



**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: 818 2775 8720 **Passcode:** 131339

Public Participation/Comment: Members of the public can participate in the meeting by emailing comments to the Executive Assistant at tbait@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, February 8, 2023
TIME: 5:00 p.m.
PLACE: VIA VIDEOCONFERENCE ONLY

AGENDA

Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 vote of the Board.

Any writings or documents provided to a majority of the members of Leucadia Wastewater District regarding any item on this Agenda will be made available for public inspection in the Administration Office located at 1960 La Costa Avenue, Carlsbad, CA 92009 during normal business hours. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Executive Assistant at (760) 753-0155. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**

4. **Adopt Resolution No. 2391 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic** (Pages 6-9)
5. **General Public Comment Period**
6. **Approval of Agenda**
7. **Presentation and Awards**
2022 CWEA San Diego Section Awards (Page 10)

CONSENT CALENDAR

Items 8-13 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

January 11, 2023 Regular Board Meeting (Pages 11-16)
January 24, 2023 Ad Hoc Committee Meeting (Pages 17-18)
January 30, 2023 Investment & Finance Committee Meeting (Pages 19-20)
January 31, 2023 Engineering Committee Meeting (Pages 21-23)

9. Approval of Demands January/February 2023

This item provides for Board of Directors approval of all demands paid from LWD during the month of January 2023 and a apportion of February 2023. (Pages 24-31)

10. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY22 to FY23, flows by sub-basin, and staff training. (Pages 32-37)

11. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY23 budget and discloses monthly investments. (Pages 38-45)

12. Quarterly Treasurer's Report

This report discloses investments for the quarter ending December 31, 2022. (Pages 46-47, Enclosure 12)

13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2023. (Pages 48-49)

EWA REPORTS

14. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on January 25, 2023 via video conference – report by Vice President Roesink. (Page 50)

- B. An Encina Member Agency Manager's (MAM) Meeting was held on February 7, 2023 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Ad Hoc Committee meeting was held on January 24, 2023 via videoconference – report by Director Omsted. (Page 51)
- B. Investment & Finance Committee meeting was held on January 30, 2023 via videoconference – report by Director Omsted. (Page 52)
- C. Engineering Committee meeting was held on January 31, 2023 via videoconference – report by Director Saldana. (Page 53)

ACTION ITEMS

16. Annual Review of LWD Reserve Fund Policy

Adopt Resolution No. 2392 approving the revised Reserve Fund Policy and File the Annual Review of the LWD Reserve Fund Review Report. (Pages 54-62)

17. Rancho Verde Pump Station Rehabilitation Project

Receive and file the Rancho Verde Pump Station Rehabilitation Preliminary Design Report completed by Water Works Engineers. (Page 63)

18. Authorize the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers (WWE) for engineering design services for the Rancho Verde Pump Station Rehabilitation Project in an amount not to exceed \$89,804. (Pages 64-73)

19. Receive and File the Risk Control Survey Report (Pages 74-83)

20. Call for Nominations to the CSDA Board of Directors Seat C (Pages 84-90)

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

- A. January 2023 Storm Events Report (Verbal)
- B. CWEA Annual Conference is scheduled for April 18-21, 2023 at the Town and Country Resort in San Diego, CA. (Page 91)

22. Directors' Meetings and Conference Reports

The CASA Annual Conference was held January 25-27, 2023 at the Hilton Palm Springs in Palm Springs, CA. (Page 92)

23. General Manager's Report

24. General Counsel's Report

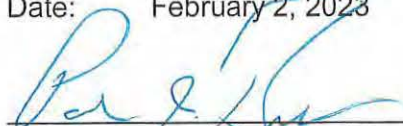
25. Board of Directors' Comments

26. Adjournment

AFFIDAVIT OF POSTING

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

Date: February 2, 2023



Paul J. Bushee, Secretary/General Manager

Board of Directors' Code of Conduct

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

Role of Staff

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

MEMORANDUM

DATE: February 2, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2391 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2391 – Authorizing Remote Teleconference Meetings Due to the Declared State of Emergency Resulting from the COVID-19 Pandemic;
2. Discuss and take other action, as appropriate.

DISCUSSION:

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

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

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

On March 4, 2020, Governor Newsom proclaimed a state of emergency pursuant to Section 8625 of the California Emergency Services Act. **Please note that on October 17, 2022 Governor Newsom announced that the COVID State of Emergency will end on February 28, 2023.** Therefore, the Board of Directors has authority to adopt an AB 361 resolution extending virtual meetings and will have the discretion to do so until February 28, 2023. Resolutions approving virtual meetings pursuant to AB 361 automatically expire after 30 days unless renewed. (Cal. Gov. Code, § 52953(e)(3).)

The Board has adopted complying resolutions at its October through December 2021, January through December 2022, and January 2023 meetings and staff is recommending the Board adopt Resolution No. 2391 in order to hold its February 8th meeting virtually.

PJB:dwb

Attachment

RESOLUTION NO. 2391

**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 February 28, 2023.

PASSED AND ADOPTED at a meeting of the Board of Directors of LEUCADIA WASTEWATER DISTRICT held February 8, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

ATTEST:


Paul J. Bushee, General Manager

(SEAL)

MEMORANDUM

Ref: 23-8310

Date: February 2, 2023
To: Board of Directors
From: Paul J. Bushee, General Manager
Subject: **2022 CWEA San Diego Section Awards**



It is my pleasure to announce that the Leucadia Wastewater District (LWD) had a successful evening at the recent California Water Environment Association (CWEA) – San Diego Section's Annual Installation and Awards Banquet. LWD was honored to receive the following award: Collection System Person of the Year. A brief summary of the award follows:

2022 Collection System Person of the Year Award

Mr. Steve Krason, a Field Service Technician II, received the Collection System Person of the Year Award. Steve has been employed at LWD since December 2000. In achieving this award, the selection committee recognized the fact that Steve is highly motivated and possesses a strong work ethic.

From the beginning of his employment with the District, Steve took the lead to operate and maintain the District's 10 pump stations. He has consistently demonstrated outstanding ability, dedication and commitment. His attention to detail is second to none when it comes to pump station operation and maintenance. His innate mechanical aptitude enables him to effectively maintain and efficiently operate the various pumps, valves and associated mechanical systems. Additionally, he has trained and mentored all of his Field Services team members on the proper operation and maintenance of the District's pump stations. Steve's professionalism, adaptability, and willingness to help merit his selection as the CWEA Collection System Person of the Year.

Please join me in congratulating Steve for this outstanding accomplishment. Steve will move on to the CWEA's statewide competition, which will be announced at CWEA's Annual Conference in April located in San Diego.

tb:PJB

LEUCADIA WASTEWATER DISTRICT**Minutes of a Regular Board Meeting****January 11, 2023**

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, January 11, 2023 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

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

3. Pledge of Allegiance

Vice President Roesink led the pledge of allegiance.

4. Adopt Resolution No. 2390 - 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. 2390 in order to hold its January 11th 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 Vice President Roesink, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2390 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

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

Following discussion, the Board of Directors unanimously agreed to hold the February 2023 Board Meeting virtually.

5. General Public Comment Period

None.

6. Approval of Agenda

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

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

7. Presentations and Awards

Achievement of Organizational Performance Objective – Three Years No Spills

GM Bushee stated that at the December Board meeting, staff reported that there were two leaks in the treated secondary effluent pipeline located at the Encina Water Pollution Control Facility site. The leaks occurred on November 9th and 16th and both leaks reached Encinas Creek. As a precaution, staff reported both leaks as wastewater spills on the State Water Resource Control Board's (SWRCB) online database. GM Bushee noted that upon closer inspection of the State's regulation governing spills, staff found that because the leaks involved treated secondary water, they did not meet the definition of a spill, which involves untreated raw wastewater. Staff contacted SWRCB staff with this finding and they subsequently agreed with the District's position on this issue. SWRCB staff also indicated that they would expunge the two secondary leaks from the District's spill record.

GM Bushee stated that based on that information, staff completed three years without a spill on November 28, 2022. This meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,500 compensation award.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

December 14, 2022 Regular Board Meeting
January 4, 2023 Engineering Committee Meeting

9. Approval of Demands for December 2022/January 2023

Payroll Checks numbered 221214-1 – 230103-6; General Checking Checks numbered 23804-23909

10. Operations Report (A copy was included in the original January 11, 2023 Agenda)

11. Finance Report (A copy was included in the original January 11, 2023 Agenda)

12. Disclosure of Reimbursements

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

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

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

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

EWA and COMMITTEE REPORTS**14. Encina Wastewater Authority (EWA) Reports**

A regular EWA Board Meeting was held on December 12, 2022.

Director Omsted reported on EWA's December 12, 2022 Board Meeting.

15. Committee Reports

Engineering Committee (EC) Meeting was held on January 4, 2023.

Vice President Roesink reported that the EC reviewed the following recommendation:

- Authorize the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the Fiscal Year 2023 Cured-in-Place Pipe Lining Project in an amount not to exceed \$439,715

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. 2023 Board of Directors Committee Assignments**

President Sullivan made the following committee appointments:

- Engineering Committee:
Director Omsted (chair), Director Saldana
- Investment & Finance Committee:
Director Omsted (chair), Director Hanson

- Community Affairs Committee:
President Sullivan (chair), Director Saldana
- Human Resources Committee:
Director Hanson (chair), Vice President Roesink
- Encina Wastewater Authority (EWA):
President Sullivan, Vice President Roesink
GM Bushee (alternate)

Director Omsted stated he would like the policy for the selection of Board Committee Members to be reviewed by an Ad Hoc Committee. He suggested that he and Director Saldana should be on the Ad Hoc Committee.

Upon a motion duly made by Director Omsted, seconded by Director Saldana, and unanimously carried, the Board of Directors formed an Ad Hoc Committee consisting of Directors Saldana and Omsted to review the selection of Board Committee Members by the following vote:

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

17. Fiscal Year 2023 Cured-in-Place Pipe Lining Project

Authorize the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the Fiscal Year 2023 Cured-in-Place Pipe Lining Project in an amount not to exceed \$439,715.

FSSpec Riffel presented background on the District's Repair Priority List process for gravity pipeline repair, replacement and rehabilitation. He described the specific work to be completed during the Fiscal Year 2023 (FY23) Cured-In-Place Pipe Lining Project including the lining of 34 gravity sewer pipeline sections.

FSSpec Riffel said that Water Works Engineers (WWE) completed project design in October with an estimated construction cost estimate of \$552K. He continued that bids were solicited on November 7, 2022 and that the District received four (4) bids with Nu Line Technologies, LLC (Nu Line) submitting the lowest bid of \$439,715. FSSpec Riffel said that WWE reviewed the bids and that Nu Line's bid was \$112K less than the cost estimate and that WWE recommended that Nu Line be awarded the contract as the lowest responsible and responsive bidder.

The Board thanked FSSpec Riffel and staff for their work.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Roesink and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Nu Line Technologies, LLC for construction services to complete the Fiscal Year 2023 Cured-in-Place Pipe Lining Project in an amount not to exceed \$439,715 by the following vote:

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

18. Call for Nominations for the Local Agency Formation Commission (LAFCO)

EA Baity presented the item stating that LAFCO is requesting nominations for one regular and one alternate commissioner to serve on San Diego LAFCO. She stated the four-year term commences May 1, 2023 and the incumbents, Barry Willis and David Drake, are expected to seek new terms. EA Baity indicated that the deadline to receive nominations is February 21, 2023 at 5:00 p.m.

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

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

2023 CWEA San Diego Section Awards Banquet is scheduled for January 21, 2023 from 4pm - 9pm at Harrah's Resort & Casino in Valley Center, CA.

EA Baity announced the date and time of the 2023 CWEA San Diego Section Awards Banquet.

GM Bushee stated there would be a carpool for the banquet and he would send a follow up email prior to the event.

20. Directors' Meetings and Conference Reports

None.

21. General Manager's Report

GM Bushee reported on the following:

- GM Bushee and GC Brechtel will meet with the City of Encinitas regarding the potential sale of the Vulcan property parcel; and
- B1 Force Main Secondary Effluent Line repair is almost complete

22. General Counsel's Report

None.

23. Board of Directors' Comments

Director Omsted stated he will be out of town for the February Board Meeting but would try to Zoom or phone in. He also stated he would like the Ad Hoc Committee to meet before he leaves for his trip. GM Bushee stated a meeting could be set up within that time frame.

Vice President Roesink thanked staff for their timely work on addressing the spill and the B1 Force Main Secondary Effluent Line repair.

Director Saldana thanked staff and the Board for being so welcoming and for facilitating his onboarding.

24. Adjournment

President Sullivan adjourned the meeting at approximately 5:42 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT

Minutes of an Ad Hoc Committee Meeting

January 24, 2023

A meeting of the Ad Hoc Committee (AHC) of the Leucadia Wastewater District (LWD) was held Tuesday, January 24, 2023 at 8:00 a.m. via video conference.

1. Call to Order

Director Omsted called the meeting to order at 8:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Omsted and Saldana

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity

3. Public Comment

No public comment was received.

4. New Business

A. Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy Review

Director Omsted introduced the item and provided background information. He stated that he thought the rotation of committee members was not being followed. He then presented a rotation chart that he created that had been provided in the agenda as an attachment.

GM Bushee noted that the Board is only in the second year of the new policy which was approved by the Board of Directors in August 2021 and first went into effect in January 2022. He added staff believes that the rotation of committee members has followed the policy.

The AHC discussed the policy at length. Following discussion, the AHC decided to keep the policy as is. Director Omsted stated he would like historical committee assignment data, going back to January 2022, included in every January Board agenda as a reference. Staff stated they would do this.

The Ad Hoc Committee also determined that Director Saldana should serve as Chair for the Engineering Committee for calendar year 2023 because electoral district 4 should have rotated to the Chair position.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Director Omsted adjourned the meeting at 8:33 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 January 30, 2023

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Monday, January 30, 2023 at 1:00 p.m. via video conference.

1. Call to Order

Chairperson Omsted called the meeting to order at 1:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Omsted and Hanson

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity

3. Public Comment

No public comment was received.

4. New Business

B. Annual Review of LWD Reserve Fund Policy.

DFA Green presented the recommendation indicating the purpose of the policy. He noted that the policy calls for annual review of the level of reserve funds by the Board of Directors. DFA Green stated that the Reserve Fund Policy was last revised in February 2022. DFA Green then provided an overview of the fiscal year 2022 reserve activity.

DFA Green noted that staff had reviewed the Reserve Policy and is recommending the following changes to the policy:

- Remove the Capital Improvement Reserve
LWD is nearing build-out and has sufficient capacity to service the remaining connections. Therefore, this fund is no longer needed;
- Change the purpose of the Encina Wastewater Reserve
In May 2022 the EWA Board of Directors modified its billing methodology and reserve policy, and in June 2022 EWA began billing its member agencies one-month in advance of the upcoming quarter based on estimated capital and operating expenditures for the upcoming quarter. This action theoretically eliminated the need for the Encina Wastewater Reserve; and
- Minor grammatical and clarifying edits
Minor grammatical edits made throughout the policy, and four reserve designations were modified to reflect the source of funds that contributed to each reserve

Chairperson Omsted asked if it is a requirement to have capital reserve funds. GM Bushee answered it is not a requirement.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors adopt a Revised Reserve Fund Policy.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Omsted adjourned the meeting at 1:13 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 January 31, 2023

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, January 31, 2023 at 9:00 a.m. via video conference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Saldana, Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Director of Administrative Services Ryan Green; Field Services Superintendent Marvin Gonzalez; Field Services Supervisor Gabe Mendez; Field Services Supervisor Mauricio Avalos; Field Services Specialist Ian Riffel; Tim Lewis from Water Works Engineers; District Engineer Dexter Wilson; and Kathleen Heitt from Dexter Wilson Engineering, Inc.

3. Public Comment

None.

4. New Business

A. Receive and file the Rancho Verde Pump Station Rehabilitation Preliminary Design Report completed by Water Works Engineers.

FSSpec Riffel presented staff's recommendation noting this item is a Fiscal Year 2023 (FY23) tactical goal. He provided background information and said that as a result of the March 2020 Pump Station Condition Assessment, Infrastructure Engineering Corporation (IEC), the previous District as needed design engineer, recommended the rehabilitation of the Rancho Verde Pump Station (RVPS) in FY23.

He stated that Water Works Engineers (WWE) completed the Preliminary Design Report (PDR) in December 2022. FSSpec Riffel introduced Mr. Tim Lewis from WWE to present the PDR results. Mr. Lewis provided project location information and outlined the PDR recommendations.

Chairperson Saldana asked about the onsite drainage improvements and potential HOA impacts. Mr. Lewis stated the District will not impact the HOA's upper slope, but will reroute drainage away from the pump station and install a new drainage outlet to the sidewalk and curb in front of the pump station on Calle Acervo.

Chairperson Saldana noted he walks the surrounding area of the pump station and was unaware that a pump station was located there.

Director Omsted asked if the landscaping is the responsibility of the District or HOA. Staff confirmed the landscaping within the easement is the responsibility of the District while any landscaping outside the easement is the responsibility of the HOA.

After discussion, the EC concurred with staff to recommend that the Board receive and file the Rancho Verde Pump Station Rehabilitation PDR at the February 2023 Board meeting.

- B. Authorize the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers (WWE) for final design services for the Rancho Verde Pump Station Rehabilitation Project (RVPS) in an amount not to exceed \$89,804.

FSSpec Riffel presented staff's recommendation. He stated upon receiving and filing the RVPS Preliminary Design Report (PDR) the next step in the process is project final design. He continued that WWE has submitted a proposal to complete project final design. FSSpec Riffel said that WWE's proposed fee is \$89,804 which includes services that support project final design, such as electrical engineering subcontractor services. He continued that Staff believes the proposal is fair and reasonable given the size and complexity of the project.

Chairperson Saldana asked what derives the expectation to expand the FY24 budget for this project. GM Bushee replied that LWD typically budgets for the initial PDR work rather than the entire project. The PDR better defines the construction cost which allows for more accurate budgeting.

Director Omsted asked if the pump station will use existing pumps and if the project will be less expensive. DE Wilson answered affirmatively.

Chairperson Saldana questioned any immediate concerns related to the supply chain. Mr. Lewis answered that although there is concern in current market, the District has the option to procure material up front. He noted this decision will be made during final design.

Director Omsted questioned if the District could use PVC pipe instead of ductile iron pipe in the valve vault. FSSpec Riffel replied that for above ground applications such as this, ductile iron pipe is the preferred material.

Following discussion, the EC concurred with staff to recommend the Board of Directors authorize the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the Rancho Verde Pump Station Rehabilitation Project in an amount not to exceed \$89,804.

