



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, January 8, 2025

TIME: 5:00 p.m.

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

AGENDA

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

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentation and Awards**
None.

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

December 11, 2024 Regular Board Meeting (Pages 6-11)

December 16, 2024 Community Affairs Committee Meeting (Pages 12-14)

December 30, 2024 Ad-Hoc Committee Meeting (Pages 15-16)

8. Approval of Demands for December 2024 / January 2025

This item provides for Board of Directors approval of all demands paid from LWD during a portion of December 2024 and a portion of January 2025. (Pages 17-25)

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 FY24 to FY25, flows by sub-basin, and staff training. (Pages 26-32)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY25 budget and discloses monthly investments. (Pages 33-40)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of December 2024. (Pages 41-42)

12. Status Update on the Fiscal Year 2025 (FY25) LWD Tactics and Action Plan

(Pages 43-48)

13. Board-General Manager/Staff Relations Policy Annual Review (Pages 49-53)

EWA REPORTS

14. Encina Wastewater Authority Reports

A regular EWA Board Meeting was held on December 18, 2024. (Page 54)

COMMITTEE REPORTS

15. Committee Reports

A. A Community Affairs Committee meeting was held on December 16, 2024. (Page 55)

B. An Ad-Hoc Committee meeting was held on December 30, 2024. (Page 56)

ACTION ITEMS

16. Award of Teacher Grants (Pages 57-75)

17. Proposed Resolution No. 2424 – Revised Board of Directors Election of Board Officers, Establishment of Committees and Selection of Committee Members Policy (Pages 76-86)

18. 2025 Board of Directors Committee Assignments (Pages 87-89)

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

Water Career Day Video. (Verbal)

20. Directors' Meetings and Conference Reports

None.

21. General Manager's Report

22. General Counsel's Report

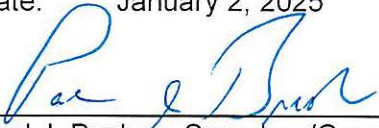
23. Board of Directors' Comments

24. Adjournment

AFFIDAVIT OF POSTING

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

Date: January 2, 2025



Paul J. Bushee, Secretary/General Manager

Board of Directors' Code of Conduct

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

Role of Staff

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

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 December 11, 2024

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, December 11, 2024 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Field Services Superintendent Marvin Gonzalez, Executive Assistant Tianne Baity, Capital Project Manager Ian Riffel, District Engineer Dexter Wilson, Nixon Roesink resident, and Donald Omsted resident and former Director

3. Pledge of Allegiance

Vice President Saldana led the pledge of allegiance.

4. Board of Directors Oath of Office

GC Brechtel administered the Oath of Office to President Roesink, Director Brown, and Director Pacilio.

5. General Public Comment Period

None.

6. Approval of Agenda

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

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

7. Presentations and Awards

A. Organizational Achievement Award – 5 Years No Spills

GM Bushee presented the item stating that on November 27, 2024 staff completed five years without a spill, which meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,500 compensation award.

The Board congratulated staff for their efforts.

B. Adopt Resolution No. 2422 – In Appreciation of Donald F. Omsted For His Outstanding Service and Commitment to the Leucadia Wastewater District

GM Bushee presented Mr. Donald (Don) Omsted with the Resolution of Appreciation, noting Don's accomplishments during his time with the District. The Board and staff congratulated Don and thanked him for his hard work and contribution to the District.

President Roesink thanked Don for his mentorship and his legacy with the District.

Director Brown thanked Don for his passion for the community and the District. He stated it is an honor to know Don.

Director Pacilio thanked Don and stated he is appreciative of Don's service to the District and the community.

Director Sullivan thanked Don and wished him a happy and healthy retirement.

Vice President Saldana thanked Don for being a steward of the environment.

Mr. Omsted thanked everyone including the former Board which selected GM Bushee many years ago. He stated he is happy and proud with the current Board leadership at the District.

Upon a motion duly made by Director Pacilio, seconded by Director Brown, and unanimously carried, the Board of Directors adopted Resolution No. 2422 – In Appreciation of Donald F. Omsted For His Outstanding Service and Commitment to the Leucadia Wastewater District by the following vote:

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

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

November 13, 2024 Regular Board Meeting

9. Approval of Demands for November / December 2024

Payroll Checks numbered 241113-1 – 241202-5; General Checking Checks numbered 26325 – 26428

10. **Operations Report** (A copy was included in the original December 11, 2024 Agenda)

11. **Finance Report** (A copy was included in the original December 11, 2024 Agenda)

12. **Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of November 2024.

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

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

EWA and COMMITTEE REPORTS

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

A. EWA Board Report – Meeting held on November 20, 2024.

Vice President Saldana reported on EWA's November 20, 2024 Board meeting.

Director Pacilio asked why the GM evaluation is not disclosed to the public. GC Brechtel answered stating that private and personnel matters, such as evaluations, are not disclosed to the public, only the Board.

Director Brown and Director Pacilio asked questions regarding the grant funding support services at EWA. Vice President Saldana and GM Bushee answered their questions.

B. An Encina Member Agency Manager's (MAM) Meeting was held on December 3, 2024.

GM Bushee reported on EWA's December 3, 2024 MAM meeting.

14. **Committee Reports**

None.

ACTION ITEMS

15. **Adopt Resolution 2423 – Check Signatory Authority Amounts**

Adopt Resolution 2423 – Updating Check Signatory Authority Amounts for the General Manager, Director of Finance and Administration, and adding the Superintendent.

DFA Green presented the item noting that at the September 18, 2024 Board Meeting, the Board adopted two Resolutions which increased the General Manager's spending authority from \$35,000 to \$50,000 and adopted a revised Procurement Policy.

DFA Green stated that the purpose of Resolution No. 2423 is to update the check signatory authority amounts to mirror the changes made in Resolution No. 2420 and Resolution No.

2421. The proposed check signatory authority changes for Resolution No. 2423 are listed below.

- Update the check signatory authority for the Leucadia Wastewater District (LWD) General Manager from \$35,000 to \$50,000 which will bring the General Manager's check signatory authority in line with his/hers purchasing authority of \$50,000;
- Replace the Administrative Services Manager, which is an old position/title not currently in use, with the Director of Finance and Administration, and increase the check signatory authority from \$25,000 to \$35,000 which will bring the Director of Finance and Administration's check signatory authority in line with his/hers purchasing authority of \$35,000; and
- Add check signatory authority for the LWD Superintendent in an amount not to exceed \$30,000.

Upon a motion duly made by Director Brown, seconded by Director Pacilio, and carried, the Board of Directors adopted Resolution 2423 – Updating Check Signatory Authority Amounts for the General Manager, Director of Finance and Administration, and adding the Superintendent by the following vote:

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

16. Board of Directors Election of Officers

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

Upon a motion duly made by President Roesink, seconded by Director Sullivan, and carried, the Board of Directors elected Vice President Saldana as the Board President for Calendar Year 2025 by the following vote:

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

Upon a motion duly made by Director Pacilio, seconded by Vice President Saldana, and carried, the Board of Directors elected Director Brown as the Board Vice President for Calendar Year 2025 by the following vote:

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

Director Sullivan asked if this is the appropriate time to comment on the committee assignments for next year or if she should wait till this item is brought before the Board at the January Board meeting. GM Bushee answered that she can comment now since it is pertinent to this item but the Board cannot take any action. He stated that should the Board want to change the committee assignment policy, the procedure would be to bring the policy back to the Board for approval in January.

Director Sullivan stated that there should be stability and continuity at EWA with LWD representatives. President Roesink agreed stating that engagement and availability are important factors to consider when on the EWA Board.

GM Bushee stated that in the past the Board has designated a two person Ad-Hoc Committee which would analyze the situation then make recommendations to the full Board. GM Bushee stated an Ad-Hoc Committee could be scheduled later this month or early next month so a recommended policy could be presented to the full Board at the January Board meeting.

President Roesink asked the Board if anyone would like to volunteer for the Ad-Hoc Committee. Director Sullivan stated she would like to be on the Committee. President Roesink asked Vice President Saldana if he would like to be on the Committee. Vice President Saldana answered absolutely.

Upon a motion duly made by President Roesink, seconded by Director Pacilio, and carried, the Board of Directors nominated Director Sullivan and Vice President Saldana to the Ad-Hoc Committee by the following vote:

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

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

The 2025 CWEA San Diego Section Awards Banquet is scheduled for January 18, 2025 at Tom Ham's Lighthouse in San Diego, CA.

18. Directors' Meetings and Conference Reports

The CSDA Quarterly Dinner was held November 21, 2024 at The Butcher Shop in Kearny Mesa, CA.

Director Sullivan stated it was a fascinating, engaging, and well-attended meeting. She said the speaker was remote but did a great job. President Roesink agreed with Director Sullivan.

19. General Manager's Report

GM Bushee reported on the following:

- Thanked President Roesink for a great year and he wished everyone a safe and happy holiday season.

20. General Counsel's Report

GC Brechtel reported on the following:

- Wished everyone happy holidays.

21. Board of Directors' Comments

Director Pacilio thanked everyone for a wonderful holiday dinner and noted it was great to meet significant others.

Director Sullivan thanked the Board, staff, and management and stated she is proud of the organization.

Vice President Saldana thanked everyone for a great year noting he is pleased with the District and looking forward to more.

Director Brown stated he echoes Director Pacilio's comments and wished everyone a Merry Christmas.

President Roesink stated Don will be missed but he is happy to have Director Brown onboard. He thanked the Board for their support and leadership this past year and he also thanked GM Bushee and staff for their help.

22. Adjournment

President Roesink adjourned the meeting at approximately 6:00 p.m.

Chris Roesink, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 December 16, 2024

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Monday, December 16, 2024 at 3:00 p.m.

1. Call to Order

Chairperson Saldana called the meeting to order at 3:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Saldana and Brown

DIRECTORS ABSENT: None

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

3. Public Comment

None.

4. New Business

Review of Teacher Grant Applications.

ADS Hill introduced the item and provided background information on the Teacher Grant Program noting the District was happy to have received six applications by the November 15th deadline.

ADS Hill noted that the total cost for the submitted grants is \$8,900, which is over the FY25 budget amount of \$6,000. ADS Hill noted these three considerations when evaluating the applications:

1. The Encinitas Unified School District (EUSD) Farm Lab project is outside the District's boundary, but their project will benefit students from eight schools within the District. In the past, EUSD has received a grant due to their significant impact on District students. Staff recommends the Farm Lab grant request be accepted.
2. Two applications are from La Costa Heights Elementary. One of the applications (Ms. Caldararo's) includes a \$600 request for bus transportation to LWD for a field trip. Staff recommends LWD offer a demonstration at La Costa Heights in lieu of the bus funding.
3. The La Costa Canyon High School application includes \$400 for non-consumable items (shovels and gloves) that the District has funded in previous years. Staff recommends excluding the non-consumable items from the funding of this grant.

ADS Hill stated staff recommends approving all six grants due to the high outreach value and impact on over 1,500 students in the District's service area. This number does not account for additional participants, such as teachers, volunteers, and parents, who contribute to or

benefit from these projects. She stated that the current year's budget can absorb the additional \$2,900.

Director Brown asked if the projects should be focused more on wastewater than water. GM Bushee stated that one of the main goals of the Teacher Grant Program is to raise awareness of the District. He noted that the Teacher Grant Program is probably more impactful and reaches more people than the newsletter.

Chairperson Saldana stated that perhaps the District should fund more to the projects that impact more students. Director Brown stated that maybe LWD should reassess the grant amounts to be within the designated budget of the program.

Following a lengthy discussion, the CAC and staff agreed to fund the Teacher Grant Program with a total amount of \$8,800. The grant amounts per teacher/school are listed below.

- \$2,000 to Carrie Herndon with EUSD Farm Lab;
- \$2,000 to Nancy Jois with Capri Elementary;
- \$1,400 to Jessica Caldararo with La Costa Heights Elementary;
- \$900 to Jacquie Street with La Costa Heights Elementary;
- \$900 to Katie Oberman with El Camino Creek Elementary; and
- \$1,600 to June Honsberger with La Costa Canyon High School

The CAC and staff's recommendation will be forwarded to the Board of Directors for approval at its January 8th Meeting.

The CAC and staff also agreed to reassess the Teacher Grant Program next year and redefine and update the grant application to be more wastewater oriented.

5. Information Items

A. Water Career Day Debrief

ADS Hill provided a debrief of the Water Career Day which took place on October 10th at San Elijo Joint Powers Authority (SEJPA) in partnership with Olivenhain Municipal Water District (OMWD) and LWD. She also presented a video to the CAC, created by RTP, which showcased Water Career Day.

The CAC enjoyed the video and Chairperson Saldana asked that the video be presented to the full Board at the January Board meeting. Staff stated they would do so.

B. Photo Contest Update

Mr. Bloom of RTP provided an update on the LWD Photo Contest. He stated that LWD will have a photo contest for schools in the District and it will be divided into elementary school, middle school, and high school submissions. He noted that the winning photos will be used on the District's social media pages and winners will receive framed copies of their submitted photos. Mr. Bloom stated that the photo contest announcement will be made to schools in January with a due date of April 2025.

6. Directors' Comments

Director Brown thanked staff for bringing him up to speed on the CAC.

7. General Manager's Comments

None.

8. **Adjournment**

Chairperson Saldana adjourned the meeting at 4:08 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Ad Hoc Committee Meeting
 December 30, 2024

A meeting of the Ad Hoc Committee (AHC) of the Leucadia Wastewater District (LWD) was held Monday, December 30, 2024 at 2:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Director Saldana called the meeting to order at 2:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Saldana and Sullivan

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Executive Assistant Tianne Baity

3. Public Comment

No public comment was received.

4. Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy Review

Director Saldana introduced the item and provided background noting that at the December 11th Board meeting, the Board appointed Directors Sullivan and Saldana to an Ad Hoc Committee (AHC) to review the Election of Board Officers, Establishment of Committees, and Selection of Board Committee Members Policy.

GM Bushee added that the issue at hand was whether the current policy regarding EWA Board/Joint Advisory Committee (JAC) representative rotations should be modified.

