



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, December 11, 2019
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:

November 13, 2019 Regular Board Meeting (Pages 5-11)

November 20, 2019 Community Affairs Committee Meeting (Pages 12-13)

December 4, 2019 Engineering Committee Meeting (Pages 14-15)

8. Approval of Demands for November/December 2019

This item provides for Board of Directors approval of all demands paid from LWD during the month of November and a portion in December 2019. (Pages 16-33)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY19 to FY20, flows by sub-basin, and staff training. (Pages 34-40)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY20 budget and discloses monthly investments. (Pages 41-48)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of November 2019. (Pages 49-50)

EWA REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on November 13, 2019 – report by Vice President Juliussen. (Pages 51-52)

B. An Encina Member Agencies Manager's Meeting was held on December 3, 2019 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

13. Committee Reports

A. Community Affairs Committee meeting was held on November 20, 2019 – report by President Kulchin. (Page 53)

B. Engineering Committee meeting was held on December 4, 2019 – report by Vice President Juliussen. (Page 54)

ACTION ITEMS

- 14. Adopt Resolution No. 2321 – An Amended Revised Establishment Document of the Encina Wastewater Authority. (Pages 55-66)**
- 15. Award Teacher Grants. (Pages 67-76)**
- 16. Adopt Resolution No. 2320 Updating LWD's Records Retention Policy and Schedule. (Pages 77-96)**
- 17. Board of Directors Election of Officers. (Page 97)**
- 18. Adopt Resolution No. 2322 - Requesting LAFCO to Take Proceedings for the Gupta Change of Organization. (Pages 98-105)**
- 19. Local Agency Formation Commission (LAFCO) Ballot Form – Special Districts Advisory Committee Election. (Pages 106-127)**

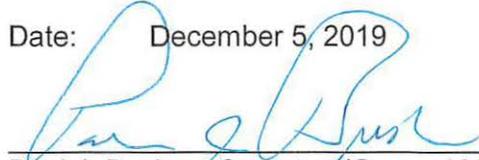
INFORMATION ITEMS

- 20. Project Status Updates and Other Informational Reports**
 - A. Thank you letter from Glenner Alzheimer's Family Centers. (Page 128)**
- 21. Directors' Meetings and Conference Reports**
- 22. General Manager's Report**
- 23. General Counsel's Report**
- 24. Board of Directors' Comments**
- 25. 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: December 5, 2019



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
November 13, 2019

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, November 13, 2019 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Kulchin, Juliussen, Omsted, Hanson, and Sullivan

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, and Shannon Ayala of Davis Farr LLP

3. Pledge of Allegiance

Vice President Juliussen led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

None.

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

Minutes of the following meetings:

October 9, 2019 Regular Board Meeting
November 6, 2019 Engineering Committee Meeting
November 6, 2019 Investment and Finance Committee Meeting
November 7, 2019 Human Resources Committee Meeting

8. Approval of Demands for October/November 2019

Payroll Checks numbered 21620-21700; General Checking Checks numbered 53378-53514

9. Operations Report (A copy was included in the original November 13, 2019 Agenda)

10. Finance Report (A copy was included in the original November 13, 2019 Agenda)

11. Quarterly Treasurer’s Investment Report

This report discloses investments for the quarter ending September 30, 2019.

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of October 2019.

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on October 23, 2019.

Director Sullivan reported on EWA’s October 23, 2019 Board meeting.

B. EWA Member Agency Manager’s (MAM) - Meeting held on November 5, 2019.

GM Bushee reported on EWA’s MAM November 5, 2019 meeting.

14. Committee Reports

A. Engineering Committee (EC) Meeting was held on November 6, 2019.

Vice President Juliussen reported that the EC reviewed the following recommendation:

- Authorize the General Manager to execute an Agreement with Rockwell Engineering & Equipment Company, Incorporated for the purchase of a replacement Emergency Bypass Pump in an amount not to exceed \$71,539.20

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 an update on the Batiquitos (B3) Discharge Section Replacement Project. This item was for information purposes and there was no action taken.

B. Investment and Finance Committee (IFC) Meeting was held on November 6, 2019.

Director Hanson reported that the IFC reviewed the following recommendation:

- Receive and file the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR)

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

C. Human Resources Committee (HRC) Meeting was held on November 7, 2019.

Director Hanson reported that the HRC reviewed the following recommendation:

- Adopt Resolution No. 2319 Updating LWD's Electronic Media Usage Policy

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

ACTION ITEMS

15. Fiscal Year 2019 (FY19) Comprehensive Annual Financial Report (CAFR)

Receive and file the FY19 CAFR conducted by Davis Farr LLP.

ASM Duffey provided background information on this item stating it is a FY20 tactical goal and it was reviewed by the Investment and Finance Committee at its November 6th meeting. He provided a summary of the CAFR's Management's Discussion and Analysis (MD&A) highlighting and discussing the following areas:

- Financial Highlights;
- Net Position;
- Reserve Balances Compared to Cash and Investment Balances; and
- FY19 Budget to Actual Expenses

President Kulchin asked when the District will be at 100% build out. GM Bushee answered that based on the Financial Plan the estimate is about 20 years.

President Kulchin asked what the overall rate of return is on the District's investments. ASM Duffey answered a little over 2%.

The Board thanked ASM Duffey. ASM Duffey then introduced Shannon Ayala of Davis Farr LLP to provide a summary of the auditor's reports and auditing process.

Ms. Ayala stated that the auditor's internal report indicated that the audit was a clean, unmodified opinion for the year ending FY19. She stated there were no instances of noncompliance with certain provisions of laws, regulations, contracts, and grant agreements that have a material effect on the determination of financial statement amounts. Ms. Ayala noted the areas of audit focus included construction in progress, construction/engineering contract testing and other post-employment benefit obligations.

In conclusion, Ms. Ayala stated that staff was prepared for the audit, and the auditors had no recommended material audit adjustments and noted no material weaknesses or significant deficiencies in internal controls.

The Board thanked Ms. Ayala for her presentation.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Juliussen and unanimously carried, the Board of Directors received and filed the FY19 CAFR by the following vote:

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

16. Authorize the General Manager to execute an Agreement with Rockwell Engineering & Equipment Company, Incorporated for the purchase of a replacement Emergency Bypass Pump in an amount not to exceed \$71,539.20.

GM Bushee presented the item noting it is a tactical goal and it was reviewed by the Engineering Committee at their November 6th meeting. He explained the need for an emergency bypass pump to bypass Leucadia and Batiquitos Pump Stations in emergency situations. He noted that the current diesel engine driven pump will be out of compliance with new San Diego County Air Pollution Control District (APCD) standards on January 1, 2020.

Director Sullivan asked if the District could sell the current pump. GM Bushee stated that the District receives a better return on value if the pump is sold at auction.

President Kulchin asked when the District will receive the new pump. GM Bushee stated about seven weeks after the Board approves the purchase.

GM Bushee reviewed the advantages of an electric motor driven pump. He stated that the Request for Bid (RFB) was sent to five pump manufacturers. He noted that three bids were received and that Rockwell Engineering & Equipment Company (Rockwell) was the lowest bidder at \$71,539.20. He said that DE Wilson and his staff reviewed the bids and recommended that the purchase be awarded to Rockwell and that staff concurs with that recommendation.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Rockwell Engineering & Equipment Company, Incorporated for the purchase of a replacement Emergency Bypass Pump in an amount not to exceed \$71,539.20 by the following vote:

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

17. Adopt Resolution No. 2319 Updating LWD's Electronic Media Usage Policy

ASsup Hill presented the item noting it is a tactical goal and it was reviewed by the Human Resources Committee at their November 7th meeting. She provided a summary of the updated policy noting that changes were made to the following sections:

- Section 1: Background - various minor changes to reflect updated technology language, grammatical updates, and language that is consistent with the District's Human Resources Policy Manual and Anti-Harassment/ Discrimination Policy; and
- Sections 2-4: Scope - language that clarifies who the policy applies to, updated IT definitions, and revisions to reflect current administrative procedures.

She also noted that the updated policy now includes an attachment for email guidelines and how to avoid phishing scams.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2319 Updating LWD's Electronic Media Usage Policy by the following vote:

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

18. Calendar Year 2020 Board of Directors' Meeting Schedule

Approve the CY20 Board of Directors' Meeting Schedule.

EA Baity presented the item stating that the Board approved a resolution in 2009 that indicates that the Board meetings will be held on the second Wednesday of each month at 5:00 PM. She stated that staff developed the proposed CY20 Board meeting schedule and coordinated the meetings with upcoming conferences in 2020. EA Baity noted that staff suggests moving the August 2020 Board meeting to the third Wednesday of the month so it would not conflict with the CASA Annual Conference dates and moving the November 2020 Board meeting to the third Wednesday of the month so it would not conflict with the Veterans Day holiday.

EA Baity stated that as of November 13, 2019, there is no date available for the CASA/WateReuse Joint Public Policy Forum and that this conference was cancelled in 2019. Should the CASA/WateReuse Joint Public Policy Forum conflict with the April 8th Board meeting, the April Board meeting can be moved at the Board's discretion.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the CY20 Board of Directors' meeting schedule by the following vote:

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

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

A. 2019 Batiquitos Lagoon Foundation Board Members Election.

EA Baity presented the item stating that the Batiquitos Lagoon Foundation is requesting its members to vote for candidates for its 2019 Board Election. She noted the candidate's names and that staff has no recommendation.

Director Omsted made a recommendation to vote for all three nominees.

The Board of Directors reached unanimous consensus to vote for Fred Sandquist (Incumbent), Deb Mossa (Incumbent) and Bill McGee for the Batiquitos Lagoon Foundation Board.

B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 21, 2019 at The Butcher Shop Steakhouse in Kearny Mesa.

EA Baity stated the date and time of the CSDA Quarterly Dinner Meeting. She stated a carpool will be leaving from the District office at 5:30 p.m. and an email reminder will be sent.

C. LWD Annual Holiday Luncheon is scheduled for Thursday, December 12, 2019 at The Crossings in Carlsbad.

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

D. CASA Winter Conference is scheduled for January 21 - January 23, 2019 at the Renaissance Indian Wells in Indian Wells, CA.

EA Baity announced the dates of the CASA Winter Conference.

E. Thank you letter from CASA Education Foundation.

EA Baity stated the District received a thank you letter from the CASA Education Foundation.

20. Directors' Meetings and Conference Reports

None.

21. General Manager's Report

GM Bushee reported on the following items:

- Board Meeting Handout - City of Carlsbad and LWD responses to the LAFCO Special Districts Advisory Committee; and
- Board Meeting Handout – CASA's PFAS Fact Sheet

22. General Counsel's Report

None.

23. Board of Directors' Comments

President Kulchin stated there is no Closed Session tonight.

Director Sullivan stated she would like to wish everyone a Happy Thanksgiving, Merry Christmas and Happy New Year. She noted she would not be able to attend the December Board Meeting.

President Kulchin thanked staff and ASM Duffey for their work on the FY19 CAFR.

24. 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.

There was no Closed Session.

25. Adjournment

President Kulchin adjourned the meeting at approximately 5:45 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
November 20, 2019

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Wednesday, November 20, 2019 at 11:30 a.m. at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 11:35 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, and Executive Assistant Tianne Baity

3. Public Comment

No public comment was received.

4. New Business

A. Review of Teacher Grant Applications.

ASsup Hill introduced the item and provided background information noting that last year the Teacher Grant amount was increased to a maximum amount of \$2,000 per grant and the total budget was increased to \$6,000. She also noted that staff increased their outreach efforts by notifying schools earlier, with personal visits to the schools, and increased notifications and reminders.

ASsup Hill stated that as a result of these efforts, the District received three applications by the October 25th deadline.

Chairperson Sullivan asked if small signs could be made for the schools stating the gardens were funded or sponsored by the District. GM Bushee answered that staff would look into this.

Following discussion, the CAC and staff agreed that three schools qualified for the grants. The CAC and staff's recommendation will be forwarded to the Board of Directors for approval at the December 11th Board Meeting. The three grants totaled \$4,091.00 and the FY20 budget includes \$6,000 in funds for the grants.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee briefed the committee on the City of Carlsbad recycled water issue noting there is no new information. He stated the next LAFCO Special Districts Advisory Committee meeting is on December 20th.

He also wished everyone a Happy Thanksgiving.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 11:48 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 December 4, 2019

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, December 4, 2019 at 10:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 10:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel and District Engineer Dexter Wilson.

3. Public Comment

None.

4. New Business

A. Recommend that the Board of Directors Adopt Resolution No. 2322, Gupta Annexation, as presented.

District Engineer Dexter Wilson (DE Wilson) presented information to the EC pertaining to the annexation into the District of the Gupta Property (Gupta), consisting of a Chevron Gas Station, for planned tenant expansion (upgraded Mini-Mart and Quick Serve Restaurant) on Orpheus Avenue.

DE Wilson indicated that the ultimate connection of Gupta into the District's collection system is covered under a Reimbursement Agreement with Marquee Enterprises, LLC (Marquee). He explained that Marquee paid approximately \$220,000 in 2013 to construct an extension of the public sewer line in Orpheus Avenue to connect their commercial development to District service. Now, Gupta will have to reimburse Marquee approximately \$57,000 to connect to public sewer facilities as part of the Reimbursement Agreement to pay their fair share of the construction costs. DE Wilson continued that the annexation of Gupta into the District's service area is required before the District can provide sewer collection services.

DE Wilson indicated that the Gupta development would connect via a single private sewer lateral to the District's collection system. He also stated that per the City of Encinitas, this connection is now required in order to provide sewer service to the new expanded Gupta commercial facilities.

Chairperson Juliussen asked if the District has capacity for this connection. GM Bushee replied affirmatively. DE Wilson added that this project called for six (6) Equivalent Dwelling Units (EDUs) of capacity, but that the installed public sewer has capacity for plenty more.

President Kulchin asked approximately how long the annexation process would take. FSSpec Riffel indicated it could take 6 to 9 months. President Kulchin then asked how this project differs from a recent hotel project. FSSpec Riffel indicated that the hotel property was within the District's service area, therefore, an annexation was unnecessary.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2322, Gupta Annexation.

5. Information Items

A. Batiquitos (B3) Discharge Section Replacement Project Update.

TSM Morishita stated that due to recent rain the Cured-In-Place Manhole Lining of two manholes was not completed as scheduled. GM Bushee informed the EC of the spill at the Batiquitos Pump Station on Thanksgiving Day. GM Bushee stated that field staff could not open the B3 isolation valve to allow flow through the B3 Force Main. He said that the valve was closed when the B3 Discharge Section Replacement Project started in September. GM Bushee continued that it may have been a contributing factor of the spill, however, staff is still in the process of investigating the cause.

6. Directors' Comments

President Kulchin and Chairperson Juliussen expressed their sincere gratitude and thanks for the hard-working staff of LWD especially under such difficult circumstances as responding to calls on a holiday in difficult weather.

7. General Manager's Comments

GM Bushee reiterated his upcoming travel schedule to the EC.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 10:31 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: December 5, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *Robert D. for PJB*
SUBJECT: **Approval of November/December Demands**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 418,632.52**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period November 8, 2019 through December 5, 2019.

Operating expenses totaled **\$ 200,921.96**, Capital Improvement Program expenses totaled **\$ 87,589.87**, and Payroll expense for District Employees and the Board totaled **\$ 130,120.69**.

Attachment 1	Summary of Demands by Account November 8–December 5, 2019
Attachment 2	Accounts Payable Check Register dated November 15, 2019
Attachment 3	Payroll Check Register dated November 20, 2019
Attachment 4	Accounts Payable Check Register dated November 26, 2019
Attachment 5	Board Payroll Check Register dated December 2, 2019
Attachment 6	Accounts Payable Check Register dated December 3, 2019
Attachment 7	Payroll Check Register dated December 4, 2019
Attachment 8	Payroll Check Register dated December 5, 2019

DEMANDS SUMMARY

December 11, 2019

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -11/20/2019	21701 - 21719	\$52,276.35	
Board Payroll Check - 12/2/2019	21720 - 21724	\$2,843.80	
Payroll Check -12/4/2019	21725 - 21743	\$57,102.92	
Payroll Check -12/5/ 2019	21744 - 21753	<u>\$17,897.62</u>	
	Sick Buy Back		
	Total	\$130,120.69	
General Checking -11/15/2019	53515 -53560	\$ 184,416.51	
General Checking - 11/26/2019	53561 - 53582	\$ 44,459.12	
General Checking - 12/3/2019	53583 -53612	<u>\$ 59,636.20</u>	
	Total	\$ 288,511.83	
	GRAND TOTAL		\$418,632.52

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/15/2019 Through 11/15/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AIR POLLUTION CONTROL DISTRICT	53515	11/15/2019	446.00	EMISSION FEES FOR E. ESTATES PS
AIR POLLUTION CONTROL DISTRICT		11/15/2019	446.00	EMISSION FEES FOR LCPS
	Total 53515		892.00	
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP	53516	11/15/2019	2,000.00	LAFCO CONSULTING-OCT
	Total 53516		2,000.00	
AZTEC LEASING, INC	53517	11/15/2019	530.88	COPIER MACHINES LEASE
	Total 53517		530.88	
BAY CITY ELECTRIC WORKS, INC	53518	11/15/2019	17,923.14	BPS GENERATOR MUFFLER REPLACEMENT
	Total 53518		17,923.14	
CARLSBAD FUELS CORPORATION	53519	11/15/2019	1,780.63	VEHICLE FUELS
	Total 53519		1,780.63	
PETTY CASH	53520	11/15/2019	317.97	PETTY CASH-SEPT/NOV
	Total 53520		317.97	
CHARLES KING COMPANY	53521	11/15/2019	39,776.50	BPS FORCE MAIN PROJECT-OCTOBER
	Total 53521		39,776.50	
CITY OF CARLSBAD	53522	11/15/2019	328.45	WATER @ VACTOR
CITY OF CARLSBAD		11/15/2019	321.38	WATER @ VACTOR 2
	Total 53522		649.83	
CSDA- SAN DIEGO CHAPTER	53523	11/15/2019	150.00	QTRLY CSDA DINNER-NOV
	Total 53523		150.00	
CUMMINS PACIFIC,LLC	53524	11/15/2019	873.98	PCB ASSY-WIRING HARNESS
	Total 53524		873.98	
CWEA	53525	11/15/2019	208.00	CERT RENEWAL FOR J. STECKER
CWEA		11/15/2019	94.00	CERT RENEWAL FOR R. EASTON
CWEA		11/15/2019	192.00	MEMBERSHIP RENEWAL FOR G. MENDEZ
	Total 53525		494.00	
DATA NET SOLUTIONS GROUP	53526	11/15/2019	1,030.60	IS MAINT AND SUPPORT
	Total 53526		1,030.60	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/15/2019 Through 11/15/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
DENNIS SCIOTTO	53527	11/15/2019	<u>1,694.83</u>	LATERAL REIMBURSEMENT
	Total 53527		1,694.83	
EVOQUA WATER TECHNOLOGIES, LLC	53528	11/15/2019	<u>7,514.20</u>	CHEMICAL FERROUS
	Total 53528		7,514.20	
HAAKER EQUIPMENT CO	53529	11/15/2019	398.68	DROP MANHOLE BRID
HAAKER EQUIPMENT CO		11/15/2019	232.74	PIRAHNA HOSES
HAAKER EQUIPMENT CO		11/15/2019	<u>511.81</u>	TIGERTAIL
	Total 53529		1,143.23	
HEAVILAND ENTERPRISES, INC	53530	11/15/2019	840.00	LANDSCAPING MAINT-NOV
HEAVILAND ENTERPRISES, INC		11/15/2019	<u>295.00</u>	MONTHLY VEGETATION CLEANUP-NOV
	Total 53530		1,135.00	
ICMA RETIREMENT-303979	53531	11/15/2019	<u>5,367.00</u>	DEFERRED COMP
	Total 53531		5,367.00	
INFRASTRUCTURE ENGINEERING CORP	53532	11/15/2019	80.00	B3 SEWER FORCE MAIN-OCT
INFRASTRUCTURE ENGINEERING CORP		11/15/2019	1,025.00	DIANA EMERGENCY GENERATOR-OCT
INFRASTRUCTURE ENGINEERING CORP		11/15/2019	8,517.50	E. ESTATES PS REPLACEMENT PROJ-OCT
INFRASTRUCTURE ENGINEERING CORP		11/15/2019	802.84	FY 202 GRAVITY SEWER PROJ-OCT
INFRASTRUCTURE ENGINEERING CORP		11/15/2019	<u>14,565.35</u>	ORCHARD WOOD SEWER REPORT-OCT
	Total 53532		24,990.69	
JEFF BILLS	53533	11/15/2019	<u>4,329.54</u>	CONSULTING SERVICES-OCT
	Total 53533		4,329.54	
MALLORY SAFETY AND SUPPLY	53534	11/15/2019	301.38	NITRL GLOVES-SAFETY ITEMS
MALLORY SAFETY AND SUPPLY		11/15/2019	161.62	SAFETY ITEMS
MALLORY SAFETY AND SUPPLY		11/15/2019	<u>99.13</u>	SAFETY ITEMS-EAR PLUGS
	Total 53534		562.13	
MAVTECK	53535	11/15/2019	<u>12,000.00</u>	B3 FORCE MAIN -CONSULTING-OCT
	Total 53535		12,000.00	
MESA REPROGRAPHICS	53536	11/15/2019	<u>1,011.00</u>	PLANS/SPECS FOR LPS REHAB PROJECT
	Total 53536		1,011.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/15/2019 Through 11/15/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
NATIONWIDE RETIREMENT SOLUTIONS	53537	11/15/2019	150.00	DEFERRED COMP
	Total 53537		150.00	
NORTH COUNTY HUMAN RESOURCES	53538	11/15/2019	225.00	2020 RENEWAL FOR MEMBERSHIP
	Total 53538		225.00	
NEOPOST, INC	53539	11/15/2019	232.50	POSTAGE
	Total 53539		232.50	
NIXON-EGLI EQUIPMENT CO.	53540	11/15/2019	178.13	COUNTERS, ROTARY
	Total 53540		178.13	
OLIVENHAIN MUNICIPAL WATER DISTRICT	53541	11/15/2019	45.21	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DISTRICT		11/15/2019	302.47	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT		11/15/2019	294.50	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		11/15/2019	49.28	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DISTRICT		11/15/2019	49.28	WATER @ VP7
	Total 53541		740.74	
OLIVENHAIN MUNICIPAL WATER DIST	53542	11/15/2019	2,893.03	INVOICE FOR WOODARD & CURRAN COSTS
	Total 53542		2,893.03	
PACIFIC RIM MECHANICAL	53543	11/15/2019	299.50	AWT HVAC MAINT CONTRACT
PACIFIC RIM MECHANICAL		11/15/2019	610.75	BPS HVAC MAINT CONTRACT
PACIFIC RIM MECHANICAL		11/15/2019	166.00	EEPS HVAC MAINT CONTRACT
PACIFIC RIM MECHANICAL		11/15/2019	608.25	HVAC MAINT CONTRACT @ LPS
	Total 53543		1,684.50	
PURE WATER PARTNERS, LLC	53544	11/15/2019	135.77	FILTERED WATER @ OFFICE
	Total 53544		135.77	
ROCKWELL CONSTRUCTION SERVICES, INC	53545	11/15/2019	500.00	LPS CONSTRUCTION REVIEW-OCT
	Total 53545		500.00	
SAN DIEGUITO WATER DISTRICT	53546	11/15/2019	150.05	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		11/15/2019	143.28	WATER @ TANKER

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/15/2019 Through 11/15/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGUITO WATER DISTRICT		11/15/2019	137.31	WATER @ TANKER 2
	Total 53546		430.64	
SAN DIEGO GAS & ELECTIRC	53547	11/15/2019	671.34	ELECTRIC @ E. ESTATES PS
SAN DIEGO GAS & ELECTIRC		11/15/2019	334.19	ELECTRIC @ VP5 PS
	Total 53547		1,005.53	
STAPLES	53548	11/15/2019	150.94	OFFICE SUPPLIES
	Total 53548		150.94	
STATE WATER RESOURCES CONTROL BOARD	53549	11/15/2019	14,073.00	ANNUAL PERMIT FEE-19/20
STATE WATER RESOURCES CONTROL BOARD		11/15/2019	18,767.00	ANNUAL PERMIT FEE-GAFNER-19/20
	Total 53549		32,840.00	
TERMINIX	53550	11/15/2019	62.00	PEST CONTROL-OCT
	Total 53550		62.00	
THOMAS SZCZOTKA	53551	11/15/2019	3,000.00	LATERAL REIMBURSEMENT
	Total 53551		3,000.00	
UNDERGROUND SERVICE ALERT OF	53552	11/15/2019	214.60	ALARM SERVICE-UNDERGROUND
UNDERGROUND SERVICE ALERT OF		11/15/2019	89.20	UNDERGROUND ALARM FEE
	Total 53552		303.80	
UNIFIRST CORPORATION	53553	11/15/2019	245.01	LAUNDRY SERVI CE W/E 11/6/19
	Total 53553		245.01	
UNITED PARCEL	53554	11/15/2019	5.99	SHIPPING
	Total 53554		5.99	
CONCENTRA	53555	11/15/2019	210.00	PHYSICALS
	Total 53555		210.00	
SAN DIEGO FREIGHTLINER	53556	11/15/2019	44.31	ADDITIONAL AMOUNT DUE
SAN DIEGO FREIGHTLINER		11/15/2019	84.70	MAINT/REPAIR ON VACTOR-#152
	Total 53556		129.01	
VERIZON WIRELESS	53557	11/15/2019	21.27	CELL PHONE TELEMETRY
	Total 53557		21.27	
VINU SOMAYAJI	53558	11/15/2019	3,000.00	LATERAL REIMBURSEMENT

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/15/2019 Through 11/15/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 53558		3,000.00	
WATEREUSE ASSOCIATION	53559	11/15/2019	2,086.50	WATEREUSE ASSOCIATION RENEWAL
	Total 53559		2,086.50	
WORDEN WILLIAMS LLP	53560	11/15/2019	8,019.00	LEGAL FEES-OCT
	Total 53560		8,019.00	
Report Total			<u>184,416.51</u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 20, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21701 - 21719	11/20/2019	\$52,276.35

