



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, April 12, 2023
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

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. All agenda materials can be accessed at the District website at <https://www.lwwd.org/agendas/board> and are also 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. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
 - A. Teacher Grant Recipients. (Verbal)
 - B. Achievement of Individual Award – 20 Year Service Award Paul Bushee.
(Page 6)
 - C. Achievement of Organizational Objective – One Year No Vehicle Accidents
(Page 7)

CONSENT CALENDAR

Items 7-12 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.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

March 8, 2023 Regular Board Meeting (Pages 8-13)

March 14, 2023 Community Affairs Committee Meeting (Page 14)

March 22, 2023 Human Resources Committee Meeting (Page 15)

8. Approval of Demands for March/April 2023

This item provides for Board of Directors approval of all demands paid from LWD during the month of March and a portion of April 2023. (Pages 16-23)

9. 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 24-30)

10. 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 31-38)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of March 2023. (Pages 39-40)

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

(Pages 41-46)

EWA REPORTS

13. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on March 22, 2023 – report by Vice President Roesink. (Page 47)

B. An Encina Member Agency Manager's (MAM) Meeting was held on April 4, 2023 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

14. Committee Reports

A. Community Affairs Committee meeting was held on March 14, 2023 – report by Director Saldana. (Page 48)

B. Human Resources Committee meeting was held on March 22, 2023 – report by Director Hanson. (Page 49)

ACTION ITEMS

- 15. Adopt Resolution No. 2398 - Updating LWD's Records Retention Policy and Schedules (Pages 50-69)**
- 16. Board of Directors Compensation Adjustment (Pages 70-71)**
- 17. LAFCO Election and Ballot Form – Regular and Alternate Special District Board Members (Pages 72-90)**
- 18. LAFCO San Diego County Consolidated Redevelopment Oversight Board Call for Ballots (Pages 91-96)**

INFORMATION ITEMS

- 19. Project Status Updates and Other Informational Reports**
Rising Tide Partners (RTP) Video Excerpts Presentation. (Verbal)
- 20. Directors' Meetings and Conference Reports**
- 21. General Manager's Report**
- 22. General Counsel's Report**
- 23. Board of Directors' Comments**
- 24. Closed Session**
Meet with General Manager Bushee and Mr. Allan Crecelius with Rewards Strategy Group to discuss the Fiscal Year 2024 Informal Input Process regarding employee compensation, as authorized under Government Code 54957.6
- 25. Adjournment**

AFFIDAVIT OF POSTING

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

Date: April 6, 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: April 6, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Achievement of Individual Awards



Recently, I passed a milestone that qualifies as an individual performance objective under LWD's Incentive Program. The milestone is as follows:

20 Year Service Award – Paul Bushee

On April 3, 2023 I passed my 20th anniversary at LWD. I would like to thank the Board for all of its dedication and support during my tenure thus far. I would also like to express my deepest appreciation to our staff for all of their hard work and dedication to LWD. The combined efforts of the Board and staff have been the primary driver behind all of LWD's successes. It's been an absolute pleasure to serve you and I look forward to many more successes.

PJB

MEMORANDUM

DATE: April 6, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **One Year No Vehicle Accidents**



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

Achieve Highest Number of Consecutive Days Without a Vehicle Accident

Under the Incentive Program, an Organizational Objective is met if the District achieves the highest number of consecutive days without a vehicle accident. On March 18, 2023, LWD staff achieved one complete year without a vehicle accident. Vehicle accidents result in economic impacts due to lost productivity, damaged public and private property, workers compensation costs, and undermines employee morale. As a result of this achievement, each employee is eligible for an incentive compensation award in the amount of \$250.

Please join me with congratulating all staff for going one year without a vehicle accident.

tb:PJB

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 March 8, 2023

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, March 8, 2023 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

President Sullivan called the meeting to order at 5:03 p.m.

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Director of Technical Services Robin Morishita, Field Services Superintendent Marvin Gonzalez, Executive Assistant Tianne Baity, District Engineer Dexter Wilson, Field Services Technician Jeffrey Pivaral, Neal Bloom from Rising Tide Partners, Barry Willis LAFCO Board Member, and District resident Dawn Kubik

3. Pledge of Allegiance

Vice President Roesink led the pledge of allegiance.

4. General Public Comment Period

Mr. Barry Willis introduced himself noting he is running for re-election for the LAFCO Special District Board Member position. He then provided some background about himself. The Board thanked Mr. Willis for attending the Board meeting.

5. Approval of Agenda

Upon a motion duly made by Director Omsted, 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

6. Presentations and Awards

State Water Resources Control Board Treatment Operator T1 – Jeffrey Pivaral

GM Bushee introduced Field Services Technician In-Training Jeffrey Pivaral stating that Jeffrey recently received his State Water Resources Control Board Treatment Operator T1 certification. He noted that Jeffrey is eligible for a \$500 incentive award under the District’s incentive program.

The Board congratulated Jeffrey and thanked him for his efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

February 8, 2023 Regular Board Meeting
February 14, 2023 Community Affairs Committee Meeting
February 28, 2023 Human Resources Committee Meeting

8. Approval of Demands for February / March 2023

Payroll Checks numbered 230208-1 – 230301-5; General Checking Checks numbered 23982-24109

9. Operations Report (A copy was included in the original March 8, 2023 Agenda)

10. Finance Report (A copy was included in the original March 8, 2023 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of February 2023.

12. Annual Review of Board-General Manager/Staff Relations Policy - Adopt Resolution No. 2394 (Pages 64-68)

Upon a motion duly made by Director Saldana, 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

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on February 22, 2023.

Vice President Roesink reported on EWA's February 22, 2023 Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on March 7, 2023.

GM Bushee reported on EWA's MAM March 7, 2023 meeting.

14. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on February 14, 2023.

Director Saldana reported that the CAC reviewed the following recommendations:

1. Discussion of the Spring 2023 Newsletter Proposed Article Topics and Production Schedule

The CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC then directed staff to move forward with the newsletter and the proposed production schedule.

2. Rising Tide Partners Public Information Services

- Authorize the General Manager to execute an agreement with Rising Tide Partners for as needed public information services for a period of 3 years and 12 weeks with an option for 2 additional years; and
- Authorize the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$66,723 for services through June 30, 2024.

Director Saldana stated the CAC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

3. Public Outreach Performance Report

Director Saldana stated the CAC received an update from RTP on LWD's public outreach performance for 2022. RTP also presented a few short clips from the LWD Virtual Tour in both Spanish and English.

These items were for informational purposes and no action was taken.

B. Human Resources (HRC) Meeting was held on February 28, 2023.

Vice President Roesink reported that the HRC reviewed the following recommendations:

- Annual Review of Board-General Manager/Staff Relations Policy – Adopt Resolution No. 2394; and
- Amending the Human Resources Policy Manual - Adopt Resolution No. 2393

Vice President Roesink stated that since the changes to the Board-General Manager/Staff Relations Policy were minimal, the HRC concurred with staff to place this item on the March Board Agenda Consent Calendar. He also stated that the HRC concurred with staff to present the amended HRPM to the Board of Directors and it will be discussed later in the agenda.

ACTION ITEMS

15. Rising Tide Partners Public Information Services

- A. Authorize the General Manager to execute an agreement with Rising Tide Partners for as needed public information services for a period of 3 years and 12 weeks with an option for 2 additional years.

ADS Hill stated that the CAC reviewed this item at their February 14th meeting. She noted that RTP has provided public information services to the District since March 2016. ADS Hill

stated that LWD's current professional services agreement with RTP expires on March 8, 2023. She stated staff has proposed an as needed agreement to retain Rising Tide Partners for an initial 3 year and 12 weeks contract period with an option to extend for 2 additional years. The additional 12 weeks of the initial term is designed to align RTP's contract with the District's fiscal year (July 1st – June 30th) and its associated budget cycle. She then reviewed the tasks included in the agreement.

- B. Authorize the General Manager to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement in the amount not to exceed \$66,723 for services through June 30, 2024.

ADS Hill introduced the item. She reviewed Task Order No. 1 noting it has been designed to cover services for the remainder of FY23 through FY24, which ends in June 2024. She stated Staff has negotiated a scope of work for Task Order No. 1 and associated fees. She then reviewed the task order specifics.

Director Omsted stated he felt that RTP is the best public information services provider the District has ever used.

President Sullivan stated the CAC gets to see more of the things that RTP does for the District versus the full Board. She asked if RTP can present some of the videos they have created to the full Board. GM Bushee answered affirmatively stating that they could present some short video excerpts at the April Board meeting.

Vice President Roesink thanked RTP for their work.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement with Rising Tide Partners for as needed public information services and to execute Task Order No. 1 to the Rising Tide Partners' Public Information Services Agreement by the following vote:

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

16. Fiscal Year 2024 (FY24) Budget Development Schedule

DFA Green presented the item stating that staff is in the process of preparing the FY24 Budget. He provided the recommended dates for the Special Board Meeting to review the Preliminary FY24 Budget.

Following discussion, the Board of Directors agreed to schedule the Special Board Meeting for Thursday, May 11, 2023 from 10:00 a.m. to 12:00 p.m.

No action was taken.

17. Amending the Human Resources Policy Manual – Adopt Resolution No. 2393

ADS Hill presented background information on the item noting that the HRC reviewed this item at their February 28th meeting. She stated that the proposed changes to the HRPM are related to several federal and state laws, and includes revisions that align with current procedures, along with clerical and formatting updates. Staff has updated the policy to reflect employment law updates that are applicable to the District. She then summarized the major changes to the HRPM including:

- Section 3 - General Employment Policies; and
- Section 10 - Leave of Absence

ADS Hill also noted that minor changes were made to improve clarity and correct grammatical spelling and format inconsistencies.

Director Omsted asked if staff has been briefed on the recent HRPM changes. GM Bushee stated that once the Board approves the changes, staff will be briefed and provided a copy of the updated HRPM.

Director Omsted asked if there is a shortened summary of the HRPM for employees so they know where to go when there is an issue. GC Brechtel stated that the HRPM is a detailed policy but it does direct employees on where to go if they have a question or issue.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2393 – Amending the Human Resources Policy Manual by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

2023 CSDA Legislative Days is scheduled for May 16-17, 2023 at the Sheraton Grand Hotel in Sacramento, CA

EA Baity announced the date and time of the 2023 CSDA Legislative Days.

19. Directors’ Meetings and Conference Reports

CSDA Quarterly Dinner was held February 16, 2023 at The Butcher Shop Steakhouse in San Diego, CA.

President Sullivan stated it was a great meeting and it was nice to be back at The Butcher Shop. She stated that there was a great group of speakers.

20. General Manager’s Report

GM Bushee reported on the following item:

- Staff would like to schedule a Special Board Meeting to review the draft Financial Plan update on March 30th or April 6th. EA Baity will follow up with the Board to confirm the date and time.

21. General Counsel's Report

None.

22. Board of Directors' Comments

Director Omsted stated he was happy to be meeting in person and it is great to be back.

Director Saldana stated he just attended the Special District Leadership Foundation (SDLF) Academy in Palm Springs, CA. He stated that he looks forward to putting into practice the things he learned at the training.

Vice President Roesink stated he just completed a virtual Board orientation with Encina Wastewater Authority. He thanked GM Bushee for his help on understanding how Encina operates. Vice President Roesink also stated he couldn't attend the SDLF Academy with Director Saldana but he plans on attending the SDLF Academy in October 2023.

President Sullivan stated she is happy to be meeting in person again. She also stated she is happy to be back on the Encina Board. She noted that she was appointed to be on the Encina Ad Hoc Committee.

23. Adjournment

President Sullivan adjourned the meeting at approximately 5:58 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 March 14, 2023

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, March 14, 2023 at 3:00 p.m.

1. Call to Order

Chairperson Sullivan called the meeting to order at 3:05 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Saldana

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. New Business

A. Review Spring 2023 Newsletter Draft Text.

ADS Hill presented the item and introduced Ms. Iris Grootenhuis of RTP. Ms. Grootenhuis provided an overview of the Spring 2023 newsletter draft text.

Director Saldana suggested using some comparative statistics for the No Spill article and the Teacher Grant article. GM Bushee and Mr. Neal Bloom of RTP stated they could add a benchmark statistic for both articles.

DFA Green reviewed the production schedule and timeline with the CAC. Following discussion, the CAC authorized staff and RTP to proceed with the draft layout of the newsletter.

RTP then presented a few of the District videos they have created. The CAC was pleased with the videos.

5. Information Items

None.

6. Directors' Comments

The CAC thanked RTP for their work.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 4:04 p.m.

Paul J. Bushee
 Secretary/General Manager
 (Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resources Committee Meeting
March 22, 2023

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Wednesday, March 22, 2023 at 10:30 a.m.

1. **Call to Order**
Chairperson Hanson called the meeting to order at 10:57 a.m.

2. **Roll Call**
DIRECTORS PRESENT: Hanson and Roesink
DIRECTORS ABSENT: None
OTHERS PRESENT: General Manager Paul Bushee, Director of Administration and Finance Ryan Green, Allan Crecelius of Rewards Strategy Group

3. **Public Comment**
No public comment was received.

4. **Closed Session**
Review the Compensation Study conducted by Rewards Strategy Group

The HRC met in Closed Session with Mr. Allan Crecelius of Rewards Strategy Group to review the results of the Compensation Study.

Following Closed Session there was no reportable action.

5. **Information Items**
None.

6. **Directors' Comments**
None.

7. **General Manager's Comments**
None.

8. **Adjournment**
Chairperson Hanson adjourned the meeting at 12:16 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT

DEMANDS SUMMARY

April 12, 2023

Disbursement Period March 3, 2023 Through April 6, 2023

GENERAL CHECKING

Operating		\$	935,155.57
Capital		\$	1,231,805.52
TOTAL GENERAL CHECKS		\$	2,166,961.09

PAYROLL EXPENSE REIMBURSEMENTS		\$	1,391.82
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VOIDED CHECKS

Check # 23861	Operating	Check dated 12/22/22		\$	(181.35)
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PAYROLL CHECKS		\$	163,674.89
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TOTAL DEMANDS		\$	2,331,846.45
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS**

April 12, 2023

Disbursement Period March 3, 2023 Through April 6, 2023

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	3/8/2023	230308-1 to 230308-18	\$ 53,836.74
Incentive Payroll - J Pivaral	3/9/2023	230309-1	\$ 461.75
Biweekly Payroll Checks	3/22/2023	230322-1 to 230322-18	\$ 53,566.41
Board Payroll Checks	4/3/2023	230403-1 to 230403-5	\$ 1,745.40
Biweekly Payroll Checks	4/5/2023	230405-1 to 230405-18	\$ 54,064.59
TOTAL PAYROLL CHECKS			\$ 163,674.89

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 3/3/2023 Through 4/6/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
24110	3/9/2023	ADS CORP DBA ADS ENVIRONMENTAL...	4,655.00	Flow Metering / Data Analysis - February 2023
	3/9/2023	ADS CORP DBA ADS ENVIRONMENTAL...	1,340.00	Meter Maintenance / Data Delivery ECHO - February 2023
24111	3/9/2023	ADT COMMERCIAL LLC	165.00	Monthly Security Camera Maintenance 03/17/23-04/16/23
24112	3/9/2023	AIRGAS USA LLC	1,622.70	Liquid Oxygen Contract 02/21/23
	3/9/2023	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
24113	3/9/2023	ALPHAGRAPHICS	147.76	Tab Sets for Annual Budget
24114	3/9/2023	AT&T	132.63	Phone Service-Elevator 01/25/23-02/24/23
24115	3/9/2023	AZTEC LEASING INC	530.88	Copy Machine Lease - February 2023
24116	3/9/2023	BAJA POOL AND SPA SERVICE	150.00	Water Fountain Weekly Maintenance - March 2023
24117	3/9/2023	BAY CITY EQUIPMENT INDS INC	997.91	Generator Service/Maintenance - BPS
	3/9/2023	BAY CITY EQUIPMENT INDS INC	187.91	Generator Service/Maintenance - Portable # 135
	3/9/2023	BAY CITY EQUIPMENT INDS INC	967.91	Generator Service/Maintenance - Portable # 166
	3/9/2023	BAY CITY EQUIPMENT INDS INC	517.91	Generator Service/Maintenance - VP5 PS
24118	3/9/2023	BURTECH PIPELINE INC DBA BURTEC...	179,312.10	FY2022 Gravity Sewer Repairs-B1 Force Main N Section Replace
24119	3/9/2023	CHARLES ULMER DBA: CHUCKS TIRE ...	40.00	Tire Repair - Vehicle # 165
24120	3/9/2023	CITY OF CARLSBAD	600.78	Water @ 1900 La Costa Ave
	3/9/2023	CITY OF CARLSBAD	167.31	Water @ 1960 La Costa Ave
	3/9/2023	CITY OF CARLSBAD	28.14	Water @ Fire Line
	3/9/2023	CITY OF CARLSBAD	312.03	Water for Vactor 1
	3/9/2023	CITY OF CARLSBAD	388.86	Water for Vactor 2
24121	3/9/2023	OCCUPATIONAL HEALTH CENTERS OF...	113.00	DOT Physical / Recertification - J Montoya
24122	3/9/2023	CONFIDENCE CONSULTING	1,200.00	Assessment Exercises - FST In Training Applicants
24123	3/9/2023	COSCO FIRE PROTECTION	385.00	PIV Taper Switch Replacement (Failed at Inspection)
24124	3/9/2023	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 02/22/23-03/21/23
	3/9/2023	COX COMMUNICATIONS SAN DIEGO	518.37	Phone Service 02/18/23-03/17/23
24125	3/9/2023	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription - March 2023
24126	3/9/2023	FEDERAL EXPRESS CORPORATION	46.03	Shipping 02/23/23
24127	3/9/2023	FIDELITY SECURITY LIFE INSURANCE...	428.07	Vision Insurance - March 2023
24128	3/9/2023	GRAINGER, INC	62.43	Liquid Body Wash
24129	3/9/2023	THE HARTFORD	499.97	Life Insurance - March 2023
24130	3/9/2023	IB CONSULTING LLC	3,840.00	Financial Planning Contract - February 2023
24131	3/9/2023	INFRASTRUCTURE ENGINEERING CORP	2,470.00	Design Services for VP7 PS Replacement - January 2023
24132	3/9/2023	INTERSTATE BATTERIES OF SAN DIEGO	120.26	CCTV Van Generator Battery
24133	3/9/2023	MAVTECK	1,755.00	CM Services for B1 Repair
	3/9/2023	MAVTECK	3,510.00	CM Services for Emergency Repair of LPS Bypass Valve
	3/9/2023	MAVTECK	2,700.00	Construction Management - VP7 PS 01/01/23-02/28/23
24134	3/9/2023	MISSION SQUARE	5,378.44	Deferred Comp for PPE 03/05/23

