



BOARD OF DIRECTORS

REGULAR MEETING

And

**PUBLIC HEARING TO RECEIVE INPUT REGARDING DRAFT MAPS AND THE
COMPOSITION OF ELECTORAL DISTRICTS FOR THE BOARD OF DIRECTORS**

DATE: Wednesday, December 12, 2018
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 or unanimous vote of the Board.

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
15 Year Service Award – Robin Morishita. (Page 5)

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 8, 2018 Investment and Finance Committee Meeting (Pages 6-8)

November 8, 2018 Human Resources Committee Meeting (Pages 9-10)

November 14, 2018 Regular Board Meeting (Pages 11-18)

December 4, 2018 Community Affairs Committee Meeting (Pages 19-20)

December 5, 2018 Human Resources Committee Meeting (Pages 21-22)

December 6, 2018 Engineering Committee Meeting (Page 23)

8. Approval of Demands for November/December 2018

This item provides for Board of Directors approval of all demands paid from LWD during the month of November and a portion in December 2018. (Pages 24-41)

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 FY18 to FY19 and flows by sub-basin. (Pages 42-46)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY19 budget and discloses monthly investments. (Pages 47-54)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of November 2018. (Pages 55-56)

EWA REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on November 14, 2018 – report by President Sullivan. (Page 57)

B. An Encina Member Agencies Manager's Meeting was held on December 4, 2018 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

13. Committee Reports

A. Community Affairs Committee meeting was held on December 4, 2018 – report by Vice President Kulchin. (Page 58)

- B. Human Resources Committee meeting was held on December 5, 2018 – report by Director Omsted. (Page 59)
- C. Engineering Committee meeting was held on December 6, 2018 – report by Director Juliussen. (Page 60)

PUBLIC HEARING

- 14. Public Hearing to Receive Input Regarding Draft Maps and the Composition of Electoral Districts for the Board of Directors.** (Pages 61-66)

ACTION ITEMS

- 15. Adopt Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members.** (Pages 67-72)
- 16. Adopt Resolution No. 2308 - The Revised LWD Board-General Manager/Staff Relations Policy.** (Pages 73-79)
- 17. Board of Directors Election of Officers.** (Page 80)
- 18. Award Teacher Grants.** (Pages 81-94)
- 19. Call for Nominations for the Local Agency Formation Commission (LAFCO).** (Pages 95-98)
- 20. Potential Strategic Planning Workshop Dates.** (Page 99)

INFORMATION ITEMS

- 21. Project Status Updates and Other Informational Reports**
CASA Winter Conference is scheduled for Wednesday, January 23 – Friday, January 25, 2019 at the Renaissance Indian Wells in Indian Wells, CA. (Verbal)
- 22. Directors' Meetings and Conference Reports**
- 23. General Manager's Report**
- 24. General Counsel's Report**
- 25. Board of Directors' Comments**
- 26. Closed Session**
Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice. (Verbal)
- 27. 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 6, 2018



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: December 6, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **15 Year Service Award – Robin Morishita**



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

15 Year Service Award – Robin Morishita

Technical Services Manager, Robin Morishita, passed his 15th anniversary of employment at LWD on November 13, 2018. This milestone is a tribute to Robin's hard work, dedication, and commitment to LWD. Robin's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Robin is eligible for an incentive award of \$300.

Please join me in congratulating Robin for his outstanding accomplishment.

tb:PJB

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
November 8, 2018

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Thursday, November 8, 2018 at 9:00 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 9:07 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services
Manager Richard Duffey, Administrative Services
Supervisor Trisha Hill, Executive Assistant Tianne Baity,
and Shannon Ayala from Davis Farr LLP

3. Public Comment

None.

4. New Business

A. Receive and file the Fiscal Year 18 (FY18) Comprehensive Annual Financial Report (CAFR).

ASM Duffey presented the item. He provided a summary of the CAFR, highlighting the Management's Discussion and Analysis (MD&A). ASM Duffey discussed the District's FY18 Revenues and Expenses, Key Financial Ratios, Net Position, Unrestricted Reserve Balances, Reserves vs. Cash Investment Balances, Operating Revenues by Source, Operating Expenses by Activity, Net Position by Component, and the FY18 Budget to Actual Expenses.

ASM Duffey 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 FY18. 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 internal controls, sewer service charge 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.

Directors Hanson and Omsted thanked Ms. Ayala for her summary.

Following discussion, the IFC agreed with staff to recommend that the Board of Directors receive and file the FY18 CAFR.

B. Authorize the General Manager to execute Amendment No.1 with Davis Farr LLP for Financial Auditing Services for Fiscal Year 2019 (FY19) and Fiscal Year 2020 (FY20) in an amount not to exceed \$45,550.

ASM Duffey presented the item stating that the Board authorized a three year contract with Davis Farr LLP for auditing services in 2016 and that an option to renew for an additional two year extension was included in the agreement. He stated that during these past three years staff has worked closely with the auditors during the audit process and believes it is in the District's best interest to execute the two year extension.

Following discussion, the IFC concurred with staff to forward Amendment No.1 with Davis Farr LLP for Financial Auditing Services for FY19 and FY20, in an amount not to exceed \$45,550, to the Board of Directors.

C. CalPERS Update

ASM Duffey presented background information on the item stating at the March 2018 Board meeting staff presented an overview of recent changes to the CalPERS assumptions and the impact they will have on LWD's future employer pension contributions. At that time, the Board directed staff to follow-up with potential options to address this issue once CalPERS completed its fiscal year 2017 (FY17) actuarial valuation report, which was expected to be released in October 2018.

ASM Duffey presented the projected employer CalPERS pension contributions by class, the projected employer CalPERS pension contributions by cost, and the CalPERS unfunded accrued liability (UAL) calculations for FY13 through FY19. ASM Duffey then reviewed the following four options LWD could use to address the UAL and reduce pension expense:

1. State Quo – 30 Year Amortization;
2. Fresh Start – Reduce Amortization Period;
3. Ad Hoc Basis – Make additional payments on a periodic basis; and
4. Pay off current UAL balance in full.

Following discussion, the IFC agreed with staff to make a soft recommendation that the Board of Directors select option no. 3, Ad Hoc Basis, to reduce the District's UAL expense.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee thanked staff and Ms. Shannon Ayala with Davis Farr LLP for their work on the FY18 CAFR.

8. Adjournment

Chairperson Hanson adjourned the meeting at 10:27 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Human Resources Committee Meeting
 November 8, 2018

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Thursday, November 8, 2018 immediately after the 9:00 a.m. Investment and Finance Committee Meeting at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 10:41 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

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

None.

4. New Business

A. Receive and file the Annual Review of the LWD Board-General Manager/Staff Relations Policy.

ASsup Hill presented the item stating the policy calls for an annual review. She provided background information on the policy indicating that it was last updated in 2014. She stated staff has reviewed the policy and is not recommending any changes.

Director Omsted suggested amending section IX of the policy and establishing two year committee appointment terms. Following discussion, staff and the HRC agreed to postpone consideration of this item. Staff agreed to revise and present this item to the HRC in December.

B. Adopt Resolution No. 2307 - Updating LWD's Anti-Harassment/Discrimination Policy and Complaint Procedures.

ASsup Hill presented the item stating LWD's original No-Harassment Policy was adopted by the Board of Directors in March 2006. She stated that staff has reviewed LWD's current policy and the information contained in this policy is outdated and requires revisions to meet new CA laws/regulations.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors adopt Resolution No. 2307 - Updating LWD's Anti-Harassment/Discrimination Policy and Complaint Procedures.

5. Information Items

None.

6. Directors' Comments

None.

7. **General Manager's Comments**

None.

8. **Adjournment**

Chairperson Hanson adjourned the meeting at 11:04 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 November 14, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, November 14, 2018 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Steven Henderson from Dexter Wilson Engineering Corporation, Shannon Ayala from Davis Farr LLP, and Volker Hoehne from Watermen’s Alliance

3. Pledge of Allegiance

President Sullivan led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

None.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- October 10, 2018 Closed Session Meeting
- October 10, 2018 Regular Board Meeting
- October 24, 2018 Special Board Meeting
- November 7, 2018 Engineering Committee Meeting

8. Approval of Demands for October/November 2018

Payroll Checks numbered 20141-21023; General Checking – Checks numbered 51721-52227

9. Operations Report (A copy was included in the original November 14, 2018 Agenda)

10. Finance Report (A copy was included in the original November 14, 2018 Agenda)

11. Quarterly Treasurer’s Investment Report

This report discloses investments for the quarter ending September 30, 2018.

12. Disclosure of Reimbursements

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

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on October 24, 2018.

President Sullivan reported on EWA’s October 24, 2018 Board meeting.

B. An EWA Member Agency Manager’s (MAM) Meeting was held November 6, 2018.

GM Bushee reported on EWA’s MAM November 6, 2018 meeting.

14. Committee Reports

A. Engineering Committee (EC) Meeting was held on November 7, 2018.

Director Juliussen reported that the EC reviewed a recommendation to receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2018 Audit conducted by Dexter Wilson Engineering, Inc. 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 2018 Gravity Pipeline Cured-In-Place Pipe (CIPP) Lining Rehabilitation Project. This item was for information purposes and no action was taken.

B. Investment and Finance Committee (IFC) Meeting was held on November 8, 2018.

Director Hanson reported that the IFC reviewed the following recommendations:

- Receive and file the Fiscal Year 18 (Comprehensive Annual Financial Report (CAFR));

- Authorize the General Manager to execute Amendment No.1 with Davis Farr LLP for Financial Auditing Services for Fiscal Year 2019 and Fiscal Year 2020 in an amount not to exceed \$45,550; and
- CalPERS Update

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

C. Human Resources Committee (HRC) Meeting was held on November 8, 2018.

Director Omsted reported that the HRC reviewed the recommendation to receive and file the annual review of the LWD Board-General Manager/Staff Relations Policy. He noted that the HRC suggested amending section IX of the policy and establishing two year committee appointment terms. Following discussion, staff and the HRC agreed to postpone consideration of this item. Staff agreed to revise and present this item to the HRC in December.

Director Omsted also reported that the HRC reviewed the recommendation to adopt Resolution No. 2307 Updating LWD's Anti-Harassment/Discrimination Policy and Complaint Procedures. 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 2018 (FY18) Comprehensive Annual Financial Report (CAFR)

Receive and file the FY18 CAFR conducted by Davis Farr LLP.

ASM Duffey provided background information on this item stating it is a FY19 tactical goal and it was reviewed by the Investment and Finance Committee at its November 8th 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
- FY18 Budget to Actual Expenses

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 FY18. 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 internal controls, sewer service charge 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 Vice President Kulchin, seconded by Director Juliussen and unanimously carried, the Board of Directors received and filed the FY18 CAFR by the following vote:

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

16. Financial Auditing Services for Fiscal Year 2019 (FY19) and Fiscal Year 2020 (FY20)

Authorize the General Manager to execute Amendment No. 1 with Davis Farr LLP for Financial Auditing Services for FY19 and FY20 in an amount not to exceed \$45,550.

ASM Duffey presented the item stating it was reviewed by the Investment and Finance Committee at its November 8th meeting. He noted that the Board authorized a three year contract with Davis Farr LLP for auditing services in 2016 and that an option to renew for an additional two year extension was included in the agreement. He stated that during these past three years staff has worked closely with the auditors during the audit process and believes it is in the District's best interest to execute the two year extension.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Omsted and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment No.1 with Davis Farr LLP for Financial Auditing Services for Fiscal Year 2019 (FY19) and Fiscal Year 2020 (FY20) in an amount not to exceed \$45,550 by the following vote:

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

17. Sewer System Management Plan (SSMP) Fiscal Year 2018 (FY18) Audit

Receive and file the Sewer System Management Plan (SSMP) Fiscal Year 2018 (FY18) Audit conducted by Dexter Wilson Engineering, Inc.

FSS Stecker presented this item and provided background information on the SSMP. He noted it was reviewed by the Engineering Committee at its November 7th meeting. He introduced Mr. Steven Henderson of Dexter Wilson Engineering, Inc. to provide an overview of the audit and its results.

Mr. Henderson provided an overview of the FY18 SSMP Audit. He stated that the audit concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. He noted that minor changes in the District's organization, practices, or regulations that occurred during the year were not significant enough to require a revision of the SSMP prior to June 2019, the required five year SSMP review cycle.

The Board thanked Mr. Henderson for his presentation.

Following discussion, upon a motion duly made Director Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors received and filed the SSMP FY18 Audit conducted by Dexter Wilson Engineering, Inc. by the following vote:

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

18. CalPERS Update

ASM Duffey presented the item stating it was reviewed by the Investment and Finance Committee at its November 8th meeting. He then presented background information on the item noting that at the March 2018 Board meeting staff presented an overview of recent changes to the CalPERS assumptions and the impact they will have on LWD's future employer contributions. At that time, the Board directed staff to follow-up with potential options to address this issue once CalPERS completed its fiscal year (FY) 2017 actuarial report, which was expected to be released in October 2018.

ASM Duffey presented the projected employer CalPERS pension contributions by class, the projected employer CalPERS pension contributions by cost, and the CalPERS unfunded accrued liability (UAL) calculations for FY13 through FY19. ASM Duffey then reviewed the following four options LWD could use to address the UAL and reduce pension expense:

1. State Quo – 30 Year Amortization;
2. Fresh Start – Reduce Amortization Period;
3. Ad Hoc Basis – Make additional payments on a periodic basis; and
4. Pay off current UAL balance in full.

President Sullivan asked if the CalPERS UAL calculations could change across all four options. ASM Duffey answered affirmatively.

Director Juliussen asked if the District pays the current UAL balance in full, is there a guarantee that CalPERS will not ask for more money in the future. ASM Duffey answered there is no guarantee and the UAL is a moving target that can change year to year.

Director Juliussen asked if the District can have an option for a reserve fund to pay CalPERS. GM Bushee stated it is an option.

ASM Duffey reviewed the pros and cons of all four options. ASM Duffey and GM Bushee stated that the option number 3, Ad Hoc Basis – 10 Year Period, is the best option to address the UAL and reduce pension expense. Following discussion, the Board agreed with staff to go with option 3. GM Bushee stated that staff would come back to the Board with a guideline recommendation in December or January and budget for the CalPERS UAL payments in the next fiscal year.

There was no action taken.

19. Adopt Resolution No. 2307 Updating LWD's Anti-Harassment/Discrimination Policy and Complaint Procedures.

ASsup Hill presented the item stating it is a FY19 tactical goal and it was reviewed by the Human Resources Committee at its November 8th meeting. She noted LWD's original No-Harassment Policy was adopted by the Board of Directors in March 2006. She stated that staff reviewed LWD's current policy and the information contained in this policy is outdated. She stated that the policy was updated and revised to meet new CA laws/regulations and training requirements. ASsup Hill then provided a brief summary of these new changes.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2307 Updating LWD's Anti-Harassment/Discrimination Policy and Complaint Procedures by the following vote:

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

20. Adopt Resolution No. 2306 Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Ryan Change of Organization.

DE Wilson presented the item stating that this annexation involves one parcel totaling 0.69 acres located at 1112 Eolus Avenue. He noted the annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. Per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for a proposed lot split along with a new single-family residence.

Following discussion, upon a motion duly made by Director Hanson, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2306 Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Ryan Change of Organization by the following vote:

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

21. Calendar Year 2019 (CY19) Board of Directors' Meeting Schedule
Approve the CY19 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 CY19 Board meeting schedule and coordinated the meetings with upcoming conferences in 2019. She also noted that staff suggests moving the April 2019 Board

meeting to the third Wednesday of the month so it would not conflict with the CWEA Annual Conference dates.

EA Baity noted that as of November 8, 2018, there is no date available for the CASA/WateReuse Joint Public Policy Forum. Should the CASA/WateReuse Joint Public Policy Forum conflict with the April 17th Board meeting, the April Board meeting can be moved at the Board's discretion.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Vice President Kulchin, and unanimously carried, the Board of Directors approved the CY19 Board of Directors' meeting schedule by the following vote:

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

22. Potential Strategic Planning Facilitator

GM Bushee presented the item and provided background information noting that the last Board Strategic Planning Session was held in February 2017 and was facilitated by Michele Tamayo of the Tamayo Group. GM Bushee stated that this item is to seek direction from the Board on a potential strategic planning facilitator for the next Board Strategic Planning Session which is planned for some time in February or March 2019. He noted that shortly after the November Board Agenda was distributed, Ms. Tamayo notified him that she would be able to facilitate the next strategic planning session should the Board choose to use her services. GM Bushee noted that feedback from the previous strategic planning session with Ms. Tamayo was positive. He stated strategic planning facilitator services cost around \$10K and this amount is within his signature authority.

Following discussion, the Board of Directors reached consensus to use the Tamayo Group as the strategic planning facilitator for the next Board Strategic Planning Session. GM Bushee stated he would follow up with Ms. Tamayo.

There was no action taken.

INFORMATION ITEMS

23. Project Status Updates and Other Informational Reports

A. CSRMA 2019 Executive Board Elections

GM Bushee stated the CSRMA Executive Board has formed a Nominating Committee to recommend a slate of candidates for the 2019 Board Elections. GM Bushee noted that if anyone is interested in nominating someone for the Executive Board to contact the Nominating Committee.

B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 15, 2018 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 13, 2018 at The Crossings in Carlsbad.

EA Baity stated the date and the time of LWD Holiday Luncheon.

D. CASA Winter Conference is scheduled for Wednesday, January 23 – Friday, January 25, 2019 at the Renaissance Indian Wells in Indian Wells, CA.

EA Baity announced the dates of the CASA Winter Conference.

24. Directors' Meetings and Conference Reports

None.

25. General Manager's Report

GM Bushee reported on the following item:

- He will be on vacation next week and ASM Duffey will be acting GM.

26. General Counsel's Report

GC Brechtel reported on the following item:

- JPA member agencies contracting out of liability for JPA CalPERS pension obligations.

27. Board of Directors' Comments

Director Juliussen stated he would like to add an item to the December Board Agenda on Encina Wastewater Authority's High Strength Waste Feasibility Study. GM Bushee stated he would provide a brief overview at the December Board meeting.

President Sullivan wished everyone a happy and safe Thanksgiving.

28. Closed Session

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 reportable action.

29. Adjournment

President Sullivan adjourned the meeting at approximately 6:40 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
December 4, 2018

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, December 4, 2018 at 1:30 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 1:30 p.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, Executive Assistant Tianne Baity, Jared Criscuolo and Neal Bloom with Rising Tide Partners

3. Public Comment

No public comment was received.

4. New Business

A. Discussion of the 2019 Winter Newsletter Proposed Article Topics and Production Schedule.

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

- Maintaining Infrastructure – Smoke Testing;
- LWD and Homeowners partnership in Environmental Stewardship;
- Educational Opportunities (tours, teacher grant winners, SWPPP Internship);
- CIP/Construction Updates;
- Field Maintenance (CCTV, disposal of chemicals/medicines);
- Admin Updates (FY19 Audit Results and Owl Box Installation);
- Call for local photographers; and
- Standout Achievements

Chairperson Sullivan made some suggestions for the newsletter. These suggestions included the following:

- Adding a picture of the smoke testing to the lead article;
- Adding LWD can toppers are still available; and
- Adding that Encina Wastewater Authority has garden biosolid pellets available

Staff and RTP agreed to make the suggested changes.