The AHC discussed the various options for appointing the EWA/JAC representatives at length. The discussion included whether the appointment terms should be extended to three years, whether the appointment should remain automatic, and whether the past LWD Board President or the General Manager should serve as the EWA/JAC alternate. Following discussion, the AHC recommended that the existing practice of two-year rotating term for the EWA/JAC representatives should remain in place and that the General Manager should serve as the EWA/JAC Alternate. Staff indicated that the policy would be amended to reflect this and presented to the Board for consideration.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Director Saldana adjourned the meeting at 2:44 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
January 8, 2025**

Disbursement Period December 6, 2024 through January 2, 2025

PAYROLL PAYMENTS	\$ 138,091.68
PAYROLL EXPENSE REIMBURSEMENTS	\$ -
GENERAL CHECKS	
Operating	\$ 153,852.14
Capital	\$ 389,299.30
TOTAL GENERAL CHECKS	<u>\$ 543,151.44</u>
ELECTRONIC PAYMENTS	
Operating	\$ 754,021.62
Capital (which is negative due to a credit issued to LWD by Encina)	\$ (237,487.00)
TOTAL ELECTRONIC PAYMENTS	<u>\$ 516,534.62</u>

TOTAL DEMANDS	\$ 1,197,777.74
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
January 8, 2025**

Disbursement Period December 6, 2024 through January 2, 2025

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll	12/11/2024 241211-1	241211-19	\$57,386.41
Incentive Payroll	12/11/2024 241211-1	241211-19	\$23,335.71
Biweekly Payroll	12/25/2024 251225-1	251225-19	\$55,814.46
Board Payroll	1/2/2025 250102-1	250102-5	\$1,555.10

TOTAL PAYROLL CHECKS	\$ 138,091.68
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Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 12/6/2024 Through 1/2/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26429	12/12/2024	AIRGAS USA LLC	2,072.49	Liquid Oxygen Contract 12/02/24
	12/12/2024	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Tank Rental Dec 2024
26430	12/12/2024	BASE 9 CONSULTING INC	1,050.00	Add Hi Level Alarm to SCADA & Dialier, configure new VOIP
26431	12/12/2024	CMRS-PB	200.00	Postage Funds
26432	12/12/2024	COASTAL PLUMBING	374.60	Backflow Testing
26433	12/12/2024	CORODATA RECORDS MANAGEMENT ...	110.57	File Archive/Records Storage Services Nov 2024
26434	12/12/2024	C W E A	116.00	Certification Renewal-Collection System Main Grd 3-C.Russell
	12/12/2024	C W E A	121.00	CWEA CSM Grade 4 Cert Renewal-FY2025-M Gonzalez
	12/12/2024	C W E A	239.00	CWEA Membership Renewal-FY2025-G Mendez
	12/12/2024	C W E A	239.00	CWEA Membership Renewal-FY2025-I Riffel
26435	12/12/2024	DATA NET SOLUTIONS GROUP	(374.40)	Credit for Proofpoint labor hours
	12/12/2024	DATA NET SOLUTIONS GROUP	1,580.10	Monthly IT Services Nov 2024
	12/12/2024	DATA NET SOLUTIONS GROUP	2,809.99	Monthly Managed Services Nov 2024
	12/12/2024	DATA NET SOLUTIONS GROUP	374.40	Proofpoint Labor Hours
26436	12/12/2024	DETECTION INSTRUMENTS CORP	142.75	Calibration
26437	12/12/2024	CONFIDENCE CONSULTING	4,871.41	Consulting Services:Leadership & Development Trainings
26438	12/12/2024	MAVTECK	14,250.00	San Marcos Creek Diversion Project Construction Management
26439	12/12/2024	MISSION SQUARE	7,277.03	Deferred Comp for PPE 12/08/24
26440	12/12/2024	PALOMAR RESEARCH SERVICES,LLC	80.00	Background Checks - New FST In-Training
26441	12/12/2024	PRUDENTIAL OVERALL SUPPLY	153.14	Weekly Uniform/Laundry Service 12/10/24
26442	12/12/2024	SAN DIEGUITO WATER DISTRICT	199.16	Water @ Tanker 1
	12/12/2024	SAN DIEGUITO WATER DISTRICT	53.62	Water @ Tanker 2
26443	12/12/2024	SUNSET VALLEY HOLDINGS LLC	422.50	Lateral Reimbursement: 140 Range Encinitas 92024
26444	12/12/2024	TERMINIX PROCESSING CENTER	102.00	Pest Control 11/04/24
26445	12/12/2024	PROFESSIONAL EXCHANGE	110.00	Answering Services November 2024
26446	12/12/2024	THE HOME DEPOT CRC/GECF	38.73	3/4 in Drive 12 point
	12/12/2024	THE HOME DEPOT CRC/GECF	283.57	HDX Sprayer, Saw Blades, Outlet, Toilet Seat, Extention Cord
	12/12/2024	THE HOME DEPOT CRC/GECF	63.55	MIP Brass, MIP Plug, Brass Cap
	12/12/2024	THE HOME DEPOT CRC/GECF	77.00	Pipe Stand
	12/12/2024	THE HOME DEPOT CRC/GECF	327.40	Square Drive Impact Wrench
	12/12/2024	THE HOME DEPOT CRC/GECF	1,496.65	Tool Box
26447	12/12/2024	WOOD JAMES VAN WIERAN TRUST	3,000.00	Lateral Reimbursement: 423 Hillcrest Dr, Encinitas 92024
26448	12/12/2024	WILLIAMS LLP	2,310.00	Legal Services November 2024
26449	12/19/2024	Atlas Technical Consultants LLC	3,710.00	Geotechnical Engineering Services San Marcos Creek Crossing
26450	12/19/2024	AT&T	219.23	Phone Service-BPS 11/10/24-12/09/24
26451	12/19/2024	DATA NET SOLUTIONS GROUP	300.00	WatchGuard AP325 1 yr Basic Wifi Renewal

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 12/6/2024 Through 1/2/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26452	12/19/2024	DEXTER WILSON ENGINEERING	192.00	Development Services 0943-Leucadia Streetscape
	12/19/2024	DEXTER WILSON ENGINEERING	298.50	Development Services 1211-Ernies Craft Deli-114 N ECM
	12/19/2024	DEXTER WILSON ENGINEERING	261.10	Development Services 7335 Bolero Street-New SFD
	12/19/2024	DEXTER WILSON ENGINEERING	785.00	FY25 SSMP Audit Nov 2024
26453	12/19/2024	DOWNSTREAM SERVICES, INC.	105.00	Stormwater Maintenance
26454	12/19/2024	HAAKER EQUIPMENT CO	570.64	Front Panel
26455	12/19/2024	INJA JURGENS	1,652.85	Lateral Reimbursement: 1628 Tennis Match Way, Encinitas CA
26456	12/19/2024	MESA REPROGRAPHICS	21.55	Graphic Design FY 25 Gravity Pipeline Replacement
26457	12/19/2024	MMK MANAGEMENT GROUP LLC	6,203.52	LWD Sewer Service Fee Refund
26458	12/19/2024	Calif Environmental Consulting LLC DB...	3,340.25	Manhole Rain Guards
26459	12/19/2024	PALM ENGINEERING CONSTRUCTION	359,902.15	San Marcos Creek Crossing Diversion Project
26460	12/19/2024	PLANT PEOPLE, INC	186.90	Monthly Maintenance of Office Plants Dec 2024
26461	12/19/2024	PLUMBERS DEPOT, INC	2,867.03	Check Run 12/19/24
26462	12/19/2024	PRUDENTIAL OVERALL SUPPLY	288.18	Weekly Uniform/Laundry Service 12/17/24
26463	12/19/2024	SAN DIEGO COUNTY VECTOR CONTROL	10.76	Mosquito and Vector Disease Control Assessment FY2025
26464	12/19/2024	SAN DIEGO GAS & ELECTRIC	4,485.56	Electric @ Admin
	12/19/2024	SAN DIEGO GAS & ELECTRIC	1,432.56	Electric @ La Costa PS
	12/19/2024	SAN DIEGO GAS & ELECTRIC	13,922.39	Electric @ LPS
	12/19/2024	SAN DIEGO GAS & ELECTRIC	160.86	Electric @ RV PS
	12/19/2024	SAN DIEGO GAS & ELECTRIC	189.89	Electric @ VP7 PS
26465	12/19/2024	I2B NETWORKS INC DBA SPACELINK	160.00	Live Webcam Streaming Services-Webcam @ BPS 12/14/24-1/13/25
26466	12/19/2024	STATE WATER RESOURCES CONTROL...	21,150.00	Collections Systems Annual Permit 7/1/24-6/30/25
26467	12/19/2024	UNIFIRST FIRST AID CORP	(14.85)	Credit for AED Inspections
	12/19/2024	UNIFIRST FIRST AID CORP	176.35	First Aid Supplies
26468	12/19/2024	U.S. BANK	8,285.20	Cal Card Purchase on Statement Dated 11/22/24
26469	12/19/2024	OCCUPATIONAL HEALTH CENTERS OF...	118.00	DOT Physical RE
26470	12/26/2024	COUNTY OF SAN DIEGO APCD	664.00	District Fees for APCD2003-SITE-05084 January 2025-2026
26471	12/26/2024	COUNTY OF SAN DIEGO APCD	652.00	District Fees for APCD2004-SITE-05094 January 2025-2026
26472	12/26/2024	AWSS INC	2,106.32	Vehicle Fuels 11/04/24-11/18/24
	12/26/2024	AWSS INC	1,848.69	Vehicle Fuels 11/19/24-12/03/24
26473	12/26/2024	C & B Air Power	1,182.13	Service Kit w Labor & Oil
26474	12/26/2024	GRAINGER, INC	502.31	Piston Air Comp/Vacuum Pump
26475	12/26/2024	HUMANA DENTAL INS.	4,409.08	Dental Insurance-January 2025
26476	12/26/2024	MALLORY SAFETY AND SUPPLY	71.12	Drivers Gloves
26477	12/26/2024	MISSION SQUARE	7,282.39	Deferred Comp for PPE 12/22/24
26478	12/26/2024	OLIN CORP / PIONEER AMERICAS	9,466.41	Sodium Hypochlorite
26479	12/26/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ VP5 PS

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 12/6/2024 Through 1/2/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26480	12/26/2024	Quench USA Inc	136.85	Office water tanks/filtered drinking water 12/19/24-1/18/25
26481	12/26/2024	SAMUEL CHERESKIN JR	3,000.00	Lateral Reimbursement: 426 Andrew Avenue, Encinitas CA
26482	12/26/2024	SAN DIEGO GAS & ELECTRIC	1,459.77	Electric @ AWT
26483	12/26/2024	STATE WATER RESOURCES CONTROL...	32,505.00	Gafner Water Annual Permit Fee 07/01/24-06/30/25
26484	12/26/2024	UNIFIRST FIRST AID CORP	40.02	First Aid Supplies
26485	12/26/2024	OCCUPATIONAL HEALTH CENTERS OF...	400.00	DOT Physical JCO
26486	12/26/2024	VERIZON WIRELESS	1,417.77	Cell Phones 11/08/24-12/07/24
Report Total			543,151.44	

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1259	1002795087	12/13/2024	CALPERS	3,609.18	PERS Retirement dated for pay period 12.11.2024 Classic EE
		12/13/2024	CALPERS	7,818.43	PERS Retirement dated for pay period 12.11.2024 Classic ER
	1002795088	12/13/2024	CALPERS	2,520.58	PERS Retirement dated for pay period 12.11.2024 PEPR A EE
		12/13/2024	CALPERS	2,559.60	PERS Retirement dated for pay period 12.11.2024 PEPR A ER
Total CD1259				16,507.79	
CD1260	270474790288459	12/12/2024	United States Treasury	9,767.28	Staff Payroll Taxes for Checks dated 12/11/24- Federal W/H
		12/12/2024	United States Treasury	8,485.16	Staff Payroll Taxes for Checks dated 12/11/24- FICA
		12/12/2024	United States Treasury	2,772.23	Staff Payroll Taxes for Checks dated 12/11/24- Medicare
	8129059	12/12/2024	EMPLOYMENT DEVELOPMENT DEPT	4,036.11	Staff Payroll Taxes for Checks dated 12/11/24- State
Total CD1260				25,060.78	
CD1261	270474740255569	12/12/2024	United States Treasury	2,643.20	Incentive Payroll Taxes for Checks dated 12/11/24- Federal WH
		12/12/2024	United States Treasury	3,162.00	Incentive Payroll Taxes for Checks dated 12/11/24- FICA
		12/12/2024	United States Treasury	853.50	Incentive Payroll Taxes for Checks dated 12/11/24- Medicare
	8129062	12/12/2024	EMPLOYMENT DEVELOPMENT DEPT	499.84	Incentive Payroll Taxes for Checks dated 12/11/24- State
Total CD1261				7,158.54	

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

CD1262	1002801717	1/2/2025 CALPERS	41,394.17	CalPERS Health Insurance - January 2025-Staff
		1/2/2025 CALPERS	109.64	CalPERS Health Insurance - January 2025-Admin

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
		1/2/2025	CALPERS	948.00	CalPERS Health Insurance - January 2025-Retirees
	1002801718	1/2/2025	CALPERS	3,155.82	CalPERS Health Insurance - January 2025-Board
		1/2/2025	CALPERS	7.57	CalPERS Health Insurance - January 2025-Admin
Total CD1262				45,615.20	
CD1263	1002804918	12/27/2024	CALPERS	3,609.18	PERS Retirement dated for Pay Period 12.25.24-Classic EE
		12/27/2024	CALPERS	7,818.43	PERS Retirement dated for Pay Period 12.25.24-Classic ER
	1002804919	12/27/2024	CALPERS	2,529.21	PERS Retirement dated for Pay Period 12.25.24-PEPRA EE
		12/27/2024	CALPERS	2,568.37	PERS Retirement dated for Pay Period 12.25.24-PEPRA ER
Total CD1263				16,525.19	
CD1264	270476180398378	12/26/2024	United States Treasury	10,024.32	Staff Payroll Taxes for Checks dated 12/25/24- Federal W/H
		12/26/2024	United States Treasury	8,696.26	Staff Payroll Taxes for Checks dated 12/25/24- FICA
		12/26/2024	United States Treasury	2,815.34	Staff Payroll Taxes for Checks dated 12/25/24- Medicare
	8146915	12/26/2024	EMPLOYMENT DEVELOPMENT DEPT	4,173.20	Staff Payroll Taxes for Checks dated 12/25/24- State
Total CD1264				25,709.12	
CD1265	351338115	9/30/2024	ENCINA WASTEWATER AUTHORITY	(184,647.00)	EWA Wire-Q1 Recon Operating

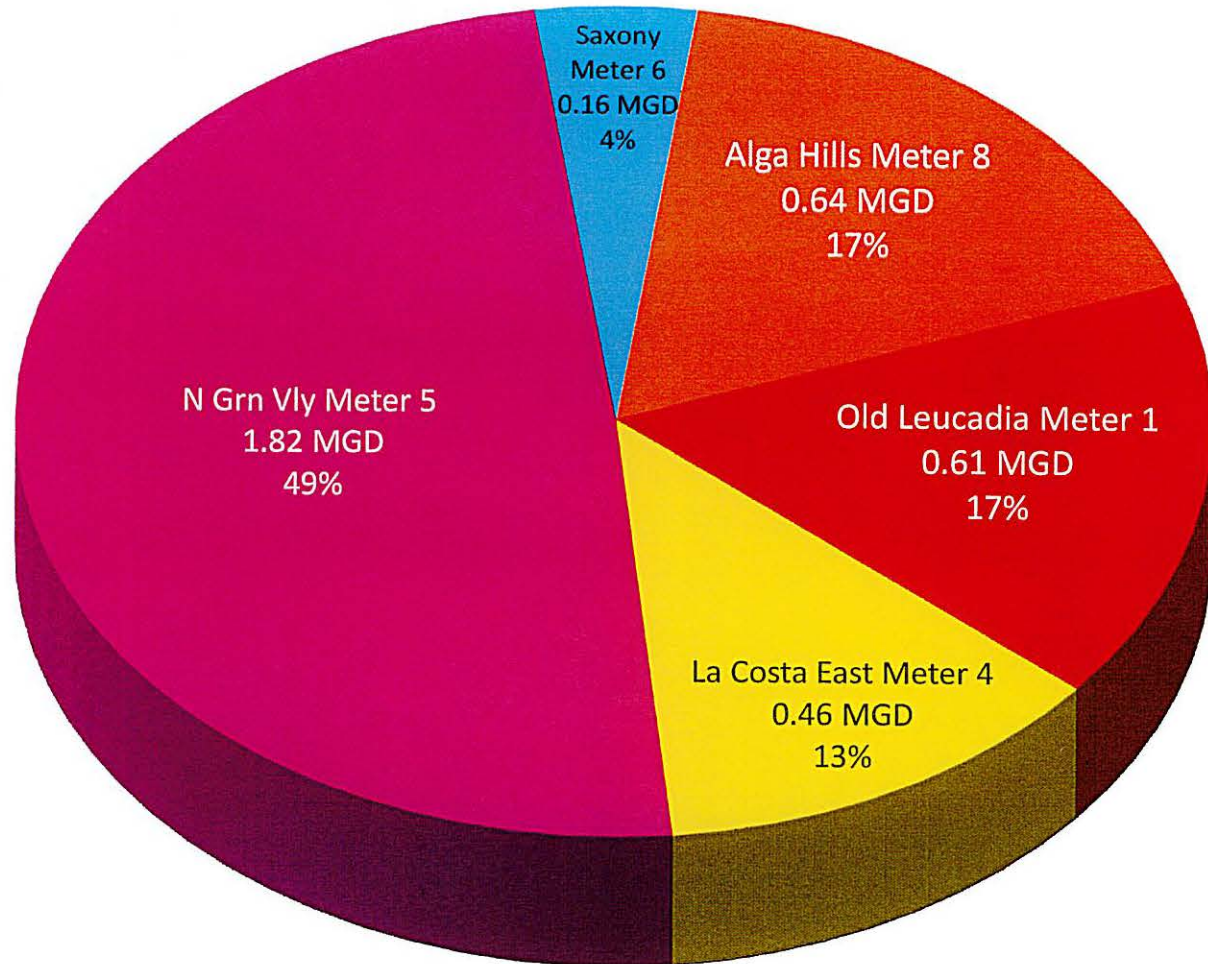
Leucadia Wastewater District
Posted General Ledger Transactions - CD Transactions for Demands