5. Information Items

A. Development Projects Summary

FSSpec Riffel presented this item to the EC. He noted there are no new development projects that have been added since the last EC meeting.

Director Omsted asked what is the significance of the projects highlighted in red. FSSpec Riffel answered that the red highlights indicate active projects within the District.

B. January 2023 Storm Events Report (Verbal)

Ms. Kathleen Heitt presented this item to the EC. She provided an overview of the January 2023 storm events which included several LWD flow meter locations, differences between inflow and infiltration, and the flow comparisons amongst the various meters.

6. Directors' Comments

Director Omsted mentioned he is happy to be back on the EC Committee. Chairperson Saldana thanked DE Wilson, Ms. Heitt, and FSSpec Riffel for their presentations.

7. General Manager's Comments

GM Bushee informed the Board about the recent live virtual tours that were done in both English and Spanish.

8. Adjournment

Chairperson Saldana adjourned the meeting at approximately 9:55 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY**

February 8, 2023

Disbursement Period January 6, 2023 Through February 2, 2023

GENERAL CHECKING

Operating	\$	142,967.57
Capital	\$	462,650.43
TOTAL GENERAL CHECKS	\$	605,618.00

VOIDED CHECKS

Check # 23836	Operating	Check dated 12/15/22	\$	(90.00)
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PAYROLL CHECKS	\$	137,653.07
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TOTAL DEMANDS	\$	743,181.07
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
February 8, 2023**

Disbursement Period January 6, 2023 Through February 2, 2023

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	1/11/2023	230111-1 to 230111-18	\$ 55,264.49
Incentive Payroll - No Spill	1/23/2023	230112-1 to 230112-18	\$ 23,210.76
Biweekly Payroll Checks	1/25/2023	230125-1 to 230125-18	\$ 54,001.99
Board Payroll Checks	2/1/2023	230201-1 to 230201-5	\$ 5,175.83

TOTAL PAYROLL CHECKS	\$ 137,653.07
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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 1/6/2023 Through 2/2/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23910	1/12/2023	ADS CORP DBA ADS ENVIRONMENTA...	4,655.00	Flow Metering / Data Analysis - December 2022
	1/12/2023	ADS CORP DBA ADS ENVIRONMENTA...	2,340.00	Meter Maint/Data Delivery ECHO-Dec 2022 & Meter Relocation
23911	1/12/2023	AIRGAS USA LLC	1,599.53	Liquid Oxygen Contract 12/25/22
	1/12/2023	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
23912	1/12/2023	ALPHAGRAPHICS	647.79	Letterhead Paper
23913	1/12/2023	AT&T	130.50	Phone Service-Elevator 11/25/22-12/24/22
23914	1/12/2023	AWSS INC	5,870.08	Vehicle/Generator Fuel 11/15/22-12/20/22
23915	1/12/2023	BOOT WORLD, INC	300.00	FST Safety Boots - H Gonzalez
23916	1/12/2023	CITY OF CARLSBAD	245.09	Water for Vactor 1
	1/12/2023	CITY OF CARLSBAD	316.07	Water for Vactor 2
23917	1/12/2023	CORODATA RECORDS MANAGEMENT ...	102.28	File Storage - December 2022
23918	1/12/2023	CWEA	202.00	CWEA Membership Renewal-FY 2023-R Rodriguez
23919	1/12/2023	HAAKER EQUIPMENT CO	2,680.96	CCTV Van Retrofit Storage Drawers (Vehicle # 173)
	1/12/2023	HAAKER EQUIPMENT CO	191,963.09	Retrofit CCTV Van with Envirosight RoverX Long Range
	1/12/2023	HAAKER EQUIPMENT CO	1,065.32	Seal Kit/Repair Kit/Rotor with Magnet/Ceramic Insert
23920	1/12/2023	INFRASTRUCTURE ENGINEERING CORP	575.00	Design Services for VP7 PS Replacement - November 2022
23921	1/12/2023	LIANA NEYER	1,359.00	Lateral Reimbursement; 2612 Levante Street, Carlsbad
23922	1/12/2023	MAVTECK	2,565.00	Construction Management - VP7 PS
23923	1/12/2023	RISING TIDE PARTNERS	2,433.75	Public Outreach Services - December 2022
23924	1/12/2023	SAN DIEGUITO WATER DISTRICT	172.14	Water @ BPS
	1/12/2023	SAN DIEGUITO WATER DISTRICT	6.62	Water @ Tanker 2
23925	1/12/2023	SOUTH BAY FOUNDRY	8,889.38	Manhole Frames & Covers (15)
23926	1/12/2023	SOUTHERN CONTRACTING COMPANY	1,940.00	Submersible Level Transmitter for RV PS
23927	1/12/2023	T.S. INDUSTRIAL SUPPLY	31.31	1/2 Screw Pin Shackle
23928	1/12/2023	TERMINIX PROCESSING CENTER	90.00	Monthly Pest Control Services 12/08/22
23929	1/12/2023	THE HOME DEPOT CRC/GEFC	55.70	Closed Cell Backer Rod/Caulk Gun/Sealant
23930	1/12/2023	U.S. BANK	9,790.83	Cal Card Statement Dated 12/22/22
23931	1/12/2023	WATER WORKS ENGINEERING LLC	25,006.65	BPS Emergency Basin Inspection
23932	1/12/2023	WILLIAMS LLP	1,674.00	Legal Services - December 2022
23933	1/19/2023	AIRGAS USA LLC	1,679.09	Liquid Oxygen Contract 01/09/23
23934	1/19/2023	AT&T	213.65	Phone Service-BPS 12/10/22-01/09/23
23935	1/19/2023	BRADFORD SIGNS	302.00	Staff Office Sign - Field Service Supervisor (w/install)
23936	1/19/2023	Brightview Landscape Services Inc	1,035.00	Landscape Maintenance Services @ Admin-January 2023
	1/19/2023	Brightview Landscape Services Inc	367.00	Vegetation Cleanup (Line Maintenance)-January 2023
23937	1/19/2023	BURTECH PIPELINE INC DBA BURTEC...	205,416.10	FY2022 Gravity Sewer Repair Project 07/28/22-12/31/22

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 1/6/2023 Through 2/2/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23938	1/19/2023	DATA NET SOLUTIONS GROUP	1,552.00	Managed Services Monthly Service December 2022
23939	1/19/2023	DEXTER WILSON ENGINEERING	10,055.00	Asset Management Plan Update FY2023 - December 2022
	1/19/2023	DEXTER WILSON ENGINEERING	128.00	Development Services-1125 1605 Burgundy Road
	1/19/2023	DEXTER WILSON ENGINEERING	558.00	Development Services-1166 214 N El Camino Real STE A&B
	1/19/2023	DEXTER WILSON ENGINEERING	234.50	Development Services-1168 810 Hermes Ave New SFD
	1/19/2023	DEXTER WILSON ENGINEERING	622.00	Development Services-1170 Happy Lemon-165 A El Camino Real
	1/19/2023	DEXTER WILSON ENGINEERING	533.00	Development Services-1171 1011 Neptune Ave ADU PPS
	1/19/2023	DEXTER WILSON ENGINEERING	64.00	Development Services-1172 392 E Glaucus St Encroachment Perm
	1/19/2023	DEXTER WILSON ENGINEERING	400.00	Development Services-1173 713 Normandy Road
23940	1/19/2023	DUKE'S ROOT CONTROL INC	10,601.03	Foaming Root Control Treatment (5,699 ft sewer lines)
23941	1/19/2023	HAAKER EQUIPMENT CO	64.43	DOT Airline Hoses 1/2" (8) / Boom Roller, Spring
23942	1/19/2023	IB CONSULTING LLC	7,960.00	Financial Planning Contract - December 2022
23943	1/19/2023	IWATER, INC	6,500.00	InfraMAP Support 04/01/23-03/31/24
23944	1/19/2023	LAWNMOWERS PLUS, INC	46.49	Fuel Pump
	1/19/2023	LAWNMOWERS PLUS, INC	43.75	Pump Fuel & Poly 7x7 Sheets (2)
	1/19/2023	LAWNMOWERS PLUS, INC	(37.07)	Return: Pump Fuel from Invoice # 721662
23945	1/19/2023	MALLORY SAFETY AND SUPPLY	454.89	Disposable Gloves
23946	1/19/2023	MINUTEMAN PRESS	651.83	Business Cards / Window Envelopes
23947	1/19/2023	MIRA MESA WINDOW CLEANING	2,050.00	Windows / Solar Panels / Roof Cleaning
23948	1/19/2023	MISSION SQUARE	5,280.96	Deferred Comp for PPE 01/08/23
23949	1/19/2023	NAPA AUTO	35.55	Exhaust Pipe Rain Caps
23950	1/19/2023	PACIFIC RIM MECHANICAL	1,587.00	Leucadia PS AC Repairs
	1/19/2023	PACIFIC RIM MECHANICAL	985.00	Replaced Failed Motor EF3 Kitchen P64654
23951	1/19/2023	PLANT PEOPLE, INC	178.00	Office Plant Maintenance - January 2023
23952	1/19/2023	PLUMBERS DEPOT, INC	110.14	Grabber, 4 Prong Offset Fork w/ Quick Connect
23953	1/19/2023	PRUDENTIAL OVERALL SUPPLY	161.68	Weekly Uniform/Laundry Service 01/11/23
	1/19/2023	PRUDENTIAL OVERALL SUPPLY	151.15	Weekly Uniform/Laundry Service 01/17/23
23954	1/19/2023	SAN DIEGO GAS & ELECTRIC	638.72	Gas @ Admin
23955	1/19/2023	SOUTHERN CONTRACTING COMPANY	1,140.00	Repairs @ Stormwater Sump Pump Rear Parking Lot
	1/19/2023	SOUTHERN CONTRACTING COMPANY	710.00	Replace LIT in Wet Well @ LPS
23956	1/19/2023	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 01/14/23-02/13/23
23957	1/19/2023	STAPLES	(1.40)	Credit on Invoice # 3525210405
	1/19/2023	STAPLES	(3.30)	Credit on Invoice # 3526543376
	1/19/2023	STAPLES	360.94	Office Supplies

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 1/6/2023 Through 2/2/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23958	1/19/2023	V&A CONSULTING ENGINEERS	2,720.00	Quarterly San Marcos Creek Monitoring 10/01/22-12/31/22
23959	1/19/2023	VERIZON WIRELESS	944.19	Cell Phones 12/08/22-01/07/23
23960	1/19/2023	WEST COAST SAFETY SUPPLY INC	349.17	Sensor
23961	1/26/2023	ATEL COMMUNICATIONS, INC	84.00	Change Holiday Schedule on Voicemail System
23962	1/26/2023	C & B Air Power	1,159.63	Compressor Maintenance/Service
23963	1/26/2023	CHARLES ULMER DBA: CHUCKS TIRE ...	383.22	New Rear Tires (2) - Vehicle # 155
23964	1/26/2023	COUNTY OF SAN DIEGO	1,435.00	LPS Facility Permit DEH2002-HUPFP-105038 02/28/23-02/28/24
23965	1/26/2023	DATA NET SOLUTIONS GROUP	1,719.75	IT Support Monthly Service - December 2022
23966	1/26/2023	DETECTION INSTRUMENTS CORP	781.41	Calibrations @ BPS
23967	1/26/2023	DEXTER WILSON ENGINEERING	6,551.50	General Engineering 103-500 December 2022
23968	1/26/2023	ESRI	4,367.94	ArcGIS Annual Subscriptions (good thru 02/09/24)
23969	1/26/2023	FEDERAL EXPRESS CORPORATION	111.06	Shipping 01/11/23 & 01/12/23
23970	1/26/2023	HAAKER EQUIPMENT CO	49.23	Cage Gaskets / Cap Gaskets
23971	1/26/2023	MISSION SQUARE	5,304.08	Deferred Comp for PPE 01/22/23
23972	1/26/2023	OLIVENHAIN MUNICIPAL WATER DIST	424.84	Woodard & Curran NSDWRC Prop 1 RD 2 Admin Costs
	1/26/2023	OLIVENHAIN MUNICIPAL WATER DIST	993.91	Woodard & Curran WIIN NEPA
23973	1/26/2023	OLIVENHAIN MUNICIPAL WATER DIS...	56.10	Water @ VP5 PS
23974	1/26/2023	PACIFIC PIPELINE SUPPLY	7,588.26	Filler Flanges/Epoxy Coating/AVK Valve Swing/Gaskets
23975	1/26/2023	RANCHO SANTA FE SECURITY SYSTEMS	10.00	Code Removed for User 13
	1/26/2023	RANCHO SANTA FE SECURITY SYSTEMS	(100.00)	False Alarm Fee Refund
	1/26/2023	RANCHO SANTA FE SECURITY SYSTEMS	10.00	New Security Code Added - J Pivaral
	1/26/2023	RANCHO SANTA FE SECURITY SYSTEMS	258.00	Security Services Quarterly Billing 02/01/23-04/30/23
23976	1/26/2023	SAN DIEGO GAS & ELECTRIC	3,853.32	Electric @ Admin
	1/26/2023	SAN DIEGO GAS & ELECTRIC	114.43	Electric @ Avocado PS
	1/26/2023	SAN DIEGO GAS & ELECTRIC	519.80	Electric @ AWT
	1/26/2023	SAN DIEGO GAS & ELECTRIC	16,859.80	Electric @ BPS
	1/26/2023	SAN DIEGO GAS & ELECTRIC	12,159.67	Electric @ LPS
	1/26/2023	SAN DIEGO GAS & ELECTRIC	161.35	Electric @ RV PS
	1/26/2023	SAN DIEGO GAS & ELECTRIC	742.59	Electric @ Saxony PS
	1/26/2023	SAN DIEGO GAS & ELECTRIC	388.96	Electric @ VP5 PS
	1/26/2023	SAN DIEGO GAS & ELECTRIC	183.15	Electric @ VP7 PS
	1/26/2023	SAN DIEGO GAS & ELECTRIC	603.04	Electric/Gas @ E Estates PS
23977	1/26/2023	SOUTHERN CONTRACTING COMPANY	1,160.00	AWT Plant-Replace Conductivity Sensor & SC200 Control
	1/26/2023	SOUTHERN CONTRACTING COMPANY	955.00	Repaired Sump Pump Control Panel @ Main Office Parking Lot
23978	1/26/2023	STAPLES	(2.45)	Credit on Invoice # 3527331402
	1/26/2023	STAPLES	263.05	Office Supplies
23979	1/26/2023	STATE WATER RESOURCES CONTROL...	1,738.00	Gafner Water Reclamation Plant Permit 01/01/23-12/31/23
23980	1/26/2023	TERMINIX PROCESSING CENTER	62.20	Monthly Pest Control Services 01/09/23
	1/26/2023	TERMINIX PROCESSING CENTER	90.00	Monthly Pest Control Services 11/15/22

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 1/6/2023 Through 2/2/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
23981	1/26/2023	United States Treasury	68.58	Form 941 4th Quarter 2022 Payroll Taxes-EIN 95-2151973
Report Total			605,618.00	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 12/22/2022 Through 2/2/2023

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	12/22/2022	23930	229.19	4330	BOARD CONFERENCES	CASA Conference-Hotel Deposit- R Saldana
U.S. BANK	API	12/22/2022	23930	625.00	4330	BOARD CONFERENCES	CASA Conference-Registration-D Omsted
U.S. BANK	API	12/22/2022	23930	625.00	4330	BOARD CONFERENCES	CASA Conference-Registration-J Hanson
U.S. BANK	API	12/22/2022	23930	625.00	4330	BOARD CONFERENCES	CASA Conference-Registration-R Saldana
U.S. BANK	API	12/22/2022	23930	625.00	4330	BOARD CONFERENCES	CSDA SDLA Training-Registration-R Saldana
U.S. BANK	API	12/22/2022	23930	27.77	4910	OFFICE SUPPLIES	Coffee Filters
U.S. BANK	API	12/22/2022	23930	45.23	4910	OFFICE SUPPLIES	Office Holiday Decorations
U.S. BANK	API	12/22/2022	23930	147.74	4910	OFFICE SUPPLIES	W2 & 1099 Forms
U.S. BANK	API	12/22/2022	23930	20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	12/22/2022	23930	9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud Storage
U.S. BANK	API	12/22/2022	23930	837.66	4950	Computer Software/Srvc/Support/Hardware	Versa Desk
U.S. BANK	API	12/22/2022	23930	40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom Cloud
U.S. BANK	API	12/22/2022	23930	336.52	5040	Safety Supplies & Services	COVID Tests
U.S. BANK	API	12/22/2022	23930	37.69	5040	Safety Supplies & Services	Safety Supplies-Hand Sanitizers
U.S. BANK	API	12/22/2022	23930	52.97	5213	DISTRICT ENGINEERING SERVICES	Lunch with Dexter Wilson
U.S. BANK	API	12/22/2022	23930	48.19	5226	NETWORK SUPPORT/CONSULT SRV	Lunch with Jeff Bills
U.S. BANK	API	12/22/2022	23930	48.45	5540	VEHICLES	Smog Test - Vehicle # 156
U.S. BANK	API	12/22/2022	23930	229.19	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Hotel Deposit-P Bushee
U.S. BANK	API	12/22/2022	23930	229.19	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Hotel Deposit-T Hill

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 12/22/2022 Through 2/2/2023

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	12/22/2022	23930	625.00	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Registration-P Bushee
U.S. BANK	API	12/22/2022	23930	625.00	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Registration-R Morishita
U.S. BANK	API	12/22/2022	23930	595.00	5710	TRAINING, EDUCATION & CONFERNC	CASA Conference-Registration-T Hill
U.S. BANK	API	12/22/2022	23930	75.00	5710	TRAINING, EDUCATION & CONFERNC	HR Webinar-T Hill
U.S. BANK	API	12/22/2022	23930	136.85	5735	EMPLOYEE RECOGNITION	J Stecker Retirement Party-Cake
U.S. BANK	API	12/22/2022	23930	2,358.49	5735	EMPLOYEE RECOGNITION	J Stecker Retirement Party-Catering
U.S. BANK	API	12/22/2022	23930	44.25	5735	EMPLOYEE RECOGNITION	J Stecker Retirement Party-Decorations
U.S. BANK	API	12/22/2022	23930	30.41	5735	EMPLOYEE RECOGNITION	J Stecker Retirement Party-Supplies
U.S. BANK	API	12/22/2022	23930	183.57	5735	EMPLOYEE RECOGNITION	J Stecker Retirement-Award Plaque
U.S. BANK	API	12/22/2022	23930	77.14	5735	EMPLOYEE RECOGNITION	Staff Lunch-P Bushee, T Hill, M Gonzalez
U.S. BANK	API	12/22/2022	23930	125.00	5910	TELEPHONE	Webhosting
U.S. BANK	API	12/22/2022	23930	30.00	5910	TELEPHONE	Wifi
U.S. BANK	API	12/22/2022	23930	45.34	6100	LAFCO OPERATIONS	LAFCO Meeting-Beverages

