



## **BOARD OF DIRECTORS REGULAR MEETING**

**DATE:** Wednesday, July 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**  
Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2022. (Pages 6-7)

## **CONSENT CALENDAR**

Items 7-11 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:

June 14, 2023 Regular Board Meeting (Pages 8-15)

**8. Approval of Demands for June/July 2023**

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion of July 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 FY23 to FY24, 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 FY24 budget and discloses monthly investments. (Pages 31-38)

**11. Disclosure of Reimbursements**

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

## **EWA REPORTS**

**12. Encina Wastewater Authority Reports**

A regular EWA Board Meeting was held on June 28, 2023 – report by President Sullivan. (Page 41)

## **COMMITTEE REPORTS**

**13. Committee Reports**

None.

## **ACTION ITEMS**

**14. Receive and file the Fiscal Year 2023 (FY23) Tactics and Action Plan Report**

(Pages 42-46)

**15. Adopt the Fiscal Year 2024 (FY24) Tactics and Action Plan (Pages 47-51)**

**16. Electricity Update (Page 52)**

**17. CSDA Board of Directors 2023 Election – Seat C (Pages 53-59)**

## **INFORMATION ITEMS**

**18. Project Status Updates and Other Informational Reports**

CASA Election of Officers Fiscal Year 2023/2024 and Approval of Dues Resolution for Calendar Year 2024. (Pages 60-66)

**19. Directors' Meetings and Conference Reports**

None.

**20. General Manager's Report**

**21. General Counsel's Report**

**22. Board of Directors' Comments**

**23. Closed Session**

Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)

**24. 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](http://www.lwwd.org) at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: July 6, 2023



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Paul J. Bushee, Secretary/General Manager

### Board of Directors' Code of Conduct

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

### Role of Staff

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

7/3/2023

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Leucadia Wastewater District** for its annual comprehensive financial report for the fiscal year ended June 30, 2022. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*

203 NORTH LASALLE STREET, SUITE 2700, CHICAGO, ILLINOIS 60601-1210



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Leucadia Wastewater District  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2022

*Christopher P. Morrill*

Executive Director/CEO

**LEUCADIA WASTEWATER DISTRICT**

## Minutes of a Regular Board Meeting

June 14, 2023

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, June 14, 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 5:01 p.m.

**2. Roll Call**

DIRECTORS PRESENT:

Sullivan, Roesink, Saldana, Omsted

DIRECTORS ABSENT:

Hanson

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Administrative Services Supervisor Trisha Hill, Field Services Superintendent Marvin Gonzalez, Executive Assistant Tianne Baity, District Engineer Dexter Wilson

**3. Pledge of Allegiance**

Director Saldana led the pledge of allegiance.

**4. General Public Comment Period**

None.

**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	Absent

**6. Presentations and Awards**

None.

**CONSENT CALENDAR****7. Approval of Board and Committee Minutes**

Minutes of the following meetings:

May 10, 2023 Regular Board Meeting

May 11, 2023 Special Board Meeting

**8. Approval of Demands for May/June 2023**

Payroll Checks numbered 230517-1 – 230601-5; General Checking Checks numbered 24355-24478

**9. Operations Report** (A copy was included in the original June 14, 2023 Agenda)

**10. Finance Report** (A copy was included in the original June 14, 2023 Agenda)

**11. Disclosure of Reimbursements**

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

**12. Establishing an Appropriations Limit of the LWD for Fiscal Year 2024 (FY24)**

Adopt Resolution No. 2397 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2024 (July 1, 2023 to June 30, 2024) Pursuant to Article XIII (B) of the California Constitution.

Upon a motion duly made by Vice President Roesink, seconded by Director Saldana, 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	Absent

**EWA and COMMITTEE REPORTS**

**13. Encina Wastewater Authority (EWA) Reports**

A. EWA Board Report – Meeting held on May 24, 2023.

President Sullivan reported on EWA's May 24, 2023 Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on June 6, 2023.

GM Bushee reported on EWA's MAM June 6, 2023 meeting.

**14. Committee Reports**

None.

**PUBLIC HEARING**

**15. Public Hearings to consider the following:**

A. A Proposal to Consider Collecting the District's Wastewater Service Charge for Fiscal Year 2024 (FY24) on the San Diego County Tax Roll.

President Sullivan opened the public hearing for comments. No public comments were provided. President Sullivan closed the public hearing.

B. A Proposal to Adopt an Ordinance Updating the Leucadia Wastewater District Capacity Fee Ordinance.

President Sullivan opened the public hearing for comments. No public comments were provided. President Sullivan closed the public hearing.

## **ACTION ITEMS**

### **16. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2024 (FY24)**

Adopt Resolution No. 2399 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2023 – June 30, 2024.

ADS Hill presented the item and provided background information on the item.

Upon a motion duly made by Director Omsted, seconded by Vice President Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2399 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2023 – June 30, 2024 by the following vote:

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

### **17. Approve the 2023 Wastewater Financial Plan Study**

DFA Green presented the item and provided background information on the item. He noted that at the April 6, 2023 Special Board Meeting, Ms. Andrea Boehling, from IB Consulting Inc., presented four financial scenarios for LWD's Wastewater Enterprise for meeting LWD's future financial obligations. Following discussion of the various models, the Board directed staff to proceed with finalizing the 2023 Wastewater Financial Plan Study incorporating Scenario 4.

DFA Green then stated that Scenario 4 requires service rate increases in FY 2025, FY 2026, and FY 2027 of 13%, 12%, and 10%, respectively, followed in FY 2028 with no rate increase. Beginning in FY 2029, rate increases continue on a pattern of 3-years of 6% increases and one year of no increase.

DFA Green said that staff recommends that the Board of Directors approve the 2023 Wastewater Financial Plan Study and authorize staff to proceed with the implementation of the 2023 Wastewater Financial Plan Study's recommendations.

Upon a motion duly made by Director Saldana, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the 2023 Wastewater Financial Plan Study and authorized staff to proceed with the implementation of the 2023 Wastewater Financial Plan Study recommendations by the following vote:

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

#### 18. Approve the 2023 Capacity Fee Study

DFA Green presented the item and provided background information on the item. He noted that at the April 6, 2023 Special Board Meeting, Ms. Andrea Boehling, from IB Consulting, presented an update to the capacity fee calculation to ensure new system users or existing users requiring increased system capacity pay their fair share of the costs associated with the wastewater facilities necessary to serve them. DFA Green noted that the Capacity Fee Study's key recommendation is to increase the Capacity Fee from \$5,089 to \$6,240 per EDU.

DFA Green stated that staff recommends that the Board of Directors approve LWD's 2023 Wastewater Capacity Fee Study and authorize staff to implement the Study's recommendations.

Upon a motion duly made by Director Saldana, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the 2023 Capacity Fee Study and authorized staff to implement the 2023 Capacity Fee Study recommendations by the following vote:

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

#### 19. Capacity Fee Adjustment

##### Adopt Ordinance No. 146 – Adjusting the Leucadia Wastewater District Capacity Fee Ordinance

DFA Green presented the item and provided background information. He stated that prior to this item, the Board of Directors will have conducted a public hearing regarding the adjustment of LWD's Wastewater Capacity Fee and authorized staff to implement the recommendations from LWD's 2023 Wastewater Capacity Fee Study. DFA Green stated the key recommendation being to increase the District's Capacity Fee from \$5,089 to \$6,240 per EDU.

Vice President Roesink stated that although he was in agreement with the Capacity Fee Study recommendations, he did not think the District had enough remaining connections to make the capacity fee increase a necessary source of revenue for the District.

Upon a motion duly made by Director Omsted, seconded by Director Saldana, and carried, the Board of Directors Adopted Ordinance No. 146 – Adjusting the Leucadia Wastewater District Capacity Fee Ordinance by the following vote:

Director	Vote
President Sullivan	Yes
Vice President Roesink	No
Director Saldana	Yes
Director Omsted	Yes
Director Hanson	Absent

## 20. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2395 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2023 to June 30, 2024.

ADS Hill presented the recommendation and provided background information on the item. She stated that the Salary and Benefits Resolution was developed consistent with the Board's direction at the May 11<sup>th</sup> Special Board Meeting and has been reviewed by GC Brechtel.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2395 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2023 to June 30, 2024 by the following vote:

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

## 21. Approve the Fiscal Year 2024 (FY24) Budget

DFA Green presented the item and provided background information. He stated that at the May 11<sup>th</sup> Special Board Meeting, staff presented highlights of the proposed operating and capital budgets and also conducted a closed session meeting to review the proposed personnel budget. Following the meeting, the Board of Directors directed staff to prepare the final FY24 operating and capital budgets after updating the operating budget. DFA Green then reviewed a few of the operating budget items that were updated following the May 11<sup>th</sup> meeting.

Director Saldana asked various questions regarding the energy/electricity costs and the replacement of the chlorine tank. Staff answered his questions.

Upon a motion duly made by Director Saldana, seconded by Vice President Roesink, and unanimously carried, the Board of Directors adopted the FY 24 Budget by the following vote:

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

## **22. Encina Wastewater Authority (EWA) Fiscal Year 2023 Operating Budget Amendment**

Adopt Resolution No. 2400 – A Resolution of the Board of Directors of the Leucadia Wastewater District (LWD) Approving an Increase to the Amended Encina Wastewater Authority (EWA) Fiscal Year 2023 (FY23) Operating Budget.

DFA Green presented the item and provided background information. He stated that a recommended increase of \$1,356,500 to EWA's FY23 Operating budget was approved by the EWA Board of Directors and the Joint Advisory Committee on May 24, 2023 and has been forwarded to LWD for consideration. He noted that the budget adjustment is driven by increases in energy, chemical, and insurance costs.

DFA Green stated LWD's share of the proposed FY23 EWA operating budget adjustment is estimated to be \$158,336 over the adopted FY23 LWD operating budget. Due to cost savings in other areas throughout the year, LWD staff believe the increase can be absorbed without a LWD budget increase.

Directors Saldana and Omsted asked various questions regarding the EWA amended Budget. Staff answered their questions.

Following discussion, upon a motion duly made by Director Saldana, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2400 - Approving an Increase to the Amended Encina Wastewater Authority (EWA) Fiscal Year 2023 (FY23) Operating Budget by the following vote:

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

## **23. Additional Appropriation for the Secondary Effluent (B1) Force Main Emergency Repair**

TSM Morishita presented the item and provided background information. TSM Morishita stated that in November 2022, the Secondary Effluent (B1) Force Main experienced two ruptures that were adjacent to each other on the Encina Wastewater Authority campus. The first break was spot repaired prior to the occurrence of the second break. As a result of the second break, staff decided it was prudent, efficient and reliable to realign B1 into Avenida Encinas instead of continuing to spot repair the compromised line.

TSM Morishita said that the B1 Realignment Project was done on an emergency basis to enable the District to continue to provide recycled water to the La Costa Resort and Spa for their south golf course. The Project was executed as a change order to the Fiscal Year 2022 Gravity Sewer Repairs Project on a time and materials basis. TSM Morishita noted that the change order was issued to Burtech Pipeline Incorporated and due the impact of inflation on the cost of equipment, materials and supplies and the added pipe length, an additional appropriation of \$140,000 is needed to cover the actual \$758,000 cost of construction.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Saldana, and unanimously carried, the Board of Directors the Board authorized the additional appropriation of \$140,000 from the Recycled Water Reserve by the following vote:

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

**24. Santa Fe Irrigation District 100 Years of Service**

Adopt Resolution No. 2403 Congratulating Santa Fe Irrigation District on its 100<sup>th</sup> Anniversary.

GM Bushee presented the item and provided background information.

Following discussion, upon a motion duly made by Director Saldana, seconded by Vice President Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2403 Congratulating Santa Fe Irrigation District on its 100<sup>th</sup> Anniversary by the following vote:

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

**INFORMATION ITEMS**

**25. Project Status Updates and Other Informational Reports**

A. Support Letter for Al Nederhood, Director, Municipal Water District of Orange County (MWDOC), for CSDA Board of Directors – Seat C.

EA Baity stated that the District received a support letter for Al Nederhood for CSDA Board of Directors – Seat C.

B. The 2023 Annual Employee Luncheon is scheduled for July 13, 2023 at 12noon at the District office.

EA Baity announced the date and time of the Annual Employee Luncheon.

C. The 2023 CASA 68<sup>th</sup> Annual Conference is scheduled for August 9 - 11, 2023 in San Diego, CA.

EA Baity announced the dates of the 2023 CASA 68<sup>th</sup> Annual Conference.

D. The 2023 CSDA Annual Conference is scheduled for August 28 – 31, 2023 in Monterey, CA.

EA Baity announced the dates of the 2023 CSDA Annual Conference.

**26. Directors' Meetings and Conference Reports**

2023 CSDA Legislative Days Conference was held May 16 -17, 2023 in Sacramento, CA.

Director Omsted stated the conference was different than it has been in the past. He stated that he enjoyed the discussion on the National Special District Coalition.

**27. General Manager's Report**

GM Bushee reported on the following:

- DFA Green is quoted in the most recent issue of the CSDA Magazine on an article about the Owl Labs video technology.

**28. General Counsel's Report**

None.

**29. Board of Directors' Comments**

Director Omsted stated he attended Senator Blakespear's Open House.

Vice President Roesink thanked staff for preparing a great FY24 Budget. Directors Saldana and Sullivan agreed with Vice President Roesink.

**30. Adjournment**

President Sullivan adjourned the meeting at approximately 5:55 p.m.

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Elaine Sullivan, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
**DEMANDS SUMMARY**  
July 12, 2023

**Disbursement Period**                      **June 9, 2023 Through July 6, 2023**

**GENERAL CHECKING**

Operating	\$	185,537.30
Capital	\$	234,691.59
<b>TOTAL GENERAL CHECKS</b>	<b>\$</b>	<b>420,228.89</b>

<b>PAYROLL EXPENSE REIMBURSEMENTS</b>	<b>\$</b>	<b>543.52</b>
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**VOIDED CHECKS**

Check # 24452	Capital	Check dated 06/08/23	\$	(70,000.00)
Check # 24452	Operating	Check dated 06/08/23	\$	(450.00)
Check # 24497	Capital	Check dated 06/22/23	\$	(70,000.00)
Check # 24497	Operating	Check dated 06/22/23	\$	(450.00)

<b>PAYROLL CHECKS</b>	<b>\$</b>	<b>110,040.37</b>
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<b>TOTAL DEMANDS</b>	<b>\$</b>	<b>389,912.78</b>
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**LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE/BOARD PAYROLL CHECKS  
July 12, 2023**

**Disbursement Period**                      **June 9, 2023 Through July 6, 2023**

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll Checks	6/14/2023	230614-1 to 230614-19	\$ 54,884.23
Biweekly Payroll Checks	6/26/2023	230626-1 to 230626-19	\$ 54,705.64
Board Payroll Checks	7/3/2023	230703-1 to 230703-4	\$ 450.50
<b>TOTAL PAYROLL CHECKS</b>			<b>\$ 110,040.37</b>

