



## BOARD OF DIRECTORS REGULAR MEETING

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

**To join this meeting via Zoom Teleconference please dial:** 1 (669) 900-6833  
**Meeting ID:** 893 1225 0695 **Passcode:** 198501

**Public Participation/Comment:** Members of the public can participate in the meeting by emailing comments to the Executive Assistant at [tbaity@lwwd.org](mailto: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, December 14, 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. Board of Directors Oath of Office**

General Counsel Brechtel will administer the oath of office to Vice President Sullivan, Director Roesink, and Director Saldana. (Pages 7-9)

**5. Adopt Resolution No. 2387 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic**

(Pages 10-13)

**6. General Public Comment Period**

**7. Approval of Agenda**

**8. Presentation and Awards**

A. Achievement of Individual Award – Professional Achievement Award for Gabriel Mendez. (Pages 14-15)

B. Adopt Resolution No. 2389 – In Appreciation of Matthew Brown For His Outstanding Service and Commitment to the Leucadia Wastewater District. (Pages 16-18)

C. Adopt Resolution No. 2388 – In Appreciation of Jeffery M. Stecker For His Outstanding Service and Commitment to the Leucadia Wastewater District. (Pages 19-21)

**CONSENT CALENDAR**

Items 9-13 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.

**9. Approval of Board and Committee Minutes**

Minutes of the following meetings:

November 9, 2022 Regular Board Meeting (Pages 22-29)

December 5, 2022 Community Affairs Committee Meeting (Pages 30-31)

December 6, 2022 Engineering Committee Meeting (Pages 32-34)

**10. Approval of Demands for November/December 2022**

This item provides for Board of Directors approval of all demands paid from LWD during the month of November and a portion of December 2022. (Pages 35-42)

**11. 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 43-48)

**12. 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 49-56)

**13. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of November 2022. (Pages 57-58)

## **EWA REPORTS**

### **14. Encina Wastewater Authority Reports**

- A. A regular EWA Board Meeting was held on November 16, 2022 via video conference – report by Director Omsted. (Page 59)
- B. An Encina Member Agencies Manager’s Meeting was held on December 6, 2022 – report by GM Bushee. (Verbal)

## **COMMITTEE REPORTS**

### **15. Committee Reports**

- A. Community Affairs Committee meeting was held on December 5, 2022 – report by Director Roesink. (Page 60)
- B. Engineering Committee meeting was held on December 6, 2022 – report by Director Roesink. (Page 61)

## **ACTION ITEMS**

- 16. Board of Directors Election of Officers.** (Page 62)
- 17. Award of an Agreement for the Batiquitos Number 2 Pump & Motor Refurbishment**  
Authorize the General Manager to execute an Agreement with DXP Enterprise, Inc. for the refurbishment of the Batiquitos Pump Station Number 2 Pump and Motor at a cost not to exceed \$51,451.81. (Pages 63-64)
- 18. Carpet Replacement and Furniture Moving Services Contract**  
Authorize the General Manager to execute an Agreement with Howard’s Rug Company for carpet replacement and furniture moving services for the Leucadia Wastewater District headquarters building at a cost not to exceed \$48,639. (Pages 65-66)
- 19. Award of Teacher Grants.** (Pages 67-81)
- 20. Report on the Batiquitos Force Main Secondary Effluent Discharge.** (Verbal)

## **INFORMATION ITEMS**

- 21. Project Status Updates and Other Informational Reports**  
TPO Magazine Article – “An Educational Video Features No Actors – Only Professional Operations Personnel” by Sandra Buettner. (Pages 82-85)
- 22. Directors’ Meetings and Conference Reports**  
CSDA Quarterly Dinner Meeting was held on Thursday, November 17, 2022 at The Butcher Shop in San Diego, CA. (Page 86)
- 23. General Manager’s Report**
- 24. General Counsel’s Report**
- 25. Board of Directors’ Comments**

**26. Closed Session**

Meet in Closed Session pursuant to California Government Code Sec. 54956.8 with negotiators GM Bushee and GC Brechtel for the potential sale of a vacant lot on the corner of Vulcan Avenue and La Costa Avenue to the City of Encinitas. (Verbal)


**27. 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: December 8, 2022



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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*



## *Oath of Office*

I, ELAINE SULLIVAN, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Elaine Sullivan

Date December 14, 2022

Subscribed and sworn to me this 14<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Signature of Person Administering Oath

D. Wayne Brechtel  
Printed name of Person Administering Oath

General Counsel  
Title



## *Oath of Office*

I, CHRISTOPHER ROESINK, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Christopher Roesink

Date December 14, 2022

Subscribed and sworn to me this 14<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Signature of Person Administering Oath

D. Wayne Brechtel  
Printed name of Person Administering Oath

General Counsel  
Title



## *Oath of Office*

I, ROLANDO SALDANA, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Rolando Saldana

Date December 14, 2022

Subscribed and sworn to me this 14<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Signature of Person Administering Oath

D. Wayne Brechtel  
Printed name of Person Administering Oath

General Counsel  
Title



MEMORANDUM

**DATE:** December 8, 2022  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Adopt Resolution No. 2387 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic**

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2387 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic;
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

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

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

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

On March 4, 2020, Governor Newsom proclaimed a state of emergency pursuant to Section 8625 of the California Emergency Services Act. **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 November 2022 meetings and staff is recommending the Board adopt Resolution No. 2387 in order to hold its December 14<sup>th</sup> meeting virtually.

PJB:dwb

Attachment

**RESOLUTION NO. 2387**

**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) January 13, 2023, 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 December 14, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Judy Hanson, President

ATTEST:

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Paul J. Bushee, General Manager

(SEAL)

**MEMORANDUM**

**DATE:** December 8, 2022  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Presentation and Awards – Achievement of Individual Award**

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

California Water Environment Association (CWEA) Collection System Maintenance Grade 4 Certification – Gabe Mendez

Field Services Technician III Gabe Mendez recently received his Grade 4 Collection System Maintenance certification from CWEA. Gabe has been working for the District since September 2011. Gabe has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Gabe's desire to excel through continued professional development. As a result of this certification, Gabe is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Gabe for these outstanding accomplishments.

tb:PJB

*Certificate of Competence*

This is to certify

**Gabriel Mendez**

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 4**

Certificate number: 1308231926

Expires: 10/31/2023



Jeff Tucker, President  
California Water Environment Association



Abigail Gomez, Chair  
Technical Certification Program



**MEMORANDUM**

**DATE:** December 8, 2022  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Resolution No. 2389 in Appreciation of Matthew Brown for His Outstanding Service and Commitment to the Leucadia Wastewater District (LWD)**

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Board Resolution No. 2389 as presented.

**DISCUSSION:**

As you are aware, Matthew Brown, served on the Leucadia Wastewater District (LWD) Board of Directors from September 9, 2020 to December 8, 2022. Over Matt's tenure, LWD accomplished numerous achievements due, in part, to Matt's dedication and hard work. Attached for your consideration is LWD's Board Resolution No. 2389, expressing appreciation to Matt for his outstanding service to LWD.

tb:PJB

Attachment

**RESOLUTION NO. 2389**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
LEUCADIA WASTEWATER DISTRICT  
IN RECOGNITION AND APPRECIATION OF MATTHEW BROWN  
FOR HIS OUTSTANDING SERVICE AND COMMITMENT  
TO THE LEUCADIA WASTEWATER DISTRICT**

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**WHEREAS**, Matthew Brown, served on the Leucadia Wastewater District (LWD) Board of Directors from September 9, 2020 to December 8, 2022; and

**WHEREAS**, during Director Brown's tenure on the Board of Directors, LWD held every Board and Committee meeting virtually to help protect the health of the public and staff from during the COVID-19 state of emergency; and,

**WHEREAS**, Director Brown served as a member of LWD's Engineering Committee, as well as, the Investment and Finance Committee; and,

**WHEREAS**, under Director Brown's guidance as a member of the Engineering Committee, LWD completed numerous capital improvements including: the Leucadia Pump Station Upgrade Project, the Encinitas Estates Pump Station Rehabilitation Project and other projects that have helped proactively upgrade and maintain the District's system; and,

**WHEREAS**, during Director Brown's tenure on the Board of Directors, LWD maintained one of the lowest wastewater service fees in San Diego County while providing an extremely high level of service to LWD's customers; and,

**WHEREAS**, in his years of service as a member of the LWD's governing Board, Director Brown faithfully carried out his duties, provided strong leadership, gave freely of his time and demonstrated an unwavering commitment to the constituents he was elected to serve; and,

**NOW, THEREFORE**, be it hereby resolved that members of the Board of Directors of the Leucadia Wastewater District hereby extend their sincerest appreciation to Matthew Brown for his Outstanding Service and Dedication to the Leucadia Wastewater District.

PASSED AND ADOPTED this 14<sup>th</sup> day of December 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Judy Hanson, President


\_\_\_\_\_  
Elaine Sullivan, Vice President

\_\_\_\_\_  
Donald F. Omsted, Director

\_\_\_\_\_  
Chris Roesink, Director

\_\_\_\_\_  
Paul J. Bushee, General Manager  
(SEAL)

**MEMORANDUM**

**DATE:** December 8, 2022  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Resolution No. 2388 in Appreciation of Jeffery M. Stecker for His Outstanding Service and Commitment to the Leucadia Wastewater District (LWD)**

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Board Resolution No. 2388 as presented.

**DISCUSSION:**

As you are aware, LWD's Field Services Superintendent, Jeffery M. Stecker, will retire on December 30, 2022, after 42 years of service at LWD. Over Jeff's tenure, LWD accomplished numerous achievements due, in part, to Jeff's dedication and hard work. Attached for your consideration is LWD's Board Resolution No. 2388, expressing appreciation to Jeff for his outstanding service to LWD.

tb:PJB

Attachment

**RESOLUTION NO. 2388**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LEUCADIA WASTEWATER DISTRICT  
IN RECOGNITION AND APPRECIATION OF  
JEFFERY M. STECKER FOR HIS OUTSTANDING SERVICE AND  
COMMITMENT TO THE LEUCADIA WASTEWATER DISTRICT**

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**WHEREAS**, Jeffery M. Stecker has served the Leucadia Wastewater District (LWD) with distinction for over 42 years, and has now decided to retire to pursue new and exciting opportunities; and

**WHEREAS**, Jeff began his service at LWD on July 14, 1980 as a Maintenance I worker before climbing the ranks to the Maintenance Supervisor position and then later became the Field Services Superintendent on January 10, 2011; and

**WHEREAS**, during Jeff's tenure he played an integral role in the District's operational and maintenance improvements, including transitioning LWD's maintenance priorities to inspecting pipelines with the CCTV truck and incorporating the information into the asset management plan, a key planning tool used to prioritize repairs and replacement; and

**WHEREAS**, Jeff has played a critical leadership role in developing and mentoring a strong Field Services team by passing down his knowledge of LWD's collections system and equipment that resulted in LWD's achieving nine statewide Collection System of Year Awards from the California Water Environment (CWEA) and numerous other local and state awards; and

**WHEREAS**, Jeff was also recognized from CWEA San Diego section as the Maintenance Person of the Year in 1993, Supervisor of the Year in both 2004 and 2006, and in 2017 he received CWEA's PICK award acknowledging him for his Professionalism, Ingenuity, Contribution and Knowledge; and

**WHEREAS**, Jeff's overall dedication and support to LWD has made positive impacts to LWD resulting in the construction of the Gafner Water Recycling Facility, the Site Improvement Project, and other major upgrades and improvements that has resulted in LWD's outstanding record of protecting the environment; and

**WHEREAS**, Jeff has been a hard-working, dependable employee, with a can-do attitude and who has faithfully served the Board of Directors, the citizens of the Leucadia Wastewater District (his neighbors) and his fellow employees in a professional and consistent manner; and

**NOW, THEREFORE**, the Board of Directors of the Leucadia Wastewater District hereby extend their sincere thanks and appreciation to Jeffery M. Stecker for over 42 Years of Outstanding and Distinguished service to the District and extend their best wishes for a happy, bright, and fulfilling retirement.



PASSED AND ADOPTED this 14<sup>th</sup> day of December 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Judy Hanson, President

\_\_\_\_\_  
Elaine Sullivan, Vice President

\_\_\_\_\_  
Chris Roesink, Director

\_\_\_\_\_  
Donald F. Omsted, Director

\_\_\_\_\_  
Rolando Saldana, Director

\_\_\_\_\_  
Paul J. Bushee, General Manager  
(SEAL)

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

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, November 9, 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, Roesink, and Omsted  
 DIRECTORS ABSENT: Sullivan and Brown  
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Field Services Superintendent Jeff Stecker, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Technician-In-Training Jeffrey Pivaral, Kathleen Heitt and Steven Henderson of Dexter Wilson Engineering, and Scott Manno of Rogers, Anderson, Malody & Scott, LLP

**3. Pledge of Allegiance**

Director Roesink led the pledge of allegiance.

**4. Adopt Resolution No. 2386 - 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. 2386 in order to hold its November 9<sup>th</sup> meeting virtually. GM Bushee noted 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.

Upon a motion duly made by Director Omsted, seconded by Director Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2386 - 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	Absent
Director Brown	Absent
Director Roesink	Yes
Director Omsted	Yes

Vice President Sullivan entered the meeting at 5:10 p.m.

Director Omsted stated he would like the December Board meeting to be in person. President Hanson stated she would like the meetings to continue as virtual meetings. Director Roesink stated he would like the December Board meeting to be in person. Vice President Sullivan stated she would like the meetings to continue as virtual meetings through the remainder of 2022.

Following discussion, the Board of Directors unanimously agreed to hold the December 2022 Board Meeting virtually by the following vote:

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

**5. General Public Comment Period**

None.

**6. Approval of Agenda**

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

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

Director Brown entered the meeting at 5:17 p.m.

**7. Presentations and Awards**

**A. Achievement of Individual Award – Professional Achievement Award for Jeffrey Pivaral.**

GM Bushee introduced Field Services Technician In-Training Jeffrey Pivaral stating that Jeffrey recently received his Grade 1 Collection System Maintenance certification from CWEA. He noted that Jeffrey is eligible for a \$500 incentive award under the District's incentive program.

The Board congratulated Jeffrey and thanked him for his efforts.

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

GM Bushee reported that on October 15, 2022 staff completed three years without a lost time injury accident. This achievement meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,000 compensation award. He stated this award reflects staff's excellent attention to safety.

The Board congratulated staff for their efforts.

## CONSENT CALENDAR

### 8. Approval of Board and Committee Minutes

Minutes of the following meetings:

- October 12, 2022 Regular Board Meeting
- October 18, 2022 Community Affairs Committee Meeting
- October 20, 2022 Investment and Finance Committee Meeting
- November 1, 2022 Engineering Committee Meeting

### 9. Approval of Demands for October/November 2022

Payroll Checks numbered 221019-1 – 221102-19; General Checking Checks numbered 23587-23686

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

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

### 12. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending September 30, 2022.

### 13. Disclosure of Reimbursements

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

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

Director	Vote
President Hanson	Yes
Vice President Sullivan	Yes
Director Brown	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 October 26, 2022.

Director Omsted reported on EWA's October 26, 2022 Board Meeting.

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

DFA Green reported on EWA's November 1, 2022 MAM meeting.

### 15. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on October 18, 2022.

Director Roesink reported that the CAC reviewed and commented on the draft layout of the 2022 Fall newsletter. He stated that the CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

B. Investment and Finance Committee meeting was held on October 20, 2022.

Director Brown reported that the IFC reviewed a recommendation to 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.

C. Engineering Committee (EC) Meeting was held on November 1, 2022.

Director Roesink reported that the EC reviewed a recommendation to Receive and file the FY2022 Audit of the District's 2019 Sanitary System 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.

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. Receive and file the Fiscal Year 2022 (FY22) Annual Comprehensive Financial Report conducted by Rogers, Anderson, Malody & Scott, LLP**

DFA Green presented the item and provided background information on the item noting it was reviewed by the IFC at its October 20<sup>th</sup> meeting. He then provided a summary of the Annual Comprehensive Financial Report Management's Discussion and Analysis (MD&A) highlighting and discussing the following areas:

- FY22 Revenues and Expenses;
- Key Financial Ratios;
- Net Position;
- Unrestricted Reserve Balances; and
- FY22 Budget to Actual Expenses

DFA Green then introduced Mr. Scott Manno of Rogers, Anderson, Malody & Scott, LLP to provide a summary of the auditor's reports and auditing process.

Mr. Manno provided an overview of 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 noted 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. In conclusion, Mr. Manno stated that 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.