9/30/2024	ENCINA WASTEWATER AUTHORITY	(550,589.00)	EWA Wire-Q1 Recon Capital
12/30/2024	ENCINA WASTEWATER AUTHORITY	379,958.00	EWA Wire
12/31/2024	ENCINA WASTEWATER AUTHORITY	802,092.00	EWA Wire-Q3 FY2025 Est Operating
12/31/2024	ENCINA WASTEWATER AUTHORITY	313,102.00	EWA Wire-Q3 FY2024 Est Capital
Total CD1265		379,958.00	
Report Total		516,534.62	

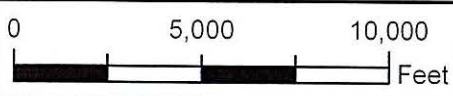
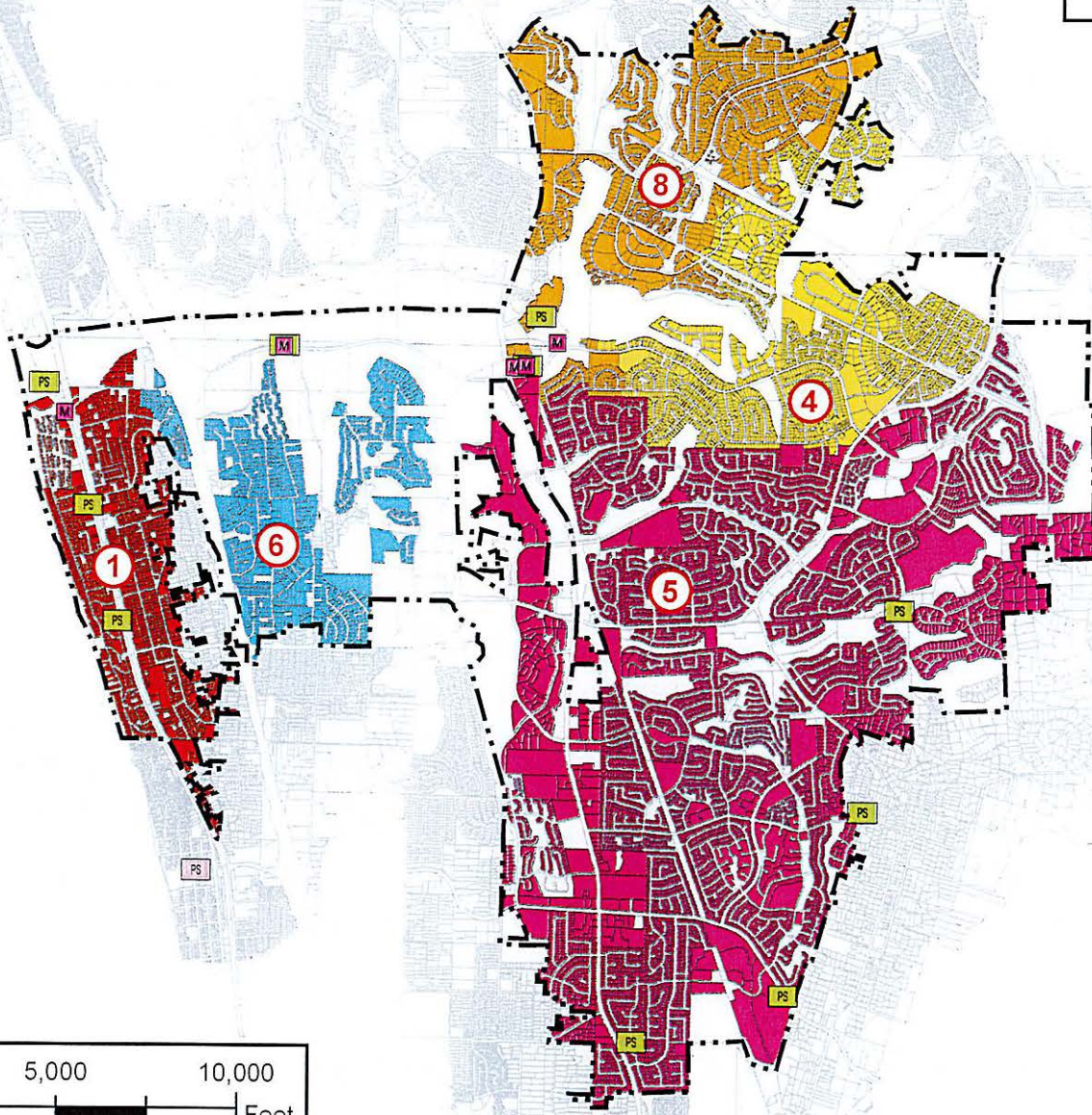
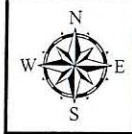
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2025 (July 2024 - June 2025)**

CURRENT MONTH Dec-24							FY 2024
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,986.78	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	119.35	2.25	3.85	132.81	42.28	3.76
YTD			28,989.03				
AUGUST	0.00	115.32	2.00	3.75	129.35	42.94	3.83
YTD			28,991.03				
SEPTEMBER	0.00	111.30	2.47	3.70	127.61	33.66	3.68
YTD			28,993.50				
OCTOBER	0.01	113.46	1.75	3.68	126.92	26.14	3.70
YTD			28,995.25				
NOVEMBER	0.13	108.90	1.50	3.70	127.60	15.53	3.68
YTD			28,996.75				
DECEMBER	0.00	114.39	0.25	3.78	130.36	10.29	3.62
YTD			28,997.00				
JANUARY							3.71
YTD							
FEBRUARY							4.12
YTD							
MARCH							3.80
YTD							
APRIL							3.73
YTD							
MAY							3.88
YTD							
JUNE							3.82
YTD							
YTD Totals	0.14	682.72	10.22			170.84	
Mo Average	0.02	113.79	1.70	3.74	129.11	28.47	3.78

**LWD Flows by Sub-Basin
December 2024
Total LWD Flow 3.69 MGD**



LEUCADIA WASTEWATER DISTRICT



LEGEND

Parcels by Basin

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

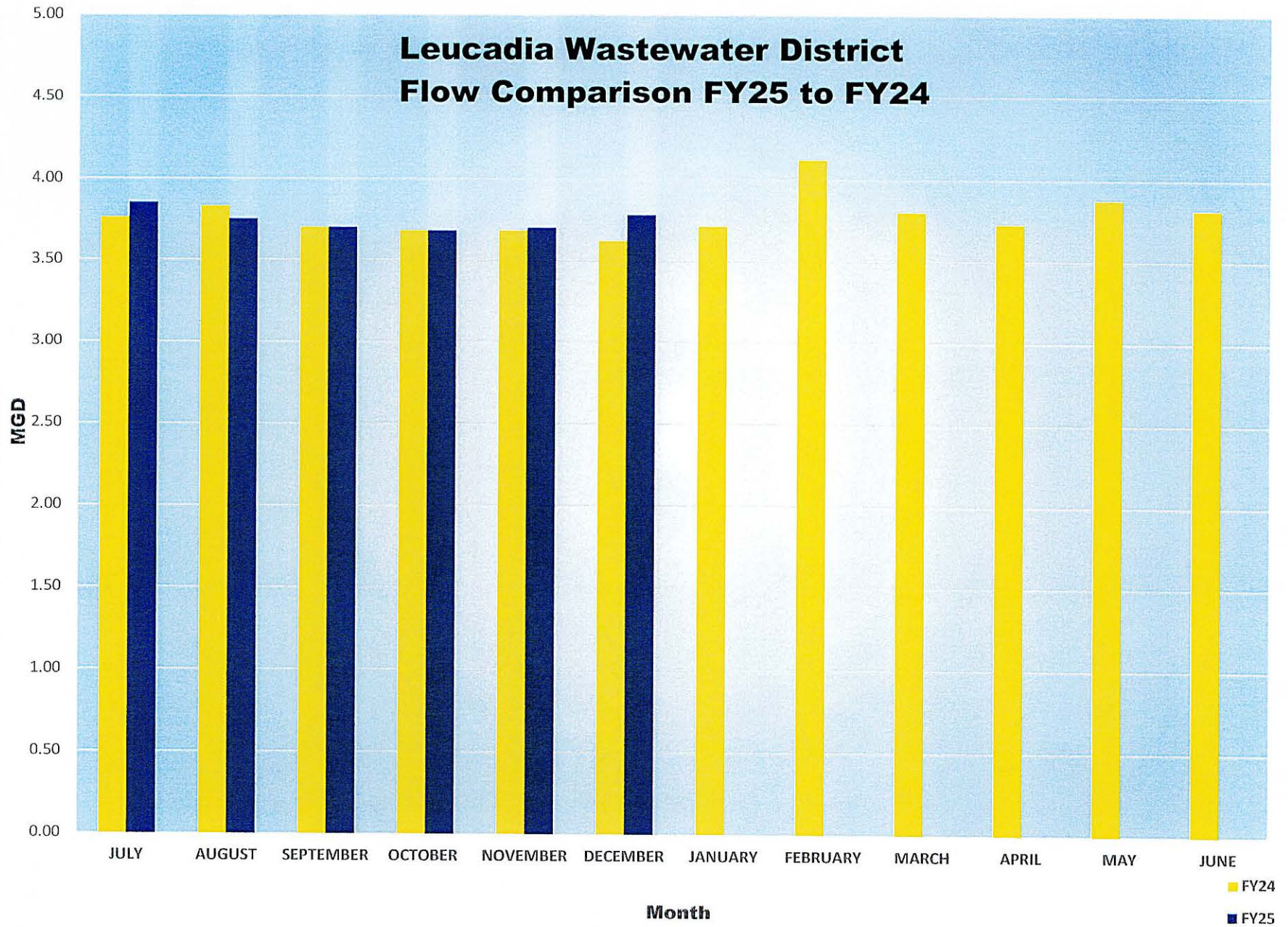
- M Meter Locations
- PS LWD Pump Station
- PS Encinitas Pump Station
- LWD Boundary



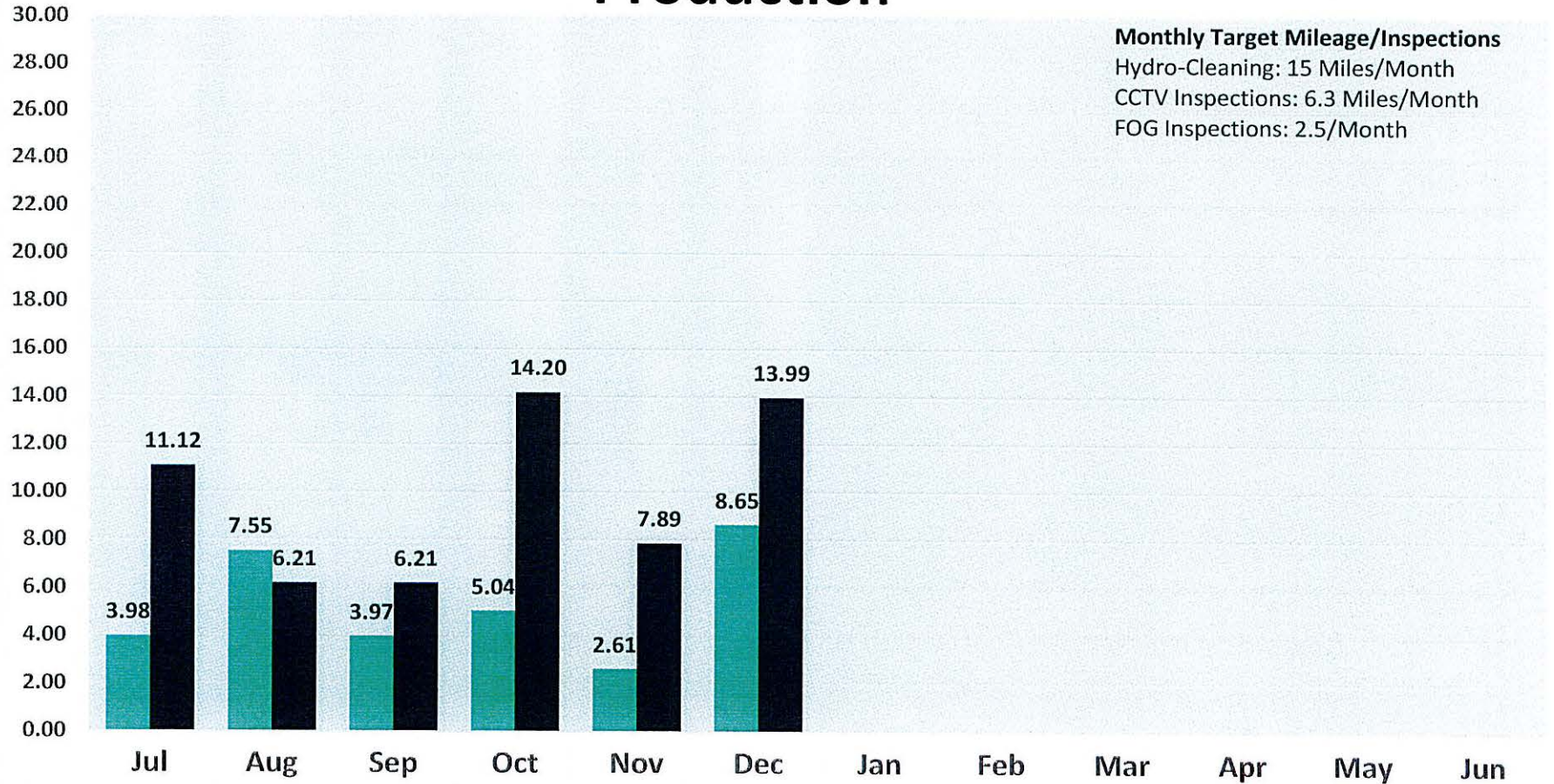
DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN

Date Saved: 8/16/2024 2:51:57 PM
Document Path: \\meridian\gis\103021\2024-08_LWD Subbasin Map.mxd



FY-25 CCTV Inspections & Hydro Cleaning Production



Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FOG Inspections	1	5	1	1	4	0						

FOG (YTD 12) ■ CCTV Inspections (YTD 31.8 Miles) ■ Hydro Cleaning (YTD 59.6 Miles)

Operations and Administration Training Report December 2024

Training & Safety Events for the month December 2024

Hours

Description	Ops	Admin	Total
Chainsaw Safety	1.0	0.0	1.0
Field Ergonomics: Back Care	1.0	0.0	1.0
Workplace Violence	3.0	0.0	3.0
Data Protection: Secure Data Storage	0.0	0.5	0.5
Security for Remote and Hybrid Workers	0.5	0.5	1.0
Physical Security: Loose Lips Sink Ships	0.5	0.5	1.0
Mobile Security: Mobile Device Management	2.5	2.0	4.5
Introduction to Password Security	3.0	2.5	5.5
Privacy and Data Classification	2.5	2.5	5.0
BEC Techniques & Red Flags	2.0	2.5	4.5
Avoiding Cryptocurrency Risk: Crypto Mining	0.5	2.0	2.5
Total Training Hours	16.5	13.0	29.5

Conferences/Webinars/Seminars for the month of December 2024

Attendees

Description	Ops	Admin	Total
GFOA 2024 GAAP Update	0	2	2
CSRMA State of the Insurance Market	1	0	1
PFM Annual Economic and Financial Markets	1	0	1
CalTrust Post-Election Reflection	1	0	1
The Ultimate AI Toolkit	0	1	1
City of San Diego Public Utilities Recycled Water Site Supervisor Training	4	0	4
CSRMA The Art of Writing the Performance Evaluation	3	1	4
Total Attended Conferences	10	4	14

Notes:

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


 LEADERS IN
ENVIRONMENTAL
PROTECTION

Operations and Administration Training Report Summary for Fiscal Year 2025

Training		Hours	
Month	Ops	Admin	Total
Jul-24	48.0	14.5	62.5
Aug-24	30.0	12.5	42.5
Sep-24	24.0	11.0	35.0
Oct-24	77.5	38.0	115.5
Nov-24	16.5	9.5	26.0
Dec-24	16.5	13.0	29.5
Jan-25	0.0	0.0	0.0
Feb-25	0.0	0.0	0.0
Mar-25	0.0	0.0	0.0
Apr-25	0.0	0.0	0.0
May-25	0.0	0.0	0.0
Jun-25	0.0	0.0	0.0
YTD Totals	212.5	98.5	311.0

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-24	1.0	2.0	3.0
Aug-24	3.0	4.0	7.0
Sep-24	3.0	6.0	9.0
Oct-24	0.0	5.0	5.0
Nov-24	4.0	1.0	5.0
Dec-24	10.0	4.0	14.0
Jan-25	0.0	0.0	0.0
Feb-25	0.0	0.0	0.0
Mar-25	0.0	0.0	0.0
Apr-25	0.0	0.0	0.0
May-25	0.0	0.0	0.0
Jun-25	0.0	0.0	0.0
YTD Totals	21.0	22.0	43.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 12/31/2024