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 6/9/2023 Through 7/6/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
24479	6/15/2023	AIRGAS USA LLC	1,828.84	Liquid Oxygen Contract 05/30/23
	6/15/2023	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
24480	6/15/2023	ALPHAGRAPHS	632.95	2024 Annual Budget Books
24481	6/15/2023	AT&T	213.72	Phone Service-BPS 05/10/23-06/09/23
24482	6/15/2023	Brightview Landscape Services Inc	1,035.00	Landscape Maintenance Services @ Admin - June 2023
	6/15/2023	Brightview Landscape Services Inc	367.00	Vegetation Cleanup (Line Maintenance) - June 2023
24483	6/15/2023	CITY OF CARLSBAD	298.74	Water for Vactor 1
	6/15/2023	CITY OF CARLSBAD	380.00	Water for Vactor 2
24484	6/15/2023	CORODATA RECORDS MANAGEMENT ...	105.36	File Storage - May 2023
24485	6/15/2023	DEXTER WILSON ENGINEERING	253.50	Development Services-1161 Stits Annex 1177 Elous Ave
	6/15/2023	DEXTER WILSON ENGINEERING	188.00	Development Services-1179 2436 La Costa Ave New SFD
	6/15/2023	DEXTER WILSON ENGINEERING	298.50	Development Services-1181 McConnell's Ice Cream
	6/15/2023	DEXTER WILSON ENGINEERING	384.00	Development Services-1182 206 Sunset Encroachment & Easement
	6/15/2023	DEXTER WILSON ENGINEERING	250.00	Development Services-1183 2343 & 2345 Levante MultiUser Lat
	6/15/2023	DEXTER WILSON ENGINEERING	192.00	Development Services-1184 Chick N Hawk 145 Leucadia Blvd
	6/15/2023	DEXTER WILSON ENGINEERING	128.00	Development Services-1185 1050 California ADU Sewer Lateral
	6/15/2023	DEXTER WILSON ENGINEERING	1,472.50	Update LWD's Spill Emergency Response Plan - May 2023
24486	6/15/2023	HAAKER EQUIPMENT CO	8,339.85	VX Infinity Expert 1 Plans/AM2220 Infinity Plans
24487	6/15/2023	MISSION SQUARE	5,997.82	Deferred Comp for PPE 06/11/23
24488	6/15/2023	NAPA AUTO	503.87	Batteries-Vehicle # 171 / Fuel Filters
	6/15/2023	NAPA AUTO	76.22	Blue Def / Mac Dry Graphite Lube
	6/15/2023	NAPA AUTO	(38.79)	Core Credit for Batteries Purchased on Inv 686572
24489	6/15/2023	PRUDENTIAL OVERALL SUPPLY	143.40	Weekly Uniform/Laundry Service 06/06/23
	6/15/2023	PRUDENTIAL OVERALL SUPPLY	136.58	Weekly Uniform/Laundry Service 06/13/23
24490	6/15/2023	REPUBLIC SERVICES #661	376.91	Waste Service - May 2023
24491	6/15/2023	SAN DIEGUITO WATER DISTRICT	77.22	Water @ Tanker 1
24492	6/15/2023	SOUTHERN CONTRACTING COMPANY	8,200.00	Manual Transfer Switch Repair - Diana PS
	6/15/2023	SOUTHERN CONTRACTING COMPANY	1,740.00	PMC Spare Transducer for LPS
	6/15/2023	SOUTHERN CONTRACTING COMPANY	2,400.00	PMC Transducer for LPS with Accessories
	6/15/2023	SOUTHERN CONTRACTING COMPANY	4,085.00	Replace flourescent fixtures with 4' LED fixtures - AWT
	6/15/2023	SOUTHERN CONTRACTING COMPANY	1,540.00	Terminate Pump #2-BPS / Rapid Mixer & Side Stream Pump-LPS
24493	6/15/2023	TERMINIX PROCESSING CENTER	90.00	Monthly Pest Control Services 05/08/23
24494	6/15/2023	THE HOME DEPOT CRC/GEFC	10.25	3 & 4 inch Atrium Grate

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 6/9/2023 Through 7/6/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	6/15/2023	THE HOME DEPOT CRC/GECF	285.46	Broom/Spray Bottle/Cleaners/Sponges/Trash Bags/Atrium Grate
	6/15/2023	THE HOME DEPOT CRC/GECF	455.97	Polarized Safety Glasses (11)
	6/15/2023	THE HOME DEPOT CRC/GECF	74.35	Propane/Griddle Tools/Bleach/CLR
	6/15/2023	THE HOME DEPOT CRC/GECF	(12.36)	Returned Round Atrium Drian Grate
24495	6/15/2023	WILLIAMS LLP	2,700.00	Legal Services - May 2023
24496	6/22/2023	BARRETT ENGINEERED PUMP	1,131.38	Pump 2 Rebuild
24497	6/22/2023	BASE 9 CONSULTING INC	70,450.00	Upgrade SCADA Headquarters System
24498	6/22/2023	CHARLES ULMER DBA: CHUCKS TIRE ...	387.53	New Tires (2) - Vehicle # 155
24499	6/22/2023	DEXTER WILSON ENGINEERING	7,581.00	General Engineering 103-500 FY2023 - May 2023
24500	6/22/2023	FEDERAL EXPRESS CORPORATION	38.07	Shipping 06/12/23
24501	6/22/2023	FIRE ETC	370.66	Industrial SCBA Drager Case
24502	6/22/2023	GRAINGER, INC	489.53	Gear Oil
24503	6/22/2023	KONECRANES, INC	677.00	LPS Quarterly Crane Inspections for June 2023
24504	6/22/2023	LAUREN DAVIS	3,101.22	Mural Painting in Vactor Building
24505	6/22/2023	OLIVENHAIN MUNICIPAL WATER DIS...	52.68	Water @ VP5 PS
24506	6/22/2023	PLUMBERS DEPOT, INC	1,230.58	Leader Hoses / Nozzle Extension
24507	6/22/2023	PRUDENTIAL OVERALL SUPPLY	143.40	Weekly Uniform/Laundry Service 06/20/23
24508	6/22/2023	SAN DIEGO GAS & ELECTRIC	1,291.22	Electric @ La Costa PS
	6/22/2023	SAN DIEGO GAS & ELECTRIC	171.10	Electric @ RV PS
	6/22/2023	SAN DIEGO GAS & ELECTRIC	899.50	Electric @ Saxony PS
	6/22/2023	SAN DIEGO GAS & ELECTRIC	446.74	Electric @ VP5 PS
	6/22/2023	SAN DIEGO GAS & ELECTRIC	235.04	Electric @ VP7 PS
	6/22/2023	SAN DIEGO GAS & ELECTRIC	883.29	Electric/Gas @ E Estates PS
	6/22/2023	SAN DIEGO GAS & ELECTRIC	10.00	Gas @ Admin
24509	6/22/2023	SAN DIEGUITO TROPHY	37.76	Plastic Nameplates: M Avalos/G Mendez/M Gonzalez
24510	6/22/2023	SKC-WEST, INC	1,828.51	CG Cylinder / Calibration Gas
24511	6/22/2023	SPACELINK/I2B NETWORK	160.00	Webcam @ BPS 06/14/23-07/13/23
24512	6/22/2023	STAPLES	(35.66)	Credit on Invoice # 3538956838
	6/22/2023	STAPLES	478.35	Office Supplies
24513	6/22/2023	U.S. BANK	4,853.05	Cal Card Purchases on Statement Dated 05/22/23
24514	6/22/2023	VERIZON WIRELESS	1,099.71	Cell Phones 05/08/23-06/07/23
24515	6/29/2023	ABBIE DEATON	3,000.00	Lateral Reimbursement: 553 Cloudview Lane, Encinitas CA
24516	6/29/2023	ADS CORP DBA ADS ENVIRONMENTAL...	4,655.00	Flow Metering / Data Analysis - June 2023
	6/29/2023	ADS CORP DBA ADS ENVIRONMENTAL...	1,340.00	Meter Maintenance / Data Delivery (ECHO) - June 2023
24517	6/29/2023	AIRGAS USA LLC	1,724.34	Liquid Oxygen Contract 06/13/23
24518	6/29/2023	AT&T	129.69	Phone Service-Elevator 05/25/23-06/24/23
24519	6/29/2023	BASE 9 CONSULTING INC	70,450.00	Upgrade SCADA Headquarters System
24520	6/29/2023	Brightview Landscape Services Inc	4,013.28	New Mulch @ LWD Headquarters
24521	6/29/2023	CHARLES ULMER DBA: CHUCKS TIRE ...	1,227.60	Michelin LTX Tires (4) - Vehicle # 168
	6/29/2023	CHARLES ULMER DBA: CHUCKS TIRE ...	936.20	New Front Tires - Vehicle # 164

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 6/9/2023 Through 7/6/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
24522	6/29/2023	COLONIAL LIFE INS	252.04	Accident/Critical Illness Insurance 06/14/23 & 06/28/23
24523	6/29/2023	DEXTER WILSON ENGINEERING	2,370.00	Asset Management Plan Update FY2023 - May 2023
	6/29/2023	DEXTER WILSON ENGINEERING	508.00	Development Service-1032 Weston Subdivision
24524	6/29/2023	GRAINGER, INC	55.21	Fluor Ballast - BPS
	6/29/2023	GRAINGER, INC	197.20	Handheld Flashlight
	6/29/2023	GRAINGER, INC	43.49	Hardware for AWT
	6/29/2023	GRAINGER, INC	447.39	Industrial Lantern
24525	6/29/2023	HI-WAY SAFETY, INC	38.47	Tow-Away Temporary No Parking Sign
24526	6/29/2023	MALLORY SAFETY AND SUPPLY	457.39	Disposable Gloves
24527	6/29/2023	MISSION SQUARE	5,994.72	Deferred Comp for PPE 06/25/23
24528	6/29/2023	SAN DIEGO GAS & ELECTRIC	3,683.21	Electric @ Admin
	6/29/2023	SAN DIEGO GAS & ELECTRIC	122.75	Electric @ Avocado PS
	6/29/2023	SAN DIEGO GAS & ELECTRIC	1,742.66	Electric @ AWT
	6/29/2023	SAN DIEGO GAS & ELECTRIC	19,276.16	Electric @ BPS
	6/29/2023	SAN DIEGO GAS & ELECTRIC	516.65	Electric @ Diana PS
	6/29/2023	SAN DIEGO GAS & ELECTRIC	14,890.93	Electric @ LPS
24529	6/29/2023	TITUS INDUSTRIAL GROUP, INC	244.55	Composite Cover TwistLIFT Opening Tool
24530	6/29/2023	UNIFIRST FIRST AID CORP	112.00	First Aid Supplies
	6/29/2023	UNIFIRST FIRST AID CORP	134.16	First Aid Supplies @ BPS
24531	7/6/2023	ADT COMMERCIAL LLC	165.00	Monthly Security Camera Maintenance 07/17/23-08/16/23
24532	7/6/2023	ALLIANT INSURANCE SERVICES INC	13,079.00	Vehicle Insurance Premium July 2023 - June 2024
24533	7/6/2023	AWSS INC	2,264.85	Vehicle Fuel 05/15/23-05/30/23 & BPS Generator Fuel 05/23/23
	7/6/2023	AWSS INC	2,071.69	Vehicle Fuel 05/31/23-06/15/23
24534	7/6/2023	AYALA ENGINEERING	17,550.00	Manhole Rehabs / Pressure Cleaning & Patching
24535	7/6/2023	AZTEC LEASING INC	530.88	Copy Machine Lease - June 2023
24536	7/6/2023	BAJA POOL AND SPA SERVICE	190.00	Water Fountain Weekly Maintenance - July 2023
24537	7/6/2023	C W E A	297.00	CWEA CSM Grade 1 Cert Renewal & Membership-FY 2024-J Pivaral
	7/6/2023	C W E A	95.00	CWEA CSM Grade 1 Certification Renewal-FY 2024-J Montoya
24538	7/6/2023	CITY OF CARLSBAD	618.50	Water @ 1900 La Costa Ave
	7/6/2023	CITY OF CARLSBAD	167.31	Water @ 1960 La Costa Ave
	7/6/2023	CITY OF CARLSBAD	28.14	Water @ Fire Line
24539	7/6/2023	CLARE BARRINGER	2,342.00	Lateral Reimbursement: 7959 Respresa Circle, Carlsbad CA
24540	7/6/2023	CONFIDENCE CONSULTING	5,172.68	Leadership Development Training & Travel Expenses
24541	7/6/2023	COUNTY OF SAN DIEGO	654.00	Facility Permit Fee-Batiquitos PS 07/31/23-07/31/24
	7/6/2023	COUNTY OF SAN DIEGO	564.00	Facility Permit Fee-La Costa PS 07/31/23-07/31/24
	7/6/2023	COUNTY OF SAN DIEGO	564.00	Facility Permit Fee-Saxony PS 07/31/23-07/31/24

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 6/9/2023 Through 7/6/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
24542	7/6/2023	COX COMMUNICATIONS SAN DIEGO	1,628.71	Phone / Internet Services 06/22/23-07/21/23
	7/6/2023	COX COMMUNICATIONS SAN DIEGO	(0.82)	Phone Service (Acct Closed-Added to Internet Mnthly Acct)
24543	7/6/2023	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription
24544	7/6/2023	FIDELITY SECURITY LIFE INSURANCE...	443.79	Vision Insurance - July 2023
24545	7/6/2023	GRAINGER, INC	118.37	Circuit Breaker Lockout Rails
	7/6/2023	GRAINGER, INC	165.94	Lockout Hasps
24546	7/6/2023	HAAKER EQUIPMENT CO	498.71	Wire Nozzle Extension
24547	7/6/2023	HUMANA DENTAL INS.	4,139.85	Dental Insurance - July 2023
24548	7/6/2023	LA COSTA LOGO, LLC	2,287.33	LWD Embroidered Logo Jackets
24549	7/6/2023	MUTUAL OF OMAHA	1,297.50	Disability Insurance - July 2023
24550	7/6/2023	NAPA AUTO	129.19	Blue Def
24551	7/6/2023	nfpACCOUNTING TECHNOLOGIES	2,660.00	MIP Support - FY 2024
24552	7/6/2023	OCCUPATIONAL HEALTH CENTERS OF...	217.00	DOT Physical - T Ellis
24553	7/6/2023	PETTY CASH	326.74	Petty Cash 05/22/23-06/29/23
24554	7/6/2023	PLUMBERS DEPOT, INC	397.52	Fiber Glass Poles
24555	7/6/2023	PRUDENTIAL OVERALL SUPPLY	136.58	Weekly Uniform/Laundry Service 06/27/23
24556	7/6/2023	QUADIENT LEASING	71.85	Postage Machine Property Tax FY2024-Lease # N19121580
24557	7/6/2023	Quench USA Inc	136.85	Office Drinking Water Monthly Service 06/19/23-07/18/23
24558	7/6/2023	RGB RICE GENERAL BUILDING	5,624.38	Repair/Reseal Gutters @ LWD Headquarters - Final Invoice
24559	7/6/2023	SUNBELT RENTALS, INC	734.18	Sizzor Lift for Mural Painting
24560	7/6/2023	THE HARTFORD	518.87	Life Insurance - July 2023
24561	7/6/2023	UNDERGROUND SERVICE ALERTS/C	295.25	Monthly Underground Alarm Service
	7/6/2023	UNDERGROUND SERVICE ALERTS/C	72.26	Monthly Underground State Fee
24562	7/6/2023	VORTEX INDUSTRIES, LLC	1,714.59	Gate Repairs @ BPS
24563	7/6/2023	WATER ENVIRONMENT FEDERATION	342.00	Membership Renewal-FY 2024- P Bushee
24564	7/6/2023	WATER WORKS ENGINEERING LLC	5,332.31	FY2023 Cured In Place Pipe Line Project - May 2023
	7/6/2023	WATER WORKS ENGINEERING LLC	<u>61,701.28</u>	Rancho Verde PS Rehab - May 2023
Report Total			<u>420,228.89</u>	

**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 5/22/2023 Through 5/22/2023

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	5/22/2023		484.88	1406	PREPAID EXPENSES	Employee Luncheon-Food Deposit-Event on 07/13/23
U.S. BANK	API	5/22/2023		96.05	1406	PREPAID EXPENSES	TriState-Hotel Deposit-C Russell 08/07/23-08/10/23
U.S. BANK	API	5/22/2023		96.05	1406	PREPAID EXPENSES	TriState-Hotel Deposit-G Mendez 08/07/23-08/10/23
U.S. BANK	API	5/22/2023		96.05	1406	PREPAID EXPENSES	TriState-Hotel Deposit-J Montoya 08/07/23-08/10/23
U.S. BANK	API	5/22/2023		96.05	1406	PREPAID EXPENSES	TriState-Hotel Deposit-M Gonzalez 08/07/23-08/10/23
U.S. BANK	API	5/22/2023		234.10	1406	PREPAID EXPENSES	TriState-Hotel-C Russell 08/07/23-08/10/23
U.S. BANK	API	5/22/2023		234.10	1406	PREPAID EXPENSES	TriState-Hotel-G Mendez 08/07/23-08/10/23
U.S. BANK	API	5/22/2023		234.10	1406	PREPAID EXPENSES	TriState-Hotel-J Montoya 08/07/23-08/10/23
U.S. BANK	API	5/22/2023		234.10	1406	PREPAID EXPENSES	TriState-Hotel-M Gonzalez 08/07/23-08/10/23
U.S. BANK	API	5/22/2023		227.95	4330	BOARD CONFERENCES	CSDA Leg Day-Flight-D Omsted
U.S. BANK	API	5/22/2023		491.79	4330	BOARD CONFERENCES	CSDA Leg Day-Hotel-D Omsted
U.S. BANK	API	5/22/2023		238.42	4330	BOARD CONFERENCES	CSDA Leg Day-Hotel-E Sullivan (Cancelled)
U.S. BANK	API	5/22/2023		20.46	4330	BOARD CONFERENCES	CSDA Leg Day-Meal-D Omsted
U.S. BANK	API	5/22/2023		320.55	4910	OFFICE SUPPLIES	Office Supplies
U.S. BANK	API	5/22/2023		20.00	4930	SUBSCRIPTIONS	eNewsletter
U.S. BANK	API	5/22/2023		9.99	4950	Computer Software/Srvc/Support/Hardware	iCloud Storage
U.S. BANK	API	5/22/2023		40.00	4950	Computer Software/Srvc/Support/Hardware	Zoom 04/27/23-05/26/23
U.S. BANK	API	5/22/2023		12.60	5040	Safety Supplies & Services	Ear Plugs
U.S. BANK	API	5/22/2023		42.23	5040	Safety Supplies & Services	Flashlights
U.S. BANK	API	5/22/2023		651.31	5040	Safety Supplies & Services	Headlamps
U.S. BANK	API	5/22/2023		38.46	5580	TREATMENT PLANT R&M	Cooler
U.S. BANK	API	5/22/2023		99.00	5710	TRAINING, EDUCATION & CONFERNC	Driving Test Subscription

