

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, August 13, 2025
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 7-14 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:

July 9, 2025 Regular Board Meeting (Pages 6-13)

August 5, 2025 Community Affairs Committee Meeting (Pages 14-15)

August 6, 2025 Investment & Finance Committee Meeting (Pages 16-17)

8. Approval of Demands for July/August 2025

This item provides for Board of Directors approval of all demands paid from LWD during the month of July and a portion of August 2025. (Pages 18-29)

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 FY25 to FY26, flows by sub-basin, and staff training. (Pages 30-36)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY26 budget and discloses monthly investments. (Pages 37-44)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2025. (Pages 45-46, Enclosure 11)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2025. (Pages 47-48)

13. Fiscal Year 2026 (FY26) Pay Schedules

Adopt Resolution No. 2433 – Approving the FY26 pay schedules. (Pages 49-51)

14. Annual Review of LWD's Procurement Policy

Receive and File LWD's Procurement Policy. (Pages 52-62)

EWA REPORTS

15. Encina Wastewater Authority Reports

A. An Encina Member Agency Manager's (MAM) Meeting was held on August 5, 2025. (Verbal)

COMMITTEE REPORTS

16. Committee Reports

A. A Community Affairs Committee Meeting was held August 5, 2025. (Page 63)

B. An Investment & Finance Committee Meeting was held August 6, 2025. (Page 64)

ACTION ITEMS

17. Adopt Resolution No. 2426 – Establishing a Teacher Grant Policy (Pages 65-70)

18. Annual Review of LWD's Investment Policy

Redelegate authority to manage LWD's investment program to the General Manager effective September 1, 2025 through August 31, 2026 and adopt Resolution No. 2434 LWD's Investment Policy. (Pages 71-85)

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

- A. The CSDA Quarterly Dinner is scheduled for August 21, 2025 at 6 p.m. at The Butcher Shop Steakhouse in Kearny Mesa. (Pages 86-89)
- B. Flu Shot Clinic is scheduled for Tuesday, September 23, 2025. (Verbal)
- C. The CA Annual Watereuse Conference is scheduled for September 21 – 23, 2025. (Verbal)

20. Directors' Meetings and Conference Reports

The 2025 CASA Annual Conference was held July 30 – August 1, 2024 in San Diego, CA. (Page 90)

21. General Manager's Report

22. General Counsel's Report

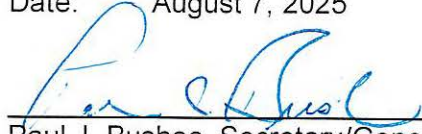
23. Board of Directors' Comments

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 at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: August 7, 2025



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 Regular Board Meeting

July 9, 2025

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, July 9, 2025 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:

Saldana, Brown, Pacilio, Sullivan, and Roesink

DIRECTORS ABSENT:

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Capital Project Manager Ian Riffel, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Superintendent Marvin Gonzalez, District Engineer Dexter Wilson, and Steven Henderson of Dexter Wilson Engineering, Inc.

3. Pledge of Allegiance

Vice President Brown led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

None.

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

Minutes of the following meetings:

June 11, 2025 Regular Board Meeting

July 1, 2025 Engineering Committee Meeting

8. **Approval of Demands for June/July 2025**
Payroll Checks numbered 250611-1 – 250701-5; General Checking Checks numbered 27075-27220
9. **Operations Report** (A copy was included in the original July 9, 2025 Agenda)
10. **Finance Report** (A copy was included in the original July 9, 2025 Agenda)
11. **Disclosure of Reimbursements**
This report discloses travel expense reimbursements for the month of June 2025.

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

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

EWA and COMMITTEE REPORTS

12. **Encina Wastewater Authority (EWA) Reports**
A regular EWA Board Meeting was held on June 25, 2025.

Director Roesink reported on EWA's Board meeting.

13. **Committee Reports**
Engineering Committee Meeting was held on July 1, 2025.

Director Pacilio reported that the EC reviewed the following:

- Adopt Ordinance No. 149 approving a Reimbursement Agreement for sewer between the Leucadia Wastewater District and Scott and Kathleen Aldern (Developer);
- Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000; and
- Adopt the 2025 Update of the District's SSMP completed by Dexter Wilson Engineering, Incorporated.

The EC concurred to forward these items for the Board's consideration and they will be discussed later in the agenda.

PUBLIC HEARING

14. A proposal to adopt an ordinance increasing the amount that may be paid to Directors and Officers of the Leucadia Wastewater District for service to the District.

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

15. A proposal to adopt an ordinance approving a Reimbursement Agreement for sewer between the Leucadia Wastewater District and Scott and Kathleen Aldern (Developer).

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

ACTION ITEMS

16. Board of Directors Compensation Adjustment

A proposal to adopt an ordinance increasing the amount that may be paid to Directors and Officers of the Leucadia Wastewater District for service to the District.

DFA Green presented this item stating at the June Board meeting the Board of Directors authorized staff to notice a public hearing for a proposed stipend increase from \$200 to \$205 per day of service. He stated that staff has fulfilled all the requirements for noticing of the proposed ordinance.

Upon a motion duly made by Director Pacilio, seconded by Vice President Brown, and carried, the Board of Directors adopted Ordinance No. 150 Increasing Compensation of Directors from \$200 to \$205 per day of service and confirming meetings that qualify for Director compensation by the following vote:

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

17. Adopt Ordinance 149 - Approving a Reimbursement Agreement for sewer between the Leucadia Wastewater District and Scott and Kathleen Aldern (Developer)

CPM Riffel presented the item and provided background information. CPM Riffel stated that Ordinance No. 149 establishes a Reimbursement Agreement (Agreement) between the District and Scott and Kathleen Aldern (Developer). He stated that the public sewer line extension was completed in November 2024 and that the Aldern's have requested a reimbursement agreement. The agreement would provide for a prorated cost reimbursement applicable to three nearby properties should they choose connect to the public sewer system. The Agreement is for a 10-year term and that the District would administer the agreement and would charge an administrative fee of five percent (5%).

Director Roesink asked if there was any feedback from the neighbors regarding the reimbursement agreement. CPM Riffel answered that the reimbursement agreement was advertised publicly in the newspaper and there was one neighbor that may be interested in connecting in the future.

Director Sullivan thanked CPM Riffel for his work.

Director Pacilio asked what happens if the Aldern's (Developer) move. CPM Riffel answered that the Aldern's would still receive the reimbursement for any future connections to the public sewer system.

Following discussion, upon a motion duly made by Vice President Brown, seconded by Director Pacilio, and unanimously carried, the Board of Directors adopted Ordinance 149 approving a Reimbursement Agreement for sewer between the Leucadia Wastewater District and Scott and Kathleen Aldern by the following vote:

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

18. Dexter Wilson Engineering, Incorporated Contract Extension for District Engineer Services

Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000.

CPM Riffel presented the item and provided background information noting that DWEI's three-year contract approved in 2022 expired on June 30th and that the contract has an option for a two-year extension.

CPM Riffel continued that DWEI has performed very well and provides engineering support for the District's operations, capital, and development programs. DWEI's has maintained the same billing rates for the last three years. This option includes an approximate 13% billing rate adjustment that will remain fixed for the two-year term. The overall cost for the extension is not to exceed \$120k per year for a two-year total of \$240k.

The Board of Directors thanked DE Wilson for his work.

Following discussion, upon a motion duly made by Vice President Brown, seconded by Director Roesink, and unanimously carried, the Board of Directors authorized the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000 by the following vote:

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

19. 2025 Update of the District's Sewer System Management Plan (SSMP)

Adopt the 2025 Update of the District's SSMP completed by Dexter Wilson Engineering, Incorporated.

FSS Gonzalez introduced this item, noting that the District's SSMP stems from the Statewide Waste Discharge Requirements (Statewide WDR) enacted in 2006. He added that the District's most recent Sanitary Sewer Management Plan (SSMP) Update was adopted in July 2019 and that Statewide WDR requires an update every six years. FSS Gonzales stated that the District retained Dexter Wilson Engineering, Incorporated (DWEI) to perform the 2025 SSMP Update.

Mr. Steven Henderson with DWEI presented background on the Sanitary Sewer Management Plan (SSMP). Steven Henderson from DWEI presented an overview of the SSMP Update. He reviewed the regulatory requirements and the past audits on the SSMP. Mr. Henderson stated that revisions to the SSMP were relatively minor and included the following:

- Incorporating updates from the District's Asset Management Plan (updated in April 2023) and Standard Specifications (updated in April 2025).
- Updating the District's spill history and spill trends.
- Updating contact list, standard operating procedures, and preventative maintenance activities.

Director Pacilio asked about the increased amount of line cleaning that was completed in June. FSS Gonzalez answered that earlier in the year the Field Services team was busy training new hires and they were not able to complete as much line cleaning as they normally do. He stated that the Field Services team wanted to meet their tactical goal of line cleaning for the year and worked really hard to complete that goal in June.

Vice President Brown asked for clarification on the new category of spills called category 4. Mr. Henderson stated that the new category 4 spill is for spills that are 50 gallons or less.

President Saldana asked if the SSMP is sent to the State. Mr. Henderson answered affirmatively noting that since the SSMP is also a public document, the District makes the document available to the public in the office and on the District website.

Following discussion, upon a motion duly made by Director Pacilio, seconded by Vice President Brown, and unanimously carried, the Board of Directors adopted the 2025 Update of the District's Sewer System Management Plan by the following vote:

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

20. Receive and file the Fiscal Year 2025 (FY25) Tactics and Action Plan Report

GM Bushee presented the item stating that the District has accomplished 130 goals. He provided the highlights of the Plan, which included the following:

- No sewer spills for 5.5 years;
- CWEA State Collections System of the Year Award;
- CWEA San Diego Local Section Community Engagement Award;
- Strong advocacy from the LWD Board at EWA;

- Recruitment of two Field Services Technicians;
- Vactor fire response;
- L1 Force Main emergency repair;
- San Marcos Creek Crossing Diversion Project; and
- Overflow basin rehabilitation at Batiquitos Pump Station;

President Saldana and Director Roesink thanked staff for their work.

Following discussion the Board of Directors received and filed the FY25 Tactics and Action Plan by the following vote:

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

21. Adopt the Fiscal Year 2026 (FY26) Tactics and Action Plan

GM Bushee presented the item stating the Plan includes 108 tactical goals. He provided the highlights of the Plan, which included the following:

- Student Water Career Day;
- Board strategic planning session;
- Staff team building and employee satisfaction survey;
- Rancho Verde Pump Station Rehab and Diana Pump Station Upgrade; and
- La Costa Pump Station Replacement

Vice President Brown asked questions regarding the merger of Pacific Premier Bank with Umpqua Bank and the migration of the email server to the Microsoft Cloud. DFA Green answered his questions.

Upon a motion duly made by Director Pacilio, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted the FY26 Tactics and Action Plan by the following vote:

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

22. CSDA Board of Directors 2025 Election – Seat B

EA Baity presented the item stating that CSDA is requesting its members to vote for a candidate for Seat B for the southern network region. The deadline for the receipt of ballots is July 25, 2025 and staff has no recommendation on this matter. EA Baity stated staff would cast the vote based on the Board's action.

Following discussion, the Board of Directors reached consensus to vote for Jason Dafforn of Valley Sanitary District for the CSDA Southern Network - Seat B.

23. CASA Election of Officers Fiscal Year 2025/2026 and Approval of Dues Resolution for Calendar Year 2026.

EA Baity noted there are two business items that will be addressed during the CASA Annual Conference in late July/August. She provided information on the CASA Election of Directors and the approval of the Dues Resolution. Following discussion, the Board of Directors reached consensus to approve the CASA Election of Officers for Fiscal Year 2025/2026 and Approval of Dues Resolution for Calendar Year 2026.

INFORMATION ITEMS

24. Directors' Meetings and Conference Reports

The Council of Water Utilities (COWU) Meeting was held June 17, 2025 at The Butcher Shop in San Diego, CA.

Director Sullivan stated she enjoyed the impassioned speaker from the California Avocado Commission.

25. General Manager's Report

GM Bushee reported on the following:

- The Annual Employee Luncheon is tomorrow at 12noon at the District; and
- The Fraud Questionnaire from Rogers, Anderson, Malody & Scott, LLP (RAMS)

26. General Counsel's Report

GC Brechtel reported on the following:

- Update on Proposed Senate Bill 707 – Open meetings: meeting and teleconference requirements.

27. Board of Directors' Comments

Vice President Brown stated there was a recent fire near his workplace in Laguna Beach. He stated to let the Board know if they can be of any help in what could be an active fire season.

President Saldana agreed with Vice President Brown stating there was a recent brush fire which came within a few hundred yards of his home.

28. Closed Session

The Board of Directors met in Closed Session. General Counsel Brechtel reported that the Board of Directors reviewed GM Bushee's performance. He stated that the Board agreed that the General Manager's performance was overall excellent.

The Board then reviewed the General Manager's compensation in open session.

Upon a motion duly made by Director Pacilio, seconded by Director Roesink, and carried, the Board of Directors approved a 6% salary increase from \$295,509.84 to \$313,239.84 by the following vote:

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

Upon a motion duly made by Director Pacilio, seconded by Director Roesink, and carried, the Board of Directors approved a one time bonus of \$10,000 by the following vote:

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

29. Adjournment

President Saldana adjourned the meeting at approximately 7:06 p.m.

Rolando Saldana, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 August 5, 2025

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, August 5, 2025 at 3:30 p.m. at the District office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Brown called the meeting to order at 3:30 p.m.

2. Roll Call

DIRECTORS PRESENT: Brown (via Zoom) and Pacilio

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. Discussion of Fall 2025 Newsletter Proposed Article Topics and Production Schedule.

Mr. Bloom of Rising Tide Partners (RTP) presented the subject item and provided a brief summary of the proposed newsletter article topics.

Chairperson Brown suggested that the lead article be a general overview on LWD. He noted that it would be a good idea to have a lead article on who we are and what we do which would tie into the other newsletter articles which show that LWD are stewards of the environment as well as educators within the community. Staff agreed with the CAC to make the general overview of LWD as the lead article.

The CAC suggested some minor edits to the newsletter article topics and staff stated they would make the changes.

Mr. Bloom then reviewed the production schedule.

Following discussion, the CAC authorized staff and RTP to proceed with the newsletter articles under the proposed production schedule.

5. Review of the Teacher Grant Program Policy.

ADS Hill introduced the item and provided background information. ADS Hill stated that at the January 2025 CAC meeting, staff presented a review of the Teacher Grant Program, including its history, impact, and the need for re-evaluating its criteria. Based on the Committee's direction, staff prepared a Teacher Grant Program Policy.

ADS Hill then reviewed the following key components of the Policy:

A. Funding Allocation:

- Establishes a budget ceiling of \$8,000.

- Limits individual grants to \$2,000 per teacher per school year.

B. Eligibility Criteria:

Limits the funding to:

- Educational institutions within the District or educational organizations that support educational institutions within the District (e.g. Encinitas Farms); and
- Wastewater resource management, water resource management, or water reuse related projects.

C. Evaluation and Selection Process:

- Incorporates a structured process for reviewing and selecting grant recipients when funding is limited.

D. Program Administration:

- Establishes responsibilities for program oversight.

Following discussion, the CAC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2426 - Establishing a Teacher Grant Policy.

6. Information Items

None.

7. Directors' Comments

None.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Brown adjourned the meeting at 4:21 p.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 August 6, 2025

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Wednesday, August 6, 2025 at 2:00 p.m. at the District Office.

1. Call to Order

Chairperson Sullivan called the meeting to order at 2:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Roesink

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. New Business

- A. Annual Review of LWD's Investment Policy - Adopt Resolution No. 2434 re-delegating authority to manage LWD's investment program to the General Manager effective September 1, 2025 through August 31, 2026.

DFA Green presented the item and provided background information on the Investment Policy. He noted that staff recently conducted an annual review of the Policy to determine if any amendments are warranted. DFA Green then stated that following review, there are no recommended policy changes.

DFA Green then reviewed the following items from the Finance Report dated July 30, 2025:

- Monthly Investment Summary;
- Monthly Average Rate of Return;
- Diversification;
- Maturity;
- Ratings;
- Cash and Investment Funds Balance; and
- Investment Transactions

Following discussion, the IFC agreed with staff to recommend that the Board of Directors adopt Resolution No. 2434 and redelegate authority to manage LWD's investment program to the General Manager effective September 1, 2025 through August 31, 2026.

B. Annual Review of LWD's Procurement Policy.

DFA Green presented the item and provided background information on the Procurement Policy noting it was most recently updated in 2024. He stated that staff has reviewed the policy and is not recommending any changes noting that the policy included some updates in 2024.

GM Bushee noted that should the IFC agree to receive and file the review of the Procurement Policy, this item will be on the August Board Agenda under Consent Calendar.

Following discussion, the IFC agreed with staff's recommendation to receive and file the annual review of the Procurement Policy.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 2:33 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
August 13, 2025

Disbursement Period July 4, 2025 through August 7, 2025

PAYROLL PAYMENTS	\$ 190,131.62
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PAYROLL EXPENSE REIMBURSEMENTS	\$ 401.10
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GENERAL CHECKS	
Operating	\$ 717,013.70
Capital	\$ 567,179.10
TOTAL GENERAL CHECKS	<u>\$ 1,284,192.80</u>

VOIDED CHECK	
27066	\$ (2,640.00)
26948	\$ (6,141.92)
27058	\$ (536.91)
27092	\$ (1,922.00)

ELECTRONIC PAYMENTS	
Operating	\$ 1,804,813.44
Capital	\$ 1,092,000.00
TOTAL ELECTRONIC PAYMENTS	<u>\$ 2,896,813.44</u>

TOTAL DEMANDS	\$ 4,362,938.13
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS**

August 13, 2025

Disbursement Period July 4, 2025 through August 7, 2025

<u>Description</u>	<u>Check Date</u>		<u>Check #'s</u>		<u>Amount</u>
Biweekly Payroll	7/9/2025	250709-1	250709-20	\$	60,267.37
Biweekly Payroll	7/23/2025	250723-1	250723-20	\$	65,953.68
Board Payroll	8/1/2025	250801-1	250801-5	\$	2,800.00
Biweekly Payroll	8/6/2025	250806-1	250806-20	\$	61,110.57