Mr. Criscuolo then provided a brief summary of the newsletter production schedule and the next CAC meeting was scheduled for Wednesday, January 16, 2019 at 1:00 p.m.

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

B. Review of Teacher Grant Applications.

ASsup Hill introduced the item and provided background information on the item noting that in August 2018 the CAC agreed with staff to update the Teacher Grant Program and its outreach efforts with a goal to receive more teacher grant applications during the fiscal year 2019 (FY19) school year. ASsup Hill stated 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 four applications by the deadline.

Following discussion, the CAC and staff agreed that four schools qualified for the grants. The CAC and staff's recommendation will be forwarded to the Board of Directors for approval at the December 12th Board Meeting. The four grants totaled \$5,934.18 and the FY19 budget includes \$6,000 in funds for the grants.

5. Information Items

None.

6. Directors' Comments

Chairperson Sullivan and Vice President Kulchin thanked staff and RTP.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 2:04 p.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Human Resources Committee Meeting
 December 5, 2018

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Wednesday, December 5, 2018 at 1:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 1:21 p.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

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

None.

4. New Business

A. Resolution No. 2308 – Revised Board-General Manager/Staff Relations Policy.

GM Bushee presented the item noting that last month, the HRC conducted its annual review of the Board-General Manager/Staff Relations Policy. At that meeting, the HRC directed staff to amend Section IX of the policy to reflect that Board members serve rotating and staggered two-year terms on each of LWD's standing committees.

GM Bushee stated that staff believes that the Board standing committee selection and assignment issue would be best addressed in a separate stand-alone policy as it does not directly relate to Board and staff relations. He explained that staff has drafted the standing committee assignment language and the HRC will consider this issue as part of its next agenda item. GM Bushee noted that the Board-General Manager/Staff Relations Policy has been revised to omit "Section IX - Committees" of the policy in its entirety.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors adopt Resolution No. 2308 – Revised Board-General Manager/Staff Relations Policy.

B. Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members.

GM Bushee presented the item noting that last month, the HRC directed staff to draft amendments to Section IX of the Board-General Manager/Staff Relations Policy.

GM Bushee stated that the District currently has a Board policy that explains how the Board President and Vice President officers are elected. He noted that the policy does not address Board standing committees, how the committees are developed, and who appoints the committee members.

GM Bushee stated that staff developed a separate stand-alone policy that combines the procedures for the Board's election of officers with those associated with the establishment, duties and selection procedures for Board committees. He reviewed the draft policy and the following key components:

1. Clarifies and defines how the Board President and Vice President of District are elected.
2. Defines and explains the purpose of the Standing and/or Ad Hoc Committees.
3. Provides guidelines for appointing Board Committee members and their terms.
4. Includes required regulations by the Fair Political Practices Commission about paid committee appointments.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors adopt Resolution No. 2309 – Revising the Policy for the Election of Board Officers, Establishing Committees and Establishing the Procedures for Selecting Board Committee Members.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee stated there was a 25-50 gallon sewage spill on Piraeus Street on December 4, 2018.

8. Adjournment

Chairperson Hanson adjourned the meeting at 1:53 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 December 6, 2018

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Thursday, December 6, 2018 at 9:00 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 9:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT:

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

3. Public Comment

None.

4. New Business

None.

5. Information Items

A. Update on the Design Phase of the Leucadia Pump Station Rehabilitation Project

DE Wilson presented an update on the design phase of the Leucadia Pump Station (LPS) Rehabilitation Project. He explained that the project has taken on the scope of a major rehabilitation of LPS. He continued that the current four pumps will be replaced with 5 pumps, 3 primary and 2 jockey pumps. DE Wilson explained that the 3 primary pumps will be used to meet the pumping demands during the day. He continued that the jockey pumps will take over pumping duties during the night to maintain sewage flow through the force main to reduce septicity and the creation of Hydrogen Sulfide. He said that the project now includes replacing the LPS piping, check valves and discharge header. DE Wilson explained the super oxygenation process for odor control. He continued that odor control and emergency pumping operation and equipment are being considered in project design.

6. Directors' Comments

None.


7. General Manager's Comments

GM Bushee reported that a 50 gallon sewer spill occurred on Tuesday, December 4th on Piraeus Street.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 10:05 a.m.

Paul J. Bushee,
 Secretary/Manager
 (Seal)

DATE: December 6, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of November/December Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 743,101.49.
2. Discuss and take other action as appropriate.

DISCUSSION:

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

Operating expenses totaled \$ 213,110.32, Capital Improvement Program expenses totaled \$394,545.66 and Payroll expense for District Employees and the Board totaled \$135,445.51.

Attachment 1	Summary of Demands by Account November 8–December 6, 2018
Attachment 2	Accounts Payable Check Register dated November 13, 2018
Attachment 3	Payroll Check Register dated November 21, 2018
Attachment 4	Accounts Payable Check Register dated November 28, 2018
Attachment 5	Board Payroll Check Register dated December 3, 2018
Attachment 6	Payroll Check Register dated December 4, 2018
Attachment 7	Accounts Payable Check Register dated December 4, 2018
Attachment 8	Payroll Check Register dated December 5, 2018

DEMANDS SUMMARY
December 12, 2018

1. Demands

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Check -11/21/2018	21024 - 21042		\$52,528.90	
Board Payroll Check -12/3/2018	21043 - 21047		\$2,164.20	
Payroll Check - 12/4/2018	21048 - 21058	Sick BuyBack	\$26,829.98	
Payroll Check - 12/5/2018	21059 - 21077		<u>\$53,922.43</u>	
		Total		\$135,445.51
General Checking -11/13/2018	52228 - 52265		\$ 405,227.54	
General Checking - 11/28/2018	52266 - 52302		\$ 148,813.81	
General Checking -12/4/2018	52303 - 52331		<u>\$ 53,614.63</u>	
		Total	\$ 607,655.98	
		GRAND TOTAL		\$743,101.49

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/13/2018 Through 11/13/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AIR POLLUTION CONTROL DISTRICT	52228	11/13/2018	380.00	EMISSION FEES FOR LCPS
	Total 52228		380.00	
AIR POLLUTION CONTROL DISTRICT	52229	11/13/2018	380.00	EMISSION FEES FOR E. ESTATES
	Total 52229		380.00	
BIGTUNA INTERACTIVE	52230	11/13/2018	480.00	WEB DEVELOPMENT
	Total 52230		480.00	
BURTECH PIPELINE, INC	52231	11/13/2018	332,419.21	LC GOLF COURSE PROJECT-OCT
	Total 52231		332,419.21	
CALOLYMPIC	52232	11/13/2018	786.98	GAS ALERT
	Total 52232		786.98	
CARLSBAD FUELS CORPORATION	52233	11/13/2018	1,735.56	VEHICLE GAS
	Total 52233		1,735.56	
PETTY CASH	52234	11/13/2018	258.95	PETTY CASH REIMBURSED-OCT
	Total 52234		258.95	
CITY OF CARLSBAD	52235	11/13/2018	164.31	WATER @ ADM/PLANT
CITY OF CARLSBAD		11/13/2018	27.06	WATER @ FIRE LINE
CITY OF CARLSBAD		11/13/2018	153.74	WATER @ OFFICE/ADM
CITY OF CARLSBAD		11/13/2018	252.49	WATER @ VACTOR
CITY OF CARLSBAD		11/13/2018	266.52	WATER @ VACTOR 2
	Total 52235		864.12	
COLONIAL LIFE INS	52236	11/13/2018	279.04	ACCIDENT/CRITICAL CARE INS-OCT
	Total 52236		279.04	
CSDA- SAN DIEGO CHAPTER	52237	11/13/2018	180.00	CSDA QTRLY DINNER
	Total 52237		180.00	
DATA NET SOLUTIONS GROUP	52238	11/13/2018	124.36	HARD DRIVE FOR BRD ROOM PC
	Total 52238		124.36	
DKF SOLUTIONS GROUP, LLC	52239	11/13/2018	300.00	MONTHLY SUBS FEE FOR SAFETY PROGRAM-AUG
DKF SOLUTIONS GROUP, LLC		11/13/2018	300.00	MONTHLY SUBS FEE FOR SAFETY PROGRAM-JULY
DKF SOLUTIONS GROUP, LLC		11/13/2018	300.00	MONTHLY SUBS FEE-SEPT
	Total 52239		900.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/13/2018 Through 11/13/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ELECTRICAL SALES, INC.	52240	11/13/2018	<u>4.60</u>	PARTS FOR BPS
	Total 52240		4.60	
HEAVILAND ENTERPRISES, INC	52241	11/13/2018	<u>840.00</u>	LANDSCAPE FEES-NOV
	Total 52241		840.00	
ICMA RETIREMENT-303979	52242	11/13/2018	<u>4,802.34</u>	DEFERRED COMP
	Total 52242		4,802.34	
MITSUBISHI ELECTRIC US, INC	52243	11/13/2018	<u>297.76</u>	ELEVATOR SERVICE/MAINT.
	Total 52243		297.76	
NATIONWIDE RETIREMENT SOLUTIONS	52244	11/13/2018	<u>150.00</u>	DEFERRED COMP
	Total 52244		150.00	
NORTH COUNTY HUMAN RESOURCES	52245	11/13/2018	<u>200.00</u>	MEMBERSHIP RENEWAL-2019
	Total 52245		200.00	
NU-LINE TECHNOLOGIES, INC	52246	11/13/2018	<u>21,971.45</u>	GRAVITY PIPELINE CIPP-OCT
	Total 52246		21,971.45	
OFFICE DEPOT, INC.	52247	11/13/2018	<u>354.24</u>	OFFICE SUPPLIES AND MICROWAVE
	Total 52247		354.24	
OLIVENHAIN MUNICIPAL WATER DISTRICT	52248	11/13/2018	45.21	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DISTRICT		11/13/2018	302.25	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT		11/13/2018	372.00	WATER @ TRAVELING2
OLIVENHAIN MUNICIPAL WATER DISTRICT		11/13/2018	49.17	WATER @ VP5
OLIVENHAIN MUNICIPAL WATER DISTRICT		11/13/2018	45.21	WATER @ VP7
	Total 52248		813.84	
PACIFIC RIM MECHANICAL	52249	11/13/2018	160.75	QTRLY CONTRACT FOR HVAC @ EEPS
PACIFIC RIM MECHANICAL		11/13/2018	290.50	QTRLY HVAC CONTRACT FOR AWT
PACIFIC RIM MECHANICAL		11/13/2018	592.25	QTRLY HVAC CONTRACT FOR BPS
PACIFIC RIM MECHANICAL		11/13/2018	<u>590.00</u>	QTRLY HVAC CONTRACT FOR LPS
	Total 52249		1,633.50	
PACS, Inc	52250	11/13/2018	<u>360.00</u>	SAMPLE TESTING @LPS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/13/2018 Through 11/13/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 52250		360.00	
PLANT PEOPLE, INC	52251	11/13/2018	158.00	MONTHLY MAINT OF LIVE PLANTS @ ADM -NOV
	Total 52251		158.00	
PURE WATER PARTNERS, LLC	52252	11/13/2018	135.77	MONTHLY FEE FOR FILTERED WATER @ ADM BLDG
	Total 52252		135.77	
RGB RICE GENERAL BUILDING	52253	11/13/2018	853.33	MAINT-RAINGUTTER CLEANING
	Total 52253		853.33	
RICHARD STINSON	52254	11/13/2018	20,212.50	CM SERVICES FOR OCT
	Total 52254		20,212.50	
RISING TIDE PARTNERS	52255	11/13/2018	2,752.50	PUBLIC INF-OCTOBER
	Total 52255		2,752.50	
ROCKWELL CONSTRUCTION SERVICES, INC	52256	11/13/2018	675.00	LPS-PLANS AND SPECS-OCT
	Total 52256		675.00	
SAN DIEGUITO WATER DISTRICT	52257	11/13/2018	104.90	WATER @ BPS
SAN DIEGUITO WATER DISTRICT		11/13/2018	95.37	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		11/13/2018	201.96	WATER @ TANKER2
	Total 52257		402.23	
SOUTHERN CONTRACTING COMPANY	52258	11/13/2018	405.00	ELECTRICAL WORK @ EEPS
SOUTHERN CONTRACTING COMPANY		11/13/2018	250.00	ELECTRICAL WORK @ VP7
	Total 52258		655.00	
THE HOME DEPOT CRC/GECF	52259	11/13/2018	399.42	SUPPLIES
	Total 52259		399.42	
UNDERGROUND SERVICE ALERT OF	52260	11/13/2018	163.45	UNDERGROUND ALARM SERVICE
	Total 52260		163.45	
UNIFIRST CORPORATION	52261	11/13/2018	207.09	LAUNDRY SERVICE W/E 10/31/2018
	Total 52261		207.09	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/13/2018 Through 11/13/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
U.S. BANK	52262	11/13/2018	3,690.83	CONFERENCES/MEETINGS/OFFICE SUPPLIES
	Total 52262		3,690.83	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	52263	11/13/2018	90.00	PHYSICALS
	Total 52263		90.00	
VERIZON WIRELESS	52264	11/13/2018	21.27	CELL PHONE-TELEMETRY
	Total 52264		21.27	
WORDEN WILLIAMS LLP	52265	11/13/2018	4,595.20	LEGAL FEES-OCT
	Total 52265		4,595.20	
Report Total			405,227.54	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 11/8/2018 Through 11/13/2018

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	11/8/2018	52262	20.70	4330	BOARD CONFERENCES	CSDA CONF-FOOD-E.S.
U.S. BANK	API	11/8/2018	52262	405.09	4330	BOARD CONFERENCES	CSDA HOTEL-D.O.
U.S. BANK	API	11/8/2018	52262	516.79	4330	BOARD CONFERENCES	CSDA HOTEL-E.S.
U.S. BANK	API	11/8/2018	52262	73.60	4910	OFFICE SUPPLIES	CELL PHONE CASES
U.S. BANK	API	11/8/2018	52262	292.50	5040	SAFETY SUPPLIES	DATCO
U.S. BANK	API	11/8/2018	52262	53.92	5212	CONSTRUCTION MANAGEMENT & INSP	LUNCH-R. STINSON-POINSETTIA PROJECT
U.S. BANK	API	11/8/2018	52262	482.53	5540	VEHICLES	GENERATOR
U.S. BANK	API	11/8/2018	52262	4.45	5710	TRAINING, EDUCATION & CONFERN	CASA-COFFEE
U.S. BANK	API	11/8/2018	52262	414.66	5710	TRAINING, EDUCATION & CONFERN	CASA-HOTEL
U.S. BANK	API	11/8/2018	52262	27.29	5710	TRAINING, EDUCATION & CONFERN	CASA-MEAL
U.S. BANK	API	11/8/2018	52262	39.00	5710	TRAINING, EDUCATION & CONFERN	CASA-PARK
U.S. BANK	API	11/8/2018	52262	428.41	5710	TRAINING, EDUCATION & CONFERN	CSDA HOTEL-R.D.
U.S. BANK	API	11/8/2018	52262	29.25	5710	TRAINING, EDUCATION & CONFERN	CSDA LUNCH-R.D.
U.S. BANK	API	11/8/2018	52262	30.00	5710	TRAINING, EDUCATION & CONFERN	CSFMO LUNCH SEMINAR-R.D.
U.S. BANK	API	11/8/2018	52262	258.00	5710	TRAINING, EDUCATION & CONFERN	FLIGHT CSRMA-R.D.
U.S. BANK	API	11/8/2018	52262	(358.95)	5710	TRAINING, EDUCATION & CONFERN	HOTEL CREDIT
U.S. BANK	API	11/8/2018	52262	(358.95)	5710	TRAINING, EDUCATION & CONFERN	HOTEL CREDIT-P.B.
U.S. BANK	API	11/8/2018	52262	20.00	5710	TRAINING, EDUCATION & CONFERN	RENTAL CAR-M.G.-TRI STATE
U.S. BANK	API	11/8/2018	52262	959.40	5710	TRAINING, EDUCATION & CONFERN	WEFTEC-HOTEL
U.S. BANK	API	11/8/2018	52262	134.99	5710	TRAINING, EDUCATION & CONFERN	WEFTEC-MEAL
U.S. BANK	API	11/8/2018	52262	63.15	5740	MEETING SUPPLIES	BRD MEETING PIZZA
U.S. BANK	API	11/8/2018	52262	125.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	11/8/2018	52262	30.00	5910	TELEPHONE	WIFI
			Transaction Total	<u>3,690.83</u>			
		Total 11/8/2018		3,690.83			
U.S. BANK	APS	11/13/2018	52262	0.00	1001	Opus Bank General Checking	CONFERENCES/MEETINGS/... SUPPLIES
U.S. BANK	APS	11/13/2018	52262	0.00	1080	DUE TO/FROM OTHER FUNDS	CONFERENCES/MEETINGS/... SUPPLIES
			Transaction Total	<u>0.00</u>			

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 3

Payroll Date: November 21, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21024 - 21042	11/21/2018	\$52,528.90

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/28/2018 Through 11/28/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ACACIA GASOLINE & CAR WASH	52266	11/28/2018	62.00	VEHICLE GAS/FUELS
	Total 52266		62.00	
AT&T	52267	11/28/2018	127.84	PHONE SERVICE @ BPS
	Total 52267		127.84	
BASE NINE CONSULTING	52268	11/28/2018	11,219.09	SERVICE CALLS FOR LPS/BPS/AWT
	Total 52268		11,219.09	
BORIS LAUBERT	52269	11/28/2018	1,500.00	LATERAL REIMBURSEMENT
	Total 52269		1,500.00	
CAPSTONE FIRE MANAGEMENT, INC	52270	11/28/2018	2,000.00	TECHNICAL RESCUE TEAM/EQUIPMENT
	Total 52270		2,000.00	
CARLSBAD FUELS CORPORATION	52271	11/28/2018	2,027.61	VEHICLE FUELS/BPS
	Total 52271		2,027.61	
CARLSON & BEAULOYE	52272	11/28/2018	198.25	PARTS FOR AWT
	Total 52272		198.25	
CINTAS FIRST AID AND SAFETY	52273	11/28/2018	67.28	REFILL FIRST AID CABINET
	Total 52273		67.28	
CORODATA	52274	11/28/2018	72.43	STORAGE-OCT
	Total 52274		72.43	
CWEA	52275	11/28/2018	188.00	RENEWAL FOR G. MENDEZ-MEMBERSHIP
CWEA		11/28/2018	204.00	RENEWAL FOR J. STECKER
CWEA		11/28/2018	92.00	RENEWAL FOR R. E.-COLLECTION
CWEA		11/28/2018	92.00	RENEWAL FOR R. RODRIGUEZ-COLLECTION
	Total 52275		576.00	
DEXTER WILSON ENGINEERING	52276	11/28/2018	4,222.50	FY 18 AUDIT-SSMP-OCT
DEXTER WILSON ENGINEERING		11/28/2018	565.00	GE/0929/OCT/CASCADA VERDE
DEXTER WILSON ENGINEERING		11/28/2018	2,740.65	GE/0996/OCT/ENCINITAS BEACH HOTEL
DEXTER WILSON ENGINEERING		11/28/2018	385.00	GE/1035/OCT/ANDREIKO ANNEX
DEXTER WILSON ENGINEERING		11/28/2018	275.00	GE/1037/OCT/Ryan ANNEX
DEXTER WILSON ENGINEERING		11/28/2018	435.00	GE/1050/OCT/STARBUCKS
DEXTER WILSON ENGINEERING		11/28/2018	215.00	GE/1052/OCT/LC TOWN SQ THEATER
DEXTER WILSON ENGINEERING		11/28/2018	110.00	GE/1054/OCT/OMNI LC RESORT

