



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: 827 1027 9035 **Passcode:** 728437

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, November 9, 2022
TIME: 5:00 p.m.
PLACE: VIA VIDEOCONFERENCE ONLY

AGENDA

Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 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. 2386 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic** (Pages 7-10)
5. **General Public Comment Period**
6. **Approval of Agenda**
7. **Presentation and Awards**
 - A. Achievement of Individual Award – Professional Achievement Award for Jeffrey Pivaral. (Pages 11-12)
 - B. Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury. (Page 13)

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:

- October 12, 2022 Regular Board Meeting (Pages 14-18)
- October 18, 2022 Community Affairs Committee Meeting (Page 19)
- October 20, 2022 Investment and Finance Committee Meeting (Pages 20-21)
- November 1, 2022 Engineering Committee Meeting (Pages 22-23)

9. Approval of Demands for October/November 2022

This item provides for Board of Directors approval of all demands paid from LWD during the month of October and a portion of November 2022. (Pages 24-32)

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 33-39)

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 40-47)

12. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending September 30, 2022. (Pages 48-49, Enclosure 12)

13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of October 2022. (Pages 50-51)

EWA REPORTS

14. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on October 26, 2022 via video conference – report by Director Omsted. (Page 52)
- B. An Encina Member Agencies Manager’s Meeting was held on November 1, 2022 – report by DFA Green. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Community Affairs Committee meeting was held on October 18, 2022 – report by Director Roesink. (Page 53)
- B. Investment and Finance Committee meeting was held on October 20, 2022 – report by Director Brown. (Page 54)
- C. Engineering Committee meeting was held on November 1, 2022 – report by Director Roesink. (Page 55)

ACTION ITEMS

16. Receive and file the Fiscal Year 2022 (FY22) Annual Comprehensive Financial Report conducted by Rogers, Anderson, Malody & Scott, LLP
(Pages 56-64, Enclosure 16)

17. 2023 Financial Plan Update

Authorize the General Manager to execute a Professional Services Agreement with IB Consultants, Inc. in an amount not to exceed \$49,480 for the 2023 Financial Plan Update.
(Pages 65-67)

18. Receive and file the Fiscal Year 2022 (FY22) Audit of the District’s 2019 Sewer System Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.
(Pages 68-78)

19. Calendar Year 2023 Board of Directors’ Meeting Schedule (Pages 79-82)

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

- A. Recycled Water Grant Funding Update. (Verbal)
- B. 2022 Batiquitos Lagoon Foundation Board Members Election. (Pages 83-85)
- C. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 17, 2022 at The Butcher Shop in San Diego, CA. (Page 86)
- D. 2023 CASA Winter Conference is scheduled for January 25 - 27, 2023 at the Hilton Palm Springs in Palm Springs, CA. (Verbal)

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

23. General Counsel's Report

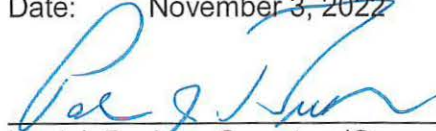
24. Board of Directors' Comments

25. Adjournment

AFFIDAVIT OF POSTING

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

Date: November 3, 2022



Paul J. Bushee, Secretary/General Manager

Board of Directors' Code of Conduct

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

Role of Staff

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

MEMORANDUM

DATE: November 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2386 – 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. 2386 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic;
2. Discuss and take other action, as appropriate.

DISCUSSION:

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

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

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

On March 4, 2020, Governor Newsom proclaimed a state of emergency pursuant to Section 8625 of the California Emergency Services Act. **Please note that on October 17, 2022 Governor Newsom announced that the COVID State of Emergency will end on February 28, 2023.** Therefore, the Board of Directors has authority to adopt an AB 361 resolution extending virtual meetings and will have the discretion to do so until February 28, 2023. 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 October 2022 meetings and staff is recommending the Board adopt Resolution No. 2386 in order to hold its November 9th meeting virtually.

PJB:dwb

Attachment

RESOLUTION NO. 2386

**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) December 9, 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 November 9, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

MEMORANDUM

DATE: November 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of Individual Award**

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

California Water Environment Association (CWEA) Collection System Maintenance Grade 1 Certification – Jeffrey Pivaral

Field Services Technician In-Training Jeffrey Pivaral recently received his Grade 1 Collection System Maintenance certification from CWEA. Jeffrey has been working for the District since June 2022 and this is his first certification since his employment at the District. Jeffrey has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Jeffrey's desire to excel through continued professional development. As a result of this certification, Jeffrey is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Jeffrey for this outstanding accomplishment.

tb:PJB



TECHNICAL
CERTIFICATION
PROGRAM

Certificate of Competence

This is to certify

Jeffrey Pivaral

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

COLLECTION SYSTEM MAINTENANCE GRADE 1

Certificate number: 1308234379

Expires: 10/31/2023

A handwritten signature in black ink, appearing to read 'JTucker'.

Jeff Tucker, President
California Water Environment Association



A handwritten signature in black ink, appearing to read 'Abigail Gomez'.

Abigail Gomez, Chair
Technical Certification Program

MEMORANDUM

DATE: November 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury**

I am pleased to report that the Leucadia Wastewater District (LWD) recently achieved an organizational objective under the District's Incentive Program.

Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury

On October 15, 2022 LWD staff completed three years without a lost time injury accident. This achievement represents a significant accomplishment since workplace injuries result in lost productivity, low morale, and increased workers' compensation costs. Consequently, avoiding workplace injuries is one of the most important accomplishments LWD staff can achieve. By reaching this goal, each employee is eligible for a \$1,000 incentive compensation award.

Please join me in congratulating LWD for this accomplishment.

tb:PJB

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
October 12, 2022

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

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

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

3. Pledge of Allegiance

President Hanson led the pledge of allegiance.

4. Adopt Resolution No. 2384 - 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. 2384 in order to hold its October 12th meeting virtually.

Upon a motion duly made by Director Brown, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2384 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

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

5. General Public Comment Period

None.

6. Approval of Agenda

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

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

7. Presentations and Awards

None.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

- September 14, 2022 Regular Board Meeting
- September 16, 2022 Community Affairs Committee Meeting
- September 28, 2022 Special Board Meeting
- October 4, 2022 Engineering Committee Meeting

9. Approval of Demands for September/October 2022

Payroll Checks numbered 220921-1 – 221005-19; General Checking Checks numbered 23480-23586

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

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

12. Disclosure of Reimbursements

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

13. Status Update on the Fiscal Year 2023 (FY23) LWD Tactics and Action Plan

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	Yes
Director Roesink	Yes
Director Omsted	Yes

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on September 28, 2022.

Director Omsted reported on EWA's September 28, 2022 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on October 4, 2022.

GM Bushee reported on EWA's October 4, 2022 MAM meeting.

15. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on September 16, 2022.

Director Roesink reported that the CAC reviewed and commented on the draft text of the 2022 Fall newsletter. He stated that the CAC suggested some minor edits and directed staff to move forward with final text and layout of the newsletter.

B. Engineering Committee (EC) Meeting was held on October 4, 2022.

Director Roesink reported that the EC reviewed a recommendation to 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.

The EC also received an update on the Development Projects Summary. This item was for information purposes and there was no action taken.

ACTION ITEMS

16. Adopt Resolution No. 2385 – For Giving LLC Annexation

FSSpec Riffel presented the item stating that the annexation into the District of the For Giving LLC Property consists of one parcel totaling 1.2 acres located at 936 Hymettus 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 stated that 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. FSSpec Riffel stated that there is sufficient capacity to accommodate the three residences.

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. 2385 – Requesting LAFCO to take proceedings for the For Giving LLC 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. Recycled Water Agreement with Omni La Costa Resort and Spa

DFA Green presented the item and provided background information. He stated that over the past few months, staff has been negotiating with Omni La Costa to develop a new long term agreement to provide recycled water to the south golf course known as the Legends Course. He then reviewed the following terms of the proposed agreement:

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

DFA Green stated 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.

Director Brown asked questions regarding the Champions Course at Omni La Costa and their recycled water agreement terms and pricing with the City of Carlsbad. GM Bushee answered his questions.

Following discussion, upon a motion duly made by Director Brown, seconded by Director Roesink, and unanimously carried, the Board of Directors approved the Recycled Water Agreement with Omni La Costa Resort and Spa by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

None.

19. Directors' Meetings and Conference Reports

None.

20. General Manager's Report

GM Bushee reported on the following:

- Update on the Agreement with San Elijo Joint Powers Authority for a Chief Plant Operator;
- GC Brechtel followed up with the County Board of Supervisors and the nomination of Rolando Saldana to the LWD Board is on the docket for the November County Board of Supervisors Meeting; and
- LWD received 3 proposals in response to the Financial Plan Consultant RFP

Director Brown asked a question regarding the increase capacity fee revenue last month. FSSpec Riffel answered his question stating that last month a restaurant expanded and paid additional sewer capacity for 15 EDU's.

21. General Counsel's Report

GC Brechtel reported on the following:

- Water Usage Bill

22. Board of Directors' Comments

Director Roesink thanked staff and the Board for a great job.

23. Adjournment

President Hanson adjourned the meeting at approximately 5:37 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 October 18, 2022

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held October 18, 2022 at 10:00 a.m. via videoconference.

1. Call to Order

Chairperson Roesink called the meeting to order at 10:02 a.m.

2. Roll Call

DIRECTORS PRESENT: Roesink

DIRECTORS ABSENT: Sullivan

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

3. Public Comment

No public comment was received.

4. New Business

A. Review the draft layout for the 2022 Fall newsletter.

ASsup Hill provided background on the newsletter. She introduced Mr. Bloom from RTP to provide an overview of the newsletter draft layout. Mr. Bloom provided an overview of the newsletter. Chairperson Roesink stated he was pleased with the draft layout and had no recommended changes.

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

5. Information Items

None.

6. Directors' Comments

Chairperson Roesink congratulated staff and RTP for a great job on the newsletter.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Roesink adjourned the meeting at 10:23 a.m.

Paul J. Bushee
 Secretary/Manager
 (Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
October 20, 2022

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Thursday, October 20, 2022 at 9:00 a.m. via videoconference.

1. Call to Order

Chairperson Brown called the meeting to order at 9:01 a.m.

2. Roll Call

DIRECTORS PRESENT: Brown and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Accounting Technician Kelly Gil, and Scott Manno from Rogers, Anderson, Malody & Scott, LLP

3. Public Comment

None.

4. New Business

A. Receive and file the Fiscal Year 2022 (FY22) Annual Comprehensive Financial Report.

DFA Green presented the item and background information on the item. He provided a summary of the Annual Comprehensive Financial Report (ACFR), highlighting the Management's Discussion and Analysis (MD&A). DFA Green discussed the District's FY22 Revenues and Expenses, Key Financial Ratios, Net Position, Unrestricted Reserve Balances, and FY22 Budget to Actual Expenses.

Chairperson Brown asked various questions regarding the CalPERS liability funding. DFA Green answered his questions.

DFA Green introduced Mr. Scott Mano from Rogers, Anderson, Malody & Scott, LLP (RAMS) to provide a summary of the auditor's reports and auditing process.

Mr. Manno reviewed the responsibilities of the auditor and the audit process. He stated that the auditor's internal report indicated that the audit was a clean, unmodified opinion for the year ending FY22. He stated there were no instances of noncompliance with certain provisions of laws, regulations, contracts, and grant agreements that have a material effect on the determination of financial statement amounts.

In conclusion, Mr. Manno stated that staff was prepared for the audit, and the auditors had no recommended material audit adjustments and noted no material weaknesses or significant deficiencies in internal controls.

Chairperson Brown and Director Omsted thanked staff for their work on the audit.

Following discussion, the IFC agreed with staff to recommend that the Board of Directors receive and file the FY22 Annual Comprehensive Financial Report.

5. Information Items

GM Bushee provided an update on the Financial Plan RFP. He noted that at the November Board Meeting staff will be making a recommendation for a new Financial Plan consultant and updated Financial Plan.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee thanked staff and Mr. Manno from RAMS for their work on the audit.

8. Adjournment

Chairperson Brown adjourned the meeting at 9:56 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 November 1, 2022

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, November 1, 2022 at 9:00 a.m. via video conference.

1. Call to Order

Chairperson Roesink called the meeting to order at 9:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Roesink, Brown

DIRECTORS ABSENT: None

OTHERS PRESENT: Director of Finance and Administration Ryan Green; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; Kathleen Heitt and Steven Henderson from Dexter Wilson Engineering, Inc.

3. Public Comment

None.

4. New Business

A. Receive and file the FY2022 Audit of the District's 2019 Sewer System Management Plan.

FSS Stecker and Mr. Steven Henderson presented this item to the EC.

FSS Stecker provided a brief background stating that the State of California issued Waste Discharge Requirements (WDR) require that agencies develop and implement a Sewer System Management Plan (SSMP). He continued that the WDR requires an audit of the SSMP every two years, however LWD conducts an annual audit which exceeds regulatory requirements. He stated that the completion of the audit is a tactical goal. FSS Stecker introduced Steven Henderson from Dexter Wilson Engineering, Inc (DWEI) to present the SSMP audit results.

Mr. Henderson provided background information on LWD's SSMP and the audit requirements. He noted that the SSMP and the annual Audits are to ensure the proper operation and maintenance of collection systems to reduce the number and volume of sewer spills. Mr. Henderson continued that a checklist is used to conduct the audit. He stated that LWD had no spills in FY2022.

Director Brown noted the El Camino Real Green Valley gravity sewer lines and the Batiquitos gravity influent sewer lines were changed from a 3-year hydro-cleaning cycle to a 5-year cleaning frequency and asked if this change was related to the difficulty of work. Mr. Henderson answered that the adjustment was based on the fact that very little debris was found during the latest hydro-cleaning and Closed-Circuit Television (CCTV) inspections of that line. Mr. Henderson noted that the 5-year cleaning frequency for the Batiquitos gravity influent sewer line remains unchanged. FSSup Gonzalez confirmed the work for the Batiquitos gravity influent sewer line has

been scheduled for this year and that the recent cleaning of El Camino Real confirmed that the 5-year cycle was appropriate due to relatively clean lines.

Chairperson Roesink asked what is cathodic protection? Mr. Henderson explained that cathodic protection is the use of sacrificial anodes to protect metal force mains from external or soil side corrosion.

Director Brown asked whether the FY2022 inspections for the Food Services Establishments (FSE) were part of an annual goal or just a one-time goal. FSSpec Riffel answered that the inspections are an annual goal. Director Brown recommended the number of FOG inspections be represented with the monthly and/or annual miles of hydro-cleaning and CCTV inspections due to the amount of necessary staff time. DFA Green agreed that highlighting this effort would reflect positively on the District. FSSpec Riffel answered that he will discuss this item with DTS Morishita and GM Bushee. Chairperson Roesink asked how many FSE's are in the District. FSSpec Riffel answered there are about 150 FSE's.

Mr. Henderson continued the presentation and stated that the general audit findings were that the District's activities, programs and efforts meet or exceed the SSMP requirements and that no changes to the SSMP are needed at this time.

Following discussion, the EC concurred with staff to recommend that the Board of Directors receive and file the FY2022 Audit of the District's 2019 SSMP.

5. Information Items

A. Development Projects Summary

FSSpec Riffel presented this item to the EC. He mentioned that two new development projects have been added, Chin's Gourmet and Board & Brew.