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 3/3/2023 Through 4/6/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
24135	3/9/2023	mitsubishi electric us inc - MEU...	324.88	Elevator Maintenance - August 2021
	3/9/2023	mitsubishi electric us inc - MEU...	366.73	Elevator Maintenance - March 2023
24136	3/9/2023	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services - February 2023
24137	3/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	368.93	Recycled Water @ Traveling
	3/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	61.05	Water @ Encinitas Estates PS
	3/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	640.71	Water @ Traveling
	3/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	460.93	Water @ Traveling 2
	3/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	56.10	Water @ VP5 PS
	3/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	51.15	Water @ VP7 PS
24138	3/9/2023	PACIFIC PIPELINE SUPPLY	1,029.36	Valve Ball
24139	3/9/2023	PLANT PEOPLE, INC	178.00	Office Plant Maintenance - March 2023
24140	3/9/2023	PLUMBERS DEPOT, INC	511.20	Standard Fin, 8"-10" Pipes (6)
	3/9/2023	PLUMBERS DEPOT, INC	3,998.82	Warthog 1" Magnum Nozzle
24141	3/9/2023	PROFESSIONAL EXCHANGE	90.00	Monthly Phone Answering Services - February 2023
24142	3/9/2023	PRUDENTIAL OVERALL SUPPLY	138.36	Weekly Uniform/Laundry Service 02/28/23
	3/9/2023	PRUDENTIAL OVERALL SUPPLY	131.54	Weekly Uniform/Laundry Service 03/07/23
24143	3/9/2023	QUADIENT FINANCE USA INC	200.00	Postage
24144	3/9/2023	Quench USA Inc	136.85	Office Drinking Water Monthly Service 02/19/23-03/18/23
24145	3/9/2023	REPUBLIC SERVICES #661	376.91	Waste Services - February 2023
24146	3/9/2023	RICHARD'S PERFORMANCE MUFFLER ...	1,825.28	Hardware/Aluminum Tubing/Labor-Port Gen # 166
	3/9/2023	RICHARD'S PERFORMANCE MUFFLER ...	1,825.28	Hardware/Aluminum Tubing/Labor-Port Gen # 167
24147	3/9/2023	SAN DIEGUITO WATER DISTRICT	316.46	Water @ BPS
24148	3/9/2023	SMITHERS MSE INC	356.00	Carbon Sampling - BPS
24149	3/9/2023	STAPLES	207.94	Office Supplies
24150	3/9/2023	SWRCB-DWOCB	120.00	T1 Certification Renewal - C Russell OP # 40795 (late fee)
24151	3/9/2023	TERMINIX PROCESSING CENTER	62.20	Monthly Pest Control Services 02/13/23
24152	3/9/2023	UNDERGROUND SERVICE ALERTS/C	249.75	Monthly Underground Alarm Service
	3/9/2023	UNDERGROUND SERVICE ALERTS/C	72.26	Monthly Underground State Fees
24153	3/16/2023	AT&T	214.11	Phone Service-BPS 02/10/23-03/09/23
24154	3/16/2023	Atlas Technical Consultants LLC	7,105.00	FY 2022 Gravity Sewer Repairs (B1) 12/31/22-01/27/23
24155	3/16/2023	BASE NINE CONSULTING INC	1,650.00	SCADA Support Services-Encinitas Estates/Encina/BPS
24156	3/16/2023	BAY CITY EQUIPMENT INDS INC	706.22	Generator Service/Maintenance - Encinitas Estates PS
24157	3/16/2023	Brightview Landscape Services Inc	1,035.00	Landscape Maintenance Service @ Admin - March 2023
	3/16/2023	Brightview Landscape Services Inc	367.00	Vegetation Cleanup (Line Maintenance) - March 2023
24158	3/16/2023	CORODATA RECORDS MANAGEMENT ...	161.75	File Archive/Records Storage Monthly Service - February 2023
24159	3/16/2023	DATA NET SOLUTIONS GROUP	1,325.00	Managed Services Monthly Service - February 2023
24160	3/16/2023	DEXTER WILSON ENGINEERING	64.00	Development Services-1032 Weston Subdivision

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 3/3/2023 Through 4/6/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	3/16/2023	DEXTER WILSON ENGINEERING	256.00	Development Services-1114 1143 Eolus Ave Pub Sewer Improve
	3/16/2023	DEXTER WILSON ENGINEERING	410.00	Development Services-1135 Woodside Dev-La Costa Ave
	3/16/2023	DEXTER WILSON ENGINEERING	64.00	Development Services-1139 1967 Vulcan Avenue
	3/16/2023	DEXTER WILSON ENGINEERING	256.00	Development Services-1175 Pitfire Pizza-7720 El Camino Real
	3/16/2023	DEXTER WILSON ENGINEERING	622.00	Development Services-1176 Alejandra's Mexican Food
24161	3/16/2023	ENCINA WASTEWATER AUTHORITY	15,964.00	FY2023 Q2 O/M Additional Payment
	3/16/2023	ENCINA WASTEWATER AUTHORITY	(294,255.00)	FY2023 Q2 Refund Capitial
	3/16/2023	ENCINA WASTEWATER AUTHORITY	1,283,940.00	Quarterly Capital Projection-FY2023 Q4
	3/16/2023	ENCINA WASTEWATER AUTHORITY	719,722.00	Quarterly O/M Projection-FY2023 Q4
24162	3/16/2023	FEDERAL EXPRESS CORPORATION	119.80	Shipping 03/03/23
24163	3/16/2023	INDUSTRIAL METAL SUPPLY CO	278.72	Alum Structural Pipes / Bolts / Swivels
	3/16/2023	INDUSTRIAL METAL SUPPLY CO	407.55	Alum Structural Pipes / Elbows / Flanges
24164	3/16/2023	KEN GRODY FORD	74.04	Vehicle Service / Maintenance - Vehicle # 173
24165	3/16/2023	NAPA AUTO	104.31	Blue Def / LubriGuard / WW Solv
24166	3/16/2023	RISING TIDE PARTNERS	3,927.00	Public Outreach Services - February 2023
	3/16/2023	RISING TIDE PARTNERS	618.75	Public Outreach Services - March 2023 (Week 1)
24167	3/16/2023	ROCKWELL CONSTRUCTION SERVICE...	202.50	VP7 Electrical & Instrumentation Inspection Services-Feb2023
24168	3/16/2023	SAN DIEGUITO WATER DISTRICT	175.50	Water @ Tanker 1
	3/16/2023	SAN DIEGUITO WATER DISTRICT	91.26	Water @ Tanker 2
24169	3/16/2023	SLOAN ELECTRIC COMPANY	585.00	Batiquitos P4 VFD Unit Service
24170	3/16/2023	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 03/14/23-04/13/23
24171	3/16/2023	STAPLES	218.75	Office Supplies
24172	3/16/2023	WILLIAMS LLP	1,674.00	Legal Services - February 2023
24173	3/23/2023	AIRGAS USA LLC	1,531.24	Liquid Oxygen Contract 03/06/23
24174	3/23/2023	COSCO FIRE PROTECTION	410.00	PIV Tamper Switch Replacement (final invoice)
24175	3/23/2023	CWEA	105.00	Certification Renewal-CSM Grade 3-R Easton
24176	3/23/2023	DATA NET SOLUTIONS GROUP	474.09	New Microsoft Office Pro License for N Torres-Garcia
24177	3/23/2023	DEXTER WILSON ENGINEERING	5,542.50	Asset Management Plan Update FY2023-February 2023
	3/23/2023	DEXTER WILSON ENGINEERING	3,966.00	General Engineering 103-500 FY2023-February 2023
24178	3/23/2023	HAAKER EQUIPMENT CO	316.79	Fin for Magnum
24179	3/23/2023	INDUSTRIAL METAL SUPPLY CO	26.15	Square Floor Flange 1-1/2"
24180	3/23/2023	IWATER, INC	960.00	GIS Services: GRE Updates/Dashboard Updates
24181	3/23/2023	MISSION SQUARE	5,530.14	Deferred Comp for PPE 03/19/23
24182	3/23/2023	OLIVENHAIN MUNICIPAL WATER DIS...	51.21	Water @ VP5 PS
24183	3/23/2023	PACIFIC PIPELINE SUPPLY	150.82	Valve Box Lid/Conc
24184	3/23/2023	PACIFIC RIM MECHANICAL	1,735.48	AC Repairs @ LPS

Leucadia Wastewater District
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 From 3/3/2023 Through 4/6/2023

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24185	3/23/2023	PALOMAR RESEARCH SERVICES,LLC	95.00	Background Check - New FST In-Training
24186	3/23/2023	PLUMBERS DEPOT, INC	2,348.73	Tiger Tail / Leader Hose / Swivel
24187	3/23/2023	PRUDENTIAL OVERALL SUPPLY	131.54	Weekly Uniform/Laundry Service 03/14/23
	3/23/2023	PRUDENTIAL OVERALL SUPPLY	181.74	Weekly Uniform/Laundry Service 03/21/23
24188	3/23/2023	SAN DIEGO GAS & ELECTRIC	1,340.97	Electric @ La Costa PS
	3/23/2023	SAN DIEGO GAS & ELECTRIC	101.78	Electric @ RV PS
	3/23/2023	SAN DIEGO GAS & ELECTRIC	779.66	Electric @ Saxony PS
	3/23/2023	SAN DIEGO GAS & ELECTRIC	152.51	Electric @ VP7 PS
	3/23/2023	SAN DIEGO GAS & ELECTRIC	469.86	Gas @ Admin
24189	3/23/2023	TERMINIX PROCESSING CENTER	90.00	Monthly Pest Control Services 02/13/23
24190	3/23/2023	TKS RESTAURANTS LLC-THE KEBAB S...	181.35	Fee Refund for Project 1124-The Kebab Shop
24191	3/23/2023	VAPEX ENVIRONMENTAL LLC	867.40	Filters for BPS
24192	3/23/2023	VERIZON WIRELESS	990.14	Cell Phones 02/08/23-03/07/23
24193	3/23/2023	WATEREUSE ASSOCIATION	2,647.50	2023 Annual Membership Dues
24194	3/30/2023	ATEL COMMUNICATIONS, INC	369.60	SCADA Upgrade
24195	3/30/2023	AWSS INC	2,621.08	Vehicle Fuels 01/24/23-02/09/23
	3/30/2023	AWSS INC	2,764.14	Vehicle Fuels 02/10/23-03/01/23
24196	3/30/2023	CITY OF CARLSBAD	512.18	Water @ 1900 La Costa Ave
	3/30/2023	CITY OF CARLSBAD	167.31	Water @ 1960 La Costa Ave
	3/30/2023	CITY OF CARLSBAD	37.00	Water @ Fire Line
24197	3/30/2023	CONFIDENCE CONSULTING	4,416.21	Leadership Development Training & Travel Expenses
24198	3/30/2023	DATA NET SOLUTIONS GROUP	(62.50)	Credit Memo for Invoice # 9809839
	3/30/2023	DATA NET SOLUTIONS GROUP	(100.00)	Credit Memo for Invoice # 9810025
	3/30/2023	DATA NET SOLUTIONS GROUP	1,384.10	IT Support Monthly Service - February 2023
	3/30/2023	DATA NET SOLUTIONS GROUP	2,980.90	IT Support Monthly Service - January 2023
24199	3/30/2023	EXTREME SAFETY INC	615.00	Fit Tests / Flow Tests / Travel
24200	3/30/2023	INFRASTRUCTURE ENGINEERING CORP	1,290.00	Services for VP7 PS Replacement - February 2023
24201	3/30/2023	JOHN W. SMITH dba: NORTH COUNT...	270.00	Backflow Tests (3)
24202	3/30/2023	KONECRANES, INC	677.00	LPS Quarterly Crane Inspections for March 2023
24203	3/30/2023	LAUREN DAVIS	1,415.00	Mural Painting In Vector Building - Supplies
24204	3/30/2023	LYRA NG	2,300.00	Lateral Reimbursement: 7943 Calle Madrid, Carlsbad CA 92009
24205	3/30/2023	MALLORY SAFETY AND SUPPLY	454.52	Safety Supplies - Disposable Gloves
24206	3/30/2023	NANCY WANG	1,800.00	Lateral Reimbursement: 8003 Paseo Aliso, Carlsbad CA 92009
24207	3/30/2023	NORLAB, INC	562.00	Liquid Powder Tracing Dye
24208	3/30/2023	PRUDENTIAL OVERALL SUPPLY	186.10	Weekly Uniform/Laundry Service 03/28/23
24209	3/30/2023	SAN DIEGO GAS & ELECTRIC	3,878.85	Electric @ Admin
	3/30/2023	SAN DIEGO GAS & ELECTRIC	45.96	Electric @ Avocado PS
	3/30/2023	SAN DIEGO GAS & ELECTRIC	540.30	Electric @ AWT
	3/30/2023	SAN DIEGO GAS & ELECTRIC	20,964.60	Electric @ BPS

Leucadia Wastewater District
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 From 3/3/2023 Through 4/6/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	3/30/2023	SAN DIEGO GAS & ELECTRIC	391.26	Electric @ Diana PS
	3/30/2023	SAN DIEGO GAS & ELECTRIC	13,919.65	Electric @ LPS
	3/30/2023	SAN DIEGO GAS & ELECTRIC	396.58	Electric @ VP5 PS
	3/30/2023	SAN DIEGO GAS & ELECTRIC	777.14	Electric/Gas @ E Estates PS
24210	3/30/2023	SMITHERS MSE INC	356.00	Carbon Sampling - BPS
24211	3/30/2023	SWRCB-DWOCP	70.00	D1 Certification Renewal - S Krason OP # 34885
24212	3/30/2023	TERMINIX PROCESSING CENTER	62.20	Monthly Pest Control Services 03/13/23
24213	3/30/2023	VAPEX ENVIRONMENTAL LLC	3,448.00	Oxygen Concentrator - LPS / BPS
24214	4/6/2023	ADS CORP DBA ADS ENVIRONMENTAL...	4,655.00	Flow Metering / Data Analysis - March 2023
	4/6/2023	ADS CORP DBA ADS ENVIRONMENTAL...	1,340.00	Meter Maintenance / Data Delivery ECHO - March 2023
24215	4/6/2023	ADT COMMERCIAL LLC	165.00	Monthly Security Camera Maintenance 04/17/23-05/16/23
24216	4/6/2023	AIRGAS USA LLC	1,600.15	Liquid Oxygen Contract 03/20/23
24217	4/6/2023	ATEL COMMUNICATIONS, INC	210.00	Loudspeakers Repair
24218	4/6/2023	AYALA ENGINEERING	24,480.00	Manhole Rehabs / La Costa PS Dry-Well Repair
	4/6/2023	AYALA ENGINEERING	2,500.00	Urgent Response - 2119 Coolgreen Cleanout Repair
24219	4/6/2023	AZTEC LEASING INC	530.88	Copy Machine Lease - March 2023
24220	4/6/2023	BAJA POOL AND SPA SERVICE	510.00	Fountain Weekly Maint-April 2023 / Filter Clean & Repair
24221	4/6/2023	CITY OF CARLSBAD	232.29	Water for Vactor 1
	4/6/2023	CITY OF CARLSBAD	313.55	Water for Vactor 2
24222	4/6/2023	COLONIAL LIFE INS	252.04	Accident/Critical Illness Insurance 03/08/23 & 03/22/23
24223	4/6/2023	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Service 03/22/23-04/21/23
	4/6/2023	COX COMMUNICATIONS SAN DIEGO	518.37	Phone Service 03/18/23-04/17/23
24224	4/6/2023	CWEA	202.00	CWEA Membership Renewal-FY2023-C Russell
24225	4/6/2023	DETECTION INSTRUMENTS CORP	246.89	Calibrations @ LPS
24226	4/6/2023	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription - April 2023
24227	4/6/2023	FEDERAL EXPRESS CORPORATION	46.03	Shipping 03/21/23
	4/6/2023	FEDERAL EXPRESS CORPORATION	68.76	Shipping 03/27/23
24228	4/6/2023	FIDELITY SECURITY LIFE INSURANCE...	419.24	Vision Insurance - April 2023
24229	4/6/2023	GRAINGER, INC	447.39	Industrial Lantern
24230	4/6/2023	HUMANA DENTAL INS.	3,740.63	Dental Insurance - April 2024
24231	4/6/2023	LAUREN DAVIS	5,483.78	Mural Painting in Vactor Building
24232	4/6/2023	MAVTECK	1,350.00	CM Services for B1. Emergency Repair - March 2023
	4/6/2023	MAVTECK	4,590.00	Construction Management - VP7 PS March 2023
	4/6/2023	MAVTECK	2,700.00	FY 2023 Cured-In-Place Pipe Lining Project 02/01/23-03/31/23
24233	4/6/2023	MISSION SQUARE	5,600.31	Deferred Comp for Pay Period Ending 04/02/23
24234	4/6/2023	MITSUBISHI ELECTRIC US INC - MEU...	366.73	Elevator Maintenance April 2023
24235	4/6/2023	MUTUAL OF OMAHA	1,247.63	Disability Insurance - April 2024
24236	4/6/2023	OCCUPATIONAL HEALTH CENTERS OF...	355.00	New Hire Physical - T Ellis
24237	4/6/2023	OLIVENHAIN MUNICIPAL WATER DIS...	70.33	Recycled Water @ Traveling

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
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 From 3/3/2023 Through 4/6/2023

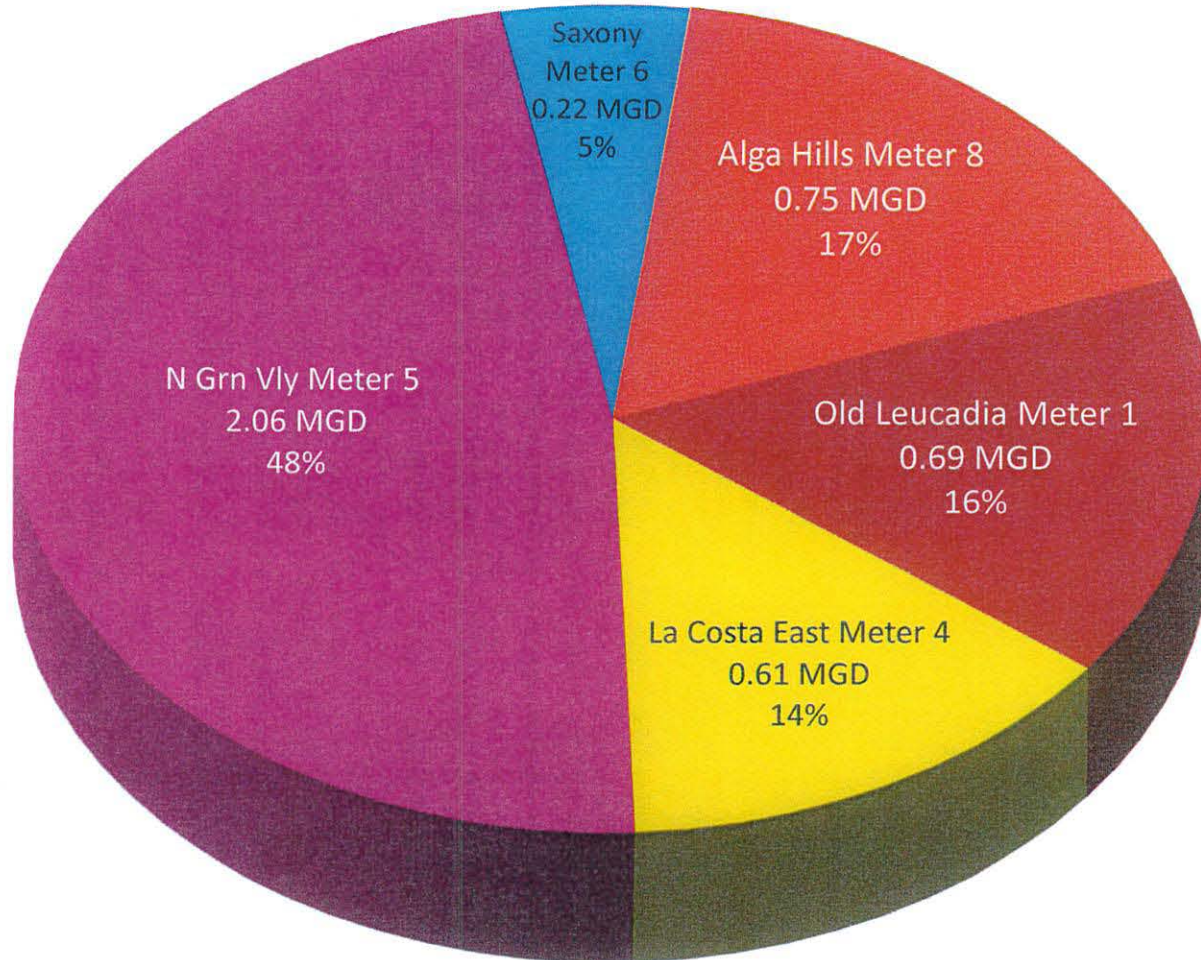
Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	4/6/2023	OLIVENHAIN MUNICIPAL WATER DIS...	51.97	Water @ Enchitas Estates PS
	4/6/2023	OLIVENHAIN MUNICIPAL WATER DIS...	379.92	Water @ Travelling
	4/6/2023	OLIVENHAIN MUNICIPAL WATER DIS...	309.59	Water @ Traveling 2
	4/6/2023	OLIVENHAIN MUNICIPAL WATER DIS...	57.25	Water @ VP7 PS
24238	4/6/2023	PETTY CASH	257.96	Petty Cash 03/01/23-03/30/23
24239	4/6/2023	PROFESSIONAL EXCHANGE	90.00	Monthly Phone Answering Services - March 2023
24240	4/6/2023	Quench USA Inc	136.85	Office Drinking Water Monthly Service 03/19/23-04/18/23
24241	4/6/2023	REPUBLIC SERVICES #661	376.91	Waste Services - March 2023
24242	4/6/2023	SAN DIEGUITO WATER DISTRICT	231.66	Water @ Tanker 1
	4/6/2023	SAN DIEGUITO WATER DISTRICT	133.38	Water @ Tanker 2
24243	4/6/2023	SAN ELIJO JOINT POWERS AUTHORITY	15,200.00	Chief Plant Operator Services FY2023
24244	4/6/2023	T.S. INDUSTRIAL SUPPLY	127.77	Green Construction Marking Paint
24245	4/6/2023	THE HARTFORD	481.07	Life Insurance - April 2023
24246	4/6/2023	UNDERGROUND SERVICE ALERTS/C	372.25	Monthly Underground Alarm Services
	4/6/2023	UNDERGROUND SERVICE ALERTS/C	72.26	Monthly Underground State Fees
24247	4/6/2023	UNIFIRST FIRST AID CORP	96.24	First Aid Supplies
24248	4/6/2023	VAPEX ENVIRONMENTAL LLC	129.30	BPS Operating Supplies
Report Total			2,166,961.09	

