



## BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, January 10, 2024

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**  
None.

### CONSENT CALENDAR

Items 7-12 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

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

Minutes of the following meetings:

December 12, 2023 Community Affairs Committee Meeting (Pages 6-7)

December 13, 2023 Board Meeting (Pages 8-14)

**8. Approval of Demands for December 2023 / January 2024**

This item provides for Board of Directors approval of all demands paid from LWD during the month of December 2023 and a portion of January 2024. (Pages 15-24)

**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 25-31)

**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 32-39)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of December 2023. (Pages 40-41)

**12. Status Update on the Fiscal Year 2024 (FY24) LWD Tactics and Action Plan**

(Pages 42-47)

## **EWA REPORTS**

**13. Encina Wastewater Authority Reports**

A regular EWA Board Meeting was held on December 13, 2023. (Pages 48-49)

## **COMMITTEE REPORTS**

**14. Committee Reports**

None.

## **ACTION ITEMS**

**15. Award of Teacher Grants (Pages 50-55)**

**16. Proposed Resolution No. 2411 – Revised Board of Directors Election of Board Officers, Establishment of Committees and Selection of Committee Members Policy (Pages 56-67)**

**17. 2024 Board of Directors Committee Assignments (Pages 68-70)**

**18. Encina Wastewater Authority (EWA) Recycled Water Overview (Page 71)**

## **INFORMATION ITEMS**

### **19. Project Status Updates and Other Informational Reports**

2024 CWEA San Diego Section Awards Banquet is scheduled for February 3, 2024 from 4pm - 9pm at Harrah's Resort & Casino in Valley Center, CA. (Pages 72-73)

### **20. Directors' Meetings and Conference Reports**

None.

### **21. General Manager's Report**

### **22. General Counsel's Report**

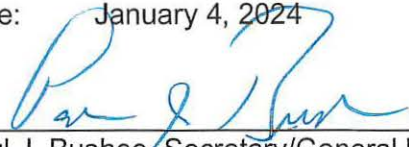
### **23. Board of Directors' Comments**

### **24. Adjournment**

AFFIDAVIT OF POSTING

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

Date: January 4, 2024



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Paul J. Bushee, Secretary/General Manager



### Board of Directors' Code of Conduct

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

### Role of Staff

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

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
December 12, 2023

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, December 12, 2023 at 1:30 p.m.

**1. Call to Order**

President Sullivan called the meeting to order at 1:30 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Saldana and Sullivan

DIRECTORS ABSENT: None

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

**3. Public Comment**

None.

**4. New Business**

Review of Teacher Grant Applications.

ADS Hill introduced the item and provided background information on the Teacher Grant Program noting the District was happy to have received three applications by the November 17<sup>th</sup> deadline.

ADS Hill noted that the total cost for the three grants is \$5,600, which is under the FY24 budget amount of \$6,000. Staff is recommending that the grants be awarded to all three applicants.

Director Saldana suggested potential approaches to expanding communications for the program to include school related clubs and staff agreed to pursue this approach during the next application process. Director Saldana also suggested that staff supply the award winners with Encina's Pure Green fertilizer and staff agreed to do so

Following discussion, the CAC and staff agreed that the three schools qualified for the grants. The CAC and staff's recommendation will be forwarded to the Board of Directors for approval at its January 10<sup>th</sup> Meeting.

**5. Information Items**

None.

**6. Directors' Comments**

President Sullivan thanked staff and RTP for a fabulous job on the Teacher Grant Program.

**7. General Manager's Comments**

GM Bushee stated that staff and RTP has followed up with Olivenhain Municipal Water District (OMWD) about a hands-on tour with local high school students. GM Bushee stated

staff and RTP will have a second meeting with OMWD and San Elijo Joint Powers Authority regarding the tour target audience and a possible hands-on tour timeline.

**8. Adjournment**

President Sullivan adjourned the meeting at 2:06 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting  
December 13, 2023

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, December 13, 2023 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

President Sullivan called the meeting to order at 5:01 p.m.

**2. Roll Call**

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Field Services Superintendent Marvin Gonzalez, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baily, Field Services Technician Steve Krason, Field Services Technician Johnny Montoya, District Engineer Dexter Wilson, and District resident Dawn Kubik

**3. Pledge of Allegiance**

Director Saldana led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

A. Adopt Resolution No. 2409 – In Appreciation of Steve Krason For His Outstanding Service and Commitment to the Leucadia Wastewater District.

GM Bushee presented Mr. Steve Krason with the Resolution of Appreciation, noting Steve's accomplishments during his time with the District.

The Board and staff congratulated Steve and thanked him for his hard work and contribution to the District.

Upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2409 – In Appreciation of Steve Krason For His Outstanding Service and Commitment to the Leucadia Wastewater District by the following vote:

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

**B. Professional Achievement Award - Johnny Montoya.**

GM Bushee introduced Field Services Technician II Johnny Montoya stating that Johnny recently received his Grade 2 Collection System Maintenance certification from CWEA. He noted that Johnny is eligible for a \$500 incentive award under the District's incentive program.

The Board of Directors congratulated Johnny for his efforts.

**C. 20 Year Service Award – Robin Morishita.**

GM Bushee introduced DTS Robin Morishita, stating that he recently passed his 20<sup>th</sup> year anniversary at the District. He provided background information about Robin and noted that under LWD's incentive program that Robin is eligible for a \$400 incentive award.

The Board of Directors congratulated Robin for his efforts.

**D. Organizational Achievement Award – 4 Years No Spills**

GM Bushee presented the item stating that on November 28, 2023 staff completed four years without a spill, which meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,500 compensation award.

The Board congratulated staff for their efforts.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

- November 8, 2023 Board Meeting
- December 6, 2023 Engineering Committee Meeting
- December 6, 2023 Human Resources Committee Meeting

**8. Approval of Demands for September/October 2023**

Payroll Checks numbered 231109-1 – 231201-5; General Checking Checks numbered 24996-25119

**9. Operations Report (A copy was included in the original December 13, 2023 Agenda)**

**10. Finance Report (A copy was included in the original December 13, 2023 Agenda)**

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the months of October and November 2023.

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

Receive and file the annual review of the Board-General Manager/Staff Relations Policy.

**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.**

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**

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

A. EWA Board Report – Meeting held on November 15, 2023.

Vice President Roesink reported on EWA’s November 15, 2023 Board meeting.

B. Encina Member Agency Manager’s (MAM) - Meeting held on December 5, 2023.

GM Bushee reported on EWA’s MAM December 5, 2023 meeting.

Director Saldana asked various questions regarding the EWA Secondaries Project construction award contract. GM Bushee answered his questions.

**15. Committee Reports**

A. An Engineering Committee meeting was held on December 6, 2023.

Director Saldana reported that 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 completed the review of the FY2023 Audit of the District’s 2019 Sanitary Sewer Management Plan (SSMP). The EC and staff agreed to 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.

B. A Human Resources Committee meeting was held on November 1, 2023.

Director Pacilio reported that 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.

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.

C. Community Affairs Committee meeting was held on November 1, 2023.

Director Saldana reported that the CAC reviewed three teacher grant applications and agreed with staff to present the applications to the Board of Directors at the January 10, 2024 Board meeting.

## **ACTION ITEMS**

### **16. Revised Workplace Violence Prevention Policy**

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

ADS Hill presented the item and provided background information noting that this policy was last revised in September 2013. ADS Hill stated that staff recently reviewed the policy to determine if any revisions are necessary. Based on this review, staff suggested the following 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.

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

Director Omsted stated he was impressed with the Policy.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Pacilio, and unanimously carried, the Board of Directors adopted Resolution No. 2407 approving LWD's

Revised Workplace Violence Prevention Policy by the following vote:

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

**17. Travel Authorization and Expense Reimbursement Policy**

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

ADS Hill presented the item and provided background information noting that this policy was last revised in September 2017. ADS Hill stated that staff recently reviewed the policy to determine if any revisions are necessary. Based on this review, staff suggested the following 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; and
- Minor grammar changes were made throughout the policy.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy by the following vote:

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

**18. Rate Increase for General Counsel Services**

GC Brechtel presented background information on the item stating that this item is a request to increase the general counsel rate from \$270 per hour to \$300 per hour. He noted that the increase falls in the mid-range of the general counsel rate survey which was included as part of this agenda item. GC Brechtel stated that the last general counsel rate increase was in February 2019.

Following a motion duly made by Director Saldana, seconded by Director Pacilio, and unanimously carried, the Board of Directors approved a General Counsel rate increase from \$270 per hour to \$300 per hour, by the following vote:



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

**19. Board of Directors Election of Officers**

DFA Green presented the item stating that LWD's current policy calls for the Board to elect a President and Vice President.

Upon a motion duly made by Director Omsted, seconded by Director Pacilio, and carried, the Board of Directors elected Vice President Roesink as the Board President and Director Saldana as the Board Vice President for Calendar Year 2024 by the following vote:

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

**20. Board of Directors Committee Assignments**

Director Omsted presented the item noting that he would like to see a change to how the District elects the EWA Board representatives. He stated that he would like the LWD Board members to serve 2 years on the EWA Board and then rotate off with the LWD Board President and Vice President to be the EWA representatives. Director Omsted then made a motion. There was no second.

GM Bushee clarified that this item is to provide staff with direction and he stated that the Policy regarding Board officers and the establishment of committees would need to be brought back at the January Board meeting to be amended.

Directors Saldana and Pacilio stated they agree with Director Omsted's suggested rotation of the EWA Board representatives.

Following a lengthy discussion, upon a motion duly made by President Sullivan, seconded by Director Saldana, and carried, the Board directed staff to bring the policy to the January 2024 Board meeting with an amendment which reflects that the LWD Board President and Vice President serve as the EWA reps, by the following vote:

Director	Vote
President Sullivan	Yes
Vice President Roesink	No
Director Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes

## 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, CA.

President Sullivan stated it was a well attended meeting and she noted that she was re-elected as the CSDA Local Section 2<sup>nd</sup> Vice President.

### 23. General Manager's Report

GM Bushee reported on the following:

- The Holiday / Steve Krason Retirement Luncheon is tomorrow;
- The San Marcos Creek pipeline temporary repair is complete;
- Thanked Administrative Specialist Nitze Torres-Garcia for making tonight's Board meeting snacks; and
- Thanked President Sullivan and the Board for a great year.

### 24. General Counsel's Report

GC Brechtel reported on the following:

- The Taxpayer Protection and Accountability Act.

### 25. Board of Directors' Comments

Director Saldana wished everyone a great holiday and happy new year.

Vice President Roesink concurred with Director Saldana.

Director Pacilio wished everyone a wonderful holiday.

President Sullivan thanked staff and the Board for their patience and for a great year.

### 26. Adjournment

President Sullivan adjourned the meeting at approximately 6:07 p.m.

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Elaine Sullivan, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT  
DEMANDS SUMMARY**

December 10, 2024

**Disbursement Period**                      December 8, 2023 through January 4, 2023

<b>PAYROLL PAYMENTS</b>	\$	141,590.22
<b>PAYROLL EXPENSE REIMBURSEMENTS</b>	\$	271.86
<b>GENERAL CHECKS</b>		
Operating	\$	200,934.90
Capital	\$	140,930.04
<b>TOTAL GENERAL CHECKS</b>	<b>\$</b>	<b>341,864.94</b>
<b>ELECTRONIC PAYMENTS</b>		
Operating	\$	763,023.14
Capital	\$	813,855.00
<b>TOTAL ELECTRONIC PAYMENTS</b>	<b>\$</b>	<b>1,576,878.14</b>
<b>TOTAL DEMANDS</b>	<b>\$</b>	<b>2,060,605.16</b>

**LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE/BOARD PAYROLL CHECKS  
December 10, 2024**

**Disbursement Period**                      December 8, 2023 through January 4, 2023

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll	12/13/2023	231213-1 to 231213-19	\$ 57,440.54
Incentive Payroll	12/14/2023	231214-1 to 231214-19	\$ 25,172.52
Final Payroll Check	12/15/2023	231215-1	\$ 4,362.83
Biweekly Payroll	12/27/2023	231227-1 to 231227-19	\$ 52,874.53
Board Payroll	1/2/2024	240102-1 to 240102-5	\$ 1,739.80
<b>TOTAL PAYROLL CHECKS</b>			<b>\$ 141,590.22</b>

