



**BOARD OF DIRECTORS
REGULAR MEETING**

And

**PUBLIC HEARING TO RECEIVE INPUT REGARDING ELECTORAL DISTRICT MAP
102 AND THE TRANSITION FROM AT-LARGE TO DISTRICT-BASED BOARD
MEMBER ELECTIONS**

DATE: Wednesday, January 9, 2019
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

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

CONSENT CALENDAR

Items 7-12 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

December 12, 2018 Regular Board Meeting (Pages 5-12)

January 3, 2019 Human Resources Committee Minutes (Pages 13-14)

8. Approval of Demands for December 2018/January 2019

This item provides for Board of Directors approval of all demands paid from LWD during the month of December and a portion in January 2019. (Pages 15-31)

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 32-36)

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 37-44)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of December 2018. (Pages 45-46)

12. Status Update on the Fiscal Year 2019 (FY19) LWD Tactics and Action Plan

(Pages 47-52)

EWA REPORTS

13. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on December 12, 2018 – report by Director Sullivan. (Page 53)

COMMITTEE REPORTS

14. Committee Reports

A. Human Resources Committee meeting was held on January 3, 2019 – report by Director Omsted. (Page 54)

PUBLIC HEARING

- 15. Public Hearing to Receive Input Regarding Electoral Map 102 and the Transition From At-Large to District-Based Board Member Elections. (Pages 55-57)**

ACTION ITEMS

- 16. Adopt Ordinance No. 138 Establishing a District-Based Election Process for the Board of Directors. (Pages 58-63)**
- 17. Adopt Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members. (Pages 64-71)**
- 18. Adopt Resolution No. 2308 - The Revised LWD Board-General Manager/Staff Relations Policy. (Pages 72-78)**
- 19. 2019 Board of Directors Committee Assignments. (Pages 79-81)**

INFORMATION ITEMS

- 20. Project Status Updates and Other Informational Reports**
 - A. 2019 CWEA San Diego Section Awards Banquet is scheduled for January 26, 2019 from 6pm-10pm at the Green Dragon Tavern & Museum, Carlsbad, CA. (Page 82)
 - B. 2019 WateReuse CA Annual Conference is scheduled for March 17-19, 2019 at the Hyatt Regency Orange County, Garden Grove, CA. (Verbal)
- 21. Directors' Meetings and Conference Reports**
- 22. General Manager's Report**
- 23. General Counsel's Report**
- 24. Board of Directors' Comments**
- 25. 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)
- 26. 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: January 3, 2019



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 December 12, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, December 12, 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, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, and Douglas Johnson of National Demographics Corporation

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

A. Board of Directors Oath of Office

General Counsel Brechtel administered the oath of office to President Sullivan and Vice President Kulchin.

B. Achievement of Individual Award – Robin Morishita

GM Bushee stated that Robin Morishita passed his 15 year anniversary at the District on November 13, 2018. He acknowledged and thanked Robin for his years of service. He provided

background information about Robin and noted that under LWD's incentive program that Robin is eligible for a \$300 incentive award.

The Board of Directors congratulated Robin for his efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- November 8, 2018 Investment and Finance Committee Meeting
- November 8, 2018 Human Resources Committee Meeting
- November 14, 2018 Regular Board Meeting
- December 4, 2018 Community Affairs Committee Meeting
- December 5, 2018 Human Resources Committee Meeting
- December 6, 2018 Engineering Committee Meeting

8. Approval of Demands for November/December 2018

Payroll Checks numbered 21024-21077; General Checking – Checks numbered 52228-52331

9. Operations Report (A copy was included in the original December 12, 2018 Agenda)

10. Finance Report (A copy was included in the original December 12, 2018 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of November 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

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on November 14, 2018.

President Sullivan reported on EWA's November 14, 2018 Board meeting.

B. An EWA Member Agency Manager's (MAM) Meeting was held on December 4, 2018.

GM Bushee reported on EWA's MAM December 4, 2018 meeting.

13. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on December 4, 2018.

Vice President Kulchin reported that 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

He stated that the CAC made suggested edits and directed staff to move forward with the newsletter and production schedule. He noted the next CAC meeting was scheduled for Wednesday, January 16th, 2019 at 1:00 p.m.

Vice President Kulchin also reported that the CAC also reviewed four teacher grant applications and agreed with staff to present the applications to the Board of Directors. This item will be discussed later in the agenda.

B. Human Resources Committee (HRC) Meeting was held on December 5, 2018.

Director Omsted reported that the HRC reviewed the following recommendations:

- Resolution No. 2308 - Revised LWD Board-General Manager/Staff Relations Policy; and
- 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.

C. Engineering Committee (EC) Meeting was held on December 6, 2018.

Director Juliussen stated that the EC received an update on the Leucadia Pump Station Rehabilitation Project. This item was for informational purposes and no action was taken.

PUBLIC HEARING

14. Public Hearing to Receive Input Regarding Draft Maps and the Composition of Electoral Districts for the Board of Directors.

President Sullivan opened the public hearing for comments. There were no public comments.

Mr. Douglas Johnson of National Demographics Corporation summarized the draft district election maps no. 101 and no. 102 and the proposed sequence of elections. He noted that the two draft

maps comply with the following:

- The rules and goals for drawing maps;
- All legal requirements including the CA Voting Rights Act;
- Reflect equal populations within each district; and
- Avoid racial gerrymandering

Director Omsted expressed concern over gerrymandering and stated he would like to see a more neutral map that doesn't involve incumbents.

Mr. Johnson stated that draft map no. 102 more closely follows the city council districts in those cities. He noted that the map the Board chooses to move forward with will only be used for 2020 since the district map has to be revisited after every census. He stated that the map that will be drawn in 2021 will be used through 2030.

GC Brechtel stated that in response to Director Omsted's concerns, staff asked Mr. Johnson to develop a third map with more compact districts that did not separate all the Board members into their own districts. GC Brechtel distributed and presented the third map which combined Director Juliussen and Director Omsted into one district and created a vacant district.

Director Hanson asked if the draft maps included all of the District service area. Mr. Johnson answered affirmatively stating he used the SanGIS map from LAFCO to create the maps.

GC Brechtel stated that staff is seeking direction from the Board on which map the Board would like to consider for adoption at the January Board Meeting. He noted that staff will publish a public notice prior to the January meeting stating which map the Board would like to adopt.

Following discussion, the Board reached consensus to proceed with map no. 102 as the preferred map for publication.

The Board thanked Mr. Johnson for his presentation and President Sullivan closed the public hearing.

ACTION ITEMS

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

GM Bushee presented the item stating that it was reviewed by the HRC on December 5th and this item is interrelated to Board Agenda Item No.16. GM Bushee provided background information on the item noting that 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. He stated that 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.

GM Bushee stated 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. He then reviewed the draft policy noting the policy incorporates language, at the

HRC's direction last month, to include rotating two-year term limits for standing committee members. GM Bushee noted the key components of the policy listed below:

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.

Director Hanson stated that she thinks it is a good idea to rotate committees. She stated that staff did a great job creating the proposed policy.

Director Omsted stated that by rotating committees you get fresh ideas and he thinks rotating committees would make the District stronger.

Vice President Kulchin stated that he respects Director Omsted's position, however, he believes that things are going well the way they are and he doesn't think the committees should be changed. Vice President Kulchin stated that he is in favor of the institutional memory the district has built with the committees. He stated that he is not in favor of removing President Sullivan or Director Juliussen from the EWA Board and he is not in favor of rotating committees.

Director Juliussen stated that he is always open for change but he also feels that there are board members that bring certain expertise and knowledge to their committees based on their backgrounds.

President Sullivan stated that she does not believe in change for change sake and she would like to remain on the EWA committee.

Vice President Kulchin stated that a possible compromise could be to rotate the committees excluding the EWA committee.

Following discussion, the Board of Directors reached consensus to not move forward on Resolution No. 2309. The Board directed staff to bring this item back for review at the January Board meeting with the following three options for Section IV - Appointment of Standing Committees Members Guidelines:

1. Status Quo – keep the committee appointment process the way it currently is; or
2. Rotate the committees, including the Encina Joint Power Authority committees, with 2 year staggered terms; or
3. Rotate the committees, excluding the Encina Joint Power Authority committees

GM Bushee suggested pulling agenda item no. 16 from the agenda and bringing it back in conjunction with the three options in January. The Board concurred with GM Bushee and agenda item no. 16 was pulled from the agenda.

17. Board of Directors Election of Officers

ASM Duffey presented the item stating that LWD’s current policy calls for the Board to elect a President and Vice President.

Upon a motion duly made by Director Omsted, seconded by Director Juliussen, and carried, the Board of Directors elected Vice President Kulchin as the Board President for Calendar Year 2019 by the following vote:

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

Upon a motion duly made by President Sullivan, seconded by Vice President Kulchin, and carried, the Board of Directors elected Director Juliussen as the Board Vice President for Calendar Year 2019 by the following vote:

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

18. Award Teacher Grants

ASsup Hill introduced the item and provided background information on the item noting that it was reviewed by the Human Resources Committee at the December 5th meeting. ASsup Hill stated that staff increased their outreach efforts this year and received more applications this year than last year. She noted that LWD received four Teacher Grant Applications and all four of the applications meet the teacher grant criteria.

Following discussion, upon a motion duly made by Vice President Kulchin, seconded by Director Omsted and unanimously carried, the Board of Directors awarded four Teacher Grants totaling \$5,934.18 by the following vote:

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

19. Call for Nominations for the Local Agency Formation Commission (LAFCO).

EA Baity presented the item stating that LAFCO’s requesting nominations for two special district

commissioner's positions. One is the regular position and the other is the alternate position, noting that Director Hanson currently serves as a LAFCO Board alternate. She indicated that the deadline to receive nominations is January 7, 2019.

President Sullivan asked Director Hanson if she would like to continue to participate as a LAFCO Commissioner. Director Hanson indicated that she would like to continue to participate, and she would like to be nominated for the alternate position.

Following discussion, the Board of Directors reached consensus to support and nominate Director Hanson to LAFCO's alternate commissioner position. GM Bushee stated staff will notify LAFCO and submit Director Hanson's nomination by the nomination date.

20. Potential Strategic Planning Workshop Dates

GM Bushee presented the item stating at last month's Board meeting the Board expressed interest in using Ms. Michele Tamayo of the Tamayo Group as the facilitator for the Strategic Planning Workshop. He noted that staff has since contacted Ms. Tamayo and she is interested and available to facilitate the workshop. GM Bushee then reviewed the proposed dates for the workshop.

Following discussion, the Board of Directors scheduled the Strategic Planning Workshop for Thursday, February 21, 2019 from 8:00 a.m. to 2:00 p.m.

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

A. 2019 CASA Winter Conference is scheduled for January 23 - 25, 2019 at the Renaissance Indian Wells in Indian Wells, CA.

EA Baity reviewed the date and location of the conference and noted that the travel reports for the upcoming conference will be provided to the Board members at the January Board meeting.

22. Directors' Meetings and Conference Reports

None.

23. General Manager's Report

GM Bushee reported on the following items:

- LWD Holiday Luncheon Reminder;
- No Closed Session at tonight's meeting; and
- Thanked President Sullivan and the Board of Directors for a great year

24. General Counsel's Report

None.

25. Board of Directors' Comments

Director Juliussen thanked President Sullivan for her service and stated that he will be the Vice Chair for Encina Wastewater Authority for 2019.

Vice President Kulchin thanked President Sullivan for a great year.

President Sullivan thanked staff for their support and wished everyone happy holidays.

26. Closed Session

Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – Violation of California Voting Rights Act.

There was no Closed Session.

27. Adjournment

President Sullivan adjourned the meeting at approximately 6:05 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Human Resources Committee Meeting
 January 3, 2019

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Thursday, January 3, 2019 at 9:30 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 9:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

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

3. Public Comment

None.

4. New Business

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

GM Bushee presented the item noting that at last month's Board meeting, the Board of Directors considered Resolution 2309 and did not take action. The discussion focused on whether to have the Board President make the standing committee appointments or to institute two-year rotating committee appointments. As a result, the Board directed staff to revise the policy and present three potential options for committee appointments for the Board's consideration at its January meeting.

GM Bushee then reviewed the three potential options noting that staff has also added language that the committee appointments will be made at the January Board meeting each year.

Director Omsted stated that, under Option 3, he would like to see Board collaboration in the decision of the rotating committee appointments rather than having the Board President assign committees for the initial transition. The HRC and staff discussed this issue at length and reached consensus that it would be up to the Board President whether to use a collaborative approach or direct appointment during the initial year and the issue would resolve itself in the second year when the committees automatically rotate.

Director Omsted also stated that those Board members serving on the Encina Board of Directors/Joint Advisory Committee should only be on one LWD standing committee. The HRC discussed this issue and staff agreed to adjust the language under Option 3 in the proposed policy to reflect this.

GM Bushee stated that he would tighten the language to Options 1 and 3, section C, stating that for the initial term the Board President would assign one member of a current committee to a new committee and the other committee member would start their rotation the following year.

Following discussion, the HRC agreed that Option 3 was its preferred approach and 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.

GM Bushee stated that staff would update the policy and clarify the initial year appointment process and that Encina committee members would only serve on one LWD committee.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments


None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 10:28 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

DATE: January 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Approval of December/January Demands**



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 423,074.57.**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period December 6, 2018 through January 3, 2019.