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

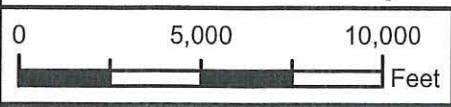
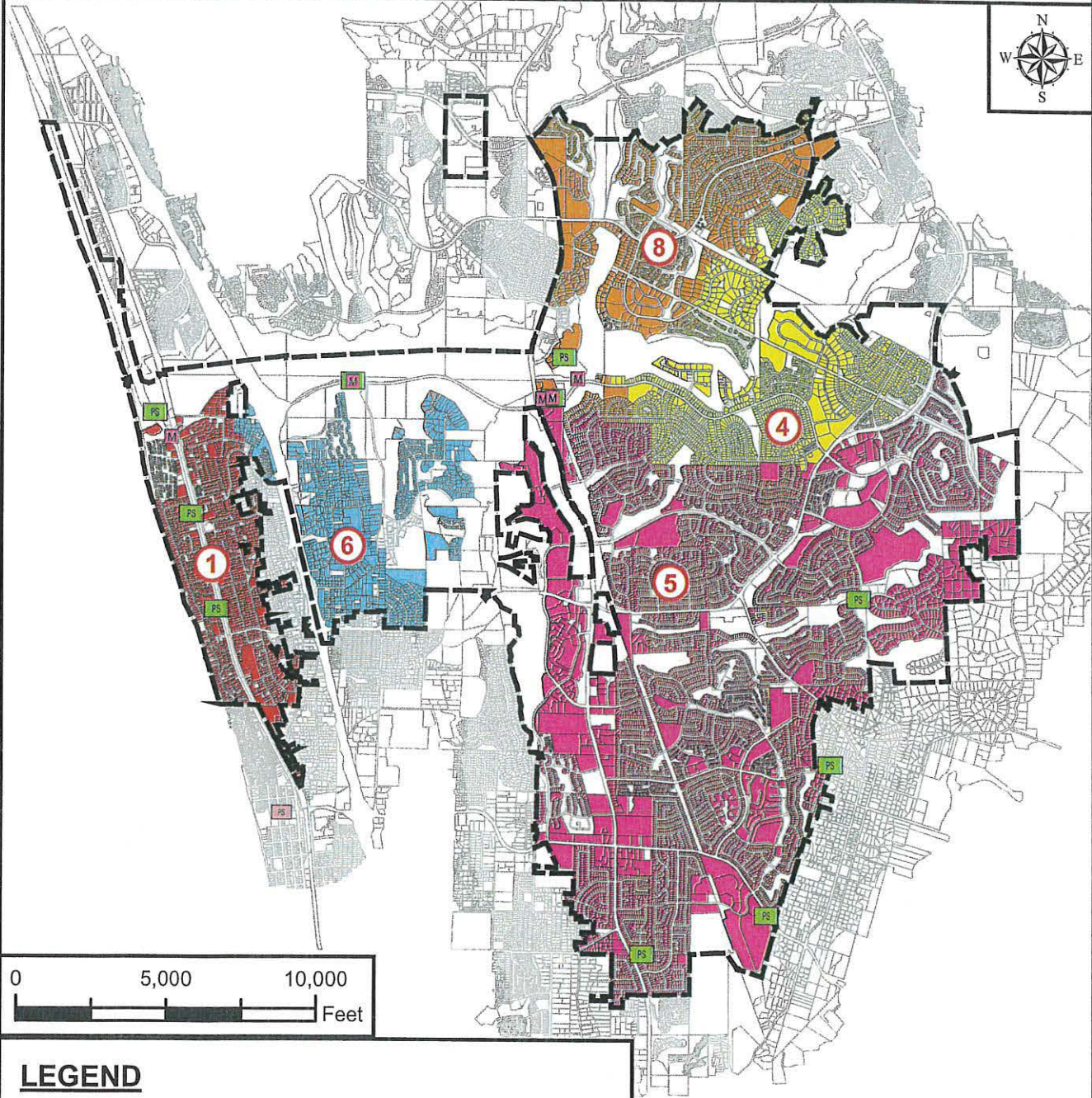
CURRENT MONTH - December 2022						
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,782.09	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)
JULY	0.00	118.11	1.00	3.81	132.37	46.48
YTD			28,783.09			
AUGUST	0.00	122.76	4.64	3.96	137.56	48.02
YTD			28,787.73			
SEPTEMBER	0.29	117.30	18.25	3.91	135.74	33.03
YTD			28,805.98			
OCTOBER	0.06	116.56	1.00	3.76	130.52	21.73
YTD			28,806.98			
NOVEMBER	1.20	116.10	1.25	3.87	134.34	2.36
YTD			28,808.23			
DECEMBER	0.72	117.80	74.25	3.80	131.57	0.00
YTD			28,882.48			
JANUARY	6.87	124.00	1.00	4.00	138.49	0.00
YTD			28,883.48			
FEBRUARY	3.45	101.64	1.50	3.63	125.67	0.00
YTD			28,884.98			
MARCH	6.76	132.68	0.75	4.28	133.62	0.00
YTD			28,885.73			
APRIL						
YTD						
MAY						
YTD						
JUNE						
YTD						
YTD Totals	19.35	1066.95	103.64			151.62
Mo Average	2.15	118.55	11.52	3.89	133.32	16.85

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**LWD Flows by Sub-Basin
March 2023
Total LWD Flow 4.33 MGD**



LEUCADIA WASTEWATER DISTRICT



LEGEND

Parcels by Basin

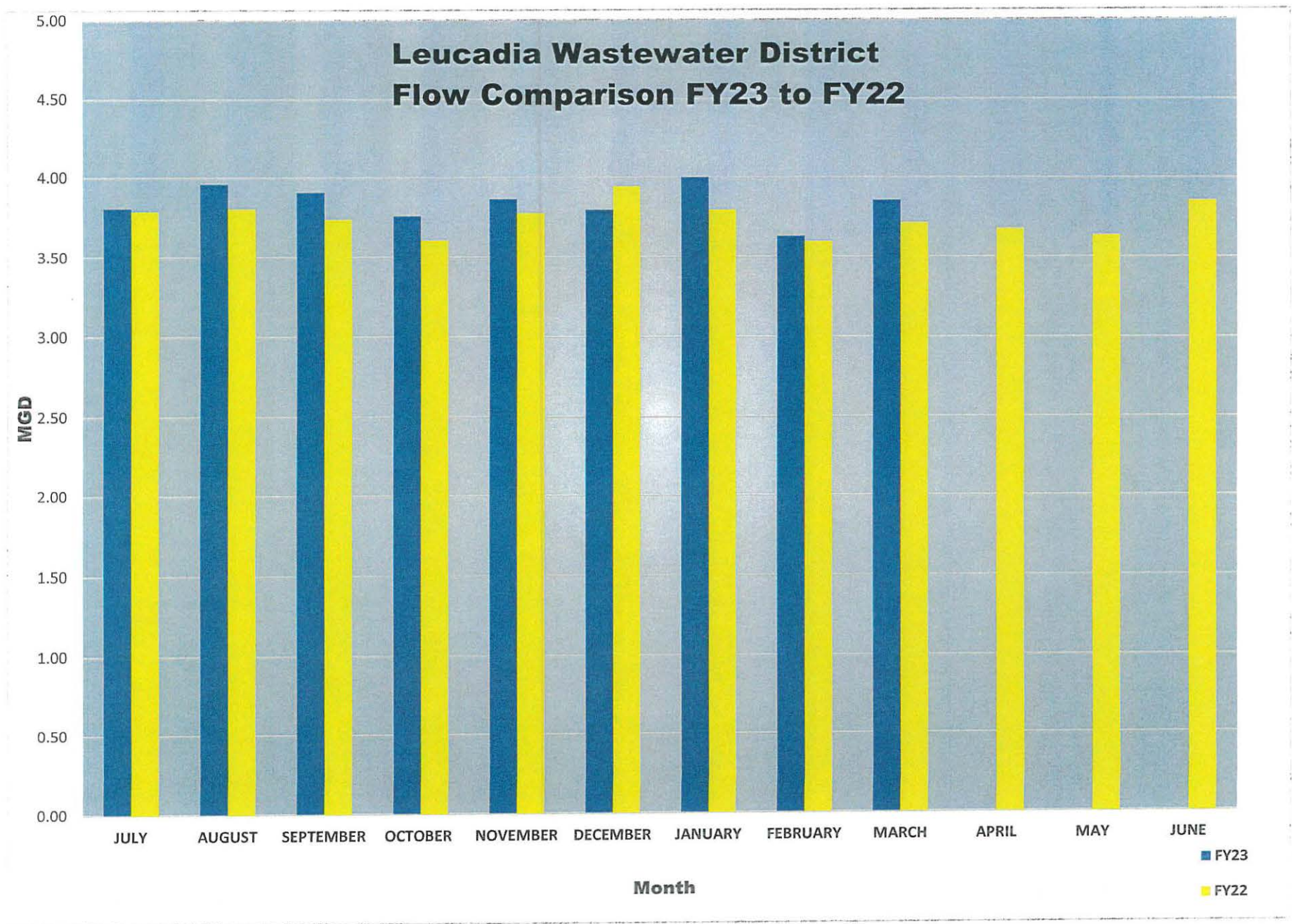
- 1 - Old Leucadia
- 4 - La Costa East
- 5 - North Green Valley
- 6 - Saxony
- 8 - Alga Hills

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

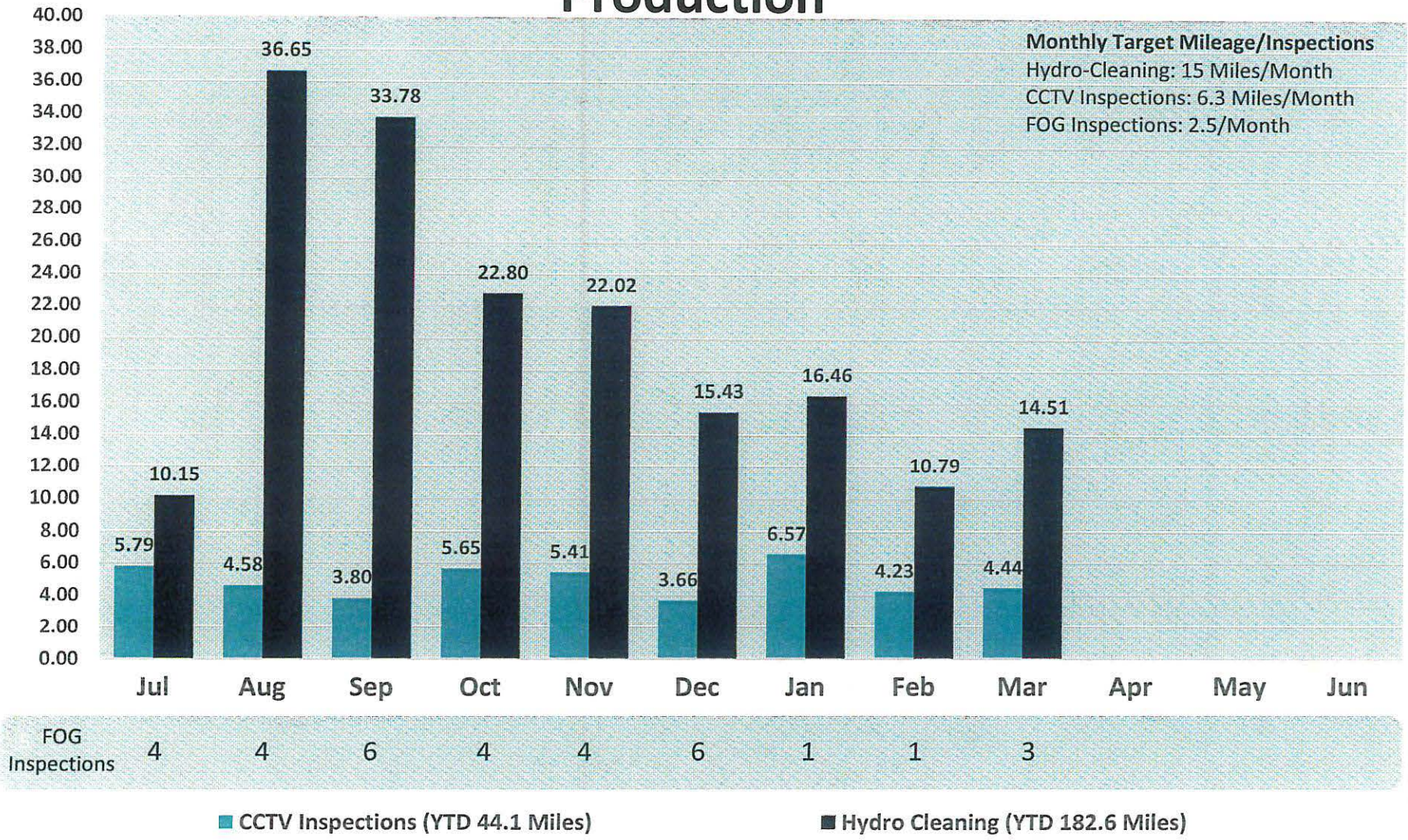


DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN



FY-23 CCTV Inspections & Hydro Cleaning Production





**Operations and Administration Training Report
March 2023**

Training & Safety Events for the month March 2023

Hours

Description	Ops	Admin	Total
CSRMA Hearing Conservation	2.0	0.0	2.0
CSRMA Return to Work: Top 5 Obstacles to Success June 2022	0.0	1.0	1.0
CSRMA Workers' Comp Management Program (WCMP): Employees	1.0	0.0	1.0
CSRMA Workers' Comp Management Program (WCMP): WC Coordinator	0.0	1.0	1.0
DataNet Ransomware Basics	0.0	1.0	1.0
DataNet Internet of Things (IoT) Awareness	0.0	0.5	0.5
DataNet Data Protection	0.0	0.5	0.5
Tailgate: Carbon exchange shut down procedures	9.0	0.0	9.0
Tailgate: Village Park 5 Bypass Training	8.0	0.0	8.0
TrainingLINK Onboarding Training Sessions for Administrators	0.0	1.0	1.0
Underground Utility Locating	4.0	0.0	4.0
Total Training Hours	24.00	5.00	29.00

Conferences/Webinars/Seminars for the month of March 2023

Attendees

Description	Ops	Admin	Total
CASA Collection Systems Working Group	1	0	1
Clean Water Summit Partneres: SSS WDR Webinar	10	0	10
Total Attended Conferences	11	0	11

Notes:

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



LEADERS IN
ENVIRONMENTAL
PROTECTION

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	86.5	13.0	99.5	
Mar-23	24.0	5.0	29.0	
YTD Totals		480.5	112.0	592.5

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	9.0	4.0	13.0	
Mar-23	11.0	0.0	11.0	
YTD Total		43.0	24.0	67.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 3/31/2023

	Amount
Assets	
Cash & Investments	23,997,077.19
Accounts Receivables	86,101.87
Net OPEB Asset	246,761.00
Prepaid Expense	262,857.74
Funds held with Encina Wastewater Authority	445,200.00
Capital Assets	187,983,392.07
Less Accumulated Depreciation	(65,265,622.75)
Total Assets	147,755,767.12
Deferred Outflows	
PERS Pension Deferred Outflows	1,274,038.00
OPEB Health Deferred Outflows	74,182.00
Total Deferred Outflows	1,348,220.00
Total Assets & Deferred Outflows	149,103,987.12
Liabilities	
Accounts Payable & Accrued Expenses	473,055.60
Developer Deposits	96,454.34
Lease Liability	13,018.57
Net Pension Liability	2,094,667.00
Total Liabilities	2,677,195.51
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	2,151,411.00
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)	146,356,073.23
Current Change In Net Position	
Other	(2,080,692.62)
Total Current Change In Net Position	(2,080,692.62)
Total Net Position	144,275,380.61
Total Liabilities, Deferred Inflows & Net Position	149,103,987.12

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

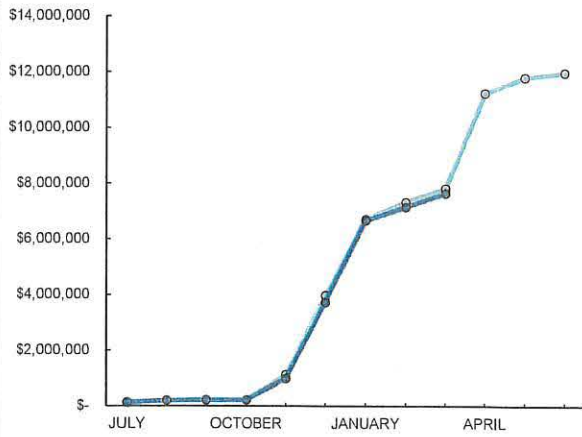
From 7/1/2022 Through 3/31/2023

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 7,636,527.27	\$11,980,350.00	\$ 4,343,822.73	63.7%
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	\$ 7,876,892.07	\$12,531,500.00	\$ 4,654,607.93	62.9%
OPERATING EXPENSES				
4100 Salaries	\$ 1,560,442.96	\$ 2,165,419.01	\$ 604,976.05	72.1%
4200 Employee Benefits	1,119,166.72	1,579,273.19	460,106.47	70.9%
4300 Directors Expense	72,760.72	137,400.00	64,639.28	53.0%
4400 Election Expense	-	60,000.00	60,000.00	0.0%
4600 Gas, Oil & Fuel	46,095.45	51,000.00	4,904.55	90.4%
4700 Insurance Expense	206,947.68	225,425.00	18,477.32	91.8%
4800 Memberships	28,616.57	38,425.00	9,808.43	74.5%
4900 Office Expense	108,694.79	173,800.00	65,105.21	62.5%
5000 Operating Supplies	73,394.30	148,800.00	75,405.70	49.3%
5200 Professional Services	234,802.94	528,900.00	294,097.06	44.4%
5300 Printing & Publishing	19,226.58	30,000.00	10,773.42	64.1%
5400 Rents & Leases	9,898.86	22,900.00	13,001.14	43.2%
5500 Repairs & Maintenance	318,228.64	509,000.00	190,771.36	62.5%
5600 Monitoring & Permits	67,144.97	84,300.00	17,155.03	79.7%
5700 Training & Development	32,573.96	49,000.00	16,426.04	66.5%
5900 Utilities	387,154.39	506,680.00	119,525.61	76.4%
6100 LAFCO Operations	8,003.54	7,700.00	(303.54)	103.9%
6200 Encina Operating Expense	2,544,327.00	2,274,600.00	(269,727.00)	111.9%
6900 Admin O/H alloc to Capital	(97,313.03)	(209,032.00)	(111,718.97)	46.6%
TOTAL OPERATING EXPENSES	\$ 6,740,167.04	\$ 8,383,590.20	\$ 1,643,423.16	80.4%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 511,444.50	\$ 152,670.00	\$ (358,774.50)	335.0%
3220 Property Taxes	1,312,701.93	2,038,700.00	725,998.07	64.4%
3250 Investment Income	263,708.25	341,000.00	77,291.75	77.3%
3290 Misc. Non Op Revenue	18,866.07	27,400.00	8,533.93	68.9%
TOTAL NON-OPERATING REVENUES	\$ 2,106,720.75	\$ 2,559,770.00	\$ 453,049.25	82.3%