TOTAL PAYROLL CHECKS					\$ 190,131.62
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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
From 7/4/2025 Through 8/7/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27221	7/10/2025	ALLIANT INSURANCE SERVICES, INC	647.00	ACIP Crime Insurance Policy Renewal - FY 2026
	7/10/2025	ALLIANT INSURANCE SERVICES, INC	4,852.04	Cyber Enhancement Option Insurance Premium FY2026
	7/10/2025	ALLIANT INSURANCE SERVICES, INC	15,665.00	Vehicle Insurance Premium July 2025 - June 2026
27222	7/10/2025	BIGTUNA INTERACTIVE	1,300.00	Web Support & Security Improvements/Updates to Website
27223	7/10/2025	AWSS INC	2,037.65	Vehicle Fuels 06/15/25-06/25/25
	7/10/2025	AWSS INC	198.04	Vehicle Fuels 06/26/25-06/29/25
27224	7/10/2025	CITY OF CARLSBAD	306.26	Water for Vactor 1
	7/10/2025	CITY OF CARLSBAD	360.50	Water for Vactor 2
27225	7/10/2025	COLLICUTT ENERGY SERVICES INC	1,293.33	Batiquitos PS Generator
	7/10/2025	COLLICUTT ENERGY SERVICES INC	1,363.50	Installed new fuel pressure sensor
27226	7/10/2025	COUNTY OF SAN DIEGO	6,561.43	LAFCO Fees - FY 2026
27227	7/10/2025	CSRMA	61,571.00	Workers Comp FY 2026 - Deposit/Retro Adjustment
27229	7/10/2025	DATA NET SOLUTIONS GROUP	(697.50)	Credit on invoice 9812605
	7/10/2025	DATA NET SOLUTIONS GROUP	(465.00)	Credit on invoice 9813246
	7/10/2025	DATA NET SOLUTIONS GROUP	(542.50)	Credit on invoice 9813362
	7/10/2025	DATA NET SOLUTIONS GROUP	(620.00)	Credit on Invoice 9813539
	7/10/2025	DATA NET SOLUTIONS GROUP	(697.50)	Credit on invoice 9813797
	7/10/2025	DATA NET SOLUTIONS GROUP	(697.50)	Credit on invoice 9813924
	7/10/2025	DATA NET SOLUTIONS GROUP	(697.50)	Credit on invoice 9814055
	7/10/2025	DATA NET SOLUTIONS GROUP	1,419.81	Misc Comp Equipment: Refurb CISCO 24 Port 10 GB Switch
	7/10/2025	DATA NET SOLUTIONS GROUP	1,038.70	Monthly IT Services April 2025
	7/10/2025	DATA NET SOLUTIONS GROUP	1,762.35	Monthly IT Services June 2025
	7/10/2025	DATA NET SOLUTIONS GROUP	305.90	Monthly IT Services May 2025
	7/10/2025	DATA NET SOLUTIONS GROUP	2,884.99	Monthly Managed Services June 2025
	7/10/2025	DATA NET SOLUTIONS GROUP	2,809.99	Monthly Managed Services May 2025
	7/10/2025	DATA NET SOLUTIONS GROUP	16,392.90	Server Hard Drive Replacements: Dell R750 Servers
	7/10/2025	DATA NET SOLUTIONS GROUP	16,140.95	Server Replacement: Dell Powerededge R740 Server
	7/10/2025	DATA NET SOLUTIONS GROUP	1,350.00	Watchguard M370 Main Office Renewal
27230	7/10/2025	DETECTION INSTRUMENTS CORP	142.75	Calibration
27231	7/10/2025	ELLIOTT ASSOCIATES	450.00	Data Processing Services-Sewer Assessment File
27232	7/10/2025	FEDERAL EXPRESS CORPORATION	68.85	Shipping 06/25/25 & 07/01/25
27233	7/10/2025	KEN GRODY FORD	816.76	Oil, Tire Rotation, Ignition Switch Change Vehicle #171
27234	7/10/2025	KONECRANES, INC	729.87	LPS Quarterly crane inspections & fuel charge June Inspectio
27235	7/10/2025	MAVTECK	1,950.00	Construction Management BPS Emergency Basin Rehab
27236	7/10/2025	MISSION SQUARE	8,286.30	Deferred Comp for PPE 07/09/25

Leucadia wastewater District
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27237	7/10/2025 OLIVENHAIN MUNICIPAL WATER DISTRICT	82.64	Recycled Water @ Traveling
	7/10/2025 OLIVENHAIN MUNICIPAL WATER DISTRICT	65.50	Water @ Encinitas Estates PS
	7/10/2025 OLIVENHAIN MUNICIPAL WATER DISTRICT	980.46	Water @ Traveling
	7/10/2025 OLIVENHAIN MUNICIPAL WATER DISTRICT	770.88	Water @ Traveling 2
	7/10/2025 OLIVENHAIN MUNICIPAL WATER DISTRICT	59.58	Water @ VP7
Check Number	Effective Date Vendor Name	Check Amount	Transaction Description
27238	7/10/2025 PRUDENTIAL OVERALL SUPPLY	170.18	Weekly Uniform/Laundry Service 07/10/25
27239	7/10/2025 READY LINE FLEET SERVICE INC	253.20	90 day BIT Inspection-Vactor #179
27240	7/10/2025 RISING TIDE PARTNERS	2,070.75	Public Outreach June 2025
	7/10/2025 RISING TIDE PARTNERS	2,640.00	Public Outreach May 2025
27241	7/10/2025 SAN DIEGO UNION TRIBUNE	1,787.55	Legal Notices Service Change Tax Roll & Director Pay Increas
27242	7/10/2025 SAN DIEGUITO WATER DISTRICT	332.49	Water @ BPS
	7/10/2025 SAN DIEGUITO WATER DISTRICT	7.66	Water @ Tanker 1
	7/10/2025 SAN DIEGUITO WATER DISTRICT	30.64	Water @ Tanker 2
27243	7/10/2025 SCW CONTRACTING CORP	56,530.70	Rehab of exisiting emergency basin at BPS
27244	7/10/2025 SOUTHERN CONTRACTING COMPANY	600.00	Installed new reset relay, support wetwell pump startup @BPS
	7/10/2025 SOUTHERN CONTRACTING COMPANY	10,850.00	IR Scanning
	7/10/2025 SOUTHERN CONTRACTING COMPANY	1,200.00	Replaced Hydorranger @ VP5
	7/10/2025 SOUTHERN CONTRACTING COMPANY	3,280.00	Saxony Motor Saver Replacement
27245	7/10/2025 SOUTHERN TIRE MART LLC	370.79	2 new tires on vehicle # 155
	7/10/2025 SOUTHERN TIRE MART LLC	565.09	4 new tires on Trailer for Crawler
27246	7/10/2025 TERMINIX PROCESSING CENTER	102.00	Pest Control 06/03/25
27247	7/10/2025 PROFESSIONAL EXCHANGE	90.00	Answering Services June 2025
27248	7/10/2025 THE HOME DEPOT CRC/GECF	63.29	50LB Quikrete Cold Patch
	7/10/2025 THE HOME DEPOT CRC/GECF	31.78	Fiskars Bypass Pruner
	7/10/2025 THE HOME DEPOT CRC/GECF	269.57	Husky Combo Wrench, Rechargeable LED
27249	7/10/2025 TRISHA HILL	75.66	Overpayment of Colonial Premium, Reimb T hill
27250	7/10/2025 WILLIAMS LLP	1,860.00	Legal Services-June 2025
27251	7/17/2025 AIRGAS USA LLC	2,647.86	Liquid Oxygen 07/02/25
27252	7/17/2025 Atlas Technical Consultants LLC	1,738.00	Rancho Verde PS Rehab Geotechnical Engineering Services
27253	7/17/2025 AT&T	218.58	Phone Service-BPS 06/10/25-07/09/25
27254	7/17/2025 BRADS FOREIGN AND DOMESTIC	47.25	Smog Check Vehicle # 164
	7/17/2025 BRADS FOREIGN AND DOMESTIC	47.25	Smog Check Vehicle #155
27255	7/17/2025 CSDA-SAN DIEGO CHAPTER	150.00	CSDA Memebership Dues - FY 2025
27256	7/17/2025 ENCINA WASTEWATER AUTHORITY	3,441.79	Lab Testing
27257	7/17/2025 FIDELITY SECURITY LIFE INSURANCE CO	8.83	Vision Insurance - Cobra-July 2025
	7/17/2025 FIDELITY SECURITY LIFE INSURANCE CO	420.36	Vision Insurance - July 2025
27258	7/17/2025 THE HARTFORD	499.79	Life Insurance - July 2025
27259	7/17/2025 HUMANA DENTAL INS.	4,732.55	Dental Insurance - August 2025
27260	7/17/2025 INNOVATIVE SIGN SYSTEMS	2,567.92	Refurbish Monument Sign/Renew Acrylic sign at Batiquitos

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27261	7/17/2025 KEN GRODY FORD	502.10	Oil Change, Replace Fuel Door Hinge- Vehicle # 160
27262	7/17/2025 MALLORY SAFETY AND SUPPLY	45.80	Qwik Stiks
27263	7/17/2025 MAVTECK	11,850.00	Construction Management for Rancho Verde Pump Station Rehab
27264	7/17/2025 MESA REPROGRAPHICS	1,667.71	Diana Pump Station Upgrade Prints
27265	7/17/2025 NAPA AUTO	53.82	Blue Def 2.5 Gallon
27266	7/17/2025 PAUL DONALD MCKEE	3,000.00	Lateral Reimbursement 1084 Hermes Ave Encinitas CA 92024
27267	7/17/2025 PLANT PEOPLE, INC	190.00	Office Plant Maintenance - March 2025

Check Number	Effective Date Vendor Name	Check Amount	Transaction Description
27268	7/17/2025 SAN ELIJO JOINT POWERS AUTHORITY	7,331.00	Chief Plant Operating Services Q1
27269	7/17/2025 I2B NETWORKS INC DBA SPACELINK	160.00	Live Webcam Streaming Services-WebCam @ BPS 07/14-08/13/25
27270	7/17/2025 STAPLES	515.37	Office Supplies
	7/17/2025 STAPLES	322.17	Premium Annual Membership Fee
	7/17/2025 STAPLES	(21.44)	Price Match Discount invoice # 6035730846
	7/17/2025 STAPLES	(49.55)	Refund Original Invoice 6035730846
27271	7/17/2025 U.S. BANK	6,552.20	Cal Card Purchase on Statement Dated 06/23/25
27272	7/17/2025 V&A CONSULTING ENGINEERS	2,960.00	Flow Monitoring Services San Marcos Creek
27273	7/17/2025 VERIZON WIRELESS	1,182.71	Cell Phones 06/08/25-07/07/25
27274	7/24/2025 ADS CORP DBA ADS ENVIRONMENTAL SER'	4,794.65	Flow Metering/Data Analysis-July 2025
	7/24/2025 ADS CORP DBA ADS ENVIRONMENTAL SER'	1,575.00	Meter Maintenance/Data Delivery(ECHO)- July 2025
27275	7/24/2025 AIRGAS USA LLC	800.00	Tank Rental-July 2025
27276	7/24/2025 AZTEC CONTAINER	3,539.59	20ft New One Trip Storage Container w Cargo Doors
27277	7/24/2025 BAJA POOL AND SPA SERVICE	540.00	Water Fountain Weekly Maintenance - August 2025, New Filter
27278	7/24/2025 AWSS INC	1,783.41	Vehicle Fuel 03/04/25-03/18/25
	7/24/2025 AWSS INC	2,090.17	Vehicle Fuel 03/19/25-03/31/25
	7/24/2025 AWSS INC	2,268.25	Vehicle Fuel 04/01/25-04/16/25
27279	7/24/2025 CORODATA RECORDS MANAGEMENT INC	113.22	File Archive/Records Storage Services June 2025
27280	7/24/2025 COSCO FIRE PROTECTION	270.00	Quarterly Fire Sprinkler Inspection
27281	7/24/2025 DATA NET SOLUTIONS GROUP	3,600.00	Misc Comp Equipment: VMWARE VSPHERE STD Licensing
	7/24/2025 DATA NET SOLUTIONS GROUP	3,108.00	Software Subscription Microsoft 365 & Entra ID
27282	7/24/2025 FIRE ETC	1,017.00	Dry Chem Service, Halon Maintenance, & Halon Recharge
27283	7/24/2025 HAAKER EQUIPMENT CO	67.71	Adapter, Hyd20JIC x 20NPT
	7/24/2025 HAAKER EQUIPMENT CO	1,246.02	Repairs on Bigger Camera Heads
27284	7/24/2025 HACH COMPANY	2,634.61	DR 900 COLORIMETER

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27285	7/24/2025 THE HARTFORD	533.51	Life Insurance-June 2025
27286	7/24/2025 KEN GRODY FORD	439.89	Replace Backup Camera on Vehicle #160
27287	7/24/2025 MALLORY SAFETY AND SUPPLY	113.14	Disposable Ear Plugs
27288	7/24/2025 McMASTER-CARR	22.43	Spring Steel Cotter Pin
27289	7/24/2025 MISSION SQUARE	8,325.90	Deferred Comp for PPE 07/23/25
27290	7/24/2025 NORTH COUNTY TRANSIT DISTRICT	3,139.72	Easement Licenses 07/01/25-06/30/26
27291	7/24/2025 OLIVENHAIN MUNICIPAL WATER DISTRICT	77.34	Water @ VP5 PS
27292	7/24/2025 PLUMBERS DEPOT, INC	469.91	Ball Valve, High Pressure Flow Control Valve
27293	7/24/2025 PRUDENTIAL OVERALL SUPPLY	170.18	Weekly Uniform/Laundry Service 07/22/25
27294	7/24/2025 Quench USA Inc	136.85	Office Water Tanks/Filtered Drinking Water 07/19-08/18/25
27295	7/24/2025 READY LINE FLEET SERVICE INC	215.00	Smog Check Vehicle #172

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27296	7/24/2025	SAN DIEGO GAS & ELECTRIC	4,150.74	Electric @ Admin
	7/24/2025	SAN DIEGO GAS & ELECTRIC	163.68	Electric @ Avocado PS
	7/24/2025	SAN DIEGO GAS & ELECTRIC	2,173.95	Electric @ AWT
	7/24/2025	SAN DIEGO GAS & ELECTRIC	16,277.94	Electric @ BPS
	7/24/2025	SAN DIEGO GAS & ELECTRIC	583.19	Electric @ Diana PS
	7/24/2025	SAN DIEGO GAS & ELECTRIC	1,206.57	Electric @ La Costa PS
	7/24/2025	SAN DIEGO GAS & ELECTRIC	14,671.98	Electric @ LPS
	7/24/2025	SAN DIEGO GAS & ELECTRIC	27.74	Electric @ RV PS
	7/24/2025	SAN DIEGO GAS & ELECTRIC	928.99	Electric @ Saxony PS
	7/24/2025	SAN DIEGO GAS & ELECTRIC	417.31	Electric @ VP5 PS
	7/24/2025	SAN DIEGO GAS & ELECTRIC	275.80	Electric @ VP7 PS
	7/24/2025	SAN DIEGO GAS & ELECTRIC	1,170.18	Electric/Gas @ E Estates PS
	7/24/2025	SAN DIEGO GAS & ELECTRIC	10.00	Gas @ Admin
27297	7/24/2025	STAPLES	322.45	Office Supplies
	7/24/2025	STAPLES	(7.22)	Price Match Discount Original Invoice 6036497300
	7/24/2025	STAPLES	(19.71)	Return Advanced 5X7 Gloss 60 pk
27298	7/24/2025	TERMINIX PROCESSING CENTER	82.12	Pest Control 07/02/25
27299	7/24/2025	UNIFIRST FIRST AID CORP	164.33	First Aid Supplies
27300	7/24/2025	OCCUPATIONAL HEALTH CENTERS OF CA	126.00	DOT Physical M Avalos
27301	7/24/2025	VORTEX DOORS LLC	585.00	Main Gate Preventative Maintenance
27302	7/31/2025	AIRGAS USA LLC	2,169.12	Liquid Oxygen 07/18/25
27303	7/31/2025	PETTY CASH	325.18	Petty Cash 06/23/25-07/29/25
27304	7/31/2025	C & B Air Power	1,038.53	Compressor Service AWT
27305	7/31/2025	CHARLES ULMER DBA: CHUCKS TIRE CENT	40.00	Tire Repair Vehicle# 164
27306	7/31/2025	CITY OF CARLSBAD	527.01	Water @ 1900 La Costa Ave
	7/31/2025	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	7/31/2025	CITY OF CARLSBAD	28.70	Water @ Fire Line
27307	7/31/2025	COSCO FIRE PROTECTION	519.00	Fire Alarm Technician Support for Elevator Maintenance
27308	7/31/2025	ADOLFO LOPEZ IV DBA COVENANT CONSTI	17,095.00	Building 300 Wall
27309	7/31/2025	DETECTION INSTRUMENTS CORP	142.75	Calibration

Leucadia wastewater District
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27310	7/31/2025 DEXTER WILSON ENGINEERING	192.00	Development Services 1114-1143 Eolus Ave Public Sewer
	7/31/2025 DEXTER WILSON ENGINEERING	8,678.00	Development Services-0943 Leucadia Streetscape
	7/31/2025 DEXTER WILSON ENGINEERING	6,375.00	Development Services-1032 Weston Subdivision
	7/31/2025 DEXTER WILSON ENGINEERING	320.00	Development Services-1115 555 & 571 N Vulcan Ave
	7/31/2025 DEXTER WILSON ENGINEERING	298.50	Development Services-1221-188 Phoebe Street Grading Plan
	7/31/2025 DEXTER WILSON ENGINEERING	192.00	Development Services-1222-OMWD Groundwater Discharge Permit
	7/31/2025 DEXTER WILSON ENGINEERING	400.00	Development Services-1223-938 Doris Drive Grading Plan
	7/31/2025 DEXTER WILSON ENGINEERING	64.00	Development Services-1224-806 Wood Drive Grading Plan
	7/31/2025 DEXTER WILSON ENGINEERING	80.00	Development Services-7500 Cadencia Street-New SFD
	7/31/2025 DEXTER WILSON ENGINEERING	5,637.50	SSMP FY 26 Audit
27311	7/31/2025 ESCONDIDO GOLF CART CENTER, INC	413.13	Battery Service on Golf Cart

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27312	7/31/2025	FIDELITY SECURITY LIFE INSURANCE CO	420.36	Vision Insurance - August 2025
	7/31/2025	FIDELITY SECURITY LIFE INSURANCE CO	8.83	Vision Insurance - August 2025-Cobra A Hill
27313	7/31/2025	FEDERAL EXPRESS CORPORATION	130.38	Shipping 7/17/25 & 7/21/25
27314	7/31/2025	GRAINGER, INC	54.85	Compressor Oil Coolant
27315	7/31/2025	LC PAVING & SEALING INC	30,210.00	Adjustment of 7 District Manholes & 1 Cleanout
27316	7/31/2025	MALLORY SAFETY AND SUPPLY	269.38	Green Vests
27317	7/31/2025	MUTUAL OF OMAHA	1,475.57	Disability Insurance - August 2025
27318	7/31/2025	NAPA AUTO	312.54	Vehicle Supplies
27319	7/31/2025	OLIVENHAIN MUNICIPAL WATER DIST	39.81	Rincon Consultants NSDWRC Grant Admin Prof Serv thru 6/12/25
	7/31/2025	OLIVENHAIN MUNICIPAL WATER DIST	221.59	Woodard & Curran NSDWRC Prop 1 RD 2 Grant Admin
27320	7/31/2025	OMEGA INDUSTRIAL SUPPLY INC	983.81	Grease Goblin 5lb & Mega Power Quarts
27321	7/31/2025	PLANT PEOPLE, INC	190.00	Monthly Maintenance of Indoor Office Plants-August 2025
	7/31/2025	PLANT PEOPLE, INC	190.00	Monthly Maintenance of Indoor Office Plants-July 2025
27322	7/31/2025	PRUDENTIAL OVERALL SUPPLY	173.01	Weekly Uniform/Laundry Service 07/29/25
27323	7/31/2025	SOUTHERN CONTRACTING COMPANY	4,845.00	Spare Hydorranger LT500
27324	7/31/2025	STRAIGHTEDGE FIRE PROTECTION SERVIC	2,367.55	Fire Sprinkler Inspection & Repairs
27325	7/31/2025	TOSHIBA AMERICA BUSINESS SOLUTIONS	454.64	Copying Machine Lease Agreement 07/15-08/15/25
27326	7/31/2025	U.S. BANK	6,163.39	Cal Card Purchase on Statement Dated 07/22/25

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27327	7/31/2025 VORTEX DOORS LLC	550.00	Check Gate Receiver & Clicker Testing
	7/31/2025 VORTEX DOORS LLC	462.50	Main & Pump Station Entrance Gate lubrication @ Saxony
	7/31/2025 VORTEX DOORS LLC	1,100.00	Seco Timer Main Gate
27328	8/7/2025 Atlas Technical Consultants LLC	1,922.00	Geotechnical Engineering for San Marcos Creek
27329	8/7/2025 AT&T	219.99	Phone Service-Elevator 06/25/25-07/24/25
27330	8/7/2025 Brightview Landscape Services Inc	1,098.00	Monthly Landscape Services District Main Site-Aug 2025
	8/7/2025 Brightview Landscape Services Inc	389.00	Monthly Vegetation Cleanup Easement Trail Aug 2025
27331	8/7/2025 COLONIAL LIFE INS	389.77	Accident/Critical Illness Insurance 07/09/25 & 07/23/25
27332	8/7/2025 ADOLFO LOPEZ IV DBA COVENANT CONSTI	1,750.00	Additional materials to finish wall
27333	8/7/2025 DATA NET SOLUTIONS GROUP	3,567.60	Cloud Migration Project: Microsoft Exchange Migration
	8/7/2025 DATA NET SOLUTIONS GROUP	6,220.00	Cloud Migration Project: Upgrade VMWARE & Setup DMZ
	8/7/2025 DATA NET SOLUTIONS GROUP	2,178.82	Monthly Manager Services-July 2025
	8/7/2025 DATA NET SOLUTIONS GROUP	3,169.60	Routine Network Maintenance-July 2025
	8/7/2025 DATA NET SOLUTIONS GROUP	100.00	Watchguard Basic Wifi Renewal Building 200
	8/7/2025 DATA NET SOLUTIONS GROUP	300.00	Watchguard Basic Wifi Renewal Guest Wifi