Operating expenses totaled **\$ 213,110.32**, Capital Improvement Program expenses totaled **\$167,965.43** and Payroll expense for District Employees and the Board totaled **\$150,475.67.**

- | | |
|--------------|---|
| Attachment 1 | Summary of Demands by Account Dec. 6 - January 3, 2019 |
| Attachment 2 | Payroll Check Register dated December 12, 2018 |
| Attachment 3 | Accounts Payable Check Register dated December 13, 2018 |
| Attachment 4 | Payroll Check Register dated December 19, 2018 |
| Attachment 5 | Accounts Payable Check Register dated December 20, 2018 |
| Attachment 6 | Board Payroll Check Register dated January 2, 2019 |
| Attachment 7 | Payroll Check Register dated January 2, 2019 |
| Attachment 8 | Accounts Payable Check Register dated January 3, 2019 |

DEMANDS SUMMARY
January 9, 2019

1. Demands

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Check -12/12/2018	21078	Incentive	\$295.65	
Payroll Check -12/19/2018	21079 - 21097		\$51,753.52	
Board Payroll Check - 1/2/2019	21098 - 21102		\$1,645.70	
Payroll Check - 1/2/2019	21103 - 21122		<u>\$50,938.60</u>	
		Total		\$104,633.47
General Checking -12/13/2018	52332 - 52373		\$ 70,891.27	
General Checking - 12/20/2018	52374 - 52396		\$ 56,223.42	
General Checking -1/3/2019	52397 - 52426		<u>\$ 191,326.41</u>	
		Total	\$ 318,441.10	
		GRAND TOTAL		\$423,074.57

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 12, 2018
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21078	12/12/2018	.\$295.65

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/13/2018 Through 12/13/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AT&T	52332	12/13/2018	209.02	PHONE SERVICE
AT&T		12/13/2018	<u>127.73</u>	PHONE SERVICE @ BPS
	Total 52332		336.75	
PETTY CASH	52333	12/13/2018	270.27	PETTY CASH-SUPPLIES, BIRTHDYS.MEETINGS
	Total 52333		270.27	
CHUCKS TIRE CENTER	52334	12/13/2018	<u>2,039.73</u>	NEW TIRES FOR VACTOR TRUCK
	Total 52334		2,039.73	
CITY OF CARLSBAD	52335	12/13/2018	227.17	WATER @ VACTOR
CITY OF CARLSBAD		12/13/2018	<u>296.06</u>	WATER @ VACTOR 2
	Total 52335		523.23	
CORODATA	52336	12/13/2018	<u>70.10</u>	STORAGE-NOV
	Total 52336		70.10	
CWEA	52337	12/13/2018	<u>87.00</u>	CERT RENEWAL FOR S. KRASON
	Total 52337		87.00	
DATA NET SOLUTIONS GROUP	52338	12/13/2018	<u>613.80</u>	IS MAINT AND SUPPORT
	Total 52338		613.80	
DEXTER WILSON ENGINEERING	52339	12/13/2018	372.50	GE/NOV/0946/SCOTT ANNEX
DEXTER WILSON ENGINEERING		12/13/2018	1,485.00	GE/OCT/0566/LEUCADIA HILLS
DEXTER WILSON ENGINEERING		12/13/2018	187.50	GE/OCT/0983/HYMETTUS ESTATES
DEXTER WILSON ENGINEERING		12/13/2018	62.50	GE/OCT/1009/URANIA AVE
DEXTER WILSON ENGINEERING		12/13/2018	<u>62.50</u>	GE/OCT/1018/1018 URANIA AVE
	Total 52339		2,170.00	
ECC PTA	52340	12/13/2018	1,334.18	TEACHER GRANT FOR EL CAMINO CREEK SCHOOL
	Total 52340		1,334.18	
ENCINITAS UNIFIED SCHOOL DISTRICT	52341	12/13/2018	1,100.00	TEACHER GRANT FOR CAPRI ELEMENTARY-NANCY JOIS
	Total 52341		1,100.00	
ENCINITAS UNIFIED SCHOOL DISTRICT	52342	12/13/2018	1,500.00	TEACHER GRANT FOR CAPRI ELEMENTARY-CARRIE LANCON
	Total 52342		1,500.00	
EVOQUA WATER TECHNOLOGIES, LLC	52343	12/13/2018	6,765.17	CHEMICAL FERROUS
	Total 52343		6,765.17	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/13/2018 Through 12/13/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
HEAVILAND ENTERPRISES, INC	52344	12/13/2018	840.00	DECEMBER LANDSCAPING FEES
	Total 52344		840.00	
ICMA RETIREMENT-303979	52345	12/13/2018	4,712.44	DEFERRED COMP
	Total 52345		4,712.44	
KELLYGRN NATIVE LANDSCAPING LIVING	52346	12/13/2018	2,592.90	FINAL PAYMENT ON LANDSCAPE PROJECT
	Total 52346		2,592.90	
KEN GRODY FORD	52347	12/13/2018	54.64	MAINT/REPAIR ON #160
	Total 52347		54.64	
LCC FOUNDATION	52348	12/13/2018	2,000.00	TEACHER GRANT FOR LA COSTA CANYON H.S.
	Total 52348		2,000.00	
MITSUBISHI ELECTRIC US, INC	52349	12/13/2018	297.76	ELEVATOR MAINTENANCE AND SERVICE
	Total 52349		297.76	
NATIONWIDE RETIREMENT SOLUTIONS	52350	12/13/2018	150.00	DEFERRED COMP
	Total 52350		150.00	
OFFICE DEPOT	52351	12/13/2018	21.67	MESH WALL FILE
	Total 52351		21.67	
OFFICE DEPOT, INC.	52352	12/13/2018	1,306.58	OFFICE SUPPLIES
	Total 52352		1,306.58	
OLIVENHAIN MUNICIPAL WATER DISTRICT	52353	12/13/2018	49.17	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DISTRICT		12/13/2018	333.25	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT		12/13/2018	426.25	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		12/13/2018	45.21	WATER @ VP7
OLIVENHAIN MUNICIPAL WATER DISTRICT		12/13/2018	49.17	WATER @ VPS
	Total 52353		903.05	
PAUL BUSHEE	52354	12/13/2018	34.78	REIMBURSE P. BUSHEE FOR CSRMA BRD MEETING
	Total 52354		34.78	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/13/2018 Through 12/13/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
PLANT PEOPLE, INC	52355	12/13/2018	158.00	MONTHLY MAINTENANCE OF PLANTS-DEC
	Total 52355		158.00	
PLUMBERS DEPOT, INC	52356	12/13/2018	937.01	CABLE ASSY/SCREW CAP
PLUMBERS DEPOT, INC		12/13/2018	17.86	SCREWS
PLUMBERS DEPOT, INC		12/13/2018	221.01	WIRELESS CONTROLLER
	Total 52356		1,175.88	
PURE WATER PARTNERS, LLC	52357	12/13/2018	135.77	FILTERED WATER FOR OFFICE
	Total 52357		135.77	
RISING TIDE PARTNERS	52358	12/13/2018	2,437.50	PUBLIC INFORMATION-NOV
	Total 52358		2,437.50	
ROCKWELL CONSTRUCTION SERVICES, INC	52359	12/13/2018	202.50	CONSTRUCTABILITY REVIEW FOR LPS PROJECT-NOV
	Total 52359		202.50	
SAN DIEGUITO WATER DISTRICT	52360	12/13/2018	100.98	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		12/13/2018	112.20	WATER @ TANKER 2
	Total 52360		213.18	
SOUTHERN CONTRACTING COMPANY	52361	12/13/2018	525.00	ELECTRICAL WORK @ BPS
SOUTHERN CONTRACTING COMPANY		12/13/2018	540.00	TROUBLESHOOT OUTSIDE LIGHTING
	Total 52361		1,065.00	
STATE WATER RESOURCES CONTROL BOARD	52362	12/13/2018	16,347.00	ANNUAL PERMIT FEE-GAFNER-18/19
STATE WATER RESOURCES CONTROL BOARD		12/13/2018	12,259.00	ANNUAL PERMIT FEE-LPS-18/19
	Total 52362		28,606.00	
TERMINIX	52363	12/13/2018	60.00	MONTHLY PEST SERVICE-NOV
	Total 52363		60.00	
THE HOME DEPOT CRC/GEFC	52364	12/13/2018	8.60	SUPPLIES
	Total 52364		8.60	
UNDERGROUND SERVICE ALERT OF	52365	12/13/2018	333.40	UNDERGROUND ALARM SERVICE
	Total 52365		333.40	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/13/2018 Through 12/13/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
UNIFIRST CORPORATION	52366	12/13/2018	<u>214.78</u>	LAUNDRY SERVICE-W/E 12/5/18
	Total 52366		214.78	
U.S. BANK	52367	12/13/2018	<u>2,642.36</u>	OFFICE SUPPLIES/CONFERENCES/MEETIN...
	Total 52367		2,642.36	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	52368	12/13/2018	<u>125.00</u>	PHYSICALS
	Total 52368		125.00	
VERIZON WIRELESS	52369	12/13/2018	<u>21.27</u>	CELL PHONES TELEMETRY
	Total 52369		21.27	
WAGEWORKS, INC	52370	12/13/2018	<u>140.00</u>	SEC 125 FLEX PLAN-NOV
	Total 52370		140.00	
WASTE MANAGEMENT	52371	12/13/2018	<u>251.18</u>	TRASH SERVICE-NOV
	Total 52371		251.18	
WIN-911 SOFTWARE	52372	12/13/2018	<u>990.00</u>	ANNUAL SOFTWARE AMINTENANCE AND SUPPORT
	Total 52372		990.00	
WORDEN WILLIAMS LLP	52373	12/13/2018	<u>2,386.80</u>	LEGAL FEES-NOV
	Total 52373		2,386.80	
Report Total			<u><u>70,891.27</u></u>	

Leucadia Wastewater District
 Vendor Activity - Supplemental Credit Card Report
 From 12/11/2018 Through 12/13/2018

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	12/11/2018	52367	349.99	4950	Computer Software/Srvc/Support/Hardware	Yrly Sub-Logmein
U.S. BANK	API	12/11/2018	52367	360.00	5520	REPAIR & MAINT PUMP STATION	Carbon testing
U.S. BANK	API	12/11/2018	52367	1,500.00	5530	BUILDINGS & GROUNDS	Owl Boxes
U.S. BANK	API	12/11/2018	52367	(258.00)	5710	TRAINING, EDUCATION & CONFERNC	Airline Refund-R.D.
U.S. BANK	API	12/11/2018	52367	117.96	5710	TRAINING, EDUCATION & CONFERNC	CSRMA-Flight-P.B.
U.S. BANK	API	12/11/2018	52367	200.00	5710	TRAINING, EDUCATION & CONFERNC	Cwea Training-FS
U.S. BANK	API	12/11/2018	52367	135.00	5710	TRAINING, EDUCATION & CONFERNC	GFOA Update
U.S. BANK	API	12/11/2018	52367	20.00	5710	TRAINING, EDUCATION & CONFERNC	NACWA pkg
U.S. BANK	API	12/11/2018	52367	42.41	5710	TRAINING, EDUCATION & CONFERNC	NACWA-Lunch-Fuel Vehicle
U.S. BANK	API	12/11/2018	52367	20.00	5710	TRAINING, EDUCATION & CONFERNC	SF Clipper Card-R.D.
U.S. BANK	API	12/11/2018	52367	125.00	5910	TELEPHONE	Web Host
U.S. BANK	API	12/11/2018	52367	30.00	5910	TELEPHONE	Wifi
Transaction Total				<u>2,642.36</u>			
Total 12/11/2018				2,642.36			
U.S. BANK	APS	12/13/2018	52367	0.00	1001	Opus Bank General Checking	OFFICE SUPPLIES/CONFERENCES/M...
U.S. BANK	APS	12/13/2018	52367	0.00	1080	DUE TO/FROM OTHER FUNDS	OFFICE SUPPLIES/CONFERENCES/M...
Transaction Total				<u>0.00</u>			
Total 12/13/2018				0.00			
Report Opening/Current Balance							
Report Transaction Totals				<u>2,642.36</u>			

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LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 19, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21079 - 21097	12/19/2018	\$51,753.52

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/20/2018 Through 12/20/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
CALIFORNIA CHAMBER OF COMMERCE	52374	12/20/2018	167.86	LABOR POSTERS/PAMPHLETS
	Total 52374		167.86	
CARLSBAD FUELS CORPORATION	52375	12/20/2018	2,095.59	VEHICLE FUELS
	Total 52375		2,095.59	
CINTAS FIRST AID AND SAFETY	52376	12/20/2018	58.70	REFILL FIRST AID CABINET
	Total 52376		58.70	
CWEA	52377	12/20/2018	188.00	MEMBERSHIP RENEWAL -IAN RIFFEL
CWEA		12/20/2018	188.00	MEMBERSHIP RENEWAL-DON OMSTED
	Total 52377		376.00	
DEXTER WILSON ENGINEERING	52378	12/20/2018	117.50	FY 18 AUDIT OF SSMP-NOV
	Total 52378		117.50	
DREW ROLANDS	52379	12/20/2018	589.00	LATERAL REIMBURSEMENT
	Total 52379		589.00	
DUKE'S ROOT CONTROL	52380	12/20/2018	4,112.11	ROOT CONTROL/MANHOLES ROOT CONTROL
	Total 52380		4,112.11	
FEDERAL EXPRESS CORPORATION	52381	12/20/2018	705.50	SHIPPING
	Total 52381		705.50	
GRAINGER, INC	52382	12/20/2018	3.25	PARTS
	Total 52382		3.25	
ICMA RETIREMENT-303979	52383	12/20/2018	4,695.85	DEFERRED COMP
	Total 52383		4,695.85	
JOHN LAVERY	52384	12/20/2018	2,670.00	LATERAL REIMBURSEMENT
	Total 52384		2,670.00	
JOHN W. SMITH	52385	12/20/2018	70.00	BACKFLOW PREVENTER @ 8PS
	Total 52385		70.00	
MATHESON TRI-GAS, INC	52386	12/20/2018	153.13	EXTENSION CORDS
MATHESON TRI-GAS, INC		12/20/2018	31.62	GLOVES
MATHESON TRI-GAS, INC		12/20/2018	1,796.50	HELMETS/JACKETS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 12/20/2018 Through 12/20/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
MATHESON TRI-GAS, INC		12/20/2018	<u>40.08</u>	PARTS
	Total 52386		2,021.33	
NATIONWIDE RETIREMENT SOLUTIONS	52387	12/20/2018	<u>150.00</u>	DEFERRED COMP
	Total 52387		150.00	
NEOPOST, INC	52388	12/20/2018	<u>124.98</u>	POSTAGE EQUIPMENT RENTAL
	Total 52388		124.98	
SAN DIEGO UNION TRIBUNE	52389	12/20/2018	<u>112.94</u>	NEWSPAPER DELIVERY
	Total 52389		112.94	
SANDRA MUSBACH	52390	12/20/2018	<u>3,000.00</u>	LATERAL REIMBURSEMENT
	Total 52390		3,000.00	
SAN DIEGO GAS & ELECTIRC	52391	12/20/2018	3,051.68	ELECTRIC @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		12/20/2018	106.49	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		12/20/2018	14,790.42	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		12/20/2018	379.50	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		12/20/2018	632.25	ELECTRIC @ E.ESTATES
SAN DIEGO GAS & ELECTIRC		12/20/2018	889.46	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC		12/20/2018	844.79	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		12/20/2018	10,448.69	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		12/20/2018	152.85	ELECTRIC @ RANCHO VERDE
SAN DIEGO GAS & ELECTIRC		12/20/2018	603.51	ELECTRIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		12/20/2018	294.90	ELECTRIC @ VP5
SAN DIEGO GAS & ELECTIRC		12/20/2018	124.98	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		12/20/2018	122.66	GAS @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		12/20/2018	<u>3.10</u>	NATURAL GAS @ EE
	Total 52391		32,445.28	
SOUTHERN CONTRACTING COMPANY	52392	12/20/2018	<u>1,080.00</u>	ELECTRICAL WORK @ SEVERAL PS
	Total 52392		1,080.00	
SPACELINK/I2B NETWORK	52393	12/20/2018	<u>160.00</u>	WEBCAM @ BPS-DEC/JAN
	Total 52393		160.00	
UNIFIRST CORPORATION	52394	12/20/2018	<u>207.09</u>	LAUNDRY SERVICE W/E 12/12/18
	Total 52394		207.09	
VERIZON WIRELESS	52395	12/20/2018	<u>1,193.31</u>	CELL PHONE CHARGES
	Total 52395		1,193.31	
WESELOH CHEVROLET	52396	12/20/2018	<u>67.13</u>	MAINT/REPAIR #157
	Total 52396		67.13	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 12/20/2018 Through 12/20/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			<u>56,223.42</u>	