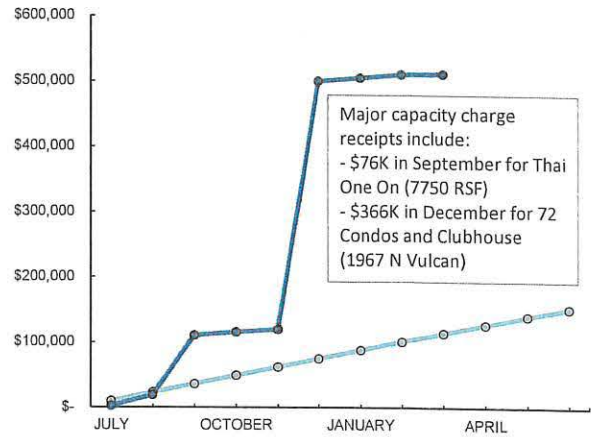
Leucadia Wastewater District Revenue FY2023

YTD through March 31, 2023

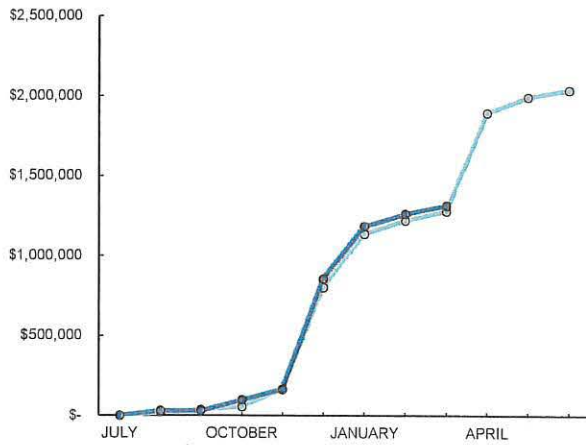
Sewer Service Fees



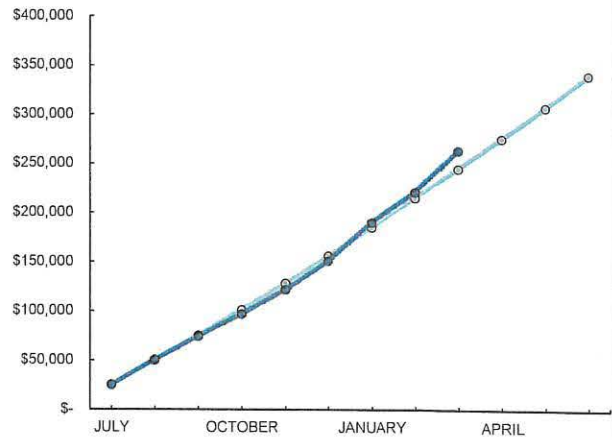
Capacity Charges



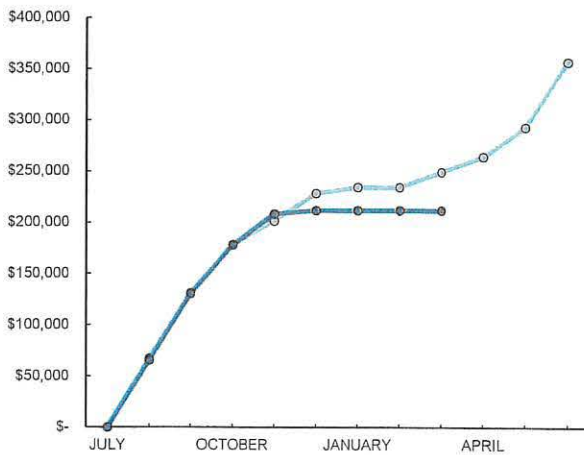
Property Taxes



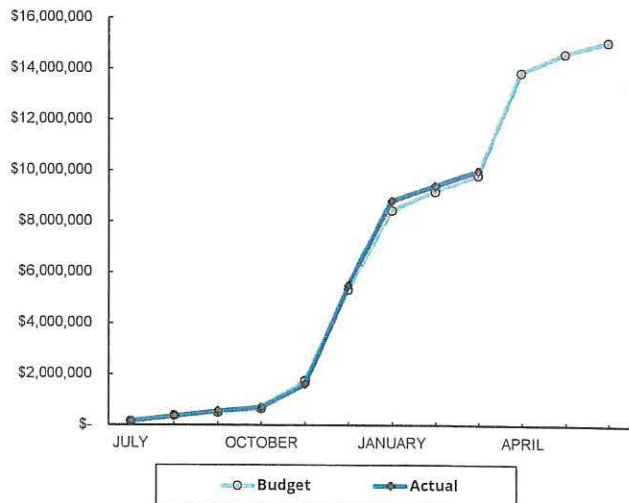
Investment Income



Recycled Wastewater Sales



Total Revenue

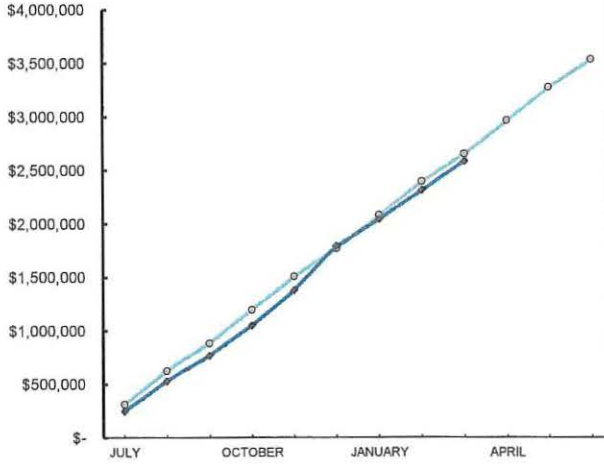


* Preliminary: subject to future review, reconciliation, accruals, and audit

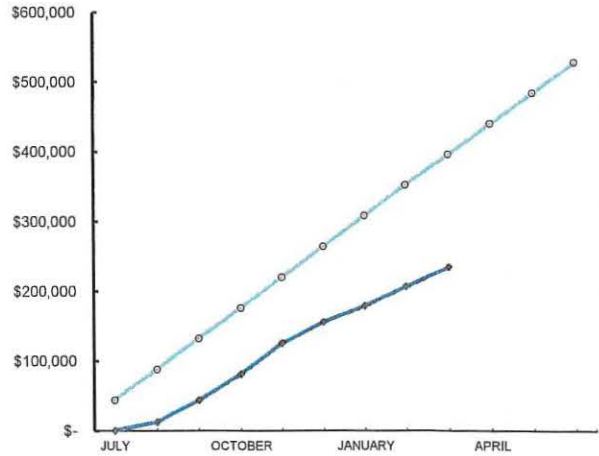
Leucadia Wastewater District Operating Expenses FY2023

YTD through March 31, 2023

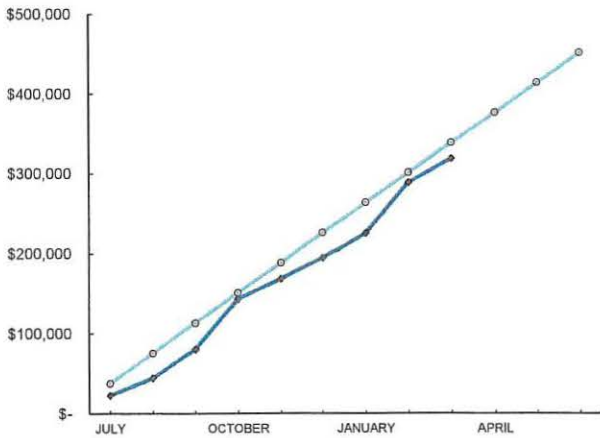
Salaries and Benefits



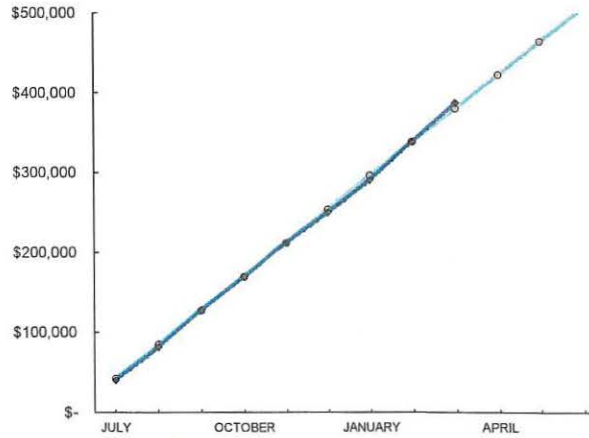
Professional Services



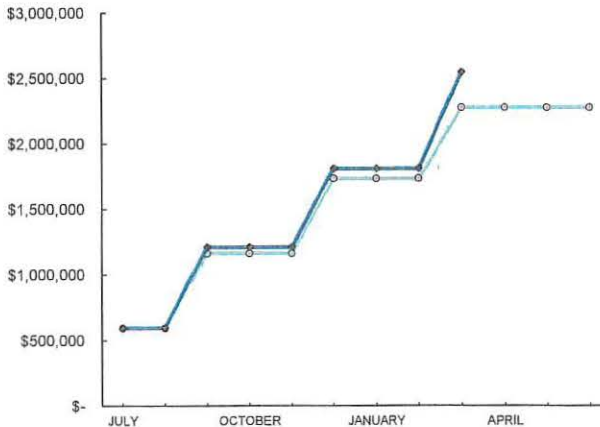
Repairs & Maintenance



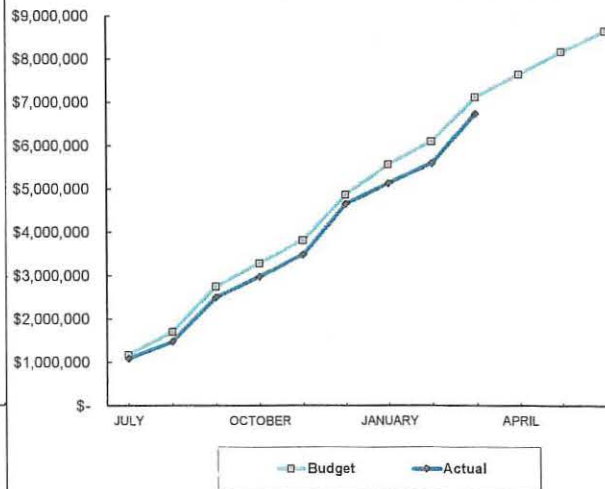
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

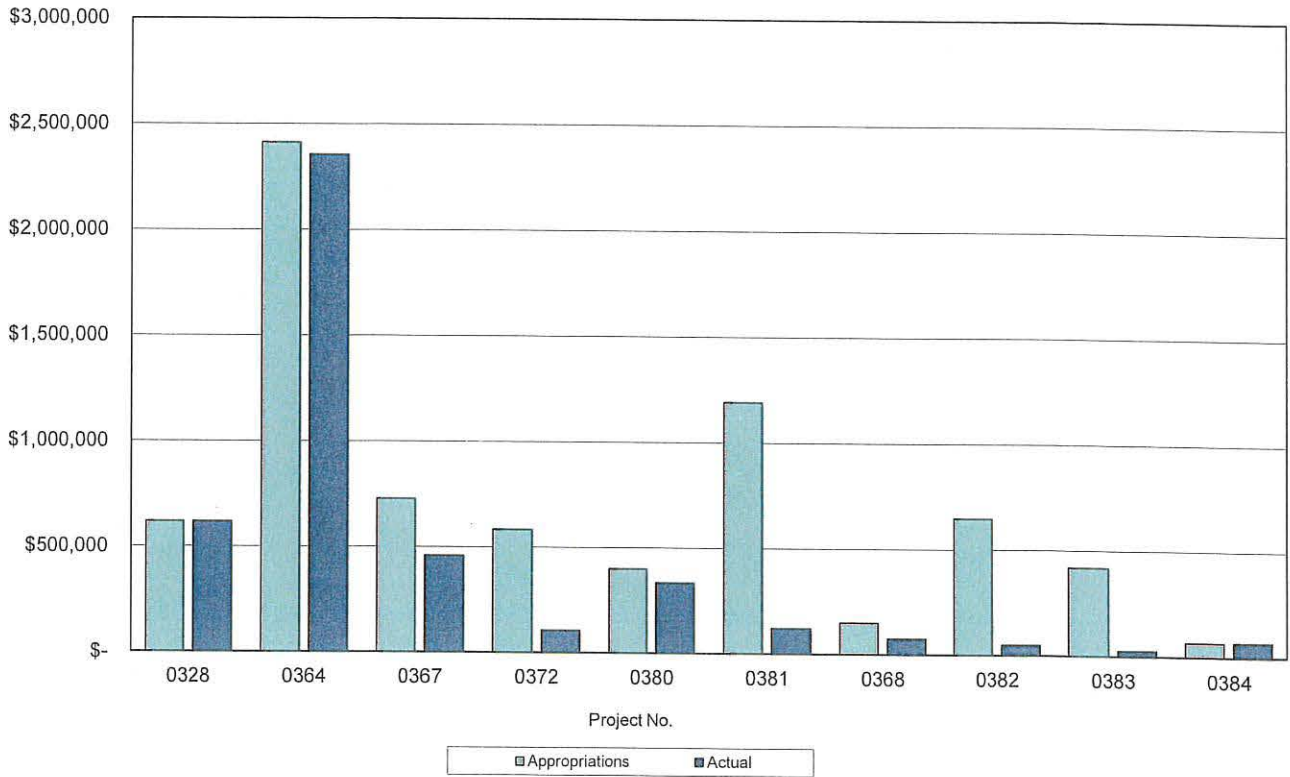


* Preliminary: subject to future review, reconciliation, accruals, and audit

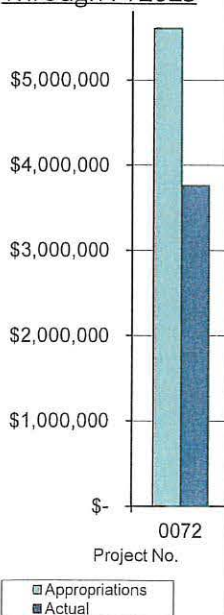
Leucadia Wastewater District Capital Expenditures

As of March 31, 2023

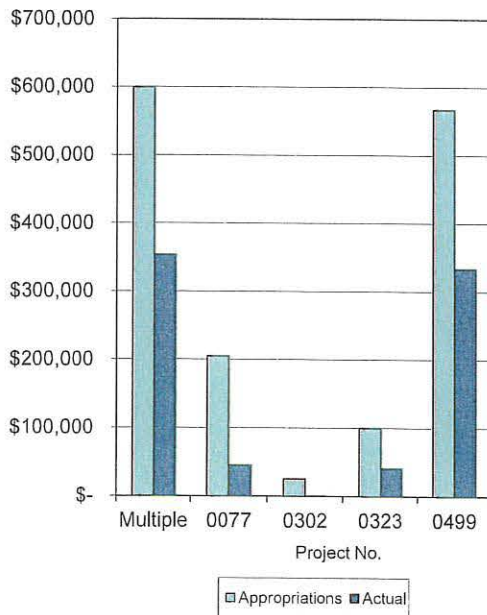
District Multi Year Capital Expenditures by Project Through FY2023



District's Share of Encina WPCF Capital Exp Through FY2023



Single Year Capital Expenditures by Project FY2023



Project Legend

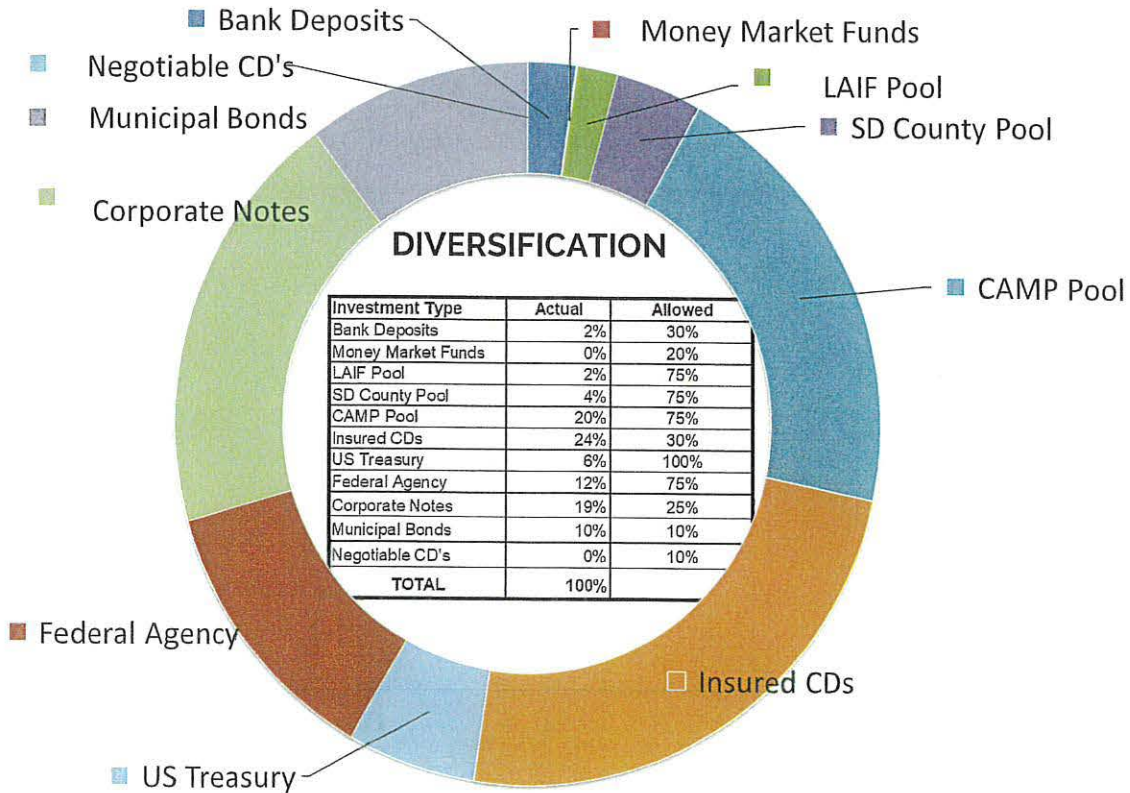
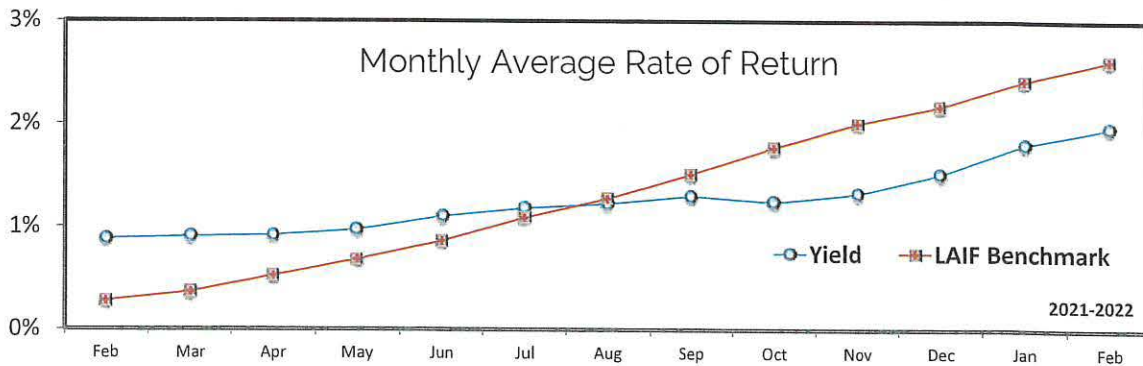
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Encinitas Estates Pump Station Rplcmnt	0364
B1 Force Main - North Section Rplcmnt	0367
Asset Management Plan Update	0368
Diana Pump Station Upgrade	0372
FY2022 Gravity Pipeline Rehabilitation	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