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27334	8/7/2025	DEXTER WILSON ENGINEERING	4,575.00	General Engineering Services-June 2025
27335	8/7/2025	ENCINITAS CHAMBER OF COMMERCE	515.00	Membership Renewal - FY2026
27336	8/7/2025	EVERON LLC	165.00	Security Services 08/17-09/16/25
27337	8/7/2025	GRAINGER, INC	13.99	Grease Cartridge
27338	8/7/2025	HAAKER EQUIPMENT CO	181.02	Nitrogen Canister
27339	8/7/2025	MALLORY SAFETY AND SUPPLY	21.01	Surveyor Vest Green
	8/7/2025	MALLORY SAFETY AND SUPPLY	105.07	Surveyor Vests Green
27340	8/7/2025	MAVTECK	16,350.00	FY 25 Gravity Pipeline replacement CM Services
27341	8/7/2025	MINUTEMAN PRESS	155.47	Window Security Envelopes
27342	8/7/2025	MISSION SQUARE	8,199.05	Deferred Comp for PPE 08/03/25
27343	8/7/2025	OLIVENHAIN MUNICIPAL WATER DISTRICT	82.64	Recycled Water @ Traveling
	8/7/2025	OLIVENHAIN MUNICIPAL WATER DISTRICT	59.58	Water @ Encinitas Estates PS
	8/7/2025	OLIVENHAIN MUNICIPAL WATER DISTRICT	1,021.89	Water @ Traveling
	8/7/2025	OLIVENHAIN MUNICIPAL WATER DISTRICT	517.85	Water @ Traveling 2
	8/7/2025	OLIVENHAIN MUNICIPAL WATER DISTRICT	65.50	Water @ VP7
27344	8/7/2025	PACIFIC RIM MECHANICAL	347.00	Quarterly HVAC Services-AWT
	8/7/2025	PACIFIC RIM MECHANICAL	707.50	Quarterly HVAC Services-BPS
	8/7/2025	PACIFIC RIM MECHANICAL	192.00	Quarterly HVAC Services-EEPS
	8/7/2025	PACIFIC RIM MECHANICAL	704.50	Quarterly HVAC Services-LPS
	8/7/2025	PACIFIC RIM MECHANICAL	3,019.50	Quarterly HVAC Services-LWD Admin Building

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27345	8/7/2025 PALM ENGINEERING CONSTRUCTION	108,347.50	Check Run 08/07/25
27346	8/7/2025 PRUDENTIAL OVERALL SUPPLY	175.85	Weekly Uniform/Laundry Service 08/05/25
27347	8/7/2025 REPUBLIC SERVICES #661	474.47	Waste Services- July 2025
27348	8/7/2025 ROCKWELL CONSTRUCTION SERVICES, INC	3,795.00	Inspection services for Rancho Verde Pump Station Rehab
	8/7/2025 ROCKWELL CONSTRUCTION SERVICES, INC	555.00	Inspection Services-Diana Pump Station Upgrade
27349	8/7/2025 SAN DIEGUITO WATER DISTRICT	8.58	Water @ Tanker 1
	8/7/2025 SAN DIEGUITO WATER DISTRICT	240.24	Water @ Tanker 2
27350	8/7/2025 SCW CONTRACTING CORP	643,057.45	Rancho Verde PS Rehab of pump station
27351	8/7/2025 SWRCB-DWOCF	60.00	Drinking Water Treatment (T2) Op-Cert Renewal 2026-R Rodrigu
27352	8/7/2025 PROFESSIONAL EXCHANGE	100.00	Answering Services 07/01/25-07/31/25
27353	8/7/2025 THE HOME DEPOT CRC/GECF	43.06	Fiskars Bypass Lopper
	8/7/2025 THE HOME DEPOT CRC/GECF	32.29	Graphite Lube Black, Gallon bar/chain oil
	8/7/2025 THE HOME DEPOT CRC/GECF	121.57	Hammers, Punch Kit, Coupling, Screwdriver
	8/7/2025 THE HOME DEPOT CRC/GECF	59.21	Leaf Skimmer, Turbo Nozzle
	8/7/2025 THE HOME DEPOT CRC/GECF	160.48	Office Basket, Folding Workbench, Plastic tub
	8/7/2025 THE HOME DEPOT CRC/GECF	156.58	Simple Green, 2" & 3" Caps, Contractor Bags
	8/7/2025 THE HOME DEPOT CRC/GECF	102.74	Simple Green, CLR, Spray Bottle, Pine Sole
27354	8/7/2025 T.S. INDUSTRIAL SUPPLY	111.57	Fast Lok Clamp, King Combo Steel, Bushing, Global CPLR Alum
27355	8/7/2025 UNDERGROUND SERVICE ALERTS/C	242.00	Monthly Underground Alarm Service
	8/7/2025 UNDERGROUND SERVICE ALERTS/C	103.24	Monthly Underground State Fee
Report Total		1,284,192.80	

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1333	1002946839	7/7/2025	CALPERS	250,000.00	FY2025/2026 CalPERS ADP Lump Sum Payment
Total CD1333				250,000.00	
CD1335	1002946981	7/11/2025	CALPERS	3,764.37	PERS Retirement dated for pay period 7.9.2025-Classic EE
		7/11/2025	CALPERS	8,182.82	PERS Retirement dated for pay period 7.9.2025-Classic ER
	1002946982	7/11/2025	CALPERS	3,498.62	PERS Retirement dated for pay period 7.9.2025-PEPRA EE
		7/11/2025	CALPERS	3,593.44	PERS Retirement dated for pay period 7.9.2025-PEPRA ER
Total CD1335				19,039.25	
CD1336	270559174959155	7/10/2025	United States Treasury	10,408.79	Staff Payroll Taxes for Checks dated 07/09/25-Federal W/H
		7/10/2025	United States Treasury	11,908.34	Staff Payroll Taxes for Checks dated 07/09/25-FICA
		7/10/2025	United States Treasury	2,785.04	Staff Payroll Taxes for Checks dated 07/09/25-Medicare
	8510121	7/10/2025	EMPLOYMENT DEVELOPMENT DEPT	4,138.88	Staff Payroll Taxes for Checks dated 07/09/25-State
Total CD1336				29,241.05	
CD1337	4275526735	7/15/2025	ENCINA WASTEWATER AUTHORITY	932,400.00	EWA Wire Operating
		7/15/2025	ENCINA WASTEWATER AUTHORITY	1,092,000.00	EWA Wire Capital
	4275526735-A	7/15/2025	VERVE CLOUD INC	584.28	Verve Wire Phone Service 07/01/2025-07/31/2025
Total CD1337				2,024,984.28	
CD1338	1002943626	7/30/2025	CALPERS	427,884.00	FY2025/2026 CalPERS UAL Lump Sum Payment
	1002943627	7/30/2025	CALPERS	6,098.00	FY2025/2026 CalPERS UAL Lump Sum Payment
Total CD1338				433,982.00	

CD1340	1002959586	7/25/2025 CALPERS	3,824.31	PERS Retirement dated for pay period 7.23.2025-Classic-EE
		7/25/2025 CALPERS	8,313.11	PERS Retirement dated for pay period 7.23.2025-Classic ER
	1002959587	7/25/2025 CALPERS	3,536.15	PERS Retirement dated for pay period 7.23.2025-PEPRA EE
		7/25/2025 CALPERS	3,631.98	PERS Retirement dated for pay period 7.23.2025-PEPRA ER
Total CD1340			19,305.55	
CD1341	270560554384946	7/24/2025 United States Treasury	12,885.66	Staff Payroll Taxes for Checks dated 07/23/25-Federal W/H
		7/24/2025 United States Treasury	11,812.68	Staff Payroll Taxes for Checks dated 07/23/25-FICA
		7/24/2025 United States Treasury	3,056.00	Staff Payroll Taxes for Checks dated 07/23/25-Medicare
	8530099	7/24/2025 EMPLOYMENT DEVELOPMENT DEPT	5,198.30	Staff Payroll Taxes for Checks dated 07/23/25-State
Total CD1341			32,952.64	
CD1342	1002958701	8/1/2025 CALPERS	43,291.23	CalPERS Health Insurance - August 2025-Staff
		8/1/2025 CALPERS	37.35	CalPERS Health Insurance - August 2025-Admin
		8/1/2025 CALPERS	790.00	CalPERS Health Insurance - August 2025-Retirees
	1002958702	8/1/2025 CALPERS	4,104.35	CalPERS Health Insurance - August 2025-Board
		8/1/2025 CALPERS	3.28	CalPERS Health Insurance - August 2025-Admin
Total CD1342			48,226.21	
CD1343	270561631828417	8/4/2025 United States Treasury	100.00	Board Payroll Taxes for Checks dated 08/04/25-Federal W/H
		8/4/2025 United States Treasury	248.00	Board Payroll Taxes for Checks dated 08/04/25-FICA
		8/4/2025 United States Treasury	81.20	Board Payroll Taxes for Checks dated 08/04/25-Medicare
Total CD1343			429.20	

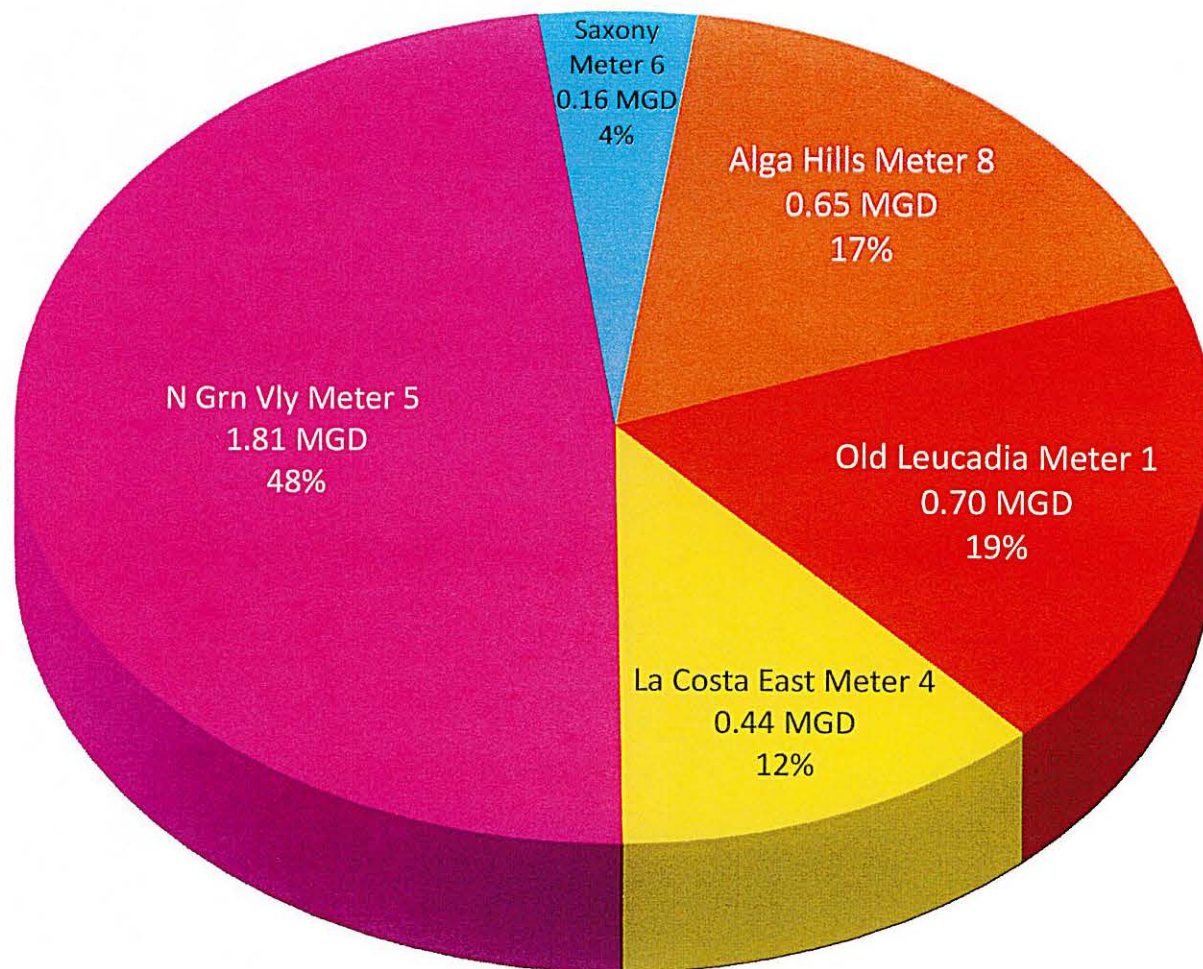
Leucadia Wastewater District
Posted General Ledger Transactions - CD Transactions for Demands

CD1344	1002970967	8/7/2025 CALPERS	64.00	PERS Retirement Pay Period 7.1 - 7.31.2025 E. Sullivan-EE
		8/7/2025 CALPERS	139.12	PERS Retirement Pay Period 7.1 - 7.31.2025 E. Sullivan-ER
Total CD1344			203.12	
CD1345	364100	7/30/2025 IGOE-FLEX BENEFIT	100.00	IGOE Admin Fee - July 2025
Total CD1345			100.00	
CD1348	270561953276821	8/7/2025 United States Treasury	10,541.26	Staff Payroll Taxes for Checks dated 08/06/25- Federal W/H
		8/7/2025 United States Treasury	10,454.90	Staff Payroll Taxes for Checks dated 08/06/25- FICA
		8/7/2025 United States Treasury	2,811.90	Staff Payroll Taxes for Checks dated 08/06/25- Medicare
	8556389	8/7/2025 EMPLOYMENT DEVELOPMENT DEPT	4,203.49	Staff Payroll Taxes for Checks dated 08/06/25- State
Total CD1348			28,011.55	
Report Total			2,896,813.44	

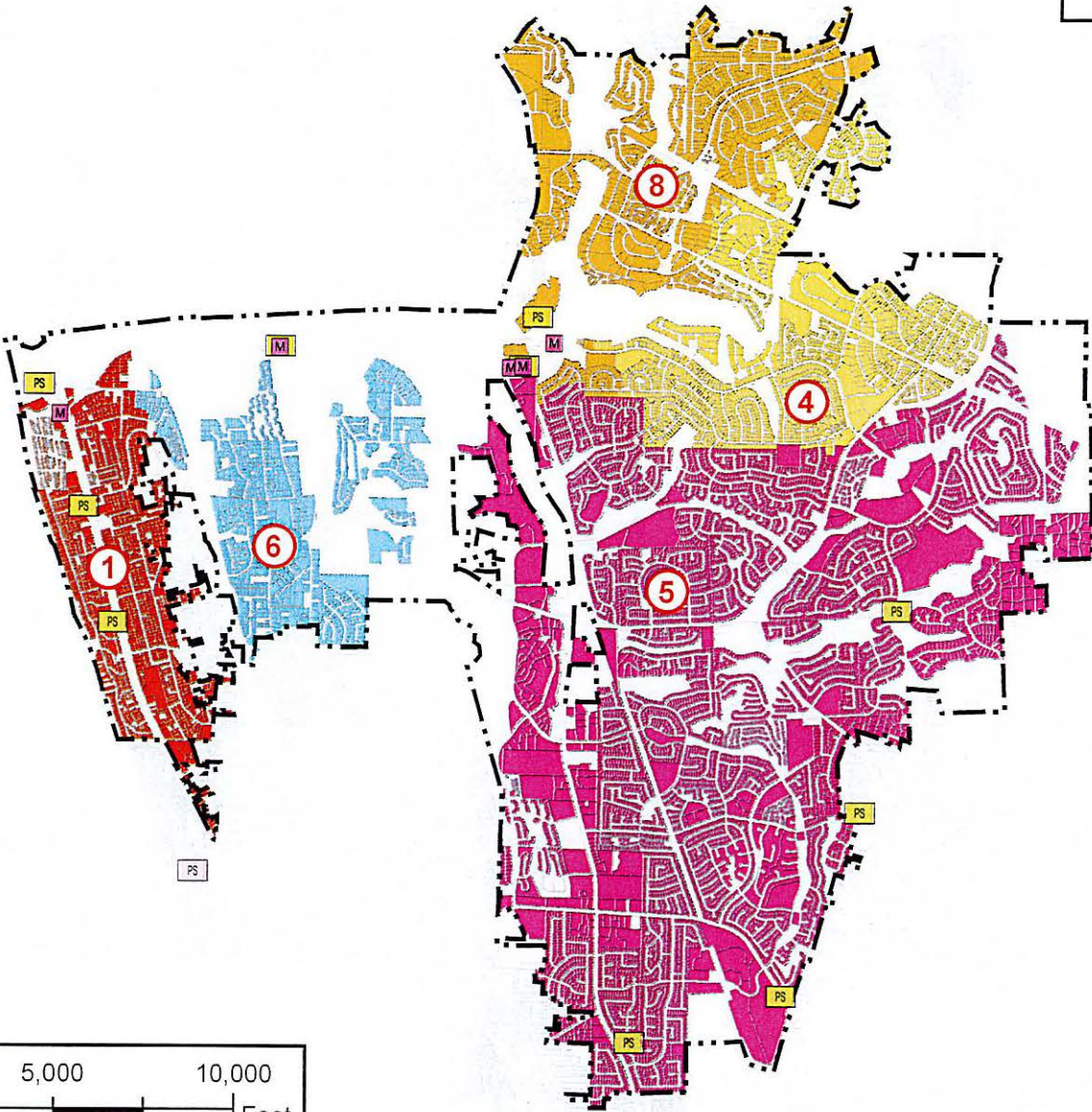
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2026 (July 2025 - June 2026)**

CURRENT MONTH Jul-25							FY 2025 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 29,127.50	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
JULY	0.07	116.56	1.75	3.83	131.48	39.87	3.85
YTD			29,129.25				
AUGUST							3.75
YTD							
SEPTEMBER							3.68
YTD							
OCTOBER							3.70
YTD							
NOVEMBER							3.70
YTD							
DECEMBER							3.78
YTD							
JANUARY							3.76
YTD							
FEBRUARY							3.77
YTD							
MARCH							3.81
YTD							
APRIL							3.86
YTD							
MAY							3.88
YTD							
JUNE							3.82
YTD							
YTD Totals	0.07	116.56	1.75			39.87	
Mo Average	0.07	116.56	1.75	3.83	131.48	39.87	3.78

