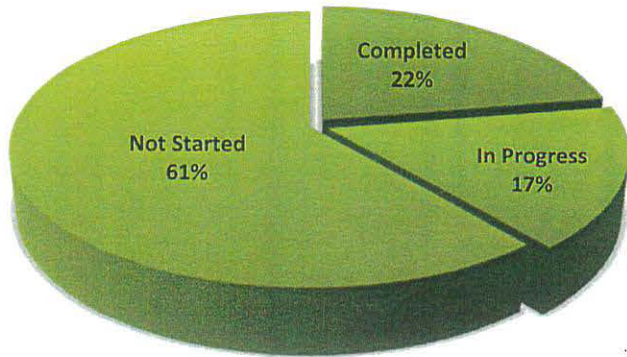
th:PJB

Attachments

FY 2023 Tactics and Action Plan Status Report

July 1 - September 30, 2022

Financial Tactics



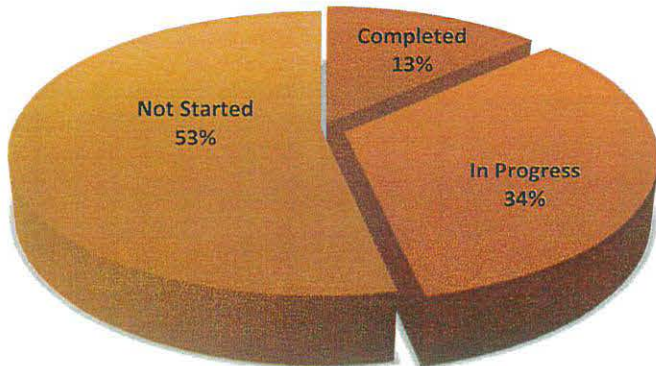
- Cancelled ■ Completed ■ In Progress
- Not Started ■ Postponed ■ Scheduled

People Tactics



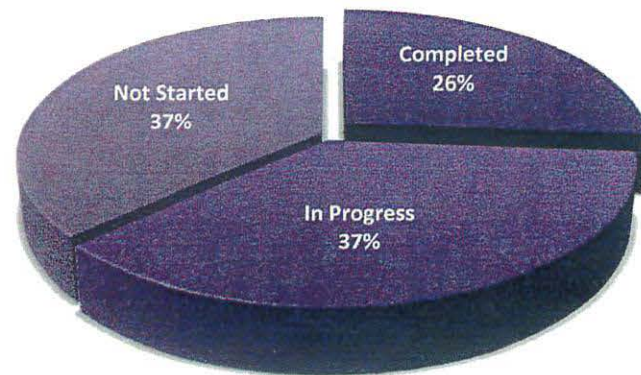
- Cancelled ■ Completed ■ In Progress
- Not Started ■ Postponed ■ Scheduled

Services Tactics



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

Infrastructure and Technology Tactics



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

**Leucadia Wastewater District
Fiscal Year 2023
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 Audit Close Books, Prepare Trial Balance & Supporting Schedules Coordinate with & Respond to Auditors Audit Report to Board	DFA DFA DFA	AT, ADS AT, ADS, EA, GM GM, ADS, AS	Jul-22 Jul-22 Dec-22	Sep-22 Dec-22 Dec-22	Completed In Progress Not Started
FY 2024 Budget Initial Data Collection Board Workshop Budget Approval	DFA DFA DFA	DTS, FSS, EA, ADS, FSSup, FSSpec GM, DTS, FSS, EA, ADS, FSSup, FSSpec GM	Jan-23 May-23 Jun-23	Mar-23 May-23 Jun-23	Not Started Not Started Not Started
Finance Policy Reviews Procurement Policy Investment Policy Reserve Policy Amending the Conflict of Interest Code	DFA DFA DFA EA	DTS, GM, ADS, EA ADS, GM, EA ADS, GM, EA	Aug-22 Jul-22 Feb-23 Aug-22	Aug-22 Aug-22 Feb-23 Oct-22	Completed Completed Not Started Completed
Financial Process Review Evaluate the pros and cons of paying vendors via EFT	DFA	AT	Sep-22	Jan-23	In Progress
Financial Awards Apply for GFOA Financial Reporting Award	DFA	AT	Dec-22	Jan-23	Not Started
Banking Services Review Consider alternative service providers	DFA	AT, GM, EA	Nov-22	Feb-23	Not Started
Comprehensive Wastewater Financial Plan Update RFP Process Update Financial Plan Financial Plan Presentation and Approval	DFA DFA DFA	ADS, DTS, EA ADS, DTS, EA ADS, DTS, EA	Sep-22 Jan-23 Apr-23	Dec-22 Mar-23 Jun-23	In Progress Not Started Not Started
GASB 75 OPEB Liability Accrual Valuation Roll-forward Coordinate with Actuary to Complete OPEB Roll-forward Valuation Complete Deferral Schedules and Record in Accounting	DFA DFA	AT AT	Jan-23 May-23	Apr-23 Jun-23	Not Started Not Started

