



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, December 13, 2023
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 vote of the Board. All agenda materials can be accessed at the District website at <https://www.lwwd.org/agendas/board> and are also available for public inspection in the Administration Office located at 1960 La Costa Avenue, Carlsbad, CA 92009 during normal business hours.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Executive Assistant at (760) 753-0155. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentation and Awards**
 - A. Adopt Resolution No. 2409 – In Appreciation of Steve Krason For His Outstanding Service and Commitment to the Leucadia Wastewater District. (Pages 6-8)
 - B. Professional Achievement Award – CWEA Grade 2 Certification for Johnny Montoya. (Pages 9-10)
 - C. Professional Achievement Award - 20 Year Service Award for Robin Morishita. (Page 11)
 - D. Organizational Achievement Award - Four Years No Spills. (Page 12)

CONSENT CALENDAR

Items 7-13 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

November 8, 2023 Board Meeting (Pages 13-19)
December 6, 2023 Engineering Committee Meeting (Pages 20-21)
December 6, 2023 Human Resources Committee Meeting (Pages 22-24)

8. Approval of Demands for November/December 2023

This item provides for Board of Directors approval of all demands paid from LWD during the month of November and a portion of December 2023. (Pages 25-35)

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 36-42)

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 43-50)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the months of October and November 2023. (Pages 51-52)

12. Receive and File the Annual Review of the Board-General Manager/Staff Relations Policy (Pages 53-57)

13. Receive and File the Fiscal Year (FY23) Audit of the District's 2019 Sewer System Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc. (Pages 58-68)

EWA REPORTS

14. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on November 15, 2023. (Page 69)
- B. An Encina Member Agencies Manager's Meeting was held on December 5, 2023. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Engineering Committee meeting was held on December 6, 2023. (Page 70)
- B. Human Resources Committee meeting was held on December 6, 2023. (Page 71)

C. Community Affairs Committee meeting was held on December 12, 2023. (Verbal)

ACTION ITEMS

16. Revised Workplace Violence Prevention Policy

Adopt Resolution No. 2407 approving LWD's Revised Workplace Violence Prevention Policy. (Pages 72-78)

17. Travel Authorization and Expense Reimbursement Policy

Adopt Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy. (Pages 79-87)

18. Proposed Increase for General Counsel Services (Pages 88-92)

19. Board of Directors Election of Officers (Page 93)

20. Discussion of Board of Directors Committee Assignments (Pages 94-100)

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

None.

22. Directors' Meetings and Conference Reports

The CSDA Quarterly Dinner was held November 16, 2023 at The Butcher Shop in Kearny Mesa. (Page 101)

23. General Manager's Report

24. General Counsel's Report

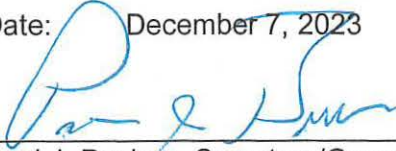
25. Board of Directors' Comments

26. Adjournment

AFFIDAVIT OF POSTING

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

Date: December 7, 2023



Paul J. Bushee, Secretary/General Manager


Board of Directors' Code of Conduct

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

Role of Staff

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

MEMORANDUM

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Resolution No. 2409 in Appreciation of Steve Krason for His Outstanding Service and Commitment to the Leucadia Wastewater District (LWD)**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Board Resolution No. 2409 as presented.

DISCUSSION:

As you are aware, LWD's Field Services Technician II Steve Krason, will retire on December 15, 2023, after 23 years of service at LWD. Over Steve's tenure, LWD accomplished numerous achievements due, in part, to Steve's dedication and hard work. Attached for your consideration is LWD's Board Resolution No. 2409, expressing appreciation to Steve for his outstanding service to LWD.

th:PJB

Attachment

RESOLUTION NO. 2409

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

WHEREAS, Steve Krason has been a valued member of the Leucadia Wastewater District (LWD) since December 18, 2001, and has contributed significantly to the district's success; and

WHEREAS, Steve currently serves with distinction as a Field Services Technician 2 for the District, showcasing his expertise and dedication in every aspect of his role; and

WHEREAS, Steve is credentialed with a Grade 2 Collection Systems Certificate, a Grade I Mechanical Technician certificate, and a Grade I Water Distribution certificate, exemplifying his commitment to professional development and excellence in his field; and

WHEREAS, Steve was duly recognized as the Collections Systems Person of the Year in San Diego County in 2006 by California Water Environment Association (CWEA), as Leucadia's Employee of the Year in 2007, Mechanical Technician of the Year in San Diego County in 2014 by CWEA, and runner up for Mechanical Technician of the Year in California in 2014 by CWEA, a testament to his exceptional work ethic and contributions to the District; and

WHEREAS, beyond his professional life, Steve is a father of two and a grandfather to two and known for his love of cooking, house projects, gardening, as well as being an avid fan of NASCAR and Nebraska Cornhusker football, demonstrating his well-rounded character and engagement with his community; and

WHEREAS, Steve has earned the reputation as the District's 'pump station guru', generously sharing his knowledge and expertise by training the entire field services staff on the operation and maintenance of the pump stations, thereby enhancing the capabilities and efficiency of the team; and

WHEREAS, Steve's creativity and attention to detail were notably demonstrated when he ingeniously solved a challenging situation by backing up a truck over a pressurized wastewater "geyser" on La Costa Avenue, thereby significantly reducing the environmental impact, and showcasing his innovative problem-solving skills; and

WHEREAS, Steve's unwavering dedication, exceptional skills, attention to detail and creative approaches have greatly benefited the Leucadia Wastewater District, its employees, and the community it serves;

NOW, THEREFORE, the Board of Directors of the Leucadia Wastewater District hereby extends their deepest gratitude and appreciation to Steve Krason for his twenty-three years of exemplary service and outstanding dedication to the District and wishes him continued success in all his future endeavors.

PASSED AND ADOPTED this 13th day of December 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Elaine Sullivan, President

Chris Roesink, Vice President

Donald F. Omsted, Director

Rolando Saldana, Director

Robert Pacilio, Director

Paul J. Bushee, General Manager
(SEAL)

MEMORANDUM

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Achievement of Individual Award



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

California Water Environment Association (CWEA) Collection System Maintenance Grade 2 Certification – Johnny Montoya

Field Services Technician II Johnny Montoya recently received his Grade 2 Collection System Maintenance certification from CWEA. Johnny has been working for the District since September 2021 and this is his third certification since his employment at the District. Johnny has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Johnny's desire to excel through continued professional development. As a result of this certification, Johnny is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Johnny for these outstanding accomplishments.

tb:PJB



TECHNICAL
CERTIFICATION
PROGRAM

Certificate of Competence

This is to certify

Johnny Montoya

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

COLLECTION SYSTEM MAINTENANCE GRADE 2

Certificate number: 1308236460

Expires: 10/31/2024

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

Charles Greely, President
California Water Environment Association



A handwritten signature in black ink, appearing to read 'John H. Vogel'.

John Vogel, Chair
Technical Certification Program

MEMORANDUM

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Achievement of Individual Award**



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

10 Year Service Award – Robin Morishita

Director of Technical Services, Robin Morishita, passed his 20th anniversary of employment at LWD on November 13, 2023. This milestone is a tribute to Robin's hard work, dedication, and commitment to LWD. Robin's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Robin is eligible for an incentive award of \$400.

Please join me in congratulating Robin for his outstanding accomplishment.

tb:PJB

MEMORANDUM

Ref: 24-8623

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Four Years No Spills**



It is my pleasure to announce that the Leucadia Wastewater District recently achieved an Organizational Objective under the Incentive Program. The achievement is as follows:

Achieve highest number of a consecutive year(s) without a reportable spill

One of the District's organizational goals is to protect our local environment, private and personal property and public assets. To achieve this goal, the District must not have a sewer spill for one consecutive year or multiple consecutive years. As of November 28, 2023, the District has achieved this goal by not having a spill for more than four years

Under the Incentive Program, staff is eligible for an incentive award of \$1,500 per employee for this accomplishment.

Please join me in congratulating LWD for this outstanding accomplishment.

tb:PJB

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

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

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Field Services Superintendent Marvin Gonzalez, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Supervisor Gabe Mendez, Field Services Technician Johnny Montoya, Mr. Scott Manno of Rogers, Anderson, Malody & Scott, LLP, and District resident Dawn Kubik

3. Pledge of Allegiance

Vice President Roesink 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 Pacilio	Yes

6. Presentations and Awards

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

GM Bushee reported that on October 15, 2023 staff completed four years without a lost time injury accident. This achievement meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,000 compensation award. He stated this award reflects staff's excellent attention to safety.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

October 11, 2023 Special Board Meeting
October 11, 2023 Regular Board Meeting
October 18, 2023 Community Affairs Committee Meeting
November 1, 2023 Engineering Committee Meeting
November 1, 2023 Investment & Finance Committee Meeting

8. Approval of Demands for September/October 2023

Payroll Checks numbered 231012-1 – 231101-18; General Checking Checks numbered 24888-24995

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

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

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending September 30, 2023.

12. Disclosure of Reimbursements

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

Upon a motion duly made by Vice President Roesink, seconded by Director Pacilio, 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 Pacilio	Yes

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Strategic Plan Report – Meeting held on October 19, 2023.

GM Bushee reported on EWA's October 19, 2023 Strategic Plan meeting.

B. EWA Board Report – Meeting held on October 25, 2023.

GM Bushee reported on EWA's October 25, 2023 Board meeting.

C. Encina Member Agency Manager's (MAM) - Meeting held on November 8, 2023.

GM Bushee reported on EWA's MAM November 8, 2023 meeting.

14. Committee Reports

A. A Community Affairs Committee meeting was held on October 18, 2023.

Director Saldana reported that the Community Affairs Committee (CAC) reviewed and commented on the final draft layout of the fall 2023 newsletter. The CAC suggested some minor edits and staff and Rising Tide Partners stated they would make the changes.

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

B. An Engineering Committee meeting was held on November 1, 2023.

Director Saldana reported that the Engineering Committee (EC) reviewed the following recommendation:

- Authorize the General Manager to execute a sole source agreement with Rockwell Solutions for the purchase of a Vaughan Submersible Chopper Pump as a spare conditioning pump for the Leucadia Pump Station in an amount not to exceed \$36,880.
- The EC also received an update on the San Marcos Creek Pipeline issue. This item was for informational purposes and no action was taken.

Both of these items will be discussed later in the agenda.

C. An Investment and Finance Committee meeting was held on November 1, 2023.

Director Omsted reported that the IFC reviewed a recommendation to receive and file the Fiscal Year 2023 Annual Comprehensive Financial Report.

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

ACTION ITEMS

15. Receive and file the Fiscal Year 2023 (FY23) Annual Comprehensive Financial Report conducted by Rogers, Anderson, Malody & Scott, LLP

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

Mr. Manno reviewed the responsibilities of the auditor and the audit process. He stated that the auditor's internal report indicated that the audit was a clean, unmodified opinion for the year ending FY23. He stated there were no instances of noncompliance with certain provisions of laws, regulations, contracts, and grant agreements that have a material effect on the determination of financial statement amounts.

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

Director Saldana asked Mr. Manno if there were any areas for improvement. Mr. Manno stated there were no major areas for improvement.

DFA Green then presented background information on the Annual Comprehensive Financial Report (ACFR). He provided a summary of the ACFR, highlighting the District's FY23 Revenues and Expenses, Unrestricted Reserve Balances, and FY23 Budget to Actual Expenses.

Director Saldana asked various questions regarding the ACFR. DFA Green answered his questions.

Director Pacilio asked if the District ever foresees a decrease in sewer fees. DFA Green explained how the Financial Plan and Asset Management Plan are used to forecast what the rates would need to be in order to fund future District expenses. GM Bushee added that he does not see sewer rates decreasing.

The Board thanked DFA Green, Mr. Manno, and staff for their work on the ACFR.

President Sullivan asked if the District still has the lowest sewer rates in the County. GM Bushee answered he believes so.

Upon a motion duly made by Vice President Roesink, seconded by Director Pacilio, and unanimously carried, the Board of Directors received and filed the FY23 Annual Comprehensive Financial Report by the following vote:

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

16. Pump Purchase for the Leucadia Pump Station

Authorize the General Manager to execute a sole source agreement with Rockwell Solutions for the purchase of a Vaughan Submersible Chopper Pump for the Leucadia Pump Station (LPS) in an amount not to exceed \$36,880.

FST II Montoya presented the item and provided background information on how a chopper pump operates. He stated that in the past, the LPS has experienced challenges with large grease mats that develop and disrupt operations.

FST II Montoya stated that as part of the LPS Rehabilitation Project in 2021, a chopper pump was installed to combat the grease mat. He mentioned that as a result of the chopper pump install, the grease mat was eliminated.

FST II Montoya stated that Rockwell Solutions is the only authorized dealer of Vaughan Pumps in Southern California. He said staff contacted Rockwell Solutions and they submitted an estimate of \$36,880.

Vice President Roesink asked if LPS is the only pump station using this specific pump. FST II Montoya stated that Batiquitos Pump Station uses two of this same type of pump.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Pacilio, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source agreement with Rockwell Solutions for the purchase of a Vaughan Submersible Chopper Pump for the Leucadia Pump Station in an amount not to exceed \$36,880 by the following vote:

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

17. Calendar Year 2024 Board of Directors' Meeting Schedule

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

EA Baity noted that staff has developed the proposed calendar year 2024 Board meeting schedule and coordinated the meetings with upcoming conferences in 2024. She also noted that staff suggests moving the April and September Board meetings to the third Wednesday of the month so they would not conflict with the CWEA Annual Conference and the CSDA Annual Conference dates.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Pacilio, and unanimously carried, the Board of Directors approved the CY24 Board of Directors' meeting schedule by the following vote:

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

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. San Marco Creek Pipeline Issue.

DE Wilson provided an update on the San Marcos Creek Pipeline issue explaining the emergency temporary fix for the upcoming winter and the permanent fix which will occur in the summer of 2024.

Vice President Roesink asked what is the process to get an easement for this project. GC Brechtel explained that it would normally be negotiated with the District, the HOA, and the City of Carlsbad. However, the easement could be obtained through imminent domain due to time constraints.

B. 2024 CASA Winter Conference is scheduled for January 24 - 26, 2024 at the Hilton Palm Springs in Palm Springs, CA.

EA Baity announced the date and location of the 2024 CASA Winter Conference.

19. Directors' Meetings and Conference Reports

A. The Special District Leadership Academy was held October 22-25, 2023 at the Hyatt Regency Sonoma Wine Country in Santa Rosa, CA.

Vice President Roesink stated there was a lot of great information at the conference and it was a rewarding experience.

B. The Waterreuse CA Annual Conference was held November 5-7, 2023 at the Hyatt Regency in Indian Wells, CA.

Director Omsted stated he enjoyed the conference and he liked the sessions about direct potable water and PFAS.

President Sullivan stated it was a big conference and she was exposed to a lot of new things.

20. General Manager's Report

GM Bushee reported on the following:

- Sale of the Vulcan parcel noting that the City of Encinitas has accepted the terms of the sale;
- Staff participated in a team building event on October 31, 2023; and
- There will be a Board Strategic Planning workshop in February or March of 2024.

21. General Counsel's Report

GC Brechtel reported on the following:

- He recently attended the CASA Attorney's meeting;
- Governor Newsom vetoing the most recent PFAS bills;
- Assembly Bill 1033; and
- The Taxpayer Protection and Accountability Act.

22. Board of Directors' Comments

Director Omsted stated he would like to see some changes in how the LWD committee selections are made. GM Bushee stated he would bring that item to the Board at the December Board meeting.

Director Pacilio asked if the Tax Payer Protection and Accountability Act is a Proposition 13 type initiative. GC Brechtel answered affirmatively.

President Sullivan stated she is happy and honored to have Director Pacilio as a new Board member.

23. Adjournment

President Sullivan adjourned the meeting at approximately 6:20 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 December 6, 2023

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Wednesday, December 6, 2023 at 11:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Saldana called the meeting to order at 10:59 a.m.

2. Roll Call

DIRECTORS PRESENT: Saldana, Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Director of Technical Services Robin Morishita; Field Services Superintendent Marvin Gonzalez; Field Services Supervisor Gabe Mendez; Field Services Supervisor Mauricio Avalos; Project Coordinator Ian Riffel; and Steven Henderson from Dexter Wilson Engineering, Inc.(DWEI)

3. Public Comment

None.

4. New Business

Receive and file the FY2023 Audit of the District's 2019 Sewer System Management Plan.

FSS Gonzalez and Mr. Steven Henderson from Dexter Wilson Engineering, Inc. (DWEI) presented this item to the EC.

FSS Gonzalez provided a brief background about the State of California (State) issued Waste Discharge Requirements (WDR) and LWD's Sewer System Management Plan (SSMP).

Chairperson Saldana inquired about the original adoption and implementation dates for the WDR and SSMP. DTS Morishita explained that although the WDR Original General Order was adopted by the State in 2006, the State's deadline for the District's initial SSMP implementation was 2009.

FSS Gonzalez stated that LWD conducts an annual audit which exceeds regulatory requirements. He also stated that the completion of the audit is a tactical goal. He then introduced Mr. Henderson to present the SSMP audit results.

Mr. Henderson provided background information on the WDR revision, LWD's SSMP, and the audit requirements. He noted that the SSMP and the annual audits are to ensure the proper operation and maintenance of collection systems to reduce the number and volume of sewer spills.

Chairperson Saldana asked why the CCTV and hydro-cleaning miles per fiscal year fluctuated between FY19 and FY23. Staff answered that the fluctuations were related

to the District being understaffed, maintenance efforts on major sewer trunk lines, and FOG inspections performed by field services.

Director Omsted asked how many of the restaurants typically fail a LWD FOG inspection. PC Riffel replied that approximately one-third of restaurants fail the inspection and that staff works with them to bring them into compliance.

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

Following discussion, the EC concurred with staff to recommend that the Board of Directors receive and file the audit and to place this item on the Board's consent calendar.

5. Information Items

DTS Morishita provided an update on the San Marcos Creek Pipeline Emergency Repair.

Chairperson Saldana asked about the future of the gabion baskets since the repair is only temporary. GM Bushee explained the gabion baskets will be removed from the creek once permanent repair efforts are complete.

6. Directors' Comments

Director Omsted mentioned that Field Services Technician II Johnny Montoya did an excellent job presenting at the last Board Meeting. Director Omsted praised staff for supporting FST II Montoya.

7. General Manager's Comments

GM Bushee mentioned that on November 28th, 2023, the District passed a 4-year no spill milestone. He commended staff on a great job.

8. Adjournment

Chairperson Saldana adjourned the meeting at approximately 12:00 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Human Resources Committee Meeting
 December 6, 2023

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Wednesday, December 6, 2023 at 2:00 p.m.

1. Call to Order

Chairperson Roesink called the meeting to order at 2:02 p.m.

2. Roll Call

DIRECTORS PRESENT: Pacilio and Roesink

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. New Business

A. Adopt Resolution No. 2407 approving LWD's Revised Workplace Violence Prevention Policy.

ADS Hill introduced the item and provided background information noting the policy was last revised in 2013. She noted that staff recently conducted a review of the existing policy. Based on this review, staff is recommending several changes that clarify the intent of this policy, along with clerical and formatting updates. She then reviewed the following proposed revisions:

Section 3 – Workplace Security Measures

Section B: Prohibited Behaviors section was added to clarify which behaviors are prohibited in the workplace.

Section 4 – Reporting and Investigation Procedures

- In this section, language was updated to clarify which staff members employees can report any concerns of violence or incidents of violence to.
- The paragraph about Inspections was moved to this section. In the prior policy, it was written as a stand-alone statement.

Section B: As with other similar policies, a section about confidentiality during an investigation was added to the policy.

Minor Change Recommendations

Throughout the policy, various minor changes were made to improve clarity, correct grammatical spelling and format inconsistencies.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2407 approving LWD's Revised Workplace Violence Prevention Policy.

B. Adopt Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy.

ADS Hill introduced the item and provided background information noting the policy was last

revised in 2017. She noted staff recently reviewed the policy to determine if any revisions are necessary. She then reviewed the following proposed revisions:

- include CalPERS and the California Society of Municipal Finance Officers to the pre-authorized list of organizations eligible for expense reimbursement for staff,
- include sexual harassment prevention training, for the purpose of complying with State law or District policy as a pre-authorized reimbursable activity for staff and the Board of Directors,
- increase the maximum daily amount reimbursable for meals from \$75 to \$100 per day; and
- minor grammar changes were made throughout the policy.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy.

C. Annual Review of the Board-General Manager/Staff Relations Policy.

DFA Green introduced the item and provided background information noting the policy calls for an annual review and it was last revised in 2023. He noted that staff recently conducted an annual review of the existing policy. Based on this review, staff is not recommending any changes. DFA Green stated that this item has been placed on the agenda for the HRC's review and comment and if the HRC concurs with staff, this item will be placed on the December Consent Calendar.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors receive and file the annual review of the Board-General Manager/Staff Relations Policy under Consent Calendar in the December Board Agenda.

5. **Information Items**

None.

6. **Directors' Comments**

Chairperson Roesink asked when will the Board meet with Mr. Jeff Bills. GM Bushee answered that the next Board Strategic Planning will be scheduled some time in late February 2024.

Chairperson Roesink asked what other items are reviewed by the HRC. GM Bushee answered besides the items listed above, the HRC also reviews the Compensation Study and changes to the Human Resources Policy Manual (HRPM).

Director Pacilio asked when do the LWD committees rotate. GM Bushee and DFA Green reviewed how the committees currently rotate based on the policy but noted that this is an agenda item for the December Board meeting next week.,

7. **General Manager's Comments**

GM Bushee reported that the Employee Satisfaction Survey was completed yesterday by staff and Mr. Jeff Bills. He noted that Mr. Bills is in the process of compiling the results and Mr. Bills will review them with the Board at a future Board meeting.