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	26,656,982
Accounts Receivables	222,226
Net OPEB Asset	37,776
Prepaid Expense	329,350
Funds held with Encina Wastewater Authority	445,200
Capital Assets	195,381,273
Less Accumulated Depreciation	(70,024,112)
Total Assets	<u>153,048,696</u>
Deferred Outflows	
PERS Pension Deferred Outflows	2,342,470
OPEB Health Deferred Outflows	279,439
Total Deferred Outflows	<u>2,621,909</u>
Total Assets & Deferred Outflows	<u><u>155,670,605</u></u>
Liabilities	
Accounts Payable & Accrued Expenses	285,759
Developer Deposits	160,544
Lease Liability	528
Net Pension Liability	4,922,025
Total Liabilities	<u>5,368,856</u>
Deferred Inflows	
PERS Pension Deferred Inflows	253,714
OPEB Health Deferred Inflows	154,946
Total Deferred Inflows	<u>408,660</u>
Net Position	
Beginning Net Position (as of June 30, 2023)	
Investment in Capital Assets	125,356,434
Reserves	26,314,700
Total Beginning Net Position (as of June 30, 2023)	<u>151,671,134</u>
Current Change In Net Position	
Other	(1,778,045)
Total Current Change In Net Position	<u>(1,778,045)</u>
Total Net Position	<u>149,893,089</u>
Total Liabilities, Deferred Inflows & Net Position	<u><u>155,670,605</u></u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2024 Through 12/31/2024

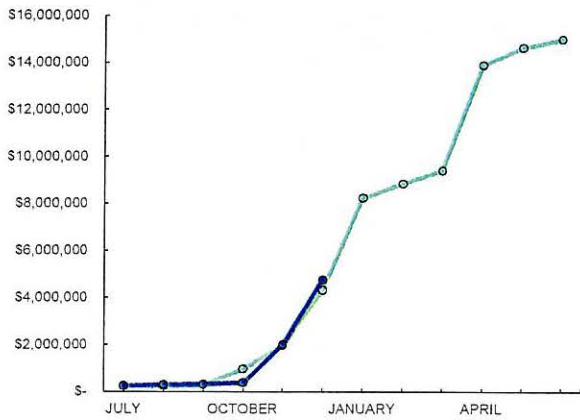
Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 4,749,759	\$ 14,979,950	\$ 10,230,191	31.7%
3150 Recycled Water Sales	247,635	399,000	151,365	62.1%
3100 Misc. Operating Revenue	23,848	193,323	169,475	12.3%
TOTAL OPERATING REVENUES	\$ 5,021,242	\$ 15,572,273	\$ 10,551,031	32.2%
OPERATING EXPENSES				
4100 Salaries	\$ 1,157,473	\$ 2,277,968	\$ 1,120,495	50.8%
4200 Employee Benefits	793,288	1,758,571	965,283	45.1%
4300 Directors Expense	46,463	128,990	82,527	36.0%
4400 Election Expense	-	55,000	55,000	0.0%
4600 Gas, Oil & Fuel	20,438	66,000	45,562	31.0%
4700 Insurance Expense	157,203	264,000	106,797	59.5%
4800 Memberships	32,388	41,370	8,982	78.3%
4900 Office Expense	84,681	192,890	108,209	43.9%
5000 Operating Supplies	66,430	158,000	91,570	42.0%
5200 Professional Services	148,878	423,200	274,322	35.2%
5300 Printing & Publishing	7,752	33,000	25,248	23.5%
5400 Rents & Leases	8,846	20,600	11,754	42.9%
5500 Repairs & Maintenance	245,563	566,800	321,237	43.3%
5600 Monitoring & Permits	72,313	103,100	30,787	70.1%
5700 Training & Development	24,386	52,000	27,614	46.9%
5900 Utilities	254,604	623,200	368,596	40.9%
6100 LAFCO Operations	7,983	8,500	517	93.9%
6200 Encina Operating Expense	2,304,295	3,040,000	735,705	75.8%
6900 Admin O/H alloc to Capital	(18,922)	(224,007)	(205,085)	8.4%
TOTAL OPERATING EXPENSES	\$ 5,414,061	\$ 9,589,182	\$ 4,175,121	56.5%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 59,280	\$ 187,200	\$ 127,920	31.7%
3220 Property Taxes	912,775	2,321,600	1,408,825	39.3%
3250 Investment Income	398,397	795,000	396,603	50.1%
3290 Misc. Non Op Revenue	11,481	589,700	578,219	1.9%
TOTAL NON-OPERATING REVENUES	\$ 1,381,933	\$ 3,893,500	\$ 2,511,567	35.5%

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

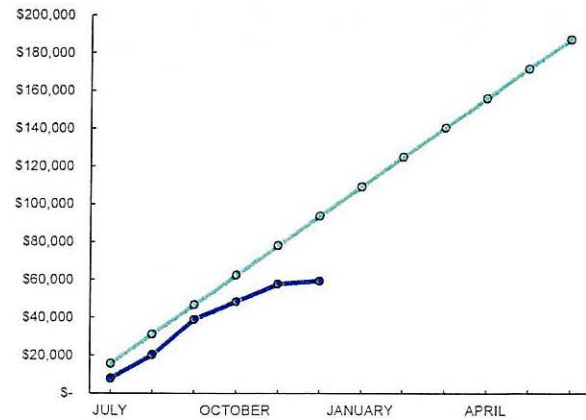
Leucadia Wastewater District Revenue FY2025

YTD through December 31, 2024

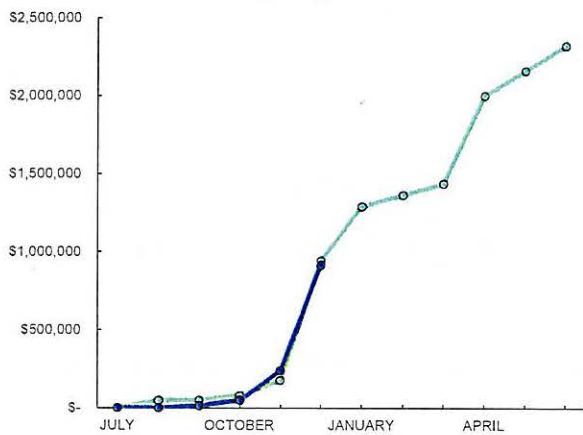
Sewer Service Fees



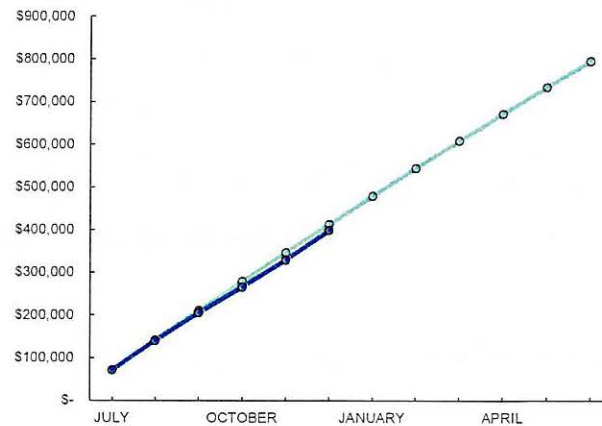
Capacity Charges



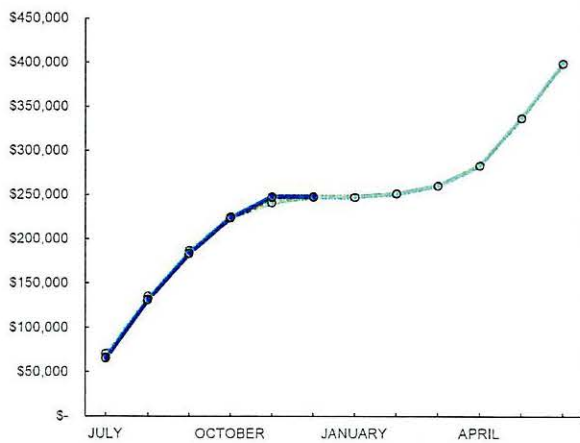
Property Taxes



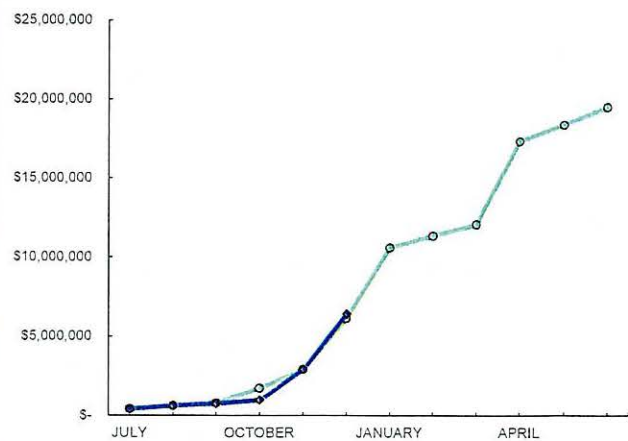
Investment Income



Recycled Wastewater Sales



Total Revenue



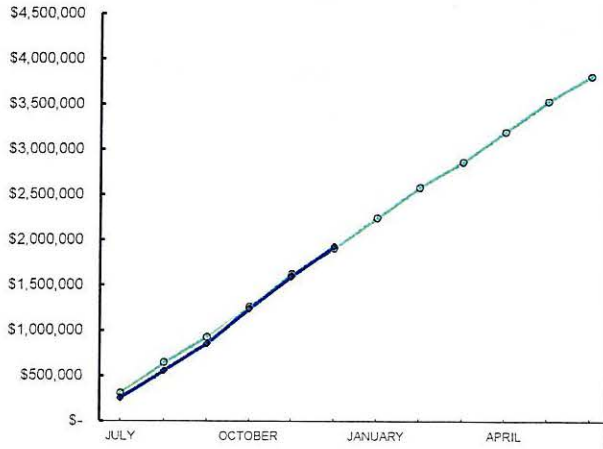
○ Budget ◆ Actual

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

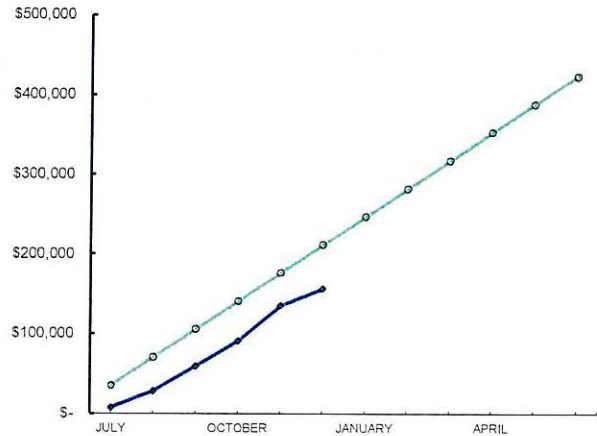
Leucadia Wastewater District Operating Expenses FY2025

YTD through December 31, 2024

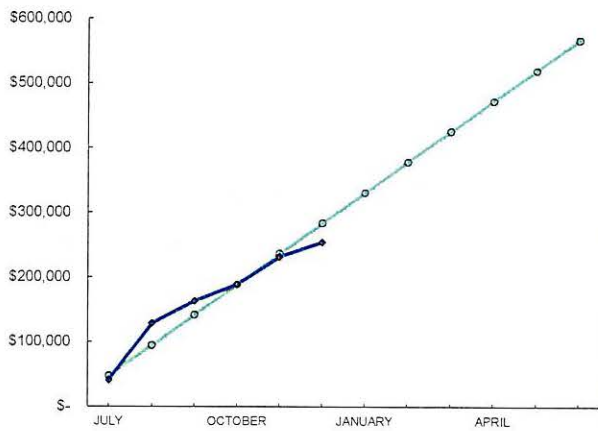
Salaries and Benefits



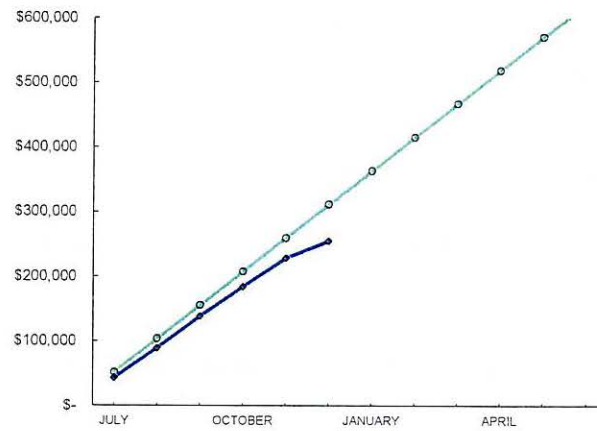
Professional Services



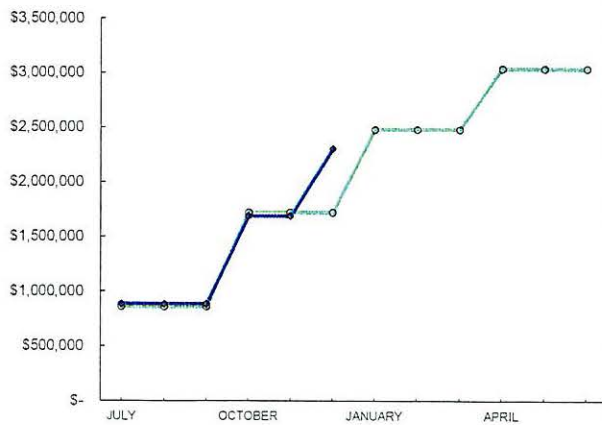
Repairs & Maintenance



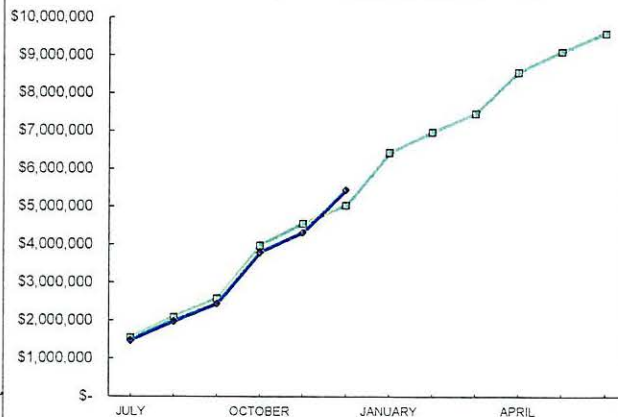
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