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT**

Payroll Date: January 2, 2019

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21098 - 21102	1/2/2019	\$1,645.70

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT**

Payroll Date: **January 2, 2019**

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21103 - 21122	1/2/2019	\$50,938.60

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 1/3/2019 Through 1/3/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
AT&T	52397	1/3/2019	<u>206.44</u>	PHONE SERVICE
	Total 52397		206.44	
BAJA POOL AND SPA SERVICE	52398	1/3/2019	<u>140.00</u>	MONTHLY FOUNTAIN SERVICE-JAN
	Total 52398		140.00	
BOOT WORLD, INC	52399	1/3/2019	<u>145.44</u>	SAFETY BOOTS-S. KRASON
	Total 52399		145.44	
BURTECH PIPELINE, INC	52400	1/3/2019	<u>110,646.43</u>	LA COSTA GOLF COURSE PROJECT-NOV
	Total 52400		110,646.43	
CHUCKS TIRE CENTER	52401	1/3/2019	<u>182.95</u>	NEW TIRES FOR #148
	Total 52401		182.95	
CITY OF CARLSBAD	52402	1/3/2019	148.58	WATER @ ADM OFFICE
CITY OF CARLSBAD		1/3/2019	27.06	WATER @ FIRE LINE
CITY OF CARLSBAD		1/3/2019	<u>181.19</u>	WATER @ PLANT
	Total 52402		356.83	
COLONIAL LIFE INS	52403	1/3/2019	<u>279.04</u>	ACCIDENT/CRITICAL CARE INS-JAN
	Total 52403		279.04	
COX COMMUNICATIONS SAN DIEGO	52404	1/3/2019	<u>1,475.91</u>	CABLE/INTERNET/PHONE SERVICE
	Total 52404		1,475.91	
CWEA	52405	1/3/2019	<u>102.00</u>	RENEWAL FOR M. GONZALEZ
	Total 52405		102.00	
DEXTER WILSON ENGINEERING	52406	1/3/2019	125.00	GE/NOV/0566/LEUCADIA HILLS
DEXTER WILSON ENGINEERING		1/3/2019	500.00	GE/NOV/0662/NOLAN PROP
DEXTER WILSON ENGINEERING		1/3/2019	312.50	GE/NOV/0962/BEACONS BEACH
DEXTER WILSON ENGINEERING		1/3/2019	235.00	GE/NOV/0983/HYMETTUS ESTATES
DEXTER WILSON ENGINEERING		1/3/2019	375.00	GE/NOV/0993/MCLEAN ANNEX
DEXTER WILSON ENGINEERING		1/3/2019	825.00	GE/NOV/0996/ENCINITAS BEACH
DEXTER WILSON ENGINEERING		1/3/2019	765.00	GE/NOV/1037/RYAN ANNEX
DEXTER WILSON ENGINEERING		1/3/2019	165.00	GE/NOV/1052/LC TOWN SQ THEATER
DEXTER WILSON ENGINEERING		1/3/2019	165.00	GE/NOV/1055/BLUE HERON AVE
DEXTER WILSON ENGINEERING		1/3/2019	345.00	GE/NOV/1056/CASADERO DRIVE
DEXTER WILSON ENGINEERING		1/3/2019	<u>310.00</u>	GE/NOV/1057/HYGEIA AVE
	Total 52406		4,122.50	
DION INTERNATIONAL TRUCKS INC	52407	1/3/2019	<u>525.14</u>	MAINT WORK ON VACTOR-#152

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 1/3/2019 Through 1/3/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 52407		525.14	
ENCINITAS FORD	52408	1/3/2019	56,999.00	NEW PICKUP TRUCK #164
	Total 52408		56,999.00	
EVOQUA WATER TECHNOLOGIES, LLC	52409	1/3/2019	5,343.15	CHEMICAL FERROUS
	Total 52409		5,343.15	
FEDERAL EXPRESS CORPORATION	52410	1/3/2019	362.83	SHIPPING
	Total 52410		362.83	
GREAT AMERICA FINANCIAL SERVICES	52411	1/3/2019	788.97	COPIER LEASE
	Total 52411		788.97	
HARTFORD LIFE & ACCIDENT INS.	52412	1/3/2019	447.89	LIFE INS-DEC
HARTFORD LIFE & ACCIDENT INS.		1/3/2019	447.89	LIFE INS-JAN
	Total 52412		895.78	
HUGO GONZALEZ	52413	1/3/2019	201.00	REIMBURSE H. GONZALEZ FOR TUITION
	Total 52413		201.00	
MALLORY SAFETY AND SUPPLY	52414	1/3/2019	277.35	NITRILE GLOVES-SAFETY ITEMS
MALLORY SAFETY AND SUPPLY		1/3/2019	109.92	SAFETY ITEMS-KNEE BOOT
	Total 52414		387.27	
MARVIN GONZALEZ	52415	1/3/2019	240.32	REIMBURSE M. GONZALEZ FOR TUITION
	Total 52415		240.32	
MES VISION	52416	1/3/2019	414.12	VISION INS-JAN
	Total 52416		414.12	
MSC JANITORIAL SERVICE, INC	52417	1/3/2019	1,676.00	JANITORIAL SERVICE-DEC
	Total 52417		1,676.00	
MUTUAL OF OMAHA	52418	1/3/2019	1,183.45	DISABILITY INS-JAN
	Total 52418		1,183.45	
NAPA AUTO	52419	1/3/2019	90.38	FUEL FILTERS @ LCPS/VP7/EEPS
NAPA AUTO		1/3/2019	6.12	SUPPLIES AND CREDIT

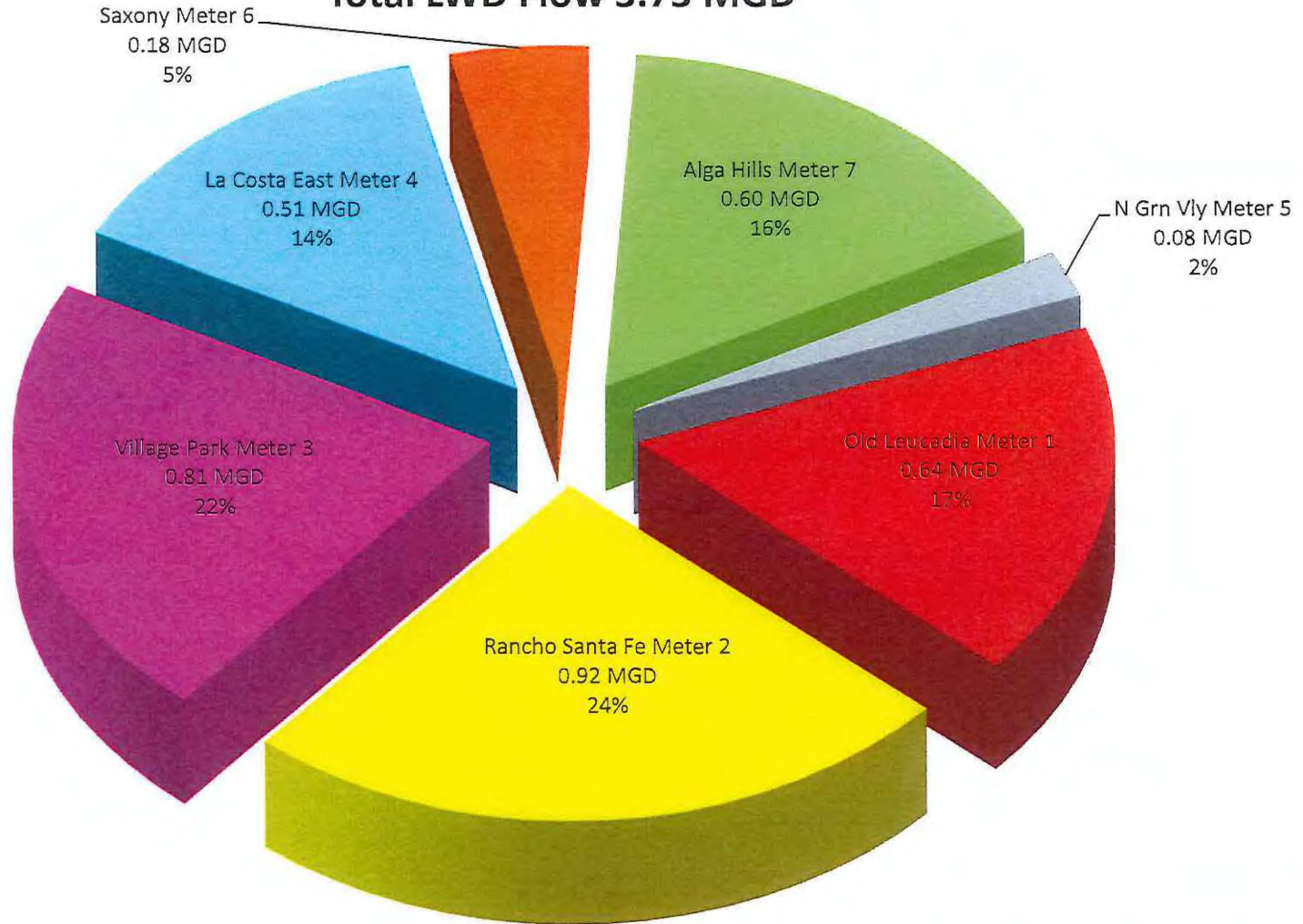
Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 1/3/2019 Through 1/3/2019

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 52419		96.50	
OFFICE DEPOT, INC.	52420	1/3/2019	<u>223.18</u>	OFFICE SUPPLIES
	Total 52420		223.18	
RYAN RODRIGUEZ	52421	1/3/2019	<u>339.00</u>	REIMBURSE R. RODRIGUEZ FOR TUITION
	Total 52421		339.00	
TERMINIX	52422	1/3/2019	<u>32.00</u>	MONTHLY BAIT SERVICE
	Total 52422		32.00	
THE GUARDIAN	52423	1/3/2019	<u>3,426.58</u>	DENTAL INS-JAN
	Total 52423		3,426.58	
SOLANA PALM LLC	52424	1/3/2019	<u>90.00</u>	ANSWERING SERVICE-DEC/JAN
	Total 52424		90.00	
UNIFIRST CORPORATION	52425	1/3/2019	211.13	LAUNDRY SERVICE-W/E 12/19/18
UNIFIRST CORPORATION		1/3/2019	<u>207.09</u>	LAUNDRY SERVICE-W/E 12/26/2018
	Total 52425		418.22	
UNITED PARCEL	52426	1/3/2019	<u>26.36</u>	SHIPPING
	Total 52426		26.36	
Report Total			<u>191,326.41</u>	