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/28/2018 Through 11/28/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
DEXTER WILSON ENGINEERING		11/28/2018	220.00	GE/1056/OCT/CAZADERO DRIVE
DEXTER WILSON ENGINEERING		11/28/2018	110.00	GE/1057/OCT/HYGEIA AVE
DEXTER WILSON ENGINEERING		11/28/2018	510.00	GE/1058/OCT/EL CAMINO REAL BLDG
DEXTER WILSON ENGINEERING		11/28/2018	216.13	GE/1059/OCT/DIEGUENO MIDDLE SCHOOL
DEXTER WILSON ENGINEERING		11/28/2018	10,905.00	GE/CIP/OCT/200/0358/0302Big Blue PS
	Total 52276		20,909.28	
EVOQUA WATER TECHNOLOGIES, LLC	52277	11/28/2018	5,938.65	CHEMICAL FERROUS
	Total 52277		5,938.65	
GREEN VALLEY LANDSCAPE & MAINTENANCE, INC	52278	11/28/2018	2,495.00	LANDSCAPE REPAIRS @ SEAPOINT TENNIS CLUB
	Total 52278		2,495.00	
HAAKER EQUIPMENT CO	52279	11/28/2018	31.25	PARTS
	Total 52279		31.25	
HACH COMPANY	52280	11/28/2018	234.78	CHLORINE FOR AWT
	Total 52280		234.78	
ICMA RETIREMENT-303979	52281	11/28/2018	4,803.12	DEFERRED COMP
	Total 52281		4,803.12	
INFRASTRUCTURE ENGINEERING CORP	52282	11/28/2018	8,362.50	LPS REHAB-OCT
	Total 52282		8,362.50	
JEFF BILLS	52283	11/28/2018	4,244.91	CONSULTING SERVICES-NOV
	Total 52283		4,244.91	
SAN DIEGO LAFCO	52284	11/28/2018	3,325.00	RYAN ANNEX #1037
	Total 52284		3,325.00	
MARCON PRODUCTS INC.	52285	11/28/2018	125.26	GRADE RINGS
	Total 52285		125.26	
NAPA AUTO	52286	11/28/2018	113.64	FLUIDS FOR EQUIP
	Total 52286		113.64	
NATIONWIDE RETIREMENT SOLUTIONS	52287	11/28/2018	150.00	DEFERRED COMP
	Total 52287		150.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/28/2018 Through 11/28/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
OFFICE DEPOT, INC.	52288	11/28/2018	<u>127.25</u>	OFFICE SUPPLIES
	Total 52288		127.25	
PACIFIC RIM MECHANICAL	52289	11/28/2018	3,912.22	ADM BLDG CHILLER REPAIR
PACIFIC RIM MECHANICAL		11/28/2018	<u>526.00</u>	LOW EVAP ALARM ON CHILLER REPAIR
	Total 52289		4,438.22	
RANCHO SANTA FE SECURITY SYSTEMS	52290	11/28/2018	<u>561.00</u>	ALARM SERVICE CALL
	Total 52290		561.00	
ROCKWELL SOLUTIONS	52291	11/28/2018	<u>33,985.98</u>	VAUGH CHOPPER PUMP @ BPS
	Total 52291		33,985.98	
SAN DIEGO GAS & ELECTIRC	52292	11/28/2018	3,150.08	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		11/28/2018	117.73	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		11/28/2018	11,722.24	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		11/28/2018	421.66	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		11/28/2018	703.33	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		11/28/2018	1,298.77	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		11/28/2018	779.53	ELECTRIC @ LC PS
SAN DIEGO GAS & ELECTIRC		11/28/2018	9,705.35	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		11/28/2018	148.63	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		11/28/2018	600.52	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		11/28/2018	315.75	ELECTRIC @ VP5
SAN DIEGO GAS & ELECTIRC		11/28/2018	134.25	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		11/28/2018	34.28	GAS @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		11/28/2018	<u>3.03</u>	NAT. GAS @ EE
	Total 52292		29,135.15	
SLOAN ELECTRIC COMPANY	52293	11/28/2018	<u>8,982.49</u>	MITSUBISHI VFD FOR EE PS
	Total 52293		8,982.49	
SOUTHERN CONTRACTING COMPANY	52294	11/28/2018	<u>345.00</u>	ELECTRICAL WORK @ BPS
	Total 52294		345.00	
SPACELINK/I2B NETWORK	52295	11/28/2018	<u>160.00</u>	WEB CAM @ BPS-NOV/DEC
	Total 52295		160.00	
TERMINIX	52296	11/28/2018	<u>60.00</u>	MONTHLY PEST SERVICE
	Total 52296		60.00	
SOLANA PALM LLC	52297	11/28/2018	<u>90.00</u>	ANSWERING SERVICE-NOV/DEC
	Total 52297		90.00	
UNIFIRST CORPORATION	52298	11/28/2018	207.09	LAUNDRY SERVICE-W/E 11/14/18

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/28/2018 Through 11/28/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNIFIRST CORPORATION		11/28/2018	211.13	LAUNDRY SERVICE-W/E 11/21/18
UNIFIRST CORPORATION		11/28/2018	<u>214.78</u>	LAUNDRY SERVICES-W/E 11/7/18
	Total 52298		633.00	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	52299	11/28/2018	240.00	PHYSICALS
	Total 52299		240.00	
VERIZON WIRELESS	52300	11/28/2018	<u>1,125.85</u>	CELL PHONES
	Total 52300		1,125.85	
WAGeworks, INC	52301	11/28/2018	<u>140.00</u>	SECTION 125 FLEX PLAN-OCT
	Total 52301		140.00	
WESELOH CHEVROLET	52302	11/28/2018	<u>205.98</u>	MAINT/REPAIR FOR #158
	Total 52302		205.98	
Report Total			<u><u>148,813.81</u></u>	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: December 3, 2018

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21043 - 21047	12/3/2018	\$2,164.20

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 6

Payroll Date: December 4, 2018
Sick Buyback

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21048 - 21058	12/4/2018	\$26,829.98

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/4/2018 Through 12/4/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	52303	12/4/2018	1,190.00	DEPTH METERING MAINT-NOV
ADS LLC		12/4/2018	4,340.00	FLOW METERING & DATA-NOVEMBER
	Total 52303		5,530.00	
ALIGNMENT PLUS	52304	12/4/2018	152.00	VEHICLE ALIGNMENT #155
	Total 52304		152.00	
ARROW PIPELINE REPAIR, INC	52305	12/4/2018	5,950.00	CIPP LINER ON 2 CLEANOUTS
	Total 52305		5,950.00	
BAJA POOL AND SPA SERVICE	52306	12/4/2018	125.00	DEC WEEKLY FOUNTAIN MAINTENANCE
	Total 52306		125.00	
CA ASSOC OF SANITATION AGENCIES	52307	12/4/2018	8,913.00	AGENCY MEMBER RENEWAL FOR 2019
	Total 52307		8,913.00	
CARLSBAD FUELS CORPORATION	52308	12/4/2018	2,279.23	VEHICLE FUELS/GAS
	Total 52308		2,279.23	
CITY OF CARLSBAD	52309	12/4/2018	31.28	WATER @ FIRE LINE CHARGE
CITY OF CARLSBAD		12/4/2018	329.77	WATER @ OFFICE
	Total 52309		361.05	
COLONIAL LIFE INS	52310	12/4/2018	279.04	ACCIDENT/CRITICAL CARE INS-NOV
	Total 52310		279.04	
COX COMMUNICATIONS SAN DIEGO	52311	12/4/2018	1,475.91	INTERNET/CABLE/PHONE
	Total 52311		1,475.91	
DATA NET SOLUTIONS GROUP	52312	12/4/2018	(1,200.00)	CREDIT MEMO FOR HOSTING RACK
DATA NET SOLUTIONS GROUP		12/4/2018	613.80	PARTIAL PAYMENT ON PO
DATA NET SOLUTIONS GROUP		12/4/2018	851.68	REPLACEMENT HARD DRIVES
DATA NET SOLUTIONS GROUP		12/4/2018	1,124.00	VM WARE ESSENTIAL SUPPORT
	Total 52312		1,389.48	
DKF SOLUTIONS GROUP, LLC	52313	12/4/2018	300.00	MONTHLY FEE-MY SAFETY PROGRAM
	Total 52313		300.00	
FEDERAL EXPRESS CORPORATION	52314	12/4/2018	10.50	SHIPPING

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 12/4/2018 Through 12/4/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 52314		10.50	
GRAINGER, INC	52315	12/4/2018	175.67	PARTS-HOSE/FILTER KIT/TRANSFER PUMP
	Total 52315		175.67	
GREAT AMERICA FINANCIAL SERVICES	52316	12/4/2018	946.49	COPIER LEASE
	Total 52316		946.49	
KELLYGRN NATIVE LANDSCAPING LIVING	52317	12/4/2018	2,121.00	PROGRESS PAYMENT / DOWN PAYMENT
	Total 52317		2,121.00	
MES VISION	52318	12/4/2018	414.12	VISION INS-DEC
	Total 52318		414.12	
MSC JANITORIAL SERVICE, INC	52319	12/4/2018	1,676.00	NOV JANITORIAL SERVICE
	Total 52319		1,676.00	
MUTUAL OF OMAHA	52320	12/4/2018	1,172.50	DISABILITY INS-DEC
	Total 52320		1,172.50	
NAPA AUTO	52321	12/4/2018	283.18	FUEL FILTERS/CABLE TIES
	Total 52321		283.18	
nfpACCOUNTING TECHNOLOGIES	52322	12/4/2018	450.00	ADVANCED REPORTING CLASS-MIP
	Total 52322		450.00	
SAN DIEGO COUNTY VECTOR CONTROL	52323	12/4/2018	7.93	ASSESSMENT FOR 2018-19
	Total 52323		7.93	
SOUTHERN CONTRACTING COMPANY	52324	12/4/2018	10,545.00	ELECTRICAL WORK @ BPS-WET WELL WASHER SYSTEM
SOUTHERN CONTRACTING COMPANY		12/4/2018	1,080.00	ELECTRICAL WORK @ DPS/AVOCADO PS/BPS
SOUTHERN CONTRACTING COMPANY		12/4/2018	540.00	ELECTRICAL WORK @ VP7
	Total 52324		12,165.00	
STATE WATER RESOURCES CONTROL BD	52325	12/4/2018	60.00	CERT RENEWAL FOR I. RIFFEL
	Total 52325		60.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/4/2018 Through 12/4/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
STATE WATER RESOURCES CONTROL BD	52326	12/4/2018	70.00	CERT RENEWAL FOR T. BAITY
	Total 52326		70.00	
TERMINIX	52327	12/4/2018	32.00	MONTHLY TRAP SERVICE-NOV
	Total 52327		32.00	
THE GUARDIAN	52328	12/4/2018	3,831.30	DENTAL INS-DEC
	Total 52328		3,831.30	
TRIMAX	52329	12/4/2018	1,908.14	INSTALL DRAGER @ DIANA PS
	Total 52329		1,908.14	
UNIFIRST CORPORATION	52330	12/4/2018	207.09	LAUNDRY SERVICE W/E-11/28/18
	Total 52330		207.09	
VORTEX INDUSTRIES, INC	52331	12/4/2018	1,329.00	INSTALLATION OF A ROCKER SWITCH ON FRONT DOOR
	Total 52331		1,329.00	
Report Total			53,614.63	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 8

Payroll Date: December 5, 2018

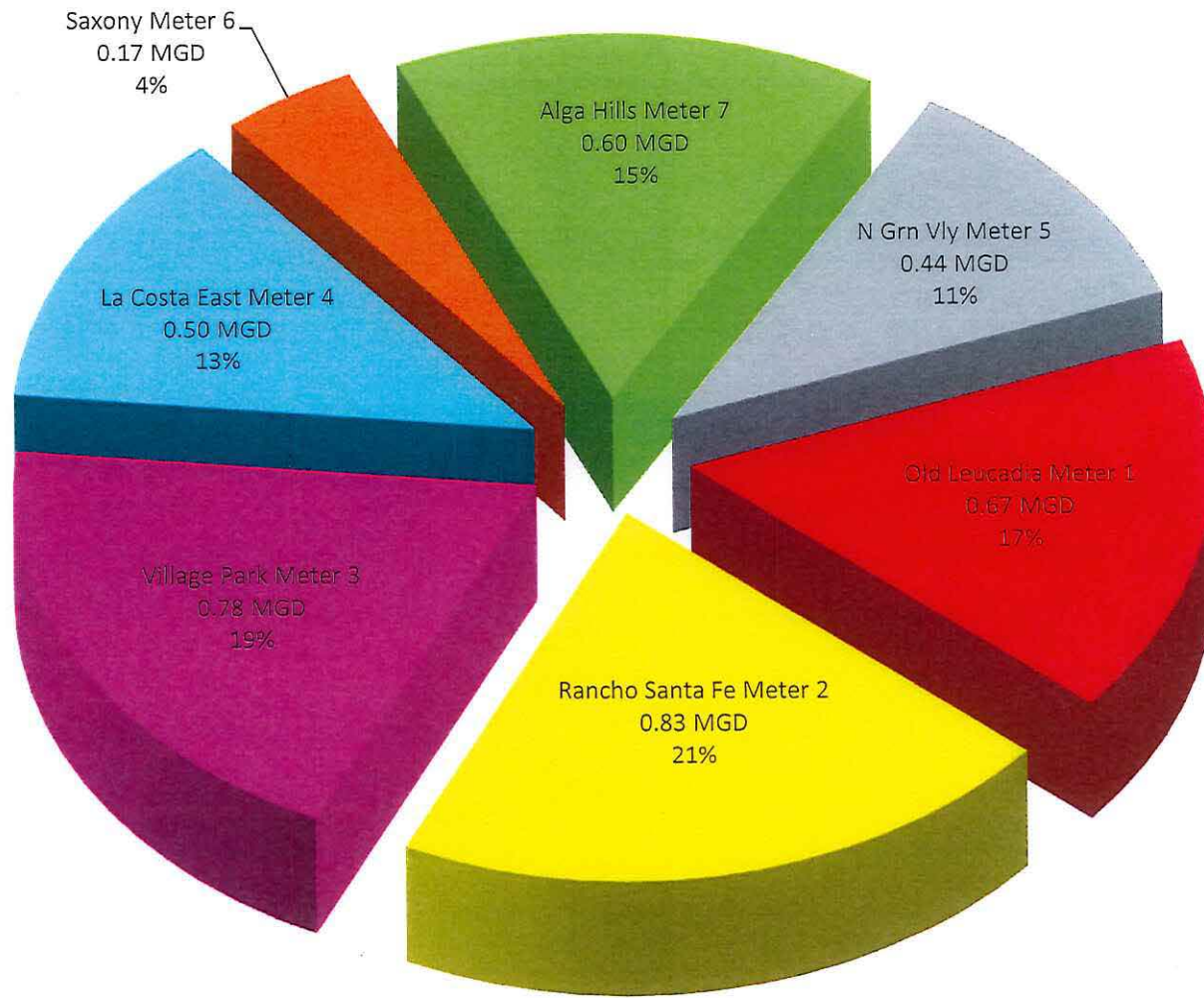
<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21059 - 21077	12/5/2018	\$53,922.43

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2019 (July 2018 - June 2019)**

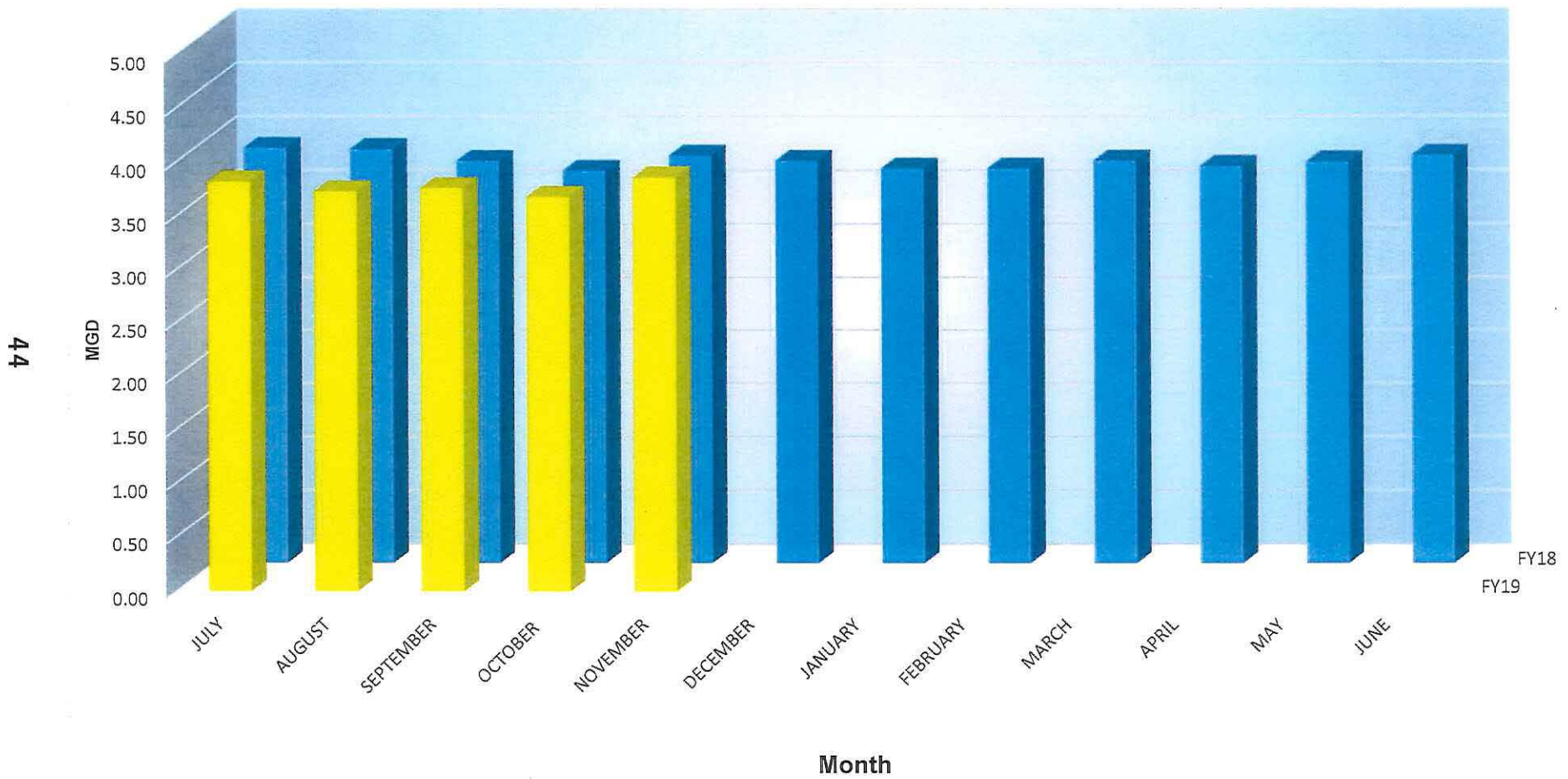
CURRENT MONTH - November 2018							FY 2018
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,561.74	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.03	118.42	1.00	3.82	134	52.17	3.88
YTD			28,562.74				
AUGUST	0.00	115.63	2.00	3.73	131	22.20	3.87
YTD			28,564.74				
SEPTEMBER	0.00	112.80	-8.70	3.76	132	35.10	3.76
YTD			28,556.04				
OCTOBER	0.38	114.08	3.30	3.68	129	36.33	3.67
YTD			28,559.34				
NOVEMBER	0.74	115.80	1.50	3.86	135	5.31	3.81
YTD			28,560.84				
DECEMBER							3.76
YTD							
JANUARY							3.69
YTD							
FEBRUARY							3.69
YTD							
MARCH							3.76
YTD							
APRIL							3.71
YTD							
MAY							3.75
YTD							
JUNE							3.81
YTD							
YTD Totals	1.15	576.73	-0.90			151.11	
Mo Average	0.23	115.35	-0.18	3.77	132.00	30.22	3.76

