



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, July 11, 2018
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 or unanimous vote of the Board.

Any writings or documents provided to a majority of the members of Leucadia Wastewater District regarding any item on this Agenda will be made available for public inspection in the Administration Office located at 1960 La Costa Avenue, Carlsbad, CA 92009 during normal business hours. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Executive Assistant at (760) 753-0155. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

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

CONSENT CALENDAR

Items 7-11 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:

June 13, 2018 Regular Board Meeting (Pages 5-12)

June 21, 2018 Community Affairs Committee Meeting (Pages 13-14)

8. Approval of Demands for June/July 2018

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion in July 2018. (Pages 15-32)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY18 to FY19 and flows by sub-basin. (Pages 33-37)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY19 budget and discloses monthly investments. (Pages 38-45)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of June 2018. (Pages 46-47)

EWA REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on June 27, 2018 – report by President Sullivan. (Page 48)

B. An EWA Member Agency Manager's (MAM) meeting was held on July 10, 2018 – report by GM Bushee (verbal)

COMMITTEE REPORTS

13. Committee Reports

A. Community Affairs Committee meeting was held on June 21, 2018 – report by Vice President Kulchin. (Pages 49-50)

B. Engineering Committee meeting was held on July 10, 2018 – report by Director Juliussen. (Verbal)

ACTION ITEMS

14. Receive and file the Fiscal Year 2018 (FY18) Tactics and Action Plan Report.

(Pages 51-56)

15. Adopt the Fiscal Year 2019 (FY19) Tactics and Action Plan. (Pages 57-61)

16. CSDA Board of Directors 2018 Elections – Seat A.

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate. (Pages 62-69)

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

- A. CASA Election of Officers and Approval of Dues for FY19. (Pages 70-74)
- B. Carlsbad State of the City Luncheon will be held Friday, August 24, 2018 at the Westin Carlsbad Resort & Spa. (Verbal)

18. Directors' Meetings and Conference Reports

None.

19. General Manager's Report

20. General Counsel's Report

21. Board of Directors' Comments

22. Closed Session

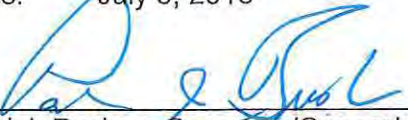
- A. Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice. (Verbal)
- B. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)

23. Adjournment

AFFIDAVIT OF POSTING

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

Date: July 5, 2018



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 June 13, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, June 13, 2018 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Kulchin, Juliussen, Omsted, Hanson
 DIRECTORS ABSENT: Sullivan
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Natalie Frascchetti of Dexter Wilson Engineering Incorporated, and Andrea Boehling of Raftelis Financial Consultants

3. Pledge of Allegiance

Vice President Kulchin led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

Director	Vote
President Sullivan	Absent
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

6. Presentations and Awards

A. Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence.

GM Bushee stated that LWD received the SDLF District Transparency Certificate of Excellence. GM Bushee acknowledged EA Baity for her work in compiling the necessary information in order to apply for the award.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- May 9, 2018 Regular Board Meeting
- May 15, 2018 Human Resources Committee Meeting
- May 16, 2018 Special Board Meeting
- May 29, 2018 Special Board Meeting
- June 6, 2018 Engineering Committee Meeting

8. Approval of Demands for May/June 2018

Payroll Checks numbered 19888-19949; General Checking – Checks numbered 51110-51249

9. Operations Report (A copy was included in the original June 13, 2018 Agenda)

10. Finance Report (A copy was included in the original June 13, 2018 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of May 2018.

12. Establishing an Appropriations Limit of the LWD for Fiscal Year 2019

Adopt Resolution No. 2297 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2019 (July 1, 2018 to June 30, 2019) Pursuant to Article XIII (B) of the California Constitution.

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

Director	Vote
President Sullivan	Absent
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on May 23, 2018.

Director Juliussen reported on EWA's May 23, 2018 Board meeting.

B. EWA Member Agency Manager's (MAM) - Meeting held on June 12, 2018.

GM Bushee reported on MAM's June 12, 2018 meeting.

14. Committee Reports

A. Human Resources Committee (HRC) Meeting was held on May 15, 2018.

Director Hanson reported that the HRC met in closed session with General Manager Bushee,

Administrative Services Manager Duffey, Administrative Services Supervisor Trisha Hill, and Georg Krammer with Koff & Associates to discuss the Fiscal Year 2019 Informal Input Process regarding employee compensation, as authorized under Government Code §54957.6.

There was no reportable action.

B. Engineering Committee (EC) Meeting was held on June 6, 2018.

Director Juliussen reported that the EC reviewed the following recommendation:

- Receive and file the 2018 Asset Management Plan completed by Dexter Wilson Engineering.

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

The EC also received information on the Poinsettia Train Station Parallel Gravity Pipeline Project and the Leucadia (L1) Force Main Spill that occurred on May 22, 2018. These items were for informational purposes only.

OLD BUSINESS

15. Adopt the Fiscal Year 2019 (FY19) Budget.

ASM Duffey presented the item stating that the Board reviewed the recommended FY19 Budget at their Special Board meeting on May 29th and during the meeting the Board directed staff to finalize the budget. He noted that there has been one small change since the Special Board Meeting. He stated that LWD had projected the CalPERS health insurance costs to increase 7% but CalPERS is projecting a 25% increase beginning January 1. ASM Duffey stated that the CalPERS projection increases LWD's health insurance by \$30K but noted that there will still be a 2% year over year increase in the operating expenses of the budget. He stated that staff recommends that the Board adopt the FY19 Budget.

Upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted the FY19 Budget by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

PUBLIC HEARING

16. A proposal to adopt an ordinance establishing the District's Wastewater Capacity Fee at \$5,089 per equivalent dwelling unit (EDU) for the privilege of connecting to the District's sewer system.

Vice President Kulchin opened the public hearing for comments. There were no public comments. Vice President Kulchin closed the public hearing.

17. A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2019 on the San Diego County Tax Roll.

Vice President Kulchin opened the public hearing for comments. There were no public comments. Vice President Kulchin closed the public hearing.

ACTION ITEMS

18. Capacity Fee Adjustment

Adopt Ordinance No. 137 adjusting the District's wastewater capacity fee from \$4,006 per EDU to \$5,089 per EDU.

ASM Duffey presented the item noting that the last capacity fee increase occurred in 2013. He noted that the Board reviewed various financial models that LWD could use to guide its finances over the next 20 years at their Special Board meeting on May 16th. At that meeting Ms. Andrea Boehling from Raffelis Financial Consultants presented information that a capacity fee increase was warranted.

ASM Duffey stated that based on the results of the 2018 Wastewater Capacity Fee Study, staff is recommending an increase from \$4,006 per equivalent dwelling unit (EDU) to \$5,089 per EDU. ASM Duffey noted that the increase was based on the buy-in-method and even with the increase, LWD's capacity fees are still lower than the county average of \$5,687.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Juliussen and unanimously carried, the Board of Directors adopted Ordinance No. 137 adjusting the District's wastewater capacity fee from \$4,006 per EDU to \$5,089 per EDU by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

19. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2019 (FY19)

Adopt Resolution No. 2298 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2018 – June 30, 2019.

ASsup Hill presented this item noting that there were no public comments received. She stated that the District has been collecting wastewater service charges on the tax roll since 1979. She noted that the FY19 sewer service rate will be \$343.68 per year per equivalent dwelling unit (EDU) and is unchanged from FY18. She stated that staff recommends that the Board adopt Resolution No. 2298 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2018 – June 30, 2019.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2298 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2018 – June 30, 2019 by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

20. Adoption of the 2018 Wastewater Financial Plan Study

Adopt the Leucadia Wastewater District's 2018 Wastewater Financial Plan Study and authorize staff to implement the 2018 Financial Plan Study's recommendations.

ASM Duffey presented the item stating that the District's 2018 Financial Plan Study was reviewed by the Board at the Special Board meeting on May 16th. He stated that during the meeting the Board directed staff to proceed with pay as you go funding for the wastewater enterprise noting LWD will maintain the three years on three years off and the next increase will occur in FY21.

ASM Duffey stated that if the Board has further questions on the Financial Study, Ms. Boehling was available to respond. He noted that staff recommends that the Board of Directors adopt the 2018 Wastewater Financial Plan Study and implement the 2018 Financial Plan study's recommendations.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Omsted, and carried, the Board of Directors adopted the 2018 Wastewater Financial Plan Study and authorized staff to implement the 2018 Wastewater Financial Plan Study's recommendations.

Director	Vote
President Sullivan	Absent
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

21. 2018 Wastewater Capacity Fee Report

Receive and file the 2018 Wastewater Capacity Fee Report completed by Raffelis Financial Consultants.

ASM Duffey presented the item stating that the 2018 Wastewater Capacity Fee Report has been finalized based on the Board's direction at the Special Board meeting held on May 16th and that a copy of the report's Executive Summary was included in this agenda. He noted that staff recommends that the Board of Directors receive and file the 2018 Wastewater Capacity Fee Report.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Hanson and unanimously carried, the Board of Directors received and filed the 2018 Wastewater Capacity Fee Report completed by Raffelis Financial Consultants by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

22. 2018 Update of the Asset Management Plan

Receive and file the 2018 Asset Management Plan (AMP) completed by Dexter Wilson Engineering Incorporated (DWEI).

Ms. Natalie Frascchetti of DWEI presented the item and provided background information on the AMP. Ms. Frascchetti described the plan's purpose, the flow and capacity evaluation, the financial aspects of the short and long term financial CIP projections and recommendations to improve the management of District assets. She continued that the recommendations were in respect to day-to-day activities, pump station inspection approach and improving the feedback loop for the Repair Priority List for gravity pipelines and manholes.

Director Omsted asked if the amounts shown on Table ES-1 were in millions or thousands of dollars. Ms. Frascchetti answered thousands of dollars.

Director Juliussen thanked Ms. Frascchetti, DE Wilson, and staff for a great job on the AMP.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Omsted and unanimously carried, the Board of Directors received and filed the 2018 Asset Management Plan completed by Dexter Wilson Engineering Incorporated by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

23. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2300 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2018 to June 30, 2019.

ASsup Hill presented the recommendation and provided background information on this item. She stated that the Salary and Benefits Resolution was developed consistent with the Board's direction at the May 29th Special Board Meeting.

Vice President Kulchin asked if the increases are merit based and not cost of living adjustments. ASsup Hill answered affirmatively.

Director Omsted asked if incentive reward checks are added to an employee's salary. GM Bushee stated that incentive reward checks are run through payroll and added to the employee's salary but it is at risk money above and beyond an employee's base salary.

Vice President Kulchin asked if incentive checks for certifications are issued as separate checks. GM Bushee answered affirmatively. ASM Duffey also noted that all incentive checks are separate and run through payroll with taxes taken out.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Omsted, and carried, the Board of Directors adopted Resolution No. 2300 - Setting Forth Salaries, Benefits and other Working Conditions for Unrepresented Employees for the Period July 1, 2018 to June 30, 2019 by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

24. Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2019 (FY19) Budget

Adopt Resolution No. 2299 Approving the Recommended EWA FY19 Operating and Capital Budget.

ASM Duffey presented the recommendation to approve the EWA FY19 Budget. He noted the Operating Budget is approximately \$15.9M and the Capital Budget is approximately \$22.1M. He noted the District's share is approximately \$1.9M for operating costs and \$3.6M for capital costs.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2299 – Approving the Recommended EWA FY19 Operating and Capital Budgets by the following vote:

Director	Vote
President Sullivan	Absent
Vice President Kulchin	Yes
Director Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes

INFORMATION ITEMS

25. Project Status Updates and Other Informational Reports

- A. 2018 Annual Employee Luncheon is scheduled for Thursday, July 12, 2018 at Stagecoach Park Picnic Area #1 in Carlsbad, CA.

EA Baity announced the date, time, and location of the Annual Employee Luncheon.

26. Directors' Meetings and Conference Reports

- A. The 2018 CSDA Legislative Days Conference was held May 22 – 23, 2018 at the Sacramento Convention Center in Sacramento, CA.

Director Omsted stated the conference was a worthwhile experience.

Director Hanson stated that they were able to meet with Senator Pat Bates.

27. General Manager's Report

GM Bushee reported that the District was a polling place for the June 6th Primary Election. He noted that the District received a "Thank You" letter from the Registrar of Voters acknowledging Field Services Specialist Ian Riffel and Administrative Specialist Mark Brechbiel for their help on the June 6th Primary Election.

28. General Counsel's Report

None.

29. Board of Directors' Comments

Director Omsted reported on a news article concerning water issues.

Director Juliussen and Vice President Kulchin thanked staff and LWD consultants for a great job.

30. Closed Session

A. Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice.

The Board of Directors met in closed session. There was no reportable action.

31. Adjournment

Director Juliussen adjourned the meeting at approximately 6:05 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 June 21, 2018

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, June 21, 2018 at 9:30 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Kulchin called the meeting to order at 9:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Jared Criscuolo and Neal Bloom with Rising Tide Partners

3. Public Comment

No public comment was received.

4. New Business

A. Discussion of the 2018 Summer Newsletter Proposed Article Topics and Production Schedule.

ASsup Hill presented the subject item noting it is a fiscal year 2019 tactical goal. She then introduced Mr. Criscuolo of Rising Tide Partners (RTP). Mr. Criscuolo provided a brief summary of the following proposed newsletter article topics:

- No rate increases for fiscal year 2019/Financial Plan Update;
- Easement maintenance and inspections;
- Grease/FOG Awareness;
- Granny Flats/Accessory Dwelling Units;
- Educational Opportunities/Tours;
- Lateral Grants/Surf Cam;
- CIP Construction Updates;
- Call for local photographers; and
- Standout Achievements

Chairperson Kulchin asked the publication date for the newsletter. Mr. Criscuolo answered August 27th is the mailing date of the newsletter to residents and business owners.

Chairperson Kulchin asked if pictures of recent tours would be included in the summer newsletter. Mr. Criscuolo answered affirmatively.

Mr. Criscuolo provided a brief summary of the newsletter production schedule and the next CAC meeting was scheduled for Wednesday, July 18th at 1:00 p.m.

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

B. Authorize the General Manager to execute Task Order No. 4 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$34,350.

ASsup Hill presented staff's recommendation noting the tasks included in the scope of work along with the costs. ASsup Hill stated that Task Order No. 4 has been prorated to March 2019, which is the end of RTP's 3 year base contract. Staff will recommend whether to extend the two year option of the contract in early 2019.

GM Bushee stated that Task Order No. 4 is within his signature authority and should the committee authorize him to execute the task order, this will be an informational item at the July 11th Board meeting.

Following discussion, the CAC agreed with staff to authorize the General Manager to execute Task Order No. 4 to the RTP Public Information Services Agreement in an amount not to exceed \$34,350.

5. Information Items

Facebook Update.

Mr. Criscuolo provided an overview on LWD's Facebook page statistics from the past few months. He noted the number of people reached and the numbers of shares, followers, and engagements. He also reviewed LWD website viewer statistics, SurfCam viewer statistics, and LWD newsletter statistics.

6. Directors' Comments

Directors Sullivan and Kulchin stated they enjoyed the last newsletter and look forward to the summer edition.

Chairperson Kulchin stated that staff and RTP are doing a great job keeping with LWD's strategic public outreach goal. President Sullivan agreed with Chairperson Kulchin.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Kulchin adjourned the meeting at 10:16 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

DATE: July 5, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of June/July Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$439,858.53**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period June 8, 2018 through July 5, 2018.

Operating expenses totaled **\$105,400.62**, Capital Improvement Program expenses totaled **\$232,613.08**, and Payroll expense for District Employees and the Board totaled **\$101,844.83**.