2. People

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	DFA	ADS, Pickering Ins Brokers	May-23	May-23	Not Started
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Oct-22	Feb-23	In Progress
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Sep-22	Jan-23	In Progress
CPR/First Aid/AED Refresher Training	ADS	All Staff	Jul-22	Sep-22	Completed
Conduct Biennial Flagger Training	FSS	FSSup, FS Staff	Sep-22	Jan-23	In Progress
Administration Policy Updates/Annual Reviews					
Board Policy Binders	EA	AS	Jul-22	Nov-22	In Progress
Board Staff Relations Policy	DFA	GM, ADS	Nov-22	Jan-23	Not Started
Records Retention Policy	ADS	DFA, EA, AS	Jan-23	Mar-23	Not Started
Compensation Study	GM	DFA, ADS	Aug-22	Nov-22	In Progress
Conduct Team Building Workshop	GM	DFA, EA, ADS	Oct-22	Dec-22	Not Started
Emergency Response					
Conduct an Emergency Response Drill/Training	ADS	DFA, FSS, FSSup, FS Staff, AS	Sep-22	Nov-22	In Progress
LWD's Safety Program					
Review existing Safety Programs & Policies	DFA	GM, DTS, FSS, FSSup, Safety Committee	Jul-22	Jan-23	In Progress
Update existing Safety Programs & Policies	DFA	GM, DTS, FSS, FSSup, Safety Committee	Jan-23	Jun-23	In Progress
Conduct Employee Interviews					
General Manager Check-in	GM	DFA, ADS	Oct-22	Dec-22	Not Started
Compensation	GM	DFA, ADS	May-23	Jun-23	Not Started
Leadership Coaching	GM	Management Staff	Jul-22	Jun-23	In Progress
Employee Recognition					
Annual Employee BBQ	EA	ADS, AS	Jul-22	Jul-22	Completed
Holiday Function	EA	ADS, AS	Aug-22	Dec-22	Not Started