The Board thanked Mr. Manno for his presentation.

GM Bushee thanked DFA Green, staff, and Mr. Manno, and staff for their work on the Annual Comprehensive Financial Report.

Upon a motion duly made by Vice President Sullivan, seconded by Director Roesink, and unanimously carried, the Board of Directors received and filed the FY22 Annual Comprehensive Financial Report by the following vote:

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

**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.

DFA Green presented the item and provided background information. He noted that the last financial plan update was adopted in fiscal year 2018 and a financial plan update was included in the fiscal year 2023 tactical goals to re-evaluate LWD’s ability to meet projected future financial obligations and make recommendations as necessary.

DFA Green stated that staff received three proposals from qualified firms by the proposal deadline. The three firms that submitted responses were:

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

Following review of the proposals, staff unanimously selected IB Consulting, Inc. as the most qualified firm based on its strong experience, specialization in wastewater planning models, knowledge of the District, proposed (small and dedicated) team, proposed hours, and thoroughness of its submission.

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

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

**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.**

FSS Stecker introduced Mr. Steven Henderson from Dexter Wilson Engineering, Inc (DWEI) to present the SSMP audit results and provide an overview of the FY22 SSMP Audit.

Mr. Hendersen noted that FY22 SSMP Audit is a Fiscal Year 2023 tactical goal. He also provided

background information on the SSMP noting that the State of California issued Waste Discharge Requirements (WDR) that require agencies develop and implement a SSMP. He stated that the WDR requires an audit of the SSMP every two years but LWD performs this annually which exceeds regulatory requirements.

Mr. Henderson described in detail what is included in a SSMP Audit. 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 sewer spills in FY22. Mr. Henderson concluded that the District's activities, programs, and efforts meet or exceed the requirements of our SSMP and that no changes to the SSMP are needed at this time.

Director Omsted thanked the EC for their work on reviewing this recommendation. Director Omsted asked if the State of California reviews the SSMP. Mr. Henderson answered that the State has the ability to since the SSMP has to be accessible to the public. GM Bushee noted that the SSMP is subject to audit but LWD is not required to submit anything to the State.

Upon a motion duly made by Director Omsted, seconded by Director Roesink, and unanimously carried, the Board of Directors received and filed the FY22 SSMP Audit by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Hanson</b>	Yes
<b>Vice President Sullivan</b>	Yes
<b>Director Brown</b>	Yes
<b>Director Roesink</b>	Yes
<b>Director Omsted</b>	Yes

#### **19. Calendar Year 2023 Board of Directors' Meeting Schedule**

EA Baity presented the item stating that the Board approved a resolution in 2009 that indicates that the Board meetings will be held on the second Wednesday of each month at 5:00 PM.

EA Baity noted that staff has developed the proposed calendar year 2023 Board meeting schedule and coordinated the meetings with upcoming conferences in 2023. She also noted that staff suggests moving the August Board meeting to the third Wednesday of the month so it would not conflict with the CASA Annual Conference dates.

Following discussion, upon a motion duly made by Director Roesink, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors approved the CY23 Board of Directors' meeting schedule by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Hanson</b>	Yes
<b>Vice President Sullivan</b>	Yes
<b>Director Brown</b>	Yes
<b>Director Roesink</b>	Yes
<b>Director Omsted</b>	Yes

## INFORMATION ITEMS

### 20. Project Status Updates and Other Informational Reports

#### A. Water Recycling Funding Grant Update.

GM Bushee provided an update on the Water Recycling Funding Grant. He reviewed the following topics:

- The allocation of unused funds back to the Coalition; and
- LWD's future participation in the Coalition

Following discussion, the Board of Directors agreed to releasing a portion of the unusable funds back to the Coalition members provided the lobbying fees are reconciled. GM Bushee agreed to develop a calculation amount to be released. The Board of Directors also opted to continue with full participation in the Coalition. GM Bushee agreed to these items and noted that he will bring this item back next year for discussion

#### B. 2022 Batiquitos Lagoon Foundation Board Members Election.

EA Baity presented the item stating that the Batiquitos Lagoon Foundation is requesting its members to vote for candidates for its 2022 Board Election. She noted the candidate's names and that staff has no recommendation.

The Board of Directors reached unanimous consensus to vote for Chris Ross (Incumbent), Deb Mossa (Incumbent), Miles McLeod (Incumbent), and Barbara Campbell for the Batiquitos Lagoon Foundation Board.

#### C. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 17, 2022 at The Butcher Shop in San Diego, CA.

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

#### D. 2023 CASA Winter Conference is scheduled for January 25 - 27, 2023 at the Hilton Palm Springs in Palm Springs, CA.

EA Baity announced the date and location of the 2023 CASA Winter Conference.

### 21. Directors' Meetings and Conference Reports

None.

### 22. General Manager's Report

GM Bushee reported on the following:

- County Board of Supervisors will be voting on the appointment of Rolando Saldana to the LWD Board at its November 15<sup>th</sup> meeting;
- Acknowledgement of Director Matt Brown's service to the Board; and
- LWD leak in the secondary effluent pipeline

### 23. General Counsel's Report

GC Brechtel reported on the following:



- SB 1439 – Campaign Finance Bill

#### **24. Board of Directors' Comments**

President Hanson wished everyone a Happy Thanksgiving.

Director Roesink thanked Director Brown for his service on the Board. He also thanked FSS Stecker for his service and he stated he is looking forward to FSS Stecker's retirement celebration.

Vice President Sullivan asked if there is a LWD holiday party this year. GM Bushee stated that due to increased prices this year for holiday functions, the holiday party will be combined with FSS Stecker's retirement celebration.

#### **25. Adjournment**

President Hanson adjourned the meeting at approximately 7:08 p.m.

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Judy Hanson, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 December 5, 2022

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Monday, December 5, 2022 at 11:00 a.m. via video conference.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Roesink and Sullivan

DIRECTORS ABSENT: None

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

**3. Public Comment**

None.

**4. New Business**

A. Review of Teacher Grant Applications.

ADS Hill introduced the item and provided background information on the Teacher Grant Program noting the District was happy to have received four applications by the November 18<sup>th</sup> deadline.

ADS Hill noted that the total cost for the four grants is \$5,535, which is under the FY23 budget amount of \$6,000. Staff is recommending that the grants be awarded to all four applicants.

Chairperson Roesink asked if examples or links to past projects are provided with the Teacher Grant application. Mr. Bloom answered that past winners and their projects are mentioned on the District's Facebook page, the District website, and in the Newsletter.

Following discussion, the CAC and staff agreed that the four schools qualified for the grants. The CAC and staff's recommendation will be forwarded to the Board of Directors for approval at its December 14<sup>th</sup> Meeting.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Roesink adjourned the meeting at 11:23 a.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 December 6, 2022

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, December 6, 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: General Manager Paul Bushee; Director of Technical Services Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; Field Services Technician III Mauricio Avalos; Field Services Technician III Gabriel Mendez; and District Engineer Dexter Wilson

**3. Public Comment**

None.

**4. New Business**

- A. Authorize the General Manager to execute an Agreement with DXP Enterprise, Inc. for the refurbishment of the Batiquitos Pump Station Number 2 Pump and Motor at a cost not to exceed \$51,451.81.

FSSup Gonzalez presented this item to the EC. He provided background information on the Batiquitos Pump Station (BPS). He continued that as part of pump station maintenance, Field Service Staff conducts routine pump checks and performance evaluations. FSSup Gonzalez stated that as a result, staff has determined that the Number 2 pump and motor at BPS has fallen below acceptable performance levels. He said that the pump has accrued 13,429 run hours since it was last rebuilt in May 2016. He continued that mechanical wear of the pump has reduced its maximum pumping capacity and overall efficiency. FSSup Gonzalez said that the pump and motor need to be rebuilt to restore the pump's capacity and efficiency.

FSSup Gonzalez stated that quotes were solicited from three repair shops and quotes were received from DXP Enterprise, Inc. (DXP) and Brax Company. He said DXP submitted the low quote at \$51,451.81. FSSup Gonzalez continued that reference checks were completed and it was determined that DXP was the lowest responsive and responsible firm.

Director Brown inquired about the refurbishment of the remaining three pumps. FSSup Gonzalez stated the rehabilitation of the remaining pumps will depend on the results of the next operational evaluation of the pumps. GM Bushee stated that staff had intended to rehabilitate the pump station, however, budgetary and cost concerns with

executing a capital project now with the current economic environment resulted in pump refurbishment instead.

Chairperson Roesink asked if Pump No.2 can be taken off line without effecting pump station operations. GM Bushee answered, yes, there is 100% redundancy at the pump station and the station typically operates on two pumps.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute an Agreement with DXP to refurbish the Number 2 pump and motor at BPS.

- B. Authorize the General Manager to execute an Agreement with Howard's Rug Company for carpet replacement and furniture moving services for the Leucadia Wastewater District headquarters building at a cost not to exceed \$48,639.

FSSpec Riffel presented this item to the EC. He stated that the carpet on the first floor has endured well against daily foot traffic over the past 13 years, however, it is now beginning to show its age and requires replacement. He continued that staff solicited quotes from local vendors. FSSpec Riffel explained that the carpet replacement services, included removal and disposal of the old carpeting and moving furniture during installation. He continued that additionally, the work on this project would be completed during District non-working hours.

FSSpec Riffle stated that after quotes were distributed to five vendors, only one quote was received from Howard's Rug Company (Howard's Rug). He continued that reference checks were conducted for Howard's Rug with the results that their service was outstanding, professional and responsive.

Chairperson Roesink inquired how many square feet of carpeting was being installed. FSSpec answered 3,240 square feet. GM Bushee and FSSpec reiterated that the work includes moving furniture, replacement of the wall base, removal of old carpeting, preparation of the floor, installation of carpet and weekend work hours.

Director Brown asked if the meeting/training room was included. GM Bushee answered, yes, the Training Room was included. GM Bushee continued that every carpeted area on the first floor, with the exception of the Board Room, is included in the project.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute an Agreement for carpet replacement and furniture moving services with Howard's Rug.

## **5. Information Items**

### **A. Development Projects Summary**

FSSpec Riffel presented this item to the EC.

Chairperson Roesink asked if any progress has been made on the Weston Annexation project on La Costa Avenue. FSSpec answered that no progress/construction has been made on that Annexation.

**B. Report on the Batiquitos (B1) Force Main Secondary Effluent**

DTS Morishita presented this item to the EC. He described the secondary treated effluent discharges that happened on November 9<sup>th</sup>. He explained that the B1 failures were a result of internal corrosion of the ductile iron pipe. DTS Morishita continued that because the November 16<sup>th</sup> failure occurred right after and near to the spot repair of the November 9<sup>th</sup> failure, staff decided to replace the entire section with a new polyvinyl chloride pipe force main on an emergency basis. He stated that the new force main will be placed in a new alignment in Avenida Encinas to simplify construction and shorten the construction period.

Chairperson Roesink asked how this incident will impact the Omni La Costa Resort. GM Bushee explained that Omni La Costa has the ability to use potable water for irrigation during the period the Gafner Plant is down.

Chairperson Roesink inquired if that line has been a force main it's entire life. DE Wilson answered that the line has always been a pressure pipeline, not necessary a force main.

Chairperson Roesink and Director Brown expressed their appreciation for the quick response to mitigate the discharge and in getting that section of the B1 force main replaced.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Roesink adjourned the meeting at approximately 10:16 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)



**LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE/BOARD PAYROLL CHECKS  
December 14, 2022**

**Disbursement Period**                      November 4, 2022 Through December 8, 2022

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Incentive Payroll Check	11/10/2022	221110-1 to 221110-19	\$ 17,616.72
Biweekly Payroll Checks	11/16/2022	221116-1 to 221116-19	\$ 58,052.92
Sick Leave Buyback Payroll	11/28/2022	221128-1 to 221128-11	\$ 23,843.60
Biweekly Payroll Checks	11/30/2022	221130-1 to 221130-19	\$ 56,362.38
Board Payroll Checks	12/1/2022	221201-1 to 221201-5	\$ 1,360.70

<b>TOTAL PAYROLL CHECKS</b>			<b>\$ 157,236.32</b>
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**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 11/4/2022 Through 12/8/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23687	11/10/2022	ADS CORP	4,655.00	Flow Metering / Data Analysis - October 2022
	11/10/2022	ADS CORP	1,340.00	Meter Maintenance / Data Delivery ECHO - October 2022
23688	11/10/2022	ADT/PROTECTION 1	165.00	Monthly Security Camera Maintenance 11/17/22-12/16/22
23689	11/10/2022	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
23690	11/10/2022	ALPHAGRAPHICS	64.23	ID Badges - N Torres Garcia / J Pivaral
23691	11/10/2022	AZTEC LEASING, INC	530.88	Copy Machine Lease - October 2022
23692	11/10/2022	Brightview Landscape Services Inc	900.00	Landscape Maintenance Services @ Admin - November 2022
	11/10/2022	Brightview Landscape Services Inc	319.00	Vegetation Cleanup (Line Maintenance) - November 2022
23693	11/10/2022	CA ASSOC OF SANITATION AGENCIES	14,300.00	Membership Renewal for FY2023/2024 (Jan 2023 - Dec 2023)
23694	11/10/2022	CITY OF CARLSBAD	227.73	Water for Vactor 1
	11/10/2022	CITY OF CARLSBAD	376.83	Water for Vactor 2
23695	11/10/2022	CONFIDENCE CONSULTING	3,200.00	Leadership Assessments: M Avalos / G Mendez
23696	11/10/2022	CORODATA	100.71	File Storage - October 2022
23697	11/10/2022	COUNTY OF SAN DIEGO APCD	615.00	District Fees for APCD1996-SITE-09551 12/2022-12/2023
23698	11/10/2022	CSMFO	125.00	Municipal Management Membership 01/23-12/23
23699	11/10/2022	DATA NET SOLUTIONS GROUP	1,552.00	Managed Services Monthly Service October 2022
	11/10/2022	DATA NET SOLUTIONS GROUP	930.00	Update to Sharepoint from 2013 to 2019 Quote DNSQ15319
23700	11/10/2022	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription November 2022
23701	11/10/2022	FEDERAL EXPRESS CORPORATION	105.38	Shipping 10/21/22 & 10/25/22
	11/10/2022	FEDERAL EXPRESS CORPORATION	115.52	Shipping 10/31/22
23702	11/10/2022	HAAKER EQUIPMENT CO	29.86	Bronze Bearings & Grooved Pin
	11/10/2022	HAAKER EQUIPMENT CO	320.79	Bronze Bearings, Washer & Bushing / Wear Block / Grooved Pin
23703	11/10/2022	HARTFORD LIFE & ACCIDENT INS.	501.33	Life Insurance - November 2022
23704	11/10/2022	HI-WAY SAFETY, INC	19.72	"No Parking Any Time" Sign
	11/10/2022	HI-WAY SAFETY, INC	267.17	Custom "Danger" Sign
23705	11/10/2022	INTERSTATE BATTERIES OF SAN DIEGO	316.51	MTP-48/H6 Batteries (2)
23706	11/10/2022	MESA REPROGRAPHICS	15.00	Graphic Design: FY23 Cured in Place Pipe Lining
23707	11/10/2022	MISSION SQUARE	5,966.74	Deferred Comp for PPE 10/30/22
23708	11/10/2022	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services - October 2022
23709	11/10/2022	NAPA AUTO	87.86	Blue Def (6)
23710	11/10/2022	OLIVENHAIN MUNICIPAL WATER DIST	9,750.00	BlueWater Strategies Consulting Fee 10/01/22-03/31/23
23711	11/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	68.93	Recycled Water @ Traveling
	11/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	51.15	Water @ Encinitas Estates PS
	11/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	539.69	Water @ Traveling
	11/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	661.41	Water @ Traveling 2
	11/10/2022	OLIVENHAIN MUNICIPAL WATER DIS...	51.15	Water @ VP7 PS