**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 5/22/2023 Through 5/22/2023

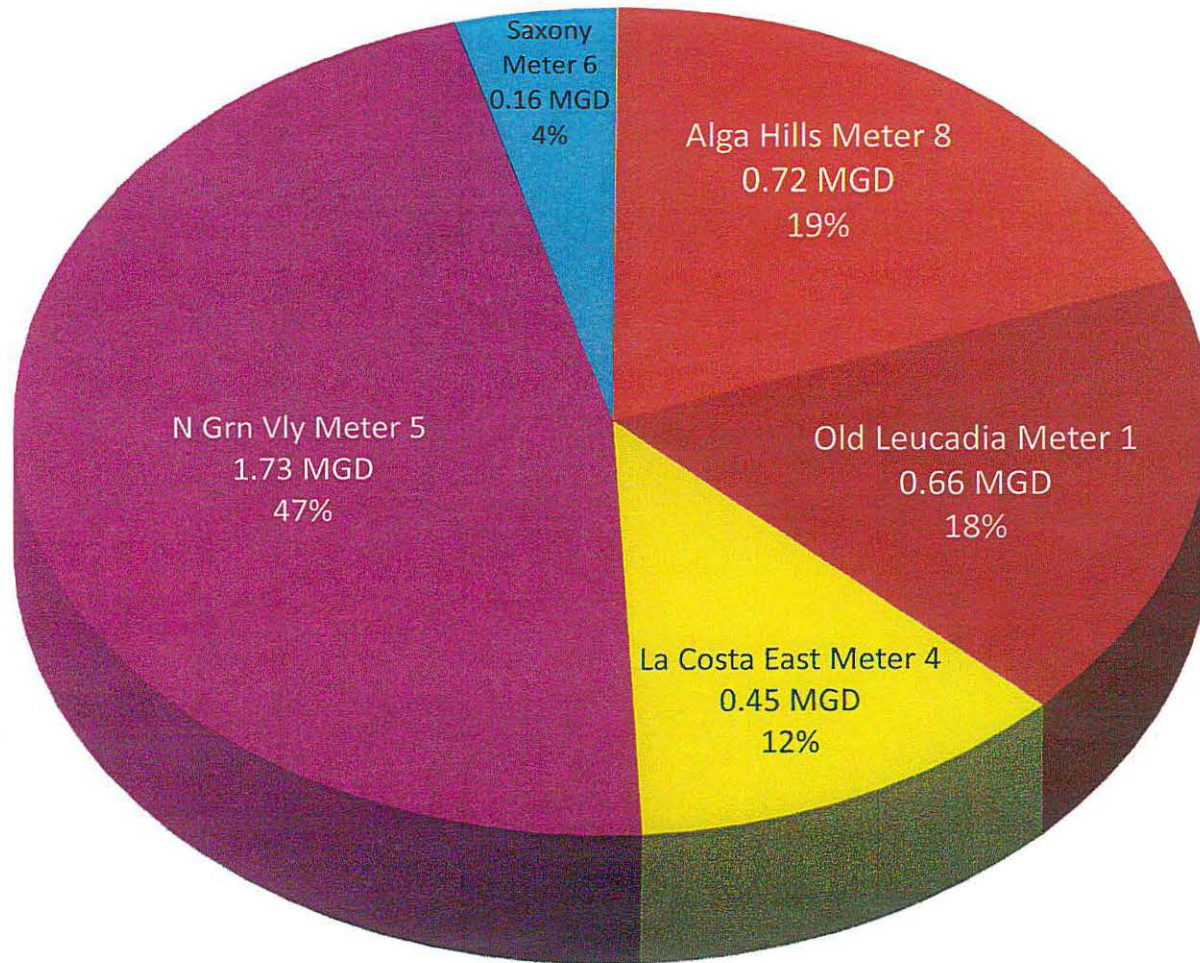
Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	5/22/2023		45.10	5710	TRAINING, EDUCATION & CONFERNC	Lunch Meeting-EWA
U.S. BANK	API	5/22/2023		5.00	5710	TRAINING, EDUCATION & CONFERNC	Parking-Visit J Hanson
U.S. BANK	API	5/22/2023		273.54	5735	EMPLOYEE RECOGNITION	Admin Lunch
U.S. BANK	API	5/22/2023		296.17	5740	MEETING SUPPLIES	Special Board Meeting-Lunch
U.S. BANK	API	5/22/2023		60.00	5910	TELEPHONE	Domain Name
U.S. BANK	API	5/22/2023		125.00	5910	TELEPHONE	Webhosting
U.S. BANK	API	5/22/2023		30.00	5910	TELEPHONE	Wifi
Transaction Total				4,853.05			
Report Opening/Current Balance							
Report Transaction Totals				4,853.05			
Report Current Balances							

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

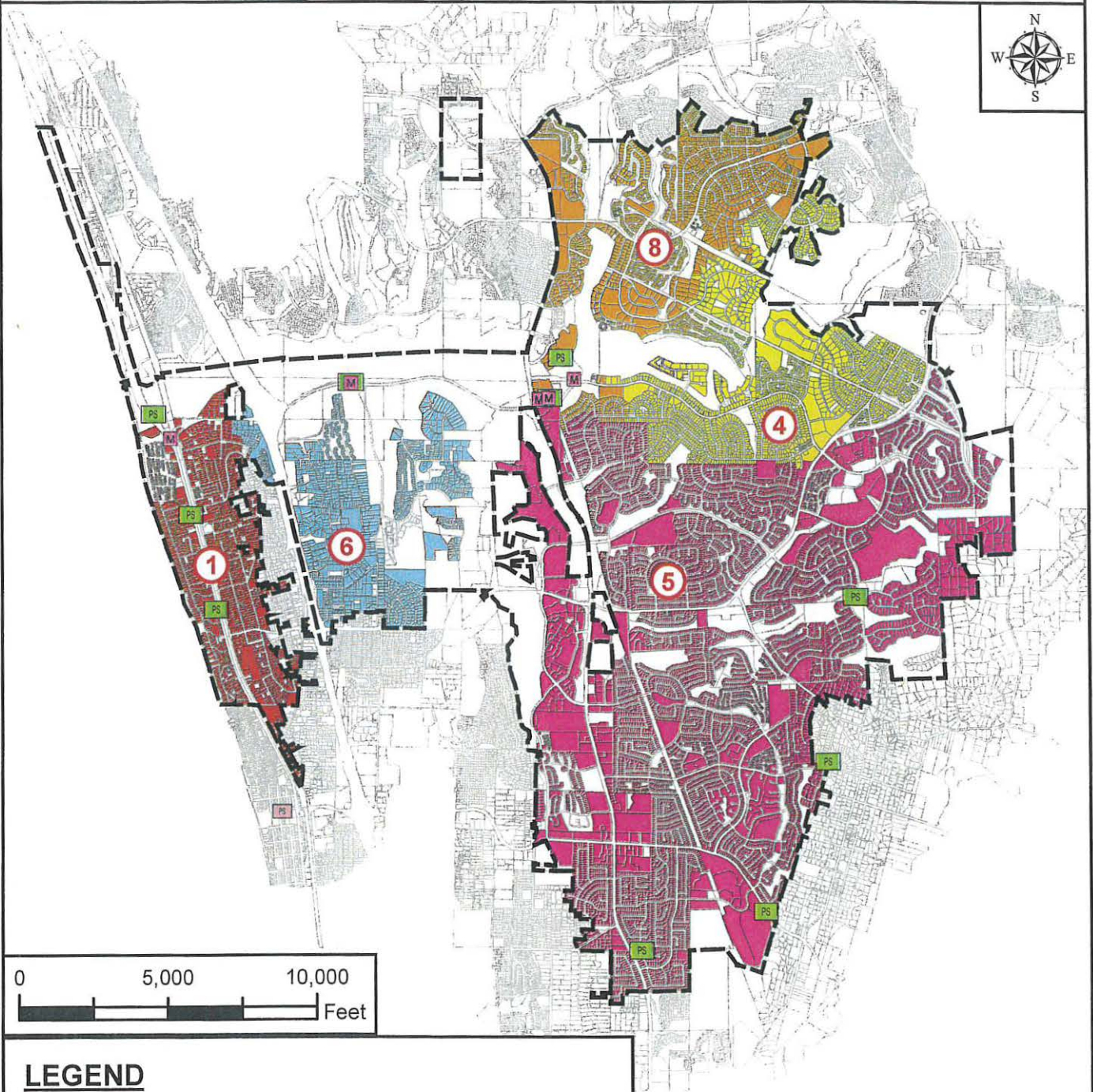
CURRENT MONTH Jun-23							FY 2022 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,782.09	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
JULY	0.00	118.11	1.00	3.81	132.37	46.48	3.79
YTD			28,783.09				
AUGUST	0.00	122.76	4.64	3.96	137.56	48.02	3.81
YTD			28,787.73				
SEPTEMBER	0.29	117.30	18.25	3.91	135.74	33.03	3.74
YTD			28,805.98				
OCTOBER	0.06	116.56	1.00	3.76	130.52	21.73	3.61
YTD			28,806.98				
NOVEMBER	1.20	116.10	1.25	3.87	134.34	2.36	3.78
YTD			28,808.23				
DECEMBER	0.72	117.80	74.25	3.80	131.57	0.00	3.95
YTD			28,882.48				
JANUARY	6.87	124.00	1.00	4.00	138.49	0.00	3.80
YTD			28,883.48				
FEBRUARY	3.45	101.64	1.50	3.63	125.67	0.00	3.60
YTD			28,884.98				
MARCH	6.76	132.06	0.75	4.26	147.48	0.00	3.72
YTD			28,885.73				
APRIL	0.16	114.60	(5.45)*	3.82	132.27	10.32	3.68
YTD			28,880.28				
MAY	0.02	118.11	7.50	3.81	131.88	20.40	3.64
YTD			28,887.78				
JUNE	0.02	110.10	48.25	3.67	126.83	25.54	3.86
YTD			28,936.03				
YTD Totals	19.55	1409.14	159.39			207.88	
Mo Average	1.63	117.43	14.49	3.86	133.73	17.32	3.75