8. Adjournment

Chairperson Roesink adjourned the meeting at 2:40 p.m.

Paul J. Bushee
Secretary/Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY**

December 13, 2023

Disbursement Period November 6, 2023 through December 7, 2023

PAYROLL PAYMENTS		\$	141,937.53
PAYROLL EXPENSE REIMBURSEMENTS		\$	2,201.90
GENERAL CHECKS			
Operating		\$	231,456.31
Capital		\$	138,747.85
TOTAL GENERAL CHECKS		\$	370,204.16
VOIDED CHECK			
Check # 25027 Operating	Check dated 11/09/23	\$	(55.26)
ELECTRONIC PAYMENTS			
Operating		\$	131,496.69
Capital		\$	-
TOTAL ELECTRONIC PAYMENTS		\$	131,496.69
TOTAL DEMANDS		\$	645,785.02

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
December 13, 2023**

Disbursement Period November 6, 2023 through December 7, 2023

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Incentive Payroll	11/9/2023	231109-1 to 231109-17	\$ 14,981.51
Biweekly Payroll	11/15/2023	231115-1 to 231115-17	\$ 54,234.43
Sick Leave Buy Back	11/28/2023	231128-1 to 231128-9	\$ 13,365.99
Biweekly Payroll	11/29/2023	231129-1 to 231129-17	\$ 53,877.70
Board Payroll	12/1/2023	231201-1 to 231201-5	\$ 5,477.90
TOTAL PAYROLL CHECKS			\$ 141,937.53

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 11/6/2023 Through 12/7/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
24996	11/9/2023	AIRGAS USA LLC	1,515.57	Liquid Oxygen Contract 10/24/23
24997	11/9/2023	AZTEC LEASING INC	530.88	Copy Machine Lease - October 2023
24998	11/9/2023	BASE 9 CONSULTING INC	5,065.82	EEPS VFD Fault Diagnostics/SCADA/Dialer System - LPS/BPS/AWT
24999	11/9/2023	Brightview Landscape Services Inc	1,035.00	Landscape Maintenance Services @ Admin - November 2023
	11/9/2023	Brightview Landscape Services Inc	367.00	Vegetation Cleanup (Line Maintenance) - November 2023
25000	11/9/2023	CA ASSOC OF SANITATION AGENCIES	14,730.00	Membership Renewal for FY2024/2025 (Jan 2024 - Dec 2024)
25001	11/9/2023	CABLE, PIPE & LEAK DETECTION, Inc	545.00	Utility Location & Mark Outs
25002	11/9/2023	CALIFORNIA STATE LANDS COMMISSI...	3,025.00	Saxony PS Filing Fee and Approximate Expense Deposit
25003	11/9/2023	CITY OF CARLSBAD	326.84	Water for Vactor 1
	11/9/2023	CITY OF CARLSBAD	340.13	Water for Vactor 2
25004	11/9/2023	CONFIDENCE CONSULTING	5,165.55	All Staff Training 10/31/23 & Travel Expenses
25005	11/9/2023	COSCO FIRE PROTECTION	270.00	Quarterly Fire Sprinkler Inspection
25006	11/9/2023	COUNTY OF SAN DIEGO	50.00	Document Filing Fee - Permitting for EPS
25007	11/9/2023	DATA NET SOLUTIONS GROUP	2,610.00	Monthly IT Services - October 2023
25008	11/9/2023	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription - November 2023
25009	11/9/2023	FEDERAL EXPRESS CORPORATION	81.42	Shipping 10/16/23 & 10/17/23
25010	11/9/2023	GRAINGER, INC	1,389.77	Sewage Ejector Pump
25011	11/9/2023	HAAKER EQUIPMENT CO	737.99	1" x 15' LDR 3000
	11/9/2023	HAAKER EQUIPMENT CO	2,733.25	6"-12" Remo Plug/Pole Adapters/Poly 30ft Hoses/6' Poles
	11/9/2023	HAAKER EQUIPMENT CO	95.66	E Stop Cap
25012	11/9/2023	INFRASTRUCTURE ENGINEERING CORP	750.00	VP7 PS Replacement Project - September 2023
25013	11/9/2023	MITSUBISHI ELECTRIC US INC - MEU...	366.73	Elevator Maintenance - November 2023
25014	11/9/2023	NAPA AUTO	76.69	Metric V-Belt
25015	11/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	71.55	Recycled Water @ Traveling
	11/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	52.68	Water @ Encinitas Estates PS
	11/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	637.95	Water @ Traveling
	11/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	589.26	Water @ Traveling 2
	11/9/2023	OLIVENHAIN MUNICIPAL WATER DIS...	57.96	Water @ VP7
25016	11/9/2023	PRUDENTIAL OVERALL SUPPLY	157.27	Weekly Uniform/Laundry Service 10/31/23
	11/9/2023	PRUDENTIAL OVERALL SUPPLY	132.29	Weekly Uniform/Laundry Service 11/07/23
25017	11/9/2023	RISING TIDE PARTNERS	5,808.00	Public Information Services - October 2023
25018	11/9/2023	SAN DIEGUITO WATER DISTRICT	290.22	Water @ BPS
25019	11/9/2023	SLOAN ELECTRIC COMPANY	20,540.21	Mitsubishi VFD/Installation - BPS
25020	11/9/2023	SOUTHERN CONTRACTING COMPANY	750.00	Conery Floats - Wetwell
25021	11/9/2023	STATE WATER RESOURCES CONTROL...	55.00	Drinking Water Treatment (D1) Op-Cert Renewal 2024-M Avalos
25022	11/9/2023	T.S. INDUSTRIAL SUPPLY	2,665.42	4" X 50' RED Discharge Hose
25023	11/9/2023	TERMINIX PROCESSING CENTER	95.10	Pest Control 10/04/23
25024	11/9/2023	THE HOME DEPOT CRC/GEFC	202.85	1" Elbows/Hole Strap/Couplings/PVC

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 11/6/2023 Through 12/7/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	11/9/2023	THE HOME DEPOT CRC/GECF	1,938.42	Duromax Portable Generator
	11/9/2023	THE HOME DEPOT CRC/GECF	89.64	Dynaflex 7/16"/Hole Saw/Srewdriver
	11/9/2023	THE HOME DEPOT CRC/GECF	23.68	Propane Exchange
	11/9/2023	THE HOME DEPOT CRC/GECF	83.85	Silicone/Scraper
	11/9/2023	THE HOME DEPOT CRC/GECF	109.10	Soap/Roundup
25025	11/9/2023	U.S. BANK	6,476.67	Check Run 11/09/23
25026	11/9/2023	UNDERGROUND SERVICE ALERTS/C	323.25	Monthly Underground Alarm Service
	11/9/2023	UNDERGROUND SERVICE ALERTS/C	76.07	Monthly Underground State Fee
25027	11/9/2023	UNIFIRST FIRST AID CORP	55.26	First Aid Supplies
25028	11/9/2023	WILLIAMS LLP	4,290.40	Legal Services - October 2023
25029	11/21/2023	AIRGAS USA LLC	1,833.85	Liquid Oxygen Contract 11/07/23
	11/21/2023	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
25030	11/21/2023	AWSS INC	888.41	Vehicle Fuel 08/29/23-08/31/23
	11/21/2023	AWSS INC	2,170.27	Vehicle Fuel 09/01/23-09/18/23
	11/21/2023	AWSS INC	2,456.07	Vehicle Fuel 09/19/23-09/29/23
	11/21/2023	AWSS INC	2,833.34	Vehicle Fuel 10/02/23-10/20/23
	11/21/2023	AWSS INC	3,092.80	Vehicle Fuel 10/23/23-11/07/23
25031	11/21/2023	BARRETT ENGINEERED PUMP	9,122.12	Hydromatic Self-priming 3" Pump End Only Serial#3730
25032	11/21/2023	C & B Air Power	16,452.35	QRS 10 D 125 psi Rotary Screw Air Compressor
25033	11/21/2023	CORODATA RECORDS MANAGEMENT ...	104.51	File Storage - October 2023
25034	11/21/2023	COUNTY OF SAN DIEGO APCD	565.00	District Fees for APCD1996-SITE-09551 12/2023-12/2024
25035	11/21/2023	CSDA-SAN DIEGO CHAPTER	70.00	CSDA Dinner 11/16/23 - E Sullivan
25036	11/21/2023	DATA NET SOLUTIONS GROUP	3,224.85	Monthly IT Services - October 2023
	11/21/2023	DATA NET SOLUTIONS GROUP	194.40	Update Servers - Quotes DNSQ 15309/15310/15312/15313
25037	11/21/2023	DETECTION INSTRUMENTS CORP	1,085.68	Accrulog Sensors / Calibration
25038	11/21/2023	DEXTER WILSON ENGINEERING	2,612.50	FY23 SSMP Audit - October 2023
25039	11/21/2023	FEDERAL EXPRESS CORPORATTON	58.05	Shipping 11/01/23
25040	11/21/2023	GRAINGER, INC	24.27	Hose Adapter
	11/21/2023	GRAINGER, INC	7.43	Safety Pin / Slip Hook G70
	11/21/2023	GRAINGER, INC	54.56	Slip Hook (4)
25041	11/21/2023	I2B NETWORKS INC DBA SPACELINK	160.00	Webcam @ BPS 11/14/23-12/13/23
25042	11/21/2023	L&L PRINTERS	6,668.27	SemiAnnual Newsletter Printing and
	11/21/2023	L&L PRINTERS	557.29	Signs - Do Not Flush
	11/21/2023	L&L PRINTERS	588.32	Tri-Fold Brochure - Teacher Grant Program
25043	11/21/2023	LA COSTA LOGO, LLC	212.73	Crystal Glass Award w/ Logo and Text - S Krason
25044	11/21/2023	MAVTECK	1,485.00	Construction Management - VP7 PS Replacement-September 2023
	11/21/2023	MAVTECK	540.00	FY 2023 Cured-In-Place Pipe Lining Project - September 2023
25045	11/21/2023	MINUTEMAN PRESS	52.80	Business Cards - R Pacllio
	11/21/2023	MINUTEMAN PRESS	311.69	Letterhead
	11/21/2023	MINUTEMAN PRESS	307.09	Logo Envelopes (500)
25046	11/21/2023	MISSION SQUARE	5,409.59	Deferred Comp for PPE 11/15/23
25047	11/21/2023	NU LINE TECHNOLOGIES LLC	58,643.98	FY 2023 Cured-In-Place Pipe Lining Project - August 2023

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 From 11/6/2023 Through 12/7/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25048	11/21/2023	OLIVENHAIN MUNICIPAL WATER DIST	132.61	Woodard & Curran NSDWRC Grant Admin 2020
	11/21/2023	OLIVENHAIN MUNICIPAL WATER DIST	3,327.63	Woodard & Curran WIIN NEPA - Services through 04/28/23
25049	11/21/2023	PACIFIC RIM MECHANICAL	590.00	Leucadia PS Exhaust Fan Repair
25050	11/21/2023	PLANT PEOPLE, INC	178.00	Office Plant Maintenance - November 2023
25051	11/21/2023	PROFESSIONAL EXCHANGE	90.00	Monthly Phone Answering Services - October 2023
25052	11/21/2023	PRUDENTIAL OVERALL SUPPLY	371.70	Weekly Uniform/Laundry Service 11/14/23
25053	11/21/2023	READY LINE FLEET SERVICE INC	3,280.46	Brake Repair on Vactor #159
	11/21/2023	READY LINE FLEET SERVICE INC	160.00	Vehicle Service/Maintenance - Vehicle #159
	11/21/2023	READY LINE FLEET SERVICE INC	160.00	Vehicle Service/Maintenance - Vehicle #161
	11/21/2023	READY LINE FLEET SERVICE INC	160.00	Vehicle Service/Maintenance - Vehicle #170
25054	11/21/2023	Ronald Mark Buck	3,000.00	Lateral Reimbursement
25055	11/21/2023	SAN DIEGO GAS & ELECTRIC	4,710.54	Electric @ Admin
	11/21/2023	SAN DIEGO GAS & ELECTRIC	1,199.50	Electric @ La Costa PS
	11/21/2023	SAN DIEGO GAS & ELECTRIC	14,431.77	Electric @ LPS
	11/21/2023	SAN DIEGO GAS & ELECTRIC	962.06	Electric @ Saxony PS
	11/21/2023	SAN DIEGO GAS & ELECTRIC	491.00	Electric @ VP5 PS
	11/21/2023	SAN DIEGO GAS & ELECTRIC	303.76	Electric @ VP7 PS
	11/21/2023	SAN DIEGO GAS & ELECTRIC	1,024.37	Electric/Gas @ E Estates PS
	11/21/2023	SAN DIEGO GAS & ELECTRIC	74.07	Gas @ Admin
25056	11/21/2023	SAN DIEGO UNION TRIBUNE	2,873.00	Public Notices SDT902357 / SDT906264
25057	11/21/2023	SAN DIEGUITO WATER DISTRICT	126.36	Water @ Tanker 1
25058	11/21/2023	SHARP ELECTRONICS CORP DBA SHA...	5.34	Overage BW Copies
25059	11/21/2023	STAPLES	(33.69)	Credit on Invoice # 3551018605
	11/21/2023	STAPLES	423.58	Office Supplies
25060	11/21/2023	T.S. INDUSTRIAL SUPPLY	90.19	SS Fast Lock Clamp (15)
25061	11/21/2023	THE HARTFORD	469.17	Life Insurance - October 2023
25062	11/30/2023	ADS CORP DBA ADS ENVIRONMENTA...	4,655.00	Flow Metering / Data Analysis - November 2023
	11/30/2023	ADS CORP DBA ADS ENVIRONMENTA...	2,340.00	Remove ECHO from ALMADEN and Install into Creek Crossing
25063	11/30/2023	AT&T	216.06	Phone Service-BPS 10/10/23-11/09/23
25064	11/30/2023	A TEL COMMUNICATIONS, INC	236.00	Troubleshoot SCADA
25065	11/30/2023	BAJA POOL AND SPA SERVICE	190.00	Water Fountain Weekly Maintenance - December 2023
25066	11/30/2023	CITY OF CARLSBAD	481.17	Water @ 1900 La Costa Ave
	11/30/2023	CITY OF CARLSBAD	167.31	Water @ 1960 La Costa Ave
	11/30/2023	CITY OF CARLSBAD	28.14	Water @ Fire Line
25067	11/30/2023	COLONIAL LIFE INS	276.24	Accident/Critical Illness Ins 11/1/23, 11/15/23 & 11/29/23
25068	11/30/2023	COX COMMUNICATIONS SAN DIEGO	1,566.87	Phone / Internet Services 11/22/23-12/21/23
25069	11/30/2023	DATA NET SOLUTIONS GROUP	1,230.00	VMWARE Essentials Support Renewal-Quote DNSQ15597

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 11/6/2023 Through 12/7/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25070	11/30/2023	DEXTER WILSON ENGINEERING	410.78	Development Services-0929 Cascada Verde
	11/30/2023	DEXTER WILSON ENGINEERING	800.00	Development Services-1111-Marea Village 1900 & 1950 Hwy 101
	11/30/2023	DEXTER WILSON ENGINEERING	272.00	Development Services-1174-2725 Cazadero Drive-New SFD
	11/30/2023	DEXTER WILSON ENGINEERING	245.25	Development Services-1187-Omnl La Costa Driving Range Expans
	11/30/2023	DEXTER WILSON ENGINEERING	426.50	Development Services-1190-150 Cerro Street-ADU PPS
	11/30/2023	DEXTER WILSON ENGINEERING	372.00	Development Services-1192 Healthy Creations-376 N El Camino
	11/30/2023	DEXTER WILSON ENGINEERING	128.00	Development Services-1193-Dumpling Bar-119 N El Camino Ste E
	11/30/2023	DEXTER WILSON ENGINEERING	64.00	Development Services-1194-945 Doris Dr-Septic/Public Sewer
	11/30/2023	DEXTER WILSON ENGINEERING	8,155.00	General Engineering 103-500 FY2024 - October 2023
25071	11/30/2023	ESRI	5,170.00	ArcGIS Annual Subscriptions (good thru 02/09/25)
25072	11/30/2023	FEDERAL EXPRESS CORPORATION	207.81	Shipping 11/09/23 & 11/13/23
	11/30/2023	FEDERAL EXPRESS CORPORATION	84.39	Shipping 11/14/23
25073	11/30/2023	GRAINGER, INC	292.64	AC Current Clamp Module
25074	11/30/2023	HAAKER EQUIPMENT CO	35.50	Shipping Fee - Visor For 510176F
	11/30/2023	HAAKER EQUIPMENT CO	273.47	Visor for 510176F
25075	11/30/2023	HUMANA DENTAL INS.	4,065.63	Dental Insurance - November 2023
25076	11/30/2023	INDUSTRIAL METAL SUPPLY CO	6.56	ALREM Aluminum Rems
25077	11/30/2023	MALLORY SAFETY AND SUPPLY	49.57	Hard Hat Full Brim V-Gard (3)
25078	11/30/2023	MISSION SQUARE	6,035.74	Deferred Comp for Annual Sick Leave Buyback on 11/28/23
	11/30/2023	MISSION SQUARE	5,697.40	Deferred Comp for PPE 11/26/23
25079	11/30/2023	MUTUAL OF OMAHA	1,193.63	Disability Insurance - December 2023
25080	11/30/2023	NAPA AUTO	306.37	In-line fluid Filter (6)/Chuck/Trigger Nozzle/Wiper Blade
25081	11/30/2023	OCCUPATIONAL HEALTH CENTERS OF...	355.00	New Hire Physical - Angel Hinojosa
25082	11/30/2023	OLIVENHAIN MUNICIPAL WATER DIS...	57.96	Water @ VP5 PS
25083	11/30/2023	PALOMAR RESEARCH SERVICES,LLC	240.00	Background Checks - New FSTs In-Training
25084	11/30/2023	PRUDENTIAL OVERALL SUPPLY	153.84	Weekly Uniform/Laundry Service 11/21/23
	11/30/2023	PRUDENTIAL OVERALL SUPPLY	152.20	Weekly Uniform/Laundry Service 11/28/23
25085	11/30/2023	QUADIENT FINANCE USA INC	180.07	Postage Machine Lease 12/18/23 - 03/17/24
25086	11/30/2023	Quench USA Inc	136.85	Office Drinking Water 11/19/23 - 12/18/23
25087	11/30/2023	READY LINE FLEET SERVICE INC	284.56	Replace Air Dryer Filter on Vehicle #159
25088	11/30/2023	ROGERS ANDERSON MALODY & SCOT...	6,941.00	Financial Auditing Services (FY2023 Audit) - October 2023
25089	11/30/2023	SAN DIEGO GAS & ELECTRIC	117.72	Electric @ Avocado PS
	11/30/2023	SAN DIEGO GAS & ELECTRIC	1,539.75	Electric @ AWT
	11/30/2023	SAN DIEGO GAS & ELECTRIC	18,212.50	Electric @ BPS

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 From 11/6/2023 Through 12/7/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	11/30/2023	SAN DIEGO GAS & ELECTRIC	479.95	Electric @ Diana PS
	11/30/2023	SAN DIEGO GAS & ELECTRIC	170.85	Electric @ RV PS
25090	11/30/2023	STAPLES	213.17	Office Supplies
25091	11/30/2023	TERMINIX PROCESSING CENTER	73.00	Pest Control 11/06/23
25092	11/30/2023	THE HARTFORD	469.17	Life Insurance - November 2023
25093	11/30/2023	VERIZON WIRELESS	1,013.60	Cell Phones 10/08/23-11/07/23
25094	12/7/2023	ADT COMMERCIAL LLC	165.00	Monthly Security Camera Maintenance 12/17/23-01/16/24
25095	12/7/2023	AIRGAS USA LLC	1,597.02	Liquid Oxygen Contract 11/20/23
25096	12/7/2023	AT&T	148.23	Phone Service - Elevator 10/25/23-11/24/23
25097	12/7/2023	AZTEC LEASING INC	530.88	Copy Machine Lease - November 2023
25098	12/7/2023	C W E A	221.00	CWEA Membership Renewal-FY2024-C Roesink
25099	12/7/2023	CONFIDENCE CONSULTING	1,200.00	Sure Hire Assessments - Accounting Technician position
25100	12/7/2023	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription - December 2023
25101	12/7/2023	FIDELITY SECURITY LIFE INSURANCE...	424.19	Vision Insurance - December 2023
25102	12/7/2023	HAAKER EQUIPMENT CO	61.48	Pin Assembly (4)
25103	12/7/2023	HOME DEPOT-ENCINITAS	6.61	1" x 3/4" gal elbow
	12/7/2023	HOME DEPOT-ENCINITAS	69.68	Sealant, Goof Off, Lock Nut, Screw
25104	12/7/2023	MITSUBISHI ELECTRIC US INC - MEU...	366.73	Elevator Maintenance - December 2023
25105	12/7/2023	MSC JANITORIAL SERVICE, INC	2,880.83	Janitorial Service - October 2023 & Qtrly Floor Service
	12/7/2023	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services - November 2023
25106	12/7/2023	NU LINE TECHNOLOGIES LLC	13,700.19	FY 2023 Cured-In-Place Pipe Lining Project - September 2023
25107	12/7/2023	OCCUPATIONAL HEALTH CENTERS OF...	355.00	New Hire Physical - Matthew Anderson
25108	12/7/2023	OLIVENHAIN MUNICIPAL WATER DIS...	71.55	Recycled Water @ Traveling
	12/7/2023	OLIVENHAIN MUNICIPAL WATER DIS...	63.24	Water @ Encinitas Estates PS
	12/7/2023	OLIVENHAIN MUNICIPAL WATER DIS...	759.87	Water @ Traveling
	12/7/2023	OLIVENHAIN MUNICIPAL WATER DIS...	482.58	Water @ Traveling 2
	12/7/2023	OLIVENHAIN MUNICIPAL WATER DIS...	52.68	Water @ VP7
25109	12/7/2023	PACIFIC PIPELINE SUPPLY	243.89	Gate Cap, Valve Box Conc, Valve Box Lid
25110	12/7/2023	PACIFIC RIM MECHANICAL	337.00	Quarterly HVAC Services-AWT 10/01/23
	12/7/2023	PACIFIC RIM MECHANICAL	687.00	Quarterly HVAC Services-BPS 10/01/23
	12/7/2023	PACIFIC RIM MECHANICAL	186.50	Quarterly HVAC Services-EEPS 10/01/23
	12/7/2023	PACIFIC RIM MECHANICAL	684.00	Quarterly HVAC Services-LPS 10/01/23
	12/7/2023	PACIFIC RIM MECHANICAL	2,694.50	Quarterly HVAC Services-LWD Admin Building 10/01/23
	12/7/2023	PACIFIC RIM MECHANICAL	405.00	Troubleshoot Roof Exhaust Fan
25111	12/7/2023	PETTY CASH	371.36	Petty Cash 10/19/23-12/5/23
25112	12/7/2023	PROFESSIONAL EXCHANGE	90.00	Monthly Phone Answering Services - November 2023
25113	12/7/2023	PRUDENTIAL OVERALL SUPPLY	149.55	Weekly Uniform/Laundry Service 12/5/23
25114	12/7/2023	REPUBLIC SERVICES #661	395.76	Waste Service - November 2023
	12/7/2023	REPUBLIC SERVICES #661	395.76	Waste Services - October 2023
25115	12/7/2023	SAN DIEGUITO WATER DISTRICT	35.10	Water @ Tanker 1
25116	12/7/2023	STATE WATER RESOURCES CONTROL...	60.00	Drinking Water Treatment (T2) Op-Cert Renewal 2024-M Avalos