The EC discussed the Cascada Verde and Weston Annexation – La Costa Avenue developments. The EC also discussed the various storm drain projects for the City of Encinitas.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Roesink adjourned the meeting at approximately 9:46 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
November 9, 2022**

Disbursement Period October 7, 2022 Through November 3, 2022

GENERAL CHECKING

Operating	\$	226,943.69
Capital	\$	42,780.98
TOTAL GENERAL CHECKS	<u>\$</u>	<u>269,724.67</u>

PAYROLL CHECKS \$ 116,229.59

TOTAL DEMANDS	\$ 385,954.26
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
November 9, 2022**

Disbursement Period October 7, 2022 Through November 3, 2022

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	10/19/2022	221019-1 to 221019-19	\$ 56,746.24
Board Payroll Checks	11/1/2022	221101-1 to 221101-5	\$ 1,730.10
Biweekly Payroll Checks	11/2/2022	221102-1 to 221102-19	\$ 57,753.25
TOTAL PAYROLL CHECKS			\$ 116,229.59

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 10/7/2022 Through 11/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23587	10/13/2022	ADS LLC	4,655.00	Flow Metering / Data Analysis - September 2022
	10/13/2022	ADS LLC	1,340.00	Meter Maintenance / Data Delivery ECHO - September 2022
23588	10/13/2022	ADT/PROTECTION 1	165.00	Monthly Security Camera Maintenance 10/17/22-11/16/22
23589	10/13/2022	AIRGAS USA LLC	1,504.29	Liquid Oxygen Contract 09/21/22
	10/13/2022	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
23590	10/13/2022	CHARLES ULMER DBA: CHUCKS TIRE ...	2,825.55	New Tires (2) for Vehicle # 159
23591	10/13/2022	CITY OF CARLSBAD	310.19	Water for Vactor 1
	10/13/2022	CITY OF CARLSBAD	359.47	Water for Vactor 2
23592	10/13/2022	CONCENTRA	105.00	DOT Physical/Recertification-M Avalos
23593	10/13/2022	CORODATA	97.59	File Storage - September 2022
23594	10/13/2022	CWEA	202.00	CWEA Membership Renewal FY2023-H Gonzalez
	10/13/2022	CWEA	202.00	CWEA Membership Renewal-FY2023-M Avalos
	10/13/2022	CWEA	202.00	CWEA Membership Renewal-FY2023-M Gonzalez
23595	10/13/2022	DEXTER WILSON ENGINEERING	6,970.00	Asset Management Plan Update - August 2022
	10/13/2022	DEXTER WILSON ENGINEERING	10,500.00	Asset Management Plan Update FY2023 - September 2022
	10/13/2022	DEXTER WILSON ENGINEERING	336.00	Development Services-1133 633 Sparta Drive ADU
	10/13/2022	DEXTER WILSON ENGINEERING	362.50	Development Services-1139 1967 Vulcan Avenue
	10/13/2022	DEXTER WILSON ENGINEERING	627.00	Development Services-1151 Omni La Costa Resort/Spa
	10/13/2022	DEXTER WILSON ENGINEERING	192.00	Development Services-1165 400 Gibraltar St APN 216-300-05
	10/13/2022	DEXTER WILSON ENGINEERING	4,825.50	General Engineering 103-500 August 2022
	10/13/2022	DEXTER WILSON ENGINEERING	3,602.50	Prepare District's FY-22 SSMP Audit
23596	10/13/2022	ENCINA WASTEWATER AUTHORITY	3,620.05	Lab Testing
23597	10/13/2022	FEDERAL EXPRESS CORPORATION	37.30	Shipping 09/30/22
23598	10/13/2022	HAAKER EQUIPMENT CO	1,367.93	Controller Electrical Enclosure for Vehicle # 159
23599	10/13/2022	HARRINGTON INDUSTRIAL PLASTICS ...	801.57	Batiquitos Vapex PVC Supplies
23600	10/13/2022	IWATER, INC	480.00	Off-site GIS Services
23601	10/13/2022	LAWNMOWERS PLUS, INC	152.63	Equipment Repairs
23602	10/13/2022	LEDGE MEDIA	5,000.00	Stories of San Dieguito Sponsorship
23603	10/13/2022	LUKE BROWN	900.00	Lateral Reimbursement: 598 Nantucket Ct, Encinitas CA 92024
23604	10/13/2022	MITSUBISHI ELECTRIC US, INC	354.78	Elevator Maintenance - October 2022
23605	10/13/2022	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services - September 2022
23606	10/13/2022	NAPA AUTO	45.23	Front Beam Wiper
23607	10/13/2022	OLIVENHAIN MUNICIPAL WATER DIST	27.29	Woodard & Curran NSDCRRWP 2020 Grant Admin Costs
	10/13/2022	OLIVENHAIN MUNICIPAL WATER DIST	1,120.55	Woodard & Curran SDIRWM Prop 1 RD 2 Application 2022

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 10/7/2022 Through 11/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	10/13/2022	OLIVENHAIN MUNICIPAL WATER DIST	2,451.82	Woodard & Curran WIIN Grant Application 2022
23608	10/13/2022	OLIVENHAIN MUNICIPAL WATER DIS...	68.93	Recycled Water @ Traveling
	10/13/2022	OLIVENHAIN MUNICIPAL WATER DIS...	51.15	Water @ Encinitas Estates PS
	10/13/2022	OLIVENHAIN MUNICIPAL WATER DIS...	1,104.61	Water @ Traveling
	10/13/2022	OLIVENHAIN MUNICIPAL WATER DIS...	1,097.45	Water @ Traveling 2
	10/13/2022	OLIVENHAIN MUNICIPAL WATER DIS...	51.15	Water @ VP7 PS
23609	10/13/2022	PETTY CASH	293.57	Petty Cash 08/25/22-10/11/22
23610	10/13/2022	PLUMBERS DEPOT, INC	719.76	Debris Catcher / Fiber Glass Poles
23611	10/13/2022	PRUDENTIAL OVERALL SUPPLY	119.54	Weekly Uniform/Laundry Service 10/04/22
	10/13/2022	PRUDENTIAL OVERALL SUPPLY	121.85	Weekly Uniform/Laundry Service 10/11/22
23612	10/13/2022	REPUBLIC SERVICES #661	376.91	Waste Service - Septemeber 2022
23613	10/13/2022	RISING TIDE PARTNERS	3,267.00	Public Outreach Services - August 2022
	10/13/2022	RISING TIDE PARTNERS	5,139.75	Public Outreach Services - September 2022
23614	10/13/2022	SOUTHERN CONTRACTING COMPANY	2,730.00	Assist w/ Removal & Reinstall of Grinder Pump @ BPS
	10/13/2022	SOUTHERN CONTRACTING COMPANY	2,398.00	Emergency Repair @ RV PS
	10/13/2022	SOUTHERN CONTRACTING COMPANY	580.00	Emergency Submersible Pump Troubleshoot @ LPS
23615	10/13/2022	TERMINIX PROCESSING CENTER	90.00	Monthly Pest Control Services 09/12/22
23616	10/13/2022	THE HOME DEPOT CRC/GECF	14.93	3/8" ODX 1/2" IPX 20" Braid FCT Sup Line
	10/13/2022	THE HOME DEPOT CRC/GECF	32.02	Duplicate of Invoice # 8112649
	10/13/2022	THE HOME DEPOT CRC/GECF	32.02	Feder Washers (2) / U-Bolts (6) / Eye Bolt
	10/13/2022	THE HOME DEPOT CRC/GECF	116.30	Flat Washers/Snap Hooks/Lock Washers/Eye Bolts/Spring Links
	10/13/2022	THE HOME DEPOT CRC/GECF	106.67	Mekita Sawzall
	10/13/2022	THE HOME DEPOT CRC/GECF	6.00	Microwave Oven Fuse
	10/13/2022	THE HOME DEPOT CRC/GECF	19.15	Milwaukee Bit
	10/13/2022	THE HOME DEPOT CRC/GECF	(3.83)	Refund of Finance Charge
	10/13/2022	THE HOME DEPOT CRC/GECF	(32.02)	Refund of Invoice # 2192545
	10/13/2022	THE HOME DEPOT CRC/GECF	67.11	Rope / Buckets / Spray Bottles
23617	10/13/2022	U.S. BANK	2,147.81	Cal Card Purchase - Statement Dated 09/22/22
23618	10/13/2022	UNDERGROUND SERVICE ALERTS/C	211.25	Monthly Underground Alarm Fees
	10/13/2022	UNDERGROUND SERVICE ALERTS/C	72.26	Monthly Underground State Fees
23619	10/13/2022	V&A CONSULTING ENGINEERS	2,720.00	Quarterly San Marcos Creek Monitoring 09/30/22
23620	10/13/2022	WORDEN WILLIAMS LLP	2,430.00	Legal Services - September 2022
23621	10/20/2022	AIRGAS USA LLC	1,501.79	Liquid Oxygen Contract 10/05/22
23622	10/20/2022	AT&T	211.87	Phone Service-BPS 09/10/22-10/09/22
	10/20/2022	AT&T	356.55	Phone Service-Elevator 08/25/22-09/24
23623	10/20/2022	Brightview Landscape Services Inc	900.00	Landscape Maintenance Services @ Admin - October 2022
	10/20/2022	Brightview Landscape Services Inc	319.00	Vegetation Cleanup (Line Maintenance) - October 2022
23624	10/20/2022	CALIFORNIA SPECIAL DISTRICTS ASS...	8,810.00	2023 CSDA Membership Renewal
23625	10/20/2022	CAPSTONE FIRE MANAGEMENT, INC	1,750.00	Standby Confined Space Rescue for BPS

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 10/7/2022 Through 11/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23626	10/20/2022	COSCO FIRE PROTECTION	485.00	Replaced Fire Bell Sign and Other Repairs
23627	10/20/2022	DATA NET SOLUTIONS GROUP	1,447.20	Managed Services Monthly Service - September 2022
23628	10/20/2022	DOWNSTREAM SERVICES, INC.	80.00	Stormwater Maintenance (1 of 3 Services)
23629	10/20/2022	EVOQUA WATER TECHNOLOGIES, LLC	28,035.00	Replace Carbon in Scrubber System at BPS
23630	10/20/2022	EWING IRRIGATION PRODUCTS	14.26	Vapex Install Supplies @ BPS
23631	10/20/2022	MISSION SQUARE	5,801.34	Deferred Comp for PPE 10/16/22
23632	10/20/2022	NAPA AUTO	33.39	Threadlocker
23633	10/20/2022	OLIVENHAIN MUNICIPAL WATER DIST	2,945.62	Woodard & Curran WIIN NEPA 2022 Grant Admin Costs
23634	10/20/2022	PACIFIC RIM MECHANICAL	321.00	Quarterly HVAC Services-AWT
	10/20/2022	PACIFIC RIM MECHANICAL	654.50	Quarterly HVAC Services-BPS
	10/20/2022	PACIFIC RIM MECHANICAL	178.00	Quarterly HVAC Services-EEPS
	10/20/2022	PACIFIC RIM MECHANICAL	651.50	Quarterly HVAC Services-LPS
	10/20/2022	PACIFIC RIM MECHANICAL	2,566.00	Quarterly HVAC Services-LWD Admin Building
23635	10/20/2022	PRUDENTIAL OVERALL SUPPLY	119.54	Weekly Uniform/Laundry Service 10/18/22
23636	10/20/2022	READY LINE FLEET SERVICE INC	167.50	90-Day BIT Inspection - Vehicle # 161
	10/20/2022	READY LINE FLEET SERVICE INC	792.63	90-Day BIT Inspection / PM Services - Vehicle # 159
	10/20/2022	READY LINE FLEET SERVICE INC	770.17	90-Day BIT Inspection / PM Services - Vehicle # 170
23637	10/20/2022	SAN DIEGO GAS & ELECTRIC	455.22	Electric @ VP5 PS
	10/20/2022	SAN DIEGO GAS & ELECTRIC	888.67	Electric/Gas @ E Estate PS
	10/20/2022	SAN DIEGO GAS & ELECTRIC	13.30	Gas @ Admin
23638	10/20/2022	SAN DIEGO LAFCO	6,405.00	Project # 1158 - For Giving LLC Annexation
23639	10/20/2022	SAN DIEGUITO WATER DISTRICT	6.62	Water @ Tanker 2
23640	10/20/2022	SOUTHERN CONTRACTING COMPANY	900.00	Battery backup for future use on fixtures in wet well
23641	10/20/2022	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 10/14/22-11/13/22
23642	10/20/2022	STAPLES	164.99	Office Supplies
23643	10/20/2022	T.S. INDUSTRIAL SUPPLY	48.84	Hex Wrench Tools
23644	10/20/2022	THE SHERWIN-WILLIAMS CO	246.62	Paint for La Costa PS
23645	10/27/2022	COLONIAL LIFE INS	315.06	Accident/Critical Illness Ins 10/05/22 & 10/19/22
23646	10/27/2022	COSCO FIRE PROTECTION	459.00	Assistance with Company Fire Drill
23647	10/27/2022	DATA NET SOLUTIONS GROUP	1,240.00	POWEREDGE R750 8-Core Servers (2)
	10/27/2022	DATA NET SOLUTIONS GROUP	1,792.96	Veeam Backup Socket to Universal License (Backup Software)
23648	10/27/2022	DEXTER WILSON ENGINEERING	10,055.50	General Engineering 103-500 September 2022
23649	10/27/2022	FEDERAL EXPRESS CORPORATION	62.46	Shipping 10/12/22
23650	10/27/2022	GLEN LINDERMAN	3,000.00	Lateral Reimbursement: 7716 Farol Place, Carlsbad CA 92009
23651	10/27/2022	HAAKER EQUIPMENT CO	905.46	1-1/4" Swivels (2)
23652	10/27/2022	HACH COMPANY	1,189.93	PHD, PPS for CI10sc PH Analyzer
23653	10/27/2022	HARBOR FREIGHT TOOLS	251.02	Hydraulic Pipe Bender & Elastic Cords

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 10/7/2022 Through 11/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23654	10/27/2022	KONECRANES, INC	630.00	Quarterly Crane inspection @ LPS - July Service
23655	10/27/2022	MAVTECK	1,620.00	CM Services for Diana PS Emergency Generator Conduit Install
	10/27/2022	MAVTECK	3,375.00	Construction Management - VP7 PS - September 2022
	10/27/2022	MAVTECK	1,250.00	Construction Management-E Estates PS Project September 2022
	10/27/2022	MAVTECK	1,125.00	FY2022 Gravity Sewer Repair Project September 2022
23656	10/27/2022	NORTH COUNTY TRANSIT DISTRICT	2,674.18	Easement Fees - 235.70-0708-PL-LCWD / 236.3-0708-PL-LCWD
23657	10/27/2022	OLIN CORP / PIONEER AMERICAS	9,157.06	Sodium Hypochlorite Chemicals 10/24/22
23658	10/27/2022	OLIVENHAIN MUNICIPAL WATER DIS...	56.10	Water @ VP5 PS
23659	10/27/2022	PRUDENTIAL OVERALL SUPPLY	128.18	Weekly Uniform/Laundry Service 10/25/22
23660	10/27/2022	READY LINE FLEET SERVICE INC	814.04	Vehicle Repair/Maintenance - Vehicle # 170
23661	10/27/2022	RYAN AND KELLY BAKER	4,123.70	Reimbursement for Fence Replacement & Vegetation Removal
23662	10/27/2022	SAN DIEGO GAS & ELECTRIC	4,148.36	Electric @ Admin
	10/27/2022	SAN DIEGO GAS & ELECTRIC	142.27	Electric @ Avacado PS
	10/27/2022	SAN DIEGO GAS & ELECTRIC	1,846.22	Electric @ AWT
	10/27/2022	SAN DIEGO GAS & ELECTRIC	12,675.75	Electric @ BPS
	10/27/2022	SAN DIEGO GAS & ELECTRIC	481.38	Electric @ Diana PS
	10/27/2022	SAN DIEGO GAS & ELECTRIC	1,117.97	Electric @ La Costa PS
	10/27/2022	SAN DIEGO GAS & ELECTRIC	20,621.58	Electric @ LPS
	10/27/2022	SAN DIEGO GAS & ELECTRIC	167.31	Electric @ RV PS
	10/27/2022	SAN DIEGO GAS & ELECTRIC	867.51	Electric @ Saxony PS
	10/27/2022	SAN DIEGO GAS & ELECTRIC	215.11	Electric @ VP7 PS
23663	10/27/2022	SITE ONE LANDSCAPE SUPPLY, LLC	146.04	Sanstone Dekorra
23664	10/27/2022	TERMINIX PROCESSING CENTER	62.20	Monthly Pest Control Services 10/10/22
23665	10/27/2022	VERIZON WIRELESS	1,861.94	Cell Phones 09/08/22-10/07/22
23666	10/27/2022	VORTEX INDUSTRIES, LLC	684.66	BPS Sliding Gate Repairs
23667	10/27/2022	WATCHMAN SAFETY CONSULTING	3,480.00	Traffic Control/Flagger & Permit-Rqd Confined Space Training
23668	11/3/2022	AIRGAS USA LLC	(150.00)	Credit on Invoice 9115864419
	11/3/2022	AIRGAS USA LLC	1,610.17	Liquid Oxygen Contract 10/19/22
23669	11/3/2022	AT&T	56.47	Phone Service-Elevator 09/25/22-10/24/22
23670	11/3/2022	AWSS INC	5,800.01	Vehicle Fuel 09/16/22-10/20/22
23671	11/3/2022	BAJA POOL AND SPA SERVICE	160.00	Water Fountain Weekly Maintenance - November 2022
23672	11/3/2022	BURTECH PIPELINE INC DBA BURTEC...	185.00	Sink Repairs in Men's Locker Room
23673	11/3/2022	CITY OF CARLSBAD	276.23	Water @ 1900 La Costa Ave
	11/3/2022	CITY OF CARLSBAD	164.09	Water @ 1960 La Costa Ave
	11/3/2022	CITY OF CARLSBAD	27.58	Water @ Fire Line
23674	11/3/2022	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 10/22/22- 11/21/22
	11/3/2022	COX COMMUNICATIONS SAN DIEGO	507.59	Phone Service 10/18/22-11/17/22
23675	11/3/2022	FIDELITY SECURITY LIFE INSURANCE...	426.30	Vision Insurance - November 2022
23676	11/3/2022	HUMANA DENTAL INS.	3,797.05	Dental Insurance - November 2022

