



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, October 14, 2026

TIME: 5:00 p.m.

PLACE: Leucadia Wastewater District, 1960 La Costa Avenue, Carlsbad, CA 92009

[Link to Meeting](#)

[Meeting ID: 210 242 476 788 950](#)

[Passcode: B6KA25RV](#)

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

Teleconference with Director Roesink at the following location:
7509 Solano Street
Carlsbad, CA 92009

2. Roll Call

3. Pledge of Allegiance

4. General Public Comment Period

5. Approval of Agenda

6. Presentation and Awards

Achievement of Individual Award – 15 Year Service Award for Gabriel Mendez (Page 6)

CONSENT CALENDAR

Items 7-12 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member

of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

September 9, 2026 Regular Board Meeting (Pages 7-12)

October 5, 2026 Community Affairs Committee Meeting (Page 13)

October 7, 2026 Engineering Committee Meeting (Pages 14-15)

8. Approval of Demands for September and October 2026

This item provides for Board of Directors approval of all demands paid from LWD during a portion of September and a portion of October 2026. (Pages 16-23)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY26 to FY27, flows by sub-basin, and staff training. (Pages 24-30)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY27 budget and discloses monthly investments. (Pages 31-38)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of August/September 2026. (Pages 39-40)

12. Status Update on the Fiscal Year 2027 (FY27) LWD Tactics and Action Plan (Pages 41-46)

EWA REPORTS

13. Encina Wastewater Authority Reports

An Encina Member Agency Manager's (MAM) Meeting was held on October 6, 2026. (Verbal)

COMMITTEE REPORTS

14. Committee Reports

A. A Community Affairs Committee meeting was held on October 5, 2026. (Page 47)

B. An Engineering Committee meeting was held on October 7, 2026. (Page 48)

ACTION ITEMS

15. Update of the District's Hazard Preparedness and Mitigation Plan

Receive and file the 2026 Update of the Hazard Preparedness and Mitigation Plan completed by Titan Engineering & Consulting, LLC. (Pages 49-53)

16. Adoption of Resolution 2446 - Electronic Device and Artificial Intelligence (AI) Policy (Pages 54-75)

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

None.

18. Directors' Meetings and Conference Reports

None.

19. General Manager's Report

20. General Counsel's Report

21. Board of Directors' Comments

22. Closed Session

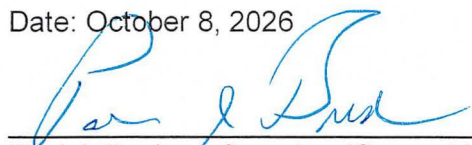
Conference with Legal - Exposure to Litigation pursuant to California Government Code Sec. 54956.9(d)(2).

23. 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: October 8, 2026



Paul J. Bushee, Secretary/General Manager

Board of Directors' Code of Conduct

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

Role of Staff

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

MEMORANDUM

DATE: October 8, 2026
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Achievement of Individual Award**



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

15 Year Service Award – Gabriel Mendez

Field Services Technician III, Gabriel Mendez (Gabe), passed his 15th anniversary of employment at LWD on September 12, 2026. This milestone is a tribute Gabe's hard work, dedication, and commitment to LWD. Gabe's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Gabe is eligible for an incentive award of \$400.

Please join me in congratulating Gabe for his outstanding accomplishment.

tb:PJB

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

September 9, 2026

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, September 9, 2026 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

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

3. Pledge of Allegiance

Director Saldana led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

None.

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

Minutes of the following meetings:

August 12, 2026 Regular Board Meeting

September 2, 2026 Engineering Committee Meeting

September 2, 2026 Finance and Personnel Committee Meeting

September 3, 2026 Community Affairs Committee Meeting

8. Approval of Demands August/September 2026

Payroll Checks numbered 260812-1 – 260902-19; General Checking Checks numbered 28635 - 28730

9. Operations Report (A copy was included in the original September 9, 2026 Agenda)

10. Finance Report (A copy was included in the original September 9, 2026 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of August 2026.

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

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

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A regular EWA Board Meeting was held on August 26, 2026.

GM Bushee reported on the EWA Board Meeting.

13. Committee Reports

A. An Engineering Committee (EC) Meeting was held September 2, 2026.

Director Roesink reported that the EC reviewed a recommendation to authorize the General Manager to execute an agreement with Corpro Companies, Inc. for the construction of the Leucadia Pump Station (L1/L2) and Batiquitos Pump Station (B3) Force Mains Anode Replacement Projects in an amount not to exceed \$278,700.00 as the lowest responsive and responsible bidder.

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

The EC also received updates on the Diana Pump Station Upgrade Project and the Batiquitos Pump Station (B3) Force Main Condition Assessment. These items were for informational purposes only and no action was taken.

B. A Finance and Personnel Committee (FPC) meeting was held on September 2, 2026.

Director Roesink reported that the FPC reviewed and discussed the Legal Services request for proposal (RFP) process. He noted that the FPC discussed the following:

- The draft Request for Proposal;
- The advertising strategy; and
- The timeline and steps leading to selecting future legal counsel

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

C. A Community Affairs Committee (CAC) meeting was held on September 1, 2026.

Vice President Pacilio reported that the CAC reviewed and commented on the draft text of the 2026 Fall newsletter. The CAC suggested some minor edits and staff stated they would make the changes.

The CAC selected article A, "Exploring Careers in Water: 2026 Water Career Day" as the Lead Article. The CAC also selected option #2, "LWD has been recycling water for more than 60 years", for the Did You Know article.

Following discussion, the CAC authorized staff and RTP to proceed with the minor wording edits and the draft layout of the newsletter.

ACTION ITEMS

14. Leucadia Pump Station (L1/L2) and Batiquitos Pump Station (B3) Force Mains Anode Replacement Projects - Award of Construction Contract

CPM Riffel presented the item and provided a brief project background noting that this item is a Fiscal Year 2027 tactical goal.

CPM Riffel explained how cathodic protection prevents underground metal pipes from rusting and failing. He stated that the project was initially advertised for bids in August 2025, but the District received only two bids, both of which came in significantly higher than expected. As a result, the District rejected both bids and determined the project could not be modified without compromising system protection. CPM Riffel noted that staff incorporated a separate recommendation from RF Yeager to include an additional Cathodic Test Station (CTS) location and subsequently secured supplemental funding in the FY27 Capital Budget to cover the updated cost projections.

CPM Riffel stated that in July 2026, staff re-advertised the project for bids and the District received three bids by the August 11th deadline. Corrpro Companies, Inc. (Corrpro) submitted the lowest responsive bid at \$278.7k, which was \$141k less than the total budgeted amount of \$420k. CPM Riffel noted Corrpro's bid was \$60k lower than the last bid received even though there was an additional CTS location added to the project.

CPM Riffel continued that District staff reviewed Corrpro's bid and determined Corrpro to be responsive to the bid requirements and recommended that the contract be awarded to Corrpro.

Director Roesink stated that staff did an excellent job rebidding the project and commended staff for their work.

Vice President Pacilio asked why the current bids were lower when the scope of work included an extra location. CPM Riffel stated the lower pricing was due to current construction workload,

cost of materials, and general economic activity. He also noted that the District stopped advertising the engineer's estimate. GM Bushee added that two multi-billion dollar projects in San Diego are winding down and contractors are looking for new projects.

Director Saldana asked if the District had any prior experience with Corpro Companies, Inc. CPM Riffel stated that the District has not worked with them before but when he verified their three references everything regarding Corpro came back positive.

Director Saldana asked how long does a pipe protected by anodes last. DE Wilson answered that theoretically it is infinite as long as the anode is in place and functioning well.

Upon a motion duly made by Director Sullivan, seconded by Director Roesink and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Corpro Companies, Inc. for the construction of the Leucadia Pump Station (L1/L2) and Batiquitos Pump Station (B3) Force Mains Anode Replacement Projects in an amount not to exceed \$278,700.00 as the lowest responsive and responsible bidder by the following vote:

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

15. Review and discuss the Legal Services request for proposal (RFP) process.

DFA Green presented the item and provided background. He stated that The Leucadia Wastewater District (LWD) has used Worden Williams, LLP since June 10, 1982 to provide legal advice and Wayne Brechtel has served as LWD's General Counsel since 2004. He stated that Worden Williams and General Counsel Brechtel have provided excellent service to the District over the past 44 years and that General Counsel Brechtel intends to retire at the end of 2026.

DFA Green reviewed the following items needed to procure legal services:

- Review team;
- Timeline;
- Legal services RFP;
- List of legal firms whom LWD could send the RFP directly to; and
- Advertisement of the RFP

Director Sullivan thanked GC Brechtel for being part of the RFP process.

Vice President Pacilio thanked staff for a thorough explanation of the RFP process and for drafting the RFP. Vice President Pacilio also thanked GC Brechtel for his years of service to the District.

Directors Brown and Saldana asked questions regarding the RFP process and GM Bushee and GC Brechtel answered their questions.

Following discussion, upon a motion duly made by Vice President Pacilio, seconded by Director Saldana, and unanimously carried, the Board of Directors authorized staff to proceed with the legal services request for proposal (RFP) process by the following vote:

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

INFORMATION ITEMS

16. Project Status Updates and Other Informational Reports

Flu Shot Clinic is scheduled for Thursday, September 10, 2026.

EA Baity announced the date and time of the Flu Shot Clinic.

17. Directors' Meetings and Conference Reports

A. The CSDA Quarterly Dinner was held August 20, 2026 at The Butcher Shop Steakhouse in Kearny Mesa.

Director Sullivan reported that it was a good meeting with a lot of new attendees.

B. The 2026 CSDA Annual Conference was held August 24 - 27, 2026 in Palm Desert, CA.

Director Sullivan reported it was the best CSDA Conference ever. She stated that the speakers were out of this world and the conference was well organized and in a great location.

Vice President Pacilio stated he enjoyed learning about the Contra Costa Water District Internship Program. He agreed with Director Sullivan that the speakers were excellent and he stated that he learned a lot about special districts.

Director Saldana stated that the CSDA topics and speakers had a lot of information pertinent to what LWD does and he noted that the keynote speakers were well versed in the topics they were speaking about. He stated that he enjoyed the presentations on the 'alignment of purpose' and "thinking inside the box."

18. General Manager's Report

GM Bushee provided updates on the following:

- The 3rd Annual Water Career Day is scheduled for October 8, 2026 at San Elijo JPA; and
- The La Costa Pump Station Replacement Project.

Director Roesink asked when the Smartball will be dropped into the Batiquitos Pump Station (B3) Force Main. CPM Riffel answered Tuesday, September 15th.

Director Sullivan asked what are the student arrival times for the Water Career Day. DFA Green answered 8:30 a.m. for the high school students and 12:30 p.m. for the junior college students.

19. General Counsel's Report

None.

20. Board of Directors' Comments

None.

21. Adjournment

President Brown adjourned the meeting at approximately 6:03 p.m.

Matthew Brown, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 October 5, 2026

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Monday, October 5, 2026 at 12:30 p.m.

1. Call to Order

Chairperson Pacilio called the meeting to order at 12:31 p.m.

2. Roll Call

DIRECTORS PRESENT: Brown (via Teams) 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, Neal Bloom from Rising Tide Partners (RTP)

3. Public Comment

No public comment was received.

4. Fall 2026 Newsletter Draft Layout Review

The CAC and staff reviewed the newsletter draft layout. The CAC suggested some edits. Staff stated that they would make the changes.

Following discussion, the CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

5. Information Items

None.

6.. Directors' Comments

None.

7. General Manager's Comments

GM Bushee stated that the third annual Water Career Day is this Thursday, October 8th. He also noted that he will be on vacation for the last two weeks of October and he will email the Board so they are aware.

8. Adjournment

Chairperson Pacilio adjourned the meeting at 12:58 p.m.

Paul J. Bushee
 Secretary/Manager
 (Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 October 7, 2026

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Wednesday, October 7, 2026 at 3:45 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Brown called the meeting to order at 3:45 p.m.

2. Roll Call

DIRECTORS PRESENT: Brown; Roesink (via Teams)

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Field Services Superintendent Marvin Gonzalez, Field Services Supervisor Mauricio Avalos; Field Services Supervisor Rick Easton; Kathleen Noel of Dexter Wilson Engineering; Capital Project Manager Ian Riffel; and Kristin Norton of Titan Engineering & Consulting, LLC (via Teams)

3. Public Comment

None.

4. Update of the District's Hazard Preparedness and Mitigation Plan

Receive and file the 2026 Update of the Hazard Preparedness and Mitigation Plan completed by Titan Engineering & Consulting, LLC.

CPM Riffel and Ms. Kristin Norton from Titan Engineering and Consulting, LLC presented this item to the EC. CPM Riffel stated this item is a FY27 tactical goal and provided a brief project background. He then introduced Ms. Norton to present the Hazard Preparedness & Mitigation Plan (HMP) results.

Ms. Norton reviewed the overall plan goals and objectives, the plan update process, identified hazards, and hazard profiles for each pump station.

Ms. Norton then reviewed the vulnerability assessment pertaining to direct damage, loss of function, and environmental impact on LWD's infrastructure. She further reviewed the mitigation and preparedness strategies for the identified vulnerabilities.

Director Roesink asked whether the report accounts for pump station downtime caused by power outages during a natural hazard. Staff responded that while the report identifies facilities located in hazard zones, the majority of District pump stations are equipped with emergency generators for power outages. Chairperson Brown asked if the Diana Pump Station was affected by flooding along Highway 101. Staff answered that it was not, noting instead that the Diana Pump Station was primarily impacted by power outages as well as infiltration and inflow during wet weather occurrences.

In conclusion, Ms. Norton stated that the mitigation and preparedness strategies have been identified into mitigation recommendations.

Following discussion, the EC concurred with staff to forward this recommendation to the Board.

5. Information Items

CPM Riffel provided an update on the Diana Pump Station Upgrade Project. The EC asked several questions regarding the projects and staff answered their questions.

GM Bushee provided an update on the La Costa Pump Station Replacement Project. The EC asked several questions regarding the projects and staff answered their questions.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Brown adjourned the meeting at approximately 4:38 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
October 14, 2026

Disbursement Period September 10th, 2026 through October 5th, 2026

PAYROLL PAYMENTS	\$	128,674.15
PAYROLL EXPENSE REIMBURSEMENTS	\$	1,559.39
GENERAL CHECKS		
Operating	\$	175,915.55
Capital	\$	67,704.87
TOTAL GENERAL CHECKS	\$	243,620.42
VOIDED CHECK		
28554	\$	(9,000.00)
26401	\$	(30.83)
26157	\$	(27.27)
28434	\$	(296.69)
28446	\$	(432.35)
ELECTRONIC PAYMENTS		
Operating	\$	543,701.37
Capital	\$	1,113,258.00
TOTAL ELECTRONIC PAYMENTS	\$	1,656,959.37
TOTAL DEMANDS	\$	2,030,057.02

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
October 14, 2026**

Disbursement Period September 10th, 2026 through October 5th, 2026

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll	9/16/2026	260916-1 260916-19	\$ 64,088.50
Board Payroll	9/30/2026	260930-1 260930-5	\$ 1,789.48
Biweekly Payroll	9/30/2026	260930-1 260930-19	\$ 62,796.17

TOTAL PAYROLL CHECKS	\$ 128,674.15
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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - Columbia General Checking Account
From 9/10/2026 Through 10/5/2026