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 11/4/2022 Through 12/8/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23712	11/10/2022	Professional Exchange Service Corpora...	90.00	Phone Answering Services - October 2022
	11/10/2022	Professional Exchange Service Corpora...	(27.00)	Phone Answering Services - September 2022
23713	11/10/2022	PRUDENTIAL OVERALL SUPPLY	125.88	Weekly Uniform/Laundry Service 11/01/22
	11/10/2022	PRUDENTIAL OVERALL SUPPLY	119.54	Weekly Uniform/Laundry Service 11/08/22
23714	11/10/2022	REPUBLIC SERVICES #661	376.91	Waste Service - October 2022
23715	11/10/2022	REWARD STRATEGY GROUP INC	5,990.00	Salary Study 09/19/22-10/31/22
23716	11/10/2022	RISING TIDE PARTNERS	4,834.50	Public Outreach Services - October 2022
23717	11/10/2022	SAN DIEGUITO WATER DISTRICT	150.80	Water @ BPS
	11/10/2022	SAN DIEGUITO WATER DISTRICT	158.88	Water @ Tanker 1
	11/10/2022	SAN DIEGUITO WATER DISTRICT	19.86	Water @ Tanker 2
23718	11/10/2022	STAPLES	(1.63)	Credit on Invoice # 3521028892
	11/10/2022	STAPLES	356.17	Office Supplies
23719	11/10/2022	TERMINIX PROCESSING CENTER	90.00	Monthly Pest Control Services 10/12/22
23720	11/10/2022	THE HOME DEPOT CRC/GEFC	81.14	Concrete & Mortor Mix
	11/10/2022	THE HOME DEPOT CRC/GEFC	21.49	Spray Paint / Wax Ring
	11/10/2022	THE HOME DEPOT CRC/GEFC	158.24	Weed Killer / Sprayer / Respirator Pack
23721	11/10/2022	U.S. BANK	3,265.75	Cal Card Purchases - Statement Dated 10/24/22
23722	11/10/2022	UNDERGROUND SERVICE ALERTS/C	171.00	Monthly Underground Alarm Service
	11/10/2022	UNDERGROUND SERVICE ALERTS/C	72.26	Monthly Underground State Fees
23723	11/10/2022	VERIZON WIRELESS	21.27	Telemetry for Cell Phones 09/24/22-10/23/22
23724	11/17/2022	AIRGAS USA LLC	1,571.34	Liquid Oxygen Contract 11/02/22
23725	11/17/2022	AT&T	210.37	Phone Service-BPS 10/10/22-11/09/22
23726	11/17/2022	CITY OF ENCINITAS	28,935.00	Diana Pump Station Generator Conduit Crossing
23727	11/17/2022	CSDA- SAN DIEGO CHAPTER	180.00	CSDA Dinner 11/17/22-E Sullivan/P Bushee/M Brown
23728	11/17/2022	DETECTION INSTRUMENTS CORP	131.85	Callbrations @ LPS/BPS
23729	11/17/2022	DEXTER WILSON ENGINEERING	7,455.00	Asset Management Plan Update FY2023 - October 2022
	11/17/2022	DEXTER WILSON ENGINEERING	174.00	Development Services-1151 Omni La Costa Resort/Spa
	11/17/2022	DEXTER WILSON ENGINEERING	128.00	Development Services-1166 214 N El Camino Real STE A&B
	11/17/2022	DEXTER WILSON ENGINEERING	192.00	Development Services-1167 Board & Brew-119 A El Camino Real
	11/17/2022	DEXTER WILSON ENGINEERING	1,325.00	Prepare District's FY-22 SSMP Audit
23730	11/17/2022	HAAKER EQUIPMENT CO	201.21	Roof Vent
	11/17/2022	HAAKER EQUIPMENT CO	116.84	Shoe-Hose Reel Auto Rewind
23731	11/17/2022	L&L PRINTERS	7,079.61	Newsletter Printing & Mailing Services
23732	11/17/2022	MALLORY SAFETY AND SUPPLY	88.89	Safety Equipment-Straw Hat
23733	11/17/2022	MESA REPROGRAPHICS	961.49	FY2023 CIP Pipe Lining Project - Prints & Copies
23734	11/17/2022	MISSION SQUARE	5,966.74	Deferred Comp for PPE 11/13/22
23735	11/17/2022	PRUDENTIAL OVERALL SUPPLY	126.71	Weekly Uniform/Laundry Service 11/15/22

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 11/4/2022 Through 12/8/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23736	11/17/2022	ROGERS ANDERSON MALODY & SCOT...	5,200.00	Financial Auditing Service for FY 2022 - Services in FY 2023
23737	11/17/2022	SMITHERS MSE INC	356.00	Carbon Sampling - LPS
23738	11/17/2022	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 11/14/22-12/13/22
23739	11/17/2022	STATE BOARD OF EQUALIZATION	800.00	Project # 1032 - Weston Annexation
23740	11/17/2022	VERIZON WIRELESS	945.24	Cell Phones 10/08/22-11/07/22
23741	11/17/2022	WATER WORKS ENGINEERING LLC	10,895.23	FY2023 Cured In Place Pipe Line Project
23742	11/17/2022	WORDEN WILLIAMS LLP	3,321.00	Legal Services - October 2022
23743	11/23/2022	JOE HODSDON	1,449.00	Lateral Reimbursement: 2049 Countrywood Way, Encinitas CA
23744	11/23/2022	JOHN W. SMITH dba: NORTH COUNT...	285.00	Backflow Preventers Testing/ Repair
23745	11/23/2022	OLIVENHAIN MUNICIPAL WATER DIS...	51.15	Water @ VP5 PS
23746	11/23/2022	PACIFIC PIPELINE SUPPLY	2,260.86	BPS Supplies-14" I/d x 12 3/4" OD Conc Reducer
23747	11/23/2022	PLUMBERS DEPOT, INC	334.61	Nozzle Extensions & Standard Fins (2)
	11/23/2022	PLUMBERS DEPOT, INC	792.03	O2 Sensors for Industrial Scientific Pro 5 (2)
	11/23/2022	PLUMBERS DEPOT, INC	145.35	Piranha Fittings (6)
23748	11/23/2022	PRUDENTIAL OVERALL SUPPLY	133.05	Weekly Uniform/Laundry Service 11/22/22
23749	11/23/2022	QUADIENT LEASING	180.07	Postage Meter Machine Lease 12/18/22-03/17/23
23750	11/23/2022	RANCHO SANTA FE SECURITY SYSTEMS	258.00	Burgler/Fire Alarm Quarterly Billing 11/01/22-01/31/23
23751	11/23/2022	ROGERS ANDERSON MALODY & SCOT...	12,500.00	Financial Auditing Services - Audit of FY 2022
23752	11/23/2022	SAN DIEGO GAS & ELECTRIC	4,049.13	Electric @ Admin
	11/23/2022	SAN DIEGO GAS & ELECTRIC	1,112.61	Electric @ La Costa PS
	11/23/2022	SAN DIEGO GAS & ELECTRIC	12,983.54	Electric @ LPS
	11/23/2022	SAN DIEGO GAS & ELECTRIC	157.77	Electric @ RV PS
	11/23/2022	SAN DIEGO GAS & ELECTRIC	795.47	Electric @ Saxony PS
	11/23/2022	SAN DIEGO GAS & ELECTRIC	413.99	Electric @ VP5 PS
	11/23/2022	SAN DIEGO GAS & ELECTRIC	756.16	Electric/Gas @ E Estates PS
	11/23/2022	SAN DIEGO GAS & ELECTRIC	169.68	Gas @ Admin
23753	11/23/2022	STATE BOARD OF EQUALIZATION	300.00	Project # 1114 - Aldern Annexation
23754	12/1/2022	AIRGAS USA LLC	1,571.95	Liquid Oxygen Contract 11/15/22
23755	12/1/2022	AT&T	128.60	Phone Service-Elevator 10/25/22-11/24/22
23756	12/1/2022	BAJA POOL AND SPA SERVICE	160.00	Water Fountain Weekly Maintenance - December 2022
23757	12/1/2022	C.P.L. CABLE, PIPE & LEAK DETECTION	595.00	Utility Locating @ Encina Wastewater Authority
23758	12/1/2022	CITY OF CARLSBAD	419.45	Water @ 1900 La Costa Ave
	12/1/2022	CITY OF CARLSBAD	164.09	Water @ 1960 La Costa Ave
	12/1/2022	CITY OF CARLSBAD	27.58	Water @ Fire Line
23759	12/1/2022	COLONIAL LIFE INS	472.59	Accident/Critical Illness Ins 11/02/22, 11/16/22 & 11/30/22
23760	12/1/2022	CONCENTRA	105.00	DOT Physical / Recertification - R Rodriguez
23761	12/1/2022	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 11/22/22-12/21/22
	12/1/2022	COX COMMUNICATIONS SAN DIEGO	507.59	Phone Service 11/18/22-12/17/22

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 11/4/2022 Through 12/8/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23762	12/1/2022	DATA NET SOLUTIONS GROUP	808.40	IT Support Monthly Service - October 2022
	12/1/2022	DATA NET SOLUTIONS GROUP	3,698.95	IT Support Monthly Service-Sept 2022/Computers/WatchGaurd
23763	12/1/2022	DEXTER WILSON ENGINEERING	4,704.50	General Engineering 103-500 - October 2022
23764	12/1/2022	DODGE DATA & ANALYTICS	1,126.06	Greensheet Advertisement for FY23 Cured-in-Place Pipe Lining
23765	12/1/2022	FEDERAL EXPRESS CORPORATION	82.59	Shipping 11/17/22
23766	12/1/2022	FIDELITY SECURITY LIFE INSURANCE...	426.30	Vision Insurance - December 2022
23767	12/1/2022	HAAKER EQUIPMENT CO	465.49	Wire Nozzle Extensions (2)
23768	12/1/2022	HARTFORD LIFE & ACCIDENT INS.	494.72	Life Insurance - December 2022
23769	12/1/2022	HUMANA DENTAL INS.	3,797.05	Dental Insurance - December 2022
23770	12/1/2022	INFRASTRUCTURE ENGINEERING CORP	1,000.00	Design Services for VP7 PS Replacement - October 2022
	12/1/2022	INFRASTRUCTURE ENGINEERING CORP	2,550.00	Encinitas Estates PS Replace Project - October 2022
	12/1/2022	INFRASTRUCTURE ENGINEERING CORP	1,045.00	FY2022 Gravity Sewer Repairs - October 2022
23771	12/1/2022	MALLORY SAFETY AND SUPPLY	92.25	Safety Sweatshirts (2)
23772	12/1/2022	MESA REPROGRAPHICS	32.00	Digital Stamp/Watermark Plans
23773	12/1/2022	MISSION SQUARE	2,469.36	Deferred Comp for Annual Sick Leave Buyback on 11/28/22
	12/1/2022	MISSION SQUARE	5,691.52	Deferred Comp for PPE 11/27/22
23774	12/1/2022	MUTUAL OF OMAHA	1,329.38	Disability Insurance - December 2022
23775	12/1/2022	SAN DIEGO GAS & ELECTRIC	131.77	Electric @ Avocado PS
	12/1/2022	SAN DIEGO GAS & ELECTRIC	1,198.44	Electric @ AWT
	12/1/2022	SAN DIEGO GAS & ELECTRIC	15,027.53	Electric @ BPS
	12/1/2022	SAN DIEGO GAS & ELECTRIC	438.65	Electric @ Diana PS
	12/1/2022	SAN DIEGO GAS & ELECTRIC	193.54	Electric @ VP7 PS
23776	12/1/2022	STAPLES	533.26	Office Supplies
23777	12/8/2022	ADS CORP	4,655.00	Flow Metering / Data Analysis - November 2022
	12/8/2022	ADS CORP	1,340.00	Meter Maintenance / Data Analysis - November 2022
23778	12/8/2022	AZTEC LEASING, INC	530.88	Copy Machine Lease - November 2022
23779	12/8/2022	Brightview Landscape Services Inc	900.00	Landscape Maintenance Services @ Admin - December 2022
	12/8/2022	Brightview Landscape Services Inc	319.00	Vegetation Cleanup (Line Maintenance) - December 2022
23780	12/8/2022	PETTY CASH	283.51	Petty Cash
23781	12/8/2022	CITY OF CARLSBAD	349.25	Water for Vector 1
	12/8/2022	CITY OF CARLSBAD	307.39	Water for Vector 2
23782	12/8/2022	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription December 2022
23783	12/8/2022	FEDERAL EXPRESS CORPORATION	37.54	Shipping 11/23/22
23784	12/8/2022	HAAKER EQUIPMENT CO	377.56	Repairs / Maintenance for Vectors: remote/receiver comm.
23785	12/8/2022	MITSUBISHI ELECTRIC US, INC	354.78	Elevator Maintenance - December 2022
23786	12/8/2022	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services - November 2022
23787	12/8/2022	NAPA AUTO	87.86	Blue Def (6)
23788	12/8/2022	OLIVENHAIN MUNICIPAL WATER DIS...	59.74	Recycled Water @ Traveling

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 11/4/2022 Through 12/8/2022

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	12/8/2022	OLIVENHAIN MUNICIPAL WATER DIS...	56.10	Water @ Encinitas Estates PS
	12/8/2022	OLIVENHAIN MUNICIPAL WATER DIS...	470.60	Water @ Travelling 2
	12/8/2022	OLIVENHAIN MUNICIPAL WATER DIS...	51.15	Water @ VP7
	12/8/2022	OLIVENHAIN MUNICIPAL WATER DIS...	449.12	Water @Travelling
23789	12/8/2022	PACIFIC RIM MECHANICAL	2,566.00	Quarterly HVAC Services - LWD Admin Building
	12/8/2022	PACIFIC RIM MECHANICAL	321.00	Quarterly HVAC Services-AWT
	12/8/2022	PACIFIC RIM MECHANICAL	654.50	Quarterly HVAC Services-BPS
	12/8/2022	PACIFIC RIM MECHANICAL	178.00	Quarterly HVAC Services-EEPS
	12/8/2022	PACIFIC RIM MECHANICAL	651.50	Quarterly HVAC Services-LPS
23790	12/8/2022	PLANT PEOPLE, INC	168.00	Office Plant Maintenance - December 2022
23791	12/8/2022	Premier Chevrolet of Carlsbad	1,499.72	Vehicle Service/Maintenance #151
23792	12/8/2022	PRUDENTIAL OVERALL SUPPLY	134.97	Weekly Uniform/Laundry Service 11/29/22
	12/8/2022	PRUDENTIAL OVERALL SUPPLY	162.23	Weekly Uniform/Laundry Service 12/06/22
23793	12/8/2022	Quench USA Inc	136.85	Drinking Water Service 11/19/22-12/18/22
23794	12/8/2022	REPUBLIC SERVICES #661	376.91	Waste Service - November 2022
23795	12/8/2022	RIGHT-OF-WAY ENGINEERING SERVI...	1,235.00	Qtrly Eng Svcs-La Costa Gravity Trunk Line Monitoring Q4
23796	12/8/2022	SOUTHERN CONTRACTING COMPANY	1,120.00	Encina MCC Room Troubleshoot VFD #2, reset parameters
	12/8/2022	SOUTHERN CONTRACTING COMPANY	635.00	Leucadia Headquarters Locker Room
23797	12/8/2022	Professional Exchange Service Corpora...	90.00	Phone Answering Services - November 2022
23798	12/8/2022	THE HOME DEPOT CRC/GECF	102.10	Christmas Tree / Preservative
	12/8/2022	THE HOME DEPOT CRC/GECF	81.88	Duct Tape / Caulk / Adhesive / Silicone
	12/8/2022	THE HOME DEPOT CRC/GECF	76.42	Propane Exchange / Spatulas
	12/8/2022	THE HOME DEPOT CRC/GECF	39.09	Saw Chain
	12/8/2022	THE HOME DEPOT CRC/GECF	85.56	Spray Paint/Grinder Wheels/Magnet/Bar
23799	12/8/2022	T.S. INDUSTRIAL SUPPLY	59.96	Camlock / Swivel Gasket
23800	12/8/2022	UNDERGROUND SERVICE ALERTS/C	185.00	Monthly Underground Alarm Fee
	12/8/2022	UNDERGROUND SERVICE ALERTS/C	72.26	Monthly Underground State Fees
23801	12/8/2022	UNIFIRST FIRST AID CORP	158.23	First Aid Supplies
23802	12/8/2022	U.S. BANK	3,868.60	Cal Card Statement Dated 11/22/22
23803	12/8/2022	VERIZON WIRELESS	21.27	Telemetry for Cell Phones 10/24/22-11/23/22
Report Total			263,910.94	

**Leucadia Wastewater District**  
 Vendor Activity - Supplemental Credit Card Report  
 From 11/4/2022 Through 12/8/2022