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 10/7/2022 Through 11/3/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23677	11/3/2022	L&L PRINTERS	4,419.80	Postage for Fall 2022 Newsletter
23678	11/3/2022	MITSUBISHI ELECTRIC US, INC	354.78	Elevator Maintenance - November 2022
23679	11/3/2022	MUTUAL OF OMAHA	1,329.38	Disability Insurance - November 2022
23680	11/3/2022	PLANT PEOPLE, INC	168.00	Office Plant Maintenance - November 2022
23681	11/3/2022	Premier Chevrolet of Carlsbad	962.43	Vehicle Service/Maintenance - Vehicle # 151
	11/3/2022	Premier Chevrolet of Carlsbad	844.80	Vehicle Service/Maintenance - Vehicle # 156
23682	11/3/2022	Quench USA Inc	136.85	Office Drinking Water Monthly Service 10/19/22-11/18/22
23683	11/3/2022	READY LINE FLEET SERVICE INC	612.54	Vehicle Service/Maintenance - Vehicle # 159
	11/3/2022	READY LINE FLEET SERVICE INC	174.65	Vehicle Service/Maintenance - Vehicle # 161
23684	11/3/2022	S&R TOWING, INC	481.25	Towing Service - Vehicle # 170
23685	11/3/2022	SAN DIEGO UNION TRIBUNE	158.74	Newspaper Subscription though 01/13/23
23686	11/3/2022	UNIFIRST FIRST AID CORP	<u>200.23</u>	First Aid Supplies
Report Total			<u>269,724.67</u>	

Leucadia Wastewater District
 Vendor Activity - Supplemental Credit Card Report
 From 9/22/2022 Through 9/22/2022

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	9/22/2022		353.42	4330	BOARD CONFERENCES	CSDA Conference-Hotel-D Omsted
U.S. BANK	API	9/22/2022		425.65	4330	BOARD CONFERENCES	CSDA Conference-Hotel/Meal-E Sullivan
U.S. BANK	API	9/22/2022		42.00	4330	BOARD CONFERENCES	CSDA Conference-Meal-E Sullivan
U.S. BANK	API	9/22/2022		104.00	4330	BOARD CONFERENCES	WaterReuse Conference-Airport Parking-E Sullivan
U.S. BANK	API	9/22/2022		47.62	4330	BOARD CONFERENCES	WaterReuse Conference-Meal-E Sullivan
U.S. BANK	API	9/22/2022		111.00	4330	BOARD CONFERENCES	WaterReuse Conference-Taxi-E Sullivan
U.S. BANK	API	9/22/2022		250.00	4810	MEMBERSHIP & DUES	CPA Renewal-R Green
U.S. BANK	API	9/22/2022		25.94	4910	OFFICE SUPPLIES	Cell Phone Case & Screen Protector
U.S. BANK	API	9/22/2022		20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	9/22/2022		38.77	4950	Computer Software/Srvc/Support/Hardware	Computer Surge Adaptor/Protector
U.S. BANK	API	9/22/2022		9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud Storage
U.S. BANK	API	9/22/2022		99.00	4950	Computer Software/Srvc/Support/Hardware	Windows 10/11 Pro
U.S. BANK	API	9/22/2022		40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom Cloud
U.S. BANK	API	9/22/2022		425.42	5030	TOOLS	Sludge Judge
U.S. BANK	API	9/22/2022		125.00	5910	TELEPHONE	Web Hosting
U.S. BANK	API	9/22/2022		30.00	5910	TELEPHONE	Wifi
Transaction Total				<u>2,147.81</u>			

Report
 Opening/Current
 Balance

Leucadia Wastewater District
 Vendor Activity - Supplemental Credit Card Report
 From 9/22/2022 Through 9/22/2022

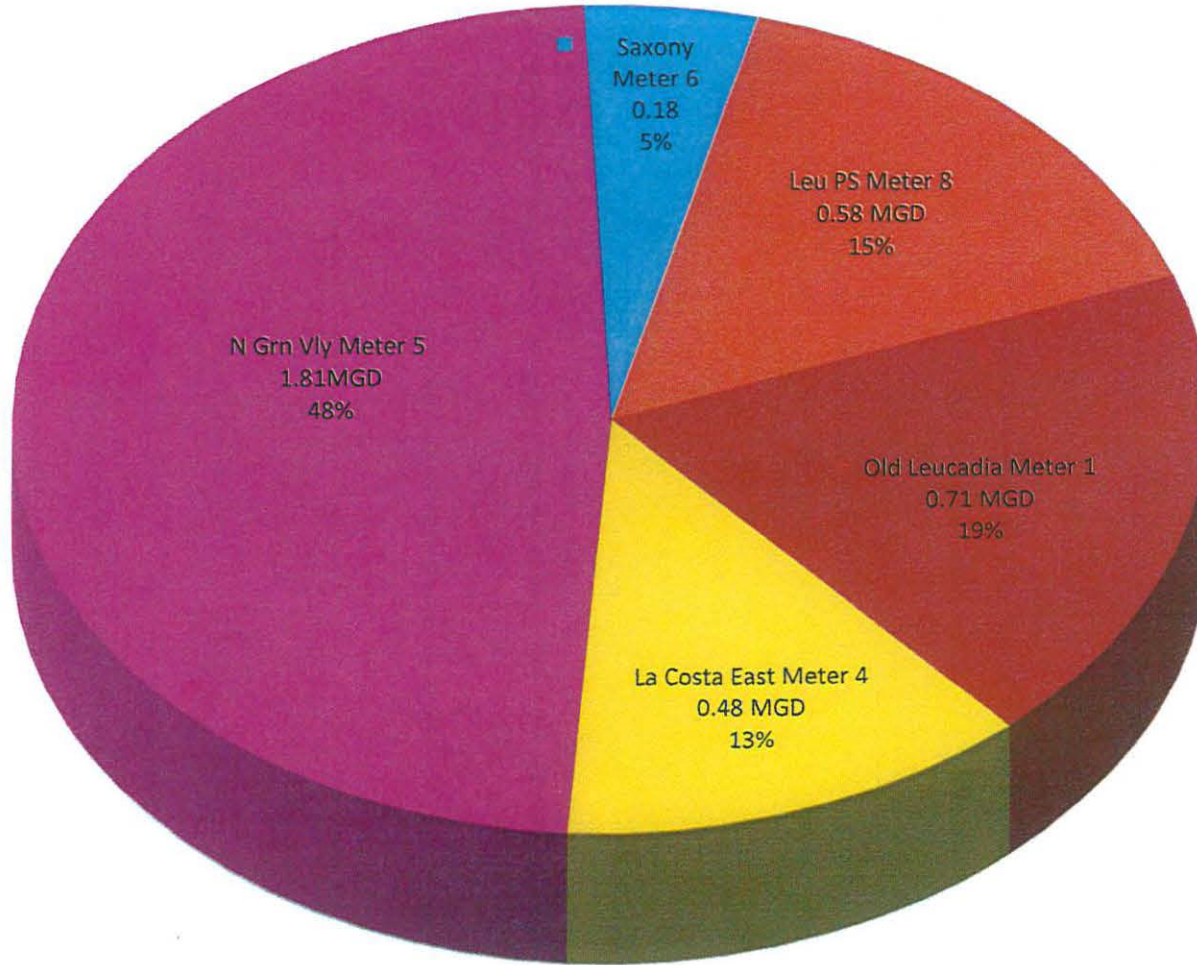
<u>Vendor Name</u>	<u>Tra... Sou...</u>	<u>Effective Date</u>	<u>Check/Voucher Number</u>	<u>Expenses</u>	<u>GL Code</u>	<u>GL Title</u>	<u>Transaction Description</u>
Report Transaction Totals				2,147.81			
Report Current Balances							

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

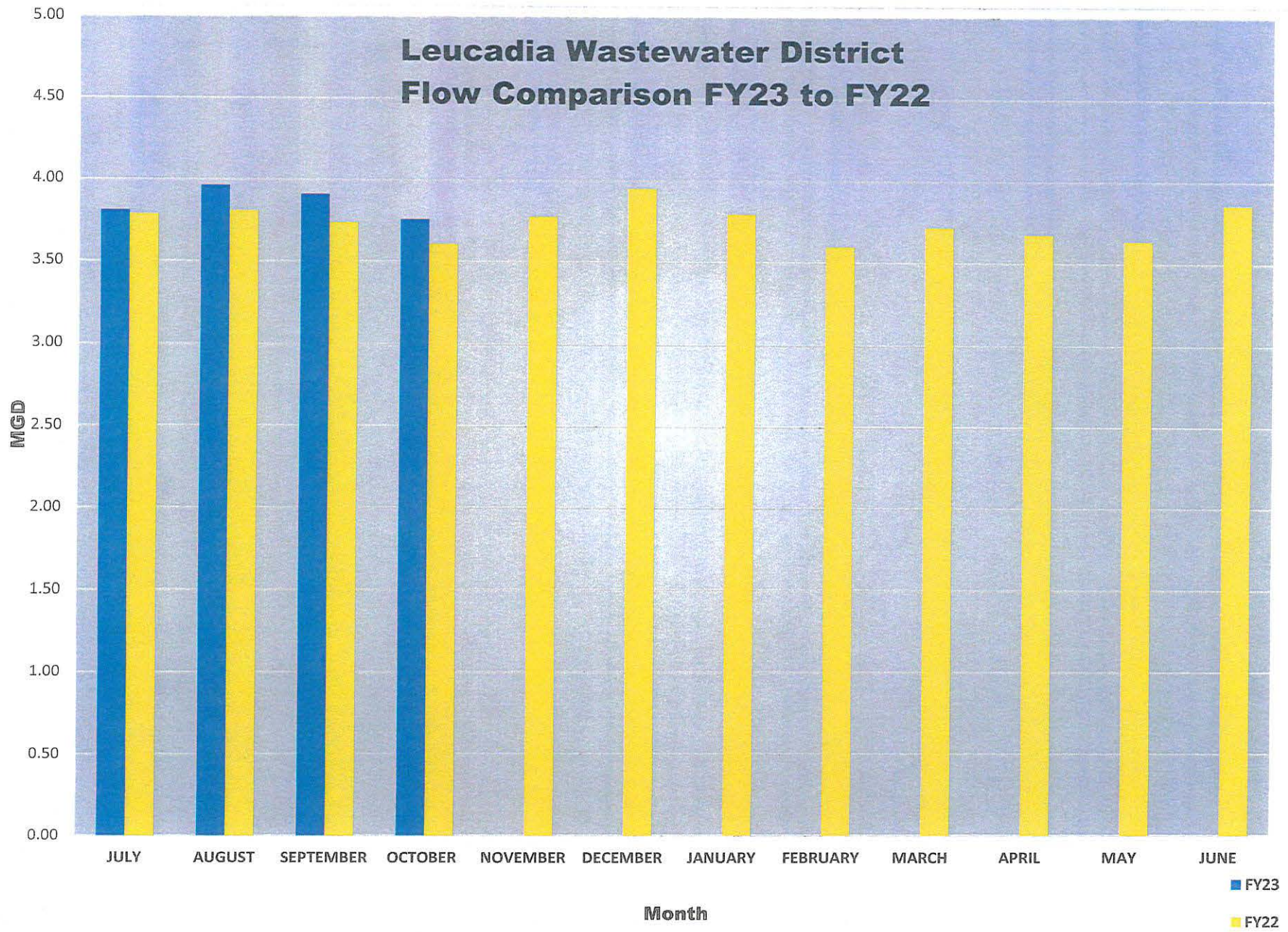
CURRENT MONTH - October 2022							FY 2022
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,782.09	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	118.11	1.00	3.81	132.37	46.48	3.79
YTD			28,783.09				
AUGUST	0.00	122.76	4.64	3.96	137.56	48.02	3.81
YTD			28,787.73				
SEPTEMBER	0.29	117.30	18.25	3.91	135.74	33.03	3.74
YTD			28,805.98				
OCTOBER	0.06	116.56	1.00	3.76	130.52	21.73	3.61
YTD			28,806.98				
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	0.35	474.73	24.89			149.26	
Mo Average	0.09	118.68	6.22	3.86	134.05	37.32	3.75

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**LWD Flows by Sub-Basin
October 2022
Total LWD Flow 3.76 MGD**

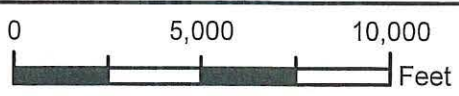
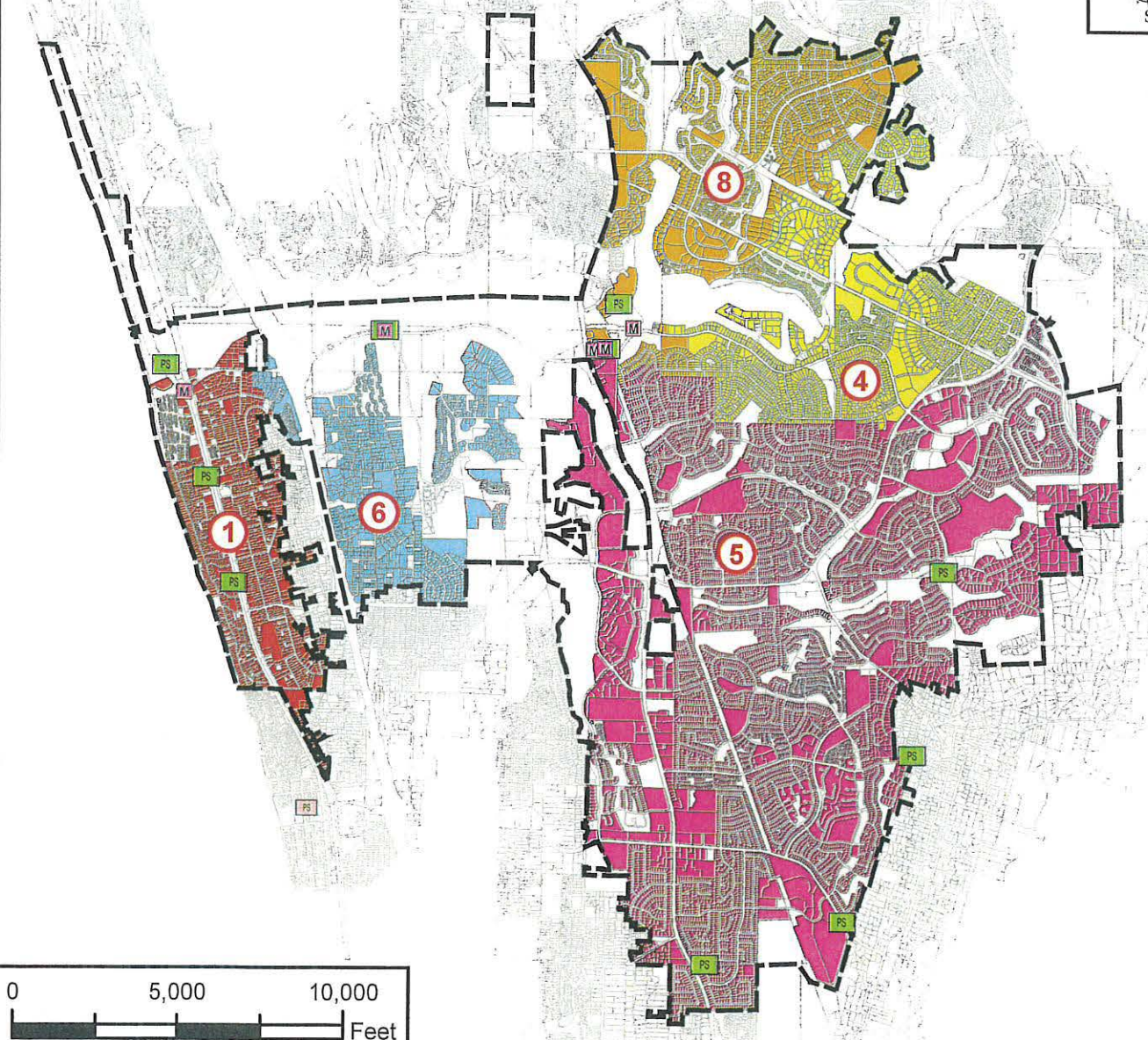