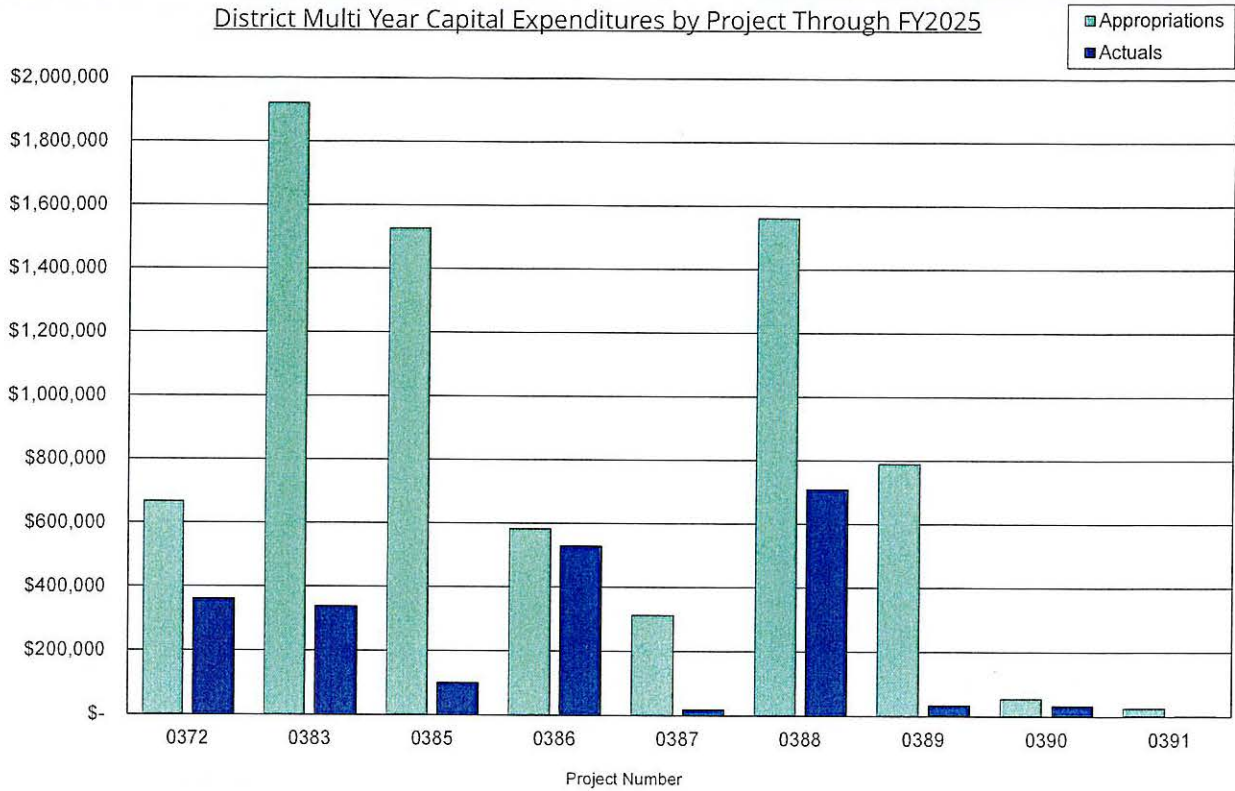
□ Budget ◆ Actual

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

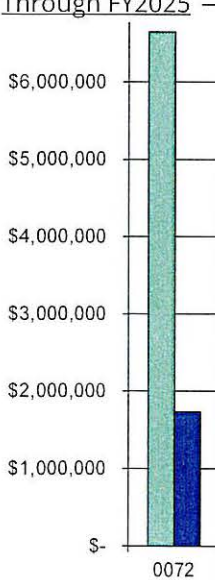
Leucadia Wastewater District Capital Expenditures

As of December 31, 2024

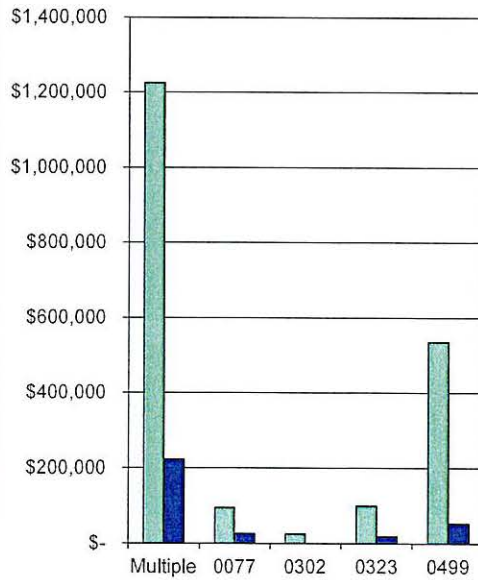
District Multi Year Capital Expenditures by Project Through FY2025



District's Share of Encina WPCF Capital Exp Through FY2025



Single Year Capital Expenditures by Project FY2025



Project Legend

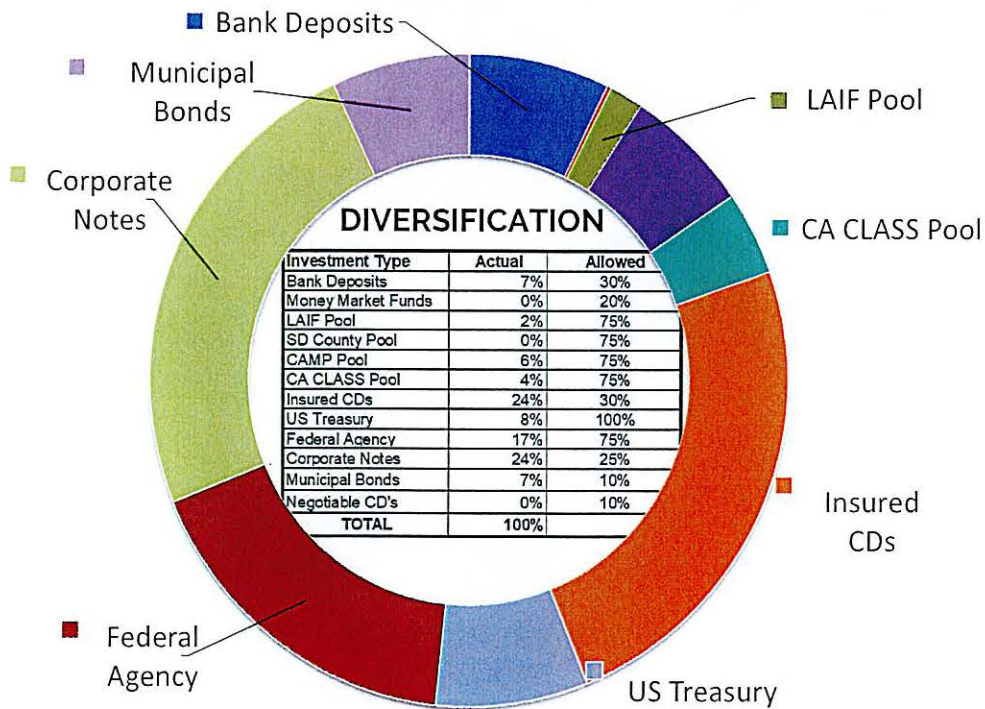
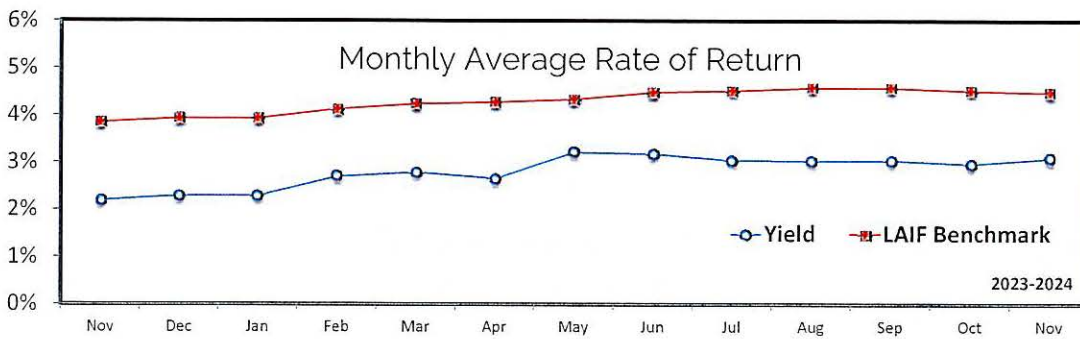
Multi-Year Capital Projects	No.
Encina Capital	0072
Diana Pump Station Upgrade	0372
Rancho Verde Pump Station	0383
Batiquitos Emergency Basin Project	0385
FY2024 Gravity Pipeline Rehabilitation	0386
L1 Condition Assessment	0387
San Marcos Creek Crossing Repair	0388
FY2025 Gravity Pipeline Project	0389
Pump Station Condition Assessment	0390
L1 Force Main Bridge Crossing Repair Project	0391

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

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

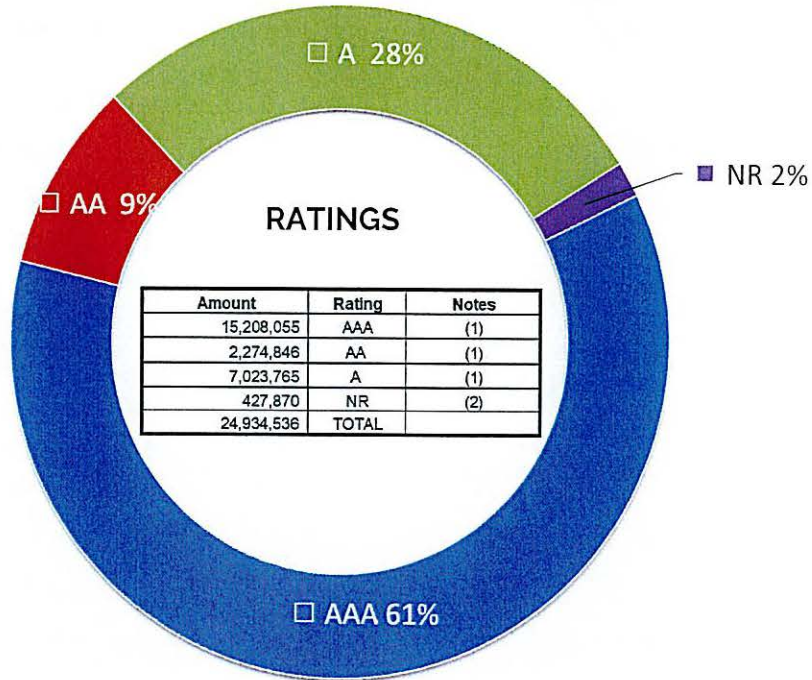
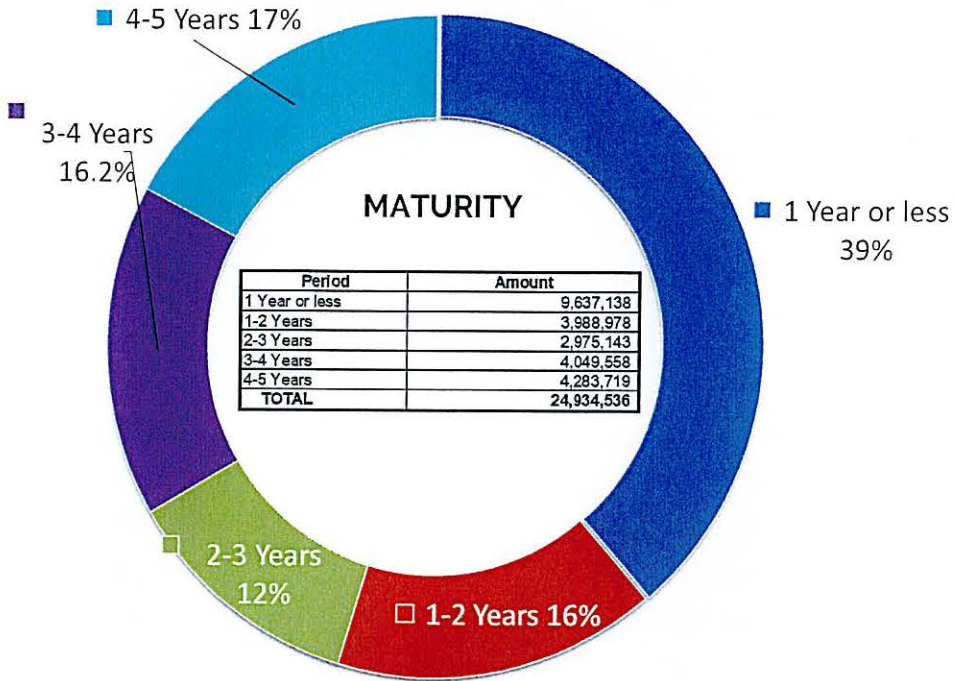
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2024

Cash Equivalents & Investments	Principal (Original Cost)		November Interest	Average Rate
	Oct 31, 2024	Nov 30, 2024		
Pacific Premier Bank Reserves	\$ 730,759	\$ 1,771,934	\$ 4,429	4.248%
TVI Dreyfus Money Market	45,509	53,609	177	4.280%
LAIF Pool	427,870	427,870	1,596	4.477%
CAMP Pool	1,581,196	1,591,915	6,439	4.870%
CA CLASS Pool	1,030,915	1,034,994	4,155	4.827%
Certificates of Deposit - Insured	6,313,000	6,066,000	15,095	2.888%
US Treasury Notes	1,923,473	1,923,473	5,572	3.479%
Federal Agency Notes	4,293,064	4,293,064	8,460	2.473%
Municipal Bonds	1,756,629	1,756,629	1,405	0.922%
Corporate Bonds/Notes	6,015,049	6,015,049	15,742	3.166%
Totals	\$ 24,117,465	\$ 24,934,536	\$ 63,071	3.086%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2024

(Continued)

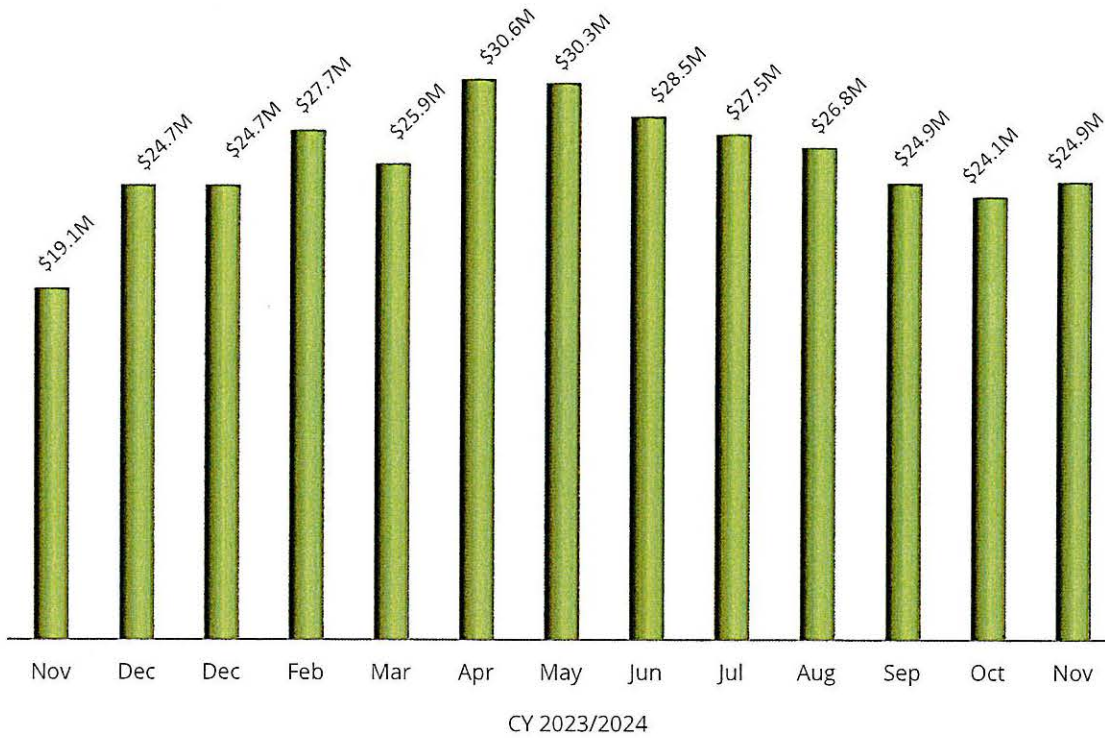


(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Pools. Investments are rated by Moody's or another rating agency.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2024

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
State Bank of India NY		247,000	11/27/2024	856285RS2	2.05%	
TOTAL	\$ -	\$ 247,000				

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

MEMORANDUM

DATE: January 2, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: December 2024 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending December 2024.

DISCUSSION:

Government Code Section §53065 stipulates that Special Districts must disclose reimbursements of \$100 or more on at least an annual basis. Leucadia Wastewater District (LWD) prepares the Disclosure Report every month in accordance with Resolution No. 2405 – The Integrated Travel Authorization and Expense Reimbursement Policy, which is above and beyond the requirements of Government Code Section §53065.

Attached please find the Board Disclosure of Reimbursements report for December 2024 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
December 2024**

Conference Date	Description	GM	Director	Director	Director	Director	Director	DFA	CPM	FSS
		P. Bushee	E. Sullivan	D. Omsted	C. Roesink	R. Saldana	R. Pacilio	R. Green	I. Riffel	M. Gonzalez
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips/ Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips/ Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips/ Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: There were no conferences for the month of December 2024

MEMORANDUM

DATE: January 2, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2025 (FY 25) LWD Tactics and Action Plan

RECOMMENDED:

No action is required.

DISCUSSION:

During the July 10, 2024 Board meeting, the Board of Directors adopted the LWD FY 25 Tactics and Action Plan. Attached, for the Board's review, is the FY 25 Tactics and Action Plan's quarterly status report with an ending date of December 31, 2024. The report indicates which goals are in progress, have been completed, have been postponed and have not been started.