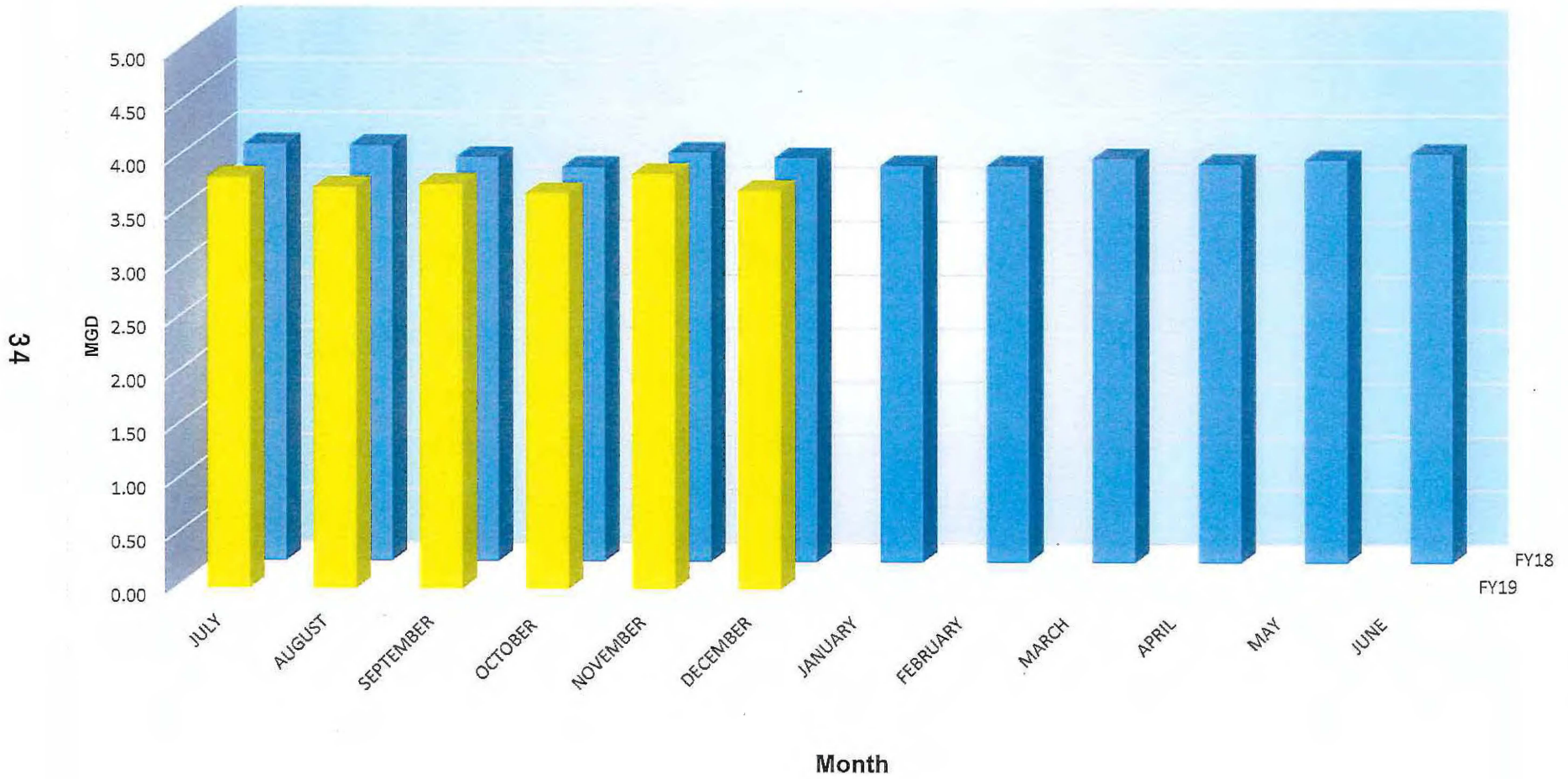
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2019 (July 2018 - June 2019)**

CURRENT MONTH - December 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	2.82	115.01	3.50	3.71	130	0.00	3.76
YTD			28,564.34				
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	3.97	691.74	2.60			151.11	
Mo Average	0.66	115.29	0.43	3.76	131.65	25.19	3.76

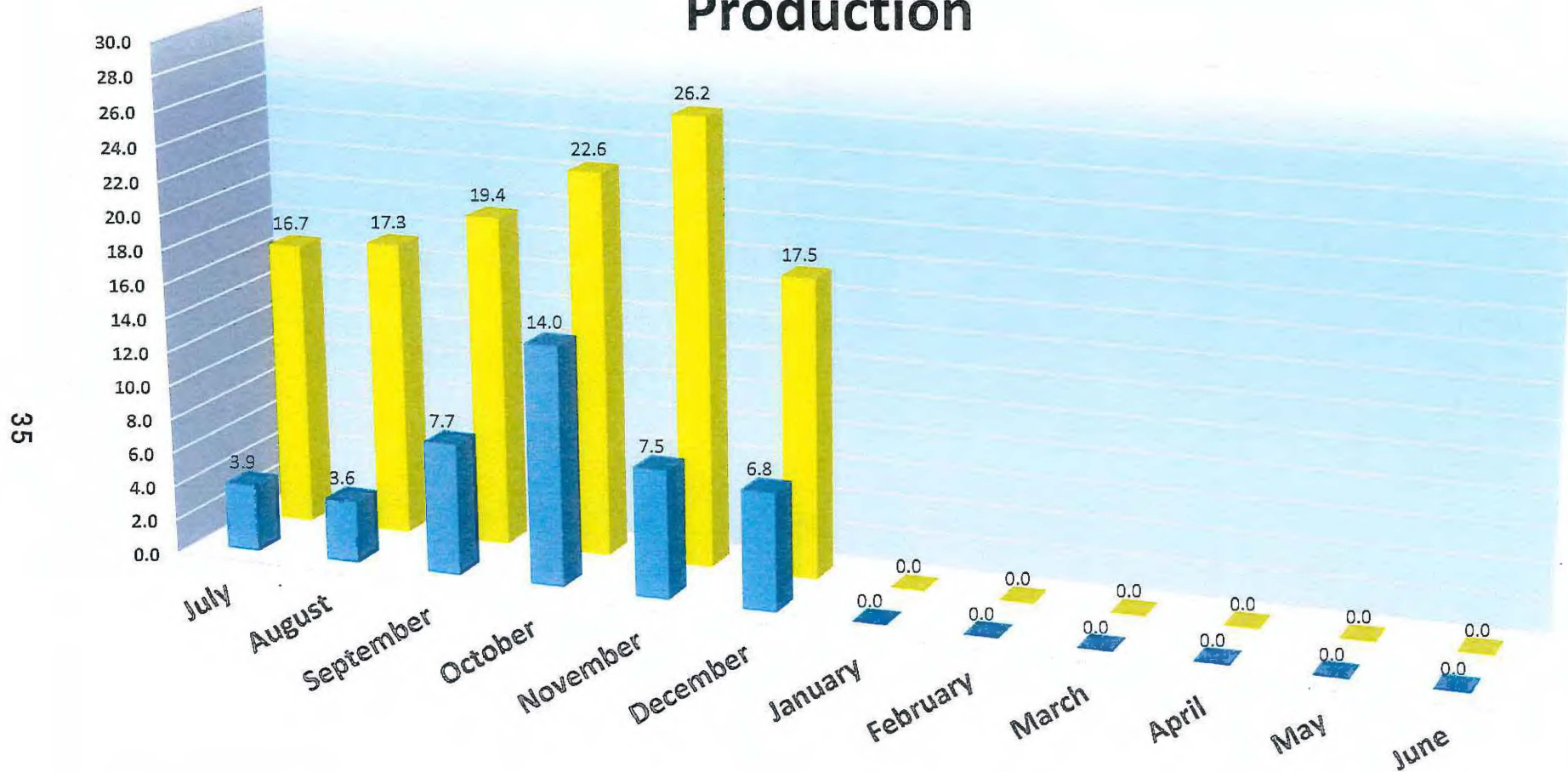
**LWD Flows by Sub-Basin
December 2018
Total LWD Flow 3.73 MGD**



Leucadia Wastewater District Flow Comparison FY18 to FY19



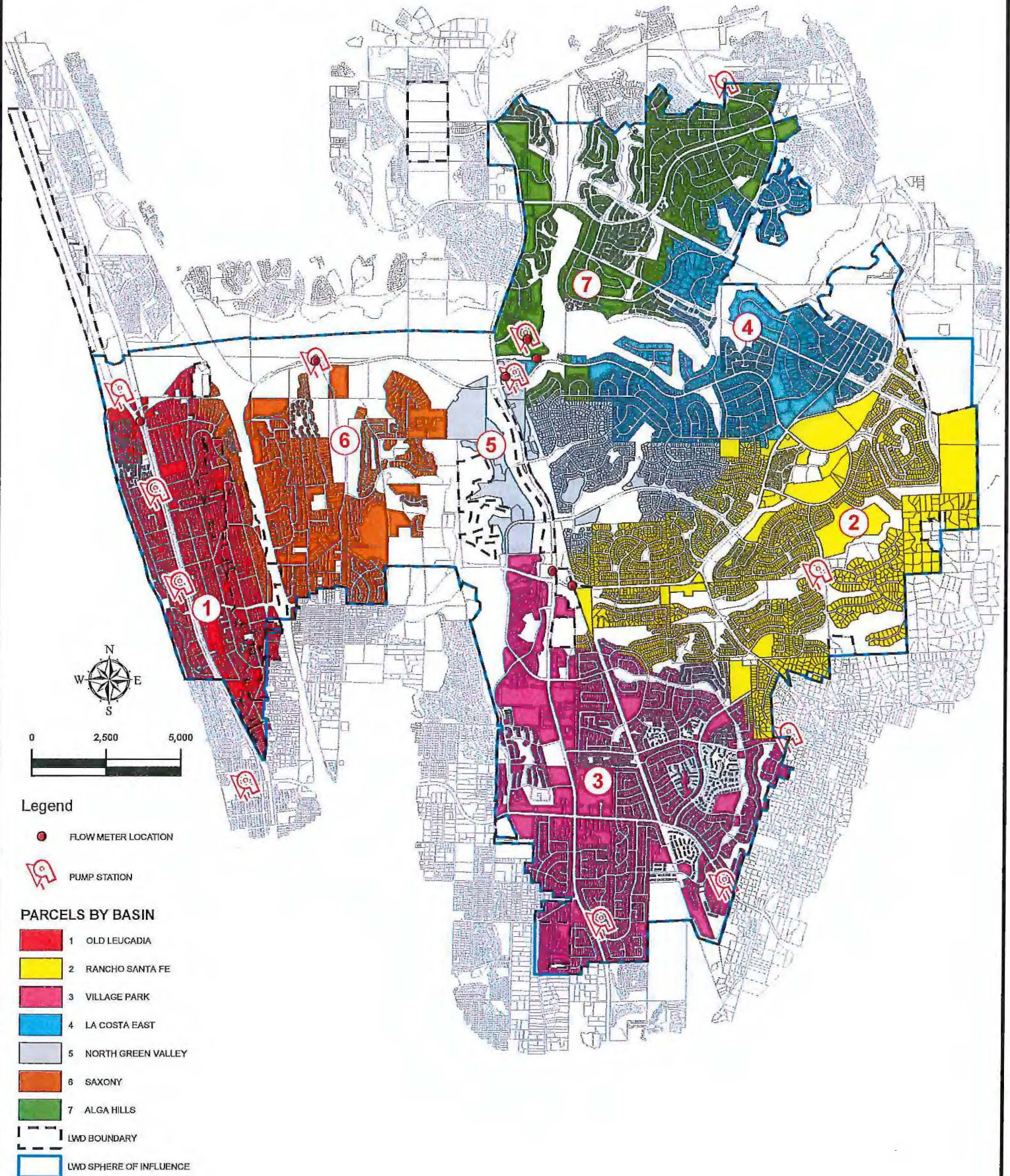
FY-19 CCTV Inspections & Hydro Cleaning Production



Monthly Target Mileage
 Hydro-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 12/31/2018

	Amount
Assets	
Cash & Investments	34,087,336.92
Accounts Receivables	216,369.32
Net OPEB Asset	123,127.00
Prepaid Expense	150,113.30
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	164,254,378.99
Less Accumulated Depreciation	<u>(55,698,965.17)</u>
Total Assets	<u>145,173,560.36</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,323,002.00
OPEB Health Deferred Outflows	21,235.00
Total Deferred Outflows	<u>1,344,237.00</u>
Total Assets & Deferred Outflows	<u><u>146,517,797.36</u></u>
Liabilities	
Accounts Payable & Accrued Expenses	520,579.44
Developer Deposits	82,061.51
Net Pension Liability	4,074,562.00
Total Liabilities	<u>4,677,202.95</u>
Deferred Inflows	
PERS Pension Deferred Inflows	348,638.00
OPEB Health Deferred Inflows	9,880.00
Total Deferred Inflows	<u>358,518.00</u>
Net Position	
Beginning Net Position (as of June 30, 2018)	
Investment in Capital Assets	108,555,413.82
Reserves	34,000,805.07
Total Beginning Net Position (as of June 30, 2018)	<u>142,556,218.89</u>
Current Change In Net Position	
Other	<u>(1,074,142.48)</u>
Total Current Change In Net Position	<u>(1,074,142.48)</u>
Total Net Position	<u><u>141,482,076.41</u></u>
Total Liabilities, Deferred Inflows & Net Position	<u><u>146,517,797.36</u></u>

Leucadia Wastewater District

Statement of Revenues and Operating Expenditures

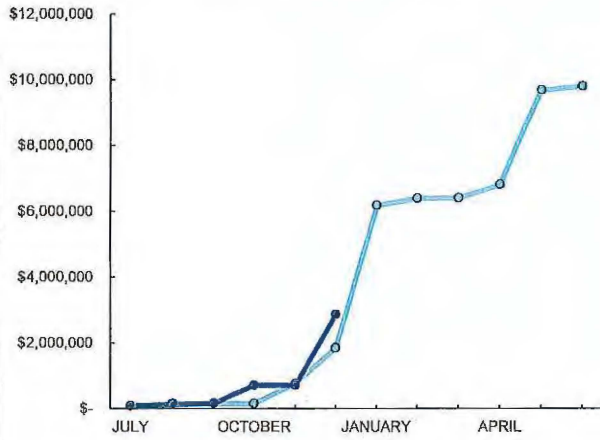
From 7/1/2018 Through 12/31/2018

	YTD Actual	Annual Budget	Remaining Budget	% Remaining
Revenue				
Sewer Service Fees	2,876,737.95	9,813,782.00	(6,937,044.05)	(70.69)%
Capacity Charges	37,658.60	381,675.00	(344,016.40)	(90.13)%
Recycled Water Sales	206,490.94	295,000.00	(88,509.06)	(30.00)%
Misc Operating Income	28,575.74	312,120.00	(283,544.26)	(90.84)%
Property Taxes	666,974.82	1,700,000.00	(1,033,025.18)	(60.77)%
Investment Income	332,742.89	489,000.00	(156,257.11)	(31.95)%
Misc Non-Operating Income	10,014.46	0.00	10,014.46	0.00%
Total Revenue	<u>4,159,195.40</u>	<u>12,991,577.00</u>	<u>(8,832,381.60)</u>	<u>(67.99)%</u>
Total Revenue	<u>4,159,195.40</u>	<u>12,991,577.00</u>	<u>(8,832,381.60)</u>	<u>(67.99)%</u>
Expenses				
Salaries	927,981.88	1,924,859.00	996,877.12	51.79%
Benefits	475,268.30	1,064,235.00	588,966.70	55.34%
Directors Expense	49,904.89	144,800.00	94,895.11	65.54%
Election Expense	0.00	30,000.00	30,000.00	100.00%
Gasoline, Oil & Fuel	18,455.05	41,000.00	22,544.95	54.99%
Insurance	21,075.98	114,500.00	93,424.02	81.59%
Memberships	25,671.44	29,400.00	3,728.56	12.68%
Office Expense	61,496.33	155,600.00	94,103.67	60.48%
Operating Supplies	85,802.62	189,500.00	103,697.38	54.72%
Professional Services	137,182.65	449,300.00	312,117.35	69.47%
Printing & Publishing	10,219.80	29,500.00	19,280.20	65.36%
Rents & Leases	8,346.10	17,400.00	9,053.90	52.03%
Repairs & Maintenance	190,543.20	486,600.00	296,056.80	60.84%
Monitoring & Permitting	40,084.95	59,900.00	19,815.05	33.08%
Training & Development	19,284.01	47,000.00	27,715.99	58.97%
Utilities	216,475.70	432,600.00	216,124.30	49.96%
LAFCO	7,517.38	7,500.00	(17.38)	(0.23)%
Encina Treatment Expense	410,888.93	1,887,300.00	1,476,411.07	78.23%
Allocated Overhead	(38,606.21)	(159,684.00)	(121,077.79)	75.82%
Total Expenses	<u>2,667,593.00</u>	<u>6,951,310.00</u>	<u>4,283,717.00</u>	<u>61.62%</u>
Total Expenditures	<u>2,667,593.00</u>	<u>6,951,310.00</u>	<u>4,283,717.00</u>	<u>61.62%</u>
Revenue over Expenditures	<u>1,491,602.40</u>	<u>6,040,267.00</u>	<u>(4,548,664.60)</u>	<u>(75.31)%</u>