Leucadia Wastewater District Flow Comparison FY23 to FY22



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LEUCADIA WASTEWATER DISTRICT

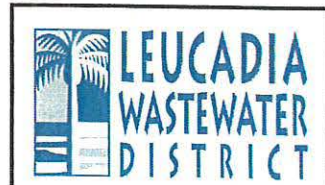


LEGEND

Parcels by Basin

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

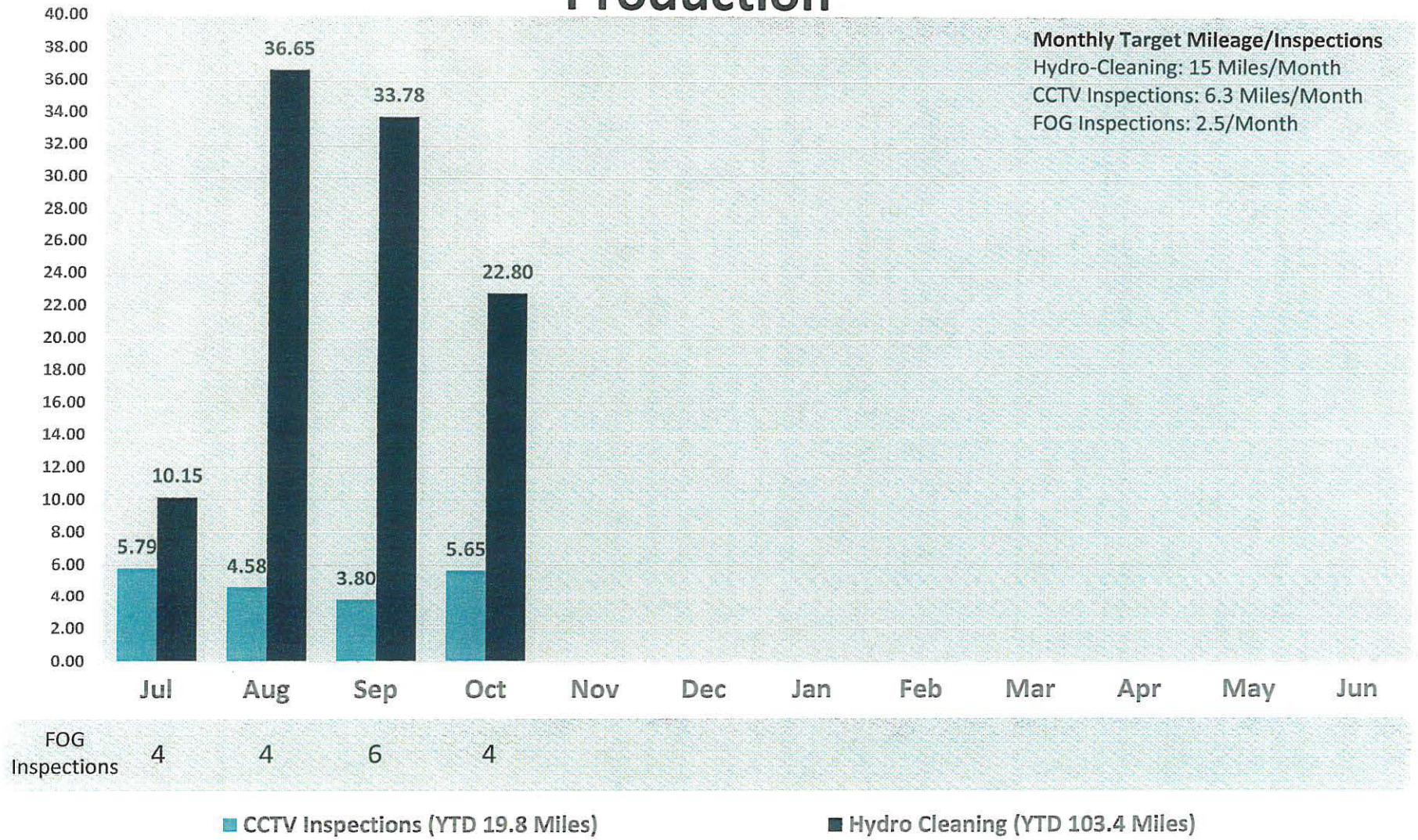
- Meter Locations
- LWD Pump Stations
- Encinitas Pump Stations
- LWD Boundary



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

SEWER COLLECTION SYSTEM BY SUB-BASIN

FY-23 CCTV Inspections & Hydro Cleaning Production



**Operations and Administration Training Report
October 2022**

Description	Hours		
	Ops	Admin	Total
Accident Prevention Signs & Tags	1.0	0.0	1.0
Anti Harassment Training	0.0	1.0	1.0
Business Communication Fundamentals	0.0	1.0	1.0
Confined Space: Entrant/Attendant	10.0	0.0	10.0
Confined Space: Entry Rescue Practice	10.0	0.0	10.0
Confined Space: Entry Supervisor Training	10.0	0.0	10.0
Confined Space: Non-Entry Rescue	10.0	0.0	10.0
CSRMA Field Ergonomics: Back Care	7.0	0.0	7.0
Excel - Power Functions	0.0	1.0	1.0
Excel - Project Management	0.0	1.0	1.0
Excel - 2010 Essential Training I/II	0.0	2.0	2.0
Fall Protection	1.0	0.0	1.0
Fire Evacuation Drill	11.0	6.0	17.0
Flagging / Traffic Control	40.0	0.0	40.0
Office Ergonomics	0.0	2.0	2.0
Operation of Multiquip 4" Trash Pump	8.0	0.0	8.0
DataNet Mobile Security: Mobile Wi-Fi Security	0.0	1.0	1.0
DataNet Multi-Factor Authentication	0.0	1.0	1.0
DataNet Cyber Security	0.0	0.5	0.5
DataNet Physical Security Shoulder Surfing	0.0	0.5	0.5
DataNet What's an Insider Threat?	0.0	0.5	0.5
FMCSA: A Training Provider's Guide to ELDT Requirements	0.0	0.5	0.5
TrainingLink: Onboarding for Administrators	0.0	1.0	1.0
Batiquitos Vapex Startup & Maintenance	8.0	0.0	8.0
VP5 Bypass Pump Training	9.0	0.0	9.0
Water Industry Storm Water Pollution Prevention (SWPP)	3.0	0.0	3.0
Total Training Hours	128.00	19.00	147.00

Description	Attendees		
	Ops	Admin	Total
CASA	0	1	1
Sewer and Stormwater Summit	2	0	2
WEFTEC	0	1	1
Total Attended Conferences	2	2	4

Notes:
 Trainings include web-based, classroom, tailgates and safety events
 Conferences include CASA, CWEA, CSDA, CSRMA, CSMFO



LEADERS IN ENVIRONMENTAL PROTECTION

Leibert, Cassidy, Whitmore (LCW) Training Report
Calendar Year 2022

Seminars/Webinars Training for 2022

Hours

Date	Description	Paul Bushee	Ryan Green	Robin Morishita	Jeff Stecker	Marvin Gonzalez	Trisha Hill
2-Oct-22	Root Causes of Discrimination, Harassment, and Retaliation Claims	0.0	2.0	0.0	0.0	0.0	2.0
		0.0	0.0	0.0	0.0	0.0	0.0
		0.0	0.0	0.0	0.0	0.0	0.0
		0.0	0.0	0.0	0.0	0.0	0.0
		0.0	0.0	0.0	0.0	0.0	0.0
		0.0	0.0	0.0	0.0	0.0	0.0
		0.0	0.0	0.0	0.0	0.0	0.0
		0.0	0.0	0.0	0.0	0.0	0.0
Total Training Hours		0.00	2.00	0.00	0.00	0.00	2.00

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Conferences/Webinars/Seminars for the month of October 2022

Attendees

Date	Description	Ops	Admin	Total
	CASA	0	0	0
	CSDA	0	0	0
	CSRMA	0	0	0
Total Attended Conferences		0	0	0

Notes:

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

Conferences include CASA, CWEA, CSDA, CSRMA, CSMFO

Leucadia Wastewater District

Balance Sheet

As of 10/31/2022

	<u>Amount</u>
Assets	
Cash & Investments	21,083,383.92
Accounts Receivables	108,907.88
Net OPEB Asset	246,761.00
Prepaid Expense	416,481.44
Funds held with Encina Wastewater Authority	445,200.00
Capital Assets	187,983,392.07
Less Accumulated Depreciation	<u>(65,265,622.75)</u>
Total Assets	<u>145,018,503.56</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><u>146,366,723.56</u></u>
Liabilities	
Accounts Payable & Accrued Expenses	430,176.70
Developer Deposits	83,551.74
Lease Liability	13,018.57
Net Pension Liability	2,094,667.00
Total Liabilities	<u>2,621,414.01</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	(4,762,174.68)
Total Current Change In Net Position	<u>(4,762,174.68)</u>
Total Net Position	<u>141,593,898.55</u>
Total Liabilities, Deferred Inflows & Net Position	<u><u>146,366,723.56</u></u>

Leucadia Wastewater District

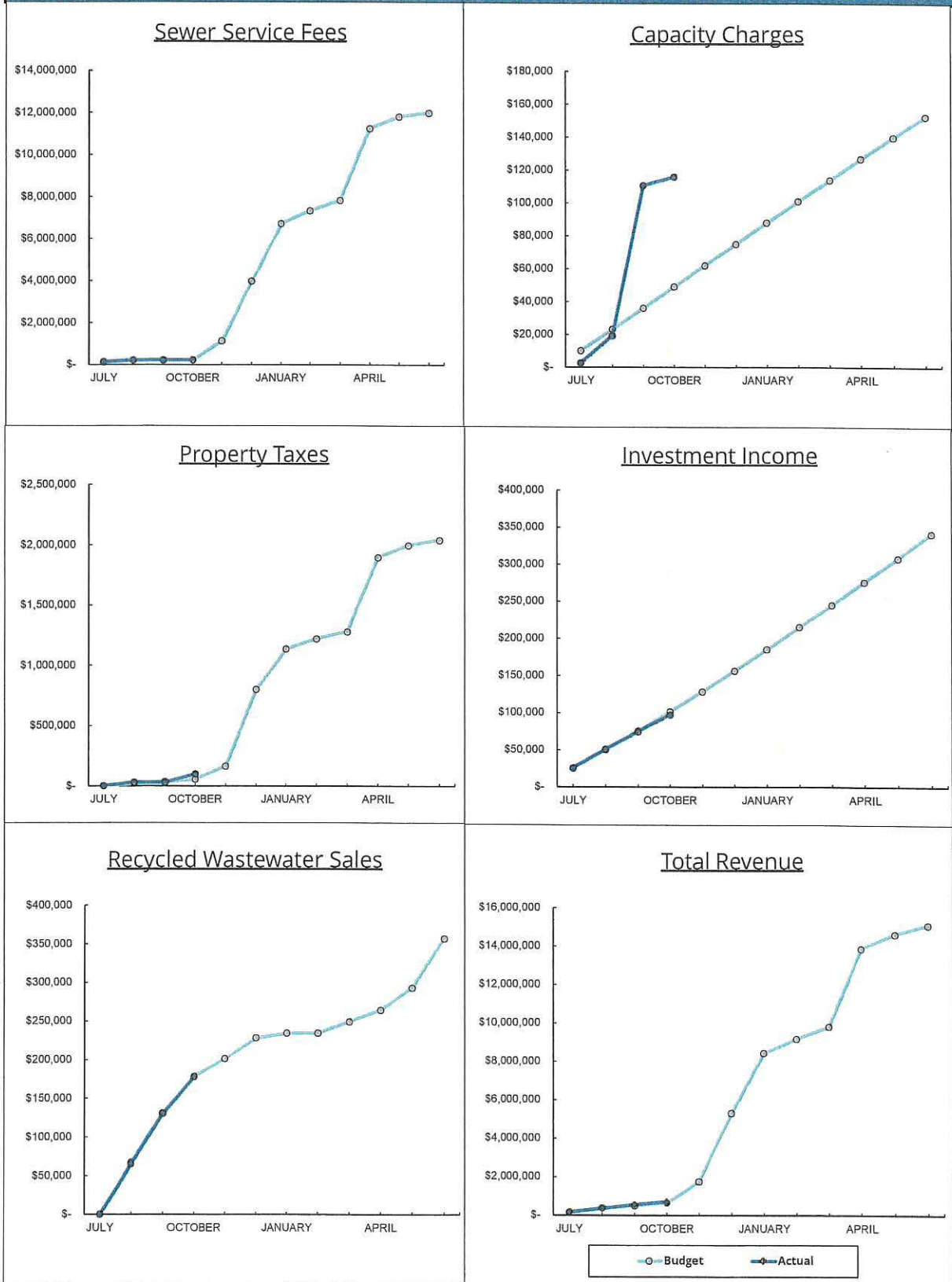
Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2022 Through 10/31/2022

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 214,690.98	\$11,980,350.00	\$11,765,659.02	1.8%
3150 Recycled Water Sales	177,863.34	357,000.00	179,136.66	49.8%
3100 Misc. Operating Revenue	-	194,150.00	194,150.00	0.0%
TOTAL OPERATING REVENUES	\$ 392,554.32	\$12,531,500.00	\$12,138,945.68	3.1%
OPERATING EXPENSES				
4100 Salaries	\$ 602,798.55	\$ 2,165,419.01	\$ 1,562,620.46	27.8%
4200 Employee Benefits	491,168.94	1,579,273.19	1,088,104.25	31.1%
4300 Directors Expense	34,383.49	137,400.00	103,016.51	25.0%
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	15,487.30	38,425.00	22,937.70	40.3%
4900 Office Expense	48,809.44	173,800.00	124,990.56	28.1%
5000 Operating Supplies	39,198.75	148,800.00	109,601.25	26.3%
5200 Professional Services	81,297.21	528,900.00	447,602.79	15.4%
5300 Printing & Publishing	5,000.00	30,000.00	25,000.00	16.7%
5400 Rents & Leases	5,763.49	22,900.00	17,136.51	25.2%
5500 Repairs & Maintenance	142,280.26	509,000.00	366,719.74	28.0%
5600 Monitoring & Permits	11,652.72	84,300.00	72,647.28	13.8%
5700 Training & Development	14,806.01	49,000.00	34,193.99	30.2%
5900 Utilities	169,012.19	506,680.00	337,667.81	33.4%
6100 LAFCO Operations	7,958.20	7,700.00	(258.20)	103.4%
6200 Encina 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	\$ 2,977,773.72	\$ 8,383,590.20	\$ 5,405,816.48	35.5%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 115,774.75	\$ 152,670.00	\$ 36,895.25	75.8%
3220 Property Taxes	97,056.90	2,038,700.00	1,941,643.10	4.8%
3250 Investment Income	96,921.00	341,000.00	244,079.00	28.4%
3290 Misc. Non Op Revenue	2,977.22	27,400.00	24,422.78	10.9%
TOTAL NON-OPERATING REVENUES	\$ 312,729.87	\$ 2,559,770.00	\$ 2,247,040.13	12.2%