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 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 11/6/2023 Through 12/7/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25117	12/7/2023	U.S. BANK	11,648.03	CalCard Purchases on Statement Dated 11/22/23
25118	12/7/2023	UNDERGROUND SERVICE ALERTS/C	356.50	Monthly Underground Alarm Service
	12/7/2023	UNDERGROUND SERVICE ALERTS/C	76.07	Monthly Underground State Fee
25119	12/7/2023	UNIFIRST FIRST AID CORP	257.54	First Aid Supplies
Report Total			370,204.16	

Leucadia Wastewater District
 Posted General Ledger Transactions - CD Transactions for Demands

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1091	270371450655156	11/10/2023	United States Treasury	716.98	Incentive Payroll Taxes for Checks dated 11/09/23 - Fed W/H
		11/10/2023	United States Treasury	1,736.00	Incentive Payroll Taxes for Checks dated 11/09/23 - Fed FICA
		11/10/2023	United States Treasury	502.00	Incentive Payroll Taxes for Checks dated 11/09/23 - Fed MC
	7450086	11/10/2023	EMPLOYMENT DEVELOPMENT DEPT	178.01	Incentive Payroll Taxes for Checks dated 11/09/23 - State
Total CD1091				3,132.99	
CD1093	270372023347000	11/16/2023	United States Treasury	9,873.74	Board Payroll Taxes for Checks dated 11/01/23 - Federal W/H
		11/16/2023	United States Treasury	7,155.74	Board Payroll Taxes for Checks dated 11/01/23 - Federal FICA
		11/16/2023	United States Treasury	2,540.90	Board Payroll Taxes for Checks dated 11/01/23 - Federal MC
	7458087	11/16/2023	EMPLOYMENT DEVELOPMENT DEPT	3,604.32	Board Payroll Taxes for Checks dated 11/01/23 - State
Total CD1093				23,174.70	
CD1096	1002494618	11/17/2023	CALPERS	4,025.39	CalPERS Retirement for Payroll on 11/15/23-Classic EE
		11/17/2023	CALPERS	8,684.76	CalPERS Retirement for Payroll on 11/15/23-Classic ER
	1002494619	11/17/2023	CALPERS	1,786.75	CalPERS Retirement for Payroll on 11/15/23-PEPRA EE
		11/17/2023	CALPERS	1,770.59	CalPERS Retirement for Payroll on 11/15/23-PEPRA ER
Total CD1096				16,267.49	
CD1097	Nation-11/16/23	11/16/2023	NATIONWIDE RETIREMENT SOLUTIONS	1,200.00	Nationwide Deferred Comp for Payroll on 11/16/23

Leucadia Wastewater District
 Posted General Ledger Transactions - CD Transactions for Demands

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
Total CD1097				1,200.00	
CD1098	1002497546	12/1/2023	CALPERS	34,611.89	CalPERS Health Insurance-December 2023-Staff
		12/1/2023	CALPERS	121.76	CalPERS Health Insurance-December 2023-Admin
		12/1/2023	CALPERS	755.00	CalPERS Health Insurance-December 2023-Retirees
	1002497547	12/1/2023	CALPERS	1,857.41	CalPERS Health Insurance - December 2023-Board
		12/1/2023	CALPERS	5.94	CalPERS Health Insurance - December 2023-Admin
Total CD1098				37,352.00	
CD1099	270373492507486	11/30/2023	United States Treasury	9,639.21	Payroll Taxes for Checks Dated 11/29/23-Federal W/H
		11/30/2023	United States Treasury	7,039.48	Payroll Taxes for Checks Dated 11/29/23-Federal FICA
		11/30/2023	United States Treasury	2,519.31	Payroll Taxes for Checks Dated 11/29/23-Federal MediCare
	7475116	11/30/2023	EMPLOYMENT DEVELOPMENT DEPT	3,562.77	Payroll Taxes for Checks Dated 11/29/23-State
Total CD1099				22,760.77	
CD1100	270373343742925	11/29/2023	United States Treasury	2,005.75	Board Payroll Taxes for Checks dated 11/01/23-Federal W/H
		11/29/2023	United States Treasury	1,692.54	Board Payroll Taxes for Checks dated 11/01/23-Federal FICA
		11/29/2023	United States Treasury	877.97	Board Payroll Taxes for Checks dated 11/01/23-Federal Medcar
	7474588	11/29/2023	EMPLOYMENT DEVELOPMENT DEPT	802.72	Board Payroll Taxes for Checks dated 11/01/23-State
Total CD1100				5,378.98	

Leucadia Wastewater District
 Posted General Ledger Transactions - CD Transactions for Demands

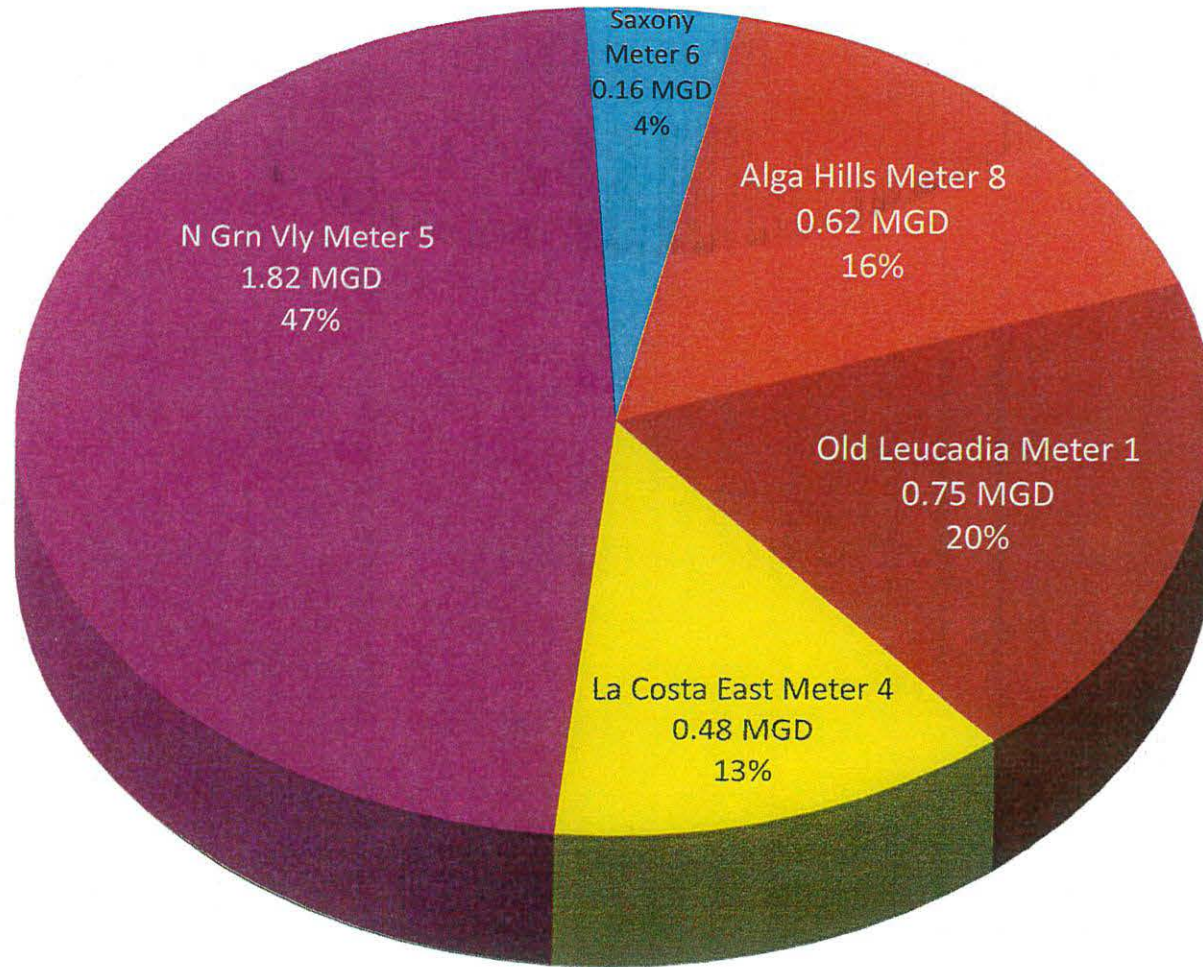
Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1101	1002509145	11/30/2023	CALPERS	4,025.39	CalPERS Retirement for Payroll on 11/30/23-Classic EE
		11/30/2023	CALPERS	8,684.76	CalPERS Retirement for Payroll on 11/30/23-Classic ER
	1002509146	11/30/2023	CALPERS	1,787.68	CalPERS Retirement for Payroll on 11/30/23 EE
		11/30/2023	CALPERS	1,771.53	CalPERS Retirement for Payroll on 11/30/23 ER
Total CD1101				16,269.36	
CD1102	Nation-11/29/23	11/30/2023	NATIONWIDE RETIREMENT SOLUTIONS	1,200.00	Nationwide Deferred Comp for Payroll on 11/29/23
Total CD1102				1,200.00	
CD1103	Nation-11/28/23	11/29/2023	NATIONWIDE RETIREMENT SOLUTIONS	3,704.50	Nationwide Deferred Comp for Sick Leave Payback on 11/28/23
Total CD1103				3,704.50	
CD1104	270373801793562	12/4/2023	United States Treasury	284.70	Board Payroll Taxes for Checks dated 11/01/23-W/H
		12/4/2023	United States Treasury	396.80	Board Payroll Taxes for Checks dated 11/01/23-FICA
		12/4/2023	United States Treasury	121.80	Board Payroll Taxes for Checks dated 11/01/23-Medicare
Total CD1104				803.30	
CD1105	1002513966	12/1/2023	CALPERS	80.00	PERS Retirement Pay Period 11/1-11/30/23 E. Sullivan-EE
		12/1/2023	CALPERS	172.60	PERS Retirement Pay Period 11/1-11/30/23 E. Sullivan-ER
Total CD1105				252.60	
Report Total				131,496.69	

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2024 (July 2023 - June 2024)**

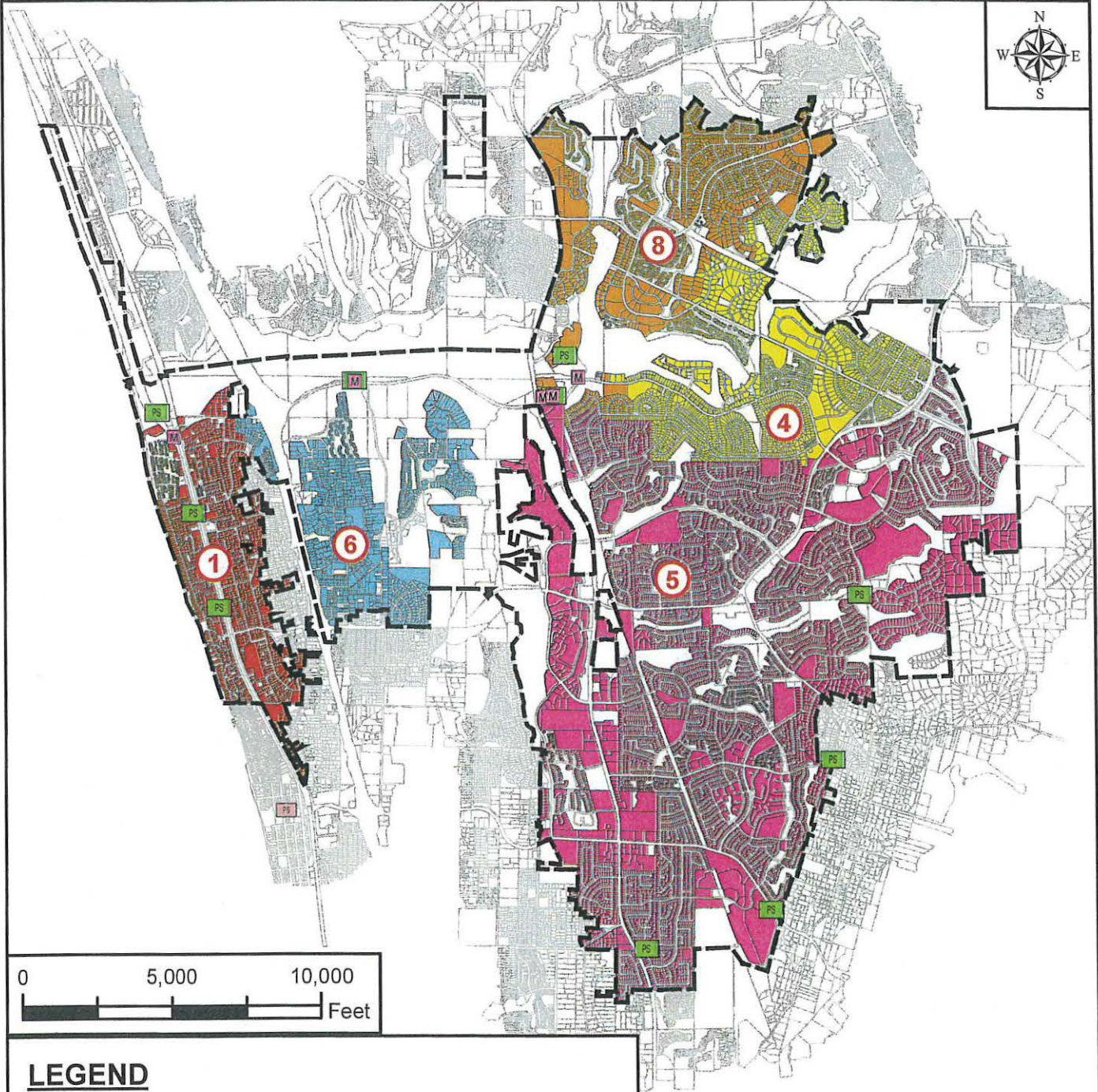
CURRENT MONTH Nov-23							FY 2023
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,936.03	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	116.56	24.75	3.76	129.83	36.08	3.81
YTD			28,960.78				
AUGUST	2.56	118.73	4.46	3.83	132.22	19.08	3.96
YTD			28,965.24				
SEPTEMBER	0.08	115.20	2.25	3.70	127.73	22.89	3.91
YTD			28,967.49				
OCTOBER	0.06	114.08	3.00	3.68	127.02	23.49	3.76
YTD			28,970.49				
NOVEMBER	1.17	114.90	0.60	3.68	127.02	10.91	3.87
YTD			28,971.09				
DECEMBER							3.80
YTD							
JANUARY							4.00
YTD							
FEBRUARY							3.63
YTD							
MARCH							3.86
YTD							
APRIL							3.82
YTD							
MAY							3.99
YTD							
JUNE							3.67
YTD							
YTD Totals	3.87	579.47	35.06			112.45	
Mo Average	0.77	48.29	7.01	3.73	128.76	22.49	3.84

36

**LWD Flows by Sub-Basin
November 2023
Total LWD Flow 3.83 MGD**



LEUCADIA WASTEWATER DISTRICT



LEGEND

Parcels by Basin

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

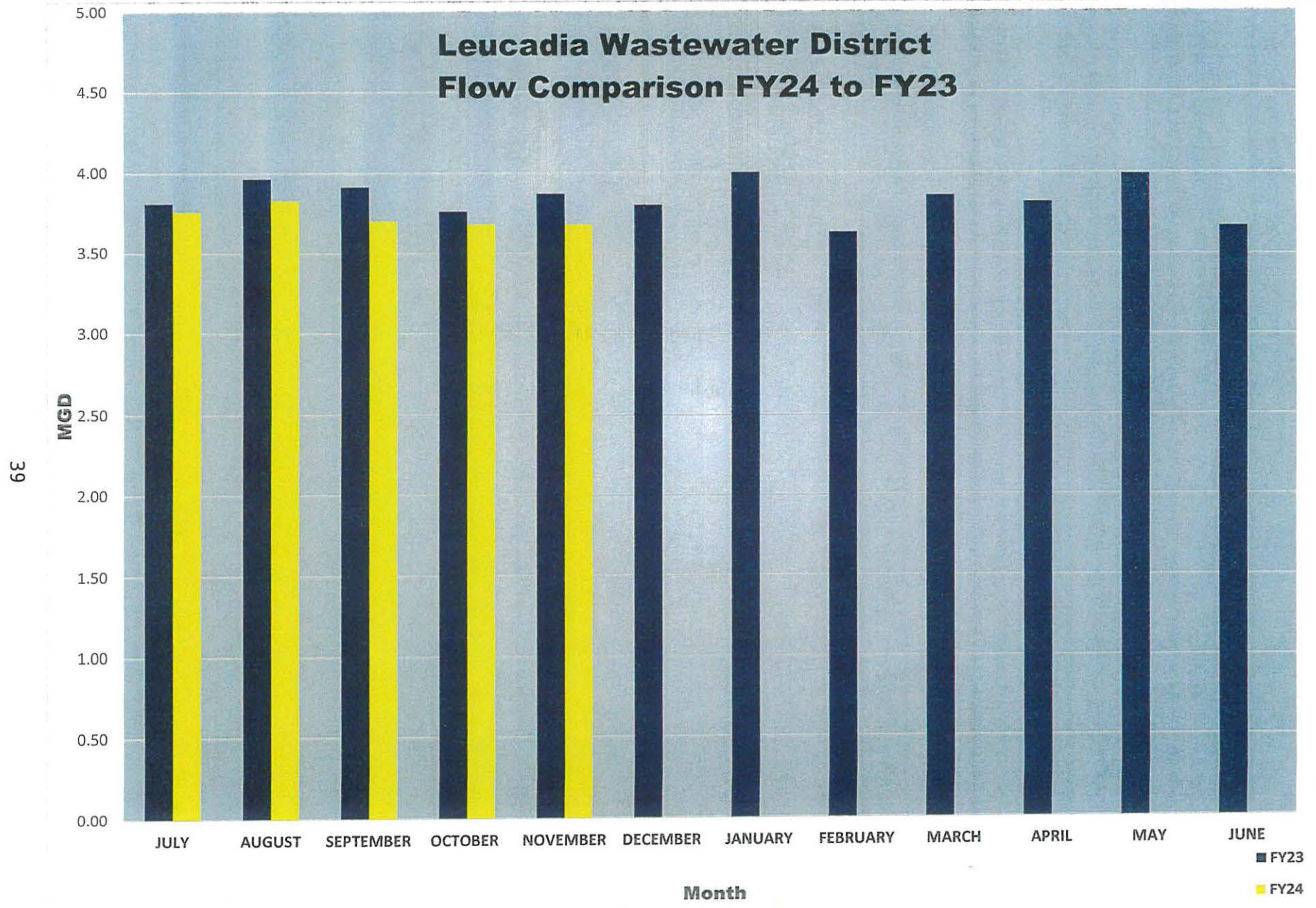
- Meter Locations
- LWD Pump Stations
- Encinitas Pump Stations
- LWD Boundary



DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 436-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN