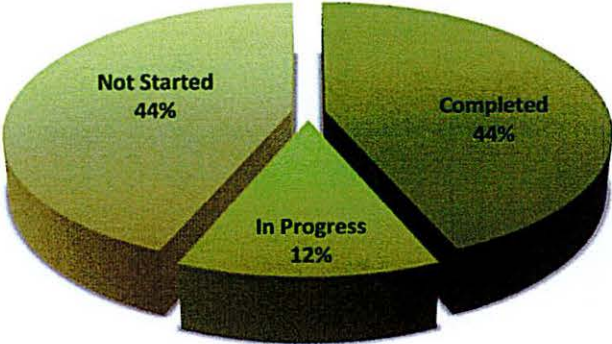
th:PJB

Attachments

FY 2025 Tactics and Action Plan Status Report

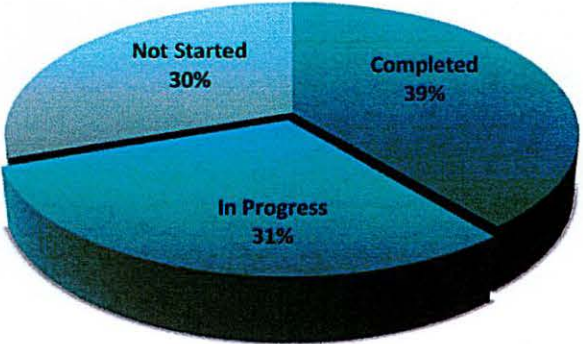
October 1 - December 31, 2024

Financial Tactics



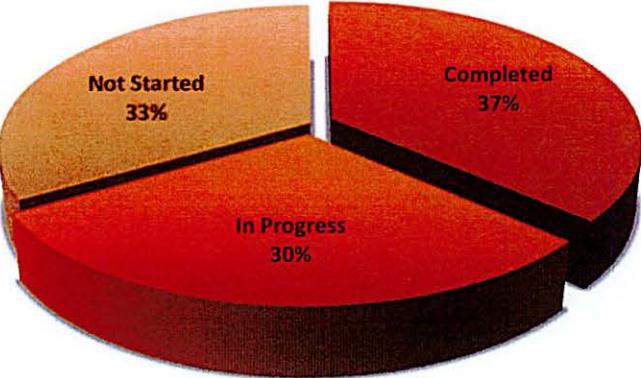
■ Completed ■ In Progress ■ Not Started

People Tactics



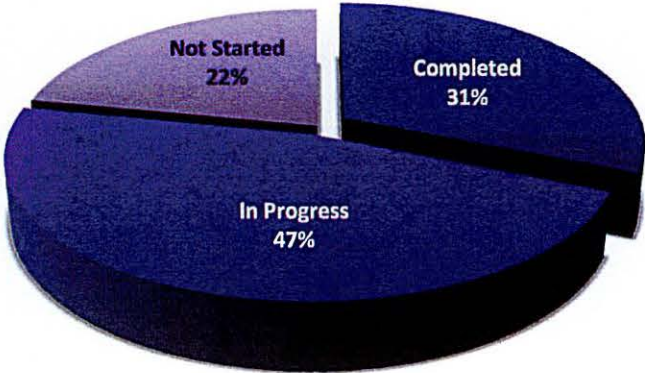
■ Completed ■ In Progress ■ Not Started

Services Tactics



■ Completed ■ In Progress ■ Not Started

Infrastructure and Technology Tactics



■ Completed ■ In Progress ■ Not Started

**Leucadia Wastewater District
Fiscal Year 2025
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 2024 Audit Close Books, Prepare Trial Balance & Supporting Schedules Coordinate with & Respond to Auditors Audit Report to Board	DFA DFA DFA	AT, ADS AT, ADS, EA, GM GM, ADS, AS	Jul-24 Jul-24 Dec-24	Sep-24 Dec-24 Dec-24	Completed Completed Completed
FY 2026 Budget Initial Data Collection Board Workshop Budget Approval	DFA DFA DFA	FSS, EA, ADS, FSSup, PC GM, FSS, EA, ADS, FSSup, PC GM	Jan-25 May-25 Jun-25	Mar-25 May-25 Jun-25	Not Started Not Started Not Started
Finance Policy Reviews Procurement Policy Investment Policy Reserve Policy Amending the Conflict of Interest Code	DFA DFA DFA EA	GM, ADS, EA ADS, GM, EA ADS, GM, EA	Aug-24 Jul-24 Feb-25 Aug-24	Jul-24 Mar-25 Feb-25 Aug-24	Completed Completed Not Started Completed
Financial Awards Apply for GFOA Financial Reporting Award	DFA	AT	Dec-24	Jan-25	Completed
Financial Plan Tracking Update Internally Update District's Financial Plan	DFA	GM	Nov-24	Feb-25	In Progress
Electricity Cost Monitoring Coordinate External Review of Electricity Plans to Obtain Lowest Cost	DFA	UCM (Contractor)	Jul-24	Dec-24	In Progress
CalPERS Actuarial Valuation & Associated Liabilities Coordinate with Actuary to Complete OPEB Roll-forward Valuation Complete Deferral Schedules and Record in Accounting Provide Update on CalPERS	DFA DFA DFA	AT AT AT	Jan-25 May-25 Apr-25	Apr-25 Jun-25 Jun-25	Not Started Not Started Not Started
EWA Meeting regularly with LWD EWA's Representatives to discuss capital and operating issues that impact LWD expenses	GM	DFA	Jul-24	Jun-25	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-25	May-25	Not Started
Dental, Vision, and Other Benefits Open Enrollment	ADS	All Staff	Jun-25	Jun-25	Not Started
CalPERS Health Open Enrollment	ADS	All Staff	Sep-24	Oct-24	Completed
iGOE Section 125 Flexible Spending Open Enrollment	ADS	All Staff	Oct-24	Nov-24	Completed
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-25	Jun-25	Not Started
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Jan-25	Jun-25	Not Started
Conduct Annual Sewer Spill Estimation Training	FSS	FSSup, FS Staff	Mar-25	Jun-25	Not Started
CPR/First Aid Refresher Training	ADS	All Staff	Sep-24	Nov-24	Completed
Administration Policy Updates/Annual Reviews					
Board Policy Binders	EA	AS	Sep-24	Nov-24	In Progress
Board Staff Relations Policy	DFA	GM, ADS, EA	Nov-24	Jan-25	In Progress
Human Resources Policy Manual	ADS	GM, DFA, EA	Jan-25	Apr-25	In Progress
Compensation Policy	ADS	GM, DFA, EA	Mar-25	May-25	In Progress
Field Services Technician In Training (FSTIT) Recruitment	FSSup	FSS, ADS, AS, FST III	Jun-24	Oct-24	Completed
FST IT Onboarding and New Employee Training	FSS	FSSup, ADS, AS, FST III	Oct-24	Oct-25	Completed
Conduct Salary Survey (In-house)	ADS	DFA, AS	Jan-25	Apr-25	Not Started
Emergency Response					
Conduct an Emergency Response Drill/Training	ADS	All Staff	Sep-24	Nov-24	Completed
LWD's Safety Program					
Review existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jul-24	Jan-25	In Progress
Update existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jan-25	Jun-25	In Progress
Conduct Employee Interviews					
Mid-Year Check-In	GM	DFA, ADS	Nov-24	Dec-24	Completed
Compensation	GM	DFA, ADS	May-25	Jun-25	Not Started
Leadership Coaching	GM	Management Staff	Jul-24	Jun-25	In Progress
Employee Recognition					
Annual Employee BBQ	EA	ADS, AS	Jul-24	Jul-24	Completed
Holiday Function	EA	ADS, AS	Aug-24	Dec-24	Completed

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-25	Jun-25	Not Started
FOG Inspections - Complete 30	FSSup	FSS, FS Staff	Jul-24	Jun-25	In Progress
Hydro Clean and CCTV Rancho Santa Fe RD	FSSup	FSS, FS Staff	May-25	May-25	Not Started
Vector Control	FSSup	FSS, FS Staff	May-25	May-25	Not Started
Root Control	FSSup	FSS, FS Staff	May-25	Sep-24	Completed
Rehab Pump & Motor (Saxony)	FSS	FSSup, FS Staff	Jul-24	Sep-24	Completed
Exercise FM and Air Vacs Valves	FSS	FSSup, FS Staff	Sep-24	Sep-24	Completed
Test Overflow Basin pump at Leucadia Pump Station	FSS	FSSup, FS Staff	Aug-24	Sep-24	Completed
Conduct Backflow Testing at Omni La Costa Resort	FSS	FSSup	Jul-24	Sep-24	Completed
Reporting					
Submit Quarterly Recycled Water Reports	FSS	FSSup	Jul-24	Jun-25	In Progress
Submit Collection System Annual Report	FSS	FSSup	May-25	Jun-25	Not Started
Submit Stormwater Annual Report	FSS	FSSup	May-25	Jun-25	Not Started
Bypass Pumping Drills					
Batiquitos Pump Station	FSSup	FSS, FS Staff	Oct-24	Nov-24	Completed
Leucadia Pump Station	FSSup	FSS, FS Staff	Sep-24	May-25	Not Started
Village Park 7 Pump Station	FSSup	FSS, FS Staff	Jan-25	Jan-25	Not Started
Saxony Pump Station	FSSup	FSS, FS Staff	Mar-25	Mar-25	Not Started
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Feb-25	Mar-25	Not Started
Update LWD Standard Specifications					
Conduct Review	DE	GM, PC, DC	Aug-24	Mar-25	In Progress
Board Approval	DE	GM, PC, DC	Apr-25	Apr-25	Not Started
SSMP Audit	FSS	FSSup, PC	Sep-24	Nov-24	Completed
Public Outreach Services					
Develop Relevant Social Media Content	ADS	RTP, GM, DFA, FSSup, FS Staff	Jul-24	Jun-25	In Progress
LWD Teacher Grant Program	ADS	AS, RTP	Aug-24	Nov-24	In Progress
Write, Design, Print & Mail 2025 Fall Newsletter	ADS	AS, RTP	Jul-24	Oct-24	Completed
Write, Design, Print & Mail 2026 Spring Newsletter	ADS	GM, DFA, EA, AS, RTP	Jan-25	May-25	In Progress
Continue to Review and Post New Videos to Website	ADS	RTP, GM, DFA, FSSup, EA, AS	Jul-24	Jun-25	In Progress
Evaluate District Website Layout	ADS	DFA, RTP, AS, EA	Dec-24	Feb-24	In Progress
Launch new photo contest for grades 7th - 12th	ADS	DFA, AS, RTP	Aug-24	Mar-25	In Progress
Coordinate and Participate in the Water Career Day Event	ADS	DFA, RTP, AS, FSSup, FST Ills. FSS	Jul-24	Oct-24	Completed
Awards					
Apply for CWEA Awards	FSS	DFA, FSSup	Oct-24	Nov-24	Completed
Records Retention					
Review Stored Records and Destroy Those Past Retention Period	EA	AS, ADS	Jul-24	Oct-24	Completed

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	Project Design Bid Project Construction	PC PC PC	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-24 Apr-25 Jun-25	Mar-25 May-25 Jun-25	In Progress Not Started Not Started
San Marcos Creek Diversion Project	Bid Project Construction	PC PC	GM, FSS, DE GM, FSS, DE	Jul-24 Aug-24	Jul-24 Jan-25	Completed In Progress
FY25 Gravity Pipeline Rehabilitation	Design Bid Project Construction	PC PC PC	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-24 Dec-24 Feb-25	Dec-24 Jan-25 Jun-25	In Progress Not Started Not Started
Rancho Verde Pump Station Rehabilitation	Construction	PC	GM, FSS, DE	Jul-24	Jun-25	In Progress
Leucadia PS (L1) Force Main Condition Assessment	Bid Project Construction	PC PC	GM, FSS, DE GM, FSS, DE	Jul-24 Sep-24	Aug-24 Dec-24	In Progress Not Started
San Marcos Creek Crossing Repair Evaluation	Execute Agreement for Monitoring Data Collection Evaluation	PC PC PC	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-24 Jul-24 Jun-25	Jul-24 May-25 Jun-25	Completed In Progress Not Started
Batiquitos PS Emergency Basin Project	Design Bid Project Construction	PC PC PC	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-24 Sep-24 Nov-24	Sep-24 Oct-24 Feb-25	Completed Completed In Progress
Pump Station Condition Assessment	Assessment Complete	PC	GM, FSS, DE	Jul-24	Jun-25	In Progress
Pump Station Evaluation and Strategy Development	Batiquitos Pump Station Generator Relocation La Costa Pump Station Relocation	PC PC	GM, FSS, DE GM, FSS, DE	Jul-24 Jul-24	Jun-25 Jun-25	In Progress In Progress
Purchases	Purchase Traffic Control Truck Purchase Spare Conditioning Pump (Leucadia) Purchase New Vector Truck Purchase Reclaim Water Supply Pump Purchase New CCTV Camera Head Replace LPS Grinder Purchase New Sand for AWT Sand Filter Purchase Supervisor Truck and Charger Reseal LWD Asphalt Parking Lot Batiquitos Pump Station AC Replacement Leucadia Pump Station - New Crane or Repairs	FSS FSS FSS FSS FSS FSS FSS FSS PC PC PC	FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff	Sep-24 Oct-24 Aug-24 Oct-24 Aug-24 Oct-24 Jul-24 Aug-24 Jul-24 Jul-24 Jul-24	Feb-25 Apr-25 Dec-24 Dec-24 Oct-24 Dec-24 Aug-24 Feb-25 Dec-24 Dec-24 Dec-24	Completed Completed In Progress Completed Completed In Progress Completed In Progress Completed In Progress In Progress
Administration Building and Facility	Janitorial Request for Bids Execute Contract	ADS GM	DFA, FSSup, FSS, AS DFA, ADS	Jan-25 May-25	Apr-25 Jun-25	Not Started Not Started

MEMORANDUM

DATE: January 2, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Board-General Manager/Staff Relations Policy Annual Review

RECOMMENDATION:

Staff recommends that the Board of Directors:

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

DISCUSSION:

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

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

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

th:PJB

Attachment

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

Ref: 23 8294

I. General Provisions

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

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

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

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

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

II. Board to General Manager

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

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

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

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

Policy Adopted: January 10, 2007

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

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

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

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

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

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

III. Board to Staff

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

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

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

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

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

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

IV. Board and Employee Political/Election Related Activities

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

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

V. Board, General Manager and Staff to Attorneys

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

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

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

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

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

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

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

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

VI. Board to Other Agencies

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

VII. Emergency Situations

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

VIII. Access to the Agenda

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

IX. Policy Review

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

Encina Wastewater Authority Report
Regular Board Meeting
December 18, 2024

EWA Board of Directors – President Saldana Reporting

1. Election of Officers for Calendar Year 2025

The Board of Directors conducted elections for the 2025 Encina Joint Advisory Committee and Encina Wastewater Authority Board of Directors Chair, Vice-Chair and Secretary and appointed an EWA Auditor and Treasurer for 2025. The results are as follows:

- Chair – Rolando Saldana
- Vice Chair – Keith Blackburn
- Secretary – Jennifer Basco
- Auditor & Treasurer – Jennifer Sabine

2. Fiscal Year 2024 (FY24) Annual Comprehensive Financial Report (ACFR)

The Board of Directors received and filed the FY24 ACFR.

Executive Session

3. Public Employee Performance Evaluation for the General Manager pursuant to Government Code

There was no reportable action.

End of Executive Session

4. Resolution 2024-12: Establishing the Salary and Terms of Employment for its General Manager

The Board of Directors adopted Resolution No. 2024-12 establishing the salary and terms of employment for the Encina Wastewater Authority General Manager.

Community Affairs Committee Meeting Report

Presented by Director Brown

Meeting held December 16, 2024

The Community Affairs Committee reviewed the following recommendation:

1. Review of the Teacher Grant Applications

The CAC reviewed six teacher grant applications and agreed with staff to present the applications to the Board of Directors. This item will be reviewed by the Board of Directors later in the agenda.

The CAC also received updates on the Water Career Day and the LWD Photo Contest. The CAC and staff agreed to present a video to the full Board, created by RTP, which showcased Water Career Day. The video will be shown later in the agenda.

Ad Hoc Committee Meeting Report

Presented by President Saldana

Meeting held December 30, 2024

The Ad Hoc Committee (AHC) reviewed the following policy:

1. Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy

The AHC reviewed the policy and discussed whether the current policy regarding EWA Board/Joint Advisory Committee (JAC) representative rotations should be modified. Following discussion, the AHC recommended that the existing practice of two-year rotating term for the EWA/JAC representatives should remain in place and that the General Manager should serve as the EWA/JAC Alternate.