Attachment 1	Summary of Demands by Account June 8, 2018 to July 5, 2018
Attachment 2	Accounts Payable Check Register dated June 12, 2018
Attachment 3	Accounts Payable Check Register dated June 13, 2018
Attachment 4	Payroll Check Register dated June 20, 2018
Attachment 5	Board Payroll Check Register dated July 2, 2018
Attachment 6	Accounts Payable Check Register dated July 2, 2018
Attachment 7	Payroll Check Register dated July 4, 2018

DEMANDS SUMMARY

July 11, 2018

1. Demands

Category	Check #'s	Amount	Total
Payroll Check -6/20/2018	19950 - 19968	\$50,371.94	
Board Payroll Check -7/2/2018	19969 - 19973	\$1,460.43	
Payroll Check - 7/4/2018	19974 - 19992	<u>\$50,012.46</u>	
	Total	\$101,844.83	
General Checking -6/12/2018	51250	\$ 666.00	
General Checking - 6/13/2018	51251 - 51301	\$ 87,536.64	
General Checking -7/2/2018	51302 - 51357	<u>\$ 249,811.06</u>	
	Total	\$ 338,013.70	
			\$439,858.53
GRAND TOTAL			

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/12/2018 Through 6/12/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CITY OF CARLSBAD	51250	6/12/2018	666.00	FEES FOR TRAFFIC CONTROL INSPECTION
	Total 51250		666.00	
Report Total			666.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/13/2018 Through 6/13/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLIANT INSURANCE SERVICES, INC	51251	6/13/2018	480.00	INS-COMMERCIAL CRIME-2ND INSTALL
	Total 51251		480.00	
ALPHAGRAPHICS	51252	6/13/2018	522.70	ANNUAL BUDGET
	Total 51252		522.70	
BIGTUNA INTERACTIVE	51253	6/13/2018	960.00	WEB DEVELOPMENT
	Total 51253		960.00	
BOOT WORLD, INC	51254	6/13/2018	184.21	SAFETY BOOTS-S.K. AND H.G
	Total 51254		184.21	
CARLSBAD FUELS CORPORATION	51255	6/13/2018	1,742.93	VEHICLE FUELS
	Total 51255		1,742.93	
PETTY CASH	51256	6/13/2018	270.69	PETTY CASH-MAY/JUNE
	Total 51256		270.69	
CINTAS FIRST AID AND SAFETY	51257	6/13/2018	61.81	REFIL FIRST AID CABINET
	Total 51257		61.81	
CITY OF CARLSBAD	51258	6/13/2018	999.00	FEES FOR TRAFFIC INSPECTION ON EL CAMINO REAL
	Total 51258		999.00	
CITY OF CARLSBAD	51259	6/13/2018	206.07	WATER @ VACTOR
CITY OF CARLSBAD		6/13/2018	266.52	WATER FOR VACTOR 2
	Total 51259		472.59	
CORODATA	51260	6/13/2018	67.05	STORAGE-MAY
	Total 51260		67.05	
DATA NET	51261	6/13/2018	223.29	CABLE/KEYBOARD/MOUSE
DATA NET		6/13/2018	260.00	IS MAINT AND SUPPORT
	Total 51261		483.29	
DOWNSTREAM SERVICES, INC.	51262	6/13/2018	70.00	STORMWATER MAINTENANCE
	Total 51262		70.00	
EVOQUA WATER TECHNOLOGIES, LLC	51263	6/13/2018	1,920.82	BIOXIDE
EVOQUA WATER TECHNOLOGIES, LLC		6/13/2018	9,625.41	CHEMICALS-FERROUS CHLORIDE

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/13/2018 Through 6/13/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51263		11,546.23	
FEDERAL EXPRESS CORPORATION	51264	6/13/2018	26.80	SHIPPING
	Total 51264		26.80	
GRAINGER, INC	51265	6/13/2018	42.68	SUPPLIES @BPS
	Total 51265		42.68	
HEAVILAND ENTERPRISES, INC	51266	6/13/2018	840.00	LANDSCAPE MAINT-JUNE
	Total 51266		840.00	
HI-WAY SAFETY, INC	51267	6/13/2018	1,180.31	TRAFFIC CONTROL SIGNS
	Total 51267		1,180.31	
ICMA RETIREMENT-303979	51268	6/13/2018	4,726.43	DEFERRED COMP
	Total 51268		4,726.43	
KOFF & ASSOCIATES	51269	6/13/2018	4,050.00	COMPENSATION STUDY-MAY-FINAL REPORT
	Total 51269		4,050.00	
LAFCO	51270	6/13/2018	50.00	MCLEAN ANNEXATION
	Total 51270		50.00	
LAFCO	51271	6/13/2018	50.00	ZINSER ANNEXATION
	Total 51271		50.00	
MARCON PRODUCTS INC.	51272	6/13/2018	480.17	FOR THE MANHOLES
	Total 51272		480.17	
MINUTEMAN PRESS	51273	6/13/2018	161.17	#10 ENVELOPES
MINUTEMAN PRESS		6/13/2018	74.10	VOUCHER PADS
	Total 51273		235.27	
MITSUBISHI ELECTRIC US, INC	51274	6/13/2018	297.76	MAINTENANCE/SERVICE TO ELEVATOR
	Total 51274		297.76	
NAPA AUTO	51275	6/13/2018	69.97	SUPPLIES
	Total 51275		69.97	
NATIONWIDE RETIREMENT SOLUTIONS	51276	6/13/2018	287.98	DEFERRED COMP
	Total 51276		287.98	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/13/2018 Through 6/13/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
NEOPOST, INC	51277	6/13/2018	<u>112.98</u>	POSTAGE METER RENTAL-OTRLY
	Total 51277		112.98	
NEW PIG CORPORATION	51278	6/13/2018	<u>528.38</u>	ABSORBENT SOCKS
	Total 51278		528.38	
NU-LINE TECHNOLOGIES, INC	51279	6/13/2018	<u>10,260.00</u>	CURED IN PLACE LINING PROJ-MAY
	Total 51279		10,260.00	
OFFICE DEPOT	51280	6/13/2018	<u>32.29</u>	SUPPLIES-BADGES
	Total 51280		32.29	
OFFICE DEPOT, INC.	51281	6/13/2018	<u>162.15</u>	OFFICE SUPPLIES
	Total 51281		162.15	
OLIVENHAIN MUNICIPAL WATER DIST	51282	6/13/2018	45.21	WATER @ E, ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		6/13/2018	589.00	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		6/13/2018	953.25	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		6/13/2018	45.21	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		6/13/2018	45.21	WATER @ VP7 PS
	Total 51282		<u>1,677.88</u>	
PALOMAR WATER, LLC	51283	6/13/2018	<u>250.23</u>	BOTTLED WATER DELIVERED
	Total 51283		250.23	
PAUL BUSHEE	51284	6/13/2018	<u>40.74</u>	REIMBURSE FOR CSRMA BRD MEETING
	Total 51284		40.74	
PEP BOYS	51285	6/13/2018	<u>47.06</u>	BLADES
	Total 51285		47.06	
PIPERIN CORPORATION	51286	6/13/2018	<u>12,650.00</u>	RAISE MANHOLES ON VISTA MAR
	Total 51286		12,650.00	
PLANT PEOPLE, INC	51287	6/13/2018	<u>158.00</u>	MAINT SERVICE ON LIVE PLANT-SMAY
	Total 51287		158.00	
RICHARD STINSON	51288	6/13/2018	<u>16,432.50</u>	CONSTRUCTION MANEGEMENT-MAY

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/13/2018 Through 6/13/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51288		16,432.50	
RISING TIDE PARTNERS	51289	6/13/2018	7,034.73	PUBLIC INFORMATION-MARCH TO MAY
	Total 51289		7,034.73	
ROCKWELL CONSTRUCTION SERVICES, INC	51290	6/13/2018	5,130.00	GAFNER AWT IMPROVEMENT PROJECT-MARCH
ROCKWELL CONSTRUCTION SERVICES, INC		6/13/2018	405.00	SDG&E METER PROJECT-MARCH
	Total 51290		5,535.00	
SAN DIEGO UNION TRIBUNE	51291	6/13/2018	276.94	PUBLIC NOTICE REGARDING CAPACITY FEES
	Total 51291		276.94	
STAPLES BUSINESS ADVANTAGE	51292	6/13/2018	97.45	FILE BOXES FOR PS
STAPLES BUSINESS ADVANTAGE		6/13/2018	86.70	SUPPLIES/FILES FOR PS
	Total 51292		184.15	
STATE BOARD OF EQUALIZATION	51293	6/13/2018	300.00	FEES FOR MCLEAN ANNEXATION
	Total 51293		300.00	
STATE BOARD OF EQUALIZATION	51294	6/13/2018	300.00	FEES FOR ZINSER ANNEX
	Total 51294		300.00	
TERMINIX	51295	6/13/2018	58.00	MONTHLY FEES FOR BUG SERVICE
	Total 51295		58.00	
THE HOME DEPOT CRC/GECF	51296	6/13/2018	669.97	SUPPLIES
	Total 51296		669.97	
UNDERGROUND SERVICE ALERT OF	51297	6/13/2018	145.30	UNDERGROUND ALARM SERVICE
	Total 51297		145.30	
UNIFIRST CORPORATION	51298	6/13/2018	211.13	LAUNDRY SERVICE-W/E 6/6/18
	Total 51298		211.13	
VERIZON WIRELESS	51299	6/13/2018	21.29	CELL PHONE TELEMTRY
	Total 51299		21.29	
WAGeworks, INC	51300	6/13/2018	140.00	SEC 125 FLEX PLAN-MAY

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 6/13/2018 Through 6/13/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51300		140.00	
XEROX CORPORATION	51301	6/13/2018	<u>110.05</u>	COPIER LEASE-MARCH-MAY
	Total 51301		<u>110.05</u>	
Report Total			<u><u>87,536.64</u></u>	

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: June 20, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19950 - 19968	6/20/2018	\$50,371.94

Leucadia Wastewater District
Vendor Activity
From 6/28/2018 Through 7/2/2018

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/V... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	6/28/2018	51353	89.84	EMPLOYEE RECOGN	Adm Prof Lunch
USBANK1	U.S. BANK	API	6/28/2018	51353	16.73	EMPLOYEE RECOGN	Adm Prof. Day
USBANK1	U.S. BANK	API	6/28/2018	51353	229.00	EMPLOYEE RECOGN	Cornhole Brd
USBANK1	U.S. BANK	API	6/28/2018	51353	69.40	BOARD CONFERENC	CSDA-taxi-D.O.
USBANK1	U.S. BANK	API	6/28/2018	51353	306.74	Train'g/Ed/Conf	CSRMA Hotel-R.D.
USBANK1	U.S. BANK	API	6/28/2018	51353	50.85	Train'g/Ed/Conf	CSRMA-airport pk. R.D.
USBANK1	U.S. BANK	API	6/28/2018	51353	316.66	Train'g/Ed/Conf	CSRMA-Flight-P.B.
USBANK1	U.S. BANK	API	6/28/2018	51353	148.10	R&M Pump Stat	Oxygen Filter
USBANK1	U.S. BANK	API	6/28/2018	51353	17.99	OFFICE SUPPLIES	Phone Case Holder
USBANK1	U.S. BANK	API	6/28/2018	51353	952.47	SAFETY SUPPLIES	PPE
USBANK1	U.S. BANK	API	6/28/2018	51353	54.64	VEHICLES	Vehicle Maint
USBANK1	U.S. BANK	API	6/28/2018	51353	672.37	Computer SW/Srv	Versa Desk
USBANK1	U.S. BANK	API	6/28/2018	51353	29.95	TELEPHONE	Web email-Domain
USBANK1	U.S. BANK	API	6/28/2018	51353	100.00	TELEPHONE	Web Hosting
USBANK1	U.S. BANK	API	6/28/2018	51353	30.00	TELEPHONE	WIFI
USBANK1	U.S. BANK	APS	7/2/2018	51353	0.00	ACCOUNTS PAYABL	CONFERENCES/TRAINING/... SUPPLIES/MEETINGS
Transaction Total					3,084.74		
Total USBANK1	U.S. BANK				3,084.74		
Report Opening/Current Balance							
Report Transaction Totals					3,084.74		
Report Current Balances							

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**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: July 2, 2018

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
19969 - 19973	7/2/2018	\$1,460.43

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/2/2018 Through 7/2/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	51302	7/2/2018	1,190.00	DEPTH METER MAINT-JUNE
ADS LLC		7/2/2018	<u>4,340.00</u>	FLOW METERING - JUNE
	Total 51302		5,530.00	
ALLIANT INSURANCE SERVICES	51303	7/2/2018	7,873.00	EQUIP FLOATER INS RENEWAL-18/19
	Total 51303		7,873.00	
AT&T	51304	7/2/2018	193.76	PHONE SERVICE
AT&T		7/2/2018	<u>117.27</u>	PHONE SERVICE @ BPS
	Total 51304		311.03	
AVI-AUDIO VISUAL INNOVATIONS	51305	7/2/2018	560.00	LABOR FOR SERVICE CALL
	Total 51305		560.00	
AYALA ENGINEERING	51306	7/2/2018	1,625.00	FRAME/COVERS @ VULCAN
AYALA ENGINEERING		7/2/2018	16,850.00	MANHOLE REHAB
AYALA ENGINEERING		7/2/2018	3,250.00	RAISE MANHOLES-CAST IRON FRAMES
AYALA ENGINEERING		7/2/2018	<u>12,950.00</u>	SEWER MANHOLE REHAB
	Total 51306		34,675.00	
BAJA POOL AND SPA SERVICE	51307	7/2/2018	<u>125.00</u>	FOUNTAIN SERVICE/MAINT-JULY
	Total 51307		125.00	
BARRETT ENGINEERED PUMP	51308	7/2/2018	540.08	LABOR-STAINLESS STEEL LIFTING BAIL FOR SUMP PUMP
	Total 51308		540.08	
CAMPING WORLD	51309	7/2/2018	<u>136.84</u>	SHROUD BRISK AIR
	Total 51309		136.84	
CARLSBAD FUELS CORPORATION	51310	7/2/2018	1,948.84	VEHICLE FUELS/GAS
	Total 51310		1,948.84	
CITY OF ENCINITAS	51311	7/2/2018	<u>26,750.00</u>	PAVEMENT REHAB PROJECT
	Total 51311		26,750.00	
COOMBS SERVICE GROUP	51312	7/2/2018	<u>1,475.00</u>	TROUBLE SHOOT VAPEX @ BPS
	Total 51312		1,475.00	
COUNTY OF SAN DIEGO	51313	7/2/2018	547.00	PERMIT RENEWAL @ BPS-18/19
COUNTY OF SAN DIEGO		7/2/2018	469.00	PERMIT RENEWAL @ LCPS-18/19
COUNTY OF SAN DIEGO		7/2/2018	<u>469.00</u>	PERMIT RENEWAL @ SPS-18/19