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

Leucadia Wastewater District Revenue FY2023

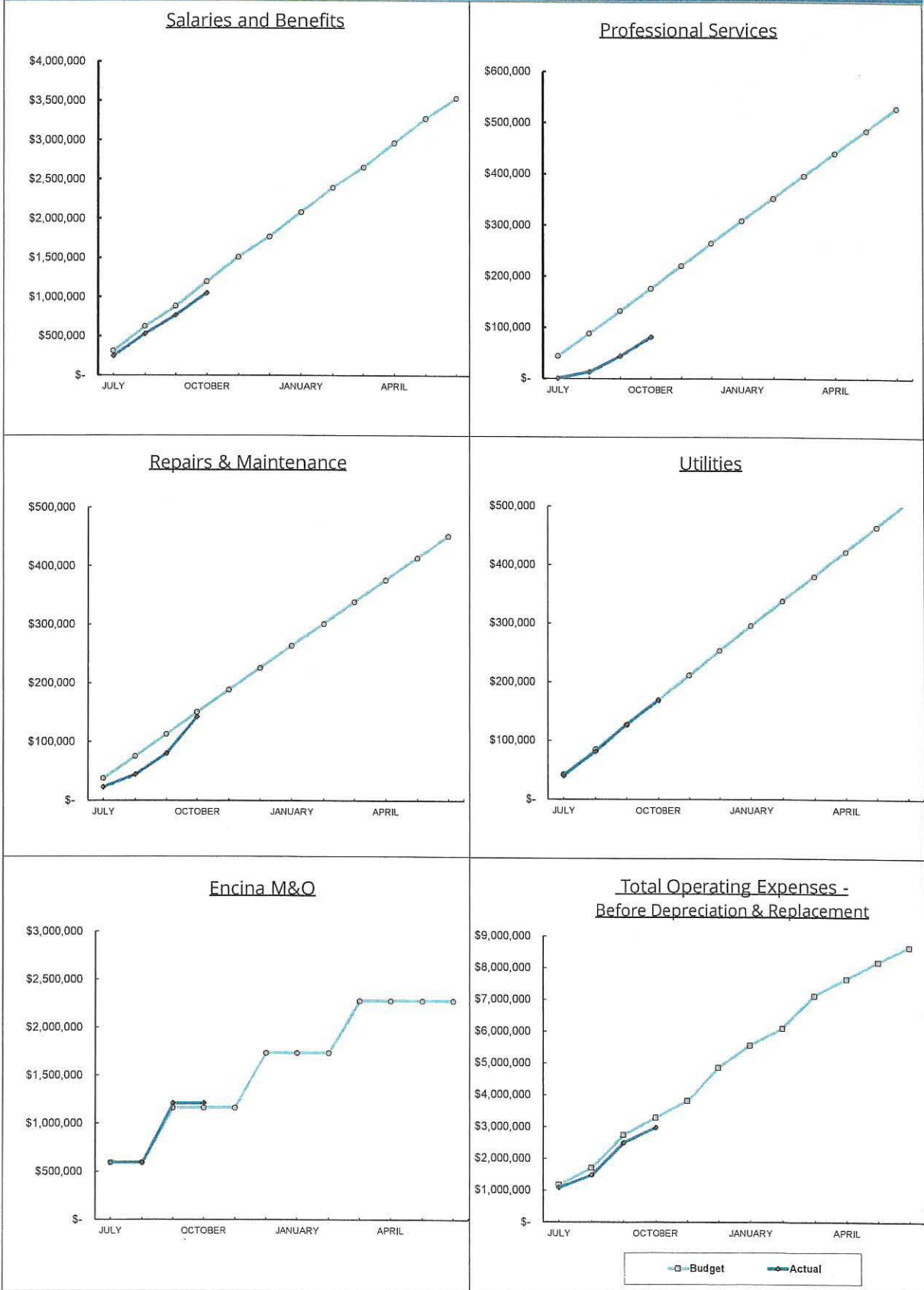
YTD through October 31, 2022



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

Leucadia Wastewater District Operating Expenses FY2023

YTD through October 31, 2022

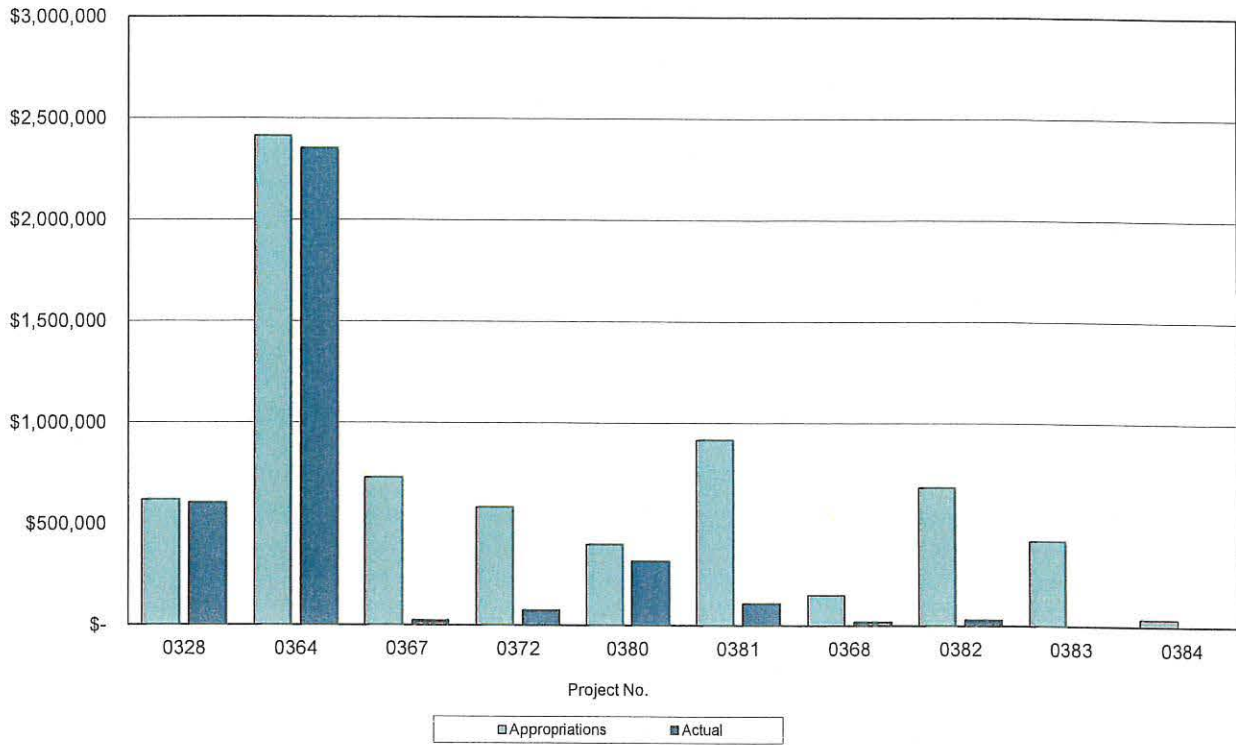


* Preliminary: subject to future review, reconciliation, accruals, and audit

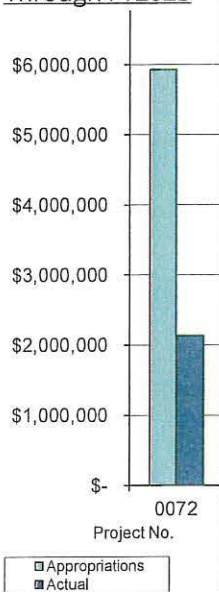
Leucadia Wastewater District Capital Expenditures

As of October 31, 2022

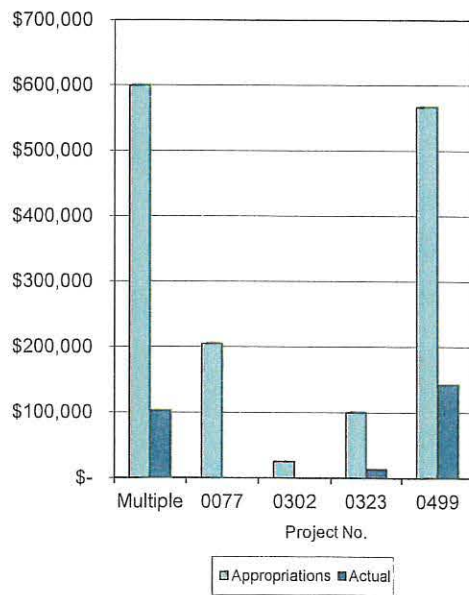
District Multi Year Capital Expenditures by Project Through FY2023



District's Share of Encina WPCF Capital Exp Through FY2023



Single Year Capital Expenditures by Project FY2023



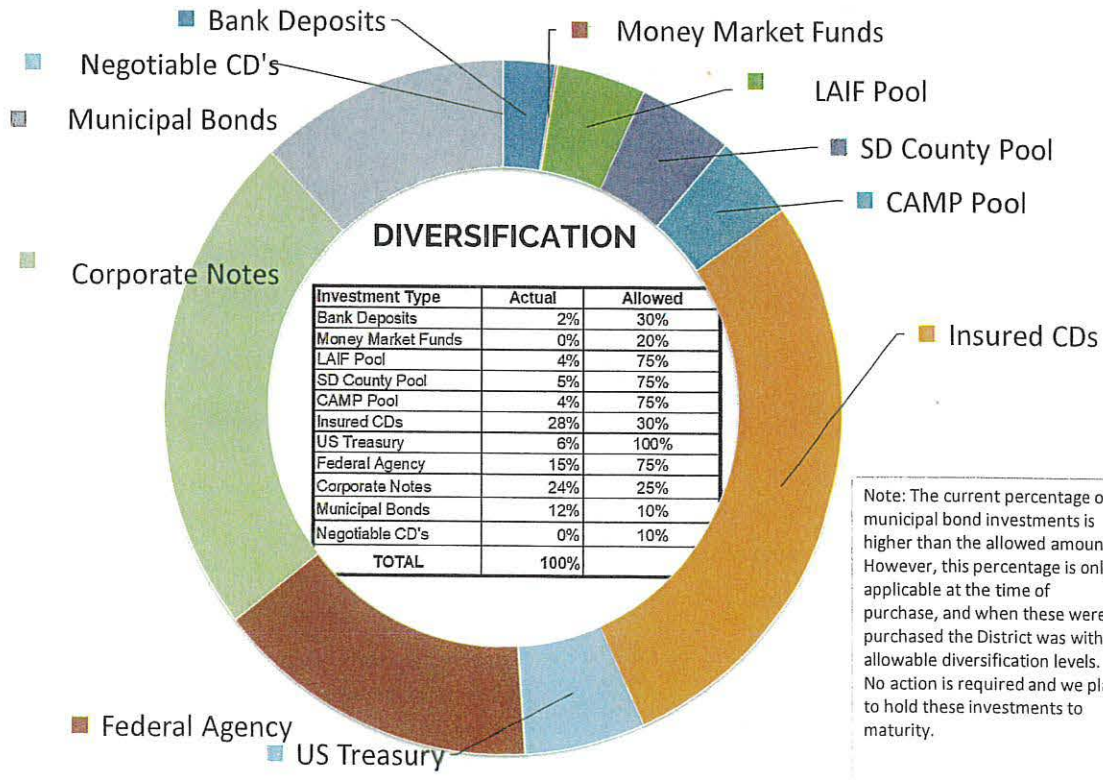
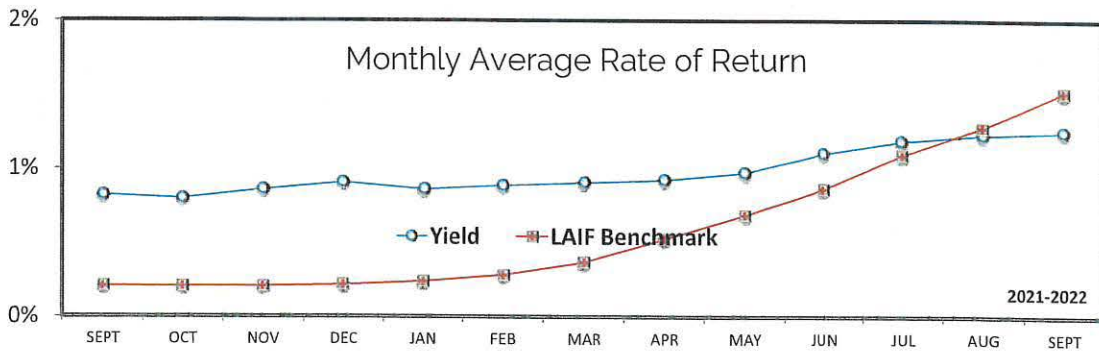
Project Legend

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

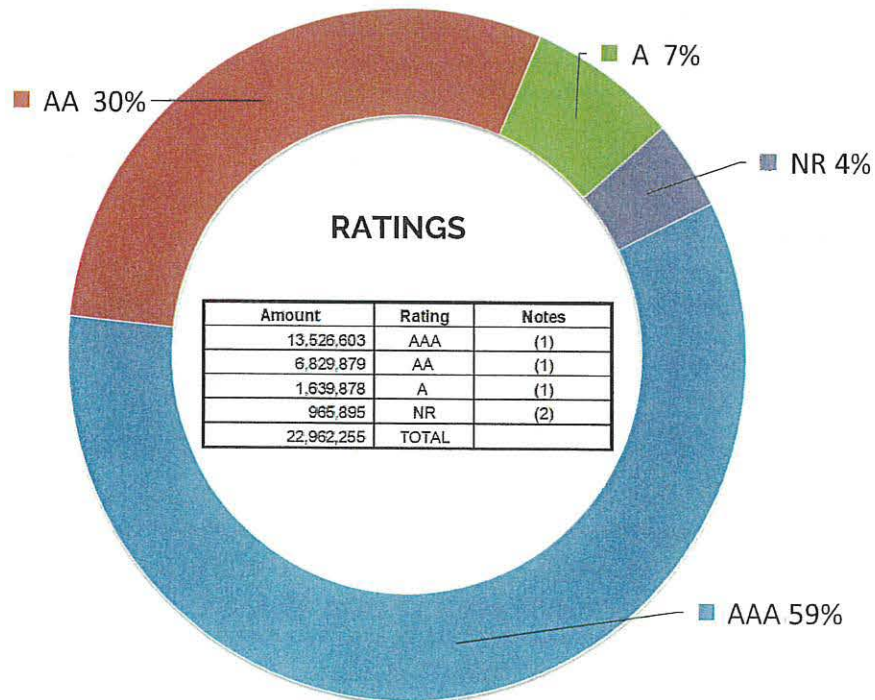
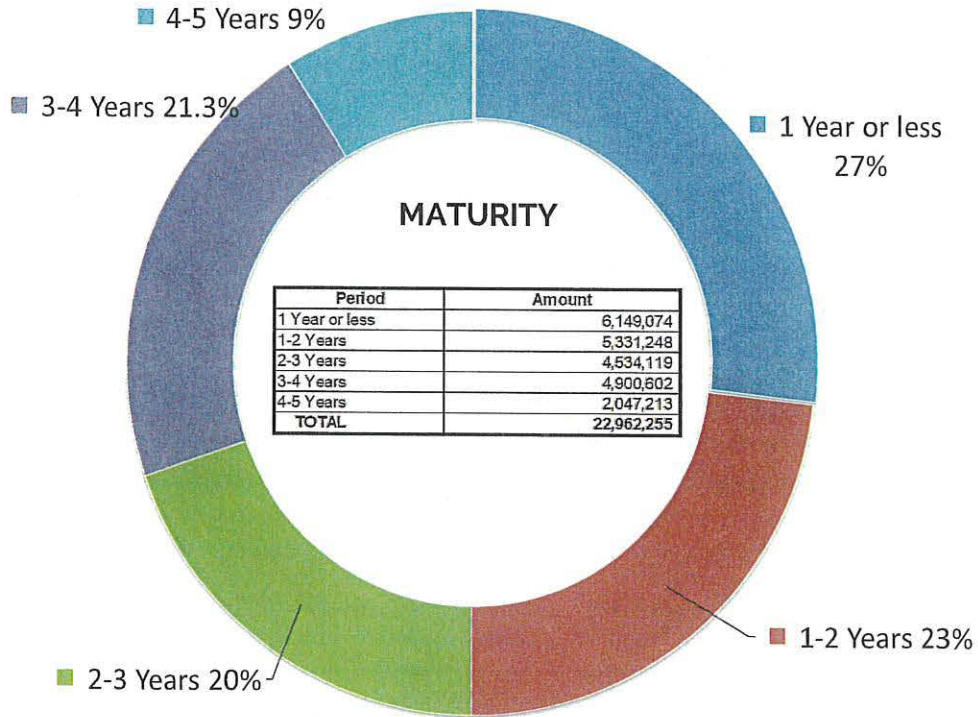
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2022