LWD Flows by Sub-Basin
July 2025
Total LWD Flow 3.76 MGD



LEUCADIA WASTEWATER DISTRICT



LEGEND

Parcels by Basin

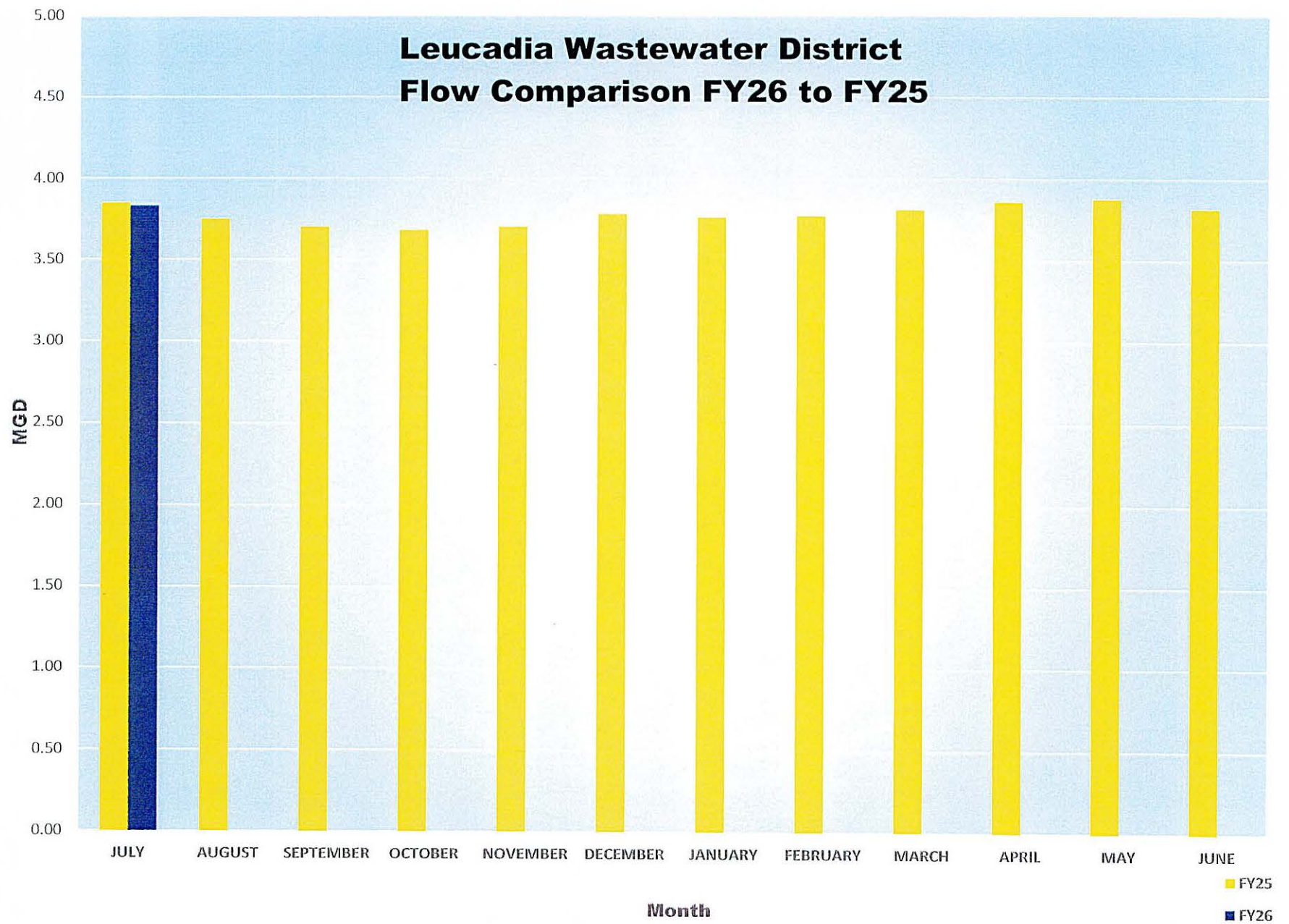
- 1 - Old Leucadia
- 4 - La Costa East
- 5 - North Green Valley
- 6 - Saxony
- 8 - Leucadia PS

- M Meter Locations
- PS LWD Pump Station
- PS Encinitas Pump Station
- LWD Boundary

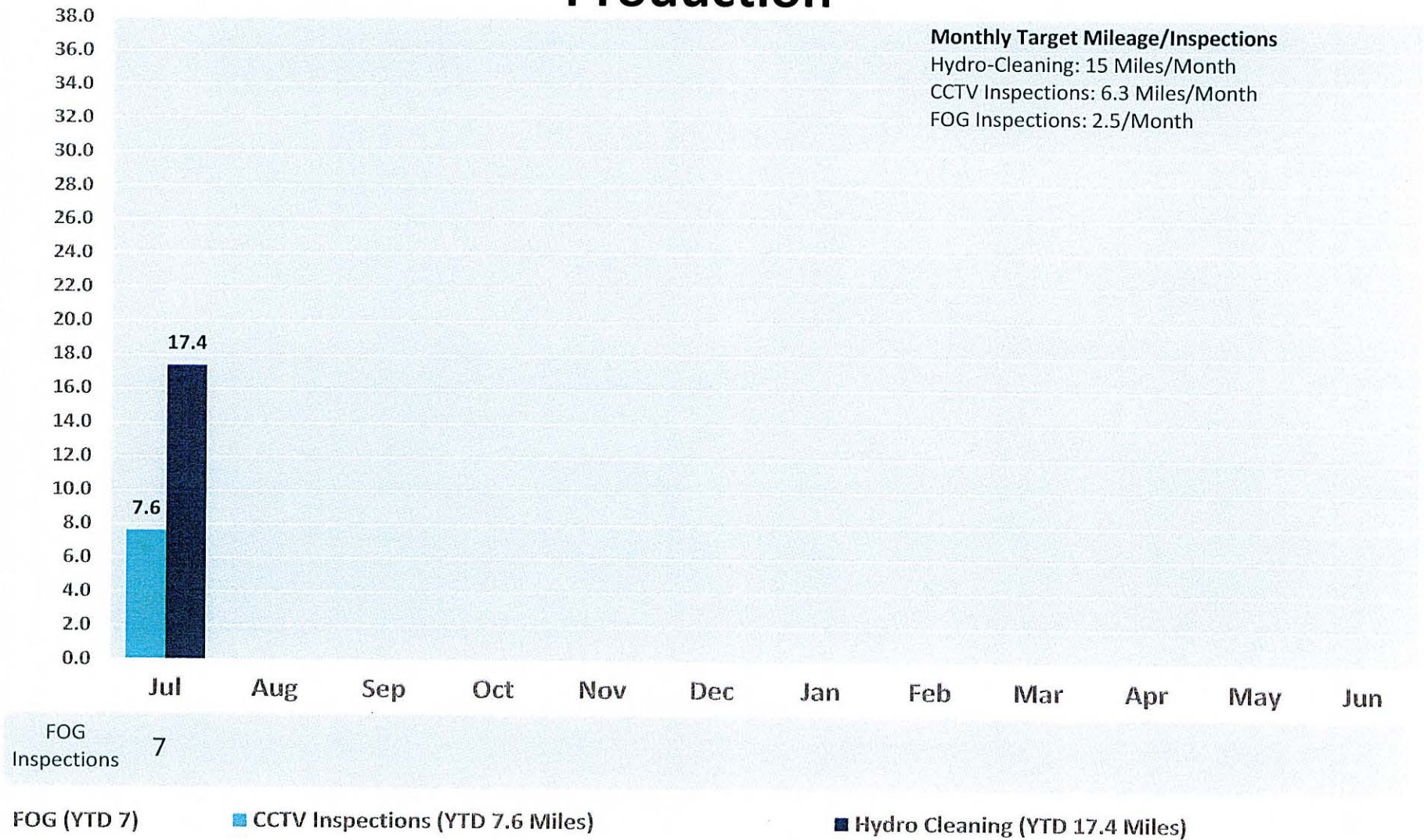


DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN



FY-25 CCTV Inspections & Hydro Cleaning Production





LEADERS IN
ENVIRONMENTAL
PROTECTION

Operations and Administration Training Report Summary for Fiscal Year 2026

Training		Hours	
Month	Ops	Admin	Total
Jul-25	36.5	9.5	46.0
Aug-25	0.0	0.0	0.0
Sep-25	0.0	0.0	0.0
Oct-25	0.0	0.0	0.0
Nov-25	0.0	0.0	0.0
Dec-25	0.0	0.0	0.0
Jan-26	0.0	0.0	0.0
Feb-26	0.0	0.0	0.0
Mar-26	0.0	0.0	0.0
Apr-26	0.0	0.0	0.0
May-26	0.0	0.0	0.0
Jun-26	0.0	0.0	0.0
YTD Totals	36.5	9.5	46.0

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-25	0.0	6.0	6.0
Aug-25	0.0	0.0	0.0
Sep-25	0.0	0.0	0.0
Oct-25	0.0	0.0	0.0
Nov-25	0.0	0.0	0.0
Dec-25	0.0	0.0	0.0
Jan-26	0.0	0.0	0.0
Feb-26	0.0	0.0	0.0
Mar-26	0.0	0.0	0.0
Apr-26	0.0	0.0	0.0
May-26	0.0	0.0	0.0
Jun-26	0.0	0.0	0.0
YTD Totals	0.0	6.0	6.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Operations and Administration Training Report July 2025

Training & Safety Events for the month July 2025

Description	Hours		
	Ops	Admin	Total
Field Ergonomics: Back Care	6.0	0.0	6.0
Heat Illness Prevention	2.0	0.0	2.0
Collection System Maintenance Duties	6.0	0.0	6.0
Easement Inspection Duties	5.5	0.0	5.5
Pump Station Operator Duties	5.5	0.0	5.5
Video Inspection Duties	5.5	0.0	5.5
Datanet: What is Account Takeover (ATO)?	2.0	2.5	4.5
Datanet: Zero Trust Security Introduction and Definition	0.5	2.5	3.0
Datanet: Introduction to Business Email Compromise (BEC)	2.0	2.5	4.5
Datanet: Business Email Compromise (BEC) Gift Card Scams	1.5	2.0	3.5
Total Training Hours	36.5	9.5	46.0

Conferences/Webinars/Seminars for the month of July 2025

Description	Attendees		
	Ops	Admin	Total
LSL Back to Basics	0	2	2
PFM Pension Prefunding Strategies	0	1	1
CASA Conference	0	3	3
Total Attended Conferences	0	6	6

Notes:

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

Leucadia Wastewater District

Balance Sheet

As of 7/31/2025

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	28,887,939
Accounts Receivables	221,687
Net OPEB Asset	63,596
Prepaid Expense	627,184
Capital Assets	195,531,488
Less Accumulated Depreciation	(70,024,112)
Total Assets	155,307,781
Deferred Outflows	
PERS Pension Deferred Outflows	1,845,228
OPEB Health Deferred Outflows	220,797
Total Deferred Outflows	2,066,025
Total Assets & Deferred Outflows	157,373,806
Liabilities	
Accounts Payable & Accrued Expenses	465,339
Developer Deposits	167,349
Lease Liability	528
Net Pension Liability	4,552,992
Total Liabilities	5,186,208
Deferred Inflows	
PERS Pension Deferred Inflows	218,119
OPEB Health Deferred Inflows	141,753
Total Deferred Inflows	359,872
Net Position	
Beginning Net Position (as of June 30, 2023)	
Investment in Capital Assets	125,356,434
Reserves	26,314,700
Undesignated Net Position	2,473,029
Total Beginning Net Position (as of June 30, 2023)	154,144,163
Current Change In Net Position	
Other	(2,316,437)
Total Current Change In Net Position	(2,316,437)
Total Net Position	151,827,726
Total Liabilities, Deferred Inflows & Net Position	157,373,806

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2025 Through 7/31/2025

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

OPERATING REVENUES

3110 Sewer Service Fees	\$ 278,588	\$ 16,881,903	\$ 16,603,315	1.7%
3150 Recycled Water Sales	60,734	397,000	336,266	15.3%
3100 Misc. Operating Revenue	-	195,877	195,877	0.0%
TOTAL OPERATING REVENUES	\$ 339,323	\$ 17,474,780	\$ 17,135,457	1.9%

OPERATING EXPENSES

4100 Salaries	\$ 135,108	\$ 2,471,802	\$ 2,336,694	5.5%
4200 Employee Benefits	130,150	1,840,269	1,710,119	7.1%
4300 Directors Expense	7,890	137,300	129,410	5.7%
4600 Gas, Oil & Fuel	-	64,000	64,000	0.0%
4700 Insurance Expense	131,857	313,000	181,143	42.1%
4800 Memberships	14,645	42,400	27,755	34.5%
4900 Office Expense	43,893	200,700	156,807	21.9%
5000 Operating Supplies	7,655	184,900	177,245	4.1%
5200 Professional Services	13,129	467,500	454,372	2.8%
5300 Printing & Publishing	-	34,000	34,000	0.0%
5400 Rents & Leases	5,932	21,400	15,468	27.7%
5500 Repairs & Maintenance	42,215	656,890	614,675	6.4%
5600 Monitoring & Permits	7,033	107,530	100,497	6.5%
5700 Training & Development	9,897	53,500	43,603	18.5%
5900 Utilities	45,806	603,600	557,794	7.6%
6100 LAFCO Operations	6,561	8,500	1,939	77.2%
6200 Encina Operating Expense	932,400	3,415,000	2,482,600	27.3%
6900 Admin O/H alloc to Capital	-	(227,574)	(227,574)	0.0%
TOTAL OPERATING EXPENSES	\$ 1,534,170	\$ 10,394,717	\$ 8,860,547	14.8%

NON-OPERATING REVENUES

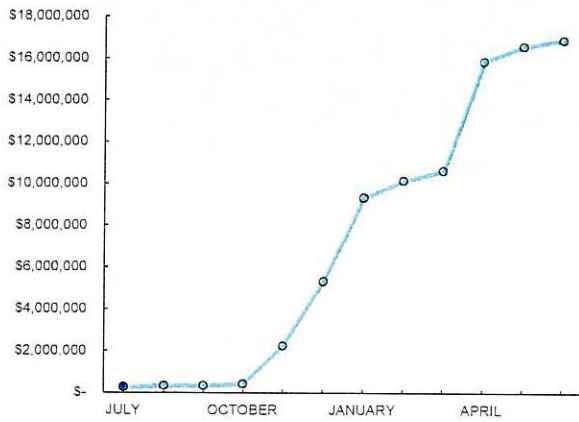
3130 Capacity Fees	\$ 10,920	\$ 218,400	\$ 207,480	5.0%
3220 Property Taxes	9,297	2,410,800	2,401,503	0.4%
3250 Investment Income	90,192	1,048,000	957,808	8.6%
3290 Misc. Non Op Revenue	-	324,900	324,900	0.0%
TOTAL NON-OPERATING REVENUES	\$ 110,409	\$ 4,002,100	\$ 3,891,691	2.8%

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

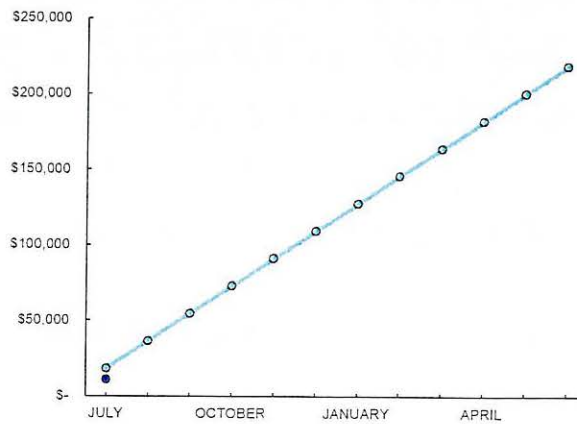
Leucadia Wastewater District Revenue FY2026

YTD through July 31, 2025

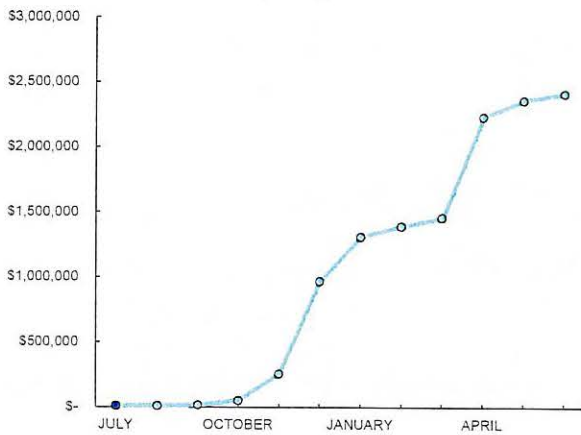
Sewer Service Fees



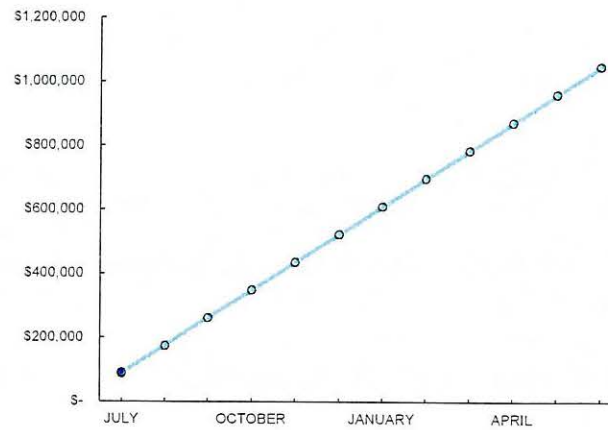
Capacity Charges



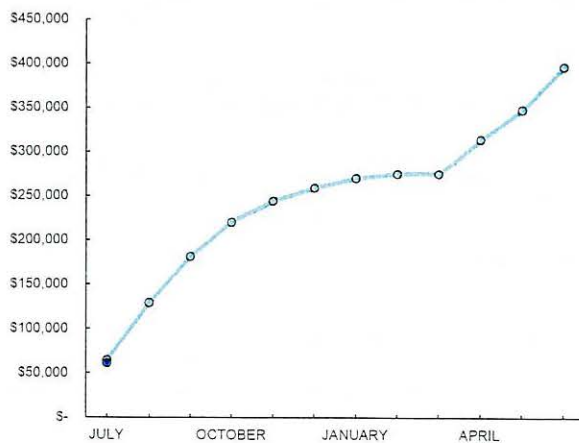
Property Taxes



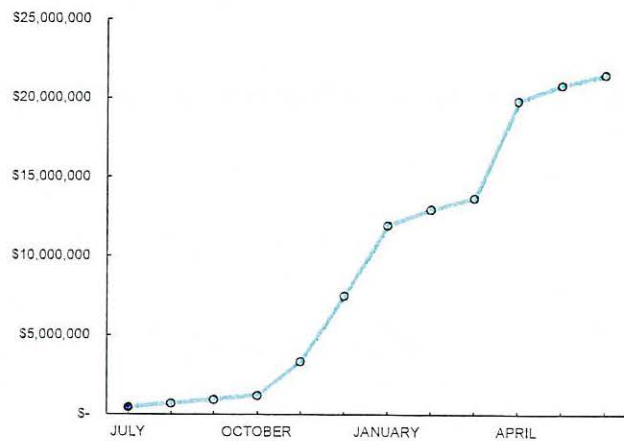
Investment Income



Recycled Wastewater Sales



Total Revenue



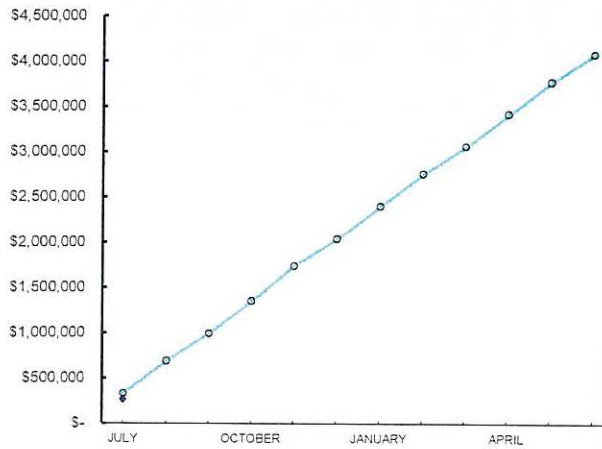
○ Budget ● Actual

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

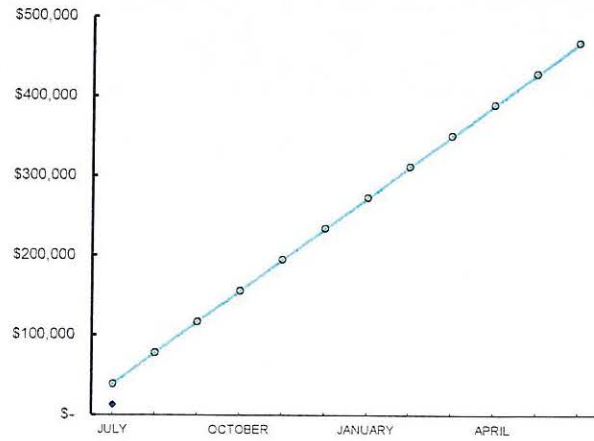
Leucadia Wastewater District Operating Expenses FY2026