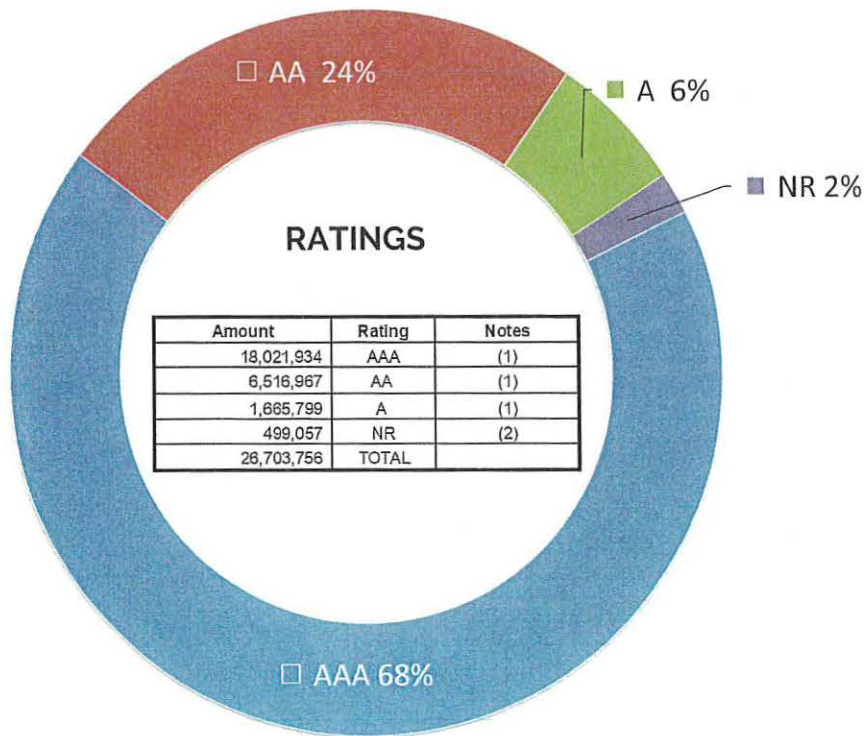
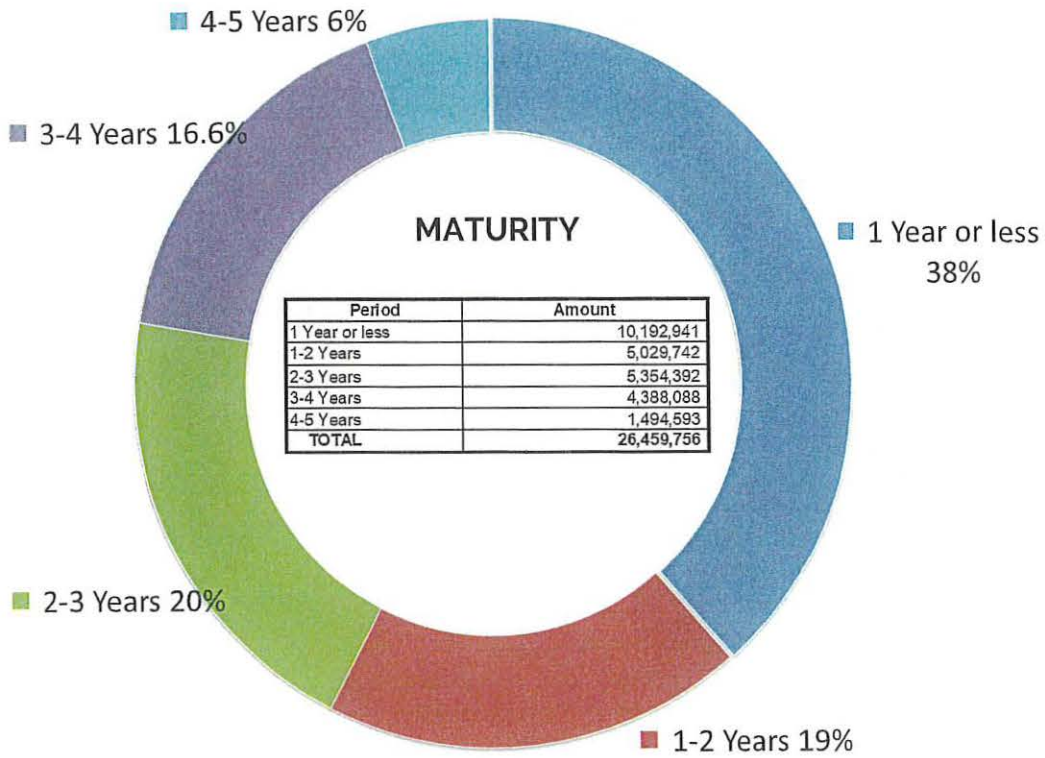
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 28, 2023

Cash Equivalents & Investments	Principal (Original Cost)		February Interest	Average Rate
	Jan 31, 2023	Feb 28, 2023		
Pacific Premier Bank Reserves	\$ 974,068	\$ 590,041	\$ 7	0.010%
TVI Dreyfus Money Market	4,368	9,073	24	4.220%
LAIF Pool	499,057	499,057	1,091	2.624%
SD County Pool	1,054,238	1,054,238	2,530	2.880%
CAMP Pool	5,162,391	5,423,593	20,863	4.730%
Certificates of Deposit - Insured	6,417,000	6,412,000	7,863	1.578%
US Treasury Notes	1,557,340	1,557,340	1,757	1.588%
Federal Agency Notes	3,547,052	3,297,290	2,608	0.975%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	5,109,235	5,109,235	5,121	1.228%
Negotiable CD's	-	-	-	-
Totals	\$ 27,076,640	\$ 26,703,756	\$ 44,047	1.966%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 28, 2023

(Continued)

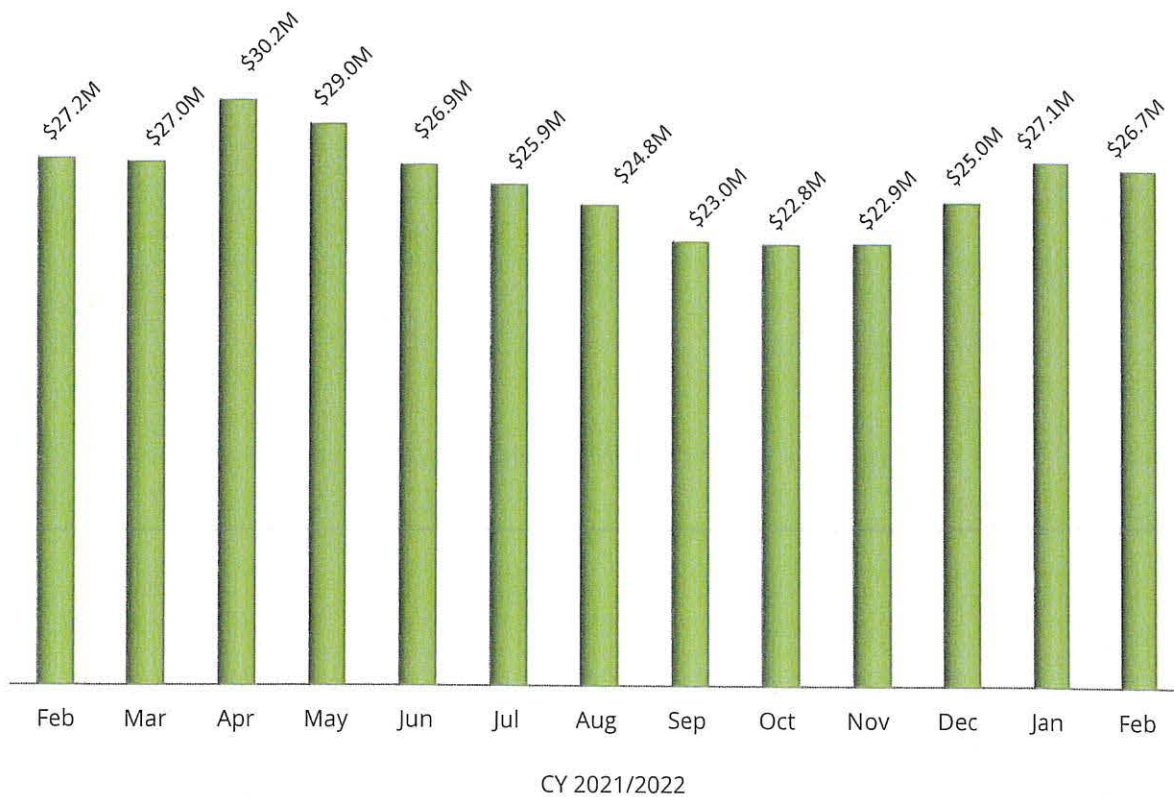


(1) CAMP Pool & SD County Pool, are rated by Standard & Pools. Investments are rated by Moody's.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
February 28, 2023

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Wells Fargo Nat'l Bk		249,000	2/21/2023	949495BC8	1.75%	
FHLB Notes		249,763	2/17/2023	3130AJ7E3	1.41%	
TOTAL	\$ 244,000	\$ 498,763				

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

MEMORANDUM

DATE: April 6, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **March 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 March 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 March 2023 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
February & March 2023**

Conference Date	Description	Director	Director	Director	Director	Director	GM	DTS	ASsup	DFA
		J. Hanson	E. Sullivan	D. Omsted	C. Roesink	R. Saldana	P. Bushee	R. Morishita	T. Hill	R. Green
2023 SDF Academy Conference February 26 - March 1, 2023 La Quinta, CA	Registration					625.00				
	Hotel					616.65				
	Airfare									
	Meals					57.21				
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber					180.78				
	Total		0.00	0.00	0.00	0.00	1,479.64	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
	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
	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

Notes :

MEMORANDUM

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

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 13, 2022 Board meeting, the Board of Directors adopted the LWD FY 23 Tactics and Action Plan. Attached, for the Board's review, is the FY 23 Tactics and Action Plan's quarterly status report with an ending date of March 31, 2023. The report indicates which goals are in progress, have been completed, have been postponed and have not been started.

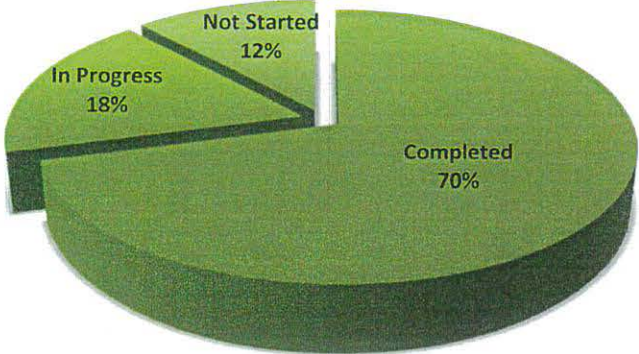
th:PJB

Attachments

FY 2023 Tactics and Action Plan Status Report

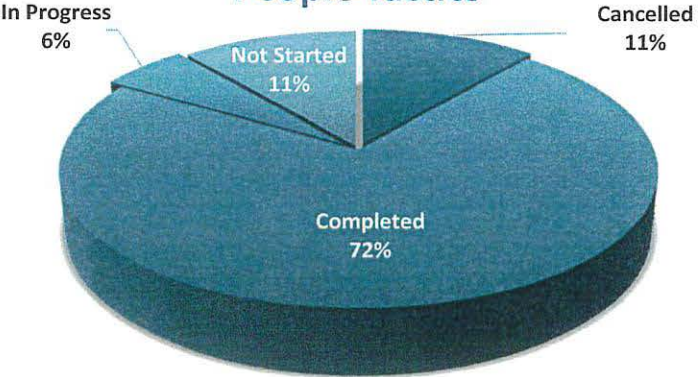
January 1 - March 31, 2023

Financial Tactics



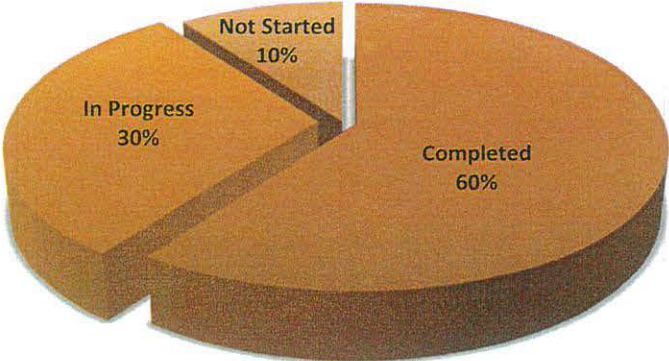
- Cancelled ■ Completed ■ In Progress
- Not Started ■ Postponed ■ Scheduled

People Tactics



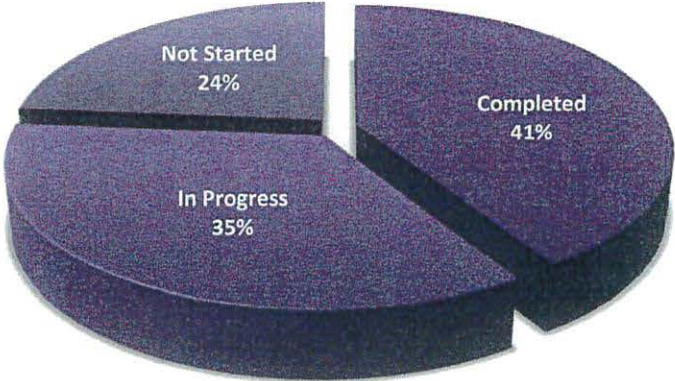
- Cancelled ■ Completed ■ In Progress
- Not Started ■ Postponed ■ Scheduled

Services Tactics



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

Infrastructure and Technology Tactics



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

**Leucadia Wastewater District
Fiscal Year 2023
Tactics & Action Plans**

1. Financial

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

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

2. People

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

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

3. Services

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

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

4. Infrastructure and Technology

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Diana Pump Station Upgrade Obtain Easement (Offer Reissued FEB 2023)	DTS	GM, FSS, DE	Jul-22	Oct-22	In Progress
Project Design	DTS	GM, FSS, DE	Nov-22	Apr-23	Not Started
Environmental	DTS	GM, FSS, DE	May-23	Oct-23	Not Started
FY2022 Gravity Pipeline Rehabilitation Construction	DTS	GM, FSS, DE	Jul-22	Aug-22	Completed
Village Park No. 7 PS Replacement Bid Project	DTS	GM, FSS, DE	Jul-22	Sep-22	Completed
Construction	DTS	GM, FSS, DE	Oct-22	May-23	In Progress
FY23 Gravity Pipeline Rehabilitation Design	DTS	GM, FSS, DE	Jul-22	Sep-22	Complete
Bid Project	DTS	GM, FSS, DE	Oct-22	Dec-22	Complete
Construction	DTS	GM, FSS, DE	Jan-23	Jun-23	In Progress
Rancho Verde Pump Station Rehabilitation Design	DTS	GM, FSS, DE	Oct-22	Jan-23	In Progress
Bid Project	DTS	GM, FSS, DE	Feb-23	Apr-23	Not Started
Construction	DTS	GM, FSS, DE	May-23	Dec-23	Not Started
Batiquitos PS Emergency Basin Inspection Obtain Quotes	DTS	GM, FSS, DE	Aug-22	Aug-22	Completed
Execute Agreement	DTS	GM, FSS, DE	Sep-22	Sep-22	Completed
Conduct Inspection	DTS	GM, FSS, DE	Oct-22	Oct-22	Completed
Asset Management Plan Update Update Plan	DTS	GM, FSS, DE	Jul-22	Dec-22	In Progress
Replace Network Equipment Purchase	DTS	EA, ADS	Jul-22	Aug-22	Completed
Install	DTS	EA, ADS	Sep-22	Sep-22	Completed
Board and Committee Hybrid Meeting Setup Setup, Test and Refine Hybrid Meeting Capabilities	DFA	EA, AS	Jul-22	Dec-22	In Progress

Encina Wastewater Authority Report
Regular Board Meeting
March 22, 2023

EWA Board of Directors – Vice President Roesink Reporting

1. Legal Counsel Billing Rate Increase

The Board of Directors made no decision regarding the proposed billing rate and directed staff to solicit proposals for Legal Counsel.

2. Roofing/HVAC DB Award

The Board of Directors authorized the General Manager to execute a Progressive-Design Build Agreement with West Coast Air Conditioning Co., Inc. in the amount of \$288,653 for the Phase 1 Pre-Construction Services of the Roofing and HVAC Improvements Project.

Executive Session

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

- Labor Negotiations with Authorized Representative Scott McClelland

There was no reportable action.

Community Affairs Committee Meeting Report

Presented by Director Saldana

Meeting held March 14, 2023

The CAC reviewed the following recommendation:

1. Review the 2023 Spring Newsletter Draft Text

The CAC reviewed and commented on the draft text of the 2023 Spring newsletter. The CAC suggested some minor edits and directed staff to move forward with final text and layout of the newsletter.

The CAC also viewed some of the District videos created by RTP. These videos will be viewed later in the agenda.

Human Resources Committee Meeting Report

Presented by Vice President Roesink

Meeting held March 22, 2023

Closed Session

The HRC met in Closed Session to review the Compensation Study conducted by Rewards Strategy Group.

There was no reportable action.

MEMORANDUM

DATE: April 6, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2398 - Updating LWD's Records Retention Policy and Schedules

RECOMMENDATION:

1. Adopt Resolution No. 2398 - Updating LWD's Records Retention Policy and Schedules; and
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: People / Administrative Policy Updates

The Board of Directors adopted LWD's Records Retention Policy and Schedules in March 2006 and it was last amended in December 2019.

The LWD Records Retention Policy and Schedules establishes guidelines to ensure the retention of records are in compliance with government code. It also authorizes the destruction of certain records as long as the record's destruction will not adversely affect the interest of the District or the public. Staff and General Counsel Brechtel recently reviewed the Policy to determine if changes are required. As a result, staff is recommending the following changes:

1. Include language under the procedures section that defines historical value of records.
2. Include the retention period for Teacher Grant applications.
3. Include the retention period for Lateral Grant applications.
4. Update the retention period for Conflict of Interest filings.
5. Update the retention period for Field Services maintenance and operations records.

In addition, minor changes were made throughout the policy to improve clarity and correct grammatical spelling and format inconsistencies.

Staff is, therefore, requesting that the Board adopt Resolution No. 2398 updating LWD's Records Retention Policy and Schedules. This resolution will supersede Resolution No. 2320.

Attachment
Enclosure

th:PJB

RESOLUTION NO. 2398

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
AMENDING AND UPDATING
RECORDS RETENTION POLICY AND SCHEDULES**

WHEREAS, the keeping of numerous records is not required after a certain period of time for the effective and efficient operation of the Leucadia Wastewater District; and

WHEREAS, Sections 60200 through 60203 of the Government Code of the State of California allow the District to authorize the destruction or disposition of any category of records so long as the governing body of the District adopts a resolution finding that the destruction or disposition of this category of records will not adversely affect any interest of the District or of the public and maintains a categorical list of documents destroyed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Leucadia Wastewater District as follows:

1. The Records Retention Policy and Schedules (attached) of the Leucadia Wastewater District shall be consistent with above mentioned Government Codes established by the State of California.

2. The records of the Leucadia Wastewater District as set forth in the Records Retention Policy and Schedules and incorporated herein by this reference, are hereby authorized to be destroyed after the requisite minimum holding period as provided by Sections 60200 through 60203 of the Government Code of the State of California in accordance with the provisions of said guidelines without further action by the Board of Directors of the Leucadia Wastewater District.

3. The destruction of records not required to be retained will not adversely affect any interest of the District or of the public.

4. The destruction of any record as provided for herein shall be by shredding or other effective method of destruction and the District shall maintain a categorical list of the destroyed information that reasonably identifies the information contained in the records in each category.

5. The term "records" as used herein shall include any writing as defined by Government Code Section 7920.545.

6. This resolution supersedes Resolution No. 2320.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held April 12, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

ATTEST:

Paul J. Bushee, General Manager
(SEAL)



Ref: [20-693923-8369](#)

RECORDS RETENTION POLICY and SCHEDULES

PURPOSE

The Records Retention Policy ("Policy") establishes record-keeping requirements and retention periods for Leucadia Wastewater District ("District") records. In addition, it provides the District with legal authority to dispose of records within an organized and controlled system.

SCOPE

The guidelines of this Policy and its procedures must be consistent with California Government code sections 34090 and 60200-60203. In addition, *District Records may be subject to public disclosure (see the District's Public Records Act Request Policy ref. 14-3862 and/or Government Code 6250 et seq.)*.