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	11/22/2022	23802	229.19	4330	BOARD CONFERENCES	CASA-Hotel Deposit-DO
U.S. BANK	API	11/22/2022	23802	229.19	4330	BOARD CONFERENCES	CASA-Hotel Deposit-ES
U.S. BANK	API	11/22/2022	23802	229.19	4330	BOARD CONFERENCES	CASA-Hotel Deposit-JH
U.S. BANK	API	11/22/2022	23802	460.00	4810	MEMBERSHIP & DUES	GFOA Cert. Review Fee
U.S. BANK	API	11/22/2022	23802	58.20	4910	OFFICE SUPPLIES	Day Planner
U.S. BANK	API	11/22/2022	23802	323.09	4910	OFFICE SUPPLIES	Slide Scanning
U.S. BANK	API	11/22/2022	23802	20.00	4930	SUBSCRIPTIONS	E-Newsletter
U.S. BANK	API	11/22/2022	23802	349.99	4950	Computer Software/Srvc/Support/Hardware	FS Remote Access Software
U.S. BANK	API	11/22/2022	23802	9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud Storage
U.S. BANK	API	11/22/2022	23802	40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom Cloud
U.S. BANK	API	11/22/2022	23802	14.00	5510	LINE MAINTENANCE	Soap Dispenser
U.S. BANK	API	11/22/2022	23802	582.25	5520	REPAIR & MAINT PUMP STATION	Daily Diary Books
U.S. BANK	API	11/22/2022	23802	159.90	5540	VEHICLES	Smog Inspection
U.S. BANK	API	11/22/2022	23802	229.19	5710	TRAINING, EDUCATION & CONFERNC	CASA-Hotel Deposit-RM
U.S. BANK	API	11/22/2022	23802	243.07	5710	TRAINING, EDUCATION & CONFERNC	CSFMO-Hotel-RG
U.S. BANK	API	11/22/2022	23802	99.00	5710	TRAINING, EDUCATION & CONFERNC	Driving Test J.Pivaral
U.S. BANK	API	11/22/2022	23802	208.96	5710	TRAINING, EDUCATION & CONFERNC	FS Training Lunch
U.S. BANK	API	11/22/2022	23802	219.78	5735	EMPLOYEE RECOGNITION	FS + Staff Pizza Lunch
U.S. BANK	API	11/22/2022	23802	8.51	5735	EMPLOYEE RECOGNITION	Retirement Card-J Stecker
U.S. BANK	API	11/22/2022	23802	125.00	5910	TELEPHONE	Web Hosting
U.S. BANK	API	11/22/2022	23802	30.00	5910	TELEPHONE	wifi

Transaction Total 3,868.60

Report  
Opening/Current  
Balance

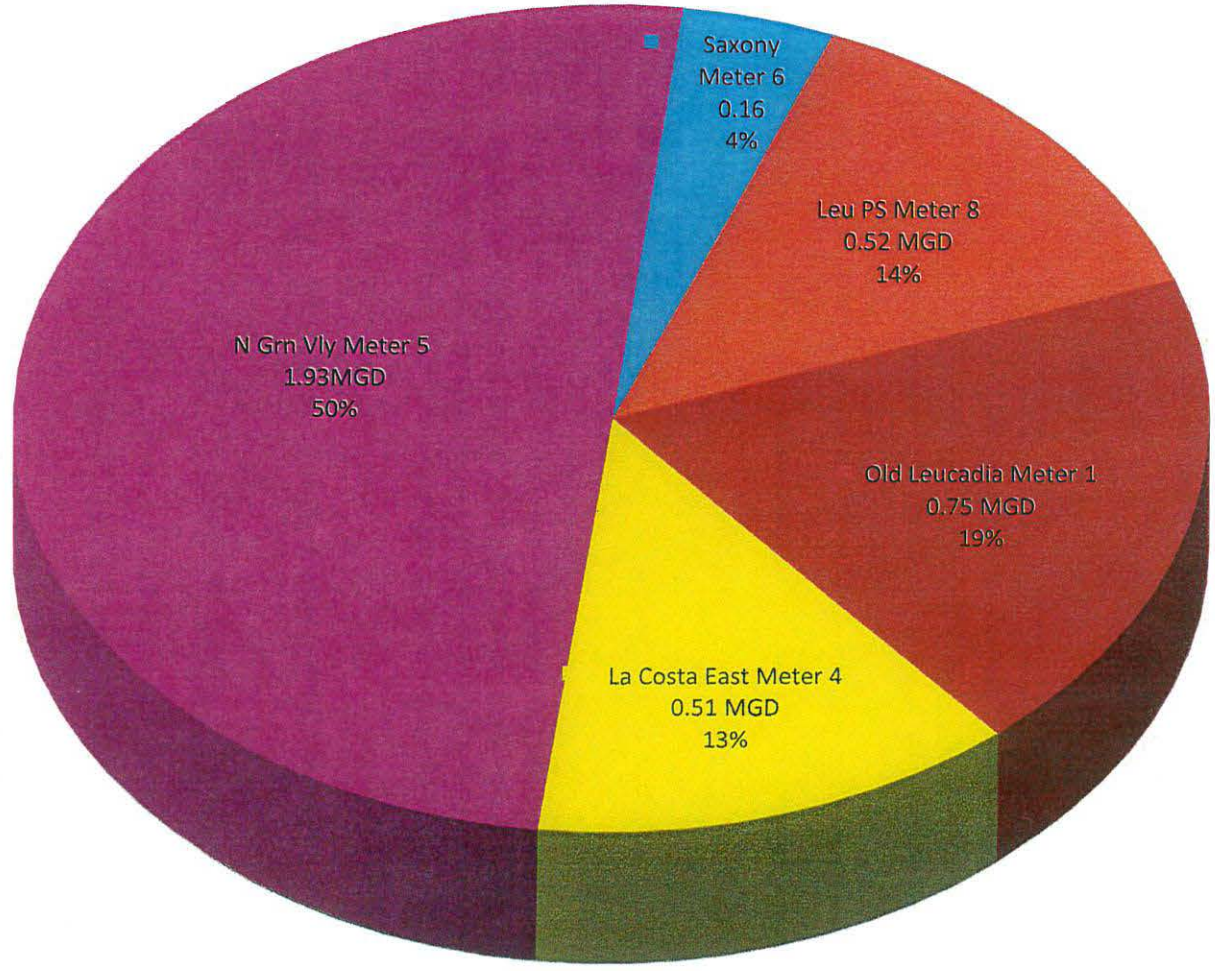
Report Transaction  
Totals 3,868.60

Report Current Balances

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

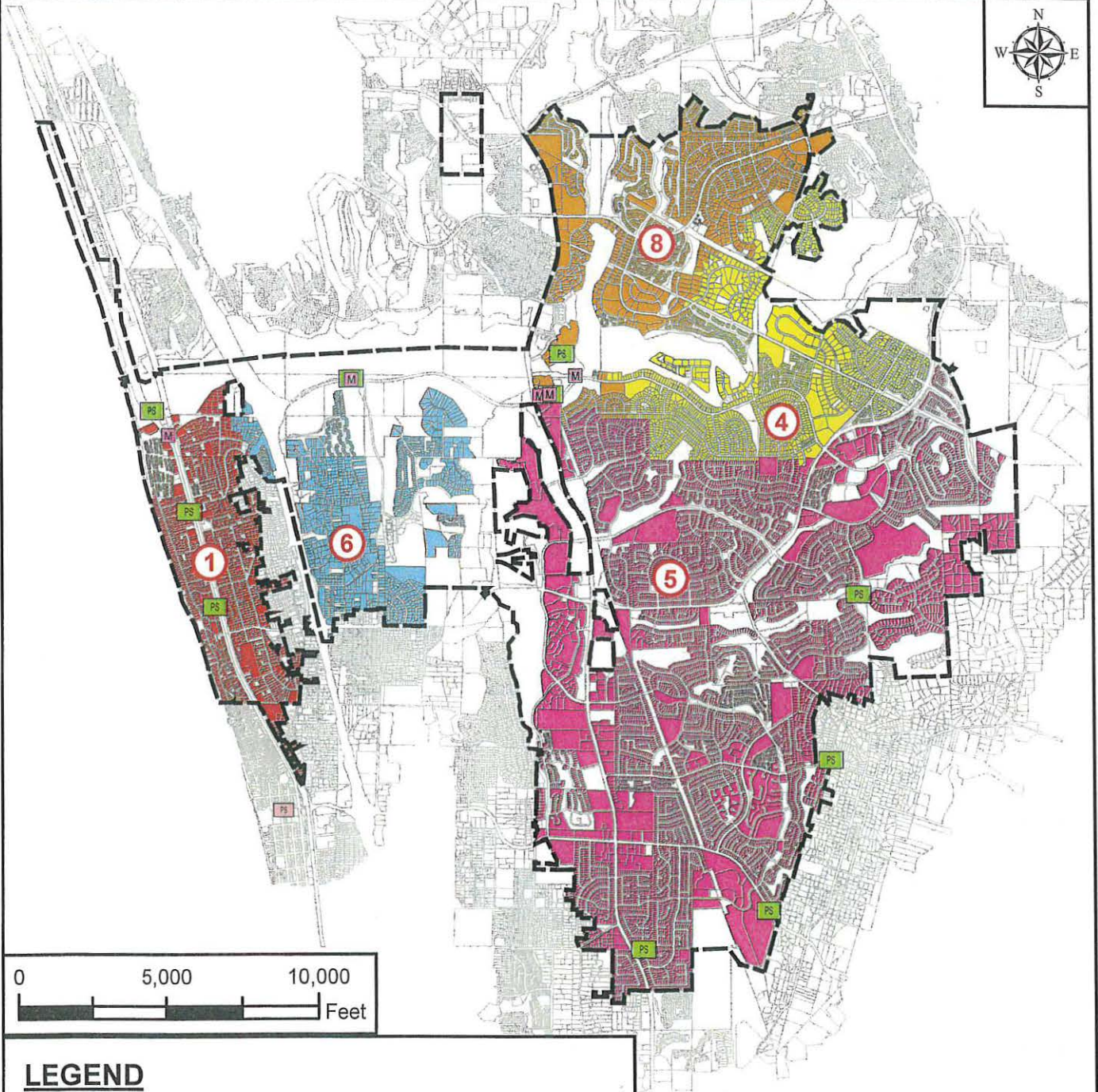
CURRENT MONTH - November 2022							FY 2022
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,782.09	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	118.11	1.00	3.81	132.37	46.48	3.79
YTD			28,783.09				
AUGUST	0.00	122.76	4.64	3.96	137.56	48.02	3.81
YTD			28,787.73				
SEPTEMBER	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	1.20	116.10	1.25	3.87	134.34	2.36	3.78
YTD			28,808.23				
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	1.55	590.83	26.14			151.62	
Mo Average	0.31	118.17	5.23	3.86	134.10	30.32	3.75

**LWD Flows by Sub-Basin  
November 2022  
Total LWD Flow 3.87 MGD**





# LEUCADIA WASTEWATER DISTRICT

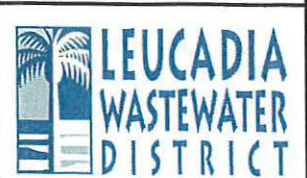


## LEGEND

### Parcels by Basin

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

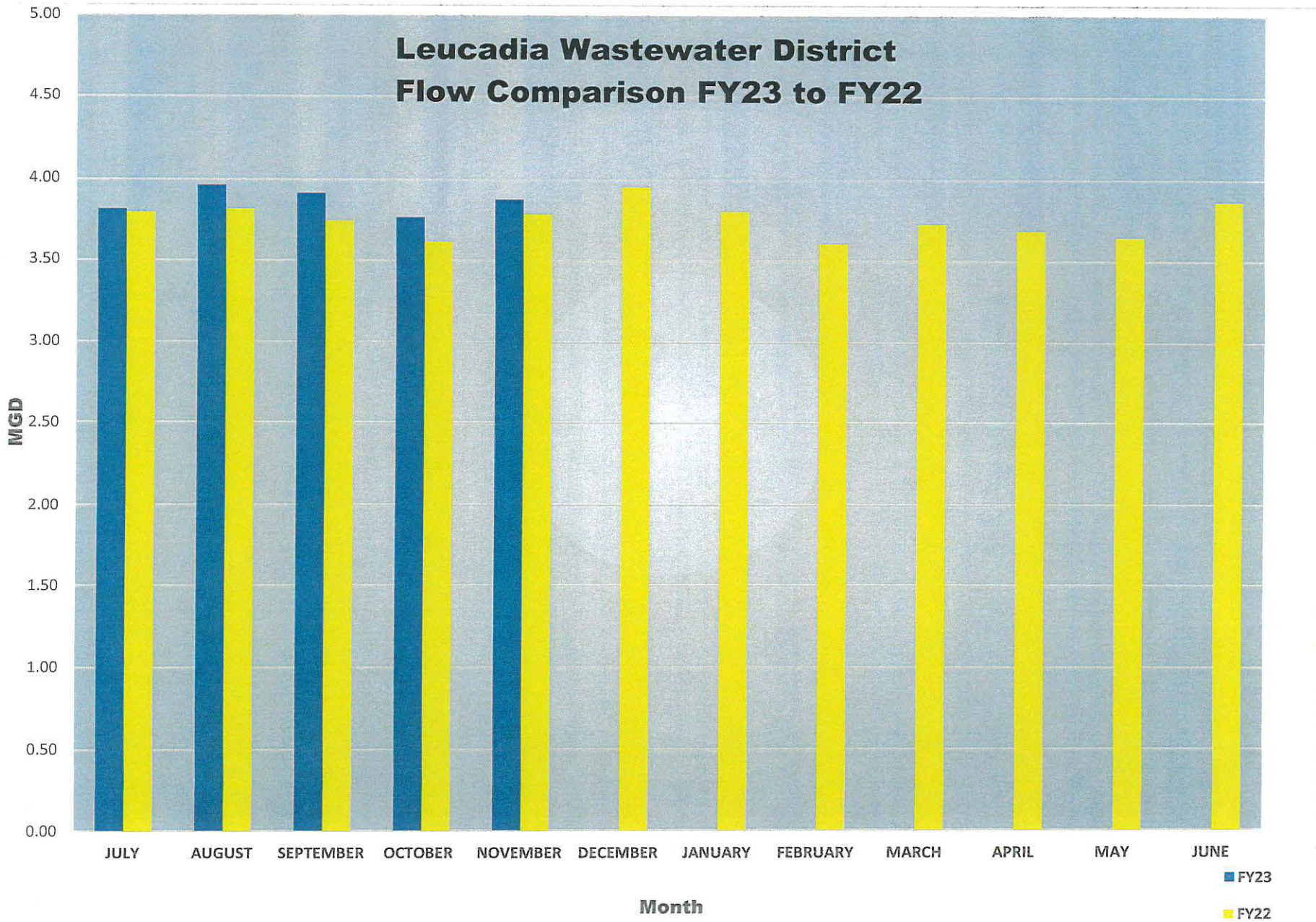
- Meter Locations
- LWD Pump Stations
- Encinitas Pump Stations
- LWD Boundary