YTD through July 31, 2025

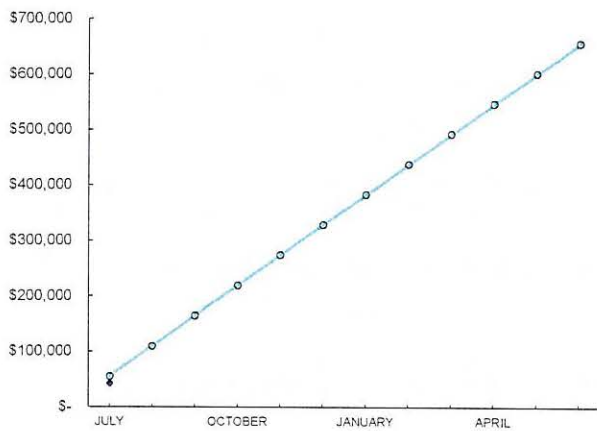
Salaries and Benefits



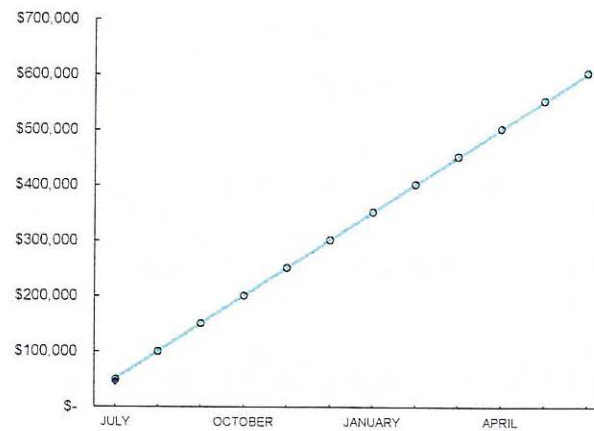
Professional Services



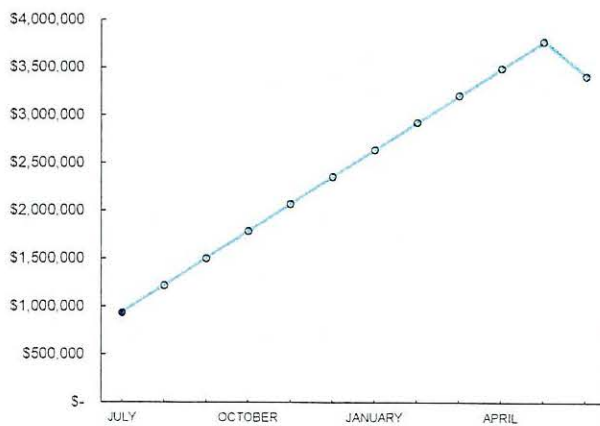
Repairs & Maintenance



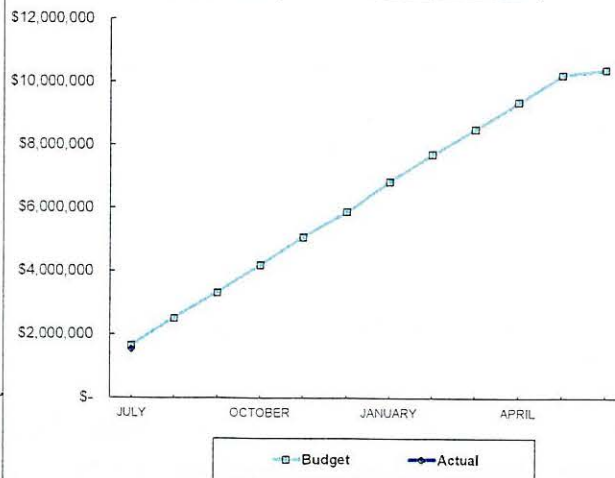
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

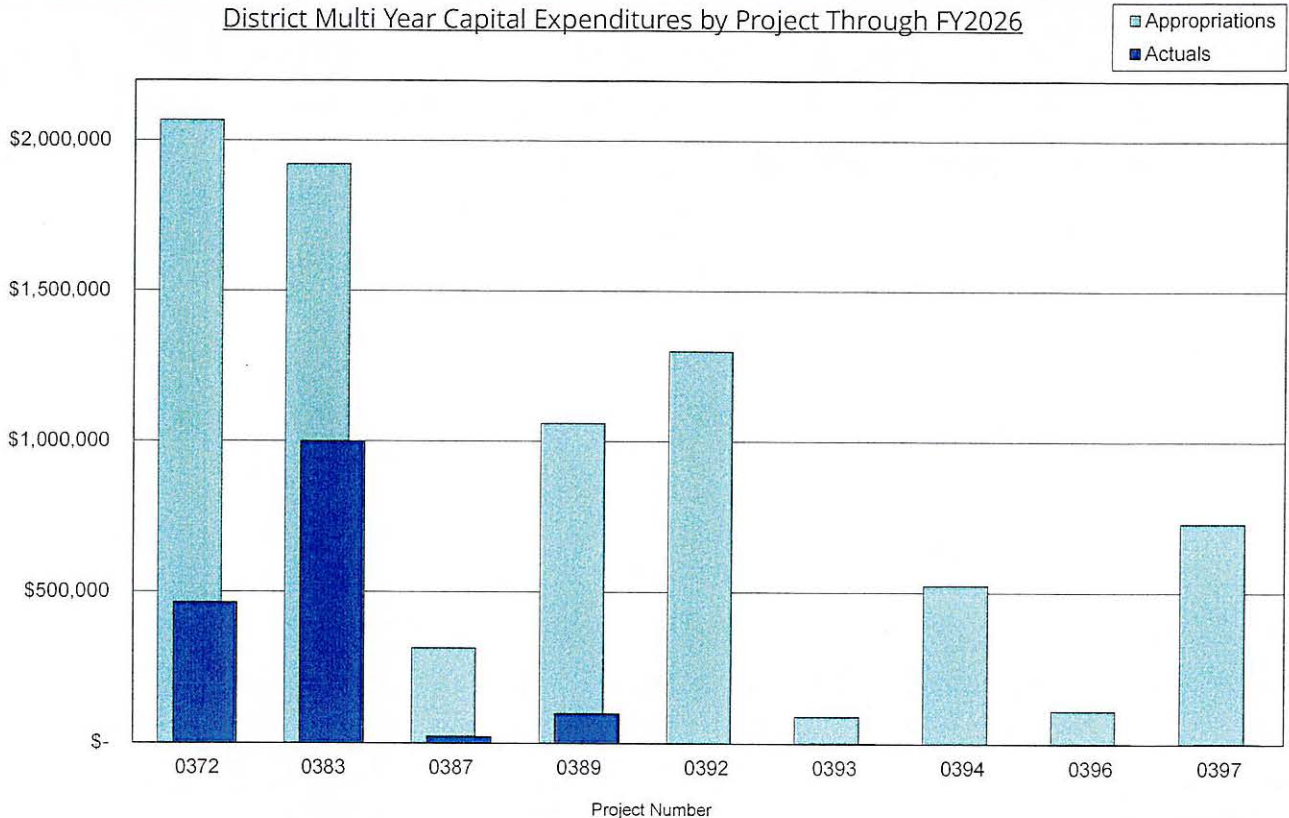


* Preliminary: subject to future review, reconciliation, accruals, and audit

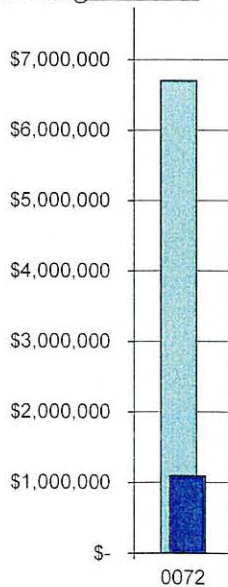
Leucadia Wastewater District Capital Expenditures

As of July 31, 2025

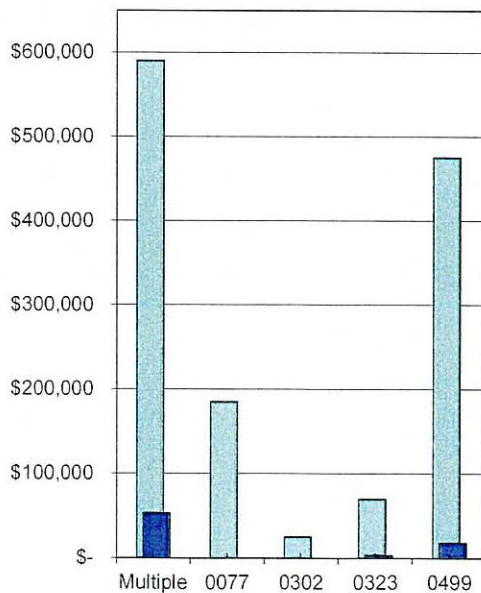
District Multi Year Capital Expenditures by Project Through FY2026



District's Share of
Encina WPCF
Capital Exp
Through FY2026



Single Year Capital
Expenditures by Project FY2026



Project Legend

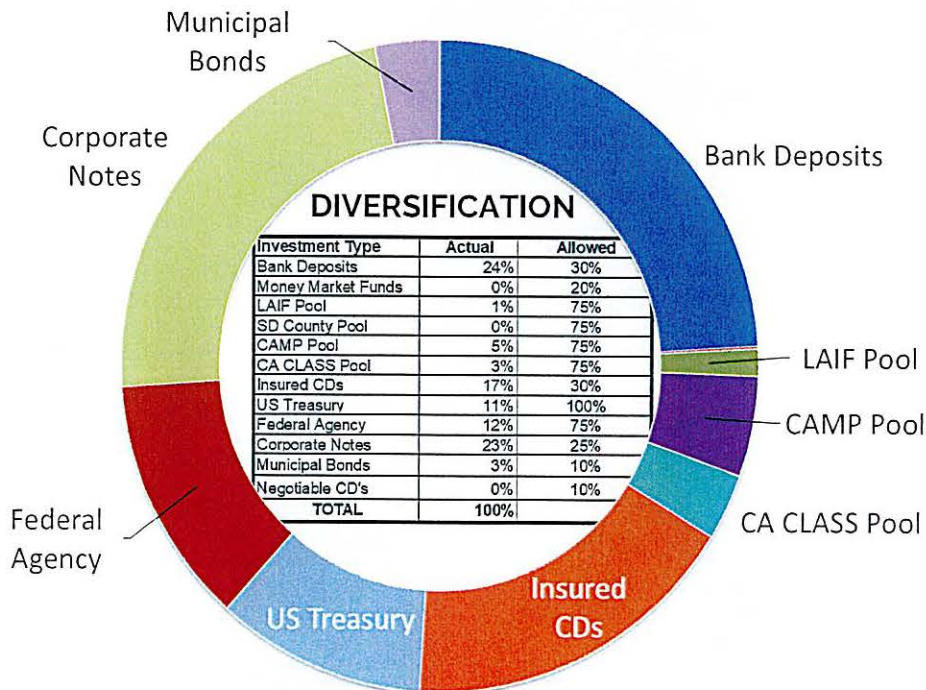
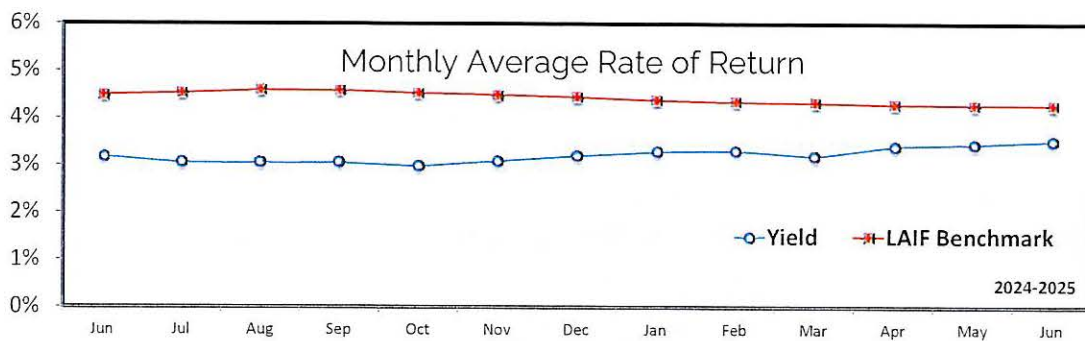
Multi-Year Capital Projects	No.
Encina Capital	0072
Diana Pump Station Upgrade	0372
Rancho Verde Pump Station	0383
L1 Condition Assessment	0387
FY2025 Gravity Pipeline Project	0389
FY 2026 Gravity Pipeline Project	0392
Anode Replacement	0393
La Costa Pump Station Replacement	0394
Anode Replacement Batiquitos	0396
Batiquitos Pump Station Drywell Concrete Repair	0397

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

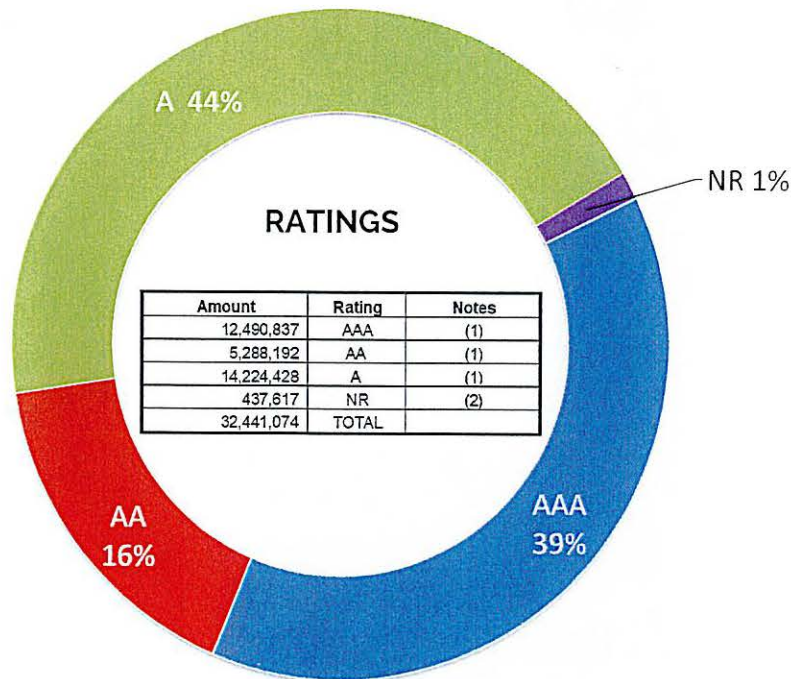
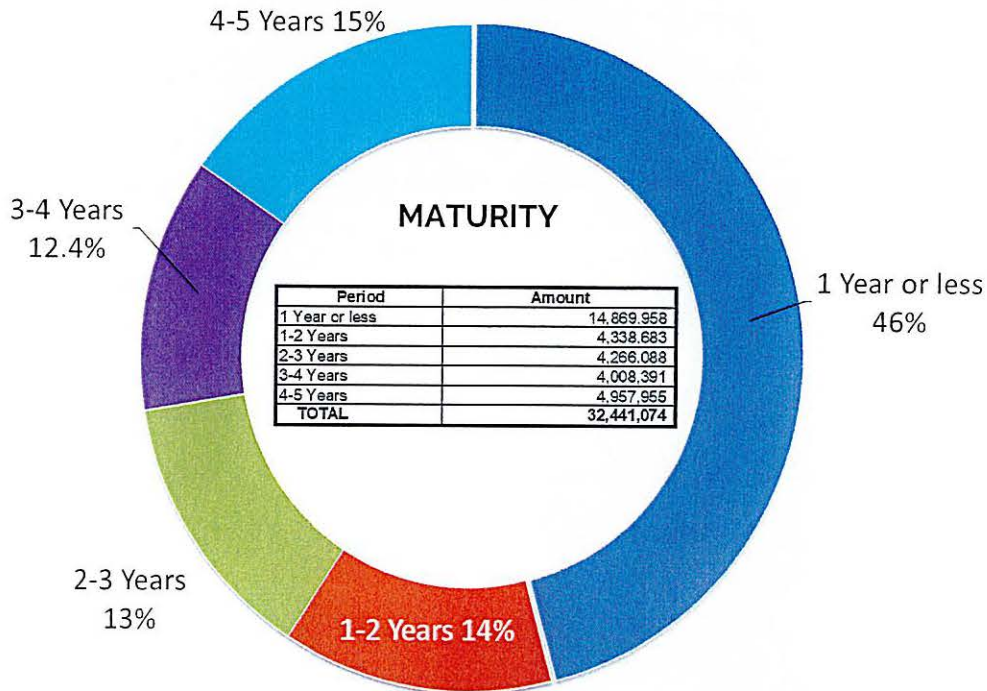
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2025

Cash Equivalents & Investments	Principal (Original Cost)		June Interest	Average Rate
	May 31, 2025	Jun 30, 2025		
Pacific Premier Bank Reserves	\$ 8,109,048	\$ 7,780,773	\$ 28,755	4.343%
TVI Dreyfus Money Market	-	37,811	65	4.140%
LAIF Pool	437,617	437,617	1,557	4.269%
CAMP Pool	1,627,957	1,627,957	5,969	4.400%
CA CLASS Pool	1,058,092	1,061,871	3,837	4.343%
Certificates of Deposit - Insured	5,326,000	5,575,000	14,395	3.198%
US Treasury Notes	3,456,650	3,456,650	10,792	3.680%
Federal Agency Notes	4,289,665	3,989,900	8,377	2.473%
Municipal Bonds	1,793,117	1,067,318	2,046	2.108%
Corporate Bonds/Notes	6,702,082	7,406,178	19,998	3.402%
Totals	\$ 32,800,227	\$ 32,441,074	\$ 95,791	3.524%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 June 30, 2025

(Continued)

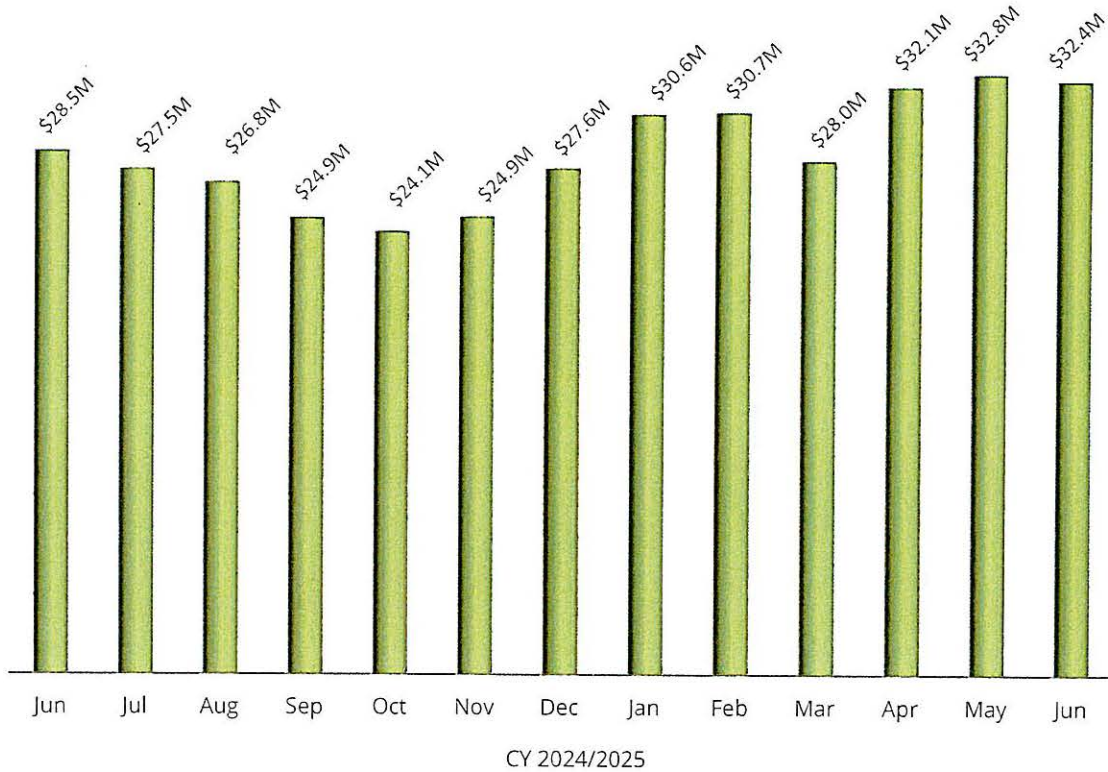


(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2025

(Continued)

CASH & INVESTMENT FUNDS BY MONTH




INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Ontario CA Pension Oblig Bonds		319,890	6/1/2025	68304FAE6	1.14%	
Santa Clara Vy Wtr Dist COPS		165,774	6/1/2025	80168FME3	0.83%	
Huntington Beach Pension Obl Bonds		503,785	6/15/2025	446201AD7	0.89%	
Federal Farms Credit Banks Funding Corp		299,765	6/16/2025	3133EMH47	0.62%	
Paccar Fin Corp	200,570		5/8/2030	69371RT71	4.48%	
Apple Inc Note	199,305		5/11/2030	037833DU1	4.26%	
University of California Revenue Bor	263,650		5/15/2030	91412HJR5	4.32%	
Citibank NA	304,221		5/29/2030	17325FBP2	4.59%	
Medallion Bank CD	249,000		6/17/2030	58404DXW6	4.15%	
TOTAL	\$ 1,216,746	\$ 1,289,214				

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

MEMORANDUM

Ref: 26-9227

DATE: August 7, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **QUARTERLY TREASURER'S INVESTMENT REPORT**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file Leucadia Wastewater District's Quarterly Treasurer's Investment Report

DISCUSSION:

In accordance with California Government Code §53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending June 30, 2025 (see attached). A copy of the full Quarterly Treasurer's Investment Report has been enclosed for your review.

reg:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY

06-30-25

SUMMARY OF CASH & INVESTMENTS at June 30, 2025

SEE QUARTERLY TREASURER'S REPORT FOR DETAILS

ASSETS	PAR VALUE 6/30/2025	AMORTIZED COST 6/30/2025	% OF TOTAL		MARKET VALUE 6/30/2025
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 7,780,773	\$ 7,780,773	24%	30%	\$ 7,780,773
MONEY MARKET FUNDS	\$ 37,811	\$ 37,811	0%	20%	\$ 37,811
LAIF - STATE INVESTMENT POOL	\$ 437,617	\$ 437,617	1%	75%	\$ 438,141
CAMP - JPA INVESTMENT POOL	\$ 1,627,957	\$ 1,627,957	5%	75%	\$ 1,627,957
CA CLASS - JPA INVESTMENT POOL	\$ 1,061,871	\$ 1,061,871	3%	75%	\$ 1,061,871
FEDERAL AGENCY SECURITIES	\$ 3,995,000	\$ 3,989,900	12%	75%	\$ 3,967,671
US TREASURY BONDS/NOTES	\$ 3,574,000	\$ 3,456,650	11%	100%	\$ 3,525,262
CORPORATE NOTES	\$ 7,465,000	\$ 7,406,178	23%	25%	\$ 7,381,218
MUNICIPAL BONDS	\$ 1,125,000	\$ 1,067,318	3%	10%	\$ 1,064,031
INSURED CERTIFICATES OF DEPOSIT	\$ 5,575,000	\$ 5,575,000	17%	30%	\$ 5,575,329
TOTAL CASH & INVESTMENTS	\$ 32,680,029	\$ 32,441,074	100%		\$ 32,460,065

As of June 30, 2025

QUARTERLY RESULTS



Cash & Investments

\$32.5M



Avg Days to Maturity

625



Change in Cash & Inv

\$4,414K



Interest Earned

\$271K



Average Return


3.4%



LAIF Benchmark

4.3%

MEMORANDUM

DATE: August 7, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: July 2025 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending July 2025.