\* 5.45 EDU's sold back to LWWD in April

**LWD Flows by Sub-Basin  
June 2023  
Total LWD Flow 3.72 MGD**



# LEUCADIA WASTEWATER DISTRICT



## LEGEND

### Parcels by Basin

1 - Old Leucadia

4 - La Costa East

5 - North Green Valley

6 - Saxony

8 - Alga Hills

M Meter Locations

PS LWD Pump Stations

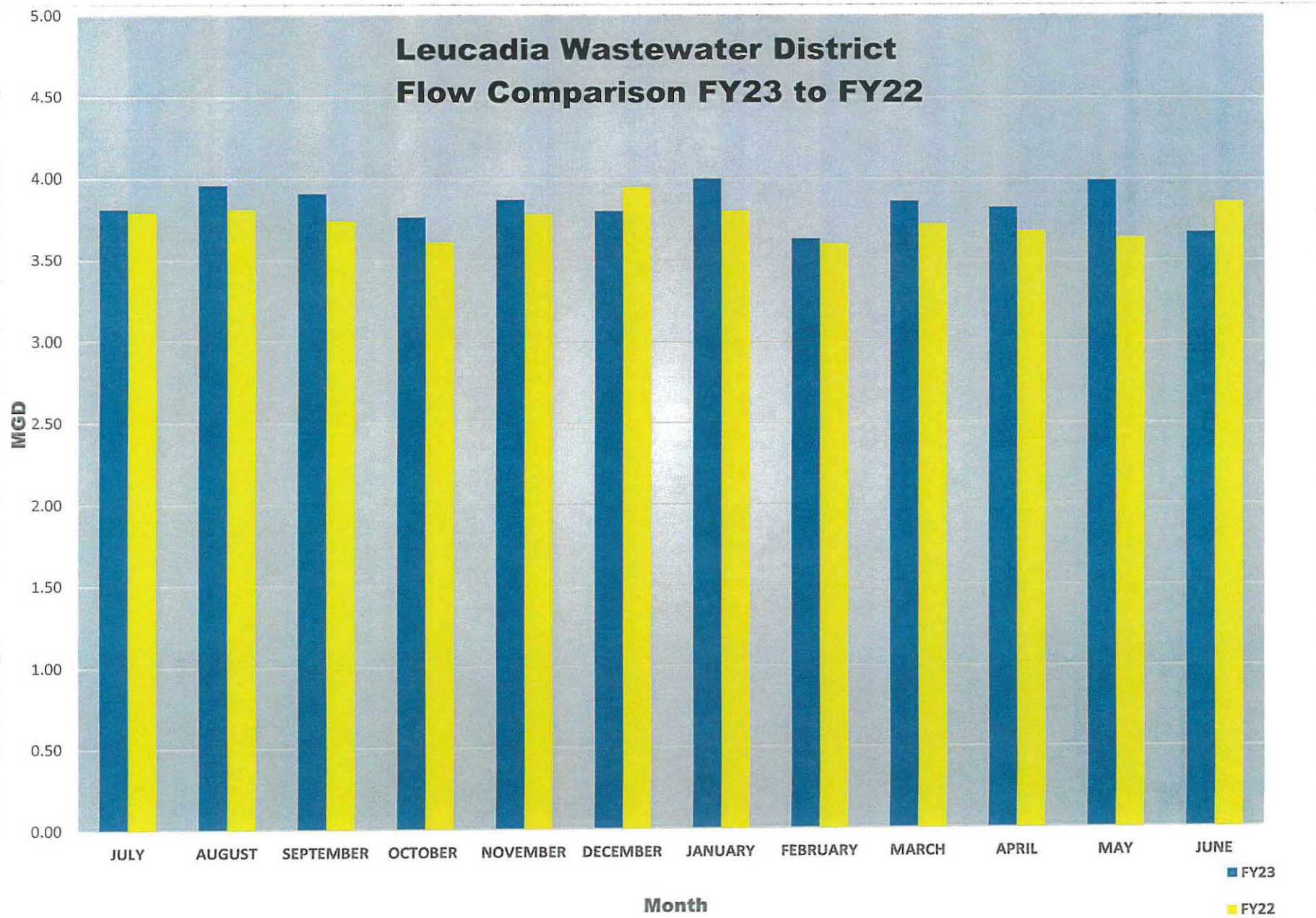
PS Encinitas Pump Stations

--- LWD Boundary

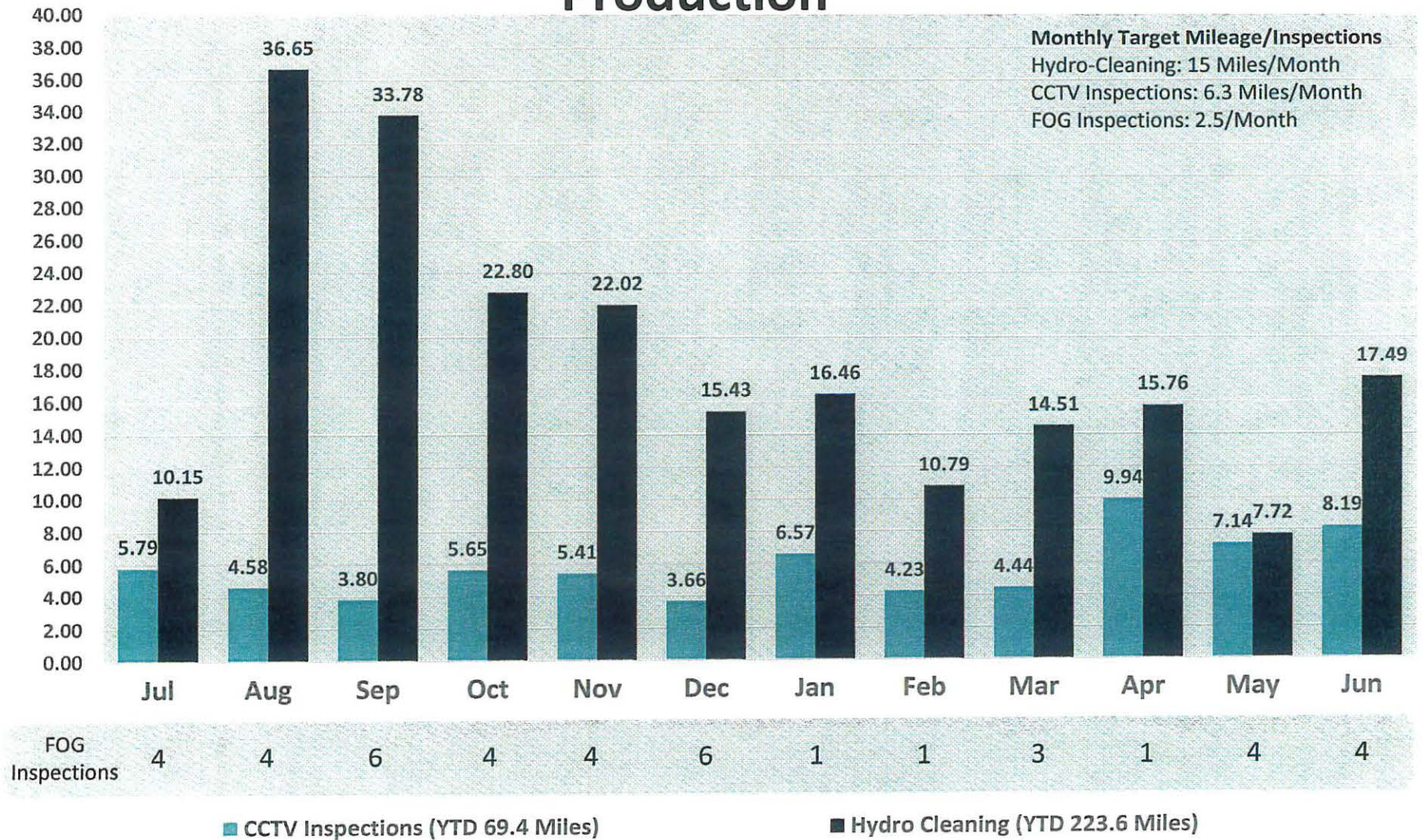


DEXTER WILSON ENGINEERING, INC.  
CONSULTING ENGINEERS  
(760) 438-4422

## SEWER COLLECTION SYSTEM BY SUB-BASIN



# FY-23 CCTV Inspections & Hydro Cleaning Production



## Operations and Administration Training Report

### June 2023

#### Training & Safety Events for the month June 2023

Description	Hours		
	Ops	Admin	Total
Hearing Conservation	1.0	0.0	1.0
Heat Illness Prevention	7.0	0.0	7.0
Lockout / Tagout	4.0	0.0	4.0
Lockout / Tagout Review and Competency Check	10.0	0.0	10.0
Respiratory Protection	2.0	0.0	2.0
Spill Estimation Tailgate	20.0	0.0	20.0
Commercial Driver License (CDL) Entry-Level Driver Training (ELDT)	20.0	0.0	20.0
DataNet EU GDPR : Rights of Data Subjects Stored Processed Destroyed	0.0	1.0	1.0
DataNet Introduction to Cybersecurity Maturity Model Certification (CMMC)	0.0	0.5	0.5
DataNet Physical Security: Tailgating	0.0	0.5	0.5
Underground Utility Locating	1.0	0.0	1.0
Water Industry Backflow Prevention Overview	1.0	0.0	1.0
Workplace Violence Prevention Training	0.0	1.0	1.0
Worker's Comp Management Program (WCMP): Employees	1.0	0.0	1.0
Worker's Comp Management Program (WCMP): Supervisors	1.0	0.0	1.0
<b>Total Training Hours</b>	<b>68.00</b>	<b>3.00</b>	<b>71.00</b>

#### Conferences/Webinars/Seminars for the month of June 2023

Description	Attendees		
	Ops	Admin	Total
Institute for Local Gov't: Artificial Intelligence & Local Gov't	0	3	3
Confidence Consulting: Management Training	0	1	1
CAMP: Monthly Market Update	0	1	1
CSRMA Leaves, Leaves and More Leaves	1	0	1
<b>Total Attended Conferences</b>	<b>1</b>	<b>5</b>	<b>6</b>

*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	
Apr-23	23.0	3.5	26.5	
May-23	95.5	13.0	108.5	
Jun-23	68.0	3.0	71.0	
<b>YTD Totals</b>	<b>667.0</b>	<b>131.5</b>	<b>798.5</b>	

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	
Apr-23	4.0	6.0	10.0	
May-23	10.0	6.0	16.0	
Jun-23	1.0	5.0	6.0	
<b>YTD Total</b>	<b>58.0</b>	<b>41.0</b>	<b>99.0</b>	

*Notes:*

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

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

# Leucadia Wastewater District

## Balance Sheet

As of 6/30/2023

	Amount
<b>Assets</b>	
Cash & Investments	26,171,960.36
Accounts Receivables	113,592.05
Net OPEB Asset	149,103.00
Prepaid Expense	1,816,716.88
Funds held with Encina Wastewater Authority	445,200.00
Capital Assets	187,983,392.07
Less Accumulated Depreciation	(65,271,742.75)
<b>Total Assets</b>	<b><u>151,408,221.61</u></b>
<b>Deferred Outflows</b>	
PERS Pension Deferred Outflows	1,274,038.00
OPEB Health Deferred Outflows	111,455.00
<b>Total Deferred Outflows</b>	<b><u>1,385,493.00</u></b>
<b>Total Assets &amp; Deferred Outflows</b>	<b><u>152,793,714.61</u></b>
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	613,450.33
Developer Deposits	116,104.34
Lease Liability	6,817.57
Net Pension Liability	2,094,667.00
<b>Total Liabilities</b>	<b><u>2,831,039.24</u></b>
<b>Deferred Inflows</b>	
PERS Pension Deferred Inflows	176,126.00
PERS Projected/Actual Earnings Difference	1,828,534.00
OPEB Health Deferred Inflows	77,393.00
<b>Total Deferred Inflows</b>	<b><u>2,082,053.00</u></b>
<b>Net Position</b>	
Beginning Net Position (as of June 30, 2021)	
Investment in Capital Assets	122,704,750.01
Reserves	23,651,323.22
<b>Total Beginning Net Position (as of June 30, 2021)</b>	<b><u>146,356,073.23</u></b>
Current Change In Net Position	
Other	1,524,549.14
<b>Total Current Change In Net Position</b>	<b><u>1,524,549.14</u></b>
<b>Total Net Position</b>	<b><u>147,880,622.37</u></b>
<b>Total Liabilities, Deferred Inflows &amp; Net Position</b>	<b><u>152,793,714.61</u></b>

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2022 Through 6/30/2023

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

### OPERATING REVENUES

3110 Sewer Service Fees	\$11,967,556.67	\$11,980,350.00	\$ 12,793.33	99.9%
3150 Recycled Water Sales	298,306.84	357,000.00	58,693.16	83.6%
3100 Misc. Operating Revenue	84,748.25	194,150.00	109,401.75	43.7%
<b>TOTAL OPERATING REVENUES</b>	<b>\$12,350,611.76</b>	<b>\$12,531,500.00</b>	<b>\$ 180,888.24</b>	<b>98.6%</b>

### OPERATING EXPENSES

4100 Salaries	\$ 2,108,415.11	\$ 2,165,419.01	\$ 57,003.90	97.4%
4200 Employee Benefits	1,494,985.50	1,579,273.19	84,287.69	94.7%
4300 Directors Expense	95,484.01	137,400.00	41,915.99	69.5%
4400 Election Expense	-	60,000.00	60,000.00	0.0%
4600 Gas, Oil & Fuel	61,882.24	51,000.00	(10,882.24)	121.3%
4700 Insurance Expense	206,947.68	225,425.00	18,477.32	91.8%
4800 Memberships	29,789.57	38,425.00	8,635.43	77.5%
4900 Office Expense	143,885.80	173,800.00	29,914.20	82.8%
5000 Operating Supplies	100,252.77	148,800.00	48,547.23	67.4%
5200 Professional Services	380,761.85	528,900.00	148,138.15	72.0%
5300 Printing & Publishing	30,829.55	30,000.00	(829.55)	102.8%
5400 Rents & Leases	6,427.12	22,900.00	16,472.88	28.1%
5500 Repairs & Maintenance	506,938.55	509,000.00	2,061.45	99.6%
5600 Monitoring & Permits	70,799.97	84,300.00	13,500.03	84.0%
5700 Training & Development	38,622.75	49,000.00	10,377.25	78.8%
5900 Utilities	536,921.42	506,680.00	(30,241.42)	106.0%
6100 LAFCO Operations	8,003.54	7,700.00	(303.54)	103.9%
6200 Encina Operating Expense	2,490,746.00	2,274,600.00	(216,146.00)	109.5%
6900 Admin O/H alloc to Capital	(151,325.33)	(209,032.00)	(57,706.67)	72.4%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 8,160,368.10</b>	<b>\$ 8,383,590.20</b>	<b>\$ 223,222.10</b>	<b>97.3%</b>

### NON-OPERATING REVENUES

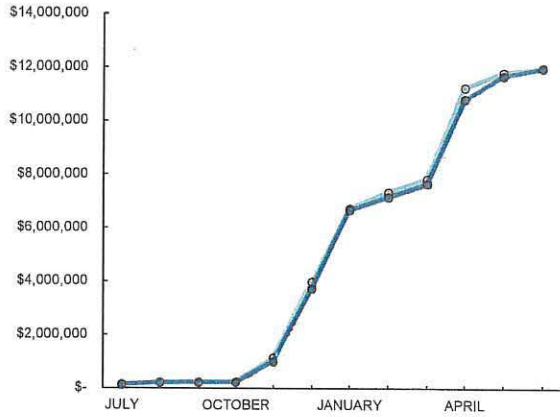
3130 Capacity Fees	\$ 781,228.10	\$ 152,670.00	\$ (628,558.10)	511.7%
3220 Property Taxes	2,119,214.12	2,038,700.00	(80,514.12)	103.9%
3250 Investment Income	423,203.75	341,000.00	(82,203.75)	124.1%
3290 Misc. Non Op Revenue	49,931.30	27,400.00	(22,531.30)	182.2%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 3,373,577.27</b>	<b>\$ 2,559,770.00</b>	<b>\$ (813,807.27)</b>	<b>131.8%</b>

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

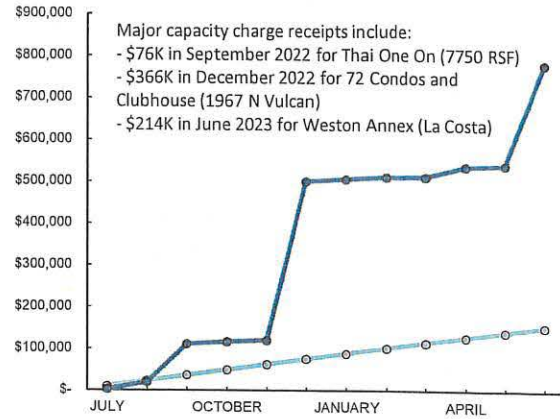
# Leucadia Wastewater District Revenue FY2023

YTD through June 30, 2023

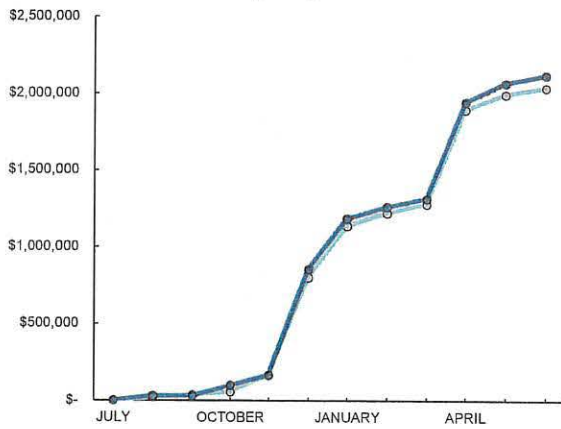
## Sewer Service Fees



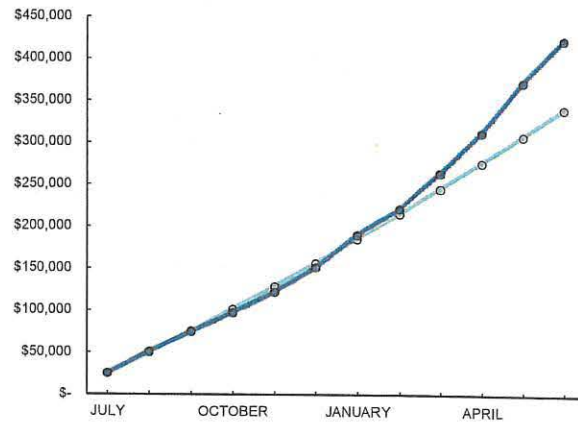
## Capacity Charges



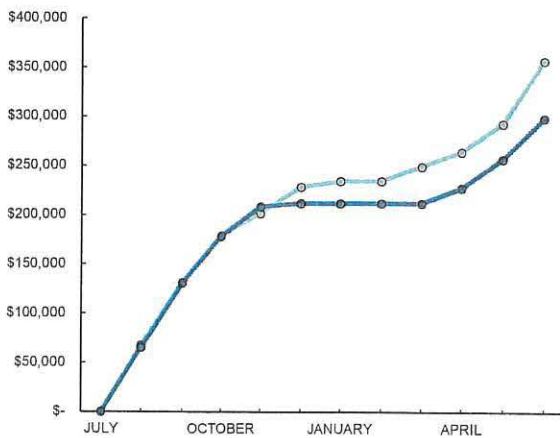
## Property Taxes



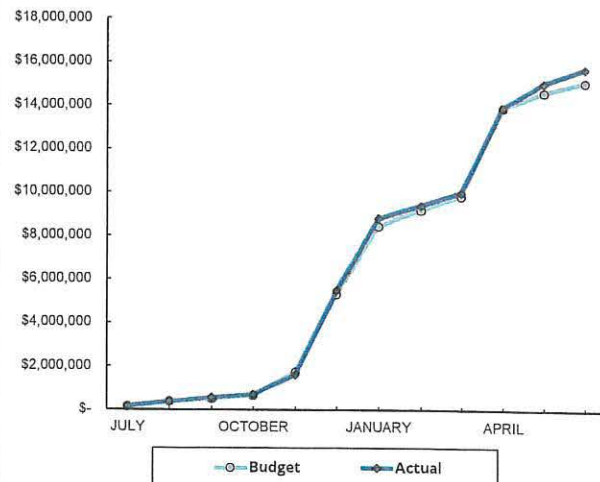
## Investment Income



## Recycled Wastewater Sales



## Total Revenue

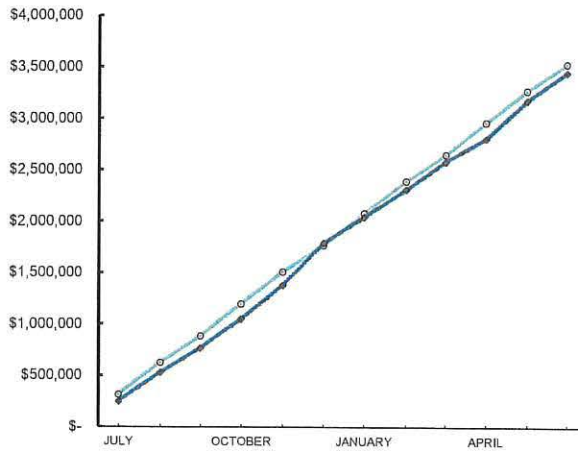


\* Preliminary: subject to future review, reconciliation, accruals, and audit

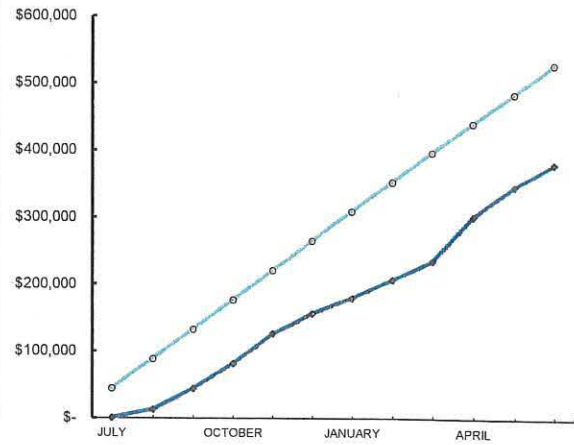
# Leucadia Wastewater District Operating Expenses FY2023