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

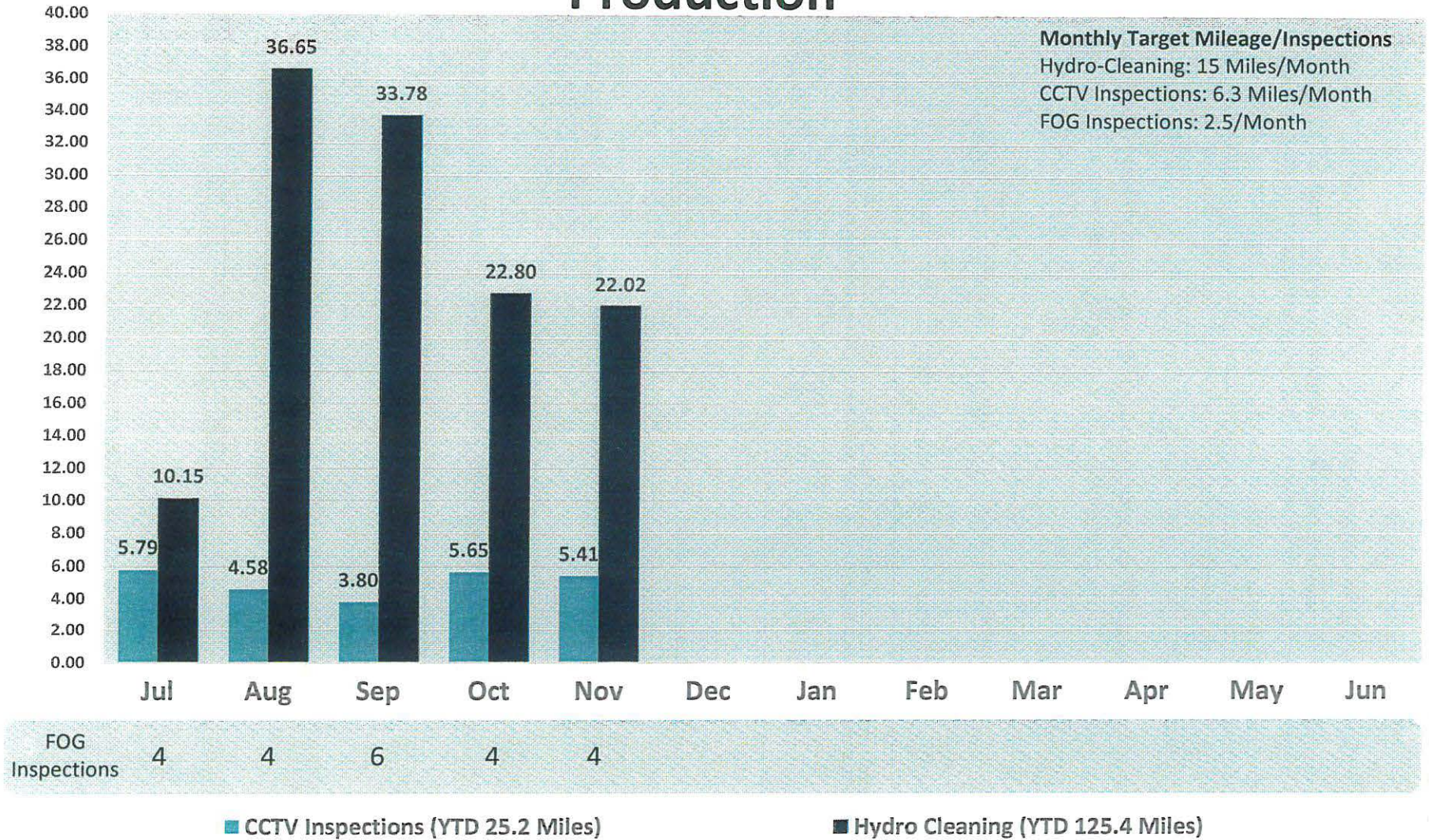
## SEWER COLLECTION SYSTEM BY SUB-BASIN







# FY-23 CCTV Inspections & Hydro Cleaning Production







LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**Operations and Administration Training Report  
November 2022**

**Training & Safety Events for the month November 2022**

**Hours**

Description	Ops	Admin	Total
City of Oceanside: Pump and Motor Training	24.0	0.0	24.0
Encinitas Estates Pump Station Generac ATS Training	10.0	0.0	10.0
Leucadia Overflow Bypass Pump	9.0	0.0	9.0
Storm Water Pollution Prevention	2.0	0.0	2.0
DataNet Cyber Security	1.0	0.0	1.0
DataNet Data Protection: Secure Connections	0.0	0.5	0.5
DataNet Phishing: The Dangers of Malicious Attachments	0.0	1.0	1.0
DataNet Physical Office Security: Tailgating	0.0	0.5	0.5
DataNet EU GDPR: What is GDPR?	0.0	1.0	1.0
<b>Total Training Hours</b>	<b>46.00</b>	<b>3.00</b>	<b>49.00</b>

**Conferences/Webinars/Seminars for the month of November 2022**

**Attendees**

Description	Ops	Admin	Total
CalPERS Conference	0	2	2
CASA Collection Systems Working Group	1	0	1
LCW Webinar	0	2	2
<b>Total Attended Conferences</b>	<b>1</b>	<b>4</b>	<b>5</b>

*Notes:*

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

*Conferences include CASA, CWEA, CSDA, CSRMA, CSMFO*

# Leucadia Wastewater District

## Balance Sheet

As of 11/30/2022

	Amount
<b>Assets</b>	
Cash & Investments	21,463,873.82
Accounts Receivables	105,788.31
Net OPEB Asset	246,761.00
Prepaid Expense	371,759.86
Funds held with Encina Wastewater Authority	445,200.00
Capital Assets	187,983,392.07
Less Accumulated Depreciation	(65,265,622.75)
Total Assets	145,351,152.31
<b>Deferred Outflows</b>	
PERS Pension Deferred Outflows	1,274,038.00
OPEB Health Deferred Outflows	74,182.00
Total Deferred Outflows	1,348,220.00
Total Assets & Deferred Outflows	146,699,372.31
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	456,207.97
Developer Deposits	85,051.74
Lease Liability	13,018.57
Net Pension Liability	2,094,667.00
Total Liabilities	2,648,945.28
<b>Deferred Inflows</b>	
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	2,151,411.00
<b>Net Position</b>	
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)	146,356,073.23
Current Change In Net Position	
Other	(4,457,057.20)
Total Current Change In Net Position	(4,457,057.20)
Total Net Position	141,899,016.03
Total Liabilities, Deferred Inflows & Net Position	146,699,372.31

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2022 Through 11/30/2022

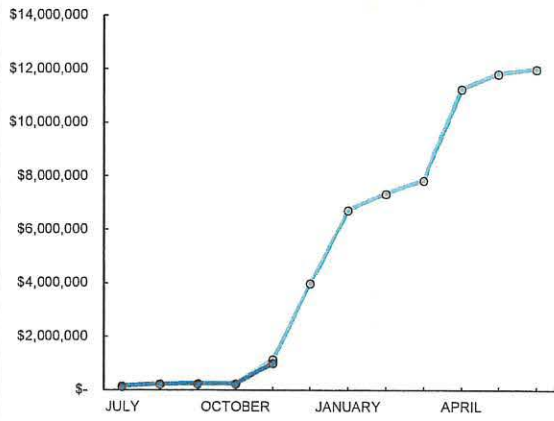
Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 983,612.35	\$11,980,350.00	\$10,996,737.65	8.2%
3150 Recycled Water Sales	208,065.09	357,000.00	148,934.91	58.3%
3100 Misc. Operating Revenue	-	194,150.00	194,150.00	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 1,191,677.44</b>	<b>\$12,531,500.00</b>	<b>\$11,339,822.56</b>	<b>9.5%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 808,682.81	\$ 2,165,419.01	\$ 1,356,736.20	37.3%
4200 Employee Benefits	616,593.67	1,579,273.19	962,679.52	39.0%
4300 Directors Expense	39,555.73	137,400.00	97,844.27	28.8%
4400 Election Expense	-	60,000.00	60,000.00	0.0%
4600 Gas, Oil & Fuel	24,794.60	51,000.00	26,205.40	48.6%
4700 Insurance Expense	126,032.68	225,425.00	99,392.32	55.9%
4800 Memberships	23,372.07	38,425.00	15,052.93	60.8%
4900 Office Expense	64,086.73	173,800.00	109,713.27	36.9%
5000 Operating Supplies	47,436.94	148,800.00	101,363.06	31.9%
5200 Professional Services	125,791.24	528,900.00	403,108.76	23.8%
5300 Printing & Publishing	16,563.64	30,000.00	13,436.36	55.2%
5400 Rents & Leases	7,005.32	22,900.00	15,894.68	30.6%
5500 Repairs & Maintenance	167,895.80	509,000.00	341,104.20	33.0%
5600 Monitoring & Permits	12,267.72	84,300.00	72,032.28	14.6%
5700 Training & Development	18,936.59	49,000.00	30,063.41	38.6%
5900 Utilities	211,714.91	506,680.00	294,965.09	41.8%
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%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,481,818.55</b>	<b>\$ 8,383,590.20</b>	<b>\$ 4,901,771.65</b>	<b>41.5%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 119,591.50	\$ 152,670.00	\$ 33,078.50	78.3%
3220 Property Taxes	164,647.90	2,038,700.00	1,874,052.10	8.1%
3250 Investment Income	121,524.00	341,000.00	219,476.00	35.6%
3290 Misc. Non Op Revenue	3,208.26	27,400.00	24,191.74	11.7%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 408,971.66</b>	<b>\$ 2,559,770.00</b>	<b>\$ 2,150,798.34</b>	<b>16.0%</b>

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

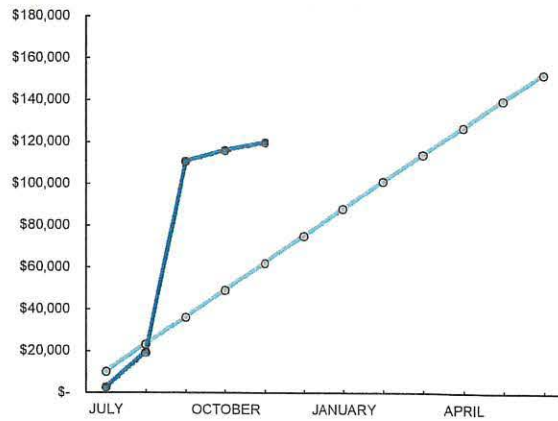
# Leucadia Wastewater District Revenue FY2023

YTD through November 30, 2022

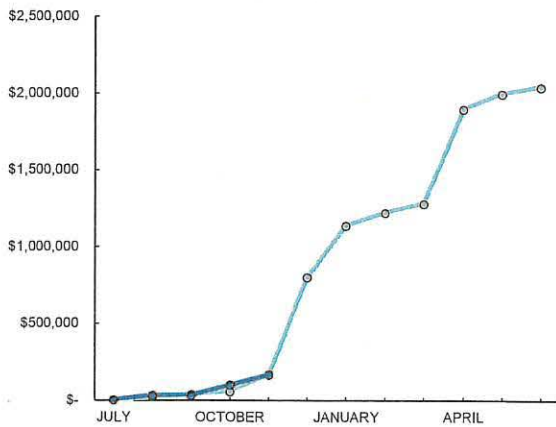
Sewer Service Fees



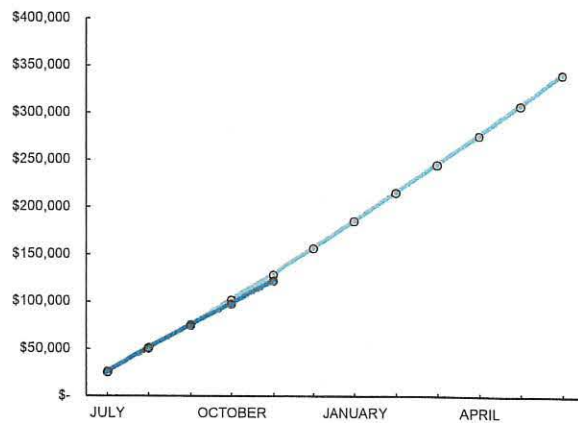
Capacity Charges



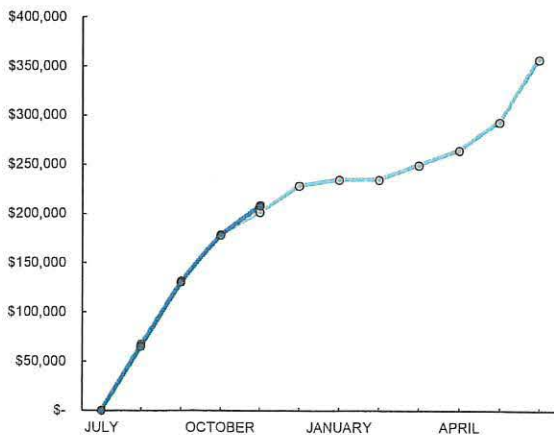
Property Taxes



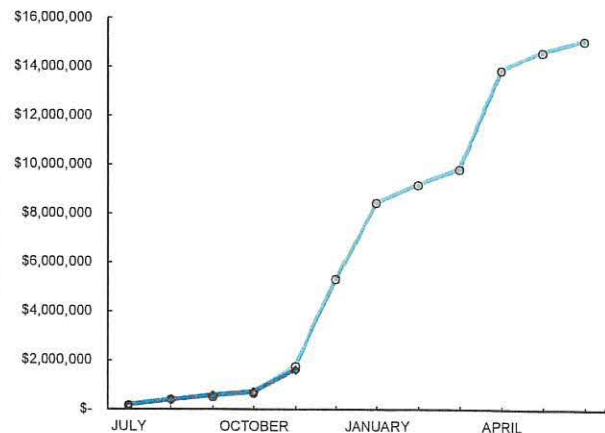
Investment Income



Recycled Wastewater Sales



Total Revenue

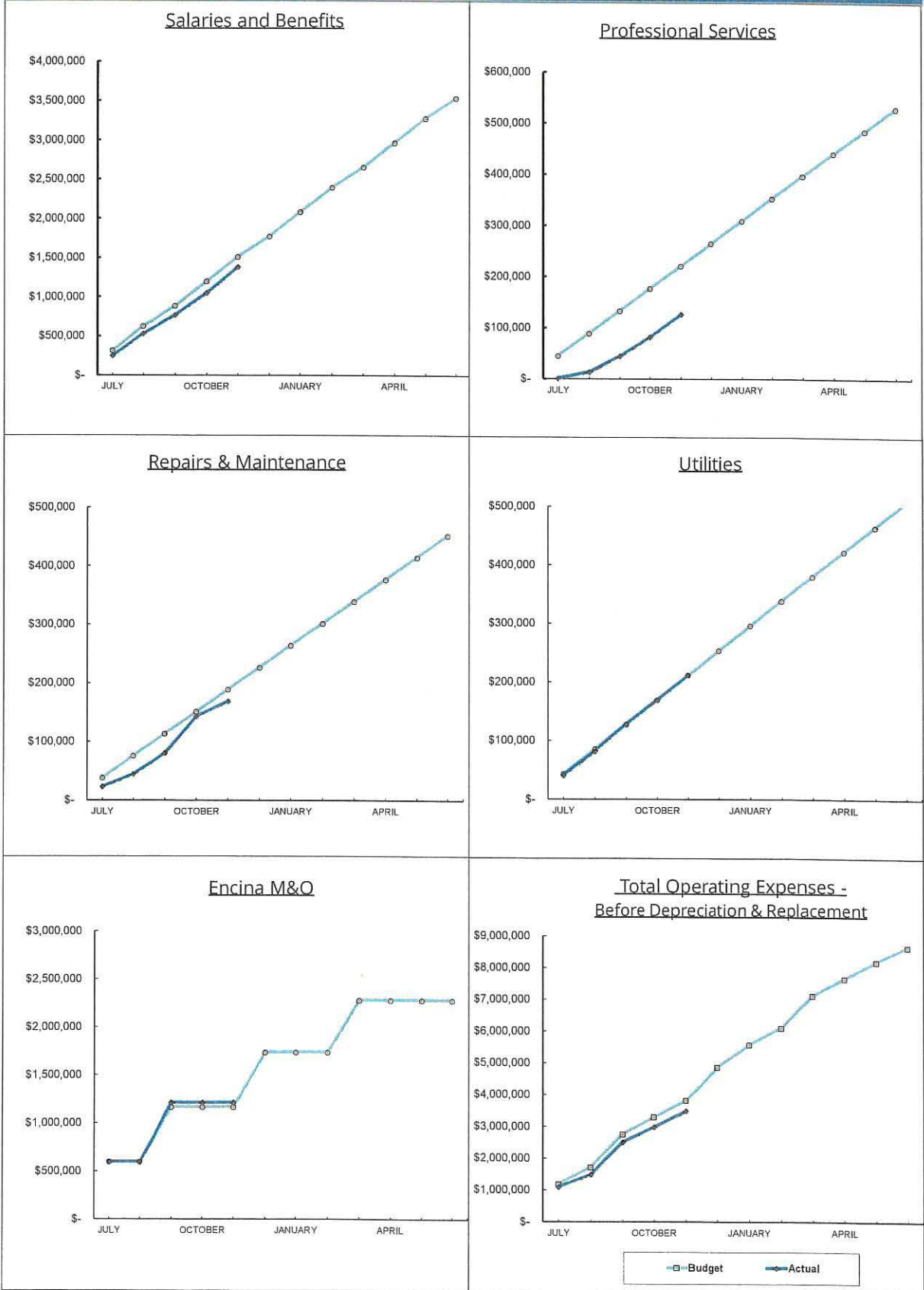


—○— Budget      —●— Actual

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

# Leucadia Wastewater District Operating Expenses FY2023

YTD through November 30, 2022



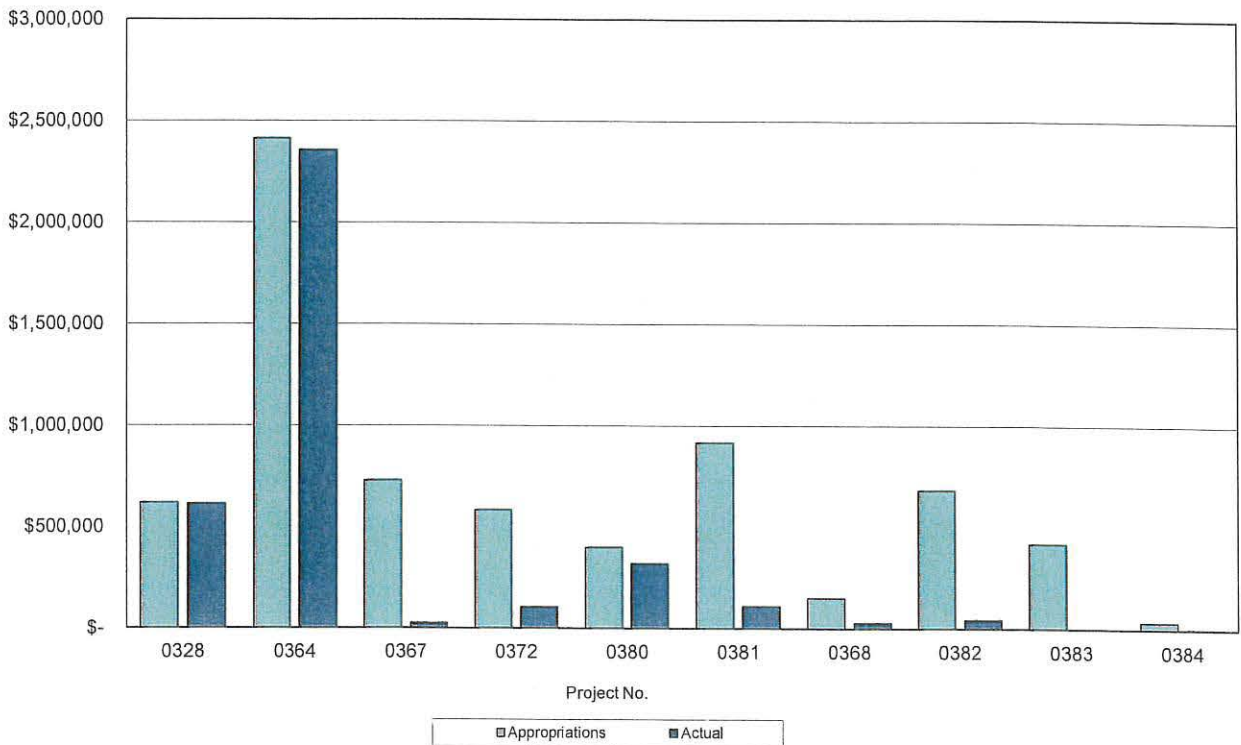
\* Preliminary: subject to future review, reconciliation, accruals, and audit