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 12/8/2023 Through 1/4/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25120	12/14/2023	AGUA HEDIONDA LAGOON FOUNDATI...	1,000.00	2024 Bronze Sponsorship
25121	12/14/2023	AIRGAS USA LLC	1,823.19	Liquid Oxygen Contract 12/04/23
	12/14/2023	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Fee
25122	12/14/2023	AMERICAN BUSINESS BANK	4,608.36	Retention-Pacific Hydrotech VP7 PS #8654100
25123	12/14/2023	Brightview Landscape Services Inc	1,035.00	Landscape Maintenance Services @ Admin - December 2023
	12/14/2023	Brightview Landscape Services Inc	367.00	Vegetation Cleanup (Line Maintenance) - December 2023
25124	12/14/2023	C W E A	113.00	Certification Renewal-CSM Grade 4-I Riffel
	12/14/2023	C W E A	221.00	CWEA Membership Renewal-FY2024-G Mendez
25125	12/14/2023	CITY OF CARLSBAD	317.98	Water for Vactor 1
	12/14/2023	CITY OF CARLSBAD	300.26	Water for Vactor 2
25126	12/14/2023	DATA NET SOLUTIONS GROUP	1,028.30	Monthly IT Services - November 2023
	12/14/2023	DATA NET SOLUTIONS GROUP	2,610.00	Monthly Managed Service - November 2023
25127	12/14/2023	DEXTER WILSON ENGINEERING	520.50	Development Services-1032-Weston Subdivision
	12/14/2023	DEXTER WILSON ENGINEERING	128.00	Development Services-1158-For Giving Annexation-936 Hymettus
	12/14/2023	DEXTER WILSON ENGINEERING	426.50	Development Services-1161-Stits Annexation-1177 Eolus Ave
	12/14/2023	DEXTER WILSON ENGINEERING	192.00	Development Services-1194-945-Doris Dr-Septic/Public Sewer
	12/14/2023	DEXTER WILSON ENGINEERING	128.00	Development Services-1196-FPC Residential-Force Main Removal
	12/14/2023	DEXTER WILSON ENGINEERING	128.00	Development Services-1197-2129 Alga Rd-Encroachment Permit
25128	12/14/2023	EVOQUA WATER TECHNOLOGIES, LLC	30,715.22	Chemical Storage Tank w/Installation & Removal of old tank
25129	12/14/2023	GRAINGER, INC	25.80	Disposable Gloves
25130	12/14/2023	HAAKER EQUIPMENT CO	75.83	QCD Dismantling
25131	12/14/2023	INTERSTATE BATTERIES OF SAN DIE...	121.24	Generator Battery
25132	12/14/2023	JOHN W. SMITH dba: NORTH COUNT...	70.00	Backflow Test (1)
25133	12/14/2023	KEN GRODY FORD	691.34	Vehicle Maintenance - Services - Vehicle #164
	12/14/2023	KEN GRODY FORD	485.54	Vehicle Maintenance / Services - Vehicle #160
	12/14/2023	KEN GRODY FORD	203.13	Vehicle Maintenance / Services - Vehicle #172
25134	12/14/2023	MALLORY SAFETY AND SUPPLY	71.12	Drivers Gloves (12)
	12/14/2023	MALLORY SAFETY AND SUPPLY	276.92	Rain Jacket (2), Elastic Waist Pant (2)
25135	12/14/2023	MISSION SQUARE	5,937.48	Deferred Comp for PPE 12/13/23
25136	12/14/2023	Pacific Hydrotech Corporation	87,558.52	VP7 PS Rehab (CO3 to PO 9410 E Estates PS Contract)
25137	12/14/2023	PACIFIC RIM MECHANICAL	1,025.20	Storage Room Leak - Admin Bldg
25138	12/14/2023	PLANT PEOPLE, INC	178.00	Office Plant Maintenance - December 2023
25139	12/14/2023	Premier Chevrolet of Carlsbad	135.66	Vehicle Service / Maintenance - Vehicle # 155

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 12/8/2023 Through 1/4/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25140	12/14/2023	PRUDENTIAL OVERALL SUPPLY	252.13	Weekly Uniform/Laundry Service 12/12/23
25141	12/14/2023	RESTORATION MANAGEMENT	715.52	Cleaning Two Bathrooms Following Water Intrusion
25142	12/14/2023	SAN DIEGO COUNTY VECTOR CONTROL	9.10	Mosquito and Vector Disease Control Assessment FY2024
25143	12/14/2023	SLOAN ELECTRIC COMPANY	690.00	Checkout VFD Faults - BPS
25144	12/14/2023	SOUTH BAY FOUNDRY	996.69	Riser 1-1/4"
25145	12/14/2023	STATE WATER RESOURCES CONTROL...	26,785.00	Gafner Water Reclamation Plant Permit 07/01/23-06/30/24
25146	12/14/2023	STATE WATER RESOURCES CONTROL...	20,085.00	FY24 Permit Fee - LWD Facility 9SSO11210
25147	12/14/2023	TERMINIX PROCESSING CENTER	95.10	Pest Control 11/6/23
25148	12/21/2023	Anne Marie Wish	3,000.00	Lateral Reimbursement
25149	12/21/2023	BARRETT ENGINEERED PUMP	226.28	6S X 1-1/2, 6S X1-1/8, 6JE, Pump Key
25150	12/21/2023	CHARLES ULMER DBA: CHUCKS TIRE ...	150.00	Wheel Alignment - Vehicle #164
25151	12/21/2023	CORODATA RECORDS MANAGEMENT ...	101.30	File Storage - November 2023
25152	12/21/2023	COUNTY OF SAN DIEGO APCD	565.00	District Fees for APCD2003-SITE-05084 January 2024-2025
25153	12/21/2023	COUNTY OF SAN DIEGO APCD	585.00	District Fees for APCD2004-SITE-05094 January 2024-2025
25154	12/21/2023	DEXTER WILSON ENGINEERING	140.00	Asset Management Plan Update FY 2023 - November 2023
	12/21/2023	DEXTER WILSON ENGINEERING	64.00	Development Services-400 Gibraltar St-APN 216-300-05
25155	12/21/2023	GRAINGER, INC	(45.58)	Credit on Invoice 9918916975
	12/21/2023	GRAINGER, INC	68.59	Screws, Nuts, Washers
	12/21/2023	GRAINGER, INC	92.58	Sealed Lead Acid Battery (3)
25156	12/21/2023	I2B NETWORKS INC DBA SPACELINK	160.00	Webcam @ BPS 12/14/23-01/13/24
25157	12/21/2023	INFRASTRUCTURE ENGINEERING CORP	1,585.00	VP7 PS Replacement Project - October 2023
25158	12/21/2023	MALLORY SAFETY AND SUPPLY	58.20	Black Rubber Boots (2)
	12/21/2023	MALLORY SAFETY AND SUPPLY	460.07	Nitrile Glove 8 Mil Blue (20BX)
25159	12/21/2023	MESA REPROGRAPHICS	240.17	FY24 Manhole Rehab Project Prints
25160	12/21/2023	MISSION SQUARE	9,001.84	Deferred Comp Retirement - S Krason
25161	12/21/2023	OCCUPATIONAL HEALTH CENTERS OF...	312.00	FST Vaccinations - M Anderson/A Hinojosa
	12/21/2023	OCCUPATIONAL HEALTH CENTERS OF...	284.00	New Hire Physical - A Bobb
25162	12/21/2023	PACIFIC RIM MECHANICAL	497.50	AH Issues - Robin's Office
25163	12/21/2023	PRUDENTIAL OVERALL SUPPLY	240.18	Weekly Uniform/Laundry Service 12/19/23
25164	12/21/2023	QUADIENT FINANCE USA INC	496.31	Postage and Postage Machine Ink Cartridge
25165	12/21/2023	Quench USA Inc	136.85	Office Drinking Water 12/19/23 - 01/18/24
25166	12/21/2023	SAN DIEGO GAS & ELECTRIC	4,143.19	Electric @ Admin
	12/21/2023	SAN DIEGO GAS & ELECTRIC	98.58	Electric @ Avocado PS
	12/21/2023	SAN DIEGO GAS & ELECTRIC	19,386.83	Electric @ BPS
	12/21/2023	SAN DIEGO GAS & ELECTRIC	402.12	Electric @ Diana PS
	12/21/2023	SAN DIEGO GAS & ELECTRIC	1,119.83	Electric @ La Costa PS
	12/21/2023	SAN DIEGO GAS & ELECTRIC	12,771.64	Electric @ LPS
	12/21/2023	SAN DIEGO GAS & ELECTRIC	148.10	Electric @ RV PS

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 12/8/2023 Through 1/4/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	12/21/2023	SAN DIEGO GAS & ELECTRIC	657.18	Electric @ Saxony PS
	12/21/2023	SAN DIEGO GAS & ELECTRIC	378.03	Electric @ VP5 PS
	12/21/2023	SAN DIEGO GAS & ELECTRIC	183.59	Electric @ VP7 PS
	12/21/2023	SAN DIEGO GAS & ELECTRIC	831.66	Electric/Gas @ E Estates PS
	12/21/2023	SAN DIEGO GAS & ELECTRIC	232.24	Gas @ Admin
25167	12/21/2023	SAN ELIJO JOINT POWERS AUTHORITY	6,750.00	Chief Plant Operator Services - Q3 FY 2024
25168	12/21/2023	SOUTHERN CONTRACTING COMPANY	600.00	Saxony PS - Reset UPS
25169	12/21/2023	STATE BOARD OF EQUALIZATION	350.00	Project # 1158 - For Giving LLC Annexation BOE Processing
25170	12/21/2023	TERMINIX PROCESSING CENTER	73.00	Pest Control 10/04/23
25171	12/21/2023	VERIZON WIRELESS	989.18	Cell Phones 11/08/23-12/07/23
25172	12/21/2023	XYLEM WATER SOLUTIONS USA INC	8,519.76	Service & Parts for Pump Repairs
25173	1/4/2024	ADS CORP DBA ADS ENVIRONMENTA...	4,655.00	Flow Metering / Data Analysis - December 2023
	1/4/2024	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance / Data Delivery (ECHO) - December 2023
25174	1/4/2024	ADT COMMERCIAL LLC	165.00	Monthly Security Camera Maintenance 01/17/24-02/16/24
25175	1/4/2024	AIRGAS USA LLC	1,654.66	Liquid Oxygen Contract 12/18/23
25176	1/4/2024	AT&T	141.60	Phone Service Elevator - 11/25/23-12/24/23
	1/4/2024	AT&T	218.02	Phone Service-BPS 11/10/23-12/09/23
25177	1/4/2024	AZTEC LEASING INC	530.88	Copy Machine Lease-December 2023
25178	1/4/2024	BAJA POOL AND SPA SERVICE	190.00	Water Fountain Weekly Maintenance - January 2024
25179	1/4/2024	Brightview Landscape Services Inc	1,445.00	Removal of (2) trees and (1) stump grind
25180	1/4/2024	C & B Air Power	1,119.60	Labor to replace and install AWT Air Compressor
25181	1/4/2024	CITY OF CARLSBAD	490.03	Water @ 1900 La Costa Ave
	1/4/2024	CITY OF CARLSBAD	167.31	Water @ 1960 La Costa Ave
	1/4/2024	CITY OF CARLSBAD	28.14	Water @ Fire Line
25182	1/4/2024	COLONIAL LIFE INS	184.16	Accident/Critical Illness Ins 12/13 & 12/27
25183	1/4/2024	COX COMMUNICATIONS SAN DIEGO	1,566.87	Phone/Internet Services 12/22/23-1/21/24
25184	1/4/2024	C W E A	113.00	Certification Renewal CSM Grade 4- M Gonzalez
	1/4/2024	C W E A	221.00	CWEA Membership Renewal - FY2024 - R Rodriguez
25185	1/4/2024	DEXTER WILSON ENGINEERING	184.13	Development Services 0943-Leucadia Streetscape
	1/4/2024	DEXTER WILSON ENGINEERING	256.00	Development Services 1093 Cadencia Street-APN 223-260-11
	1/4/2024	DEXTER WILSON ENGINEERING	192.00	Development Services 1193 Dumpling Bar-119 N. El Camino Real
	1/4/2024	DEXTER WILSON ENGINEERING	64.00	Development Services 1196 FPC Residential-Force Main Rem
	1/4/2024	DEXTER WILSON ENGINEERING	4,895.00	General Engineering 103-500 FY 2024- November 2023
25186	1/4/2024	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription-January 2024

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 12/8/2023 Through 1/4/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25187	1/4/2024	FIDELITY SECURITY LIFE INSURANCE...	362.58	Vision Insurance-January 2024
25188	1/4/2024	FEDERAL EXPRESS CORPORATION	181.96	Shipping 12/21/2023
25189	1/4/2024	HAAKER EQUIPMENT CO	10,806.44	7KW EFI Generator
	1/4/2024	HAAKER EQUIPMENT CO	1,290.77	Float Ball Cage/Screen
25190	1/4/2024	HADRONEX INC dba: SMARTCOVER S...	9,286.19	Yearly Contract Renewal for H2S Sensors 3/1/24-2/28/25
25191	1/4/2024	THE HARTFORD	469.17	Life Insurance-December 2023
25192	1/4/2024	HUMANA DENTAL INS.	4,108.59	Dental Insurance- January 2024
25193	1/4/2024	MAVTECK	1,485.00	FY 2023 Cured-In-Place Pipe Lining Project-November 2023
25194	1/4/2024	MISSION SQUARE	5,709.76	Deferred Comp for PPE 12/27/23
25195	1/4/2024	MITSUBISHI ELECTRIC US INC - MEU...	375.30	Elevator Maintenance - January 2024
25196	1/4/2024	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services-August 2023
	1/4/2024	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services-December 2023
25197	1/4/2024	MUTUAL OF OMAHA	1,286.12	Disability Insurance-January 2024
25198	1/4/2024	NAPA AUTO	93.63	In-Line Fluid Filters(5)/Cable Ties(2 pk)/Cleaner(2)/Glove
25199	1/4/2024	OLIVENHAIN MUNICIPAL WATER DIS...	71.55	Recycled Water @ Traveling
	1/4/2024	OLIVENHAIN MUNICIPAL WATER DIS...	927.51	Water @ Traveling
	1/4/2024	OLIVENHAIN MUNICIPAL WATER DIS...	558.78	Water @ Traveling 2
	1/4/2024	OLIVENHAIN MUNICIPAL WATER DIS...	57.96	Water @ VP5 PS
25200	1/4/2024	PALOMAR RESEARCH SERVICES,LLC	105.00	Background Check - New Accounting Tech
25201	1/4/2024	PRUDENTIAL OVERALL SUPPLY	144.39	Weekly Uniform/Laundry Service 12/26/23
25202	1/4/2024	REPUBLIC SERVICES #661	395.76	Waste Services- December 2023
25203	1/4/2024	ROCKWELL CONSTRUCTION SERVICE...	1,320.00	Rancho Verde Pump Station Rehabilitation Project
25204	1/4/2024	SAN DIEGO GAS & ELECTRIC	1,169.85	Electric @ AWT
25205	1/4/2024	SOUTHERN CONTRACTING COMPANY	2,385.00	Motor Starter for Ventilation Fan
25206	1/4/2024	STAPLES	(20.47)	Credit on Invoice # 3552332155
	1/4/2024	STAPLES	(37.81)	Credit on Invoice # 3553955835
	1/4/2024	STAPLES	(26.10)	Credit on Invoice 3553955835
	1/4/2024	STAPLES	578.25	Office Supplies
25207	1/4/2024	UNDERGROUND SERVICE ALERTS/C	374.00	Monthly Underground Alarm Service
	1/4/2024	UNDERGROUND SERVICE ALERTS/C	76.07	Monthly Underground State Fee
25208	1/4/2024	VAPEX ENVIRONMENTAL LLC	3,938.28	Oxygen Concentrators, Filter, Intake, Bowl Replacement
25209	1/4/2024	WOODYS CRANE SERVICE	600.00	Crane Service
Report Total			341,864.94	