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
Upgrade SCADA System	FSS	FSSup, FS Staff	Oct-22	Nov-22	In Progress
Telephone Emergency Lines	DFA	DTS, FSS, FSSup, ADS	Jul-22	Dec-22	Completed
Review options for Elevator fire suppression/burglary/SCADA phone lines	DFA	DTS, FSS, FSSup, ADS	Jul-22	Dec-22	Completed
Review options for Batiquitos PS land line & DSL lines	DFA	DTS, FSS, FSSup, ADS	Jul-22	Dec-22	Completed
Purchases					
Purchase Side Stream Pump (LOXSystem)	FSS	FSSup, FS Staff	Jul-22	Nov-22	In Progress
Purchase Spare Conditioning Pump (Batiquitos)	FSS	FSSup, FS Staff	Aug-22	Dec-22	In Progress
Retrofit CCTV Van	FSS	FSSup, FS Staff	Oct-22	Feb-23	In Progress
Smoke Testing in Old Town Area	FSSup	FSS, FS Staff	Mar-23	May-23	Not Started
FOG Inspections - Complete 30	FSSup	FSSpec, FS Staff	Jul-22	Jun-23	In Progress
Hydro Clean and CCTV La Costa Ave	FSSup	FSS, FS Staff	Sep-22	Sep-22	Not Started
Hydro Clean and CCTV Rancho Santa Fe Rd.	FSSup	FSS, FS Staff	Oct-22	Nov-22	Not Started
Rehab Pump & Motor (Batiquitos)	FSS	FSSup, FS Staff	Sep-22	Dec-22	Not Started
Replace Landscape Irrigation Supply Pumps (AWT)	FSS	FSSup, FS Staff	Aug-22	Feb-23	Not Started
Administration Building and Facility Updates					
Carpet Replacement (1st Floor)	FSSpec	FSSup, FS Staff	Jul-22	Oct-22	In Progress
By-Pass Pumping Drills					
Batiquitos Pump Station	FSSup	FSS, FS Staff	Oct-22	Oct-22	Not Started
Leucadia Pump Station	FSSup	FSS, FS Staff	Sep-22	Sep-22	Not Started
Village Park 5 Pump Station	FSSup	FSS, FS Staff	Jan-23	Mar-23	Not Started
Saxony Pump Station	FSSup	FSS, FS Staff	Mar-23	Mar-23	Not Started
Detachment of Service Areas (currently being serviced by Carlsbad)					
Treviso Community (near Poinsettia bridge)	FSSpec	DFA, DTS	Jul-22	Dec-22	Not Started
Ponto State Beach Area	FSSpec	DFA, DTS	Jan-22	Jun-22	Not Started
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Nov-22	Dec-22	Not Started
Execute New Recycled Water Agreement	GM	DFA, EA	Jul-22	Dec-22	Completed
SSMP Audit	FSS	FSSup, FSSpec	Sep-22	Nov-22	In Progress
Public Outreach Services					
Develop Relevant FaceBook Content	ADS	RTP, GM, DFA, FSSup, FS Staff	Jul-22	Jun-23	In Progress
LWD Teacher Grant Program	ADS	AS, RTP	Aug-22	Nov-22	In Progress
Write, Design, Print & Mail 2022 Fall Newsletter	ADS	AS, RTP	Jul-22	Nov-22	In Progress
Write, Design, Print & Mail 2023 Spring Newsletter	ADS	GM, DFA, EA, AS, RTP	Jan-23	Apr-23	Not Started
Continue to Review and Post New Videos to Website	ADS	RTP, GM, DFA, DTS, FSSup, EA, AS	Jul-22	Jun-23	Not Started
Research/Benchmark TikTok use in industry	RTP	DFA, GM, ADS	Jul-22	Dec-22	Not Started
Awards					
Apply for CWEA Awards	FSS	DTS, DFA, FSSup	Oct-22	Nov-22	Not Started
Records Retention					
Review stored records and destroy those past retention period	EA	AS	Aug-22	Oct-22	Completed