Cash Equivalents & Investments	Principal (Original Cost)		September Interest	Average Rate
	Aug 31, 2022	Sep 30, 2022		
Pacific Premier Bank Reserves	\$ 370,379	\$ 564,120	\$ 4	0.010%
TVI Dreyfus Money Market	23,964	25,444	51	2.500%
LAIF Pool	565,895	965,895	966	1.513%
SD County Pool	3,042,797	1,042,797	2,860	1.680%
CAMP Pool	913,428	918,635	1,992	2.610%
Certificates of Deposit - Insured	6,872,000	6,413,000	7,428	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	5,422,147	5,422,147	5,690	1.276%
Negotiable CD's	-	-	-	-
Totals	\$ 24,820,826	\$ 22,962,255	\$ 24,833	1.247%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2022

(Continued)

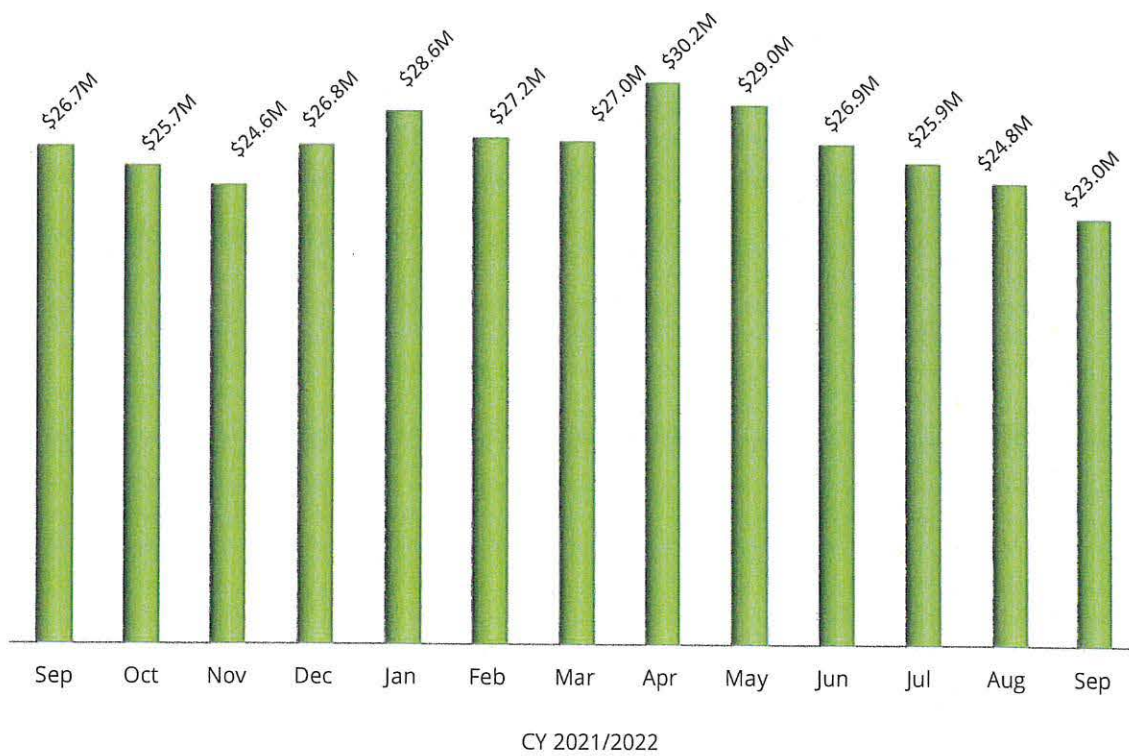


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2022

(Continued)

CASH & INVESTMENT FUNDS BY MONTH




INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Wells Fargo BK N A		210,000	9/27/2022	949763K21	2.05%	
TOTAL	\$ -	\$ 459,000				

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

MEMORANDUM

Ref: 23-8230

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

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

In accordance with California Government Code §53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending June 30, 2022 (see attached). A copy of the full Quarterly Treasurer's Investment Report has been enclosed for your review.

reg:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY

09-30-2022

SUMMARY OF CASH & INVESTMENTS at September 30, 2022

SEE QUARTERLY TREASURER'S REPORT FOR DETAILS

ASSETS	PAR VALUE 9/30/2022	AMORTIZED COST 9/30/2022	% OF TOTAL		MARKET VALUE 9/30/2022
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 564,120	\$ 564,120	2%	30%	\$ 564,120
MONEY MARKET FUNDS	\$ 25,444	\$ 25,444	0%	20%	\$ 25,444
LAIF - STATE INVESTMENT POOL	\$ 965,895	\$ 965,895	4%	75%	\$ 947,312
SAN DIEGO COUNTY INVESTMENT POOL	\$ 1,042,797	\$ 1,042,797	5%	75%	\$ 993,000
CAMP - JPA INVESTMENT POOL	\$ 918,635	\$ 918,635	4%	75%	\$ 918,635
FEDERAL AGENCY SECURITIES	\$ 3,550,000	\$ 3,547,957	16%	75%	\$ 3,241,439
US TREASURY BONDS/NOTES	\$ 1,300,000	\$ 1,303,272	6%	100%	\$ 1,198,752
CORPORATE NOTES	\$ 5,300,000	\$ 5,352,212	23%	25%	\$ 4,890,012
NEGOTIABLE CERTIFICATES OF DEPOSIT	\$ -	\$ -	0%	10%	\$ -
MUNICIPAL BONDS	\$ 2,670,000	\$ 2,751,889	12%	10%	\$ 2,483,046
INSURED CERTIFICATES OF DEPOSIT	\$ 6,413,000	\$ 6,413,000	28%	30%	\$ 5,997,504
TOTAL CASH & INVESTMENTS	\$ 22,749,891	\$ 22,885,221	100%		\$ 21,259,264

As of September 30, 2022

QUARTERLY RESULTS



Cash & Investments

\$21.3M



Avg Days to Maturity

762



Change in Cash & Inv

-\$4.0M



Interest Earned

\$77K



Average Return


1.2%



LAIF Benchmark

1.3%

MEMORANDUM

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

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
October 1-31, 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	
WEFTEC October 8-12, 2022 Morial Convention Center New Orleans, LA	Registration						765.00				
	Hotel						601.60				
	Airfare						452.00				
	Meals						221.75				
	Rental Car										
	Parking/Coaster										
	Tips/Baggage										
	Fuel/mileage/taxi/uber						149.41				
	Total		0.00	0.00	0.00	0.00	0.00	2,189.76	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 :

Encina Wastewater Authority Report
Regular Board Meeting
October 26, 2022

EWA Board of Directors – Director Omsted Reporting

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

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

2. Flooding Mitigation Improvements Project Award

The Board of Directors authorized the General Manager to award a task order in the amount of \$337,310 to SS Mechanical Construction Corporation for construction of the Flooding Mitigation Improvements Project.

Executive Session

3. Public Employee Performance Evaluation – Title: General Manager

There was no reportable action.

End of Executive Session

4. Consideration and Possible Action to Approve Resolution No. 2022-12 Establishing the Salary and Terms of Employment for its General Manager.

The Board of Directors approved a two year term of employment for General Manager Scott McClelland with an option for a two year extension. The Board of Directors also approved a 5% salary increase plus a cost-of-living adjustment (COLA).

Community Affairs Committee Meeting Report

Presented by Director Roesink

Meeting held October 18, 2022

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

- 1. Review the draft layout of the Fall 2022 newsletter**

The CAC reviewed and commented on the final draft layout of the fall 2022 newsletter.

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

Investment & Finance Committee Meeting Report

Presented by Director Brown

Meeting held October 20, 2022

The Investment & Finance Committee (IFC) reviewed the following recommendation:

- 1. Receive and file the Fiscal Year 2022 Annual Comprehensive Financial Report.**

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

Engineering Committee Meeting Report

Presented by Director Roesink

Meeting held November 1, 2022

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

- Receive and file the FY2022 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.

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

Ref: 23-8182

DATE: November 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2022 (FY22) Annual Comprehensive Financial Report

RECOMMENDATION:

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

1. Receive and File the FY22 Annual Comprehensive Financial Report.
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Financial / FY22 Audit

This item was reviewed by the IFC at its October 20th meeting and the IFC concurred with staff to present this item to the Board.

State law requires the Leucadia Wastewater District (LWD) to prepare a complete set of financial statements in conformance with generally accepted accounting principles (GAAP). The law also requires that the financial statements be audited in accordance with generally accepted auditing standards. For LWD, these documents collectively take the form of LWD's annual financial audit.

LWD prepares a more comprehensive financial report, formally referred to as the Annual Comprehensive Financial Report. This year's Annual Comprehensive Financial Report includes the following sections:

- Introductory section which is comprised of the Letter of Transmittal, Organizational Chart, List of Principal Officials, and award for outstanding financial reporting in FY21
- Financial section that is made up of the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements with notes, and Supplementary Information
- Statistical section that includes cost and revenue comparisons and other LWD statistics for the past 10 years
- Other information

The accounting firm of Rogers, Anderson, Malody & Scott, LLP has completed its audit of LWD's FY22 Annual Comprehensive Financial Report. Staff is pleased to report that the auditors found that the financial statements present fairly, in all material respects, LWD's financial position and is in conformance with GAAP.

Attached for the committee's review is the Auditor's information letter which reports on any significant audit findings as a result of their audit, and the Auditor's Report on Internal Controls, Compliance, and Other Matters. Also provided is a copy of the full Annual Comprehensive Financial Report for your review.

Staff along with Scott Manno, CPA of Rogers, Anderson, Malody & Scott, LLP, will present an overview of the Annual Comprehensive Financial Report at the upcoming meeting.

reg:PJB

Enclosure



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscca.net

The Board of Directors and Management
Leucadia Wastewater District
Carlsbad, California

PARTNERS

Terry P. Shea, CPA
Scott W. Manno, CPA, CGMA
Leena Shanbhag, CPA, MST, CGMA
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We have audited the financial statements of Leucadia Wastewater District (the District) as of and for the year ended June 30, 2022, and have issued our report thereon dated October 12, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated April 8, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.



Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

We have identified the possibility of the following significant risks:

Management's override of internal controls over financial reporting: Management override of internal controls is the intervention by management in handling financial information and making decisions contrary to internal control policy.

Revenue recognition: Management's failure to recognize revenue in accordance with generally accepted accounting principles.

These significant risks are presumptive in most audits and merit attention by the auditors due to the direct impact over financial reporting and internal control processes. Although identified as significant risks, we noted no matters of management override of controls or deviations from generally accepted accounting principles which caused us to modify our audit procedures or any related matters which are required to be communicated to those charged with governance due to these identified risks.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. As described in Note 8 to the financial statements, during the year, the District changed its method of accounting for leases by adopting Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. Accordingly, the cumulative effect of the accounting change as of the beginning of the year has been reported in the Statement of Net Position. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimate of the fair value of investments is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of investments in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of capital asset depreciation is based on historical estimates of each capitalized item's useful life. We evaluated the key factors and assumptions used to develop the estimated useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net pension liability/net OPEB asset and related deferred inflows and deferred outflows is based on actuarial reports provided by independent actuaries. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District's financial statements relate to:

The disclosure of fair value of investments in Note 3 to the financial statements represents amounts susceptible to market fluctuations.

The disclosure of accumulated depreciation and depreciation expense in Note 4 to the financial statements is based on estimated useful lives which could differ from actual useful lives of each capitalized item.

The disclosure of net pension liability and related deferred inflows and deferred outflows in Note 11 to the financial statements is based on actuarial assumptions. Actual future liabilities and deferrals may vary from disclosed estimates.

The disclosure of the net OPEB asset and related deferred inflows and deferred outflows in Note 12 to the financial statements is based on actuarial assumptions. Actual future liabilities/assets may vary from disclosed estimates.

Significant Difficulties Encountered during the Audit

We did not encounter any significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. There were no uncorrected material misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated October 12, 2022.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other additional information in documents containing the District's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have applied certain limited procedures to Management's Discussion and Analysis, and those Required Supplementary Information (RSI) as listed in the table of contents. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

The basic financial statements also contain supplementary information which is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

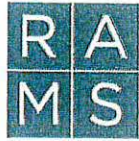
In addition, the basic financial statement also includes the introductory section, statistical section and other information. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Directors and Management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Rogers, Anderson, Malody & Scott, LLP.

October 12, 2022



ROGERS, ANDERSON, MALODY & SCOTT, LLP
 CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL
 REPORTING AND ON COMPLIANCE AND OTHER MATTERS
 BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
 IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

PARTNERS

Terry P. Shea, CPA
 Scott W. Manno, CPA, CGMA
 Leena Shanbhag, CPA, MST, CGMA
 Bradferd A. Welebir, CPA, MBA, CGMA
 Jenny W. Liu, CPA, MST
 Brenda L. Odle, CPA, MST (Partner Emeritus)

Independent Auditor's Report

To the Board of Directors
 Leucadia Wastewater District
 Carlsbad, California

MANAGERS / STAFF

Gardenya Duran, CPA, CGMA
 Brianna Schultz, CPA, CGMA
 Seong-Hyea Lee, CPA, MBA
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 John Maldonado, CPA, MSA
 Thao Le, CPA, MBA
 Julia Rodriguez Fuentes, CPA, MSA
 Demi Hite, CPA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the State Controller's *Minimum Audit Requirements for California Special Districts*, the financial statements of the business-type activities of the Leucadia Wastewater District (the District), as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 12, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
October 12, 2022

MEMORANDUM

DATE: November 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: 2023 Financial Plan Update

**RECOMMENDATION:**

Staff recommend that the Board of Directors:

1. Authorize the General Manager to execute a Professional Services Agreement with IB Consultants, Inc. in an amount not to exceed \$49,480 for the 2023 Financial Plan Update.
2. Discuss and take other action, as appropriate.

DISCUSSION:**Tactical Goal: Financial / Comprehensive Financial Plan Update**

The Leucadia Wastewater District (LWD) uses a detailed Financial Plan to monitor and evaluate its current and future revenue and expense streams. LWD updates its financial plan every five years and uses the plan as a primary guide to evaluate the LWD's ability to meet operational and capital expenditures. Since the last financial plan update was adopted in fiscal year 2018, a financial plan update was included in the fiscal year 2023 tactical goals. The purpose of this goal is to re-evaluate LWD's ability to meet projected future financial obligations and make recommendations as necessary.