This item will be discussed later in the agenda.

MEMORANDUM

DATE: January 2, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Review of Teacher Grant Applications

RECOMMENDATION:

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

1. Approve six Teacher Grants totaling \$8,800; or
2. Discuss and provide direction, as appropriate.

BACKGROUND:

Tactical Goal: Services/Teacher Grant Program Awards

The CAC reviewed this item at its December 16th meeting and concurred with staff's recommendation to present it for Board consideration.

Established in 2008, the LWD Teacher Grant Program supports educational initiatives on water and wastewater topics within the District. Over the years, the program has progressed, including adjustments to the timeline and increasing the grant amount teachers can receive. In 2018, the program budget increased to \$6,000, and the maximum grant per teacher was raised to \$2,000. Outreach efforts have also been enhanced to encourage more participation.

DISCUSSION:

In August 2024, staff distributed information about the Teacher Grant program to all schools within the District's service area, including nine elementary schools, one middle school, and one high school. Staff and Rising Tide Partners (RTP) reached out to schools and teachers via email and social media, to remind schools and teachers of the November 15, 2024 submission deadline. Additionally, information about the grants was made available on the LWD website, and RTP posted updates on Facebook.

As a result, six applications were received by the deadline and are attached for your review.

No.	School	Amount Requested:	No. of Students Impacted	Recommended Approved Amounts:	Project
1	EUSD Farm Lab	\$2,000	710	\$2,000	Water Wise: Experimenting with Groundwater Simulator
2	Capri Elementary	\$2,000	90	\$2,000	We Can Help Ocean Animals
3	La Costa Heights Elementary	\$2,000	22	\$1,400	Kinder-Garden for a Better Earth
4	La Costa Heights Elementary	\$900	100	\$900	Young Water Protectors-Project on Ocean Water Pollution Prevention

5	El Camino Creek Elementary	\$900	500	\$900	Native Plant Labyrinth
6	La Costa Canyon HS	\$2,000	100	\$1,600	Pollinators and Plant Species in the Fall and Spring
TOTAL:		\$9,900	1,522	\$8,800	

KEY CONSIDERATIONS:

Staff noted these three considerations when evaluating the applications:

1. The Encinitas Unified School District (EUSD) Farm Lab project is outside the District’s boundary, but their project will benefit students from eight schools within the District. In the past, EUSD has received a grant due to their significant impact on District students. Staff recommends the Farm Lab grant request be accepted.
2. Two applications are from La Costa Heights Elementary. One of the applications (Ms. Caldararo’s) includes a \$600 request for bus transportation to LWD for a field trip. Staff recommends LWD offer a demonstration at La Costa Heights in lieu of the bus funding.
3. The La Costa Canyon High School application includes \$400 for non-consumable items (shovels and gloves) that the District has funded in previous years. Staff recommends excluding the non-consumable items from the funding of this grant.

FISCAL IMPACT:

The FY25 Teacher Grant Program budget is \$6,000, allowing for up to three grants of \$2,000 each. Funding all six applications at the adjusted total of \$8,800 would still exceed the authorized budget by \$2,800.

CAC SUMMARY:

The CAC reviewed the applications and agreed with staff’s recommendation to approve all six grants due to the high outreach value and impact on over 1,500 students in the District’s service area. Staff believes that the benefits of the additional outreach achieved by awarding grants to all of the applicants as previously outlined, exceeds the relatively minor additional cost of funding these grants. In previous years, the District has exceeded the budget when funds were available to support outstanding applications, and the current year’s budget can absorb the additional \$2,800. In addition, the CAC requested staff revise the Teacher Grant Program’s guidelines to include stronger criteria to better align with the services that we provide. Staff plans on bringing an updated Teacher Grant Program to the CAC during January 2025.

The CAC and staff recommend to award grants to all six applicants in the total amount of \$8,800. The applications are attached for your review.

th:PJB

Attachments



LEUCADIA
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Grant Application Form

During the 2024-2025 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to three grants up to \$2,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. **IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.** Completed applications **MUST BE** emailed to ntorresgarcia@lwwd.org or received by Friday, November 15, 2024.

IDENTIFYING INFORMATION

Carrie Herndon
Teacher's name

K-6 Farm Lab STEM Teacher
Grade Subject

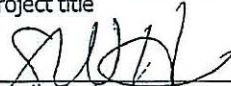
Farm Lab Encinitas Union School District
School name District

441 Quail Gardens Dr. Encinitas, CA, 92024
School address, including street, city and zip

Julie Burton 760-803-7233
Principal's name School phone number

Encinitas Union School District
Name of parent organization (i.e. PTA or school foundation)

Water Wise: Experimenting with Groundwater Simulator \$2000
Project title Grant amount requested


Teacher's signature

Please tell us how you heard about this program

Poster/Flyer
 Web site
 Another Educator
 Newsletter
 Other

Fifth Grade Water Wise Unit

Each year all of our district's fifth grade students participate in a three day experiential Water Wise Unit. Our Water Wise Unit focuses on hydrogeology, namely the following concepts; water wise practices, bioswales, aquifers, water contamination, pollution prevention, water pumps, water scarcity, desalination, water reclamation, filtration and water wise farming techniques. At the culmination of the three day unit, each student walks away being able to articulate answers to the following guiding questions;

- 1) *Why do we need to conserve and reclaim water?*
- 2) *What can you do to help?*

To implement hands-on exploration and student collaboration, we are looking to add the Ward's Groundwater Simulator to our current lessons to provide an exemplary student experience. The following concepts will be added to our curriculum with the purchase of the Groundwater Simulator;

- 1) Surface leaching of contaminants that leads to pollution in the ocean
- 2) Rates of groundwater flow and well contamination
- 3) Permeability of rock layers
- 4) Connectivity between the water table and bodies of water
- 5) Management of the water table, water wells, and fresh water sources

As a nonconsumable model, the Groundwater Simulator can be reused hundreds of times once it is built. Water can flow through the acrylic model, with food dye being used to show the movement of contaminants and water through a watershed. At the end of each use, the Groundwater Simulator can be rinsed and then drained for storage. Reuse involves adding water and using different colored food dye.

This grant will provide the funds to allow every one of our 710 fifth grade students to use the Ward's Groundwater Simulator during two different rotations as a means to manipulate variables and observe how contaminants flow through a watershed. These annual hands-on activities will strengthen our students' understanding of Water Wise practices.

Each of our nine elementary schools attends the Water Wise Unit with their respective teachers at our district's Satellite Sustainability Campus. We have 710 students, 30 teachers, and over 20 instructional assistants that will be directly impacted with the use of the Ward's Groundwater Simulator *each school year*. Upon receiving the grant funds, we will order the Groundwater Simulator for use in our 5th grade Water Wise Unit. The outlined cost is \$1889 for the Groundwater Simulator, including the sand, dye, soil, rock and pump tubing. It is estimated that shipping will be an extra \$200. We are requesting a total of \$2000 for implementation of this project to serve all grade 5 students for years to come.

Thank you for your consideration.



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IDENTIFYING INFORMATION

Nancy Jois
Teacher's name

Kindergarten
Grade

Capri Elementary Encinitas Union School District
School name District

941 Capri Road Leucadia CA 92024
School address, including street, city and zip

Chris Juarez 760 944 4360
Principal's name School phone number

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

We Can Help Ocean Animals 3,000
Project title Grant amount requested

Nancy P Jois
Teacher's signature

Please tell us how you heard about this program

Poster/Flyer Web site Another Educator Newsletter Other

To Whom It May Concern:

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

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

This project consists of 90 students and 6-8 staff members. We would use \$665 of the funds to make individual water cycle models (materials per model \$7.00 x 95 = \$665.) Before we begin filming teachers will secure releases from students so the LWWD will be able to show this video on a public forum. A parent from our school is a professional photographer will help with our video for \$300. BCK Programs will be teaching 6 lessons on water pollution and the importance of keeping the campus litter free. The one class will in turn teach the other three classes about the effects litter has on water /ocean animals. An instructor paid for by the PTA will help all students plant drought tolerant plants near a storm drain.

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

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

Budget: \$2,000.00

\$665.00 for Supplies for 90 water cycle models

\$300.00 for Video props, filming, guidance

\$1,035.00 for purchasing drought tolerant / native plants

Thank you for your time and consideration.



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IDENTIFYING INFORMATION

Jessica Caldararo
Teacher's name

Kindergarten
Grade Subject

La Costa Heights EUSD
School name District

3035 Levante St, Carlsbad, CA 92009
School address, including street, city and zip

Heidi Galassi
Principal's name School phone number

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

Kinder-Garden for a Better Earth \$2000
Project title Grant amount requested

Jessica Caldararo
Teacher's signature

Please tell us how you heard about this program

Poster/Flyer Web site Another Educator Newsletter Other



Grant Application

A. Description of Project

Project Summary

Our project, titled "*Kinder-Garden for a Better Earth: Water Conservation and Pollution Prevention*," aims to educate our kindergarten students on the importance of water resource management and ocean pollution prevention. This hands-on project will blend science, art, and environmental education to foster early understanding of how daily actions affect our local water systems and oceans. Students will also plant and care for drought-friendly plants in an outdoor mini-garden, learning how sustainable planting conserves water and benefits the environment.

Participants

This project will involve approximately 22 kindergarten students, 1 teaching aide, and one lead teacher, along with the potential involvement of parent volunteers. Also possible support from 5th and 6th grade students. We plan to share our findings with the broader school community through displays and presentations.

Project Description

The curriculum will consist of interactive activities that build awareness of water conservation and pollution prevention. These activities include:

1. **Water Exploration Stations:** Through various learning stations, students will explore the water cycle, water-saving tips, and the effects of pollution on water systems.
2. **Pollution Prevention Art Project:** Students will collect safe, reusable waste materials to create an art piece symbolizing ocean health, highlighting the impact of trash on marine life.
3. **Outdoor Mini-Garden:** Students will plant and care for drought-friendly plants in an outdoor mini-garden, learning how sustainable plant choices conserve water and support the environment.
4. **Field Trip or On-Campus Presentation:** We will arrange a field trip to the LWD facility, or invite LWD representatives to visit our campus, giving students a firsthand look at local water management and conservation practices. This experience will deepen their understanding of how communities work to protect and manage our water resources.
5. **Create an educational video:** to summarize our learning and teach other students at our school and in our community.

In-kind Resources or Matching Funds

Community donations of recyclable materials and possibly local nursery donations of drought-tolerant plants will contribute to project resources.

Location and Timeline

The project will take place on-site, with weekly lessons to culminate on Earth Day celebration in April.

B. Objectives

The primary objective of this project is to introduce kindergarten students to the importance of water conservation and ocean pollution prevention. Our goals align with EUSD's Global Citizen learning outcomes, aiming to cultivate students who are:

1. **Environmentally Responsible:** Students will develop an understanding of the water cycle, recognize the harmful effects of pollution, and learn ways to reduce waste. Additionally, they will plant and care for drought-friendly plants, understanding how sustainable plant choices conserve water and positively impact our environment.
2. **Culturally Aware:** By exploring global environmental issues, students will gain awareness of how people from diverse cultures approach water resource challenges, fostering an appreciation for different perspectives on environmental stewardship.
3. **Inclusive and Equitable:** The project encourages inclusive activities, inviting students from various backgrounds to engage in shared environmental goals. They will practice engaging in dialogue, teamwork, and empathy toward creating a sustainable community.
4. **Committed to Sustainable Communities:** By learning about water conservation, pollution prevention, and sustainable planting, students actively participate in building a more equitable, just, and sustainable world, starting with their immediate community.

Through this project, students will embody the principles of being culturally aware and environmentally responsible global citizens who make a positive impact on their community and the world.

C. Budget

Item	Cost	Notes
Water Exploration Station Supplies (tubs, water-safe materials)	\$300	Reusable for future projects
Pollution Prevention Art Materials (paint, brushes, canvas)	\$150	Mostly consumables
Drought-Tolerant Plants & Soil	\$250	Long-term use, requires minimal upkeep

Educational Posters & Activity Guides	\$100	Reusable educational resource
Student Water-Saving Kits (water-friendly coloring books, stickers)	\$200	Consumables
Outdoor Garden Maintenance Supplies (watering cans, small shovels)	\$200	Non-consumable, for reuse
Field Trip to Local Water Treatment Facility	\$600	Covers transportation and fees
Miscellaneous Supplies (markers, pencils, eco-friendly bags)	\$200	Consumables
Total	\$2,000	

This budget includes items that can be reused, like exploration materials, posters, and garden tools, making it sustainable for future projects. Additionally, parent and community donations will cover some materials, helping to stretch grant funds.

Thank you for considering our grant application. With this support, we aim to provide a foundational understanding of water conservation and pollution prevention that students will carry with them throughout their lives.



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IDENTIFYING INFORMATION

Jacquie Street	
Teacher's name	
2nd Grade	Multiple Subject
Grade	Subject
La Costa Heights Elementary School	Encinitas Union
School name	District
3035 Levante Street, Carlsbad, CA 92009	
School address, including street, city and zip	
Heidi Galassi	760-944-4375
Principal's name	School phone number
LCH PTA	
Name of parent organization (i.e. PTA or school foundation)	
Young Water Protectors	\$900
Second Grade Project on Ocean Water Pollution Prevention	
Project title	Grant amount requested
<i>Jacquelyn Street</i>	
Teacher's signature	

Please tell us how you heard about this program

- Poster/Flyer
 Web site
 Another Educator
 Newsletter
 Other

Young Water Protectors

Second Grade Project on Ocean Water Pollution Prevention

A. Description of Project

1. Inspired by the award-winning book "We Are Water Protectors" by Carole Lindstrom, this project aims to empower second-grade students (3 classes) to understand the importance of protecting water and learn how they can make a difference in their community. "We Are Water Protectors" tells the story of a young girl who, inspired by Indigenous wisdom, takes a stand against the "black snake" threatening her water, emphasizing respect for nature and the sacredness of water.

Project Overview

The "Young Water Protectors" project will guide students through a series of engaging language arts and science activities inspired by "We Are Water Protectors", encouraging them to take action against ocean pollution. Activities will include reading and discussing the book, interactive science lessons on water pollution, a community-focused art project, and litter removal. By combining literature, science, and art, this program will foster environmental stewardship and inspire students to be protectors of the Earth.

2. This grant proposal seeks funding to create a long-term, hands-on learning experience for 100 second-grade students (three 2nd grade classes) and 3 staff members (teachers) using this book as a foundation to explore ocean pollution, its effects, and ways to prevent it.

3. **Program Activities:**

- **Read-Aloud and Discussion of "We Are Water Protectors"**

Teachers will read "We Are Water Protectors" to students, followed by a discussion about the themes of the book—respect for nature, the value of water, and the concept of protecting what we care about. Students will share their thoughts and explore why protecting water and oceans is essential.

- **Pollution Simulation Activity**

Using jars of water, students will simulate ocean pollution by adding "pollutants" like dirt, food coloring (representing oil), and small pieces of plastic.

The class will observe how pollutants affect the clarity and quality of water, leading to a discussion on the impacts of pollution on marine life.

- **"Water Protectors" Art Project**

Students will create posters, inspired by "We Are Water Protectors", that depict ways they can protect water. These posters will feature messages on reducing plastic use, recycling, and keeping trash out of oceans.

The posters will be displayed in the school library to raise awareness among other students and families.

- **Campus Clean-Up and Reflection**

All 2nd grade students will participate in a mini clean-up day on the school grounds, picking up litter and learning to sort recyclables.

This mini clean-up day will launch the 2nd grade leadership team and each 2nd grade class will continue clean up efforts weekly by picking up litter on designated days.

Afterward, they'll reflect on how their efforts connect to the lessons from "We Are Water Protectors" and why protecting water sources matters.

B. Objectives

1. Educate students about the importance of water and the effects of ocean pollution on the environment.
2. Engage students in hands-on science activities to explore how pollution impacts marine life.
3. Empower students to share what they've learned and advocate for water protection within their school community.

C. Budget Request:

We are requesting approximately \$600 to support materials and supplies.