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
28731	9/10/2026	AIRGAS USA LLC	2,550.43	Liquid Oxygen 08/25/26
28732	9/10/2026	Brightview Landscape Services Inc	1,120.00	Landscape Maintenance Services @ Admin - September 2026
28733	9/10/2026	CITY OF CARLSBAD	390.20	Water for Vactor 1
	9/10/2026	CITY OF CARLSBAD	390.20	Water for Vactor 2
28734	9/10/2026	COLLICUTT ENERGY SERVICES INC	4,697.82	VP5 Generator Radiator Replacement
28735	9/10/2026	DATA NET SOLUTIONS GROUP	482.50	Routine Network Maintenance-August 2026
	9/10/2026	DATA NET SOLUTIONS GROUP	1,215.00	Sharepoint Migration
	9/10/2026	DATA NET SOLUTIONS GROUP	23.95	Shipping on Tablet
	9/10/2026	DATA NET SOLUTIONS GROUP	99.00	Windows 11 Upgrade RE
28736	9/10/2026	EVERON LLC	179.85	Security Services 09/17-10/16/26
28737	9/10/2026	FEDERAL EXPRESS CORPORATION	36.09	Shipping 08/25/26
28738	9/10/2026	GRAINGER, INC	1,250.74	Electric Drum Pump
	9/10/2026	GRAINGER, INC	165.32	Fuel Filter
	9/10/2026	GRAINGER, INC	605.94	Fuel nozzle, hose, filter head, strainer
	9/10/2026	GRAINGER, INC	125.75	UPS Battery
28739	9/10/2026	KEN GRODY FORD	126.25	Oil Change CCTV Truck Vehicle #173
	9/10/2026	KEN GRODY FORD	450.00	Vehicle # 161 BIT Inspection & Brake Light Issue
	9/10/2026	KEN GRODY FORD	998.58	Vehicle #171 Oil Change, Fuel Filters, Wiper Blades
28740	9/10/2026	McMASTER-CARR	96.20	Pipe fittings, wall steel pipes
	9/10/2026	McMASTER-CARR	122.82	Strainers
28741	9/10/2026	MITSUBISHI ELECTRIC US INC - MEU...	402.86	Elevator Maintenance - September 2026
28742	9/10/2026	NAPA AUTO	349.37	Battery & WD40
28743	9/10/2026	OLIVENHAIN MUNICIPAL WATER DIS...	90.58	Recycled Water @ Traveling
	9/10/2026	OLIVENHAIN MUNICIPAL WATER DIS...	65.49	Water @ Encinitas Estates PS
	9/10/2026	OLIVENHAIN MUNICIPAL WATER DIS...	838.35	Water @ Traveling
	9/10/2026	OLIVENHAIN MUNICIPAL WATER DIS...	702.92	Water @ Traveling 2
	9/10/2026	OLIVENHAIN MUNICIPAL WATER DIS...	65.49	Water @ VP7
28744	9/10/2026	PACIFIC RIM MECHANICAL	358.00	Quarterly HVAC Services-AWT
	9/10/2026	PACIFIC RIM MECHANICAL	729.00	Quarterly HVAC Services-BPS
	9/10/2026	PACIFIC RIM MECHANICAL	198.00	Quarterly HVAC Services-EEPS
	9/10/2026	PACIFIC RIM MECHANICAL	726.00	Quarterly HVAC Services-LPS
	9/10/2026	PACIFIC RIM MECHANICAL	3,110.00	Quarterly HVAC Services-LWD Admin
28745	9/10/2026	PARADA PAINTING, INC	9,000.00	LPS & BPS Surge Tank Epoxy Repairs
28746	9/10/2026	PRUDENTIAL OVERALL SUPPLY	215.54	Weekly Uniform/Laundry Service 09/08/26
28747	9/10/2026	ROCKWELL CONSTRUCTION SERVICE...	1,295.00	Inspection Services-Diana Pump Station Upgrade
28748	9/10/2026	SAN DIEGUITO WATER DISTRICT	544.81	Water @ BPS
	9/10/2026	SAN DIEGUITO WATER DISTRICT	19.22	Water @ Tanker 1
	9/10/2026	SAN DIEGUITO WATER DISTRICT	9.61	Water @ Tanker 2
28749	9/10/2026	SOUTHERN CONTRACTING COMPANY	680.00	Disconnect pump#1 wiring inside vault
	9/10/2026	SOUTHERN CONTRACTING COMPANY	1,647.00	SDG&E Outage-Pump#1 Contactor Failure-replaced contactor
28750	9/10/2026	STRAIGHTEDGE FIRE PROTECTION S...	225.00	Quarterly Sprinkler Inspection
28751	9/10/2026	TERMINIX PROCESSING CENTER	121.00	Pest Control 08/04/26
28752	9/10/2026	THE HOME DEPOT CRC/GECF	21.53	Extreme Mounting Tape
	9/10/2026	THE HOME DEPOT CRC/GECF	198.99	Hose, Cable Ties, Twist Nozzles, Anchor Shackles, Quick Link

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - Columbia General Checking Account
From 9/10/2026 Through 10/5/2026

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	9/10/2026	THE HOME DEPOT CRC/GECF	26.84	Sealant &Fast Set
28753	9/10/2026	VORTEX DOORS LLC	771.50	Gate Maintenance
28754	9/10/2026	WILLIAMS LLP	1,950.00	Legal Services-August 2026
28755	9/17/2026	AIRGAS USA LLC	800.00	Tank Rental-September 2026
28756	9/17/2026	AT&T	669.30	Internet Services 09/07/26-10/06/26
	9/17/2026	AT&T	217.18	Phone Service-BPS 08/10/26-09/09/26
28757	9/17/2026	CHARLES ULMER DBA: CHUCKS TIRE ...	1,105.29	New Tire Vactor #179
28758	9/17/2026	CORODATA RECORDS MANAGEMENT ...	119.10	File Storage - August 2026
28759	9/17/2026	COUNTY OF SAN DIEGO	622.00	Facility Permit Fee-VP5 PS October 2026-2027
28760	9/17/2026	C W E A	259.00	CWEA Membership Renewal-FY2027-M Avalos
	9/17/2026	C W E A	259.00	CWEA Membership Renewal-FY2027-M Gonzalez
28761	9/17/2026	DATA NET SOLUTIONS GROUP	1,920.00	Watchguard M290 &T80 Renewal
28762	9/17/2026	DEXTER WILSON ENGINEERING	1,387.50	FY27 SSMP Audit
28763	9/17/2026	EWING IRRIGATION PRODUCTS	50.96	Rotor & Bushing
28764	9/17/2026	FEDERAL EXPRESS CORPORATION	24.32	Shipping 09/01/26
28765	9/17/2026	INSOURCE SOFTWARE SOLUTIONS INC	1,025.00	Topview Software Support
28766	9/17/2026	KEN GRODY FORD	234.00	Oil Change Vehicle #164
28767	9/17/2026	MAVTECK	3,600.00	Construction Management Diana Pump Station Upgrade
28768	9/17/2026	MISSION SQUARE	8,308.87	Deferred Comp for PPE 09/16/26
28769	9/17/2026	NAPA AUTO	108.72	Diesel Exhaust Fluid
28770	9/17/2026	PACIFIC PIPELINE SUPPLY	239.19	Gaskets
28771	9/17/2026	POLYDYNE INC	18,438.18	Full Bulk Poly Alum
28772	9/17/2026	PRUDENTIAL OVERALL SUPPLY	195.08	Weekly Uniform/Laundry Service 09/15/26
28773	9/17/2026	SAN DIEGO GAS & ELECTRIC	115.00	Additional Work Diana PS
28774	9/17/2026	I2B NETWORKS INC DBA SPACELINK	160.00	Live Webcam Streaming Services-Webcam BPS 09/14-10/13/26
28775	9/17/2026	TERMINIX PROCESSING CENTER	97.54	Pest Control 09/02/26
28776	9/17/2026	U.S. BANK	8,710.47	Cal Card Purchase on Statement Dated 08/24/26
28777	9/17/2026	LOS ANGELES TRUCK CENTERS LLC	956.20	Vehicle #161 Fuel & Oil Change
28778	9/24/2026	ADS CORP DBA ADS ENVIRONMENTA...	5,034.00	Flow Metering / Data Analysis Sept 2026
	9/24/2026	ADS CORP DBA ADS ENVIRONMENTA...	1,645.00	Meter Maintenance / Data Delivery (ECHO) Sept 2026
28779	9/24/2026	AIRGAS USA LLC	2,574.72	Liquid Oxygen 09/09/26
28780	9/24/2026	B&K VALVES & EQUIPMENT INC	597.43	Val-Matic Repair Kit
28781	9/24/2026	BAJA POOL AND SPA SERVICE	190.00	Water Fountain Weekly Maintenance - October 2026
28782	9/24/2026	BIG BEAR INDUSTRIAL LLC	456.86	Pole Roller
28783	9/24/2026	Brightview Landscape Services Inc	397.00	Vegitation Cleanup (Line Maintenance) - September 2026
28784	9/24/2026	CPM PIPELINES	46,470.00	Condition Assessment-B3 Force Main
28785	9/24/2026	C W E A	259.00	CWEA Membership Renewal-FY2027-H Gonzalez
28786	9/24/2026	EWING IRRIGATION PRODUCTS	50.96	Rotor & Bushing
28787	9/24/2026	FEDERAL EXPRESS CORPORATION	34.53	Shipping 09/14/26
28788	9/24/2026	GRAINGER, INC	6.21	Engine Oil
	9/24/2026	GRAINGER, INC	54.40	Hose Bibb

Leucadia Wastewater District

Check/Voucher Register - Demand Summary for Board

1001 - Columbia General Checking Account

From 9/10/2026 Through 10/5/2026

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	9/24/2026	GRAINGER, INC	15.60	Piston Handpump
28789	9/24/2026	HAAKER EQUIPMENT CO	123.11	Screw & Wedge Lock Washer
28790	9/24/2026	KONECRANES, INC	729.87	LPS Quarterly Crane Inspections for September 2026
28791	9/24/2026	MORRIS MECHANICAL	599.51	Air Compressor Maintenance
28792	9/24/2026	OLIVENHAIN MUNICIPAL WATER DIS...	106.98	Water @ Rancho Verde PS
	9/24/2026	OLIVENHAIN MUNICIPAL WATER DIS...	65.49	Water @ VP5 PS
28793	9/24/2026	PACIFIC PIPELINE SUPPLY	209.62	Gasket
28794	9/24/2026	PRUDENTIAL OVERALL SUPPLY	173.10	Weekly Uniform/Laundry Service 09/22/26
28795	9/24/2026	Quench USA Inc	169.16	Office Drinking Water 09/19/26-10/18/26
28796	9/24/2026	SAN DIEGO GAS & ELECTRIC	5,082.28	Electric @ Admin
	9/24/2026	SAN DIEGO GAS & ELECTRIC	156.42	Electric @ Avocado PS
	9/24/2026	SAN DIEGO GAS & ELECTRIC	2,548.33	Electric @ AWT
	9/24/2026	SAN DIEGO GAS & ELECTRIC	17,983.26	Electric @ BPS
	9/24/2026	SAN DIEGO GAS & ELECTRIC	1,278.30	Electric @ La Costa PS
	9/24/2026	SAN DIEGO GAS & ELECTRIC	15,925.26	Electric @ LPS
	9/24/2026	SAN DIEGO GAS & ELECTRIC	243.99	Electric @ RV PS
	9/24/2026	SAN DIEGO GAS & ELECTRIC	1,048.34	Electric @ Saxony PS
	9/24/2026	SAN DIEGO GAS & ELECTRIC	472.07	Electric @ VP5 PS
	9/24/2026	SAN DIEGO GAS & ELECTRIC	315.88	Electric @ VP7 PS
	9/24/2026	SAN DIEGO GAS & ELECTRIC	1,375.00	Electric/Gas @ E Estates PS
	9/24/2026	SAN DIEGO GAS & ELECTRIC	10.00	Gas @ Admin
28797	9/24/2026	STATE OF CALIFORNIA	1,200.00	Hold Funds Payment on Order 26230000000004976
28798	10/1/2026	Atlas Technical Consultants LLC	1,174.75	Geotechnical Engineering Services Diana Pump Station Upgrade
28799	10/1/2026	AT&T	184.83	Phone Service - Elevator 08/25/26-09/24/26
28800	10/1/2026	BRIDGESTONE HOSEPOWER LLC	486.32	Built Hose to Spec Vactor #170
28801	10/1/2026	CARBON ACTIVATED CORP	18,670.00	Batiquitos Carbon Change Out
28802	10/1/2026	AWSS INC	3,157.92	Vehicle Fuels 08/31/26-09/17/26
28803	10/1/2026	CITY OF CARLSBAD	356.49	Water @ 1900 La Costa Ave
	10/1/2026	CITY OF CARLSBAD	645.57	Water @ 1960 La Costa Ave
	10/1/2026	CITY OF CARLSBAD	31.18	Water @ Fire Line
28804	10/1/2026	COLLICUTT ENERGY SERVICES INC	1,094.18	Annual Service Generator #167
	10/1/2026	COLLICUTT ENERGY SERVICES INC	676.69	VP5 Annual Service
28805	10/1/2026	COLONIAL LIFE INS	896.67	Accident/Critical Illness Ins 09/06/26, 09/16/26 & 09/30/26
28806	10/1/2026	DETECTION INSTRUMENTS CORP	146.69	Calibration
28807	10/1/2026	DEXTER WILSON ENGINEERING	306.50	Development Services-0943 Leucadia Streetscape
	10/1/2026	DEXTER WILSON ENGINEERING	78.50	Development Services-1235-145 Sanford Street
	10/1/2026	DEXTER WILSON ENGINEERING	563.50	Development Services-1255-The Stand-267 N El Camino Real
	10/1/2026	DEXTER WILSON ENGINEERING	4,437.00	General Engineering 103-500 - August 2026
28808	10/1/2026	EVERON LLC	179.85	Security Services 10/17/26-11/16/26
28809	10/1/2026	EWING IRRIGATION PRODUCTS	21.80	PVC Supplies, Spears Utility
28810	10/1/2026	FEDERAL EXPRESS CORPORATION	39.20	Shipping 09/16/26

Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - Columbia General Checking Account
From 9/10/2026 Through 10/5/2026

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
28811	10/1/2026	GRAINGER, INC	1,551.57	Sewage Ejector Pump
28812	10/1/2026	HAAKER EQUIPMENT CO	431.00	Tube
28813	10/1/2026	THE HARTFORD	1,282.66	Life & Disability Insurance - October 2026
28814	10/1/2026	LISA & STAN PAVLOVSKY	27.27	Refund for Developer Deposit-1445-1447 Neptune Ave Grading
28815	10/1/2026	THE LULLABAR INC	30.83	Refund for Developer Deposit-The Lullabar-7750 El CaminoReal
28816	10/1/2026	M A DESIGN & DRAFTING SERVICES I...	296.69	Refund for Developer Deposit-3466 Corte Sonrisa Private PS
28817	10/1/2026	MALLORY SAFETY AND SUPPLY	67.34	Safety Vest
28818	10/1/2026	MISSION SQUARE	7,685.79	Deferred Comp for PPE 09/30/26
28819	10/1/2026	NAPA AUTO	53.44	Fuel Kit
28820	10/1/2026	PACIFIC PIPELINE SUPPLY	86.85	THrust Washer, Gate Valve, O Ring
28821	10/1/2026	PROFORMA PRINT & PROMOTIONS	522.46	AP Checks
28822	10/1/2026	PRUDENTIAL OVERALL SUPPLY	210.57	Weekly Uniform/Laundry Service 09/29/26
28823	10/1/2026	LISA RYAN-CHAPMAN	432.35	Refund for Developer Deposit-1459 Bella Azul Ct
28824	10/1/2026	SIGNA MECHANICAL	230.00	Remote Monitoring Communications VP7
28825	10/1/2026	SMITHERS MSE INC	397.00	Sulfur Analysis
28826	10/1/2026	TOSHIBA AMERICA BUSINESS SOLUTI...	454.64	Copying Machines Lease Agreement 09/15/26-10/15/26

Report Total	243,620.42
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Leucadia Wastewater District
Posted General Ledger Transactions - CD Transactions for Demands

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1510	1003383211	9/17/2026	CALPERS	4,016.76	PERS Retirement Pay Period 8/31 - 9/13/2026-Classic EE
		9/17/2026	CALPERS	8,706.32	PERS Retirement Pay Period 8/31 - 9/13/2026-Classic ER
	1003383212	9/17/2026	CALPERS	2,910.57	PERS Retirement Pay Period 8/31 - 9/13/2026-PEPRA EE
		9/17/2026	CALPERS	2,978.17	PERS Retirement Pay Period 8/31 - 9/13/2026-PEPRA ER
Total CD1510				18,611.82	
CD1511	1003383207	9/14/2026	CALPERS	350.00	CALPERS GASB 68 Fee
Total CD1511				350.00	
CD1512	270666071200347	9/17/2026	United States Treasury	10,811.88	Staff Payroll Taxes for Checks dated 09/16/26-Federal W/H
		9/17/2026	United States Treasury	10,811.36	Staff Payroll Taxes for Checks dated 09/16/26-FICA
		9/17/2026	United States Treasury	3,019.63	Staff Payroll Taxes for Checks dated 09/16/26-Medicare
	9195397	9/17/2026	EMPLOYMENT DEVELOPMENT DEPT	4,484.81	Staff Payroll Taxes for Checks dated 09/16/26-State
Total CD1512				29,127.68	
CD1513	1003384143	10/1/2026	CALPERS	45,623.61	CalPERS Health Insurance for Oct 2026-Staff
		10/1/2026	CALPERS	39.58	CalPERS Health Insurance for Oct 2026-Admin
		10/1/2026	CALPERS	810.00	CalPERS Health Insurance for Oct 2026-Retirees
	1003384144	10/1/2026	CALPERS	3,532.02	CalPERS Health Insurance for October 2026-Board
		10/1/2026	CALPERS	2.83	CalPERS Health Insurance for October 2026-Admin
Total CD1513				50,008.04	
CD1514	659569828	9/24/2026	ENCINA WASTEWATER AUTHORITY	119,986.00	EWA 2nd June Wire 2026
		9/24/2026	ENCINA WASTEWATER AUTHORITY	433,461.00	EWA 2nd June Wire 2026
Total CD1514				553,447.00	
CD1515	3252996944	9/29/2026	ENCINA WASTEWATER AUTHORITY	279,027.00	EWA Wire August 2026
		9/29/2026	ENCINA WASTEWATER AUTHORITY	212,082.00	EWA Wire August 2026
	3252996944-A	9/29/2026	VERVE CLOUD INC	612.14	Verve Payment-August 2026
	3252996944-B	9/29/2026	ENCINA WASTEWATER AUTHORITY	467,715.00	EWA Wire Clear Water Project
Total CD1515				959,436.14	