YTD through June 30, 2023

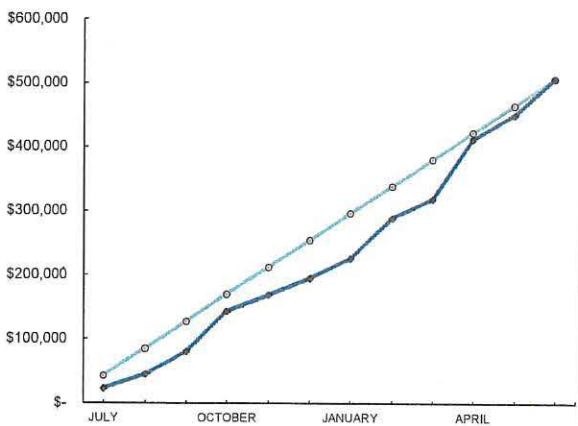
Salaries and Benefits



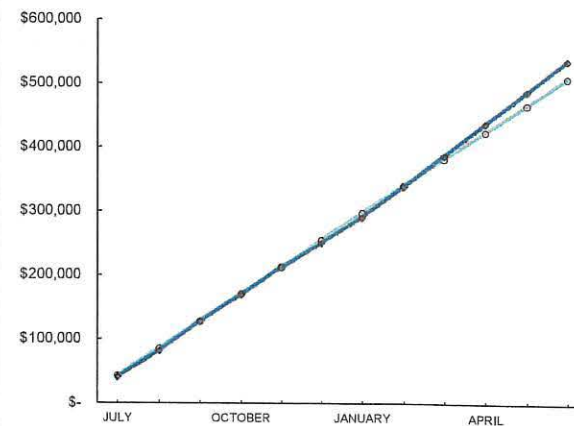
Professional Services



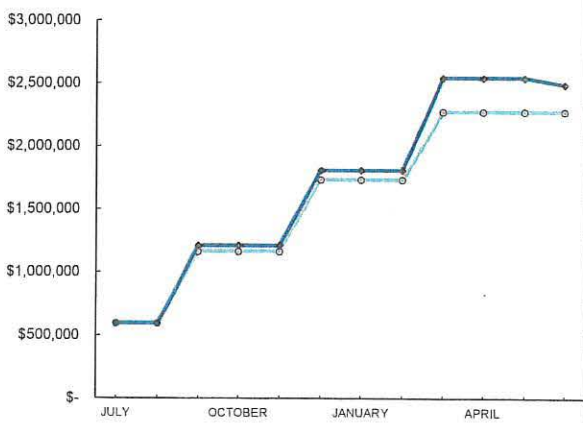
Repairs & Maintenance



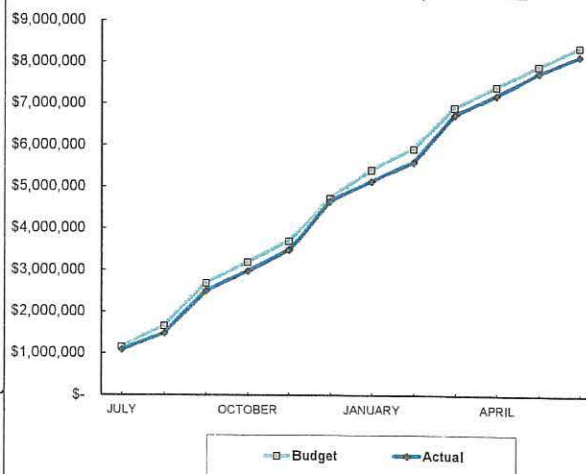
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement

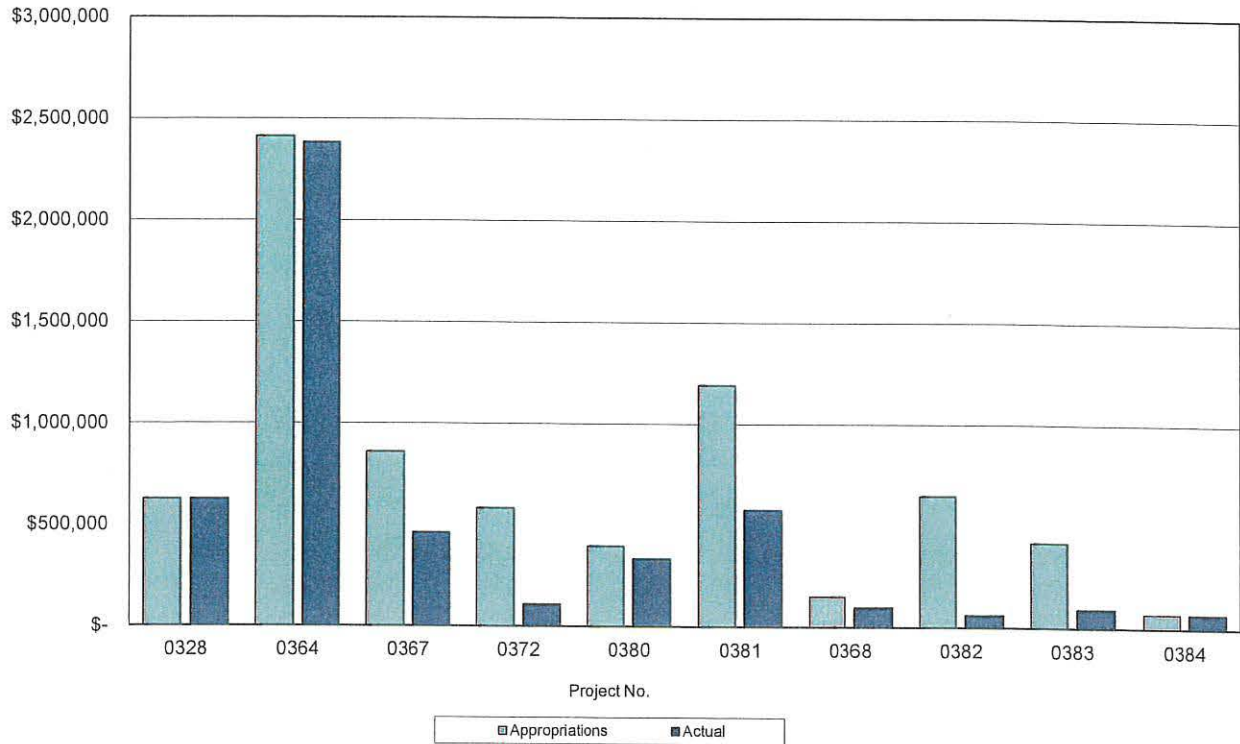


\* Preliminary: subject to future review, reconciliation, accruals, and audit

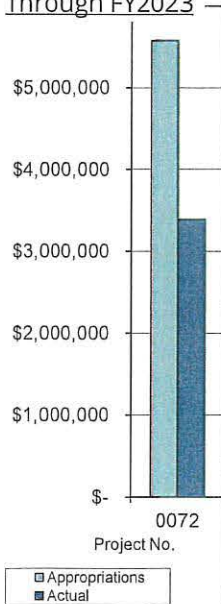
# Leucadia Wastewater District Capital Expenditures

As of June 30, 2023

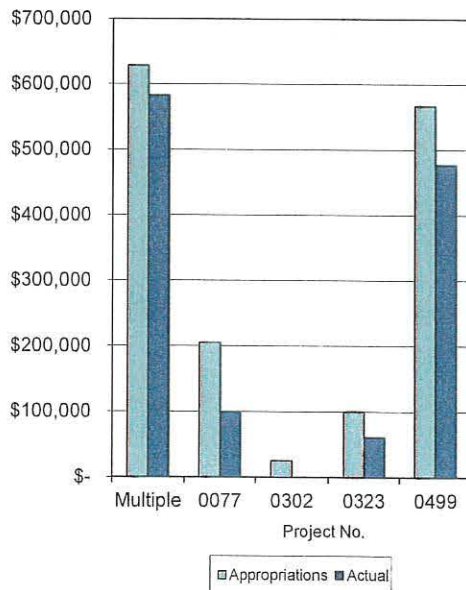
## District Multi Year Capital Expenditures by Project Through FY2023



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



## Single Year Capital Expenditures by Project FY2023



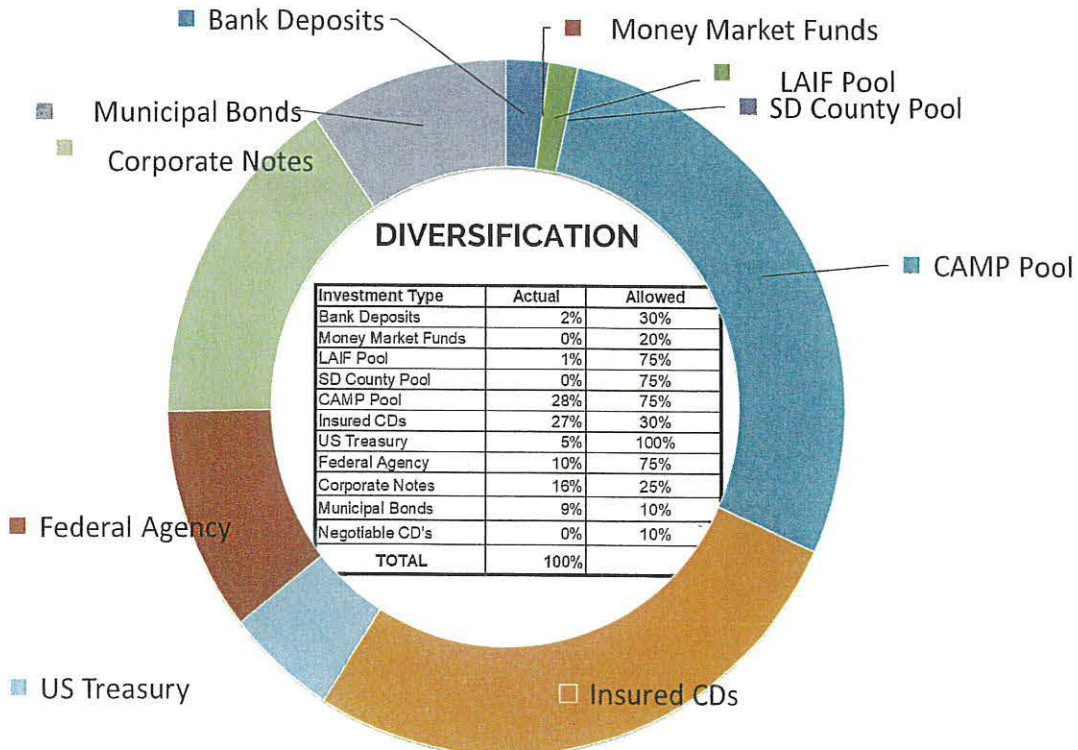
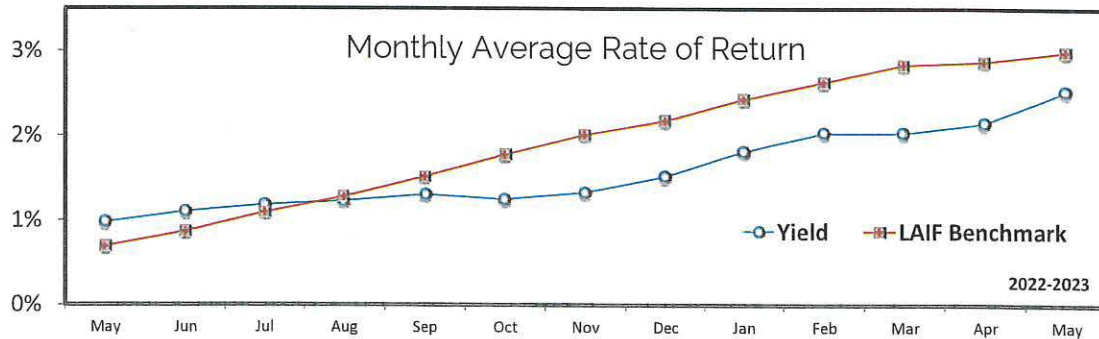
## Project Legend

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

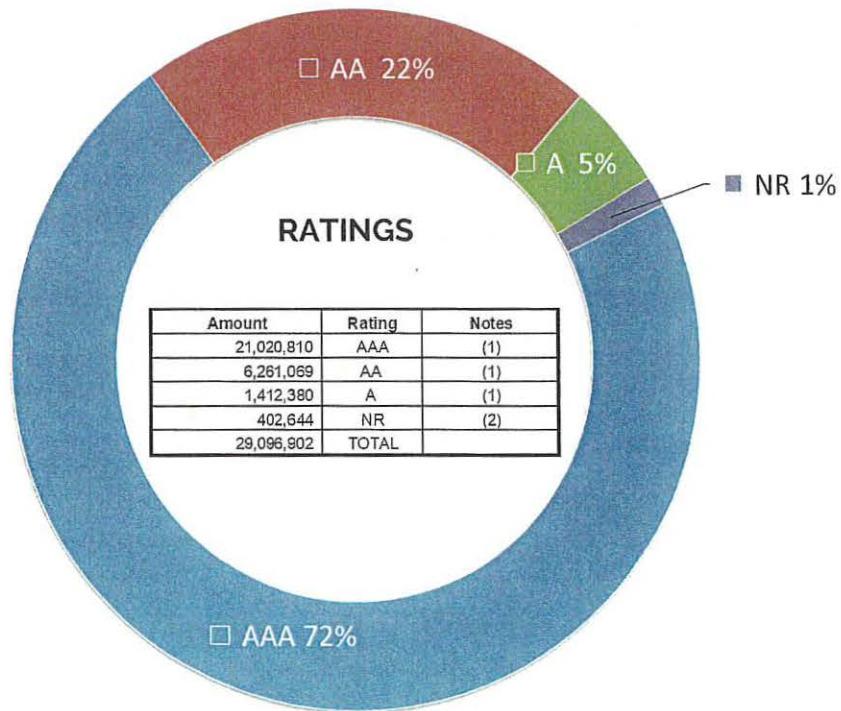
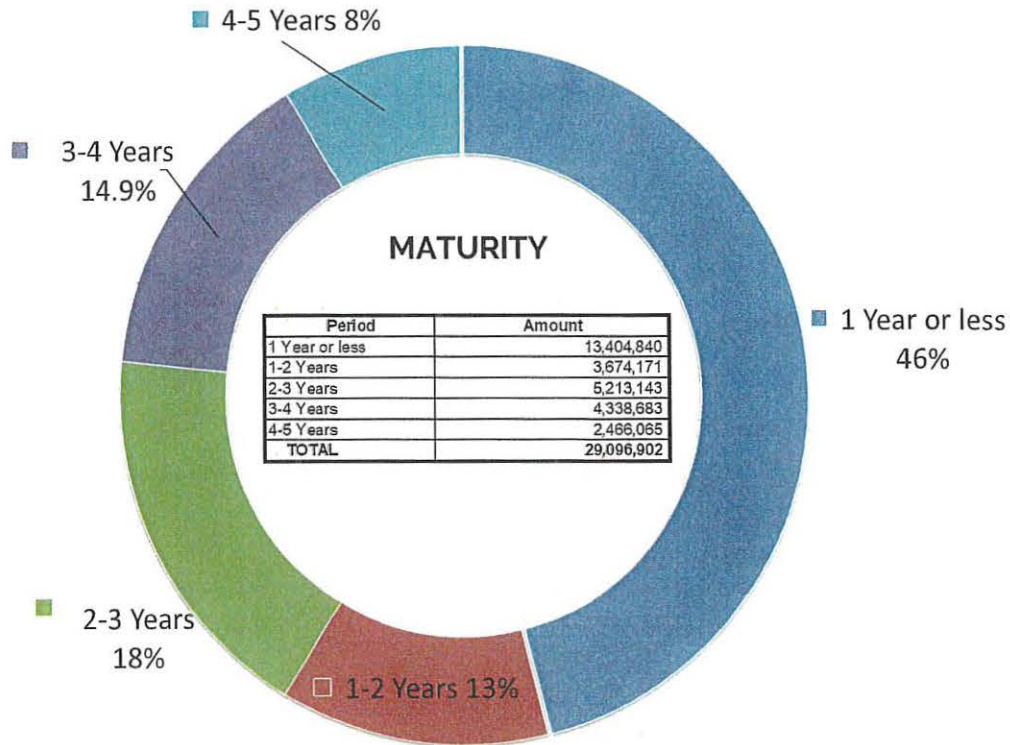
**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**May 31, 2023**

Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	Apr 30, 2023	May 31, 2023		
Pacific Premier Bank Reserves	\$ 458,842	\$ 587,339	\$ 4	0.010%
TVI Dreyfus Money Market	12,406	1,960	27	4.510%
LAIF Pool	402,644	402,644	1,003	2.990%
SD County Pool	5,343	5,343	16	3.520%
CAMP Pool	8,492,521	8,253,080	36,003	5.160%
Certificates of Deposit - Insured	7,153,000	7,890,000	12,572	2.130%
US Treasury Notes	1,557,340	1,557,340	1,757	1.588%
Federal Agency Notes	3,044,687	3,044,687	2,189	0.915%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	4,858,518	4,602,620	4,920	1.261%
<b>Totals</b>	<b>\$ 28,737,189</b>	<b>\$ 29,096,902</b>	<b>\$ 60,674</b>	<b>2.518%</b>



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**May 31, 2023**

(Continued)



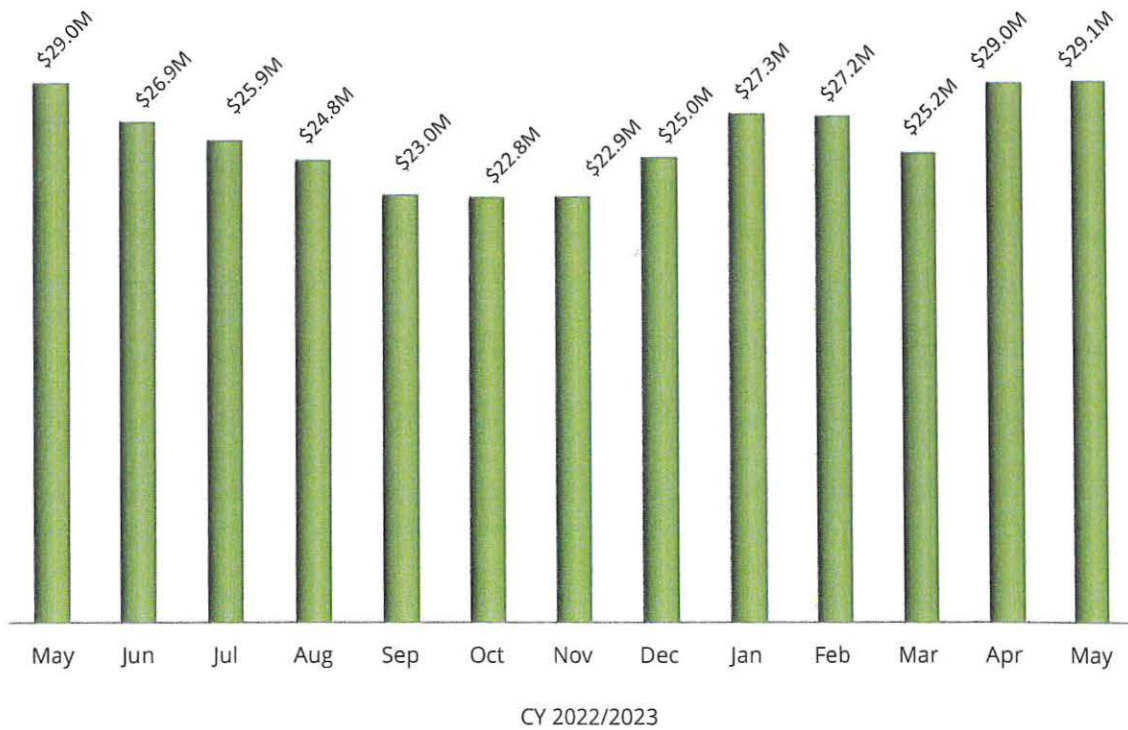
(1) CAMP Pool & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.

(2) LAIF is not rated.

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**May 31, 2023**

(Continued)

**CASH & INVESTMENT FUNDS BY MONTH**



**INVESTMENT TRANSACTIONS**

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Univest Bank and Trust Co.	249,000		5/16/2028	91527PCA3	4.40%	
BMO Harris Bank NA	244,000		5/16/2028	05600XQE3	4.50%	
Morgan Stanley Private Bank CD	244,000		5/17/2028	61768ETS2	4.50%	
BofA Corp (Call)		255,898	5/19/2024	06051GJC4	0.85%	
<b>TOTAL</b>	<b>\$ 737,000</b>	<b>\$ 255,898</b>				

Note <1> Investment was called on 5/19/2023.

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

tb:PJB

Attachment

**Leucadia Wastewater District  
Disclosure of Reimbursements Report  
June 1-30, 2023**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director C. Roesink	Director R. Saldana	GM P. Bushee	DTS R. Morishita	FSS M. Gonzalez	DFA R. Green
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes: : There were no conferences for the month of June 2023.

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**June 28, 2023**

**EWA Board of Directors** – Vice President Roesink Reporting

**1. Adopt Resolution 2023-06**

The Board of Directors adopted Resolution 2023-06 Recognizing Santa Fe Irrigation District's Centennial Anniversary.

**2. Flood Control Channel Mitigation Credit Purchase**

The Board of Directors authorized the General Manager to execute an Agreement for the purchase of mitigation credits at the San Luis Rey Mitigation Bank with Wildlands SLR Holdings I, LLC in the amount of \$55,350.

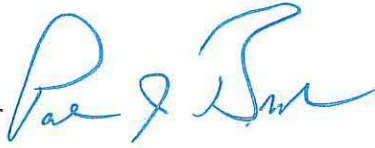
**3. Encina Ocean Outfall State of the Ocean Report**

The Board of Directors received and filed the Encina Ocean Outfall State of the Ocean Report.

**4. Business Information Systems Professional Services Support**

The Board of Directors authorized the General Manager to award a contract to Bird Rock Systems Inc. in the amount of \$244,570 for Business Information Systems Support.

**MEMORANDUM**

**DATE:** July 6, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2023 (FY23) LWD Tactics and Action Plan Report

---

**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Receive and file the FY23 Tactics and Action Plan Report.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

The Board of Directors adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005 and it was last updated in 2015. The Strategic Plan identified the following four strategic focus areas as LWD priorities:

1. Financial
2. People
3. Services
4. Infrastructure & Technology

In order to implement LWD's Strategic Focus Areas, staff annually develops a Tactics and Action Plan, which identifies tactical goals associated with each area. Staff has implemented the majority of goals identified for FY23 along with several more that surfaced over the course of the year.

Staff is pleased to report that 119 tactical goals were accomplished. The FY23 Tactics and Action Plan, including a glossary of terms, is attached for your review. Staff will provide an overview of the Plan at the Board of Directors' meeting.

PJB:

Attachment

**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	Completed
Board Workshop	DFA	GM, DTS, FSS, EA, ADS, FSSup, FSSpec	May-23	May-23	Completed
Budget Approval	DFA	GM	Jun-23	Jun-23	Completed
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	Completed
GASB 75 OPEB Liability Accrual Valuation Roll-forward					
Coordinate with Actuary to Complete OPEB Roll-forward Valuation	DFA	AT	Jan-23	Apr-23	Completed
Complete Deferral Schedules and Record in Accounting	DFA	AT	May-23	Jun-23	Completed
<b>Additional Items/Accomplishments: (update info below this line)</b>					
Capacity Fee Adjustment - Ordinance 146	DFA	GM	Jun-23	Jun-23	Completed
Received FEMA Grant Funds for COVID-19 Response	DTS	DFA	Feb-23	Feb-23	Completed

## 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	Completed
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	Completed
Leadership Coaching	GM	Management Staff	Jul-22	Jun-23	Completed
Employee Recognition					
Annual Employee BBQ	EA	ADS, AS	Jul-22	Jul-22	Completed
Holiday Function	EA	ADS, AS	Aug-22	Dec-22	Cancelled
<b>Additional Items/Accomplishments:</b>					
District Engineer (Dexter Wilson Engineering, Inc.) Contract Extension	DTS	GM	Jul-22	Jul-22	Completed
J. Montoya - SWRCB Water T1 Operator Certification		FSTI Montoya	Aug-22	Aug-22	Completed
J. Montoya - CWEA Collections System Grade 1 Certification		FSTI Montoya	Aug-22	Aug-22	Completed
GFOA Certificate of Achievement for Excellence in Financial Reporting		All Staff	Aug-22	Aug-22	Completed
Developed Wildfire Smoke Protection Program		Safety Committee	Sep-22	Sep-22	Completed
Updated Spill Prevention, Control and Countermeasure Plan	FSSpec		Nov-22	Nov-22	Completed
J. Pivaral - CWEA Collections System Grade 1 Certification		FSTI Pivaral	Nov-22	Nov-22	Completed
No Lost Time Accidents - 3 Years		All Staff	Nov-22	Nov-22	Completed
Recruitment and Appointment of Director	Board	GM, EA, GC, DFA	Sep-22	Dec-22	Completed
J. Stecker - Retirement Luncheon	EA	ADS, AD	Nov-22	Dec-22	Completed
Recycled Water Chief Plant Operator Agreement with San Elijo JPA	GM	DTS	Dec-22	Dec-22	Completed
G. Mendez - CWEA Collections System Grade 4 Certification		FSSup Mendez	Dec-22	Dec-22	Completed
Developed Commercial Driver's License Training Program	FSSup	FSS, Safety Committee	Dec-22	Dec-22	Completed
Board Orientation - Director Saldana			Dec-22	Dec-22	Completed
No Sewer Spills - 3 Years		All Staff	Jan-23	Jan-23	Completed
CWEA San Diego Collections Person of the Year Award - S. Krason		FSTII Krason	Jan-23	Jan-23	Completed
EWA Orientation - Director Saldana	GM		Feb-23	Feb-23	Completed
Amended Human Resources Policy Manual	DFA	ADS, GM, GC	Mar-23	Mar-23	Completed
P. Bushee - 20 Years of Service		GM Bushee	Mar-23	Mar-23	Completed
No Vehicle Accidents - 1 Year		All Staff	Mar-23	Mar-23	Completed
Recruitment - Field Services Technician-In-Training	FSSup	FSS, FST III's, ADS, AS	Jan-23	Apr-23	Completed
Updated Fall Protection Program		Safety Committee	Apr-23	Apr-23	Completed
CWEA 2nd Place State Collections Person of the Year - S. Krason		FSTII Krason	May-23	May-23	Completed
New Employee Onboarding/Training - FST-In-Training	DFA	AT	Apr-23	Jun-23	Completed
Supported LAFCO Municipal Service Review of Carlsbad Region	GM	DFA	Feb-23	Jun-23	In Progress

### 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	Completed
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
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	Completed
FOG Inspections - Complete 30	FSSup	FSSpec, FS Staff	Jul-22	Jun-23	Completed
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	Completed
Replace Landscape Irrigation Supply Pumps (AWT)	FSS	FSSup, FS Staff	Aug-22	Feb-23	Completed
Administration Building and Facility Updates					
Carpet Replacement (1st Floor)	FSSpec	FSSup, FS Staff	Jul-22	Oct-22	Completed
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	Completed
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-23	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	Completed
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	Completed
Continue to Review and Post New Videos to Website	ADS	RTP, GM, DFA, DTS, FSSup, EA, AS	Jul-22	Jun-23	Completed
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
<b>Additional Items/Accomplishments:</b>					
Briggs Annexation	FSSpec	DE, DTS	Sep-22	Sep-22	Completed
Stits Annexation	FSSpec	DE, DTS	Sep-22	Sep-22	Completed
For Giving LLC Annexation	FSSpec	DE, DTS	Oct-22	Oct-22	Completed
Development/Adoption of the Reissued State SSS WDR	DTS	GM, FSS	Jun-18	Dec-22	Completed
Test Overflow Basin Pump at Leucadia PS	FSSup	FS Staff	Jan-23	Jan-23	Completed
Board Presentation - January 2023 Storm Events	DE	GM	Feb-23	Feb-23	Completed
Exercised Parking Lot Overflow Basin Valve	FSSup	FS Staff	Feb-23	Feb-23	Completed
Infrared (Heat Signature) Scanning of all Pump Stations	FSSup	FS Staff	Mar-23	Mar-23	Completed
Public Information Services Contract	DFA	GM, ADS	Mar-23	Mar-23	Completed
Dry Weather Background Sampling	FSSup	FS Staff	May-23	May-23	Completed
Launched LWD Instagram Account	ADS	DFA	Mar-23	May-23	Completed
Encinitas Chamber of Commerce Environmental Sustainability Committee	GM	DFA	May-23	May-23	Completed
Annual Stormwater Report to SWRCB	GM	DFA	May-23	May-23	Completed
Spill Emergency Response Plan for the New WDR Requirement	FSSup	DTS, FS Staff	Jan-23	Jun-23	Completed
Support San Dieguito Film/Book Project	ADS	DFA, GM	Sep-22	Jun-23	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	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	Completed
FY23 Gravity Pipeline Rehabilitation					
Design	DTS	GM, FSS, DE	Jul-22	Sep-22	Completed
Bid Project	DTS	GM, FSS, DE	Oct-22	Dec-22	Completed
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	GM, FSS, DE	Jul-22	Dec-22	Completed
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	Completed
<b>Additional Items/Accomplishments:</b>					
Title XVI WIIN 2022 Grant Award Through NSDWRC	GM	DTS	Aug-22	Aug-22	Completed
Emergency Realignment of Secondary Effluent (B1) Force Main	DTS	PC, FSS, DE	Nov-22	Mar-23	Completed
Awarded SDIRWM 2022 Proposition 1 Grant Through NSDWRC	GM	DTS	Jan-23	Jan-23	Completed
Emergency Repair of Inlet Valve for Leucadia PS Emergency Basin	DTS	FSS	Feb-23	Feb-23	Completed

**MEMORANDUM**

**DATE:** July 6, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2024 (FY24) LWD Tactics and Action Plan

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**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Adopt the FY24 Leucadia Wastewater District (LWD) Tactics and Action Plan.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

As you are aware, the Board of Directors originally adopted the LWD Strategic Plan in July 2005 and it was most recently updated in 2015. In order to maintain the Strategic Plan as a "living" document, staff annually develops a Tactics and Action Plan which develops goals associated with the Plan's four strategic areas:

1. Financial
2. People
3. Services
4. Infrastructure & Technology

For FY24, staff has developed an ambitious plan that includes 105 tactical goals. A copy of the FY24 Tactics and Action Plan is attached for your review. Staff will provide a brief overview of the plan at the Board of Directors meeting.