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/26/2019 Through 11/26/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AT&T	53561	11/26/2019	<u>138.50</u>	PHONE SERVICE @ BPS
	Total 53561		138.50	
CARLSBAD FUELS CORPORATION	53562	11/26/2019	<u>1,837.79</u>	VEHICLE/TRUCK FUEL
	Total 53562		1,837.79	
CORODATA	53563	11/26/2019	<u>109.15</u>	STORAGE FEES-OCT
	Total 53563		109.15	
CWEA	53564	11/26/2019	<u>89.00</u>	RENEWAL FOR S. KRASON
	Total 53564		89.00	
DATA NET SOLUTIONS GROUP	53565	11/26/2019	776.25	IS MAINT AND SUPPORT
DATA NET SOLUTIONS GROUP		11/26/2019	<u>1,158.00</u>	VMWARE ESSENTIALS SUPPORT RENEWAL
	Total 53565		1,934.25	
DEXTER WILSON ENGINEERING	53566	11/26/2019	360.00	GE/0943/OCT/LEUCADIA STREETScape
DEXTER WILSON ENGINEERING		11/26/2019	92.50	GE/0983/OCT/HYMETTUS ESTATES
DEXTER WILSON ENGINEERING		11/26/2019	4,602.50	GE/1037/OCT/RYAN ANNEX
DEXTER WILSON ENGINEERING		11/26/2019	232.50	GE/1040/OCT/GASCONY RD
DEXTER WILSON ENGINEERING		11/26/2019	165.00	GE/1076/OCT/CAUDOR ST
DEXTER WILSON ENGINEERING		11/26/2019	440.00	GE/1084/OCT/EVERBOWL
DEXTER WILSON ENGINEERING		11/26/2019	<u>110.00</u>	GE/OMWD/OCT/1016/EL CAMINO REAL
	Total 53566		6,002.50	
DODGE DATA & ANALYTICS	53567	11/26/2019	<u>1,212.68</u>	GREEN SHEETS FOR BIDS FOR LPS REHAB PROJECT
	Total 53567		1,212.68	
ELIA BRADLEY	53568	11/26/2019	<u>2,175.00</u>	LATERAL REIMBURSEMENT
	Total 53568		2,175.00	
MESA REPROGRAPHICS	53569	11/26/2019	<u>15.00</u>	EMAIL WATERMARK PDFS
	Total 53569		15.00	
MSC JANITORIAL SERVICE, INC	53570	11/26/2019	<u>1,927.40</u>	NOVEMBER JANITORIAL SERVICE
	Total 53570		1,927.40	
NATIONWIDE RETIREMENT SOLUTIONS	53571	11/26/2019	<u>150.00</u>	DEFERRED COMP
	Total 53571		150.00	
PACIFIC RIM MECHANICAL	53572	11/26/2019	<u>1,042.00</u>	BOILER NOT WORKING

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/26/2019 Through 11/26/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
PACIFIC RIM MECHANICAL		11/26/2019	<u>278.00</u>	LPS BELT NOISY
	Total 53572		1,320.00	
RISING TIDE PARTNERS	53573	11/26/2019	<u>2,670.00</u>	PUBLIC INF-OCT
	Total 53573		2,670.00	
ROBIN MORISHITA	53574	11/26/2019	<u>47.03</u>	REIMBURSE R. MORISHITA FOR COLLECTION SYSTEMS MEETING
	Total 53574		47.03	
SAN DIEGO GAS & ELECTIRC	53575	11/26/2019	3,152.33	ELECTRIC @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		11/26/2019	112.52	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		11/26/2019	2,620.01	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		11/26/2019	431.89	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		11/26/2019	1,477.16	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		11/26/2019	823.15	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		11/26/2019	9,218.98	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		11/26/2019	138.43	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		11/26/2019	633.20	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		11/26/2019	148.53	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		11/26/2019	79.35	GAS @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		11/26/2019	<u>9.66</u>	NAT GAS @EE
	Total 53575		18,845.21	
SPACELINK/I2B NETWORK	53576	11/26/2019	<u>160.00</u>	WEB CAM @ BPS-11/14-12/2019
	Total 53576		160.00	
STAPLES	53577	11/26/2019	<u>16.33</u>	OFFICE SUPPLIES
	Total 53577		16.33	
UNIFIRST CORPORATION	53578	11/26/2019	<u>236.00</u>	LAUNDRY SERVICE-W/E 11/13/19
	Total 53578		236.00	
SAN DIEGO UNION TRIBUNE	53579	11/26/2019	<u>164.00</u>	LEGAL NOTICE AD
	Total 53579		164.00	
U.S. BANK	53580	11/26/2019	<u>4,081.26</u>	CONFERENCES/OFFICE SUPPLIES/MEETINGS
	Total 53580		4,081.26	
VERIZON WIRELESS	53581	11/26/2019	<u>908.02</u>	CELL PHONES
	Total 53581		908.02	
VORTEX INDUSTRIES, INC	53582	11/26/2019	<u>420.00</u>	REPAIRS TO ROLLING STEEL DOORS
	Total 53582		420.00	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 11/26/2019 Through 11/26/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			44,459.12	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 11/19/2019 Through 11/26/2019

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	11/19/2019	53580	488.87	4330	BOARD CONFERENCES	CSDA HOTEL-E.S.
U.S. BANK	API	11/19/2019	53580	18.86	4330	BOARD CONFERENCES	CSDA-FOOD-E.S.
U.S. BANK	API	11/19/2019	53580	424.53	4330	BOARD CONFERENCES	CSDA-HOTEL-D.O.
U.S. BANK	API	11/19/2019	53580	128.22	4810	MEMBERSHIP & DUES	AMAZON MEMBERSHIP
U.S. BANK	API	11/19/2019	53580	20.00	4930	SUBSCRIPTIONS	E-NEWSLETER
U.S. BANK	API	11/19/2019	53580	36.00	4950	Computer Software/Srvc/Support/Hardware	COMPUTER BRACKET
U.S. BANK	API	11/19/2019	53580	28.80	4950	Computer Software/Srvc/Support/Hardware	COMPUTER BRACKETS
U.S. BANK	API	11/19/2019	53580	603.33	4950	Computer Software/Srvc/Support/Hardware	COMPUTER DRIVE
U.S. BANK	API	11/19/2019	53580	292.50	5040	Safety Supplies & Services	DATCO
U.S. BANK	API	11/19/2019	53580	162.96	5710	TRAINING, EDUCATION & CONFERNC	CASA-AIRFARE-P.B.
U.S. BANK	API	11/19/2019	53580	245.98	5710	TRAINING, EDUCATION & CONFERNC	CSDA-HOTEL-R.D.
U.S. BANK	API	11/19/2019	53580	38.00	5710	TRAINING, EDUCATION & CONFERNC	SEWER SUMMIT PARKING-R.M.
U.S. BANK	API	11/19/2019	53580	16.79	5710	TRAINING, EDUCATION & CONFERNC	SEWER SUMMIT-FOOD-R.M.
U.S. BANK	API	11/19/2019	53580	63.49	5710	TRAINING, EDUCATION & CONFERNC	SEWER SUMMIT-FOODR.M.
U.S. BANK	API	11/19/2019	53580	201.68	5710	TRAINING, EDUCATION & CONFERNC	SEWER SUMMIT-HOTEL-R.M.
U.S. BANK	API	11/19/2019	53580	1,057.63	5710	TRAINING, EDUCATION & CONFERNC	WEFTEC-P.B.
U.S. BANK	API	11/19/2019	53580	98.62	5740	MEETING SUPPLIES	EC MEETING LUNCH
U.S. BANK	API	11/19/2019	53580	125.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	11/19/2019	53580	30.00	5910	TELEPHONE	WIFI

Transaction Total 4,081.26

Report Opening/Current Balance

Report Transaction Totals 4,081.26

Report Current Balances

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: December 2, 2019

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21621720 - 21724	12/1/2019	\$2,843.80

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/3/2019 Through 12/3/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AT&T	53583	12/3/2019	<u>220.02</u>	PHONE SERVICE-ELEVATOR
	Total 53583		220.02	
AUTO PLUS	53584	12/3/2019	<u>15.03</u>	CABLE BATTERIES
	Total 53584		15.03	
AVI-AUDIO VISUAL INNOVATIONS	53585	12/3/2019	<u>710.00</u>	SERVICE CALL
	Total 53585		710.00	
BAJA POOL AND SPA SERVICE	53586	12/3/2019	<u>140.00</u>	FOUNTAIN MAINT-DEC
	Total 53586		140.00	
COLONIAL LIFE INS	53587	12/3/2019	<u>236.78</u>	CRITICAL CARE/ACCIDENT INS-NOV
	Total 53587		236.78	
COSCO FIRE PROTECTION	53588	12/3/2019	<u>225.00</u>	SPRINKLER INSPECTION
	Total 53588		225.00	
DAVIS FARR LLP	53589	12/3/2019	<u>5,000.00</u>	AUDITOR FEES-NOV
	Total 53589		5,000.00	
DEXTER WILSON ENGINEERING	53590	12/3/2019	<u>9,110.00</u>	GE/CIP/OCT/200/0358/0364/0361
	Total 53590		9,110.00	
EVOQUA WATER TECHNOLOGIES, LLC	53591	12/3/2019	<u>4,891.84</u>	CHEMICAL FERROUS AND A CREDIT
	Total 53591		4,891.84	
GLOBAL POWER GROUP, INC	53592	12/3/2019	<u>8,684.09</u>	ATS GENERATOR SWITCH @ VP5PS
	Total 53592		8,684.09	
HAAKER EQUIPMENT CO	53593	12/3/2019	<u>544.85</u>	PARTS
	Total 53593		544.85	
HUMANA DENTAL INS.	53594	12/3/2019	<u>3,191.33</u>	DENTAL INS-DEC
	Total 53594		3,191.33	
ICMA RETIREMENT-303979	53595	12/3/2019	<u>5,400.00</u>	DEFERRED COMP
	Total 53595		5,400.00	
JOHN W. SMITH dba: NORTH COUNTY BACKFLOW	53596	12/3/2019	<u>60.00</u>	TEST BACKFLOW @ BPS
	Total 53596		60.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/3/2019 Through 12/3/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
KATHLEEN KELLY	53597	12/3/2019	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 53597		3,000.00	
MES VISION	53598	12/3/2019	<u>414.12</u>	VISION INS-DEC
	Total 53598		414.12	
MINUTEMAN PRESS	53599	12/3/2019	21.16	ADDRESS RETURN LABELS
MINUTEMAN PRESS		12/3/2019	<u>81.87</u>	BUSINESS CARDS-A.J.
	Total 53599		103.03	
MITSUBISHI ELECTRIC US, INC	53600	12/3/2019	<u>308.81</u>	ELEVATOR MAINT AND SERVICE
	Total 53600		308.81	
MUTUAL OF OMAHA	53601	12/3/2019	<u>1,201.25</u>	DISABILITY INS-DEC
	Total 53601		1,201.25	
NAPA AUTO	53602	12/3/2019	17.77	BATTERY WATER TESTER
NAPA AUTO		12/3/2019	<u>210.95</u>	FILTERS/CABLE TIES
	Total 53602		228.72	
PACIFIC PIPELINE SUPPLY	53603	12/3/2019	<u>2,128.49</u>	AMERICAN BALL VALVE @ LPS
	Total 53603		2,128.49	
PACIFIC RIM MECHANICAL	53604	12/3/2019	<u>7,035.70</u>	CLEAN STRAINERS DURING MAINT
	Total 53604		7,035.70	
SCOTT HENDRICKSON	53605	12/3/2019	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 53605		3,000.00	
SOUTHERN CONTRACTING COMPANY	53606	12/3/2019	690.00	ELECTRIC WORK @ SPS/RVPS
SOUTHERN CONTRACTING COMPANY		12/3/2019	520.00	ELECTRIC WORK @w RVPS
SOUTHERN CONTRACTING COMPANY		12/3/2019	1,540.00	TRANSFORMER @ RVPS
	Total 53606		2,750.00	
STAPLES	53607	12/3/2019	<u>323.88</u>	OFFICE SUPPLIES
	Total 53607		323.88	
TERMINIX	53608	12/3/2019	<u>34.00</u>	BAIT SERVICE-NOV
	Total 53608		34.00	
SOLANA PALM LLC	53609	12/3/2019	<u>90.00</u>	ANSWERING SERVICE-NOV/DEC
	Total 53609		90.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/3/2019 Through 12/3/2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNIFIRST CORPORATION	53610	12/3/2019	240.73	LAUNDRY SERVICE W/E 11/20/19
UNIFIRST CORPORATION		12/3/2019	236.00	LAUNDRY SERVICES W/E 11/27/2019
	Total 53610		476.73	
UNIFIRST FIRST AID CORP	53611	12/3/2019	52.53	REFILL FIRST AID CABINET
	Total 53611		52.53	
CONCENTRA	53612	12/3/2019	30.00	PHYSICAL-J.H.
CONCENTRA		12/3/2019	30.00	PHYSICALS-S.K.
	Total 53612		60.00	
Report Total			59,636.20	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 4, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21725 - 21743	12/4/2019	\$57,102.92

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 5, 2019
Sick Buy Back

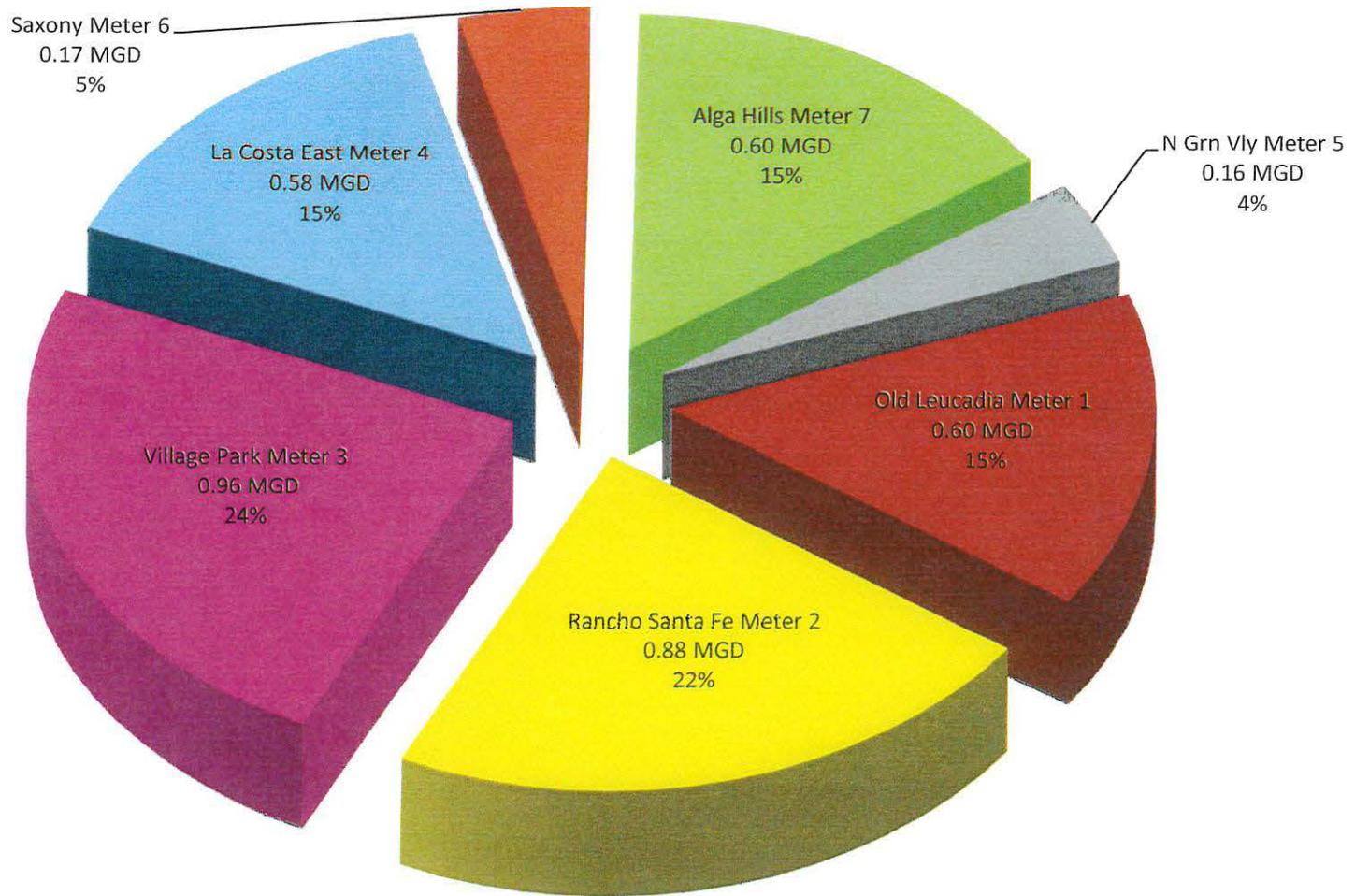
<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21744 - 21753	12/5/2019	\$17,897.62

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2020 (July 2019 - June 2020)**

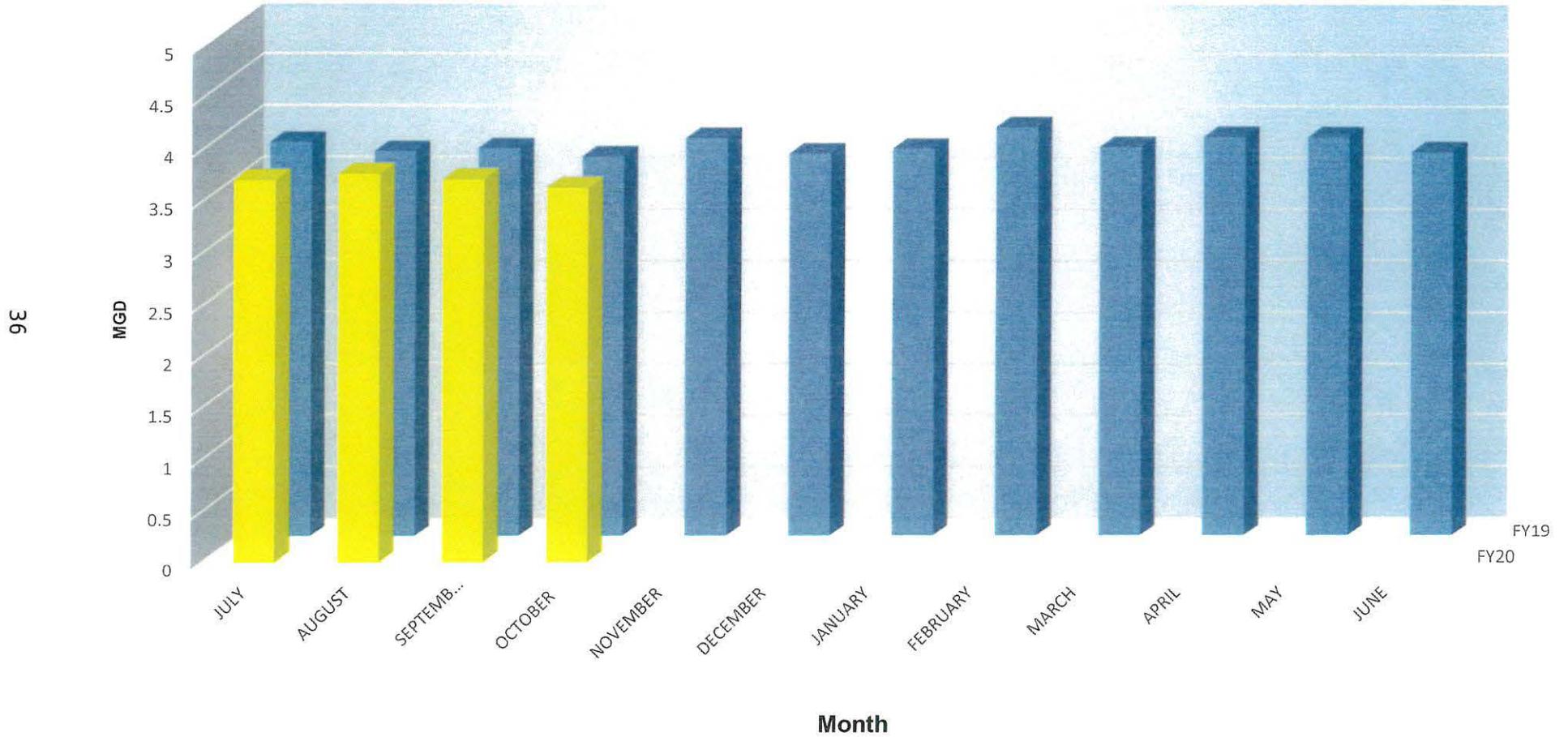
CURRENT MONTH - November 2019							FY 2019
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,721.44	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	115.01	1.00	3.71	129.17	41.87	3.82
YTD			28,722.44				
AUGUST	0.00	116.87	15.00	3.77	131.19	43.76	3.73
YTD			28,737.44				
SEPTEMBER	0.03	111.60	2.00	3.72	129.44	36.04	3.76
YTD			28,739.44				
OCTOBER	0.00	112.84	4.00	3.64	126.64	27.39	3.68
YTD			28,743.44				
NOVEMBER	3.55	115.20	6.93	3.84	133.56	6.54	3.86
YTD			28,750.37				
DECEMBER							3.71
YTD							
JANUARY							3.76
YTD							
FEBRUARY							3.97
YTD							
MARCH							3.78
YTD							
APRIL							3.88
YTD							
MAY							3.88
YTD							
JUNE							3.74
YTD							
YTD Totals	3.58	571.52	28.93			155.60	
Mo Average	0.72	114.30	5.79	3.74	130.00	31.12	3.76

34

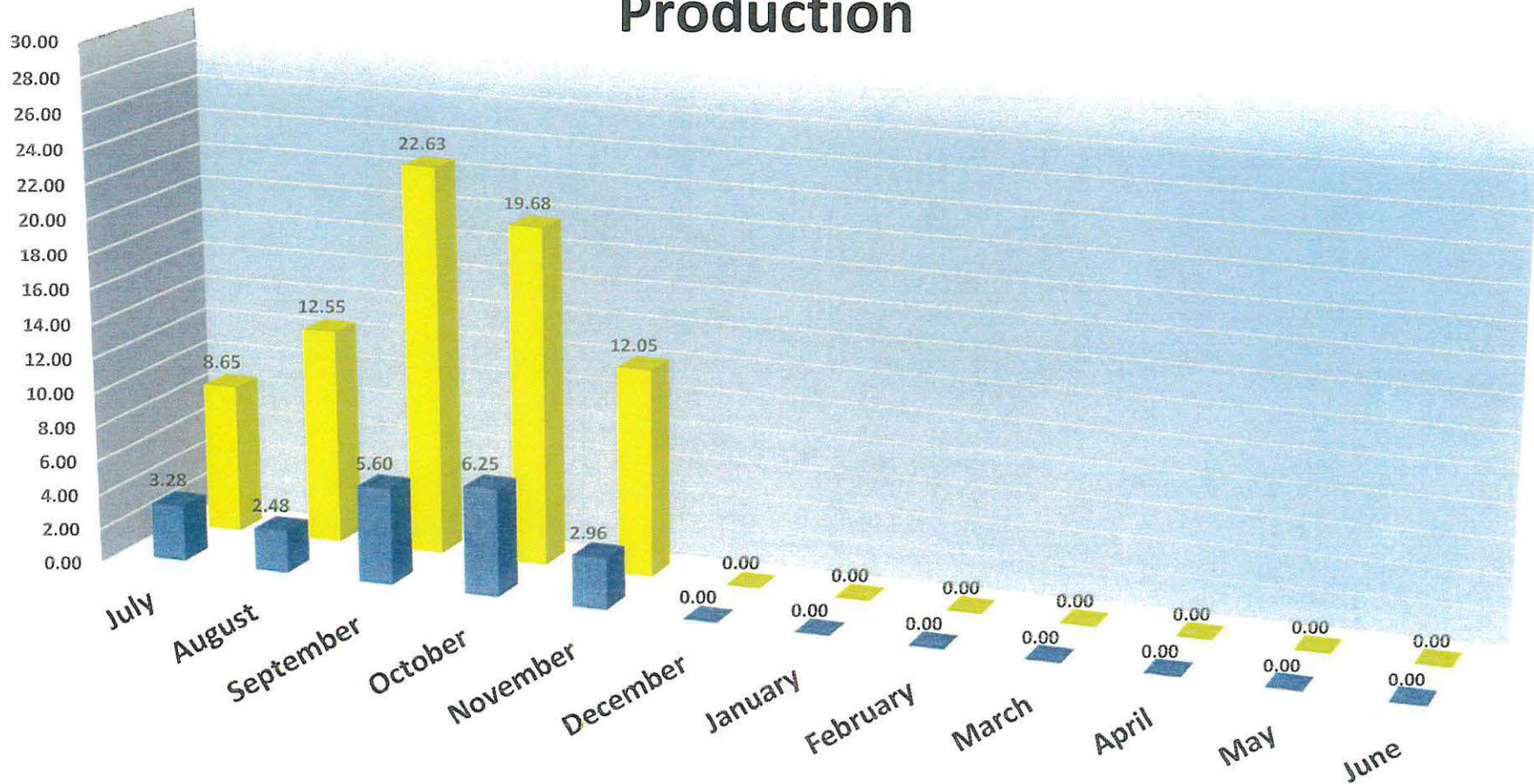
**LWD Flows by Sub-Basin
November 2019
Total LWD Flow 3.95 MGD**



Leucadia Wastewater District Flow Comparison FY19 to FY20



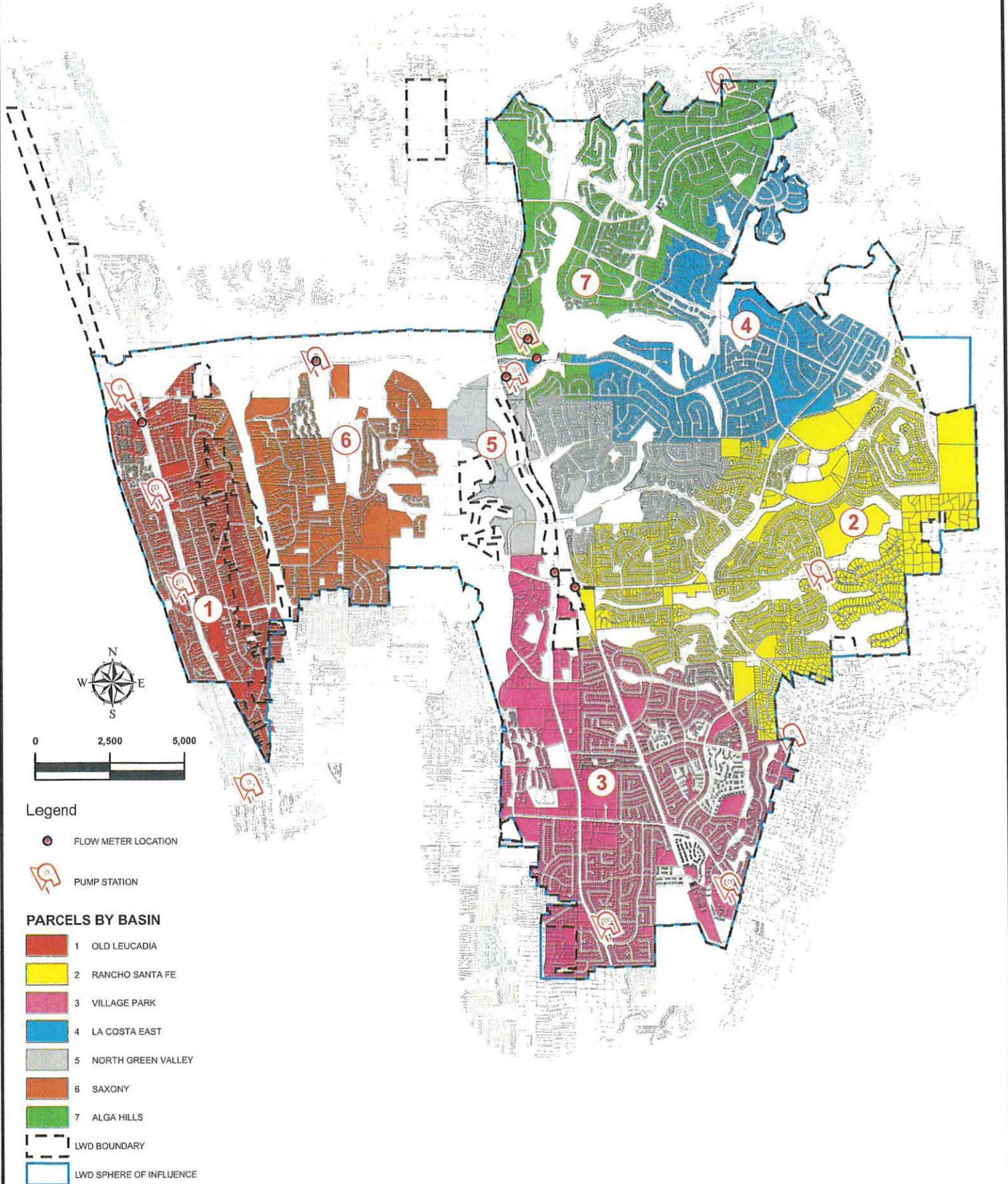
FY-20 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage
 Hydro-Cleaning: 15 Miles/Month
 CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 20.6 Miles)
 ■ Hydro Cleaning (YTD 75.6 Miles)