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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1108	Nation-12/13/23	12/14/2023	NATIONWIDE RETIREMENT SOLUTIONS	<u>1,200.00</u>	Nationwide Deferred Comp for Payroll on 12/13/23
Total CD1108				1,200.00	
CD1109	270374803788384	12/14/2023	United States Treasury	10,122.91	Payroll Taxes for Checks Dated 12/13/23-Federal
		12/14/2023	United States Treasury	7,539.90	Payroll Taxes for Checks Dated 12/13/23-FICA
		12/14/2023	United States Treasury	2,791.35	Payroll Taxes for Checks Dated 12/13/23-Medicare
	7504379	12/14/2023	EMPLOYMENT DEVELOPMENT DEPT	<u>3,691.41</u>	Payroll Taxes for Checks Dated 12/13/23-State
Total CD1109				24,145.57	
CD1110	270374950136156	12/15/2023	United States Treasury	1,800.94	Payroll Taxes for Checks Dated 11/29/23-Federal
		12/15/2023	United States Treasury	3,038.00	Payroll Taxes for Checks Dated 11/29/23-FICA
		12/15/2023	United States Treasury	883.20	Payroll Taxes for Checks Dated 11/29/23-Medicare
	7504382	12/15/2023	EMPLOYMENT DEVELOPMENT DEPT	<u>450.64</u>	Payroll Taxes for Checks Dated 11/29/23-State
Total CD1110				6,172.78	
CD1111	270375290066872	12/18/2023	United States Treasury	1,598.97	Payroll Taxes for Checks Dated 12/15/23-Federal
		12/18/2023	United States Treasury	2,109.18	Payroll Taxes for Checks Dated 12/15/23-FICA
		12/18/2023	United States Treasury	493.28	Payroll Taxes for Checks Dated 12/15/23-Medicare
	7510606	12/18/2023	EMPLOYMENT DEVELOPMENT DEPT	<u>645.28</u>	Payroll Taxes for Checks Dated 12/15/23-State
Total CD1111				4,846.71	
CD1112	1002524356	12/15/2023	CALPERS	4,025.39	PERS Retirement for Payroll on 12/13/23-Classic EE

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
		12/15/2023	CALPERS	8,684.76	PERS Retirement for Payroll on 12/13/23-Classic ER
	1002524357	12/15/2023	CALPERS	2,160.19	PERS Retirement for Payroll on 12/13/23-PEPRA EE
		12/15/2023	CALPERS	2,140.66	PERS Retirement for Payroll on 12/13/23-PEPRA ER
Total CD1112				17,011.00	
CD1113	1002528256	1/2/2024	CALPERS	42,098.35	CalPERS Health Insurance-December 2023-Staff
		1/2/2024	CALPERS	146.48	CalPERS Health Insurance-December 2023-Admin
		1/2/2024	CALPERS	785.00	CalPERS Health Insurance-December 2023-Retirees
	1002528257	1/2/2024	CALPERS	2,020.64	CalPERS Health Insurance-December 2023-Board
		1/2/2024	CALPERS	6.47	CalPERS Health Insurance-December 2023-Admin
Total CD1113				45,056.94	
CD1114	BankFee121323	12/13/2023	Pacific Premier Bank	119.39	Misc Bank Fee - Analysis Activity
Total CD1114				119.39	
CD1115	270376214072849	12/28/2023	United States Treasury	9,794.01	Payroll Taxes for Checks Dated 12/27/23-Federal
		12/28/2023	United States Treasury	7,194.20	Payroll Taxes for Checks Dated 12/27/23-FICA
		12/28/2023	United States Treasury	2,722.91	Payroll Taxes for Checks Dated 12/27/23-Medicare
	93205383	12/28/2023	Pacific Premier Bank	3,606.45	Payroll Taxes for Checks Dated 12/27/23-State
Total CD1115				23,317.57	
CD1116	270440384700254	1/3/2024	Pacific Premier Bank	284.70	Board Payroll Taxes for Checks Dated 01/02/24-Federal

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
		1/3/2024	Pacific Premier Bank	223.20	Board Payroll Taxes for Checks Dated 01/02/24-FICA
		1/3/2024	Pacific Premier Bank	<u>63.80</u>	Board Payroll Taxes for Checks Dated 01/02/24-Medicare
Total				571.70	
CD1116					
CD1117	Nation-12/27/23	12/28/2023	Pacific Premier Bank	<u>1,200.00</u>	Nationwide Deferred Comp for Payroll on 12/27/23
Total				1,200.00	
CD1117					
CD1119	1002538910	1/2/2024	CALPERS	3,864.56	CalPERS Retirement for Payroll on 12/24/23-Classic EE
		1/2/2024	CALPERS	8,337.75	CalPERS Retirement for Payroll on 12/24/23-Classic ER
	1002538911	1/2/2024		2,057.37	CalPERS Retirement for Payroll on 12/24/23-PEPRA EE
		1/2/2024		<u>2,038.76</u>	CalPERS Retirement for Payroll on 12/24/23-PEPRA ER
Total				16,298.44	
CD1119					
CD1120	1002538915	1/2/2024		32.00	PERS Retirement Pay Period 12/1-12/31/23 E. Sullivan
		1/2/2024		<u>69.04</u>	PERS Retirement Pay Period 12/1-12/31/23 E. Sullivan
Total				101.04	
CD1120					
CD1121	318838762	7/1/2023	ENCINA WASTEWATER AUTHORITY	(16,850.00)	EWA Wire-Q1 FY2024 Recon Operating
		7/1/2023	ENCINA WASTEWATER AUTHORITY	(334,391.00)	EWA Wire-Q1 FY2024 Recon Capital
		12/31/2023	ENCINA WASTEWATER AUTHORITY	639,832.00	EWA Wire-Q3 FY2024 Est Operating

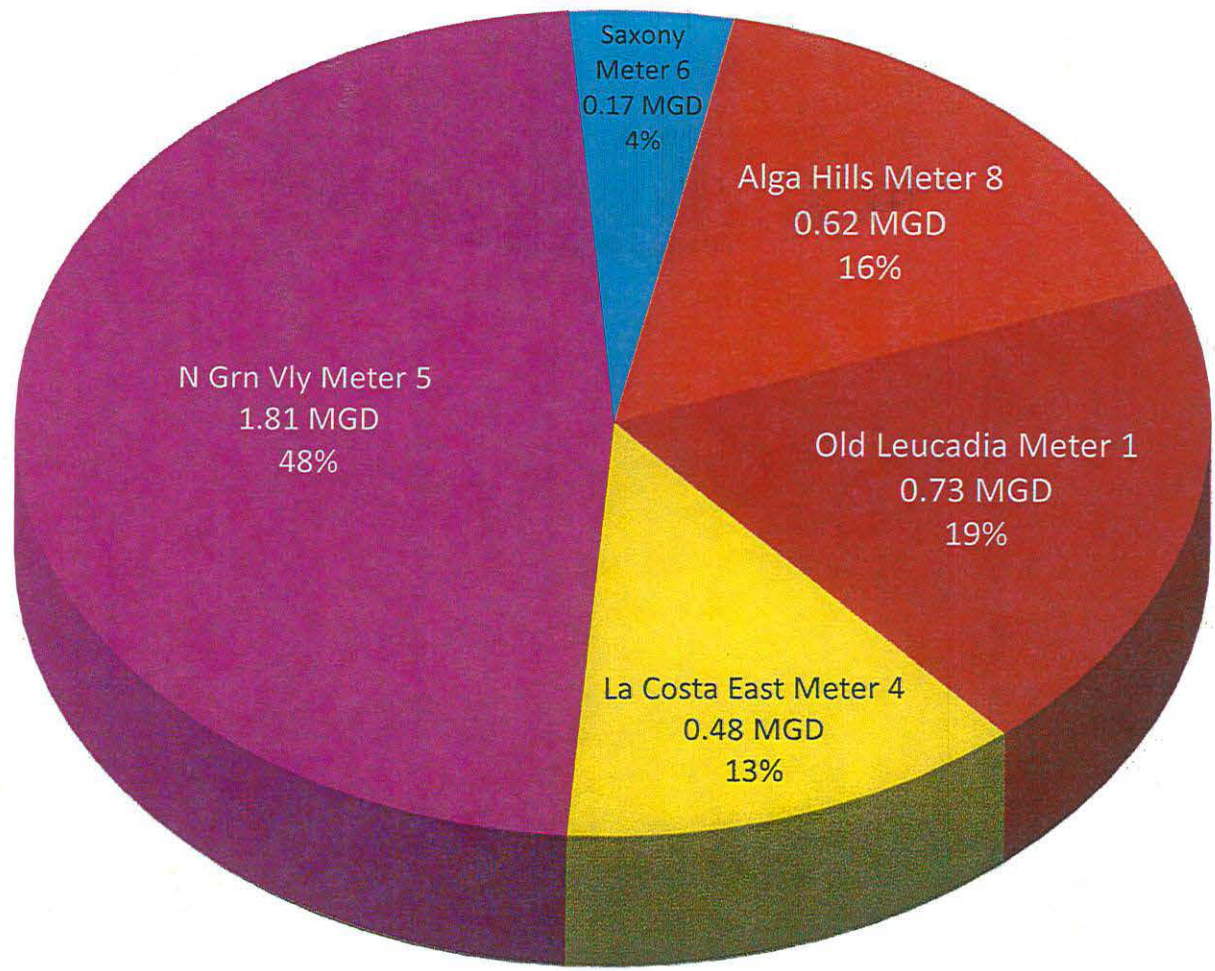
Leucadia Wastewater District  
Posted General Ledger Transactions - CD Transactions for Demands

<u>Session ID</u>	<u>Document Number</u>	<u>Effective Date</u>	<u>Name</u>	<u>Debit</u>	<u>Transaction Description</u>
		12/31/2023	ENCINA WASTEWATER AUTHORITY	<u>1,148,246.00</u>	EWA Wire-Q3 FY2024 Est Capital
Total CD1121				<u>1,436,837.00</u>	
Report Total				<u>1,576,878.14</u>	

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

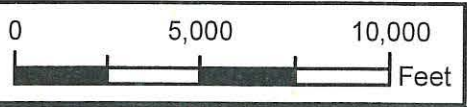
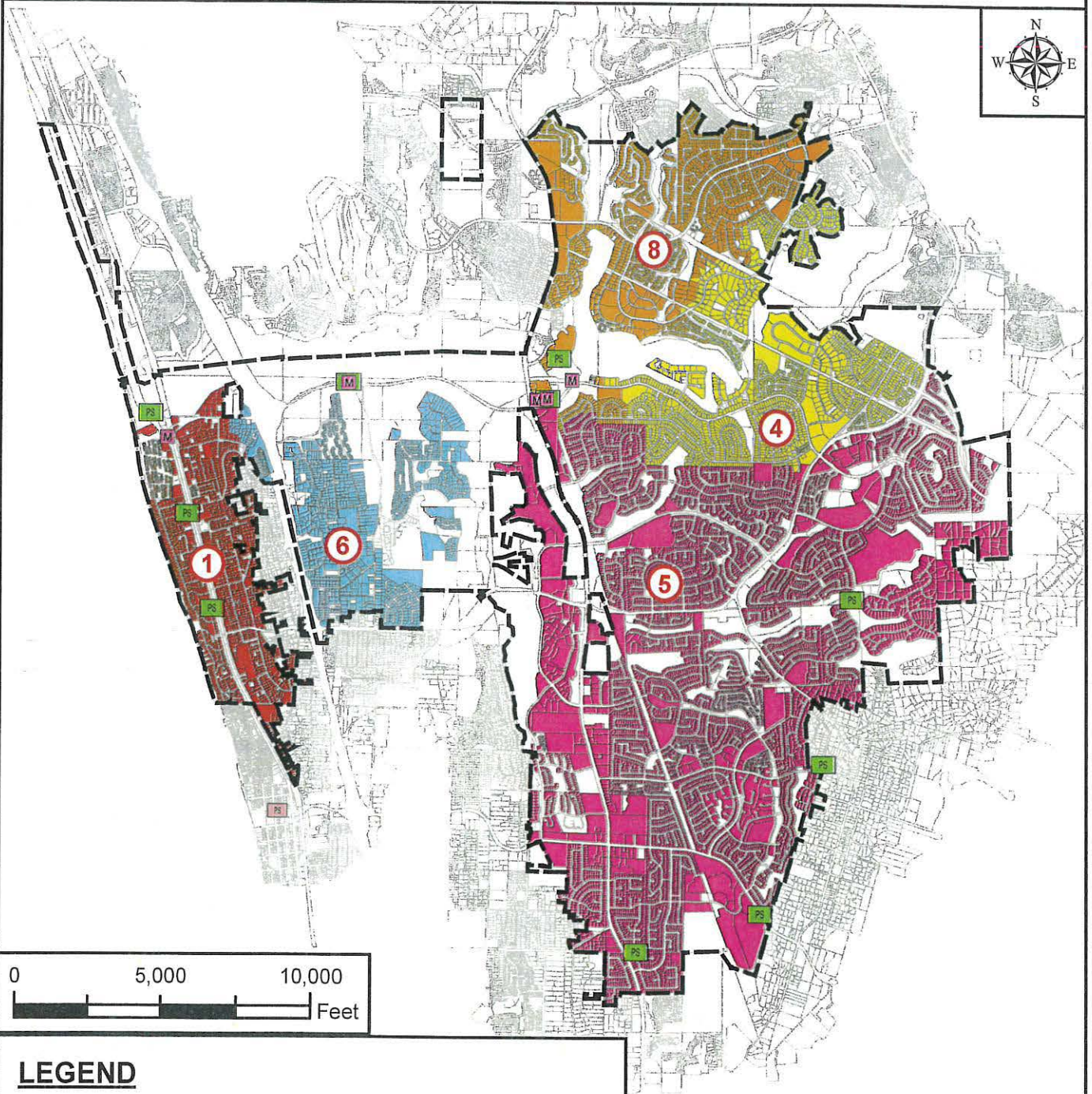
CURRENT MONTH Dec-23							FY 2023
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,936.03	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	116.56	24.75	3.76	129.83	36.08	3.81
YTD			28,960.78				
AUGUST	2.56	118.73	4.46	3.83	132.22	19.08	3.96
YTD			28,965.24				
SEPTEMBER	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	0.99	118.11	0.00	3.62	124.95	5.23	3.80
YTD			28,971.09				
JANUARY							4.00
YTD							
FEBRUARY							3.63
YTD							
MARCH							3.86
YTD							
APRIL							3.82
YTD							
MAY							3.99
YTD							
JUNE							3.67
YTD							
<b>YTD Totals</b>	4.86	697.58	35.06			117.68	
<b>Mo Average</b>	0.81	116.26	5.84	3.71	128.13	19.61	3.84