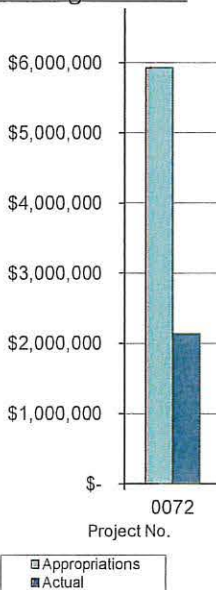
# Leucadia Wastewater District Capital Expenditures

As of November 30, 2022

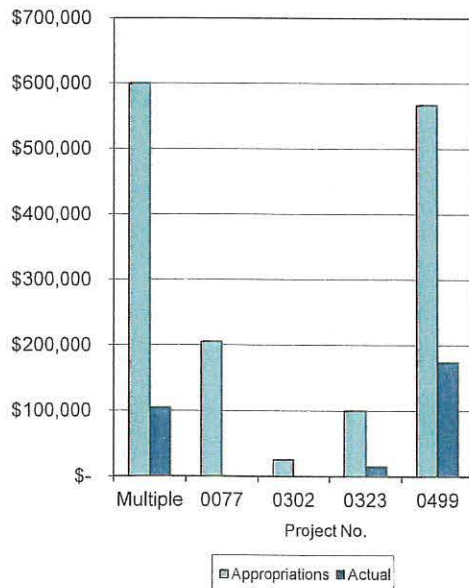
### District Multi Year Capital Expenditures by Project Through FY2023



### District's Share of Encina WPCF Capital Exp Through FY2023



### Single Year Capital Expenditures by Project FY2023



### Project Legend

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

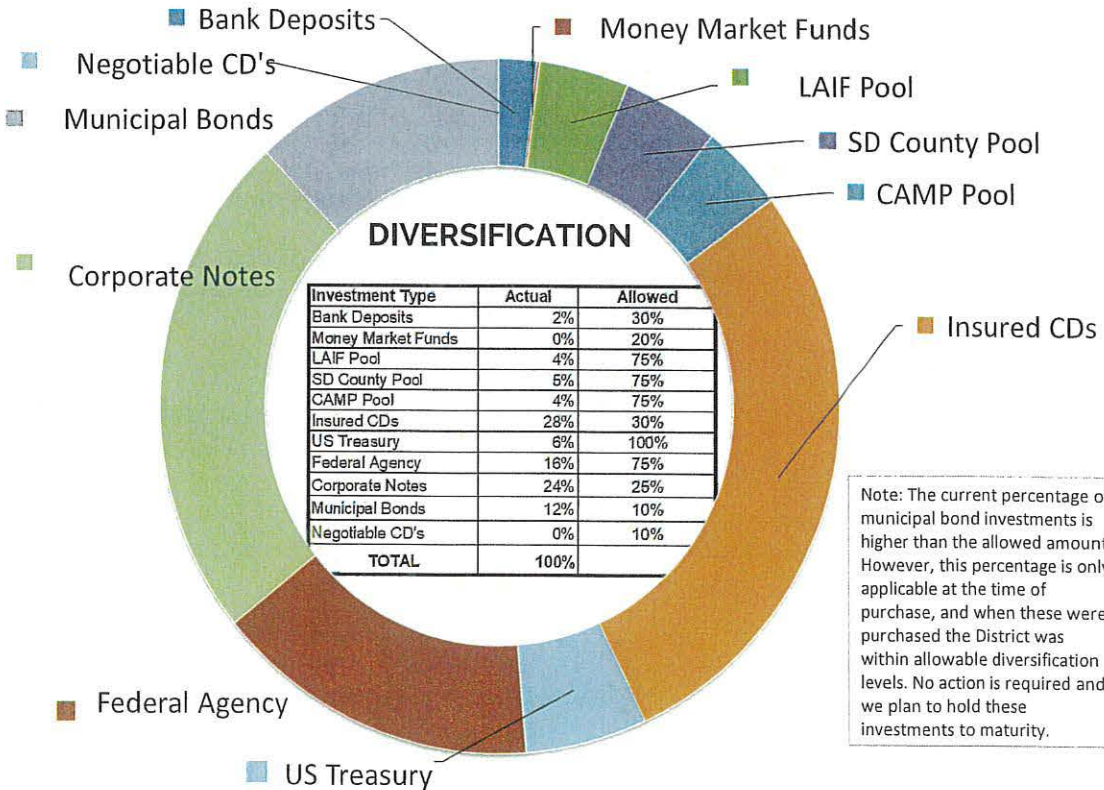
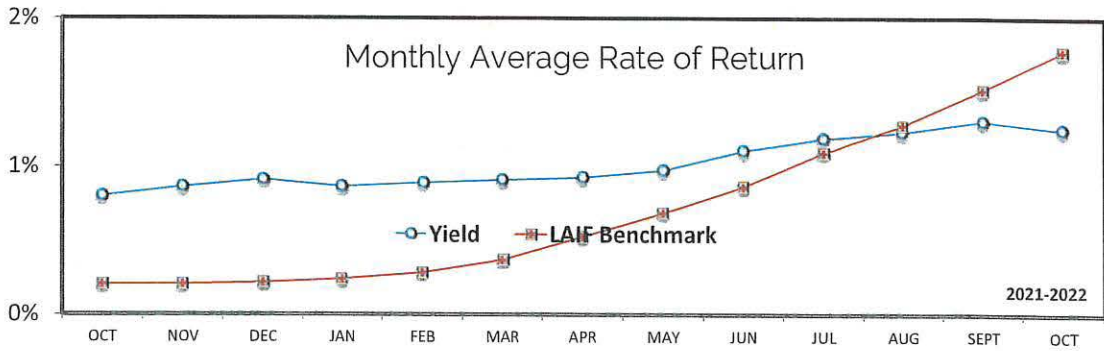
  

Single Year Capital Projects	No.
Equipment - Capital Acquisitions	Multiple
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

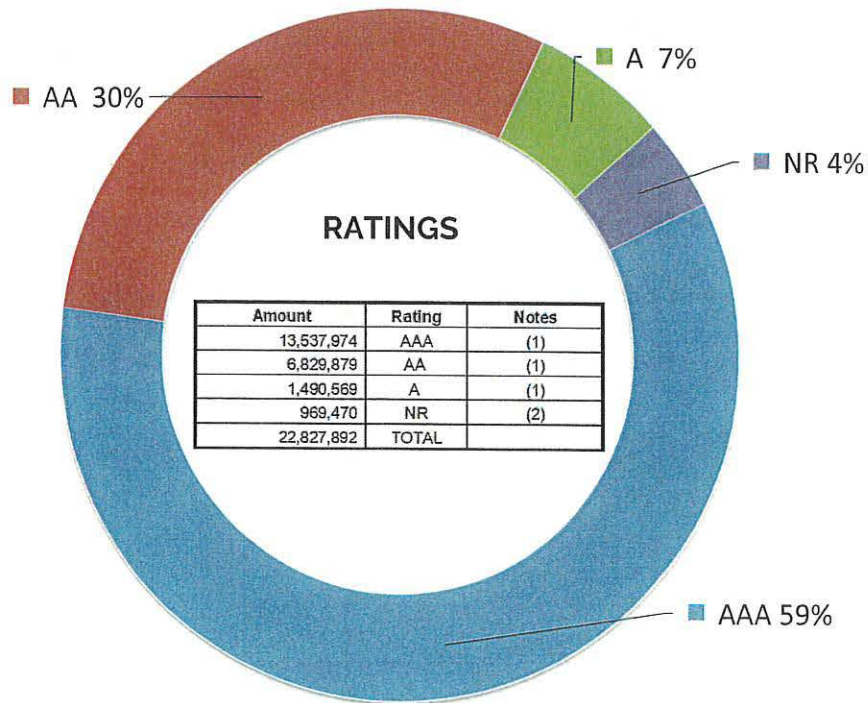
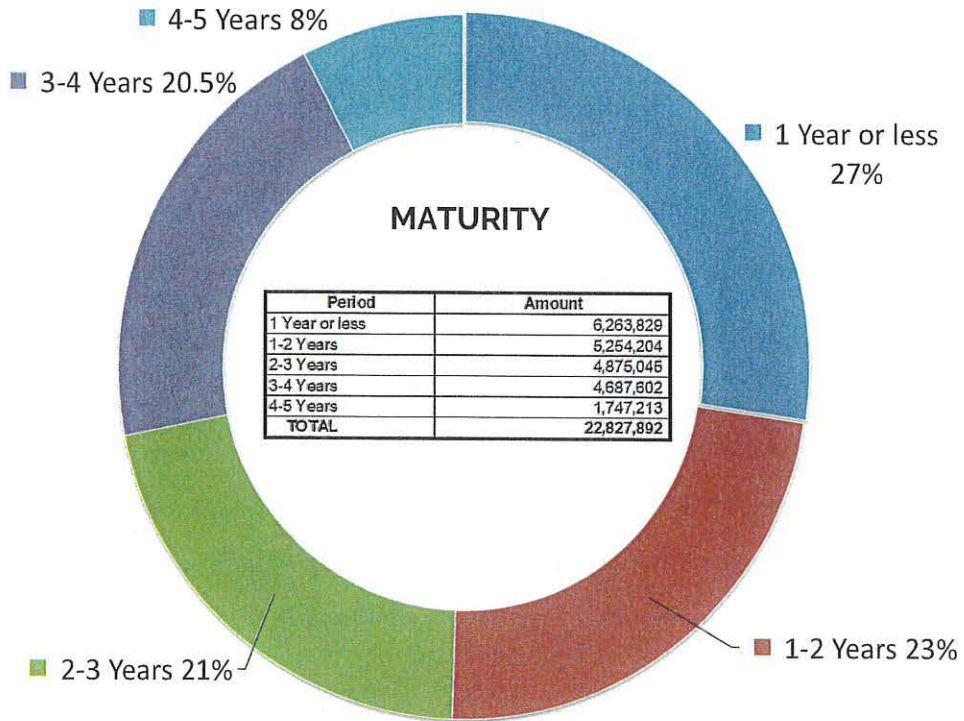
**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**October 31, 2022**

Cash Equivalents & Investments	Principal (Original Cost)		October Interest	Average Rate
	Sep 30, 2022	Oct 31, 2022		
Pacific Premier Bank Reserves	\$ 564,120	\$ 414,811	\$ 4	0.010%
TVI Dreyfus Money Market	25,444	30,623	60	2.580%
LAIF Pool	965,895	969,470	1,429	1.772%
SD County Pool	1,042,797	1,048,282	1,664	1.910%
CAMP Pool	918,635	919,342	2,405	3.140%
Certificates of Deposit - Insured	6,413,000	6,413,000	6,596	1.279%
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	-	-	-	-
<b>Totals</b>	<b>\$ 22,962,255</b>	<b>\$ 22,827,892</b>	<b>\$ 23,690</b>	<b>1.242%</b>



**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**October 31, 2022**

(Continued)



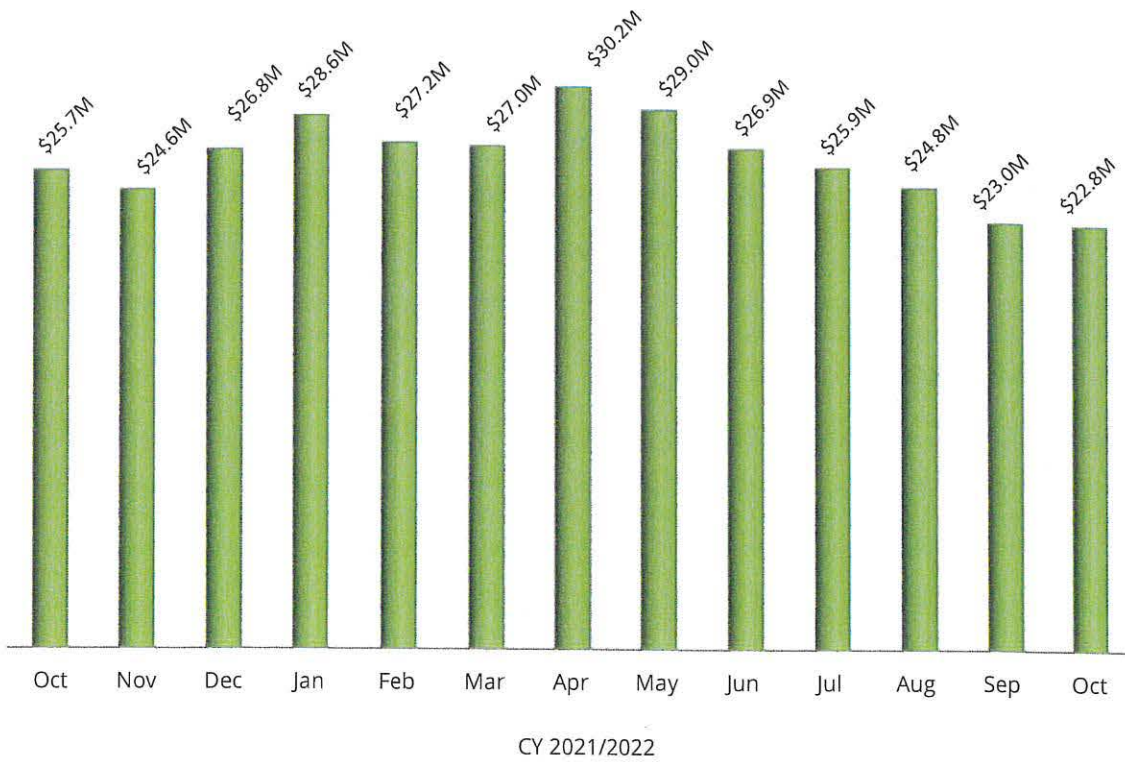
(1) CAMP Pool & SD County Pool, are rated by Standard & Pooors. Investments are rated by Moody's.  
 (2) LAIF is not rated.