Leucadia Wastewater District

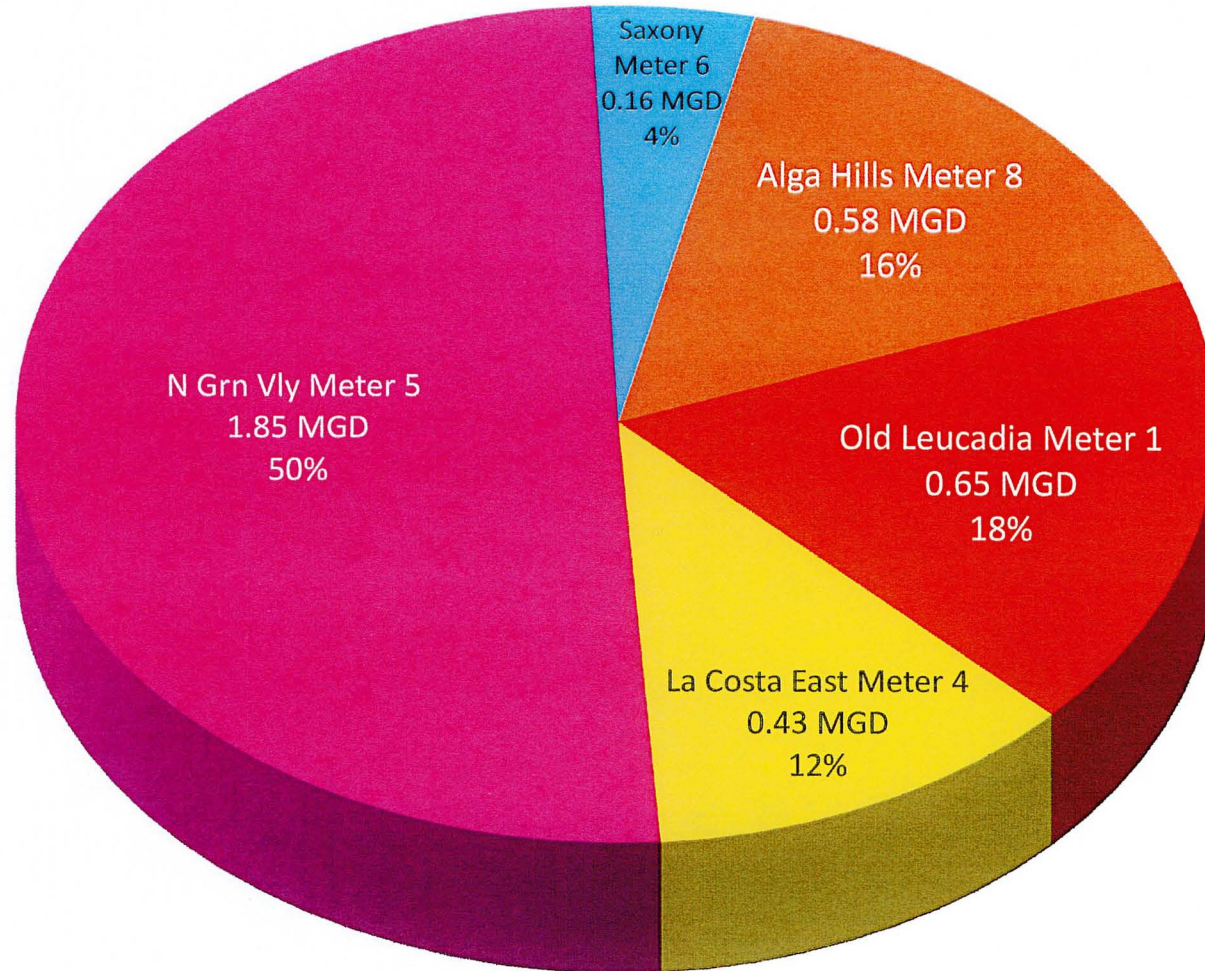
Posted General Ledger Transactions - CD Transactions for Demands

CD1516	270667395492472	9/30/2026 United States Treasury	10,386.96	Staff Payroll Taxes for Checks dated 09/30/26-Federal W/H
		9/30/2026 United States Treasury	9,278.60	Staff Payroll Taxes for Checks dated 09/30/26-FICA
		9/30/2026 United States Treasury	2,926.49	Staff Payroll Taxes for Checks dated 09/30/26-Medicare
	9207598	9/30/2026 EMPLOYMENT DEVELOPMENT DEPT	4,382.76	Staff Payroll Taxes for Checks dated 09/30/26-State
Total CD1516			26,974.81	
CD1517	270667315074075	9/30/2026 United States Treasury	100.00	Board Payroll Taxes for Checks dated 09/30/26-Federal W/H
		9/30/2026 United States Treasury	228.78	Board Payroll Taxes for Checks dated 09/30/26-FICA
		9/30/2026 United States Treasury	59.46	Board Payroll Taxes for Checks dated 09/30/26-Medicare
Total CD1517			388.24	
CD1518	1003397058	10/1/2026 CALPERS	16.40	PERS Retirement Pay Period 9.1 - 9.30.2026 E. Sullivan EE
		10/1/2026 CALPERS	35.55	PERS Retirement Pay Period 9.1 - 9.30.2026 E. Sullivan ER
Total CD1518			51.95	
CD1519	1003397085	10/2/2026 CALPERS	4,016.92	PERS Retirement Pay Period 9/14 - 9/27/2026-Classic EE
		10/2/2026 CALPERS	8,706.67	PERS Retirement Pay Period 9/14 - 9/27/2026-Classic ER
	1003397086	10/2/2026 CALPERS	2,745.17	PERS Retirement Pay Period 9/14 - 9/27/2026 PEPRA EE
		10/2/2026 CALPERS	2,808.93	PERS Retirement Pay Period 9/14 - 9/27/2026 PEPRA ER
Total CD1519			18,277.69	
CD1521	406509	9/28/2026 IGOE-FLEX BENEFIT	186.00	IGOE Admin Fee September 2026
		10/1/2026 IGOE-FLEX BENEFIT		IGOE Admin Fee September 2026
		10/5/2026 IGOE-FLEX BENEFIT	100.00	IGOE Admin Fee September 2026
Total CD1521			286.00	
Report Total			1,656,959.37	

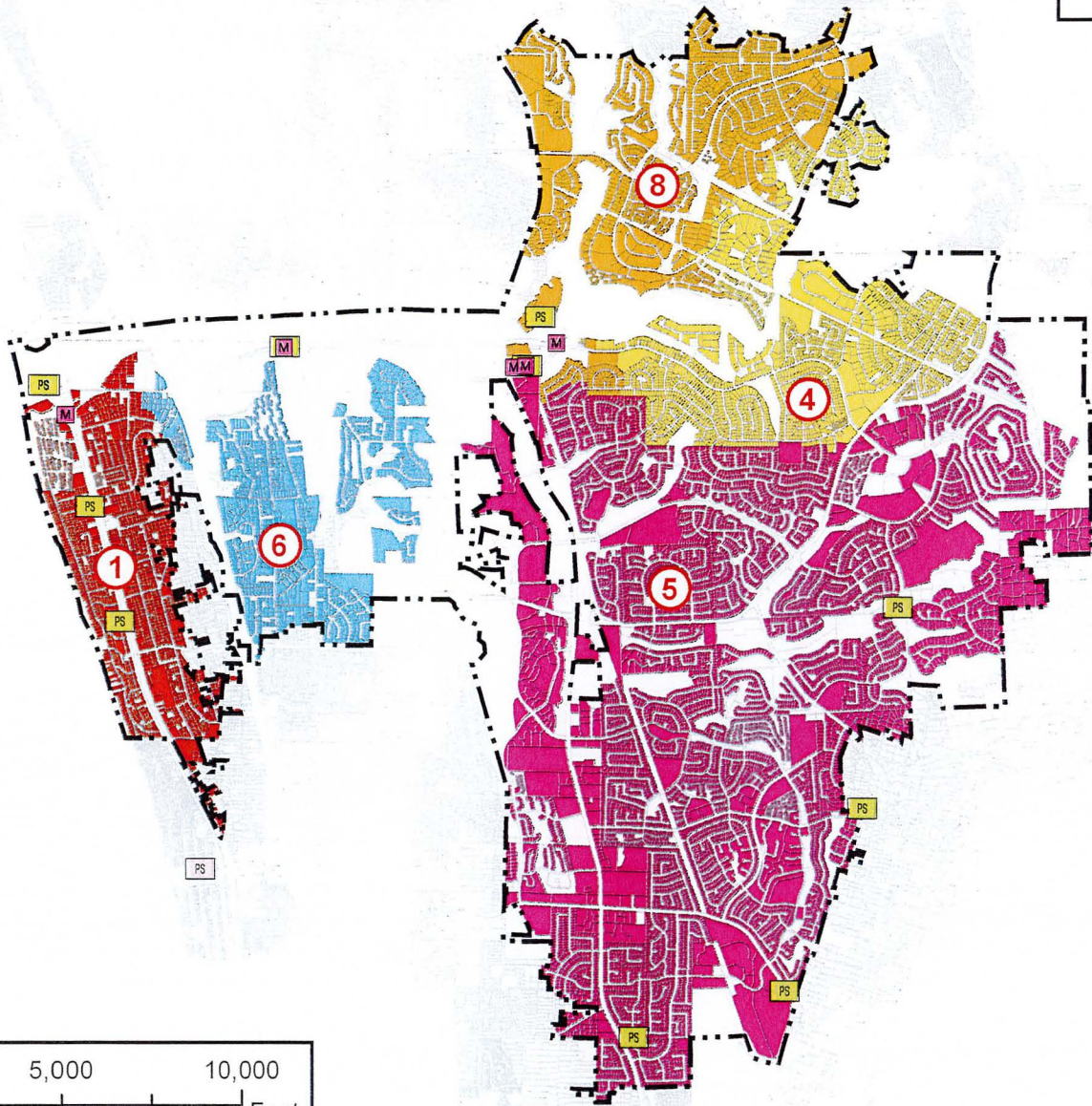
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2026 (July 2026 - June 2027)**

CURRENT MONTH Sep-26							FY 2026 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	0.00	119.97	0.50	3.88	133.49	52.40	3.83
YTD			29,131.94				
AUGUST	0.00	119.97	0.50	3.89	133.53	47.76	3.87
YTD			29,132.44				
SEPTEMBER	0.05	110.10	5.00	3.76	129.04	39.84	3.82
YTD			29,137.44				
OCTOBER							3.74
YTD							
NOVEMBER							3.85
YTD							
DECEMBER							3.82
YTD							
JANUARY							3.85
YTD							
FEBRUARY							3.84
YTD							
MARCH							3.79
YTD							
APRIL							3.70
YTD							
MAY							3.83
YTD							
JUNE							
YTD							
YTD Totals	0.05	350.04	6.00			140.00	
Mo Average	0.02	116.68	2.00	3.84	132.02	46.67	3.81

**LWD Flows by Sub-Basin
September 2026
Total LWD Flow 3.67 MGD**



LEUCADIA WASTEWATER DISTRICT



LEGEND

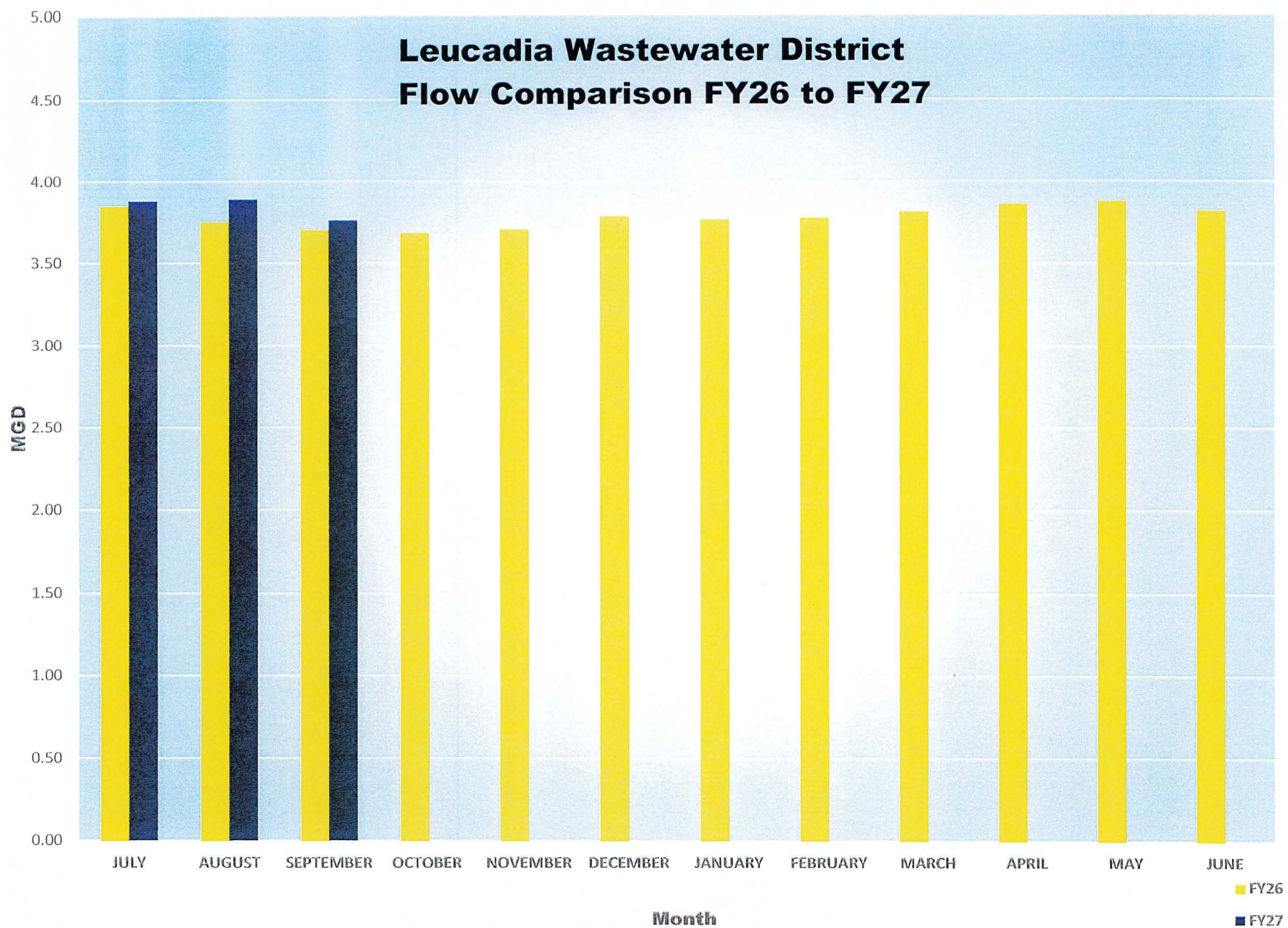
Parcels by Basin

- | | | | |
|---|------------------------|---|------------------------|
|  | 1 - Old Leucadia |  | Meter Locations |
|  | 4 - La Costa East |  | LWD Pump Station |
|  | 5 - North Green Valley |  | Encinitas Pump Station |
|  | 6 - Saxony |  | LWD Boundary |
|  | 8 - Leucadia PS | | |

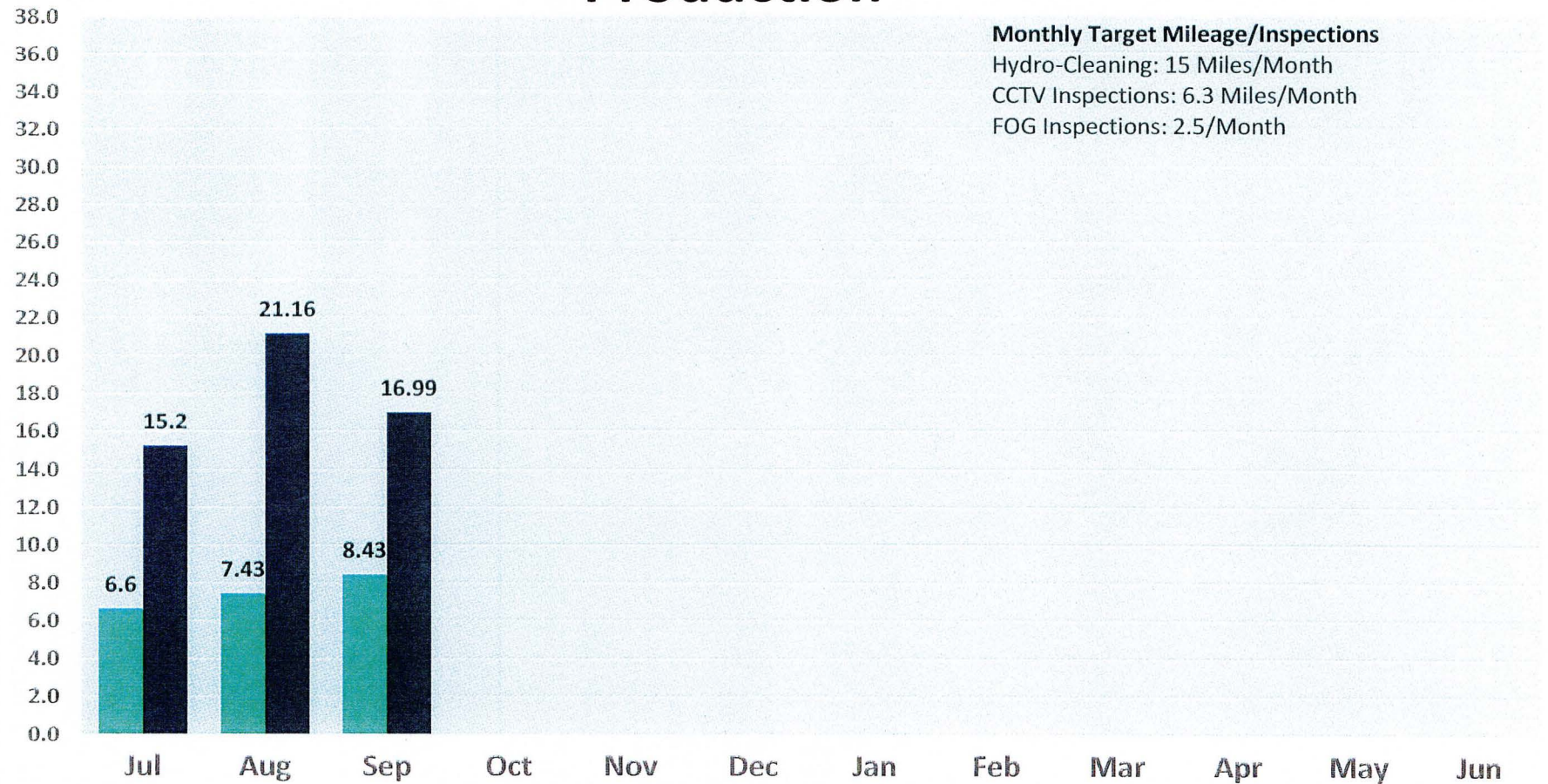


DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN



FY-27 CCTV Inspections & Hydro Cleaning Production



FOG
Inspections

2

3

2

FOG (YTD 7)