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 July 2025 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
July 2025**

Conference Date	Description	GM P. Bushee	Director E. Sullivan	Director R. Pacilio	Director C. Roesink	Director R. Saldana	DFA R. Green	FSSup G. Mendez	FSS M. Gonzalez	ADS T. Hill
CASA Annual Conference July 30 - August 2, 2025 Marriott Marquis San Diego, CA	Registration	750.00					771.00			690.00
	Hotel									
	Airfare									
	Meals									
	Parking	50.00					48.00			30.00
	Rental Car									
	Tips/ Baggage									
	Fuel/mileage/taxi/uber									85.96
	Total	800.00	0.00	0.00	0.00	0.00	819.00	0.00	0.00	805.96
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: RS and PB did not stay at hotel and commuted daily to conference.
RG attended 2 days only and Pure Water Tour, TH attended 1 day only

- ES, CR, and RS did not submit their travel reports before this agenda went out. Their travel reports for the CASA Annual Conference will be included in the September Board Agenda.

MEMORANDUM

DATE: August 7, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Fiscal Year 2026 (FY26) Pay Schedules



RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2433 approving the FY26 pay schedules.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The purpose of this agenda item is to present proposed Resolution No. 2433 to the Board of Directors for consideration. This resolution approves pay schedules for all employee classifications, including the General Manager classification for FY26 in accordance with CalPERS regulations and by California Code of Regulations (CCR) §570.5(a).

Staff recommends that the Board of Directors adopt Resolution No. 2433 approving the FY26 pay schedules to comply with CCR §570.5(a) and CalPERS regulations.

th:PJB

RESOLUTION NO. 2433

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE FISCAL YEAR 2026 PAY SCHEDULE**

Whereas, the employees of the Leucadia Wastewater District (LWD) are a valuable and important part of the LWD organization and have had the opportunity to participate in an informal input process with designated District representatives on wages, hours, and other terms and conditions of employment; and,

Whereas, the LWD Board of Directors authorized a classification adjustment for all positions, except the General Manager, on June 11, 2025 to be effective July 1, 2025; and,

Whereas, the LWD Board of Directors authorized a 6% salary adjustment for the LWD General Manager, adjusting compensation from \$295,509.84 to \$313,240.43 effective July 9, 2025; and,

Whereas, the LWD Board of Directors desires to establish, adopt and publish the FY 2026 Pay Schedule for all LWD employees including the General Manager in accordance with CalPERS requirements and by California Code of Regulations (CCR) §570.5(a).

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors hereby adopts the LWD Fiscal Year 2026 Pay Schedule attached hereto as Attachment "1" and directs that it be posted and maintained in accordance with CalPERS requirements and CCR §570.5(a).
2. This Resolution supersedes Resolution No. 2419.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 13th day of August, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rolando Saldana, President

Attest:

Paul J. Bushee, Secretary /Manager

(SEAL)

**LEUCADIA WASTEWATER DISTRICT
FY 2026 SALARY SCHEDULE**

Position	Salary Range	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Field Services Technician-in-Training	64	\$ 68,955	\$ 86,197	\$ 33.15	\$ 41.44
Administrative Services Specialist I	64	\$ 68,955	\$ 86,197	\$ 33.15	\$ 41.44
Administrative Services Specialist II	66	\$ 76,027	\$ 95,032	\$ 36.55	\$ 45.69
Field Services Technician I	66	\$ 76,027	\$ 95,032	\$ 36.55	\$ 45.69
Field Services Technician II	68	\$ 83,815	\$ 104,773	\$ 40.30	\$ 50.37
Accounting Technician	68	\$ 83,815	\$ 104,773	\$ 40.30	\$ 50.37
Field Services Technician III	71	\$ 97,028	\$ 121,286	\$ 46.65	\$ 58.31
Executive Assistant	73	\$ 106,977	\$ 133,721	\$ 51.43	\$ 64.29
Field Services Supervisor	75	\$ 126,500	\$ 158,122	\$ 60.82	\$ 76.02
Administrative Services Supervisor	75	\$ 126,500	\$ 158,122	\$ 60.82	\$ 76.02
Field Services Superintendent	77	\$ 153,063	\$ 191,327	\$ 73.59	\$ 91.98
Capital Project Manager	77	\$ 153,063	\$ 191,327	\$ 73.59	\$ 91.98
Director of Finance & Administration	80	\$ 203,724	\$ 254,654	\$ 97.94	\$ 122.43
General Manager	N/A	\$ 313,240	\$ 313,240	\$ 150.60	\$ 150.60

Notes:


1. Approved and adopted by LWD Board of Directors June 11, 2025

2. Effective date: July 1, 2025

July 9, 2025 - General Manager salary until changed by the Board of Directors

MEMORANDUM

Ref: 26-9221

DATE: August 7, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Annual Review of the Procurement Policy

RECOMMENDATION:

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

1. Receive and file the review of the Procurement Policy; and
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Finance/Financial Policy Reviews/Procurement Policy

This item was reviewed by the IFC at their August 6th meeting and the IFC concurred with staff to receive and file this item under Consent Calendar in the August Board Agenda.

The Leucadia Wastewater District (LWD) Procurement Policy was originally adopted by the Board of Directors on March 9, 2005 and was last revised on September 18, 2024. The policy consolidates purchasing requirements under one program and provides a prudent set of controls while maintaining efficiency and flexibility in the procurement process.

Staff recently conducted an annual review of the existing policy. Based on this review, staff is not recommending any changes.

Overall, LWD's Procurement Policy (Attachment 1) continues to provide prudent purchasing controls and guidelines for the District. In addition, it establishes spending limits and provides staff the needed flexibility to purchase goods and services in the most efficient manner possible.

For these reasons, staff and the IFC request that the Board of Directors: (1) receive and file the annual review of the policy; and (2) discuss and provide direction, as appropriate.

reg:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

ATTACHMENT 1:

EXHIBIT “A” OF RESOLUTION NO. 2421

LWD PROCUREMENT POLICY



PROCUREMENT POLICY

Ref: 25-8865

1. Purpose

The purpose of this Policy is to establish the requirements and implement the rules and regulations governing the procurement of all goods and services required by the Leucadia Wastewater District (LWD or District).

2. Related LWD Board of Directors' Policies

- 2.1. Resolution 2421 authorizing the General Manager to purchase up to \$50,000 of goods, materials, supplies, and services at any one time without specific prior Board approval dated September 18, 2024.
- 2.2. LWD's current Conflict of Interest Code.

3. Policy

It is the Policy of the Board of Directors that:

- 3.1. LWD shall procure required goods and services commensurate with acceptable quality at the lowest possible cost.
- 3.2. Appropriate internal financial controls shall be exercised over all procurements.
- 3.3. No procurement shall be authorized unless sufficient funds have been appropriated pursuant to LWD's budgetary processes.
- 3.4. Cooperative purchasing with other public agencies shall be performed whenever such purchases are feasible and in the best interests of LWD.
- 3.5. The General Manager shall determine the necessity of insurance and/or appropriate insurance requirements in consultation with the originating department head and risk management advisors, and, with the advice and concurrence of the LWD General Counsel. If insurance is required, a Certificate of Insurance conforming to such requirements, and any applicable insurance industry standards, must be on file before goods are delivered or services are provided.
- 3.6. The General Manager shall execute and maintain administrative procedures to implement this Policy and to ensure that the procurement of all goods and services are properly documented and that they conform to: this Policy, related internal financial controls, and all applicable administrative procedures.

- 3.7. The General Manager shall maintain all documentation required by this Policy in accordance with LWD's Records Retention Policy.
- 3.8. The General Manager may, at his/her discretion, delegate duties under this Policy.
- 3.9. The Board of Directors may, at its sole discretion, waive all or any part of this Policy.

4. Policy Coverage

This Policy is intended to cover the procurement of the following types of items:

- 4.1. Goods. An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; installation of equipment or supplies specifically for LWD; and utilities such as electricity, natural gas, telecommunications, internet, and water.
- 4.2. Professional Services. Services that are professional in nature and do not include the physical construction or installation of equipment for the District's infrastructure. Services in this category include, but may not be limited to, engineering design, architectural services, public information services, financial services, strategic planning services and legal services.
- 4.3. Construction Services. Services typically associated with the physical construction and/or installation of equipment necessary to improve or replace the District's infrastructure. For the purposes of this policy, landscape services shall follow the procedures associated with this category.
- 4.4. Other Services. Other Services include all purchases for services not classified as goods, construction services, or professional services, and include janitorial and uniform rental services, but may not be limited to these services.

5. Open Market Procurements for Goods and Other Services (\$15,000 or less) and Professional Services and Construction Services (\$50,000 or less)

The LWD staff shall make reasonable efforts to secure goods of suitable quality or, in the case of services, the best qualified consultant or service provider at the lowest possible cost and shall document such procurements as appropriate.

6. Informal Procurements for Goods and Other Services (\$15,000.01 to \$75,000) and Construction Services (\$50,000.01 to \$75,000)

The following defines an informal procurement for goods:

- 6.1. Minimum Requirements. The procurement of goods or services require that staff develop a Request for Quote to clarify and standardize the requirements of the procurement. The Request for Quote shall include, as a minimum:
 - An appropriately detailed specification considering the value, availability and technical complexity of the items to be procured,
 - A list of at least three (3) possible suppliers, if practicable, and
 - The date by which LWD must receive the quote.

- 6.2. Request for Quote Distribution and Evaluation. LWD shall distribute the Request for Quote to at least three (3) suppliers. Staff will evaluate the responses received to determine the best responsive and responsible quote that meets or exceeds the Request for Quote specifications. Although cost is important, it is not the sole basis of the award.
- 6.3. Quote Documentation. Staff will document the quotes received and the results of the evaluation. If less than three (3) quotes were received and evaluated, a brief explanatory statement will be provided.
- 6.4. Award. The General Manager shall award the procurement to the best determined responsive and responsible quote, if the total dollar cost of the procurement is \$50,000 or less. If the total dollar cost of the procurement is \$50,000.01 or more, the purchase must be approved by the Board of Directors.
- 6.5. Delegation of Authority to Award. For the purchase of goods or construction services, the General Manager may delegate the authority to award procurements by administrative procedure specifically identifying such delegates and the dollar limit of each delegate's authority.

Nothing in this policy shall prohibit staff from utilizing a formal bid process if deemed to be in the best interest of the District. If a formal bid process is elected, the procedures in Section 8 below shall be followed.

7. Informal Procurements for Professional Services (Contract from \$50,000.01 to \$75,000):

The following defines an informal procurement for professional services:

- 7.1. Minimum Requirements. Staff will develop a Proposal letter to include, as a minimum:
- An appropriately detailed Scope of Work considering the value availability and technical complexity of the services to be procured,
 - A list of at least three (3) possible firms, if practicable,
 - The date by which LWD must receive the proposal, and
 - If the proposed project is not identified and funded in the budget, the Board of Directors shall review and authorize the procurement.
- 7.2. Evaluation of Proposals. Staff or a panel of evaluators designated by the General Manager will determine the best qualified proposer based on professional competency and their ability to satisfy the Scope of Work. Whenever possible, dependent on the services required, LWD shall evaluate at least three (3) proposals. If less than three (3) proposals were evaluated, a brief explanatory statement will be submitted to the General Manager.
- 7.3. Negotiations. Staff shall negotiate with the best qualified proposer. If unable to successfully complete such negotiations, negotiate with the remaining proposers, in the order that their proposals are most beneficial to LWD, until negotiations are successfully completed.
- 7.4. Coordination, Review and Approval. The General Manager will assign staff and, if necessary, LWD Counsel to generate a contract or related documents. All informal procurements for professional services require a written contract.

7.5. Award. The General Manager shall recommend that the Board of Directors award the contract to the best qualified firm with whom LWD successfully completed negotiations. The Board shall award procurements of services with a total dollar cost from \$50,000.01 to \$75,000.

7.6. Documentation of Award. The responsible staff member shall establish a Contract File that contains the Proposal documentation per Sections 7.1 through 7.5 of this Policy, signed contract and any additional documents prescribed by administrative procedure.

8. Formal Procurements for Goods, Construction Services, and Other Services (\$75,000.01 and over):

8.1. Additional Requirements: Formal Request for Sealed Bids (RFB). In addition to this Policy's requirements for awarding Informal Procurements, the initiating department head shall submit for the General Manager's review and approval an RFB that includes:

- An appropriately detailed specification considering the value, availability and technical complexity of the items to be procured, and
- A proposed procurement schedule.

8.2. Supplemental Documents: Formal RFB. Along with the RFB, the initiating department head shall submit for the General Manager's review and approval the following Supplemental Documents:

- A draft Notice Inviting Bids for publication, and
- A suggested list of at least three (3) prospective vendors, if practicable.

8.3. Public Notice. Public Notice Inviting Bids for an RFB in a relevant professional journal, publication, newspaper of general circulation and/or the District's website at least once, ten (10) days prior to the bid opening date to attract a sufficient number of qualified firms. For only the formal procurement of goods and other services, if the General Manager determines that publication of an RFB will not enhance the competitiveness of the bid, the General Manager, at his sole discretion, may waive the public notice of the RFB. For example, there is a limited number of vendors and all vendors will be provided with the RFB, then the publication of the RFB can be waived.

8.4. Bid Opening. All sealed bids are opened in public and apparent low bidder is identified at the bid opening.

8.5. Bid Evaluation. After the bid opening, all bids will be evaluated to ensure compliance with the bid specifications and for acceptable quality to determine the lowest responsive and responsible bidder. All bids and bid information shall be public unless otherwise specified in the bid specifications.

8.6. Award. All sealed bid procurements shall be awarded to the lowest responsive and responsible bidder who meets or exceeds the specifications of the RFB. All formal procurements must be approved by the Board of Directors.

9. Formal Procurements for Professional Services (\$75,000.01 and over)

- 9.1. Additional Requirements: Formal Request for Proposals (RFP) or Request for Qualifications (RFQ). In addition to this Policy's requirements for awarding Informal Procurements for services, the initiating department head shall submit for the General Manager's review and approval of an RFP or RFQ that includes:
- A detailed Scope of Work itemizing the services required,
 - Proposed schedule,
 - Preliminary criteria upon which proposals/qualifications shall be evaluated,
 - A draft public notice, and
 - A suggested list of prospective consultants to receive the RFP/RFQ.
- 9.2. General Manager Approval of Proposal Publication. No publication of public notice inviting proposals shall be made unless the General Manager has approved the Formal RFP and Supplemental Documents. If the project is not identified in the budget, the Board of Directors shall review and authorize the procurement.
- 9.3. Public Notice. Public notice of an RFP/RFQ must be published in a relevant professional journal, publication, newspaper of general circulation and/or the District's website at least once, ten (10) days prior to the proposal/Statement of Qualification (SOQ) due date to attract a sufficient number of qualified firms.
- 9.4. RFQ Evaluation. If the implementation of the RFQ process is selected to procure services, additional steps are added to the RFP process. The RFQ calls for submission of a Statement of Qualification (SOQ) instead of a proposal. The SOQs are used to establish the professional competency and capability of each firm to perform and satisfy the project's Scope of Work. Once SOQs are received from interested firms, the General Manager will convene a panel consisting of at least three (3) individuals. The panel will evaluate the SOQs received in response to the RFQ to determine those firms that, in the panel's opinion, are best qualified to meet the Scope of Work identified in the RFQ. The panel will identify at least three (3) qualified firms, if appropriate. Once the qualified firms have been determined, only those firms will be invited by the General Manager to submit an RFP for evaluation.
- 9.5. Proposal Evaluation. Pursuant to the criteria established for that RFP and any additional criteria necessary and appropriate to advance the best interests of the LWD, the General Manager or a panel of evaluators selected by the General Manager shall review each proposal and may interview each firm to determine an ordinal ranking of the proposing firms. The ordinal ranking will be primarily based on the professional competency of the firms.
- 9.6. Negotiation. The General Manager or his/her designee shall enter into negotiations with the top ranked firm to establish the contract price and fees. If a fair price cannot be reached with the top ranked firm, then that firm shall be eliminated from consideration and negotiations shall be initiated with the next highest ranked firm.
- 9.7. Award. All formal procurements for services must be approved by the Board of Directors.

10. Competitive Negotiations

10.1. Competitive negotiations may be used for the procurement of highly technical goods or services. Under competitive negotiations cost will be a significant factor, but not the only deciding factor. The General Manager may authorize competitive negotiations when:

- The goods or services are such that suitable technical or performance specifications are not readily available.
- District does not possess the professional expertise necessary to develop suitable technical or performance specifications.
- Proposals for the purchase goods or services would be more advantageous to District.

10.2. In the case of competitive negotiations, the initiating department head shall obtain the General Manager's authorization to proceed under this section using such open market, informal or formal, procedures as the General Manager shall, at his sole discretion deem necessary.

10.3. The use of competitive negotiations is not intended to be used for the purpose of avoiding the Formal RFB or Formal RFP requirements as set forth in this policy.

11. Exceptions:

The following exceptions shall apply to the foregoing bidding procedures. When an exception applies, supplies, equipment and/or services may be purchased following whatever procedures are determined necessary under the circumstances as determined by the General Manager, at his or her discretion.