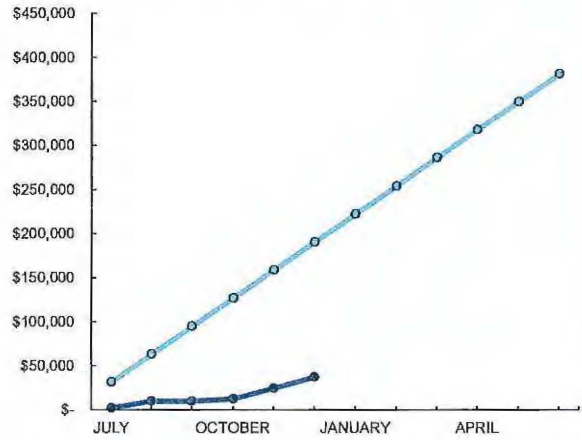
Leucadia Wastewater District Revenue FY2019

YTD through December 31, 2018

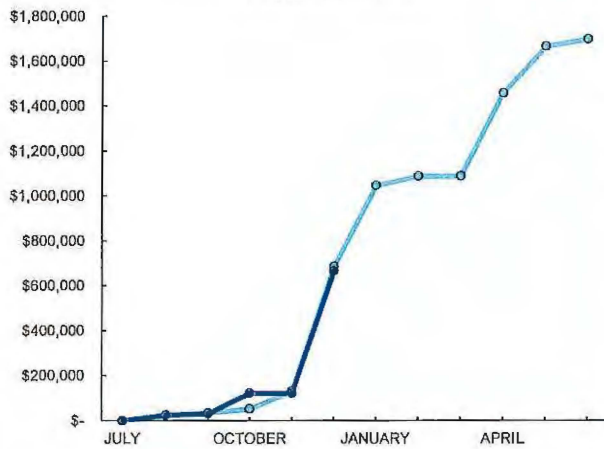
Sewer Service Fees



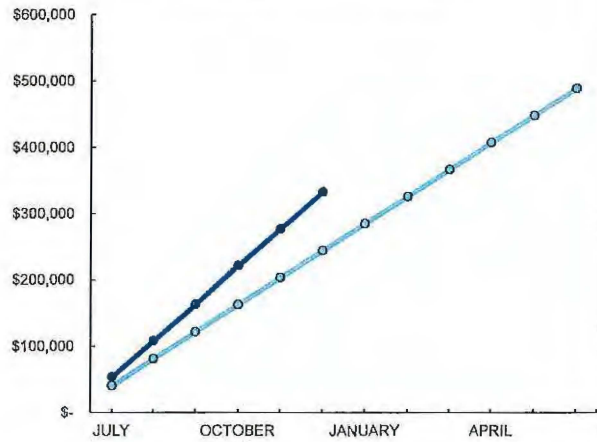
Capacity Charges



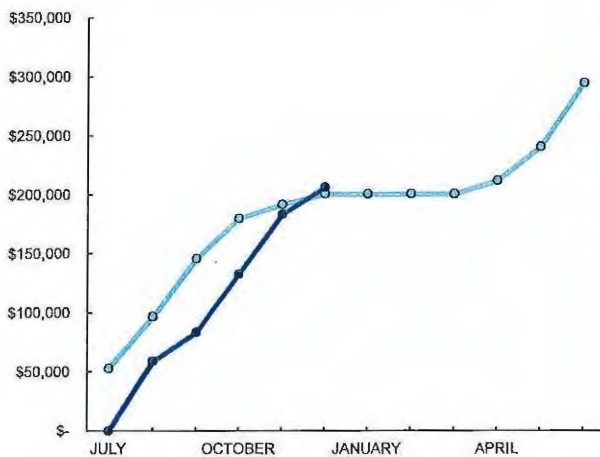
Property Taxes



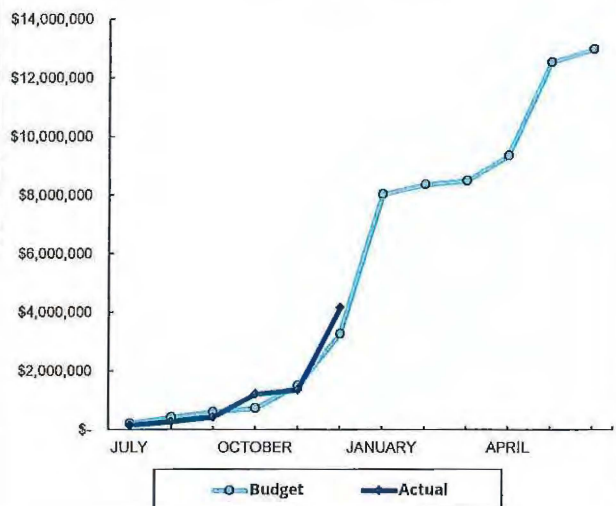
Investment Income



Recycled Wastewater Sales



Total Revenue

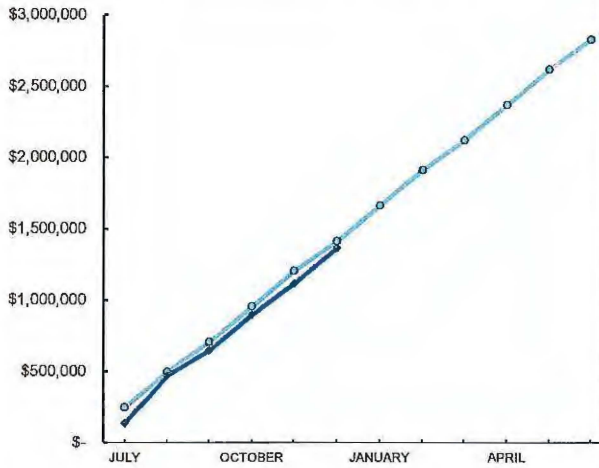


○ Budget ● Actual

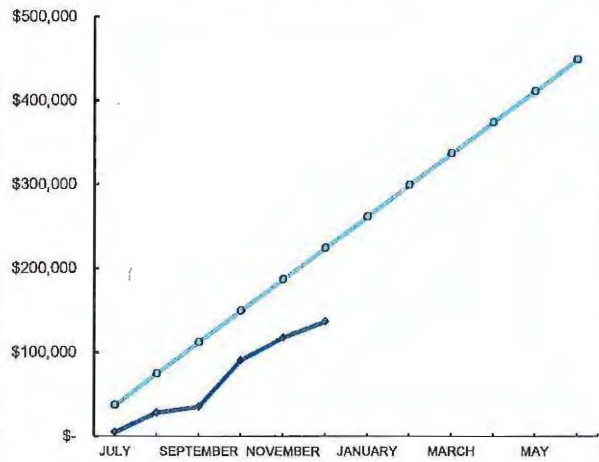
Leucadia Wastewater District Operating Expenses FY2019

YTD through December 31, 2018

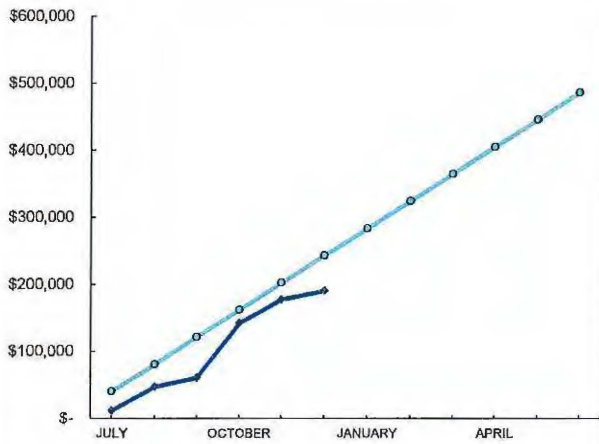
Salaries and Benefits



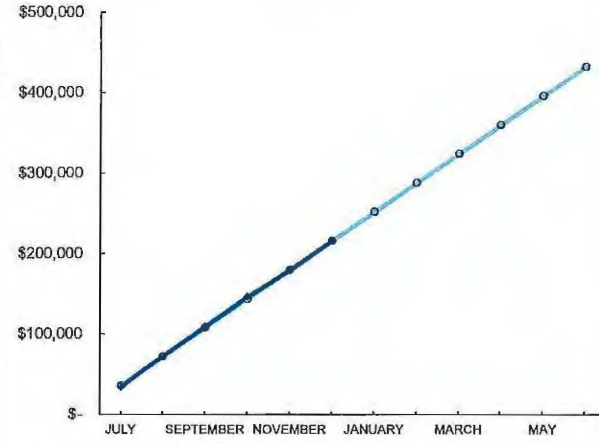
Professional Services



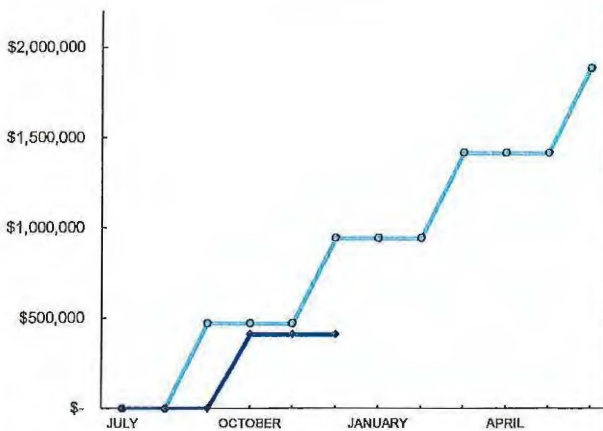
Repairs & Maintenance



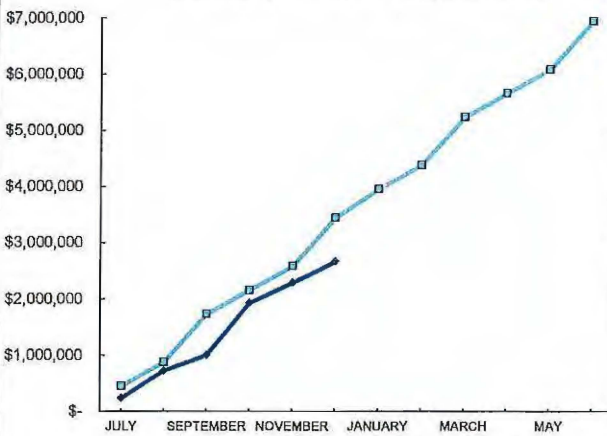
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



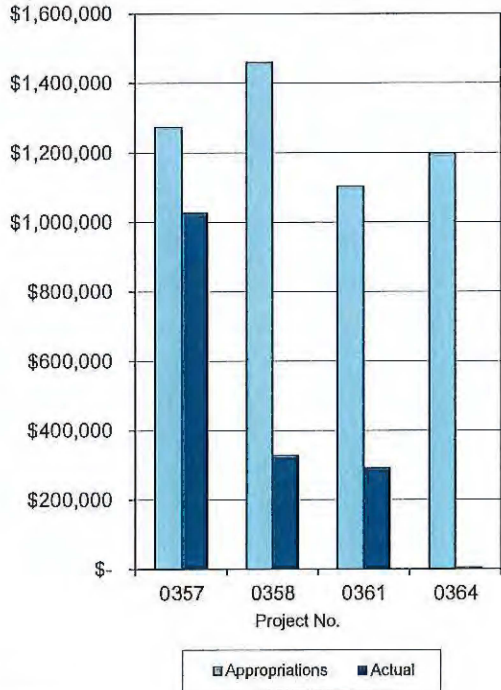
■ Budget — Actual

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

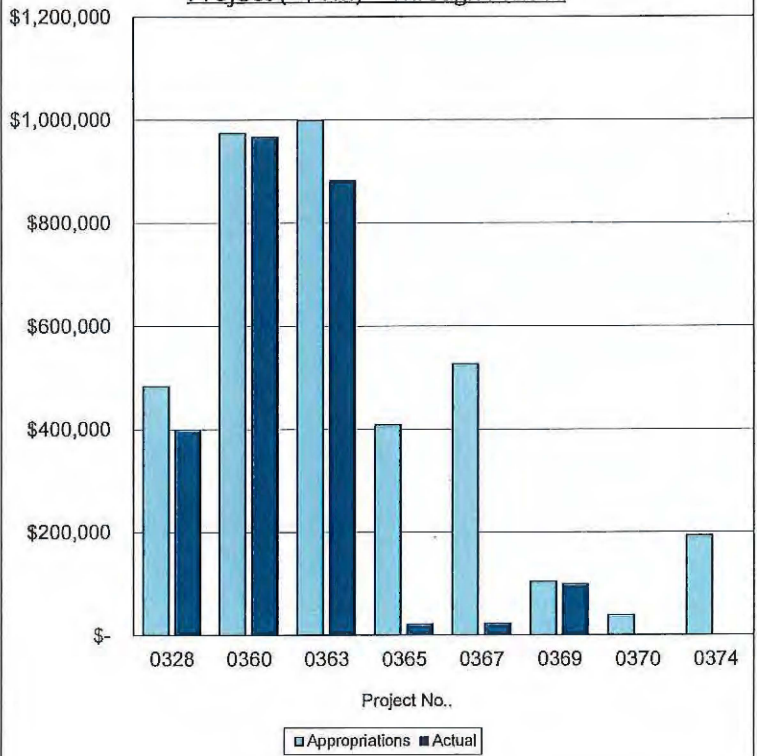
Leucadia Wastewater District Capital Expenditures