Item	Cost	Total	Non-Consumable YES/NO
We are Water Protectors books	6 @ \$11.00 each (two for each classroom)	\$66	Yes
Pollution Simulation Materials	3 sets of Mason Jars (12 jars in set) @ \$30/set	\$90	YES
Art Supplies	Colorful Sharpies 6 sets (34 colors in a set & 2 sets per classroom) @ \$20/set	\$120	YES
Campus Clean Up Supplies	4 sets of Rubber Coated Garden Gloves (18 pairs) @ \$45/set	\$180	YES
	5 Gallon Home Depot Buckets for trash collection - 20 buckets @ \$4.00 each	\$80	YES
	5 Packs of Trash Grabbers (6 in a Pack) @ \$50/pack	\$250	YES
Misc. Curriculum lessons from Teachers Pay Teachers	Downloadable lessons from Teachers Pay Teachers	\$50	YES
		Total Cost: \$836 + \$64.80 (7.75% tax) = \$900.80	

Thank you for considering this proposal!



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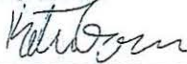
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IDENTIFYING INFORMATION

Katie Oberman	
Teacher's name	
K-6th	STEM
Grade	Subject
El Camino Creek Elementary	Encinitas Union School District
School name	District
7885 Paseo Aliso Carlsbad, CA 92009	
School address, including street, city and zip	
Jodi Greenberger	760-943-2051
Principal's name	School phone number
ECC PTA	
Name of parent organization (i.e. PTA or school foundation)	
Native Plant Labyrinth	\$1,000
Project title	Grant amount requested
	
Teacher's signature	

Please tell us how you heard about this program

- Poster/Flyer Web site Another Educator Newsletter Other

Garden Science and STEM class proposal - School gardening with water conservation and native plant education

Description of Project

Every student at our school attends STEM class once a week, in which they learn about a series of concepts including gardening and environmental protection. In addition, grades K-3 attend Garden Science lessons once a month in which they learn more about where food comes from, how to care for a garden without wasting resources, and how our garden ecosystem works. We would like to add in a 20'x15' succulent and native plant labyrinth to our garden that will engage students while highlighting a series of drought-resistant and water-wise plants for them to learn about. Students will continue to learn about ways to save water while growing plants for both food and aesthetics by planting and caring for the plants in our school garden, and learning about the biodiversity of plants that are native to this area. Students will connect what they learn in class about water conservation, native habitats, and even native communities' historic use of plants to the plants they see growing in our native garden and labyrinth. As part of the water unit and this project, students will also be introduced to the water systems (drinking, wastewater, stormwater) to gain a broader understanding of our water resources and what we can do to protect them (e.g. not flushing wipes, fog, and water conservation).

Participating students will include all of K-6th grade; K-3 participate in Garden Science lessons and K-6th participate in STEM. Roughly 500 students will be participating total, as well as around 20 Garden Science parent volunteers who run garden lessons for their classes.

In-kind resources include cuttings from community members' succulent plants to supplement the native plants requested and teach about resource conservation. Another in-kind resource that we plan to leverage is our school's partnership with BCK Programs, environmental education consultants. BCK facilitates water conservation, watershed protection, and wastewater education programs, and through their contract with the district, they are able to provide instructional and logistical assistance throughout the project.

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

Objectives:

Students will be able to explain why plants need water to grow and how to save water while caring for plants. Students will be able to explain why native plants, including succulents, are better for conserving water as opposed to non-native plants. Students will continue to learn about the science of gardening, where their food comes from, and experience hands-on lessons relating to Next Generation Science Standards.

Budget:

\$250 - bricks to form the structure of the labyrinth

\$50 - Weed Barrier 3ftx300ft

\$100 - Focal point, such as a sundial, bird bath, or a tree

\$500 - certified native plants

Total: \$1,000

Thank you for your consideration.



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IDENTIFYING INFORMATION

June Honsberger and Alyson Thile

Teacher's name

Grades 9-12

Biology and AP Environmental Science

Grade

Subject

La Costa Canyon High School

San Dieguito Union HS District

School name

District

1 Maverick Way Carlsbad, Ca 92009

School address, including street, city and zip

Justin Conn

760-436-6136

Principal's name

School phone number

La Costa Canyon Foundation

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

Pollinators and Plant Species in the Fall and Spring

\$2000.00

Project title

Grant amount requested

June Honsberger and Alyson Thile

Teacher's signature

Please tell us how you heard about this program

Poster/Flyer Web site Another Educator Newsletter Other

Pollinators and Plant Species in the Fall and Spring

A. Description of the Project:

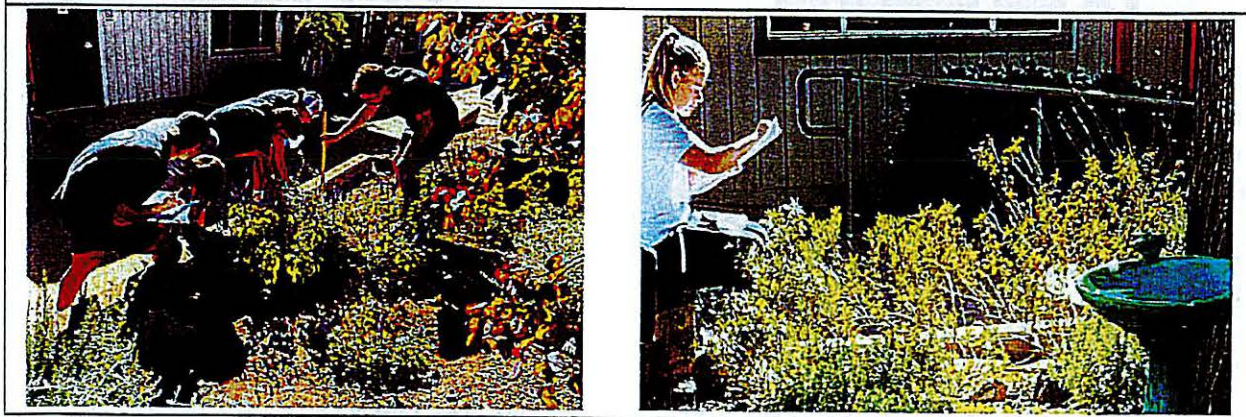
Over the past five years, the pollinator gardens on our campus have evolved into a vibrant, diverse ecosystem designed to attract a wide range of pollinator species. Pollinators play a critical role in the reproduction and establishment of a healthy, sustainable garden ecosystem. According to the Pollinator Project at the University of California Cooperative Extension (UCCE), San Diego County is home to over 700 species of native bees and a broad variety of other pollinator species. (Nabors et al., 2022).

This year, the focus of our project will be to engage AP Environmental Science and Biology students in documenting the existing pollinator plants and species in our gardens. Students will work in small groups, each responsible for monitoring a specific 3-square-meter area throughout the year. Using the iNaturalist app on their smartphones, students will identify and record the species of plants and animals they observe in their assigned garden area. Based on their observations, they will select new pollinator-friendly plants, determine the best way to cluster them for optimal pollinator foraging behavior, and plant them in their designated area. They will continue the maintenance of their plants throughout the year and monitor how these additions impact pollinator activity. The goal is to create a permanent, self-sustaining native plant pollinator garden that increases both the variety of pollinator species and the diversity of plants on our campus.

Throughout the school year, the students will maintain the gardens and track changes in species biodiversity. They will inventory the varieties of pollinators, noting any shifts in the ecosystem over time. This data will guide further plantings in the spring. In addition to enhancing the campus garden, the overarching mission of this project is to cultivate environmental stewardship among students and increase their awareness of the importance of biodiversity in their local community.

This project will be a collaborative effort involving two classroom teachers and 100 high school science students (grades 9-12), including those in the AP Environmental Science and Biology classes. The project will begin in the winter of 2024 and continue through the spring of 2025. These hands-on activities require a variety of supplies, including garden tools, soil, compost, plants, trees, and mulch. Grant funds will be used to purchase the necessary materials to ensure the success of this project. Additionally, the district's grounds team will assist with maintaining the existing sprinkler system.

Students collect data using iNaturalist.



B. Learning Objectives

Students will investigate the relationships between pollinators, native plants, and biodiversity within our drought-tolerant school gardens. They will research and select native plant species that are well-suited to thrive in Southern California's arid climate, while also providing vital pollen and habitat for the diverse pollinator species on our campus. Throughout the year, students will inventory the pollinator species present in the gardens and track any changes in biodiversity. The data they collect will inform future garden projects and scientific studies, helping to guide ongoing efforts to enhance and sustain our campus ecosystem.

C. Budget

Item	Quantity/vendor	Amount	Non-Consumables
Shovels	10 @ \$20.00- Home Depot	\$200	x
Garden gloves	20 @ \$10.00- home depot	\$200	x
Garden Soil	25 bags @ \$12.00 – Home Depot	\$300	
Mulch/compost	25 bags @ \$12.00 – Home Depot	\$300	
Plants & Trees	Anderson's La Costa Nursery	\$1000	
	Total	\$2000	

References

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

MEMORANDUM

DATE: January 2, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Proposed Resolution No. 2424 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members**

RECOMMENDATION:

Staff and the Ad-hoc Committee recommends that the Board of Directors:

1. Adopt Resolution No. 2424 – Board of Directors Election of Board Officers, Establishment of Committees and Selection of Committee Members Policy; and
2. Discuss and take other action, as appropriate.

DISCUSSION:

At its December 11th meeting, the Board of Directors appointed Director Sullivan and President Saldana to an Ad-hoc Committee to discuss whether the current policy regarding Encina Wastewater Authority (EWA) Board of Directors/Joint Advisory Committee (JAC) representative rotations should be modified. The Ad-hoc met on December 30th and directed staff to revise the Board Policy to reflect that the LWD General Manager shall serve as LWD's alternate representative on the Encina Wastewater Authority (EWA) Board of Directors/Joint Advisory Committee (JAC). Staff has since drafted the policy and it has been attached for your review in color/strikeout format. A clean draft version has also been included for easier review. Staff will present an overview of the draft policy at the upcoming meeting.

PJB:
Attachment

RESOLUTION NO. 2424

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

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

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

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

NOW, THEREFORE, it is hereby resolved as follows:

1. The Board of Directors adopts the revised Board Policy for the Election of Board Officers, Establishment of Committees and the Selection of Board Committee Members attached hereto as Exhibit “A” and directs it be implemented consistent with California Water Code Section 30520 and any other applicable laws.
2. This Resolution supersedes Resolution No. 2411.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held January 8, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rolando Saldana, President

ATTEST:

Paul J. Bushee, General Manager
(SEAL)

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

I. PURPOSE

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

II. POLICY

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

III. ELECTION OF PRESIDENT AND VICE PRESIDENT PROCEDURES

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

IV. SPECIFIC PURPOSE OF COMMITTEES

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

Policy Adopted: January 9, 2019
Amended: August 18, 2021
Amended: January 10, 2024
Amended: January 8, 2025

1

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

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

1) Investment & Finance Committee

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

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

2) Community Affairs Committee

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

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

3) Human Resources Committee

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

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

4) Engineering Committee

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

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

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

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

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

V. APPOINTMENT OF STANDING COMMITTEE MEMBERS GUIDELINES

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

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

1. For LWD Committees, the term of committee members on their respective committee shall be for a period of two years. Following the committee members initial term, one committee member from each committee will follow a rotation pattern from the list of standing committees in Section IV, C. For example, one IFC member will rotate to the CAC, and one CAC member will to the HRC and so on. The intent is to rotate committee members so that each Board member gets an opportunity to eventually serve on all committees to broaden their experience in each specific area.
2. The chairperson of each committee shall make reports to the Board at the regular Board meetings.
3. Upon the occurrence of a newly elected or appointed Board member, that person will fulfill the committee position(s) of the preceding Board member.

B. Encina Joint Powers Authority

1. The LWD Board President and LWD Vice President shall serve as LWD's representatives on the EWA Board/JAC. The term of the appointment shall be for two years whereby the LWD Board President's term on the EWA Board and JAC shall conclude at the end of his/her term; the incoming LWD Board President shall serve the second year of his/her term; and the incoming LWD Vice President shall begin the first year of his/her term. Should a LWD Board President or Vice President choose to not serve on the EWA Board and JAC, the LWD Board President shall appoint the replacement.
2. The LWD ~~General Manager shall serve as the EWA Board/JAC Alternate member. Past Board President, or appointed Board member, who most recently completed his/her two-year term as LWD's representative to the EWA Board/JAC, shall assume the role of the EWA Board/JAC Alternate for a one-year period. The EWA/JAC Alternate position shall alternate in this manner each year.~~

VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION REQUIREMENTS

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

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

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

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

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- A. At a noticed Board meeting in December of each year, the Board shall elect a President and Vice President amongst its members by a majority vote.
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Policy Adopted: January 9, 2019
Amended: August 18, 2021
Amended: January 10, 2024
Amended: January 8, 2025

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

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- Review the District's Capital Improvement and Capital Acquisition Programs;
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- Review Capital Improvement and Capital Acquisition budgets; and,
- Review other Capital Improvement matters, as appropriate.

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

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

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

V. APPOINTMENT OF STANDING COMMITTEE MEMBERS GUIDELINES

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

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

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2. The chairperson of each committee shall make reports to the Board at the regular Board meetings.
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1. The LWD Board President and LWD Vice President shall serve as LWD's representatives on the EWA Board/JAC. The term of the appointment shall be for two years whereby the LWD Board President's term on the EWA Board and JAC shall conclude at the end of his/her term; the incoming LWD Board President shall serve the second year of his/her term; and the incoming LWD Vice President shall begin the first year of his/her term. Should a LWD Board President or Vice President choose to not serve on the EWA Board and JAC, the LWD Board President shall appoint the replacement.
2. The LWD General Manager shall serve as the EWA Board/JAC Alternate member.

VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION REQUIREMENTS

- A. The General Manager shall complete, and post on the LWD's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments.
- B. The General Manager shall update and post a new Form 806 on the LWD's website upon any of the following circumstances: 1) the number of scheduled or estimated

committee meetings is changed, 2) there is a change in committee compensation, or
3) there is a change in committee membership.

RESOLUTION NO. 2424

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

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

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

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

NOW, THEREFORE, it is hereby resolved as follows:

1. The Board of Directors adopts the revised Board Policy for the Election of Board Officers, Establishment of Committees and the Selection of Board Committee Members attached hereto as Exhibit "A" and directs it be implemented consistent with California Water Code Section 30520 and any other applicable laws.
2. This Resolution supersedes Resolution No. 2411.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held January 8, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rolando Saldana, President

ATTEST:

Paul J. Bushee, General Manager
(SEAL)

MEMORANDUM

DATE: January 2, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2025 Board of Directors Committee Assignments

RECOMMENDATION:

1. Receive and File

DISCUSSION:

Prior to this item, the Board will have considered Resolution No. 2424, which establishes the policy for the election of Board officers, the identification of standing committees, and the selection of committee members. The Policy calls for the annual selection of committee members at the Board's regularly scheduled meeting in January each year.

Assuming the revised policy is adopted, the Leucadia committees and EWA/JAC appointments will rotate automatically as follows:

Engineering Committee

Director Bob Pacilio, Chair (Div. 5)
 Director Chris Roesink (Div. 1)

Investment & Finance Committee

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

Community Affairs Committee

Vice President Matt Brown, Chair (Div. 3)
 Director Bob Pacilio (Div. 5)

Human Resource Committee

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

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

President Rolando Saldana (Div. 4)
 Vice President Matt Brown (Div. 3)
 General Manager Paul Bushee (alternate)

Under the revised policy, the committee assignments require no action by the Board.

Attachment

PJB



2025 Board of Directors' Committee Assignments

Engineering Committee

Director Bob Pacilio, Chair
Director Chris Roesink

Investment & Finance Committee

Director Elaine Sullivan, Chair
Director Chris Roesink

Community Affairs Committee

Vice President Matt Brown, Chair
Director Bob Pacilio

Human Resource Committee

Director Elaine Sullivan, Chair
President Rolando Saldana

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

- President Rolando Saldana
- Vice President Matt Brown
- Alternate – General Manager Paul Bushee



Board of Directors' and Manager Appointments and Assignments

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

- President Rolando Saldana
- Vice President Matt Brown
- Alternate – General Manager Paul Bushee

Other Assignments:

President Rolando Saldana

- EWA Committee Member

Vice President Matt Brown

- EWA Committee Member

Director Elaine Sullivan

- CSDA San Diego Chapter (2nd Vice President)

General Manager Paul Bushee

- Encina Wastewater Authority Member Agency Managers Committee
- Encina Wastewater Authority Board (Alternate)
- San Diego LAFCO Special District Advisory Committee
- CSRMA Board of Directors (Alternate)