11.1. Sole Source Procurement

A. In certain instances, goods and services are obtainable from only one vendor due to unique circumstances. These circumstances include:

- The good or service is of such a unique, proprietary or technical nature that it is only manufactured or provided by a single vendor; and/or
- The good or service must match or be compatible with other goods or services, currently in use by LWD, obtained from a certain vendor. In this instance, it must be demonstrated that the matching or compatible good or service can only be supplied by this same vendor; and/or
- When a vendor or firm possesses unique knowledge of LWD; and/or
- For the purpose of Continuing Services, where a vendor or firm has satisfactorily completed one phase in the development of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain this vendor or firm for a subsequent phase of work.

B. All sole source purchases for goods over \$15,000 require a written justification to the General Manager or his/her designated representative; and all sole source procurements over \$50,000 require a written justification to the Board of Directors.

C. Sole source procurements shall comply with all award threshold requirements set forth in this Policy.

D. Complex or Unique Items

- In the event that the supplies and/or equipment sought to be purchased are unique and/or complex, such that it is unlikely that there would be more than one bidder.
- It is unlikely that there would be any economic benefit to the public to be gained from bidding, the General Manager, at his or her discretion may authorize direct negotiations in lieu of bidding.
- An explanation to the Board of Directors is required justifying the procurement of critical or unique items for procurement awards requiring Board of Director's approval.

11.2. Emergency

If an emergency arises and there is insufficient time to comply with the above applicable procurement procedures, an exception shall apply. An emergency situation may be determined by the General Manager if there is no time to convene a Board meeting. In the case of an emergency, the General Manager can authorize procurement(s) that exceed(s) his designated threshold in order to resolve the situation. The General Manager will inform the Board members of the emergency procurement as soon as practicable. If the General Manager determines an emergency existed and authorizes a procurement(s) exceeding his/her approval authority, then a staff report shall be provided to the Board of Directors at its next regular meeting.

12. **Alternative or Conditional Requirements:**

- 12.1. Bid Security. Bidder's security may be prescribed in the public notice inviting bids at LWD's sole discretion. Unsuccessful bidders shall be entitled to have their bid security returned; a successful bidder shall forfeit his/her bid security upon the bidder's refusal or failure to execute a contract within ten (10) days after the Notice of Award has been mailed.
- 12.2. Rejection of Bids/Proposals. The General Manager or Board of Directors, at their discretion, may reject any and all bids or proposals/SOQs and proceed pursuant to this Policy.
- 12.3. Performance Bond. LWD shall retain unilateral authority to require a performance bond before entering a contract. The amount of such a bond shall be set as determined reasonably necessary to protect the best interests of LWD. If LWD requires a performance bond, the form and amount of the bond shall be described in the public notice inviting bids or proposals.
- 12.4. Governing Law. Nothing in this policy is intended nor shall be deemed to supersede any applicable State or Federal laws.

13. **Definitions:**

Bidder: A person or firm submitting an offer to LWD in response to a Request for Bids.

Bid Security: The deposit of cash, certified check, cashier's check, bank draft, money order, or bid bond submitted with a bid and serving to guarantee to the owner that the bidder, if awarded the contract, will execute such contract in accordance with the bidding requirements and the contract documents.

Continuing Services: When a vendor or firm has satisfactorily completed one phase in the development of a project, that vendor or firm may be retained for a subsequent phase of work if their continued service is determined to be in the best interest of the District.

Construction Services: Services typically associated with the physical construction and/or installation of equipment necessary to improve or replace the District's infrastructure. For the purposes of this policy, landscape services shall follow the procedures associated with this category.

Formal Procurement of Goods and Services: Procurement of goods or services resulting in total payments greater than \$75,000.

Goods: An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; installation of equipment or supplies specifically for LWD; and utilities such as electricity, natural gas, telecommunications, internet, and water.

Informal Procurement of Goods: Purchase of goods resulting in total payments of \$15,000.01 to \$75,000.

Informal Procurement of Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amounts between \$50,000.01 and \$75,000.

Open Market Procurement of Goods: Purchase of goods resulting in total payments by the LWD of \$15,000 or less.

Open Market Procurement of Professional and Construction Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amount of up to \$50,000.

Other Services: Other Services include all purchases for services not classified as goods, construction services, or professional services, and include janitorial and uniform rental services.

Performance Bond: A written guaranty from a third party guarantor (usually a bank or an insurance company) submitted to the District by a contractor awarded a contract. A performance bond ensures payment of a sum (not exceeding a stated maximum) of money in case the contractor fails in the full performance of the contract.

Proposer: A person or firm submitting an offer to LWD in response to a Request for Proposals.

Scope of Work: A description of services required by LWD that a proposer must demonstrate the capability to provide as a prerequisite to LWD's consideration of their proposal.

Sealed Bids: A bid submitted in a sealed envelope to prevent disclosure of its content prior to the established public opening.

Professional Services: Services that are professional in nature and do not include the physical construction or/or installation of equipment for the District's infrastructure. Services in this category include, but not limited to, engineering design, architectural services, public information services, financial services, strategic planning services and legal services. Other similar services would also be part of this category.

Sole Source Procurement: Procurement instances when the goods and/or services are obtainable from only one vendor due to unique circumstances, specifications, qualifications or continuance of service.

Specification: A description of the goods required by LWD that a bidder must satisfy precisely or through functional equivalency as a prerequisite to LWD's consideration of their bid.

Vendor/Firm/Consultant: An entity which is capable of or is interested in providing goods or services to LWD, or has been awarded a procurement agreement by LWD.

Community Affairs Committee Meeting Report

Presented by Director Pacilio

Meeting held August 5, 2025

The Community Affairs Committee (CAC) reviewed the following recommendations:

1. Discussion of the Fall 2025 Newsletter Proposed Article Topics and Production Schedule

The CAC reviewed the proposed newsletter topics, along with the production schedule. Chairperson Brown suggested that the lead article be a general overview on LWD. Staff agreed with the CAC to make the general overview of LWD as the lead article.

The CAC made some minor edits to the remaining articles and then directed staff to move forward with the newsletter and the proposed production schedule.

2. Adopt Resolution No. 2426 - Review of the Teacher Grant Program Policy

ADS Hill stated that at the January 2025 CAC meeting, staff presented a review of the Teacher Grant Program, including its history, impact, and the need for re-evaluating its criteria. Based on the Committee's direction, staff prepared a Teacher Grant Program Policy.

The CAC concurred to forward this recommendation to the Board for consideration and it will be discussed later in the agenda.

Investment & Finance Committee Meeting Report

Presented by Director Sullivan

Meeting held August 6, 2025

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

1. Annual Review of LWD's Investment Policy

The IFC reviewed staff's recommendation to adopt Resolution No. 2434 and re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2025 through August 31, 2026.

This item will be discussed later in the agenda.

2. Annual Review of LWD's Procurement Policy.

The IFC reviewed LWD's Procurement Policy. There were no recommended changes to the policy. The IFC agreed with staff's recommendation that the Board of Directors receive and file the annual review of the Procurement Policy under the Consent Calendar.

MEMORANDUM

DATE: August 7, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Proposed Resolution No. 2426 – Establishing a Teacher Grant Policy**

RECOMMENDATION:

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

1. Adopt Resolution No. 2426 – Establishing a Teacher Grant Policy; and
2. Discuss and provide direction, as appropriate.

DISCUSSION:

This item was reviewed by the CAC at their August 5th meeting and the CAC concurred with staff to present this item for the Board's consideration.

At the January 23, 2025, CAC meeting, staff presented a review of the Teacher Grant Program, including its history, impact, and the need for re-evaluating its criteria. Based on the Committee's direction, staff prepared a Teacher Grant Program policy.

Key components in the Teacher Grant Policy are:

1. Funding Allocation:

- Establishes a budget ceiling of \$8,000.
- Limits individual grants to \$2,000 per teacher per school year.

2. Eligibility Criteria:

- Limits the funding to:
 - Educational institutions within the District or educational organizations that support educational institutions within the District (e.g. Encinitas Farms); and
 - Wastewater resource management, water resource management, or water reuse related projects.

3. Evaluation and Selection Process:

- Incorporates a structured process for reviewing and selecting grant recipients when funding is limited.

4. Program Administration:

- Establishes responsibilities for program oversight.

The Teacher Grant Policy is attached for the Board's review and feedback. Staff will provide an overview of the proposed policy changes at the upcoming meeting.

th:PJB

Attachment

RESOLUTION NO. 2426

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE TEACHER GRANT PROGRAM POLICY

WHEREAS, the Leucadia Wastewater District's (LWD) public outreach efforts include a Teacher Grant Program with the goal of supporting education and community engagement initiatives relating to wastewater management, water resource management, and water reuse; and

WHEREAS, in 2009, LWD established the Teacher Grant Program to provide financial assistance to educators in elementary, middle, and high schools within the LWD service area to support projects that align with these environmental objectives; and

WHEREAS, LWD's Board of Directors acknowledge the need to formalize and clarify the Teacher Grant Program to ensure transparent and equitable evaluation criteria and funding procedures; and

WHEREAS, the LWD Board of Directors has previously appropriated funding to support the Teacher Grant Program and wishes to continue to financially assist teachers for their environmental projects that focus on wastewater management, water resource management, and water reuse; and

WHEREAS, the revised Teacher Grant Program, attached hereto, outlines updated procedures, eligibility criteria, funding allocations, and evaluation metrics to improve the effectiveness and accessibility of the program;

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the revised Teacher Grant Program, as set forth in the attached policy document.
2. The General Manager is hereby authorized and directed to implement the provisions of the Teacher Grant Program, including administration of the funds and oversight of the application and evaluation process.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held August 13, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rolando Saldana, President

Paul J. Bushee, Secretary/Manager
(SEAL)

Teacher Grant Program

1. Purpose

The purpose of the Teacher Grant Program is to increase general awareness among local students and the community about the role that the Leucadia Wastewater District (LWD) plays in providing wastewater and recycled water services. Through this program, LWD supports educational projects that highlight the importance of wastewater management and environmental protection. This policy sets forth the rules governing the Leucadia Wastewater District's (LWD) Teacher Grant Program.

2. Overview

The Teacher Grant Program provides funding to educators for projects that enhance student learning and engagement in the areas of wastewater management, water resource management, and water reuse. The program aims to promote environmental stewardship and community awareness through hands-on educational activities.

3. Program Application Procedure

- a) Applicants must complete the Teacher Grant application form (Attachment A).
- b) The applicant must provide a detailed narrative about their project in two pages or less, and include the following:
 1. **Objective(s)** - Describe the project's objective(s) or goal(s) for the students.
 2. **Description of Project** - Provide a one paragraph summary of the project, including the subject area and/or need being addressed, and the number of students, staff members, community members involved.
 3. **Curriculum, Activity, or Project Details** - Describe the curriculum, activity or project.
 4. **Location and Timeline** - Provide the location, and project timeline or schedule.
 5. **Budget** - Provide an itemized budget for the project, indicating any items that may be non-consumables and available for future use. List any in-kind resources or matching funds being used.
- c) Applicants must submit their application and detailed narrative to LWD via email, mail or hand-delivery by the deadline date listed on the application to the following contact information:
 1. **Email application to:** info@lwwd.org, or
 2. **Mail or drop-off application to:**
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

4. Funding Allocation

- a) LWD's budget may include up to **\$8,000** annually for the Teacher Grant Program.
- b) Individual grants shall not exceed **\$2,000** per teacher per school year.
- c) The number of grants awarded each year shall depend on the number and quality of applications received.
- d) Grant funds are subject to availability and contingent upon Board-approved appropriations.

5. Eligibility Criteria

- a) Applicants must be teachers at an elementary, middle, or high school within LWD's service area or from an educational partner organization that supports the schools located in the District's service area (e.g. Encinitas Farms). To verify if a school is within LWD's boundary, check the LWD's service map: [Services and Service Area Map | Leucadia Wastewater District](#)
- b) Proposed projects must align with one or more of the following focus areas:
 - Wastewater resource management
 - Water resource management
 - Water reuse
- c) The project must be conducted within the academic year for which the grant is awarded.
- d) Grant funds must be used for educational materials, supplies, equipment, and/or activities directly related to the project.
- e) Applications must be submitted using the official grant application form by the established deadline.
- f) Incomplete or late applications will not be considered.

6. Evaluation and Selection Process

- a) The Community Affairs Committee (CAC) shall review all submitted applications and recommend grant awards, subject to approval by the Board of Directors.

If the value of grant requests that exceed the annual budget, the CAC has the discretion to use the Evaluation Category Criteria table below to guide its selection process:

Evaluation Category	Points Available
Relevance to LWD's mission and/or vision (wastewater management, recycling wastewater and/or protection of the environment)	40
Student and community impact	30
Sustainability and potential for future use or expansion	20
Availability of matching funds or in-kind contributions	10
Total Possible Points	100

- c) Grant funds shall be disbursed to the recipient school's parent organization or foundation for the specified project.

- d) LWD reserves the right to deny funding or request modifications to a proposal.

7. Program Administration

- a) The General Manager shall oversee the administration of the Teacher Grant Program, ensuring adherence to this policy.
- b) The Community Affairs Committee shall be responsible for the review of applications and program effectiveness.
- c) Grant awards are subject to approval by the Board of Directors.
- d) LWD may update this policy as necessary to reflect program adjustments.


LEUCADIA
 WASTEWATER
 DISTRICT

 LEADERS IN
 ENVIRONMENTAL
 PROTECTION

Grant Application Form

During the 2025-2026 school year Leucadia Wastewater District (LWD) will award grants to teachers in local elementary, middle, and high schools in LWD's service area or from an educational partner organization that supports the schools located in the District's service area.

INSTRUCTIONS:

- Use this cover sheet as page one of your application.
- Include identifying information only on this cover sheet.
- In your project narrative, **do not** include your name school name, or district name to ensure impartiality during the evaluation process.

Completed applications must be emailed to info@lwwd.org or received by **Friday, November 14, 2025**. The project narrative should reflect the eligibility criteria outlined in sections 3(b) and 5 of the Teacher Grant Program. For questions, please contact Leucadia Wastewater District at **(760) 753-0155**.

IDENTIFYING INFORMATION

Teacher's name	Phone
----------------	-------

Grade	Subject
-------	---------

School name	District
-------------	----------

School address, including street, city and zip
--

Principal's name	School phone number
------------------	---------------------

Name of parent organization (i.e. PTA or school foundation)

Project title	Grant amount requested
---------------	------------------------

Teacher's signature

Please tell us how you heard about this

☐ Poster/Flyer
 ☐ Web site
 ☐ Another Educator
 ☐ Newsletter
 ☐ Other _____

MEMORANDUM

Ref: 26-9220

DATE: August 7, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Annual Review of Leucadia Wastewater District's Investment Policy

RECOMMENDATION:

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

1. Adopt Resolution No. 2434 re-delegating authority to manage LWD's investment program to the General Manager effective September 1, 2025 through August 31, 2026.
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Finance/Financial Policy Reviews/Investment Policy

This item was reviewed by the IFC at their August 6th meeting and the IFC concurred with staff to present this item for the Board's consideration.

The Board of Directors last amended Leucadia Wastewater District's (LWD) Investment Policy in August 2023.

The LWD Investment Policy establishes guidelines to ensure investments are in compliance with California governmental code. It also establishes the types of investment vehicles LWD can use, defines the target rate of return on investments, and the maximum percentages of investments in any one vehicle. Additionally, the Investment Policy and California Government Code section 53607 requires that the Board of Directors delegate authority to manage the Investment Program. In the past, this authority has been delegated to the General Manager.

The Investment Policy calls for an annual review by the Board of Directors. Staff recently reviewed the attached policy to determine if any amendments are warranted, and staff does not recommend any changes.

Proposed Resolution No. 2434 with the Investment Policy is provided for your review (Attachment 1). Staff will provide a brief overview of the attached policy at the upcoming meeting and request that the Board of Directors adopt Resolution No. 2434.

reg:PJB

Attachment

RESOLUTION NO. 2434

A RESOLUTION OF THE BOARD OF DIRECTORS
OF LEUCADIA WASTEWATER DISTRICT
RE-DELEGATING AUTHORITY TO MANAGE THE
INVESTMENT PROGRAM TO THE GENERAL MANAGER

WHEREAS, the Board of Directors of Leucadia Wastewater District (LWD) approved Resolution No. 2413 on September 18, 2024 adopting the District's Amended Investment Policy; and

WHEREAS, the Policy requires an annual review by the Board of Directors; and

WHEREAS, the Board of Directors do not desire to modify the Investment Policy; and

WHEREAS, California Government Code section 53607 requires that the Board of Directors delegate authority to manage the Investment Program on an annual basis; and

WHEREAS, the Board of Directors desire to delegate authority to manage the Investment Program to the General Manager;

NOW, THEREFORE, the Board of Directors of Leucadia Wastewater District does hereby resolve as follows:

1. Delegates the authority to invest or reinvest funds, or to sell or exchange securities so purchased, to the General Manager from September 1, 2025 through August 31, 2026.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held August 13, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rolando Saldana, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

LEUCADIA WASTEWATER DISTRICT

INVESTMENT POLICY

**LEUCADIA WASTEWATER DISTRICT
INVESTMENT POLICY**

Ref: 23-8419

1.0 Purpose

This investment policy is intended to establish guidelines for the prudent management and investment of the Leucadia Wastewater District's available funds in conformance with California Government Code requirements governing the investment of public funds. It is also intended that the Board of Directors review this policy annually.

The District shall invest public funds in a manner which will meet the objectives of this investment policy in priority order of Safety, Liquidity, and Return on Investment, while meeting the daily cash flow demands of the District.

2.0 Scope

The District's cash management system is designed to accurately monitor and forecast expenditures and revenues, enabling the District to invest funds to the fullest extent possible. All funds will be invested with the intent of maximizing Safety, Liquidity, and Return on Investment. This investment policy applies to all financial assets of the District, which are accounted for as cash and investments in the District's Annual Comprehensive Financial Report, with the exception of the following funds:

- A. The District's other post-employment benefits trust fund,
- B. Deferred compensation assets held in trust for the benefit of participating employees, and
- C. The proceeds of any debt issued by the District which are invested in accordance with provisions of the applicable debt documents.

3.0 Prudence

The District operates its pool of cash investments under the *Prudent Investor Standard*, Government Code Section 53600.3, which states:

"When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The District may invest in a variety of vehicles provided the investment is allowable under current legislation of the State of California, permitted by this policy and complies with the aforementioned Prudent Investor Standard.

4.0 Objective

As specified in California Government Code Section 53600.5, the primary objectives, in priority order, of the District's investment activities shall be:

4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing funds among independent financial institutions offering a variety of securities with independent returns.

4.2 Liquidity: The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might reasonably be anticipated. These liquid funds shall be, at a minimum, an amount equal to the Districts Operating Reserve as defined by the Districts Reserve Policy, and shall be in cash or cash equivalents.

4.3 Return on Investment: The District's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints identified in the investment policy and the cash flow characteristics of the portfolio.

5.0 Delegation of Authority

Authority to manage the District's investment program is derived from the Board of Directors. Management responsibility for the investment program is hereby delegated to the General Manager for a one-year period as permitted under California Government Code section 53607. Subject to review, the Board of Directors may renew the delegation of the authority pursuant to this section each year. The General Manager, through approval of this investment policy, has established written procedures for the operation of the investment program. No person may engage in an investment transaction except as provided under the terms of this policy and other procedures consistent with this policy that may be established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. As authorized by the Board of Directors, an SEC-registered investment advisor may be utilized to assist with the District's investment program under the direction of the General Manager. The investment advisor shall follow this investment policy and such other written instructions as are provided.

6.0 Ethics and Conflicts of Interests

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment policy and program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the General Manager any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District's portfolio. The General Manager shall make a like disclosure to the Board of Directors. Employees and officers shall

subordinate their personal investment transactions to those of the District, particularly with regard to the time of purchases and sales. All bond issue participants, including but not limited to, underwriters, bond-counsel, financial advisors, brokers and dealers will disclose any fee sharing arrangements or fee splitting to the District's General Manager prior to the execution of any transaction. See District's Conflict of Interest Code for additional disclosures and requirements.

7.0 Authorized Financial Dealers and Institutions

The General Manager shall maintain a list of financial dealers and institutions authorized for investment transactions. Direct investments made by the District in LAIF, CAMP, CLASS and the San Diego County Treasurer's Pooled Money Fund are exempt from these requirements. Before adding a financial institution to the approved list, the General Manager shall review the entity's credit worthiness, credit characteristics, and financial history. Annually, financial dealers and institutions doing business with the District shall submit their most recent report on financial condition and certified that they have read the District's Investment Policy. Securities dealers utilized by the District must be members of a federally regulated securities exchange. Public deposits shall be made only in a qualified public depository as established by state laws.