In accordance with LWD's Procurement Policy, staff requested proposals from qualified firms to develop an update to the Financial Plan in late August 2022. The request was advertised on the California Society of Municipal Finance Officers' website, the California Special Districts Association RFP Clearinghouse, the District's website, and individual letters were sent to ten (10) firms specializing in public agency financial planning. The following three firms submitted responses:

- Raftelis Financial Consultants, Inc.
- IB Consulting, Inc.
- Ridgeline Municipal Strategies, LLC

During the week of October 3, 2022, a committee of three staff members reviewed and ranked the proposals. The committee ranked each proposal based on the company's experience, project approach, proposed project team and the company's overall qualifications and strengths. All three individual raters ranked IB Consulting, Inc. as the most qualified firm, and concurred that an interview process was unnecessary. IB Consulting, Inc. was selected because of its strong experience, specialization in wastewater planning models, knowledge of the District, proposed (small and dedicated) team, proposed hours, and thoroughness of its submission.

FISCAL IMPACT:

The Fiscal Year 2023 Operating Budget includes \$50,000 for the 2023 Financial Plan Update. Therefore, sufficient funds are available to cover the proposed fee of \$49,480.

rg:PJB

ATTACHMENT A

SCOPE OF WORK

TASK	DESCRIPTION
1.	Assessing LWD's ability to fund financial needs on an operational and capital basis for wastewater and recycled water service for the short- and long-term, in compliance with statutory and policy requirements;
2.	Evaluating sources and methods of funding for future operating and capital expenditures;
3.	Reviewing and evaluating the appropriateness of LWD's capacity and reimbursement connection fees;
4.	Illustrating projected financial conditions and reserves for LWD over the next 5, 10 and 20 years, incorporating current data such as LWD's historical financial records, economic and demographic characteristics, as well as engineering planning documents (including the soon to be completed Asset Management Plan update) and updated assumptions into a financial plan. Provide an electronic copy of the finished financial plan and financial plan model to the District, which will be in a user-friendly workbook format;
5.	Clearly communicating LWD's current and projected financial condition;
6.	Facilitating a financial planning workshop, if required;
7.	Presenting the updated Financial Plan to LWD's Board of Directors; and
8.	Attendance at a public hearing, if required.

MEMORANDUM

Ref: 23-8229

DATE: November 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2022 Audit of the District's 2019 Sewer System Management Plan (SSMP)

RECOMMENDATION:

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

1. Receive and file the FY2022 Audit of the District's 2019 Sewer System Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc. (DWEI)
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Services / SSMP Audit

The Statewide Sanitary Sewer Systems Waste Discharge Requirements (WDR), adopted in May 2006, imposed several regulations on all California agencies that operate Sewage Collection Systems. The Statewide WDR required sewer agencies to develop and implement a system-specific Sewer System Management Plan (SSMP). The District has complied with all prescribed provisions, including having a written SSMP that was originally adopted by the District's Board of Directors in 2009. Per the State WDR, the SSMP must be updated every five years and requires each system to audit their SSMP every two years. The District last updated its SSMP in 2019 and conducts annual audits which exceeds regulatory requirements.

The District has retained DWEI to conduct the 2022 SSMP audit. DWEI has completed its audit and has concluded that the District's activities, programs, and efforts meet or exceed the requirements of our SSMP. Additionally, changes in District organization, practices, or regulations were not significant enough to require a re-adoption of the SSMP prior to June 2024, the deadline of the next WDR-required 5-year review cycle.

The letter report of the FY2022 Audit is attached for your review. A copy of the complete report, including enclosures, is available upon request.

DWEI will present an overview of the FY2022 Audit at the meeting.

jms:PJB

Attachment

**LEUCADIA WASTEWATER DISTRICT
SEWER SYSTEM MANAGEMENT PLAN
FISCAL YEAR 2022 AUDIT**

October 20, 2022



10-20-2022

**Prepared by:
Dexter Wilson Engineering, Inc.
2234 Faraday Avenue
Carlsbad, CA 92008**

Job No. 103-019/6

DEXTER WILSON ENGINEERING, INC.

DEXTER S. WILSON, P.E.
ANDREW M. OVEN, P.E.
NATALIE J. FRASCHETTI, P.E.
STEVEN J. HENDERSON, P.E.
FERNANDO FREGOSO, P.E.
KATHLEEN L. HEITT, P.E.

October 20, 2022

103-019/6

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Attention: , Paul Bushee, General Manager

Subject: Leucadia Wastewater District Sewer System Management Plan Fiscal Year
2022 Audit

The Leucadia Wastewater District's (District) Sewer System Management Plan (SSMP) was adopted by the District Board and certified by the General Manager in June 2019. The purpose of the SSMP is to memorialize and publicly present in a central document the programs and activities utilized by the District to effectively manage its wastewater collection system. The SSMP requires audits at least every two years. The District has decided to conduct annual audits.

The purpose of this letter-report is to present the Fiscal Year 2022 (FY22) Audit (the third audit of the 2019 readoption of the District's SSMP) in fulfillment of the District's SSMP requirements. The Audit consists of completing the Section IX SSMP Evaluation Checklist and Section X SSMP Audit Checklist. These checklists are accompanied by summaries of the SSMP activities for the year.

Section IX SSMP Evaluation Checklist

The Statewide Waste Discharge Requirements (WDR) governing sanitary sewers specify that each Wastewater Collection Agency shall:

- maintain relevant information that can be used to establish and prioritize appropriate SSMP activities,
- monitor the implementation and measure the effectiveness of each element of the SSMP,
- assess the success of the preventative maintenance program,
- update program elements, as appropriate, based on monitoring or performance evaluations, and
- identify and illustrate Sewer System Overflow (SSO) trends, including frequency, location, and volume.

Maintaining the applicability of the SSMP to District activities necessitates ongoing evaluation of the activities the District performs, their success, and improvement, if necessary. The Section IX SSMP Evaluation Checklist (Evaluation Checklist) is used on an annual basis to evaluate the applicability and effectiveness of the District's SSMP.

In completing the Evaluation Checklist (found in Attachment A), we find that, in general, the District's activities, programs, and efforts meet or exceed the requirements of the SSMP. Minor changes were made to the SSMP to better reflect the District's CCTV inspection procedures of select gravity sewer pipelines more accurately. However, the changes do not necessitate a re-adoption of the SSMP prior to the scheduled June 10, 2024 revision, per the required five year cycle. In completing the Evaluation Checklist, there are several items to note, as discussed in the Audit Discussion section below.

Section X SSMP Audit Checklist

The Statewide WDRs governing sanitary sewers specify that the District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. These audits must occur, at a minimum, every two years and a report must be prepared and kept

on file. The audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including the identification of any deficiencies in the SSMP and the steps taken to correct them.

The District has chosen to conduct their SSMP audit on an annual basis. In completing the Audit Checklist, we find all requirements of the checklist to be current and implemented. The completed Audit Checklist for FY22 can be found in Attachment B.

Audit Discussion

The following paragraphs highlight notable elements of the FY22 Audit organized by the relevant SSMP Section. Additional notes can be found on the Evaluation Checklist in Attachment A.

Sections I, II, and III (District Goals, Organization, and Legal Authority). No appreciable changes have occurred to the District's Goals, Organization, or Legal Authority since the 2019 SSMP. The statewide WDR which governs the SSMP is in the process of being revised. District staff have been active in this process toward reissuance of the WDR including attending a virtual State Water Board workshop in February 2022. There were no new field services staff hired in FY22.

Section IV (Preventative Maintenance Program). General statistics regarding the District's preventative maintenance activities are provided in Attachment C. Also in Attachment C, Exhibit C-1 graphically illustrates those areas within the District which are readily accessible for hydrocleaning and closed circuit television (CCTV) inspection and those areas which have additional needs or requirements in order to hydroclean or CCTV, such as the need for significant traffic control procedures or night work due to day time traffic volume or wastewater flows.

Exhibit C-2 tracks the general progress of CCTV inspections in the District. Per the District's SSMP, the District strives to CCTV their entire system every three years. The District is on track to meet its goal of CCTV inspecting its 200 mile gravity sewer system within a three-year timeframe. However, in review of Exhibit C-2, there are select areas within the District

which have not been CCTV inspected in the last three years. These areas will be CCTV inspected in FY23.

The District has decided to reduce the CCTV inspection frequency of select gravity sewer lines with additional requirements (El Camino Real and the Batiquitos influent) to five year intervals similar to the Lanikai sewer line. These will be further assessed and a determination of CCTV inspection frequency will be made at the overall SSMP update.

In FY20, the District's portable flow meters (Echo meters) were relocated to strategic gravity sewer locations which are difficult to clean and CCTV inspect. In addition to monitoring capacity, the meters have assisted in determining whether the frequency of the resource intensive cleaning and CCTV activities of these locations can be extended. These locations are also being further evaluated in terms of inflow and infiltration.

In FY16, the District began introducing foam treatments in pipelines and manholes for the treatment of roots. The initial results were favorable and the District has incorporated foam treatment into the regular schedule of preventative maintenance activities. Seventeen additional line segments and two manholes utilized foam treatment for root control in FY22.

In FY21, a mutual maintenance services and equipment agreement between the District and Olivenhain Municipal Water District (OMWD) was prepared. The agreement enables the District to have access to OMWD's hydraulic valve turning equipment services. These services will be utilized to exercise three large valves every six months at the major District pump stations. In return, the District will provide services to clean two of OMWD's pump station wet wells.

The District's Asset Management Plan (AMP) was revised in May 2018. Progress throughout FY22 with respect to the AMP (and other asset planning efforts) is summarized in the Attachment I letter-report at the end of the audit. The District's revised AMP is summarized as well in Attachment I.

The FY22 SOP training schedule can be found in Attachment D and all updated SOPs are included on a CD in Attachment E.

Section VI (Overflow Emergency Response Plan). Minor revisions were made to the OERP (e.g. inclusion of GPS cell phone app in lieu of separate hand held GPS).

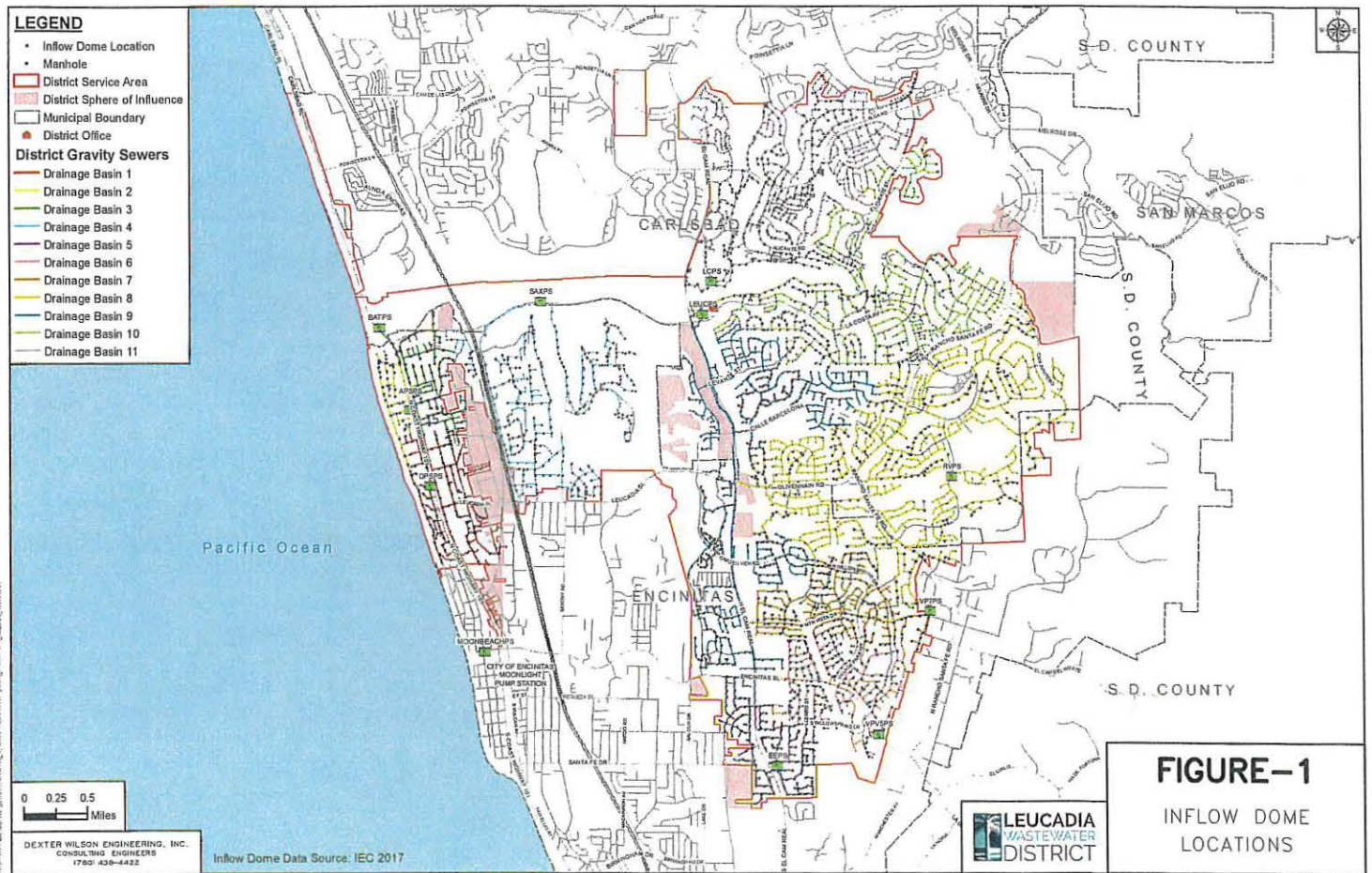
Section VII (FOG Control Program). Only one SSO has been attributable to FOG since FY11, continuing the District's SSMP determination that a formal FOG control program is not warranted at this time. The District continues to require BMP agreements for all new FSEs as well as further continuing its outreach via newsletters, door hangers, inspections, etc. Additionally, the District is training field staff and conducting inspection of grease interceptors/traps in shopping plazas that show significant corrosion of manholes (30 inspections in FY22). District FSE inspections have included notification of sufficient grease cleaning as well as ensuring that certified grease haulers are being utilized by the FSEs.

Section VIII (System Evaluation and Capacity Assurance). The District continues to monitor (and address as necessary) the presence of scale in the Alga Hills area. The area was most recently CCTV inspected in FY20 and is hydrocleaned as deemed necessary. Any defects discovered during the CCTV inspections are incorporated into the District's Repair Priority List.

Inflow domes have been installed in 2,455 of the District's 5,103 manholes to aid in reducing inflow. The District will continue to repair/replace inflow domes as it becomes necessary. Figure 1 shows the manhole locations where inflow domes have been installed throughout the District.

Smoke testing was performed on approximately 13,000 linear feet in FY22. A total of 45 defects were identified. A majority of the defects were found along private laterals and cleanouts.

Flow analyses of the District were conducted as part of the District's 2008, 2013, and 2018 AMPs. All three documents concluded that estimates of average and peak ultimate flows are within the design values of the District and less than the flows utilized in the District's detailed capacity analyses conducted as part of the 1999 Wastewater Master Plan. There are no capacity-driven replacement projects currently identified for the District. For reference, the current buildout flows for the District are projected to be 4.7 mgd in comparison to the 1999 Master Plan where buildout flows were projected at 6.5 mgd.



The District's monthly flow comparison for FY21 and FY22 can be found in Attachment F. In comparison to FY21, average daily flows have slightly decreased in FY22.

Other FY22 system evaluation activities included the monitoring of COVID-19 impacts to wastewater flows as well as converting the Inframap data transfer to a cloud-based system.