LEUCADIA WASTEWATER DISTRICT





LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
November 2019**

Training & Safety Events for the month November 2019

Hours

Description	Ops	Admin	Total
CSFMO Best Practices in Investment Reporting Webinar	0	5	5
CSRMA Workers' Comp. Mgmt Program: Employees	0	2	2
Fall Protection	3	0	3
Outdoor Smoke Protection Plan	5	0	0
Storm Water Pollutions Prevention Plan	9	0	9
Video Inspection Duties	4	0	0
Water Industry Lead Awareness	1	0	0
Water Industry Mathematics Applied	1	0	0
Total Training Hours	23	7	19

Conferences for the month of November 2019

Attendees

Description	Ops	Admin	Total
CASA	0	0	0
CSDA	0	0	0
CSRMA	0	0	0
CSMFO	0	0	0
CWEA	0	0	0
Other	0	0	0
Total Attended Conferences	0	0	0

Notes:

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

Operations and Administration Training Report Summary for Fiscal Year 2020

Training		Hours		
Month	Ops	Admin	Total	
Jul-19	240	1	241	
Aug-19	37	10	47	
Sep-19	25	6	30	
Oct-19	98	30	128	
Nov-19	23	7	19	
Dec-19	0	0	0	
Jan-20	0	0	0	
Feb-20	0	0	0	
Mar-20	0	0	0	
Apr-20	0	0	0	
May-20	0	0	0	
Jun-20	0	0	0	
YTD Totals	423	53	464	
YTD Monthly Avg	35	4	39	

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-19	3	2	5	
Aug-19	4	2	6	
Sep-19	0	3	3	
Oct-19	4	0	4	
Nov-19	0	0	0	
Dec-19	0	0	0	
Jan-20	0	0	0	
Feb-20	0	0	0	
Mar-20	0	0	0	
Apr-20	0	0	0	
May-20	0	0	0	
Jun-20	0	0	0	
YTD Total	11	7	18	
YTD Monthly Avg	1	1	2	

Notes:

*Trainings include web-based, classroom, and tailgates
Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO*

Leucadia Wastewater District

Balance Sheet

As of 11/30/2019

	<u>Amount</u>
Assets	
Cash & Investments	33,498,126.06
Accounts Receivables	432,717.78
Net OPEB Asset	135,445.00
Prepaid Expense	337,535.79
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	169,719,937.04
Less Accumulated Depreciation	<u>(59,239,580.98)</u>
Total Assets	<u>146,925,380.69</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,171,962.00
OPEB Health Deferred Outflows	13,349.00
Total Deferred Outflows	<u>1,185,311.00</u>
Total Assets & Deferred Outflows	<u><u>148,110,691.69</u></u>
Liabilities	
Accounts Payable & Accrued Expenses	1,043,569.65
Developer Deposits	120,987.61
Net Pension Liability	4,000,889.00
Total Liabilities	<u>5,165,446.26</u>
Deferred Inflows	
PERS Pension Deferred Inflows	350,054.00
OPEB Health Deferred Inflows	10,456.00
Total Deferred Inflows	<u>360,510.00</u>
Net Position	
Beginning Net Position (as of June 30, 2018)	
Investment in Capital Assets	110,480,356.06
Reserves	34,973,631.83
Total Beginning Net Position (as of June 30, 2018)	<u>145,453,987.89</u>
Current Change In Net Position	
Other	<u>(2,869,252.46)</u>
Total Current Change In Net Position	<u>(2,869,252.46)</u>
Total Net Position	<u>142,584,735.43</u>
Total Liabilities, Deferred Inflows & Net Position	<u><u>148,110,691.69</u></u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

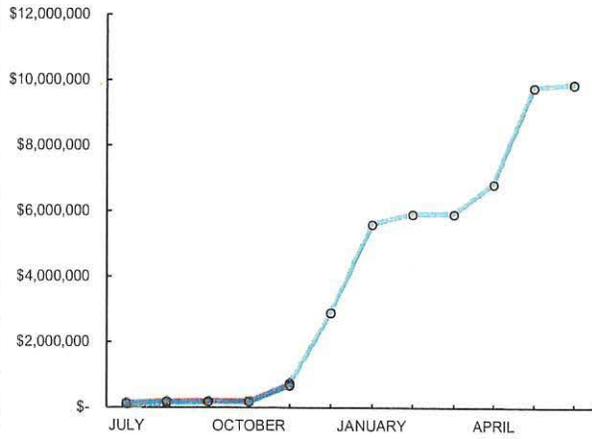
From 7/1/2019 Through 11/30/2019

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 663,066.86	\$ 9,868,771.00	\$ 9,205,704.14	6.7%
3150 Recycled Water Sales	208,692.42	350,000.00	141,307.58	59.6%
3100 Misc. Operating Revenue	-	189,043.00	189,043.00	0.0%
TOTAL OPERATING REVENUES	\$ 871,759.28	\$10,407,814.00	\$ 9,536,054.72	8.4%
OPERATING EXPENSES				
4100 Salaries	\$ 766,636.89	\$ 2,016,361.00	\$ 1,249,724.11	38.0%
4200 Employee Benefits	527,763.02	1,347,926.00	820,162.98	39.2%
4300 Directors Expense	40,301.83	142,400.00	102,098.17	28.3%
4400 Election Expense	-	-	-	0.0%
4600 Gas, Oil & Fuel	13,527.90	41,000.00	27,472.10	33.0%
4700 Insurance Expense	22,815.98	119,800.00	96,984.02	19.0%
4800 Memberships	25,999.72	30,200.00	4,200.28	86.1%
4900 Office Expense	44,029.58	154,900.00	110,870.42	28.4%
5000 Operating Supplies	72,322.98	198,200.00	125,877.02	36.5%
5200 Professional Services	129,540.83	408,400.00	278,859.17	31.7%
5300 Printing & Publishing	9,122.98	29,500.00	20,377.02	30.9%
5400 Rents & Leases	7,257.10	18,000.00	10,742.90	40.3%
5500 Repairs & Maintenance	135,996.81	492,260.00	356,263.19	27.6%
5600 Monitoring & Permits	43,827.35	65,200.00	21,372.65	67.2%
5700 Training & Development	19,505.96	46,800.00	27,294.04	41.7%
5900 Utilities	175,127.99	442,600.00	267,472.01	39.6%
6100 LAFCO Operations	7,323.45	7,700.00	376.55	95.1%
6200 Encina Operating Expense	698,375.33	2,554,800.00	1,856,424.67	27.3%
6900 Admin O/H alloc to Capital	(39,639.92)	(179,028.00)	(139,388.08)	22.1%
TOTAL OPERATING EXPENSES	\$ 2,699,835.78	\$ 7,937,019.00	\$ 5,237,183.22	34.0%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 111,972.32	\$ 305,340.00	\$ 193,367.68	36.7%
3220 Property Taxes	115,669.04	1,790,000.00	1,674,330.96	6.5%
3250 Investment Income	350,126.00	735,000.00	384,874.00	47.6%
3290 Misc. Non Op Revenue	220.87	85,300.00	85,079.13	0.3%
TOTAL NON-OPERATING REVENUES	\$ 577,988.23	\$ 2,915,640.00	\$ 2,337,651.77	19.8%

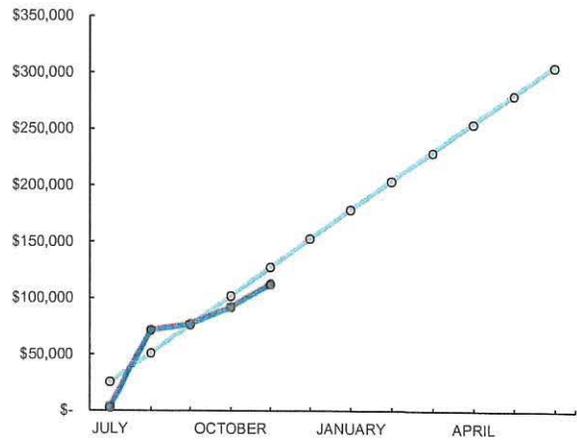
Leucadia Wastewater District Revenue FY2019

YTD through November 30, 2019

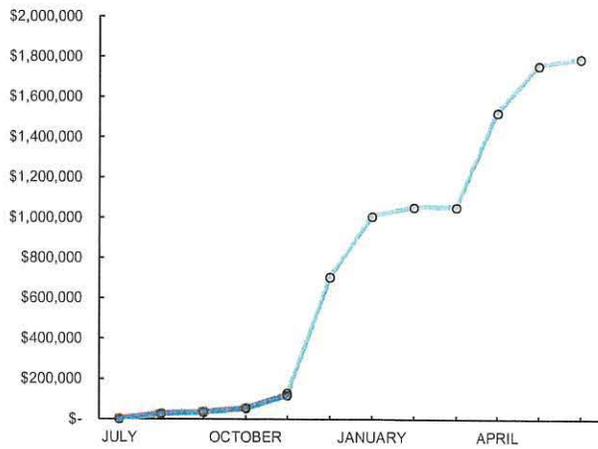
Sewer Service Fees



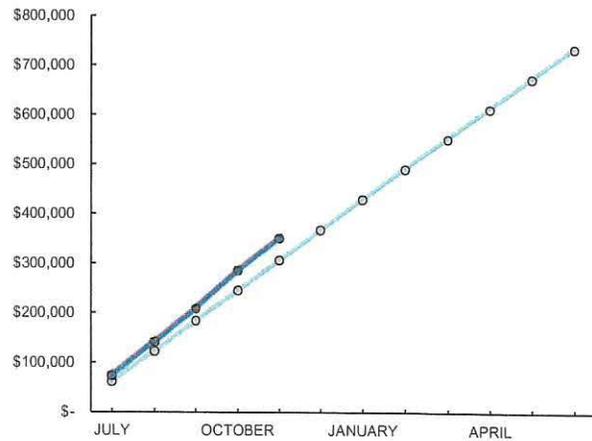
Capacity Charges



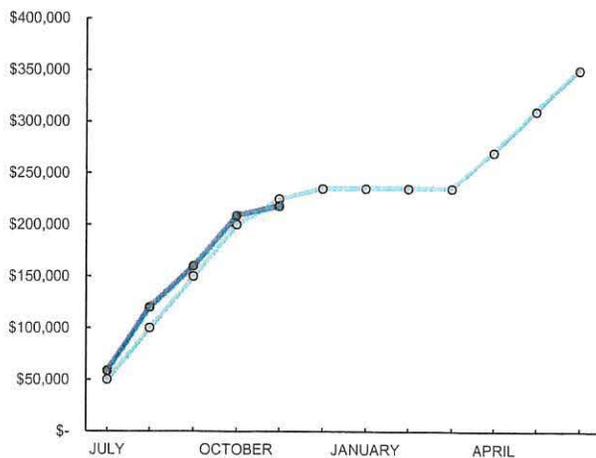
Property Taxes



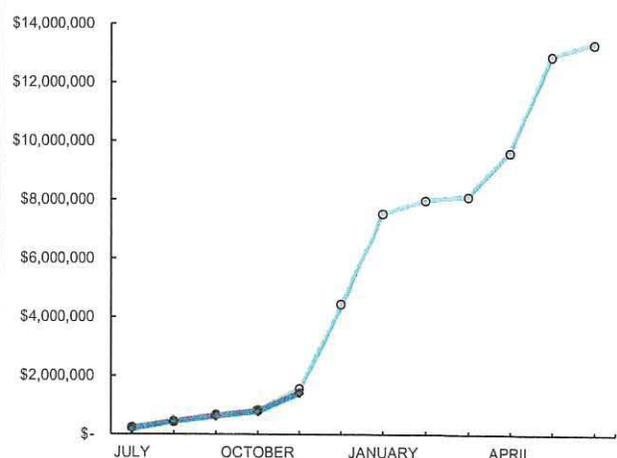
Investment Income



Recycled Wastewater Sales



Total Revenue



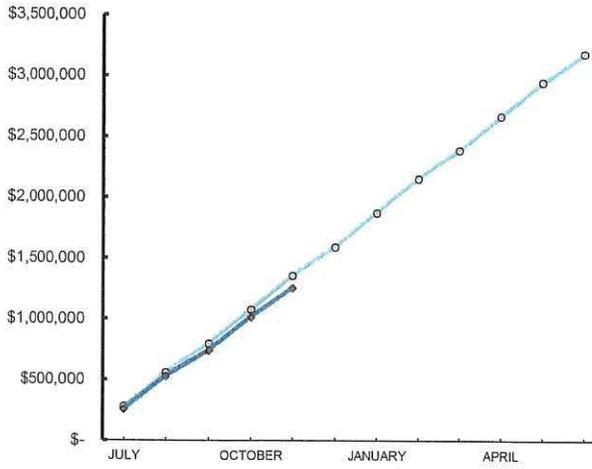
○ Budget ◆ Actual

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

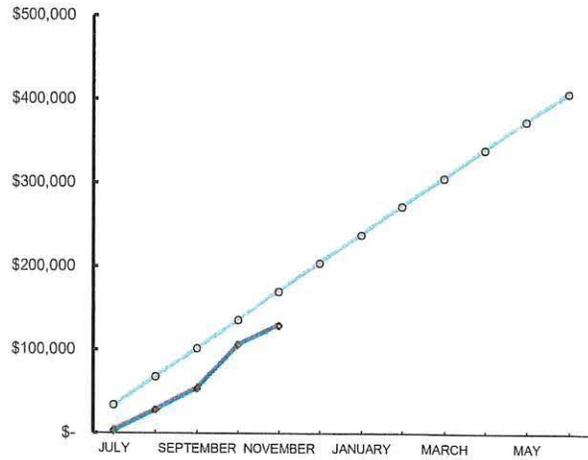
Leucadia Wastewater District Operating Expenses FY2019

YTD through November 30, 2019

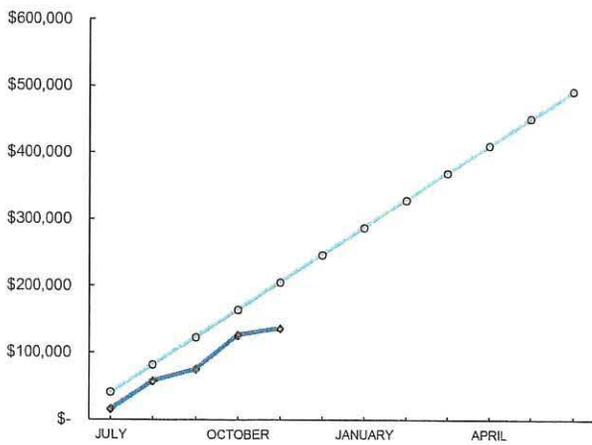
Salaries and Benefits



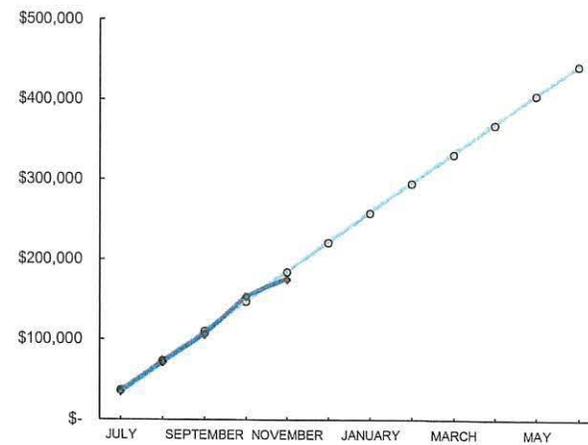
Professional Services



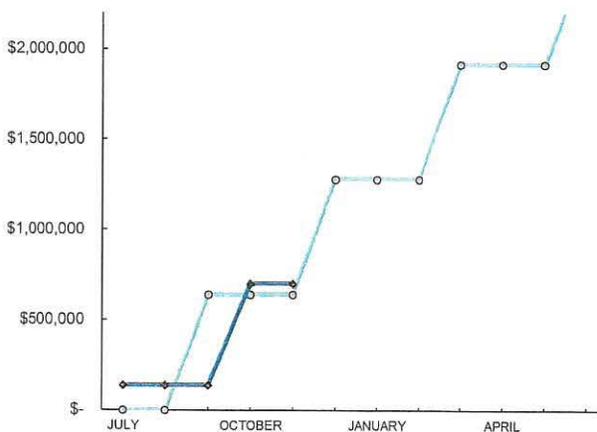
Repairs & Maintenance



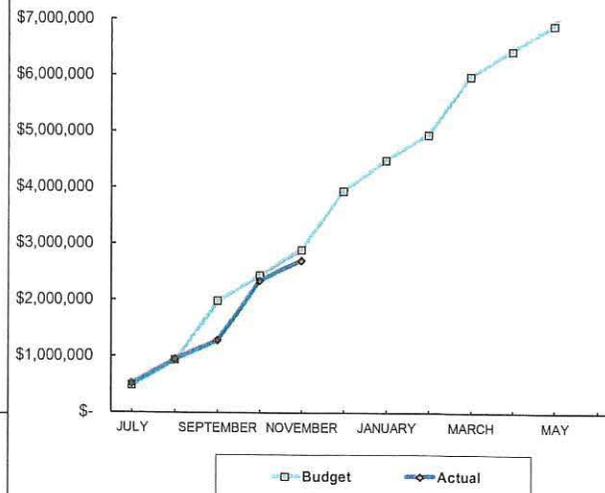
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement

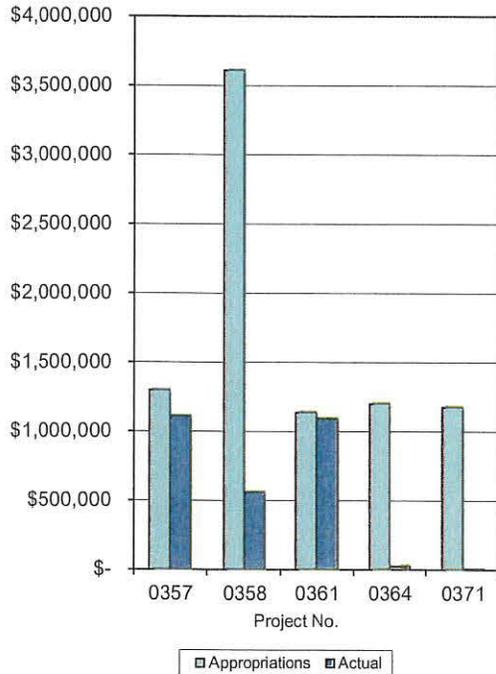


* Preliminary: subject to future review, reconciliation, accruals, and audit

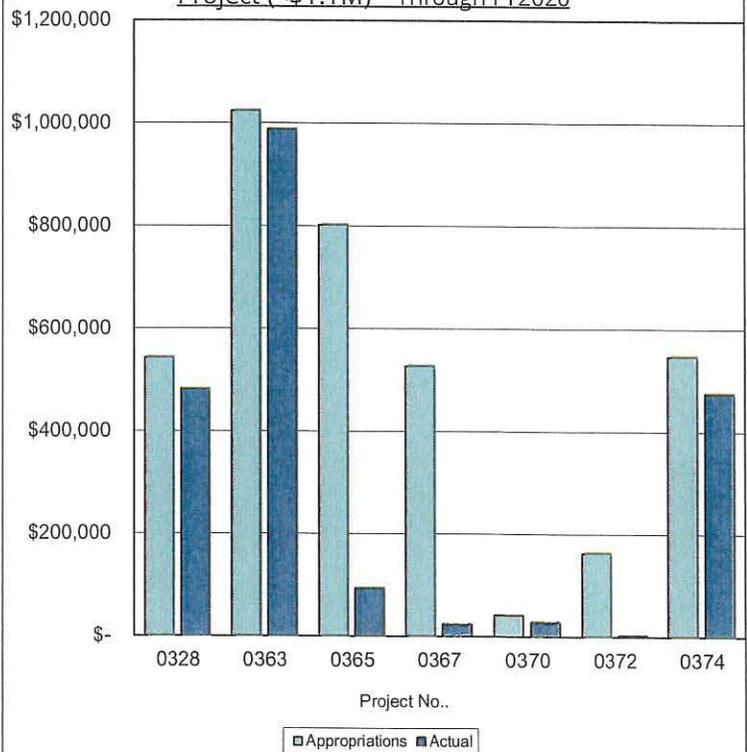
Leucadia Wastewater District Capital Expenditures

As of November 30, 2019

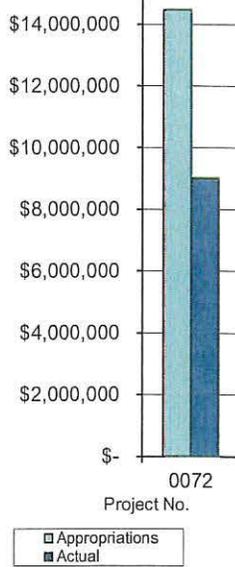
District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2020



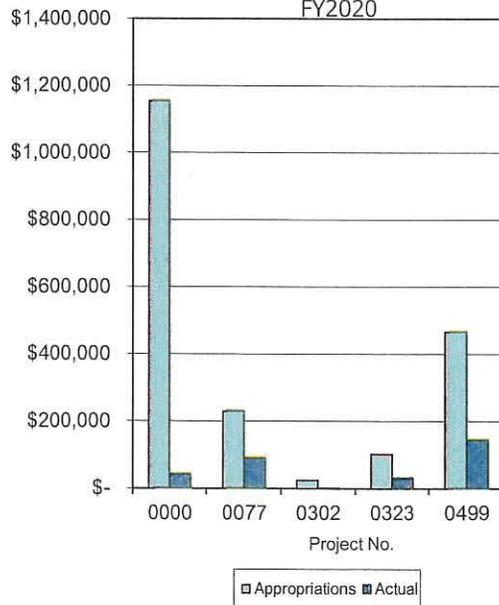
District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2020



District's Share of
Encina WPCF
Capital Exp
Through FY2020



Single Year Capital Expenditures by
Project
FY2020



Project Legend

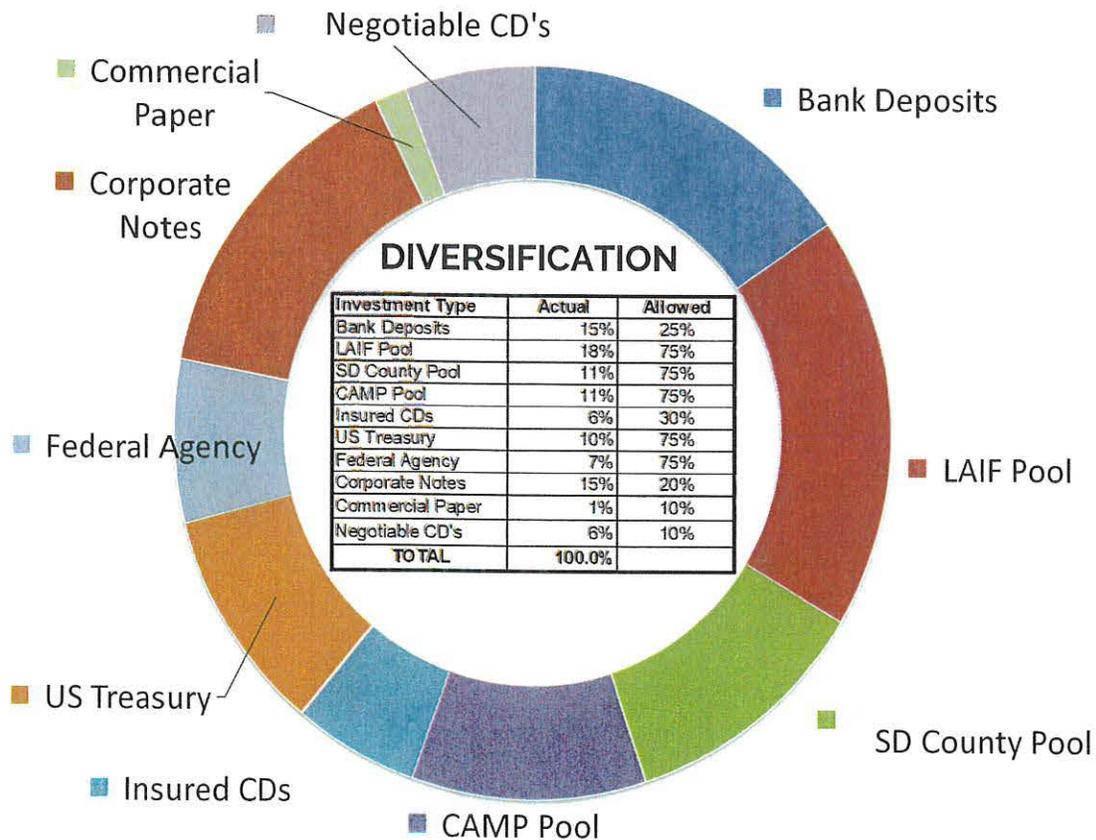
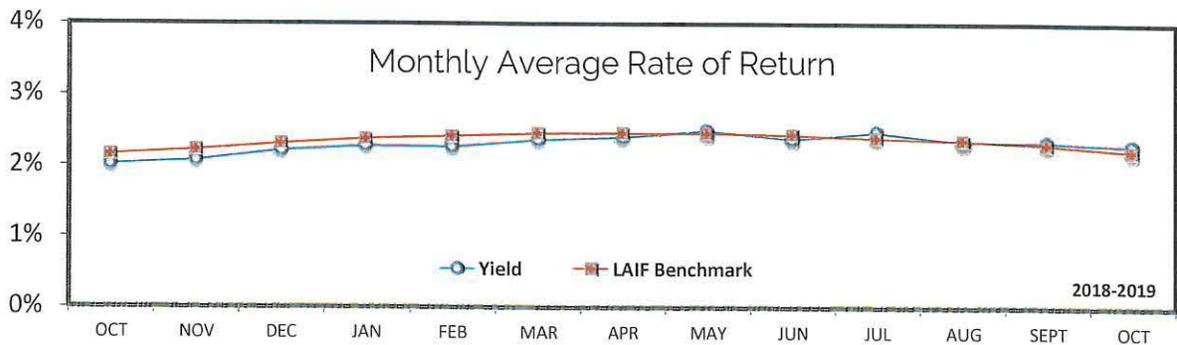
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Rplcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Rplcmnt	0367
Pump Station Assessment	0370
FY20 Gravity Line Rehab/Quebrada Rlgn	0371
Diana Pump Station Upgrade	0372
Bat FM (B3) Discharge Section Rplcmnt	0374