This Policy supersedes Resolution No. [2264-2320](#) Amending and Updating Records Retention Policy and Schedules.

DEFINITIONS

This Policy applies to all records including paper, electronic (including emails), microfilm, magnetic/paper tapes, and any other document produced, received, owned, or used by the District regardless of its physical form or characteristics. Records are classified as District Records and Non-Records.

Definitions and examples of records are as follows:

District Records: Any writing or document, including electronic files, containing information relating to the conduct of the District's business that is prepared, owned, used, received, or retained by the District, regardless of physical form or characteristic.

Non-Record: Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, library/research materials, publications, blank forms. Also documents such as preliminary drafts, works in progress, preliminary electronic records used to create a final version, copies of original records, hand-written rough notes, and other material used in the preparation or analysis of other documents.

RECORD RETENTION SCHEDULE

The Record Retention Schedule ("Schedule") is a comprehensive list of records sorted by departments that identify the length of time each District Record must be retained based on its operational, fiscal, regulatory, referential, legal, and historical value. Records listed on the Schedule are District Records unless otherwise specified.

POLICY

When records have fulfilled their administrative, fiscal, or legal function they should be either sent to the District's archive facility, recycled, and/or destroyed ~~as soon as possible~~ in accordance with the District's Schedule (Attachment A), unless management determines the record(s) has historical value. Destruction of paper records shall be by shredding and destruction of electronic records shall be by deleting from the system on which they reside. Deleted electronic records, including emails are considered to have been destroyed once they have been deleted from the active computer system.

PROCEDURE

Designated department staff shall periodically review/purge department paper, electronic files, and emails according to the Schedule (Attachment A) and as follows:

1. Paper Files:

- Paper files that require storage at the archive facility shall be boxed and labeled, then provided to the Administrative Specialist for coordination of pick-up of boxes.
- If paper files have reached the end of their retention period, then they shall be boxed and labeled, then provided to the Administrative Specialist. -The Administrative Specialist will complete a destruction approval form that lists the record's title and retention period end date. -The form will need to be signed by the Department Manager and the General Manager approving the destruction of the records.
- The Administrative Specialist will then coordinate the pick-up of boxes and will receive a certification of destruction form after the records have been destroyed by the archive facility.
- The Administrative Specialist will update the storage log and destruction of documents log, once the documents/files have been destroyed.

2. Electronic Files:

- Electronic files that are stored on the server/network in folders will need approval before deletion. Once the record has reached its retention period, the file should be transferred to the "Review and Approval for Destruction" folder on the server/network. -A list of files to be destroyed and the retention period end date will be provided to the Administrative Specialist and signed by the Department Manager. -The Administrative Specialist will complete a destruction approval form with the names of the files and the retention period end date. -The form will need to be signed by the Department Manager and General Manager before the records are deleted. A destruction list of electronic records will be maintained by the Administrative Specialist.

3. Emails:

- Employees are responsible for the management of their email boxes. -All users of District computers and/or electronic communication resources should review their email at least weekly and emails that qualify as District Records should be filed appropriately in a separate folder on the server/network. -Once these emails have reached their retention period they should be transferred to the "Review and Approval for Destruction" folder on the server/network. Destruction of emails that are District Records should follow the same procedures as electronic files listed above.

4. Non-Records:

- Drafts used to create a final version shall be deleted after the final version or electronic file is completed, or if retained, shall be subject to the Schedule applicable to the document category.
- All other Non-Records shall be destroyed during the normal course of business when the item is no longer needed.
- Non-Record emails should be deleted in the normal course of business, generally after reading.
- Non-work related emails should be ~~immediately and~~ permanently deleted on a regular basis, generally on the same day received when feasible. ~~(the same day the message is received).~~

5. Documents Retained for Their Historical Value:

- Documents that management has determined should be retained for their historical value shall be retained until such time as management determines that storage of the documents for historical value is no longer required.

LITIGATION HOLDS

When litigation is threatened or pending against the District or its employees, the law imposes a duty to preserve all relevant documents and records. –A litigation hold directive must be issued to the legal custodians of those documents.

A litigation hold directive overrides this Policy, as well as any records retention schedules that may otherwise call for the transfer, disposal, or destruction of relevant documents, until the hold has been cleared.

Email and accounts of separated employees that have been placed on litigation hold status must be maintained by the District until the hold is released.

No employee who has received a litigation hold directive may alter or delete an electronic record that falls within the scope of that hold. –Those employees are required to provide access to, or copies of, any relevant electronic records that they have downloaded and saved, or moved to some other storage account or device.

ROLE & RESPONSIBILITIES

Supervisors and/or Managers are responsible for providing records retention guidance to staff within their respective department. –The guidance provided must be in accordance with this Policy.

Originators and custodians of electronic messages, records, and information that have lasting value are responsible for:

- Appropriately identifying and retaining such records in accordance with this Policy; and
- Seeking assistance when unsure about how to categorize specific types of messages.

District employees who have been notified by management of a litigation hold are responsible for preserving all messages, records, and information that fall within the scope of the hold.

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Administration	General Correspondence (includes written protests)	Current Year + 2 Years	Current Year + 2 Years	GC 34090; 60201
Administration	Agreements - Leases, Equipment, Services/Supplies (through completion/termination) (excluding CIP)	Current Year + 5 Years	Current Year + 5 Years	CCP 337.2, 343; B&P 7042.5; GC 53066
Administration	Professional Services Agreements	7 Years	7 Years	GC 60201
Administration	Records Retention Schedules	Active Until Revised	Until Revised/Rescinded	GC 60201
Administration	Policies and Procedures	Active Until Revised	Until Revised/Rescinded	GC 60201
Administration	Legal Advertising (public notices)	Current Year + 4 Years	Current Year + 4 Years	GC 34090; CCP 343, 349 et seq.; GC 911.2
Administration	Public Records Request	Closed + 2 Years	Closed + 2 Years	GC 34090
Administration	Inventory of Records	Current Year + 2 Years	Current Year + 2 Years	GC 34090; 80 OPS Atty. General 106
Administration	Records Management Disposition Certification	Permanent	Permanent	GC 34090
Administration	Teacher Grant Applications (paid/rejected)	Closed + 4 Years	Closed + 4 Years	CCP 337
Administration	Management Reports	2 Years	2 Years	GC 34090
Administration	Plaques	Permanent	Permanent	Historic Value
Administration	Audit Hearing/Review	2 Years (after audit)	2 Years (after audit)	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Administration	Articles of Incorporation	Permanent	Permanent	GC 34090
Administration	Non-Elected Conflict of Interest Filings	4 Years (copies) 7 Years (original)	4 Years (copies) 7 Years (original)	FPPC Regulations (original forms are filed at the County office at the District office, GC 81009)
Administration	Insurance Programs	Superseded + 2	Superseded + 2	GC 34090
Administration	Goals & Objectives	2 Years	2 Years	GC 34090
Administration	Travel Reports	7 Years	7 Years	GC 60201
Board	Board Correspondence - All incoming, outgoing, & written protest	2 Years	2 Years	GC 60201
Board	Board Meeting Visual and Audio Recordings	Current + 3 Months	Current + 3 Months	GC 54953.5 (b); GC 34090.7
Board	Mission/Vision Statements	Active Until Revised	Until Revised/Rescinded	GC 34090
Board	Ordinances (repealed ordinances can be destroyed 5 yrs. after date of repeal)	Permanent	Permanent	GC 34090 (d); 60201
Board	Resolutions	Permanent	Permanent	GC 34090 (d); 60201
Board	Agendas	2 Years	2 Years	GC 34090 (d) (original agendas, special meeting notices, including cert. of postings, summaries, and attachments)
Board	Agenda Reports	2 Years	2 Years	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Board	Minutes	Permanent	Permanent	GC 34090; 60201
Board	Council Proclamations (not assigned a resolution/ordinance)	2 Years (after superseded)	2 Years (after superseded)	GC 34090
Board	Elected Conflict of Interest Filings	4 Years (copies) 7 Years (original)	4 Years (copies) 7 Years (original)	FPPC Regulations (original forms are filed at the County office at the District office, GC 81009)
Board	Applications (not selected)	2 Years	2 Years	GC 34090
Board	Applications (selected)	5 Years (after termination)	5 Years (after termination)	GC 34090
Board	Articles of Incorporation	Permanent	Permanent	GC 34090
Board	Appeals	3 Years	3 Years	GC 34090
Board	Petitions	1 Year	1 Year	GC 34090
Board	Travel Reports	7 Years	7 Years	GC 60201
CIP/Development	Bonds (development)	10 Years	10 Years	CCP 337.5
CIP/Development	Work Service Requests Received or Created (connection with the performance of work/services)	2 Years	2 Years	GC 34090
CIP/Development	Lateral Grant Applications (paid/rejected)	Closed + 4 Years	Closed + 4 Years	CCP337
CIP/Development	Code Books	Permanent	Permanent	GC 34090 (e)

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
CIP/Development	Correspondence (working documentation)	2 Years	2 Years	GC 34090 (d)
CIP/Development	Development Conditions	Life of Infrastructure	Life of Infrastructure	GC 34090
CIP/Development	Development Agreements	Permanent	Permanent	GC 34090;CCP 337,337.1 (a);337.15;8 CFR; 4.703
CIP/Development	Permits (includes encroachments, grading)	Permanent	Permanent	GC 34090
CIP/Development	Sewer Connection Records	Permanent	Permanent	GC 34090
CIP/Development	Maps & Plats, Boundary Maps, Drawings, Zoning, Tentative Subdivision, Parcel, Land Use Maps	Permanent	Permanent	GC 34090 (a)
CIP/Development	Master Plans (includes special/long range program plan)	2 Years	2 Years	GC 34090
CIP/Development	Projects Not Completed/Denied	Closed + 2 Years	Closed + 2 Years	GC 34090
CIP/Development	Engineering Studies, Special Projects	Closed + 2 Years	Closed + 2 Years	GC 34090 (d)
CIP/Development	Flood Control/Drainage Facilities/Zones	Permanent	Permanent	GC 34090
CIP/Development	Surveys (recording data and maps)	Permanent	Permanent	GC 34090 (a)
CIP/Development	Blueprints, Specs (submitted by contractors with application for permit)	2 Years	2 Years	GC 34090 (a)

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
CIP/Development	Construction Approved (new commercial/residential/ room additions, block walls/remodeling)	Permanent	Permanent	GC 34090 (a)
CIP/Development	Reports, Federal and State	Permanent	Permanent	GC 34090 (a) (records that may contain records affecting title to real property/liens)
CIP/Development	CIP Projects (planning, design, construction/modification of local government- owned facilities, structures and systems)	Permanent	Permanent	GC 34090 (a)
CIP/Development	Environmental Quality Records (CEQA, asbestos, soil reports)	Permanent	Permanent	GC 34090 (a)(d)
CIP/Development	Sphere of Influence Records	Permanent	Permanent	GC 34090
CIP/Development	Abandonment (buildings, condemnation, demolition)	Permanent	Permanent	GC 34090 (a)
CIP/Development	Annexation Case Files	Permanent	Permanent	GC 34090 (a)
CIP/Development	Lot Split Cases	Permanent	Permanent	GC 34090
CIP/Development	Certificates	Life of Infrastructure	Life of Infrastructure	GC 34090
CIP/Development	Acquisition/Disposition of Property by District	Closed + 10 Years	Closed + 10 Years	GC 34090 (a); GC 6254
CIP/Development	Soil Reports	Permanent	Permanent	GC 34090 (d)
CIP/Development	Environmental Review (correspondence, consultants, issues, conservation)	3 Years	3 Years	GC 34090 (d)

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Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Field Services	Maintenance & Operations (work orders, inspections, repairs, cleaning, reports and complaints)	Current Year + \pm 5 years	Current Year + \pm 5 years	GC 34090 (d) SSS WDR Attachment E-1, Section 4.1
Field Services	Facilities (correspondence)	Current Year + \pm 5 years	Current Year + \pm 5 years	GC 34090 ; SSS WDR Attachment E-1, Section 4.1
Field Services	Reclamation (daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.)	Current Year + \pm 5 years	Current Year + \pm 5 years	40 CFR 122.41
Field Services	Reports (studies)	Current Year + \pm 5 years	Current Year + \pm 5 years	GC 34090 ; SSS WDR Attachment E-1, Section 4.1
Field Services	Discharge Monitoring Reports	Current Year + 5 Years	Current Year + 5 Years	40 CFR 122.41 (Per order R9-2004-0223; Gafner WDR)
Field Services	Regulations (includes legislations)	Until Superseded + 2 Years	Until Superseded + 2 Years	GC 34090
Field Services	Bacteriological Analysis Tests	Current Year + 5 Years	Current Year + 5 Years	40 CFR 141.33
Field Services	Chemical Analysis Tests	Current Year + 10 Years	Current Year + 10 Years	41 CFR 141.33
Field Services	Recycling Programs	Until Superseded + 2 Years	Until Superseded + 2 Years	GC 34090
Field Services	Sanitary Surveys	Current Year + 10 Years	Current Year + 10 Years	40 CFR 141.33
Field Services	State Certification	Current Year + 12 Years	Current Year + 12 Years	40 CFR 141.91
Field Services	NPDES Permits	Permanent	Permanent	GC 34090 (compliance with Clean Water Act)

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Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Field Services	Rates	Current Year + 2 Years	Current Year + 2 Years	GC 34090
Field Services	Underground Tank Storage (compliance & maintenance)	Permanent	Permanent	GC 34090
Field Services	Location Maps/Septic Tanks	Permanent	Permanent	GC 34090
Field Services	Hazardous Waste Disposal	11 Years	11 Years	CAL OSHA; 40 CFR 122.21
Field Services	Vehicle Ownership & Title	Life	Life	VC 9900 et seq.
Finance	Accounts Payable	Audited Year + 4 Years	Audited Year + 4 Years	GC 34090
Finance	Accounts Receivable	Audited Year + 4 Years	Audited Year + 4 Years	GC 34090
Finance	Bank Reconciliation (statements, summaries for receipts, disbursements & reconciliation)	Audited Year + 4 Years	Audited Year + 4 Years	GC 34090; 26 CFR 16001-1
Finance	Billing Records (customer name, service address, usage, payments, applications/cancellations)	Audited Year + 2 Years	Audited Year + 2 Years	GC 34090
Finance	Budget Adjustments and Account Transfers	Audited Year + 2 Years	Audited Year + 2 Years	GC 34090
Finance	Journal Entries	Audited Year + 2 Years	Audited Year + 5 Years	GC 34091
Finance	Checks (includes payroll, canceled & voided)	Audited Year + 5 Years	Audited Year + 5 Years	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Deposit Receipts	Audited Year + 4 Years	Audited Year + 4 Years	GC 34090
Finance	Invoices (copies sent for fees owed, billings)	Audited Year + 2 (3) Years	Audited Year + 4 Years	GC 34090
Finance	General Ledger	Permanent	Permanent	GC 34090; CCP 337
Finance	Utility Billings	3 Years	3 Years	GC 34090
Finance	Voucher (account postings with supporting docs.)	Audited Year + 4 Years	Audited Year + 4 Years	GC 34090; CCP 337
Finance	Adopted Budget	Permanent	Permanent	GC 34090
Finance	Auction of Surplus Property	Audited Year + 2 Years	Audited Year + 2 Years	GC 34090
Finance	Disposal of Surplus Property	Audited Year + 4 Years	Audited Year + 4 Years	GC 34090
Finance	Payroll Adjustments	Audited Year + 4 Years	Audited Year + 4 Years	GC 34090; 29 CFR, 516.5 - 516.6
Finance	Employee Time Sheets	Audited Year + 6 Years	Audited Year + 6 Years	GC 34090; 29 CFR, 516.2
Finance	PERS Employee Deduction Reports	Termination + 4 Years	Termination + 4 Years	GC 34090; CAC 22-1085-3; PERS law

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Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Register (labor costs by employee & program)	Permanent	Permanent	GC 34090; GC 37207
Finance	Salary Records (deduction authorization, beneficiary designations, unemployment claims, garnishments)	Termination + 3 Years	Termination + 3 Years	GC 34090; CCP 337
Finance	Bids, RFQ's, RFP's Successful	Audited Year + 5 Years	Audited Year + 5 Years	GC 34090; CCP 337
Finance	Bids, RFQ's, RFP's Unsuccessful	3 Years	3 Years	GC 34090; CCP 338
Finance	Purchase Orders	Audited Year + 4 Years	Audited Year + 4 Years	GC 34090; CCP 337
Finance	Vendor Register	Permanent	Permanent	GC 34090
Finance	Audits and Year End Work Paper Binders	Permanent	Permanent	GC 34090
Finance	Deferred Compensation Reports	Termination + 5 Years	Termination + 5 Years	GC 34090; 26 CFR 16001-1
Finance	Federal & State Tax (forms 1096, 1099, W-4 & W-2)	Audited Year + 4 Years	Audited Year + 4 Years	GC 34090; 29USC 436
Finance	Investment Transactions	Permanent	Permanent	GC 34090; CCP 337; GC 53607
Finance	Labor Distribution (costs by employee & program)	Audited Year + 2 Years	Audited Year + 2 Years	GC 34090
Finance	State Controller Reports	Permanent	Permanent	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Utility Rebates	3 Years	3 Years	GC 34090
Finance	Bank Statements	Audited Year + 2 Years	Audited Year + 2 Years	GC 34090
Finance	Bonds Account Statements (including supporting docs.)	Closed + 10 Years	Closed + 10 Years	GC 34090; CCP 337.5
Finance	Paid/Canceled Bonds	Closed + 2 Years	Closed + 2 Years	GC 34090; 53921
HR/Personnel	Benefit Plan Claims	Permanent	Permanent	GC 6250 et seq; OMB A-129; 29 CFR 1602.30; Lab Rel. Sect. 1174
HR/Personnel	Employee Fidelity Bonds	Termination + 2 Years	Termination + 2 Years	GC 34090
HR/Personnel	Employee Handbook (general employee info. Including benefit plans)	Superseded + 2 Years	Superseded + 2 Years	GC 34090
HR/Personnel	Employee Programs (includes EAP & Recognition)	Closed + 2 Years	Closed + 2 Years	GC 34090; GC 12946
HR/Personnel	Employee Rights (may include arbitration, grievances, union requests, sexual harassment, civil rights, complaints, disciplinary actions)	Termination + 2 Years	Termination + 2 Years	GC 13946; 29 CFR 1602; 29 USC 211 (e); 203 (m); 207 (g)
HR/Personnel	Hourly Employees	Termination + 6 Years	Termination + 6 Years	GC 12946; GC 34090; labor relations sect. 1174
HR/Personnel	I-9 Forms	Termination + 1 Year	Termination + 1 Year	Immigration Reform Act
HR/Personnel	Medical Leave (certifications, tests, W-4)	Closed + 30 Years	Closed + 30 Years	FMLA 1993 US OSHA; 29 CFR; 1910.20