As of December 31, 2018

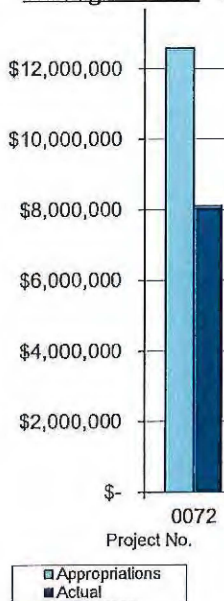
District Multi Year Capital Expenditures
by Project
(>\$1M) Through FY2018



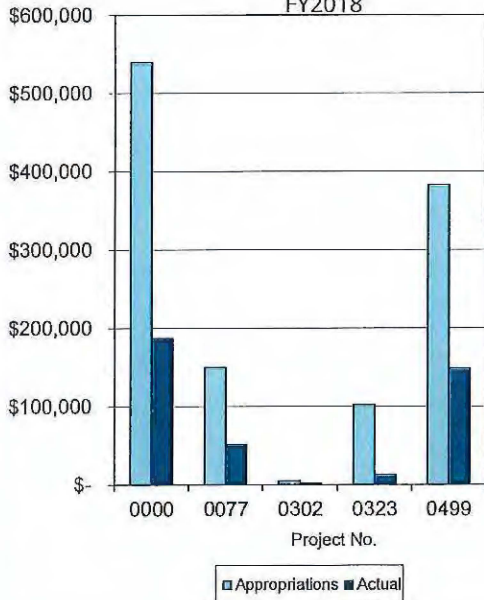
District Multi Year Capital Expenditures by
Project (<\$1M) Through FY2018



District's Share of
Encina WPCF
Capital Exp
Through FY2018



Single Year Capital Expenditures by
Project
FY2018



Project Legend

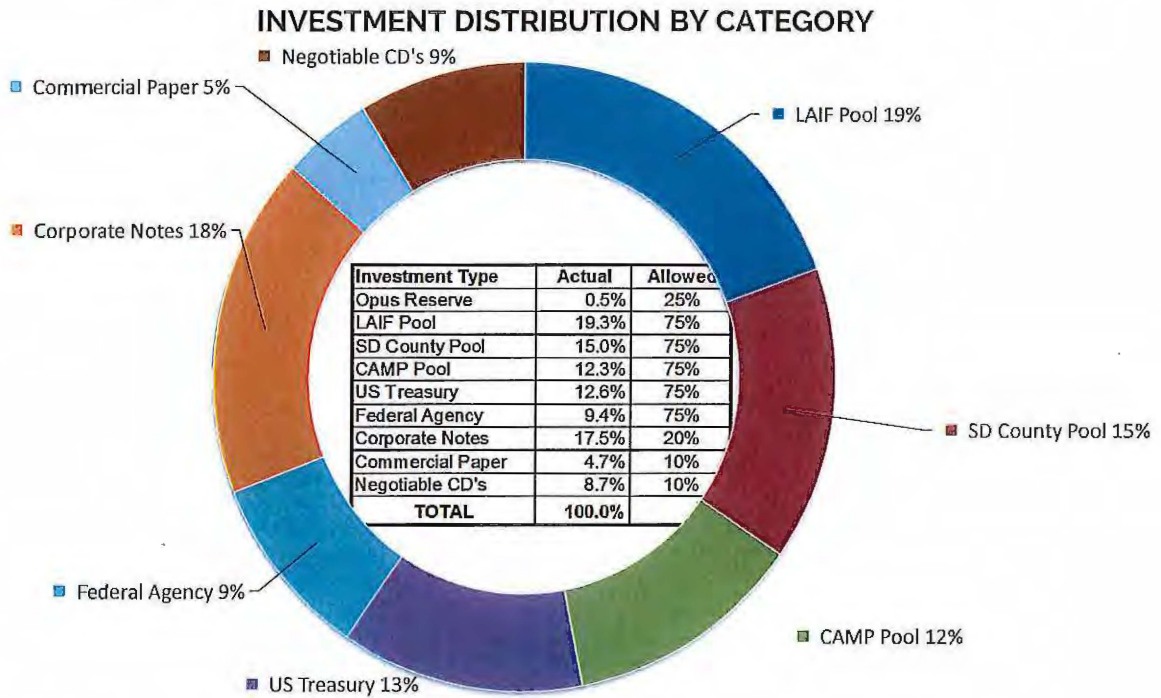
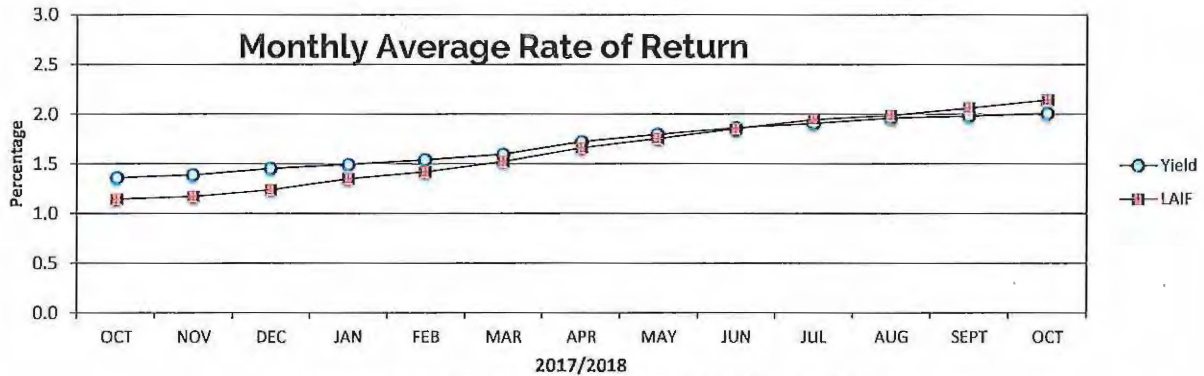
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline 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 Replacemnt	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
November 30, 2018

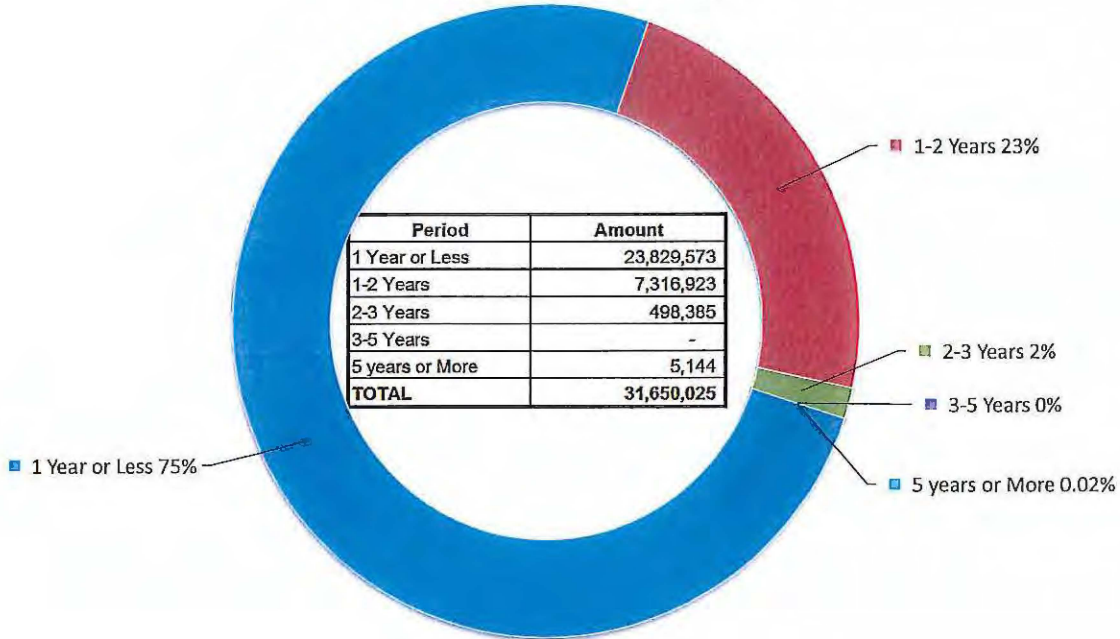
Cash Equivalents & Investments	Principal (Original Cost)		November Interest	Average Rate
	Oct 31, 2018	Nov 30, 2018		
Opus Bank Reserve	\$ 620,576	\$ 148,453	\$ 557	2.260%
LAIF Pool	6,409,537	6,119,537	\$ 11,527	2.208%
SD County Pool	4,757,973	4,757,973	8,612	2.172%
CAMP Pool	5,150,457	3,888,551	7,512	2.360%
CAMP Portfolio				
US Treasury Notes	3,994,281	3,994,281	5,255	1.580%
Federal Agency Mortgage-Backed Securities	5,184	5,144	32	7.370%
Federal Agency Notes	2,978,975	2,978,975	5,073	2.040%
Corporate Bonds/Notes	5,528,803	5,528,803	9,041	1.970%
Commerical Paper	1,478,424	1,478,424	3,215	2.610%
Negotiable CD's	2,749,883	2,749,883	5,391	2.350%
Total Camp Portfolio	16,735,550	16,735,511	28,007	2.010%
Totals	\$ 33,674,093	\$ 31,650,025	\$ 56,215	2.065%



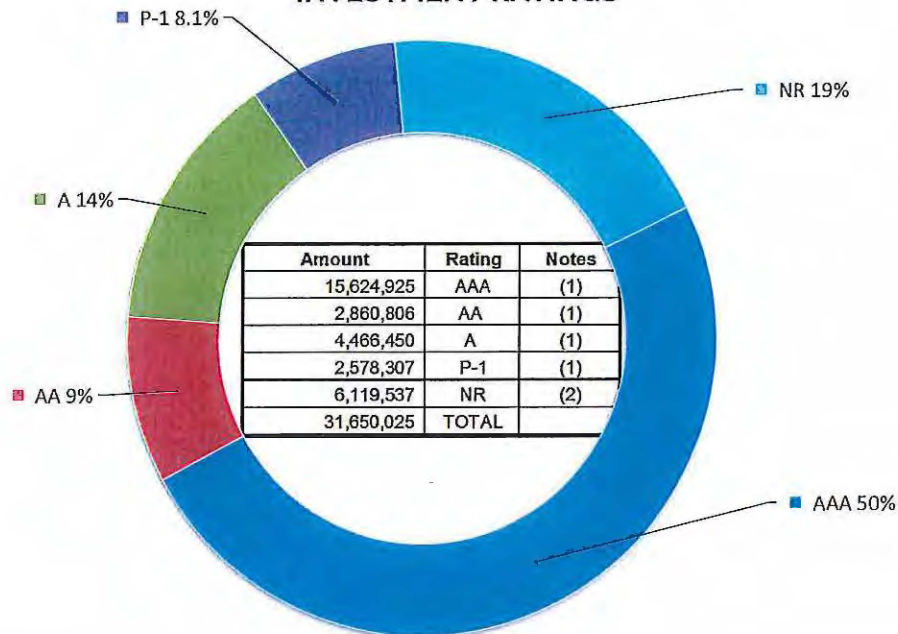
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2018

(Continued)

REMAINING MATURITY



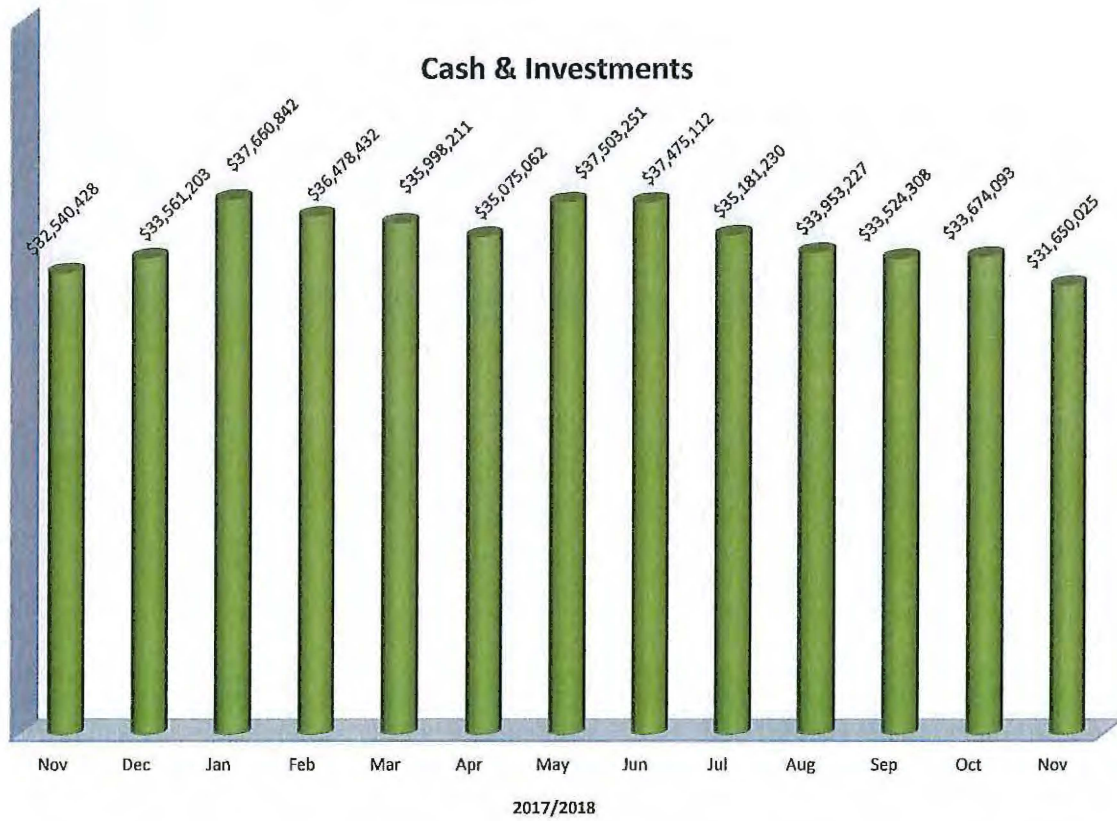
INVESTMENT RATINGS



(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
November 30, 2018

(Continued)



INVESTMENT TRANSACTIONS
For the months of November, 2018

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 39		(3)	7.37%


TOTAL	\$ -	\$ 39	\$ -
-------	------	-------	------

(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: 19-6501

DATE: January 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **December 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 December 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 December 2018 for your review.

tb:PJB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
December 1-31, 2018

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	Fssup	ASsup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	M. Gonzalez	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 December 2018.