Transaction Total 9,790.83

Report
Opening/Current
Balance

Report Transaction
Totals

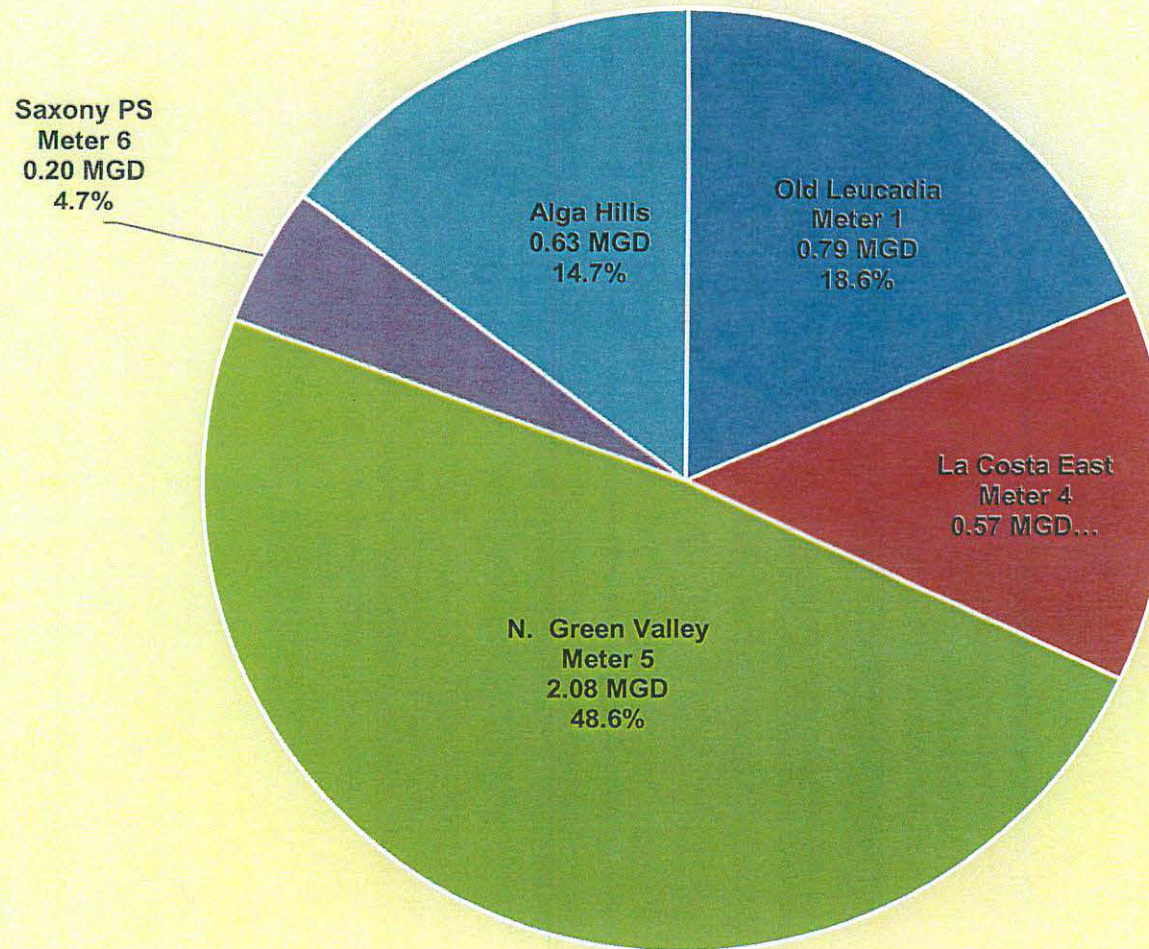
Report Current Balances

9,790.83

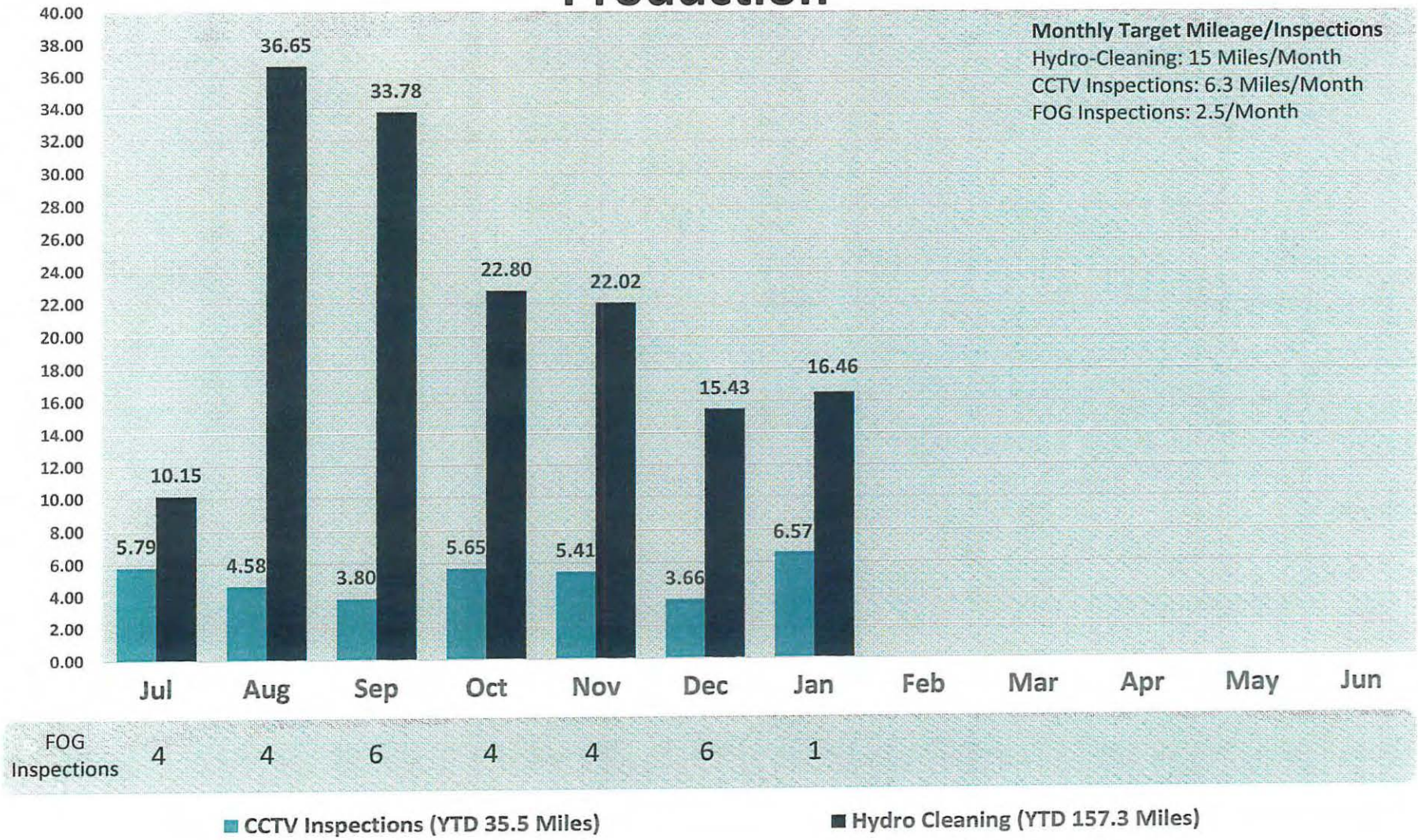
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2023 (July 2022 - June 2023)**

CURRENT MONTH January 2023							FY 2022 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,782.09	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
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	0.72	117.80	74.25	3.80	131.57	0.00	3.95
YTD			28,882.48				
JANUARY	6.87	156.92	1.00	4.00	138.49	0.00	3.80
YTD			28,883.48				
FEBRUARY							3.60
YTD							
MARCH							3.72
YTD							
APRIL							3.68
YTD							
MAY							3.64
YTD							
JUNE							3.86
YTD							
YTD Totals	9.14	865.55	101.39			151.62	
Mo Average	1.31	123.65	14.48	3.87	134.37	21.66	3.75

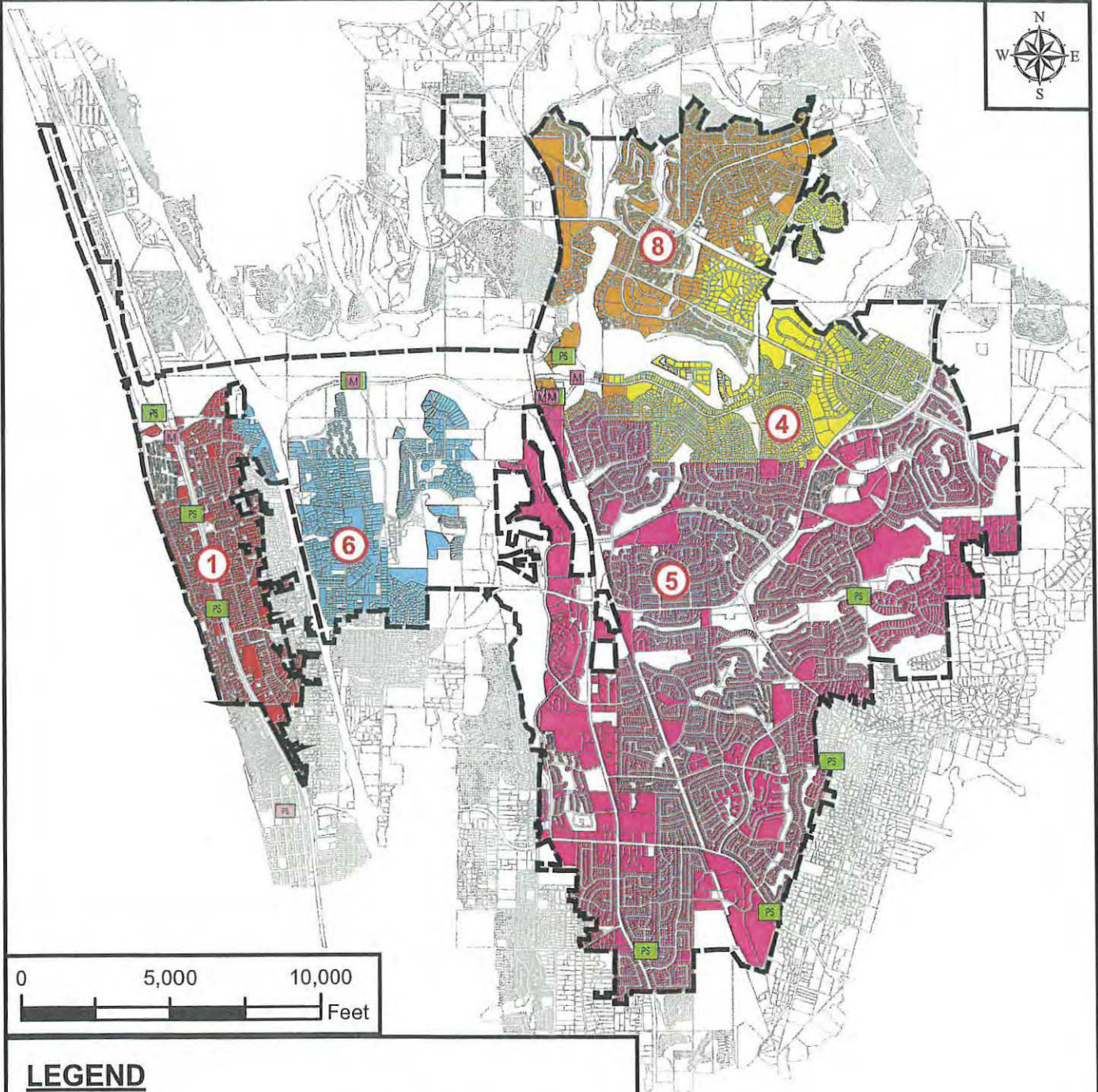
LWD Flows By Sub-Basin
January 2023
Total Flow 4.29 MGD



FY-23 CCTV Inspections & Hydro Cleaning Production



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

Operations and Administration Training Report January 2023

Training & Safety Events for the month January 2023

Description	Hours		
	Ops	Admin	Total
Excel - Intro Tailgate	4.0	0.0	4.0
Flyte Maintenance Tailgate	10.5	0.0	10.5
Leucadia Pump Station Bypass Tailgate Tailgate	9.0	0.0	9.0
No Sexual Harassment / Anti-Harassment	8.0	0.0	8.0
Office Ergonomics	0.0	1.0	1.0
Posting & Sampling SSOs Tailgate	9.0	0.0	9.0
Trouble Shooting Verizon Jetpack (Hotspot) Tailgate	9.0	0.0	9.0
CSRMA Electrical Safety	0.5	0.0	0.5
CSRMA Workers' Comp Management Program (WCMP)	2.0	4.0	6.0
DataNet Credential Exposure How to Protect Credentials Brand Impersonation	0.0	1.0	1.0
DataNet Intro to Password Security	0.5	0.5	1.0
DataNet The Benefits of Password Managers	0.0	0.5	0.5
DataNet What is Account Takeover (ATO)?	0.5	0.5	1.0
DataNet Internet of Things	0.0	0.5	0.5
DataNet Malware Awareness	0.5	0.0	0.5
Total Training Hours	53.50	8.00	61.50

Conferences/Webinars/Seminars for the month of January 2023

Description	Attendees		
	Ops	Admin	Total
TVI Behind the Numbers	0	1	1
CSDA Prevailing Wage Update	0	1	1
CSDA Brown Act: Come for the Basics, Stay for the Updates	0	1	1
CSRMA Disability Interactive Process	3	2	5
Clean Water Summit Partners (CWSP): Sanitary Sewer Systems Waste Discharge Requirements	3	0	3
CASA Conference	1	1	2
Total Attended Conferences	7	6	13

Notes:

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

Conferences include CASA, CWEA, CSDA, CSRMA, CSMFO

Operations and Administration Training Report Summary for Fiscal Year 2023

Training		Hours	
Month	Ops	Admin	Total
Jul-22	21.0	7.0	28.0
Aug-22	48.0	43.0	91.0
Sep-22	30.0	11.5	41.5
Oct-22	128.0	19.0	147.0
Nov-22	46.0	3.0	49.0
Dec-22	43.5	2.5	46.0
Jan-23	53.5	8.0	61.5
Feb-23	0.0	0.0	0.0
Mar-23	0.0	0.0	0.0
Apr-23	0.0	0.0	0.0
May-23	0.0	0.0	0.0
Jun-23	0.0	0.0	0.0
YTD Totals	370.0	94.0	464.0

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-22	2.0	2.0	4.0
Aug-22	4.0	2.0	6.0
Sep-22	0.0	1.0	1.0
Oct-22	2.0	2.0	4.0
Nov-22	1.0	4.0	5.0
Dec-22	7.0	3.0	10.0
Jan-23	7.0	6.0	13.0
Feb-23	0.0	0.0	0.0
Mar-23	0.0	0.0	0.0
Apr-23	0.0	0.0	0.0
May-23	0.0	0.0	0.0
Jun-23	0.0	0.0	0.0
YTD Total	23.0	20.0	43.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 1/31/2023

	Amount
Assets	
Cash & Investments	25,702,325.93
Accounts Receivables	121,870.62
Net OPEB Asset	246,761.00
Prepaid Expense	356,724.33
Funds held with Encina Wastewater Authority	445,200.00
Capital Assets	187,983,392.07
Less Accumulated Depreciation	(65,265,622.75)
Total Assets	<u>149,590,651.20</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,274,038.00
OPEB Health Deferred Outflows	74,182.00
Total Deferred Outflows	<u>1,348,220.00</u>
Total Assets & Deferred Outflows	<u>150,938,871.20</u>
Liabilities	
Accounts Payable & Accrued Expenses	457,122.67
Developer Deposits	89,551.74
Lease Liability	13,018.57
Net Pension Liability	2,094,667.00
Total Liabilities	<u>2,654,359.98</u>
Deferred Inflows	
PERS Pension Deferred Inflows	176,126.00
PERS Projected/Actual Earnings Difference	1,828,534.00
OPEB Health Deferred Inflows	146,751.00
Total Deferred Inflows	<u>2,151,411.00</u>
Net Position	
Beginning Net Position (as of June 30, 2021)	
Investment in Capital Assets	122,704,750.01
Reserves	23,651,323.22
Total Beginning Net Position (as of June 30, 2021)	<u>146,356,073.23</u>
Current Change In Net Position	
Other	(222,973.01)
Total Current Change In Net Position	<u>(222,973.01)</u>
Total Net Position	<u>146,133,100.22</u>
Total Liabilities, Deferred Inflows & Net Position	<u>150,938,871.20</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2022 Through 1/31/2023

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

OPERATING REVENUES

3110 Sewer Service Fees	\$ 6,666,742.53	\$11,980,350.00	\$ 5,313,607.47	55.6%
3150 Recycled Water Sales	211,369.28	357,000.00	145,630.72	59.2%
3100 Misc. Operating Revenue	28,995.52	194,150.00	165,154.48	14.9%
TOTAL OPERATING REVENUES	\$ 6,907,107.33	\$12,531,500.00	\$ 5,624,392.67	55.1%

OPERATING EXPENSES

4100 Salaries	\$ 1,260,169.94	\$ 2,165,419.01	\$ 905,249.07	58.2%
4200 Employee Benefits	878,310.39	1,579,273.19	700,962.80	55.6%
4300 Directors Expense	50,689.52	137,400.00	86,710.48	36.9%
4400 Election Expense	-	60,000.00	60,000.00	0.0%
4600 Gas, Oil & Fuel	35,404.66	51,000.00	15,595.34	69.4%
4700 Insurance Expense	206,947.68	225,425.00	18,477.32	91.8%
4800 Memberships	25,196.07	38,425.00	13,228.93	65.6%
4900 Office Expense	80,260.84	173,800.00	93,539.16	46.2%
5000 Operating Supplies	60,433.65	148,800.00	88,366.35	40.6%
5200 Professional Services	179,480.65	528,900.00	349,419.35	33.9%
5300 Printing & Publishing	16,563.64	30,000.00	13,436.36	55.2%
5400 Rents & Leases	7,536.20	22,900.00	15,363.80	32.9%
5500 Repairs & Maintenance	225,010.60	509,000.00	283,989.40	44.2%
5600 Monitoring & Permits	62,538.72	84,300.00	21,761.28	74.2%
5700 Training & Development	26,991.09	49,000.00	22,008.91	55.1%
5900 Utilities	289,751.01	506,680.00	216,928.99	57.2%
6100 LAFCO Operations	8,003.54	7,700.00	(303.54)	103.9%
6200 Encina Operating Expense	1,808,641.00	2,274,600.00	465,959.00	79.5%
6900 Admin O/H alloc to Capital	(97,313.03)	(209,032.00)	(111,718.97)	46.6%
TOTAL OPERATING EXPENSES	\$ 5,124,616.17	\$ 8,383,590.20	\$ 3,258,974.03	61.1%