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUTE
HR/Personnel	Motor Vehicle Pulls (DMV)	Closed + 7 Years	Closed + 7 Years	GC 12946; USC 1324 (a); CA 91009
HR/Personnel	Negotiation (notes, correspondence, contracts, and MOU)	Permanent	Permanent	29 USC Sections: 211 C, 203 (m), 207 (g)
HR/Personnel	Personnel Records (copies)	Current Year + 2 Years	Current Year + 2 Years	GC 34090; GC 6250
HR/Personnel	PERS, Social Security, SSI	Permanent	Permanent	29 CFR 1627.3 (2); GC 12946; 34090
HR/Personnel	Recruitment (applications, resumes, alternate lists/logs, answer sheets, job bulletins, eligibility, electronic databases)	Closed + 3 Years	Closed + 3 Years	GC 129446; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3
HR/Personnel	Reports (employee status, benefit activity, liability loss)	Current Year + 2 Years	Current Year + 2 Years	GC 34090
HR/Personnel	Classification/Wage Rate Surveys and Studies	Current Year + 2 Years	Current Year + 2 Years	GC 12946, 34090; 29 CFR 516.6 (2); 29 CFT 1602.14
HR/Personnel	Personnel Training Documenting Internal & External Training	Termination + 7 Years	Termination + 7 Years	GC 34090
HR/Personnel	Safety Certifications/Designations	Current Year + 2 Years	Current Year + 2 Years	GC 34090
HR/Personnel	Non-Safety Employees Release Authorization; Certifications; Reassignments; Outside Employment; Commendations Disciplinary Actions; Terminations; Oaths of Office; Evaluations; Pre-employment Medicals; Fingerprints; Identification Cards	Termination + 3 Years	Termination + 3 Years	29 CFR 1627.3; CCRSec. 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090
Information Services/IT	Management of Policies/Supporting Docs. Relating to Internet/WWW	Superseded + 2 Years	Superseded + 2 Years	GC 34090
Information Services/IT	Inventory of IT (hardware/software inventory logs, manuals)	Superseded + 2 Years	Superseded + 2 Years	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Information Services/IT	Network Information Systems (LAN/WAN/config. maps & plans)	Current Year + 4 Years	Current Year + 4 Years	GC 34090; CCP 337.2; 343
Information Services/IT	Program Files and Directories (annual backup)	Current Year + 2 Years	Current Year + 2 Years	GC 34090
Information Services/IT	Program Files and Directories (daily backup)	Current Year + 2 Months	Current Year + 2 Months	GC 34090.7
Information Services/IT	Program Files and Directories (monthly backup)	Current Year + 1 Year	Current Year + 1 Year	GC 34090
Information Services/IT	Program Files and Directories (weekly backup)	Current Year + 6 Months	Current Year + 6 Months	GC 34090
Information Services/IT	Security Camera Video Footage/Surveillance Recordings	1 Year	1 Year	GC 53160
Legal/Legislative	Civil Appeals	Current Year + 3 Years	Current Year + 3 Years	CCP 583.320 (a)(3); GC 34090
Legal/Legislative	Closed Case Logs	Closed + 7 Years	Closed + 7 Years	CCP 337.2; 343
Legal/Legislative	High Profile Case Records	Permanent	Permanent	GC 6254
Legal/Legislative	Confidential Opinions	Superseded + 2 Years	Superseded + 2 Years	GC 34090; GC 6254
Legal/Legislative	Attorney Service Requests and Logs	2 Years	2 Years	GC 34090

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Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Legal/Legislative	Case Records - includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors 3 years after attaining 18 years)	Closed + 7 Years	Closed + 7 Years	GC 34090
Public Information/Outreach	Media Relations (includes cable, newspaper, radio, message boards and presentations)	Current Year + 2 Years	Current Year + 2 Years	GC 34090
Public Information/Outreach	Brochures, Publications, Newsletters, Bulletins	Superseded + 2 Years	Superseded + 2 Years	GC 34090
Risk Management	Accident Report (relating to LWD property)	Closed + 7 Years	Closed + 7 Years	CFR 1904.6
Risk Management	Bonds and Insurance Policies Insuring the District's Property and Assets	Permanent	Permanent	CCP 337.2; 343
Risk Management	Claims/Damage (paid & denied)	Closed + 5 Years	Closed + 5 Years	GC 34090; GC 25105.5
Risk Management	Incident Reports (includes theft, arson, vandalism, property damage / similar occurrence)	Closed + 7 Years	Closed + 7 Years	29 CFR 1904.2; 29 CFR 1904.6
Risk Management	Joint Powers Authority Insurance Agreement	Permanent	Permanent	GC 34090
Risk Management	Insurance Certificates (filed separately from contracts, includes filed by licensees)	Permanent	Permanent	GC 34090
Risk Management	Insurance, Liability/Property (may include certificates of participation, deferred, use of facilities)	Permanent	Permanent	GC 34090
Risk Management	Insurance Workers Compensation (indemnity; PERS - working files; original with Administrator)	Permanent	Permanent	GC 6410; 29 CFR 1910.20
Risk Management	Photographs	Closed + 2 Years	Closed + 2 Years	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Risk Management	Reports (federal OSHA forms; loss analysis reports, safety reports; actuarial studies)	Closed + 5 Years	Closed + 5 Years	OMB 1220-0029; 29 CFR 1904.4; GC 34090
Risk Management	Workers Compensation (claim files, reports, incidents working files with Administrator)	Permanent	Permanent	CCR 14311; 15400.2; CA Labor Code 110-139.6

Citations: CCP - Code of Civil Procedure; CCR - Code of CA Regulations; CFR - Code of Federal Regulations; GC - Government Code

MEMORANDUM

Ref: 23-8381

DATE: April 6, 2023

TO: Board of Directors

FROM: Paul J. Bushee, General Manager



SUBJECT: Board of Director Compensation Adjustment

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction as appropriate.

DISCUSSION:

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

California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2019, the Board is eligible for an adjustment not to exceed 20%. The exact amount of the increase, up to the limit, is at the Board's discretion.

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

This item is presented for the Board's consideration and staff has no recommendation on this matter. Staff requests that the board discuss this item and, if an increase is recommended, authorize staff to prepare, notice and schedule a public hearing concurrent with the May 2023 Board meeting.

reg:PJB

Attachment

**BOARD OF DIRECTORS
PER DIEM COMPENSATION COMPARISON
APRIL 2023**

	DISTRICT	Apr 2022	Apr 2023	Future Compensation Changes
1	Carlsbad MWD	\$100.00	\$100.00	
2	Eastern MWD	\$233.00	\$245.00	
3	Elsinore Valley MWD	\$232.50	\$232.50	
4	Encina Wastewater Authority	\$221.41	\$221.41	
5	Fallbrook PUD	\$121.55	\$121.55	\$127.63 effective 4/29/2023
6	Helix Water District	\$225.00	\$225.00	
7	Lakeside Water District	\$125.00 **	\$125.00 **	
8	Leucadia Wastewater	\$200.00	\$200.00	
9	Olivenhain MWD	\$150.00	\$150.00	
10	Otay Water District	\$158.00	\$158.00	
11	Padre Dam MWD	\$145.00	\$145.00	
12	Rainbow MWD	\$150.00	\$150.00	
13	Ramona MWD	\$100.00	\$100.00	
14	Rancho California Water District	\$200.00	\$200.00	
15	Rincon Del Diablo MWD	\$160.00	\$160.00	\$168.00 effective 7/1/2023
16	SDCWA Directors/Officers	\$150/\$180	\$150/\$180	
17	San Dieguito Water District	\$100.00	\$100.00	
18	Santa Fe Irrigation District	\$150.00	\$150.00	
19	South Bay Irrigation District	\$100.00	\$100.00	
20	Sweetwater Authority	\$150.00	\$150.00	\$200.00 effective 7/1/2023
21	Vallecitos Water District	\$200.00	\$200.00	
22	Valley Center MWD	\$100.00	\$100.00	
23	Vista Irrigation District	\$200.00	\$200.00	
24	Yuima MWD	\$100.00	\$100.00	

The **average** per diem is **\$158.54**

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

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

Otay Water Public Hearing on April 5, 2023 from \$158 to \$165

Padre Dam Public Hearing on April 5, 2023 from \$145 to \$160

MEMORANDUM

DATE: April 6, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **LAFCO Election and Ballot Form – Regular and Alternate Special District Board Members**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

During December 2022, the Local Agency Formation Commission (LAFCO) solicited nominations to fill a vacant and unexpired term for one Regular Member and one Alternate Member on the LAFCO Commission. LAFCO received five nominations (3 regular members and 2 alternate members) by the deadline. The candidates are the following:

Regular Member

- James Pennock, Vallecitos Water District
- Ross Pike, North County Fire Protection District
- Barry Willis, Alpine Fire Protection District (incumbent)

Alternate Member

- David Drake, Rincon del Diablo Municipal Water District (incumbent)
- Jeff Griffith, Palomar Healthcare District

LAFCO has provided LWD with ballots requesting that the District vote for only one nominee for Regular Member and one nominee for Alternate Member. The deadline for the receipt of ballots is Friday, April 14, 2023. Attached please find LAFCO's letter, along with the ballots, vote certification form, and nominee resumes provided by the candidates.

Staff requests that the Board of Directors discuss and provide direction as appropriate.

tb:PJB

Attachments



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

CORRECTED
BALLOT AND VOTE CERTIFICATION FORM

March 8, 2023

TO: Independent Special Districts in San Diego County

FROM: Tamaron Lockett, Commission Clerk

SUBJECT: **Ballot and Vote Certification Form | Election to Regular and Alternate Special District on LAFCO Commission**

On December 19, 2022, the San Diego Local Agency Formation Commission (LAFCO) solicited nominations for (a) one regular and (b) one alternate special district member to serve on the LAFCO Commission. A total of five nominations were received following a 60-day filing period: (a) three regular members; and (b) two alternate members. The term is four years and commences on May 1, 2023. Note there was a correction to the alternate nominee Jeff Griffith he is with Palomar Healthcare District.

San Diego LAFCO is now issuing ballots to all 57 independent special districts in San Diego County and inviting each district to cast a ballot. Write-in candidates are permitted, and spaces have been provided for that purpose. **Only cast one vote for each nominee on the ballot and vote certification form; a ballot that is cast for more than indicated number of positions the vote will be disregarded.** The ballot and vote certification form along with nominee resumes provided by the candidates are attached.

State Law specifies a district’s vote is to be cast by its presiding officer, or an alternate member designated by the board and a valid signature is required on the ballot. **A ballot received without a signature will be voided.** A minimum of 29 ballots must be received to certify that a legal election was conducted. A candidate for a special district LAFCO Commission member must receive at least a majority of the votes cast to be elected. The ballots will be kept on file in this office and will be made available upon request.

Ballots may be submitted by mail, courier, hand delivered, FAX or via email to tamaron.lockett@sdcounty.ca.gov, include **“Special District LAFCO Ballot”** and your **“District Name”** in the subject title, if necessary to meet the submission deadline, but the original for must be submitted. The deadline for receipts of the ballots by LAFCO is **Friday, April 14, 2023**, any ballots received after the deadline will be voided. All election materials will be available on the website: www.sdlafco.org. Should you have any questions, please contact me at 619-321-3380.

Tamaron Lockett, Commission Clerk

Administration: Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 E lafco@sdcounty.ca.gov www.sdlafco.org	Chair Jim Desmond County of San Diego Joel Anderson County of San Diego Nora Vargas, Alt. County of San Diego	Kristi Becker City of Solana Beach Dane White City of Escondido John McCann, Alt. City of Chula Vista	Vice Chair Stephen Whitburn City of San Diego Marni von Wilpert, Alt. City of San Diego	Jo MacKenzie Vista Irrigation Barry Willis Alpine Fire Protection David A. Drake, Alt. Rincon del Diablo	Andy Vanderlaan General Public Harry Mathis, Alt. General Public
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CORRECTED
2023 SPECIAL DISTRICTS ELECTION
BALLOT and VOTE CERTIFICATION
FOR REGULAR LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

James Pennock []
(Vallecitos Water District)

Ross Pike []
(North County Fire Protection District)

Barry Willis' []
(Alpine Fire Protection District)

Write-Ins

_____ []

_____ []

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the _____
(Name of Independent Special District)
at the 2023 Special Districts Selection Committee Election.

(Signature)

(Print Name)

(Date)

(Print Title)

Please note: The order in which the candidates' names are listed was determined by random selection.

The Ballot and Vote Certification form can be submitted electronically to: tamaron.luckett@sdcounty.ca.gov.

1 Incumbent member

CORRECTED
2023 SPECIAL DISTRICTS ELECTION
BALLOT and VOTE CERTIFICATION
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

David Drake¹ []
(Rincon del Diablo Municipal Water District)

Jeff Griffith []
(Palomar Healthcare District)

Write-Ins

_____ []

_____ []

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the _____
(Name of Independent Special District)
at the 2023 Special Districts Selection Committee Election.

(Signature)

(Print Name)

(Date)

(Print Title)

Please note: The order in which the candidates' names are listed was determined by random selection.

The Ballot and Vote Certification form can be submitted electronically to: tamaron.luckett@sdcountry.ca.gov.

¹ Incumbent member

ATTACHMENT A

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
REGULAR MEMBER**

The Vallecitos Water District is pleased to nominate James Pennock as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.


(Presiding Officer Signature)

Glenn Pruim
(Print name)

General Manager
(Print Title)

2/7/23
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

RECEIVED
FEB 07 2023
SAN DIEGO LAFCO

Jim Pennock
jpennock@sbcglobal.net
760-815-4402

I look to utilize the interpersonal relationship skills and knowledge obtained through running my own business for the past 30 years to help propel public agencies to be more effective and efficient. I hope to increase moral and attitude within human resources and increase financial responsivity through effective planning and budgeting. Found to be Hardworking, honest and innovative in my approaches to helping others succeed.

EXPERIENCE

Pennock Insurance Agency

01-Aug-2020 - Present

Sales and service of Insurance contracts

Select Quote Home/Auto and Commercial

01-Jan-2019 - 01-June 2020

Received incoming calls for Sales of Policies

Wawanesa Insurance

01-Mar-2017 - 01-Jan 2019

Focused on Retention of Policies within Company

Farmers Insurance Group

01-Aug-1991 - 11-Aug-2016 - Insurance Agency Owner

I enjoyed a long career as an Insurance agent with Farmers Insurance.

Operated my own agency for 25 years - growing from 0 to 2900 policies and generating millions of dollars in annual premium.

Director of Sales - Recruited, trained and mentored producers: helped them meet their income goals.

Focused on all lines of business - Home / Auto / Life / Health and Commercial.

Managed day to day sales, service, claims, underwriting of personal and commercial lines policies.

Managed accounting, finance, human resource.

Oversaw all Financial Management of agency, including auditing and reporting

EDUCATION

Brigham Young University / United States International University -

Graduated in 1991 with BS in International Business Administration

Other Skills and Experience

* **Fluent in English and Spanish**

* **Teacher in San Marcos Unified School District**

* **Provided consulting for Public Administration policies**

* **Served on Student and Neighborhood relations committee for City of San Marcos**

* **Served on the Budget Review committee for City of San Marcos 2009-2011**

* **Served on the Planning Commission for City of San Marcos 2013-2015**

* **Served as Chairman of Kit Carson District for Boy Scouts of America**

* **Coached multiple youth sports teams for last 30 years**

* **Served on multiple boards with non-profits over last 30 years**

*** Board Member for Hope Legacy 2017 to Present: assist youth to become self-reliant in area of education and finances.**

***Peteo Park Customer service agent for San Diego Padres games**

***Board Member for Vallecitos Water District in San Marcos 2020 – Present**

***Board Member for Encina Waste Water 2023**

ATTACHMENT A

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
REGULAR MEMBER**

The North County Fire Protection District is pleased to nominate Ross Pike as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Cindy Acosta

(Presiding Officer Signature)

Cindy Acosta

(Print name)

Board President NCFPD

(Print Title)

01/30/2023

(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

RECEIVED

FEB 21 2023

SAN DIEGO LAFCO

ROSS PIKE

NORTH COUNTY FIRE PROTECTION DISTRICT

February 21, 2023

Dear San Diego County Special Districts,

I've had the pleasure of traveling around San Diego County over the past few weeks to meet many of you and it has been enlightening to hear about the experiences your districts are facing and how you interact with SDLAFCO. Thank you for your time and for sharing your stories!

SDLAFCO encourages orderly growth, promotes the logical formation and determination of local agency boundaries, discourages urban sprawl, and preserves open space and prime agricultural lands. From there, our Special Districts provide essential services to constituents, ratepayers, and community residents to achieve the goals of their unique agencies. Our SDLAFCO Commissioners present as one of the few outlets for representation and it's important that our Commissioners work to provide better collaboration between SDLAFCO and our Special Districts. As Directors, Trustees, and Board members, we understand that our agencies must adapt to the changing world we live in and our Special Districts must have a voice in the process that impacts them.

I am uniquely qualified and have been fortunate to be nominated by North County Fire Protection District and received support from Mission Resource Conservation District where I serve as a new Board Member. Also, serving on a Community Planning Group has provided me an education in land use experience where I serve on subcommittees advising on roads, traffic, and public facilities. All these roles require close attention to detail, commitment to the community, and dedication. That experience provides critical perspectives when voting on matters before SDLAFCO.

As a leader in the recent redistricting efforts, I attended every redistricting commission meeting which often would go on until nearly midnight and was able to activate our Community Planning Group in the process. Fallbrook was the first Planning Group to send a letter to the Redistricting Commission and the two letters I authored were well-received which resulted in bipartisan support and unanimous votes by my colleagues. I also led the community to submit comments with 397 comments mentioning Fallbrook compared to 470 comments for Oceanside, a city more than triple our size. Our efforts were successful and the input we submitted helped shape the final map of Supervisor District 5.

Local control matters. We represent the communities we live in and serve. We know what is best for our neighbors because we live in the same community as them. Serving as an alternate and attending the meetings for the North County Dispatch Joint Powers Authority has allowed for me to see how both Special Districts and cities were able to band together to provide essential services at healthy savings to our taxpayers by each district and city bringing their own independent perspectives and skills/services to the table, all while still maintaining all of our own local autonomy.

Please reach out to me if you have any questions or want to talk about anything. I always tell my constituents that they elect me to do a job, which means to get things done effectively and thoughtfully. I not only welcome your input, but I ask for it. As your Special District Representative to SDLAFCO, I would represent you and ensure that the voice of the Special Districts in San Diego County is heard.

Thank you for your time and consideration. I respectfully ask for your Board's vote to represent you and all our special districts as the Special Districts Representative on the San Diego Local Agency Formation Commission.

Respectfully,



Ross Pike
Director
North County Fire Protection District
rpike@ncfire.org



ROSS PIKE

NORTH COUNTY FIRE PROTECTION DISTRICT

ELECTED & APPOINTED LEADERSHIP

ELECTED DIRECTOR, BOARD OF DIRECTORS

NORTH COUNTY FIRE PROTECTION DISTRICT | Jul 2022 - present

- North County Fire serves a 90 square-mile area including Fallbrook, Bonsall, De Luz, and Rainbow
- Through labor negotiations, secured the highest bilingual incentive pay in San Diego County to ensure the district, serving our 50% Latino community ensuring culturally-competent care
- Use pre-established relationships in order to build coalitions connecting NCFPD leadership with potential grants, funding, and lobbying opportunities
- Partner with community organizations and nonprofits to ensure we are providing the highest level of care and services are reaching as many community members as possible

ALTERNATE, BOARD OF DIRECTORS

NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY (JPA) | Jul 2022 - present

North County Dispatch Joint Powers Authority, or North Comm, provides fire and medical emergency dispatch services to most city fire departments and fire district agencies in North San Diego County and private security dispatch to the Rancho Santa Fe Patrol.

ELECTED BOARD MEMBER

FALLBROOK COMMUNITY PLANNING GROUP | Jan 2021 - present

- Advise San Diego County, County Supervisors, and SANDAG on Fallbrook land use matters
- Led community redistricting efforts by drafting public statements and organizing strategic initiatives, including two letters sent by the Fallbrook Planning Group that inspired other planning groups to send letters
- Serve on the Circulation (roads, traffic circulation, and sidewalks) and Public Facilities Committees (utility-related projects)
- Member of the Ad-Hoc Social Media Committee to establish social media guidelines for the Fallbrook Planning Group and its members
- As Board Secretary, drafted board and committee agendas, issued information to the local newspaper, and disseminated information through social media reaching an average of 1,800-2,800 people per post
- Write speeches and prepares talking points for weekly public engagements

APPOINTED DIRECTOR, BOARD OF DIRECTORS

MISSION RESOURCE CONSERVATION DISTRICT | Jan 2023 - present

MRCDC works to promote the conservation of soil, water, and other natural resources in the San Luis Rey and Santa Margarita watersheds through effective planning that ensures a healthy ecosystem and provides economic benefits and quality of life for landowners/land occupants and the general public. Through partnerships with water agencies, MRCDC works with ratepayers to assist with conservation and savings on water bills.

RELEVANT WORK EXPERIENCE

CHIEF OF STAFF/CAMPAIGN MANAGER

COUNTY SUPERVISOR CAMPAIGN | Feb 2022 - Dec 2022

- Managed daily campaign operations
- Supervised staff in various roles including communications, field operations, and volunteer recruitment
- Drafted and disseminated campaign messaging through media, surrogates, and digital outlets
- Coordinated calendar for speaking engagements, fundraisers, and community appearances
- Interfaced with community groups, elected officials, partnering campaigns, and political organizations
- Coordinated with 23 overlapping campaigns (school board, city council, special districts) in the 2,200 square-mile district

LOCAL COMMUNITY SERVICE & LEADERSHIP

Member, Fallbrook Chamber of Commerce

Advisor, Board of Directors, Fallbrook Village Association

which promotes and supports the economic, physical and cultural revitalization of the Fallbrook area.