CCTV Inspections (YTD 22.5 Miles)

Hydro Cleaning (YTD 53.4 Miles)

Operations and Administration Training Report

September 2026

Training & Safety Events for the month of September 2026

Description	Ops	Admin	Total Hrs.
Bloodborne Pathogens	2.0	0.0	2.0
Stormwater Pollution Prevention	5.0	0.0	5.0
Bypass Pumping Avocado & Diana Pump Stations	20.0	0.0	20.0
Chemical Delivery	5.0	0.0	5.0
Lock Out/Tag Out	11.0	0.0	11.0
Bypass Pumping Encinitas Estates Pump Station	13.5	0.0	13.5
Ransomware Downloads and Attachments	0.5	2.0	2.5
Ransomware/Malware: Malicious Links & Websites	1.0	2.0	3.0
Data Privacy in the US	0.5	2.0	2.5
Total Training Hours	58.5	6.0	64.5

Conferences/Webinars/Seminars for the month of September 2026

Description	Ops	Admin	Total Attendees
IGOE's Fraud Prevention	0	1	1
Endsight's AI Office Hours	0	2	2
WEFTEC Conference	0	1	1
TVI's Behind the Numbers	0	1	1
CalPERS 2025-26 Investment Returns & Employer Impacts	0	1	1
CARB ACF ZEV Regulation Update	0	1	1
Intuit Ethic's Training	0	1	1
WEF's Water Data Forum: Water Management for Data Centers	0	1	1
LCW Maximizing Supervisory Skills for the First Line Supervisor	0	1	1
Velocity Open House	3	0	3
Total Attended Conferences	3	10	13

Notes:

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

Operations and Administration Training Report Summary for Fiscal Year 2027

Trainings

Month	Ops	Admin	Total Hrs.
Jul-26	14.5	3.5	18.0
Aug-26	32.0	13.0	45.0
Sep-26	58.5	6.0	64.5
Oct-26	0.0	0.0	0.0
Nov-26	0.0	0.0	0.0
Dec-26	0.0	0.0	0.0
Jan-27	0.0	0.0	0.0
Feb-27	0.0	0.0	0.0
Mar-27	0.0	0.0	0.0
Apr-27	0.0	0.0	0.0
May-27	0.0	0.0	0.0
Jun-27	0.0	0.0	0.0
YTD Totals	105.0	22.5	127.5

Conferences

Month	Ops	Admin	Total Hrs.
Jul-26	3.0	7.0	7.0
Aug-26	4.0	7.0	11.0
Sep-26	3.0	10.0	13.0
Oct-26	0.0	0.0	0.0
Nov-26	0.0	0.0	0.0
Dec-26	0.0	0.0	0.0
Jan-27	0.0	0.0	0.0
Feb-27	0.0	0.0	0.0
Mar-27	0.0	0.0	0.0
Apr-27	0.0	0.0	0.0
May-27	0.0	0.0	0.0
Jun-27	0.0	0.0	0.0
YTD Totals	10.0	24.0	31.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 9/30/2026

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	29,610,223
Accounts Receivables	299,796
Prepaid Expense	2,361,176
Capital Assets	206,509,386
Less Accumulated Depreciation	(78,080,540)
Total Assets	<u>160,700,040</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,552,503
OPEB Health Deferred Outflows	355,157
Total Deferred Outflows	<u>1,907,660</u>
Total Assets & Deferred Outflows	<u><u>162,607,700</u></u>
Liabilities	
Accounts Payable & Accrued Expenses	461,772
Developer Deposits	124,686
Net OPEB Liability	82,877
Net Pension Liability	3,453,565
Total Liabilities	<u>4,122,900</u>
Deferred Inflows	
PERS Pension Deferred Inflows	675,349
OPEB Health Deferred Inflows	187,229
Total Deferred Inflows	<u>862,578</u>
Net Position	
Beginning Net Position	
Investment in Capital Assets	128,401,234
Reserves	31,641,278
Undesignated Net Position	(0)
Total Beginning Net Position	<u>160,042,511</u>
Current Change In Net Position	
Other	(2,420,289)
Total Current Change In Net Position	<u>(2,420,289)</u>
Total Net Position	<u>157,622,222</u>
Total Liabilities, Deferred Inflows & Net Position	<u><u>162,607,700</u></u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2026 Through 9/30/2026

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
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OPERATING REVENUES

3110 Sewer Service Fees	\$ 320,885	\$ 18,575,664	\$ 18,254,779	1.7%
3150 Recycled Water Sales	220,728	412,000	191,272	53.6%
3100 Misc. Operating Revenue	-	190,158	190,158	0.0%
TOTAL OPERATING REVENUES	\$ 541,613	\$ 19,177,822	\$ 18,636,209	2.8%

OPERATING EXPENSES

4100 Salaries	\$ 596,967	\$ 2,526,171	\$ 1,929,204	23.6%
4200 Employee Benefits	437,072	1,931,564	1,494,492	22.6%
4300 Directors Expense	31,525	127,445	95,920	24.7%
4400 Election Expense	-	35,000	35,000	0.0%
4600 Gas, Oil & Fuel	17,009	60,800	43,791	28.0%
4700 Insurance Expense	188,607	350,000	161,393	53.9%
4800 Memberships	19,358	44,380	25,022	43.6%
4900 Office Expense	58,741	208,103	149,362	28.2%
5000 Operating Supplies	58,285	200,327	142,042	29.1%
5200 Professional Services	45,674	431,400	385,726	10.6%
5300 Printing & Publishing	1,526	34,000	32,474	4.5%
5400 Rents & Leases	3,425	21,400	17,976	16.0%
5500 Repairs & Maintenance	164,278	596,010	431,732	27.6%
5600 Monitoring & Permits	9,085	103,128	94,044	8.8%
5700 Training & Development	17,746	53,500	35,754	33.2%
5900 Utilities	150,102	602,900	452,798	24.9%
6100 LAFCO Operations	9,911	7,500	(2,411)	132.2%
6200 Encina Operating Expense	786,750	3,625,000	2,838,250	21.7%
6900 Admin O/H alloc to Capital	-	(237,741)	(237,741)	0.0%
TOTAL OPERATING EXPENSES	\$ 2,596,061	\$ 10,720,887	\$ 8,124,826	24.2%

NON-OPERATING REVENUES

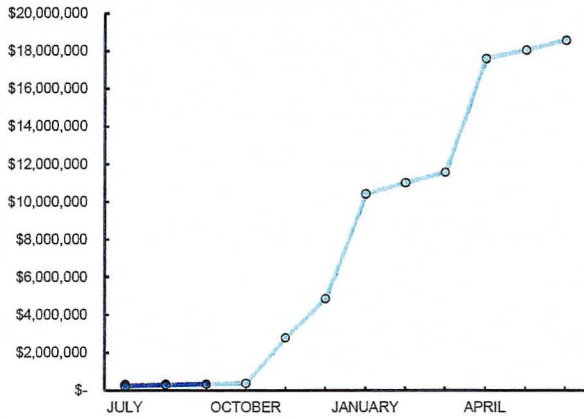
3130 Capacity Fees	\$ 35,880	\$ 218,400	\$ 182,520	16.4%
3220 Property Taxes	58,337	2,498,000	2,439,663	2.3%
3250 Investment Income	309,774	1,093,000	783,226	28.3%
3290 Misc. Non Op Revenue	1,316	1,386,200	1,384,884	0.1%
TOTAL NON-OPERATING REVENUES	\$ 405,307	\$ 5,195,600	\$ 4,790,293	7.8%

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

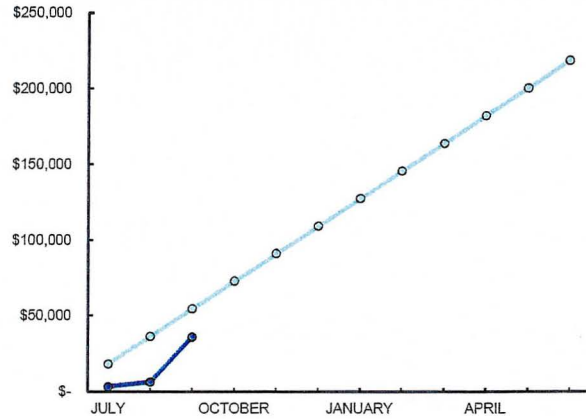
Leucadia Wastewater District Revenue FY2027

YTD through September 30, 2026

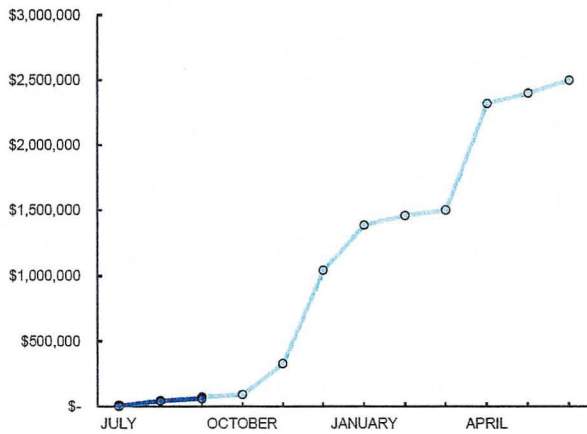
Sewer Service Fees



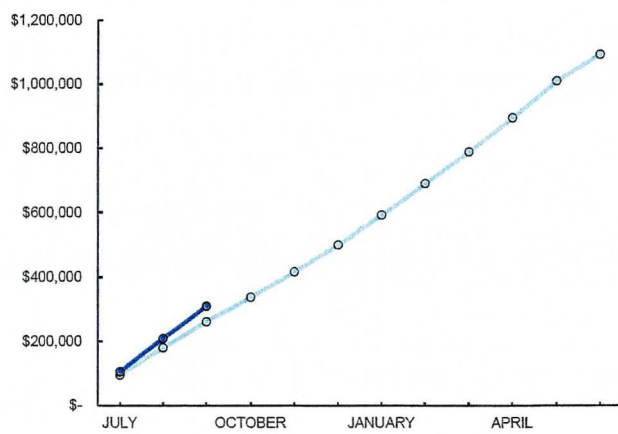
Capacity Charges



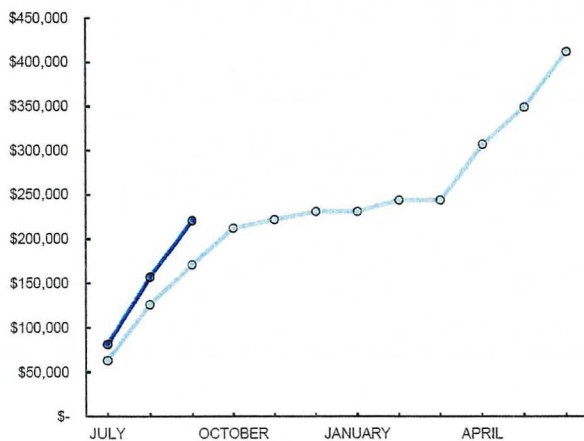
Property Taxes



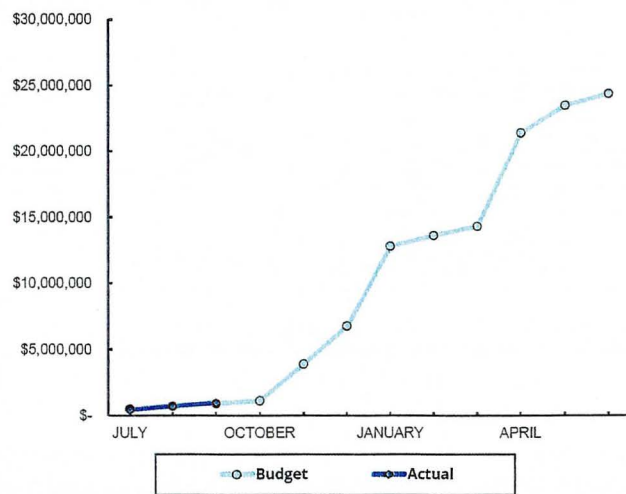
Investment Income



Recycled Wastewater Sales



Total Revenue

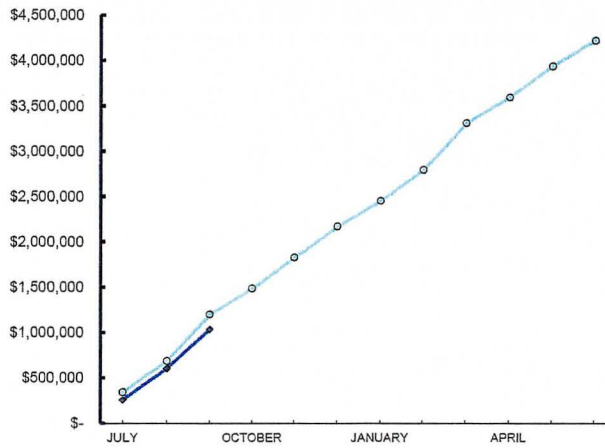


* Preliminary: subject to future review, reconciliation, accruals, and audit

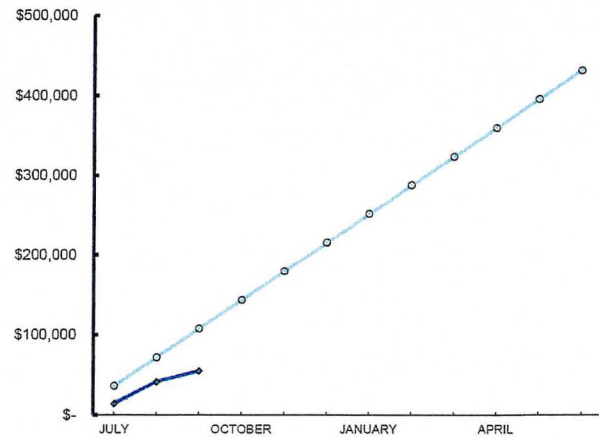
Leucadia Wastewater District Operating Expenses FY2027

YTD through September 30, 2026

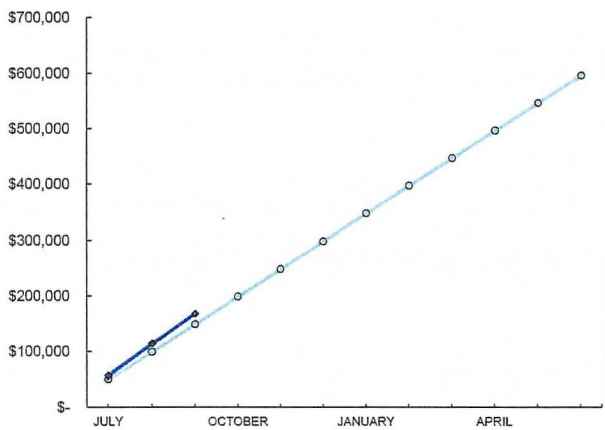
Salaries and Benefits



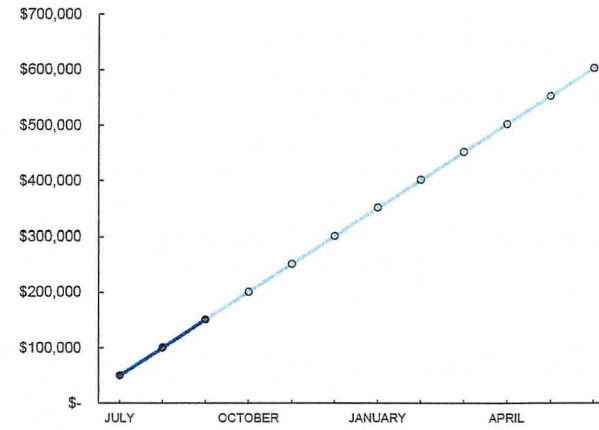
Professional Services



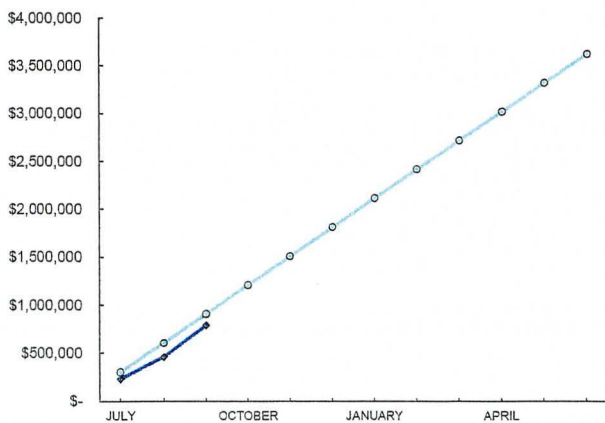
Repairs & Maintenance



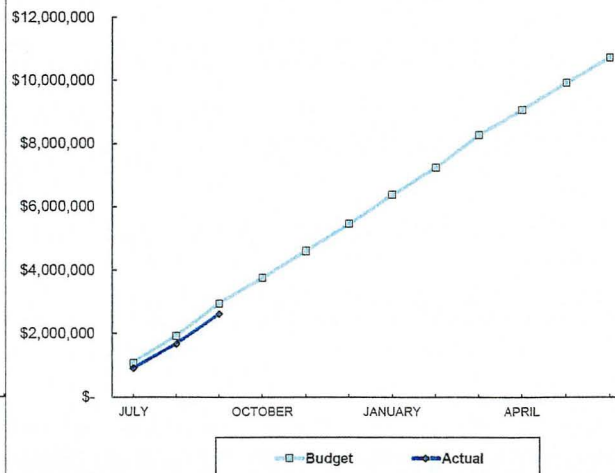
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

