



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, February 12, 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**
 - A. Professional Achievement Award -10 Year Service Award for Ryan Rodriguez.
(Page 6)
 - B. 2024 CWEA San Diego Section Awards. (Page 7)

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:

January 8, 2025 Regular Board Meeting (Pages 8-14)

January 21, 2025 Investment and Finance Committee Meeting (Pages 15-16)

January 28, 2025 Community Affairs Committee Meeting (Pages 17-18)

February 3, 2025 Engineering Committee Meeting (Pages 19-20)

8. Approval of Demands for January and February 2025

This item provides for Board of Directors approval of all demands paid from LWD during a portion of January and a portion of February 2025. (Pages 21-30)

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 31-37)

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 38-45)

11. Quarterly Treasurer's Report

This report discloses investments for the quarter ending December 31, 2024. (Pages 46-47, Enclosure 11)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2025. (Pages 48-49)

13. Reserve Fund Policy

Receive and File the Annual Reserve Fund Policy Report. (Pages 50-55)

EWA REPORTS

14. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on January 22, 2025. (Page 56)

B. An Encina Member Agency Manager's (MAM) Meeting was held on February 4, 2025. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

A. An Investment and Finance Committee meeting was held on January 21, 2025. (Page 57)

B. A Community Affairs Committee meeting was held on January 28, 2025. (Pages 58-59)

C. An Engineering Committee meeting was held on February 3, 2025. (Page 60)

ACTION ITEMS

- 16. Contract Amendment No. 1 to Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services**
Authorize Contract Amendment No. 1 to Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services for Fiscal Year 2025 (FY25) and Fiscal Year 2026 (FY26) in an amount not to exceed \$58,400 (Pages 61-62)
- 17. Financial Plan Tracking Update** (Page 63)
- 18. Review of Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy Review** (Pages 64-70)

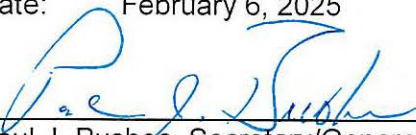
INFORMATION ITEMS

- 19. Project Status Updates and Other Informational Reports**
2025 CWEA Annual Conference is scheduled for April 22 - 25, 2025 in Palm Springs, CA. (Verbal)
- 20. Directors' Meetings and Conference Reports**
2025 CASA Annual Conference was held January 29 -31, 2025 at the Hilton Palm Springs in Palm Springs, CA. (Page 71)
- 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: February 6, 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*

MEMORANDUM

DATE: February 6, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Achievement of Individual Award**

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

10 Year Service Award – Ryan Rodriguez

Field Services Technician III, Ryan Rodriguez, passed his 10th anniversary of employment at LWD on January 12, 2025. This milestone is a tribute Ryan's hard work, dedication, and commitment to LWD. Ryan's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Ryan is eligible for an incentive award of \$200.

Please join me in congratulating Ryan for his outstanding accomplishment.

tb:PJB

MEMORANDUM

Ref: 25-9020

Date: February 6, 2025
To: Board of Directors
From: Paul J. Bushee, General Manager
Subject: **2024 CWEA San Diego Section Awards**



It is my pleasure to announce that the Leucadia Wastewater District (LWD) had a successful evening at the recent California Water Environment Association (CWEA) – San Diego Section’s Annual Installation and Awards Banquet. LWD was honored to receive the following two awards: Collection System of the Year (0-249 miles), and Community Engagement & Outreach Program of the Year – Small Agency. A brief summary of each award follows:

2024 Collection System of the Year (0-249 miles)

This was the 11th time LWD has received the Collection System of the Year Award. The Collection System of the Year Award qualifies as a local award under the organizational objectives of the LWD’s Incentive Program; therefore, staff is eligible for a \$100 incentive award.

Community Engagement & Outreach Program of the Year – Small Agency

LWD received the Community Engagement & Outreach Program of the Year – Small Agency award. This award recognized the District and Rising Tide Partners (RTP) for creating an in-person, interactive demonstration aimed at deepening students’ understanding of wastewater. LWD’s Field Service Technician team brought their vehicles and equipment to two elementary schools for live bilingual demonstrations.

The Outreach Program of the Year Award qualifies as a local award under the organizational objectives of the LWD’s Incentive Program; therefore, staff is eligible for a \$100 incentive award.

LWD also received a recognition award for hosting a CWEA Technical Certification Program training event at the District office.

Please join me in congratulating staff as a whole for these outstanding accomplishments. The local awards will move on to the CWEA’s statewide competition, which will be announced at CWEA’s Annual Conference in April located in Palm Springs.

tb:PJB

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 January 8, 2025

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, January 8, 2025 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

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, and Neal Bloom of Rising Tide Partners

3. Pledge of Allegiance

Director Pacilio led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

None.

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

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

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- December 11, 2024 Regular Board Meeting
- December 16, 2024 Community Affairs Committee Meeting
- December 30, 2024 Ad Hoc Committee Meeting

8. Approval of Demands for November / December 2024

Payroll Checks numbered 241211-1 – 250102-5; General Checking Checks numbered 26429 – 26486

9. Operations Report (A copy was included in the original January 8, 2025 Agenda)

10. Finance Report (A copy was included in the original January 8, 2025 Agenda)

11. Disclosure of Reimbursements

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

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

13. Board-General Manager/Staff Relations Policy Annual Review

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on December 18, 2024.

President Saldana reported on EWA’s December 18, 2024 Board meeting.

15. Committee Reports

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

Vice President Brown reported that the CAC reviewed six teacher grant applications. The CAC agreed with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda. Vice President Brown then asked that the video of Water Career Day be presented and Board Agenda item no. 19 was moved forward.

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

Water Career Day Video

Neal Bloom of Rising Tide Partners (RTP) 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. He then presented a video to the Board which showcased Water Career Day.

President Saldana stated the video was outstanding and he congratulated staff and RTP.

GM Bushee thanked ADS Hill, DFA Green, LWD Field Staff, Dexter Wilson Engineering, and RTP for their work in putting the event together.

Director Pacilio asked various questions regarding the event attendees and participating schools. Mr. Bloom answered his questions.

The Board congratulated staff and RTP for their efforts.

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

President Saldana reported that the AHC reviewed the Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy and discussed whether the current policy regarding EWA Board/Joint Advisory Committee (JAC) representative rotations should be modified. He stated that 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.

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

Director Sullivan stated she believes that Directors should pick what standing LWD committees they want to be on, instead of rotating.

President Saldana stated that there is a certain level of knowledge acquired when serving on a variety of committees. Director Pacilio agreed with President Saldana and noted that you see the breadth of the organization by participating on all committees.

GM Bushee noted that this agenda item is for the Ad Hoc Committee report, and that this issue can be further discussed under the recommendation report later in the agenda.

ACTION ITEMS

16. Award of Teacher Grants

ADS Hill introduced the item and provided background information noting that this item was reviewed by the Community Affairs Committee (CAC) at its December 16th meeting. ADS Hill stated the District received six applications by the deadline. She noted that all six schools qualified for the grants and the submitted grants totaled \$8,900.00. ADS Hill noted these key considerations when evaluating the applications:

1. Two applications are from La Costa Heights Elementary. One of the applications (Ms. Caldararo's) includes a 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.

2. The La Costa Canyon High School application includes 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 summarized that the CAC and staff agreed to fund the Teacher Grant Program with a total amount of \$8,800. ADS Hill also noted that a review of the Teacher Grant Program and the application criteria will be brought back to a future CAC meeting.

President Saldana stated that the Teacher Grant Program is a signature program in our community and it is important to keep the program up to date and pertinent to our business.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Pacilio, and unanimously carried, the Board of Directors awarded six Teacher Grants totaling \$8,800.00 by the following vote:

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

17. Proposed Resolution No. 2424 – Revised Board of Directors Election of Board Officers, Establishment of Committees and Selection of Committee Members Policy

DFA Green stated that at the December 11, 2024 Board Meeting the Board appointed an Ad Hoc Committee (AHC) to review the Policy for the Election of Board Officers, Establishment of Committee and Selection of Board Committee Members.

The AHC met on December 30, 2024 to review the Policy. Following discussion, the AHC recommended that the existing practice of two-year rotating term for the Encina Wastewater Authority Board (EWA)/Joint Advisory Committee (JAC) representatives should remain in place and that the General Manager should serve as the EWA/JAC Alternate.

GM Bushee noted that there is a caveat in the policy stating that should the LWD Board President or Vice President choose not to serve on the EWA Board and JAC, the Board President shall appoint a replacement.

President Saldana stated that he had a discussion with Vice President Brown about serving on the EWA Board. President Saldana added that Vice President Brown expressed concerns about serving. Vice President Brown stated that he would like to serve on the EWA Board but cannot commit to it at this time due to his current work schedule.

Director Sullivan had several questions and comments regarding the committee appointment process and the Board discussed them at length.

GC Brechtel advised that the Board should approve the policy first before making any changes to the EWA Board representatives or LWD committees.

GM Bushee suggested that the Board approve the policy so that that the Board can make the committee appointments for the upcoming year. The Board could then direct staff to bring back

this issue to discuss the entire policy under less time constraints. The Board agreed to have a full policy review at its February meeting.

Following a motion duly made by Vice President Brown, seconded by Director Pacilio, and carried, the Board of Directors adopted Resolution No. 2424 - Board of Directors Election of Board Officers, Establishment of Committees, and the Selection of Board Committee Members Policy, as presented, by the following vote:

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

18. 2025 Board of Directors Committee Assignments

DFA Green presented the item and provided background information. He stated that prior to this item, the Board considered and adopted Resolution No. 2424, which establishes the policy for the election of Board officers, the identification of standing committees, and the selection of committee members. DFA Green stated that there is a caveat in the policy stating that should the LWD Board President or Vice President choose not to serve on the EWA Board and JAC, the Board President shall appoint a replacement. He then turned the discussion over to President Saldana.

President Saldana stated that as previously discussed, Vice President Brown had reservations about serving on the EWA Board and JAC due to time constraints. He stated that with the policy in mind, since the Board Vice President cannot serve on the EWA Board and JAC, would Director Roesink like to continue to serve in this role. Director Roesink answered affirmatively.

DFA Green then reviewed the Leucadia standing committees noting that typically the LWD Board members serve on two standing committees while the EWA Board representatives serve on one. He then asked if the Board would like to continue doing that or if they have another alternative.

GM Bushee stated that since Director Roesink is going to replace Vice President Brown as the EWA Board representative, would Director Roesink like to have Vice President Brown take his place on the Engineering Committee or the Investment and Finance Committee. Vice President Brown stated that since the LWD committees have more flexibility he could be on two standing LWD committees. Vice President Brown and Director Roesink agreed that Director Brown would be on the Engineering Committee.

Following discussion, the LWD standing committees were finalized as follows:

Engineering Committee

Director Bob Pacilio, Chair (Div. 5)

Vice President Brown (Div. 3)

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)

Director Chris Roesink (Div. 1)

General Manager Paul Bushee (alternate)

Following a motion duly made by Director Pacilio, seconded by Vice President Brown, and unanimously carried, the Board of Directors approved the 2025 Board Committee Assignments, as amended, by the following vote:

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

20. Directors' Meetings and Conference Reports

None.

21. General Manager's Report

GM Bushee reported on the following:

- Update on the vactor truck fire;
- Update on the Burgundy Slope Failure; and
- Update on the San Marcos Creek Diversion Project

President Saldana asked how the loss of one vactor may affect operations. GM Bushee stated that staff is planning to lease a vactor to help with operations and emergencies. He noted that the new replacement vactor, which was purchased in 2023, should be delivered in February.

Vice President Brown asked if we had agreements with other local agencies for additional vactor support. FSS Gonzalez stated that he had reached out to the City of Encinitas and they agreed to help the District if needed.

The Board asked various questions regarding the vactor truck fire and staff answered their questions.

22. General Counsel's Report

None.

23. Board of Directors' Comments

None.

24. Adjournment

President Saldana adjourned the meeting at approximately 6:22 p.m.

Rolando Saldana, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 January 21, 2025

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, January 21, 2025 at 3:00 p.m. at the District office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 3:06 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Roesink

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. Contract Amendment No. 1 to Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services

Authorize Contract Amendment No. 1 to Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services for Fiscal Year 2025 (FY25) and Fiscal Year 2026 (FY26) in an amount not to exceed \$58,400.

DFA Green presented the recommendation stating that in March 2019 the Board of Directors authorized an initial three-year contract with Rogers, Anderson, Malody & Scott, LLP for auditing services. DFA Green stated that while the original agreement was for an initial three-year period, an option for an additional two-year extension was included. Staff believes that executing this option for FY25 and FY26 will provide continuity to our auditing program and is in the best interest of the District.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors authorize Contract Amendment No. 1 to Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services for Fiscal Year 2025 (FY25) and Fiscal Year 2026 (FY26) in an amount not to exceed \$58,400.

5. Annual Review of LWD Reserve Fund Policy

DFA Green presented the recommendation indicating the purpose of the policy. He noted that the policy calls for annual review of the level of reserve funds by the Board of Directors. DFA Green stated that the Reserve Fund Policy was last revised in February 2023.

DFA Green then provided an overview of the fiscal year 2024 reserve activity.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors receive and file the Reserve Policy Annual Report. The IFC and staff agreed to

add this item under Consent Calendar at the February Board meeting since there were no changes to the policy.

6. Financial Plan Update

DFA Green introduced the item and explained the purpose of the Financial Plan. He stated that LWD updates its Financial Plan every 5 years because financial conditions and assumptions change over time. He noted that the most recent Financial Plan Update was completed in 2023 and staff does an internal update of the Financial Plan on an annual basis to see how actual results are tracking with the original projections.

DFA Green stated the financial plan model looks out over 20 years. He noted that information from the Fiscal Year 2023 (FY23) Audit and FY24 budgeted amounts were used to update revenues, expenses, and capital projections in the financial plan model. He then provided an overview on the following topics.

- Comparison of projected and actual revenues and expenditures;
- Comparison of projected and updated reserve balances; and
- Monthly Sewer Service Rate Comparison

DFA Green concluded that the District's finances remain strong, while maintaining low rates, and the District is tracking well with the Financial Plan. DFA Green also noted that the largest concern is the Encina Wastewater Authority's future capital plan and staff will continue to monitor LWD's finances closely.

This item was for informational purposes and no action was taken.

7. Information Items

None.

8. Directors' Comments

Director Roesink thanked DFA Green for his informative presentations.

9. General Manager's Comments

None.

10. Adjournment

Chairperson Sullivan adjourned the meeting at 4:03 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 January 28, 2025

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Monday, January 28, 2025 at 12:30 p.m. at the District office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Brown called the meeting to order at 12:30 p.m.

2. Roll Call

DIRECTORS PRESENT: Brown (via video call) and Pacilio

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

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

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

The CAC discussed the article topics and agreed that the lead article would be the Field Services Technicians presentations to local schools.

The CAC also agreed on two main articles. The first main article will focus on how LWD balances sustainability with managing competitive rates. The CAC emphasized that the article should highlight how LWD provides high value to its customers. The second main article will showcase the Teacher Grant winners. The CAC also agreed to the remaining articles that were proposed and directed staff to proceed with drafting the articles.