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/2/2018 Through 7/2/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51313		1,485.00	
COX COMMUNICATIONS SAN DIEGO	51314	7/2/2018	1,474.10	INTERNET/PHONE SERVICE
	Total 51314		1,474.10	
CSDA- SAN DIEGO CHAPTER	51315	7/2/2018	150.00	MEMBERSHIP RENEWAL-18/19
	Total 51315		150.00	
CWEA	51316	7/2/2018	85.00	RENEWAL FOR C. RUSSELL
CWEA		7/2/2018	180.00	RENEWAL FOR R. EASTON
	Total 51316		265.00	
DATA NET	51317	7/2/2018	57.50	IS MAINT AND SUPPORT
DATA NET		7/2/2018	1,211.84	SYMANTEC ANTI VIRUS
	Total 51317		1,269.34	
DAVID CLARKE DESIGN	51318	7/2/2018	400.00	Payment for signage
	Total 51318		400.00	
DEXTER WILSON ENGINEERING	51320	7/2/2018	7,960.00	2018 HYDRAULIC MODEL UPDATE-MAY
DEXTER WILSON ENGINEERING		7/2/2018	8,890.50	DISTRICT ASSET MGMT -MAY
DEXTER WILSON ENGINEERING		7/2/2018	650.00	GE/0929/MAY/CASCADA VERDE
DEXTER WILSON ENGINEERING		7/2/2018	275.00	GE/0946/MAY/SCOTT ANNEX
DEXTER WILSON ENGINEERING		7/2/2018	55.00	GE/0969/MAY/7601 ROMERIA ST
DEXTER WILSON ENGINEERING		7/2/2018	55.00	GE/0970/MAY/7603 ROMERIA ST
DEXTER WILSON ENGINEERING		7/2/2018	55.00	GE/0971/MAY/7605 ROMERIA ST
DEXTER WILSON ENGINEERING		7/2/2018	6,850.00	GE/0983/MAY/HYMETTUS EAST
DEXTER WILSON ENGINEERING		7/2/2018	55.00	GE/0993/MAY/MCLEAN ANNEX
DEXTER WILSON ENGINEERING		7/2/2018	875.00	GE/1009/MAY/URANIA AVE
DEXTER WILSON ENGINEERING		7/2/2018	485.00	GE/1032/MAY/WESTON SUBDIVISION
DEXTER WILSON ENGINEERING		7/2/2018	385.00	GE/1033/MAY/N.COAST HWY 101
DEXTER WILSON ENGINEERING		7/2/2018	385.00	GE/1036/MAY/HYMETTUS AVE
DEXTER WILSON ENGINEERING		7/2/2018	590.00	GE/1038/MAY/SUNSET DR
DEXTER WILSON ENGINEERING		7/2/2018	310.00	GE/1039/MAY/LA COSTA AVE
DEXTER WILSON ENGINEERING		7/2/2018	420.00	GE/1040/MAY/GASCONY RD
DEXTER WILSON ENGINEERING		7/2/2018	420.00	GE/1041/MAY/BELLA AZUL
DEXTER WILSON ENGINEERING		7/2/2018	800.00	GE/1042/MAY/PEETS COFFEE
DEXTER WILSON ENGINEERING		7/2/2018	220.00	GE/1043/MAY/CALLE PENSAMIENTOS
DEXTER WILSON ENGINEERING		7/2/2018	800.00	GE/1046/MAY/JERSEY MIKE'S
DEXTER WILSON ENGINEERING		7/2/2018	7,990.00	GE/CIP/MAY/200/0328/0361/0302
	Total 51320		38,525.50	
DODGE DATA & ANALYTICS	51321	7/2/2018	1,169.37	AD FOR BIDS FOR LC GOLF PROJECT
	Total 51321		1,169.37	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/2/2018 Through 7/2/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
EDWARD EBRIGHT	51322	7/2/2018	<u>522.75</u>	LATERAL REIMBURSEMENT
	Total 51322		522.75	
EVOQUA WATER TECHNOLOGIES, LLC	51323	7/2/2018	5,815.08	BIOXIDE
EVOQUA WATER TECHNOLOGIES, LLC		7/2/2018	9,292.74	FERROUS CHLORIDE
	Total 51323		<u>15,107.82</u>	
FEDERAL EXPRESS CORPORATION	51324	7/2/2018	7.65	SHIPPING
	Total 51324		<u>7.65</u>	
GREAT AMERICA FINANCIAL SERVICES	51325	7/2/2018	842.16	COPIER LEASE
	Total 51325		<u>842.16</u>	
HI-WAY SAFETY, INC	51326	7/2/2018	380.00	ARROW BOARDS
HI-WAY SAFETY, INC		7/2/2018	<u>272.18</u>	BARRICADE/TURN SIGNS
	Total 51326		652.18	
ICMA RETIREMENT-303979	51327	7/2/2018	<u>4,721.39</u>	DEFERRED COMP
	Total 51327		4,721.39	
INFRASTRUCTURE ENGINEERING CORP	51328	7/2/2018	2,880.00	2018 CURED IN PLACE-MAY
INFRASTRUCTURE ENGINEERING CORP		7/2/2018	4,610.00	2018 GRAVITY SEWER PROJECT-MAY
INFRASTRUCTURE ENGINEERING CORP		7/2/2018	5,500.08	LPS REHAB PROJECT-MAY
INFRASTRUCTURE ENGINEERING CORP		7/2/2018	2,966.23	ORCHARD WOOD SEWER REPORT-MAY
	Total 51328		<u>15,956.31</u>	
JCI JONES CHEMICAL, INC	51329	7/2/2018	<u>4,701.64</u>	HYPOCHLORITE-CHEMICALS
	Total 51329		4,701.64	
JETER SYSTEMS CORPORATION	51330	7/2/2018	<u>30.69</u>	2019 LABELS FOR A/P FILES
	Total 51330		30.69	
LANNY JOHNSON	51331	7/2/2018	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 51331		3,000.00	
MESA REPROGRAPHICS	51332	7/2/2018	<u>373.05</u>	LC GOLF PROJECT
	Total 51332		373.05	
MES VISION	51333	7/2/2018	<u>400.17</u>	VISION INS-JULY

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/2/2018 Through 7/2/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51333		400.17	
MSC JANITORIAL SERVICE, INC	51334	7/2/2018	<u>2,236.00</u>	JUNE JANITORIAL SERVICES
	Total 51334		2,236.00	
MUTUAL OF OMAHA	51335	7/2/2018	<u>1,151.64</u>	DISABILITY INS-JULY
	Total 51335		1,151.64	
NAPA AUTO	51336	7/2/2018	159.38	BATTERY
NAPA AUTO		7/2/2018	<u>90.38</u>	FUEL FILTERS
	Total 51336		249.76	
NATIONWIDE RETIREMENT SOLUTIONS	51337	7/2/2018	287.98	DEFERRED COMP
	Total 51337		287.98	
NORTH COUNTY TRANSIT DISTRICT	51338	7/2/2018	2,429.38	ANNUAL LICENSE FEES-7/18-6/19
	Total 51338		2,429.38	
OFFICE DEPOT, INC.	51339	7/2/2018	<u>90.23</u>	OFFICE SUPPLIES
	Total 51339		90.23	
RYAN RODRIGUEZ	51340	7/2/2018	<u>248.00</u>	REIMBURSE FOR CLASS
	Total 51340		248.00	
SAN DIEGO UNION TRIBUNE	51341	7/2/2018	549.18	AD FOR BIDS FOR LC GOLF PROJECT
	Total 51341		549.18	
SCAP	51342	7/2/2018	<u>538.00</u>	MEMBERSHIP RENEWAL-2018/2019
	Total 51342		538.00	
SAN DIEGO GAS & ELECTIRC	51343	7/2/2018	2,837.23	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		7/2/2018	154.90	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		7/2/2018	12,898.99	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		7/2/2018	407.87	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		7/2/2018	666.22	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		7/2/2018	1,121.80	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		7/2/2018	901.43	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		7/2/2018	11,483.47	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		7/2/2018	148.68	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		7/2/2018	670.30	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		7/2/2018	269.46	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		7/2/2018	143.44	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		7/2/2018	41.11	GAS @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		7/2/2018	<u>3.03</u>	NAT GAS @ E.E. PS
	Total 51343		31,747.93	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/2/2018 Through 7/2/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
SOUTHERN CONTRACTING COMPANY	51344	7/2/2018	1,140.00	ELECTRICAL WORK @ DIANA PS
	Total 51344		1,140.00	
SPACELINK/I2B NETWORK	51345	7/2/2018	160.00	WEB CAM @ BPS-JUNE
	Total 51345		160.00	
STANEK CONSTRUCTORS, INC	51346	7/2/2018	16,846.35	GAFNER AWT IMPROVEMENT PROJECT-MAY
	Total 51346		16,846.35	
STAPLES BUSINESS ADVANTAGE	51347	7/2/2018	25.82	OFFICE SUPPLIES
	Total 51347		25.82	
TERMINIX	51348	7/2/2018	32.00	PEST SERVICE-TRAPS
	Total 51348		32.00	
THE GUARDIAN	51349	7/2/2018	3,107.86	DENTAL INS-JULY
	Total 51349		3,107.86	
SOLANA PALM LLC	51350	7/2/2018	90.00	ANSWERING SERVICE-JUNE/JULY
	Total 51350		90.00	
TRUGRIT TRACTION, INC	51351	7/2/2018	2,380.00	CUES STYLE STEEL WHEELS
	Total 51351		2,380.00	
UNIFIRST CORPORATION	51352	7/2/2018	207.09	LAUNDRY SERVICE W/E 6/13/18
UNIFIRST CORPORATION		7/2/2018	231.75	LAUNDRY SERVICE W/E 6/20/18
UNIFIRST CORPORATION		7/2/2018	207.09	LAUNDRY SERVICE W/E 6/27/18
	Total 51352		645.93	
U.S. BANK	51353	7/2/2018	3,084.74	CONFERENCES/TRAINING/OFFICE SUPPLIES/MEETINGS
	Total 51353		3,084.74	
V&A CONSULTING ENGINEERS	51354	7/2/2018	1,500.00	CREEK SAMPLING @ AWT-APR-JUNE
	Total 51354		1,500.00	
VERIZON WIRELESS	51355	7/2/2018	924.35	CELL PHONES
	Total 51355		924.35	
WORDEN WILLIAMS LLP	51356	7/2/2018	2,457.00	ATTORNEY/LEGAL FEES-MAY
	Total 51356		2,457.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 7/2/2018 Through 7/2/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ZUNIGA TREE SERVICE	51357	7/2/2018	<u>6,910.00</u>	TREE SERVICE @ DISTRICT
	Total 51357		<u>6,910.00</u>	
Report Total			<u><u>249,811.06</u></u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

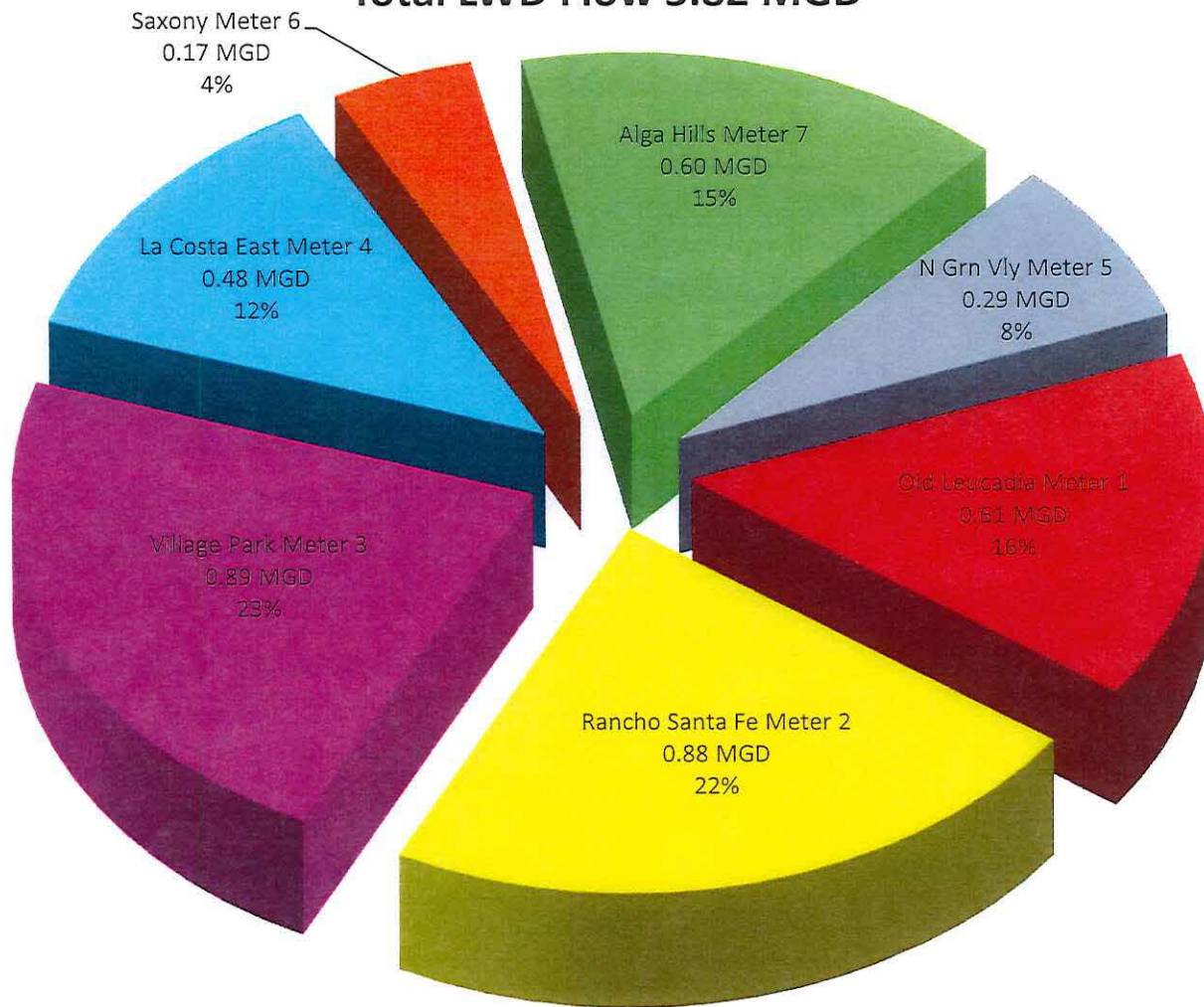
Payroll Date: July 4, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
19974 - 19992	7/4/2018	\$50,012.46

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2018 (July 2017 - June 2018)**

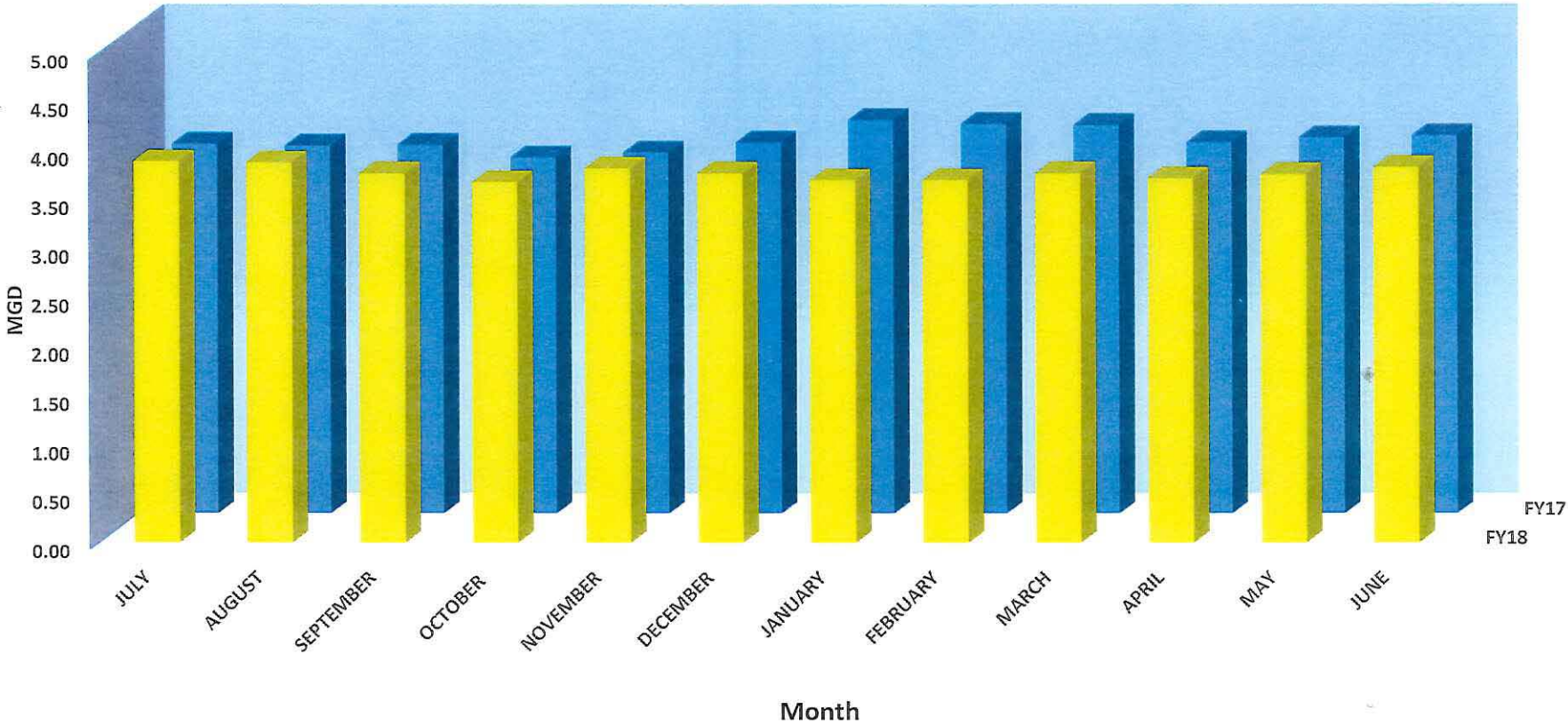
CURRENT MONTH - June 2018							FY 2017
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,469.81	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	120.28	3.82	3.88	136	50.52	3.77
YTD			28,473.63				
AUGUST	0.02	119.97	12.44	3.87	136	44.97	3.75
YTD			28,486.07				
SEPTEMBER	0.00	112.80	2.50	3.76	132	44.89	3.76
YTD			28,488.57				
OCTOBER	0.00	113.77	-8.20	3.67	129	30.96	3.63
YTD			28,480.37				
NOVEMBER	0.04	114.30	5.00	3.81	134	3.44	3.68
YTD			28,485.37				
DECEMBER	0.00	116.56	-10.26	3.76	132	8.32	3.78
YTD			28,475.11				
JANUARY	2.63	114.39	4.00	3.69	130	0.00	4.01
YTD			28,479.11				
FEBRUARY	0.35	103.32	7.40	3.69	130	0.00	3.97
YTD			28,486.51				
MARCH	1.66	116.56	21.93	3.76	132	0.00	3.96
YTD			28,508.44				
APRIL	0.06	111.30	13.59	3.71	130	10.31	3.78
YTD			28,522.03				
MAY	0.19	116.25	31.50	3.75	131	27.20	3.83
YTD			28,553.53				
JUNE	0.00	114.60	8.21	3.82	134	48.96	3.85
YTD			28,561.74				
YTD Totals	4.95	1374.10	91.93			269.57	
Mo Average	0.41	114.51	7.66	3.76	132.08	22.46	3.81