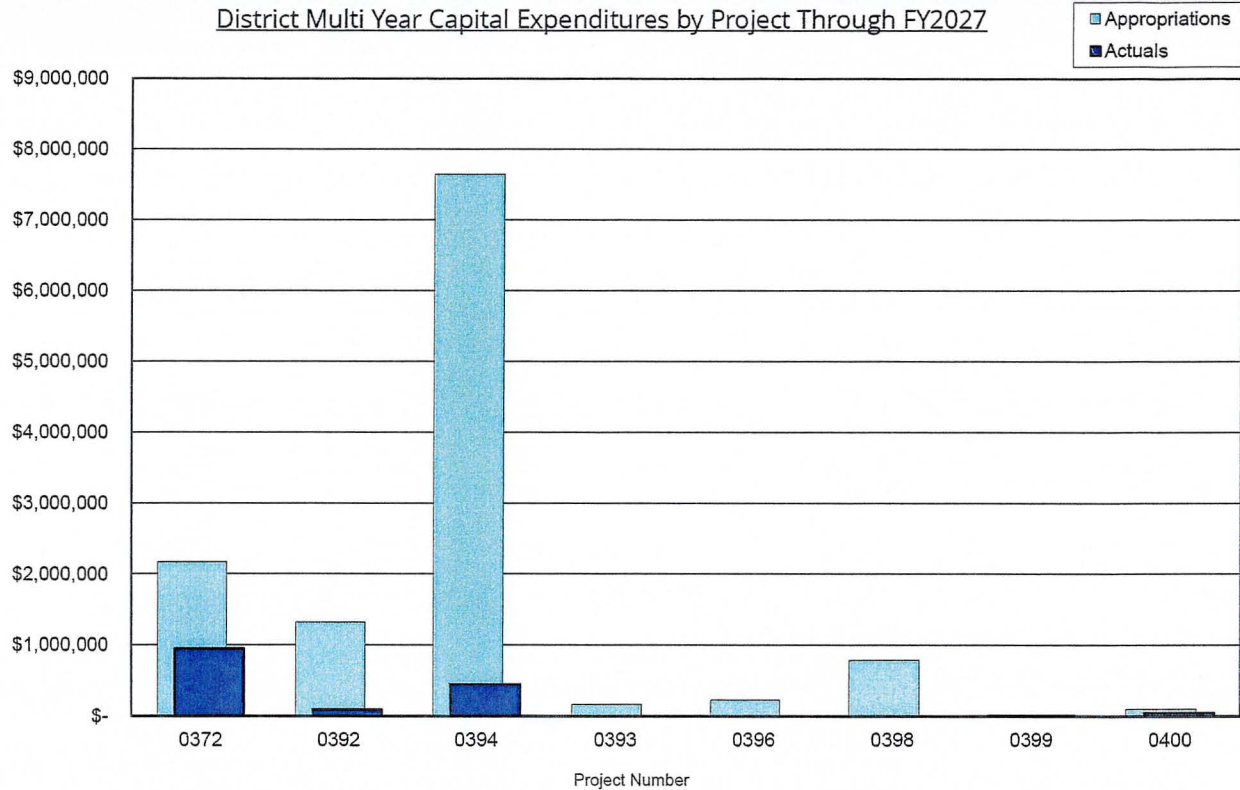


* Preliminary: subject to future review, reconciliation, accruals, and audit

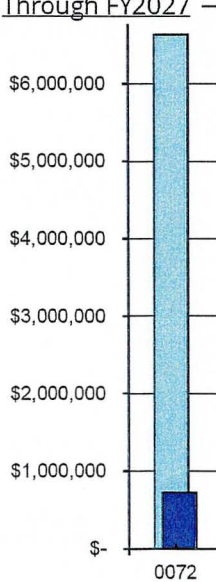
Leucadia Wastewater District Capital Expenditures

As of September 30, 2026

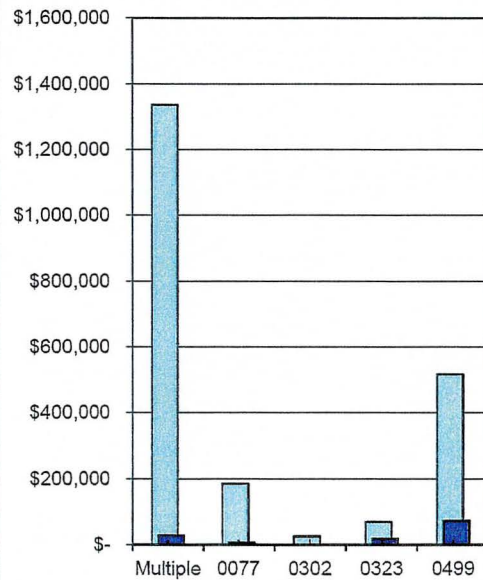
District Multi Year Capital Expenditures by Project Through FY2027



District's Share of
Encina WPCF
Capital Exp
Through FY2027



Single Year Capital
Expenditures by Project FY2027



Project Legend

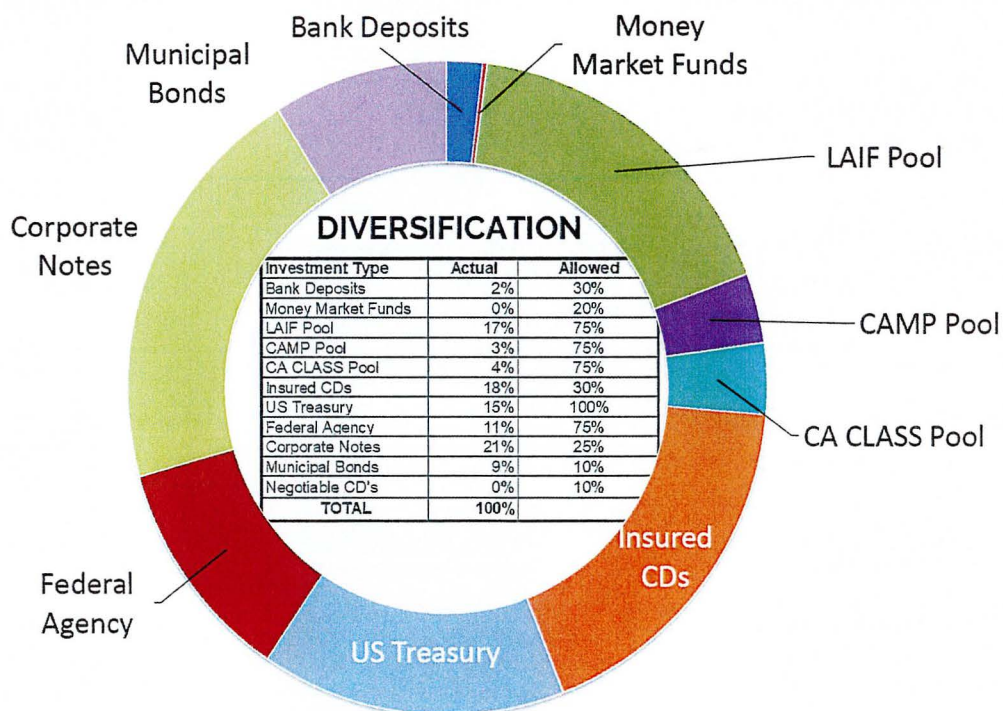
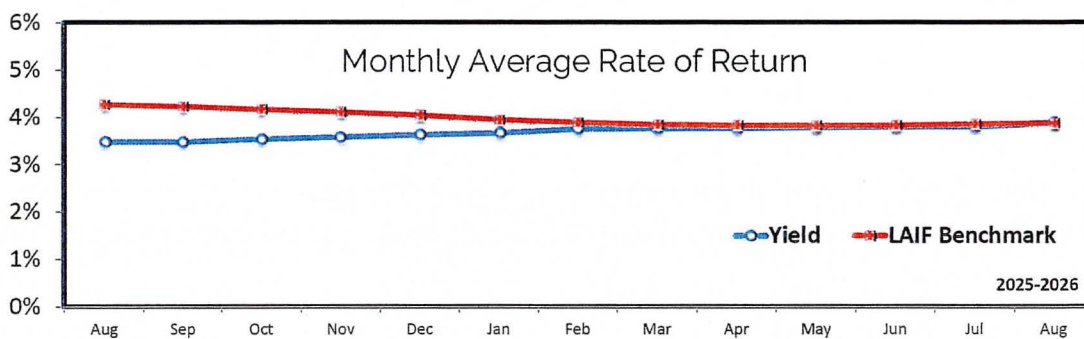
Multi-Year Capital Projects	No.
Encina Capital	0072
Diana Pump Station Upgrade	0372
FY 2026 Gravity Pipeline Project	0392
La Costa Pump Station Replacement	0394
Anode Replacement	0393
Anode Replacement Batiquitos	0396
Fiscal Year 2027 Gravity Pipeline Rehab	0398
Hazard Preparedness and Mitigation Plan	0399
BPS B3 Force Main Condition Assessment	0400

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

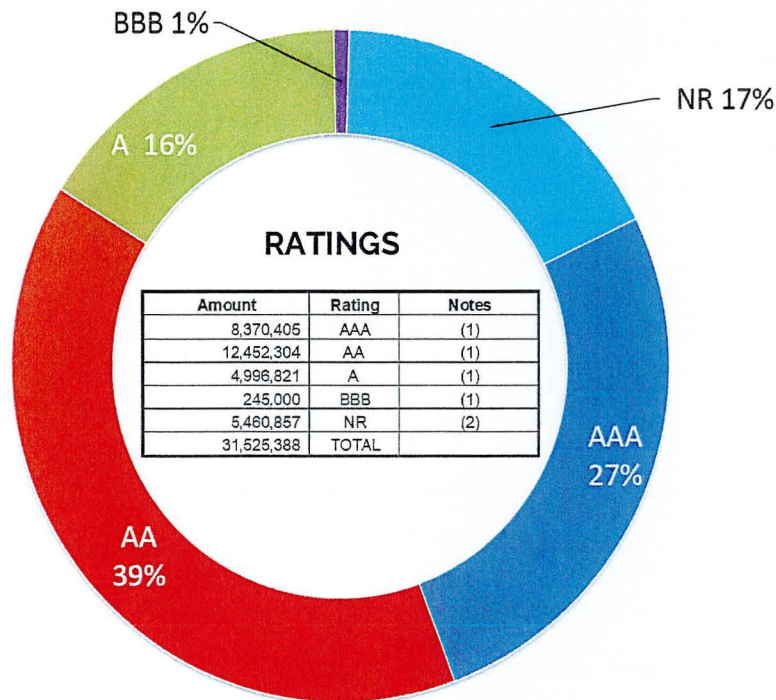
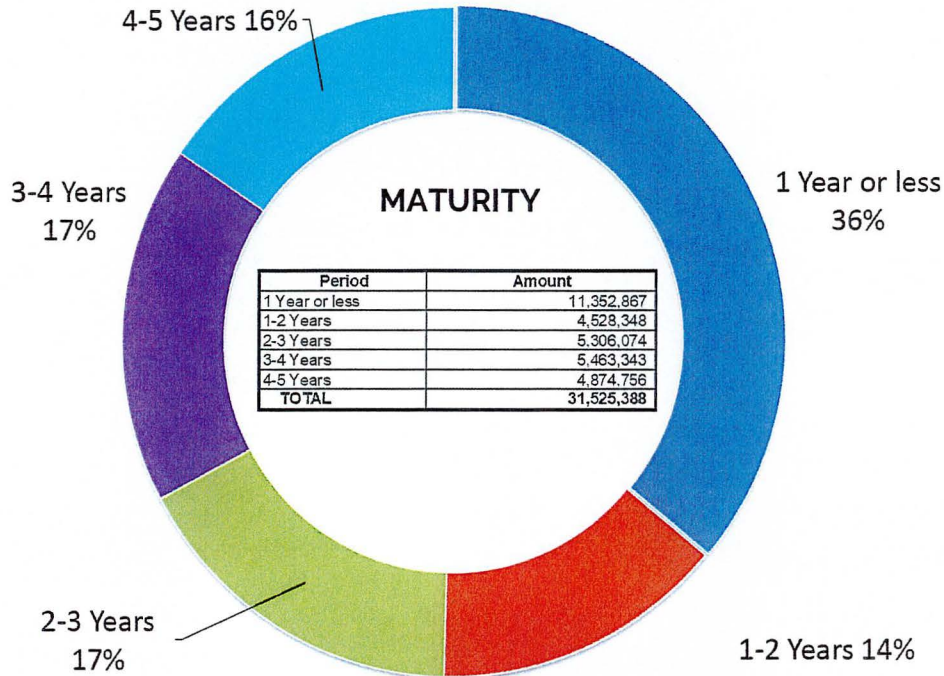
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2026

Cash Equivalents & Investments	Principal (Original Cost)		August Interest	Average Rate
	Jul 31, 2026	Aug 31, 2026		
Columbia Bank Reserves	\$ 6,105,649	\$ 570,009	\$ 9,038	3.249%
TVI Dreyfus Money Market	58,072	69,243	182	3.430%
LAIF Pool	460,857	5,460,857	9,531	3.863%
CAMP Pool	1,088,659	1,092,168	3,453	3.800%
CA CLASS Pool	1,108,058	1,111,585	3,467	3.748%
Certificates of Deposit - Insured	5,348,000	5,593,000	18,542	4.040%
US Treasury Notes	5,094,292	4,853,944	15,977	3.749%
Federal Agency Notes	3,507,265	3,507,265	10,335	3.408%
Municipal Bonds	2,776,918	2,776,918	9,669	4.204%
Corporate Bonds/Notes	6,788,849	6,490,399	23,069	4.023%
Totals	\$ 32,336,618	\$ 31,525,388	\$ 103,264	3.881%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2026

(Continued)

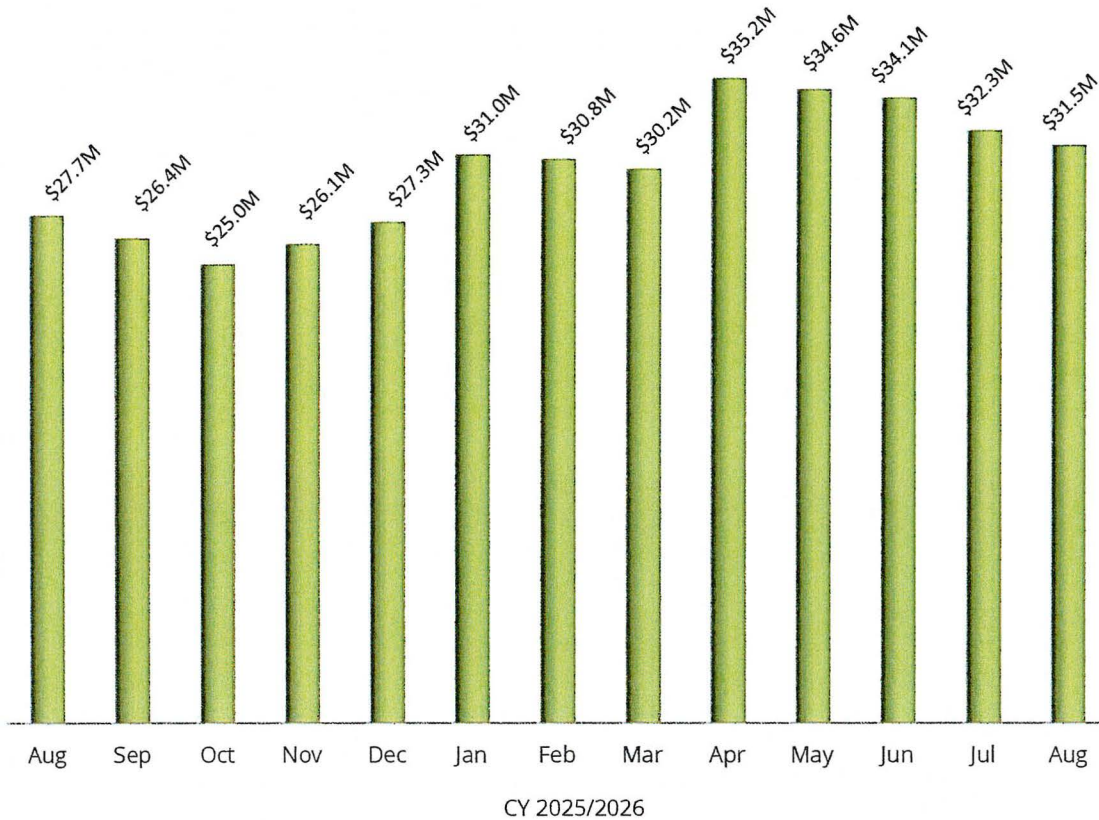


(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.
 (2) LAIF is not rated (NR).