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

5. Review of Teacher Grant Program.

ADS Hill introduced the item and provided background information. She stated that at the December 16th CAC meeting, the CAC expressed the need to re-evaluate the program's criteria. Staff and the CAC then reviewed the current Teacher Grant program's application and its instructions.

Director Pacilio stated that he thought the program criteria should remain broad since limiting the program to wastewater gives less flexibility for the teachers.

Chairperson Brown stated he thought that there should be a preference given to programs that reach more individuals or are wastewater focused.

Following discussion, the CAC directed staff to draft an updated Teach Grant Program Policy that details the preferential criteria of the Teacher Grant Program application. Staff and the CAC also discussed increasing the Teacher Grant Program funding from \$6,000 to \$8,000 per year with a maximum award of \$2,000 per application. The draft policy will be reviewed at a future CAC meeting.

6. Review of the LWD Photo Contest.

Mr. Bloom of Rising Tide Partners (RTP) introduced the item and provided background information. He stated that the CAC suggested expanding the District's outreach program by offering a photo contest for students attending local schools within the District service area. Mr. Bloom noted that during the December 16, 2024 CAC meeting, staff provided a verbal update on the program's progress.

Mr. Bloom then reviewed the contest details and criteria and the photo contest webpage.

Following discussion, the CAC authorized staff and RTP to proceed with the LWD Photo Contest.

7. Information Items

None.

8. Directors' Comments

None.

9. General Manager's Comments

GM Bushee provided updates on the vactor truck fire and the insurance claims.

Mr. Bloom stated that LWD's bilingual interactive demonstration was held this morning at Capri Elementary School. He stated that LWD's Field Services Technicians did a fantastic job presenting to the students.

10. Adjournment

Chairperson Brown adjourned the meeting at 1:30 p.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 February 3, 2025

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Monday, February 3, 2025 at 11:30 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Pacilio called the meeting to order at 11:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Pacilio, Brown

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Field Services Superintendent Marvin Gonzalez; Field Services Supervisor Gabe Mendez; Field Services Supervisor Mauricio Avalos; and Capital Project Manager Ian Riffel

3. Public Comment

None.

4. Information Items

A. San Marcos Creek Crossing Diversion Project.

CPM Riffel provided an update to the San Marcos Creek Crossing Diversion Project. CPM Riffel provided background information and photos of the project progress. He said the project was prioritized into two phases, with Phase 1 intercepting 98% of the flow, in order to divert as much flow from the compromised creek crossing before the rainy season. CPM Riffel said that project construction is expected to be completed by the end of this week. The EC asked several questions regarding the project and staff provided responses.

B. Batiquitos Pump Station Emergency Basin Rehabilitation Project.

CPM Riffel provided an update to the Batiquitos Pump Station Emergency Basin Rehabilitation Project. CPM Riffel provided background information and photos of the project progress. He acknowledged that the goal of completing the demolition work by January 15th, in consideration of the bird mating season, was successfully met and noted that project construction is anticipated to be completed by the end of this month. The EC asked several questions regarding the project and staff provided responses.

C. Rancho Verde Pump Station Rehabilitation Project.

CPM Riffel provided an update to the Rancho Verde Pump Station Rehabilitation Project. CPM Riffel provided background information on the project and mentioned that construction is set to start in the next month or two. He reported that, despite the project being awarded in April 2024, the contractor required time to procure the specialized electrical cabinets and valves. The EC asked several questions regarding the project and staff provided responses.

D. 2024 Pump Station Condition Assessment.

CPM Riffel provided an update to the 2024 Pump Station Condition Assessment which focuses on the La Costa and Batiquitos Pump Stations. CPM Riffel noted that although the final report is not yet complete, staff plans to present the final report to the EC in March or April. Staff noted that the La Costa Pump Station, which was built in 1964, is nearing the end of its useful life and preliminary cost estimates for replacement are around \$5 million. Staff noted that the Batiquitos Pump Station also needs improvements, including structural repairs and relocating the emergency generator. The EC asked several questions regarding the project and staff provided responses.

E. Vactor Truck Fire Update.

GM Bushee provided an update to the Vactor Truck Fire. GM Bushee noted that the vehicle is insured under a vehicle policy and the damage to the private vehicle and other property is covered under LWD's liability insurance. Staff is still compiling the insurance documentation and it appears that the damage will be less than the policy's \$50k deductible.

FSS Gonzalez discussed the investigative findings which concluded the fire was caused by an electrical issue due to a bracket failure. FSS Gonzalez said the new Vactor Truck, which was ordered almost two years ago, is expected to arrive later this month.

5. Directors' Comments

None.

6. General Manager's Comments

None.

7. Adjournment

Chairperson Pacilio adjourned the meeting at approximately 12:41 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
February 12, 2025**

Disbursement Period January 3, 2025 through February 4, 2025

PAYROLL PAYMENTS	\$	179,069.28
PAYROLL EXPENSE REIMBURSEMENTS	\$	781.27
GENERAL CHECKS		
Operating	\$	457,525.60
Capital	\$	450,415.82
TOTAL GENERAL CHECKS	<u>\$</u>	<u>907,941.42</u>
ELECTRONIC PAYMENTS		
Operating	\$	144,423.95
Capital	\$	-
TOTAL ELECTRONIC PAYMENTS	<u>\$</u>	<u>144,423.95</u>
TOTAL DEMANDS	\$	1,232,215.92

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
February 12, 2025**

Disbursement Period January 3, 2025 through February 4, 2025

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll	1/8/2025 250108-1	250108-20	\$57,603.98
Biweekly Payroll	1/22/2025 250122-1	250122-20	\$59,267.42
Board Payroll	2/3/2025 250203-1	250203-5	\$4,107.93
Biweekly Payroll	2/5/2025 250205-1	250205-20	\$58,089.95

TOTAL PAYROLL CHECKS	\$	179,069.28
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Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 1/3/2025 Through 2/4/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26487	1/3/2025	ADS CORP DBA ADS ENVIRONMENTA...	4,794.65	Flow Metering and Data Analysis 12/1/24-12/31/24
	1/3/2025	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance and Data Delivery 12/1/24-12/31/24
26488	1/3/2025	AIRGAS USA LLC	2,027.04	Liquid Oxygen Contract 12/16/24
26489	1/3/2025	ALIGNMENT PLUS	125.00	Alignment Vehicle#171
26490	1/3/2025	ATEL COMMUNICATIONS, INC	89.00	Voicemail Labor-adding holiday dates
26491	1/3/2025	BAJA POOL AND SPA SERVICE	190.00	Weekly Maintenance of Water Fountain 01/01/25-01/31/25
26492	1/3/2025	BASE 9 CONSULTING INC	975.00	Alarm Diagnostic & new Phone testing & implementation
26493	1/3/2025	BRADFORD SIGNS	190.00	Capital Project Manager Sign & Install
26494	1/3/2025	CITY OF CARLSBAD	563.17	Water @ 1900 La Costa Ave
	1/3/2025	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	1/3/2025	CITY OF CARLSBAD	28.70	Water @ Fire Line
26495	1/3/2025	COLONIAL LIFE INS	184.16	Accident/Critical Illness Insurance 12/11/24 & 12/25/24
26496	1/3/2025	COX COMMUNICATIONS SAN DIEGO	1,567.72	Phone / Internet Services 12/22/24-01/21/25
26497	1/3/2025	DETECTION INSTRUMENTS CORP	555.31	H2S Sensor
26498	1/3/2025	DEXTER WILSON ENGINEERING	1,876.00	General Engineering Services Nov 2024
26499	1/3/2025	HAAKER EQUIPMENT CO	1,440.54	Replace Rear Door Seal
26500	1/3/2025	THE HARTFORD	540.12	Life Insurance - January 2025
26501	1/3/2025	HI-WAY SAFETY, INC	216.58	Green Marking Chalk
26502	1/3/2025	MIKE ROY TROUTMAN	2,445.86	Lateral Reimbursement: 3329 Cabo Way, Carlsbad CA
26503	1/3/2025	MITSUBISHI ELECTRIC US INC - MEU...	386.37	Elevator Maintenance 01/01/25-01/31/25
26504	1/3/2025	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services Dec 2024
26505	1/3/2025	MUTUAL OF OMAHA	1,356.46	Disability Insurance-January 2025
26506	1/3/2025	OLIVENHAIN MUNICIPAL WATER DIS...	76.41	Recycled Water @ Traveling
	1/3/2025	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ Encinitas Estates PS
	1/3/2025	OLIVENHAIN MUNICIPAL WATER DIS...	420.95	Water @ Traveling
	1/3/2025	OLIVENHAIN MUNICIPAL WATER DIS...	369.17	Water @ Traveling 2
	1/3/2025	OLIVENHAIN MUNICIPAL WATER DIS...	61.37	Water @ VP7
26507	1/3/2025	PACIFIC RIM MECHANICAL	530.00	Pump Vent Station Error Call
26508	1/3/2025	PRUDENTIAL OVERALL SUPPLY	168.96	Weekly Uniform/Laundry Service 12/31/24
26509	1/3/2025	REPUBLIC SERVICES #661	412.59	Waste Service - December 2024
26510	1/3/2025	RISING TIDE PARTNERS	3,176.25	Public Outreach Services Dec 2024
	1/3/2025	RISING TIDE PARTNERS	4,290.00	Public Outreach Services Nov 2024
26511	1/3/2025	SAN DIEGO ASSESSOR/RECORDER/C...	50.00	Document Filing Fee - Permitting for L1 Force Main Repair
26512	1/3/2025	SAN DIEGUITO WATER DISTRICT	319.84	Water @ BPS
	1/3/2025	SAN DIEGUITO WATER DISTRICT	268.10	Water @ Tanker 1
	1/3/2025	SAN DIEGUITO WATER DISTRICT	61.28	Water @ Tanker 2
26513	1/3/2025	SAN DIEGO GAS & ELECTRIC	17,942.95	Electric @ BPS
26514	1/3/2025	SIGNA MECHANICAL	235.52	PC Grinder Pumps/Liner Assembly
26515	1/3/2025	SOUTHERN CONTRACTING COMPANY	7,077.75	Ford Pro Truck Charger Install
	1/3/2025	SOUTHERN CONTRACTING COMPANY	600.00	LPS Ventilation Roof New Circuit
	1/3/2025	SOUTHERN CONTRACTING COMPANY	1,500.00	Material Contact kit and install on pump #1 M3 Contactor

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 1/3/2025 Through 2/4/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26516	1/3/2025	SOUTHERN CONTRACTING COMPANY	600.00	Repair Sump Pump Control Panel
	1/3/2025	STAPLES	315.00	Office Supplies
	1/3/2025	STAPLES	(18.41)	Price Match Discount Original Invoice 6017652392
26517	1/3/2025	TOSHIBA AMERICA BUSINESS SOLUTI...	454.64	Copying Machine Lease Agreement 12/15-01/15/25
26518	1/3/2025	UNDERGROUND SERVICE ALERTS/C	250.50	Monthly Underground Alarm Service
	1/3/2025	UNDERGROUND SERVICE ALERTS/C	115.97	Monthly Underground State Fee
26519	1/3/2025	UNIFIRST FIRST AID CORP	495.65	AED Battery
26520	1/3/2025	U.S. BANK	7,016.70	Cal Card Purchase on Statement Dated 12/23/24
26521	1/3/2025	OCCUPATIONAL HEALTH CENTERS OF...	215.00	DOT Physical G Ortiz
26522	1/3/2025	VORTEX DOORS LLC	687.50	Preventative Maintenance Gate & Rolling Steel Door
	1/3/2025	VORTEX DOORS LLC	687.50	Preventative Maintenance on Sliding Gate
26523	1/9/2025	AT&T	225.53	Phone Service Elevator 11/25/24-12/24/24
26524	1/9/2025	Brightview Landscape Services Inc	1,098.00	Monthly Landscape Services District Main Site Jan 2025
	1/9/2025	Brightview Landscape Services Inc	389.00	Monthly Vegetation Cleanup Easement Trail Jan 2025
26525	1/9/2025	CITY OF CARLSBAD	306.26	Water for Vactor 1
	1/9/2025	CITY OF CARLSBAD	306.26	Water for Vactor 2
26526	1/9/2025	CSRMA	221,385.00	Pooled Liability Insurance for 12/31/2024-2025
26527	1/9/2025	HAAKER EQUIPMENT CO	133.10	Push Button CVR
26528	1/9/2025	MALLORY SAFETY AND SUPPLY	52.62	Composite toe cleated outsole
	1/9/2025	MALLORY SAFETY AND SUPPLY	51.12	Vest Survey Hivis
26529	1/9/2025	MAVTECK	5,700.00	Construction Management BPS Emergency Basin Rehab Dec 2024
	1/9/2025	MAVTECK	15,150.00	San Marcos Creek Diversion Project Construction Management
26530	1/9/2025	MESA REPROGRAPHICS	460.04	FY 2025 Gravity Pipeline Replacement Prints
26531	1/9/2025	MINUTEMAN PRESS	244.61	Business Cards Board
26532	1/9/2025	MISSION SQUARE	7,980.19	Deferred Comp for PPE 01/05/25
26533	1/9/2025	PACIFIC RIM MECHANICAL	47,332.50	Purchase & install new HVAC equipment at BPS
	1/9/2025	PACIFIC RIM MECHANICAL	337.00	Quarterly HVAC Services AWT
	1/9/2025	PACIFIC RIM MECHANICAL	687.00	Quarterly HVAC Services BPS
	1/9/2025	PACIFIC RIM MECHANICAL	186.50	Quarterly HVAC Services EEPS
	1/9/2025	PACIFIC RIM MECHANICAL	684.00	Quarterly HVAC Services LPS
	1/9/2025	PACIFIC RIM MECHANICAL	2,931.50	Quarterly HVAC Services LWD Admin Building
26534	1/9/2025	RANCHO SANTA FE SECURITY SYSTEMS	10.00	System modification -addition JC Ortega
26535	1/9/2025	ROCKWELL CONSTRUCTION SERVICE...	925.00	Diana Pump Station Upgrade Document Review Dec 2024
26536	1/9/2025	SAN ELIJO JOINT POWERS AUTHORITY	6,446.00	Quarterly Chief Plant Operator Services Q3 FY25
26537	1/9/2025	SCW CONTRACTING CORP	10,602.00	Rancho Verde PS Rehab of pump station Nov 2024