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

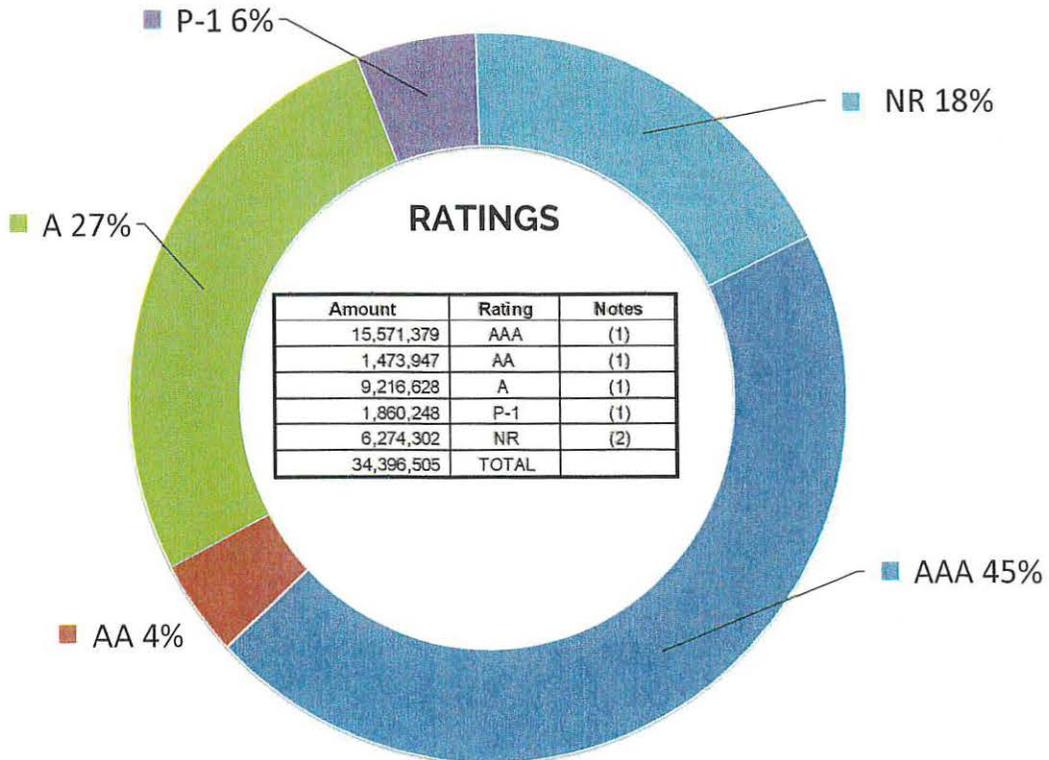
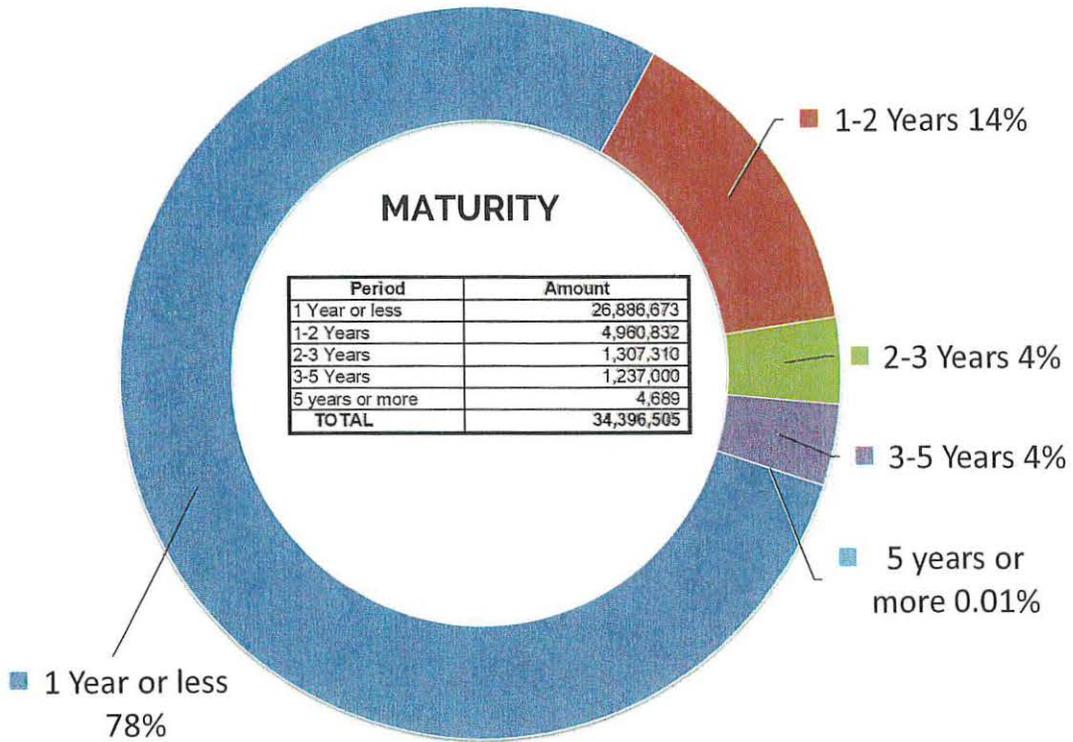
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
October 31, 2019

Cash Equivalents & Investments	Principal (Original Cost)		October Interest	Average Rate
	Sep 30, 2019	Oct 31, 2019		
Opus Bank Reserve	\$ 5,493,137	\$ 5,275,542	\$ 11,363	2.490%
LAIF Pool	6,235,891	6,274,302	11,416	2.190%
SD County Pool	4,870,990	3,878,680	7,535	2.170%
CAMP Pool	2,485,485	3,625,032	4,860	2.050%
Certificates of Deposit - Insured	1,449,000	1,943,000	3,017	2.013%
CAMP Portfolio				
US Treasury Notes	4,178,766	3,388,203	7,189	1.910%
GNMA Pool	4,731	4,689	29	7.370%
Federal Agency Notes	2,480,465	2,480,465	4,616	2.230%
Corporate Bonds/Notes	5,336,032	5,036,344	10,607	2.520%
Commerical Paper	490,248	490,248	1,091	2.670%
Negotiable CD's	2,000,000	2,000,000	4,169	2.500%
Total Camp Portfolio	14,490,241	13,399,948	27,700	2.320%
Totals	\$ 35,024,744	\$ 34,396,505	\$ 65,890	2.278%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
October 31, 2019
(Continued)

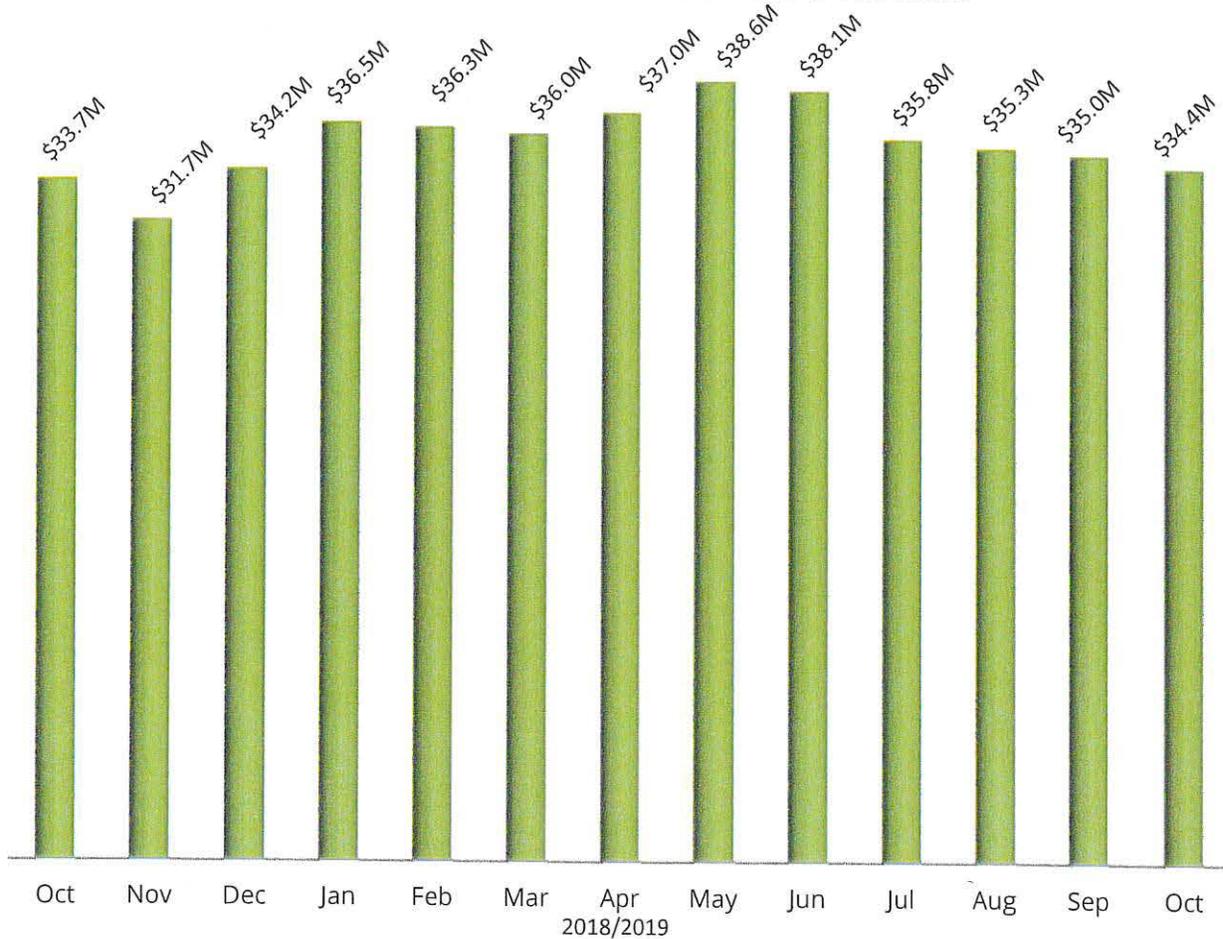


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
(2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
October 31, 2019

(Continued)

CASH & INVESTMENT RESERVES BY MONTH



INVESTMENT TRANSACTIONS

For the months of October, 2019

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
US Treasury Note		\$ 800,000	10/31/2019	912828F62	2.71%	
Pepsico, Inc Corp Notes		\$ 300,000	10/4/2019	713448DJ4	1.39%	
Sallie Mae CD	\$ 247,000		9/25/2024	7954504F9	1.95%	
Ally Bank CD	\$ 247,000		10/11/2022	02007GMD2	1.90%	

TOTAL	\$ 494,000	\$ 1,100,043
-------	------------	--------------

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

DATE: December 5, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **November 2019 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 November 2019.

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 November 2019 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
November 1-30, 2019**

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	FSS
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	J. Stecker
Well Performing Collection Systems Meeting										
<i>Well Performing Collection Systems Mtg November 13, 2019 Sacramento, CA</i>	Registration									
	Hotel								313.39	
	Airfare								368.96	
	Meals								62.23	
	Baggage									
	Parking/Coaster								38.00	
	Tips/Baggage								3.00	
	Fuel/mileage/taxi/uber								44.03	
	Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	829.61
Well Performing Collection Systems Meeting										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Well Performing Collection Systems Meeting										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Well Performing Collection Systems Meeting										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

Encina Wastewater Authority Report
Regular Board Meeting
November 13, 2019

EWA Board of Directors - Vice President Juliussen Reporting

1. Additional Design Services for Digester Improvements Project

The Board of Directors authorized the General Manager to execute the following related to the Digester Improvements Project:

- Professional Services Agreement with Brown and Caldwell in the amount of \$480,797 for additional design services;
- Task Order with Enterprise Automation in the amount of \$156,735 for integration design services; and
- Task Order with Timberline Engineering in the amount of \$162,643 for electrical engineering and integration support services

2. 84-Inch Land Outfall Repair Project Final Acceptance

The Board of Directors took final acceptance of the task order with SS Mechanical Construction Corporation for completion of the 84-inch Land Outfall Repair Project and directed staff to record a Notice of Completion with the San Diego County Recorder.

3. Revised Establishment Document Amendment

The Board of Directors considered and adopted an Amended Revised Establishment Document to conform with Assembly Bill 1912 and directed staff to forward the proposed document for consideration by the EWA Joint Advisory Committee and the Boards and Councils of the EWA Member Agencies.

Joint Advisory Committee

4. Revised Establishment Document Amendment

The Joint Advisory Committee considered and adopted an Amended Revised Establishment Document to conform with Assembly Bill 1912

and directed staff to forward the proposed document for consideration by the Boards and Councils of the EWA Member Agencies.

There was no Executive Session.

Community Affairs Committee Meeting Report

Presented by President Kulchin

Meeting held November 20, 2019

The CAC reviewed the following recommendations:

1. Review of the Teacher Grant Applications

The CAC reviewed three teacher grant applications and agreed with staff to present the applications to the Board of Directors.

This item will be reviewed by the Board of Directors later in the agenda.

Engineering Committee Meeting Report

Presented by Vice President Juliussen

Meeting held December 4, 2019

The Engineering Committee (EC) reviewed the following recommendation:

1. Adopt Resolution No. 2322 - Gupta Annexation

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

2. The EC also received an update on the Batiquitos (B3) Discharge Section Replacement Project.

This item was for information purposes and there was no action taken.

MEMORANDUM

DATE: December 5, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2321 – Adopting An Amended Revised Establishment Document of the Encina Wastewater Authority**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2321 – Adopting An Amended Revised Establishment Document (RED) of the Encina Wastewater Authority (EWA); and/or
2. Discuss and provide direction, as appropriate.

DISCUSSION:

At EWA's November 13, 2019 Board of Directors and Encina Joint Advisory Committee meetings, the Boards adopted an amended RED and directed EWA staff to forward it to the member agencies for their adoption.

The RED serves as the Joint Exercise of Powers Agreement to operate, maintain, and administer the Encina Joint System. Per the RED, any revisions must be approved unanimously by all member agencies' Board of Directors.

The RED was last amended in 1994 and the purpose of this RED amendment is to:

- Conform with Assembly Bill 1912 (AB1912) which became effective January 1, 2019 which requires the Member Agencies to be jointly liable for all retirement obligations in the even the Joint Powers Authority dissolves, ceases to operate or withdraws from its retirement system; and
- Minor house-keeping administrative updates.

Attached please find Resolution No. 2321 – Adopting An Amended Revised Establishment Document of the EWA, along with Exhibit A the Amended Revised Establishment Document for your review.

Staff recommends that the Board of Directors adopt Resolution No. 2321.

tb:PJB

RESOLUTION NO. 2321

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ADOPTING AN AMENDED REVISED ESTABLISHMENT DOCUMENT OF THE
ENCINA WASTEWATER AUTHORITY**

WHEREAS, Leucadia Wastewater District (LWD) is a party to that certain document entitled Revised Establishment Document (RED), which establishes the Encina Wastewater Authority (EWA), a California joint powers authority; and

WHEREAS, the EWA member agencies desire to amend the RED to reflect Government Code 6508.1 which requires the member agencies to assume responsibility for the EWA's public retirement system liability; and

WHEREAS, Government Code 6508.2 permits the member agencies to mutually agree to apportion EWA's public system retirement liability among themselves, provided the agreement equals 100 percent of EWA's liability; and

WHEREAS, it is in the best interest of EWA and its member agencies that these and other administrative amendments be included in the RED; and

WHEREAS, the EWA Board of Directors and the Encina Joint Advisory Committee on November 13, 2019 recommended that the Boards and Councils of the Member Agencies consider and adopt the proposed Amended RED.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1: Adopt the Amended Revised Establishment Document, attached hereto as Exhibit A, as recommended by the EWA Board of Directors and the Encina Joint Advisory Committee.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held December 11, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David Kulchin, President

ATTEST:

Paul J. Bushee, Secretary/Manager
(SEAL)

EXHIBIT A

**AMENDED REVISED ESTABLISHMENT DOCUMENT
(RED) OF THE ENCINA WASTEWATER AUTHORITY**

**REVISED ESTABLISHMENT DOCUMENT
FOR THE
ENCINA WASTEWATER AUTHORITY
AS AMENDED
EFFECTIVE NOVEMBER 13, 2019**

Ref: Admin.19-13866b

THIS AGREEMENT (hereinafter the Revised Establishment Document, "RED") is made and entered into this November 13, 2019, by and among the CITY OF VISTA, a Charter City (hereafter VISTA), the CITY OF CARLSBAD, a Charter City (hereafter CARLSBAD), the BUENA SANITATION DISTRICT, a County Sanitation District (hereafter BUENA), the VALLECITOS WATER DISTRICT, a County Water District (hereafter VALLECITOS), the LEUCADIA WASTEWATER DISTRICT, a County Water District (hereafter LEUCADIA), and the CITY OF ENCINITAS, a General Law City (hereafter ENCINITAS), herein called the "member agencies", for the operation, maintenance, and administration of their jointly owned sewerage system.

RECITALS

WHEREAS, each of the member agencies is a public agency authorized and empowered to contract for the joint exercise of powers under the Joint Exercise of Powers Act (Government Code Section 6500 et seq.; hereafter JPA Act); and

WHEREAS, each of the member agencies has the authority and power to collect, transmit, treat and dispose or reuse wastewater and wastewater treatment byproducts, and to construct and operate facilities for such purposes; and

WHEREAS, the member agencies recognize the need to operate, maintain and administer the Encina Joint System on a cooperative basis for the collection, transmission, treatment, and disposal of wastewater, and the management of wastewater treatment byproducts; and

WHEREAS, on August 1, 1988, the member agencies entered into a Joint Exercise of Powers Agreement, which was replaced on November 9, 1994 by a prior Revised Establishment Document, which this RED is to replace, pursuant to the provisions of the JPA Act, creating a public agency then known as the Encina Administrative Agency (now Operator/Administrator of the Encina Joint System); and

WHEREAS, the Joint Exercise of Powers Agreement establishing the Encina Wastewater Authority (hereafter EWA) was adopted as a supplement to the "Basic Agreement" establishing the Encina Joint Powers Authority; and

WHEREAS, the member agencies have since adopted a Revised Basic Agreement that was most recently amended October 22, 2014; and

Admin. 19-13866b

WHEREAS, the member agencies desire to (a) retain the EWA as the Operator/Administrator of the Joint System and (b) affirm the organization, administration, rules, and specific powers of the EWA detailed in the prior Revised Establishment Document.

WHEREAS, effective January 1, 2019, Government Code Section 6508.1 requires the member agencies to assume responsibility for the EWA's public retirement system liability; and

WHEREAS, Government Code Section 6508.02 permits the member agencies to mutually agree to apportion the EWA's public system retirement liability among themselves, provided the agreement equals 100 percent of EWA's liability; and

WHEREAS, in the absence of an apportionment agreement by the member agencies, the CalPERS Board of Administration will elect to apportion the EWA's public retirement system liability among the member agencies based upon each member agency's "share of service received" from the EWA of each member agency's population, subject to challenge by a member agency through arbitration; and

WHEREAS, the member agencies wish to amend the prior Revised Establishment Document to eliminate uncertainty in the potential future application of Government Code Section 6508.2 to the EWA's public retirement system liability, set forth their mutual agreement regarding apportionment of 100 percent of the EWA's public retirement system liability, and provide for timely requests for amendment of the EWA's contract with CalPERS in accordance with Government Code Section 20575 to the extent required by law; and

WHEREAS, the member agencies wish to make other non-substantive revisions to the prior Revised Establishment Document to correct clerical errors and ensure consistent use of terminology.

NOW THEREFORE, THE PARTIES HERETO COVENANT WITH EACH OTHER AS FOLLOWS:

Section 1. DEFINITIONS

For the purposes of this RED and the RBA, the following terms shall have the meanings indicated below:

1.1 Basic Agreement. That agreement by and among Vista, Carlsbad, Buena, Vallecitos, Leucadia, and Encinitas including all supplements and amendments thereto entered into beginning July 13, 1961, and superseded by the Revised Basic Agreement.

1.2 Joint Advisory Committee. The Joint Advisory Committee (JAC) as defined in the Revised Basic Agreement.

1.3 Joint System. The Joint System as defined in the Revised Basic Agreement.

1.4 Revised Basic Agreement. That agreement by and among Vista, Carlsbad, Buena, Vallecitos, Leucadia, and Encinitas including all amendments thereto entered into beginning December 17, 1990, most recently amended October 22, 2014 and superseding the Basic Agreement.

Section 2. TERMS

2.1 Establishment of Agency: There is hereby established a public agency known as the Encina Wastewater Authority, herein called the EWA (formerly known as the Encina Administrative Agency). For the purposes of this agreement, the EWA is a public agency separate from the parties hereto, but it is the intent of these parties that the EWA be subordinate to and dependent upon the member agencies in all matters.

2.2 General Duties of the EWA. The EWA shall operate, maintain, and administer the Joint System utilizing funds contributed by the member agencies and grants received from the Federal and State governments.

2.3 Powers. The EWA shall have the following powers as needed to fulfill its duties:

2.3.1 To operate, maintain, administer and manage the Joint System, including any buildings, works or improvements comprising part of the Joint System and located either inside or outside the boundaries of the member agencies, in accordance with sound engineering and accounting practices with local, state and federal laws and regulations;

2.3.2 To make and enter contracts in connection with the administration, management, maintenance and operation of the Joint System;

2.3.3 To employ agents and employees to operate, maintain, administer and manage the Joint System;

2.3.4 To incur debts, liabilities or obligations in connection with the operation, maintenance, administration and management of the Joint System;

2.3.5 To sue and be sued in its own name, provided that the EWA shall not commence or intervene in any lawsuit without the approval of all of its member agencies, except pursuant to paragraph 2.3.10 hereof;

2.3.6 To acquire, hold, and dispose of such equipment as may be reasonably necessary to the proper operation, maintenance, administration and management of wastewater treatment and disposal facilities;

2.3.7 To file reports associated with the operation, maintenance, administration and management of the Joint System;

2.3.8 In an emergency, to reconstruct or cause to be reconstructed such portions of the Joint system when reconstruction is immediately required to permit the Joint System to continue to function;

2.3.9 To maintain at all times with a responsible insurer or insurers sufficient insurance against loss or damage to the Joint System or portion thereof, workers' compensation insurance, and insurance against public liability and property damage;

2.3.10 To adopt industrial pretreatment regulations that comply with federal and state pretreatment regulations. The regulations shall include technically based local limits, shall be followed by each member agency, shall apply to industrial connections and groundwater cleanup sites that discharge or have the potential to discharge into the Joint System, and shall allow the EWA to take enforcement action against dischargers that violate the regulation;

2.3.11 To review and amend the industrial pretreatment regulations from time to time as the need arises;

2.3.12 To implement all requirements of the pretreatment regulations and all aspects of the EWA service area pretreatment program, including permitting, inspection, monitoring, reporting, and enforcement activities, except that industrial pretreatment permits shall be jointly issued by the member agency in whose jurisdiction the discharge is located and the EWA;

2.3.13 To charge and bill the industrial dischargers for their respective share of the EWA's cost to implement the pretreatment regulations, including application review, permit issuance, sampling, monitoring, inspection and enforcement costs;

2.3.14 To purchase, lease or condemn real property upon such terms and conditions as approved unanimously by the member agencies;

2.3.15 To operate and maintain other facilities outside the Joint System as recommended by JAC and in accordance with the EWA executed operation agreements, or as authorized in the Revised Basic Agreement, which may include budgeting responsibilities.

2.3.16 The powers enumerated herein shall be exercised subject to the restrictions upon the manner of exercising the powers of the Leucadia County Water District pursuant to the County Water District Law (Water Code §30000 et seq.).

2.4 Board of Directors. The EWA shall be administered by the governing body of the EWA which shall be known as the Board of Directors of the EWA, herein called the Board. Members of the JAC shall serve as the Board.

2.5 Officers of the Board. The Board shall elect its own officers, which shall include a Chairman, Vice-Chairman, Secretary, Treasurer, and Auditor. The Chairman and Vice-Chairman shall be members of the Board and the Secretary may, but need not, be a member of the Board.

2.5.1 Treasurer. The Treasurer shall be appointed by the Board to serve at the Board's pleasure. The Treasurer shall be the depository and have custody of all money of the EWA from whatever source. The Board shall appoint the Treasurer from among the officers and employees of the EWA. The Board may appoint one or more persons to act as assistants to the Treasurer from among the officers and employees of the EWA. Upon appointment, an assistant shall be considered an "other officer" of the EWA under Section 2.5.3 of this RED. The person appointed as Treasurer may simultaneously hold the office of Auditor.

2.5.2 Auditor. The Auditor shall be appointed by the Board of Directors to serve at the Board's pleasure. The Auditor shall draw all warrants to pay demands against the EWA approved by the Board of Directors. The Board shall appoint the Auditor from among the officers and employees of the Authority. The Board may appoint one or more persons to act as assistants to the Auditor from among the officers and employees of the Authority. Upon appointment, an assistant shall be considered an "other officer" of the EWA under Section 2.5.3 of the RED. The person appointed as Auditor may simultaneously hold the office of Treasurer.

2.5.3 Other Officers. The General Manager and Attorney for the EWA shall be appointed by the Board. Subject to the limits of the EWA's approved budget, the Board shall also have the power to appoint and employ such other officers, consultants, advisors, and independent contractors as it may deem necessary or convenient for the business of the EWA, who shall serve at the pleasure of the Board. The public officer, officers, or persons who have charge of, handle, or have access to any substantial property of the EWA shall file an official bond in an amount to be fixed by the Board. The General Manager shall have the power to appoint, promote, demote and remove employees of the EWA subject to the provisions of the personnel policy of the EWA and the EWA's approved budget.