**LWD Flows by Sub-Basin  
December 2023  
Total LWD Flow 3.81 MGD**





# LEUCADIA WASTEWATER DISTRICT



## LEGEND

- |                         |                   |                         |
|-------------------------|-------------------|-------------------------|
| <b>Parcels by Basin</b> |                   | Meter Locations         |
| 1 - Old Leucadia        | LWD Pump Stations | Encinitas Pump Stations |
| 4 - La Costa East       | LWD Boundary      |                         |
| 5 - North Green Valley  |                   |                         |
| 6 - Saxony              |                   |                         |
| 8 - Alga Hills          |                   |                         |



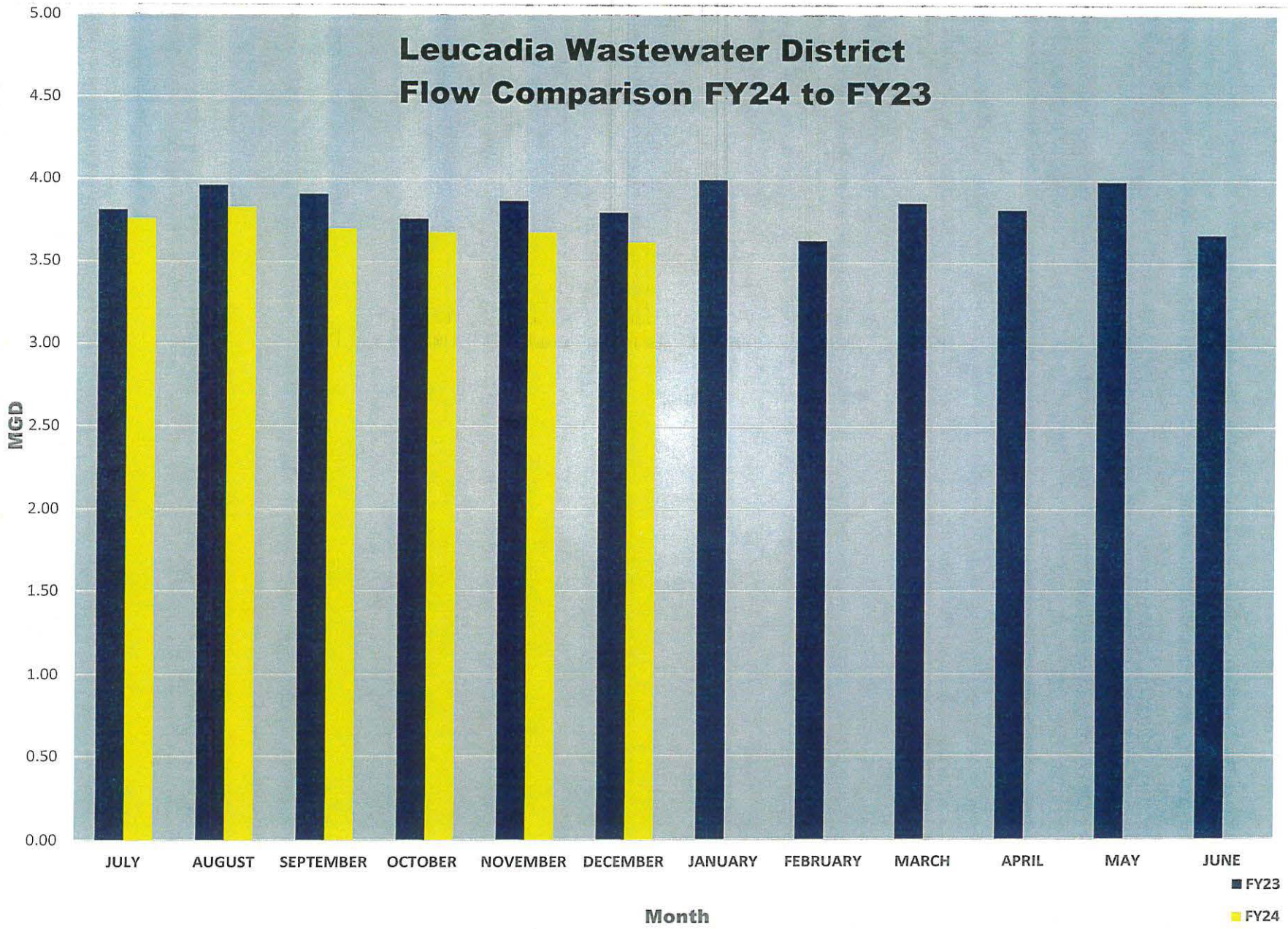
DEXTER WILSON ENGINEERING, INC.  
CONSULTING ENGINEERS  
(760) 438-4422

## SEWER COLLECTION SYSTEM BY SUB-BASIN

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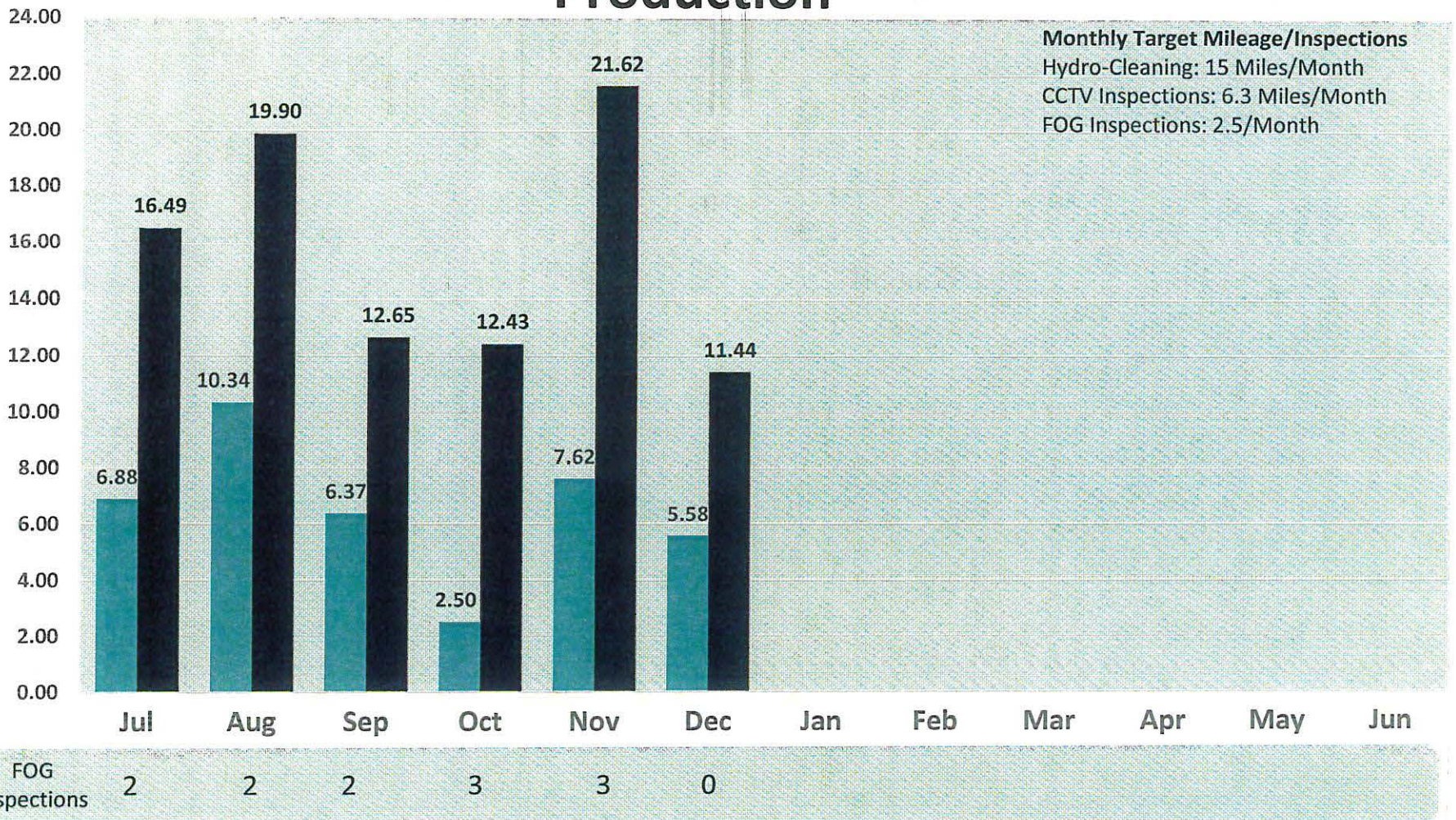


# Leucadia Wastewater District Flow Comparison FY24 to FY23





# FY-24 CCTV Inspections & Hydro Cleaning Production



■ CCTV Inspections (YTD 39.3 Miles)

■ Hydro Cleaning (YTD 94.5 Miles)





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	48.0	9.0	57.0
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
<b>YTD Totals</b>	<b>245.0</b>	<b>65.0</b>	<b>310.0</b>

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	2.0	2.0
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
<b>YTD Total</b>	<b>7.0</b>	<b>22.0</b>	<b>29.0</b>

**Notes:**

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

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

**Operations and Administration Training Report  
December 2023**

**Training & Safety Events for the month December 2023**

Description	Hours		
	Ops	Admin	Total
Anti Harassment Training	2.0	1.0	3.0
CalOSHA Awareness Level Training Module	1.0	0.0	1.0
CSRMA DOT Drug and Alcohol Awareness for Employees	1.0	0.0	1.0
Emergency Action Plan	1.0	0.0	1.0
Fall Protection	6.0	0.0	6.0
Fire Prevention Plan Training	2.0	0.0	2.0
Ladder & Scaffolding Safety	2.0	0.0	2.0
Water Industry HAZWOPER Awareness (MOD #1)	2.0	0.0	2.0
Security Training and Awareness	0.5	0.0	0.5
Simple Rules for Safe Lifting	1.0	0.0	1.0
CSRMA Chainsaw Safety	1.0	0.0	1.0
CSRMA COVID-19 Exposure Control and Disease Preparedness	2.0	0.0	2.0
CSRMA Field Ergonomics: Back Care	1.0	0.0	1.0
CSRMA Hand and Power Tool Safety: Avoiding Hazards	1.0	0.0	1.0
Safe Web Browsing: Domain Spoofing & Website Forgery	1.0	2.0	3.0
Compliance: CMMC 2 (USA) What Information is Protected and Why	1.0	0.0	1.0
Good Password Practices	0.0	1.0	1.0
Mobile Security: Mobile Wi-Fi Security	1.0	0.0	1.0
Phishing: The Dangers of Malicious Attachments	0.5	2.0	2.5
Multi-factor Authentication	1.0	0.5	1.5
Data Protection: Data Backup	1.0	0.5	1.5
Ransomware: Downloads & Attachments	0.5	0.0	0.5
CMMC: Understanding the 5 Maturity Levels	0.5	1.0	1.5
CSRMA New Employee Orientation for Field Workers	1.5	0.0	1.5
Video Inspection Duties	5.5	0.0	5.5
Water Industry Eye Safety	1.0	0.0	1.0
Water Industry Disinfection Basics	1.0	0.0	1.0
Water Industry Filtration Basics	1.0	0.0	1.0
Water Industry Compressed Gas Safety	1.0	0.0	1.0
Water Industry Effective Meter Reading	1.0	0.0	1.0
Water Industry CPR Academic	1.0	0.0	1.0
Water Industry Fall Protection	1.0	0.0	1.0
Water Industry Forklift Safety	1.0	0.0	1.0
Water Industry Back Injury Prevention	1.0	0.0	1.0
Water Industry Ladder & Scaffolding Safety	1.0	0.0	1.0
Workplace Violence	1.0	1.0	2.0
<b>Total Training Hours</b>	<b>48.0</b>	<b>9.0</b>	<b>57.0</b>

**Conferences/Webinars/Seminars for the month of January 2024**

Description	Attendees		
	Ops	Admin	Total
GFOA Ready for the Unexpected? Business Preparedness and Continuity Planning for Small Government Finance	0	1	1
CSRMA State of the Insurance Market	0	1	1
<b>Total Attended Conferences</b>	<b>0</b>	<b>2</b>	<b>2</b>

*Notes:*

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

## Leucadia Wastewater District

### Balance Sheet

As of 12/31/2023

(In Whole Numbers)