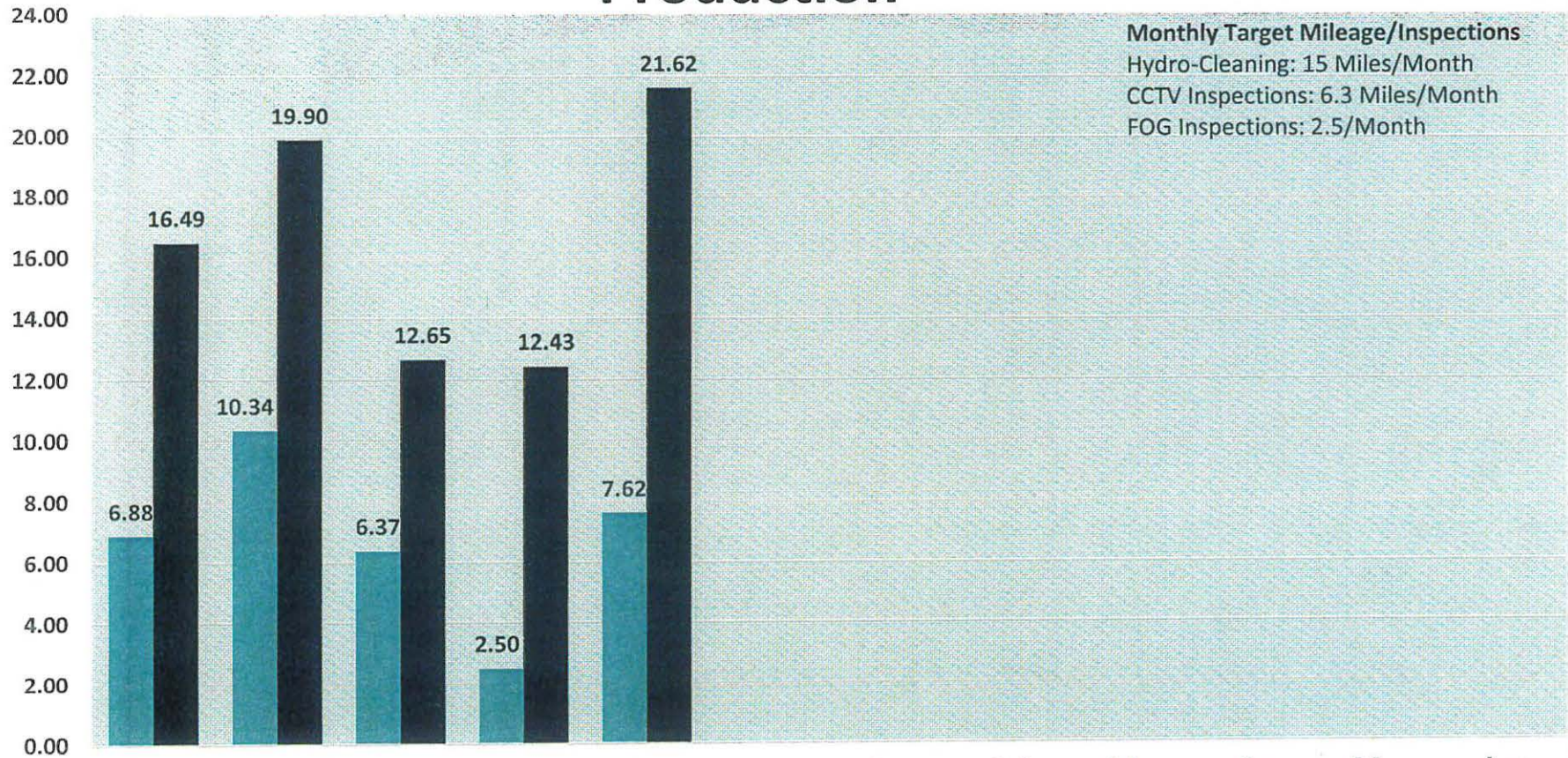
Leucadia Wastewater District Flow Comparison FY24 to FY23



FY-24 CCTV Inspections & Hydro Cleaning Production

Monthly Target Mileage/Inspections
 Hydro-Cleaning: 15 Miles/Month
 CCTV Inspections: 6.3 Miles/Month
 FOG Inspections: 2.5/Month

40



FOG Inspections

2 2 2 3 3

■ CCTV Inspections (YTD 33.7 Miles)

■ Hydro Cleaning (YTD 83.1 Miles)



LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
November 2023**

Training & Safety Events for the month November 2023

Description	Hours		
	Ops	Admin	Total
Active Shooter Training w/ CBPD	16.5	6.0	22.5
CSRMA DQT Drug and Alcohol Awareness for Employees	1.0	0.0	1.0
CSRMA New Employee Orientation for Field Workers	1.5	0.0	1.5
Defensive Driving	2.0	0.0	2.0
Batiquitos Bypass Pump Training Tailgate	8.0	0.0	8.0
Storm Water Management : Storm Water Pollution Prevention Plan (SWPPP)	1.0	0.0	1.0
AWT Compressor Tailgate	3.5	0.0	3.5
CSRMA Chainsaw Safety	1.0	0.0	1.0
CSRMA Field Ergonomics: Back Care	1.0	0.0	1.0
DataNet Multi-Factor Authentication	0.5	1.0	1.5
DataNet Data Protection: Data Backup	0.5	1.0	1.5
DataNet Ransomware: Downloads and Attachments	0.0	1.0	1.0
DataNet Mobile Wifi Security	0.5	1.0	1.5
DataNet Compliance CMMC 2 (USA) What Information is Protected and Why	0.5	1.0	1.5
Total Training Hours	37.5	11.0	48.5

Conferences/Webinars/Seminars for the month of November 2023

Description	Attendees		
	Ops	Admin	Total
GFOA 2023 Annual Governmental GAAP Update	0	1	1
MIP Resources for Tax Preparation	0	1	1
Total Attended Conferences	0	2	2

Notes:

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



LEUCADIA
WASTEWATER
DISTRICT

LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
Summary for Fiscal Year 2024**

Training		Hours		
Month	Ops	Admin	Total	
Jul-23	27.0	13.0	40.0	
Aug-23	28.0	10.0	38.0	
Sep-23	67.5	16.0	83.5	
Oct-23	37.0	6.0	43.0	
Nov-23	37.5	11.0	48.5	
Dec-23	0.0	0.0	0.0	
Jan-24	0.0	0.0	0.0	
Feb-24	0.0	0.0	0.0	
Mar-24	0.0	0.0	0.0	
Apr-24	0.0	0.0	0.0	
May-24	0.0	0.0	0.0	
Jun-24	0.0	0.0	0.0	
YTD Totals	197.0	56.0	253.0	

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-23	0.0	2.0	2.0	
Aug-23	6.0	8.0	14.0	
Sep-23	0.0	6.0	6.0	
Oct-23	1.0	2.0	3.0	
Nov-23	0.0	2.0	2.0	
Dec-23	0.0	0.0	0.0	
Jan-24	0.0	0.0	0.0	
Feb-24	0.0	0.0	0.0	
Mar-24	0.0	0.0	0.0	
Apr-24	0.0	0.0	0.0	
May-24	0.0	0.0	0.0	
Jun-24	0.0	0.0	0.0	
YTD Total	7.0	20.0	27.0	

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 11/30/2023

(In Whole Numbers)

	<u>Amount</u>
Assets	
Cash & Investments	21,603,948
Accounts Receivables	149,021
Net OPEB Asset	149,103
Prepaid Expense	341,600
Funds held with Encina Wastewater Authority	445,200
Capital Assets	191,971,167
Less Accumulated Depreciation	<u>(67,725,713)</u>
Total Assets	<u>146,934,325</u>
Deferred Outflows	
PERS Pension Deferred Outflows	2,452,372
OPEB Health Deferred Outflows	111,455
Total Deferred Outflows	<u>2,563,827</u>
Total Assets & Deferred Outflows	<u>149,498,152</u>
Liabilities	
Accounts Payable & Accrued Expenses	581,238
Developer Deposits	156,149
Lease Liability	6,818
Net Pension Liability	4,848,371
Total Liabilities	<u>5,592,576</u>
Deferred Inflows	
PERS Pension Deferred Inflows	247,136
OPEB Health Deferred Inflows	77,393
Total Deferred Inflows	<u>324,529</u>
Net Position	
Beginning Net Position (as of June 30, 2023)	
Investment in Capital Assets	124,238,637
Reserves	24,508,862
Undesignated Net Position	(0)
Total Beginning Net Position (as of June 30, 2023)	<u>148,747,499</u>
Current Change In Net Position	
Other	(5,166,451)
Total Current Change In Net Position	<u>(5,166,451)</u>
Total Net Position	<u>143,581,047</u>
Total Liabilities, Deferred Inflows & Net Position	<u>149,498,152</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

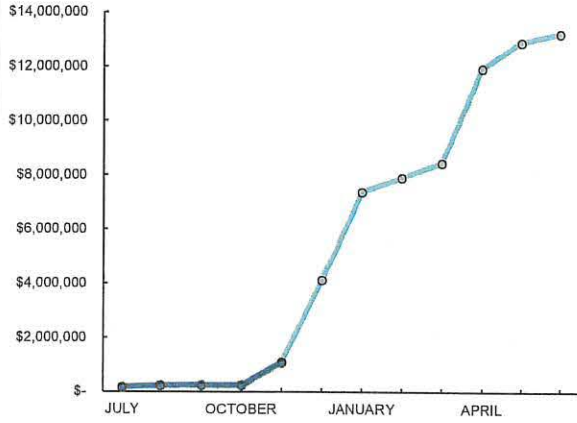
From 7/1/2023 Through 11/30/2023

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 1,055,702.48	\$13,213,949.00	\$12,158,246.52	8.0%
3150 Recycled Water Sales	172,996.00	403,000.00	230,004.00	42.9%
3100 Misc. Operating Revenue	21,161.16	190,824.00	169,662.84	11.1%
TOTAL OPERATING REVENUES	\$ 1,249,859.64	\$13,807,773.00	\$12,557,913.36	9.1%
OPERATING EXPENSES				
4100 Salaries	\$ 878,599.92	\$ 2,230,802.00	\$ 1,352,202.08	39.4%
4200 Employee Benefits	607,676.29	1,577,047.00	969,370.71	38.5%
4300 Directors Expense	33,664.72	130,600.00	96,935.28	25.8%
4600 Gas, Oil & Fuel	20,014.49	61,000.00	40,985.51	32.8%
4700 Insurance Expense	142,902.85	237,500.00	94,597.15	60.2%
4800 Memberships	33,625.74	40,000.00	6,374.26	84.1%
4900 Office Expense	82,335.49	179,280.00	96,944.51	45.9%
5000 Operating Supplies	47,022.32	154,400.00	107,377.68	30.5%
5200 Professional Services	134,259.82	464,050.00	329,790.18	28.9%
5300 Printing & Publishing	15,864.62	32,000.00	16,135.38	49.6%
5400 Rents & Leases	8,130.67	22,900.00	14,769.33	35.5%
5500 Repairs & Maintenance	180,205.94	555,135.00	374,929.06	32.5%
5600 Monitoring & Permits	20,354.50	93,600.00	73,245.50	21.7%
5700 Training & Development	16,795.92	52,000.00	35,204.08	32.3%
5900 Utilities	252,013.12	578,600.00	326,586.88	43.6%
6100 LAFCO Operations	7,344.11	9,050.00	1,705.89	81.2%
6200 Encina Operating Expense	1,209,214.00	2,884,000.00	1,674,786.00	41.9%
6900 Admin O/H alloc to Capital	(50,528.41)	(210,060.00)	(159,531.59)	24.1%
TOTAL OPERATING EXPENSES	\$ 3,639,496.11	\$ 9,091,904.00	\$ 5,452,407.89	40.0%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 187,238.12	\$ 152,670.00	\$ (34,568.12)	122.6%
3220 Property Taxes	166,616.91	2,213,000.00	2,046,383.09	7.5%
3250 Investment Income	227,362.50	485,000.00	257,637.50	46.9%
3290 Misc. Non Op Revenue	363.92	535,400.00	535,036.08	0.1%
TOTAL NON-OPERATING REVENUES	\$ 581,581.45	\$ 3,386,070.00	\$ 2,804,488.55	17.2%

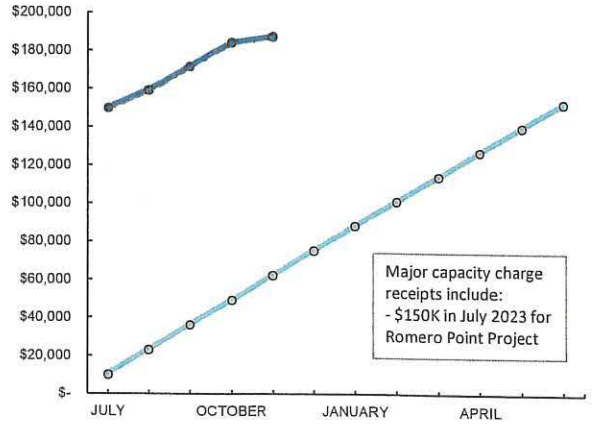
Leucadia Wastewater District Revenue FY2024

YTD through November 30, 2023

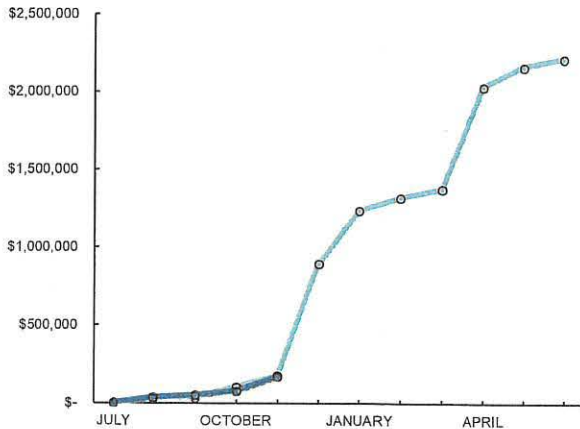
Sewer Service Fees



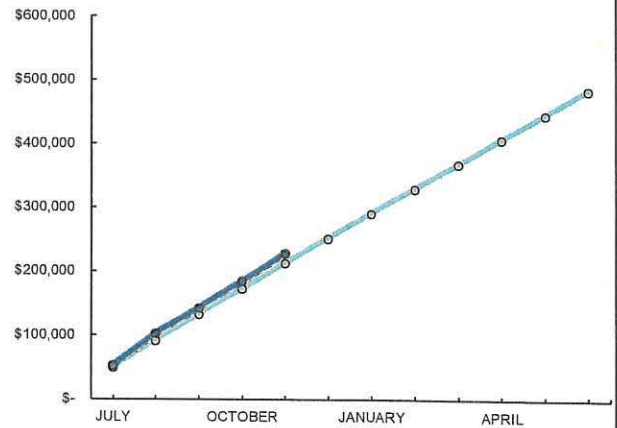
Capacity Charges



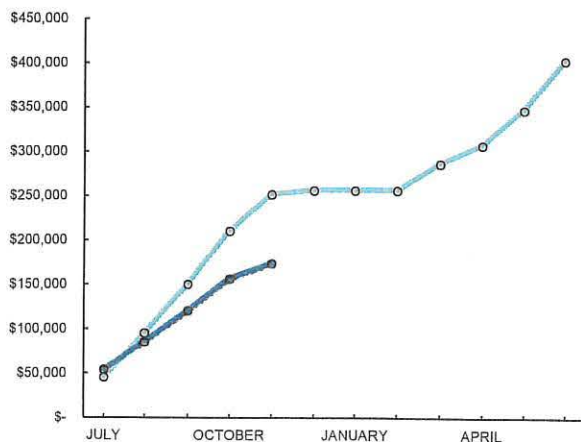
Property Taxes



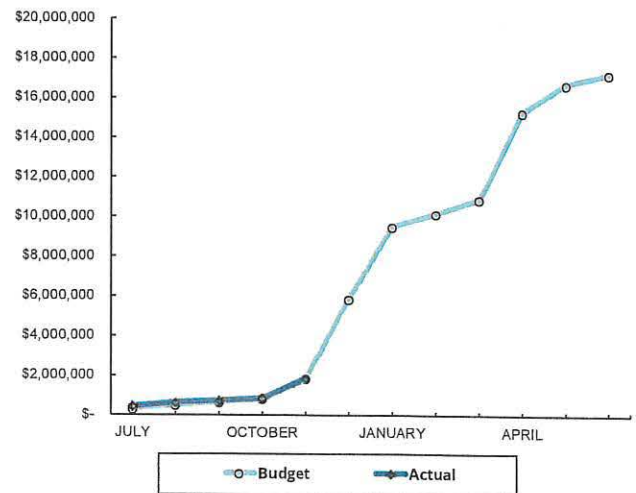
Investment Income



Recycled Wastewater Sales



Total Revenue

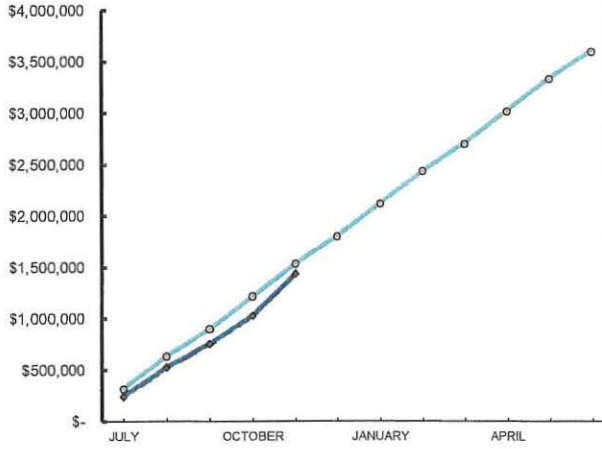


* Preliminary: subject to future review, reconciliation, accruals, and audit

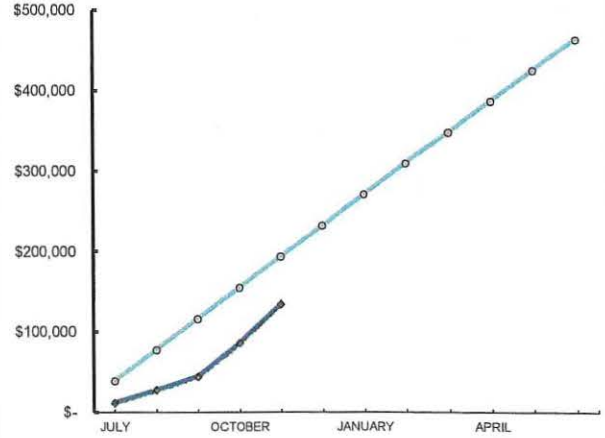
Leucadia Wastewater District Operating Expenses FY2024

YTD through November 30, 2023

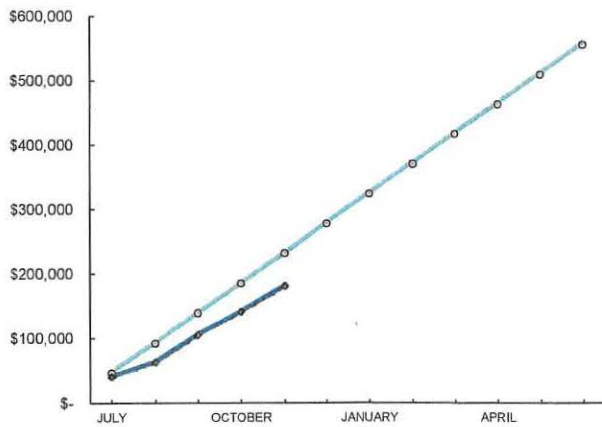
Salaries and Benefits



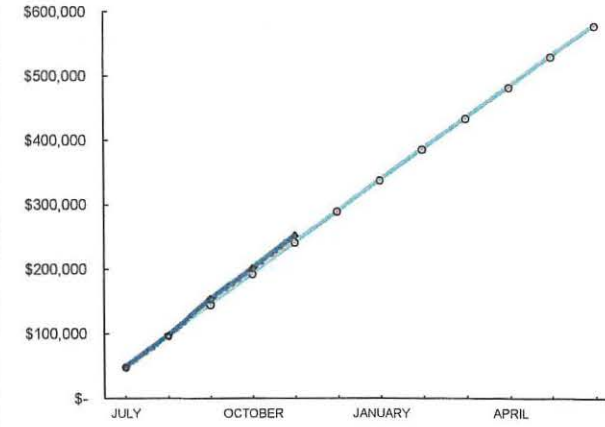
Professional Services



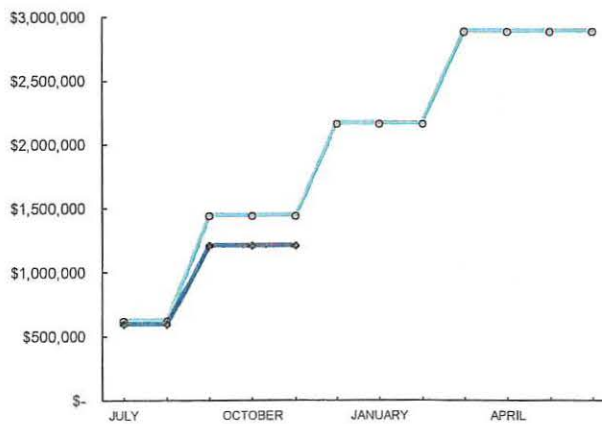
Repairs & Maintenance



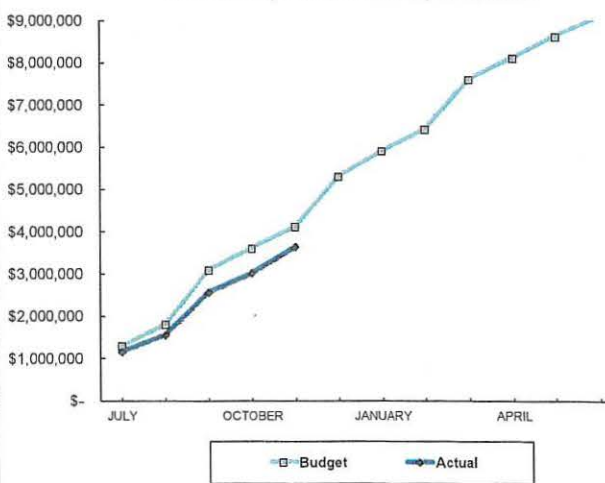
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