**LWD Flows by Sub-Basin
June 2018
Total LWD Flow 3.82 MGD**

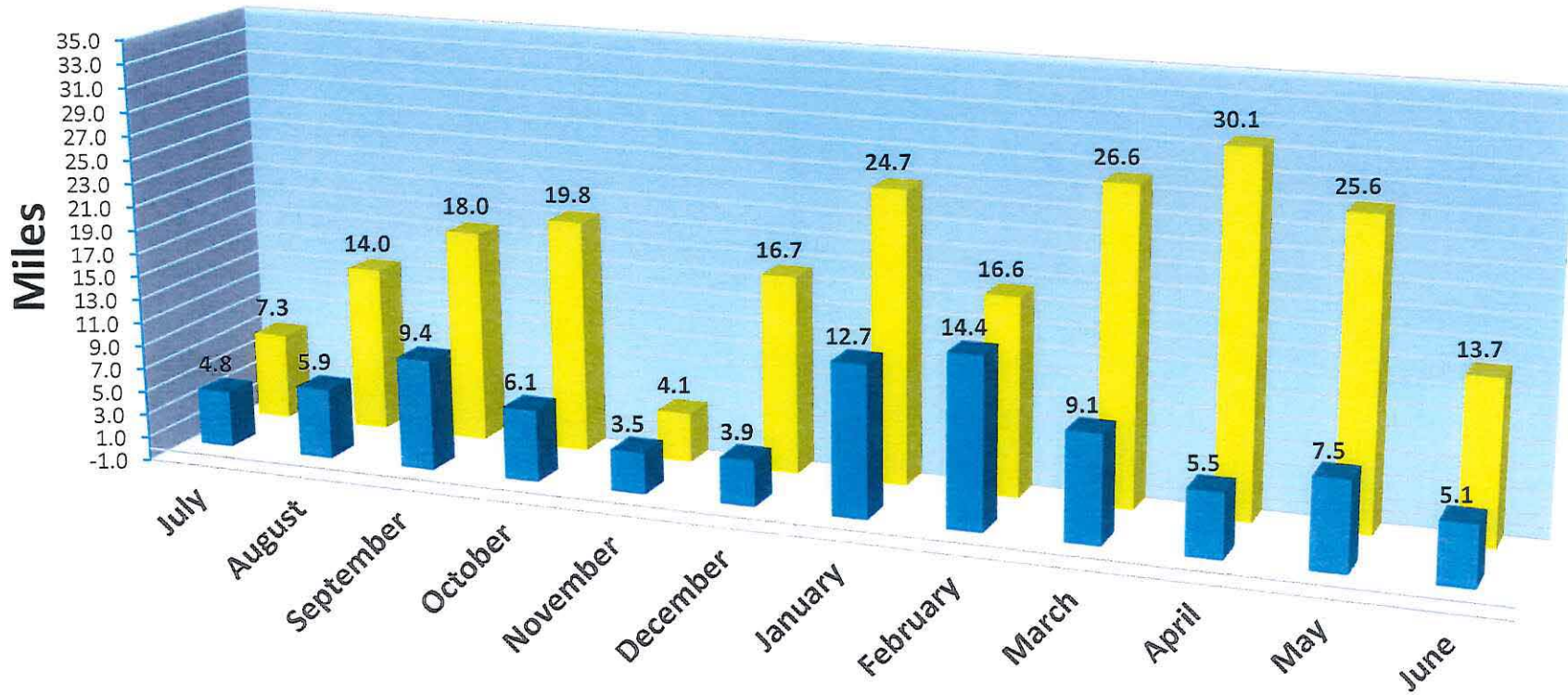


Leucadia Wastewater District Flow Comparison FY 17 to FY 18

35



FY-18 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

Note: CCTV & Hydro-cleaning down due to the cleaning of the green valley lines

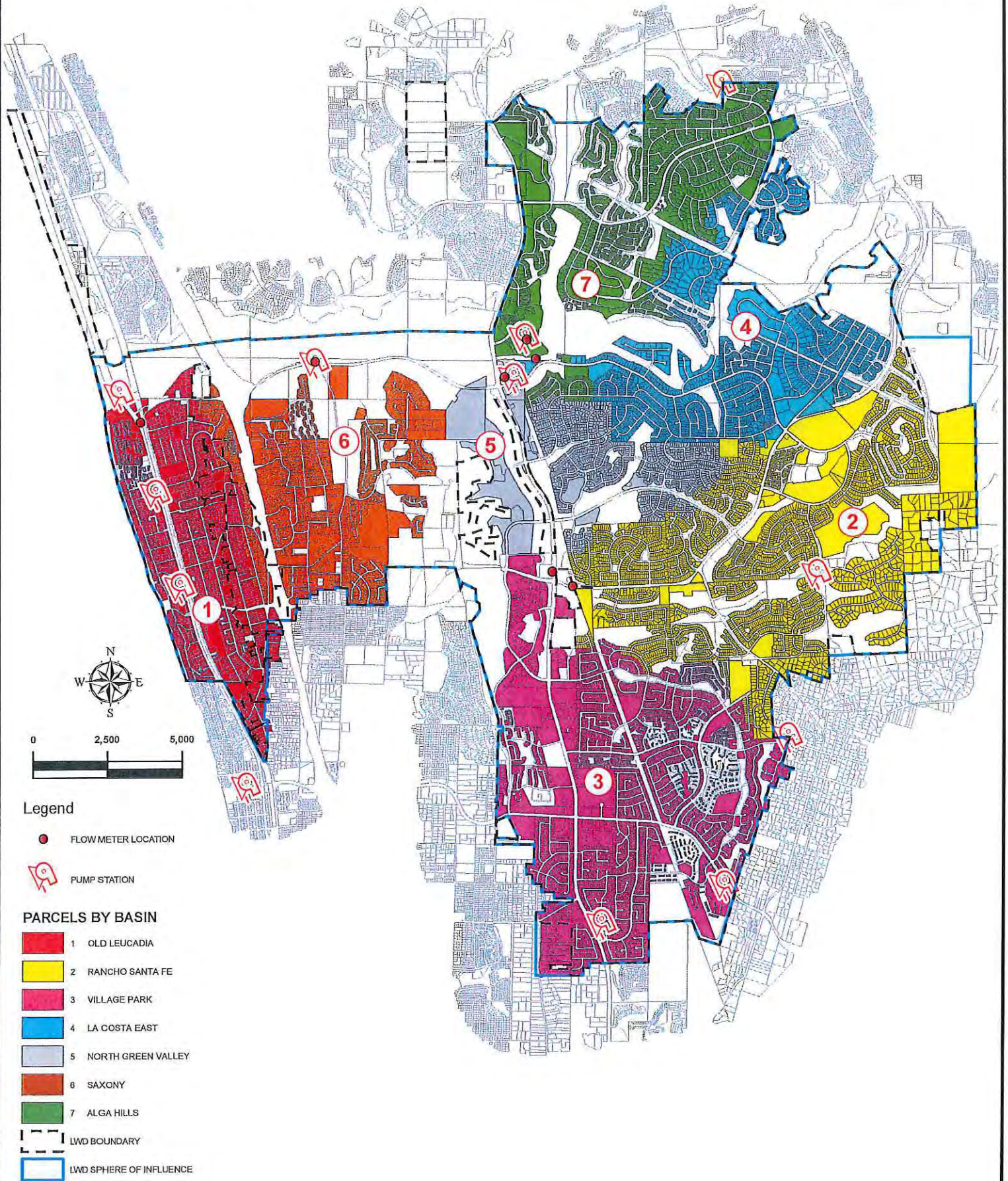
FY-18 Yearly Totals

CCTV 88 Miles

Hydro Cleaning 197 Miles

■ CCTV Inspections
■ Total Hydro Cleaning

LEUCADIA WASTEWATER DISTRICT



Legend

- FLOW METER LOCATION
- PUMP STATION
- PARCELS BY BASIN**
- 1 OLD LEUCADIA
- 2 RANCHO SANTA FE
- 3 VILLAGE PARK
- 4 LA COSTA EAST
- 5 NORTH GREEN VALLEY
- 6 SAXONY
- 7 ALGA HILLS
- LWD BOUNDARY
- LWD SPHERE OF INFLUENCE

Leucadia Wastewater District

Balance Sheet

As of 6/30/2018

		Current Year
Assets		
Cash & Investments	1CAS	37,426,244.28
Accounts Receivables	2A/R	226,371.57
Prepaid Expense	3PRE	171,390.85
Funds held with Encina Wastewater Authority	4EWA	1,486,800.00
Capital Assets	4F/A	160,341,635.11
Less Accumulated Depreciation	6DEP	(52,675,124.16)
Total Assets		146,977,317.65
Deferred Outflows		
Projected/Actual PERS Earnings Difference	6D/O	840,305.00
PERS Proportions & Assumptions Difference	7D/O	43,290.00
Current Year PERS Employer Contribution	8D/O	338,781.97
Total Deferred Outflows		1,222,376.97
Total Assets & Deferred Outflows		148,199,694.62
Liabilities		
Accounts Payable & Accrued Expenses	A/P	570,503.02
Developer Deposits	DEVD	166,415.11
Net Pension Liability	LTDB	3,466,620.00
Total Liabilities		4,203,538.13
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	175,908.00
PERS Proportions & Assumptions Difference	D/I3	151,763.00
Projected/Actual PERS Earnings Difference	D/In	382,658.00
Total Deferred Inflows		710,329.00
Net Position		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	106,913,510.95
Reserves	RESV	32,927,908.33
Total Beginning Net Position (as of June 30, 2017)		139,841,419.28
Current Change In Net Position		
Other		3,444,408.21
Total Current Change In Net Position		3,444,408.21
Total Net Position		143,285,827.49
Total Liabilities, Deferred Inflows & Net Position		148,199,694.62

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

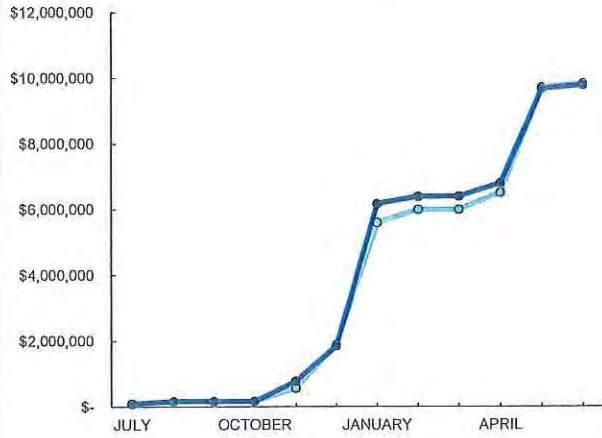
From 7/1/2017 Through 6/30/2018

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 9,775,096.98	\$ 9,827,873.00	\$ 52,776.02	99.5%
3150 Recycled Water Sales	315,118.10	272,000.00	(43,118.10)	115.9%
3100 Misc. Operating Revenue	56,291.30	205,302.00	149,010.70	27.4%
TOTAL OPERATING REVENUES	\$10,146,506.38	\$10,305,175.00	\$ 158,668.62	98.5%
OPERATING EXPENSES				
4100 Salaries	\$ 1,771,159.87	\$ 1,836,787.00	\$ 65,627.13	96.4%
4200 Employee Benefits	\$ 890,732.48	\$ 963,613.00	72,880.52	92.4%
4300 Directors Expense	\$ 118,925.01	\$ 147,800.00	28,874.99	80.5%
4600 Gas, Oil & Fuel	\$ 33,299.64	\$ 41,000.00	7,700.36	81.2%
4700 Insurance Expense	\$ 81,416.75	\$ 113,600.00	32,183.25	71.7%
4800 Memberships	\$ 27,657.00	\$ 29,000.00	1,343.00	95.4%
4900 Office Expense	\$ 128,954.89	\$ 154,700.00	25,745.11	83.4%
5000 Operating Supplies	\$ 212,403.70	\$ 202,300.00	(10,103.70)	105.0%
5200 Professional Services	\$ 416,152.85	\$ 520,500.00	104,347.15	80.0%
5300 Printing & Publishing	\$ 21,416.55	\$ 29,500.00	8,083.45	72.6%
5400 Rents & Leases	\$ 13,527.80	\$ 15,000.00	1,472.20	90.2%
5500 Repairs & Maintenance	\$ 322,194.84	\$ 451,800.00	129,605.16	71.3%
5600 Monitoring & Permits	\$ 57,869.85	\$ 60,700.00	2,830.15	95.3%
5700 Training & Development	\$ 43,958.60	\$ 47,000.00	3,041.40	93.5%
5900 Utilities	\$ 411,401.65	\$ 427,700.00	16,298.35	96.2%
6100 LAFCO Operations	\$ 6,863.30	\$ 8,000.00	1,136.70	85.8%
6200 Encina Operating Expense	\$ 1,357,929.63	\$ 1,861,800.00	503,870.37	72.9%
6900 Admin O/H alloc to Capital	\$ (106,145.87)	\$ (140,121.00)	(33,975.13)	75.8%
TOTAL OPERATING EXPENSES	\$ 5,809,718.54	\$ 6,770,679.00	\$ 960,960.46	85.8%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 390,725.90	\$ 400,600.00	\$ 9,874.10	97.5%
3220 Property Taxes	1,615,583.62	1,600,000.00	(15,583.62)	101.0%
3250 Investment Income	430,339.06	327,000.00	(103,339.06)	131.6%
3290 Misc. Non Op Revenue	98,560.83	286,400.00	187,839.17	34.4%
TOTAL NON-OPERATING REVENUES	\$ 2,535,209.41	\$ 2,614,000.00	\$ 78,790.59	97.0%

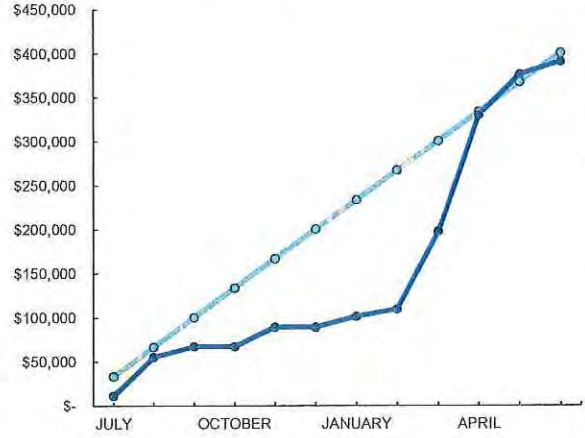
Leucadia Wastewater District Revenue FY2018