	Amount
<b>Assets</b>	
Cash & Investments	23,168,315
Accounts Receivables	144,430
Net OPEB Asset	149,103
Prepaid Expense	294,415
Funds held with Encina Wastewater Authority	445,200
Capital Assets	191,971,167
Less Accumulated Depreciation	(67,725,713)
Total Assets	148,446,918
<b>Deferred Outflows</b>	
PERS Pension Deferred Outflows	2,452,372
OPEB Health Deferred Outflows	111,455
Total Deferred Outflows	2,563,827
Total Assets & Deferred Outflows	151,010,745
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	616,126
Developer Deposits	161,339
Lease Liability	6,818
Net Pension Liability	4,848,371
Total Liabilities	5,632,654
<b>Deferred Inflows</b>	
PERS Pension Deferred Inflows	247,136
OPEB Health Deferred Inflows	77,393
Total Deferred Inflows	324,529
<b>Net Position</b>	
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)	148,747,499
Current Change In Net Position	
Other	(3,693,937)
Total Current Change In Net Position	(3,693,937)
Total Net Position	145,053,562
Total Liabilities, Deferred Inflows & Net Position	151,010,745

# Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2023 Through 12/31/2023

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 3,813,093.53	\$13,213,949.00	\$ 9,400,855.47	28.9%
3150 Recycled Water Sales	181,045.07	403,000.00	221,954.93	44.9%
3100 Misc. Operating Revenue	21,161.16	190,824.00	169,662.84	11.1%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 4,015,299.76</b>	<b>\$13,807,773.00</b>	<b>\$ 9,792,473.24</b>	<b>29.1%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 1,078,104.46	\$ 2,230,802.00	\$ 1,152,697.54	48.3%
4200 Employee Benefits	727,739.57	1,577,047.00	849,307.43	46.1%
4300 Directors Expense	46,535.49	130,600.00	84,064.51	35.6%
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	35,700.74	40,000.00	4,299.26	89.3%
4900 Office Expense	83,484.61	179,280.00	95,795.39	46.6%
5000 Operating Supplies	54,201.64	154,400.00	100,198.36	35.1%
5200 Professional Services	147,904.66	464,050.00	316,145.34	31.9%
5300 Printing & Publishing	16,828.12	32,000.00	15,171.88	52.6%
5400 Rents & Leases	8,661.55	22,900.00	14,238.45	37.8%
5500 Repairs & Maintenance	210,000.65	555,135.00	345,134.35	37.8%
5600 Monitoring & Permits	68,374.50	93,600.00	25,225.50	73.0%
5700 Training & Development	19,292.92	52,000.00	32,707.08	37.1%
5900 Utilities	294,633.84	578,600.00	283,966.16	50.9%
6100 LAFCO Operations	7,344.11	9,050.00	1,705.89	81.2%
6200 Encina Operating Expense	1,832,196.00	2,884,000.00	1,051,804.00	63.5%
6900 Admin O/H alloc to Capital	(50,528.41)	(210,060.00)	(159,531.59)	24.1%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,743,391.79</b>	<b>\$ 9,091,904.00</b>	<b>\$ 4,348,512.21</b>	<b>52.2%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 191,918.12	\$ 152,670.00	\$ (39,248.12)	125.7%
3220 Property Taxes	906,033.83	2,213,000.00	1,306,966.17	40.9%
3250 Investment Income	271,824.00	485,000.00	213,176.00	56.0%
3290 Misc. Non Op Revenue	6,030.12	535,400.00	529,369.88	1.1%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 1,375,806.07</b>	<b>\$ 3,386,070.00</b>	<b>\$ 2,010,263.93</b>	<b>40.6%</b>

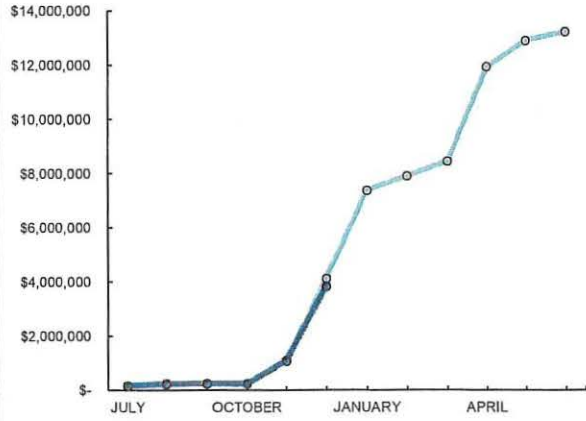
Preliminary: subject to future review, reconciliation, accruals and audit



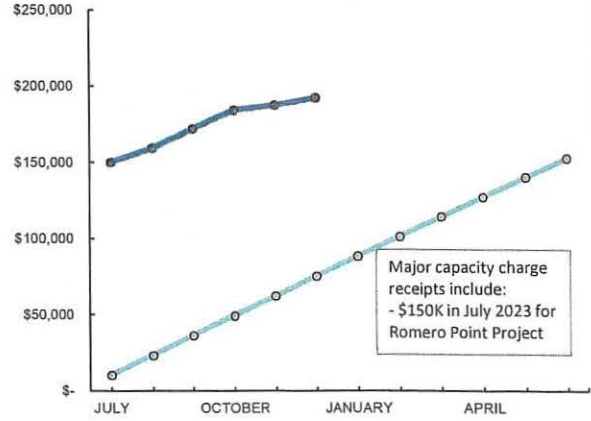
# Leucadia Wastewater District Revenue FY2024