42

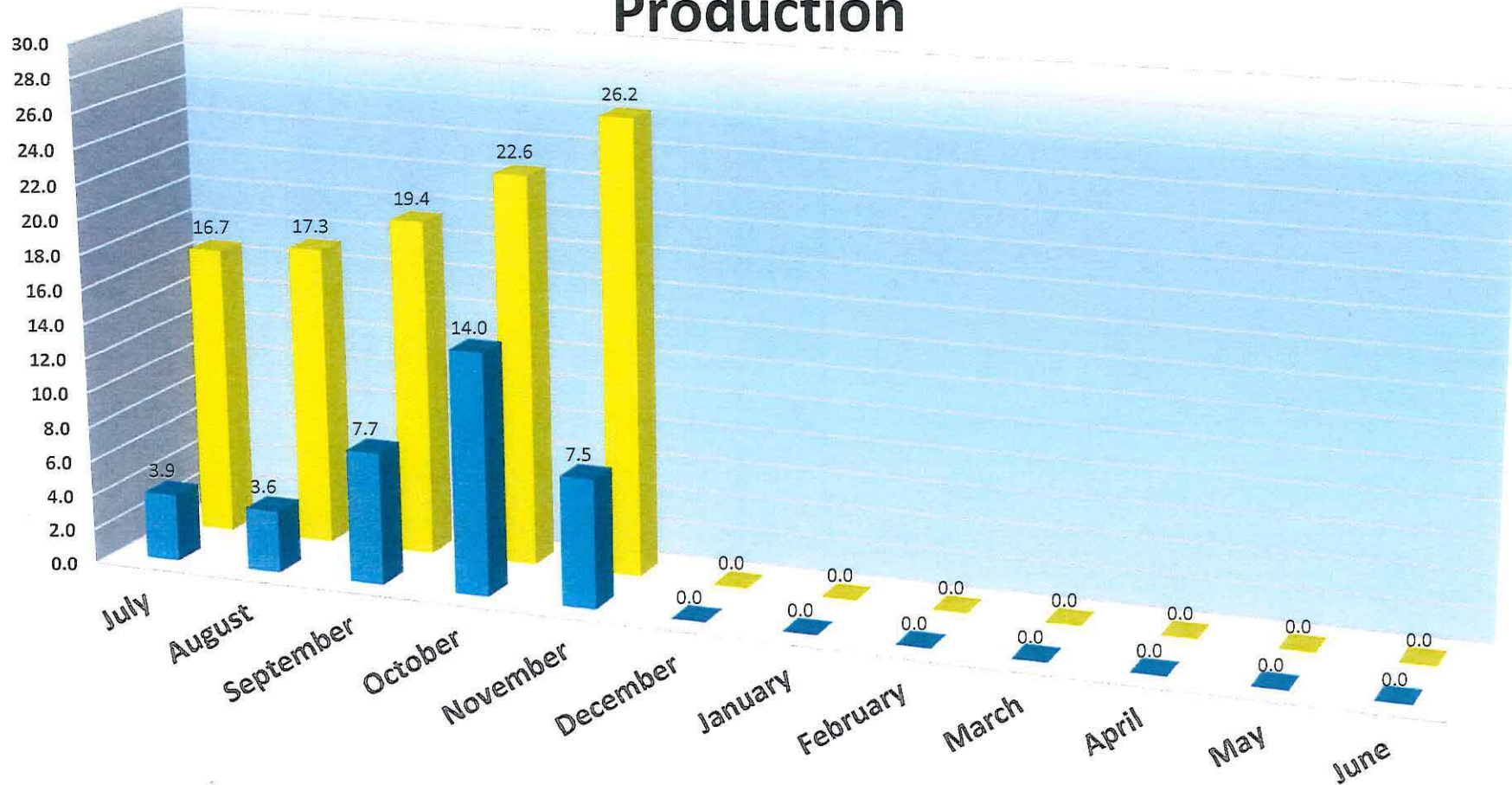
**LWD Flows by Sub-Basin
November 2018
Total LWD Flow 3.64 MGD**



Leucadia Wastewater District Flow Comparison FY18 to FY19



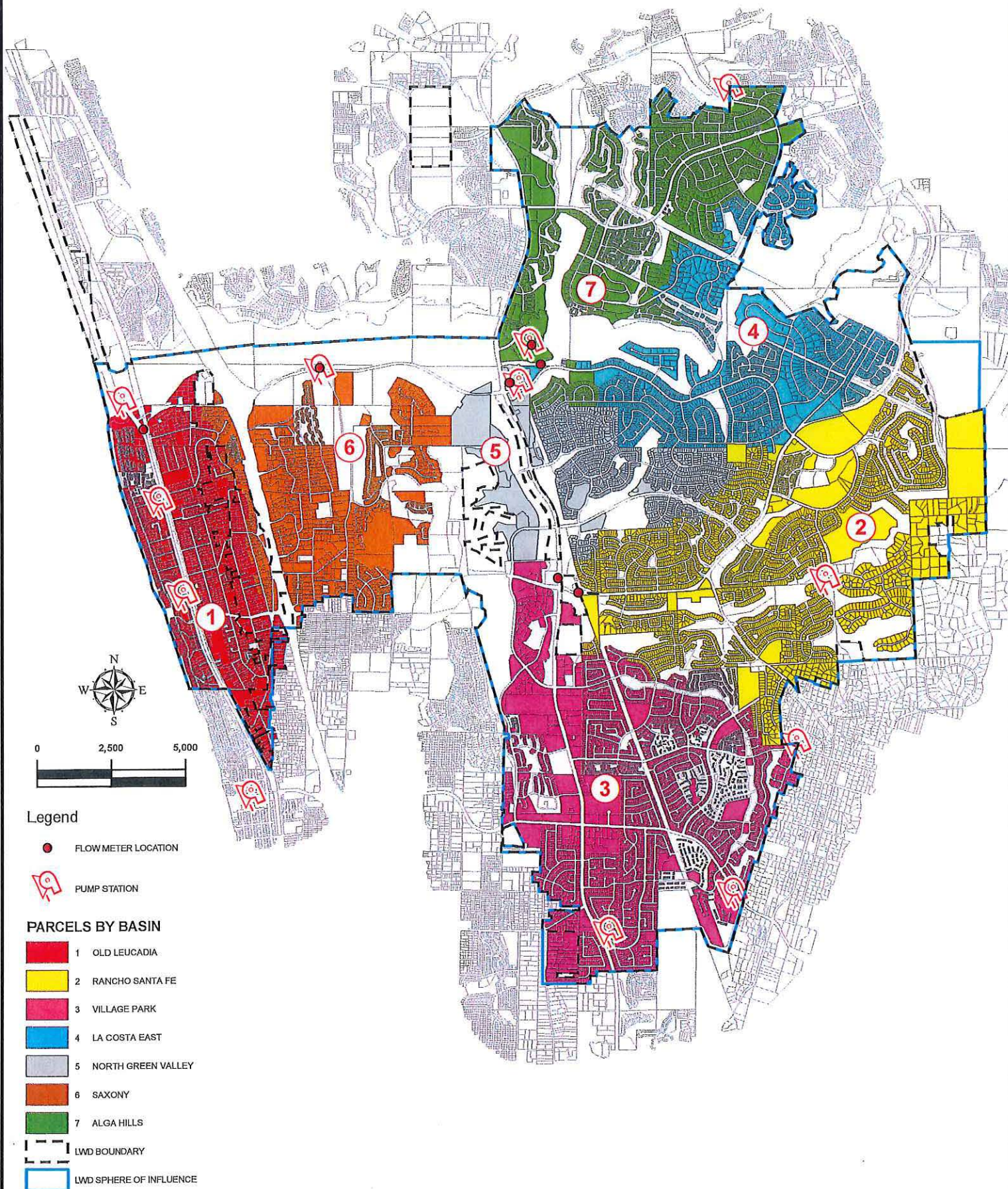
FY-19 CCTV Inspections & Hydro Cleaning Production



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

■ CCTV Inspections
■ Total Hydro Cleaning

LEUCADIA WASTEWATER DISTRICT



Legend

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

Leucadia Wastewater District

Balance Sheet

As of 11/30/2018

		Current Year
Assets		
Cash & Investments	1CAS	31,744,907.67
Accounts Receivables	2A/R	190,320.72
Net OPEB Asset	3OPB	123,127.00
Prepaid Expense	3PRE	167,830.05
Funds held with Encina Wastewater Authority	4EWA	2,041,200.00
Capital Assets	4F/A	164,254,378.99
Less Accumulated Depreciation	6DEP	(55,698,965.17)
Total Assets		142,822,799.26
Deferred Outflows		
Projected/Actual PERS Earnings Difference	6D/O	159,055.00
PERS Proportions & Assumptions Difference	7D/O	790,903.00
Current Year PERS Employer Contribution	8D/O	373,044.00
OPEB Contributions/Earnings & Assumption Chan...	9D/O	21,235.00
Total Deferred Outflows		1,344,237.00
Total Assets & Deferred Outflows		144,167,036.26
Liabilities		
Accounts Payable & Accrued Expenses	A/P	375,886.00
Developer Deposits	DEVD	80,061.51
Net Pension Liability	LTDB	4,074,562.00
Total Liabilities		4,530,509.51
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	195,528.00
PERS Proportions & Assumptions Difference	D/I3	153,110.00
OPEB Earnings & Assumptions Difference	D/I5	9,880.00
Total Deferred Inflows		358,518.00
Net Position		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	108,555,413.82
Reserves	RESV	34,000,805.07
Total Beginning Net Position (as of June 30, 2017)		142,556,218.89
Current Change In Net Position		
Other		(3,278,210.14)
Total Current Change In Net Position		(3,278,210.14)
Total Net Position		139,278,008.75
Total Liabilities, Deferred Inflows & Net Position		144,167,036.26

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

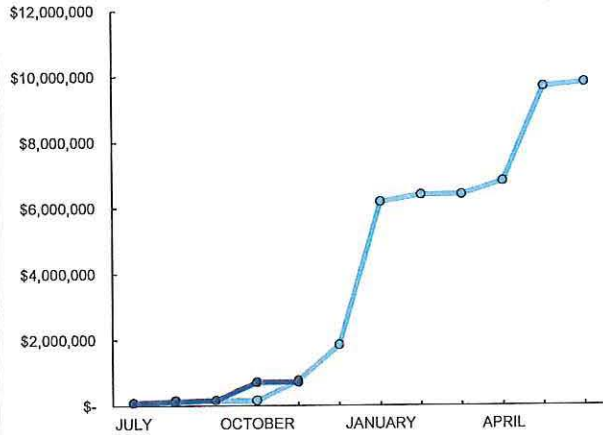
From 7/1/2018 Through 11/30/2018

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 720,491.16	\$ 9,813,782.00	\$ 9,093,290.84	7.3%
3150 Recycled Water Sales	183,683.87	295,000.00	111,316.13	62.3%
3100 Misc. Operating Revenue	21,376.87	204,520.00	183,143.13	10.5%
TOTAL OPERATING REVENUES	\$ 925,551.90	\$10,313,302.00	\$ 9,387,750.10	9.0%
OPERATING EXPENSES				
4100 Salaries	\$ 757,709.09	\$ 1,924,859.00	\$ 1,167,149.91	39.4%
4200 Employee Benefits	396,360.58	1,064,235.00	667,874.42	37.2%
4300 Directors Expense	43,924.80	144,800.00	100,875.20	30.3%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	16,359.46	41,000.00	24,640.54	39.9%
4700 Insurance Expense	21,075.98	114,500.00	93,424.02	18.4%
4800 Memberships	25,106.44	29,400.00	4,293.56	85.4%
4900 Office Expense	57,159.32	155,600.00	98,440.68	36.7%
5000 Operating Supplies	70,116.47	189,500.00	119,383.53	37.0%
5200 Professional Services	117,761.59	449,300.00	331,538.41	26.2%
5300 Printing & Publishing	10,219.80	29,500.00	19,280.20	34.6%
5400 Rents & Leases	7,432.15	17,400.00	9,967.85	42.7%
5500 Repairs & Maintenance	177,335.32	486,600.00	309,264.68	36.4%
5600 Monitoring & Permits	11,478.95	59,900.00	48,421.05	19.2%
5700 Training & Development	18,090.33	47,000.00	28,909.67	38.5%
5900 Utilities	179,582.19	432,600.00	253,017.81	41.5%
6100 LAFCO Operations	7,517.38	7,500.00	(17.38)	100.2%
6200 Encina Operating Expense	410,888.93	1,887,300.00	1,476,411.07	21.8%
6900 Admin O/H alloc to Capital	(38,606.21)	(159,684.00)	(121,077.79)	24.2%
TOTAL OPERATING EXPENSES	\$ 2,289,512.57	\$ 6,951,310.00	\$ 4,661,797.43	32.9%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 24,936.10	\$ 381,675.00	\$ 356,738.90	6.5%
3220 Property Taxes	122,260.15	1,700,000.00	1,577,739.85	7.2%
3250 Investment Income	277,126.89	489,000.00	211,873.11	56.7%
3290 Misc. Non Op Revenue	15,490.38	107,600.00	92,109.62	14.4%
TOTAL NON-OPERATING REVENUES	\$ 439,813.52	\$ 2,678,275.00	\$ 2,238,461.48	16.4%

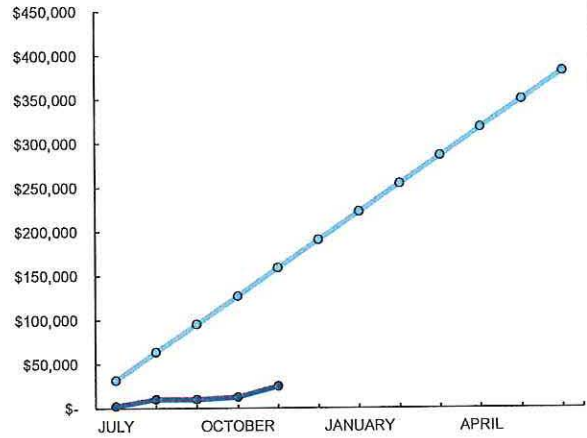
Leucadia Wastewater District Revenue FY2019