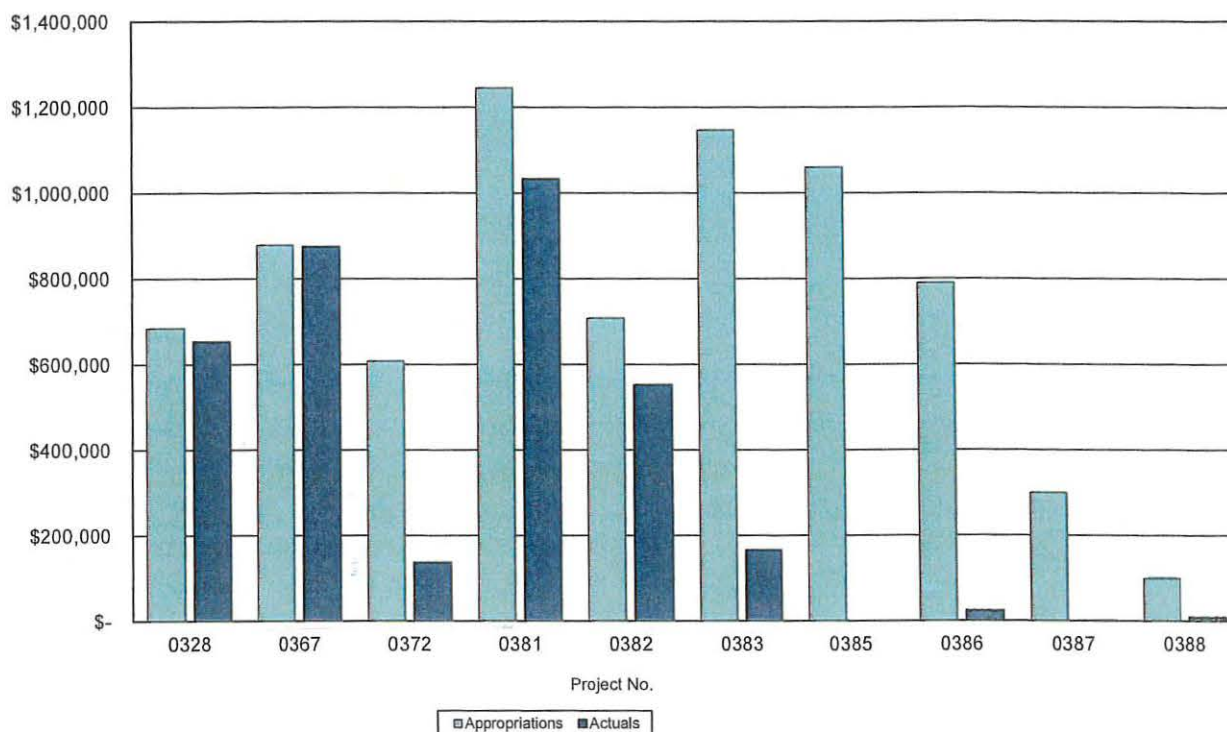
□ Budget ◆ Actual

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

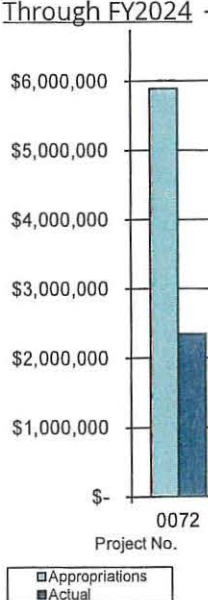
Leucadia Wastewater District Capital Expenditures

As of November 30, 2023

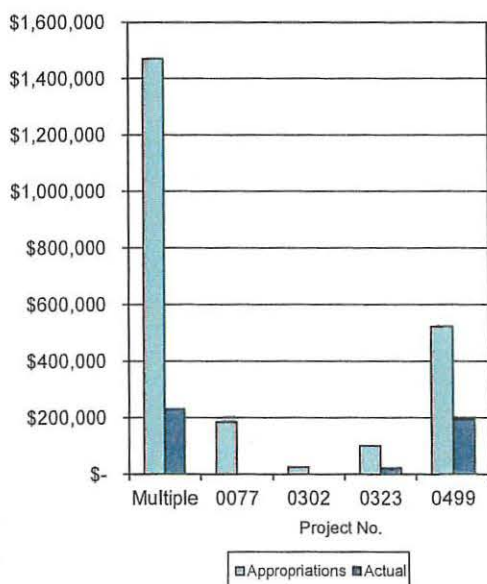
District Multi Year Capital Expenditures by Project Through FY2024



District's Share of Encina WPCF Capital Exp Through FY2024



Single Year Capital Expenditures by Project FY2024



Project Legend

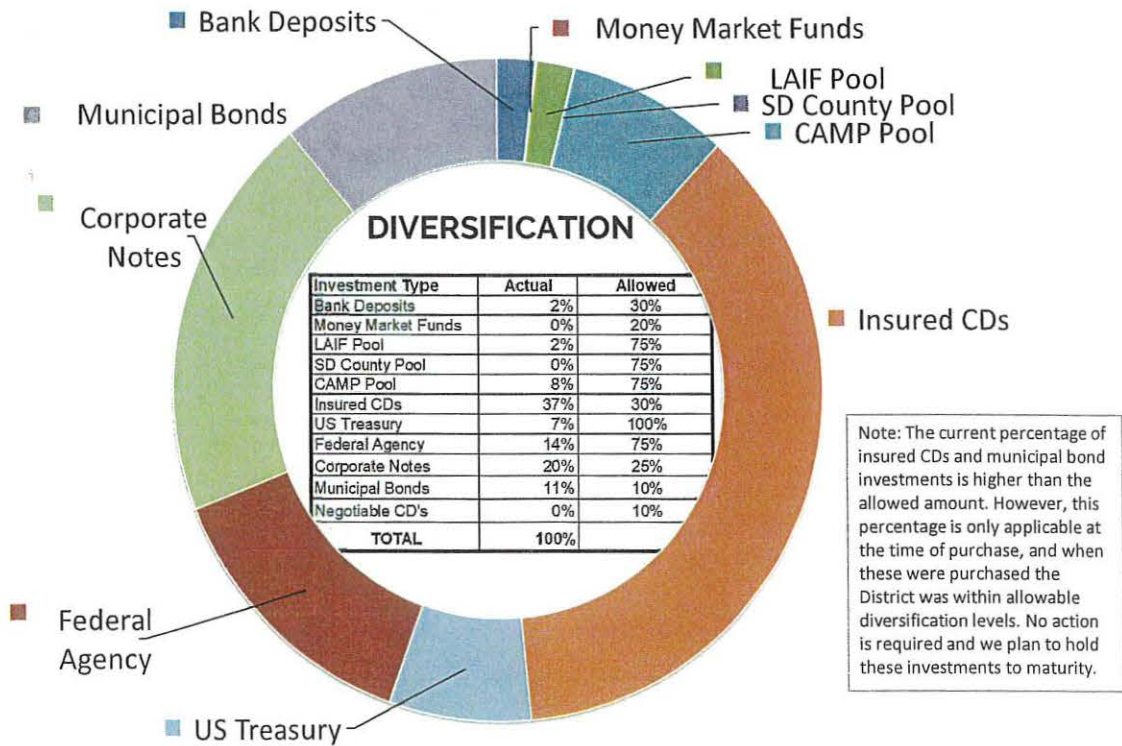
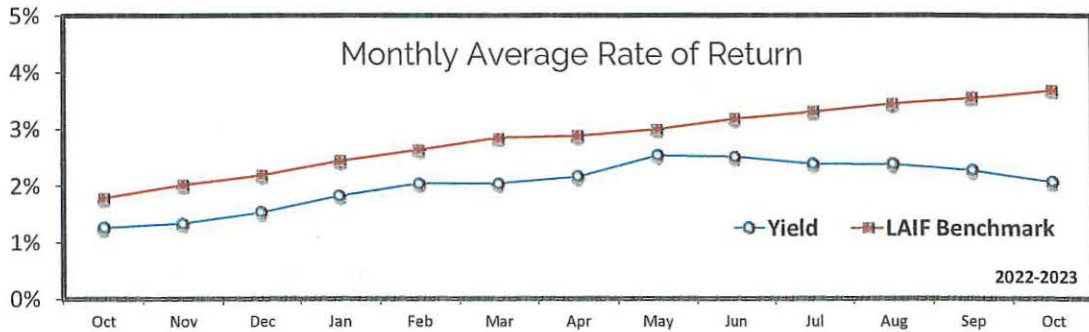
Multi-Year Capital Projects	No.
Encina Capital	0072
Water Recycling Group	0328
B1 Force Main - N. Section Replacement	0367
Diana Pump Station Upgrade	0372
Village Park 7 Pump Station Rehabilitation	0381
FY2023 Gravity Pipeline Rehabilitation	0382
Rancho Verde Pump Station	0383
Batiquitos Emergency Basin Project	0385
FY2024 Gravity Pipeline Rehabilitation	0386
L1 Condition Assessment	0387
San Marcos Creek Crossing Repair	0388

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

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

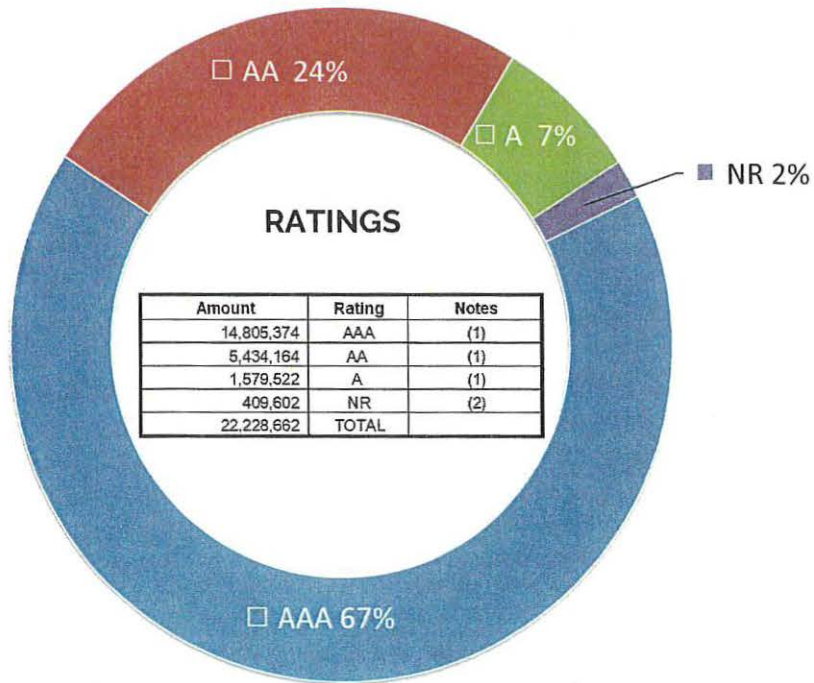
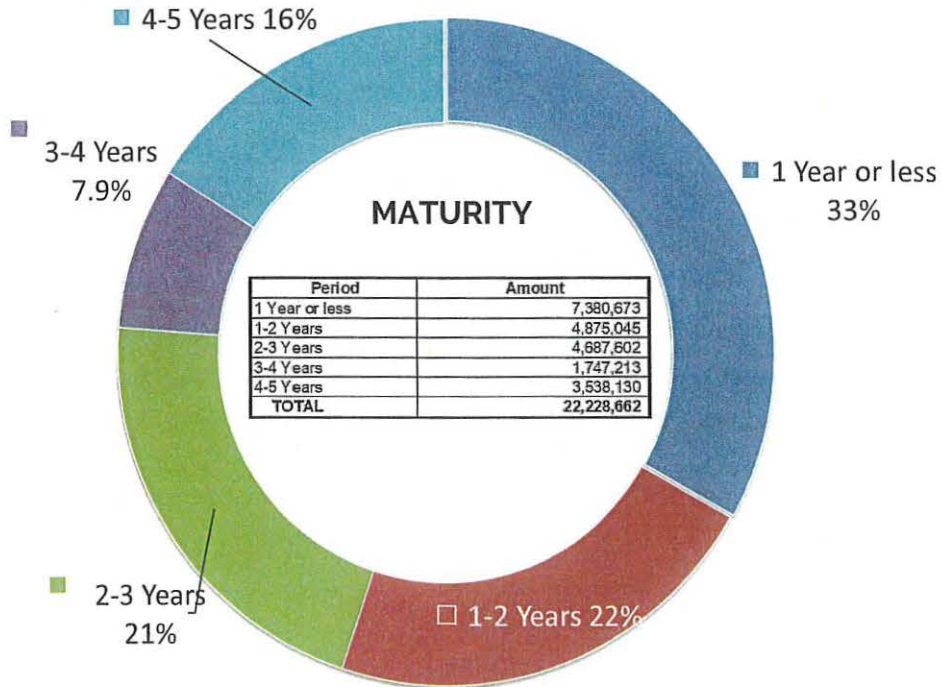
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
October 31, 2023

Cash Equivalents & Investments	Principal (Original Cost)		October Interest	Average Rate
	Sep 30, 2023	Oct 31, 2023		
Pacific Premier Bank Reserves	\$ 2,208,020	\$ 425,416	\$ 11	0.010%
TVI Dreyfus Money Market	11,820	17,920	62	4.980%
LAIF Pool	405,942	409,602	1,247	3.670%
SD County Pool	10,456	10,459	32	3.720%
CAMP Pool	2,704,132	1,769,687	10,364	5.560%
Certificates of Deposit - Insured	8,139,000	8,139,000	15,631	2.302%
US Treasury Notes	1,557,340	1,557,340	1,757	1.588%
Federal Agency Notes	3,291,687	3,042,569	3,451	1.400%
Municipal Bonds	2,433,766	2,433,766	1,831	0.853%
Corporate Bonds/Notes	4,422,903	4,422,903	6,135	1.656%
Totals	\$ 25,185,067	\$ 22,228,662	\$ 40,522	2.051%



LEUCADIA WASTEWATER DISTRICT
 Monthly Investment Summary
 October 31, 2023

(Continued)

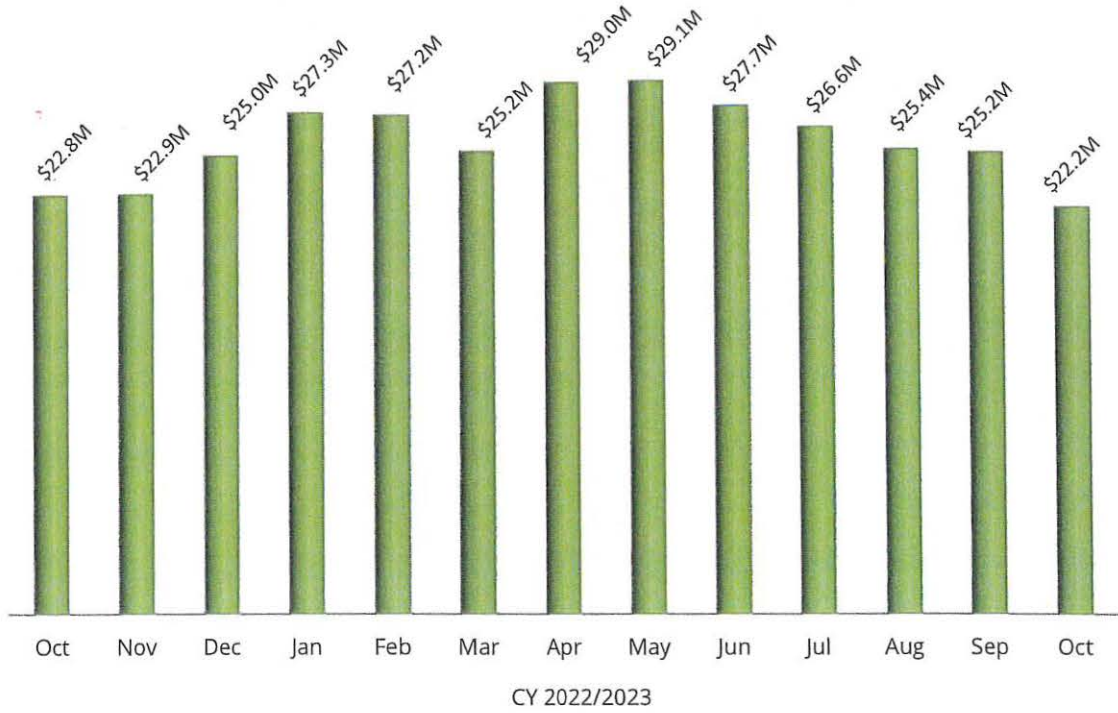


(1) CAMP Pool & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
October 31, 2023

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost
3137EAEY1		249,118	10/16/2023	3137EAEY1	0.24%
TOTAL	\$ -	\$ 249,118			

Notes

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

MEMORANDUM

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **October / November 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 months ending October and November 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 October and November 2023 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
October and November 2023**

Conference Date	Description	GM	Director	Director	Director	Director	DFA	DTS	FSS	ADS
		P. Bushee	E. Sullivan	D. Omsted	C. Roesink	R. Saldana	R. Green	R. Morishita	M. Gonzalez	T. Hill
Special District Leadership Academy October 22 -25, 2023 Santa Rosa, CA	Registration				625.00					
	Hotel				613.22					
	Airfare				648.98					
	Meals				121.56					
	Baggage									
	Rental Car				120.57					
	Tips									
	Fuel/mileage/taxi/uber				75.33					
Total		0.00	0.00	0.00	2,204.66	0.00	0.00	0.00	0.00	0.00
2023 CA Watereuse Conference November 5-7, 2023 Indian Wells, CA	Registration		675.00	675.00						
	Hotel		725.58	725.58						
	Airfare									
	Meals		28.86	8.38						
	Baggage									
	Parking/Coaster									
	Tips		26.00	10.00						
	Fuel/mileage/taxi/uber		143.45	142.79						
Total		0.00	1,598.89	1,561.75	0.00	0.00	0.00	0.00	0.00	0.00
	Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

MEMORANDUM

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Board-General Manager/Staff Relations Policy Annual Review**

RECOMMENDATION:

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Receive and file the Annual Review of the LWD Board-General Manager/Staff Relations Policy; or,
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: People/Administrative Policy Updates-Reviews/Board-General Manager/Staff Relations Policy

This item was reviewed at the December 6th HRC meeting.

In January, 2007, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Board-General Manager/Staff Relations Policy. The policy, which was last amended on March 8, 2023, calls for an annual review by the Board of Directors.

Staff recently conducted an annual review of the existing policy. Based on this review, staff is not recommending any changes. Since there are no changes to the policy, the HRC concurred with staff to place this item under Consent Calendar in the December agenda.

th:PJB

Attachment

**LEUCADIA WASTEWATER DISTRICT
BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY**

Ref: 23 8294

I. General Provisions

A) The Board of Directors, acting as a Board, is the governing body of the Leucadia Wastewater District (District) and is accountable to the public for the District's services, finances, establishment of policy and District performance. All powers of the Board shall be exercised and performed by the Board as a body, and no individual Director, except as otherwise authorized by the Board, shall have the power to alter or amend Board policy or directions. Public statements of Board policy and direction should reflect the viewpoint of a Board majority, notwithstanding a minority position. Directors acting within the scope and authority of their position enjoy strong legal protections from personal liability. Directors could lose some of these protections and risk personal liability if they act independently in excess of their authority.

B) The General Manager serves at the pleasure of the Board and is accountable to the Board for the implementation of Board policy and directions. The General Manager is the official spokesman for the District and is responsible for its day-to-day operation and administration. Unless directed otherwise by the Board, letters that express policies or positions of the District shall be from the General Manager.

C) The staff is responsible for performing administrative and operational functions assigned by the General Manager, or his or her designee, in implementing Board policy and directions. Direction to staff shall come through formal job descriptions or by directives from the General Manager or his or her designee.

D) District Counsel is retained by the Board, and is solely accountable to the Board.

E) The District's Financial Auditor is directly accountable to the Board. The Investment and Finance Committee (IFC) shall serve as the Board's delegated point of contact and meet with the Financial Auditor as required during the audit process.

II. Board to General Manager

A) The Board shall hire a General Manager, establish his or her compensation and define the conditions of his or her employment. The General Manager shall serve at the pleasure of the Board.

B) The General Manager is responsible for performing those functions, specific or general, assigned by the Board, either in the form of job description or Board direction.

C) The General Manager shall recommend, and the Board shall approve, the organizational structure of the District.

D) The General Manager shall hire all personnel with the exception of General Counsel at his or her sole discretion. The General Manager shall recommend and the Board shall approve the District's organizational chart and compensation ranges.

Policy Adopted: January 10, 2007

Amended: October 12, 2012, November 12, 2014, January 9, 2019, January 8, 2020, January 13, 2021, March 8, 2023 (approved via minutes)

E) The Board of Directors shall ultimately approve district Policy. The General Manager may recommend and provide information regarding policy matters, including information relating to the technical, administrative and fiscal ramifications of the policies being considered.

F) The General Manager shall take direction only from a Board majority, or from a duly appointed committee, acting within the scope of the District's policies.

G) The General Manager shall act as the primary point of contact between the Board and the staff.

H) The General Manager shall provide such reports for the Board as requested, including but not limited to:

- 1) Status reports on Board directed activities.
- 2) Financial reports.
- 3) Updates on operations, maintenance, construction and personnel matters.
- 4) Emergency reports.

III. Board to Staff

A) Administration of staff is the direct responsibility of the General Manager. The General Manager shall provide policy and administrative direction to staff. Directors shall not direct staff regarding their employment duties.

B) If a Director is requesting the creation of a particular report or analysis, the matter shall be brought to the General Manager or, if appropriate, the Board of Directors. However, Directors may obtain copies of existing reports and analysis from staff.

C) Individual Directors may contact Management Staff directly for the purpose of asking questions about, or seeking clarifications of, issues related to the District's official business. For the purposes of this policy, Management Staff includes the Director of Finance and Administration, the Director of Technical Services and the Field Services Superintendent. Travel questions may be directed to the Executive Assistant. The General Manager should be notified by staff of such contacts. This access may be in person or via telephone, e-mail or other forms of written or verbal requests.

D) Individual Directors intending to use more than 30 minutes of any staff member's time for issues relating to the District's business, should make an appointment with the staff member at a mutually agreed time and date. Contact with staff members should not generally exceed one (1) hour in any one week. Contact between Directors and the General Manager is not limited.

E) Individual Directors shall be granted access to all existing public documents at the District.

F) Staff members are not precluded from speaking with Directors. However, all complaints or matters of internal discipline should follow the established chain of command.