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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26538	1/9/2025	SOUTHERN CONTRACTING COMPANY	1,880.00	LPS Circuit Breaker for Vent Fan
26539	1/9/2025	PROFESSIONAL EXCHANGE	110.00	Answering Services Dec 2024
26540	1/9/2025	OCCUPATIONAL HEALTH CENTERS OF...	118.00	DOT Physical J Montoya
26541	1/9/2025	WILLIAMS LLP	2,850.00	Legal Services December 2024
26542	1/16/2025	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Tank Rental Jan 2025
26543	1/16/2025	ALIGNMENT PLUS	114.00	Alignment Vehicle #171
26544	1/16/2025	Atlas Technical Consultants LLC	4,780.00	Geotechnical Engineering Services San Marcos Creek Crossing
26545	1/16/2025	AT&T	218.53	Phone Service-BPS 12/10/24-01/09/25
26546	1/16/2025	BASE 9 CONSULTING INC	900.00	Configure 2 comm channels
26547	1/16/2025	CAPRI PTA	2,000.00	Capri Elementary Teacher Grant - Nancy Jois
26548	1/16/2025	AWSS INC	2,061.36	Vehicle Fuel 12/04/24-12/19/24
	1/16/2025	AWSS INC	993.25	Vehicle Fuel 12/23/24-12/31/24
26549	1/16/2025	PETTY CASH	409.92	Petty Cash 11/21/24-01/16/25
26550	1/16/2025	CORODATA RECORDS MANAGEMENT ...	114.08	File Archive/Records Storage Services Dec 2024
26551	1/16/2025	COSCO FIRE PROTECTION	740.00	Annual fire alarm inspection
26552	1/16/2025	C W E A	239.00	CWEA Membership Renewal-FY2025-C Roesink
26553	1/16/2025	DATA NET SOLUTIONS GROUP	866.25	Monthly IT Services Dec 2024
	1/16/2025	DATA NET SOLUTIONS GROUP	2,809.99	Monthly Managed Services Dec 2024
26554	1/16/2025	DODGE DATA & ANALYTICS	1,737.54	Request for bid ad FY 25 Gravity Pipeline
26555	1/16/2025	ECC PTA	900.00	El Camino Creek Teacher Grant - Katie Oberman
26556	1/16/2025	ENCINA WASTEWATER AUTHORITY	2,756.11	Lab Testing
26557	1/16/2025	ESCONDIDO GOLF CART CENTER, INC	220.00	Golf Cart Maintenance
	1/16/2025	ESCONDIDO GOLF CART CENTER, INC	179.49	Golf Cart Tire & Mounting
26558	1/16/2025	EUSD FARM LAB	2,000.00	EUSD Farm Lab Teacher Grant-Carrie Herndon
26559	1/16/2025	EVERON LLC	165.00	Security Services 01/17/25-02/16/25
26560	1/16/2025	FIDELITY SECURITY LIFE INSURANCE...	8.83	Vision Insurance COBRA-January 2025
	1/16/2025	FIDELITY SECURITY LIFE INSURANCE...	422.13	Vision Insurance-January 2025
26561	1/16/2025	GRAINGER, INC	68.65	Aluminum Regulator
	1/16/2025	GRAINGER, INC	19.63	Check Valve
	1/16/2025	GRAINGER, INC	36.48	Magnetic Dry Erase Board
26562	1/16/2025	HARRINGTON INDUSTRIAL PLASTICS ...	76.64	Coil Tubing
26563	1/16/2025	JWC ENVIRONMENTAL LLC	49,991.00	Channel Monster Renew(Muffin Monster)
26564	1/16/2025	LCC FOUNDATION	1,600.00	La Costa Canyon HS Teacher Grant - June Honsberger
26565	1/16/2025	LA COSTA HEIGHTS PTA	900.00	La Costa Heights Teacher Grant - Jacquelyn Street
	1/16/2025	LA COSTA HEIGHTS PTA	1,400.00	La Costa Heights Teacher Grant - Jessica Caldararo
26566	1/16/2025	LC PAVING & SEALING INC	22,950.00	Adjustment of 7 manholes and replacement of frames/covers
26567	1/16/2025	LEE'S LOCK & SAFE	21.55	Fast Board Key, 5 pin key replacement vactor fire
26568	1/16/2025	McMASTER-CARR	100.21	Stainless steel hex head screw, nylon insert locknut, washer

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 From 1/3/2025 Through 2/4/2025

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26569	1/16/2025	MINUTEMAN PRESS	274.67	Letterhead
26570	1/16/2025	NAPA AUTO	122.71	Fuel Filter, V-Belt
	1/16/2025	NAPA AUTO	64.15	Oil Filter
	1/16/2025	NAPA AUTO	111.28	Oil filter, motor oil
26571	1/16/2025	PALM ENGINEERING CONSTRUCTION	261,000.00	San Marcos Creek Crossing Diversion Project Dec 2024
26572	1/16/2025	Premier Chevrolet of Carlsbad	97.50	New Key fob programming vactor fire
	1/16/2025	Premier Chevrolet of Carlsbad	109.88	New Key Vactor Fire
26573	1/16/2025	PRUDENTIAL OVERALL SUPPLY	179.60	Weekly Uniform/Laundry Service 01/14/25
	1/16/2025	PRUDENTIAL OVERALL SUPPLY	192.36	Weekly Uniform/Laundry Service 01/07/25
26574	1/16/2025	QUADIEN FINANCE USA INC	63.57	Lease Tax Assessment
	1/16/2025	QUADIEN FINANCE USA INC	75.43	Postage Meter Return Equipment Shipping
26575	1/16/2025	SAN DIEGO GAS & ELECTRIC	86.48	Electric @ Avocado PS
	1/16/2025	SAN DIEGO GAS & ELECTRIC	342.82	Electric @ Diana PS
	1/16/2025	SAN DIEGO GAS & ELECTRIC	695.18	Electric @ Saxony PS
	1/16/2025	SAN DIEGO GAS & ELECTRIC	319.95	Electric @ VP5 PS
	1/16/2025	SAN DIEGO GAS & ELECTRIC	791.01	Electric/Gas @ E Estates PS
	1/16/2025	SAN DIEGO GAS & ELECTRIC	319.06	Gas @ Admin
26576	1/16/2025	I2B NETWORKS INC DBA SPACELINK	160.00	Live Webcam Streaming Services-Webcam @ BPS 01/14-02/13/25
26577	1/16/2025	S&R TOWING, INC	743.75	Vactor Fire Towing
26578	1/16/2025	STAPLES	157.26	Office Supplies
	1/16/2025	STAPLES	(37.58)	Price Match Credit on Invoice 6019488758
26579	1/16/2025	STATE WATER RESOURCES CONTROL...	1,701.00	Annual Permit Fees 01/01/2025-12/31/2025
26580	1/16/2025	TERMINIX PROCESSING CENTER	179.08	Pest Control 12/02/24
26581	1/16/2025	THE HOME DEPOT CRC/GECF	16.14	Fresh Scent
	1/16/2025	THE HOME DEPOT CRC/GECF	139.00	LED Flashlight/Spotlight
	1/16/2025	THE HOME DEPOT CRC/GECF	75.40	Noble Fir 5-6ft
	1/16/2025	THE HOME DEPOT CRC/GECF	113.05	Roundup/Fresh scent
	1/16/2025	THE HOME DEPOT CRC/GECF	118.09	Soft Soap small, soap refill, 409 refill, pipe wrench
	1/16/2025	THE HOME DEPOT CRC/GECF	77.45	Sunscreen
26582	1/16/2025	V&A CONSULTING ENGINEERS	2,960.00	Flow Monitoring Services San Marcos Creek 10/1-12/31/24
26583	1/23/2025	AIRGAS USA LLC	1,920.16	Liquid Oxygen Contract 01/13/25
	1/23/2025	AIRGAS USA LLC	2,031.01	Liquid Oxygen Contract 12/30/24
26584	1/23/2025	COUNTY OF SAN DIEGO	1,506.00	LPS Facility Permit DEH2002-HUPFP-105038 02/29/25-02/28/26
26585	1/23/2025	DEXTER WILSON ENGINEERING	64.00	Development Services-0943 Leucadia Streetscape
	1/23/2025	DEXTER WILSON ENGINEERING	256.00	Development Services-1212-139 & 149 Avocado Street
	1/23/2025	DEXTER WILSON ENGINEERING	128.00	Development Services-1213 123 Jasper Street Grading Plan
26586	1/23/2025	FEDERAL EXPRESS CORPORATION	146.92	Shipping 01/13/2025

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 1/3/2025 Through 2/4/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	1/23/2025	FEDERAL EXPRESS CORPORATION	67.47	Shipping 12/04/24
26587	1/23/2025	HADRONEX INC dba: SMARTCOVER S...	3,616.09	Yearly Contract Renewal for H2S Sensors Batiquitos 3/25-2/26
	1/23/2025	HADRONEX INC dba: SMARTCOVER S...	5,853.85	Yearly Contract Renewal for H2S Sensors FM L1 & L2 3/25-2/26
26588	1/23/2025	HUMANA DENTAL INS.	4,475.56	Dental Insurance-February 2025
26589	1/23/2025	IWATER, INC	7,500.00	Annual Renewal for Cloud Software 04/01/25-03/31/26
26590	1/23/2025	LEE'S LOCK & SAFE	7.27	Gen & EE Key for JC
	1/23/2025	LEE'S LOCK & SAFE	7.27	New Keys for G Ortiz
26591	1/23/2025	MALLORY SAFETY AND SUPPLY	50.88	PVC composit toe cleated
	1/23/2025	MALLORY SAFETY AND SUPPLY	58.20	Rubber boot composite toe
	1/23/2025	MALLORY SAFETY AND SUPPLY	72.20	Sweatshirts
26592	1/23/2025	MISSION SQUARE	8,077.80	Deferred Comp for PPE 01/22/25
26593	1/23/2025	MUTUAL OF OMAHA	1,408.80	Disability Insurance-Feb 2025
26594	1/23/2025	NEW PIG CORPORATION	789.48	Blue Absorbent Socks
26595	1/23/2025	OLIVENHAIN MUNICIPAL WATER DIS...	55.83	Water @ VP5 PS
26596	1/23/2025	PARKSON CORPORATION	14,303.13	Filter media(Sand for sand filters)
26597	1/23/2025	PLUMBERS DEPOT, INC	51.54	Turn Fuel Shutoff Valve
26598	1/23/2025	PRUDENTIAL OVERALL SUPPLY	200.15	Weekly Uniform/Laundry Service 01/21/25
26599	1/23/2025	Quench USA Inc	136.85	Office water tanks/filtered drinking water 01/19-02/18/25
26600	1/23/2025	SAN DIEGO GAS & ELECTRIC	4,296.06	Electric @ Admin
	1/23/2025	SAN DIEGO GAS & ELECTRIC	92.11	Electric @ Avocado PS
	1/23/2025	SAN DIEGO GAS & ELECTRIC	1,204.55	Electric @ AWT
	1/23/2025	SAN DIEGO GAS & ELECTRIC	399.47	Electric @ Diana PS
	1/23/2025	SAN DIEGO GAS & ELECTRIC	1,438.43	Electric @ La Costa PS
	1/23/2025	SAN DIEGO GAS & ELECTRIC	12,971.39	Electric @ LPS
	1/23/2025	SAN DIEGO GAS & ELECTRIC	167.84	Electric @ RV PS
	1/23/2025	SAN DIEGO GAS & ELECTRIC	682.37	Electric @ Saxony PS
	1/23/2025	SAN DIEGO GAS & ELECTRIC	314.38	Electric @ VP5 PS
	1/23/2025	SAN DIEGO GAS & ELECTRIC	199.48	Electric @ VP7 PS
	1/23/2025	SAN DIEGO GAS & ELECTRIC	812.37	Electric/Gas @ E Estates PS
	1/23/2025	SAN DIEGO GAS & ELECTRIC	364.91	Gas @ Admin
26601	1/23/2025	TERMINIX PROCESSING CENTER	77.08	Pest Control 01/06/25
26602	1/23/2025	UNIFIRST FIRST AID CORP	76.80	First Aid Supplies
26603	1/23/2025	VERIZON WIRELESS	1,215.46	Cell Phones 12/08/24-01/07/25
26604	1/30/2025	ADS CORP DBA ADS ENVIRONMENTA...	4,794.65	Flow Metering and Data Analysis 01/1/25-01/31/25
	1/30/2025	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance and Data Delivery 01/01/25-01/31/25
26605	1/30/2025	AT&T	219.94	Phone Service-Elevator 12/25/24-01/24/25
26606	1/30/2025	BAJA POOL AND SPA SERVICE	190.00	Weekly Maintenance of Water Fountain 02/01/25-02/28/25
26607	1/30/2025	BOOT WORLD, INC	209.44	FST Safety Boots-Boot World- JC Ortega
26608	1/30/2025	AWSS INC	2,406.82	Vehicle Fuel 01/02/25-01/16/25
26609	1/30/2025	CAROL A KEYS	2,600.00	Lateral Reimbursement 417 Winsome Place, Encinitas CA
26610	1/30/2025	CHARLES ULMER DBA: CHUCKS TIRE ...	439.16	Mount and Balance 2 tires vehicle# 155
26611	1/30/2025	CMRS-PB	200.00	Postage Funds

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26612	1/30/2025	COLONIAL LIFE INS	184.16	Accident/Critical Illness Ins 1/08 & 1/22/25
26613	1/30/2025	C W E A	116.00	Certification Renewal-Collection System Main Grd 3-M. Avalos
	1/30/2025	C W E A	239.00	CWEA Membership Renewal - FY2025 - R Rodriguez
26614	1/30/2025	GRAINGER, INC	68.13	Aluminum Regulator
	1/30/2025	GRAINGER, INC	224.93	Collared Coveralls
	1/30/2025	GRAINGER, INC	(502.31)	Credit on original invoice 9344424495 dtd 12/16/24
	1/30/2025	GRAINGER, INC	498.52	Fire Extinguisher
	1/30/2025	GRAINGER, INC	20.88	Knit Cap
26615	1/30/2025	HAAKER EQUIPMENT CO	1,019.42	Re-Term Kit & Labor
26616	1/30/2025	HUGH LAWRENCE	2,174.00	Lateral Reimbursement 429 Winsome Place, Encinitas CA
26617	1/30/2025	NAPA AUTO	82.34	Armor All & Blue Def
	1/30/2025	NAPA AUTO	44.45	Cable Ties, Heavy Duty Cable Ties, Motoseal
	1/30/2025	NAPA AUTO	29.06	Oil Dry
26618	1/30/2025	NORMAN MILLER	5,821.34	Vactor Fire Property Loss Claim-Miller
26619	1/30/2025	PLANT PEOPLE, INC	190.00	Monthly Maintenance of Office Plants Jan 2025
26620	1/30/2025	PRUDENTIAL OVERALL SUPPLY	118.53	Nitrile Gloves
	1/30/2025	PRUDENTIAL OVERALL SUPPLY	179.87	Weekly Uniform/Laundry Service 01/28/25
26621	1/30/2025	Quench USA Inc	1.62	RO Tank Rental 01/16/25-02/15/25
26622	1/30/2025	RANCHO SANTA FE SECURITY SYSTEMS	285.00	Fire System Monitoring 02/01-04/30/25
26623	1/30/2025	SAN DIEGO GAS & ELECTRIC	20,808.13	Electric @ BPS
26624	1/30/2025	SMITHERS MSE INC	375.00	Sulfur Analysis
26625	1/30/2025	STAPLES	521.83	Office Supplies
26626	1/30/2025	SWRCB-DWOCF	70.00	Drinking Water Treatment (D1) Op-Cert Renewal 2025-J Montoya
26627	1/30/2025	U.S. BANK	3,346.44	Cal Card Purchase on Statement Dated 01/22/25
26628	1/30/2025	VISTA FENCE COMPANY INC	2,090.00	Barbed wire repair/replace
	1/30/2025	VISTA FENCE COMPANY INC	5,500.00	Install Shade Cloth
26629	1/30/2025	WOODYS CRANE SERVICE	675.00	Crane Service
Report Total			907,941.42	