Strategic Steering Committee Chair, Fallbrook Village Association

led the committee to establish the organization's first strategic plan

Member, Friends of the Fallbrook Library

Member & Fundraiser, Fallbrook Land Conservancy

Fundraiser, Fallbrook Animal Sanctuary

PERSONAL

760-723-2012 (office)

rpik@ncfire.org

ncfire.org/board-director-ross-pike

EDUCATION

Grand Rapids Community College
Communications

Bellevue University
Business Management

CERTIFICATIONS

Leading Diverse Teams
University of California-Irvine

People & Business Leadership
Bellevue University

Successful Negotiation
University of Michigan

MEMBERSHIPS & AFFILIATIONS

- Fallbrook Chamber of Commerce
- California Special Districts Association (CSDA)
- Society for Human Resource Management (SHRM)
- American Management Association
- American Association of Political Consultants (AAPC)
- Young Elected Officials Network

AWARDS & RECOGNITION

"Awesome Award" on behalf of Rady Children's Hospital for Children's Circle Network fundraising (2021)

"Benham Service & Civic Engagement Award" for civic engagement and community outreach (2012)

ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
REGULAR MEMBER

The ALPINE FIRE PROTECTION DISTRICT is pleased to nominate BARRY WILLIS as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Stephen R. Taylor
(Presiding Officer Signature)

Stephen R. Taylor
(Print name)

PRESIDENT

(Print Title)

1/17/23
(Date)

RECEIVED
JAN 25 2023
SAN DIEGO LAFCO

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

EDUCATION

U.C. Berkeley/ University of California, San Diego
Major: Pre-Law Program/Bachelor of Arts in Political Science
Minor: Psychology

College for Financial Planning
Chartered Retirement Planning Counselor Designation
2017-2023

Kaplan Financial Education
Series 7 Stock Broker License

Chelsea Financial Services Broker Training Programs
Life Insurance and Financial Planning, (Multi-State)

COMMUNITY INVOLVEMENT:

Commissioner- San Diego LAFCO 2019- Present
2550 Fifth Avenue Suite 725
San Diego, CA 92103
619.321.3380

Alpine Fire Protection District Board
Vice President 2023 - 2027
Board Member - 2018 - 2022

Alpine Kiwanis
Member - 2018 - Present
Board Member 2019- Present

East County Federal Credit Union
President 2019-2023 Supervisory Board Committee

Santee Chamber of Commerce
Executive Board Member - 1996-1998
Elected to handle budgetary and Administrative issues at the local Santee Chamber

Relevant Skills and Strengths:

- Owner/Operator of successful insurance company
- Office Administrator of success Counseling Business in East County
- Over 10 years in Senior Management position
- Excellent Mediation and Negotiation Skills
- Active in Alpine and surrounding communities helping seniors, homeless and special needs groups
- Strong supporter of our military, public safety and homeless populations

- Excellent Customer Service Skills
- Committed to the safety and future of our community and surrounding communities
- Actively involved in community organizations
- Working knowledge of vocational rehabilitation and clinical procedures in counseling office that specializes in Worker's Compensation and Expert Testimony.
- HIPAA trained and compliant; ensuring confidentiality of sensitive medical, mental health and personal information; reviewed confidential and sensitive med/legal files.
- Experience with Workers-Compensation and assisting injured workers with re-employment/return to work benefits; identifying suitable employment opportunities after reviewing physical disabilities and permanent restrictions. Assisted government employees in return-to-work with suitable and gainful employment.
- Heavy interaction with injured workers, physicians, attorneys, insurance carriers and claims adjusters, psychologists, government entities, schools and employers.
- Performed client intake
- Conducted Labor Market research, and Labor Market reports
- Reviewed and analyzed Sub Rosa tapes
- Excellent Microsoft Office, PC and Mac experience; managed electronic client data files
- Exceptional interpersonal and organizational skills, reliable and personable

PROFESSIONAL EXPERIENCE

Hartley Cylke Pacific Insurance Agency, San Diego, CA

Insurance Broker - 2003 - Present - (FT)

Responsible for Group Medical, Life and Health Insurance and various Fix Annuities, Retirement Planning and assisting clients with their insurance needs.

Chelsea Advisory Services , San Diego, CA

Insurance Broker - 1997 - Present - (PT)

Investment Advisor Representative that specializes in Retirement Planning, Series 7 Stock Broker license. Life Insurance and Financial Planning with clients.

Jeannette S. Clark & Associates Inc.

Office Administrator 10/1/2009 - Present - (PT), El Cajon, CA

Office Administrator and Logistics Manager for Certified Department of Labor Counseling/Vocational Rehabilitation and Personal Counseling Office: Responsible for Drafting and editing legal documents and correspondence, assisted Worker's Compensation clientele (injured Department of Labor, veterans and other government workers) with re-employment/ return to work benefits. Working knowledge of clinical procedures in vocational rehabilitation in a Counseling office. Heavy interaction with physicians, attorneys, psychologists, government entities, insurance carriers and claims adjusters, schools and employers. Performed client intake. Review confidential and sensitive medical files and brief attorneys; conduct labor market research surveys; reviewed, analyzed Sub Rosa tapes; generate legal and general correspondence including drafting expert witness statements; cash handling experience. Troubleshooting of PC/Mac and

software. Electronic data management and filing. Excellent client relations. Greet clients, provide assistance in person and via phone. Answer telephones, respond to e-mails, schedule client appointments, and coordinate travel arrangements.

Denny's Restaurants

Restaurant Manager - 1981 - 1983, Pacific Beach, CA

Responsible for managing, marketing, scheduling, interviewing, hiring and termination of employees, teaching employees how to maintain a safe work place, food orders, front and back staff, cost of sales, budgets, cash handling, working with vendors and customer service.

COMMUNITY INVOLVEMENT:

**Alpine Fire Protection District Board
Board Member - 2018**

**Alpine Kiwanis
Member - 2018**

**Santee Chamber of Commerce
Executive Board Member - 1996-1998
Elected to handle budgetary and Administrative issues at the local Santee Chamber**

ATTACHMENT B

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
ALTERNATE MEMBER

The Republic del Diablo MUD is pleased to nominate Daniel Drake as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Jim Murtland
(Presiding Officer Signature)

Jim Murtland
(Print name)

President
(Print Title)

1/26/2023
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

RECEIVED
FEB 14 2023
SAN DIEGO LAFCO

David A. Drake

Escondido, CA

daviddrake@cox.net

David Drake is one of the original inventors and co-founder of SmartCover Systems. He served as the initial head of engineering and wrote the formative software. He currently is a member of the Board of Directors of SmartCover. In 2020, he was named as the Industry Icon by Water and Wastes Digest.

David Drake was elected as Vice President of the Association of California Water Agencies Joint Powers Insurance Authority in September of 2022. He was subsequently appointed to the ACWA Board of Directors.

Mr. Drake was elected as an Alternate Commissioner for Special Districts to the San Diego County Local Area Formation Commission (LAFCO) in July, 2022.

Mr. Drake was appointed to the Board of Directors in January of 2006 as the Division II representative of Rincon del Diablo Municipal Water District's Parent District and Improvement District "E."

Mr. Drake has served in engineering and management roles since 1974. He was a Member of the Technical Staff at the Jet Propulsion Laboratory, Manager of Engineering at Oak Industries, Software Unit Manager at Digital Equipment Corporation, CIO and VP at Mitchell International, Internet Service Architect at SAIC, and Co-founder and Enterprise Architect of SmartCover Systems in Escondido, CA. He holds 15 US and five foreign patents and has three pending patents. He graduated from Caltech in Engineering and is a Life Member of the Caltech Alumni Association. In 2017 he was named a Life Member of Institute of Electrical and Electronics Engineers (IEEE) and was awarded his Masters Degree in Electrical Engineering from USC.

Mr. Drake has lived in Escondido since 1979.

ATTACHMENT B

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
ALTERNATE MEMBER

The Palomar Health is pleased to nominate JOSE GIFFLEH as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

[Signature]
(Presiding Officer Signature)

Linda Green RN Chair
(Print Name)

2/19/23
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

Limit to 6 pages

Must be submitted with Nomination Form

RECEIVED

FEB 20 2023

SAN DIEGO LAFCO

Jeff Damon Griffith

EDUCATION: Butte College, Oroville, California
Associates Degree-1994
Certificate of Achievement-Paramedic
Enterprise High, Redding, California

LICENSES: State of California:
Paramedic
Commercial Driver License "A"

WORK EXPERIENCE:

10/01/2021 – Present Palomar College
Part-Time Faculty
Emergency Medical Education
1140 W Mission Rd.
San Marcos, CA 92069
(760) 744-1150

02/29/2006 – 12/21/2021 Cal Fire/Riverside Unit
Glen Oaks Station #96
Temecula Division/Battalion 15
(951) 302-7502
Fire Captain – Schedule "A"

11/06/2012 – Present Palomar Health District
2185 Citracado Parkway
Escondido, CA 92029
Phone: (442) 281-5000
Board of Directors, Vice Chair

10/23/1988 -09/11/2006 CDF/Ramona Fire Department
Battalion 8
829 San Vicente Road
Ramona, CA 92065
(760) 788-2222
Position: Fire Apparatus Engineer/Paramedic
Schedule "A" Proctor/Field Training Officer

Additional Information:

As of November 6, 2012, I have been elected to the Board of Directors for Palomar Health. It is a seven-member board with a term of four years. The responsibility of the Board Member is to develop and ensure that the organization's mission and vision statements are carried out in an effective and ethical manner. To that end, the member is accountable for oversight and implementation of policies and monitoring of the organizations performance in establishment of strategic direction, financial stewardship, quality outcomes and leadership of the Healthcare District.

Palomar Health is the largest public health district in the State of California serving communities in an 850-square mile area and a trauma center that covers more than 2,200 square miles of South Riverside and North San Diego Counties.

Currently, I am Vice Chair and Chair the Governance Committee and I have been re-elected to another four-year term as of November 8, 2016.

I have also been certified in Essentials of Healthcare Governance.

As of September 24, 2013, I have been appointed to the San Diego County Health Services Advisory Board (HSAB) to represent District 3. I continued until 2016.

As of April 21, 2017, I have been appointed to San Diego County Medical Reserve Corps as a "Disaster Service Worker" The San Diego Medical Reserve Corps (MRC) is a community-based group of local medical and health workers who can serve as volunteers during a local health emergency. The mission of the San Diego County Medical Reserve Corps (MRC) is to enhance San Diego County's ability to respond to public health emergencies or disasters with a team of trained health professionals. The MRC accomplishes this by:

- Involving volunteers in response drills and exercises
- Linking MRC members with local public health initiatives and education campaigns for ongoing community engagement

In 2021, I was appointed to the Association of California Healthcare Districts (ACHD) to serve as a member of the Board of Directors. ACHD works with numerous state and local entities to promote the role of Healthcare Districts play in the responding to the specialized health needs of tens of millions of California while also have direct accountability to the communities that Districts serve. I have been assigned to the Advocacy and Governance committees.

If you have any questions, please give me a call.

MEMORANDUM

DATE: April 6, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **LAFCO San Diego County Consolidated Redevelopment Oversight Board Call for Ballots**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

LWD recently received a LAFCO election ballot for the San Diego County Consolidated Redevelopment Oversight Board seeking one special district representative. There is one seat open and all independent special districts in San Diego County are eligible to cast one vote through their presiding officers or their alternates as designed by the governing bodies.

The candidates are the following:

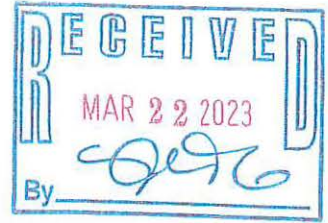
- Timothy Robles, Lakeside Fire Protection District
- Patrick Sanchez, Vista Irrigation District

The ballot is due at the San Diego LAFCO by May 1, 2023.

This item has been placed on the agenda for discussion and action by the Board of Directors. Staff has no recommendation on this matter. Staff will forward the Board's recommendation to LAFCO by the due date.

Attachments

tb:PJB



CALL FOR BALLOTS

March 20, 2023

TO: Independent Special Districts in San Diego County

FROM: Tamaron Lockett, Commission Clerk
 San Diego Local Agency Formation Commission

SUBJECT: **Call for Ballots |
 San Diego County Consolidated Redevelopment Oversight Board**

This notice serves as a call for ballots pursuant to California Government Code 56332(f) with respect to electing one special district representative among the two nominated candidates (attached resumes) to serve on the San Diego Consolidated Redevelopment Oversight Board. **All independent special districts** in San Diego County are eligible to cast one vote through their presiding officers or their alternates as designed by the governing bodies.

The official ballot is attached (Attachment A). Ballots must be signed by the presiding officers or their designees and returned to San Diego LAFCO no later than **Monday, May 1, 2023**. A ballot received without a signature will not be counted. Should LAFCO review a quorum of 29 ballots by the May 1st deadline the nominee with the most votes will be appointed. Ballots received after this date will be invalid. Should LAFCO not receive a quorum of ballots by the deadline an automatic 60-day extension to July 1st is required.

Ballots can be mailed to San Diego LAFCO Office at 2550 Fifth Avenue, Suite 725, San Diego CA 92103-6624 or via email to tamaron.lockett@sdcountry.ca.gov, include **“District Name”** and **“Redevelopment Oversight Board Ballot”** in the subject title, if necessary to meet the deadline, but the original form must be submitted.

Should you have any questions, please contact me at 619-321-3380.

Attachments

- 1) Candidates Resumes
- 2) Attachment A: Election Ballot and Vote Certification form

Administration:
 Keene Simonds, Executive Officer
 2550 Fifth Avenue, Suite 725
 San Diego, California 92103
 T 619.321.3380
 E lafco@sdcountry.ca.gov
 www.sdlafco.org

Chair Jim Desmond
 County of San Diego

Joel Anderson
 County of San Diego

Nora Vargas, Alt.
 County of San Diego

Kristi Becker
 City of Solana Beach

Dane White
 City of Escondido

John McCann, Alt.
 City of Chula Vista

Vice Chair Stephen Whitburn
 City of San Diego

Marri von Wilpert, Alt.
 City of San Diego

Jo MacKenzie
 Vista Irrigation

Barry Willis
 Alpine Fire Protection

David A. Drake, Alt.
 Rincon del Diablo

Andy Vanderlaan
 General Public

Harry Mathis, Alt.
 General Public

ATTACHMENT A

SAN DIEGO COUNTY CONSOLIDATED REDEVELOPMENT OVERSIGHT BOARD ELECTION
BALLOT and VOTE CERTIFICATION

VOTE FOR ONLY ONE

Timothy Robles []
(Lakeside Fire Protection District)

Patrick Sanchez []
(Vista Irrigation District)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the _____
(Name of Independent Special District)

for the San Diego County Consolidated Redevelopment Oversight Board Election as:

- [] the presiding officer, or
- [] the duly-appointed alternate board member.

(Signature)

(Print Name)

(Print Title)

(Date)

Return Ballot and Vote Certification Form to:
San Diego LAFCO
Taron Lockett
2550 Fifth Avenue, Suite 725
San Diego, CA 92103-6624
Email: taron.lockett@sdcounty.ca.gov

CANDIDATE STATEMENT
COUNTY OF SAN DIEGO
COUNTYWIDE REDEVELOPMENT SUCCESSOR AGENCY OVERSIGHT BOARD

TIMOTHY ROBLES

I believe that government should be serving its citizens to create a better standard of living. My career experience consists of being a Fire Captain/Paramedic with the City of San Diego Fire and Rescue Department (1998-present) and additionally having been elected twice (2018-present) as a Board Director for the Lakeside Fire Protection District.

I am honored that my fellow Lakeside Fire Protection District Board members have decided to nominate me for this opportunity. This nomination comes strongly from a fellow Lakeside Board member, Mark Baker, who recently vacated his seat on the San Diego Countywide Redevelopment Successor Agency Board. Having this Former Board Member at the same agency as me creates a unique opportunity for legacy information to be shared creating a seamless transition of a new member to the Redevelopment Successor Agency Board. I look forward to continuing looking out for the interest of Special Districts here in San Diego County that are affected by the continuing disillusionment of the Redevelopment Agencies throughout the County.

During my career I have been involved in many processes requiring diligent financial oversight and have been involved in other professional Boards and Commissions as you will see listed below.

San Diego Fire and Rescue:

- Development of a Fire Management Assistance Grant,
- FEMA Grant Reimbursements,
- San Diego Fire-Rescue Foundation (Secretary, 2006-present),
- Local 145 Union Board Member (2009 – 2015)

Lakeside Fire District:

- District's Budget Development Committee (2019-present),
- Employment contract and agreement District Representative Negotiator (2019-present),
- Heartland Communications Facility Authority Commissioner (2019-present),
- Santee-Lakeside EMS Authority JPA Commissioner, 2022

As an Oversight Board Member of the San Diego County Countywide Redevelopment Successor Agency, I will work diligently to assist and ensure that each Successor Agency remains on track for their timely disillusionment and that property tax revenues are appropriately redistributed to the originating agencies including Special Districts.

Timothy E. Robles

EMPLOYMENT HISTORY:

- Fire Captain/Paramedic, San Diego Fire-Rescue Department (1998-Present)
600 B Street, Suite 1300, San Diego, CA 92101

OPERATIONAL EXPERIENCE:

- Special Operations Captain (2018-Present)
 - TRT, HIRT, USAR, Operational Support, Peer Support
- Special Assignments
 - Logistics Section Chief (COVID-19 Response IMT)
 - COVID-19 Testing Group Manager
 - Logistics (Telestaff Outage)
 - Dignitary Protection for President Trump
 - EMS CE Paramedic Instructor
 - IST Instructor
 - Academy Instructor (82nd,83rd,84th)
- Specialty Station Assignments:
 - Station 8 - Aircraft Rescue and Fire Fighting
 - Station 45 – HAZMAT, full-time and relief
 - Station 2/41 – TRT, relief
- CA-TF8 USAR (Urban Search and Rescue)
 - Logistics Team Manager
 - Medical Specialist
 - HazMat Technician
 - Rescue Specialist

EDUCATION:

- Associate Degree, Miramar College

OTHER RELEVANT ACHIEVEMENTS AND QUALIFICATIONS:

- Elected Lakeside Fire Protection District Board Member (President),
- Santee-Lakeside EMS Authority Commissioner
- San Diego Fireman's Relief Association, Member (1998-Present)
- Local 145 Union Board Member (2009-2015)

Patrick Sanchez

*Vista Irrigation District
Board of Directors*

NOMINEE:

**Special District Representative
to the San Diego County
Consolidated Redevelopment Oversight Board**



Interests and Qualifications:

- I have worked closely with Regional Planning Agencies, including the San Diego Association of Governments, the Southern California Association of Governments, and the Orange County Council of Governments on various projects.
- I have worked diligently with all outside service extensions to consolidate service levels for cities and counties.
- I possess a clear understanding of my special district's interaction with other agencies to meet current and future community needs.
- I provided leadership with regard to improving agency oversight and transparency.
- With respect to Redevelopment Funding Consolidation, I have experience helping streamline government services.
- I serve as member of the Board of Directors of the Vista Irrigation District; our Board strives to develop partnerships and consortiums with other agencies to efficiently deliver services to our customers.
- My professional experience has provided me with in-depth knowledge of capital projects, recycled water systems, aging infrastructure and water and park bond act projects.
- I have worked closely with other governmental agencies to insure coordination of joint projects; I acted as agency liaison for the Orange County National Pollution Discharge Elimination System program, and prepared and administered extensive landscape and water conservation programs for parks, medians, and street tree projects.
- I have worked collegially with staff and other members of boards on developing community outreach, public policy, and public information programs.
- I have 34½ years of experience working for municipal and county agencies as a Director of Community and Public Services and Director of Parks and Recreation for various public agencies, including the cities of Santa Fe Springs, Oceanside, Tustin, Glendora and Yucaipa and the County of San Mateo.