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2026

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost
Synchrony Bk Retail		248,000	8/13/2026	87165FZM9	0.90%
US Treasury Note		240,348	8/15/2026	912833PA2	0.80%
JP Morgan Chase		300,000	8/17/2026	48128G4R8	1.15%
Exxon Mobil Corp		258,518	8/16/2026	30231GBD3	1.51%
UBS Bank USA CD	250,000		8/21/2028	90304ECJ0	4.25%
Capital One NA CD	250,000		8/19/2031	14042RXM8	4.45%
Wells Fargo Bank NA	260,068		12/1/2028	33738MAB7	4.63%
TOTAL	\$ 760,068	\$ 1,046,865			

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

MEMORANDUM

DATE: October 8, 2026
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: August / September 2026 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 of August / September 2026.

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.

tb:PJB

**Leucadia Wastewater District
Disclosure of Reimbursements Report
August - September 2026**

Conference Date	Description	GM	Director	Director	Director	Director	DFA	FSSup	FSS	ADS
		P. Bushee	E. Sullivan	R. Pacilio	C. Roesink	R. Saldana	R. Green	M. Avalos	M. Gonzalez	T. Hill
CSDA Annual Conference August 24 - 27, 2026 JW Marriott Resort and Spa Palm Desert, CA	Registration	890.00	890.00	890.00		890.00				
	Hotel	182.41	615.63	615.63		615.63				
	Airfare									
	Meals	101.75	4.82	219.45						
	Parking									
	Rental Car									
	Tips/ Baggage		35.00							
	Fuel/mileage/taxi/uber		165.30	153.70		153.70				
	Total	1,174.16	1,710.75	1,878.78	0.00	1,659.33	0.00	0.00	0.00	0.00
WEFTEC Conference September 27 - 30, 2026 Morial Convention Center New Orleans, LA	Registration						1,180.00			
	Hotel						789.09			
	Airfare						516.41			
	Meals						197.95			
	Parking						101.00			
	Baggage						90.00			
	Tips									
	Fuel/mileage/toll/uber						79.13			
	Total	0.00	0.00	0.00	0.00	0.00	2,953.58	0.00	0.00	0.00
	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

- ES did not submit her travel report for the CSDA Annual Conference prior to the September agenda going out.
Expenses are reflected in the October Board Agenda.

MEMORANDUM

DATE: October 8, 2026
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2027 (FY27) LWD Tactics and Action Plan

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 8, 2026, Board meeting, the Board of Directors adopted the FY27 Tactics and Action Plan. Attached, for the Board's review, is the FY27 Tactics and Action Plan's quarterly status report for the three-month period ending on September 30, 2026. The report indicates which goals are in progress, have been completed, and have not been started.

th:PJB

Attachments

**Leucadia Wastewater District
Fiscal Year 2027
Tactics & Action Plans**

1. Financial

Maintain fiscal stability and growth with:

- Proactive monitoring and forecasting of District finances in order to provide competitive rates and avoid abrupt rate adjustments; and
- Effective oversight and communication with key partners, including the Encina Joint Powers Authority, to ensure cost effective capital and operating planning and consistency with District financial goals.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
FY 2026 Audit					
Close Books, Prepare Trial Balance & Supporting Schedules	DFA	AT, ADS	Jul-26	Sep-26	Completed
Coordinate with & Respond to Auditors	DFA	AT, ADS, EA, GM	Jul-26	Dec-26	In Progress
Provide Audit Report to Board	DFA	GM, ADS, AS	Dec-26	Dec-26	Not Started
FY 2028 Budget					
Initial Data Collection	DFA	FSS, EA, ADS, FSSup, CPM	Jan-27	Mar-27	Not Started
Board Workshop	DFA	GM, FSS, EA, ADS, FSSup, CPM	May-27	May-27	Not Started
Budget Approval	DFA	GM	Jun-27	Jun-27	Not Started
Finance Policy Reviews					
Procurement Policy	DFA	GM, ADS, EA	Aug-26	Feb-27	Completed
Investment Policy	DFA	ADS, GM, EA	Jul-26	Mar-27	Completed
Reserve Policy	DFA	ADS, GM, EA	Feb-27	Feb-27	Not Started
Financial Awards					
Apply for GFOA Financial Reporting Award	DFA	AT	Dec-26	Jan-27	Not Started
Financial Plan Tracking Update					
Internally Update District's Financial Plan	DFA	GM	Nov-26	Feb-27	Not Started
CalPERS Actuarial Valuation & Associated Liabilities					
Coordinate with Actuary to Complete OPEB Roll-forward Valuation	DFA	AT	Jan-27	Apr-27	Not Started
Complete Deferral Schedules and Record in Accounting	DFA	AT	May-27	Jun-27	Not Started
Provide Update on CalPERS to Board	DFA	AT	Apr-27	Jun-27	Not Started
Contract for Services					
Conduct Audit Services RFP Process	DFA	AT, ADS, EA	Nov-26	Feb-27	Not Started
EWA					
Meet regularly with LWD EWA's Representatives to discuss capital and operating issues that impact LWD expenses	GM	DFA	Jul-26	Jun-27	In Progress

2. People

Employ the highest qualified work force by:

- Optimizing training and leadership development opportunities;
- Promoting an excellent safety culture; and
- Providing competitive compensation in order to recruit and retain high quality employees.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing and Open Enrollments	DFA	ADS, Pickering Ins Brokers	May-27	May-27	Not Started
Dental, Vision, and Other Benefits Open Enrollment	ADS	All Staff	Jun-27	Jun-27	Not Started
CalPERS Health Open Enrollment	ADS	All Staff	Sep-26	Oct-26	In Progress
iGOE Section 125 Flexible Spending Open Enrollment	ADS	All Staff	Oct-26	Nov-26	In Progress
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Mar-27	Jun-27	Not Started
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Mar-27	Jun-27	Not Started
Conduct Annual Sewer Spill Estimation Training	FSS	FSSup, FS Staff	Mar-27	Jun-27	Not Started
CPR/First Aid Refresher Training	ADS	All Staff	Sep-26	Nov-26	In Progress
Administration Policy Updates/Annual Reviews					
Board Policy Binders	EA	AS	Sep-26	Nov-26	Not Started
Board Staff Relations Policy	DFA	GM, ADS, EA	Nov-26	Jan-27	Not Started
Identity Theft Policy (2009)	ADS	GM, DFA, EA	Jan-27	Apr-27	Not Started
Public Hearing - Vacancies, Recruitment and Retention Efforts	ADS	GM, DFA, EA	Mar-27	May-27	Not Started
Field Services Technician In Training (FST IT) Recruitment	FSSup	FSS, ADS, AS, FSTIII	Jul-26	Dec-26	In Progress
FST IT On Boarding and New Employee Training	FSS	FSSup, ADS, AS, FSTIII	Jan-27	Jan-28	Not Started
Emergency Response					
Conduct an Emergency Response Drill/Training	ADS	All Staff	Jan-27	Jun-27	In Progress
LWD's Safety Program					
Review existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jul-26	Jan-27	In Progress
Update existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jan-27	Jun-27	In Progress
Conduct Workplace Violence Prevention Assessments	ADS	GM, DFA, FSS, FSSup, Safety Committee	Jul-26	Jun-27	In Progress
Professional Services Contract					
Conduct Legal Services RFP Process	DFA	AT, ADS, EA	Sep-26	Dec-26	In Progress
Conduct Salary Survey (In-house)	ADS	DFA, AS	Jan-27	Apr-27	Not Started
Conduct Employee Interviews					
General Manager Check-In Compensation	GM	DFA, ADS	Oct-26	Dec-26	Not Started
	GM	DFA, ADS	May-27	Jun-27	Not Started
Leadership Coaching	GM	Management Staff	Jul-26	Jun-27	In Progress
Employee Recognition					
Annual Employee BBQ	EA	ADS, AS	Jul-26	Jul-26	Completed
Holiday Function	EA	ADS, AS	Aug-26	Dec-26	Not Started

3. Services

Provide exceptional services to our customers by:

- Safely collecting and transporting wastewater in order to provide the highest level of environmental protection;
- Educating customers on our services;
- Pursuing viable water recycling opportunities; and
- Pursuing strategic alliances with other organizations.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Smoke Testing	FSSup	FSS, FS Staff	Mar-27	May-27	Not Started
FOG Inspections - Complete 30	FSSup	FSS, FS Staff	Jul-26	Jun-27	In Progress
Hydro Clean and CCTV Alga Road.	FSSup	FSS, FS Staff	Jul-26	Jun-27	Not Started
Hydro Clean and CCTV Rancho Santa Fe Road	FSSup	FSS, FS Staff	Jul-26	Jun-27	Not Started
Vector Control	FSSup	FSS, FS Staff	Mar-27	Apr-27	Not Started
Root Control	FSSup	FSS, FS Staff	Oct-26	Dec-26	Not Started
Rehab Pump & Motor (Batiqitos)	FSS	FSSup, FS Staff	Jul-26	Sep-26	In Progress
Exercise FM and Air Vac Valves	FSS	FSSup, FS Staff	Aug-26	Sep-26	Not Started
Test Overflow Basin Pump at Leucadia Pump Station	FSS	FSSup, FS Staff	Sep-26	Dec-26	Not Started
Conduct Yearly Recycle Water Site Inspection at Omni La Costa Resort	FSS	FSSup	Oct-26	Jan-27	In Progress
Reporting					
Submit Quarterly Recycled Water Reports	FSS	FSSup	Jul-26	Jun-27	Not Started
Submit Collection System Annual Report	FSS	FSSup	Mar-27	Apr-27	Not Started
Submit Stormwater Annual Report	FSS	FSSup	May-27	Jun-27	Not Started
Bypass Pumping Drills					
Batiqitos Pump Station	FSSup	FSS, FS Staff	Jan-27	Mar-27	Not Started
Leucadia Pump Station	FSSup	FSS, FS Staff	Jun-27	Jun-27	Not Started
Encinitas Estates Pump Station	FSSup	FSS, FS Staff	Sep-26	Sep-26	In Progress
VP5 Pump Station	FSSup	FSS, FS Staff	Dec-26	Dec-26	Not Started
VP7 Pump Station	FSSup	FSS, FS Staff	Mar-27	Mar-27	Not Started
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Sep-26	Sep-26	Not Started
SSMP Update	FSS	FSSup, CPM	Sep-26	Nov-26	In Progress
Office Equipment					
Dispose of Obsolete IT Equipment	DFA	ADS, AS	Nov-26	Dec-26	Not Started
Public Outreach Services					
Develop Relevant Social Media Content	ADS	RTP, GM, DFA, FSSup, FS Staff	Nov-26	Jun-27	In Progress
Execute LWD Teacher Grant Program	ADS	AS, RTP	Sep-26	Dec-26	In Progress
Write, Design, Print & Mail 2026 Fall Newsletter	ADS	AS, RTP	Nov-26	Mar-27	In Progress
Write, Design, Print & Mail 2027 Spring Newsletter	ADS	GM, DFA, EA, AS, RTP	Jan-27	May-27	Not Started
Continue to Review and Post New Videos to Website	ADS	RTP, GM, DFA, FSSup, EA, AS	Jul-26	Jun-27	Not Started
Update Website to meet Web Content Accessibility Guidelines	ADS	Website Developer, EA, DFA, AS	Jul-26	Jun-27	Not Started
Coordinate and Participate in the Water Career Day Event	ADS	DFA, RTP, AS, FSSup, FST Ills, FSS	Jul-26	Oct-26	In Progress
Awards					
Apply for CWEA Awards	FSS	DFA, FSSup	Oct-26	Nov-26	In Progress
Records Retention					
Review Stored Records and Destroy Those Past Retention Period	EA	AS, ADS	Jul-26	Oct-26	In Progress

4. Infrastructure and Technology

Protect the long-term viability of the District by:

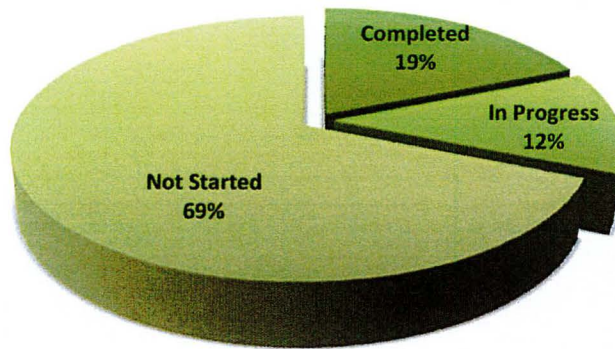
- Proactively improving and replacing the infrastructure prior to failure; and
- Pursuing technological innovation and excellence to enhance the District's infrastructure and operations to maximize efficiency and cost effectiveness.

Tactics		Leader	Team	Start Date	Completion Date	Status/Comments
Diana Pump Station Upgrade	Construction	CPM	GM, FSS, DE	Jul-26	Dec-26	In Progress
FY 2026 Gravity Pipeline Rehabilitation	Design	CPM	GM, FSS, DE	Jul-26	Jul-26	In Progress
	Bid Project	CPM	GM, FSS, DE	Aug-26	Sep-26	Not Started
	Construction	CPM	GM, FSS, DE	Oct-26	Feb-27	Not Started
FY 2027 Gravity Pipeline Rehabilitation	Design	CPM	GM, FSS, DE	Jul-26	Sep-26	In Progress
	Bid Project	CPM	GM, FSS, DE	Sep-26	Nov-26	Not Started
	Construction	CPM	GM, FSS, DE	Nov-26	Mar-27	Not Started
La Costa Pump Station Replacement	Design	CPM	GM, FSS, DE	Jul-26	Sep-26	In Progress
	Bid Project	CPM	GM, FSS, DE	Aug-26	Oct-26	Not Started
	Construction	CPM	GM, FSS, DE	Nov-26	Nov-28	Not Started
L1/L2 Force Main Anode Replacement	Bid Project	CPM	GM, FSS, DE	Jul-26	Aug-26	Completed
	Construction	CPM	GM, FSS, DE	Sep-26	Dec-26	In Progress
Monitoring of Sewer Manholes Near San Marcos Creek	Execute Agreement for Monitoring	CPM	GM, FSS, DE	Apr-27	Apr-27	Not Started
	Data Collection	CPM	GM, FSS, DE	May-27	May-27	Not Started
	Evaluation	CPM	GM, FSS, DE	Jun-27	Jun-27	Not Started
B3 Force Main Anode Replacement	Bid Project	CPM	GM, FSS, DE	Jul-26	Aug-26	Completed
	Construction	CPM	GM, FSS, DE	Sep-26	Dec-26	In Progress
Batiquitos PS (B3) Force Main Condition Assessment	Execute Agreement	CPM	GM, FSS, DE	Aug-26	Aug-26	Completed
	Data Collection	CPM	GM, FSS, DE	Sep-26	Nov-26	Completed
	Evaluation	CPM	GM, FSS, DE	Dec-26	Dec-26	In Progress
Hazard Preparedness & Mitigation Plan Update	Conduct Review	CPM	GM, FSS, DE	Jul-26	Sep-26	Completed
	Board Receive & File	CPM	GM, FSS, DE	Oct-26	Oct-26	In Progress
As-Needed Engineering Design Services	RFP Process	CPM	GM, FSS, DE	Nov-26	Feb-27	Not Started
	Board Approval	CPM	GM, FSS, DE	Mar-27	Mar-27	Not Started
As-Needed Construction Services	Evaluate Viability	CPM	GM, FSS, DE	Jan-27	Apr-27	Not Started
Purchases	Purchase Vector Truck	FSS	FSSup, FS Staff	Jul-26	Apr-27	In Progress
	Purchase EV CCTV Van Chassis	FSS	FSSup, FS Staff	Jul-26	Jan-27	In Progress
	Purchase New CCTV Reel Cable	FSS	FSSup, FS Staff	Jul-26	9/31/2026	Completed
	Replace AWT Tube Settlers (Honeycombs)	FSS	FSSup, FS Staff	Sep-26	Jan-27	In Progress
	Batiquitos PS Purchase Spare Chopper Pump	FSS	FSSup, FS Staff	Oct-26	Jan-27	In Progress
	3D Map	CPM	FSSup, FS Staff	Jul-26	Sep-26	In Progress
	Batiquitos PS Makeup Air Fan	CPM	FSSup, FS Staff	Jul-26	Dec-26	In Progress
Administration Building and Facility	Migrate file servers to Microsoft SharePoint Cloud	DFA	DataNet	Jul-26	Dec-26	In Progress
	Establish AI Policy	DFA	GM, DFA	Jul-26	Dec-26	In Progress
	Update Electronics Use Policy	DFA	ADS, AS	Jul-26	Dec-26	In Progress
	Convert POTS lines to cellular - Fire alarm/Elevator phone lines	CPM	ADS	Jul-26	Jun-27	In Progress

FY 2027 Tactics and Action Plan Status Report

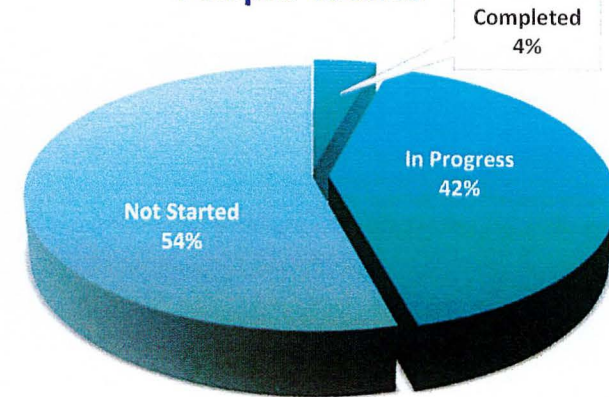
July 1 - September 30, 2026

Financial Tactics



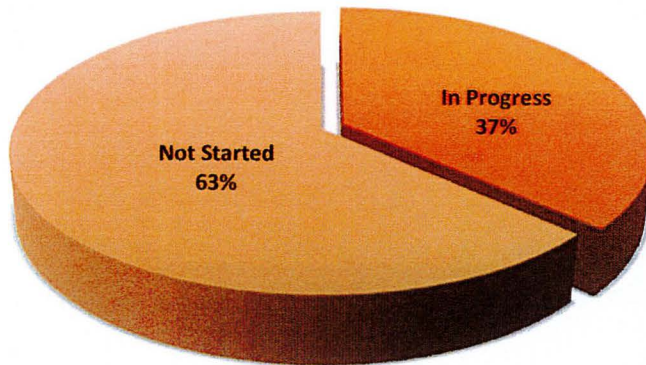
■ Completed ■ In Progress ■ Not Started

People Tactics



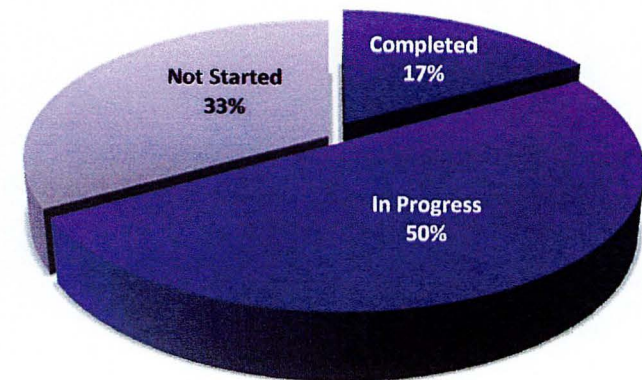
■ Completed ■ In Progress ■ Not Started

Services Tactics



■ Completed ■ In Progress ■ Not Started

Infrastructure and Technology Tactics



■ Completed ■ In Progress ■ Not Started

Community Affairs Committee Meeting Report

Presented by Vice President Pacilio

Meeting held October 5, 2026

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

1. Fall 2026 Newsletter Draft Layout Review

The CAC and staff reviewed the newsletter draft layout. The CAC suggested some edits. Staff stated that they would make the changes.