YTD through November 30, 2018

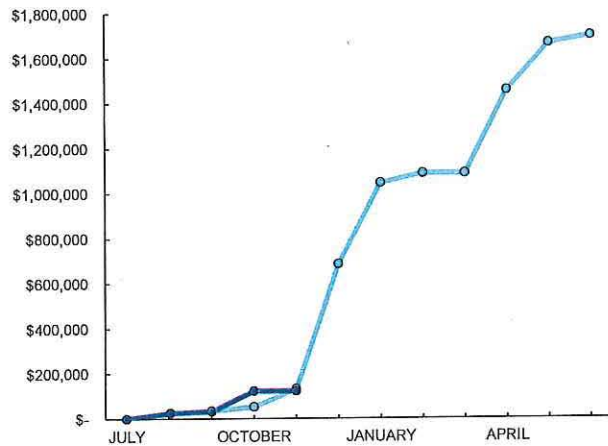
Sewer Service Fees



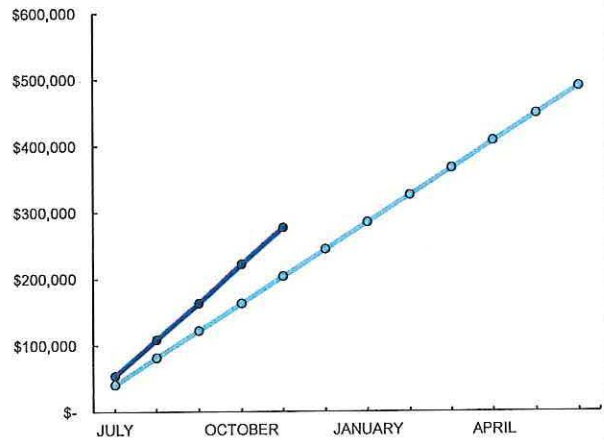
Capacity Charges



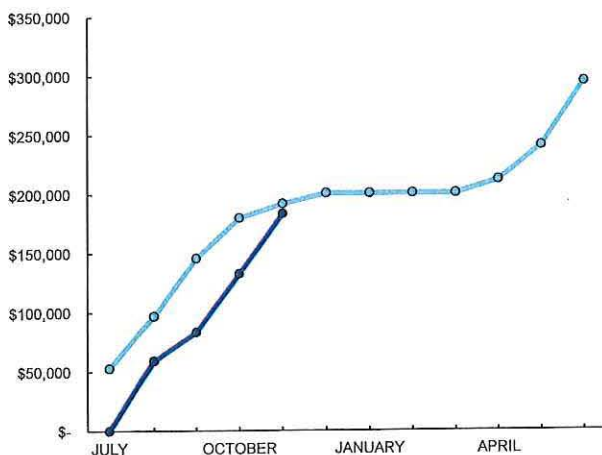
Property Taxes



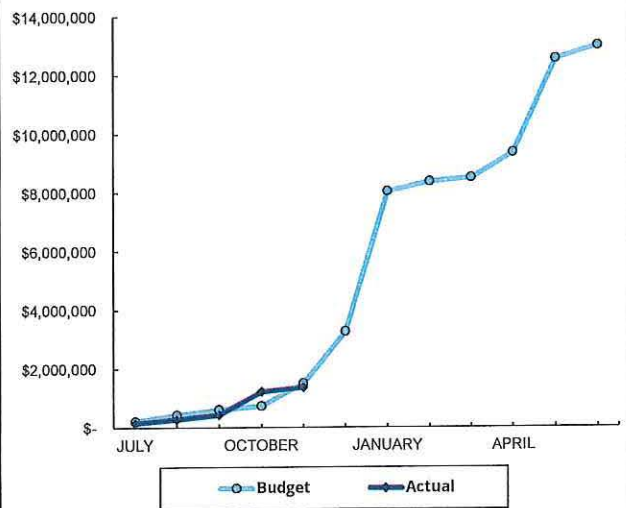
Investment Income



Recycled Wastewater Sales

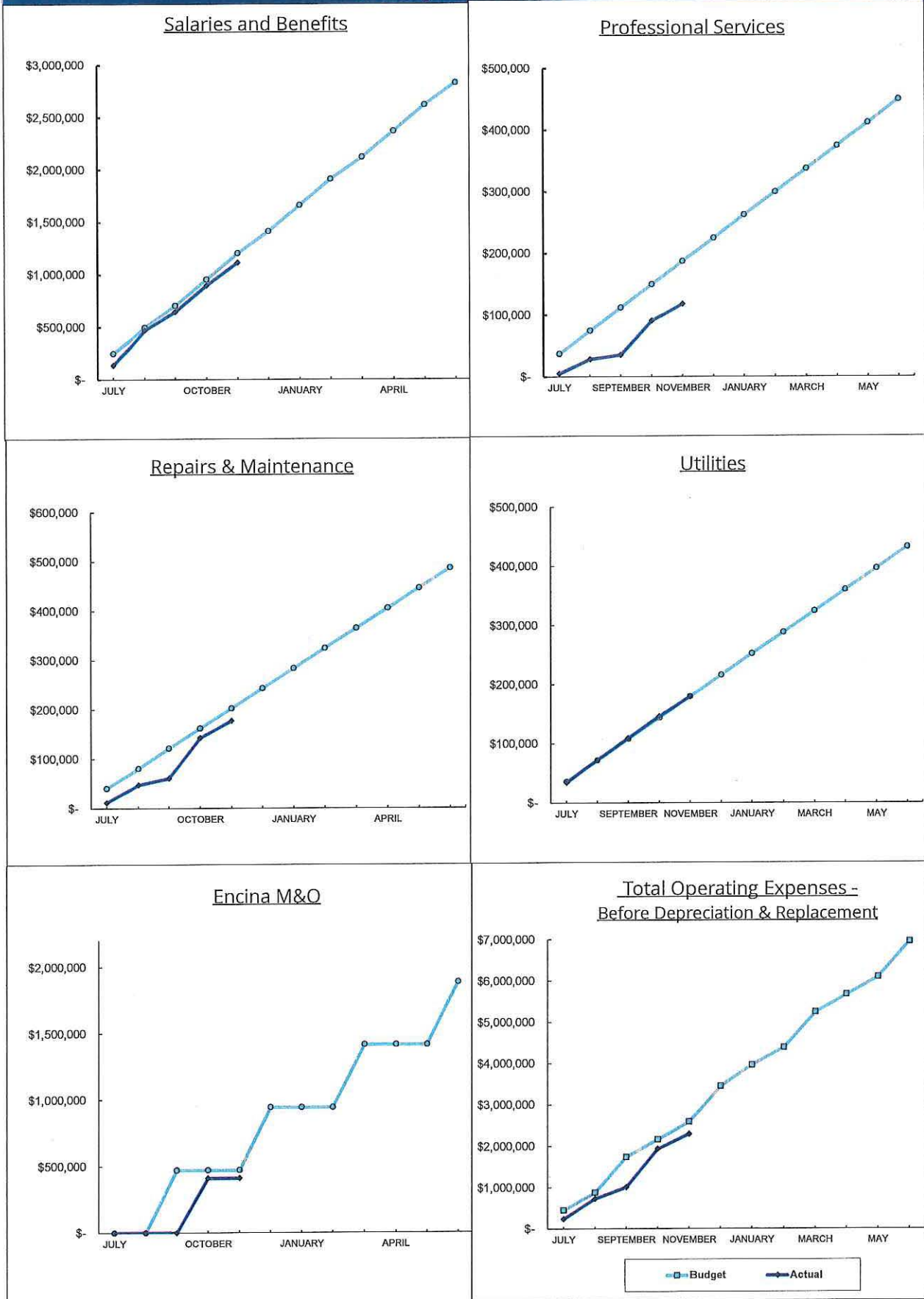


Total Revenue



Leucadia Wastewater District Operating Expenses FY2019

YTD through November 30, 2018

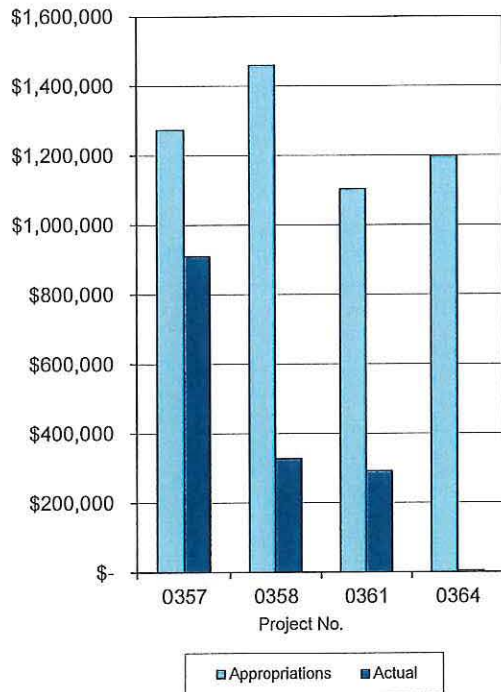


* Preliminary: subject to future review, reconciliation, accruals, and audit

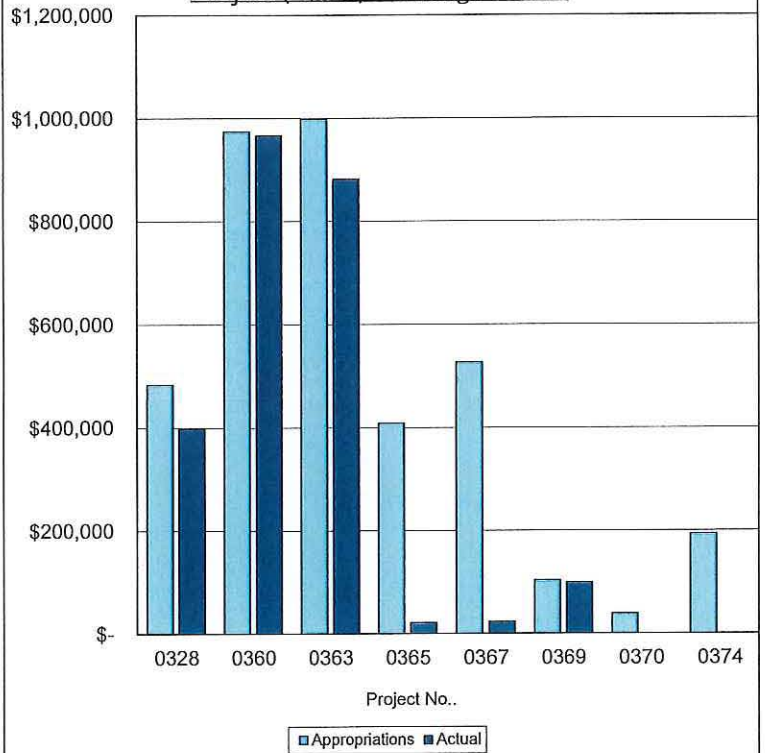
Leucadia Wastewater District Capital Expenditures

As of November 30, 2018

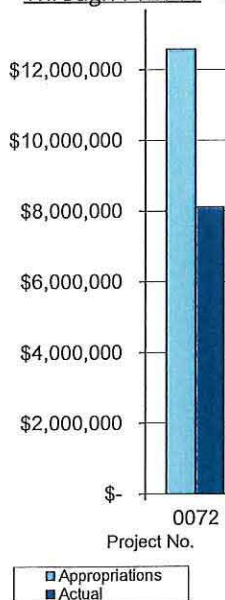
District Multi Year Capital Expenditures
by Project
(>\$1M) Through FY2018



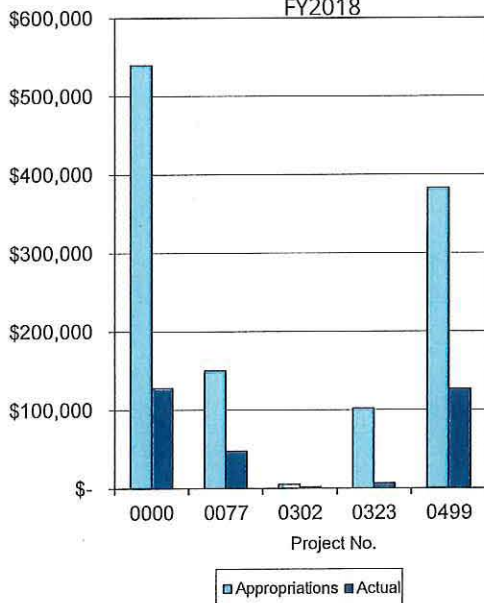
District Multi Year Capital Expenditures by
Project (<\$1M) Through FY2018



District's Share of
Encina WPCF
Capital Exp
Through FY2018



Single Year Capital Expenditures by
Project
FY2018



Project Legend

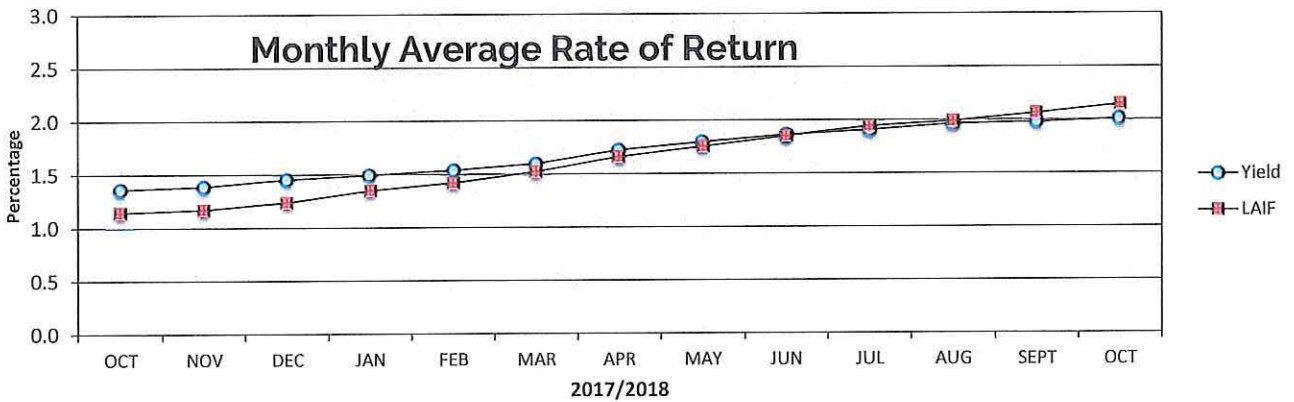
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Replcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Replcmnt	0367
HQ Electric Meter Installation	0369
Pump Station Assessment	0370
Bat FM (B3) Discharge Section Replaceme	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

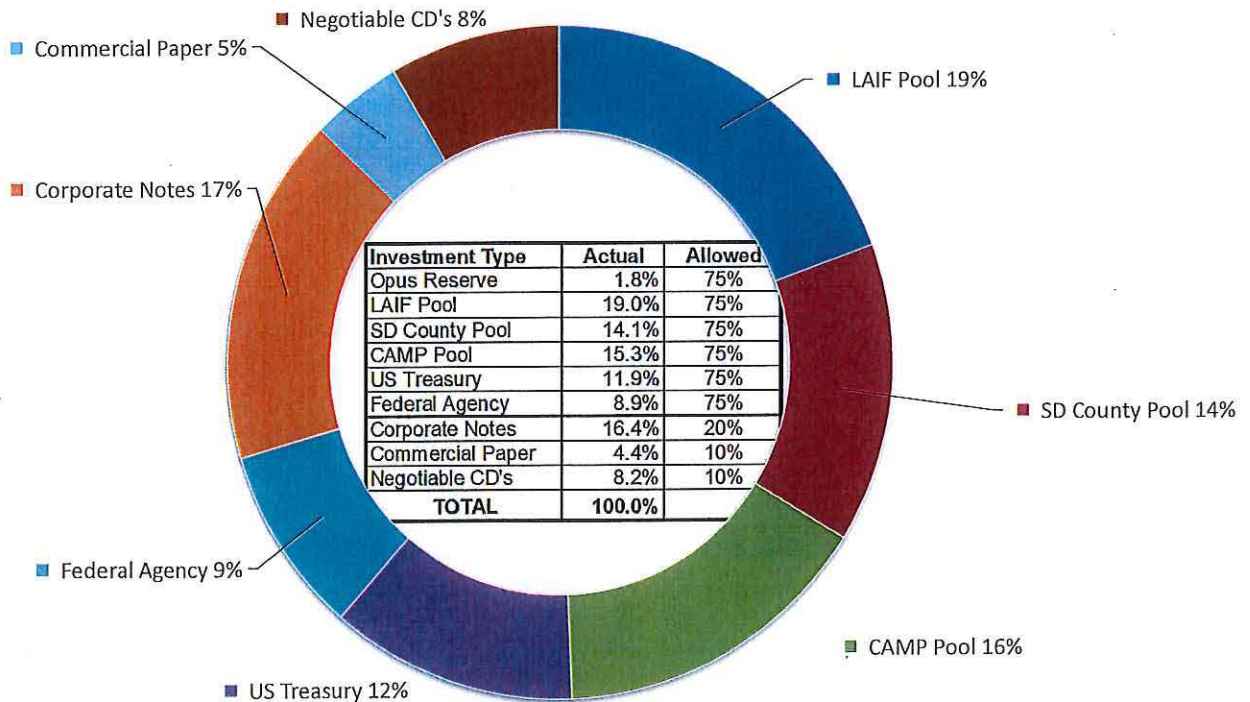
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
October 31, 2018

Cash Equivalents & Investments	Principal (Original Cost)		October Interest	Average Rate
	Sep 30, 2018	October 31, 2018		
Opus Bank Reserve	\$ 5,003	\$ 620,576	\$ 46	2.190%
LAIF Pool	6,516,951	6,409,537	\$ 11,548	2.144%
SD County Pool	4,750,239	4,757,973	8,166	2.062%
CAMP Pool	6,017,398	5,150,457	10,761	2.270%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,994,281	4,275	1.270%
Federal Agency Mortgage-Backed Securities	5,223	5,184	32	7.370%
Federal Agency Notes	2,479,535	2,978,975	3,853	1.860%
Corporate Bonds/Notes	5,528,803	5,528,803	9,041	1.970%
Commerical Paper	1,477,995	1,478,424	3,110	2.610%
Negotiable CD's	2,749,883	2,749,883	5,391	2.350%
Total Camp Portfolio	16,239,720	16,735,550	25,703	1.880%
Totals	\$ 33,529,310	\$ 33,674,093	\$ 56,223	2.008%



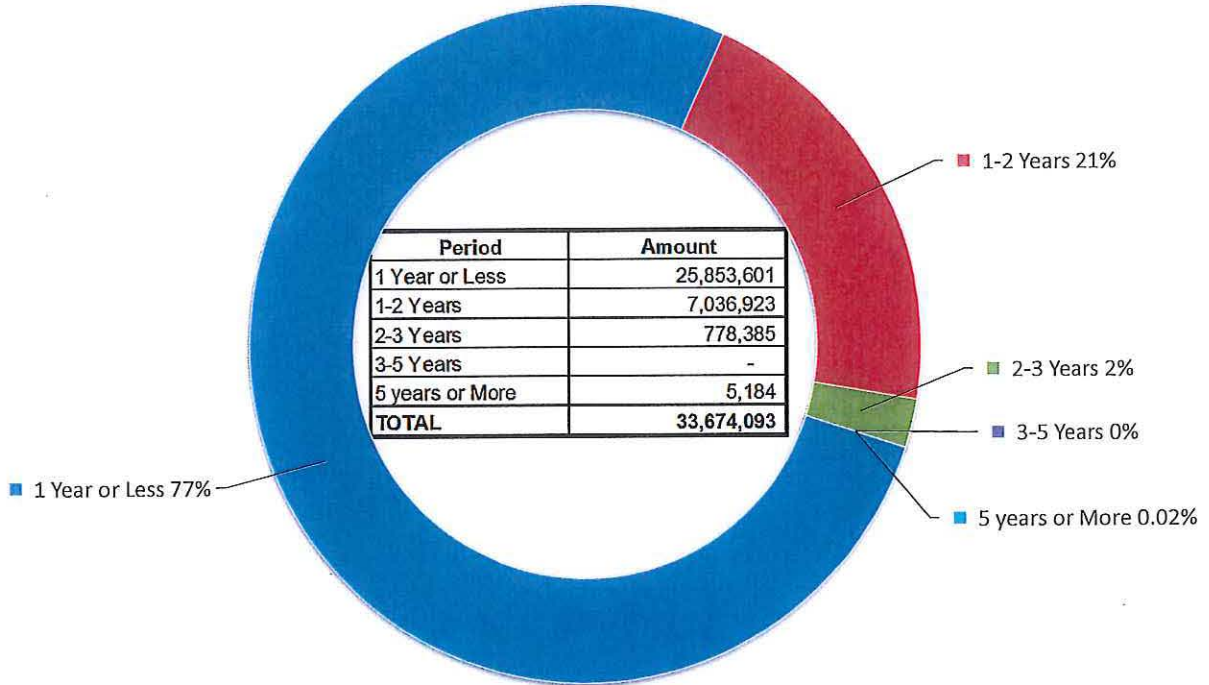
INVESTMENT DISTRIBUTION BY CATEGORY



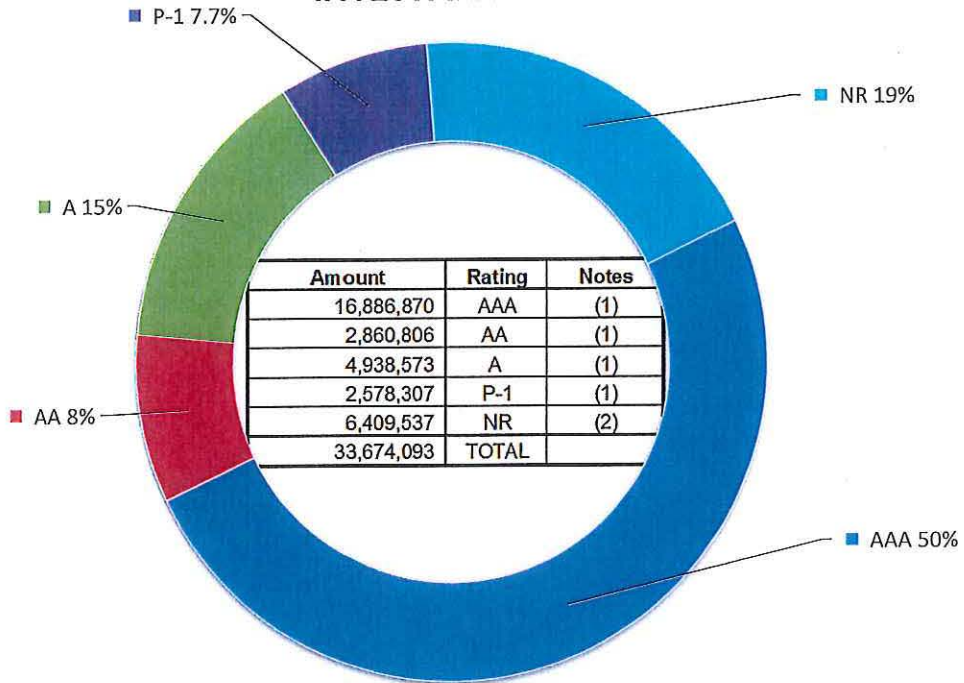
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
October 31, 2018