2.6 Meetings of the Board.

2.6.1 Regular Meetings. The Board shall provide for its regular meetings; provided, however, it shall hold at least one regular meeting per month. The dates, hour, and place of the regular meetings shall be fixed by resolution, and a copy of such resolution shall be furnished to each member agency.

2.6.2 Ralph M. Brown Act. All meetings of the Board, including, without limitations, regular, adjourned regular, and special meetings, shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Government Code Section 54950).

2.6.3 Minutes. The Secretary of the EWA shall cause to be kept minutes of all meetings of the Board, and shall cause a copy of the minutes to be forwarded to each member of the Board and to each member agency.

2.6.4 **Quorum and Vote.** A majority of the Board or their alternates shall constitute a quorum for the transaction of business; except that less than a quorum may adjourn from time to time. The affirmative vote of a majority of a quorum shall be required for the approval of any action. However, when voting on a matter involving the treatment plant (Unit I) or the ocean outfall (Unit J), any member of the Board may call for a weighted vote. In such case, the affirmative vote of members representing a majority of the capacity of the Unit involved shall be required for the approval of any action, to be calculated as follows:

The total vote of all members of the Board shall be 100 percent. Each regularly appointed member shall have a percentage of vote equal to one-half of the percentage of capacity of the member agency he or she represents in the Unit involved. Where only one member is present, said member shall have a percentage of vote equal to the total percentage of capacity of the agency he or she represents. At any meeting where no regularly appointed member is represented, each alternative of such regularly appointed member shall have a percentage of vote equal to one-half of the percentage of capacity of the agency he or she represents. Provided, however, at any meeting where any agency is represented by only one alternate, said alternate shall have a percentage of vote equal to the total percentage of the capacity of the agency he or she represents.

2.7 **Rules.** The Board shall adopt rules and regulations, including a conflict of interest code and a purchasing procedure. The Board may, from time to time, review and revise these rules and regulations as needed.

2.8 **Budgeting.** Annually, the EWA shall prepare an operation, maintenance, and administration budget (hereafter referred to as the O&M budget) and a capital improvement program budget (hereafter referred to as the capital budget). The budgets shall be prepared in accordance with the RBA and generally accepted accounting principles.

2.9 **Accounting and Audits.**

2.9.1 **Fiscal Year.** The fiscal year of the EWA shall be from July 1 to June 30.

2.9.2 **Accounting Procedures and Audit.** Full books and accounts shall be maintained for the EWA in accordance with practices established by or consistent with those utilized by the Controller of the State of California for like public agencies. The Auditor of the EWA shall either make or contract with a certified public accountant to make an annual audit of the accounts and records of the EWA. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Government Code Section 26909 and the audit shall conform to generally accepted accounting principles. A report of the audit shall be filed as a public record with each member agency and with the San Diego County Auditor within 30 days of its completion. Such report shall be filed within 12 months of the end of the fiscal year under examination.

2.10 Liabilities. The debts, liabilities and obligations of the EWA shall be the debts, liabilities and obligations of the EWA alone, and not the member agencies; except as provided by Section 2.11

2.11 Withdrawal or Dissolution. Upon withdrawal of a member from the EWA or upon dissolution of the EWA, there shall be a partial or complete distribution of assets and discharge of liabilities as provided in this section. The distribution of assets may be made in kind or assets may be sold and the proceeds thereof distributed to a member agency at the time of withdrawal or to the member agencies at the time of dissolution; provided that, all property and rights in property assigned or transferred by any member agency to the EWA shall be reconveyed to said member agency free and clear of all encumbrances and liens of any kind.

2.11.1 Withdrawal. Upon withdrawal of any member agency from the EWA, the withdrawing member shall receive its proportionate or otherwise defined share of any assets of the EWA and shall contribute its proportionate or otherwise defined share toward discharge of any enforceable liability incurred by the EWA.

2.11.2 Dissolution. Upon dissolution of the EWA, each member agency shall receive its proportionate or otherwise defined share of any assets of the EWA and shall contribute its proportionate or otherwise defined share toward discharges of any enforceable liability incurred by the EWA.

2.11.3 Share of Public Retirement System Liability. Notwithstanding the foregoing, in the event of the withdrawal of any member agency or agencies from the EWA ("Member Withdrawal"), or prior to the filing of a notice of termination pursuant to Government Code Sections 20570 or 20571 by the EWA ("EWA Termination Event"), unless otherwise unanimously agreed among the member agencies, responsibility for any public retirement system liability incurred by the EWA shall be apportioned as follows:

a. If there is a Member Withdrawal, the withdrawing agency shall assume responsibility for its share of the EWA's public retirement system liability, determined in accordance with paragraph c below, on the effective date of the Member Withdrawal. The EWA shall continue to be responsible for the remaining share of public retirement system liability.

b. If there is an EWA Termination Event, each member agency shall assume responsibility for its share of public retirement system liability, determined in accordance with paragraph c below, on the effective date of the EWA Termination Event.

c. A member agency's share shall be calculated using its allocated share of EWA's salaries and benefits in each program, as defined in Section 13 of the RBA, averaged for the three fiscal years prior to the effective date of such Member Withdrawal or EWA Termination Event, calculated to adequately fund 100 percent of the termination liability calculated by CalPERS (otherwise known as termination liability). With respect to a Member Withdrawal: Recognizing that termination liability may not be determinable at the time a member withdraws, prior to

withdrawing as a member of the EWA, each member agency, including, if necessary, a previously withdrawn member agency, shall negotiate in good faith to enter into a contract with the CalPERS Board of Administration to fund its share of the EWA's public retirement system liability by: (i) making annual contributions; or (ii) making a lump-sum payment; or (iii) providing for payment by any other actuarially sound payment method. Each member agency agrees to defend and indemnify the others, and the EWA, against any claim that a member agency or the EWA has not timely met its legally required notice or funding obligations in the manner agreed upon herein, including the cost of any arbitration resulting from a dispute arising under Government Code Sections 6508.02 or 20575.

2.11.4 Notice to Public Retirement System. Upon approval of this RED, and also prior to filing any notice of termination with CalPERS, the EWA shall provide a copy of this RED to CalPERS, as required by Government Code Section 6508.2.

2.12 Rescission or Termination. The EWA shall continue as Operator/Administrator until such time as the EWA is terminated by written consent of a majority of the member agencies, evidenced by certified copies of resolutions by their governing bodies. Upon termination of the EWA and replacement with another Operator/Administrator, employees of the EWA shall become the employees of the new Operator/Administrator subject to existing employment contracts, seniority, retirement rights and any other employee benefits or rights now enjoyed by those employees.

2.13 Notices. All notices, statements, demands, requests, consents, approvals, authorizations, agreements, appointments or designations hereunder shall be given in writing and addressed to the principal office of the EWA.

2.14 Severability. If any one or more of the terms, provisions, promises, covenants or conditions of this agreement shall by any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants and conditions of this agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

2.15 Modification of Agreement. This agreement shall contain all of the terms and conditions made between the parties hereto and shall not be amended except by an agreement in writing signed by all the member agencies.

2.16 Succession. The provisions of this agreement shall be binding upon and shall inure to the benefit of the successors of the parties thereto.

2.17 Approval. This agreement shall be approved as of the date that all of the member agencies have approved it.

IN WITNESS WHEREOF, each party hereto has pursuant to resolution duly passed and adopted by their respective governing bodies caused this RED to be executed effective as of the day and year first above written.

CITY OF VISTA

BY: _____
MAYOR

ATTEST:

City Clerk

CITY OF CARLSBAD

BY: _____
MAYOR

ATTEST:

City Clerk

LEUCADIA WASTEWATER DISTRICT

BY: _____
PRESIDENT

VALLECITOS WATER DISTRICT

BY: _____
PRESIDENT

BUENA SANITATION DISTRICT

BY: _____
CHAIRPERSON

CITY OF ENCINITAS

BY: _____
MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

BY: 
EWA COUNSEL

MEMORANDUM

DATE: December 5, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Review of Teacher Grant Applications

RECOMMENDATION:

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

1. Award Three Teacher Grants totaling \$4,091; or
2. Discuss and provide direction, as appropriate.

BACKGROUND:**Tactical Goal: Services/ Teacher Grant Program Awards**

This item was reviewed at the November 20th CAC meeting and the CAC concurred with staff to present this item for the Board's consideration.

LWD's Teacher Grant Program was established during 2008. Over the years minor adjustments have been made to the program such as, updating the timeline of the program and increasing the dollar amount of the grant that teachers are eligible to receive. Last year, the Teacher Grant amount was increased to maximum amount of \$2,000 per grant and the budget was increased to \$6,000. In addition, staff increased its outreach efforts to encourage teachers to apply for the grant.

DISCUSSION:

During late August 2019, staff provided the teacher grant information to nine elementary schools, one middle school, and one high school indicating that the submission deadline was October 25, 2019. Staff and RTP contacted all schools and teachers via email to inform and send reminders about the deadline. Staff also updated the LWD website that included a Teacher Grant Program page with a quick link to its home page. RTP posted several Facebook posts about the program and LWD received several online discussions about the program.

As a result of these efforts, the District received the following three applications by the deadline:

Received Teacher Grant Applications:

Applicants	School	Amount Requested:	Project
June Honsberger	La Costa Canyon High School	\$2,000	Native Plant Garden / Outdoor Classroom
Nancy Jois	Capri Elementary	\$1,000	Rain Garden Project
Jennifer Smith	El Camino Creek Elementary	\$1,091	Hydroponic Garden
TOTAL:		\$4,091	

Staff and the CAC have reviewed all applications and each qualifies for a grant based on the program's criteria. Also, the total costs for all three grant requests is under the FY 20 budget of \$6,000. Staff and the CAC are recommending that the grants be awarded to all three applicants. The applications are attached for your review

th:PJB

Attachments



LEADERS IN ENVIRONMENTAL PROTECTION



Grant Application Form

During the 2019-2020 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to three grants up to \$2,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. **IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.** Completed applications **MUST BE** emailed to mbrechbiel@lwwd.org or received by Friday, October 25, 2019.

IDENTIFYING INFORMATION

June Honsberger

Teacher's name

Grades 9-12

Earth Science

Grade

Subject

La Costa Canyon High School

San Dieguito Union High School District

School name

District

1 Maverick Way, Carlsbad, CA 92009

School address, including street, city and zip

Reno Medina

760-436-6136

Principal's name

School phone number

La Costa Canyon High School Foundation

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

Native Plant Garden and Outdoor Classroom \$2000

Project title

Grant amount requested

June Honsberger

Teacher's signature

Please tell us how you heard about this program:

Poster/Flyer Web site Another Educator Newsletter Other

Native Plant Garden and Outdoor Classroom

A. Description of Project:

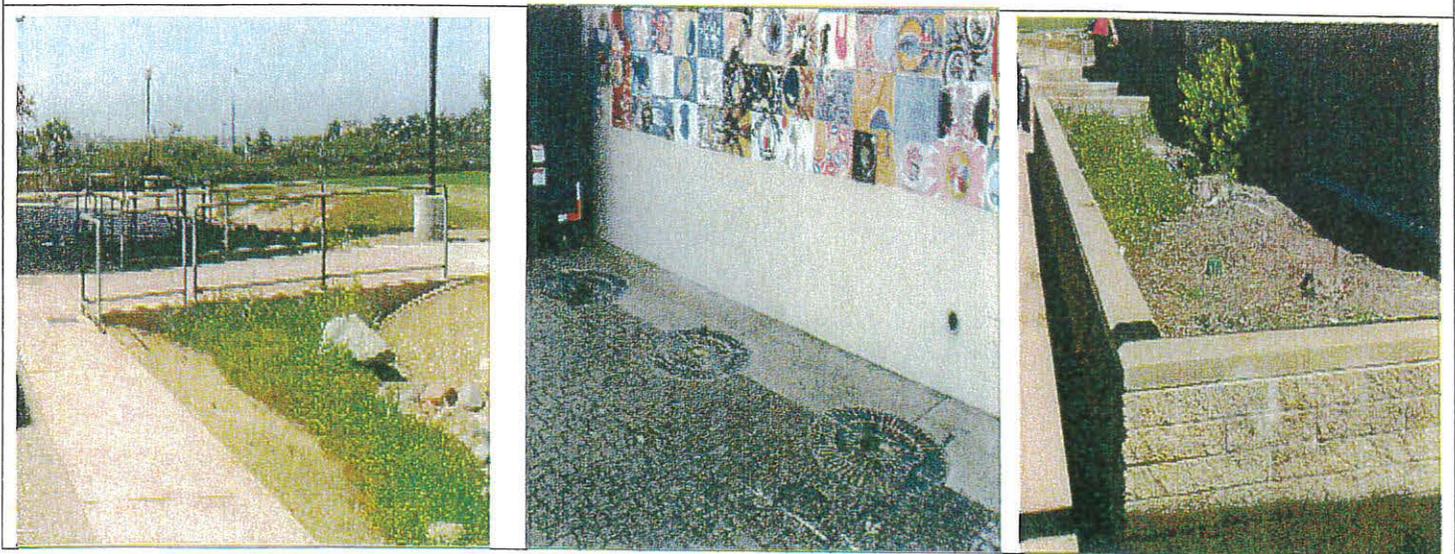
This water use project will have students plant and maintain a new drought tolerant garden area that will become the backdrop for our school's outdoor classroom. The garden will surround a patio and a meadow near our schools 1300's building. The project will be a joint endeavor between the earth science classes and our schools native plant club.

The earth science students will team up with members of the native plant club and they will begin by removing the invasive species in the area. Next, the earth science students will research low-water plants and trees to discover which varieties will grow in our arid climate. The science students will work in groups to design and choose plants for the different areas. They will then meet with the student in the native plant club to share their designs and revise the plans as needed. Once the designs are finalized, the supplies will be ordered, and all of the students will work together to install the new garden.

After the garden is installed the science students and club members will be responsible for maintaining the plants for the duration of the school year. Additionally, science students will investigate the benefits of providing a habitat for native wildlife through a variety of garden activities and experiments. They will keep detailed records of plant growth and use the data to make the connections between local climate, native plants and the water use.

This garden project will involve two classroom teachers and 100 high school science students and native plant club members, grades 9-12. The project will be on going, with planting beginning in the Spring of 2020. These hands on activities require garden tools, soil, compost, plants, trees, seeds, and mulch. Funds are needed to make this garden project a success. The grant would be used to purchase necessary supplies. Our parent foundation will provide outdoor tables and umbrellas.

Photos below show the patio, garden areas and meadow that will be transformed by this project.



B. Learning Objectives

Students will study the relationship between local climate, native plants and water use. Students will research and choose low-water plant varieties that will thrive in our arid Southern California climate. Students will monitor and record growth patterns in plant varieties to determine the characteristics of successful gardening.

C. Budget

Item	Quantity/vendor	Amount	Non-Consumables
Shovels	20 @ 10.00- Home Depot	\$200	x
Pitch forks	5 @ 15.00- home depot	\$75	x
100' garden hose	2 @ 75.00 – Home Depot	\$150	x
Watering cans	10 @ 15.00 – Home Depot	\$150	x
Water key	5 @ 12.00 – Home Depot	\$ 60	x
Wheel barrow	2 @ 90.00 – Home Depot	\$ 180	x
Garden Soil	15 @ 10.00 – Home Depot	\$ 150	
Mulch/compost	60 bags @ 5.00 – Home Depot	\$300	
Plants, Trees & Seeds	Sunshine Gardens/Andersons	\$735	
	Total	\$2000	



LEADERS IN ENVIRONMENTAL PROTECTION

Grant Application Form

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Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. **IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.** Completed applications **MUST BE** emailed to mbrechbiel@lwwd.org or received by Friday, October 25, 2019.

IDENTIFYING INFORMATION

Nancy Jois
Teacher's name

Kindergarten
Grade Subject

Capri Elementary School Encinitas Union School District
School name District

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

Carrie Lancon (760) 944-4360
Principal's name School phone number

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

The Rain Garden Project \$1,000
Project title Grant amount requested

Nancy P. Jois
Teacher's signature

Please tell us how you heard about this program:
 Poster/Flyer Web site Another Educator Newsletter Other

To whom it may concern,

I am applying for a grant in the amount of \$1000 to teach my kindergarten students about water conservation and water use in landscaping in our dry Southern California climate to meet the Next Generation Science Standards for their grade. With these funds my class would participate in a project learning about rain gardens, xeriscaping, and, specifically, how to create a rain garden on our school campus and what types of native drought resistant plants would be best suited for a rain garden. My class would be placed into 4 groups, each with a specific function. They will be interviewing local experts using pre-scripted questionnaires to learn about local vegetation and rain gardens.

The first group would interview SWPP students at our school and ask how we get water for landscaping. This would provide a baseline of understanding from which my students could extend their learning at various water locations within our community. The second group would be in charge of interviewing docents at Batiquitos Lagoon about native plant life in and around the lagoon. The third group would be in charge of interviewing the owners of Sunshine Gardens, learning about succulent plants, xeriscaping, and purchasing succulents for our school rain garden. The fourth group would be in charge of interviewing a local landscape architect to get their feedback on the soundness of the location of the rain garden, how many plants it should hold, and what the benefit would be to having a rain garden on campus.

These interviews would occur on location at our school, Batiquitos Lagoon, and Sunshine Gardens. The interviews would be videotaped by a parent volunteer and then edited by a parent volunteer into an educational video. The resulting video would then be used to teach other primary grades about water conservation and landscaping in San Diego. The video could also be shown at the Encinitas Library. My students would also make presentations to the community to encourage the creation of rain gardens in our Encinitas neighborhoods. At the conclusion of this project not only would my class understand how water conservation can help the community, but their video would aid their peers and the community in understanding the importance of rain gardens and xeriscaping, through the eyes of children.

This project consists of 23 students, 1 teacher, 6 parent volunteers, and roughly 10 community members. We would use \$550 of the funds to provide transportation to and from the 2 locations outside our school (Batiquitos Lagoon and Sunshine Gardens) and \$200 for processing of our video footage into a formal presentation, \$100 for technical advice for creating water related questions, and \$150 for native plants. Our project would begin in January 2020 and filming would conclude by the end of February 2020. Our footage would be sent out for processing by March 1st and be ready for presentation by March 20th.

As a result of this project my students will be able to: 1. Understand the importance of clean water and that it is finite, 2. Understand that they can make a contribution to water resource management by creating a rain garden, 3. Understand that the water they divert to the rain garden will not go down the storm drain, 4. Understand that some succulents are the best choice for a rain garden because they are drought resistant and become aware of the vegetation in their neighborhoods in terms of their relative water consumption needs, and 5. Understand that their knowledge can be used to teach others.

Budget:

\$550 for transportation

\$200 for video production

\$150 for purchasing succulents for the rain garden

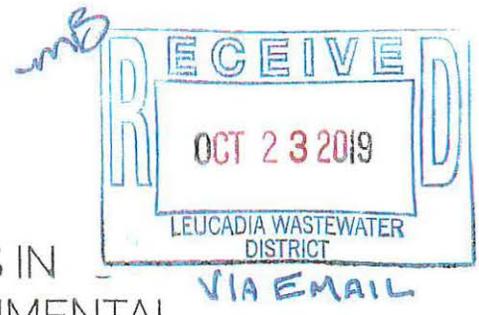
\$100 for Advisor, Environmental Engineering graduate student

Gratis Advisor- Environmental Engineering Consultant

Thank you for your time and consideration.



LEADERS IN
ENVIRONMENTAL
PROTECTION



Grant Application Form

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IDENTIFYING INFORMATION

Jennifer Smith

Teacher's name

4th

General education

Grade

Subject

El Camino Creek

Encinitas

School name

District

7885 Paseo Aliso Carlsbad, CA 92009

School address, including street, city and zip

Jodi Greenberger

760-943-2051

Principal's name

School phone number

Allison Banks--PTA president

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

Hydroponics

1,091.00

Project title

Grant amount requested

Jennifer Smith

Teacher's signature

Please tell us how you heard about this program:

- Poster/Flyer
 Web site
 Another Educator
 Newsletter
 Other

October 23, 2019

We are asking for you to please fund our class's hydroponic project. Our 4th grade class is currently growing hydroponic crops of butter leaf lettuce, kale and basil. The subject areas and academic activities associated with our project include the Science of growing hydroponically with lessons on Ph and conductivity and comparisons of water use when growing in soil, human impacts on the planet and the need to conserve and re-use water, social science studies to include access to nutritional food and food waste, and last but not least, for the students to experience the phenomenon of growing their own food, eating it and appreciating the effort that went in to growing it. The students are responsible for tending to their crops.

Our project not only benefits our class of 29 students, but the entire school, as our crops are placed outside in a high traffic area where all the students can walk by to see the crops growing in the systems. We also harvest and sell our crops to families in our school community. Our principal is very enthusiastic about our project and we have support from a hydroponic farmer to maintain and clean the systems. We are using 3 existing hydroponic systems and can grow 30 plants at a time.

The location is outside near our classroom. We have an ongoing timeline that consists of: planting and germinating the seeds- transferring the seedlings to the bato buckets, daily observations and water nutrient level data collection, adding nutrients and Ph solution of needed, harvesting, selling and cleanup. These crop cycles can occur in an 8 to 10 week cycle throughout the school year. We hope to have 3 and maybe 4 crops this year.

The objective of our project is to have an appreciation of the resources, effort and energy that go into growing food.

Please see attached itemized budget.

Thank you for your consideration.

ECC HYDROPONIC GROWING SUPPLIES- 2019-20

Item	Cost per unit	Quantity	Total	Link	Reusable
Grow Buckets		20	\$40	https://growershouse.com/premium-square-black-plastic-pots-container#	y
Crop Covers	\$22	3	\$66	https://www.gardeners.com/buy/garden-row-covers-growth-accelerator/8591990.html	y
Ph up and down	\$16	2	\$32	https://www.bwgs.com/Item/Details/12073	n
grow plugs	\$23	2 bags	\$46	https://www.bwgs.com/Item/Details/8732	n
propagation tray no holes	\$1.50	1	1.5	https://www.bwgs.com/Item/Details/2528	y
propagation tray with holes	\$2.20	1	\$2.20	https://www.bwgs.com/Item/Details/14150	y
Hydrocorn grow media	36	1	\$36.00	https://www.bwgs.com/Item/Details/10282	y
Cooler	\$80		\$80.00	https://www.walmart.com/ip/Coleman-100-QUART-XTREME-5-Day-Heavy-Duty-Cooler-With-Wheels-Blue/5192860?wmlspartner=wlp&selectedSellerId=1383&adid=2222222227009134313&w10=&w11=g&w12=c&w13=40970509472&w14=pla-56842980887&w15=9031286&w16=&w17=&w18=&w19=pla&	y
Seeds- Kale, lettuce, basil	\$25	1	\$25.00	https://www.amazon.com/Simple-Green-SMP11001-All-Purpose-Concentrate/dp/B01LT23KZO/ref=sr_1_5?ie=UTF8&qid=1539638761&sr=8-5&keywords=SIMPLE+GREEN	n
SIMPLE GREEN	\$12.48	1	\$12.48		n
Total Supplies			\$341		

HOURS TO MAINTAIN (per crop about 10 weeks)	Total Labor Hours per crop
system overview, plant seeds, transfer, train hydro kids,	2
Edmodo or power school daily	1
System maintenance 1x per week	5
harvest and System clean	2
Total	10 hours
	\$25 per hour
	= \$250 per crop

3 to 4 crops per school year possible

Total Amount Requested \$1,091.00

MEMORANDUM

DATE: December 5, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2320 - Updating LWD's Records Retention Policy and Schedules

RECOMMENDATION:

1. Adopt Resolution No. 2320 - Updating LWD's Records Retention Policy and Schedules.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: People / Administrative Policy Updates

Updating the District's Records Retention Policy and Schedule is included as a goal under the People Strategy in the Fiscal Year 2020 (FY 20) Tactics & Action Plan. The purpose of this goal is to:

1. Assure that the revised policy continues to meet applicable provisions of California law relating to the retention and destruction of public records;
2. Revise the policy to include travel reports, written protests and security camera footage; and
3. Update the policy with minor administrative changes.

The policy was adopted in March 2006 and was last revised in 2015. During 2015, staff rewrote the policy in its entirety to better reflect the District's procedures. This policy was reviewed by GC Brechtel.

Staff is, therefore, requesting that the Board adopt Resolution No. 2320 updating LWD's records retention policy and schedules. This resolution will supersede Resolution No. 2264.

Attachment
Enclosure

th:PJB

RESOLUTION NO. 2320

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
AMENDING AND UPDATING
RECORDS RETENTION POLICY AND SCHEDULES**

WHEREAS, the keeping of numerous records is not required after a certain period of time for the effective and efficient operation of the Leucadia Wastewater District; and

WHEREAS, Sections 60200 through 60203, and 34090 of the Government Code of the State of California allow the District to authorize the destruction or disposition of any category of records so long as the governing body of the District adopts a resolution finding that the destruction or disposition of this category of records will not adversely affect any interest of the District or of the public and maintains a categorical list of documents destroyed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Leucadia Wastewater District as follows:

Section 1. The Records Retention Policy and Schedules (attached) of the Leucadia Wastewater District shall be consistent with above mentioned Government Codes established by the State of California.

Section 2. The records of the Leucadia Wastewater District as set forth in the Records Retention Policy and Schedules and incorporated herein by this reference, are hereby authorized to be destroyed after the requisite minimum holding period as provided by Sections 60200 through 60203 and 34090 of the Government Code of the State of California in accordance with the provisions of said guidelines without further action by the Board of Directors of the Leucadia Wastewater District.

Section 3. The destruction of records not required to be retained will not adversely affect any interest of the District or of the public.

Section 4. The destruction of any record as provided for herein shall be by shredding or other effective method of destruction and the District shall maintain a categorical list of the destroyed information that reasonably identifies the information contained in the records in each category.

Section 5. The term "records" as used herein shall include any writing as defined by Government Code Section 6252.

Section 6. This resolution supersedes Resolution No. 2264.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held December 11, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David Kulchin, President

ATTEST:

Paul J. Bushee, General Manager
(SEAL)



RECORDS RETENTION POLICY and SCHEDULES

PURPOSE

This Records Retention Policy (“Policy”) establishes record-keeping requirements and retention periods for Leucadia Wastewater District (“District”) records. In addition, it provides the District with legal authority to dispose of records within an organized and controlled system.

SCOPE

The guidelines of this Policy and its procedures must be consistent with California Government code sections 34090 and 60200-60203. In addition, *District Records may be subject to public disclosure (see the District’s Public Records Act Request Policy ref. 14-3862 and/or Government Code 6250 et seq.)*.

This Policy supersedes Resolution No. 2160-2264 Amending and Updating Records Retention Policy and Schedules.

DEFINITIONS

This Policy applies to all records including paper, electronic (including emails), microfilm, magnetic/paper tapes, and any other document produced, received, owned, or used by the District regardless of its physical form or characteristics. Records are classified as District Records and Non-Records.