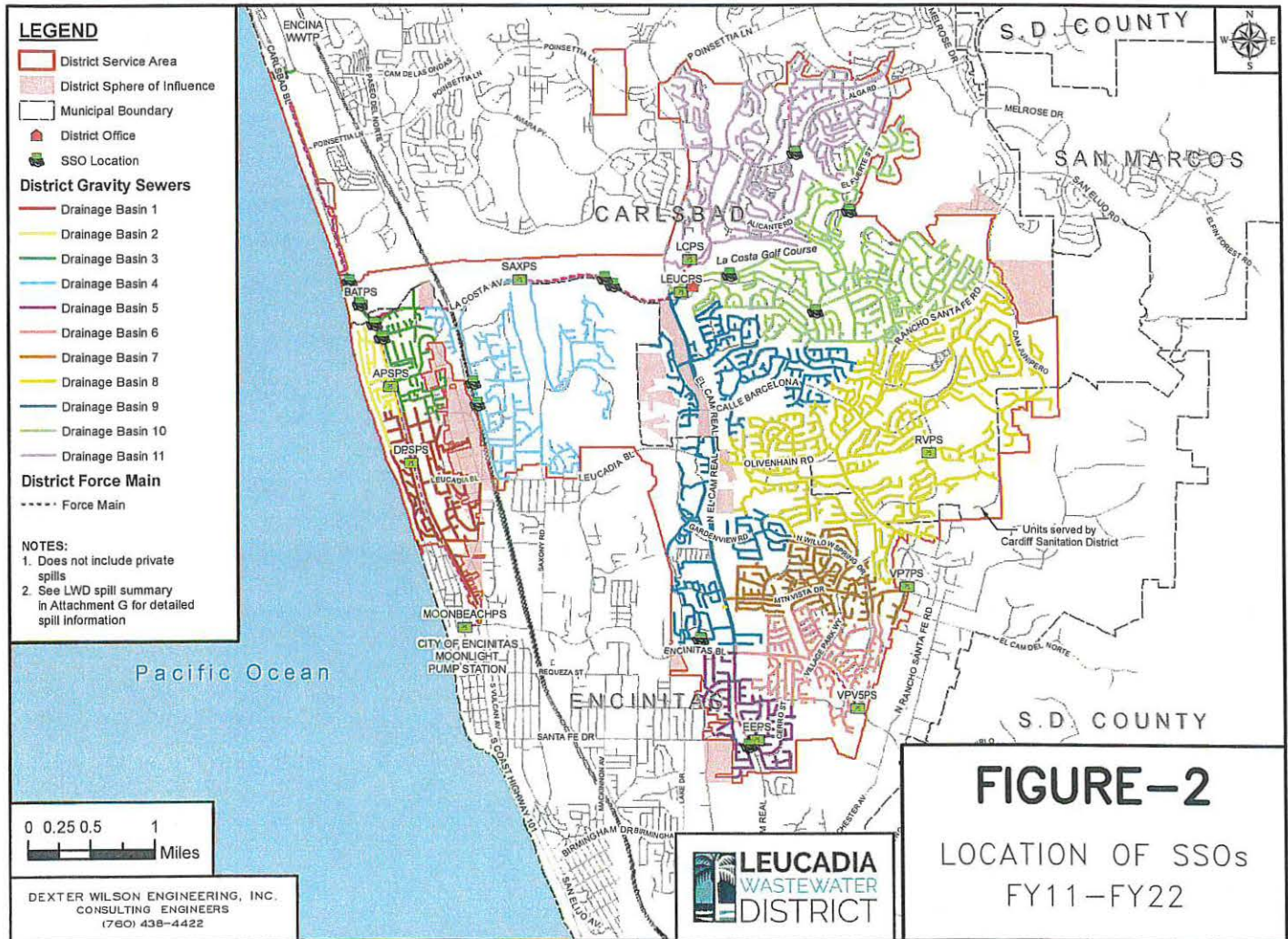
Section IX (Monitoring, Measurement, and Program Modifications). The District's Spill Summary through June 30, 2022 can be found in Attachment G. No spills occurred in FY22.

Spill review checklists for each SSO event are on file at the District office. Figure 2 identifies the location of each spill in a public line or manhole over the last ten years. There were no private lateral spills in FY22. Spill occurrence and volume continues to decline which demonstrates the District's successful preventative maintenance program.

Section XI (Communication Program). The District has made the 2019 SSMP and subsequent audits available on its website. The District also actively posts to Facebook to communicate generally with the public. Examples of Facebook posts by the District in FY22 included reminders about the problems that wipes and grease cause in the sewer system, tips on how customers can better maintain their private sewer plumbing, keeping easements clear, and information on District activities such as smoke testing, routine maintenance work/traffic control, etc. Additionally, a formal SSMP presentation is provided to the Engineering Committee and Board of Directors and is part of those agendas and meeting packets.

Recommended SSMP Edits

Attachment H to this audit document is a place holder for specific edits to the 2019 SSMP; there are no edits/change recommended to the SSMP based on the FY22 Audit. Future edits, if necessary, will be documented in the SSMP change log (Appendix B of the SSMP and Attachment H of subsequent audits). Future edits/revisions to the SSMP will be evaluated to determine whether or not they are significant enough to warrant re-adoption of the District's SSMP prior to the scheduled June 10, 2024 revision.



Summary of Recommendations

The following section summarizes recommended items as a result of the FY22 Audit:

- Ensure that La Costa Golf Course and La Costa Avenue, Alga Road, and Rancho Santa Fe Road sewers, which all require additional measures (e.g. traffic control, easements, etc.), maintain cleaning/CCTV cycles (See Attachment C, specifically locations 7 and 13). The La Costa Golf Course and Batiquitos influent gravity sewers are recommended to be scheduled for CCTV inspection next.
- Ensure that the planned O&M activities (e.g. hydroclean and CCTV inspect every 5 years) for the Lanikai and Occidental sewer lines are on track (see AMPI memorandum Attachment A). The Occidental sewer line was hydrocleaned by Carlsbad in FY22.
- Complete all applicable scheduled SOP trainings in FY23 (see Attachment D for reference).

Next Steps

This SSMP FY22 Audit should be received and filed by the District Board as well as retained for inclusion in the current District's 2019 SSMP. Please be sure to post this FY22 Audit on the District's website and include a hardcopy in the District's 2019 SSMP counter copy. We appreciate the opportunity to have worked with the District on this project. Should you have any questions please do not hesitate to contact us.

Dexter Wilson Engineering, Inc.



Steven Henderson, P.E.

NF:SH:ah

Attachment(s)

MEMORANDUM

Ref: 23-8215

DATE: November 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Calendar Year 2023 Board of Directors' Meeting Schedule

RECOMMENDATION:

Staff requests that the Board of Directors:

- 1. Approve the calendar year 2023 Board of Directors' meeting schedule.
- 2. Discuss and take other action, as appropriate.

DISCUSSION:

During November 2009, the Board of Directors adopted Resolution No. 2205 establishing the date, time and place for regular meetings of the Board.

The proposed meeting schedule for calendar year 2023 can be found in the table below. Also attached is the updated 2023 conference schedule that staff has prepared for coordinating with the Board meeting dates in order to avoid potential conflicts with the proposed dates. To avoid conflict with holidays or meetings of professional organizations in which the District is affiliated, the date indicated in blue below has been changed from the second Wednesday of the month to the third Wednesday of the month. The conflicting meeting is indicated next to the revised date.

2022 Board of Directors' Meeting Schedule	
January 11, 2023	July 12, 2023
February 8, 2023	August 16, 2023 (CASA Annual Conference)
March 8, 2023	September 13, 2023
April 12, 2023	October 11, 2023
May 10, 2023	November 8, 2023
June 14, 2023	December 13, 2023

In accordance with the Resolution, staff requests that the Board of Directors approve the calendar year 2023 Board of Directors' meeting schedule (above) and take other action, as appropriate.

tb:PJB

Attachments



LEADERS IN
ENVIRONMENTAL
PROTECTION

Board of Directors

2023 Calendar Year Board Meeting Schedule	
January 11, 2023	July 12, 2023
February 8, 2023	August 16, 2023*
March 8, 2023	September 13, 2023
April 12, 2023	October 11, 2023
May 10, 2023	November 8, 2023
June 14, 2023	December 13, 2023

* August Board Meeting conflicted with CASA Annual Conference on August 9. August Board Meeting changed to August 16.

UPCOMING 2023 CONFERENCES

CASA Conferences

CASA Winter Conference

Date: **January 25-27, 2023**

LWD Board Meeting: January 11, 2023

Location: Hilton Palm Springs, Palm Springs, CA

Conference website: <https://casaweb.org/calendar/>

CASA Annual Conference

Date: **August 9-11, 2023**

LWD Board Meeting: CONFLICT - CHANGE AUG 9 MEETING TO AUG 16, 2023

Location: Manchester Grand Hyatt, San Diego, CA

Conference website: <https://casaweb.org/calendar/>

CWEA Conferences

CWEA Annual Conference

Date: **April 18-21, 2023**

LWD Board Meeting: April 12, 2023

Location: Town and Country Resort, San Diego, CA

Conference website: <https://www.cwea.org/conferences/cwea-annual-conference/>

CSDA Conferences

CSDA Legislative Days

Date: **May 16-17, 2023**

LWD Board Meeting: May 10, 2023

Location: Sacramento Convention Center, Sacramento, CA

Conference website: <https://legislatedays.csda.net/home>

CSDA Annual Conference

Date: **August 28-31, 2023**

LWD Board Meeting: August 16, 2023

Location: Monterey, CA

Conference website: <https://www.csda.net/annualconference/home>

WaterReuse Conference

2023 WaterReuse California Annual Conference

Date: **November 5-7, 2023**

LWD Board Meeting: November 8, 2023

Location: Indian Wells, CA

Conference website: <https://waterreuse.org/news-events/conferences/>

WEF TEC Conference

96th Annual Water Environment Federation Conference

Date: **September 30 – October 4, 2023**

LWD Board Meeting: October 11, 2023

Location: McCormick Place, Chicago, IL

Conference website: <http://www.weftec.org>

MEMORANDUM

DATE: November 3, 2022
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2022 Batiquitos Lagoon Foundation Board Members Election

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD received the Batiquitos Lagoon Foundation (BLF) ballot for their 2022 election. There are four seats available. The candidates are the following:

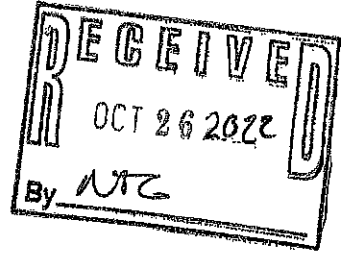
- Chris Ross (Incumbent);
- Deb Mossa (Incumbent);
- Miles McLeod (incumbent); and
- Barbara Campbell

Attached for your review are the candidate's statements and a copy of the BLF election ballot. The ballot is due at the BLF by noon, Wednesday, November 16, 2022.

Staff has no recommendation on this matter. The ballot will be forwarded to the BLF by the due date with the Board's recommendation.

tb:PJB

Attachment



**2022 Annual Meeting
of the
Batiquitos Lagoon Foundation (BLF)**

Wednesday, Nov. 16, 2022 at 4:30 p.m.

Batiquitos Nature Center

7380 Gabbiano Ln, Carlsbad Ca 92011

~ Agenda ~

- *Meeting of Batiquitos Lagoon Foundation members*
 - *Meet board candidates*
 - *Election of four board members*
 - *Regular board meeting*

Ballot

Eligible voters: All BLF members current on their dues as of Oct. 16, 2022.

Board seats: BLF has nine board members serving 3-year terms. Each year, three seats are elected. Due to a resignation, this year a fourth seat with a term expiring in 2023 is also on the ballot.

Voting: Complete this page, insert it into the enclosed envelope, then drop it in the mail or bring it to the Batiquitos Lagoon Nature Center, which is usually open daily between 9am-3pm and put it in the designated ballot box.

All ballots must be received by noon on November 16, 2022 to be counted.

Vote for no more than four

Deb Mossa (incumbent)

Miles McLeod (incumbent)

Chris Ross (incumbent)

Barbara Campbell

Signature

Print name

Date

Please be sure to sign your ballot! - Unsigned ballots will not be counted

2022 BLF Board Candidates

Deborah Mossa

BLF Membership Tenure: 10 years

BLF Roles:

Vice President, Board Member, Chair of Environmental Education Committee, Docent, Nature Center Host

Candidate Statement: Upon retiring after 38 years in the corporate world I first became involved with the Batiquitos Lagoon Foundation as a host. Today I remain actively involved in recruiting volunteer hosts and docents as well as continuing to lead walks and give presentations to various groups. I maintain the nature center displays and visitor areas as well as sharing information about our Lagoon with our many visitors. I am a certified naturalist and enjoy engaging the public, especially children in the wonders of our ecological reserve. We host many visitors to our nature center and on our docent walks. We are constantly working on and around the Nature Center to keep it refreshed and inviting.

Chris Ross

BLF Membership Tenure: 3 years

BLF Roles:

President, Board Member, Chair of Membership & Fundraising Committee

Candidate Statement:

Professionally, I am a seasoned executive with over 30 years of experience leading global operations. This includes roles as a C-level officer at three publicly traded high-tech companies. I am originally from New Jersey, and I hold Bachelor and master's degrees in electrical engineering. Earlier this year, I became a Certified California Naturalist through UC Davis. I strongly believe in the mission of the Batiquitos Lagoon Foundation, and I remain committed to applying my experience and skills to support it.

Miles McLeod

BLF Membership Tenure: 1 year

BLF Roles:

Board Member, Chair of Communications Outreach and Marketing Committee, Webmaster, Photographer

Candidate Statement: I have been actively engaged with BLF for the past 5-years serving as webmaster, photographer, technologist, and curator for the interpretive QR codes on the North Shore Trail. I played a key role in digitizing BLF membership communications earlier this year. As a Board Member I will continue to help build and enhance BLF's profile in the community.

Barbara Campbell

BLF Membership Tenure: 2 years

BLF Roles:

Nature Center Host

Candidate Statement: I carry a Bachelor's in Organizational Management and have worked in professional sales in both the private and public sector. I have experienced all business types, cultural differences and government guidelines. I enjoy cultivating and maintaining relationships. After moving to Carlsbad from Long Beach in 2009, I became actively involved in the community. I have worked on committees and campaigns, volunteered at schools and have a passion for fundraising and hosting such events at my home. As a Nature Center Host I have witnessed the positive impact BLF has on the community and I would like to become even more involved to help preserve and protect our open space and history.



San Diego Chapter

California Special Districts Association

October 26, 2022

To: San Diego Chapter CSDA Member Agencies
 From: Al Lau, San Diego Chapter President
 Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
 Event Date: **Thursday, November 17, 2022**
 Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**

Board of Directors

President
Albert C. Lau
 Santa Fe Irrigation District

First Vice-President
Jack Bebee
 Fallbrook Public Utility District

Second Vice-President
Elaine Sullivan
 Leucadia Wastewater District

Treasurer
Richard Stevenson
 Sweetwater Authority

Secretary
Jose Martinez
 Otay Water District

Past President
Tom Kennedy
 Rainbow Municipal Water District

State CSDA Director
Jo MacKenzie
 Vista Irrigation District

Location: The Butcher Shop
 5255 Kearny Villa Road, San Diego - (858) 565-2272
<https://www.butchershopsandiego.com>

~~ San Diego Chapter CSDA Board of Directors Elections ~~

Followed by a dynamic, interactive and educational evening as SDCSDA presents:
 Hanan Scrapper, Regional Director of PATH San Diego

PATH is a statewide organization dedicated to helping individuals, families and communities end their homelessness. Hanan will speak about regional concerns regarding homelessness, PATH programs and successes, and ways that public agencies can be involved assisting their communities end homelessness.

Be sure to read your Fall San Diego Chapter CSDA Newsletter for more great info!

Dinner Menu Selections – \$60 per person (\$70 non-member)
Public is invited to attend the dinner at the \$70 non-member price

8oz Prime Flatiron Steak
 Port wine demi, buttermilk chive mashed Yukon golds, seasonal vegetables

Grilled Tofino River Salmon
 Saffron cream sauce, parmesan risotto, seasonal vegetables

Fettuccini Alfredo & vegetables

House Salad - Baby mixed greens, grape tomatoes, sourdough croutons, balsamic vinaigrette

Cinnamon Bread Pudding - Vanilla bean gelato, caramel sauce

Registration deadline is: Thursday, November 10, 2022

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Kim Johnson, Chapter Administrator, at (858) 227-5797, kjohnson@sfidwater.org, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.