(Continued)

REMAINING MATURITY



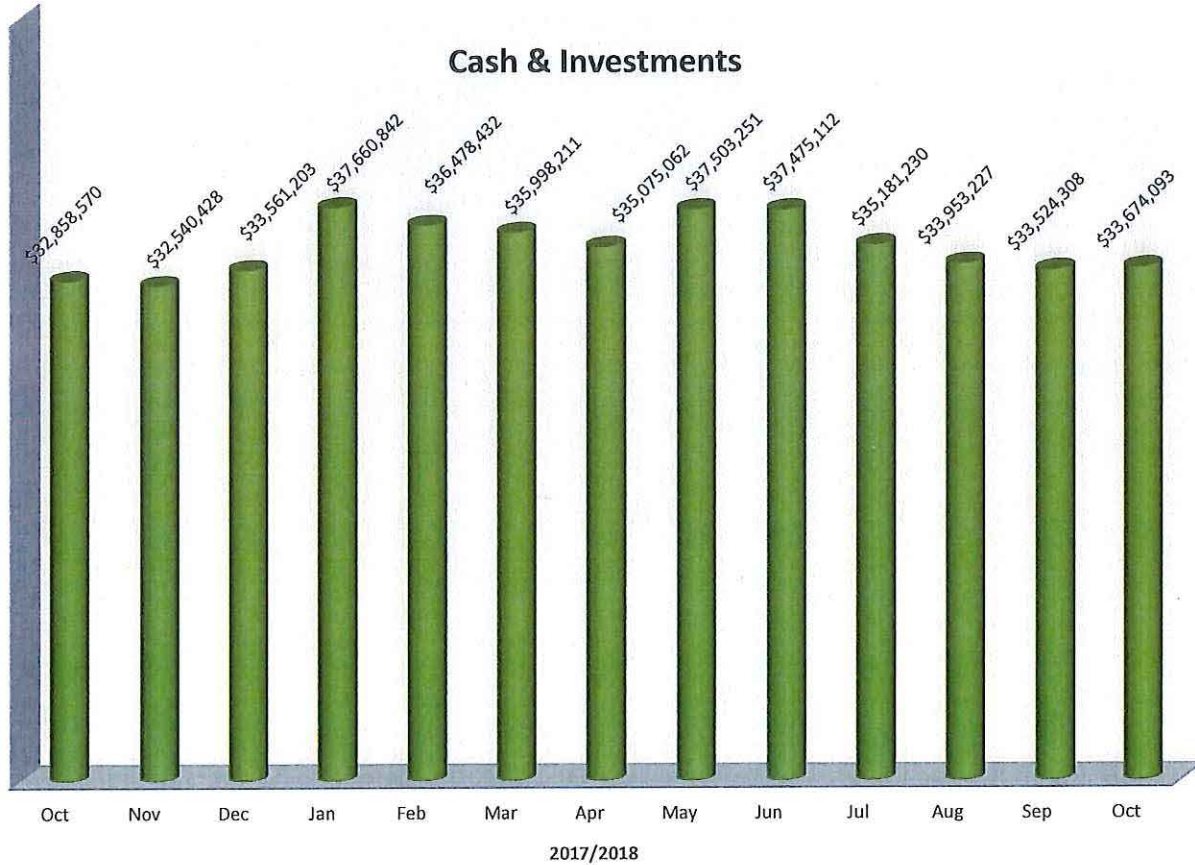
INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
October 31, 2018

(Continued)



INVESTMENT TRANSACTIONS
For the months of October, 2018

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 39		(3)	7.37%
BNP Paribas NY Commercial Paper		\$ 500,000			2.45%
MUFG Bank LTD/NY Commercial Paper		\$ 500,000			2.44%
Natizis NY Commercial Paper	\$ 494,673				2.57%
MUFG Bank LTD/NY Commercial Paper	\$ 493,615				2.57%
US Treasury Notes		\$ 800,000			1.13%
US Treasury Notes	\$ 790,563				2.71%
FNMA Notes	\$ 499,440				2.93%
TOTAL	\$ 2,278,290	\$ 1,800,039	\$ -		

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 19-6443

DATE: December 6, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **November 2018 Board Disclosure of Reimbursements Report**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending November 2018.

DISCUSSION:

Government Code Section §53065 stipulates that Special Districts must disclose reimbursements of \$100 or more on at least an annual basis. Leucadia Wastewater District (LWD) prepares the Disclosure Report every month in accordance with Resolution No. 2291 – The Integrated Travel Authorization and Expense Reimbursement Policy, which is above and beyond the requirements of Government Code Section §53065.

Attached please find the Board Disclosure of Reimbursements report for the month of November 2018 for your review.

tb:PJB

Attachment

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

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	Fssup M. Gonzalez	ASsup T. Hill
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

There were no conference or meetings which required travel reimbursements for the month of November 2018.

Encina Wastewater Authority Report
Regular Board Meeting
November 14, 2018

EWA Board of Directors - President Sullivan Reporting

1. Digester Improvements Project Design Award

The Board of Directors authorized the General Manager to execute a Professional Services Agreement with Brown and Caldwell in the amount of \$674,950 for Engineering Services for the Digester Improvements Project Design.

2. Regenerative Thermal Oxidizer Replacement Project Award

The Board of Directors authorized the General Manager to do the following:

- Execute a contract with SS Mechanical Corporation in the amount of \$280,843 for construction of the Regenerative Thermal Oxidizer Replacement Project; and
- Execute a continuation of engineering services agreement with Woodard & Curran in the amount not to exceed \$81,502 for the Regenerative Thermal Oxidizer Replacement Project.

There was no Executive Session.

Community Affairs Committee Meeting Report

Presented by Vice President Kulchin

Meeting held December 4, 2018

The CAC reviewed the following recommendations:

1. Discussion of the 2019 Winter Newsletter Proposed Topics and Production Schedule

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

- Maintaining Infrastructure – Smoke Testing;
- LWD and Homeowners partnership in Environmental Stewardship;
- Educational Opportunities (tours, teacher grant winners, SWPPP Internship);
- CIP/Construction Updates;
- Field Maintenance (CCTV, proper disposal of chemicals and medicines);
- Admin Updates (FY19 Audit Results and Owl Box Installation);
- Call for local photographers; and
- Standout Achievements

The CAC made suggested edits and directed staff to move forward with the newsletter and production schedule.

The next CAC meeting was scheduled for Wednesday, January 16th, 2019 at 1:00 p.m.

2. Review of the Teacher Grant Applications

The CAC reviewed four 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.

Human Resources Committee Meeting Report

Presented by Director Omsted

Meeting held December 5, 2018

The Human Resources Committee (HRC) reviewed the following recommendations:

- 1. Resolution No. 2308 - Revised LWD Board-General Manager / Staff Relations Policy; and**
- 2. Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members.**

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

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held December 6, 2018

The Engineering Committee (EC) reviewed an update on the following:

- 1. The Design Phase of the Leucadia Pump Station Rehabilitation Project**

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

MEMORANDUM

DATE: December 6, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Public Hearing to Receive Input Regarding Draft Maps and the Composition of Electoral Districts for the Board of Directors**

DISCUSSION:

The purpose of this public hearing is to allow the Leucadia Wastewater District's (District) Board of Directors to receive and consider public comment on the following:

- The Composition of Electoral Districts for the Board of Directors, Including Consideration of Draft Electoral District Maps.

Notice of this public hearing, attached, along with all other scheduled public hearings concerning this subject was published in The San Diego Union Tribune on October 3, 2018, and was posted on the District's website. Draft Electoral District Maps 101 and 102 were posted on the District website on December 5, 2018 and have been available for review at the District office since that date.

Summary:

On October 12, 2018 the Board of Directors adopted Resolution 2305 to initiate the process required to transition from an at-large election system to a district-based election system. This third public hearing is for the public to provide input regarding the content of the draft maps and the proposed sequence of elections. The District has established a timeline for implementation of District-Based elections that includes dates for the four required public hearings. It should be recognized that this timeline is compressed to meet the requirements of the "safe harbor" provisions of the CVRA.

The public is requested to provide input regarding communities of interest and other local factors that should be considered while drafting district maps. A *community of interest* is a neighborhood or group that would benefit from being in the same district because of shared interests, views, or characteristics. Possible community features include, but are not limited to:

- A. School attendance areas;
- B. Natural dividing lines such as major roads, hills, or highways;
- C. Areas around parks and other neighborhood landmarks;
- D. Common issues, neighborhood activities, or legislative/election concerns; and
- E. Shared demographic characteristics, such as:
 - (1) Similar levels of income, education, or linguistic insolation;
 - (2) Languages spoken at home; and
 - (3) Single-family and multi-family housing unit areas.

In creating the district boundaries, the District must ensure compliance with the following state and federally-mandated criteria:

Legal Requirements:

1. Each district shall contain a nearly equal population as required by law; and
2. Each district shall be drawn in a manner that complies with the Federal Voting Rights Act. No district shall be drawn with race as the predominate factor in violation of the principles established by the United States Supreme Court in *Shaw v. Reno*, 509 U.S. 630 (1993), and its progeny.

In addition to the legal criteria, the Board may adopt optional criteria to be used in the development of the districts.

Traditional Districting Principles:

(numbering is for ease of reference and does not indicate priority)

1. Each district shall consist of contiguous territory in as compact a form as possible.
2. Each district shall respect communities of interest, such as school- and park-connected neighborhoods, rural or urban populations, city planning areas, social interests, agricultural, industrial or service industry interests, or other locally-recognized definitions of communities and neighborhoods, insofar as practicable.
3. Each district border shall follow visible natural and man-made geographical and topographical features, including mountains, flat land, forest lands, highways, canals, etc., insofar as practicable.
4. Each district shall respect the previous choices of voters by avoiding the creation of head-to-head contests between Board Members previously elected by the voters, insofar as this does not conflict with Federal or State Law.

Presentation:











Douglas Johnson, President of National Demographic Corporation, has been retained by the District to assist with the transition district-based elections.

dwb:PJB

Attachment

Leucadia Wastewater District 2018 Districting

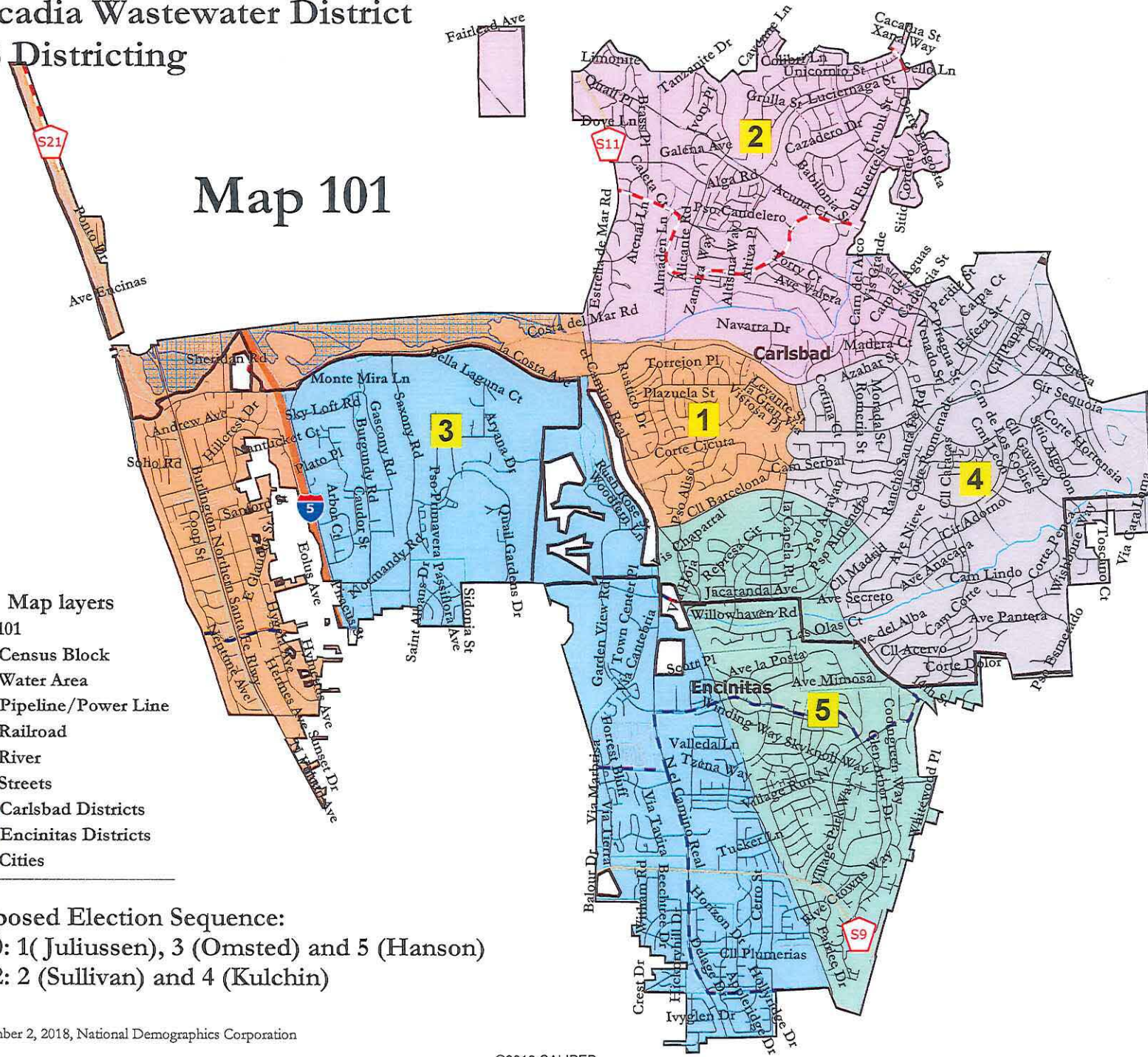
Map 101

- Map layers**
-  101
 -  Census Block
 -  Water Area
 -  Pipeline/Power Line
 -  Railroad
 -  River
 -  Streets
 -  Carlsbad Districts
 -  Encinitas Districts
 -  Cities

Proposed Election Sequence:
 2020: 1 (Juliussen), 3 (Omsted) and 5 (Hanson)
 2022: 2 (Sullivan) and 4 (Kulchin)

December 2, 2018, National Demographics Corporation

©2016 CALIPER



Leucadia Wastewater District - Map 101

District		1	2	3	4	5	Total
Ideal	Total Pop	11,762	11,703	11,701	11,330	11,860	58,356
11,671	Deviation from ideal	91	32	30	-341	189	530
	% Deviation	0.78%	0.27%	0.25%	-2.92%	1.62%	4.54%
Total Pop	% Hisp	13%	12%	10%	9%	11%	11%
	% NH White	80%	76%	81%	80%	81%	80%
	% NH Black	1%	2%	1%	1%	1%	1%
	% Asian-American	5%	9%	7%	9%	7%	7%
Citizen Voting Age Pop	Total	9,269	9,729	9,657	8,538	8,190	45,383
	% Hisp	8%	9%	7%	7%	6%	8%
	% NH White	86%	80%	85%	84%	85%	84%
	% NH Black	1%	2%	1%	2%	1%	1%
	% Asian/Pac.Isl.	5%	7%	6%	6%	7%	6%
Voter Registration (Nov 2016)	Total	8,144	8,174	8,491	7,604	8,397	40,810
	% Latino est.	7%	8%	5%	6%	7%	7%
	% Spanish-Surnamed	6%	7%	5%	6%	6%	6%
	% Asian-Surnamed	2%	4%	3%	4%	3%	3%
	% Filipino-Surnamed	0%	1%	0%	1%	1%	1%
	% NH White est.	87%	84%	90%	88%	88%	87%
	% NH Black	0%	3%	1%	1%	1%	1%
Voter Turnout (Nov 2016)	Total	7,022	7,028	7,570	6,722	7,438	35,780
	% Latino est.	7%	7%	5%	6%	7%	6%
	% Spanish-Surnamed	6%	7%	5%	5%	6%	6%
	% Asian-Surnamed	2%	4%	3%	4%	3%	3%
	% Filipino-Surnamed	0%	1%	0%	1%	1%	1%
	% NH White est.	88%	85%	90%	88%	89%	88%
	% NH Black	0%	3%	1%	1%	1%	1%
Voter Turnout (Nov 2014)	Total	3,760	3,461	4,860	3,450	4,476	20,008
	% Latino est.	4%	5%	3%	5%	5%	5%
	% Spanish-Surnamed	4%	5%	3%	4%	5%	4%
	% Asian-Surnamed	2%	3%	2%	3%	3%	3%
	% Filipino-Surnamed	0%	1%	0%	0%	0%	0%
	% NH White est.	89%	89%	93%	91%	91%	91%
	% NH Black est.	1%	2%	1%	1%	0%	1%
ACS Pop. Est.	Total	12,179	13,101	12,538	11,659	12,034	61,512
Age	age0-19	23%	25%	21%	28%	26%	24%
	age20-60	57%	54%	46%	55%	50%	52%
	age60plus	20%	21%	33%	17%	24%	23%
Immigration	immigrants	14%	18%	13%	10%	13%	14%
	naturalized	57%	68%	65%	75%	61%	65%
Language spoken at home	english	83%	84%	84%	91%	84%	85%
	spanish	10%	7%	8%	3%	8%	7%
	asian-lang	2%	5%	4%	2%	3%	3%
	other lang	5%	5%	4%	4%	5%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	5%	4%	5%	3%	5%	4%
Education (among those age 25+)	hs-grad	33%	38%	34%	37%	32%	35%
	bachelor	37%	35%	33%	36%	35%	35%
	graduate degree	26%	24%	28%	26%	29%	26%
Child in Household	child-under18	27%	31%	25%	42%	37%	32%
Pct of Pop. Age 16+	employed	62%	63%	55%	59%	61%	60%
Household Income	income 0-25k	16%	12%	14%	9%	7%	12%
	income 25-50k	11%	11%	14%	12%	10%	12%
	income 50-75k	15%	12%	11%	7%	14%	12%
	income 75-200k	40%	46%	41%	44%	47%	44%
	income 200k-plus	18%	19%	20%	27%	21%	21%
Housing Stats	single family	79%	73%	76%	83%	91%	80%
	multi-family	21%	27%	24%	17%	9%	20%
	rented	39%	31%	31%	20%	19%	28%
	owned	61%	69%	69%	80%	81%	72%

Total population data from the 2010 Decennial Census.











Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2012-2016 American Community Survey and Special Tabulation 5-year data.