IV. Board and Employee Political/Election Related Activities

A) Government Code § 3204 prohibits elected public officials, such as District Board Members, from directly or indirectly “using any office, authority or influence” to persuade an individual to vote, exert political influence, or take political action on behalf of any candidate, officer, or party, in exchange for aiding or obstructing that individual’s ability to secure “any position, nomination, confirmation, or promotion.” It is unlawful, therefore, for Board Members to use their positions to force employees to perform political or election related tasks, or to retaliate against employees for refusing to do so.

B) In the event that District employees volunteer to help Board Members with election or political activities, the District prohibits such conduct while at work or while on District property. The basic rule is that public entities cannot use public funds or resources to influence voters to support a political position. This prohibition naturally extends to a public employee’s use of his or her time on the job for political or election activities. Employees may not participate in political or election activities while in uniform or at work.

V. Board, General Manager and Staff to Attorneys

A) The Board may hire Attorneys as needed and establish their compensation. Attorneys shall work under the direction of the Board or its designee and shall serve at the pleasure of the Board or its designee.

B) Attorneys shall not become involved in policy decisions, except to comment on the legal ramifications of the policies being discussed or considered.

C) Attorneys shall take direction from a Board majority, or from a duly appointed committee acting within the scope of the District’s policies.

D) Any Director may request a verbal opinion from Attorneys on matters relating to District business, including, but not limited to, clarification of potential conflicts of interest which may bear on the Director’s ability to participate in a vote. Any advice Attorneys provide shall be as legal counsel for the District and not individual Directors. Attorneys shall inform the Board if they become aware of any potential conflict of interest that may require withdrawal, disclosure, or abstention of a Director or otherwise impact the actions of the Board.

Directors may consult independent counsel on conflict of interest matters. If a potential conflict between an individual Director and the Board arises, the Director is encouraged to consult independent counsel.

E) Attorneys shall not respond to individual requests of a personal nature.

F) The General Manager is the primary point of contact between the staff and Attorneys for the assignment of work.

G) The General Manager shall be authorized to contact Attorneys at his or her discretion.

VI. Board to Other Agencies

- A) Directors may contact elected officials, or staffs of other Agencies, on behalf of the Board. However, when representing the Board, Directors' comments should reflect approved Board policies or, in areas where no policy has yet been developed, the viewpoint of a majority of the Board. If the Board's viewpoint is unclear or not known, this should be stated.
- B) If a Director expresses an opinion before another agency regarding District business that is inconsistent with established Board policy or is simply not covered by Board policy or action, it is requested that the Director state that he or she is expressing their own opinion and not representing the Board as a whole.
- C) Directors shall not offer testimony or comments, regarding District business, at a formal meeting of another official body, without express consent from the Board.

VII. Emergency Situations

- A) The General Manager or his/her appointee shall notify Directors of an emergency as soon as reasonably practical. The General Manager or his/her appointee shall follow-up with a written report to the Board at the next scheduled Board meeting following the emergency.

VIII. Access to the Agenda

- A) The Board may request items to be placed on future agendas at its regular meetings. In addition, each and every Director may place any item on the agenda provided the request is made no later than Tuesday of the week before the meeting.
- B) Items placed on the agenda by an individual Director, accompanied by material submitted by that Director, shall be included in the agenda packet.

IX. Policy Review

- A) This policy shall be reviewed annually by the Board of Directors.

MEMORANDUM

Ref: 24-8634

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2023 Audit of the District's 2019 Sewer System Management Plan (SSMP)

RECOMMENDATION:

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

1. Receive and file the FY2023 Audit of the District's 2019 Sewer System Management Plan (SSMP) completed by Dexter Wilson Engineering, Incorporated (DWEI).
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Services / SSMP Audit

This item was reviewed by the EC at their December 6th meeting.

The Statewide Sanitary Sewer Systems Waste Discharge Requirements (WDR), adopted in May 2006, imposed several regulations on all California agencies that operate Sewage Collection Systems. The Statewide WDR required sewer agencies to develop and implement a system-specific Sewer System Management Plan (SSMP). The District complied with all prescribed WDR provisions, including having a written SSMP that was originally adopted by the District's Board of Directors in 2009 and subsequently updated in June 2019. In December 2022, the State Water Resources Control Board adopted and reissued the WDR that changed the requirement for the SSMP update from a five year cycle to a six year cycle. Additionally, the reissued WDR changed the SSMP audit requirement from every two years to every three years. However, staff has elected to continue to conduct the SSMP audits annually which exceeds regulatory requirements.

The District retained DWEI to conduct the 2023 SSMP Audit. DWEI completed its audit and has concluded that the District's activities, programs, and efforts meet or exceed the requirements of our SSMP. Additionally, changes in District organization, practices, or regulations were not significant enough to require an update and re-adoption of the SSMP prior to August 2025, the deadline of the reissued WDR required six year update cycle.

The letter report of the FY2023 Audit is attached for your review. A copy of the complete report, including enclosures, is available upon request.

Following discussion, the EC concurred with staff to place this item under Consent Calendar in the December agenda.

mg:PJB

Attachment

DEXTER WILSON ENGINEERING, INC.

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

October 20, 2023

103-019/7

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Attention: Paul Bushee, General Manager

Subject: Leucadia Wastewater District Sewer System Management Plan Fiscal Year
2023 Audit

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

The purpose of this letter-report is to present the Fiscal Year 2023 (FY23) Audit (the fourth audit of the 2019 readoption of the District's SSMP) in fulfillment of the District's SSMP requirements. The Audit consists of completing the Section IX SSMP Evaluation Checklist and Section X SSMP Audit Checklist. These checklists are accompanied by summaries of the SSMP activities for the year.

Section IX SSMP Evaluation Checklist

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

- evaluate the implementation and effectiveness of the Enrollee's SSMP in preventing spills,
- evaluate the Enrollee's compliance with the WDR,
- identify SSMP deficiencies in addressing ongoing spills and discharges to waters of the State; and
- identify necessary modifications to the SSMP to correct deficiencies.

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

In completing the Evaluation Checklist (found in Attachment A), we find that, in general, the District's activities, programs, and efforts meet or exceed the requirements of the WDR and SSMP. Minor changes were made to the SSMP to reflect the overall WDR update. However, the changes do not necessitate a re-adoption of the SSMP prior to the scheduled August 2, 2025 revision, per the required six year cycle. In completing the Evaluation Checklist, there are several items to note, as discussed in the Audit Discussion section below.

Section X SSMP Audit Checklist

The Statewide WDRs governing sanitary sewers specify that the District shall conduct periodic internal audits, appropriate to the size of the system and the number of spills. These audits must occur, at a minimum, every three years and a report must be prepared and kept on file. The audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the WDR and SSMP requirements, including the identification of any deficiencies in the SSMP and the steps taken to correct them.

Paul Bushee
October 20, 2023
Sewer System Management Plan Fiscal Year 2023 Audit

The District has chosen to conduct their SSMP audit on an annual basis. In completing the Audit Checklist, we find all requirements of the checklist to be current and implemented. The completed Audit Checklist for FY23 can be found in Attachment B.

Audit Discussion

The following paragraphs highlight notable elements of the FY23 Audit organized by the relevant SSMP Section. Additional notes can be found on the Evaluation Checklist in Attachment A.

Sections I, II, and III (District Goals, Organization, and Legal Authority). No appreciable changes have occurred to the District's Goals, Organization, or Legal Authority since the 2019 SSMP. The statewide WDR which governs the SSMP was revised/updated and became effective on June 5, 2023. District staff have been active in this process toward reissuance of the WDR including attending virtual State Water Board workshops and updating pertinent SOPs. There were two new field services staff hired in FY23.

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

Exhibit C-2 tracks the general progress of CCTV inspections in the District. Per the District's SSMP, the District strives to CCTV their entire system every three years. The District is on track to meet its goal of CCTV inspecting its 200 mile gravity sewer system within a three-year timeframe. However, in review of Exhibit C-2, there are select areas within the District which have not been CCTV inspected in the last three years. These areas will be CCTV inspected in FY24.

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

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

In FY16, the District began introducing foam treatments in pipelines and manholes for the treatment of roots. The initial results were favorable and the District has incorporated foam treatment into the regular schedule of preventative maintenance activities. Additional line segments and manholes utilized foam treatment for root control in FY23.

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

The District's Asset Management Plan (AMP) was revised in April 2023. Progress throughout FY23 with respect to the AMP (and other asset planning efforts) is summarized in the Attachment I letter-report at the end of the audit. The District's revised AMP is summarized as well in Attachment I.

The FY23 SOP training schedule can be found in Attachment D and all updated SOPs are included on a CD in Attachment E.

Section VI (Spill Emergency Response Plan). An overall update to the District's Spill Emergency Response Plan (SERP), previously titled Overflow Emergency Response Plan (OERP), was completed in FY23. The OERP had been reviewed and revised (as needed) on

an annual basis since the original SSMP adoption in 2009 by the District. Per the new Statewide WDR update, the OERP was required to be updated and implemented as the SERP per the Order's guidance.

Section VII (Sewer Pipe Blockage Control Program). Only one spill has been attributable to a FOG sewer pipe blockage since FY11, continuing the District's SSMP determination that a formal FOG control program is not warranted at this time. The District continues to require BMP agreements for all new FSEs as well as further continuing its outreach via newsletters, door hangers, inspections, etc. Additionally, the District is training field staff and conducting inspection of grease interceptors/traps in shopping plazas that show significant corrosion of manholes (42 inspections in FY23). District FSE inspections have included notification of sufficient grease cleaning as well as ensuring that certified grease haulers are being utilized by the FSEs.

Section VIII (System Evaluation and Capacity Assurance). The District continues to monitor (and address as necessary) the presence of scale in the Alga Hills area. The area was most recently CCTV inspected in FY23 and is hydrocleaned as deemed necessary. Any defects discovered during the CCTV inspections are incorporated into the District's Repair Priority List.

Inflow domes have been installed in 2,687 of the District's 5,103 manholes to aid in reducing inflow. The District will continue to repair/replace inflow domes as it becomes necessary. Figure 1 shows the locations where inflow domes have been installed throughout the District.

Smoke testing was performed in the Leucadia area FY23. A majority of the defects were found along private laterals and cleanouts.

Flow analyses of the District were conducted as part of the District's 2008, 2013, 2018, and 2023 AMPs. All four documents concluded that estimates of average and peak ultimate flows are within the design values of the District and less than the flows utilized in the District's detailed capacity analyses conducted as part of the 1999 Wastewater Master Plan. There are no capacity-driven replacement projects currently identified for the District. For reference, the current buildout flows for the District are projected to be 4.7 mgd in comparison to the 1999 Master Plan where buildout flows were projected at 6.5 mgd.

LEGEND

- Inflow Dome Location
 - Manhole
 - ▭ District Service Area
 - ▭ District Sphere of Influence
 - ▭ Municipal Boundary
 - District Office
- District Gravity Sewers**
- Drainage Basin 1
 - Drainage Basin 2
 - Drainage Basin 3
 - Drainage Basin 4
 - Drainage Basin 5
 - Drainage Basin 6
 - Drainage Basin 7
 - Drainage Basin 8
 - Drainage Basin 9
 - Drainage Basin 10
 - Drainage Basin 11

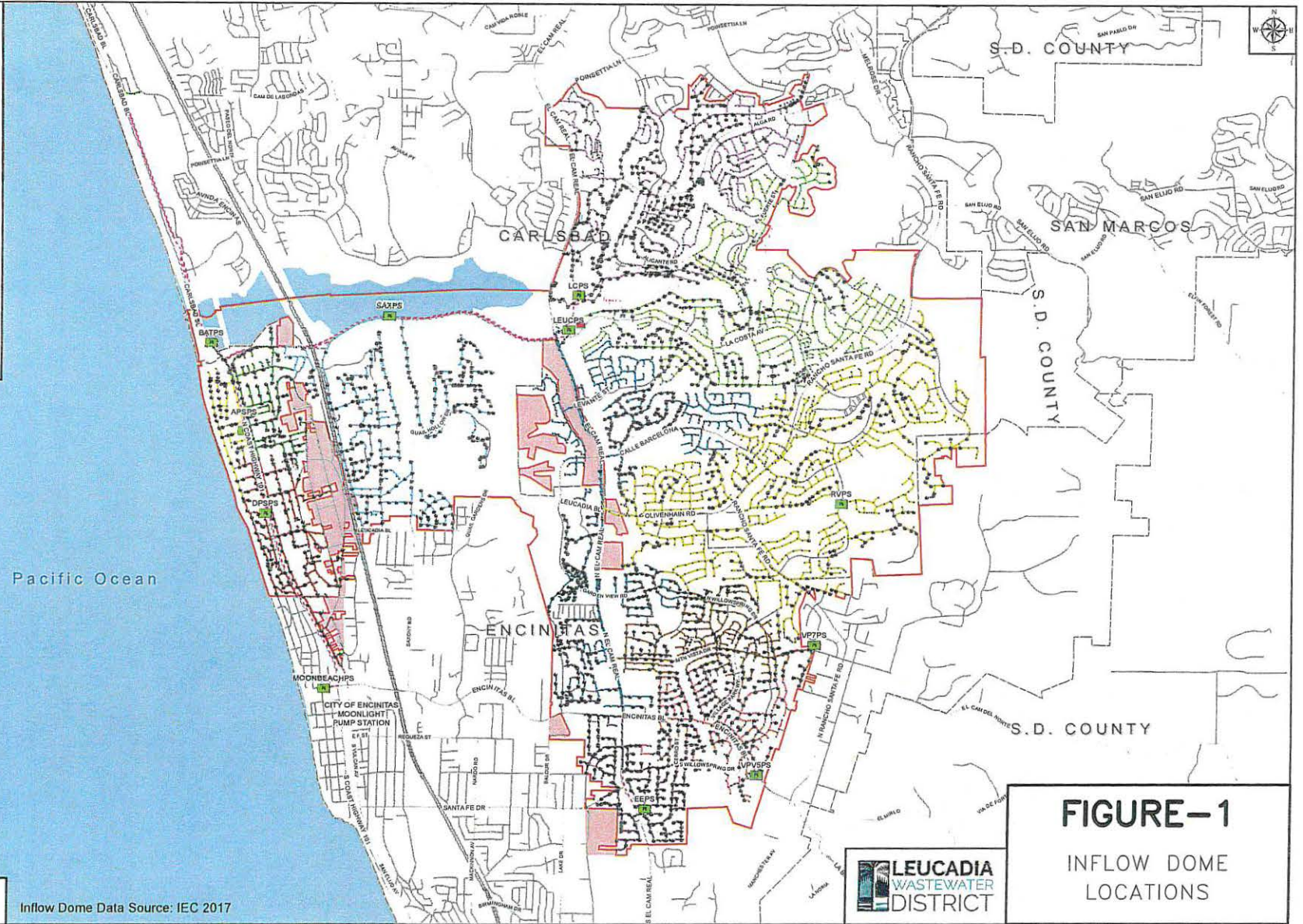


FIGURE-1

INFLOW DOME
LOCATIONS



The District's monthly flow comparison for FY22 and FY23 can be found in Attachment F. In comparison to FY22, average daily flows have slightly increased in FY23.

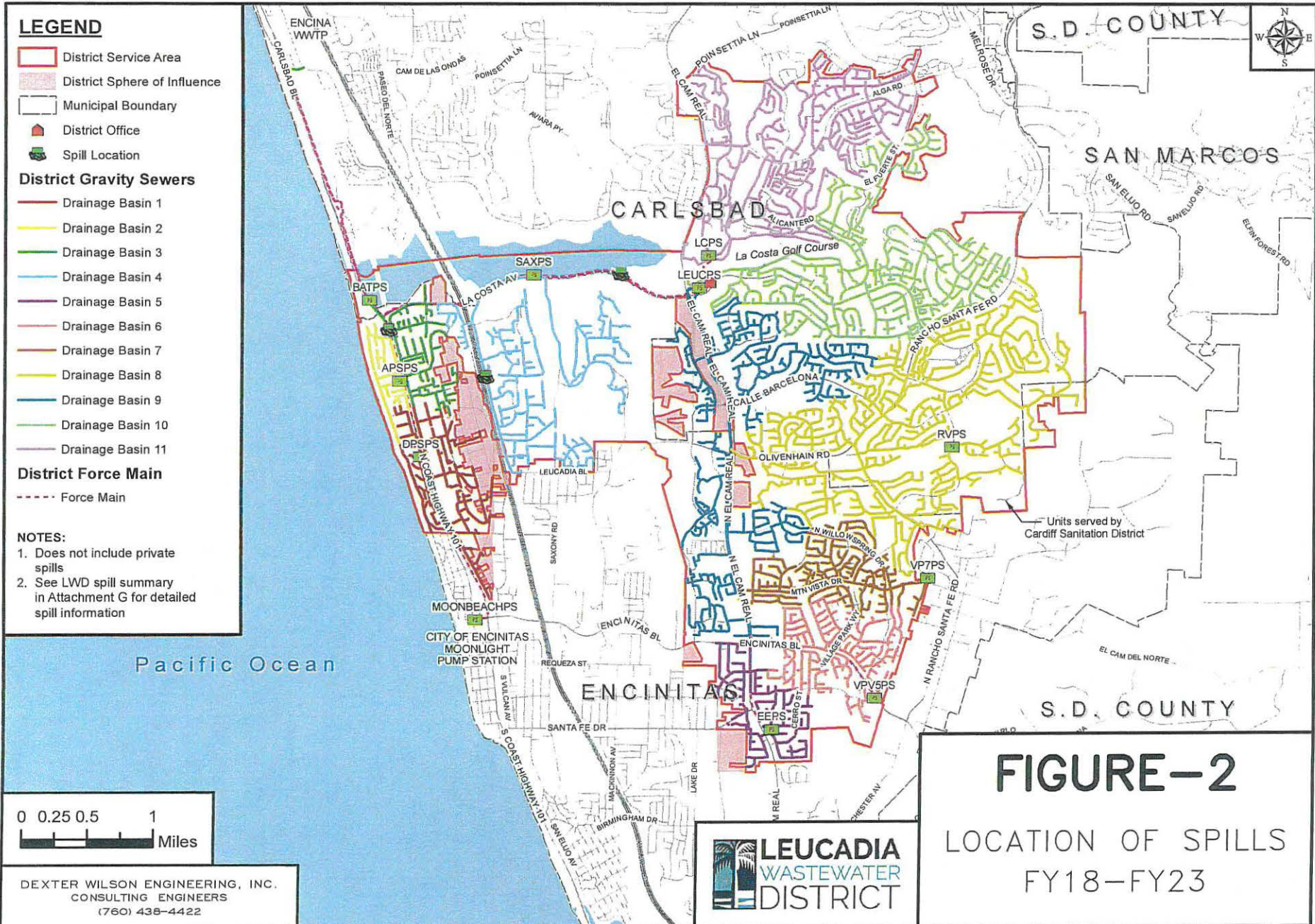
Other FY23 system evaluation activities included the continuance of converting the Inframap data transfer to a cloud-based system.

Section IX (Monitoring, Measurement, and Program Modifications). The District's Spill Summary from the most recent SSMP update in 2018 through June 30, 2023 can be found in Attachment G. No spills occurred in FY23.

Spill review checklists for each spill event are on file at the District office. Figure 2 identifies the location of each spill in a public line or manhole since most recent SSMP update. There were four private lateral spills in FY23 totaling 115 gallons which were all captured and vacuumed up. The District does not own, operate, or maintain laterals that connect into its collection system. The District responds to and assists with the clean-up of private lateral spills as a courtesy to residents. Spill occurrence, volume, and lateral reimbursement continues to decline which demonstrates the District's successful preventative maintenance programs.

Section XI (Communication Program). The District has made the 2019 SSMP and subsequent audits available on its website. The District also actively posts to Facebook to communicate generally with the public. Examples of Facebook posts by the District in FY23 included reminders about the problems that wipes and grease cause in the sewer system, tips on how customers can better maintain their private sewer plumbing, keeping easements clear, and information on District activities such as smoke testing, routine maintenance work/traffic control, etc. Additionally, SSMP updates and SSMP Audits are formally presented to the Engineering Committee and Board of Directors.

99



Recommended SSMP Edits

Attachment H to this audit document is a place holder for specific edits to the 2019 SSMP; there are no edits/change recommended to the SSMP based on the FY23 Audit. The revisions stemming from the SERP update are included for reference. Future edits, if necessary, will be documented in the SSMP change log (Appendix B of the SSMP and Attachment H of subsequent audits). Future edits/revisions to the SSMP will be evaluated to determine whether or not they are significant enough to warrant re-adoption of the District's SSMP prior to the scheduled August 2, 2025 revision.

Summary of Recommendations

The following section summarizes recommended items as a result of the FY23 Audit:

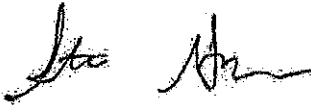
- Ensure that La Costa Golf Course and La Costa Avenue, Alga Road, and Rancho Santa Fe Road sewers, which all require additional measures (e.g. traffic control, easements, etc.), maintain cleaning/CCTV cycles (See Attachment C, specifically locations 7 and 13). The La Costa Golf Course and Batiquitos influent gravity sewers are recommended to be scheduled for CCTV inspection next.
- Ensure that the planned O&M activities (e.g. hydroclean and CCTV inspect every 5 years) for the Lanikai and Occidental sewer lines are on track (see AMPI memorandum Attachment A). The Occidental sewer line was hydrocleaned by Carlsbad in FY22.
- Complete all applicable scheduled SOP trainings in FY24 (see Attachment D for reference).
- Ensure that revised SERP is implemented and integrated into District training.

Paul Bushee
October 20, 2023
Sewer System Management Plan Fiscal Year 2023 Audit

Next Steps

This SSMP FY23 Audit should be received and filed by the District Board as well as retained for inclusion in the current District's 2019 SSMP. Please be sure to post this FY23 Audit on the District's website and include a hardcopy in the District's 2019 SSMP counter copy. We appreciate the opportunity to have worked with the District on this project. Should you have any questions please do not hesitate to contact us.