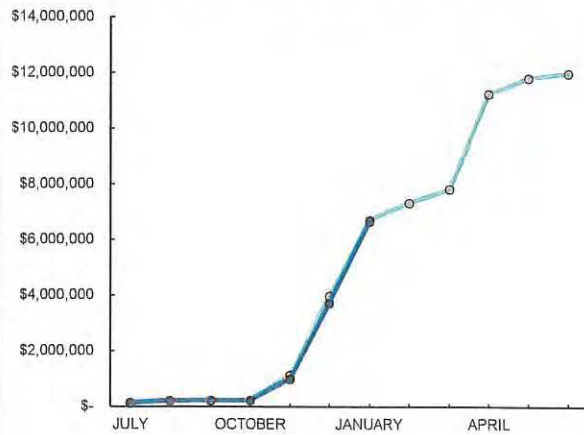
NON-OPERATING REVENUES

3130 Capacity Fees	\$ 505,083.25	\$ 152,670.00	\$ (352,413.25)	330.8%
3220 Property Taxes	1,181,381.54	2,038,700.00	857,318.46	57.9%
3250 Investment Income	189,938.00	341,000.00	151,062.00	55.7%
3290 Misc. Non Op Revenue	10,067.04	27,400.00	17,332.96	36.7%
TOTAL NON-OPERATING REVENUES	\$ 1,886,469.83	\$ 2,559,770.00	\$ 673,300.17	73.7%

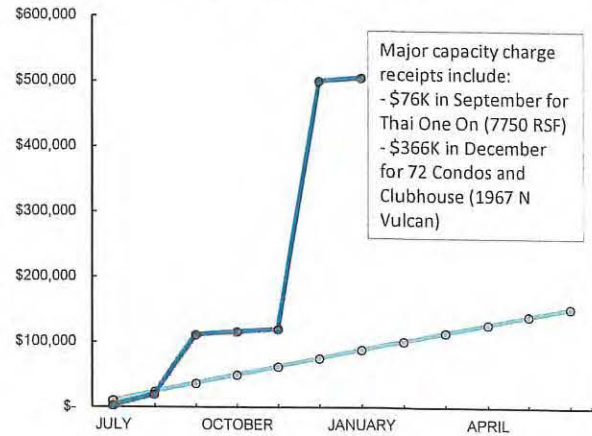
Leucadia Wastewater District Revenue FY2023

YTD through January 31, 2023

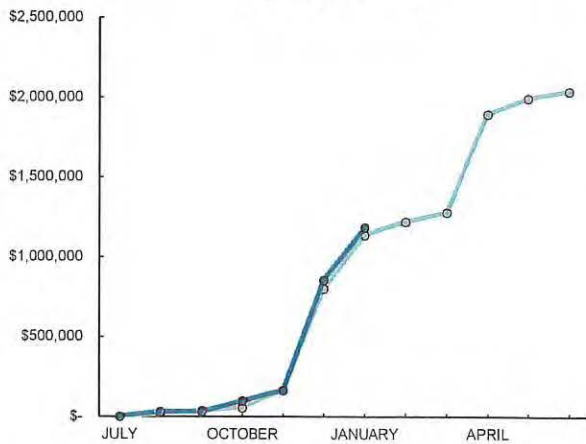
Sewer Service Fees



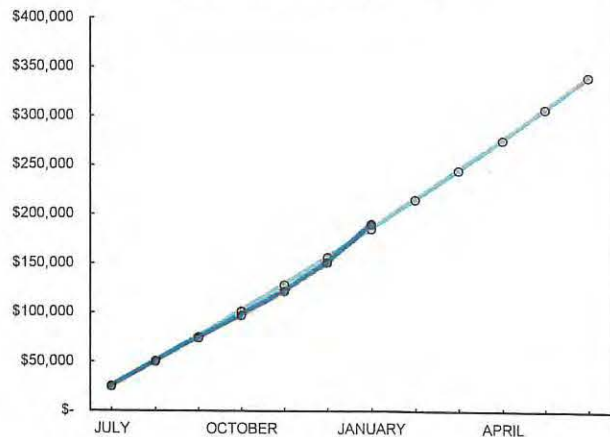
Capacity Charges



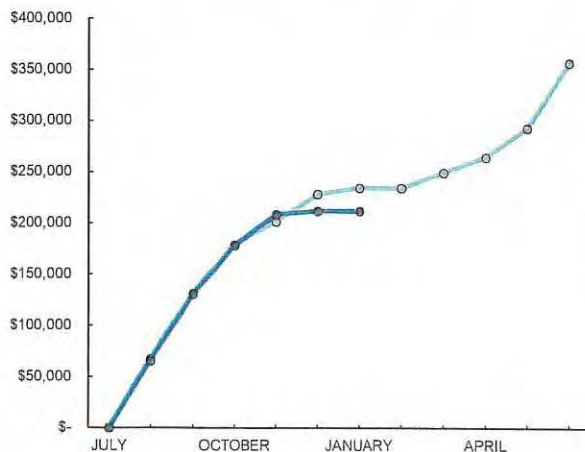
Property Taxes



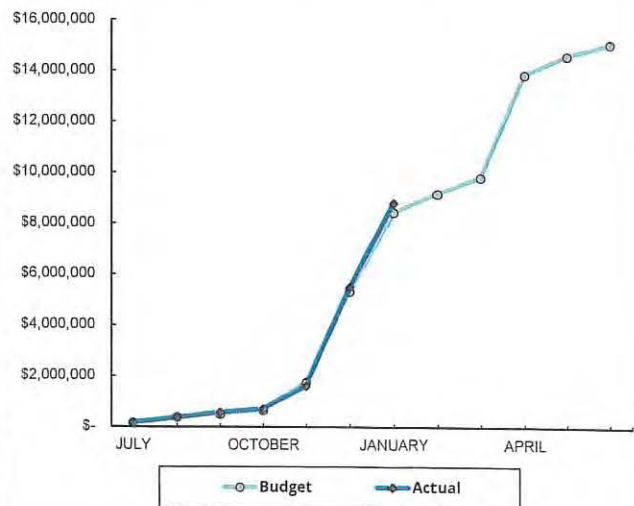
Investment Income



Recycled Wastewater Sales



Total Revenue

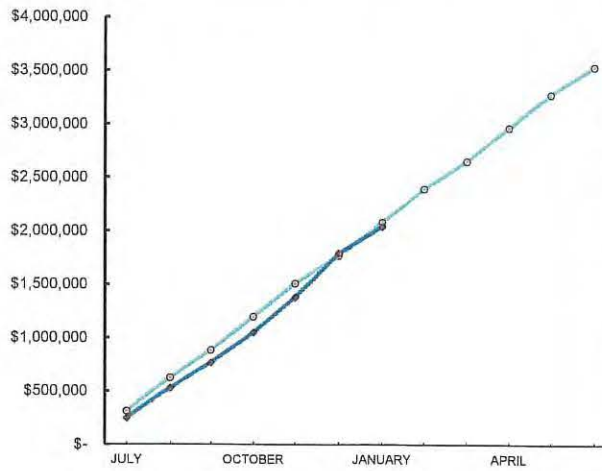


* Preliminary: subject to future review, reconciliation, accruals, and audit

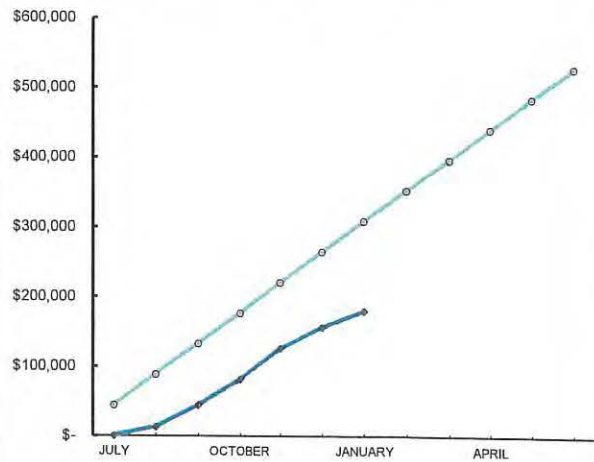
Leucadia Wastewater District Operating Expenses FY2023

YTD through January 31, 2023

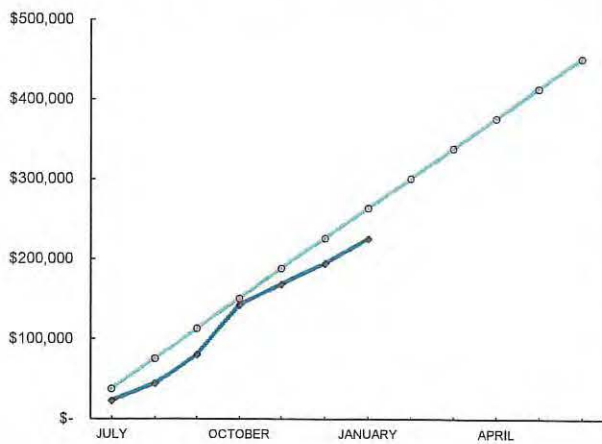
Salaries and Benefits



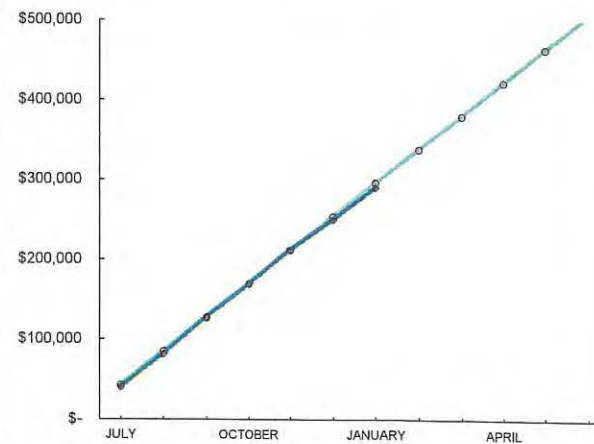
Professional Services



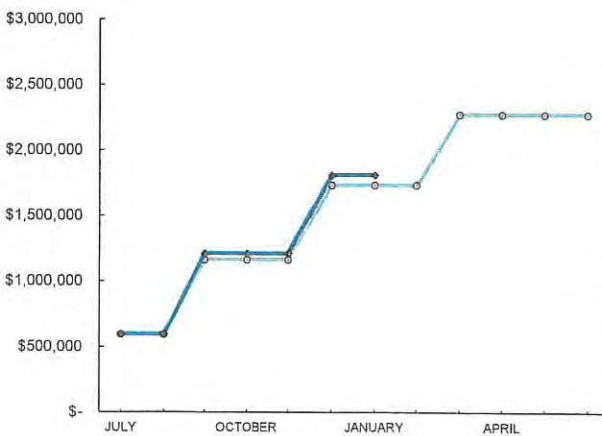
Repairs & Maintenance



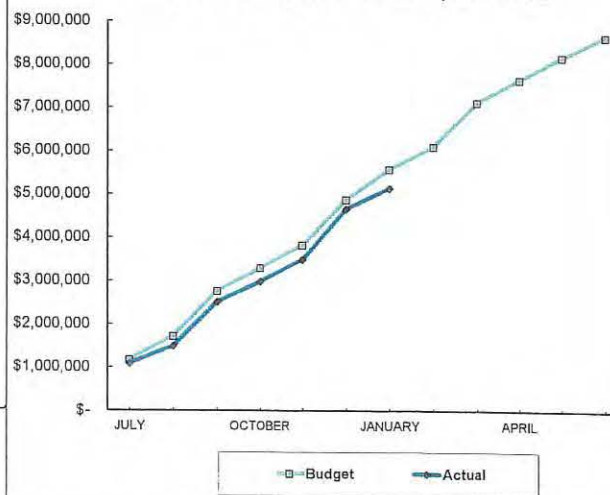
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

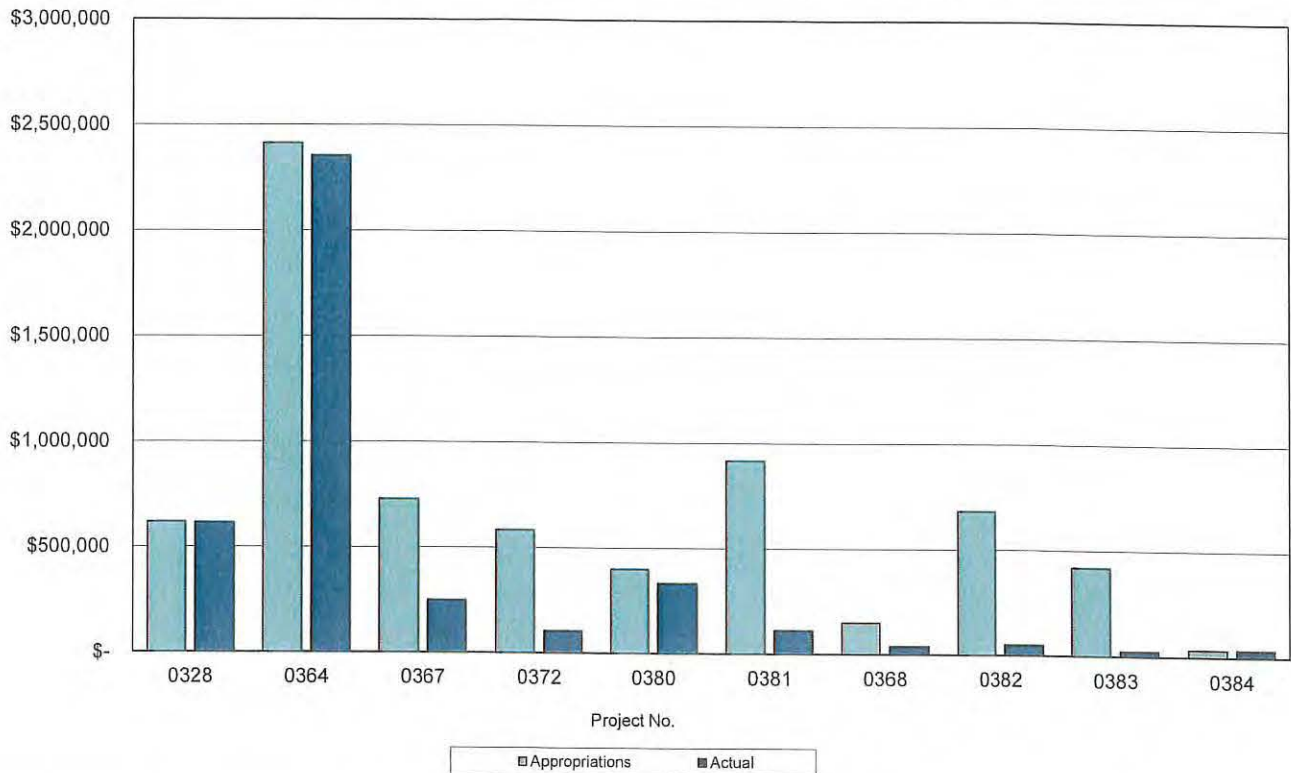


* Preliminary: subject to future review, reconciliation, accruals, and audit

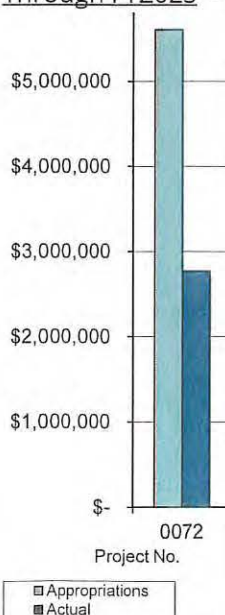
Leucadia Wastewater District Capital Expenditures

As of January 31, 2023

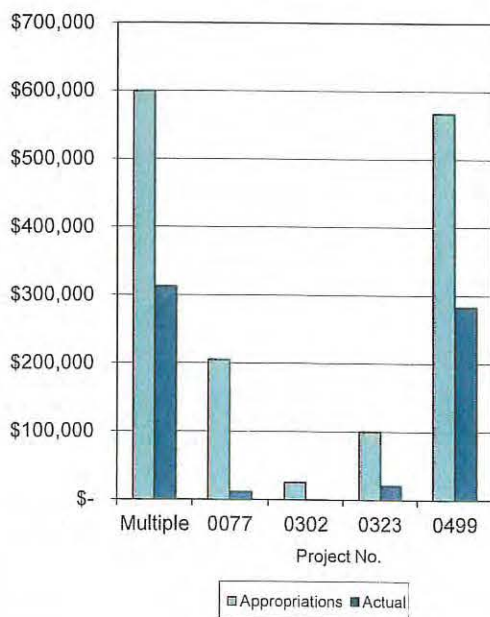
District Multi Year Capital Expenditures by Project Through FY2023