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
Diana Pump Station Upgrade	Obtain Easement	DTS	GM, FSS, DE	Jul-22	Oct-22	In Progress
	Project Design	DTS	GM, FSS, DE	Nov-22	Apr-23	Not Started
	Environmental	DTS	GM, FSS, DE	May-23	Oct-23	Not Started
FY2022 Gravity Pipeline Rehabilitation	Construction	DTS	GM, FSS, DE	Jul-22	Aug-22	Completed
Village Park No. 7 PS Replacement	Bid Project	DTS	GM, FSS, DE	Jul-22	Sep-22	Completed
	Construction	DTS	GM, FSS, DE	Oct-22	May-23	In Progress
FY23 Gravity Pipeline Rehabilitation	Design	DTS	GM, FSS, DE	Jul-22	Sep-22	In Progress
	Bid Project	DTS	GM, FSS, DE	Oct-22	Dec-22	Not Started
	Construction	DTS	GM, FSS, DE	Jan-23	Jun-23	Not Started
Rancho Verde Pump Station Rehabilitation	Design	DTS	GM, FSS, DE	Oct-22	Jan-23	In Progress
	Bid Project	DTS	GM, FSS, DE	Feb-23	Apr-23	Not Started
	Construction	DTS	GM, FSS, DE	May-23	Dec-23	Not Started
Batiqitos PS Emergency Basin Inspection	Obtain Quotes	DTS	GM, FSS, DE	Aug-22	Aug-22	Completed
	Execute Agreement	DTS	GM, FSS, DE	Sep-22	Sep-22	Completed
	Conduct Inspection	DTS	GM, FSS, DE	Oct-22	Oct-22	In Progress
Asset Management Plan Update	Update Plan	DTS	GM, FSS, DE	Jul-22	Dec-22	In Progress
Replace Network Equipment	Purchase	DTS	EA, ADS	Jul-22	Aug-22	Completed
	Install	DTS	EA, ADS	Sep-22	Sep-22	In Progress
Board and Committee Hybrid Meeting Setup	Setup, Test and Refine Hybrid Meeting Capabilities	DFA	EA, AS	Jul-22	Dec-22	Not Started

Encina Wastewater Authority Report
Regular Board Meeting
September 28, 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.

2. 2022 Business Systems Professional Services Support

The Board of Directors authorized the General Manager to award a contract to Bird Rock Systems Inc. in the amount of \$173,334 for Business Information Systems Support

3. Secondaries and Effluent Electrical, Building, and Controls (SEEBC) Project Final Design Award

The Board of Directors authorized the General Manager to do the following:

- Execute a Professional Services Agreement with CDM Smith, Inc. in the amount not to exceed \$666,060 for Engineering Services;
- Award a Task Order to Enterprise Automation in the amount of \$326,311; and
- Execute a Professional Services Agreement with Woodard & Curran for \$97,790 for extension of staff electrical, instrumentation, and controls for engineering support services.

Executive Session

4. Public Employee Performance Evaluation – Title: General Manager

The Board approved the formation of an Ad-Hoc Committee with Director Hernandez, Director Omsted, and Director Acosta. The committee is tasked with gathering data and making a recommendation to the Board regarding a future contract with the General Manager.

The Board also directed staff to set dates on when the committee can meet in person. The motion was moved by Director Mosca and seconded by Director Lyndes, with 8 in favor and 2 against.

Community Affairs Committee Meeting Report

Presented by Director Roesink

Meeting held September 16, 2022

The CAC reviewed the following recommendation:

1. Review the 2022 Fall Newsletter Draft Text

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

Engineering Committee Meeting Report

Presented by Director Roesink

Meeting held October 4, 2022

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

- Adopt Resolution No. 2385, For Giving LLC Annexation

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

2. The EC also received an update on the following:

- Development Projects Summary

This item was for information purposes and there was no action taken.

MEMORANDUM

DATE: October 6, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Resolution No. 2385 Requesting LAFCO to Take Proceedings for the For Giving LLC Change of Organization**

RECOMMENDATION:

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

1. Adopt Resolution No. 2385, For Giving LLC Annexation, as presented.
2. Discuss and take other action, as appropriate.

DISCUSSION:

This item was reviewed by the EC at their October 4th meeting and the EC concurred with staff to present this item for the Board's consideration.

The proposed For Giving LLC Annexation into the Leucadia Wastewater District's (District) service area involves one parcel totaling 1.2 acres located at 936 Hymettus Avenue in Encinitas. The parcel's general location is west of Interstate 5, north of Leucadia Boulevard and east of Hygeia Avenue.

This annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. Per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for approval of a tentative parcel split into three parcels. One parcel will include the existing single-family residence. The developer proposes to construct two new single-family residences, one on each of the two new parcels. The connection of the existing single-family residence and the two new parcels to the collection system requires the construction of approximately 125 linear feet of a developer funded public sewer extension on Hymettus Avenue before the three private lateral connections can be completed. The annexation is necessary to provide sewer service to these properties.