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1266	270540373786967	1/3/2025	United States Treasury	100.00	Board Payroll Taxes for Checks dated 01/02/2025- Federal W/H
		1/3/2025	United States Treasury	173.60	Board Payroll Taxes for Checks dated 01/02/2025- FICA
		1/3/2025	United States Treasury	52.20	Board Payroll Taxes for Checks dated 01/02/2025- Medicare
Total CD1266				325.80	
CD1267	1002808979	1/3/2025	CALPERS	32.00	PERS Retirement Pay Period 12/1 - 12/31/2024 E. Sulllivan
		1/3/2025	CALPERS	69.32	PERS Retirement Pay Period 12/1 - 12/31/2024 E. Sulllivan
Total CD1267				101.32	
CD1269	270540975819194	1/9/2025	United States Treasury	9,800.16	Staff Payroll Taxes for Checks dated 01/08/25- Federal W/H
		1/9/2025	United States Treasury	11,392.74	Staff Payroll Taxes for Checks dated 01/08/25- FICA
		1/9/2025	United States Treasury	2,664.44	Staff Payroll Taxes for Checks dated 01/08/25- Medicare
	8183368	1/9/2025	EMPLOYMENT DEVELOPMENT DEPT	4,074.61	Staff Payroll Taxes for Checks dated 01/08/25- State
Total CD1269				27,931.95	
CD1270	1002812659	1/10/2025	CALPERS	3,627.82	PERS Retirement dated for pay period 1.8.2025-Classic EE
		1/10/2025	CALPERS	7,858.77	PERS Retirement dated for pay period 1.8.2025-Classic ER
	1002812660	1/10/2025	CALPERS	3,370.60	PERS Retirement dated for pay period 1.8.2025 PEPRA EE
		1/10/2025	CALPERS	3,422.78	PERS Retirement dated for pay period 1.8.2025 PEPRA ER
Total CD1270				18,279.97	

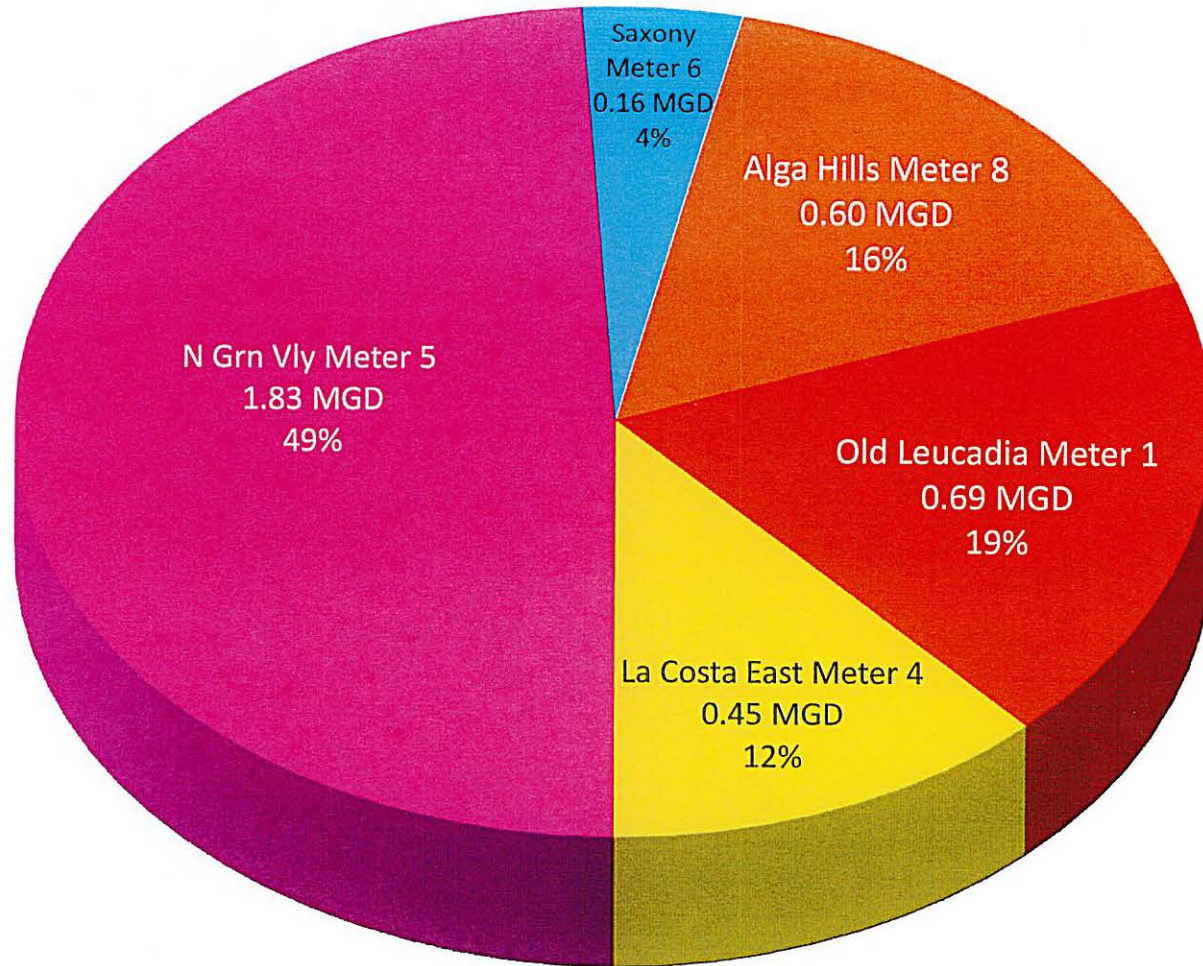
Leucadia Wastewater District
Posted General Ledger Transactions - CD Transactions for Demands

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1272	1002820541	2/3/2025	CALPERS	44,239.76	CalPERS Health Insurance- Feb 2025-Staff
		2/3/2025	CALPERS	116.47	CalPERS Health Insurance- Feb 2025-Admin Fee
		2/3/2025	CALPERS	948.00	CalPERS Health Insurance- Feb 2025-Retiree
	1002825042	2/3/2025	CALPERS	5,052.88	CalPERS Health Insurance- Feb 2025-Board
		2/3/2025	CALPERS	12.13	CalPERS Health Insurance- Feb 2025-Admin Fee
	Total CD1272				50,369.24
CD1273	1002823068	1/24/2025	CALPERS	3,707.53	PERS Retirement dated for pay period 1.22.2025- Classic EE
		1/24/2025	CALPERS	8,031.46	PERS Retirement dated for pay period 1.22.2025- Classic ER
	1002823069	1/24/2025	CALPERS	3,416.22	PERS Retirement dated for pay period 1.22.2025 PEPRA EE
		1/24/2025	CALPERS	3,469.11	PERS Retirement dated for pay period 1.22.2025 PEPRA ER
	Total CD1273				18,624.32
CD1274	270542305065654	1/23/2025	United States Treasury	10,131.80	Staff Payroll Taxes for Checks dated 01/22/25 Federal W/H
		1/23/2025	United States Treasury	11,696.70	Staff Payroll Taxes for Checks dated 01/22/25 FICA
		1/23/2025	United States Treasury	2,735.52	Staff Payroll Taxes for Checks dated 01/22/25 Medicare
	8207392	1/23/2025	EMPLOYMENT DEVELOPMENT DEPT	4,227.33	Staff Payroll Taxes for Checks dated 01/22/25- State
	Total CD1274				28,791.35
Report Total				144,423.95	

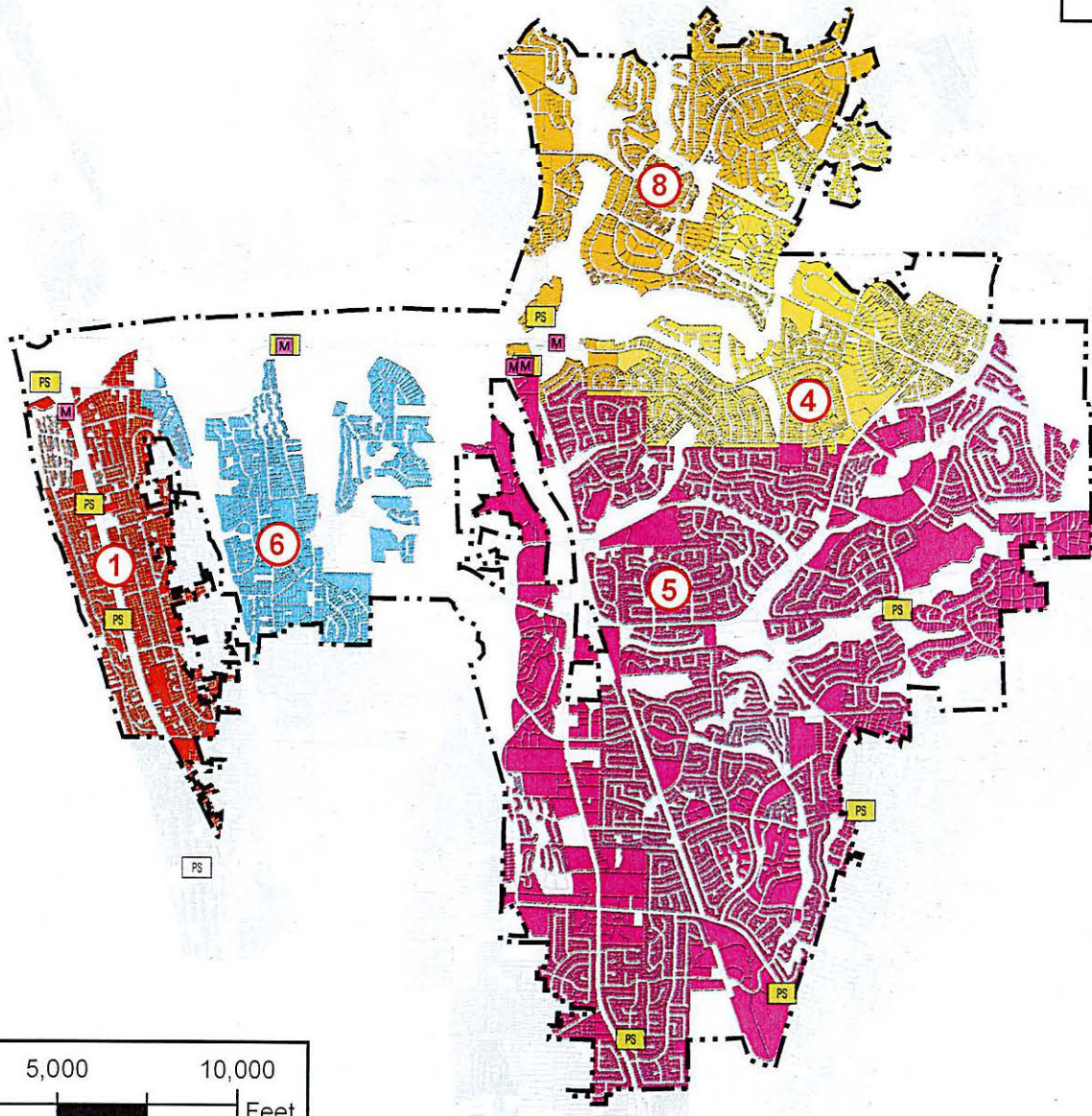
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2025 (July 2024 - June 2025)**

CURRENT MONTH Jan-25							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	0.71	115.63	23.25	3.76	129.56	6.87	3.71
YTD			29,020.25				
FEBRUARY							4.12
YTD							
MARCH							3.80
YTD							
APRIL							3.73
YTD							
MAY							3.88
YTD							
JUNE							3.82
YTD							
YTD Totals	0.85	798.35	33.47			177.71	
Mo Average	0.12	114.05	4.78	3.75	129.17	25.39	3.78