Definitions and examples of records are as follows:

District Records: Any writing or document, including electronic files, containing information relating to the conduct of the District’s business that is prepared, owned, used, received, or retained by the District, regardless of physical form or characteristic.

Non-Record: Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, library/research materials, publications, blank forms. Also documents such as preliminary drafts, works in progress, preliminary electronic records used to create a final version, copies of original records, hand-written rough notes, and other material used in the preparation or analysis of other documents.

RECORD RETENTION SCHEDULE

The Record Retention Schedule (“Schedule”) is a comprehensive list of records sorted by departments that identify the length of time each District Record must be retained based on its operational, fiscal, regulatory, referential, legal, and historical value. Records listed on the Schedule are District Records unless otherwise specified.

POLICY

When records have fulfilled their administrative, fiscal, or legal function they should be either sent to the District's archive facility, recycled, and/or destroyed as soon as possible in accordance with the District's Schedule (Attachment A). Destruction of paper records shall be by shredding and destruction of electronic records shall be by deleting from the system on which they reside. Deleted electronic records, including emails are considered to have been destroyed once they have been deleted from the active computer system.

PROCEDURE

Designated department staff shall periodically review/purge department paper, electronic files, and emails according to the Schedule (Attachment A) and as follows:

1. Paper Files:

- Paper files that require storage at the archive facility shall be boxed and labeled, then provided to the Administrative Specialist for coordination of pick-up of boxes.
- If paper files have reached the end of their retention period, then they shall be boxed and labeled, then provided to the Administrative Specialist. The Administrative Specialist will complete a destruction approval form that lists the record's title and retention period end date. The form will need to be signed by the General Manager approving the destruction of the records.
- The Administrative Specialist will then coordinate the pick-up of boxes and will receive a certification of destruction form after the records have been destroyed by the archive facility.
- The Administrative Specialist will update the storage log and destruction of documents log, once the documents/files have been destroyed.

2. Electronic Files:

- Electronic files that are stored on the server/network in folders will need approval before deletion. Once the record has reached its retention period, the file should be transferred to the "Review and Approval for Destruction" folder on the server/network. A list of files to be destroyed and the retention period end date will be provided to the Administrative Specialist and signed by the Department Manager. The Administrative Specialist will complete a destruction approval form with the names of the files and the retention period end date. The form will need to be signed by the General Manager before the records are deleted. A destruction list of electronic records will be maintained by the Administrative Specialist.

3. Emails:

- Employees are responsible for the management of their email boxes. All users of District computers and/or electronic communication resources should review their email at least weekly and emails that qualify as District Records should be filed appropriately in a separate folder on the server/network. Once these emails have reached their retention period they should be transferred to the "Review and Approval for Destruction" folder on the server/network. Destruction of emails that are District Records should follow the same procedures as electronic files listed above.

4. Non-Records:

- Drafts used to create a final version shall be deleted after the final version or electronic file is completed, or if retained, shall be subject to the Schedule applicable to the document category.

- All other Non-Records shall be destroyed during the normal course of business when the item is no longer needed.
- Non-Record emails should be deleted in the normal course of business, generally after reading.
- Non-~~work related~~work-related emails should be immediately and permanently deleted (the same day the message is received).

LITIGATION HOLDS

When litigation is threatened or pending against the District or its employees, the law imposes a duty to preserve all relevant documents and records. A litigation hold directive must be issued to the legal custodians of those documents.

A litigation hold directive overrides this Policy, as well as any records retention schedules that may otherwise call for the transfer, disposal, or destruction of relevant documents, until the hold has been cleared.

Email and accounts of separated employees that have been placed on litigation hold status must be maintained by the District until the hold is released.

No employee who has received a litigation hold directive may alter or delete an electronic record that falls within the scope of that hold. Those employees are required to provide access to, or copies of, any relevant electronic records that they have downloaded and saved, or moved to some other storage account or device.

ROLE & RESPONSIBILITIES

Supervisors and/or Managers are responsible for providing records retention guidance to staff within their respective department. The guidance provided must be in accordance with this Policy.

Originators and custodians of electronic messages, records, and information that have lasting value are responsible for:

- Appropriately identifying and retaining such records in accordance with this Policy;
and
- Seeking assistance when unsure about how to categorize specific types of messages.

District employees who have been notified by management of a litigation hold are responsible for preserving all messages, records, and information that fall within the scope of the hold.

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Administration	General Correspondence (includes written protests)	Current year + 2 years	Current year + 2 years	GC 34090; 60201
Administration	Agreements - leases, equipment, services/supplies (through completion/termination) (excluding CIP)	Current year + 5 years	Current year + 5 years	CCP 337.2, 343; B&P 7042.5; GC 53066
Administration	Professional Services Agreements	7 years	7 years	GC 60201
Administration	Records Retention Schedules	Active until revised	until revised/rescinded	GC 60201
Administration	Policies and Procedures	Active until revised	until revised/rescinded	GC 60201
Administration	Legal Advertising (public notices)	Current year + 4 years	Current year + 4 years	GC 34090; CCP 343, 349 et seq.; GC 911.2
Administration	Public Records Request	Closed + 2 years	Closed + 2 years	GC 34090
Administration	Inventory of Records	Current year + 2 years	Current year + 2 years	GC 34090; 80 OPS Atty. General 106
Administration	Records Mgmt Disposition Certification	Permanent	Permanent	GC 34090
Administration	Management Reports	2 years	2 years	GC 34090
Administration	Plaques	Permanent	Permanent	Historic value
Administration	Audit hearing/review	2 years (after audit)	2 years (after audit)	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Administration	Articles of Incorporation	Permanent	Permanent	GC 34090
Administration	Non-Elected Conflict of Interest filings	4 years (copies)	4 years (copies)	FPPC Regulations (original forms are filed at the County office)
Administration	Insurance Programs	Superseded + 2	Superseded + 2	GC 34090
Administration	Goals & Objectives	2 years	2 years	GC 34090
Administration	Travel Reports	7 years	7 years	GC 60201
Board	Board Correspondence - All incoming, outgoing, & written protest	2 years	2 years	GC 60201
Board	Board Meeting Audio Recordings	Current + 3 months	Current + 3 months	GC 54953.5 (b); GC 34090.7
Board	Mission/Vision Statements	Active until revised	until revised/rescinded	GC 34090
Board	Ordinances (repealed ordinances can be destroyed 5 yrs. after date of repeal)	Permanent	Permanent	GC 34090 (d); 60201
Board	Resolutions	Permanent	Permanent	GC 34090 (d); 60201
Board	Agendas	2 years	2 years	GC 34090 (d) (original agendas, special meeting notices, including cert. of postings, summaries, and attachments)
Board	Agenda reports	2 years	2 years	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUTE
Board	Minutes	Permanent	Permanent	GC 34090; 60201
Board	Council Proclamations (not assigned a resolution/ordinance)	2 years (after superseded)	2 years (after superseded)	GC 34090
Board	Elected Conflict of Interest filings	4 years (copies)	4 years (copies)	FPPC Regulations (original forms are filed at the County office)
Board	Applications (not selected)	2 years	2 years	GC 34090
Board	Applications (selected)	5 years (after termination)	5 years (after termination)	GC 34090
Board	Articles of Incorporation	Permanent	Permanent	GC 34090
Board	Appeals	3 years	3 years	GC 34090
Board	Petitions	1 year	1 year	GC 34090
Board	Travel Reports	7 years	7 years	GC 60201
CIP/Development	Bonds (development)	10 years	10 years	CCP 337.5
CIP/Development	Work Service requests rec'd or created (connection with the performance of work/services)	2 years	2 years	GC 34090
CIP/Development	Code books	Permanent	Permanent	GC 34090 e

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Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
CIP/Development	Correspondence (working documentation)	2 years	2 years	GC 34090 (d)
CIP/Development	Development conditions	life of infrastructure	life of infrastructure	GC 34090
CIP/Development	Development agreements	Permanent	Permanent	GC 34090;CCP337,337.1(a);337.15;8 CFR; 4.703
CIP/Development	Permits (includes encroachments, grading)	Permanent	Permanent	GC 34090
CIP/Development	Sewer Connection Records	Permanent	Permanent	GC 34090
CIP/Development	Maps & Plats, boundary maps, drawings, zoning, tentative subdivision, parcel, land use maps	Permanent	Permanent	GC 34090 (a)
CIP/Development	Master Plans (includes special/long range program plan)	2 years	2 years	GC 34090
CIP/Development	Projects not completed/denied	Closed + 2 years	Closed + 2 years	GC 34090
CIP/Development	Engineering Studies, Special projects	Closed + 2 years	Closed + 2 years	GC 34090 (d)
CIP/Development	Flood control/drainage facilities/zones	Permanent	Permanent	GC 34090
CIP/Development	Surveys (recording data and maps)	Permanent	Permanent	GC 34090 (a)
CIP/Development	Blueprints, Specs (submitted by contractors w/ application for permit)	2 years	2 years	GC 34090 (a)

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
CIP/Development	Construction approved (new commercial/residential/ room additions, block walls/remodeling)	Permanent	Permanent	GC 34090(a)
CIP/Development	Reports, Federal and State	Permanent	Permanent	GC 34090 (a) (records that may contain records affecting title to real property/liens)
CIP/Development	CIP Projects (planning, design, construction/modification of local government- owned facilities, structures and systems	Permanent	Permanent	GC 34090 (a)
CIP/Development	Environmental Quality records (Asbestos, CEQA, soil reports)	Permanent	Permanent	GC 34090 (a)(d)
CIP/Development	Sphere of Influence records	Permanent	Permanent	GC 34090
CIP/Development	Abandonment (buildings, condemnation, demolition)	Permanent	Permanent	GC 34090 (a)
CIP/Development	Annexation Case files	Permanent	Permanent	GC 34090(a)
CIP/Development	Lot Split Cases	Permanent	Permanent	GC 34090
CIP/Development	Certificates	life of infrastructure	life of infrastructure	GC 34090
CIP/Development	Acquisition/Disposition of property by District	Closed + 10 years	Closed + 10 years	GC 34090 (a); GC 6254
CIP/Development	Soil Reports	Permanent	Permanent	GC 34090 (d)
CIP/Development	Environmental Review (correspondence, consultants, issues, conservation)	3 years	3 years	GC 34090 (d)

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Field Services	Maintenance & Operations (work orders, inspections, repairs, cleaning, reports and complaints)	Current Year + 2 years	Current Year + 2 years	GC 34090 (d)
Field Services	Facilities (Correspondence)	Current Year + 2 years	Current Year + 2 years	GC 34090
Field Services	Reclamation (daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.)	Current year + 5 years	Current year + 5 years	40 CFR 122.41
Field Services	Reports (studies)	Current year + 2 years	Current year + 2 years	GC 34090
Field Services	Discharge monitoring reports	Current year + 5 years	Current year + 5 years	40 CFR 122.41
Field Services	Regulations (includes legislations)	until superseded + 2 years	until superseded + 2 years	GC 34090
Field Services	Tests (bacteriological analysis)	Current year + 5 years	Current year + 5 years	40 CFR 141.33
Field Services	Tests (Chemical analysis)	Current year + 10 years	Current year + 10 years	41 CFR 141.33
Field Services	Recycling Programs	until superseded + 2 years	until superseded + 2 years	GC 34090
Field Services	Sanitary Surveys	Current year + 10 years	Current year + 10 years	40 CFR 141.33
Field Services	State certification	Current year + 12 years	Current year + 12 years	40 CFR 141.91
Field Services	NPDES Permits	Permanent	Permanent	GC 34090 (Compliance w/CWA)

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Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Field Services	Rates	Current year + 2 years	Current year + 2 years	GC 34090
Field Services	Underground Tank Storage (Compliance & maintenance)	Permanent	Permanent	GC 34090
Field Services	Location Maps/Septic Tanks	Permanent	Permanent	GC 34090
Field Services	Hazardous Waste Disposal	11 years	11 years	CAL OSHA; 40 CFR 122.21
Field Services	Vehicle Ownership & Title	life	life	VC 9900 et seq.
Finance	Accounts Payable	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Accounts Receivable	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Bank Reconciliation (statements, summaries for receipts, disbursements & reconciliation)	Audited year + 4 years	Audited year + 4 years	GC 34090; 26 CFR 16001-1
Finance	Billing records (customer name, service address, usage, payments, applications/cancellations)	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	Budget adjustments and account transfers	Audited year +2 years	Audited year + 2 years	GC 34090
Finance	Journal Entries	Audited year +2 years	Audited year + 5 years	GC 34091
Finance	checks (includes payroll, canceled & voided)	Audited year + 5 years	Audited year +5 years	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Deposits, Receipts	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Invoices (copies sent for fees owed, billings)	Audited year + 2 (3) years	Audited year + 4 years	GC 34090
Finance	General Ledger	Permanent	Permanent	GC 34090; CCP 337
Finance	Utility Billings	3 years	3 years	GC 34090
Finance	Voucher (account postings w/ supporting docs.	Audited year + 4 years	Audited year + 4 years	GC 34090; CCP 337
Finance	Adopted Budget	Permanent	Permanent	GC 34090
Finance	Inventory of fixed assets	Audited year + 4 years	Audited year + 4 years	GC 34090; 26 CFR 301.65-1 (F)
Finance	Auction of surplus property	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	Disposal of surplus property	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Payroll Adjustments	Audited year + 4 years	Audited year + 4 years	GC 34090; 29 CFR, 516.5 - 516.6
Finance	Employee Time Sheets	Audited year + 6 years	Audited year + 6 years	GC 34090; 29 CFR, 516.2
Finance	PERS Employee Deduction Reports	Termination + 4 years	Termination + 4 years	GC 34090; CAC 22-1085-3; PERS law

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Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Register (labor costs by employee & program)	Permanent	Permanent	GC 34090; GC 37207
Finance	Salary Records (deduction authorization, beneficiary designations, unemployment claims, garnishments)	Termination + 3 years	Termination + 3 years	GC 34090; CCP 337
Finance	Bids, RFQ's, RFP's Successful	Audited year + 5 years	Audited year + 5 years	GC 34090; CCP 337
Finance	Bids, RFQ's, RFP's Unsuccessful	3 years	3 years	GC 34090; CCP 338
Finance	Purchase Orders	Audited year + 4 years	Audited year + 4 years	GC 34090; CCP 337
Finance	Vendor Register	Permanent	Permanent	GC 34090
Finance	Audits and Year End Workpaper Binders	Permanent	Permanent	GC 34090
Finance	Deferred Compensation reports	Termination + 5 years	Termination + 5 years	GC 34090; 26 CFR 16001-1
Finance	Federal & State Tax (forms 1096, 1099, W-4 & W-2)	Audited year + 4 years	Audited year + 4 years	GC 34090; 29USC 436
Finance	Investment Transactions	Permanent	Permanent	GC 34090; CCP 337; GC 53607
Finance	Labor Distribution (costs by employee & program)	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	State Controller reports	Permanent	Permanent	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUTE
Finance	Utility Rebates	3 years	3 years	GC 34090
Finance	Bank Statements	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	Bonds Account Statements (including supporting docs.)	Closed + 10 years	Closed + 10 years	GC 34090; CCP 337.5
Finance	Paid/Canceled Bonds	Closed + 2 years	Closed + 2 years	GC 34090; 53921
HR/Personnel	Benefit Plan Claims	Permanent	Permanent	GC 6250 et seq; OMB A-129; 29 CFR 1602.30; Lab Rel. Sect. 1174
HR/Personnel	Employee Fidelity Bonds	Termination + 2 years	Termination + 2 years	GC 34090
HR/Personnel	Employee Handbook (general employee info. Including benefit plans)	Superseded + 2 years	Superseded + 2 years	GC 34090
HR/Personnel	Employee Programs (includes EAP & Recognition)	Closed + 2 years	Closed + 2 years	GC 34090; GC 12946
HR/Personnel	Employee Rights (May include arbitration, grievances, union requests, sexual harassment, civil rights, complaints, disciplinary actions)	Termination + 2 years	Termination + 2 years	GC 13946; 29 CFR 1602; 29 USC 211 (e); 203 (m); 207 (g)
HR/Personnel	Hourly Employees	Termination + 6 years	Termination + 6 years	GC 12946; GC 34090; labor relations sect. 1174
HR/Personnel	I-9 forms	Termination + 1 year	Termination + 1 year	Immigration Reform Act
HR/Personnel	Medical leave (certifications, tests, W-4)	Closed + 30 years	Closed + 30 years	FMLA 1993 US OSHA; 29 CFR; 1910.20

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUTE
HR/Personnel	Motor Vehicle Pulls (DMV)	Closed + 7 years	Closed + 7 years	GC 12946; USC 1324(a); CA 91009
HR/Personnel	Negotiation (notes, correspondence, contracts, and MOU)	Permanent	Permanent	29 USC Sections: 211 C, 203 (m), 207 (g)
HR/Personnel	Personnel records (copies)	Current year + 2 years	Current year + 2 years	GC 34090; GC 6250
HR/Personnel	PERS, Social Security, SSI	Permanent	Permanent	29 CFR 1627.3 (2); GC 12946; 34090
HR/Personnel	Recruitment (applications, resumes, alternate lists/logs, answer sheets, job bulletins, eligibility; electronic databases)	Closed + 3 years	Closed + 3 years	GC 129446; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29CFR 1627.3
HR/Personnel	Reports (employee stats, benefit activity, liability loss)	Current year + 2 years	Current year + 2 years	GC 34090
HR/Personnel	Classification/wage rates surveys and studies	Current year + 2 years	Current year + 2 years	GC 12946, 34090; 29 CFR 516.6 (2); 29 CFT 1602.14
HR/Personnel	Personnel training documenting internal & external training	Termination + 7 years	Termination + 7 years	GC 34090
HR/Personnel	Safety certifications/designations	Current year + 2 years	Current year + 2 years	GC 34090
HR/Personnel	Non-Safety employees release authorization; certifications; reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations; pre-employment medicals; fingerprints; identifications cards	Termination + 3 years	Termination + years	29 CFR 1627.3; CCRSec. 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090
Information Services/IT	Management of policies/supporting docs. relating to internet/WWW	Superseded + 2 years	Superseded + 2 years	GC 34090
Information Services/IT	Inventory of IT (hardware/software inventory logs, manuals)	Superseded + 2 years	Superseded + 2 years	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Information Services/IT	Network Information Systems (LAN/WAN -config. Maps&Plans)	Current year + 4 years	Current year + 4 years	GC 34090; CCP 337.2; 343
Information Services/IT	Program files and directories (Annual backup)	Current year + 2 years	Current year + 2 years	GC 34090
Information Services/IT	Program files and directories (daily backup)	Current year + 2 months	Current year + 2 months	GC 34090.7
Information Services/IT	Program files and directories (monthly backup)	Current year + 1 year	Current year + 1 year	GC 34090
Information Services/IT	Program files and directories (weekly backup)	Current year + 6 months	Current year + 6 months	GC 34090
Information Services/IT	Security Camera Video Footage/Surveillance recordings	1 year	1 year	GC 53160
Legal/Legislative	Appeals (civil)	Current year + 3years	Current year + 3years	CCP 583.320 (a)(3); GC 34090
Legal/Legislative	Case logs (from closed cases)	Closed + 7 years	Closed + 7 years	CCP 337.2; 343
Legal/Legislative	Case records (high profile)	Permanent	Permanent	GC 6254
Legal/Legislative	Opinions (confidential)	Superseded + 2 years	Superseded + 2 years	GC 34090; GC 6254
Legal/Legislative	Logs, Attorney Service requests	2 years	2 years	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUTE
Legal/Legislative	Case records - includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors 3 years after attaining 18 years)	Closed + 7 years	Closed + 7 years	GC 34090
Public Information/Outreach	Media Relations (includes cable, newspaper, radio, message boards and presentations)	Current Year + 2 years	Current Year + 2 Years	GC 34090
Public Information/Outreach	Brochures, publications, newsletters, bulletins	Superseded + 2 years	Superseded + 2 years	GC 34090
Risk Management	Accident Report (relating to LWD property)	Closed + 7 years	Closed + 7 years	CFR 1904.6
Risk Management	Bonds and Insurance policies insuring the District's property and assets	Permanent	Permanent	CCP 337.2; 343
Risk Management	Claims/Damage (Paid & Denied)	Closed + 5 years	Closed + 5 years	GC 34090; GC 25105.5
Risk Management	Incident Reports (includes theft, arson, vandalism, property damage / similar occurrence)	Closed + 7 years	Closed + 7 years	29 CFR 1904.2; 29CFR 1904.6
Risk Management	Insurance, Joint Powers Authority Agreement	Permanent	Permanent	GC 34090
Risk Management	Insurance Certificates (filed separately from contracts, includes filed by licensees)	Permanent	Permanent	GC 34090
Risk Management	Insurance, Liability/Property (may include certificates of participation, deferred, use of facilities)	Permanent	Permanent	GC 34090
Risk Management	Insurance Workers Compensation (indemnity; PERS - working files; original w/ Administrator)	Permanent	Permanent	GC 6410; 29 CFR 1910.20
Risk Management	Photographs	Closed + 2 years	Closed + 2 years	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Risk Management	Reports (Federal OSHA forms; loss analysis reports, safety reports; actuarial studies)	Closed + 5 years	Closed + 5 years	OMB 1220-0029; 29 CFR 1904.4; GC 34090
Risk Management	Workers Compensation (claim files, reports, incidents (working files w/ Administrator)	Permanent	Permanent	CCR 14311; 15400.2; CA Labor Code 110-139.6

Citations: CCP - Code of Civil Procedure; CCR - Code of CA Regulations; CFR - Code of Federal Regulations; GC - Government Code

MEMORANDUM

DATE: December 5, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Board of Directors Election of Officers**



RECOMMENDATION:

1. Discuss and take action, as appropriate.

DISCUSSION:

Leucadia Wastewater District's current policy calls for the Board of Directors to elect a President and Vice-President each December from among its members.

This item has been placed on the agenda for the Board of Directors' discussion and action, as appropriate.

tb:PJB

MEMORANDUM

DATE: December 5, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Resolution No. 2322 Requesting LAFCO to Take Proceedings for the Gupta Change of Organization**

RECOMMENDATION:

Staff and the Engineering Committee recommend that the Board of Directors:

1. Adopt Resolution No. 2322, Gupta Annexation, as presented.
2. Discuss and take other action, as appropriate.

BACKGROUND:

This item was reviewed at the December 4th Engineering Committee (EC) meeting and the EC concurred with staff to present this item for the Board's consideration.

The connection of this property at 865 Orpheus Avenue, a Chevron Gas Station, involves payment of fees in accordance with a Reimbursement Agreement.

In February 2013, the Board approved Ordinance No. 127 (Ordinance) a Reimbursement Agreement between the District and Marquee Enterprises, LLC (Marquee) for the construction of a public sewer extension on Orpheus Avenue. The term of the Reimbursement Agreement was for ten (10) years, to February 2023. The sewer extension was necessary to provide sewer service to a property that was being commercially developed. The remaining properties adjacent to the extension (see Attachment A), including the property to be annexed (Parcels C and D), were not required to connect to the public sewer system at that time. As stipulated in the Reimbursement Agreement, as each adjacent property connects to the public sewer the property owner (Owner) is required to remit a payment equivalent to the Owner's fair share for construction of the sewer extension (see Attachment B). Attachment B is a revised chart of reimbursable costs from the original Ordinance and reflects the actual Equivalent Dwelling Units (EDUs) the property is being assessed based on the preliminary plan check.

The reimbursable cost stated in Attachment B that the Owner is required to pay Marquee is nearly \$57,000 plus 3% interest per annum from February 2013. Additionally, the Owner will pay the District a 5% administrative fee for administering the Agreement and the required capacity fees. The final amounts are dependent on the final payment date by the Owner. The Owner will be required to pay the reimbursement prior to full Local Agency Formation Commission (LAFCO) approval of the annexation.

DISCUSSION:

The proposed Gupta Annexation into the Leucadia Wastewater District (District) service area involves two parcels located at 865 Orpheus Avenue that total 0.835 acres, located west of Interstate 5, south of Leucadia Boulevard and east of Hymettus Avenue.

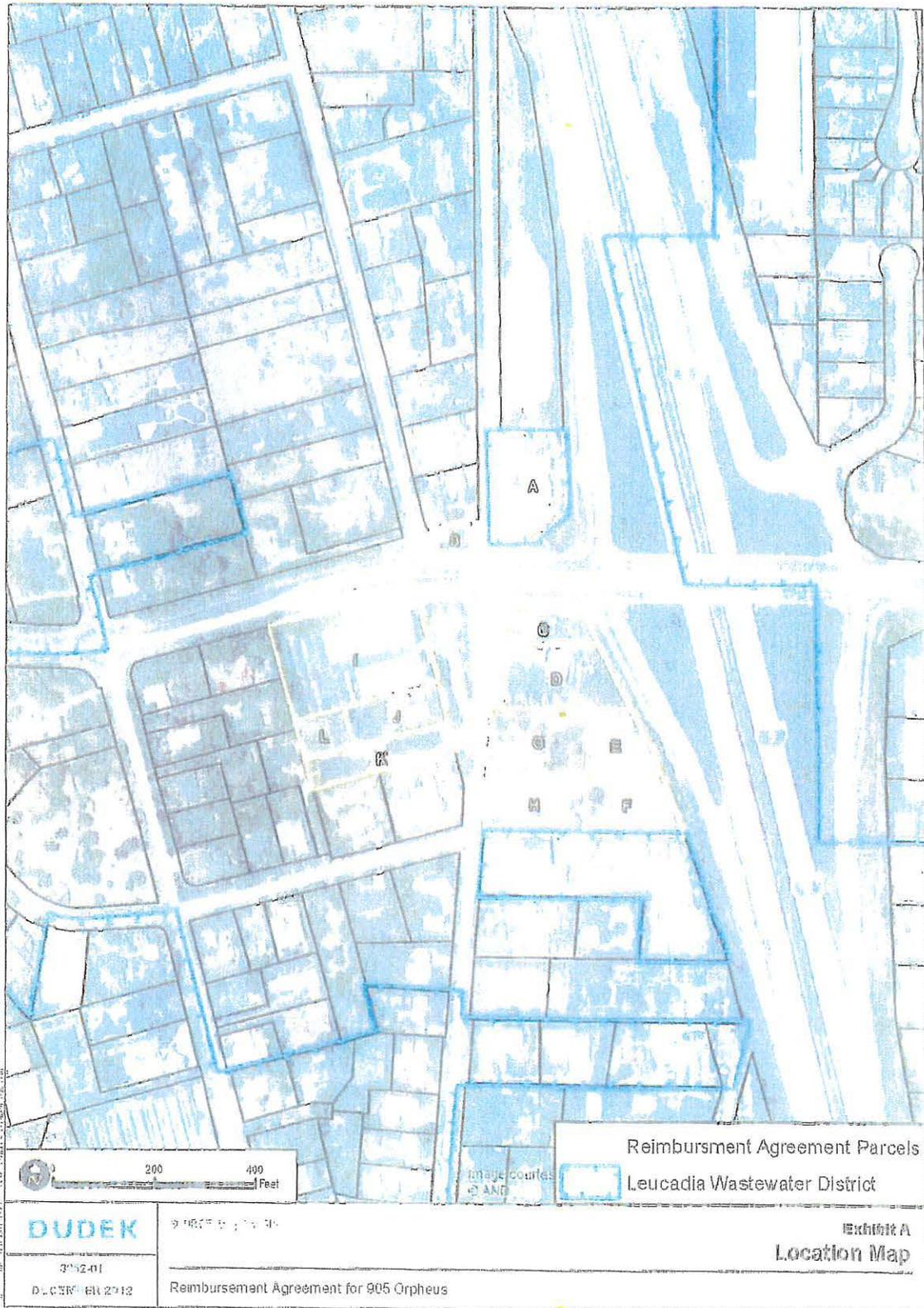
This annexation is within the District's sphere of influence and includes two parcels that contain an existing Chevron Gas Station currently connected to a septic tank system. Per the City of Encinitas, the parcels are required to connect to the public sanitary sewer system to satisfy a permit condition for a proposed upgraded Mini-Mart and Quick Serve Restaurant. The parcels will connect via a single private lateral to the available public sewer collection system on Orpheus Avenue. The annexation is necessary to provide sewer service to these new commercial facilities.