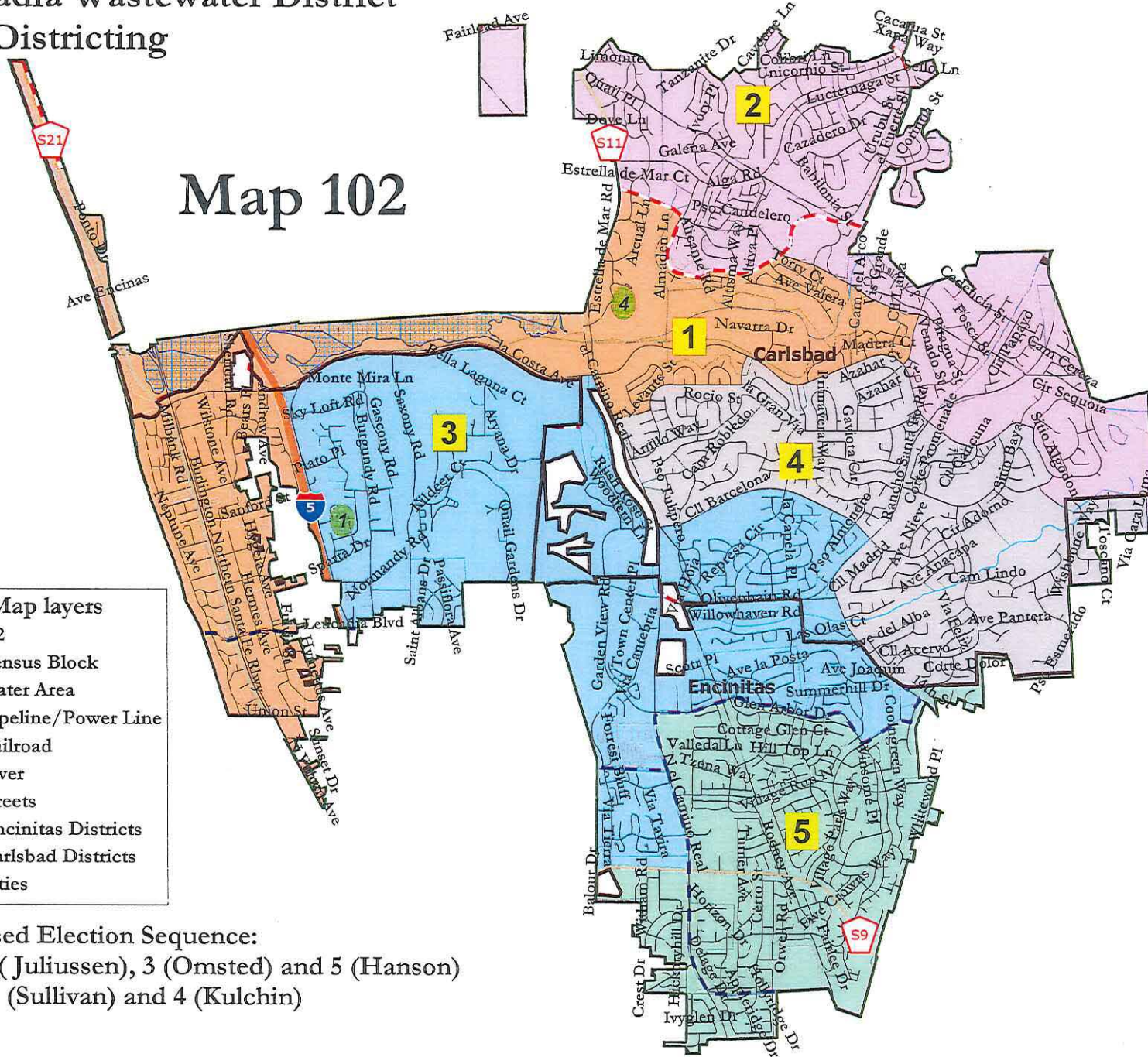
Leucadia Wastewater District 2018 Districting

Map 102

Map layers

-  102
-  Census Block
-  Water Area
-  Pipeline/Power Line
-  Railroad
-  River
-  Streets
-  Encinitas Districts
-  Carlsbad Districts
-  Cities

Proposed Election Sequence:
 2020: 1 (Juliussen), 3 (Omsted) and 5 (Hanson)
 2022: 2 (Sullivan) and 4 (Kulchin)



Leucadia Wastewater District - Map 102

District		1	2	3	4	5	Total
Ideal	Total Pop	11,441	11,822	11,895	11,532	11,666	58,356
11,671	Deviation from ideal	-230	151	224	-139	-5	454
	% Deviation	-1.97%	1.29%	1.92%	-1.19%	-0.04%	3.89%
Total Pop	% Hisp	14%	11%	8%	9%	12%	11%
	% NH White	79%	76%	82%	81%	80%	80%
	% NH Black	1%	2%	1%	1%	1%	1%
	% Asian-American	5%	9%	8%	8%	6%	7%
Citizen Voting Age Pop	Total	9,155	9,749	8,920	8,632	8,927	45,383
	% Hisp	7%	9%	6%	8%	8%	8%
	% NH White	86%	80%	87%	85%	84%	84%
	% NH Black	1%	2%	1%	2%	1%	1%
	% Asian/Pac.Isl.	6%	7%	6%	5%	6%	6%
Voter Registration (Nov 2016)	Total	7,945	8,435	8,655	7,542	8,233	40,810
	% Latino est.	7%	7%	5%	6%	7%	7%
	% Spanish-Surnamed	7%	7%	5%	5%	6%	6%
	% Asian-Surnamed	2%	4%	3%	4%	3%	3%
	% Filipino-Surnamed	1%	1%	1%	0%	0%	1%
	% NH White est.	86%	84%	90%	89%	89%	87%
	% NH Black	1%	3%	1%	1%	1%	1%
Voter Turnout (Nov 2016)	Total	6,809	7,310	7,703	6,653	7,306	35,780
	% Latino est.	7%	7%	5%	6%	7%	6%
	% Spanish-Surnamed	6%	6%	5%	5%	6%	6%
	% Asian-Surnamed	2%	4%	3%	4%	3%	3%
	% Filipino-Surnamed	1%	1%	1%	0%	0%	1%
	% NH White est.	87%	85%	90%	89%	89%	88%
	% NH Black	1%	3%	1%	1%	1%	1%
Voter Turnout (Nov 2014)	Total	3,536	3,403	4,741	3,734	4,595	20,008
	% Latino est.	4%	5%	4%	5%	5%	5%
	% Spanish-Surnamed	4%	5%	4%	4%	4%	4%
	% Asian-Surnamed	2%	3%	3%	3%	2%	3%
	% Filipino-Surnamed	0%	1%	0%	0%	0%	0%
	% NH White est.	89%	88%	92%	92%	93%	91%
% NH Black est.	1%	2%	0%	1%	1%	1%	
ACS Pop. Est.	Total	12,284	12,983	12,508	11,672	12,065	61,512
Age	age0-19	21%	26%	24%	28%	23%	24%
	age20-60	58%	55%	47%	53%	49%	52%
	age60plus	21%	20%	30%	18%	27%	23%
Immigration	immigrants	15%	16%	14%	11%	11%	14%
	naturalized	55%	69%	67%	76%	58%	65%
Language spoken at home	english	83%	84%	83%	89%	85%	85%
	spanish	10%	6%	7%	3%	9%	7%
	asian-lang	2%	5%	4%	2%	3%	3%
	other lang	5%	4%	6%	5%	3%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	5%	4%	5%	3%	5%	4%
Education (among those age 25+)	hs-grad	35%	38%	31%	35%	36%	35%
	bachelor	37%	36%	36%	36%	32%	35%
	graduatedegree	24%	24%	29%	28%	28%	26%
Child in Household	child-under18	24%	33%	30%	43%	31%	32%
Pct of Pop. Age 16+	employed	62%	63%	53%	59%	63%	60%
Household Income	income 0-25k	17%	11%	14%	9%	8%	12%
	income 25-50k	12%	11%	11%	10%	13%	12%
	income 50-75k	15%	11%	10%	8%	15%	12%
	income 75-200k	40%	46%	39%	45%	49%	44%
	income 200k-plus	16%	21%	26%	28%	16%	21%
Housing Stats	single family	73%	75%	78%	89%	88%	80%
	multi-family	27%	25%	22%	11%	12%	20%
	rented	41%	30%	27%	18%	24%	28%
	owned	59%	70%	73%	82%	76%	72%


Total population data from the 2010 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2012-2016 American Community Survey and Special Tabulation 5-year data.

MEMORANDUM

Ref: 19-6461

DATE: December 6, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Proposed Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members**

RECOMMENDATION:

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2309 – Revising the Policy for the Board of Directors Election of Officers and Establishment of Committees, and the Associated Duties and Selection Procedures; and
2. Discuss and provide direction, as appropriate.

BACKGROUND:

This item was reviewed by the HRC at its December 5th meeting and the HRC concurred with staff to present this item for the Board's consideration.

Last month, the HRC directed staff to draft amendments to Section IX of the Board-General Manager/Staff Relations Policy to reflect staggered and rotating 2 year Board committee assignments as opposed to committee appointments made by the Board President. After consideration, staff believes that issues associated with Board committees do not directly relate to the Board-General Manager/Staff Relations Policy and are best addressed in a separate stand alone policy.

DISCUSSION:

The District currently has a Board policy in place (Resolution No. 2118) that explains how the Board President and Vice President officers are elected. The Resolution was established in January 2003 and has not been updated since that time. The Resolution did not address Board standing committees, how the committees are developed and who appoints the committee members.

Upon review, staff believes that it is best to combine the procedures for the Board's election of officers with those associated with the establishment, duties and selection procedures for Board committees. Attached please find the draft policy for your review. Please note that the draft policy incorporates language, at the HRC's direction last month, to include rotating two-year term limits for standing committee members. Key components of the policy are as follows:

1. Defines how the Board President and Vice President of District are elected.
2. Defines and explains the purpose of the Standing and/or Ad Hoc Committees.
3. Provides guidelines for appointing Board Committee members and their terms.
4. Includes required regulations by the Fair Political Practices Commission about paid committee appointments.

Staff and the HRC request that the Board review and discuss the draft policy and adopt Resolution 2309.

th:PJB

Attachment

RESOLUTION NO. 2309

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

WHEREAS, the Board of Directors ("Board") of the Leucadia Wastewater District ("District") maintains a policy for the election of the President and Vice President of the Board of Directors; and,

WHEREAS, the Board wishes to combine the election of the President and Vice President procedures with the procedures for the establishment of District Committees under one policy;

NOW, THEREFORE, it is hereby resolved as follows:

1. The Board of Directors adopts the revised Board Policy for the Election of Board Officers, Establishing Committees and Establishing the Procedures for Selecting Board Committee Members attached hereto as Exhibit "A" and directs it be implemented consistent with California Water Code Section 30520 and any other applicable laws.
2. This Resolution supersedes Resolution No. 2118.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held December 12, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Elaine Sullivan, President

ATTEST:

Paul J. Bushee, General Manager
(SEAL)

EXHIBIT A



Ref: 19-6453

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

I. PURPOSE

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

II. POLICY

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

III. ELECTION OF PRESIDENT AND VICE PRESIDENT PROCEDURES

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

IV. SPECIFIC PURPOSE OF COMMITTEES

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

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

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

1) Investment & Finance Committee

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

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

2) Community Affairs Committee

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

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

3) Engineering Committee

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

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

4) Human Resources Committee

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

- Review personnel policies;

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

5) Encina Wastewater Authority (EWA) and Encina Joint Advisory Committee (JAC) Board Representatives

The EWA and JAC Board representatives shall advise the LWD Board on matters relating to EWA. Typical duties of the EWA and JAC Board Representative include:

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

V. APPOINTMENT OF STANDING COMMITTEES MEMBERS GUIDELINES

- A. The initial Standing committee appointments and the committee's chairperson shall be assigned by the Board President. The chairperson shall make reports to the Board at the regular Board meeting on the committee's meeting(s).
- B. The term of committee members on their respective committee shall be for period of two years. Following the committee members initial term, one committee member from each committee will follow a rotation pattern from the list of standing committees in section IV, C). For example, an IFC member will rotate to the CAC, and one CAC member will rotate to the EC. The intent is to rotate committee members, so that each Board member gets an opportunity to eventually serve on all committees to broaden their experience in each specific area.
- C. Upon the occurrence of a newly elected Board member, he/she shall fulfill the committee position(s) of the preceding Board member.

VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION REQUIREMENTS

- A. The General Manager shall complete, and post on the District's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments.
- B. The General Manager shall update and post a new Form 806 on the District's website upon any of the following circumstances: 1) the number of scheduled or estimated committee meetings is changed, 2) there is a change in committee compensation, or 3) there is a change in committee membership.

MEMORANDUM

Ref: 19-6460

DATE: December 6, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Board-General Manager/Staff Relations Policy Annual Review – Follow-Up Information**

RECOMMENDATION:

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2308 –The Revised Board-General Manager/Staff Relations Policy; and
2. Discuss and provide other direction, as appropriate.

BACKGROUND:

This item was reviewed by the HRC at its December 5th meeting and the HRC concurred with staff to present this item for the Board's consideration.

Last month, the HRC conducted its annual review of the Board-General Manager/Staff Relations Policy. As a result of its review, the HRC directed staff to craft amendments to Section IX of the policy to reflect that Board members serve rotating and staggered two-year terms on each of LWD's standing committees. Staff agreed to draft the subject language and present it to the Board for consideration in December, which is the purpose of this meeting's discussion.

DISCUSSION:

After consideration, staff believes that the Board standing committee selection and assignment issue would be best addressed in a separate stand-alone policy as it does not directly relate to Board and staff relations. Staff has drafted the standing committee assignment language and the Board will consider this issue as part of its next agenda item.

As such, the Board-General Manager/Staff Relations Policy has been revised to omit "Section IX - Committees" of the policy in its entirety. Staff and the HRC are requesting that the Board of Directors adopt the revised policy with the understanding that the information contained in Section IX will be addressed under a separate policy. The revised Board-General Manager/Staff Relations Policy in bold/strikeout format has been attached for review and staff will present a detailed overview of this information at the meeting.

th:PJB

Attachment

RESOLUTION NO. 2308

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
ADOPTING THE REVISED LEUCADIA WASTEWATER DISTRICT'S
BOARD-GENERAL MANAGER/STAFF RELATIONS POLICY**

WHEREAS, the Leucadia Wastewater District Board of Directors originally adopted a Board-General Manager/Staff Relations Policy in January 2007; and,

WHEREAS, the Policy was last amended in November 2014; and,

WHEREAS, it is in the interest of the Leucadia Wastewater District to periodically review and update the Board-General Manager/Staff Relations Policy; and

WHEREAS, the Board of Directors has completed its review and recommended changes to the policy.

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors adopts the revised LWD Board-General Manager/Staff Relations Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2228 and all previously adopted Board-General Manager/Staff Relations Policies.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held December 12, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

ATTEST:

Paul Bushee, Board Secretary
(SEAL)

EXHIBIT A



LEUCADIA WASTEWATER DISTRICT BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY

Ref: 15-428419-6450

I. General Provisions

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

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

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

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

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

II. Board to General Manager

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

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

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

Policy Adopted: January 10, 2007

Amended: October 12, 2012, November 12, 2014, December 12, 2018

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

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

F) The General Manager shall take direction only from a Board majority, or from a duly appointed committee, acting within the scope of the District and in accordance with direction from the Board.

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

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

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

III. Board to Staff

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

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

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

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

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

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

IV. Board and Employee Political/Election Related Activities

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

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

V. Board, General Manager and Staff to Attorneys

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

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

C) Attorneys shall take direction from a Board majority, from a duly appointed committee acting within the scope of its District and in accordance with direction from a Board majority or from the Board Chair.

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

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

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

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

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

VI. Board to Other Agencies

A) Directors may contact elected officials, or staffs of other Agencies, on behalf of the Board. However, when representing the Board, Directors' comments should reflect approved Board policies or, in areas where no policy has yet been developed, the viewpoint of a majority of the Board. If the Board's viewpoint is unclear or not known, this should be stated.

B) If a Director expresses an opinion before another agency regarding District business that is inconsistent with established Board policy or is simply not covered by Board policy or action, it is requested that the Director state that he or she is expressing their own opinion and not representing the Board as a whole.

VII. Emergency Situations

A) The General Manager or his/her appointee shall notify Directors of an emergency as soon as reasonably practical. The General Manager or his/her appointee shall follow-up with written reports to the Board within a reasonable time following the emergency.

VIII. Access To The Agenda

A) The Board may request items to be placed on future agendas at its regular meetings. In addition, each and every Director may place any item on the agenda provided the request is made no later than Tuesday of the week before the meeting.

B) Items placed on the agenda by an individual Director, accompanied by material submitted by that Director, shall be included in the agenda packet.

~~IX. Committees~~

~~A) To facilitate the fulfillment of its responsibilities, the Board may, from time to time, establish committees, as allowed by the Government and Water Codes.~~

~~B) The Board President shall appoint committee members at a meeting of the Board. For appointments made by the Board President, no action or vote by the full Board is required. However, if requested by two Directors at the meeting in which committee appointments are made, a Board vote to affirm or reject the committee appointments shall be held. If a majority of the Directors vote in favor of the committee appointments, or fail to vote against the appointments, they shall be deemed approved. If a majority of the Directors present vote against the committee appointments, they shall be deemed void, and the Board shall then make the committee appointments.~~

~~C) The General Manager shall complete, and post on the District's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments. The General Manager shall update and post a new Form 806 on the District's website upon any of the following circumstances: 1) the number of scheduled or estimated committee meetings is changed, 2) there is a change in committee compensation, or 3) there is a change in committee membership.~~

~~D) The purpose, scope and duration of each committee shall be established by the Board.~~

~~E) Each committee will operate within the purpose and scope defined by the Board. If additional activities appear necessary to the completion of the assigned task, the committee may request additional authorization from the Board.~~

~~F) Committees will keep the Board apprised of their activities and make a full report to the Board at regularly scheduled Board meetings.~~

IX. Policy Review

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

MEMORANDUM

DATE: December 6, 2018
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 6, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Review of Teacher Grant Applications

RECOMMENDATION:

Staff and the CAC recommend that the Board of Directors:

1. Award Four Teacher Grants totaling \$5,934.18; or
2. Discuss and provide direction, as appropriate.

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

This item was reviewed at the December 4th Community Affairs Committee (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. During the past two fiscal years, the District has noticed a decrease in the number of received teacher grant applications. As a result, at the August 2018 CAC meeting, the committee agreed with staff to update the Teacher Grant Program and its outreach efforts with a goal to receive more teacher grant applications during the fiscal year 2019 (FY19) school 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 outreach efforts were increased by the following tasks:

- ✓ Staff and RTP visited all schools to drop off Teacher Grant brochures and inform the schools about the program
- ✓ Staff and RTP provided a brief presentation of the program to Capri Elementary School
- ✓ Increased emails notifications and reminders to the schools and teachers
- ✓ Increased the number of Facebook posts about the Teacher Grant Program

DISCUSSION:

During early September 2018, 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, 2018. Staff contacted all schools and teachers via email, as well as brief visits to the schools to drop off Teacher Grant brochures and schedule on site presentations. Staff also updated the LWD website that included a Teacher Grant Program page with a quick link to its home page. Rising Tide Partners (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 four applications by the deadline:

Received Teacher Grant Applications:

Applicants	School	Amount Requested:	Project
June Honsberger	La Costa Canyon High School	\$2,000	Drought Tolerant Garden
Nancy Jois	Capri Elementary	\$1,100	Where does water come from?
Carrie Lancon	Capri Elementary	\$1,500	Capri Wave-Plastic Free Under the Sea
Jennifer Smith	El Camino Creek Elementary	\$1,334.18	Hydroponic Garden
TOTAL:		\$5,934.18	

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 four grant requests is under the FY 19 budget of \$6,000. Staff and the CAC are recommending that the grants be awarded to all four applicants. The applications are attached for your review.

th:PJB

Attachments



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Grant Application Form

During the 2018-2019 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 Thursday, October 25, 2018.