Approval of Resolution No. 2385 would authorize a boundary annexation of all three parcels.

LWD's collection and treatment systems have sufficient capacity to accommodate the three residences. Attached please find a copy of Resolution No. 2385 for your review.

ier:PJB

Attachment

RESOLUTION NO. 2385

**A RESOLUTION OF APPLICATION BY THE
BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION
TO TAKE PROCEEDINGS FOR THE PROPOSED
FOR GIVING LLC CHANGE OF ORGANIZATION**

RESOLVED, by the Board of Directors of the Leucadia Wastewater District, that

WHEREAS, the Board of Directors of the LEUCADIA WASTEWATER DISTRICT (LWD), San Diego County, State of California, desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code for the proposed For Giving LLC Change of Organization; and

WHEREAS, the proposed For Giving LLC Change of Organization includes annexation of the For Giving LLC territory (**APN 254-330-13-00**) to the LWD; and

WHEREAS, the reasons for this proposed Change of Organization are as follows:

1. LWD is empowered to and is engaged in the collection, treatment, and disposal of wastewater and has existing facilities to provide wastewater service to the territory proposed to be annexed.
2. The owners of the territory desire to utilize the LWD facilities.
3. The territory to be annexed is within LWD's Sphere of Influence.

WHEREAS, the territory subject to the proposed Change of Organization is inhabited, and a description of the external boundary of the territory is set forth in Exhibit "A" and a map thereof is set forth in Exhibit "B", both attached hereto and by this reference incorporated herein; and

WHEREAS, LWD requests that the proposed Change of Organization be subject to the following terms and conditions:

1. The annexed property is thereafter subject to capacity fees, sewer service fees, and all other district-wide Ordinances and Resolutions of LWD.

WHEREAS, LAFCO is authorized to approve this proposed Change of Organization without notice or hearing and without an election. If no express effective date is indicated, the effective date of the Change of Organization shall be the date of recordation of the Certificate of Completion and Resolution ordering the change of organization by the County Recorder.

WHEREAS, the staff of LWD has reviewed this proposed Change of Organization under the California Environmental Quality Act (CEQA) and has found it to be categorically exempt from CEQA pursuant to Section 15319 (a) of the California Environmental Quality Act.

NOW, THEREFORE, this Resolution of Application is hereby approved and adopted by the Board of Directors of the LEUCADIA WASTEWATER DISTRICT. The Local Agency Formation Commission of San Diego County is hereby requested to take proceedings for the proposed Change of Organization that includes the territory as described in Exhibit "A" and shown in Exhibit "B", according to the terms and conditions stated above and in a manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

PASSED AND ADOPTED at a Regular meeting of the Board of Directors held on October 12th, 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Judy Hanson, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

EXHIBIT "A"

**936 HYMETTUS AVENUE ANNEXATION
TO LEUCADIA WASTEWATER DISTRICT**

GEOGRAPHIC DESCRIPTION

ALL THAT CERTAIN PROPERTY, SITUATED IN A PORTION OF LOT 16 IN BLOCK 8 OF SOUTH COAST PARK, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO 1776, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID SAN DIEGO COUNTY ON JANUARY 11, 1924 AS FOLLOWS:

COMMENCING AT THE CENTERLINE INTERSECTION OF HYMETTUS AVENUE AND THE EASTERLY PROLONGATION OF THE SOUTHERLY LINE OF LOT 16 AS SHOWN ON SAID MAP 1776; THENCE

1. SOUTH 74°16'30" WEST 326.02 FEET TO THE SOUTHWESTERLY CORNER OF SAID LOT 16; THENCE
2. NORTH 15°43'30" WEST 160.00 FEET; THENCE
3. NORTH 74°16'30" EAST 326.02 FEET TO THE CENTERLINE OF HYMETTUS AVENUE; THENCE
4. SOUTH 15°43'30" EAST 160.00 FEET ALONG THE CENTERLINE OF HYMETTUS AVENUE TO THE POINT OF BEGINNING AND CONTAINING 1.20 ACRES OF LAND MORE OR LESS.