Approval of Resolution No. 2322 (see Attachment C) would authorize a boundary annexation.

The District's collection and treatment systems have sufficient capacity to accommodate the existing Chevron Gas Station with a proposed upgraded Mini-Mart and Quick Serve Restaurant. Attached please find a copy of Resolution No. 2322 for your review.

ier:PJB

Attachment



**Exhibit B - Revised
Reimbursement Agreement for 905 Orpheus Avenue
Reimbursable Costs**

905 Orpheus Sewer Extension Reimbursement Area (1)							
Exhibit A Parcel	Assessor Parcel No	Encinitas Zoning	Approx. Acres	Est. EDU's	Share of \$218,981.25 Cost	Amount to Reimburse Parcel A	Notes
A	254-270-18	VSC	0.59	5	\$ 57,626.64		Original 2012 share of cost - does not change
B	256-243-14	R3	0.33	1	\$ 9,491.45	\$ 9,491.45	Est. EDU's remain unchanged - update cost share
C	256-121-34	VSC	0.14	6	\$ 56,948.68	\$ 56,948.68	Update Parcel C + D from 3.0 total EDUs to 6.0 total EDU's
D	256-121-29	VSC	0.66				
E	256-121-04	R3	0.31	1	\$ 9,491.45	\$ 9,491.45	Est. EDU's remain unchanged - update cost share
F	256-121-05	R3	0.49	1	\$ 9,491.45	\$ 9,491.45	Est. EDU's remain unchanged - update cost share
G	256-121-03	R3	0.54	1	\$ 9,491.45	\$ 9,491.45	Est. EDU's remain unchanged - update cost share
H	256-121-06	R3	0.56	1	\$ 9,491.45	\$ 9,491.45	Est. EDU's remain unchanged - update cost share
I	256-242-52	R3	1.25	3	\$ 28,474.34	\$ 28,474.34	Est. EDU's remain unchanged - update cost share
J	256-242-32	R3	0.33	1	\$ 9,491.45	\$ 9,491.45	Est. EDU's remain unchanged - update cost share
K	256-242-57	R3	0.41	1	\$ 9,491.45	\$ 9,491.45	Est. EDU's remain unchanged - update cost share
L	256-242-58	R3	0.17	1	\$ 9,491.45	\$ 9,491.45	Est. EDU's remain unchanged - update cost share
Total				22	\$ 218,981.25	\$ 161,354.61	Change EDU total from 19.0 to 22.0 and keep the original cost by Parcel A the same

(1) The reimbursement fee is calculated by dividing the Reimbursable Construction Costs by the assumed number of EDUs per parcel that could connect to the new facilities. Current calculations assume a total of 11 eligible EDUs. Once a reimbursement fee has been paid, it is final and not subject to adjustment. However, if during the term of this Agreement, the number of eligible EDUs changes due to a parcel split or other circumstance, then the reimbursement fee may be adjusted for new connections by dividing the balance of unpaid Reimbursable Construction Costs by the revised estimate of eligible EDUs that still could connect to the sewer system. Such adjustments shall only be made for new connections to the sewer system. No adjustment to past reimbursement will be made.

RESOLUTION NO. 2322

**A RESOLUTION OF APPLICATION BY THE
BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION
TO TAKE PROCEEDINGS FOR THE PROPOSED
GUPTA CHANGE OF ORGANIZATION**

RESOLVED, by the Board of Directors of the Leucadia Wastewater District, that

WHEREAS, the Board of Directors of the LEUCADIA WASTEWATER DISTRICT (LWD), San Diego County, State of California, desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code for the proposed Gupta Change of Organization; and

WHEREAS, the proposed Gupta Change of Organization includes annexation of the Gupta territory (*APNs 256-121-29 & 34-00*) to the LWD; and

WHEREAS, the reasons for this proposed Change of Organization are as follows:

1. LWD is empowered to and is engaged in the collection, treatment, and disposal of wastewater and has existing facilities to provide wastewater service to the territory proposed to be annexed.
2. The owners of the territory desire to utilize the LWD facilities.
3. The territory to be annexed is within LWD's Sphere of Influence.

WHEREAS, the territory subject to the proposed Change of Organization is inhabited, and a description of the external boundary of the territory is set forth in Exhibit "A" and a map thereof is set forth in Exhibit "B", both attached hereto and by this reference incorporated herein; and

WHEREAS, LWD requests that the proposed Change of Organization be subject to the following terms and conditions:

1. The annexed property is thereafter subject to capacity fees, sewer service fees, and all other district-wide Ordinances and Resolutions of LWD.

WHEREAS, LAFCO is authorized to approve this proposed Change of Organization without notice or hearing and without an election. If no express effective date is indicated, the effective date of the Change of Organization shall be the date of recordation of the Certificate of Completion and Resolution ordering the change of organization by the County Recorder.

WHEREAS, the staff of LWD has reviewed this proposed Change of Organization under the California Environmental Quality Act (CEQA) and has found it to be categorically exempt from CEQA pursuant to Section 15319 (a) of the California Environmental Quality Act.

NOW, THEREFORE, this Resolution of Application is hereby approved and adopted by the Board of Directors of the LEUCADIA WASTEWATER DISTRICT. The Local Agency Formation Commission of San Diego County is hereby requested to take proceedings for the proposed Change of Organization that includes the territory as described in Exhibit "A" and shown in Exhibit "B", according to the terms and conditions stated above and in a manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

PASSED AND ADOPTED at a Regular meeting of the Board of Directors held on December 11th, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Kulchin, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

EXHIBIT "A"
GUPTA ANNEXATION
TO LEUCADIA WASTEWATER DISTRICT

GEOGRAPHIC DESCRIPTION

LOT 12 AND ALL THOSE PORTIONS OF LOTS 1, 2 AND 11 IN BLOCK 2 OF AVOCADO ACRES, TOGETHER WITH THE EASTERLY RIGHT OF WAY OF ORPHEUS AVENUE ADJOINING SAID LOTS 11 AND 12, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 1791 FILED IN THE RECORDER'S OFFICE OF SAID COUNTY APRIL 29, 1924, DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF ORPHEUS AVENUE AND THE WESTERLY PROLONGATION OF THE NORTHERLY LINE OF LOT 15 OF SAID MAP NO. 1791, ALSO BEING THE NORTHWEST CORNER OF THE EXISTING LEUCADIA WASTEWATER DISTRICT;

THENCE NORTHERLY ALONG SAID CENTERLINE, NORTH 03°49'00" EAST 240.56 FEET TO THE INTERSECTION OF ORPHEUS AVENUE AND THE WESTERLY PROLONGATION OF THE SOUTHERLY LINE OF SAID LOT 12, ALSO BEING THE **TRUE POINT OF BEGINNING**;

THENCE, (1) NORTH 03°49'00" EAST 176.51 FEET;

THENCE, (2) SOUTH 86°11'00" EAST 39.50 FEET;

THENCE, (3) NORTH 45°31'37" EAST 16.63 FEET;

THENCE, (4) SOUTH 89°50'47" EAST 86.00 FEET;

THENCE, (5) SOUTH 71°12'32" EAST 59.63 FEET;

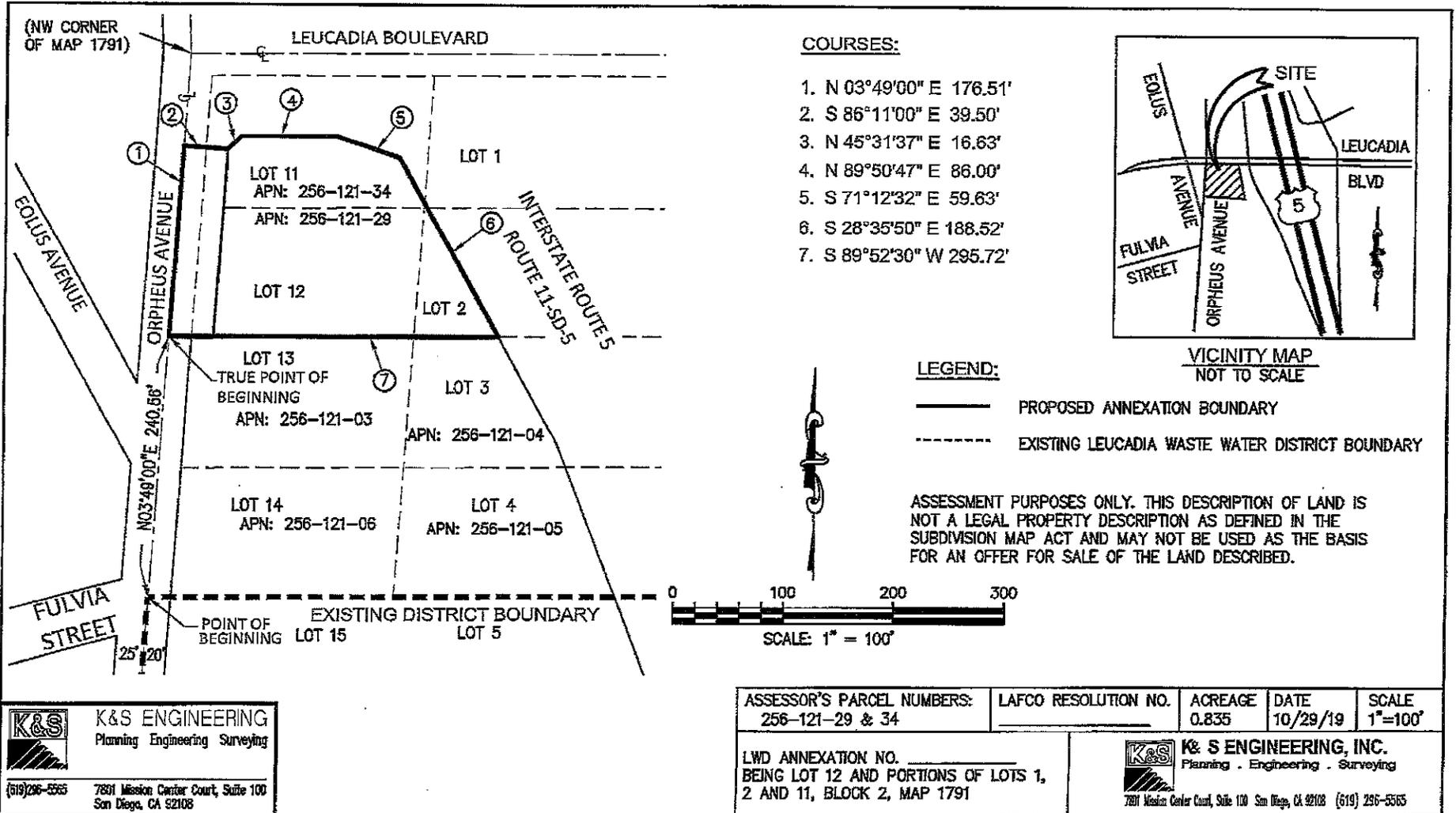
THENCE, (6) SOUTH 28°35'50" EAST 188.52 FEET;

THENCE, (7) SOUTH 89°52'30" WEST 295.72 FEET TO THE **TRUE POINT OF BEGINNING**.

CONTAINS 0.835 ACRES OF LAND, MORE OR LESS.

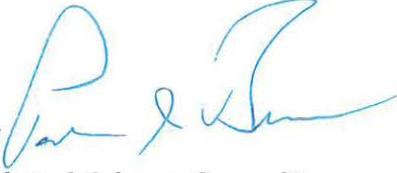
For assessment purposes only. This description of land is not a legal property description as defined in the subdivision map act and may not be used as the basis for an offer for sale of the land described.

EXHIBIT B



105

MEMORANDUM

DATE: December 5, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LAFCO Election to Special Districts Advisory Committee

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

During August 2019, the Local Agency Formation Commission (LAFCO) solicited nominations for eight positions on LAFCO's Special Districts Advisory Committee. LAFCO received eleven nominations for the Advisory Committee by the September 23, 2019 deadline. However, on November 15, 2019 the District was notified by LAFCO that one of the nominated candidates, Richard S. Williamson, is no longer eligible to serve and the District should adjust voting accordingly.

LAFCO has provided LWD with a ballot (Attachment A) requesting that the District select up to eight eligible nominees for the Advisory Committee. The deadline for the receipt of ballots is January 6, 2020. Attached please find the LAFCO's letter, along with attachments with detailed information on the election process and request for LWD's votes.

Staff requests that the Board of Directors discuss and provide direction as appropriate.

tb:PJB

Attachments



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California



BALLOT FORM

November 4, 2019

TO: Independent Special Districts in San Diego County

FROM: Tamaron Lockett, Executive Assistant

SUBJECT: **Ballot Form | Election to Special Districts Advisory Committee**

On August 12, 2019, the San Diego Local Agency Formation Commission (LAFCO) solicited nominations pursuant to Government Code Section 56332(1) to fill eight open seats on the 16-member Special Districts Advisory Committee. A total of eleven nominations were received following a 60-day filing period. All terms on the Advisory Committee are four-years.

San Diego LAFCO is now issuing ballots to all 58 independent special districts in San Diego County and inviting each district to cast a ballot selecting up to eight eligible nominees. Write-in candidates are permitted, and spaces have been provided for that purpose. **Only cast one vote for each nominee on the ballot and vote certification form; a ballot that is cast for more than indicated number of positions the vote will be disregarded.** The ballot and vote certification form along with nominee resumes provided by the candidates are attached.

State Law specifies a district’s vote is to be cast by its presiding officer, or an alternate member designated by the board and a valid signature is required on the ballot. **A ballot received without a signature will be voided.** A minimum of **30** ballots must be received to certify that a legal election was conducted. A candidate for a special districts advisory committee member must receive at least a majority of the votes cast to be elected. The ballots will be kept on file in this office and will be made available upon request.

Ballots may be submitted by mail, courier, hand delivered, FAX or via email to tamaron.lockett@sdcounty.ca.gov. The deadline for receipts of the ballots by LAFCO is **Monday, January 6, 2020**, any ballots received after the deadline will be voided. All election materials are available on the website: www.sdlafco.org.

Should you have any questions, please contact me at (858) 614-7755.

- Attachments:
- a) Ballot and Vote Certification Form
 - b) Nominees resumes

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Jim Desmond County of San Diego	Marcy Casillas Salas City of Chula Vista	Mark Kersey City of San Diego	Jo MacKenzie, Chair Vista Irrigation	Andy Vanderlaan General Public
Dianne Jacob, Vice Chair County of San Diego	Bill Wells City of El Cajon	Chris Cate, Alternate City of San Diego	Barry Willis Alpine Fire Protection	Harry Mathis, Alternate General Public	
Greg Cox, Alternate County of San Diego	Paul McNamara, Alternate City of Escondido		Erin Lump, Alternate Rincon del Diabolo MWD		

**ATTACHMENT A
SPECIAL DISTRICTS ADVISORY COMMITTEE MEMBER
ELECTION BALLOT and VOTE CERTIFICATION**

VOTE FOR ONLY EIGHT NOMINEES

- ~~Richard S. Williamson (Yuima Municipal Water District)~~ []
- Michael (Mike) Sims (Bonita-Sunnyside Fire Protection District) []
- * Jack Bebee (Fallbrook Public Utility District) []
- James E. Gordon (Deer Springs Fire Protection District) []
- * Robert Thomas (Pomerado Cemetery District) []
- Albert C. Lau (Santa Fe Irrigation District) []
- * Thomas (Tom) Kennedy (Rainbow Municipal Water District) []
- Courtney G. Provo (Mission Resources Conservation District) []
- * Kimberly A. Thorner (Olivenhain Municipal Water District) []
- Brian Boggeln (Alpine Fire Protection District) []
- * Mark Robak (Otay Water District) []

Write-Ins

_____ []
 _____ []

I hereby certify that I cast the votes of the _____
(Name of District)

for the Special Districts Advisory Committee Election as:

- [] the presiding officer, or
- [] the duly-appointed alternate board member.

 (Signature)

 (Print name)

 (Title)

 (Date)

NOTE: The Nominating Committee believes all candidates are equally qualified and recommends each special district proceed with voting as they see fit. Additionally, a candidate's forum is tentatively scheduled for November 21, 2019 as part of the quarterly meeting of the San Diego Chapter of the California Association of Special Districts.

Return Ballot and Vote Certification Form to:
 San Diego LAFCO
 Tamaron Lockett
 9335 Hazard Way, Suite 200
 San Diego, CA 92123
 (858) 614-7755 (office) • (858) 614-7766 (FAX)
 Email: tamaron.lockett@sdcounty.ca.gov

* Incumbent member



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

MEMORANDUM

TO: Independent Special Districts

FROM: Tamaron Lockett, Executive Assistant

SUBJECT: **Special Districts Advisory Committee Election Ballot and Vote Certification Form Amendment**

On November 4, 2019, San Diego LAFCO issued ballots to all independent special districts for the election of nominated candidates to serve on the Special Districts Advisory Committee. The ballot identified eleven nominated candidates. LAFCO has subsequently been informed one of the nominated candidates – Richard S. Williamson – is no longer eligible to serve on the Special Districts Advisory Committee as a result of ending employment with the sponsoring special district. Please adjust your voting accordingly.

Should you have any questions please call me at (858) 614-7755.

Tamaron Lockett



Administration
 Keene Simonds, Executive Officer
 County Operations Center
 9335 Hazard Way, Suite 200
 San Diego, California 92123
 T 858.614.7755 F 858.614.7766
 www.sdlafco.org

Jim Desmond
 County of San Diego
 Diana Jacob, Vice Chair
 County of San Diego
 Greg Cox, Alternate
 County of San Diego

Mary Casillas-Sandoz
 City of Chula Vista
 Bill Wells
 City of El Cajon
 Paul McNamara, Alternate
 City of Escondido

Mark Kerses
 City of San Diego
 Curtis Carr, Alternate
 City of San Diego

Jo Mackenzie, Chair
 Vista Irrigation
 Barry Willis
 Airside Fire Protection
 Erin Lumb, Alternate
 Pinnacol District MWD

Arturo Mandujano
 General Public
 Hank Mahris, Alternate
 General Public

Michael Sims

(619) 479-2346

msims@bonitafd.org

4900 Bonita Road, Bonita CA 91902

Bonitafd.org

Objectives

Serve on the LAFCO Special District Advisory Committee

Education

Columbia Southern University

Bachelor Degree in Public Administration

Experience

Fire Chief

Bonita Sunnyside Fire Protection District

Hired in 1995 as a firefighter and worked through the ranks of Captain, Deputy Chief and was selected as Fire Chief in 2018

Special Assignments

San Diego County Fire Chiefs Liaison to the County Training Officers Section

San Diego County Fire Chiefs - Executive Board - Member at Large

As the past Chair of County Training Officers Section I helped to revitalize countywide participation and collaboration on all manor of training topics in our local fire service by investing in and utilizing the vast talents of the fire training officers in our region.

FAIRA Board Member

PASIS Board Member

SUMMARY: Over twenty years experience in the management of operations, design and planning of water and wastewater infrastructure, including water treatment, distribution and wastewater collections and reclamation facilities. Oversee entire District operation with a staff of 68 FTE's with 11 direct reports in my current position as both General Manager for the Fallbrook Public Utilities District.

EXPERIENCE: **Fallbrook Public Utilities District** **9/2017-Present**
General Manager

Oversee all District functions including Finance, Customer Service, Public Relations, Human Resources, Operations, and Engineering. Responsible for establishing a productive and positive work environment. Facilitates development and implementation of the Board of Directors overall vision for the District. Communicates and Coordinates District operational needs with the Board of Directors.

EXPERIENCE: **Fallbrook Public Utilities District** **2013-Present**
Assistant General Manager/District Engineer

Oversee all operations, engineering and planning functions of the District including maintenance/construction, meter services, purchasing, water system operations and wastewater treatment/water reclamation. Responsible for Planning and setting goals for each department and monitoring performance. Responsible for developing and implementing all capital projects.

EXPERIENCE: **Fallbrook Public Utilities District** **2009-2013**
Engineering and Planning Manager

Served as the head of Engineering and Planning Department. Responsible for planning and overseeing all capital improvements projects for the District Facilities and supporting wastewater and water Operations. The projects include a new groundwater treatment plant and major wastewater reclamation plant rehabilitation as well as water distribution, storage and wastewater collections construction.



James E. Gordon
Director, Deer Springs Fire Protection District
415.852.1086
jegordon888@gmail.com

Professional History

- Director, Berkeley Research Group; October 2012 to 2014
- Managing Director, Navigant Consulting Asia; March 2005 to October 2012.
- Vice President of Pinkerton Consulting & Investigations; March 2001 to March 2005.
- Executive Vice President and CEO of OnlineSecurity; March 2000 to March 2001.
- Managing Director of Kroll Associates; March 1999 to March 2000.
- Managing Director of The Investigative Group, Inc.; June 1990 to March 1999.
- Partner, Philips & Gordon, Litigation Consulting Firm: May 1980 to June 1990.

Former Professional Associations

- American Bar Association (Associate Member)
- Inter-Pacific Bar Association
- High Technology Crime Investigator Association (HTCIA)

Professional Designations

- Licensed Private Investigator in California
- Chartered Life Underwriter (CLU0)

James Gordon retired in 2014 after a successful international consulting career and is serving his second term (till 2022) as a Director of the Deer Springs Fire Protection District. Mr. Gordon's professional career includes more than 25 years of experience and expertise advising clients faced with complex high stakes business disputes, litigation and investigations, especially in cross-border matters. Mr. Gordon has served as a consulting and testifying expert as well as a third-party neutral in a diverse range of business and discovery disputes.

Mr. Gordon was based in Hong Kong from 2009 to 2012 as Managing Partner for a global expert services and consulting firm. Mr. Gordon was the consulting expert and project lead on a diverse range of complex matters, including: special committee forensic investigations for Boards of U.S. listed Chinese companies; cross-border discovery; allegations of business fraud; undisclosed related third party asset transfers; Foreign Corrupt Practices Act (FCPA) investigations; deep-dive M&A and FCPA due diligence; international arbitration; royalty disputes; intellectual property rights (IPR); and dumping/trade issues.

Mr. Gordon worked on many of the highest-profile regulatory and enforcement investigations in US history, including: the Wall Street IPO Securities Litigation; Tyco; WorldCom; Parmalat; HealthSouth; and Enron. His work involved matters throughout Asia, China, Canada, UK and the United States

advising clients and their counsel in responding to investigations by: U.S. Department of Justice (DOJ); Securities and Exchange Commission (SEC); Federal Energy Regulatory Commission (FERC); the New York Stock Exchange (NYSE); NASDAQ; Federal Trade Commission (FTC); United States International Trade Counsel (USITC) and Congressional and Senate Investigations.

Mr. Gordon was a frequent presenter at In-House Corporate Counsel events, American Bar Association conferences and at the International Pacific Bar Association on topics critical to managing business risks and resolving cross-border disputes including; *"Anti-Corruption and Fraud Investigations in Asia," "Managing Counterparty Business Risk with Business Intelligence and Analytics," "Developing Cost Effective Strategies for Managing Cross-Border Discovery," "Electronic Discovery in Asia-U.S. Cross-Border Disputes,"* and *"Evidentiary Issues in CIETAC Arbitrations."*

Representative Client Assignments

Special Committee Investigation for Chinese Board of US Listed Company

- For a US listed Chinese company, Mr. Gordon was retained by the Board of Directors to conduct an internal investigation in response to whistle blower allegations. Mr. Gordon led an extensive investigation throughout China to drill down on allegations of accounting irregularities; numerous dealings with related undisclosed third parties; and the sale of one of the company's manufacturing facilities that was not an arm's length transaction. Based on Mr. Gordon's investigation, the company restated its financial statements, changed auditors and Mr. Gordon presented his team's findings to US based regulatory agencies.

Audit Committee Internal Bank Investigation

- Mr. Gordon worked with the bank's general counsel and the auditors pertaining to a wide-ranging internal investigation which included: investigating whistle blower allegations; an in-depth information technology review; investigation of an external data breach; and investigation of internal misconduct. The summary of Mr. Gordon's findings was provided to numerous regulatory and law enforcement agencies as well as the AMEX and NASDAQ stock exchanges resulting in no adverse impact to the client.

Major US Financial Institution – Breach of Contract Dispute

- Mr. Gordon was retained as the Court appointed Third-party Neutral Expert in a matter pertaining to allegations of a breach of an Insurance Recovery Agreement for thousands of real estate properties owned by the bank. Mr. Gordon led a team in analyzing hundreds of millions of fields of data from disparate sources including bank loan foreclosure and real estate owned ("REO") property records, asset manager records, hazard insurance recovery provider data, and insurance claims. The case successfully resolved within a week of Mr. Gordon's testimony.

Robert Thomas
POMERADO CEMETERY DISTRICT

14361 Tierra Bonita Road
Poway, CA 92064
858.748.5760
bobtpcd@gmail.com

August 28, 2019

RE: Resume for Special District Advisory Committee

To Whom It May Concern:

My professional career consists of working in local government for twenty-seven years in both northern and southern California.

The last year thirteen years before I retired, I was the Community Services Director for the City of Poway overseeing the parks, recreational and cultural activities of the City.

I have been a Trustee of the Pomerado Cemetery District since 2004 appointed by the San Diego County Board of Supervisors. Dearborn Cemetery is a public cemetery serving the communities of Poway, Rancho Bernardo, and portions of North County and Inland San Diego.

I am now completing my first four year term on the Special District Advisory Committee.