YTD through December 31, 2024

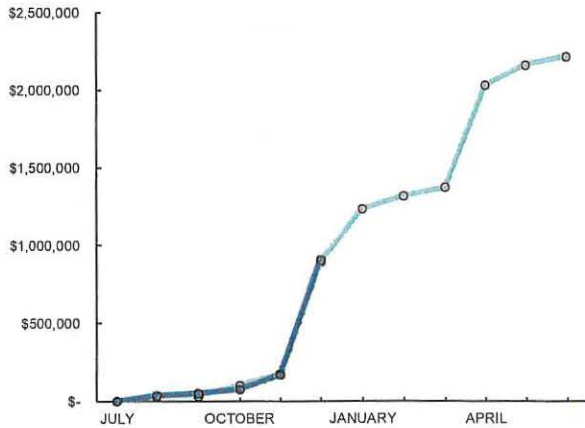
### Sewer Service Fees



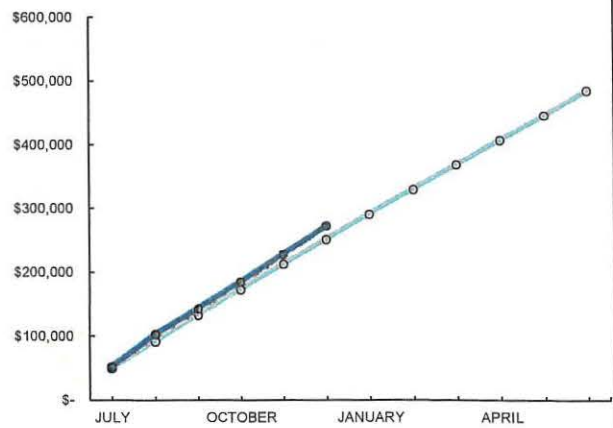
### Capacity Charges



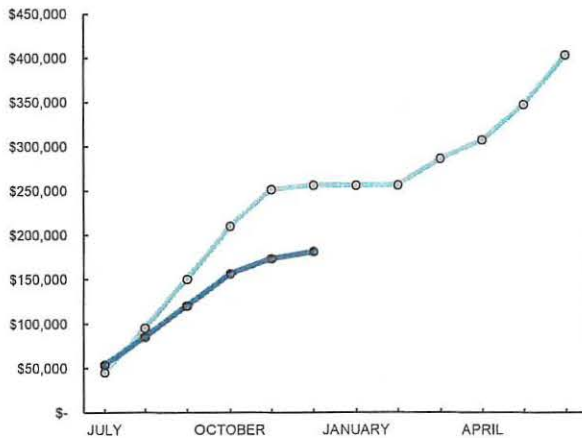
### Property Taxes



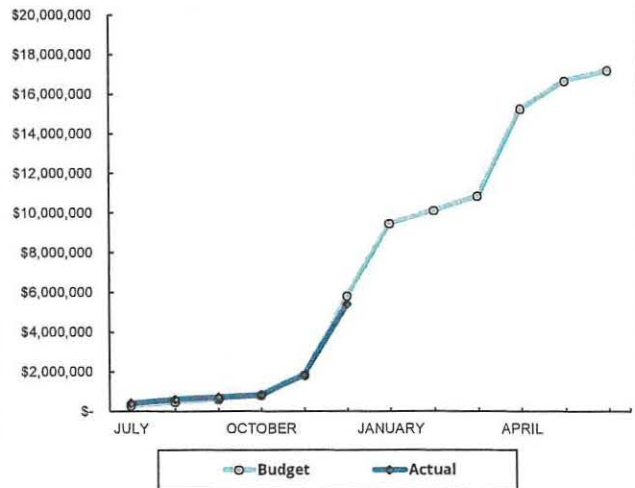
### Investment Income



### Recycled Wastewater Sales



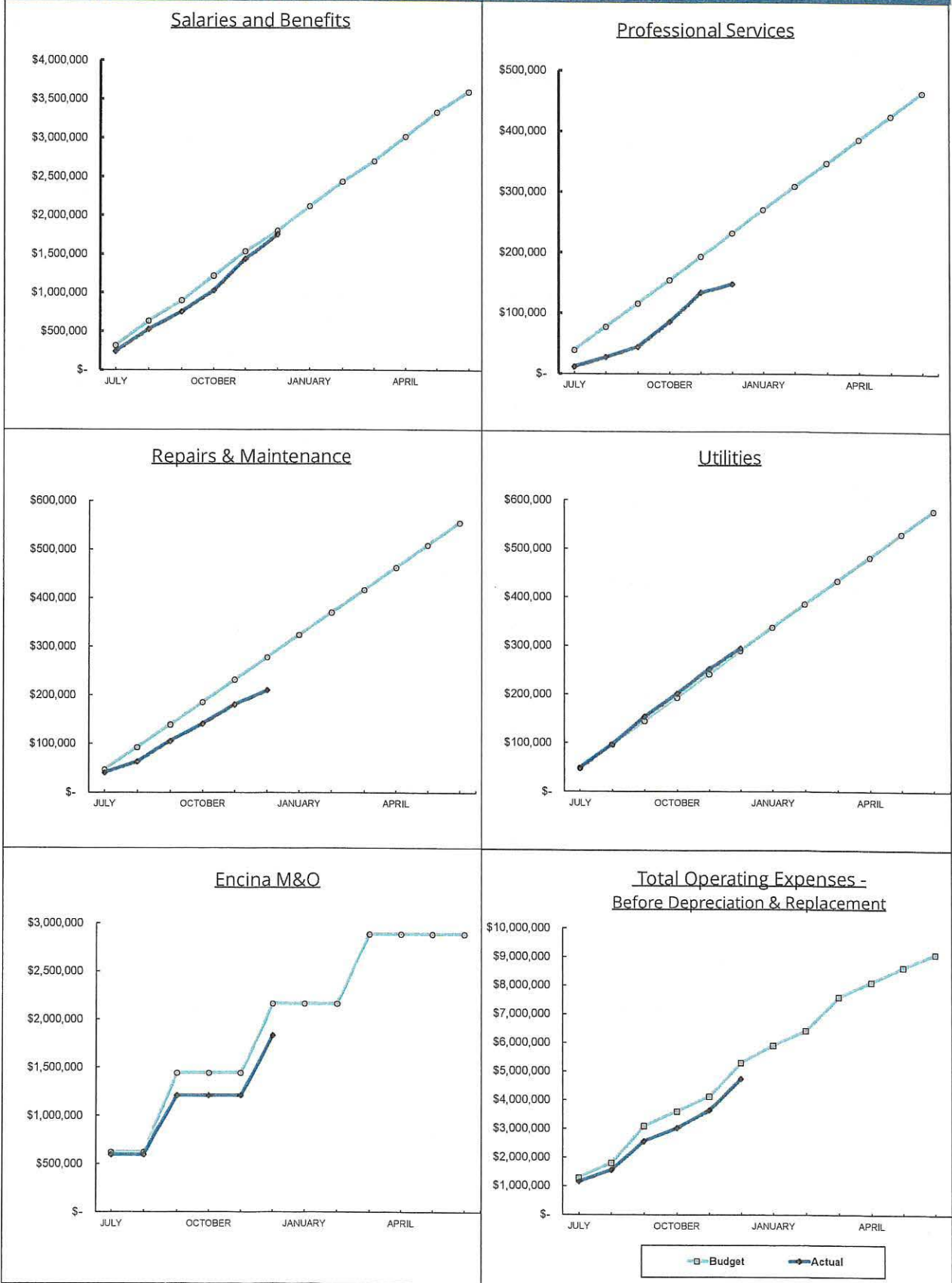
### Total Revenue



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

# Leucadia Wastewater District Operating Expenses FY2024

YTD through December 31, 2024

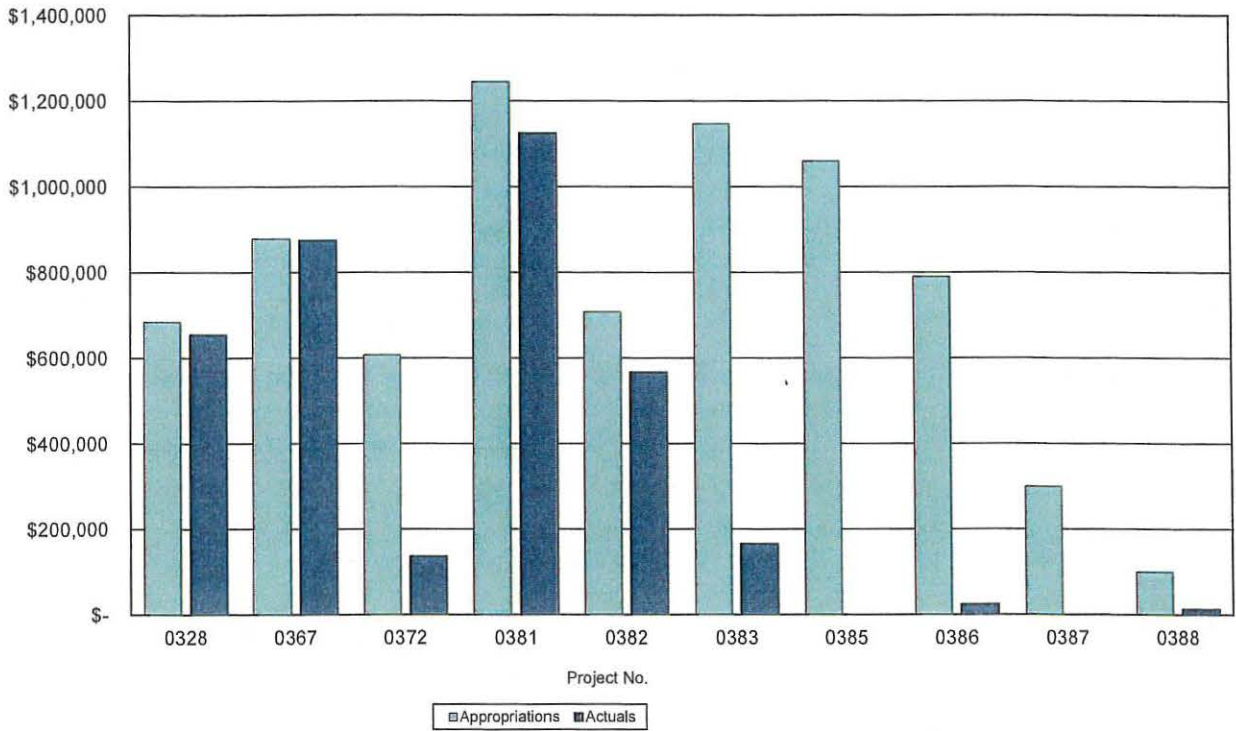


\* Preliminary: subject to future review, reconciliation, accruals, and audit

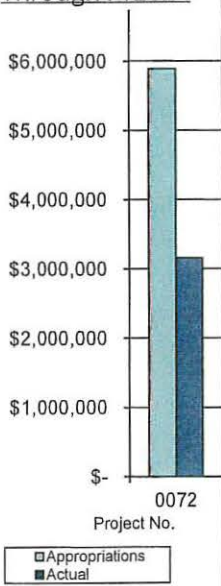
# Leucadia Wastewater District Capital Expenditures

As of December 31, 2024

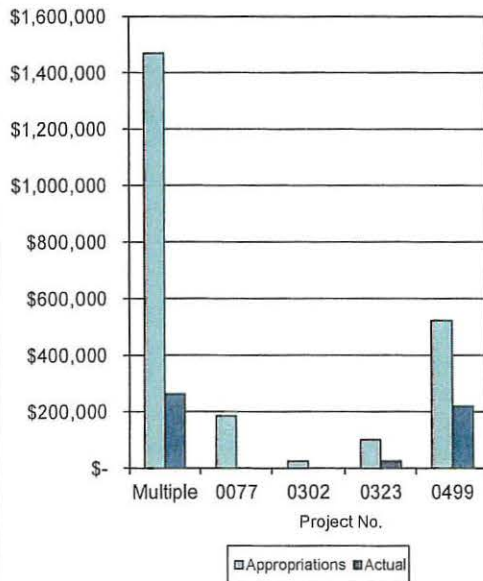
District Multi Year Capital Expenditures by Project Through FY2024



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

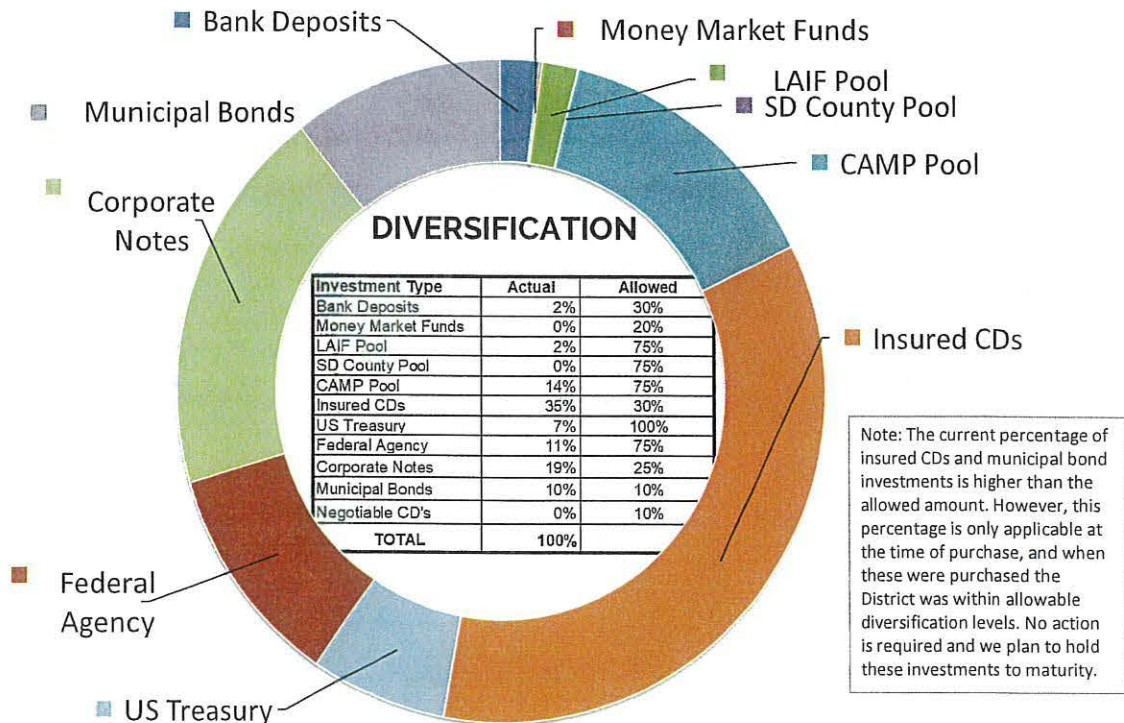
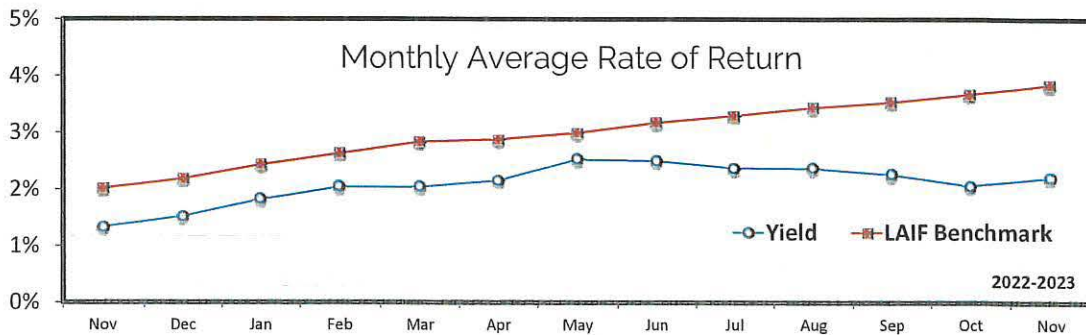
Single Year Capital Projects	No.
Equipment - Capital Acquisitions	Multiple
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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



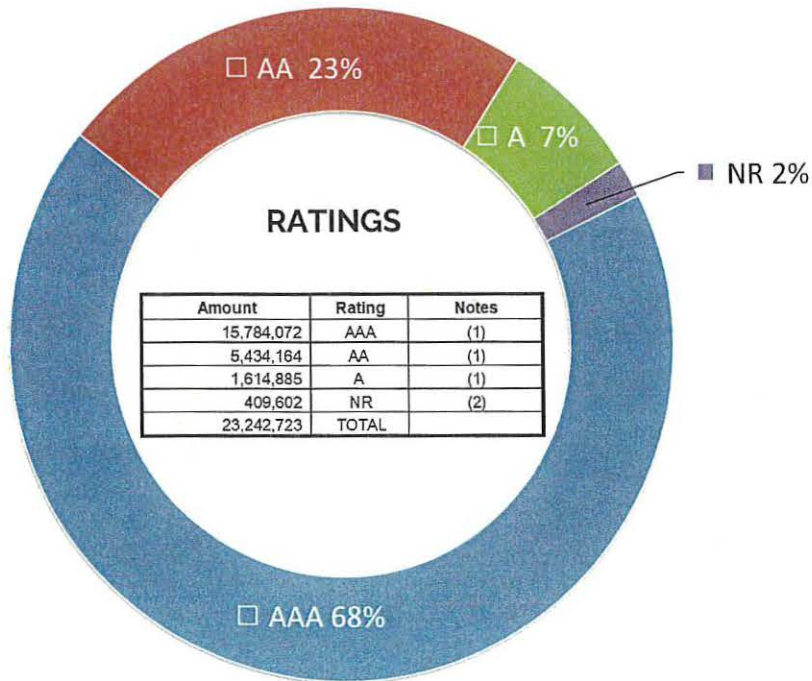
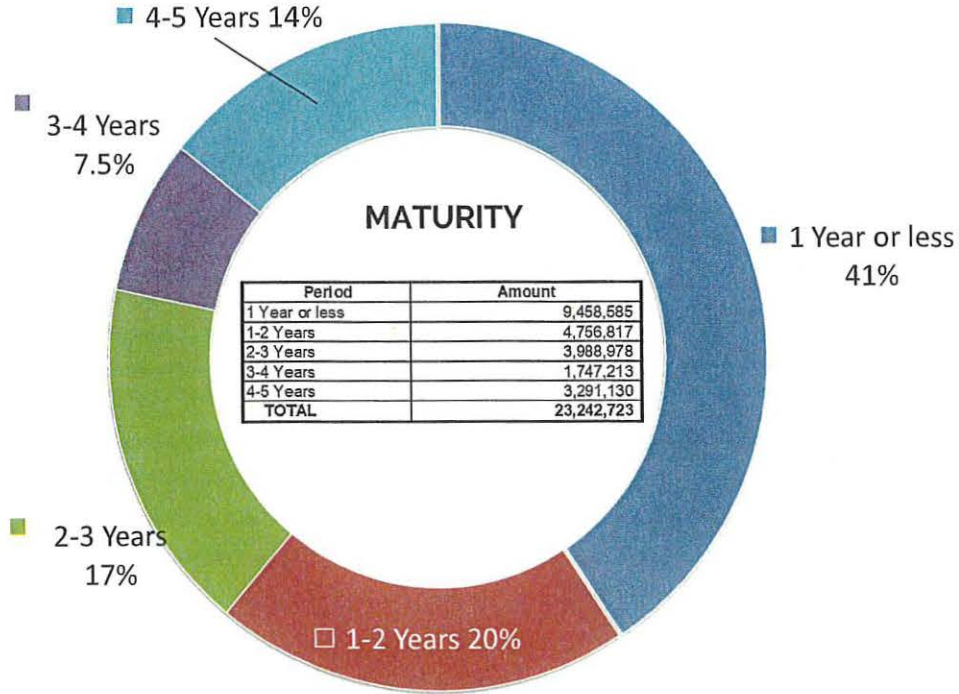
**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**November 30, 2023**

Cash Equivalents & Investments	Principal (Original Cost)		November Interest	Average Rate
	Oct 31, 2023	Nov 30, 2023		
Pacific Premier Bank Reserves	\$ 425,416	\$ 460,779	\$ 4	0.010%
TVI Dreyfus Money Market	17,920	25,932	82	4.500%
LAIF Pool	409,602	409,602	1,312	3.843%
SD County Pool	10,459	10,466	32	3.700%
CAMP Pool	1,769,687	3,237,170	11,641	5.580%
CA CLASS Pool	-	-	-	5.545%
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	3,042,569	2,545,764	3,293	1.516%
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%
<b>Totals</b>	<b>\$ 22,228,662</b>	<b>\$ 23,242,723</b>	<b>\$ 41,718</b>	<b>2.202%</b>



**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
 November 30, 2023

(Continued)

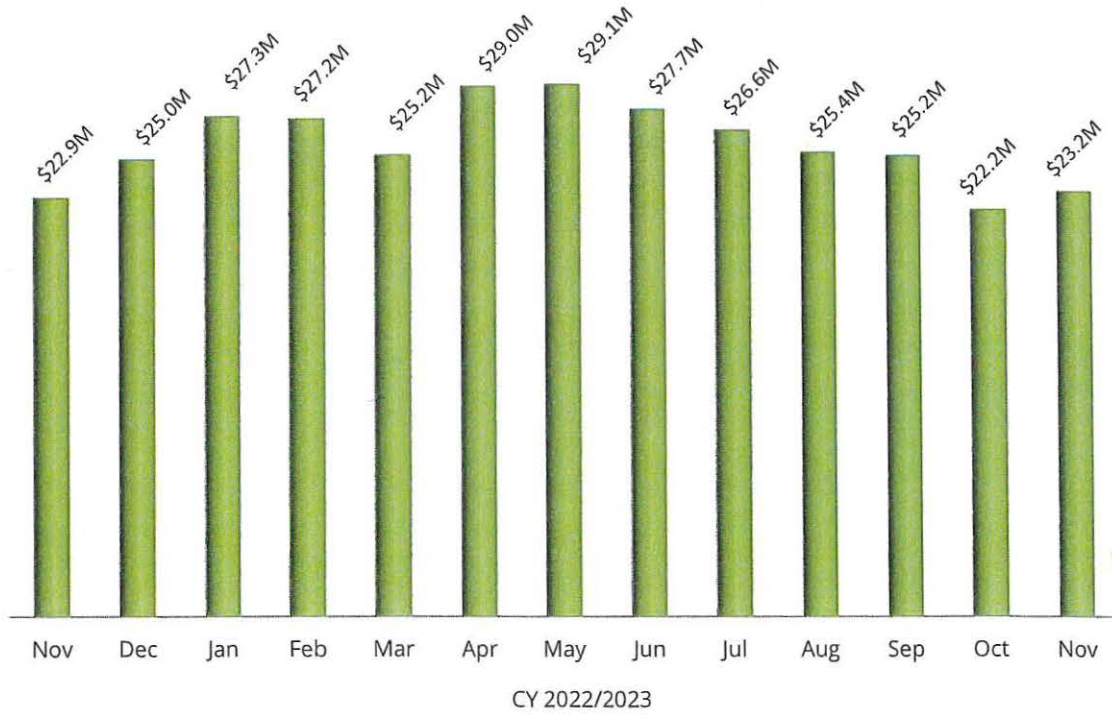


(1) CAMP Pool & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.  
 (2) LAIF is not rated.