Dexter Wilson Engineering, Inc.



Steven Henderson, P.E.

NF:SH:ah

Attachment(s)

Encina Wastewater Authority Report
Regular Board Meeting
November 15, 2023

EWA Board of Directors – Vice President Roesink reporting

1. Cogen Systems Controls Upgrades

The Board of Directors authorized the following for the Cogen facility:

- Award of a Technical Services Agreement to Hawthorne Machinery Company in the amount of \$333,150 for the control systems upgrade;
- Award a task order to Enterprise Automation in the amount of \$480,000 for the SCADA Migration; and
- Approve a transfer of unexpended appropriations from the Capital Improvements Program budget in the amount of \$47,800

Executive Session

2. Public Employee Performance Evaluation Pursuant to Government Code

Title: General Manager

3. Conference with Labor Negotiators –Pursuant to Government Code

Agency designated representative: Nicholaus Norvell, General Counsel

Unrepresented Employee: General Manager

There was no reportable action.

Engineering Committee Meeting Report

Presented by Director Saldana

Meeting held December 6, 2023

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

- Receive and file the FY2023 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) completed by Dexter Wilson Engineering, Inc.

The EC concurred with staff to recommend that the Board of Directors receive and file the FY2023 Audit of the District's 2019 Sanitary Sewer Management Plan (SSMP) and add this item under Consent Calendar at the December Board meeting.

The EC also received an update on the San Marcos Creek pipeline issue. This item was for information only and no action was taken.

Human Resources Committee Meeting Report

Presented by Director Pacilio

Meeting held December 6, 2023

1. The Human Resources Committee (HRC) reviewed the following recommendations:


- Adopt Resolution No. 2407 approving LWD's Revised Workplace Violence Prevention Policy; and
- Adopt Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy; and

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

The HRC also completed the annual review of the Board-General Manager/Staff Relations Policy. Since there were no changes to the Policy the HRC and staff agreed to add this item under Consent Calendar at the December Board meeting.

MEMORANDUM

Ref: 24-8524

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Revised Workplace Violence Prevention Policy

RECOMMENDATION:

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2407 approving LWD's Revised Workplace Violence Prevention Policy.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: People/Administration Policy Reviews/Workplace Violence Prevention Policy

This item was reviewed at the December 6th HRC meeting and the HRC concurred with staff to present this item for the Board's consideration.

The Board of Directors originally adopted LWD's Workplace Violence Prevention Policy in November 2007, and it was last revised on September 11, 2013.

The purpose of this Policy is to help prevent workplace violence incident(s) and ensure the well-being of LWD's employees. The policy also strengthens basic information contained in LWD's Human Resources Policy Manual. Staff recently conducted a review of the existing policy. Based on this review, staff is recommending several changes that clarify the intent of this policy, along with clerical and formatting updates. Staff will provide a summary of the policy's revisions, which is attached to Resolution No. 2407 at the upcoming meeting.

A brief summary of the proposed revisions include the following:

Section 3 – Workplace Security Measures

Section B: Prohibited Behaviors section was added to clarify which behaviors are prohibited in the workplace.

Section 4 – Reporting and Investigation Procedures

- In this section, language was updated to clarify which staff members employees can report any concerns of violence or incidents of violence to.
- The paragraph about *Inspections* was moved to this section. In the prior policy, it was written as a stand-alone statement.

Section B: As with other similar policies, a section about confidentiality during an investigation was added to the policy.

Minor Change Recommendations

Throughout the policy, various minor changes were made to improve clarity, correct grammatical spelling and format inconsistencies.

Attached please find the proposed Resolution No. 2407, which includes the amended Workplace Violence Prevention Policy. Revisions outlined in the policy are presented in teal color.

Therefore, staff and the HRC request that the Board of Directors adopt Resolution No. 2407 amending the Workplace Violence Prevention Policy and provide direction as appropriate.

Attachment

th:PJB

RESOLUTION NO. 2407

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
ADOPTING THE LEUCADIA WASTEWATER DISTRICT'S
REVISED WORKPLACE VIOLENCE PREVENTION POLICY**

WHEREAS, the Leucadia Wastewater District's (LWD) originally adopted the Workplace Violence Prevention Policy on November 14, 2007 to establish a policy that promotes a safe work environment; and

WHEREAS, the Workplace Violence Prevention Policy was last updated on September 11, 2013; and

WHEREAS, it is prudent for LWD to periodically review its Workplace Violence Prevention Policy to reflect administrative changes as well as changes in laws and regulations.

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors adopts the LWD Revised Workplace Violence Prevention Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2239.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held December 13, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

ATTEST:

Paul Bushee, Board Secretary

LEUCADIA WASTEWATER DISTRICT WORKPLACE VIOLENCE PREVENTION POLICY

1. Policy

Leucadia Wastewater District (LWD) is committed to providing a safe and secure working environment for all employees. This policy aims to prevent incidents of workplace violence and ensure that everyone associated with LWD, including employees and customers, never feels threatened by the actions or conduct of any employee or independent contractor.

This policy amplifies information contained in LWD's Human Resources Policy Manual.

2. Prohibited Behaviors

LWD has a policy of zero tolerance for workplace violence and the following behaviors are strictly prohibited in the workplace:

- **Physical Violence:** Any form of physical assault, hitting, kicking, pushing, or other acts that cause harm or injury to another person.
- **Verbal or Emotional Abuse:** Engaging in aggressive or abusive language, including threats, insults, derogatory comments, or humiliation that may cause emotional distress.
- **Intimidation or Coercion:** using threats, manipulation, or other means to force or control another person's behavior or actions.

3. Workplace Security Measures

To fulfill this commitment to a safe work environment for employees, customers, and visitors, a few simple rules have been created. These are:

A. Limited workplace access

- Access to LWD's workplace (i.e. facilities beyond the public parking lot and reception area) is limited to those with a legitimate business interest.
- All visitors to the workplace who are not a guest of an employee or who are not attending a District-approved meeting must sign in at the reception area before entering limited areas.

B. All Weapons Banned

LWD specifically prohibits the possession or transportation of weapons by any employee while on LWD's property. This ban includes keeping or transporting a weapon in a privately owned vehicle on LWD property. Employees are also prohibited from carrying a weapon in an LWD owned vehicle or while performing their official duties on or off LWD

property.

Weapons include guns, knives (with blades longer than 3 inches unless issued as part of District equipment), explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, may be taken against any employee who violates this policy.

4. Reporting and Investigation Procedures

Employees are responsible for reporting potentially violent situations in the workplace to a supervisor or manager.

If an immediate threat to personal safety exists, employees should contact local law enforcement or emergency services.

Employees are encouraged to report any incident that may involve a violation of any LWD's policies that are designed to provide a comfortable, safe, and non-hostile workplace environment. Reporting should be done without fear of retaliation, and all reports will be handled promptly.

All potentially violent situations are serious and all threats of violence against LWD employees will be reported to the appropriate law enforcement authorities immediately.

Employees are required to report:

- Any suspicious or unauthorized persons on or near LWD premises.
- Threatening communications include mail, telephone calls, electronic communications and faxes, and verbal remarks.
- Other acts by or against employees that may affect employee safety including harassment, intimidation, stalking, invasion of privacy, or the possession of prohibited items as described herein.

Concerns of violence may be presented to the employee's supervisor or any LWD Manager. There is no chain of command when contacting the General Manager; an individual does not need supervisor or manager approval to do this. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager or the General Manager. In incidents where the General Manager is accused of violating this policy, the complaint shall be filed with the District's Legal Counsel, Worden Williams, LLP or the "We Tip" hotline at www.wetip.com. Contact information for LWD's legal counsel will be provided to each employee.

Upon receiving a report of workplace violence, LWD's management will conduct a thorough investigation to determine the facts and gather evidence. Appropriate disciplinary action against individuals found guilty of workplace violence, which may include verbal or written warnings, suspension, termination, or legal action as deemed necessary.

If an employee(s) engages in any violence in the workplace or threatens violence in the workplace, he/she employment may be terminated immediately for cause.

If necessary, LWD will implement corrective measures, such as increased security measures,

counseling services, or training programs to prevent future incidents. In accordance with SB 553, LWD will maintain a violent incident log for all workplace violence incidents.

Inspections

LWD reserves the right to search all company vehicles, workstations, work areas, desks, file cabinets, lockers, and other personal property of employees (including personal vehicles parked or operated on LWD property) and their contents for weapons. LWD will conduct searches when there is reasonable cause to believe that an employee or independent contractor has a weapon. "Reasonable Cause" is defined as facts that would lead a reasonably prudent person to believe that the employee or any other individual on District property has a weapon or that a weapon is in the area to be searched. Employees, who are found to have a weapon in violation of this policy or other LWD policies, may be subject to disciplinary action, up to and including termination of employment.

A. Incident Management

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of LWD's workforce, LWD will provide initial counseling and support services.

As the crisis passes and support systems are put into place for individuals affected by the incident, LWD will make every effort to return to normal business operations. A reasonable effort will be made to notify employees, customers, and others who need to know of the status of business operations directly whenever possible. In cases where direct contact is not possible or practical, an effort will be made to communicate through the news media and other available resources.

B. Confidentiality

To the extent possible, LWD will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with LWD's ability to fulfill its obligations under this policy. All employees are required to cooperate fully with any investigation. This includes but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any information that may be pertinent to the alleged violation to the person conducting the investigation.

C. Training

As part of its commitment to preventing workplace violence, LWD will ensure that all employees are aware of this policy by establishing an annual training requirement. Training will initially be included as part of the new employee orientation process; thereafter, it will be provided in a manner approved by the General Manager.

D. Employee Support and Resources

In addition to required training, LWD encourages employees to pursue additional training and/or courses in areas such as communication, problem-solving, building effective working relationships, stress management, etc. to minimize the risk of workplace violence. These activities may be provided at LWD's expense or supported by its tuition reimbursement program subject to General Manager's approval.


Employee assistance program

LWD provides an Employee Assistance Program (EAP) for all full-time employees. This EAP offers services to employees and their eligible dependents. While LWD receives periodic reports on the number and types of visits or calls made to the EAP, LWD does not receive information about individual contacts with the EAP.

Employees are encouraged to use the EAP whenever he/she feels the need for guidance in coping with personal difficulties. If an employee has difficulty handling drugs or alcohol, the EAP can provide information on treatment. The EAP is a confidential service to be used when an employee needs help.

MEMORANDUM

Ref: 24-8551

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Travel Authorization and Expense Reimbursement Policy

RECOMMENDATION:

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy and/or;
2. Discuss and take other action as appropriate

DISCUSSION:

Tactical Goal: People/Administration Policy Reviews/ Travel Authorization and Expense Reimbursement Policy

This item was reviewed at the December 6th HRC meeting and the HRC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (LWD) Travel Authorization and Expense Reimburse Policy was originally adopted by the Board of Directors on February 8, 2006. Since then, the Board has periodically updated this policy as required. It was last revised on September 13, 2017.

The policy is required by California government code, if members of its legislative body are reimbursed for necessary expenses incurred while traveling for District business. In summary, the policy complies with this code, by including language that:

- establishes "reasonable reimbursement rates" for travel, meals, lodging and other actual and necessary expenses;
- establishes an expense reimbursement form that must be completed and returned within a "reasonable time" with accompanying receipts;
- specifying the types of conferences, meetings or events that qualify for reimbursement of expenses; and
- limits transportation and lodging costs to the maximum group rate published by the conference or activity sponsor or to government rates when available

Staff recently reviewed the policy to determine if any revisions are necessary. Based on this review, staff suggested the following revisions:

- 1) include CalPERS and the California Society of Municipal Finance Officers to the pre-authorized list of organizations eligible for expense reimbursement for staff,
- 2) include sexual harassment prevention training, for the purpose of complying with State law or District policy as a pre-authorized reimbursable activity for staff and the Board of Directors,
- 3) increase the maximum daily amount reimbursable for meals from \$75 to \$100 per day,

the maximum daily amount reimbursable has been \$75 since 2006; and
4) minor grammar changes were made throughout the policy.

Proposed Resolution No. 2405, which includes the amended Travel Authorization and Expense Reimbursement Policy, is attached in bold/strikeout format for the Board's review.

th:PJB
Attachment

RESOLUTION NO. 2405

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT (LWD)
AMENDING THE TRAVEL AUTHORIZATION AND
EXPENSE REIMBURSEMENT POLICY**

WHEREAS, LWD Directors and employees are encouraged and, at times, obligated to attend conferences, meetings, seminars and committee and other meetings on behalf of LWD; and,

WHEREAS, California Government Code Section 53232.2 requires LWD to adopt a policy that identifies occurrences for which Board members may receive reimbursement, and specifies reasonable reimbursement rates for travel, meals, lodging, and other actual and necessary expenses; and

WHEREAS, California Government Code Section 53232.3(a) requires LWD to provide expense report forms to be filled out by Board members; and

WHEREAS, the LWD Board of Directors adopted Resolution No. 2291 on September 13, 2017 amending LWD's Integrated Travel Authorization and Expense Reimbursement Policy that authorizes attendance at such meetings and provides for payment or reimbursement of legitimate expenses incurred by persons traveling on behalf of LWD.

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors further amends the LWD Travel Authorization and Expense Reimbursement Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2291.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held December 13, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

ATTEST:

Paul Bushee, General Manager/Board Secretary



LEADERS IN ENVIRONMENTAL PROTECTION

LEUCADIA WASTEWATER DISTRICT

INTEGRATED TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT POLICY

Ref: 18-555024-8542

1. Purpose

The purpose of this policy is to establish requirements and implement rules and regulations governing travel authorization and expense reimbursement for LWD Directors and staff.

2. Overview

- a. Directors and employees are encouraged to participate in these outside activities and organizations that in the judgment of the Board of Directors further LWD's interests.
b. Expenses incurred by Directors and employees in connection with such activities are reimbursable provided that they are permitted by this Policy or otherwise authorized by the Board of Directors or General Manager where appropriate.
c. All expenses incurred while participating in activities and organizations on LWD's behalf must be moderate, reasonable and necessary. Directors and employees are encouraged to exercise prudence in all expenditures. This policy is intended to result in no personal gain or loss to a Director or employee.
d. Reimbursement shall be made only for legitimate expenses supported by vendor provided documentation or as may be allowable under applicable Internal Revenue Service (IRS) or U.S. General Services Administration guidelines.
e. Legitimate expenses shall include: transportation to and from activity destinations; ground transportation to and from airports, train, bus or trolley stations, activity locations, and lodging; overnight accommodations; meals; car rental, and certain related miscellaneous expenses described in this Policy.
f. The most economical mode and class of transportation reasonably consistent with scheduling and cargo requirements shall be used.
g. All reimbursements shall be made pursuant to a signed Travel Expense Report conforming to applicable requirements stated in this Policy.
h. Reimbursements and expenses paid by LWD shall be reported monthly to the LWD Board of Directors. This report shall state the payee, the amount and provide a description of the expense(s) to include a break-down of expenses when charges are to be split among directors or employees.

Policy Adopted: February 8, 2006
Policy Amended: October 11, 2006
November 14, 2007
January 22, 2008
August 13, 2014
September 13, 2017
December 13, 2023

3. Authorization

- a. LWD shall ~~pay reimbursement~~ Directors for reasonable expenses incurred for attendance at such meetings, conferences and seminars budgeted by the Board, concerning official district business, from which the District derives a benefit through the attendance of a representative. ~~Reimbursement is authorized for attendance at meetings, conferences, and seminars held by the following organizations or associations within the state of California:~~

- Batiquitos Lagoon Foundation
- California Association of Sanitation Agencies (CASA)
- California Special Districts Association (CSDA)
- California Sanitation Risk Management Authority (CSRMA)
- ~~California Special Districts Association (CSDA)~~
- ~~California Sanitation Risk Management Authority (CSRMA)~~
- California Water Environment Association (CWEA)
- ~~WaterReuse Association~~
- Carlsbad Chamber of Commerce
- Encinitas Chamber of Commerce
- Local Agency Formation Commission (LAFCO)
- Southern California Alliance of Publicly Owned Treatment Works (SCAP)
- ~~Batiquitos Lagoon Foundation~~
- WaterReuse Association
- Water Environment Federation (WEF)

Also authorized for reimbursement are expenses associated with attendance at a conference or organized educational activity, such as ethics or sexual harassment prevention training, required by State law or Board policy conducted in compliance with California statutory codes, such as subdivision (c) of Government Code Section 54952.2, including, but not limited to, ethics and sexual harassment preventing trainings, required by Government Code Sections 53234-53235.5.

Attendance at other meetings, conferences and seminars not specifically authorized by this Policy, including those held outside the state of California by the above listed organizations, must be approved by the Board of Directors prior to attendance for reimbursement of expenses. ~~In the event that a meeting, conference or seminar not specifically authorized above occurs before the next regular meeting of the Board of Directors, a Board member may attend such meeting at his/her own discretion. However, reimbursement of expenses for such meetings, conferences or seminars will not be approved until attendance at the meeting has been authorized by the Board of Directors.~~

- b. The General Manager or his/her designee shall authorize all employee travel prior to departure. ~~LWD shall pay reimbursement for reasonable expenses incurred by the General Manager and/or staff at meetings, conferences and seminars for the following organizations or associations:~~

2

Policy Adopted: February 8, 2006
Policy Amended: ~~_____~~ _____ October 11, 2006
_____ November 14, 2007
_____ January 22, 2008
_____ August 13, 2014
_____ September 13, 2017
_____ December 13, 2023

- Batiquitos Lagoon Foundation
- California Association of Sanitation Agencies (CASA)
- California Public Employees' Retirement System (CalPERS)
- California Society of Municipal Financial Officers (CSMFO)
- California Special Districts Association (CSDA)
- California Sanitation Risk Management Authority (CSRMA)
- California Water Environment Association (CWEA)
- Local Agency Formation Commission (LAFCO)
- ~~WaterReuse Association~~
- ~~Southern California Alliance of Publicly Owned Treatment Works (SCAP)~~
- Clean Water SoCal
- ~~Batiquitos Lagoon Foundation~~
- WaterReuse Association
- Water Environment Federation (WEF)

LWD shall also authorize travel and pay reimbursement for reasonable expenses incurred by the General Manager and/or staff for attendance at a conference or organized educational activity for the purpose of complying with requirements of training or educational requirements of State law or District policy.

Other meetings, conferences and seminars not specifically authorized by this Policy must be approved by the General Manager prior to attendance for reimbursement of expenses.

- c. No travel shall be authorized unless sufficient appropriated funds are available.

4. Reimbursement of Authorized Transportation Expenses

- a. Attendees traveling by airplane shall fly using the lowest cost mode and class reasonably consistent with scheduling requirements.—Attendees shall take the most direct and time-efficient route reasonably available.—In the event a more expensive mode or class of air transportation is used, or a less direct route is taken, the reimbursable amount shall be limited to the cost of the lowest cost commercial airfare available via the most direct route.
- b. Attendees driving their personal vehicle to an activity shall be limited to the IRS specified rate in an amount not exceeding the lowest cost airfare plus normal ground transportation costs for the trip taken by personal vehicle.—Where an LWD vehicle is used gasoline and other necessary maintenance or repair expenses shall be reimbursable.
- c. Where practical and reasonable, attendees may elect to travel by train via the most economical mode and class reasonably consistent with scheduling requirements and shall be reimbursable at the lesser of: the actual amount paid, the lowest cost airfare plus normal ground transportation costs, or, LWD's costs to reimburse for the use of a personal vehicle.

Policy Adopted: February 8, 2006
 Policy Amended: ~~_____~~ ~~_____~~ October 11, 2006
 _____ November 14, 2007
 _____ January 22, 2008
 _____ August 13, 2014
 _____ September 13, 2017
 _____ December 13, 2023

- d. Only the most economic form of ground transportation reasonably consistent with scheduling requirements shall be reimbursable.—_Public transportation including buses, light rail, commuter trains and commercial vehicles including shuttles, taxicabs, and ride sharing apps should be used in lieu of car rental.—_
- e. Rental car expenses for the lowest priced class of vehicle appropriately suited for the use intended and traveling conditions shall be reimbursable where other modes of transportation are not reasonable or practical considering destination and scheduling requirements.—_Rental cars should, whenever possible, be reserved in advance to ensure the choice of vehicle class most appropriately suited is available. The purchase of rental car insurance above that required by the agency is not reimbursable.
- f. Airport and train station parking shall be reimbursable at long-term rates for travel exceeding twenty-four (24) hours.—_Destination parking for personal, LWD and rental vehicles shall be reimbursable at self-parking rates where available.
- g. The use of promotional or discounted fares, corporate or government rates and, in the case of multiple attendees, ride and rental car sharing, shall be utilized when available. The cost for tolls, ferries, short-term parking, and other expenses reasonably related to the authorized activity shall be reimbursable.

5. Reimbursement of Authorized Overnight Accommodations

- a. Expenses for overnight accommodations incurred within the LWD Service Area shall not be reimbursable.—_
- b. Overnight accommodations for multi-day conferences within a 50-mile radius of the Leucadia Wastewater District may be reimbursable, on a case-by-case basis, considering attendee specific factors, scheduling factors, and other factors reasonably related to the authorized activity that are not within the attendee’s control.
- c. LWD shall reimburse for prearranged overnight accommodations at single room rates using discounted conference, government, or corporate rates at locations reasonably proximate to the activity for which the overnight accommodations were authorized. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Director/employee at the time of booking. If the group rate is not available, the Director/employee shall use comparable lodging that is consistent with the activity’s government or group rates.—_Where attendees share a room, reimbursement shall be made at the double occupancy rate.
- d. Overnight accommodations shall be reimbursed when the authorized activity starts too early to permit a reasonable travel itinerary on that day or when the authorized activity concludes too late to permit a reasonable travel itinerary that evening.