**LWD Flows by Sub-Basin
January 2025
Total LWD Flow 3.73 MGD**



LEUCADIA WASTEWATER DISTRICT



LEGEND

Parcels by Basin

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

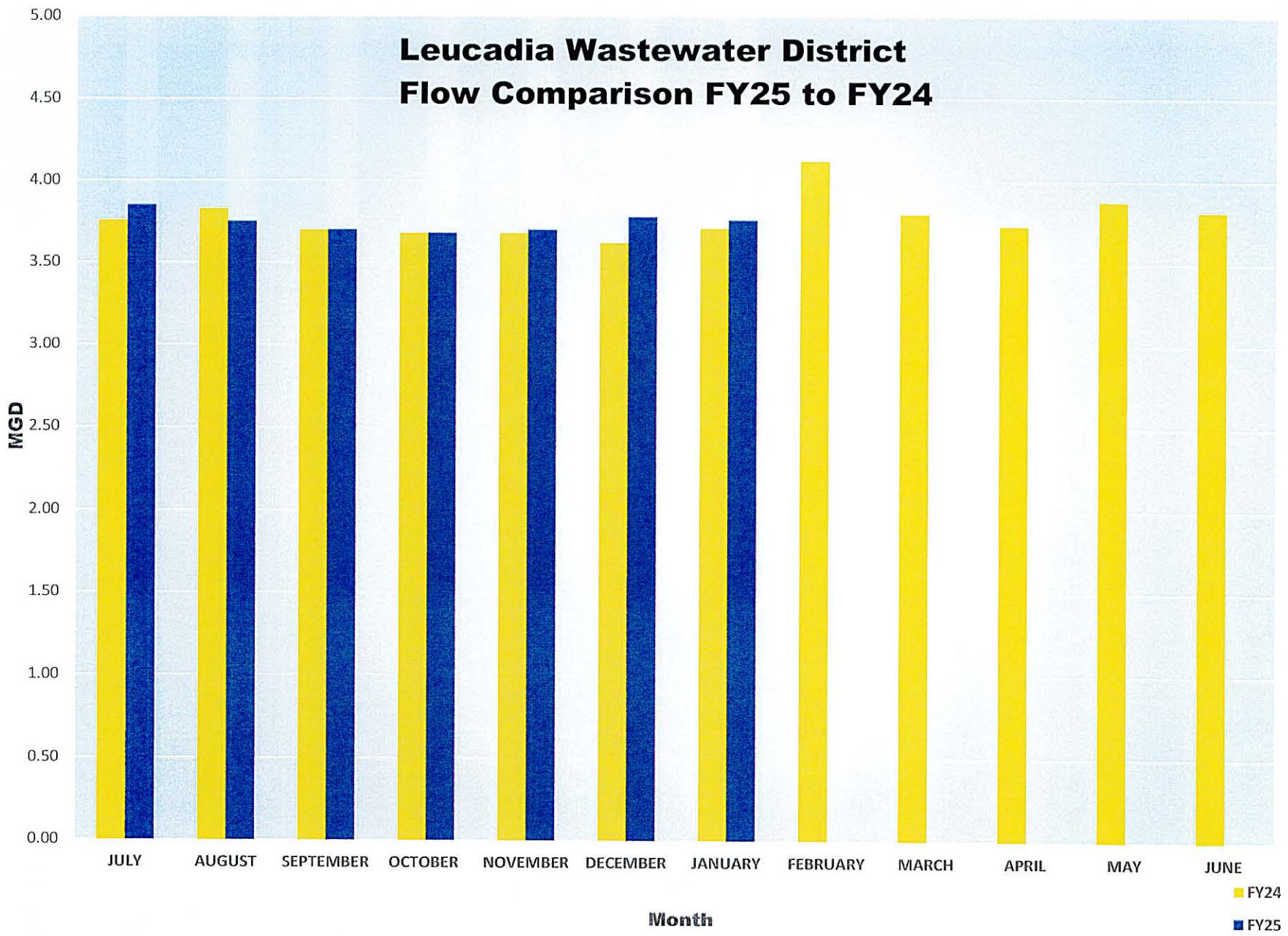


DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

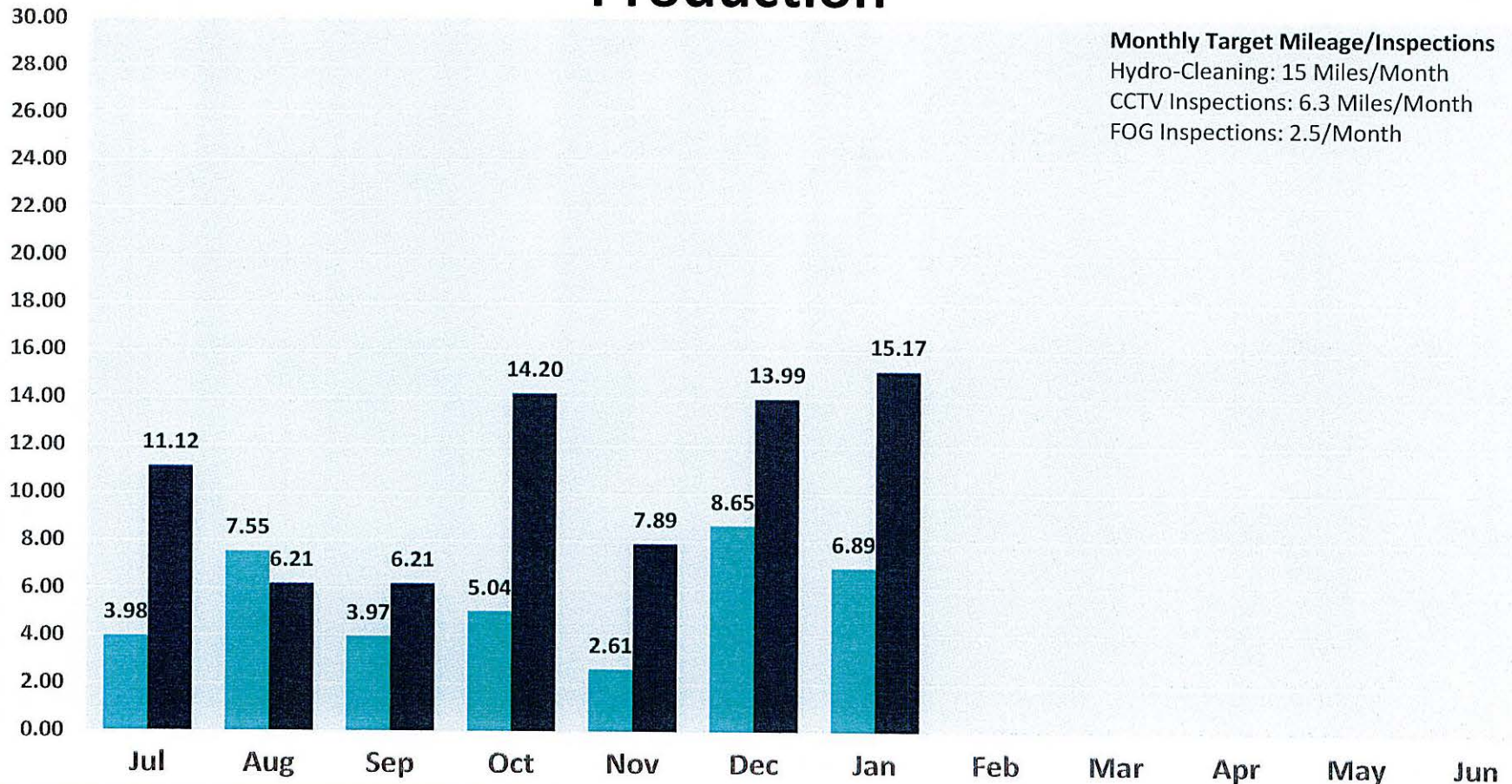
SEWER COLLECTION SYSTEM BY SUB-BASIN

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Document Path: \\meridian\gis\1030212024-08_LWD Subbasin Map.mxd

Leucadia Wastewater District Flow Comparison FY25 to FY24



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	4					

FOG (YTD 16)

CCTV Inspections (YTD 38.7 Miles)

Hydro Cleaning (YTD 74.8 Miles)



LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
January 2025**

Training & Safety Events for the month January 2025

Hours

Description	Ops	Admin	Total
Anti Harassment Training for Supervisors and Managers	8.0	0.0	8.0
CalOSHA Awareness Level Training Module	2.0	0.0	2.0
Skid Steer Operations	10.0	0.0	10.0
Anti-Harassment Training for all Employees	1.0	0.0	1.0
Respiratory Protection	1.0	0.0	1.0
Bypass Pumping for Avocado & Diana Pump Station SOP	11.0	0.0	11.0
F750 Diesel Exhaust Fluid Percentage Full Tailgate	3.0	0.0	3.0
Posting and Sampling Waters Impacted by a Spill Tailgate	6.0	0.0	6.0
Simple Rules for Safe Lifting	1.0	0.0	1.0
Ladder Safety	0.5	0.0	0.5
COVID-19 Exposure Control and Disease Preparedness	1.0	0.0	1.0
CSRMA Hand and Power Tool Safety: Avoiding Hazards	1.0	0.0	1.0
DataNet Avoiding Cryptocurrency Risk: Crypto Mining	1.5	2.0	3.5
DataNet The Dangers of Password Sharing	1.5	2.5	4.0
DataNet Consequences of PHI Release	1.0	2.5	3.5
Water Industry Asbestos Awareness	1.0	0.0	1.0
Water Industry Indoor Air Quality	1.0	0.0	1.0
Workplace Violence Prevention Training	2.0	0.0	2.0
Total Training Hours	53.5	7.0	60.5

Conferences/Webinars/Seminars for the month of January 2025

Attendees

Description	Ops	Admin	Total
LCW A Guide to Implementing Employee Discipline	3	1	4
MissionSquare Q4 2024 Plan Monitor	0	1	1
Verve Portal Training	0	4	4
Total Attended Conferences	3	6	9

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	53.5	7.0	60.5
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	266.0	105.5	371.5

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	3.0	6.0	9.0
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	24.0	28.0	52.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 1/31/2025

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	29,644,512
Accounts Receivables	229,360
Net OPEB Asset	37,776
Prepaid Expense	402,131
Funds held with Encina Wastewater Authority	445,200
Capital Assets	195,381,273
Less Accumulated Depreciation	(70,024,112)
Total Assets	156,116,140
Deferred Outflows	
PERS Pension Deferred Outflows	2,342,470
OPEB Health Deferred Outflows	279,439
Total Deferred Outflows	2,621,909
Total Assets & Deferred Outflows	158,738,049
Liabilities	
Accounts Payable & Accrued Expenses	305,602
Developer Deposits	171,299
Lease Liability	528
Net Pension Liability	4,922,025
Total Liabilities	5,399,454
Deferred Inflows	
PERS Pension Deferred Inflows	253,714
OPEB Health Deferred Inflows	154,946
Total Deferred Inflows	408,660
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)	151,671,134
Current Change In Net Position	
Other	1,258,801
Total Current Change In Net Position	1,258,801
Total Net Position	152,929,935
Total Liabilities, Deferred Inflows & Net Position	158,738,049

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2024 Through 01/31/2025

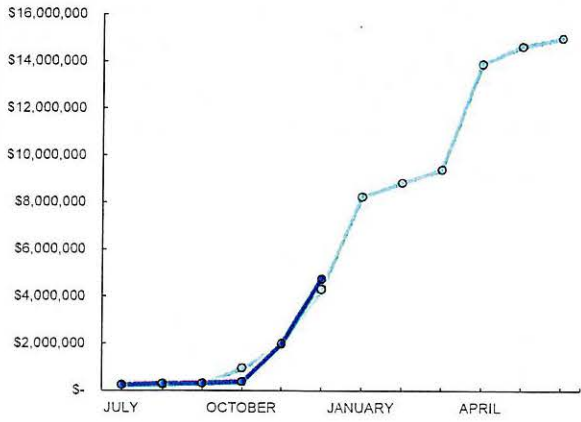
Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 8,320,835	\$ 14,979,950	\$ 6,659,115	55.5%
3150 Recycled Water Sales	274,051	399,000	124,949	68.7%
3100 Misc. Operating Revenue	23,848	193,323	169,475	12.3%
TOTAL OPERATING REVENUES	\$ 8,618,735	\$ 15,572,273	\$ 6,953,538	55.3%
OPERATING EXPENSES				
4100 Salaries	\$ 1,341,647	\$ 2,277,968	\$ 936,321	58.9%
4200 Employee Benefits	933,308	1,758,571	825,263	53.1%
4300 Directors Expense	51,933	128,990	77,057	40.3%
4400 Election Expense	-	55,000	55,000	0.0%
4600 Gas, Oil & Fuel	25,775	66,000	40,225	39.1%
4700 Insurance Expense	275,206	264,000	(11,206)	104.2%
4800 Memberships	33,052	41,370	8,318	79.9%
4900 Office Expense	106,616	192,890	86,274	55.3%
5000 Operating Supplies	77,491	158,000	80,509	49.0%
5200 Professional Services	172,130	423,200	251,070	40.7%
5300 Printing & Publishing	7,752	33,000	25,248	23.5%
5400 Rents & Leases	9,439	20,600	11,161	45.8%
5500 Repairs & Maintenance	273,624	566,800	293,176	48.3%
5600 Monitoring & Permits	79,381	103,100	23,719	77.0%
5700 Training & Development	32,140	52,000	19,860	61.8%
5900 Utilities	324,592	623,200	298,608	52.1%
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	(39,125)	(224,007)	(184,882)	17.5%
TOTAL OPERATING EXPENSES	\$ 6,017,239	\$ 9,589,182	\$ 3,571,943	62.8%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 204,360	\$ 187,200	\$ (17,160)	109.2%
3220 Property Taxes	1,236,447	2,321,600	1,085,153	53.3%
3250 Investment Income	478,391	795,000	316,609	60.2%
3290 Misc. Non Op Revenue	11,481	589,700	578,219	1.9%
TOTAL NON-OPERATING REVENUES	\$ 1,930,679	\$ 3,893,500	\$ 1,962,821	49.6%

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

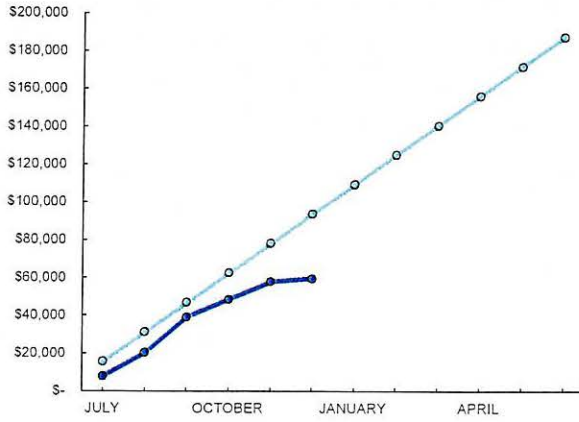
Leucadia Wastewater District Revenue FY2025

YTD through December 31, 2024

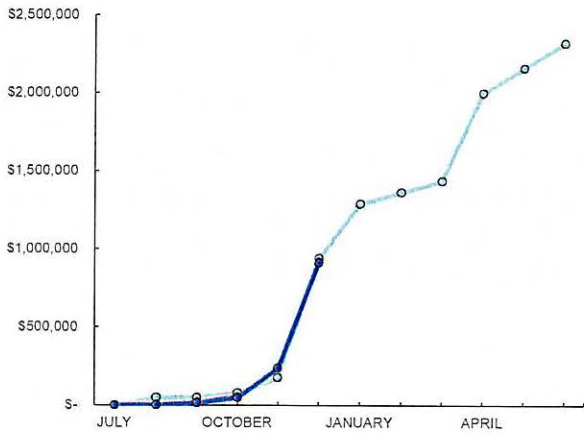
Sewer Service Fees



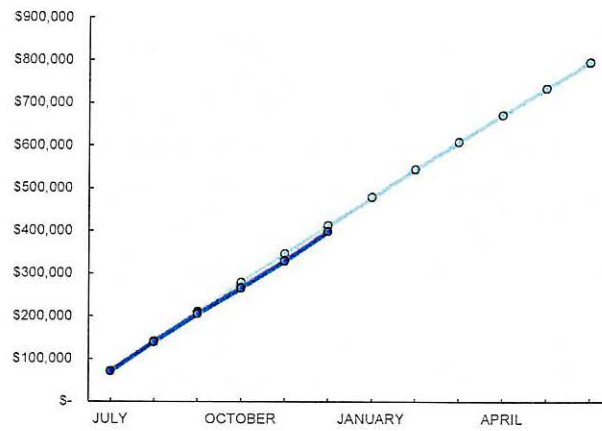
Capacity Charges



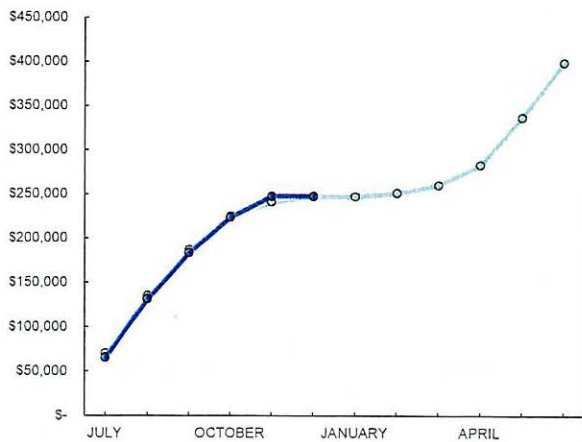
Property Taxes



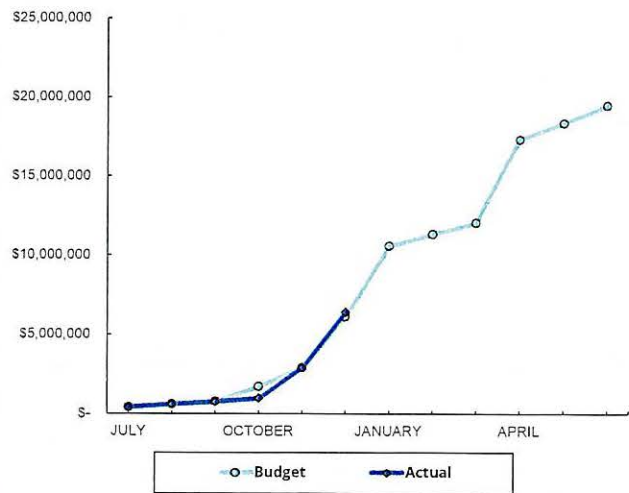
Investment Income



Recycled Wastewater Sales



Total Revenue



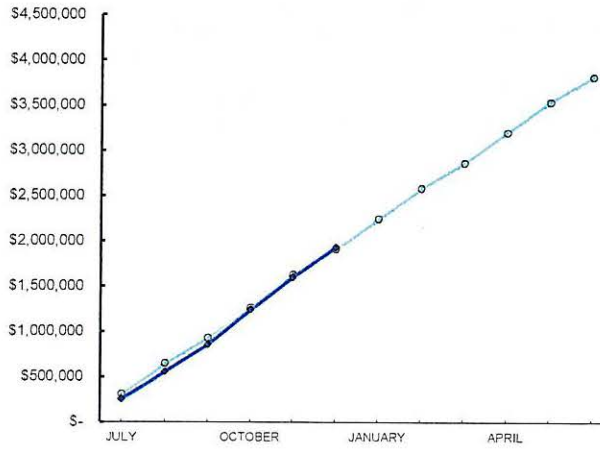
○ Budget ● Actual

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

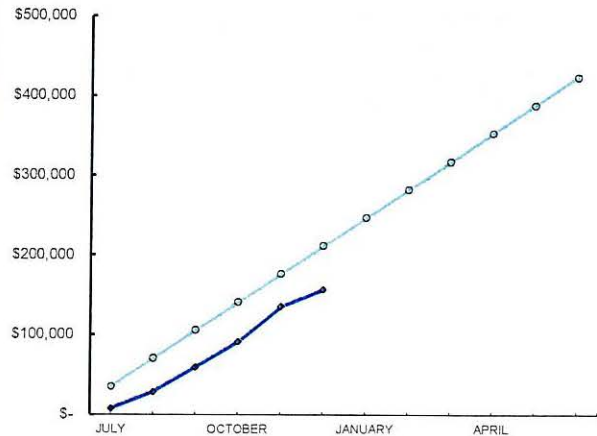
Leucadia Wastewater District Operating Expenses FY2025