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**November 30, 2023**

(Continued)

**CASH & INVESTMENT FUNDS BY MONTH**



**INVESTMENT TRANSACTIONS**

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
FHLN (callable)		247,000	11/28/2023	3134H1AT0	6.25% (1)	
FHLMC		249,806	11/6/2023	3137EAEZ8	0.28%	
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 496,806</b>				

(1) Investment was called.

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:** January 4, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** **December 2023 Board Disclosure of Reimbursements Report**



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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending December 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. 2405 – 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 December 2023 for your review.

tb:PJB

Attachment



**Leucadia Wastewater District  
Disclosure of Reimbursements Report  
December 2023**

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

Notes: There was nothing to report for the month of December 2023

**MEMORANDUM**

**DATE:** January 4, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Status Update - Fiscal Year 2024 (FY 24) LWD Tactics and Action Plan

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**RECOMMENDED:**

1. No action is required.

**DISCUSSION:**

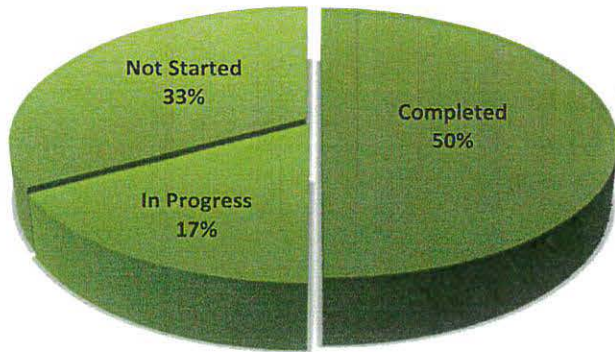
During the July 12, 2023 Board meeting, the Board of Directors adopted the LWD FY 24 Tactics and Action Plan. Attached, for the Board's review, is the FY 24 Tactics and Action Plan's quarterly status report with an ending date of December 31, 2023. The report indicates which goals are in progress, have been completed, have been postponed and have not been started.

th:PJB

Attachments

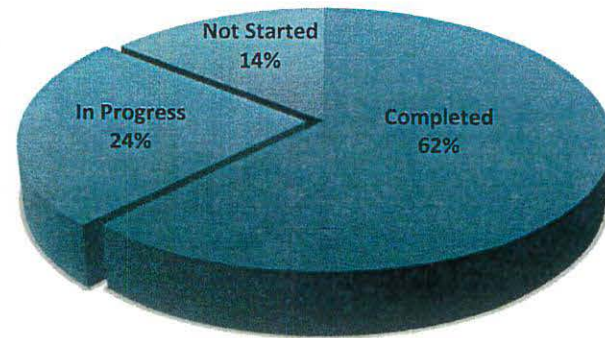
## FY 2024 Tactics and Action Plan Status Report October 1 - December 31, 2023

### Financial Tactics



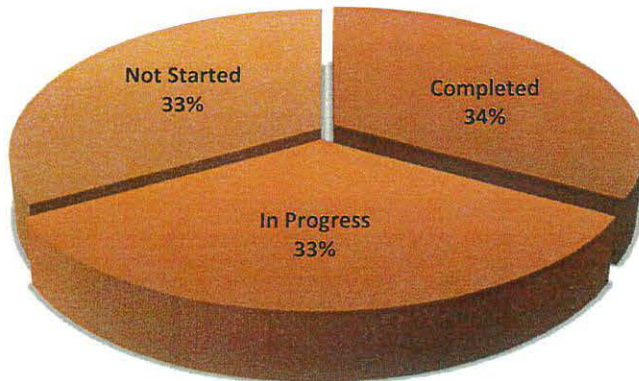
■ Cancelled    ■ Completed    ■ In Progress  
■ Not Started    ■ Postponed    ■ Scheduled

### People Tactics



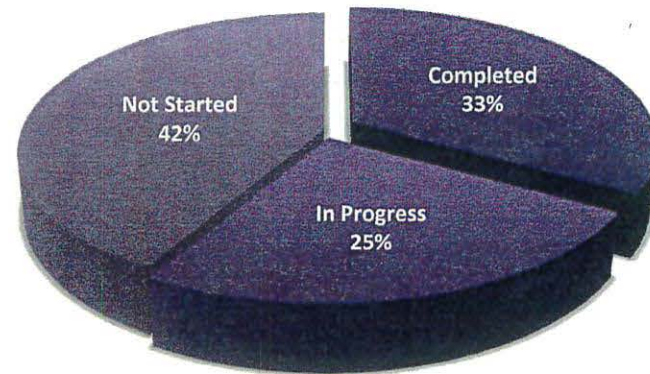
■ Cancelled    ■ Completed    ■ In Progress  
■ Not Started    ■ Postponed    ■ Scheduled

### Services Tactics



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

### Infrastructure and Technology Tactics



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



**Leucadia Wastewater District  
Fiscal Year 2024  
Tactics & Action Plans**

**1. Financial**

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

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



## 2. People

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

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

### 3. Services

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

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



#### 4. Infrastructure and Technology

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

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

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**December 13, 2023**

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

**1. Election of Officers for Calendar Year 2024**

The Board of Directors conducted elections for the 2024 Encina Joint Advisory Committee and Encina Wastewater Authority Board of Directors Chair, Vice-Chair and Secretary and appointed an EWA Auditor and Treasurer for 2024. The results are as follows:

- Chair – Jim Hernandez
- Vice Chair – Elaine Sullivan
- Secretary – Jennifer Basco
- Auditor & Treasurer – Jennifer Sabine

**2. Resolution 2023-10: Establishing the Salary and Terms of Employment for its General Manager**

The Board of Directors adopted Resolution No. 2023-10 establishing the salary and terms of employment for the Encina Wastewater Authority General Manager.

**3. Fiscal Year 2023 (FY23) Annual Comprehensive Financial Report (ACFR)**

The Board of Directors received and filed the FY23 ACFR.

**4. Secondaries Effluent Electrical, Building, and Controls (SEEBC) Project Construction Award**

The Board of Directors authorized the following for the SEEBC Project:

- Execute a contract with Southern Contracting Company in the amount of \$8,803,101 for construction;
- Award a task order to Enterprise Automation in an amount not to exceed \$1,920,073 for SCADA integration;

- Execute a professional services agreement with CDM Smith, Inc. in an amount not to exceed \$569,853 for engineering services; and
- Execute a professional services agreement with Carollo Engineers, Inc in an amount not to exceed \$1,899,988 for construction management.

The Board also authorized the General Manager to approve project amendments or change orders up to \$66,000.

**MEMORANDUM**

**DATE:** January 4, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Review of Teacher Grant Applications

**RECOMMENDATION:**

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

1. Award three Teacher Grants totaling \$5,600; or
2. Discuss and provide direction, as appropriate.

**BACKGROUND:**

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

This item was reviewed by the CAC at its December 12<sup>th</sup> meeting and the CAC concurred with staff to present this item for the Board’s consideration.

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

**DISCUSSION:**

During August 2023, staff provided LWD teacher grant program information to all schools within the District’s service area which includes nine elementary schools, one middle school, and one high school. Staff and Rising Tide Partners (RTP) contacted schools and teachers via email initially and sent reminders until the deadline for submissions, November 17, 2023. Staff updated LWD’s website to include a Teacher Grant Program page and RTP posted several Facebook posts about the program.

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

Applicants	School	Amount Requested:	Project
Katie Oberman	El Camino Creek Elementary	\$1,600	STEAM Class – Water Conservation Gardening
June Honsberger	La Costa Canyon High School	\$2,000	The Pollinator Plant Garden
Nancy Jois	Capri Elementary	\$2,000	We Can Keep Water Clean
<b>TOTAL:</b>		<b>\$5,600</b>	

Staff and the CAC reviewed the applications and each meet the program’s required criteria to qualify for a grant. The total cost for the three grant requests is under the FY 24 budget of \$6,000. Staff and the CAC are recommending grants be awarded to all four applicants in the amounts requested. The applications are attached for your review.

th:PJB

Attachments

## **Garden Science and STEAM class proposal - School gardening with water conservation education**

### **Description of Project**

Every student at our school attends STEAM class once a week, in which they learn about a series of concepts including gardening and environmental protection. In addition, grades K-3 attend additional Garden Science lessons once a month in which they learn more about where food comes from, how to care for a garden without wasting resources, and how our garden ecosystem works. I would like to upgrade our old, rotting wooden garden beds with new galvanized steel beds that retain water better and will last much longer for our school. Students will continue to learn about ways to save water while growing plants for both food and aesthetics by planting and caring for the plants in our school garden using drip irrigation to mitigate water waste.

Participating students will include all of K-6th grade; K-3 participate in Garden Science lessons and K-6th participate in STEAM. Roughly 550 students will be participating total, as well as around 20 Garden Science volunteers who run garden lessons for their classes.

In-kind resources include drip irrigation systems already constructed and in use, and ready to be transferred to our new beds once they arrive.

This project will take place in the school garden towards the back of campus alongside the garden shed and outdoor classroom. The project will begin at the start of the 2024-2025 school year, and continue on year after year. Gardening will take place during STEAM classes throughout each week as well as during Garden Science lessons, about one grade per week.

### **Objectives:**

Students will be able to explain why plants need water to grow and how to save water while caring for plants. Students will continue to learn about the science of gardening, where their food comes from, and experience hands on lessons relating to Next Generation Science Standards. Students will be able to explain what food insecurity is and experience growing food and harvesting it to be donated to local food pantries.



**Budget:**

\$1,600 - 11 40-Gallon Galvanized Steel Stock Tanks from Lowes (\$129 each plus tax) (available for future use in subsequent years)

\$400 - soil, seedlings, and drip irrigation repair to be used with the new beds

Total: \$2,000

Our school is requesting \$1,600 from the LWD Teacher grant and has already secured partial funding from a district-wide grant to fund the remainder of the project.

LWD	\$1600
District Grant	\$400
<b>Total</b>	<b>\$2000</b>

Thank you for your consideration.



## Discovering the Pollinators on our Campus

### A. Description of Project:

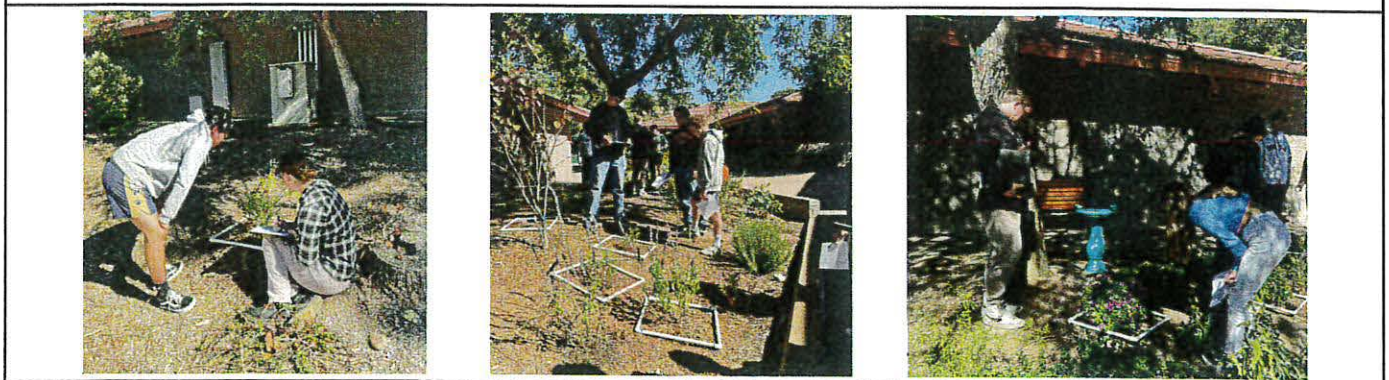
Our project will focus on continuing to create and establish a permanent and self sustaining native plant pollinator garden that will increase pollinator species at our school site. Pollinators are a key component to the reproduction and establishment of a diverse garden ecosystem on our campus. According to the Pollinator Project at the University of California Cooperative Extension (UCCE), San Diego County has over 700 species of native bees. But bees aren't the only pollinators, wasps, flies, butterflies, moths, beetles, other insects, birds, bats, rodents, and even lizards are all important pollinators (Nabors et al, 2022).

Over the past year, students documented the existing pollinators using iNaturalist. iNaturalist is an app on their smartphones that helps them to identify and record the species that they observed. Using that data they designed the gardens to attract the missing pollinator species and created additional habitats for the existing pollinators. This year the students have begun a study of the current plants and the numbers and types of pollinators visiting them. The data will be used to generate scientific questions about pollinators and native plants that they can answer with further investigation. In addition the data will be used to redesign the garden by selecting the types of plants that need to be planted in order to provide food for the widest variety of pollinators.

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

This project will be a joint endeavor between two classroom teachers, 100 high school science students (grades 10-12), the IB Biology class and the school's Biodiversity Club. The project will be ongoing, with planting and construction beginning in the Spring of 2024. These hands-on activities require garden tools, soil, compost, plants, trees, and mulch. The grant funds would be used to purchase the necessary supplies to make this project a success. Our parent foundation is helping with the project by providing a water source for the pollinators.