District's Share of Encina WPCF Capital Exp Through FY2023



Single Year Capital Expenditures by Project FY2023



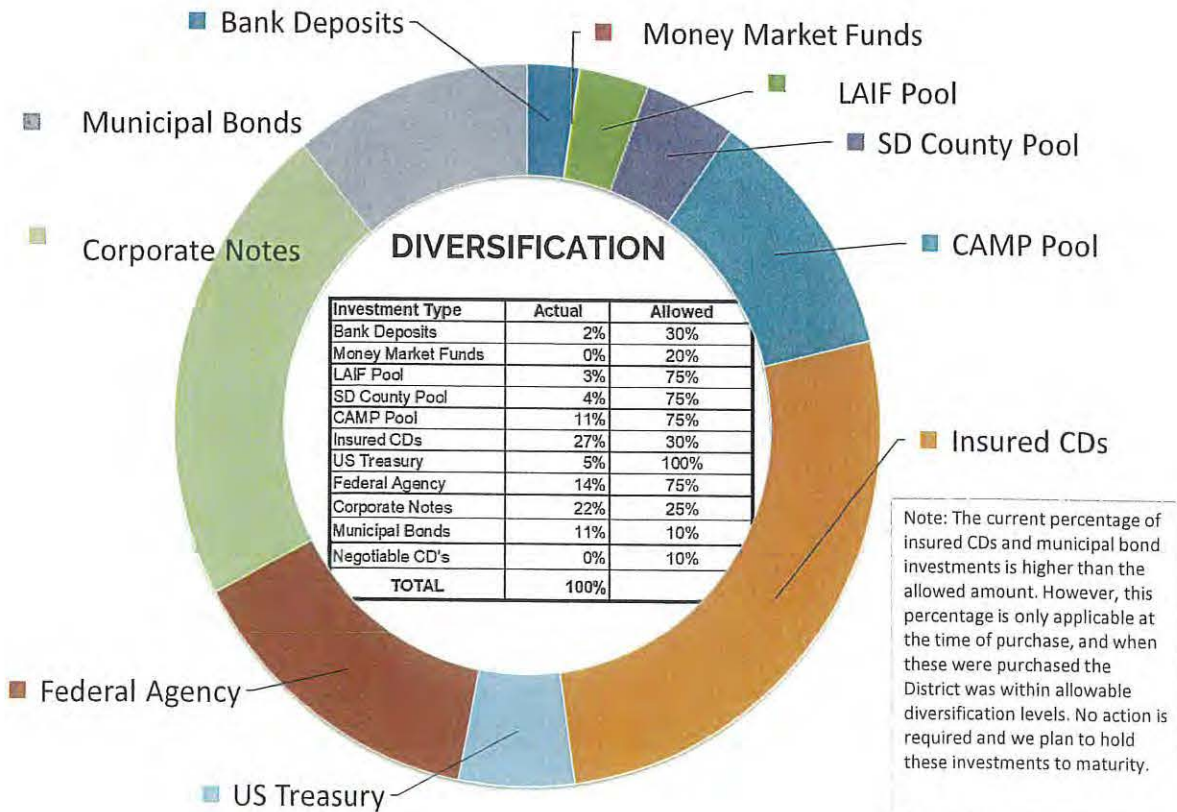
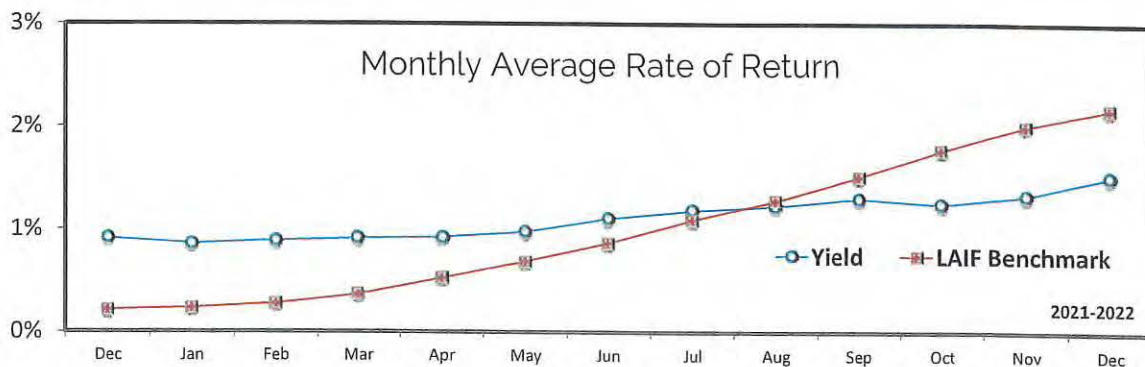
Project Legend

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

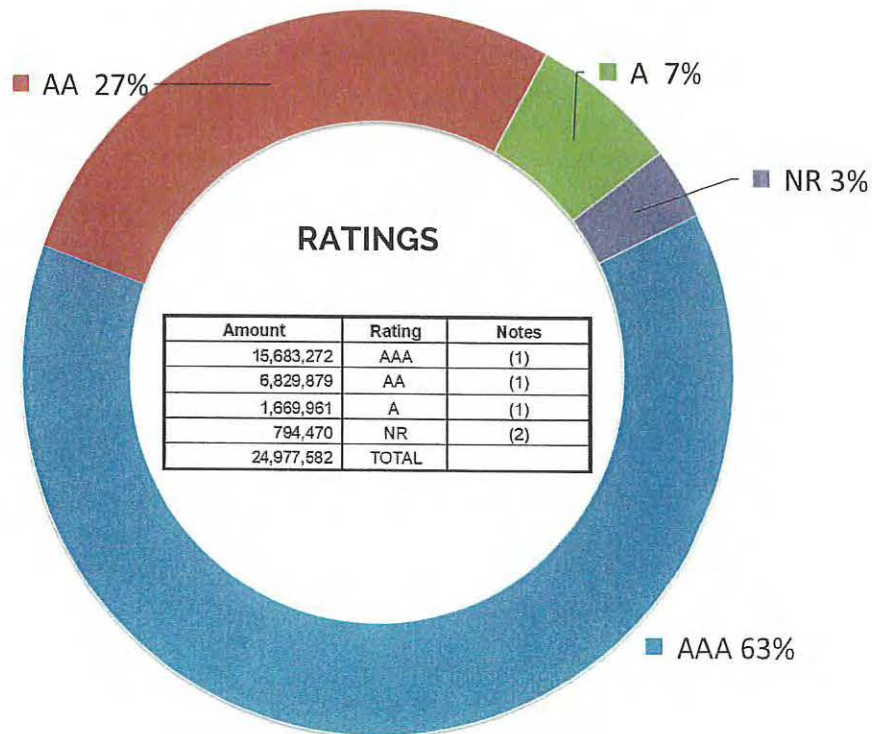
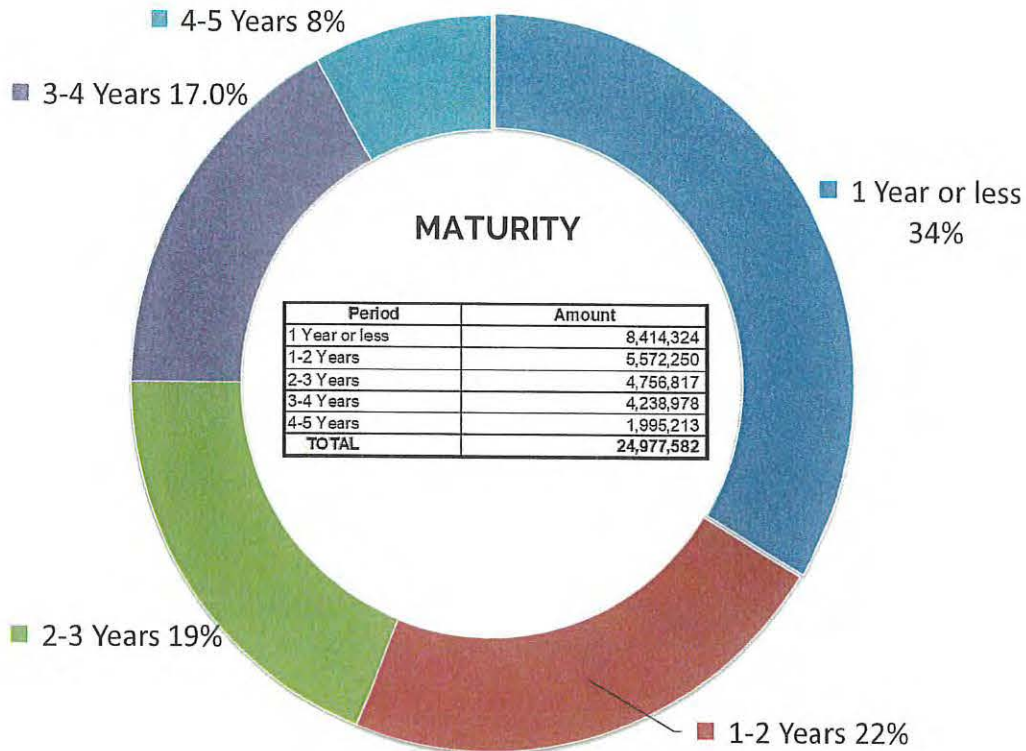
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2022

Cash Equivalents & Investments	Principal (Original Cost)		December Interest	Average Rate
	Nov 30, 2022	Dec 31, 2022		
Pacific Premier Bank Reserves	\$ 359,773	\$ 594,203	\$ 4	0.010%
TVI Dreyfus Money Market	32,147	4,354	60	3.940%
LAIF Pool	794,470	794,470	1,439	2.173%
SD County Pool	1,048,282	1,052,552	2,600	2.970%
CAMP Pool	1,435,976	2,835,639	7,653	4.300%
Certificates of Deposit - Insured	6,166,000	6,664,000	6,842	1.491%
US Treasury Notes	1,311,275	1,311,275	936	0.984%
Federal Agency Notes	3,547,052	3,547,052	2,723	0.975%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	5,422,147	5,422,147	5,690	1.276%
Negotiable CD's	-	-	-	-
Totals	\$ 22,869,012	\$ 24,977,582	\$ 30,129	1.511%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2022

(Continued)

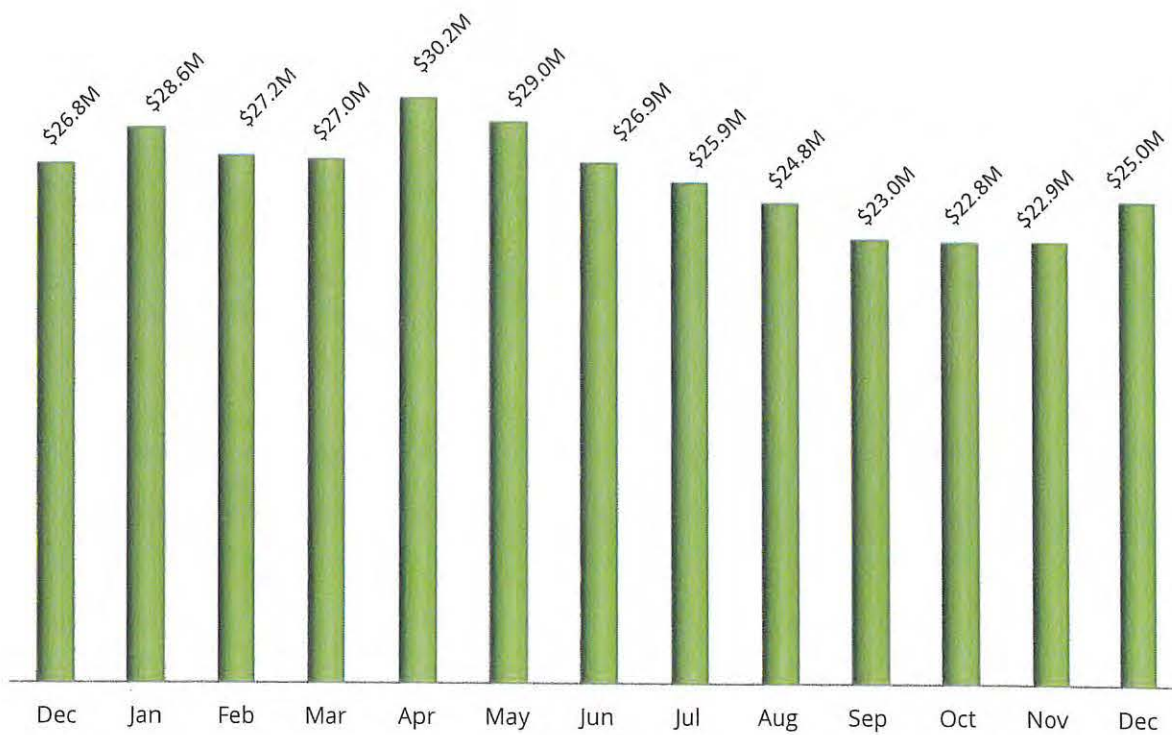


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2022

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



CY 2021/2022


INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Ideal Credit Union	249,000		12/29/2027	45157PAZ3	4.50%	
All In Fed Credit Union	249,000		12/20/2027	01664MAB2	4.40%	
TOTAL	\$ 498,000	\$ -				

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

MEMORANDUM

Ref: 23-8318

DATE: February 2, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **LWD QUARTERLY TREASURER'S INVESTMENT REPORT**

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

In accordance with California Government Code §53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending December 31, 2022 (see attached). A copy of the full Quarterly Treasurer's Investment Report has been enclosed for your review.

reg:PJB







Attachment

LEUCADIA WASTEWATER DISTRICT


QUARTERLY TREASURER'S REPORT SUMMARY

12-31-2022

SUMMARY OF CASH & INVESTMENTS at December 31, 2022					
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS					
ASSETS	PAR VALUE 12/31/2022	AMORTIZED COST 12/31/2022	% OF TOTAL		MARKET VALUE 12/31/2022
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 594,203	\$ 594,203	2%	30%	\$ 594,203
MONEY MARKET FUNDS	\$ 4,354	\$ 4,354	0%	20%	\$ 4,354
LAIF - STATE INVESTMENT POOL	\$ 794,470	\$ 794,470	3%	75%	\$ 779,684
SAN DIEGO COUNTY INVESTMENT POOL	\$ 1,052,552	\$ 1,052,552	4%	75%	\$ 1,012,000
CAMP - JPA INVESTMENT POOL	\$ 2,842,958	\$ 2,842,958	11%	75%	\$ 2,842,958
FEDERAL AGENCY SECURITIES	\$ 3,550,000	\$ 3,548,068	14%	75%	\$ 3,264,162
US TREASURY BONDS/NOTES	\$ 1,300,000	\$ 1,301,840	5%	100%	\$ 1,204,161
CORPORATE NOTES	\$ 5,300,000	\$ 5,343,130	21%	25%	\$ 4,915,525
NEGOTIABLE CERTIFICATES OF DEPOSIT	\$ -	\$ -	0%	10%	\$ -
MUNICIPAL BONDS	\$ 2,670,000	\$ 2,751,889	11%	10%	\$ 2,495,900
INSURED CERTIFICATES OF DEPOSIT	\$ 6,664,000	\$ 6,664,000	27%	30%	\$ 6,007,445
TOTAL CASH & INVESTMENTS	\$ 24,772,537	\$ 24,897,464	100%		\$ 23,120,392

As of December 31, 2022		QUARTERLY RESULTS			
					
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
\$23.1M	666	\$2.01M	\$78K	1.4%	2.0%

MEMORANDUM

DATE: February 2, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: January 2023 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 January 2023.

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 January 2023 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
January 1-31, 2023**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director C. Roesink	Director R. Saldana	GM P. Bushee	DTS R. Morishita	ASsup T. Hill	DFA R. Green
2023 CASA Winter Conference January 24-27, 2023 Palm Springs, CA	Registration	625.00	625.00	625.00						
	Hotel	687.57	687.57	687.57						
	Airfare									
	Meals	26.59	83.02	35.45						
	Rental Car									
	Parking/Coaster									
	Tips/Baggage	10.00	6.00							
	Fuel/mileage/taxi/uber		170.30	166.37						
	Total	1,349.16	1,571.89	1,514.39	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes :

DO drove JH to conference

Not all travel reports for CASA were received by the time the agenda went out.

The other CASA expense reports will be reported next month.

Encina Wastewater Authority Report
Regular Board Meeting
January 25, 2023

EWA Board of Directors – Vice President Roesink Reporting

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

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

2. Committee Assignments for Calendar Year 2023

The Board of Directors received and filed the committee assignments for calendar year 2023.

3. 2022 Tactical Plan Achievement Report

The Board of Directors received and filed the 2022 Tactical Plan Achievement Report.

Executive Session

The Board of Directors met in Executive Session pursuant to government code to discuss:

- Labor Negotiations with Authorized Representative Scott McClelland

Following Executive Session, the Board voted to establish an Ad Hoc Committee to assist the General Manager during the meet and confer process. The Ad Hoc Committee consists of Chair Joy Lyndes, Director Elaine Sullivan, and Vice Chair Jim Hernandez.

Ad Hoc Committee Meeting Report

Presented by Director Omsted

Meeting held January 24, 2023

The AHC reviewed the following policy:

1. Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy

The AHC reviewed the Policy and discussed whether the current policy adequately rotates the LWD committee membership.

Following a lengthy discussion, the AHC decided to keep the policy as is. Director Omsted stated he would like historical committee assignment data, going back to January 2022, included in every January Board agenda as a reference. Staff stated they would do this.

The Ad Hoc Committee also determined that Director Saldana should serve as Chair for the Engineering Committee for calendar year 2023 because electoral district 4 should have rotated to the Chair position.

Investment and Finance Committee Meeting Report

Presented by Director Omsted

Meeting held January 30, 2023

The Investment and Finance Committee (IFC) reviewed the following recommendations:

1. The IFC conducted its Annual Review of the LWD Reserve Fund Policy.

Staff presented the Annual Review of LWD's Reserve Fund Policy. The IFC concurred with staff to recommend that the Board of Directors adopt a Revised Reserve Fund Policy.

This item will be discussed later in the agenda.

Engineering Committee Meeting Report

Presented by Director Saldana

Meeting held January 31, 2023

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

- Receive and file the Rancho Verde Pump Station Rehabilitation Preliminary Design Report completed by Water Works Engineers; and
- Authorize the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers (WWE) for engineering design services for the Rancho Verde Pump Station Rehabilitation Project in an amount not to exceed \$89,804.

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

2. The EC also received updates on the following:


- Development Projects Summary; and
- January 2023 Storm Events Report

These items were for information purposes and there was no action taken. The January 2023 Storm Events Report will be reviewed later in the agenda.

MEMORANDUM

Ref: 23-8317

DATE: February 2, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Annual Review of LWD Reserve Fund Policy



RECOMMENDATION:

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

1. Adopt Resolution No. 2392 approving the revised Reserve Fund Policy;
2. Receive and file the Annual Reserve Fund Review Report; and
3. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Financial/Finance Policy Reviews

This item was reviewed by the IFC at their January 30th meeting and the IFC concurred with staff to present this item for the Board's consideration.

In February 2005, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Reserve Fund Policy which established a means for LWD to ensure that sufficient funds are available for current operating and capital needs. The policy was last reviewed in February 2022 and last revised in February 2020.

The Reserve Fund Policy establishes two distinct reserves at LWD: 1) Restricted Reserves and 2) Unrestricted Reserves. The policy also establishes various designations within each type of reserve and calls for an annual review of the reserve balances. This report constitutes that review.

Staff has reviewed the Reserve Fund Policy and is recommending the following changes to the existing Reserve Fund Policy:

1) Remove the Capital Improvement Reserve

Capacity fees initially funded the Capital Improvement Reserve balance, and the funds were restricted to finance expansion and/or growth related capital facilities. LWD is nearing build-out and has sufficient capacity to service the remaining connections. Therefore, this fund is no longer needed. During fiscal year 2021, all remaining funds in this reserve had been used. Capacity fees collected are considered a buy-in fee and fund the Wastewater Capital Replacement fund, which will be used for future capital replacement needs.