YTD through June 30, 2018

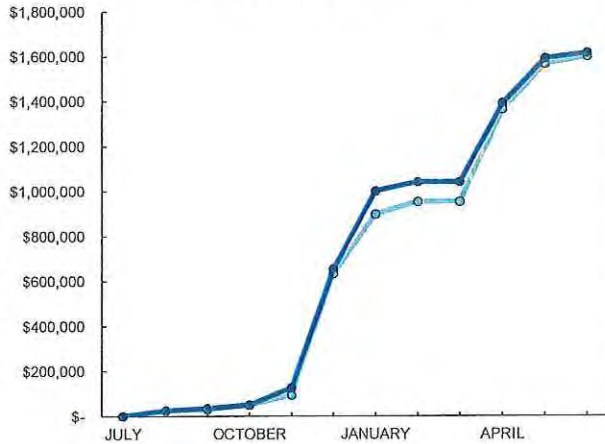
Sewer Service Fees



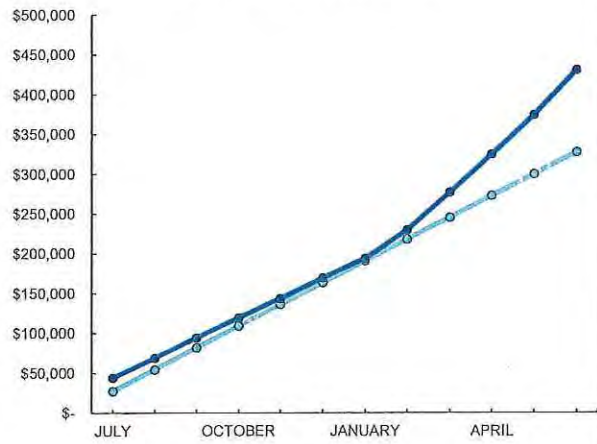
Capacity Charges



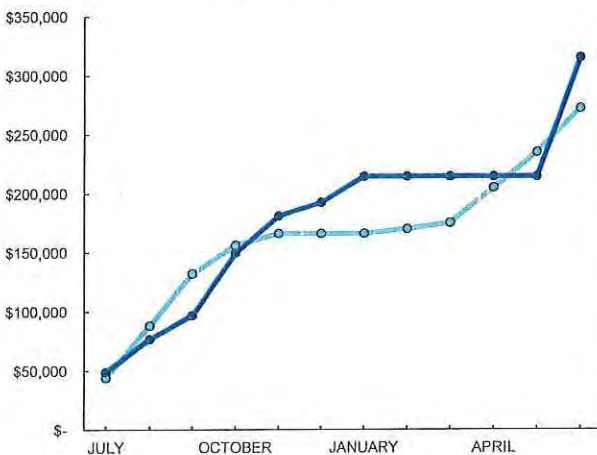
Property Taxes



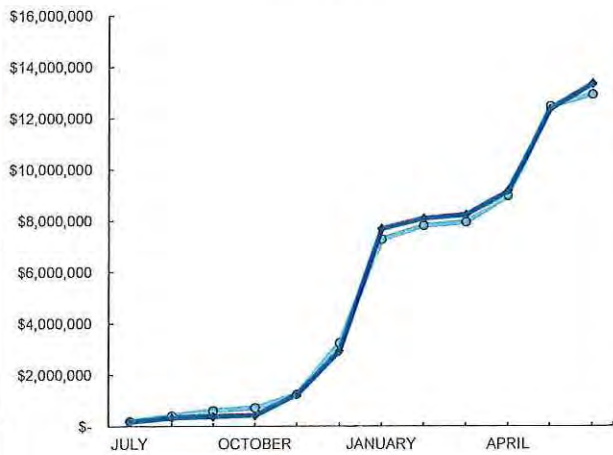
Investment Income



Recycled Wastewater Sales



Total Revenue

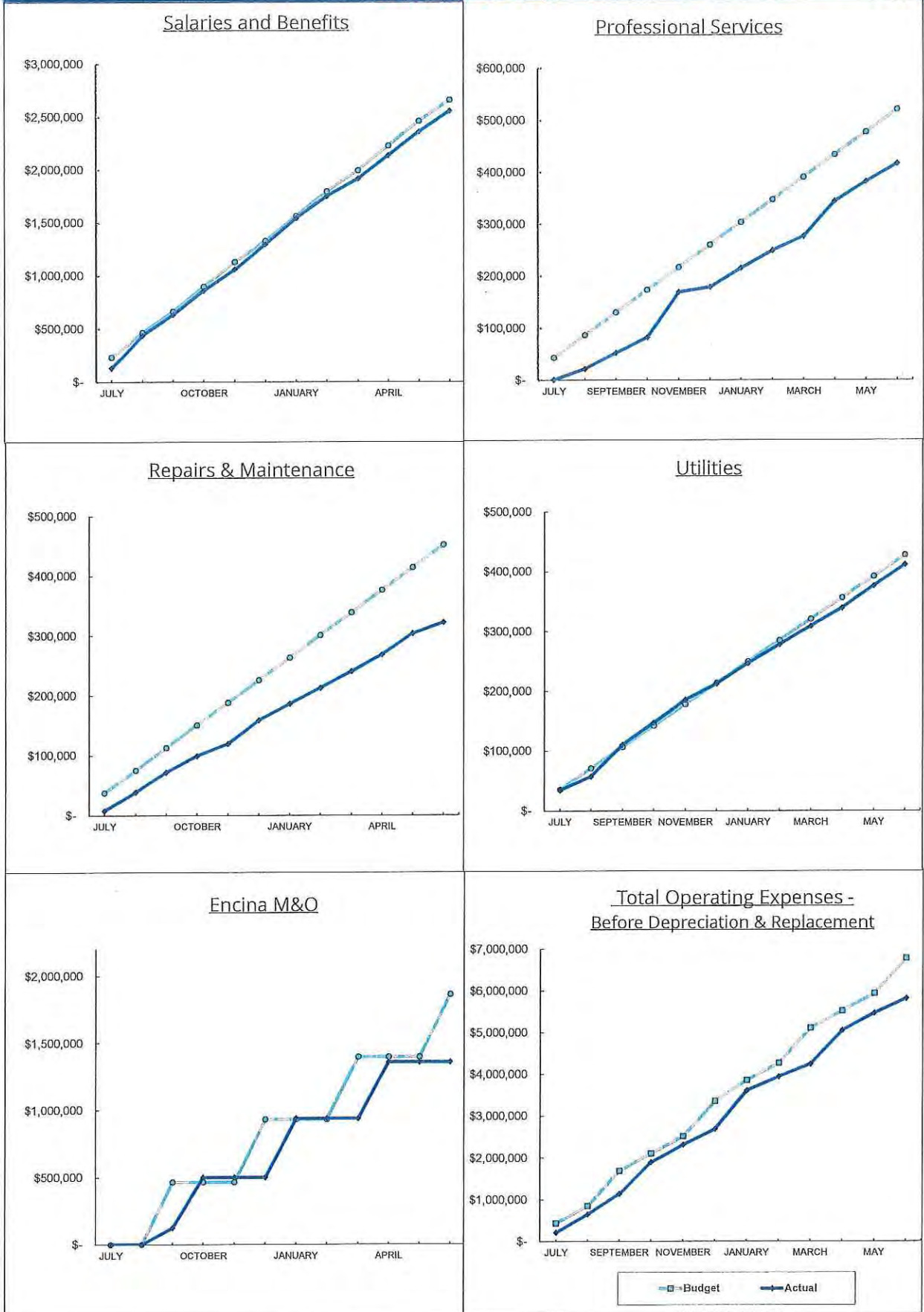


○— Budget ●— Actual

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

Leucadia Wastewater District Operating Expenses FY2018

YTD through June 30, 2018

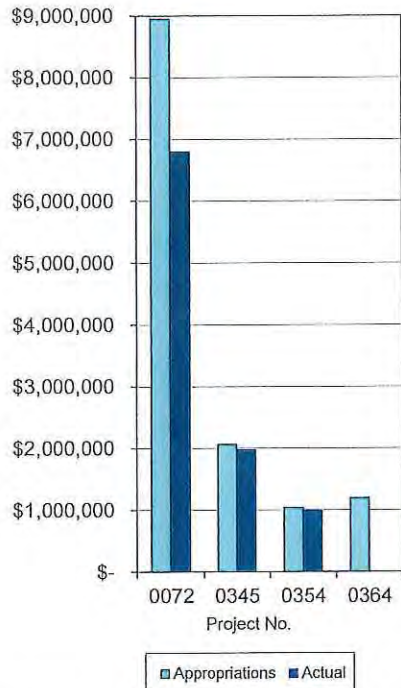


* Preliminary: subject to future review, reconciliation, accruals, and audit

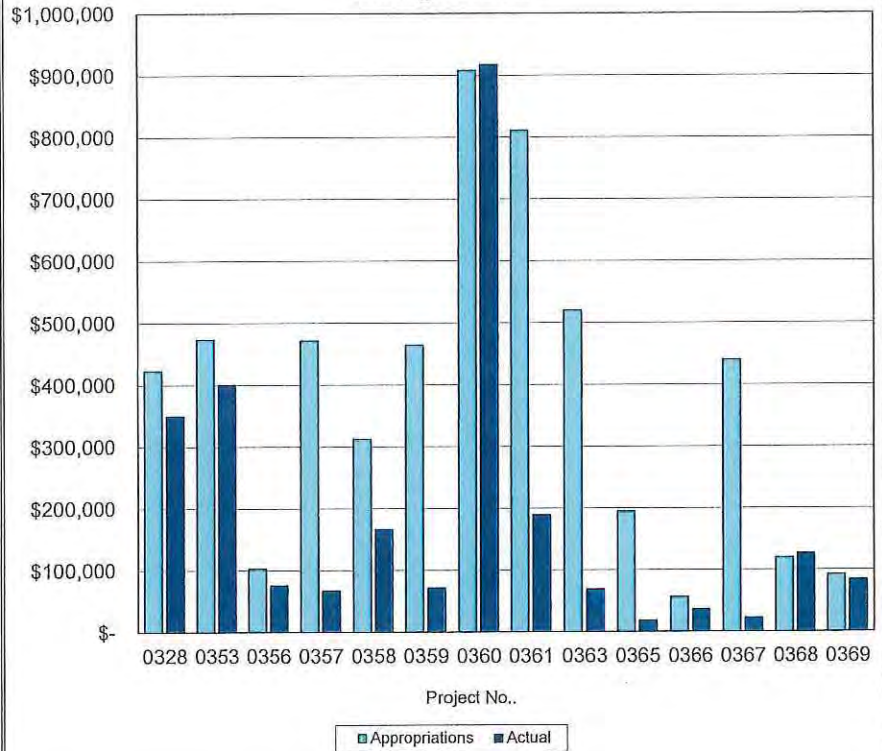
Leucadia Wastewater District Capital Expenditures

As of June 30, 2018

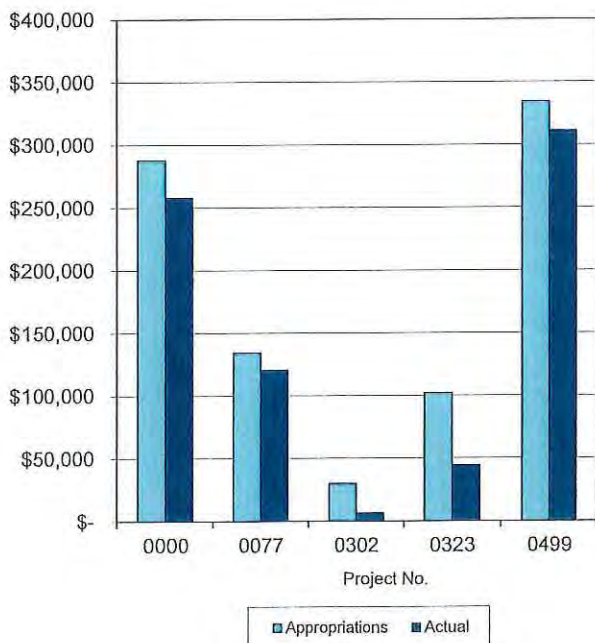
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2018



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2018



Single Year Capital Expenditures by Project FY2018



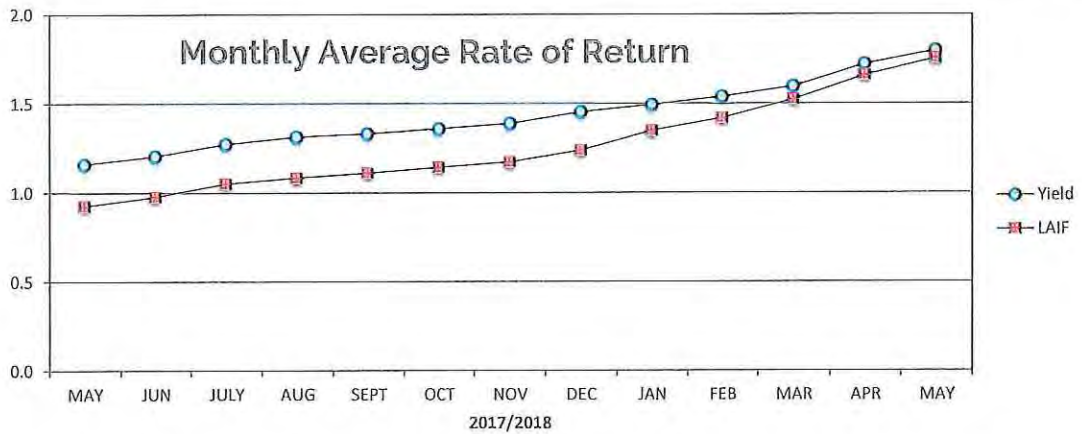
Project Legend

Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
Leucadia FM West Section Replacement	0345
FY2016 Gravity Pipeline Rehabilitation	0353
Village Park No. 5 PS Replacement	0354
New Recycled Water Pump Design	0356
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
FY2017 Gravity Pipeline Rehabilitation	0359
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Replcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
Force Main Corrosion Control	0366
B1 Force Main - North Section Replcmnt	0367
Asset Management Plan	0368
HQ Electric Meter Installation	0369
Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

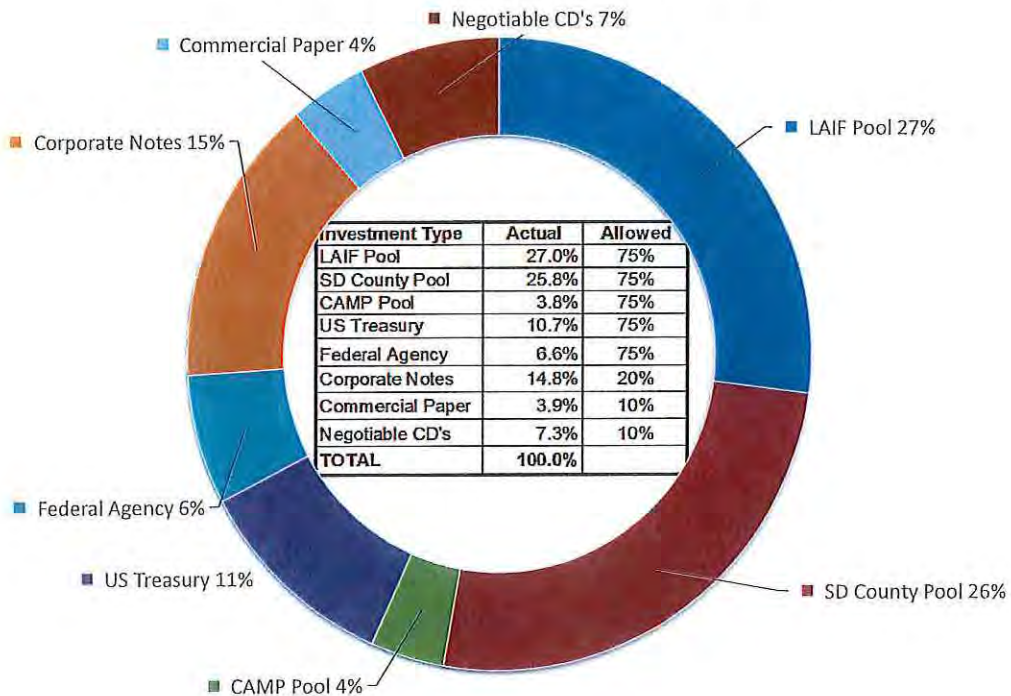
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 May 31, 2018

Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	April 30, 2018	May 31, 2018		
LAIF Pool	\$ 7,726,079	\$ 10,138,079	\$ 13,063	1.755%
SD County Pool	9,676,772	9,676,772	14,918	1.850%
CAMP Pool	1,618,684	1,439,106	2,652	1.950%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,415	5,377	33	7.370%
Federal Agency Notes	2,479,535	2,479,535	3,853	1.870%
Corporate Bonds/Notes	5,339,963	5,535,768	7,729	1.850%
Commerical Paper	1,480,451	1,480,451	2,842	2.300%
Negotiable CD's	2,749,883	2,749,883	5,092	2.220%
Total Camp Portfolio	16,053,527	16,249,295	23,767	1.820%
Totals	\$ 35,075,062	\$ 37,503,251	\$ 54,401	1.799%