Students collecting data using iNaturalist.





## B. Learning Objectives

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

## C. Budget

Item	Quantity/vendor	Amount	Non-Consumables
Shovels	10 @ \$20.00- Home Depot	\$200	x
Brooms	10 @ \$10.00- home depot	\$100	x
Garden Hoes	10 @ \$20.00 – Home Depot	\$200	x
Garden Vests	40 @ \$5.00 – amazon	\$200	x
Garden Gloves	20 @ \$5.00 – Home Depot	\$100	x
Garden Rakes	10 @ \$15.00- Home Depot	\$150	x
Garden Soil	15 bags @ \$10.00 – Home Depot	\$150	
Mulch/compost	25 bags @ \$5.00 – Home Depot	\$125	
Plants & Trees	Anderson's La Costa Nursery	\$775	
	<b>Total</b>	<b>\$2000</b>	

## References

Nabors, A., Hung, K.J., Corkidi, L., & Bethke, J.A. (2022). California Native Perennials Attract Greater Native Pollinator Abundance and Diversity Than Nonnative, Commercially Available Ornamentals in Southern California. *Environmental Entomology*, 51, 836 - 847.

**To Whom It May Concern:**

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

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

This project consists of 80 students and 6-8 staff members. We would use \$595 of the funds to make individual water cycle models (materials per model \$7.00 x 85 = \$595.) Before we begin filming teachers will secure releases from students so the LWWD will be able to show this video on a public forum. A parent from our school is a professional photographer will edit our video for \$350. BCK Programs will be teaching 6 lessons on water pollution and the importance of keeping the campus litter free. The one class will in turn teach the other three classes about the effects litter has on water. An instructor paid for by the Sage Garden Grant will help all students plant drought tolerant plants near a storm drain.

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

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

Budget: \$2,000.00


\$595.00 for Supplies for 90 water cycle models

\$350.00 for Video Editing

\$1,055.00 for purchasing drought tolerant / native plants

Thank you for your time and consideration.

## MEMORANDUM

**DATE:** January 4, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Proposed Resolution No. 2411 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members**

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2411 – Board of Directors Election of Board Officers, Establishment of Committees and Selection of Committee Members Policy; and
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

At its December 13<sup>th</sup> meeting, the Board of Directors discussed LWD's Committee appointment process. Following discussion, the Board directed staff to revise the Board Policy to reflect that the LWD Board President and Vice President shall serve as LWD's representatives on the Encina Wastewater Authority (EWA) Board of Directors/Joint Advisory Committee (JAC) and, as such, shall serve staggered two-year terms. Staff has since drafted the policy and it has been attached for your review in color/strikeout format. A clean draft version has also been included for easier review.

During the development of the draft policy, staff realized that appointment of the EWA Board/JAC Alternate was not addressed in the Board's discussion. Staff has developed three options for the Board's consideration for determining the EWA Board/JAC Alternate:

**Option 1:** Designate the General Manager as the EWA/JAC Alternate.

**Option 2:** Designate the LWD Board member next in line for Vice President as the EWA/JAC Alternate.

**Option 3:** The President appoints a Board or staff member to EWA/JAC Alternate.

These options have been included in the draft policy and staff is requesting that the Board designate its preferred option, or hybrid thereof, for inclusion in the adopted policy.

The draft policy also includes several minor edits to improve consistency and clarity of the policy. Staff will present an overview of the draft policy at the upcoming meeting. Staff also recommends that the Board adopt Resolution No. 2411 with the understanding that the preferred options described above would be incorporated into the final signed version of the policy.

PJB:  
Attachment

**RESOLUTION NO. 2411**

**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**

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**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. 2355.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held January 10, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Chris Roesink, President

ATTEST:

---

Paul J. Bushee, General Manager  
(SEAL)



**COLOR / STRIKEOUT VERSION**

**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 Leucadia Wastewater District (LWD) 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.

Policy Adopted: January 9, 2019  
Amended: August 18, 2021  
Amended: January 10, 2024

1

- B. Ad Hoc committees consist of two Board members selected during a Regular Board meeting to meet with District-LWD 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-LWD staff and consulting firm, as deemed necessary, during the fiscal year in order to fulfill the needs of the Board.

The 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-LWD's 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-LWD's public information and outreach programs. Typical duties of the CAC include:

- Review production of the District's-LWD'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-LWD's 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-LWD'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**

Two LWD Board members shall serve as as LWD's representatives on Tthe EWA Board and/ JAC Board representatives and shall advise the LWD Board on matters relating to EWA. Typical duties of the EWA and Board/ 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**

At a noticed meeting of the Board in January of each year, the committee assignments shall be established for the calendar year as follows:

**A. LWD Committees - 2-Year Rotating and Alternating Assignments: 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-1. 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-2. The chairperson of each committee shall make reports to the Board at the regular Board meetings. 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.~~

3. Upon the occurrence of a newly elected or appointed Board member, that person will fulfill the committee position(s) of the preceding Board member.

**D. B. Encina Joint Powers Authority**

1. The LWD Board President and LWD Vice President shall serve as LWD's representatives on the EWA Board/ JAC. The term of the appointment shall be for two years whereby the LWD Board President's term on the EWA Board and JAC shall conclude at the end of his/her term; the incoming LWD Board President shall serve the second year of his/her term; and the incoming LWD Vice President shall begin the first year of his/her term. Should a LWD Board President or Vice

~~President choose to not serve on the EWA Board and JAC, the LWD Board President shall appoint the replacement. 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.~~

Option 2(a): The LWD General Manager shall serve as the EWA Board/JAC Alternate member.

Option 2(b): The LWD Board member who is next in line for LWD Board Vice President shall serve as the EWA Board/JAC Alternate member.

Option 2(c): The LWD Board President shall appoint a Board or staff member to serve as the EWA Board/JAC Alternate member

## **VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION REQUIREMENTS**

- A. The General Manager shall complete, and post on the ~~District's LWD'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 LWD'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.



# **CLEAN VERSION**

**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 Leucadia Wastewater District (LWD) Board President and Vice President 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.

Policy Adopted: January 9, 2019  
Amended: August 18, 2021  
Amended: January 10, 2024

1

- B. Ad Hoc committees consist of two Board members selected during a Regular Board meeting to meet with LWD staff and consultants 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 LWD staff and consultants, as deemed necessary, during the fiscal year in order to fulfill the needs of the Board.

The 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 LWD's 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 LWD's public information and outreach programs. Typical duties of the CAC include:

- Review production of the LWD'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 LWD's 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 LWD'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/ /Joint Advisory Committee (JAC) Representatives**

Two LWD Board members shall serve as as LWD's representatives on the EWA Board/JAC and shall advise the LWD Board on matters relating to EWA. Typical duties of the EWA Board/JAC Representative include:

- Performs all Board functions for the EWA/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**

At a noticed meeting of the Board in January of each year, the committee assignments shall be established for the calendar year as follows:

**1. A. LWD Committees - 2-Year Rotating and Alternating Assignments:**

2. For LWD Committees, 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.
3. The chairperson of each committee shall make reports to the Board at the regular Board meetings.
4. Upon the occurrence of a newly elected or appointed Board member, that person will fulfill the committee position(s) of the preceding Board member.

**B. Encina Joint Powers Authority**

1. The LWD Board President and LWD Vice President shall serve as LWD's representatives on the EWA Board/JAC. The term of the appointment shall be for two years whereby the LWD Board President's term on the EWA Board and JAC shall conclude at the end of his/her term; the incoming LWD Board President shall serve the second year of his/her term; and the incoming LWD Vice President shall begin the first year of his/her term. Should a LWD Board President or Vice President choose to not serve on the EWA Board and JAC, the LWD Board President shall appoint the replacement...

Option 2(a): The LWD General Manager shall serve as the EWA Board/JAC Alternate member.

Option 2(b): The LWD Board member who is next in line for LWD Board Vice President shall serve as the EWA Board/JAC Alternate member.

Option 2(c): The LWD Board President shall appoint a Board or staff member to serve as the EWA Board/JAC Alternate member



**VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION REQUIREMENTS**

- A. The General Manager shall complete, and post on the LWD'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 LWD'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.

## MEMORANDUM

**DATE:** January 4, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** 2024 Board of Directors Committee Assignments

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**RECOMMENDATION:**

1. Receive and File

**DISCUSSION:**

Prior to this item, the Board will have considered Resolution No. 2411, which establishes the policy for the election of Board officers, the identification of standing committees, and the selection of committee members. The Policy calls for the annual selection of committee members at the Board's regularly scheduled meeting in January each year.

Assuming the revised policy is adopted, the Leucadia committees will continue to rotate automatically each year while the Encina Wastewater Authority (EWA)/Joint Advisory Committee (JAC) appointments will also rotate each year with the Leucadia President and Vice President serving as representatives. As such, the Leucadia committee and EWA/JAC appointments are as follows:

**Engineering Committee**

Director Donald Omsted, Chair (Div. 3)  
 Director Bob Pacilio (Div. 5)

**Investment & Finance Committee**

Director Bob Pacilio, Chair (Div. 5)  
 Director Elaine Sullivan (Div. 2)

**Community Affairs Committee**

Vice President Rolando Saldana, Chair (Div. 4)  
 Director Don Omsted (Div. 3)

**Human Resource Committee**

President Chris Roesink (Div. 1)  
 Director Elaine Sullivan (Div. 2)

**Encina Wastewater Authority (EWA) Board of Directors/Joint Advisory Committee (JAC)**

- President Chris Roesink (Div. 1)
- Vice President Rolando Saldana (Div. 4)
- Alternate - General Manager Paul Bushee or Board Designee

Under the revised policy, the committee assignments require no action by the Board. Attached please find a copy of the 2022 and 2023 Board assignments for comparison purposes.

Attachment

tb:PJB



## 2023 Board of Directors' Committee Assignments

### **Engineering Committee**

Director Rolando Saldana, Chair (Div. 4)  
Director Donald Omsted (Div. 3)

### **Investment & Finance Committee**

Director Donald Omsted, Chair (Div. 3)  
Director Judy Hanson / Director Bob Pacilio (Div. 5)

### **Community Affairs Committee**

President Elaine Sullivan, Chair (Div. 2)  
Director Rolando Saldana (Div. 4)

### **Human Resource Committee**

Director Judy Hanson, Chair / Director Bob Pacilio (Div. 5)  
Vice President Chris Roesink (Div. 1)

### **Encina Wastewater Authority (EWA) Board of Directors/Joint Advisory Committee (JAC)**

President Elaine Sullivan, Chair (Div. 2)  
Vice President Chris Roesink (Div. 1)



## 2022 Board of Directors' Committee Assignments

### **Engineering Committee**

Director Chris Roesink, Chair (Div. 1)  
Director Matthew Brown (Div. 4)

### **Investment & Finance Committee**

Director Matthew Brown, Chair (Div. 4)  
Director Donald Omsted (Div. 3)

### **Community Affairs Committee**

Director Chris Roesink, Chair (Div. 1)  
Vice President Elaine Sullivan (Div. 2)

### **Human Resource Committee**

Vice President Elaine Sullivan, Chair (Div. 2)  
President Judy Hanson (Div. 5)

### **Encina Wastewater Authority (EWA) Board of Directors/Joint Advisory Committee (JAC)**

President Judy Hanson (Div. 5)  
Director Donald Omsted (Div. 3)



**MEMORANDUM**

**DATE:** January 4, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Encina Wastewater Authority (EWA) Recycled Water Overview

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**RECOMMENDATION:**

1. Discuss and provide direction

**DISCUSSION:**

At its October 11, 2023 Special Meeting, the Board of Directors reviewed the District's and EWA's Recycled Water programs. Due to time constraints, the review of EWA's program was not completed. As a follow-up to that item, staff will present an overview of EWA's Recycled Water Program at the upcoming meeting. Staff is seeking the Board's direction as to where the District stands on EWA's plans moving forward.

PB:

[View this email in your browser](#)



**2024**

**CWEA SAN DIEGO SECTION**

**AWARDS BANQUET**

**SATURDAY**

**February 3, 2024**

**4pm - 9pm**

Join us to at Harrah's Resort Southern California, to celebrate and recognize outstanding achievements in the wastewater industry and honor the award winners for 2023!

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Enjoy a three course plated dinner, hosted bar, entertainment, and exciting door prizes!

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**Special priced rooms**  
**rates for CWEA**  
**members!**  
 Limited availability, must  
 be purchased by 01/11/24

**Get Tickets**  
**Here!**

Be a part of the fun!  
 Contact SDS President  
**KEVIN MURPHY**  
 858.654.4149



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## Awards Banquet on February 09, 2024 at Harrah's Resort, Southern CA Valley Center, CA

Join CWEA San Diego Section for an evening at Harrah's SoCal!

About this event:

Enjoy Harrah's Resort & Casino, complimentary beer and wine, entertainment, and door prizes while celebrating with your friends and colleagues at the 2023-2024 CWEA San Diego Annual Awards Banquet.

Enjoy hors d'oeuvres, live music and entertainment, door prizes, giveaways and more! We will be looking back on 2023 and awarding our outstanding members, facilities, treatment plants, and collection systems for their contributions and accomplishments throughout the year.

4:00 PM to 6:00 PM Hosted Bar and Hors D'Oeuvres w/ live music and entertainment

6:00 PM to 7:00 PM Welcome and Dinner

7:00 PM Ceremony begins followed by door prizes

Hotel accommodations are available at a group-discounted rate. For reservations scan the QR code on the flyer and mention the California Water Environment Association Awards Banquet.

Dinner will be plated with chicken, salmon, or vegan option available. Hope to see you there, Cheers!

If you have any questions, please contact the SDS President, Kevin Murphy directly at 858.654.4169

Purchase Tickets Below:

<https://www.eventbrite.com/e/2024-cwea-san-diego-awards-banquet-tickets-778428248847?aff=oddtcreator>

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