**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**October 31, 2022**

(Continued)

**CASH & INVESTMENT FUNDS BY MONTH**



**INVESTMENT TRANSACTIONS**

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Ally Bank CD		247,000	10/11/2022	02007GMD2	1.90%	
<b>TOTAL</b>	\$ -	\$ 247,000				

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**

**DATE:** December 8, 2022  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **November 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 November 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 November 2022 for your review.

tb:PJB

Attachment

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

Conference Date	Description	Director	Director	Director	Director	Director	GM	TSM	ASsup	FSS
		J. Hanson	E. Sullivan	D. Omsted	C. Roesink	M. Brown	P. Bushee	R. Green	T. Hill	J. Stecker
<i>CalPERS Educational Forum November 1-3, 2022 Anaheim, CA</i>	Registration							449.00	449.00	
	Hotel									
	Airfare									
	Meals							17.81	17.81	
	Rental Car									
	Parking/Coaster							28.00	14.00	
	Tips/Baggage									
	Fuel/mileage/taxi/uber									78.75
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>494.81</b>	<b>559.56</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes :

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**November 16, 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. Ocean Outfall Plume Tracking Study Report**

The Board of Directors received and filed the Ocean Outfall Plume Tracking Study Report.

**3. Project Award – Administration Building Climate Control Rehabilitation**

The Board of Directors authorized the General Manager to:

- Execute a Progressive Design-Build agreement between the Encina Wastewater Authority and West Coast Air Conditioning Co. Inc. in the amount of \$4,546,122 for the Administration Building Climate Control Rehabilitation; and
- Execute a Professional Service Agreement between the Encina Wastewater Authority and Woodard & Curran in the amount of \$84,283 for Owner's Agent for the Project.

# **Community Affairs Committee Meeting Report**

Presented by Director Roesink

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## **Meeting held December 5, 2022**

The Community Affairs Committee reviewed the following recommendation:

### **1. Review of the Teacher Grant Applications**

The CAC reviewed four teacher grant applications and agreed with staff to present the applications to the Board of Directors.

This item will be reviewed by the Board of Directors later in the agenda.



# **Engineering Committee Meeting Report**

Presented by Director Roesink

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## **Meeting held December 6, 2022**

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

- Authorize the General Manager to execute an Agreement with DXP Enterprise, Inc. for the refurbishment of the Batiquitos Pump Station Number 2 Pump and Motor at a cost not to exceed \$51,451.81 and;
- Authorize the General Manager to execute an Agreement with Howard's Rug Company for carpet replacement and furniture moving services for the Leucadia Wastewater District headquarters building at a cost not to exceed \$48,639

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

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

- Development Projects Summary; and
- Batiquitos (B1) Force Main Secondary Effluent Discharge

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

**MEMORANDUM**

**DATE:** December 8, 2022  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Board of Directors Election of Officers



---

**RECOMMENDATION:**

1. Discuss and take action, as appropriate.

**DISCUSSION:**

Leucadia Wastewater District's current policy calls for the Board of Directors to elect a President and Vice-President each December from among its members.

This item has been placed on the agenda for the Board of Directors' discussion and action, as appropriate.

tb:PJB

**MEMORANDUM**

**Date:** December 8, 2022  
**To:** Board of Directors  
**From:** Paul J. Bushee, General Manager  
**Subject:** Award of an Agreement for the Batiquitos Number 2 Pump & Motor Refurbishment

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an Agreement with DXP Enterprise, Inc. for the refurbishment of the Batiquitos Pump Station Number 2 Pump and Motor at a cost not to exceed \$51,451.81.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

**Tactical Goal: Services / Rehab Pump & Motor (Batiquitos Pump Station)**

This item was reviewed by the EC at its December 6<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board’s consideration.

The Leucadia Wastewater District (District) maintains and operates the Batiquitos Pump Station (BPS), the District’s largest pump station. BPS pumps a daily average of 4.5 million gallons a day of raw sewage to the regional treatment plant, Encina Water Pollution Control Facility, for treatment. BPS has four large pumps with electric motors to perform this task.

As part of pump station maintenance, Field Service Staff conducts routine pump checks and performance evaluations. As a result, staff has determined that the Number 2 pump and motor at BPS has fallen below acceptable performance levels. The pump has accrued 13,429 run hours since it was last rebuilt in May 2016. The resulting mechanical wear of the pump from those run hours has reduced its maximum pumping capacity and overall efficiency. To restore the pump’s capacity and efficiency, staff recommends that the pump and its corresponding electric motor be rebuilt.

Staff solicited quotes from three repair shops for the rebuild. Two quotes were received as follows:

<u>Company</u>	<u>Total Cost</u>
1. DXP Enterprise, Inc.	\$51,451.81
2. Brax Company	\$54,497.82

Staff evaluated the quotes submitted by both companies. Reference checks were performed on references provided by DXP Enterprise, Inc. (DXP). The references included the City of Norco and Veolia Water Technologies. Both references confirmed that DXP is capable of performing the refurbishment

services. Based on the evaluation, staff has determined that DXP is the lowest responsive and responsible company. Therefore, staff and the EC request that the Board of Directors authorize the General Manager to execute an Agreement with DXP Enterprise, Inc. in the amount of \$51,451.81 to refurbish the Number 2 pump and motor at Batiquitos Pump Station.

**FISCAL IMPACT:**

The Fiscal Year 2023 Capital Acquisition Budget for the Batiquitos facilities includes \$46K, the estimated cost for the pump rehabilitation when the budget was developed, for this work. The remaining \$6K will be funded from the Miscellaneous Equipment line item for the Batiquitos facilities.

mag:PJB

MEMORANDUM

DATE: December 8, 2022  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager  
SUBJECT: Carpet Replacement and Furniture Moving Services Contract

RECOMMENDATION:

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

- 1. Authorize the General Manager to execute an Agreement with Howard’s Rug Company for carpet replacement and furniture moving services for the Leucadia Wastewater District headquarters building at a cost not to exceed \$48,639.
- 2. Discuss and take other actions as appropriate.

DISCUSSION:

**Tactical Goal: Services / Admin. Building and Facility Updates / Carpet Replacement (1<sup>st</sup> Floor)**

This item was reviewed by the EC at its December 6<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board’s consideration.

The construction of the Leucadia Wastewater District (District) Administrative Headquarters was completed in August 2009. Over the past 13 years, the carpet on the first floor has endured well against daily foot traffic. However, it is now beginning to show its age and requires replacement. The Board Room and second floor do not require carpet replacement at this time. Staff plans to replace the second floor and elevator carpeting in the next fiscal year and will address funding during budget development. Staff solicited quotes from local vendors to select a company to provide carpet replacement services, including removal and disposal of the old carpeting and moving furniture during installation. Additionally, it was specified that work on this project would be completed during District non-working hours.

The request for quote was distributed to five (5) carpet companies. One company, Coles Fine Flooring, informed staff that it does not perform work requiring prevailing wages and would not be submitting a quote. Quotes were due on November 10, 2022. One quote was received in response to this solicitation with the following result:

<u>Company</u>	<u>Quote</u>
Howard’s Rug Company	\$48,639.00

References provided by Howard’s Rug Company (Howard’s Rug) were contacted. The references consisted of Knickerbocker Construction Services, ABM Engineering Services, and McCarthy Building Company. All references indicated that the services provided by Howard’s Rug were outstanding, professional and responsive. Therefore, it is recommended that this contract be awarded to Howard’s Rug as the lowest responsive and responsible company.

**FISCAL IMPACT:**

The Fiscal Year 2023 Budget includes \$50,000 for this effort, therefore sufficient funds are available to fund the first floor carpet replacement.

ier:PJB



**MEMORANDUM**

**DATE:** December 8, 2022  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** **Review of Teacher Grant Applications**

**RECOMMENDATION:**

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

1. Award four Teacher Grants totaling \$5,535; or
2. Discuss and provide direction, as appropriate.

**BACKGROUND:**

**Tactical Goal: Services/ Teacher Grant Program Awards**

This item was reviewed by the CAC at its December 5<sup>th</sup> meeting and the CAC concurred with staff to present this item for the Board’s consideration.

LWD’s Teacher Grant Program was established during 2008. Over the years, minor adjustments have been made to the program, such as updating the timeline of the program and increasing the dollar amount of the grant that teachers are eligible to receive. During 2018, total program budget increased to \$6,000 and the maximum grant per teacher increased to \$2,000. In addition, staff increased its outreach efforts to encourage teachers to apply for the grant.

**DISCUSSION:**

During September 2022, staff provided LWD teacher grant program information to nine elementary schools, one middle school, and one high school. Staff and Rising Tide Partners (RTP) contacted schools and teachers via email initially and sent reminders until the deadline for submissions, November 18, 2022. Staff updated LWD’s website to include a Teacher Grant Program page and RTP posted several Facebook posts about the program.

As a result of these efforts the District received the following four applications:

**Received Teacher Grant Applications:**

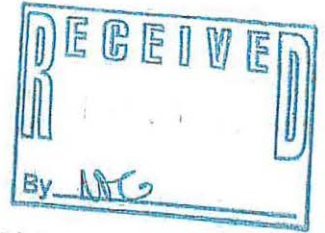
Applicants	School	Amount Requested:	Project
Katie Oberman	El Camino Creek Elementary	\$800	Green Team Club and STEAM Class
Kristie Mahin	El Camino Creek Elementary	\$735	Hydroponic Herb and Vegetable Gardens
June Honsberger	La Costa Canyon High School	\$2,000	The Pollinator Plant Garden
Nancy Jois	Capri Elementary	\$2,000	Erosion and Storm Drains
<b>TOTAL:</b>		<b>\$5,535</b>	

Staff and the CAC reviewed the applications and each meet the program's required criteria to qualify for a grant. The total cost for the four grant requests is under the FY 23 budget of \$6,000. Staff and the CAC are recommending grants be awarded to all four applicants in the amounts requested. The applications are attached for your review.

th:PJB

Attachments





LEADERS IN ENVIRONMENTAL PROTECTION

### Grant Application Form

During the 2022-2023 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to three grants up to \$2,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT. Completed applications MUST BE emailed to [ntorresgarcia@lwwd.org](mailto:ntorresgarcia@lwwd.org) or received by Friday, November 18, 2022.

#### IDENTIFYING INFORMATION

Katie Oberman

Teacher's name

K-6

STEAM

Grade Subject

El Camino Creek Elementary

Encinitas Union School District

School name District

7885 Paseo Aliso Carlsbad, CA 92009

School address, including street, city and zip

Jodi Greenberger

760-943-4329

Principal's name School phone number

EUSD Enrichment

Name of parent organization (i.e. PTA or school foundation)

Green Team Club and STEAM Class

\$800

Project title Grant amount requested

Teacher's signature *Katie Oberman*

Please tell us how you heard about this program

Poster/Flyer    Web site    Another Educator    Newsletter    Other

## **Green Team Club and STEAM class proposal - Water conservation through hydroponics, rain barrels, and drought resistant planting**

### **Description of Project**

Every student at our school attends STEAM class once a week, in which they learn about a series of concepts including concepts involving gardening and environmental protection. All students are beginning to learn about our global water crisis, with specific grades digging deeper. All 4th graders are beginning their hydroponics program, 5th graders are learning about the human water cycle and its interactions with the global distribution of fresh water versus salt water, and the 6th graders will be beginning their program on stormwater pollution prevention. I would like to expand these concepts to apply to actionable items at our school by leading a Green Team club once a week for students to contribute to the school community through water conservation and “water wise” gardening. Students will learn about ways to save water while growing plants for both food and aesthetics by planting and caring for ornamental drought resistant plants in the planter pots around campus, watering those plants with water collected in our existing rain barrels, and caring for the food growing in the hydroponics tower by measuring the conductivity and ph of the water. Students will plant and set up these projects during STEAM class, and carry out the weekly maintenance of watering and checking the hydroponics water at the weekly Green Team meeting. Students will also document their observations of the hydroponics tower to analyze the claim that hydroponics uses 80% less water than conventional gardening, and construct arguments for how to grow food and decorative plants more efficiently.

Participating students will include all of 4th-6th grade; roughly 225 students.

In-kind resources include one hydroponics tower already constructed and in use, as well as established campus rain barrels.

This project will take place throughout the school campus with drought resistant plants in planters throughout campus and a hydroponics tower near the back of campus. The project will span the second semester of the 2022-2023 school year, and will take place during STEAM classes throughout each week as well as in Green Team meetings once a week at recess.

### **Objectives:**

Students will be able to explain the global water crisis and the importance of water conservation by citing specific examples, such as rain water collection and responsible planting and growing. Students will be able to explain why hydroponics saves water in gardening and know how to maintain a hydroponic crop.

**Budget:**

\$700 - Tower Garden FLEX Growing System by Juice Plus+ (available for future use in subsequent years)

\$100 - succulents and other drought resistant ornamental plants

Thank you for your consideration.



### Description of project:

Our proposal is one that addresses Next Generation Science Standards for 1<sup>st</sup> grade. (1-LS-1.A) We are asking for 3 countertop hydroponic herb and vegetable gardens per classroom (total of 9 kits) so that our 52 first graders, and 4 first grade teachers can take part in the affirming experience of plant growth. Each child will be able to both nurture and witness the growth of herbs and vegetables from seed to plant in their very own classroom without the laborious tasks of traditional vegetable gardening. Traditional soil gardening can be messy from soil and often attract fungus gnats. Soil gardening can usually only be done in summer or spring months and requires the perfect amount of sunlight, resulting in slow growing plants. Our hope is that the kits will be purchased by January, quickly assembled in respective classrooms, resulting in at least 2 harvests before the end of the school year. There are no other funds being allocated for this project.

Objective: With our proposal, students will be able to watch their herbs and veggies grow without soil, and the mess and pests that can often come with it. The plants will be self-sufficient over the weekends and breaks. LED lights allow for quicker growth than soil gardening, not to mention a year-round harvest, providing herbs and vegetables for our first-grade families. The project will allow them to learn about water conservation, as these small gardens provide the perfect amount of water with very little maintenance, addressing the crucial need for water management knowledge. These countertop gardens will provide a perfect example of plant adaptations as well, giving the children first-hand experience in the nutrient/light/water balance needed to promote plant life.

Budget: We are asking for a total of \$735. Each kit costs \$79.99 and one lot of seed packets for \$14.99 (this will provide enough seeds for all classes for 2 cycles of harvest) The beauty of these hydroponic gardens is that they can be used year after year. The only item needing to be purchased being the seeds, and possibly pods which are a minimal cost and can probably be acquired through a parent donation of less than \$30 per year.

Thank you so much for your consideration!  
Kristie Mahin



## Nitze Torres Garcia

---

**From:** Kristie Mahin <Kristie.Mahin@eusd.net>  
**Sent:** Friday, November 18, 2022 7:37 AM  
**To:** Nitze Torres Garcia  
**Cc:** Jodi Greenberger  
**Subject:** Re: Grant Proposal

So sorry about that! Prices went up since I write this weeks ago and I didn't update that portion. And now one item is no longer available. I am requesting \$733. Here is a link to the items I am requesting on Amazon. (one item is on sale right now, but I don't know how long they will be on sale, so requesting the amount to purchase at regular price just in case, \$589 would be the amount if kits are still on sale)

[https://www.amazon.com/hz/wishlist/ls/3UNHYUQAS7HLF?ref=wl\\_share](https://www.amazon.com/hz/wishlist/ls/3UNHYUQAS7HLF?ref=wl_share)

Thank you so much for letting me know!  
Kindly,

**Kristie Mahin**  
she/her/hers (What's this?)  
First Grade Teacher  
El Camino Creek  
Encinitas Union School District  
[www.eusd.net](http://www.eusd.net)



---

**From:** Nitze Torres Garcia <ntorresgarcia@lwwd.org>  
**Date:** Wednesday, November 16, 2022 at 3:55 PM  
**To:** Kristie Mahin <Kristie.Mahin@eusd.net>  
**Cc:** Jodi Greenberger <Jodi.Greenberger@eusd.net>  
**Subject:** RE: Grant Proposal



**CAUTION! EXTERNAL SENDER - STOP, ASSESS, AND VERIFY**

Do you know this person? Were you expecting this email, any links or attachments? Does the content make sense? If suspicious, do not click links, open attachments, or provide credentials. Don't delete it. Report it by forwarding to [phishing@eusd.net](mailto:phishing@eusd.net)!

Good afternoon Kristie,

I noticed that in your grant application you have requested \$600 for your project and in your proposal budget, the amount you requested was \$735. Would you please review your budget and confirm the amount you are requesting?

I kindly suggest that you provide an itemized list with your proposal budget so that when it is presented to the committee they can easily see how the money will be allocated.

Please review and resubmit your application/proposal to me by the deadline which is this Friday November 18, 2022.