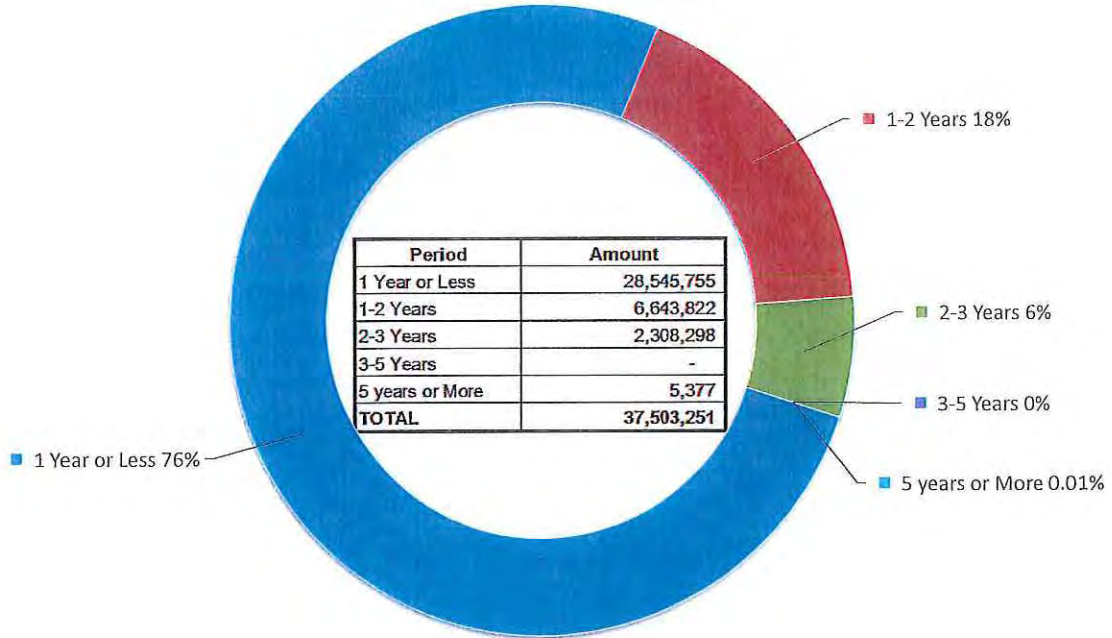


INVESTMENT DISTRIBUTION BY CATEGORY

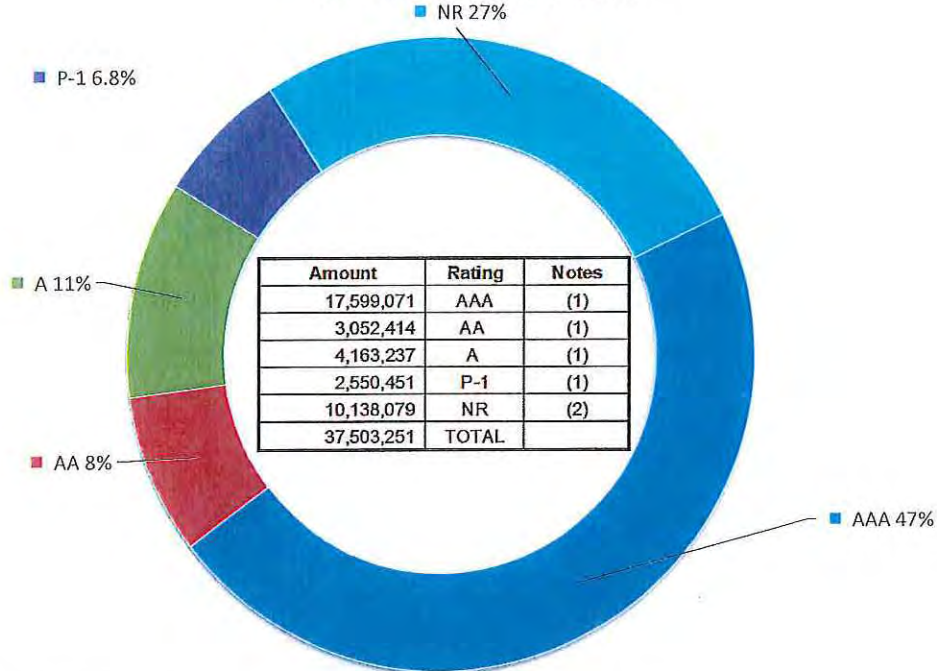


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 May 31, 2018
 (Continued)

REMAINING MATURITY

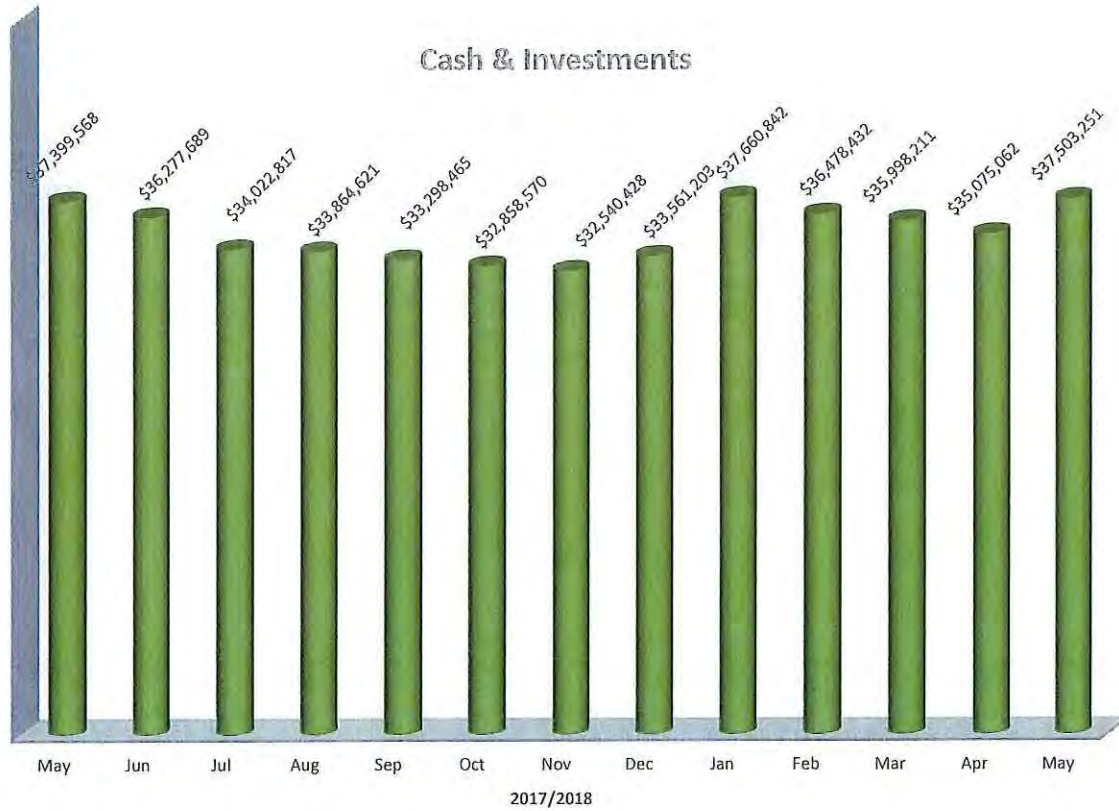


INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 May 31, 2018
 (Continued)



INVESTMENT TRANSACTIONS
For the months of May, 2018


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 33		(3)	7.37%
Apple Inc Corporate Note		\$ 500,000			1.54%
Bank of New York Mellon Corp Note		\$ 300,000			1.51%
Catepillar Finl Service Corp Note	\$ 249,728				3.01%
American Exp Credit Corp Note	\$ 247,443				3.06%
Apple Inc Corporate Note	\$ 498,385				2.96%
TOTAL	\$ 995,555	\$ 800,033	\$ -		

(3) Monthly principal payments from mortgage pool

Investment transactions above do not include transfers between checking a/c's and cash equivalents (pools)

MEMORANDUM

Ref: 18-6246

DATE: July 5, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: June 2018 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 June 2018.

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. 2291 – 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 the month of June 2018 for your review.

tb:PJB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
June 1-30, 2018

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	FSS J. Stecker	FSSup M. Gonzalez
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	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									
	Taxi/Uber									
	Parking/Misc									
	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									
	Rental Car									
	Parking									
	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									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

There were no reimbursements to disclose for the month of June 2018.

Encina Wastewater Authority Report
Regular Board Meeting
June 27, 2018

EWA Board of Directors - President Sullivan Reporting

1. **Amending EWA's Financial Reserve Policy**

The Board of Directors adopted Resolution No. 2018-05 amending EWA's Financial Reserve Policy.

2. **Board of Directors Compensation**

Chairperson Muir formed an Ad Hoc Committee consisting of Directors Blackburn and Sullivan. The Ad Hoc Committee will develop recommendations for potential annual increases to the Board of Directors compensation.

Executive Session

3. **There was no Executive Session.**

Community Affairs Committee Meeting Report

Presented by Director Kulchin

Meeting held June 21, 2018

The CAC reviewed the following recommendation:

1. Discussion of the 2018 Summer Newsletter Proposed Topics and Production Schedule

The CAC reviewed and agreed with the following newsletter article topics, along with the production schedule:

- No rate increases for fiscal year 2019/Financial Plan Update;
- Easement maintenance and inspections;
- Grease/FOG Awareness;
- Granny Flats/Accessory Dwelling Units;
- Educational Opportunities/Tours;
- Lateral Grants/Surf Cam;
- CIP Construction Updates;
- Call for local photographers; and
- Standout Achievements

The next CAC meeting was scheduled for Wednesday, July 18th at 1:00 p.m.

2. Authorize the General Manager to execute Task Order No. 4 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$34,350.


The CAC reviewed Task Order No. 4 to the RTP Public Information Services Agreement. GM Bushee noted that Task Order No. 4 is within the General Manager's signature authority.

Following discussion, the CAC agreed with staff to authorize the General Manager to execute Task Order No. 4 to the RTP Public Information Services Agreement in an amount not to exceed \$34,350.

3. Facebook Update

The CAC received an update on LWD's Facebook page. This item was for information purposes. There was no action taken.

MEMORANDUM

DATE: July 5, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2018 (FY18) LWD Tactics and Action Plan Report

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Receive and file the FY18 Tactics and Action Plan Report.
2. Discuss and take other action as appropriate.

DISCUSSION:

The Board of Directors adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005 and it was last updated in 2013. The Strategic Plan identified the following four strategic focus areas as LWD priorities:

1. Financial
2. People
3. Services
4. Infrastructure & Technology

In order to implement LWD's Strategic Focus Areas, staff annually develops a Tactics and Action Plan, which identifies tactical goals associated with each area. Staff has implemented the vast majority of goals identified for FY18 along with several more that surfaced over the course of the year.

Staff is pleased to report that 104 tactical goals were accomplished. The FY18 Tactics and Action Plan, including a glossary of terms, is attached for your review. Staff will provide an overview of the Plan at the Board of Directors' meeting.

PJB:

Attachment

**Leucadia Wastewater District
Fiscal Year 2018
Tactics & Action Plans**

1. Financial

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
FY 2019 Budget	Initial Data Collection	ASM	Jan-18	Feb-18	Completed
	Board Workshop	ASM	May-18	May-18	Completed
	Budget Approval	ASM	Jun-18	Jun-18	Completed
FY 2017 Audit	Data Collection & Report Preparation	ASM	Jul-17	Nov-17	Completed
	Coordinate with & Respond to Auditors	ASM	Jul-17	Dec-17	Completed
	Audit Report to Board	ASM	Dec-17	Dec-17	Completed
Finance Policy Reviews	Procurement Policy	ASM	Aug-17	Aug-17	Completed
	Investment Policy	ASM	Sep-17	Sep-17	Completed
	Reserve Policy	ASM	Feb-18	Feb-18	Completed
Finance Awards	Apply for CSMFO Financial Reporting Award	ASM	Dec-17	Jan-18	Completed
GASB 74 & 75 OPEB Liability Accrual Valuation	Complete Valuation	ASM	Jul-17	Sep-17	Completed
	Complete Deferral Schedules and Record in Accounting	ASM	Jul-17	Sep-17	Completed
Comprehensive Financial Plan Update	RFP Process	ASM	Sep-17	Dec-17	Completed
	Update Financial Plan	ASM	Jan-18	Mar-18	Completed
	Financial Plan Presentation and Approval	ASM	Apr-18	Jun-18	Completed
Accounting Procedures	Document Accounts Payable Processing Procedures	ASM	Aug-17	Feb-18	Completed
	Update Purchasing Procedures	ASM	Jul-17	Aug-17	In Progress
Additional Items:	LWD Sewer Rate Comparison with SD County Agencies	ASM	Apr-18	May-18	Completed
	Updated Purchasing Authority	ASM	Jan-18	Feb-18	Completed
	Update GM & ASM Check Signing Authority Resolution	GM	Feb-18	Feb-18	Completed
	Update provided to Board on CalPERS Discount Rate	ASM	Mar-18	Mar-18	Completed
	Annual Comprehensive Financial Plan Tracking Update	ASM	Mar-18	Mar-18	Completed
	Investment Update Presentation by PFM	ASM	Mar-18	Mar-18	Completed

2. People

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-17	Jan-18	Completed
Conduct Employee Satisfaction Survey	GM	ASM, ASsup	Nov-17	Jan-18	Completed
Employee Training					
Conduct Annual Flagger Training	FSSup	TSM, FSS	Apr-18	May-18	Completed
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-18	Feb-18	Completed
Conduct Annual Harrassment Prevention Training	ASsup	Staff	Apr-18	Jun-18	Completed
Administration Policy Updates/Reviews					
Board Staff Relations Policy	ASM	GM, ASsup	Nov-17	Nov-17	Completed
Board Policy Binders	EA	AS	Jul-17	Aug-17	Completed
Conduct Team Building Workshop	GM	ASM, EA, ASsup	Oct-17	Oct-17	Completed
Emergency Response					
Conduct an Emergency Response Training (Active Shooter training)	ASsup	ASM, FSS, FSSup, FST III	Dec-17	Jun-18	Completed
LWD's Safety Program					
Review existing Safety Programs & Policies	ASM	GM, TSM, ASsup, FSS, FSSup,	Jul-17	Jan-18	Completed
Update existing Safety Programs & Policies	ASM	GM, TSM, ASsup, FSS, FSSup,	Jan-18	Apr-18	Completed
Add new Programs & Policies as required	ASM	GM, TSM, ASsup, FSS, FSSup,	Mar-18	Jun-18	Completed
Evaluate the Need for a Compensation Study	GM	ASM, ASsup	Sep-17	Dec-17	Completed
Salary Survey (Koff & Associates)	GM	ASM, Assup	Feb-18	Mar-18	Completed
Evaluate and Update Job Descriptions	ASM	GM, TSM, ASsup, FSS, FSSup,	Oct-17	Mar-18	Completed
Evaluate Standing Workstations	ASM	ASsup, AS	Jul-17	Oct-17	Completed
Conduct Employee Interviews					
Compensation	GM	ASM	May-18	Jun-18	Completed
Employee Recognition					
Annual Employee BBQ	EA	ASsup, AS	Jul-17	Jul-17	Completed
Holiday Function	EA	ASsup, AS	Aug-17	Dec-17	Completed
Additional Items:					
No Vehicle Accidents - 3 Yrs	GM	All Staff	Jul-17	Jul-17	Completed
Achievement of One Year No Spills (August 5, 2017)	ASM	All Staff	Aug-17	Aug-17	Completed
No Lost Time Accidents - 6 Yrs	GM	All Staff	Sep-17	Sep-17	Completed
Updated Confined Space Program	ASsup	Safety Committee	Jul-18	Oct-17	Completed
Updated the HRPM	ASM	GM, Assup, EA, TSM, FSSupt	Nov-17	Nov-17	Completed
Updated LWD Job Annoucements/Ads	ASsup	ASM	Dec-17	Jan-18	Completed
Developed Hazardous Communication Program	ASsup	Safety Committee		Jan-18	Completed
Updated Heat Illness Prevention Program	ASsup	Safety Committee		Apr-18	Completed
Administrative Specialist Recruitment	ASsup	ASM, EA	Jan-18	Apr-18	Completed
Updated Onboarding Schedule and New Employee Binder	ASsup		Feb-18	Apr-18	Completed
Conducted Workplace Violence Training	ASsup	All Staff	Dec-17	Jan-18	Completed
Updated Integrated Travel Authorization & Expense Reim. Policy	GM	ASM	Aug-18	Sep-18	Completed