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

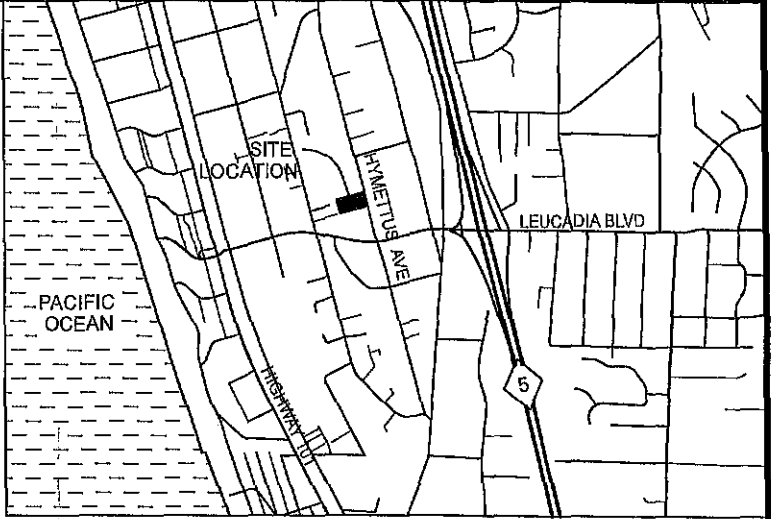
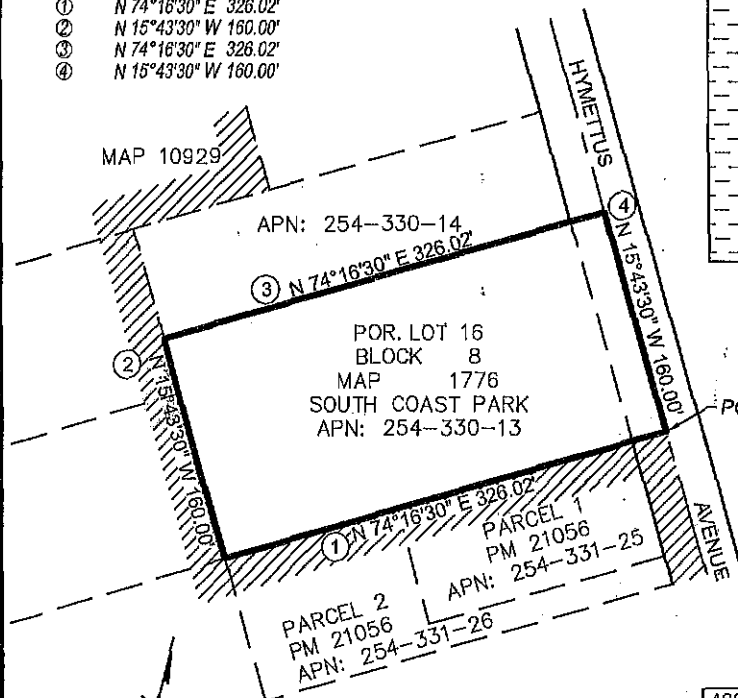


EXHIBIT "B"
LWD SEWER ANNEXATION

936 HYMETTUS AVENUE CHANGE OF ORGANIZATION
 APN: 254-330-13

COURSES:

- ① N 74°16'30" E 326.02'
- ② N 15°43'30" W 160.00'
- ③ N 74°16'30" E 326.02'
- ④ N 15°43'30" W 160.00'



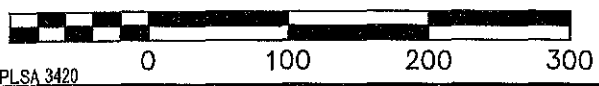
VICINITY MAP
 NOT TO SCALE

LEGEND

- POB PARCEL "A" METES & BOUNDS B & D
- EXISTING LWD BOUNDARY IN LWD
- PARCEL TO BE ANNEXED



GRAPHIC SCALE 1"=100'