For investment transactions initiated through an investment manager, the investment manager may use their own list of approved broker/dealers and financial institutions, which it will maintain and review periodically.

8.0 Authorized and Suitable Investments

8.1 All investments shall be made in accordance with Sections 53600 *et seq.* of the Government Code of California and described within the Investment Policy. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters will take precedence. To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. The maximum maturity of individual investments shall not exceed the limits set forth below or in the California Government Code. (See authorized investment chart under section 11). Where no maturity limit is stated, no investment shall exceed a maturity of five years from the date of purchase unless the Board of Directors has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board of Directors no less than three months prior to the investment.

8.2 Permitted investments under the Investment Policy are listed below. Concentration limits are found in section 11.

U.S. Treasury Instruments. United States Treasury notes, bonds, bills or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged for payment of principal and interest. (Code section 53601(b))

Federal Agency and Instrumentality Securities. Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. (Code section 53601(f))

State of California and Local Debt. Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a

department, board, agency, or authority of the local agency. Purchases are limited to securities rated at least "A-," or equivalent, by a Nationally Recognized Statistical Rating Organization ("NRSRO"). (Code sections 53601(c) & (e))

Other 49 States Debt. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. Purchases are limited to securities rated at least "A-," or equivalent, by a Nationally Recognized Statistical Rating Organization ("NRSRO"). (Code section 53601(d))

Bonds issued by Leucadia Wastewater District. Bonds issued by the District, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the District or by a department, board, agency or authority of the District, if and in the manner which it is permitted by their governing documents. (Code section 53601(a))

Medium-Term Notes. Medium-term corporate notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to securities rated at least "A" or its equivalent by an NRSRO. (Code section 53601(k))

Bankers Acceptances. Purchases of bankers acceptances may not exceed 180 days' maturity. Purchases are limited to issuers with senior debt ratings of at least "A" or its equivalent by an NRSRO. (Code section 53601(g))

Commercial Paper. The entity that issues the commercial paper shall have met either of the following criteria: (1) The corporation shall be organized and operating within the United States, shall have total assets in excess of five hundred million dollars (\$500,000,000), and has debt other than commercial paper, if any, that the other debt is rated "A" or higher by an NRSRO; or (2) The corporation shall be organized within the United States as a special purpose corporation, trust, or limited liability company; has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond; has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO. Eligible commercial paper shall not exceed 270 days' maturity. (Code section 53601(h))

Bank Deposits. FDIC insured or collateralized bank deposits, including, without limitation, savings accounts, and market rate accounts in financial institutions located in California. No deposit of public funds shall be made except in a qualified public depository as established by state laws and the requirements of the California Government Code. Bank deposits are required to be collateralized as specified under the California Government Code Section 53630 et. seq. The General Manager may waive collateral for any portion that is covered by federal deposit insurance. The District shall have a signed agreement with any depository accepting District funds per California Government Code Section 53649. (Code sections 53630 et seq.)

Placement Service Deposits. Deposits placed through a deposit placement service in accordance with California Government Code Section 53601.8 and 53635.8. The full amount of the principal and the interest that may be accrued during the maximum term of

each deposit shall at all times be insured by federal deposit insurance. (Code section 53635.8)

Bank Certificates of Deposit - FDIC/NCUA Insured. FDIC or NCUA insured certificates of deposit issued by a nationally or state-chartered bank, a state or federal association, a state or federal credit union, or by a state license branch of a foreign bank. This category includes certificates of deposit purchased through a broker/dealer. (Code sections 53630 et seq.)

Negotiable Certificates of Deposit. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a state or federal credit union, or by a state-licensed branch of a foreign bank. Uninsured purchases are limited to institutions that have a rating of at least "A", "A-1", or its equivalent, by an NRSRO. (Code section 53601(i))

Money Market Funds. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following). The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs; or (B) retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). (Code section 53601(l))

State of California Local Agency Investment Fund (LAIF). LAIF is a special fund in the California State Treasury and an investment alternative for California's local governments and special districts created and governed pursuant to California Government Code Section 16429.1 et seq. and managed by the State Treasurer's Office. The amount invested may not exceed the current maximum amount allowed by LAIF. If the District has funds invested in LAIF, the District shall maintain on file LAIF's current investment policy and its requirements for participation, including limitations on deposits or withdrawals. (Code section 16429.1 et seq.)

California Asset Management Program (CAMP) Pool. California Asset Management Trust is a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code of the State of California. If the District has funds invested in CAMP, the District shall maintain on file CAMP's disclosure statement listing its investment policy and its requirements for participation, including limitations on deposits or withdrawals. Code section 53601(p))

California Cooperative Liquid Assets Securities System (CLASS). CLASS was created via a joint powers agreement by and among California public agencies. California CLASS provides California public agencies with a convenient method for investing in high-quality, short- to medium-term securities selected to optimize interest earnings while maximizing safety and liquidity. If the District has funds invested in CLASS, the District shall maintain on file CLASS's current investment policy and its requirements for participation including limitations on deposits or withdrawals. (Code section 53601(p))

San Diego County Treasurer's Pooled Money Fund. This is a local government investment pool managed by the San Diego County Treasurer-Tax Collector. If the District has funds invested in San Diego County Pool, the District shall maintain on file the San Diego County Treasurer's Pooled Money Fund Investment Policy and its requirements for participation, including limitations on deposits or withdrawals. (Code section 53684)

9.0 Investment Pools/Money Market Mutual Funds

Investment pools include LAIF, CAMP, CLASS, county pooled investment funds, and shares of beneficial interest (mutual_funds and money market funds), and joint powers authority pools. A thorough investigation of the pool/fund is required prior to investing, and monitoring is required on a continual basis. District staff will periodically perform due diligence analysis of the pool/fund based on a standardized questionnaire developed to address investment policy and practices. The investigation will include review of the following items: 1) Eligible investments; 2) Investment policy and/or investment objectives; 3) Interest calculation, distribution, and treatment of gains/losses; 4) Securities safeguarding and pricing and program audits; 5) Schedule of receiving statements and portfolio listings; 6) Fees; 7) Utilization of reserves/retained earnings; and 8) Eligibility for bond proceeds.

10.0 Safekeeping and Custody

Securities will be held by a third-party custodian designated by the General Manager and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the District as beneficiary. The only exception to the foregoing shall be: (i) bank deposits, (ii) placement service certificates of deposit, (iii) LAIF, CAMP, CLASS and the San Diego County Treasurer's Pool, and (iv) money market mutual funds, since these investments are not deliverable. Evidence of each of these investments will be provided monthly by these institutions and held by the District.

11.0 Diversification

The District will diversify its investments by security type, institution, and maturities to prevent incurring unreasonable or avoidable risks regarding specific security types, individual financial institutions or maturity segments.

District funds may be invested in accordance with the following table, which summarizes the allowable allocation of investments by percentage of total funds invested. Percentage holding limits listed below apply at the time the security is purchased. No more than 5% of the total portfolio is to be invested in securities of any single issuer, excluding US Treasuries, Federal Agencies, Bank Deposits, Money Market Funds, and Pools.

Allowable Allocation of Investments

Authorized Investment	Govt. Code	Max %	Max Maturity
US Treasury Instruments	53601(b)	100%	5 years*
Federal Agency and Instrumentality Securities	53601(f)	75%	5 years*
State of California and Local Debt	53601(c)&(e)	10%	5 years*
Other 49 States Debt	53601(d)	5%	5 years*
Bonds Issued by Leucadia Wastewater District	53601(a)	10%	5 years*
Medium-Term Corporate Notes	53601(k)	25%	5 years
Bankers Acceptances	53601(g)	10%	180 days
Commercial Paper	53601(h)	10%	270 days
Bank Deposits	53630 et seq.	30%	5 years*
Placement Service Deposits	53635.8	20%	5 years*
Bank Certificates of Deposit – Insured	53630 et seq.	30%	5 years*
Negotiable Certificates of Deposit - Uninsured	53601(i)	10%	5 years*
Money Market Funds	53601(l)	20%	n/a
State of California Local Agency Investment Pool (LAIF)	16429.1 et seq.	75%	n/a
California Asset Management Program (CAMP)	53601(p)	75%	n/a
California Cooperative Liquid Assets Securities System	53601(p)	75%	n/a
San Diego County Treasurer's Pooled Money Fund (SD Pool)	53684	75%	n/a

* This investment may exceed a maturity of five years if approved by the Board of Directors prior to investment (See 8.1)

12.0 Internal Control

The General Manager has established a system of internal controls to ensure compliance with the Investment Policy of the District and the California Government Code. The internal control procedures include, but are not limited to, segregation of duties in the different phases of an investment transaction, monthly reconciliation of the investment report to the general ledger, and annual policy compliance reviews. An independent audit is conducted by the District's external auditors, which includes a compliance review of the District's investment activities to the District's policy, the California Government Code, and Government Accounting Standard Board (GASB) requirements regarding investment disclosures.

13.0 Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The District's investment strategy is passive. Given this strategy, the General Manager has selected LAIF as the benchmark to determine whether market yields are being achieved. The General Manager shall review the selected benchmark on an annual basis.

14.0 Reporting

The General Manager shall submit to each member of the Board of Directors, on a monthly basis, an investment summary, describing the types of investment transactions, investments held by category, original costs, and average rates of return in accordance with Government Code Section 53607. In addition, the General Manager shall prepare a quarterly investment report in accordance

with Government Code Section 53646 (b) (1). The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, interest rates, par values, cost and the current market values of each component of the portfolio. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy, and (2) the District will meet its expenditure obligations for the next six months, or provide an explanation as to why money shall, or may, not be available. The General Manager shall maintain a complete and timely record of all investment transactions.

15.0 Review of Investment Portfolio and Credit Rating Changes

The securities held by the District must be in compliance with Section 8.0 Authorized and Suitable investments at the time of purchase. Because some securities may not comply with Section 8.0 subsequent to the date of purchase, the General Manager shall at least monthly review the portfolio to identify those securities that do not comply. In the event a major and critical incidence of noncompliance with this policy is identified through the review of the portfolio, the General Manager shall notify the Board of the change. The course of action to be followed will then be decided on a case-by-case basis, considering such factors as the reason for the rate drop, prognosis for recovery or further rate drops, and the market price of the security.

16.0 Investment Policy Adoption

The District's Investment Policy, and any modifications to the policy, shall be adopted by resolution of the Board of Directors. The policy shall be reviewed annually by the Investment and Finance Committee and the Board of Directors. The Board of Directors must approve any modifications made thereto.

17.0 Glossary of Terms

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together and receives a commission for services rendered.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a Certificate. Negotiable Certificates of Deposit are usually large denomination CDs that can be transferred, sold, bought, or exchanged in the secondary market.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR): The official annual report of the (entity). It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for its own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value (e.g., U.S. Treasury Bills.)

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

DURATION: A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., savings & loans, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per entity.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 11 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to provide liquidity to the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and numerous commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FHA mortgages. The term "pass-throughs" is often used to describe Ginnie Mae.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and a reasonable size transaction can be executed at those quotes.

LOCAL AGENCY INVESTMENT FUND (LAIF): The Local Agency Investment Fund is a voluntary investment alternative for California's local governments and special districts authorized by the California Government Code. The LAIF is managed by the State Treasurer's Office with oversight by the Local Agency Investment Advisory Board. All securities in LAIF are purchased under the authority of Government Code Sections 16430 and 16480.8.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

NATIONAL CREDIT UNION ADMINISTRATION (NCUA): A federal agency that insures credit union deposits, currently up to \$250,000 per entity.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are one of the Federal Reserve's most important and most flexible monetary policy tools.

PLACEMENT SERVICE DEPOSITS: Deposits at a commercial bank, savings bank, savings and loan association, or credit union that uses a private sector entity that assists in the placement of deposits.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15(C)3-1: See Uniform Net Capital Rule.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.



San Diego Chapter

California Special Districts Association

August 1, 2025

To: San Diego Chapter CSDA Member Agencies
From: Jose Martinez, San Diego Chapter President
Subject: San Diego Chapter CSDA Quarterly Dinner Meeting
Date: **Thursday, August 21, 2025**
Time: **5:45 pm to 9:00 pm** (Dinner served at 6:45 pm)
Location: **The Butcher Shop Steakhouse – Kearny Mesa**
5255 Kearny Villa Road, San Diego – (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Board of Directors:

President
Jose Martinez
Otay Water District

First Vice-President
Rachel Mason
Fallbrook Regional Health
District

Second Vice-President
Elaine Sullivan
Leucadia Wastewater
District

Treasurer
Richard Stevenson
Sweetwater Authority

Secretary
Paulina Martinez-Perez
Sweetwater Authority

Past President
Jack Bebee
Fallbrook Public Utility
District

State CSDA Director
Jo MacKenzie
Vista Irrigation District

Join us for a dynamic, interactive, and educational evening
as SD Chapter CSDA presents:

“Where’d You Get that Data?”

Christopher O'Malley, MPH, CPH
Chief of the Community Health Statistics Unit
for the County of San Diego, Health & Human Services Agency,
Public Health Services Department
(*Speaker bio on page 4*)

\$80 per person (\$90 non-member/public)

Dinner Menu Selections:

Flatiron Steak

with Port Wine Demi, Buttermilk Chive Mashed Yukon Golds,
Seasonal Vegetables

Grilled Tofino River Salmon

with Saffron Cream Sauce, Parmesan Risotto, Seasonable Vegetables

Fettuccini Alfredo

Registration deadline is: Thursday, August 14, 2025

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please contact Jenny Diaz, Chapter Administrator, at (619) 670-2296 or jenny.diaz@otaywater.gov; or Rich Stevenson at (619) 409-6711 or rstevenson@sweetwater.org.

San Diego Chapter CSDA Dinner Meeting Registration Form
Thursday, August 21, 2025

The Butcher Shop Steakhouse
5:45 PM – 6:45 PM Hosted Social Hour* | 6:45 PM Dinner/Program

*Hosted by Energy Systems Group



Agency: _____ Contact Name: _____

Phone Number: _____ Email: _____

Make reservations as follows; please check dinner choice and print clearly.

Dinner Menu Selections:

1. Flatiron Steak 2. Grilled Salmon 3. Fettuccini Alfredo

	Entrée Selection	1	2	3
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/Title: _____	Choice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosed is our check for _____ reservation(s) at \$80.00 each = \$ _____

Non-member _____ reservation(s) at \$90.00 each = \$ _____

Please email completed RSVP form to Jenny Diaz: jd@otaywater.gov.

Credit Card: Please [click here](#) to pay online.

Checks: Make payable to San Diego Chapter CSDA.

Payable at the door or mail/drop off checks to: Attn: Rich Stevenson
Sweetwater Authority, 505 Garrett Avenue, Chula Vista, CA 91910

RSVP's must be received no later than Thursday, August 14, 2025.

Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.

Directions: The Butcher Shop Steakhouse – Kearny Mesa

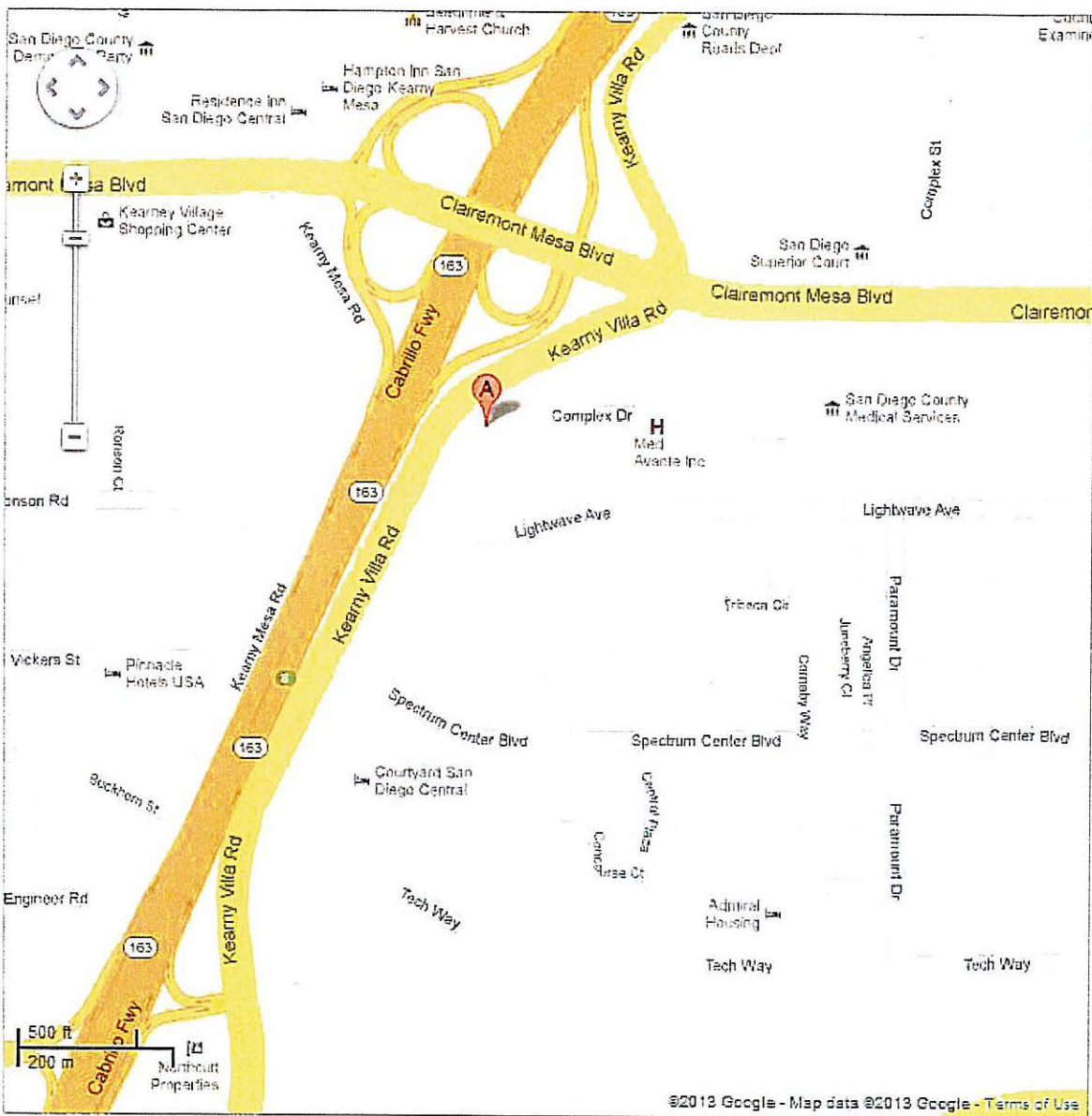
5255 Kearny Villa Road, San Diego - (858) 565-2272

<http://www.butchershopsd.signonsandiego.com>

Located just off HWY 163 & Clairemont Mesa Blvd.

From South: Take 163 North to Clairemont Mesa Blvd East. Take the first two rights. We are on the left side of the street.

From North: Take 163 South to Clairemont Mesa Blvd East. Cross the 163 overpass and take the first right. Once again we are on the left side of the street.





Christopher O'Malley, MPH, CPH, is the Chief of the Community Health Statistics Unit (CHSU) for the County of San Diego, Health & Human Services Agency (HHS), Public Health Services (PHS) Department.

Additionally, Chris is a second-year student in the Doctor of Public Health program at San Diego State University. Chris previously served as an Epidemiologist with the County of San Diego for six years. Before joining the County, Chris worked as a researcher at the Naval Health Research Center (NHRC), initially on the Millennium Cohort Family Study and later with the Department of Defense HIV/AIDS Prevention Program (DHAPP) and the U.S. Military HIV Research Program. Chris is also a United States Navy veteran, having served honorably for over eight years.

Directors' Meetings

Presented by Directors Saldana, Sullivan, and Roesink

Conference

2025 CASA Annual Conference

Dates and Location

July 30 – August 1, 2025

Marriott Marquis

San Diego, CA

List of Attendees

President Saldana

Director Sullivan

Director Roesink

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