MEMORANDUM

DATE: January 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Status Update - Fiscal Year 2019 (FY19) LWD Tactics and Action Plan

RECOMMENDED:

1. No action is required.

DISCUSSION:

During the July 12, 2018 Board meeting, the Board of Directors adopted the LWD FY19 Tactics and Action Plan. At that meeting, the Board of Directors directed staff to include a quarterly status report of the Tactics and Action Plan in the agenda.

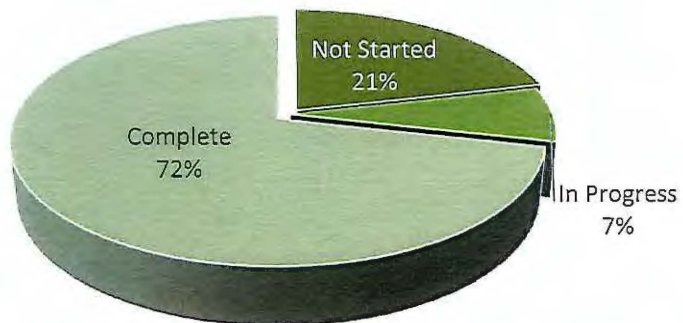
Attached for the Board's review, is the FY19 Tactics and Action Plan's quarterly status report with an ending date of December 31, 2018. The report indicates which goals are in progress, have been completed, and have not been started.

th:PJB

Attachments

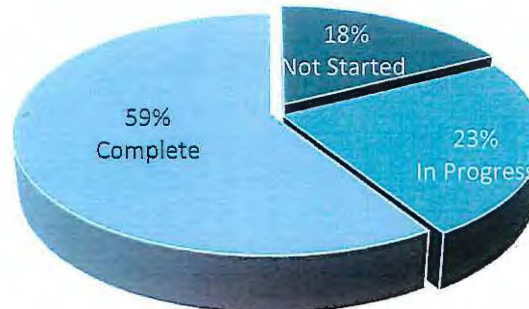
FY 2019 Tactics and Action Plan Status Report October 1 - December 31, 2018

Financial Tactics



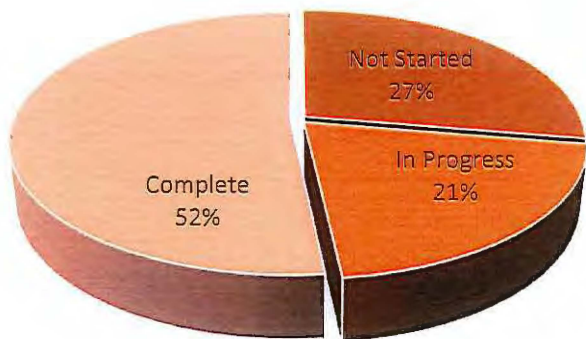
■ Not Started ■ In Progress ■ Complete

People Tactics



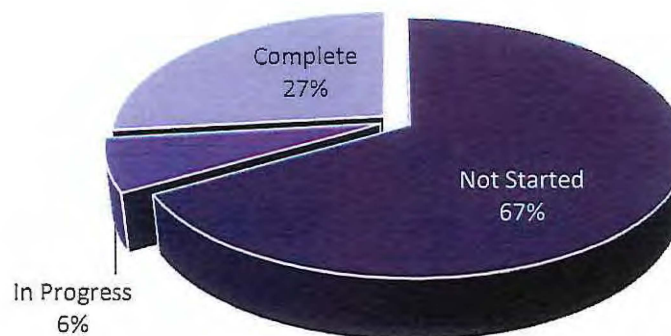
■ Not Started ■ In Progress ■ Complete

Services Tactics



■ Not Started ■ In Progress ■ Complete

Infrastructure & Technology Tactics



■ Not Started ■ In Progress ■ Complete

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

1. Financial

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

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

2. People

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

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

3. Services

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
SSMP Audit	FSS	TSM, FSSup	Oct-18	Jan-19	Completed
Update Standard Operating Procedures (SOPs)	FSS	TSM, FSSup	Oct-18	Jan-19	Completed
Update LWD Standard Specifications	DE DE	GM, TSM, FSSpec, DC GM, TSM, FSSpec, DC	Jan-19 Apr-19	Mar-19 Apr-19	In Progress Not Started
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-18	Jun-19	In Progress
Purchases	FSS FSS FSS FSS ASsup	FSS, FS Staff FSS, FS Staff FSS, FS Staff FSSup, DE EA, AS	Jul-18 Aug-18 Nov-18 Oct-18 May-19	Nov-18 Jan-19 Apr-19 Jun-19 Jun-19	Completed Completed In Progress In Progress Not Started
Vaughan Chopper Pump & Control Panel for Batiquitos Pump Station	FSS	FSSup, FS Staff	Aug-18	Dec-18	Completed
Chemical Metering Pump (AWT)	FSS	FSSup, FS Staff	Jul-18	Oct-18	Completed
Administration Building and Facility Updates	FSS FSS FSSpec	FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff	Jul-18 Jul-18 Sep-18	Dec-18 Dec-18 Feb-19	Not Started Not Started Completed
By-Pass Pumping Drills	FSSup FSSup	FSS, FS Staff FSS, FS Staff	Jan-19 Feb-19	Mar-19 Apr-19	Not Started Not Started
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Jul-18	May-19	Not Started
Public Outreach Services	ASsup ASsup ASsup ASsup ASsup ASsup ASsup	GM, ASM, EA, AS GM, ASM, FSSup, FS Staff GM, ASM, EA, AS AS AS GM, ASM, EA, AS GM, ASM, EA, AS	Jul-18 Jul-18 Jul-18 Aug-18 Aug-18 Jul-18 Dec-18	Jun-19 Jun-19 Mar-19 Nov-18 Dec-18 Aug-18 Mar-19	Completed In Progress Completed Completed Completed Completed In Progress
Awards	FSS EA	TSM, ASM, FSSup EA	Sep-18 Jul-18	Nov-18 Sep-18	Completed Completed
Pursue Presentation Opportunities @ CWEA, SCAP, etc.	GM	FSS, TSM, ASM	Jul-18	Jun-19	Not Started
Landscape Maintenance Agreement	FSS FSS	ASM, FSSup, ASM, FSSup,	Jul-18 Aug-18	Jul-18 Oct-18	Postponed Postponed
Records Retention	EA	AS	Aug-18	Oct-18	Completed

4. Infrastructure and Technology

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

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

Encina Wastewater Authority Report
Regular Board Meeting
December 12, 2018

EWA Board of Directors - Director Sullivan Reporting

1. Election of Officers for Calendar Year 2019

The Board of Directors conducted elections for the 2019 Encina Joint Advisory Committee and Encina Wastewater Authority Board of Directors Chair, Vice-Chair and Secretary and appointed a EWA Auditor and Treasurer for 2019. The results are as follows:

- Chair – Jim Hernandez
- Vice Chair – Allan Juliussen
- Secretary – Paula Clowar
- Auditor & Treasurer – LeAnn Warchol

2. Fiscal Year 2018 (FY18) Comprehensive Annual Financial Report

The Board of Directors received and filed the FY18 CAFR.

3. Gas Conditioning Grant CEQA and Project Refinement Effort

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

- Execute an amendment to the existing Eco Engineers contract in the amount of \$28,500 for continuation services; and
- Execute an amendment to the existing Brown and Caldwell contract in the amount of \$70,890 for continuation services

4. The Board of Directors met in Executive Session to discuss:

Conference with Legal Counsel – existing litigation as authorized by Government Code section §54956.9(d)(1) – One Case: In the Matter of Statement of Issues Against Encina Wastewater Authority.

There was no action taken.

Human Resources Committee Meeting Report

Presented by Director Omsted

Meeting held January 3, 2019

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

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

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

MEMORANDUM

DATE: January 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Public Hearing to Receive Input Regarding Electoral District Map 102 and the Transition from At-Large to District-Based Board Member Elections**

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:

- Electoral District Map 102.

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.

On December 12, 2018, the Board held a public hearing to receive and consider public comment regarding the draft maps. After the public hearing closed, the Board directed staff to proceed with a final public hearing to receive and consider public comment on Electoral District Map 102. At the close of this public hearing, the Board will consider adoption of an ordinance that approves a final Electoral District Map and establishes procedures for District based elections.

In addition to considering public input, the Board must ensure the final district map complies 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.

To help ensure compliance with these requirements, Electoral District Map 102 was prepared by demography expert, Douglas Johnson, President of National Demographic Corporation. General Counsel has also reviewed Map 102 and is confident it meets state and federal requirements for electoral maps.

In addition to the legal criteria, the Board may consider the following "Traditional Districting Principles" when in its development of electoral districts.

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.

dwb:PJB

Attachment

PUBLIC NOTICE



NOTICE OF AVAILABILITY AND HEARING TO CONSIDER DRAFT DISTRICT ELECTION MAPS AND THE TRANSITION FROM AT-LARGE TO DISTRICT-BASED BOARD MEMBER ELECTIONS FOR THE LEUCADIA WASTEWATER DISTRICT PURSUANT TO ELECTIONS CODE SECTION 11010

NOTICE IS HEREBY GIVEN that draft District Election Map 102 is available for public review on the Leucadia Wastewater District website and at the administrative office located at 1960 La Costa Avenue, Carlsbad, California.

NOTICE IS FURTHER GIVEN that on Wednesday, January 9, 2019 at 5:00 P.M., or as soon thereafter as the matter may be heard, the Board of Directors of the Leucadia Wastewater District will hold a fourth public hearing in the Board Meeting Room located at 1960 La Costa Avenue, Carlsbad, California, for the purpose of taking public comment regarding the draft map and transition from At-Large to District-Based Board Member Elections pursuant to Elections Code Section 11010.

At this fourth public hearing, the Board will consider comments and information submitted by the public, and thereafter, proceed to finalize the change from At-Large to District-Based Elections through adoption of an ordinance that approves a final district map and establishes procedures for District-Based Elections. The Board of Directors adopted a resolution of intention on October 10, 2018 to initiate procedures for a transition from At-Large to District-Based Board Member Elections and previously held three public hearings to take public comment on October 10, 2018, October 24, 2018, and December 12, 2018.

All interested parties are invited to attend this public hearing and to express opinions or submit information. If you are disabled in any way and need accommodation to participate in the public hearing, please call (760) 753-0155 for assistance prior to the hearing so the necessary arrangements can be made.

DATED: January 2, 2019

Paul J. Bushee
General Manager/Secretary
Leucadia Wastewater District

MEMORANDUM

DATE: January 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Establishing a District-Based Election Process for the Board of Directors

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Ordinance No. 138 - Establishing a District-Based Election Process Pursuant to Elections Code section 10010(e)(3)(A).
2. Discuss and take other action, as appropriate.

DISCUSSION:

On September 9, 2018, the District received a letter from attorney Kevin Shenkman of the law firm Shenkman & Hughes threatening to sue the District for alleged violations of the California Voting Rights Act ("CVRA") (Elec. Code §§ 14025-14032) unless the District voluntarily converts to elections by district. The District does not agree that its current At-Large electoral system violates the CVRA or any other state or federal election law. However, to avoid the cost and uncertainty of litigation and to take advantage of a "safe harbor" provision of the CVRA that limits potential exposure to attorney's fees, the Board of Directors adopted a Resolution of Intent to voluntarily transition from At-Large to District-Based Elections pursuant to Elections Code section 10010(e)(3)(A) on October 10, 2018.

The Board held public hearings on October 10th and 24th to receive public input regarding the composition of potential electoral district boundaries. Draft Electoral District Maps 101 and 102 were posted on the District website on December 5, 2018. On December 12, 2018, the Board held a public hearing to receive and consider public comment regarding the draft maps. After the public hearing closed, the Board directed staff to proceed with a final public hearing to receive and consider public comment on Electoral District Map 102. A public hearing to consider Electoral District Map 102 was held prior to this agenda item. The Board is now asked to consider adoption of Ordinance No. 138, which establishes a district-based elections process pursuant to Elections Code section 10010. The following are the basic components of Ordinance No. 138:

1. Adopts Electoral District Map 102, creating five single member districts.
2. Requires election by-district beginning in November 2020
 - a. Board members from Districts 1, 3, and 5 would be elected beginning at the General Election in November 2020, and every four years thereafter.
 - b. Board members from Districts 2 and 4 would be elected beginning at the General Election in November 2022, and every four years thereafter.
3. Requires that candidates and Board members be residents and a registered voters of the district in which they are seeking election or have been elected.

4. Does not impact current Board members who will remain in office until the expiration of the full term for which he or she was elected.

dwb:PJB

Attachment

ORDINANCE NO. 138

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ESTABLISHING A DISTRICT BASED ELECTION PROCESS
PURSUANT TO ELECTIONS CODE SECTION 10010**

WHEREAS, members of the Board of Directors (“Board”) for the Leucadia Wastewater District (“District”) are currently elected in “at-large” elections, in which each director is elected by the registered voters of the entire District and serves a four-year term;

WHEREAS, pursuant to Elections Code section 10650, the Board has authority to adopt an ordinance changing the system of elections in the District from an at-large system to a by-district elections system;

WHEREAS, this change in method for electing members of the Board is made in furtherance of the purposes of the California Voting Rights Act of 2001 (Elections Code section 14025 et seq.);

WHEREAS, pursuant to the requirements of Elections Code section 10010, the Board held public hearings on October 10 and October 24, 2018 to receive testimony regarding the potential composition of electoral districts;

WHEREAS, also pursuant to the requirements of Elections Code section 10010, the Board held public hearings on December 12, 2018 and January 9, 2019 to receive testimony regarding two draft Electoral District Maps: Map 101 and Map 102;

WHEREAS, draft Electoral District Maps 101 and 102 were published for review and consideration by the public in accordance with the requirements of Elections Code section 10010; and

WHEREAS, the Board now desires to adopt this Ordinance to establish by-district elections and adopt a map identifying the five separate electoral districts,

NOW, THEREFORE, BE IT ORDAINED:

Section 1. By-District Elections. Beginning with the general election in November 2020, members of the Leucadia Wastewater District Board of Directors shall be elected by-district in five single member districts, meaning one member of the Board shall be elected from each district, by the voters of that district alone. Each member of the Board shall serve a four-year term.