Very respectfully,

Nitze Torres Garcia  
Administrative Specialist I  
[www.lwwd.org](http://www.lwwd.org)



Leucadia Wastewater District  
1960 La Costa Ave.  
Carlsbad, Ca 92009  
(760) 753-0155 Ext. 3001

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**From:** Nitze Torres Garcia  
**Sent:** Monday, November 14, 2022 11:25 AM  
**To:** 'Kristie Mahin' <Kristie.Mahin@eusd.net>  
**Cc:** Jodi Greenberger <Jodi.Greenberger@eusd.net>  
**Subject:** RE: Grant Proposal

Hello Kristie,

Thank you for submitting your grant application.

We look forward to presenting it to our Selection Committee for review.

Best Regards,

Nitze Torres Garcia  
Administrative Specialist I  
[www.lwwd.org](http://www.lwwd.org)



Leucadia Wastewater District  
1960 La Costa Ave.  
Carlsbad, Ca 92009  
(760) 753-0155 Ext. 3001

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and/or attachment in any way. If you received this message in error, please contact the sender listed above by any contact means listed.

**From:** Kristie Mahin [<mailto:Kristie.Mahin@eusd.net>]  
**Sent:** Thursday, November 10, 2022 4:52 PM  
**To:** Nitze Torres García <[ntorresgarcia@lwwd.org](mailto:ntorresgarcia@lwwd.org)>  
**Cc:** Jodi Greenberger <[Jodi.Greenberger@eusd.net](mailto:Jodi.Greenberger@eusd.net)>  
**Subject:** Grant Proposal

Ms. Garcia,  
Thank you so much for your consideration!  
Kindly,

**Kristie Mahin**  
she/her/hers ([What's this?](#))  
*First Grade Teacher*  
El Camino Creek  
Encinitas Union School District  
[www.eusd.net](http://www.eusd.net)







LEADERS IN ENVIRONMENTAL PROTECTION



### Grant Application Form

During the 2022-2023 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to three grants up to \$2,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. IN YOUR PROJECT NARRATIVE **DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.** Completed applications **MUST BE** emailed to [ntorresgarcia@lwwd.org](mailto:ntorresgarcia@lwwd.org) or received by Friday, November 18, 2022.

#### IDENTIFYING INFORMATION

June Honsberger and Alyson Thile

Teacher's name

10th-12th

Science (Chemistry and AP Biology)

Grade

Subject

La Costa Canyon High School

San Dieguito Union High School District

School name

District

1 Maverick Way, Carlsbad 92009

School address, including street, city and zip

Justin Conn

760-436-6136

Principal's name

School phone number

La Costa Canyon High School Foundation

Name of parent organization (i.e. PTA or school foundation)

The Pollinator Plant Garden

\$2000

Project title

Grant amount requested

June Honsberger and Alyson Thile

Teacher's signature

Please tell us how you heard about this program

Poster/Flyer  Web site  Another Educator  Newsletter  Other

## The Pollinator Plant Garden

### A. Description of Project:

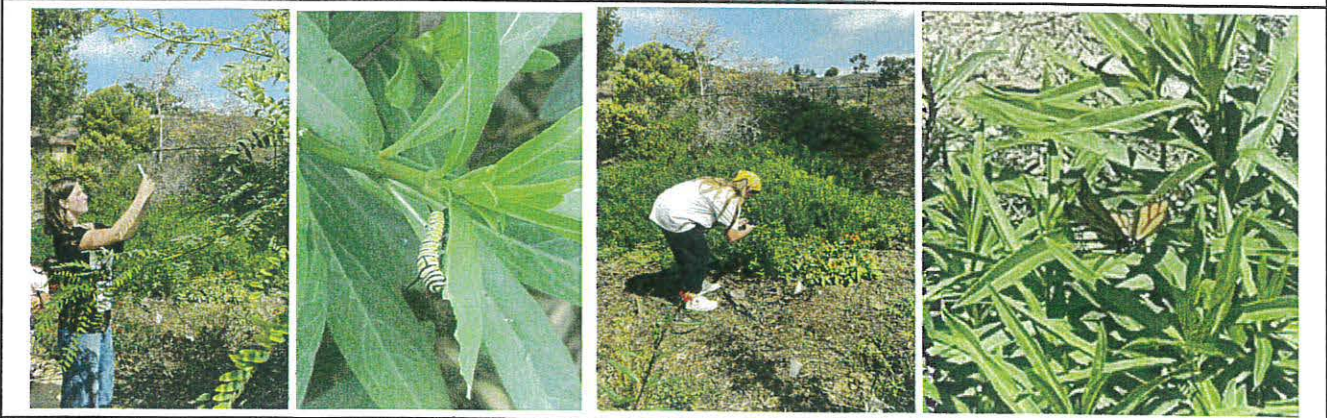
Our project will focus on increasing pollinator species at our school since pollination is the first step of flowering plant reproduction and most plants rely on insects to distribute their pollen. This makes pollinators a key component to the health of our schools native plant and butterfly gardens. According to the Pollinator Project at the University of California Cooperative Extension (UCCE), San Diego County has over 650 species of native bees. But bees aren't the only pollinators, wasps, flies, butterflies, moths, beetles, other insects, birds, bats, rodents, and even lizards are all important pollinators and their presence in our school gardens will lead to a healthy and biodiverse environment (Bethke, 2022).

In order to support the existing pollinators and attract additional species to our campus, the students have begun to document the varieties of pollinators using iNaturalist. iNaturalist is an app on their smartphones that helps to identify and record all the species they observe in the gardens. Using this data they will then redesign the gardens to attract the missing pollinator species and create additional habitats for the existing pollinators. Students will research the drought tolerant varieties of flowering plants and trees that will provide the best food sources for the many types of pollinators. Additionally they will construct bee boxes for the nonaggressive, solitary native bee population and design watering stations for all pollinators in the gardens. Once the designs are finalized, the supplies will be ordered and planting and construction will begin.

After the gardens are installed the science students and club members will be responsible for maintaining the gardens for the duration of the school year. Also, students will continue to inventory the varieties of pollinators, noting any changes in the species biodiversity throughout the year. The data collected will help guide the future biodiversity of the school gardens. The overarching mission of this project is to foster the students environmental stewardship and awareness of the importance of biodiversity in their community.

This project will be a joint endeavor between two classroom teachers, 100 high school science students (grades 10-12), and the school's California Biodiversity Club. The project will be ongoing, with planting and construction beginning in the Spring of 2023. These hands-on activities require garden tools, soil, compost, plants, trees, mulch, and pollinator habitat materials (bamboo and wood). The grant funds would be used to purchase the necessary supplies to make this project a success. Our parent foundation is helping with the project by providing the materials for the watering stations.

Students collecting data using iNaturalist.



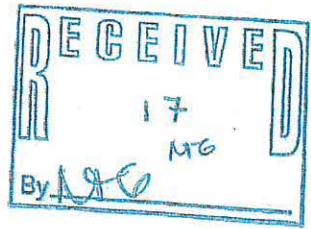


### B. Learning Objectives

Students will study the relationships between pollinators, native plants, and biodiversity in our drought tolerant school gardens. They will research and choose native plant varieties that will thrive in our arid Southern California climate and provide pollen and habitat for the many pollinators on our campus. Students will inventory the varieties of pollinators, noting any changes in the biodiversity throughout the year. This data will be used to guide our future garden projects and studies.

### C. Budget

Item	Quantity/vendor	Amount	Non-Consumables
Shovels	5 @ \$20.00- Home Depot	\$100	x
Hand trowels	10 @ \$10.00- home depot	\$100	x
100' garden hose	2 @ \$25.00 – Home Depot	\$50	x
Bamboo pieces (pollinator habitat)	20 @ \$15.00 – amazon	\$300	x
Garden Gloves	20 @ \$5.00 – Home Depot	\$100	x
Pinewood pieces (pollinator habitat)	30 @ \$10.00- Home Depot	\$300	x
Garden Soil	15 bags @ \$10.00 – Home Depot	\$150	
Mulch/compost	25 bags @ \$5.00 – Home Depot	\$125	
Plants & Trees	Anderson's La Costa Nursery	\$775	
	<b>Total</b>	<b>\$2000</b>	



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IDENTIFYING INFORMATION

Nancy Jois
Teacher's name

Kindergarten
Grade Subject

Capri Elementary Encinitas Union School District
School name District

941 Capri Road Leucadia CA 92024
School address, including street, city and zip

Stacy Crom (760) 944-4360
Principal's name School phone number

Capri PTA
Name of parent organization (i.e. PTA or school foundation)

Erosion and Storm Drains 2,000
Project title Grant amount requested

Nancy P. Jois
Teacher's signature

Please tell us how you heard about this program
[ ] Poster/Flyer [ ] Web site [ ] Another Educator [ ] Newsletter [X] Other

To Whom It May Concern:

I am applying for a grant in the amount of \$2,000.00 to teach 4 kindergarten classes about the water cycle and water resource management to meet the Next Generation Science Standards for kindergarten. With these funds, these 4 classes would participate in a project learning about erosion, the water cycle, xeriscaping and would create a public service announcement for their families and the community about the importance of protecting the water system by planting drought tolerant and native plants on a slope near a storm drain on campus.

- Students will investigate the steps of the water cycle. They will describe each step of the water cycle and the state of matter that the water is in during each step. Students will demonstrate their understanding of the water cycle by designing and building their own water cycle model. They will take these models home to explain the water cycle to their families.
- By creating these models, students will see how erosion occurs and that water carries soil and debris to the ocean. After creating these models, students will add native and drought resistant plants to a slope on campus to help mitigate erosion near a storm drain.
- Students will synthesize what they've learned by creating a 5-minute videotaped PSA to reinforce for themselves and to teach their families the effect erosion has on storm drains. For the video several students will narrate what they have learned about the water cycle and the effects of erosion on storm drains.

This project consists of 90 students and 6-8 staff members. We would use \$630 of the funds to make individual water cycle models (materials per model \$7.00 x 90 = \$630.) Before we begin filming teachers will secure releases from students so the LWWD will be able to show this video on a public forum. A parent from our school works in the film industry and has offered to help put the video together for free.

As a result of this project students will be able to:

1. Create and explain a water cycle model
2. Explain the impact of erosion on storm drains
3. Understand their knowledge can be used to teach others.

Budget: \$2,000.00

\$630.00 for Supplies for 90 water cycle models

\$1,370.00 for purchasing drought tolerant / native plants

Thank you for your time and consideration.



# An Educational Video Features No Actors — Only Professional Operations Personnel

A California clean-water district creates an award-winning virtual plant tour video to stay connected with residents during COVID.

📄 Appeared in print as *"Utility Techs at Center Stage"*

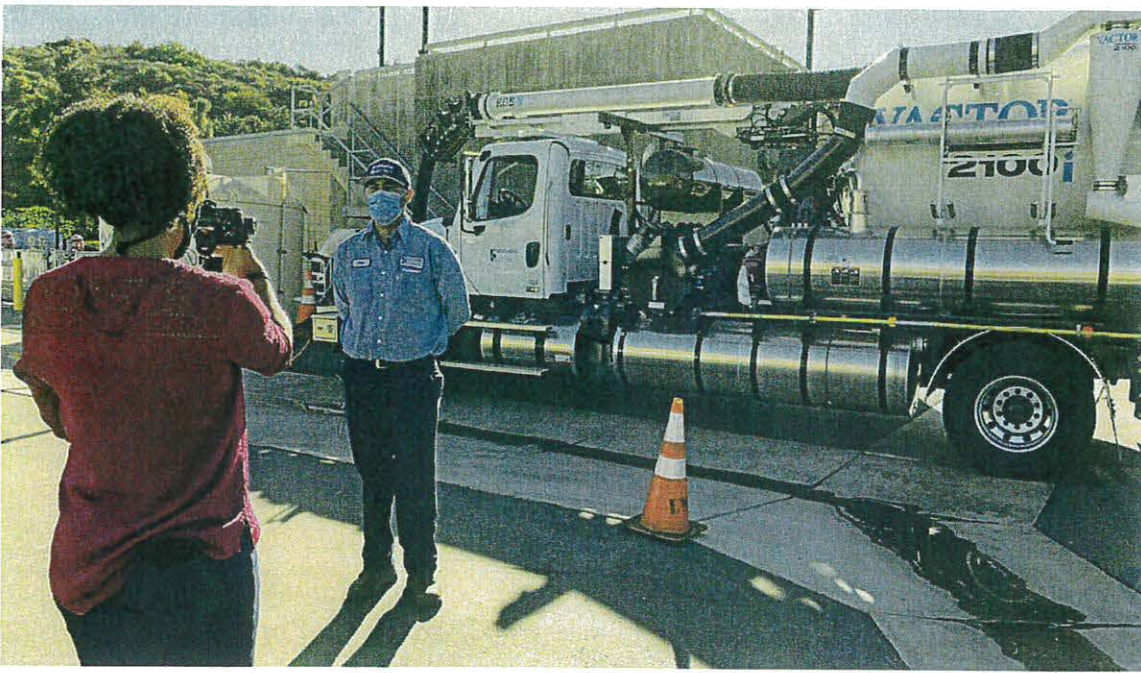
✍ By **Sandra Buettner**

🕒 October 2022

💎 Hearts and Minds







Leucadia Wastewater District field service technicians were the stars of an educational video describing the entire treatment process.

Professional actors need not apply.

California's Leucadia Wastewater District produced a video describing its entire treatment process, and did it using field service technicians as the stars and narrator.

The video won a Public Outreach and Education Award from the California Association of Sanitation Agencies. Because of COVID, the district had to suspend plant tours. But leaders wanted to stay connected to residents and communicate to customers about the services they provide.

Public outreach consultant Rising Tide Partners said a video would help during the pandemic, and augment in-person tours once they can resume.

## RISING STARS

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The Leucadia district, in a northern San Diego County, operates a 1 mgd water recycling facility that serves 62,000 residents in a 16-square-mile service area that includes the southeast portion of the city of Carlsbad and the northern part of Encinitas. Its collection system includes 200 miles of pipeline.

As Rising Tide Partners started writing the video script, Paul Bushee, general manager, and Marvin Gonzalez, supervisor, met with the technicians to discuss the script. After that, the workers recorded their parts without teleprompters or prompts.

“The service techs were truly just naturals in front of the camera,” says Trisha Hill, administrative services supervisor. “They did an excellent job explaining what they do.” Hill notes that many were used to interacting with the public on their regular jobs and so were comfortable explaining their work on camera. They are also cross-trained in various areas.

“One requirement for the service tech III roles is that they must be comfortable with public speaking,” Hill says. “A lot of the equipment they use is very expensive, and we ask that they present their recommendations to the board of directors when they need to purchase a new item.” They tell the board what the equipment does, how it will benefit the community and why it is necessary.

## VIDEO PRODUCTION

**Related:** [A Poster Contest Winner as a Child Creates a Similar Contest as an Adult](#)

Once the participants were chosen, the video took just three- and one-half days to film, plus 20 hours for editing. It was completed and live on the district’s website and Facebook page in four months. The district promotes the video in its newsletter and e-newsletter.

The 14-minute video starts with Paul Bushee describing the district’s territory and its services. The technicians then describe the work they do to help provide clean water. They discuss the workings of the pump station, and how a generator provides power in emergencies, and the vacuum trucks that help break up blockages in the sewer pipes.

In later segments, technicians describe the CCTV system for sewer inspection and the district’s belief in identifying problems in early stages. They highlight the control room and show video of what they see when the camera is in the pipes.



Techs also talk about manhole, pipeline, and easement maintenance and describe the stages of treatment that create reclaimed water for landscape irrigation at sites including the La Costa Resort and Spa golf course.

## VALUABLE EDUCATIONAL

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Before producing the video, the district was hosting just under 100 people a year for in-person tours. In just four months, the video was viewed more than 2,700 times. The video had the advantage of being able to cover areas not included in the in-person tours; viewers thus get a more complete view of the operation.

During the COVID lockdown when school kids were learning from home, teachers used the video to share information about the district and the importance of water. The students later returned to school, but as of last February, in-person tours had not resumed.

The district also offers educators virtual tours via Zoom, in which technicians talk about their roles; students then can interact in question/answer sessions. Perhaps the next rising stars are in the classrooms, viewing the presentations and thinking of a future with the district.

## 📖 Popular Stories



Arizona Taps ASU to Lead Water Innovation Initiative



Industry News: November 2022

# Directors' Meetings

Presented by Directors Sullivan and Brown

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## Conference

CSDA Quarterly Meeting

## Dates and Location

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

The Butcher Shop

San Diego, CA

## List of Attendees

Vice President Sullivan

Director Brown

The above mentioned Board members participated in the CSDA Board of Directors Elections and heard a presentation from Hanan Scrapper, Regional Director of PATH San Diego.