3. Services

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
SSMP Audit	FSS	TSM, FSSup	Oct-17	Jan-18	Completed	
Update Standard Operating Procedures (SOPs)	FSS	TSM, FSSup	Oct-17	Jan-18	Completed	
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-17	Jun-18	Completed	
Teacher Grant Program Awards	LWD Grant CSDA (Video Contest)	ASsup ASsup	Sep-17 Aug-17	Nov-17 Dec-17	Completed Completed	
Purchase a Large Vehicle to Tow the ACME Pump	FSSup	TSM, FSS, FSSup	Jul-17	Dec-17	Completed	
Evaluate Need to Rebuild or Replace Large Emergency Pump (Big Blue) for 2020 APCD Compliance	FSS	FSSup, FS Staff	Aug-17	Nov-17	Completed	
Evaluate the Purchase of Equipment for BPS (grease issue)	FSS	FSSup, FS Staff	Jul-17	Sep-17	Completed	
Hydro-Cleaning High Traffic Areas	Green Valley Trunk Lines Rancho Santa Fe Rd & North El Camino Real Alga Rd & north entrance of La Costa Golf Course	FSSup FSSup FSSup	FSS, FS Staff FSS, FS Staff FSS, FS Staff	Feb-18 Nov-17 Aug-17	Apr-18 Dec-17 Sep-17	Completed Completed Completed
Smoke Testing near Diana Pump Station	FSS	FSSup, FS Staff	Jul-17	Sep-17	In Progress	
By-Pass Pumping Drills	Avocado Pump Station Diana Pump Station	FSSup FSSup	FSS, FS Staff FSS, FS Staff	Aug-17 Aug-17	Oct-17 Oct-17	Completed Completed
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-16	May-17	Completed	
Update Aerial Photos on the Geographic Information System	FSSpec	FSSup, FS Staff	Jul-17	Aug-17	Completed	
Public Outreach	Plan and Host the FY18 Community Open House Event Update Website Build Facebook Audience Evaluate Teacher Grant Program Complete 2017 Summer Newsletter Write, Design, Print, & Mail Winter Newsletter Begin 2018 Summer Newsletter	ASsup ASsup ASsup ASsup ASsup ASsup ASsup	All Staff GM, ASM, EA, AS GM, ASM, FSSup, FS Staff GM, ASM, EA, AS GM, ASM, EA, AS GM, ASM, EA, AS GM, ASM, EA, AS	Jul-17 Jul-17 Jul-17 Jul-17 Jul-17 Nov-17 May-18	Sep-17 Jun-18 Jun-18 Mar-18 Aug-17 Feb-18 Aug-18	Completed Completed Completed Not Started Completed Completed Completed
Awards	Apply for CWEA Awards	FSS	TSM, ASM, FSSup, Assup	Sep-17	Nov-17	Completed
Pursue Presentation Opportunities @ CWEA, SCAP, etc.	GM	FSS, TSM, ASM	Jul-17	Jun-18	Completed	
Landscape	Refresh entrance landscape with drought tolerant planting Purchase two irrigation pumps	ASM FSS	FSS, FS Staff FSSup, FS Staff	Sep-17 Jul-17	Dec-17 Oct-17	Completed Completed
Records Retention	Review stored records destroy those past retention period	EA	AS	Aug-17	Oct-17	Completed
Enter into a New Agreement to Sell Recycled Water	GM	ASM, TSM, FSS, EA	Jul-17	Dec-17	In Progress	
Install New Admin. Bldg. Electric Meter (Energy Savings)	FSS	TSM	Jul-17	Aug-17	Completed	
Eval. Headquarter Site Energy Saving Opportunities	FSS	ASM	Nov-17	Feb-18	In Progress	
Optimize Biocide Pumping Scheme	FSS	DE, FSSup	Jul-17	Sep-17	In Progress	
Summer vs. Winter (Chemical Reduction)						
Additional Items:						
CASA Award of Excellence for Public Outreach Program	ASM	Admin, Spvr	Aug-17	Aug-17	Completed	
Presentation to Board - 2017 Open House Event Overview	ASsup	ASM	Oct-17	Oct-17	Completed	
McLean Annexation	DE	TSM, FSSpec.	Dec-17	Dec-17	Completed	
Two Presentations to Board - Recycled Water Program Update	GM	GM	Oct-17	Mar-18	Completed	
CWEA PICK Awarded to Jeff Stecker			Jan-18	Jan-18	Completed	
Developed FOG Flyer for Restaurants	ASsup	ASM, TSM, FSSup	Apr-18	Jun-18	Completed	
Update website - Required 508 Compliance	ASsup		Apr-18	May-18	Completed	
ASA Conference Presentation: Improving Collection System Performance	TSM		Aug-17	Aug-17	Completed	
Hosted 44 outside agencies/organizations meetings	ASsup	AS, EA			Completed	
LWD Tours - hosted ten tours	FSS	FS Staff	Aug-18	May-18	Completed	
CWEA Collection System Training Workshop: Citizen Lawsuits	TSM		Dec-17	Dec-17	Completed	
Presentation to the Solana Beach Rotary	GM		Jul-17	Jul-17	Completed	
Conducted FOG Inspections	FSSpec.	TSM	May-18	Jun-18	Completed	

4. Infrastructure and Technology

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
Leucadia Force Main West Section Replacement Complete Construction	TSM	GM, FSS, DE	Jul-17	Aug-17	Completed	
Leucadia Pump Station Rehabilitation	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-17 Dec-17 Mar-18	Nov-17 Feb-18 Mar-19	In Progress Not Started Not Started
FY17 Gravity Pipeline Rehabilitation	Bid Project Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	Jul-17 Sep-17	Aug-17 May-18	Completed In Progress
*Combined with FY 18 Gravity Pipeline Rehabilitation Poinsettia Station Gravity Pipeline (SANDAG)	Bid Project Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	Jul-17 Jan-18	Dec-17 Jan-19	Completed In Progress
Gafner AWT Improvements	Construction	TSM	GM, FSS, DE	Dec-17	Mar-18	Completed
B1 Replacement - North Section	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-17 Sep-17 Dec-17	Aug-17 Nov-17 Feb-18	Completed Delayed Delayed
FY18 Gravity Pipeline Rehabilitation	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Sep-17 Jan-18 Apr-18	Dec-17 Mar-18 Jul-18	Completed Completed In Progress
Orchard Wood Road Pipeline Replacement	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Aug-17 Jun-18 Sep-18	May-18 Aug-18 Dec-18	In Progress Not Started Not Started
Encintas Estates Pump Station Replacement	Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Oct-17 Apr-18 Jul-18	Mar-18 Jun-18 Nov-18	Delayed Not Started Not Started
Force Main Corrosion Control Annode Replacement	Project Design Construction	TSM TSM	GM, FSS, DE GM, FSS, DE	Jan-18 Apr-18	Mar-18 May-18	Completed Completed
Network Intrusion Testing	Procure Contract and Conduct Test	TSM	GM, EA	Feb-18	May-18	Completed
Asset Management Plan Update	AMP Update	TSM	GM, FSS, DE	Jul-17	Nov-17	Completed



List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

TSM – Technical Services Manager

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

ASsup – Administrative Services Supervisor

FSSpec – Field Services Specialist


EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist I

DE – District Engineer

MEMORANDUM

DATE: July 5, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2019 (FY19) LWD Tactics and Action Plan

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Adopt the FY19 LWD Tactics and Action Plan.
2. Discuss and take other action as appropriate.

DISCUSSION:

As you are aware, the Board of Directors originally adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005 and it was most recently updated in 2013. In order to maintain the Strategic Plan as a "living" document, staff annually develops a Tactics and Action Plan which develops goals associated with the Plan's four strategic areas:

1. Financial
2. People
3. Services
4. Infrastructure & Technology

For FY19, staff has developed an ambitious plan that includes over 75 tactical goals. A copy of the FY19 Tactics and Action Plan is attached for your review. Staff will provide a brief overview of the plan at the Board of Directors meeting.

PJB:

Attachments

**Leucadia Wastewater District
Fiscal Year 2019
Tactics & Action Plans**

1. Financial

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>	
FY 2020 Budget	Initial Data Collection Board Workshop Budget Approval	ASM ASM ASM	TSM, FSS, EA, ASSup TSM, FSS, EA, ASSup TSM, FSS, ASSup	Jan-18 May-19 Jun-19	Mar-18 May-19 Jun-19	Not Started Not Started Not Started
FY 2018 Audit	Data Collection & Report Preparation Coordinate with & Respond to Auditors Audit Report to Board	ASM ASM ASM	AT, ASSup AT, ASSup, EA, GM ASSup	Jul-18 Jul-18 Dec-18	Nov-18 Dec-18 Dec-18	Not Started Not Started Not Started
Finance Policy Reviews	Procurement Policy Investment Policy Reserve Policy	ASM ASM ASM	TSM, GM, ASSup, EA ASSup, GM, EA ASSup, GM, EA	Aug-18 Sep-18 Feb-19	Aug-18 Sep-18 Feb-19	Not Started Not Started Not Started
Finance Awards	Apply for CSMFO Financial Reporting Award	ASM		Dec-18	Jan-19	Not Started
District Banking	Evaluate need to change banks	ASM	Assup, AT	Jul-18	Dec-18	Not Started
Section 125 Cafeteria Plan	Procure new Sect. 125 Cafeteria Plan	ASSup	ASM	Jul-18	Jan-18	Not Started
PERS Unfunded Accrual Liability (UAL)	Evaluate District UAL Valuation Present Potential Options to the Board	ASM ASM	GM. ASSup GM. ASSup	Oct-18 Jan-19	Nov-18 Jun-19	Not Started Not Started

2. People

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Conduct Employee Benefits Briefing	ASM	Pickering Ins Brokers	Nov-18	Jan-19	Not Started
Employee Training Conduct Annual Flagger Training Conduct Annual Confined Space Entry Training	FSSup FSS	TSM, FSS FSSup, FS Staff	Mar-19 Jun-19	Apr-19 Jul-19	Not Started Not Started
Administration Policy Updates/Annual Reviews Board Staff Relations Policy Board Policy Binders Review and Update No Harassment Policy Review and Update HRP Evaluate existing Human Resources procedures and/ programs	ASM EA ASsup ASsup ASsup	GM, ASsup AS GM, ASM, EA GM, ASM, EA GM, ASM, EA	Nov-18 Jul-18 Oct-18 Nov-18 Jan-19	Jan-19 Feb-19 Nov-19 Jan-19 Jun-19	Not Started Not Started Not Started Not Started Not Started
Conduct Strategic Planning Workshop	GM	Board	Oct-18	Feb-19	Not Started
Emergency Response Conduct an Emergency Response Training	ASsup	ASM, FSS, FSSup, FST III	Dec-18	Jun-19	Not Started
LWD's Safety Program Review existing Safety Programs & Policies Update existing Safety Programs & Policies Add new Programs & Policies as required	ASM ASM ASM	GM, TSM, ASsup, FSS, FSSup, GM, TSM, ASsup, FSS, FSSup, GM, TSM, ASsup, FSS, FSSup,	Jul-18 Jan-19 Mar-19	Jan-19 Apr-19 Jun-19	Not Started Not Started Not Started
Conduct Employee Interviews General Employee Interviews Compensation	GM GM	ASM ASM	May-19 May-18	Jun-19 Jun-18	Not Started Not Started
Employee Recognition Annual Employee BBQ Holiday Function	EA EA	ASsup, AS ASsup, AS	Jul-18 Aug-18	Jul-18 Dec-18	Not Started Not Started

3. Services

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
SSMP Audit	FSS	TSM, FSSup	Oct-18	Jan-19	Not Started
Update Standard Operating Procedures (SOPs)	FSS	TSM, FSSup	Oct-18	Jan-19	Not Started
Update LWD Standard Specifications	DE	GM, TSM, FSSpec, DC	Jan-19	Mar-19	Not Started
Conduct Review Board Approval	DE	GM, TSM, FSSpec, DC	Apr-19	Apr-19	Not Started
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-18	Jun-19	Not Started
Purchases	FSS	FSS, FS Staff	Jul-18	Nov-18	Not Started
Utility Golf cart	FSS	FSS, FS Staff	Aug-18	Jan-19	Not Started
3/4 Pickup Truck	FSS	FSS, FS Staff	Nov-18	Apr-19	Not Started
(2) Portable Emergency Generators	FSS	FSSup, DE	Oct-18	Jun-19	Not Started
Emergency By-Pass Pump to Replace Big Blue RFB to lease new copy machines	ASSup	EA, AS	May-19	Jun-19	Not Started
Vaughan Chopper Pump & Control Panel for Batiquitos Pump Station	FSS	FSSup, FS Staff	Aug-18	Dec-18	Not Started
Chemical Metering Pump (AWT)	FSS	FSSup, FS Staff	Jul-18	Oct-18	Not Started
Administration Building and Facility Updates	FSS	FSSup, FS Staff	Jul-18	Dec-18	Not Started
Repainting Buildings	FSS	FSSup, FS Staff	Jul-18	Dec-18	Not Started
Repainting AWT Handrails and equipment	FSSpec	FSSup, FS Staff	Sep-18	Feb-19	Not Started
HVAC Rehabilitation	FSSpec	FSSup, FS Staff	Sep-18	Feb-19	Not Started
By-Pass Pumping Drills	FSSup	FSS, FS Staff	Jan-19	Mar-19	Not Started
Batiquitos Pump Station	FSSup	FSS, FS Staff	Feb-19	Apr-19	Not Started
Leucadia Pump Station	FSSup	FSS, FS Staff	Feb-19	Apr-19	Not Started
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-18	May-19	Not Started
Public Outreach Services	ASSup	GM, ASM, EA, AS	Jul-18	Jun-19	Not Started
Update Website	ASSup	GM, ASM, FSSup, FS Staff	Jul-18	Jun-19	Not Started
Build Facebook Audience	ASSup	GM, ASM, EA, AS	Jul-18	Mar-19	Not Started
Evaluate Teacher Grant Program	ASSup	AS	Aug-18	Nov-18	Not Started
LWD Teacher Grant	ASSup	AS	Aug-18	Dec-18	Not Started
Participate in CSDA (Video Contest)	ASSup	GM, ASM, EA, AS	Jul-18	Aug-18	Not Started
Complete 2018 Summer Newsletter	ASSup	GM, ASM, EA, AS	Dec-18	Mar-19	Not Started
Write, Design, Print, & Mail 2019 Winter Newsletter	ASSup	GM, ASM, EA, AS	Dec-18	Mar-19	Not Started
Awards	FSS	TSM, ASM, FSSup	Sep-18	Nov-18	Not Started
Apply for CWEA Awards	EA	EA	Jul-18	Sep-18	Not Started
Apply for CSDA District of Distinction	EA	EA	Jul-18	Sep-18	Not Started
Pursue Presentation Opportunities @ CWEA, SCAP, etc.	GM	FSS, TSM, ASM	Jul-18	Jun-19	Not Started
Landscape Maintenance Agreement	FSS	ASM, FSSup,	Jul-18	Jul-18	Not Started
RFP Process	FSS	ASM, FSSup,	Aug-18	Oct-18	Not Started
Select Landscape Maint Co., Complete Contract, & Start	FSS	ASM, FSSup,	Aug-18	Oct-18	Not Started
Records Retention	EA	AS	Aug-18	Oct-18	Not Started
Review stored records destroy those past retention period	EA	AS	Aug-18	Oct-18	Not Started

4. Infrastructure and Technology

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Status/Comments</u>
Leucadia Pump Station Rehabilitation					
Complete Project Design	TSM	GM, FSS, DE	Jul-18	Oct-18	In Progress
Bid Project	TSM	GM, FSS, DE	Nov-18	Feb-19	Not Started
Construction	TSM	GM, FSS, DE	Mar-19	Mar-20	Not Started
Poinsettia Station Gravity Pipeline (SANDAG)					
Complete Construction	TSM	GM, FSS, DE	Jan-18	Aug-18	In Progress
FY18 Gravity Pipeline Rehabilitation					
Complete Construction	TSM	GM, FSS, DE	Apr-18	Aug-18	In Progress
Orchard Wood Road Pipeline Replacement					
Complete Project Design	TSM	GM, FSS, DE	Jul-18	Nov-18	In Progress
Bid Project	TSM	GM, FSS, DE	Dec-18	Feb-19	Not Started
Construction	TSM	GM, FSS, DE	Apr-19	Aug-19	Not Started
Encintas Estates Pump Station Replacement					
Project Design	TSM	GM, FSS, DE	Dec-18	Jun-19	Not Started
Bid Project	TSM	GM, FSS, DE	Sep-19	Jan-20	Not Started
Construction	TSM	GM, FSS, DE	TBD	TBD	Not Started
La Costa Golf Course Line / Quebrada Realignment					
Bid Project	TSM	GM, FSS, DE	Jul-18	Sep-18	In Progress
Construction	TSM	GM, FSS, DE	Oct-18	Dec-18	Not Started
Batiquitos (B3) Force Main Discharge Section Replace					
Project Design	TSM	GM, FSS, DE	Nov-18	Feb-19	Not Started
Bid Project	TSM	GM, FSS, DE	Mar-19	May-19	Not Started
Construction	TSM	GM, FSS, DE	Jun-19	Sep-19	Not Started

MEMORANDUM

DATE: July 5, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: CSDA Board of Directors 2018 Election



RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD recently received a California Special Districts Association (CSDA) electronic ballot for the 2018 election. There is one seat (Seat A) open for the southern network region. The candidates are the following:

- Jo MacKenzie, Vista Irrigation District (incumbent)
- Joseph Kelly, Big Bear Airport District

Attached for your review are copies of the CSDA electronic ballot information (attachment A) and the candidate statements (attachment B). The electronic ballot is due by 5:00PM on Friday, August 10, 2018.

This item has been placed on the agenda for discussion and action by the Board of Directors. Staff has no recommendation on this matter. Staff will cast the electronic vote based on the Board's recommendation by the due date.