ASSESSOR'S PARCEL NUMBER: 254-330-13	LAFCO REFERENCE NO. C022-	ACREAGE 1.20 AC	DATE 7-05-22	SCALE 1"=100'
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LEUCADIA WASTEWATER DISTRICT ANNEXATION
 MAP 1776, PORTION LOT 16 IN BLOCK "8" OF SOUTH COAST PARK

PASCO LARET SUITER
& ASSOCIATES
 San Diego | Encinitas | Orange County
 Phone 858.259.8212 | www.plsaengineering.com

PLSA 3420

DATE: October 6, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Recycled Water Agreement



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Authorize the General Manager to execute a 10-year recycled water agreement with Omni La Costa Resort & Spa effective January 1, 2023.
2. Discuss and provide direction, as appropriate.

DISCUSSION:

In September 2018, the Leucadia Wastewater District (District) entered into a month-to-month agreement with Omni La Costa Resort & Spa (Omni La Costa) for continued recycled water delivery to the Omni South Golf Course at a fixed price of \$1,400 per acre foot. The contract terms have not changed since.

Over the past few months, staff has been negotiating with Omni La Costa to develop a new longer-term agreement with associated pricing. The negotiations have concluded and the key terms of the proposed agreement are as follows:

- Agreement term: 10-year period beginning January 1, 2023
- Price per acre foot: \$1,540 (stable for 3-years)
- Price adjustments: After year three, price will be adjusted by the change in the All Urban CPI-Los Angeles

The proposed agreement has been designed to provide revenue stability to the District and rate stability to Omni La Costa. The three-year base rate represents a 10% increase over the current price and will help offset inflationary based cost increases and a portion of future capital expenses. Attached please find a copy of the agreement for your review.

Staff will present an overview of the agreement at the meeting.

reg:PJB

Attachment

AGREEMENT FOR THE SALE OF RECYCLED WATER

Ref: 22-8016

This Agreement for the Sale of Recycled Water ("Agreement") is by and between the Leucadia Wastewater District ("District") and LC Investment 2010, LLC, a Delaware limited liability company d/b/a Omni La Costa Resort & Spa ("La Costa").

RECITALS

WHEREAS, District supplies recycled water produced at its Forest R. Gafner Water Reclamation Plant ("Gafner Plant") to the south La Costa Golf Course pond ("Legends Course") pursuant to an Agreement for the Sale of Recycled dated August 16, 2018 (the "Original Agreement"); and

WHEREAS, the parties wish to continue the delivery of recycled water from the Gafner Plant to the Legends Course,

NOW, THEREFORE, the parties agree as follows:

SECTION 1. CONTINUATION OF RECYCLED WATER DELIVERY

1.1 District agrees to continue delivering recycled water produced at the Gafner Plant to the Legends Course pond for irrigation purposes, using the same production methods, quality control and facilities in place prior to execution of this Agreement. Recycled water will continue to be processed in accordance with state regulations, including standards established by the California Regional Water Quality Control Board.

SECTION 2. REGULATORY APPROVALS; COMPLIANCE WITH REGULATIONS

2.1 District is responsible for obtaining all regulatory approvals required for the continued delivery of its recycled water to the Legends Course pond. La Costa is responsible for compliance with all applicable regulations governing its use of recycled water after it has been delivered by District.

SECTION 3. TERM

3.1 The term of this Agreement is ten (10) years commencing on January 1, 2023 and continuing through December 31, 2032.

3.2 The term of the Original Agreement shall expire December 31, 2022.

SECTION 4. QUANTITY TO BE DELIVERED

4.1 Delivery shall be on an as-needed basis as reasonably determined by La Costa. La Costa shall exclusively utilize District's recycled water for irrigation of the Legends Course whenever available, and District shall provide recycled water to the Legends Course at all times except during emergency and periodic maintenance periods. District will use reasonable efforts to conduct periodic maintenance of its facilities during the typical low irrigation months between November and March of any given year and to minimize any disruption or interference with La Costa's golf operations.