2) Change the purpose of the Encina Wastewater Reserve

Prior to fiscal year 2023, the Encina Wastewater Reserve represented a deposit held by Encina Wastewater Authority (EWA) that funded the District's proportional share of approximately one-quarter of EWA's capital and operating expenditures. This reserve, effectively an advance, was needed because EWA billed the member agencies based on actual expenditures after each quarter ended.

In May 2022 the EWA Board of Directors modified its billing methodology and reserve policy, and in June 2022 EWA began billing its member agencies one-month in advance of the upcoming quarter based on estimated capital and operating expenditures for the upcoming quarter. This action theoretically eliminated the need for the Encina Wastewater Reserve.

Simultaneously, the EWA Board changed EWA's reserve policy to include a true reserve balance, much smaller than the previous reserve that is restricted for emergencies and unanticipated expenditures.

3) Clarifying edits

Minor grammatical edits made throughout the policy, and four reserve designations were modified to reflect the source of funds that contributed to each reserve:

- Operating Reserve was updated to Wastewater Operating Reserve;
- Replacement Reserve was updated to Wastewater Replacement Reserve;
- Water Recycling Reserve was updated to Recycled Water Reserve; and
- Emergency Reserve was updated to Wastewater Emergency Reserve.

A copy of the policy and proposed resolution are attached for the Board's review.

During November 2022, the Board received the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2022 that included the following reserve balances:

Restricted Reserves:

<i>Encina Wastewater Authority Reserve</i>	<i>\$445,200</i>
--	------------------

Unrestricted Reserves:

<i>Reserve Designation</i>	<i>Reserve Balances</i>
<i>Operations Reserve</i>	<i>\$ 2,770,758</i>
<i>Replacement Reserve</i>	<i>\$11,375,633</i>
<i>Water Recycling Reserve</i>	<i>\$ 1,559,732</i>
<i>Emergency Reserve</i>	<i>\$ 7,500,000</i>
<i>Total Unrestricted Reserves</i>	<i>\$23,206,126</i>

Staff will provide an overview of the FY 2022 reserve activity during the Board meeting.

reg:PJB

Attachment

RESOLUTION NO. 2392

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
ADOPTING A REVISED RESERVE FUND POLICY**

WHEREAS, the Leucadia Wastewater District (LWD) Board of Directors has adopted a Reserve Fund Policy; and

WHEREAS, the LWD Board of Directors conduct an annual review of the Policy and recommend modifications to the Policy as required;

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the LWD Reserve Fund Policy attached hereto as Attachment "1" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2365.

PASSED AND ADOPTED by the Board of Directors of Leucadia Wastewater District this 8th day of February, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

ATTEST:

Paul J. Bushee, General Manager

(SEAL)

Exhibit A ATTACHMENT 1

LEUCADIA WASTEWATER DISTRICT RESERVE FUND POLICY

Ref: 22-786523-8262

A. POLICY STATEMENT:

One key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital, and debt service cost needs. An additional critical element of fiscal responsibility is to anticipate and prepare for future funding requirements as well as for unforeseen disasters and other unforeseen events. The Leucadia Wastewater District (LWD) will at all times strive to have sufficient funding available to meet its operating, capital, and debt service cost obligations. Reserve funds will be accumulated and maintained in a manner, which allows LWD to fund costs consistent with LWD's adopted Asset Management Plan and Financial Plan, while avoiding significant rate fluctuations due to changes in cash flow requirements. LWD will also maintain an emergency reserve position that may be utilized to fund unexpected disasters or unanticipated major failures. The Board of Directors will annually review the level of reserve funds maintained.

B. DEFINITIONS:

Restricted Reserves: These reserves have restrictions on their use that are imposed by outside sources such as creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted Reserves: These reserves have no externally imposed use restriction. The use of Unrestricted Reserve funds is at the discretion of the Board of Directors. There are two categories of Unrestricted Reserves: Designated and Undesignated. At LWD, all Unrestricted Reserves have been Designated.

Designated Reserves: These reserves are set-aside for a specific purpose, which is determined by the Board of Directors. The Board of Directors also has the authority to redirect the use of these reserve funds as the needs of LWD change.

C. LEUCADIA WASTEWATER DISTRICT RESERVES:

LWD maintains the following reserve funds:

1.0 RESTRICTED RESERVES:

a) Capital Improvement Reserve:

~~The purpose of the Capital Improvement Reserve is to finance future capital facilities that are expansion/growth related. These capital improvements are identified in LWD's Asset Management Plan and Financial Plan. These reserve funds are accumulated in an orderly manner in conformance with State law and drawn down as required by growth related capital projects.~~

b) Encina Wastewater Authority Reserve:

LWD is a member agency of the Encina Wastewater Authority Joint Powers Authority (EWA). EWA maintains member agency deposits on hand ~~to meet its operational, inventory, and capital demands during any quarter. These deposits are restricted for that use for emergencies and unanticipated expenditures. Annually on May 1, EWA will prepare a one-year capital program cash flow budget. The EWA Reserve amount will be established using the District's proportional share of EWA's average one-month~~

requirement of the capital program.

2.0 UNRESTRICTED DESIGNATED RESERVES:

a) Wastewater Operating Reserve:

Since the majority of operating revenues are received periodically over the fiscal year and operating expenses are incurred uniformly over the fiscal year, an operating reserve is necessary to fund those costs attributable to daily operations. To meet daily operational needs, LWD has established an Wastewater Operating Reserve balance at 33% of annual budgeted operating expenses.

b) Wastewater Replacement Reserve:

The Wastewater Replacement Reserve provides funds for capital replacement and refurbishment of existing wastewater facilities. These capital improvements are identified in LWD's adopted Asset Management Plan and Financial Plan. Wastewater Replacement Reserve funds ~~are~~ accumulated in an orderly manner and are drawn down as required to fund capital replacement projects. To avoid abrupt sewer service rate changes, this reserve may be used to stabilize rates. The Wastewater Replacement Reserve shall not exceed the total 20-year capital replacement costs for wastewater facilities as identified in the Financial Plan. The yearly average of the 20-year capital replacement costs is the minimum target balance to ensure that LWD is able to fund capital replacements as they are scheduled or needed.

c) Recycled Water ~~Recycling~~ Reserve:

The Recycled Water ~~Recycling~~ Reserve will fund capital improvements and replacement of water recycling facilities. This reserve can also be used to fund operating expenses in the Recycled Water ~~Recycling~~ Fund whenever there is a shortfall of recycled wastewater sales revenue. These capital improvements are identified in LWD's adopted Asset Management Plan and Financial Plan. The Recycled Water ~~Recycling~~ Reserve shall not exceed the total 20-year capital replacement costs for water recycling facilities as identified in the Financial Plan.

d) Wastewater Emergency Reserve:

The Wastewater Emergency Reserve provides funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated major failure in a period when capital improvements funds have otherwise been purposely spent down to preset limits on planned projects. The Wastewater Emergency Reserve is at the discretion of the Board of Directors and is maintained at a level of \$7,500,000, which is based on the recommendation by LWD staff and the District Engineer (Exhibit A).

For further detail of the sources and uses of the above reserves, please refer to following section "D".

D. SOURCES AND USE OF FUNDS:

This section describes the sources and uses of funds for LWD reserves and includes maximum and minimum reserve balances and other informational notes.

RESTRICTED RESERVES

RESERVE	SOURCE OF FUNDS	USE OF FUNDS	NOTES
Capital Improvement	Interest earned on reserve	Growth related capital expenditures	Funds previously accumulated from capacity fees. Now, capacity fees reflect 100% buy-in to the system and are transferred to the Replacement Reserve.
EWA	Funds transferred from LWD to EWA for deposit with EWA	Capital investment and operating expenditures made by EWA and funds transferred back from EWA to LWD due to reduction in deposit requirements	Deposit balances determined by EWA approved financial reserve policy. Deposit is for emergency and unforeseen for EWA operating, inventory, and capital needs/demands during any quarterly period.

UNRESTRICTED DESIGNATED RESERVES

RESERVE	SOURCE OF FUNDS	USE OF FUNDS	NOTES
Wastewater Operating	Operating income and interest earned on reserve	Wastewater operating expenses and transfers to other reserves	Reserve balance maintained at 33% of budgeted operating expenses. Excess (deficit) funds transferred to (from) Replacement Reserve.
Wastewater Replacement	Property taxes, interest earned on reserve, 100% of capacity fees, and other non-operating income. Also excess operating net income transferred from the Wastewater Operating Reserve, and excess interest earned on the emergency reserve	Replacement related capital expenditures and rate stabilization	Maximum reserve balance is 20-year capital replacement costs as identified in the Financial Plan. Minimum reserve target balance is the yearly average of the 20-year capital replacement costs as identified in the Financial Plan.

<u>Recycled Water Recycling</u>	Recycled W water sales, grant income, and interest earned on reserve	Recycled W water capital improvement and replacement costs as well as water recycling operating expenses	Maximum reserve balance is 20-year capital replacement costs as identified in the Financial Plan.
<u>Wastewater Emergency</u>	Originally funded by board action. Interest earned on reserve. Additional funding as needed to maintain Reserve level.	Emergency repair or replacement expenditures	Reserve balance maintained at \$7,500,000 level. Excess (deficit) funds transferred to (from) Replacement Reserve.

EXHIBIT A

Leucadia Wastewater District Discussion of Emergency Reserve Fund

~~Maintenance-Maintaining of an Wastewater~~ Emergency Reserve Fund (WERF) ~~would~~ provides the benefit of ~~providing~~ having funds available for emergency response ~~for-to~~ repair and/or replacement of capital facilities ~~potentially-necessary~~ due to natural disaster damage or unanticipated major failure in a period when capital improvement funds have otherwise been purposely spent down to preset limits on planned projects. Separately, Capital Reserve Funds will be accumulated in a planned manner through financing, setting aside a portion of sewer service fees, or a combination of both methods, as determined by Board policy.

The amount to be recommended for maintenance in the WERF has been evaluated and discussed by Leucadia Wastewater District (LWD) staff and the District Engineer. The following table lists some pros and cons for three potential levels of WERF.

ERF-Alternatives	Pros	Cons
Alternative 1: LWD maintain small <u>WERF</u> of \$1.0 million	<ol style="list-style-type: none"> 1) Reduces initial reliance on borrowing. 2) Would extend period of reduced rate increases. 	<ol style="list-style-type: none"> 1) Not enough reserve to respond to many reasonably possible emergency events. 2) Increased risk at point of <u>WERF</u> exhaustion that emergencies could not be responded to timely. 3) Reduced LWD liquidity and lesser financing qualifications. 4) Increased long term reliance on borrowing.
Alternative 2: LWD maintain a Moderate <u>WERF</u> of \$7.5 million	<ol style="list-style-type: none"> 1) Sufficient funds to adequately replace or repair two major LWD facilities on an emergency basis. 2) Sufficient funds to replace or repair about six or seven concurrent intermediate size facility problems at any given time. 3) Unlikely to deplete <u>WERF</u> in a time period that would not allow establishment of additional financing, if necessary. 4) Provides opportunity for investment of modest amount of about 1.5 years worth of sewer service fee collections. 	<ol style="list-style-type: none"> 1) Ties up \$7.5 million of funds that could be used to offset or defer rate increases. 2) May be considered as ability to pay discretionary fines in the potential event of a major wastewater spill. 3) Over time, it may be determined that the \$7.5 million amount should be decreased or increased depending on facility performance and risk tolerance.

	<p>5) Provides ability to fund one to two years of typical CIP schedule projects, while additional funding is being established.</p> <p>6) Increases liquidity of LWD that would be considered positively by financial markets when considering other financing issues.</p>	
<p>Alternative 3: LWD maintain a Large <u>WERF</u> of \$15 million</p>	<p>1) Very little risk that any emergency situation would result that funds were not available for immediate response.</p>	<p>1) Maintenance of large reserves is considered by some watch dog entities as a negative attribute.</p>

Based on an analysis of the above three WERF funding alternatives above, LWD staff and the District Engineer recommend that LWD adopt Alternative 2 – LWD Maintain a Moderate WERF of \$7.5 million.

MEMORANDUM

DATE: February 2, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Rancho Verde Pump Station Rehabilitation Project - Preliminary Design Report Completion**

RECOMMENDATION:

Staff and the Engineering Committee recommend that the Board of Directors:

1. Receive and file the Rancho Verde Pump Station Rehabilitation Preliminary Design Report completed by Water Works Engineers.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: **Infrastructure & Technology / Rancho Verde Pump Station Rehabilitation**

This item was reviewed by the EC at their January 31st meeting and the EC concurred with staff to present this item for the Board's consideration.

In March 2020, Infrastructure Engineering Corporation (IEC) completed the Leucadia Wastewater District's (District) 2019 Pump Station Condition Assessment. IEC was the District's previous as needed design engineer. IEC's assessment recommended that the Rancho Verde Pump Station (RVPS) be rehabilitated to include improvements to the mechanical, electrical, and general site components of the facility in Fiscal Year 2023.

In September 2022, Water Works Engineers (WWE) was issued a task order to conduct the Preliminary Design Report (PDR) for RVPS upgrade in order to establish the scope and parameters of the project. WWE has completed the PDR which identified improvements to existing vaults, wet well, site drainage, electrical panels and pump station controls. Staff and WWE will provide a detailed overview at the upcoming meeting. A copy of the PDR is available upon request.

Staff and the EC recommend that the Board receive and file the Rancho Verde Pump Station Rehabilitation Preliminary Design Report completed by WWE. If approved, staff plans to execute a task order amendment with WWE for final design.

ier:PJB

MEMORANDUM

DATE: February 2, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Rancho Verde Pump Station Rehabilitation Project – Final Design Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute Amendment No. 1 to Task Order No. 3 to the Engineering Design Services Agreement with Water Works Engineers (WWE) for final design services for the Rancho Verde Pump Station Rehabilitation Project (RVPS) in an amount not to exceed \$89,804.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: **Infrastructure & Technology / Rancho Verde Pump Station Rehabilitation**

This item was reviewed by the EC at their January 31st meeting and the EC concurred with staff to present this item for the Board's consideration.

Prior to this item, the EC will have considered the RVPS Preliminary Design Report (PDR) completed by Water Works. The PDR recommended improvements to existing vaults, wet well, site drainage, electrical panels and pump station controls.

Additionally, the PDR estimated the construction cost for the Project, without contingency, to be \$710,300. The next phase of the Project is the final design phase. WWE has submitted a proposal, attached, to complete the design of the Project. The Scope of Work includes:

Subtask 3 – Final Design

The design of the Project will conform to the PDR. WWE will:

- Prepare four design submittals at 30%, 60%, 90% and 100% levels of design
- Project Management and Administration
 - WWE will attend five review meetings: a kick off meeting and one after each of the design submittals. WWE will develop a comment log for District comments on both the specifications and the plans with a column for WWE's response to each comment. Additional coordination, project status reports and schedule updates will be addressed via e-mail and telephone.
- Prepare the bid package that will consist of D-sized sheets, Construction Specifications Institute (CSI) format specifications and an engineer's opinion of probable construction cost
- Easement procurement support

Under this subtask WWE will perform Project Management and Administration, and Final Design services for the improvements listed in the PDR.

WWE's proposed fee for design services is \$89,804 which includes services to support Project design, such as electrical engineering subconsultant design services. This fee is 12.6% of the estimated construction cost. Staff believes the proposal is fair and reasonable for the size and complexity of the project. This continuation of engineering service is covered under the existing three year as needed agreement with WWE. Therefore, staff and the EC recommend that the Board authorize the General Manager to execute Amendment No. 1 to Task Order 3 with WWE for engineering design services for the Rancho Verde Pump Station Rehabilitation Project.

FISCAL IMPACT:

Staff appropriated \$126K in the FY23 Budget for the RVPS project design. Therefore, the budget contains sufficient funds to complete the design services to be provided under this task order amendment. Staff plans to propose additional funding for this project as part of the Fiscal Year 2024 Budget process.

ier:PJB

Attachment



Mr. Robin Morishita
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

RE: Engineering Services Proposal for Rancho Verde Pump Station Rehabilitation Project

Dear Mr. Morishita,

Water Works Engineers (Water Works) is pleased to submit to Leucadia Wastewater District (District) a proposal for Amendment No. 1 for Final Design Engineering Services to Task Order No. 3 Rancho Verde Pump Station Rehabilitation Project.

On December 21st, 2022, Water Works Engineers submitted a final Preliminary Design Report (PDR) for the pump station rehabilitation. Major improvements listed in the PDR include fully replaced mechanical piping, valves, appurtenances, new electrical equipment, and civil site improvements. In addition, it was recommended that new Permanent Easement and Temporary Construction Easement be procured from the Ranch HOA.

The attached Scope of Services describes the specific tasks and deliverables that Water Works will perform for this Project based on the recommendations from the PDR. Please contact me at 619-833-6955 should you have any questions or need further information.

Sincerely,

Tim Lewis, PE
Project Manager



7290 Navajo Rd, Suite 101, San Diego CA 92119
619-833-6955 (Direct Office)
619-919-3880 (Cell)
timl@wwengineers.com / www.wwengineers.com

Scope of Engineering Services

Water Works Engineers, LLC. and Leucadia Wastewater District

Amendment No 1 for the Final Design of Rancho Verde Pump Station Rehabilitation Project Task Order No. 3

This Scope of Engineering Services is issued by Leucadia Wastewater District (herein referred to as CLIENT or District) and accepted by Water Works Engineers LLC (herein referred to as ENGINEER) pursuant to the mutual promises, covenants, and conditions contained in the most current As Needed Engineering Design Services Agreement between Leucadia Wastewater District and Water Works Engineers LLC.

Scope of Services

ENGINEER will provide engineering design services to meet the Project objectives. Services will be split into the following tasks.

Subtasks	Title
3	Final Design

Subtask 3: Final Design

Under this subtask ENGINEER shall conduct Project Management and Administration, and Final Design services for the improvements listed in the attached Project Preliminary Design Report (Water Works Engineers, December 2022).

Project Management and Administration

ENGINEER shall monitor and track the project budget and schedule to ensure that all deadlines are met and that the project budget is not exceeded. ENGINEER will coordinate with the project team to address items such as project schedule, project budget, and current issues of concern. ENGINEER shall also monitor progress and coordinate the activities being performed by all sub-consultants associated with the project and submit monthly progress reports to the CLIENT.