YTD through December 31, 2024

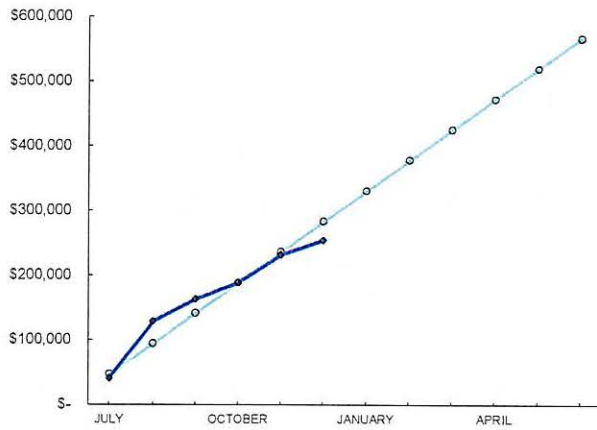
Salaries and Benefits



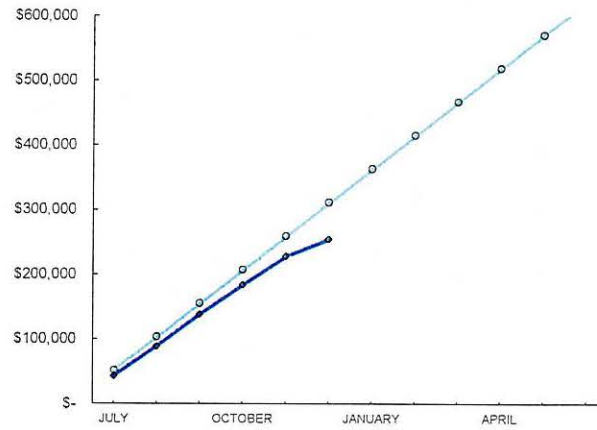
Professional Services



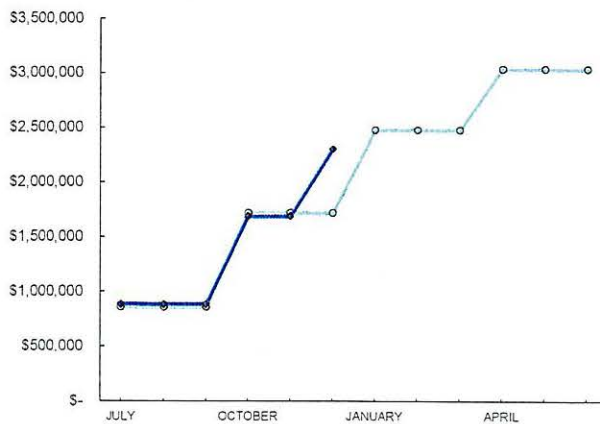
Repairs & Maintenance



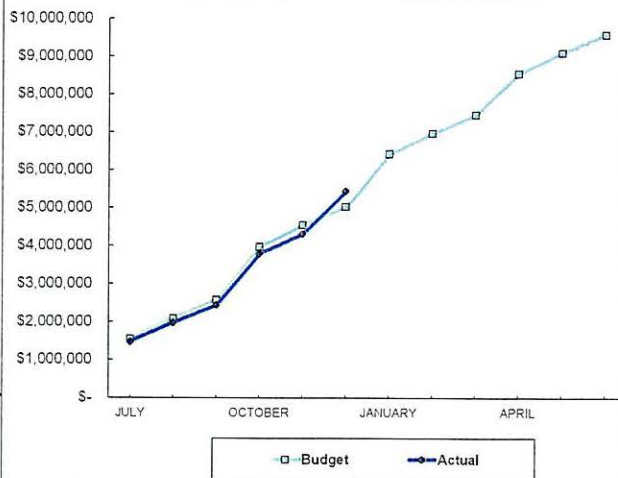
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

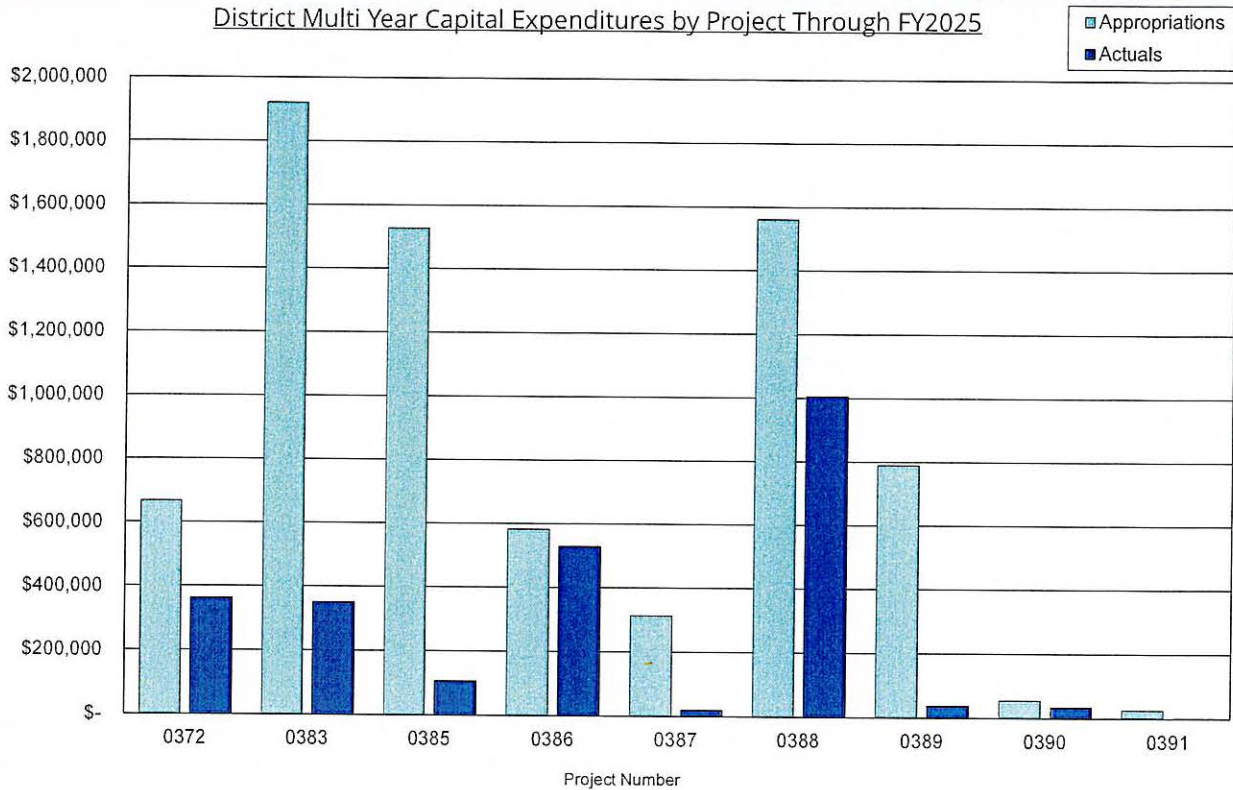


* Preliminary: subject to future review, reconciliation, accruals, and audit

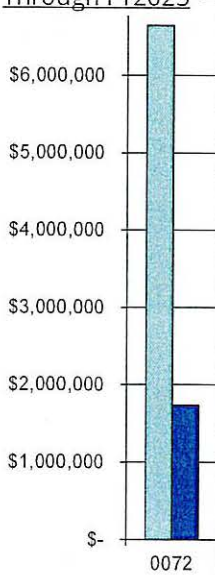
Leucadia Wastewater District Capital Expenditures

As of January 31, 2025

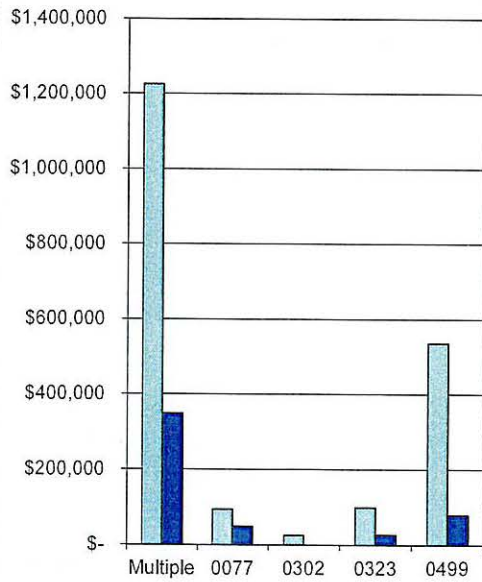
District Multi Year Capital Expenditures by Project Through FY2025



District's Share of Encina WPCF Capital Exp Through FY2025



Single Year Capital Expenditures by Project FY2025



Project Legend

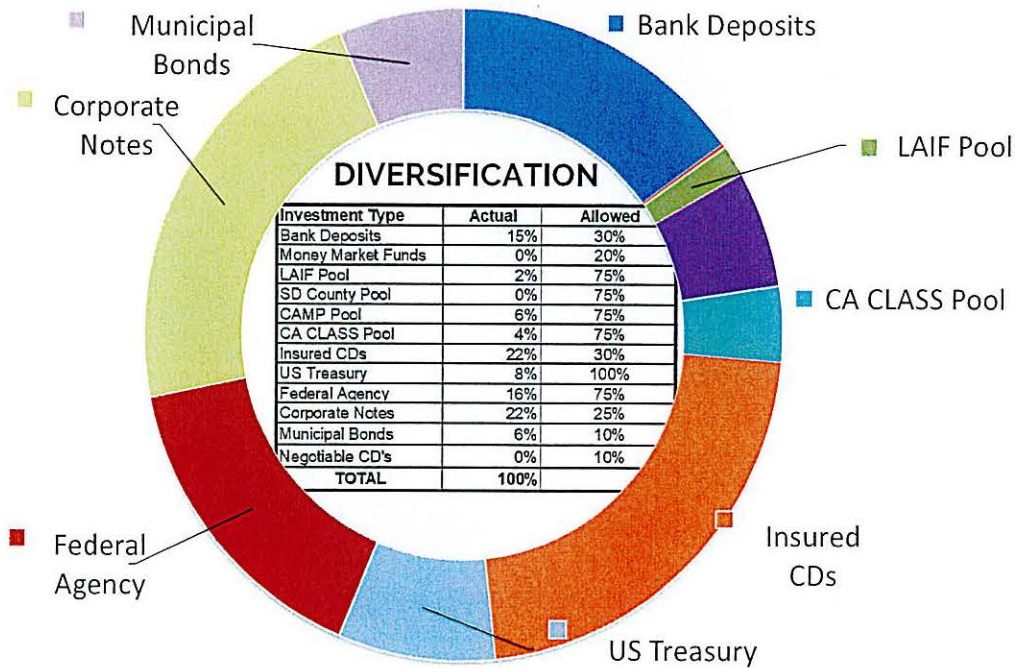
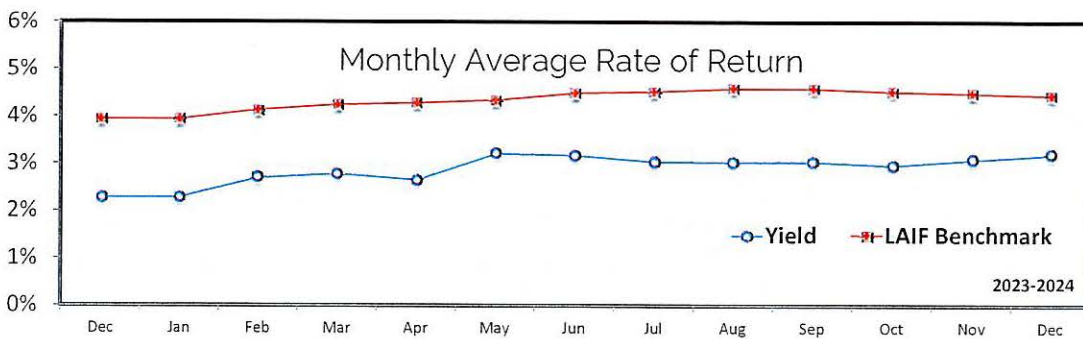
Multi-Year Capital Projects	No.
Encina Capital	0072
Diana Pump Station Upgrade	0372
Rancho Verde Pump Station	0383
Batiquitos Emergency Basin Project	0385
FY2024 Gravity Pipeline Rehabilitation	0386
L1 Condition Assessment	0387
San Marcos Creek Crossing Repair	0388
FY2025 Gravity Pipeline Project	0389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