Attachments

tb:PJB

Tianne Baity

From: Paul Bushee
Sent: Tuesday, June 19, 2018 10:53 AM
To: Tianne Baity
Subject: FW: 2018 Board of Directors Election - Voting

From: vote=simplyvoting.com@email2.simplyvoting.com <vote=simplyvoting.com@email2.simplyvoting.com> **On Behalf Of** Neil McCormick-CSDA
Sent: Monday, June 18, 2018 8:00 AM
To: Paul Bushee <PBushee@lwwd.org>
Subject: 2018 Board of Directors Election - Voting

Dear Paul Bushee / SOUTHERN NETWORK:

Your district is a CSDA Regular Member in good standing and, as the main contact on file for the district, you are receiving this official electronic ballot to cast one vote on behalf of your district in CSDA's 2018 Board of Director's election for Seat A in SOUTHERN NETWORK. It is up to each district to determine their own process in terms of selecting a candidate to vote for in the election. In some cases the main contact will cast the vote solely while in others it is brought to the full Board of Directors for discussion and selection with the vote then cast by the main contact.

To vote, please visit: <https://CSDA.simplyvoting.com/>

Then enter your specific login information:

Elector ID - :
Password -

Or follow this link to access the ballot directly:

<https://CSDA.simplyvoting.com/auth.php?e=S1079&mac=4ddcea3fc066290b8be5>

You may view and print candidate information through the above link, but must cast your vote electronically through the system. **The deadline to cast your district's vote is August 10, 2018.**

Ballots will be counted and confirmed on August 13.

Should you have any questions, please feel free to contact Beth Hummel at CSDA – 916-442-7887 or bethh@csda.net

Thank you!

[Unsubscribe](#)



California Special Districts Association



Districts Stronger Together

- Home
- How It Works
- Logout **Paul Bushee**

Electronic Ballot - 2018 CSDA Board of Directors Election, (Seat A)
Southern Network

Please vote for your choice

Choose one of the following candidates:

- Jo MacKenzie (Incumbent)
- Joseph Kelly

Jo MacKenzie [\[view details\]](#)

Joseph Kelly [\[view details\]](#)

Continue

Cancel

This is the online voting system of CSDA. Powered by [Simply Voting](#).



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jo MacKenzie

District/Company: Vista Irrigation District

Title: President, Board of Directors

Elected/Appointed/Staff: Elected

Length of Service with District: 26 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

- President 2011, Vice President 2010, Treasurer 2008-2009
- CSDA Legislative Advocate of the Year 2010
- Finance Corporation 2007-present, President 2012, 2013, 2015- present
- Special District Leadership Foundation Board of Directors, Treasurer 2014-present
- Fiscal and Audit Committees; Membership Committee 2011- present
- Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- San Diego Chapter, Board of Directors 1993-present, President 1998-2000
- Graduate of CSDA Governance Academy
- Attend Annual Conference and Legislative Days

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

- ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committees
- ACWA Region 10 Board, Vice Chair, Alternate Chair, Director 1997-2010
- Special District Official of the Year by PublicCEO 2011

3. List local government involvement (such as LAFCO, Association of Governments, etc.):

- San Diego LAFCO, 1994-present, Current Chair; served on Advisory Committee for 14 years
- CALAFCO Board member
- Served on City of San Marcos Planning and Traffic Commissions
- Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006

4. List civic organization involvement:

- San Marcos Chamber of Commerce, Lifetime Ambassador
- Graduate Leadership 2000, Cal State San Marcos
- Soroptimist International

****Candidate Statement-**Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot mailing.

Jo MacKenzie, Director
Vista Irrigation District



- * DEDICATED * EXPERIENCED LEADER
- * FISCALLY RESPONSIBLE
- * COMMITTED TO SPECIAL DISTRICTS

I would be honored to continue representing the Southern Network on the CSDA Board of Directors.

I am dedicated to CSDA's mission and I pledge to continue building on CSDA's foundation of education programs, legislative advocacy, and public outreach. During my tenure, special districts have gained recognition as the third leg of local government. It is important that CSDA continues to be the voice of California's special districts in the Capitol.

Representing the Southern Network, I will bring to the California Special District Association years of experience in local government including LAFCO, and a strong understanding of how CSDA can best serve its members.

I have served as CSDA President, Treasurer, and the Chair of the Legislative Committee. I know the commitment and time it takes to be an effective board member. A flexible schedule is paramount to being a successful director. I have attended all board of directors and assigned committee meetings, read through a myriad of legislation, and hundreds of pages of Board packets in order to provide the leadership necessary for the association to run efficiently and effectively to serve the needs of the diverse special districts.

I have completed CSDA's Special District Leadership Academy, a requirement to serve on the Board. Under my leadership, my district, Vista Irrigation District, has obtained the Special District Leadership Foundation District of Distinction Accreditation, Gold, and the District Transparency Certificate of Excellence.

I believe it is important to the continued success and growth of CSDA that the Board of Directors remain committed to its **mission: to provide legislative advocacy, education, and member services for all special districts.**

Your district's vote will be greatly appreciated!



1391 Engineer Street • Vista, California 92081-8840
 Phone (760) 597-3100 • Fax: (760) 598-8757
 www.vidwater.org

Board of Directors

Paul E. Dorey, *President*
 Jo MacKenzie
 Marty Miller
 Patrick H. Sanchez
 Richard L. Vásquez

Administrative Staff

Eldon L. Boone
General Manager / Treasurer
 Brett L. Hodgkiss
Assistant General Manager
 Lisa R. Soto
Board Secretary
 Joel D. Kuperberg
General Counsel

June 18, 2018

Re: Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A

Dear Board President:

On March 7, 2018, the Vista Irrigation District (VID) Board nominated Jo MacKenzie to the CSDA Board of Directors for the Southern Network, Seat A. As President of the Board, I'm requesting that your Board cast its vote for Jo MacKenzie, CSDA Board of Directors. The electronic balloting starts this week.

Jo's enthusiasm, commitment, and comprehensive knowledge of special districts have brought a high level of experience to the CSDA Board of Directors. Jo believes it is important that CSDA continue to be the voice of all special districts, and continue to build on the present foundation of legislative advocacy, educational programs, and public outreach.

Currently serving on the CSDA Board as a Past President (President, 2011). Jo served as Chair of the Legislative Committee from 2006-2010, and again in 2012. She was named Legislative Advocate of the Year in 2010. Jo currently serves as President of the CSDA Finance Corporation, and she also serves as Treasurer of the Special District Leadership Foundation. Jo has been very active with the San Diego Chapter of CSDA and served as its President 1998-2000.

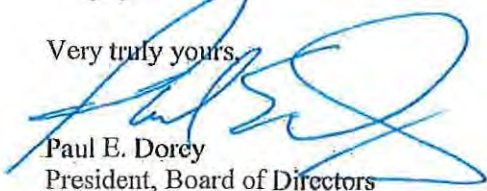
Jo was elected to the VID Board of Directors in 1992, and has since served as President seven times. She is current Chair of San Diego LAFCO, and has continually served on LAFCO in various capacities since 1994. Jo is a past Board Director for ACWA and serves on the ACWA Local Government Committee (Chair 2014-15) and on the ACWA Membership Committee. She is active in her local community, having served on the City of San Marcos Planning Commission, Traffic/Safety Commission, Budget Review Committee and Affordable Housing Task Force. Jo has also been active in the San Marcos Chamber of Commerce for 30 years, serving as a Board Member and a Life Member Ambassador.

During my Board's nomination of Jo for re-election to the CSDA board, my comments was as follows:

"She's been their [CSDA's] loyal representative, for sure. And when it comes time to supporting all of their projects, you know that she provides the emphasis."

I urge your Board to vote for Jo MacKenzie for Southern Network Director. Thank you for your support!

Very truly yours,



Paul E. Dorey
 President, Board of Directors



California Special
Districts Association
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Joseph Kelly

District/Company: Big Bear Airport District

Title: Director

Elected/Appointed/Staff: Elected Member - Board of Directors

Length of Service with District: 3.5 years

- Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):
2016 Special District Leadership Academy
2018 Special District Leadership Academy
Association of San Bernardino County Special Districts Membership
- Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):
Institute for Local Government - Public Engagement Certificate and Subscriber
Jefferson Madison Society, President
- List local government involvement (such as LAFCo, Association of Governments, etc.):
Contributor in Numerous Events/Meetings of:
City of Big Bear Lake
Bear Valley Municipal Water District
Big Bear Community Services District
Bear Valley Healthcare District
Bear Valley Unified School District
- List civic organization involvement:
Better Big Bear
Bear Valley Historical Society
Big Bear Business Bunch
Big Bear Pilots Association

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.

Joseph Kelly, Director
Big Bear Airport District



**A Message from Joseph Kelly
Candidate for the California Special Districts Association
Board of Directors**

Hello, I am Joseph Kelly, your candidate for the California Special Districts Association (CSDA) Board of Directors. As an elected official, I understand the concept of serving our constituents. When elected to the CSDA Board, I will serve you.

CSDA is our "go to" organization, for training, support, data, answers and legislative outreach. During my tenure on the Big Bear Airport District Board of Directors, I have drawn on many of the resources provided by our membership in CSDA. These resources will not only continue, but get better with my input in Sacramento.

Technical innovations, communication and legislative support is what I bring to the table. I have no complaints about CSDA. To the contrary, I only seek to add my voice to make CSDA an ever improving association. I ask for your vote, the vote of your agency, to elect me to the CSDA Board of Directors.

Special Districts like yours provide vital services to a major portion of California. We as representatives require the support CSDA provides to help us carry out our responsibilities. We serve in every type of district from small rural areas to large metropolitan areas. One thing in common is that our constituents rely on us to provide services, without fail; and we are held accountable.

Each district faces its own challenges. In addition to these, some general concerns to me are:

- UNFUNDED MANDATES from Sacramento which are growing
- PREVAILING WAGE regulations impact on districts which don't have the large base of contractors
- NETWORKING AND COMMUNICATION between agencies to find solutions to problems in common
- ENCOURAGING INPUT from Special Districts as to their needs from CSDA



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 • www.casaweb.org

June 22, 2018

TO: CASA Member Agencies
FROM: Paul Bushee, President
SUBJECT: **CASA ANNUAL BUSINESS MEETING—AUGUST 9-10, Monterey Marriott, Monterey, CA**

CASA Members,

CASA will hold its annual business meeting on August 9-10, 2018 during the Annual Conference at the Monterey Marriott in Monterey. The agenda for the meeting is as follows:

Election of the Directors for FY 2018

The membership will be asked to approve a slate of four nominees for the open seats on the Board of Directors. The Directors will serve three year terms. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are:

- Tim Becker, Oro Loma Sanitary District (Director-North)
- Craig Elitharp, Director, Vallecitos Water District (Director-South)
- Georgan Vonheeder-Leopold, Dublin San Ramon Services District (Director-North)
- Roland Williams, Castro Valley Sanitary District (Manager-North)

Brief biographies of the nominees are attached.

The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President. If elected, the four Directors will join eight incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Layne Baroldi from Synagro, to a one-year term.

The election will take place by written ballot at the conference. Agency representatives attending the meeting may cast their votes up until 5:00 p.m. on Thursday, August 9, 2018.

The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms.

Approval of the Dues Resolution for FY 2019

The attached dues resolution proposes a four percent (4%) increase in member dues to reflect the change in the CPI. CASA's dues were last increased by vote of the membership in August 2016. The additional revenue is needed to allow CASA to continue to provide excellent service to the membership. The FY 2019 budget includes other revenue enhancements such as new member dues and fees for specialty seminars.

The members will be asked to approve the dues resolution during the conference luncheon.

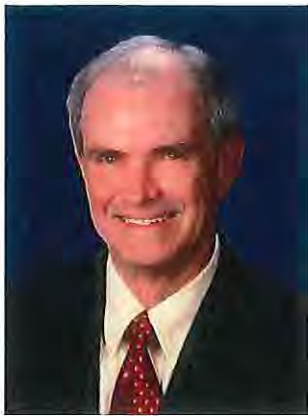
In addition to the action items, at the conference members will receive for their information the FY 2019 Budget, approved by the Board on June 18, 2018, and year-end FY 2018 Treasurer's Report.

During my term as President, CASA's influence and effectiveness have grown. We have assembled a talented and dedicated team of professionals that continues to perform at a high level on behalf of our members. CASA has been the recognized leader on multiple legislative, regulatory and policy issues. Increasingly, our partners look to us to lead the way on issues as diverse as microplastics, accessory dwelling units, organics diversion and energy. Legislators, regulators, and policymakers are increasingly reaching out to CASA for input on complex issues. CASA has helped to shape several key initiatives, including the SB 1383 organics diversion regulations, the SRF implementation plan, the revised recycled water policy and many others.

I look forward to seeing you in Monterey to explore the new basics for wastewater utilities.

Nominees for the CASA Board of Directors FY 2019

Timothy Becker



Timothy Becker has more than 30 years of experience providing environmental consulting services to both the public and private sectors related to hazardous waste, solid waste and wastewater issues. He serves as president and principal scientist for Environmental Guidance, Inc.

In 2007, Tim was appointed to the Oro Loma Sanitary District Board of Directors, was elected to the position in 2008 and was re-elected in 2010 and 2014. He is Chairman of the Construction Committee and a member of the Operations & Maintenance Committee. Tim was appointed as a Commissioner to the East Bay Dischargers Authority (EBDA) in July 2016. Tim chairs the Regulatory Affairs Committee

and is a member of the Personnel Committee. EBDA serves a population of approximately 800,000 in the East Bay region of the San Francisco Bay Area.

Tim received his Bachelor of Business Administration from the University of Texas at El Paso, and a Master of Science in geology from the University of Oregon.

Craig Elitharp



Craig Elitharp was elected to the Division 3 seat of the Vallecitos Water District Board of Directors in 2014 and served as Board President in 2017. He was appointed to the Board of the Encina Wastewater Authority in 2014 as one of two Vallecitos Water District representatives and currently serves as Chairman of the Encina Wastewater Authority Policy and Finance Committee.

Craig retired from the Rancho California Water District with nearly 25 years of experience there in the roles of Civil Engineer, Operations Manager and Director of Operations and Maintenance. Prior experience includes 4 years as a Civil Engineer with the Navy Public Works Center in San Diego and 6 years as a Civil Engineer with the US Forest Service on National Forests in Arkansas and Virginia.

Craig is a Registered Civil Engineer in California and holds State Water Resources Control Board certifications as a Grade 5 Water Distribution Operator and Grade 3 Water Treatment Operator. He is a 1979 graduate of the College of Environmental Sciences and Forestry at Syracuse University, receiving a Bachelor of Science degree in Forest Engineering.

Georgean Vonheeder-Leopold, Director



Georgean Vonheeder-Leopold has been an active member of CASA for more than 15 years. Also a Director on the Dublin San Ramon Services District Board, she brings years of public service and experience to the CASA Board. In 1977, while raising four children, Georgean became active in local government, scouting, and youth sports. She worked on the campaign to incorporate Dublin and San Ramon as cities and then served on the first Dublin Planning Commission, which was tasked with writing the first General Plan. She then became a member of the Dublin City Council, just in time to approve the General Plan.

Active in public service for more than 35 years, Georgean has served on various city and county commissions as well as a host of nonprofit boards. She has lived in Dublin since 1971 and recently retired from a long career in tax accounting.

Roland Williams, Director



Roland Williams is the General Manager of the Castro Valley Sanitary District (CVSan). He has been with CV San 19 years, 12 years as the General Manager. Prior to coming to CVSan, Roland worked for Harris and Associates as a project manager and owner's representative on wastewater treatment plant projects. He has served on the CASA Utility Leadership Committee and is a member of CWEA, WEF, APWA, and has held various volunteer roles with these organizations. He is a father of two adult children and grandfather of two. His hobbies include fitness training, reading, travel, and spending time with family.



CASA Annual Membership Dues

Annual membership dues shall be determined as follows:

1. **Active Member.** Dues are based on the member agency's annual operations and maintenance budget. The dues schedule for calendar year 2019 shall be:

Agency Operations & Maintenance Budget	2019 Dues
Up to \$500,000	\$ 890
\$500,001 - \$1,000,000	\$ 1671
\$1,000,001 - \$2,500,000	\$ 4456
\$2,500,001 - \$5,000,000	\$ 8913
\$5,000,001 - \$10,000,000	\$ 13,370
\$10,000,001 - \$20,000,000	\$ 16,711
\$20,000,001 - \$100,000,000	\$ 20,053
\$100,000,001 and over	\$ 27,851

2. **Associate Member.** Dues for associate members shall be:

Associate member firms with 1-5 employees	\$ 475
Associate member firms with 6-15 employees	\$ 957
Associate member firms with 16-29 employees	\$ 1,427
Associate member firms with 30-74 employees	\$ 1,906
Associate member firms with 75-120 employees	\$ 2,396
Associate member firms with over 121 employees	\$ 2,875

3. **Honorary Member.** There shall be no dues for honorary members.

Adopted by the California Association of Sanitation Agencies at its annual conference held in Monterey, California on August 10, 2018.

ATTEST:

X _____

Tim Becker
Secretary - Treasurer