Sincerely,

Robert Thomas

Albert C. Lau, P.E., MBA

Qualification Summary

Over 25 years of progressively responsible and successful engineering, planning, and utility management experience, including 18 years in leadership and senior management capacity overseeing in-house staff, consultants, and contractors. In my current position as the General Manager with Santa Fe Irrigation District, I am responsible for interfacing with elected officials, regulatory agencies, and other public agencies. I am also responsible for, under direction of the Board of Directors, planning, organizing, directing and reviewing the overall activities and operations of the District. I receive policy direction from the Board of Directors, and advise and assist the Board of Directors. Additionally, I represent the District's interests at local, regional, State and Federal levels, and coordinates activities with outside agencies and the community.

Education

- ◆ M.B.A. (2004), San Diego State University, San Diego, CA
- ◆ M.S. Civil Engineering (1994), University of Colorado, Boulder, CO
- ◆ B.S., Civil Engineering (1992), California Polytechnic State University, Pomona, CA

Professional Experience

Position/Employer/Dates	Dates	Responsibilities
General Manager Santa Fe Irrigation District Rancho Santa Fe, CA	March '19 to present	Directly responsible for the development of District-wide work plans; assign work activities, projects and programs.
Director of Engineering and Planning Padre Dam Municipal Water District Santee, CA	July '97 to March '19	Member of the executive team for PDMWD. Successful re-organized the department to improved efficiency and effectiveness that has received numerous project awards.
Engineering Manager Padre Dam Municipal Water District Santee, CA	Sep '00 to July '09	Directly responsible for capital project implementation and increased the quality, timeliness, responsiveness, efficiency, and overall production of my working group.
Senior Engineer Dudek & Associates Encinitas, CA	Apr '98 to Sep '00	Project manager/engineer consistently completed assignments/ projects on time and within budget. Maintained strong working relationships with public agencies and clients.
Project Manager/Engineer Tetra Tech, Inc. San Diego, CA	July '94 to Apr '98	Project engineer in charge of civil works for various projects.

Key Accomplishments

- Provided leadership, under policy directions from the Board of Directors, to develop a fair and equitable rate structure that would fit the unique and diverse consumption profile of Santa Fe Irrigation District.
- Directed the implementation of the East County Advanced Water Purification Program, a partnership between Padre Dam, County of San Diego, Helix Water District and City of El Cajon. This is a \$500M surface water augmentation program, one of the first in the State of California. This regional water supply program will produce up to 30% of East San Diego County drinking water supply locally and provide long term price certainty and enhance local control for the program partners. To date, this program had received

- approximately \$40M in grants and over \$101M in State Revolving Fund and received conditional regulatory approvals. Served as media spokesperson for interviews and conducted key elected official briefings.
- Served on the statewide advisory panel for the State Water Resources Control Board and Division of Drinking Water to investigate and report to the Legislature on the feasibility of developing uniform water recycling criteria for direct potable reuse and reservoir augmentation.

Professional Memberships, Registration, and Certifications

- ◆ Registered Professional Engineer - Civil (CA 59053)
- ◆ Member, American Society of Civil Engineers (ASCE)
- ◆ Committee member, Water and Environment Committee, ASCE region 9
- ◆ Member, American Water Works Association (AWWA)
- ◆ Committee member, CA-NV AWWA, Advanced Water Operator Certification Committee
- ◆ Member, Water Reuse Association
- ◆ Member, Water Environment Federation & California Water Environmental Association
- ◆ Member, California Special District Association (CSDA)

Recent Professional Recognitions, Publications, and Presentations

- 2016 Leadership Award, Water Environmental Federation, White House Water Summit.
- WaterReuse California (2017) "Maximizing Disinfection Infrastructure for Both Potable and Non-Potable Reuse", San Diego, CA, in March, 2017.
- IWA International Conference on Water Reclamation and Reuse (2017) "Modifying Existing Infrastructure to Maximize Pathogen Control for Potable and Non-Potable Reuse", Long Beach, CA in July, 2017.
- WaterReuse Symposium (2017) "Potable Reuse Case Study for Full-scale Predesign of RO with 95% Recovery", Phoenix, AZ in September, 2017.
- Lau, A., Huston, P. & Pecson, B., 2016. Padre Dam's Advanced Water Purification Program: Building a Better Future Inspired by Creativity from the Past. J. - AWWA, 108:11:68.
- IWA International Symposium: Potable Reuse (2016) "Reducing the Need for the Environmental Buffer: Results from Padre Dam's Advanced Water Purification Testing", Long Beach, CA, in January, 2016.
- WaterReuse California (2016) "Dual Pursuit of Surface Water Augmentation and Groundwater Recharge at Padre Dam", Santa Rosa, CA, in March, 2016.
- WaterReuse Symposium (2016) "Maximizing Product Water through Brine Minimization", Tampa, FL in September, 2016.
- AWWA California-Nevada Annual Fall Conference (2016) "Maximizing Product Water through Brine Minimization", San Diego, CA in October, 2016.
- WaterReuse California (2015) "Breaking IPR Boundaries at Padre Dam's Advanced Water Purification Demonstration Project" by Brian Pecson, Los Angeles, CA, in March, 2015.
- AWWA Annual Conference and Exhibition (2015) "Pushing the Boundaries of IPR at Padre Dam's Advanced Water Purification Demonstration Project", Anaheim, CA, in June, 2015.

KEY ATTRIBUTES

Experienced practitioner regarding all things related to Special Districts. Deep understanding of LAFCO laws and intergovernmental relations.

EDUCATION

Bachelor of Science, Aerospace Engineering, with emphasis on Flight Mechanics and Propulsion, San Diego State University, 1989

Masters in Public Administration, with emphasis in Public Finance, California State University at Fullerton, 2000

EMPLOYMENT

2014 TO CURRENT

General Manager, Rainbow Municipal Water District

2007 TO 2014 (and 1999 TO 2005)

Operations Manager, Olivenhain Municipal Water District

2006 TO 2012

Non-Revenue Water Consultant (Offshore projects – side work)

2005-2006

Vice President, Business Solutions, Nobel Systems

2003 - 2006

Water Treatment Plant Design Consultant (US based projects – side work)

1999 TO 2005

Operations Manager, Olivenhain Municipal Water District

1991 – 1999

Water Superintendent, City of Vernon

AFFILIATIONS

President, San Diego Chapter of the California Special Districts Association – 2016 to present

Member, San Diego LAFCO Special District Advisory Committee – 2015 to present

Member, San Diego County Water Authority Board of Directors, 2015 to present

Advisory Member CSDA Formation and Reorganization Expert Feedback Team

President, Bonsall Rotary (2018-2019)

Former Chairman of the GE Water and Process Technology Drinking Water User Group

Member American Water Works Association serving on several National Committees

COURTNEY G. PROVO

Courtneyrios@gmail.com | (760) 310-0161

Executive Management

Strategic Planning • Public Sector Engagement • Budget Development • Contract Administration

PROFILE SUMMARY

Accomplished executive with extensive experience in the public sector. Highly skilled in planning, organizing and implementing functions from conception to completion, including business retention, business attraction and diversified programs. Regularly coordinates with various political subdivisions to facilitate change in the community to support organizational objectives. Possess adept skills in budgeting, management of operational services, interdepartmental project supervision, and human resources. Review of analytical data and delivering information in a comprehensible manner. Strong background in relationship management, and team building.

WORK EXPERIENCE

MISSION RESOURCE CONSERVATION DISTRICT

General Manager, July 2018 – Present

- Strengthening the District's visibility through proactive networking, community engagement, workshops and public presentations.
- Works directly with diverse stakeholders, including other conservation districts, local, state and federal agencies.
- Directs all services and activities of the District, that includes the expanding and diversifying of staff and additional program opportunities.
- Supervising grant and contract activities such as monitoring deliverables; development and coordination of staff and sub-contractors and building relationships with internal & external stakeholders to sustain future efforts.
- Analyzing of existing economic conditions relative to business operations and program expansion; reviewing modern techniques for implementation to increase employee retention and streamlined operations.
- Coordinating with other agencies to leverage program development and further grant opportunities.
- Preparation of requests for proposal for necessary contract work, including the interview process and compliance with all provisions concerning public works and prevailing wage.
- Development of business proposals to secure District contracts, that consists of proposal presentations, contract negotiations and ongoing monitoring of deliverables.
- Coordinating with various departments in preparation of the District's annual budget, including fiscal year-end activities.
- Implementing necessary marketing efforts to increase visibility of the District's programs
- Monitoring of the District's day-to-day activities and reports directly to the Board of Directors.
- Preparation of monthly Board reports and regular attendance to all meetings, including the preparation of agendas, recommendations with supporting materials and corresponding meeting minutes.

COLLINS COLLINS MUIR + STEWART

Legal Assistant, March 2016 – June 2018

- Works directly with Partner and Associate level attorneys at varying skills levels and managing their day-to-day calendars and cases.
- Responsible for overseeing status of all pending case deadlines to ensure both legal compliance and timely submittal.
- Conducts research concerning State and Federal rules to ensure compliance with submission of legal pleadings.
- Reviews and edits pleadings prior to submittal to State, Federal, Appellate and Supreme Courts.
- Collaborates with multiple attorneys and staff on as-needed work with little to no direction.

SEMNR & HARTMAN LLP

Legal Assistant/Office Manager, May 2013 – March 2016

- Manages all office operations and day-to-day activities, included, but not limited to hiring and training of additional personnel.
- Maintains various attorney's calendars; calendaring all appearances and corresponding deadlines.
- Researching all applicable local State and Federal rules to ensure proper compliance with jurisdictional authority.
- Maintain client accounts and expenses; assists in firm bookkeeping.
- Responsible for maintaining the life cycle of an entire caseload from conception to completion, which includes overseeing all pending deadlines and maintaining client retention.

KHASHAYAR LAW GROUP

Legal Assistant/Office Manager, August 2008 – March 2016

- Development and implementation of a records management system.
- Corresponds with diverse individuals and administrations; attorneys, staff, clientele and various government agencies.
- Manages attorney's day-to-day calendar and caseload to ensure timely completion of pending projects, in addition to daily office maintenance and activities.
- Prepares and reviews all pleadings and other legal correspondence prior to submission.
- Researches local authority to ensure compliance with legal process and procedure.

EDUCATION

MA, Public Administration

Ashford University

BS, Criminal Justice Administration

University of Phoenix

Kimberly A. Thorner, Esq.

Carlsbad, CA 92009

kthorner@olivenhain.com

NATIONALITY

US Citizen, Born on US Army Base, Berlin, Germany

SKILLS

- Chief Executive Officer
- Public Agency Manager
- Lawyer
- Legislative Advocate
- Project Manager
- Community Relations
- Financial Management

EXPERIENCE

Olivenhain Municipal Water District, Encinitas, CA

2007- Current

General Manager

- Management of approx. half billion dollar net worth public agency
- Water Supply Planning, Treatment and Maintenance, Wastewater Collection and Treatment, Recycled Water
- Parks and Recreation
- Legal
- Financial
- Engineering
- Human Resources
- Legislative (State & Federal)
- Community Relations
- Risk & Safety

Olivenhain Municipal Water District, Encinitas, CA

2002 - 2006

Assistant General Manager

- Management of public agency
- Oversight of main functions of District

Olivenhain Municipal Water District, Encinitas, CA

1996 - 2002

Project Manager

- Project Management
- Constructed World's Largest Immersed Membrane Treatment Plant
- Project Team on the Olivenhain Dam
- Environmental Compliance
- Contract Negotiations
- Public Relations
- Budget Oversight and Management

EDUCATION

Thomas Jefferson School of Law, San Diego, CA

- Juris Doctorate, May 1995
- Editor for "The Restater" Law School Newspaper 1993-1995
- Teaching Assistant, Legal Analysis 1993-1994
- President-Student Bar Association-1994-1995
- Academic Chairperson-Student Bar Association-1993-1994

University of Colorado, Boulder, CO

- Bachelor of Arts in Political Science, May 1992
- Secondary Emphasis - German
- Active member of CU Law Club; CU Election Poll Manager -1991

ACHIEVEMENTS & PROFESSIONAL BOARDS (Last 10 years)

- Certified Special District Administrator from the Special District Leadership Foundation (2008 - present)
- WaterReuse California Board of Directors (2018 to present)
- 2015 California WaterReuse Advocate of the Year
- Founding member and lead for the North San Diego County WaterReuse Coalition (2010 to present)
 - Testified before the San Diego Grand Jury which resulted in a commendation for the coalition (2015/2016)
- Association of California Water Agencies Federal Affairs Committee (2006 to present)
- San Diego Local Agency Formation Commission Advisory Committee (2008 to present)
 - Elected Chair (2014 to present)
- Board of Directors of the San Diego North Economic Development Council (SDNEDC) (2007 to present)
 - Elected Chair (2013-2014)
- Integrated Regional Water Management Regional Advisory Committee (2008 to present)
- California Best Places to Work (2007 and 2008)
- Sponsored AB 869 to promote water recycling in California (2017)
- OMWD bond rating increased from A- to AAA under my tenure as General Manager, while our rates remained in the lower third in the region for the average user. (2007 to present)
- Issuance of over \$250 million in bond financing and refunding
- Oversaw unprecedented OMWD safety record of over 10 years of no lost time preventable injuries (2007 to present)

COMMUNITY INVOLVEMENT

- Water for People (San Diego Core Committee) Emcee at Annual Lunch (2013 to present)
- Lead Planner and Host for the North County Water Summit with the SDNEDC (2015)
- Board of Management - Magdalena Ecke YMCA (2007 - 2017)
 - Finance Committee - Magdalena Ecke YMCA (2007 - 2015)
 - Alga Norte task Force - Magdalena Ecke YMCA (2014-2016)
- Board of Directors (President) - Arroyo Vista Homeowner's Association (2009 to present)
- Classroom Volunteer - Olivenhain Pioneer Elementary - 2012 to 2018
- Hands On San Diego Volunteer
- hikeboss@summitfriends.com Annually guide personal and professional friends on ambitious day hikes, including Rim to Rim of the Grand Canyon and Mt. Whitney

**2020 LOCAL AGENCY FORMATION COMMISSION
NOMINATION / RESUME**

NOMINATED BY:	
District Name:	Olivenhain Muncipal Water District
District Phone:	(760) 753-6466
NAME OF NOMINEE:	
Name:	Kimberly A. Thorer
Address:	1966 Olivenhain Road, Encinitas, CA 92024
Phone:	(760) 753-6466
NOMINATED FOR:	
<i>Please check <u>one</u> box Refer to the List of Incumbents.</i>	LAFCO POSITION: <input type="checkbox"/> Regular Special District Member (Term expires in 2017) <input type="checkbox"/> Alternate Special District Member (Term expires in 2019)
	SPECIAL DISTRICTS ADVISORY COMMITTEE POSITION: <input checked="" type="checkbox"/> Special Districts Advisory Committee (Term expires in 2019)
DISTRICT EXPERIENCE:	Ms. Thorer began her tenure with Olivenhain Municipal Water District in October 1996, becoming General Manager on January 1, 2007. Under her direction, OMWD provides water, wastewater services, recycled water, hydroelectricity, and park/recreation facilities on behalf of approximately 86,000 customers over 48 square miles in northern San Diego County.
LAFCO EXPERIENCE:	Ms. Thorer currently serves as Chair of the San Diego Local Agency Formation Commission's Special Districts Advisory Committee (SDAC). She has served on the SDAC for the past 12 years. She has participated and provided input and guidance on dozens of important LAFCO issues during her tenure and has spoken at many LAFCO hearings on behalf of the SDAC.
ADDITIONAL INFORMATION:	Ms. Thorer earned a bachelor's degree in political science from the University of Colorado (Boulder) and her Juris Doctorate from Thomas Jefferson School of Law in San Diego. She is past Chair of the San Diego North Economic Development Council's Board of Directors, past member of the Eckerly Board of Directors, past Chair of the Eckerly Board Finance Committee, on the WaterReuse California Board of Trustees, and the SDCWA Fiscal Sustainability Task Force. Since 2008, she holds her Special Districts Administrator certification from the Special District Leadership Foundation and recently completed the Special District Leadership Academy.

Brian Boggeln

1364 Tavern Rd • Alpine, CA 91901
Phone: 619-445-2635 • E-Mail: bboggeln@alpinefire.org

Education

- A.S. Degree – Fire Protection Technology
- California State Fire Marshal Fire Officer
- California State Fire Marshal Chief Officer
- California State Fire Marshal Fire Instructor I

Experience

- 2018 – present Division Chief of Operations – Alpine Fire Protection District
- 2004 – 2018 Fire Captain/Paramedic
- 2001 – 2004 Firefighter/Paramedic
- 1997 – 1999 Firefighter Cadet

Special Assignments

- Emergency Medical Services Coordinator – Alpine Fire Protection District
- Chair of Central Zone Training Officers Association
- Chair of Central Zone Operations Chiefs
- Central Zone Representative to San Diego County Regional VHF Radio Project

Experience

- Division Chief of Operations – Alpine Fire Protection District – Oversee the daily operations of the Alpine Fire Protection District. Supervise the twelve operational personnel in fulfilling the mission of the District.
- Fire Captain – Supervise six personnel in daily activities on an engine company. Provide command and control of emergency incidents.
- Emergency Medical Services Coordinator – Supervise the emergency medical operations of the Alpine Fire Protection District.

Mark Robak

619-778-3800

MarkRobak@icloud.com

WATER INDUSTRY – ELECTED OFFICE

2005 - Present Otay Water District Spring Valley, CA
Board Member, Former President, Vice-President & Treasurer

- Oversee a public agency with \$132M annual budget, providing water and sewer and recycled water to 224,000 customers in a 126 square mile service area. Represent all of the District sewer ratepayers.
- Chair of Finance and Administration Committee. Provide guidance to finance department staff for annual budget cycle and instrumental in Board audits of District finances.
- Head of current Labor Negotiations Committee.
- Former Chair of Engineering Committee. Fully engaged in oversight of key District CIP projects.
- Chief advocate at Board level for continuing development of District strategic plan and benchmarking study, including advocating for peer review as presented by AWWA.
- Instrumental in securing a feasibility study to bring recycled water to northern service area of the District. Public speaking on expansion of recycling water to the media, including local television.
- Represented District to Water Reuse Association, attending local, state and national level conferences.
- Had District rejoin ACWA in 2017 after a long hiatus.
- Been the Board member involved in Water for People events.
- Was instrumental in the recent introduction of live streaming of Otay Board meetings.

2005 – Present Water Conservation Garden El Cajon, CA
Board Member/Former President

- Oversaw a joint-powers authority comprised of six public agencies creating an award winning five-acre display area that showcases water conservation to the general public and landscaping professionals.
- Was involved with the Garden when it opened in 1999 and have the most background of any individual.

1997 - Present San Diego Metro Wastewater Joint Powers Authority San Diego, CA
Board Member/Former Chairman/Longest serving Board Member

- Oversaw a joint-powers authority comprised of 15 other cities and districts that pay for 35% of the upkeep and capital costs of the City of San Diego's regional wastewater facilities, with 2.2 million customers in a 450 square mile service area, treating 180 million gallons a day.
- Former Member of the Independent Rates Oversight Committee (IROC) for City of San Diego.
- Former member of the Finance Committee, that reviewed and advised on City of San Diego Bond offerings affecting Municipal and Metro systems (approx. \$1.2B placed - May 2009)
- Former head of Strategic Ad-Hoc Committee charged with shaping vision and mission for the organization, along with a plan to achieve those goals.
- Assisted in development of a communications plan and design of organization website.
- Participant in American Assembly II process in 2005 that endorsed Indirect Potable Reuse.
- Developed a Twitter site for them.

1996 - 2001 Padre Dam Municipal Water District Santee, CA
President, Treasurer, Board Member

- Oversaw public agency with \$40M annual budget, providing water, sewer and recycled water to 135,000 customers in an 85 square mile area.
- While President of the Board the Board (1998), championed a Competitive Challenge program that was instituted comparing the agency to best management practices of the private sector. Has saved Padre Dam ratepayers \$1,800,000 annually to date.
- Represented Santee Lakes area and helped develop a Master Plan for 190-acre Santee Lakes Park & Campground, allowing it to become self-supporting and enhance recreational benefits for the community.
- Assisted in negotiations with employee bargaining unit in securing a new labor agreement.

WATER INDUSTRY

Water Conservation Garden

- Led formation and recruitment of Board Members that led to creation of *Friends of the Garden* foundation to assist in fundraising for the operation of the facility. This entity became the management structure for the Garden effective January 2011 and exists to this day. Our goal when we formed it was to achieve at least half of our funding from outside the industry, which the Garden did achieve.
- Obtained signage on Jamacha Road through my political connection with former Senator Dennis Hollingsworth. The Garden had previously been rebuffed by Caltrans who has jurisdiction on road.
- Started and maintained their Facebook site, which I turned over to them, as well helping start other social media sites.

Water-Wise AA Degree program/Cuyamaca College

- During my tenure (4 years) as President of the Water Conservation Garden, I was the chief advocate getting a new Water-Wise AA Degree program implemented in conjunction with Horticulture Department at Cuyamaca College. Worked with the College and SDCWA staff to achieve it.
- The program is a model for junior colleges throughout the state.

YesToTap on Twitter

- Developed and maintain the leading Tap Water advocacy site in San Diego County.
- Averages 3,000+ impressions per month. Followers throughout U.S. and world.
- Developed a tapwater pledge for organizations.
- Goal is to develop website and other advocacy methods.

Conservation Action Committee

- Bought the www.ConservationActionCommittee.org for the organization and helped developed their website working with SDCWA staff
- Developed both their Facebook and Twitter sites
- Main promoter of their programs in social media

Otay Mark

- Have the leading water Twitter site (non SDCWA) in San Diego averaging approximately 30,000 views per month with a high of approximately 90,000. Followed by opinion leaders throughout the state.
- Leading advocate of SDCWA's member agencies on their specific accomplishments.
- Also have a website, with Facebook, Instagram, YouTube and Flickr.

Television & Media

- Have appeared in interview format on local news on water and wastewater issues
- Have relationships with local print, online and television reporters
- Was guest curator for a week on Voice of San Diego's Instagram page for water issues

Political

- Have advised locally elected officials on water issues, including Senator Joel Anderson, when first elected to Padre Dam, prior to higher office.
- Have extensive connections with locally elected officials throughout San Diego County.
- Have helped develop social media strategy for locally elected officials.

Social Media Instruction

- Taught social media with a focus on Twitter to agencies at the San Diego Chapter of the California Special Districts Association. Analyzed all water agencies for their social media effectiveness.
- Started the Chapter's Facebook and Twitter sites.
- Advised agencies on areas of improvement including SDCWA.

Water & Wastewater Technology Program

- Completed Water Distribution Systems – WWTR 130 – Grade A
- Completed Wastewater Collection Systems – WWTR 132 – Grade A

Board of Directors

Edmund K. Sprague, President
Robert F. Topolovac, Vice President
Lawrence A. Watt, Treasurer
Robert M. Kephart, Secretary
Christy Guerin, Director



General Manager
Kimberly A. Thorner, Esq.
General Counsel
Alfred Smith, Esq.



November 18, 2019

RE: LAFCO Special Districts Advisory Committee Elections – Requesting Your Vote

Dear Board President:

At its September 18, 2019 regular meeting, the Olivenhain Municipal Water District (OMWD) board of directors unanimously nominated General Manager, Kimberly Thorner for the Special Districts Advisory Committee position. We are writing to respectfully request your vote and support.

Ms. Thorner’s desire to continue serving on the Special Districts Advisory Committee (SDAC) is also well-supported by her outstanding background and experience. She has served on the SDAC since 2007 and presently serves as the SDAC Chair. She has participated and provided input and guidance on dozens of important LAFCO issues during her tenure and has spoken at many LAFCO hearings on behalf of the SDAC.

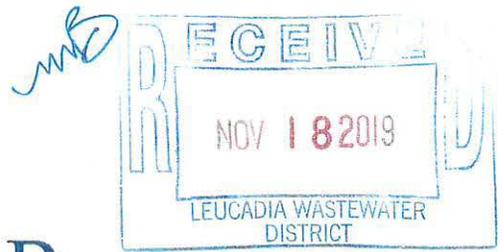
In her role as General Manager for the Olivenhain Municipal Water District (OMWD), which she has held since January 1, 2007, Ms. Thorner provides water, wastewater services, recycled water, hydro-electricity, and park/recreation facilities services on behalf of approximately 86,000 customers over 48 square miles in northern San Diego County. She earned a bachelor’s degree in political science from the University of Colorado (Boulder) and her Juris Doctorate from Thomas Jefferson School of Law in San Diego. Ms. Thorner is past Chair of the San Diego North Economic Development Council’s Board of Directors, currently serves on the WateReuse California Board of Directors, leads the North San Diego Water Reuse Coalition, and is a current member of the San Diego Integrated Regional Water Management Regional Advisory Committee. She holds her Special Districts Administrator certification from the Special District Leadership Foundation since 2008 and has completed CSDA’s Special District Leadership Academy.

Your support for Ms. Thorner is encouraged and greatly appreciated.

Respectfully,

Edmund K. Sprague
OMWD Board President





FOUNDERS

George G. Glenner, M.D. (1927 – 1995)
Joy Glenner

Leucadia Wastewater District
1960 LaCosta Ave.
Carlsbad, Ca. 92009
11/13/2019

BOARD OF DIRECTORS

Officers

David Wallace, Chair
Joseph Aquilina, MD, MBA, Vice Chair
Eric G. Manese, AAMS, Treasurer
Linda Jahnke, Secretary
Eric Benink, Esq., At-Large

Dear Ian Riffel,

Glenner Alzheimer's Encinitas would like to thank you for coming in to our Center on October 28th and giving a presentation to our participants.

Directors

John Cihomsky
Dawn Egan
K. Jill Osmars, Esq.
Howard Smith

It was especially nice that you could make your presentation simple enough for those that might not understand it but strong enough for those in the front row that could ask questions. We have one resident, Raphael that especially enjoyed your presentation and has asked when you may return. As you know, most of our residents would not be able to tour your facility, so it was wonderful that you were able to come to our place of business instead. Also, we thank you for the coloring papers and tops.

We will hopefully look forward to another presentation in the near future.

Warmly,

Cynthia Murray
Activity Coordinator

George G. Glenner Alzheimer's Family Centers, Inc.®
335 Saxony Rd. Encinitas, CA. 92024
Office: 760-635-1896 | Fax: 760-436-0946
Website: www.glenner.org | Email: cmurray@glenner.org



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Support Office

3702 Fourth Ave., San Diego, CA 92103
(619) 543-4700 / (800) 736-6674
Scott J. Tarde, L.N.H.A.
CEO/Executive Director

Hillcrest Adult Day Care Center

3686 Fourth Ave., San Diego, CA 92103
619-543-4704
Margaret Galante, RN, BSN Director of Nursing
Hillcrest Program Director

Chula Vista Day Care Center

280 Saylor Dr., Chula Vista, CA 91910
619-420-1703
Bernice Molina, MSW
Southbay Program Director

Encinitas Adult Day Care Center

335 Saxony Rd., Encinitas, CA 92024
760-635-1895
Sheila Argeanton, BS
Encinitas Program Director