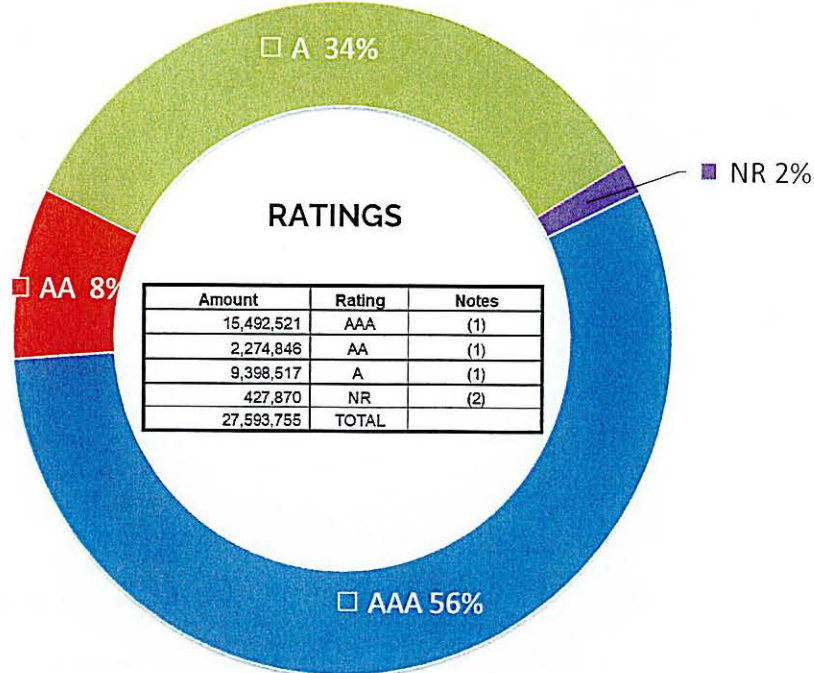
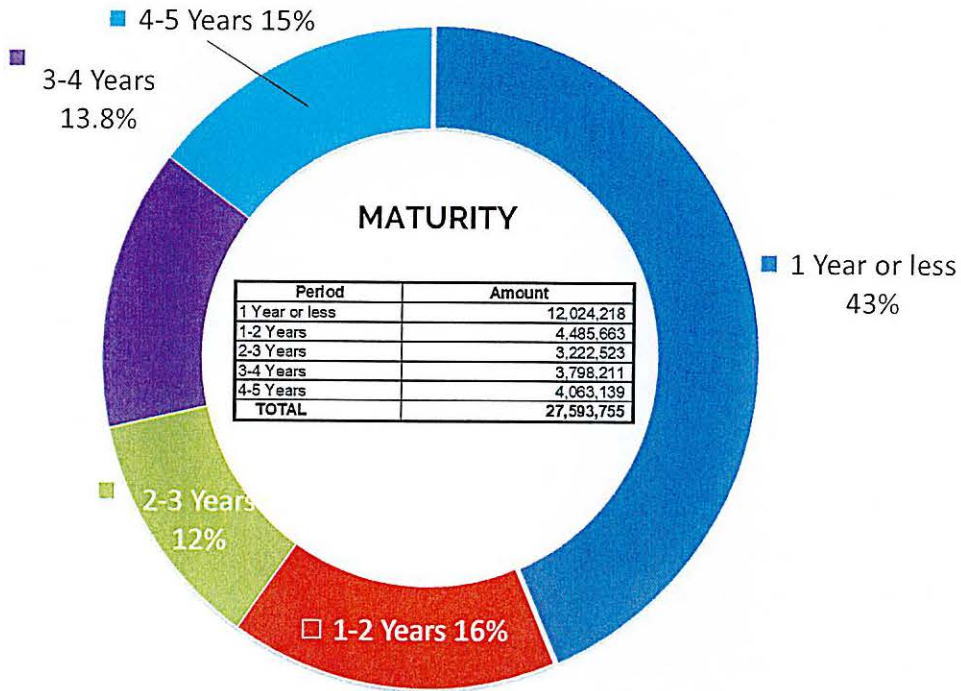
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 2024

Cash Equivalents & Investments	Principal (Original Cost)		December Interest	Average Rate
	Nov 30, 2024	Dec 31, 2024		
Pacific Premier Bank Reserves	\$ 1,771,934	\$ 4,146,686	\$ 11,138	4.517%
TVI Dreyfus Money Market	53,609	55,625	191	4.190%
LAIF Pool	427,870	427,870	1,581	4.434%
CAMP Pool	1,591,915	1,598,161	6,287	4.730%
CA CLASS Pool	1,034,994	1,039,060	4,009	4.639%
Certificates of Deposit - Insured	6,066,000	6,066,000	14,716	2.922%
US Treasury Notes	1,923,473	2,195,611	6,443	3.549%
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	\$ 24,934,536	\$ 27,593,755	\$ 69,972	3.197%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 December 31, 2024

(Continued)

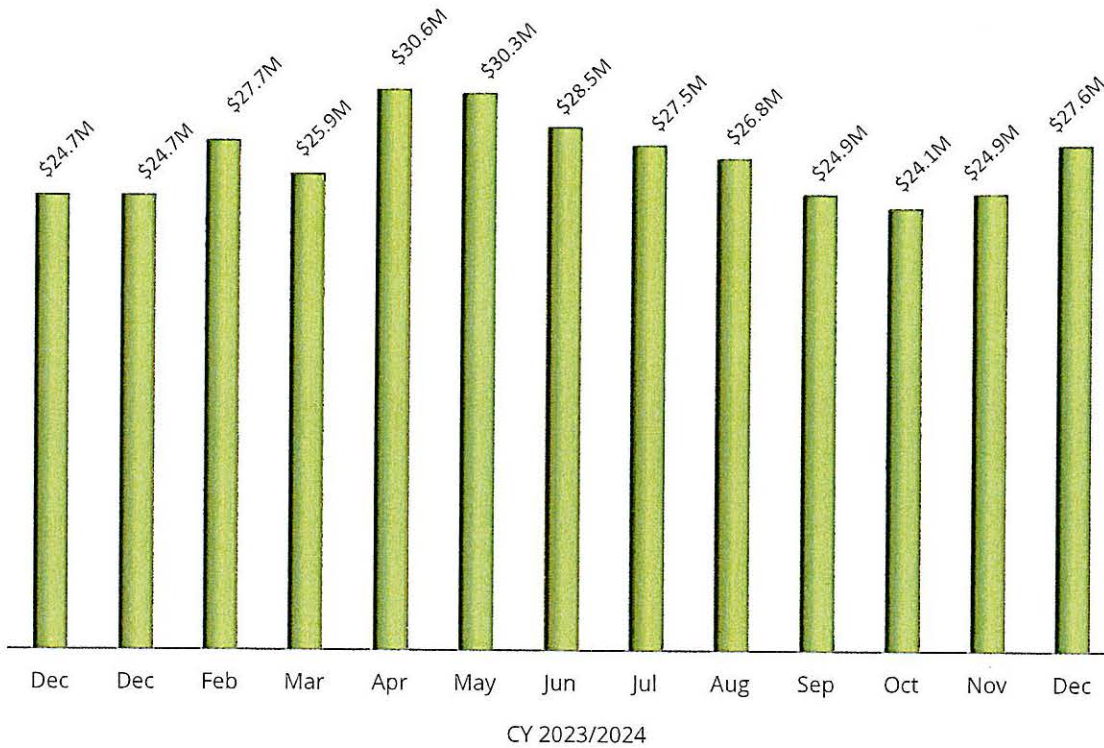


(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Pooors. Investments are rated by Moody's or another rating agency.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
December 31, 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

Ref. 25-8970

DATE: February 6, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

DISCUSSION:

In accordance with California Government Code §53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending December 31, 2024 (see attached). A copy of the full Quarterly Treasurer's Investment Report has been enclosed for your review.

reg:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY

12-31-24

SUMMARY OF CASH & INVESTMENTS at December 31, 2024

SEE QUARTERLY TREASURER'S REPORT FOR DETAILS

ASSETS	PAR VALUE 12/31/2024	AMORTIZED COST 12/31/2024	% OF TOTAL		MARKET VALUE 12/31/2024
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 4,146,686	\$ 4,146,686	15%	30%	\$ 4,146,686
MONEY MARKET FUNDS	\$ 55,625	\$ 55,625	0%	20%	\$ 55,625
LAIF - STATE INVESTMENT POOL	\$ 427,870	\$ 427,870	2%	75%	\$ 427,709
CAMP - JPA INVESTMENT POOL	\$ 1,598,161	\$ 1,598,161	6%	75%	\$ 1,598,161
CA CLASS - JPA INVESTMENT POOL	\$ 1,039,060	\$ 1,039,060	4%	75%	\$ 1,039,060
FEDERAL AGENCY SECURITIES	\$ 4,295,000	\$ 4,293,064	16%	75%	\$ 4,189,706
US TREASURY BONDS/NOTES	\$ 2,297,000	\$ 2,195,611	8%	100%	\$ 2,193,749
CORPORATE NOTES	\$ 6,040,000	\$ 6,015,049	22%	25%	\$ 5,859,096
MUNICIPAL BONDS	\$ 1,710,000	\$ 1,756,629	6%	10%	\$ 1,685,849
INSURED CERTIFICATES OF DEPOSIT	\$ 6,066,000	\$ 6,066,000	22%	30%	\$ 6,038,313
TOTAL CASH & INVESTMENTS	\$ 27,675,401	\$ 27,593,755	100%		\$ 27,233,952

As of December 31, 2024

QUARTERLY RESULTS



Cash & Investments

\$27.2M



Avg Days to Maturity

647



Change in Cash & Inv

\$2,757K



Interest Earned

\$193K



Average Return

3.1%



LAIF Benchmark

4.5%

MEMORANDUM

DATE: February 6, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **January 2025 Board Disclosure of Reimbursements Report**

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

Attached please find the Board Disclosure of Reimbursements report for January 2025 for your review.

tb:PJB

Attachment

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

Conference Date	Description	GM	Director	Director	Director	Director	Director	DFA	ADS	FSS
		P. Bushee	E. Sullivan	M. Brown	C. Roesink	R. Saldana	R. Pacilio	R. Green	T. Hill	M. Gonzalez
CASA Winter Conference January 29 - 31, 2025 Hilton Palm Springs Palm Springs, CA	Registration	695.00	695.00			695.00	695.00		640.00	
	Hotel	563.64	845.46			845.46	563.64		480.64	
	Airfare									
	Meals	36.59	112.05			56.45	80.64		53.75	
	Parking								30.00	
	Rental Car									
	Tips/ Baggage		25.00				10.00			
	Fuel/mileage/taxi/uber	60.00	146.79			158.20	149.80		132.30	
	Total	1,355.23	1,824.30	0.00	0.00	1,755.11	1,499.08	0.00	1,336.69	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:
- ES and RS arrived 1/28/2025 for CSRMA portion
 - PB and RP arrived 1/29/2025
 - TH only attended 1/30/2025 for CASA Communications Committee, conf room rate was sold out

MEMORANDUM

Ref: 25-9035

DATE: February 6, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Annual Review of the Reserve Fund Policy

RECOMMENDATION:

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

- 1. Receive and file the annual Reserve Fund Policy report; and
- 2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Financial/Finance Policy Reviews

This item was reviewed by the IFC at their January 21st meeting and the IFC concurred with staff to add this item to the February Board meeting agenda under the Consent Calendar since there were no changes to the policy.

In February 2005, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Reserve Fund Policy which established a means for LWD to ensure that sufficient funds are available for current operating and capital needs. The policy was last reviewed and revised in February 2024.

The Reserve Fund Policy establishes two distinct reserves at LWD: 1) Restricted Reserves and 2) Unrestricted Reserves. The policy also establishes various designations within the Unrestricted Reserve and calls for an annual review of the reserve balances. This report constitutes that review.

Staff and the IFC have reviewed the Reserve Fund Policy and are not recommending any changes to the existing Reserve Fund Policy. A copy of the policy is attached for the committee's review.

During November 2024, the Board received the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2024 that included the following reserve balances:

Restricted Reserves:

Encina Wastewater Authority Reserve \$445,200

Unrestricted Reserves:

<i>Reserve Designation</i>	<i>Reserve Balances</i>
<i>Operations Reserve</i>	\$ 3,145,490
<i>Replacement Reserve</i>	\$14,591,170
<i>Water Recycling Reserve</i>	\$ 655,632
<i>Emergency Reserve</i>	\$ 7,500,000
<i>Total Unrestricted Reserves</i>	\$26,337,492

reg:PJB

Attachment

ATTACHMENT 1

LEUCADIA WASTEWATER DISTRICT RESERVE FUND POLICY

Ref: 24-8653

A. POLICY STATEMENT:

One key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital, and debt service cost needs. An additional critical element of fiscal responsibility is to anticipate and prepare for future funding requirements as well as for unforeseen disasters and other unforeseen events. The Leucadia Wastewater District (LWD) will at all times strive to have sufficient funding available to meet its operating, capital, and debt service cost obligations. Reserve funds will be accumulated and maintained in a manner, which allows LWD to fund costs consistent with LWD's adopted Asset Management Plan and Financial Plan, while avoiding significant rate fluctuations due to changes in cash flow requirements. LWD will also maintain an emergency reserve position that may be utilized to fund unexpected disasters or unanticipated major failures. The Board of Directors will annually review the level of reserve funds maintained.

B. DEFINITIONS:

Restricted Reserves: These reserves have restrictions on their use that are imposed by outside sources such as creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted Reserves: These reserves have no externally imposed use restriction. The use of Unrestricted Reserve funds is at the discretion of the Board of Directors. There are two categories of Unrestricted Reserves: Designated and Undesignated. At LWD, all Unrestricted Reserves have been Designated.

Designated Reserves: These reserves are set-aside for a specific purpose, which is determined by the Board of Directors. The Board of Directors also has the authority to redirect the use of these reserve funds as the needs of LWD change.

C. LEUCADIA WASTEWATER DISTRICT RESERVES:

LWD maintains the following reserve funds:

1.0 RESTRICTED RESERVE:

a) Encina Wastewater Authority Reserve:

LWD is a member agency of the Encina Wastewater Authority Joint Powers Authority (EWA). EWA maintains member agency deposits on hand for emergencies and unanticipated expenditures. Annually on May 1, EWA will prepare a one-year capital program cash flow budget. The EWA Reserve amount will be established using the District's proportional share of EWA's average one-month requirement of the capital program.

2.0 UNRESTRICTED DESIGNATED RESERVES:

a) Wastewater Operating Reserve:

Since the majority of operating revenues are received periodically over the fiscal year and operating expenses are incurred uniformly over the fiscal year, an operating reserve is

necessary to fund those costs attributable to daily operations. To meet daily operational needs, LWD has established a Wastewater Operating Reserve balance at 33% of annual budgeted operating expenses.

b) Wastewater Replacement Reserve:

The Wastewater Replacement Reserve provides funds for capital replacement and refurbishment of existing wastewater facilities. These capital improvements are identified in LWD's adopted Asset Management Plan and Financial Plan. Wastewater Replacement Reserve funds accumulate in an orderly manner and are drawn down as required to fund capital replacement projects. To avoid abrupt sewer service rate changes, this reserve may be used to stabilize rates. The Wastewater Replacement Reserve shall target a value of two years of the 5-year average of capital replacement costs for wastewater facilities as identified in the Financial Plan. The minimum target shall be one year of the 5-year average of capital replacement costs to ensure that LWD is able to fund capital replacements as they are scheduled or needed.

c) Recycled Water Reserve:

The Recycled Water Reserve will fund capital improvements and replacement of water recycling facilities. This reserve can also be used to fund operating expenses in the Recycled Water Fund whenever there is a shortfall of recycled wastewater sales revenue. These capital improvements are identified in LWD's adopted Asset Management Plan and Financial Plan. The Recycled Water Reserve shall not exceed the total 20-year capital replacement costs for water recycling facilities as identified in the Financial Plan.

d) Wastewater Emergency Reserve:

The Wastewater Emergency Reserve provides funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated major failure in a period when capital improvements funds have otherwise been purposely spent down to preset limits on planned projects. The Wastewater Emergency Reserve is at the discretion of the Board of Directors and is maintained at a level of \$7,500,000, which is based on the recommendation by LWD staff and the District Engineer (Exhibit A).