SECTION 5. PRICE

5.1 During the first three (3) years of this Agreement, La Costa shall pay \$1,540.00 per acre foot for all recycled water delivered to La Costa. Beginning January 1, 2026 of this Agreement, the price shall be adjusted annually based on October's 12-month percent change of the All Urban Consumer Price Index for the Los Angeles area.

SECTION 6. EARLY TERMINATION DUE TO GAFNER PLANT SHUT-DOWN

6.1 District's ability to deliver recycled water is dependent on the continued operation of the Gafner Plant. District believes operation of the Gafner Plant will remain feasible during the term of the proposed Agreement. However, District cannot rule out the possibility of unforeseen circumstances with regard to operation in the future. If for any reason, District determines, in its sole and absolute discretion, that it is no longer financially, legally or technically feasible to continue operating the Gafner Plant, then the District may terminate this Agreement by giving a minimum of 180-days' notice, unless a shorter notice period is required due to an unanticipated and unavoidable plant shut-down. Further, if the District is unable to deliver recycled water for more than 180 continuous days, either party shall have the right to terminate this Agreement. Further, if the District is unable to deliver La Costa's as needed amount of recycled water for more than 30 continuous days, La Costa may terminate the exclusivity in Section 4.1 upon written notice to District, and in such event, the remainder of the Agreement shall remain in full force and effect.

SECTION 7. INDEMNIFICATION

7.1 District shall defend and indemnify La Costa against any claims, actions, or suits challenging this Agreement or challenging District's right to continue delivering recycled water to the Legends Course. Defense under this section shall be provided by the same counsel representing the District in any legal dispute. La Costa may retain other legal counsel to advise or assist with the defense but shall be solely responsible for the cost of such counsel. Indemnification under this section shall be limited litigation costs and damages, if any, awarded as part of any litigation.

SECTION 8. ADDITIONAL ACTIONS

8.1 The parties agree to cooperate and to take all additional actions reasonably necessary to implement this Agreement, including any actions required by regulatory agencies with jurisdiction over the use or delivery of recycled water.

SECTION 9. GENERAL PROVISIONS

9.1 Notices. Any notices required to be given under this Agreement by either party to the other may be affected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the parties at the addresses below, but each party may change the address by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first.

To DISTRICT: Leucadia Wastewater District
 1960 La Costa Avenue
 Carlsbad, California 92009
 Attention: Paul Bushee, General Manager

To LA COSTA: Omni La Costa Resort & Spa
 2100 Costa Del Mar Road
 Carlsbad, CA 92009
 Attention: Randy Zupanski, Managing Director

With a copy to: Omni La Costa Resort & Spa
 4001 Maple Ave., Ste. 600
 Dallas, TX 75219
 Attention: General Counsel

9.2 Entire Agreement of the Parties. This Agreement contains the entire understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements, or conditions, express or implied, oral or written, except as herein contained. This Agreement may not be modified or amended other than by an agreement in writing.

9.3 Partial Invalidity. If any non-material provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

9.4 Attorneys' Fees. If any legal action, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.



9.1 Governing Law. This Agreement and all questions relating to its validity, interpretation, performance, and enforcement (including, without limitation, provisions concerning limitations of actions), shall be governed by and construed in accordance with the laws of the state of California, notwithstanding any conflict-of-laws doctrines of such state or other jurisdiction to the contrary and without the aid of any canon, custom, or rule of law requiring construction against the draftsman.

Executed in San Diego County, California.

A handwritten signature in black ink, consisting of a stylized, cursive 'Z' or 'S' shape with a long horizontal stroke extending to the right.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and be effective on January 1, 2023.

Leucadia Wastewater District

LC Investment 2010, LLC, a Delaware limited liability company d/b/a Omni La Costa Resort & Spa

By: Judy Hanson, President

By: Omni Hotels Management Corporation, its authorized agent

Date: _____

By: Randy Zupański, Managing Director

ATTEST:

Date: 9/28/2022

By: Paul J. Bushee, General Manager

Date: _____