IDENTIFYING INFORMATION

Nancy Jois

Teacher's name Kindergarten	Science
Grade Capri	Subject Encinitas Union School District
School name 941 Capri Road Encinitas Ca 92024	District
School address, including street, city and zip Mrs. Carrie Lancon	760 944 4360
Principal's name	School phone number
Name of parent organization (i.e. PTA or school foundation) Where Does Water Come From?	\$1100.00
Project title <i>Nancy Jois</i>	Grant amount requested
Teacher's signature	

Please tell us how you heard about this program <input type="checkbox"/> Posture/Flyer <input type="checkbox"/> Web site <input type="checkbox"/> Another Educator <input type="checkbox"/> Newsletter <input checked="" type="checkbox"/> Other	Representatives from your office came to our staff meeting.
---	---

To whom it may concern,

I am applying for a grant in the amount of \$1,100 to teach my kindergarten students about the water cycle and where water comes from to meet the Next Generation Science Standards for their grade. With these funds my class would participate in a project, learning about where water comes from and, specifically, how the water cycle functions in San Diego.

My class would be placed into 4 groups, each with a specific function. The first group would interview other students at our school about where they think water comes from. 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 the Leucadia Wastewater District (or Encina Wastewater Treatment Facility) about what they do with water at their facility. The third group would be in charge of interviewing a docent at the San Elijo Lagoon, learning how water gets to the lagoon and what happens to the water once it's there. The fourth group would be in charge of interviewing a representative from either the I Love a Clean San Diego or the Surfrider Foundation at Moonlight Beach to learn importance of keeping all waterways clean.

These interviews would occur on location at our school, the Wastewater District, the lagoon, and the beach. The interviews would be videotaped by a parent volunteer and then sent to Chakra Media for processing. The resulting video would then be used to teach other primary grades about the water cycle. The video could also be shown at the Dove Library in Carlsbad and used as part of District curriculum online (grades K-2). At the conclusion of this project not only would my class understand how the water cycle functions in San Diego but their video would aid other students, grades, schools, and our community in understanding San Diego's water cycle, through the eyes of children.

This project consists of 22 students, 1 teacher, 6 parent volunteers, and roughly 10 community members. We would use \$500 of the funds to provide transportation to and from the 3 locations outside our school (the water treatment facility, San Elijo Lagoon, and Moonlight Beach) and \$500 for processing of our video footage into a formal presentation, and \$100 for technical advice for creating water related questions. Our project would begin in January 2019 and filming would conclude by the end of February 28th 2019. Our footage would be sent out for processing by March 1st and be ready for presentation by March 18th.

As a result of this project my students will be able to: 1. Understand the water cycle and how the water cycle functions in San Diego, 2. Understand their role in the water cycle, 3. Understand the importance of clean water and that it is finite, 4. Understand that their knowledge can be used to teach others.

Budget:

\$500 for transportation

\$500 for video production

\$100 for Advisor, UC Davis Environmental Engineering graduate student

Gratis Advisor- Environmental Engineering Consultant Weston Solutions

Thank you for your time and consideration.



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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 Thursday, October 25, 2018.

IDENTIFYING INFORMATION

June Honsberger

Teacher's name

9-12th grade

Earth Science

Grade

Subject

La Costa Canyon High School

San Dieguito Union HS

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 Foundation

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

Drought Tolerant Gardens

\$2000

Project title

Grant amount requested

Teacher's signature

Please tell us how you heard about this program

email

Posture/Flyer Web site Another Educator Newsletter Other

Drought Tolerant Gardens

A. Description of Project:

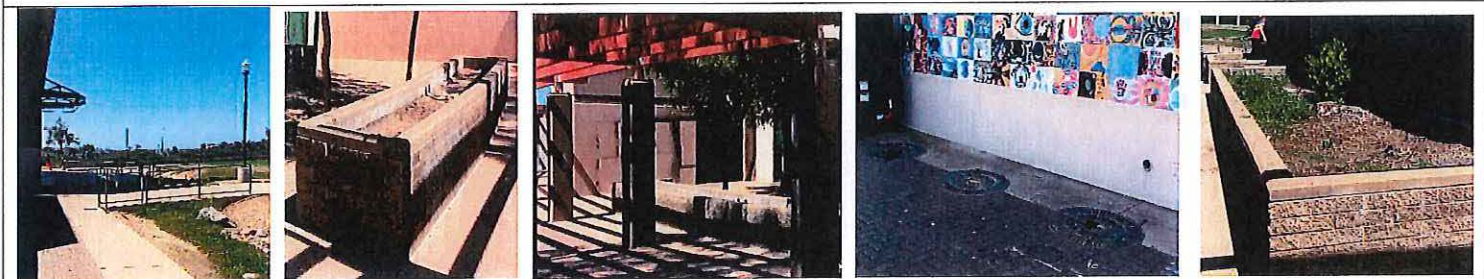
This water use project will have students re-design, plant and maintain new drought tolerant garden areas that will become the backdrop for our school's open air performances. The gardens will surround the theater and music buildings and they will create beautiful outdoor performance spaces. The project will be a joint endeavor between the earth science and theater production classes.

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 theater production students to share their designs and revise the plans as needed. Once the designs are finalized, the supplies will be ordered, and all of the classes will work together to install the new gardens.

After the gardens are installed the students 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 cycle.

This garden project will involve three classroom teachers and 120 high school science and theater students, grades 9-12. The project will be on going and will begin in December 2018. 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 the garden gloves and shovels needed for this project.

Below are 5 of the 10 different open air patio and stage areas that will be transformed by the drought tolerant gardens.



B. Learning Objectives

Students will understand the water cycle and the symbiotic relationship between local climate, native plants and wildlife. Students will study our arid climate in Southern California and how it affects the choices we make in our garden. Students will research and choose low-water plant varieties. Students will record and graph growth patterns in plant varieties to determine the characteristics of successful gardening.

C. Budget

Item	Quantity/vendor	Amount	Non-Consumables
Hose reel	3 @ 25.00- Home Depot	\$75	x
100' garden hose	3 @ 75.00 – Home Depot	\$225	x
Hose nozzle	5 @ 10.00 – Home Depot	\$50	x
Watering can	15 @ 15.00 – Home Depot	\$ 225	x
Water key	5 @ 12.00 – Home Depot	\$ 60	x
Wheel barrow	1 @ 90.00 – Home Depot	\$ 90	x
Garden Soil & Mulch	60 bags @ 5.00 – Home Depot	\$300	
Plants, Trees & Seeds	Sunshine Gardens/Andersons	\$970	
	Total	\$2000	



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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 Thursday, October 25, 2018.

IDENTIFYING INFORMATION

Jennifer Smith

Teacher's name

5

General Education (all subjects)

Grade

Subject

El Camino Creek Elementary

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

PTA

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

Hydroponics Garden

\$1,334.18

Project title

Grant amount requested

Teacher's signature

Please tell us how you heard about this program

Posture/Flyer Web site Another Educator Newsletter Other

October 24, 2018

Dear Mr. Brechbiel,

I am writing to request a grant to get three hydroponics systems up and running and producing food. I tried to get this going last year, but it was quickly clear that it was not as easy as I had hoped, and I need professional help. The hydroponics garden covers many standards in science and math. My goal is also for my students to get in touch with where their food comes from and to have a greater understanding on how important it is not to waste food and water.

There will be my 30 students actively involved, Barbara Larson from our community who is going to help us make this successful, and hopefully many staff members because we plan to offer the food to all of the teachers.

We will be using the three systems that our PTA purchased and growing lettuce to get us started, then later grow basil to make pesto, which will involve fractions. We may even try to sell the pesto packaged with some pasta, to raise money for future years' gardens. I'm hoping that if we are selected for the grant, the students will be able to write a proposal of what they think we should grow and why.

The location would be at three spots around our campus to also talk about why one might be growing better than another. The timeline will begin as soon as we have been notified if we have been selected.

The goals for my students are to gain an appreciation of where food comes from, getting more in touch with nature and how clean, healthy foods benefit the cells in their bodies, to learn how to grow food, and to learn many science and math standards through this real-life project.

Thank you for considering my request and please call or email if you have any questions.

ECC HYDROPONIC GROWING SUPPLIES

Item	Cost per unit	Quantity	Total	Link
Veg A and B nutrients	\$92	2	\$184	https://www.amazon.com/Heavy-16-VEG-Set-Gallon/dp/B00IAZZ8AE/ref=pd_cday0_hl_86_127_encoding=UTF8&pd_rd_i=B00IAZZ8AE&pd_rd_r=2cb9c42e-d0c0-11e8-b42b-1db580407759&pd_rd_w=vGIZ&pd_rd_wg=U3NAk&pf_rd_i=desktop-dp-sims&pf_rd_m=ATVPDKIKXODER&pf_rd_p=c34ea5a6ba4f-403e-9e98-07fb7b6cfe27&pf_rd_r=DBYKA410ASYBWXQW044V&pf_rd_s=desktop-dp-sims&pf_rd_t=40701&pvc=1&refRID=DBYKA410ASYBWXQW044V
Ph up and down system cleaner	\$16	2	\$32	https://www.bwgs.com/Item/Details/12073
Conductivity and PH Monitor	\$43	1	\$43	https://www.bwgs.com/Item/Details/13489
grow plugs	\$200	1	\$200	
propagation tray no holes	\$23	2 bags	\$46	https://www.bwgs.com/Item/Details/8732
propagation tray with holes	\$1.50	1	1.5	https://www.bwgs.com/Item/Details/2528
Hydrocorn grow media	\$2.20	1	\$2.20	https://www.bwgs.com/Item/Details/14150
pelleted lettuce seeds	36	1	\$36.00	https://www.bwgs.com/Item/Details/10282
pelleted basil seeds	\$21.60	1	\$21.60	http://www.johnnyseeds.com/vegetables/lettuce/salanova-lettuce/salanova-green-butter-pelleted-lettuce-seed-3056JP.html#q=pelleted%2Bseeds&lang=en_US&start=1
SIMPLE GREEN	\$5.40	1	\$5.40	http://www.johnnyseeds.com/herbs/basil/genovese-basil/genovese-organic-pelleted-basil-seed-911GP.html#q=PELLETED%2BBASIL&lang=en_US&start=1
	\$12.48	1	\$12.48	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

HOURS TO MAINTAIN (per crop about 10 weeks)	Total Hours per crop
system overview, plant seeds, transport to ME, bring back, train hydro kids	2
Edmodo or power school daily	1
System maintenance 1x per week	5
harvest and System clean	2
Total	10 hours

Probably can grow 3 to 4 crops per year
10 hours labor per crop
\$25 per hour
\$250 per crop



**LEUCADIA
WASTEWATER
DISTRICT**

LEADERS IN
ENVIRONMENTAL
PROTECTION

Grant Application Form

During the 2018-2019 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 Thursday, October 25, 2018.

IDENTIFYING INFORMATION

Carrie Lancon

Teacher's name

Principal

Grade

Capri Elementary

Subject

Encinitas Union School District

School name

941 Capri Rd. Encinitas, CA 92024

District

School address, including street, city and zip

Carrie Lancon

760-944-4360

Principal's name

PTA President-Jolene Aldredge

School phone number

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

Capri Wave- Plastic Free Under the Sea

\$1500.00

Project title

Carrie Lancon - Principal

Grant amount requested

Teacher's signature

Please tell us how you heard about this program

Posture/Flyer Web site Another Educator Newsletter Other

Capri Creative Commons- Garden Classroom Component

At Capri School, we want to repurpose a tired, under-utilized garden space to create an outdoor garden classroom that will allow children to use their senses to wonder and question. We want our students to develop a sense of place and a curiosity about nature. The goal is to help children understand where their food comes from, to explore the relationship between health and the nutrition of fresh fruits and vegetables, to understand how we compost and repurpose recyclable items to avoid trash being dumped, scattered into gutters and ending up at our beaches.

We hope to begin by planting a variety of fruits and vegetables in our 16 existing beds. Through their own curiosity, and investigations lead by parent volunteers and classroom teachers, we want to help children see the "fruits" of their labor and take ownership for planting, nurturing, weeding, watering, harvesting and tasting their products. We want to have an H2O team that monitors water usage at Capri and plans for grey water collection to use to water potted plants and garden beds. The campus-wide "Bottle Cap Collection" drive, going on now, will take bottle caps and lids and we will have the students create an ocean mural completely made out of recycled bottle caps- see photo here:



All of this takes careful planning, resources, and a long-term vision to develop our beautiful resource into a sustainable *Garden to Table* program for our kinder-6th grade students. We plan to evaluate our progress with student and parent surveys that we send out electronically at the end of each quarter.

The Capri Garden Project will be run by Carrie Lancon, Capri Principal, along with a dedicated Parent Lead Volunteer, Mrs. Krista-Kendall Depp. Within our school, we have a committed PTA Board that will match funds that we generate from garden grants. We also have recruited more than 15 parent volunteers to assist with weekly garden lessons for grades K-3. The classes have already been divided into groups of six students and named the Broccoli, Lettuce, Carrot, and Bean Groups. The parent group has been affectionately named the "Mom

Squad". Our team of 4th-the bottle cap collection and our art teacher will spearhead the mural.

We at Capri are hopeful that our garden will move students to understand one of the most basic life systems- where food comes from and what we must do to maintain our natural resources. We are working hard to foster the natural curiosity that young children have while acknowledging that what matters to them-planting, growing and caring for the Earth is recognized, encouraged and supported.



CAPRI ELEMENTARY SCHOOL

941 Capri Road
Encinitas, CA 92024
(760) 944-4360 FAX (760) 944-4364
www.eusd.net

Proposed Draft Budget for Capri Garden Project:

1. 4x8 ft. plywood sheets= 10 sheets \$ 200
2. Tile adhesive= \$50
3. 10-gallon buckets= \$30
4. Miscellaneous screws, bolts and hinges for mobile mosaic- \$75.00
5. Paint-Behr outdoor in multiple colors for underneath bottle caps=
\$150.00
6. Safety goggles= \$50.00
7. Irrigation tubing for driplines: \$100.00
8. Child-sized watering cans=\$100.00
9. Organic Soil for raised beds= \$ 350.00
10. Variety of spades and shovels for garden use= \$100.00

Ballpark estimate from Home Depot or Lowes=\$1300-\$1500

MEMORANDUM

DATE: December 6, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Call for Nominations for the Local Agency Formation Commission (LAFCO) - Two Commissioner Positions Available**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and take action as appropriate.

DISCUSSION:

Leucadia Wastewater District recently received notification that LAFCO is soliciting nominations for one regular and one alternate commissioner position. The terms of the following incumbents, Ed Sprague (regular district member) and Judy Hanson (alternate district member) expire in May 2019.

San Diego LAFCO Commissioners serve four year terms. The new term of the regular member and the alternate member expires in May 2023. The deadline for receipt of all commission nominations is Monday, January 7, 2019. After nominations are received, LAFCO anticipates that a candidate's forum will be held on in conjunction with the California Special Districts Association Quarterly Dinner with confirmation being provided under separate/future cover.

Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Included are LAFCO's notification letter and the nomination/resume form (Attachment A).

tb:PJB

Attachments



Chair

November 28, 2018

Jo MacKenzie, Director
Vista Irrigation District

Vice Chair

Ed Sprague, Director
Olivenhain Municipal Water

Members

Catherine Blakespear, Mayor
City of Encinitas

Bill Horn, Supervisor
County of San Diego

Dianne Jacob, Supervisor
County of San Diego

Andrew Vanderlaan
Public Member

Bill Wells, Mayor
City of El Cajon

Lorie Zapf, Councilmember
City of San Diego

Alternate Members

Lorie Bragg, Councilmember
City of Imperial Beach

Chris Cate, Councilmember
City of San Diego

Greg Cox, Supervisor
County of San Diego

Judy Hanson, Director
Leucadia Wastewater District

Harry Mathis
Public Member

Executive Officer

Keene Simonds

Counsel

Michael G. Colantuono

TO: Independent Special Districts in San Diego County

FROM: Tameron Lockett, Executive Assistant
San Diego Local Agency Formation Commission

SUBJECT: Call for Nominations | San Diego Local Agency Formation Commission

This notice serves as a call to nominations pursuant to Government Code Section 56332(1) to solicit two special district members – (a) one regular and (b) one alternate – to serve on the San Diego Local Agency Formation Commission (LAFCO).

San Diego LAFCO Commissioners serve four-year terms. The term of the incumbents – regular district member (Ed Sprague)¹ and alternate district member (Judy Hanson)² – expires May 2019.

- The new term of the regular district member expires May 2023.
- The new term of the alternate district member expires May 2023.
- Candidates eligible for election must be members of the legislative body of an independent special district who reside within San Diego County, but may not be members of the legislative body of a city or county.

State law specifies only the presiding officer or their alternate as designated by the governing board must sign the nomination form. Attached is nomination form for the LAFCO regular and alternate special district member (**Attachment A**). Nominations and a limited **two-page** resume indicating the candidate’s District and LAFCO experience must be returned to San Diego LAFCO **no later than Monday, January 7, 2019**. Nominations and resumes can be emailed to tameron.lockett@sdcounty.ca.gov, if necessary to meet the submission deadline, but the original form must be submitted.

¹ The term of the regular member position expires on May 6, 2019, but will be extended to 2023 if approved by a majority of special districts.

² The term of the alternate member position expires on May 6, 2019, but will be extended to 2023 if approved by a majority of special districts.

Please send nominations and resumes to:

*Tamaron Lockett, Executive Assistant
San Diego Local Agency Formation Commission
9335 Hazard Way, Suite 200
San Diego, California 92123*

After nominations and resumes are received it is anticipated a candidates' forum will be held in conjunction with the California Special Districts Association Quarterly Dinner with confirmation being provided under separate/future cover. All nominations and resumes received will be reviewed by a nominating committee. The nominating committee's report and copies of all nomination forms and resumes submitted will be included with the ballots and voting instructions. These materials will be mailed on **Wednesday, February 20, 2019**.

Should you have any questions, please contact Executive Assistant Tamaron Lockett at (858) 614.7755.

Attachments:

- 1) Nomination form – LAFCO regular and alternate special district member
- 2) Acknowledgement receipt form

ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVES
LAFCO REGULAR AND ALTERNATE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION

The _____ is pleased to nominate _____ as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

Please check one box.
Refer to the List of Incumbents.

- Regular Special District Member (Term expires 2023)
- Alternate Special District Member (Term expires 2023)

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

(Signature)

(Print Name)


(Date)

(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

MEMORANDUM

DATE: December 6, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Potential Strategic Planning Workshop Dates**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

At the November 2018 Board meeting, the Board briefly discussed potential strategic planning facilitators for its upcoming strategic planning workshop tentatively earmarked for late February 2019. At that meeting, the Board expressed interest in using Ms. Michele Tamayo of the Tamayo Group as the facilitator. Staff has since contacted Ms. Tamayo and she is interested and available to facilitate the workshop.

The next step is to schedule the actual workshop. Staff is proposing the following dates for the Board's consideration.

- Thursday, February 21, 2019 (8:00 AM – 2:00 PM); or
- Thursday, February 28, 2019 (8:00 AM – 2:00 PM)

Ms. Tamayo has indicated that she is available on either of these dates. Staff requests that the Board of Directors review the proposed dates and provide direction to staff regarding date preference.

tb:PJB