For further detail of the sources and uses of the above reserves, please refer to following section "D".

D. SOURCES AND USE OF FUNDS:

This section describes the sources and uses of funds for LWD reserves and includes maximum and minimum reserve balances and other informational notes.

RESTRICTED RESERVES

RESERVE	SOURCE OF FUNDS	USE OF FUNDS	NOTES
EWA	Funds transferred from LWD to EWA for deposit with EWA	Capital investment and operating expenditures made by EWA and funds transferred back from EWA to LWD due to reduction in deposit requirements	Deposit balances determined by EWA approved financial reserve policy. Deposit is for emergency and unforeseen EWA operating and capital needs.

UNRESTRICTED DESIGNATED RESERVES

RESERVE	SOURCE OF FUNDS	USE OF FUNDS	NOTES
Wastewater Operating	Operating income and interest earned on reserve	Wastewater operating expenses and transfers to other reserves	Reserve balance maintained at 33% of budgeted operating expenses. Excess (deficit) funds transferred to (from) Replacement Reserve.
Wastewater Replacement	Property taxes, interest earned on reserve, capacity fees, and other non-operating income. Also excess operating net income transferred from the Wastewater Operating Reserve, and excess interest earned on the Emergency Reserve	Replacement related capital expenditures and rate stabilization	Reserve target is two years of the 5-year average of capital replacement costs for wastewater facilities as identified in the Financial Plan. Minimum reserve target balance is one year of the 5-year average of the capital replacement costs.
Recycled Water	Recycled water sales, grant income, and interest earned on reserve	Recycled water capital improvement and replacement costs as well as water recycling operating expenses	Maximum reserve balance is 20-year capital replacement costs as identified in the Financial Plan.
Wastewater Emergency	Originally funded by board action. Interest earned on reserve. Additional funding as needed to maintain Reserve level.	Emergency repair or replacement expenditures	Reserve balance maintained at \$7,500,000 level. Excess (deficit) funds transferred to (from) Replacement Reserve.

EXHIBIT A

Leucadia Wastewater District Discussion of Emergency Reserve Fund

Maintaining a Wastewater Emergency Reserve Fund (WERF) provides the benefit of having funds available for emergency response to repair and/or replace capital facilities due to natural disaster damage or unanticipated major failure in a period when capital improvement funds have otherwise been purposely spent down to preset limits on planned projects. Separately, Capital Reserve Funds will be accumulated in a planned manner through financing, setting aside a portion of sewer service fees, or a combination of both methods, as determined by Board policy.

The amount to be recommended for maintenance in the WERF has been evaluated and discussed by Leucadia Wastewater District (LWD) staff and the District Engineer. The following table lists some pros and cons for three potential levels of WERF.

Alternatives	Pros	Cons
Alternative 1: LWD maintain small WERF of \$1.0 million	<ol style="list-style-type: none"> 1) Reduces initial reliance on borrowing. 2) Would extend period of reduced rate increases. 	<ol style="list-style-type: none"> 1) Not enough reserve to respond to many reasonably possible emergency events. 2) Increased risk at point of WERF exhaustion that emergencies could not be responded to timely. 3) Reduced LWD liquidity and lesser financing qualifications. 4) Increased long term reliance on borrowing.
Alternative 2: LWD maintain a Moderate WERF of \$7.5 million	<ol style="list-style-type: none"> 1) Sufficient funds to adequately replace or repair two major LWD facilities on an emergency basis. 2) Sufficient funds to replace or repair about six or seven concurrent intermediate size facility problems at any given time. 3) Unlikely to deplete WERF in a time period that would not allow establishment of additional financing, if necessary. 4) Provides opportunity for investment of modest amount of about 1.5 years worth of sewer service fee collections. 	<ol style="list-style-type: none"> 1) Ties up \$7.5 million of funds that could be used to offset or defer rate increases. 2) May be considered as ability to pay discretionary fines in the potential event of a major wastewater spill. 3) Over time, it may be determined that the \$7.5 million amount should be decreased or increased depending on facility performance and risk tolerance.

	<p>5) Provides ability to fund one to two years of typical CIP schedule projects, while additional funding is being established.</p> <p>6) Increases liquidity of LWD that would be considered positively by financial markets when considering other financing issues.</p>	
<p>Alternative 3: LWD maintain a Large WERF of \$15 million</p>	<p>1) Very little risk that any emergency situation would result that funds were not available for immediate response.</p>	<p>1) Maintenance of large reserves is considered by some watch dog entities as a negative attribute.</p>

Based on an analysis of the above three WERF funding alternatives above, LWD staff and the District Engineer recommend that LWD adopt Alternative 2 – LWD Maintain a Moderate WERF of \$7.5 million.

Encina Wastewater Authority Report
Regular Board Meeting
January 22, 2025

EWA Board of Directors – Director Roesink Reporting

1. Committee Assignments for Calendar Year 2025

The Board of Directors received and filed the committee assignments for calendar year 2025.

2. 2024 Tactical Plan Achievement Report

The Board of Directors received and filed the 2024 Tactical Plan Achievement Report.

3. DAFT Repair Project Final Acceptance

- The Board of Directors took final acceptance of the contract with J.R. Filanc Construction Company, Inc.;
- The Board of Directors authorized the General Manager to execute an Amendment in the amount of \$127,084 to the professional services agreement with Carollo Engineers, Inc. for additional construction services;
- The Board of Directors authorized the General Manager to approve the transfer of unexpected appropriations from the Capital Improvement Program budget in the amount of \$127,084 to Project No. 31006; and
- The Board of Directors directed staff to record a Notice of Completion with the San Diego County Recorder.

Executive Session

4. Conference with Labor Negotiators pursuant to Govt. Code

There was no reportable action.

5. Conference with Legal Counsel – Anticipated Litigation pursuant to Govt. Code

The Board of Directors created an Ad Hoc Committee with Directors Lyndes, O'Donnell, and Pennock to bring a recommendation back to the full board regarding this matter.

Investment and Finance Committee Meeting Report

Presented by Director Roesink

Meeting held January 21, 2025

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

1. Authorize Contract Amendment No. 1 to Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services for Fiscal Year 2025 (FY25) and Fiscal Year 2026 (FY26) in an amount not to exceed \$58,400.
2. Conduct the Annual Review of the Financial Plan.

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

3. Conduct the Annual Review of the Reserve Fund Policy.

The IFC concurred with staff to recommend that the Board of Directors receive and file the Reserve Policy Annual Report. Since there were no changes to the policy the IFC and staff agreed to add this item under Consent Calendar at the February Board meeting

Community Affairs Committee Meeting Report

Presented by Director Brown

Meeting held January 28, 2025

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

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

The CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC agreed that the lead article would be the Field Services Technicians presentations to local schools. The CAC also agreed on two main articles. The first main article will focus on how LWD balances sustainability with managing competitive rates. The second main article will showcase the Teacher Grant winners.

The CAC also agreed to the remaining articles and then directed staff to move forward with the newsletter and the proposed production schedule.

2. Review of the Teacher Grant Program

The CAC re-evaluated the Teacher Grant Program's criteria. Following discussion, the CAC directed staff to draft an updated Teach Grant Program Policy that details the preferential criteria of the Teacher Grant Program application. Staff and the CAC also discussed increasing the Teacher Grant Program funding from \$6,000 to \$8,000 per year with a maximum award of \$2,000 per application. The draft policy will be reviewed at a future CAC meeting.

3. Review of the LWD Photo Contest

The CAC reviewed the contest details and criteria and the photo contest webpage. Following discussion, the CAC authorized staff and RTP to proceed with the LWD Photo Contest.

Engineering Committee Meeting Report

Presented by Director Pacilio

Meeting held February 3, 2025

The Engineering Committee (EC) reviewed the following information items:

1. San Marcos Creek Crossing Diversion Project Update.
2. Batiquitos Pump Station Emergency Basin Rehabilitation Project.
3. Rancho Verde Pump Station Rehabilitation Project.
4. 2024 Pump Station Condition Assessment.
5. Vactor Truck Fire Update.

These items were for informational purposes and there was no action taken.

MEMORANDUM

Ref: 25-8951

DATE: February 6, 2025
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: **Contract Amendment No. 1 to Rogers, Anderson, Malody & Scott, LLP for Auditing Services**

RECOMMENDATION:

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

1. Authorize the General Manager to execute a contract amendment with Rogers, Anderson, Malody & Scott, LLP for Auditing Services for Fiscal Year 2025 (FY25) and Fiscal Year 2026 (FY26) in an amount not to exceed \$58,400.

DISCUSSION:

This item was reviewed by the IFC at its January 21st meeting and the IFC concurred with staff to present this item for the Board's consideration.

During April 2022, the Board of Directors authorized a three-year contract with Rogers, Anderson, Malody & Scott, LLP for auditing services. During the past three years, they have worked closely with the District to conduct thorough financial audits.

While the original agreement was for an initial three-year period, an option for an additional two-year extension was included. Staff believes that executing this option for FY25 and FY26 will provide continuity to our auditing program and is in the best interest of the District. The proposed Amendment No.1 is attached for the committee's review.

Staff has received an estimate of fees not to exceed \$58,400 for the two-year extension. The fees are broken down by fiscal year as follows:

<u>Fiscal Year Ending</u>	<u>Total Audit Fees</u>
June 30, 2025	\$ 28,750
June 30, 2026	<u>29,650</u>

Total Two-Year Contract Price	<u>\$ 58,400</u>
-------------------------------	------------------

For comparison purposes Rogers, Anderson, Malody & Scott, LLP's contract price for fiscal year 2024 was \$28,750. Therefore, staff believes the proposed contract price is fair and reasonable. Staff will appropriate funds each year as part of the budget process to cover the auditing fees for that year.

rg:PJB

Attachment

**AMENDMENT NO. 1
TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE LEUCADIA WASTEWATER DISTRICT
AND ROGERS, ANDERSON, MALODY & SCOTT, LLP
FOR AUDITING SERVICES**

Ref: 25-8950

This Amendment No. 1 to the AGREEMENT is made and entered into this ___th day of February, 2025 between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and ROGERS, ANDERSON, MALODY & SCOTT, LLP, a Certified Public Accounting firm, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an AGREEMENT on March 9, 2022 for financial auditing services; and

WHEREAS, the AGREEMENT allows for an additional two-year extension; and

WHEREAS, the DISTRICT has determined that a two-year extension is in the best interest of the District.

NOW THEREFORE, in consideration of their mutual promises, obligations, and covenants hereinafter contained, DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT

The Scope of Work shall be amended to include financial auditing services for an additional two-year period for the fiscal years ending June 30, 2025 and 2026 as described in Exhibit A.

ARTICLE 4: COMPENSATION

Compensation for all work performed under Amendment No. 1 shall be calculated on a time and materials basis. Compensation for the services described in this AMENDMENT shall not exceed \$58,400. The total not to exceed amount for the AGREEMENT to \$142,550. This amount shall not be exceeded unless there is a change in scope of work, in writing and agreed to by both parties.

All other terms and conditions of the Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto caused this AGREEMENT to be executed the day and year first above written.

LEUCADIA WASTEWATER DISTRICT

ROGERS, ANDERSON, MALODY & SCOTT LLP

By: _____
Paul J. Bushee
General Manager

By: _____
Scott Manno
Engagement Partner

MEMORANDUM

DATE: February 6, 2025
TO: Investment and Finance Committee
FROM: Paul J. Bushee, General Manager
SUBJECT: **Financial Plan Tracking**

**RECOMMENDED:**

This item is presented for information purposes only.


DISCUSSION:**Tactical Goal: Financial/Financial Plan Update**

LWD last updated the District's Financial Plan in June 2023. The purpose of the Financial Plan is to ensure the financial stability of the District through a long-term financial planning process that projects future financial conditions and provides guidance in our decision-making process.

Each year, following the completion of our annual audit, staff updates the Financial Plan model using these current audited figures and adds the following year's budget figures as well. Staff has completed this year's internal update, reviewed the results with the IFC at its January 21st meeting, and will present an overview of how LWD is currently tracking with the 2023 Comprehensive Financial Plan for the Board's information.

reg:PJB

MEMORANDUM

DATE: February 6, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy Review

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and provide direction, as appropriate.

BACKGROUND:

At last month's meeting, the Board of Directors directed staff to bring back the Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy (Policy) for review and discussion. The Board approved an update to the Policy at last month's meeting and subsequent to that item the Leucadia Wastewater District (LWD) and Encina Wastewater Authority committee appointments were made for calendar year 2025. This item is a follow-up to the Board's direction.

DISCUSSION:

To assist in the Board's discussion, the updated Policy has been attached for your review. The purpose of the Policy is to: 1) establish how LWD's President and Vice President are elected; 2) establish how LWD standing committees are formed and what each committees' role is; and 3) establish how Board members are appointed to LWD and EWA committees. A brief summary of the Policy's key components is as follows:

1. Board Officers – the Policy establishes that the Board President and Vice President shall be elected among its members at the regular Board meeting in December of each year. The President and Vice President shall begin their term of office at the subsequent Board meeting in January.
2. Committees – the Policy establishes how standing committees and ad hoc committees are formed and describes the role of each standing committee. The Policy has established the following standing committees:
 - a. Investment & Finance Committee
 - b. Community Affairs Committee
 - c. Human Resources Committee
 - d. Engineering Committee
 - e. EWA/Joint Advisory Committee (JAC)
3. Committee Appointments – the Policy establishes that committee appointments are made in January of each year for the ensuing calendar year. The LWD standing committees members shall serve staggered two-year terms where one member will automatically rotate each year to another committee. For EWA/JAC appointments, the

LWD Board President and Vice President will serve as LWD's representatives for staggered two-year terms where the LWD Board President shall rotate off the EWA/JAC at the conclusion of his/her term. If an LWD Board member is unable to serve as the EWA/JAC representative, the Board President shall appoint his/her replacement. The LWD General Manager shall serve as the EWA/JAC Board Alternate.

This item is presented for the Board's review and discussion and staff is seeking direction on how the Board would like to proceed with the Policy.

rg: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: Saldana, Brown, Pacilio, Sullivan, Roesink
NOES: None.
ABSTAIN: None.
ABSENT: None.



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 Annual Comprehensive Financial Report (ACFR);
- 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 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.

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.

Directors' Meetings

Presented by Directors Saldana, Pacilio, Sullivan

Conference

2025 CASA Winter Conference

Dates and Location

January 29 - 31, 2025

The Hilton Palm Springs

Palm Springs, CA

List of Attendees

President Saldana

Director Pacilio

Director Sullivan

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