PJB:

Attachment

**Leucadia Wastewater District**  
**Fiscal Year 2024**  
**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 2024 Audit					
Close Books, Prepare Trial Balance & Supporting Schedules	DFA	AT, ADS	Jul-23	Sep-23	Not Started
Coordinate with & Respond to Auditors	DFA	AT, ADS, EA, GM	Jul-23	Dec-23	Not Started
Audit Report to Board	DFA	GM, ADS, AS	Dec-23	Dec-23	Not Started
FY 2025 Budget					
Initial Data Collection	DFA	DTS, FSS, EA, ADS, FSSup, PC	Jan-24	Mar-24	Not Started
Board Workshop	DFA	GM, DTS, FSS, EA, ADS, FSSup, PC	May-24	May-24	Not Started
Budget Approval	DFA	GM	Jun-24	Jun-24	Not Started
Finance Policy Reviews					
Procurement Policy	DFA	DTS, GM, ADS, EA	Aug-23	Aug-23	Not Started
Investment Policy	DFA	ADS, GM, EA	Jul-23	Aug-23	Not Started
Reserve Policy	DFA	ADS, GM, EA	Feb-24	Feb-24	Not Started
Sewer Rate Increase Notification & Hearing					
Issue Notification in Compliance with Prop 218	DFA	ASsup, AS, RTP	Feb-24	Mar-24	Not Started
Review Written Protests	DFA	GM, ASsup	Mar-24	Apr-24	Not Started
Hold Public Hearing in Compliance with Prop 218	DFA	ASsup, EA, AS	Jun-24	Jun-24	Not Started
Financial Awards					
Apply for GFOA Financial Reporting Award	DFA	AT	Dec-23	Jan-24	Not Started
Financial Plan Tracking Update					
Community Choice Aggregation (Electricity) Update	DFA	FSS	Jul-23	Jul-23	Not Started
Internally Update District's Financial Plan	DFA	GM	Nov-23	Feb-24	Not Started
Recycled Water Workshop	GM	DFA	Aug-23	Dec-23	Not Started
CalPERS Actuarial Valuation & Associated Liabilities					
Coordinate with Actuary to Complete OPEB Valuation	DFA	AT	Jan-24	Apr-24	Not Started
Complete Deferral Schedules and Record in Accounting	DFA	AT	May-24	Jun-24	Not Started
Provide Update on CalPERS	DFA	AT	Apr-24	Jun-24	Not Started

## 2. People

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	DFA	ADS, Pickering Ins Brokers	May-24	May-24	Not Started
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Oct-23	Feb-24	Not Started
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Sep-23	Jan-24	Not Started
Fire Extinguisher Training	FSS	All Staff	Jul-23	Aug-23	Not Started
Conduct Sewer Spill Estimation Training	FSS	FSSup, FS Staff	May-24	Jun-24	Not Started
Administration Policy Updates/Annual Reviews					
Board Policy Binders	EA	AS	Sep-23	Nov-23	Not Started
Board Staff Relations Policy	DFA	GM, ADS	Nov-23	Jan-24	Not Started
Workplace Violence Prevention Policy	DFA	GM, ADS, DTS, EA	Aug-23	Nov-23	Not Started
Review Integrated Travel Authorization and Expense Reimbursement Policy	DFA	GM, ADS, DTS, EA	Sep-23	Dec-23	Not Started
Human Resources Policy Manual	DFA	GM, ADS, DTS, EA	Jan-24	Apr-24	Not Started
Conduct Salary Survey (In-house)	DFA	ADS, AS	Jan-24	Apr-24	Not Started
Conduct Team Building Workshop	GM	DFA, EA, ADS	Oct-23	Dec-23	Not Started
Conduct Strategic Planning Workshop	GM	Board, DFA	Nov-23	Mar-24	Not Started
Emergency Response					
Conduct an Emergency Response Drill/Training	ADS	All Staff	Sep-23	Nov-23	Not Started
LWD's Safety Program					
Review existing Safety Programs & Policies	DFA	GM, DTS, FSS, FSSup, Safety Committee	Jul-23	Jan-24	Not Started
Update existing Safety Programs & Policies	DFA	GM, DTS, FSS, FSSup, Safety Committee	Jan-24	Jun-24	Not Started
Conduct Employee Interviews					
Conduct Employee Satisfaction Survey	GM	DFA, ADS	Nov-23	Dec-23	Not Started
Compensation	GM	DFA, ADS	May-24	Jun-24	Not Started
Leadership Coaching	GM	Management Staff	Jul-23	May-24	Not Started
Employee Recognition					
Annual Employee BBQ	EA	ADS, AS	Jul-23	Jul-23	In Progress
Holiday Function	EA	ADS, AS	Aug-23	Dec-23	Not Started

### 3. Services

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Smoke Testing	FSSup	FSS, FS Staff	Mar-24	Jun-24	Not Started
FOG Inspections - Complete 30	PC	PC, FS Staff	Jul-23	Jun-24	Not Started
Hydro Clean and CCTV La Costa Ave	FSSup	FSS, FS Staff	May-24	May-24	Not Started
Vector Control	FSSup	FSS, FS Staff	May-24	May-24	Not Started
Root Control	FSSup	FSS, FS Staff	May-24	May-24	Not Started
Rehab Pump & Motor (Batiqitos)	FSS	FSSup, FS Staff	Sep-23	Apr-24	Not Started
Exercise FM and Air Vacs Valves	FSS	FSSup, FS Staff	Sep-23	Sep-23	Not Started
Test Overflow Basin pump at Leucadia Pump Station	FSS	FSSup, FS Staff	Aug-23	Aug-23	Not Started
Conduct Backflow Testing at Omni La Costa Resort	FSS	DTS, FSSup	Jul-23	Oct-23	Not Started
Reporting					
Submit Quarterly Recycled Water Reports	FSS	DTS, FSSup	Jul-23	Jun-24	Not Started
Submit Collection System Annual Report	FSS	DTS, FSSup	May-24	Jun-24	Not Started
Submit Stormwater Annual Report	FSS	DTS, FSSup	May-24	Jun-24	Not Started
Bypass Pumping Drills					
Batiqitos Pump Station	FSSup	FSS, FS Staff	Oct-23	Oct-23	Not Started
Leucadia Pump Station	FSSup	FSS, FS Staff	Sep-23	Sep-23	Not Started
Village Park 5 Pump Station	FSSup	FSS, FS Staff	Jan-24	Jan-24	Not Started
Encinitas Estates Pump Station	FSSup	FSS, FS Staff	Mar-24	Mar-24	Not Started
Detachment of Service Areas (currently being serviced by Carlsbad)					
Treviso Community (near Poinsettia bridge)	PC	DFA, DTS	Jul-23	Mar-24	In Progress
Ponto State Beach Area	PC	DFA, DTS	Jul-23	Mar-24	In Progress
Black Skimmer Drive Community	PC	DFA, DTS	Jul-23	Mar-24	In Progress
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Nov-23	Dec-23	Not Started
Office Equipment					
Execute Copy Machine Lease	ADS	EA, AS	Feb-24	Jun-24	Not Started
Dispose of Obsolete IT Equipment	DFA	ADS, AS	Jun-23	Dec-23	Not Started
SSMP Audit	FSS	FSSup, PC	Sep-23	Nov-23	Not Started
Public Outreach Services					
Develop Relevant Social Media Content	ADS	RTP, GM, DFA, FSSup, FS Staff	Jul-23	Jun-24	Not Started
LWD Teacher Grant Program	ADS	AS, RTP	Aug-23	Nov-23	Not Started
Write, Design, Print & Mail 2023 Fall Newsletter	ADS	AS, RTP	Jul-23	Oct-23	Not Started
Write, Design, Print & Mail 2024 Spring Newsletter	ADS	GM, DFA, EA, AS, RTP	Jan-24	May-24	Not Started
Continue to Review and Post New Videos to Website	ADS	RTP, GM, DFA, DTS, FSSup, EA, AS	Jul-23	Jun-24	Not Started
Evaluate the development of photo contest for grades 7th - 12th	ADS	DFA, AS, RTP	Jan-24	Mar-24	Not Started
al. Option to Provide On-Site Hydro/CCTV Vehicle Demos to Local Schools	DFA	FS Staff, ADS, AS, RTP	Jul-23	Jun-24	Not Started
Awards					
Apply for CWEA Awards	FSS	DTS, DFA, FSSup	Oct-23	Nov-23	Not Started
Apply for CSDA District of Transparency	EA		Apr-24	Jun-24	Not Started
Apply for CSDA District of Distinction	EA		Apr-24	Jun-24	Not Started
Records Retention					
Review Stored Records and Destroy Those Past Retention Period	EA	AS, ADS	Jul-23	Oct-23	Not Started
Evaluate Electronically Storing Accounts Payable Documentation	DFA	AT	Jul-23	Jun-23	Not Started

#### 4. Infrastructure and Technology


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

Tactics		Leader	Team	Start Date	Completion Date	Status/Comments
Diana Pump Station Upgrade	Obtain Easement	DTS	GM, PC, FSS, DE	Jul-23	Sep-23	In Progress
	Project Design	DTS	GM, PC, FSS, DE	Oct-23	Jan-24	Not Started
	Environmental	PC	GM, DTS, FSS, DE	Jan-24	Apr-24	Not Started
	Bid Project	PC	GM, FSS, DE	May-24	Jun-24	Not Started
FY2023 Gravity Pipeline Rehabilitation	Construction	PC	GM, DTS, FSS, DE	Jul-23	Aug-23	In Progress
Village Park No. 7 PS Replacement	Construction	DTS	GM, FSS, DE	Jul-23	Aug-23	In Progress
FY24 Gravity Pipeline Rehabilitation (Manholes)	Design	PC	GM, DTS, FSS, DE	Jul-23	Sep-23	Not Started
	Bid Project	PC	GM, DTS, FSS, DE	Oct-23	Nov-23	Not Started
	Construction	PC	GM, DTS, FSS, DE	Dec-23	Jun-24	Not Started
Rancho Verde Pump Station Rehabilitation	Design	PC	GM, DTS, FSS, DE	Jul-23	Aug-23	In Progress
	Bid Project	PC	GM, DTS, FSS, DE	Sep-23	Oct-23	Not Started
	Construction	PC	GM, DTS, FSS, DE	Nov-23	Jun-24	Not Started
Leucadia PS (L1) Force Main Condition Assessment	Design	PC	GM, DTS, FSS, DE	Oct-23	Nov-23	Not Started
	Bid Project	PC	GM, DTS, FSS, DE	Dec-23	Jan-24	Not Started
	Construction	PC	GM, DTS, FSS, DE	Feb-24	Jun-24	Not Started
San Marcos Creek Crossing Repair Evaluation	Execute Agreement for Monitoring	PC	GM, DTS, FSS, DE	Jul-23	Jul-23	Not Started
	Data Collection	PC	GM, DTS, FSS, DE	Jul-23	May-24	Not Started
	Evaluation	PC	GM, DTS, FSS, DE	Jun-24	Jun-24	Not Started
Batiquitos PS Emergency Basin Project	Design	PC	GM, DTS, FSS, DE	Nov-23	Mar-24	Not Started
	Bid Project	PC	GM, DTS, FSS, DE	Apr-24	May-24	Not Started
	Construction	PC	GM, DTS, FSS, DE	Jun-24	Jun-24	Not Started
Purchases	Purchase Traffic Control Truck	FSS	FSSup, FS Staff	Aug-23	Feb-24	Not Started
	Purchase Spare Conditioning Pump (Leucadia)	FSS	FSSup, FS Staff	Oct-23	Dec-23	Not Started
	Purchase New Vactor Truck	FSS	FSSup, FS Staff	Aug-23	May-24	Not Started
	Purchase Reclaim Water Supply Pump	FSS	FSSup, FS Staff	Oct-23	Dec-23	Not Started
Administration Building and Facility Updates	Carpet Replacement (2nd Floor)	PC	FSSup, FS Staff	Jul-23	Jan-24	Not Started
Replace Audio and Visual Equipment	Purchase	DTS	GM, DFA, ADS, EA	Jul-23	Aug-23	Not Started
	Install	DTS	GM, DFA, ADS, EA	Sep-23	Nov-23	Not Started
Replace Network Equipment	Purchase	DTS	EA, ADS	Jul-23	Aug-23	Not Started
	Install	DTS	EA, ADS	Sep-23	Oct-23	Not Started

## MEMORANDUM

Ref: 23-8429

**DATE:** July 6, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Electricity Rate Update



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### RECOMMENDATION:

Staff recommend that the Board of Directors:

1. Discuss and provide direction, as appropriate.

### DISCUSSION:

This item is a follow-up to Director Saldana's questions at the Board Budget Workshop in May regarding sharp increases in electricity costs.


In 2021 the City of Carlsbad joined the Clean Energy Alliance (CEA) and the City of Encinitas joined San Diego Community Power (SDCP), both of which are Community Choice Aggregators (CCA). CCAs are Joint Power Authorities formed to procure electricity generation for their customers. As part of their enrollment, all SDG&E customers were automatically opted-in to the CCAs, unless a customer manually opted-out. SDG&E continues to transmit the electricity through its existing power lines, and provide meter reading, billing, and line maintenance services.

The District has 12 electricity accounts, half in Carlsbad and half in Encinitas. In June 2021 the Board reviewed the CEA rate options for Carlsbad accounts and chose the 100% renewable energy option. In June 2021, five of LWD's SDG&E accounts in Encinitas were automatically enrolled in SDCP's 100% renewable energy option. The sixth SDG&E account in Encinitas, Batiquitos Pump Station, was automatically enrolled in SDCP in the fall of 2022.

Staff will present an overview of the District's electrical rate analysis at the upcoming meeting and is seeking direction from the Board on the best path forward.

reg:PJB

**MEMORANDUM**

**DATE:** July 6, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** CSDA Board of Directors 2023 Election

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**RECOMMENDATION:**

1. Discuss and take action as appropriate.

**DISCUSSION:**

LWD recently received a California Special Districts Association (CSDA) electronic ballot for the 2023 election. There is one seat (Seat C) open for the southern network region. The candidates are the following:

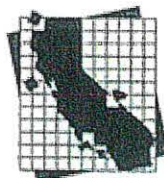
- Arlene Schafer, Costa Mesa Sanitary District, (incumbent)
- Al Nederhood, Municipal Water District of Orange County
- John Skerbelis, Rubidoux Community Services District

Attached for your review are copies of the CSDA electronic ballot information and the candidate statements (Attachment A). The electronic ballot is due by 5:00PM on Friday, July 14, 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 cast the electronic vote based on the Board's action by the due date.

Attachment

tb:PJB



Home

How It Works

Logout **Paul Bushee**

## CSDA Board of Directors Election Ballot - Term 2024 - 2026; Seat C - Southern Network

### Please vote for your choice

Choose **one** of the following candidates:

- \*Arlene Schafer, Director, Costa Mesa Sanitary District (incumbent)
- Al Nederhood, Director, Municipal Water District of Orange County
- John Skerbelis, Director, Rubidoux Community Services District

\*Incumbent

☐

**Arlene Schafer\***

[\[view details\]](#)

☐

**Al Nederhood**

[\[view details\]](#)

☐

**John Skerbelis**

[\[view details\]](#)

Continue

Cancel



California Special  
Districts Association  
*Districts Stronger Together*

## 2023 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Arlene Schafer

District/Company: Costa Mesa Sanitary District

Title: Board of Directors – Vice President

Elected/Appointed/Staff: Elected

Length of Service with District: 25 Years

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

I served on CSDA Board of Directors and several committees including chair of the membership and professional development committees and served on the legislative and fiscal, and I served on the Alliance Executive Council. I have completed the Special District Leadership Academy, Good Governance Foundation workshop and I attend the annual conference and Legislative Days.

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

I have been associated with the Solid Waste Association of North America (SWANA) of Southern California, and the Independent Special Districts of Orange County (ISDOC) and

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

I am a current member of the Board of Directors for CSDA Finance Corporation, and I am the former Vice President of ISDOC and the former commissioner of the Orange County Local Formation Commission (LAFCO). I am also the former Mayor of the City of Costa Mesa.

4. List civic organization involvement:

Harbor Mesa Lions Club, Costa Mesa Chamber of Commerce, Ambassador for the City Costa Mesa during special events.

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

## **Candidate Statement**

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

It has been an honor serving you on CSDA's Board of Directors for the past nineteen years. I have had the privilege of establishing long lasting relationships with local officials that forged an organization to become one of the leading advocacy groups in California on statewide and national issues. I am proud of my past and current board members for the accomplishments we achieved to enhance special district's visibility in the capital, as well as broadening educational opportunities to help you govern effectively and openly. There is much more important work to be done, so I humbly ask for your trust and support in re-electing me to Seat C of the Southern Network.

I believe we are approaching a year that could have an everlasting effect on the way we provide services. It is very likely the November 2024 Statewide Ballot will have Initiative 21-0042A1, which is now Initiative 1935. If approved by the voters, this initiative will significantly restrict how we fund critical services like fire, parks, libraries, sewers, water, etc. Initiative 1935 will jeopardize the ability of special districts to deliver essential services, which is why as your CSDA representative I am committed to helping defeat this deceptive and dangerous measure.

In addition to my advocacy efforts, I believe CSDA provides some of the best training and professional development programs for local government officials. I will continue serving on the Professional Development Committee to work with CSDA staff and others on making sure you continue receiving top quality workshops, seminars, and conferences. I hope I earned your trust by voting for me by **July 14, 2023**.



**California Special  
Districts Association**  
*Districts Stronger Together*

2023 CSDA BOARD CANDIDATE INFORMATION SHEET The following information MUST accompany your nomination form and Resolution/minute order:

Name: Albert M. Nederhood

District/Company: Municipal Water District of Orange County (MWDOC)

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 2 years with MWDOC, 4 years with Yorba Linda Water District as elected Board Member

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.): I have attended most of the quarterly meetings for ISDOC (Independent Special Districts of Orange County) over the last 6 years. I spent 2 years working with Jim Fisler and Saundra Jacobs (both past ISDOC Presidents) to successfully revise the Special District dues structure created in 2000 to more accurately and fairly reflect revenue and dues payable to LAFCO. As part of this process I attended virtually all ISDOC Board meetings for 2 years.
2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.): Over the last 6 years I have attended most of the conferences held by the Urban Water Institute, ACWA, the Colorado River Water Users, as well as many Metropolitan Water District Board meetings.
3. List local government involvement (such as LAFCo, Association of Governments, etc.): For the 2 years that it took to initiate, revise and successfully change the LAFCO dues required of Special Districts in Orange County, I attended virtually all of the monthly OC-LAFCO meetings.
4. List civic organization involvement: I was elected twice and served on the Yorba Linda Water District Board, a Special District. I've actively participated in the WACO (Water Advisory Committee of Orange County) both in attendance and planning of the meetings.