Following discussion, the CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

Engineering Committee Meeting Report

Presented by Director Roesink

Meeting held October 7, 2026

The Engineering Committee (EC) reviewed the following recommendation:

- Receive and file the 2026 Update of the Hazard Preparedness and Mitigation Plan completed by Titan Engineering & Consulting, LLC.

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

The EC also received updates on the Diana Pump Station Upgrade Project and the La Costa Pump Station Replacement Project. These items were for informational purposes only and no action was taken.

DATE: October 8, 2026
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Update of the District's Hazard Preparedness and Mitigation Plan

RECOMMENDATION:

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

1. Receive and file the 2026 Update of the Hazard Preparedness and Mitigation Plan completed by Titan Engineering & Consulting, LLC.
2. Discuss and provide direction as appropriate.

BACKGROUND:**Tactical Goal: Infrastructure & Technology / Hazard Preparedness & Mitigation Plan Update**

This item was reviewed by the EC at their October 7th meeting and the EC concurred with staff to present this item for the Board's consideration.

Leucadia Wastewater District (District) first implemented its Hazard Preparedness & Mitigation Plan (HMP) in 2015 and it was subsequently updated in 2021. The HMP serves as the District's strategic framework for identifying natural hazard risks, evaluating asset vulnerabilities, and implementing proactive measures to safeguard public health and critical wastewater infrastructure.

The HMP addresses acute hazards like earthquakes, wildfires, and tsunamis which occur with little or no warning and long-term stressors such as sea-level rise which can progressively increase the vulnerability of low-lying coastal infrastructure over time. Maintaining an active, updated HMP enables the District to identify high risk assets, such as coastal pump stations, and implement mitigation strategies before a disaster strikes. Ultimately, keeping this plan current ensures the District can proactively protect its infrastructure, maintain uninterrupted service, and build long term operational resilience.

DISCUSSION:

To update the District's HMP, staff retained Kristin Norton with Titan Engineering & Consulting, LLC. Ms. Norton developed both the 2015 and 2021 updates.

As part of this update, Ms. Norton collaborated with District staff to incorporate updated baseline environmental and hazard data, reassess current asset vulnerabilities across District facilities, and develop recommended mitigation strategies for future implementation.

The Executive Summary of the updated HMP is attached for your review, and the full report is available upon request. Ms. Norton will present an overview of the HMP update at the upcoming meeting.

ier:PJB
Attachment

1. EXECUTIVE SUMMARY

The Leucadia Wastewater District (District) originally developed a Hazard Preparedness and Mitigation Plan in 2015 in order to identify potential natural hazard vulnerabilities and prioritize hazard mitigation action items on a hazard-level, vulnerability and probability basis. The overall goal of the plan is to reduce the potential for damage to District assets from natural hazards, which provides protection for the environment and public health due to wastewater discharges. The plan was last updated in 2021.

Hazard mitigation planning is a dynamic process built on realistic assessments of past and present information that enables the District to anticipate future hazards and provide mitigation strategies to address possible impacts and identified needs. The overall approach to the Hazard Preparedness and Mitigation Plan included developing a baseline understanding of the natural hazards to the District, determining ways to reduce those risks, and prioritizing mitigation recommendations for implementation.

Since the 2015 plan development, mapping for sea level rise has improved as data has become more readily available. This plan update incorporates this new data, as well as the most recent GIS data for natural hazards from the San Diego Geographic Information Source (SanGIS).

Hazard Identification and Risk Assessment

Located in a Southern California coastal community, the District is vulnerable to a wide range of natural hazards. In order to conduct a risk assessment, the following steps were followed:

1. Identifying Hazards – Reviewing past natural hazard incidents, available disaster archives, technical studies, etc. to determine which hazards pose a threat to the service area.
2. Profiling Hazards – Mapping identified hazards and their geographic extent.
3. Identifying Vulnerable Assets – Identifying District facilities that are located within identified hazard vulnerability zones.

Hazard Vulnerability Analysis

Vulnerability describes how exposed or susceptible to damage a facility is, and is dependent upon the facility construction, location, and the percentage of service area served. The vulnerability analysis predicts the extent of damage and environmental impact that may result from a hazard event of a given intensity in a given area on the existing District facilities. Each facility located within an area vulnerable to natural hazards was evaluated to determine the potential impact to the facility (e.g., inundation can damage facility electrical and controls, earthquake can cause physical damage and/or collapse, loss of function can result in environmental sewer system overflow, etc) and the environmental impact in terms of fines.

The table on the following page provides an overview of the District facilities and the associated vulnerability to natural hazards.

Leucadia Wastewater District

Facility	Earthquake	Liquefaction	Wildfire	Tsunami	Severe Storm / Flood	Sea Level Rise	Dam Failure	Rain Induced Landslide
Avocado Pump Station	X							
Batiquitos Pump Station	X	X		X		X		
Diana Pump Station	X							
Encinitas Estates Pump Station	X		X					
La Costa Pump Station	X	X						
Leucadia Pump Station	X		X					
Rancho Verde Pump Station	X							
Saxony Pump Station	X		X			X		
Village Park 5 Pump Station	X		X					
Village Park 7 Pump Station	X							
Piping / Force Mains	X	X						X

Mitigation Strategies

Mitigation strategies are administrative and engineering project recommendations to reduce the vulnerability to the identified hazards and/or reduce the damage and environmental impact of the hazard. It was imperative to have engineers and vital District employees involved in this phase of the plan in order to develop strategies and projects that will mitigate the hazard and solve the problem cost-effectively, as well as ensure consistency with the District's mitigation goals and capital improvements. The potential mitigation projects were reviewed in a team-setting to ensure the projects are aligned with District objectives.

The implementation of the mitigation recommendations is aligned with the scheduled pump station improvement projects. Additionally, mitigation projects associated with the slow developing sea level rise can be implemented as the hazard approaches a vulnerable height.

The table below provides a list of mitigation projects for consideration:

Mitigation Recommendations			
Facilities Protected	Hazard Mitigated	Recommendations	Trigger
Batiquitos	Tsunami, Sea Level Rise	With next improvement project, perform a study to plan for a future site raised above projected sea level rise. Relocate generator to raised location based on study.	Design in FY2028
		Based on previously performed study, raise site with a retaining wall including operations building.	Before 2.5 feet of Sea level rise (Currently estimated in 2060 per "High Scenario")
Saxony	Sea Level Rise	With next improvement project, perform a study to plan for a future site raised above projected sea level rise. Perform needed improvements with future site in consideration.	TBD Based on next AMP
		Based on previously performed study, raise site with a retaining wall including operations building.	Before 4.1 feet of sea level rise (Currently estimated in 2080 per "High Scenario")
*Sea level rise defined based on median values for California Sea Level Scenarios relative to a 2000 baseline. The status of sea level rise will be evaluated with each update to this report (approximately 6 year cycles) and if any trigger is within one foot or five years of predicted occurrence, planning will begin for the appropriate project.			

MEMORANDUM

DATE: October 8, 2026
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Proposed Resolution No. 2446 – Electronic Device and Artificial Intelligence Policy**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2446 rescinding Resolution No. 2319 and adopting Leucadia Wastewater District's Electronic Device and Artificial Intelligence Policy; and
2. Discuss and provide direction, as appropriate.

DISCUSSION:**Tactical Goal: Establish AI Policy/Update Electronics Use Policy**

Leucadia Wastewater District's current Electronic Media Usage Policy was developed as a supplement policy to LWD's Human Resources Policy Manual during January 2011 and later revised in October 2013 and November 2019. The primary changes relate to the addition of requirements governing the use of Artificial Intelligence (AI). The proposed revisions include the following:

General Policy Cleanup

- Amends the policy name to Electronic Device and Artificial Intelligence Policy.
- Makes minor grammatical updates throughout, and updates terminology and references throughout the policy to reflect current District technology.

Sections 3: Definitions

- Adds a definition of AI, including generative AI technologies capable of producing written, audio, and visual content and performing tasks at a user's direction.
- Adds a definition of sensitive data.

Section 4: General

- Establishes the principle that AI should be used to assist employees in providing more efficient and effective District services and should not replace professional judgment.
- Prohibits employees from entering sensitive information into AI tools and makes employees responsible for information provided to an AI system.
- Requires employees to review AI-generated information before it is used and makes the employee responsible for the resulting work product, including potential errors, omissions, or bias.
- Requires General Manager approval before an AI tool may be provided access to the District's network or large District data sets.

- Identifies appropriate uses such as drafting or summarizing documents and emails, conducting research, organizing information, analyzing data, automating repetitive tasks, and supporting IT and cybersecurity activities, subject to employee review.
- Clarifies responsibility for authorizing software installations and provides that the Director of Finance and Administration or Field Services Superintendent authorize modifications or software installations involving the District's SCADA network.

The proposed Resolution No. 2446 which amends the Electronic Media Usage Policy is provided as Attachment 1 and contains the full strikeout text of the proposed policy. A clean version of the proposed policy has also been included.

Staff recommends that the Board of Directors adopt Resolution No. 2446 amending the Electronic Media Usage Policy, or provide direction as appropriate.

Staff will provide an overview of the changes at the upcoming meeting.

Attachment

rg:PJB

RESOLUTION NO. 2446

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT ADOPTING
THE ELECTRONIC DEVICE AND ARTIFICIAL INTELLIGENCE POLICY

Whereas, the Electronic Media Usage Policy was established during January 2011 and it was last updated during November 2019; and

Whereas, the Board of Directors desire to amend the Electronic Media Usage Policy to reflect the changing nature of technology.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the Electronic Device and Artificial Intelligence Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with related District policies.
2. This Resolution supersedes Resolution No. 2319.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 14th day of October 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Matthew Brown, President

Attest:

Paul J. Bushee, General Manager

Exhibit A

Electronic Device and Artificial Intelligence Policy

ELECTRONIC DEVICE AND ARTIFICIAL INTELLIGENCE MEDIA USAGE POLICY

Ref: 207-68919645

1. Background

The Leucadia Wastewater District (LWD) makes every effort to provide its employees with technology-based resources in order to conduct official business more effectively. In this regard, LWD ~~has installed provides personal~~ computers, ~~tablets, cellphones, local area networks (LANs), electronic mail (e-mail), and internet access, programs, applications (apps), and many other electronic tools, including those containing artificial intelligence to the internet.~~ In addition, ~~authorized staff may utilize cell phones and tablets which include similar features as a computer, such as; internet access, sending and receiving e-mail, text messages, photographs and multimedia messages.~~

All District provided electronic ~~media~~ resources, including ~~computers, e-mail systems, internet access, tablets, cell-phones, email, internet access, programs, apps~~ and voicemail, etc. are intended to be used primarily for business purposes. Any personal use must be of an incidental nature, and not interfere with business activities. ~~Electronic devices and services are provided primarily for District use.~~ Limited, occasional or incidental use of electronic devices (sending or receiving) for personal, non-business purposes is understandable and acceptable. However, employees need to demonstrate a sense of responsibility and ~~may~~ must not abuse this.

Electronic devices may not be used for knowingly transmitting, retrieving or storage of any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose which is illegal or against District policy or contrary to the District's interest.

2. Scope

This policy is supplemental to section 3.12 of the Human Resources Policy Manual and applies to all District Board Members and employees.

All vendors, contractors, consultants and temporary employees are required to abide by the aforementioned policy items when conducting business on District property, or using District equipment. When you are remotely connected to District systems, you are considered to be both on District property and using District equipment.

3. Definitions

Artificial Intelligence: Artificial Intelligence (AI) is a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual

environments by using inputs to learn patterns and abstract them into models. AI has been around for generations but has become more prevalent recently with the evolution of Generative AI technologies that can create written, audio, and visual content, and perform tasks at a user's direction.

Attachment: An application-specific-electronic file, such as a Word or Excel document, that is transported electronically with an e-mail message. The recipient typically needs must have suitable software for viewing the-an attachment.

E-mail: A message, possibly with attachments distributed by electronic means from electronic device user to one or more recipients via network.

Internet: A worldwide network of computers, adhering to universal standards, that is capable of exchanging data with each other.

LAN: Local Area Network. The District's internal network is an example.

Phishing: A cybercrime in which a target or targets are contacted by e-mail, telephone, or text message by someone posing as a legitimate institution to lure individuals into providing sensitive data.

Sensitive Data: Information protected by law or policy or deemed confidential.

Text Message: An electronic communication/message sent and received by a mobile phone.

~~*Internet:* A worldwide network of computers, adhering to universal standards, that is capable of exchanging data with each other.~~

~~*LAN:* Local Area Network. The District's internal network is an example.~~

~~*Phishing:* A cybercrime in which a target or targets are contacted by e-mail, telephone, or text message by someone posing as a legitimate institution to lure individuals into providing sensitive data.~~

4. General

- 4.1. The General Manager or his/her designee must authorize internet and electronic resource use. Each employee will be responsible for the security of his/her account password(s) and held responsible for the use or misuse of the account.
- 4.2. All data created on all District resources/electronic devices, including printed material, texts, -and e-mail, etc. are owned by the District. Management reserves the right to monitor and access all files created, stored or received on all District systems, at any time, with no prior notice. There is **NO** expectation of personal privacy in the use of District resources/electronic devices, the internet, text messages, and e-mail, etc. These mediums are subject to archival policies and any scrutiny normally afforded to paper files and documents covering the same subject matter.
- 4.3. The District is not responsible for items originating in the internet.
- 4.4. The District reserves the right to restrict access to portions of the internet, programs, or applications.

4.5. Relevant, existing District policies apply to internet, app, AI, etc. -usage. This includes but is not limited to:

- Internet and District provided resources shall not be used to obtain, generate, or disseminate any sexually oriented material.
- The use of these resources to send threatening, slanderous, racially and/or sexually harassing messages is prohibited.
- The use of any District resource for personal gain is prohibited.
- No ~~programs or~~ software may be installed on District ~~computer~~ systems (~~office pc or the network~~) without the written authorization ~~of the Technical Services Director of Finance and Administration (DFA) Manager~~. The Technical Services Director of Finance and Administration Manager or Field Services Superintendent shall authorize all modifications or software installations on the District SCADA network.
- All downloaded data, ~~and~~ software, ~~or and disks hardware~~ containing data originating outside LWD's network ~~will~~ must be scanned for viruses prior to opening and use.
- When using electronic mediadevices, remember that each employee represents the District. Do not speak for the District unless authorized to do so. In addition, employees should take reasonable care to prevent introduction or spread computer viruses/malware into or through LWD communication and information systems and equipment. If an employee(s) receives a suspicious phishing e-mail(s) ~~or~~ /text messages, he/she shall not open the e-mail/ ~~or~~ text messages or any attachments. Employees shall delete the e-mail/text message and block future e-mails from the sender or forward the e-mail to the District's contracted IT support desk to verify if the e-mail is safe to open. To assist employees with the use of e-mails and how to identify phishing e-mails, guidelines are attached for additional information.

4.6. AI specific principles:

- AI should support employees in delivering better and more efficient services.
- Security and privacy come first. Sensitive information must not be input into any AI tool. Employees are fully responsible for inputs provided to any AI tool.
- All outputs must be reviewed by the employee before use. Employees are fully responsible for AI produced output, including errors, omissions, bias, etc.
- AI is a tool, not an authority, and does not replace professional judgment.
- Granting an AI tool access to LWD's network or large data sets requires the General Manager's approval.
- Appropriate uses of AI tools may include the following if reviewed by the employee:

- Drafting or summarizing documents or emails.
- Researching, outlining, or organizing information.
- Analyzing data.
- Automation of repetitive tasks.
- Support IT, cybersecurity, and system monitoring.