- 1) Project Communication and Control
 - a) Coordination of all project team activities
 - b) Communication of project progress and issues to CLIENT staff
 - c) Project schedule maintenance and control of project tasks to keep project schedule on track
 - d) Cost tracking of all engineering activities and active cost control of fees.
- 2) Quality Assurance/Quality Control
 - a) Plan and implement Quality Assurance/ Quality Control Policy with the entire project team
 - b) Ensure QA/QC procedures are being followed at each step in the design process

Meetings	<ul style="list-style-type: none"> Project Kickoff Meeting (in-person and onsite at RVPS)
Deliverables	<ul style="list-style-type: none"> Kickoff Meeting Notes (via email) Monthly Progress Reports (via email)

PDR Approach Validation with HOA

ENGINEER shall produce revised 30% level design plans for the RVPS pump station rehabilitation and support District during preliminary discussions with the Ranch HOA. The purpose of the plan and any engineer support services shall be for OWNER and Ranch HOA coordination efforts to validate Final Design direction and identify any required deviations from the Preliminary Design Report (WWE Dec 2022).

- Civil Site Plan (30% Design Level)
- Demo Site Plan (30% Design Level)
- Draft Easement Exhibit

Meetings	<ul style="list-style-type: none"> • Meeting with Ranch HOA and District (in-person and onsite at RVPS)
Deliverables	<ul style="list-style-type: none"> • 30% Design Level Civil Site Plan, Demo Site Plan, and conceptual Draft Easement Exhibit (electronic; PDF) • Kickoff Meeting Notes (via email) • Monthly Progress Reports (via email)

Final Design

ENGINEER shall produce 60%, 90%, 100%, and Bid Document level plans, technical specifications, and cost estimates (PS&E) for the RVPS pump station rehabilitation. The basis of design for the Project shall be the attached final Preliminary Design Report (WWE Dec 2022) and any deviations identified during the PDR Approach Validation with HOA. The anticipated sheet list by major deliverable is depicted below.

Sheet List	Major Deliverable			
	60%	90%	100%	Bid Docs ¹
Title Sheet	X	X	X	X
General Notes		X	X	X
General Designations		X	X	X
Civil Legend	X	X	X	X
Mechanical Legend		X	X	X
Structural Notes		X	X	X
Structural Notes 2		X	X	X
Architectural Notes		X	X	X
Demo	X	X	X	X
Civil Site	X	X	X	X
Conceptual Bypass Plan	X	X	X	X
Civil Details 1		X	X	X
Civil Details 2		X	X	X
Structural Mechanical Plan	X	X	X	X
Structural Mechanical Section	X	X	X	X
Shade Structure Structural		X	X	X
Mechanical & Architectural Plan		X	X	X



Electrical Standard		X	X	X
Symbols/Abbreviations		X	X	X
Electrical Notes		X	X	X
Electrical Site Plan	X	X	X	X
One Line Diagram/Elevations	X	X	X	X
PLC Block Diagram	X	X	X	X
Schematic	X	X	X	X
Electrical Details		X	X	X
Wet Well Plan		X	X	X
RTU Panel Sheets	X	X	X	X
Standard Details		X	X	X

¹Changes between 100% and Bid Docs should be minor and limited to clarifications to existing notes and reflect final changes that may be necessitated by permitting or easement procurement requirements that arrive later during the design.

Meetings	<ul style="list-style-type: none"> • 60% Design Review Meeting (in-person) • 90% Design Review Meeting (in-person) • 100% Design Review Meeting (virtual)
Deliverables	<ul style="list-style-type: none"> • 60% PS&E (Elec. pdf & 5x hard copies plans only 11x17) • 90% PS&E (Elec. pdf & 5x hard copies plans only 11x17) • 100% PS&E (Elec. pdf & 5x hard copies plans only 11x17) • Bid Documents PS&E (Elec. pdf)

Easement Procurement Support

Under this subtask, ENGINEER shall support the District in securing easement procurement from Ranch HOA.

- Single Plat and Legal produced by a professional land surveyor (subconsultant to ENGINEER) for the temporary construction easement (TCE) and permanent easement (PE) to be procured by the District from Ranch HOA (see Assumptions section below)

Meetings	<ul style="list-style-type: none"> • None
Deliverables	<ul style="list-style-type: none"> • Plat & Legal (draft and final., elec. PDF)

ASSUMPTIONS

The following assumptions have been made in the development of this Scope of Services. Additional Task Orders would be required to perform any of the work which is not listed in this scope or has been specifically identified as out of scope in the assumptions below:

- CLIENT review periods of submittals: 10-working days
- Design will not be subject to design review by Ranch HOA, and District operational and design standards will govern, as directed to Water Works Engineers during formal deliverable design reviews. Drainage considerations will be subject to design review by City of Carlsbad.
- Not in Scope:
 - Geotechnical Design and/or Field Services
 - It is assumed that any geotechnical information and special design considerations or subsurface preparation requirements (such as groundwater levels, dewatering needs, OSHA soil type classification, etc.) can be attained or interpolated from the original design documents for the overall Ranch HOA development and will not require new geotechnical design investigation nor geotechnical field services. Water Works has only reviewed District-provided forcemain plan and profiles and pump station record drawings, and these documents do not currently list geotechnical design considerations. It is assumed that these can be found in the overall contract documents for the Ranch HOA (technical specifications, geotechnical design report, drill hole logs, etc.) and that the District will procure these documents for Water Works Engineers to review and adapt.
 - Front Ends & Division "00" Documents (Bidding Requirements, Contract Forms, and Conditions of the Contract)
 - Easement (permanent and temporary construction) Procurement
 - It is assumed that the District will provide correspondence, offer, negotiation and escrow services to draft, finalize, and execute new easements with Ranch HOA and Water Works Engineers will provide draft/final Plats and Legals only.
 - Public Outreach
 - It assumed that the District will lead communication and public outreach with the Ranch HOA
 - Bidding Support & Engineering Services During Construction
 - It is assumed that will be covered in a future amendment
 - Environmental Engineering Services and/or Studies (CEQA)
 - Assumes Class 1 Categorical Exemption and District as lead agency – Although not legally required, the District is recommended to consider producing a Notice of Exemption (NOE) at its discretion to reduce schedule impact risks associated with a public legal challenge to the assumed Class 1 Categorical Exemption.
 - Survey
 - It is assumed that existing survey limits from the PDR phase of the project are sufficient.



- Traffic Control Plans
- Water Quality Analysis and/or Testing
- Potholing
- Permitting other than City of Carlsbad drainage design review
- Funding Procurement Assistance and/or Investigation
- SWPPP (all SWPPP requirements will be met by the Contractor)
- Drainage/Stormwater Study (likely not necessary based on City of Carlsbad correspondence)
- Landscaping and Irrigation Plans, Notes, and Detail
 - It is assumed that all landscaping and irrigation modifications will be covered in general notes and an allowance for the contractor, and that the HOA landscaping company will work with the District during construction to provide information and knowledge on existing irrigation lines, valves, and identify what would need to be fixed.
- Pre-Post Construction Renderings

SCHEDULE

Estimated Design Schedule ¹	
Description	Estimated Date
Notice to Proceed (signed Agreement)	Feb 13 th , 2023
PDR Validation with HOA	March 6 th , 2023
60% PS&E	March 31 st , 2023
90% PS&E	April 28 th , 2023
100% PS&E	May 19 th , 2023
Bid Docs PS&E	June 9 th , 2023

¹ Dates provided herein are preliminary, assume a 10-day District review period, and can be expedited or extended as needed to meet Client needs.

PAYMENT

Payment will be on a Time and Expense, Not-to-Exceed basis and invoiced in accordance with the Hourly Wage Rates in the following table, per the most current As Needed Engineering Services Agreement.

Classification	Title	Hourly Rate
AA1	Administrative Assistant	\$81.00
AA2	Senior Administrative Assistant	\$114.00
E0	Engineering Assistant	\$114.00
E1	Staff Engineer	\$143.00
E2	Associate Engineer	\$175.00
E3	Project / Structural Engineer	\$197.00
E4	Senior Project Engineer / Manager	\$228.00
E5	Principal Engineer	\$264.00
I1	Field Inspector	\$153.00
I2	Senior Inspector	\$172.00
I3	Supervising Inspector	\$191.00
T1	CADD Tech 1 / Drafter/Jr. Technician	\$97.00
T2	CADD Tech 2 / Designer/Sr. Technician	\$130.00
T3	CADD Tech 3 / Senior Designer	\$158.00

Notes:

1. A markup of 10% will be applied to all project related Direct Costs and Expenses.
2. An additional premium of 25% will be added to the above rates for Expert Witness and Testimony Services.
3. Rate effective through December 31, 2023. A 3% increase will be added for any services performed in each year thereafter.

Total Budget for each subtask will be as follows and is detailed in Attachment 2.

Subtask	Title	Budget
3	Final Design	\$89,804
	Project Total Budget	\$89,804

ATTACHMENTS

Attached to this Scope for reference are the following:

1	Preliminary Design Report (December 2022)
2	Fee Basis Spreadsheet

Water Works Engineers Fee Estimate

Client Leucadia Wastewater District
Project Rancho Verdes Pump Station Rehabilitation

Prepared by Tim Lewis, Project Manager
Date 1/23/2023




Hours and Fee

		Subtask 3											
Year		2023		2023		2023		2023		2023		2023	
		Project Management		PDR Approach Validation with HOA		60% Design		90% Design		100% Design		Bid Documents	
2023		hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee
Water Works Engineers													
Classification	Title												
AA1	Administrative		\$81										
AA2	Senior Administrative	2	\$228										
E0	Jr Engineer / Jr Field Engineer		\$114										
E1	Staff Engineer		\$143	8	\$1,144	50	\$7,150	55	\$7,865	16	\$2,288	4	\$572
E2	Associate Engineer		\$175	8	\$1,400	30	\$5,250	40	\$7,000	12	\$2,100	4	\$700
E3	Project Engineer	6	\$1,182	4	\$788	40	\$7,880	40	\$7,880	24	\$4,728	4	\$788
E4	Senior Project Engineer / Manager		\$228	2	\$456	10	\$2,280	10	\$2,280	12	\$2,736	4	\$912
E5	Principal Engineer	2	\$528	1	\$264	2	\$528	2	\$528	2	\$528	1	\$264
I1	Field Inspector		\$153										
I2	Senior Inspector		\$172										
I3	Supervising Inspector		\$191										
T1	CADD Tech 1		\$97	12	\$1,164	60	\$5,820	60	\$5,820	10	\$970	4	\$388
T2	CADD Tech 2		\$130	5	\$650	10	\$1,300	10	\$1,300				
T3	CADD Tech 3		\$158										
Expenses													
	WWE Expenses					\$150		\$150		\$150			
Subconsultants													
	Surveyor												\$1,500
Subconsultant/Expense Markup		10%	\$0		\$0	\$15		\$15		\$15		\$150	
Subtask Totals		10	\$1,938	40	\$5,866	202	\$30,373	217	\$32,838	76	\$13,515	21	\$5,274

Base Project Total	
Hours	Fee
566	\$89,804

MEMORANDUM

DATE: February 2, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Risk Control Survey Report



RECOMMENDATION:

Staff recommend that the Board of Directors:

1. Receive and file the California Sanitation Risk Management Authority (CSRMA) Risk Control Survey Report.
2. Discuss and take other action, as appropriate.

DISCUSSION:

In September 2021, the Leucadia Wastewater District (District) was subject to CSRMA's Triennial Risk Control Survey. The survey was a lengthy process that included numerous District Safety Committee meetings as well as input from other District staff to complete the detailed questionnaire. The survey was designed to assist the District with identifying areas where the District may be at increased risk for any of the following:

- Cal/OSHA noncompliance;
- Worker injury;
- Liability or property loss; and
- Other areas of regulatory compliance.

Mr. David Patzer, CSRMA's Risk Control Advisor, conducted the periodic review that is designed solely to benefit the District and other CSRMA members.

A dashboard showing the categorical results of the audit survey is attached for the Board's review. It includes a "Survey Overview" representation of how the District's responses fared in addressing CSRMA's Best Recommended Risk Control Factors. While the summary indicates the District scored 93% in total – 15% better than the CSRMA member average – there are areas of improvement recommended by CSRMA. However, these recommendations were not tailored to each CSRMA member, and do not consider the size of the organization, current District practices and/or other mitigating factors, and may not be applicable. The detailed recommendations are attached for the Board's review.

Recommendations completed:

- a) Provide all employees with annual ergonomic training.
- b) Document procedures to operate powered mobile equipment properly.
- c) Develop a written, standard protocol to follow when conducting public tours.
- d) Require, via ordinance, the testing and inspection of the sewer lateral upon remodeling, renovations and/or transfer of property.
- e) Develop a Wildfire Smoke Prevention Program.

Recommendations the District is in process of implementing:

- f) Upgrade guardrails to a four-inch gap or less between rails on the staircase to the recycled water clarifier.

Recommendations under evaluation:

- g) Develop a Just Culture Policy.
- h) Consider documenting guidelines for supervisors and managers to determine what constitutes human error, at risk behavior and deliberate violations of established policies/norms and the appropriate actions.
- i) Consider having a labor law professional review the agency's job descriptions for compliance with the American's with Disabilities Act.

Staff will assess the recommendations and, if deemed beneficial, plans to address these issues during the remainder of fiscal year 2023 and fiscal year 2024.

The purpose of this agenda item is to present the survey results to the Board for their information. Staff recommends that the Board of Directors: (1) receive and file the California Sanitation Risk Management Authority (CSRMA) Risk Control Survey Report and (2) discuss and take other action, as appropriate.

reg:PJB

Attachment

CSRMA Risk Control Survey

Status Report Certification and Worksheet for: **Leucadia Wastewater District**

11/3/2022

This report is based on the agency's responses on the CSRMA Risk Control Audit. The information below includes only the items the agency reported as needing action in order to be in compliance with regulations/recommendations. Refer to the Findings and Recommendations Report for more information if necessary.

INSTRUCTIONS: Complete the form below to acknowledge review of this report and to indicate the status and goals for bringing the agency into compliance with applicable regulations and best practice recommendations. Put an X in the appropriate box to indicate whether the item is completed, in process, or under evaluation. Enter the targeted completion date for any items that are in process, and include a brief comment to explain why items are under evaluation, if applicable. An authorized individual should sign the completed report and forward it to the CSRMA administrator if requested.

Organization name: Leucadia Wastewater District
Completed by (Name): Ryan Green
Completed by (Title): Director of Finance & Administration
Date: 1/5/2023

By signing below, I acknowledge that the findings from the risk control audit have been shared with the district/agency board members.

General Manager Name: Paul Bushee
General Manager Signature: _____
Date: 2/2/2023

Report the current status of all "NO" answers on the Risk Control Audit

Accident Prevention: Human Error

- 1 - 2 Consider developing and adopting a Just Culture Policy, as other high hazard employers (i.e. hospitals, commercial aviation maintenance, chemical refining, nuclear power generation, etc.) have done.

☐ Completed

☐ In process of implementing - Target Completion Date: _____

☒ Under evaluation (please comment): _____

While LWD doesn't currently have a written Just Culture policy, LWD's actions and resulting culture supports the Just Culture theory and practices by:

1) Confidential employee satisfaction survey is conducted every two years and includes questions related to trust, dignity and respect, working conditions and communication; 2) Quarterly leadership training is conducted by managers and supervisors; 3) Team building is conducted every other year; 4) Managers encourage employees to be truthful about mistakes in order to learn and to resolve the problem.

We believe the practices and culture of the District, which mirrors a Just Culture, is more important and effective than creating a written policy. LWD, being a smaller wastewater agency with 19 FTEs, will consider the necessity of a written policy, which may be more effective in a larger agency with a higher hazard risk (e.g. hospital, nuclear power generation).

- 1 - 3 Disciplinary policies that fail to address the consideration of human error vs deliberate violations leaves the employer open to the possibility of inconsistent application of discipline and has a chilling effect on the reporting of near misses. Consider including guidelines in the agency's disciplinary policy for supervisors and managers to determine what constitutes human error, at risk behavior and deliberate violations of established policies/norms and the appropriate actions, whether it's investigating the error, coaching the at risk behavior or disciplining the deliberate violations.

☐ Completed

☐ In process of implementing - Target Completion Date: _____

☒ Under evaluation (please comment): _____

While LWD's written disciplinary policy does not explicitly address human error vs. deliberate violations, supervisors or managers are able to discuss any employee performance matters with an outside consultant or the General Manager to help determine if the employee's action was a result of human error, at risk behavior or deliberate. Training, covering the topic of human error, is also made available to all employees. These avenues are established to help guide LWD supervisors with appropriate action(s), such as investigating the error, coaching the risk behavior or disciplining deliberate violations.

LWD, being a smaller agency with only 19 FTEs, will consider the necessity and potential legal ramifications of including error related guidelines in a written policy.

- 3 - 1 Repetitive motion injuries (RMIs) are caused by too many uninterrupted repetitions of an activity or motion; unnatural or awkward motions, such as twisting the arm or wrist; over-exertion; incorrect posture; or muscle fatigue. If your agency has had more than one employee in the last 12 months who performed identical work activities and were diagnosed with a repetitive motion injury (RMI), a worksite evaluation must be performed. This needs to be performed on each job, process or operation of those identical work activities which caused the RMI. This includes but is not limited to office and computer workstations, laboratory tasks, maintenance tasks, and operational tasks.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

LWD offers flexible work stations, including adjustable (standing) desks and other tools to employees to most effectively and safely perform their jobs. As a result, LWD has not had an RMI.

- 3 - 2 Injuries to the back, knee, shoulder & other joints & soft tissues are the number one type of lost time workers' compensation claims. Educating employees on the principles of biomechanics and ergonomics relevant to their job duties has proven enormously effective at reducing the frequency and severity of these types of injuries. In accordance with the Best Recommended Risk Control Practices, provide all employees annual training on the ergonomic risk factors in the tasks they perform and equipment they operate, biomechanical principles relevant to their jobs and ergonomic solutions to hazards encountered. Please contact me for resources, trainer referrals and other provided resources.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

- 3 - 3 Repetitive motion injuries (RMIs) are caused by too many uninterrupted repetitions of an activity or motion; unnatural or awkward motions, such as twisting the arm or wrist; over-exertion, incorrect posture, or muscle fatigue. If your agency is required to perform worksite evaluations to identify the cause(s) of RMI's, once identified, they must be corrected or minimized to the extent feasible. Engineering controls such as work station redesign, adjustable fixtures, and tool redesigns must be considered, as well as administrative controls such as work rotation, work pacing and breaks.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

LWD offers flexible work stations, including adjustable (standing) desks and other tools to employees to most effectively and safely perform their jobs. As a result, LWD has not had an RMI.

Biomechanics/Ergonomics (continued)

- 3 - 4 If your agency is required to implement an ergonomic program, you must provide training to all affected employees. Although annual refresher training is not required, it is highly recommended and has been shown to reduce the frequency and severity of these injuries.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

Annual training will be provided to all employees.