# **Al Nederhood**

## **MWDOC Board**

### **Elect to CSDA Board**

### **Southern Network**

### **Seat C**

#### **Professional & Personal History**

6 Years as Elected Official for Special Districts, Yorba Linda Water District (YLWD) & Municipal Water District of Orange County (MWDOC)

LAFCO dues revision through Independent Special Districts of Orange County. First revision after 20 years saving small districts thousands of dollars annually.

Heli-Hydrant sponsor, supporter creating nations first system (helicopter enabled fire suppression in wild-fire zones)

President of a Non-Profit

30 years of Senior Management Leadership positions with nationally known firms

President of an Educational Institution with \$100 million in revenue, 500 staff and 5000 students.

BA, Long Beach State  
MA, Central Michigan University

Retired, Married for 50+ years, 4 kids and 12 grandkids

#### **Why should you vote for Al Nederhood?**

Here's a sample of my history of measurable change created by active questioning and positive decision making based on the facts.

Seven years ago, I identified, initiated, and transformed an outdated LAFCO dues system on behalf of special districts in Orange County. The dues structure was developed in 2002 by ISDOC to fulfill their legal responsibility, but over time, it resulted in small districts subsidizing the large districts.

After two years of working with my fellow Special Districts, the new dues structure was unanimously approved and implemented. This effort created a balanced and proportionate LAFCO dues structure for Special Districts throughout the county, saving smaller districts with smaller operating budgets thousands of dollars each year.

As a Board Member for Yorba Linda Water District we investigated and implemented the nation's first Heli-hydrant to modernize fighting wild fires. YLWD now has two heli-hydrants with a third in development with Metropolitan Water District.

**I would appreciate your Board voting for me, Al Nederhood.**

If you want to contact me:

**Al Nederhood**

**MWDOC, Director Division One**

**[anederhood@mwdoc.com](mailto:anederhood@mwdoc.com)**

**C. 714-261-3964**



California Special  
Districts Association  
*Districts Stronger Together*

## 2023 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: John Skerbelis  
District/Company: Rubidoux Community Services Dist  
Title: Vice President  
Elected/Appointed/Staff: Elected  
Length of Service with District: 12 Years

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

None

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

None

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

Past member of Riverside County Solid Waste  
Advisory Committee 7 Years

4. List civic organization involvement:

Riverside County Dept of Environmental Health  
Community Clean ups and Illegal Dumping



June 20, 2023

**TO:** CASA Member Agencies  
**FROM:** Georgean Vonheeder-Leopold, President  
**SUBJECT:** **CASA ANNUAL BUSINESS MEETING—AUGUST 9-11, 2023**  
**Manchester Grand Hyatt, San Diego, CA**

CASA will hold its annual business meeting during the August 9-11, 2023, Annual Conference at the Manchester Grand Hyatt. The meeting will be held in-person on Thursday, August 10. The agenda for the meeting is as follows:

#### **Election of the Directors for FY 2023-24**

The membership will be asked to approve a slate of four nominees for the open seats on the Board of Directors. The Directors will serve three-year terms. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are:

- Roger Bailey, Central Contra Costa Sanitary District
- Craig Murray, Carpinteria Sanitary District
- Melissa Thorne, Santa Lucia Preserve Community Services District
- Scott Goldman, South Coast Water District

Brief biographies of the nominees are attached. The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President. If elected, the four Directors will join eight incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Dave Richardson of Woodard & Curran, to a one-year term. The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms. **The election will take place by written ballot at the conference. Agency representatives attending the meeting may cast their votes up until 5:00 p.m. on Thursday, August 10, 2023. Electronic submission of ballots in advance of the conference is also encouraged.**

#### **Approval of the Dues Resolution: Proposed 3% Increase**

The proposed dues resolution includes an increase of approximately 3% for both agency members and associate members. In FY 2023, CASA requested a 5% increase in dues, however CASA did not increase dues in FY 2022 and only made revenue neutral dues tier adjustments in FY 2021. A 3% dues increase will ensure that CASA is able to keep up with record high inflation and rising costs and continue to deliver high quality services and advocacy on behalf of our members. The members will be asked to approve the dues resolution during the Annual Business Meeting.

#### **Other Informational Items**

In addition to the action items above, upon request, members can receive a copy of the adopted FY 2024 Budget, approved by the Board on May 24, 2023, and the year-end FY 2023 Treasurer's Report. The FY 2024 budget development process included a thorough review of revenues and expenditures by the CASA Board and staff, as well as an assessment of CASA's ability to maintain and enhance its delivery of services to our members.

## Message from the President

During my term as President, I am happy to report that CASA has continued to thrive and grow! I have enjoyed working with all of our member agencies and CASA staff throughout the year and truly believe this organization is stronger than ever.

This year has also been marked by transitions. Last year we welcomed new Legislative and Regulatory Analyst Spencer Saks to the team, and this year we are thrilled to introduce Shacara Gamboa as our new Manager of Association Services! In June, we say goodbye to one of CASA's longest tenured and well known team members, Debbie Welch, who we wish all the best in her retirement. We were pleased to welcome Sandeep Karkal of the Novato Sanitary District and Dave Pedersen of the Las Virgenes Municipal Water District to the CASA Board of Directors this past year. We also mourned the loss of former CASA Board Presidents Harry Price and Dave Williams, who were both pivotal to CASA's development as an organization. They will truly be missed.

We welcomed several new members this past year, and now have more local agency members (134) than at any time in the history of the organization! We appreciate all the contributions of our associate and agency members and all the support, expertise and time they provide to making CASA such a great group. We could not do it without you.

Our CASA LEAD Mentorship Program (now entering its third year) has been highly successful and introduced a whole new generation of future leaders to CASA. We are also celebrating the launch of our professional development and human resource (HR) specific workgroup and LISTSERV. This new group will be critical in helping support workforce-related efforts, including the upcoming high-road training partnership grant.

We have so much to celebrate in CASA's advocacy work as well. CASA is again co-sponsoring state legislation with our environmental partners to address PFAS, this time focusing on removal of these chemicals from cleaning products. We are also working on identifying and securing bond funds for water and wastewater projects, sponsoring legislation to modernize accounting procedures in the Sanitary Districts Act, and much more. We are celebrating the introduction of the WIPes act at the federal level, designed to federally codify the wipes labeling standards CASA recently pioneered in California.

As part of CASA's expansive regulatory programs, we are very proud of our work on the sanitary sewer system waste discharge requirements (SSS WDR) re-issuance, and our essential training programs with the Clean Water Summit Partners that followed. We also continue to expand our reach and advocacy on issues related to Air, Climate Change and Energy (ACE), at a time when high priority issues like implementation of the advanced clean fleets rule and air toxics monitoring are increasingly relevant for clean water agencies. While CASA continues to expand our virtual workshop and meeting opportunities, we have returned to full in-person conferences, and are once again hosting in person committee and workgroup meetings throughout the year. It has been wonderful to see everyone gathering together again!

It has been an honor to serve as your President this past year and I am proud of all the great work CASA continues to do as the voice of the clean water sector in California.



Georgean Vonheeder-Leopold  
CASA President

### **Roger Bailey, Central Contra Costa Sanitary District**



Roger is General Manager at the Central Contra Costa Sanitary District, where he has been since 2013. Before joining CentralSan, Roger served as the head of the City of San Diego Public Utilities Department. Prior to joining the City of San Diego, he served as Deputy City Manager and Utilities Director for the City of Glendale, Arizona and other leadership positions across the country. Roger is a registered professional engineer in Arizona and Florida, and holds an M.S. and B.S. in Civil Engineering from Florida A&M University as well as a B.S. degree in Physics and Mathematics from the University of Winnipeg, Canada. Roger has been a member of the CASA Board since 2018.

### **Craig Murray, Manager, Carpinteria Sanitary District**



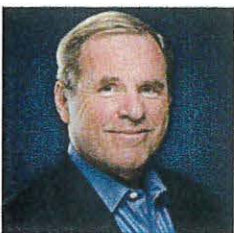
Craig is General Manager of the Carpinteria Sanitary District, where he has been since 2004. He is a registered Civil Engineer in California and active in numerous professional organizations. Prior to his appointment as the District General Manager he worked as a consulting engineer serving municipal water and wastewater clients. Craig was a member of the CASA Utility Leadership Committee until 2017, is part of SCAP and CSRMA leadership. Craig has been a member of the CASA Board since 2020.

### **Melissa Thorne, Santa Lucia Preserve CSD**



Melissa Thorne is a Board member for the Santa Lucia Preserve CSD, which joined CASA in 2019. Melissa has been an active part of CASA since the early 1990's and was previously a CASA Staff member as Director of Regulatory Affairs. Melissa is also an attorney with more than 30 years of experience focused on water quality and representing local government agencies, including CASA members. Melissa has been a long-time active participant and member of the CASA Attorneys Committee and Federal Legislative Committee. She holds a B.S. in Environmental and Systematic Biology from California Poly San Luis Obispo, an M.S. in Graduate Group in Ecology from UC Davis, and a J.D. from UC Davis School of Law.

### **Scott Goldman, South Coast Water District**



Scott was elected to the Board of the South Coast Water District (SCWD) in 2020 and currently serves as the Vice President. He was also appointed to the South Orange County Wastewater Authority Board as the representative for SCWD in 2021. Scott was previously on the Board of Directors of the El Toro Water District (ETWD) for 18 years and, was appointed to the South Orange County Wastewater Authority (SOCWA) Board as the representative for ETWD for 16 years. Scott is a Senior Principal of Woodard & Curran and has nearly 40 years of professional experience as an environmental engineer. He holds a B.S. degree in Water Resource Engineering from UCLA, a M.S. degree in Environmental Engineering from USC, and is a registered Civil Engineer in the States of California, Arizona and Nevada. Scott is a former CASA Board Member (2015-2019) and has been active in the CASA State Legislative Committee for many years.



# CALIFORNIA ASSOCIATION of SANITATION AGENCIES

925 L Street Suite 200 • Sacramento, CA 95814 • TEL: (916) 446-0388 • [www.casaweb.org](http://www.casaweb.org)

## OFFICIAL BALLOT

The voting members of the California Association of Sanitation Agencies (CASA) are requested to cast their votes on the following important actions:

### **Board of Directors FY 2024**

The Nominating Committee and the Board of Directors recommend election of the following slate of Directors to the four available Board seats:

Roger Bailey, Central Contra Costa San District (Manager - North)  
Craig Murray, Carpinteria Sanitary District (Manager - South)  
**Melissa Thorne, Santa Lucia Preserve CSD (Director - North)**  
**Scott Goldman, South Coast Water District (Director - South)**

Please check one:

- ☐ Approve the slate of Directors  
☐ Do not approve the slate of Directors

### **Dues Resolution FY 2024 (See below Proposed Resolution No. 23-213)**

Please check one:

- ☐ Approve the Dues Resolution  
☐ Do not approve the Dues Resolution

Please mark this Official Ballot for approval or disapproval and then insert the voting agency name and your name and sign your name and date below where indicated.

In order to be counted, this original completed, signed and dated Official Ballot **must be returned to CASA by 5:00 p.m. on Thursday, August 10, 2023.** Materially incomplete or illegible ballots will not be counted.

Date: \_\_\_\_\_

\_\_\_\_\_  
Insert name of CASA Member Agency

\_\_\_\_\_  
E-Signature of CASA Member Agency representative

\_\_\_\_\_  
Insert name of representative

**Electronic Submission is preferred. Please send ballot to Cheryl MacKelvie at [cmackelvie@casaweb.org](mailto:cmackelvie@casaweb.org).**



## 2024 CASA Annual Membership Dues

Annual membership dues shall be determined as follows:

1. **Active Member.** Dues are based on the member agency's annual operations and maintenance budget. The dues schedule for calendar year 2024 shall be:

### Agency Operations & Maintenance Budget FY 2023-24

1.	Up to \$500,000	\$980
2.	Between \$500,001 - \$1,000,000	\$1,860
3.	Between \$1,000,001 - \$1,500,000	\$2,730
4.	Between \$1,500,001 - \$2,000,000	\$3,555
5.	Between \$2,000,001 - 2,500,000	\$4,380
6.	Between \$2,500,001 - 3,000,000	\$5,410
7.	Between \$3,000,001 - 3,500,000	\$6,490
8.	Between \$3,500,001 - \$4,000,000	\$7,570
9.	Between \$4,000,001 - 4,500,000	\$8,655
10.	between \$4,500,001 - \$5,000,000	\$9,735
11.	Between \$5,000,001 - \$10,000,000	\$14,730
12.	Between \$10,000,001 - \$20,000,000	\$18,540
13.	Between \$20,000,001 - \$100,000,000	\$22,145
14.	Over \$100,000,000	\$30,385

2. **Associate Member.** Dues for associate members shall be:

Associate Number of Employees		2024 Dues
1.	Employer with 1-5 employees	\$510
2.	Employer with 6-15 employees	\$1,020
3.	Employer with 16-29 employees	\$1,515
4.	Employer with 30-74 employees	\$2,025
5.	Employer with 75-120 employees	\$2,555
6.	Employer with over 121 employees	\$3,070

3. **Honorary Member.** There shall be no dues for honorary members.

Adopted by the California Association of Sanitation Agencies by electronic ballot and announced at the annual conference held in San Diego at the Manchester Grand Hyatt on August 11<sup>th</sup>, 2023.

ATTEST:

Craig Murray  
Secretary - Treasurer



## 2024 DESIGNATION OF AGENCY REPRESENTATIVES

The bylaws of the California Association of Sanitation Agencies (CASA) provide that each voting member of the Association shall designate in writing the individual who shall exercise the voting rights and other privileges on behalf of the member agency, and two alternates to that individual as well. (Article II, Section 1.)

Please designate your agency's representative and two alternates and return this form to CASA. You may revise or update this designation at a future date.

\_\_\_\_\_  
Type or print name of Agency Representative

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Type or print name of Alternate #1

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Type or print name of Alternate #2

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address

Submitted by:

Date:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

**CONSENT TO ELECTRONIC TRANSMISSION**

As a member of the CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) your written consent is required in order to receive official communications from, and/or to send official communications to, CASA by electronic transmission (i.e. email).

This consent form will allow CASA to send you meeting notices, ballots, conduct meetings, and handle other official business that requires member or board approval, by electronic transmission. It also allows you to send the same types of information to CASA via electronic transmission.

Before signing this consent form, please review and be aware of the following:

1. You are not required to sign this form. You may request that meeting notices, ballots, and other matters of official business be sent to you via regular mail.
2. You have the right to withdraw your written consent at any time after signing this form by providing CASA with written notice that you are withdrawing your consent relative to electronic transmission.
3. This consent to electronic transmission is broad, and may include transmission of meeting notices, ballots, and other important information regarding CASA. It also allows CASA to conduct meetings via electronic transmission, although that will not be a frequent occurrence. This consent form represents consent under both California Corporations Code 20 and 21 (transmission from and to CASA). This consent form also meets the requirements for consent under the federal Electronic Signatures in Global and National Commerce Act (15 U.S.C. Sec. 7001(c)(1)).
4. Consenting to electronic transmission via email requires that you have access to a computer, have a current email account, and have provided your current email address to CASA.

The undersigned CASA member representative has read and understands the foregoing, and hereby provides this written consent to receive and send information, including but not necessarily limited to meeting notices, ballots, and other information regarding CASA, via electronic transmission (i.e. email), until such time as this consent is revoked in writing. This consent also allows CASA to conduct meetings via electronic transmission.

Insert Agency Name: \_\_\_\_\_

E-Signature of Member Agency Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Insert name and title: \_\_\_\_\_

\*Email address for official CASA notices:

\_\_\_\_\_

**PLEASE EMAIL THIS FORM TO [CMACKELVIE@CASAWEB.ORG](mailto:CMACKELVIE@CASAWEB.ORG).**

\*Please indicate if you do not have access to (or do not want) this type of transmission