5. Enforcement

A violation of standards, procedures or guidelines established pursuant to this policy shall be presented to District management for appropriate action and may result in disciplinary action including termination. If, based on the District's audit and review of any employee's internet-electronic device use, the District has reason to believe that an employee's use ~~of the internet~~ violates the law in any manner, the District may refer the matter to the proper authorities for prosecution.

6. Frequency of Review

This policy shall be provided to new employees and reviewed by each employee with his/her immediate supervisor prior to ~~the first use~~ of any District furnished electronic mediadevice, ~~including internet and e-mail related resources~~. New updates to the policy shall be sent to all employees.

7. Policy Coordinator

Administrative Services Supervisor

Date of Last Revision/Review

January 2011

October 2013

November 13, 2019 (Board approved)

October 14, 2026 (Board approved)

ATTACHMENT A

E-MAIL GUIDELINES

The following section ~~is NOT part of the internet Usage Policy. It~~ contains information and hints that will assist you in the use of internet-based e-mail.

General Guidelines

1. E-mail is not secure. Never include in an e-mail anything you want to keep secure and confidential.
- ~~2. Be careful when sending attachments. The recipient may not have the software to read it. An example of this is sending a Microsoft Word document to a site that only uses WordPerfect.~~
- ~~3.2.~~ Don't send large files over 9MB via e-mail unless necessary. ~~The recipient may have a "slow" internet connection and/or may be paying for each received byte.~~ It may be necessary to send a large file via file-sharing software (e.g.: Dropbox, Google Drive, SharePoint etc.) or surface mail rather than e-mail.
- ~~4.3.~~ Include a signature block at the bottom of e-mail messages. This usually contains the sender's name, e-mail address and voice/fax phone numbers as well as District approved Confidentiality Notice. Outlook can be configured to add this automatically.
- ~~5.4.~~ Delivery of e-mail is not 100% reliable. For important items, notify senders that their e-mail was received and when a response can be expected.
- ~~6.5.~~ Be careful of punctuation and spelling. Always use the built-in checkersreview tools.
- ~~7.6.~~ All e-mails that reside on the e-mail server are backed up to a server archive. Note that all messages may be available for audit, via the backup, even if the online version is erased.

How to Recognize and Avoid Phishing Scams

Phishing e-mails and text messages may look like they're from a company you know or trust. They may look like they're from a bank, a credit card company, a social networking site, an online payment website or app, or an online store. Phishing e-mails and text messages often tell a story to trick you into clicking on a link or opening an attachment. They may

- say they've noticed some suspicious activity or log-in attempts
- claim there's a problem with your account or your payment information
- say you must confirm some personal information
- include a fake invoice
- want you to click on a link to make a payment
- say you're eligible to register for a government refund
- offer a coupon for free items
- say you are eligible to receive a lump sum of money

What to Do if You Suspect a Phishing E-mail or Text

Answer the following questions before opening the e-mail or text(s):

1. Does the District have an account with the company/vendor or know the person that has contacted me? If your answer is no, it could be a phishing scam. If yes and you are still suspicious. Call your contact at the company directly using the publicly available phone number, not the number on the email or text.
2. Do you notice several spelling or grammar errors in the e-mail? If your answer is yes, it could be a phishing scam.
3. Is the sender asking you to update bank or account information? If your answer is yes, it could be a phishing scam. Always verify updated banking information directly with the company using their publicly available phone number, not the number on the email or text.
4. Is it asking you to click on something?
- 4-5. Is the email address unusual or unrelated to the sender?

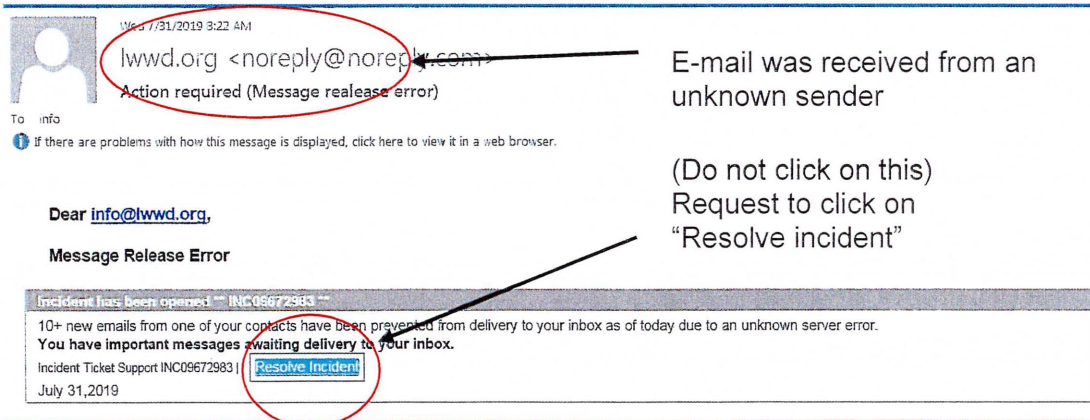
If you suspect any phishing email(s), DO NOT open the email or attachment, and DO NOT respond. Delete it as quickly as possible.

Phishing/Spam E-mails Examples:

The e-mail below states in the heading under the sender's name "Suspected Spam" and the District security software quarantined this e-mail. Delete these e-mails immediately and do not open.



This phishing e-mail below states "Action required" in the heading



The e-mail below appears to be from the Social Security Administration but was marked by Microsoft as not being valid. In addition, when the mouse cursor is hovered over the hyperlink, what is displayed as the actual web address is completely unrelated to the subject matter.

Get Protected



no-reply@ssa.gov (no-reply@ssa.gov) Add to contacts 1/04/16

To: [REDACTED]

From: no-reply@ssa.gov (no-reply@ssa.gov) Microsoft SmartScreen classified this message as junk.

Sent: Mon 1/04/16 3:16 PM

To: [REDACTED]

Microsoft SmartScreen marked this message as junk and we'll delete it after ten days.

Wait, it's safe!

As regards our commitment, concerning the S.A.F.E Act 2015 imposed by the Internal Revenue Service (IRS).

Social Security Administration has brought to you a new Security features that helps you as a tax payer to secure and protect your Personal Information.

This new features helps you monitor your credit report, and alert you of unauthorized us <http://www.food.com> ty.

Click to follow link

To register, click [here](#) to get started.

Please do not reply to this E-mail, as we are unable to respond to messages sent to this address.

E-mail appears to be from valid Federal Government source

But was marked by Microsoft Smart Screen.

When mouse cursor is hovered over link it displays unrelated website

~~This phishing e-mail below states "Action required" in the heading~~



Wed 7/31/2019 3:22 AM

lwwd.org <noreply@noreply.com>

Action required (Message release error)

To: info

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear info@lwwd.org,

Message Release Error

Incident has been opened: INC09672983

10+ new emails from one of your contacts have been prevented from delivery to your inbox as of today due to an unknown server error.

You have important messages awaiting delivery to your inbox.

Incident Ticket Support: INC09672983 |

[Resolve Incident](#)

July 31, 2019

This message was sent to info@lwwd.org by Mail service

CONFIDENTIALITY NOTICE: The information in this email, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and legally privileged information. If you are not the intended recipient, any disclosure, copying, distribution or use of the contents of this information in any manner is strictly prohibited and may be unlawful.

Message Release Error

ELECTRONIC ~~MEDIA USAGE DEVICE~~ AUTHORIZATION REQUEST

End-User Information

Director/Employee: _____

Department: _____

Required/Requested Services or Equipment: _____ E-mail _____ Internet Access

_____ Cell Phone _____ iPad/ Tablet _____ SCADA Network _____ Laptop

Electronic ~~Device and Artificial Intelligence Usage~~ Policy Review

I have received a copy of the LWD Electronic ~~Device and Artificial Intelligence Usage~~ Policy and agree to abide by its provisions.

Director/Employee Signature: _____

Date: _____

I have reviewed the LWD Electronic ~~Device and Artificial Intelligence Usage~~ Policy with this employee.

Manager/ Supervisor: _____

Date: _____

LWD Electronic ~~Media-Device~~ Usage Authorization

Authorizing Signature: _____

Date: _____

Instructions:

1. Fill out the above as required.
2. Review the Electronic ~~Device and Artificial Intelligence Media Usage~~ Policy with the employee requiring authorization.
3. Return signed form to the Administrative Services Supervisor.

ELECTRONIC DEVICE AND ARTIFICIAL INTELLIGENCE POLICY

Ref: 27-9645

1. Background

The Leucadia Wastewater District (LWD) makes every effort to provide its employees with technology-based resources in order to conduct official business more effectively. In this regard, LWD provides computers, tablets, cellphones, email, internet access, programs, applications (apps), and many other electronic tools, including those containing artificial intelligence.

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2. Scope

This policy is supplemental to section 3.12 of the Human Resources Policy Manual and applies to all District Board Members and employees.

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3. Definitions

Artificial Intelligence: Artificial Intelligence (AI) is a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments by using inputs to learn patterns and abstract them into models. AI has been around for generations but has become more prevalent recently with the evolution of Generative AI technologies that can create written, audio, and visual content, and perform tasks at a user's direction.

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4. General

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- 4.3. The District is not responsible for items originating in the internet.
- 4.4. The District reserves the right to restrict access to portions of the internet, programs, or applications.
- 4.5. Relevant, existing District policies apply to internet, app, AI, etc. usage. This includes but is not limited to:
 - Internet and District provided resources shall not be used to obtain, generate, or disseminate any sexually oriented material.
 - The use of these resources to send threatening, slanderous, racially and/or sexually harassing messages is prohibited.
 - The use of any District resource for personal gain is prohibited.
 - No software may be installed on District systems without the written authorization Director of Finance and Administration (DFA). The Director of Finance and

Administration or Field Services Superintendent shall authorize all modifications or software installations on the District SCADA network.

- All downloaded data, software, and hardware containing data originating outside LWD's network must be scanned for viruses prior to opening and use.
- When using electronic devices, remember that each employee represents the District. Do not speak for the District unless authorized to do so. In addition, employees should take reasonable care to prevent introduction or spread computer viruses/malware into or through LWD communication and information systems and equipment. If an employee(s) receives a suspicious phishing email or text message, he/she shall not open the email or text message or any attachments. Employees shall delete the email/text message and block future emails from the sender or forward the e-mail to the District's contracted IT support desk to verify if the email is safe to open. To assist employees with the use of emails and how to identify phishing e-mails, guidelines are attached for additional information.

4.6. AI specific principles:

- AI should support employees in delivering better and more efficient services.
- Security and privacy come first. Sensitive information must not be input into any AI tool. Employees are fully responsible for inputs provided to any AI tool.
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- AI is a tool, not an authority, and does not replace professional judgment.
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- Appropriate uses of AI tools may include the following if reviewed by the employee:
 - Drafting or summarizing documents or emails.
 - Researching, outlining, or organizing information.
 - Analyzing data.
 - Automation of repetitive tasks.
 - Support IT, cybersecurity, and system monitoring.

5. Enforcement

A violation of standards, procedures or guidelines established pursuant to this policy shall be presented to District management for appropriate action and may result in disciplinary action including termination. If, based on the District's audit and review of any employee's electronic device use, the District has reason to believe that an employee's use violates the law in any manner, the District may refer the matter to the proper authorities for prosecution.

6. Frequency of Review

This policy shall be provided to new employees and reviewed by each employee with his/her immediate supervisor prior to using of any District furnished electronic device. New updates to the policy shall be sent to all employees.

7. Policy Coordinator

Administrative Services Supervisor

Date of Last Revision/Review

January 2011

October 2013

November 13, 2019 (Board approved)

October 14, 2026 (Board approved)

ATTACHMENT A

EMAIL GUIDELINES

The following section contains information and hints that will assist you in the use of internet-based e-mail.

General Guidelines

1. Email is not secure. Never include in an email anything you want to keep secure and confidential.
2. Don't send large files over 9MB via email unless necessary. It may be necessary to send a large file via file-sharing software (e.g.: Dropbox, Google Drive, SharePoint etc.) or surface mail rather than email.
3. Include a signature block at the bottom of email messages. This usually contains the sender's name, email address and voice/fax phone numbers as well as District approved Confidentiality Notice. Outlook can be configured to add this automatically.
4. Delivery of email is not 100% reliable. For important items, notify senders that their email was received and when a response can be expected.
5. Be careful of punctuation and spelling. Always use the built-in review tools.
6. All emails that reside on the email server are backed up to a server archive. Note that all messages may be available for audit, via the backup, even if the online version is erased.

How to Recognize and Avoid Phishing Scams

Phishing emails and text messages may look like they're from a company you know or trust. They may look like they're from a bank, a credit card company, a social networking site, an online payment website or app, or an online store. Phishing emails and text messages often tell a story to trick you into clicking on a link or opening an attachment. They may

- say they've noticed some suspicious activity or log-in attempts
- claim there's a problem with your account or your payment information
- say you must confirm some personal information
- include a fake invoice
- want you to click on a link to make a payment
- say you're eligible to register for a government refund
- offer a coupon for free items
- say you are eligible to receive a lump sum of money

What to Do if You Suspect a Phishing Email or Text

Answer the following questions before opening the email or text:

1. Does the District have an account with the company/vendor or know the person that has contacted me? If your answer is no, it could be a phishing scam. If yes and you are still suspicious. Call your contact at the company directly using the publicly available phone number, not the number on the email or text.
2. Do you notice several spelling or grammar errors in the email? If your answer is yes, it could be a phishing scam.
3. Is the sender asking you to update bank or account information? If your answer is yes, it could be a phishing scam. Always verify updated banking information directly with the company using their publicly available phone number, not the number on the email or text.
4. Is it asking you to click on something?
5. Is the email address unusual or unrelated to the sender?

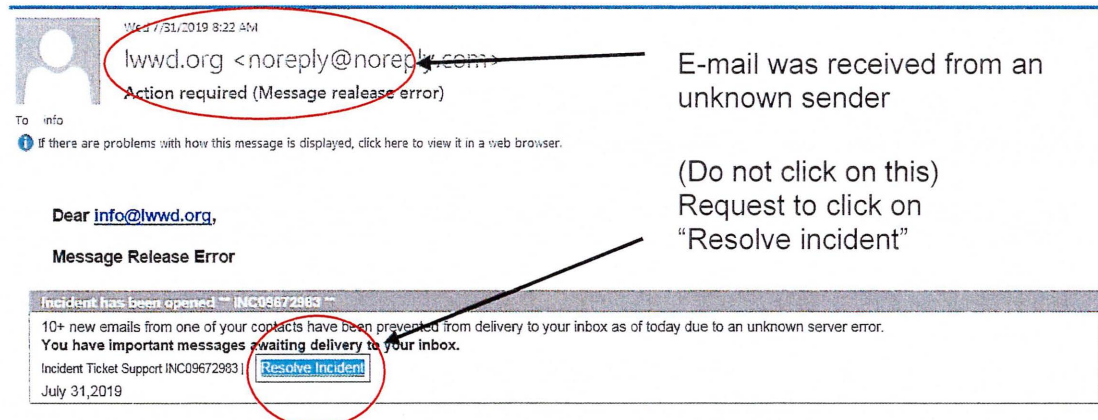
If you suspect any phishing email(s), DO NOT open the email or attachment, and DO NOT respond. Delete it as quickly as possible.

Phishing/Spam E-mails Examples:

The e-mail below states in the heading under the sender's name "Suspected Spam" and the District security software quarantined this e-mail. Delete these e-mails immediately and do not open.



This phishing e-mail below states "Action required" in the heading



The e-mail below appears to be from the Social Security Administration but was marked by Microsoft as not being valid. In addition, when the mouse cursor is hovered over the hyperlink, what is displayed as the actual web address is completely unrelated to the subject manner.

Get Protected



no-reply@ssa.gov (no-reply@ssa.gov) Add to contacts 1/04/16

To: [REDACTED]

From: no-reply@ssa.gov (no-reply@ssa.gov) Microsoft SmartScreen classified this message as junk.

Sent: Mon 1/04/16 3:16 PM

To: [REDACTED]

Microsoft SmartScreen marked this message as junk and we'll delete it after ten days.

Wait, it's safe!

As regards our commitment, concerning the S.A.F.E Act 2015 imposed by the Internal Revenue Service (IRS).

Social Security Administration has brought to you a new Security features that helps you as a tax payer to secure and protect your Personal Information.

This new features helps you monitor your credit report, and alert you of unauthorized us: <http://www.food.com> ty.

Click to follow link

To register, click [here](#) to get started.

Please do not reply to this E-mail, as we are unable to respond to messages sent to this address.

E-mail appears to be from valid Federal Government source

But was marked by Microsoft Smart Screen.

When mouse cursor is hovered over link it displays unrelated website

ELECTRONIC DEVICE AUTHORIZATION REQUEST

End-User Information

Director/Employee: _____

Department: _____

Required/Requested Services or Equipment: ☐ E-mail ☐ Internet Access

☐ Cellphone ☐ Tablet ☐ SCADA Network ☐ Laptop

Electronic Device and Artificial Intelligence Policy Review

I have received a copy of the LWD Electronic Device and Artificial Intelligence Policy and agree to abide by its provisions.

Director/Employee Signature: _____

Date: _____

I have reviewed the LWD Electronic Device and Artificial Intelligence Policy with this employee.

Supervisor: _____

Date: _____

LWD Electronic Device Use Authorization

Authorizing Signature: _____

Date: _____

Instructions:

1. Fill out the above as required.
2. Review the Electronic Device and Artificial Intelligence Policy with the employee requiring authorization.
3. Return signed form to the Administrative Services Supervisor.