Section 2. Electoral Districts.

A. The boundaries and identifying number of each of the five electoral districts are described on District Map 102 attached hereto as Exhibit A and incorporated herein by reference.

B. The districts described in District Map 102 shall continue in effect until they are amended or repealed in accordance with law. The boundaries of the districts shall be reapportioned from time to time as required by the Elections Code or any other applicable law.

Section 3. Implementation of By-District Elections.

A. Board members from Districts 1, 3, and 5 shall be elected beginning at the General Election in November 2020, and every four years thereafter.

B. Board members from Districts 2 and 4 shall be elected beginning at the General Election in November 2022, and every four years thereafter.

Section 4. Eligibility Requirements. Board members elected to represent a district must reside in that district and be a registered voter in that district, and any candidate for a Board position must live, and be a registered voter in, the district in which he or she seeks election. Termination of a residency in a district by a Board member shall create an immediate vacancy for that district unless a substitute residence within that district is established within 30 days after the termination of residency.

Section 5. No Impact on Current Board members. Notwithstanding any other provision of this Ordinance, each of the Board members in office at the time this Ordinance takes effect shall continue in office until the expiration of the full term for which he or she was elected. Vacancies in Board member offices elected at-large may be filled from the District at-large. At the end of the term for each at-large Board member, that member's successor shall be elected on a by-district basis in the districts established by this Ordinance as shown on Map 102. Any vacancies in a Board member office elected by-district shall be filled by a person qualified to hold office who is a resident and a registered voter of the district.

Section 6. Effective Date. The provisions of this Ordinance shall be effective immediately upon adoption.

PASSED AND ADOPTED this 9th day of January 2019, by the following vote:

AYES:

NOES:

ABSENT:

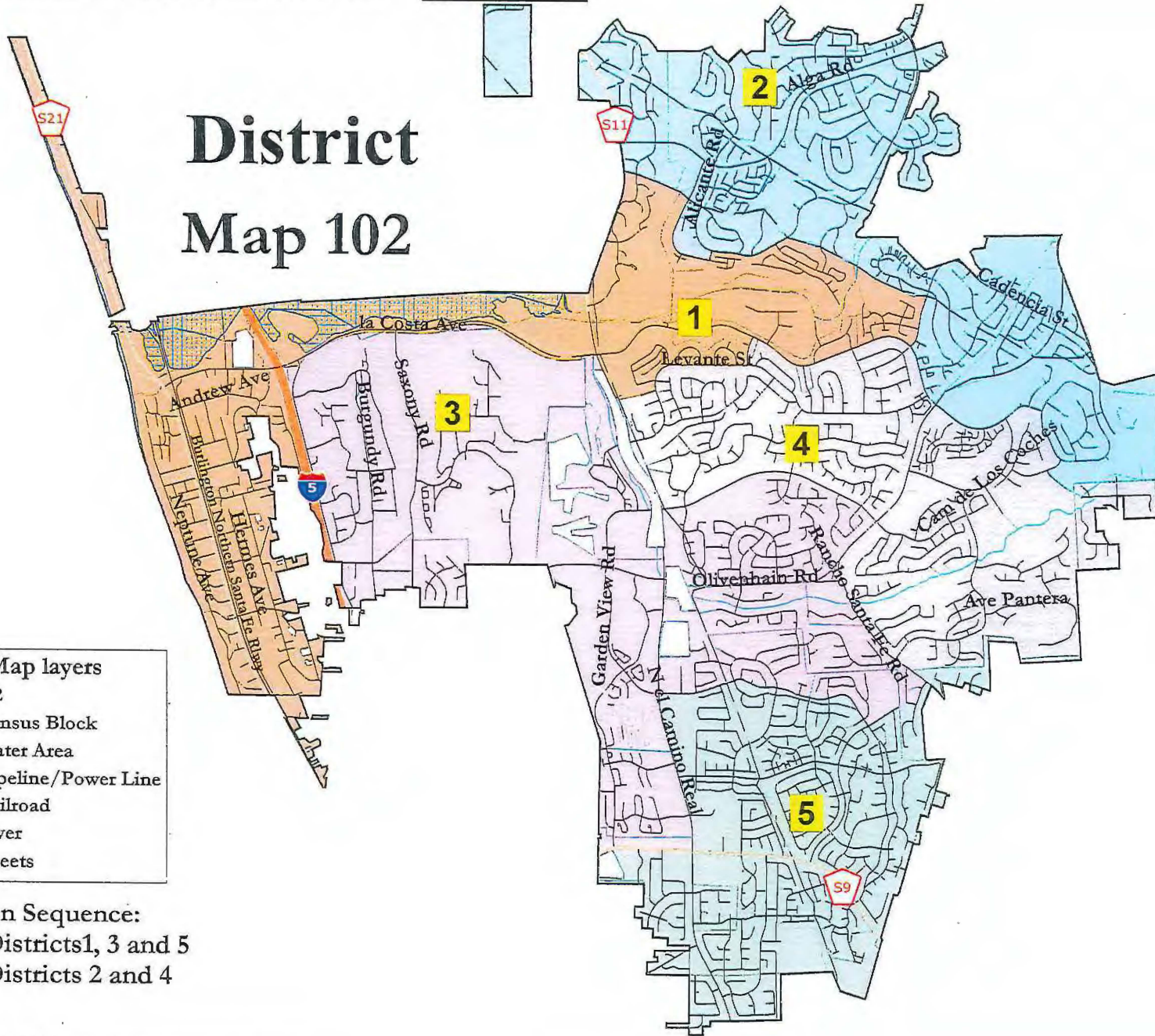
ABSTAIN:

David Kulchin
President

ATTEST:

Paul J. Bushee
General Manager

District Map 102



Map layers

- 102
- Census Block
- Water Area
- Pipeline/Power Line
- Railroad
- River
- Streets

Election Sequence:
 2020: Districts 1, 3 and 5
 2022: Districts 2 and 4

MEMORANDUM

Ref: 19-6508

DATE: January 3, 2019
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 – Board of Directors Election of Officers, Establishment of Committees and Selection of Committee Members Policy; and
2. Discuss and take other action, as appropriate.

BACKGROUND:

The Human Resources Committee (HRC) reviewed this item at its January 3rd meeting. The HRC agreed that it preferred Option 3 under section V of the policy, which is summarized below and described in more detail in the draft policy. The HRC also agreed to recommend that the Board of Directors adopt Resolution No. 2309.

At last month's meeting, the Board of Directors considered Resolution 2309 and did not take action. The discussion focused on whether to have the Board President make the standing committee appointments or to institute two-year rotating committee appointments. As a result, the Board directed staff to revise the policy and present three potential options for committee appointments for the Board's consideration at its January meeting.

DISCUSSION:

Staff has since drafted the policy to reflect three potential standing committee appointment options under Section 5. Staff has also added language that the committee appointments will be made at the January Board meeting each year. The draft language has been attached for your review and the potential options are in bold color format. A brief summary of the committee appointment options are as follows:

Option 1: 2 Year Rotating and Alternating Committees – this option was presented in Resolution 2308 last month at the direction of the Human Resources Committee. Under this scenario, Board members would rotate committees every two years and the committee membership would alternate such that only one member would rotate off the committee each year.

Option 2: Board President Appoints Committee Members – this option is the LWD's current policy where the Board President appoints the committee members each year. This option does allow committee appointments to go a vote if requested by two Board members.

Option 3: 2 Year Rotating and Alternating Committee for LWD Committees Only (Not Encina Joint Powers Authority) – this option is somewhat of a hybrid between Options 1 and 2 with only the LWD Committees rotating and alternating every two years. For the Encina Wastewater Authority and the Encina Joint Advisory Committee, appointments would be made annually by the Board President as they are now.

Staff will present these options in more detail at the upcoming meeting and requests the Board select which option it prefers in the policy. Staff also recommends that the Board adopt Resolution 2309 with the understanding that the preferred committee option would be incorporated into the final signed version of the policy.

: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 January 9, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Kulchin, President

ATTEST:

Paul J. Bushee, General Manager
(SEAL)

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

I. PURPOSE

- A. The purpose of this policy is to establish how the 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 consist 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) 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.

4) 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.

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

The EWA Board 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

Option 1: 2 Year Rotating and Alternating Committees

- A. At a noticed meeting of the Board in January of each year, the committee assignments shall be established for the calendar year.**
- B. The term of committee members on their respective committee shall be for a period of two years. Following the committee members initial term, one committee member from each committee will follow a rotation pattern from the list of standing committees in section IV, C). For example, one IFC member will rotate to the CAC, and one CAC member will rotate to the HRC and so on. The intent is to rotate committee members, so that each Board member gets an opportunity to eventually serve on all committees to broaden their experience in each specific area.**
- C. For the first year when transitioning from the Board President assignment of current standing committees to rotating standing committees, the Board President shall make the standing committee appointments such that one Board member from each committee shall be assigned to a different committee. From that point forward, the committee membership shall automatically rotate as described in Section B above. The chairperson shall make reports to the Board at the regular Board meeting on the committee's meeting(s).**
- D. Upon the occurrence of a newly elected Board member, he/she shall fulfill the committee position(s) of the preceding Board member.**

Option 2: Board President Appoints Committee Members (Current Policy)

- A. The Board President shall appoint committee members at a meeting of the Board in January of each year. 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.

**Option 3: 2 Year Rotating and Alternating Committees *for LWD Committees Only*
(Not Encina Joint Powers Authority)**

- A. At a noticed meeting of the Board in January of each year, the committee assignments shall be established for the calendar year.
- B. For LWD Committees only, the term of committee members shall be for a period of two years. Following the committee members initial term, one committee member from each committee will follow a rotation pattern from the list of standing committees in section IV, C). For example, one IFC member will rotate to the CAC, and one CAC member will rotate to the HRC and so on. The intent is to rotate committee members, so that each Board member gets an opportunity to eventually serve on all committees to broaden their experience in each specific area.
- C. For the first year when transitioning from the Board President assignment of current standing committees to rotating standing committees, the Board President shall make the LWD standing committee appointments such that one Board member from each LWD committee shall be assigned to a different committee. From that point forward, the LWD committee membership shall automatically rotate as described in Section B above. The chairperson shall make reports to the Board at the regular Board meeting on the committee's meeting(s). It is understood that those Board members serving on the EWA Board of Directors/JAC shall serve on only one LWD standing committee, while the remaining Board members serve on two LWD standing committees.
- D. Upon the occurrence of a newly elected Board member, he/she shall fulfill the committee position(s) of the preceding Board member.
- E. For the Encina Joint Powers Authority, LWD's Board President shall appoint two Directors to serve concurrently on the EWA Board of Directors and the JAC. The appointments shall be made at a notice meeting of the LWD Board in January of each year. For appointments to the Encina Joint Powers Authority 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.


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: 19-6509

DATE: January 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Revised LWD Board-General Manager/Staff Relations Policy

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 included in the December 12, 2018 Board agenda; however, this item was pulled from the agenda pending the outcome of a stand-alone policy relating to how the Board elects its officers and establishes its committees. You may recall that Section IX of the Board-General Manager/Staff Relations policy addresses how the Board committees are appointed. Prior to this agenda item, the Board will have determined how it prefers to establish and appoint its committees through the aforementioned stand-alone policy.

DISCUSSION:

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 and it has been attached for your review. Staff will present an 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 January 9, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David Kulchin, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

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.

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: January 3, 2019
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2019 Board of Directors Committee Assignments

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

Prior to this item, the Board of Directors will have determined its preferred approach for the appointment of its committees. The purpose of this agenda item is to allow the Board to make its committee appointments utilizing its preferred approach.

Staff has no recommendation on this matter.

Attachment

tb:PJB



Board of Directors' Committee Assignments

Engineering Committee

Vice President Allan Juliussen, Chair
President David Kulchin

Investment & Finance Committee

Director Judy Hanson, Chair
Director Donald Omsted

Community Affairs Committee

President David Kulchin, Chair
Director Elaine Sullivan

Human Resource Committee

Director Judy Hanson, Chair
Director Donald Omsted



Board of Directors' and Manager Appointments and Assignments

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

Director Elaine Sullivan
Vice President Allan Juliussen
Paul Bushee, GM (Alternate)

Other Assignments:

Director Judy Hanson

- San Diego County LAFCO Special Districts (Alternate)
- CSRMA Board of Directors Board Member

Vice President Allan Juliussen

- EWA Capital Improvement Committee (CIC) Member

President David Kulchin

- Chairperson of Scripps Memorial Hospital Encinitas Community Advisory Board

Director Donald Omsted

- Batiquitos Lagoon Foundation Board Member

Director Elaine Sullivan

- EWA Policy and Finance Committee
- CSDA Professional Development Committee
- CSDA Member Services Committee
- CSDA San Diego Chapter (2nd Vice President)

General Manager Paul Bushee

- Encina Wastewater Authority Member Agency Managers Committee
- CSRMA Board of Directors (Alternate)
- CASA Board of Directors



2019 San Diego Awards Banquet

Saturday, January 26

6pm-10pm

6pm - 7pm Hosted Bar, Games, Hors D' Oeuvres

7pm - 8pm Welcome and Dinner

8pm - Ceremony Begins

GREEN DRAGON



TAVERN & MUSEUM

6115 Paseo Del Norte

Carlsbad, CA 92011



PLEASE RSVP WITH TIANNE BY JANUARY 12, 2019

TICKETS ARE LIMITED