6. Reimbursement of Authorized Meals

- a. Expenses for meals, including non-alcoholic beverages and tips ordinarily associated with normal eating customs, shall be reimbursable.—_The reimbursable amount shall be limited to the typical cost of meals in the region during the course of travel and while attending the authorized activity.—_The [IRS—U.S. General Services Administration](#)

4

Policy Adopted: February 8, 2006
 Policy Amended: _____October 11, 2006
 _____November 14, 2007
 _____January 22, 2008
 _____August 13, 2014
 _____September 13, 2017
 _____December 13, 2023

publishes locally calculated meal and incidental expense guidelines that shall provide a basis for analyzing the reasonableness of meal expense reimbursement requests.–

- b. The maximum daily amount reimbursable for meals, including beverages and tips, is \$75100.00.
- c. Exceptions to these limitations shall be made in situations where participation in the authorized activity makes it necessary to eat at a specific place or to attend special meal functions.
- d. Expenses incurred by paying for another guest's meal shall be reimbursable provided that the guest's presence at the meal is reasonably related to the authorized activity.

7. Reimbursement of Authorized Miscellaneous Expenses

- a. The following miscellaneous items are also reimbursable:
 - reasonable costs for internet access to conduct LWD business;
 - reasonable transportation costs to local restaurants or other destinations related to participation in the authorized activity;
 - customary and usual tips for baggage handling, transportation and other travel, lodging and meals related services; and,
 - other unavoidable, necessary and reasonable expenses related to the authorized travel.
- b. The use of cellular telephones, if available, is encouraged when conducting LWD business or calling home.–_If a cellular telephone is not available, LWD will reimburse telephone calls to conduct LWD business and one telephone call home for each overnight stay while on authorized travel.
- c. LWD shall not pay or reimburse expenses for entertainment, movies, recreational activities, laundry services, parking or traffic violation fines, non-business related tours, side trips or any other similar activities.
- d. All Director expenses that do not fall within this travel reimbursement policy shall be approved by the Board of Directors, in a public meeting before the expense is incurred.
- e. All employee expenses that do not fall within this travel reimbursement policy shall be approved by the General Manager before the expense is incurred.

8. Travel Advance

- a. A travel advance, in a sum equal to the estimated expenditures chargeable to the District for the trip, may be made if requested by the Director or employee.–_The amount of the advance shall be approved by the General Manager.–_

Policy Adopted: February 8, 2006

Policy Amended: _____ October 11, 2006

_____ November 14, 2007

_____ January 22, 2008

– _____ August 13, 2014

September 13, 2017


December 13, 2023

9. Expense Reimbursement Claim Form

- a. Within twenty-one (21) working days of return, all persons requesting reimbursement for LWD authorized business travel expenses shall fill out and deliver to the General Manager a Travel Expense Report Form (this "Form" is Attachment 1 to this Policy).
- b. All items for which reimbursement is requested must be supported by receipts except for tips and published rates paid to public transportation systems that do not provide receipts or where the receipt document may be used in lieu of cash to acquire other public transportation services. Receipts, provided for reimbursement, shall show an itemized summary of services provided or items purchased.
- c. Transportation expenses shall be supported by documentation provided by the carrier including flight or route numbers, dates and cost.
- d. Lodging expenses shall be supported by detailed documentation provided by the vendor.
- e. Meals expenses shall be supported by documentation provided by the restaurant or activity host, or, a credit card billing stating the date, location and amount of the meal.
- f. Where an attendee pays or shares any expenses of another person (including other LWD Directors and employees) the receipt submitted shall note the name of the individual and his or her public agency or affiliation to the authorized activity.
- g. In no event shall expenses incurred by a personal guest be reimbursed by LWD.—
- h. Advances, or other credits such as a prepayment by LWD, must be included as a deduction on the Form.—
- i. In the event a travel advance exceeds the amount chargeable to the District, the Director or employee shall refund the District the difference between the travel advance and the expenditures chargeable to the District.
- j. Incomplete forms, including forms not supported by documentation as required by this Policy shall be returned to the attendee unprocessed along with written communication specifying the documentation required.

Policy Adopted: February 8, 2006
Policy Amended: ~~_____~~ ~~_____~~ October 11, 2006
~~_____~~ ~~_____~~ November 14, 2007
~~_____~~ ~~_____~~ January 22, 2008
~~_____~~ ~~_____~~ August 13, 2014
~~_____~~ ~~_____~~ September 13, 2017
~~_____~~ ~~_____~~ December 13, 2023

MEMORANDUM

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Proposed Increase for General Counsel Services

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Consider General Counsel Brechtel's letter requesting a rate increase for general counsel services.
2. If approved, authorize the Board President to execute an Agreement with Worden Williams LLP increasing the rate for general counsel services from \$270 per hour to \$300 per hour.
3. Discuss and provide direction as appropriate.

DISCUSSION:

General Counsel Brechtel has transmitted a letter (Attachment 1), for the Board of Directors consideration, requesting a rate increase for general counsel services. The purpose of this agenda item is to provide the Board an opportunity to discuss Mr. Brechtel's letter and, if approved, authorize the Board President to execute an Agreement with Worden Williams LLP (Attachment 2). For the Board's reference, staff has also attached a survey of local public agencies with the associated general counsel rates (Attachment 3).

The current rate paid by LWD for general counsel services is \$270 per hour. It was last adjusted nearly five years ago in Feb 2019. Staff remains pleased with the performance, breadth and development of services provided by General Counsel Brechtel, his partners and associates. Additionally, staff believes there is high value in the District's long-term relationship with Mr. Brechtel and the Worden Williams LLP law firm.

The fiscal impact of this request is dependent upon the level of services requested of the General Counsel. The FY 2024 budget includes \$50,000 for general counsel services and the requested increase can be absorbed within this budget amount.

If approved, this Employment Agreement will supersede all prior resolutions and employment agreements between the District and Worden Williams LLP.

PJB

Attachments



11/30/2023

Board of Directors
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, California 92009

Re: Legal Services

Dear Members of the Board:

I am respectfully requesting that the current rate for General Counsel services be increased from \$270.00 per hour to \$300.00. Under this proposal, the rates for associate attorneys would increase from \$234.00 per hour to \$264.00 per hour, and the rate for paralegals would increase from \$146.00 per hour to \$160.00 per hour. This would be the first rate increase since January 2019.

The proposed rate increase is calculated to allow Worden Williams to cover its increasing overhead costs and, at the same time, provide the District with competitive legal rates. The proposed rates are well below what is charged to some similar agencies for general counsel services, such as the Encina Wastewater District.

Worden Williams has a long history with the District and its experience allows it to provide efficient, timely service. I work with District staff and the Board on a day-to-day basis to solve problems proactively and avoid unnecessary litigation and legal fees. The District has a high level of professionalism and a culture that promotes teamwork and high-quality service to its customers. I share this culture and appreciate the opportunity to act as General Counsel for the District.

I sincerely appreciate the Board's consideration of this request.

WORDEN WILLIAMS LLP

D. Wayne Brechtel

D. Wayne Brechtel, General Counsel
dwb@wordenwilliams.com

Areas Of Practice
Real Estate
Estate Planning & Administration
Business
Land Use & Environmental
Litigation
Public Agency

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Ref: 24-8635

**AGREEMENT FOR LEGAL SERVICES
LEUCADIA WASTEWATER DISTRICT**

The LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as the "District" and WORDEN, WILLIAMS LLP, hereinafter referred to as "Attorney," hereby agree that Attorney will provide professional legal services to the District on the following basis:

1. **COMPENSATION:**

a. **Hourly Compensation.** The District will pay General Counsel and Senior Attorneys at the rate of \$300.00 (Three Hundred Dollars) per hour for all work performed.

Associates Attorneys & Paralegals: The District shall compensate Attorney for work performed by associate attorneys at a rate of \$264.00 per hour for all work performed. Paralegals shall be compensated at a rate of \$160.00 per hour for all work performed. All associate attorneys and paralegals will work under the direct supervision and control of the Attorney. Compensation for other support services including law clerks and administrative staff shall be billed at Attorney's standard billing rate for those services.

Overhead. Attorney shall provide all of its own overhead, including office space, secretarial, library, telephones, insurance, etc., at no additional cost to the District.

b. **Billing.** Attorney shall provide District with detailed monthly statements indicating all work performed and time spent on District business. Costs advanced, if any, shall be shown as separate entries.

2. **DUTIES:**

Attorney's duties and responsibilities shall include the follows:

a. Attendance at (1) all regular and special meetings of the Board of Directors of the District; (2) "pre-meeting" meetings at the direction of the Board President or District Manager; and (3) any and all other meetings of any kind at the direction of the Board, Board President or District Manager.

b. Preparation of ordinances, resolutions, contracts and the like, concerning District business;

c. Preparation of legal opinions on matters concerning the District at the request of the Board, District Manager or Board Committees;

d. Consultation with Board members and staff regarding matters of District business;

e. Defense of the District in any litigation in which the District is named as a party Defendant, subject to the direction and control of the Board;

f. Preparation and prosecution of any litigation at the direction of the Board where the District is to be Plaintiff; and

g. Any other activities as directed by the Board, the President, Board Committees or the District Manager.

3. **RESTRICTION:**

Attorney shall not initiate, compromise, settle or release any litigation in which the District is involved except as directed by the Board. Attorney shall not represent the District before any other governmental entity whether federal, state, or local unless so directed by the Board, the President, Board Committees or the District Manager.

4. **ATTORNEY IS INDEPENDENT CONTRACTOR:**

Attorney acknowledges and agrees that Attorney and its agents are independent contractors and not employees of the District, for all purposes. As such, Attorney acknowledges and agrees that neither Attorney nor its agents are entitled to any of the benefits of the District's employee compensation plan, the sole compensation to Attorney and its agents being as provided in this Agreement.

5. **PRIOR AGREEMENTS**

This contract replaces and supersedes all previous contracts for legal services.

6. **TERMINATION AND MODIFICATION:**

This Agreement may be terminated by either party on thirty (30) days notice to the other party. This Agreement may be modified at any time by written amendment signed by both parties.

Executed this ___ day of December, 2023 at Carlsbad, California.

LEUCADIA WASTEWATER DISTRICT

By

Elaine Sullivan, President

WORDEN, WILLIAMS, LLP

By

D. Wayne Brechtel


GENERAL COUNSEL RATE SURVEY, DECEMBER 2023

AGENCY	COUNSEL/ FIRM	CURRENT RATE	ADDITIONAL COMMENTS
Encina Wastewater Authority	Best, Best & Krieger	\$345/hr	Associate \$300, Paralegal \$185
Fallbrook Public Utilities District	Paula de Sousa - Best, Best & Krieger	\$303/hr	Associate \$274, Paralegal \$185
Helix Water District	Elizabeth Hull/Scott Smith - Best, Best & Krieger	\$346/hr for services outside retainer	monthly retainer \$12,695
Leucadia Wastewater District	Worden Williams LLP	\$270/hr	Associate \$234, Paralegal \$146
Olivenhain Municipal Water District	Alfred Smith, Nossaman LLP	\$344/hr	Litigation rate \$541.45/hr
Padre Dam Municipal Water District	Best, Best & Krieger	\$311/hr	Associate \$279, Paralegal \$177 / <i>Special Counsel Partner \$364, Associate \$326, Paralegal \$189</i>
Rainbow Municipal Water District	Alfred Smith, Nossaman LLP	\$355/hr up to 420 hours per year or \$325/hr for 420+ hours	Varied hourly rates for Special Counsel
Ramona Municipal Water District	Jennifer Lyon McDougal Love et al	\$200/hr	
Rincon del Diablo Municipal Water District	Alfred Smith, Nossaman LLP	\$365.65/hr	
Santa Fe Irrigation District	Paula de Sousa - Best, Best & Krieger	\$310/hr	Associate \$284/hr, Paralegal \$191/hr / <i>Special Counsel \$354/hr, Paralegal \$191/hr (all rates for 12/21/23 approval)</i>
Sweetwater Authority	Paula de Sousa - Best, Best & Krieger	\$320/hr	Associate \$261/hr, Jr. Associate \$237/hr, Paralegal \$179/hr
Vista Irrigation District	Elizabeth Mitchell, Burke, Williams, and Sorrensen	\$240/hr	<i>Special Counsel \$290/hr</i>
Vallecitos Water District	James Gilpin/Nick Norvell, Best Best & Krieger	\$290/hr	Associate \$265/hr, Paralegal \$165/hr
Valley Center Municipal Water District	Paula de Sousa - Best, Best & Krieger	\$290/hr	<i>Special Counsel \$320/hr</i>

Used info from the last survey conducted in June 2022. Did not hear back from the agencies in red for this survey

MEMORANDUM

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Board of Directors Election of Officers



RECOMMENDATION:

1. Discuss and take action, as appropriate.


DISCUSSION:

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

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

tb:PJB

MEMORANDUM

DATE: December 7, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Board Committee Assignments Discussion**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

At the November 8th Board meeting, Director Omsted requested that a discussion of the Board Committee assignment process be placed on the December Board agenda. This item is a follow-up to that request. By way of background, the current Board policy relating to this issue was adopted in August 2021 and last discussed by an Ad Hoc Committee in January 2023. The policy has been attached to assist with your discussion. Also, attached find a survey of the committee selection processes of local agencies for your information.

Staff has no recommendation on this matter and is seeking direction from the Board.

PJB

Attachments

RESOLUTION NO. 2355

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
REVISING THE POLICY FOR THE ELECTION OF BOARD OFFICERS, ESTABLISHMENT
OF COMMITTEES AND SELECTION OF BOARD COMMITTEE MEMBERS**

WHEREAS, the Board of Directors ("Board") of the Leucadia Wastewater District ("District") maintains a policy for the election of Board Officers, establishment of committees, and the selection of Board committee members and,

WHEREAS, from time to time the Board reviews its policies to determine if updates are warranted and;

WHEREAS, the Board has conducted such review and wishes to revise its policy to update its procedures for the selection of Board committee members;

NOW, THEREFORE, it is hereby resolved as follows:

1. The Board of Directors adopts the revised Board Policy for the Election of Board Officers, Establishment of Committees and the Selection of Board Committee Members attached hereto as Exhibit "A" and directs it be implemented consistent with California Water Code Section 30520 and any other applicable laws.
2. This Resolution supersedes Resolution No. 2309.

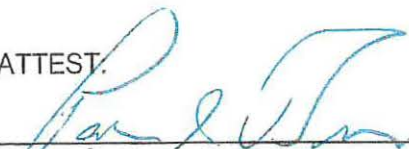
PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held August 18, 2021 by the following vote:

AYES:	Omsted, Hanson, Sullivan, Brown, and Roesink
NOES:	None
ABSTAIN:	None
ABSENT:	None



Donald F. Omsted, President

ATTEST:



Paul J. Bushøe, General Manager
(SEAL)



**LEUCADIA WASTEWATER DISTRICT
BOARD OF DIRECTORS ELECTION OF BOARD OFFICERS, ESTABLISHMENT OF
COMMITTEES, and SELECTION OF BOARD COMMITTEE MEMBERS POLICY**

I. PURPOSE

- A. The purpose of this policy is to establish how the Board President and Vice President of the District are elected.
- B. The purpose of this policy is to describe how standing committees are formed; the roles of the standing committees and how Board members are appointed to standing committees.

II. POLICY

- A. The Board of Directors shall elect amongst its members, a Board President and Vice President on a yearly basis.
- B. Once elected, the Board officers shall serve in their nominated position for a one-year term.
- C. To facilitate the fulfillment of the Board responsibilities, the Board may, from time to time, establish committees.
- D. This policy shall supplement and be consistent with California Water Code Section 30520 and any other applicable laws.

III. ELECTION OF PRESIDENT AND VICE PRESIDENT PROCEDURES

- A. At a noticed Board meeting in December of each year, the Board shall elect a President and Vice President amongst its members by a majority vote.
- B. The newly elected Board President and Vice President shall begin their term of office at the first noticed meeting of the Board in January following the election.
- C. Upon the occurrence of a vacancy, the Board shall fill such vacancy in accordance with the law.

IV. SPECIFIC PURPOSE OF COMMITTEES

- A. To facilitate the fulfillment of its responsibilities, the Board may, from time-to-time, establish an Ad Hoc committee and/or a Standing committee. The purpose, scope and duration of each committee shall be established by the Board.

- B. Ad Hoc committees consist of two Board members selected during a Regular Board meeting to meet with District staff and consulting firms to discuss and provide recommendations to the Board regarding a specific item not covered by the Standing committees. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.
- C. Standing committees are created to assist the Board in specific areas or jurisdiction on an ongoing basis. A Standing committee shall consist of two Board members. The performance of all duties and functions by the committees is for the purpose of advising and recommending actions to the Board of Directors. A Standing Committee will meet with District staff and consulting firm, as deemed necessary, during the fiscal year in order to fulfill the needs of the Board.

LWD Board hereby establishes the following Standing Committees with their associated scope of duties:

1) Investment & Finance Committee

The Investment and Finance Committee (IFC) shall advise the Board on matters relating to District finances. Typical duties of the IFC include:

- Annual review of reserve and investment policies;
- Review of the Comprehensive Annual Financial Report (CAFR);
- Review of contracts related to financial matters; and,
- Review other financial matters, as appropriate.

2) Community Affairs Committee

The Community Affairs Committee (CAC) shall advise the Board on matters relating to the District's public information and outreach programs. Typical duties of the CAC include:

- Review production of the District's newsletters;
- Review the Teacher Grant Program;
- Review contracts related to public information; and,
- Review other public information and outreach matters, as appropriate.

3) Human Resources Committee

The Human Resources Committee (HRC) shall advise the Board on matters relating to District personnel. Typical duties of the HRC include:

- Review personnel policies;
- Review personnel budget; and,
- Review other personnel matters, as appropriate.

4) Engineering Committee

The Engineering Committee (EC) shall advise the Board on matters relating to District's Capital Improvement Program. Typical duties of the EC include:

- Review the District's Capital Improvement and Capital Acquisition Programs;
- Review contracts related to engineering and construction services;
- Review Capital Improvement and Capital Acquisition budgets; and,
- Review other Capital Improvement matters, as appropriate.

5) **Encina Joint Powers Authority - Encina Wastewater Authority (EWA) Board of Directors and Encina Joint Advisory Committee (JAC) Board Representatives**

The EWA Board and JAC Board representatives shall advise the LWD Board on matters relating to EWA. Typical duties of the EWA and JAC Board Representative include:

- Performs all Board functions for the EWA and JAC;
- Attend scheduled EWA Board and Standing committees meetings; and,
- Provide status reports about EWA operations and Capital Improvement Projects at LWD regular Board meetings.

V. APPOINTMENT OF STANDING COMMITTEES MEMBERS GUIDELINES

2-Year Rotating and Alternating Committees for LWD Committees Only (Not Encina Joint Powers Authority)

- A. At a noticed meeting of the Board in January of each year, the committee assignments shall be established for the calendar year.
- B. For LWD Committees only, the term of committee members on their respective committee shall be for a period of two years. Following the committee members initial term, one committee member from each committee will follow a rotation pattern from the list of standing committees in Section IV, C. For example, one IFC member will rotate to the CAC, and one CAC member will to the HRC and so on. The intent is to rotate committee members so that each Board member gets an opportunity to eventually serve on all committees to broaden their experience in each specific area.
- C. For the initial transition from the Board President assignment of standing committees to rotating standing committees, the standing committee appointments and the committee's chairperson shall be assigned by the Board President and shall rotate from that point forward as described above. The chairperson of each committee shall make reports to the Board at the regular Board meetings.
- D. Upon the occurrence of a newly elected or appointed Board member, that person will fulfill the committee position(s) of the preceding Board member.
- E. For the Encina Joint Powers Authority, LWD's Board President shall appoint two Directors to serve concurrently on the EWA Board and the JAC. The appointments shall be made at a noticed meeting of the LWD Board in January of each year. For appointments to the Encina Joint Powers Authority made by the President, no action or vote by the full Board is required. However, if requested by two Directors at the meeting in which the committee appointments are made, a Board vote to affirm or reject the committee appointments shall be held. If a majority of the Directors vote in favor of the committee appointments, or fail to vote against the appointments, they shall be deemed approved. If a majority of the Directors present vote against the committee appointments, they shall be deemed void, and the Board shall make the Encina Joint Powers appointments.

VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION REQUIREMENTS

- A. The General Manager shall complete, and post on the District's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments.

- B. The General Manager shall update and post a new Form 806 on the District's website upon any of the following circumstances: 1) the number of scheduled or estimated committee meetings is changed, 2) there is a change in committee compensation, or 3) there is a change in committee membership.

Board Committee Selection Survey (NOV 2023)

Agency	Appointment	Rotate
Eastern MWD	Appointed by President, based on staff recommendations, Executive Committee approval	No
Elsinore Valley MWD	Discussed at study session, to see if they want to change, no change for several years	No
Helix Water District	Appointed by President	No
Leucadia Wastewater District	Changed from Appointed by President to 2 Year Rotation in Aug 2021	YES
Olivenhain MWD	Appointed by President (2 yr term)	No
Otay Water District	Appointed by President	No
Padre Dam Water District	Appointed by President	No
Rainbow MWD	Appointed by Board (4 yr term)	No
Rancho Water District	Appointed by President and Vice President	YES, annually
Santa Fe Irrigation District	Appointed by Board Officers (2 yr term)	No
SD County Water Authority	Appointed by Board Officers (2 yr term)	No
Vallecitos Water District	Appointed by President	No
Vista Irrigation District	Appointed by President	No

The agencies marked in red did not respond to the survey. Results listed in red are from survey conducted in Jan 2023

Directors' Meetings

Presented by President Sullivan

Conference

CSDA Quarterly Meeting

Dates and Location

November 16, 2023 @ 6:00 p.m.

The Butcher Shop Steakhouse in San Diego, CA

List of Attendees

President Sullivan

The above mentioned Board member heard a presentation from Angela Shafer-Payne on the topic of "SD Airport and New Terminal 1."