Job Descriptions

- 30 - 3 The agency should take care that the job qualification standards do not screen out individuals with disabilities, and if they do, such standards must be job-related and consistent with business necessity. The ADA does not require job descriptions to identify essential job functions, but the employer should have job descriptions that clearly identify essential job functions and the physical/mental requirements of each function. The essential functions should be described in terms of the results or outcome of a function, not solely on the way it customarily is performed. A reasonable accommodation may enable a person with a disability to accomplish a job function in a manner that is different from the way an employee who is not disabled may accomplish the same function. In order to help avoid claims of disability discrimination and in accordance with the Best Recommended Risk Control Practices, ensure all agency job descriptions are in compliance with the American's with Disabilities Act. Consider having a labor law professional review the agency's job descriptions for ADA compliance.

☐ Completed

☐ In process of implementing - Target Completion Date: _____

☒ Under evaluation (please comment):

LWD's job descriptions were built using CSRMA's guidelines and include clearly identified essential job functions and the physical/mental requirements of each function. LWD ensures its job descriptions are up date by reviewing descriptions internally prior to recruitment, and an outside consultant provides compensation survey services which includes reviewing the job descriptions. LWD will evaluate the sufficiency of CSRMA's guidelines to determine if an additional external law professional review is necessary.

Mobile Equipment

- 36 - 11 In order to ensure that employees operate powered mobile equipment safely and effectively, a program that includes standard operating procedures (SOPs) must be developed in a form readily understandable by all affected employees to communicate the proper way to operate the equipment.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

Public Tours

- 43 - 1 Because of the risks involved with public tours, a standard protocol should be established and documented. Consideration should be given to developing a written, standard protocol for conduction such tours.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

- 43 - 2 Establish a child-adult ratio for public tours in order to provide enough supervision to keep children from getting into trouble. This ratio must be age-dependent. A higher ratio of adults to children is required for younger children; a lower ratio is acceptable for older children.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

- 43 - 3 Establish standard tour routes through each area of the facility. Avoid dead-end routes that require doubling back, elevated areas and areas known to have higher risks of hazards.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

- 43 - 4 Adjust all tour routes to avoid construction areas or those areas that construction vehicles frequent (e.g. dump truck travel routes). If the construction project is large, consider cancelling all public tours until the construction is complete.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

Public Tours (continued)

- 43 - 5 Always provide the organization's tour rules to the group several days before the tour so they will arrive appropriately attired, with an acceptable child-adult ratio as well as meeting any other of the organization's requirements.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

- 43 - 6 Review each tour route and area to assure that there are adequate guardrails that provide complete protection to participants and where the rails have no greater than a four inch gap between rails.

☐ Completed

☒ In process of implementing - Target Completion Date: Prior to allowing a tour to ascend the recycled water clarifier staircase, the only area with a guardrail gap greater than 4".

☐ Under evaluation (please comment): _____

- 43 - 7 Assure that your tour route ends up at a location where handwashing facilities are available. At a minimum, have a bottle of hand sanitizer available for participants at key points in and at the end of the tour.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

Sewer - Local Sewer Use Ordinance

- 53 - 4 As part of any strategy to help limit liability surrounding sewer backup claims, an agency should require in the agency-adopted sewer ordinance testing and/or inspection of the sewer service lateral upon remodeling, renovations and/or transfer of property/residence. A model Sewer Ordinance: Lateral Ownership, Maintenance and Backflow Prevention Device Requirements is available upon request.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment):

N/A: The District is unable to implement. Permits for remodeling, renovations and/or transfer of property/residence do not require sign off by the District. These types of permits are issued by local jurisdictions, cities of Carlsbad and Encinitas, without District notification/approval. LWD does have an active lateral grant program that encourages lateral repairs and replacements.

Wildfire Smoke Policy

- 60 - 1 If your agency has employees who work outdoors, then it is required to have a written Wildfire Smoke policy/procedure addressing the requirements of Title 8 CCR Section 5141.1. Please contact David Patzer at dpatzer@dkfsolutions.com for samples.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

- 60 - 2 This is required as part of your written Wildfire Smoke policy/procedure addressing the requirements of Title 8 CCR Section 5141.1. Please contact David Patzer at dpatzer@dkfsolutions.com for samples.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

Supervisors will include the AQI app on their cell phone with the options to be notified when air quality conditions have changed.

- 60 - 3 All of these elements are required per Title 8 CCR Section 5141.1 under Training and Instruction.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

- 60 - 4 This is required as part of your written Wildfire Smoke policy/procedure addressing the requirements of Title 8 CCR Section 5141.1. Please contact David Patzer at dpatzer@dkfsolutions.com for samples.

☒ Completed

☐ In process of implementing - Target Completion Date: _____

☐ Under evaluation (please comment): _____

CSRMA | RISK SURVEY

Welcome, LWD
Leucadia Wastewater District

SURVEY OVERVIEW

LWD

93%

7%

CSRMA

78%

My Reports

Sign Out

Select Any Topic Below to Start Survey

YES

Areas where compliance requirements and recommendations are ADEQUATELY addressed.

NO

Areas where compliance requirements and recommendations are NOT ADEQUATELY addressed.

NOT ANSWERED

Questions where a response was not provided.

POOL

Average "Yes" score of all member agencies in the pool.


FILTER TOPICS

All

<div>Accident Prevention: Human Error</div> <div><div>78%</div><div>22%</div></div> <div>70%</div>	<div>Asset Mapping</div> <div><div>100%</div></div> <div>79%</div>	<div>Biomechanics/Ergonomics</div> <div><div>100%</div><div></div></div> <div>84%</div>	<div>Bloodborne Pathogens</div> <div><div>100%</div></div> <div>90%</div>
<div>Business Continuity Plan</div> <div><div>100%</div></div> <div>53%</div>	<div>CalOSHA Record Keeping (300 Logs)</div> <div><div>100%</div></div> <div>93%</div>	<div>Certifications and Permits</div> <div><div>100%</div></div> <div>79%</div>	<div>Chemical Hygiene Plan</div> <div>Not Applicable</div> <div>89%</div>
<div>Confined Space</div> <div><div>100%</div></div> <div>91%</div>	<div>Contractor Safety/Multi-Employer</div> <div><div>100%</div></div> <div>82%</div>	<div>Core Competencies</div> <div><div>100%</div></div> <div>80%</div>	<div>COVID-19</div> <div><div>100%</div></div> <div>73%</div>
<div>Defensive Driving</div> <div><div>100%</div></div> <div>80%</div>	<div>Earth Moving Equipment</div> <div>Not Applicable</div> <div>84%</div>	<div>Emergency Action Plan (EAP)</div> <div><div>100%</div></div> <div>89%</div>	<div>Employee Training and Knowledge T...</div> <div><div>100%</div></div> <div>62%</div>
<div>Employment Practices</div> <div><div>100%</div></div> <div>80%</div>	<div>Excavation work</div> <div>Not Applicable</div> <div>78%</div>	<div>Fall Protection</div> <div><div>100%</div></div> <div>78%</div>	<div>Fire Prevention Plan</div> <div><div>100%</div></div> <div>86%</div>
<div>Forklift (Industrial Truck)</div> <div>Not Applicable</div> <div>87%</div>	<div>Hazard Communication</div> <div><div>100%</div></div> <div>89%</div>	<div>HazWOPER</div> <div>Not Applicable</div> <div>79%</div>	<div>Health Promotion</div> <div><div>100%</div></div> <div>78%</div>
<div>Hearing Conservation</div> <div><div>100%</div></div> <div>89%</div>	<div>Heat Illness</div> <div><div>100%</div></div> <div>88%</div>	<div>Incident Reporting</div> <div><div>100%</div></div> <div>84%</div>	<div>Injury Illness Prevention Program (II...</div> <div><div>100%</div></div> <div>92%</div>
<div>Insurance Requirements and Contra...</div> <div><div>100%</div></div> <div>77%</div>	<div>Job Descriptions</div> <div><div>67%</div><div>33%</div></div> <div>79%</div>	<div>Labor Law Posting Requirements</div> <div><div>100%</div></div> <div>92%</div>	<div>Lockout/Tagout (LOTO)</div> <div><div>100%</div></div> <div>88%</div>
<div>Medical Provider Network (CSRMA)</div> <div><div>100%</div></div> <div>69%</div>	<div>Mobile Crane/Crane/Hoist Operator ...</div> <div>Not Applicable</div> <div>69%</div>	<div>Mobile Cranes, Overhead and Gantr...</div> <div>Not Applicable</div> <div>72%</div>	<div>Mobile Equipment</div> <div><div>83%</div><div>17%</div></div> <div>78%</div>
<div>New Employee Orientation and Trai...</div> <div><div>100%</div></div> <div>87%</div>	<div>NFPA 70E - Electrical Safety</div> <div>Not Applicable</div> <div>78%</div>	<div>No Harassment/Discrimination</div> <div><div>100%</div></div> <div>94%</div>	<div>Personal Protective Equipment (PPE)</div> <div><div>100%</div></div> <div>72%</div>
<div>Pre-Employment Functional Capacity</div> <div><div>100%</div></div> <div>70%</div>	<div>Pretreatment/Industrial Waste</div> <div>Not Applicable</div> <div>79%</div>	<div>Public Tours</div> <div><div>100%</div></div> <div>57%</div>	<div>Pumping Facility Assets</div> <div><div>100%</div></div> <div>83%</div>
<div>Respiratory Protection</div> <div><div>100%</div></div> <div>88%</div>	<div>Rights and Responsibilities Training</div> <div><div>100%</div></div> <div>75%</div>	<div>Risk Control Audits</div> <div><div>100%</div></div> <div>71%</div>	<div>Safety Culture</div> <div><div>100%</div></div> <div>40%</div>
<div>Security</div> <div><div>100%</div></div> <div>71%</div>	<div>Sewer - Collections Staffing And Trai...</div> <div><div>100%</div></div> <div>73%</div>	<div>Sewer - Force Main Assets</div> <div><div>100%</div></div> <div>57%</div>	<div>Sewer - Inspections, Operations and ...</div> <div><div>100%</div></div> <div>85%</div>
<div>Sewer - Local Sewer Use Ordinance</div> <div><div>100%</div></div> <div>75%</div>	<div>Sewer - SSO Emergency Response Pr...</div> <div><div>100%</div></div> <div>84%</div>	<div>Sewer - SSO Prevention And Mitigati...</div> <div><div>100%</div></div> <div>90%</div>	<div>Silica</div> <div>Not Applicable</div> <div>35%</div>
<div>Traffic Control</div> <div><div>100%</div></div> <div>91%</div>	<div>Transite (Asbestos) Pipe</div> <div>Not Applicable</div> <div>50%</div>	<div>Wastewater Treatment Plant Contin...</div> <div>Not Applicable</div> <div>48%</div>	<div>Wildfire Smoke Policy</div> <div><div>100%</div></div> <div>42%</div>
	<div>Workers' Compensation Claims Man...</div> <div><div>100%</div></div> <div>89%</div>	<div>Workplace Violence</div> <div><div>100%</div></div> <div>80%</div>	

83

MEMORANDUM

DATE: February 2, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Call for Nominations to the CSDA Board of Directors Seat C

RECOMMENDATION:

That the Board of Directors considers the following:

1. Discuss and take action as appropriate.

DISCUSSION:

Leucadia Wastewater District received notification that nominations are being solicited for Seat C on CSDA's Board of Directors. Any regular member of an Independent Special District is eligible to nominate one person, a board member or managerial employee, for the election. CSDA Board members serve three-year terms. The deadline for receipt of all nominations is April 6, 2023. The nomination form must include a Board resolution/minute action supporting the candidate.

All nominees will receive a Candidate's Letter in the mail. Electronic ballots will be mailed to the main contact at the District on June 5, 2023. All votes must be received through the system no later than 5:00 p.m. on July 18, 2023. The successful candidates will be notified no later than July 18, 2023 and he/she will be introduced at the Annual Conference in Monterey, CA in August.

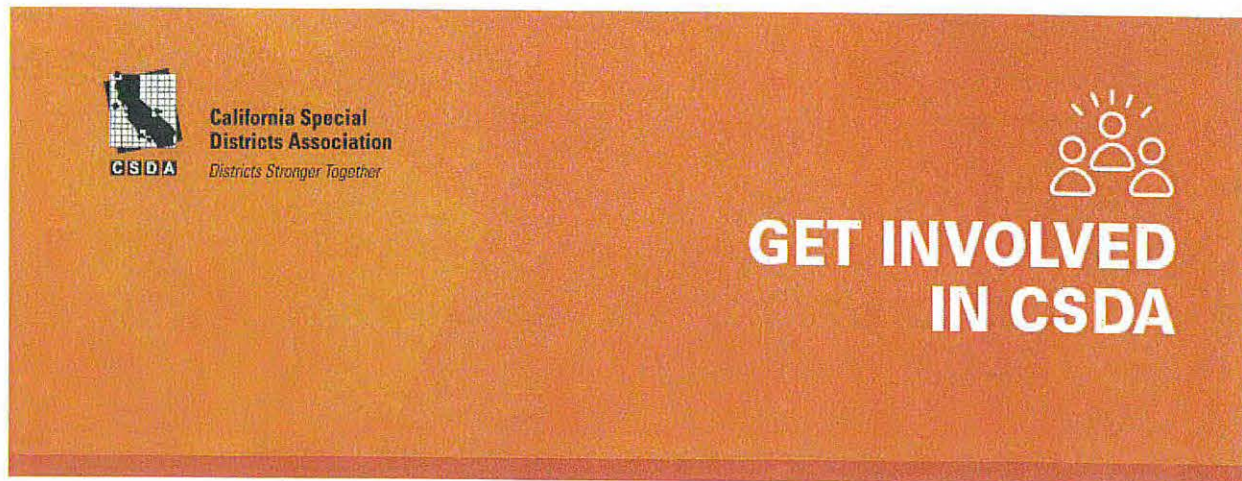
Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached is CSDA's notification letter that includes a list of incumbents, the nomination form, and a map showing the CSDA regions.

tb:PJB

Attachments

Tianne Baity

From: Neil McCormick <neilm@csda.net>
Sent: Monday, January 30, 2023 3:05 PM
To: Tianne Baity
Subject: Call for Nominations for CSDA Board of Directors



CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS - SEAT C

Deadline: April 6, 2023

The California Special Districts Association Elections and Bylaws Committee is looking for independent special district board members or their general managers who are interested in leading the direction of CSDA for the 2024 - 2026 term.

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

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

Commitment and Expectations:

- Attend all board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.

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

Nomination Procedures:

Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors) for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action along with the Candidate Information Sheet must accompany the Nomination Form. The deadline for receiving nominations for the Northern, Sierra, Coastal and Southern Networks is April 6, 2023. Where there is no incumbent running in the Bay Area and Central Networks the deadline for receiving nominations is April 17, 2023. Nominations and supporting documentation may be mailed or emailed**

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

Fax: 916.442.7889

Email: amberp@csda.net

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

CSDA will begin electronic voting on June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023. The successful candidates will be notified no later than July 18, 2023. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2023.

Expiring Terms

(See [geographic network map](#) for network breakdown)

Northern Network Seat C - Fred Ryness, Burney Water District*

Sierra Network Seat C - Pete Kampa, Groveland Community Services District*

Bay Area Network Seat C - Vacant

Central Network Seat C - Steve Perez, Rosamond Community Services District

Coastal Network Seat C - Vincent Ferrante, Moss Landing Harbor District*

Southern Network Seat C - Arlene Schafer, Costa Mesa Sanitary District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system, allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail at amberp@cda.net **by April 6, 2023** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 5, 2023 per district request only.

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



California Special Districts Association
1112 I Street, Suite 200, Sacramento CA, 95814
877.924.2732 | www.cda.net

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California Special
Districts Association
Districts Stronger Together

2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

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

Fax: _____

E-mail: _____

Nominated by (optional): _____

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

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

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

Northern, Sierra, Coastal and Southern Networks: **April 6, 2023 at 5:00 p.m.**

Bay Area and Central Networks: **April 17, 2023 at 5:00 p.m.**



California Special
Districts Association
Districts Stronger Together

2023 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

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

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

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

4. List civic organization involvement:

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



County Special Districts

- Central Valley Local Chapter of CSDA
- Contra Costa Special Districts Association
- Gold Country Regional Chapter
- Humboldt Area Chapter
- Independent Special Districts of Orange County (ISDOC)
- Kern County Special Districts Association
- Marin County Special Districts Association
- Mid-State Special Districts Association
- Northeastern California Chapter of CSDA
- Plumas County Special Districts Association
- San Diego

Contact us [here](#)
CSDA

"AC23 is about the community and connections that empower wastewater professionals."

Jeff Tucker, CWEA
President, Vallejo Flood
& Wastewater District

At the newly remodeled
**Town & Country Resort
San Diego**



Last year, 1,400 attendees represented these practice areas:

- Agency leaders
- Collection systems maintenance
- Engineering and research
- Environmental compliance inspector
- Laboratory
- Plant operations and maintenance
- Students and emerging professionals

AC23 CONFERENCE AND EXPO

ONE COMMUNITY ONE PURPOSE

APRIL 18-21, 2023 | SAN DIEGO

The BEST way to experience the power of a united wastewater community!

1. **Explore** issues impacting the profession
2. **Gain the knowledge** and skills you need to excel
3. **Discover** the latest trends and technology solutions
4. **Connect with peers** and build new relationships
5. **Enjoy two high-energy** Expo Halls featuring new technologies, complimentary drinks, hot appetizers, and door prizes!

HOT TOPIC SESSIONS

- Aging Infrastructure and Asset Management
- Collection Systems
- Electrical and Instrumentation
- Nutrient Management
- New Regulations and Mandates
- Operations and Maintenance
- Environmental Laboratory Accreditation Program (ELAP) & TNI Standards
- Water Reuse and Advanced Water Treatment

POPULAR NETWORKING EVENTS

April 18

- New Member Orientation Meeting
- Icebreaker Reception
- In-depth Technical Workshops*

April 19

- Women Impacting Water Breakfast*
- All Members Lunch: Awards and Business Meeting*
- Collection Systems Awards Lunch*
- Students and Young Professionals Networking Mixer*

April 20

- Lunch in the AC23 Expo

April 21

- Committee Meetings and Breakfasts
- SeaWorld® Behind the Scenes Tour and Day Pass*



CWEA

Directors' Meetings

Presented by Directors Sullivan, Saldana, Omsted, and Hanson

Conference

2023 CASA Winter Conference

Dates and Location

January 25-27, 2023

Hilton Palm Springs, Palm Springs, CA

List of Attendees

President Sullivan

Director Saldana

Director Omsted

Director Hanson

The above mentioned Board members attended various sessions regarding governance and management of wastewater operations.